



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

## **AGENDA**

### **Regular Meeting**

Board of Library Trustees – Altadena Library District  
Community Room – Main Library - **January 22, 2017** – 5:00 p.m.

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

#### **1) CALL TO ORDER**

#### **2) ROLL CALL:**

- a) Ira Bershatsky
- b) Adalila Zelada-Garcia, Secretary
- c) Gwendolyn McMullins
- d) John McDonald, President
- e) Armando Zambrano

#### **3) ADOPTION OF AGENDA**

- a) 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) CLOSED SESSION**

The Board of Trustees will recess into closed session pursuant to the Ralph M. Brown Act (Government Code Section 54960 et seq.) for purposes of the discussing and taking action on the following items:

- a) **LIABILITY CLAIMS** (45 minutes)  
Pursuant to Government Code Section 54956.9  
Claimant: Tina Wallin Agency Claimed Against: Altadena Library District
- b) **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (15 minutes)  
Pursuant to Government Code Section 54957  
Title: District Director  
Review of District Director

#### **5) RECESS BACK INTO OPEN SESSION**

#### **6) PUBLIC REPORT OF ANY REPORTABLE ACTION FROM CLOSED SESSION.** (Section 54960 et seq.)

#### **7) PUBLIC COMMUNICATION**

- a) Individuals may address the Board regarding any item of Library business on or not on the agenda. Comments are limited to 3 minutes per item. At the discretion of the Board President, individuals 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 state the agenda item and/or issue you wish to address.

#### **8) PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS**

- a) **HIRES/PROMOTIONS:** Abel Sepulveda – Temporary Clerk I – 12/18/17
- b) **APPOINTMENTS:** NONE
- c) **RESIGNATIONS AND TERMINATIONS:** Naomi Ruiz – Clerk I – 11/22/17
- d) **TRANSFERS AND PROMOTIONS:** Nicole Fabry – Library Associate to Staff Accountant – 11/9/17  
Melissa Aldama – PT Clerk I to FT Clerk II – 11/23/17  
Helen Cate – Page to Clerk I – 12/1/17

#### **9) FINANCIAL REPORTS**

- a) **Financial reports for October and November 2017 (INFORMATION/ACTION) (10 Minutes)** Page #3-25

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

- b) **Presentation of Altadena Library District Final Draft of the Annual Financial Report For The Year Ended June 30, 2017, conducted by Independent Certified Auditor, The Pun Group. (INFORMATION/ACTION) (15 Minutes)** Page #26 & Separate Document

**Recommended Action:** The Board of Library Trustees hereby approves the Annual Financial Report for the Year Ended June 30, 2017 conducted by Independent Certified Auditor, The Pun Group.

**10) CONSENT CALENDAR (5 Minutes)**

- a) 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:

- i) Approval of minutes – Regular meeting held November 27, 2017, Page #27-31
- ii) Statistical Reports – YTD – November and December 2017, Page #32-50
- iii) Departmental Monthly Reports – November and December 2017, Page #51-78
- iv) Human Resources Update – Written Report by HRNETwork – November and December, Page #79-80
- v) District Director's Report – November and December 2017, Page #81-88
- vi) Special Tax Annual Reporting Pursuant to Senate Bill 165., Page # Separate Document
- vii) Mid-Year Review of Operating Plan for Fiscal Year 2017/2018, Page #89-97
- viii) Updates to Trustees Calendar – 2017/2018, Page #98-99

**11) CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR**

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

**12) NEW BUSINESS**

- a) **Resolution 201801** – RESOLUTION OF THE GOVERNING BODY OF THE ALTADENA LIBRARY DISTRICT DECLARING THAT GOVERNING BODY MEMBERS AND VOLUNTEERS SHALL BE DEEMED TO BE EMPLOYEES OF THE DISTRICT FOR THE PURPOSE OF PROVIDING WORKERS' COMPENSATION COVERAGE FOR SAID CERTAIN INDIVIDUALS WHILE PROVIDING THEIR SERVICES (INFORMATION/ACTION) (5 Minutes), Page #100-101
- b) Presentation of Project Plan for Bob Lucas Branch Library Upgrades (INFORMATION/ACTION) (10 Minutes), Page #102-104
- c) Salary Comparison and Wage Scale Revisions Update by HRNETwork, (INFORMATION/ACTION) (15 Minutes), Page #none

**13) OLD BUSINESS**

- a) Update from Ad hoc Committee for Bylaws Review (INFORMATION/ACTION) (5 Minutes), Page #none
- b) Update on Installation of 3D Printer (INFORMATION/ACTION) (5 Minutes), Page #none
- c) Brown Act / Board Training Update (INFORMATION/ACTION) (5 Minutes), Page #105-106

**14) DIRECTOR'S REPORT (INFORMATION/ACTION)**

- a) Update to Director's Written Report, (5 Minutes) Page #none

**15) CORRESPONDENCE, Page # 107-114**

- a) California State Library CLLS Final Second Payment Letter
- b) CLA Legislative Update

**16) REPORTS OF SUPPORT GROUPS (5 minutes)**

- a) Altadena Library Foundation
- b) Friends of the Altadena Library

**17) REPORTS OF TRUSTEES**

**18) AGENDA ITEMS FOR FUTURE AGENDAS**

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

**19) ADJOURNMENT**

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

BOARD OF LIBRARY TRUSTEES  
STAFF REPORT

DEPARTMENT: Administration      MEETING DATE: January 22, 2018

PREPARED BY: Nicole Fabry      LOCATION: Community Room

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TITLE: Summary Report of Financial Statements for October 2017 and November 2017

OCTOBER 2017 FINANCIAL STATEMENTS

The following financial reports are for the month of October 2017. The financial statements are unaudited. The auditors have completed their work on the Audit and the Annual Financial Report for the Year Ended June 30, 2017 is included in this board package. A presentation on the final report is scheduled for this Board Meeting.

As indicated on this report, actual year-to-date expenditures exceed actual year-to-date revenues reflecting a net shortage of \$912,634.36, however, ALD cash and cash equivalents are \$2,090,523.22.

Please note that all actual variances (increases/decreases) to the Budget are considered timing variances and the financials will not reflect a net excess until after January 2018 when we receive our first property tax installment.

REVENUE HIGHLIGHTS

The District currently has \$2,090,523.22 in cash and cash equivalents.  
The (unaudited) net income for the month of October is  $-(\$222,346.02)$ .  
Passport services continue to exceed budget expectations and are at 43.12% of budget.

PAYMENTS FROM SUPPORT ORGANIZATIONS

There were no payments from Support Organizations in October 2017.

NOVEMBER 2017 FINANCIAL STATEMENTS

The following financial reports are for the month of November 2017. The financial statements are unaudited.

As indicated on this report, actual year-to-date expenditures exceed actual year-to-date revenues reflecting a net shortage of \$1,068,126.51, however, ALD cash and cash equivalents are \$1,928,104.06.

Please note that all actual variances (increases/decreases) to the Budget are considered timing variances and the financials will not reflect a net excess until after January 2018 when we receive our first property tax installment.

#### REVENUE HIGHLIGHTS

The District currently has \$1,928,104.06 in cash and cash equivalents.

The (unaudited) net income for the month of November is –(\$156,000.48).

Passport services continue to exceed budget expectations and are at 53.6% of budget.

#### PAYMENTS FROM SUPPORT ORGANIZATIONS

There were no payments from Support Organizations in November 2017.

#### EXPENDITURE HIGHLIGHTS

Some expenses are paid in full at the beginning of the fiscal year. This includes the platform for **Overdrive (downloadables), Workers' Compensation**, Technology Maintenance Annual Fees, Liability and Earthquake Insurance and many of our Databases.

Internet will continue to show as over budget until we receive our annual rebate (90%) from E-Rate. Expenditures will be reviewed for recommended changes at the Mid-Year Budget Amendment.

#### Annual Financial Report For the Year Ended June 30, 2017

The Annual Financial Report prepared by The Pun Group, Accountants & Advisors, who were selected through an RFP process to prepare the annual audit, is included in the Board Package. Paul Kaymark, CPA, who oversees our account is on hand to answer questions at this Board Meeting.

The District hired Platinum Consulting Group (PCG) to perform CPA oversight functions. The Financial Statements for the Audit were prepared with the assistance of Platinum Consulting Group (PCG) which is a small CPA firm that focuses exclusively on providing special district governments with high level ongoing CPA services and annual audit preparation services. Their client list in Southern California is extensive, and includes library districts, Los Angeles and Orange County LAFCO, water and sewer utilities, and parks and recreation districts. PCG is led by Cindy Byerrum, a CPA who worked at Ernst & Young and has been a tenured professor at a local college. PCG was hired in May 2017 (they were recommended by our independent auditor), for the following:

1. Independently reconcile the checking, savings, and county bank accounts to ensure a proper segregation of duties.
2. To review the accounting each month, and on an as needed basis as questions arise.

3. To help staff prepare for the audit, particularly some of the more complex journal entries that comply with Government Accounting Standards Board pronouncements (GASB), such as the retiree health or pension accounting.
4. To assist staff as they have questions regarding QuickBooks, accounting, and best practices in accounting and finance.

All of the work provided by PCG was requested by the Director and is recommended by the auditor. Many small Districts do not need (and cannot afford) a full-time CPA. PCG provides that part-time function for the District and reports directly to the District in an independent capacity.

At the year end June 30, 2017, **per the Draft Audited Financials, the District's change in net position was an increase of \$578,571.** The District fund balance ended at \$2,949,749. Over the past three years the Fund Balance has increased every year, from \$2,248,871 on June 30, 2014 to \$2,949,749 at June 30, 2017. This is especially notable because during this time period the Director has made improvements to wages for **staff, increased the District's share of funding for employees health insurance, reduced the Districts liability for compensated absences, reduced the Districts retirement benefit costs by increasing staff's contribution to the retirement plan to the maximum for those on the CalPERS Classic Retirement Plan (all others were already contributing the maximum),** made substantial improvements to the facilities, technology, collection and operations, increased open hours by providing regular after-hours programming, while increasing the capital, assets and fund balance of the District.

<b>Altadena Library District</b>				
<b>BALANCE SHEET</b>				
<b>For the Month Ended October 31, 2017</b>				
				<b>October 2017</b>
<b>ASSETS</b>				
			1080 · Petty Cash	607.00
			<b>Total Cash &amp; Investments</b>	<b>607.00</b>
			<b>Cash In Bank</b>	
			1021 · Chase General Acct...2951	182,640.90
			1026 · Chase HY Svgs...6883	16,885.13
			1041 · Chase HY Svgs...6875	1,312,711.46
			1045 · Cash HUD Checking...2969	320,000.33
			<b>Total Cash In Bank</b>	<b>1,832,237.82</b>
			<b>Cash with County</b>	
			1010.00 · Cash in County Treasury	258,230.19
			1013 · FMV - COLA Funds	(551.79)
			<b>Total Cash with County</b>	<b>257,678.40</b>
			<b>Total Cash &amp; Cash Equivalents</b>	<b>2,090,523.22</b>
			<b>Total Checking/Savings</b>	<b>2,090,523.22</b>
			<b>Other Current Assets</b>	
			Property Taxes Receivable	(9,721.09)
			Parcel Assessment Receivable	15,514.96
			<b>Total Other Current Assets</b>	<b>5,793.87</b>
			<b>Total Current Assets</b>	<b>2,096,317.09</b>
			<b>Fixed Assets</b>	
			<b>Capital Assets</b>	
			<b>Accumulated Depreciation</b>	
			1800 · Accum Depr (S & I)	(1,055,179.72)
			1900 · Accum Depr (FF & E)	(624,015.44)
			<b>Total Accumulated Depreciation</b>	<b>(1,679,195.16)</b>
			<b>Depreciable Assets</b>	
			1550 · Structures & Improvements	1,638,708.10
			1700 · Furniture, Fixtures & Equipment	709,469.89
			<b>Total Depreciable Assets</b>	<b>2,348,177.99</b>
			<b>Non-Depreciable Assets</b>	
			1500 · Land	77,280.28
			1510 · Artwork	102,500.00
			<b>Total Non-Depreciable Assets</b>	<b>179,780.28</b>
			<b>Total Capital Assets</b>	<b>848,763.11</b>
			<b>Total Fixed Assets</b>	<b>848,763.11</b>
			<b>Other Assets</b>	
			<b>Deferred Outflows of Resources</b>	
			1990 · DOR - Employer Contributions MD	161,019.00
			1993 · DOR - Diff in Experience	4,379.00
			<b>Total Deferred Outflows of Resources</b>	<b>165,398.00</b>

	<b>Prepays</b>		
		1076 · Prepaid Items & Deposits	235.35
	<b>Total Prepays</b>		235.35
		DOR Diff in Proportions	61,372.00
		DOR Diff in Earnings	279,772.00
	<b>Total Other Assets</b>		506,777.35
	<b>TOTAL ASSETS</b>		<b>3,451,857.55</b>
	<b>LIABILITIES &amp; EQUITY</b>		
	<b>Liabilities</b>		
	<b>Current Liabilities</b>		
		<b>Accounts Payable</b>	
		2000 · Accounts Payable	15,452.55
		<b>Total Accounts Payable</b>	15,452.55
		<b>Credit Cards</b>	
		2200.01 · UMB Card Services...3219	19,956.79
		<b>Total 2200 · Credit Cards</b>	19,956.79
		<b>Total Credit Cards</b>	19,956.79
		<b>Other Current Liabilities</b>	
		2030 · GASB 45 OPEB Liability	(18,314.34)
		2100 · Payroll Payable	
		2100.01 · Payroll Liabilities (EE)	24,488.80
		2100.03 · CalPers CLASSIC (EE Ded)	(1,004.27)
		2100.04 · CalPers PEPRA (EE Ded)	
		2100.05 · Accrued Vacation Payable	51,715.66
		2100.07 · CalPers 457 (EE Contribution)	
		<b>Total 2100 · Payroll Payable</b>	75,200.19
		<b>Total Other Current Liabilities</b>	56,885.85
		<b>Total Current Liabilities</b>	92,295.19
		<b>Long Term Liabilities</b>	
		<b>Deferred Inflows of Resources</b>	
		2602 · DIR - Diff in Contributions	129,502.00
		2603 · DIR - Changes in Proportions	135,502.00
		2604 · DIR - Changes in Assumptions	53,754.00
		<b>Total Deferred Inflows of Resources</b>	318,758.00
		2700 · Net Pension Liability	1,966,172.00
		<b>Total Long Term Liabilities</b>	2,284,930.00
		<b>Total Liabilities</b>	2,377,225.19
	<b>Equity</b>		
		3300 · Retained Earnings	1,987,266.72
		<b>Net Income</b>	(912,634.36)
		<b>Total Equity</b>	1,074,632.36
		<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,451,857.55</b>

<b>Altadena Library District</b>					
<b>PROFIT AND LOSS</b>					
<b>OCTOBER 2017</b>					
					33% Complete
					<b>OCTOBER 2017</b>
<b>Ordinary Income/Expense</b>					
	<b>Income</b>				
		<b>DONATIONS AND GRANTS</b>			
		4730 · Undesignated			38.72
		<b>Total DONATIONS AND GRANTS</b>			38.72
		<b>FINES &amp; FEES</b>			
		4305 · Fees			348.40
		Sales of Products			1,343.00
		4310 · MFM Revenue			892.68
		4340 · Passport Services Fees			8,450.00
		<b>Total FINES &amp; FEES</b>			11,034.08
		<b>INTEREST INCOME &amp; ADJUSTMENTS</b>			
		4210 · Chase Bank			228.32
		4220 · County Interest Allocation			
		<b>Total INTEREST INCOME &amp; ADJUSTMENTS</b>			228.32
		<b>Total Income</b>			11,301.12
	<b>Expense</b>				
		<b>PERSONNEL RELATED EXPENSES</b>			
		Total 5000 · SALARIES & WAGES			114,697.38
		<b>5100 · Employer-Portion Taxes/Benefits</b>			
		5120 · Payroll Taxes (ER)			8,791.01
		5210 · PERS Retirement			6,837.16
		5210 · PERS Retirement - Other			
		<b>Total 5210 · PERS Retirement</b>			6,837.16
		5222 · OPEB Contribution			7,650.49
		5250 · SUI			0.00
		<b>Total 5100 · Employer-Portion Taxes/Benefits</b>			23,278.66
		<b>5200 · Insurance</b>			
		5220 · Health Insurance			10,618.28
		5221 · Health Insurance - Retirees			6,295.20
		5230 · Dental Insurance			1,253.00
		5240 · Vision Insurance			761.92
		5260 · Life Insurance			131.23
		5270 · Workers' Compensation			0.00
		<b>Total 5200 · Insurance</b>			19,059.63
		<b>Total PERSONNEL RELATED EXPENSES</b>			157,035.67
		<b>CAPITAL</b>			
		7310 · Equipment, Furniture & Fixtures			
		7320 · Structures & Improvements			23,002.18
		<b>Total CAPITAL</b>			23,002.18
		<b>FACILITIES, GROUNDS &amp; MAINTENAN</b>			
		7205 · Maintenance Contracts			915.00
		7210 · Building Maint & Repairs			774.52
		7220 · Landscape			140.35
		<b>Total FACILITIES, GROUNDS &amp; MAINTENAN</b>			1,829.87



		<b>LIBRARY MATERIALS</b>	
		6110 · Cataloging Expenses	1,486.24
		6115 · Electronic Databases & Subscrip	0.00
		6120 · Books	2,341.42
		6125 · Audio CD	1,284.13
		6130 · DVD's & Videogames	2,550.73
		6135 · Processing of Materials	906.70
		6140 · Periodicals	19.65
		6150 · Downloadables	0.00
		<b>Total LIBRARY MATERIALS</b>	<b>8,588.87</b>
		<b>MISCELLANEOUS EXPENSE</b>	
		7510 · Miscellaneous Expense	30.75
		<b>Total MISCELLANEOUS EXPENSE</b>	<b>30.75</b>
		<b>OPERATING EXPENSES</b>	
		6430 · Insurance-Gen, Prop, Liab, Eq	(174.33)
		6620 · Membership Dues & Subscriptions	215.00
		6625 · Training & Education	728.00
		Recruitment, Gifts and Memorial	345.80
		6627 · Advertising / Marketing	430.00
		6710 · Meetings & Travel	1,119.96
		6730 · Mileage & Parking Reimbursement	126.79
		6740 · Postage & Delivery	306.07
		6745 · Banking & Service Fees	157.73
		6746 · Payroll Fees	814.97
		6750 · Printing & Reproduction	848.33
		6755 · Equipment, Furniture, Fixtures	143.84
		6765 · Janitorial Supplies	426.89
		6770 · Operating Supplies	937.82
		6790 · Hardware (Computers / Tech)	
		6920 · Electricity	9,227.69
		6940 · Water & Sewage	1,034.45
		6950 · Refuse	394.79
		Products for Resale	199.34
		Direct Assessments/Admin Costs	10,084.06
		<b>Total OPERATING EXPENSES</b>	<b>27,367.20</b>
		<b>PROFESSIONAL &amp; TECHNICAL</b>	
		7125 · Audit and Financial Consulting	2,226.95
		7130 · Legal Fees	0.00
		7155 · Consultants - Other	6,156.92
		7170 · Telecommunications	686.36
		Internet	0.00
		7180 · Technology Equipment	758.95
		7185 · Technology Maintenance Fees	2,718.00
		<b>Total PROFESSIONAL &amp; TECHNICAL</b>	<b>12,547.18</b>
		<b>PROGRAMS</b>	
		6200 · Youth Services	105.05
		6210 · Teen Services	625.98
		6220 · Adult Services	2,420.14
		6230 · Bob Lucas Branch Services	94.25
		<b>Total PROGRAMS</b>	<b>3,245.42</b>
		<b>Total Expense</b>	<b>233,647.14</b>
		<b>Net Income</b>	<b>(222,346.02)</b>

**Altadena Library District**  
**PREVIOUS YEAR COMPARISON**  
**July Through October 2017**

					<b>33% Complete</b>			
					<b>July-Oct 2017</b>	<b>July-Oct 2016</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
<b>DONATIONS AND GRANTS</b>					18,521.07	55,765.00		
<b>Total DONATIONS AND GRANTS</b>					18,521.07	55,765.00	(37,243.93)	33.21%
<b>FINES &amp; FEES</b>								
4305 · Fees					2,112.17	7,351.33	(5,239.16)	(71.27%)
4310 · MFM Revenue					2,071.97	2,609.50	(537.53)	(20.6%)
Sales of Products					2,897.43			
4340 · Passport Services Fees					34,498.69	25,223.00	9,275.69	136.78%
<b>Total FINES &amp; FEES</b>					41,580.26	35,183.83	6,396.43	18.18%
<b>INTEREST INCOME &amp; ADJUSTMENTS</b>								
4210 · Chase Bank					1,069.90	401.92	667.98	166.2%
4220 · County Interest Allocation							0.00	
<b>Total INTEREST INCOME &amp; ADJUSTMENTS</b>					1,069.90	401.92	667.98	(166.2%)
<b>OTHER REVENUE &amp; ADJUSTMENT</b>								
Misc. Income & Rewards					5,739.05	2,204.38	3,534.67	160.35%
<b>Total OTHER REVENUE &amp; ADJUSTMENT</b>					5,739.05	2,204.38	3,534.67	160.35%
<b>REVENUES</b>								
<b>Property Taxes</b>								
4010 · Current-Year Secured								
4010.03 · SB 813 Supplemental					8,461.66	4,946.01		
Current-Year Secured - Other					13,268.20	0.00	13,268.20	100.0%
<b>Total 4010 · Current-Year Secured</b>					21,729.86	4,946.01	16,783.85	439.34%
4020 · Current-Year Unsecured								
4020.00 · Current Unsecured					61,418.95	58,495.38		
4020 · Current-Year Unsecured - Other							0.00	0.0%
<b>Total 4020 · Current-Year Unsecured</b>					61,418.95	58,495.38	2,923.57	105.0%
4030 · Prior-Year Secured								
SB812 Redemption					110.02			
Prop Ties Secured Refunds					(2,120.41)			
4030 · Prior-Year Secured - Other					6,970.45	6,233.53	736.92	(11.82%)
<b>Total 4030 · Prior-Year Secured</b>					4,960.06	6,233.53	(1,273.47)	20.43%
4060 · Special Assessment								
4060.01 · Per Parcel Benefit Assessment					6,755.63	5,901.55	854.08	114.47%
4060.02 · Direct Assessments								
<b>Total 4060 · Special Assessment</b>					6,755.63	5,901.55	854.08	114.47%
Penalties, Interest & Costs-Ref					2,443.77	1,703.69		
County Interest Allocation					1,444.07	(1,917.70)	3,361.77	
<b>Total Property Taxes</b>					98,752.34	75,362.46	23,389.88	131.04%
<b>Total REVENUES</b>					98,752.34	75,362.46	23,389.88	131.04%

<b>Total Income</b>		165,662.62	168,917.59	(3,254.97)	1.93%
<b>Expense</b>					
<b>PERSONNEL RELATED EXPENSES</b>					
<b>Total 5000 · SALARIES &amp; WAGES</b>		474,637.77	499,778.37	(25,140.60)	(5.03%)
<b>5100 · Employer-Portion Taxes/Benefits</b>					
5120 · Payroll Taxes (ER)		35,106.68	35,746.39	(639.71)	(1.79%)
5210 · PERS Retirement		39,821.98	95,245.03	(55,423.05)	(58.19%)
5210 · PERS Retirement - Other			258.37	(258.37)	1.00
<b>Total 5210 · PERS Retirement</b>		39,821.98	95,503.40	(55,681.42)	(58.3%)
5222 · OPEB Contribution		30,601.96	35,001.00	(4,399.04)	(12.57%)
5250 · SUI		0.00	809.65	(809.65)	(100.0%)
<b>Total 5100 · Employer-Portion Taxes/Benefits</b>		105,530.62	167,060.44	(61,529.82)	(36.83%)
<b>5200 · Insurance</b>					
5220 · Health Insurance		39,912.88	37,714.09	2,198.79	5.83%
5221 · Health Insurance - Retirees		25,180.80	21,196.84	3,983.96	18.8%
5230 · Dental Insurance		4,635.53	6,282.65	(1,647.12)	(26.22%)
5240 · Vision Insurance		1,782.68	1,933.50	(150.82)	(7.8%)
5260 · Life Insurance		370.33	499.80	(129.47)	(25.9%)
5270 · Workers' Compensation		13,110.30	17,802.97	(4,692.67)	(26.36%)
5280 · Disability Insurance		(255.20)	(404.36)	149.16	58.45%
<b>Total 5200 · Insurance</b>		84,737.32	85,025.49	(288.17)	(0.34%)
<b>Total 'PERSONNEL RELATED EXPENSES</b>		664,905.71	751,864.30	(86,958.59)	(11.57%)
<b>CAPITAL</b>					
Equipment, Furn & Fixtures		0.00	0.00	0.00	0.0%
7320 · Structures & Improvements		101,502.18	0.00	101,502.18	100.0%
<b>Total CAPITAL</b>		101,502.18	0.00	101,502.18	100.0%
<b>FACILITIES, GROUNDS &amp; MAINTENAN</b>					
7205 · Maintenance Contracts		2,568.17	1,909.68	658.49	34.48%
7210 · Building Maint & Repairs		8,519.72	5,297.10	3,222.62	60.84%
7220 · Landscape		7,928.15	15,056.21	(7,128.06)	(47.34%)
<b>Total FACILITIES, GROUNDS &amp; MAINTENAN</b>		19,016.04	22,262.99	(3,246.95)	(14.58%)
<b>LIBRARY MATERIALS</b>					
6110 · Cataloging Expenses		7,576.28	5,883.14	1,693.14	28.78%
6115 · Electronic Databases & Subscrip		15,170.58	17,658.77	(2,488.19)	(14.09%)
6120 · Books		30,781.77	34,584.47	(3,802.70)	(11.0%)
6125 · Audio CD		4,830.17	7,079.16	(2,248.99)	(31.77%)
6130 · DVD's & Videogames		9,149.73	9,104.53	45.20	0.5%
6135 · Processing of Materials		10,617.08	15,884.09	(5,267.01)	(33.16%)
6140 · Periodicals		2,061.24	1,389.33	671.91	48.36%
6150 · Downloadables		5,996.20	5,149.87	846.33	16.43%
<b>Total LIBRARY MATERIALS</b>		86,183.05	96,733.36	(10,550.31)	(10.91%)
<b>MISCELLANEOUS EXPENSE</b>					
7510 · Miscellaneous Expense		368.47	(660.61)	1,029.08	(155.78%)
<b>Total MISCELLANEOUS EXPENSE</b>		368.47	(660.61)	1,029.08	(155.78%)
<b>OPERATING EXPENSES</b>					
6430 · Insurance-Gen, Prop, Liab, Eq		38,693.92	41,467.61	(2,773.69)	(6.69%)
6620 · Membership Dues & Subscriptions		2,602.60	5,359.00	(2,756.40)	(51.43%)

		6625 · Training & Education	3,072.00	3,580.00	(508.00)	(14.19%)
		Recruitment, Gifts and Memorials	893.28	1,492.41	(599.13)	(40.15%)
		6627 · Advertising / Marketing	2,478.11	6,782.60	(4,304.49)	(63.46%)
		6710 · Meetings & Travel	2,800.93	1,334.77	1,466.16	109.84%
		6730 · Mileage & Parking Reimbursement	252.37	95.26	157.11	164.93%
		6740 · Postage & Delivery	2,663.16	764.85	1,898.31	348.19%
		6745 · Banking & Service Fees	662.88	531.85	131.03	24.64%
		6746 · Payroll Fees	3,185.00	4,408.02	(1,223.02)	(27.75%)
		6750 · Printing & Reproduction	8,644.27	(9,558.09)	18,202.36	(190.44%)
		6755 · Equipment, Furniture, Fixtures	(4,684.53)	4,591.97	(9,276.50)	(102.02%)
		6765 · Janitorial Supplies	7,195.55	3,698.28	3,497.27	94.56%
		6770 · Operating Supplies	5,648.98	9,331.50	(3,682.52)	(39.46%)
		Operating Software	1,602.98	0.00	1,602.98	100.0%
		6920 · Electricity	17,055.30	11,454.12	5,601.18	48.9%
		Natural Gas	216.54	213.95	2.59	1.21%
		6940 · Water & Sewage	2,394.51	1,541.67	852.84	55.32%
		6950 · Refuse	1,858.80	799.68	1,059.12	132.44%
		Products for Resale	199.34	59.00	140.34	237.86%
		6970 · Equipment Lease & Rental	1,981.86	3,079.21	(1,097.35)	(35.64%)
		Direct Assessments/Admin. Costs	10,084.06		10,084.06	100.0%
		<b>Total OPERATING EXPENSES</b>	<b>109,501.91</b>	<b>91,027.66</b>	<b>18,474.25</b>	<b>20.3%</b>
		<b>PROFESSIONAL &amp; TECHNICAL</b>				
		7125 · Audit and Financial Consulting	20,630.77	11,312.50	9,318.27	82.37%
		7130 · Legal Fees	1,504.40	6,964.98	(5,460.58)	21.6%
		Technology Consulting		1,078.80	(1,078.80)	0.0%
		Collection Agency		358.00	(358.00)	0.0%
		7155 · Consultants - Other	28,872.32	12,610.69	16,261.63	128.95%
		7170 · Telecommunications	2,541.09	273.83	2,267.26	827.98%
		Internet	10,032.57	9,593.80	438.77	4.57%
		7180 · Technology Equipment	1,577.27	7,009.55	(5,432.28)	(77.5%)
		7185 · Technology Maintenance Fees	12,748.50	37,238.44	(24,489.94)	(65.77%)
		<b>Total PROFESSIONAL &amp; TECHNICAL</b>	<b>77,906.92</b>	<b>86,440.59</b>	<b>(8,533.67)</b>	<b>(9.87%)</b>
		<b>PROGRAMS</b>				
		6200 · Youth Services	3,549.02	2,715.37	833.65	30.7%
		6210 · Teen Services	2,778.99	648.91	2,130.08	328.26%
		6220 · Adult Services	12,136.98	2,964.02	9,172.96	309.48%
		Bob Lucas Branch Services	447.71	226.14	221.57	97.98%
		Literacy Services	0.00	4.69	(4.69)	0.0%
		<b>Total PROGRAMS</b>	<b>18,912.70</b>	<b>6,559.13</b>	<b>12,353.57</b>	<b>188.34%</b>
		<b>Total Expense</b>	<b>1,078,296.98</b>	<b>1,054,227.42</b>	<b>24,069.56</b>	<b>2.28%</b>
		<b>Net Income</b>	<b>(912,634.36)</b>	<b>(885,309.83)</b>	<b>(27,324.53)</b>	<b>3.09%</b>

**Altadena Library District**  
**BUDGET VERSUS ACTUAL**  
**July through October 2017**

						33% Complete	
				Jul-Oct 2017	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>DONATIONS AND GRANTS</b>							
		4710 · Friends of the Library			20,000.00	(20,000.00)	0.0%
		4730 · Undesignated	521.07		0.00	521.07	100.0%
		4735 · Designated			1,100.00	(1,100.00)	0.0%
		4740 · CA Library Literacy Services	18,000.00		26,300.00	(8,300.00)	68.44%
		4750 · Cal State Library				0.00	0.0%
		4755 · HUD Grant				0.00	0.0%
		<b>Total DONATIONS AND GRANTS</b>	<b>18,521.07</b>		<b>47,400.00</b>	<b>(28,878.93)</b>	<b>39.07%</b>
<b>FINES &amp; FEES</b>							
		4305 · Fees	2,112.17		14,000.00	(11,887.83)	15.09%
		Sales of Products	2,897.43			2,897.43	100.0%
		4310 · MFM Revenue	2,071.97		7,500.00	(5,428.03)	27.63%
		4340 · Passport Services Fees	34,498.69		80,000.00	(45,501.31)	43.12%
		<b>Total FINES &amp; FEES</b>	<b>41,580.26</b>		<b>101,500.00</b>	<b>(59,919.74)</b>	<b>40.97%</b>
<b>INTEREST INCOME &amp; ADJUSTMENTS</b>							
		4210 · Chase Bank	1,069.90			1,069.90	100.0%
		FMV COLA			3,000.00	(3,000.00)	0.0%
		<b>Total INTEREST INCOME &amp; ADJUSTMENTS</b>	<b>1,069.90</b>		<b>3,000.00</b>	<b>(1,930.10)</b>	<b>35.66%</b>
<b>OTHER REVENUE &amp; ADJUSTMENT</b>							
		4910 · Miscellaneous Income	200.00			200.00	100.0%
		4940 · Transfer in from Reserves			350,000.00	(350,000.00)	0.0%
		4999 · Rewards & Incentives	5,539.05		3,000.00	2,539.05	184.64%
		<b>Total OTHER REVENUE &amp; ADJUSTMENT</b>	<b>5,739.05</b>		<b>353,000.00</b>	<b>(347,260.95)</b>	<b>1.63%</b>
<b>REVENUES</b>							
<b>Property Taxes</b>							
		<b>4010 · Current-Year Secured</b>					
		4010.00 · Current Secured	13,268.20		2,118,250.62	(2,104,982.42)	0.63%
		4010.01 · Revenue Residual					
		4010.02 · Statutory Revenue					
		4010.03 · SB 813 Supplemental	8,461.66		0.00	8,461.66	100.0%
		<b>Total 4010 · Current-Year Secured</b>	<b>21,729.86</b>		<b>2,118,250.62</b>	<b>(2,096,520.76)</b>	<b>1.03%</b>
		<b>4020 · Current-Year Unsecured</b>					
		4020 · Current-Year Unsecured - Other	61,418.95		74,263.00	(12,844.05)	82.71%
		<b>Total 4020 · Current-Year Unsecured</b>	<b>61,418.95</b>		<b>74,263.00</b>	<b>(12,844.05)</b>	<b>82.71%</b>
		<b>4030 · Prior-Year Secured</b>					
		4030.00 · Prior Secured					
		4030.01 · Secured Refunds	(2,120.41)			(2,120.41)	100.0%
		4030.02 · Statutory Revenue					
		4030.03 · SB 813 Redemption	110.02			110.02	100.0%
		4030.04 · Property Tax Penalties					
		4030 · Prior-Year Secured - Other	6,970.45		10,600.00	(3,629.55)	65.76%
		4050 · Homeowners Exemption			7,725.00	(7,725.00)	0.0%
		<b>4060 · Special Assessment</b>					
		4060.01 · Per Parcel Benefit Assessment	6,755.63		802,160.99	(795,405.36)	0.84%
		4060.02 · Direct Assessments					

		<b>Total 4060 · Special Assessment</b>	6,755.63	802,160.99	(795,405.36)	0.84%
		<b>Penalties, Interest &amp; Costs-Ref</b>	2,443.77	10,000.00	(7,556.23)	24.44%
		<b>County Interest Allocation</b>	1,444.07	500.00	944.07	288.81%
		<b>4090 · RDA ABx126 Income</b>		26,500.00	(26,500.00)	0.0%
		<b>Total Property Taxes</b>	98,752.34	3,049,999.61	(2,951,247.27)	3.24%
		<b>Total REVENUES</b>	98,752.34	3,049,999.61	(2,951,247.27)	3.24%
	<b>Total Income</b>		165,662.62	3,554,899.61	(3,389,236.99)	4.66%
	<b>Expense</b>					
		<b>PERSONNEL RELATED EXPENSES</b>				
		<b>5000 · SALARIES &amp; WAGES</b>				
		<b>Total 5000 · SALARIES &amp; WAGES</b>	474,637.77	1,543,420.95	(1,068,783.18)	30.75%
		<b>5100 · Employer-Portion Taxes/Benefits</b>				
		<b>5120 · Payroll Taxes (ER)</b>	35,106.68	118,071.70	(82,965.02)	29.73%
		<b>5210 · PERS Retirement</b>	39,821.98	91,806.00	(51,984.02)	43.38%
		<b>5210 · PERS Retirement - Other</b>	0.00	85,179.46	(85,179.46)	0.0%
		<b>Total 5210 · PERS Retirement</b>	39,821.98	176,985.46	(137,163.48)	22.5%
		<b>5222 · OPEB Contribution</b>	30,601.96	144,000.00	(113,398.04)	21.25%
		<b>5250 · SUI</b>	0.00	40,128.94	(40,128.94)	0.0%
		<b>Total 5100 · Employer-Portion Taxes/Benefits</b>	105,530.62	479,186.10	(373,655.48)	22.02%
		<b>5200 · Insurance</b>				
		<b>5220 · Health Insurance</b>	39,912.88	126,000.00	(86,087.12)	31.68%
		<b>5221 · Health Insurance - Retirees</b>	25,180.80	75,600.00	(50,419.20)	33.31%
		<b>5230 · Dental Insurance</b>	4,635.53	14,000.00	(9,364.47)	33.11%
		<b>5240 · Vision Insurance</b>	1,782.68	4,000.00	(2,217.32)	44.57%
		<b>5260 · Life Insurance</b>	370.33	2,000.00	(1,629.67)	18.52%
		<b>5270 · Workers' Compensation</b>	13,110.30	20,000.00	(6,889.70)	65.55%
		<b>5280 · Disability Insurance</b>	(255.20)	2,500.00	(2,755.20)	(10.21%)
		<b>Total 5200 · Insurance</b>	84,737.32	244,100.00	(159,362.68)	34.71%
		<b>Total PERSONNEL RELATED EXPENSES</b>	664,905.71	2,266,707.05	(1,601,801.34)	29.33%
		<b>CAPITAL</b>				
		<b>7310 · Equipment, Furniture &amp; Fixtures</b>	0.00		0.00	0.0%
		<b>7320 · Structures &amp; Improvements</b>	101,502.18	350,000.00	(248,497.82)	29.0%
		<b>Total CAPITAL</b>	101,502.18	350,000.00	(248,497.82)	29.0%
		<b>FACILITIES, GROUNDS &amp; MAINTENAN</b>				
		<b>7205 · Maintenance Contracts</b>	2,568.17	18,000.00	(15,431.83)	14.27%
		<b>7210 · Building Maint &amp; Repairs</b>	8,519.72	20,000.00	(11,480.28)	42.6%
		<b>7220 · Landscape</b>	7,928.15	15,000.00	(7,071.85)	52.85%
		<b>Total FACILITIES, GROUNDS &amp; MAINTENAN</b>	19,016.04	53,000.00	(33,983.96)	35.88%
		<b>LIBRARY MATERIALS</b>				
		<b>6110 · Cataloging Expenses</b>	7,576.28	20,000.00	(12,423.72)	37.88%
		<b>6115 · Electronic Databases &amp; Subscrip</b>	15,170.58	16,500.00	(1,329.42)	91.94%
		<b>6120 · Books</b>	30,781.77	160,000.00	(129,218.23)	19.24%
		<b>6125 · Audio CD</b>	4,830.17	18,000.00	(13,169.83)	26.83%
		<b>6130 · DVD's &amp; Videogames</b>	9,149.73	23,000.00	(13,850.27)	39.78%
		<b>6135 · Processing of Materials</b>	10,617.08	35,000.00	(24,382.92)	30.34%
		<b>6140 · Periodicals</b>	2,061.24	12,500.00	(10,438.76)	16.49%
		<b>6150 · Downloadables</b>	5,996.20	20,000.00	(14,003.80)	29.98%
		<b>Total LIBRARY MATERIALS</b>	86,183.05	305,000.00	(218,816.95)	28.26%
		<b>MISCELLANEOUS EXPENSE</b>				
		<b>7510 · Miscellaneous Expense</b>	368.47		368.47	100.0%
		<b>7520 · Refunds/Parcel</b>		1,000.00	(1,000.00)	0.0%
		<b>Total MISCELLANEOUS EXPENSE</b>	368.47	1,000.00	(631.53)	36.85%

	<b>OPERATING EXPENSES</b>				
	6430 · Insurance-Gen, Prop, Liab, Eq	38,693.92	42,000.00	(3,306.08)	92.13%
	6620 · Membership Dues & Subscriptions	2,602.60	13,000.00	(10,397.40)	20.02%
	6625 · Training & Education	3,072.00	12,000.00	(8,928.00)	25.6%
	6626 · Recruitment, Gifts and Memorial	893.28	5,000.00	(4,106.72)	17.87%
	6627 · Advertising / Marketing	2,478.11	20,000.00	(17,521.89)	12.39%
	6710 · Meetings & Travel	2,800.93	10,000.00	(7,199.07)	28.01%
	6730 · Mileage & Parking Reimbursement	252.37	800.00	(547.63)	31.55%
	6740 · Postage & Delivery	2,663.16	9,000.00	(6,336.84)	29.59%
	6745 · Banking & Service Fees	662.88	2,000.00	(1,337.12)	33.14%
	6746 · Payroll Fees	3,185.00	12,000.00	(8,815.00)	26.54%
	6750 · Printing & Reproduction	8,644.27	11,000.00	(2,355.73)	78.58%
	6755 · Equipment, Furniture, Fixtures	(4,684.53)	10,000.00	(14,684.53)	(46.85%)
	6765 · Janitorial Supplies	7,195.55	13,000.00	(5,804.45)	55.35%
	6770 · Operating Supplies	5,648.98	30,000.00	(24,351.02)	18.83%
	6780 · Operating Software	1,602.98	3,000.00	(1,397.02)	53.43%
	6920 · Electricity	17,055.30	37,000.00	(19,944.70)	46.1%
	6930 · Natural Gas	216.54	5,500.00	(5,283.46)	3.94%
	6940 · Water & Sewage	2,394.51	5,600.00	(3,205.49)	42.76%
	6950 · Refuse	1,858.80	4,500.00	(2,641.20)	41.31%
	6960 · Products for Resale	199.34	5,000.00	(4,800.66)	3.99%
	6970 · Equipment Lease & Rental	1,981.86	15,424.00	(13,442.14)	12.85%
	7530 · Direct Assessments/Admin Costs	10,084.06	35,000.00	(24,915.94)	28.81%
	<b>Total OPERATING EXPENSES</b>	<b>109,501.91</b>	<b>300,824.00</b>	<b>(191,322.09)</b>	<b>36.4%</b>
	<b>PROFESSIONAL &amp; TECHNICAL</b>				
	7125 · Audit and Financial Consulting	20,630.77	75,000.00	(54,369.23)	27.51%
	7130 · Legal Fees	1,504.40	5,000.00	(3,495.60)	30.09%
	7135 · Technology Consulting		1,500.00	(1,500.00)	0.0%
	7140 · Architectural & Engineering		5,000.00	(5,000.00)	0.0%
	7145 · Collection Agency		1,800.00	(1,800.00)	0.0%
	7155 · Consultants - Other	28,872.32	74,000.00	(45,127.68)	39.02%
	7170 · Telecommunications	2,541.09	3,500.00	(958.91)	72.6%
	7175 · Internet Service	10,032.57	4,000.00	6,032.57	250.81%
	7180 · Technology Equipment	1,577.27	15,000.00	(13,422.73)	10.52%
	7185 · Technology Maintenance Fees	12,748.50	32,000.00	(19,251.50)	39.84%
	7190 · Website Development		18,000.00	(18,000.00)	0.0%
	<b>Total PROFESSIONAL &amp; TECHNICAL</b>	<b>77,906.92</b>	<b>234,800.00</b>	<b>(156,893.08)</b>	<b>33.18%</b>
	<b>PROGRAMS</b>				
	6200 · Youth Services	3,549.02	10,000.00	(6,450.98)	35.49%
	6210 · Teen Services	2,778.99	5,500.00	(2,721.01)	50.53%
	6220 · Adult Services	12,136.98	23,068.56	(10,931.58)	52.61%
	6230 · Bob Lucas Branch Services	447.71	3,000.00	(2,552.29)	14.92%
	6240 · Literacy Services		2,000.00	(2,000.00)	0.0%
	<b>Total PROGRAMS</b>	<b>18,912.70</b>	<b>43,568.56</b>	<b>(24,655.86)</b>	<b>43.41%</b>
	<b>Total Expense</b>	<b>1,078,296.98</b>	<b>3,554,899.61</b>	<b>(2,476,602.63)</b>	<b>30.33%</b>
	<b>Net Ordinary Income</b>	<b>(912,634.36)</b>		<b>(912,634.36)</b>	<b>100.0%</b>
	<b>Net Income</b>	<b>(912,634.36)</b>		<b>(912,634.36)</b>	<b>100.0%</b>

**Altadena Library District  
BUDGET VERSUS ACTUAL  
YTD August 2017**

33% Complete

	July 2017- Aug 2017	BUDGET 2017/2018	VARIANCE POSITIVE (NEGATIVE)	PERCENT
<b>REVENUES:</b>				
Property Taxes	91,997	2,247,839	(2,155,842)	4.09%
Parcel Taxes	6,756	802,161	(795,405)	0.84%
Interest	1,070	3,000	(1,930)	35.66%
Fees & Passports	41,580	101,500	(59,920)	40.97%
Donations, Grants, Misc.	24,260	50,400	(26,140)	48.14%
Transfer in from Reserves		350,000	(350,000)	0.00%
<b>TOTAL REVENUES</b>	<b>165,663</b>	<b>3,554,900</b>	<b>(3,389,237)</b>	<b>4.66%</b>
<b>EXPENDITURES:</b>				
Wages and Benefits	664,906	2,266,707	(1,601,801)	29.33%
Library Materials	86,183	305,000	(218,817)	28.26%
Library Services	18,913	43,569	(24,656)	43.41%
Operating Expenses	109,502	300,824	(191,322)	36.40%
Professional and Technical	77,907	234,800	(156,893)	33.18%
Facilities, Grounds and Maintenance	19,016	53,000	(33,984)	35.88%
Capital	101,502	350,000	(248,498)	29.00%
Misc. Expenses	368	1,000	(632)	36.85%
<b>TOTAL EXPENDITURES</b>	<b>1,078,297</b>	<b>3,554,900</b>	<b>(2,476,603)</b>	<b>30.33%</b>
<b>NET INCOME</b>	<b>(912,634)</b>	<b>0</b>	<b>(912,634)</b>	<b>100.00%</b>



<b>Altadena Library District</b>				
<b>BALANCE SHEET</b>				
<b>For the Month Ended Noveber 30, 2017</b>				
				<b>November 2017</b>
<b>ASSETS</b>				
			1080 · Petty Cash	607.00
			<b>Total Cash &amp; Investments</b>	<b>607.00</b>
			<b>Cash In Bank</b>	
			1021 · Chase General Acct...2951	201,943.50
			1026 · Chase HY Svgs...6883	19,934.24
			1041 · Chase HY Svgs...6875	1,082,887.47
			1045 · Cash HUD Checking...2969	320,000.33
			<b>Total Cash In Bank</b>	<b>1,624,765.54</b>
			<b>Cash with County</b>	
			1010.00 · Cash in County Treasury	303,283.31
			1013 · FMV - COLA Funds	(551.79)
			<b>Total Cash with County</b>	<b>302,731.52</b>
			<b>Total Cash &amp; Cash Equivalents</b>	<b>1,928,104.06</b>
			<b>Total Checking/Savings</b>	<b>1,928,104.06</b>
			<b>Other Current Assets</b>	
			Property Taxes Receivable	(9,721.09)
			Parcel Assessment Receivable	14,414.96
			<b>Total Other Current Assets</b>	<b>4,693.87</b>
			<b>Total Current Assets</b>	<b>1,932,797.93</b>
			<b>Fixed Assets</b>	
			<b>Capital Assets</b>	
			<b>Accumulated Depreciation</b>	
			1800 · Accum Depr (S & I)	(1,055,179.72)
			1900 · Accum Depr (FF & E)	(624,015.44)
			<b>Total Accumulated Depreciation</b>	<b>(1,679,195.16)</b>
			<b>Depreciable Assets</b>	
			1550 · Structures & Improvements	1,638,708.10
			1700 · Furniture, Fixtures & Equipment	709,469.89
			<b>Total Depreciable Assets</b>	<b>2,348,177.99</b>
			<b>Non-Depreciable Assets</b>	
			1500 · Land	77,280.28
			1510 · Artwork	102,500.00
			<b>Total Non-Depreciable Assets</b>	<b>179,780.28</b>
			<b>Total Capital Assets</b>	<b>848,763.11</b>
			<b>Total Fixed Assets</b>	<b>848,763.11</b>
			<b>Other Assets</b>	
			<b>Deferred Outflows of Resources</b>	
			1990 · DOR - Employer Contributions MD	161,019.00
			1993 · DOR - Diff in Experience	4,379.00
			<b>Total Deferred Outflows of Resources</b>	<b>165,398.00</b>

	<b>Prepays</b>		
		1076 · Prepaid Items & Deposits	235.35
	<b>Total Prepays</b>		235.35
		DOR Diff in Proportions	61,372.00
		DOR Diff in Earnings	279,772.00
	<b>Total Other Assets</b>		506,777.35
	<b>TOTAL ASSETS</b>		<b>3,288,338.39</b>
	<b>LIABILITIES &amp; EQUITY</b>		
	<b>Liabilities</b>		
	<b>Current Liabilities</b>		
		<b>Accounts Payable</b>	
		2000 · Accounts Payable	13,913.07
		<b>Total Accounts Payable</b>	13,913.07
		<b>Credit Cards</b>	
		2200.01 · UMB Card Services...3219	13,469.26
		<b>Total 2200 · Credit Cards</b>	13,469.26
		<b>Total Credit Cards</b>	13,469.26
		<b>Other Current Liabilities</b>	
		2030 · GASB 45 OPEB Liability	(18,314.34)
		2100 · Payroll Payable	
		2100.01 · Payroll Liabilities (EE)	24,488.80
		2100.03 · CalPers CLASSIC (EE Ded)	(1,004.27)
		2100.04 · CalPers PEPRA (EE Ded)	
		2100.05 · Accrued Vacation Payable	51,715.66
		2100.07 · CalPers 457 (EE Contribution)	
		<b>Total 2100 · Payroll Payable</b>	75,200.19
		<b>Total Other Current Liabilities</b>	56,885.85
		<b>Total Current Liabilities</b>	84,268.18
		<b>Long Term Liabilities</b>	
		<b>Deferred Inflows of Resources</b>	
		2602 · DIR - Diff in Contributions	129,502.00
		2603 · DIR - Changes in Proportions	135,502.00
		2604 · DIR - Changes in Assumptions	53,754.00
		<b>Total Deferred Inflows of Resources</b>	318,758.00
		2700 · Net Pension Liability	1,966,172.00
		<b>Total Long Term Liabilities</b>	2,284,930.00
		<b>Total Liabilities</b>	2,369,198.18
	<b>Equity</b>		
		3300 · Retained Earnings	1,987,266.72
		<b>Net Income</b>	(1,068,126.51)
		<b>Total Equity</b>	919,140.21
		<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,288,338.39</b>

**Altadena Library District**  
**PREVIOUS YEAR COMPARISON**  
**July Through November 2017**

					<b>42% Complete</b>			
					<b>July-Nov 2017</b>	<b>July-Nov 2016</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
<b>DONATIONS AND GRANTS</b>					18,571.07	99,028.64		
<b>Total DONATIONS AND GRANTS</b>					18,571.07	99,028.64	(80,457.57)	18.75%
<b>FINES &amp; FEES</b>								
4305 · Fees					3,214.82	8,433.04	(5,218.22)	(61.88%)
4310 · MFM Revenue					2,417.51	3,064.50	(646.99)	(21.11%)
Sales of Products					2,955.43			
4340 · Passport Services Fees					42,878.69	30,845.00	12,033.69	139.01%
<b>Total FINES &amp; FEES</b>					51,466.45	42,342.54	9,123.91	21.55%
<b>INTEREST INCOME &amp; ADJUSTMENTS</b>								
4210 · Chase Bank					1,248.63	513.64	734.99	143.09%
4220 · County Interest Allocation							0.00	
<b>Total INTEREST INCOME &amp; ADJUSTMENTS</b>					1,248.63	513.64	734.99	(143.09%)
<b>OTHER REVENUE &amp; ADJUSTMENT</b>								
Misc. Income & Rewards					5,739.05	2,257.88	3,481.17	154.18%
<b>Total OTHER REVENUE &amp; ADJUSTMENT</b>					5,739.05	2,257.88	3,481.17	154.18%
<b>REVENUES</b>								
<b>Property Taxes</b>								
4010 · Current-Year Secured								
4010.03 · SB 813 Supplemental					29,732.73	12,231.09		
Current-Year Secured - Other					13,268.20	0.00	13,268.20	100.0%
<b>Total 4010 · Current-Year Secured</b>					43,000.93	12,231.09	30,769.84	351.57%
4020 · Current-Year Unsecured								
4020.00 · Current Unsecured					74,867.25	71,057.05		
4020 · Current-Year Unsecured - Other							0.00	0.0%
<b>Total 4020 · Current-Year Unsecured</b>					74,867.25	71,057.05	3,810.20	105.36%
4030 · Prior-Year Secured								
SB812 Redemption					2,322.32			
Prop Ties Secured Refunds					(4,080.07)			
4030 · Prior-Year Secured - Other					6,970.45	10,582.15	(3,611.70)	34.13%
<b>Total 4030 · Prior-Year Secured</b>					5,212.70	10,582.15	(5,369.45)	50.74%
4060 · Special Assessment								
4060.01 · Per Parcel Benefit Assessment					12,241.91	18,267.34	(6,025.43)	67.02%
4060.02 · Direct Assessments								
<b>Total 4060 · Special Assessment</b>					12,241.91	18,267.34	(6,025.43)	67.02%
Penalties, Interest & Costs-Ref					6,231.37	9,096.68		
County Interest Allocation					2,251.30	(538.41)	2,789.71	
<b>Total Property Taxes</b>					143,805.46	120,695.90	23,109.56	119.15%
<b>Total REVENUES</b>					143,805.46	120,695.90	23,109.56	119.15%

<b>Total Income</b>		220,830.66	264,838.60	(44,007.94)	16.62%
<b>Expense</b>					
<b>PERSONNEL RELATED EXPENSES</b>					
<b>Total 5000 · SALARIES &amp; WAGES</b>		590,210.29	618,021.97	(27,811.68)	(4.5%)
<b>5100 · Employer-Portion Taxes/Benefits</b>					
5120 · Payroll Taxes (ER)		43,918.18	45,021.28	(1,103.10)	(2.45%)
5210 · PERS Retirement		46,686.58	95,245.03	(48,558.45)	(50.98%)
5210 · PERS Retirement - Other			258.37	(258.37)	1.00
<b>Total 5210 · PERS Retirement</b>		46,686.58	95,503.40	(48,816.82)	(51.12%)
5222 · OPEB Contribution		38,252.45	46,668.00	(8,415.55)	(18.03%)
5250 · SUI		0.00	809.65	(809.65)	(100.0%)
<b>Total 5100 · Employer-Portion Taxes/Benefits</b>		128,857.21	188,002.33	(59,145.12)	(31.46%)
<b>5200 · Insurance</b>					
5220 · Health Insurance		49,968.74	47,919.49	2,049.25	4.28%
5221 · Health Insurance - Retirees		31,476.00	26,496.05	4,979.95	18.8%
5230 · Dental Insurance		5,812.78	7,583.49	(1,770.71)	(23.35%)
5240 · Vision Insurance		2,135.98	2,329.42	(193.44)	(8.3%)
5260 · Life Insurance		496.46	622.20	(125.74)	(20.21%)
5270 · Workers' Compensation		13,110.30	17,802.97	(4,692.67)	(26.36%)
5280 · Disability Insurance			149.16	(149.16)	#DIV/0!
<b>Total 5200 · Insurance</b>		103,000.26	102,902.78	97.48	0.09%
<b>Total 'PERSONNEL RELATED EXPENSES</b>		822,067.76	908,927.08	(86,859.32)	(9.56%)
<b>CAPITAL</b>					
Equipment, Furn & Fixtures		0.00	4,781.64	(4,781.64)	0.0%
7320 · Structures & Improvements		104,502.18	0.00	104,502.18	100.0%
<b>Total CAPITAL</b>		104,502.18	4,781.64	99,720.54	2,185.49%
<b>FACILITIES, GROUNDS &amp; MAINTENAN</b>					
7205 · Maintenance Contracts		2,568.17	2,745.36	(177.19)	(6.45%)
7210 · Building Maint & Repairs		8,613.57	6,070.87	2,542.70	41.88%
7220 · Landscape		7,949.20	15,470.52	(7,521.32)	(48.62%)
<b>Total FACILITIES, GROUNDS &amp; MAINTENAN</b>		19,130.94	24,286.75	(5,155.81)	(21.23%)
<b>LIBRARY MATERIALS</b>					
6110 · Cataloging Expenses		7,576.28	7,308.56	267.72	3.66%
6115 · Electronic Databases & Subscrip		15,170.58	17,658.77	(2,488.19)	(14.09%)
6120 · Books		32,333.38	44,309.22	(11,975.84)	(27.03%)
6125 · Audio CD		4,830.17	9,584.40	(4,754.23)	(49.6%)
6130 · DVD's & Videogames		9,665.94	12,275.25	(2,609.31)	(21.26%)
6135 · Processing of Materials		10,862.36	19,672.50	(8,810.14)	(44.78%)
6140 · Periodicals		10,468.75	10,216.93	251.82	2.46%
6150 · Downloadables		5,996.20	6,308.26	(312.06)	(4.95%)
<b>Total LIBRARY MATERIALS</b>		96,903.66	127,333.89	(30,430.23)	(23.9%)
<b>MISCELLANEOUS EXPENSE</b>					
7510 · Miscellaneous Expense		368.47	(660.61)	1,029.08	(155.78%)
<b>Total MISCELLANEOUS EXPENSE</b>		368.47	(660.61)	1,029.08	(155.78%)
<b>OPERATING EXPENSES</b>					
6430 · Insurance-Gen, Prop, Liab, Eq		38,693.92	41,467.61	(2,773.69)	(6.69%)
6620 · Membership Dues & Subscriptions		8,985.60	11,765.00	(2,779.40)	(23.62%)

		6625 · Training & Education	3,147.00	3,849.96	(702.96)	(18.26%)
		Recruitment, Gifts and Memorials	893.28	1,699.91	(806.63)	(47.45%)
		6627 · Advertising / Marketing	2,677.11	10,390.69	(7,713.58)	(74.24%)
		6710 · Meetings & Travel	3,020.35	4,547.66	(1,527.31)	(33.58%)
		6730 · Mileage & Parking Reimbursement	252.37	296.83	(44.46)	(14.98%)
		6740 · Postage & Delivery	3,269.70	1,014.30	2,255.40	322.36%
		6745 · Banking & Service Fees	855.13	606.70	248.43	40.95%
		6746 · Payroll Fees	3,975.00	5,472.52	(1,497.52)	(27.36%)
		6750 · Printing & Reproduction	10,896.86	(9,558.09)	20,454.95	(214.01%)
		6755 · Equipment, Furniture, Fixtures	(4,684.53)	4,591.97	(9,276.50)	(102.02%)
		6765 · Janitorial Supplies	8,356.52	5,457.96	2,898.56	53.11%
		6770 · Operating Supplies	6,275.52	12,324.25	(6,048.73)	(49.08%)
		Operating Software	1,627.97	249.00	1,378.97	653.8%
		6920 · Electricity	19,962.82	15,003.82	4,959.00	33.05%
		Natural Gas	364.47	323.32	41.15	12.73%
		6940 · Water & Sewage	2,394.51	2,600.81	(206.30)	(7.93%)
		6950 · Refuse	1,858.80	1,332.80	526.00	39.47%
		Products for Resale	199.34	216.10	(16.76)	(7.76%)
		6970 · Equipment Lease & Rental	4,051.30	3,079.21	972.09	31.57%
		Direct Assessments/Admin. Costs	10,084.06		10,084.06	100.0%
		<b>Total OPERATING EXPENSES</b>	<b>127,157.10</b>	<b>116,732.33</b>	<b>10,424.77</b>	<b>8.93%</b>
		<b>PROFESSIONAL &amp; TECHNICAL</b>				
		7125 · Audit and Financial Consulting	21,268.27	13,312.50	7,955.77	59.76%
		7130 · Legal Fees	1,504.40	13,539.98	(12,035.58)	11.11%
		Technology Consulting		1,078.80	(1,078.80)	0.0%
		Architectural and Engineering		5,000.00	(5,000.00)	
		Collection Agency	778.65	447.50	331.15	174.0%
		7155 · Consultants - Other	35,383.46	13,354.91	22,028.55	164.95%
		7170 · Telecommunications	2,990.30	2,073.69	916.61	44.2%
		Internet	20,062.14	19,736.17	325.97	1.65%
		7180 · Technology Equipment	1,944.70	22,594.65	(20,649.95)	(91.39%)
		7185 · Technology Maintenance Fees	13,168.50	37,625.79	(24,457.29)	(65.0%)
		<b>Total PROFESSIONAL &amp; TECHNICAL</b>	<b>97,100.42</b>	<b>128,763.99</b>	<b>(31,663.57)</b>	<b>(24.59%)</b>
		<b>PROGRAMS</b>				
		6200 · Youth Services	3,549.02	3,516.43	32.59	0.93%
		6210 · Teen Services	2,778.99	696.08	2,082.91	299.23%
		6220 · Adult Services	14,439.80	3,798.37	10,641.43	280.16%
		Bob Lucas Branch Services	609.03	701.34	(92.31)	(13.16%)
		Literacy Services	349.80	84.35	265.45	414.7%
		<b>Total PROGRAMS</b>	<b>21,726.64</b>	<b>8,796.57</b>	<b>12,930.07</b>	<b>146.99%</b>
		<b>Total Expense</b>	<b>1,288,957.17</b>	<b>1,318,961.64</b>	<b>(30,004.47)</b>	<b>(2.27%)</b>
		<b>Net Income</b>	<b>(1,068,126.51)</b>	<b>(1,054,123.04)</b>	<b>(14,003.47)</b>	<b>1.33%</b>

**Altadena Library District**  
**BUDGET VERSUS ACTUAL**  
**July through Novber 2017**

						42% Complete	
				Jul-Nov 2017	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>DONATIONS AND GRANTS</b>							
		4710 · Friends of the Library			20,000.00	(20,000.00)	0.0%
		4730 · Undesignated	571.07		0.00	571.07	100.0%
		4735 · Designated			1,100.00	(1,100.00)	0.0%
		4740 · CA Library Literacy Services	18,000.00		26,300.00	(8,300.00)	68.44%
		4750 · Cal State Library				0.00	0.0%
		4755 · HUD Grant				0.00	0.0%
		<b>Total DONATIONS AND GRANTS</b>	<b>18,571.07</b>		<b>47,400.00</b>	<b>(28,828.93)</b>	<b>39.18%</b>
<b>FINES &amp; FEES</b>							
		4305 · Fees	3,214.82		14,000.00	(10,785.18)	22.96%
		Sales of Products	2,955.43			2,955.43	100.0%
		4310 · MFM Revenue	2,417.51		7,500.00	(5,082.49)	32.23%
		4340 · Passport Services Fees	42,878.69		80,000.00	(37,121.31)	53.6%
		<b>Total FINES &amp; FEES</b>	<b>51,466.45</b>		<b>101,500.00</b>	<b>(50,033.55)</b>	<b>50.71%</b>
<b>INTEREST INCOME &amp; ADJUSTMENTS</b>							
		4210 · Chase Bank	1,248.63		3,000.00	(1,751.37)	41.62%
		<b>Total INTEREST INCOME &amp; ADJUSTMENTS</b>	<b>1,248.63</b>		<b>3,000.00</b>	<b>(1,751.37)</b>	<b>41.62%</b>
<b>OTHER REVENUE &amp; ADJUSTMENT</b>							
		4910 · Miscellaneous Income	200.00			200.00	100.0%
		4940 · Transfer in from Reserves			350,000.00	(350,000.00)	0.0%
		4999 · Rewards & Incentives	5,539.05		3,000.00	2,539.05	184.64%
		<b>Total OTHER REVENUE &amp; ADJUSTMENT</b>	<b>5,739.05</b>		<b>353,000.00</b>	<b>(347,260.95)</b>	<b>1.63%</b>
<b>REVENUES</b>							
<b>Property Taxes</b>							
		4010 · Current-Year Secured					
		4010.00 · Current Secured	13,268.20		2,118,250.62	(2,104,982.42)	0.63%
		4010.01 · Revenue Residual					
		4010.02 · Statutory Revenue					
		4010.03 · SB 813 Supplemental	29,732.73		0.00	29,732.73	100.0%
		<b>Total 4010 · Current-Year Secured</b>	<b>43,000.93</b>		<b>2,118,250.62</b>	<b>(2,075,249.69)</b>	<b>2.03%</b>
		4020 · Current-Year Unsecured					
		4020 · Current-Year Unsecured - Other	74,867.25		74,263.00	604.25	100.81%
		<b>Total 4020 · Current-Year Unsecured</b>	<b>74,867.25</b>		<b>74,263.00</b>	<b>604.25</b>	<b>100.81%</b>
		4030 · Prior-Year Secured					
		4030.00 · Prior Secured					
		4030.01 · Secured Refunds	(4,080.07)			(4,080.07)	100.0%
		4030.02 · Statutory Revenue					
		4030.03 · SB 813 Redemption	2,322.32			2,322.32	100.0%
		4030.04 · Property Tax Penalties					
		4030 · Prior-Year Secured - Other	6,970.45		10,600.00	(3,629.55)	65.76%
		4050 · Homeowners Exemption			7,725.00	(7,725.00)	0.0%
		4060 · Special Assessment					
		4060.01 · Per Parcel Benefit Assessment	12,241.91		802,160.99	(789,919.08)	1.53%
		4060.02 · Direct Assessments					
		<b>Total 4060 · Special Assessment</b>	<b>12,241.91</b>		<b>802,160.99</b>	<b>(789,919.08)</b>	<b>1.53%</b>

		Penalties, Interest & Costs-Ref	6,231.37	10,000.00	(3,768.63)	62.31%
		County Interest Allocation	2,251.30	500.00	1,751.30	450.26%
		4090 · RDA ABx126 Income		26,500.00	(26,500.00)	0.0%
		<b>Total Property Taxes</b>	<b>143,805.46</b>	<b>3,049,999.61</b>	<b>(2,906,194.15)</b>	<b>4.72%</b>
		<b>Total REVENUES</b>	<b>143,805.46</b>	<b>3,049,999.61</b>	<b>(2,906,194.15)</b>	<b>4.72%</b>
	<b>Total Income</b>		<b>220,830.66</b>	<b>3,554,899.61</b>	<b>(3,334,068.95)</b>	<b>6.21%</b>
	<b>Expense</b>					
		<b>PERSONNEL RELATED EXPENSES</b>				
		<b>5000 · SALARIES &amp; WAGES</b>				
		<b>Total 5000 · SALARIES &amp; WAGES</b>	<b>590,210.29</b>	<b>1,543,420.95</b>	<b>(953,210.66)</b>	<b>38.24%</b>
		<b>5100 · Employer-Portion Taxes/Benefits</b>				
		5120 · Payroll Taxes (ER)	43,918.18	118,071.70	(74,153.52)	37.2%
		5210 · PERS Retirement	46,686.58	91,806.00	(45,119.42)	50.85%
		5210 · PERS Retirement - Other	0.00	85,179.46	(85,179.46)	0.0%
		<b>Total 5210 · PERS Retirement</b>	<b>46,686.58</b>	<b>176,985.46</b>	<b>(130,298.88)</b>	<b>26.38%</b>
		5222 · OPEB Contribution	38,252.45	144,000.00	(105,747.55)	26.56%
		5250 · SUI	0.00	40,128.94	(40,128.94)	0.0%
		<b>Total 5100 · Employer-Portion Taxes/Benefits</b>	<b>128,857.21</b>	<b>479,186.10</b>	<b>(350,328.89)</b>	<b>26.89%</b>
		<b>5200 · Insurance</b>				
		5220 · Health Insurance	49,968.74	126,000.00	(76,031.26)	39.66%
		5221 · Health Insurance - Retirees	31,476.00	75,600.00	(44,124.00)	41.64%
		5230 · Dental Insurance	5,812.78	14,000.00	(8,187.22)	41.52%
		5240 · Vision Insurance	2,135.98	4,000.00	(1,864.02)	53.4%
		5260 · Life Insurance	496.46	2,000.00	(1,503.54)	24.82%
		5270 · Workers' Compensation	13,110.30	20,000.00	(6,889.70)	65.55%
		5280 · Disability Insurance	0.00	2,500.00	(2,500.00)	0.0%
		<b>Total 5200 · Insurance</b>	<b>103,000.26</b>	<b>244,100.00</b>	<b>(141,099.74)</b>	<b>42.2%</b>
		<b>Total PERSONNEL RELATED EXPENSES</b>	<b>822,067.76</b>	<b>2,266,707.05</b>	<b>(1,444,639.29)</b>	<b>36.27%</b>
		<b>CAPITAL</b>				
		7310 · Equipment, Furniture & Fixtures	0.00		0.00	0.0%
		7320 · Structures & Improvements	104,502.18	350,000.00	(245,497.82)	29.86%
		<b>Total CAPITAL</b>	<b>104,502.18</b>	<b>350,000.00</b>	<b>(245,497.82)</b>	<b>29.86%</b>
		<b>FACILITIES, GROUNDS &amp; MAINTENAN</b>				
		7205 · Maintenance Contracts	2,568.17	18,000.00	(15,431.83)	14.27%
		7210 · Building Maint & Repairs	8,613.57	20,000.00	(11,386.43)	43.07%
		7220 · Landscape	7,949.20	15,000.00	(7,050.80)	53.0%
		<b>Total FACILITIES, GROUNDS &amp; MAINTENAN</b>	<b>19,130.94</b>	<b>53,000.00</b>	<b>(33,869.06)</b>	<b>36.1%</b>
		<b>LIBRARY MATERIALS</b>				
		6110 · Cataloging Expenses	7,576.28	20,000.00	(12,423.72)	37.88%
		6115 · Electronic Databases & Subscrip	15,170.58	16,500.00	(1,329.42)	91.94%
		6120 · Books	32,333.38	160,000.00	(127,666.62)	20.21%
		6125 · Audio CD	4,830.17	18,000.00	(13,169.83)	26.83%
		6130 · DVD's & Videogames	9,665.94	23,000.00	(13,334.06)	42.03%
		6135 · Processing of Materials	10,862.36	35,000.00	(24,137.64)	31.04%
		6140 · Periodicals	10,468.75	12,500.00	(2,031.25)	83.75%
		6150 · Downloadables	5,996.20	20,000.00	(14,003.80)	29.98%
		<b>Total LIBRARY MATERIALS</b>	<b>96,903.66</b>	<b>305,000.00</b>	<b>(208,096.34)</b>	<b>31.77%</b>
		<b>MISCELLANEOUS EXPENSE</b>				
		7510 · Miscellaneous Expense	368.47		368.47	100.0%
		7520 · Refunds/Parcel		1,000.00	(1,000.00)	0.0%
		<b>Total MISCELLANEOUS EXPENSE</b>	<b>368.47</b>	<b>1,000.00</b>	<b>(631.53)</b>	<b>36.85%</b>
		<b>OPERATING EXPENSES</b>				

		6430 · Insurance-Gen, Prop, Liab, Eq	38,693.92	42,000.00	(3,306.08)	92.13%
		6620 · Membership Dues & Subscriptions	8,985.60	13,000.00	(4,014.40)	69.12%
		6625 · Training & Education	3,147.00	12,000.00	(8,853.00)	26.23%
		6626 · Recruitment, Gifts and Memorial	893.28	5,000.00	(4,106.72)	17.87%
		6627 · Advertising / Marketing	2,677.11	20,000.00	(17,322.89)	13.39%
		6710 · Meetings & Travel	3,020.35	10,000.00	(6,979.65)	30.2%
		6730 · Mileage & Parking Reimbursement	252.37	800.00	(547.63)	31.55%
		6740 · Postage & Delivery	3,269.70	9,000.00	(5,730.30)	36.33%
		6745 · Banking & Service Fees	855.13	2,000.00	(1,144.87)	42.76%
		6746 · Payroll Fees	3,975.00	12,000.00	(8,025.00)	33.13%
		6750 · Printing & Reproduction	10,896.86	11,000.00	(103.14)	99.06%
		6755 · Equipment, Furniture, Fixtures	(4,684.53)	10,000.00	(14,684.53)	(46.85%)
		6765 · Janitorial Supplies	8,356.52	13,000.00	(4,643.48)	64.28%
		6770 · Operating Supplies	6,275.52	30,000.00	(23,724.48)	20.92%
		6780 · Operating Software	1,627.97	3,000.00	(1,372.03)	54.27%
		6920 · Electricity	19,962.82	37,000.00	(17,037.18)	53.95%
		6930 · Natural Gas	364.47	5,500.00	(5,135.53)	6.63%
		6940 · Water & Sewage	2,394.51	5,600.00	(3,205.49)	42.76%
		6950 · Refuse	1,858.80	4,500.00	(2,641.20)	41.31%
		6960 · Products for Resale	199.34	5,000.00	(4,800.66)	3.99%
		6970 · Equipment Lease & Rental	4,051.30	15,424.00	(11,372.70)	26.27%
		7530 · Direct Assessments/Admin Costs	10,084.06	35,000.00	(24,915.94)	28.81%
		<b>Total OPERATING EXPENSES</b>	<b>127,157.10</b>	<b>300,824.00</b>	<b>(173,666.90)</b>	<b>42.27%</b>
		<b>PROFESSIONAL &amp; TECHNICAL</b>				
		7125 · Audit and Financial Consulting	21,268.27	75,000.00	(53,731.73)	28.36%
		7130 · Legal Fees	1,504.40	5,000.00	(3,495.60)	30.09%
		7135 · Technology Consulting		1,500.00	(1,500.00)	0.0%
		7140 · Architectural & Engineering		5,000.00	(5,000.00)	0.0%
		7145 · Collection Agency	778.65	1,800.00	(1,021.35)	43.26%
		7155 · Consultants - Other	35,383.46	74,000.00	(38,616.54)	47.82%
		7170 · Telecommunications	2,990.30	3,500.00	(509.70)	85.44%
		7175 · Internet Service	20,062.14	4,000.00	16,062.14	501.55%
		7180 · Technology Equipment	1,944.70	15,000.00	(13,055.30)	12.97%
		7185 · Technology Maintenance Fees	13,168.50	32,000.00	(18,831.50)	41.15%
		7190 · Website Development		18,000.00	(18,000.00)	0.0%
		<b>Total PROFESSIONAL &amp; TECHNICAL</b>	<b>97,100.42</b>	<b>234,800.00</b>	<b>(137,699.58)</b>	<b>41.36%</b>
		<b>PROGRAMS</b>				
		6200 · Youth Services	3,549.02	10,000.00	(6,450.98)	35.49%
		6210 · Teen Services	2,778.99	5,500.00	(2,721.01)	50.53%
		6220 · Adult Services	14,439.80	23,068.56	(8,628.76)	62.6%
		6230 · Bob Lucas Branch Services	609.03	3,000.00	(2,390.97)	20.3%
		6240 · Literacy Services	349.80	2,000.00	(1,650.20)	17.49%
		<b>Total PROGRAMS</b>	<b>21,726.64</b>	<b>43,568.56</b>	<b>(21,841.92)</b>	<b>49.87%</b>
		<b>Total Expense</b>	<b>1,288,957.17</b>	<b>3,554,899.61</b>	<b>(2,265,942.44)</b>	<b>36.26%</b>
		<b>Net Ordinary Income</b>	<b>(1,068,126.51)</b>		<b>(1,068,126.51)</b>	<b>100.0%</b>
		<b>Net Income</b>	<b>(1,068,126.51)</b>		<b>(1,068,126.51)</b>	<b>100.0%</b>

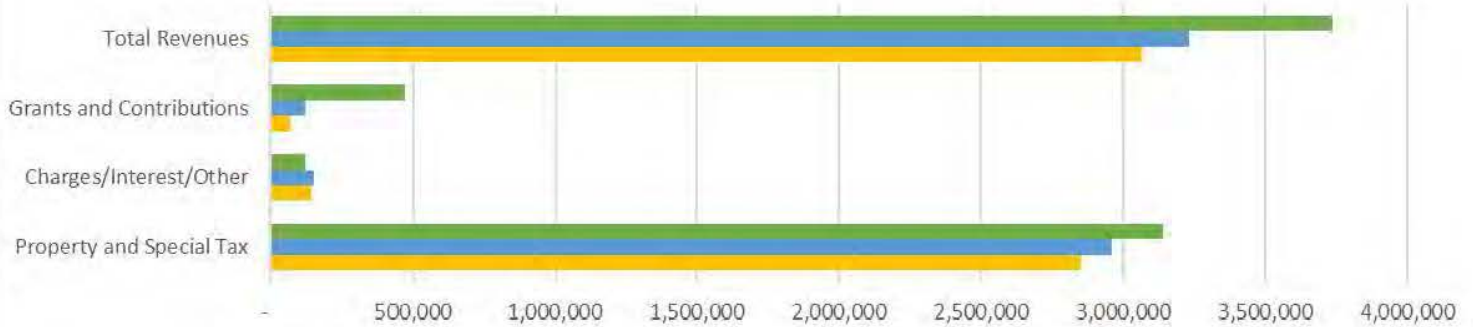


**Altadena Library District  
BUDGET VERSUS ACTUAL  
YTD November 2017**

42% Complete

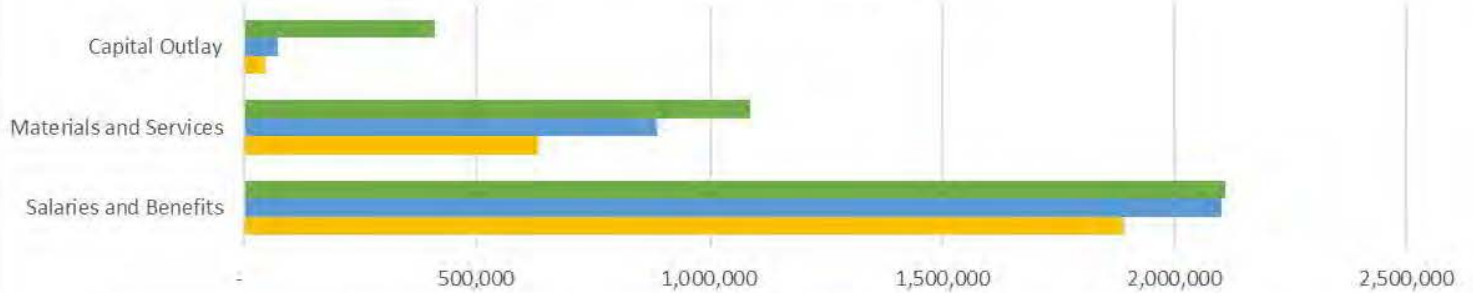
	July 2017- Nov 2017	BUDGET 2017/2018	VARIANCE POSITIVE (NEGATIVE)	PERCENT
<b>REVENUES:</b>				
Property Taxes	131,564	2,247,839	(2,116,275)	5.85%
Parcel Taxes	12,242	802,161	(789,919)	1.53%
Interest	1,249	3,000	(1,751)	41.62%
Fees & Passports	51,466	101,500	(50,034)	50.71%
Donations, Grants, Misc.	24,310	50,400	(26,090)	48.23%
Transfer in from Reserves		350,000	(350,000)	0.00%
<b>TOTAL REVENUES</b>	<b>220,831</b>	<b>3,554,900</b>	<b>(3,334,069)</b>	<b>6.21%</b>
<b>EXPENDITURES:</b>				
Wages and Benefits	822,068	2,266,707	(1,444,639)	36.27%
Library Materials	96,904	305,000	(208,096)	31.77%
Library Services	21,727	43,569	(21,842)	49.87%
Operating Expenses	127,157	300,824	(173,667)	42.27%
Professional and Technical	97,100	234,800	(137,700)	41.36%
Facilities, Grounds and Maintenance	19,131	53,000	(33,869)	36.10%
Capital	104,502	350,000	(245,498)	29.86%
Misc. Expenses	368	1,000	(632)	36.85%
<b>TOTAL EXPENDITURES</b>	<b>1,288,957</b>	<b>3,554,900</b>	<b>(2,265,942)</b>	<b>36.26%</b>
<b>NET INCOME</b>	<b>(1,068,127)</b>	<b>0</b>	<b>(1,068,127)</b>	<b>100.00%</b>

### 2015 - 2017 Revenue Comparison



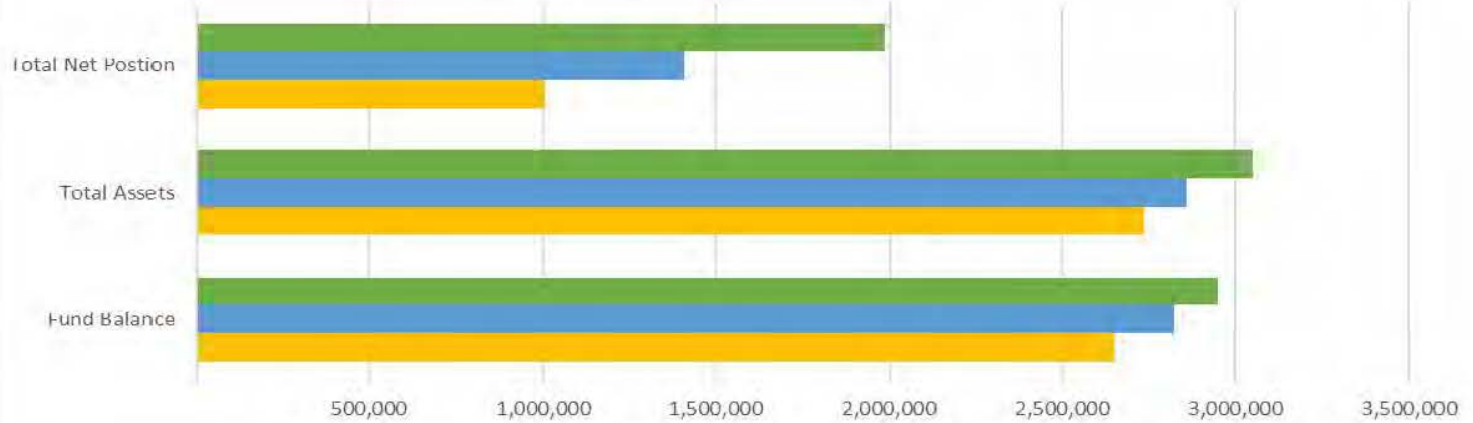
	Property and Special Tax	Charges/Interest/Other	Grants and Contributions	Total Revenues
2017	3,140,410	124,385	470,104	3,734,899
2016	2,961,756	152,096	121,055	3,234,907
2015	2,853,596	144,167	69,402	3,067,165

### 2015 - 2017 Expense Comparison



	Salaries and Benefits	Materials and Services	Capital Outlay
2017	2,110,115	1,087,224	410,877
2016	2,102,372	887,504	72,825
2015	1,890,417	633,700	44,727

### 2015 - 2017 Year End Balance Comparison



	Fund Balance	Total Assets	Total Net Position
2017	2,949,749	3,048,373	1,986,722
2016	2,823,066	2,858,200	1,408,151
2015	2,650,860	2,734,678	1,002,782



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

**AGENDA**

**Regular Meeting**

Board of Library Trustees – Altadena Library District

Community Room – Main Library

**November 27, 2017 – 5:10 p.m.**

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

1) **CALL TO ORDER** <https://youtu.be/nZliRjG6g2c?t=3>

2) **ROLL CALL:**

- a) Ira Bershatsky, President - Present
- b) Adalila Zelada-Garcia, Secretary – Arrived at 5:20 p.m.
- c) Gwendolyn McMullins - Present
- d) John McDonald - Present
- e) Armando Zambrano – Present

3) **ADOPTION OF AGENDA**

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

**Public Comment- Mark Mariscal** <https://youtu.be/nZliRjG6g2c?t=71>

**MOTION BY Trustee McMullins TO ADOPT THE AGENDA:**

**Second: Trustee Zambrano, Aye: Trustee Zambrano, Trustee McDonald, Trustee McMullins**

**No: None, Abstain: None**

4) **PUBLIC COMMUNICATION**

- a) Individuals may address the Board regarding any item of Library business on or not on the agenda. Comments are limited to 3 minutes per item. At the discretion of the Board President, individuals 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 state the agenda item and/or issue you wish to address.

**Rene Amy** –<https://youtu.be/nZliRjG6g2c?t=203>

**Monica Hubbard-** <https://youtu.be/nZliRjG6g2c?t=340>

**Anne Chomyn .** <https://youtu.be/nZliRjG6g2c?t=488>

**Marge Nichols-**<https://youtu.be/nZliRjG6g2c?t=592>

**George Null** –<https://youtu.be/nZliRjG6g2c?t=761>

**Elisa callow-** <https://youtu.be/nZliRjG6g2c?t=884>

**Grannie Shakur-** <https://youtu.be/nZliRjG6g2c?t=1013>

**Dorothy Wong-** <https://youtu.be/nZliRjG6g2c?t=1081>

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

- a) HIRES/PROMOTIONS: NONE
- b) APPOINTMENTS: NONE
- c) RESIGNATIONS AND TERMINATIONS: NONE

d) **Name**                      **Position**                      **Status**                      **Effective Date**

e) TRANSFERS AND PROMOTIONS: NONE  
<https://youtu.be/nZliRjG6g2c?t=1151>

6) FINANCIAL REPORTS (15 minutes) <https://youtu.be/nZliRjG6g2c?t=1176>

a) Financial reports for YE June 30, 2017, September 2017 and First Quarter Review  
(INFORMATIONAL/ACTION) (5 minutes)

**Director Kittay presented the Financial Reports.**

Presentation of Altadena Library District Final Draft of the Annual Financial Report for The Year Ended June 30, 2017, conducted by Independent Certified Auditor, The Pun Group. (Formal Presentation by Auditor will be at the January 2018 Board Meeting) (INFORMATIONAL/ACTION) (10 minutes) <https://youtu.be/nZliRjG6g2c?t=1451>

**Public Comment from Rene Amy**

b) **Recommended Action:** The Board of Library Trustees hereby receives and files the Financial Reports.  
<https://youtu.be/nZliRjG6g2c?t=1905>

**MOTION BY Trustee McDonald to receive and file the Financial Reports:  
Second: Trustee Zelada-Garcia**

7) CONSENT CALENDAR (5 minutes)

<https://youtu.be/nZliRjG6g2c?t=1915>

a) 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.

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

- i) Approval of minutes – Regular meeting held August 28, 2017
- ii) Approval of minutes – Regular meeting held October 23, 2017
- iii) Approval of minutes – Special meeting held October 28, 2017
- iv) Statistical Reports – YTD – October 2017
- v) Departmental Monthly Reports – October 2017
- vi) Human Resources Update – Written Report by HRNETwork
- vii) District Director's Report – October 2017

<https://youtu.be/nZliRjG6g2c?t=1942>

**Public Comment from Rene Amy and Anne Chomyn**

**MOTION BY Trustee McDonald to approve the consent calendar with removal of item 6 (HR Report):  
Second: Trustee Zambrano, Aye: Trustee Zambrano, Trustee McDonald, Trustee McMullins, Trustee Bershatsky No: None, Abstain: None**

8) CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

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

<https://youtu.be/nZliRjG6g2c?t=2546>

It was noted that the HR Report was incomplete due to the attachment not being provided.

9) NEW BUSINESS

<https://youtu.be/nZliRjG6g2c?t=2570>

**Public Comment from: Mark Mariscal, Monica Hubbard, Anne Chomyn, Rene Amy.**

**Trustee McDonald noted for the record that he uses his IPAD as a tool for reference during the Board Meetings.**

a) Annual Election of Board Officers, 2017-2018 (ACTION) (5 minutes) <https://youtu.be/nZliRjG6g2c?t=3372>

**Administrative Assistant Klynn Chaney read from the election of officer ballots.**

**Trustee Bershatsky Voted: McDonald for President, Zelada-Garcia for Secretary.**

**Trustee Zambrano Voted: McDonald for President, Zelada-Garcia for Secretary.**

Trustee McMullins Voted: Zambrano for President, McDonald for Secretary.  
Trustee Zelada-Garcia Voted: Zambrano for President, McDonald for Secretary.  
Trustee McDonald Voted: McDonald for President, Bershatsky for Secretary.

Trustee McDonald was Voted in as President, Trustee Zelada-Garcia was Voted in as Secretary.

- b) Annual Calendar for Board of Trustees Meetings for 2018 (ACTION) (5 minutes)  
<https://youtu.be/nZliRjG6g2c?t=3634>

Trustee McDonald noted that the Board Package is difficult to navigate and recommends adding the page numbers to the agenda.

**MOTION BY Zelada-Garcia to approve the Board of Trustees meeting calendar. Second: Trustee Zambrano,  
Aye: Trustee Zambrano, Trustee McDonald, Trustee McMullins, Trustee Bershatsky No: None, Abstain: None.**

- c) Annual Calendar of Library Closures for 2018 (ACTION) (2 minute) <https://youtu.be/nZliRjG6g2c?t=3717>

**MOTION BY Trustee McMullins to approve the Library Closures Calendar. Second: Trustee Zambrano,  
Aye: Trustee Zambrano, Trustee McDonald, Trustee McMullins, Trustee Bershatsky  
No: None, Abstain: None**

- d) Review of California Minimum Wage Increase, effective January 1, 2018 and updated Altadena Library District Salary Schedule, FY 17-18. (INFORMATIONAL/ACTION) (2 minutes)  
<https://youtu.be/nZliRjG6g2c?t=3788>
- e) Approval to hire an independent auditor, reporting to the Board, to review the library's financial records, processes, and procedures (ACTION) (2 minutes) <https://youtu.be/nZliRjG6g2c?t=3961>

**Motion by Trustee McDonald to discuss possible approval to hire an auditor.**

Public Comment from Mark Mariscal, Anne Chomyn, Rene Amy, Elisa Callow, Mark Mariscal

Trustee McDonald- Motion Withdrawn.

- f) Approval to hire an administrative assistant, reporting directly to the President of the Board of Trustees (ACTION) (2 minutes) <https://youtu.be/nZliRjG6g2c?t=5108>

**Motion by Trustee McDonald to draft a job description and advertise for RFQ for administrative assistant to the board. Board will draft a job description.**

Second by Trustee McMullins

Trustee Zelada-Garcia asked for clarification. Trustee McDonald provided information.  
Administrative Assistant Klynn Chaney- read from her job description.

Public Comment from Mark Mariscal and H. Shakur

Trustee Bershatsky called for a vote. Trustee McDonald repeated his motion.

Public Comment from H. Shakur

**VOTE: Aye: Trustee McDonald  
No: Trustee Zambrano, Trustee McMullins, Trustee Zelada-Garcia  
Abstain: Trustee Bershatsky**

- g) Brown Act training (ACTION) (2 minutes) <https://youtu.be/nZliRjG6g2c?t=5727>
- h) Bob Lucas Branch improvements (ACTION) (5 minutes) <https://youtu.be/nZliRjG6g2c?t=6026>

10) OLD BUSINESS <https://youtu.be/nZliRjG6g2c?t=6709>

Public Comment from Mark Mariscal and Rene Amy

- a) 2017/2018 Materials Budget (**ACTION**) (2 minutes)

<https://youtu.be/nZliRjG6g2c?t=6918>

**Motion by Trustee McDonald to earmark \$75,000 of funds to be added back into the materials budget at the mid-year budget adjustment.**

**Second: Trustee McMullins Aye: Trustee Zelada-Garcia, Trustee McMullins, Trustee Bershatsky, Trustee Zambrano, No: None**

- b) Bylaws Review (**ACTION**) (2 minutes)

<https://youtu.be/nZliRjG6g2c?t=7158>

**Trustee Zelada-Garcia and Trustee McMullins volunteered to serve on this committee.**

**Motion by Trustee McDonald to form an ad-hoc committee with two Board Members to review recommendations and bylaws and bring back recommendations to the full Board in January. Second: Trustee Zambrano**

**Aye: Trustee Zelada-Garcia, Trustee McMullins, Trustee Bershatsky, Trustee Zambrano, Trustee McDonald No: None**

- c) Update from Subcommittee for RFP for Legal Counsel (**INFORMATIONAL/ACTION**) (5 minutes)

<https://youtu.be/nZliRjG6g2c?t=7335>

**Trustee Zambrano stated that the Board is holding off and will continue the discussion in January.**

**THE BOARD MEETING WENT TO RECESS AT 7:18 P.M.**

<https://youtu.be/nZliRjG6g2c?t=7624>

**THE BOARD MEETING RECONVENED AT 7:31 P.M.**

<https://youtu.be/nZliRjG6g2c?t=8445>

- d) Presentation of Annual Report (**INFORMATIONAL/ACTION**) (5 minutes)

<https://youtu.be/nZliRjG6g2c?t=8456>

**Trustee McDonald stated that there were staff and volunteers in the photos and he would like to see those replaced with members of the community.**

- e) Installation of 3D Printers (**ACTION**) (2 minutes)

<https://youtu.be/nZliRjG6g2c?t=8574>

**Trustee Zambrano asked that the Board be provided an update in January.**

**11) DIRECTOR'S REPORT (INFORMATIONAL/ACTION) (5 minutes)**

- a) Update to Director's Written Report (5 minutes) <https://youtu.be/nZliRjG6g2c?t=8817>

**12) CORRESPONDENCE <https://youtu.be/nZliRjG6g2c?t=9315>**

**13) REPORTS OF SUPPORT GROUPS <https://youtu.be/nZliRjG6g2c?t=9330>**

- a) Altadena Library Foundation (5 minutes)

- b) Friends of the Altadena Library (5 minutes)

**Mark Mariscal, President of the Friends provided updates.**

**14) REPORTS OF TRUSTEES (5 minutes)**

<https://youtu.be/nZliRjG6g2c?t=9448>

**Trustee McDonald, Trustee McMullins and Trustee Bershatsky**

**15) CLOSED SESSION <https://youtu.be/nZliRjG6g2c?t=9596>**

**Public comment from Mark Mariscal and Rene Amy**

**THE BOARD WENT INTO CLOSED SESSION AT 7:54 P.M.**

The Board of Trustees will recess into closed session pursuant to the Ralph M. Brown Act (Government Code Section 54960 et seq.) for purposes of the discussing and taking action on the following items:

- a) PENDING LITIGATION  
Pursuant to Government Code Section 54956.9  
TITLE: Melloney Collier vs. Altadena Library District, Case No. BC682812
- b) PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Pursuant to Government Code Section 54957  
Title: District Director  
Review of District Director

**16) RECESS BACK INTO OPEN SESSION**

**THE BOARD RECONVENED AT 8:53 P.M.** <https://youtu.be/nZliRjG6g2c?t=9833>

**17) PUBLIC REPORT OF ANY REPORTABLE ACTION FROM CLOSED SESSION.** (Section 54960 et seq.)

Trustee McDonald noted that Trustee Zelada-Garcia had to leave, he read from the reportable items:

The Board took no action on either closed session items. The Board went into closed session at 7:54 p.m. and came out of closed session at 8:53 p.m.

**18) AGENDA ITEMS FOR FUTURE AGENDAS**

- a) This is an opportunity for Board members to request that items be placed on future agendas.  
None <https://youtu.be/nZliRjG6g2c?t=9861>

**19) ADJOURNMENT** <https://youtu.be/nZliRjG6g2c?t=9864>

- a) **Recommended Action:** There being no further business to come before the Board, the meeting is adjourned.  
**Meeting Adjourned at 8:58 p.m.**

# Statistics for FY 2017/18

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
<b>Circulation - Main*</b>													
FY16/17	17,367	17,252	16,008	16,383	15,592	15,615	16,474	15,695	9,698	2,770	12,279	15,700	98,217
FY17/18	16,137	16,650	13,839	13,695	13,597	11,583							85,501
% Change	-7%	-3%	-14%	-16%	-13%	-26%	-100%	-100%	-100%	-100%	-100%	-100%	-13%
<b>Self-Check</b>	<b>8529</b>	<b>9542</b>	<b>7436</b>	<b>7055</b>	<b>7480</b>	<b>5612</b>							
<b>Circulation - Branch</b>													
FY16/17	1,291	1,182	1,166	1,168	947	1,073	1,097	974	2,086	2,927	2086	1,545	6,827
FY17/18	1,572	1,397	1,169	1,444	1,525	1,065							8,172
% Change	22%	18%	0%	24%	61%	-1%	-100%	-100%	-100%	-100%	-100%	-100%	20%
<b>TOTALS</b>													
FY 16/17	18,658	18,434	17,174	17,551	16,539	16,688	17,571	16,669	11,784	5,697	14,365	17,245	105,044
FY17/18	17,709	18,047	15,008	15,139	15,122	12,648	0	0	0	0	0	0	93,673
% Change	-5%	-2%	-13%	-14%	-9%	-24%	-100%	-100%	-100%	-100%	-100%	-100%	-11%
<b>Visitors - Main</b>													
FY16/17	14,895	14,372	13,159	14,788	11,851	11,926	12,052	12,102	9,572	6,378	11,333	13,976	80,991
FY17/18	11,233	13,278	11,177	12,322	11,688	8,104							67,802
% Change	-25%	-8%	-15%	-17%	-1%	-32%	-100%	-100%	-100%	-100%	-100%	-100%	-16%
<b>Visitors - Branch</b>													
FY16/17	3,383	3,589	4,062	3,543	3,205	3,369	2,918	2,804	4,252	5,170	3,637	2,514	21,151
FY17/18	3,031	3,558	3,003	2,977	2,946	2,470							17,985
% Change	-10%	-1%	-26%	-16%	-8%	-27%	-100%	-100%	-100%	-100%	-100%	-100%	-15%
<b>TOTAL VISITORS</b>	<b>14,264</b>	<b>16,836</b>	<b>14,180</b>	<b>15,299</b>	<b>14,634</b>	<b>10,574</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>85,787</b>
<b>Days Open - Main</b>													
FY16/17	25	27	25	25	23	24	25	23	10	0	26	26	149
FY17/18	23	27	25	25	23	23							146
% Change	-8%	0%	0%	0%	0%	-4%	-100%	-100%	-100%		-100%	-100%	-2%
<b>Days Open - Branch</b>													
FY16/17	20	23	21	20	19	20	20	19.5	27	27	22	22	123
FY17/18	20	23	20	21	19	19							122
% Change	0%	0%	-5%	5%	0%	-5%	-100%	-100%	-100%	-100%	-100%	-100%	-1%
<b>Registrations - Main</b>													
FY16/17	223	202	234	215	188	166	175	175	101	113	209	391	1,228
FY17/18	282	333	257	238	207	168							1,485
% Change	26%	65%	10%	11%	10%	1%	-100%	-100%	-100%	-100%	-100%	-100%	21%
<b>Registration - Branch</b>													
FY16/17	17	27	27	24	14	21	14	20	23	32	14	39	130
FY17/18	33	33	37	34	22	13							172
% Change	94%	22%	37%	42%	57%	-38%	-100%	-100%	-100%	-100%	-100%	-100%	32%
<b>Registration - Total</b>													
FY16/17	240	229	261	239	202	187	189	195	124	145	223	430	1,358
FY17/18	315	366	294	272	229	181	0	0	0	0	0	0	1,657
% Change	31%	60%	13%	14%	13%	-3%	-100%	-100%	-100%	-100%	-100%	-100%	22%
<b>Reserves - Main</b>													
FY16/17	312	316	396	403	405	413	294	407	289	235	325	401	2,245
FY17/18	456	441	459	359	502	510							2,727
% Change	46%	40%	16%	-11%	24%	23%	-100%	-100%	-100%	-100%	-100%	-100%	21%
<b>ILL Lent (Main)</b>													
FY16/17	48	10	40	30	44	34	35	57	14	0	42	45	206



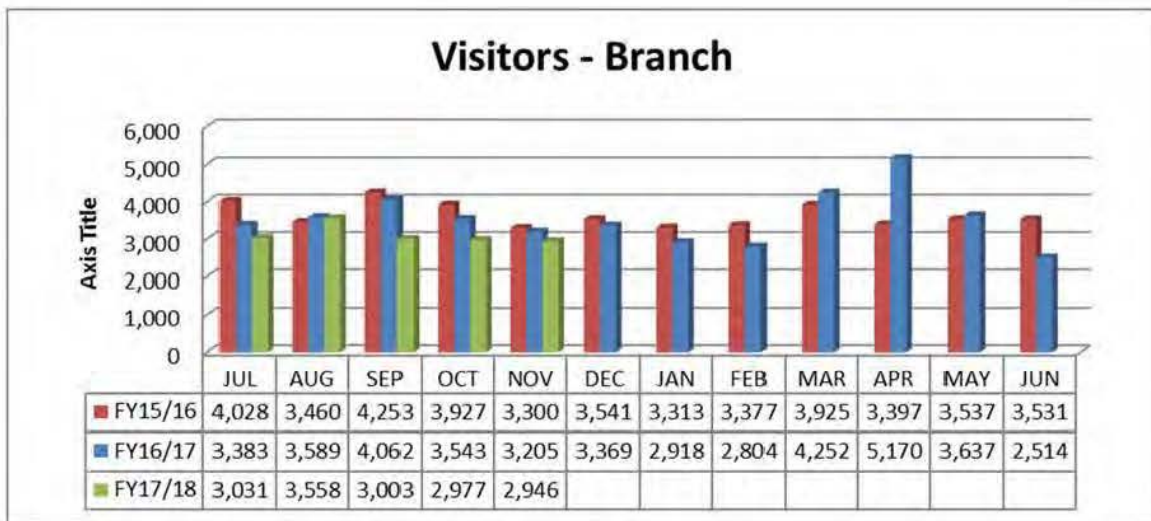
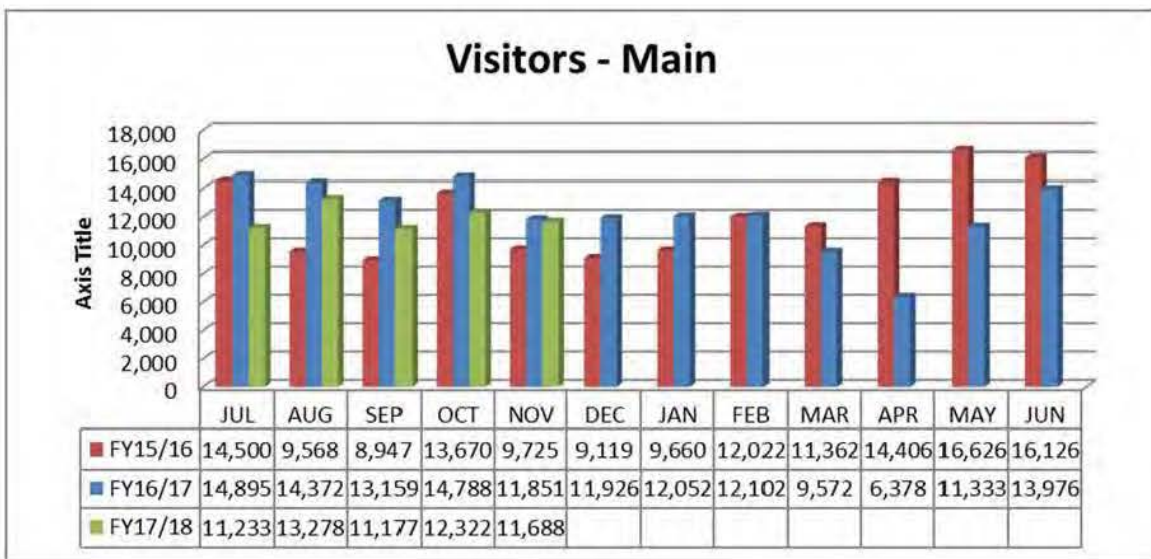
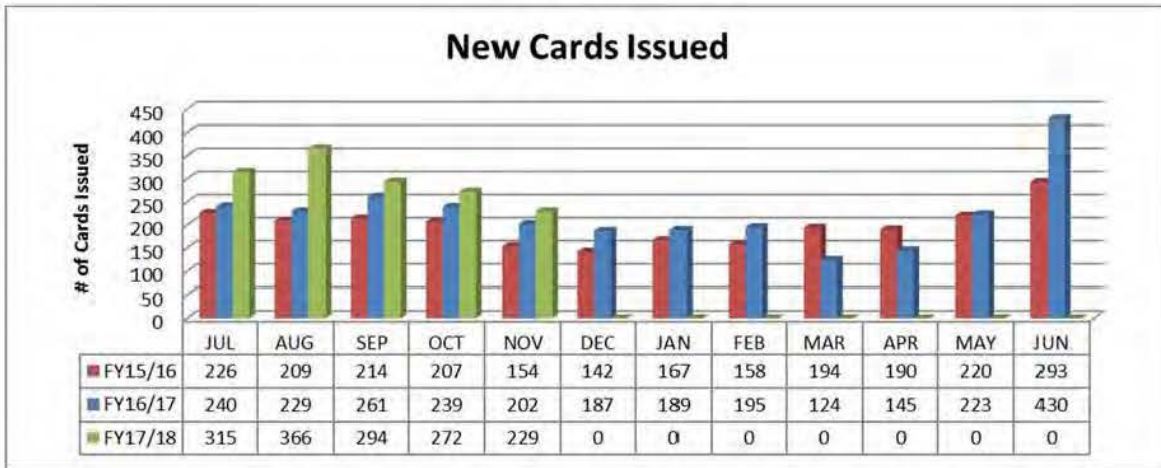
	FY17/18	33	34	24	21	12	16							140
	% Change	-31%	240%	-40%	-30%	-73%	-53%	-100%	-100%	-100%	-100%	-100%	-100%	-32%
<b>ILL Borrowed (Main)</b>														
	FY16/17	24	23	42	25	39	14	77	28	25	14	38	36	167
	FY17/18	55	23	5	18	10	9							120
	% Change	129%	0%	-88%	-28%	-74%	-36%	-100%	-100%	-100%	-100%	-100%	-100%	-28%
<b>Inter Library Loan - Branch</b>														
	FY16/17	5	1	5	4	7	5	5	5	4	5	6	7	27
	FY17/18	6	5	5	5	6	1							28
	% Change	20%	400%	0%	25%	-14%	-80%	-100%	-100%	-100%	-100%	-100%	-100%	4%
<b>Community Room Events (Non-Library)</b>														
	FY16/17	6	10	7	6	11	6	6	9	6	6	9	18	46
	FY17/18	13	6	8	11	35	29							102
	% Change	117%	-40%	14%	83%	218%	383%	-100%	-100%	-100%	-100%	-100%	-100%	122%
<b>Community Room Attendance (Non-Library)</b>														
	FY16/17	75	134	81	67	115	125	90	200	50	77	105	71	597
	FY17/18	150	155	95	145	270	220							1,035
	% Change	100%	16%	17%	116%	135%	76%	-100%	-100%	-100%	-100%	-100%	-100%	73%
<b>Adult Reference Questions</b>														
	FY16/17	114	119	107	115	71	88	79	226	75	12	96	246	614
	FY17/18	193	66	88	31	28	8							414
	% Change	69%	-45%	-18%	-73%	-61%	-91%	-100%	-100%	-100%	-100%	-100%	-100%	-33%
<b>Children's Services Reference Questions</b>														
	FY16/17	749	568	548	589	566	569	300	300	62	0	151	162	3,589
	FY17/18	148	120	91	102	84	72							617
	% Change	-80%	-79%	-83%	-83%	-85%	-87%	-100%	-100%	-100%	-100%	-100%	-100%	-83%
<b>Branch Services Reference Questions</b>														
	FY16/17	58	74	61	35	44	47	42	44	95	92	62	54	319
	FY17/18	52	65	80	42	43	40							322
	% Change	-10%	-12%	31%	20%	-2%	-15%	-100%	-100%	-100%	-100%	-100%	-100%	1%
<b>Adult Public Computer Usage</b>														
	FY16/17	2,213	2,221	3,928	2,226	1,751	1,575	1,650	1,651	1,380	0	1,709	1,567	13,914
	FY17/18	1,762	1,897	1,661	1,488	1,430	1,398							9,636
	% Change	-20%	-15%	-58%	-33%	-18%	-11%	-100%	-100%	-100%	-100%	-100%	-100%	-31%
<b>Children's Services Public Computer Usage</b>														
	FY16/17	742	840	555	584	599	581	155	525	309	0	495	805	3,901
	FY17/18	686	922	699	566	602	564							4,039
	% Change	-8%	10%	26%	-3%	1%	-3%	-100%	-100%	-100%	-100%	-100%	-100%	4%
<b>Branch Services Public Computer Usage</b>														
	FY16/17	627	763	883	812	849	795	750	698	702	1240	1025	1377	4,729
	FY17/18	656	888	764	959	895	741							4,903
	% Change	5%	16%	-13%	18%	5%	-7%	-100%	-100%	-100%	-100%	-100%	-100%	4%
														22,544
														18,578
<b>FabLab Reservations</b>														
	FY16/17													0
	FY17/18	20	25	25	14	30	27							141
	% Change													
<b>Main PC Usage Wireless</b>														
	FY16/17	4,888	5,023	4,918	5,532	5,427	5,041	5,015	5,341	2,814	2,256	5,204	5,406	30,829
	FY17/18	5,390	5,929	5,446	5,727	5,174	5,154							32,820
	%Change	10%	18%	11%	4%	-5%	2%	-100%	-100%	-100%	-100%	-100%	-100%	6%

<b>Branch PC Usage Wireless</b>														
	FY16/17	1,146	1,178	1,145	1,301	1,277	1,055	1,049	1,182	1,322	1,678	1,651	1,603	7,102
	FY17/18	1,593	1,752	1,581	1,662	1,502	1,485							9,575
	% Change	39%	49%	38%	28%	18%	41%	-100%	-100%	-100%	-100%	-100%	-100%	35%
<b>Collection Size</b>														
	FY16/17		90,380	90,760	99,498	100,780	97,703	96,935	94,435	92,893		81,473	82,356	
	FY17/18	79,545	79,744	80,552	80,082	80,288	81,176							
	% Change		-12%	-11%	-20%	-20%	-17%	-100%	-100%	-100%		-100%	-100%	
<b>Items Added</b>														
	FY16/17	941	993	1178	845	580	843	417	791	1189	667	888	1059	5,380
	FY17/18	997	338	673	1,444	1,583	2,241							7,276
	% Change	6%	-66%	-43%	71%	173%	166%	-100%	-100%	-100%	-100%	-100%	-100%	35%
<b>Adult Programs</b>														
	FY16/17	5	5	8	7	3	4	4	6	3	6	5	7	32
	FY17/18	10	10	13	19	17	12							81
	% Change	100%	100%	63%	171%	467%	200%	-100%	-100%	-100%	-100%	-100%	-100%	153%
<b>Adult Programs - Attendance</b>														
	FY16/17	141	115	151	467	230	405	271	330	195	440	983	2342	1,509
	FY17/18	157	724	367	819	1365	276							3,708
	% Change	11%	530%	143%	75%	493%	-32%	-100%	-100%	-100%	-100%	-100%	-100%	146%
<b>Young Adult Programs</b>														
	FY16/17	10	1	1	0	3	2	5	18	9	5	6	21	17
	FY17/18	13	16	19	6	5	15							74
	% Change	30%	1500%	1800%		67%	650%	-100%	-100%	-100%	-100%	-100%	-100%	335%
<b>Young Adult Program Attendance</b>														
	FY16/17	162	5	4	0	50	19	58	292	88	114	65	141	240
	FY17/18	104	88	70	40	22	79							403
	% Change	-36%	1660%	1650%		-56%	316%	-100%	-100%	-100%	-100%	-100%	-100%	68%
<b>Children's Services Programs Offered</b>														
	FY16/17	18	1	19	23	18	16	15	21	22	27	28	39	95
	FY17/18	36	25	33	37	23	16							170
	% Change	100%	2400%	74%	61%	28%	0%	-100%	-100%	-100%	-100%	-100%	-100%	79%
<b>Children's Services Program Attendance</b>														
	FY16/17	740	5	475	564	608	368	258	384	354	516	496	989	2,760
	FY17/18	756	800	652	750	506	308							3,772
	% Change	2%	15900%	37%	33%	-17%	-16%	-100%	-100%	-100%	-100%	-100%	-100%	37%
<b>Branch Services Programs Offered</b>														
	FY16/17	5	0	0	6	2	2	2	5	0		1	6	15
	FY17/18	7	4	5	9	7	4							36
	% Change	40%			50%	250%	100%	-100%	-100%			-100%	-100%	140%
<b>Branch Services Program Attendance</b>														
	FY16/17	142	0	0	100	27	56	35	71	0		25	106	325
	FY17/18	159	68	42	156	103	123							651
	% Change	12%			56%	281%	120%	-100%	-100%			-100%	-100%	100%
<b>Children's Services Class Visits</b>														
	FY16/17	10	8	7	8	6	2	5	3	9	2	5	4	41
	FY17/18	4	3	4	1	3	3							18
	% Change	-60%	-63%	-43%	-88%	-50%	50%	-100%	-100%	-100%	-100%	-100%	-100%	-56%
<b>Children's Services Classroom Visits Attendance</b>														
	FY16/17	158	104	109	161	133	62	62	80	256	88	411	225	727
	FY17/18	104	98	98	60	60	84							504
	% Change	-34%	-6%	-10%	-63%	-55%	35%	-100%	-100%	-100%	-100%	-100%	-100%	-31%
<b>Branch Services Class Visits</b>														

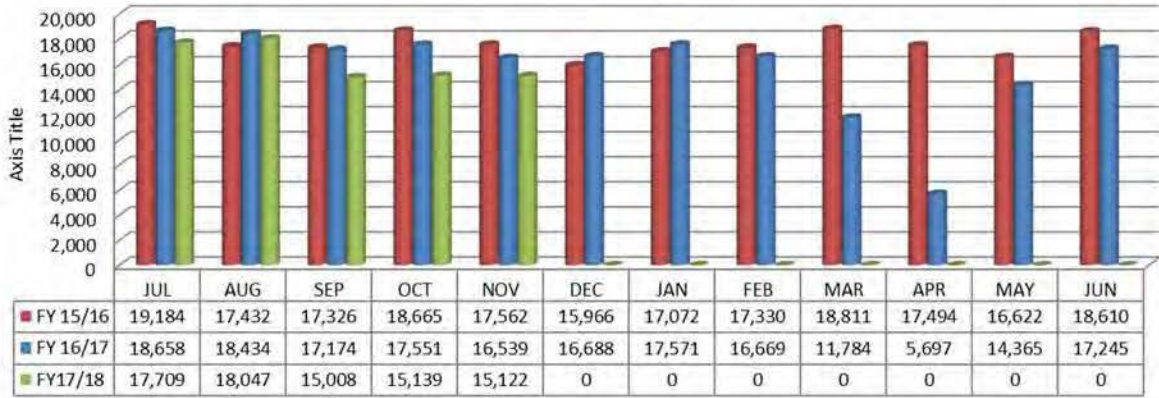
FY16/17	0	0	0	0	1	2	1	0	3	4	0	1	3
FY17/18	0	0	0	0	1	0							1
% Change			n/a		0%	-100%	-100%		-100%	-100%		100%	-67%
<b>Branch Services Class Visits - Attendance</b>													
FY16/17	0	0	0	0	25	53	26	0	78	72	0	28	78
FY17/18	0	0	0	0	54	0							54
% Change			n/a		116%	-100%	-100%		-100%	-100%			-31%
<b>Branch Services - Literacy Tutor Sessions Offered</b>													
FY16/17	32	55	62	79	90	66	66	61	60	68	65	58	384
FY17/18	58	80	85	69	92	59							443
% Change	81%	45%	37%	-13%	2%	-11%	-100%	-100%	-100%	-100%	-100%	-100%	15%
<b>Branch Services Literacy Tutor Sessions Attendance</b>													
FY16/17	126	140	202	244	246	216	198	192	179	211	193	189	1,174
FY17/18	178	266	236	232	238	163							1,313
% Change	41%	90%	17%	-5%	-3%	-25%	-100%	-100%	-100%	-100%	-100%	-100%	12%
<b>Branch Services Literacy Tutor Hours offered</b>													
FY16/17	27.5	27	75.5	99	90	85.5	84.5	78.5	70	87.5	77	76	405
FY17/18	106.5	136	138.75	117	148.5	88.5							735
% Change	287%	404%	84%	18%	65%	4%	-100%	-100%	-100%	-100%	-100%	-100%	82%
<b>Branch Services Literacy - Volunteer Hours</b>													
FY16/17	11.25	30.5	21.5	133	129	104.5	118	113	33.5	83.5	108.5	69.5	430
FY17/18	82.5	107.5	97.75	98.5	99.5	97							583
% Change	633%	252%	355%	-26%	-23%	-7%	-100%	-100%	-100%	-100%	-100%	-100%	36%
<b>Adult Volunteers</b>													
FY16/17	3	4	1	2	1	1	2	6	5	0	25	62	12
FY17/18	11	13	31	18	7	9							89
% Change	267%	225%	3000%	800%	600%	800%	-100%	-100%	-100%		-100%	-100%	642%
<b>Adult Volunteer Hours</b>													
FY16/17	38	67	13	24	18	30	29	25	15	0	231	242.0	190
FY17/18	104	109	150.5	72	96	61							593
% Change	174%	63%	1058%	200%	433%	103%	-100%	-100%	-100%		-100%	-100%	212%
<b>Young Adult Volunteers</b>													
FY16/17	11	0	0	0	20	8	3	5	4	4	48	20	39
FY17/18	5	2	2	7	0	2							18
% Change	-55%				-100%	-75%	-100%	-100%	-100%	-100%	-100%	-100%	-54%
<b>Young Adult Volunteer Hours</b>													
FY16/17	52.25	0	0	0	27.5	23	19	13.25	6	9.25	240	96	103
FY17/18	42	11	20	40	0	6							119
% Change	-20%				-100%	-74%	-100%	-100%	-100%	-100%	-100%	-100%	16%
<b>Children's Services Volunteers</b>													
FY16/17	0	0	0	0	0	0	0	0	0				0
FY17/18	9	7	1	15		0							32
% Change													
<b>Children's Services Volunteer Hours</b>													
FY16/17	0	0	0	0	0	0	0	0	0				0
FY17/18	49.5	45	2	61	0								158
% Change													
<b>Friends/Foundation/Board Volunteers</b>													
FY16/17	0	0	0	0	0	0	0	0	0				0
FY17/18	13	9	9	16	16	16							79
% Change													
<b>Friends/Foundation/Board Volunteer Hours</b>													

	<b>FY16/17</b>	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
	<b>FY17/18</b>	112.5	112	120	132	101	78							<b>656</b>
	<b>% Change</b>													
<b>Ebsco Databases</b>														
	<b>FY16/17</b>				28	13	11	7	13	24	4	55	23	<b>52</b>
	<b>FY17/18</b>	18	47	38	67	20	46							<b>236</b>
	<b>% Change</b>				<b>139%</b>	<b>54%</b>	<b>318%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>354%</b>
<b>Novelist</b>														
	<b>FY16/17</b>			5	2	4		4	12	6	5	2	5	<b>11</b>
	<b>FY17/18</b>	3,156	3	9	10	14	13							<b>3,205</b>
	<b>% Change</b>			<b>80%</b>	<b>400%</b>	<b>250%</b>		<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>29036%</b>
<b>BrainFuse -Tutor Service</b>														
	<b>FY16/17</b>	76	104	287	159	78	22	87	155	129	499	527	62	<b>726</b>
	<b>FY17/18</b>	50	81	108	154	91	64							<b>548</b>
	<b>% Change</b>	<b>-34%</b>	<b>-22%</b>	<b>-62%</b>	<b>-3%</b>	<b>17%</b>	<b>191%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-25%</b>
<b>Flipster (Searches)</b>														
	<b>FY16/17</b>	125	94	80	2	1	3	80	72	66	58	85	85	<b>305</b>
	<b>FY17/18</b>	104	89	64	71	58	74							<b>460</b>
	<b>% Change</b>	<b>-17%</b>	<b>-5%</b>	<b>-20%</b>	<b>3450%</b>	<b>5700%</b>	<b>2367%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>		<b>-100%</b>	<b>51%</b>
<b>Tumblebooks</b>														
	<b>FY16/17</b>													<b>0</b>
	<b>FY17/18</b>		41	21	9	0	0							<b>71</b>
	<b>% Change</b>													
<b>Passports</b>														
	<b>FY16/17</b>	209	208	179	208	162	138	216	197	237	212	262	253	<b>1,104</b>
	<b>FY17/18</b>	261	280	255	178	223	170							<b>1,367</b>
	<b>% Change</b>	<b>25%</b>	<b>35%</b>	<b>42%</b>	<b>-14%</b>	<b>38%</b>	<b>23%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>24%</b>
<b>Passport Photos</b>														
	<b>FY16/17</b>	156	166	119	170	120	101	155	112	42	47	149	164	<b>832</b>
	<b>FY17/18</b>	183	194	209	157	199	129							<b>1,071</b>
	<b>% Change</b>	<b>17%</b>	<b>17%</b>	<b>76%</b>	<b>-8%</b>	<b>66%</b>	<b>28%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>29%</b>
<b>Notary Service</b>														
	<b>FY16/17</b>	8	10	4	7	6	4	5	6	0	0	3	4	<b>39</b>
	<b>FY17/18</b>	0	0	0	0	0	4							<b>4</b>
	<b>% Change</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>0%</b>	<b>-100%</b>	<b>-100%</b>			<b>-100%</b>	<b>-100%</b>	<b>-90%</b>
<b>*includes downloadables</b>														
<b>Main Closed on April 13, 2017 for renovation and reopened on May 1, 2017.</b>														
<b>September Usage of Desktops is unavailable . Used previous 3 months average. Oct. missing 9 days, used average.</b>														

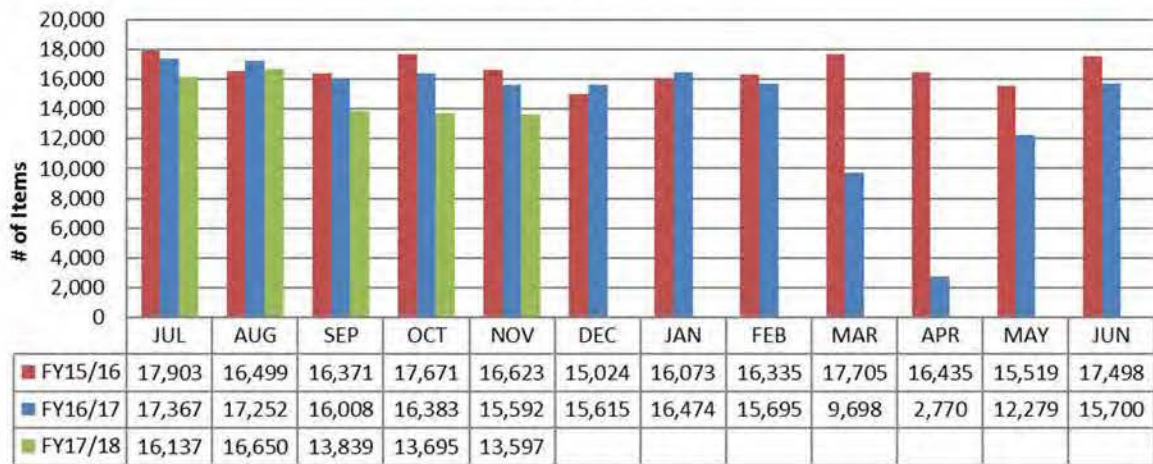
## Statistical Graphs for the Month of November 2017



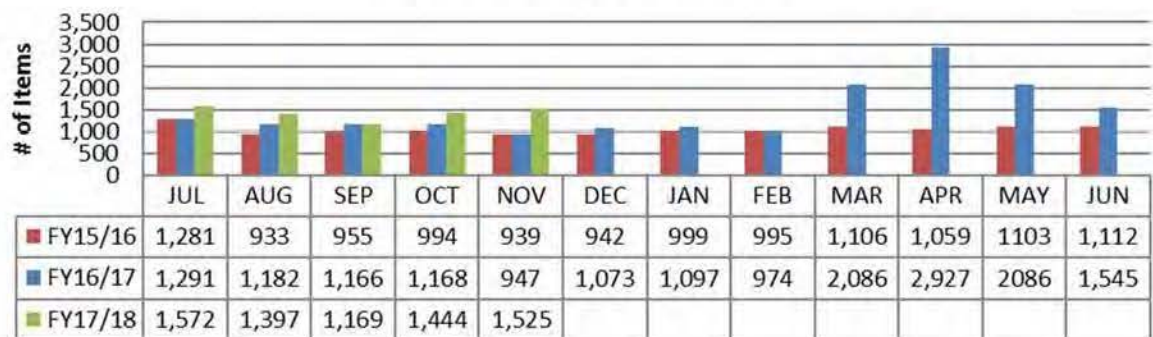
### Items Checked Out

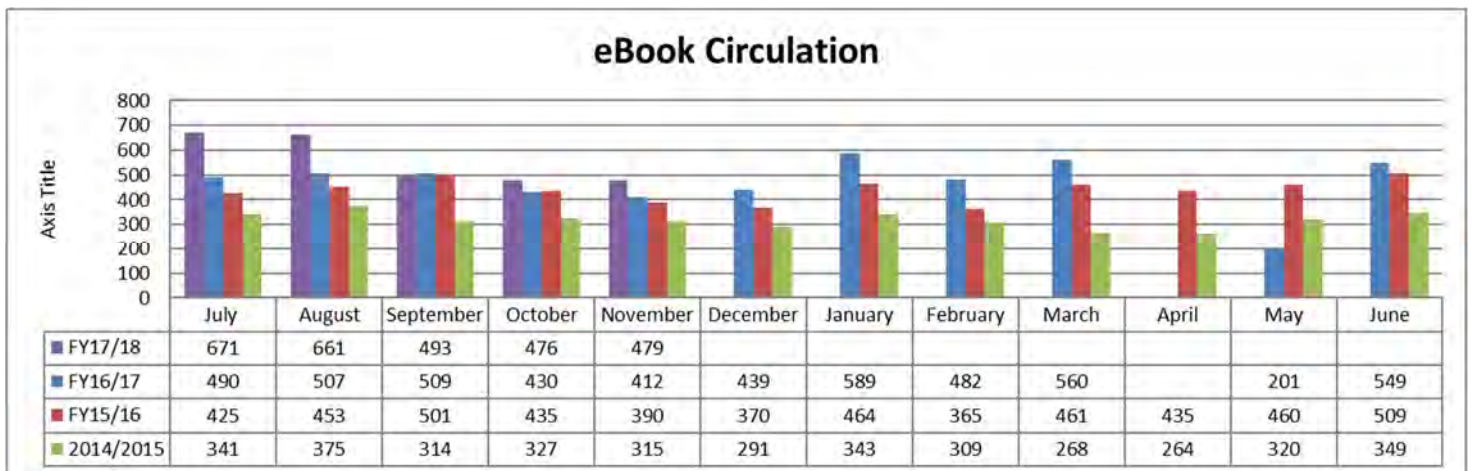


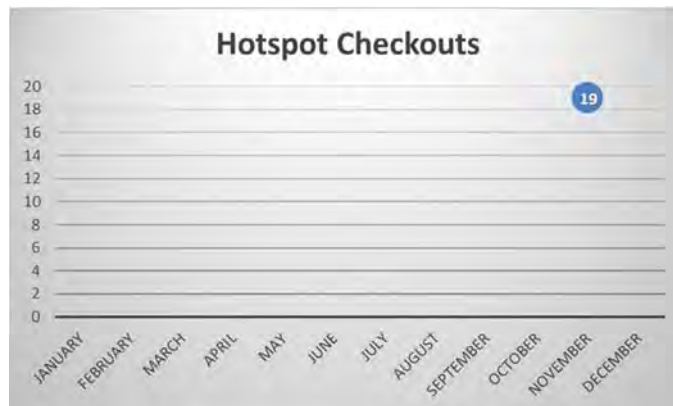
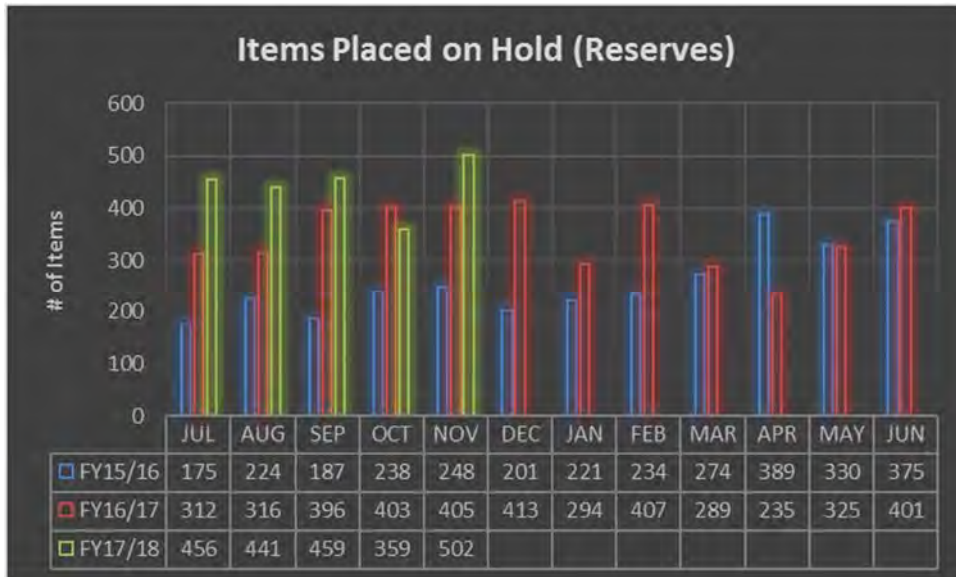
### Circulation Main



### Circulation Branch

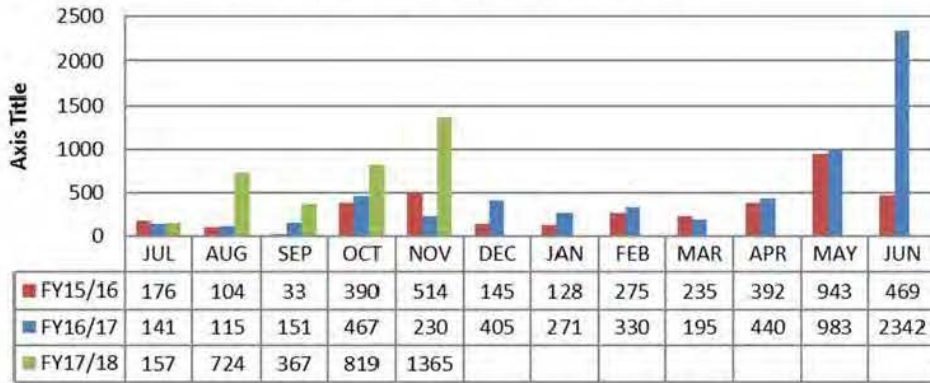




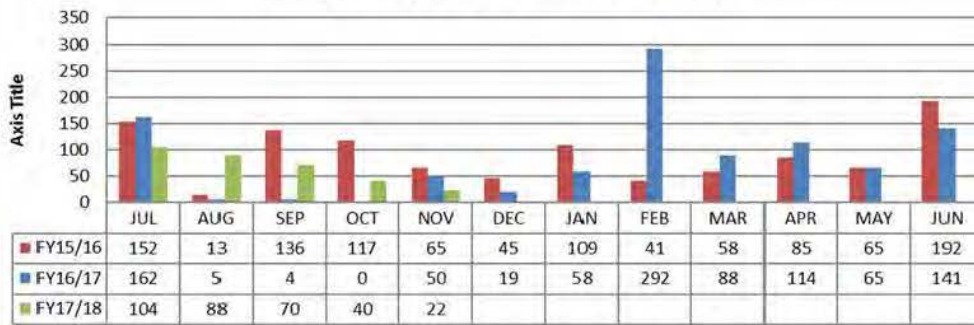




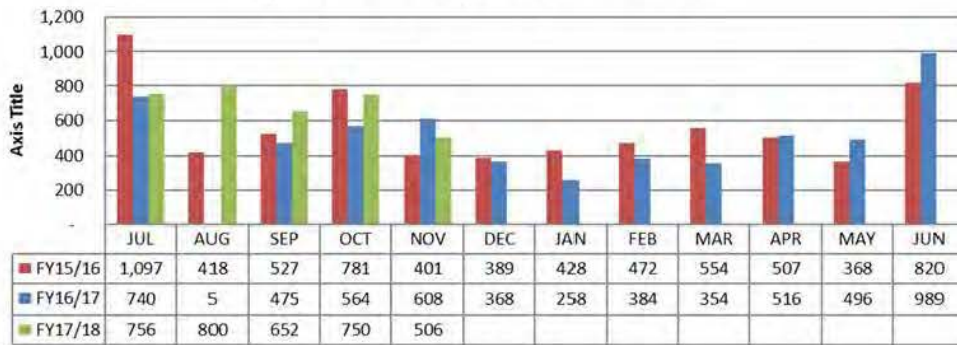
### Adult Program Attendance



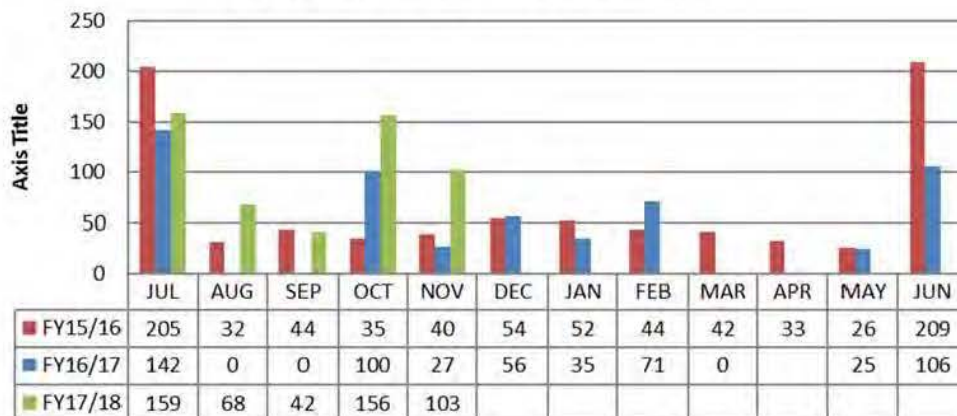
### Young Adult Program Attendance



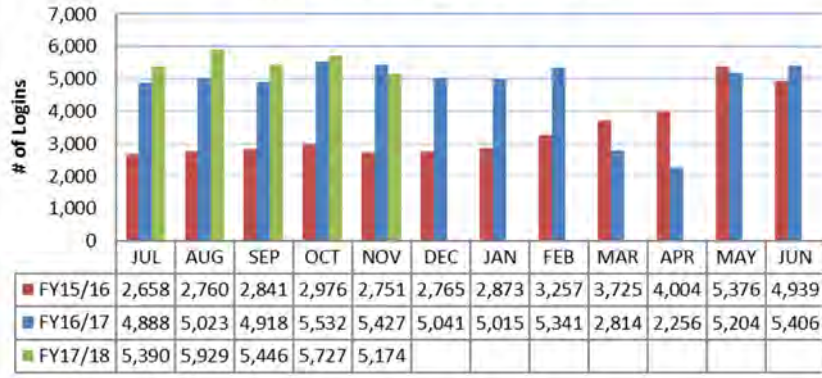
### Childrens Program Attendance



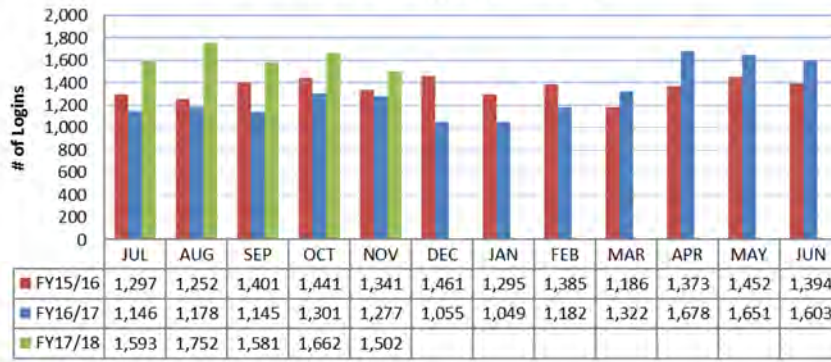
### Branch Program Attendance



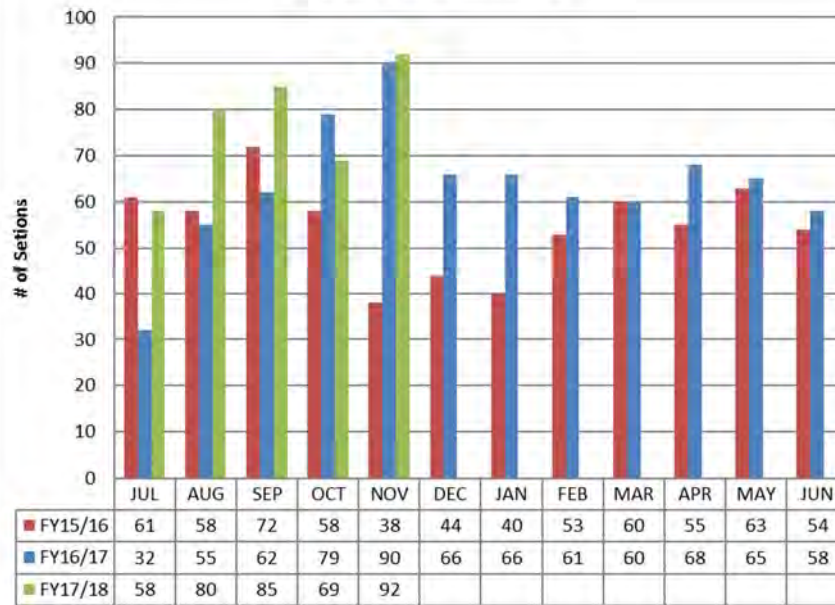
### Wireless Usage (Main)

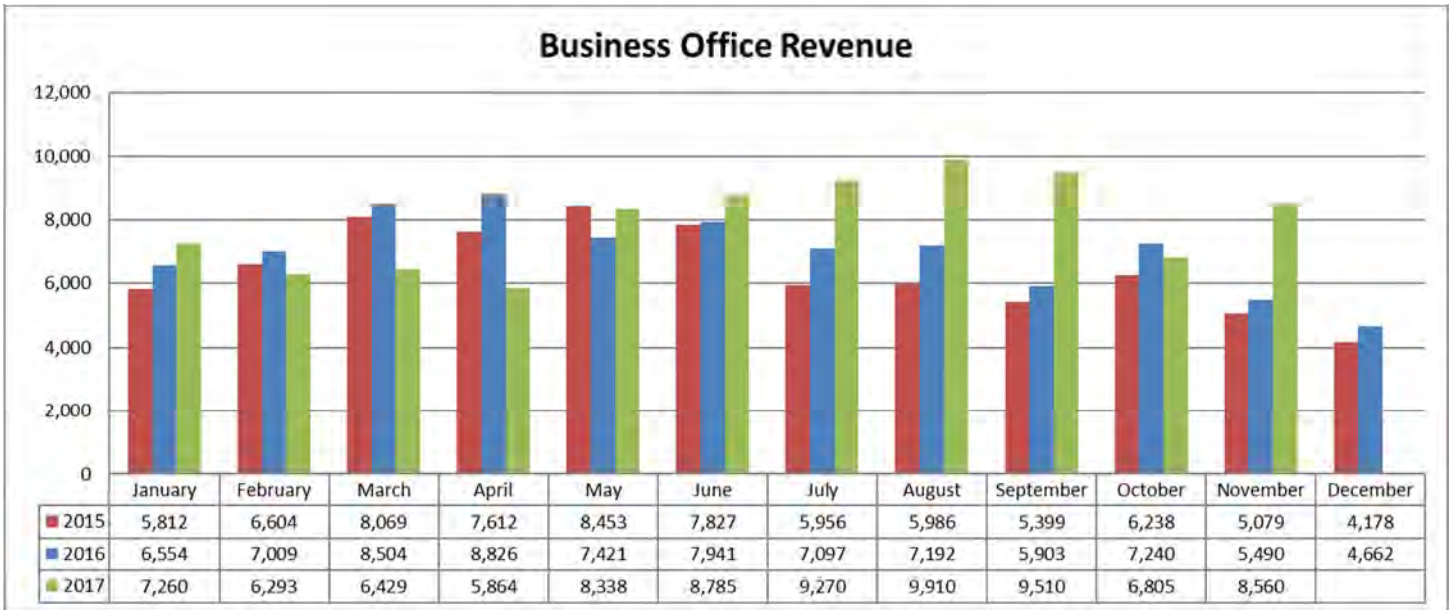
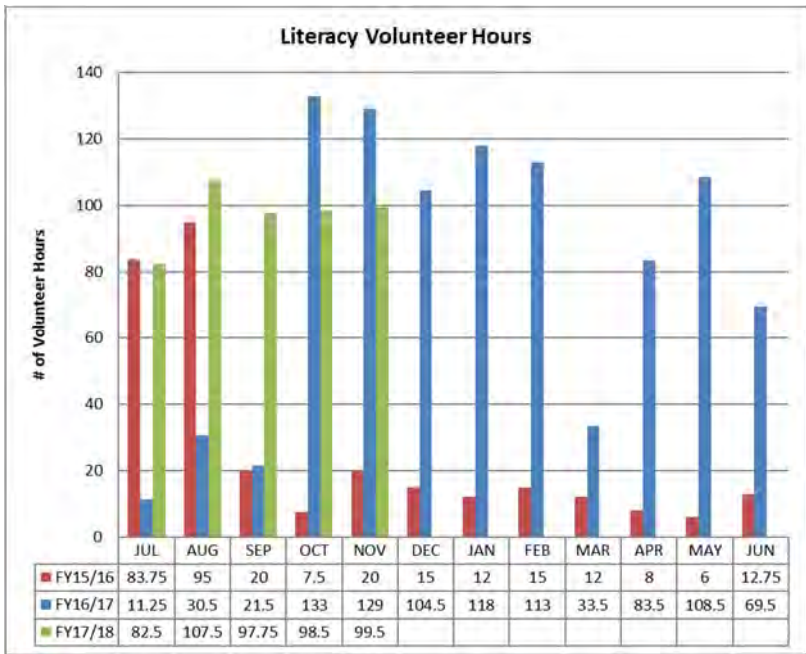
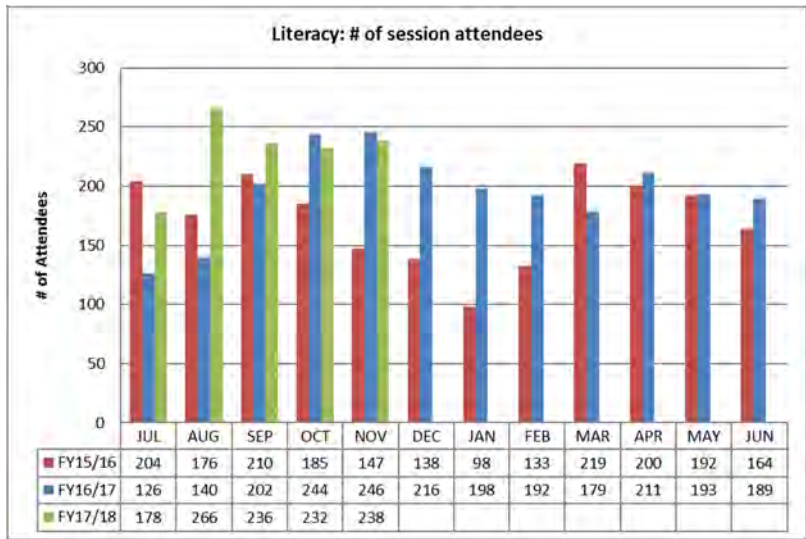


### Wireless Usage (Branch)

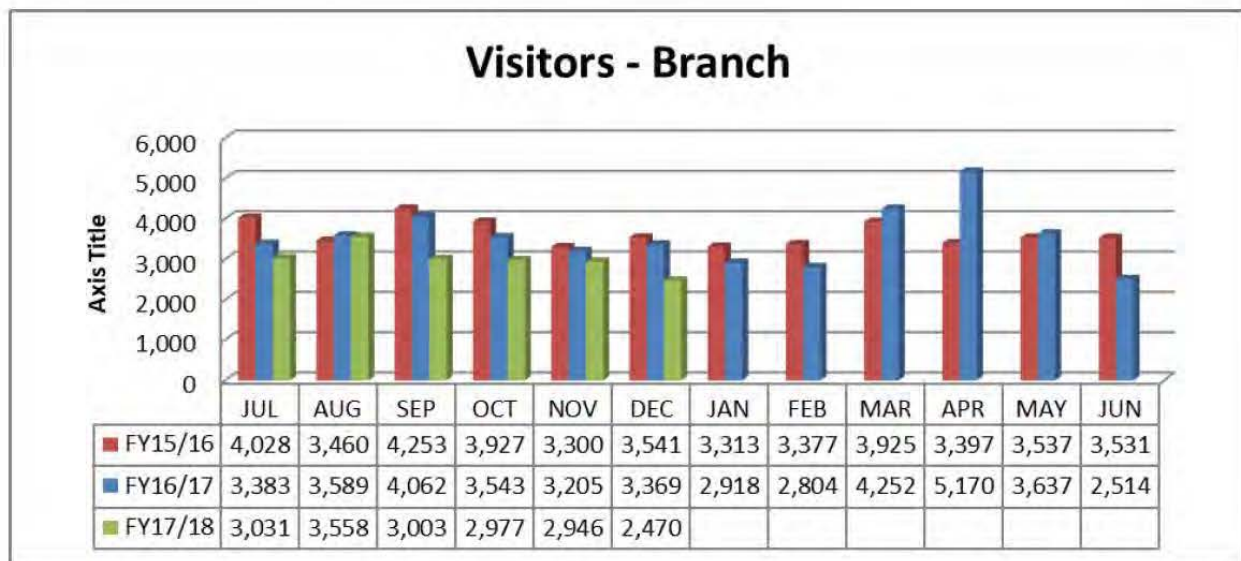
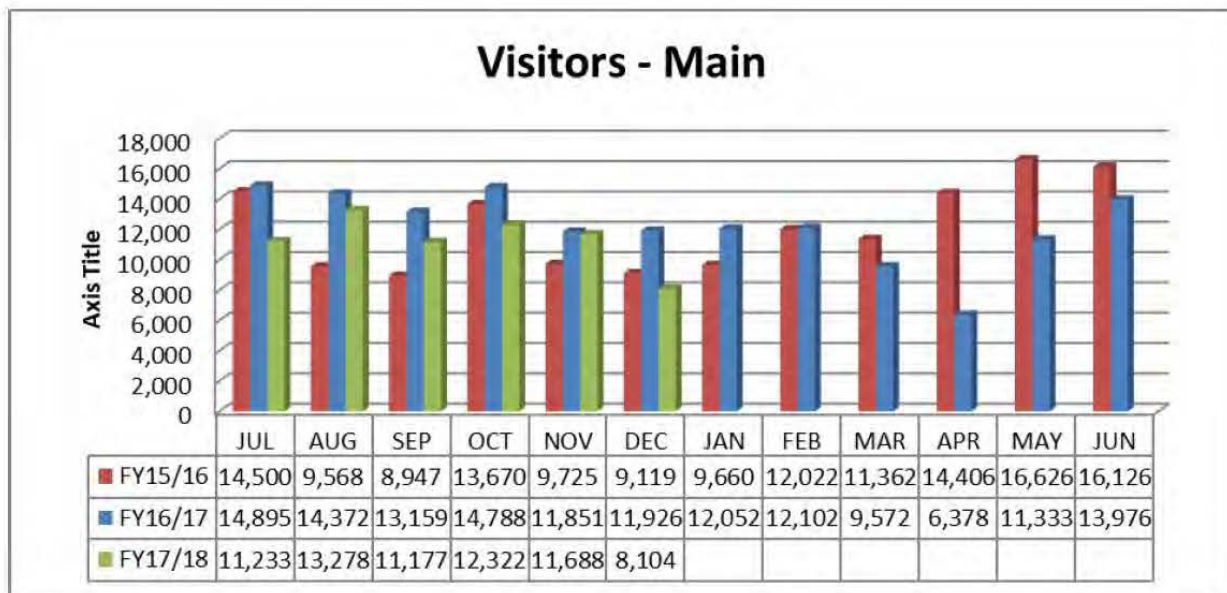
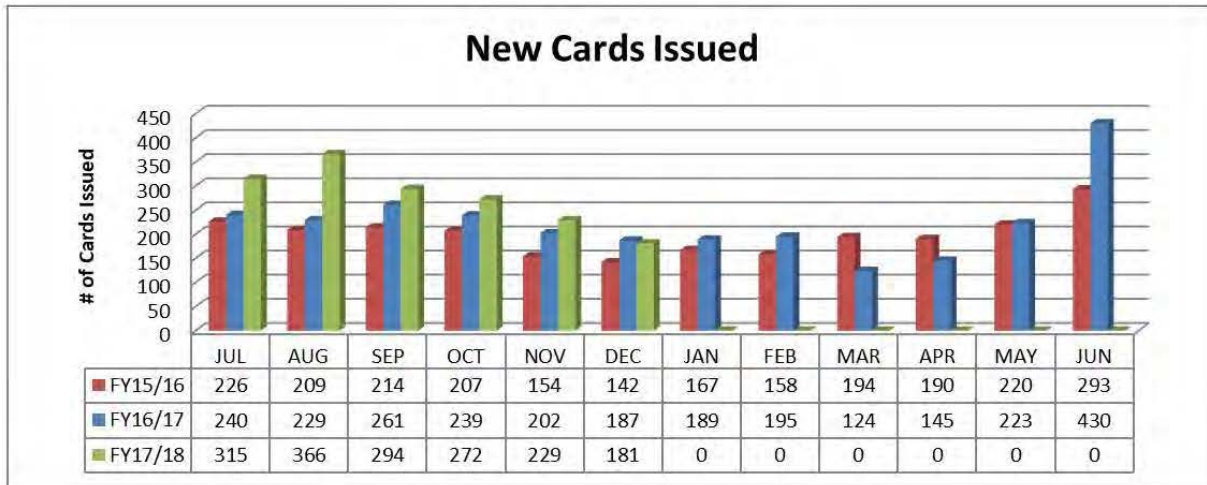


### Literacy Tutor Sessions

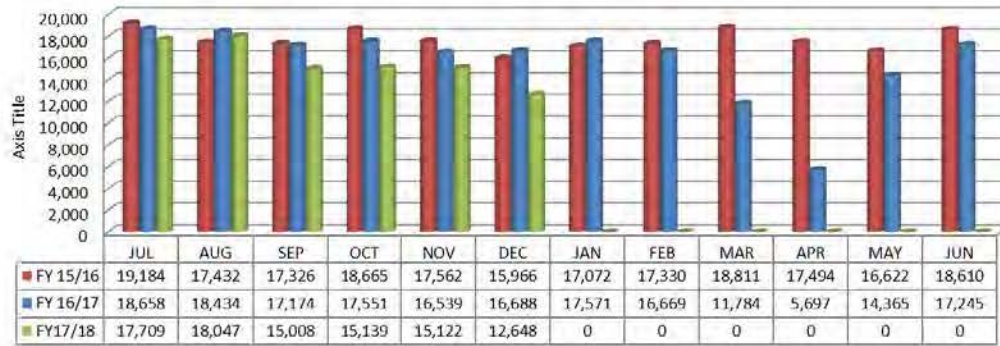




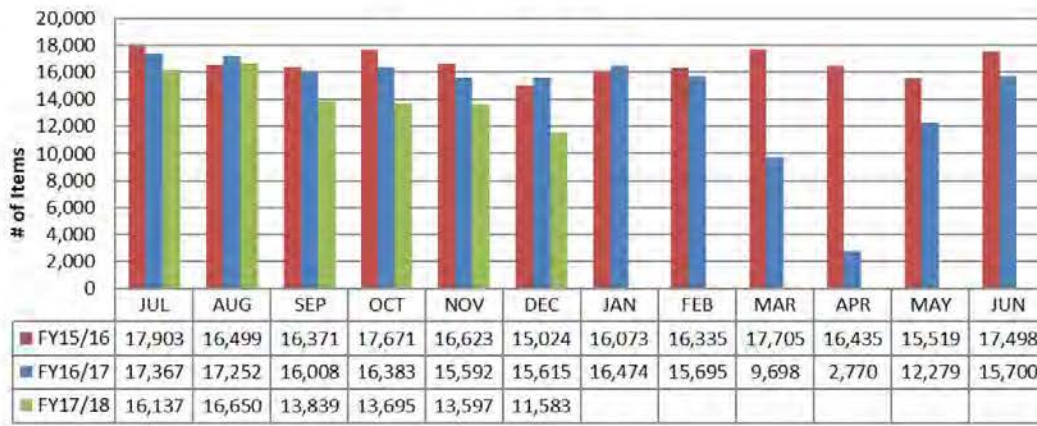
## Statistical Graphs for the Month of December 2017



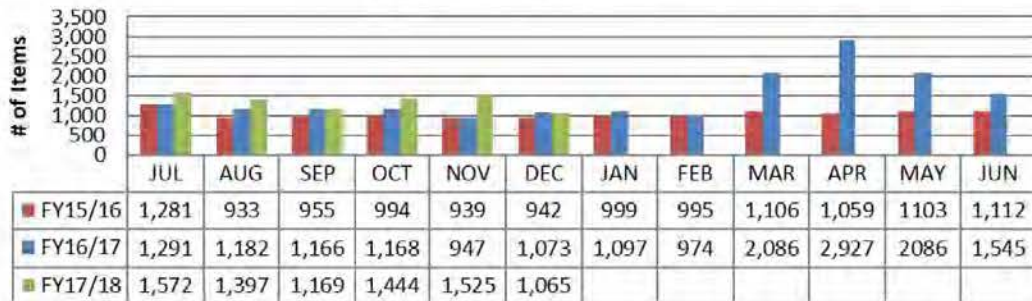
### Items Checked Out



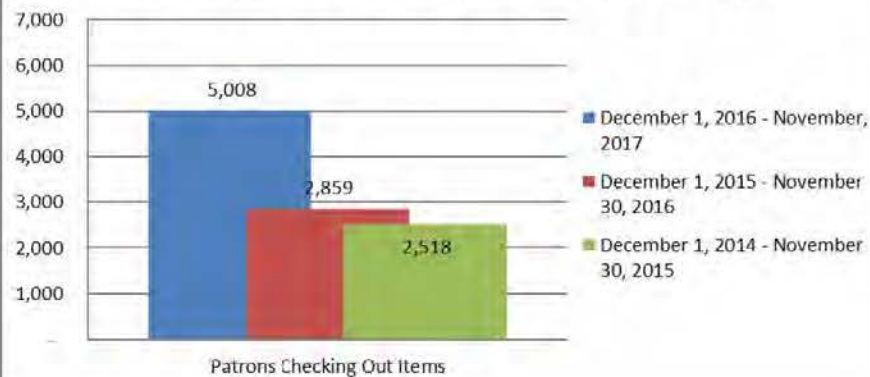
### Circulation Main

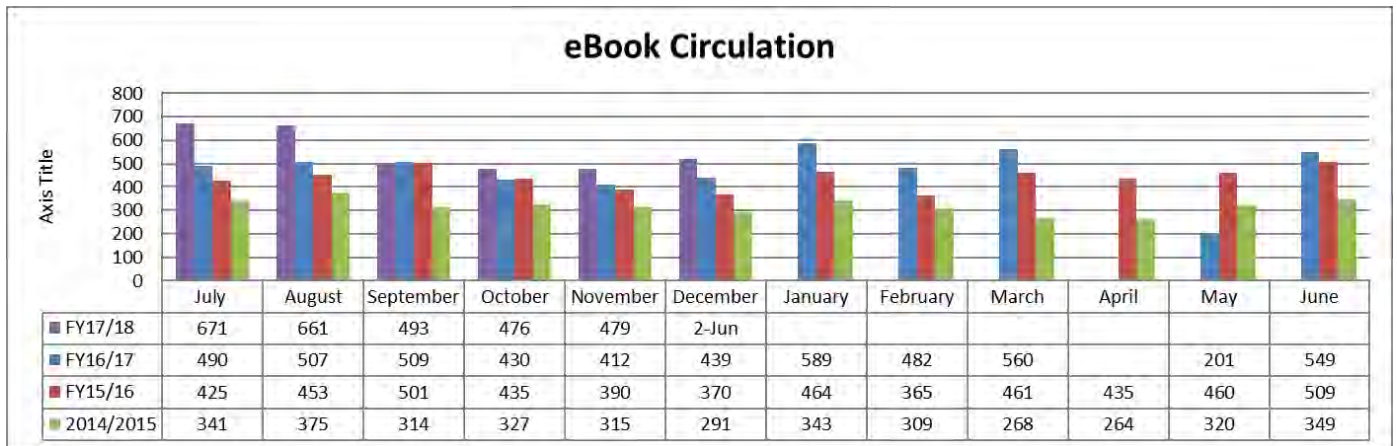


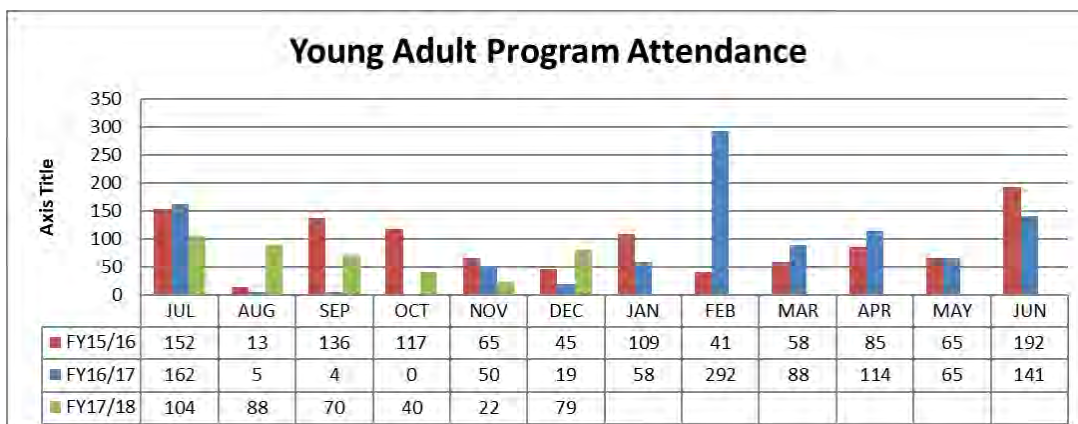
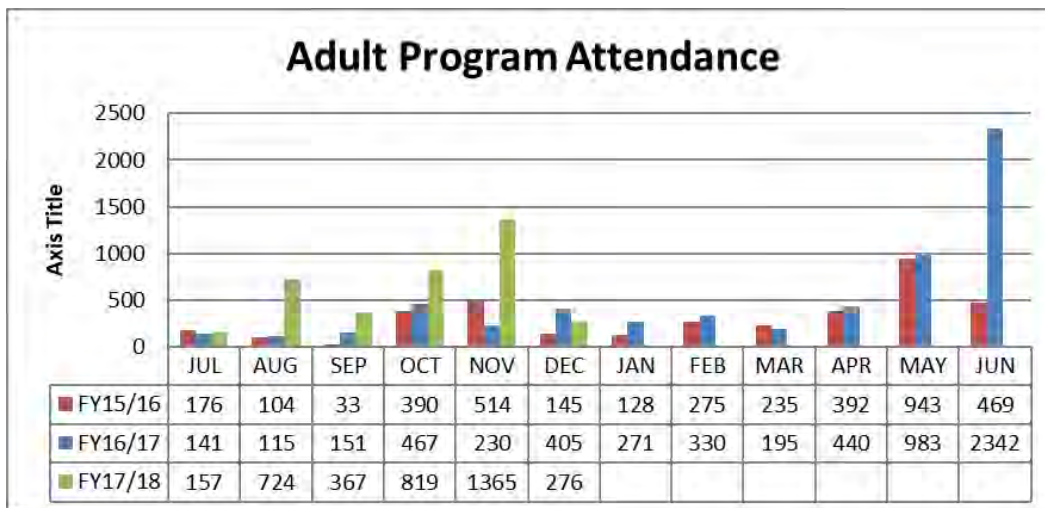
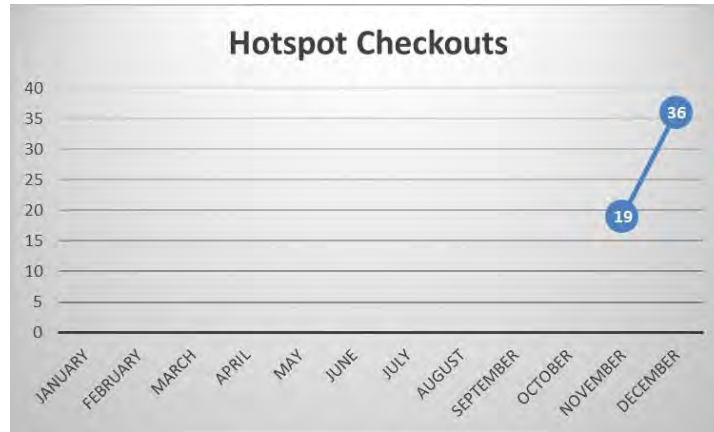
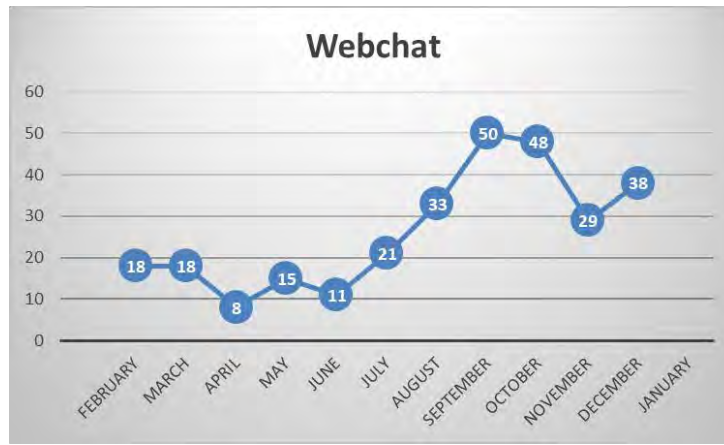
### Circulation Branch



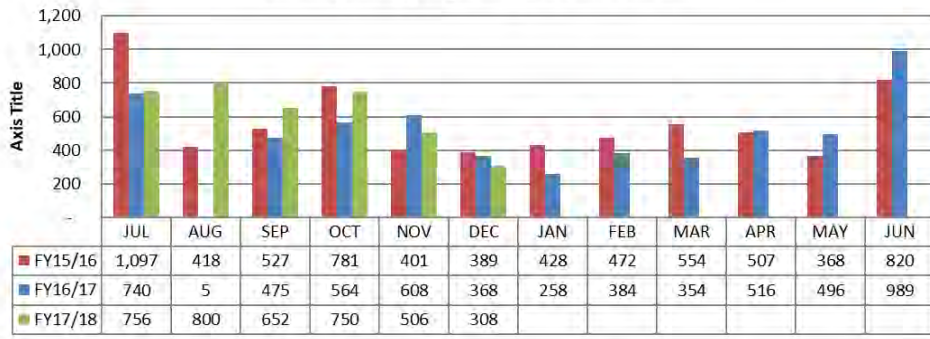
### # Of Cardholders Who Checked Out an Item



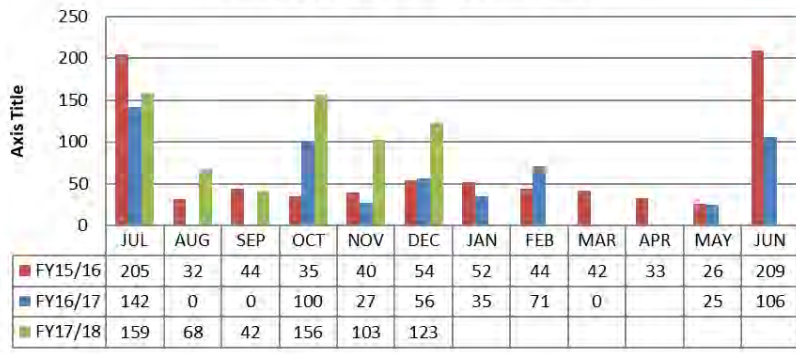




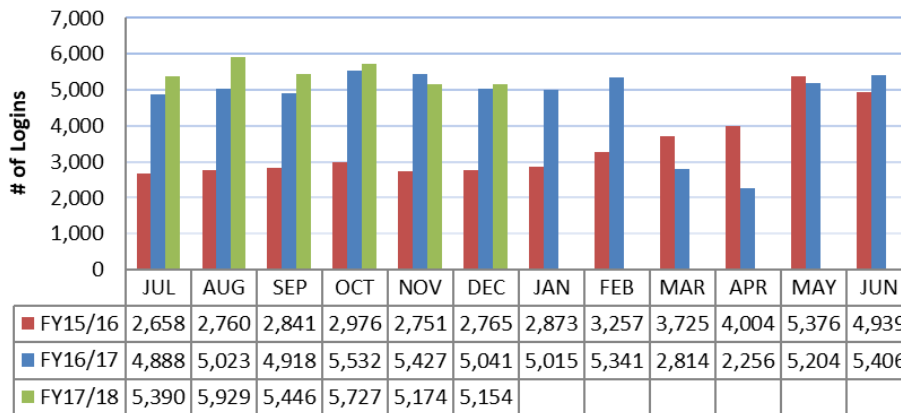
### Childrens Program Attendance



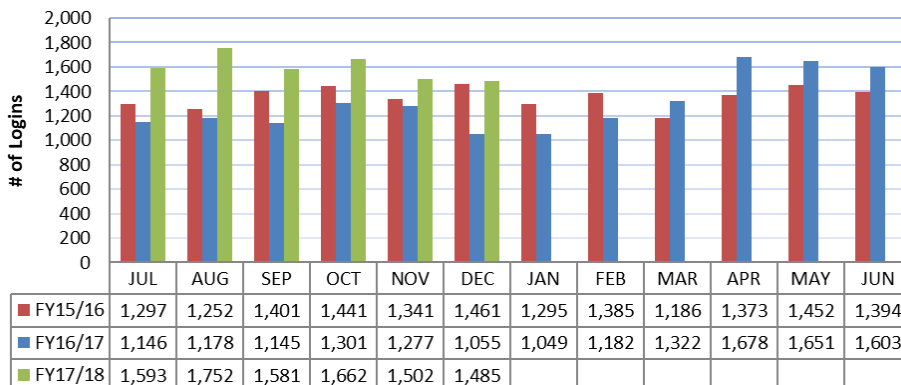
### Branch Program Attendance



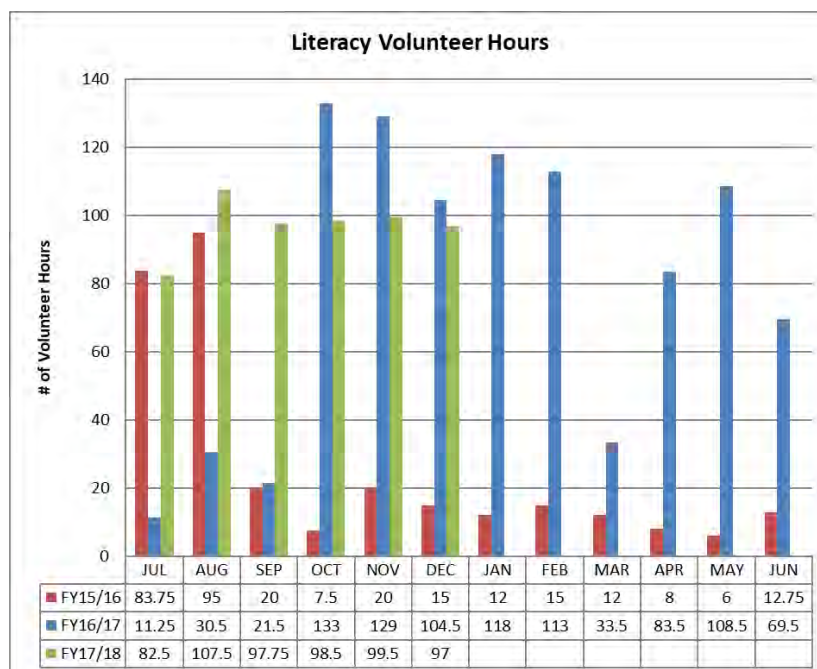
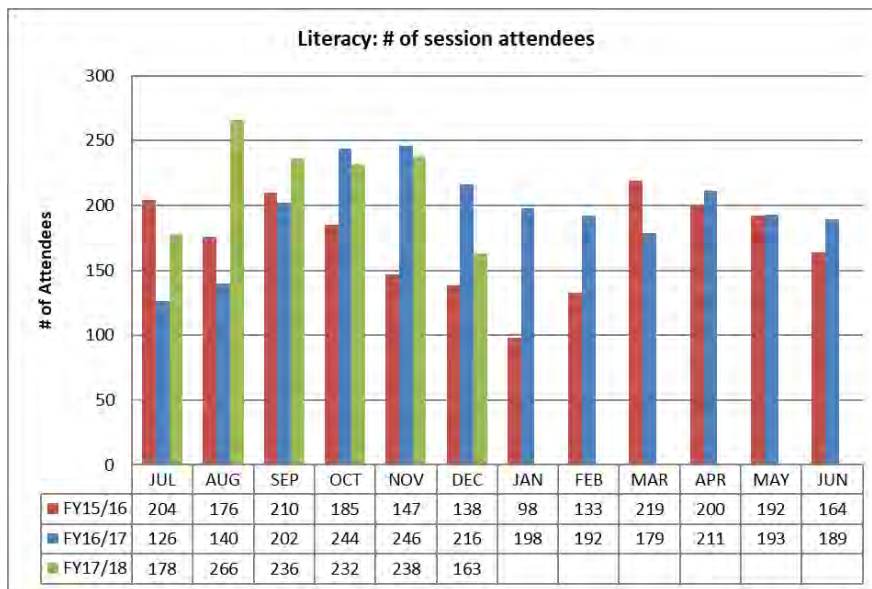
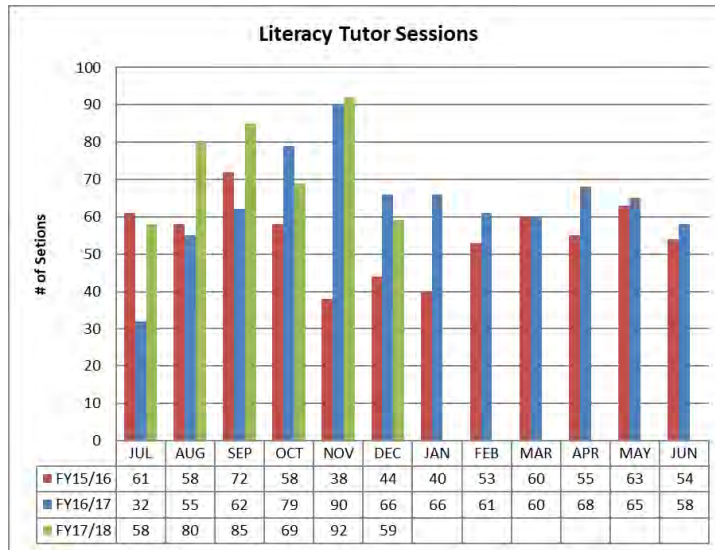
### Wireless Usage (Main)



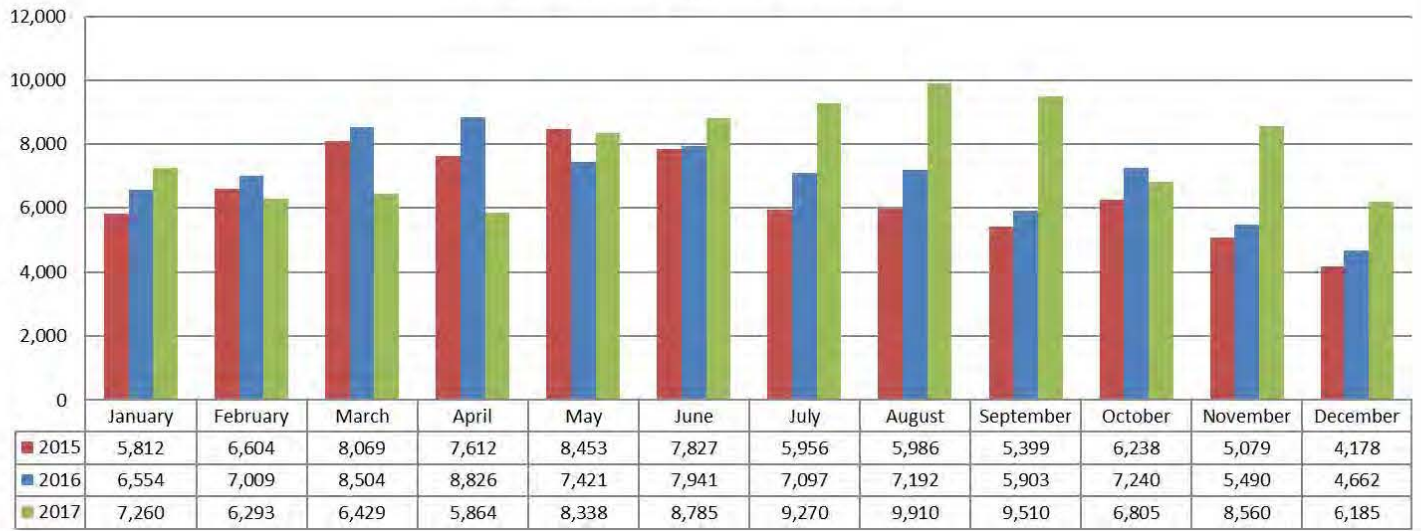
### Wireless Usage (Branch)







## Business Office Revenue



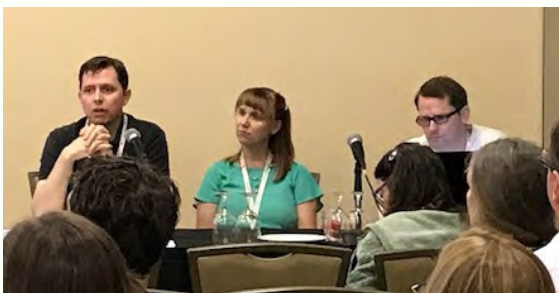
# ADULT SERVICES NOVEMBER 2017 REPORT



## INTERESTING ALTADENANS THEN AND NOW EXHIBIT

IN PARTNERSHIP  
WITH THE  
ALTADENA  
HISTORICAL  
SOCIETY

Photo by Enigma Valdez



## CLA 2017

Staff presented information about implementing virtualReality at the Library and Mindy spoke about community conversations.

### Virtual Reality at Your Library

Friday, November 3 1:00 PM - 1:45 PM Location: RCC, Meeting R

#### Presenter(s)



**Kate Shumaker**  
Teen Librarian  
Altadena Library District



**Ryan Roy**  
Public Services Director  
Altadena Library District



**Christopher Kellermeyer**  
IT Manager  
Altadena Library District

### A Conversation About Turning Outward: Implementing the Harwood Practice and Philosophy in California's Libraries

Friday, November 3 3:30 PM - 4:15 PM Location: RCC, Meeting Room 2



**Mindy Kittay**  
Director  
Altadena Library District



**Eileen Labrador**  
Area III Supervising Librarian, Public Services Division  
San Diego Public Library

Librarians across California are implementing the Harwood Institute's Turning Outward practice and philosophy to change the way they and their libraries work, make more intentional judgments and choices in creating change, and have greater impact and relevance in the community.

Presenters from six libraries will talk about how they are embedding the Turning Outward approach into library operations. They will discuss the community conversations they are conducting, the knowledge they are acquiring during those conversations, and the ways in which they are applying the knowledge they gather. They will also share the successes they have achieved, challenges they have overcome, and lessons they have learned along the way. The session will be valuable for anyone who is implementing Harwood's Turning Outward practice as well as anyone who is interested in learning more about Harwood.

Moderator: Cindy Mediavilla, Consultant

# ADULT SERVICES NOVEMBER 2017 REPORT



## ARTISANAL LA COMMUNITY BLOCK PARTY

Local artist booths and community organizations booths joined our first block party.



## SECOND SATURDAYS.

With the Pasadena Conservatory Music student jazz combo & The Tone Bros.



Avi Roth signing his book, "Jerusalem: the Sacred Hub!"  
Photos: ©Michael Kluch



## 3D PRINTING

The 2 sessions was taught by makerspace teacher, Jonathan Acuna who has years of experience with 3D printing. The classes covered, what is 3d printing? Materials used to 3d print, CAD design, and more!



Our ongoing programs include, Open Mic Nights, Chess Club Nights, and computer classes.



We have partnered with local health provider center, ChapCare to help people enroll in Covered CA. An English and Spanish speaking, certified enrollment counselor is available help people enroll. We are offering 7 enrollment sessions in the evenings.

Our 4 sessions Journalism workshop has concluded. We thank Dean Lee of Mountain View News for leading the workshops.

"The journalism workshop was fantastic... Thank you for sponsoring this event at your library," Susan M. said.

## Children's and Family Services

### Board Report – November 2017

It's hard to believe the year is already almost over! We had a lot of fun this past month in the Children's department with crafts, super heroes, early literacy development, and more new books than our shelves can hold.

In November, we hosted 14 programs for children aged 0-5, and they were attended by 411 patrons. We also hosted 9 programs for elementary aged patrons, which were attended by 95 patrons. We had fewer programs than usual this month because of holiday closures and the CLA conference.

One of November's highlights was our Superhero Appreciation Day on November 16. We decorated superhero masks (to protect our secret identities), created spoon puppet sidekicks (because it's important to have help when saving the day), and created our own graphic novel stories (because we all have a story to tell). This event attracted patrons aged 2 or 3 up through 5<sup>th</sup> grade, and it was wonderful to see the level of creativity and imagination that they brought to the creation of their sidekicks and stories.



*We still don't know if this mermaid is good or evil.*



*Every superhero needs a sidekick, and these spoon puppets fit the bill.*



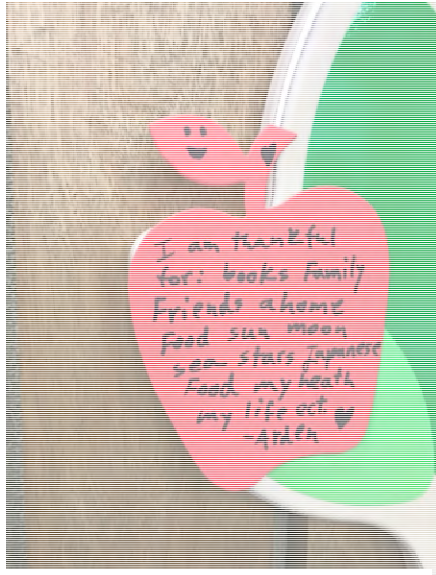
*This monster is named Ashley.*

We also continue to see a strong presence at our story times—and while we are always looking to increase our reach and influence in the early literacy lives of our youngest patrons, it's so great to hear from their parents and caregivers about the impact that story time can have on whole families. Story times are full of developmentally appropriate stories and activities, from babies who are learning phonemes and cadence on up to preschoolers who are learning prekindergarten skills like how to critically and imaginatively engage with a text. But the kids are certainly not the only patrons who are benefitting from story times.

Our Library Associate, Adriana, began a weekly bilingual story time back in September, and the reception from the community has been amazing.

**"After Hora de Cuentos last Friday," she tells us, "A patron approached me to express her gratitude for Bilingual Storytime. She attends every Friday her with her children and grandchildren. She explained that she doesn't speak Spanish and that most of her grandchildren are mainly spoken to in Spanish. Now that she has been attending Hora de Cuentos she has been able to use the songs and rhymes we sing in Spanish to interact with her grandchildren. She proudly said 'You're helping a 60yr old grandma learn and be more comfortable with Spanish. Thank you!'"** We are so proud of the work that Adriana is doing, and so happy to hear about such an impact!

Since it was a month for giving thanks, we also created a Tree of Thanks on our wooden wall. Patrons could write down what they were thankful for. Unsurprisingly, for a library crowd, there were lots of



*We, too, are thankful for Japanese food.*

people thankful for books (a group we are happy to count ourselves a part of). In honor of Native American Heritage Month, we also hosted a display of books by Native American authors—in addition to books on Thanksgiving, autumn, cooking, pumpkins, and football.

On the professional development front, both full time Children’s staff members were able to attend the CLA conference in Riverside, where we explored the exhibits and attended programming about early literacy and parental involvement, controversial issues in Children’s Literature, Virtual Reality, Community Conversations, mobile makerspaces, Spanish language material selection, and practical skills for the library that one doesn’t learn in library school. The Children’s Librarian also attended an online course about Parent Engagement at the library, and participated in webinars about Employee Engagement in the Children’s Department, Strategic Planning in Youth Services, and a NASA/JPL STEM grant opportunity. We hope to have more information about that in the January board report.



## Branch November 2017 Report

### *Library News*

#### Programs

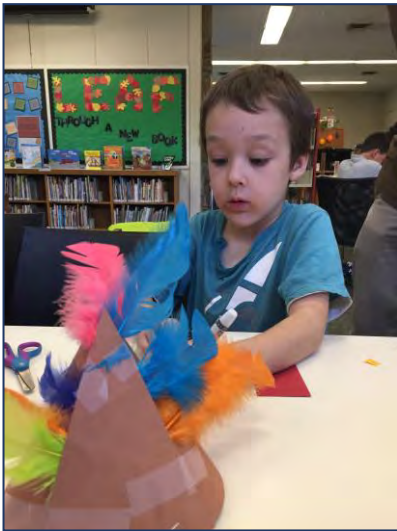
The **Baby and Infant Storytime** at the Branch continues to entertain a regular group of babies, mothers and caretakers with songs, rhymes and stories on a weekly basis. This month, many of our young participants celebrated their first Thanksgiving and to commemorate this event, we created a turkey caricature with the baby's irresistibly cute face. It was a lot of fun helping mom's create an Autumn memento.

**Bilingual Storytime** continues to engage a small crowd of kiddos who are learning songs and listening to stories in both English and Spanish. Adriana Muro from the Main library continues to lead this program and we are very grateful to her that she is able to spend time at the Branch.



*November Storytime Craft: Baby Turkeys*

This month's **Crafternoons** had kids cutting construction paper and pasting feathers to make a Festive Turkey centerpiece for their dinner table. Lastly, younglings enjoyed the film *Captain Underpants* for **Movie Day** at the Branch. Storytime and programming at the Branch will go on hiatus starting December 15 and will pick up again the week of January 8, 2018.



*(Left) Young fellow making a festive turkey craft. (Right) Ms. Martinez's class voting for the story they wanted to hear during their class visit earlier in the month.*

#### Class Visits

Two different kindergarten classes from Odyssey Charter School visited the Branch earlier in the month. Ms. Martinez's and Ms. Takahashi's kindergarteners perked up our Wednesday morning with their positive, upbeat



energy. Class visits consists of a reading of two or three books and afterwards, the students have the opportunity to select a book to check out. We look forward to their next visit!

### New Branch Programs

Branch patrons will soon have the opportunity to learn, explore and experiment with high-tech maker equipment: *MakerBot Replicator Mini 3D Printer*. Accompanying programming is still being developed at this time, as we are working with our Volunteer Coordinator to find volunteers to help with open hours and patron training.

## ***Literacy Services News***

### Adult Literacy

Even with the holidays, our tutors and learners are dedicated to reaching their educational goals. We had three new learners sign up for daily ESL classes that are held in at the 7<sup>th</sup> Adventist Church across the street from the Branch. Our adult literacy tutors have volunteered over 100 hours this month. The program is continuing at steady pace with the number of learners and volunteers. There is a short waiting list of learners who are waiting to be matched with a tutor, but I have reached out to ALD's Volunteer Coordinator who is currently promoting the volunteering opportunity.



*Stef (Literacy volunteer) works with Noble, a literacy learner on his written submission for a state-wide writing challenge.*

### Professional Development

I attended the CLLS New Coordinators Orientation earlier this month in Riverside, California. The orientation introduced topics such as funding, reporting requirements and recruitment strategies. This morning session reinforced my knowledge of the state-wide literacy program and the objectives of providing this vital service to the community. There was also an afternoon session that focused on literacy instruction and program management strategies. This session had a panel presentation with three literacy coordinators who spoke of their experiences coordinating the programs. Good panel with helpful discussion topics.

### New Programming

In partnership with the San Gabriel Valley Literacy Council, the Branch will host Citizenship Classes for those individuals who are planning on taking the USCIS naturalization test. Classes will be held Tuesdays beginning in February 2018 and will run until mid-May. The class is limited to 18 students and due to the possible number of learners, the Branch will be open after-hours on Tuesday evenings to accommodate the class, as well as, allow for regular library usage. SGVLC is advertising the classes on their end and ALD is getting the word out with Spanish language newspapers, as well as, with flyers and in the Library newsletter.

## Collection Development Highlights for November 2017

### PROFESSIONAL DEVELOPMENT



Mark and Stella attended the California Library Association Annual Conference:

A great opportunity for networking, education, supporting our coworkers presenting, and, learning about products and services at the vendor's exhibit area.

### LIBRARY LEARNING



Mark and Selena received training from Vicky and Stella on processing Interlibrary Loans and they began working on ILLs on a weekly basis.

Quarece started helping the department on an occasional basis and he learned how to how to unpack and receive new items.



## LIBRARY IMPROVEMENTS



We pulled the oversized music CDs, previously kept in an office, and made them available on shelf for patrons, thus enabling patrons to browse more CDs. Moving these items to the shelves also creates a nice display!



	Monday	Priority	Tuesday	Priority	Wednesday	Priority	Thursday	Priority	Friday	Priority
Mark	9:00 - 5:30/6	Original cataloging	2:00 - 5/5:30	ILL	Off		Off		9:00 - 5:30/6	Collection Dev / Periodicals
Selena	9:00 - 5:30/6	Periodicals	4:00 - 9:00	Mending	Off		3:00 - 6:00	ILL	3:00 - 6:00	Periodicals
Vicky	8:30 - 5:00	ILL	8:30 - 5:00		8:00 - 4:30	ILL	8:30 - 5:00	Collection Maintenance	8:30 - 5:00	ILL

The CD Team created priorities for the tasks we have in the Department, assigning each member a daily responsibility. The new priority schedule ensures that most aspects of materials processing and Interlibrary Loan are done daily, and, also enabled the CD Staff to be cross-trained on duties in case someone is absent or takes a vacation!

## THE COLLECTION



### Acquisitions

On Nov. 29<sup>th</sup>, Vicky, Mark, Christopher and Stella met with our Baker & Taylor Sales Consultant who is based in Southern California, and, our Customized Library Services Senior Project Manager, who is based in North Carolina to discuss our trials, tribulations, and triumphs in being the first library to use ByWater Solutions accounting module in our new integrated library system, Koha, with B&T! We in the CD Dept. look forward to day when our ordering is up and running without problems.

## THE COMMUNITY



and ALD

*Commercial Business Hubs / Small Business Development*

In response to the Community Conversation's Community Priorities, Stella met with the Chair of SCORE Los Angeles to discuss how the Library can partner with SCORE to offer business mentoring and training to grow businesses in Altadena. Additionally, we can grow our collection of business materials.

Selena worked on cleaning up magazine call numbers in the catalog, and, Vicky reports that aside from ordering the purchase suggestions, she also placed the holds on the 145 items!!



Yet another reminder why staff need to roam and work the collections. We found a Playaway! It is several years since the Library removed these audiobooks from the collection, and, yet one remained on the shelves!



Mark reports, “while passing through upstairs, [he] assisted about a dozen patrons with library card issues, fines, and computer check outs.”

Selena also, “helped at the desk on the fly when I was upstairs since we were shorthanded.”

Submitted by: Estella Terrazas, Collection Development Manager

## Volunteer November 2017 Report

### Gratitude

November 8<sup>th</sup> we held a party to celebrate the volunteers and all that they do for the library. It was a fun night of appreciation with great music provided by the Gerry Rothschild Band and enhanced by great food catered by Sweeter than Honey. Our staff worked together to create a night that reflects the gratitude that all the staff have for the community members who provide so much support for The Altadena Library.

### Programs

Chess on Tuesdays continues to grow with the help of additional volunteers from the community as well as students from St. Francis High School. The week of Thanksgiving proved to be the most popular thus far with over 28 people showing up and even waiting to have a turn playing chess! Our chess volunteers are so inspired by their activity that they have now on their own started approaching other libraries to start chess programs so that they can create area chess meet ups and competitions.

The visit from the music mobile from The Pasadena Conservatory of Music and Pasadena Showcase House was also another successful activity enhanced by the work of so many volunteers. Working together they filled the community room with over 40 instruments from strings, to Brass to Percussion. Children and adults were allowed to engage with and explore instruments while getting information and encouragement from the fabulous instructors from The Pasadena Music Conservatory.

### Service

The Fab Lab has increased virtual reality experience opportunities because of the addition of volunteers willing to share this experience with the public along with 3D printing. We are continue to receive more interest and are happy to be adding two more tech volunteers this month.

# MARKETING & COMMUNICATIONS REPORT

## SOCIAL MEDIA STATS

### Facebook – Primary Page – 1,222 Likes (Increase of 28 followers from last month!)

(Statistics between November 10 and December 8)

<b>1,770</b>	Reach (The number of people who saw any of our page posts)
<b>500</b>	<b>↑57%</b> Page Views (The number of people that viewed our page and any of its sections)
<b>1,574</b>	<b>↑67%</b> Post Engagement (The number of times people have engaged with our posts through Likes, Comments, Shares, and more)
<b>409</b>	<b>↑70%</b> Video Views (The number of times the videos on our page have been viewed, for 3 seconds or less)
<b>28</b>	New Page Likes

### Facebook – Youth Services – 405 Likes

(Statistics between November 10 and December 8)

<b>169</b>	Reach (The number of people who saw any of our page posts)
<b>50</b>	<b>↑4%</b> Page Views (The number of people that viewed our page and any of its sections)
<b>31</b>	Post Engagement (The number of times people have engaged with our posts through Likes, Comments, Shares, and more)

### Instagram – 399 Followers (Increase of 40 followers from last month)

(Statistics between November 10 and December 7)

<b>166</b>	<b>↑11%</b> Average Post Impressions (The average number of times each post has been seen)
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### Twitter – 95 Followers (Increase of 4 from last month)

## EMAIL MARKETING (“This Week @ Altadena Library”)

(Statistics as of December 8)

Nov. 10	“Fastest Way to Connect with Community...”	11.87% opened	66 clicks
Nov. 17	“Let the Countdown to Turkey Day Begin...”	11.35% opened	53 clicks
Nov. 24	“Thanksgiving Reflections...”	10.92% opened	34 clicks
Nov. 28	“It’s #GivingTuesday and We’re Ready...”	11.40% opened	12 clicks
Dec. 1	“Hot Off the Press! Altadena Library’s...”	11.54% opened	94 clicks

## MEDIA COVERAGE

November was a busy month for the Library in the press! Below are the recent news articles and press about Altadena Library.

Type	Publication	Date	Topic/Headline
Event Listing	9EVNTS.com	Throughout November	“Jerusalem: the Sacred Hub”
Event Listing	9EVNTS.com	Throughout November	Family Movie Sing-a-long
Featured Event	Macaroni Kid	Throughout November	Lego Club @ Altadena Library

E-Newsletter	E!Pasadena	November 16	Meet the Instruments
E-Newsletter	Chamber of Commerce	November 17	Entrepreneurship Workshops
Article	San Gabriel Valley Tribune	November 22	Open Mic Night
BIG Article	Pasadena Star News	November 28	"Altadena Library going to seed. Literally"
Event Listing	Eventful	Throughout November	Altadena Seed Library Grand Opening
Event Listing	Pasadena Weekly	November 30	Swing Concert
Article	Pasadena Now	November 29	ALD Introduces Home Chapter of the SLOLA
Mention	Pasadena Weekly	November 22	Public Has Chance to Weigh in On Changes to Local Elections
Mention	Pasadena Now	November 21	TOR Foundation Now Accepting Applications
Event Listing	Pasadena Weekly	November 30	Get Your Own – Swing Concert

## UPDATE – THE RESULTS OF A GREAT PARTNERSHIP

Altadena Heritage worked closely with Altadena Library's Marketing/Communications Coordinator to create and publish a full-page article about the Community Conversations process in their Fall/Winter 2017 Newsletter. Featuring a photo from one of our largest conversations, the article will bring great attention to the important work in which the Library is engaging, and its publication falls near the anniversary of the start of Community Conversations initiative at the Library. The Altadena Heritage editor was very intentional in including a special Editor's Note directing their audience to our Community Conversations report on our website, calling it a "remarkable document, quite detailed and inspiring." We are very grateful for this opportunity to be featured in such a revered publication!

<http://altadenaheritage.org/wp-content/uploads/2013/11/AH-NL-Fall-2017-Web.pdf>



Leslie Atkins, Chris Wesley, unidentified person, and Rob Stone among the attendees.

### Community Conversations

What happens when we talk to each other? by Chloé Cavalier d'Esclavelles

A small group of neighbors sits in a living room. Some are already familiar with one another from waving as they walk their dogs or from borrowing a piece of equipment. But for some, this is their first meeting. Cookies and coffee are passed around as a facilitator asks the simple question, "What are your aspirations for our community?" After a few moments of thoughtful silence one neighbor speaks up, "I wish there were more places to eat closer to home." The group starts to find its rhythm, bouncing around ideas and sharing hopes and desires. There is a civil debate around community hot topics, and exchange of information about community resources. A couple of hours pass, and the group has touched on not only their aspirations but also community challenges and calls for action. Neighbors exchange contact information and continue to chat about shared interests as they walk home. This process is called a Community Conversation.

In late 2016, Altadena Library District took on the challenge of conducting Community Conversations throughout Altadena, with the goal of using direct feedback from the community to shape library programming and strategic planning, and then sharing the data with other community organizations. Under the guidance of Pasadena native Brian Berry, a Community Engagement Specialist from the non-profit Harvard Institute for Public Innovation, a team from Altadena Library met with hundreds of community members in homes, local businesses, and organizations over a three-month period. They facilitated discussions to reveal people's aspirations for the community, challenges facing Altadena, and practical steps that could lead toward change and progress. Participants were of all ages and races, from middle schoolers at Elliot Arts Magnet Academy, to young couples starting families, to retirees at MonteCello. One Conversation was held entirely in Spanish at the Bob Lucas Memorial Branch Library.

Within the Conversations, questions were carefully chosen to focus on connecting participants with the heart behind their hopes for the community. Beyond the sharing of concrete desires – things like increased diversity in business, better schools, and improved information sharing – participants were directed to explore why their aspirations were important to them. Internal motivation can lead to action, and it was a major goal that participants in the Conversations would leave ready to

take action, even in a small way. One participant summed up this idea perfectly: "I have the privilege to live here, and with that comes responsibility."

Feedback from 23 Conversations was distilled into a report that was shared with close to 200 hundred residents gathered for a town hall meeting to discuss the eleven key community priorities that emerged from the raw data, including topics such as mobility, information sharing, supporting PUSD schools, civic engagement, and maintaining community character expressed as "keeping Altadena family." The list compiled by the team stirred up discussions about how things might change for the better in Altadena. Over the course of just a couple hours of facilitated discussion, priority action teams formed, and Altadena started taking steps forward.

Altadena Library has made concerted efforts to incorporate this community feedback into improving library programs and creating new resources. A team of library staff has been trained by the Harvard Institute of Public Innovation and is committed to applying its methods in their work. Results are already evident in new library initiatives, including a digital Community Calendar open for posting from all individuals and entities in Altadena, a new monthly Open Mic Night at the library spearheaded by a Community Conversation participant, increased partnerships between the library and community initiatives like Green Circle, and the launch of a fundraising campaign to support a community-oriented outdoor learning and convening space surrounding the main library.

Ideas continue to flow freely among engaged Altadenans, and the collaborative nature of this process reflects the greatest takeaway from the Community Conversations, a sense of direction, inspiration to make things happen, and renewed partnership between the Library and the community.

**Ed Note:** Altadena Heritage encourages every Altadenan to take the time to read the condensed results of the Community Conversation process. It is a remarkable document, quite detailed, and inspiring. See it at [www.altadenalibrary.org/community-conversations](http://www.altadenalibrary.org/community-conversations).

# December 2017 Adult Services Report

Patrons, friends, and family had a lot to celebrate this holiday. Music, art, and programs featuring local artists were Library attractions that added to the merriment.



## Music

**Second Saturdays  
Upbeat Swing Orchestra**



## Tradition

**Christmas Tree Lane  
Lighting Ceremony**



## Art

**Open Studios art**



# Programs



## **Small businesss workshop in partnerhip with SCORE.**

The workshop is a response to the community conversations in which the public seeks information about how to form a small business.



## **Peter Kalmus' "Be the Change" book talk & signing.**



## **Altadena-locals, Kres Mersky & Teddy Gerstein performed her play, "Nuts & Chews."**

# Services

## Seed Library!

A new partnership with the Seed Library of Los Angeles takes root at our Library, providing another service to our environmentally conscious and green-thumbed community.

## Not pictured: Notary Service

Administrative Assistant, Kylynn completed training and is providing this valuable service to the public.



**"Dear Mindy & Staff - We hope you will enjoy these cookies made from persimmons from our tree...Our entire family has always loved the library, and now it's even better than ever. Thank you so much for all you do, and many blessings to all you wonderful people in the new year." ~ from patron holiday card.**

# Teen Services – Board Report

December 2017

It has been really great to be back at the Altadena Library this December! I have been working on revamping my 2018 programming line-up and working with Chloe to improve communication to interested teens.

December programs went very well with small numbers of attendees. Several teens got together to make jewelry and soap. They also helped get rid of random crafting supplies in our Make and Take program. Gaming, while not as well attended as usual, was still one of our more popular programs as well.



With schools going on Winter Break, we have seen an upsurge in usage of the Teen Space these last couple weeks. More and more teens are using the space to play never ending rounds of Super Smash Bros Brawl, Modern Warfare, and other games. I've been

using this opportunity to encourage them to attend upcoming programs in January.

Chloe and I set up a MailChimp account to standardize, streamline, and track emails sent out about upcoming programs. Previously, I had been typing up emails and sending to 300 or so individual email address. Now, we are designing graphically pleasing broadcasts that will be sent out weekly. We can track data on these emails including number of clicks. We designed a Welcome to 2018 blast that we sent out the last few days of 2017.

As I prepared for my new program of Teen Maker Exploration to start in January, I spent some time in the FabLab learning how to set up and use the Virtual Reality Oculus setup. As that was new right before my leave began, I hadn't had the chance to play with it before now.

Altogether, December was a great time for me to get back into the swing of things, reconnect with my regular teens, and prep for January. I am really excited about what these next few months will bring.

## Children's and Family Services

December 2017

Happy New Year from the Children's Services department!

December is a pretty slow month for programming, with the holidays and school being out for so long, but we had a nice time here, regardless. Our last program of the year took place on Friday, December 15, but in those 15 days of December we saw 392 patrons at our programs and story times! These included 9 story times, 7 programs for elementary aged students, and 3 class visits.

One of our favorite programs was a Cards and Cookies event here at the Main Library. We invited members of the community to come to the library and decorate holiday cards for our neighbors over at Monte Cedro. Then, once a card or two was made, kids could come and decorate a cookie with a wide assortment of sprinkles, icings, and sugars (there was a lot of sugar). The kids had a wonderful time (and made great cards!) and the residents at Monte Cedro were so happy to get them. We also hope this invites more programming between the library and its neighbor, especially in the realm of intergenerational programming. We have a lot of great ideas that we've shared with our programming counterpoints at the retirement home, and we're excited to see what 2018 brings.



*These cards, and more, were donated to our friends at Monte Cedro's Memory Care unit.*



*Like we said, there was a lot of sugar.*

ensures a healthier collection, and provides us an opportunity to increase our circulation amongst fresher, more pertinent materials.

In back of house news, we also continue to improve our collection through vigorous deselection. We continue to relieve the collection of many, many damaged and shabby books through the hard work and vigilance of our desk staff and pages. This has enabled us to replace many well-loved items with fresh copies, and to remove older items to make room for the huge influx of new books that we have been seeing in the last few months. For instance, we purchased a large number of new Holiday books for the children's section, including multiple copies of favorites like *The Polar Express* by Chris Van Allsburg and *How the Grinch Stole Christmas* by Dr. Seuss, while deaccessioning those materials that were purchased for the library in the mid 1970's or that did not circulate over the course of the holidays due to the condition of the item, or an out of date subject presentation. We hope this



*New books on display! We have to refill the display multiple times a day due to patron interest.*

Speaking of new books, and the exciting volume of such, we have begun using our wooden Reading Court shelves, which typically were used as thematic display areas, to showcase our newest materials. We have noticed an incredible increase in usage of these materials—both in-house use and circulation. Children’s books in particular, due to their highly illustrative nature, seem to do particularly well with this sort of out-facing display. The turnover has been astounding, and we’re very pleased with this opportunity to showcase new items that are particularly eye-catching or impressive.



*Holiday book display before opening, December 1.*



*Holiday book display not too long after December 1.*

## Branch December 2017 Report

### *Library News*

#### Programs

**Baby Storytime** continues to thrive with a record 44 parents and babies attending the Thursday morning program fully occupying the main section of the Branch library. Storytime this month featured various Christmas and Hanukkah stories, winter-themed songs and a keepsake craft. Stories, songs and crafts for babies will continue in 2018 due to its growing audience.



*(L) Baby storytime is filling up the Branch library weekly. (R) December craft was a hit among our patrons this month.*



The hugely popular slime making event made a return to the Branch's **Crafternoon** program this December. Appropriately for the holiday season, kids chose to make a jar of either The Grinch, a snowman or a reindeer. Once the batches of slime were mixed, they plopped the slime into a mason jar and decorated with googly eyes, red pompoms and pipe cleaners.



*Slime makers learned what it takes to produce a batch of goeey slime. We almost ran out of glue!*

## Technology/Facility Upgrades

A fifth computer has been installed at the Branch to satisfy patron demand of desktop computers. The 3D printer arrived in December along with its multi-purpose cart. The compact device and cart moves easily to the public area and tucks neatly in storage when not in use. Lastly, an outdoor bench has arrived at the Branch and will soon be installed at the front of the library for patrons.



*Patrons will longer be sitting on the steps of the library or standing to wait for the library to open in the morning.*

## New Branch Programs

We are taking appointments for the **3D printer** in January and have lined up a volunteer to help the Branch out with open hours starting in February. Also, in January 2018, the Branch will be launching a **Tots Storytime** on Tuesdays. The early literacy program, designed for ages 3-5, will include songs, a story and an easy craft. We hope the program will be just as successful as the Baby storytime that are held on Thursdays.

## ***Literacy Services News***

### Adult Literacy

Learners and volunteers continue to work towards reaching their professional and personal goals during the holiday season. As some are advancing through their lessons, they feel more comfortable working with materials beyond the recommended literacy materials. One of our learners are listening to audiobooks and reading fairytales and children's classic like *Charlotte's Web* and *Babe*.

## Collection Development Highlights for December 2017

### LIBRARY IMPROVEMENTS



The Library received several beautiful gifts in December, including new display gondolas. We immediately shifted the adult biographies and graphic novels to the new shelves. Eventually, the gondolas will also house other genres, possibly short stories or westerns.



Receiving the new shelves also enabled shifting of the 700s (the Arts) into more numerical order in the stacks. It took several days to accomplish this shift and I am grateful that two volunteers helped, in addition to the CD staff.

The difference between our new blinds, and, the old ones that did not close, had broken and bent slats, and, no handles to manipulate the slats, with our new beautiful functioning blinds is like night and day!



To improve our turnaround time for purchase suggestions, we started ordering these items via Amazon Prime. Although this requires more cataloging and processing by staff, items will get into the hands of patrons more quickly than ordering them via our other vendors.

Hiring new staff is a wonderful library improvement! Stella served on the hiring committee, along with Ryan and Carlene, for the Page and temporary Library Clerk positions.



## PROFESSIONAL PARTICIPATION

Stella participated in the CA.gov Web Archive Metadata Sprint – a fun little project of applying metadata to archived CA government websites!



[Archive of the California Government Domain, CA.gov](#)  
Collected by: [University of California Libraries](#)

Archived since: Apr. 2015

Description: This archive preserves access to hundreds of California state agency sites. State agencies utilize their websites to publish everything from press releases, agendas, minutes, events, reports and statistics. This material is especially volatile as leadership changes or as time sensitive issues are no longer on agendas or in the news. The archive is maintained by government information specialists and web curators across several UC campuses, the Stanford University Libraries, the California State Library, and the California State Archives.

Subject: [Government - US States](#), [Politics & Elections](#), [Government](#)

Collector: [California Digital Library](#), [California State Library](#), [California State Archives](#), [University of California Libraries](#), [Stanford University Libraries](#)

## TEAMWORK

Vicky reports, “One of the new things I have started doing is separating the received books by account number and combining the ATS #s, this helps the rest of the CD team process and make the books available to our patrons in a timely manner.”

*What is an ATS?* It is the packing slip number that correlates to the MARC record files CD staff use to add items to the catalog.

## THE COLLECTION

We continued to work with ByWater and Baker & Taylor to get the Koha acquisitions module functioning with B&T’s ordering system,




Stella and Yuni met with Jody, a librarian, who wants to volunteer with Collection Development. Yay!!

From Vicky, “A few thousands of Children's books were ordered; I'm pretty sure this made our little readers very happy.” H.P. remains popular!



From Mark, “In December we received many holiday CDs and DVDs. I processed them and took them directly to the shelves, and felt very gratified when I took a walk about upstairs several hours later: almost 90% of the new items were off the shelves and into patrons’ homes. Nice Xmas cheer!”

From Selena, “Mostly I have been working on new books from B&T. Lots and lots of new books .”

The adult display featured books about celebrating family, cooking, crafts and the seasonal holidays.



## THE COMMUNITY

Mikayla and Stella represented the Library at the Green Circle at the Altadena Farmer's Market. December came in like a lion, with a roaring wind that kept blowing our books and flyers around the table. We had a great time connecting with the shoppers, and, gave out replacement and new library cards, and, even checked out a few books!



Responding to the community's request for information on starting a business in Altadena, the library hosted a Small Business Workshop on how to open a business, and, what permits and licensing is required. Close to fifty people attended, and, we appreciated SCORE LA also marketing the event.



Vicky, “helped decorate the Christmas tree along with Mikayla, Nicole and Felipe. As soon as we were done decorating it, a dad took a picture of his young son standing right in front of our beautiful tree!”

The CD Team hopes that everyone had a beautiful holiday season!

Submitted by: Estella Terrazas, Collection Development Manager

## Volunteer December 2017 Report

### End of the year

As the year wraps up, our volunteer program reflects on all of the great experiences and contributions our volunteers have made at the library. Since the initiation of the volunteer program in February, volunteer participation and reporting of hours has increased exponentially. Our volunteers are such a wonderful representation the diverse community we serve in age, education, ethnicity and economic background.

### Participation

Our Board of Trustees, The Friends of the Altadena Library and The Foundation, are just a few of the volunteers who have been essential contributors whose valuable contributions of time and energy have been key supporters of the library for many years. The volunteer program has been built on the foundation of service that was long ago established by these dedicated community members.

During the closure and reopening volunteers provided support and assistance in many of the changes. Volunteers cleaned up our grounds and removed years of accumulated garbage from behind the library. Volunteers participated in the Serving With a Purpose seminar to learn how to strengthen the impact of their donated creativity, time and energy. As the library opened again The Friends annual book sale in April was one of our first opportunities for the community to show up and volunteer. Boy Scouts, Students from local schools and a wide range of community members came out to help the friends move books and once again pull off the book sale that is so much beloved by the community.

We have had many events this year planned by the creative and industrious staff members as well as volunteers. A collaborative committee of staff and volunteers, the 50<sup>th</sup> Anniversary Committee, planned and executed a two fabulous events with the help of over 40 additional volunteers from the community. Both events, the **Grand Re-Opening and Summer Reading Kickoff called Growing Up 'Dena and the Library Foundations' Annual Wine Tasting Event – Taste of 'Dena were huge successes!** From planting pumpkins, to starting chess, to Summer Reading registration, to Truck Day to the highly popular Solar Eclipse talk and viewing party, from cooking classes and gardening, to tech support, volunteers guided, supported and shared their wisdom and knowledge and most of all their love for The Altadena Library with their fellow patrons. It has been our pleasure to accommodate volunteers of various abilities and skills and it has been our privilege to have the opportunity to learn from our experiences with each and every one of them. The service of our Altadena Library volunteers is actioned advocacy and we are all improved by their presence.

I very much look forward to this new year, in which we will continue to bring in more volunteers who will both teach and learn and who honor us by choosing to gift us with their valuable time and love of community.

# MARKETING & COMMUNICATIONS REPORT

## SOCIAL MEDIA STATS

### Facebook – Primary Page – 1,252 Likes (Increase of 30 followers from last month!)

(Statistics between December 10 and January 8)

<b>3,130</b>	<b>↑91%</b> Reach (The number of people who saw any of our page posts)
<b>319</b>	Page Views (The number of people that viewed our page and any of its sections)
<b>1,042</b>	Post Engagement (The number of times people have engaged with our posts through Likes, Comments, Shares, and more)
<b>60</b>	Video Views (The number of times the videos on our page have been viewed, for 3 seconds or less)
<b>30</b>	New Page Likes

### Facebook – Youth Services – 405 Likes

(Statistics between December 10 and January 8)

<b>182</b>	Reach (The number of people who saw any of our page posts)
<b>50</b>	Page Views (The number of people that viewed our page and any of its sections)
<b>48</b>	<b>↑66%</b> Post Engagement (The number of times people have engaged with our posts through Likes, Comments, Shares, and more)

### Instagram – 431 Followers (Increase of 32 followers from last month)

(Statistics between December 10 and January 8)

<b>214</b>	<b>↑29%</b> Average Post Impressions (The average number of times each post has been seen)
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### Twitter – 105 Followers (Increase of 10 from last month)

## EMAIL MARKETING (“This Week @ Altadena Library”)

(Statistics as of January 8)

The Altadena Library saw a boost in open rates for its weekly e-newsletters over the past month.

Dec. 1	“Hot Off the Press! Altadena Library’s...”	12.10% opened	96 clicks
Dec. 8	“Info for Entrepreneurs, Tree Lighting, Art...”	12.81% opened	57 clicks
Dec. 15	“Start Marking Your Calendars for the New...”	11.76% opened	61 clicks
Dec. 21	“Happy Holidays from Altadena Library!”	14.77% opened	164 clicks
Dec. 28	“New Year, Seed Library, Storytelling and...”	14.10% opened	88 clicks
Dec. 29	“Altadena Library’s January CONNECT...”	15.05% opened	155 clicks
Jan. 5	“Spanish Newsletter, Seed Library, Story...”	13.27% opened	73 clicks

## MEDIA COVERAGE

Below are the recent news articles and press about Altadena Library.

Type	Publication	Date	Topic/Headline
Event Listing	Macaroni Kid	January 8	Nom Nom Group @ Altadena Library
Event Listing	Carpe Diem	January 5	Octavia Butler
Article	Pasadena Now	January 4	The Lego Club Meets at the Altadena Library Fridays

Event Listing	Macaroni Kid	January 3	All-Ages Chess Night @ Altadena Public Library
Event Listing	Macaroni Kid	January 1	Teen Maker Exploration, Toddler Storytime, and Pokémon Club
Article	San Gabriel Valley Tribune	December 21	Top 10 Things to Do This Weekend
Event Listing	Carpe Diem	December 20	Shredder Day at Altadena Library

## **MISCELLANEOUS UPDATES**

### **Our Holiday Project**

Each year, it is typical that an organization releases some type of holiday message, whether in the form of a card or special e-newsletter or video. This year, we used the opportunity to not only wish our constituents a happy holiday season but also to highlight our community spirit and variety of programs and resources available to the public. Staff produced a simple holiday video and wrote a corresponding parody song that was shared via email and on social media. The feedback was overwhelmingly positive! Here is a sample of comments received on the video:

- *“Love my library” - Facebook*
- *“Y’all rock my reading world.” - Facebook*
- *“Super sweet! Love the direction this library is taking, so pro-active and engaging the public! Kudos and props to the leadership 😊” - YouTube*
- *“So darling and clever! Love it!!!” - Instagram*

The video can be viewed here: <https://youtu.be/Ba0uvdXBnFE>



Happy Holidays from Altadena Library District!

488 views

👍 13    🗨️ 0    ➦ SHARE    ⋮

### **Reaching Out to Our Spanish Audience**

January’s CONNECT newsletter was the first ever to be produced in Spanish! Starting in 2018, the Altadena Library District is making a concerted effort to reach more of our Spanish-speaking population by providing a Spanish translation of our monthly newsletter and ensuring that all marketing materials are available in Spanish. This may include future use of a Spanish social media page for the Library once we have determined and gathered data on the size of our Spanish-speaking audience. Stay tuned!

The newsletters can be downloaded here: <https://www.altadenalibrary.org/blog/mkittay/2017/12/30/hot-press-download-januarys-connect-newsletter>



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 Garden Grove, CA 92845  
 (714) 799-1115 • www.hrnetworkinc.com

## ALD HR REPORT – BOARD OF DIRECTORS

Month: December 2017

### EE/HR Transactions

	Action	Status/Notes
1.	Review and process of leaves of absence	3 employees, 1 employee still on medical leave
2.	Assist with disciplinary process	Completed
3.	Process employee change in terms of employment	Completed

### Current Projects *(Updates shown in red)*

Project	Action	Target Date	Status/Notes
HR Meeting with Board President	Review Board expectations, review HR SOP's		Scheduled 12/7
Diversity Program	Develop diversity initiatives aligned with ALA Diversity Guidelines	May 2018	<a href="http://www.ala.org">http://www.ala.org</a>
Pulse Survey	Conducted Quarterly	11/3 - Conducted through Survey Monkey <i>(per Board request)</i>	To be reviewed with EE's at Jan. staff meeting
Job Descriptions	Mindy/Ryan sending for revisions	Year-End <i>In Progress</i>	HRN to review, make ADA compliant, review for exemption classification
Performance Reviews	HRN to develop based on JD, mesh with Pride in Excellence format		Move review cycle to a focal review date in 2018
Compensation Development	Wage Data –Librarians to conduct market data research		Provided Compensation Plan Outline
Management Training	1. Conducting Effective Performance Appraisals	12/22/17	Other topics TBD for 2018
Cultural Development/ Training	DiSC training (Part I & II)	6/2/17	Part II presented
	Condense Values to 5-6; Integrate into documentation, work processes, organizational conventions	7/7/17	Presented to Employees, included Values Exercise
HRIS (Stratex)	Set up training for Phase II	8/1/17	Onboarding, employee files/ transactions
Policy/Procedure	Research on Volunteers and Insurance	7/7/17	Provided Volunteer Manual
HR SOP's	Q2: To be revised based on ALD tasks vs. HRN tasks	Completed	Updated to Stratex process



## ALD HR REPORT – BOARD OF DIRECTORS

**Month:** January 2017

### EE/HR Transactions

	Action	Status/Notes
1.	Reviewed and updated SOPs	Done
2.	Reviewed and completed SDI form re ee LOA	Done
3.	Assisted with two new hire documents	Done
4.	Assisted with complaint regarding Patron	Investigated and resolved

### Current Projects (Updates shown in red)

Project	Action	Target Date	Status/Notes
HR Meeting with Board President	Review Board expectations, review HR SOP's	Met 12/8	To be scheduled monthly
Diversity Program	Develop diversity initiatives aligned with ALA Diversity Guidelines	<i>In Progress</i> May 2018	<a href="http://www.ala.org">http://www.ala.org</a>
	Conducting EEO Survey with Staff	1/12/18	
Pulse Survey	Conducted Quarterly	11/3 - Conducted through Survey Monkey ( <i>per Board request</i> )	To be reviewed with EE's at Jan. staff meeting
Job Descriptions	Mindy/Ryan sending for revisions	1 <sup>st</sup> Quarter <i>In Progress</i>	HRN to review, make ADA compliant, review for exemption classification
Performance Reviews	HRN to develop based on JD, mesh with Pride in Excellence format		Move review cycle to a focal review date in 2018
Compensation Development	Wage Data –Librarians to conduct market data research		Provided Compensation Plan Outline
Management Training	Other topics TBD for 2018		
Cultural Development/ Training	DiSC training (Part I & II)	6/2/17	Part II presented
	Condense Values to 5-6; Integrate into documentation, work processes, organizational conventions	7/7/17	Presented to Employees, included Values Exercise
HRIS (Stratex)	Set up training for Phase II	8/1/17	Onboarding, employee files/ transactions
Policy/Procedure	Research on Volunteers and Insurance	7/7/17	Provided Volunteer Manual
HR SOP's	Q2: To be revised based on ALD tasks vs. HRN tasks	Completed	Updated to Stratex process



BOARD OF LIBRARY TRUSTEES  
DIRECTORS UPDATE

DEPARTMENT: District Director      MEETING DATE: January 22, 2018  
PREPARED BY: Mindy Kittay      LOCATION: Community Room

From NextDoor: Sharon Sanford, Bungalow Heaven

Another example of why the Altadena Library is so outstanding. Huge collection of new books, CDs, DVDs, technology, and many, many events. It's a local library on steroids. And FYI to those new in the area, you only have to be a California resident to get a user card.

FRIENDS & FOUNDATION:

During Giving Tuesday, it has been reported that our two support organizations collected \$600.00. Additionally, on December 4, 2017, the Friends of the Library presented the District with their first installment of \$12,000.

The Foundation is continuing to actively interview additional Board Members and is planning a meet and greet on January 25, here at the Library, after hours, to visit with potential Board Members that the existing Foundation Board has invited.

GRANTS: The District has sent out three Letters of Interest (LOI) requesting consideration for grant funding for transformation of our existing landscaping into a usable, **interactive garden environment**. Should any of the LOI's be accepted, the grant would be requested through the Altadena Library Foundation.

FACILITIES

Facilities Assessment Main & Branch Buildings:

We have released the RFP for FACILITY CONDITION ASSESSMENT SERVICES and will be reviewing the responses and making a recommendation at the February 2018 Board Meeting.

Branch Library Improvements: Project Plan

Staff has been working on a Project Plan for the Branch which is located under item 12B in the Agenda. The plan is not complete at this time nor has it been funded through a Mid-Year Budget Amendment. Many of the smaller items that Staff have been working on for some time have been completed and those are reflected in the Project Spreadsheet. My recommendation is to not move forward with the majority of the items listed until the facilities assessment is completed, and a strategic planning process has



*Raise a Glass to a New Year*

Join us for a meaningful evening looking ahead to the future of the Altadena Library Foundation and its role in our community!

THURSDAY, JANUARY 25, 2018  
7:00 - 8:30PM

AT THE MAIN LIBRARY  
600 E. MARIPOSA STREET  
ALTADENA 91001



been accomplished so that the community has the opportunity to provide input and research has been done on providing more equitable service to the community of the Altadena Library District.

Dear Ms. Kittay,

I am an Altadena resident and first-time parent of a six-month-old baby. I wanted to say that we love the Thursday morning storytime at the Bob Lucas Branch so much! Miss Diana has done an amazing job--she has new songs each week, her book selection is excellent, and we love the crafts. We also like that she takes the time to learn each baby's name and incorporate it into her "hello" song and that she shares literacy tips.

I am the wife, daughter, and daughter-in-law of librarians, so I have a very special place in my heart for the library world and for storytime. Thank you and thanks to Miss Diana for providing a great service!

Sincerely,  
Megan

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#### FINANCE:

Our Auditors, The Pun Group, filed the Annual State Controller report for Fiscal Year End 2016/2017 prior to the deadline of 1/31/2018.

#### REQUEST FOR ADDITIONAL AUDIT:

Trustee McDonald requested of the Board at the November 27, 2017 Board Meeting **approval to hire an independent auditor, reporting to the Board, to review the library's** financial records, processes, and procedures. As the Director of the District I oversee the finances of the District and hire both the staff and consultants that assist with those tasks. This request came as a surprise to me as there was no discussion with the Director and the District had just completed its Annual Audit by an Independent Auditor and it was presented at the same November Board Meeting. The Audit, as were the two previous years, was a clean audit. Additionally, no member of the Board, including Trustee McDonald, consulted with the Independent Auditor, Independent CPA, Staff Accountant, or myself before making this request.

On October 10, 2017, I received a request from the Board of Trustees stating that they were concerned that there were inconsistencies in the application of compensation increases. The Board requested a detailed report with backup prior to October 23, 2017, at 5pm. On October 13, 2017, at 3:19pm, I provided the Board with a full explanation for every single request along with full documentation. I was informed by HRNETwork that they reviewed the documents and backup I provided and that there were no anomalies or inconsistencies and that everything was done according to policy and procedure and that they had informed John McDonald of this as well. The spreadsheet, synopsising all of the questions and the corresponding answers was also provided to the public in the November 27, 2017 Board Package on page 112.

#### MID-YEAR BUDGET:

The Budget Committee was provided with a Draft Amendment created with input from staff, the Staff Accountant, the Public Services Director and the Director, in order to begin discussion on the mid-Year Budget Amendment. It is expected that the Budget Committee will meet prior to the February Board Meeting to further discuss the draft and come to some consensus that can be provided to the full Board for review and approval.

#### STRATEGIC PLANNING:

##### REQUEST FOR STRATEGIC PLANNING:

In 2015, a Strategic Plan was created under the guidance of a consultant, incorporating community input to narrow down key focus areas for the District. The plan has been used by current administration to create Operating Plans and budgets that allowed the District to be highly effective in meeting the goals outlined in the strategic plan. However, as new needs emerge in the community and as we continue in our commitment to being responsive to the population we serve, a new Strategic Plan is needed for the Altadena Library District.

The Altadena Library District has undergone significant changes since the development of the current Strategic Plan in 2015, as has the community that the District serves. The Community Conversations and Turning Outward process launched a year ago in December 2016, and as we approach the end of a busy year, the Leadership Team feels it is time to use this same collaborative approach, the skills we have been building throughout the year, and the wisdom of our community to engage in the Strategic Planning process. As noted in the Director's Report in December of 2016, the goal of the Community Conversation process has always been:

*"to access public opinion that can be then used to inform decision-making of all kinds, especially for future planning for the Altadena Library."*

We are not alone in using this process. One example of a Library successfully using a similar process in their Strategic Planning was Markham Public Library in Illinois. As stated in their report outlining their approach,

*"... when developing our strategic planning process, staff committed to allow the strategic priorities... to emerge through the consultation process, thereby engaging the community directly in determining the role of the library in their own lives... We wanted our strategic plan to be created as a result of our listening and reflecting back the wisdom of the community, and harnessing its collective creativity to identify opportunities."*

The role of the modern library is evolving rapidly. At Altadena Library District, the number of new cardholders increases every month, as does attendance at events, classes, and programs and the use of technology. More and more libraries are being empowered, through initiatives like the American Library Association's "Libraries Transforming Communities" movement, to expand their roles and update what it means to connect their communities with knowledge past simply offering books and printed materials. Altadena Library District is a leader in its field, keeping up with the curve and providing innovative programming and resources to our community.

The Altadena Library District needs an updated Strategic Plan that reflects both the immense progress that has been made since 2015 as well as the recent and forthcoming feedback from our community. In order to focus the District's energy, resources, and time and to equip staff to develop and carry out an effective and relevant Operational Plan and budget, the Leadership Team recommends that the Board of Trustees approves the launch of a strategic planning process, following steps outlined by the Team which will be provided when the Trustees add Strategic Planning back onto the Agenda.

#### BRANCH PROGRAMMING AND HOURS:

Our Librarians and staff are constantly looking for ways to better provide for the community without duplication of services and while keeping within budget. While we wish that we could provide every single service and hour that we are asked for, unfortunately we cannot. So we carefully analyze what we can do. Hard decisions often have to be made.

Diana Wong, the Branch Manager, reports that the Branch has monthly crafts and movie screenings afterschool. When the Branch advertises their programs to students and parents, the majority say they are busy with LEARNs at Franklin Elementary. LEARNs, a free afterschool program for their students that includes homework help/recreational activities, is available at +20 PUSD schools. The program is available every regular school day afterschool until 6pm. However, there are students who work with private tutors (paid) during our afterschool and evening hours. This is true both at the Branch and at Main.

In addition to what Diana noted, ALD offers free online homework help with live tutors, through Brainfuse. **Here's their** blurb on our website:

*Get one-to-one homework help from live, online tutors. All core subjects offered (grades 3-12): Math — including Algebra I, Algebra II, Geometry, Trigonometry, and Calculus. Science — including Biology, Chemistry, Physics, and Earth Science. Social Studies. English/Language Arts. Writing assistance. Reading assistance. Login at the library or from home with your Altadena Library card number.*

There has also been discussions in the past between Kate (Teen Librarian), Christina (**Children's Librarian**), and Ryan (Public Services Director) about the possibility of creating a volunteer tutor program, but it would be a fairly involved endeavor, considering we would need background checks for volunteers working with children and committed, qualified volunteers. Now that Yuni, our part-time volunteer coordinator, is on board, it may be worth reconsidering but as noted above the Leadership Team would need to assess the value to the community based upon many factors.

For many, many years the community has been asking for more open hours at the Main Library – specifically for Sunday hours. We have had no requests to expand hours at the Branch to date but that does not mean it is not a good idea. We have been

gathering data about the usage of the library so that as we go through Strategic and Operational Planning we have the facts to create a plan to adjust hours to better meet the needs of the community.

The needs of West Altadena are great and the Altadena Library District can do a better job of providing library services for the whole community given additional funding, staffing and space. Right now our service levels are unbalanced. We do not have nearly enough square footage of library space to meet the needs of a 55,000 person community. It is my hope that through a Strategic Planning process, the District, with the input and support of the Community, will come up with a plan to partner with other non-profit organizations in Altadena and expand our presence in West Altadena in a larger facility. Doing so may allow us to relocate Administration and increase the square footage of the main building, that is also available for the public.

We have spent the past three years building awareness of the Library, improving our **services and facilities and listening to peoples' dreams** and aspirations for Altadena. This had to happen before we could effectively begin conversations and planning for the **District's future. As I have said before, the people of Altadena are primed and ready to** begin these discussions and take part in planning for the future of the Altadena Library District.

#### TRAINING:

I will be attending the Brown Act Training being provided by Los Angeles on January 25, 2018, at 1pm.

#### INCIDENT REPORTS:

Trustee Zambrano has requested that information about the number of times the police or fire responded to the library buildings and the types of calls for the past three years be provided.

1/16/17 – Adult Patron with numerous previous (minor) behavior infractions was reported as extorting/intimidating another patron by forcing him to check out a wireless hotspot for him. Sheriffs responded during the removal process and informed staff that **should he return we call the Sheriff's Department immediately.**

12/27/17 – Minor Patron reported harassment by another Patron to Library staff. Sheriffs Responded.

12/5/17 – Minor Patron reported health difficulties. Paramedics responded.

10/10/17 – Branch- Patron came into Library at opening and requested medical attention. Sheriffs & Paramedics responded.

2/9/17 – Patron reported that another patron was unresponsive in restroom. Paramedics responded.

5/21/16 – Minor Patron experienced health difficulties. Paramedics responded.

2/16/16 – Branch - Patron was yelling and vandalizing library property. Police & Paramedics responded.

1/4/16 – Patron fell against window. Staff checked on Patron who requested police and paramedics. Paramedics responded.

12/29/15 – **Patron’s cell phone was stolen, patron called police to report theft.**

8/3/15 – Patron inside Library yelling/ranting. Sheriffs responded.

3/16/15 – Minor Patron fell on stairs. Paramedics responded. (same patron from 1/13 incident)

1/13/15 – Minor Patron fell on stairs. Paramedics responded.

1/8/15 – Branch - Patron was having behavioral challenges. Sheriffs responded.

Staff will continue to provide updates to **this information in the Director’s Report until further notice.**

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#### ONGOING RESULTS OF THE COMMUNITY CONVERSATIONS:

Since the conclusion of the Community Conversations initiative, there have been many exciting changes both inside the Library and out in the community. A designated Harwood Team has been meeting consistently to oversee the progress of the application of Community Conversation priorities into Library programming and resources.

#### INSIDE THE LIBRARY:

- The Library launched a digital Community Calendar where *anyone* can post community events.
- **Our Children’s Librarian has started an ongoing special story time at the Altadena Farmers Market** to be more engaged outside the walls of the Library.
- The Library has participated in Green Circle at the Farmer's Market with a booth offering eco-conscious books and Library information.
- Library staff has been present at Parks After Dark.
- One of the participants of the Community Conversations launched a monthly Open Mic Night at the Library on the last Tuesday of every month.
- Partnering with Artisanal LA, the Library hosted a community event in November 2017, featuring live music, food trucks, and tables for community organizations. (First of what we hope to be quarterly Block Parties)
- Throughout 2018, the Library will hold semi-regular **“block parties”** for the community to gather and connect.
- **The Taste of ‘Dena fundraiser supported** the development of an outdoor, interactive learning space and garden on the Library property that will support mobility around Altadena and offer expanded opportunities for outdoor learning in a safe place for youth. (completed – made \$14,000 at the event – continuing to fundraise and bring awareness to the project.)
- SCORE business courses for local, aspiring entrepreneurs are in development at the Library.
  - Workshops for aspiring entrepreneurs were offered in December 2017 at the Library (covering business planning, permits, licensing, etc.) in

partnership with a representative from LA County's Department of Consumer and Business Affairs.

- The Library partnered with Mountain View News, to offer a 4-part workshop on citizen journalism in fall 2017.
- A weekly Chess Club has started in result of being turned outward and being present at Parks After Dark.
- A bilingual story time at Main Library and at the Branch began in the fall of 2017.
- The Library now offers free printing and social media support for Neighborhood Associations and Watches in Altadena.
- The Pacific Library Partnership (PLP) and NorthNet Library System (NLS) received **an LSTA grant from the California State Library for the "Student Success Initiative."** Altadena Library was chosen as one of the libraries to be provided with support and technical assistance in partnering with local school districts to **create a local Student Success Initiative, getting a library card in every student's hands**, in response to the Community Conversations priority of supporting the success of PUSD students.

Meanwhile, progress is in the air throughout Altadena. Many community organizations have followed the Library's example in more actively engaging with their constituents, and much progress has been made in rallying the community into taking action.

#### OUTSIDE THE LIBRARY:

- Library Director Mindy Kittay was asked to present a "Library Update" at the September ACONA meeting, including the presentation of the Year in Review video.
- The Altadena Chamber of Commerce will host a speaker series to inspire and empower local and aspiring business owners.
- Sidewalk Café HTS has added a chalkboard calendar to their space for community organizations to add their events.
- Altadena Town Council members are more visible than in the past, attending community events and programs and participating in community engagement initiatives, including NBBA.
- Town Council members are talking openly about altering the structure of the Council, including changing the structure of the agenda, reducing the Council's size, developing and using the committee structure, engaging community outside of Council meetings, upgrading and updating the website with more information, allowing local organizations to make regular presentations at ATC meetings, and placing reports from these organizations on the ATC web site.
- A community member who attended the Community Conversation Town Hall Meeting was so inspired that she decided to run for and win a seat on the Altadena Town Council. She is using this platform to energize the Council to be thinking about the structural changes mentioned above and to encourage a greater consideration for the environment and different modes of transportation.

She is also changing the paradigm of being out in the community as she attends many grassroots events including the Farmer's Market, 2nd Saturdays and has been a part of other CC activities.

- The Town Council election process has progressed to including statements in the Library newsletter, providing assistance to candidates on how to fill out and submit the candidate forms, hosting a voting booth at the Library, and promoting elections via all vehicles possible for the Library in order to increase voter turnout.
- The Altadena Town Council reinstated the Education committee.
- The Altadena Town Council Education subcommittee held a Public School Forum at the Altadena Library in late August 2017.
- Sangita Shresthova, a USC Professor and Researcher, hosted the workshop **"Think Critically, Act Creatively"** at the Library Professional Development Day for staff. After its great success, Library staff connected Sangita with a contact at Eliot Middle School, where this workshop will continue as an ongoing program for Eliot students.

One of the most excited things to come out of the Community Conversations has been the increase in support and advocacy of the Library by members of the Altadena Town Council. This month we were contacted by Council Member Vega and asked to provide 500 copies of the newsletter so that she could hand deliver them to the homes in her census tract. We thank her profusely for her efforts to advocate for our Library!





**LIBRARY BOARD OF TRUSTEES  
STAFF REPORT**

**DEPARTMENT:** Administration  
**PREPARED BY:** Mindy Kittay, Director

**MEETING DATE:** January 22, 2018  
**LOCATION:** Community Room

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**TITLE:** Operating Plan Update – Mid-Fiscal Year Review (July 2017 – December 2017)

**OBJECTIVE:** To provide an overview of the progress on the 2016/2018 Operating Plan.

**BACKGROUND/ANALYSIS:** In early 2015, a Leadership Team of key staff was created, initially to work together in creating an Operating Plan that ties to the strategic plan and the budget. Since that time, we have created two operating plans, and for the fiscal year 2017-2018, we have kept up the same plan to finalize the important initiatives that were in progress and see through new objectives under the existing Operational Goals.

The Leadership team met again on Friday, December 1, 2017 to discuss and update the ongoing Operating Plan.

**STAFF RECOMMENDATION:** The Board of Trustees provide staff with input on the Operating Plan and their progress and priorities.

# Altadena Library District Operating Plan

2016–2018

The following Operating Plan is reflective of the Altadena Library District’s mission to provide free and equal access to information, ideas, technology, and the joy of reading to educate and empower our diverse community. This document outlines a plan of action for achieving the goals set forth in the District’s current Strategic Plan, so that the Altadena Library District can continue to meet the present, future, and constantly changing needs and interests of its diverse clientele.

## Strategic Plan Goals

*Throughout the following document, updates to the Operating Plan will be labeled with where they fall under the following goals of the Strategic Plan.*

**GOAL 1: Funding:** The Altadena Library District will seek to establish a stable source of funding to sustain current levels of customer service. The District will expand its sources of revenue.

**GOAL 2: Outreach:** The Altadena Library District will tell its story to the community through enhanced print, electronic and social media communications.

**GOAL 3: Facilities:** The Altadena Library District will provide a facility that is comfortable, welcoming, safe, energy efficient, flexible, and fully disabled-accessible.

**GOAL 4: Lifelong Learning:** The Altadena Library District will fuel Altadena’s passion for reading, personal growth, and learning.

**GOAL 5: Technology:** The Altadena Library District will provide access to the digital world through state-of-the-art technologies.

## Operating Plan Initiatives

### **VISIBILITY:** Increase Library Visibility in the Community

#### *Moving Beyond Our Physical Spaces*

- *Community Conversations*
- *Social Media Expansion*
- *Increase Partnerships with Businesses, Schools, and Other Organizations*
- *Hold events, presentations, classes and more in other locations around Altadena*

### **ENVIRONMENT:** Facility & Resource Improvement

#### *Future Phases of Renovations*

#### *Technological Advances*

### **EDUCATION:** For Both the Staff and Public

#### *Innovative Programming for the Public*

*FabLab: High Tech, Creative Space with Mentors, providing opportunities for all ages to learn, explore and experience new technologies*

*Community Conversations: Turning Outward, Staff participation in Community Conversations, Training, Seminars, and sharing with other staff*

*Volunteer, Board, and Support Organizations: Orientation, Training, Education and Support*

*Staff Training, Research, and Professional Development*

## Operating Plan Initiatives & Updates

### VISIBILITY: Increase Library Visibility in the Community – Moving Beyond Our Physical Spaces

#### **Community Conversations**

In late July 2017, the Community Conversations Team of staff and Community Engagement Specialist Brian Biery called a follow-up Community Conversation ten of Altadena’s key stakeholders to both evaluate their perception of the process and to activate these community leaders for future engagement. Participants included representatives of Neighbors Building a Better Altadena (NBBA), Altadena Town Council, Altadena Heritage, Altadena Historical Society, and Altadena Chamber of Commerce. The feedback about the Community Conversations was overwhelmingly positive, and the group engaged in thoughtful discussion about the applications of the feedback moving forward, both in the Library and in their respective organizations. Community Conversations are ongoing; the Library Director is meeting monthly at different businesses in the community to engage with as many community members as possible and continue to . (OUTREACH)

#### **Social Media Expansion**

Since the hiring of a part-time Marketing & Communications Coordinator, the District’s audience on social media has increased by 33%. To continue and expedite the growth of our social media presence, the Marketing Department has developed a working document outlining the District’s approach to social media and its goals for growth in 2018 and beyond. The plan includes structure for streamlining social media processes internally to keep content strategy more consistent, as well as an increased focus on reaching millennials with more high quality, visually compelling content, incentives, and video content. (OUTREACH)

#### **Partnerships in Community with Businesses, Schools, and Other Organizations**

Block Party with Artisanal LA: In November of 2017, Altadena Library partnered with Artisanal L.A., a producer of showcase-type events founded by Altadena native Shawna Dawson Beer, to host a community Block Party (the event production value totaling \$10,000 donated!). The event featured 4 food trucks, 12 of Artisanal L.A.’s makers and crafters, 15 community organizations in Altadena (including, but not limited to, ArtAIDSart, Mount Wilson Bicycling Association, Friends of the Altadena Library, NBBA, Altadena Chamber of Commerce, Altadena Town Council, and more), and family programming by Side Streets Art Projects. Thousands of community members filtered through the event throughout the day. (OUTREACH)

Open Studios: Following the tradition of years passed, the Altadena Main Library acted as headquarters of Altadena’s Open Studios Art Tour this December 2017. The Opening Reception was hosted at the Library on November 17, and a selection of art was housed at the Main Library throughout the weekend of the Tour (December 2-3). (OUTREACH)

Since July, there have been many opportunities for collaboration with other local organizations and initiatives, including (OUTREACH):

- Sangita Shresthova, a USC Professor and Researcher, hosted the workshop “Think Critically, Act Creatively” at the Library Professional Development Day for staff. After its great success, Library staff connected Sangita with a contact at Eliot Middle School, where this workshop will continue as an ongoing program for Eliot students.
- Library staff members affirmed the Library’s relationships with Altadena Community Garden by attending their Annual Picnic at end of the summer in 2017.

- The Library continues to have a presence at Green Circle at the Altadena Farmer's Market. Staff members host a booth that offers information about Library services, checks out environmentally themed materials on the spot, and answers questions for passersby.
- The District's Children's and Teen librarians have made a priority to visit the local schools regularly to explore ongoing opportunities for partnership. Since most classrooms cannot regularly facilitate field trips to the Main Library or the Branch, our Librarians are bringing the Library to students on their turf.
- August's Truck Day for children and families was made possible by the Library's collaboration with local entities like Altadena Sheriff's Station and Fire Department, who provided the many vehicles that left our child patrons speechless with excitement!

## **ENVIRONMENT: Facility Improvement**

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In November, we received \$18,281 from the Libraries Illuminated Grant, some of which will go toward the FabLab for updates. All 3D printers in the FabLab were acquired through grants, and in July 2017, the Library received another 3D Printer from a grant that is planned to be used in Library programming and open to the public for use at the Bob Lucas Branch. The District was granted an in-kind donation package of Oculus Rift virtual reality equipment that is available for use in the FabLab as well during the open hours. (**FACILITIES & TECHNOLOGY**)

Since the completion of the Phase I Renovation, there have been many updates at both the Main Library and the Bob Lucas Branch (**FACILITIES**):

- Parking lot resurfacing at the Main Library
- Painting of staff offices and new carpeting at Main Library
- New window shades for all staff areas, including Branch Library
- New AC unit installed at the Branch Library
- Upgrades to the Main Library AC
- Major tree maintenance
- Full carpet cleaning at the Main Library

The work continues. An RFP is out for a comprehensive facilities assessment at both the Main Library and Bob Lucas Branch. Bids are currently being reviewed for further upgrades to the Branch, funded by the Altadena Library Foundation, which include interior and exterior painting, flooring replacement, and landscaping.

(**TECHNOLOGY**) On September 5, the Library performed a cutover migration to Koha integrated library system (ILS). Staff took ownership of Koha ILS, and actively improved internal processes by leveraging features unavailable in the Library's previous ILS. The I.T. department temporarily halted acquisitions while our vendors worked with the I.T. department and Collection Development staff to retool the new workflows. Ordering and receiving materials resumed mid-September. Many of the processes worked on by Altadena Library and our book vendors will greatly benefit other Libraries around the world. Three major examples come to mind that highlight the Library's world class contributions.

- First, receiving of records from book vendors when on Koha ILS has required a cataloger to remove a stub item record for each bibliographic record, manually. Altadena Library ironed out this process, and final record imports overlay on existing records without the need to manually remove the stubs, saving administrative overhead.
- Second, Altadena Library has streamlined the collection of outstanding materials with our vendor Unique Management. With the help of the Altadena Library Public Services Director, the collections process has been fine tuned to ensure lost materials did not slip through the

cracks during the check-in process; these improvements simultaneously ensure a more cohesive collection, improve the patron experience, and reduce administrative overhead.

- Third, Altadena Library is leading the cusp as the **first library ever** to adopt Koha’s EDIFact by working with Baker and Taylor book vendor and ByWater Solutions in EDIFact ordering setup. Altadena Library is the tip of the spear. EDIFact electronically submits orders produced in Koha, receives invoices electronically, and performs the final cataloging overlay automatically, creating a much more efficient acquisitions process for Altadena Library and leading the way for libraries around the country.

We now have automated statistical reports. Each month, 6 months, and one year, staff have manually generated statistical reports from the ILS. Generating these reports consumes many valuable work hours. However, we developed automated scripts to query the ILS database on set intervals, which email automatically to the appropriate staff.

Altadena Library now lends mobile 4 G LTE hotspots with unlimited data available for public checkout. There are 10 available at Bob Lucas Library and 10 at Altadena’s Main Library. Patrons of Altadena Library now have the ability to access internet wherever Sprint cellular coverage exists—an initiative to narrow the digital divide.

The Library will save over \$2,500 per year in print costs, due to the District’s negotiations to renew our contract under the better rates, and improved our equipment to the latest models—with no buyout. These multi-function machines offer high quality color and black and white printing, copying, scanning, and faxing.

In this fiscal year, a Website Implementation Team was created to explore and address the needs of the Library’s current website and create a plan for ongoing website improvements and upgrades.

## **EDUCATION: For Both District Staff and Public**

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### ***Innovative Programming for the Public***

The Pacific Library Partnership (PLP) and NorthNet Library System (NLS) received an LSTA grant from the California State Library for the “Student Success Initiative.” Altadena Library was chosen as one of the libraries to be provided with support and technical assistance in partnering with local school districts to create a local Student Success Initiative, getting a library card in every student’s hands. **(OUTREACH & LIFELONG LEARNING)**

Beanstack allowed us to streamline our Summer Reading Program and dramatically increased the amount of registrations, especially among adult participants. In the backend of the platform, staff can track participation and incentives more simply, without manual data entry in spreadsheets as was done before. Because Beanstack is customizable, staff have set it up to capture the data they desire. Over half the registrations were completed by patrons themselves, instead of staff having to sign individuals up. Also, patrons can use the program year-round to track their reading. The Library is also using Beanstack for its Winter Reading and 1000 Books Before Kindergarten program. **(LIFELONG LEARNING & TECHNOLOGY)**

Access to Enki Library coincided with the September 1, 2017 launch of Koha, and we received access for this year through our membership with Califa. Enki is a shared ebook platform providing popular fiction, non-fiction, graphic novels, encyclopedias, short stories and essays, classics, and self-published titles, now available to patrons with their Altadena Library card. **(LIFELONG LEARNING & TECHNOLOGY)**

Since July 2017, the diversity of programs (and the resulting attendance) has continued to expand greatly. Topics have included a vast variety and the programs have been led by experts of a diverse assortment of skills. Programs have included (**OUTREACH, LIFELONG LEARNING, & TECHNOLOGY**):

- Wildcrafting: Wild Food is Gourmet Food
- Family Game and Movie Nights\*
- Storytelling Jam: A Series of Writing/Performing Workshops\*
- Women’s Film Fest (featuring movies by local filmmakers)
- Songwriters showcase
- Eclipse Programming – the 2017 solar eclipse drew many interested community members to the Library’s eclipse-centric programming in August.
  - Over 75 people attended the “Understanding the Eclipse” event in the Community Room that the Library presented in conjunction with Carnegie Observatories.
  - The morning of the eclipse viewing, several hundred community members gathered in the Main Library parking lot to share eclipse glasses, learn from local experts, and view the eclipse.
- Speed Dating
- Open Mic Night\* (facilitated by a Community Conversations participant)
- Adult Sewing
- Cooking Class (led by a local food blogger in Altadena)
- New Computer Classes for Beginners “Techies-in-Training”\*
- Weekly Chess Nights led by a local chess enthusiast\* (Hugely popular!)
- Citizen Journalism workshop series
- Poetry Writing and Poetry Bookmaking
- Seed Library Open Hours and Educational Programs\* (in partnership with Seed Library of Los Angeles)
- Small Business & Entrepreneurship Classes (in partnership with LA County Department of Business and Consumer Affairs)
- 3D Printing Workshops for Adults
- Book Discussions and Signings
  - “Jerusalem: the Sacred Hub” (photography and travel with Avi Roth)
  - “Being the Change” (climate change with JPL scientist and Altadenan Peter Kalmus)
- ChapCare Representative meeting times at Main Library about Covered CA Healthcare plans and resources
- The always popular concert series Second Saturdays

Teen programming has covered the following assortment of topics:

- Nail & String Art
- Microscopes
- Cooking Classes\*
- Movie Afternoons\*
- Teen Sewing
- Gaming\*
- Cosplay with Cardboard
- Sun Printing
- Teen Broadcast News Training Workshop (in partnership with Pasadena’s Crown City Network)
- Candle Making
- Soap Science

Children’s programming has included:

- Regularly scheduled story times for all ages\*
  - Including remote story times at the Farmer’s Market
  - New Addition: Bilingual Story Time/Hora de Cuentos
- Truck Day!
- Popular regular clubs\* (Lego & Pokemon for elementary ages)
- Summer Reading Performers:
  - Bubblemania
  - Sciencetellers
  - Pacific Animal Productions
- Superhero Appreciation Day (arts and crafts for children)
- Holiday cards and cookie decorating

In addition to the programs at the Main Library, the Bob Lucas Branch Library has significantly increased the programs offered for all ages:

- Lego Club for elementary students\*
- Baby and Infant Story Times\*
- Family Game Days\*
- Family Movie Afternoons\*
- Crafting activities for children of all ages
- Bilingual story time\*
- Toddler story time\*

*\*Recurring program*

Displays: The Display Committee, founded in December 2016 with representatives from each public service department including the Branch and Collection Development, meets quarterly to plan thematic displays to promote the collection and support programming and events. A calendar of display themes is kept on the Intranet for all staff to access. Since July, the displays have featured themes including: “Build a Better World” to coincide with Summer Reading, Taste of ‘Dena in September 2017, World Space Week and Halloween in October 2017, and Novel Writing Month in November 2017. (**LIFELONG LEARNING & FACILITIES**)

### **FabLab**

*High Tech, Creative Space with Mentors, Providing Opportunities for All Ages to Learn, Explore and Experience New Technologies*

Since August, the FabLab offers weekly open hours for the public staffed by volunteers; 3D printing and virtual reality are available during these hours. 3D printers are also available outside of open hours to anyone with 3D printing experience. Using the FabLab space and Nomad presentation podium, we have been able to offer three months of weekly computer classes so far since September that cover fundamentals including computer basics, internet basics, Microsoft Word for beginners, and library resources. A local 3D printing expert also presented two workshops for adults about the basics of 3D printing. (**FACILITIES, LIFELONG LEARNING, & TECHNOLOGY**)

### **Community Conversations**

*Staff Participation in Community Conversations, Training, Seminars, and Sharing with Staff*

The internal Community Conversations Team at the Library has continued to meet to develop programs and partnerships in response to the first batch of Community Conversations. Examples of these results include the Library’s monthly Open Mic Night, the popular weekly Chess Night for all

ages, printing resources for Neighborhood Associations and Neighborhood Watches, and more. (OUTREACH & LIFELONG LEARNING)

**Volunteer, Board and Support Organizations**  
*Orientation, Training, Education and Support*

Taste of ‘Dena Fundraiser: On the evening of September 23<sup>rd</sup>, the Main Library played host to the 50<sup>th</sup> Anniversary Committee’s Taste of ‘Dena fundraising, benefiting the Altadena Library Foundation. About 150 community members gathered to celebrate the 50<sup>th</sup> Anniversary of the Main Library and raise money for the future development of the District’s outdoor space. Through a Wine Pull activity (made possible by the *donated* 200 bottles of wine from community members), exciting raffle, and ticket sales, the event netted a total of approximately \$14,000! The feedback from guests was positive, with many expressing interests in next year’s event. (FUNDING & OUTREACH)

Foundation Revitalization: The Altadena Library Foundation has experienced newfound revitalization. Through marketing efforts and deliberate outreach to movers and shakers in the community, the Altadena Library Foundation Board has expanded to include 5 more members, including a new president Cynthia Carmona who previously served as Chair of the 50<sup>th</sup> Anniversary Committee. With the new energy on the Board and an expanded sphere of influence, the Foundation is organizing its internal systems and planning its operations for the new year, hoping to expand its donor base and its ability to financially support the Altadena Library District in important initiatives over the coming years. (FUNDING & OUTREACH)

Friends Pop-Up Book Sales: The Friends of the Altadena Library is also changing the way they approach their community involvement. In Fall of 2017, the Friends have hosted a few book sales outside of their normal annual sale, including participation at the Library’s community Block Party in November. These book sales have yielded positive results, and the Friends will continue to host more pop-up sales throughout the new year. (FUNDING & OUTREACH)

**Staff Training, Research, and Professional Development**

Professional Development Day took place on October 9, 2017. The day-long slate of activities included a creative storytelling workshop, a Turned Outward activity, lunch at Arlington Gardens in Pasadena, and a behind-the-scenes tour of Huntington Library. Staff reported generally positive feedback about the day in their anonymous exit surveys (results below).

<b>1=Not At All Satisfied, 2=Somewhat Satisfied, 3=Satisfied, 4=Very Satisfied, 5=Completely Satisfied</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Your overall satisfaction with the day?	0	0	0	2	25
The objectives of the training were clearly defined?	0	0	0	10	17
Participation and interaction were encouraged?	0	0	0	1	26
The topics covered were relevant?	0	0	1	4	22
Content and training will be useful in my work?	0	2	1	6	18
“Turning Outward as an Organization” with Brian Biery	0	1	2	6	18
“Think Critically – Act Creatively” with Sangita Shresthova	0	1	1	4	21
Lunch at Arlington Gardens	0	0	0	6	21
Tour of Huntington Library and Gardens	0	0	0	3	24
<b>TOTAL</b>	<b>0</b>	<b>4</b>	<b>5</b>	<b>42</b>	<b>192</b>

Staff Activities Committee: Since the summer of 2017, the Staff Activities Committee has continued to plan regular opportunities for staff engagement and team building, including Tiki-, Halloween-, and Friendsgiving-themed potlucks, a white elephant silent auction to help fund future events organized



by the Staff Activities Committee, a Bowling Night, and the annual staff holiday party. Plans are in motion for continued birthday celebrations and Staff Appreciation Day activities and more potlucks.

A Staff Bulletin Board has been mounted in the lower level staff to help internal communications by providing a centralized space for updates from Finance and Human Resources.

The Director began a new initiative called “The Week in Review,” which consisted of an email to staff every Friday regarding highlights of the week.



## **BOARD OF LIBRARY TRUSTEES CALENDAR – 2017/2018**

JULY	Publicity for Trustees Election – Even Year Filing for Trustees Election – Even Year Appointment of Liaison to the Friends Board & Foundation Board
AUGUST	Presentation: Summer Reading Program Presentation: Employee Recognition – Anniversaries Final Review of Previous Year Operating Plan
SEPTEMBER	Update on CalPERS Benefits/ Open Enrollment
OCTOBER	Health Care Premiums – Resolution – as needed Quarterly Budget Review of Current Budget Audit Report for Previous Fiscal Year
NOVEMBER	Annual Report for Previous Fiscal Year Trustees Election – Even Year Conference: CLA Conference Schedule: Board Meetings for Following Year Schedule: Holidays for Following Year Election of Officers
DECEMBER	No Meeting
JANUARY	Bank Signature Cards – as needed Mid-Year Budget Review of current budget Mid-Year Operating Plan Review
FEBRUARY	Schedule: Volunteer Recognition Events Investment Policy Review
MARCH	Conflict of Interest Forms Review of Circulation Policies including Fee Schedule Annual Review of Strategic Plan Preliminary Review of Operating Plan for Upcoming Year
APRIL	Auditor bids – every three years or as needed Preliminary Budget Review of Proposed Budget for forthcoming fiscal year National Library Week Event: Volunteer Recognition Event Quarterly Budget Review of current budget
MAY	Preliminary Review of Budget Book for forthcoming Fiscal Year Event: Friends Annual Meeting Event: Friends Annual Booksale Review Property Insurance

JUNE

Provide Final Budget Book for Upcoming Fiscal Year  
Schedule: Master Calendar for Board of Library Trustees for Following Fiscal Year  
Gann Appropriations Limit  
Resolution to ask Auditor/Controller of Los Angeles County to Prepare New tax roll for Account No. 57.12  
Salary Schedule  
Final Review of Operating Plan Objectives for the Coming Fiscal Year

DRAFT



**BOARD OF LIBRARY TRUSTEES  
STAFF REPORT**

**DEPARTMENT: Administration**

**MEETING DATE: January 22, 2018**

**PREPARED BY: Kylynn Chaney**

**LOCATION: Community Room**

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**TITLE: Workers' Compensation Resolution for Governing Body Member and/or Volunteer Coverage**

**BACKGROUND:**

Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a Resolution by the Governing Body of the agency so declaring, be deemed to be an employee for workers' compensation purposes. Thus, if such resolution is adopted, and the volunteer is injured while performing duties for the agency, the volunteer is entitled to receive workers' compensation benefits and their exclusive remedy for recovery against the agency is through the Workers' Compensation system.

Such Governing Body members and/or volunteers may be covered for workers' compensation benefits only if a Resolution to that effect is adopted by the Governing Body pursuant to Labor Code § 3363.5 and a copy of the Resolution is filed with SDRMA.

**FISCAL IMPACT**

None

**RECOMMENDATION**

Staff Recommends That the Board Vote on Resolution 201801, Resolution of The Governing Body of The Altadena Library District, Declaring That Governing Body Members and Volunteers Shall Be Deemed to Be Employees of The District for The Purpose of Providing Workers' Compensation Coverage for Said Certain Individuals While Providing Their Services

RESOLUTION No. 201801

RESOLUTION OF THE GOVERNING BODY OF  
THE ALTADENA LIBRARY DISTRICT,  
DECLARING THAT GOVERNING BODY MEMBERS AND VOLUNTEERS SHALL  
BE DEEMED TO BE EMPLOYEES OF THE DISTRICT FOR THE PURPOSE OF  
PROVIDING WORKERS' COMPENSATION COVERAGE FOR SAID CERTAIN  
INDIVIDUALS WHILE PROVIDING THEIR SERVICES

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**WHEREAS**, the Altadena Library District utilizes the services of Governing Body Members and Volunteers;  
and

**WHEREAS**, Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a resolution by the Governing Body of the agency so declaring, be deemed to be an employee of the agency for the purpose of Division 4 of said Labor Code while performing such services; and

**WHEREAS**, the Governing Body wishes to extend Workers' Compensation coverage as provided by State law to the following designated categories of persons as indicated by a checkmark in the box to the left of the descriptions:

- All Members of the Governing Body of the Altadena Library District as presently or hereafter constituted and/or
- All persons performing voluntary services without pay other than meals, transportation, lodging or reimbursement for incidental expenses
- Individuals on Work-study programs
- Interns
- Other Volunteers
- \_\_\_\_\_  
[designate]

**NOW, THEREFORE, BE IT RESOLVED**, that such persons coming within the categories specified above, including the duly elected or appointed replacements of any Governing Body Member and other designated individuals be deemed to be employees of the Altadena Library District for the purpose of Workers' Compensation coverage as provided in Division 4 of the Labor Code while performing such service. However, said Governing Body Members and other designated individuals will not be considered an employee of the Altadena Library District for any purpose other than for such Workers' Compensation coverage, nor grant nor enlarge upon any other right, duty, or responsibility of such Governing Body Members or other designated individuals, nor allow such persons to claim any other benefits or rights given to paid employees of the Altadena Library District.

**PASSED, APPROVED AND ADOPTED** this January 22, 2018 by the following vote:

AYES:  
NOES:  
ABSENT:

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John McDonald, President  
Board of Library Trustees  
Altadena Library District

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APPROVED AS TO FORM:

# **DRAFT PROJECT PLAN FOR UPGRADES TO THE BOB LUCAS BRANCH LIBRARY 2017/2018**

## **EXECUTIVE SUMMARY**

The Branch Library, in which the District Literacy Services are housed, was dedicated on the current site in 1957 and was called the Arroyo Seco Branch Library. It was closed after Proposition 13 was passed in 1978 and reopened in 1991 at which time its name was changed to the Bob Lucas Memorial Branch Library and Literacy Center. The 2004/05 Annual Report for the Bob Lucas Library noted that the building was repainted both inside and out, new carpeting was installed, the parking lot was resurfaced, and the reading wall was restored. The Branch was closed from January 30 to March 2 in 2012, to undergo renovations to comply with the Americans with Disabilities Act. The renovations included curb and sidewalk ramps, wheelchair access and grab bars in restrooms, and changing aisle widths. During 2016 and 2017 we restructured the space at the branch to better use the space, added all new computers, technology, furniture, and additional shelving. We maintained the facility by resurfacing the parking lot, upgrading the parking lot lighting to LED, and replaced the HVAC system with a more efficient unit.

Because of the size of the facility the District is unable to provide many of the services, classes and cultural activities that it provides at the main Branch. Recently we added story times and other programs that have not previously been offered at the Branch, and these programs are now either filled up or are filling up to capacity on a regular basis. ESL and Literacy classes often are held off-site due to space constraints. The Branch has also expanded hours by opening after hours to accommodate the new citizenship classes.

Altadena Library District serves 55,000 people in two locations. The Main Library, located in east Altadena, is about 26,000 square feet, of which approximately 15,000 is open to the public. The Branch, located in West Altadena, commonly known as a lower income and high crime area of Altadena, is about 1,600 square feet. A frequently found standard for public libraries is approximately one square foot of library space per resident. The District is well under this standard and markedly so in West Altadena with only 1,600 square feet.

It is important to maintain facilities that are safe and attractive. It is also imperative for the District to look at our community as a whole and make sure that we are providing services that meet the needs of the community and are equitable to all Altadenans. The recommendation of the leadership team and the Director is that strategic planning begin with a major focus on determining what the true space needs are for the community of Altadena and where those spaces need to be located in Altadena.

The Altadena Library Foundation has tentatively agreed to fund approximately \$40,000, worth of upgrades to include interior and exterior painting, new flooring and a change to the landscaping that would replicate the proposed changes to the main library landscaping (native, low water, collaborative spaces), that we are currently fundraising for. The remainder of the funding for the work described below will need to be allocated through a Budget Amendment as many of the upgrades outlined in this document were not a part of the current operating plan or budget for the 2017/2018 year.

## **PROJECT OBJECTIVES AND SCOPE**

The objective of the project is to provide upgrades to the facility that will reduce some utility costs and improve the appearance of the Branch Library.

The scope of this project (see attached worksheet), includes upgrades to all technology, facilities both interior and exterior items, landscaping and collection and materials. As noted on the worksheet, some items have been completed and funded through the existing budget.

## **ASSUMPTIONS, CHALLENGES AND CONCERNS**

- 1) The Trustees will approve a Vendor from the RFP process for the Facilities Assessment, which includes the Branch Location, in early 2018. Assessment to be completed in the 1<sup>st</sup> Quarter of 2018.
- 2) The Facilities Assessment will not find anything that will be counter to, or add to, the plan for upgrades as outlined.
- 3) The Altadena Library Foundation will approve and pay for the items they have earmarked: Flooring, Interior and Exterior Painting and Landscaping, for a maximum of \$40,000 and the amount will cover all of the described work.
- 4) There is no architect currently working with the District to provide a design for signage. It is assumed at this time that staff will receive bids and designs from sign firms in lieu of an Architectural firm.
- 5) The District is able to obtain approval and permits from Los Angeles County for a sign to be placed near the corner of Lincoln and Ventura in a timely manner.
- 6) By the use of neutral colors for paint and flooring there will be no need for community meetings to approve the design beyond a story board located at the branch and an article in the Newsletter describing the approved upgrades.
- 7) The wall mural was originally created in 1999 and restored in 2004/05. It is almost 20 years old. Before spending funds on restoration there should be community input as to the value of the mural to the community.
- 8) There will be the need to close the branch, possibly multiple times, to complete all tasks as outlined. It may not be possible to schedule in a way that multiple tasks can be done at the same time.
- 9) While the outlined upgrades will add value to the physical structure, they do not address the major need which is more space for the public.
- 10) Spending District savings on many of these upgrades at this time, without an updated Strategic Plan that would include broad input from the community regarding the needs of West Altadena, and a well thought out strategy for growth, is premature. This approach may not reflect the wishes of the community and could result in criticism of the District.

## **PROJECT TEAM**

Mindy Kittay, Director  
Ryan Roy, Public Services Director  
Diana Wong, Branch Manager and Literacy Coordinator  
Christopher Kellermeyer, IT Manager  
Jonathan Arevalo, Facilities Project Manager (Contract)

<b>PROJECT:</b>		<b>Bob Lucas Branch Library Upgrades</b>		
<b>Description</b>	<b>Estimate</b>	<b>Funder</b>	<b>Est. Completion Date</b>	<b>Notes</b>
<b>FULL FACILITIES ASSESSMENT</b>		<b>ALD</b>	<b>March 2018</b>	<b>RFP Released, Review and decision at January Board Meeting</b>
<b>TECHNOLOGY</b>				
Upgrade Computer Software & Licensing	\$3,000	ALD		Waiting for Adobe annual reset deal to purchase via Tech Soup
Add Desktop Computer	\$400	ALD	Completed	
Add 3D Printer w/Laptop	\$210	ALD	Completed	
Replace all Desktop Computers	\$1,600	ALD	Completed	
Add Mobile Computers (6 Laptops)	\$2,000	ALD	Completed	
Add Hotspots to Collection (10)	\$154	ALD	Completed	Annual Service Fee is \$1,200 for 10
Upgrade Multi Function Machine	\$0	ALD	Completed	
Upgrade to 1G Wifi	\$1,000	ALD	Completed	Funded through erate grant
VOIP		ALD	Completed	Annual Fee of \$600 per year
<b>FACILITY UPGRADES</b>				
<b>INTERIOR</b>				
Flooring	\$ 17,000	ALF		pricing does not include carpet and pad for staff room but does include the installation of the carpet and pad. To be discussed with ALF
Interior Paint	\$10,000	ALF		Three Bids received - discussion with ALF
Window Shades	\$2,171	ALD	January 2018	Ordered awaiting install date confirmation
Automated ADA Door for Parking Lot Entrance	\$ 5,687.47	ALD	TBD	Waiting for Board Approval of Full Project Plan and Budget Amendment
Replace Street Side Double Doors		ALD	TBD	Waiting for bid (IF ADA \$11,981.57)
Replace all furniture with rolling/nesting		ALD	Completed	
Add moveable bookshelves		ALD	Completed	
Upgrade Lighting to LED		ALD	TBD	Waiting for bid
Replace HVAC System		ALD	Completed	
Replace Refrigerator	\$375	ALD	Completed	Smaller fridge to provide more space in the staff area
<b>EXTERIOR</b>				
Parking Lot Improvements	\$ 9,950	ALD	TBD	Waiting for Board Approval of Full Project Plan and Budget Amendment
Flag Pole with Lighting		ALD	TBD	Gathering information
Exterior Free Standing Sign		ALD	TBD	Needs County Permit, researching. We also should speak with an architect about design. Will also require underground wiring for lighting
Exterior Painting	\$ 10,000	ALF	TBD	Three Bids Received - Discussion with ALF
Bench	\$ 550	ALD	Completed	Installed
Landscaping & Irrigation		ALF	TBD	Waiting for bids
Additional Exterior Lighting		ALD	TBD	Waiting for bids
Mural		ALD	TBD	Recommendation: Community Input prior to any changes or restoration
Upgrade Parking Lot Lighting to LED		ALD	Completed	
Upgrade Roofing		ALD	TBD	Gathering information
Install Enclosed Display Board @ Parking Lot Entrance	\$ 1,000	ALD	February 2018	
Replace Windows? Dual Pane?		ALD	TBD	
<b>COLLECTION</b>				
Review and clean up of collection		ALD		
Upgrade of collection		ALD		
				<b>Please note, most items, unless they are marked as completed will need either approval from the Altadena Library Foundation for funding and a Budget Amendment Adjustment to fund the project from the Altadena Library District</b>



## Mindy Kittay

**From:** Neil McCormick <neilm@csgda.net>  
**Sent:** Wednesday, January 17, 2018 10:29 AM  
**To:** Mindy Kittay  
**Subject:** Free Education for SDRMA Members

If you are on a mobile device or want to view this as a web page, please [click here](#).  
To ensure receipt of our email, [please add](#) 'CSDA@informz.net' to your address book.



### Free Education for SDRMA Members: 2018 Discount Codes

Special District Risk Management Authority (SDRMA) members can take part in selected CSDA "on-demand" webinars at no charge. Our on-demand webinar service allows you to participate in webinars at a time when it's most convenient for you. You can even print your own certificate when you are finished viewing. SDRMA members can earn Credit Incentive Points (CIPs) based on an agency's attendance at any of the following webinars.

Registration is available now by visiting the [on-demand library](#) and using the code SDRMAFREE18. Current titles include:

- 2017 Annual Employment Law Update
- Brown Act Principles, Traps, and Avoiding Violation
- California Tort Claims Requirements
- Conflicts of Interest and When One Must or Should Step Aside
- General Manager Evaluations
- Good Governance
- Introduction to Special District Finances for New Board Members
- Must Have Communication Protocols for Board Members and Staff
- Required Ethics Compliance Training - AB1234
- Required Sexual Harassment Prevention Training for Special Districts
- What Every Board Member Should Know
- Workplace Violence Prevention

Check back frequently because more webinars are being added all the time! The code SDRMAFREE18 is valid through December 31, 2018. You may use the code SDRMABSC18 for select discounted webinars for SDRMA members. Please note, CIPs are not reported or tracked until webinar viewing is completed. If you are having trouble logging in or any issues with on-demand webinars, please contact [Marina](#) at 877.924.2732.

SDRMA members can also take part in many of CSDA's upcoming "live" webinars at no charge. [Click here](#) to register for live webinars. Upcoming webinars that are free to SDRMA members include:

- Required Harassment Training for Special District Board Members and Staff - January 23

- Annual Employment Law Update: Recent Cases and Trends - February 21
- Understanding Board Member & District Liability Issues - February 27
- The Critical Nature of Communications in the Public Agency - March 6
- Ethics AB1234 Compliance Training - March 13

[Click here](#) to checkout the entire 2018 Professional Development Catalog.

[California Special Districts Association](#) | 1112 I Street | Suite 200 | Sacramento, CA 95814



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## Mindy Kittay

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**From:** crabbdog@gmail.com on behalf of Jon Crabb <jonathancrabb@gmail.com>  
**Sent:** Wednesday, December 6, 2017 12:28 PM  
**To:** Mindy Kittay; Jonathan Arevalo; Ira Bershatsky; Adalila Zelada-Garcia; John McDonald; Armando Zambrano; Gwendolyn McMullins  
**Subject:** Fence on South of Altadena Library

Dear Altadena Library Board of Trustees, Director Kittay, and Facilities Manager Arevalo,

Please allow us to introduce ourselves if we have not had the pleasure of meeting previously. We are Brooke and Jon Crabb and own the property just to the south of the main library at 2495 Santa Rosa Avenue. Previous to us, the Carriage House has been our family home since the 1950s when Col. Green's mansion was still standing on the site of the current Boyd Georgi designed structure.

We have been very pleased over the past couple of years with the work that Director Kittay and Facilities Manager Arevalo have done on improving both the beauty and function of the library. Both of us have had positive interactions with both of them in the past; they are kind and communicate well and have modernized the workings of the library while keeping true to both the architectural design and garden-like atmosphere surrounding the library building. You, as the board, are fortunate to have such dedicated people working for you and serving the patrons of the Altadena Library District. Thank you.

We are writing today about the fence on the southern border of the main library. As you may know, the border of our two properties has a block wall with a chain link fence on top of the block wall. Much of the chain link fence has been bent down over many years as a result of ivy that was growing on the fence, creating too much weight for the fence to hold and resulting in the fence bending over our property. In the last few years, some of the ivy has been removed from both sides of the fence, causing the chain link to bend even more and necessitating removal of some of it.

Because of the slope of the the land in Altadena, this situation has created a couple of problems: the library, being the higher side, has some risk of someone falling down into our property, and our side, being the lower side, has had increased numbers of people looking over into our property, along with throwing things into our property, and has impeded our privacy.

We are planning to rectify and improve the situation. Our plan is to put a redwood fence to replace the partial chain link fence on top of the existing block wall. This would solve the safety and privacy issues along with improving the aesthetic look of the fence as well. We would pay for the entire cost, saving the library district and taxpayers. If boards fell off or needed to be replaced or repaired, we will take care of that as well in the future. We are choosing a high quality fence that should last for many years and improve the beauty of both properties as well; this should blend in well with the surroundings on both sides. Please find below a picture of the type of fencing that we will have.

We are thankful to be neighbors and are looking forward to many more years of living together in Altadena.

Thank you,  
Brooke and Jon Crabb





January 3, 2018

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

Dear Ms. Kittay:

*Mindy*

I'm pleased to enclose a claim form for the remainder of your California Library Literacy Services funding for the 2017-2018 fiscal year.

This **final, second payment** of your total allocation for the fiscal year that began July, 2017 is based on:

- A *per capita* amount per adult learner served at your library during the previous fiscal year.
- A *match* on local funds raised and expended for adult literacy services at your library during the fiscal year that ended June 30, 2016.

Earlier this year you received a baseline for your literacy program. The baseline reflects the importance of each library having enough funds to provide local literacy staffing and service.

Below is a re-cap of your total California Library Literacy Services funding for the current program year:

Baseline Adult Literacy Services:	\$18,000 (amount previously claimed)
<b>Final Payment (Per Capita &amp; Match):</b>	<b>\$4,649 (amount to be claimed now)</b>
<b>GRAND TOTAL FOR 2017/18:</b>	<b>\$22,649</b>

Changes in your funding from last year are based on an increase or decrease in the number of adult learners you served, and/or an increase or decrease in the amount of local funds expended on adult literacy last year.

We'll initiate the payment process upon receipt of your signed claim form, which is attached. This final payment will be processed after all reporting requirements from the prior fiscal year have been received, all adjustments made and unexpended monies returned.

The following specific issues or observations are being made about your final report:

*We see that your local financial contribution to the program has dropped and suggest that you explore alternative sources of funding and partnerships to support your program.*

Please mail the signed claim form to: **California State Library  
Fiscal/Local Assistance  
P.O. Box 942837  
Sacramento, CA 94237-0001**

The attached forms require your signature and serve two purposes:

1. Requests to claim the funds and have a check sent to you
2. Certifies that your library will use the funds for the purpose intended; and

In February, you'll be asked to revise your literacy budget for the 2017-2018 fiscal year utilizing the actual total allotment from the State Library shown in this award letter. The budget that you submitted with your application earlier this year was based on projections. Your revised budget should reflect updated information and more accurate figures than you had at the time of application.

You'll be asked to report electronically after the close of the fiscal year. Library literacy services staff will provide more details on this process. If you need a copy of your most recent final report and/or application, please contact Andrea Freeland at [andrea.freeland@library.ca.gov](mailto:andrea.freeland@library.ca.gov).

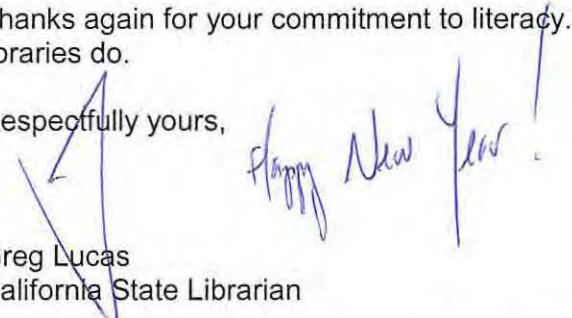
**PLEASE REMEMBER THAT ALL STATE FUNDS MUST BE EXPENDED OR ENCUMBERED BY JUNE 30, 2018 OR RETURNED TO THE STATE.**

Should you have additional questions regarding the new funding and/or reporting process, please contact:

Natalie Cole (916) 651-6980 ext. 45 or [natalie.cole@library.ca.gov](mailto:natalie.cole@library.ca.gov)  
Andrea Freeland (916) 651-3191 or [andrea.freeland@library.ca.gov](mailto:andrea.freeland@library.ca.gov)

Thanks again for your commitment to literacy. It's one of the most transformative and successful things libraries do.

Respectfully yours,

  
Greg Lucas  
California State Librarian

cc: Diana Wong, Literacy Coordinator (via email: [dwong@altadenalibrary.org](mailto:dwong@altadenalibrary.org))  
Mindy Kittay, District Director (via email: [mkittay@altadenalibrary.org](mailto:mkittay@altadenalibrary.org))

Enc.: Claim Form  
Certification Form

## Mindy Kittay

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**From:** Calix <calix-bounces@listserv.cla-net.org> on behalf of CLA Legislative Update <legislativeupdate@cla-net.org>  
**Sent:** Wednesday, January 10, 2018 1:51 PM  
**To:** calix@listserv.cla-net.org  
**Subject:** [Calix] [LEGISLATIVE UPDATE] GOVERNOR RELEASES 2018-19 PROPOSED STATE BUDGET  
**Attachments:** ATT00001.txt



January 10, 2018

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS  
FROM: Mike Dillon and Christina DiCaro, CLA Lobbyists

RE: **News From the Capitol**

**GOVERNOR RELEASES 2018-19 PROPOSED STATE BUDGET:  
INCLUDES \$9.5 MILLION TO ENHANCE PUBLIC LIBRARY PROGRAMS**

This morning Governor Jerry Brown unveiled his final state Budget proposal, as he completes the last year of his term in office. As part of the Budget package, CLA is pleased to report that the Governor has decided to include some significant funding - \$9.5 million in new money - for public libraries in the proposal. This funding seeks to benefit libraries that need to connect to high-speed broadband or those that wish to increase existing speed, local literacy programs, and creative ways of sharing and delivering library materials.

Before the press corps, the Governor said he was unveiling a "solid Budget that takes account of the needs of the State." While the Budget increases funding for K-12 schools, Corrections, and Health and Human Services, the Governor also shores up the state's "rainy day fund" due to his ongoing concern that the next Recession is right around the corner. The Governor offered, "It is important to think ahead and minimize the pain that is coming." He was asked by several reporters to reflect on his multiple terms in office and his "legacy," to which he responded that "Governor's don't have legacies," but he noted that he was proud that he and the legislature were able to right the ship in terms of balancing some very difficult Budgets after he first returned to office in 2011.

The Governor's Director of Finance, Michael Cohen then addressed the press corps and noted that the state Budget is proposed as \$131.7 billion this year and that revenues are up \$4.7 billion from last June. However, he cautioned that the "unknown is the federal tax implications" which Director Cohen said his Department would be actively working to assess in the coming months.

**PUBLIC LIBRARY FUNDING IN THE PROPOSED 2018-19 BUDGET**

The Governor's 2018-19 Budget proposes the following:

“Augmentation for Literacy Program – An increase of \$2.5 million General Fund ongoing to expand the existing California Library Literacy Services program.”

“One-Time Funding for Broadband Grants - \$5 million General Fund one-time for broadband equipment grants, with the expectation that \$2 million would support connection for public libraries who lack access to the broadband network and \$3 million would expand capacity for libraries already connected.”

“One-Time Funding for Online Service System - \$1.5 million General Fund one-time for online systems for use by public libraries to support efficient access to resources.”

\$500,000 is also provided for a combination of State Library staffing and taxes related to the CENIC project.

With regard to the library-specific funding in the 2018-19 Budget, the negotiations regarding these particular components in the Budget package were the result of a collective effort between CLA, the Department of Finance, the State Library, and the Corporation for Education Network Initiatives in California (CENIC) during the Fall months.

On November 2, we submitted a letter to Department of Finance Director, Michael Cohen as part of our annual outreach to the Director. These conversations in the Fall with the Director are typically very beneficial to CLA, as they give us an opportunity to present the top Budget funding priorities for the association. The Director noted that the State Library also had some priorities, and he stressed that it would be beneficial for all of the stakeholders to hold discussions to see if an agreement on a package could be reached. He requested that his Department deputies convene the meetings, which were conducted throughout the month of November, to include CLA, the State Library and CENIC.

A priority for CLA was additional funding for broadband connection grants so that several hundred library branches that are still in need of assistance grants would be able to connect to the high-speed CENIC network. Additionally, CLA and the State Library were interested in identifying funding to increase speeds for the libraries that are already connected to CENIC (e.g. boosting speed from 1 gig to 10 gigs). CLA also supported the State Librarian’s goal to provide more funding for literacy services, as well as continue his efforts, which began a couple of years ago (when \$3 million in one-time Budget funding was provided for this purpose) to improve communication and delivery services.

All parties ultimately signed off on the package, which was then presented to the Finance Director and the Governor for their consideration. It is important to note that there were no assurances that the package or even parts of the package would be included in the January Budget, but we remained cautiously optimistic. Thus, we were pleased to see the detail of the Governor’s Budget when he unveiled it this morning, and specifically the exciting augmentations proposed for three major program areas.

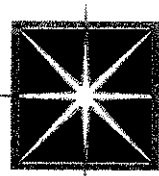
Now, CLA will work in earnest in the coming months to make sure that the proposed funding for libraries remains in the State Budget when the legislature and State Legislative Analyst’s Office begin their annual process of analyzing the Governor’s proposal. Budget subcommittees will likely begin initial hearings on the Governor’s Budget in March.

We would personally like to thank Governor Brown and Director Cohen for their leadership on this issue, as well as State Librarian Greg Lucas. CEO Louis Fox and lobbyist, Kim Lewis of CENIC have also been very helpful during this process. Finally, we would like to thank CLA President Dolly Goyal, CLA Legislative Chair Larry Meyer, past CLA Legislative Chair Jennifer Addington, and CLA



Legislative Committee member Carol Frost for their active and intensive involvement while negotiations were in progress.

Website: <http://www.cla-net.org/?page=1067>



November 14, 2017

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

Subject: Libraries Illuminated Grant Program, funded by the California Library Services Act

Dear Ms. Kittay:

It's my pleasure to approve the Libraries Illuminated grant application submitted to the California State Library from Altadena Library District for \$18,281. The grant is effective immediately and ends December 31, 2018. Congratulations on being among the public libraries in California to benefit from this program.

A key part of this program is to encourage partnerships that will enrich your library long after these Libraries Illuminated funds are spent. We encourage you to let your partners know about your project as soon as possible and begin developing strong, ongoing collaborations that benefit the communities you serve. We also encourage you to focus efforts on raising awareness of your project and engaging the community with your work.

As noted in the application materials, grantees must: implement and evaluate at least three programs by December 31, 2018; use Project Outcome survey tools to evaluate the impact of their programs; and complete periodic narrative and fiscal reports. Your reports should tell us how your funds were expended and provide a summary of the progress you have made in fulfilling grant requirements. Evaluation and reporting forms and information will follow shortly.

We know you're busy and ask for this information because it helps decision-makers maintain funding not only for this program but for others, too, that benefit you and the rest of the libraries in California. If we can't demonstrate the value of an investment, no-one is going to continue investing.

This funding is contingent upon your completion of a signed agreement with the Southern California Library Cooperative (SCLC), the administrative and fiscal agent for this project. Please work with Diane Satchwell, SCLC Executive Director. She may be contacted at 626-283-5949 or [dsatchwell@socalibraries.org](mailto:dsatchwell@socalibraries.org).

Respectfully yours,

Greg Lucas  
California State Librarian

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

916-323-9759  
[csl-adm@library.ca.gov](mailto:csl-adm@library.ca.gov)  
[www.library.ca.gov](http://www.library.ca.gov)