



# ALTADENA LIBRARY DISTRICT

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

## **AGENDA Regular Meeting**

Board of Library Trustees  
Altadena Library District  
Community Room – Main Library  
**June 22, 2015**  
5:00 p.m.

**PUBLIC REQUESTS FOR DOCUMENTS:** The District provides a public inspection copy of all materials included in the agenda packet distributed to the Board members. Members of the public who wish to obtain a copy of any document may do so by completing a Request for Public Document form and submitting it to the Administrative Secretary who will arrange for the documents to be copied at a charge of 15¢ per page. Request forms are available at the District Administration offices.

1. **CALL TO ORDER**

2. **ROLL CALL:**

Meredith McKenzie, President  
David Datz, Secretary  
David Tuck  
Gwendolyn McMullins  
Adalila Zelada-Garcia

3. **ADOPTION OF AGENDA**

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

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

4. **PUBLIC COMMUNICATION**

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

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

- a) PROMOTION OF HELEN MILNER FROM PT EMPLOYEE TO FT EMPLOYEE WITH BENEFITS EFFECTIVE MAY 1, 2015
- b) RESIGNATION, DISCUSSION & APPOINTMENT OF BOARD MEMBER

6. **FINANCIAL REPORTS**

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

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

7. **CONSENT CALENDAR**

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

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

- a) APPROVAL OF MINUTES – REGULAR MEETING HELD MAY 18, 2015
- b) STATISTICAL REPORTS – CIRCULATION, PUBLIC USE, QUESTIONS ASKED, COLLECTIONS, BRANCH STATISTICS FOR MAY 2015

- c) DEPARTMENTAL MONTHLY REPORT – ADULT SERVICES, YOUTH SERVICES, CIRCULATION, TECHNICAL SERVICES, BRANCH SERVICES FOR MAY 2015

8. **CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR**

Items removed from the Consent Calendar will be discussed individually at this time.

9. **DIRECTOR’S REPORT**

10. **OLD BUSINESS**

- a) PRESENTATION OF ADOPTED FINANCIALS FOR THE 15-16FY (**REVIEW ONLY**)

11. **NEW BUSINESS**

- a) FY2015-16 STATEMENT OF AUDITING STANDARDS LETTER FROM PUN GROUP (**REVIEW ONLY**)
- b) REVIEW AND APPROVAL OF GANN APPROPRIATION LIMIT FOR FY15-16 (**DISCUSSION/POSSIBLE ACTION**)
- c) ADOPTION OF RESOLUTION FOR PAYING AND REPORTING THE VALUE OF EMPLOYER PAID MEMBER CONTRIBUTIONS (**DISCUSSION/POSSIBLE ACTION**)
- d) ADOPTION OF RESOLUTION #201503 TO INCREASE THE EMPLOYER HEALTH CONTRIBUTION FOR EMPLOYEES AND ANNUITANTS FROM \$450 TO \$500 (**DISCUSSION/POSSIBLE ACTION**)
- e) ADOPTION OF RESOLUTION #201504 TO ASK THE AUDITOR/CONTROLLER OF LOS ANGELES COUNTY TO PREPARE A NEW TAX ROLL FOR ACCOUNT #57.12 (**DISCUSSION/POSSIBLE ACTION**)

12. **CORRESPONDENCE & PRESS**

- a) ALTADENA HERITAGE NEWSLETTER SPRING 2015 (**INFORMATION ONLY**)
- b) OFF THE 210 (**INFORMATION ONLY**)
- c) PASADENA WEEKLY *Hometown Heritage* June 11, 2015 (**INFORMATION ONLY**)
- d) PASADENA NOW *Staff Reports* June 11, 2015 (**INFORMATION ONLY**)

13. **REPORTS OF TRUSTEES**

14. **AGENDA ITEMS FOR FUTURE AGENDAS**

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

15. **ADJOURNMENT**

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



**ALTADENA LIBRARY DISTRICT**

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**BOARD OF LIBRARY TRUSTEES  
STAFF REPORT**

**DEPARTMENT:** Finance

**MEETING DATE:** June 22, 2015

**PREPARED BY:** Tina Wallin

**LOCATION:** Community Room

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

**REVENUE HIGHLIGHTS:**

- Percent of year completed is 92%.
- Total revenues as reflected on the Summary Profit and Loss is \$2.97M.
- Interest with the County remains low at .63%

**EXPENDITURE HIGHLIGHTS:**

- Total expenditures as reflected on the Summary Profit and Loss is \$2.42M.

The District currently utilizes LA County Investment Fund account for collected property tax revenue. The interest earned on this account is less than 1% and has been for some time. Each month the Finance Department requests a portion of the collected revenues utilizing a two-part form that is completed by hand and sent via US mail. When LA County receives the receipt to the time a direct deposit is made, is approximately 10-15 days.

At this time, Finance is looking into other trust fund options such as LAIF (Local Agency Investment Fund), which will earn about the same amount of interest, but will allow the District more control and flexibility with the funds. The District can perform electronic transfers from LAIF to Chase in-house and on a daily, weekly or monthly basis. The transfer of funds with LAIF would be 1-2 days at the most. This would also allow the District to earn more interest on the balance of funds since a large portion of funds would not be required to be transferred at any given time.

Altadena Library District  
 Balance Sheet  
 As of May 31, 2015

	<u>May 31, 15</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Cash & Cash Equivalents	
1010.00 · Cash in County Treasury	
1010.20 · Asset Replacement Reserve	143,939.00
1010.10 · Trustee Election Reserve	122,122.95
1010.00 · Cash in County Treasury - Other	2,479,540.37
Total 1010.00 · Cash in County Treasury	2,745,602.32
1021 · Cash in Checking Chase Gen Fund	-13,066.90
1026 · Cash in Savings PF - Chase Bank	2,224.60
1041 · Cash in Savings - Chase Bank	25,107.96
1045 · Cash HUD Fund - Chase Bank	2.04
1075 · SCLC Deposit Account	1,160.00
1080 · Petty Cash	777.00
Total Cash & Cash Equivalents	2,761,807.02
Total Checking/Savings	2,761,807.02
Accounts Receivable	
1350 · Accrued Interest Receivable	2,434.74
Total Accounts Receivable	2,434.74
Other Current Assets	
1220 · Miscellaneous Receivable	643.65
1400 · Property Taxes Receivable	29,181.99
1076 · Prepaid Items & Deposits	31,579.76
Total Other Current Assets	61,405.40
Total Current Assets	2,825,647.16
Fixed Assets	
Non-Depreciable Assets	
1500 · Land	77,280.28
1510 · Artwork	102,500.00
Total Non-Depreciable Assets	179,780.28
Depreciable Assets	
1550 · Structures & Improvements	1,173,651.18
1700 · Furniture, Fixtures & Equipment	646,097.77
1800 · Accum Depr (S & I)	-988,164.08
1900 · Accum Depr (FF & E)	-608,601.06
Total Depreciable Assets	222,983.81
Total Fixed Assets	402,764.09
<b>TOTAL ASSETS</b>	<b><u>3,228,411.25</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	45,138.26
Total Accounts Payable	45,138.26
Other Current Liabilities	
2012 · Accrued Vacation Payable	67,771.34
2064 · Deferred Compensation - CalPERS	-39.83
2080 · Deferred Revenue RDA ABX1 26	-18,812.41
2090 · Miscellaneous Payable	-30.00
Total Other Current Liabilities	48,889.10
Total Current Liabilities	94,027.36

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06/17/15  
Accrual Basis

Altadena Library District  
**Balance Sheet**  
As of May 31, 2015

	<u>May 31, 15</u>
Long Term Liabilities	
2030 · GASB 45 OPEB Liability	<u>205,906.00</u>
Total Long Term Liabilities	<u>205,906.00</u>
Total Liabilities	299,933.36
Equity	
3300 · Retained Earnings	2,379,756.52
Net Income	<u>548,721.37</u>
Total Equity	<u>2,928,477.89</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>3,228,411.25</u></u>

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

	May 15	Jul '14 - May 15	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>					
Income					
PROPERTY TAXES	250,390.94	2,052,627.89	2,042,947.00	9,680.89	100.47%
SPECIAL ASSESSMENTS	83,613.34	745,336.23	762,617.00	-17,280.77	97.73%
INTEREST INCOME	821.79	8,037.40	7,200.00	837.40	111.63%
FINES & FEES	11,233.88	91,384.20	77,100.00	14,284.20	118.53%
DONATIONS AND GRANTS	0.00	66,402.00	98,439.00	-32,037.00	67.46%
MISCELLANEOUS INCOME	0.00	13,440.45	10,955.00	2,485.45	122.69%
TRANSFER IN FROM RESERVES	0.00	0.00	175,000.00	-175,000.00	0.0%
<b>Total Income</b>	<b>346,059.95</b>	<b>2,977,228.17</b>	<b>3,174,258.00</b>	<b>-197,029.83</b>	<b>93.79%</b>
<b>Gross Profit</b>	<b>346,059.95</b>	<b>2,977,228.17</b>	<b>3,174,258.00</b>	<b>-197,029.83</b>	<b>93.79%</b>
Expense					
SALARIES & BENEFITS	159,323.75	1,724,357.24	1,987,129.00	-262,771.76	86.78%
SUPPLIES	6,218.08	89,796.19	172,599.00	-82,802.81	52.03%
BOOKS, MATERIALS & LIBRARY SVCS	10,377.06	244,646.72	329,835.00	-85,188.28	74.17%
OPERATING, MAINT & SERVICES	13,752.77	265,482.80	310,202.00	-44,719.20	85.58%
GRANTS & GIFTS	0.00	5,000.00	5,062.00	-62.00	98.78%
TRUSTEE EXPENSES	0.00	25.00	1,050.00	-1,025.00	2.38%
UTILITIES & SERVICES	3,614.93	54,471.91	69,900.00	-15,428.09	77.93%
CAPITAL OUTLAY	4,005.72	44,726.94	111,653.00	-66,926.06	40.06%
6999 - DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>197,292.31</b>	<b>2,428,506.80</b>	<b>2,987,430.00</b>	<b>-558,923.20</b>	<b>81.29%</b>
<b>Net Ordinary Income</b>	<b>148,767.64</b>	<b>548,721.37</b>	<b>186,828.00</b>	<b>361,893.37</b>	<b>293.7%</b>
<b>Net Income</b>	<b>148,767.64</b>	<b>548,721.37</b>	<b>186,828.00</b>	<b>361,893.37</b>	<b>293.7%</b>

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

% of Year: 92%

	May 15	Jul '14 - May 15	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>PROPERTY TAXES</b>					
4010 · Current Secured	234,300.12	1,873,419.14	1,899,880.00	-26,460.86	98.61%
4020 · Current Unsecured	0.00	71,986.33	65,000.00	6,986.33	110.75%
4030 · Prior Year	-1,089.83	8,787.80	0.00	8,787.80	100.0%
4050 · Homeowners Exemption	5,392.59	12,202.20	7,500.00	4,702.20	162.7%
4070 · SB 813 Supplemental Roll	9,679.96	39,364.89	20,000.00	19,364.89	196.82%
4080 · Penalties, Interest & Costs	2,108.10	12,127.83	15,000.00	-2,872.17	80.85%
4090 · RDA ABx126 Income	0.00	34,739.70	35,567.00	-827.30	97.67%
<b>Total PROPERTY TAXES</b>	<b>250,390.94</b>	<b>2,052,627.89</b>	<b>2,042,947.00</b>	<b>9,680.89</b>	<b>100.47%</b>
<b>SPECIAL ASSESSMENTS</b>					
4060 · Per Parcel Benefit Assessment	83,613.34	745,336.23	762,617.00	-17,280.77	97.73%
<b>Total SPECIAL ASSESSMENTS</b>	<b>83,613.34</b>	<b>745,336.23</b>	<b>762,617.00</b>	<b>-17,280.77</b>	<b>97.73%</b>
<b>INTEREST INCOME</b>					
4200 · Chase Bank	0.65	12.10	250.00	-237.90	4.84%
4220 · County Deposits	821.14	8,025.30	6,950.00	1,075.30	115.47%
<b>Total INTEREST INCOME</b>	<b>821.79</b>	<b>8,037.40</b>	<b>7,200.00</b>	<b>837.40</b>	<b>111.63%</b>
<b>FINES &amp; FEES</b>					
4100 · Fines	2,363.95	24,650.02	33,000.00	-8,349.98	74.7%
4300 · Fines - PayPal	294.88	1,568.94	0.00	1,568.94	100.0%
4310 · Printer & Copy Machine	585.05	6,687.22	8,000.00	-1,312.78	83.59%
4360 · Video Game Rentals	26.00	754.00	1,000.00	-246.00	75.4%
4730 · Passport Services Fees	7,964.00	57,667.88	35,000.00	22,667.88	164.77%
4745 · Recycling Program	0.00	56.14	100.00	-43.86	56.14%
<b>Total FINES &amp; FEES</b>	<b>11,233.88</b>	<b>91,384.20</b>	<b>77,100.00</b>	<b>14,284.20</b>	<b>118.53%</b>
<b>DONATIONS AND GRANTS</b>					
<b>FRIENDS OF THE LIBRARY</b>					
4421 · Friends of the Library	0.00	41,000.00	39,000.00	2,000.00	105.13%
<b>Total FRIENDS OF THE LIBRARY</b>	<b>0.00</b>	<b>41,000.00</b>	<b>39,000.00</b>	<b>2,000.00</b>	<b>105.13%</b>
<b>DONATIONS</b>					
4515 · In-Kind Donation	0.00	0.00	0.00	0.00	0.0%
4410 · Undesignated	0.00	275.00	500.00	-225.00	55.0%
4411 · Designated	0.00	2,250.00	1,000.00	1,250.00	225.0%
<b>Total DONATIONS</b>	<b>0.00</b>	<b>2,525.00</b>	<b>1,500.00</b>	<b>1,025.00</b>	<b>188.33%</b>
<b>GRANTS</b>					
4500 · Grants - Various	0.00	0.00	30,000.00	-30,000.00	0.0%
<b>Total GRANTS</b>	<b>0.00</b>	<b>0.00</b>	<b>30,000.00</b>	<b>-30,000.00</b>	<b>0.0%</b>
<b>STATE FUNDS</b>					
4620 · California Literacy Funds	0.00	22,877.00	22,877.00	0.00	100.0%
<b>Total STATE FUNDS</b>	<b>0.00</b>	<b>22,877.00</b>	<b>22,877.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>FEDERAL FUNDS</b>					
4725 · HUD Grant	0.00	0.00	5,062.00	-5,062.00	0.0%

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

	May 15	Jul '14 - May 15	Budget	\$ Over Budget	% of Budget
Total FEDERAL FUNDS	0.00	0.00	5,062.00	-5,062.00	0.0%
DONATIONS AND GRANTS - Other	0.00	0.00	0.00	0.00	0.0%
Total DONATIONS AND GRANTS	0.00	66,402.00	98,439.00	-32,037.00	67.46%
MISCELLANEOUS INCOME					
4910 · Miscellaneous Income	0.00	13,440.45	10,955.00	2,485.45	122.69%
Total MISCELLANEOUS INCOME	0.00	13,440.45	10,955.00	2,485.45	122.69%
TRANSFER IN FROM RESERVES	0.00	0.00	175,000.00	-175,000.00	0.0%
Total Income	346,059.95	2,977,228.17	3,174,258.00	-197,029.83	93.79%
Gross Profit	346,059.95	2,977,228.17	3,174,258.00	-197,029.83	93.79%
Expense					
SALARIES & BENEFITS					
SALARIES & WAGES					
5010 · Salaried	89,433.63	996,298.50	1,086,626.00	-90,327.50	91.69%
5020 · Hourly	23,196.17	253,837.50	281,672.00	-27,834.50	90.12%
Total SALARIES & WAGES	112,629.80	1,250,136.00	1,368,298.00	-118,162.00	91.36%
EMPLOYEE BENEFITS					
5120 · Social Security, Salaried	6,675.90	74,541.85	86,611.00	-12,069.15	86.07%
5121 · Social Security, Hourly	1,769.27	19,530.56	15,828.00	3,702.56	123.39%
5210 · PERS Retirement	11,695.64	140,240.08	220,761.00	-80,520.92	63.53%
5220 · Health Insurance	13,902.32	147,137.42	180,900.00	-33,762.58	81.34%
5222 · OPEB Expense	10,417.00	64,584.00	75,000.00	-10,416.00	86.11%
5230 · Dental Insurance	1,303.12	13,281.80	15,914.00	-2,632.20	83.46%
5240 · Vision Insurance	399.76	4,790.03	5,614.00	-823.97	85.32%
5250 · SUI, Salaried	17.62	4,716.29	13,213.00	-8,496.71	35.69%
5251 · SUI, Hourly	372.92	3,907.59	3,106.00	801.59	125.81%
5260 · Life Insurance	140.40	1,491.62	1,884.00	-392.38	79.17%
Total EMPLOYEE BENEFITS	46,693.95	474,221.24	618,831.00	-144,609.76	76.63%
Total SALARIES & BENEFITS	159,323.75	1,724,357.24	1,987,129.00	-262,771.76	86.78%
SUPPLIES					
6755 · Equipment, Furniture, Fixtures	1,300.00	4,743.44	25,800.00	-21,056.56	18.39%
6765 · Janitorial Supplies	1,231.74	10,780.46	14,500.00	-3,719.54	74.35%
6770 · Operating Supplies	3,611.85	38,272.28	44,499.00	-6,226.72	86.01%
6780 · Operating Software	0.00	10,395.00	22,000.00	-11,605.00	47.25%
6785 · Computer Supplies	74.49	3,921.37	9,800.00	-5,878.63	40.01%
6790 · Hardware (Computers / Tech)	0.00	21,683.64	56,000.00	-34,316.36	38.72%
Total SUPPLIES	6,218.08	89,796.19	172,599.00	-82,802.81	52.03%
BOOKS, MATERIALS & LIBRARY SVCS					
6320 · OCLC Cataloging	1,337.66	16,104.58	19,604.00	-3,499.42	82.15%
6531 · Maintenance Equipment	1,425.46	7,527.91	15,700.00	-8,172.09	47.95%
6535 · ILS Maintenance	0.00	27,781.00	29,116.00	-1,335.00	95.42%
6536 · Ill eCommerce	0.00	0.00	780.00	-780.00	0.0%
6570 · Software Licensing	1,000.00	10,424.44	10,735.00	-310.56	97.11%
6740 · Postage & Delivery	0.00	5,943.89	4,500.00	1,443.89	132.09%



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

	May 15	Jul '14 - May 15	Budget	\$ Over Budget	% of Budget
6910 · Telecommunications	3,197.52	20,946.28	27,000.00	-6,053.72	77.58%
7001 · Electronic Databases	0.00	17,764.13	14,900.00	2,864.13	119.22%
7002 · Standing Orders	0.00	11,661.83	12,000.00	-338.17	97.18%
7003 · Books / eBooks	2,899.34	83,680.65	138,000.00	-54,319.35	60.64%
7004 · Audio CD/Cassettes	265.93	7,598.45	9,600.00	-2,001.55	79.15%
7005 · DVD's Video	230.71	8,999.52	10,700.00	-1,700.48	84.11%
7007 · Online Ordering & Book Services	20.44	12,286.86	21,500.00	-9,213.14	57.15%
7009 · Periodicals	0.00	11,620.34	12,500.00	-879.66	92.96%
7011 · FOL DVD Rental Collection	0.00	1,008.42	1,600.00	-591.58	63.03%
7015 · Video Game Rental Collection	0.00	1,298.42	1,600.00	-301.58	81.15%
<b>Total BOOKS, MATERIALS &amp; LIBRARY SVCS</b>	<b>10,377.06</b>	<b>244,646.72</b>	<b>329,835.00</b>	<b>-85,188.28</b>	<b>74.17%</b>
<b>OPERATING, MAINT &amp; SERVICES</b>					
<b>ELECTION</b>					
7110 · Trustee Election	0.00	0.00	0.00	0.00	0.0%
7120 · Per Parcel Election	0.00	44,512.21	65,000.00	-20,487.79	68.48%
<b>Total ELECTION</b>	<b>0.00</b>	<b>44,512.21</b>	<b>65,000.00</b>	<b>-20,487.79</b>	<b>68.48%</b>
6725 · Misc Expense	3,832.75	3,904.61	1,000.00	2,904.61	390.46%
6750 · Printing & Reproduction	0.00	3,048.65	10,500.00	-7,451.35	29.04%
<b>OUTSIDE PROFESSIONAL SERVICES</b>					
6036 · Strategic Planning Update	0.00	0.00	0.00	0.00	0.0%
6020 · Audit Fees	4,250.00	9,866.00	9,800.00	66.00	100.67%
6030 · Legal Fees	0.00	1,084.57	4,000.00	-2,915.43	27.11%
6031 · SLK Consulting	0.00	15,046.15	9,000.00	6,046.15	167.18%
6033 · Consultants - Financial	0.00	1,660.00	4,000.00	-2,340.00	41.5%
6035 · Architectural Services	0.00	7,834.80	9,000.00	-1,165.20	87.05%
6050 · Collection Agency	125.30	1,029.25	1,800.00	-770.75	57.18%
6060 · Consultants - Other	0.00	6,655.70	5,000.00	1,655.70	133.11%
<b>Total OUTSIDE PROFESSIONAL SERVICES</b>	<b>4,375.30</b>	<b>43,176.47</b>	<b>42,600.00</b>	<b>576.47</b>	<b>101.35%</b>
6034 · Passport Services	0.00	2,807.50	3,000.00	-192.50	93.58%
6745 · Banking & Service Fees	93.35	1,332.80	1,000.00	332.80	133.28%
6746 · Payroll Fees	1,529.05	9,756.49	7,000.00	2,756.49	139.38%
6747 · Merchant Fees (Chase & PayPal)	19.95	224.49	0.00	224.49	100.0%
<b>INSURANCE</b>					
6410 · Worker's Compensation	0.00	12,441.00	17,190.00	-4,749.00	72.37%
6430 · General, Property & Liability	0.00	16,078.81	16,079.00	-0.19	100.0%
6450 · Earthquake Insurance	0.00	13,226.00	14,520.00	-1,294.00	91.09%
<b>Total INSURANCE</b>	<b>0.00</b>	<b>41,745.81</b>	<b>47,789.00</b>	<b>-6,043.19</b>	<b>87.35%</b>
<b>MAINT/BUILDING &amp; GROUNDS</b>					
6500 · Maint & Repairs Building	29.01	6,539.51	13,800.00	-7,260.49	47.39%
6501 · Maint & Repairs Landscape	76.65	2,816.43	2,000.00	816.43	140.82%
6502 · Maint & Repairs Elevator	0.00	7,205.80	3,500.00	3,705.80	205.88%
6504 · Maint & Repairs Air Cond.	145.00	2,604.95	1,000.00	1,604.95	260.5%
6505 · Maint & Repairs Security System	0.00	3,561.50	3,456.00	105.50	103.05%
6506 · Maint & Repairs Electrical	297.25	3,354.49	3,000.00	354.49	111.82%
6507 · Maint & Repairs Plumbing	445.00	9,108.79	8,000.00	1,108.79	113.86%
6512 · Maint & Repairs - Other	81.00	1,200.52	6,000.00	-4,799.48	20.01%
<b>Total MAINT/BUILDING &amp; GROUNDS</b>	<b>1,073.91</b>	<b>36,391.99</b>	<b>40,756.00</b>	<b>-4,364.01</b>	<b>89.29%</b>

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

	May 15	Jul '14 - May 15	Budget	\$ Over Budget	% of Budget
6620 · Membership Dues & Subscriptions	0.00	1,000.80	1,350.00	-349.20	74.13%
6690 · Organizational Memberships	0.00	9,629.72	9,130.00	499.72	105.47%
6710 · Meetings & Travel	551.41	5,711.90	2,900.00	2,811.90	196.96%
<b>PROGRAMS</b>					
6200 · Youth Services	8.68	8,869.94	8,000.00	869.94	110.87%
6210 · Teen Services	90.45	1,886.23	1,500.00	386.23	125.75%
6220 · Adult Services	1,509.20	5,884.24	5,000.00	884.24	117.69%
6230 · Branch	201.26	1,381.31	1,500.00	-118.69	92.09%
6240 · Literacy	0.00	3,608.48	11,277.00	-7,668.52	32.0%
<b>Total PROGRAMS</b>	<b>1,809.59</b>	<b>21,630.20</b>	<b>27,277.00</b>	<b>-5,646.80</b>	<b>79.3%</b>
6625 · Training & Education	0.00	340.57	7,400.00	-7,059.43	4.6%
6626 · Recruitment, Gifts and Memorial	0.00	7,881.66	6,500.00	1,381.66	121.26%
6627 · Advertising / Marketing	385.00	465.41	500.00	-34.59	93.08%
6730 · Mileage Reimb & Parking Exp.	82.46	866.21	2,500.00	-1,633.79	34.65%
6820 · Refunds/Parcel	0.00	0.00	1,000.00	-1,000.00	0.0%
6840 · Direct Assessments/Admin Costs	0.00	31,055.31	33,000.00	-1,944.69	94.11%
<b>Total OPERATING, MAINT &amp; SERVICES</b>	<b>13,752.77</b>	<b>265,482.80</b>	<b>310,202.00</b>	<b>-44,719.20</b>	<b>85.58%</b>
<b>GRANTS &amp; GIFTS</b>					
7501 · HUD Grant - Prof Services	0.00	5,000.00	5,062.00	-62.00	98.78%
<b>Total GRANTS &amp; GIFTS</b>	<b>0.00</b>	<b>5,000.00</b>	<b>5,062.00</b>	<b>-62.00</b>	<b>98.78%</b>
<b>TRUSTEE EXPENSES</b>					
6215 · Volunteer Luncheon	0.00	0.00	500.00	-500.00	0.0%
6670 · CLA	0.00	25.00	350.00	-325.00	7.14%
6681 · CALTAC	0.00	0.00	200.00	-200.00	0.0%
<b>Total TRUSTEE EXPENSES</b>	<b>0.00</b>	<b>25.00</b>	<b>1,050.00</b>	<b>-1,025.00</b>	<b>2.38%</b>
<b>UTILITIES &amp; SERVICES</b>					
6920 · Electricity	2,620.05	40,903.62	50,000.00	-9,096.38	81.81%
6930 · Natural Gas	258.01	3,001.35	5,500.00	-2,498.65	54.57%
6940 · Water & Sewage	376.65	3,589.20	5,600.00	-2,010.80	64.09%
6950 · Refuse	360.22	6,977.74	8,800.00	-1,822.26	79.29%
<b>Total UTILITIES &amp; SERVICES</b>	<b>3,614.93</b>	<b>54,471.91</b>	<b>69,900.00</b>	<b>-15,428.09</b>	<b>77.93%</b>
<b>CAPITAL OUTLAY</b>					
7160 · Equipment, Furniture & Fixtures	0.00	7,084.00	1,653.00	5,431.00	428.55%
7161 · Structures & Improvements	4,005.72	37,642.94	110,000.00	-72,357.06	34.22%
<b>Total CAPITAL OUTLAY</b>	<b>4,005.72</b>	<b>44,726.94</b>	<b>111,653.00</b>	<b>-66,926.06</b>	<b>40.06%</b>
6999 · DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>197,292.31</b>	<b>2,428,506.80</b>	<b>2,987,430.00</b>	<b>-558,923.20</b>	<b>81.29%</b>
<b>Net Ordinary Income</b>	<b>148,767.64</b>	<b>548,721.37</b>	<b>186,828.00</b>	<b>361,893.37</b>	<b>293.7%</b>
<b>Net Income</b>	<b>148,767.64</b>	<b>548,721.37</b>	<b>186,828.00</b>	<b>361,893.37</b>	<b>293.7%</b>

Altadena Library District  
Donations & Grants  
July 2014 through May 2015

	Type	Date	Memo	Amount	Balance
<b>DONATIONS AND GRANTS</b>					
<b>FRIENDS OF THE LIBRARY</b>					
4421 · Friends of the Library					
	Deposit	09/12/2014	SEPT-2014 - FOL Donation for FY14-15	40,000.00	40,000.00
	Deposit	03/27/2015	MAR-2015 - FOL Donation for Board Retreat	1,000.00	41,000.00
Total 4421 · Friends of the Library				<u>41,000.00</u>	<u>41,000.00</u>
Total FRIENDS OF THE LIBRARY				41,000.00	41,000.00
<b>DONATIONS</b>					
4410 · Undesignated					
	Deposit	01/06/2015	JAN-2015 - Donation from A. Vijayaraghavan	75.00	75.00
	Deposit	03/13/2015	MAR-2015 - Donation from Pamela Scott	200.00	275.00
Total 4410 · Undesignated				<u>275.00</u>	<u>275.00</u>
4411 · Designated					
	Deposit	10/27/2014	OCT-2014 - Donation from FOL for Literacy Pro	1,000.00	1,000.00
	Deposit	01/14/2015	JAN-2015 - Donation from Carruth Family Trust	150.00	1,150.00
	Deposit	01/14/2015	JAN-2015 - Donation from Helen and Carol Ste	100.00	1,250.00
	Deposit	01/15/2015	JAN-2015 - Donation from Lauderdale family fo	1,000.00	2,250.00
Total 4411 · Designated				<u>2,250.00</u>	<u>2,250.00</u>
Total DONATIONS				2,525.00	2,525.00
<b>STATE FUNDS</b>					
4620 · California Literacy Funds					
	Deposit	10/15/2014	OCT-2014 - CA State Library, CLLS State Fund	15,000.00	15,000.00
	Deposit	01/14/2015	JAN-2015 - CLLS Grant, Final Payment	7,877.00	22,877.00
Total 4620 · California Literacy Funds				<u>22,877.00</u>	<u>22,877.00</u>
Total STATE FUNDS				<u>22,877.00</u>	<u>22,877.00</u>
Total DONATIONS AND GRANTS				<u>66,402.00</u>	<u>66,402.00</u>
<b>TOTAL</b>				<u><b>66,402.00</b></u>	<u><b>66,402.00</b></u>

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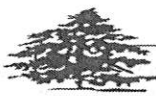
**ALTADENA LIBRARY DISTRICT  
MONTHLY INVESTMENT  
REPORT**

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**Summary of Cash and Investments as of May 31, 2015**

ACCOUNT	AGENT	YIELD	FEB-2015
Pooled Funds at County of Los Angeles	LA County	0.63%	\$2,745,602.32
General Fund – Business Select Checking	Chase Bank	0.00%	\$(13,066.90)
Savings Public Fund – High Yield Savings	Chase Bank	0.15%	\$2,224.60
General Savings – High Yield Savings	Chase Bank	0.15%	\$25,107.96
HUD Account - Business Select Checking	Chase Bank	0.00%	\$2.04
SCLC Deposit Account	SCLC	0.00%	\$1,160.00
Petty Cash	District Office	0.00%	\$777.00
<b>Total Cash and Investments</b>			<b>\$2,761,807.02</b>

We hereby certify that the investments are in compliance with Altadena Library District Policy, and California Government Code Section 53646(b)(1); and that the Altadena Library District has the ability to meet its budgeted expenditures for the next six (6) months.



**ALTADENA LIBRARY DISTRICT**

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

**MINUTES**  
**Regular Meeting**  
Board of Library Trustees  
Altadena Library District  
Community Room – Main Library  
**May 18, 2015**  
5:00 p.m.

**PUBLIC REQUESTS FOR DOCUMENTS:** The District provides a public inspection copy of all materials included in the agenda packet distributed to the Board members. Members of the public who wish to obtain a copy of any document may do so by completing a Request for Public Document form and submitting it to the Administrative Secretary who will arrange for the documents to be copied at a charge of 15¢ per page. Request forms are available at the District Administration offices.

1. **CALL TO ORDER**

2. **ROLL CALL:**

- Meredith McKenzie, President
- David Datz, Secretary
- David Tuck
- Gwendolyn McMullins
- Adalila Zelada-Garcia

3. **ADOPTION OF AGENDA**

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

Director Kittay requested Item 15a be changed to CONTINUATION OF LIBRARY DIRECTOR REVIEW AND PRESENTATION OF LIBRARY DIRECTOR OBJECTIVES.

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

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

6. **FINANCIAL REPORTS**

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

Finance Director Wallin had no news to report for April financials.

**ACCEPTED**

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

**APPROVED**

- b) REVIEW AND APPROVAL OF ALTADENA LIBRARY DISTRICT USE OF THE ALTADENA LIBRARY FOUNDATION TAX ID FOR DONATIONS AND PROJECT GRANTS (**DISCUSSION/POSSIBLE ACTION**)

**It was Moved (Tuck) and Seconded (McMullins) to approve District use of Altadena Library Foundation Tax ID for project grant applications provided the Foundation receives a copy of all grants applications submitted for its files and the Foundation notifies the Board for all grants approved and will remain effective until September 30, 2015.**

**APPROVED**

**12. CORRESPONDENCE & PRESS**

Director Kittay reported adding PRESS to CORRESPONDENCE to illustrate the District’s ongoing advertising for the libraries.

- a) PASADENA WEEKLY SUMMER 2015 PRESS (**INFORMATION ONLY**)
- b) ALTADENA NOW SUMMER 2015 PRESS (**INFORMATION ONLY**)
- c) PASADENA NOW SECOND SATURDAY JUNE 2015 PRESS (**INFORMATION ONLY**)

**13. REPORTS OF TRUSTEES**

Trustee Datz requested regular reports from the Altadena Library Foundation and Best Fest committee updates during monthly board meetings.

Trustees McMullins McKenzie reported on the successful turnout for May’s Second Saturday.

**14. AGENDA ITEMS FOR FUTURE AGENDAS**

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

**15. ADJOURN TO CLOSED SESSION**

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

The meeting adjourned to closed session at 6:15pm.

- a) CONTINUATION OF LIBRARY DIRECTOR REVIEW AND PRESENTATION OF LIBRARY DIRECTOR OBJECTIVES (**DISCUSSION/ACTION**)

**16. ADJOURNMENT OF CLOSED SESSION**

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

The Board of Trustees adjourned from closed session and reported acceptance of the District Director’s goals and objectives for 2015/16 as presented. The meeting returned to regular session at 7:11 pm.

**18. ADJOURNMENT**

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

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

**APPROVED**

**Meeting adjourned at 7:12 p.m.**

## Statistics for FY 2014/15

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
<b>Circulation - Main</b>													
FY13/14	21,444	18,178	16,977	18,293	17,183	16,736	18,498	16,997	18,577	17,419	16,994	18,938	216,234
FY14/15	19,717	17,475	17,762	17,674	15,567	16,105	16,827	15,530	16,201	16,418	16,123		185,399
% Change	-8%	-4%	5%	-3%	-9%	-4%	-9%	-9%	-13%	-6%	-5%		
<b>Circulation - Branch</b>													
FY13/14	1,608	1,296	1,071	1,325	1,050	1,262	1,438	1,206	1,242	1,094	1,074	1,121	14,787
FY14/15	1,522	1,030	1,042	1,321	894	1,034	956	1,044	1,052	1,097	860		11,852
% Change	-5%	-21%	-3%	0%	-15%	-18%	-34%	-13%	-15%	0%	-20%		
<b>Visitors - Main</b>													
FY13/14	33,280	28,549	23,947	29,657	26,411	24,921	29,572	22,263	27,019	27,861	30,526	27,565	331,571
FY14/15	30,484	27,710	27,969	28,623	26,411	19,412	25,288	23,507	22,278	19,122	26,782		277,586
% Change	-8%	-3%	17%	-3%	0%	-22%	-14%	6%	-18%	-31%	-12%		
<b>Visitors - Branch</b>													
FY13/14	4,327	3,712	3,964	4,653	3,620	3,515	3,638	3,218	4,110	4,286	3,782	2,598	45,423
FY14/15	4,124	3,659	3,815	4,665	3,103	3,161	3,533	3,448	4,104	4,163	3,435		41,210
% Change	-5%	-1%	-4%	0%	-14%	-10%	-3%	7%	0%	-3%	-9%		
<b>Days Open - Main</b>													
FY13/14	27	27	24	27	23	24	25	23	26	26	26	25	303
FY14/15	27	25	25	27	22	25	25	23	26	26	26		277
% Change	0%	-7%	4%	0%	-4%	4%	0%	0%	0%	0%	0%		
<b>Days Open - Branch</b>													
FY13/14	22	22	20	23	17	19	21	19	21	22	21	21	248
FY14/15	22	21	20	23	17	21	20	19	22	21	21		227
% Change	0%	-5%	0%	0%	0%	11%	-5%	0%	5%	-5%	0%		
<b>Registrations - Main</b>													
FY13/14	201	189	209	181	144	106	219	158	164	183	163	204	2,121
FY14/15	214	192	216	188	109	114	169	151	146	159	155		1,813
% Change	6%	2%	3%	4%	-24%	8%	-23%	-4%	-11%	-13%	-5%		
<b>Registration - Branch</b>													
FY13/14	29	17	34	21	32	15	19	21	16	23	16	35	278
FY14/15	25	21	19	27	13	13	26	21	35	17	16		233
% Change	-14%	24%	-44%	29%	-59%	-13%	37%	0%	119%	-26%	0%		

	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>TOTAL</u>
<b>Reserves - Main</b>													
FY13/14	140	120	105	134	131	97	117	85	137	114	79	121	1,380
FY14/15	107	85	111	115	121	110	136	109	138	154	134		1,320
% Change	-24%	-29%	6%	-14%	-8%	13%	16%	28%	1%	35%	70%		
<b>Inter Library Loan - Main</b>													
FY13/14	47	65	70	52	63	50	91	81	109	82	93	68	871
FY14/15	93	78	67	83	67	59	98	74	91	76	50		836
% Change	98%	20%	-4%	60%	6%	18%	8%	-9%	-17%	-7%	-46%		
<b>Inter Library Loan - Branch</b>													
FY13/14	7	8	9	7	6	8	6	8	4	5	4	2	74
FY14/15	8	10	5	12	5	6	5	4	4	3	5		67
% Change	14%	25%	-44%	71%	-17%	-25%	-17%	-50%	0%	-40%	25%		
<b>Community Room Events (Non-Library)</b>													
FY13/14	5	7	6	8	8	3	7	4	9	4	3	3	67
FY14/15	0	4	9	8	8	6	12	8	16	9	7		87
% Change	-100%	-43%	50%	0%	0%	100%	71%	100%	78%	125%	133%		30%
<b>Community Room Attendance (Non-Library)</b>													
FY13/14	50	129	84	198	158	45	118	88	139	40	75	64	1,188
FY14/15	0	27	101	111	84	120	130	90	275	90	122		1,150
% Change	-100%	-79%	20%	-44%	-47%	167%	10%	2%	98%	125%	63%		
<b>Community Room Events (Library Programs)</b>													
FY13/14	18	1	13	16	15	10	15	15	16	22	12	11	164
FY14/15	1	12	15	24	13	17	21	16	18	20	19		176
% Change	-94%	1100%	15%	50%	-13%	70%	40%	7%	13%	-9%	58%		
<b>Community Room Attendance (Library Programs)</b>													
FY13/14	952	36	442	478	591	419	446	483	146	515	387	604	5,499
FY14/15	57	432	173	821	411	596	713	659	140	735	644		5,381
% Change	-94%	1100%	-61%	72%	-30%	42%	60%	36%	-4%	43%	66%		
<b>Adult Reference Questions</b>													
FY13/14	3,217	3,115	2,970	3,065	2,625	3,060	3,050	2,400	2,560	2,705	2,100	2,917	33,784
FY14/15	3,198	3,590	3,641	2,631	2,110	2,320	461	302	355	430	455		19,493
% Change	-1%	15%	23%	-14%	-20%	-24%	-85%	-87%	-86%	-84%	-78%		
<b>Children's Services Reference Questions</b>													
FY13/14	1,322	995	855	1,291	1,175	916	944	954	949	755	699	915	11,770
FY14/15	1,133	629	810	983	648	616	736	613	650	717	575		8,110
% Change	-14%	-37%	-5%	-24%	-45%	-33%	-22%	-36%	-32%	-5%	-18%		
<b>Branch Services Reference Questions</b>													
FY13/14	309	277	298	271	206	230	245	218	306	284	271	257	3,172
FY14/15	252	331	255	372	242	273	43	51	56	59	44		1,978
% Change	-18%	19%	-14%	37%	17%	19%	-82%	-77%	-82%	-79%	-84%		



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
<b>Adult Public Computer Usage</b>													
FY13/14	3,378	3,295	3,081	3,006	2,457	2,638	2,900	2,463	3,198	2,893	2,809	2,717	34,835
FY14/15	2,642	2,527	2,855	2,847	2,082	2,334	2,244	1,973	2,043	2,255	1,913		25,715
% Change	-22%	-23%	-7%	-5%	-15%	-12%	-23%	-20%	-36%	-22%	-32%		
<b>Young Adult Public Computer Usage</b>													
FY13/14	394	229	249	263	280	363	356	210	416	321	230	266	3,577
FY14/15	159	304	253	219	181	202	164	133	147	230	132		2,124
% Change	-60%	33%	2%	-17%	-35%	-44%	-54%	-37%	-65%	-28%	-43%		
<b>Children's Services Public Computer Usage</b>													
FY13/14	1,119	906	864	792	692	600	724	634	643	601	670	724	8,969
FY14/15	710	647	736	889	555	674	556	522	630	596	596		7,111
% Change	-37%	-29%	-15%	12%	-20%	12%	-23%	-18%	-2%	-1%	-11%		
<b>Branch Services Public Computer Usage</b>													
FY13/14	886	1044	1077	1268	808	817	914	821	834	1020	1069	684	11,242
FY14/15	867	857	832	901	611	610	621	673	671	777	617		8,037
% Change	-2%	-18%	-23%	-29%	-24%	-25%	-32%	-18%	-20%	-24%	-42%		
<b>Main PC Usage Wireless</b>													
FY13/14	2,038	2,150	2,096	2,077	1,836	1,973	2,286	1,840	2,285	2,370	2,477	2,469	25,897
FY14/15	2,404	2,316	2,745	2,726	2,111	2,300	2,255	2,064	2,315	2,314	2,325		25,875
%Change	18%	8%	31%	31%	15%	17%	-1%	12%	1%	-2%	-6%		
<b>Branch PC Usage Wireless</b>													
FY13/14	1,163	1,258	1,057	1,199	1,081	1,079	1,179	991	1,150	1,307	1,198	835	13,497
FY14/15	1,092	1,041	1,017	1,271	1,215	1,284	1,393	1,257	1,246	1,375	1,347		13,538
% Change	-6%	-17%	-4%	6%	12%	19%	18%	27%	8%	5%	12%		
<b>Adult/YA Total Items Owned</b>													
FY13/14	127,638	128,225	129,546	130,819	131,357	132,084	132,702	132,725	134,219	135,054	135,305	135,697	
FY14/15	136,286	136,873	137,848	133,178	137,705	137,578	137,251	135,661	134,830	134,218	133,198		
% Change	7%	7%	6%	2%	5%	4%	3%	2%	0%	-1%	-2%		
<b>Adult/YA Total Items Added</b>													
FY13/14	508	737	1071	819	527	681	865	618	775	700	826	568	8,695
FY14/15	678	616	710	731	473	641	735	559	596	625	576		6,940
% Change	33%	-16%	-34%	-11%	-10%	-6%	-15%	-10%	-23%	-11%	-30%		-20%
<b>Children's Total Items Owned</b>													
FY13/14	31,484	31,588	31,575	31,671	31,790	31,832	32,002	32,014	31,999	32,146	32,283	32,486	
FY14/15	32,478	32,446	32,700	32,853	32,913	32,938	32,825	32,705	32,480	32,339	32,422		
% Change	3%	3%	4%	4%	4%	3%	3%	2%	2%	1%	0%		
<b>Children's Total Items Added</b>													
FY13/14	228	196	20	89	215	26	151	51	177	323	150	264	1,890
FY14/15	34	195	393	266	190	54	309	184	257	201	93		2,176
% Change	-85%	-1%	1865%	199%	-12%	108%	105%	261%	45%	-38%	-38%		15%
<b>Branch Services Collection Owned</b>													
FY13/14	16,330	16,238	16,407	16,573	16,692	16,775	16,984	17,004	16,927	17,130	17,229	17,330	
FY14/15	17,321	17,276	17,626	17,893	17,811	17,759	17,759	17,986	18,198	18,199	18,188		
% Change	6%	6%	7%	8%	7%	6%	5%	6%	8%	6%	6%		
<b>Branch Services Items Added</b>													
FY13/14	167	66	94	81	88	30	96	80	32	127	52	85	998
FY14/15	35	79	129	72	87	89	45	185	49	58	44		872
% Change	-79%	20%	37%	-11%	-1%	197%	-53%	131%	53%	-54%	-15%		-13%

	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>TOTAL</u>
<b>Adult Programs</b>													
FY13/14	1	1	4	3	3	1	2	4	4	2	3	3	31
FY14/15	3	2	3	4	3	2	2	4	5	2	7		37
% Change	200%	100%	-25%	33%	0%	100%	0%	0%	25%	0%	133%		
<b>Adult Programs - Attendance</b>													
FY13/14	3	5	177	116	219	40	38	160	183	98	47	171	1,257
FY14/15	33	41	101	173	66	175	34	110	138	109	129		1,109
% Change	1000%	720%	-43%	49%	-70%	338%	-11%	-31%	-25%	11%	174%		
<b>Young Adult Programs</b>													
FY13/14	2	0	0	1	3	2	4	3	4	7	3	2	31
FY14/15	4	2	5	5	4	4	5	4	5	7	4		49
% Change	100%	n/a	n/a	400%	33%	100%	25%	33%	25%	0%	33%		58%
<b>Young Adult Program Attendance</b>													
FY13/14	56	0	0	9	73	23	60	39	50	74	26	142	552
FY14/15	117	53	57	55	60	55	122	64	70	111	84		848
% Change	109%	n/a	n/a	511%	-18%	139%	103%	64%	40%	50%	223%		54%
<b>Children's Services Programs Offered</b>													
FY13/14	20	1	13	21	16	9	12	9	19	15	11	9	155
FY14/15	19	12	12	20	14	11	14	25	19	19	13		178
% Change	-5%	1100%	-8%	-5%	-13%	22%	17%	178%	0%	27%	18%		
<b>Children's Services Program Attendance</b>													
FY13/14	1,110	26	328	586	586	386	413	343	556	496	405	389	5,624
FY14/15	1148	447	336	746	611	366	532	595	533	515	431		6,260
% Change	3%	1619%	2%	27%	4%	-5%	29%	73%	-4%	4%	6%		
<b>Branch Services Programs Offered</b>													
FY13/14	5	1	3	5	4	2	4	1	1	1	1	2	30
FY14/15	6	1	2	2	5	3	2	2	2	2	2		29
% Change	20%	0%	-33%	-60%	25%	50%	-50%	100%	100%	100%	100%		
<b>Branch Services Program Attendance</b>													
FY13/14	185	13	55	90	40	50	34	7	4	21	10	50	559
FY14/15	345	8	28	43	143	58	35	58	36	37	40		831
% Change	86%	-38%	-49%	-52%	258%	16%	3%	729%	800%	76%	300%		

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
<b>Children's Services Class Visits</b>													
FY13/14	4	2	4	3	3	4	5	6	6	4	7	3	51
FY14/15	2	1	6	6	7	3	12	13	17	9	13		89
% Change	-50%	-50%	50%	100%	133%	-25%	140%	117%	183%	125%	86%		
<b>Children's Services Classroom Visits Attendance</b>													
FY13/14	39	22	69	69	61	75	198	103	117	89	133	405	1,380
FY14/15	37	24	102	146	126	74	243	266	358	186	249		1,811
% Change	-5%	9%	48%	112%	107%	-1%	23%	158%	206%	109%	87%		
<b>Branch Services Class Visits</b>													
FY13/14	5	1	0	2	2	1	2	1	1	1	1	0	17
FY14/15	0	0	1	4	1	1	1	1	2	5	3		19
% Change	-100%	-100%	n/a	100%	-50%	0%	-50%	0%	100%	400%	200%		
<b>Branch Services Class Visits - Attendance</b>													
FY13/14	173	28	0	59	59	30	46	30	20	25	40	0	510
FY14/15	0	0	28	48	26	26	26	26	48	127	75		430
% Change	-100%	-100%	n/a	-19%	-56%	-13%	-43%	-13%	140%	408%	88%		
<b>Branch Services - Literacy Tutor Sessions Offered</b>													
FY13/14	46	53	43	55	31	46	25	35	78	49	57	59	577
FY14/15		48	79	100	73	66	76	94	89	69	80		774
% Change	-100%	-9%	84%	82%	135%	43%	204%	169%	14%	41%	40%		
<b>Branch Services Literacy Tutor Sessions Attendance</b>													
FY13/14	173	170	190	204	131	148	115	122	173	124	116	167	1,833
FY14/15	49	147	223	152	197	174	237	282	255	215	210		2,141
% Change	-72%	-14%	17%	-25%	50%	18%	106%	131%	47%	73%	81%		
<b>Branch Services Literacy Tutor Hours offered</b>													
FY13/14	71	53.25	93.75	69	29.5	49	27	49.5	47.25	63	88.9	104.5	746
FY14/15	82	59.5	136.25	152	181.25	120.5	136.25	163.5	157.5	102.25	137.75		1,429
% Change	15%	12%	45%	120%	514%	146%	405%	230%	233%	62%	55%		
<b>Branch Services Literacy - Volunteer Hours</b>													
FY13/14	89	74	93.75	75.5	64	49	34	60.25	61.5	77.5	122.9	129.5	930
FY14/15	129	111.5	184.25	186.5	112.75	100.5	187.75	238.75	190.75	193	283.75		1,919
% Change	46%	51%	97%	147%	76%	105%	452%	296%	210%	149%	131%		

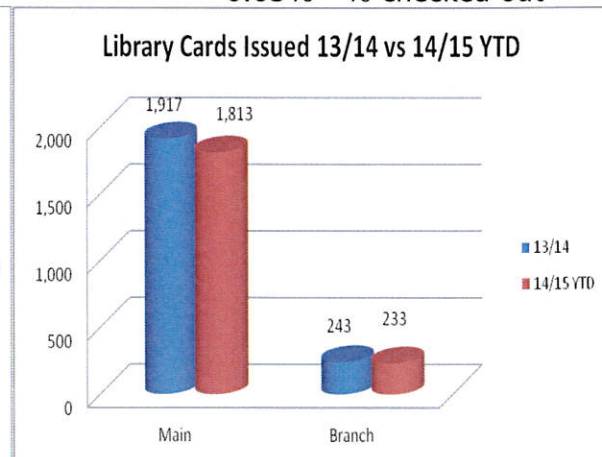
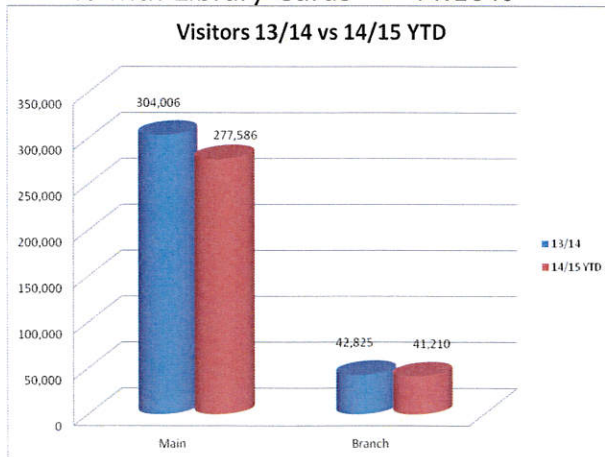
	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	TOTAL
<b>Adult Volunteers</b>													
FY13/14	3	3	1	1	1	1	2	2	2	2	1	2	21
FY14/15	1	2	2	1	1	2	2	2	2	1	1		17
% Change	-67%	-33%	100%	0%	0%	100%	0%	0%	0%	-50%	0%		
<b>Adult Volunteer Hours</b>													
FY13/14	48	45	5.5	4.5	3	6.0	12.5	7.0	10.75	7.50	4.50	10.0	164
FY14/15	6	12.5	7.25	8	2	10	14	11.5	14	4.5	12.5		102
% Change	-88%	-72%	32%	78%	-33%	67%	12%	64%	30%	-40%	178%		
<b>Young Adult Volunteers</b>													
FY13/14	6	0	0	2	5	3	6	5	7	6	4	8	52
FY14/15	10	10	7	6	12	7	12	11	10	11	9		105
% Change	67%	n/a	n/a	200%	140%	133%	100%	120%	43%	83%	125%		102%
<b>Young Adult Volunteer Hours</b>													
FY13/14	31	0	0	4	6	5	10	15	11	13.5	9.25	43.25	148
FY14/15	81	59.75	12.75	30.25	45.25	22.55	67.25	33.5	14.5	44.5	41.5		453
% Change	161%	n/a	n/a	656%	654%	351%	573%	123%	32%	230%	349%		206%
<b>Children's Services Volunteers</b>													
FY13/14	10	7	3	6	6	6	5	7	7	5	4	6	72
FY14/15	7	5	2	4	4	5	5	8	6	6	6		58
% Change	-30%	-29%	-33%	-33%	-33%	-17%	0%	14%	-14%	20%	50%		
<b>Children's Services Volunteer Hours</b>													
FY13/14	79	66.75	25.75	35.75	30	32.5	29	49	41.5	26.25	16.25	20.5	452
FY14/15	42.25	24	10.5	19.5	15.25	9.5	16	24.75	33.25	25.5	24.5		245
% Change	-46%	-64%	-59%	-45%	-49%	-71%	-45%	-49%	-20%	-3%	51%		
<b>Electronic Database Usage</b>													
FY13/14	690	514	749	1,681	645	626	449	470	342	585	588	435	7,774
FY14/15	495	656	605	598	595	3156	3698	91	145	136	4830		15,005
% Change	-28%	28%	-19%	-64%	-8%	404%	724%	-81%	-58%	-77%	721%		
<b>BrainFuse -Tutor Service</b>													
FY13/14	51	735	225	129	54	68	87	130	129	56	223	242	2,129
FY14/15	167	243	117	132	13	106	70	37	156	234	150		1,425
% Change	227%	-67%	-48%	2%	-76%	56%	-20%	-72%	21%	318%	-33%		
<b>Passports</b>													
FY13/14	82	92	74	85	81	85	133	149	196	251	186	163	1,577
FY14/15	138	113	106	107	85	78	173	194	237	240	259		1,730
% Change	68%	23%	43%	26%	5%	-8%	30%	30%	21%	-4%	39%		
<b>Passport Photos</b>													
FY13/14	80	81	66	70	58	57	94	124	138	167	137	113	1,185
FY14/15	110	100	90	95	69	62	111	127	162	126	159		1,211
% Change	38%	23%	36%	36%	19%	9%	18%	2%	17%	-25%	16%		
<b>Notary Service</b>													
FY13/14	8	9	7	24	2	4	6	6	10	11	4	18	109
FY14/15	6	7	12	4	4	6	7	7	8	8	10		79
% Change	-25%	-22%	71%	-83%	100%	50%	17%	17%	-20%	-27%	150%		

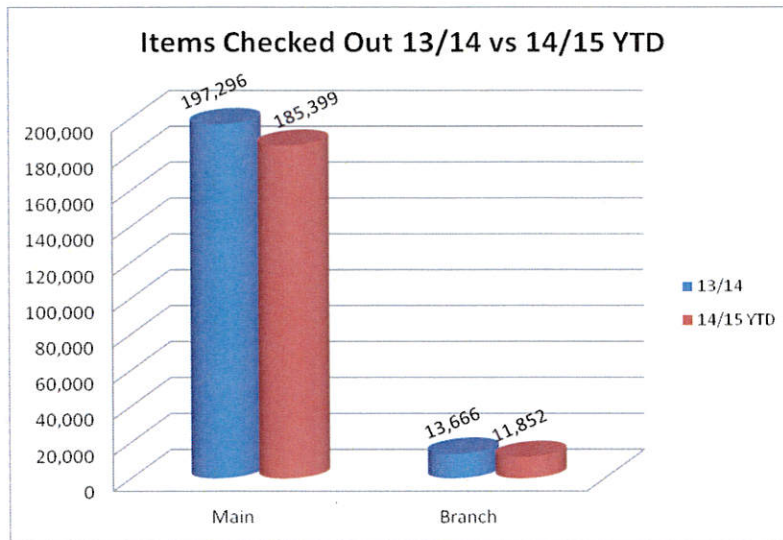
Cardholders		C/O Items in past 3 years	C/O Items in past 2 years	C/O Items in past 12 months
Card 3 years or less In Dist Out of Dist	23,449	12,884	9,965	7,025
Population of District	53,177	As per California State Library		
% of Population with Library Card	44%			
% of Population w/ck out in 3 years	24%			
% of Population w/ck out in 2 years	19%			
% of Pop w/ck out in past 12 months	13%			

### Patrons w/Items Checked Out (6/3/15 Snapshot)

#	Patron type	patrons	Patrons W/Items	% w/items	# items	avg/patron
0	Adult		1,377		6,045	
1	Juvenile		323		1,253	
2	Staff		42		393	
3	Volunteer		24		94	
4	Trustee		1		3	
5	Foster Patrons		12		61	
6	Teacher Loan		34		389	
7	Teen		11		29	
	<b>TOTAL</b>	<b>23,449</b>	<b>1,824</b>	<b>7.78%</b>	<b>8,267</b>	<b>4.53</b>

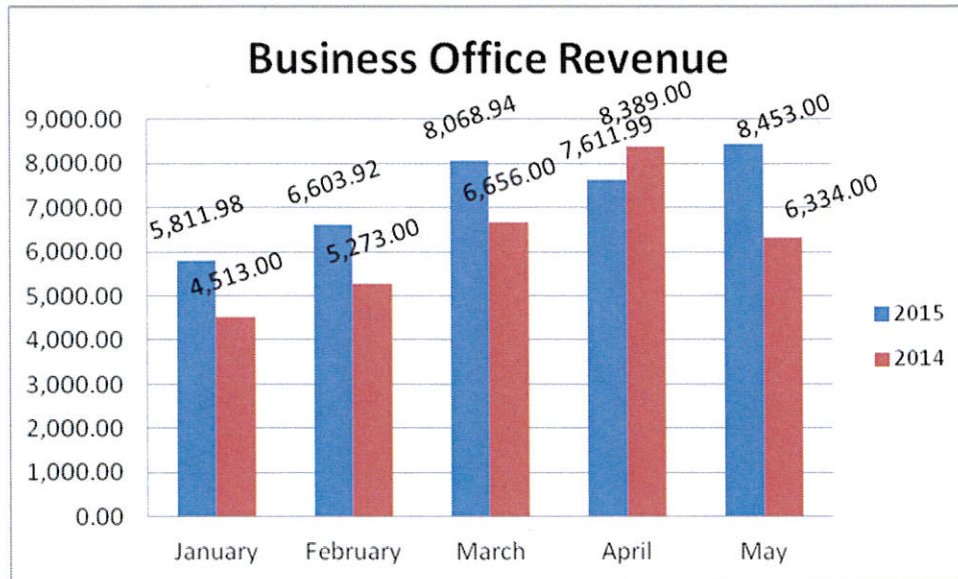
District Population 53,177      124,696 Items in Collection  
 % with Library Cards 44.10%      6.63% % checked out





CIRCULATION (CHECKOUT) STATISTICS						
ALL LOCATIONS						
I TYPE	15-May		Change vs		Actual #	
	PERCENT	QTY	15-Apr	14-May	15-Apr	14-May
Book	67.30%	10,851	-3.00%	-1.10%	11,183	10,968
Cassette	0.00%	2	0.00%	-81.80%	2	11
Sound Disc	9.40%	1,517	9.10%	6.20%	1,391	1,429
CD-ROM	0.00%	1	0.00%	0.00%	1	-
DVD	19.50%	3,140	0.70%	-21.20%	3,118	3,984
Kit	0.40%	61	-11.60%	-28.20%	69	85
Serial	1.90%	313	-10.60%	22.70%	350	255
Videocassette	0.00%	-	100.00%	100.00%	1	9
Playaway	0.00%	1	-66.70%	-92.30%	3	13
Library Basket	0.00%	5	0.00%	-72.20%	5	18
YA Video Games	0.10%	12	-60.00%	-61.30%	30	31
Mature Video Games	0.00%	1	-75.00%	-85.70%	4	7
Chromebooks	1.40%	219	-16.10%	19.00%	261	184
Total	100.00%	16,123	-1.80%	-5.10%	16,418	16,994

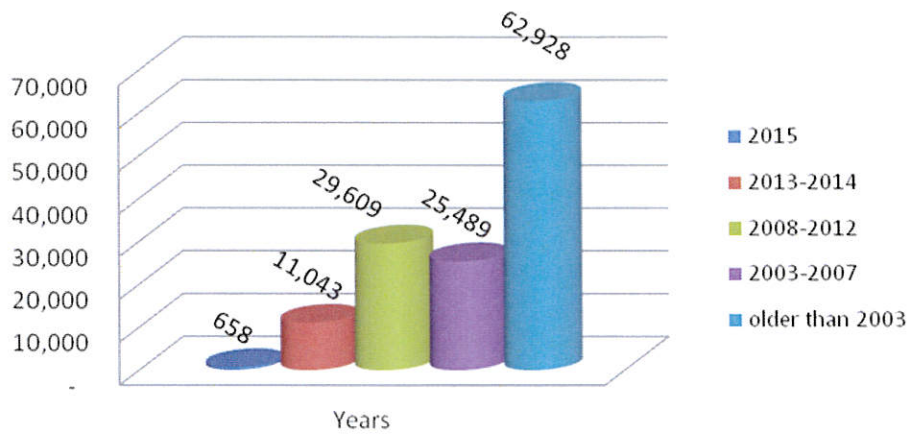
CIRCULATION (CHECKOUT) STATISTICS						
ALL LOCATIONS						
P TYPE	May 15		Change vs		Actual #	
	PERCENT	QTY	Apr 15	May 14	Apr 15	May 14
Adult	80.9%	13050	-0.7%	-8.8%	13147	14312
Juvenile	11.6%	1870	-5.7%	7.9%	1984	1733
Staff	4.3%	691	10.7%	101.5%	624	343
Volunteer	0.9%	142	-9.0%	24.6%	156	114
Trustee	0.0%	1	-66.7%	0.0%	3	1
Foster Patrons	0.2%	38	216.7%	2.7%	12	37
Teacher Loan	1.3%	212	-37.3%	-25.6%	338	285
Teen	0.7%	119	-22.7%	-29.6%	154	169
<b>Total</b>	<b>100.0%</b>	<b>16123</b>	<b>-1.8%</b>	<b>-5.1%</b>	<b>16418</b>	<b>16994</b>



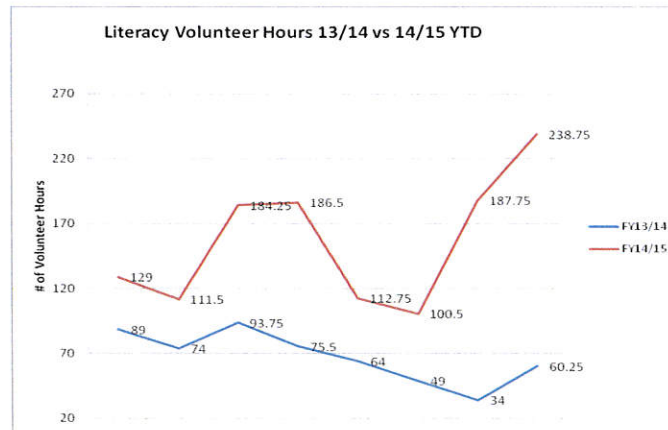
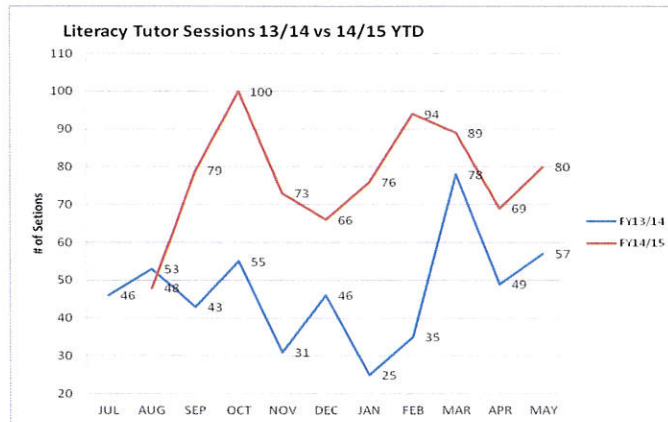
Newsletter Title	Recipients	Sent	Unique Opens
<a href="#">Get Ready - SUMMER READING @ The Altadena Library Starts Next Week!</a>	10,863	17 hours ago	<b>11.22%</b> 1,196 opened
<a href="#">This Week @ Your Altadena Library!</a>	10,744	8 days ago	<b>16.17%</b> 1,737 opened
<a href="#">Know It All! The June Newsletter is now available.</a>	10,748	16 days ago	<b>15.79%</b> 1,697 opened

Statistics showing the number of recipients of the Newsletter and e-blasts versus the number of emails actually opened. As you can see it is well over 10% which is actually very good.

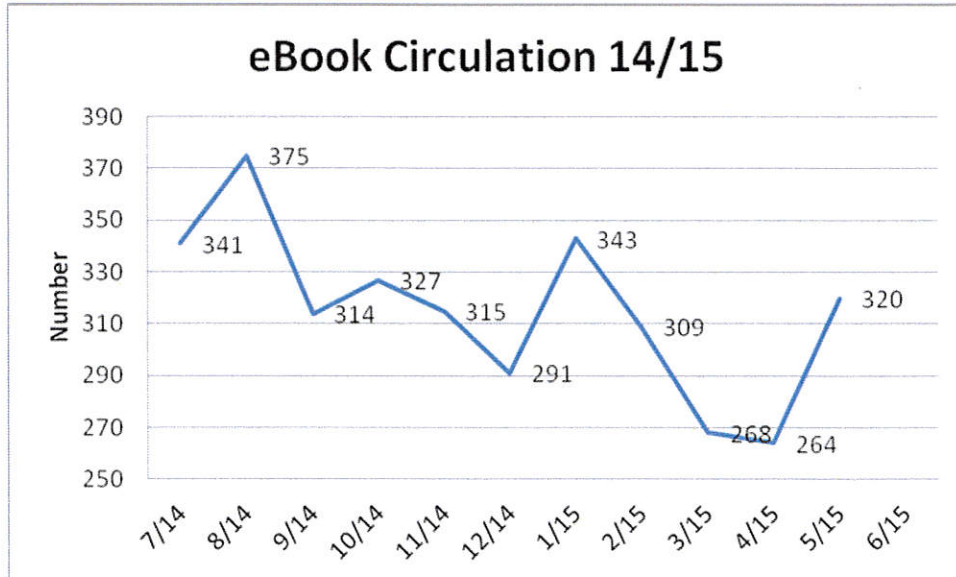
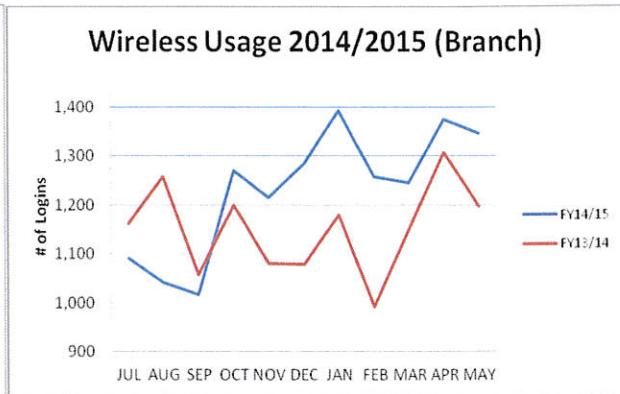
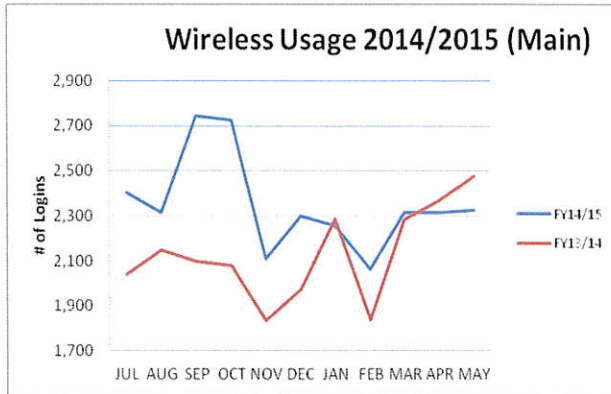
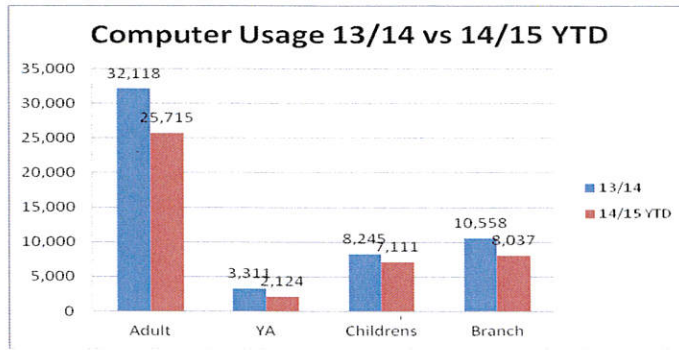
## Age of Collection as of 3/17/15 Based on Publication Date



13,092 items are less than 3 years old - 11% of the collection  
 23.42% of the collection is between 7 and 4 years old.  
 66.07% of the collection, 82,394 items are over 8 years old and of those 46.38% are over 13 years old.









ALTADENA LIBRARY DISTRICT

Adult Services Department

MONTHLY REPORT MAY, 2015

Department: Adult Services



We were very busy for the month of May with all the programs for the Book-To-Action grant that we received from the California Center for the Book celebrating Older Americans Month. Camille Levee, Executive Director of Woman at Work, presented a workshop on May 2 entitled: "Rethink Possible: Getting A Job At 50+. Forty five people came to the event. Suzanne Im organized this instructive program.

As part of this grant we showed the movies The Best Exotic Marigold Hotel and Philomena on May 6 and May 20 respectively. The movie goers really enjoyed the Movie Theater Popcorn that Helen brought!



On May 30, forty three community members joined us for our Book-to-Action finale with Ben Montgomery, the author of the New York Times Bestseller Grandma Gatewood's Walk. The audience had many questions for Ben following the talk. He autographed thirty copies of the book which were given to audience members. Suzanne Im organized and hosted this event.



Our first Second Saturday on May 9 was a great success with around 135 Beatle fans singing and dancing with the "Nowhere Men," a local group of musicians. Helen and Laureen helped out in the preparation

Helen and Laureen led the No Guilt Book Club on May 12 with nine people in attendance. We had a lively discussion of the Book-To-Action featured book, New York Times bestseller Grandma Gatewood's Walk by Ben Montgomery. Grandma Gatewood was the first woman to hike the entire Appalachian Trail alone and she did it three times! One of the members brought her laptop that showed pictures of her hike on part of the Trail. The fiction title we discussed was





## ALTADENA LIBRARY DISTRICT

The 100-Year-Old Man Who Climbed Out the Window and Disappeared by Jonas Jonasson. Helen and Laureen selected books for July through September book club meetings. Helen created the flyer.

Pam Richards hosted the May gardening program entitled "Repurposing Household Throwaways Into New Garden Tools". Yvonne Savio was the featured speaker. Pam also created the Reading Logs and reading lists for the Adult Summer Reading program which starts June 23.

Suzanne Im attended LeaLA, Los Angeles' Spanish-language book festival, on May 15 at the Los Angeles Convention Center. Suzanne is in charge of our Spanish book collection and has completed weeding the Spanish nonfiction collection.

Helen Milner attended a free legal workshop at the Arcadia Library on May 14. It was presented by the Los Angeles Law Library. She also listened to two webinars: Killer Crime Fiction for Mystery Month and What We're Reading for Fall presented by Penguin Random House Library Marketing.

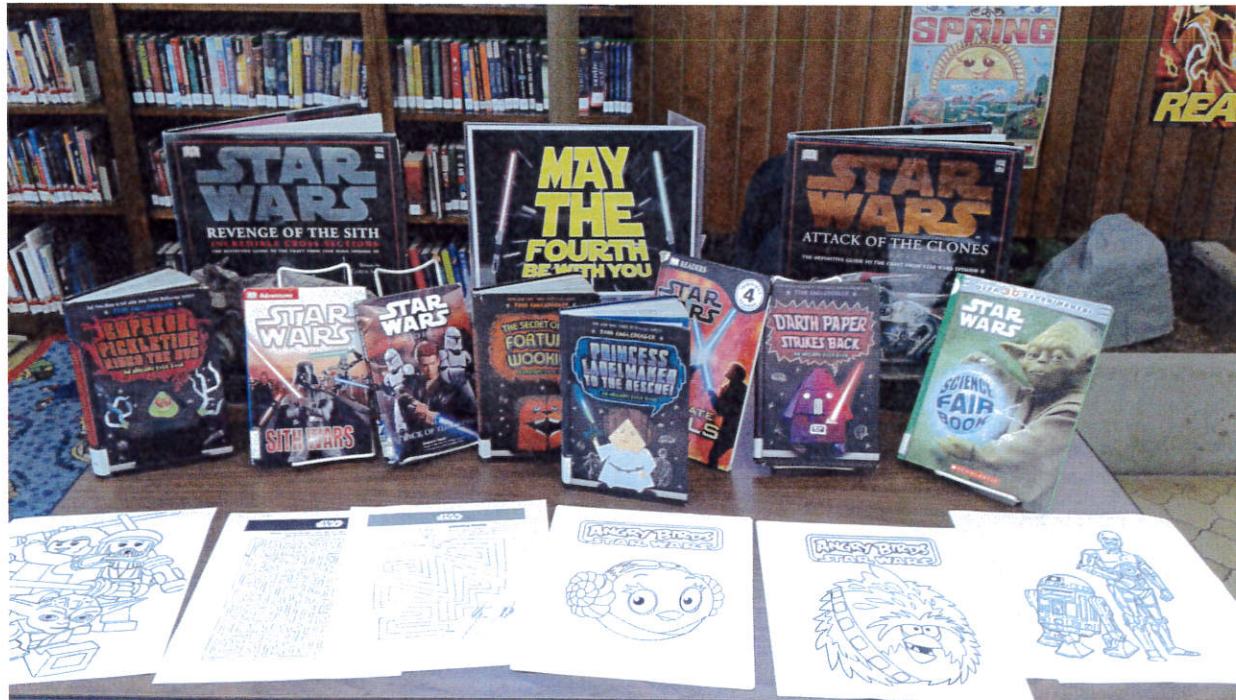
Sue Colasurdo's six week adult computer classes ended on May 19 with four students. They now have their own email accounts and know how to search the web! She also created some informative book displays including a Terry Pratchett (a very popular science fiction and fantasy author who recently died) book display; Mother's Day and Happy Birthday Jell-O with recipe handouts. The library display case featured Designer Drug Jewelry handmade by Susan Braig, a cancer survivor. Six more boxes of discarded books were sent to Better World Books.



We have 1,709 eBooks/audiobooks in our collection. 320 of them were downloaded by our patrons in May.

Youth Services Monthly Report  
May 2015

We started the month celebrating all things Star Wars!



And Mom!



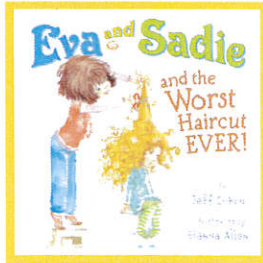
## May also means National Children's Book Week!

The 96<sup>th</sup> annual celebration of books for young people and the joy of reading was held May 4<sup>th</sup> – May 10<sup>th</sup>. Established in 1919, Children's Book Week is the longest-running national literacy initiative in the country. In 2008, the Children's Choice Book Awards Program was created to provide young readers with an opportunity to voice their opinions about the books being written for them and to develop a reading list that will motivate children to read more and cultivate a life-long love of reading. Voting takes place. Winners are announced live during Children's Book Week at the Children's Choice Book Awards Gala.

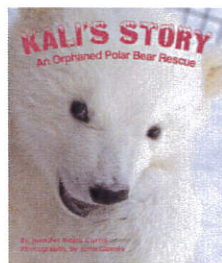
## 2015 CHILDREN'S CHOICE BOOK AWARD

The winners are...

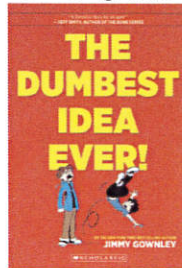
k-2<sup>nd</sup> grade



3<sup>rd</sup>-4<sup>th</sup> grade



5<sup>th</sup>-6<sup>th</sup> grade



## Who Was Series

We continue to be fascinated by the popularity of this biography series. Kids were coming in and asking "Where are the big head books?" We got tired of constantly hunting through the j92 section for the few titles we owned that we decided to order all 100 in the series and make a semi permanent display of them. We found that the kids didn't care who the book was about, they just wanted anything in the series. The books keep flying off of the display. Titles in this series include everything from Who Was Jesus? to Who is Dolly Parton?!



The kids have enjoyed the feather collection of six year old Wei Ham.



Final preparation for summer reading is underway. This is the time of year when we make a big push to get the info to schools before school lets out. Lucy Molina has been busy contacting local business for donations and so far we have received certificates, coupons and tickets from AMC, Islands, Bjs, Aquarium of the Pacific, and the Natural History Museum, just to name a few. This year we have added online registration and tracking for all ages through a product called Evanced which will help streamline the registration process and make tracking statistics more efficient. We are hoping to catch our breaths then jump right into summer reading on June 23.

Cassandra Stearns

## Teen Services Highlights

~Carrie Wilson, Teen Librarian

### **Outreach**

Eliot Middle School has a special drop-in afterschool makerspace known as Room 13. I was joined by Mikayla Arevalo to teach a special candy lei making class. (We also designed crowns and bracelets for friends and family who are graduating). The students really enjoyed themselves!



### **Pitch-a-grant progress report:**

This month, I worked on revising the DIY Club grant and submitted the final draft. We will get the final approval by the end of June!

### Programs

**Teen Anime Club** 17 teens enjoyed viewing and discussing 5 episodes of the comedy Fruits Basket.

## May 2015 Monthly Report—Teen Services

At **Fun & Games**, 23 teens and tweens enjoyed a variety of fun and sometimes challenging board and video games like Settlers of Catan, Uno, Jenga—and suction cup archery! We had about 8 different games going on at one point! This led to some multitasking teens learning that is hard to play 2-3 games at once. . .



PHOTOS

**Henna Tattoos at DIY Club**—Guest artist Lerne Bueler painted henna “tattoos” on 38 teens and tweens. She painted her own designs, designs from books, and designs suggested or drawn by the teens themselves (including chibi narwhals with light sabers!). She talked about making henna paste and application and showed a slideshow of her work.



PHOTOS

### **Volunteers & Interns—Teen Advisory Council**

Teen Advisory Council (TAC) enjoyed a special visit by Friends of the Library, Claire Newman, Marlane Forsberg and Janette Allen who talked to the teens about expanding the Young Adult section of the bookstore. TAC members were very excited about this. We brainstormed ideas about highlighting this new area and then took a tour of the Friend’s sorting area and had the teens look through the items. They quickly filled a box with great items for the store. Altogether, the teens contributed 41.5 hours this month, helping with the Friends of the Library bookstore and assisting at programs.



## May 2015 Monthly Report—Teen Services

Intern Perla Vogel began her internship in Youth Services under my supervision on May 18<sup>th</sup>. She has done a tremendous job of assisting with the weeding project, assisting with storytime set-up, answering questions, and creating a display in honor of Terry Pratchett (see below). We are thrilled to have her on board!



## BOB LUCAS BRANCH REPORT – May 2015

### Class Visits and Programs

May was another busy month for the Branch. Thirty children created flower bouquets and cards for their mothers in celebration of Mother's day on May 7. It was good to see some new faces and young boys participating in the craft project! Every chair in the Branch was filled up that afternoon! Modesta Nava, Library Clerk I was a great help in making this craft project a success.



On May 29, ten people enjoyed the movie The Penguins of Madagascar.

There were 2 class visits from Odyssey Charter School. I conducted story times and helped the children locate books. I also visited Jackson Elementary School and conducted a story time and brought over books for the students to read in their classrooms. The class visits were great opportunities to promote summer reading to the children. Summer Reading was announced and booklets were distributed.



The children from the class love exploring the books! The pile of books is the aftermath!

## **Displays**

Michelle Hopkins, Library Associate I worked on a wonderful book display for Mother's Day and a book display for Memorial Day honoring veterans. Modesta and I are currently working on an exciting bulletin display to promote summer reading. Stay tuned for next month's report...

## **Outreach**

I talked to Tom Hyatt, Community Coordinator, at Aveson Charter School about promoting summer reading. I also contacted Caroline Bermudez, Principal of Franklin Elementary School and Rita Esposito, Principal of Jackson Elementary School about promoting summer reading. I also contacted Rachelle Martinez, Director of Operations, at Odyssey Charter School about promoting summer reading. I was able to leave Summer Reading booklets at Franklin, Jackson, Aveson, and Odyssey! In addition, I dropped booklets off at the Boys and Girls Club of Pasadena to be distributed.

## **Professional Development**

I attended an all day workshop, Serving with a Purpose, that discussed marketing, branding, and ways for Friends, Foundation members, and staff to work together to accomplish missions. It was beneficial to break up in small groups and learn about what other libraries are doing.

Carlene Chiu, Librarian II – Branch Services

## May 2015 Literacy Department Report

### Thank you, Tutors!

We started the month with a big “thank you!” to our volunteer tutors at the annual ***Volunteer Appreciation Event***, Saturday, May 9<sup>th</sup>. Volunteers were fêted with dinner, gifts, certificates and prizes. The event concluded in time for all to join in the music and fun at the inaugural ***Second Saturday*** event upstairs in the reading court.



### We keep growing!

With 10 new tutors completing tutor training on Saturday, May 30, “Let’s Read, Altadena!” now has over 40 volunteer adult literacy tutors. Two participants are returning tutors who first joined the literacy program over 20 years ago: one in 1989 – the first year of operation!

The literacy programs of Altadena, Azusa, Covina, Glendora and Monrovia teamed-up to put on the all-day Tutor Training Workshop at the Monrovia Library. Bringing so many literacy programs together for the training, allowed tutors and staff to share tutoring experiences and techniques for working with adult learners from across the Foothill communities.

With Tutor Training complete, literacy staff will be focused on raising awareness of literacy services available to adult in the community.





# ALTADENA LIBRARY DISTRICT

## BOARD OF LIBRARY TRUSTEES

### DIRECTORS UPDATE

**DEPARTMENT:** District Director      **MEETING DATE:** June 22, 2015

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

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#### EVENTS

Second Saturday in June was a huge success with over 215 people attending. The Mighty Echoes put on an outstanding show and our vendors: El Patron, The Altadena Ale House and Bacon Babe provided food and beverages for purchase. The Friends of the Library sold water and soft drinks and CERT set up an information booth on the patio as well. We will resume in October with the Verdugo Swing Society.



## TECHNOLOGY

Our new **Multi-Function Machine** for the public was installed in early June and while we are having a learning curve, the public seems to be very happy with the addition of color printing and scanning.

**High Speed Internet:** We have not received an install date for our upgrade to 1 gigabit Internet for the Branch and Main but we are confident that it will happen this Summer. Following is an update from CENIC which provides some very interesting information about the benefits to the community and the timeline for libraries to attach to the backbone.

### California's Gigabit Libraries

Over the next three years all libraries in the state of California will have an opportunity to connect to CalREN, CENIC's high performance network. Thanks to funding from the California State Legislature and Governor Edmund G. Brown Jr., the California State Library will join CENIC as a sixth Charter Associate on behalf of all 183 library jurisdictions, which represent a total of 1,112 library branches.

Because public libraries are central to their communities, connecting them to CalREN will effectively provide all of California's 38 million residents with high-performance access to the myriad resources that constitute 21st century digital citizenship, and will provide California itself with all of the economic benefits of a fully digitally empowered population.

Califa, a not-for-profit membership organization serving California libraries, is designated by the California State Library to create the contracts with participating libraries for the services that will deliver high-speed broadband to libraries and enable them to use the CalREN network. CENIC will connect libraries to CalREN, many with Gigabit speeds, affirming libraries' essential role in the world's largest education system.

In the first round of connections, taking place in 2015, 54 library jurisdictions comprising 389 libraries are being connected. This is over one-third of all public libraries in California. Their bandwidth will increase dramatically from an average of 76 Megabits per second (Mbps) to an average of 2,001 Mbps per jurisdiction. Despite the increase in bandwidth, costs will decrease from an average of \$9,194.00 annually per jurisdiction to an average of \$3,442.00 annually per jurisdiction, a savings of 62.5%. In addition, California libraries will receive \$455,715 in new federal money through the E-rate discount program, with 20 library jurisdictions in this group accessing this discount program for the first time.

## MISCELLANEOUS

On June 16 we received the most current status update on the budget. While it does not include everything we had hoped for it is still a great improvement over previous years and shows an ongoing commitment by the Governor to support Libraries in California.

## **BUDGET RE-OPENED AS PART OF "DEAL": GOVERNOR STICKS TO MAY REVISION NUMBERS, SMALL ADJUSTMENT FOR LIBRARIES**

This afternoon Governor Jerry Brown, Assembly Speaker Toni Atkins, and Senate President pro Tem Kevin De Leon held a joint press conference at the State Capitol to announce that they had reopened the negotiations on the 2015-16 Budget and had reached a formal agreement. Yesterday the State Senate and Assembly both passed this year's Budget bill by their constitutional deadline of June 15<sup>th</sup>, but the Budget assumed higher revenue estimates than what the Governor used in his May Revision of the Budget, released in mid-May.

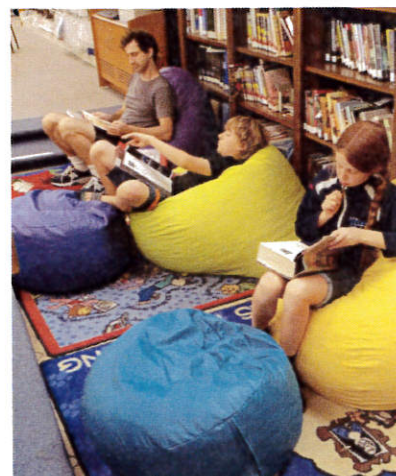
The agreement reached by the Governor and the two Democrat leaders uses the Governor's May Revision allocations and only \$61 million in additional spending. Once again, demonstrating his desire to produce a balanced budget that pays down debt and increases the "rainy day" contingency fund, the Governor held firm to his desire to craft a prudent Budget. The Governor agreed to reduce some programs supported by the Democrats and increase others, such as slots for preschool and day care, but it was still short of the amounts approved for each issue during the Budget Conference Committee process.

The library funding was similarly adjusted to reflect the Governor's May Revision proposal, unfortunately eliminating the \$4 million for the California Library Services Act the legislature had included in the Budget, and reducing the broadband connection grants slightly as well. Here is what we understand will be included for public libraries in this year's 2015-16 Budget deal agreed to this afternoon:

### \$6.2 million in **NEW** funding for public libraries in the 2015-16 Budget bill:

- \$2 million in new funding for the state literacy program.
- \$2.5 million in new funding for broadband connection grants for public libraries to join the CENIC high-speed "backbone." (an additional \$1 million beyond May Revision)
- \$225,000 in administration costs to run the broadband program for the public libraries.
- \$1 million for the Career Online High School program. (Originally not included in May Revision)
- \$521,000 for State Library related library preservation activities.

**Bean Bag Chairs:** We had some pretty raggedy furniture in the Children's Lounge Area which we replaced recently. Within minutes the bean bags were occupied and put to good use!

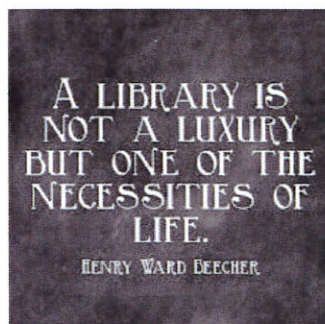


**Valarie Daval Donation:** We hosted Valarie Daval as part of the Open Studios in June and she donated a large painting which will be framed and placed into the library soon. Here are some images from the performance that she created in our Community Room.



**Community, Education & Training :** I will be inducted into the **Altadena Rotary** on the 25<sup>th</sup> of June. I also attended the **Neighbors Building a Better Altadena Walkability Committee** meeting and the **Altadena Chamber's** Power Breakfast. On Friday June 12<sup>th</sup> I attended the Orientation for New Literacy Coordinators and Library Directors in San Diego.

**Advertising:** As you will see in the Board Report, we have expanded our advertising and marketing and there have been some articles written about the library recently. We will continue to pursue all avenues possible to get the word out about the Altadena Library and how we can help our community reach its full potential!





10A

# Budget Summary

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

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

**Financial Notes:**

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

# Revenues

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

ACCT#	REVENUE	Actual 2012/13	Actual 2013/14	BUDGET 2014/15	YTD APR-2015	ADOPTED 2015/16	% of Budget
<b>Property Tax Revenue</b>							
4010	Secured	1,644,343	1,777,868	1,899,880	1,639,119	1,956,876	
4020	Unsecured	70,192	66,479	65,000	71,986	70,000	
4030	Prior Year	53,825	37,659	0	9,878	10,000	
4050	Homeowners Exemption	14,785	13,803	7,500	6,810	7,500	
4060	Per Parcel Benefit Assessment	740,794	760,440	762,617	661,723	762,617	
4070	SB 813 Supplemental Roll	24,030	37,323	20,000	29,685	28,000	
4080	Penalties/Interest/Costs	20,769	18,259	15,000	10,020	15,000	
4090	RDA ABx126 Income	37,779	41,197	35,567	34,740	19,305	
<b>Total Property Revenue</b>		<b>2,606,517</b>	<b>2,753,029</b>	<b>2,805,564</b>	<b>2,463,960</b>	<b>2,869,299</b>	<b>89.96%</b>
<b>Interest Income</b>							
4200	Chase Bank	206	130	250	11	50	
4220	County Deposits	7,100	5,317	6,950	7,204	6,950	
	<i>Subtotal</i>	<b>7,306</b>	<b>5,447</b>	<b>7,200</b>	<b>7,215</b>	<b>7,000</b>	
<b>Fines &amp; Fees</b>							
4100	Fines	32,859	32,431	33,000	25,980	33,000	
4310	Printer & Copy Machine	8,620	8,237	8,000	6,687	8,500	
4360	Video Game Rentals	984	1,054	1,000	754	1,000	
4730	Passport Services	47,532	55,483	35,000	57,668	60,000	
	<i>Subtotal</i>	<b>89,995</b>	<b>97,204</b>	<b>77,000</b>	<b>91,089</b>	<b>102,500</b>	
<b>Total Internal Income</b>		<b>97,301</b>	<b>102,651</b>	<b>84,200</b>	<b>98,304</b>	<b>109,500</b>	<b>3.43%</b>
<b>Donations &amp; Grants</b>							
4221	Friends of the Library	31,000	36,000	39,000	41,000	30,000	
4515	In-Kind Donations	10,000	7,000	0	0		
4410	Undesignated	4,549	1,130	500	275	500	
4411	Designated	0	20	1,000	2,250	1,000	
4620	California Literacy Funds (CLLS)	14,355	14,298	22,877	22,877	14,298	
4765	Cal State Library	0	0		0		
4725	HUD Grant	38,795	0	5,062	0		
	<i>Subtotal</i>	<b>98,699</b>	<b>58,448</b>	<b>68,439</b>	<b>66,402</b>	<b>45,798</b>	
<b>Misc Income</b>							
4910	Miscellaneous Income	3,753	8,726	10,955	13,440	10,000	
4925	Gain/Loss on Disposal of Asset	0	0		0		
0000	Transfer in from Reserves	0	0	175,000	0	155,000	
	<i>Subtotal</i>	<b>3,753</b>	<b>8,726</b>	<b>185,955</b>	<b>13,440</b>	<b>165,000</b>	
<b>Total Donations &amp; Misc Income</b>		<b>102,453</b>	<b>67,174</b>	<b>254,394</b>	<b>79,842</b>	<b>210,798</b>	<b>6.61%</b>
<b>REVENUE TOTALS</b>		<b>2,806,271</b>	<b>2,922,853</b>	<b>3,144,158</b>	<b>2,642,107</b>	<b>3,189,597</b>	<b>100%</b>

**Revenue Assumptions:**

3.0% Increase to Property Tax

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

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

# Expenses

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

ACCT#	Expenses	Actual 2012/13	Actual 2013/14	Adopted Budget 2014/15	YTD MAY-2015	Adopted Budget 2015/16	
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## Salaries & Wages

### Salaries & Wages

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

### Benefits

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

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

6320	Cataloging Expenses	19,405	18,726	19,604	14,767	19,604	
7001	Electronic Databases & Subscriptions	13,270	14,563	14,900	17,764	11,000	
7002	Standing Orders	12,203	10,375	12,000	11,662		
7003	Books	109,186	113,016	138,000	83,681	98,944	
7004	Audio CD	6,825	8,972	9,600	7,598	19,253	
7005	DVD's / Videogames	11,844	10,091	10,700	9,000	25,110	
7007	Processing of Materials	13,064	12,359	21,500	12,287	31,500	
7009	Periodicals	13,597	10,448	12,500	11,620	12,500	
7011	FOL DVD Rental Collection	788	1,187	1,600	1,008		
7015	Video Game Rental Collection	1,030	869	1,600	1,298		
NEW	Downloadables (eBooks) - Include OD Fee					15,000	

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

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

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

<b>Total Operating Expenses</b>	<b>203,957</b>	<b>232,964</b>	<b>360,324</b>	<b>249,560</b>	<b>262,218</b>	<b>9%</b>
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**Professional and Technical**

6020	Audit and Financial Consulting	18,796	14,092	13,800	11,526	14,000
6030	Legal Fees	98	1,032	4,000	1,085	1,200
6031	Technology Consulting	7,639	6,126	9,000	15,046	9,000
6035	Architectural & Engineering	40,135	15,302	14,062	12,835	9,000
6050	Collection Agency	1,602	1,530	1,800	1,029	1,800
6060	Consultants, Other	22,940	3,028	5,000	6,656	12,000
6531	Equipment Maintenance	5,871	7,882	15,700	7,528	
6570	Software Expense	7,160	6,192	10,735	10,424	
6910	Telecommunications	27,892	31,082	27,000	20,946	21,306
NEW	Internet					6,575
NEW	Technology Equipment					35,000
NEW	Technology Maintenance Fees					8,938
NEW	Website Development					8,000

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

NEW	Maintenance Contracts					4,000	
6500	Maintenance & Repairs - Building	29,485	18,673	38,756	33,576	45,000	
6501	Landscape	1,753	2,242	2,000	2,816	3,000	

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

7160	Equipment, Furniture and Fixtures			1,653	7,084	55,000	
7161	Structures & Improvements			110,000	37,643	100,000	

<b>Total Capital</b>		<b>0</b>	<b>0</b>	<b>111,653</b>	<b>44,727</b>	<b>155,000</b>	
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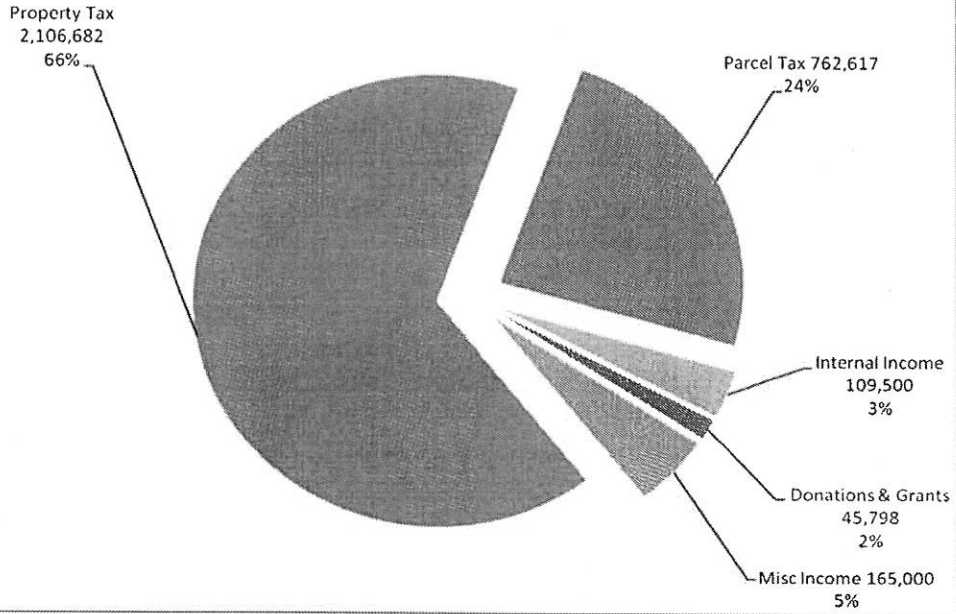
**Miscellaneous Expenses**

6725	Miscellaneous Expenses	465	2,333	1,000	3,905	2,000	
6820	Refunds/Parcel			1,000		1,000	
6840	Direct Assessment / Admin Costs	30,791	30,947	33,000	31,055	33,000	
7110	Trustee Election		122,123			120,000	
7120	Parcel Election			65,000	44,512		
6999	Depreciation Expense	71,139	16,349				

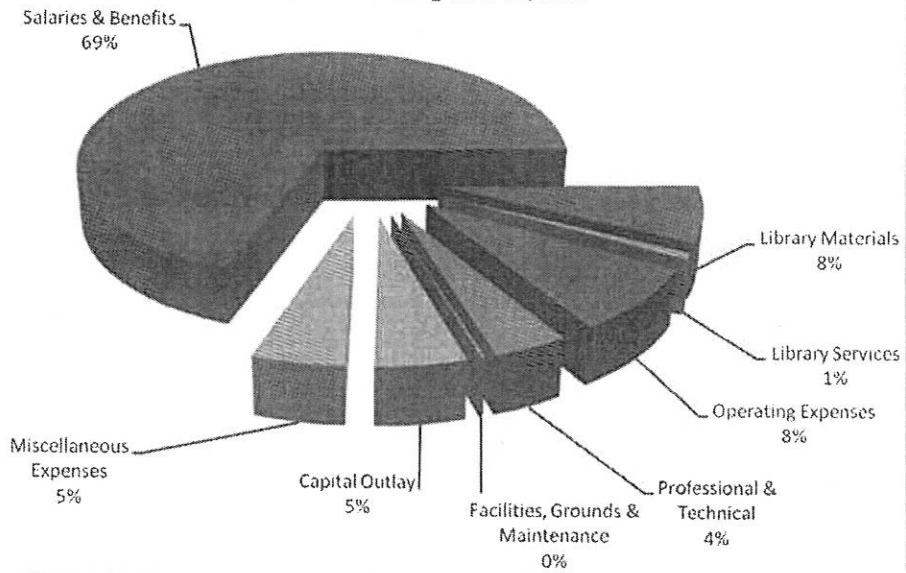
<b>Total Miscellaneous Expenses</b>		<b>102,395</b>	<b>171,752</b>	<b>100,000</b>	<b>79,472</b>	<b>156,000</b>	<b>5%</b>
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<b>TOTAL EXPENSES</b>	<b>2,649,570</b>	<b>2,608,977</b>	<b>2,987,430</b>	<b>2,428,575</b>	<b>3,189,597</b>	<b>100%</b>
<b>TOTAL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

**ALTADENA LIBRARY DISTRICT  
REVENUES  
\$3,189,597  
Fiscal Year Ending June 30, 2016**



**Altadena Library District  
Expenditures  
\$3,189,597  
Fiscal Year Ending June 30, 2016**





May 15, 2015

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

Under the Statement of Auditing Standards No. 114, (AU Section 380) we are required to communicate clearly with those charged with governance (Board and management) during the planning stage of the audit the responsibilities of the auditor in relation to the financial statement audit, and an overview of the scope and timing of the audit.

***The Audit Engagement***

We are engaged to audit the financial statements of the business-type activities of the District including the related notes to the financial statements, which collectively comprise the basic financial statements of the District as of and for the year ended June 30, 2015.

***Our Responsibilities under Generally Accepted Auditing Standards and Government Auditing Standards of the United States of America***

As stated in our Audit Engagement Letter for the year ended June 30, 2015, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with the Board of Trustees oversight are fairly presented, in all material respects, in conformity with generally accepted accounting principles of the United States of America. Our audit of the financial statements does not relieve the Board of Trustees or management of its financial accounting and reporting responsibilities for the District.

As part of our audit, we will consider the internal controls of the District. Such considerations are solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal controls.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of the District's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of our tests is not to provide an opinion on compliance with such provisions.

***Our Planned Scope and Timing of the Audit***

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the District and its financial and operating environment. This includes evaluating the District's internal controls relevancy to assess the risks of material misstatement in the financial statements and to design the nature, timing, and extent of further audit procedures.

**200 East Sandpointe Avenue, Suite 600, Santa Ana, California 92707**

**Tel: 949-777-8800 • Toll Free: 855-276-4272 • Fax: 949-777-8850**

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Board of Trustees  
Altadena Library District  
May 15, 2015  
Page 2

Material misstatements may result from: errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District.

Therefore, we will plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement, whether caused by error or fraud. Because of the nature of audit evidence and the characteristics of fraud, we are to obtain reasonable, not absolute assurance that material misstatements are detected. We have no responsibility to plan and perform the audit to obtain reasonable assurance that misstatements, whether caused by error or fraud, that are not material to the basic financial statements are detected. Our audit does not relieve the Board of Trustees or management of their fiduciary responsibilities for the District.

We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We will be holding several discussions and meetings with management to discuss the significant components of the 2015 audit. These discussions relate to the interim and final fieldwork testwork to be conducted over the significant audit areas. We have also begun our interim pre-audit testwork and expect to complete our final audit fieldwork in September 2015 and issue our audit report by the December 2015 Board Meeting. However, the implementation of GASBs No. 68 and 71 (Accounting and Reporting of the Net Pension Liability on the Financial Statements) this fiscal year may delay the issuance of the District's Financial Statements beyond the December 2015 Board Meeting date.

If you have any questions or concerns about the audit or audit process, please contact me directly at (949) 777-8821 or e-mail me at [paul.kaymark@pungroup.com](mailto:paul.kaymark@pungroup.com). I would appreciate the opportunity to discuss this information further with you since a two-way dialogue can provide valuable information for the audit process.

This information is intended solely for the use of the Board of Trustees and management of District and is not intended to be, and should not be, used by anyone other than these specified parties.

Cordially,



**Paul J. Kaymark, CPA**

Audit Partner

**The Pun Group LLP**

200 E. Sandpointe Ave., Suite 600

Santa Ana, CA 92707

Phone: (949) 777-8821 - Direct

[paul.kaymark@pungroup.com](mailto:paul.kaymark@pungroup.com)





ALTADENA LIBRARY DISTRICT

MEMORANDUM

To: Board of Library Trustees
From: Tina Wallin, Finance Director
Date: June 22, 2015
Subject: Gann Appropriation Limit – Fiscal Year 2015/16

The Library District's appropriations may increase annually by a factor comprised of the change in population with the change in California per capita personal income.

In 1980, California voters adopted Article XIII B of the California State Constitution, commonly referred to as the Gann Initiative or Gann Appropriations Limit, placing limits on the amount of tax proceeds that State and local agencies can appropriate each year. The District's limit is adjusted each year for inflation, population and other factors.

The calculation of the District's FY 2013/2014 Gann Appropriations Limit was computed by using factors provided by the State Department of Finance:

Table with 2 columns: Factor and Value. Rows include Per Capita Change (1.0382), Population Change (1.0045), Calculation Factor (1.0382 x 1.0045 = 1.0429), 2014/15 Gann Limit (\$ 3,441,799), and 2015/16 Gann Limit (\$ 3,589,355).

The FY 2015/16 limit has been computed to be \$3,589,355. The District's budgeted tax proceeds subject to the FY 2015/16 Gann limit equal \$3,189,597. Therefore, the District is within the Gann limitation by \$399,758 and in compliance with state law. The Gann limit worksheet and Department of Finance documentation is attached.

Staff is pleased to present the FY 2015/16 Gann Appropriations Limit for your consideration and recommends approval of the limit based on these factors.

ALTADENA LIBRARY DISTRICT  
 APPROPRIATIONS LIMIT WORKSHEET  
 FY2015/16

A. LAST YEAR'S LIMIT AMOUNT  
\$3,441,799

B. ADJUSTMENT FACTORS

1. Population Change %	0.45
2. Inflation - Per Capita Personal Income %	3.82

Per Capital Cost of Living Change = (0.23)%  
 Population Change = 0.95

C. CALCULATIONS

Per Capita Cost of Living converted to a ratio:  $\frac{3.82 + 100}{100} = 1.0382$

Population Converted to a ratio:  $\frac{0.45 + 100}{100} = 1.0045$

Calculation of factor for FY 2011/2012:  $1.0382 \times 1.0045 = 1.0429$

Total Adjustment % 4.29%

C. ANNUAL ADJUSTMENT \$

D. TOTAL ADJUSTMENTS \$147,556 \*

E. CURRENT YEAR LIMIT \$3,589,355 \*

Population converted to ratio	1.0045
Inflation converted to ratio	1.0382

**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 2% (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 7/1/2015 (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.

RESOLUTION NO. \_\_\_\_\_  
FIXING THE EMPLOYER CONTRIBUTION AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS  
UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT

- WHEREAS, (1) Altadena Library District is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act (the "Act"); and
- WHEREAS, (2) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and
- WHEREAS, (3) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; and
- RESOLVED, (a) That the employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan or plans up to a maximum of \$500.00 per month, plus administrative fees and Contingency Reserve Fund assessments; and be it further
- RESOLVED, (b) Altadena Library District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further
- RESOLVED, (c) That the participation of the employees and annuitants of Altadena Library District shall be subject to determination of its status as an "agency or instrumentality of the state or political subdivision of a State" that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that Altadena Library District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer.
- RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, Altadena Library District to file with the Board a verified copy of this resolution and to perform on behalf of \_\_\_\_\_ all functions required of it under the Act.

Adopted at a regular/special meeting of the \_\_\_\_\_ at  
\_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Signed: \_\_\_\_\_  
(President, Chairman, etc.)

Attest: \_\_\_\_\_  
(Secretary or appropriate officer)



ALTADENA LIBRARY DISTRICT

RESOLUTION OF THE BOARD OF TRUSTEES NO. 201504  
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 2015-16 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 with **no rate increase for FY2015-16**

DATED: June 22, 2015

BOARD OF LIBRARY TRUSTEES

\_\_\_\_\_  
Meredith McKenzie, President

\_\_\_\_\_  
David Datz, Secretary

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

February 2015	0.000
February 2014	0.000
Change in Index	<u>0.000</u>

Rate Increase: 0.000% No rate increase for FY15-16, per Parcel Tax Election

**Parcel Assessment Rate:**

	2012/13	2013/14	2014/15	2015/16
Single Family	48.25	49.32	49.59	49.59
Apartment Unit	33.07	33.81	33.99	33.99
Commercial < 10,000 square feet	97.83	100.01	100.56	100.56
Commercial > 10,000 square feet	132.28	135.22	135.96	135.96



# ALTADENA HERITAGE NEWSLETTER

## A Town in District 5

By Cesar Gomez

Since its founding in 1887, Altadena has assumed many identities: gateway to Mt. Lowe and the San Gabriel Mountains; white enclave that opened up in the 1960s to become one of the most ethnically diverse pockets of Southern California; home base for brilliant iconoclasts like physicist Richard Feynman and artist Jirayr Zorthian; emergent foodie colony; and resolutely independent community that fought off multiple annexation attempts by its larger southern neighbor Pasadena. One constant: In its 128 years, Altadena has remained an unincorporated community of Los Angeles County.



The view up Lake Avenue to the San Gabriels.

Being unincorporated means we have no elected city council or mayor of our own. In Altadena, these functions are served by the L.A. County Board of Supervisors and, more specifically, by Michael Antonovitch, the supervisor for District 5. Some of the many functions he oversees include street maintenance, trash pick-up, park services, senior services, fire suppression, and law enforcement.

With just under two million constituents, District 5 is one of five L.A. County supervisorial districts. Initially elected to the Board in 1980, Supervisor Antonovitch will be termed out in December 2016. A list of his accomplishments on behalf of Altadena cited by his office includes spearheading construction of our Altadena Community Center (which serves as town hall and provides office space for Altadena Heritage and other local community civic groups), as well as the Loma Alta Park gym and Equestrian Center; providing decisive logistical and financial support for the preservation of Christmas Tree Lane; negotiating an advantageous trash collection deal; and ensuring the expeditious reconstruction of the Eaton Canyon Nature Center after it burned down in 1993.

### Altadena's Field Representative

Sussy Nemer has served as Fifth District field deputy for Altadena since 1998, overseeing nine cities and four unincorporated areas with a combined population of 850,000. Her office is in Pasadena, and Altadena Heritage has always found her responsive to queries and requests.

In a recent interview, Nemer and Supervisor Antonovitch's chief deputy Kathryn Barger characterized Altadena as the most diverse unincorporated area in all of L.A. County in terms of income, age, race, and political persuasion.

"The diversity of the area is a strength and a weakness in administering Altadena," said Barger. "It's a strength in that the character of the community stands out: People take pride in the diversity." But it also presents challenges. "When dealing with issues [that affect Altadena as a whole], you have to expand, network, and drill down to get consensus."

"Part of the 'drill-down,'" Nemer explained, "is that our office has to mediate, to get people to listen to each other and be respectful to each other."

The Altadena Town Council (ATC) is the interface with the supervisor, office and an instrument through which consensus is measured.

"The town council is unique," Nemer said, "Because its members are elected, it's an independent body that is unbiased. They're there to serve [the community] and don't have any allegiance to the county." She described the current ATC as consisting of a lot of new members who are becoming familiar with their role. "They're an enthusiastic group and want to be there for the right reasons — to serve fellow community members." She added that in her opinion, the ATC is improving its communication with the community via website updates and other outreach efforts.

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# The Altadena Library's Latest Performance in the Second Saturday Series

By [Amanda Larsh](http://offthe210.com/author/alarsh/) on **May 22, 2015** @[@amandalarsh](http://www.twitter.com/@amandalarsh)

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(<http://offthe210.com/wp-content/uploads/2015/05/Mighty-Echoes.jpg>)

Do you love free concerts and music? Are you a fan of The Mighty Echoes? Then you really can not miss the latest installment of The Altadena Library's monthly event series, *Second Saturday* (<http://www.altadenalibrary.org/featured-story/2015/05/18/mighty-echoes>), because the Library was lucky enough to snag them for you guys!

The Mighty Echoes began singing together in 1986 in a store on Sunset Boulevard. 25 years later they continue to craft amazing harmonies as they entertain audiences coast to coast, performing a cappella doo wop and re-creating the vocal group sound of rock & roll's classic era. The group has sung with some truly famous musicians like Ray Charles, Chuck Berry, Stevie Wonder, The Coasters, The Marvelettes, The Marcells, Chubby Checker, Gene Chandler, Little Anthony, The Shirelles, The Diamonds, The Penguins, The Flamingoes, Tony Orlando and so many more! They have also made some TV and film appearances, like in "Who's The Boss?" and "It's Always Sunny In Philadelphia." The Mighty Echoes are one of California's most accomplished and respected cappella ensembles, performing for the likes of President Bill Clinton, and have sung the National Anthem at Dodger Stadium.

Decadent deserts will be available at the event from The Bacon Babe, who was just declared co-champion of The 2015 California Strawberry Festival. The Altadena Ale & Wine House will be pouring craft ales and fine wines from its excellent selection and El Patron, the Altadena Chamber of Commerce 2014 Business of the Year, will be serving up their amazing Mexican food hot off the grill!

Burma Brown's artwork will also be featured in the library during Second Saturday. Burma's artwork reflects the things in life he loves the most, music, the ocean and freedom. Through his art he has found a voice to speak to the world and say 'I am here!'

The library will remain open during the event so come and enjoy browsing our robust collection of books, DVDs, and music. The program is provided free of charge, food and beverages will be on sale.

Find the library at: 600 East Mariposa Street, Altadena, CA 91001

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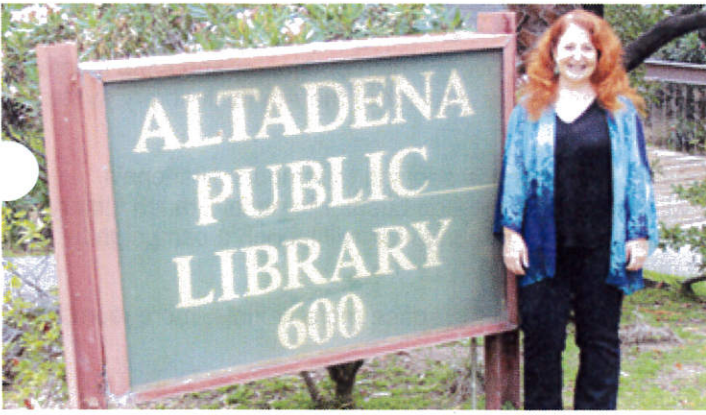
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## Hometown Heritage

### Grant funds would help Altadena Library participate in the national 'Latino Americans: 500 Years of History' program

By [Rebecca Kuzins](#) 06/11/2015

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The Altadena Public Library District has applied for a \$10,000 grant from the American Library Association to fund a yearlong series of programs about Latino history and culture. The district plans to create a play, present film screenings accompanied by lectures, and conduct oral histories and other activities to attract a greater number of Latinos to its two libraries.

Over 30 percent of our population is Latino and that's probably a low estimate. And I feel like they are a part of the population that are not using the library as much," said district Director Mindy Kittay. "I would like to find ways to bring them into the library so that they know we're here and what we have for them."

The grant, to be awarded on Monday, is part of "Latino Americans: 500 Years of History," a joint program of the American Library Association and the National Endowment for the Humanities. The project will provide \$1.5 million for libraries and other cultural institutions to present a range of programs about Latino Americans. The cornerstone of the project is the six-episode documentary film "Latino Americans," which recounts the history of Latinos in the United States and aired on PBS in 2013.

Altadena's proposed series of Latino-related programming will kick off in September with screenings of each episode, accompanied by lectures from prominent Latino Americans. Roberta Martinez, executive director of Latino Heritage and author of "Latinos in Pasadena," will examine the early Latino settlers of the Pasadena/Altadena area; Francisco Balderrama, professor of history and Chicano studies at Cal State Los Angeles, will discuss the repatriation and deportation of Mexican-Americans in the 1930s; and Val Zavala, anchorwoman of KCET's "SoCal Connected," will lead an audience discussion for another episode.

The grant will also enable the district to stage a play about Latinos in Altadena and surrounding communities. ImaginAction, a Sierra Madre-based nonprofit theater company that uses the arts for community building and social justice, will hold workshops to find Latinos who are willing to recount their life experiences in oral histories. ImaginAction will train area teenagers to conduct the oral history interviews and will use these histories to create a play featuring some of the interviewees.

In addition, Desiree Zamorano, who wrote the novel "The Amado Women," and Carolina Rivera Escamilla, author of the short story collection "... after ...," will read from and discuss their work. "I will be talking to additional authors if I get the grant," Kittay said. "My hope is for a six-to-12-month reading program based around Los Angeles-area Latino/Latina authors."

Kittay has also invited Latino musicians to perform on Second Saturdays, a monthly program of music, singing and food that began on May 9.

The library district is partnering with Altadena Heritage, the Altadena Historical Society, the Pasadena Public Library, Pasadena Media and Pasadena Now/Altadena Now to present and promote the series. As part of the programming, the Altadena Historical Society will host a presentation by Walter Dominguez, who researched his grandfather's immigration experiences at the turn of the last century and created a documentary film, "Weaving the Past: A Journey of Discovery." Altadena Heritage will host a presentation for young adults in which Altadena historian Michele Zack will discuss the life of

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## Screening of Award-winning "Life Inside Out" and Q&A with Film Director Jill D'Agnenica at Altadena Library

From STAFF REPORTS

Published : Thursday, June 11, 2015 | 1:34 PM

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On Saturday, June 29 at 6:30 p.m. Altadena Library proudly hosts a star-studded evening with a screening of multiple award-winning *Life Inside Out* (NR) and Q&A with the film's director Jill D'Agnenica, lead actress and writer, Maggie Baird, and producer, Tessa Bell.

A riveting film about a mother's return to her musical roots and rediscovery of passion of her youth, *Life Inside Out* sheds new light when she finds a way to connect to her troubled teenage son.