



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

**AGENDA**  
**Regular Meeting**

Board of Library Trustees – Altadena Library District  
Community Room – Main Library - **October 22, 2018** – 5:00 p.m.

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

**1) CALL TO ORDER**

**2) ROLL CALL:**

- a) Terry Andrues
- b) Ira Bershatsky
- c) Betsy Kahn, President
- d) Gwendolyn McMullins, Secretary
- e) Armando Zambrano

**3) PUBLIC COMMUNICATION**

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

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

**New Hires/Promotions/Transfers:**

Estella Terrazas - promoted to Public Services Director - September 10, 2018

**Resignations/Terminations:**

Ryan Roy - Acting District Director - September 21, 2018

Mindy Kittay - District Director - September 28, 2018

**5) FINANCIAL REPORTS**

- a) **Financial reports for August 2018 (INFORMATION/ACTION) (10 Minutes) Page #3-14**  
**Recommended Action:** The Board of Library Trustees hereby receives and files the Financial Reports.

**6) CONSENT CALENDAR (5 Minutes)**

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

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

- i) Approval of Minutes – Special meeting held September 26, 2018, Page #15-17
- ii) Statistical Reports – YTD – September 2018, Page # 18-22
- iii) Departmental Monthly Reports – September 2018, Page #23-34

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

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

**8) NEW BUSINESS**

- a) Request for early closure at 2pm on 12/8/18 for Christmas Tree Lane Winter Festival (INFORMATION/ACTION)
- b) Compensation Adjustment for Interim District Director (INFORMATION/ACTION)

**9) CLOSED SESSION**

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

- a) CONFERENCE WITH LEGAL COUNSEL RE EXISTING LITIGATION  
Pursuant to Government Code Section 54956.9(d)(1)  
Kittay v. Altadena Library District, et al.

**10) RECESS BACK INTO OPEN SESSION**

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

**12) OLD BUSINESS**

- a) Update from Ad-Hoc Subcommittee to fill interim District Director Position (INFORMATION/ACTION)

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

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

**14) REPORTS OF TRUSTEES**

**15) AGENDA ITEMS FOR FUTURE AGENDAS**

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

**16) ADJOURNMENT**

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



**BOARD OF LIBRARY TRUSTEES  
STAFF REPORT**

**DEPARTMENT:** Administration

**MEETING DATE:** October 22, 2018

**PREPARED BY:** Nicole Fabry

**LOCATION:** Community Room

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**TITLE: Summary Report of Financial Statements for August 2018**

**August 2018 FINANCIAL STATEMENTS**

The following financial reports are for the month of August 2018. The financial statements are unaudited.

As indicated on this report, actual year-to-date expenditures currently exceed actual year-to-date income, reflecting a net income of -\$546,047.49. ALD cash and cash equivalents are \$2,841,717.99.

**REVENUE HIGHLIGHTS**

The District currently has \$2,841,717.99 in cash and cash equivalents. The (unaudited) net income for the month of June is \$-546,047.49.

Passport services, printing revenue, and rental income are exceeding budget expectations at 23.3%, 25% and 75% of budget, respectively.

**PAYMENTS FROM SUPPORT ORGANIZATIONS**

No payments to report in August 2018.

**EXPENDITURE HIGHLIGHTS**

Paid in August were legal fees for the month of June 2018, totaling \$29,941.66 and placing us at 119.8% of our budget for FY 18-19.

**Altadena Library District**  
**Profit & Loss Prev Year Comparison**  
**July through August 2018**

|  | Jul - Aug 18 | Jul - Aug 17 | \$ Change   | % Change |
|--|--------------|--------------|-------------|----------|
| <b>Ordinary Income/Expense</b>                 |              |              |             |          |
| <b>Income</b>                                  |              |              |             |          |
| <b>DONATIONS AND GRANTS</b>                    |              |              |             |          |
| 4730 · Undesignated                            | 124.65       | 482.35       | (357.70)    | (74.2)%  |
| <b>Total DONATIONS AND GRANTS</b>              | 124.65       | 482.35       | (357.70)    | (74.2)%  |
| <b>FINES &amp; FEES</b>                        |              |              |             |          |
| 4305 · Fees                                    | 923.98       | 993.93       | (69.95)     | (7.0)%   |
| 4310 · MFM Revenue                             | 1,997.04     | 903.94       | 1,093.10    | 120.9%   |
| 4340 · Passport Services Fees                  | 27,936.00    | 20,553.69    | 7,382.31    | 35.9%    |
| 4350 · Sales of Products                       | 168.00       | 361.55       | (193.55)    | (53.5)%  |
| <b>Total FINES &amp; FEES</b>                  | 31,025.02    | 22,813.11    | 8,211.91    | 36.0%    |
| <b>INTEREST INCOME &amp; ADJUSTMENTS</b>       |              |              |             |          |
| 4210 · Chase Bank                              | 33.63        | 594.74       | (561.11)    | (94.4)%  |
| <b>Total INTEREST INCOME &amp; ADJUSTMENTS</b> | 33.63        | 594.74       | (561.11)    | (94.4)%  |
| <b>OTHER REVENUE &amp; ADJUSTMENT</b>          |              |              |             |          |
| 4915 · Rental Revenue                          | 3,000.00     | 530.00       | 2,470.00    | 466.0%   |
| 4920 · Reimbursements                          |              | 10,740.60    | (10,740.60) | (100.0)% |
| <b>Total OTHER REVENUE &amp; ADJUSTMENT</b>    | 3,000.00     | 11,270.60    | (8,270.60)  | (73.4)%  |
| <b>REVENUES</b>                                |              |              |             |          |
| <b>Property Taxes</b>                          |              |              |             |          |
| 4010 · Current-Year Secured                    |              |              |             |          |
| 4010.00 · Current Secured                      |              |              |             |          |
| 4010.03 · SB 813 Supplemental                  | (20,668.13)  | 8,461.66     | (29,129.79) | (344.3)% |
| <b>Total 4010 · Current-Year Secured</b>       | (20,668.13)  | 8,461.66     | (29,129.79) | (344.3)% |
| 4020 · Current-Year Unsecured                  |              |              |             |          |
| 4020.00 · Current Unsecured                    | 84,437.18    | 61,418.95    | 23,018.23   | 37.5%    |
| <b>Total 4020 · Current-Year Unsecured</b>     | 84,437.18    | 61,418.95    | 23,018.23   | 37.5%    |
| 4030 · Prior-Year Secured                      |              |              |             |          |
| 4030.00 · Prior Secured                        | 3,796.50     | 13,268.20    | (9,471.70)  | (71.4)%  |
| 4030.03 · SB 813 Redemption                    | 233.09       | 110.02       | 123.07      | 111.9%   |
| 4030.05 · Secured Tax Refunds                  | (2,359.21)   | (2,120.41)   | (238.80)    | (11.3)%  |
| <b>Total 4030 · Prior-Year Secured</b>         | 1,670.38     | 11,257.81    | (9,587.43)  | (85.2)%  |
| 4040 · Prior-Year Unsecured                    |              |              |             |          |
| 4040.00 · Prior Unsecured                      |              | 6,970.45     | (6,970.45)  | (100.0)% |
| 4040 · Prior-Year Unsecured - Other            |              |              |             |          |
| <b>Total 4040 · Prior-Year Unsecured</b>       |              | 6,970.45     | (6,970.45)  | (100.0)% |
| 4060 · Special Assessment                      |              |              |             |          |
| 4060.01 · Per Parcel Benefit Assessment        | 1,053.70     | 6,755.63     | (5,701.93)  | (84.4)%  |
| <b>Total 4060 · Special Assessment</b>         | 1,053.70     | 6,755.63     | (5,701.93)  | (84.4)%  |
| 4080 · Penalties, Interest & Costs-Ref         | 1,476.61     | 2,443.77     | (967.16)    | (39.6)%  |
| 4220 · County Interest Allocation              | (4,568.81)   | 876.91       | (5,445.72)  | (621.0)% |
| 4250 · Change in Property Tax Accrual          |              | (5,793.87)   | 5,793.87    | 100.0%   |
| <b>Total Property Taxes</b>                    | 63,400.93    | 92,391.31    | (28,990.38) | (31.4)%  |
| <b>Total REVENUES</b>                          | 63,400.93    | 92,391.31    | (28,990.38) | (31.4)%  |
| <b>Total Income</b>                            | 97,584.23    | 127,552.11   | (29,967.88) | (23.5)%  |
| <b>Expense</b>                                 |              |              |             |          |
| <b>PERSONNEL RELATED EXPENSES</b>              |              |              |             |          |
| 5000 · SALARIES & WAGES                        |              |              |             |          |
| 5010 · Salaried                                | 66,174.66    | 53,893.25    | 12,281.41   | 22.8%    |
| 5020 · Hourly                                  | 181,471.66   | 169,976.01   | 11,495.65   | 6.8%     |
| <b>Total 5000 · SALARIES &amp; WAGES</b>       | 247,646.32   | 223,869.26   | 23,777.06   | 10.6%    |
| 5100 · Employer-Portion Taxes/Benefits         |              |              |             |          |
| 5120 · Payroll Taxes (ER)                      |              |              |             |          |
| 5250 · FUTA                                    |              | (1,380.13)   | 1,380.13    | 100.0%   |
| 5120 · Payroll Taxes (ER) - Other              | 18,892.56    | 17,245.13    | 1,647.43    | 9.6%     |
| <b>Total 5120 · Payroll Taxes (ER)</b>         | 18,892.56    | 15,865.00    | 3,027.56    | 19.1%    |

**Altadena Library District**  
**Profit & Loss Prev Year Comparison**  
**July through August 2018**

|   | Jul - Aug 18      | Jul - Aug 17      | \$ Change          | % Change        |
|---|-------------------|-------------------|--------------------|-----------------|
| <b>5210 · PERS Retirement</b>                       |                   |                   |                    |                 |
| 5210.01 · CalPers CLASSIC (ER Contr)                | 3,843.90          | 7,554.05          | (3,710.15)         | (49.1)%         |
| 5210.02 · CalPers PEPRA (ER Contr)                  | 11,689.23         | 19,464.88         | (7,775.65)         | (40.0)%         |
| 5218 · PERS Unfunded                                | 116,139.00        | 15,300.98         | 100,838.02         | 659.0%          |
| <b>Total 5210 · PERS Retirement</b>                 | <b>131,672.13</b> | <b>42,319.91</b>  | <b>89,352.22</b>   | <b>211.1%</b>   |
| <b>Total 5100 · Employer-Portion Taxes/Benefits</b> | <b>150,564.69</b> | <b>58,184.91</b>  | <b>92,379.78</b>   | <b>158.8%</b>   |
| <b>5200 · Insurance</b>                             |                   |                   |                    |                 |
| 5220 · Health Insurance                             | 22,199.02         | 19,504.82         | 2,694.20           | 13.8%           |
| 5221 · Health Insurance - Retirees                  | 11,795.28         | 12,590.40         | (795.12)           | (6.3)%          |
| 5230 · Dental Insurance                             | 2,712.90          | 2,406.37          | 306.53             | 12.7%           |
| 5240 · Vision Insurance                             | 765.80            | 1,110.98          | (345.18)           | (31.1)%         |
| 5260 · Life Insurance                               | 273.22            | 118.60            | 154.62             | 130.4%          |
| 5270 · Workers' Compensation                        | 15,272.25         | 13,367.10         | 1,905.15           | 14.3%           |
| 5280 · Disability Insurance                         |                   |                   |                    |                 |
| <b>Total 5200 · Insurance</b>                       | <b>53,018.47</b>  | <b>49,098.27</b>  | <b>3,920.20</b>    | <b>8.0%</b>     |
| <b>Total 'PERSONNEL RELATED EXPENSES</b>            | <b>451,229.48</b> | <b>331,152.44</b> | <b>120,077.04</b>  | <b>36.3%</b>    |
| <b>CAPITAL</b>                                      |                   |                   |                    |                 |
| 7320 · Structures & Improvements                    |                   | 25,420.00         | (25,420.00)        | (100.0)%        |
| <b>Total CAPITAL</b>                                |                   | <b>25,420.00</b>  | <b>(25,420.00)</b> | <b>(100.0)%</b> |
| <b>FACILITIES, GROUNDS &amp; MAINTENAN</b>          |                   |                   |                    |                 |
| 7205 · Maintenance Contracts                        | 937.14            | 10,408.17         | (9,471.03)         | (91.0)%         |
| 7210 · Building Maint & Repairs                     | 5,562.18          | 7,454.57          | (1,892.39)         | (25.4)%         |
| 7220 · Landscape                                    | 417.87            | 7,710.18          | (7,292.31)         | (94.6)%         |
| <b>Total FACILITIES, GROUNDS &amp; MAINTENAN</b>    | <b>6,917.19</b>   | <b>25,572.92</b>  | <b>(18,655.73)</b> | <b>(73.0)%</b>  |
| <b>LIBRARY MATERIALS</b>                            |                   |                   |                    |                 |
| 6110 · Cataloging Expenses                          | 5,486.34          | 4,614.73          | 871.61             | 18.9%           |
| 6115 · Electronic Databases & Subscrip              | 12,951.05         | 15,170.58         | (2,219.53)         | (14.6)%         |
| 6120 · Books  | 1,861.60          | 17,378.88         | (15,517.28)        | (89.3)%         |
| 6125 · Audio CD                                     | 825.88            | 2,960.71          | (2,134.83)         | (72.1)%         |
| 6130 · DVD's & Videogames                           | 1,336.12          | 5,362.96          | (4,026.84)         | (75.1)%         |
| 6135 · Processing of Materials                      | 62.10             | 6,725.54          | (6,663.44)         | (99.1)%         |
| 6140 · Periodicals                                  |                   | 1,297.50          | (1,297.50)         | (100.0)%        |
| 6150 · Downloadables                                |                   | 5,996.20          | (5,996.20)         | (100.0)%        |
| <b>Total LIBRARY MATERIALS</b>                      | <b>22,523.09</b>  | <b>59,507.10</b>  | <b>(36,984.01)</b> | <b>(62.2)%</b>  |
| <b>MISCELLANEOUS EXPENSE</b>                        |                   |                   |                    |                 |
| 7510 · Miscellaneous Expense                        |                   |                   |                    |                 |
| <b>Total MISCELLANEOUS EXPENSE</b>                  |                   |                   |                    |                 |
| <b>OPERATING EXPENSES</b>                           |                   |                   |                    |                 |
| 6430 · Insurance-Gen, Prop, Liab, Eq                | 44,688.73         | 38,868.25         | 5,820.48           | 15.0%           |
| 6620 · Membership Dues & Subscriptions              | 4,585.45          | 4,353.60          | 231.85             | 5.3%            |
| 6625 · Training & Education                         | 667.12            | 1,369.00          | (701.88)           | (51.3)%         |
| 6626 · Recruitment & Recognition                    | 5.95              | 5.95              | 5.95               | 100.0%          |
| 6627 · Advertising / Marketing                      | 1,544.32          | 1,157.90          | 386.42             | 33.4%           |
| 6710 · Meetings & Travel                            | 824.85            | 1,387.65          | (562.80)           | (40.6)%         |
| 6730 · Mileage & Parking Reimbursement              |                   | 85.83             | (85.83)            | (100.0)%        |
| 6740 · Postage & Delivery                           | 1,535.89          | 1,639.47          | (103.58)           | (6.3)%          |
| 6745 · Banking & Service Fees                       | 258.63            | 284.79            | (26.16)            | (9.2)%          |
| 6746 · Payroll Fees                                 | 1,580.00          | 1,580.03          | (0.03)             |                 |
| 6750 · Printing & Reproduction                      | 1,074.08          | 7,795.94          | (6,721.86)         | (86.2)%         |
| 6755 · Small Equipment                              | 2,012.22          | 5,201.70          | (3,189.48)         | (61.3)%         |
| 6765 · Janitorial Supplies                          | 2,385.01          | 4,757.90          | (2,372.89)         | (49.9)%         |
| 6770 · Operating Supplies                           | 3,086.09          | 4,134.61          | (1,048.52)         | (25.4)%         |
| 6780 · Operating Software                           | 464.99            | 464.99            | 464.99             | 100.0%          |
| 6920 · Electricity                                  | 8,850.26          | 7,827.61          | 1,022.65           | 13.1%           |
| 6930 · Natural Gas                                  | 58.53             | 58.53             | 58.53              | 100.0%          |
| 6940 · Water & Sewage                               | 1,167.66          | 1,174.17          | (6.51)             | (0.6)%          |
| 6950 · Refuse                                       | 934.40            | 1,069.22          | (134.82)           | (12.6)%         |
| 6970 · Equipment Lease & Rental                     | 4,220.91          | 1,981.86          | 2,239.05           | 113.0%          |
| <b>Total OPERATING EXPENSES</b>                     | <b>79,945.09</b>  | <b>84,669.53</b>  | <b>(4,724.44)</b>  | <b>(5.6)%</b>   |

**Altadena Library District**  
**Profit & Loss Prev Year Comparison**  
**July through August 2018**

|   | Jul - Aug 18        | Jul - Aug 17        | \$ Change          | % Change       |
|---|---------------------|---------------------|--------------------|----------------|
| <b>PROFESSIONAL &amp; TECHNICAL</b>       |                     |                     |                    |                |
| 7125 · Audit and Financial Consulting     | 6,767.64            | 11,381.32           | (4,613.68)         | (40.5)%        |
| 7130 · Legal Fees                         | 29,941.66           | 856.40              | 29,085.26          | 3,396.2%       |
| 7145 · Collection Agency                  | 161.10              |                     | 161.10             | 100.0%         |
| 7155 · Consultants - Other                | 4,831.24            | 16,269.46           | (11,438.22)        | (70.3)%        |
| 7170 · Telecommunications                 | 837.95              | 1,153.57            | (315.62)           | (27.4)%        |
| 7175 · Internet Service                   |                     | 10,032.57           | (10,032.57)        | (100.0)%       |
| 7180 · Technology Equipment               | 14,127.77           | 686.43              | 13,441.34          | 1,958.2%       |
| 7185 · Technology Maintenance Fees        | 17,533.18           | 8,699.50            | 8,833.68           | 101.5%         |
| <b>Total PROFESSIONAL &amp; TECHNICAL</b> | <b>74,200.54</b>    | <b>49,079.25</b>    | <b>25,121.29</b>   | <b>51.2%</b>   |
| <b>PROGRAMS</b>                           |                     |                     |                    |                |
| 6200 · Youth Services                     | 3,476.89            | 3,252.72            | 224.17             | 6.9%           |
| 6210 · Teen Services                      | 587.48              | 544.71              | 42.77              | 7.9%           |
| 6220 · Adult Services                     | 2,930.98            | 3,145.61            | (214.63)           | (6.8)%         |
| 6230 · Bob Lucas Branch Services          | 819.99              | 136.81              | 683.18             | 499.4%         |
| 6240 · Literacy Services                  | 1,000.99            |                     | 1,000.99           | 100.0%         |
| <b>Total PROGRAMS</b>                     | <b>8,816.33</b>     | <b>7,079.85</b>     | <b>1,736.48</b>    | <b>24.5%</b>   |
| <b>Total Expense</b>                      | <b>643,631.72</b>   | <b>582,481.09</b>   | <b>61,150.63</b>   | <b>10.5%</b>   |
| <b>Net Ordinary Income</b>                | <b>(546,047.49)</b> | <b>(454,928.98)</b> | <b>(91,118.51)</b> | <b>(20.0)%</b> |
| <b>Net Income</b>                         | <b>(546,047.49)</b> | <b>(454,928.98)</b> | <b>(91,118.51)</b> | <b>(20.0)%</b> |

**Altadena Library District**  
**Profit & Loss**  
 August 2018

|  | Aug 18      |
|--|-------------|
| Ordinary Income/Expense                        |             |
| Income   |             |
| <b>DONATIONS AND GRANTS</b>                    |             |
| 4730 · Undesignated                            | 1.00        |
| <b>Total DONATIONS AND GRANTS</b>              | 1.00        |
| <b>FINES &amp; FEES</b>                        |             |
| 4305 · Fees                                    | 513.16      |
| 4310 · MFM Revenue                             | 1,033.11    |
| 4340 · Passport Services Fees                  | 11,131.00   |
| 4350 · Sales of Products                       | 70.00       |
| <b>Total FINES &amp; FEES</b>                  | 12,747.27   |
| <b>INTEREST INCOME &amp; ADJUSTMENTS</b>       |             |
| 4210 · Chase Bank                              | 17.92       |
| <b>Total INTEREST INCOME &amp; ADJUSTMENTS</b> | 17.92       |
| <b>OTHER REVENUE &amp; ADJUSTMENT</b>          |             |
| 4915 · Rental Revenue                          | 2,200.00    |
| <b>Total OTHER REVENUE &amp; ADJUSTMENT</b>    | 2,200.00    |
| <b>REVENUES</b>                                |             |
| Property Taxes                                 |             |
| 4010 · Current-Year Secured                    |             |
| 4010.03 · SB 813 Supplemental                  | (24,958.48) |
| <b>Total 4010 · Current-Year Secured</b>       | (24,958.48) |
| 4020 · Current-Year Unsecured                  |             |
| 4020.00 · Current Unsecured                    | 84,437.18   |
| <b>Total 4020 · Current-Year Unsecured</b>     | 84,437.18   |
| 4030 · Prior-Year Secured                      |             |
| 4030.00 · Prior Secured                        | 3,796.50    |
| 4030.03 · SB 813 Redemption                    | 233.09      |
| 4030.05 · Secured Tax Refunds                  | (14.96)     |
| <b>Total 4030 · Prior-Year Secured</b>         | 4,014.63    |
| 4040 · Prior-Year Unsecured                    |             |
| 4060 · Special Assessment                      |             |
| 4060.01 · Per Parcel Benefit Assessment        | 1,053.70    |
| <b>Total 4060 · Special Assessment</b>         | 1,053.70    |
| 4080 · Penalties,Interest & Costs-Ref          | 1,483.12    |
| 4220 · County Interest Allocation              | (4,568.81)  |
| <b>Total Property Taxes</b>                    | 61,461.34   |
| <b>Total REVENUES</b>                          | 61,461.34   |
| <b>Total Income</b>                            | 76,427.53   |
| Expense  |             |
| <b>PERSONNEL RELATED EXPENSES</b>              |             |
| 5000 · SALARIES & WAGES                        |             |
| 5010 · Salaried                                | 36,364.02   |
| 5020 · Hourly                                  | 94,927.12   |
| <b>Total 5000 · SALARIES &amp; WAGES</b>       | 131,291.14  |
| 5100 · Employer-Portion Taxes/Benefits         |             |
| 5120 · Payroll Taxes (ER)                      | 9,998.69    |

**Altadena Library District**  
**Profit & Loss**  
 August 2018

|   | Aug 18            |
|---|-------------------|
| 5210 · PERS Retirement                              |                   |
| 5210.01 · CalPers CLASSIC (ER Contr)                | 2,098.89          |
| 5210.02 · CalPers PEPRA (ER Contr)                  | 5,949.44          |
| <b>Total 5210 · PERS Retirement</b>                 | <b>8,048.33</b>   |
| <b>Total 5100 · Employer-Portion Taxes/Benefits</b> | <b>18,047.02</b>  |
| 5200 · Insurance                                    |                   |
| 5220 · Health Insurance                             | 11,710.74         |
| 5221 · Health Insurance - Retirees                  | 5,897.64          |
| 5230 · Dental Insurance                             | 1,505.10          |
| 5240 · Vision Insurance                             | 375.42            |
| 5260 · Life Insurance                               | 142.89            |
| <b>Total 5200 · Insurance</b>                       | <b>19,631.79</b>  |
| <b>Total 'PERSONNEL RELATED EXPENSES</b>            | <b>168,969.95</b> |
| <b>FACILITIES, GROUNDS &amp; MAINTENAN</b>          |                   |
| 7210 · Building Maint & Repairs                     | 2,227.92          |
| 7220 · Landscape                                    | 386.62            |
| <b>Total FACILITIES, GROUNDS &amp; MAINTENAN</b>    | <b>2,614.54</b>   |
| <b>LIBRARY MATERIALS</b>                            |                   |
| 6110 · Cataloging Expenses                          | 3,954.49          |
| 6115 · Electronic Databases & Subscrip              | 600.00            |
| 6120 · Books  | 1,627.31          |
| 6125 · Audio CD                                     | 825.88            |
| 6130 · DVD's & Videogames                           | 1,240.14          |
| 6135 · Processing of Materials                      | 46.81             |
| <b>Total LIBRARY MATERIALS</b>                      | <b>8,294.63</b>   |
| <b>MISCELLANEOUS EXPENSE</b>                        |                   |
| 7510 · Miscellaneous Expense                        | (39.43)           |
| <b>Total MISCELLANEOUS EXPENSE</b>                  | <b>(39.43)</b>    |
| <b>OPERATING EXPENSES</b>                           |                   |
| 6620 · Membership Dues & Subscriptions              | 100.00            |
| 6625 · Training & Education                         | 172.12            |
| 6627 · Advertising / Marketing                      | 164.06            |
| 6710 · Meetings & Travel                            | 590.75            |
| 6740 · Postage & Delivery                           | 1,511.89          |
| 6745 · Banking & Service Fees                       | 113.90            |
| 6746 · Payroll Fees                                 | 790.00            |
| 6750 · Printing & Reproduction                      | 179.54            |
| 6755 · Small Equipment                              | 845.18            |
| 6765 · Janitorial Supplies                          | 512.84            |
| 6770 · Operating Supplies                           | 1,329.47          |
| 6780 · Operating Software                           | 440.00            |
| 6920 · Electricity                                  | 5,973.27          |
| 6930 · Natural Gas                                  | 16.74             |
| 6940 · Water & Sewage                               | 664.36            |
| 6950 · Refuse                                       | 467.20            |
| 6970 · Equipment Lease & Rental                     | 2,331.01          |
| <b>Total OPERATING EXPENSES</b>                     | <b>16,202.33</b>  |



Altadena Library District  
**Profit & Loss**  
August 2018

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|   | Aug 18              |
|---|---------------------|
| <b>PROFESSIONAL &amp; TECHNICAL</b>       |                     |
| 7125 · Audit and Financial Consulting     | 2,910.06            |
| 7130 · Legal Fees                         | 29,941.66           |
| 7145 · Collection Agency                  | 161.10              |
| 7155 · Consultants - Other                | 3,101.08            |
| 7170 · Telecommunications                 | 696.10              |
| 7180 · Technology Equipment               | 845.06              |
| 7185 · Technology Maintenance Fees        | (942.75)            |
| <b>Total PROFESSIONAL &amp; TECHNICAL</b> | 36,712.31           |
| <b>PROGRAMS</b>                           |                     |
| 6200 · Youth Services                     | 572.33              |
| 6210 · Teen Services                      | 150.96              |
| 6220 · Adult Services                     | 2,231.04            |
| 6230 · Bob Lucas Branch Services          | 561.54              |
| 6240 · Literacy Services                  | 741.04              |
| <b>Total PROGRAMS</b>                     | 4,256.91            |
| <b>Total Expense</b>                      | 237,011.24          |
| <b>Net Ordinary Income</b>                | (160,583.71)        |
| <b>Net Income</b>                         | <u>(160,583.71)</u> |

**Altadena Library District**  
**Profit & Loss Budget vs. Actual**  
 July through August 2018

|   | Jul - Aug 18 | Budget       | \$ Over Budget | % of Budget |
|---|--------------|--------------|----------------|-------------|
| <b>Ordinary Income/Expense</b>                    |              |              |                |             |
| <b>Income</b>                                     |              |              |                |             |
| <b>DONATIONS AND GRANTS</b>                       |              |              |                |             |
| 4710 · Friends of the Library                     |              | 20,000.00    | (20,000.00)    |             |
| 4730 · Undesignated                               | 124.65       | 2,000.00     | (1,875.35)     | 6.2%        |
| 4735 · Designated                                 |              | 1,000.00     | (1,000.00)     |             |
| 4740 · CA Library Literacy Services               |              | 15,000.00    | (15,000.00)    |             |
| 4750 · Cal State Library                          |              | 20,000.00    | (20,000.00)    |             |
| 4755 · HUD Grant                                  |              |              |                |             |
| <b>Total DONATIONS AND GRANTS</b>                 | 124.65       | 58,000.00    | (57,875.35)    | 0.2%        |
| <b>FINES &amp; FEES</b>                           |              |              |                |             |
| 4305 · Fees                                       | 923.98       | 6,000.00     | (5,076.02)     | 15.4%       |
| 4310 · MFM Revenue                                | 1,997.04     | 8,000.00     | (6,002.96)     | 25.0%       |
| 4340 · Passport Services Fees                     | 27,936.00    | 120,000.00   | (92,064.00)    | 23.3%       |
| 4350 · Sales of Products                          | 168.00       | 3,000.00     | (2,832.00)     | 5.6%        |
| <b>Total FINES &amp; FEES</b>                     | 31,025.02    | 137,000.00   | (105,974.98)   | 22.6%       |
| <b>INTEREST INCOME &amp; ADJUSTMENTS</b>          |              |              |                |             |
| 4210 · Chase Bank                                 | 33.63        | 2,000.00     | (1,966.37)     | 1.7%        |
| <b>Total INTEREST INCOME &amp; ADJUSTMENTS</b>    | 33.63        | 2,000.00     | (1,966.37)     | 1.7%        |
| <b>OTHER REVENUE &amp; ADJUSTMENT</b>             |              |              |                |             |
| 4910 · Miscellaneous Income                       |              |              |                |             |
| 4915 · Rental Revenue                             | 3,000.00     | 4,000.00     | (1,000.00)     | 75.0%       |
| 4940 · Transfer in from Reserves                  |              |              |                |             |
| 4999 · Rewards & Incentives                       |              | 3,000.00     | (3,000.00)     |             |
| <b>Total OTHER REVENUE &amp; ADJUSTMENT</b>       | 3,000.00     | 7,000.00     | (4,000.00)     | 42.9%       |
| <b>REVENUES</b>                                   |              |              |                |             |
| <b>Property Taxes</b>                             |              |              |                |             |
| <b>4010 · Current-Year Secured</b>                |              |              |                |             |
| 4010.00 · Current Secured                         |              | 2,350,000.00 | (2,350,000.00) |             |
| 4010.01 · Revenue Residual                        |              | 40,000.00    | (40,000.00)    |             |
| 4010.02 · Statutory Revenue                       |              |              |                |             |
| 4010.03 · SB 813 Supplemental                     | (20,668.13)  |              | (20,668.13)    | 100.0%      |
| <b>Total 4010 · Current-Year Secured</b>          | (20,668.13)  | 2,390,000.00 | (2,410,668.13) | (0.9)%      |
| <b>4020 · Current-Year Unsecured</b>              |              |              |                |             |
| 4020.00 · Current Unsecured                       | 84,437.18    | 80,000.00    | 4,437.18       | 105.5%      |
| <b>Total 4020 · Current-Year Unsecured</b>        | 84,437.18    | 80,000.00    | 4,437.18       | 105.5%      |
| <b>4030 · Prior-Year Secured</b>                  |              |              |                |             |
| 4030.00 · Prior Secured                           | 3,796.50     | 35,000.00    | (31,203.50)    | 10.8%       |
| 4030.01 · Secured Refunds                         |              |              |                |             |
| 4030.02 · Statutory Revenue                       |              |              |                |             |
| 4030.03 · SB 813 Redemption                       | 233.09       | 5,000.00     | (4,766.91)     | 4.7%        |
| 4030.04 · Property Tax Penalties                  |              |              |                |             |
| 4030.05 · Secured Tax Refunds                     | (2,359.21)   | (30,000.00)  | 27,640.79      | 7.9%        |
| <b>Total 4030 · Prior-Year Secured</b>            | 1,670.38     | 10,000.00    | (8,329.62)     | 16.7%       |
| <b>4040 · Prior-Year Unsecured</b>                |              |              |                |             |
| 4040.00 · Prior Unsecured                         |              | 10,000.00    | (10,000.00)    |             |
| 4040 · Prior-Year Unsecured - Other               |              |              |                |             |
| <b>Total 4040 · Prior-Year Unsecured</b>          |              | 10,000.00    | (10,000.00)    |             |
| <b>4050 · Homeowners Exemption</b>                |              |              |                |             |
| 4050 · Homeowners Exemption                       |              | 15,000.00    | (15,000.00)    |             |
| <b>4060 · Special Assessment</b>                  |              |              |                |             |
| 4060.01 · Per Parcel Benefit Assessment           | 1,053.70     | 810,000.00   | (808,946.30)   | 0.1%        |
| 4060.02 · Direct Assessments                      |              |              |                |             |
| <b>Total 4060 · Special Assessment</b>            | 1,053.70     | 810,000.00   | (808,946.30)   | 0.1%        |
| <b>4080 · Penalties, Interest &amp; Costs-Ref</b> |              |              |                |             |
| 4080 · Penalties, Interest & Costs-Ref            | 1,476.61     | 10,000.00    | (8,523.39)     | 14.8%       |
| 4220 · County Interest Allocation                 | (4,568.81)   |              | (4,568.81)     | 100.0%      |
| <b>Total Property Taxes</b>                       | 63,400.93    | 3,325,000.00 | (3,261,599.07) | 1.9%        |
| <b>Total REVENUES</b>                             | 63,400.93    | 3,325,000.00 | (3,261,599.07) | 1.9%        |
| <b>Total Income</b>                               | 97,584.23    | 3,529,000.00 | (3,431,415.77) | 2.8%        |

**Altadena Library District**  
**Profit & Loss Budget vs. Actual**  
**July through August 2018**

|  | Jul - Aug 18      | Budget              | \$ Over Budget        | % of Budget  |
|--|-------------------|---------------------|-----------------------|--------------|
| <b>Expense</b>                                       |                   |                     |                       |              |
| <b>'PERSONNEL RELATED EXPENSES</b>                   |                   |                     |                       |              |
| <b>5000 · SALARIES &amp; WAGES</b>                   |                   |                     |                       |              |
| 5010 · Salaried                                      | 66,174.66         | 460,500.00          | (394,325.34)          | 14.4%        |
| 5020 · Hourly  | 181,471.66        | 1,254,500.00        | (1,073,028.34)        | 14.5%        |
| <b>Total 5000 · SALARIES &amp; WAGES</b>             | <b>247,646.32</b> | <b>1,715,000.00</b> | <b>(1,467,353.68)</b> | <b>14.4%</b> |
| <b>5100 · Employer-Portion Taxes/Benefits</b>        |                   |                     |                       |              |
| <b>5120 · Payroll Taxes (ER)</b>                     |                   |                     |                       |              |
| 5250 · FUTA  |                   | 5,000.00            | (5,000.00)            |              |
| 5120 · Payroll Taxes (ER) - Other                    | 18,892.56         | 130,000.00          | (111,107.44)          | 14.5%        |
| <b>Total 5120 · Payroll Taxes (ER)</b>               | <b>18,892.56</b>  | <b>135,000.00</b>   | <b>(116,107.44)</b>   | <b>14.0%</b> |
| <b>5120.02 · Soc Security &amp; Medicare, Hourly</b> |                   |                     |                       |              |
| <b>5210 · PERS Retirement</b>                        |                   |                     |                       |              |
| 5210.01 · CalPers CLASSIC (ER Contr)                 | 3,843.90          | 20,000.00           | (16,156.10)           | 19.2%        |
| 5210.02 · CalPers PEPRA (ER Contr)                   | 11,689.23         | 75,000.00           | (63,310.77)           | 15.6%        |
| 5218 · PERS Unfunded                                 | 116,139.00        | 120,500.00          | (4,361.00)            | 96.4%        |
| 5210 · PERS Retirement - Other                       |                   |                     |                       |              |
| <b>Total 5210 · PERS Retirement</b>                  | <b>131,672.13</b> | <b>215,500.00</b>   | <b>(83,827.87)</b>    | <b>61.1%</b> |
| <b>5222 · OPEB Contribution</b>                      |                   |                     |                       |              |
| 5251 · SUI, Hourly                                   |                   | 2,500.00            | (2,500.00)            |              |
| <b>Total 5100 · Employer-Portion Taxes/Benefits</b>  | <b>150,564.69</b> | <b>353,000.00</b>   | <b>(202,435.31)</b>   | <b>42.7%</b> |
| <b>5200 · Insurance</b>                              |                   |                     |                       |              |
| 5220 · Health Insurance                              | 22,199.02         | 129,000.00          | (106,800.98)          | 17.2%        |
| 5221 · Health Insurance - Retirees                   | 11,795.28         |                     | 11,795.28             | 100.0%       |
| 5230 · Dental Insurance                              | 2,712.90          | 15,000.00           | (12,287.10)           | 18.1%        |
| 5240 · Vision Insurance                              | 765.80            | 4,500.00            | (3,734.20)            | 17.0%        |
| 5260 · Life Insurance                                | 273.22            | 1,500.00            | (1,226.78)            | 18.2%        |
| 5270 · Workers' Compensation                         | 15,272.25         | 20,000.00           | (4,727.75)            | 76.4%        |
| 5280 · Disability Insurance                          |                   |                     |                       |              |
| <b>Total 5200 · Insurance</b>                        | <b>53,018.47</b>  | <b>170,000.00</b>   | <b>(116,981.53)</b>   | <b>31.2%</b> |
| <b>Total 'PERSONNEL RELATED EXPENSES</b>             | <b>451,229.48</b> | <b>2,238,000.00</b> | <b>(1,786,770.52)</b> | <b>20.2%</b> |
| <b>CAPITAL</b>                                       |                   |                     |                       |              |
| 7310 · Equipment, Furniture & Fixtures               |                   | 15,000.00           | (15,000.00)           |              |
| 7320 · Structures & Improvements                     |                   | 250,000.00          | (250,000.00)          |              |
| <b>Total CAPITAL</b>                                 |                   | <b>265,000.00</b>   | <b>(265,000.00)</b>   |              |
| <b>FACILITIES, GROUNDS &amp; MAINTENAN</b>           |                   |                     |                       |              |
| 7205 · Maintenance Contracts                         | 937.14            | 15,000.00           | (14,062.86)           | 6.2%         |
| 7210 · Building Maint & Repairs                      | 5,562.18          | 20,000.00           | (14,437.82)           | 27.8%        |
| 7220 · Landscape                                     | 417.87            | 18,000.00           | (17,582.13)           | 2.3%         |
| <b>Total FACILITIES, GROUNDS &amp; MAINTENAN</b>     | <b>6,917.19</b>   | <b>53,000.00</b>    | <b>(46,082.81)</b>    | <b>13.1%</b> |
| <b>LIBRARY MATERIALS</b>                             |                   |                     |                       |              |
| 6110 · Cataloging Expenses                           | 5,486.34          | 22,000.00           | (16,513.66)           | 24.9%        |
| 6115 · Electronic Databases & Subscrip               | 12,951.05         | 25,000.00           | (12,048.95)           | 51.8%        |
| 6120 · Books   | 1,861.60          | 140,000.00          | (138,138.40)          | 1.3%         |
| 6125 · Audio CD                                      | 825.88            | 20,000.00           | (19,174.12)           | 4.1%         |
| 6130 · DVD's & Videogames                            | 1,336.12          | 30,000.00           | (28,663.88)           | 4.5%         |
| 6135 · Processing of Materials                       | 62.10             | 40,000.00           | (39,937.90)           | 0.2%         |
| 6140 · Periodicals                                   |                   | 18,000.00           | (18,000.00)           |              |
| 6150 · Downloadables                                 |                   | 20,000.00           | (20,000.00)           |              |
| 6155 · Library of Things                             |                   | 20,000.00           | (20,000.00)           |              |
| <b>Total LIBRARY MATERIALS</b>                       | <b>22,523.09</b>  | <b>335,000.00</b>   | <b>(312,476.91)</b>   | <b>6.7%</b>  |
| <b>MISCELLANEOUS EXPENSE</b>                         |                   |                     |                       |              |
| 7510 · Miscellaneous Expense                         |                   |                     |                       |              |
| 7540 · Trustee Election                              |                   | 30,000.00           | (30,000.00)           |              |
| <b>Total MISCELLANEOUS EXPENSE</b>                   |                   | <b>30,000.00</b>    | <b>(30,000.00)</b>    |              |

**Altadena Library District**  
**Profit & Loss Budget vs. Actual**  
**July through August 2018**

|   | Jul - Aug 18        | Budget              | \$ Over Budget        | % of Budget     |
|---|---------------------|---------------------|-----------------------|-----------------|
| <b>OPERATING EXPENSES</b>                 |                     |                     |                       |                 |
| 6430 · Insurance-Gen, Prop, Liab, Eq      | 44,688.73           | 40,000.00           | 4,688.73              | 111.7%          |
| 6620 · Membership Dues & Subscriptions    | 4,585.45            | 13,000.00           | (8,414.55)            | 35.3%           |
| 6625 · Training & Education               | 667.12              | 12,000.00           | (11,332.88)           | 5.6%            |
| 6626 · Recruitment & Recognition          | 5.95                | 5,000.00            | (4,994.05)            | 0.1%            |
| 6627 · Advertising / Marketing            | 1,544.32            | 5,000.00            | (3,455.68)            | 30.9%           |
| 6710 · Meetings & Travel                  | 824.85              | 10,000.00           | (9,175.15)            | 8.2%            |
| 6730 · Mileage & Parking Reimbursement    |                     | 800.00              | (800.00)              |                 |
| 6740 · Postage & Delivery                 | 1,535.89            | 9,000.00            | (7,464.11)            | 17.1%           |
| 6745 · Banking & Service Fees             | 258.63              | 2,000.00            | (1,741.37)            | 12.9%           |
| 6746 · Payroll Fees                       | 1,580.00            | 12,000.00           | (10,420.00)           | 13.2%           |
| 6750 · Printing & Reproduction            | 1,074.08            | 21,000.00           | (19,925.92)           | 5.1%            |
| 6755 · Small Equipment                    | 2,012.22            | 10,000.00           | (7,987.78)            | 20.1%           |
| 6765 · Janitorial Supplies                | 2,385.01            | 15,000.00           | (12,614.99)           | 15.9%           |
| 6770 · Operating Supplies                 | 3,086.09            | 25,000.00           | (21,913.91)           | 12.3%           |
| 6780 · Operating Software                 | 464.99              | 1,500.00            | (1,035.01)            | 31.0%           |
| 6790 · Hardware (Computers / Tech)        |                     |                     |                       |                 |
| 6920 · Electricity                        | 8,850.26            | 35,000.00           | (26,149.74)           | 25.3%           |
| 6930 · Natural Gas                        | 58.53               | 5,000.00            | (4,941.47)            | 1.2%            |
| 6940 · Water & Sewage                     | 1,167.66            | 5,000.00            | (3,832.34)            | 23.4%           |
| 6950 · Refuse                             | 934.40              | 5,000.00            | (4,065.60)            | 18.7%           |
| 6960 · Products for Resale                |                     | 5,000.00            | (5,000.00)            |                 |
| 6970 · Equipment Lease & Rental           | 4,220.91            | 20,000.00           | (15,779.09)           | 21.1%           |
| 7530 · County Tax Collection Fees         |                     | 35,000.00           | (35,000.00)           |                 |
| <b>Total OPERATING EXPENSES</b>           | <b>79,945.09</b>    | <b>291,300.00</b>   | <b>(211,354.91)</b>   | <b>27.4%</b>    |
| <b>PROFESSIONAL &amp; TECHNICAL</b>       |                     |                     |                       |                 |
| 7125 · Audit and Financial Consulting     | 6,767.64            | 60,000.00           | (53,232.36)           | 11.3%           |
| 7130 · Legal Fees                         | 29,941.66           | 25,000.00           | 4,941.66              | 119.8%          |
| 7135 · Technology Consulting              |                     | 6,000.00            | (6,000.00)            |                 |
| 7140 · Architectural & Engineering        |                     |                     |                       |                 |
| 7145 · Collection Agency                  | 161.10              | 2,000.00            | (1,838.90)            | 8.1%            |
| 7155 · Consultants - Other                | 4,831.24            | 75,000.00           | (70,168.76)           | 6.4%            |
| 7170 · Telecommunications                 | 837.95              | 7,500.00            | (6,662.05)            | 11.2%           |
| 7175 · Internet Service                   |                     | 35,000.00           | (35,000.00)           |                 |
| 7180 · Technology Equipment               | 14,127.77           | 50,000.00           | (35,872.23)           | 28.3%           |
| 7185 · Technology Maintenance Fees        | 17,533.18           | 20,000.00           | (2,466.82)            | 87.7%           |
| 7190 · Website Development                |                     | 3,000.00            | (3,000.00)            |                 |
| <b>Total PROFESSIONAL &amp; TECHNICAL</b> | <b>74,200.54</b>    | <b>283,500.00</b>   | <b>(209,299.46)</b>   | <b>26.2%</b>    |
| <b>PROGRAMS</b>                           |                     |                     |                       |                 |
| 6200 · Youth Services                     | 3,476.89            | 12,700.00           | (9,223.11)            | 27.4%           |
| 6210 · Teen Services                      | 587.48              | 5,000.00            | (4,412.52)            | 11.7%           |
| 6220 · Adult Services                     | 2,930.98            | 30,000.00           | (27,069.02)           | 9.8%            |
| 6230 · Bob Lucas Branch Services          | 819.99              | 4,500.00            | (3,680.01)            | 18.2%           |
| 6240 · Literacy Services                  | 1,000.99            | 2,000.00            | (999.01)              | 50.0%           |
| <b>Total PROGRAMS</b>                     | <b>8,816.33</b>     | <b>54,200.00</b>    | <b>(45,383.67)</b>    | <b>16.3%</b>    |
| <b>Total Expense</b>                      | <b>643,631.72</b>   | <b>3,550,000.00</b> | <b>(2,906,368.28)</b> | <b>18.1%</b>    |
| <b>Net Ordinary Income</b>                | <b>(546,047.49)</b> | <b>(21,000.00)</b>  | <b>(525,047.49)</b>   | <b>2,600.2%</b> |
| <b>Net Income</b>                         | <b>(546,047.49)</b> | <b>(21,000.00)</b>  | <b>(525,047.49)</b>   | <b>2,600.2%</b> |

**Altadena Library District**  
**Balance Sheet**  
 As of August 31, 2018

Aug 31, 18

|  |                |
|--|----------------|
| <b>ASSETS</b>                            |                |
| <b>Current Assets</b>                    |                |
| <b>Checking/Savings</b>                  |                |
| <b>Cash &amp; Cash Equivalents</b>       |                |
| <b>Cash in Banks</b>                     |                |
| 1021 · Chase General Acct...2951         | 186,626.95     |
| 1026 · Chase HY Svgs...6883              | 13,641.76      |
| 1041 · Chase HY Svgs...6875              | 130,831.77     |
| <b>Total Cash in Banks</b>               | 331,100.48     |
| <b>Cash on Hand</b>                      |                |
| 1080 · Petty Cash                        | 500.00         |
| 1081 · Cash Register - Main              | 150.00         |
| 1082 · Petty Cash - Branch               | 100.00         |
| 1083 · Cash Register - Branch            | 100.00         |
| <b>Total Cash on Hand</b>                | 850.00         |
| <b>Cash with County</b>                  |                |
| 1010.00 · Cash in County Treasury        | 2,546,597.18   |
| 1013 · FMV - COLA Funds                  | (36,829.67)    |
| <b>Total Cash with County</b>            | 2,509,767.51   |
| <b>Total Cash &amp; Cash Equivalents</b> | 2,841,717.99   |
| <b>Total Checking/Savings</b>            | 2,841,717.99   |
| <b>Other Current Assets</b>              |                |
| 1400 · Property Taxes Rec - Secured      | 29,213.81      |
| 1401 · Parcel Assessment Receivable      | 12,340.51      |
| 1410 · Property Tax Rec - Unsecured      | 26,226.83      |
| <b>Total Other Current Assets</b>        | 67,781.15      |
| <b>Total Current Assets</b>              | 2,909,499.14   |
| <b>Fixed Assets</b>                      |                |
| <b>Capital Assets</b>                    |                |
| <b>Accumulated Depreciation</b>          |                |
| 1800 · Accum Depr (S & I)                | (1,118,428.14) |
| 1900 · Accum Depr (FF & E)               | (15,846.24)    |
| <b>Total Accumulated Depreciation</b>    | (1,134,274.38) |
| <b>Depreciable Assets</b>                |                |
| 1550 · Structures & Improvements         | 1,712,098.10   |
| 1700 · Furniture, Fixtures & Equipment   | 79,965.35      |
| <b>Total Depreciable Assets</b>          | 1,792,063.45   |
| <b>Non-Depreciable Assets</b>            |                |
| 1500 · Land                              | 77,280.28      |
| 1510 · Artwork                           | 102,500.00     |
| <b>Total Non-Depreciable Assets</b>      | 179,780.28     |
| <b>Total Capital Assets</b>              | 837,569.35     |
| <b>Total Fixed Assets</b>                | 837,569.35     |

Altadena Library District  
**Balance Sheet**  
As of August 31, 2018

Aug 31, 18

|                                       |                     |
|---------------------------------------|---------------------|
| <b>Other Assets</b>                   |                     |
| Deferred Outflows of Resources        |                     |
| 1990 · DOR - Pension Contributions    | 180,238.00          |
| 1991 · DOR - Pension Related          | 524,894.00          |
| 1993 · DOR - OPEB Related             | 7,322.00            |
| Total Deferred Outflows of Resources  | 712,454.00          |
| Total Other Assets                    | 712,454.00          |
| <b>TOTAL ASSETS</b>                   | <b>4,459,522.49</b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                     |
| Liabilities                           |                     |
| Current Liabilities                   |                     |
| Accounts Payable                      |                     |
| 2000 · Accounts Payable               | 24,545.44           |
| Total Accounts Payable                | 24,545.44           |
| Credit Cards                          |                     |
| 2010 · UMB Card Services...3219       | 54,410.94           |
| Total Credit Cards                    | 54,410.94           |
| Other Current Liabilities             |                     |
| 2005 · Other Accrued Expenses         |                     |
| 2050 · Accrued Vacation Payable       | 70,967.15           |
| Total 2005 · Other Accrued Expenses   | 70,967.15           |
| 2100 · Payroll Payable                |                     |
| 2100.04 · CalPers PEPRA (EE Ded)      | (701.25)            |
| 2100.09 · Disability Insurance        | (471.36)            |
| Total 2100 · Payroll Payable          | (1,172.61)          |
| Total Other Current Liabilities       | 69,794.54           |
| Total Current Liabilities             | 148,750.92          |
| Long Term Liabilities                 |                     |
| Deferred Inflows of Resources         |                     |
| 2601 · DIR - Pension Related          | 274,678.00          |
| Total Deferred Inflows of Resources   | 274,678.00          |
| 2700 · Net Pension Liability          | 2,302,407.00        |
| 2701 · Net OPEB Liability             | 1,089,770.00        |
| Total Long Term Liabilities           | 3,666,855.00        |
| Total Liabilities                     | 3,815,605.92        |
| Equity                                |                     |
| 3300 · Retained Earnings              | 1,189,964.06        |
| Net Income                            | (546,047.49)        |
| Total Equity                          | 643,916.57          |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>4,459,522.49</b> |



Honoring the past, cultivating the present, empowering the future

MINUTES

Special Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library - September 26, 2018 – 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 – 5:05 PM

2) ROLL CALL:

- a) Terry Andruess
b) Ira Bershatsky
c) Betsy Kahn, President
d) Gwendolyn McMullins, Secretary
e) Armando Zambrano - Absent

3) PUBLIC COMMUNICATION

https://youtu.be/4Fls11KHIJU?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=35

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

Public Comment: Steve Lamb, Dale Gronemeier, Rene Amy, Christopher Kellermeier

4) PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS New Hires:

- Benjamin Youngstrom - PT Library Clerk I - August 20, 2018
Hector Acosta - PT Library Clerk I - August 24, 2018
Yvonne Nguyen - PT Library Clerk I - August 24, 2018
Lori Newfang - PT Library Page - August 28, 2018

Resignations/Terminations:

Kiri Lahey - PT Temporary Library Clerk I - August 11, 2018

https://youtu.be/4Fls11KHIJU?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=678

Estella Terrazas reported.

5) FINANCIAL REPORTS

- a) Financial reports for July 2018 (INFORMATION/ACTION) (10 Minutes)

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

https://youtu.be/4Fls11KHIJU?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=828

Public Comment: Rene Amy, Patricia Cunliffe

Motion by Trustee Andruess to receive and file the financial reports. Second by Trustee Bershatsky

Aye: 4  
No:  
Abstain:  
Absent: 1

**6) CONSENT CALENDAR (5 Minutes)**

<https://youtu.be/4FIs11KHIJU?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=1446>

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

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

- i) Approval of Minutes – Special meeting held September 5, 2018
- ii) Approval of Minutes – Regular Meeting held August 27, 2018
- iii) Statistical Reports – YTD – August 2018
- iv) Departmental Monthly Reports – August 2018

Public Comment: Rene Amy

Motion by Trustee McMullins to approve the items on the consent calendar.

Second by Trustee Andrues

Aye: 4  
No:  
Abstain:  
Absent: 1

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

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

**8) NEW BUSINESS**

- a) Update from Ad-Hoc Subcommittee to fill interim Director Position (INFORMATION)

<https://youtu.be/4FIs11KHIJU?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=1696>

Public Comment:

Christopher Kellermeier  
Michelle Zack  
Rene Amy  
Joan Riback  
Dale Gronemeier

Trustee Kahn reported on the status of the ad-hoc subcommittee.

- b) Update on CalPERS Benefits/ Open Enrollment (INFORMATION)

<https://youtu.be/4FIs11KHIJU?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=2482>

Staff Accountant Nicole Fabry reported.

**9) CLOSED SESSION**

<https://youtu.be/4FIs11KHIJU?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=2604>

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

CONFERENCE WITH LEGAL COUNSEL RE EXISTING  
LITIGATION Pursuant to Government Code Section 54956.9(d)(1)  
Kittay v. Altadena Library District, et al.

Public Comment: Dale Gronemeier, Rene Amy  
The Board went into Closed Session at 5:55 P.M.

**10) RECESS BACK INTO OPEN SESSION**



The Board came out of Closed Session at 8:20 P.M.

**11) PUBLIC REPORT OF ANY REPORTABLE ACTION FROM CLOSED SESSION.** (Section 54960 et seq.)  
Attorney Ruben Duran reported. There was no reportable action.

<https://youtu.be/4Fls11KHJUU?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=3127>

**12) OLD BUSINESS**

- a) Resolution 201807 – Designation of an additional signer for fiscal documents and Update to Authorized Representatives (INFORMATION/ACTION)

<https://youtu.be/4Fls11KHJUU?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=3175>

Public Comment- Rene Amy

Motion by Trustee Bershatsky to adopt Resolution 201807

Second by Trustee Andrues

Aye:4

No:

Abstain:

Absent: 1

**13) CORRESPONDENCE,**

Public Comment: Rene Amy

<https://youtu.be/4Fls11KHJUU?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=3447>

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

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

Public Comment: Rene Amy

Mark Mariscal reported.

<https://youtu.be/4Fls11KHJUU?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=3569>

**15) REPORTS OF TRUSTEES**

Trustee McMullins and Trustee Andrues reported.

<https://youtu.be/4Fls11KHJUU?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=3807>

**16) AGENDA ITEMS FOR FUTURE AGENDAS**

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

**17) ADJOURNMENT**

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

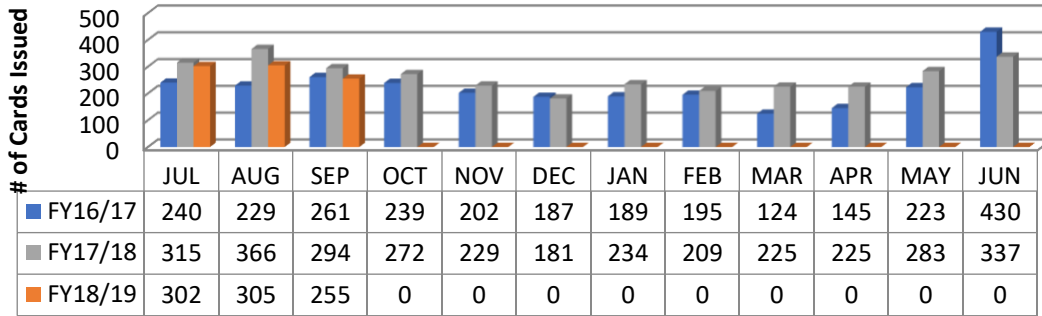
Motion by Trustee McMullins to adjourn the meeting

Second by Trustee Andrues

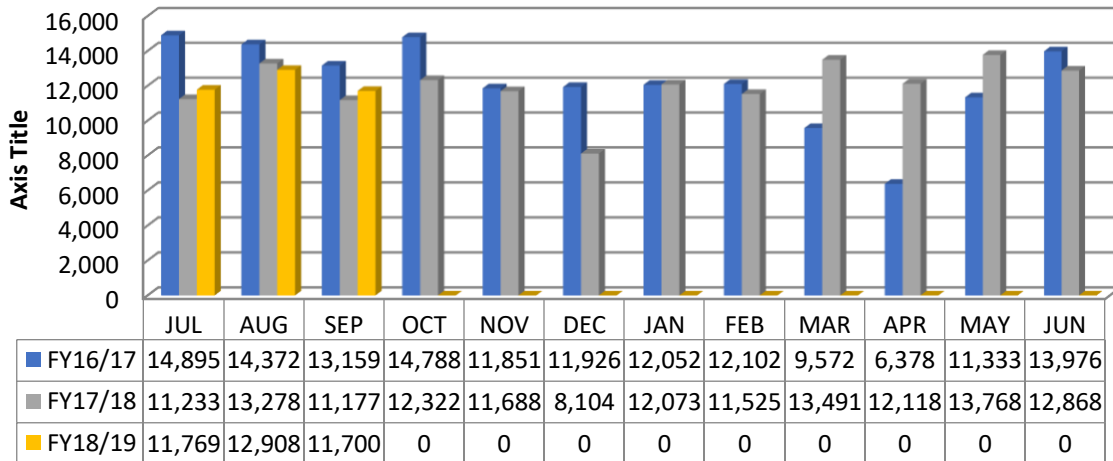
Meeting adjourned at 8:34 p.m.

## Statistical Graphs for the Month of September 2018

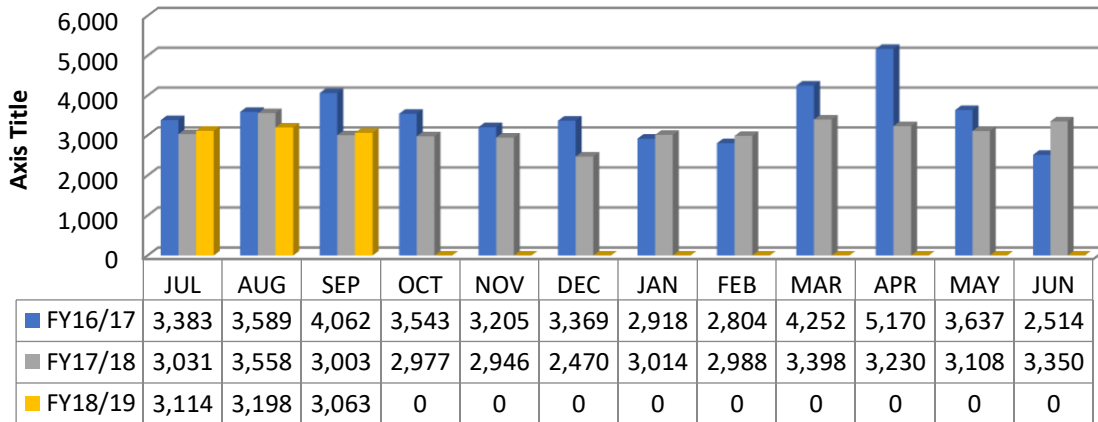
### New Cards Issued



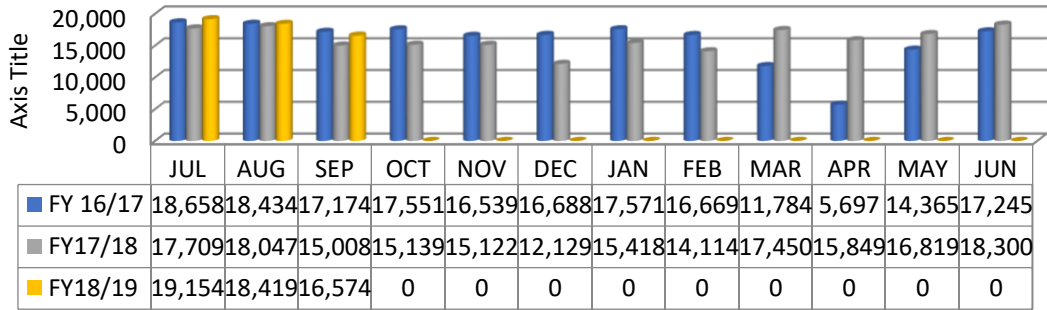
### Visitors - Main



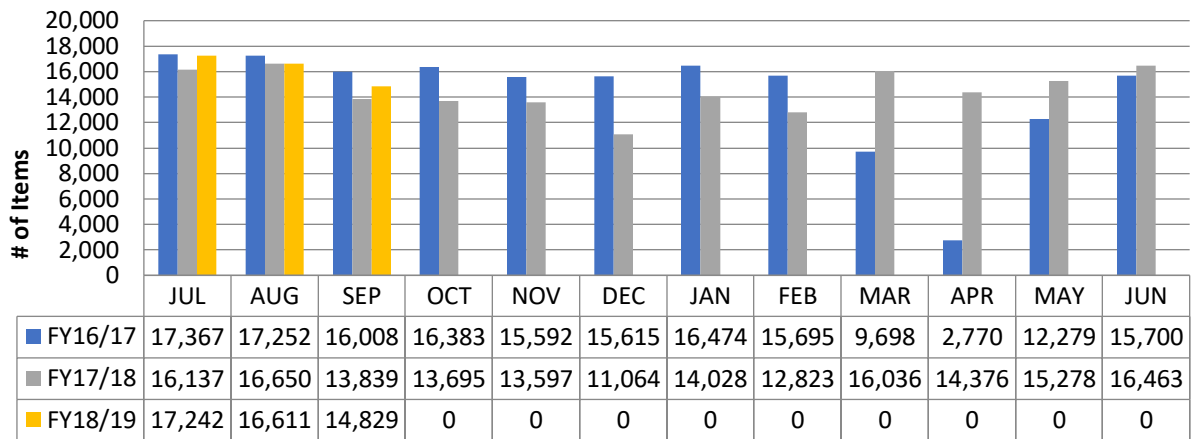
### Visitors - Branch



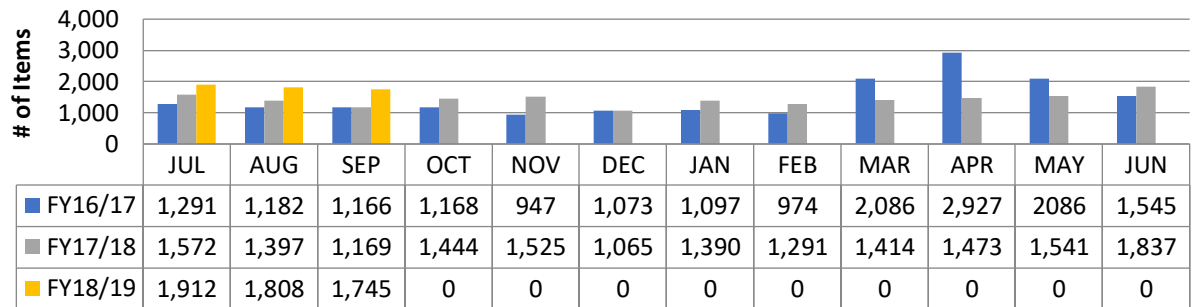
### Items Checked Out



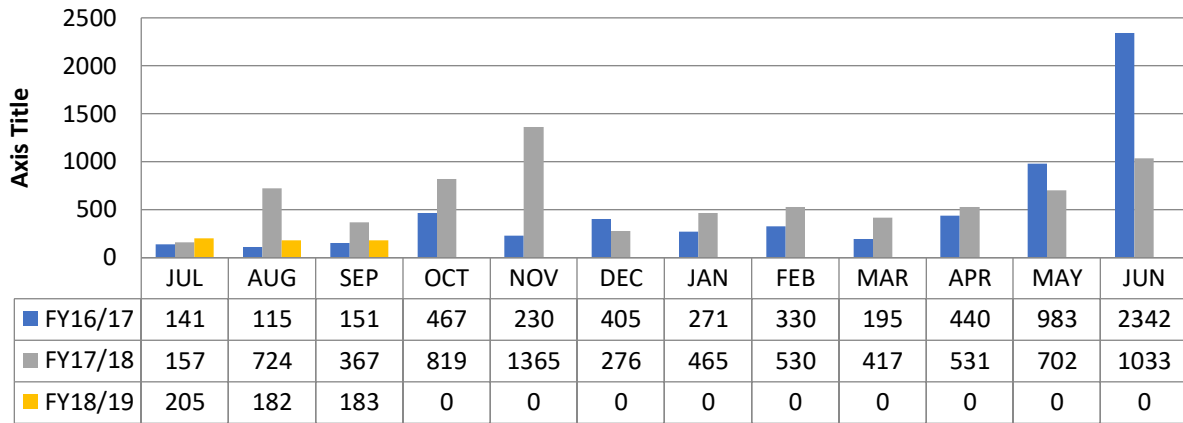
### Circulation Main



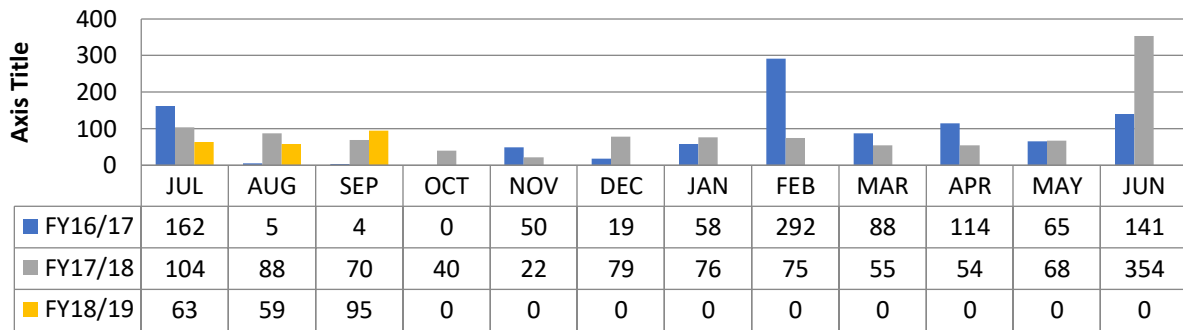
### Circulation Branch



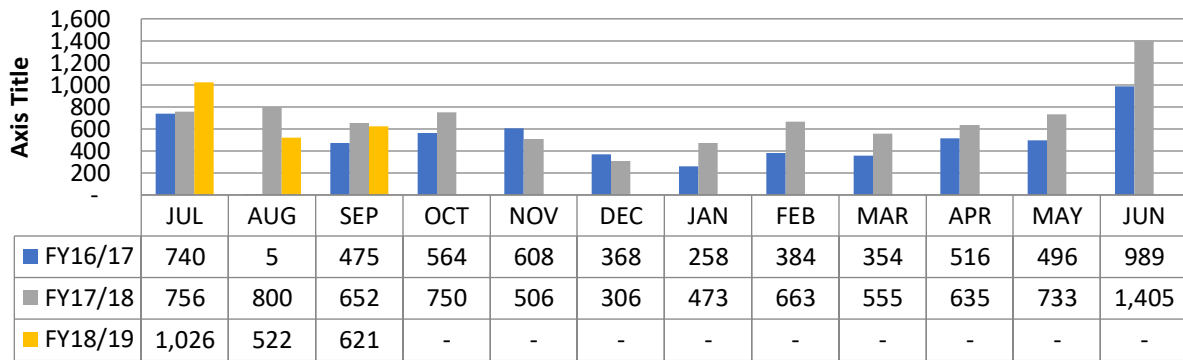
## Adult Program Attendance



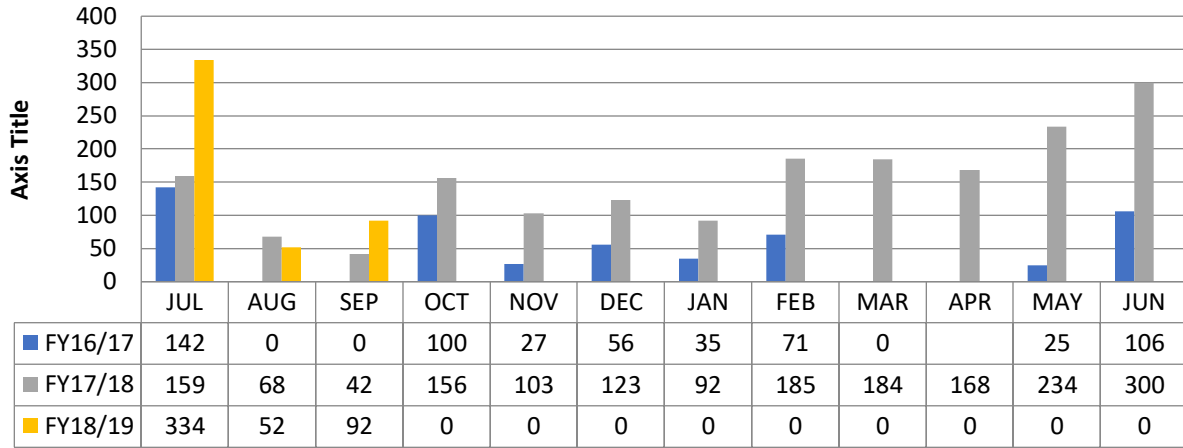
## Young Adult Program Attendance



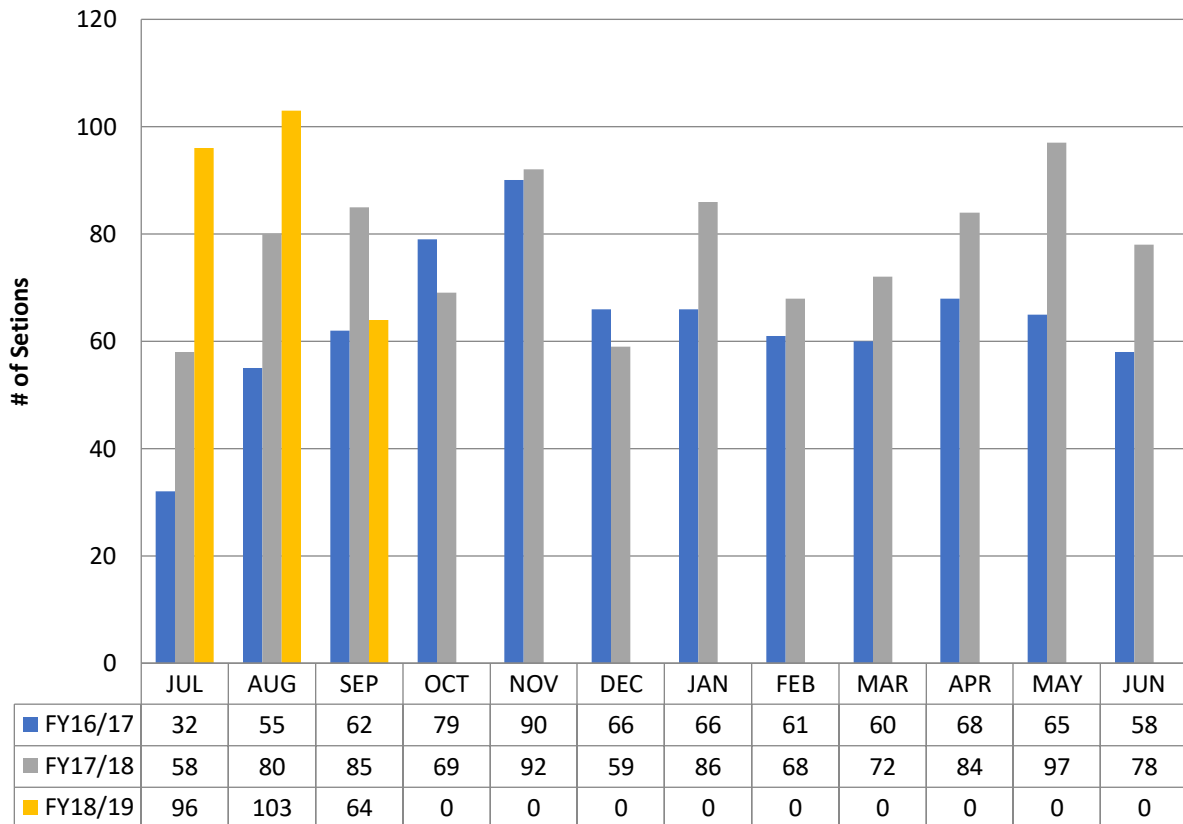
## Childrens Program Attendance



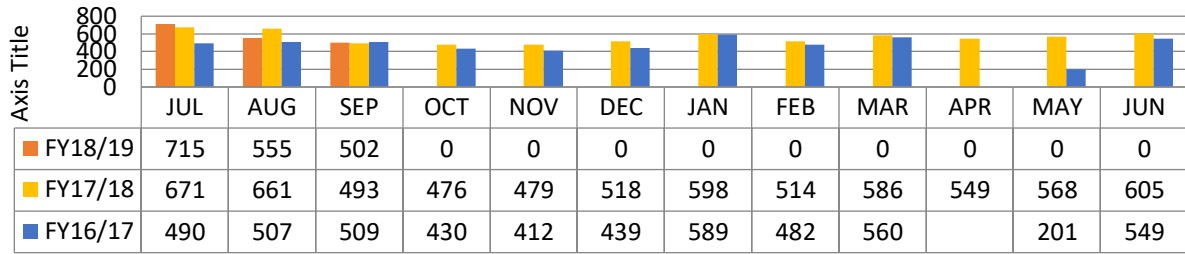
## Branch Program Attendance



## Literacy Tutor Sessions



## eBook Circulation



## Volunteer Report September 2018

Volunteers were in full force during the month of September. We were excited to return to our Fall/Winter Tuesday Chess Nights, which is now fully directed by volunteers who continue to share the love of the game with fellow chess players, as well as, teach chess to beginners. It continues to be a popular activity with patrons of all ages.



The Bike Pop Up Event at the Bob Lucas Branch was a fun community collaboration put together with the library oversight of Diana Wong and Melissa Aldama. The various activities delighted a wide range of community members, and volunteers were on-hand to assist in any way needed!



The Volunteer Program proudly launched our After-School Homework Help Club this September. Volunteers are in the Small Meeting Room on Mondays and Wednesdays ready to help students with their homework. It has been a fun learning experience for all involved and our volunteers have engaged with young learners with great enthusiasm. They have come prepared and with ideas and from the start exceeded our expectations. Our original plan was to help students up to 5<sup>th</sup> grade but we soon found out that there was a need for help with middle school math. Our volunteers were quick to rise to the occasion and we have since begun helping kindergarten through 8<sup>th</sup> graders. We have even been able to help students who have homework through French, Spanish and Mandarin Immersion programs.



September is a most exciting month for volunteers because of The Taste of Dena event. This yearly event has turned into Altadena’s party of the year thanks to the work of The Altadena Library Foundation and Library employees like Mikayla Arevalo and Chloe Cavelier. Adult volunteers were excited for this opportunity to collaborate, plan, and help on the day of the event. This has turned into a favorite volunteer activity that they will look forward to helping with year after year!



**Statistics**

Total Hours: 387

| <b>Activity</b>                   | <b>Hours</b> |
|-----------------------------------|--------------|
| Altadena Library Foundation Board | 1.5          |
| Bob Lucas Branch Event            | 20           |
| Chess                             | 12           |
| Easter Seals                      | 12           |
| Fab Lab/3D Printing               | 34.5         |
| Friends Of The Altadena Library   | 104          |
| Homework Helper                   | 30           |
| Literacy Tutor                    | 96.5         |
| Shelving                          | 11.5         |
| Teen Programs                     | 30           |
| Wine Tasting Event                | 35           |



## September Technology News

The intermediary distribution frame move at 600 East Mariposa St. has been completed. The existing ethernet runs had enough slack that they could be terminated directly into the main data frame (MDF), which reduced the overall cost by eliminating the intermediary distribution frame in the original plans; total cost reduced by \$1,506.43. This project is subsidized by ERate. Project costs were \$26,056.99; unsubsidized portion total was \$5,069.40.

About ERate: <https://www.fcc.gov/consumers/guides/universal-service-program-schools-and-libraries-e-rate>

Altadena Library District started the process of RFID tagging the existing collection as of the last week of August and coordinated with book vendors to start receiving incoming materials with properly formatted RFID tags. Tagging will likely continue for the next two to three months. The RFID project expected completion has a soft date of December 7, 2018, meaning hardware installation the first week of December 2018.

We are evaluating our security camera feeds and have determined we need to deploy four more external security cameras. The rewiring of the security cameras to the MDF will be done in-house in October. Deployment of the four additional cameras, adjustment of existing cameras, and termination of in-house wiring will be done by our existing closed-circuit television and alarm vendor. Costs for these changes are to be determined.

As of the first week of October, we are extending computer usage time to 5-hour sessions with an additional hour upon logout and login. The Main Library computer fleet at 600 E. Mariposa never reaches full utilization. This extension in session duration is a trial to leverage the benefit of the District's robust desktop, Chromebook, and laptop fleet.

A universal power supply unit died in the main data frame; it has been replaced. There was no downtime due to failure or replacement.

### Miscellaneous Notes:

The Library is in the process of developing a new website and the prototype will soon be ready for patron focus groups.

Alex Chen's DIY Raspberry Pi touch screen display will be deployed in October.

We are planning to deploy a proof of concept Oculus Go VR headset in October at 600 E. Mariposa.

We are planning to deploy a proof of concept Linux Mint computer with unlimited usage time at 600 E. Mariposa.

The Library is evaluating an expansion of its 3D printer fleet.

The iCell unit has been reskinned, and the process for updating the content has been established. We are in the process of generating content and will deploy the iCell after testing the new content.

The Library is evaluating digital holography for in house and external signage.

# MARKETING & COMMUNICATIONS

## SOCIAL MEDIA STATS

### **f Facebook – Primary Page – 1,455 Likes (Increase of 14 followers from last month)**

(Statistics between September 6 and October 3)

**2,685** Reach (The number of people who saw any of our page posts)  
**932** Post Engagement (Likes, Comments, Shares, and more)

### **f Facebook – Youth Services – 433 Likes**

(Statistics between September 6 and October 3)

**134** Reach (The number of people who saw any of our page posts)  
**29** Post Engagement (Likes, Comments, Shares, and more)

### **📷 Instagram (@AltadenaLibrary)– 812 Followers (Increase of 68 followers from last month!)**

(Statistics between September 6 and October 3)

**419** Reach (The number of unique accounts that saw our posts)  
**382** Average Post Impressions (The average number of times each post has been seen)

### **📷 Teen Instagram (@AltadenaTeens) – 104 Followers (Increase of 104 followers in 1 month!)**

A new Instagram account has been created to connect with our teen audience. @AltadenaTeens launched September 1 and has been building up to #TeenReadWeek (Oct. 8-13). In one month, the account has gained over one hundred followers of both teens, parents of teens, school groups, and organizations that serve teens in our area. The Marketing Coordinator will work with the Teen Librarian to curate content that promotes teen literacy and resources the Library provides for teens.

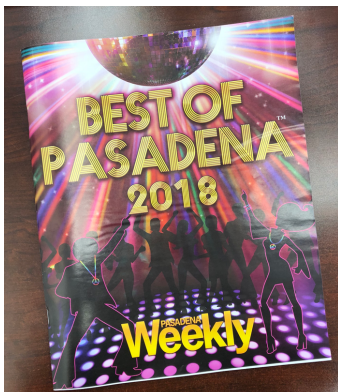
### **🐦 Twitter – 137 Followers (Increase of 3 followers from last month)**

## EMAIL MARKETING

(Statistics as of October 4)

|              |   |               |
|--------------|---|---------------|
| October 4    | “October Events @ Altadena Libraries”       | 17.16% opened |
| September 21 | “One Week Until Taste of Dena”              | 17.71% opened |
| September 5  | “September Events @ Altadena Libraries”     | 18.90% opened |
| August 16    | “Tomorrow: The Wizard of Oz at the Library” | 17.97% opened |
| August 6     | “This Month @ Altadena Libraries”           | 17.19% opened |

We are starting to see an uptick in open rates with the recent test of lowering the frequency of Library emails. After a few more months of the bimonthly emails, we will be able to better evaluate its efficacy against our previous weekly email schedule.



### **HIGHLIGHT: READER RECOMMENDED IN PASADENA WEEKLY'S BEST OF PASADENA**

Pasadena Weekly, which has the largest print vehicle in the area with more than 30,000 copies at over 600 locations, just published their Best of Pasadena issue. This special publication is one of their issues with the longest shelf life and is highly anticipated by locals. This year, the Altadena Library District was voted Reader Recommended Library, and we participated in this issue with an ad for our upcoming Second Saturday concerts as we have done in previous years.

## Children's Board Report September 2018

We'd ask you to wake us up when September ends, except 1) it already has and 2) we are far too busy for naps at work. Here's a September recap!

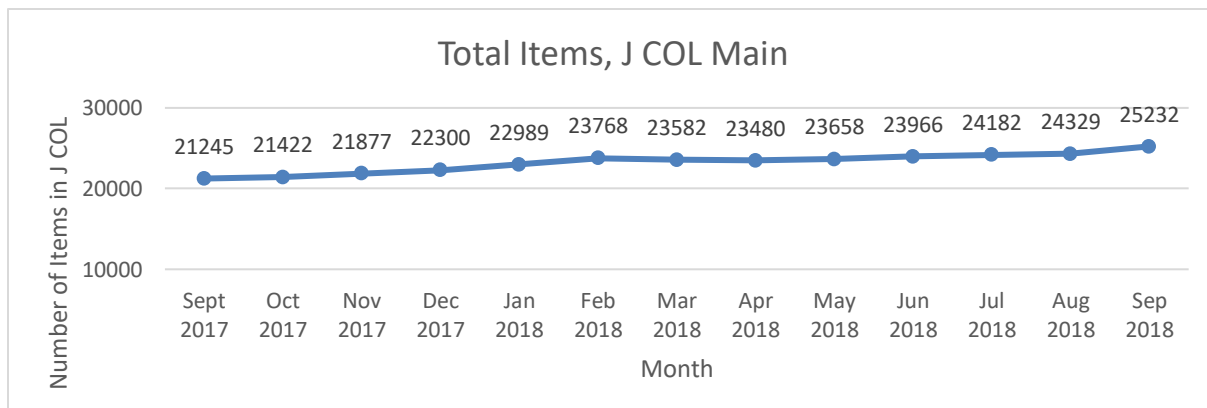
In September, we hosted 26 programs for kids aged 0-5 and their families, seeing a total of 503 patrons. We also hosted 10 in house events for patrons in grades K-5, which saw 118 patrons. The beginning of the school year also bumped our school visits: we either went to or were visited by 7 classrooms and we dropped in at St. Elizabeth's back to school picnic, which reached 270 students, teachers, and family members.

We've been busy laying some groundwork for future programs, as well. Ms. Amanda attended a training webinar about inclusive story times, and also visited Pasadena City Library's Sensory Story Time at the Lamanda Park branch to observe a story time for children with special needs, and to speak with the librarians there about partnering for future sensory story times.

We've also continued in our neverending quest to weed the children's collection and to bring it up to industry standards. This month's work included weeding the children's nonfiction of books that were published in the 1970s, 1980s, and 1990's. We searched for over 1,000 books that were nearly 20 years old or older, marked a good deal of them as missing—so patrons would not go searching for them when they did not exist—and pulled a good deal more for deaccession. We know that there may be some who are frustrated by the idea of the library removing books from the collection, and to that we'd like to bring up two points.

Point one refers back to the responsibilities that libraries and librarians have to their patrons, especially, in our opinion, to their youngest patrons. Here in the children's room, we are acutely aware that the information a child encounters in the library may be their first exposure to a given subject. We are entrusted with those first encounters and it is our responsibility to ensure that our youngest patrons are presented with information that is accurate, authentic, and accessible.

Point two is easily illustrated in the graph below. Despite our aggressive weeding, by our calculations we have been able to grow the collection by nearly 4,000 items, or by 18%, in one year (from September 2017 to 2018).



Our weeding has also created a collection that is more efficiently used by our patrons. By clearing out items that are too old to be useful or that haven't circulated in many years, we are creating more space for our collection to breathe and grow.

Also, our library does not need 9 picture book style non-fiction books on bats, or fourteen (14!!!) biographies of Abraham Lincoln. We are very excited to begin moving into examining what our patrons *do* need more of, like board books and graphic novels. (In a given month, 65% of our graphic novels are checked out—more than any other kind of item in the children's collection!) By working out the data on what is circulating, what isn't, and maybe figuring out why, we are able to use our materials budget in a way that is strategic, responsible, and responsive to the needs of our community.

## Bob Lucas Branch | September 2018 Report

### Library News

#### Programs

We are getting back into the swing of things as **Storytime/Cuentos** sees a more regular crowd at the closing of the month. With kids back at school, the number of participants saw a dip over the past couple of months, but I am certain the autumn activities will bring our numbers back. Our **Crafternoon** this month was a DIY catapult! Kids got supplies to make their own colorful, mini catapult and a healthy supply of soft pompoms to launch. This ballistic device was a fun and easy craft activity that taught kids about force, angles and tension. **Family Film Friday** screened *Maya the Bee* to a small group of kids who munched away on kettle corn.

Our **Adult Craft** this month was DIY greeting cards. We have tons of supplies, including cardstock, washi tape, all sorts of rubber stamps and ink, as well as, shaper punchers. This was well received by our participants who created greeting cards for all occasions.

At the start of the fall season, the Bob Lucas Branch Library partnered with the **Altadena Safe Streets Committee** to bring a *Bike Pop-Up Skills Course and Park* to families on the westside of Altadena. On Sunday, September 23 from 10am-3pm, volunteers and the Safe Streets Committee transformed the parking lot into an interactive course--scooters, bikes and tricycles worked their way through a windy course, designed to teach riders about street safety. On the inside of the Bob Lucas, The Friends of the Library pop-up book sale, workshops, informational lectures, and yoga kept participants busy. At lunch, we had food from Perry's Joint, Unincorporated Coffee and Super King. A good day experienced by all who participated. On behalf of the Bob Lucas staff, we are grateful and thankful for all the support from the committee, volunteers and local organizations that helped with making a great day for residents on the westside.

#### RFID Tagging of Bob Lucas Library Collection

Bob Lucas staff have tagged and encoded over 6,000 books at Bob Lucas to date.! We will start working on other formats, DVDs and Audiobooks, at the beginning of October. We anticipate a couple of more weeks until the entire collection at our Branch will be tagged and encoded.



## Literacy News

### Professional Development

The Literacy Coordinator attended the California Library Literacy Services (CLLS) Conference this month in Sacramento. The two-day conference brought literacy coordinators from all over the state to network, learn on how to better serve those with learning challenges, learn recruitment strategies and more. The most inspiring moment were the speeches given by adult learners who talked about the impact of the literacy program.

### New Program: Conversation Classes

Beginning Tuesday, October 23, 2018, the Adult Literacy Program will now include a weekly English Conversation Group. The group will be facilitated by a volunteer with ESL experience and will be held every Tuesday, from 10:30am-noon. This conversation group aims to support those who wish to improve their pronunciation, speaking and listening skills.

### Adult Literacy

We are extremely proud to announce that Mr. Lucious Jackson, a +5 year literacy learner is now an US passport holder! This was no easy feat for our learner who came into this world through a home birth in Louisiana during the mid-1930s. He had no birth certificate and nearly all supporting documentation of his life was destroyed in a flood. Mr. Jackson and his tutor, Stephanie White, worked diligently for over a year requesting official documentation from multiple municipal departments in Louisiana. Mr. Jackson started in August 2017 by writing a letter to Vital Records (see below). Over the course of the year, Mr. Jackson received numerous correspondence from the State Department requesting for additional documents. Finally, in September Mr. Jackson received his US Passport! Where will he travel first?



Subject: Request for birth certificate

I am Lucious Jackson, born February 14, 1934 in Hefflin, LA; Webster Parrish. My mother's name was, Mae Guthrie Odem and my father's name was, Magillian Jackson. I was born at home and there is no record on file for my birth. I am requesting a letter or copy of my birth certificate for a passport. I would like to travel with my family and out of the country with my church.

## Adult Services September 2018 Board Report

This fall we had an abundant amount of programs, classes, activities, and events happening at the Library.

This month's seed library program was led by Master Gardener, Randy Bayard of the Grow LA Victory Garden Initiative. The Grow LA Victory Garden Initiative helps new gardeners start their own gardens quickly and easily in a container, in the backyard or at a community garden.

Christopher, IT Manager, taught two Microsoft PowerShell scripting classes. Students were able to utilize and practice on the Library's new Mac Book Pros. A student writes, [that it was] "wonderful learning new info and being exposed to micro-powershell by Christopher." Christopher offered hands-on experience to this scripting language and tutelage in small groups, allowing for simultaneous advancement for beginners and intermediates.

We had our first Final Cut Pro class utilizing our Mac Book Pros. Final Cut Pro is a video editing software compatible with intel-based Mac computers, used by many in the professional editing market. If you are a beginner looking to explore the world of video editing and digital content creation, for personal or professional reasons. This class was taught by Tudor Williams, a professional video editor in the creative, digital space.

We held a community resource fair. Local organizations gathered to present information to people on how to get involved in their community. Community organizations that attended included Neighbors Building a Better Altadena (NBBA), the Altadena Coalition of Neighborhood Associations (ACONA), Friends of the Library, and many more. At the same time, visitors were also able to get their documents shredded at the shredder truck.



The library held three Baduanjin workshops on the Library's the grassy knoll. Baduanjin qigong is one of the most common forms of Chinese qigong used as exercise. This was part of a four- part workshop series for practitioners of all skill levels about was led by Melody Hshieh.



This month we continued offering the sewing classes. Students learned sewing basics and created small projects. The sewing machine is set up in the Fab Lab for students to continue to practice their sewing skills or work on another project!

This month's Artist on Display is Andrew Robinson. He held his reception at the beginning of the month. Robinson's colorful artwork will be adorning the library walls until the end of October. Robinson graduated with a BFA from the Savannah College of Art and Design. Illustrating comic books, book covers, RPG's and painting comic book covers for all the major publishers since 1993.



We made a display for banned book week, September 23-29. With this book display we celebrated the freedom to read banned books.



We were "Reader Recommended" under "Best Library" in Pasadena's Weekly, "Best of Pasadena" edition (10/04/18)! Thanks to those we voted for us.

**READER RECOMMENDED**  
**ALTADENA LIBRARY**  
600 E. Mariposa St., Altadena  
(626) 798-0833 | [altadenalibrary.org](http://altadenalibrary.org)



Our big event this month was Taste of 'Dena. This was a spectacular night of music, culinary delights, and wine tasting.







**BOARD OF LIBRARY TRUSTEES  
STAFF REPORT**

**DEPARTMENT: Finance**

**MEETING DATE: October 22, 2018**

**PREPARED BY: Nicole Fabry**

**LOCATION: Community Room**

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**TITLE:** Compensation Adjustment for Interim District Director.

**BACKGROUND:**

On September 5, 2018 the Altadena Library District Board of Trustees appointed Estella Terrazas Acting District Director effective September 22, 2018. Due to the expiration of District Director Mindy Kittay's contract on September 28, 2018, Estella is now Interim District Director.

The appointment to Interim District Director requires an increase in compensation from Public Services Director Step 1 (\$39.00 per hour) to District Director Step 1 (\$55.51 per hour).

A new Personnel Action Form has been provided for signature with the above information.

**FISCAL IMPACT**

The increase in pay for the remaining fiscal year (September 23, 2018 through June 30, 2019) is an additional \$25,756.00.

**RECOMMENDATION**

It is recommended that the Board approve the attached Personnel Action Form for Estella Terrazas effective September 22, 2018.