



Honoring the past, cultivating the present, empowering the future

AGENDA

Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

January 23, 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:**

Gwendolyn McMullins
Adalila Zelada-Garcia, Secretary
John McDonald
Armando Zambrano
Ira Bershatsky, President

3. **ADOPTION OF AGENDA**

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

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

4. **PUBLIC COMMUNICATION**

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

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

HIRES/PROMOTIONS:

New Hires:

Christina McTighe, Children's Librarian, November 2016
Kyllynn Chaney, Administrative Assistant (no longer temporary), December 2016

Retirements:

David Butler, Library Associate, December, 2016
Laureen McCoy, Senior Librarian, December 2016

End of Temporary Assignment:

Kelly Ray, Clerk I, December 2016

Resignation:

Shermaine Alya, Administrative Assistant, December 2016

6. **FINANCIAL REPORTS**

- a) Financial reports for September/October and 1st Quarter (7/1 – 9/30) 2016
(DISCUSSION/POSSIBLE ACTION)
- b) REVIEW OF ALTADENA LIBRARY DISTRICT DRAFT AUDIT FOR FISCAL YEAR ENDING JUNE 30, 2016 CONDUCTED BY INDEPENDENT CERTIFIED AUDITOR, THE PUN GROUP
(DISCUSSION/POSSIBLE ACTION)

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

7. **CONSENT CALENDAR**

The Consent Calendar adopting the Recommended Board Action will be enacted with one vote. The Board President will first ask the staff and the Board if there is anyone who wishes to remove an item from the Consent Calendar for discussion and consideration. The matters removed from the Consent Calendar will

be considered individually at the end of the Consent agenda under "Items removed from the Consent Calendar". The entire remaining Consent Calendar is then voted upon by roll call under one motion.

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

- a) Approval of minutes – Regular meeting held November 28, 2016, Special meeting held January 10, 2017
- b) Statistical Reports – November and December 2016
- c) Departmental Monthly Report – November and December 2016
- d) Branch Hours during Closure of Main **(DISCUSSION/ACTION)**

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

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

9. **DIRECTOR'S REPORT**

- a) Facilities Update – Bathroom Upgrade **(INFORMATION)**
- b) Altadena Chamber of Commerce Dinner is on Friday, February 3rd at 6pm at the Altadena Country Club. **(INFORMATION/ACTION)**
- c) Thursday morning February 9th at the Altadena County Club the Chamber will be having a Power Breakfast from 8 to 9:30am with special guest Kathryn Barger our new Supervisor. **(INFORMATION)**

10. **OLD BUSINESS**

- a) Human Resources Outsourcing Update – Report by HRNetwork, **(INFORMATION)**
- b) Community Conversations Update **(INFORMATION)**
- c) Update: Phase I Renovation: **(INFORMATION)**
Powerpoint Foundation Support Updated Budget Vision Boards Timeline

11. **NEW BUSINESS**

- a) Resolution 201701 – Request for Consolidation of Governing Board Elections with Statewide General Elections **(DISCUSSION/ACTION)**
- b) Update to Community and Meeting Room Policies **(DISCUSSION/ACTION)**
- c) Review and Approve New Job Descriptions: Volunteer Coordinator and Library Associate-Collection Development. **(DISCUSSION/ACTION)**
- d) Review new Library Board of Trustees Handbook and Discuss Training Requirements and Board on-site Trainings and Retreats **(DISCUSSION/ACTION)**

12. **CORRESPONDENCE & PRESS**

- a) Press Clippings **(INFORMATION)**
- b) Email from Friends of the Altadena Library **(DISCUSSION/ACTION)**

13. **REPORTS OF SUPPORT GROUPS**

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

14. **REPORTS OF TRUSTEES**

15. **CLOSED SESSION**

The Board of Trustees will recess into closed session pursuant to the Ralph M. Brown Act (Government Code Section 54956.9) for conference with legal counsel – anticipated litigation. Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: A potential legal case involving an employment claims of an employee where, in the opinion of the legislative body of the local agency on the advice of its legal counsel, based on existing facts and circumstances, there is a significant exposure to litigation against the local agency.

16. **RECESS BACK INTO OPEN SESSION**

17. **PUBLIC REPORT OF ANY REPORTABLE ACTION FROM CLOSED SESSION.**

18. **AGENDA ITEMS FOR FUTURE AGENDAS**

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

19. **ADJOURNMENT**

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

Altadena Library District
Balance Sheet
As of September 30, 2016

Sep 30, 16

ASSETS	
Current Assets	
Checking/Savings	
Cash & Cash Equivalents	
1010.00 · Cash in County Treasury	
1010.30 · Operating Reserves	100,000.00
1010.20 · Asset Replacement Reserve	143,939.00
1010.10 · Trustee Election Reserve..	122,122.95
1010.00 · Cash in County Treasury - Other	291,986.86
Total 1010.00 · Cash in County Treasury	658,048.81
1021 · Cash in Checking Chase Gen Fund	9,028.82
1026 · Cash in Savings PF - Chase Bank	3,994.30
1041 · Cash in Savings - Chase Bank	1,395,415.56
1045 · Cash HUD Fund - Chase Bank	2.04
1075 · SCLC Deposit Account	910.00
1080 · Petty Cash	777.00
Total Cash & Cash Equivalents	2,068,176.53
Total Checking/Savings	2,068,176.53
Other Current Assets	
1220 · Miscellaneous Receivable	25,000.00
1400 · Property Taxes Receivable	(40,612.12)
1076 · Prepaid Items & Deposits	26,399.74
Total Other Current Assets	10,787.62
Total Current Assets	2,078,964.15
Fixed Assets	
Non-Depreciable Assets	
1500 · Land	77,280.28
1510 · Artwork	102,500.00
Total Non-Depreciable Assets	179,780.28
Depreciable Assets	
1550 · Structures & Improvements	1,180,735.18
1700 · Furniture, Fixtures & Equipment	683,740.71
1800 · Accum Depr (S & I)	(1,017,286.20)
1900 · Accum Depr (FF & E)	(616,863.36)
Total Depreciable Assets	230,326.33
Total Fixed Assets	410,106.61
TOTAL ASSETS	2,489,070.76

Altadena Library District
Balance Sheet
As of September 30, 2016

Sep 30, 16

LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	12,907.33
Total Accounts Payable	12,907.33
Other Current Liabilities	
2100 · Payroll Payable	
2100.05 · Accrued Vacation Payable	72,489.53
Total 2100 · Payroll Payable	72,489.53
2064 · Deferred Compensation - CalPERS	54.38
2070 · Section 125 Clearing	2,097.76
Total Other Current Liabilities	74,641.67
Total Current Liabilities	87,549.00
Long Term Liabilities	
2030 · GASB 45 OPEB Liability	89,113.66
Total Long Term Liabilities	89,113.66
Total Liabilities	176,662.66
Equity	
3300 · Retained Earnings	3,062,002.73
Net Income	(749,594.63)
Total Equity	2,312,408.10
TOTAL LIABILITIES & EQUITY	2,489,070.76

Altadena Library District
Profit & Loss Prev Year Comparison
September 2016

	Sep 16	Sep 15	\$ Change	% Change
Ordinary Income/Expense				
Income				
INTEREST INCOME				
4210 · Chase Bank	93.40	0.69	92.71	13,436.2%
4220 · County Deposits	1,002.86	577.38	425.48	73.7%
Total INTEREST INCOME	1,096.26	578.07	518.19	89.6%
FINES & FEES				
4305 · Fines	2,530.87	2,916.65	(385.78)	(13.2)%
4310 · Printer & Copy Machine	767.00	448.70	318.30	70.9%
4330 · Video Game Rentals		136.00	(136.00)	(100.0)%
4340 · Passport Services Fees	7,457.00	5,545.00	1,912.00	34.5%
Total FINES & FEES	10,754.87	9,046.35	1,708.52	18.9%
DONATIONS AND GRANTS				
4735 · Designated		500.00	(500.00)	(100.0)%
4740 · CA Library Literacy Services	18,000.00		18,000.00	100.0%
4750 · Cal State Library	13,500.00		13,500.00	100.0%
Total DONATIONS AND GRANTS	31,500.00	500.00	31,000.00	6,200.0%
OTHER INCOME				
4999 · Rewards & Incentives	2,000.00		2,000.00	100.0%
Total OTHER INCOME	2,000.00		2,000.00	100.0%
Total Income	45,351.13	10,124.42	35,226.71	347.9%
Expense				
PERSONNEL RELATED EXPENSES				
5200 · Insurance				
5260 · Life Insurance	125.36	283.76	(158.40)	(55.8)%
5240 · Vision Insurance	469.68	417.03	52.65	12.6%
5230 · Dental Insurance	2,895.56	952.28	1,943.28	204.1%
5220 · Health Insurance	16,677.86	14,534.58	2,143.28	14.8%
Total 5200 · Insurance	20,168.46	16,187.65	3,980.81	24.6%
5000 · SALARIES & WAGES				
5010 · Salaried	98,248.26	98,985.33	(737.07)	(0.7)%
5020 · Hourly	25,227.08	17,533.17	7,693.91	43.9%
Total 5000 · SALARIES & WAGES	123,475.34	116,518.50	6,956.84	6.0%
5100 · Employer-Portion Taxes/Benefits				
5120.01 · Soc Security & Medicare, Salary	7,266.82	7,461.27	(194.45)	(2.6)%
5120.02 · Soc Security & Medicare, Hourly	2,018.57	1,284.90	733.67	57.1%
5210 · PERS Retirement				
5211 · PERS Retirement 2% @ 55	4,812.38		4,812.38	100.0%
5213 · PERS Retirement 2% @ 62	3,156.94		3,156.94	100.0%
5210 · PERS Retirement - Other		14,470.54	(14,470.54)	(100.0)%
Total 5210 · PERS Retirement	7,969.32	14,470.54	(6,501.22)	(44.9)%
5222 · OPEB Contribution	23,334.00	12,700.00	10,634.00	83.7%
5250 · SUI, Salaried	112.01		112.01	100.0%
5251 · SUI, Hourly	181.88	112.10	69.78	62.3%
Total 5100 · Employer-Portion Taxes/Benefits	40,882.60	36,028.81	4,853.79	13.5%
Total PERSONNEL RELATED EXPENSES	184,526.40	168,734.96	15,791.44	9.4%
LIBRARY MATERIALS				
6110 · Cataloging Expenses	165.68		165.68	100.0%
6115 · Electronic Databases & Subscrip	713.00	5,195.00	(4,482.00)	(86.3)%
6120 · Books	8,576.75	7,433.61	1,143.14	15.4%
6125 · Audio CD	1,016.24	2,829.85	(1,813.61)	(64.1)%
6130 · DVD's & Videogames	4,326.68	2,028.85	2,297.83	113.3%
6135 · Processing of Materials	3,462.38	2,578.57	883.81	34.3%
6140 · Periodicals	1,066.10		1,066.10	100.0%
6150 · Downloadables	1,119.17		1,119.17	100.0%
Total LIBRARY MATERIALS	20,446.00	20,065.88	380.12	1.9%

Altadena Library District
Profit & Loss Prev Year Comparison
September 2016

	Sep 16	Sep 15	\$ Change	% Change
PROGRAMS				
6200 · Youth Services		1,532.37	(1,532.37)	(100.0)%
6210 · Teen Services		1,430.08	(1,430.08)	(100.0)%
6220 · Adult Services	767.19	636.79	130.40	20.5%
6230 · Bob Lucas Branch Services	192.70	138.80	53.90	38.8%
6240 · Literacy Services	4.69	1,280.38	(1,275.69)	(99.6)%
Total PROGRAMS	964.58	5,018.42	(4,053.84)	(80.8)%
OPERATING EXPENSES				
6620 · Membership Dues & Subscriptions	395.00	372.00	23.00	6.2%
6625 · Training & Education	400.00	(430.00)	830.00	193.0%
6626 · Recruitment, Gifts and Memorial	273.63	100.00	173.63	173.6%
6627 · Advertising / Marketing	1,126.35	2,296.76	(1,170.41)	(51.0)%
6710 · Meetings & Travel	476.75	114.49	362.26	316.4%
6730 · Mileage & Parking Reimbursement		31.97	(31.97)	(100.0)%
6740 · Postage & Delivery	181.40	481.80	(300.40)	(62.4)%
6745 · Banking & Service Fees	111.30	153.90	(42.60)	(27.7)%
6746 · Payroll Fees	1,093.55	1,034.24	59.31	5.7%
6750 · Printing & Reproduction	(10,177.49)	452.92	(10,630.41)	(2,347.1)%
6755 · Equipment, Furniture, Fixtures	4,391.97	1,167.00	3,224.97	276.4%
6765 · Janitorial Supplies	110.86	3,123.84	(3,012.98)	(96.5)%
6770 · Operating Supplies	2,175.45	1,248.91	926.54	74.2%
6780 · Operating Software		32,086.95	(32,086.95)	(100.0)%
6785 · Computer Supplies		438.98	(438.98)	(100.0)%
6790 · Hardware (Computers / Tech)	191.63		191.63	100.0%
6920 · Electricity		5,531.42	(5,531.42)	(100.0)%
6930 · Natural Gas	16.43	24.56	(8.13)	(33.1)%
6940 · Water & Sewage	509.19	422.20	86.99	20.6%
6950 · Refuse	266.56	423.89	(157.33)	(37.1)%
6970 · Equipment Lease & Rental		830.45	(830.45)	(100.0)%
Total OPERATING EXPENSES	1,542.58	49,906.28	(48,363.70)	(96.9)%
PROFESSIONAL & TECHNICAL				
7125 · Audit and Financial Consulting	3,400.00	4,016.25	(616.25)	(15.3)%
7130 · Legal Fees		962.50	(962.50)	(100.0)%
7135 · Technology Consulting	1,078.80	2,247.50	(1,168.70)	(52.0)%
7145 · Collection Agency	170.05	44.75	125.30	280.0%
7155 · Consultants - Other	1,745.83	975.00	770.83	79.1%
7170 · Telecommunications	56.00	3,181.13	(3,125.13)	(98.2)%
7175 · Internet Service		80.00	(80.00)	(100.0)%
7180 · Technology Equipment	(25.40)		(25.40)	(100.0)%
7185 · Technology Maintenance Fees		1,810.00	(1,810.00)	(100.0)%
Total PROFESSIONAL & TECHNICAL	6,425.28	13,317.13	(6,891.85)	(51.8)%
FACILITIES, GROUNDS & MAINTENAN				
7205 · Maintenance Contracts		105.50	(105.50)	(100.0)%
7210 · Building Maint & Repairs	2,999.71	1,047.17	1,952.54	186.5%
7220 · Landscape	370.84	44.26	326.58	737.9%
Total FACILITIES, GROUNDS & MAINTENAN	3,370.55	1,196.93	2,173.62	181.6%
CAPITAL				
7310 · Equipment, Furniture & Fixtures		2,200.00	(2,200.00)	(100.0)%
Total CAPITAL		2,200.00	(2,200.00)	(100.0)%
MISCELLANEOUS EXPENSE				
7510 · Miscellaneous Expense		122.78	(122.78)	(100.0)%
Total MISCELLANEOUS EXPENSE		122.78	(122.78)	(100.0)%
Total Expense	217,275.39	260,562.38	(43,286.99)	(16.6)%
Net Ordinary Income	(171,924.26)	(250,437.96)	78,513.70	31.4%
Net Income	(171,924.26)	(250,437.96)	78,513.70	31.4%

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

	Jul - Sep 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
PROPERTY TAXES				
4010 · Current Secured	(58,222.77)	2,027,714.00	(2,085,936.77)	(2.9)%
4020 · Current Unsecured	49,050.24	72,100.00	(23,049.76)	68.0%
4030 · Prior Year	6,233.53	10,300.00	(4,066.47)	60.5%
4050 · Homeowners Exemption		7,725.00	(7,725.00)	
4060 · Per Parcel Benefit Assessment	(10,934.26)	780,996.00	(791,930.26)	(1.4)%
4070 · SB 813 Supplemental Roll	4,946.01	28,840.00	(23,893.99)	17.1%
4080 · Penalties, Interest & Costs	1,703.69	15,450.00	(13,746.31)	11.0%
4090 · RDA ABx126 Income		26,500.00	(26,500.00)	
Total PROPERTY TAXES	(7,223.56)	2,969,625.00	(2,976,848.56)	(0.2)%
INTEREST INCOME				
4210 · Chase Bank	294.24	20.00	274.24	1,471.2%
4220 · County Deposits	(2,886.23)	10,000.00	(12,886.23)	(28.9)%
Total INTEREST INCOME	(2,591.99)	10,020.00	(12,611.99)	(25.9)%
FINES & FEES				
4305 · Fines	5,855.32	33,000.00	(27,144.68)	17.7%
4310 · Printer & Copy Machine	2,065.50	8,500.00	(6,434.50)	24.3%
4340 · Passport Services Fees	19,720.00	75,000.00	(55,280.00)	26.3%
Total FINES & FEES	27,640.82	116,500.00	(88,859.18)	23.7%
DONATIONS AND GRANTS				
4710 · Friends of the Library		40,000.00	(40,000.00)	
4730 · Undesignated		500.00	(500.00)	
4735 · Designated	1,250.00	500.00	750.00	250.0%
4740 · CA Library Literacy Services	18,000.00	25,165.00	(7,165.00)	71.5%
4750 · Cal State Library	13,500.00	13,500.00	13,500.00	100.0%
Total DONATIONS AND GRANTS	32,750.00	66,165.00	(33,415.00)	49.5%
OTHER INCOME				
4999 · Rewards & Incentives	2,000.00			
4910 · Miscellaneous Income	150.00	5,000.00	(4,850.00)	3.0%
4940 · Transfer in from Reserves		174,383.00	(174,383.00)	
Total OTHER INCOME	2,150.00	179,383.00	(177,233.00)	1.2%
Total Income	52,725.27	3,341,693.00	(3,288,967.73)	1.6%

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

Expense	Jul - Sep 16	Budget	\$ Over Budget	% of Budget
PERSONNEL RELATED EXPENSES				
5200 · Insurance				
5270 · Workers' Compensation	11,201.41	18,000.00	(6,798.59)	62.2%
5260 · Life Insurance	390.56	1,710.00	(1,319.44)	22.8%
5240 · Vision Insurance	1,187.76	4,308.00	(3,120.24)	27.6%
5230 · Dental Insurance	5,301.32	14,435.00	(9,133.68)	36.7%
5220 · Health Insurance	46,335.10	204,000.00	(157,664.90)	22.7%
Total 5200 · Insurance	64,416.15	242,453.00	(178,036.85)	26.6%
5000 · SALARIES & WAGES				
5010 · Salaried	301,309.83	1,314,365.00	(1,013,055.17)	22.9%
5020 · Hourly	75,243.30	212,693.00	(137,449.70)	35.4%
Total 5000 · SALARIES & WAGES	376,553.13	1,527,058.00	(1,150,504.87)	24.7%
5100 · Employer-Portion Taxes/Benefits				
5120.01 · Soc Security & Medicare, Salary	21,301.04	100,549.00	(79,247.96)	21.2%
5120.02 · Soc Security & Medicare, Hourly	5,930.34	16,271.00	(10,340.66)	36.4%
5210 · PERS Retirement				
5211 · PERS Retirement 2% @ 55	85,311.52			
5212 · PERS Retirement 2% @ 60	787.62			
5213 · PERS Retirement 2% @ 62	9,022.25			
5210 · PERS Retirement - Other	2,332.01	180,765.00	(178,432.99)	1.3%
Total 5210 · PERS Retirement	97,453.40	180,765.00	(83,311.60)	53.9%
5222 · OPEB Contribution	23,334.00	140,000.00	(116,666.00)	16.7%
5250 · SUI, Salaried	112.01	15,233.00	(15,120.99)	0.7%
5251 · SUI, Hourly	697.64	2,465.00	(1,767.36)	28.3%
Total 5100 · Employer-Portion Taxes/Benefits	148,828.43	455,283.00	(306,454.57)	32.7%
Total PERSONNEL RELATED EXPENSES	589,797.71	2,224,794.00	(1,634,996.29)	26.5%
LIBRARY MATERIALS				
6110 · Cataloging Expenses	3,016.52	19,604.00	(16,587.48)	15.4%
6115 · Electronic Databases & Subscrip	17,658.77	15,000.00	2,658.77	117.7%
6120 · Books	25,494.16	166,944.00	(141,449.84)	15.3%
6125 · Audio CD	4,274.53	19,253.00	(14,978.47)	22.2%
6130 · DVD's & Videogames	6,595.48	25,110.00	(18,514.52)	26.3%
6135 · Processing of Materials	12,845.76	50,000.00	(37,154.24)	25.7%
6140 · Periodicals	1,136.04	12,500.00	(11,363.96)	9.1%
6150 · Downloadables	1,914.46	20,000.00	(18,085.54)	9.6%
Total LIBRARY MATERIALS	72,935.72	328,411.00	(255,475.28)	22.2%

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

	Jul - Sep 16	Budget	\$ Over Budget	% of Budget
PROGRAMS				
6200 · Youth Services	2,504.60	10,000.00	(7,495.40)	25.0%
6210 · Teen Services	648.91	5,500.00	(4,851.09)	11.8%
6220 · Adult Services	1,242.25	25,000.00	(23,757.75)	5.0%
6230 · Bob Lucas Branch Services	192.70	2,000.00	(1,807.30)	9.6%
6240 · Literacy Services	4.69	3,000.00	(2,995.31)	0.2%
Total PROGRAMS	4,593.15	45,500.00	(40,906.85)	10.1%
OPERATING EXPENSES				
6430 · Insurance-Gen, Prop, Liab, Eq	15,797.09	31,000.00	(15,202.91)	51.0%
6620 · Membership Dues & Subscriptions	3,769.00	13,000.00	(9,231.00)	29.0%
6625 · Training & Education	490.00	8,000.00	(7,510.00)	6.1%
6626 · Recruitment, Gifts and Memorial	273.63	5,000.00	(4,726.37)	5.5%
6627 · Advertising / Marketing	4,929.35	30,000.00	(25,070.65)	16.4%
6710 · Meetings & Travel	992.75	6,000.00	(5,007.25)	16.5%
6730 · Mileage & Parking Reimbursement	21.11	1,000.00	(978.89)	2.1%
6740 · Postage & Delivery	181.40	9,500.00	(9,318.60)	1.9%
6745 · Banking & Service Fees	422.95	2,000.00	(1,577.05)	21.1%
6746 · Payroll Fees	3,336.18	13,000.00	(9,663.82)	25.7%
6750 · Printing & Reproduction	(9,528.39)	6,000.00	(15,528.39)	(158.8)%
6755 · Equipment, Furniture, Fixtures	4,591.97	5,000.00	(408.03)	91.8%
6765 · Janitorial Supplies	1,098.09	14,500.00	(13,401.91)	7.6%
6770 · Operating Supplies	7,707.15	30,000.00	(22,292.85)	25.7%
6780 · Operating Software		5,000.00	(5,000.00)	
6790 · Hardware (Computers / Tech)	392.50	8,000.00	(7,607.50)	4.9%
6920 · Electricity	7,005.50	42,000.00	(34,994.50)	16.7%
6930 · Natural Gas	94.85	5,500.00	(5,405.15)	1.7%
6940 · Water & Sewage	947.80	5,600.00	(4,652.20)	16.9%
6950 · Refuse	533.12	4,500.00	(3,966.88)	11.8%
6960 · Products for Resale		500.00	(500.00)	
6970 · Equipment Lease & Rental	1,943.48	15,424.00	(13,480.52)	12.6%
Total OPERATING EXPENSES	44,999.53	260,524.00	(215,524.47)	17.3%
PROFESSIONAL & TECHNICAL				
7125 · Audit and Financial Consulting	9,086.25	14,000.00	(4,913.75)	64.9%
7130 · Legal Fees	3,212.05	10,000.00	(6,787.95)	32.1%
7135 · Technology Consulting	1,078.80	20,000.00	(18,921.20)	5.4%
7140 · Architectural & Engineering		9,000.00	(9,000.00)	
7145 · Collection Agency	268.50	1,800.00	(1,531.50)	14.9%
7155 · Consultants - Other	5,284.16	30,000.00	(24,715.84)	17.6%
7170 · Telecommunications	84.00	25,000.00	(24,916.00)	0.3%
7175 · Internet Service	9,593.80	6,575.00	3,018.80	145.9%
7180 · Technology Equipment	5,963.32	56,000.00	(50,036.68)	10.6%

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

	Jul - Sep 16	Budget	\$ Over Budget	% of Budget
7185 · Technology Maintenance Fees	35,907.44	52,800.00	(16,892.56)	68.0%
7190 · Website Development		20,000.00	(20,000.00)	
Total PROFESSIONAL & TECHNICAL	70,478.32	245,175.00	(174,696.68)	28.7%
FACILITIES, GROUNDS & MAINTENAN				
7205 · Maintenance Contracts	1,372.68	8,000.00	(6,627.32)	17.2%
7210 · Building Maint & Repairs	4,007.14	40,000.00	(35,992.86)	10.0%
7220 · Landscape	14,796.26	15,000.00	(203.74)	98.6%
Total FACILITIES, GROUNDS & MAINTENAN	20,176.08	63,000.00	(42,823.92)	32.0%
CAPITAL				
7310 · Equipment, Furniture & Fixtures		20,000.00	(20,000.00)	
7320 · Structures & Improvements		128,156.00	(128,156.00)	
Total CAPITAL		148,156.00	(148,156.00)	
MISCELLANEOUS EXPENSE				
7510 · Miscellaneous Expense	(660.61)	2,000.00	(2,660.61)	(33.0)%
7520 · Refunds/Parcel		1,000.00	(1,000.00)	
7530 · Direct Assessments/Admin Costs		23,133.00	(23,133.00)	
Total MISCELLANEOUS EXPENSE	(660.61)	26,133.00	(26,793.61)	(2.5)%
Total Expense	802,319.90	3,341,693.00	(2,539,373.10)	24.0%
Net Ordinary Income	(749,594.63)		(749,594.63)	100.0%
Net Income	(749,594.63)		(749,594.63)	100.0%

Altadena Library District
Balance Sheet
 As of October 31, 2016

	Oct 31, 16
ASSETS	
Current Assets	
Checking/Savings	
TREASURY, LA COUNTY	59,017.34
Cash & Cash Equivalents	
1021 · Cash in Checking Chase Gen Fund	101,730.50
1026 · Cash in Savings PF - Chase Bank	4,088.60
1041 · Cash in Savings - Chase Bank	1,760,522.97
1045 · Cash HUD Fund - Chase Bank	2.04
1075 · SCLC Deposit Account	910.00
1080 · Petty Cash	777.00
Total Cash & Cash Equivalents	1,868,031.11
Total Checking/Savings	1,927,048.45
Other Current Assets	
1220 · Miscellaneous Receivable	25,000.00
1400 · Property Taxes Receivable	(40,612.12)
1076 · Prepaid Items & Deposits	26,399.74
Total Other Current Assets	10,787.62
Total Current Assets	1,937,836.07
Fixed Assets	
Non-Depreciable Assets	179,780.28
Depreciable Assets	230,326.33
Total Fixed Assets	410,106.61
TOTAL ASSETS	2,347,942.68
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	17,393.85
Total Accounts Payable	17,393.85
Other Current Liabilities	
2100 · Payroll Payable	71,960.91

Altadena Library District
Balance Sheet
As of October 31, 2016

	Oct 31, 16
2999 · Suspense Account	9,087.77
2064 · Deferred Compensation - CalPERS	1,657.81
2070 · Section 125 Clearing	2,097.76
Total Other Current Liabilities	84,804.25
Total Current Liabilities	102,198.10
Long Term Liabilities	
2030 · GASB 45 OPEB Liability	89,113.66
Total Long Term Liabilities	89,113.66
Total Liabilities	191,311.76
Equity	
3300 · Retained Earnings	3,062,002.73
Net Income	(905,371.81)
Total Equity	2,156,630.92
TOTAL LIABILITIES & EQUITY	2,347,942.68

Altadena Library District
Profit & Loss Prev Year Comparison
October 2016

	Oct 16	Oct 15	\$ Change	% Change
Ordinary Income/Expense				
Income				
INTEREST INCOME				
4210 · Chase Bank	107.68	0.69	106.99	15,505.8%
4220 · County Deposits	968.53	866.70	101.83	11.8%
Total INTEREST INCOME	1,076.21	867.39	208.82	24.1%
FINES & FEES				
4305 · Fines	1,496.01	1,909.51	(413.50)	(21.7)%
4310 · Printer & Copy Machine	544.00	772.00	(228.00)	(29.5)%
4330 · Video Game Rentals		64.00	(64.00)	(100.0)%
4340 · Passport Services Fees	5,503.00	4,590.00	913.00	19.9%
Total FINES & FEES	7,543.01	7,335.51	207.50	2.8%
DONATIONS AND GRANTS				
4710 · Friends of the Library	20,000.00	40,000.00	(20,000.00)	(50.0)%
4730 · Undesignated	25,015.00		25,015.00	100.0%
4740 · CA Library Literacy Services	3,000.00		3,000.00	100.0%
Total DONATIONS AND GRANTS	48,015.00	40,000.00	8,015.00	20.0%
Total Income	56,634.22	48,202.90	8,431.32	17.5%
Expense				
PERSONNEL RELATED EXPENSES				
5200 · Insurance				
5260 · Life Insurance	115.16	140.40	(25.24)	(18.0)%
5240 · Vision Insurance	939.36	417.03	522.33	125.3%
5230 · Dental Insurance	1,397.66	1,152.76	244.90	21.2%
5220 · Health Insurance	15,727.98	29,985.14	(14,257.16)	(47.6)%
Total 5200 · Insurance	18,180.16	31,695.33	(13,515.17)	(42.6)%
5000 · SALARIES & WAGES				
5010 · Salaried	96,312.29	99,581.25	(3,268.96)	(3.3)%
5020 · Hourly	26,912.95	20,355.86	6,557.09	32.2%
Total 5000 · SALARIES & WAGES	123,225.24	119,937.11	3,288.13	2.7%
5100 · Employer-Portion Taxes/Benefits				
5120 · Payroll Taxes (ER)	9,586.43		9,586.43	100.0%
5120.01 · Soc Security & Medicare, Salary	(1,071.42)	7,506.87	(8,578.29)	(114.3)%
5120.02 · Soc Security & Medicare, Hourly		1,551.97	(1,551.97)	(100.0)%

Altadena Library District
Profit & Loss Prev Year Comparison
October 2016

	Oct 16	Oct 15	\$ Change	% Change
5210 · PERS Retirement				
5211 · PERS Retirement 2% @ 55				
5213 · PERS Retirement 2% @ 62				
5210 · PERS Retirement - Other		(465.40)	465.40	100.0%
Total 5210 · PERS Retirement		(465.40)	465.40	100.0%
5222 · OPEB Contribution		12,700.00	(12,700.00)	(100.0)%
5250 · SUI, Salaried		(337.89)	337.89	100.0%
5251 · SUI, Hourly		169.78	(169.78)	(100.0)%
Total 5100 · Employer-Portion Taxes/Benefits	8,515.01	21,125.33	(12,610.32)	(59.7)%
Total PERSONNEL RELATED EXPENSES	149,920.41	172,757.77	(22,837.36)	(13.2)%
LIBRARY MATERIALS				
6110 · Cataloging Expenses	2,866.62	2,762.87	103.75	3.8%
6120 · Books	9,090.31	16,057.40	(6,967.09)	(43.4)%
6125 · Audio CD	2,804.63	1,121.16	1,683.47	150.2%
6130 · DVD's & Videogames	2,509.05	1,127.07	1,381.98	122.6%
6135 · Processing of Materials	3,038.33	7,702.39	(4,664.06)	(60.6)%
6140 · Periodicals	253.29	29.75	223.54	751.4%
6150 · Downloadables	3,007.47	3,007.47	3,007.47	100.0%
Total LIBRARY MATERIALS	23,569.70	28,800.64	(5,230.94)	(18.2)%
PROGRAMS				
6200 · Youth Services	210.77	588.66	(377.89)	(64.2)%
6210 · Teen Services		1,386.77	(1,386.77)	(100.0)%
6220 · Adult Services	1,601.38	2,054.73	(453.35)	(22.1)%
6230 · Bob Lucas Branch Services	33.44	86.54	(53.10)	(61.4)%
Total PROGRAMS	1,845.59	4,116.70	(2,271.11)	(55.2)%
OPERATING EXPENSES				
6430 · Insurance-Gen, Prop, Liab, Eq	1,883.52		1,883.52	100.0%
6620 · Membership Dues & Subscriptions	1,590.00	7,160.00	(5,570.00)	(77.8)%
6625 · Training & Education	2,490.00	2,400.00	90.00	3.8%
6626 · Recruitment, Gifts and Memorial	1,218.78	417.65	801.13	191.8%
6627 · Advertising / Marketing	1,853.25	763.91	1,089.34	142.6%
6710 · Meetings & Travel	505.94	1,280.25	(774.31)	(60.5)%
6730 · Mileage & Parking Reimbursement	19.76	31.18	(11.42)	(36.6)%
6740 · Postage & Delivery	583.45	493.80	89.65	18.2%
6745 · Banking & Service Fees	54.90	108.90	(54.00)	(49.6)%
6746 · Payroll Fees	1,071.84	1,028.52	43.32	4.2%
6750 · Printing & Reproduction	(29.70)		(29.70)	(100.0)%
6765 · Janitorial Supplies	2,600.19		2,600.19	100.0%
6770 · Operating Supplies	1,624.35	2,356.67	(732.32)	(31.1)%
6790 · Hardware (Computers / Tech)		1,500.00	(1,500.00)	(100.0)%

Altadena Library District
Profit & Loss Prev Year Comparison
October 2016

	Oct 16	Oct 15	\$ Change	% Change
6920 · Electricity	4,448.62	4,509.22	(60.60)	(1.3)%
6930 · Natural Gas	119.10	54.85	64.25	117.1%
6940 · Water & Sewage	593.87		593.87	100.0%
6950 · Refuse	266.56	423.89	(157.33)	(37.1)%
6960 · Products for Resale	59.00		59.00	100.0%
6970 · Equipment Lease & Rental	1,135.73	1,102.54	33.19	3.0%
Total OPERATING EXPENSES	22,089.16	23,631.38	(1,542.22)	(6.5)%
PROFESSIONAL & TECHNICAL				
7125 · Audit and Financial Consulting	276.25	500.00	(223.75)	(44.8)%
7130 · Legal Fees	3,752.93		3,752.93	100.0%
7135 · Technology Consulting		1,973.17	(1,973.17)	(100.0)%
7145 · Collection Agency	89.50	116.35	(26.85)	(23.1)%
7155 · Consultants - Other	2,937.39	4,975.00	(2,037.61)	(41.0)%
7170 · Telecommunications	189.83	2,524.33	(2,334.50)	(92.5)%
7175 · Internet Service		80.00	(80.00)	(100.0)%
7180 · Technology Equipment	653.73		653.73	100.0%
Total PROFESSIONAL & TECHNICAL	7,899.63	10,168.85	(2,269.22)	(22.3)%
FACILITIES, GROUNDS & MAINTENAN				
7205 · Maintenance Contracts	537.00	1,344.82	(807.82)	(60.1)%
7210 · Building Maint & Repairs	1,289.96	3,712.20	(2,422.24)	(65.3)%
7220 · Landscape	259.95	20.64	239.31	1,159.5%
Total FACILITIES, GROUNDS & MAINTENAN	2,086.91	5,077.66	(2,990.75)	(58.9)%
CAPITAL				
7310 · Equipment, Furniture & Fixtures		8,661.04	(8,661.04)	(100.0)%
7320 · Structures & Improvements	5,000.00		5,000.00	100.0%
Total CAPITAL	5,000.00	8,661.04	(3,661.04)	(42.3)%
Total Expense	212,411.40	253,214.04	(40,802.64)	(16.1)%
Net Ordinary Income	(155,777.18)	(205,011.14)	49,233.96	24.0%
Net Income	(155,777.18)	(205,011.14)	49,233.96	24.0%

Altadena Library District Profit & Loss Prev Year Comparison July through October 2016

	Jul - Oct 16	Jul - Oct 15	\$ Change	% Change
Ordinary Income/Expense				
Income				
PROPERTY TAXES				
4010 · Current Secured	(58,222.77)	(17,473.47)	(40,749.30)	(233.2)%
4020 · Current Unsecured	49,050.24	44,272.83	4,777.41	10.8%
4030 · Prior Year	6,233.53	13,340.13	(7,106.60)	(53.3)%
4060 · Per Parcel Benefit Assessment	(10,934.26)	(13,919.62)	2,985.36	21.5%
4070 · SB 813 Supplemental Roll	4,946.01	6,933.69	(1,987.68)	(28.7)%
4080 · Penalties, Interest & Costs	1,703.69	2,070.15	(366.46)	(17.7)%
Total PROPERTY TAXES	(7,223.56)	35,223.71	(42,447.27)	(120.5)%
INTEREST INCOME				
4210 · Chase Bank	401.92	2.79	399.13	14,305.7%
4220 · County Deposits	(1,917.70)	(4,077.81)	2,160.11	53.0%
Total INTEREST INCOME	(1,515.78)	(4,075.02)	2,559.24	62.8%
FINES & FEES				
4305 · Fines	7,351.33	10,959.33	(3,608.00)	(32.9)%
4310 · Printer & Copy Machine	2,609.50	3,027.02	(417.52)	(13.8)%
4330 · Video Game Rentals		416.00	(416.00)	(100.0)%
4340 · Passport Services Fees	25,223.00	22,190.00	3,033.00	13.7%
Total FINES & FEES	35,183.83	36,592.35	(1,408.52)	(3.9)%
DONATIONS AND GRANTS				
4710 · Friends of the Library	20,000.00	40,000.00	(20,000.00)	(50.0)%
4730 · Undesignated	25,015.00	75.00	24,940.00	33,253.3%
4735 · Designated	1,250.00	510.00	740.00	145.1%
4740 · CA Library Literacy Services	21,000.00	18,000.00	3,000.00	16.7%
4750 · Cal State Library	13,500.00		13,500.00	100.0%
Total DONATIONS AND GRANTS	80,765.00	58,585.00	22,180.00	37.9%
OTHER INCOME				
4999 · Rewards & Incentives	2,000.00		2,000.00	100.0%
4910 · Miscellaneous Income	150.00		150.00	100.0%
Total OTHER INCOME	2,150.00		2,150.00	100.0%
Total Income	109,359.49	126,326.04	(16,966.55)	(13.4)%

Altadena Library District
Profit & Loss Prev Year Comparison
 July through October 2016

Expense	Jul - Oct 16	Jul - Oct 15	\$ Change	% Change
PERSONNEL RELATED EXPENSES				
5200 · Insurance				
5270 · Workers' Compensation	11,201.41	10,787.05	414.36	3.8%
5260 · Life Insurance	505.72	704.96	(199.24)	(28.3)%
5240 · Vision Insurance	2,127.12	1,650.85	476.27	28.9%
5230 · Dental Insurance	6,698.98	4,560.92	2,138.06	46.9%
5220 · Health Insurance	62,063.08	73,442.18	(11,379.10)	(15.5)%
Total 5200 · Insurance	82,596.31	91,145.96	(8,549.65)	(9.4)%
5000 · SALARIES & WAGES				
5010 · Salaried	397,622.12	395,873.97	1,748.15	0.4%
5020 · Hourly	102,156.25	76,267.11	25,889.14	34.0%
Total 5000 · SALARIES & WAGES	499,778.37	472,141.08	27,637.29	5.9%
5100 · Employer-Portion Taxes/Benefits				
5120 · Payroll Taxes (ER)	9,586.43		9,586.43	100.0%
5120.01 · Soc Security & Medicare, Salary	20,229.62	29,839.95	(9,610.33)	(32.2)%
5120.02 · Soc Security & Medicare, Hourly	5,930.34	5,717.52	212.82	3.7%
5210 · PERS Retirement				
5211 · PERS Retirement 2% @ 55	85,311.52		85,311.52	100.0%
5212 · PERS Retirement 2% @ 60	787.62		787.62	100.0%
5213 · PERS Retirement 2% @ 62	9,022.25		9,022.25	100.0%
5210 · PERS Retirement - Other	2,332.01	28,131.75	(25,799.74)	(91.7)%
Total 5210 · PERS Retirement	97,453.40	28,131.75	69,321.65	246.4%
5222 · OPEB Contribution	23,334.00	38,100.00	(14,766.00)	(38.8)%
5250 · SUI, Salaried	112.01	(2,005.25)	2,117.26	105.6%
5251 · SUI, Hourly	697.64	644.07	53.57	8.3%
Total 5100 · Employer-Portion Taxes/Benefits	157,343.44	100,428.04	56,915.40	56.7%
Total PERSONNEL RELATED EXPENSES	739,718.12	663,715.08	76,003.04	11.5%
LIBRARY MATERIALS				
6110 · Cataloging Expenses	5,883.14	7,764.63	(1,881.49)	(24.2)%
6115 · Electronic Databases & Subscrip	17,658.77	10,956.18	6,702.59	61.2%
6120 · Books	34,584.47	33,460.16	1,124.31	3.4%
6125 · Audio CD	7,079.16	7,746.60	(667.44)	(8.6)%
6130 · DVD's & Videogames	9,104.53	5,011.03	4,093.50	81.7%
6135 · Processing of Materials	15,884.09	12,912.23	2,971.86	23.0%
6140 · Periodicals	1,389.33	1,655.57	(266.24)	(16.1)%
6150 · Downloadables	4,921.93	1,178.39	3,743.54	317.7%
Total LIBRARY MATERIALS	96,505.42	80,684.79	15,820.63	19.6%

Altadena Library District
Profit & Loss Prev Year Comparison
 July through October 2016

	Jul - Oct 16	Jul - Oct 15	\$ Change	% Change
PROGRAMS				
6200 · Youth Services	2,715.37	6,724.70	(4,009.33)	(59.6)%
6210 · Teen Services	648.91	15,293.73	(14,644.82)	(95.8)%
6220 · Adult Services	2,843.63	4,414.24	(1,570.61)	(35.6)%
6230 · Bob Lucas Branch Services	226.14	422.99	(196.85)	(46.5)%
6240 · Literacy Services	4.69	1,822.19	(1,817.50)	(99.7)%
Total PROGRAMS	6,438.74	28,677.85	(22,239.11)	(77.6)%
OPERATING EXPENSES				
6430 · Insurance-Gen, Prop, Liab, Eq	17,680.61	29,381.49	(11,700.88)	(39.8)%
6620 · Membership Dues & Subscriptions	5,359.00	12,923.84	(7,564.84)	(58.5)%
6625 · Training & Education	2,980.00	4,275.00	(1,295.00)	(30.3)%
6626 · Recruitment, Gifts and Memorial	1,492.41	1,471.15	21.26	1.5%
6627 · Advertising / Marketing	6,782.60	4,116.56	2,666.04	64.8%
6710 · Meetings & Travel	1,498.69	2,618.02	(1,119.33)	(42.8)%
6730 · Mileage & Parking Reimbursement	40.87	78.80	(37.93)	(48.1)%
6740 · Postage & Delivery	764.85	2,041.61	(1,276.76)	(62.5)%
6745 · Banking & Service Fees	477.85	698.01	(220.16)	(31.5)%
6746 · Payroll Fees	4,408.02	4,134.24	273.78	6.6%
6750 · Printing & Reproduction	(9,558.09)	3,124.99	(12,683.08)	(405.9)%
6755 · Equipment, Furniture, Fixtures	4,591.97	1,167.00	3,424.97	293.5%
6765 · Janitorial Supplies	3,698.28	4,112.73	(414.45)	(10.1)%
6770 · Operating Supplies	9,331.50	7,726.13	1,605.37	20.8%
6780 · Operating Software		32,086.95	(32,086.95)	(100.0)%
6785 · Computer Supplies		438.98	(438.98)	(100.0)%
6790 · Hardware (Computers / Tech)	392.50	1,950.00	(1,557.50)	(79.9)%
6920 · Electricity	11,454.12	20,692.63	(9,238.51)	(44.7)%
6930 · Natural Gas	213.95	185.76	28.19	15.2%
6940 · Water & Sewage	1,541.67	1,501.80	39.87	2.7%
6950 · Refuse	799.68	1,695.56	(895.88)	(52.8)%
6960 · Products for Resale	59.00	59.00	59.00	100.0%
6970 · Equipment Lease & Rental	3,079.21	4,465.25	(1,386.04)	(31.0)%
Total OPERATING EXPENSES	67,088.69	140,886.50	(73,797.81)	(52.4)%
PROFESSIONAL & TECHNICAL				
7125 · Audit and Financial Consulting	9,362.50	6,662.50	2,700.00	40.5%
7130 · Legal Fees	6,964.98	962.50	6,002.48	623.6%
7135 · Technology Consulting	1,078.80	6,801.09	(5,722.29)	(84.1)%
7145 · Collection Agency	358.00	375.90	(17.90)	(4.8)%
7155 · Consultants - Other	8,221.55	6,110.00	2,111.55	34.6%
7170 · Telecommunications	273.83	9,458.54	(9,184.71)	(97.1)%
7175 · Internet Service	9,593.80	963.42	8,630.38	895.8%
7180 · Technology Equipment	6,617.05	6,617.05	6,617.05	100.0%
7185 · Technology Maintenance Fees	35,907.44	5,700.62	30,206.82	529.9%
Total PROFESSIONAL & TECHNICAL	78,377.95	37,034.57	41,343.38	111.6%

Altadena Library District
Profit & Loss Prev Year Comparison
July through October 2016

	Jul - Oct 16	Jul - Oct 15	\$ Change	% Change
FACILITIES, GROUNDS & MAINTENAN				
7205 · Maintenance Contracts	1,909.68	3,188.64	(1,278.96)	(40.1)%
7210 · Building Maint & Repairs	5,297.10	6,334.11	(1,037.01)	(16.4)%
7220 · Landscape	15,056.21	183.59	14,872.62	8,101.0%
Total FACILITIES, GROUNDS & MAINTENAN	22,262.99	9,706.34	12,556.65	129.4%
CAPITAL				
7310 · Equipment, Furniture & Fixtures		17,054.13	(17,054.13)	(100.0)%
7320 · Structures & Improvements	5,000.00		5,000.00	100.0%
Total CAPITAL	5,000.00	17,054.13	(12,054.13)	(70.7)%
MISCELLANEOUS EXPENSE				
7510 · Miscellaneous Expense	(660.61)	190.17	(850.78)	(447.4)%
7530 · Direct Assessments/Admin Costs		42.46	(42.46)	(100.0)%
Total MISCELLANEOUS EXPENSE	(660.61)	232.63	(893.24)	(384.0)%
Total Expense	1,014,731.30	977,991.89	36,739.41	3.8%
Net Ordinary Income	(905,371.81)	(851,665.85)	(53,705.96)	(6.3)%
Net Income	(905,371.81)	(851,665.85)	(53,705.96)	(6.3)%

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

	Jul - Oct 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
PROPERTY TAXES				
4010 · Current Secured	(58,222.77)	2,027,714.00	(2,085,936.77)	(2.9)%
4020 · Current Unsecured	49,050.24	72,100.00	(23,049.76)	68.0%
4030 · Prior Year	6,233.53	10,300.00	(4,066.47)	60.5%
4050 · Homeowners Exemption		7,725.00	(7,725.00)	
4060 · Per Parcel Benefit Assessment	(10,934.26)	780,996.00	(791,930.26)	(1.4)%
4070 · SB 813 Supplemental Roll	4,946.01	28,840.00	(23,893.99)	17.1%
4080 · Penalties, Interest & Costs	1,703.69	15,450.00	(13,746.31)	11.0%
4090 · RDA ABx126 Income		26,500.00	(26,500.00)	
Total PROPERTY TAXES	(7,223.56)	2,969,625.00	(2,976,848.56)	(0.2)%
INTEREST INCOME				
4210 · Chase Bank	401.92	20.00	381.92	2,009.6%
4220 · County Deposits	(1,917.70)	10,000.00	(11,917.70)	(19.2)%
Total INTEREST INCOME	(1,515.78)	10,020.00	(11,535.78)	(15.1)%
FINES & FEES				
4305 · Fines	7,351.33	33,000.00	(25,648.67)	22.3%
4310 · Printer & Copy Machine	2,609.50	8,500.00	(5,890.50)	30.7%
4340 · Passport Services Fees	25,223.00	75,000.00	(49,777.00)	33.6%
Total FINES & FEES	35,183.83	116,500.00	(81,316.17)	30.2%
DONATIONS AND GRANTS				
4710 · Friends of the Library	20,000.00	40,000.00	(20,000.00)	50.0%
4730 · Undesignated	25,015.00	500.00	24,515.00	5,003.0%
4735 · Designated	1,250.00	500.00	750.00	250.0%
4740 · CA Library Literacy Services	21,000.00	25,165.00	(4,165.00)	83.4%
4750 · Cal State Library	13,500.00		13,500.00	100.0%
Total DONATIONS AND GRANTS	80,765.00	66,165.00	14,600.00	122.1%
OTHER INCOME				
4999 · Rewards & Incentives	2,000.00			
4910 · Miscellaneous Income	150.00	5,000.00	(4,850.00)	3.0%
4940 · Transfer in from Reserves		174,383.00	(174,383.00)	
Total OTHER INCOME	2,150.00	179,383.00	(177,233.00)	1.2%
Total Income	109,359.49	3,341,693.00	(3,232,333.51)	3.3%

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

Expense	Jul - Oct 16	Budget	\$ Over Budget	% of Budget
PERSONNEL RELATED EXPENSES				
5200 · Insurance				
5270 · Workers' Compensation	11,201.41	18,000.00	(6,798.59)	62.2%
5260 · Life Insurance	505.72	1,710.00	(1,204.28)	29.6%
5240 · Vision Insurance	2,127.12	4,308.00	(2,180.88)	49.4%
5230 · Dental Insurance	6,698.98	14,435.00	(7,736.02)	46.4%
5220 · Health Insurance	62,063.08	204,000.00	(141,936.92)	30.4%
Total 5200 · Insurance	82,596.31	242,453.00	(159,856.69)	34.1%
5000 · SALARIES & WAGES				
5010 · Salaried	397,622.12	1,314,365.00	(916,742.88)	30.3%
5020 · Hourly	102,156.25	212,693.00	(110,536.75)	48.0%
Total 5000 · SALARIES & WAGES	499,778.37	1,527,058.00	(1,027,279.63)	32.7%
5100 · Employer-Portion Taxes/Benefits				
5120 · Payroll Taxes (ER)	9,586.43			
5120.01 · Soc Security & Medicare, Salary	20,229.62	100,549.00	(80,319.38)	20.1%
5120.02 · Soc Security & Medicare, Hourly	5,930.34	16,271.00	(10,340.66)	36.4%
5210 · PERS Retirement				
5211 · PERS Retirement 2% @ 55	85,311.52			
5212 · PERS Retirement 2% @ 60	787.62			
5213 · PERS Retirement 2% @ 62	9,022.25			
5210 · PERS Retirement - Other	2,332.01	180,765.00	(178,432.99)	1.3%
Total 5210 · PERS Retirement	97,453.40	180,765.00	(83,311.60)	53.9%
5222 · OPEB Contribution	23,334.00	140,000.00	(116,666.00)	16.7%
5250 · SUI, Salaried	112.01	15,233.00	(15,120.99)	0.7%
5251 · SUI, Hourly	697.64	2,465.00	(1,767.36)	28.3%
Total 5100 · Employer-Portion Taxes/Benefits	157,343.44	455,283.00	(297,939.56)	34.6%
Total PERSONNEL RELATED EXPENSES	739,718.12	2,224,794.00	(1,485,075.88)	33.2%
LIBRARY MATERIALS				
6110 · Cataloging Expenses	5,883.14	19,604.00	(13,720.86)	30.0%
6115 · Electronic Databases & Subscrip	17,658.77	15,000.00	2,658.77	117.7%
6120 · Books	34,584.47	166,944.00	(132,359.53)	20.7%
6125 · Audio CD	7,079.16	19,253.00	(12,173.84)	36.8%
6130 · DVD's & Videogames	9,104.53	25,110.00	(16,005.47)	36.3%
6135 · Processing of Materials	15,884.09	50,000.00	(34,115.91)	31.8%
6140 · Periodicals	1,389.33	12,500.00	(11,110.67)	11.1%
6150 · Downloadables	4,921.93	20,000.00	(15,078.07)	24.6%
Total LIBRARY MATERIALS	96,505.42	328,411.00	(231,905.58)	29.4%

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

	Jul - Oct 16	Budget	\$ Over Budget	% of Budget
PROGRAMS				
6200 · Youth Services	2,715.37	10,000.00	(7,284.63)	27.2%
6210 · Teen Services	648.91	5,500.00	(4,851.09)	11.8%
6220 · Adult Services	2,843.63	25,000.00	(22,156.37)	11.4%
6230 · Bob Lucas Branch Services	226.14	2,000.00	(1,773.86)	11.3%
6240 · Literacy Services	4.69	3,000.00	(2,995.31)	0.2%
Total PROGRAMS	6,438.74	45,500.00	(39,061.26)	14.2%
OPERATING EXPENSES				
6430 · Insurance-Gen, Prop, Liab, Eq	17,680.61	31,000.00	(13,319.39)	57.0%
6620 · Membership Dues & Subscriptions	5,359.00	13,000.00	(7,641.00)	41.2%
6625 · Training & Education	2,980.00	8,000.00	(5,020.00)	37.3%
6626 · Recruitment, Gifts and Memorial	1,492.41	5,000.00	(3,507.59)	29.8%
6627 · Advertising / Marketing	6,782.60	30,000.00	(23,217.40)	22.6%
6710 · Meetings & Travel	1,498.69	6,000.00	(4,501.31)	25.0%
6730 · Mileage & Parking Reimbursement	40.87	1,000.00	(959.13)	4.1%
6740 · Postage & Delivery	764.85	9,500.00	(8,735.15)	8.1%
6745 · Banking & Service Fees	477.85	2,000.00	(1,522.15)	23.9%
6746 · Payroll Fees	4,408.02	13,000.00	(8,591.98)	33.9%
6750 · Printing & Reproduction	(9,558.09)	6,000.00	(15,558.09)	(159.3)%
6755 · Equipment, Furniture, Fixtures	4,591.97	5,000.00	(408.03)	91.8%
6765 · Janitorial Supplies	3,698.28	14,500.00	(10,801.72)	25.5%
6770 · Operating Supplies	9,331.50	30,000.00	(20,668.50)	31.1%
6780 · Operating Software		5,000.00	(5,000.00)	
6790 · Hardware (Computers / Tech)	392.50	8,000.00	(7,607.50)	4.9%
6920 · Electricity	11,454.12	42,000.00	(30,545.88)	27.3%
6930 · Natural Gas	213.95	5,500.00	(5,286.05)	3.9%
6940 · Water & Sewage	1,541.67	5,600.00	(4,058.33)	27.5%
6950 · Refuse	799.68	4,500.00	(3,700.32)	17.8%
6960 · Products for Resale	59.00	500.00	(441.00)	11.8%
6970 · Equipment Lease & Rental	3,079.21	15,424.00	(12,344.79)	20.0%
Total OPERATING EXPENSES	67,088.69	260,524.00	(193,435.31)	25.8%
PROFESSIONAL & TECHNICAL				
7125 · Audit and Financial Consulting	9,362.50	14,000.00	(4,637.50)	66.9%
7130 · Legal Fees	6,964.98	10,000.00	(3,035.02)	69.6%
7135 · Technology Consulting	1,078.80	20,000.00	(18,921.20)	5.4%
7140 · Architectural & Engineering		9,000.00	(9,000.00)	
7145 · Collection Agency	358.00	1,800.00	(1,442.00)	19.9%
7155 · Consultants - Other	8,221.55	30,000.00	(21,778.45)	27.4%
7170 · Telecommunications	273.83	25,000.00	(24,726.17)	1.1%
7175 · Internet Service	9,593.80	6,575.00	3,018.80	145.9%
7180 · Technology Equipment	6,617.05	56,000.00	(49,382.95)	11.8%

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

	Jul - Oct 16	Budget	\$ Over Budget	% of Budget
7185 · Technology Maintenance Fees	35,907.44	52,800.00	(16,892.56)	68.0%
7190 · Website Development		20,000.00	(20,000.00)	
Total PROFESSIONAL & TECHNICAL	78,377.95	245,175.00	(166,797.05)	32.0%
FACILITIES, GROUNDS & MAINTENAN				
7205 · Maintenance Contracts	1,909.68	8,000.00	(6,090.32)	23.9%
7210 · Building Maint & Repairs	5,297.10	40,000.00	(34,702.90)	13.2%
7220 · Landscape	15,056.21	15,000.00	56.21	100.4%
Total FACILITIES, GROUNDS & MAINTENAN	22,262.99	63,000.00	(40,737.01)	35.3%
CAPITAL				
7310 · Equipment, Furniture & Fixtures		20,000.00	(20,000.00)	
7320 · Structures & Improvements	5,000.00	128,156.00	(123,156.00)	3.9%
Total CAPITAL	5,000.00	148,156.00	(143,156.00)	3.4%
MISCELLANEOUS EXPENSE				
7510 · Miscellaneous Expense	(660.61)	2,000.00	(2,660.61)	(33.0)%
7520 · Refunds/Parcel		1,000.00	(1,000.00)	
7530 · Direct Assessments/Admin Costs		23,133.00	(23,133.00)	
Total MISCELLANEOUS EXPENSE	(660.61)	26,133.00	(26,793.61)	(2.5)%
Total Expense	1,014,731.30	3,341,693.00	(2,326,961.70)	30.4%
Net Ordinary Income	(905,371.81)		(905,371.81)	100.0%
Net Income	(905,371.81)		(905,371.81)	100.0%

Altadena Library District

Altadena, California

Annual Financial Report

For the Year Ended June 30, 2016



**Altadena Library District
Annual Financial Report
For the Year Ended June 30, 2016**

DRAFT - 1-7-2017

Table of Contents

	<u>Page</u>
Table of Contents.....	i
 <u>FINANCIAL SECTION</u>	
Independent Auditors' Report on the Financial Statements	1
Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	3
Schedule of Findings and Questioned Costs.....	5
Management's Discussion and Analysis – Required Supplementary Information (Unaudited).....	6
 Basic Financial Statements:	
Government-wide Financial Statements:	
Statement of Net Position	15
Statement of Activities	16
Fund Financial Statements:	
Balance Sheets.....	19
Reconciliation of the Balance Sheets of Governmental Type Funds to the Statement of Net Position	20
Statement of Revenues, Expenditures and Changes in Fund Balance.....	21
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance of Governmental Funds to the Statement of Activities	22
Notes to the Basic Financial Statements.....	23
 Required Supplementary Information (Unaudited):	
Budgetary Comparison Schedule – General Fund	47
Schedule of the District's Proportionate Share of the Plan's Net Pension Liability	48
Schedule of the District's Contributions to the Pension Plan	49
Schedule of Funding Progress – Other Post-Employment Benefit Plan	50

This page intentionally left blank.

FINANCIAL SECTION

This page intentionally left blank.

INDEPENDENT AUDITORS' REPORT

To the Board of Trustees
of the Altadena Library District
Ontario, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of the Altadena Library District (District) as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the general fund of the District, as of June 30, 2016, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on pages 6 through 9 and the Budgetary Comparison Schedule – General Fund, Schedule of the District's Proportionate Share of the Plan's Net Pension Liability, Schedule of the District's Contributions to the Pension Plan, and the Schedule of Funding Progress – Other Post-Employment Benefit Plan on pages 47 through 50, respectively, are presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 31, 2016, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Santa Ana, California
December 31, 2016

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Independent Auditors' Report

To the Board of Trustees
of the Altadena Library District
Ontario, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the Altadena Library District (District) as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated December 31, 2016.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

To the Board of Trustees
of the Altadena Library District
Altadena, California

DRAFT - 1-7-2017

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Santa Ana, California
December 31, 2016

Altadena Library District
Management's Discussion and Analysis (Unaudited)
For the Year Ended June 30, 2016

DRAFT - 1-7-2017

The following Management's Discussion and Analysis (MD&A) of activities and financial performance of the Altadena Library District (District) provides an introduction to the financial statements of the District for the fiscal year ended June 30, 2016. We encourage readers to consider the information presented here in conjunction with the basic financial statements and related notes, which follow this section.

Financial Highlights

- The District's net position increased 40.42%, or \$405,279 from the prior year's net position of \$1,002,782 to \$1,408,061, as a result of this year's operations.
- Total revenues from all sources increased by 5.46%, or \$167,742 from \$3,067,165 to \$3,234,907, from the prior year, primarily due to an increase of \$118,705 in property taxes and \$51,653 in operating grants and contributions.
- Total expenses for the District's operations increased by 7.39% or \$194,765 from \$2,634,863 to \$2,829,628, from the prior year, primarily due to a \$37,203 increase in salaries and benefits expense and a \$157,562 increase in materials and supplies expense.

Using This Financial Report

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities provide information about the activities and performance of the District using accounting methods similar to those used by private sector companies. The Statement of Net Position includes all of the District's investments in resources (assets) and the obligations to creditors (liabilities). It also provides the basis for computing a rate of return, evaluating the capital structure of the District and assessing the liquidity and financial flexibility of the District. All of the current year's revenue and expenses are accounted for in the Statement of Activities. This statement measures the success of the District's operations over the past year and can be used to determine the District's profitability and credit worthiness.

Government-wide Financial Statements

Statement of Net Position and Statement of Activities

One of the most important questions asked about the District's finances is, "Is the District better off or worse off as a result of this year's activities?" The Statement of Net Position and the Statement of Activities report information about the District in a way that helps answer this question. These statements include all assets and liabilities using the *accrual basis of accounting*, which is similar to the accounting used by most private sector companies. All of the current year's revenues and expenses are taken into account regardless of when the cash is received or paid.

These two statements report the District's *net position* and changes in them. Think of the District's net position – the difference between assets and liabilities – as one way to measure the District's financial health, or *financial position*. Over time, *increases or decreases* in the District's net position are one indicator of whether its *financial health* is improving or deteriorating. You will need to consider other non-financial factors such as changes in the District's program assessment base to assess the *overall health* of the District.

Altadena Library District
Management's Discussion and Analysis (Unaudited) (Continued)
For the Year Ended June 30, 2016

DRAFT - 1-7-2017

Governmental Funds Financial Statements

Balance Sheets and Statement of Revenues, Expenditures and Changes in Fund Balance

Governmental funds are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balance provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

Notes to the Basic Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the District, assets and deferred outflows resources of the District exceeded liabilities and deferred inflows of resources by \$1,408,061 as of June 30, 2016.

Condensed Statement of net Position

	<u>June 30, 2016</u>	<u>June 30, 2015</u>	<u>Change</u>
Assets:			
Current assets	\$ 2,858,200	\$ 2,734,678	\$ 123,522
Capital assets, net	482,842	428,799	54,043
Total assets	<u>3,341,042</u>	<u>3,163,477</u>	<u>177,565</u>
Deferred outflows of resources	<u>166,749</u>	<u>118,239</u>	<u>48,510</u>
Liabilities:			
Current liabilities	53,256	100,459	(47,203)
Non-current liabilities	1,611,345	1,650,289	(38,944)
Total liabilities	<u>1,664,601</u>	<u>1,750,748</u>	<u>(86,147)</u>
Deferred inflows of resources	<u>435,129</u>	<u>528,186</u>	<u>(93,057)</u>
Net position:			
Net investment in capital assets	482,842	428,799	54,043
Unrestricted	925,219	573,983	351,236
Total net position	<u>\$ 1,408,061</u>	<u>\$ 1,002,782</u>	<u>\$ 405,279</u>

At the end of fiscal year 2016, the District shows a positive balance in its unrestricted net position of \$925,219 that may be utilized in future years.

Altadena Library District
Management's Discussion and Analysis (Unaudited) (Continued)
For the Year Ended June 30, 2016

DRAFT - 1-7-2017

Condensed Statement of Activities

	<u>June 30, 2016</u>	<u>June 30, 2015</u>	<u>Change</u>
Program revenues	\$ 989,207	\$ 934,561	\$ 54,646
Expenses	<u>(2,829,628)</u>	<u>(2,634,863)</u>	<u>(194,765)</u>
Net program expense	(1,840,421)	(1,700,302)	(140,119)
General revenues	<u>2,245,700</u>	<u>2,132,604</u>	<u>113,096</u>
Change in net position	405,279	432,302	(27,023)
Net position – beginning of period	1,002,782	2,379,983	(1,377,201)
Prior period adjustment	<u>-</u>	<u>(1,809,503)</u>	<u>1,809,503</u>
Net position – end of period	<u>\$ 1,408,061</u>	<u>\$ 1,002,782</u>	<u>\$ 405,279</u>

The statement of activities shows how the government's net position changed during the fiscal year. In the case of the District, net position increased by \$405,279, during the fiscal year ended June 30, 2016.

Total Revenues:

	<u>June 30, 2016</u>	<u>June 30, 2015</u>	<u>Increase (Decrease)</u>
Program revenues:			
Special assessments	\$ 751,500	\$ 762,045	\$ (10,545)
Charges for services	116,652	103,114	13,538
Operating grants and contributions	<u>121,055</u>	<u>69,402</u>	<u>51,653</u>
Total program revenues	<u>989,207</u>	<u>934,561</u>	<u>54,646</u>
General revenues:			
Property taxes	2,210,256	2,091,551	118,705
Investment earnings	16,082	12,312	3,770
Other revenues	<u>19,362</u>	<u>28,741</u>	<u>(9,379)</u>
Total general revenues	<u>2,245,700</u>	<u>2,132,604</u>	<u>113,096</u>
Total revenues	<u>\$ 3,234,907</u>	<u>\$ 3,067,165</u>	<u>\$ 167,742</u>

Total revenues from all sources increased by 5.46%, or \$167,742 from \$3,067,165 to \$3,234,907, from the prior year, primarily due to an increase of \$118,705 in property taxes and \$51,653 in operating grants and contributions.

Altadena Library District
Management's Discussion and Analysis (Unaudited) (Continued)
For the Year Ended June 30, 2016

DRAFT - 1-7-2017

Total Expenses:

	June 30, 2016	June 30, 2015	Increase (Decrease)
Expenses:			
Salaries and benefits	\$ 1,923,342	\$ 1,886,139	\$ 37,203
Materials and supplies	887,594	730,032	157,562
Depreciation expense	18,692	18,692	-
Total expenses	\$ 2,829,628	\$ 2,634,863	\$ 194,765

Total expenses for the District's operations increased by 7.39% or \$194,765 from \$2,634,863 to \$2,829,628, from the prior year, primarily due to a \$37,203 increase in salaries and benefits expense and a \$157,562 increase in materials and supplies expense.

Governmental Funds Financial Analysis

The focus of the District's *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the District's financing requirements. In particular, the *unreserved fund balance* may serve as a useful measure of the government's net resources for spending at the end of the fiscal year.

As of June 30, 2016, the District reported a total fund balance of \$2,823,066. An amount of \$2,747,053 constitutes the District's *unassigned fund balance*, which is available for future expenditures.

General Fund Budgetary Highlights

The final budgeted expenditures for the District at year-end were \$180,055 more than actual. The variance is principally due to a decrease in expenditures for salaries and benefits and capital outlay than budgeted. Actual revenues were greater than the anticipated budget by \$123,151.

Altadena Library District
Management's Discussion and Analysis (Unaudited) (Continued)
For the Year Ended June 30, 2016

DRAFT - 1-7-2017

Capital Asset Administration

Changes in capital assets for the year were as follows:

	Balance June 30, 2016	Balance June 30, 2015
Capital assets:		
Non-depreciable assets	\$ 252,515	\$ 179,780
Depreciable assets	1,864,476	1,864,476
Accumulated depreciation	(1,634,149)	(1,615,457)
Total capital assets, net	\$ 482,842	\$ 428,799

At the end of fiscal year 2016, the District's investment in capital assets amounted to \$482,842 (net of accumulated depreciation). This investment in capital assets includes structures, improvements and equipment. Major capital asset additions during the year include various ongoing structural improvements of \$37,653 and a conservation garden \$35,082.

See Note 3 for further information on the District's capital assets.

Economic and Other Factors Effecting Next Year's Operations and Budget

Management is unaware of any conditions which could have a significant impact on the District's current financial position, net position or operating results based on past, present and future events.

Contacting the District's Financial Management Team

The financial report is designed to provide the District's present users with a general overview of the District's finances and to demonstrate the District's accountability with an overview of the District's financial operations and financial condition. Should the reader have questions regarding the information included in this report or wish to request additional information, please contact Library Director, Mindy Kittay at (626) 798-0833.

This page intentionally left blank.

BASIC FINANCIAL STATEMENTS

This page intentionally left blank.

GOVERNMENT-WIDE FINANCIAL STATEMENTS

This page intentionally left blank.

Altadena Library District
Statement of Net Position
June 30, 2016

DRAFT - 1-7-2017

<u>ASSETS</u>	<u>Governmental Activities</u>
Current assets:	
Cash and investments (Note 2)	\$ 2,738,502
Accrued interest receivable	5,352
Property taxes and assessments receivable	84,504
Accounts receivable – other	26,319
Prepaid items	3,523
Total current assets	<u>2,858,200</u>
Non-current assets:	
Capital assets – not being depreciated (Note 3)	252,515
Capital assets – being depreciated, net (Note 3)	230,327
Total non-current assets	<u>482,842</u>
Total assets	<u>3,341,042</u>
<u>DEFERRED OUTFLOWS OF RESOURCES</u>	
Pension contributions made after the measurement date (Note 6)	159,174
Differences between expected and actual experience (Note 6)	7,575
Total deferred outflows of resources	<u>166,749</u>
<u>LIABILITIES</u>	
Current liabilities:	
Accounts payable and accrued expenses	35,134
Long-term liabilities – due in one year:	
Compensated absences (Note 4)	18,122
Total current liabilities	<u>53,256</u>
Non-current liabilities:	
Long-term liabilities – due in more than one year:	
Compensated absences (Note 4)	54,368
Net other post-employment benefits obligations (Note 5)	89,114
Net pension liability (Note 6)	1,467,863
Total non-current liabilities	<u>1,611,345</u>
Total liabilities	<u>1,664,601</u>
<u>DEFERRED INFLOWS OF RESOURCES</u>	
Differences between projected and actual earnings on pension plan investments (Note 6)	35,930
Difference between actual and proportionate share of employer contributions (Note 6)	115,971
Adjustment due to differences in proportions (Note 6)	211,556
Changes in assumptions (Note 6)	71,672
Total deferred inflows of resources	<u>435,129</u>
<u>NET POSITION</u>	
Investment in capital assets	482,842
Unrestricted	925,219
Total net position	<u>\$ 1,408,061</u>

Altadena Library District
Statement of Activities
For the Year Ended June 30, 2016

DRAFT - 1-7-2017

	Governmental Activities
EXPENSES:	
Library operations:	
Operations	\$ 2,810,936
Depreciation expense	18,692
Total expenses	2,829,628
PROGRAM REVENUES:	
Charges for services:	
Special assessments	751,500
Charges for services	116,652
Operating grants and contributions	121,055
Total program revenues	989,207
Net program expense	(1,840,421)
GENERAL REVENUES:	
Property taxes	2,210,256
Investment earnings	16,082
Other revenues	19,362
Total general revenues	2,245,700
CHANGE IN NET POSITION	405,279
NET POSITION:	
Beginning of year, as previously stated	1,002,782
End of year	\$ 1,408,061

FUND FINANCIAL STATEMENTS

This page intentionally left blank.

Altadena Library District
Balance Sheet
Governmental Funds
June 30, 2016

DRAFT - 1-7-2017

	<u>ASSETS</u>	<u>General Fund</u>
Assets:		
Cash and investments		\$ 2,738,502
Accrued interest receivable		5,352
Property assessments receivable		84,504
Accounts receivable – other		26,319
Prepaid items		3,523
Total assets		<u>\$ 2,858,200</u>
<u>LIABILITIES AND FUND BALANCES</u>		
Liabilities:		
Accounts payable and accrued expenses		<u>\$ 35,134</u>
Total liabilities		<u>35,134</u>
Fund Balances: (Note 7)		
Nonspendable		3,523
Assigned		72,490
Unassigned		2,747,053
Total fund balance		<u>2,823,066</u>
Total liabilities and fund balance		<u>\$ 2,858,200</u>

Altadena Library District
Reconciliation of the Balance Sheet of Governmental Funds to the
Government-Wide Statement of Net Position
June 30, 2016

DRAFT - 1-7-2017

Fund Balances – Governmental Funds	<u>\$ 2,823,066</u>
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the governmental funds balance sheet. However, the statement of net position includes those assets as capital assets.	482,842
Deferred outflows of resources used in governmental activities are not current financial resources and, therefore, are not reported in the governmental funds balance sheet. However, the statement of net position includes those deferred outflows of resources.	166,749
Long-term liabilities applicable to the District are not due and payable in the current period and accordingly are not reported as fund liabilities. All liabilities' both current and long-term, are reported in the statement of net position as follows:	
Compensated absences	(72,490)
Net other post-employment benefits obligations	(89,114)
Net pension liability	(1,467,863)
Deferred inflows of resources used in governmental activities are not current financial resources and, therefore, are not reported in the governmental funds balance sheet. However, the statement of net position includes those deferred inflows of resources.	<u>(435,129)</u>
Total adjustments	<u>(1,415,005)</u>
Net Position of Governmental Activities	<u><u>\$ 1,408,061</u></u>

Altadena Library District
Statement of Revenues, Expenditures and Changes in Fund Balance
Governmental Funds
For the Year Ended June 30, 2016

DRAFT - 1-7-2017

	General Fund
REVENUES:	
Property taxes	\$ 2,210,256
Special assessments	751,500
Charges for services	116,652
Operating grants and contributions	121,055
Investment earnings	16,082
Other revenues	19,362
Total revenues	3,234,907
EXPENDITURES:	
Current:	
Salaries and benefits	2,102,372
Materials and services	887,594
Capital outlay	72,735
Total expenditures	3,062,701
NET CHANGES IN FUND BALANCE	172,206
FUND BALANCE:	
Beginning of year	2,650,860
End of year	\$ 2,823,066

Altadena Library District
Reconciliation of the Statement of Revenues, Expenditures and
Changes in Fund Balance of Governmental Funds to the Statement of Activities
For the Year Ended June 30, 2016

DRAFT - 1-7-2017

Net Change in Fund Balances – Governmental Funds	<u>\$ 172,206</u>
Amounts reported for governmental activities in the statement of activities is different because:	
Some expenses reported in the statement of activities do not require the use of current financial resources. Therefore, those expenses are not reported as expenditures in governmental funds as follows:	
Change in compensated absences	(5,925)
Change in net other post-employment benefits obligations	99,954
Change in net pension liability	85,001
Governmental funds report capital outlay as expenditures. However, in the statement of activities the cost of those capitalized assets is allocated over their estimated useful lives as depreciation expense.	
Capital outlay	72,735
Depreciation expense	<u>(18,692)</u>
Total adjustments	<u>233,073</u>
Change in Net Position of Governmental Activities	<u><u>\$ 405,279</u></u>

Altadena Library District
Notes to the Financial Statements (Continued)
For the Year Ended June 30, 2016

DRAFT - 1-7-2017

Note 1 – Reporting Entity and Summary of Significant Accounting Policies

Organization and Operations of the Reporting Entity

The Altadena Library District (District) was formed on December 8, 1926, and operates under sections 19600 et seq., of the California Education Code. The main library is located at 600 E. Mariposa Street in Altadena. The branch library is located at 2659 Lincoln Avenue in Altadena and was re-opened in 1991. The District is administered by a five-member Board of Trustees.

The criteria used in determining the scope of the financial reporting entity is based on the provisions of Governmental Accounting Statements No. 61, *The Financial Reporting Entity*. The District is the primary governmental unit based on the foundation of a separately elected governing board that is elected by the citizens in a general popular election. Component units are legally separate organizations for which the elected officials of the primary government are financially accountable. The District is financially accountable if it appoints a voting majority of the organization's governing body and: 1) It is able to impose its will on that organization, or 2) There is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on, the primary government. The District has no component units as of year-end.

Basis of Accounting and Measurement Focus

Government-Wide Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all the activities of the primary government. The effect of inter-fund activity has been removed from these statements and eliminations have been made to minimize the double counting of internal activities. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Fund Financial Statements

Separate financial statements are provided for governmental funds and proprietary funds. Major individual governmental funds and the major individual enterprise funds are reported as separate columns in the fund financial statements.

The District's financial statements are prepared in conformity with accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the acknowledged standard setting body for establishing accounting and financial reporting standards followed by governmental entities in the United States.

Altadena Library District
Notes to the Financial Statements (Continued)
For the Year Ended June 30, 2016

DRAFT - 1-7-2017

Note 1 – Reporting Entity and Summary of Significant Accounting Policies (Continued)

Basis of Accounting and Measurement Focus (Continued)

In accordance with GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, the Statement of Net Position reports separate sections for Deferred Outflows of Resources, and Deferred Inflows of Resources, when applicable.

Deferred Outflows of Resources represent outflows of resources (consumption of net position) that apply to future periods and that, therefore, will not be recognized as an expense until that time.

Deferred Inflows of Resources represent inflows of resources (acquisition of net position) that apply to future periods and that, therefore, are not recognized as revenue until that time.

The government-wide financial statements are reported using the “*economic resources*” measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when the liability is incurred, regardless of the timing of the related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the “*current financial resources*” measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers tax revenues to be available if they are collected within 60 days of the end of the current fiscal year and other revenues when collected within one year of the end of the current fiscal year. Expenditures generally are recorded when a liability is incurred. However, debt service expenditures, as well as expenditures related to compensated absences are recorded only when payment is due.

The primary revenue sources susceptible to accrual are property taxes, charges for services, and interests associated with the current fiscal period and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government.

The District reports the following major funds:

Governmental Funds:

General Fund – is a government’s primary operating fund. It accounts for all financial resources of the District, except those required to be accounted for in another fund when necessary

Use of Estimates

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported changes in District net position during the reporting period. Actual results could differ from those estimates.

Altadena Library District
Notes to the Financial Statements (Continued)
For the Year Ended June 30, 2016

DRAFT - 1-7-2017

Note 1 – Reporting Entity and Summary of Significant Accounting Policies (Continued)

Investments

Changes in fair value that occur during a fiscal year are recognized as unrealized gains or losses and reported for that fiscal year. Investment income comprises interest earnings, changes in fair value, and any gains or losses realized upon the liquidation or sale of investments.

In accordance with GASB Statement No. 72, *Fair Value Measurement and Application*, defines fair value, establishes a framework for measuring fair value and establishes disclosures about fair value measurement. Investments, unless otherwise specified, recorded at fair value in the Statements of Net Position, are categorized based upon the level of judgment associated with the inputs used to measure their fair value. Levels of inputs are as follows:

Level 1 – Inputs are unadjusted, quoted prices for identical assets or liabilities in active markets at the measurement date.

Level 2 – Inputs, other than quoted prices included in Level 1 that are observable for assets or liabilities through corroboration with market data at the measurement date.

Level 3 – Unobservable inputs that reflect management’s best estimate of what market participants would use in pricing the assets or liabilities at the measurement date.

Prepaid Items

Certain payments to vendors reflects costs or deposits applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements.

Capital Assets

Capital assets are recorded in the government-wide financial statements. Included in capital assets is equipment used at the District. District policy has set the capitalization threshold for reporting capital assets at \$5,000. Donated assets are recorded at estimated fair market value at the date of donation. Capital outlay is recorded as expenditures of the General Fund and as assets in the government-wide financial statements to the extent the District’s capitalization threshold is met. Depreciation is recorded on a straight-line basis over the estimated useful lives of the assets as follows:

<u>Asset Class</u>	<u>Useful Lives</u>
Buildings	50 years
Building improvements	20 years
Furniture and equipment	5-7 years

Compensated Absences

The District’s policy is to permit employees to accumulate earned but unused vacation pay benefits. All vacation pay is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

Altadena Library District
Notes to the Financial Statements (Continued)
For the Year Ended June 30, 2016

DRAFT - 1-7-2017

Note 1 – Reporting Entity and Summary of Significant Accounting Policies (Continued)

Pension Plan

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the plans and additions to/deductions from the plans' fiduciary net position have been determined on the same basis as they are reported by the plans. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value. The following timeframes are used for pension reporting:

CalPERS

Valuation Date	June 30, 2014
Measurement Date	June 30, 2015
Measurement Period	July 1, 2014 to June 30, 2015

Gains and losses related to changes in total pension liability and fiduciary net position are recognized in pension expense systematically over time. The first amortized amounts are recognized in pension expense for the year the gain or loss occurs. The remaining amounts are categorized as deferred outflows and deferred inflows of resources related to pensions and are to be recognized in future pension expense. The amortization period differs depending on the source of the gain or loss. The difference between projected and actual earnings is amortized straight-line over 5 years. All other amounts are amortized straight-line over the average expected remaining service lives of all members that are provided with benefits (active, inactive, and retired) as of the beginning of the measurement period.

Property Taxes

Property taxes attach as an enforceable lien on property as of January 1, each year. Secured property taxes are levied on July 1 and are payable in two installments, on December 10 and April 10. The County of Los Angeles Assessor's Office assesses all real and personal property within the County each year. The County of Los Angeles Tax Collector's Office bills and collects the District's share of property taxes. The County of Los Angeles Treasurer's Office remits current and delinquent property tax collections to the District throughout the year. Property tax in California is levied in accordance with Article XIII A of the State Constitution at one percent (1%) of countywide assessed valuations.

Property taxes and special assessments receivable at year-end are related to property taxes collected by the County of Los Angeles, which have not been credited to the District's cash balance as of June 30. The property tax calendar is as follows:

Lien date	March 1
Levy date	July 1
Due dates	November 1 and March 1
Collection dates	December 10 and April 10

Altadena Library District
Notes to the Financial Statements (Continued)
For the Year Ended June 30, 2016

DRAFT - 1-7-2017

Note 1 – Reporting Entity and Summary of Significant Accounting Policies (Continued)

Net Position

Net position is categorized as follows:

Investment in Capital Assets – This component of net position consists of capital assets, net of accumulated depreciation and reduced by any outstanding debt against the acquisition, construction or improvement of those assets.

Restricted – This component of net position consists of constraints placed on net position use through external constraints imposed by creditors, grantors, contributors, or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation. The District has no restricted net position as of June 30, 2016.

Unrestricted – This component of net position consists of net amount of assets that are not included in the determination of *restricted* or *investment in capital assets*.

Fund Balance

The financial statements, governmental funds report fund balance as nonspendable, restricted, committed, assigned or unassigned based primarily on the extent to which the District is bound to honor constraints on how specific amounts can be spent.

Nonspendable – amounts that cannot be spent because they are either (a) not spendable in form or (b) legally or contractually required to be maintained intact.

Restricted – amounts with constraints placed on their use that are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions enabling legislation.

Committed – amounts that can only be used for specific purposes determined by formal action of the District’s highest level of decision-making authority (the Board of Trustees) and that remain binding unless removed in the same manner. The underlying action that imposed the limitation needs to occur no later than the close of the reporting period.

Assigned – amounts that are constrained by the District’s intent to be used for specific purposes. The intent can be established at either the highest level of decision-making, or by a body or an official designated for that purpose.

Unassigned – the residual classification for the District’s general fund that includes amounts not contained in the other classifications. In other funds, the unassigned classification is used only if expenditures incurred for specific purposes exceed the amounts restricted, committed, or assigned to those purposes.

The Board of Trustees establishes, modifies or rescinds fund balance commitments and assignments by passage of a resolution. This is done through adoption of the budget and subsequent budget amendments that occur throughout the year.

When both restricted and unrestricted resources are available for use, it is the District’s policy to use restricted resources first, followed by the unrestricted, committed, assigned and unassigned resources as they are needed.

Altadena Library District
Notes to the Financial Statements (Continued)
For the Year Ended June 30, 2016

DRAFT - 1-7-2017

Note 1 – Reporting Entity and Summary of Significant Accounting Policies (Continued)

Fund Balance Policy

The District believes that sound financial management principles require that sufficient funds be retained by the District to provide a stable financial base at all times. To retain this stable financial base, the District needs to maintain an unrestricted fund balance in its funds sufficient to fund cash flows of the District and to provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergency nature. Committed, assigned and unassigned fund balances are considered unrestricted.

The purpose of the District’s fund balance policy is to maintain a prudent level of financial resources to protect against reducing service levels or raising assessments and fees because of temporary revenue shortfalls or unpredicted one-time expenditures.

Accounting Changes

Statement No. 72, *Fair Value Measurement and Application*, which provides guidance for determining a fair value measurement for financial reporting purposes. This statement also provides guidance for applying fair value to certain investments and disclosure related to all fair value measurements. Application of this statement is effective for fiscal year ending June 30, 2016.

Statement No. 73, *Accounting and Financial Reporting for Pension and Related Assets That Are Not within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68*. This statement establishes requirements for those pensions and pension plans that are not administered through a trust meeting specified criteria (those not covered by GASB Statements 67 and 68). Application of this statement is effective for District’s fiscal year ending June 30, 2016, except those provisions that address employers and governmental non-employer contributing entities that are not within the scope of GASB Statement 68, which are effective for financial statements for fiscal year ending June 30, 2017.

Statement No. 76, *The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments*. This statement reduces the generally accepted accounting principles (GAAP) hierarchy to two categories of authoritative GAAP from the four categories under GASB Statement No. 55, *The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments*. The first category of authoritative GAAP consists of GASB Statements of Governmental Accounting Standards. The second category comprises GASB Technical Bulletins and Implementation Guides, as well as guidance from the American Institute of Certified Public Accountants that is cleared by the GASB. Application of this statement is effective for fiscal year ending June 30, 2016.

Altadena Library District
Notes to the Financial Statements (Continued)
For the Year Ended June 30, 2016

DRAFT - 1-7-2017

Note 2 – Cash and Investments

Cash and investments as of June 30, 2016 consisted of the following:

Description	Balance
Cash on hand	\$ 777
Deposits with financial institutions	197,070
Investments	2,540,655
Total cash and investments	\$ 2,738,502

Custodial Credit Risk

Custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The California Government Code and the District’s investment policy does not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. At June 30, 2016, the District had no deposits with financial institutions subject to custodial credit risk.

The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The Code and the District’s investment policy contains legal and policy requirements that would limit the exposure to custodial credit risk for investments. With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government’s indirect investment in securities through the use of mutual funds or external investment pools.

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. The longer the maturity an investment has the greater its fair value has sensitivity to changes in market interest rates. The District’s investment policy follows the Code as it relates to limits on investment maturities as a means of managing exposure to fair value losses arising from increasing interest rates.

Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization.

Concentration of Credit Risk

The District’s investment policy contains various limitations on the amounts that can be invested in any one governmental agency or non-governmental issuer as stipulated by the California Government Code. There were no investments in any one non-governmental issuer that represent 5% or more of the District’s total investments as of June 30, 2016.

Altadena Library District
Notes to the Financial Statements (Continued)
For the Year Ended June 30, 2016

DRAFT - 1-7-2017

Note 2 – Cash and Investments (Continued)

Investments	Measurement Input	Fair Value June 30, 2016	Maturity 12 Months or Less
External Investment Pools:			
Los Angeles County Treasury Investment Pool (LACTIP)	Level 2	\$ 2,540,655	\$ 2,540,655
Total investments		\$ 2,540,655	\$ 2,540,655

Authorized Investments and Investment Policy

The District has adopted an investment policy directing the Fiscal Officer to deposit funds in financial institutions.

Investments are to be made in the following areas:

External Investment Pools:

Los Angeles County Treasury Investment Pool (LACTIP)

Investment Trust of California – CalTrust

Cash with County of Los Angeles Treasury Pool

The District is a voluntary participant in the Los Angeles County Investment Pool pursuant to Government Code Section 53694. The cash flow needs of participants are monitored daily to ensure that sufficient liquidity is maintained to meet the needs of those participants. At the time deposits are made, the Los Angeles County Investment Pool’s Treasurer may require the depositing entity to provide annual cash flow projections or an anticipated withdrawal schedule for deposits in excess of \$1 million. Projections are performed no less than semi-annually. In accordance with Government Code Section 27136, all request for withdrawal of funds for the purpose of investing or deposits the funds elsewhere shall be evaluated to ensure the proposed withdrawal will not adversely affect the principal deposits of the other participants. At June 30, 2016, the District had \$2,540,655 invested in the Los Angeles County Investment Pool.

Altadena Library District
Notes to the Financial Statements (Continued)
For the Year Ended June 30, 2016

DRAFT - 1-7-2017

Note 3 – Capital Assets

Changes in capital assets for the year were as follows:

	<u>Balance July 1, 2015</u>	<u>Additions/ Transfers</u>	<u>Deletions/ Transfers</u>	<u>Balance June 30, 2016</u>
Non-depreciable capital assets:				
Land	\$ 77,280	\$ -	\$ -	\$ 77,280
Artwork	102,500	-	-	102,500
Construction-in-process	-	72,735	-	72,735
Total non-depreciable capital assets	<u>179,780</u>	<u>72,735</u>	<u>-</u>	<u>252,515</u>
Depreciable capital assets:				
Library building	1,102,802	-	-	1,102,802
Branch building	77,933	-	-	77,933
Furniture and equipment	683,741	-	-	683,741
Total depreciable capital assets	<u>1,864,476</u>	<u>-</u>	<u>-</u>	<u>1,864,476</u>
Accumulated depreciation:				
Library building	(924,202)	(14,561)	-	(938,763)
Branch building	(77,933)	-	-	(77,933)
Furniture and equipment	(613,322)	(4,131)	-	(617,453)
Total accumulated depreciation	<u>(1,615,457)</u>	<u>(18,692)</u>	<u>-</u>	<u>(1,634,149)</u>
Total depreciable capital assets, net	<u>249,019</u>	<u>(18,692)</u>	<u>-</u>	<u>230,327</u>
Total capital assets, net	<u>\$ 428,799</u>	<u>\$ 54,043</u>	<u>\$ -</u>	<u>\$ 482,842</u>

Note 4 – Compensated Absences

Compensated absences comprise unpaid vacation leave time off which is accrued as earned. The District's liability for compensated absences is determined annually.

The changes to the compensated absences balance at June 30, 2016 were as follows:

<u>Balance July 1, 2015</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance June 30, 2016</u>	<u>Current Portion</u>	<u>Long-term Portion</u>
<u>\$ 66,565</u>	<u>\$ 97,852</u>	<u>\$ (91,927)</u>	<u>\$ 72,490</u>	<u>\$ 18,122</u>	<u>\$ 54,368</u>

Altadena Library District
Notes to the Financial Statements (Continued)
For the Year Ended June 30, 2016

DRAFT - 1-7-2017

Note 5 – Net Other Post-Employment Benefits Obligation

Plan Description

The District provides Other Post-Employment Benefits (OPEB) to employees who retire from the District and meet certain eligibility requirements. Spouses and surviving spouses are also eligible to receive benefits. Retirees may enroll in any plan available through the District’s CalPERS medical. The contribution requirements of Plan members and the District are established and may be amended by the District’s Board of Trustees.

Funding Policy

As required by GASB Statement No. 45, an actuary will determine the District's Annual Required Contributions (ARC) at least once every three fiscal years. The ARC is calculated in accordance with certain parameters, and includes (1) the Normal Cost for one year, and (2) a component for amortization of the total Unfunded Actuarial Accrued Liability (UAAL) over a period not to exceed 30 years.

The District will pay 100% of the cost of the post-employment benefit plan. The District funds the plan on a pay-as-you-go basis and maintains reserves (and records a liability) for the difference between pay-as-you-go and the actuarially determined ARC cost.

Annual OPEB Cost and Net OPEB Obligation

The following table shows the components of the District's Annual OPEB cost for the year ended June 30, 2016, the amount actually contributed to the plan and the changes in the District's net OPEB asset:

Summary changes in net other post-employment benefits balances as of June 30 were as follows:

Description	2016
Annual OPEB cost:	
Annual required contribution (ARC)	\$ 102,875
Interest on beginning net OPEB obligation	9,453
Adjustment to annual required contribution	(11,330)
Total annual OPEB cost	100,998
Contributions made:	
Contributions made	(200,952)
Total change in net OPEB obligation	(99,954)
Net OPEB obligation:	
Beginning of year	189,068
End of year	\$ 89,114

Altadena Library District
Notes to the Financial Statements (Continued)
For the Year Ended June 30, 2016

DRAFT - 1-7-2017

Note 5 – Net Other Post-Employment Benefits Obligation (Continued)

The District's annual OPEB cost, the amounts contributed to the irrevocable trust, retiree benefit payments, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation payable/asset for the fiscal year ended June 30, 2016 and the two preceding years are shown in the following table.

Three-Year History of Net OPEB Obligation

<u>Fiscal Year Ended</u>	<u>Annual OPEB Cost</u>	<u>Contributions Made</u>	<u>Percentage of Annual OPEB Cost Contributed</u>	<u>Net OPEB Obligation Payable (Asset)</u>
June 30, 2016	\$ 100,998	\$ 200,952	198.97%	\$ 89,114
June 30, 2015	114,799	131,637	114.67%	189,068
June 30, 2014	101,740	116,289	114.30%	205,906

The most recent valuation (dated July 1, 2015) includes an Actuarial Accrued Liability of \$1,183,251. Plan assets amounted to \$221,273. The covered payroll (annual payroll of active employees covered by the plan) for the year ended June 30, 2015 was \$1,133,332. The ratio of the funded actuarial accrued liability to annual covered payroll was 84.88%.

Actuarial Methods and Assumptions

Actuarial valuations involve estimates of the value of reported amounts and assumptions about the probability of events far into the future. Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future. Calculations are based on the types of benefits provided under the terms of the substantive plan at the time of each valuation and the pattern of sharing of costs between the employer and plan members to that point. Consistent with the long-term perspective of actuarial calculations, actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility in actuarial accrued liabilities for benefits.

The following is a summary of the actuarial assumptions and methods:

The following is a summary of the actuarial assumptions and methods:

Valuation date	July 1, 2015
Actuarial cost method	Entry age normal cost method
Amortization method	Level percent of payroll amortization
Remaining amortization period	24 Years as of the valuation date
Asset valuation method	30 Year smoothed market
Actuarial assumptions:	
Investment rate of return	5.00%
Projected salary increase	1.00%
Inflation - discount rate	2.75%
Health care trend rate	\$500 per month per employee

Altadena Library District
Notes to the Financial Statements (Continued)
For the Year Ended June 30, 2016

DRAFT - 1-7-2017

Note 6 – Net Pension Liability and Defined Benefit Pension Plan

Summary

<u>Type of Account</u>	<u>Balance as of July 1, 2015 (As Restated)</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance as of June 30, 2016</u>
Deferred Outflows of Resources:				
Pension contributions made after the measurement date:				
CalPERS – Miscellaneous Plan	\$ 118,239	\$ 159,174	\$ (118,239)	\$ 159,174
Differences between expected and actual experience:				
CalPERS – Miscellaneous Plan	-	10,281	(2,706)	7,575
Total deferred outflows of resources	<u>\$ 118,239</u>	<u>\$ 169,455</u>	<u>\$ (120,945)</u>	<u>\$ 166,749</u>
Net Pension Liability:				
CalPERS – Miscellaneous Plan	<u>\$ 1,411,297</u>	<u>\$ 174,805</u>	<u>\$ (118,239)</u>	<u>\$ 1,467,863</u>
Deferred Inflows of Resources:				
Differences between projected and actual earnings on pension plan investments:				
CalPERS – Miscellaneous Plan	\$ 474,261	\$ -	\$ (438,331)	\$ 35,930
Difference between actual and proportionate share of employer contributions:				
CalPERS – Miscellaneous Plan	50,012	113,756	(47,797)	115,971
Adjustment due to differences in proportions:				
CalPERS – Miscellaneous Plan	3,913	283,697	(76,054)	211,556
Changes in assumptions:				
CalPERS – Miscellaneous Plan	-	97,269	(25,597)	71,672
Total deferred inflows of resources	<u>\$ 528,186</u>	<u>\$ 494,722</u>	<u>\$ (587,779)</u>	<u>\$ 435,129</u>

General Information about the Pension Plans

The Plans Description Schedule

The District has engaged with CalPERS to administer the following pension plans for its employees (members):

	<u>Miscellaneous Plans</u>		
	<u>Classic Tier 1</u>	<u>Classic Tier 2</u>	<u>PEPRA Tier 3</u>
Hire date	<u>Prior to December 24, 2012</u>	<u>On or after December 24, 2012</u>	<u>On or after January 1, 2013</u>
Benefit formula	2.0% @ 55	2.0% @ 60	2.0 @ 62
Benefit vesting schedule	5-years or service	5-years or service	5-years or service
Benefits payments	monthly for life	monthly for life	monthly for life
Retirement age	50 - 67 & up	50 - 67 & up	52 - 67 & up
Monthly benefits, as a % of eligible compensation	1.0% to 2.0%	1.0% to 2.0%	1.0% to 2.0%
Required member contribution rates	7.000%	7.000%	6.500%
Required employer contribution rates	12.330%	8.262%	6.500%

Altadena Library District
Notes to the Financial Statements (Continued)
For the Year Ended June 30, 2016

DRAFT - 1-7-2017

Note 6 – Net Pension Liability and Defined Benefit Pension Plan (Continued)

General Information about the Pension Plans (Continued)

Plan Description

The District contributes to the California Public Employees’ Retirement System (CalPERS), a cost-sharing multiple-employer defined benefit pension plan. CalPERS acts as a common investment and administrative agent for participating public entities within the State of California. A full description of the pension plan, benefit provisions, assumptions (for funding, but not accounting purposes), and membership information are listed in the June 30, 2014 Annual Actuarial Valuation Report. This report and CalPERS’ audited financial statements are publicly available reports that can be obtained at CalPERS’ website under Forms and Publications.

Members Covered by Benefit Terms

At June 30, 2015 (Measurement Date), the following members were covered by the benefit terms:

<u>Plan Members</u>	<u>Miscellaneous Plans</u>			<u>Total</u>
	<u>Classic Tier 1</u>	<u>Classic Tier 2</u>	<u>PEPRA Tier 3</u>	
Active members	13	1	5	19
Transferred and terminated members	12	-	-	12
Retired members and beneficiaries	22	-	-	22
Total plan members	47	1	5	53

Benefits Provided

CalPERS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. A Classic CalPERS Miscellaneous member becomes eligible for service retirement upon attainment of age 55 with at least 5 years of credited service. Public Employees' Pension Reform Act (PEPRA) Miscellaneous members become eligible for service retirement upon attainment of age 62 with at least 5 years of service. The service retirement benefit is a monthly allowance equal to the product of the benefit factor, years of service, and final compensation. The final compensation is the monthly average of the member's highest 36 full-time equivalent monthly pay. Retirement benefits for Classic Miscellaneous and Safety members are calculated as a percentage of their plan based the average final 36 months compensation. Retirement benefits for PEPRA Miscellaneous members are calculated as a percentage of their plan based the average final 36 months compensation.

Participant members are eligible for non-industrial disability retirement if they become disabled and have at least 5 years of credited service. There is no special age requirement. The standard non-industrial disability retirement benefit is a monthly allowance equal to 1.8% of final compensation, multiplied by service. Industrial disability benefits are not offered to miscellaneous employees.

A member's beneficiary may receive the basic death benefit if the member dies while actively employed. The member must be actively employed with the District to be eligible for this benefit. A member's survivor who is eligible for any other pre-retirement death benefit may choose to receive that death benefit instead of this basic death benefit. The basic death benefit is a lump sum in the amount of the members’ accumulated contributions, where interest is currently credited at 7.5 percent per year, plus a lump sum in the amount of one month's salary for each completed year of current service, up to a maximum of six months' salary. For purposes of this benefit, one month's salary is defined as the member's average monthly full-time rate of compensation during the 12 months preceding death.

Altadena Library District
Notes to the Financial Statements (Continued)
For the Year Ended June 30, 2016

DRAFT - 1-7-2017

Note 6 – Net Pension Liability and Defined Benefit Pension Plan (Continued)

General Information about the Pension Plans (Continued)

Benefits Provided (Continued)

Upon the death of a retiree, a one-time lump sum payment of \$500 will be made to the retiree's designated survivor(s), or to the retiree's estate.

Benefit terms provide for annual cost-of-living adjustments to each member's retirement allowance. Beginning the second calendar year after the year of retirement, retirement and survivor allowances will be annually adjusted on a compound basis by 3%.

Contributions

Section 20814(c) of the California Public Employees' Retirement Law (PERL) requires that the employer contribution rates for all public employers will be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. The total plan contributions are determined through CalPERS' annual actuarial valuation process. The public agency cost-sharing plans covered by the Miscellaneous risk pool, the Plan's actuarially determined rate is based on the estimated amount necessary to pay the Plan's allocated share of the risk pool's costs of benefits earned by employees during the year, and any unfunded accrued liability. The employer is required to contribute the difference between the actuarially determined rate and the contribution rate of members. For the measurement period ended June 30, 2015 (Measurement Date), the active member contribution rate for the Classic Miscellaneous Plan and the PEPRA Miscellaneous Plan are based above in the Plans Description schedule.

Contributions for the year ended June 30, 2016 were as follows:

<u>Contribution Type</u>	<u>Miscellaneous Plans</u>			<u>Total</u>
	<u>Classic Tier 1</u>	<u>Classic Tier 2</u>	<u>PEPRA Tier 3</u>	
Contributions – employer	\$ 123,591	\$ 4,568	\$ 31,015	\$ 159,174
Contributions – members	46,434	3,903	29,956	80,293
Total contributions	<u>\$ 170,025</u>	<u>\$ 8,471</u>	<u>\$ 60,971</u>	<u>\$ 239,467</u>

Altadena Library District
Notes to the Financial Statements (Continued)
For the Year Ended June 30, 2016

DRAFT - 1-7-2017

Note 6 – Net Pension Liability and Defined Benefit Pension Plan (Continued)

Net Pension Liability, Pension Expenses, Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pension Plans (Continued)

Actuarial Methods and Assumptions Used to Determine the Total Pension Liability

For the measurement period ended June 30, 2015 (Measurement Date), the total pension liability was determined by rolling forward the June 30, 2014 total pension liability. Both the June 30, 2014 and the June 30, 2015 total pension liabilities were based on the following actuarial methods and assumptions:

Actuarial Cost Method	Entry Age Normal in accordance with the requirement of GASB Statement No. 68
Actuarial Assumptions:	
Discount Rate	7.65%
Inflation	2.75%
Salary Increases	Varies by Entry Age and Service
Investment Rate of Return	7.50% Net of Pension Plan Investment and Administrative Expenses; includes Inflation
Mortality Rate Table	Derived using CalPERS' Membership Data for all Funds. The mortality table used was developed based on CalPERS' specific data. The table includes 20 years of mortality improvements using Society of Actuaries Scale BB.
Post Retirement Benefit Increase	Contract COLA up to 2.75% until Purchasing Power Protection Allowance Floor on Purchasing Power applies, 2.75% thereafter

All other actuarial assumptions used in the June 30, 2014 valuation were based on the results of an actuarial experience study for the period from 1997 to 2011, including updates to salary increase, mortality and retirement rates. The Experience Study report can be obtained at CalPERS' website under Forms and Publications.

Discount Rate

The discount rate used to measure the total pension liability was 7.65 percent. The long-term expected rate of return on the pension plan investments was determined in which best-estimate ranges of expected future real rates are developed for each major asset class. In determining the long-term expected rate of return, both short-term and long-term market return expectations as well as the expected pension fund cash flows were considered. Such cash flows were developed assuming that both members and employers will make their required contributions on time and as scheduled in all future years.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major *asset class*.

The table below reflects long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These geometric rates of return are net of administrative expenses.

Altadena Library District
Notes to the Financial Statements (Continued)
For the Year Ended June 30, 2016

DRAFT - 1-7-2017

Note 6 – Net Pension Liability and Defined Benefit Pension Plan (Continued)

Net Pension Liability, Pension Expenses, Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pension Plans (Continued)

Discount Rate (Continued)

<u>Investment Type</u>	<u>New Strategic Allocation</u>	<u>Real Return Years 1 - 10¹</u>	<u>Real Return Years 11+²</u>
Global Equity	47.00%	5.25%	5.71%
Global Fixed Income	19.00%	0.99%	2.43%
Inflation Sensitive	6.00%	0.45%	3.36%
Private Equity	12.00%	6.83%	6.95%
Real Estate	11.00%	4.50%	5.13%
Infrastructure and Forestland	3.00%	4.50%	5.09%
Liquidity	2.00%	-0.55%	-1.05%
	<u>100.00%</u>		

¹ An expected inflation rate-of-return of 2.5% is used for years 1 – 10.

² An expected inflation rate-of-return of 3.0% is used for years 11+.

Sensitivity of the District's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the District's proportionate share of the net pension liability of the Plan as of the measurement date, calculated using the discount rate of 7.65%, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage-point lower (6.65%) or 1 percentage-point higher (8.65%) than the current rate:

<u>Plan Type</u>	<u>Plan's Net Pension Liability/(Asset)</u>		
	<u>Discount Rate - 1% 6.65%</u>	<u>Current Discount Rate 7.650%</u>	<u>Discount Rate + 1% 8.65%</u>
CalPERS – Miscellaneous Plan	<u>\$ 2,581,148</u>	<u>\$ 1,467,863</u>	<u>\$ 548,717</u>

Pension Plan Fiduciary Net Position

Detail information about the plan's fiduciary net position is available in the separately issued CalPERS financial report and can be obtained from CalPERS' website under Forms and Publications.

Altadena Library District
Notes to the Financial Statements (Continued)
For the Year Ended June 30, 2016

DRAFT - 1-7-2017

Note 6 – Net Pension Liability and Defined Benefit Pension Plan (Continued)

Net Pension Liability, Pension Expenses, Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pension Plans (Continued)

Proportionate Share of Net Pension Liability and Pension Expense

The following table shows the plan’s proportionate share of the risk pool collective net pension liability over the measurement period for the Miscellaneous Plan:

<u>Plan Type and Balance Descriptions</u>	<u>Plan Total Pension Liability</u>	<u>Plan Fiduciary Net Position</u>	<u>Change in Plan Net Pension Liability</u>
CalPERS – Miscellaneous Plan:			
Balance as of June 30, 2014 (Valuation Date)	\$ 8,315,808	\$ 6,904,511	\$ 1,411,297
Balance as of June 30, 2015 (Measurement Date)	\$ 8,174,700	\$ 6,706,837	\$ 1,467,863
Change in Plan Net Pension Liability	<u>\$ (141,108)</u>	<u>\$ (197,674)</u>	<u>\$ 56,566</u>

Proportionate Share of Net Pension Liability and Pension Expense (Continued)

The following is the approach established by the plan actuary to allocate the net pension liability and pension expense to the individual employers within the risk pool.

- (1) In determining a cost-sharing plan’s proportionate share, total amounts of liabilities and assets are first calculated for the risk pool as a whole on the valuation date (June 30, 2014). The risk pool’s fiduciary net position (“FNP”) subtracted from its total pension liability (TPL) determines the net pension liability (NPL) at the valuation date.
- (2) Using standard actuarial roll forward methods, the risk pool TPL is then computed at the measurement date (June 30, 2015). Risk pool FNP at the measurement date is then subtracted from this number to compute the NPL for the risk pool at the measurement date. For purposes of FNP in this step and any later reference thereto, the risk pool’s FNP at the measurement date denotes the aggregate risk pool’s FNP at June 30, 2015 less the sum of all additional side fund (or unfunded liability) contributions made by all employers during the measurement period (2014-15 fiscal year).
- (3) The individual plan’s TPL, FNP and NPL are also calculated at the valuation date.
- (4) Two ratios are created by dividing the plan’s individual TPL and FNP as of the valuation date from (3) by the amounts in step (1), the risk pool’s total TPL and FNP, respectively.
- (5) The plan’s TPL as of the Measurement Date is equal to the risk pool TPL generated in (2) multiplied by the TPL ratio generated in (4). The plan’s FNP as of the Measurement Date is equal to the FNP generated in (2) multiplied by the FNP ratio generated in (4) plus any additional side fund (or unfunded liability) contributions made by the employer on behalf of the plan during the measurement period.
- (6) The plan’s NPL at the Measurement Date is the difference between the TPL and FNP calculated in (5).

Altadena Library District
Notes to the Financial Statements (Continued)
For the Year Ended June 30, 2016

DRAFT - 1-7-2017

Note 6 – Net Pension Liability and Defined Benefit Pension Plan (Continued)

Net Pension Liability, Pension Expenses, Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pension Plans (Continued)

The District’s proportionate share of the net pension liability was as follows:

	<u>Percentage Share of Risk Pool</u>		<u>Change Increase/ (Decrease)</u>
	<u>Fiscal Year</u>	<u>Fiscal Year</u>	
	<u>Ending June 30, 2016</u>	<u>Ending June 30, 2015</u>	
Measurement Date	June 30, 2015	June 30, 2014	
Percentage of Risk Pool Net Pension Liability	0.053504%	0.057103%	0.000096%
Percentage of Plan (PERF C) Net Pension Liability	0.021385%	0.022681%	0.000057%

For the year ended June 30, 2016, the District recognized pension expense/(credit) in the amounts of \$(85,001) for the CalPERS Miscellaneous Plan.

The amortization period differs depending on the source of the gain or loss. The difference between projected and actual earnings is amortized over 5-years straight line. All other amounts are amortized straight-line over the average expected remaining service lives of all members that are provided with benefits (active, inactive and retired) as of the beginning of the measurement period.

Proportionate Share of Net Pension Liability and Pension Expense (Continued)

The expected average remaining service lifetime (EARSL) is calculated by dividing the total future service years by the total number of plan participants (active, inactive, and retired) in the risk pool. The EARSL for risk pool for the 2014-15 measurement period is 3.8 years, which was obtained by dividing the total service years of 460,700 (the sum of remaining service lifetimes of the active employees) by 122,789 (the total number of participants: active, inactive, and retired).

Altadena Library District
Notes to the Financial Statements (Continued)
For the Year Ended June 30, 2016

DRAFT - 1-7-2017

Note 6 – Net Pension Liability and Defined Benefit Pension Plan (Continued)

Net Pension Liability, Pension Expenses, Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pension Plans (Continued)

Deferred Outflows of Resources and Deferred Inflows of Resources

At June 30, 2016, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

<u>Account Description</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Pension contributions made after the measurement date	\$ 159,174	\$ -
Difference between actual and proportionate share of employer contributions	-	115,971
Adjustment due to differences in proportions	-	-
Differences between expected and actual experience	7,575	-
Differences between projected and actual earnings on pension plan investments	-	35,930
Adjustment due to differences in proportions	-	211,556
Changes in assumptions	-	71,672
Total Deferred Outflows/(Inflows) of Resources	\$ 166,749	\$ 435,129

The District will recognize \$159,174 reported as deferred outflows of resources related to pensions resulting from the District's contributions subsequent to the measurement date as a reduction of the net pension liability in the fiscal year ended June 30, 2017, as noted above.

Amortization of Deferred Outflows of Resources and Deferred Inflows of Resources

Other remaining amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be amortized to pension expense in future periods as follows:

<u>Amortization Period Fiscal Year Ended June 30</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
2017	\$ 2,706	\$ 176,735
2018	2,706	172,883
2019	2,163	131,438
2020	-	(45,927)
Total	\$ 7,575	\$ 435,129

Altadena Library District
Notes to the Financial Statements (Continued)
For the Year Ended June 30, 2016

DRAFT - 1-7-2017

Note 7 – Fund Balance

A detailed schedule of fund balances and their funding composition at June 30, 2016 is as follows:

Description	Balance
Nonspendable:	
Prepaid items	\$ 3,523
Assigned:	
Compensated absences	72,490
Unassigned:	
Unassigned	2,747,053
Total fund balances	\$ 2,823,066

Note 8 – Deferred Compensation Savings Plan

For the benefit of its employees, the District participates in a 457 Deferred Compensation Program. The purpose of this Program is to provide deferred compensation for public employees that elect to participate in the Program. Generally, eligible employees may defer receipt of a portion of their salary until termination, retirement, death or unforeseeable emergency. Until the funds are paid or otherwise made available to the employee, the employee is not obligated to report the deferred salary for income tax purposes.

Federal law requires deferred compensation assets to be held in trust for the exclusive benefit of the participants. Accordingly, the District is in compliance with this legislation. Therefore, these assets are not the legal property of the District, and are not subject to claims of the District’s general creditors.

The District has implemented GASB Statement No. 32, *Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans*. Since the District has little administrative involvement and does not perform the investing function for this plan, the assets and related liabilities are not shown on the statement of net position.

Altadena Library District
Notes to the Financial Statements (Continued)
For the Year Ended June 30, 2016

DRAFT - 1-7-2017

Note 9 – Risk Management

The District is exposed to various risks of loss related to torts, theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District is a member of the Special District Risk Management Authority (SDRMA), an intergovernmental risk sharing joint powers authority created to provide self-insurance programs for California special districts. The purpose of the SDRMA is to arrange and administer programs of self-insured losses and to purchase excess insurance coverage. At June 30, 2016, the District participated in the liability and property programs of the SDRMA as follows:

- General and auto liability, public officials and employees’ errors and omissions: Total risk financing self-insurance limits of \$2,500,000, combined single limit at \$2,500,000 per occurrence. The District purchased additional excess coverage layers: \$10,000,000 for general, auto and public officials liability, which increases the limits on the insurance coverage noted above.

In addition to the above, the District also has the following insurance coverage:

- Employee dishonesty coverage up to \$400,000 per loss includes public employee dishonesty, forgery or alteration and theft, disappearance and destruction coverage’s.
- Property loss is paid at the replacement cost for property on file, if replaced within three years after the loss, otherwise paid on an actual cash value basis, to a combined total of \$1.0 billion per occurrence, subject to a \$2,000 deductible per occurrence.
- Boiler and machinery coverage for the replacement cost up to \$100 million per occurrence, subject to a \$1,000 deductible per occurrence.
- Public officials personal liability up to \$500,000 each occurrence, with an annual aggregate of \$500,000 per each elected/appointed official to which this coverage applies, subject to the terms, with a deductible of \$500 per claim.

The District maintains workers’ compensation coverage and employer’s liability coverage in accordance with the statutory requirements of the State of California.

Settled claims have not exceeded any of the coverage amounts in any of the last three fiscal years. There were no reductions in insurance coverage in fiscal year 2016, 2015 and 2014. Liabilities are recorded when it is probable that a loss has been incurred and the amount of the loss can be reasonably estimated net of the respective insurance coverage. Liabilities include an amount for claims that have been incurred but not reported (IBNR). There were no IBNR claims payable as of June 30, 2016, 2015 and 2014.

Note 10 – Commitments and Contingencies

Grant Awards

Grant funds received by the District are subject to audit by the grantor agencies. Such audit could lead to requests for reimbursements to the grantor agencies for expenditures disallowed under terms of the grant. Management of the District believes that such disallowances, if any, would not be significant.

Litigation

In the ordinary course of operations, the District is subject to claims and litigation from outside parties. After consultation with legal counsel, the District believes the ultimate outcome of such matters, if any, will not materially affect its financial condition.

This page intentionally left blank.

REQUIRED SUPPLEMENTARY INFORMATION

This page intentionally left blank.

Altadena Library District
Required Supplementary Information (Unaudited)
Budgetary Comparison Schedule – General Fund
For the Year Ended June 30, 2016

DRAFT - 1-7-2017

	Adopted Original Budget	Revised Budget	Actual	Variance Positive (Negative)
REVENUES:				
Property taxes	\$ 2,116,048	\$ 2,116,048	\$ 2,210,256	\$ 94,208
Special assessments	762,617	762,617	751,500	(11,117)
Charges for services	101,916	101,916	116,652	14,736
Operating grants and contributions	99,175	99,175	121,055	21,880
Investment earnings	7,000	7,000	16,082	9,082
Other revenues	25,000	25,000	19,362	(5,638)
Total revenues	3,111,756	3,111,756	3,234,907	123,151
EXPENDITURES:				
Current:				
Salaries and benefits	2,218,566	2,218,566	2,102,372	116,194
Materials and services	893,190	893,190	887,594	5,596
Capital outlay	131,000	131,000	72,735	58,265
Total expenditures	3,242,756	3,242,756	3,062,701	180,055
NET CHANGE IN FUND BALANCES	\$ (131,000)	\$ (131,000)	172,206	\$ (56,904)
FUND BALANCES:				
Beginning of year			2,650,860	
End of year			\$ 2,823,066	

Altadena Library District
Required Supplementary Information (Unaudited)
Schedule of the District's Proportionate Share of the Plan's Net Pension Liability
For the Year Ended June 30, 2016

DRAFT - 1-7-2017

Last Ten Fiscal Years

California Public Employees' Retirement System (CalPERS) Miscellaneous Plan

Measurement Date:	June 30, 2015¹	June 30, 2014¹
District's Proportion of the Net Pension Liability	<u>0.021385%</u>	<u>0.022681%</u>
District's Proportionate Share of the Net Pension Liability	<u>\$ 1,467,863</u>	<u>\$ 1,411,297</u>
District's Covered-Employee Payroll	<u>\$ 1,025,728</u>	<u>\$ 1,173,208</u>
District's Proportionate Share of the Net Pension Liability as a Percentage of Covered-Employee Payroll	<u>143.10%</u>	<u>120.29%</u>
Plan's Fiduciary Net Position as a Percentage of the Plan's Total Pension Liability	<u>82.04%</u>	<u>83.03%</u>

¹ Historical information is required only for measurement periods for which GASB No. 68 is applicable.

Altadena Library District
Required Supplementary Information (Unaudited)
Schedule of the District's Proportionate Share of the Plan's Net Pension Liability
For the Year Ended June 30, 2016

DRAFT - 1-7-2017

Last Ten Fiscal Years

California Public Employees' Retirement System (CalPERS) Miscellaneous Plan

Fiscal Year:	2015-16¹	2014-15¹	2013-14¹
Actuarially Determined Contribution ²	\$ 159,174	\$ 118,239	\$ 100,578
Contribution in Relation to the Actuarially Determined Contribution ²	(159,174)	(118,239)	(100,578)
Contribution Deficiency (Excess)	\$ -	\$ -	\$ -
District's Covered-Employee Payroll ³	\$ 1,186,696	\$ 1,025,728	\$ 1,173,208
Contributions as a Percentage of Covered-Employee Payroll	13.41%	11.53%	8.57%

¹ Historical information is required only for measurement periods for which GASB No. 68 is applicable.

² Employers are assumed to make contributions equal to the actuarially determined contributions (which is the actuarially determined contribution). However, some employers may choose to make additional contributions towards their side-fund or their unfunded liability. Employer contributions for such plan exceed the actuarial determined contributions. CalPERS has determined that employer obligations referred to as *side-funds* are not considered separately financed specific liabilities.

³ Covered-Employee Payroll represented above is based on pensionable earnings provided by the employer. However, GASB No. 68 defines covered-employee payroll as the total payroll of employees that are provided pensions through the pension plan. Accordingly, if pensionable earnings are different than total earnings for covered-employees, the employer should display in the disclosure footnotes the payroll based on total earnings for the covered group and recalculate the required payroll-related ratios.

Notes to the Schedule:

Change in Benefit Terms: The figures above do not include any liability impact that may have resulted from plan changes which occurred after June 30, 2013 as they have minimal cost impact. This applies for voluntary benefit changes as well as any offers of Two Years Additional Service Credit (a.k.a. Golden Handshakes)

Altadena Library District
Required Supplementary Information (Unaudited)
Schedule of Funding Progress – Other Post-Employment Benefit Plan
For the Year Ended June 30, 2016

DRAFT - 1-7-2017

Actuarial Valuation Date	Actuarial Value of Plan Assets (a)	Actuarial Accrued Liability (b)	Unfunded (Overfunded) Actuarial Accrued Liability (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll ((b-a)/c)
July 1, 2015	\$ 221,273	\$ 1,183,251	\$ 961,978	18.70%	\$ 1,133,332	84.88%
July 1, 2013	\$ -	\$ 1,253,745	\$ 1,253,745	0.00%	\$ 1,085,420	115.51%
July 1, 2011	\$ -	\$ 1,270,004	\$ 1,270,004	0.00%	\$ 1,185,870	107.09%
July 1, 2009	\$ -	\$ 1,244,501	\$ 1,244,501	0.00%	\$ 1,163,944	106.92%

Notes to the Schedule:

Funding progress is presented for the year(s) that an actuarial study has been prepared since the effective date of GASB Statement 45. Actuarial review and analysis of the post-employment benefits liability and funding status is performed every two years or annually, if there are significant changes in the plan. The next scheduled actuarial review and analysis of the post-employment benefits liability and funding status will be performed in fiscal year 2018, based on the year ending June 30, 2017.



Honoring the past, cultivating the present, empowering the future

MINUTES

Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

November 28, 2016 – 5:00 p.m.

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

1. **CALL TO ORDER**

2. **ROLL CALL:**

David Tuck – **Absent**
Gwendolyn McMullins
Adalila Zelada-Garcia, Secretary
John McDonald
Ira Bershatsky

It was noted by Director Kittay that Trustee David Tuck formally resigned from the Board of Library Trustees.

3. **ADOPTION OF AGENDA**

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

Recommended Action: The Board of Library Trustees hereby adopts the Agenda as presented. **Director Kittay provided the Board with a letter from the Auditors and explained that the Auditors have not provided the district with a draft audit due to a delay from a third party vendor to provide special reporting in reference to new GOFA laws and Calpers, and that there were no financial reports, and recommended that item 10b replace items 6a and 6b on the agenda. Moved by McMullins, Seconded by McDonald.**

4. **PUBLIC COMMUNICATION**

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

Patron H. Sahrur mentioned that she spoke to the department of regional planning regarding head-in parking for library patrons that are disabled, as the current parking along Mariposa is very difficult to get in and out of. She stated that this ADA issue should be addressed, and that the Library needed to contact the county. Director Kittay noted that this was discussed at Town Council and that she would check in with them again to find out what the status on the project was.

5. **PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS
HIRES/PROMOTIONS:**

Hired:
Melissa Aldama, Page – October 10, 2016
Kathryn Shumaker, Teen Librarian – October 10, 2016

Resigned:
Ashley Ravelo, Temporary Administrative Assistant – October 11, 2016
Pamela Richards, Adult Services Librarian – October 28, 2016

Director Kittay reported on the Personnel Appointments and Resignations, also noting that the Library had welcomed a new Children's and Family Services Librarian, Christina McTighe.

6. **FINANCIAL REPORTS**

- a) Financial reports for September 2016 (**DISCUSSION/POSSIBLE ACTION**) – **Moved to January meeting**
- b) REVIEW OF ALTADENA LIBRARY DISTRICT DRAFT AUDIT FOR FISCAL YEAR ENDING JUNE 30, 2016 CONDUCTED BY INDEPENDENT CERTIFIED AUDITOR, THE PUN GROUP (**DISCUSSION/POSSIBLE ACTION**) – **Moved to January meeting**

Recommended Action: The Board of Library Trustees hereby receives and files the Financial Reports.
Removed from Agenda, Postponed to January Board Meeting

7. **CONSENT CALENDAR**

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

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

- a) Approval of minutes – Regular meeting held October 24, 2016
- b) Statistical Reports – October 2016
- c) Departmental Monthly Report – October 2016

Moved by McDonald, Seconded by McMullins. Approved

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

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

None

Item 10b was addressed at this time: Presentation of Suggested Use of HUD Funds (**DISCUSSION/POSSIBLE ACTION**)

Director Kittay presented the Board with the complete Project package prior to the meeting, and asked if any Trustees had questions. She read the Decision Memorandum in its entirety and then asked the Board to have a discussion so that Trish Pengra from the Foundation could present a possible letter of support.

Trustee McMullins asked that at least one of the toilets in the women’s restroom be included in this plan, to make the toilet itself more accessible. Director Kittay noted that the District most likely had funds in the facilities budget to cover the cost of a new toilet.

Trustee Bershatsky mentioned that he was on the Foundation Board at the time the District received the HUD grant and believes this is the best use of the HUD funds. He also asked if the District had in the budget the approximately 157k that was included in the project budget in capital funds, Director Kittay mentioned that those funds are in the District’s budget and that some funds were coming from other areas that had overages such as technology.

Trustee McDonald asked if it was a good idea to allocate most or all of the grant funds towards shelving and not include some of the other budget line items in the project. Director Kittay noted that only shelving and doors would be covered by HUD funds and no other costs of the project would be covered by the grant. Trustee McDonald also asked about the amount the District was seeking from the Foundation, Director Kittay noted that she hopes for support from the Foundation but does not have an amount.

Trustee McDonald also expressed concern regarding the 6-week closure, Director Kittay noted that a Project Manager could possibly streamline processes so that the timeline would be adjusted, she also noted that staff would possibly be re-shelving the library for budget and time concerns.

Trustee McMullins asked about a project manager and also regarding publicity and notifying the public with a large drawing of the layout. Director Kittay noted that she will be meeting this week with possible publicity consultants that will assist the Library in creating a marketing plan which will start in December to notify the public and display plans at both Main and Branch.

Trish Pengra from the Foundation expressed the support of the Foundation for the Library moving forward with the Phase 1 Renovation, also noting that if the District did not use the HUD funds it would be very difficult for the Library to seek federal funding in the future. She provided a letter of support, noting that she did not have a specific amount of support since the project budget had not been finalized.

Trustee McMullins made a motion to approve the Phase 1 Renovation and suggested use of the HUD funds.

It was noted by Director Kittay that in order to move forward in a timely manner the District would have to sign contracts in December and should possibly have a special meeting so the Board could do so, or give her authority to sign contracts on behalf of the District.

Trustee McMullins added to her motion that the Board approve the plan with the note that Director Kittay has the authority to sign all contracts in relation to the Phase I Renovation budget, and provide copies to the Trustees.

Seconded by Trustee Bershatsky.

Trustee McDonald suggested that some of the smaller ADA issues be addressed as well, and that the vendors be instructed to work as quickly as possible to help speed up the renovation and possibly reduce the Library closure. Kittay responded that she would do everything she could to make the closing as short a time as possible and would start working with a Project Manager to help finalize the plan, budget and schedule.

Trustee Zelada-Garcia Thanked staff for their efforts in providing all of the information on the plan, and working with the Friends and Foundation.

Trustee McMullins also thanked administration for the staff involvement in the process.

Approved Unanimously.

9. **DIRECTOR'S REPORT**

a) Facilities Update (**INFORMATION**)

Director Kittay made note of the thorough Adult Services monthly report and thanked Sue Colasurdo for all the work that went into providing that report, she also provided an overview of the new ESL program of computer training started at the Branch last month. She also provided the Board an update on the opening of the Small Meeting Room that is now available for public use.

b) Human Resources Outsourcing Update (Progress) – Report by HRNetwork

Director Kittay introduced Adrienne Adams-Lee from HRNetwork. Audrienne provided the Board with an outline and provided details on each item, and noted the current progress of Human Resources at the District. She noted that HRNetwork is working with staff on a cultural values exercise, and will be working to update the Employee Handbook, Standard Operating Procedures and Job Descriptions.

Trustee Zelada-Garcia asked about the one year assessment and how that will be conducted, Mrs. Adams-Lee stated that it has not yet been determined.

Trustee McMullins asked about how receptive the staff has been with HR being outsourced. Mrs. Adams-Lee noted that it has been positive and she believes staff wants a positive environment for all.

c) Community Conversations (Strategic Plan)

Director Kittay stated that she sent out an e-mail invitation to the Board, Friends, and Foundation for a Community Conversation that will be taking place on December 17th. She also noted that the first Community Conversation will take place with all staff on December 9th.

10. **OLD BUSINESS**

a) Approval of Final Operating Plan FY 2016/17 (**DISCUSSION / POSSIBLE ACTION**)

Director Kittay presented to the Board the final Operating Plan with the modifications that the Board had requested. She mentioned that after the Community Conversations the Board may want to revisit the vision, mission and strategic plan to make it more relevant and reflective of the community.

Trustee McDonald stated that the Operating Plan looks great, and that he would encourage the Board to start the process of reviewing the plan earlier in the year.

Director Kittay noted that the Board will receive a handbook in January that will include a schedule of the Board Meetings and what should take place throughout the year.

Moved by McDonald. Seconded by McMullins. Approved.

b) Approval to use LACCD Master Agreement Contract to Purchase Library Book stacks

(**DISCUSSION/ POSSIBLE ACTION**) Director Kittay noted that this line item was for Information and mentioned that of all the Libraries in Southern California who she asked regarding what shelving company they used, all used Yamada. She noted that she believed the contract that was already in place was a good contract for the District to use and would be looking into possibly using other contracts for other aspects of the plan such as flooring.

c) Above and Beyond Award for 3rd Quarter 2016 (**INFORMATION**)

Director Kittay presented the Above and Beyond award to Lauren McCoy.

d) Board of Library Trustees Meetings Calendar for 2017 (**DISCUSSION/ POSSIBLE ACTION**)

- Moved by McMullins, Seconded by Bershatsky. Approved**
 e) Holidays and Closures for 2017 (**DISCUSSION/ POSSIBLE ACTION**)
Moved by McDonald. Seconded by McMullins. Approved.

11. **NEW BUSINESS**

a) Board Representative for the Altadena Library Foundation (**DISCUSSION/ POSSIBLE ACTION**)
It was decided that Trustee Bershatsky would be the Board Representative for the Friends of the Library and Trustee Zelada-Garcia would be the Board Representative for the Library Foundation.

- c) Unique Integrated Communications – Live-Party Answering Service
(INFORMATION/DISCUSSION)

Director Kittay presented an overview of the Unique Contract and Service, noting that Leadership had attended a presentation which included staff from the Palos Verdes Library who was Unique’s first customer for this service. Leadership asked questions and received clarification and it was determined that the District should move forward with the service. Trustee McDonald noted that he would like to see statistics and questioned as to whether the service would be cost effective for the District.

Director Kittay noted that the District will receive extensive reports from Unique and will re-negotiate the contract and pricing if necessary and that the Contract is month to month. She also stated that she would provide reporting to the Board so they could also review.

- d) Resignation of Board Member (**INFORMATION**)

It was noted by Director Kittay that Administration received a verbal resignation from David Tuck on November 23rd and was awaiting a signed letter and Leaving Office Form that was provided to him. It was decided amongst the Trustees that a special meeting would be held on January 10th to interview and appoint a new Board Member.

12. **ELECTION OF OFFICERS BY BALLOT (DISCUSSION / ACTION)**

Elected President – Ira Bershatsky
Elected Secretary- Adalila Zelada-Garcia

13. **CORRESPONDENCE & PRESS**

- a) Press Clippings (**INFORMATION**)

14. **REPORTS OF SUPPORT GROUPS**

- a) Altadena Library Foundation - None
 b) Friends of the Altadena Library – **Marne Brown noted that the Friends will be at the Christmas Tree Lane Lighting and invited Trustee McDonald to join any of the Friends Monthly Meetings.**

15. **REPORTS OF TRUSTEES**

Trustee Bershatsky thanked the Trustees for electing him president. Trustee Zelada-Garcia noted she was thankful to be secretary for the Board.

Director Kittay noted that Trustee McMullins had been conducting a number of fundraisers and outreach on behalf of the Library Foundation including a casino trip, Mijares restaurant fundraiser and Pasadena Playhouse ticket fundraiser.

16. **CLOSED SESSION – 7:39 pm**

The Board of Trustees will recess into closed session pursuant to the Ralph M. Brown Act (Government Code Section 54956.9) for conference with legal counsel – anticipated litigation Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: Two separate potential legal cases involving employment claims of two employees where, in the opinion of the legislative body of the local agency on the advice of its legal counsel, based on existing facts and circumstances, there is a significant exposure to litigation against the local agency.

17. **RECESS BACK INTO OPEN SESSION - 8:18 pm**

18. **PUBLIC REPORT OF ANY REPORTABLE ACTION FROM CLOSED SESSION. None**

19. **AGENDA ITEMS FOR FUTURE AGENDAS**

This is an opportunity for Board members to request that items be placed on future agendas.
The draft Audit and September financial reports will be added to the January Agenda.

20. **ADJOURNMENT**

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

Meeting adjourned at 8:19 pm



Honoring the past, cultivating the present, empowering the future

MINUTES

Special Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

January 10, 2017 – 5:03 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:**

Gwendolyn McMullins - **Present**
Adalila Zelada-Garcia, Secretary - **Present**
John McDonald – **Absent -Excused**
Ira Bershatsky, President -**Present**

3. **ADOPTION OF AGENDA**

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

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

Moved by McMullins, Seconded by Zelada-Garcia. Adopted

4. **PUBLIC COMMUNICATION**

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

None

5. **NEW BUSINESS**

a) Board Member Interviews and Vote for Potential New Trustee (**INFORMATION/POSSIBLE ACTION**)

- a. Rene Amy
- b. Cynthia Carmona
- c. Roger Fennell
- d. Amy Jaffe
- e. Liesel Reinhart -**Absent**
- f. Armando Zambrano

Five potential trustees were interviewed. The Board Members voted by ballot for a new trustee and Armando Zambrano was elected as the new trustee.

b) Swearing in of New Trustee – Oath of Office Form Administered (**ACTION**)

Director Kittay administered the oath to Armando Zambrano to swear him in as the new trustee.

6. **AGENDA ITEMS FOR FUTURE AGENDAS**

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

None

7. **ADJOURNMENT**

Recommended Action: There being no further business to come before the Board, the meeting is adjourned. **Moved by McMullins, Seconded by Zelada-Garcia, Adjourned at 5:40 p.m.**

Statistics for FY 2016/17

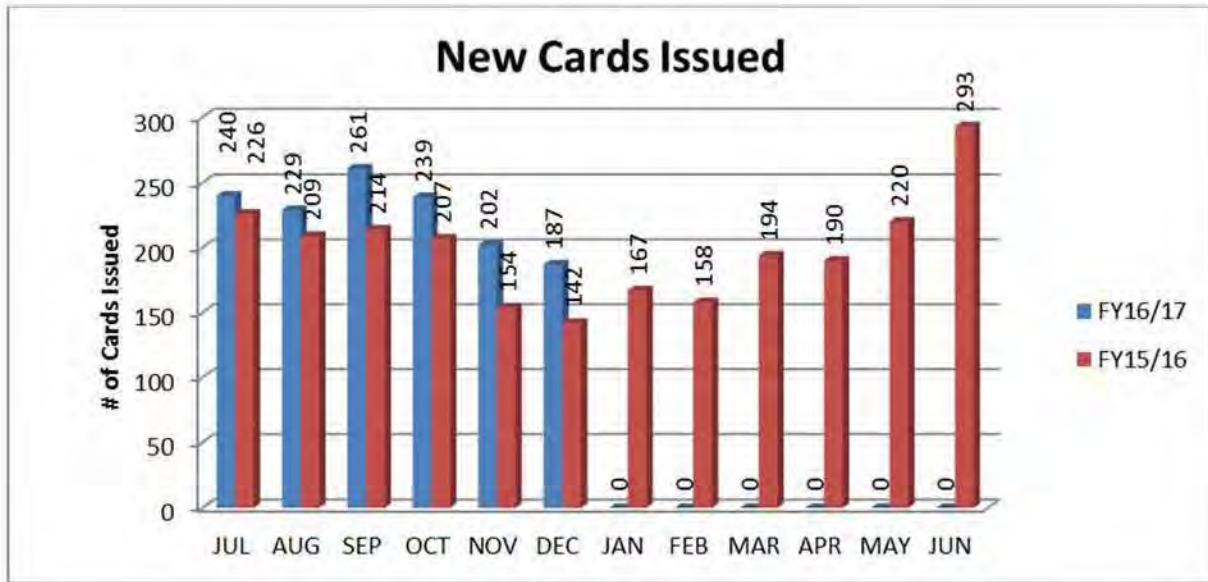
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Circulation - Main*													
FY15/16	17,903	16,499	16,371	17,671	16,623	15,024	16,073	16,335	17,705	16,435	15,519	17,498	100,091
FY16/17	17,367	17,252	16,008	16,383	15,592	15,615							98,217
% Change	-3%	5%	-2%	-7%	-6%	4%	-100%	-100%	-100%	-100%	-100%	-100%	-2%
Self-Check	4175	4142	3679	3753	3282	3061				2,296	2535	4,040	
Circulation - Branch													
FY15/16	1,281	933	955	994	939	942	999	995	1,106	1,059	1103	1,112	6,044
FY16/17	1,291	1,182	1,166	1,168	947	1,073							6,827
% Change	1%	27%	22%	18%	1%	14%	-100%	-100%	-100%	-100%	-100%	-100%	13%
TOTALS													
FY 15/16	19,184	17,432	17,326	18,665	17,562	15,966	17,072	17,330	18,811	17,494	16,622	18,610	106,135
FY 16/17	18,658	18,434	17,174	17,551	16,539	16,688	0	0	0	0	0	0	105,044
% Change	-3%	6%	-1%	-6%	-6%	5%	-100%	-100%	-100%	-100%	-100%	-100%	-1%
Visitors - Main OLD COUNTER DOUBLED ITS NUMBERS!													
FY15/16	14,500	9,568	8,947	13,670	9,725	9,119	9,660	12,022	11,362	14,406	16,626	16,126	65,529
FY16/17	14,895	14,372	13,159	14,788	11,851	11,926							80,991
% Change	3%	50%	47%	8%	22%	31%	-100%	-100%	-100%	-100%	-100%	-100%	24%
Visitors - Branch													
FY15/16	4,028	3,460	4,253	3,927	3,300	3,541	3,313	3,377	3,925	3,397	3,537	3,531	22,509
FY16/17	3,383	3,589	4,062	3,543	3,205	3,369							21,151
% Change	-16%	4%	-4%	-10%	-3%	-5%	-100%	-100%	-100%	-100%	-100%	-100%	-6%
TOTAL VISITORS	18,278	17,961	17,221	18,331	15,056	15,295	-	-	-	-	-	-	102,142
Days Open - Main													
FY15/16	26	26	25	27	22	24	24	24	27	26	25	26	150
FY16/17	25	27	25	25	23	24							149
% Change	-4%	4%	0%	-7%	5%	0%	-100%	-100%	-100%	-100%	-100%	-100%	-1%
Days Open - Branch													
FY15/16	23	21	21	21	18	21	19	20	23	21	21	22	125
FY16/17	20	23	21	20	19	20							123
% Change	-13%	10%	0%	-5%	6%	-5%	-100%	-100%	-100%	-100%	-100%	-100%	-2%
Registrations - Main													
FY15/16	208	189	191	188	141	126	161	140	177	164	187	274	1,043
FY16/17	223	202	234	215	188	166							1,228
% Change	7%	7%	23%	14%	33%	32%	-100%	-100%	-100%	-100%	-100%	-100%	18%
Registration - Branch													
FY15/16	18	20	23	19	13	16	6	18	17	26	33	19	109
FY16/17	17	27	27	24	14	21							130
% Change	-6%	35%	17%	26%	8%	31%	-100%	-100%	-100%	-100%	-100%	-100%	19%
Registration - Total													
FY15/16	226	209	214	207	154	142	167	158	194	190	220	293	1,152
FY16/17	240	229	261	239	202	187	0	0	0	0	0	0	1,358
% Change	6%	10%	22%	15%	31%	32%	-100%	-100%	-100%	-100%	-100%	-100%	18%
Reserves - Main													
FY15/16	175	224	187	238	248	201	221	234	274	389	330	375	1,273
FY16/17	312	316	396	403	405	413							2,245
% Change	78%	41%	112%	69%	63%	105%	-100%	-100%	-100%	-100%	-100%	-100%	76%
ILL Lent (Main)													
FY15/16	32	39	40	51	35	42	46	48	46	42	48	48	239
FY16/17	48	10	40	30	44	34							206
% Change	50%	-74%	0%	-41%	26%	-19%	-100%	-100%	-100%	-100%	-100%	-100%	-14%
ILL Borrowed (Main)													
FY15/16	28	22	32	25	28	15	27	19	28	22	23	23	150
FY16/17	24	23	42	25	39	14							167
% Change	-14%	5%	31%	0%	39%	-7%	-100%	-100%	-100%	-100%	-100%	-100%	11%
Inter Library Loan - Branch													
FY15/16	5	0	3	8									22

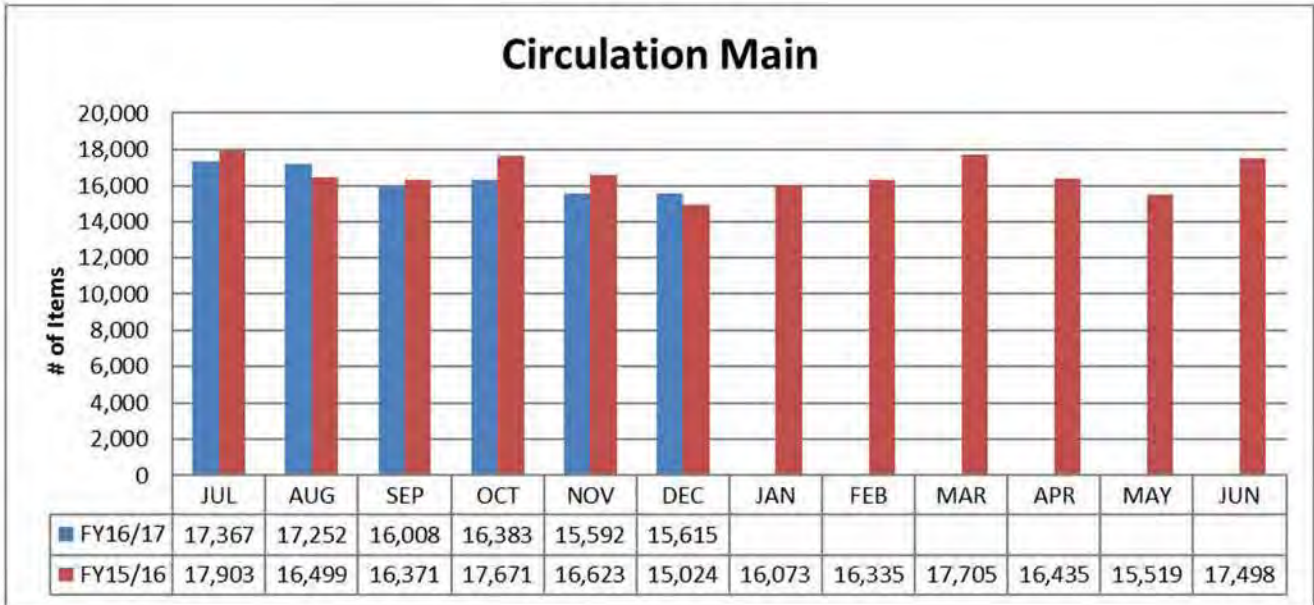
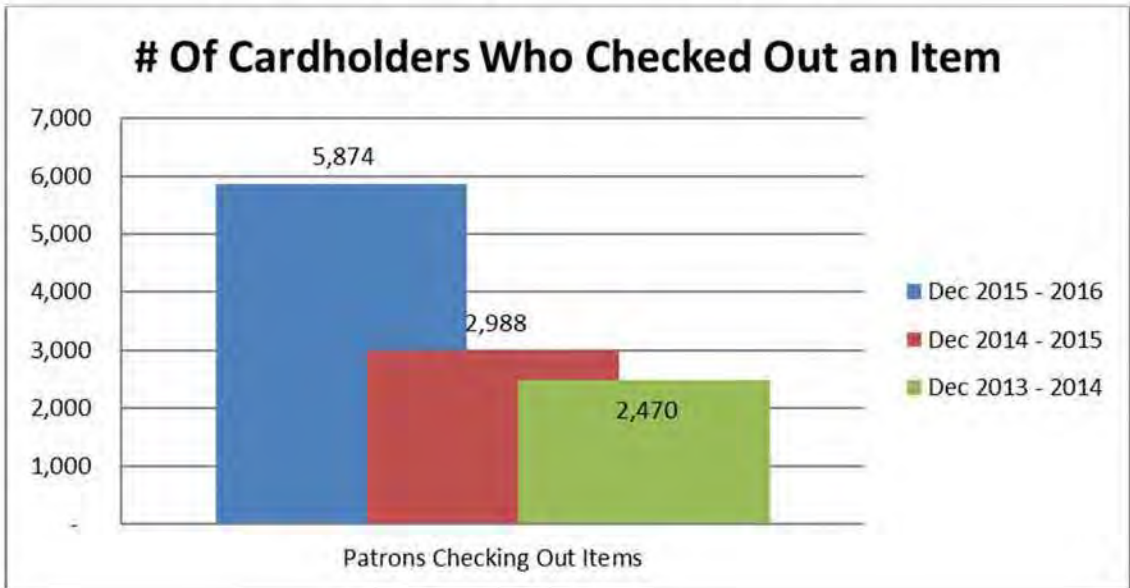
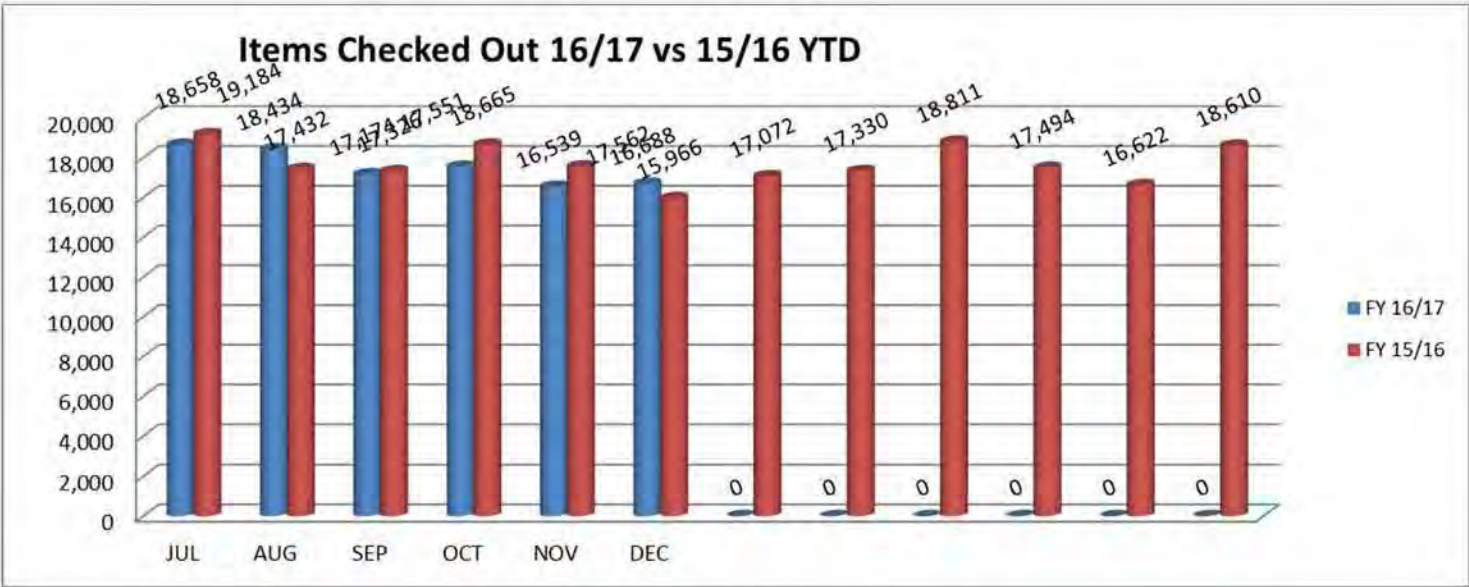
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
FY16/17	5	1	5	4	7	5							27
% Change	0%		67%	-50%	17%		-100%	-100%	-100%	-100%	-100%	-100%	23%
Community Room Events (Non-Library)													
FY15/16	8	11	14	11	9	6	6	9	8	5	8	9	59
FY16/17	6	10	7	6	11	6							46
% Change	-25%	-9%	-50%	-45%	22%	0%	-100%	-100%	-100%	-100%	-100%	-100%	-22%
Community Room Attendance (Non-Library)													
FY15/16	67	85	197	178	226	48	102	132	77	70	139	119	801
FY16/17	75	134	81	67	115	125							597
% Change	12%	58%	-59%	-62%	-49%	160%	-100%	-100%	-100%	-100%	-100%	-100%	-25%
Adult Reference Questions													
FY15/16	475	430	287	260	212	195	104	196	210	130	158	145	1,859
FY16/17	114	119	107	115	71	88							614
% Change	-76%	-72%	-63%	-56%	-67%	-55%	-100%	-100%	-100%	-100%	-100%	-100%	-67%
Children's Services Reference Questions													
FY15/16	1052	567	569	611	446	422	582	601	735	679	550	917	3,667
FY16/17	749	568	548	589	566	569							3,589
% Change	-29%	0%	-4%	-4%	27%	35%	-100%	-100%	-100%	-100%	-100%	-100%	-2%
Branch Services Reference Questions													
FY15/16	75	66	88	74	57	67	52	63	81	68	67	41	427
FY16/17	58	74	61	35	44	47							319
% Change	-23%	12%	-31%	-53%	-23%	-30%	-100%	-100%	-100%	-100%	-100%	-100%	-25%
Adult Public Computer Usage													
FY15/16	2,313	2,167	1,979	2,218	1,703	576	1,779	1,803	2,003	1,585	1,900	1,915	10,956
FY16/17	2,213	2,221	3,928	2,226	1,751	1,575							13,914
% Change	-4%	2%	98%	0%	3%	173%	-100%	-100%	-100%	-100%	-100%	-100%	27%
Children's Services Public Computer Usage													
FY15/16	605	671	549	306	467	236	141	234	488	520	488	829	2,834
FY16/17	742	840	555	584	599	581							3,901
% Change	23%	25%	1%	91%	28%	146%	-100%	-100%	-100%	-100%	-100%	-100%	38%
Branch Services Public Computer Usage													
FY15/16	729	681	726	801	608	662	544	541	652	621	751	775	4,207
FY16/17	627	763	883	812	849	795							4,729
% Change	-14%	12%	22%	1%	40%	20%	-100%	-100%	-100%	-100%	-100%	-100%	12%
Main PC Usage Wireless													
FY15/16	2,658	2,760	2,841	2,976	2,751	2,765	2,873	3,257	3,725	4,004	5,376	4,939	16,751
FY16/17	4,888	5,023	4,918	5,532	5,427	5,041							30,829
%Change	84%	82%	73%	86%	97%	82%	-100%	-100%	-100%	-100%	-100%	-100%	84%
Branch PC Usage Wireless													
FY15/16	1,297	1,252	1,401	1,441	1,341	1,461	1,295	1,385	1,186	1,373	1,452	1,394	8,193
FY16/17	1,146	1,178	1,145	1,301	1,277	1,055							7,102
% Change	-12%	-6%	-18%	-10%	-5%	-28%	-100%	-100%	-100%	-100%	-100%	-100%	-13%
Collection Size													
FY15/16													
FY16/17		90,380	90,760	99,498	100,780	97,703							
% Change													
Items Added													
FY15/16	1730	928	1605	1068	963	1300	705	1048	1286	967	908	1284	7,594
FY16/17	941	993	1178	845	580	843							5,380
% Change	-46%	7%	-27%	-21%	-40%	-35%	-100%	-100%	-100%	-100%	-100%	-100%	-29%
Adult Programs													
FY15/16	5	2	2	10	5	2	2	7	7	8	4	9	26
FY16/17	5	5	8	7	3	4							32
% Change	0%	150%	300%	-30%	-40%	100%	-100%	-100%	-100%	-100%	-100%	-100%	23%
Adult Programs - Attendance													
FY15/16	176	104	33	390	514	145	128	275	235	392	943	469	1,362
FY16/17	141	115	151	467	230	405							1,509
% Change	-20%	11%	358%	20%	55%	179%	-100%	-100%	-100%	-100%	-100%	-100%	11%
Young Adult Programs													

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
FY15/16	7	1	6	9	6	2	4	3	3	6	5	12	31
FY16/17	10	1	1	0	3	2							17
% Change	43%	0%	-83%	-100%	-50%	0%	-100%	-100%	-100%	-100%	-100%	-100%	-45%
Young Adult Program Attendance													
FY15/16	152	13	136	117	65	45	109	41	58	85	65	192	528
FY16/17	162	5	4	0	50	19							240
% Change	7%	-62%	-97%	-100%	-23%	-58%	-100%	-100%	-100%	-100%	-100%	-100%	-55%
Children's Services Programs Offered													
FY15/16	21	8	17	23	19	12	14	17	25	23	15	18	100
FY16/17	18	1	19	23	18	16							95
% Change	-14%	-88%	12%	0%	-5%	33%	-100%	-100%	-100%	-100%	-100%	-100%	-5%
Children's Services Program Attendance													
FY15/16	1,097	418	527	781	401	389	428	472	554	507	368	820	3,613
FY16/17	740	5	475	564	608	368							2,760
% Change	-33%	-99%	-10%	-28%	52%	-5%	-100%	-100%	-100%	-100%	-100%	-100%	-24%
Branch Services Programs Offered													
FY15/16	8	2	2	2	2	3	2	2	2	2	2	4	19
FY16/17	5	0	0	6	2	2							15
% Change	-38%	-100%	-100%	200%	0%	-33%	-100%	-100%	-100%	-100%	-100%	-100%	-21%
Branch Services Program Attendance													
FY15/16	205	32	44	35	40	54	52	44	42	33	26	209	410
FY16/17	142	0	0	100	27	56							325
% Change	-31%	-100%	-100%	186%	-33%	4%	-100%	-100%	-100%	-100%	-100%	-100%	-21%
Children's Services Class Visits													
FY15/16	12	9	12	12	11	7	10	9	8	10	11	11	63
FY16/17	10	8	7	8	6	2							41
% Change	-17%	-11%	-42%	-33%	-45%	-71%	-100%	-100%	-100%	-100%	-100%	-100%	-35%
Children's Services Classroom Visits Attendance													
FY15/16	235	145	206	193	166	117	131	201	12	151	210	210	1,062
FY16/17	158	104	109	161	133	62							727
% Change	-33%	-28%	-47%	-17%	-20%	-47%	-100%	-100%	-100%	-100%	-100%	-100%	-32%
Branch Services Class Visits													
FY15/16	0	0	0	0	0	0	0	0	3	2	0	1	0
FY16/17	0	0	0	0	1	2	0	0	3	2	0	1	9
% Change			n/a						0%	0%		100%	
Branch Services Class Visits - Attendance													
FY15/16	0	0	0	0	0	0	0	0	78	56	0	20	0
FY16/17	0	0	0	0	25	53	0	0	78	56	0	20	232
% Change			n/a						0%	0%		0%	
Branch Services - Literacy Tutor Sessions Offered													
FY15/16	61	58	72	58	38	44	40	53	60	55	63	54	331
FY16/17	32	55	62	79	90	66							384
% Change	-48%	-5%	-14%	36%	137%	50%	-100%	-100%	-100%	-100%	-100%	-100%	16%
Branch Services Literacy Tutor Sessions Attendance													
FY15/16	204	176	210	185	147	138	98	133	219	200	192	164	1,060
FY16/17	126	140	202	244	246	216							1,174
% Change	-38%	-20%	-4%	32%	67%	57%	-100%	-100%	-100%	-100%	-100%	-100%	11%
Branch Services Literacy Tutor Hours offered													
FY15/16	78.75	91.75	100.75	52.5	51.25	38.75	44	80	82.75	81.5	89	57.75	414
FY16/17	27.5	27	75.5	99	90	85.5							405
% Change	-65%	-71%	-25%	89%	76%	121%	-100%	-100%	-100%	-100%	-100%	-100%	-2%
Branch Services Literacy - Volunteer Hours													
FY15/16	83.75	95	20	7.5	20	15	12	15	12	8	6	12.75	241
FY16/17	11.25	30.5	21.5	133	129	104.5							430
% Change	-87%	-68%	8%	1673%	545%	597%	-100%	-100%	-100%	-100%	-100%	-100%	78%
Adult Volunteers													
FY15/16	1	1	1	1	1	1	3	3	1	2	10	1	6
FY16/17	3	4	1	2	1	1							12
% Change	200%	300%	0%	100%	0%	0%	-100%	-100%	-100%	-100%	-100%	-100%	100%
Adult Volunteer Hours													

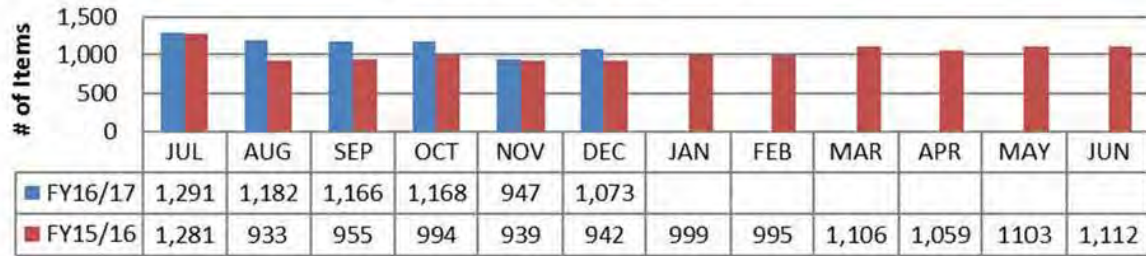
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Young Adult Volunteers													
FY15/16	25.45	44.5	22.5	31	17	24	36	76	48.5	38	113	27.5	164
FY16/17	38	67	13	24	18	30							190
% Change	49%	51%	-42%	-23%	6%	25%	-100%	-100%	-100%	-100%	-100%	-100%	16%
Young Adult Volunteer Hours													
FY15/16	11	7	16	12	10	9	12	13	16	15	18	16	65
FY16/17	11	0	0	0	20	8							39
% Change	0%	-100%	-100%	-100%	100%	-11%	-100%	-100%	-100%	-100%	-100%	-100%	-40%
Children's Services Volunteers													
FY15/16	60.25	28	117.75	91.5	46.25	31.75	50	36	78.25	75.25	96.5	176	376
FY16/17	52.25	0	0	0	27.5	23							103
% Change	-13%	-100%	-100%	-100%	-41%	-28%	-100%	-100%	-100%	-100%	-100%	-100%	-73%
Children's Services Volunteer Hours													
FY15/16	20.75	7	5	22.25	8.25	0	0	0	0	0	0	0	63
FY16/17	0	0	0	0	0	0							0
% Change	-100%	-100%	-100%	-100%	-100%	-100%							-100%
Branch Volunteer Hours													
FY15/16													0
FY16/17	26												26
% Change													
Ebsco Databases													
FY15/16													0
FY16/17				28	13	11							52
% Change													
Novelist													
FY15/16													0
FY16/17			5	2	4								11
% Change													
BrainFuse -Tutor Service													
FY15/16	16	53	109	114	161	108	116	183	67	150	217	127	561
FY16/17	76	104	287	159	78	22							726
% Change	375%	96%	163%	39%	-52%	-80%	-100%	-100%	-100%	-100%	-100%	-100%	29%
Flipster (Searches)													
FY15/16													0
FY16/17	125	94	80	2	1	3							305
% Change													
Tumblebooks													
FY15/16	20		97	27	19	14		6	2	30	0	2	177
FY16/17	79	1	10	27	5	11							133
% Change	295%		-90%	0%	-74%	-21%		-100%	-100%	-100%		-100%	-25%
Passports													
FY15/16	178	171	167	190	147	122	206	204	248	258	221	237	975
FY16/17	209	208	179	208	162	138							1,104
% Change	17%	22%	7%	9%	10%	13%	-100%	-100%	-100%	-100%	-100%	-100%	13%
Passport Photos													
FY15/16	123	121	102	124	117	101	117	159	192	197	158	168	688
FY16/17	156	166	119	170	120								731
% Change	27%	37%	17%	37%	3%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	6%
Notary Service													
FY15/16	3	0	12	17	8	7	8	1	7	5	8	1	47
FY16/17	8	10	4	7	6	4							39
% Change	167%		-67%	-59%	-25%	-43%	-100%	-100%	-100%	-100%	-100%	-100%	-17%
*includes downloadables													
*Literacy volunteer hours are up as they have been incorrectly reported before, I believe. Edward had been recording only prep hours as volunteer hours but volunteers hours should be instructional hrs. plus prep hours which is the way it is on the CLLS annual report.													

Statistical Graphs for the Month of December 2016

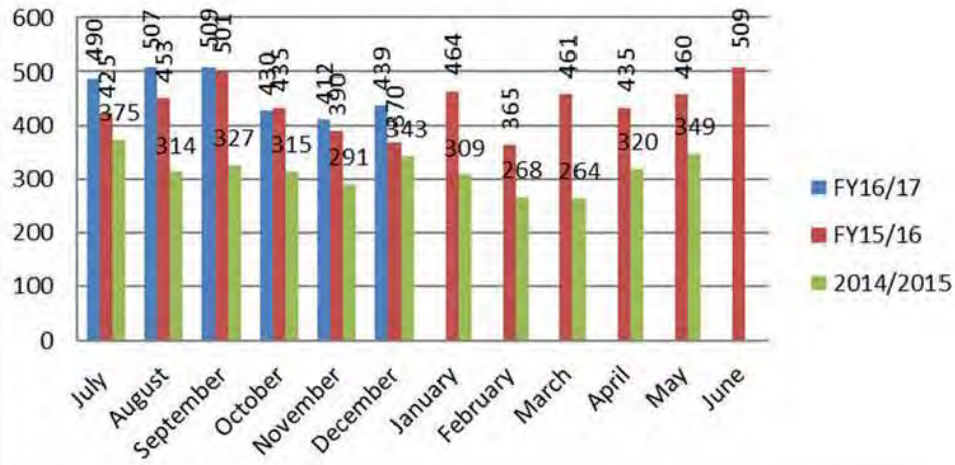




Circulation Branch



eBook Circulation



CIRCULATION (CHECKOUT) STATISTICS

ALL LOCATIONS

P TYPE	Dec 16		Change vs		Actual #	
	PERCENT	QTY	Nov 16	Dec 15	Nov 16	Dec 15
Adult	80.6%	13090	3.3%	1.6%	12670	12879
Juvenile	13.7%	2224	-15.0%	19.6%	2617	1860
Staff	3.9%	628	14.2%	28.4%	550	489
Trustee	0.1%	21	425.0%	950.0%	4	2
Foster Patrons	0.0%	2	-66.7%	0.0%	6	0
Teacher Loan	1.1%	183	-12.9%	-27.4%	210	252
Teen	0.6%	101	44.3%	-11.4%	70	114
Total	100.0%	16249	0.8%	4.2%	16127	15596

CIRCULATION (CHECKOUT) STATISTICS						
Main Library						
P TYPE	Dec 16		Change vs		Actual #	
	PERCENT	QTY	Nov 16	Dec 15	Nov 16	Dec 15
Adult	80.6%	12229	2.3%	1.0%	11958	12103
Juvenile	13.9%	2106	-15.2%	20.2%	2483	1752
Staff	3.7%	568	15.0%	23.7%	494	459
Trustee	0.1%	21	600.0%	950.0%	3	2
Foster Patrons	0.0%	2	-66.7%	0.0%	6	0
Teacher Loan	1.1%	160	-12.1%	-36.5%	182	252
Teen	0.6%	90	66.7%	4.7%	54	86
Total	100.0%	15176	-0.0%	3.6%	15180	14654

CIRCULATION (CHECKOUT) STATISTICS						
Branch Library						
P TYPE	Dec 16		Change vs		Actual #	
	PERCENT	QTY	Nov 16	Dec 15	Nov 16	Dec 15
Adult	80.2%	859	20.6%	10.7%	712	776
Juvenile	11.0%	118	-11.9%	9.3%	134	108
Staff	5.6%	60	7.1%	100.0%	56	30
Trustee	0.0%	0	-100.0%	0.0%	1	0
Teacher Loan	2.1%	23	-17.9%	0.0%	28	0
Teen	1.0%	11	-31.2%	-60.7%	16	28
Total	100.0%	1071	13.1%	13.7%	947	942

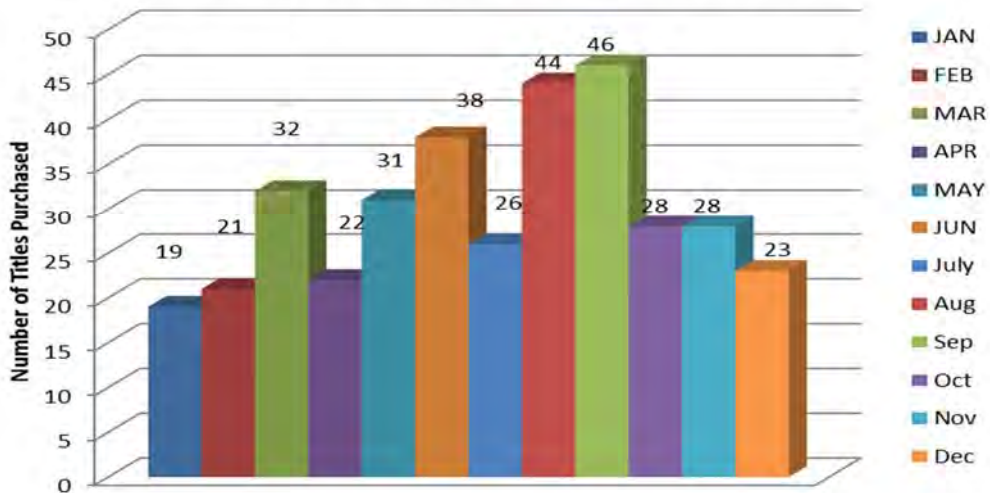
CIRCULATION (CHECKOUT) STATISTICS						
ALL LOCATIONS						
I TYPE	Dec 16		Change vs		Actual #	
	PERCENT	QTY	Nov 16	Dec 15	Nov 16	Dec 15
Book	62.4%	10134	-0.4%	4.6%	10173	9691
Sound Disc	7.9%	1289	9.3%	-10.5%	1179	1440
DVD	24.9%	4045	3.4%	5.3%	3911	3841
Kit	0.3%	56	-1.8%	-29.1%	57	79
Serial	1.6%	267	-6.3%	10.8%	285	241
YA Video Games	0.8%	136	-13.9%	86.3%	158	73
Mature Video Games	0.5%	84	-4.5%	223.1%	88	26
Chromebooks	1.5%	238	-13.8%	16.1%	276	205
Total	100.0%	16249	0.8%	4.2%	16127	15596

PATRONS THAT HAVE ITEMS (Jan 04, 17)

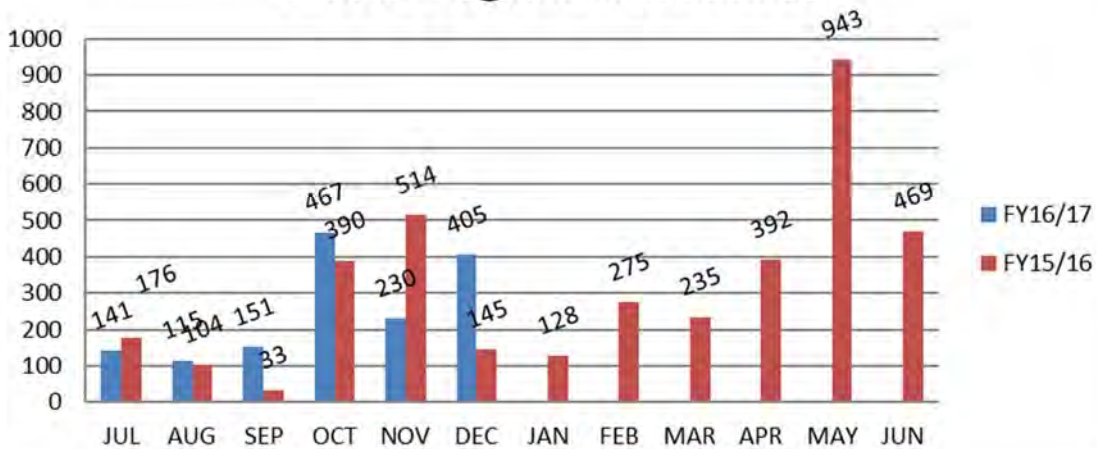
Patron Type	Patrons	Patrons w/Items	% w/items	# items	Avg/Patron
Adult		1421		6140	
Juvenile		422		1375	
Staff		31		335	
Trustee		2		2	
Foster Patrons		12		39	
Teacher Loan		35		318	
Teen		22		67	
TOTAL	22,474	1,945	8.65%	8,276	4.26

District Population	53,183
% w/Cards less than 3 years old (used & not used)	42.26%
Items in the Collection	97,703
% of Items Checked Out	8.47%

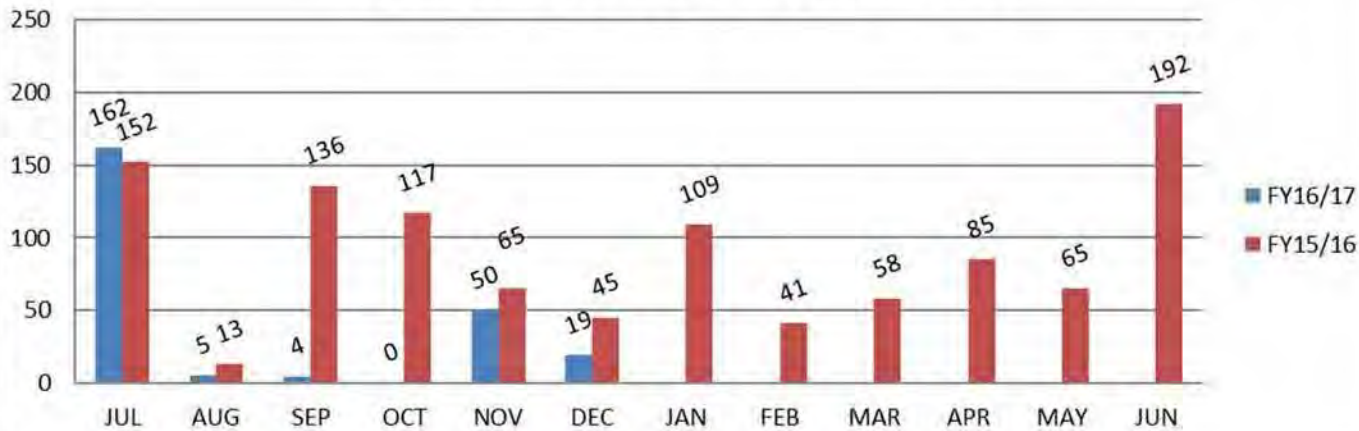
Patron Initiated Purchases 2016



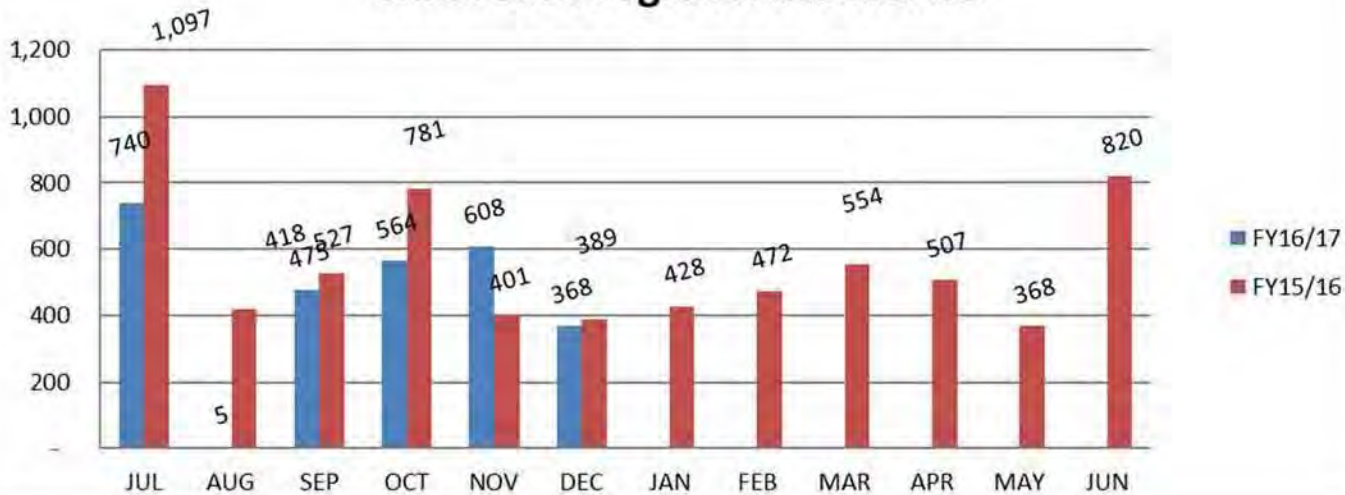
Adult Program Attendance



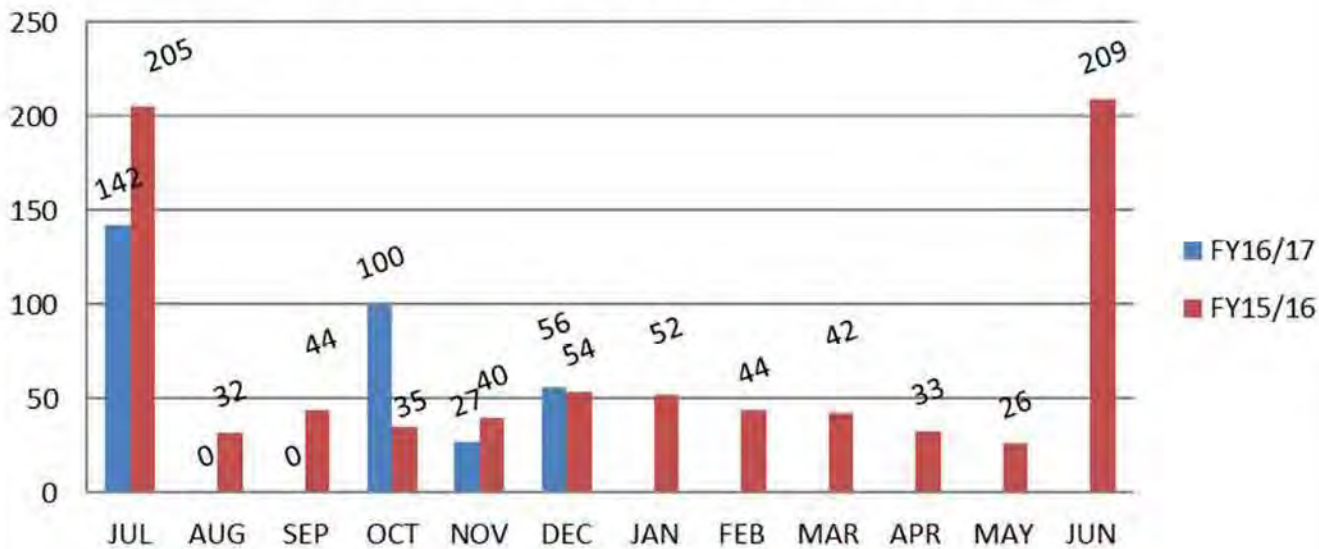
Young Adult Program Attendance



Childrens Program Attendance

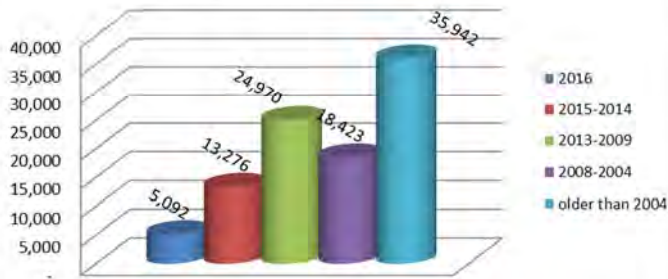


Branch Program Attendance



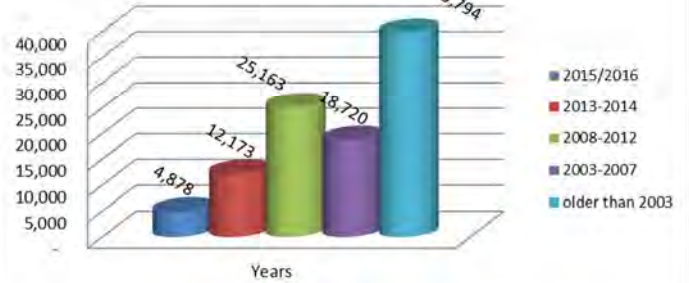
Age of Collection 12/31/2016

Based on Publication Date



Age of Collection 12/2015

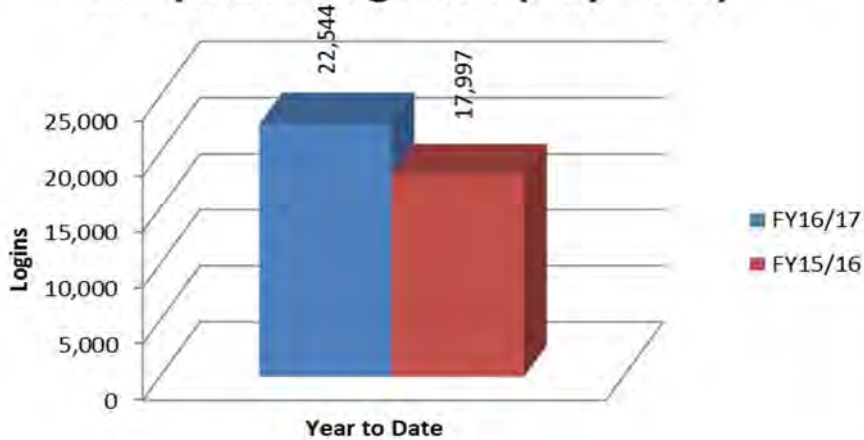
Based on Publication Date



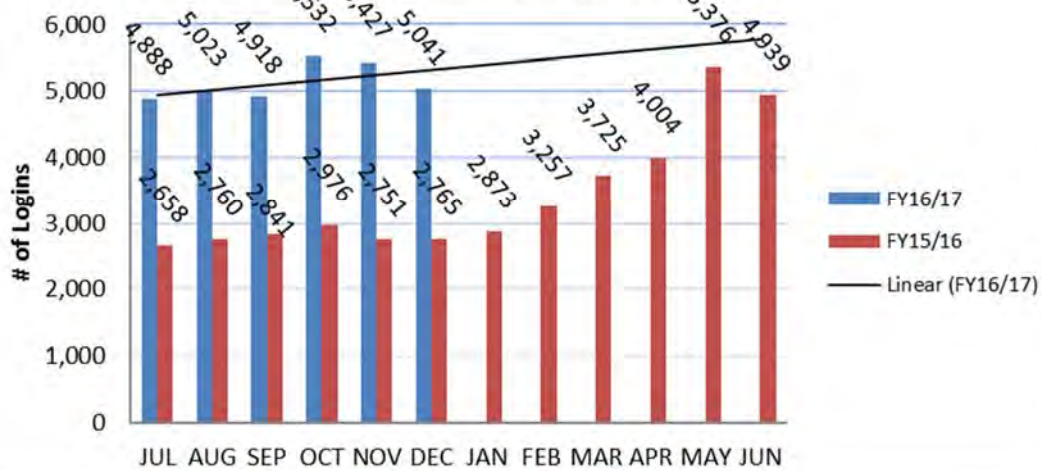
18,368 items are less than 3 years old - 18.80% of the collection
 25.56% of the collection is between 7 and 4 years old.
 55.64% of the collection, 54,365 items are over 8 years old and of those 36.79% are over 13 years old.

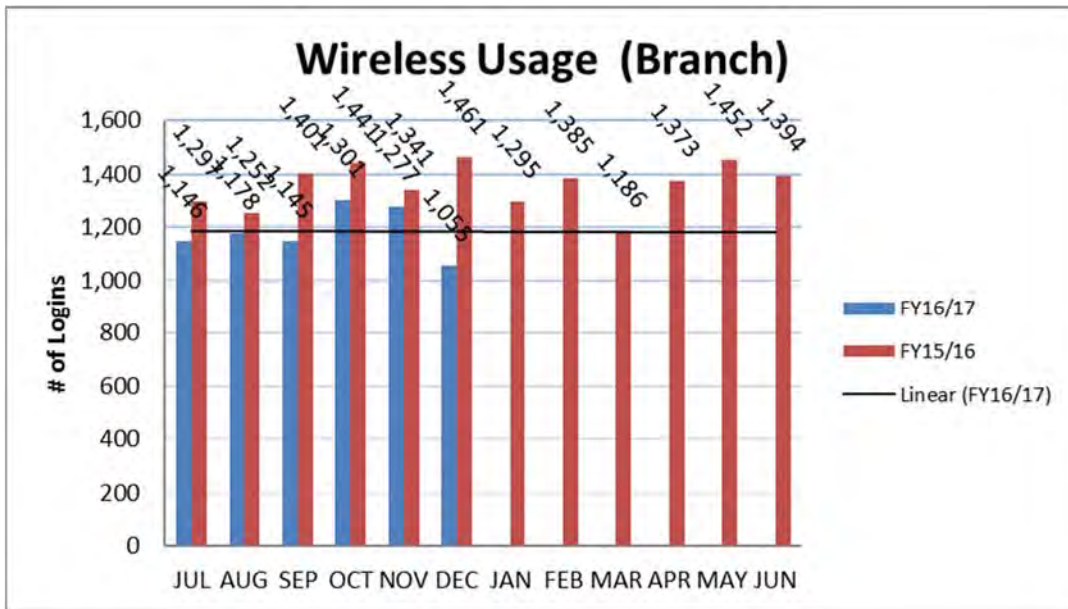
17,051 items are less than 3 years old - 16.93% of the collection
 24.98% of the collection is between 7 and 4 years old.
 58.09% of the collection, 58,514 items are over 8 years old and of those 39.51% are over 13 years old.

Computer Usage YTD (July - Dec)

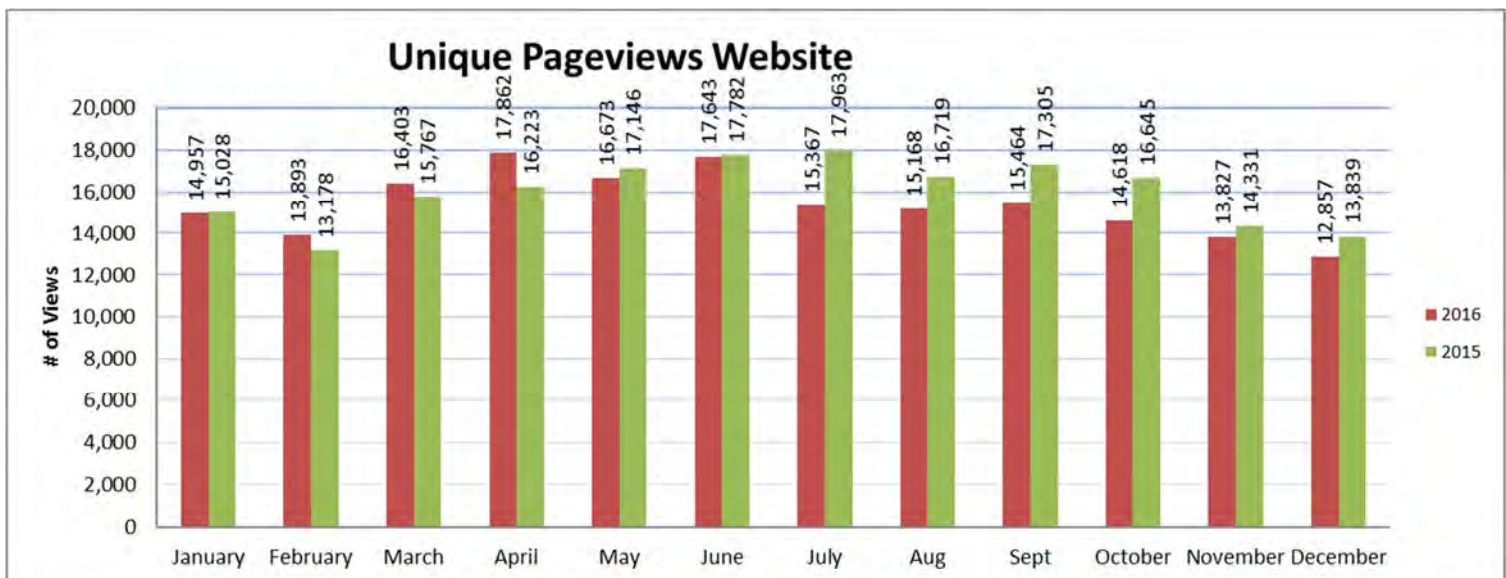
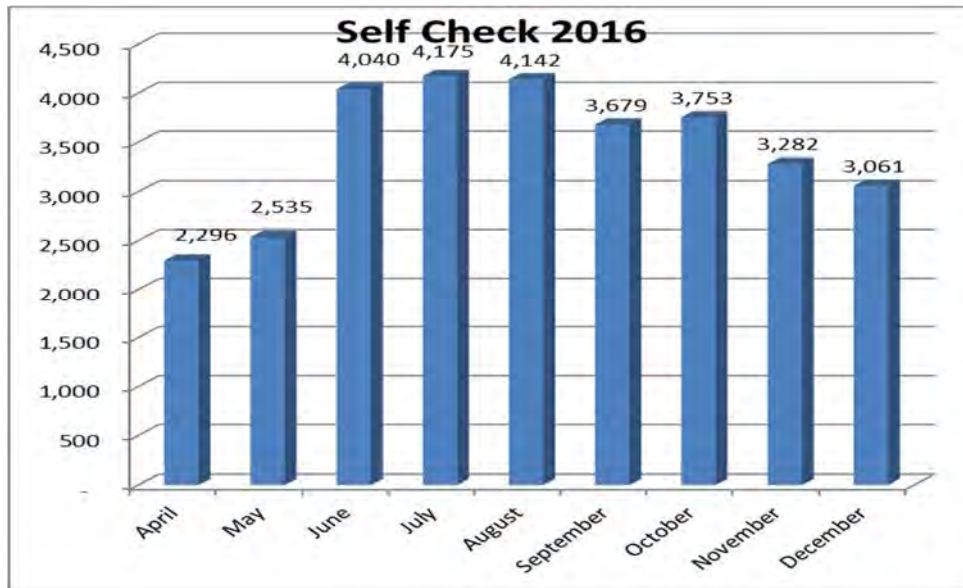


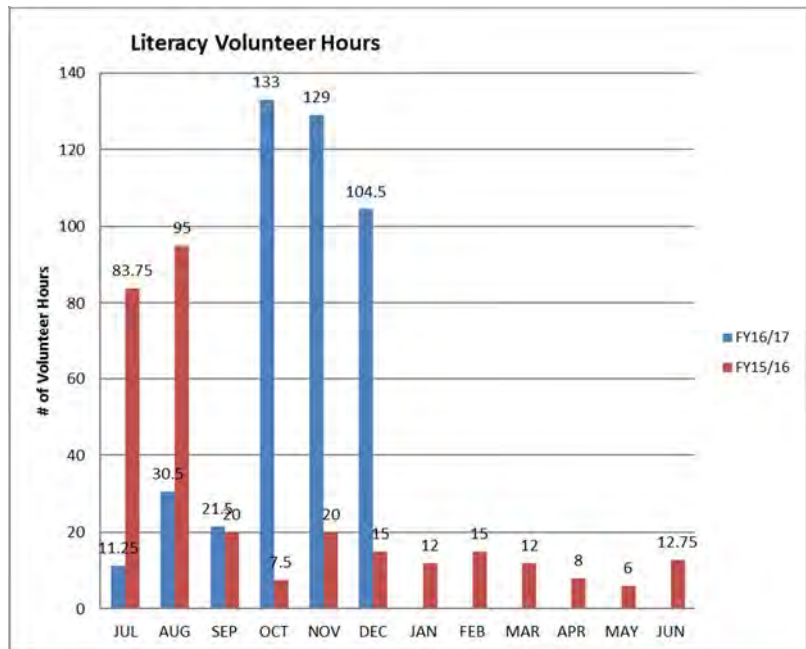
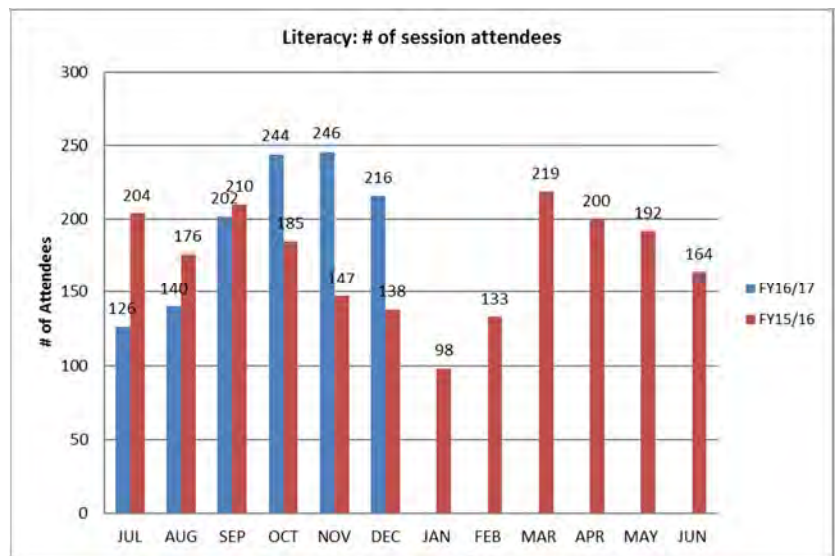
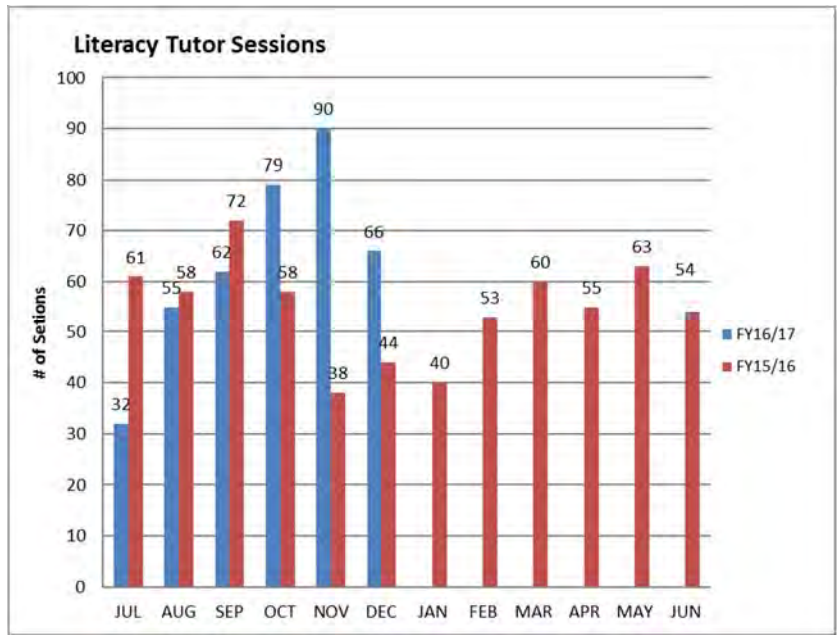
Wireless Usage (Main)

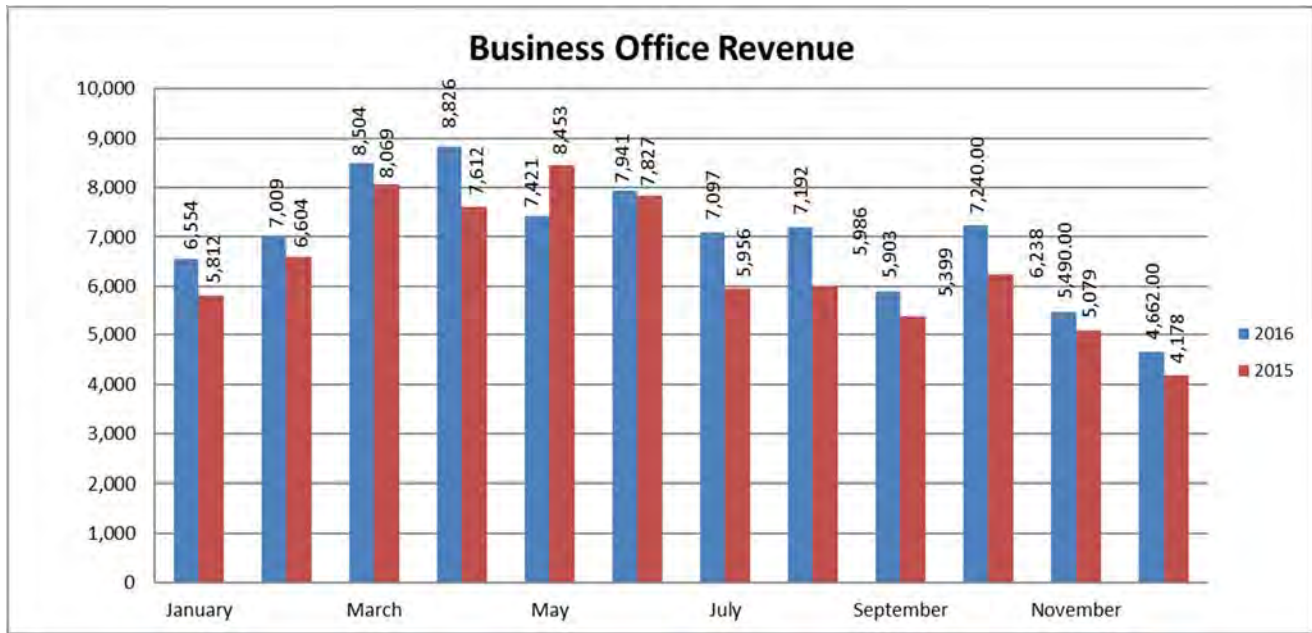




The number of never before wireless connections was 521 for November and 470 for December (Branch and Main)







Newsletter Title	Recipients	Sent	Unique Opens
Second Saturday @ the Altadena Library - THIS Saturday 11/12/2016	10,343	2 days ago	17.74% 1,835 opened
This Week @ Your Altadena Library - Second Saturday & November Novels Sale	10,360	6 days ago	15.69% 1,625 opened
Welcome to the Altadena News Working Group Community Survey	10,370	11 days ago	16.68% 1,730 opened
This Week @ Your Altadena Library AND the November Newsletter!	10,385	11 days ago	16.34% 1,697 opened
This Week @ Your Altadena Library - Second Saturday with Todd Washington and Author Sam Polk	10,254	2 days ago	16.87% 1,730 opened
January Edition of CONNECT* & HAPPY NEW YEAR FROM THE ALTADENA LIBRARY	10,270	8 days ago	19.01% 1,952 opened
Happy New Year From The Altadena Library Foundation (Subscription Information)	69	9 days ago	34.78% 24 opened

192

New Subscribers Last 30d

180

New Subscribers Last 30d

November

December



Colorado Boulevard

@ColoradoBlvdNet



Following

Director [@mindykittay](#) at the [#altadena #library #openhouse](#) @ Altadena Library District
[instagram.com/p/BOIqpGHAPsN/](https://www.instagram.com/p/BOIqpGHAPsN/)

3:42 PM - 17 Dec 2016



Facebook Reviews:

REVIEWS
>

4.7 ★

4.7 of 5 stars

14 reviews

Maria Molina

5★ Outstanding! I have been to the library for 34 years I love it!

November 2, 2016 · 🌐

👍 Like
💬 Comment
👤

Diane Tangreti

5★ Great concert! Love the people and the atmosphere. I came from Alhambra to enjoy second Saturday concert. I plan on coming every month!

18 hours ago · 🌐

👍 Like
💬 Comment
👤

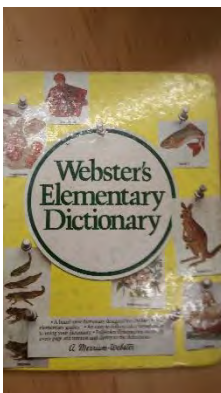
Insights For Your Page

[See All Insights](#)

METRIC	LAST WEEK	PREVIOUS WEEK	TREND
Page Visits	34	14	↑142.9%
Weekly Total Reach	1.76K	390	↑350.8%
People Engaged	88	16	↑450.0%
Total Page Likes	1.03K	1.02K	↑0.4%

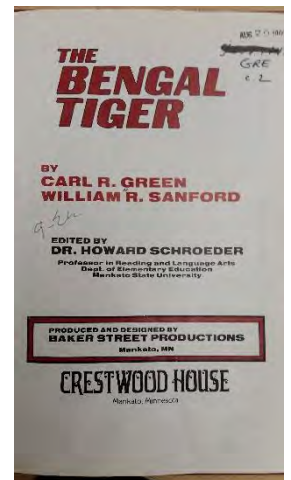
As the various holidays approached, some people might have been enjoying turkey and stuffing, or, anxiously awaiting what gifts might await them each night of Chanukah, or, under the tree Christmas morning. I, however, received an early present in the form of two librarians, new to Altadena, and very eager to work on collection development. Kate Shumaker, and Christina McTighe, jumped right into their selection and de-acquisition duties with the young adult, and juvenile collections. Kate and Christina immediately started ordering current materials for their collections, while also taking a tremendous amount of time working on weeding the collections. Regarding the Young Adult collection, two-thirds of the non-fiction books were greater than ten years old. In the juvenile collection, some gems have been unearthed from the

stacks. So why do we weed? We weed to provide our school children accurate

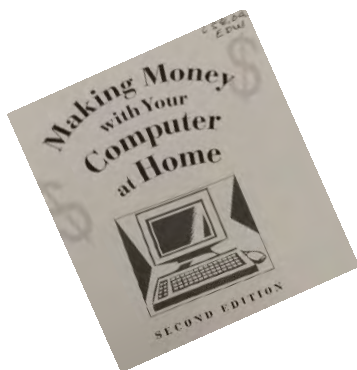


India has only two thousand Bengal tigers left. Other Bengals live in Nepal, Bhutan, and Southeast Asia. At the rate it's being killed, the tiger will be extinct by the year 2000.

information, unlike this dictionary that is so old and obsolete, it does not even have the word, "Internet," or this 1986 publication, suggesting that Bengal tigers will no longer exist in the year 2000!



Thank goodness, we still have tigers in the wild. We also weed because over time, what was considered an attractive and appealing book no longer appeals to a newer generation. The title page of The Bengal Tiger is boring!



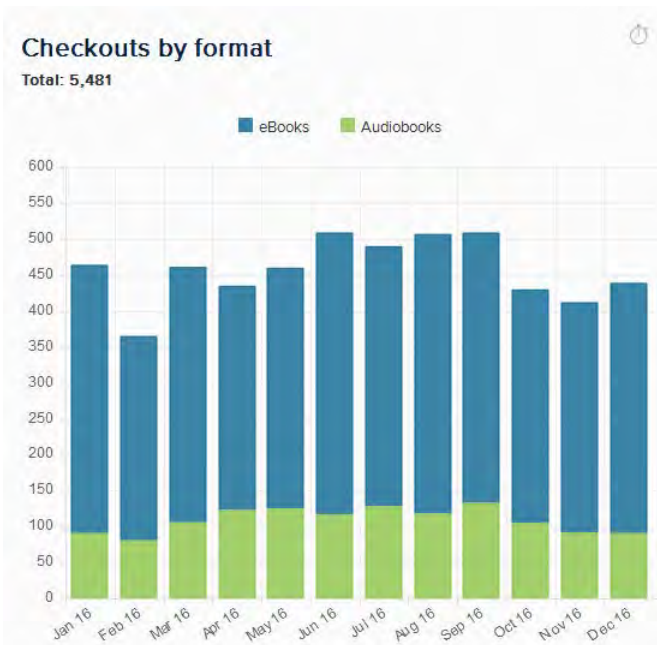
Weeding in the Adult collection will ensure that someone trying to start a home business is not looking for the Internet Service Providers that this twenty-year old publication suggests. The book includes "Compuserve," and "Prodigy" amongst the listings. We also need to constantly evaluate the collection for icky books,

such as the one shown here with a smudge of some unidentifiable origin on the cover. Yuck! During the month we also worked on improving the history and biography collections, with the average age of twenty and fourteen years old, respectively.

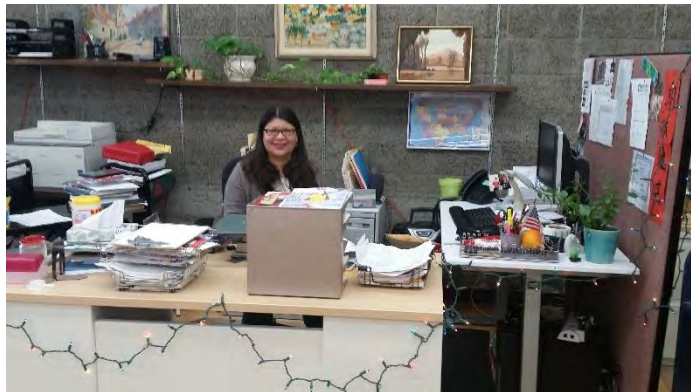
Gross, smudge on cover.



The Collection Development Team also worked on defining the retention policies for magazines, and, evaluating our newspapers that came up for renewal. We realized that we subscribed to a publication that is a free publication; therefore, by cancelling this publication we will save approximately eighty dollars per year! In terms of statistics, sadly, our electronic resources are not being used by the community. Flipster usage statistics are decreasing monthly, NoveList was not used at all, and even our children's products, BrainFuse and Tumblebooks took a tumble. On the other hand, while Overdrive had a slight decrease in checkouts, especially compared to the summer months, it continues to be a popular choice amongst our users, with strong circulation numbers overall.



During December, Vicky helped Lucy with the very well attended Gingerbread House Decorating Party for our youth. She also worked with Chris on linking our staff magazines to the catalog, and David taught Chris some of the procedures he typically does regarding importing catalog records. Stella attended the Holiday Open House and had some great conversations with members of our community. The Team received some bright, light, and much more functional desks, and, file cabinets!! Below you see Vicky enjoying her revitalized workspace.



As December drew to a close, we said goodbye to David Butler who retired after sixteen years at ALD, and, look forward to getting someone to fill his shoes soon!

On a final fun note: look what showed up in the Library! I was walking past the coffee table next to the magazines one day and noticed a magazine in a cover that we do not use here at ALD. I was quite surprised to see that this *Sports Illustrated* actually did belong to us, only it was twenty-six years old, and, definitely not part of the current collection! Perhaps someone found it in their home and decided it was time to return the magazine! We might

never know the real story.



Submitted by: Estella Terrazas
Collection Development Manager

January Technology Report

The noise finally died down from the Category 2 ERate project...because it is done. Our technology department has done some fine tuning by replacing degraded category 5 copper with category 6—in some cases category 6A; the potential throughput is much greater, and crosstalk occurs less on the newer cables. The following link provides a comprehensive overview of the difference between category 5 and category 6 cabling: <https://www.firefold.com/blog/difference-between-cat5-vs-cat6-cables/>

Testing shows our Wi-Fi system allows patrons to surf as near as possible to the maximum speeds any particular device's Wi-Fi card potential.

Our fax line and elevator phone lines were cut over to MCI with long distance; the change saves the library \$240 per year—not much, but \$240 per year translates to \$1,200 after five years.

The library has found a suitable platform for its Summer Reading program called Beanstack. Beanstack augments the Summer Reading program with user friendly tools for engagement and progress tracking purposes. The platform evolved from Zoobean featured on the T.V. show, Shark Tank-Season 5, Episode 25. Here is a fun cartoon about Beanstack: https://www.youtube.com/watch?v=wAAg_SqiRe0

The Library received a grant for a Nomad presentation station; it is a state of the art mobile presentation system. Special presentation will be possible outside of the Community Room. The unit will be for usage at the Main Library, and the smaller PA purchased before the grant was awarded will move over to the Bob Lucas Branch Library. Follow this link for more detailed information on the Nomad: <https://nomadavsystems.com/audio-visual-systems/mobile-presentation-cart/>

For the upcoming month, the IT Department works to refine internal processes and operations related to the Collection Development Department; these will be quite involved, but, upon completion, many time consuming manual processes will be converted to automated processes. Staff will spend less time turning out widgets, and be free to further explore creative and relationship elements with the public

Miscellaneous Notes:

A Raspberry Pi's has replaced a traditional desktop as the catalog computers at the Bob Lucas Branch.

A portable PA system was purchased for small event usage at the Main Library, Branch, and Outreach.

The Library is evaluating (Google Talk) GChat as a viable patron communication tool on the Altadena Library Homepage.

Our IT Department is exploring the possibility of a consortium of databases with other local libraries.

BRANCH NOVEMBER 2016 REPORT

The bilingual computer classes for the ESL students continued into November. We had 10 students complete the 5 week class. Many thanks to Kelly and Modesta for teaching the class. Ernesta, one of the student writes,

“Muchas gracias a todas las personas que hacen posible este tipo de aprendizaje para comunidad de Altadena es muy importante derribar la ignorancia, y que persebere el conocimiento. Es muy importante que se sigan haciendo cursos de computacion pues falta mucho por aprender, agradezco a Modesta, Kelly por su paciencia y amor para enseñarnos algo Nuevo para nosotros fue de gran bendicion, y provechos, beneficioso, no tenemos como pagar todo lo que aprendimos, mas decirles muchas gracias....gracias...Altadena Library District.”

Translation:

“Many thanks to all the people who make possible this type of learning for the Altadena community. It is very important to overcome ignorance, and pursue knowledge. It is very important to continue to do computer courses because there is much to learn. Thanks to Modesta and Kelly for their patience. For us it was a great blessing, beneficial, thank you ... thank you ... Altadena Library District.”



Students using our laptops for the computer class.



On 11/16/16 we had a class visit from Odyssey Charter School of Altadena. About 25 kids enjoyed story time followed by time to find and read books. The Kids holding their books outside the library!



On 11/17/16 we had a Thanksgiving craft for children. Twenty children enjoyed making turkey table toppers! Riley who is 5 enjoyed it very much.

On/22/16 we showed Finding Dory. Seven people enjoyed the showing.



We have received our 4th desktop! We had to remove a telecommunications box that was in the way. Patrons are happy.

On 11/2/2016 I attended a webinar on designing space for people not collections about the Dokk1. I enjoyed learning about different visions and implementations of space.



I also weeded the adult fiction and J books this month.

Branch December 2016 Report – Submitted by Carlene Chiu, Branch Services

This winter was a plethora of activity at the Branch. We held interviews for a Library Clerk I for the Branch on December 14th. Earlier in the morning we also had a class visit from a new teacher from Odyssey Charter School who brought her kindergarten students in for a story time. Kids had a great time exploring the library and looking for a book each to take back to their class to read at their leisure.

On October 15th, 2016, kids had fun creating edible snowmen out of marshmallows.



Siblings enjoy our holiday craft.



A family enjoys our holiday craft.

Earlier that morning, I also attended the webinar, “The Leaders Library Card Challenge.” This webinar provided helpful information on how to work with schools to get library cards into students’ hands.

Throughout the month, we had a DIY inspiration station where patrons of all ages could make their own holiday cards or decorations. The inspiration stations are popular.



We created a display of holiday books and movies to promote our holiday collection. Also, a bulletin display was created that featured winter holidays such as Kwanzaa, Hanukkah, Christmas, and Chinese New Year.

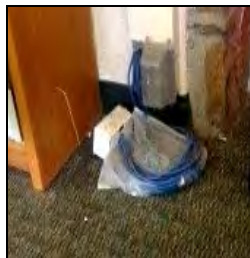
I am happy to report Branch library card registrations are up from the same time last year, about a 25% increase!

I participated in the first Summer Reading Program committee meeting on December 20th. We discussed the theme for the Summer Reading Program and came up with a plan of action.

I also completed two training modules as part of my participation in the technology committee. The modules I completed were "Navigating the Website" and "Catalog Searching Basics" for fellow staff members to study.

I helped a patron with a referral to Kaiser Pasadena. The patron was looking for an optometrist. I pointed out to her where she could find a provider online. She had previously asked for this information and was asking for the information again. One day this month, she finally walks into the Branch wearing new glasses!

Facilities



Before



After

The Branch Wi-Fi was upgraded on December 29th. Christopher also eliminated the wires sticking out of a plug. Small improvements can make a big impact on interior aesthetics.

Literacy



The ESL students received their certificates for completing the 5 weeks long computer class!

We see a decrease of literacy hours this month due to tutors and learners being on vacation.

For the past few months since our Literacy Coordinator has left in August, I have made the following improvements: 1) redesigned the literacy monthly statistic form to be more user friendly, 2) weeded the literacy print collection, 3) identified and evaluated books to order that would benefit tutors and learners, 3) evaluated the online tutoring training module, 4) reconnected with current tutors, 5) matched tutors and learners, 6) conducted learner intake assessments, 7) digitized old literacy files, 8) created a master spreadsheet of past participants and, 9) gathered monthly statistics from tutors for reports.

November 2016 – Adult Services

Nov 1. Helen helped Lucy set up, decorate, and make coffee for the Día de los Muertos extravaganza.



Nov 2. Helen and Sue attended a webinar in Mindy's office regarding modern library buildings entitled "Designing Spaces for People—Not Collections."



Nov 3. Helen went to a Little Free Library and Literacy Club party in Valley Glen, held in honor of the visiting creator of the Little Free Library movement, Todd Bol. She brought them a large bag of paperback books. They gave her a Los Angeles signed by Paul Drekorian of the City of Second District thanking her for her efforts to promote literacy.



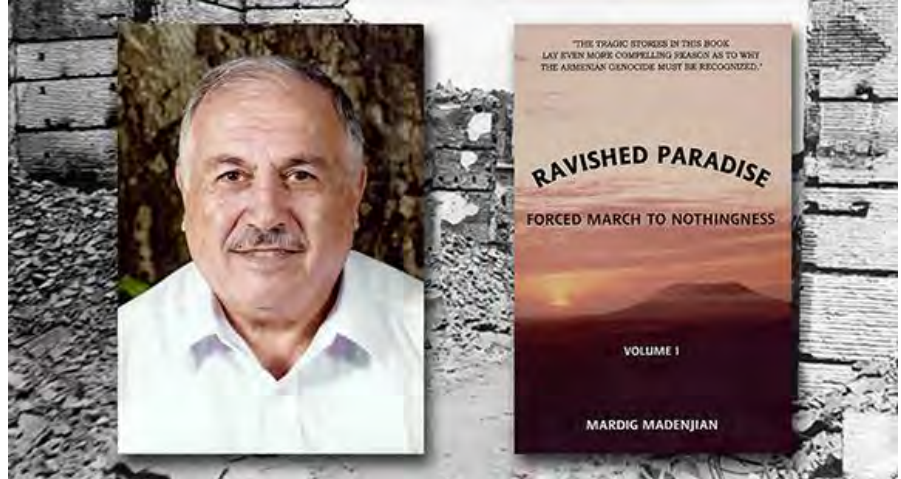
brought them a large bag certificate from the City of Second District thanking



Nov 4. Helen, Sue, Lauren, and other staff members attended the 457 Plan lecture by CalPers.



Nov 5. Mikayla, Quarece, and Helen facilitated the audiovisual and set up tables, chairs and tablecloths for the Armenian Genocide program “Ravished Paradise.” Helen introduced Mr. Madenjian, the presenter.



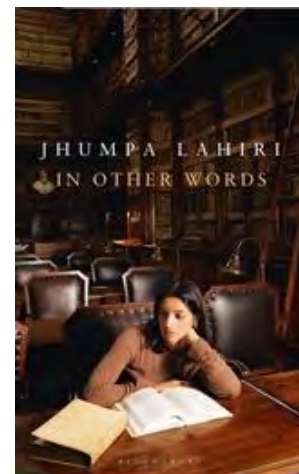
Nov 8. Helen led the No Guilt Book Club for 9 members, which started at 6 pm this time because of voting returns. (It usually starts at 7 pm). Some people forgot, so it was held in two consecutive sessions. “**Feathered Bone**” by Julie Cantrell was fiction—members loved it—and “**In Other Words**” by Jhumpa Lahiri was the nonfiction choice—members thought it was so-so, --too self-indulgent.



“Feathers—no matter what size or shape or color—are all the same, if you think about them. They’re soft. Delicate. But the secret thing about feathers is . . . they are very strong.” In the pre-Katrina glow of New Orleans, Amanda Salassi is anxious about chaperoning her daughter’s sixth grade field trip to the Big Easy during Halloween. And then her worst fears come true. Her daughter’s best friend, Sarah, disappears amid the magic and revelry—gone, without a trace. Unable to cope with her guilt, Amanda’s daughter sinks in depression. And Amanda’s husband turns destructive as he watches his family succumb to grief. Before long, Amanda’s whole world has collapsed.

In Other Words is a revelation. It is at heart a love story of a long and sometimes difficult courtship, and a passion that verges on obsession: that of a writer for another language. For Jhumpa Lahiri, that love was for Italian, which first captivated and capsized her during a trip to Florence after college. Although Lahiri studied Italian for many years afterwards, true mastery had always eluded her.

Seeking full immersion, she decided to move to Rome with her family, for “a trial by fire, a sort of baptism” into a new language and world. There, she began to read and to write – initially in her journal – solely in Italian. *In Other Words*, an autobiographical work written in Italian, investigates the process of learning to express oneself in another language, and describes the journey of a writer seeking a new voice. – (Source: <http://www.bloomsbury.com/uk/in-other-words~.dpuf>)



Note to members of the book club: there will not be a meeting in December.

Nov 11. The Library was closed for Veterans Day.

Nov 12. (Afternoon) Gardening with California Natives. Maureen Taylor spoke about establishing native plants in your garden. Maureen said you need to know your soil type (clay, loam, sandy or a combination), and then find out what will grow there. She suggested a visit to local nurseries, the Arboretum, Descanso Gardens, Huntington Library, and perhaps, even—finding what grows in local mountains or desert. Books in the library will also have useful growth and watering information. About 14 people attended and shared planting information. The group then moved outside to the outdoor garden area and planted several new drought-tolerant native plants. The soil was quite dry and hard in several areas, and people had to put some effort into digging a hole large enough for the plants. In a few instances, they had to water and wait for it to soak in before being able to complete the hole. It was a valuable experience by those who stayed and participated. Maureen brought an assortment of organic vegetable, herb and flower seeds for people to take with them.



Nov 12 (Evening) Second Saturday with Kenny Sara and the Sounds of New Orleans. Kenny was raised in New Orleans, but now he's a local musician, living right here in Altadena. The Library was jumping once again, and the crowd loved it!



Youngest dancer on the floor.



Food on the patio was provided by El Patrón and a new group selling Thai food. Sweeter Than Honey provided 3 kinds of cupcakes: Pumpkin Spiced Latte, Chocolate with Peanut Butter frosting, and Lemon with Vanilla and Raspberry Filling with Vanilla frosting. They also had Snickerdoodle, Oatmeal and Chocolate Chip cookies. About 160 attended the event.



EL PATRÓN
Mexican food
Restaurant



Nov 24 & 25. The Library was closed for the Thanksgiving holiday.

Nov 26. The Food & Toys for Fines drive started and will continue through

December 9. Patrons can bring toys or canned goods to exchange for overdue fines and clear their record.



Nov 28. Helen prepared Pumpkin Bread and Cheesy Potato Casserole for the staff breakfast at Monday's All Staff Meeting. Mikayla and Vicki helped with the setup and cleanup afterwards.

Displays.

- (1) Day of the Dead. Featured books with the word "Dead" in the title.
- (2) Books by or about Hillary Clinton & Donald Trump



- (3) National Bundt Cake Day (Nov 15)
- (4) Thanks, Thank You & Gratitude.



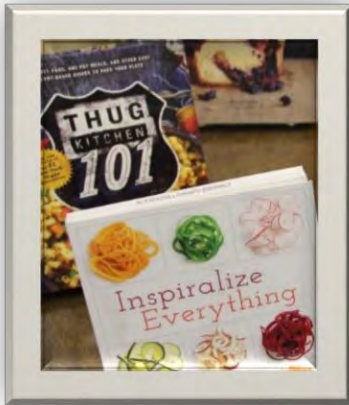
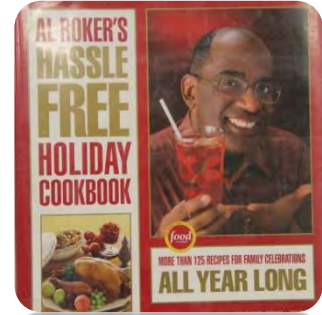
- (5) This Week's Best Sellers on the Wall
- (6) Movies in Spanish



(7) **Supermoon** (The November 14, 2016 Supermoon was 356,511 kilometres (221,526 mi) away from the center of Earth, the closest occurrence since 1948. It will not be closer again until 2034. Books on display had the word “moon” in the title.

(8) **New books & New Cookbooks** (in several places)

(9) **Books with covers that are brown**



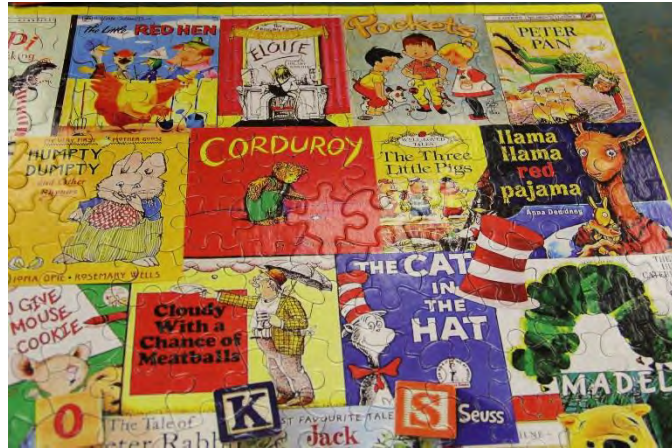
Display Case

Women's Liberation Movement – An assortment of feminist memorabilia from the 1960's. (Held over from the October display) This was to commemorate the first woman Presidential candidate in the history of the United States.



Maker Space

Jigsaw Puzzle featuring children's book titles



Artwork on the Fence Wall

By artist Stuart Fingerhut.



Also...

- ❖ **Our newly created Study Room was put to good use recently** when a woman approached Ryan and asked if we had somewhere she could give a sewing lesson. She brought her own sewing machine, and was delighted that we had a place for her to use that wouldn't disturb other patrons.
- ❖ **Melloney helped a lady with spelling, grammar and punctuation for a long distance love letter to a gentleman friend.** English is not the lady's natural language, and she wanted to be able to say what she felt toward him. Melloney typed it out for her on the computer. She was very excited with the outcome and the help.
- ❖ **A patron asked if there was an area she could bring her own printer and print some documents.** Sue told her she could use a YA laptop and plug her printer into the USBE port. The YA area was suggested because kids had not gotten out of school yet and it wouldn't make too much noise for nearby patrons. She was only there for a short period and finished before school was out. Happy, happy that we could accommodate her!

December 2016 Monthly Report -- Adult Services – Sue Colasurdo



Dec 3. Helen lead the [From Page to Table](#) book club. She made a Thanksgiving Slaw, which was delish!, she said. 5 people attended.



Dec 3rd evening, Helen, Sue, Sebastian, Laureen, and other staff members attended [First Saturday](#). This month only, it was actually held on the [First Saturday](#) because of the Christmas Tree Lane lighting ceremony which fell on the second Saturday.



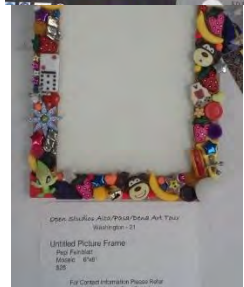
“Young Dempsey” played music from the 1950’s through the 1980’s—Doo Wop and Country. This group is a band of “dudes” made up of Drewin Young, Josh Jones, Matt Lake and Marc Doten. About 130 people attended.

Ale House, El Patron, Sweeter Than Honey and Thai food was available. Line Dancing was a featured treat by two girls who were with the musicians. (Made us all want to get up and join in—it looked so easy.)





Dec 2-4 Open Studios Tour. The library was open for this special event all three days (Friday through Sunday). The Open Studios tour allows the public to visit an artist’s studio, view their artwork, and interact with the artist. “What inspires you and how did you...” Some studios are in a garage, a section of their house or perhaps, a separate studio away from their residence.



Sometimes several artists join together and will feature their work at one person’s house or studio. It’s a worthwhile experience for all who take the time to attend. You don’t have to visit all artists, but may pick and

choose which is of interest to you. Maps with artist addresses and type of artwork were provided. The Library housed several pieces of art on display on the main floor. A total of 53 artists displayed artwork at 23 locations. **The Artist's Opening Event Reception occurred on Friday, Dec 2.** Wine, beer & ale were available for purchase from *The Altadena Ale and Wine House* and cookies and cupcakes from *Sweeter Than Honey*. Artwork in the Library was on display from November 28 through December 9.

Dec 7. Evening Beading Class with Mindy. This was a Staff Activity event initiated by Mikayla. Mikayla, Brianna, Kate and Sue attended and Creativity at work!



made some lovely jewelry.



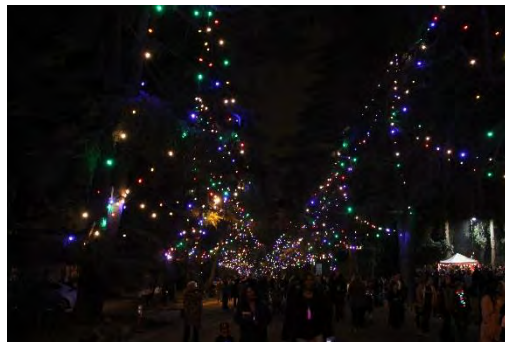
Dec 9.



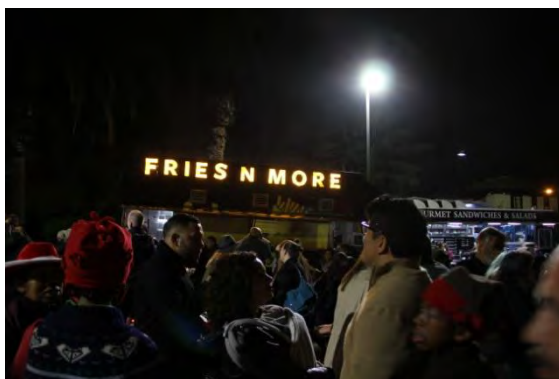
Mandatory All Staff Meeting met

to participate in the first **Community Conversations with the Harwood Method**. Helen provided bagels from Goldstein's and other breakfast goodies.

Dec 10. Christmas Tree Lighting Ceremony. An ever-popular event, with several hundred people attending.



Sue, Lauren, Helen, Mindy and several more staff members attended. More people seemed to be here than in previous years. Parking for the event extended several blocks away in all directions. Drummers from Eliot High School, vendors in the parking lot



selling artwork and other items, food trucks (yum!)—people





enjoyed the comradery of a pleasant evening out –just having good ole fun. Streets were blocked off so people could stroll up and down several blocks under the canopy of brightly lit Christmas lights. It always feels so magical.

Dec 16. The first meeting of the 50th Anniversary committee. 16 attended.

Dec 17. Holiday Open House. 150 people attended.

Dec 17. Library Staff Holiday Celebration (evening). Mikayla and Brianna decorated the

table with colorful Christmas ornaments, candy canes and candles. 25 staff members attended. Both Ira and John McDonald and his wife attended from the Trustees. This year's food choice was Mexican. |



Yummy desserts

Among the notable events of the evening was a White Elephant Christmas gift “exchange.” This was lots of fun. Gifts were to be kept to only \$15 or under and so, there was a rather



interesting assortment of gifts. Popular ones included gift cards, socks, and a rubberized glowing cat.





Part of the White Elephant game means a person can steal a gift from another person. (A gift can only be stolen twice.)



Sue "stole" Estella's gift of the glowing rubber cat. Then, Kylynn stole the cat from Sue. (It couldn't be stolen any more after that.)



Mikayla also created a scavenger hunt for the staff. Staff was divided into color teams, and off they went....Even Lucky, Perla's dog, got into the act of finding clues.



Dec 20. Helen attended the Summer Reading Program Meeting.

Dec 23 – 26. The Library was closed for the Christmas holidays.

Dec 29. Helen, Mikayla and Sue met with Estella for a meeting regarding displays for the next few months: how to change them and what holidays are coming up to go with a theme.

Displays

❖ **Christmas Trees** Books reflected the Christmas holiday, Hanukkah, and Kwanzaa.



❖ **The Christmas Pickle** --a German tradition, started in the 1880's. The Christmas Pickle was the last ornament hung on the Christmas tree. The first child to find the pickle got an extra present. Display of Christmas-themed books.



- ❖ **Christmas Trees:** The very first Christmas Trees were decorated in Germany. Legend says that the German people believed that evergreens and light kept away bad spirits. So, every year for the 12 days of Christmas, the German people put candles on an evergreen tree to keep away harm. Another legend says that a German preacher named Martin Luther was walking in the forest one night and thought that the stars shining on the trees were beautiful. So, he cut down the tree and covered it in candles to show the beauty of the stars on the trees. Handouts included “Christmas in Iceland.” Books displayed in the Library featured a Christmas holiday theme.



- ❖ **Green colored covers on books (for the Christmas tree)**

- ❖ **The Poinsettia** –Books with a Christmas theme with red jack covers.



- ❖ **Operation Santa Paws.** 12th annual drive to collect new dog and cat toys, treats and other supplies to be delivered to shelters in local communities. It was started in 2001 by Justin Rudd, in Long Beach, CA (and the nonprofit 501c3 Community Action Team [CAT]) as a canine and feline toy/treat drive aimed at offering comfort and fun to shelter animals during the holiday season. Originally, it was an outreach for shelters in Long Beach, Orange and Seal Beach. It has now spread to 25 states. Rudd said items like durable dog toys, dog and cat food, kennel cleaning supplies, bathing soaps and dog leashes are the most wanted items from shelters. (Note: rawhide items, pig ears and stuffed animals are not usually accepted by the shelters because of safety and housekeeping concerns.) Handout showed dropoff locations for donations. Display books featured cat and dog stories.

- ❖ **New & Staff Picks — DVDs**

- ❖ **New Video Games**

- ❖ **Carrie Fisher** passed away December 27 (1956-2016) following a heart attack. Books by or about her and movies she starred in.

- ❖ **Debbie Reynolds** (Carrie Fisher’s mother) passed away on December 28 (1932-2016) from an apparent *Broken Heart* over her daughter’s death. Books about her and movies she’d been in.



- ❖ **George Michael** passed away December 25. Books about him and music he recorded.

Display Case

Dec 1-10. Display case featured artwork by artists taking part in the Open Studios tour.



Dec 12-31. Display case showcased Creative Arts Group in Sierra Madre—Artwork made by children in the Kid's Ceramics class.



Toys / Canned Goods for Fines



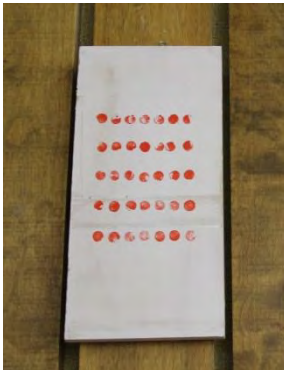
...Continued through part of December. The Sheriff's group had to pick up boxes full of toys and canned goods 3 times to take all of the items our patrons brought in. They weren't always for fines. Some people just brought items out of the goodness of their hearts. Thanks to our community for their generous support in this endeavor.



Christmas Puzzle



- Creative
pages for coloring by Library patrons of all ages.
- Wall art on the "Fence" between Children's and the Adult Services area.



And 😊

- Mikayla and Melissa have been promoted to Clerk I classification. Congratulations to these devoted and hard workers!.
- Kylynn Chaney is no longer a temporary employee; she's now full time Administrative Assistant for our Library.

Teen Services – Board Report

November 2016

Programs:

During the month of November, I hosted 1 program: International Games Day. 15 teens spent the day at the library playing a variety of games. They also enjoyed the virtual reality demonstration that Ryan and Q helped to set up.

I also hosted two tours. 16 students from the Weizzmann Day School came to the library for a tour and some research time. They explored the print and online resources for their school project. 19 pf Aveson’s 9th grader also stopped by for a tour before volunteering.

I also spent a good deal of time preparing programs that will start in January. The teens also asked for a Holiday party, which I planned as well.

Outreach:

I met with representatives of Aveson and Waldorf school to brainstorm ways for the library to support the schools. These meetings resulted in the Aveson volunteers and Tour as well as some planned outreach in April at Waldorf. I was also able to share information with teachers about upcoming volunteer opportunities.

Volunteers:

I spent November trying to get a few volunteer programs off the ground. I accepted applications for regular volunteers and TAB members. TAB members meet first in December, and the full volunteer program will roll out in January.

The First Tuesday after Thanksgiving was International Day of Caring. 19 Aveson 9th graders came to the library and washed picture books, board books, and children’s toys. One of them turned in his application to be a regular volunteer and has been back most days just wanting to help out.

I also met with a local high school student who hopes to start a free homework help program at the library. A



meeting was scheduled to compare notes with Christina in children's services. Plans are for a February rollout.

Collection:

I continued modifying and assessing the collection searching for materials that have not circulated in 3 years. The books that I was unable to locate were made missing. The collection was expanded with my November new book order and several new ebook and eaudiobook purchases.

Professional Development:

At the beginning of the month of November, I attended the California Library Association conference. I attended a variety of professional development classes and also gave a presentation on MakerSpace sharing in a library setting.

I attended three different webinars to further my professional development. The first was Designing Spaces for Patrons not books. The second was Teen Programming: A Mover and Shaker's Recipe for Impact and Success. The third was an overview of BiblioBoard.

Teen Services – Board Report

December 2016

Programs:

During the month of December, I hosted 2 programs: Teen Holiday Minute to Win It Party. 13 teens attending enjoying games, hot cocoa, and a small white elephant gift exchange. Mikayla also helped with some holiday trivia. The First TAB meeting was held in December. The TAB currently has 11 out of 15 members with 6 of them attending the first meeting.



I also spent a good deal of time preparing programs that will start in January. Several exciting new series will kick off in January.



I attended the open house and new staff introduction where I shared about upcoming programs, volunteer opportunities and more with a variety of patrons.

The SRP committee meeting had their first meeting where we established many of the basics of our summer program.

Outreach:

I met with the office coordinator for Eliot Arts Middle School. She requested fryers for our upcoming programs that she can post in the school office.

Volunteers:

As mentioned previously, December saw the start of the TAB meeting. There are currently 11 out of 15 members, with more students expressing interest in volunteering all the time.

Christina and I are hoping to start a basic tutoring program in February. I am currently accepting applications for interested high school students who are interested. Several volunteers also put in volunteer hours over their winter break helping us pull lists of books.

Collection:

I continued weeding the collection by pulling nonfiction materials that are old and outdated based on the CREW standards. Estella and I made a list which we then set volunteers to pulling. I met with Baker & Taylor to learn more about the ordering process, get a few authors on standing order, and set up lists to aid in ordering and replacing depleted nonfiction sections. The books that I was unable to locate were made missing. The collection was expanded with my December new book order and several new ebook and eaudiobook purchases.

Professional Development:

In December, I spent quite a bit of time working with Baker and Taylor to better understand the ordering process.

**Youth Services
November Highlights**

Programs & Services

Although we were closed 3 days out of the month for holidays, it didn't affect our numbers. The In-N-Out reading program ended and we hosted our 1st Annual Dia de los Muertos program.

Dia de los Muertos



Our Dia de los Muertos celebration was a lot of fun. We had yummy Mexican sweet bread, we played traditional Latin music and we had a wonderful face painter that set up the altar of offerings as well. 53 people decorated sugar skulls, colored and created beautiful paper flowers. Not bad for a program the day after Halloween.

In-N-Out Reading Program

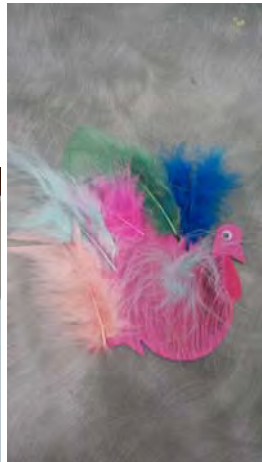


The yearly In-N-Out reading program ended on November 12th and proved very successful.

This is a 6 week reading program that In-N-Out has been sponsoring for the last 20 yrs. Children ages 4-12 earn a free burger for reading 5 books and each child can earn up to 3 certificates. 207 children registered, they read 1,540 books and we gave away 308 certificates!

Fun Craft Fridays

November was a popular crafting month. Besides the crafts kids made at story time, 60 children had fun crafting on Fridays.



Class Visits

We had 6 class visits to and from the library serving 133 students during the month of October, including 2 Preschool classes from Altadena Elementary that walked to the library for a special story time.

December 2016- Monthly Report – Children and Family Services

December 2016 was my (Christina's) first full month as the Children's and Family Services Librarian here at Altadena Library District, and I am feeling very good about all of the things we are going to be able to accomplish going forward.

In December, we had 9 programs for the 0-5 age group, including Teddy Bear Story Time, Baby Lap Time, Toddler Story Time, and Preschool Story Time. These programs reached 168 patrons. We also had 8 programs for the Elementary School age group, which reached 200 students. We visited 2 classrooms, and saw 68 children at their schools. Any dip in our numbers is largely due to the 3 week holiday programming break from December 19-January 6. We did, however, answer 569 reference questions over the course of the month.

In addition to our public service, we have a lot of things going on behind the scenes. I visited the three Altadena public elementary schools (Altadena, Franklin, and Jackson) to meet with their principals and school librarians and to talk about the ways the library can partner with the schools to provide greater enrichment and opportunities to students and teachers.

We have also been undertaking a large collection maintenance project that is helping to ensure that our patrons are engaging with materials that are current, informative, high quality, and enjoyable to use. It is our goal to have much of this completed by the time the library closes for the Phase I renovation. So far, this has included collocating the holiday books, weeding and replacing many out of date and damaged non-fiction books, and updating the Beginning Readers to be a more engaging, dynamic collection for those who are just beginning to read on their own.

December also brought some personnel changes: Lucy Molina will no longer be serving as the Library Associate for the Children's Department, and we are about to begin reviewing applications for her replacement.

BOARD OF LIBRARY TRUSTEES
DIRECTORS UPDATE

DEPARTMENT: District Director MEETING DATE: January 23, 2016
PREPARED BY: Mindy Kittay LOCATION: Community Room

MEETINGS AND TRAVEL

In December I attended the **Library Journal Director's** Summit in Sacramento. I was able to spend time working with library leaders and strategic thinkers from beyond libraries to rethink, reengage, and reposition libraries as futureproof, and primary drivers of futureproof communities. It was an inspiring and eye-opening couple of days.



As part of Rotary, I volunteered with the Altadena and Pasadena Rotary in an effort to provide bikes to low income children in the area. We fed 100's of volunteers and helped to put the bikes together so they would be ready to give away during the holidays.

I have also been participating in Rotary as a member of the Board and will continue to do so for 2017.

STATISTICS

Highlights:

- Circulation was up at both Main and Branch in December, 4% and 14% respectively.
- New library card registrations were up 18% YTD for the District and in November 33% at Main, 8% at Branch and in December 32% at Main and 31% at Branch.
- Holds on our items were up 63% in November and 105% in December, 76% YTD!!!!
- Passports issued are up 13% YTD, photos up 6% YTD.
- **Adult programming continues its attendance climb an 11% increase YTD. Children's and Teens will pick back up as our new librarians get settled in.**
- Computer and Wireless continues its climb with an increase of 25% YTD for computer usage and an 84% increase in wireless usage at Main YTD

DISPLAY



Staff continue to create wonderful displays that the public is finding useful and appealing. We look forward to our new shelving which will provide many more areas for display in the library.



In preparation for the new shelving maintenance staff has cleared out the area for our future FabLab.



And our users continue to find new ways to enjoy the spaces of the library!



TECHNOLOGY

- The upgrade to our wifi is complete at both Branch and Main and I think this picture says it all!

FACILITIES

- The graffiti that has been scratched into the glass all around the library has now been removed and a protective film installed to help keep the windows from being scratched again.
- The Facilities staff has helped to assemble furniture and to open up and prepare areas of the library for the Phase I renovation.
- Facilities helped move the offices from the Children's area in the office space in the lower level.

STAFF

- Staff participated in the first Community Conversation and enjoyed the opportunity to better understand the purpose and have input.
- Four members of staff joined the team that is receiving extra assistance on learning the Harwood method of Turning Outward. Helen Milner, Melissa Aldama, Estella Terrazas and Ryan Roy have all been attending webinars and two members will be going through the complete training in an on-line course. Four members of the team will attend an upcoming Harwood Institute One-Day Innovation Space in Sacramento. All of this is paid through funding we received from the California State Library.
- At the request of the Kate, our Teen Librarian, and agreement from Staff, over a month ago we began a Morning Huddle. Each morning at 9:45am we meet in the reading court, coffee in hand, to ask for assistance, talk over challenges and just catch up before we open the doors at 10am sharp.

GRANTS

Our Save Water interactive display arrived and is being enjoyed by many. This was funded by the "Pitch a Grant" opportunity from the California State Library.

We also received notification that we were awarded the Settlement Class Fund Grant we applied for which will purchase a Nomad LT Q Multimedia Podium \$18,239. This podium contains all the presentation tools an organization could need and it is mobile.



PROGRAMS

We had some great programs over the last few months!

Second Saturday (which was on 1st Saturday in December), featured Young Dempsey was well attended and much appreciated by the community.

We were also the headquarters for this seasons Open Studios and hosted their opening reception as well as being a display venue for the artists. The library remained open

on that Sunday as well so as to hand out information and allow patrons to view the art.




MARKETING

Our marketing efforts have really been paying off. We are popping up everywhere!

Hi Mindy,
Congrats. You've been "Picked" by Hulafrog, the ultimate guide to local events and activities for kids.
Three times a week, we publish "Our Pick" with a recommendation for really cool things for kids to do in our area.
Today, that's you. "Our Pick" is strictly editorial, and not advertising related. It's read by parents throughout the region. You can read it here: <http://hulafrog.com/pasadena-ca/the-week-ahead-gingerbread-houses-holiday-movies-a-free-community-playdate-weekcd0>

Posts See All




Institute of Museum and Library Services
1 hr · 🌐

Altadena Library Programs Reflect Community's Ethnic Culture

On the second Saturday of every month (at least from October through June), the Altadena Library turns into a hopping and noisy place – descriptions few people would associate with the word library. And that's by design.

A brainchild of Mindy Kittay, Director of the Altadena Library District, Second Saturday began about a year and a half ago. She explains, "I felt we needed to do something to bring the community int... See More



Even the Institute of Museum and Library Services is talking about the Altadena Library District...

Diane Tangreti reviewed Altadena Library District — 🌐
November 13, 2016 · 🌐

Great concert! Love the people and the atmosphere. I came from Alhambra to enjoy second Saturday concert. I plan on coming every month!

👍 Like 🗨 Comment ➦ Share

Altadena Library District and Mindy Kittay

Maria Molina reviewed Altadena Library District — 🌐
November 2, 2016 · 🌐

Outstanding! I have been to the library for 34 years I love it!

👍 Like 🗨 Comment ➦ Share

Altadena Library District and Mindy Kittay

Laura Vega reviewed Altadena Library District — 🌐
1 min · 🌐

My daughters favorite library in Altadena/Pasadena. Great teen programs, great staff. Beautiful scenery. Wonderful programs.

👍 Like 🗨 Comment ➦ Share

GOVERNMENTAL: None of it is good news.....

CalPERS Votes to Increase Contributions

Today, the CalPERS Board voted to approve a continued reduction to its discount rate, the assumed annual rate of return for the pension fund. This latest reduction follows a November 2015 plan to reduce the fund's overall discount rate from 7.5 percent to 6.5 percent over the next 20 years.

During today's meeting in Sacramento, the board approved that the discount rate be lowered to 7.375 percent in fiscal year 2018-19, 7.25 percent in 2019-20, and 7 percent in 2020-21 for public agencies; a decision that had been in the works for some time.

Over the last decade, the fund has experienced continued low investment returns and is currently only 68 percent funded while experiencing an annual cash flow shortfall of five billion dollars. Economic indicators warned that failing to increase CalPERS cash flow could result in an additional increase of one billion dollars annually to the fund's shortfall.

To make up for anticipated low investment returns, CalPERS had made plans to reduce the discount rate, which will require greater contributions from employers and employees to make up the difference.

The decision to reduce the discount rate using a three-year phased-in approach was the direct result of the comments received by CalPERS contract agencies. This group included many of CSDA's members who provided our advocacy team with valuable feedback during preliminary discussions of the plan.

CSDA members indicated that while they would not support direct advocacy for a rate increase, they understood the increase as necessary action to ensure the health of the fund. The phased-in approach was the preferred method to increasing rates to improve cash flow to the fund instead of an immediate reduction to a seven percent rate.

A reduction of the discount rate affects special districts and all of CalPERS contract agencies by requiring an increase of the contributions paid into the fund by both employers and employees.

Should you have any questions about the actions being taken by CalPERS, please contact CSDA Legislative Representative, Dillon Gibbons, at dillong@csda.net.

Deferred Maintenance – CLA had been working with the Director of Finance and his Finance deputies on a special request for approximately \$15 million in state General Fund dollars for the purpose of addressing the deferred maintenance needs of some of California's public libraries that were in severe distress and in an economically disadvantaged community.

These particular libraries, as identified in CLA's recent library construction Needs Assessment conducted in 2016, were facing serious issues related to ADA compliance, asbestos, and various safety matters. Unfortunately, due to the state's declining revenue, this proposal for the libraries could not move forward at this time, and similarly nor could the state's own proposal to spend \$300 million on state building rehabilitation. We want to thank the libraries who participated in this accelerated effort, when we were given the encouragement to pursue it by the Director of Finance, and we want to thank the Director and his team for the opportunity to make our case.



Connect with us!

@AltadenaLibraryDistrict

@altadenalibrary

Facebook.com/AltadenaLibrary

Main: 600 East Mariposa St. Altadena, CA 91001 Phone: (626) 798-0888 Fax: (626) 798-5351 Bob Lucas: 2659 Lincoln Avenue Altadena, CA 91001 Phone: (626) 798-8388 Fax: (626) 798-3968

Let us know!

Comments • Suggestions • Opinions • Ideas

Your feedback is important to us! Please use this comment form to provide concerns or compliments related to your Library experience. Is there a book you would like us to order? Tell us here!

Date: DECEMBER-20-2016 X Main 600 E. Mariposa St. [] Branch 2659 Lincoln Avenue Comments: you-library-is-best-in-the-universe

If you prefer a personal response by a staff member, please provide contact information here: Name: SHAHRAM-TAYAKOLI #201 Room Number Address: 2415 NORTH-Gampfield AVENUE PASADENA-CALIFORNIA Phone: Zip Codes: 91104-9106 E-Mail: (626)-365-3862 If you would like to be added to our e-mail list, please check this box []

Electronic-Mail: AVITAVA@GMAIL.COM



Connect with us!

@AltadenaLibraryDistrict

@altadenalibrary

Facebook.com/AltadenaLibrary

Main: 600 East Mariposa St. Altadena, CA 91001 Phone: (626) 798-0888 Fax: (626) 798-5351 Bob Lucas: 2659 Lincoln Avenue Altadena, CA 91001 Phone: (626) 798-8388 Fax: (626) 798-3968

Let us know!

Comments • Suggestions • Opinions • Ideas

Your feedback is important to us! Please use this comment form to provide concerns or compliments related to your Library experience. Is there a book you would like us to order? Tell us here!

Date: X Main 600 E. Mariposa St. [] Branch 2659 Lincoln Avenue Comments: you-Library-is-one-OF THE MOST Perfect LIBRARY I have seen

If you prefer a personal response by a staff member, please provide contact information here: Name: Address: Phone: E-Mail: If you would like to be added to our e-mail list, please check this box []

We were so pleased with Ms Christina and enjoyed storytime today! She had great tone & energy that was engaging for the children. Great job and look forward to storytime in the New Year!! THANK YOU!! ☺

The Altadena Chamber of Commerce

*93rd
Annual Awards
&
Installation Dinner*

Honoring

Elliot M. Gold
Citizen of the Year

*Open Studios
Alta/Pasa/Dena*
Business of the Year

Live Auction Benefiting
Marion Lee Wullschlager Scholarship Fund

Friday, February 3, 2017
6:00 pm
Altadena Town & Country Club

\$85 Per Person
Advanced Payment Required

RSVP

www.altadenachamber.org/tickets
office@altadenachamber.org
626-794-3988

Cocktail Attire



Tickets on Sale Now

Tickets are on sale now for The Altadena Chamber of Commerce's

93rd Annual Awards
&



MEMORANDUM

DATE: January 6, 2017

TO: All Staff

FROM: Leadership Team: Mindy Kittay, Ryan Roy, Christopher Kellermeyer, Carlene Chiu, Helen Milner, Sebastian Zelepin (Absent), Mikayla Arevalo, Estella Terrazas, Kate Shumaker, Christina McTighe and Kylynn Chaney.

Leadership Meeting Notes 1/6/2017

Meeting Room Policy Update

Mindy provided an update on the new Meeting Room Policy draft that will be going before the Board. She noted there were changes in the fees for non-profit vs. private groups, and the option to rent equipment for a fee.

- It was noted that there should be mention/clarification of the policies and fees pertaining to the Small Meeting room, as they differ slightly from the Community Room.
- It was also noted that there needs to be mention of rental of the parking lot and/or facilities for purposes of filming.

Friends of the Library Meeting Update

Kathy, a member of the friends group asked Estella for more storage:

- Mindy noted that there is no more room for storage, and that the current storage that the friends use will be needed for Library purposes and staff during the closure.
- She mentioned that she will be meeting with Marne and the friends to discuss the issues with storage going forward.

Update on Free Holiday spreadsheet Error

HR Network will be sending a letter to the employees that were affected by the error in the free holiday spreadsheet, where some employees received extra hours.

- She noted that for 2017 every employee will receive the correct amount, and that no further action will be taken for the previous mistakes.
- Mindy also noted that HR Network is currently revising the employee handbook, and will be creating an analysis of salary and benefits and making recommendations this year as well.

Estella

- Stella mentioned that February is Library Lovers Month and would like to suggest a project and display which will collect the favorite titles of materials from Patrons, as well as what they love about our Library.
- There will be a display where the current bestsellers wall is as well as a separate 'tree' display. Mikayla offered to work on creating the Tree Inspiration Station.
- Mindy noted that she and Kylynn will work on the website so that patrons can electronically submit their favorite titles.

Staffing For Closure

- Through discussion it was determined that the hours at the Branch will most likely be:
Monday – Thursday from 10am to 8pm;
Friday & Saturday from 10am to 6pm; and
Sunday from Noon to 4pm.

The possibility of an Alternative Work Schedule was discussed (ie. 10 hour days/4 days per week), and Kylynn and Ryan, with the help of HRNETwork, will be researching the process to have this implemented. We do know that approval includes discussion at a staff meeting and a secret ballot election with at least 2/3 of the staff in favor. This does not mean the staff has to work a 10/4, it just means that if they did they agreed that there would not be overtime paid for any hours over 8 in a day.

Operating Plan Overview – See Attached Updated Operating Plan for Details

The following Implementation Teams were created:

FabLab (Digital Learning Lab/Maker Space): Ryan and Kate are the Leads

An e-mail will be sent out to all staff with a list of the implementation teams, and they can choose which they would like to be a part of.

It was noted that beginning in February, the operating plan planning will begin, which will include an exercise at the February all-staff meeting.

Mindy noted that she and Kylynn are working on a draft Trustee Handbook, and that one of the recommendations would include an annual Boards Retreat with the Board of Trustees, Friends and Foundation.

The following Operating Plan for 2016-2017 **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 seeks to outline a plan of action for achieving the goals set forth in the District's current Strategic Plan, so that** the Altadena Public Library can continue to meet the present, future, and constantly changing needs and interests of its diverse clientele.

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 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.

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 sources of revenue.

Objectives for Goal 1: Staff support of library support groups

- We will reach out to all support groups (ie: Friends of the Library, Library Foundation) to ask them to present to all staff the information they share with the community.
- Continue to research and apply for grants that meet the Strategic Goals of the Library and the Operating plan.
 - The District has applied for a number of grants so far this year and has received two. The Pitch a Grant through the California State Library and another from Cypress. We are currently working on two other grants and are awaiting to hear from the Coyote Foundation.
- Revise and update the Volunteer Program.
 - Continue to search for Volunteer, Volunteer Coordinator or Review existing positions and determine if funding is available to add a paid Volunteer Coordinator position.
 - The District has held interviews and is in the process of selecting an applicant for the position with an estimated start date of 2/1/2017.

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

Objectives for Goal 2: Increase visibility of library in community

Community Conversations

This fall and winter the Altadena Library will be taking its role as a community connector seriously and will be focusing on a turned-outward way to authentically engage members of our community through a series of conversations using the Harwood and Libraries Transforming Communities protocol and training. This process will provide the library with knowledge of the **community's aspirations**, what they think needs to change in order to reach these aspirations and what do they believe they can do and who do they trust to take action on the challenges that we face as a community.

- The Staff and Library Support groups had the first Community Conversations. The Invitation Schedule has been created and is on-line. Conversations are being scheduled.
 - The California State Library provided the library with funding to add up to four staff members into the training for this initiative. The following staff volunteered to be a part of this training and to use what they learn to teach other staff how to "Turn Outward" and the principals of the Harwood approach: Ryan, Estella, Melissa and Helen.
- The purpose of these conversations is to:

- Assess Public Opinion that will be applied to inform decision-making of all kinds, especially for future planning for the Altadena library
 - Engage our community and provide the space for new relationships to form
 - Find new partners and create opportunities for collaboration
 - Develop strategies for working on issues and build capacity to be able to work together
 - Create natural pathways for people and organizations to contribute
 - Educate the community about the important resource and significant value of their public library
- From this outreach process, we will garner information from the community on a number of topics, and from this information, the board may decide to revisit the strategic plan/vision/mission and goals of the District. The information will also provide our support groups (Friends and Foundation) with the information they need to effectively campaign for donations. (Our current strategic plan expires in 2017)
 - Create a style guide to be used by the Library, Friends and Foundation so all communications have a uniform and recognizable look. **Draft was presented and is being revised for presentation to the Boards in 2016/2017 and to include signage guidance.**

A consultant has been hired for marketing for the upcoming events including the 50th anniversary, summer reading, Grand re-Opening, awareness campaign for Phase I Renovation and community conversations.

- Create a Social Media Marketing Plan including parameters and best practices protocols. Increase our presence within social Internet platforms (Facebook, Pinterest, etc.), and add social media options to our website.

Chloe will be working with Mikayla and Ashley on the Social Media campaigns and general online presence. During this process the District will create a Social Media Marketing Plan.

Move the Library Outside the Walls

Participate in bringing awareness to the community by advocating for the library in the community. Specifically, during Library Card Signup Month and during other times we will be reaching out to the community with a physical presence. For example, the library could have a **presence at public events such as farmer's market, concerts in the park, Little Free Library etc.** The implementation team for this goal will work on specifics and present them to the Leadership Team during the 2nd Quarter of the fiscal year.

An **Implementation Team** was created for this goal: Helen, Melissa, Ashley, Vicki, Mikayla, Kylynn and Ryan.

Increase communication and partnerships between the Library, Friends and Foundation. Meet with all three groups to discuss how they feel this can be accomplished.

- Hold a Community Conversation (Harwood) with all three Boards in December 2016. This was completed on December 17, 2016.
- The District has joined United for Libraries which is the support group for Library Trustees, Advocates, Friends and Foundations and the California State Library

equivalent. We are working on developing presentations and mediation with these groups using the resources of both organizations.

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

Objectives for Goal 3:

Create more defined spaces for the public: This objective came from feedback about the library being too noisy and lacking quiet places to work and study as well as from teens requesting quiet study areas. Determine if changes due to using the HUD funding for new shelving will allow us to create quiet study spaces and more meeting area by redefining the layout of the main floor which will be necessary to meet ADA requirements.

Complete reorganization of lower level staff spaces in order to open up more space for the public on the main level.

- The lower level staff areas are being reorganized. The District opened up a small study/meeting **room upstairs in the children's department to the public, which** had been previously used as staff offices. Staff was relocated to the lower level.
- Complete the creation of a teen area along the west end of the library
 - The teen space has been created and is being heavily utilized. There is new furniture in the teen area as well as a new desk for the teen librarian. New shelving will help to further separate the area.
- Research, purchase and install at least one exterior lighted sign and a cohesive signage design for the interior of the building.
- Provide plan for replanting of planters in reading court as part of the mini-renovation. If mini-renovation does not happen the replanting is still budgeted for and will go forth.
 - **Implementation Team:** Helen, Mindy, Mikayla, Paulina (volunteer) to plan for upgrade during closure. Helen's idea to take cuttings of the existing plants and place in small containers to give away at the next Second Saturday was approved.

Improve internal aesthetics, cleanliness & safety goals

Safety: **HR Network's contract includes safety training and creating a safety program for the library.** The team will work with HR Network for staff training on this subject

Aesthetics: As spaces become defined and change, we will be able to make updates to certain aesthetic parts of the library such as replacing the carpet.

Internal signage is a priority

The team will work with the foundation to figure out the following priorities: Bridge repair, replacing carpeting, making the library ADA Compliant, electrical upgrades, signage, replace furniture and replacing shelving, using the HUD funds, District budgeted funds and additional funding from the Foundation.

This will be addressed during the Phase 1 Renovation. The Foundation has approved funding of \$75,000 for flooring which includes replacing the flooring in the community room, staff break room and the administrative and passport offices. New shelving and replacement of the entrance doors are covered by the HUD Grant funds. Other improvements such as signage, more electrical and data outlets and minor repairs are being paid for from the District Budget.

External Signage – Monument Signs

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

Improve and diversify programming: Expand and develop programming (classes, seminars, lectures, training, presentations,) that meets the needs of the community and is experiential and relevant.

- Create an implementation team to assess the results of program exit surveys, community conversations, and the success of existing/past programs. This team will evaluate how programs should evolve going forward. They will be responsible for:
 - Figuring out what new programs to try and what programs have already been working
 - Making sure we are reaching all segments of the community (ie: age, ethnicity, socio economic status, etc.)
 - Introducing new ideas to the community which the community may not have had an interest in originally
 - An **Implementation Team** was created with Kate as the Lead. The members are the same as the members of the existing Program Committee.

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

Provide better platform for staff/public interaction with the Library

- Summer Reading online open source platform is a priority
 - Beanstack which is an online program to support Summer Reading and other library initiatives has been purchased after review by staff.
- Community engagement tool: Biblio Board (the library purchased this tool and will be rolling it out in 16/17)
 - This tool allows the work of local artists, musicians, and writers to be featured online
 - This has been cancelled for this year. May be re-addressed in the future.
- Unique Phone System
 - Telephone service for library including live help online from our website. Some of the **service's capabilities include: answering phone calls, scheduling** appointments (ex: for the community room), forwarding calls to specific staff members, forwarding calls to the reference desk, placing holds on books, etc.

- Schedule a webinar in November for the leadership team to assess the pros and cons of implementing the system. A circulation staff member from the Palos Verdes Library, who has used the service for a number of years, will attend and explain how it works for their library.
- Leadership attended a webinar for Unique, discussed and approved the plan to outsource our telephone services. A contract has been signed and an **Implementation Team** was created: Ryan, Mindy, Christopher and Kylynn.
- Expand the Teen DIY program to create a Digital Learning Lab/Makerspace (FabLab) for all ages.
 - An **Implementation Team** of Ryan and Kate was created and they will be asking staff to expand the team. The walls of the FabLab will be created using the new shelving. Other aspects of the FabLab are continuing to be discussed and are evolving.

Library Staff Training and Development

C.O.R.E. (Core Organizational Responsibilities Evaluation), which includes what services we provide & how we provide them – positions needed in the Library/job description review, our organizational and staff values, morale, internal communication, salary & benefits review, and professional training.

A) Work with HRNetwork on ways to address morale issues.

- HRNetwork to attend All Staff Meetings and present on topics selected by the Administration/leadership and Board and will continue to present at Staff Meetings until further notice.
- The most prevalent morale issues will be defined. Leadership Team (with the assistance of HRNetwork) will identify and discuss methods of improvement, culminating in the creation of a specific plan of action. The plan may or may not include the refining of existing strategies (such as White Board and Implementation Teams).
- At a defined time, the Leadership Team, (with the assistance of HRNetwork), will further analyze if morale has improved; this will be shared with the staff and the board, and will be used to reassess and update plan.
 - HRNETwork has been attending all-staff meetings, presenting at same and Board meetings and reporting to the Board. They are working closely with Administration to address needs and issues as they arise.

B) HRNetwork has been tasked with creating a new employee manual and SOP's which will be provided to all employees.

- HRNETwork will be presenting the updated employee manual at the February Board meeting.

C) HRNetwork will be doing a salary and benefits analysis in 2016/2017 for review by the Board.

D) The staff will meet to provide input on a cultural values statement for the organization. (September Staff Meeting) and a document will be created that defines our cultural values in relation to our Vision and Mission as an organization. Staff has provided input on preferences for cultural values and have begun to define them. We will continue this process with HRNETwork and the goal is to have a specific document by March 2017.

E) Leadership Team will review the outcomes from the Community Conversations and use the information to review the services and products we offer to the public. Based on this information Leadership will make recommendations as to changes in job roles in order to better meet the needs of our community. New job descriptions will be created accordingly.

F) Encourage staff to share their passions and their aspirations in relation to their job and duties, and use that information to provide opportunities for empowerment, improve job satisfaction, and build confidence. Christopher has updated **the Intranet 'resident expert' list so that staff can also submit their passions**. The Programming Committee will be using this information to encourage staff to use their passions in presentations for the community and for staff.

G) Training: The fiscal and organizational success of the District relies upon a well-organized, informed, technologically proficient, and forward-thinking staff. Continue to search out opportunities for our staff to view, learn and discuss what other libraries and institutions are doing. Continue the work of the Staff Technology Competencies Implementation Team to provide staff with expectations and training.
COMPLETED ITEMS AS OF 10/31/2016

Lifelong Learning & Outreach: Participated in Outside the Lines: Outside the Lines is a weeklong celebration demonstrating the creativity and innovation happening in libraries. We had special Inspiration Stations includes Happy Signs and we partnered with the Girl Scouts in Parking Day.

Facilities: Retrofit of lighting to LED at the Branch in the Parking Lot. Completed September 2016: Branch parking lot is now 100% LED.

Technology: Upgrade to VOIP telecommunications system. Completed

C.O.R.E.: Have a full day of staff training in October (annually) with opportunities for staff to work together as a team and learn from experts in the Library field. Completed, Exit Survey results shared with Board and Staff

C.O.R.E.: Set library staff technology competencies and train staff in accordance. The Implementation team for this project is meeting regularly and training is being created and completed. This is an ongoing project that will be modified and revised as needed as time and technology changes occur.

Outreach: In July we began a program to bring back users who have not visited the library in over 12 months. This consists of an email blast to those users inviting them back. This will happen quarterly.



LIBRARY BOARD OF TRUSTEES

STAFF REPORT

DEPARTMENT: Administration

MEETING DATE: January 23, 2016

PREPARED BY: Mindy Kittay, Director

LOCATION: Community Room

TITLE: Resolution 201701 to Consolidate the District’s Governing Board Elections with the Statewide General Election

OBJECTIVE: Resolution 201701 will serve as the Altadena Library District’s (“District”) formal request to the Los Angeles County Board of Supervisors to consolidate its Governing Board elections with the Los Angeles County ballot and the statewide general elections in November of even-numbered years, commencing in November 2018 (the “Request”).

BACKGROUND/ANALYSIS: The District currently conducts its elections during off-cycle (odd-numbered) election years. The California Voter Participation Rights Act (“CVPA”) authorizes lawsuits against jurisdictions, including special districts, to combat low voter turnout. The CVPA provides that beginning January 2018, a jurisdiction that holds its regular elections on a date other than June or November of even years can be sued to force a change of the jurisdiction’s election date if turnout among eligible voters at one of its regular elections was at least 25 percent lower than the average turnout in that jurisdiction in the prior four statewide elections.

Consolidation will increase voter turnout rates, and will help to conserve fiscal resources for the District. If the Governing Board election date is not changed, the District may be vulnerable to lawsuits under the CVPA.

STAFF RECOMMENDATION: That the Board of Trustees adopt Resolution 201701 “A Resolution of the Governing Board of the Trustees of the Altadena Library District for consolidation of future Governing Board Member Elections with the Statewide General Election pursuant to Elections Code Section 1302(b)”.



Honoring the past, cultivating the present, empowering the future

RESOLUTION NO. 201701

**RESOLUTION OF THE BOARD OF TRUSTEES, ALTADENA LIBRARY DISTRICT
FOR CONSOLIDATION OF FUTURE GOVERNING BOARD MEMBER ELECTIONS WITH THE
STATEWIDE GENERAL ELECTION PURSUANT TO ELECTIONS CODE SECTION 1302(b)**

WHEREAS, the current date for election of governing board members of the Altadena Library District ("District") is every two (2) years on the first Tuesday after the First Monday in November of odd-numbered years (e.g., November 2017) [Elec. Code § 5000 and Elect. Code § 1302(a); and

WHEREAS, statewide elections are held in California only in June and November of even-numbered years (e.g. November 2018) [Elec. Code § 1001]; and

WHEREAS, with the recent passage of the California Voter Participation Rights Act [Elec. Code §§ 14050, et seq.], the Legislature has indicated its interest in providing for the greatest possible voter participation in local elections, including special district governing board member elections; and

WHEREAS, voter turnout is generally greater for statewide elections than for special local elections including special district governing board member elections; and

WHEREAS, the Board desires to change the date of future governing board member elections to be consolidated with the California Statewide general election in order to provide greater voter input into governing board elections; and

WHEREAS, Elections code section 1302(b) authorizes the District to change the election date for its Governing Board members by adopting a resolution for consolidation of election and seeking approval of the change by the Los Angeles County Board of Supervisors in accordance with Elections Code section 10404.5; and

WHEREAS, if the change in election date is approved, the November 2017 District election date will be moved to the first Tuesday after the first Monday in November 2018, with the terms of Governing Board members which would have expired in December 2017 being extended to December 2018 and the terms of governing board members which would have expired in December 2019 being extended to December 2020 [Elec. Code § 10404.5(g)]

NOW, THEREFORE, BE IT RESOLVED that the District Director is directed to submit this Resolution to the Los Angeles County Board of Supervisors explaining the rationale for the Resolution and requesting formal approval of the change by the Los Angeles County Board of Supervisors at a public meeting within 60 days after submission and after the Resolution has been posted in public places.

BE IT FURTHER RESOLVED that if the request for consolidation of election is approved by the Los Angeles County Board of Supervisors, the District recognizes its obligation to pay the expense of mailing the notice of approval of the change in election date by the Los Angeles County Board of Supervisors as required by Elections Code section 10404.5(e)

BE IT FURTHER RESOLVED that if the request for consolidation of election is approved by the Los Angeles County Board of Supervisors, the date of the next scheduled Governing Board election in November 2017 shall be moved to the first Tuesday after the first Monday in November 2018 and each subsequent Board member election shall be held two years thereafter in November of even-numbered years in conjunction with the statewide general election.

BE IT FURTHER RESOLVED that if the request for consolidation of election is approved, the term of office of current governing board members expiring in December 2017 shall be extended to December 2018 and the term of Governing Board members expiring in December 2019 shall be extended to December 2020.

APPROVED AND ADOPTED by the Board of Trustees of the Altadena Library District of Los Angeles County, State of California, this 23rd day of January 2017.

Ira Bershatsky
President, Board of Trustees
Altadena Library District

I, Mindy Kittay, District Director of the Altadena Library District, do hereby certify that the foregoing Resolution was adopted by the Governing Board of said District at a meeting of said Board held on the 23rd day of January, 2017 and that it was adopted by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

DATE: _____

Mindy Kittay, District Director
Altadena Library District

Altadena Library District
Meeting Room Policies and Procedures

It is the policy of the Altadena Library District to allow public, private and non-profit organizations use of the Library facilities and meeting rooms for purposes that enhance the Library's educational, cultural and civic mission.

Priority of Room Use

The use of library meeting spaces by public and private groups is subordinate to the operating requirements of the Altadena Library District and, will be permitted only when not in conflict with library sponsored activities. All reservations are on a first-come, first-served basis. Permission to use the facility in no way implies endorsement of the meetings or activities conducted in this facility, except when the event is sponsored by the library.

Meeting Room Schedule of Fees and Fee Policy

No fee shall be charged to non-profit organizations or government entities. A non-profit organization is one which is an incorporated organization, which exists for educational or charitable reasons. Proof of non-profit status under the Federal Revenue Code is required for all non-profit group reservations.

Individuals or groups not registered under the Federal Revenue Code may qualify for not-for-profit fee schedules under the following circumstances, with prior approval from the District Director:

- 1) The purpose of the meeting is educational or of general community interest, and there is no charge to attend; and
- 2) The responsible person(s) or group does not solicit customers nor derive income associated with the subject of the meeting; and
- 3) The District is co-sponsoring the event.

All other groups are considered private/for-profit and will be charged the private rental rate. Please see the Schedule of Fees for rates.

Programs requiring Staff before and/or after Library hours will be charged \$150.00 per hour with a minimum charge of two (2) hours. This is in addition to the room rental rates. Requests for use of Library facilities during closed hours must be made at least four (4) weeks in advance and approved in writing by the District Director.

Guidelines for Room Use

1. An application must be filed as least two weeks prior to the date of the reservation. All fees are to be paid at the time the application is submitted. First time non-profit organizations and government entity applicants must provide their

- tax ID number or written information about their organization, such as a statement of purpose on letterhead stationery, sample publications, etc. to determine fee status.
2. The use of library meetings rooms will be granted in order of receipt of applications and is non-transferable. Reservations are not confirmed until the application has been signed by the Library Director or the Library Director's designee.
 3. Due to demand by library sponsored programs, organizations requiring guaranteed regular time slots exceeding one (1) per month cannot be accommodated. Reservations are taken up to twelve (12) months in advance, with a maximum of one (1) reservation per month.
 4. Facilities are available only during open hours and all functions are expected to end no later than one half hour before the library closes, with the exception of after-hours reservations made with prior written approval of the District Director. *Please note that after-hours reservations require an additional staff fee of \$150.00 per hour, with a minimum charge of two (2) hours.
 5. Peak Hours** reservations can only be made up to four (4) weeks in advance, and are made only on a case-by-case basis with prior approval from the District Director.
 6. Cancellations must be made at least one week in advance of the event to receive a full refund. Users making cancellations within one week of the event will be assessed a cancellation fee of 50%.
 7. Organizations using the meeting room agree to assume full liability and responsibility for damage to persons, equipment, or property. Un-restituted damage or unruly behavior by the group may result in denial of future use of the facility.
 8. Groups or organizations which involve minors are expected to provide adequate adult supervision.
 9. Groups may provide and serve light refreshments.
 10. The District generally does not permit individuals or community groups or organizations to sell products, tickets or other items on District premises, with the exception of sales by Friends of the Altadena Library and of artist exhibits in which the District may request a 20% commission for any artwork such as paintings, sculptures, etc. on library premises.
 11. Applicants are required to accept the room "as-is", with no special set-ups.
 12. The District cannot guarantee staff will be available to assist with setup of room.
 13. Persons using the facilities must conform to all fire and safety regulations, including but not limited to maintain open aisle space, abiding by occupancy limits, and no open flames.
 14. Private social affairs such as parties, receptions and celebrations require prior approval by the District Director.
 15. All public relations materials advertising an event (invitations, flyers, brochures, etc.) must contain the official name and telephone number of the sponsor and must include the following statement: "This program is not sponsored by the Altadena Library District," unless the Library has agreed to co-sponsor the event.

16. No smoking is permitted in the Barbara J. Pearson Community Room, the Library or within twenty-five feet of the building.
17. Service of Alcoholic Beverages is allowed, with the following conditions:
- District-sponsored events, programs, or activities. Alcoholic beverages may be served, and must comply with all applicable regulations and licensing requirements.
 - Non District-sponsored events, programs or activities. Groups and/or individuals must obtain prior approval with the District Director and must comply with all applicable regulations. When the District is not the sponsor of an event, the individual or group sponsor will be required to obtain special events insurance coverage with a minimum liability limit of \$1,000,000 with their own insurance carrier and provide a certificate of insurance naming the District as an additional insured.

Groups are Responsible for Set-Up and Break-Down

- Each group will be responsible for set-up, take down and clean-up. Users need to allow enough time within their reservation period to accomplish these tasks. Meeting rooms are to be returned to their original condition and configuration.
- Groups are expected to conclude their meeting and accomplish all clean up half an hour before the library closes.
- Equipment supplies or personal effects cannot be stored or left in the room before or after use.

The Library is Open the Following Hours:

Monday and Tuesday - 10am to 9pm
 Wednesday through Saturday - 10am to 6pm

Peak Hours:**

Monday and Tuesdays - 5pm to 9pm
Saturday - 10am to 6pm

**Peak Hours reservations can only be made up to four (4) weeks in advance, and are made only on a case-by-case basis with prior approval from the District Director.

Schedule of Fees

Not-for-Profit	Open to the Public	No Charge
Not-for-Profit	Closed to the Public Meetings	\$10 per hour, Minimum of One Hour
Not-For-Profit	Private Social Event	\$25 per hour, Minimum of 3 hours*
For-Profit	open to the public, no charge to attend	\$70 per hour, Minimum of One Hour
For-Profit	closed to the public or charge to attend	\$100 per hour, minimum of One Hour*

For-Profit	private social parties/receptions	\$125 per hour, minimum of One Hour*
Filming, Production or other Commercial Uses	Rental of Parking lot and/or Library Facilities	Rate to be negotiated with District Director*
All Users	After-Hours Reservations	\$150 per hour in addition to reservation fee*

***Requires District Director Approval**

Please note: Private Social events will be subject to a refundable \$300.00 cleaning deposit at the time of reservation.

Fees are based on a one hour minimum, except where noted. No half hours. Estimated Hours should include set-up and clean-up time. Fees are payable at time of reservation (no exceptions). Cancellations must be made at least one week prior to event to be refunded.

Users who fail to vacate any District meeting room at the required time will be charged an additional fee equal to one hour at the “facility closed” rate (\$150 per hour) for every 30 minutes or fraction thereof. Failure to pay the additional fee will result in loss of privileges to use District meeting rooms by the violating group or individual.

Equipment Available and Fee Schedule

Equipment	Charge	Refundable Deposit
NOMAD / Presentation System	\$50	\$250
DVD & Projector (Community Room)	\$30	\$25
Microphone (Community Room)	\$15	\$25
White Board (Small Meeting Room)	No Charge (Individual may check out markers and erasers at Information Desk)	None

Denial of an organization’s meeting room privileges will be enforced if there is abuse of these policies and procedures.



Volunteer Coordinator

Job Description

FSLA – Non-Exempt (Part Time 19 hrs/wk)

Salary Range: \$24.01 - \$29.87/hour

General Summary

Under the supervision of the Library Director, the Volunteer Coordinator is responsible for the recruitment, training and overall management of Altadena Library District volunteers. In addition, the Volunteer Coordinator maintains volunteer records and coordinates volunteer schedules, prepares reports, budgets and focuses on retention and recognition of volunteers. The position requires constant contact and collaboration with library patrons and staff, including those with diverse backgrounds and abilities. This position collaborates with District staff to anticipate and meet community expectations. Work is performed with considerable independent judgment and initiative.

Essential Job Requirements

- **Customer Service**
 - Works in conjunction with Administration, Managers and other staff to respond to the needs of the public.
 - Creates positive experiences for library patrons by effectively and efficiently performing job tasks; presents a positive image of the library in attitude, communications and appearance while performing duties in both the public and staff areas.
 - Responsible for greeting and assisting internal and external customers in a friendly, prompt, and accessible manner.
 - Responsible for endeavoring to listen, understand and resolve internal and external customer needs by providing solutions or referrals.

- **Core Responsibilities and Duties**
 - Creates Program structure, policies, and handbook
 - Retention & Recognition, including creating and implementing recognition programs to honor volunteers.
 - Recruit, interview and screen potential volunteers.
 - Organize and conduct the orientation and training of volunteers and update training materials and programs as needed.
 - Match volunteers to appropriate tasks, seeking to fulfill the needs of the organization as well as the individual.
 - Maintain volunteer records and coordinate volunteer schedules, noting special skills and interests.
 - Prepare operational reports on volunteer activities and note incidents and injuries.

- Prepares and distribute calendar of volunteer job assignments and monitors compliance by volunteers.
 - Regularly survey staff to reassess need for volunteer assistance and update job assignments as needed.
 - Work closely with staff to supervise volunteers in performance of duties providing them continuous feedback, periodic performance evaluations and special guidance when requested or required.
 - Facilitate any issues or disputes, up to and including terminating volunteers not fulfilling the required duties.
 - Fulfill speaking engagements relating to the volunteer program and community outreach, **must be able to speak distinctly to large groups.**
 - Leverages community experts, coaches and mentors for services and programs in order to meet community needs and interests.
 - Participates in library special projects as required or as necessary.
 - Develops and maintains effective relationships with schools, community groups, agencies and non-profits in order to plan and deliver programs and services that meet local community needs and interests.
 - Is a member of the Leadership Team and participates in setting the direction for the organization.
 - Attends and participates in professional conferences, seminars, and network committees; reads professional literature; attends and participates in staff meeting discussions.
 - Other duties as assigned.
- Promotion and Community Relations
 - Works with individuals and organizations in the community to make them more aware of the Library and its services, and promoting partnerships with the Library throughout the community.
 - Act as an advocate for the library out in the community and with the Library staff.
- Abilities and Skills
 - Strong administrative and organizational skills, including attention to detail.
 - Tech savvy and ability to learn various software quickly and efficiently and able to learn and stay current with emerging technology, including digital media.
 - Must possess the ability to work efficiently and calmly under challenging conditions, and to maintain an open mind regarding changes and be willing to learn, implement, and teach new protocols.
 - An individual who can contribute to the culture of respect for all individuals.
 - Ability to communicate effectively with others, orally and in writing, including through email.
 - Able to establish and maintain effective working relationships with co-workers, patrons, user groups, community organizations, volunteer groups and to serve the public courteously.
 - Able to recognize and set priorities, and to use initiative and independent judgment in a variety of situations.
 - Must be able to lift and carry bags of books or boxes weighing up to 40 pounds and handle materials, push/pull carts/bins up to 40-pounds.
 - Must be able to drive a car and hold a valid driver's license.
 - Must be available to work evenings and weekends.
 - Must possess physical mobility involving bending, lifting, reading and hearing.

- Computer Skills: Must demonstrate competency in computer use including internet, email, Microsoft Office Products. Keyboard skills required at an equivalent of typing 50 words per minute, with minimal errors.
- Knowledge of best practices in library services, including guidelines and standards published by ALA, PLA and other recognized organizations.
- Knowledge of best practices in community assessment and engagement.
- Knowledge of effective practices in evaluation and outcomes measurement.

Education and Experience

- Bilingual in English and Spanish preferred, but not required.
- High School Diploma, Bachelor's Degree preferred
- 2+ years' experience managing volunteers / a volunteer program
- Experience with policy development & implementation preferred



Library Associate – Collection Development
Job Description
FSLA – Non-Exempt (Temporary, Part-Time)
Salary Range: \$20.20-\$25.14/hour

General Summary

Exciting opportunity for an individual interested in working in a fun and vibrant Library! Under the Supervision of the Collection Development Manager, the Library Associate performs paraprofessional work in the Collection Development Department. Assists with selection, receiving, cataloging, de-acquisition, and processing of materials. The position requires extreme attention to detail, the ability to work independently while also collaborating with staff, and, the ability to be flexible to work on projects related to the collections as they arise. This is a six month, temporary, part-time position, with the possibility of becoming permanent.

Essential Job Requirements

- Core Responsibilities and Duties
 - Downloads OCLC records and copy catalogs records in all formats including print, audio book, music CD, DVDs, Blu-ray, video games, electronic books and e-audio books
 - Creates item records, assigns classification numbers and prints spine labels
 - Links catalog records provided by Library vendors to the Library catalog
 - Working knowledge of Dewey Decimal Classification, LCSH, AACR2, RDA, and MARC21
 - Performs Collection Development duties: Selects titles in a variety of formats for inclusion in the Library collection using appropriate review sources, responsible for weeding designated areas of the collection, and working within an assigned budget
 - Assist with Acquisitions in receiving materials
 - Discards materials from the Library collection
 - May be responsible for keeping statistics
 - Participates in Library special projects as required or necessary
 - Performs other duties and tasks as assigned

- Customer Service
 - Works in conjunction with Administration, Managers and other staff to respond to the needs of the public.

- Creates positive experiences for Library customers by effectively and efficiently performing job tasks; presents a positive image of the library in attitude, communications and appearance while performing duties in both the public and staff areas.
 - Responsible for greeting and assisting internal and external customers in a friendly, prompt, and accessible manner.
 - Responsible for endeavoring to listen, understand and resolve internal and external customer needs by providing solutions or referrals.
- Abilities and Skills
 - Computer Skills: Must demonstrate competency in computer use including Internet, email, Microsoft Office Products. Must be able to learn and become proficient with equipment and software programs as required to effectively and efficiently perform assigned duties.
 - Able to learn and stay current with emerging technology
 - Able to recognize and set priorities, and, to use initiative and independent judgement in a variety of situations
 - Knowledge of best practices in library services, including guidelines and standards published by ALA, PLA, and other recognized organizations.
 - Maintain open mind regarding changes, and be willing to learn new protocols, policies and tasks.
 - Must be able to lift and carry bags of books or boxes weighing up to 40 pounds and handle materials, push/pull carts/bins up to 40-pounds.
 - Must possess physical mobility involving bending, lifting, reading and hearing.
 - Ability to communicate effectively with others, orally and in writing.
 - Able to establish and maintain effective working relationships with co-workers, members of the Library Friends, Board, and Foundation, and Library customers
 - Promotion and Community Relations
 - Works with individuals and organizations in the community to make them more aware of the Library and its services, and promoting partnerships with the Library throughout the community.
 - Act as an advocate for the library out in the community and with the Library staff.

Education and Experience

- Bachelor's or Library Technology Certificate required
- Cataloging experience preferred
- Experience working in a library, Collection Development Department preferred

Board of Trustees for the Altadena Library District:

The Friends of the Altadena Library is an organization of volunteers that has existed for almost 60 years. We are a private corporation separate from the library organization and we have donated hundreds of thousands of dollars to the Altadena Library.

The Friends act as ambassadors and promoters of the library every day in every neighborhood of Altadena. Most of the Board Members have lived in Altadena for decades and are active in many other community organizations, including The Senior Center (current president of the Friends of the Senior Center is a Friends' Board Member), the Altadena Historical Society, the Chamber of Commerce, the Christmas Tree Lane Association, Boy Scouts, the Soroptimist, Altadena Heritage, the Huntington Library and Gardens, the McCurdy Nature Center, many local churches, volunteer programs in schools, and other service organizations. We also promote the library through our involvement in these organizations. While we would like to participate in all of the community outreach efforts of the library, unfortunately, we are unable to attend all functions at the library. This is especially true in December when everyone's time is over-subscribed and the Christmas Tree Lane Festival occurs.

The annual book sale held in May of each year is a major community affair and is more than a book sale. It is actually a community outreach event and a continuation of a long standing, seventy-five year tradition in Altadena. The Friends assumed responsibility for the book sale more than fifty years ago.

The Friends not only financially sponsored the first parcel tax initiative in 1993, FOAL provided volunteers to staff all aspects of that campaign. The Friends have provided financial support for each succeeding campaign. The parcel tax is a crucial source of funding for the library.

The Friends promoted the most recent successful passage of the parcel tax in 2014 by providing seed/start-up funds for the Save Our Altadena Libraries organization. In addition to the Friends' organizational support, members of the Friends' Board as individuals were greatly involved in the campaign: a FOAL Board member was treasurer of SOAL, several others were members of the steering committee; individuals spent hundreds of hours walking neighborhoods, knocking on doors, passing out flyers, attending meetings, attending and organizing fundraising events, helping at rallies, working on telephone banks, and donating personal funds.

The Friends are currently engaged in an effort to restore the organization's non-profit status. For almost 50 years the library administration filed all required governmental documents for the Friends. Why this ceased to occur is unknown - possible causes are a change in administration or an individual's illness. The Friends were not informed by the library administration, the State of California, or the Internal Revenue Service that documentation had not been timely submitted. The failure to file according to the 2008 changes in the law resulted in the loss of the Friends' 501(c)3 non-profit status. Approximately 300,000 other small non-profits lost their non-profit status as well. FOAL does not absolve itself of responsibility for assuring the proper filing of required documents either in the past or the present. Steps have been taken to assure that proper filing will always occur in the future.

Based on the advice of the Friends' attorney, the Friends decided to apply for retroactive reinstatement of the Friends' non-profit status. A positive determination would reinstate the non-profit status back to the date of revocation. We, and our attorney, believe we will be successful and we are nearing the end of the process. There were no acceptable alternatives to retroactive reinstatement, and no alternative that could have avoided a similar expenditure of Friends' funds. Reincorporating the Friends would have involved filing overdue corporate returns, paying taxes on income, possible change in the name of the organization, proper termination of the present corporation, and the expenses of reincorporation. Although we would, of course, prefer to donate the money to the library, we now believe that the money spent on retroactive reinstatement was appropriate and money well spent.

Over the course of almost 60 years, the Friends have donated hundreds of thousands of dollars to the Library - and we look forward to donating hundreds of thousands more. This year we were unable to donate the amount we would normally have given because of the 501(c)3 expenses, but after that issue has been resolved we could be in a position to donate more. Members of the Friends have donated thousands of volunteer hours to our primary fundraising projects: the book store, book sales, consignment sales to the Last Book Store, and the Christmas Tree Lane festival.

We congratulate the Altadena Library Foundation on its donation to the library and wish for ALF the long, profitable association that the Friends have enjoyed with the library.

If the Board of Trustees has any concern about the Friends, we would appreciate hearing and engaging in conversation about those concerns. Our next scheduled FOAL Board meeting is January 9th at 7:30 p.m. in the Community Room and we invite all of the Board of Trustees to attend.

The Friends have a close and long-standing relationship with the library and believe the library is the heart of the community. We are proud of our contribution and look forward to continuing our support for another 60 years.

Best regards,

Marne Brown

Friends of the Altadena Library

TO: Karrie Wyatt, Altadena Library District
FROM: Laurie True, CRT Settlement Fund Grants Administration
DATE: December 5, 2016
RE: Notice of Grant Award

We are pleased to notify you that we received court approval to fund your project under the CRT Settlement Fund. Thank you for your proposal and for your patience during the legal process.

Title of Project: Mobile Media System
Funding Approved for Project: \$18,240.00, Settlement Class Fund

Please note that grants are not final until a fully executed Grant Agreement has been negotiated and signed. The first step is for you to **confirm your receipt** of this notification letter and tell us the best way to communicate with you, or someone else within your organization, as we go forward. To do so, **simply reply to this email** with two pieces of information:

1. **Confirm** that your organization wishes to accept a CRT Settlement grant award; and
2. Provide correct/updated **Key Contact information**, including:

Name and Title of Key Contact

Email Address

Mail Address for Grant Correspondence

Phone and Fax Numbers

To avoid delay, please reply no later than December 12. Once we hear from you, we will follow up with a Grant Agreement, and then issue a check. If you have any questions, please contact Laurie True, CRT Grants Administration, at eltcypresfunds@gmail.com.

Congratulations on your successful proposal!

Sincerely yours,

LAURIE TRUE
CRT Grants Administration



December 5, 2016

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

Dear Ms. Kittay:

I'm pleased to enclose a claim form for the remainder of your California Library Literacy Services funding for the 2016-2017 fiscal year.

This **final, second payment** of your total allocation for the fiscal year that began July 9, 2016 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)
Final Payment (Per Capita & Match):	\$5,300 (amount to be claimed now)
GRAND TOTAL FOR 2016/17:	\$23,300

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 commend you for rebuilding your literacy collection and for ensuring accuracy in reporting volunteer hours. We also commend your adding Pasadena City College to your partner list and raising the percentage of learners's who have set goals from 36 to 100%. Very well done.

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

The attached form requires your signature and serves two purposes:

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

In January, you'll be asked to revise your literacy budget for the 2016-2017 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.

PLEASE REMEMBER THAT ALL STATE FUNDS MUST BE EXPENDED OR ENCUMBERED BY JUNE 30, 2016 OR RETURNED TO THE STATE.

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

Lisa Dale (916) 653-7743 or lisa.dale@library.ca.gov
Andrea Freeland (916) 651-3191 or andrea.freeland@library.ca.gov

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

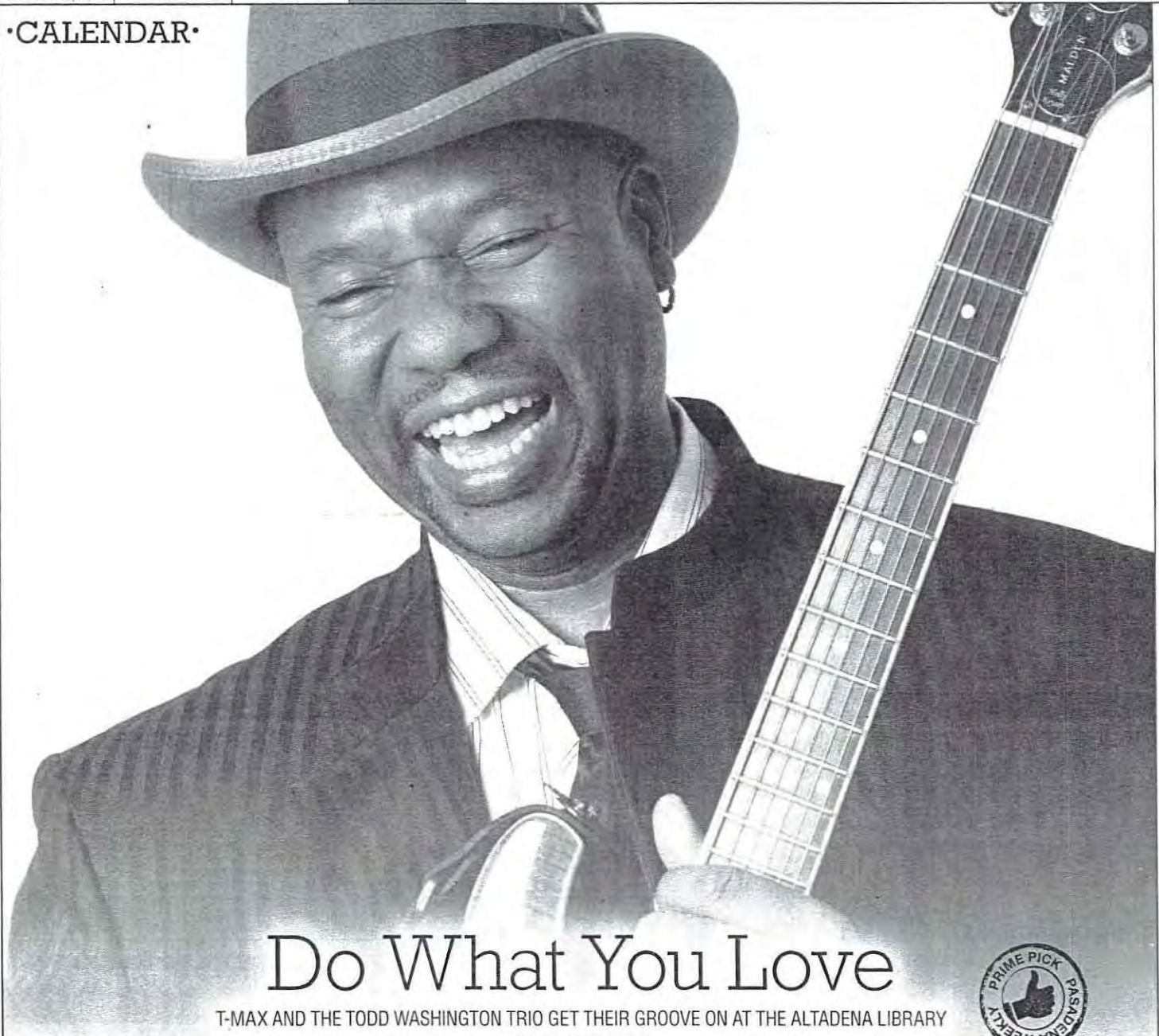
Respectfully yours,

Greg Lucas
California State Librarian

cc: Carlene Chiu, Literacy Coordinator (via email: CChiu@altadenalibrary.org)
Mindy Kittay, Library Director (via email: mkittay@altadenalibrary.org)

Enc.: Claim Form

•CALENDAR•



Do What You Love

T-MAX AND THE TODD WASHINGTON TRIO GET THEIR GROOVE ON AT THE ALTADENA LIBRARY

BY WILLIAM RYAN ROY



Perhaps it is veteran musician Todd Washington's ebullient personality — easygoing and soulful with a big heart — that draws in audiences. Maybe that's why he refers to his music as his "heart and soul."

Certainly, Washington's sound does not fit neatly into any particular style — born of blues, jazz, pop, folk and other genres. But it's clearly more than the sum of its influences.

"It always feels great to do what you love," says Washington, who goes by the stage moniker T-Max. "And we're honored to bring some musical diversity and atmosphere to Altadena."

At 6:30 p.m. Saturday, T-Max and the Todd Washington Trio will be taking their act to the Altadena Library. There they will perform as part of the library's popular Second Saturday concert series.

The Altadena Library District started the free concert series in 2015 and has hosted such Southern California favorites as the Mighty Echoes, Verdugo Swing Society and UPSTREAM.

Saturday's event promises big fun, with local establishments like El Patron and the Altadena Ale & Wine House offering refreshments as the librarians dim the lights, move the tables aside and make space for the community to kick back and relax — or dance the night away, as the case may be.

A resident of West L.A., Washington, regularly plays at high-end hotels in that part of town, as well as Beverly Hills. The trio—including Amos Przekaza, an accomplished musician who studied in the Pasadena City College music program, and Edwin Livingston, a faculty member at the USC Thornton School of Music who has performed with such greats as Natalie Cole and Queen Latifah — has recently played at the House of Blues, the Variety Arts Theatre, the Broad Stage, and the Grammy Museum in Los

Angeles.

"I feel honored to work with such a diverse group of players in the community," Washington says of his ensemble. "It's been a blessing to keep the music alive."

Growing up in inner-city Boston in the 1970s, Washington said his father bought him his first drum kit at age 15. "Rhythm was the source of what inspired me," he says, looking back on those early years.

After high school, he sold his drums for a plane ticket to the West Coast. In Los Angeles, he pursued a career in music while studying for a communications degree at Loyola Marymount University. It was then that he honed his skill on the bass by playing in bands throughout college. It was also at that time that he picked up the nickname T-Max.

He soon branched out with solo projects as a guitarist and singer-songwriter. But he never forgot his first love — his drums.

"Drums are my mother," he says. "The bass is my wife."

"And the guitar?"

He smiles.

"The guitar is my girlfriend," he says. ■

T-Max and the Todd Washington Trio will perform at 6:30 p.m. Saturday at the Altadena Library, 600 E. Mariposa St., Altadena. Admission is free. For more information, call (626) 798-0833 or visit altadenalibrary.org.

PASADENA Weekly

01.12.17 | PASADENAWEEKLY.COM | GREATER PASADENA'S



CUT TO THE TRUTH

ALTADENA BARBER GEOFF CATHCART DOES MORE THAN JUST TRIM HAIR, INFUSING PATRONS WITH A SENSE OF COMMUNITY
BY CARL KOZLOWSKI

NEWS



LIVES WASTED

Two killed, three wounded, 10 arrested after weekend shootings

p. 7

LIFE



TEMPTATION TIME

Fifteen days of dineLA begin Friday

p. 11

ARTS



DO WHAT YOU LOVE

Todd Washington Trio gets it on at the Altadena Library

p. 28



ARTS

FILM | THEATER | BOOKS | MUSIC | COMMUNITY | LISTINGS



ROAD WARRIORS
TOMMY CASTRO & THE PAINKILLERS
HEADLINE AT THE ROSE SUNDAY

P. 25



DO WHAT YOU LOVE
T-MAX AND THE TODD WASHINGTON
TRIO GET THEIR GROOVE ON
AT THE ALTADENA LIBRARY

P. 28



DEEP DUO
'PATRIOTS DAY' AND 'SILENCE'
OFFER MORE INTENSITY THAN
ENTERTAINMENT

P. 31

LIFE IN SOUND AND MOTION

**LINEAGE DANCE AND STREET
SYMPHONY TEAM UP FOR A NIGHT OF
STORIES, MUSIC AND DANCES ABOUT
PARENTHOOD**

BY CARL KOZLOWSKI

As the founder of Lineage Dance Company (LDC), Hilary Thomas sought to create a performance troupe that uses dance to "tell important stories" that bring divergent communities together. And, since opening the Lineage Performing Arts Center in 2010, she has expanded her vision to include plays, magic performances, concerts and now storytelling shows.

On Sunday, the LDC will team up with the classical group Street Symphony for the latest in a new series of storytelling shows, under the theme "Stories of Parenthood." Thomas promises that the yarns will range "from the profound to the profane," while featuring live music by the symphony musicians and dance numbers from Lineage, all combining to create an evening designed to

inspire parents of all backgrounds.

"We started doing storytelling nights last year, trying once just to see how it would go and made it open to the public," says Thomas. "We were packed, and it was so much fun, all the stories were amazing so we wrote a grant request to the city of Pasadena to continue a series of shows of storytelling. Every couple of months we've been doing storytelling nights with a theme. Last month was homelessness, and this month is parenting."

Thomas notes that the theme was inspired by the fact that in the six years since Lineage opened the doors to its current space, six of its dancers have had a total of 11 babies. In fact, she will be telling the story of the six dancers and how all the pregnancies

CONTINUED ON PAGE 22

GET YOUR OWN...

BY JOHN SOLLENBERGER

INSIDER LOWDOWN



Members of the Pasadena Weekly editorial staff, including Editor Kevin Uhrich, Deputy Editor André Coleman, Arts Editor Carl Kozlowski, columnist Ellen Snorland and contributor Justin

Chapman, discuss how weekly newspapers have carved out a sustainable niche in a rapidly digitizing world at 7 p.m. tonight, Jan. 12, at Pasadena Public Library's Central Branch, 285 E. Walnut St., Pasadena. Call (626) 744-4066 or visit cityofpasadena.net/library



NEW MUSIC

Pasadena Second Friday songwriter's night features singer-songwriter Jennie Walker performing music from her "Night Flight to London" album from 7 to 9 p.m. Friday at

Madeline Garden, 1033 E. Green St., Pasadena, hosted by Petrella, "First Lady of Country Soul" (countrysoultrain.com). Genevieve Birchman, Shelly Segal, Alias Means and Shelby & Tieg also perform. Free. Call (626) 844-9244 or visit madelinegarden.com

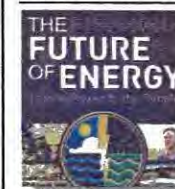


HERO FLICK

Free movie matinees start at 1 p.m.

Fridays at the Pasadena Senior Center, 85 E. Holly St., Pasadena. Friday's film is "Sully" (2016), starring Tom Hanks

as airline pilot Chesley "Sully" Sullenberger, who landed his aircraft on the Hudson River during an in-flight emergency. Call (626) 795-4331 or visit pasadenaseniorcenter.org.



CLIMATE ANSWERS

The Conscientious Projector Series features the documentary "The Future of Energy" at 7 p.m. today, Jan. 12, at Armory Center for the Arts, 145 N.

Raymond Ave., Pasadena. Admission is free. For more information, call (818) 517-8878 or visit thefutureofenergy.org

win a free book to take home. This teen program is designed for ages 12-18 and is co-sponsored by the Friends of the Live Oak Library.

-ARCADIA

Discovery Day (Jan.12 @ 3 p.m. – 4 p.m., Allendale Branch Library 1130 S. Marengo Ave.) Discover what the staff at Allendale has in store for you! Build something, make something and learn something. A fun adventure awaits – don't miss out. This event is for teens only and the cost is free. For more information, go to ci.pasadena.ca.us/library or call (626)744-7260.

-PASADENA

Jan. 13

Bee-Luther-Hatchee Opening Night (Jan. 13 @ 8 p.m., Sierra Madre Playhouse 87 W. Sierra Madre Blvd.) Sierra Madre Playhouse presents Bee-Luther-Hatchee the play. Shelita Burns, editor at a New York publishing house, is searching for Libby Price, an African-American woman who has lived a drifting life across the U.S. and has composed a prize-winning memoir. Shelita wants to present Libby with her award. Shelita's joy in discovering Libby's work turns to feelings of betrayal when she learns shocking facts about the author. For more information go to www.sierramadreplyhouse.org

-SIERRA MADRE

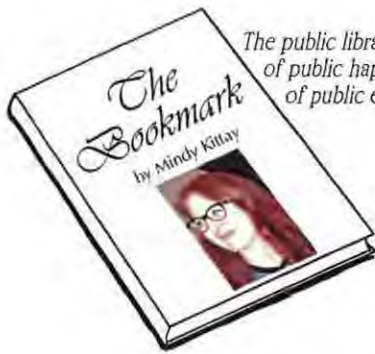
Jan. 14

2017 Burger and Brewfest (Jan. 14 @ 12 p.m. – 5 p.m., 285 W. Huntington Drive Arcadia, CA 91007) As if a day at the races at this Los Angeles landmark wasn't thrilling enough, Santa Anita Park is adding the perfect combination of gourmet burgers and craft beers. Enjoy both while watching world-class Thoroughbred racing right from the trackside apron with special access for event attendees. Enjoy the gorgeous view of the San Gabriel mountains and the thundering hooves of Thoroughbred horses with this package at The Great Race Place. Head over to www.santaanita.com for more.

-ARCADIA

Author Presentation: For the Love of Money – Sam Polk (Jan. 14 @ 4 p.m. – 6 p.m., Altadena Library District, 600 E. Mariposa St.) Join the Altadena library for an engaging author discussion of Sam Polk's book, For the Love of Money. In 2014, a former hedge fund trader's New York Times Sunday Review front page article about wealth addiction instantly went viral. This is Polk's unflinching memoir about coming of age on Wall Street, fighting to overcome the ghosts of his past – and the radical new way he now defines success. Books will be available for purchase and signing.

-ALTADENA



The public library is a center of public happiness first, of public education next.

John Cotton Dana, A Library Primer, 1896

It's all about the Flow: T-Max and the Todd Washington Trio

by Ryan Roy, Public Services Director, Altadena Library

It starts with fingers, tapping. You don't know why; you just do it. It's an impulse you have, like an electric charge travelling through your limbs, seeking an outlet. In the end, it's all about the flow. You're banging beats on school books, on playground equipment, on the windows of the bus.

Bap-bubba-bap-bubba-bap-bap-bap. It was always with you.

This is how it began for young Todd Washington, growing up in the inner city of Boston.

"Rhythm was the source of what inspired me," says Washington, looking back on those early years.

He graduated from books to pots and pans. It was all about the flow. He was drawn to it. Headphones over his ears, Hendrix album spinning at 33 RPM, his hands would find the beat and play along. These were the moments that lit the fire. Listening to blues, to jazz, to reggae, to Motown. These were the sparks igniting inspiration. Like the time his mentor ushered him down to that dark, smoky Boston club where legendary jazz drummer Elvin Jones – sideman to titans like Davis, Mingus, and Coltrane – demonstrated the meaning of artistic style with his masterful timing and polyrhythmic percussions. The mark was made early on: Todd Washington was destined to live a life of music.

After high school, he sold his prized drum set for a plane ticket *Out West*. Nothing was promised, but his talent

would find its way. In Los Angeles, he pursued a career in music through a communications degree at Loyola Marymount. Meanwhile, he honed his skill on the bass playing in bands throughout college. He

picked up the nickname T-Max, and it stuck, following him as his talent broadened and matured. In time, he developed an affinity for acoustics to compliment his electrics, and he branched out with solo projects as a singer/songwriter. But he never forgot his first love. He never forgot his drums.

"Drums are my mother," he says. "The bass is my wife."

"And the guitar?"

He smiles. "The guitar is my girlfriend."

Perhaps it's his personality that draws in the audience – easy-going, soulful, with a big heart. And perhaps that's why he refers to his music as "heart and soul." Because it

doesn't fit into any one style – it's born of blues and jazz and pop and folk and a dozen other genres – but it's more than the sum of its influences. It's music from the heart ... Music from the soul.

T-Max formed the Todd Washington Trio in the 90s. It's a constantly evolving group whose diverse stylings can vary with each performance. The Trio has an upcoming gig at the Altadena Library on January 14 at 6:30p, as part of their popular Second Saturday concert series. The event promises big fun for all audiences, and who knows – maybe even some inspiration for young, rhythmically-inclined musicians.

"It always feels great to do what you love," says Washington. "And we're honored to bring some musical diversity and atmosphere to Altadena."

That the Trio is playing a loud and festive gig inside of a library is just another illustration of their versatility and range. But hey, that's the way life is, right? Like jazz, you roll with it, and take what comes your way. Because nothing is ever promised, and in the end, it's all about the flow. ○

It starts with fingers, tapping. You don't know why, you just do it.

The drums are my mother. The bass is my wife. The guitar is my girlfriend.

**See the new Altadena Library
2nd Saturday Schedule
on page 10**

Second Saturday CONCERTS



SECOND SATURDAYS
[mostly]
FROM 6:30 TO 8 PM
AT THE
**ALTADENA
LIBRARY**

Listen to great music as you sip craft beer and fine wine from The Ale House; savor wonderful dishes from El Patron and Guerrilla Chef Mateo; and sample delectable desserts from Sweeter Than Honey



UPCOMING EVENTS

Young Dempsey

Hot-rod'd nostalgic Doo Wop and Country

December 3 [First Saturday]

Todd Washington Trio

Blues, Folk, Rock, Soul and Gospel
January 14, 2017

Louis Van Taylor Quintet

Jazz

February 11

DeRumba

Spanish Guitar to the beat of the Gypsy Rumba

March 11

Splish Splash Band

Acoustic Classic Rock, Folk 'n Blues

April 8

Michael Haggins Band

Funk and Smooth Jazz
May 13

The Satisfaction Band

Dance music Top 40, Latin Rock, R&B, Cumbias and Oldies

June 10



**Altadena
Libraries**

600 East Mariposa
Altadena | 626 798 0833
www.AltadenaLibrary.org

All About the Flow: T-Max and the Todd Washington Trio

65
SHARES

✉ Subscribe (#)



<https://coloradoboulevard.net/wp-content/uploads/2017/01/Todd-Washington.jpg>

Todd Washington

It starts with fingers, tapping. You don't know why, you just do it. It's an impulse you have, like an electric charge traveling through your limbs, seeking an outlet. In the end, it's all about the flow. You're banging beats on school books, on playground equipment, on the windows of the bus.

By **Ryan Roy**

Bap-bubba-bap-bubba-bap-bap-bap. It was always with you.

This is how it began for young Todd Washington, growing up in the inner city of Boston.

"Rhythm was the source of what inspired me," says Washington, looking back on those early years.

He graduated from books to pots and pans. It was all about the flow. He was drawn to it. Headphones over his ears, Hendrix album spinning at 78 RPM, his hands would find the beat and play along. These were the moments that lit the fire. Listening to blues, to jazz, to reggae, to Motown. These were the sparks igniting inspiration. Like the time his uncle ushered him down to that dark, smoky Boston club where legendary jazz drummer Elvin

Jones – sideman to titans like Davis, Mingus, and Coltrane – demonstrated the meaning of artistic style with his masterful timing and polyrhythmic percussions. The mark was made early on: Todd Washington was destined to live a life of music.

T-Max

After high school, he sold his prized drum set for a plane ticket Out West. Nothing was promised, but his talent would find its way. In Los Angeles, he pursued a career in music through a communications degree at Loyola Marymount. Meanwhile, he honed his skill on the bass playing in bands throughout college. He picked up the nickname T-Max, and it stuck, following him as his talent broadened and matured. In time, he developed an affinity for acoustics to compliment his electrics, and he branched out with solo projects as a singer/songwriter. But he never forgot his first love. He never forgot his drums.

"Drums are my mother," he says. "The bass is my wife."

"And the guitar?"

He smiles. "Guitar is my girlfriend."

Perhaps it's his personality that draws in the audience – easy-going, soulful, with a big heart. And perhaps that's why he refers to his music as "heart and soul." Because it doesn't fit into any one style – it's born of blues and jazz and pop and folk and a dozen other genres – but it's more than the sum of its influences. It's music from the heart. Music from the soul.

Todd Washington Trio

T-Max formed the [Todd Washington Trio \(https://www.facebook.com/Todd-Washington-Trio-119405884780154/\)](https://www.facebook.com/Todd-Washington-Trio-119405884780154/) in the 90's. It's a constantly evolving group whose diverse stylings can vary with each performance. The Trio has an upcoming gig at the [Altadena Library \(http://www.altadenalibrary.org/featured-story/2016/12/15/second-saturday-todd-washington-trio\)](http://www.altadenalibrary.org/featured-story/2016/12/15/second-saturday-todd-washington-trio) on January 14th at 6:30pm, as part of their popular Second Saturday concert series. The event promises big fun for all audiences, and who knows – maybe even some inspiration for young, rhythmically-inclined musicians.

"It always feels great to do what you love," says Washington. "And we're honored to bring some musical diversity and atmosphere to Altadena."

That the Trio is playing a loud and festive gig inside of a library is just another illustration of their versatility and range. But hey, that's the way life is, right? Like jazz, you roll with it, and take what comes your way. Because nothing is ever promised, and in the end, it's all about the flow.

Ryan Roy serves as the Public Services Director of The Altadena Libraries. He is also a published author (<http://amzn.to/2hS8vip>) and an award-winning filmmaker.

"Second Saturday (<https://coloradoboulevard.net/events/second-saturday-concert-todd-washington-trio/>)" is a popular Altadena Library event that brings Altadena and nearby communities together to relax, enjoy, dance and eat in a joyful environment.

Arts & Entertainment, Arts & Entertainment, Arts & Entertainment

All About The Flow: T-Max And The Todd Washington Trio

Share the knowledge!



Todd Washington playing his guitar - Courtesy photo

By Ryan Roy, Public Services Director, Altadena Library

It starts with fingers, tapping. You don't know why, you just do it. It's an impulse you have, like an electric charge travelling through your limbs, seeking an outlet. In the end, it's all about the flow. You're banging beats on school books, on playground equipment, on the windows of the bus.

Bap-bubba-bap-bubba-bap-bap-bap. It was always with you.

This is how it began for young Todd Washington, growing up in the inner city of Boston.


"Rhythm was the source of what inspired me," says Washington, looking back on those early years.

He graduated from books to pots and pans. It was all about the flow. He was drawn to it. Headphones over his ears, Hendrix album spinning at 78 RPM, his hands would find the beat and play along. These were the moments that lit the fire. Listening to blues, to jazz, to reggae, to Motown. These were the sparks igniting inspiration. Like the time his uncle ushered him down to that dark, smoky Boston club where legendary jazz drummer Elvin Jones – sideman to titans like Davis, Mingus, and Coltrane – demonstrated the meaning of artistic style with his masterful timing and polyrhythmic percussions. The mark was made early on: Todd Washington was destined to live a life of music.

After high school, he sold his prized drum set for a plane ticket Out West. Nothing was promised, but his talent would find its way. In Los Angeles, he pursued a career in music through a communications degree at Loyola Marymount. Meanwhile, he honed his skill on the bass playing in bands throughout college. He picked up the nickname T-Max, and it stuck, following him as his talent broadened and matured. In time, he developed an affinity for acoustics to compliment his electrics, and he branched out with solo projects as a singer/songwriter. But he never forgot his first love. He never forgot his drums.

"Drums are my mother," he says. "The bass is my wife."

SEE WHAT'S NEW

-  **The Martin Archives**
January 5, 2017
-  **Why Every Millennial You! Should Go Me...**
January 5, 2017
-  **Illuminate Your Spirit Enchanted: Forest o...**
January 5, 2017
-  **Santa Anita Hot Yoga**
January 5, 2017
-  **All About the Flow: T the Todd Washin...**
January 5, 2017

HMC FINANCIAL SERVICES
A Full Service Tax Office Since 1958
50 Years Experience Makes the Difference

BAKERY .IT'S B
Now serving fresh-baked breads for every taste bud. Fair pricing
Mon - Saturday 11 A.M. - 7 P.M.
2791 N. LAKE AVE., #A
ALTADENA, CA 91704

UEDF COMMUNITY CENTER
SPECIAL GUEST APPROXIMATELY
100 BROADWAY
745 E. Altadena, CA
626-398-2222

STAY CONNECTED



TRENDING: The New Blacklist

f t SEARCH

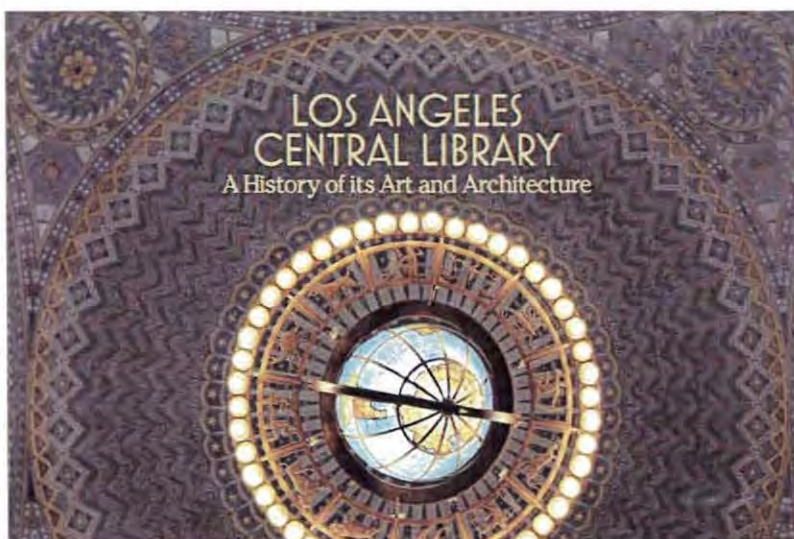


- HOME
- NEWS
- OPINION
- ARTS
- LIFE
- MUSIC
- FILM
- DINING
- CALENDAR
- SPECIAL ISSUES
- ARROYO

Get Your Own

Posted by John Sollenberger | Jan 5, 2017 | 0 | ★★★★★

THIS WEEK'S COVER



Gallery
<https://www.pasadenaweekly.com/calendar/a...>
<https://www.pasadenaweekly.com/event/the-drio-effect/>

POETRY FIX

Contributors to the "Altadena Poetry Review Anthology 2016" read from the book at 7 p.m. Friday at Vroman's Bookstore, 695 E. Colorado Blvd., Pasadena. Call (626) 449-5320 or visit vromansbookstore.com.

GHOST IMAGES

Photographer Dr. Ken Jones discusses "American Ghosts: Ghost Signs of the United States, Part 2," discussing painted ads that once covered brick building walls around the US and why the signs appear ghostly, how he locates and photographs them and methods he uses to enhance the images, starting at 2 p.m. Saturday at the Altadena Library, 600 E. Mariposa St., Altadena. Call (626) 798-0833 or visit altadenalibrary.org.

LIBRARY STORY

Crowell Public Library's free "Meet the Authors" series features Arnold Schwartzman and Stephen Gee discussing their book "Los Angeles Central Library: A History of its Art and Architecture" at 7 p.m. Wednesday at 1890 Huntington Drive, San Marino. Call (626) 300-0777 or visit crowellpubliclibrary.org.

celebrate JANUARY



MEREDITH MCKENZIE

BROKER ASSOCIATE

626.344.9755

CalBRE #01142186



FAMILY FUN

2-3 | POST PARADE: SHOWCASE OF FLOATS

Mon: 1pm-4pm, Tues: 9am-4pm > Sierra Madre Blvd. & Washington Blvd., PASADENA

Walk within a few feet of the parade floats & see the detail of each creative display! tournamentofroses.com

10-15 | PASADENA CHEESEBURGER WEEK

Various PASADENA Restaurants

Enjoy celebrating the birth of the cheeseburger with special creations & deals around town. pasadenarestaurantweek.com

17-FEB 18 | BLIND DATE WITH A BOOK

10am-5pm > GLENDORA Public Library

Can't decide who to read next? Pick up a mysteriously wrapped book. Rate your date to enter in a drawing for a prize!

ci.glendora.ca.us

21 | FAMILY NATURE WALK

10am > Descanso Gardens, LA CAÑADA FLINTRIDGE

Take a guided walk to explore and discover nature and learn how Descanso is a habitat for many animals. descansogardens.org

FESTIVALS & CELEBRATIONS

14 | BURGER & BREWFEST

12-5pm > Santa Anita Racetrack, ARCADIA

The perfect combination, delicious burgers & frosty brews with special seating makes for a great day at The Great Race Place!

santaanita.com

14-16 | UNITY CELEBRATION

9:30am-8pm > KidSpace Museum, PASADENA

Celebrate Martin Luther King, Jr. with multi-cultural sculptures, a peace mural, dream boards & a communal unity chain.

kidspacemuseum.org

28 | LUNAR NEW YEAR STORY TIME

1:30-2:30pm > MONROVIA Library

Celebrate the Year of the Rooster with a memorable family event filled with books, songs and crafts. cityofmonrovia.org

28 | SAN GABRIEL LUNAR NEW YEAR FESTIVAL

11am-10pm > San Gabriel Mission Playhouse, SAN GABRIEL

Modern and traditional music, dance, food & family fun. FREE activities for all ages! missionplayhouse.org

ART OUTINGS

14 | POMONA ART WALK

6pm > Downtown POMONA

More than two dozen galleries feature the work of hundreds of local artists covering painting, photography, ceramics & jewelry.

downtownpomona.org

17 | ART FOR TOTS

10am-1pm > Descanso Gardens, LA CAÑADA FLINTRIDGE

Enjoy garden activities designed for young children that includes an art project & story time. descansogardens.org

27 | CREATIVE ARTS GROUP FACULTY SHOW

7-9pm > 108 N. Baldwin Ave., SIERRA MADRE

Opening night of an exhibit of work created by the instructors at the Creative Arts Group. Continues through Feb 24th.

creativeartsgroup.org

29 | SOCIAL MUSEUMS FREE-FOR-ALL

Descanso Gardens, LA CAÑADA

KidSpace Museum, PASADENA

Pasadena Museum of California Art, PASADENA

Over 30 museums, presenting art, cultural heritage, natural history & science, open their doors FREE of charge. socialmuseums.org

ENTERTAINMENT

17 | THOSE WERE THE DAYS SING-A-LONG

2:30-3:30pm > Gilb Museum of ARCADIA Heritage

Join in the fun and sing old-time songs from the 20s, 30s & 40s!

Bring your song suggestions. arcadiaca.gov

23 | MONDAY MOVIE NIGHT: ENCHANTED

6-7:45pm > MONROVIA Library

Enjoy freshly popped popcorn & cuddle up to watch a terrific movie with your family! cityofmonrovia.org

27 | TEEN FILM: MISS PEREGRINE'S HOME FOR PECULIAR CHILDREN

3:30pm > ALTADENA Library

When Jacob discovers clues to a mystery that stretches across time, he finds Miss Peregrine's Home for Peculiar Children.

altadenalibrary.org

Kylynn Chaney

From: Mindy Kittay <mindykittay@gmail.com>
Sent: Tuesday, December 13, 2016 12:47 PM
To: Kylynn Chaney
Subject: Fwd: Altadena Women's Network 12-12-2016

----- Forwarded message -----

From: "Monica Hubbard" <monica@mjhubbard.com>
Date: Dec 11, 2016 7:17 PM
Subject: Altadena Women's Network 12-12-2016
To: "Mindy Kittay" <mindykittay@gmail.com>
Cc:

Altadena Women's Network
12-12-2016

"There is no power greater than a community discovering what it cares about." ~ Margaret Wheatley

~~~ Congratulations to the schools and individual teachers who received grants from the Pasadena Educational Foundation at the annual teacher grants reception last week. It was great to see that all five of the PUSD schools in Altadena were represented in the list of grantees. To view the complete list, go here:  
<https://www.docdroid.net/GB1mkCK/pased-grants-list.pdf.html>

~~~ Our Altadena Library has a very cool interactive kiosk focused on water conservation. Check it out:  
<http://www.altadena-now.com/main/environment/the-altadena-library-presents-the-i-cell-interactive-kiosk/>

~~~ Head over to Altadena Farmer's Market for a free movie screening of "How the Grinch Stole Christmas" sponsored by the Altadena Chamber of Commerce on Wednesday, December 14. Festivities start at 3 p.m.

~~~ Susan Schwartz is hosting a letter-writing event on Saturday, December 17 from 1-4 p.m. She writes, "Join me and

Todd Washington Trio at Altadena Library Second Saturday Concert

From STAFF REPORTS

Published : Thursday, December 22, 2016 | 5:32 PM

[Tweet](#)

 0

Share [1](#)



The Altadena Library's Second Saturday concert season features The Todd Washington Trio on Saturday January 14 from 6:30 to 8:30 p.m.

The Todd Washington Trio will entertain with a mix of blues, folk, rock soul and gospel. The band's lead singer, TMax, has performed with Chaka Kahn, Katy Perry, Earth Wind & Fire, Taj Mahal, Sarah Brightman, Michelle Shocked and other top artists.

During Second Saturday performances at the Altadena Library you can listen to great music as you sip beer and wine from The Ale House; savor grilled eats from El Patron and Guerrilla Chef Mateo; and sample delectable desserts from Sweeter Than Honey. Altadena Library also hosts a monthly art show which you can view while dancing the night away.

Altadena Library is located at 600 East Mariposa Steet, Altadena.

For more information, call (626) 798-0833 or visit the library online at www.AltadenaLibrary.org.

[Read Previous Post](#)

[Read Next Post](#)

'Tis the season of DECEMBER CHEER



**MEREDITH
MCKENZIE**
626.344.9755
CalBRE # 0142866

Podley
PROPERTIES

DEC 1 | PODLEY PROPERTIES OPEN HOUSE & HOLIDAY GIFT BOUTIQUE

4:30-7:30pm - Podley Properties: 897 Granite Dr., PASADENA
Shop local vendors for jewelry, home decor & more. Bring your family for FREE photos with Santa while enjoying wine & refreshments. podley.com/blog

HOLIDAY PARADES & FESTIVALS

DEC 1 | HOLIDAY PARADE & TREE LIGHTING

Tree Lighting: 6pm, Parade: 7pm - Library Park, MONROVIA
Kickoff the holiday season at Monrovia's annual Holiday Parade and Tree Lighting Ceremony! cityofmonrovia.org

DEC 2 | FESTIVAL IN LIGHTS

Times Vary - 1301 Foothill Blvd., LA CAÑADA FLINTRIDGE
Come see live reindeer, play in real snow & meet Santa and Mrs. Claus. lacadaflintridge.com

DEC 3 | MONTROSE CHRISTMAS PARADE

6pm - Honolulu Ave. & Rosemont Ave., MONTROSE
Come celebrate the 40th annual parade. *Proud sponsors: Jana ACE Wunderlich & Jane Kane.* montrosecchristmasparade.com

DEC 10 | CHRISTMAS TREE LANE WINTER FESTIVAL

Festival: 2pm, Tree Lighting: 6pm - ALTADENA Public Library
Christmas Tree Lane in Altadena is the oldest large-scale lighting spectacle in the U.S. christmastreelane.net

ART & ENTERTAINMENT

DEC 10 | ART ON PALM

9:30am-4pm - 1421 E. Palm St., ALTADENA
Art festival with artists, live music & refreshments - a wonderful opportunity to shop for unique holiday gifts. artonpalm.com

DEC 10-11, 17-18 & 22-23 | THE NUTCRACKER

Times Vary - SAN GABRIEL Mission Playhouse
Pasadena Dance Theatre's dancers magically bring to life Clara's Christmas Eve dream. pasadenadance.org

DEC 30-31 | BANDFEST

Times Vary - Robinson Stadium, PASADENA City College
Bandfest features the outstanding bands selected to participate in the 2017 Rose Parade. tournamentofroses.com

FESTIVE FAMILY TIME

DEC 3 | ELK'S LODGE CHRISTMAS TREE LANE

Opens: 5pm, Dinner: 6:45pm - 27 W. Huntington Dr., ARCADI
All ages welcome for This fundraising dinner that includes a t raffle, dancing, plus a visit from Santa. arcadiacachamber.o

DEC 3-4 | ANNUAL HOLIDAY LOOK IN TOUR

9:30am-5pm - Locations Vary, PASADENA
A self-guided tour of elegant homes decorated for the holid and a FREE Holiday Boutique. pasadenaholidaylookin.org

DEC 11 | OLD-FASHIONED HOLIDAY AT THE QUEEN ANNE COTTAGE

10am-3pm - LA Arboretum, ARCADIA
View treasures & furnishings inside the charming Victorian-cottage while it's decorated in Christmas finery. arboretum

SANTA, SNOW & MORE!

DEC 3, 10, 17 | SANTA IN THE PLAZA

Carriage Rides: 3-7pm, Santa Photos: 5-7pm - GLENDORA Villa Stop by the Glendora Village for carriage rides, carollers, and Santa photo opportunities! glendoravillage.com

DEC 22 | GINGERBREAD JAMBOREE!

12-1pm - Memorial Park, SIERRA MADRE
Kids of all ages and talents - come and build a gingerbread house in Memorial Park. cityofsierramadre.com

DEC 26-30 | KIDSPACE SNOW DAYS

9:30am-5pm - Kidspace Museum, PASADENA
5 days to play in real snow! Enjoy winter themed activities and a performance each day. kidspacemuseum.org

ANNUAL ROSE PARADE FUN

DEC 29-31 & JAN 1 | ROSE PARADE FLOAT VIEW

Dec: 11am-5pm, Jan 1: 9am-1pm - Various PASADENA locations
Experience the magic of the floats before they make their debut in the Rose Parade! tournamentofroses.com

JAN 2 | ANNUAL ROSE PARADE

8am-1pm - Along Colorado Blvd., PASADENA
An unrivaled celebration of elaborate floats, spirited marching bands & more with this year's theme of "Echoes of Success." tournamentofroses.com



Pasadena, CA

hulafrog.com/pasadena-ca/

Marshmallow Snowman Pop!

Bob Lucas Library - Altadena

1 Parents Love It!

2659 Lincoln Avenue
Altadena 91001

12/15/2016

3:30 pm - 4:00 pm

CALL TO CONFIRM TIMES

REGISTRATION NOT REQUIRED

AGE RANGE: Preschoolers, Elementary, Tweens

FREE

CALL: (626) 798-8338

WEBSITE

(<http://www.altadenalibrary.org>)

Kids come create a Marshmallow Snowman Pop. Add a chocolate hat, licorice scarf, pretzel hands and icing eyes to marshmallows. Kids can have fun eating them before they melt away! **MORE »**While supplies last. The Bob Lucas Library is located at 2659 Lincoln Ave. (at Ventura). Altadena, CA 91001



Thoughts, Tips & Reviews



Friday Flick- The Secret Life of Pets

Main Library - Altadena

1 Parents Love It!

600 East Mariposa St
Altadena 91001

12/16/2016

3:30 pm - 5:30 pm

CALL TO CONFIRM TIMES

REGISTRATION NOT REQUIRED

AGE RANGE: All Ages

FREE

CALL: (626) 798-0833

WEBSITE

(<http://www.altadenalibrary.org>)



Children and parents are welcome to enjoy the feature film The Secret Life of Pets.

The quiet life of a terrier named Max is upended when his owner takes in Duke, a stray whom Max **MORE**
» instantly dislikes.

Thoughts, Tips & Reviews

ARTS

FILM | THEATER | BOOKS | MUSIC | COMMUNITY | LISTINGS

RUMBLE
FOR THE SOUL' FROM
T ARCADIA BLUES



'TIS THE SEASON
A NOISE WITHIN PRESENTS A DELUXE
EDITION OF 'A CHRISTMAS CAROL'
AS PART OF ITS 25TH ANNIVERSARY

P. 28



**THREE GEMS AND A
LUMP OF COAL**
'NOCTURNAL ANIMALS,' 'MOANA'
AND 'THE EDGE OF SEVENTEEN' ARE
GIFTS, BUT 'BAD SANTA 2' IS WOEFUL

P. 32



**CAL
C**
HOUSE BRINGS ITS
CINDERELLA CHRISTMAS,"
ING NEXT THURSDAY

One might wonder if there's any truly original entertainment during the Christmas season if not for the Pasadena Playhouse providing a quirky alternative through its annual series of Panto at the Playhouse productions.

Based on the Grimm fairytales and other classic tales for children, each story in the Panto series — including those based on Peter Pan, Snow White, Sleeping Beauty and Aladdin — has been modernized with topical scripts for parents and well-known pop songs for kids. This year's production, "A Cinderella Christmas," is no exception, with such pop hits as, Meghan Trainor's "Me Too" and "No," Kelly Clarkson's "Breakaway," Michael Buble's "Just Haven't Met You Yet" and Ed Sheeran's "Thinking Out Loud" performed over the course of the show.

A panto is interactive holiday fun for all ages and "A Cinderella Christmas" will feature comedy, magic, performers from "So You Think You Can Dance," and contemporary music from Trainor to Buble.

CONTINUED ON PAGE 22

GET YOUR OWN...

BY JOHN SOLLENBERGER

CHRISTMAS KICK-OFF



The Mayor's holiday tree lighting features local singers and dancers, art projects for kids and an appearance by Santa from 5 to 7 p.m. Friday at Pasadena City Hall, 100 N.

Garfield Ave., Pasadena. Lt. Rodney "Rodney D" Wallace emcees the event. Guests are encouraged to bring an unwrapped toy for less fortunate kids as part of KABC's Spark of Love Toy Drive. Call (626) 744-7311 or visit cityofpasadena.net.

ART EXPERIENCE



PASADENA MUSEUM
OF CALIFORNIA ART

Free First Friday means free admission from noon to 5 p.m. Friday at the Pasadena Museum of California Art, 490 E. Union St., Pasadena. Call (626) 568-3665 or visit pmcaonline.org.

FREE MUSIC



The Altadena Library's Second Saturday concert features Young Dempsey, with music from the 1950s to the 1980s — from doo wop to country — from 6:30 to 8:30 p.m. Saturday at 600

E. Mariposa St., Altadena. Food, beer and wine are available for purchase. Free. Call (626) 798-0833 or visit altadenalibrary.org.

FAIR TRADE



The Alternative Christmas Market brings together nonprofit organizations addressing various social issues and offers the opportunity to participate in socially conscious gift giving. Guests can purchase

fair trade items and offer a donation from 8 a.m. to 1:30 p.m. Sunday at All Saints Church, 132 N. Euclid Ave., Pasadena. Call (626) 796-1172 or visit allsaints-pas.org.

12.01.16 | PASADENA WEEKLY 21



Graham Cracker "Gingerbread" House Decorating Party

Main Library - Altadena

2 Parents Love It!

600 East Mariposa St
Altadena 91001

12/6/2016

4:00 pm - 5:00 pm

CALL TO CONFIRM TIMES

REGISTRATION NOT REQUIRED

AGE RANGE: All Ages

FREE

CALL: (626) 798-0833

WEBSITE

(<http://www.altadenalibrary.org>)

The whole family is invited to stop by the library to create gingerbread houses out of graham crackers, frosting and candy.



Thoughts, Tips & Reviews

Grateful This NOVEMBER



**MEREDITH
MCKENZIE**
626.344.9755
CalBRE #0142986

Podley
PROPERTY LLC

ANNUAL EVENTS

NOV 11-13 | 25TH ANNUAL PASADENA HERITAGE CRAFTSMAN WEEKEND

Times Vary > Various PASADENA Locations
Annual tribute to the American Arts & Crafts Movement including tours, seminars, workshops & presentations. pasadenaheritage.org

NOV 18 | GLENDORA HOLIDAY STROLL

6-9pm > GLENDORA Village
Santa is coming to the Village! This local event includes a Christmas tree lighting & carriage rides! villageglendora.com

NOV 19 | ANNUAL ELVES' FAIRE

10am-4pm > 209 E. Mariposa St., ALTADENA
FREE event featuring games, arts & crafts, shopping and food that will delight Faire-goers of all ages. elves-faire.com

NOV 20 | DOO DAH PARADE

11am > Colorado Blvd., PASADENA
Wacky, unusual & entertaining pageant participants travel down Colorado Boulevard. This annual event is FREE! pasadenadoodahparade.info

NOV 26 | SIERRA MADRE WINTER VILLAGE FESTIVAL

12-9pm > Kersting Court St., SIERRA MADRE
Get in the holiday spirit with sled rides, carolers, tree lighting & a visit from Santa! Sponsored by Sierra Madre Chamber of Commerce.

FAMILY FUN

NOV 5 | 7TH ANNUAL GLENDALE HEALTH FESTIVAL

10am-3pm > Civic Auditorium, GLENDALE
It's like a FREE doctor's visit that includes activities for kids & the family, plus music & food. glendalehealthfestival.com

NOV 5-6 | 30TH ANNUAL DANCE FESTIVAL

7pm > SAN GABRIEL Mission Playhouse
The Chinese American Dancing Group celebrates three decades of presenting Chinese culture to the community. missionplayhouse.org

NOV 19 | INTERNATIONAL GAMES DAY

10am-6pm > ALTADENA Library District
Stop by the children's room & play your favorite board games or try new ones. Parents welcome too! altadenalibrary.org

GET IN THE HOLIDAY SPIRIT

NOV 11-13 | CONTEMPORARY CRAFTS MARKET

Times Vary > PASADENA Convention Center
Cross everyone off your list at this handcrafted holiday shopping event. Jewelry, ceramics, clothing & more. contemporarycraftsmarket.com

NOV 12-13 | JACKALOPE ART FAIR

10am-5pm > Central Park, PASADENA
This 2-day shopping destination features over 200 local artisans, crafters & DIY enthusiasts. jackalopeartfair.com

NOV 18-19 | LA FETRA HOLIDAY BOUTIQUE

Times Vary > La Fetra Center, GLENDORA
Get a head start on your holiday shopping with handcrafted items & holiday decor from over 40 vendors! glendoracitynews.com

NOV 18-DEC 23 | A LITTLE HOUSE CHRISTMAS

Times Vary > Sierra Madre Playhouse, SIERRA MADRE
It's Christmas, a time for miracles & there may be one in store for the Little House Christmas. sierramadreplayhouse.org

NOV 25-JAN 8 | ENCHANTED FOREST OF LIGHT

5-10pm > Descanso Gardens, LA CAÑADA FLINTRIDGE
Interactive light experience as you walk through lighting displays in some of the most beloved areas of the gardens. descansogardens.org

DEC 1 | PODLEY HOLIDAY GIFT BOUTIQUE

4:30-7:30pm > Podley Properties: 897 Granite Dr., PASADENA
Shop local vendors for jewelry, home decors & more. Bring your family for FREE photos with Santa while enjoying wine & refreshments! podley.com/blog

FOOD DRIVES

NOV 12 | PUT THE FORK IN HUNGER FOOD DRIVE

8am-4pm > Fork Plaza, PASADENA
Help feed families in need by "filling the bag" this holiday season at this annual food drive. facebook.com/PutTheForkInHunger

NOV 24 | THANKSGIVING DAY RUN & FOOD DRIVE

8-11:30am > Community Center of LA CAÑADA FLINTRIDGE
Bringing the community together for a good cause. The morning begins with a 5K run and ends with a mile run for kids. cclcf.org



POLICE BLOTTERS



MONROVIA

Nov. 3

At 4:30 p.m., a vehicle was reported stolen from a parking lot in the 1600 block of S. Myrtle Ave. The victim parked his vehicle in the lot at 7 a.m. and went to work. When he returned at 4:30 p.m., he discovered his vehicle had been stolen. The investigation is continuing.

At 5:20 p.m., an officer on patrol conducted a traffic stop for a vehicle code violation at California and Duarte. A computer check of the driver revealed she had a felony warrant out of Monrovia for her arrest. She was arrested and taken into custody for the warrant.

At 9:50 p.m., a resident in the 700 block of Montana Street called police to report the theft of his bicycle. The victim left his bicycle on the side of his yard at 8 p.m. and went inside his residence. At 9 p.m., he went back outside and noticed his bicycle was missing. The investigation is continuing.

At 11:01 p.m., a hit and run traffic collision that occurred at Mayflower and Diamond was reported to police. A 17-year-old male subject was walking across the street when a vehicle's front fender grazed the back of his ankle. The driver of the vehicle left the scene. The minor walked home and informed his mother of the incident. The minor did not have any visible injuries, but he complained of pain to his ankle. The investigation is continuing.

Nov. 4

At 7:40 a.m., a female resident in the 1200 block of S. Sherman called police to re-

port she had been involved in a fight with her brother. Both subjects are adults. The argument became physical and both subjects pushed and shoved each other. The male suspect then pushed his sister to the ground, causing her to fall backwards and strike her back on a brick planter box. The suspect then went into the house and the victim followed. Inside the house, they continued to argue and fight. At one point, the male suspect bit the female victim on her shoulder through her shirt, causing injury. The suspect then left the residence on foot. Officers conducted an area search for the suspect, but he was not located. The investigation is continuing.

At 3:05 p.m., a student ran in front of a slow moving vehicle at a middle school in the 200 block of S. Ivy. The child was struck and went to the ground. The child was treated by Monrovia Fire Department and taken to a hospital for precautionary measures. The child had visible scrapes on his face. The child's mother was notified. She responded to the school and went to the hospital with her son.

Nov. 5

At 3:50 a.m., police dispatch received a call reporting several subjects sleeping on the lawn at a location in the 200 block of E. Palm. Officers arrived and discovered five subjects sleeping on the lawn. The officers recognized one of the subjects and knew he had outstanding warrants for his arrest. The warrants were confirmed and the subject was arrested. A search of his property revealed he was in possession of methamphetamine, which was added to his charges.

At 7:50 a.m., a vehicle was reported stolen from an apartment complex in the 1500 block of Encino. The victim parked and locked her vehicle in the guest parking for the complex at 2:00 a.m. The vehicle is a black, 1998 Honda Civic. When she returned to her vehicle in the morning, she found her vehicle was missing. Officers checked the area, but the vehicle was not located. The investigation is continuing.

At 12:02 p.m., an officer was dispatched to a residence in the 700 block of Ridgeside on the report of a vehicle burglary. The victim parked and locked his vehicle on the street at 1:45 a.m. Sometime during the night, unknown suspects entered the vehicle and gained access to the trunk. They stole miscellaneous tools and other items from the trunk of the vehicle. The investigation is continuing.

At 6:27 p.m., police received a call reporting subjects camped out in the rear alley of a business in the 300 block of W. Huntington. Officers arrived and made contact with one male and one female camped out in the alley. The female subject was found to have an outstanding warrant for her arrest and was in possession of a glass pipe used for smoking methamphetamine. She was arrested and taken into custody.

At 7:30 p.m., a male and female subject were reported fighting in the park in the 300 block of S. Myrtle Ave. Officers arrived and located the two subjects. The female subject was found to be extremely intoxicated and was arrested for being drunk in public. The male subject is listed as being the restrained person in a court ordered domestic violence restraining order and

the protected person is the intoxicated female. The male subject was arrested for violating the restraining order.

At 11:30 p.m., a fight between a male and female subject was reported in the 500 block of W. Palm. Officers arrived and found the subjects were in a vehicle arguing. The male subject had an injury to his finger and the female subject had an injury to her hand. The officers determined the female subject was the aggressor and she was arrested for domestic violence.

PASADENA

Nov. 3

At about 3:52 p.m., Pasadena Police officers responded to the area of Foothill Boulevard and Oak Grove Drive regarding a three-vehicle traffic collision. On arrival, officers learned that one of the involved vehicles was a motorcycle. The motorcyclist was in critical condition and was transported to a local hospital. Occupants from the other two involved vehicles were also injured and transported to area hospitals. The Pasadena Police Department's Major Collision Investigation Team responded and is reviewing the collision.

Nov. 5

At 12:13 a.m., Pasadena Police officers investigated calls of shots fired in the area of Del Mar Boulevard and Raymond Avenue. Officers recovered evidence of a shooting; however, they were not able to find any suspects or victims. Witnesses were generally uncooperative and only provided limited information to the officers. During the preliminary investigation, a male adult was dropped off at a local hospital with a gun-

shot wound to the leg. He was treated for the injury and released from the hospital.

At 1:33 a.m., Pasadena Police officers investigated calls of shots fired in the 500 block of N. Fair Oaks Ave. On arrival, officers found evidence of a shooting; however, they did not find any suspects or victims. Witnesses stated the suspect (Black Male, 20s, wearing all black clothing) was shooting at a vehicle driving on Fair Oaks Avenue.

ARCADIA

Nov. 5

Nov. 3

At approximately 8:38 a.m., an officer conducted an enforcement stop on a vehicle in the 5400 block of Peck Road for a seatbelt violation. Upon contacting the driver, the officer noticed he displayed symptoms of drug use. A records check revealed the 33-year-old male from El Monte had an outstanding misdemeanor warrant. During a consensual search of the vehicle, the officer located a pipe commonly used to smoke methamphetamine. The suspect was arrested and transported to the Arcadia City Jail for booking.

Nov. 4

At about 12:10 a.m., an officer conducted a traffic stop on two vehicles in the area of Longden Avenue and Baldwin Avenue for street racing. The officer witnessed the two vehicles driving in excess of 50 miles per hour on Baldwin Avenue, which has a speed limit of 40 miles per hour where the vehicles were racing. Both drivers, an 18-year-old male from El Monte and a 20-year-old male from Rosemead, were cited and released in the

field. Both vehicles were impounded for 30 days.

Around 3:22 p.m., of ficers responded to a residence in the 1400 block of S. Fourth Ave. regarding two suspicious subjects in the backyard. An investigation revealed the 30-year-old male from Monrovia was in possession of a controlled substance and a 30-year-old male from Arcadia was in possession of stolen property and drug paraphernalia. Both were arrested and transported to the Arcadia City Jail for booking.

Shortly after 12:01 p.m., an officer responded to the Santa Anita Mall, 401 S. Baldwin Ave., regarding an activation of an Arcadia Police Department GPS tracker. Arcadia PD detectives had previously deployed decoy bicycles containing tracking devices to combat the increase in bike thefts throughout the city. An investigation revealed a 31-year-old male from West Covina was in possession of the stolen bicycle and tracker. He was arrested and transported to the Arcadia City Jail for booking.

At approximately 7:21 p.m., an officer responded to the intersection of Huntington Drive and Colorado Place regarding a family disturbance report. Witnesses reported seeing a mother choking her 10-year-old son. The officers discovered the 36-year-old mother from E Segundo had struck her son numerous times and also had an outstanding misdemeanor warrant. She was arrested and transported to the Arcadia City Jail for booking. The juvenile son was transported to Arcadi Methodist Hospital for evaluation. DCFS was notified.

Saturday, November 12, 6:30 to 8:30



Kenny Sara and the Sounds of New Orleans

Second Saturday Concert

Kenny Sara will surely entertain you with his New Orleans style Jazz with that marching-brass-band sound along with other styles and favorites. "Kenny is the real New Orleans deal. Kenny has got a sound that will sweep you up and carry you right into the bayou," says Grace La of OC Weekly. During Second Saturday performances at the Altadena Library you can listen to great music as you sip beer and wine from The Ale House, savor grilled eats from El Patron, and sample delectable desserts from Sweeter Than Honey. Altadena Library also hosts a monthly art show which you can view while dancing the night away.



600 E. Mariposa Altadena | 626 798 0833
www.AltadenaLibrary.org

GROUND BREAKING FORECLOSURE RULING!

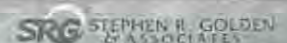


The California Supreme Court ruled on February 18, 2016 that a homeowner has the right to challenge his lender's authority to foreclose based upon void assignments of the loan to third parties. The high court expressly upheld an earlier California Appellate opinion called Glaski v Bank of America. This decision could set aside many foreclosures and/or obtain monetary damages, settle lawsuits with modifications and prevent foreclosures from happening in the first place.

This decision will hopefully provide our firm with even more legal leverage to not only set aside many foreclosures and/or obtain money damages, but settle lawsuits with modifications and prevent foreclosures from happening in the first place.

For an explanation of your rights under this opinion please contact our office for a free consultation. Call us at (626) 584-7800

600 N Rosemead Blvd. Suite 100
Pasadena, CA 91107





A VERY SPECIAL THANK YOU TO:

LA CO SUPERVISOR, MICHAEL D. ANTONOVICH
SUSSY NEEMER, DIST. SUPERVISORIAL OFFICE
LA CO DEPT OF PUBLIC WORKS
MS. DRAGON PRINTING & COPY
ALTADENA LIBRARY
ALTADENA SENIOR CENTER
JACQUE FOREMAN GRAPHICS
LAS FLORES WATER COMPANY
MARIA KARRAS PHOTOGRAPHY
SCOTT & LORI WEBSTER, HOOPLA
GIRL SCOUT TROOP NOS. 9531 & 5571

PATRONS/CORPORATE SPONSORS

Alex P. Aghajanian
Altadena Community Chest
Altadena Hardware
Altadena Town & Country
Amy's Patio Café
Jill Barnes
K. Baumgartner
Billheimer Family Trust
E S & A M J Blackwood
R. Coleman & Cheryl Bode
Walter Vicay Bovee
Jane Brackman
John & Guadalupe Calkins
Michel Choban, Jr.
Tina Claps
Athens Consulting, LLC
James Cook
Elizabeth & Cameron Cripps
John Crossley
Deasy/Penner & Partners
John T. Diel, State Farm
Michael & Mary Dumas
Ray Hayes & John Fairbanks
Bob Nigbor & Pat Flynn
Foothills Music Together
The Forsberg Family
Eva K. Goetz
Shirley Gold
Monika Grider
Mark & Christine Haslett

Le Trinh Hoang, Inc.
Homet Family Trust
Glen Hori
Dorothy Hull
Jules Ibrao - Timesavers
Steven & Jeanette Lamb
Gary & Katie Macdonald
Kathleen Mahaffey
Leslie A. Margolin
Chuck & Kathleen McClain
Ruth & Kevin McLaughlin
Herb & Karin Meiselman
Tyler Miller
Duane E. Mitchell
Montecedro
Madan Mukhopadhyay
Nancy and Phil Naecker
Giuseppe Napoli
Joe Napoli, Century 21
Dorothy & Will Noe
George & Cynthia Null
Nuccio's Nurseries
Steven Oliver
James Olson, LPL Financial
Mimi Orth
Pro-Active Property Mgmt
Rancho BBH Bar
Luczyski Real Estate
Wilberta Richardson
William A. Rogers

Ellen Rothenberg
Mr. & Mrs. George Rothwell
Judy & Dick Rubin, Realtor
Michael & Liberty Russell
Thomas Sanford
Len Schaustal
C Huntley & Len Schaustal
Molly & David Scott
Liesel Reinhart & Steve Seagle
Keenan & Barbara Selico
Marsha & Gordon Seyffert
D. E. Shemansky
Barbara Ann Shilling
Ken & Becky Stephens
Dorothy Stevonton Trustee
Joel & Jo Raquel Stoup
Cara Dimassa Summerkids
Theosophical Endowment
Evan A Thompson
Cynthia Tilleman
J. Heffernan & Jae Townsend, MD
Elvie Tuttle
Jim & Caryl Tyberg
Vanderhoof Veterinary Hospital
Mike & Mary Veselich
Tracy & Jon Ward
Wells Fargo Bank
Denise & Joe White
David Woodley, MD
Zemrus Escrow



HOME NEWS ▾ OPINION ▾ ARTS ▾ LIFE ▾ MUSIC ▾ FILM ▾ DINING CALENDAR ▾ SPECIAL ISSUES

ARROYO

Get your Own

Posted by John Sollenberger | Dec 6, 2016 | 0 ● | # # # # #



CHRISTMAS KICK-OFF

The Mayor's holiday tree lighting features local singers and dancers, art projects for kids and an appearance by Santa from 5 to 7 p.m. Friday at Pasadena City Hall, 100 N. Garfield Ave., Pasadena. Lt. Rodney "Rodney D" Wallace emcees the event. Guests are encouraged to bring an unwrapped toy for less fortunate kids as part of KABC's Spark of Love Toy Drive. Call (626) 744-7311 or visit cityofpasadena.net.

ART EXPERIENCE

Free First Friday means free admission from noon to 5 p.m. Friday at the Pasadena Museum of California Art, 490 E. Union St., Pasadena. Call (626) 568-3665 or visit pmcaonline.org.

FREE MUSIC

The Altadena Library's Second Saturday concert features Young Dempsey, with music from the 1950s to the 1980s — from doo wop to country — from 6:30 to 8:30 p.m. Saturday at 600 E. Mariposa St., Altadena. Food, beer and wine are available for purchase. Free. Call (626) 798-0833 or visit altadenalibrary.org.

CSDA Newsletter

that special districts obtain voter approval in order to convert from "at-large" to "district-based" elections. [Read more...](#)

[Board Member Best Practices Santa Ynez](#)

PROFESSIONAL DEVELOPMENT

February 1
[Proposition 26, Proposition 218 & Rate Setting Vista](#)

2017 Training for Board Members

Registration is now open for [2017 Board Member workshops](#) as well as all three [Special District Leadership Academy Conferences](#).

February 3
[Board Member Best Practices Sacramento](#)

CSDA will be holding our new "Board Member Best Practices" workshop in each network in 2017:

February 9
[Board Member Best Practices Clovis](#)

- January 19, 2017: [Claremont](#)
- January 26, 2017: [Santa Ynez](#)
- February 3, 2017: [Sacramento](#)
- February 9, 2017: [Clovis](#)
- February 16, 2017: [San Jose](#)
- February 23, 2017: [Anderson](#)



February 16
[Board Member Best Practices San Jose](#)

Board Member Best Practices is offered free to SDRMA members, \$50 to CSDA members, and \$75 to non-members...includes lunch!

EMPLOYMENT AND RFPs

Listed below are the most recent employment positions posted to www.csdanet.net:

MEMBER SERVICES

From Cell Site Consulting to Strategic Planning - We've Got Your Connection!

CSDA is happy to announce a new addition to our [Consultant Connection™](#) program. [Aries Advisors](#) represents the interests of cell site landlords in all types of wireless transactions, including professional lease review and negotiation services. Aries Advisors now offers CSDA members a complimentary review of all existing cell site leases in addition to a 10 percent discount on other services. Looking for expert advice in another area? [Read more...](#)

[Assistant/ Assistant Civil/ Associate Civil Engineer | Citrus Heights Water District](#)

DISTRICT PRESS

Water District Partners with United Way to Help Low Income Customers



The Coachella Valley Water District (CVWD) is pleased to announce it is partnering with United Way of the Desert to launch the new [Help2Others Customer Assistance Program](#) to provide a financial assistance to low-income water customers.

[Graphic Artist Intern | California Special Districts Association](#)

[FINANCE OFFICER | LAMONT PUBLIC UTILITY DISTRICT](#)

[COMMUNITY AFFAIRS REPRESENTATIVE | Central Contra Costa Sanitary District](#)

[Executive Director, Personnel Commission | Alameda County Office of Education](#)

Library District Presents Kiosk Focusing on Water Conservation

The Altadena Library District is excited to announce the [installation of a new interactive kiosk](#). The [i]cell Interactive Kiosk is programmed with California-specific water conservation information and is available for use by all patrons.

To view all job opportunities, visit the [Career Center](#).

RFPs and RFQs

[RFQ - Human Resources Consultant](#)

Districts are Renewed for the Transparency Certificate of Excellence

Connect with CSDA on Facebook and Twitter!

Are you connecting on

The Altadena Library Presents the [i] Cell Interactive Kiosk

A New Interactive Kiosk available to all patrons which focuses on Water Conservation

From STAFF REPORTS

Published : Thursday, December 8, 2016 | 4:59 PM

Like 4 Share Tweet G+ 0 Share 0 49K+ Share



The Altadena Library District is excited to announce the installation of a new interactive kiosk. The [i]cell Interactive Kiosk is programmed with California-specific water conservation information and is available for use by all patrons.

Over the last year, Altadena Library worked to install a drought-tolerant, water conservation demonstration garden on its grounds. Working with the Foothill Municipal Water District and using grants awarded by local organizations, the garden was ready and open to the public as of July. The Library is committed to becoming more energy efficient, including more water-wise. The installation of the Demonstration Garden helps the Library to lead by example and to engage the community through educational events about the importance of water conservation. Events have ranged from installing a drought-tolerant garden to tips on water saving at home.

The [i]cell Interactive Kiosk gives the Library an opportunity to continue the work it has been doing with the water conservation garden. As California's drought is estimated to continue for the foreseeable future, the [i] cell Save Water Interactive Kiosk is an on-going way in which Altadena Library can communicate with the community about water conservation. In addition, the Library will be expanding its collection to include updated materials about water conservation, drought-tolerant gardens, and other means to save water.

"We want to make the Library the primary source for our community for learning how to save water in our semi-desert climate."

This new and exciting interactive feature in Altadena Library was made possible by a grant from the California State Library and the Library Services and Technology Act (LSTA). <http://www.altadenalibrary.org/>



COVERED CALIFORNIA

Covered California Open Enrollment is here! It's time to Get Covered San Gabriel Valley!

90% of people who enrolled in Covered California health insurance plans received payment assistance. So can you!

STROUSE
11635 Valley Blvd, Suite D
(626) 486-9696

FRANZBLAU
3160 E. Del Mar Blvd, Suite 100
(626) 486-9729

WILSON/ROSE
513 E. Lime Avenue, Suite 102
(626) 486-9729

Enroll by December 15, 2016 to start coverage by January 1, 2017. Covered California open enrollment ends January 31, 2017

chapcare
Healthy people. Strong communities.

Affordable, no nonsense drug and alcohol treatment for adult men and women.

Residential and outpatient programs

Reasonable rates, a sliding scale for those that qualify, and Drug-Medi-Cal outpatient funds available.

Serving Pasadena and the San Gabriel Valley since 1969.

IMPACT
DRUG AND ALCOHOL TREATMENT CENTER

626-798-0884

ALG
AZADIAN LAW GROUP, P.C.

LEADERS IN WRONGFUL TERMINATION & EMPLOYMENT LAW

AGGRESSIVE LAWYERS COMMITTED TO PROTECTING EMPLOYEE RIGHTS

OVER \$30 MILLION RECOVERED FOR EMPLOYEES IN THE PAST THREE YEARS!

FREE CONSULTATIONS NO RECOVERY - NO FEES OR COSTS TO YOU
626-449-4944 | WWW.AZADIANLAWGROUP.COM

Super Lawyers
George S. Azadian
SuperLawyers.com

Super Lawyers
Ani Azadian
SuperLawyers.com

DECEMBER 20, 2016
POETRY (HTTPS://COLORADOBULEVARD.NET/CATEGORY/ARTS_ENT/POETRY/)
CARTOONS (HTTPS://COLORADOBULEVARD.NET/CATEGORY/ARTS_ENT/CARTOONS/)
GALLERIES (HTTP://COLORADOBULEVARD.NET/EVENTS/CATEGORIES/ART/GALLERIES/)
ORGANIC (HTTPS://COLORADOBULEVARD.NET/CATEGORY/ENV_IMPACT/ORGANIC/)
TIPS (HTTPS://COLORADOBULEVARD.NET/CATEGORY/ENV_IMPACT/TIPS/)



(<https://coloradoboulevard.net/>)

- HOME ([HTTP://COLORADOBULEVARD.NET/](http://coloradoboulevard.net/)) ABOUT US ([HTTPS://COLORADOBULEVARD.NET/ABOUT-US/](https://coloradoboulevard.net/about-us/))
- EVENTS ([HTTPS://COLORADOBULEVARD.NET/EVENTS/](https://coloradoboulevard.net/events/)) SUSTAINABILITY ([HTTPS://COLORADOBULEVARD.NET/SUSTAINABILITY/](https://coloradoboulevard.net/sustainability/))
- EXPLORE ([HTTPS://COLORADOBULEVARD.NET/EXPLORE/](https://coloradoboulevard.net/explore/))

POSTED ON DECEMBER 7, 2016 ([HTTPS://COLORADOBULEVARD.NET/ALTADENA-LIBRARY-GETS-THE-LAMBORGHINI-OF-WIFI/](https://coloradoboulevard.net/altadena-library-gets-the-lamborghini-of-wifi/)) BY GUEST AUTHOR ([HTTPS://COLORADOBULEVARD.NET/AUTHOR/GUEAU/](https://coloradoboulevard.net/author/gueau/))

Altadena Library Gets the Lamborghini of Wifi

50 SHARES [Subscribe \(#\)](#)

[\(/#email\)](#) [\(/#printfriendly\)](#)
[\(/#email\)](https://www.addtoany.com/share?url=https%3A%2F%2Fcoloradoboulevard.net%2Faltadena-library-gets-the-lamborghini-of-wifi%2F&title=Altadena%20Library%20Gets%20the%20Lamborghini%20of%20Wifi)



(<http://coloradoboulevard.net/wp-content/uploads/2016/12/Fast-Wifi-at-Altadena-Library-Photo-altadenalibrary.org-Coloradoblvd.net-Graphic-Dept..jpg>)

Fast Wifi at Altadena Library (Photo - altadenalibrary.org, Coloradoblvd.net Graphic Dept).

Altadena Library has been hinting about it for six months, and it is finally going to happen.

Live Memories

CB @coloradoblvd
 Free and low cost events, enlightening news and social living for the Greater Pasadena area, with no visual pollution.
 (<http://instagram.com/coloradoblvd>)

By Christopher Kellermeyer

The wifi system will be upgraded.

At the end of November the installation began, and is expected to be completed by December 9th.

So what? Wifi already exists in Altadena Library District.

Yes, but the wifi system going into place is going to be powerful enough to support their entire infrastructure if they chose to run it off of the wifi, and the public would still have high speed access to spare. However, only a micro fraction of the infrastructure will actually run off of the wifi - the wifi will actually be 99% public usage.

The wifi access points going into place are the Meraki MR32 (https://meraki.cisco.com/products/wireless/mr32) access points; these are the Lamborghini Veneno of wifi access points. The current wifi system only has 3 access points that are, comparatively, 1984 Yugo's. There will be 13 of the new wifi access points at the Main Library, and two at the Bob Lucas Branch Library (http://www.altadenalibrary.org/bob-lucas-memorial-branch-library-literacy-center).

Merry Christmas Altadena!

Christopher Kellermeyer is the IT Manager at The Altadena Libraries. This article first appeared on Altadena Libraries' CONNECT Newsletter (http://www.altadenalibrary.org/sites/altadenalibrary.org/files/2016_DEC_Connect_NL_Lo_res.pdf).

About (#abh_about) Latest Posts (#abh_posts)

Guest Author (https://Coloradoboulevard.net/Author/Gueau/) Colorado Boulevard is your place for enlightening events, informative news and social living for the greater Pasadena area. We strive to inform, educate, and work together to make a better world for all of us, locally and globally.

Related



(https://coloradoboulevard.net/the-team-behind-the-curtain/)

The Team Behind the Curtain (https://coloradoboulevard.net/the-team-behind-the-curtain/)

In "Headlines"



(https://coloradoboulevard.net/pokemon-go-invades-altadena-library/)

Pokémon Go Invades Altadena Library (https://coloradoboulevard.net/pokemon-go-invades-altadena-library/)

In "Science & Technology"



(https://coloradoboulevard.net/open-studios-art-tour/)

Saturday and Sunday: Alta-Pasadena Open Studios Art Tour (https://coloradoboulevard.net/open-studios-art-tour/)

In "Highlighted Events"

(/#email) (/#printfriendly)

(https://www.addtoany.com/share#url=https%3A%2F%2Fcoloradoboulevard.net%2Faltadena-library-gets-the-lamborghini-of-wifi%2F&title=Altadena%20Library%20Gets%20the%20Lamborghini%20of%20Wifi)

Explore



(https://coloradoboulevard.net/metro-bike-share-is-expanding-to-pasadena/)

Metro Bike Share Is Expanding to Pasadena (https://coloradoboulevard.net/metro-bike-share-is-expanding-to-pasadena/)

Events Calendar

<< (/altadena-library-gets-the-lamborghini-of-wifi/?ajaxCalendar=1&mo=11&yr=2016)

- 27 (https://coloradoboulevard.net/events/2016-11-27/?limit) 28
4 (https://coloradoboulevard.net/events/2016-12-04/?limit)
11 (https://coloradoboulevard.net/events/2016-12-11/?limit) (htt
18 (https://coloradoboulevard.net/events/2016-12-18/?limit) 15
25 (https://coloradoboulevard.net/events/2016-12-25/?limit) 26 (

What's Happening in Pasadena?

email address

Subscribe

The Altadena Library Presents 'Maker Mondays' for Teens

From STAFF REPORTS

Published : Monday, December 5, 2016 | 4:03 PM

Like 0 Share Tweet **G+** 0 Share 0 Share2
49K+



The Altadena Library District is proud to kick off Maker Mondays, a new series of STEAM programs. The series starts on Monday, January 9, 2017 at 4:00 p.m. to 6:00 p.m. in the Teen Space.

Participants will create catapults out of popsicle sticks and rubber bands. The newly created catapults will be tested to see who can shoot a marshmallow higher and further. Participants will explore the impact of different structures and angles on the trajectory of their marshmallow. The winner earns a prize for his/her efforts. Snacks will be provided.

“STEAM activities are a great way to explore scientific theories through cause and effect,” says Kate Shumaker, Teen Librarian.

The series will continue the second Monday of every month with a different project each meeting.

Altadena Library District, 600 E. Mariposa St., Altadena, (626) 798-0833 or visit www.altadenalibrary.org.



Teddy Bear Storytime

Main Library - Altadena

2 Parents Love It!

600 East Mariposa St
Altadena 91001

11/21/2016 - 12/5/2016 Weekly on Monday

7:00 pm - 8:00 pm

CALL TO CONFIRM TIMES

REGISTRATION NOT REQUIRED

AGE RANGE: Babies, Preschoolers

FREE

CALL: (626) 798-0833

WEBSITE

(<http://www.altadenalibrary.org>)

Children 6 years and younger put on your pajamas, grab a bedtime buddy, and join us for stories, songs and a bedtime snack.



Thoughts, Tips & Reviews



Institute of Museum and Library Services

1 hr

Altadena Library Programs Reflect Community's Ethnic Culture

On the second Saturday of every month (at least from October through June), the Altadena Library turns into a hopping and noisy place – descriptions few people would associate with the word library. And that's by design.

A brainchild of Mindy Kittay, Director of the Altadena Library District, Second Saturday began about a year and a half ago. She explains, "I felt we needed to do something to bring the community int... [See More](#)



Altadena Library District: Open Announcement for Board Vacancy

From STAFF REPORTS

Published : Tuesday, November 29, 2016 | 11:27 AM

49K+



With the resignation of Trustee David Tuck, the Altadena Library Board of Trustees is accepting letters of interest from anyone who would like to serve on the board for the unexpired 2016/2017 term.

Those applying must be at least 18, a resident of and registered to vote in Altadena. The board will interview potential candidates at a special board meeting at 5 p.m. on January 10, 2017.

The applicant selected must agree to be willing to run in the 2017 election for the 4-year term for this seat which expires in 2021.

Interested parties should submit a letter of interest, resume, and completed supplemental questionnaire (on library's website) to the Library Director by 5:00 p.m. on Friday, December 30, 2016.

The Altadena Library is located at 600 E. Mariposa St.

For more information about the library, please visit the library's website at www.altadenalibrary.org.

[Read Previous Post](#)

[Read Next Post](#)



Free Events Recipes Parenting Special Needs Community News Health & Wellness Education Family Fun

what's hot

Winter's Here! : Holiday Fun :
School Open Houses :

Sign Up For Our Newsletter

Search this website

Lego Club at the Altadena Library

issues.....

Published November 19, 2016



Date/Time
Date(s) - 11/19/2016
2:00 pm - 3:30 pm

Location
Altadena Library District
600 E. Mariposa St
Altadena, CA, 91001

Free.
626-798-0833

www.altadenalibrary.org/

This Month Education Guide Special Needs

| << Dec 2016 >> | | | | | | |
|----------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 27 | 28 | 29 | 30 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Legos are provided, just bring you imagination! Duplo blocks will be available for children under 4 years of age. The Lego Club will take place the third Saturday of the month.



Google

Add to Your Calendar:

iCal

Google Calendar

Filed Under: [Clubs](#), [Free](#), [Hands-on Activities](#)

love this? share!

1 Share

leave a comment

Your email address will not be published. Required fields are marked *

Search Events
Submit an Event Update an Event





Free Events Recipes Parenting Special Needs Community News Health & Wellness Education Family Fun

what's hot

Winter's Here! • Holiday Fun • School Open Houses

Sign Up For Our Newsletter

Search this website

International Games Day

issues.....

Published November 19, 2016



Date/Time
Date(s) - 11/19/2016
10:00 am - 6:00 pm

Location
Altadena Library District
600 E. Mariposa St
Altadena, CA, 91001

Free.
626-798-0833

www.altadenalibrary.org/

This Month Education Guide Special Needs

| | | | | | | | | |
|----|----------|----|----|----|----|----|--|----|
| << | Dec 2016 | | | | | | | >> |
| S | M | T | W | T | F | S | | |
| 27 | 28 | 29 | 30 | 1 | 2 | 3 | | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | | |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | | |

Children of all ages and their parents are invited to play old favorite board games or try some new ones! Stop by the children's room anytime between 10 a.m.-6 p.m. to take part in this event.



Google
Add to Your Calendar:
iCal
Google Calendar

Filed Under: [Community Events](#), [Free](#)

love this? share!

1 Share

leave a comment

Your email address will not be published. Required fields are marked *

Search Events
Submit an Event Update an Event