



Honoring the past, cultivating the present, empowering the future

AGENDA

Rescheduled Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

October 4, 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
Gwendolyn McMullins
Adalila Zelada-Garcia, Secretary
John McDonald

3. **ADOPTION OF AGENDA**

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

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

4. **PRESENTATION OF RECOGNITION GIFT TO TRUSTEE MCKENZIE**

5. **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.

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

Carrie Wilson, Teen Librarian, resigned 8/25/2016
Edward William, Literacy Coordinator, resigned 8/26/2016
Andrea Banuelos, Library Clerk, resigned 8/31/2016
Kiri Lahey, Library Page, resigned 8/31/2016
Kelly Ray, Library Clerk I, temporary part-time hired on 8/29/2016

7. **FINANCIAL REPORTS**

- a) Financial reports for Year End 2015/2016 (**DISCUSSION/POSSIBLE ACTION**)
- b) Financial reports for July 2016 (**DISCUSSION/POSSIBLE ACTION**)
- c) Financial reports for August 2016 (**DISCUSSION/POSSIBLE ACTION**)

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

8. **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 August 22, 2016
- b) Statistical Reports – August 2016
- c) Departmental Monthly Report – August 2016

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

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

10. **DIRECTOR'S REPORT**

- a) Facilities Update
- b) Human Resources Outsourcing Update (Progress)
- c) Professional Development Day
- d) Community Conversations
- e) Board Training from the California Special Districts Association (Kylynn Chaney)

11. **OLD BUSINESS**

- a) Review of Final Operating Plan FY 2016/17 (**DISCUSSION / INFORMATION**)

12. **NEW BUSINESS**

- a) Presentation of Job Description for Librarian II (Teen Librarian) and Librarian II (Children and Family Services Librarian) (**INFORMATION/POSSIBLE ACTION**)
- b) Board Member Interviews (**INFORMATION/POSSIBLE ACTION**)
 - Rene Amy
 - Ira Bershatsky
 - Cynthia Carmona
 - Roger Fennell
 - Evan Hilgemann
 - ~~Lorraine Kiewiet~~
 - Stephan Taylor
 - Armando Zambrano

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

14. **CORRESPONDENCE & PRESS**

- a) Press Clippings (**INFORMATION**)
- b) Card from California State Librarian Greg Lucas
- c) President's Special Acknowledgement Award – Special District Risk Management Authority

15. **REPORTS OF SUPPORT GROUPS**

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

16. **REPORTS OF TRUSTEES**

17. **AGENDA ITEMS FOR FUTURE AGENDAS**

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

21. **ADJOURNMENT**

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



**LIBRARY BOARD OF TRUSTEES
STAFF REPORT**

DEPARTMENT: Finance

MEETING DATE: October 04, 2016

PREPARED BY: Tina Wallin, Finance Director

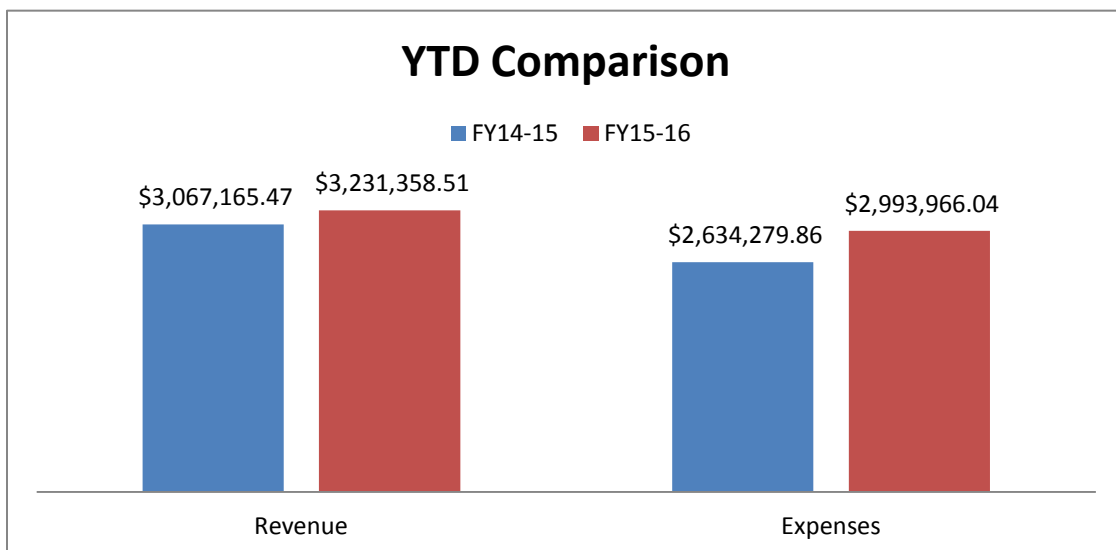
LOCATION: Community Room

TITLE: Summary Report of (unaudited) Financials for FY15-16

FINANCIAL HIGHLIGHTS FOR FY2015-16:

The attached financials are unaudited reports; however, they do reflect some journal entry adjustments to property tax revenue, OPEB liability, and Depreciation Expense. Audited Financials will be presented at the November 2016 Board Meeting.

- Total Revenues \$3.237M
- Total Expenses \$2.993M
- Net Income \$237,392
- Passport Revenue exceeded the estimated budget by \$18,343.
- DIY Teen Grant: The District has submitted final financial paperwork for the grant and the balance of \$3000 is forthcoming.
- Salaries and Wages came in under-budget. This is the result of changes in position through attrition.
- Benefits are under-budget as well. This is the result of the recorded OPEB Liability.
- Library Materials came in under-budget; however, some adjustments will be made for invoices paid in July and August for FY15-16 purchases.
- Printing and Reproduction is over-budget due to a counter misread on the Vendors side. A reimbursement of \$10,000 has been issued and the District will record the credit to the 15-16FY budget.
- Capital. Per the auditor's suggestion, the District will be depreciating the upgrades to Collection Development Department, technology upgrades to the Community Room, and the installation of the Water Conservation Garden. These changes will be reflected in the audited financials.
- Miscellaneous Expense category is over-budget due to increased Direct Assessment Admin Costs and the recorded Depreciation Expense



Altadena Library District
Balance Sheet
As of June 30, 2016

	Jun 30, 16
ASSETS	
Current Assets	
Checking/Savings	
Cash & Cash Equivalents	
1010.00 · Cash in County Treasury	
1010.10 · Trustee Election Reserve	122,122.95
1010.20 · Asset Replacement Reserve	143,939.00
1010.00 · Cash in County Treasury - Other	2,271,628.65
Total 1010.00 · Cash in County Treasury	2,537,690.60
1021 · Cash in Checking Chase Gen Fund	163,241.11
1026 · Cash in Savings PF - Chase Bank	3,704.49
1041 · Cash in Savings - Chase Bank	30,122.10
1045 · Cash HUD Fund - Chase Bank	2.04
1075 · SCLC Deposit Account	910.00
1080 · Petty Cash	777.00
Total Cash & Cash Equivalents	2,736,447.34
Total Checking/Savings	2,736,447.34
Accounts Receivable	
1350 · Accrued Interest Receivable	5,352.16
Total Accounts Receivable	5,352.16
Other Current Assets	
1220 · Miscellaneous Receivable	26,318.75
1400 · Property Taxes Receivable	84,503.72
1076 · Prepaid Items & Deposits	2,612.74
Total Other Current Assets	113,435.21
Total Current Assets	2,855,234.71
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	3,265,341.32
LIABILITIES & EQUITY	

Jun 30, 16

Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	39,406.04
Total Accounts Payable	39,406.04
Other Current Liabilities	
2005 - Other Accrued Expenses	2,329.36
2012 - Accrued Vacation Payable	72,489.53
Total Other Current Liabilities	74,818.89
Total Current Liabilities	114,224.93
Long Term Liabilities	
2030 - GASB 45 OPEB Liability	89,113.66
Total Long Term Liabilities	89,113.66
Total Liabilities	203,338.59
Equity	
3300 - Retained Earnings	2,824,610.26
Net Income	237,392.47
Total Equity	3,062,002.73
TOTAL LIABILITIES & EQUITY	3,265,341.32

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

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
PROPERTY TAXES	\$2,976,241.04	\$2,893,665.00	\$82,576.04	102.85%
INTEREST INCOME	\$17,336.91	\$7,000.00	\$10,336.91	247.67%
FINES & FEES	\$116,651.79	\$101,916.00	\$14,735.79	114.46%
DONATIONS AND GRANTS	\$121,055.00	\$99,175.00	\$21,880.00	122.06%
MISCELLANEOUS INCOME	\$73.77	\$141,000.00	(\$140,926.23)	0.05%
Total Income	\$3,231,358.51	\$3,242,756.00	(\$11,397.49)	99.65%
Gross Profit	\$3,231,358.51	\$3,242,756.00	(\$11,397.49)	99.65%
Expense				
SALARIES, WAGES & BENEFITS	\$2,014,944.52	\$2,218,566.00	(\$203,621.48)	90.82%
LIBRARY MATERIALS	\$260,297.20	\$333,411.00	(\$73,113.80)	78.07%
PROGRAMS	\$70,817.39	\$72,000.00	(\$1,182.61)	98.36%
OPERATING EXPENSES	\$301,427.55	\$278,324.00	\$23,103.55	108.3%
PROFESSIONAL & TECHNICAL	\$161,866.42	\$134,619.00	\$27,247.42	120.24%
FACILITIES, GROUNDS & MAINTENAN	\$82,201.07	\$48,704.00	\$33,497.07	168.78%
CAPITAL	\$50,981.80	\$131,000.00	(\$80,018.20)	38.92%
MISCELLANEOUS EXPENSE	\$51,430.09	\$26,132.00	\$25,298.09	196.81%
TRUSTEE EXPENSES	\$0.00	\$0.00	\$0.00	0.0%
Total Expense	\$2,993,966.04	\$3,242,756.00	(\$248,789.96)	92.33%
Net Ordinary Income	\$237,392.47	\$0.00	\$237,392.47	100.0%
Net Income	\$237,392.47	\$0.00	\$237,392.47	100.0%

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

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
PROPERTY TAXES				
4010 · Current Secured	2,020,185.86	1,968,654.00	51,531.86	102.62%
4020 · Current Unsecured	83,395.35	70,000.00	13,395.35	119.14%
4030 · Prior Year	(7,481.51)	10,000.00	(17,481.51)	-74.82%
4050 · Homeowners Exemption	14,111.58	7,500.00	6,611.58	188.15%
4060 · Per Parcel Benefit Assessment	762,876.00	762,617.00	259.00	100.03%
4070 · SB 813 Supplemental Roll	54,726.02	28,000.00	26,726.02	195.45%
4080 · Penalties, Interest & Costs	12,971.71	15,000.00	(2,028.29)	86.48%
4090 · RDA ABx126 Income	35,456.03	31,894.00	3,562.03	111.17%
Total PROPERTY TAXES	2,976,241.04	2,893,665.00	82,576.04	102.85%
INTEREST INCOME				
4210 · Chase Bank	15.19	50.00	(34.81)	30.38%
4220 · County Deposits	17,321.72	6,950.00	10,371.72	249.23%
Total INTEREST INCOME	17,336.91	7,000.00	10,336.91	247.67%
FINES & FEES				
4305 · Fines	31,197.27	33,000.00	(1,802.73)	94.54%
4300 · Fines - PayPal	0.00	0.00	0.00	0.0%
4310 · Printer & Copy Machine	6,695.52	8,500.00	(1,804.48)	78.77%
4330 · Video Game Rentals	416.00	416.00	0.00	100.0%
4340 · Passport Services Fees	78,343.00	60,000.00	18,343.00	130.57%
4345 · Recycling Program	0.00	0.00	0.00	0.0%
Total FINES & FEES	116,651.79	101,916.00	14,735.79	114.46%
DONATIONS AND GRANTS				
4710 · Friends of the Library	40,000.00	40,000.00	0.00	100.0%
4715 · In-Kind Donation	0.00	0.00	0.00	0.0%
4730 · Undesignated	380.00	500.00	(120.00)	76.0%
4735 · Designated	28,510.00	3,510.00	25,000.00	812.25%
4740 · CA Library Literacy Services	25,165.00	25,165.00	0.00	100.0%
4750 · Cal State Library	27,000.00	30,000.00	(3,000.00)	90.0%
4755 · HUD Grant	0.00	0.00	0.00	0.0%
GRANTS				
4500 · Grants - Various	0.00	0.00	0.00	0.0%
Total GRANTS	0.00	0.00	0.00	0.0%
Total DONATIONS AND GRANTS	121,055.00	99,175.00	21,880.00	122.06%
MISCELLANEOUS INCOME				
4910 · Miscellaneous Income	73.77	10,000.00	(9,926.23)	0.74%
4940 · Transfer in from Reserves	0.00	131,000.00	(131,000.00)	0.0%
Total MISCELLANEOUS INCOME	73.77	141,000.00	(140,926.23)	0.05%
Total Income	3,231,358.51	3,242,756.00	(11,397.49)	99.65%
Gross Profit	3,231,358.51	3,242,756.00	(11,397.49)	99.65%
Expense				
SALARIES, WAGES & BENEFITS				
SALARIES & WAGES				
5010 · Salaried	1,207,304.06	1,249,167.00	(41,862.94)	96.65%

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
5020 · Hourly	263,114.94	274,881.00	(11,766.06)	95.72%
Total SALARIES & WAGES	1,470,419.00	1,524,048.00	(53,629.00)	96.48%
BENEFITS				
5120 · Soc Security & Medicare, Salary	90,437.05	94,720.00	(4,282.95)	95.48%
5121 · Soc Security & Medicare, Hourly	19,605.18	17,898.00	1,707.18	109.54%
5210 · PERS Retirement				
5210 · PERS Retirement - Other	172,922.83	166,527.00	6,395.83	103.84%
Total 5210 · PERS Retirement	172,922.83	166,527.00	6,395.83	103.84%
5220 · Health Insurance	176,996.00	222,000.00	(45,004.00)	79.73%
5222 · OPEB Contribution	39,746.14	140,000.00	(100,253.86)	28.39%
5230 · Dental Insurance	14,133.84	14,435.00	(301.16)	97.91%
5240 · Vision Insurance	4,748.95	5,348.00	(599.05)	88.8%
5250 · SUI, Salaried	2,911.63	14,350.00	(11,438.37)	20.29%
5251 · SUI, Hourly	4,020.09	2,711.00	1,309.09	148.29%
5260 · Life Insurance	1,615.20	1,642.00	(26.80)	98.37%
5310 · Workers' Compensation	17,388.61	14,887.00	2,501.61	116.8%
Total BENEFITS	544,525.52	694,518.00	(149,992.48)	78.4%
Total SALARIES, WAGES & BENEFITS	2,014,944.52	2,218,566.00	(203,621.48)	90.82%
LIBRARY MATERIALS				
6110 · Cataloging Expenses	18,928.60	19,604.00	(675.40)	96.56%
6115 · Electronic Databases & Subscrip	11,228.00	11,000.00	228.00	102.07%
6117 · Standing Orders	0.00	0.00	0.00	0.0%
6120 · Books	116,742.45	198,944.00	(82,201.55)	58.68%
6125 · Audio CD	24,649.99	19,253.00	5,396.99	128.03%
6130 · DVD's & Videogames	20,223.19	25,110.00	(4,886.81)	80.54%
6135 · Processing of Materials	42,553.62	31,500.00	11,053.62	135.09%
6140 · Periodicals	12,571.80	13,000.00	(428.20)	96.71%
6142 · FOL DVD Rental Collection	0.00	0.00	0.00	0.0%
6147 · Video Game Rental Collection	0.00	0.00	0.00	0.0%
6150 · Downloadables	13,399.55	15,000.00	(1,600.45)	89.33%
Total LIBRARY MATERIALS	260,297.20	333,411.00	(73,113.80)	78.07%
PROGRAMS				
6200 · Youth Services	11,632.22	8,000.00	3,632.22	145.4%
6210 · Teen Services	31,562.21	33,000.00	(1,437.79)	95.64%
6220 · Adult Services	20,851.49	25,000.00	(4,148.51)	83.41%
6230 · Bob Lucas Branch Services	1,480.74	1,500.00	(19.26)	98.72%
6240 · Literacy Services	5,290.73	4,500.00	790.73	117.57%
Total PROGRAMS	70,817.39	72,000.00	(1,182.61)	98.36%
OPERATING EXPENSES				
6430 · Insurance-Gen, Prop, Liab, Eq	29,381.49	31,000.00	(1,618.51)	94.78%
6432 · Earthquake Insurance	0.00	0.00	0.00	0.0%
6620 · Membership Dues & Subscriptions	15,052.16	15,000.00	52.16	100.35%
6622 · Organizational Memberships	0.00	0.00	0.00	0.0%
6623 · CLA Membership (Trustees)	0.00	0.00	0.00	0.0%
6625 · Training & Education	5,238.00	8,000.00	(2,762.00)	65.48%
6626 · Recruitment, Gifts and Memorial	4,391.74	6,500.00	(2,108.26)	67.57%
6627 · Advertising / Marketing	23,408.15	8,000.00	15,408.15	292.6%
6628 · Volunteer Luncheon	0.00	0.00	0.00	0.0%
6710 · Meetings & Travel	8,561.05	5,000.00	3,561.05	171.22%

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
6730 · Mileage & Parking Reimbursement	884.96	2,500.00	(1,615.04)	35.4%
6740 · Postage & Delivery	11,164.87	7,500.00	3,664.87	148.87%
6742 · Passport Services (Mailing)	0.00	0.00	0.00	0.0%
6745 · Banking & Service Fees	1,961.23	2,000.00	(38.77)	98.06%
6746 · Payroll Fees	13,365.04	9,000.00	4,365.04	148.5%
6747 · Merchant Fees (Chase & PayPal)	0.00	0.00	0.00	0.0%
6750 · Printing & Reproduction	21,769.92	3,000.00	18,769.92	725.66%
6755 · Equipment, Furniture, Fixtures	6,382.28	5,000.00	1,382.28	127.65%
6765 · Janitorial Supplies	15,061.48	14,500.00	561.48	103.87%
6770 · Operating Supplies	28,713.07	40,000.00	(11,286.93)	71.78%
6780 · Operating Software	32,350.95	33,000.00	(649.05)	98.03%
6782 · ILS Maintenance	6,375.00	0.00	6,375.00	100.0%
6785 · Computer Supplies	935.63	9,800.00	(8,864.37)	9.55%
6790 · Hardware (Computers / Tech)	5,283.30	5,000.00	283.30	105.67%
6920 · Electricity	42,480.22	42,000.00	480.22	101.14%
6930 · Natural Gas	5,673.39	5,500.00	173.39	103.15%
6940 · Water & Sewage	3,753.33	5,600.00	(1,846.67)	67.02%
6950 · Refuse	4,552.19	4,500.00	52.19	101.16%
6960 · Products for Resale	229.86	500.00	(270.14)	45.97%
6970 · Equipment Lease & Rental	14,458.24	15,424.00	(965.76)	93.74%
Total OPERATING EXPENSES	301,427.55	278,324.00	23,103.55	108.3%
PROFESSIONAL & TECHNICAL				
7125 · Audit and Financial Consulting	10,843.75	14,000.00	(3,156.25)	77.46%
7130 · Legal Fees	23,245.33	3,000.00	20,245.33	774.84%
7135 · Technology Consulting	23,644.39	9,000.00	14,644.39	262.72%
7140 · Architectural & Engineering	11,128.92	9,000.00	2,128.92	123.66%
7142 · HUD Grant - Prof Services	0.00	0.00	0.00	0.0%
7145 · Collection Agency	1,136.65	1,800.00	(663.35)	63.15%
7155 · Consultants - Other	15,985.00	12,000.00	3,985.00	133.21%
7165 · Equipment Maintenance	0.00	0.00	0.00	0.0%
7167 · Software Expense	0.00	0.00	0.00	0.0%
7170 · Telecommunications	22,546.75	21,306.00	1,240.75	105.82%
7175 · Internet Service	9,190.92	6,575.00	2,615.92	139.79%
7180 · Technology Equipment	31,681.41	41,000.00	(9,318.59)	77.27%
7185 · Technology Maintenance Fees	12,103.30	8,938.00	3,165.30	135.41%
7190 · Website Development	360.00	8,000.00	(7,640.00)	4.5%
6036 · Strategic Planning Update	0.00	0.00	0.00	0.0%
7171 · Consultants - Financial	0.00	0.00	0.00	0.0%
Total PROFESSIONAL & TECHNICAL	161,866.42	134,619.00	27,247.42	120.24%
FACILITIES, GROUNDS & MAINTENAN				
7205 · Maintenance Contracts	5,934.00	8,000.00	(2,066.00)	74.18%
7210 · Building Maint & Repairs	47,208.29	36,204.00	11,004.29	130.4%
7220 · Landscape	29,058.78	4,500.00	24,558.78	645.75%
6502 · Maint & Repairs Elevator	0.00	0.00	0.00	0.0%
6505 · Maint & Repairs Security System	0.00	0.00	0.00	0.0%
6506 · Maint & Repairs Electrical	0.00	0.00	0.00	0.0%
6507 · Maint & Repairs Plumbing	0.00	0.00	0.00	0.0%
6512 · Maint & Repairs - Other	0.00	0.00	0.00	0.0%
Total FACILITIES, GROUNDS & MAINTENAN	82,201.07	48,704.00	33,497.07	168.78%

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
CAPITAL				
7310 · Equipment, Furniture & Fixtures	50,981.80	95,000.00	(44,018.20)	53.67%
7320 · Structures & Improvements	0.00	36,000.00	(36,000.00)	0.0%
Total CAPITAL	50,981.80	131,000.00	(80,018.20)	38.92%
MISCELLANEOUS EXPENSE				
7510 · Miscellaneous Expense	763.35	2,000.00	(1,236.65)	38.17%
7520 · Refunds/Parcel	0.00	1,000.00	(1,000.00)	0.0%
7530 · Direct Assessments/Admin Costs	31,974.53	23,132.00	8,842.53	138.23%
7540 · Trustee Election	0.00	0.00	0.00	0.0%
7560 · Per Parcel Election	0.00	0.00	0.00	0.0%
7700 · Depreciation Expense	18,692.21	0.00	18,692.21	100.0%
Total MISCELLANEOUS EXPENSE	51,430.09	26,132.00	25,298.09	196.81%
TRUSTEE EXPENSES				
6681 · CALTAC	0.00	0.00	0.00	0.0%
Total TRUSTEE EXPENSES	0.00	0.00	0.00	0.0%
Total Expense	2,993,966.04	3,242,756.00	(248,789.96)	92.33%
Net Ordinary Income	237,392.47	0.00	237,392.47	100.0%
Net Income	237,392.47	0.00	237,392.47	100.0%

Altadena Library District
Donations & Grants
July 2015 through June 2016

	Type	Date	Name	Memo	Amount	Balance
DONATIONS AND GRANTS						
4710 - Friends of the Library						
	Deposit	10/16/2015	Friends of The Library	OCT-2015 - FY15-16 Donatin from FOL	45,000.00	45,000.00
	Bill	10/19/2015	Friends of The Library	101915 - Refund overpayment of Donation	-5,000.00	40,000.00
Total 4710 - Friends of the Library					40,000.00	40,000.00
4730 - Undesignated						
	Deposit	08/11/2015		AUG-2015 - Cash Donation from patron, Lisa Hoseu	50.00	50.00
	Deposit	08/12/2015		AUG-2015 - Donation from A. Vijayaraghavan	25.00	75.00
	Deposit	11/04/2015		NOV-2015 - Donation check from COPLA	100.00	175.00
	Deposit	01/11/2016		JAN-2016 - Donation from Patron Paul and Cara Barker	50.00	225.00
	Deposit	01/21/2016		JAN-2016 - Donation from anonymous patron	10.00	235.00
	Deposit	04/29/2016		APR-2016 - Unrestricted donation from patron	50.00	285.00
	Deposit	06/13/2016		JUN-2016 - Donation from Rebecca Bricker for book sales at "Secret of Marie" program on 4/26/16	85.00	370.00
	Deposit	06/24/2016		JUN-2016 - Undesignated donation from patrons Perilee & Dana Smith	10.00	380.00
Total 4730 - Undesignated					380.00	380.00
4735 - Designated						
	General Journal	07/01/2015		JUL-2015 - Reclassify Grant income for FY15-16	0.00	0.00
	Deposit	07/28/2015		JUL-2015 - Donation for Adult programming	10.00	10.00
	Deposit	09/25/2015		SEP-2015 - From ALF for Latino American Heritage Programming LA:500 Grant	500.00	510.00
	Deposit	03/30/2016		MAR-2016 - Grant Funds from SoCal Water Smart (Metro Water District of So Cal) for Water Conserv...	3,000.00	3,510.00
	General Journal	06/30/2016		Garden Grant relates to FYE 06/30/16, but will be received in the next fiscal year	25,000.00	28,510.00
Total 4735 - Designated					28,510.00	28,510.00
4740 - CA Library Literacy Services						
	Deposit	08/12/2015		AUG-2015 - Grant from CLLS, 1st Installment	18,000.00	18,000.00
	Deposit	12/10/2015		DEC-2015 - Grant from CLLS - 2nd Installment Payment	7,165.00	25,165.00
Total 4740 - CA Library Literacy Services					25,165.00	25,165.00
4750 - Cal State Library						
	Deposit	11/18/2015		NOV-2015 - DIY Grant Funds, 1st Payment (Invoice ID 40-8501)	13,500.00	13,500.00
	Deposit	12/30/2015		DEC-2015 - DIY Grant	13,500.00	27,000.00
Total 4750 - Cal State Library					27,000.00	27,000.00
Total DONATIONS AND GRANTS					121,055.00	121,055.00
TOTAL					121,055.00	121,055.00

**ALTADENA LIBRARY DISTRICT
MONTHLY INVESTMENT
REPORT**

Summary of Cash and Investments as of June 30, 2016

ACCOUNT	AGENT	YIELD	JUNE-2016
Pooled Funds at County of Los Angeles	LA County	0.90%	\$2,736,447.34
General Fund – Business Select Checking	Chase Bank	0.00%	\$163,241.11
Savings Public Fund – High Yield Savings	Chase Bank	0.15%	\$3,704.49
General Savings – High Yield Savings	Chase Bank	0.15%	\$30,122.10
HUD Account - Business Select Checking	Chase Bank	0.00%	\$2.04
SCLC Deposit Account	SCLC	0.00%	\$910.00
Petty Cash	District Office	0.00%	\$777.00
Total Cash and Investments			\$2,736,447.34

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



**LIBRARY BOARD OF TRUSTEES
STAFF REPORT**

DEPARTMENT: Finance

MEETING DATE: October 04, 2016

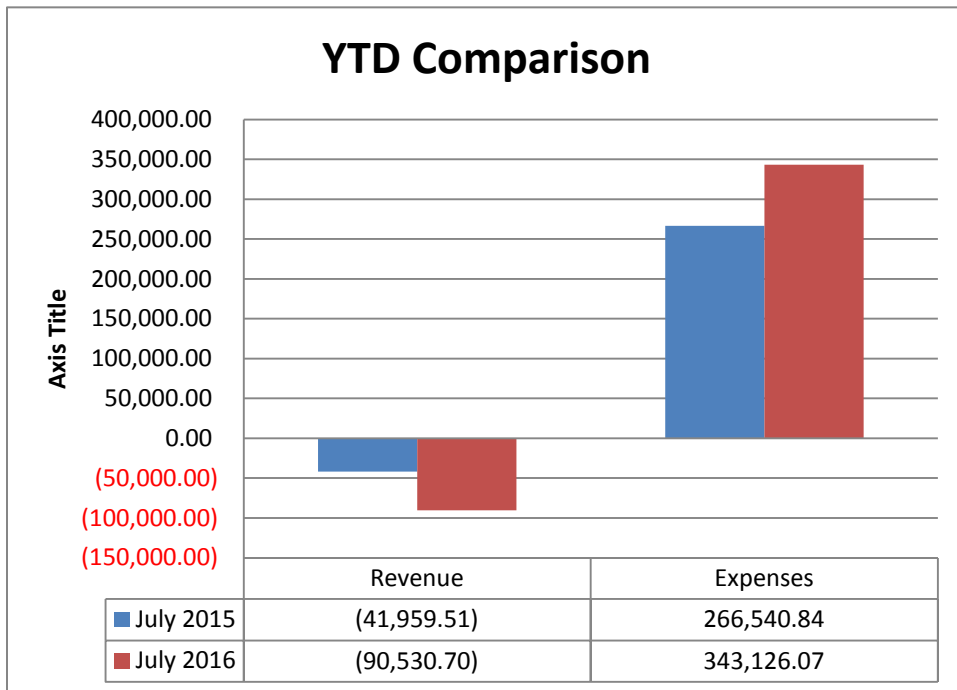
PREPARED BY: Tina Wallin, Finance Director

LOCATION: Community Room

TITLE: Summary Report of Financials for July 2016

FINANCIAL HIGHLIGHTS:

- Percent of year completed is 8%.
- The July financial report reflects property tax adjustments for FY15-16; therefore, income for the month of July will show as a negative. These adjustments are based on the LA County 13th Period Financial Reports.
- The District chose to pay the Unfunded Accrued Liability in full at the beginning of the Fiscal Year in order to receive a savings of \$2,575. Therefore, the PERS Retirement budget is reflected at 86%.
- Workers Compensation is paid in full at the beginning of the fiscal year. Adjustments are made at fiscal year end when payroll reconciliation reporting is completed.
- Electronic Databases are paid at the beginning of the fiscal year.
- Insurance is 50% of the budget at July because Earthquake Insurance was paid in full. At Mid-year the budget for this item will be adjusted to reflect the board approved change to Earthquake Insurance coverage.



Altadena Library District
Balance Sheet
As of July 31, 2016

Jul 31, 16

ASSETS

Current Assets

Checking/Savings

Cash & Cash Equivalents

1010.00 · Cash in County Treasury	
1010.10 · Trustee Election Reserve	122,122.95
1010.20 · Asset Replacement Reserve	143,939.00
1010.30 · Operating Reserves	100,000.00
1010.00 · Cash in County Treasury - Other	202,897.35
Total 1010.00 · Cash in County Treasury	568,959.30
1021 · Cash in Checking Chase Gen Fund	19,470.60
1026 · Cash in Savings PF - Chase Bank	3,839.38
1041 · Cash in Savings - Chase Bank	1,830,198.47
1045 · Cash HUD Fund - Chase Bank	2.04
1075 · SCLC Deposit Account	910.00
1080 · Petty Cash	777.00

Total Cash & Cash Equivalents **2,424,156.79**

Total Checking/Savings **2,424,156.79**

Other Current Assets

1220 · Miscellaneous Receivable	25,000.00
1400 · Property Taxes Receivable	-40,612.12
1076 · Prepaid Items & Deposits	3,701.74

Total Other Current Assets **-11,910.38**

Total Current Assets **2,412,246.41**

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 **2,822,353.02**

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable	32,403.87
-------------------------	------------------

	Jul 31, 16
Total Accounts Payable	32,403.87
Other Current Liabilities	
2012 - Accrued Vacation Payable	72,489.53
Total Other Current Liabilities	<u>72,489.53</u>
Total Current Liabilities	104,893.40
Long Term Liabilities	
2030 - GASB 45 OPEB Liability	89,113.66
Total Long Term Liabilities	<u>89,113.66</u>
Total Liabilities	194,007.06
Equity	
3300 - Retained Earnings	3,062,002.73
Net Income	-433,656.77
Total Equity	<u>2,628,345.96</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,822,353.02</u></u>

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

	Jul 15	Jul 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
PROPERTY TAXES	(46,790.66)	(93,847.14)	2,969,625.00	(3,063,472.14)	-3.16%
INTEREST INCOME	(6,219.69)	(5,275.55)	10,020.00	(15,295.55)	-52.65%
FINES & FEES	11,040.84	8,541.99	116,500.00	(107,958.01)	7.33%
DONATIONS AND GRANTS	10.00	0.00	66,165.00	(66,165.00)	0.00%
MISCELLANEOUS INCOME	0.00	50.00	179,383.00	(179,333.00)	0.03%
Total Income	(41,959.51)	(90,530.70)	3,341,693.00	(3,432,223.70)	-2.71%
Gross Profit	(41,959.51)	(90,530.70)	3,341,693.00	(3,432,223.70)	-2.71%
Expense					
SALARIES, WAGES & BENEFITS	168,219.00	244,427.48	2,224,794.00	(1,980,366.52)	10.99%
LIBRARY MATERIALS	25,692.41	46,394.12	328,411.00	(282,016.88)	14.13%
PROGRAMS	6,381.46	3,628.57	45,500.00	(41,871.43)	7.98%
OPERATING EXPENSES	50,472.93	33,215.44	260,524.00	(227,308.56)	12.75%
PROFESSIONAL & TECHNICAL	12,743.39	10,063.04	245,175.00	(235,111.96)	4.10%
FACILITIES, GROUNDS & MAINTENAN	2,938.12	6,058.03	63,000.00	(56,941.97)	9.62%
CAPITAL	0.00	0.00	148,156.00	(148,156.00)	0.00%
MISCELLANEOUS EXPENSE	93.53	(660.61)	26,132.00	(26,792.61)	-2.53%
Total Expense	266,540.84	343,126.07	3,341,693.00	(2,998,566.93)	10.27%
Net Ordinary Income	(308,500.35)	(433,656.77)	0.00	(433,656.77)	100.00%
Net Income	(308,500.35)	(433,656.77)	0.00	(433,656.77)	100.00%

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

			% of Year: 8%		
	Jul 15	Jul 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
PROPERTY TAXES					
4010 · Current Secured	(17,473.47)	(58,222.77)	2,027,714.00	(2,085,936.77)	-2.87%
4020 · Current Unsecured	(12,974.47)	(9,445.14)	72,100.00	(81,545.14)	-13.10%
4030 · Prior Year	(2,091.78)	(10,889.03)	10,300.00	(21,189.03)	-105.72%
4050 · Homeowners Exemption	0.00	0.00	7,725.00	(7,725.00)	0.00%
4060 · Per Parcel Benefit Assessment	(19,809.06)	(16,835.81)	780,996.00	(797,831.81)	-2.16%
4070 · SB 813 Supplemental Roll	5,570.51	1,548.33	28,840.00	(27,291.67)	5.37%
4080 · Penalties, Interest & Costs	(12.39)	(2.72)	15,450.00	(15,452.72)	-0.02%
4090 · RDA ABx126 Income	0.00	0.00	26,500.00	(26,500.00)	0.00%
Total PROPERTY TAXES	(46,790.66)	(93,847.14)	2,969,625.00	(3,063,472.14)	-3.16%
INTEREST INCOME					
4210 · Chase Bank	0.70	76.61	20.00	56.61	383.05%
4220 · County Deposits	(6,220.39)	(5,352.16)	10,000.00	(15,352.16)	-53.52%
Total INTEREST INCOME	(6,219.69)	(5,275.55)	10,020.00	(15,295.55)	-52.65%
FINES & FEES					
4305 · Fines	3,705.82	1,890.49	33,000.00	(31,109.51)	5.73%
4310 · Printer & Copy Machine	1,244.02	837.50	8,500.00	(7,662.50)	9.85%
4340 · Passport Services Fees	6,091.00	5,814.00	75,000.00	(69,186.00)	7.75%
Total FINES & FEES	11,040.84	8,541.99	116,500.00	(107,958.01)	7.33%
DONATIONS AND GRANTS					
4710 · Friends of the Library	0.00	0.00	40,000.00	(40,000.00)	0.00%
4730 · Undesignated	0.00	0.00	500.00	(500.00)	0.00%
4735 · Designated	10.00	0.00	500.00	(500.00)	0.00%
4740 · CA Library Literacy Services	0.00	0.00	25,165.00	(25,165.00)	0.00%
Total DONATIONS AND GRANTS	10.00	0.00	66,165.00	(66,165.00)	0.00%
MISCELLANEOUS INCOME					
4910 · Miscellaneous Income	0.00	50.00	5,000.00	(4,950.00)	1.00%
4940 · Transfer in from Reserves	0.00	0.00	174,383.00	(174,383.00)	0.00%
Total MISCELLANEOUS INCOME	0.00	50.00	179,383.00	(179,333.00)	0.03%
Total Income	(41,959.51)	(90,530.70)	3,341,693.00	(3,432,223.70)	-2.71%
Gross Profit	(41,959.51)	(90,530.70)	3,341,692.00	(3,432,222.70)	-2.71%
Expense					
SALARIES, WAGES & BENEFITS					
SALARIES & WAGES					
5010 · Salaried	98,883.17	101,142.82	1,314,365.00	(1,213,222.18)	7.70%
5020 · Hourly	19,960.15	25,289.44	212,693.00	(187,403.56)	11.89%
Total SALARIES & WAGES	118,843.32	126,432.26	1,527,058.00	(1,400,625.74)	8.28%
BENEFITS					
5120 · Soc Security & Medicare, Salary	7,453.46	7,573.67	100,549.00	(92,975.33)	7.53%
5121 · Soc Security & Medicare, Hourly	1,521.69	1,929.45	16,271.00	(14,341.55)	11.86%
5210 · PERS Retirement	14,615.83	156,860.96	180,765.00	(23,904.04)	86.78%
5220 · Health Insurance	14,684.34	14,829.46	204,000.00	(189,170.54)	7.27%
5222 · OPEB Contribution	0.00	0.00	140,000.00	(140,000.00)	0.00%
5230 · Dental Insurance	1,253.00	2,650.66	14,435.00	(11,784.34)	18.36%
5240 · Vision Insurance	434.30	828.72	4,308.00	(3,479.28)	19.24%
5250 · SUI, Salaried	(1,700.33)	0.00	15,233.00	(15,233.00)	0.00%
5251 · SUI, Hourly	185.94	283.21	2,465.00	(2,181.79)	11.49%
5260 · Life Insurance	140.40	268.16	1,710.00	(1,441.84)	15.68%

	% of Year:				8%
	Jul 15	Jul 16	Budget	\$ Over Budget	% of Budget
5310 · Workers' Compensation	10,787.05	11,201.41	18,000.00	(6,798.59)	62.23%
Total BENEFITS	49,375.68	196,425.70	697,736.00	(501,310.30)	28.15%
Total SALARIES, WAGES & BENEFITS	168,219.00	322,857.96	2,224,794.00	(1,901,936.04)	14.51%
LIBRARY MATERIALS					
6110 · Cataloging Expenses	3,620.88	1,425.42	19,604.00	(18,178.58)	7.27%
6115 · Electronic Databases & Subscrip	5,761.18	13,945.77	15,000.00	(1,054.23)	92.97%
6120 · Books	6,622.05	16,068.33	166,944.00	(150,875.67)	9.63%
6125 · Audio CD	3,355.55	3,168.29	19,253.00	(16,084.71)	16.46%
6130 · DVD's & Videogames	1,261.13	1,899.13	25,110.00	(23,210.87)	7.56%
6135 · Processing of Materials	2,283.91	9,336.78	50,000.00	(40,663.22)	18.67%
6140 · Periodicals	1,609.32	69.94	12,500.00	(12,430.06)	0.56%
6150 · Downloadables	1,178.39	480.46	20,000.00	(19,519.54)	2.40%
Total LIBRARY MATERIALS	25,692.41	46,394.12	328,411.00	(282,016.88)	14.13%
PROGRAMS					
6200 · Youth Services	4,570.53	2,504.60	10,000.00	(7,495.40)	25.05%
6210 · Teen Services	434.70	648.91	5,500.00	(4,851.09)	11.80%
6220 · Adult Services	1,280.81	475.06	25,000.00	(24,524.94)	1.90%
6230 · Bob Lucas Branch Services	95.42	0.00	2,000.00	(2,000.00)	0.00%
6240 · Literacy Services	0.00	0.00	3,000.00	(3,000.00)	0.00%
Total PROGRAMS	6,381.46	3,628.57	45,500.00	(41,871.43)	7.98%
OPERATING EXPENSES					
6430 · Insurance-Gen, Prop, Liab, Eq	29,381.49	15,797.09	31,000.00	(15,202.91)	50.96%
6620 · Membership Dues & Subscriptions	4,759.84	3,374.00	13,000.00	(9,626.00)	25.95%
6625 · Training & Education	0.00	90.00	8,000.00	(7,910.00)	1.13%
6626 · Recruitment, Gifts and Memorial	110.87	0.00	5,000.00	(5,000.00)	0.00%
6627 · Advertising / Marketing	305.89	1,678.70	30,000.00	(28,321.30)	5.60%
6710 · Meetings & Travel	575.58	456.00	6,000.00	(5,544.00)	7.60%
6730 · Mileage & Parking Reimbursement	8.74	14.09	1,000.00	(985.91)	1.41%
6740 · Postage & Delivery	1,066.01	0.00	9,500.00	(9,500.00)	0.00%
6745 · Banking & Service Fees	293.30	155.50	2,000.00	(1,844.50)	7.78%
6746 · Payroll Fees	1,044.31	1,072.94	13,000.00	(11,927.06)	8.25%
6750 · Printing & Reproduction	1,457.81	649.10	6,000.00	(5,350.90)	10.82%
6755 · Equipment, Furniture, Fixtures	0.00	0.00	5,000.00	(5,000.00)	0.00%
6765 · Janitorial Supplies	916.09	86.73	14,500.00	(14,413.27)	0.60%
6770 · Operating Supplies	2,472.38	5,441.45	30,000.00	(24,558.55)	18.14%
6780 · Operating Software	0.00	0.00	5,000.00	(5,000.00)	0.00%
6790 · Hardware (Computers / Tech)	450.00	200.87	8,000.00	(7,799.13)	2.51%
6920 · Electricity	5,170.38	2,329.35	42,000.00	(39,670.65)	5.55%
6930 · Natural Gas	49.20	0.00	5,500.00	(5,500.00)	0.00%
6940 · Water & Sewage	297.80	438.61	5,600.00	(5,161.39)	7.83%
6950 · Refuse	423.89	266.56	4,500.00	(4,233.44)	5.92%
6960 · Products for Resale	0.00	0.00	500.00	(500.00)	0.00%
6970 · Equipment Lease & Rental	1,689.35	1,164.45	15,424.00	(14,259.55)	7.55%
Total OPERATING EXPENSES	50,472.93	33,215.44	260,524.00	(227,308.56)	12.75%
PROFESSIONAL & TECHNICAL					
7125 · Audit and Financial Consulting	3,166.25	3,400.00	14,000.00	(10,600.00)	24.29%
7130 · Legal Fees	0.00	0.00	10,000.00	(10,000.00)	0.00%
7135 · Technology Consulting	2,580.42	0.00	20,000.00	(20,000.00)	0.00%
7140 · Architectural & Engineering	0.00	0.00	9,000.00	(9,000.00)	0.00%
7145 · Collection Agency	161.10	0.00	1,800.00	(1,800.00)	0.00%
7155 · Consultants - Other	160.00	2,903.33	30,000.00	(27,096.67)	9.68%
7170 · Telecommunications	2,303.29	28.00	25,000.00	(24,972.00)	0.11%
7175 · Internet Service	481.71	0.00	6,575.00	(6,575.00)	0.00%

	% of Year: 8%				
	Jul 15	Jul 16	Budget	\$ Over Budget	% of Budget
7180 · Technology Equipment	0.00	676.22	56,000.00	(55,323.78)	1.21%
7185 · Technology Maintenance Fees	3,890.62	3,055.49	52,800.00	(49,744.51)	5.79%
7190 · Website Development	0.00	0.00	20,000.00	(20,000.00)	0.00%
Total PROFESSIONAL & TECHNICAL	12,743.39	10,063.04	245,175.00	(235,111.96)	4.10%
FACILITIES, GROUNDS & MAINTENAN					
7205 · Maintenance Contracts	1,632.82	1,372.68	8,000.00	(6,627.32)	17.16%
7210 · Building Maint & Repairs	1,228.09	622.43	40,000.00	(39,377.57)	1.56%
7220 · Landscape	77.21	4,062.92	15,000.00	(10,937.08)	27.09%
Total FACILITIES, GROUNDS & MAINTENAN	2,938.12	6,058.03	63,000.00	(56,941.97)	9.62%
CAPITAL					
7310 · Equipment, Furniture & Fixtures	0.00	0.00	20,000.00	(20,000.00)	0.00%
7320 · Structures & Improvements	0.00	0.00	128,156.00	(128,156.00)	0.00%
Total CAPITAL	0.00	0.00	148,156.00	(148,156.00)	0.00%
MISCELLANEOUS EXPENSE					
7510 · Miscellaneous Expense	51.07	(660.61)	2,000.00	(2,660.61)	-33.03%
7520 · Refunds/Parcel	0.00	0.00	1,000.00	(1,000.00)	0.00%
7530 · Direct Assessments/Admin Costs	42.46	0.00	23,132.00	(23,132.00)	0.00%
Total MISCELLANEOUS EXPENSE	93.53	(660.61)	26,132.00	(26,792.61)	-2.53%
Total Expense	266,540.84	421,556.55	3,341,692.00	(2,920,135.45)	12.62%
Net Ordinary Income	(308,500.35)	(512,087.25)	0.00	(512,087.25)	100.00%
Net Income	(308,500.35)	(512,087.25)	0.00	(512,087.25)	100.00%

**ALTADENA LIBRARY DISTRICT
MONTHLY INVESTMENT
REPORT**

Summary of Cash and Investments as of July 31, 2016

ACCOUNT	AGENT	YIELD	JULY-2016
Pooled Funds at County of Los Angeles	LA County	0.90%	\$568,959.30
General Fund – Business Select Checking	Chase Bank	0.00%	\$19,470.60
Savings Public Fund – High Yield Savings	Chase Bank	0.15%	\$3,839.38
General Savings – High Yield Savings	Chase Bank	0.15%	\$1,830,198.47
HUD Account - Business Select Checking	Chase Bank	0.00%	\$2.04
SCLC Deposit Account	SCLC	0.00%	\$1,160.00
Petty Cash	District Office	0.00%	\$777.00
Total Cash and Investments			\$2,424,156.79

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



LIBRARY BOARD OF TRUSTEES
STAFF REPORT

DEPARTMENT: Finance

MEETING DATE: October 04, 2016

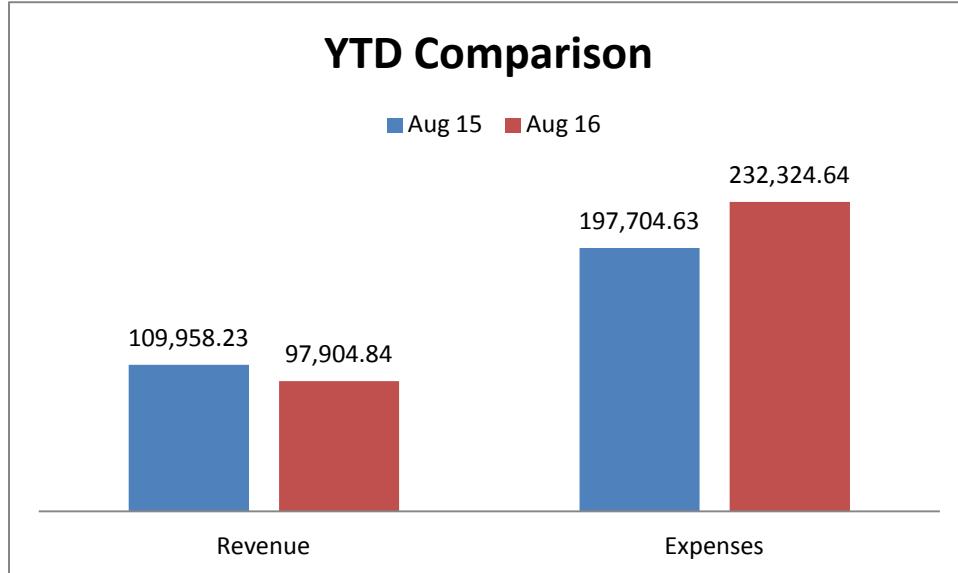
PREPARED BY: Tina Wallin, Finance Director

LOCATION: Community Room

TITLE: Summary Report of Financials for August 2016

FINANCIAL HIGHLIGHTS:

- Percent of year completed is 17%.
- Property tax revenue collected for August 2016 is \$86,624; however, due to the July 13th period adjustments the budget reflects a negative balance. While the District receives property tax revenue each month, the majority of funds are collected in December and April.
- Youth Services programming is at 25% of the budget which reflects programming held in July for Summer Reading.
- Most memberships, dues and subscriptions are paid at the beginning of the fiscal year. Therefore, the percent of budget is 26%
- Miscellaneous expenses are under-budget. These are expenses that will be adjusted during audit.



Altadena Library District
Balance Sheet
As of August 31, 2016

Aug 31, 16

ASSETS

Current Assets

Checking/Savings

Cash & Cash Equivalents

1010.00 · Cash in County Treasury	
1010.10 · Trustee Election Reserve	122,122.95
1010.20 · Asset Replacement Reserve	143,939.00
1010.30 · Operating Reserves	100,000.00
1010.00 · Cash in County Treasury - Other	290,984.00
Total 1010.00 · Cash in County Treasury	657,045.95
1021 · Cash in Checking Chase Gen Fund	173,811.83
1026 · Cash in Savings PF - Chase Bank	3,901.79
1041 · Cash in Savings - Chase Bank	1,430,322.42
1045 · Cash HUD Fund - Chase Bank	2.04
1075 · SCLC Deposit Account	910.00
1080 · Petty Cash	777.00

Total Cash & Cash Equivalents 2,266,771.03

Total Checking/Savings 2,266,771.03

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 2,277,558.65

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 2,687,665.26

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable	32,135.91
-------------------------	-----------

	Aug 31, 16
Total Accounts Payable	32,135.91
Other Current Liabilities	
2012 - Accrued Vacation Payable	72,489.53
Total Other Current Liabilities	<u>72,489.53</u>
Total Current Liabilities	104,625.44
Long Term Liabilities	
2030 - GASB 45 OPEB Liability	89,113.66
Total Long Term Liabilities	<u>89,113.66</u>
Total Liabilities	193,739.10
Equity	
3300 - Retained Earnings	3,062,002.73
Net Income	-568,076.57
Total Equity	<u>2,493,926.16</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,687,665.26</u></u>

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

	Aug 15	Aug 16	Jul - Aug 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense						
Income						
PROPERTY TAXES	82,014.37	86,623.58	(7,223.56)	2,969,625.00	(2,976,848.56)	-0.24%
INTEREST INCOME	699.21	1,587.30	(3,688.25)	10,020.00	(13,708.25)	-36.81%
FINES & FEES	9,169.65	8,343.96	16,885.95	116,500.00	(99,614.05)	14.49%
DONATIONS AND GRANTS	18,075.00	1,250.00	1,250.00	66,165.00	(64,915.00)	1.89%
MISCELLANEOUS INCOME	0.00	100.00	150.00	179,383.00	(179,233.00)	0.08%
Total Income	109,958.23	97,904.84	7,374.14	3,341,693.00	(3,334,318.86)	0.22%
Gross Profit	109,958.23	97,904.84	7,374.14	3,341,693.00	(3,334,318.86)	0.22%
Expense						
SALARIES, WAGES & BENEFITS	154,033.35	160,843.83	405,271.31	2,224,794.00	(1,819,522.69)	18.22%
LIBRARY MATERIALS	6,125.86	6,095.60	52,489.72	328,411.00	(275,921.28)	15.98%
PROGRAMS	13,161.27	0.00	3,628.57	45,500.00	(41,871.43)	7.98%
OPERATING EXPENSES	16,875.91	10,241.51	43,456.95	260,524.00	(217,067.05)	16.68%
PROFESSIONAL & TECHNICAL	805.20	44,396.20	54,459.24	245,175.00	(190,715.76)	22.21%
FACILITIES, GROUNDS & MAINTENAN	493.63	10,747.50	16,805.53	63,000.00	(46,194.47)	26.68%
CAPITAL	6,193.09	0.00	0.00	148,156.00	(148,156.00)	0.0%
MISCELLANEOUS EXPENSE	16.32	0.00	(660.61)	26,133.00	(26,793.61)	-2.53%
Total Expense	197,704.63	232,324.64	575,450.71	3,341,693.00	(2,766,242.29)	17.22%
Net Ordinary Income	(87,746.40)	(134,419.80)	(568,076.57)	0.00	(568,076.57)	100.0%
Net Income	(87,746.40)	(134,419.80)	(568,076.57)	0.00	(568,076.57)	100.0%

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

					% of Year: 17%	
	Aug 15	Aug 16	Jul - Aug 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense						
Income						
PROPERTY TAXES						
4010 - Current Secured	0.00	0.00	(58,222.77)	2,027,714.00	(2,085,936.77)	-2.87%
4020 - Current Unsecured	57,247.30	58,495.38	49,050.24	72,100.00	(23,049.76)	68.03%
4030 - Prior Year	15,431.91	17,122.56	6,233.53	10,300.00	(4,066.47)	60.52%
4050 - Homeowners Exemption	0.00	0.00	0.00	7,725.00	(7,725.00)	0.0%
4060 - Per Parcel Benefit Assessment	5,889.44	5,901.55	(10,934.26)	780,996.00	(791,930.26)	-1.4%
4070 - SB 813 Supplemental Roll	1,363.18	3,397.68	4,946.01	28,840.00	(23,893.99)	17.15%
4080 - Penalties, Interest & Costs	2,082.54	1,706.41	1,703.69	15,450.00	(13,746.31)	11.03%
4090 - RDA ABx126 Income	0.00	0.00	0.00	26,500.00	(26,500.00)	0.0%
Total PROPERTY TAXES	82,014.37	86,623.58	(7,223.56)	2,969,625.00	(2,976,848.56)	-0.24%
INTEREST INCOME						
4210 - Chase Bank	0.71	124.23	200.84	20.00	180.84	1,004.2%
4220 - County Deposits	698.50	1,463.07	(3,889.09)	10,000.00	(13,889.09)	-38.89%
Total INTEREST INCOME	699.21	1,587.30	(3,688.25)	10,020.00	(13,708.25)	-36.81%
FINES & FEES						
4305 - Fines	2,643.35	1,433.96	3,324.45	33,000.00	(29,675.55)	10.07%
4310 - Printer & Copy Machine	562.30	461.00	1,298.50	8,500.00	(7,201.50)	15.28%
4330 - Video Game Rentals		0.00	0.00	0.00	0.00	0.0%
4340 - Passport Services Fees	5,964.00	6,449.00	12,263.00	75,000.00	(62,737.00)	16.35%
Total FINES & FEES	6,526.30	8,343.96	16,885.95	116,500.00	(99,614.05)	14.49%
DONATIONS AND GRANTS						
4710 - Friends of the Library	0.00	0.00	0.00	40,000.00	(40,000.00)	0.0%
4730 - Undesignated	75.00	0.00	0.00	500.00	(500.00)	0.0%
4735 - Designated	0.00	1,250.00	1,250.00	500.00	750.00	250.0%
4740 - CA Library Literacy Services	18,000.00	0.00	0.00	25,165.00	(25,165.00)	0.0%
4750 - Cal State Library	0.00	0.00	0.00	0.00	0.00	0.0%
4755 - HUD Grant	0.00	0.00	0.00	0.00	0.00	0.0%
Total DONATIONS AND GRANTS	18,075.00	1,250.00	1,250.00	66,165.00	(64,915.00)	1.89%
MISCELLANEOUS INCOME						
4910 - Miscellaneous Income	0.00	100.00	150.00	5,000.00	(4,850.00)	3.0%
4940 - Transfer in from Reserves	0.00	0.00	0.00	174,383.00	(174,383.00)	0.0%
Total MISCELLANEOUS INCOME	0.00	100.00	150.00	179,383.00	(179,233.00)	0.08%
Total Income	109,958.23	97,904.84	7,374.14	3,341,693.00	(3,334,318.86)	0.22%
Gross Profit	109,958.23	97,904.84	7,374.14	3,341,693.00	(3,334,318.86)	0.22%
Expense						
SALARIES, WAGES & BENEFITS						
SALARIES & WAGES						
5010 - Salaried	98,424.22	101,918.75	203,061.57	1,314,365.00	(1,111,303.43)	15.45%
5020 - Hourly	18,417.93	24,726.78	50,016.22	212,693.00	(162,676.78)	23.52%
Total SALARIES & WAGES	116,842.15	126,645.53	253,077.79	1,527,058.00	(1,273,980.21)	16.57%
BENEFITS						
5120 - Soc Security & Medicare, Salary	7,418.35	6,460.55	14,034.22	100,549.00	(86,514.78)	13.96%
5121 - Soc Security & Medicare, Hourly	1,358.96	1,982.32	3,911.77	16,271.00	(12,359.23)	24.04%
5210 - PERS Retirement	(489.22)	11,053.60	89,484.08	180,765.00	(91,280.92)	49.5%
5220 - Health Insurance	14,238.12	14,827.78	29,657.24	204,000.00	(174,342.76)	14.54%
5222 - OPEB Contribution	12,700.00	0.00	0.00	140,000.00	(140,000.00)	0.0%
5230 - Dental Insurance	1,202.88	(244.90)	2,405.76	14,435.00	(12,029.24)	16.67%
5240 - Vision Insurance	382.49	(110.64)	718.08	4,308.00	(3,589.92)	16.67%
5250 - SUJ, Salaried	32.97	0.00	0.00	15,233.00	(15,233.00)	0.0%
5251 - SUJ, Hourly	176.25	232.55	515.76	2,465.00	(1,949.24)	20.92%
5260 - Life Insurance	140.40	(2.96)	265.20	1,710.00	(1,444.80)	15.51%
5300 - Tuition Reimbursement	0.00	0.00	0.00	0.00	0.00	0.0%
5310 - Workers' Compensation	0.00	0.00	11,201.41	18,000.00	(6,798.59)	62.23%
Total BENEFITS	37,161.20	34,198.30	152,193.52	697,736.00	(545,542.48)	21.81%

	% of Year: 17%					
	Aug 15	Aug 16	Jul - Aug 16	Budget	\$ Over Budget	% of Budget
Total SALARIES, WAGES & BENEFITS	154,003.35	160,843.83	405,271.31	2,224,794.00	(1,819,522.69)	18.22%
LIBRARY MATERIALS						
6110 - Cataloging Expenses	1,380.88	1,425.42	2,850.84	19,604.00	(16,753.16)	14.54%
6115 - Electronic Databases & Subscrip	0.00	3,000.00	16,945.77	15,000.00	1,945.77	112.97%
6120 - Books	3,347.10	849.08	16,917.41	166,944.00	(150,026.59)	10.13%
6125 - Audio CD	440.04	90.00	3,258.29	19,253.00	(15,994.71)	16.92%
6130 - DVD's & Videogames	593.98	369.67	2,268.80	25,110.00	(22,841.20)	9.04%
6135 - Processing of Materials	347.36	46.60	9,383.38	50,000.00	(40,616.62)	18.77%
6140 - Periodicals	16.50	0.00	69.94	12,500.00	(12,430.06)	0.56%
6150 - Downloadables	0.00	314.83	795.29	20,000.00	(19,204.71)	3.98%
Total LIBRARY MATERIALS	6,125.86	6,095.60	52,489.72	328,411.00	(275,921.28)	15.98%
PROGRAMS						
6200 - Youth Services	33.14	0.00	2,504.60	10,000.00	(7,495.40)	25.05%
6210 - Teen Services	12,042.18	0.00	648.91	5,500.00	(4,851.09)	11.8%
6220 - Adult Services	441.91	0.00	475.06	25,000.00	(24,524.94)	1.9%
6230 - Bob Lucas Branch Services	102.23	0.00	0.00	2,000.00	(2,000.00)	0.0%
6240 - Literacy Services	541.81	0.00	0.00	3,000.00	(3,000.00)	0.0%
Total PROGRAMS	13,161.27	0.00	3,628.57	45,500.00	(41,871.43)	7.98%
OPERATING EXPENSES						
6430 - Insurance-Gen, Prop, Liab, Eq	0.00	0.00	15,797.09	31,000.00	(15,202.91)	50.96%
6620 - Membership Dues & Subscriptions	632.00	0.00	3,374.00	13,000.00	(9,626.00)	25.95%
6625 - Training & Education	2,305.00	0.00	90.00	8,000.00	(7,910.00)	1.13%
6626 - Recruitment, Gifts and Memorial	842.63	0.00	0.00	5,000.00	(5,000.00)	0.0%
6627 - Advertising / Marketing	750.00	2,124.30	3,803.00	30,000.00	(26,197.00)	12.68%
6710 - Meetings & Travel	647.70	60.00	516.00	6,000.00	(5,484.00)	8.6%
6730 - Mileage & Parking Reimbursement	6.91	7.02	21.11	1,000.00	(978.89)	2.11%
6740 - Postage & Delivery	0.00	0.00	0.00	9,500.00	(9,500.00)	0.0%
6745 - Banking & Service Fees	141.91	156.15	311.65	2,000.00	(1,688.35)	15.58%
6746 - Payroll Fees	1,027.17	1,169.69	2,242.63	13,000.00	(10,757.37)	17.25%
6750 - Printing & Reproduction	1,214.26	0.00	649.10	6,000.00	(5,350.90)	10.82%
6755 - Equipment, Furniture, Fixtures	0.00	200.00	200.00	5,000.00	(4,800.00)	4.0%
6765 - Janitorial Supplies	72.80	900.50	987.23	14,500.00	(13,512.77)	6.81%
6770 - Operating Supplies	1,648.17	90.25	5,531.70	30,000.00	(24,468.30)	18.44%
6780 - Operating Software	0.00	0.00	0.00	5,000.00	(5,000.00)	0.0%
6785 - Computer Supplies	0.00	0.00	0.00	0.00	0.00	0.0%
6790 - Hardware (Computers / Tech)	0.00	0.00	200.87	8,000.00	(7,799.13)	2.51%
6920 - Electricity	5,481.61	4,676.15	7,005.50	42,000.00	(34,994.50)	16.68%
6930 - Natural Gas	57.15	78.42	78.42	5,500.00	(5,421.58)	1.43%
6940 - Water & Sewage	781.80	0.00	438.61	5,600.00	(5,161.39)	7.83%
6950 - Refuse	423.89	0.00	266.56	4,500.00	(4,233.44)	5.92%
6960 - Products for Resale	0.00	0.00	0.00	500.00	(500.00)	0.0%
6970 - Equipment Lease & Rental	842.91	779.03	1,943.48	15,424.00	(13,480.52)	12.6%
Total OPERATING EXPENSES	16,875.91	10,241.51	43,456.95	260,524.00	(217,067.05)	16.68%
PROFESSIONAL & TECHNICAL						
7125 - Audit and Financial Consulting	(1,020.00)	2,286.25	5,686.25	14,000.00	(8,313.75)	40.62%
7130 - Legal Fees	0.00	3,212.05	3,212.05	10,000.00	(6,787.95)	32.12%
7135 - Technology Consulting	0.00	0.00	0.00	20,000.00	(20,000.00)	0.0%
7140 - Architectural & Engineering	0.00	0.00	0.00	9,000.00	(9,000.00)	0.0%
7145 - Collection Agency	53.70	98.45	98.45	1,800.00	(1,701.55)	5.47%
7155 - Consultants - Other	0.00	635.00	3,538.33	30,000.00	(26,461.67)	11.79%
7170 - Telecommunications	1,449.79	0.00	28.00	25,000.00	(24,972.00)	0.11%
7175 - Internet Service	321.71	0.00	0.00	6,575.00	(6,575.00)	0.0%
7180 - Technology Equipment	0.00	5,312.50	5,988.72	56,000.00	(50,011.28)	10.69%
7185 - Technology Maintenance Fees	0.00	32,851.95	35,907.44	52,800.00	(16,892.56)	68.01%
7190 - Website Development	0.00	0.00	0.00	20,000.00	(20,000.00)	0.0%
Total PROFESSIONAL & TECHNICAL	805.20	44,396.20	54,459.24	245,175.00	(190,715.76)	22.21%
FACILITIES, GROUNDS & MAINTENAN						
7205 - Maintenance Contracts	105.50	0.00	1,372.68	8,000.00	(6,627.32)	17.16%
7210 - Building Maint & Repairs	346.65	385.00	1,007.43	40,000.00	(38,992.57)	2.52%
7220 - Landscape	41.48	10,362.50	14,425.42	15,000.00	(574.58)	96.17%

% of Year: 17%

	Aug 15	Aug 16	Jul - Aug 16	Budget	\$ Over Budget	% of Budget
Total FACILITIES, GROUNDS & MAINTENAN	493.63	10,747.50	16,805.53	63,000.00	(46,194.47)	26.68%
CAPITAL						
7310 - Equipment, Furniture & Fixtures	6,193.09	0.00	0.00	20,000.00	(20,000.00)	0.0%
7320 - Structures & Improvements	0.00	0.00	0.00	128,156.00	(128,156.00)	0.0%
Total CAPITAL	6,193.09	0.00	0.00	148,156.00	(148,156.00)	0.0%
MISCELLANEOUS EXPENSE						
7510 - Miscellaneous Expense	16.32	0.00	(660.61)	2,000.00	(2,660.61)	-33.03%
7520 - Refunds/Parcel	0.00	0.00	0.00	1,000.00	(1,000.00)	0.0%
7530 - Direct Assessments/Admin Costs	0.00	0.00	0.00	23,133.00	(23,133.00)	0.0%
Total MISCELLANEOUS EXPENSE	16.32	0.00	(660.61)	26,133.00	(26,793.61)	-2.53%
Total Expense	197,674.63	232,324.64	575,450.71	3,341,693.00	(2,766,242.29)	17.22%
Net Ordinary Income	(87,716.40)	(134,419.80)	(568,076.57)	0.00	(568,076.57)	100.0%
Net Income	(87,716.40)	(134,419.80)	(568,076.57)	0.00	(568,076.57)	100.0%

**Altadena Library District
Donations & Grants
July through August 2016**

	Type	Date	Name	Memo	Amount	Balance
DONATIONS AND GRANTS						
4735 - Designated						
	Deposit	08/18/2016		AUG-2016 - Donation from Rotary Club for Non-Fiction Books	1,250.00	1,250.00
					<u>1,250.00</u>	<u>1,250.00</u>
					1,250.00	1,250.00
					<u>1,250.00</u>	<u>1,250.00</u>
TOTAL					1,250.00	1,250.00

**ALTADENA LIBRARY DISTRICT
MONTHLY INVESTMENT
REPORT**

Summary of Cash and Investments as of August 31, 2016

ACCOUNT	AGENT	YIELD	AUG-2016
Pooled Funds at County of Los Angeles	LA County	0.90%	\$657,045.95
General Fund – Business Select Checking	Chase Bank	0.00%	\$173,811.83
Savings Public Fund – High Yield Savings	Chase Bank	0.15%	\$3,901.79
General Savings – High Yield Savings	Chase Bank	0.15%	\$1,430,322.42
HUD Account - Business Select Checking	Chase Bank	0.00%	\$2.04
SCLC Deposit Account	SCLC	0.00%	\$910.00
Petty Cash	District Office	0.00%	\$777.00
Total Cash and Investments			\$2,266,771.03

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



Honoring the past, cultivating the present, empowering the future

MINUTES

Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

August 22, 2016 – 5:06 p.m.

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

1. **CALL TO ORDER**

2. **ROLL CALL:**

Meredith McKenzie, President **PRESENT**

David Tuck **EXCUSED ABSENCE**

Gwendolyn McMullins **PRESENT**

Adalila Zelada-Garcia, Secretary **PRESENT**

John McDonald **EXCUSED ABSENCE**

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 requested Agenda items 12a and 12c proceed Agenda Item 4. Moved by Trustee McMullins. Seconded by Trustee Garcia

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:

None

Finance Director Wallin reported there were no updates

6. **FINANCIAL REPORTS**

a) Financial reports for the month of June 2016

(DISCUSSION/POSSIBLE ACTION)

Finance Director Wallin reported that July 2016 reports have not been completed. The District is awaiting financial reports from the County. Enclosed are the unaudited FY15-16 reports. Wallin noted that because the District is on an accrual accounting basis the Water Conservation Garden Grant of \$25,000 has been booked even though funds have not been received. Wallin noted the savings in Health Insurance are due to a change in retiree figures and a decrease in employee coverage.

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 July 25, 2016
- b) Statistical Reports – July 2016
- c) Departmental Monthly Report – July 2016

Moved by Trustee McMullins. Seconded by Trustee Garcia

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**

Director Kittay introduced Branch Manager, Carlene Chiu, who invited staff and the Board members to attend the Branch Libraries Open House on Thursday September 1 from Noon to 4pm. Chiu noted that the Branch interior has been remodeled to include such things as new furniture, new computers, new displays, etc.

Director Kittay kicked off her Directors Report with a quote from American Libraries Magazine. Kittay noted that next month is Library Card Sign-up Month, but that this has been increasing over the last year or two. Kittay also mentioned that the library has done some marketing for the Friends of the Library via social media (library website, Facebook, Pinterest, and Instagram).

- a) Facilities Director Kittay reported that HVAC unit has a coolant leak. Coolant has been replaced twice this summer but in order to repair the unit it will be required to be off for a period of a week. Repairs will be scheduled for November. Bids were received for Landscape work. Work has been begun on maintenance of the entire property and removal of a couple of trees that were diseased and could not be saved. Trustee Garcia requested Kittay inform the public of the work being completed. Kittay will include in the next Newsletter. Kittay confirmed the three aspects to District Landscape; 1) A contractor working 2-4 hours per week on the Conservation garden, 2) Current part-time landscape staff, 3) Tree Contractor handling all the tree maintenance.
- b) Human Resources Outsourcing Update (Progress) Director Kittay reported that HR Network attended the August Staff Meeting and will be attending the September Staff Meeting.
- c) Libraries Transforming Communities/Harwood Director Kittay noted the District is using this method for community outreach. Kittay reached out to Brian Biery, asking if he was interested in being the moderator for the program. No contract is currently in place, but Biery indicated his interest in being a part of the program. The only training available for this program is located in Atlanta. Kittay will look at the budget to determine if it's feasible for some members of staff to attend. The program would consist of 15 or so community meetings with approx. 10-20 community members in attendance. The goal is to target areas and populations that are not currently using the library. Kittay noted that the Board will receive a report with a plan and signed contract.

11. **OLD BUSINESS**

- a) Review and discussion of District Earthquake/DIC (Difference in Conditions) Policy Options for FY 2016/17 (**DISCUSSION / POSSIBLE ACTION**) – as of 8/19/2016 we are still awaiting final bids from vendors. Staff Report will be provided at the Board Meeting. Finance Director Wallin provided the board with a packet of results containing the requested quotes from (3) Carriers. Wallin noted that the District increased the current Property Liability coverage, which included content coverage; therefore, staff requested the carries to include content coverage in the quotes as well as Ordinance and Law. Wallin noted the difference between the type of carriers (Admitted and Non-Admitted), which is why one carrier is able to quote a lesser rate. Wallin stated that the increased cost for the insurance would be covered under the Operating Reserves account. Trustee McKenzie asked if staff had a recommendation. Director Kittay replied that staff would recommend Quote #4 from Golden Bear. Trustee McMullins made a motion to move forward with the staff suggestion. Seconded by Trustee Garcia.

- b) Review of Progress on Operating Plan FY 2016/17 (**DISCUSSION / INFORMATION**) Director Kittay provided the Board members with the most recent Leadership report, dated August 19, 2016, which includes the Leadership's schedule of completing the operating plan for the September Board. Kittay noted that the Intranet has been created, which is an easy to use platform for all staff to communicate and it will go live September 1, 2016. Kittay noted that the first step in the Team building process is the Branch Libraries open house. Kittay stated that herself, Ryan Roy, and Cassandra Stearns met with HR Network to discuss morale and the CORE Initiatives and that HR Network will be attending the September All Staff meeting to present the Standard Operating Procedures (SOP) and to discuss ways to measure job satisfaction through training and goal setting. Trustee McKenzie requested Director Kittay provide the Board with a report from HR Network on their point of view of the health of the organization. McKenzie noted that it would not be a survey, or formal documentation but a report providing feedback so the Board knows what areas are needed for improvement.

12. **NEW BUSINESS**

- a) Presentation by Cassandra Stearns – Overview of Summer Reading 2016 (**Information**). Senior Children's Librarian, Cassandra Stearns, reported on the Summer Reading program "Read for the win". Stearns noted the participation and attendance at all programs and that weekly incentives and prizes were given away (items were received as donations from Aquarium of the Pacific, Ripley's, the Wax Museum, and the L.A. Clippers, who gave caps signed by the team). There was also a grand prize giveaway; \$200 gift card for the Children's program, \$250 gift card for Teens program.
- b) Presentation by Christopher Kellermeyer - Update on new technology in the community room (**Information**) IT Manager Kellermeyer reported on the Community Room technology upgrades which includes new speakers (ceiling and above-ceiling mounted), sound mixer, projector, microphones, remotes/devices, and headphones for the hearing impaired. Kellermeyer noted that the DVR is recording all events automatically and the videos/audio can be shared on a USB drive. The screen, according to the three bidders, did not need to be replaced as it is in good standing. Kellermeyer confirmed that all staff are being trained on how to setup and use all the technology.
- c) Above and Beyond Awards for 2nd Quarter (**Information**) – Public Services Director, Ryan Roy, presented the award to Antonia Aguilar and Natalie Herrera for outstanding Passport Services. Roy noted that the nominations are staff driven and comments received regarding both employees were "deeply committed....diligent...polite...cheerful...tireless...positive attitudes"
- d) Board of Library Trustees Calendar and Cut-Off Times for Agenda/Board Package, Additions/Deletions (**Information/Action**) Director Kittay requested the discussion of this item be postponed until the September Board. All Trustees agreed.
- e) Resignation, discussion & appointment of board member (**Information**) Trustee McKenzie announced her resignation as the Board President. She noted that she had been dealing with some serious family issues for the past couple years, which now required her to spend considerable time on the East Coast. She has served on the board for the last 3 years. She thanked the committed staff, volunteers, and District Director for the continued commitment. Trustee McMullins and Trustee Garcia expressed their thanks and appreciation for McKenzie's work on the board, her library knowledge and insight. Director Kittay expressed her appreciation for McKenzie introducing her to the community and her dedication and hard work. Director Kittay confirmed that the opening will be posted on the District's website and the County timelines and requirements will be followed.

13. **ELECTION OF OFFICERS BY BALLOT (DISCUSSION / ACTION)** The Board Members requested that the election be postponed until the September meeting when there is a full board.

14. **CORRESPONDENCE & PRESS**

- a) Press Clippings (**INFORMATION**) Director Kittay noted there is not as much press for August as traditionally the library takes a break after the busy Summer Reading schedule and offers only minimal programs. ColoradoBlvd.net continues to report our articles on their site. Trustee McKenzie replied that Director Kittay's work with the Chamber of Commerce has brought attention to the library. Director Kittay noted that the hiring of a marketing expert has helped to increase visibility.
- b) Letter of Resignation – Meredith McKenzie (**INFORMATION**)

15. **REPORTS OF SUPPORT GROUPS**

- a) Altadena Library Foundation – **No reports from the Foundation**
- b) Friends of the Altadena Library – **No reports from the Friends**

16. **REPORTS OF TRUSTEES - No reports from the Trustees**

17. **AGENDA ITEMS FOR FUTURE AGENDAS**

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

18. **ADJOURNMENT**

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

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	34,402
FY16/17	17,367	17,252											34,619
% Change	-3%	5%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	1%
Self-Check	4175	4142								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	2,214
FY16/17	1,291	1,182											2,473
% Change	1%	27%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	12%
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	36,616
FY 16/17	18,658	18,434	0	0	0	0	0	0	0	0	0	0	37,092
% Change	-3%	6%	-100%	-100%	-100%	-100%	-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	24,068
FY16/17	14,895	14,372											29,267
% Change	3%	50%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	22%
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	7,488
FY16/17	3,383	3,589											6,972
% Change	-16%	4%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-7%
TOTAL VISITORS													
	18,278	17,961	-	-	-	-	-	-	-	-	-	-	36,239
Days Open - Main													
FY15/16	26	26	25	27	22	24	24	24	27	26	25	26	52
FY16/17	25	27											52
% Change	-4%	4%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	0%
Days Open - Branch													
FY15/16	23	21	21	21	18	21	19	20	23	21	21	22	44
FY16/17	20	23											43
% Change	-13%	10%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-2%
Registrations - Main													
FY15/16	208	189	191	188	141	126	161	140	177	164	187	274	397
FY16/17	223	202											425
% Change	7%	7%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	7%
Registration - Branch													
FY15/16	18	20	23	19	13	16	6	18	17	26	33	19	38
FY16/17	17	27											44
% Change	-6%	35%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	16%
Registration - Total													
FY15/16	226	209	214	207	154	142	167	158	194	190	220	293	435
FY16/17	240	229	0	0	0	0	0	0	0	0	0	0	469
% Change	6%	10%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	8%
Reserves - Main													
FY15/16	175	224	187	238	248	201	221	234	274	389	330	375	399
FY16/17	312	316											628
% Change	78%	41%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	57%
ILL Lent (Main)													
FY15/16	32	39	40	51	35	42	46	48	46	42	48	48	71
FY16/17	48	10											58
% Change	50%	-74%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-18%
ILL Borrowed (Main)													
FY15/16	28	22	32	25	28	15	27	19	28	22	23	23	50
FY16/17	24	23											47
% Change	-14%	5%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-6%
Inter Library Loan - Branch													
FY15/16	5	0	3	8	6		6	7	4	5	7	7	5
FY16/17	5	1											6
% Change	0%		-100%	-100%	-100%		-100%	-100%	-100%	-100%	-100%	-100%	20%

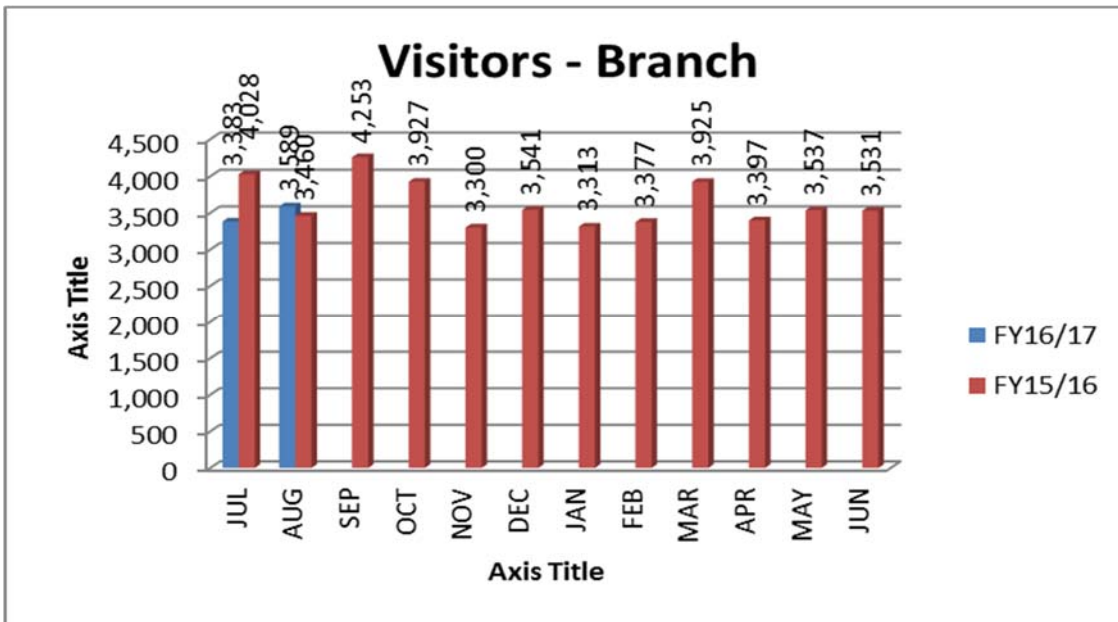
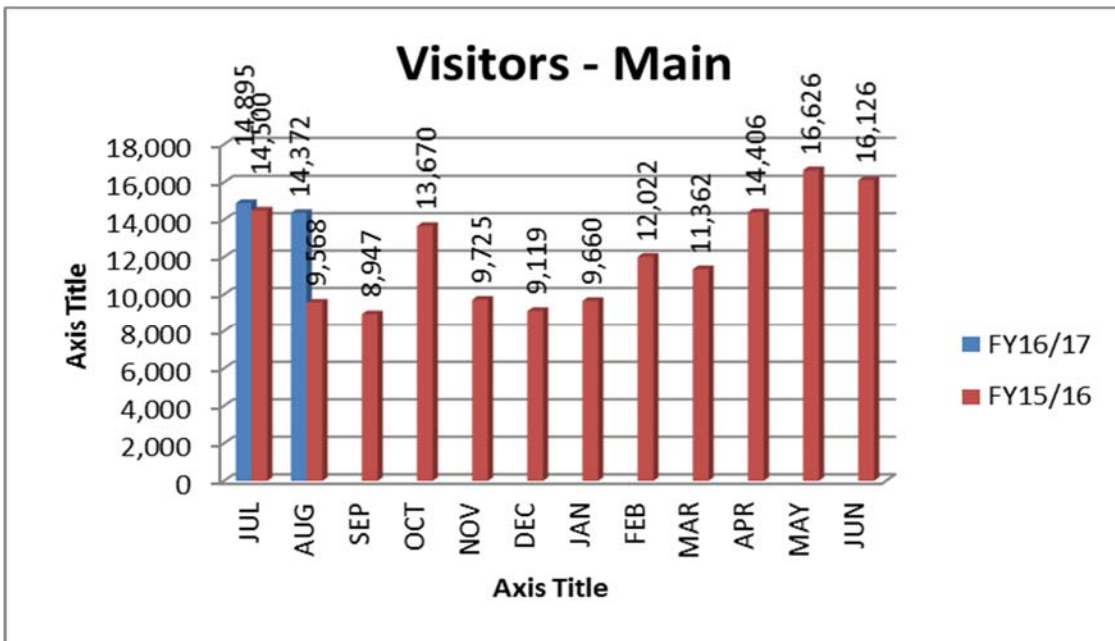
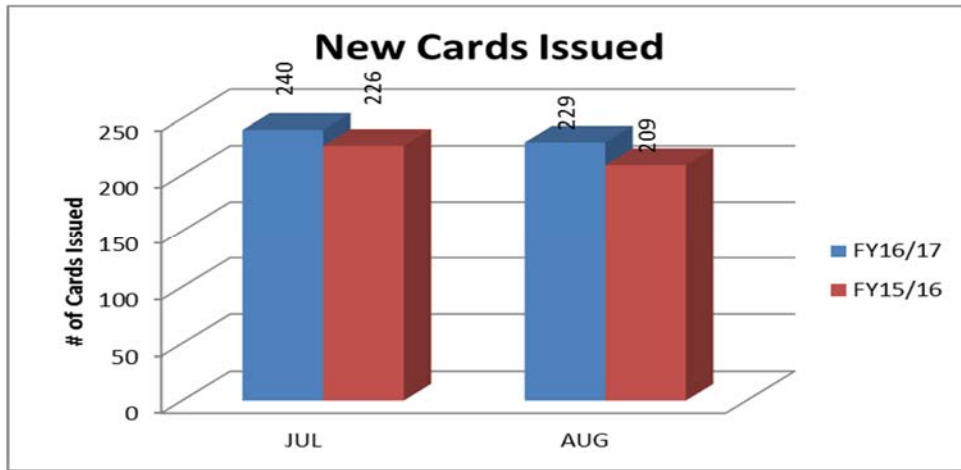
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Community Room Events (Non-Library)													
FY15/16	8	11	14	11	9	6	6	9	8	5	8	9	19
FY16/17	6	10											16
% Change	-25%	-9%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-16%
Community Room Attendance (Non-Library)													
FY15/16	67	85	197	178	226	48	102	132	77	70	139	119	152
FY16/17	75	134											209
% Change	12%	58%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	38%
Adult Reference Questions													
FY15/16	475	430	287	260	212	195	104	196	210	130	158	145	905
FY16/17	114	119											233
% Change	-76%	-72%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-74%
Children's Services Reference Questions													
FY15/16	1052	567	569	611	446	422	582	601	735	679	550	917	1,619
FY16/17	749	568											1,317
% Change	-29%	0%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-19%
Branch Services Reference Questions													
FY15/16	75	66	88	74	57	67	52	63	81	68	67	41	141
FY16/17	58	74											132
% Change	-23%	12%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-6%
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	4,480
FY16/17	2,213	2,221											4,434
% Change	-4%	2%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-1%
Children's Services Public Computer Usage													
FY15/16	605	671	549	306	467	236	141	234	488	520	488	829	1,276
FY16/17	742	840											1,582
% Change	23%	25%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	24%
Branch Services Public Computer Usage													
FY15/16	729	681	726	801	608	662	544	541	652	621	751	775	1,410
FY16/17	627	763											1,390
% Change	-14%	12%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-1%
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	5,418
FY16/17	4,888	5,023											9,911
%Change	84%	82%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	83%
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	2,549
FY16/17	1,146	1,178											2,324
% Change	-12%	-6%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-9%

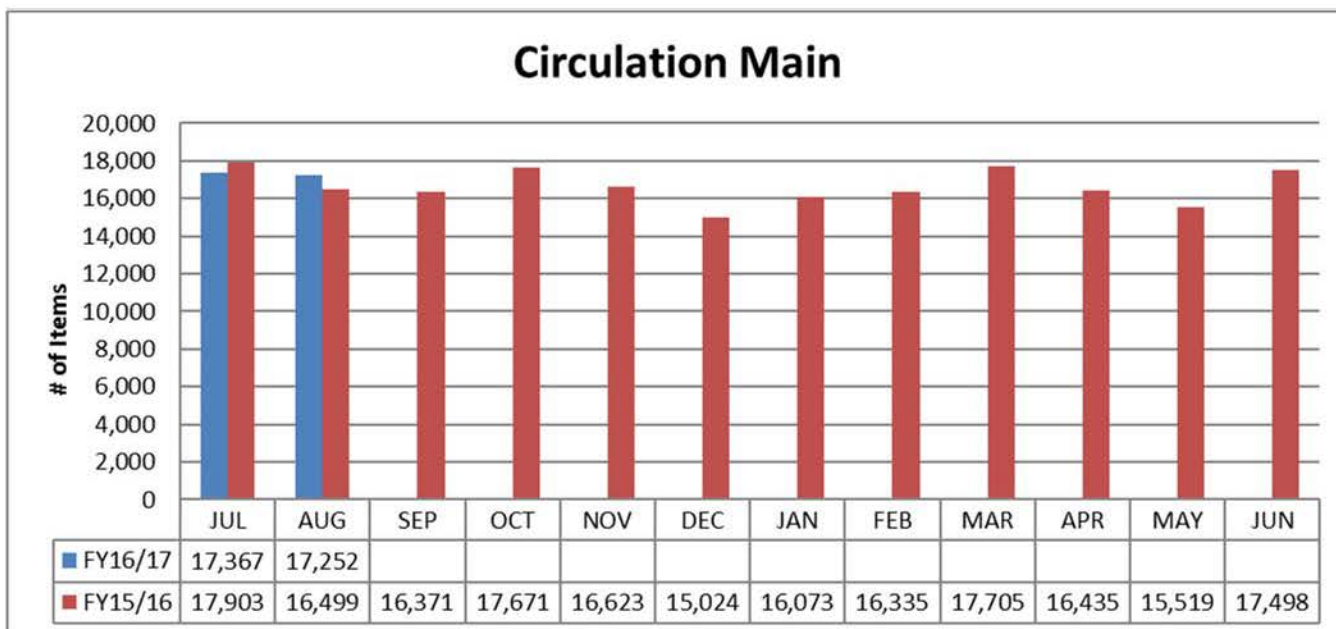
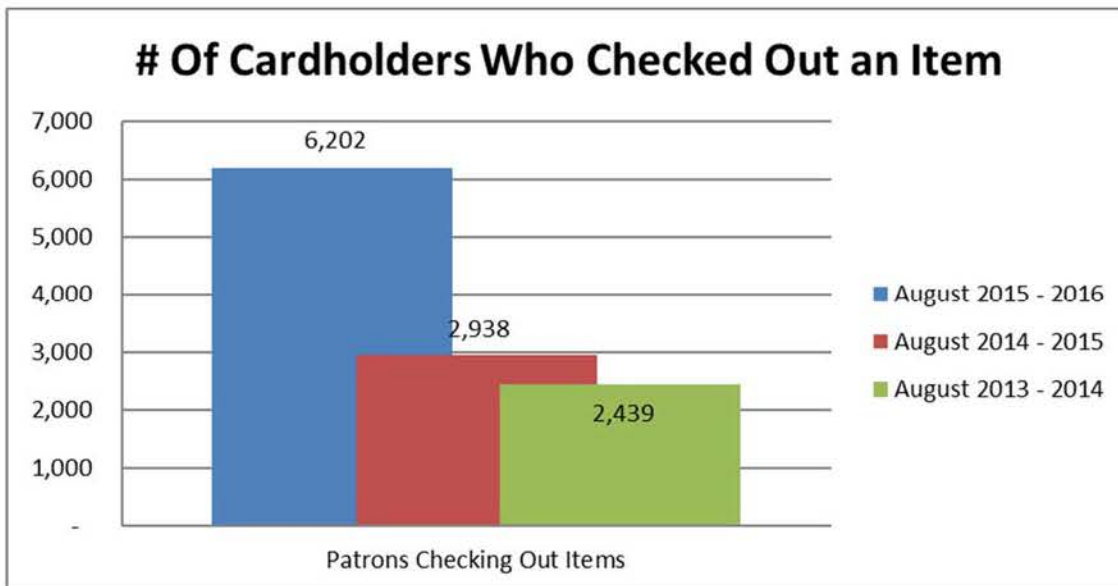
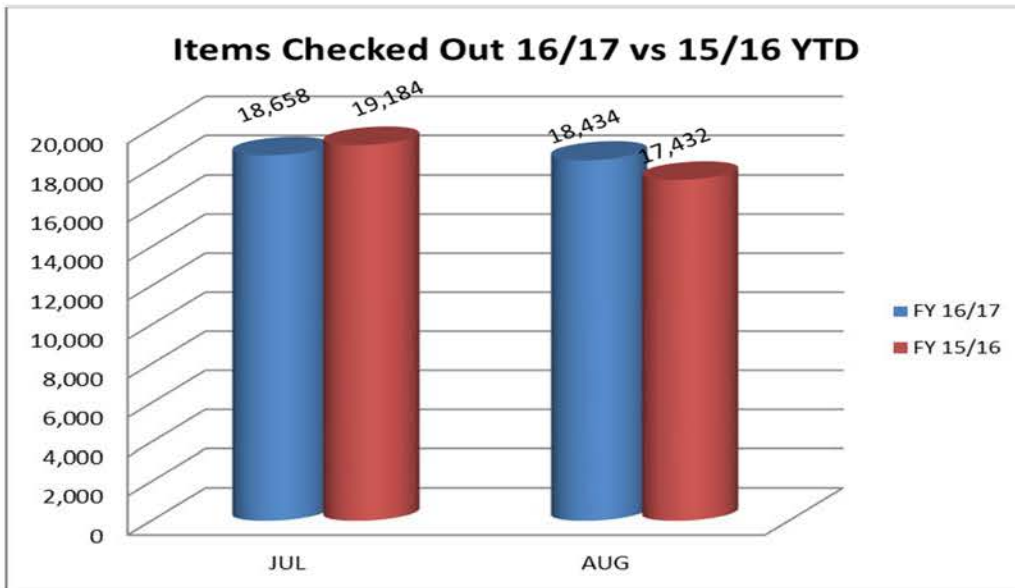
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Adult/YA Total Items Owned													
FY15/16	129,494	118,169	108,800	107,990	108,761	109,840	110,206	109,888	108,615	108,071	108,293	108,577	
FY16/17	109,140	109,751											
% Change	-16%	-7%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%
Adult/YA Total Items Added													
FY15/16	1227	756	966	700	774	837	447	879	917	761	671	962	1,983
FY16/17	499	699											1,198
% Change	-59%	-8%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-40%
Children's Total Items Owned													
FY15/16	32,197	30,965	31,209	31,466	31,437	31,628	31,732	31,749	31,992	32,123	32,187	32,237	
FY16/17	32,516	32,648											
% Change	1%	5%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%
Children's Total Items Added													
FY15/16	335	72	525	283	109	413	221	71	295	111	178	180	407
FY16/17	330	86											416
% Change	-1%	19%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	2%
Branch Services Collection Owned													
FY15/16	18,861	18,523	18,613	18,724	18,859	18,959	19,018	19,256	19,208	19,446	19,321	19,282	
FY16/17	19,570	20,004											
% Change	4%	8%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%
Branch Services Items Added													
FY15/16	168	100	114	85	80	50	37	98	74	95	59	142	268
FY16/17	115	295											410
% Change	-32%	195%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	53%
Adult Programs													
FY15/16	5	2	2	10	5	2	2	7	7	8	4	9	7
FY16/17	5	5											10
% Change	0%	150%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	43%
Adult Programs - Attendance													
FY15/16	176	104	33	390	514	145	128	275	235	392	943	469	280
FY16/17	141	115											256
% Change	-20%	11%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-9%
Young Adult Programs													
FY15/16	7	1	6	9	6	2	4	3	3	6	5	12	8
FY16/17	10	1											11
% Change	43%	0%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	38%
Young Adult Program Attendance													
FY15/16	152	13	136	117	65	45	109	41	58	85	65	192	165
FY16/17	162	5											167
% Change	7%	-62%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	1%
Children's Services Programs Offered													
FY15/16	21	8	17	23	19	12	14	17	25	23	15	18	29
FY16/17	18	1											19
% Change	-14%	-88%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-34%
Children's Services Program Attendance													
FY15/16	1,097	418	527	781	401	389	428	472	554	507	368	820	1,515
FY16/17	740	5											745
% Change	-33%	-99%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-51%
Branch Services Programs Offered													
FY15/16	8	2	2	2	2	3	2	2	2	2	2	4	10
FY16/17	5	0											5
% Change	-38%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-50%
Branch Services Program Attendance													
FY15/16	205	32	44	35	40	54	52	44	42	33	26	209	237
FY16/17	142	0											142
% Change	-31%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-40%

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Children's Services Class Visits													
FY15/16	12	9	12	12	11	7	10	9	8	10	11	11	21
FY16/17	10	8											18
% Change	-17%	-11%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-14%
Children's Services Classroom Visits Attendance													
FY15/16	235	145	206	193	166	117	131	201	12	151	210	210	380
FY16/17	158	104											262
% Change	-33%	-28%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-31%
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	0	0	0	0	3	2	0	1	6
% 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	0	0	0	0	78	56	0	20	154
% 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	119
FY16/17	32	55											87
% Change	-48%	-5%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-27%
Branch Services Literacy Tutor Sessions Attendance													
FY15/16	204	176	210	185	147	138	98	133	219	200	192	164	380
FY16/17	126	140											266
% Change	-38%	-20%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-30%
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	171
FY16/17	27.5	27											55
% Change	-65%	-71%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-68%
Branch Services Literacy - Volunteer Hours													
FY15/16	83.75	95	20	7.5	20	15	12	15	12	8	6	12.75	179
FY16/17	11.25	30.5											42
% Change	-87%	-68%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-77%
Adult Volunteers													
FY15/16	1	1	1	1	1	1	3	3	1	2	10	1	2
FY16/17	3	4											7
% Change	200%	300%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	250%
Adult Volunteer Hours													
FY15/16	25.45	44.5	22.5	31	17	24	36	76	48.5	38	113	27.5	70
FY16/17	38	67											105
% Change	49%	51%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	50%
Young Adult Volunteers													
FY15/16	11	7	16	12	10	9	12	13	16	15	18	16	18
FY16/17	11	0											11
% Change	0%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-39%
Young Adult Volunteer Hours													
FY15/16	60.25	28	117.75	91.5	46.25	31.75	50	36	78.25	75.25	96.5	176	88
FY16/17	52.25	0											52
% Change	-13%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-41%
Children's Services Volunteers													
FY15/16	5	2	2	4	3	0	0	0	0	0	0	0	7
FY16/17	0	0											0
% Change	-100%	-100%	-100%	-100%	-100%								-100%
Children's Services Volunteer Hours													
FY15/16	20.75	7	5	22.25	8.25	0	0	0	0	0	0	0	28
FY16/17	0	0											0
% Change	-100%	-100%	-100%	-100%	-100%								-100%
Branch Volunteer Hours													
FY15/16													0
FY16/17	26												26
% Change													

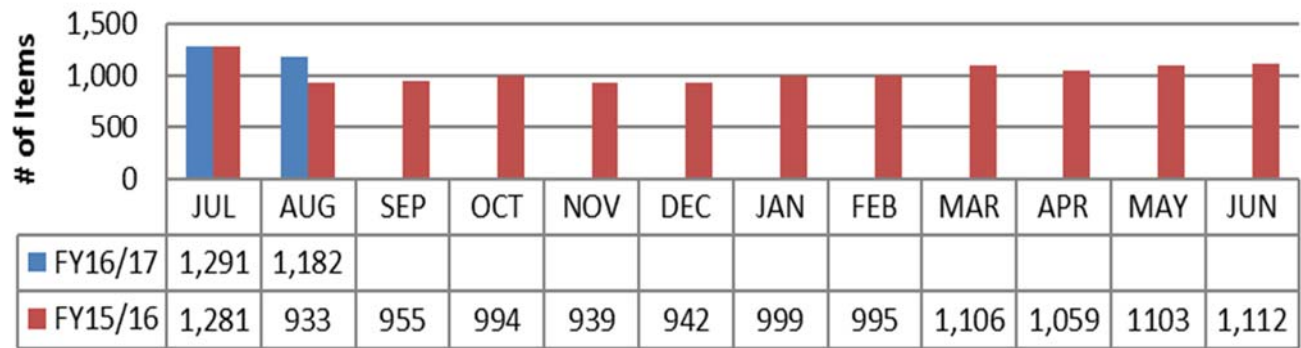
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Ebsco Databases													
FY15/16	7,545	7,796	6,639	7,750	6,869	9,146	3,011	3,148	3,289	2,857	2,498	3,021	15,341
FY16/17	2,614	3,237											5,851
% Change	-65%	-58%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-62%
Novelist													
FY15/16							6,135	5,495	5,469	4,822	4,307	5,601	0
FY16/17	4,721	6,247											10,968
% Change							-100%	-100%	-100%	-100%	-100%	-100%	
BrainFuse -Tutor Service													
FY15/16	16	53	109	114	161	108	116	183	67	150	217	127	69
FY16/17	76	104											180
% Change	375%	96%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	161%
Flipster													
FY15/16													0
FY16/17	125	94											219
% Change													
Tumblebooks													
FY15/16	20		97	27	19	14		6	2	30	0	2	20
FY16/17	79	1											80
% Change	295%		-100%	-100%	-100%	-100%		-100%	-100%	-100%		-100%	300%
Passports													
FY15/16	178	171	167	190	147	122	206	204	248	258	221	237	349
FY16/17	209	208											417
% Change	17%	22%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	19%
Passport Photos													
FY15/16	123	121	102	124	117	94	117	159	192	197	158	168	244
FY16/17	156	166											322
% Change	27%	37%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	32%
Notary Service													
FY15/16	3	0	12	17	8	7	8	1	7	5	8	1	3
FY16/17	8	10											18
% Change	167%		-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	500%
*includes downloadables													
** We did have one day in July with no Internet access and that lowered our Computer/Wifi usage for the month.													

Statistical Graphs for the Month of August 2016





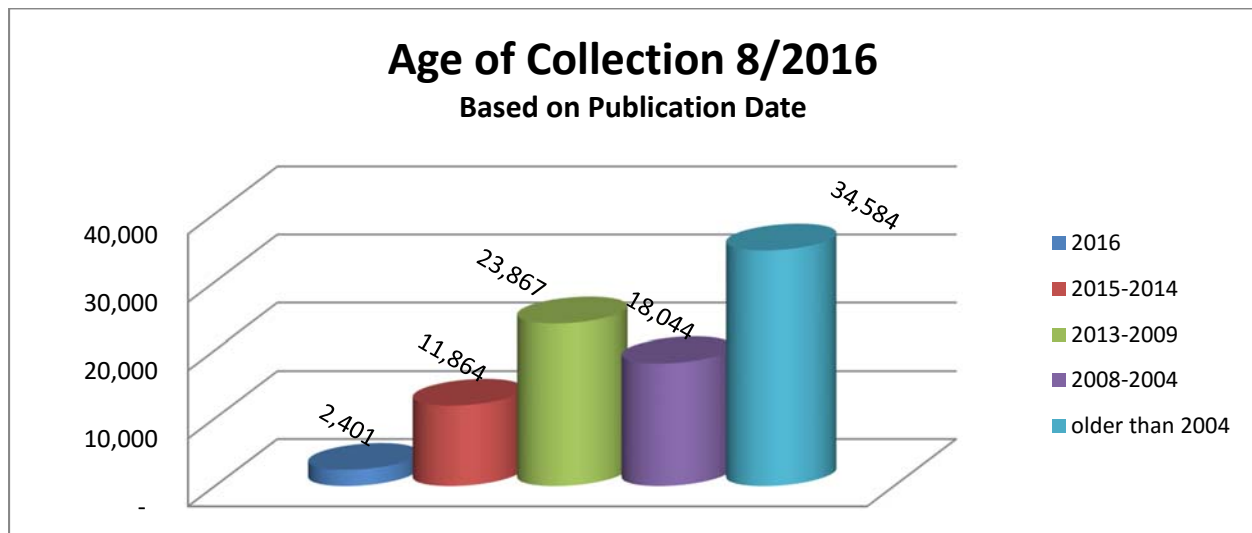
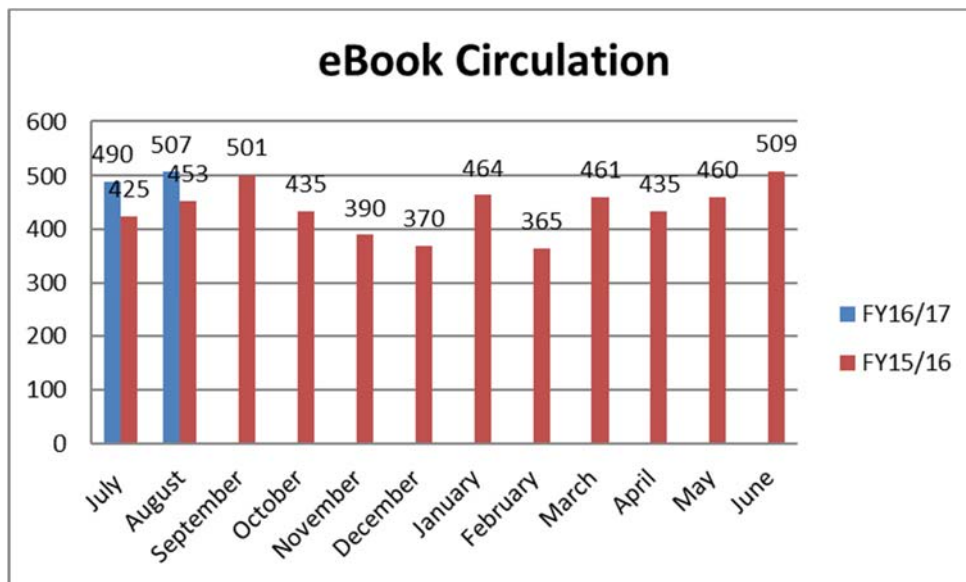
Circulation Branch

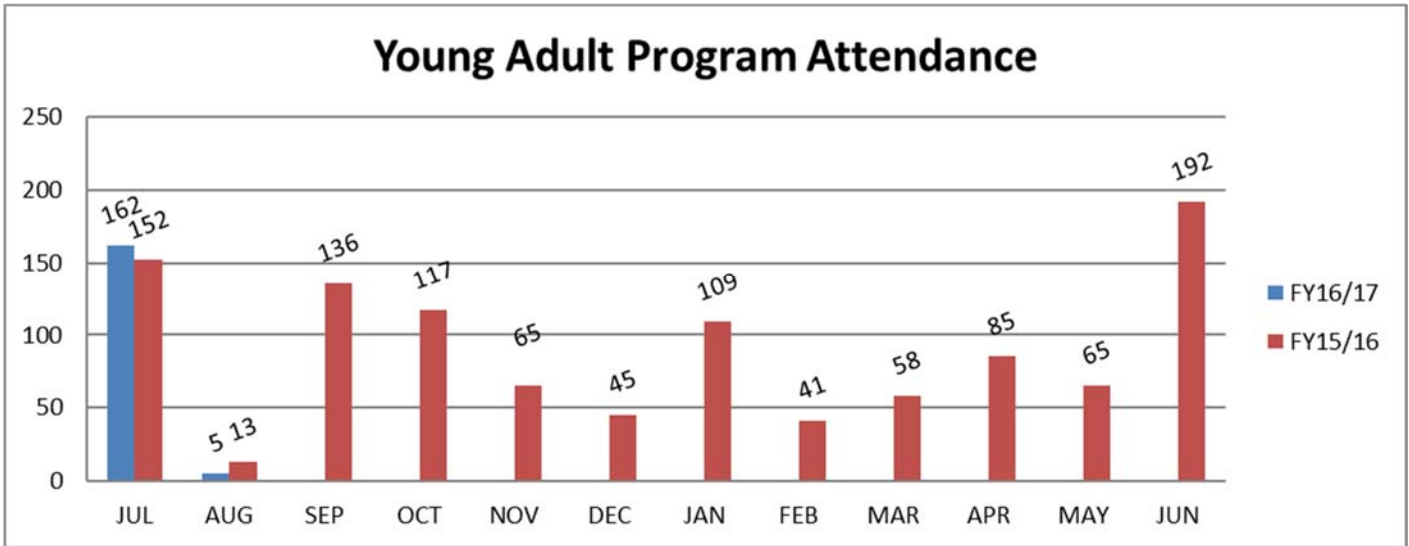
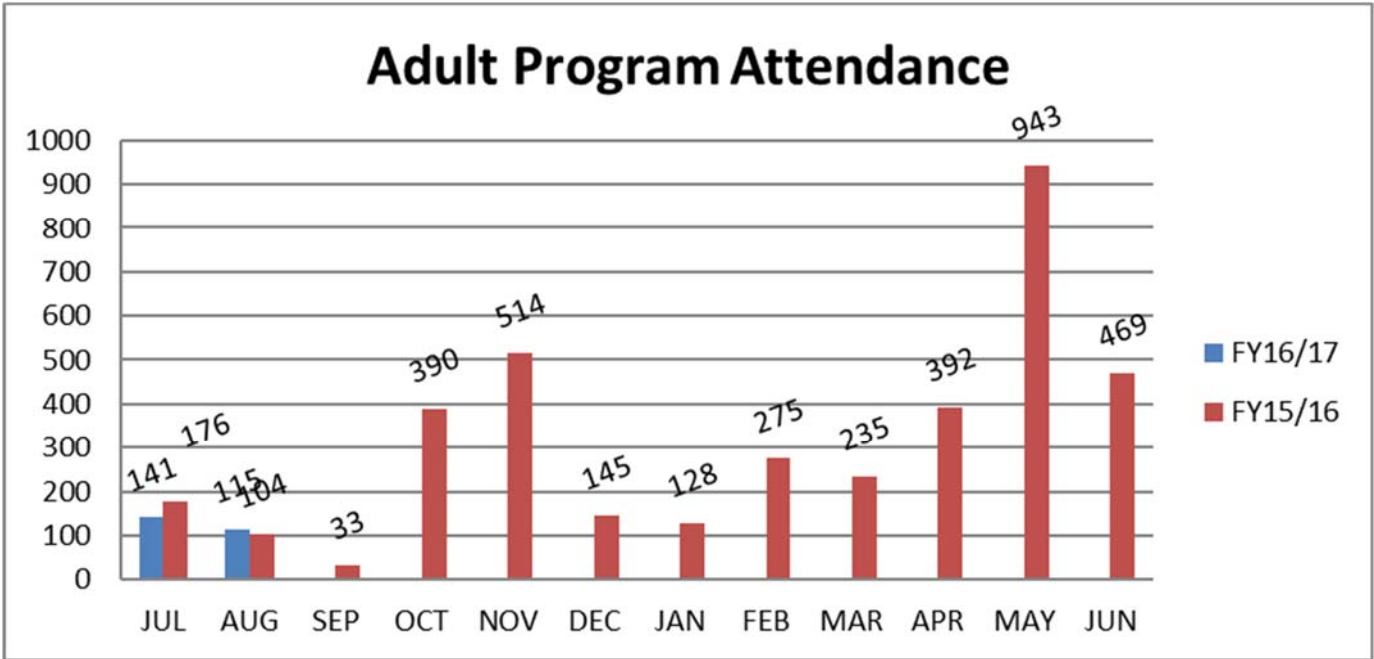
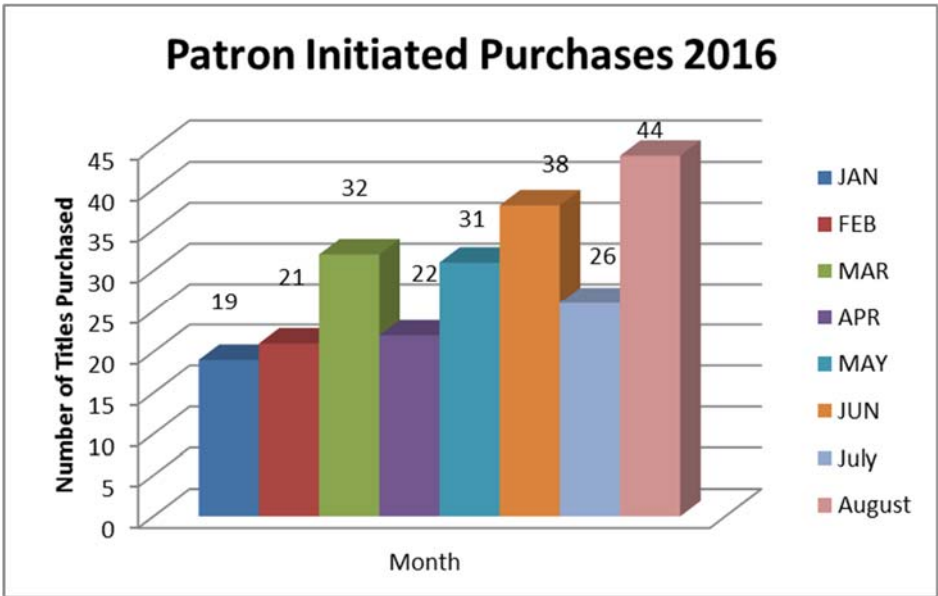


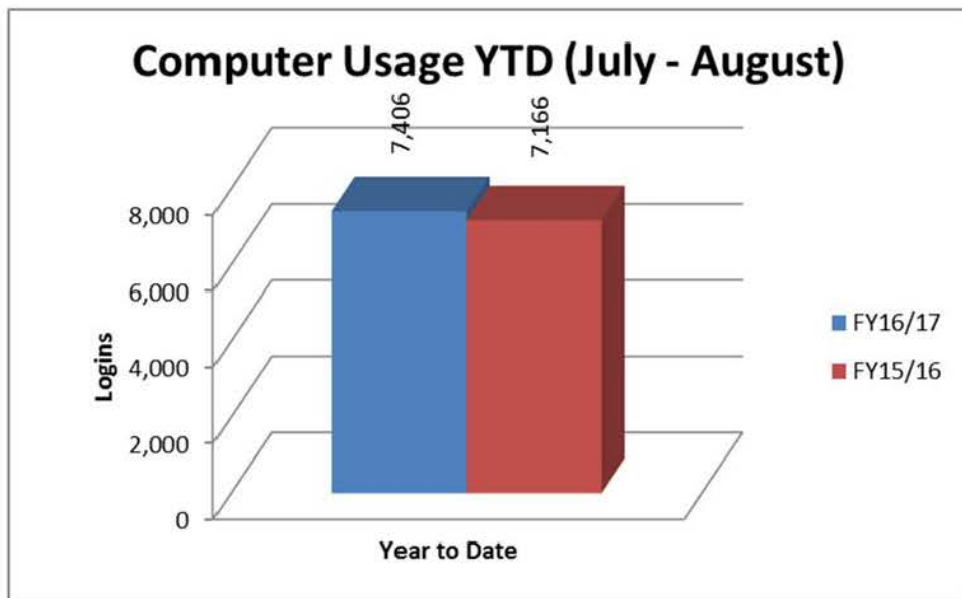
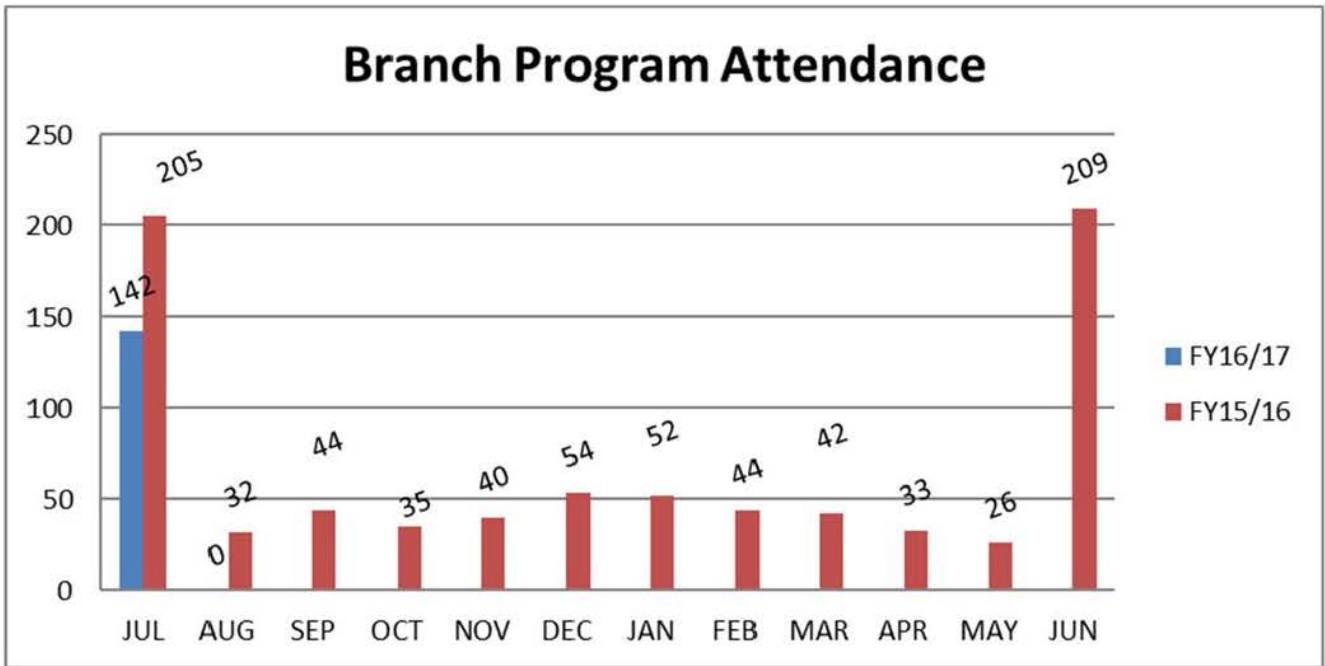
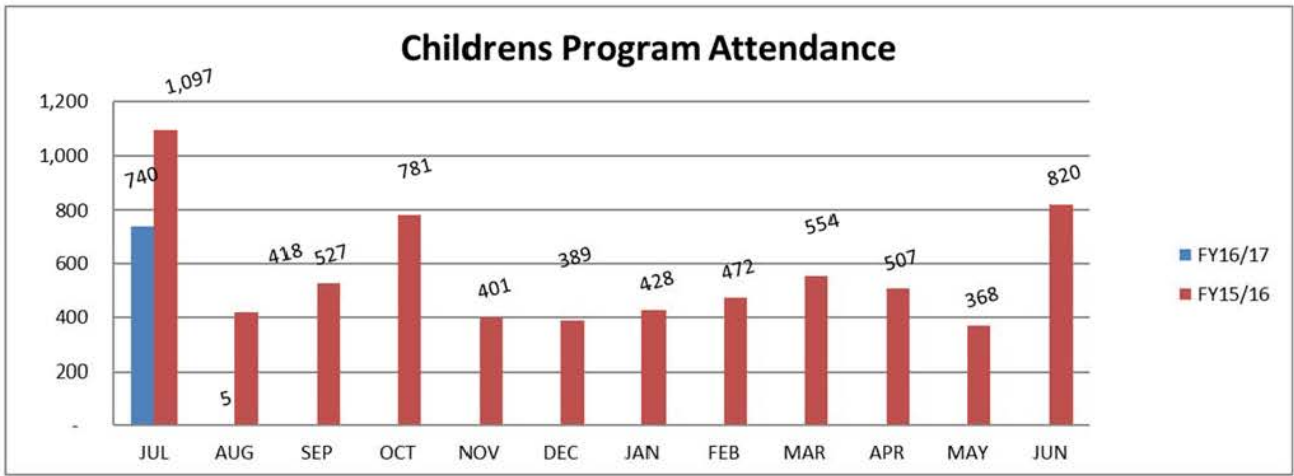
CIRCULATION (CHECKOUT) STATISTICS						
ALL LOCATIONS						
P TYPE	Aug 16		Change vs		Actual #	
	PERCENT	QTY	Jul 16	Aug 15	Jul 16	Aug 15
Adult	80.7%	14467	-1.8%	9.6%	14726	13201
Juvenile	13.6%	2441	-1.9%	5.2%	2489	2321
Staff	3.5%	619	-5.9%	-41.6%	658	1060
Volunteer	0.0%	0	0.0%	-100.0%	0	161
Trustee	0.0%	3	200.0%	0.0%	1	0
Teacher Loan	1.6%	293	98.0%	176.4%	148	106
Teen	0.6%	104	-28.8%	-20.0%	146	130
Total	100.0%	17927	-1.3%	5.6%	18168	16979

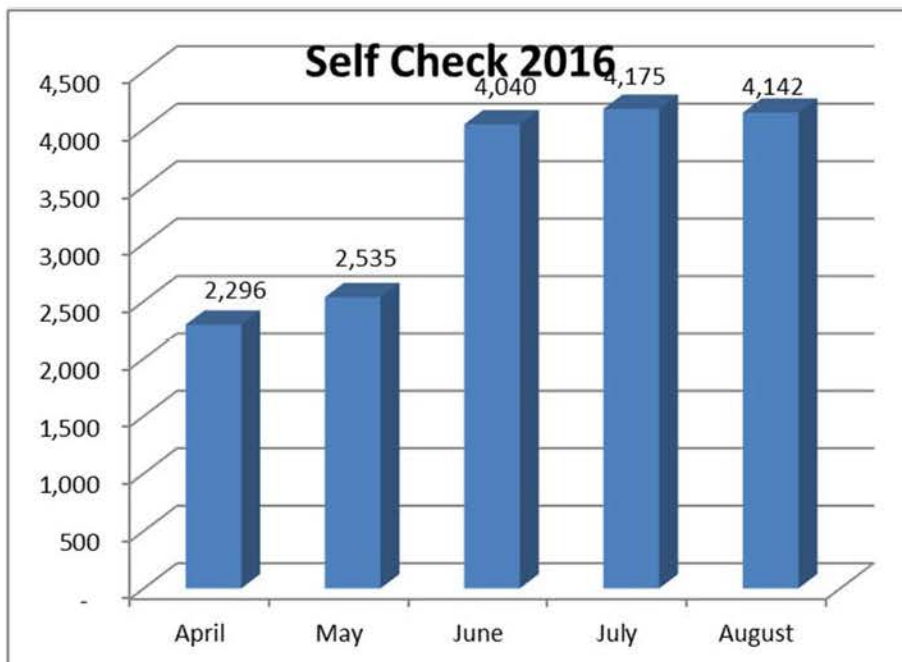
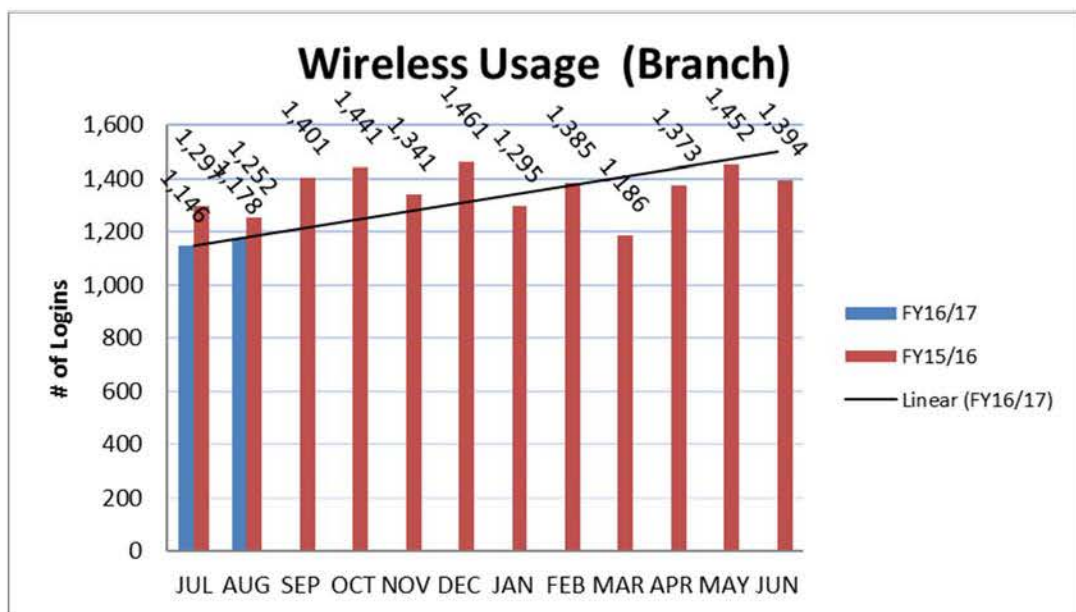
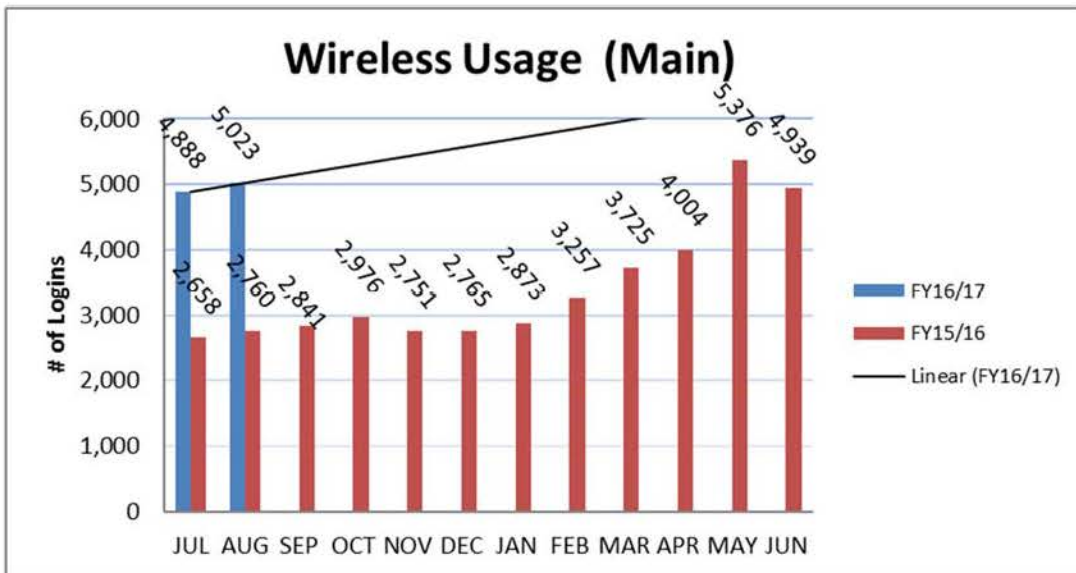
CIRCULATION (CHECKOUT) STATISTICS						
Main Library						
I TYPE	Aug 16		Change vs		Actual #	
	PERCENT	QTY	Jul 16	Aug 15	Jul 16	Aug 15
Book	65.5%	10970	0.6%	-2.3%	10908	11225
Sound Disc	8.7%	1458	10.4%	-8.1%	1321	1587
CD-ROM	0.0%	0	-100.0%	0.0%	1	0
DVD	21.3%	3564	-10.3%	29.3%	3972	2757
Kit	0.4%	70	37.3%	94.4%	51	36
Serial	1.9%	320	22.6%	34.5%	261	238
YA Video Games	0.6%	93	19.2%	89.8%	78	49
Mature Video Games	0.2%	39	14.7%	875.0%	34	4
Chromebooks	1.4%	231	-8.0%	54.0%	251	150
Total	100.0%	16745	-0.8%	4.4%	16877	16046

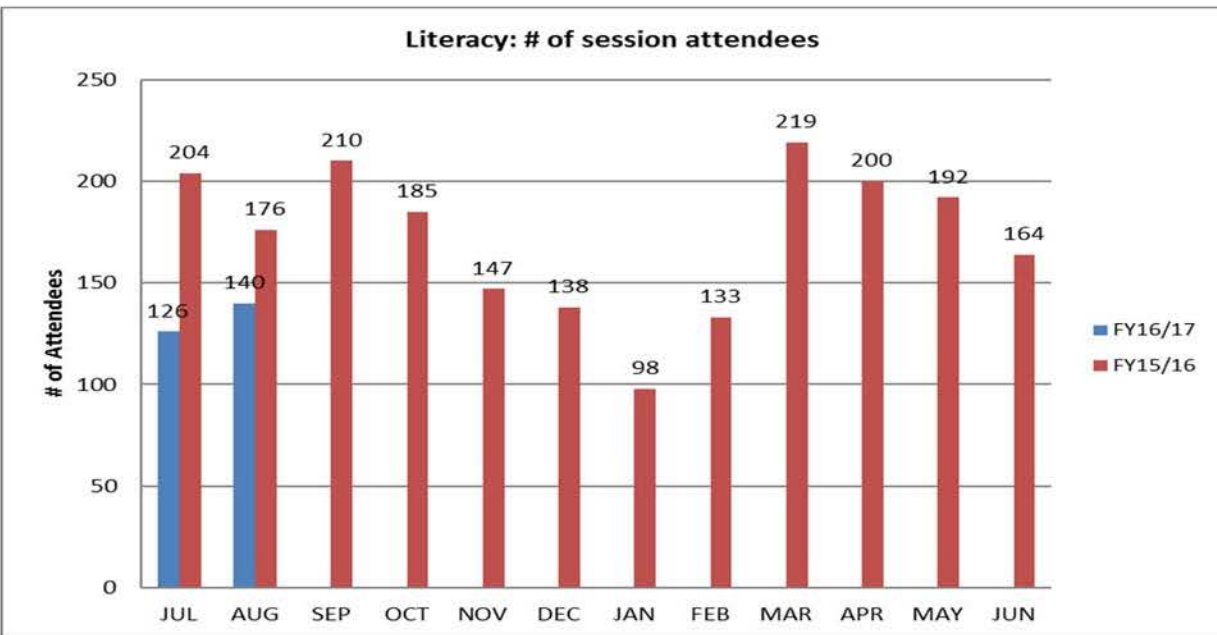
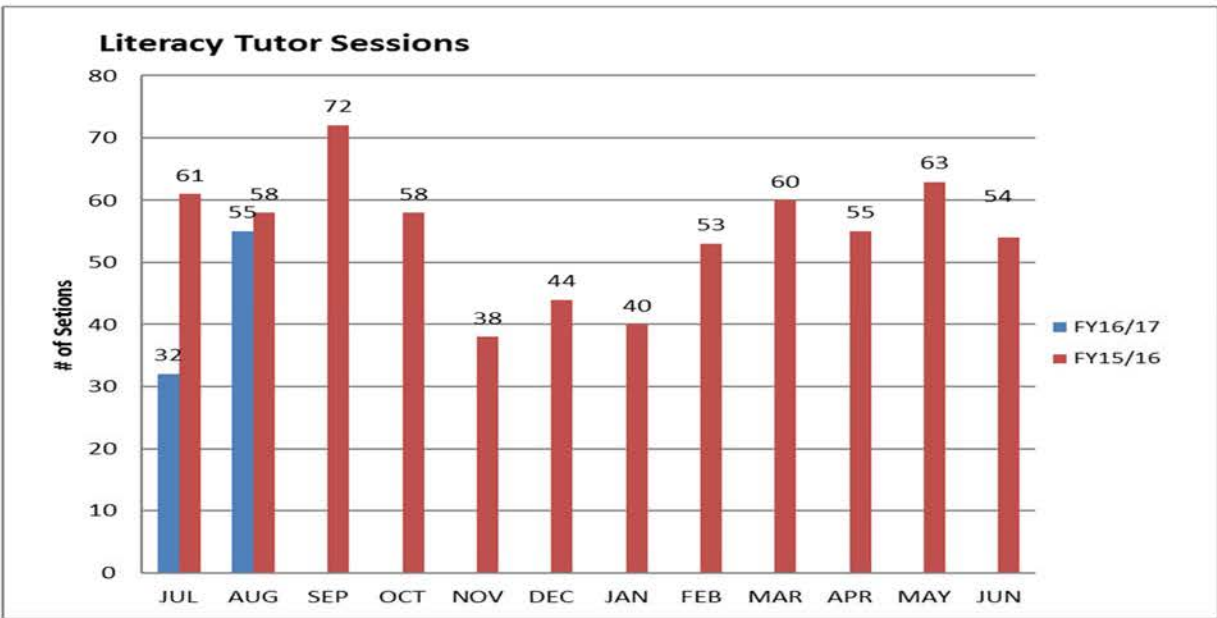
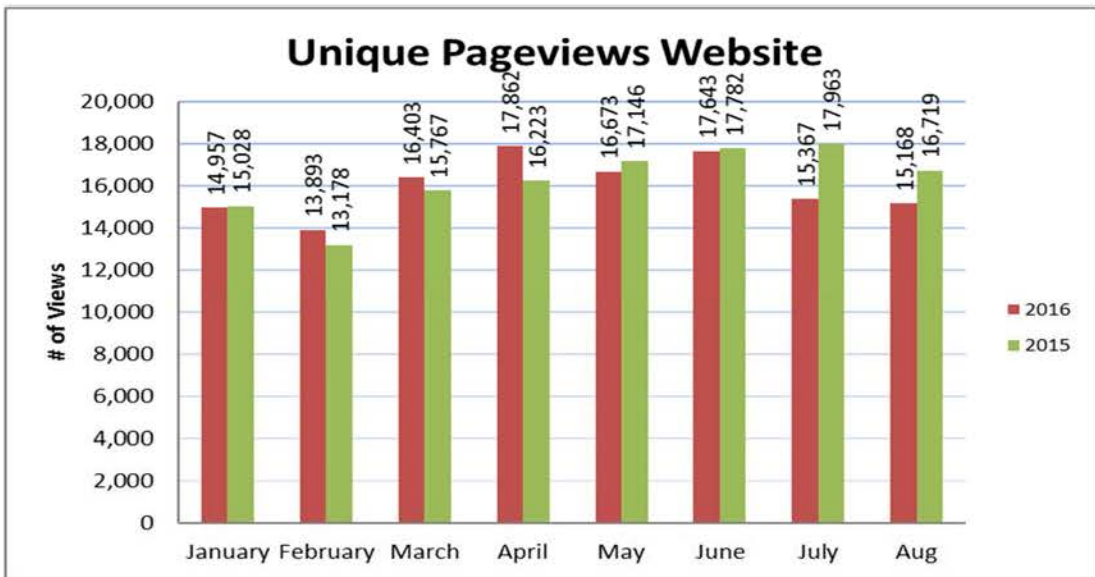
CIRCULATION (CHECKOUT) STATISTICS						
Branch Library						
	Aug 16		Change vs		Actual #	
I TYPE	PERCENT	QTY	Jul 16	Aug 15	Jul 16	Aug 15
Book	46.2%	546	-17.0%	23.5%	658	442
Sound Disc	1.5%	18	63.6%	0.0%	11	0
DVD	44.2%	522	-10.6%	12.3%	584	465
Kit	0.0%	0	-100.0%	0.0%	3	0
Chromebooks	8.1%	96	174.3%	269.2%	35	26
Total	100.0%	1182	-8.4%	26.7%	1291	933

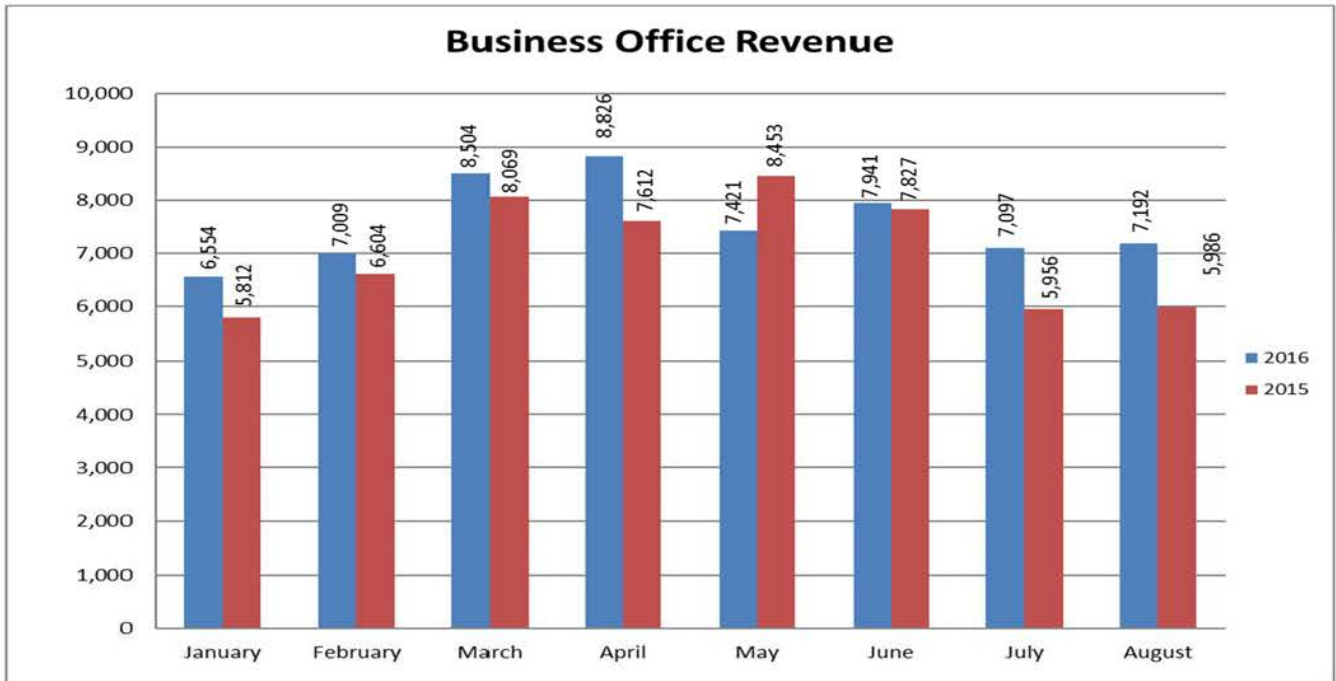
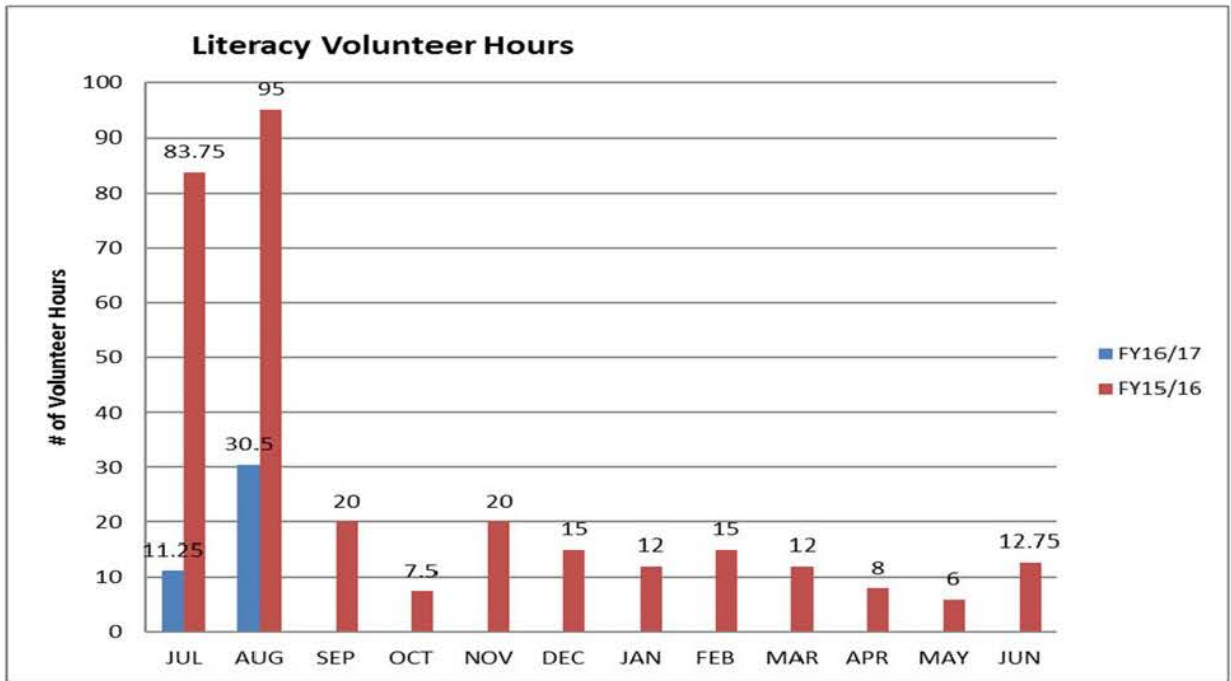












This Week @ Your Altadena Library - Outside the Lines!	10,605	15 hours ago	14.54% 1,542 opened
This Week @ Your Altadena Library - September is Library Card Sign Up Month	9,780	7 days ago	16.61% 1,624 opened
CONNECT* Altadena Library District September 2016 Newsletter	9,789	12 days ago	15.96% 1,562 opened
This Week @ Your Altadena Library - Closed Next Monday for Labor Day	9,805	14 days ago	16.73% 1,640 opened

Youth Services August Highlights

Programs & Services

August was a month of reflection and preparation for the new season so there wasn't much programming. Most families were taking their end of summer vacations as were the Youth Services staff. However, we still had some "Wonderful" visitors trying to keep cool.



Read to Cedar the Tail Waggin Tutor

5 eager young readers visited the library and read to Cedar our furry friend from Therapy Dogs International. Open to all ages and reading abilities, Cedar visits the library the first Saturday of every month.

Class Visits

Even though we had a bit of a slow month, we still had 8 class visits in August serving 104 students!

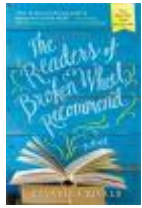
August 2016 Adult Services Monthly Report

August 2. Ryan and Katherine's son was born: James Wei Roy. Congratulations to the proud parents! Ryan is our Public Services Director.



August 5. –All Staff Meeting. A fabulous, yummy breakfast was prepared by Vicky with Mikayla's help.

August 9. – No Guilt Book Club – 14 attendees! Book selections: (1) *The Readers of Broken Wheel Recommend* by Katarina Bivald (Broken Wheel, Iowa, has never seen anyone like Sara, who traveled all the way from Sweden just to meet her book-loving pen pal, Amy. When she arrives, however, she finds Amy's funeral guests just leaving. The residents of Broken Wheel are happy to look after their bewildered visitor-there's not much else to do in a dying small town that's almost beyond repair...) and (2)



My Family and Other Animals by Gerald Durrell (bewitching account of a rare and magical childhood on the island of Corfu

— a delightful account of Durrell's family's experiences, from the many eccentric hangers-on to the ceaseless procession of puppies, toads, scorpions, geckoes, ladybugs, glowworms, octopuses, bats, and butterflies into their home.) Refreshments included homemade oatmeal cookies and lemon/orangeade from Cynthia.



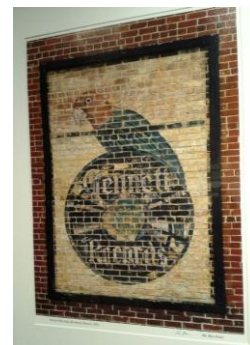
August 17. Helen, Mikayla and Carlene attended a webinar on a “Phone Answering Service for Libraries by Unique Services.”

August 23. American ghosts: Ghost signs of the United States. Ken Jones presented a slideshow of some of his 7000 photographs he's taken across the United

States. “Ghost Signs” are those painted signs you see on the sides or tops of buildings frequently



dating back years ago or those that are



more recent. Ken explained the difference in the trend of paints used over the years—you can tell which are more recent by the lack of resiliency. Paint used decades ago was considered a better grade—it was washable and durable, but contained lead. In 1978, its use was banned because of health & environmental concerns.

Newer paints don't hold up as well on buildings in our environment, and that's why you can still see some of the old signs under the new as the years pass. Some buildings have several coatings of signs painted one on top of another and as the paint aged, the former ones emerge. Mr. Jones also explained to the crowd how some of his more difficult photographs were

obtained, such as those found between buildings, perhaps as close as a few inches or feet apart. He went to extensive measures, often needing permissions to utilize nearby structures to obtain the photo. Large mounted photographs were on display in the community room during the month, and Ken brought copies for purchase during the program. If you missed this very fascinating program, it will return again early next year.

August 27. Saturday Coffee and Conversation with Mindy. Mindy brought cookies and Helen prepared the coffee. Three people attended the hour-long session.



August 27. Helen facilitated the From Page to Table Cookbook Club.



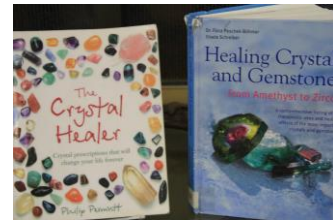
Helen made a Thai-inspired salad for this event. Mindy concocted smoothies for everyone. There were 10 attendees and various crashers! The group had fun feeding people that came in to view the Ghost Signs photography show of Ken Jones. Ken's wife and her 9 year old cousin Evelyn came to join the club. Helen presented the members with discarded cookbooks for them to choose to take home.

Helen assembled a bag of magazines for Longfellow School's Journal/Collage Project for two classrooms.

Display Case: Kristen Urlacher showcased a delightful display of gemstones, crystals, driftwood and handmade pyramids containing various items



such as crystals, stones, flowers, gold flakes, and copper wire. Sue added some

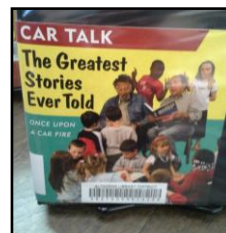


library books on top of the display case on crystals, gemstones and healing for patrons to check out. Kristen is a local artist who has a shop called ArtCrush Studio located in Altadena at 2361 Lincoln Ave. Sue discovered her shop during the latest Altadena/Pasadena Open Studios event.

Book & Miscellaneous Displays: *Meet your next Romance at the Library,* Cooking &

Beverages, Local sights, Art, New audio books, "World Music" – (music CD

display by



Librarian Pam Richards), Women's Equality Day (Aug 26), National Dog Day (Woof! —Aug 26) & DVD Documentaries.

Mindy purchased new exterior trash containers for the entrances to the new metal containers now located throughout the library.



library and

Random Reference Question queried by a patron: What is "Freewheel?"

Answer: It's the free WiFi you get when you're at a site where you don't have to pay for it, like Starbucks, or the Library, or places like that where you can sit for free.

Wikipedia says:

In mechanical or automotive engineering, a **freewheel** or **overrunning clutch** is a device in a transmission that disengages the driveshaft from the driven shaft when the driven shaft rotates faster than the driveshaft. An overdrive is sometimes mistakenly called a freewheel, but is otherwise unrelated.

The condition of a driven shaft spinning faster than its driveshaft exists in most bicycles when the rider holds his or her feet still, no longer pushing the pedals. In a fixed-gear bicycle, without a freewheel, the rear wheel would drive the pedals around. (*Confused yet?*)

Wikipedia also lists a "freewheel" for Agricultural equipment, bicycles or helicopter, & engine starters.

We learn something new at the library every day.

BRANCH & LITERACY AUGUST 2016 REPORT

School was back in session and we had fun creating a new bulletin board that promoted soccer and a book display featuring back to school books. We also had a display featuring sports books in conjunction with the Summer Olympics in Rio.

August was spent planning programs for the rest of the year that are age appropriate and that appeals to both genders. We have created a timeline of craft programs and movie showings for the next few months. We start our once a month craft series for children in September. In September we will make kaleidoscopes and in October we will make rice krispy pumpkin treats. In November we will make turkey out of gourds.

Our Library Clerk and Literacy Coordinator have resigned and as we move forward we have to accommodate these changes. Branch members have stepped up to keep literacy going. We really appreciate the help new temp staff member, Kelly Ray gives us.

The last week in August was spent planning the Open House for staff and foundation and board members on September 1.

We are happy to report new library card sign up was up 35% in August!

Literacy had a special workshop on the 23rd for the ESL students and literacy learners. We had a speaker talk about the 5 food groups, eating healthy, and nutrition. Esmeralda Garcia was our bilingual guest speaker from the Pasadena Public Health Department. Seventeen people were in attendance. Thanks to Modesta for setting up this great workshop. See picture below.



With school back in session we see the return of familiar faces, regular patrons, and new patrons discovering us everyday.

Submitted by Carlene Chiu, Librarian II (Branch Services)

BOARD OF LIBRARY TRUSTEES DIRECTORS UPDATE

DEPARTMENT: District Director
PREPARED BY: Mindy Kittay

MEETING DATE: September 26, 2016
LOCATION: Community Room

“We’re the original search engines and we help people find things to make their lives better,” she said of librarians.”

The 14th Librarian of Congress, Carla Hayden, makes remarks after taking the Oath of Office on Wednesday September 14, 2016

STATISTICS:



This has been an amazing month for us statistically. As we have made changes to the facility we are seeing immediate responses by the community supporting the improvements. For example, last month we created a special space just for our media (Books on CD and Music). Circulation of those items rose by over 10% last month!

Other Highlights: (all compared to last year at this time)

- Circulation at the Branch was up 27% and up 5% at Main
- New library card registrations were up 7% at main and 35% at the branch
- Holds on our items were up 41%
- Computer usage in Children’s, mainly because of the addition of the AWE machines, is up 25%
- Branch computer usage is up 12%, again because of the addition of the AWE and laptops for checkout
- Passports issued was up 22%, photos up 37% and Notaries up 100%

NOTE: After extensive testing of our new and old door counters we were able to confirm that the door counter that had been in place for a number of years was doubling every time it was triggered by an entry. We reduced our door count at the main library for last fiscal year by 50% to reflect this. We knew that our other statistics did not support such a high door count but until we had the new counter (with video) we could not prove the error. While this is not a perfect science we believe that we now have a relatively good starting number for the 15/16 year that we can use to compare as we move forward. The new door counter was installed in May of 2016 and the adjustments were made accordingly.

SPECIAL EVENTS:

Outside the Lines / September is also Library Card Sign Up Month

“From lending ties to job hunters to teaching people to use their electronic devices, today’s public libraries offer a range of cultural events and services. But research shows that some folks still don’t know that their local library is more than a place to check out the latest best-seller. That’s why 250 libraries around the world are participating in Outside the Lines, a grassroots initiative that’s boosting awareness of the innovative and culturally relevant services libraries offer.”



The Altadena Library participated Outside the Lines as of the whole month Library Card Sign Up Month. We had a special event (Inspiration Station) that was offered twice – called Happy Window Signs.



how

in part of

Altadena Library District shared your post. Published by Mindy Kittay [?] · September 16 at 9:17pm · #getotl Parking Lot Day with the local girl scout group at the Altadena Library as part of our Outside the Lines initiative.



public and



We also partnered with the Girl Scouts and participated in Park(ing) Day which is an annual worldwide event where artists, designers and citizens transform parking spots into temporary parks. They took a space in the parking lot of the main library transformed it into a comfortable reading area/living room. We created a short video which you can find on our Facebook page and which has already garnered over 1,562 views!

Another fun event was Hoola Hoop Weaving and Lincoln Log building. Helen and Mikayla and helped to create these special Inspiration Stations.

TECHNOLOGY:

- The staff Intranet is live and it is very active. Staff has been enjoying some light hearted banter about the upcoming Bowling Night (immediately following Professional Development Day). We have also been using it for communicating important information, help tickets for both IT and Facilities, managing the Facilities/Community Room Calendar and there is even a Suggestion Box.

 **William Ryan Roy**
 Be it known to all challengers that a bowling team has formed, and we plan to take home the trophy at the Professional Development Day bowling event. Our team consists of Helen M., Sebastian, Mikayla, Kiri, and myself. There are rumors that another team exists, going by the name of The Mighty K's. If this is true, consider the gauntlet dropped. By the time we are finished with you, you will be The Mighty L's. :-) Sincerely, The Bowling Stones



👤 You, Kelly Ray, Lauren McCoy, and 4 others like this.
 September 15 Unlike Reply Follow William Ryan Roy ...

^ Collapse replies

 **Mindy Kittay** Ha! We will not be the might L's unless L stands for LUCKY! Kelly, Kylyn, Mindy, Nicole and Christopher!
 September 15 😊 3 Like

 **Sebastian Zelepin** I said yeah, oh yeah, oh yeah
 You'll never make an L of me
 Oh yeah, oh yeah
 You'll never make an L of Us 🎵🎵🎵🎵 :)
 September 15 😊 2 Like Follow Sebastian Zelepin

 **Carlene Chiu** Well, it's good no one has me on their team as I am the gutter ball queen... :(
 September 15 😊 1 Unlike Follow Carlene Chiu

 **Mindy Kittay** I think we should have a prize for the person/team that has the most gutter balls!
 September 15 😊 2 Like

FACILITIES:

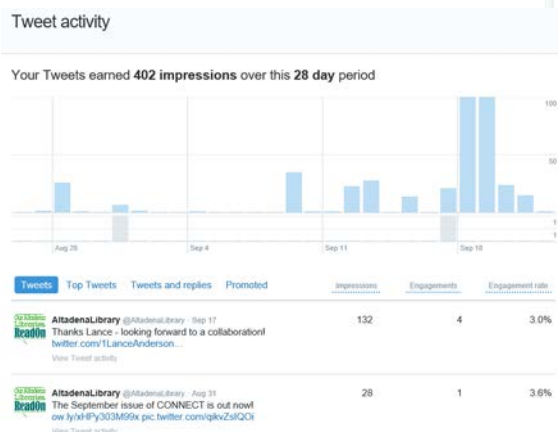
This month we continue to focus on a number of facilities issues and challenges:

- We continue to have the trees pruned. We have contacted LA County in order to have an arborist come and look at the Deodars that are 1) Hanging over the roof of the building and the ones in the cement containers. One of those started cracking and has even begun to crack the sidewalk surrounding it.
- LED Lighting at the Branch Parking Lot has been completed.
- Electricians have been hired to repair the lighting for the flag pole and that should be completed this week.
- We had a complimentary visit from ARCH Consultants LTD who did a walk-through of the building in order to prepare a proposal to identify capital investment and maintenance requirements for decision making related to appropriate next steps for improvement. Whatever firm is retained for this purpose will use existing information including the April 18, 2005 "Preliminary Facility Report" and the September 21, 2006 ADA "Site Assessment Report". The library will be studied for the cost of maintaining the building or other recommendations as identified. The evaluation of the existing physical plant will include the site, mechanical and electrical systems, the roof, building exterior elements and interior finishes.
- We cleaned up and removed the old shelving and tables that were located outside the Collection Development office and have replace them with signs that say "Book Donations Here" and a few boxes which the facilities staff are bringing in daily to an area we have cleared in the hallway next to their work area in the basement. This has really beautified our exterior and staff now have a nice view to look out at.



SOCIAL NETWORKING:

A big shout out to Ashley our temporary Administrative Assistant who has got us up and running on Twitter, Pinterest and Instagram. We are also on LinkedIn, Facebook and NextDoor. And we are building quite a following in all of these! Soon we will have over 1,000 Facebook



TWEETS 57 FOLLOWING 87 FOLLOWERS 47 LIKES 3

Tweets Tweets & replies Media

AltadenaLibrary @AltadenaLibrary · 53m
Thanks Lance - looking forward to a collaboration!

Lance Anderson @1LanceAnderson
It was great to meet Mindy the director of the @AltadenaLibrary today during the "Coffee & Conversations." Hopefully we can work together!

followers!

ALL STAFF MEETING:

- The September All Staff Meeting included a visit from HRNetwork. They did a presentation on Making the Transition to a Great Organization. This was followed by an extensive Q & A. We also had roundtable as well as started defining our Cultural Values as an organization.
- On September 13th we had a Special All Staff Meeting with two Board Members attending, John McDonald and Adalila Zelada-Garcia. The goal of the meeting was to provide staff with an opportunity to ask questions regarding the two memos issued by the Temporary Ad hoc Personnel Committee. Minutes were taken and provided to all staff so that those that were unable to attend have a way to receive the information. That document is also including in the September Board Report.

The California State Librarian, Greg Lucas (see card in the correspondence section of the Board Package), came for a visit on 8/26/16 and he will return for our first Second Saturday in October and will address the crowd! We toured the building and discussed the challenges and opportunities. He was very impressed with the one point of service model, the opening up of the space and the plans for a media/maker space. We also talked about the Community Conversations (Libraries Transforming Communities / Harwood process), that we will be engaging in during the last quarter of this year.

ALTADENA NEXTDOOR POST:

Altadena Library - another shout out.

Phil Gilbert from Central Altadena · 24m ago

Shout out #2 goes to the Altadena Library. Mindy Kittay is the Director and she has done an excellent job thus far of really organizing and updating the Library. She gave me a tour of the facility recently and I was impressed. She has already begun the upgrade and showed me her plans for both inside and outside renovations. But even more important - she is making it one of her priorities to get us BOOKS - books that we want to read, whatever it takes. So OK...I gave her a list of hard-to-find books I've wanted to read for some time but had been stymied in the past and she did exactly what she promised...they are on their way from Amazon - just like that. She and the Library have my thanks and they deserve our support.

Shared with Central Altadena + 17 nearby neighborhoods in Community organization

THANK •2 REPLY •1

Rene and Sherry thanked Phil

My dad, David Tuck, is also on the Altadena library committee. He enjoys his second term.

Thank you Altadena residents who voted for him. Altadena has an excellent team supporting the library and all the invaluable resources they work to provide our community.

Thank

Mindy Kittay thanked Phil and Sherry

Thank you Phil. This is absolutely a team effort. None of it could happen without all of us who work at the library working together for our community. Mindy



MEMORANDUM

DATE: August 26, 2016

TO: All Staff

FROM: Leadership Team Committee for the Operating Plan: Mindy Kittay, Ryan Roy, Tina Wallin, Christopher Kellermeyer, Lauren McCoy, Carlene Chiu, Cassandra Stearns (absent), Helen Milner, Sebastian Zelepin, Mikayla.

RE: Leadership Meeting, Friday 8/12 and 8/19, UPDATE ON OPERATIONAL PLANNING FOR 2016/2017

The goals for this meeting of the Leadership Team Committee were to address the operating plan steps for objectives 1,4, 2, and CORE values. The objective was not to find solutions for specific issues within the objectives but rather to set forth a course of action for the operating plan that will be acted upon moving forward.

Objectives			
Objective	Strategic Goals	Topic	Notes
Objective 1	Facilities: The Altadena Library District will provide a facility that is comfortable, welcoming, safe, energy efficient, flexible, and fully disabled-accessible.	Create more defined spaces for the public	<p>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.</p> <p>The team came to a consensus about the following steps for action by an Implementation Team:</p> <ol style="list-style-type: none"> 1. Determine if changes due to using the HUD funding (new shelving) will allow us to create quiet study spaces and more meeting area. 2. Discuss with the Foundation additional monies that might be available to use along with the HUD funding to change the layout.

			3. Assess the current spaces in the library that are not open to the public to reevaluate how best we might meet the needs of the community by moving or changing those.
Objective 2	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	<ol style="list-style-type: none"> 1. Summer Reading online open source platform is a priority 2. Community engagement tool: Biblio Board (the library purchased this tool and will be rolling it out in 16/17) <ol style="list-style-type: none"> a. This tool allows the work of local artists, musicians, and writers to be featured online 3. Setting parameters for social media and continued website improvements are priorities. 4. Unique Phone System <ol style="list-style-type: none"> a. 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. b. We are scheduling a webinar in September 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 worked for their library when they started using it. 5. Starting conversations with other local libraries about possibly sharing an open ILS <ol style="list-style-type: none"> a. For example: partnering with another library and having one catalog which would extend the collection to additional libraries. This would create a seamless experience for patrons because the partnered libraries’ collections show up in the catalog without any additional searching by the customer
Objective 3	Outreach: The Altadena Library District will tell its story to the community through enhanced print, electronic and	Increase visibility of library in community	

	social media communications.		
Objective 4	Facilities: The Altadena Library District will provide a facility that is comfortable, welcoming, safe, energy efficient, flexible, and fully disabled-accessible.	Improve internal aesthetics, cleanliness & safety goals	<ul style="list-style-type: none"> • Safety: <ul style="list-style-type: none"> o 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: <ul style="list-style-type: none"> o This is tied into objective #1. 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. o Internal signage is a priority o The team will work with the foundation to figure out the following priorities: Bridge repair, replacing carpeting, making the library ADA Compliant, and replacing shelving • External Signage – Monument Signs
Objective 5	Lifelong Learning: The Altadena Library District will fuel Altadena’s passion for reading, personal growth, and learning.	Improve and diversify programming	
Objective 6	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.	Staff support of library support groups	
C.O.R.E.		C.O.R.E. (Core Organizational Responsibilities Evaluation), which includes what	<ol style="list-style-type: none"> 1. Work with HRNetwork on ways to address morale issues. 2. HRNetwork to attend All Staff September Meeting and present “Making the Transition to a Great Organization” 3. With HRNetwork, determine employees’ job satisfaction.

		<p>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.</p>	<p>4. Once the top morale issues are defined, Leadership Team with the assistance of HRNetwork will then identify and discuss methods of improvement, culminating in the creation of a specific plan of action, which may or may not include the refining of existing strategies (such as White Board and Implementation Teams).</p> <p>5. The Leadership Team, with the assistance of HRNetwork, at a defined time, will create an evaluation method to measure and analyze if morale has improved which will be shared with the staff and the board.</p>
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Mindy has requested that Leadership Team read the book “Leadership and Self-Deception: Getting Out of the Box” by The Arbinger Institute and provided some members of the Leadership Team with the book. Leadership will discuss this as a team and determine if this might be a good read for all staff. If any staff are interested in reading this book now – it is a quick read – please let Ashley know and she will provide you with a copy.

If any member of staff has questions or concerns regarding leadership decisions or what is happening at the library, please speak to someone on the leadership team so they can bring those issues to discuss at the next meeting.

Staff Meeting 9/13/16

The purpose of this meeting was to respond to the request made to the Leadership team by staff to provide staff members a forum to meet directly with members of the board in order to ask any questions, clarification, or voice any concerns they may have had about the two memos issued by temporary Ad Hoc Personnel Committee. John McDonald and Adalila Garcia were in attendance and Audrienne Adams Lee from HR NETWORK attended remotely via speakerphone.

- Lauren voiced her concern that certain key staff members who originally requested this meeting were no longer with the organization. She brought up the results of the personnel subcommittee report and that the board requested two follow ups and asked if those would be instigated by the board.
 - The board's goal for that was simply to request the follow ups and it was the task of the leadership team, and library administration to work as a whole to move forward with that. Outside consultants and outside experts selected by administration and the leadership team will help the organization with this. Also, the follow ups requested by the board do not necessarily mean surveys. A separate, board initiated survey may be requested but it would not occur immediately. This should not restrict the leadership team from conducting team building efforts.
- Lucy suggested a staff survey to create a baseline before team building efforts in order to assess where the organization is currently. Then, after team building efforts, another survey to reassess.
 - The board works a lot slower than the library and wouldn't recommend limiting action or waiting to act until the board acts. The board is not ready right now or in the immediate future to conduct a survey. Though it may be three months since follow ups were requested, the board has only met three times so they have not had as much opportunity to discuss this issue.
 - There is a disparity in what everyone believes the role of the board is. The board is not in charge of staff. The board will be engaging with the California Special Districts Association and library consultants to assess and develop board roles. The hopeful outcome is to let all staff and board members know the topics they should and shouldn't be addressing.
- There is a perception that issues have been occurring in the organization but nothing has been done about them.
 - Things are being done to address issues. For example, the actions and efforts that are taking place by the leadership team.
 - Mindy has been working with an executive coach on change management, with HR NETWORK on staff and manager training, and other extensive management training will be taking place. These trainings will be occurring in actual sessions and will not simply be guidelines.
 - The board's intention was for this to be more open ended. If staff wants any professional development, leadership, or management training, the board supports this.

- Question was posed if HR NETWORK would be able to help with conducting a survey?
 - Yes, HR NETWORK can develop questions for a survey and they've considered having one on one sessions with employees as well.
- Would results of a survey be available to the board?
 - If they are requested, yes. It is important to think about what the purpose of the survey is. While HR NETWORK does understand the need for confidentiality, if the survey is completely confidential they will not be able to use the results to the best of their ability and it would not be as actionable.
- HR NETWORK stated the need to set proper expectations for this process. Culture change is a long process and takes a lot of "baby steps" to achieve. Along the way we see small, gradual improvements but it takes a long and focused effort. The goal is to work on areas of concern but that doesn't happen just because of a survey. A survey may provide a foundation to move forward but the results probably wouldn't surprise people, it will not fix the problems on its own and is not necessarily essential for change.
 - As board members, one goal is to have the library move forward in a way that is constructive and inclusive. It is important that we can agree actions should be done in the spirit of being constructive.
- Staff voiced that we are at a crossroads with personnel that are leaving and the organization losing their views and experience with the situation.
 - HR NETWORK: A situation with longer term employees and new employees coming in naturally creates a conflict but there is also opportunity to how they can come together in the organization. It is a challenging pattern but it can be overcome.
- Staff asked if there was a general timeline of when there may be more input from the board (for example on the initial assessment of the current culture).
 - The board requested two follow ups in the next fiscal year. These are the job of the leadership team to enact, the board will not take action on those. The board has considered an assessment in the future but has not decided on that. HR NETWORK may be better prepared to conduct a survey as it is more of their area of expertise. Best case scenario, the board will discuss this issue with HR NETWORK sometime within the next couple of board meetings. Staff should not expect a survey within the next few months or at all because the board must discuss this issue prior to making a decision. Furthermore, the follow ups requested did not necessarily mean surveys but could include in person sessions provided by HR NETWORK and/or other activities suggested by the leadership team with the help of HR NETWORK. The follow up sessions would be actual work to get to a better place whereas the survey would be more of a marker of where we are.



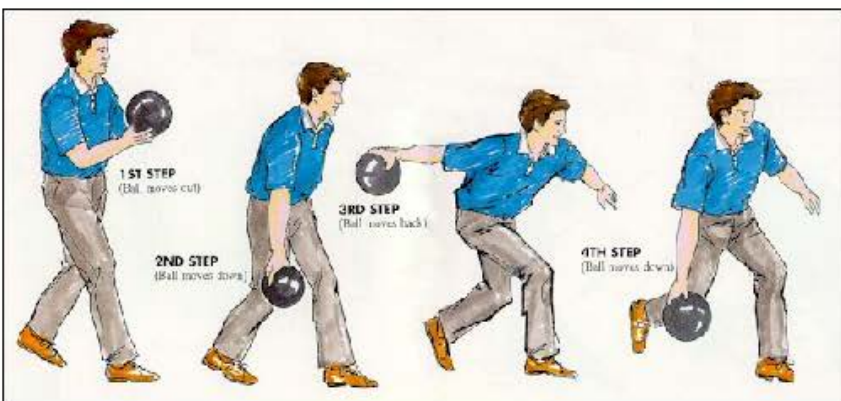
Professional Development Day!
Event Date: Monday October 10, 2016

- 8:30a - 9:00a Arrive / Breakfast
- 8:45a - 9:15a Director's Intro / Welcome
- 9:30a - 11:30a Guest Speaker Miguel Figueroa (21st Century Library)
- 11:30a - Noon Journey of the Book "Skit"
- Noon - 1p LUNCH
- 1:00p - 2:00p The Amazing Race: Library Edition
- 2:00p - 4:00p Technology Breakout Sessions
- 10 Amazing Applications for Smart Phones
 - A Taste of 3D Printing
 - Make Your Own Movie
 - Social Networking Sites Beyond Facebook and Twitter

Need a break? Some quiet time? Head over to the Teen Space to watch inspiring TedTalks and grab a mid-day snack!

- 4:00p - 4:30p Travel to Bowling Alley - All Star Lanes in Eagle Rock!
- 4:30p - 5:00p Prize Giveaways
- 5:00p - 7:00p Optional Bowling!
- **RSVP Required! Email Tina NO LATER than 9/9/2016.**
 - The Library will cover the cost for the Bowling & Shoes.
 - Each employee attending can bring 2 guests (covered in the cost)
 - Start getting your 5-member team together now!





Altadena Library District Community Insight Project

September 2016

Background: The Altadena Library District is an independent special district that was formed in December of 1926. It encompasses the approximate 8 square miles of Altadena, which is an unincorporated area of Los Angeles County.

As a special library district we are independent, locally controlled, supported by property taxes and governed by a locally elected Board of Library Trustees.

Currently, the District provides library services to a population of approximately 53,641. The Main Library is located at 600 E. Mariposa St. and was built in 1967. A park-like setting surrounds the 25,000 square foot building, which was designed by architect Boyd Georgi. The Branch Library, known as the Bob Lucas Memorial Branch Library which houses the District Literacy Services, encompasses 1,500 square feet.

Statistics over the past two years show that while only a small percentage (15% +/-) of **Altadena's** residents use the library and its resources, the community supports its library politically and financially. For example, in November of 2014, 85% of voters voted to renew the special district tax that provides one-third of the **library's** funding.

Why the Library?

"As champions of lifelong learning, libraries are a place to quench curiosity, access technology, and explore new ideas, hobbies, and careers. Increasingly, libraries also offer patrons a neutral space to meet their neighbors to discuss and resolve important issues - an ever important need in our democratic culture. Increasingly, today's libraries are taking their role as cultural commons to the next level, leveraging their trusted, neutral position to *bring people together to solve problems and facilitate community change.*" Libraries Transforming Communities

Overview and Purpose:

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. We are interested in finding out what your aspirations are for Altadena, what do you think needs to change in order to reach these aspirations and what do you believe you can do and who do you trust to take action on the challenges that we face as a community? In addition, it will be important to identify ways in which every Altadenan can take an active role in creating positive social change.

The purpose of these conversations is to:

- Access Public Opinion that can then be used 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

Scope of Work

The Contractor Will:

1. Develop a plan to meet with members of the community approximately 15 times in small groups of 10-20 individuals. These conversation groups will be attended by a trusted community representative or host, located in a space that is familiar and easy to access for participants and set at a time that is convenient

for all parties involved. Recent demographic data will be used to ensure that the various constituencies of the overall Altadena population are appropriately represented. The objective of the meetings is to identify the top 3-5 aspirations for Altadena by community members. The plan detailing the targeted constituencies, proposed meeting locations, and local representatives to co-lead meetings will be submitted to the Altadena Library District Director for approval prior to conducting the meetings.

2. Coordinate arrangements necessary to plan and conduct the meetings, with the technical support of an Altadena Library staff member.
3. Organize/plan and conduct neighborhood outreach for each meeting and facilitate the conversation there in a way that reaches the desired outcomes. Write a brief summary of each conversation.
4. Assess the effectiveness of the conversations after conducting the first three to identify any potential challenges or weaknesses. Provide recommendations for improvements to the Library Director after completing the assessment. With the Library Director, determine which recommendations will be utilized and how they will be implemented.
5. Conduct the remaining meetings as scheduled and incorporate the new strategies and techniques into their agendas.
6. Generate a preliminary report detailing the **meetings'** findings, providing any raw data collected, to the Library Director after all of the community conversations have been completed. If meeting participants requested anonymity, ensure the raw data and report do not include information that could be used to identify participants. Provide the preliminary report to the Library Director for review and then discuss the timeline and process for the development of the final report.
7. Produce a final report, suitable for publication and use in applying for grants and other fundraising opportunities. The report will also be made available for the public to review, particularly those who participated in the community conversations and will serve as a guiding document for the **Library's** planning process.
8. Attend one of the Harwood Institute training sessions in the Fall of '16.

Addendum: - Draft Meeting Agenda

- A. Introductions
- B. Icebreaker
- C. Reason for community conversation
- D. Explanation of ground rules
- E. Library education moment
- F. Conversation
- G. Next Steps/projected outcomes

The Library (Director) Will:

1. Review and provide feedback on the community engagement meeting plan prior to its implementation.
2. Provide support and assistance, such as materials, snacks, refreshments, supplies, technology, staff, etc. so as to ensure the success of the project.
3. Serve as the point person on the project for media, public relations, press, etc. and develop a press release for communication purposes.
4. Review initial meeting outcomes with the Contractor before completion of the remaining planned meetings. With the Contractor determine ways to improve meeting structure and facilitation.
5. Provide access to the Harwood/ALA Public Innovators Lab for Libraries in Fall '16
6. Attend community conversations, as possible, to provide an overview of the vision of the Library for this project and beyond. Assign other Library staff to serve in this capacity when the Director is not available.
7. Review the preliminary report and provide relevant feedback which will help to shape the final report.
8. Review and approve of the final report.
9. Present the final report to the **Library's** Board of Trustees and other interested parties.
10. Be responsible for the implementation of the **report's** recommendations, as appropriate, and for dissemination of the report to the public.

Note: The Director commits to reviewing the contractor's deliverables and returning comments and/or approval within 3 days of submission.

Addendum: The Library will furnish the following materials and support (as needed):

- access to technology
- access to meeting rooms
- use of PR/communications systems,
- support by and possible use of staff for project activities
- copying services for project written documents
- note taking and typing of notes after community meetings
- copy editing of reports
- provide snacks/refreshments for meetings
- provide the Contractor with an altadenalibrary.org email address for use during the project
- secure space on a server to set up project files
- access to Library data base for communication purposes
- use of **Library's** research services/resources
- other supportive services as needed

Deliverables:

1. Statement of Purpose and Project Outline Development
2. Community meeting plan - 15 conversations with members of the public
3. Community meeting schedule development (time/date of meeting, location, community representative co-leading, constituency addressed)
4. Organization of and preparation for each community meeting including neighborhood outreach
5. Facilitation/moderation of all community meetings
6. Development and implementation of participant surveys
7. Initial meeting report and assessment with recommendations for improvements
8. Draft report of all meetings/conversations
9. Final report, suitable for publication

Period of Performance:

The period of performance shall be from September 25, 2016 - February 25, 2017.

Performance Standards:

1. Completion of project objectives within the stated time frame
2. Review of feedback/surveys by participants
3. Quality of final report
4. Outcomes of community conversations

CSDA Upcoming Conferences & Webinars

CSDA ANNUAL CONFERENCE

The leadership conference for special districts.

September 25 – 28, 2017, Monterey

September 24 – 27, 2018, Palm Springs

September 25 – 28, 2019, Anaheim

Webinar: Ethics AB 1234 Compliance Training

November 8, 2016 - 10:00 a.m. - 12:00 a.m.

BOARD SECRETARY/CLERK CONFERENCE

Premier training for board secretaries and clerks.

November 14 – 16, 2016, Monterey

HOW TO BE AN EFFECTIVE NEW BOARD MEMBER

Also Meets AB1234 Requirement.

December 6, 2016, Fallbrook

OVERVIEW OF SPECIAL DISTRICT LAWS

December 8, 2016, Apple Valley

SPECIAL DISTRICT LEADERSHIP ACADEMY CONFERENCE

A comprehensive Governance Conference for elected and appointed directors/trustees.

February 26 – March 1, 2017, La Jolla

July 9 – 12, 2017, Napa

SPECIAL DISTRICTS LEGISLATIVE DAYS

May 16-17, 2017, Sacramento

GENERAL MANAGER LEADERSHIP SUMMIT

A leadership conference for general manager and management staff in special districts.

June 25 – June 27, 2017, Newport Beach

There are also a number of on-demand Webinars which can be accessed anytime at CSDA.net

Altadena Library District Operating Plan

2016-2017

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
- We will help support groups by providing an open and welcoming facility that meets our communities wants and needs
- Continue to research and apply for grants that meet the Strategic Goals of the Library and the Operating plan.
- Continue to negotiate with vendors to reduce pricing and increase discounts.
- Add electric car charge stations in the parking lot. **Project in the information gathering stages**
- Revise and update the Volunteer Program.
 - Continue to search for Volunteers and a Volunteer Coordinator
 - Review funding for existing staff positions and determine if funding is available to add a paid Volunteer Coordinator position.

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 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.
 - 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.**
 - 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.

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, Concerts in the Park, etc., and 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.
- Initiate a campaign to reintroduce the library to the Altadena community, increase cardholders and users, engage people's minds, and start conversations about the library in a whole new way.

- In July 2016 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.
- Participate in Outside the Lines: Outside the Lines is a weeklong celebration demonstrating the creativity and innovation happening in libraries that:
 - Gets people thinking – and talking – about libraries in a different way.
 - Showcases the library out in the community as well as in the library.
 - Highlights how our library is relevant to people’s lives.
 - Represents our local community.
 - Is active versus passive – gets people engaged.
 - Is extraordinary and unexpected.
 - Most importantly, is fun!
- Increase communication and partnerships between the Library, Friends and Foundation.
 - Have semi-annual Board Retreats and the monthly Presidents’ meetings so all three boards stay informed and connected in order to help the library reach its goals.

Goal 3 -- *Facilities*: The Altadena Library District will provide a facility that is comfortable, welcoming, safe, energy efficient, and flexible, and continue to improve library accessibility until it is fully compliant with ADA requirements.

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.
- Complete the creation of a teen area along the west end of the library

- Research, purchase and install at least one exterior lighted sign and a cohesive signage design for the interior of the building.
- Retrofit of lighting to LED at the Branch in the Parking Lot.
 - ***Completed September 2016: Branch parking lot is now 100% LED.***
- Continue to research possibilities for electric car charge stations (also a revenue source).
Project in research phase
- Improve the look of the interior planters. **Project in research phase**

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, and replacing shelving
- External Signage – Monument Signs
-

- ADA Compliance:

As work is done within the library, ensure that it complies with ADA requirements and address, as funding permits, current facility features that are not compliant.

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 in ways that are experiential and relevant.

- Create a 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 (i.e.: age, ethnicity, socio-economic status, etc.)
 - Introducing new ideas to the community which the community may not have had a previous interest
- Encourage staff and the public to present and participate in programs and activities that pertain to their passions and areas of expertise

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

- Creating a Summer Reading online open source platform is a priority
- Introduce the 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
- 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 October 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.
- Starting conversations with other local libraries about possibly sharing an open ILS
 - For example: partnering with another library and having one catalog which would extend the collection to additional libraries. This would create a seamless experience for patrons because the partnered libraries' collections show up in the catalog without any additional searching by the customer

- Upgrade to VOIP telecommunications system. **Erate funding approved. Scheduling in progress**
- Research new software opportunities to enable us to provide better access to our collection and better customer service
- Expand the Teen DIY program to create a Digital Learning Lab/Makerspace for all ages.

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 September Meeting and present "Making the Transition to a Great Organization" and will continue to present at Staff Meetings until further notice.
 - With HRNetwork, determine employees' job satisfaction through methods they recommend.
 - 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 assess if morale has improved; this will be shared with the staff and the board, and will be used to reassess and update the plan of action.
- B) HRNetwork has been tasked with creating a new employee manual and SOP's which will be provided to all employees.
- C) HRNetwork will be doing a salary and benefits analysis in 2016/2017 for review by the Board.
- D) The staff will provide input on a cultural values statement for the organization. (September Staff Meeting) and a document will be created that defines our cultural values as they relate to our Vision and Mission as an organization.
- 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 position roles and responsibilities 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 aspirations as they relate to their job and duties, and use that information to provide opportunities for empowerment, improve job satisfaction, and build confidence.

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.
- 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.
- Set library staff technology competencies and train staff in accordance.



Teen Librarian (Librarian II)

Job Description

FSLA – Non-Exempt (Full Time, 40 hrs/wk, Benefits)

Salary Range: \$25.81 - \$32.14/hour

General Summary

The Teen Librarian position reports directly to the Public Services Director, is responsible for providing library services and programming for and with young adults. The position requires constant contact and collaboration with young adults (typically ages 12-18), 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**
 - Conducts regular community needs assessments to identify teen needs, in order to create tailored services and programs to address identified needs.
 - Provides prompt, courteous and direct assistance to patrons with basic information regarding use of library materials, equipment, and services.
 - Ensures the library's collections include relevant print and digital resources aimed at the specific interests and needs of the teens in the community.
 - Curates content, including digital resources and special collections, for and with teen patrons, based on teen needs and interests.
 - Adopts a connected learning approach to presenting programs, classes and events for and with teens so that they educate, inform and inspire.
 - Plans, implements and evaluates library programs and services which fulfill the diverse educational, recreational and personal needs of local teens.
 - Instructs teens in information gathering, research skills and digital literacy skills.
 - Leverages community experts, coaches and mentors for services and programs in order to meet teen need and interests.

- Develops and maintains effective relationships with schools, community groups, agencies and non-profits that target youth in order to plan and deliver programs and services that meet local teen needs and interests.
 - Coordinates daily activities of staff and volunteers assigned to teen services.
 - Takes a leadership role in developing, implementing and evaluating the overall teen services program.
 - Is a member of the Leadership Team and participates in setting the direction for the organization.
 - Attends and participates in professional library conferences, seminars, and network committees; reads professional literature; attends and participates in staff meeting discussions.
 - Performs person in charge (PIC) duties as assigned by immediate supervisor.
 - 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
 - Work at a computer station frequently.
 - On a limited basis tolerate residual dust, mold or foreign substances on materials
 - Ability to communicate effectively with others, orally and in writing, including through email.
 - Ability to identify and translate young adult needs and interests into effective library services and programs.
 - 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.
 - Able to learn and stay current with emerging technology, including digital media.
 - 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 speak distinctly to large groups.
 - 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.
- Knowledge/Skills:
 - Demonstrated ability to work well under pressure and to meet inflexible deadlines is required.
 - Must have the ability to learn and become proficient in functions required to perform job duties, working effectively independently or as part of a team to complete tasks as assigned.
 - Must communicate effectively using English. Must read, write and understand English at a level appropriate to the position. Spanish is not required but is preferred.
 - 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. Must be able to learn and become proficient with equipment and software programs as required to effectively and efficiently perform assigned duties.

- Knowledge of developmental, recreational and educational needs of young adults.
- Knowledge of current trends in library services for and with young adults.
- Knowledge of standard library procedures, current information technology, Internet and database search capabilities.
- Knowledge of connected learning and ability to design programs that embed connected learning principles.
- Knowledge of best practices in teen services, including guidelines and standards published by ALA, YALSA and other recognized organizations.
- Knowledge of best practices in community assessment and engagement.
- Knowledge of effective practices in evaluation and outcomes measurement.
- Cultural competence skills.

Education and Experience

- Master's degree in Library Science from an ALA-accredited program required.
- One or more years of professional experience in a library setting, with supervisory or administrative experience preferred.
- Experience in working for and with young adults (ages 12 to 18).

DRAFT



Children and Family Services Librarian (Librarian II)

Job Description

FSLA – Non-Exempt (Full Time, 40 hrs/wk, Benefits)

Salary Range: \$25.81 - \$32.14/hour

General Summary

The Children's Librarian position reports directly to the Public Services Director and is responsible for providing library services for and with children and their families including reference and reader's advisory, children's programs and customer service to children and their caregivers. This position's work schedule includes working nights and weekends. The position requires constant contact and collaboration with children, 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**
 - Conducts regular community needs assessments to identify children's needs, in order to create tailored services and programs to address identified needs.
 - Provides prompt, courteous and direct assistance to patrons with basic information regarding use of library materials, equipment, and services.
 - Adopts a connected learning approach to presenting programs, classes and events for and with children so that they educate, inform and inspire.
 - Plans, implements and evaluates library programs and services which fulfill the diverse educational, recreational and personal needs of children and their caregivers and which encourage reading, viewing, and listening skills and the use of the library facilities and materials.
 - Leverages community experts, coaches and mentors for services and programs in order to meet children/family needs and interests.

- Ensures the library's collections include relevant print, audio visual and digital resources aimed at the specific interests and needs of children and families in the community.
 - Participates in library special projects as required or as necessary.
 - Engages in outreach to schools, daycares and preschools, and other community organizations and agencies that serve children and their caregivers.
 - Instructs children and caregivers in information gathering, research skills and digital literacy skills.
 - Develops and maintains effective relationships with schools, community groups, agencies and non-profits that target youth in order to plan and deliver programs and services that meet local children and families' needs and interests.
 - Coordinates daily activities of staff and volunteers assigned to children or family services.
 - Takes a leadership role in developing, implementing and evaluating the overall children and family services program.
 - Is a member of the Leadership Team and participates in setting the direction for the organization.
 - Attends and participates in professional library 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
 - Work at a computer station frequently.
 - On a limited basis tolerate residual dust, mold or foreign substances on materials.
 - Ability to communicate effectively with others, orally and in writing, including through email.
 - Ability to identify and translate children's needs and interests into effective library services and programs.
 - 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.
 - Able to learn and stay current with emerging technology, including digital media.
 - 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 speak distinctly to large groups.
 - 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.
- Knowledge/Skills:

- Demonstrated ability to work well under pressure and to meet inflexible deadlines is required.
- Demonstrates creativity through a variety of programs and storytelling techniques.
- Strong background and appreciation of children's literature and knowledge of children's behaviors.
- Effective interpersonal relations with children, their caregivers, and other professionals who work with children.
- Must have the ability to learn and become proficient in functions required to perform job duties, working effectively independently or as part of a team to complete tasks as assigned.
- Must communicate effectively using English. Must read, write and understand English at a level appropriate to the position. Spanish is not required but is preferred.
- 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. Must be able to learn and become proficient with equipment and software programs as required to effectively and efficiently perform assigned duties.
- Knowledge of developmental, recreational and educational needs of children.
- Knowledge of current trends in library services for and with children and their caregivers.
- Knowledge of standard library procedures, current information technology, Internet and database search capabilities.
- Knowledge of connected learning and ability to design programs that embed connected learning principles.
- Knowledge of best practices in children's services, including guidelines and standards published by ALA, ALSC and other recognized organizations.
- Knowledge of best practices in community assessment and engagement.
- Knowledge of effective practices in evaluation and outcomes measurement.
- Cultural competence skills.

Education and Experience

- Master's degree in Library Science from an ALA-accredited program required.
- One or more years of professional experience in a library setting, with supervisory or administrative experience preferred.
- Bilingual in English and Spanish preferred, but not required.
- Experience in working for and with children (ages 0 - 11) and their families.

September 15, 2016

Mindy Kittay,
Library Director
Altadena Library District
600 East Mariposa St.
Altadena, CA 91001

Dear Ms. Kittay,

Pursuant to the directions on your agency's website, with this letter and attached materials, I apply for the open position on the governing board of the Altadena Library District. Attached please find my C.V., and a completed Supplemental Questionnaire.

I believe that my education, business, and legal backgrounds qualify me for the position. More than that, I believe that my lifelong love of learning, and early adoption of the technologies now ubiquitous in our world have given me a sense of not only what is possible for public libraries, but what will be necessary for them to survive and remain relevant in the future. Additionally, as a vocal advocate for improving public education, I have spent years active in issues of concern to the Altadena community, including improving overall literacy.

I look forward to meeting with the governing board on September 26, 2016, to answer whatever questions its members might have of me.

Sincerely,

A handwritten signature in black ink, appearing to read "Rene F. Amy", with a long, sweeping horizontal stroke extending to the left.

Rene F. Amy
279 West Calaveras Street
Altadena, CA 91001
(626)497-2279

Rene F. Amy

279 West Calaveras Street Altadena, CA 91001 (626)497-2279 sat9forum@earthlink.net

Experienced Attorney/Contractor/Activist with extensive knowledge of building standards development and implementation; k-12 education standards and reading acquisition; and community engagement

Professional Licenses

California General Building Contractor (#515111)
California Attorney-at-Law (#253934)

Professional Certifications

International Code Council (ICC) (#8295733)

- California Residential:
 - Building Inspector (J1); Electrical Inspector (J2); Plumbing Inspector (J3); Mechanical Inspector (J4)
- California Commercial:
 - Building Inspector (I1); Electrical Inspector (I2); Plumbing Inspector (I3); Mechanical Inspector (I4)
- CALGreen Inspector (CG)
- California Building Plans Examiner (I6)

Green Building Certification Institute (GBCI) (#10923680)

- LEED-AP Building Design & Construction
- LEED-AP Operations + Management
- LEED-AP Homes

California Association of Code Enforcement Officers (CACEO)

- Certified Code Enforcement Officer

Building Performance Institute (BPI) (#5032744)

- Building Analyst
- Rater

United States Department of Energy

- Home Energy Score Qualified Assessor

United States Environmental Protection Agency

- Renovation, Repair and Painting Contractor

Build It Green

- Certified Green Building Professional - Greenpoint Rater

Education

Indiana University - B.A., with Honors, 1980

Concord School of Law - J.D., 2006, *National Dean's List*

Additional Coursework:

Wharton School, University of Pennsylvania, via Coursera, with Distinction: Operations Management; Marketing

New York Law School, Mental Disability Law

UCLA Extension, The Art of Fundraising

Professional Experience:

Amiable Construction Co, 1987-present; “A+” rated by the Better Business Bureau; “A” rated on Angie’s List; 5-star rated on Trustlink.org; referred by AAA, USAA, and several other major membership agencies.

Law Office of Rene F. Amy, 2008-present

Honors

Pasadena Weekly, Editor’s Pick Citizen of the Year, 2001, 2004

Professional Affiliations

- **California Contractors State License Board**, Participant, Industry Expert program, 2015-present
- **California Building Standards Commission**, Member, 2015 Triennial Code Adoption Cycle Health Facilities Code Advisory Committee, 2015-present
- **California Public Utilities Commission/California Energy Commission**, Participating Contractor, Energy Upgrade California program, 2012-present
- **California Earthquake Authority/Governor’s Office of Emergency Services**, Participating Contractor, Earthquake Brace + Bolt program, 2015-present
- **California State Board of Education**, Member, English Language Arts Instructional Materials Advisory Panel, 2001

Community Activities

- **Altadena Community Garden**, board member, 2014-present
- **Keck Medical Center of USC**, Member, Patient & Family Advisory Council, 2014-2016
- **Nextdoor Janes Village**, founder, 2014
- **Bungalow Heaven Neighborhood Association**, founding vice-president
- **JPL/Caltech Toastmasters**, past president

Avocation

Independent Community Activist, 1995-2009

- Refocused community attention on critical issues through a comprehensive information acquisition, analysis, and distribution effort involving members of the public and elected officials;
- Met with elected officials on local, state and national levels. Developed working relationships with members of state commissions, local government staff, and numerous members of the community and media;
- Wrote and ghost-wrote numerous published opinion pieces;
- Organized broadcast debate between candidates for statewide-level office.



ALTADENA LIBRARY DISTRICT

BOARD OF TRUSTEES VACANCY SUPPLEMENTAL QUESTIONNAIRE

Name: René F. Amy

Please take one minute to fill out this Supplemental Questionnaire and attach it to your resume.

County Registrar rules require that candidates running for a seat on the Altadena Library District Board must be both a resident of Altadena and a registered voter in Altadena. The applicant accepted must agree to be willing to run in November 2017 for the 4-year term for this seat which expires in 2021. The current seat for which you are applying is for the unexpired term ending 12/2017.

1. Do you understand that you will be required to file for the 2017 election with the L.A. County Registrar/Recorder's office? Yes No

2. Do you understand that during the term of the appointment, you are required to be a resident of Altadena? Yes No

3. Are you currently a resident of Altadena? Yes No

4. Are you currently registered to vote in Altadena? Yes No

5. How long have you resided in Altadena? 7 years

6. Have you ever worked for a public library? If so, are you still employed by a public library system? Yes No

7. In your opinion, what is the role of the library in the community? It is a part for personal growth and literacy, as well as a focal point of community unity and pride.

8. Please describe any Board or Commission experience you have had. Please see attached C.V.

9. This position involves advocacy and representing the Board in a variety of venues such as meetings with State and Federal Representatives and Senators, Town Council, etc. Do you have any experience in a role like this? Are you comfortable giving a presentation in front of a group?

Yes - please see attached C.V. I am extremely comfortable in front of groups of all sizes.

September 3, 2016

Mindy Kittay

Library Director

Altadena Library District

600 East Mariposa Street

Altadena, CA 91001

Dear Ms. Kittay,

I respectfully submit my application for the vacancy on the Altadena Library District Board of Trustees. Attached are my resume, the Supplemental Questionnaire, and a letter to the Board of Trustees.

Finding a person with experience serving on a library trustee board or a support group board, with experience attending library board of trustee meetings, and the willingness to do community outreach must be a challenging task.

I have served on the Altadena Library Foundation Board, have regularly attended the Altadena Library Board of Trustees and Friends of the Altadena Library monthly meetings for over a year and a half and have the time and dedication to do community outreach on behalf of the Altadena Library District.

I am ready to bring this background to the Altadena Library District Board of Trustees as a trustee.

Best regards,

Ira Bershatsky

626-321-7217

September 3, 2016

The Altadena Library District Board of Trustees

600 East Mariposa Street

Altadena, CA 91001

Dear Altadena Library District Board of Trustees,

I am respectfully applying for the trustee vacancy on the Altadena Library District Board of Trustees. My goal is to bring my experience to the board to continue its positive work. I am highlighting here by bullet point some of the attributes and experiences that I will bring to the board.

1. I was a member of the Altadena Library Foundation Board from 2010-2011 and was its finance chair during this time.
2. I have regularly attended the Altadena Library District Board of Trustees and Friends of the Altadena Library monthly meetings for over a year and a half giving me a unique perspective and knowledge of the workings of both boards.
3. I have the time and dedication to do community outreach for the library including informing the community about the 50th Anniversary Celebration.
4. I have been a volunteer at the Friends of the Altadena Library annual book sale.
5. I have been a small business owner and have experience with many of the challenges that overlap a small business and the library. Choosing insurance coverage, which the board was tasked with recently, is one example of this overlap.
6. I have a Masters of Business Administration degree in Finance.
7. I, along with my family, have been library patrons for over ten years and are well known by the staff.

I am excited to be a trustee on the Altadena Library District Board of Trustees and being a part of the future direction of the library.

Best regards,

Ira Bershatsky

626-321-7217

IRA M. BERSHATSKY
Altadena, CA 91001
626-321-7217
bwst@sbcglobal.net

EXPERIENCE

- HALIFAX AMERICA LLC, Sherman Oaks, CA 2016-Present
Compliance Associate
- Review FINRA rules and regulations for compliance as the company grows from a futures-only brokerage to a futures and securities brokerage.
- THE INCENTIVES GROUP, Altadena, CA 2009-2014
Salesperson
- Sold tax incentives to privately-held and publicly-held small to medium-sized businesses in California located in designated “Enterprise Zones.” Contact was with business owners, CEOs, CFOs and HR Directors. Enterprise Zone tax credits are not easy to understand even for seasoned business people, and my clients and prospects appreciated that I explained this topic in a way that made sense for them.
 - Marketing efforts included individual and group presentations, telephone and e-mail communication and one-on-one meetings.
 - The California legislature eliminated this tax incentive program for new hires in 2014.
- DINOSAUR SECURITIES, LLC, Altadena, CA 2013-2015
Salesperson
- Worked remotely for New-York based brokerage firm and sold firm's electronic execution and clearing offerings to money manager and broker-dealer clients
- LEK SECURITIES, Altadena, CA 2005-2013
Salesperson
- Worked remotely for New-York based brokerage firm and sold firm’s proprietary order entry platform, direct stock and option exchange connectivity and self-clearing services to securities industry participants.
- BROKERWEST, Pasadena, California 1989-2005
Founder, Head Trader, and Chief Compliance Officer
- Executed large block client orders for boutique securities broker-dealer that specialized in high touch agency execution and securities research for money managers and securities broker-dealers.
 - Performed regular compliance reviews and was the liaison between the firm and the National Association of Securities Dealers.

EDUCATION

MICHIGAN STATE UNIVERSITY, East Lansing, Michigan
Master of Business Administration in Finance

HOFSTRA UNIVERSITY, Hempstead, New York
Bachelor of Business Administration in Finance
Junior college transfer full tuition scholarship recipient

BROWARD COMMUNITY COLLEGE, Davie, Florida
Associate of Arts in Business Administration



ALTADENA LIBRARY DISTRICT

BOARD OF TRUSTEES VACANCY SUPPLEMENTAL QUESTIONNAIRE

Name: Ira Bershatsky

Please take one minute to fill out this Supplemental Questionnaire and attach it to your resume.

County Registrar rules require that candidates running for a seat on the Altadena Library District Board must be both a resident of Altadena and a registered voter in Altadena. The applicant accepted must agree to be willing to run in November 2017 for the 4-year term for this seat which expires in 2021. The current seat for which you are applying is for the unexpired term ending 12/2017.

1. Do you understand that you will be required to file for the 2017 election with the L.A. County Registrar/Recorder's office? Yes [checked] No []

2. Do you understand that during the term of the appointment, you are required to be a resident of Altadena? Yes [checked] No []

3. Are you currently a resident of Altadena? Yes [checked] No []

4. Are you currently registered to vote in Altadena? Yes [checked] No []

5. How long have you resided in Altadena? 11 years

6. Have you ever worked for a public library? If so, are you still employed by a public library system? Yes [] No [checked]

7. In your opinion, what is the role of the library in the community? To be the focal point of the community

8. Please describe any Board or Commission experience you have had. Altadena Library Foundation board member 2010-2011

9. This position involves advocacy and representing the Board in a variety of venues such as meetings with State and Federal Representatives and Senators, Town Council, etc. Do you have any experience in a role like this? Are you comfortable giving a presentation in front of a group? I am comfortable giving presentations in front of a group. I gave group presentations as an Enterprise zone tax credit consultant.

CYNTHIA CARMONA

3376 MONTEROSA DRIVE, ALTADENA, CA 91001
PHONE (626) 290-4336 • CYNTHIA.REED@GMAIL.COM

September 16, 2016

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

Dear Ms. Kittay:

I am writing to express my interest in filling the position of Altadena Library District Trustee, recently vacated by Trustee Meredith McKenzie. I am eager to serve in the Altadena community and believe I have much to offer that could benefit the library and its efforts.

For the past eight years, I have represented Los Angeles County's community clinics and health centers as Director of Government & External Affairs for the Community Clinic Association of Los Angeles County (CCALAC). I represent 59 non-profit community clinics through advocacy to local, state and federal elected officials; collaboration with local health plans and LA County Departments of Health Services, Mental Health and Public Health; and consultation with funders who are developing grant opportunities that best assist clinics with their mission – providing quality health care to everyone regardless of their ability to pay.

In particular, I have significant experience not only in meeting with electeds, but in developing large-scale advocacy events and messaging that furthers the policy goals impacting clinics and the communities they serve. In reaching policy agreements, I am experienced in working with coalitions to develop innovative strategies that help to achieve common goals. Some of this work includes working with LA County to transition over 300,000 residents into California's Medicaid program as part of the Affordable Care Act, creation of LA County's first ever capitated health access program (My Health LA) and, more recently, working with the LA County Department of Mental Health for the first ever program to fund mental health services for indigent clinic patients.

I believe I can bring this experience to improve my own community and neighbors. I believe that the Altadena Library District is an amazing opportunity to implement innovative programming that can strengthen communities and bring them closer together to support one another. Attached are my resume and the supplemental questionnaire (with attachment). Thank you in advance for your consideration and I look forward to further discussing my qualifications.

Best,



Cynthia Carmona, MPA

CYNTHIA CARMONA

3376 MONTEROSA DRIVE, ALTADENA, CA 91001
PHONE (626) 290-4336 • CYNTHIA.REED@GMAIL.COM

EDUCATION

University of California, Davis
Bachelor of Arts, Political Science, June 2003
Bachelor of Arts, International Relations, June 2003

University of Southern California
Master of Public Administration, August 2006

EXPERIENCE

Community Clinic Association of Los Angeles County (CCALAC) July 2011-Present

Director, Government & External Affairs

In 2011, CCALAC restructured and the Government & External Affairs Division reinforced its focus on the successful implementation of federal health reform, defending clinic programs against additional cuts and enhancing clinic visibility. To meet these objectives, the Director's duties include:

- Direct the development of CCALAC's government and public relations and advocacy program;
- Collaborate with the President & CEO and Membership on overall organization strategy and direction;
- Establish and maintain effective relationships with Members, electeds, government entities, funders and others;
- Oversee the coordination of events that raise CCALAC's visibility and advance CCALAC's mission;
- Identify and strategically address policy issues impacting Member clinics and the safety net;
- Oversee the development and implementation of a communications strategy to support CCALAC, and
- Oversee the data and information needs of CCALAC in collaboration with CCALAC's division directors.
- Oversee grantseeking and grant reporting for division, as well as division budget

Community Clinic Association of Los Angeles County (CCALAC) April 2008-June 2011

Policy Specialist, Governmental Affairs

CCALAC represents 59 members that operate more than 300 clinics throughout Los Angeles County. The clinics serve nearly 1.4 million uninsured or underinsured patients every year. Member clinics provide quality health care through medical, dental, pharmacy and mental health services. Duties included:

- Conduct policy analysis on programs and proposals affecting clinics, recommending courses of action;
- Interact with the public, legislative staff, stakeholders and partners on issues affecting clinics;
- Develop and coordinate policy events and grassroots advocacy activities;
- Collaborate with coalitions and other partners on issues impacting clinics and public programs;
- Respond to member requests on policy issues and provide policy support at events and meetings;
- Coordinate member clinics' participation in the development of policy proposals and advocacy activities, and
- Supervise interns and Advocacy Coordinator to further CCALAC's policy and advocacy goals.

California Managed Risk Medical Insurance Board (MRMIB) March 2007-April 2008

Legislative Analyst, Office of Legislation, External Affairs, and Health Policy

MRMIB formerly oversaw the Healthy Families Program (HFP), the Access for Infants and Mothers Program (AIM), and the Major Risk Medical Insurance Program (MRMIP), providing health insurance for low income pregnant women, children, and those who have been unable to obtain coverage in the individual market. Programs are now overseen by the California Department of Health Care Services (DHCS). Duties are as follows:

- Monitor and analyze federal legislation affecting the State Children's Health Insurance Program (SCHIP);
- Present to the Board and external groups on SCHIP legislation;
- Track and analyze state legislation; consult various divisions to determine impact on programs;
- Interact with the public, legislative staff, and stakeholders on matters of concern to MRMIB;
- Act as the MRMIB's media contact in the absence of the Deputy Director;
- Participate in analysis and meetings related to current health care reform proposals; and
- Assist the Executive Director with special projects regarding SCHIP, health reform, and budget matters.

ADDITIONAL INFORMATION

Volunteer: Young & Healthy Pasadena First Grade Dental Education Program – Longfellow Elementary

Awards: CCALAC Employee of the Year, 2008-09; CCALAC Employee of the Year, 2010-11; National Association of Community Health Centers (NACHC) 2012 Betsy K. Cooke Grassroots MVP Award

Internships: Office of Assembly Speaker Herb Wesson, Office of the Secretary for Education, Kerry Mazzone; Capitol Focus Nonprofit; Office of Senator Tom Torlakson; Office of Assembly Speaker Robert Hertzberg



ALTADENA LIBRARY DISTRICT

BOARD OF TRUSTEES VACANCY
SUPPLEMENTAL QUESTIONNAIRE

Name: Cynthia Carmona

Please take one minute to fill out this Supplemental Questionnaire and attach it to your resume.

County Registrar rules require that candidates running for a seat on the Altadena Library District Board must be both a resident of Altadena and a registered voter in Altadena. The applicant accepted must agree to be willing to run in November 2017 for the 4-year term for this seat which expires in 2021. The current seat for which you are applying is for the unexpired term ending 12/2017.

1. Do you understand that you will be required to file for the 2017 election with the L.A. County Registrar/Recorder's office? Yes No

2. Do you understand that during the term of the appointment, you are required to be a resident of Altadena? Yes No

3. Are you currently a resident of Altadena? Yes No

4. Are you currently registered to vote in Altadena? Yes No

5. How long have you resided in Altadena? 3 1/2 years

6. Have you ever worked for a public library? If so, are you still employed by a public library system? Yes No

7. In your opinion, what is the role of the library in the community?
Please see attached.

8. Please describe any Board or Commission experience you have had.
Please see attached.

9. This position involves advocacy and representing the Board in a variety of venues such as meetings with State and Federal Representatives and Senators, Town Council, etc. Do you have any experience in a role like this? Are you comfortable giving a presentation in front of a group?
Please see attached.

What is the role of the library in the community?

Libraries play critical roles for the community in a variety of ways.

Educational: One of the most basic functions that a library performs is the promotion of literacy. All community members benefit through free access so no child or adult is excluded from this due to their income. Libraries also promote lifelong learning, allowing individuals to benefit from reading and research on any number of topics throughout their lives. Libraries provide computer and internet access, which offer even more opportunities to learn and grow.

Social: Libraries create a safe space for individuals dealing with other community stressors. Libraries often provide social programming, which strengthens communities, enabling them to be healthier and prosperous. I know that the Altadena Library provides book clubs, Santa Claus visits, movie nights, guest speakers and classes, music events and much more. All of this contributes to a vibrant community of neighbors that know and can support one another.

Health: I would take it one step further and argue that libraries are, and will continue to increasingly become, important to the health of our communities. I work in health policy and the health world is abuzz with the term "social determinants of health." This concept suggests that more investment must be made in other things that factor into health outcomes like homelessness, foster youth, pollution, healthy food options, and more. This will require health stakeholders to become more involved in places that have not traditionally meant "health" to people. Libraries are optimal places for the collocation of services. I know some already offer opportunities for signing up for government programs, job search assistance, health education and more. All of these things fall under the social determinant umbrella and have the potential to have an even greater impact on improving the overall health of populations. Many of the clinics I represent already recognize this and partner with community organizations to create "reading corners" in clinic waiting rooms or programs that offer a book to every child that comes in to see the doctor.

So, as you can see, I believe that while libraries already create tremendous value for communities in a number of ways, the sky is the limit for what more can be done in today's libraries, given sufficient resources.

Please describe any Board or Commission experience you have had.

While I have not yet served on any Board or Commissions myself, my career requires that I often present to boards and commissions as a part of my work. I have presented to the boards of numerous community clinics and health centers on topics such as the Affordable Care Act and other topics concerning health policy and the political landscape affecting Los Angeles County. I have also presented to the Los Angeles Mental Health Commission and the Los Angeles HIV Commission. I was invited to join the Los Angeles HIV Commission but had to decline due to previously committing to a long-term leadership seminar program that would have conflicted with commission activities.

I have served on many panels, including those with a statewide audience. I would also note that I am a graduate of the Clinic Leadership Institute (CLI), which is sponsored by the Blue Shield of California Foundation and UCSF. The program selects approximately 28-30 individuals from the clinic community around the state to participate in this prestigious program. During the 18-month leadership seminar, I participated in intensive sessions on finance, operations, project management and more.

I do participate in a number of groups in my role representing community clinics and health centers including the Insure the Uninsured Project's (ITUP) Leadership Council, Los Angeles School Health Centers Association Steering Committee, California Oral Health Advisory Council (OHAC) Steering Committee, Help Me Grow – LA Leadership Council (run by First 5 LA), and recently, the California Campaign to Counter Childhood Adversity (4CA).

This position involves advocacy and representing the Board in a variety of venues such as meetings with State and Federal Representatives and Senators, Town Council, etc. Do you have any experience in a role like this? Are you comfortable giving a presentation in front of a group?

I have considerable experience advocating to State, Federal and County electeds, especially in my current role representing Los Angeles County's community clinics and health centers. In my role, I oversee the logistics, scheduling, messaging and member education for our federal lobby week that takes place in concert with the National Association of Community Health Centers' (NACHC) Policy and Issues Forum in Washington DC. This requires coordinating meetings with 16 congressional offices over three days. I coordinate logistics for approximately 60 attendees from LA County every year, including the development of talking points and messaging. I am the proud recipient of the NACHC Betsy K. Cooke Grassroots MVP Award, which I accepted at the Spring 2012 Washington DC meeting.

Every April, I do the same for our annual state lobby day, coordinating visits with 38 legislative offices in one day. I occasionally comment in support of legislation at legislative hearings in Sacramento. Over the course of the rest of the year, my role requires that I maintain relationships with these offices and be present at events where electeds are in attendance. I frequently comment at meetings of the Los Angeles County Board of Supervisors on behalf of the clinics I represent and I coordinate quarterly meetings between my member clinics and each office of the Board of Supervisors.

Part of my role also includes a quarterly breakfast event called CCALAC's Policy Café. I direct this event that brings important speakers in front of our members and partners. Guests have included Director of CA Department of Health Care Services Jennifer Kent; Assembly Member Matt Dababneh; LA County Supervisors Yaroslavsky, Keuhl, Solis, Ridley-Thomas, Molina and Congressman Xavier Becerra. Our next event on October 7th will feature Senator Ed Hernandez and Professor David Hayes-Bautista of UCLA in a discussion about the future of the health care workforce. We are also in the planning stages for events that will focus on federal funding for health centers and the community clinic's role in addressing gun violence and trauma.

I have also done interviews and been quoted in the media (e.g. 89.3 KPCC, LA Daily News).

2133 Mar Vista Avenue
Altadena, California 91001
August 29, 2016

Altadena Library District
600 East Mariposa Street
Altadena, California

I welcome your invitation to apply to serve on the board of the Altadena Library District. As a Rotarian for the past twenty-three years, I have provided international service in developing countries on five continents. While I have had to step back from that avenue of service, my desire to serve has not lessened. Rotary also encourages community service of the type that the Altadena Library is seeking.

Sir Francis Bacon tells us that knowledge is power. That power is greatest and most effective when knowledge is catalogued and disseminated throughout the community. My life and profession bear witness to that. Libraries have sustained me.

Sincerely

A handwritten signature in cursive script that reads "Roger G. Fennell". The signature is written in black ink and is positioned above the printed name.

Roger G. Fennell, M.D.

Curriculum Vitae

Roger G. Fennell, MD, Anesthesiologist

California medical license: G87648

Address 2133 North Mar Vista Avenue
Altadena, California, 91001, USA
+1 626-765-6868 **(home)**
+1 610-203-4084 **(cell)**
Email: Tiresias@netscape.com

D.O.B. November 26, 1946

Place of Birth St. Louis, Missouri, U.S.A

Married Kathleen Anne Fennell
May 19, 1971

EDUCATION

St. Mary's Seminary, Perryville, Mo.	1964-1966
Trenton State College, Trenton, NJ.	1967-1968
Villanova University, Villanova, Pennsylvania	1970-71 (summer)
St. Benedict's College, Atchison, KS	1969-1971 B.S. cum Laude
University of Missouri Columbia School of Medicine	1971-1975 Doctor of Medicine (M. D.)

POST-GRADUATE EDUCATION

Reading Hospital, West Reading Pennsylvania	1975-1976
Internship (10 mos. Medicine and 2 mos. Obstetrics)	
University of Pennsylvania Residency in Anesthesiology	1975-1978
University of Pennsylvania Fellowship Obstetrics, Anesthesiology.	1978-1979

MILITARY SERVICE

U.S Army	1966-1969
Served in Viet Nam	1968-1969
U.S. Army Medical Corps (served in Germany)	1978-1981

MILITARY AWARDS

Bronze Star, Army Commendation Medal, Expert M-16 rifle

FACULTY APPOINTMENTS

Lecturer in Anesthesia 1978-1979
University of Pennsylvania
Assistant Professor 1982-1984
University of Pennsylvania
School of Medicine

HOSPITAL APPOINTMENTS

Booth Maternity Centre August- January, 1978-79
Overbrook, Pa.
Sacred Heart Hospital
Chester, Pa.
John F. Kennedy Hospital,
Philadelphia, Pa.
Philadelphia Psychiatric Center
Philadelphia, Pa.
Deborah Heart & Lung Ctr. 1979, January-July
Browns Mills, NJ

U.S. Army Medical Corps, 1978 September-1982 August
97th General Hospital
Frankfurt, Germany

Pennsylvania Hospital, Philadelphia, Pa. 1982 August-1984 August
St. Ann's Hospital, Westerville, Oh 1984 August-1987 December
Medical Ctr. of Delaware, Newark, De 1988 January-1999 November
Veterans' Affairs Hospital, Philadelphia, Pa 1999 July-2000 September
Al du Pont Children's Hospital 2000 September February 2001
Wilmington, De.

Veterans Affairs Hospital Philadelphia, PA 2001 February-May 2001
Tyler Memorial Hospital, Tunkhannoc PA May-June 2001
Atlantic City Medical Center Atlantic City NJ July 2001 February 2002
Veterans' Affairs Hospital, Memphis, TN February 2002
Carey Medical Center Caribou, ME 2002 March
Davis Memorial Hospital, Elkins WV 2002 March-April

John F. Kenney University Hospital Stratford, NJ. 2002 May-July 2005
 j
 Hannover Hospital, Hannover, Pa August 2005-July 2006
 Lodi Memorial Hospital, Lodi, Pa 2006 July-Sept
 Enloe Medical Ctr. Chico, Ca 2006 Oct-Nov

Community Hospital, Fresno, Ca 2006 December
 Apple Valley Hospital, Victorville, Ca 2007 January-February
 Pioneers Memorial Hospital, Brawley, Ca February, 2007-September, 2010
 Reynolds Army Hospital, Ft. Sill, Ok October, 2010 – February, 2011
 King Khalid Hospital June, 2011 – December, 2012
 Ha'il, Kingdom of Saudi Arabia
 Professional Performance 2013 January-July
 Development Group
 Medical Evaluation Board,
 Madigan Army Medical Center,
 Tacoma, Wa
 Censeohealth, Dallas, Tx 2013 November-2014 Present

American Addiction Centers, Murrieta, CA June 2015 Present

PROFESSIONAL ORGANIZATIONS/CERTIFICATION/AWARDS

Certification American Board of Anesthesiology #9305 Oct. 1979
 Recertification by ABA #9305 Dec. 2009

Academic Awards St. Benedict's College 1971
 Philadelphia Society of Anesthesiology Scientific Session, May 10, 1979, 3rd Prize

Professional Societies Rotary, ASA, IARS, SOAP

Administrative Experience Quality Assurance Committee Pennsylvania Hospital
 Interviewer of Applicants University of Pennsylvania
 School of Medicine 1983-1984
 Obstetric Anesthesia section head at
 Medical Center of Delaware 1988-1990
 Pharmacy Committee Medical Society of Delaware
 1995-1996

Teaching Responsibilities Obstetrics 200 University of Pennsylvania School of
 Medicine Anesthesia lectures (1979)

- Extracurricular Lectures** 1980, Hazards of Aspiration in the Obstetric Patient.
Given at the Professional Conference of the 7th Medical Command at Garmisch-Partenkirchen, May, 1980
- 1986 Lecture to the nurse anesthesia students at the Ohio State University
- Publications** Bogard, TD, Fennell, RG,, Gutsche BB, Marshall, B: *Differential Toxicity of Emulsified and Soluble Antacids.*, Annual Meeting Of the American Society of Anesthesiologists, Oct., 1979

VOLUNTEER EXPERIENCE

Operation Smile	Danang, Viet Nam	1993 November
	Bucharesti, Romania	1994 September
	Lucena City, Philippines	1995 February
	Duitama, Colombia	1995 August
	Santo Domingo, Ecquador	1995 October
	Lucena City, Philippines	1996 February
	Bac thai, Viet Nam	1996 November
	Managua, Nicaragua	1997 January
	Mombasa, Kenya	1997 October
	Rotoplast International	Santiago del Estero, Argentina
La Oroya, Peru		2000 June
Lima, Peru		2001 June
Cochabamba, Bolivia		2002 March
Tacna, Peru		2003 June
Oaxaca, Mexico		2004 May
Santa Cruz, Bolivia		2005 November
Thousand Smiles.org	Ensenada, Mexico	2007 May 4
	Ensenada, Mexico	2008 February 5



ALTADENA LIBRARY DISTRICT

BOARD OF TRUSTEES VACANCY SUPPLEMENTAL QUESTIONNAIRE

Name: ROGER G. FENNEL

Please take one minute to fill out this Supplemental Questionnaire and attach it to your resume.

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1. Do you understand that you will be required to file for the 2017 election with the L.A. County Registrar/Recorder's office? Yes No

2. Do you understand that during the term of the appointment, you are required to be a resident of Altadena? Yes No

3. Are you currently a resident of Altadena? Yes No

4. Are you currently registered to vote in Altadena? Yes No

5. How long have you resided in Altadena? since 2008, August 8yrs

6. Have you ever worked for a public library? If so, are you still employed by a public library system? Yes No

7. In your opinion, what is the role of the library in the community? I have worked at library on Army Base Cataloging and dissemination of knowledge to empower the community

8. Please describe any Board or Commission experience you have had. Anesthesia Services P.A.

9. This position involves advocacy and representing the Board in a variety of venues such as meetings with State and Federal Representatives and Senators, Town Council, etc. Do you have any experience in a role like this? Are you comfortable giving a presentation in front of a group? Rotary Club of Altadena can attest to my speaking ability

9/12/2016

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

RE: Application for Open Board of Trustees Position

Dear Mindy Kittay:

As a resident of Altadena, an individual that values community building, and an engineer with an interest in innovation, I would like to apply for the open Board of Trustees position at the Altadena Library.

I am an advocate for libraries that are an essential part of their community in both traditional and non-traditional ways. Therefore, I am excited by the noticeable cultural shift at the Altadena Library, evidenced by the addition of new technologies and events ranging from Second Saturday socials to video game design and 3D printing workshops, which I have led myself.

Professionally, I work as a mechanical engineer and innovator at the Jet Propulsion Laboratory. My job is to explore novel technologies, find innovative implementations, work towards institutional acceptance, and ensure that taxpayer money is spent wisely towards that end. Outside of work, I served as president for a student chapter of the American Society of Mechanical Engineers and collaborated with my academic institution to bring additional fabrication space and project opportunities to fellow students. I have also been a team leader on multiple engineering and research projects, where I both filled technical roles and ensured that my teams had the necessary resources to accomplish stated goals. I would bring a similar mindset to the library Board of Trustees, encouraging experimentation with new ideas to transform the library into a center of community and education for the 21st century, while ensuring resources are available for the library to fulfill its core mission. Furthermore, I understand the importance of visibility within the community and am comfortable with the role of being a public advocate for library goals.

In summary, I see the Altadena Library Board of Trustees position as an opportunity to foster local community improvement. I am well suited for this position due to my interest in public service, focus on innovation, and previous accomplishments. Thank you for your time, and I look forward to further discussion my future at the Altadena Library.

Sincerely,
Evan Hilgemann

314 Ventura St
Altadena, CA 91001
Email: ehilge@gmail.com
Phone: 626-696-9144

EVAN W. HILGEMANN

314 Ventura St. • Altadena, CA 91001 • 626-696-9144 • ehilge@gmail.com

EDUCATION

Master of Science, Aerospace Engineering *May 2015*
University of Michigan, Ann Arbor, MI GPA: 3.53/4.0

Bachelor of Science, Mechanical and Materials Engineering *December 2012*
University of Nebraska - Lincoln GPA: 3.81/4.0

INTERNATIONAL EXPERIENCE

Semester Study Abroad, University of Canterbury, Christchurch, New Zealand *Fall 2009*
Short Exchange Program, Braunschweig, Germany *Summer 2008*

PROFESSIONAL EXPERIENCE

NASA - Jet Propulsion Laboratory *August 2015-Present*
Small Spacecraft and Payloads Mechanical Engineering - Technology Infusion

- Explore novel technologies, find innovative implementations, and work towards institutional acceptance
- Provide mechanical engineering support for various JPL projects and labs with a focus on developing technologies and high risk missions.

Michigan Exploration Laboratory - Prof. James Cutler *Fall 2013-Spring 2015*
University of Michigan High Altitude Ballooning Operations Lead

- Manage flight vehicle design iteration cycles of as little as a month to ensure progress towards goals while working within a limited budget.
- Oversee field operations including high altitude balloon launches
- Present team accomplishments in public forums and advocate for adequate funding

TEACHING EXPERIENCE

Graduate Student Instructor *Spring 2014 - Present*
ENGR100: Introduction to Aerospace Engineering

- Teach basic physical concepts relating to aerospace engineering as well as practical engineering skills such as design-build-test methodology
- Manage four laboratory sections of ten students; perform grading and lab setup tasks

PROFESSIONAL AFFILIATIONS

American Society of Mechanical Engineers *Fall 2008-Present*
University of Nebraska - Lincoln Student Branch, President, 2011-12 academic year

American Institute of Aeronautics and Astronautics *Fall 2014-Present*
University of Michigan Student Branch Member

VOLUNTEER WORK

- Altadena Public Library – Instruct 3D printing programs for teens
 - Habitat for Humanity Volunteer – San Gabriel Valley/Huron Valley Branches
 - LINC International Student Mentoring Program
-



ALTADENA LIBRARY DISTRICT

BOARD OF TRUSTEES VACANCY SUPPLEMENTAL QUESTIONNAIRE

Name: Evan Hilgemann

Please take one minute to fill out this Supplemental Questionnaire and attach it to your resume.

County Registrar rules require that candidates running for a seat on the Altadena Library District Board must be both a resident of Altadena and a registered voter in Altadena. The applicant accepted must agree to be willing to run in November 2017 for the 4-year term for this seat which expires in 2021. The current seat for which you are applying is for the unexpired term ending 12/2017.

1. Do you understand that you will be required to file for the 2017 election with the L.A. County Registrar/Recorder's office? Yes [checked] No []

2. Do you understand that during the term of the appointment, you are required to be a resident of Altadena? Yes [checked] No []

3. Are you currently a resident of Altadena? Yes [checked] No []

4. Are you currently registered to vote in Altadena? Yes [checked] No []

5. How long have you resided in Altadena? 1 year

6. Have you ever worked for a public library? If so, are you still employed by a public library system? Yes [] No [checked]

7. In your opinion, what is the role of the library in the community? To provide equal access to information and technology and function as a center of education and community

8. Please describe any Board or Commission experience you have had. President of American Society of Mechanical Engineers, University of Nebraska - Student Chapter

9. This position involves advocacy and representing the Board in a variety of venues such as meetings with State and Federal Representatives and Senators, Town Council, etc. Do you have any experience in a role like this? Are you comfortable giving a presentation in front of a group? I do not have experience working with state and federal representatives. However, I have served in positions that require advocacy for funding and resources. I am comfortable presenting in front of a group and regularly do so as part of my profession.



New York Life Insurance Company

801 N. Brand
Penthouse Suite
Glendale, CA 91203
Tel. 818 259 0551
sltaylor01@ft.newyorklife.com
www.stephanltaylor.com

Stephan L. Taylor

Financial Services Professional
CA Ins. Lic. # OK30835

The Company You Keep®

Board of Trustees
Altadena Libraries
600 East Mariposa St
Altadena, CA 91001

Purpose: To introduce Stephan Taylor to the Board of Trustees

Dear Board of Trustees,

I read about the Altadena Library Board Vacancy in the recent article in Pasadena NOW. As a lifetime resident of Altadena, I was naturally drawn to add my application to the pool of candidates.

I am interested in joining the board for several reasons. The primary reason is to be engaged with the community and the library where I was raised. The second is to share the library with my two children who are currently eager to learn and read at 6 and 3 years old. I would also like to grow as a public servant and local leader.

I have a Bachelor's degree in Business Finance from Morehouse College, as well as nearly 10 years of experience in financial services as an underwriter, consultant, and advisor. I'm also a board member of the Manly Deeds Scholarship Foundation, the Cancer Support Community, and the Pasadena Alumni Chapter of Alpha Phi Alpha Fraternity, Inc.

My resume, which is included with this letter, contains additional information about my experience and skills. I look forward to learning more about the opportunity at the library and learning how I may be able to impact the Altadena Community. I can be reached at anytime through my cell phone, 818-259-0551.

Thank you for your time and consideration. I look forward to speaking with you about this exciting opportunity.

Sincerely,

Stephan L. Taylor

OBJECTIVE:

My primary goal is to provide simple solutions to complex problems by driving for results through collaborative work and a consultative process. I continue to reach my goal as an independent sales professional, but have been both an individual contributor and team lead during my career.

EDUCATION

Morehouse College - Bachelor of Arts, Business Administration-Finance	December 15, 2006
Glendale Community College - Associate of Arts Degree, General Education	June 13, 2003

WORK EXPERIENCE

New York Life Insurance

Financial Services Professional: <i>Develop a variable book of business</i> Provide a wider range of solutions using the same processes outlined below in the role of agent Insurance, fixed and variable Annuities, fixed and variable Mutual Funds 529 College Plans	January 2016 – Present
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Agent: <i>Create and develop a book of business</i> Generate business through warm market outreach Research and attend community events to meet new prospects Create awareness through business canvassing, walk and talks, and marketing Prepare and present seminars, open houses, Q&A sessions, and lunch and learns Participate in Chamber of Commerce networking mixers and public roundtables Join Charitable Organizations to add value and build relationships with community leaders Follow-up with leads by telephone, email, and social media to move relationships from cold to warm <i>Complete Sales Interviews</i> Present the company's value proposition and overall process for providing solutions Establish rapport through open-ended questions about the client's goals and values Share common interests and general strategies that align with the client's goals and values Demonstrate financial value through fact finding and walking through an ideal budget Build a case based on clients needs found in the opening interview and discovery meeting <i>Case Preparation</i> Analyze client's current position and future needs based on the opening interview and discovery meeting Share results with a member of the Planning Team; Partner, Development Manager, or Advanced Planning Consultant Summarize findings to be presented to the client in the recommendation meeting <i>Present Recommendations</i> Review summary and results of analysis to gain buy-in from client Show multiple funding solutions based on the analysis presented Make a professional recommendation Ask for the business and referrals	June 2015 - January 2016
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Kaiser Foundation Health Plan

Underwriting Consultant: - <i>Generate renewal and alternate rates for existing, Large Groups – 51 - 10,000 employees</i> Comply with practices that provide an auditable record of the decision process Organize contracts with multiple options/sets to maximize efficiency and budget time to meet established deadlines Create spreadsheets to summarize and analyze work in a succinct manner for personal use and outside review Present formula renewals with recommendations prior to the release of said renewals to the external clients - <i>Evaluate Account Management requests for alternate quotes and benefit and commission changes</i> Verify that all necessary documents are submitted with request; confirm the appropriateness of the request; Communicate any errors in the request; provide completed quote according to the established guidelines Set reasonable turnaround times to manage expectations with internal and external customers Preserve branding and market messaging when quotes fall outside of the established guidelines - <i>Provide support, mentoring, and training on general underwriting procedure to newly hired Underwriters</i> Model the quoting process from beginning to end; facilitate questions on an ongoing basis; conduct peer review; Supply feedback when necessary; encourage the use of online trainings; support management in overall training	September 2011 – September 2015
--	---------------------------------

- *Maintain relationships with Underwriting team members and the Account Management team*
Consult Account Managers on pricing principles of periodic utilization reports, value summaries, and renewals
Stand as the first resource for junior staff with process, technical, or common practice questions related to rating
Participate in weekly convergence with Account Management; participate in weekly and periodic team meetings;
Act as a trusted advisor on issues and concerns brought to Account Management from external clients
- *Participate in Cross-functional roles to model partnership and development for the entire Pricing Department*
Lead enterprise wide discussions including presentations to executive sponsors
Find time saving process solutions by working on the Workflow Process Improvement Team
Work with Labor and Trust Fund Accounts through the Exchange Training Program
Volunteer for Resource Sharing with Public Sector Accounts, National Accounts, and other Lines of Business

Underwriter II:

March 2009 – August 2011

- *Produce renewal and alternate rates for existing, Large Groups – 51 - 5,000 employees*
Make decisions or recommendations on how rates align with the overall renewal strategy to internal stakeholders
Develop solutions to scenarios of moderate to complex scope using judgment within established guidelines
Manage business processes and policies from developing rates to customer engagements
- *Establish and leverage relationships with Sales, Account Management and Underwriting partners enterprise-wide*
Position Underwriting as an integral partner in the creation of effective business solutions
Strategize with internal customers on the implications of decisions on business outcomes
Coach and mentor peers and less experienced underwriters
- *Acquire and exhibit knowledge of various external business environments*
Participate in external client meetings around Periodic Utilization Reports and Partners in Health Reports
Engage clients and brokers with Account Management where applicable
Present Pricing Updates to strategic brokerage firms

Underwriter:

June 2007 – February 2009

- *Develop renewal and alternate rates for existing, Large Groups – 51 - 1,000 employees*
Adhere to business processes and policies to verify rate actions and benefit structure
Apply established rating methodology and sound judgment to structure group renewals
Work with mentors and coaches to determine if the proposed rate will produce mutually beneficial results
- *Establish relationships with Account Management to develop a sound book of business*
Develop solutions that establish credibility with Sales/Account Management and external customers
Acquire and exhibit knowledge of the external business environment to add value in renewal discussions
Participate in case reviews with internal partners when appropriate
- *Seek opportunities for continuous personal and professional development*
Complete the established departmental training and development program
Create a development plan with intermediate and long term goals
Meet quarterly with manager to discuss development and additional learning opportunities

General Electric

NBC Universal Financial Management Program:

May 2005 - August 2005

- Developing Travel and Living Expenses Audit Process
Identifying ad hoc procedures previously used through interview with finance managers
Standardizing process map for selecting audit sample size and method
- Conducting cost analysis for remote facilities/live shot booking
Identifying trends in current ordering process and making suggestions for process improvements
Using advanced excel tools to produce cost charts and tables
- Modeling potential financial benefits

VOLUNTEER EXPERIENCE

- Victory Bible Church, Security
- Manly Deeds Scholarship Foundation, Board Member
- Project Alpha Mentoring Program

ACTIVITIES

- President, Alpha Phi Alpha Fraternity, Incorporated, Pasadena Alumni Chapter
- Chairman of Public Relations, Morehouse Business Association
- President, Ministry and Faith in Action Mentoring Program

HONORS

- Excellence Award in Coaching and Mentoring
- Omicron Delta Kappa Leadership Society
- Optimist International Local and Regional Orator
- Peak Performance Award
- Pro Deo ET Patria Leadership Award
- National Football and College Hall of Fame Scholar-Athlete of the Year

LEADERSHIP CONFERENCES

- Keenan Summit Los Angeles
- Morehouse Business Association Spring Symposium
- International Mission on Business - China
- Impact Leadership Conference
- Success Strategies for Career Advancement



ALTADENA LIBRARY DISTRICT

BOARD OF TRUSTEES VACANCY
SUPPLEMENTAL QUESTIONNAIRE

Name: Stephan L Taylor

Please take one minute to fill out this Supplemental Questionnaire and attach it to your resume.

County Registrar rules require that candidates running for a seat on the Altadena Library District Board must be both a resident of Altadena and a registered voter in Altadena. The applicant accepted must agree to be willing to run in November 2017 for the 4-year term for this seat which expires in 2021. The current seat for which you are applying is for the unexpired term ending 12/2017.

1. Do you understand that you will be required to file for the 2017 election with the L.A. County Registrar/Recorder's office? Yes [checked] No []

2. Do you understand that during the term of the appointment, you are required to be a resident of Altadena? Yes [checked] No []

3. Are you currently a resident of Altadena? Yes [checked] No []

4. Are you currently registered to vote in Altadena? Yes [checked] No []

5. How long have you resided in Altadena? 30 years

6. Have you ever worked for a public library? If so, are you still employed by a public library system? Yes [] No [checked]

7. In your opinion, what is the role of the library in the community? To provide an environment for learning, studying, and reading.

8. Please describe any Board or Commission experience you have had. Manly Deeds Scholarship Foundation, Southern California District Officer for Alpha Phi Alpha Fraternity, Cancer Support Community

9. This position involves advocacy and representing the Board in a variety of venues such as meetings with State and Federal Representatives and Senators, Town Council, etc. Do you have any experience in a role like this? Are you comfortable giving a presentation in front of a group? Yes, I am more than comfortable making presentations, fielding questions, and representing the board in front of a group. I am also comfortable representing the Board with legislators as necessary.

September 14, 2016

Altadena Library Board of Trustees
c/o Library Director Mindy Kittay
600 E Mariposa Street
Altadena, CA 91001

Dear Library Director Mindy Kittay:

Please accept my application for the Altadena Library Board of Trustee vacancy. I'm willing to serve on the Board for the remainder of the 2016/2017 term, as well as willing to run in the 2017 election for the 4-year term.

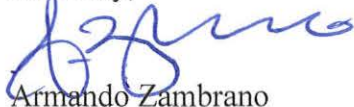
In early 2015, my wife and I purchased a single-family home on Marathon Road in Altadena and we've been thrilled with the Altadena community. We're actually very familiar with Altadena because we lived in nearby Sierra Madre for six years. My wife Ana was formerly employed at the Sierra Madre Public library so I have some familiarity with public library issues. We have two sons who attended both public and private schools and extensively benefited from the public library and its resources.

I'm a practicing attorney and work as a Supervising Deputy Attorney General with the California Department of Justice, Office of the Attorney General in downtown Los Angeles. I earned my JD at the University of California, Hastings College of the Law in San Francisco, CA. Prior to law school, I worked as a Financial Analyst for a corporate division of the Walt Disney Company and I have advanced knowledge of budgets and finance as well as an undergraduate degree in Business.

I believe the library opens the door to a completely new way of reading and understanding ideas. It's equally challenging and surprising, and as a resident of Altadena, I've seen firsthand how beneficial the public library is to our students and seniors. I believe I would bring a unique perspective to the Board and I'm interested in helping to find solutions and work through its challenges.

Enclosed is a copy of my resume. I appreciate the opportunity to discuss my qualifications or answer any questions. I may be reached by telephone at 323.594.9090 or by email at axzambrano@gmail.com. Thank you for your consideration.

Sincerely,



Armando Zambrano

-
- EDUCATION** **University of California, Hastings College of the Law, J.D.**
Scholar, American Bar Association, Section of Business Law
Fellow, American Bar Association Fund for Justice and Education
California State University, Los Angeles, B.S. Business Administration / Finance
- LEGAL EXPERIENCE**
- 03/2013 – Present **Supervising Deputy Attorney General**, CA Department of Justice, Office of the Attorney General, Civil Division, Licensing Section
- Supervise a team of attorneys. Responsible for all phases of civil litigation including client communication, discovery, negotiations, and court hearings
 - Liaison role with the California State Athletic Commission and the California District Attorneys Association
- 06/2010 – 03/2013 **Deputy Attorney General III**, CA Department of Justice, Office of the Attorney General, Civil Division, Licensing Section
- Litigated administrative law cases involving professional license discipline
 - Responsible for all phases of litigation including discovery and court hearings
 - Designated as lead attorney on complex and multi-respondent cases
- 09/2009 – 05/2010 **Staff Counsel III**, Dept. of Industrial Relations, Div. of Labor Standards Enforcement
- Litigated civil cases involving labor code violations and consumer protection issues
- 09/2003 – 09/2009 **Deputy District Attorney / Special Prosecutor**
Office of the District Attorney, County of Amador
- Designated as a Special Prosecutor for three northern California counties (Placer, Amador, and Calaveras) as part of a grant funded program that prosecuted workers' compensation insurance fraud cases.
 - Responsible for all phases of criminal prosecution including assessment, requests for supplemental investigation and search warrants. Conducted preliminary examinations, evidentiary hearings, and jury trials.
 - Prosecuted felony cases including complex financial crimes involving major fraud
 - Prepared and presented annual requests for funding to the California Fraud Assessment Commission in Sacramento, CA.
- PROFESSIONAL EXPERIENCE**
- 09/1996 – 06/1999 **Financial Analyst II**, Disney Worldwide Services, Inc., Burbank, CA
- Performed complex financial analysis for 23 Corporate I.S. Departments
 - Advised senior executives regarding budget variances, recommended solutions
 - Assisted with the preparation of a \$45 million dollar annual budget
- ACTIVITIES**
- Former Board of Trustees Member, University of California Hastings Foundation
Instructor, CA Department of Insurance Fraud Division, Basic Investigator Academy
Presenter, California District Attorneys Association, Insurance Fraud Seminar
Hiking and Running with the Pasadena Pacers running group. Marathon Runner.
Fluent in Spanish.



ALTADENA LIBRARY DISTRICT

BOARD OF TRUSTEES VACANCY SUPPLEMENTAL QUESTIONNAIRE

Name: Armando Zambrano

Please take one minute to fill out this Supplemental Questionnaire and attach it to your resume.

County Registrar rules require that candidates running for a seat on the Altadena Library District Board must be both a resident of Altadena and a registered voter in Altadena. The applicant accepted must agree to be willing to run in November 2017 for the 4-year term for this seat which expires in 2021. The current seat for which you are applying is for the unexpired term ending 12/2017.

1. Do you understand that you will be required to file for the 2017 election with the L.A. County Registrar/Recorder's office? Yes [checked] No []

2. Do you understand that during the term of the appointment, you are required to be a resident of Altadena? Yes [checked] No []

3. Are you currently a resident of Altadena? Yes [checked] No []

4. Are you currently registered to vote in Altadena? Yes [checked] No []

5. How long have you resided in Altadena? Since 03/2015. Previous resident of Sierra Madre, CA.

6. Have you ever worked for a public library? If so, are you still employed by a public library system? Yes [] No [checked]

7. In your opinion, what is the role of the library in the community? An independent provider of information and ideas to the community as well as the hub for Altadena's cultural programs.

8. Please describe any Board or Commission experience you have had. Former Board of Trustee for the University of California Hastings Foundation (1066 Foundation)

9. This position involves advocacy and representing the Board in a variety of venues such as meetings with State and Federal Representatives and Senators, Town Council, etc. Do you have any experience in a role like this? Are you comfortable giving a presentation in front of a group? Yes, as a prosecutor I have experience presenting evidence in a courtroom and advocating my case before a judge and jury. I also have experience seeking grant funding and meeting with elected officials and their staff.

CALENDAR

-CONTINUED FROM PAGE 25

SUNDAY

All Saints Church

132 N. Euclid Ave., Pasadena
(626) 796-1172
allsaints-pas.org

All Saints' Rector-elect Mike Kinman preaches for the first time at 7:30, 9 and 11:15 a.m. followed by the annual homecoming festivities featuring food for purchase, fun and music. Call (626) 583-2765 or email Amanda Perez at aperez@allsaints-pas.org for information.

AM 870 Titans of Talk Radio Townhall 2016

Pasadena Convention Center
300 E. Green St., Pasadena
(805) 987-0400
visitpasadena.com

The town hall features radio hosts Mark Levin, Dennis Prager, Ben Shapiro, Michael Medved, Larry Elder and Mike Gallagher, with moderator Hugh Hewitt and co-hosts Brian Whitman and Elisha Krauss at 5 p.m. The discussion explores the future of America, including the presidential election, ISIS, national security and political parties. Tickets are \$25 to \$150.

A Noise Within

3352 E. Foothill Blvd., Pasadena
(626) 356-3100
anoisewithin.org

The company presents its production of Jean Genet's "The Maids," the story of two housemaids who construct elaborate role-playing rituals focusing on the murder of their mistress when she is away in a response to a lifetime of abuse. The play, loosely based on two actual sisters who brutally murdered their employer and her daughter in France in 1933, opens at 2 p.m. Sunday and continues through Nov. 12. Tickets are \$44 and up.

The Barkley

1400 Huntington Drive, South Pasadena
(626) 799-0758
thebarkleyrestaurant.com

The Richard Glaser Quartet performs classic jazz from 7 to 11 p.m. every Sunday. No cover.

Kidspace Children's Museum

480 N. Arroyo Blvd., Pasadena
(626) 449-9144
kidspacemuseum.org

Bluegrass band The Hollow Trees performs at 1 p.m. Admission is free with Kidspace admission of \$13 for adults and children, free for kids younger than one year.

Langham Huntington, Pasadena

1401 S. Oak Knoll Ave., Pasadena
(626) 585-6218
langhamhotels.com/pasadena

admission of \$12 for adults, \$9 for seniors and free for members, students and those 18 and younger.

Restoration Concert

South Pasadena Library Community Room
1115 El Centro St., South Pasadena
(626) 799-6333
southpasadenaca.gov/library
Pianist Robert Thies performs works by Beethoven, Schubert, Brahms, Rachmaninoff, Debussy and Ravel at 4 p.m. Admission is \$20 at the door.

MONDAY

Electoral Process Discussion

Private residence, Pasadena
brownfargo@aol.com

Those who have questions about their local, state and federal government can learn how to effectively use their political power in the electoral process in an information session on the workings of the government led by Glendale Community College history professor Peggy Renner from 7 to 8:30 p.m. at a private Pasadena location. Free. Email to RSVP and to receive the location.

Intuitive Movement Jam

Farnsworth Park
568 Mount Curve Ave., Altadena
imjam.net

The Intuitive Movement Jam is a free-form eclectic dance event offering the chance to dance to your own muse without judgment, alcohol or small talk from 7 to 9 p.m. Mondays at Farnsworth Park. No experience is needed and there are no steps to learn. The first visit is free with a printout of the website home page; admission is \$10 thereafter.

Pasadena Arts Council Gold Crown and AxS Awards

Descanso Gardens
1418 Descanso Drive, La Cañada Flintridge
(626) 793-8171
pasadenaartscouncil.org
The event honors Gold Crown recipients Bill and Brenda Galloway and Los Angeles County Supervisor Michael D. Antonovich for their outstanding philanthropy and community service. The AxS Award celebrates the importance of the arts and the sciences to the tenor of the times, this year presented to the Institute for Figuring, dedicated to the poetic and aesthetic dimensions of science, mathematics and engineering. In addition, the Council's Young Artist Awards go to Sofia Saenz, Ara Aviña, Derek Rooks-Taylor and Estela Zarata. The event runs from 6 to 9 p.m., open to the public. Tickets are \$150.

Jacqueline Woodson discusses and signs "Another Brooklyn" at 7 p.m.

TUESDAY

Altadena Library

600 E. Mariposa St., Altadena
(626) 798-0833
altadenalibrary.org

Former Caltech admissions officer Ashley Sim discusses standardized testing for college-bound teens from a college admissions point of view, which tests should be taken and when, how colleges evaluate them, and what the current trends in testing are, starting at 7 p.m.

Cancer Support Community

76 E. Del Mar Blvd., 2nd Floor, Pasadena
(626) 796-1083
cscpasadena.org

A presentation dealing with advance directives for cancer patients, addressing a person's personal, emotional and spiritual needs as well as medical wishes, runs from 6:30 to 8 p.m. Admission is free, but call for reservations.

Pasadena Public Library, Santa Catalina Branch

999 E. Washington Blvd., Pasadena
(626) 744-7272
cityofpasadena.net/library
Teens can attend Undertale Fest starting at 3:30 p.m.

Vroman's Bookstore

695 E. Colorado Blvd., Pasadena
(626) 449-5320
vromansbookstore.com
Poet Dana Gioia reads from and signs "99 Poems: New & Selected" at 7 p.m.

WEDNESDAY

Crowell Public Library

1890 Huntington Drive, San Marino
(626) 300-0777
crowellpubliclibrary.org
The library's Meet the Authors series features Tammy Kaehler, author of the Kate Reilly mystery series discussing the latest in the series, "Red Flags" at 7 p.m.

Pasadena Public Library, Central Branch

285 E. Walnut St., Pasadena
(626) 744-4066
cityofpasadena.net/library
Free films start at 1 p.m. Wednesdays. September films feature famous movie couples. Wednesday's film is "Mrs. Parkington." The Mother/Daughter Book Club meets to discuss "Rules" by Cynthia Lord. Call and press option 4 to sign up.

ONGOING

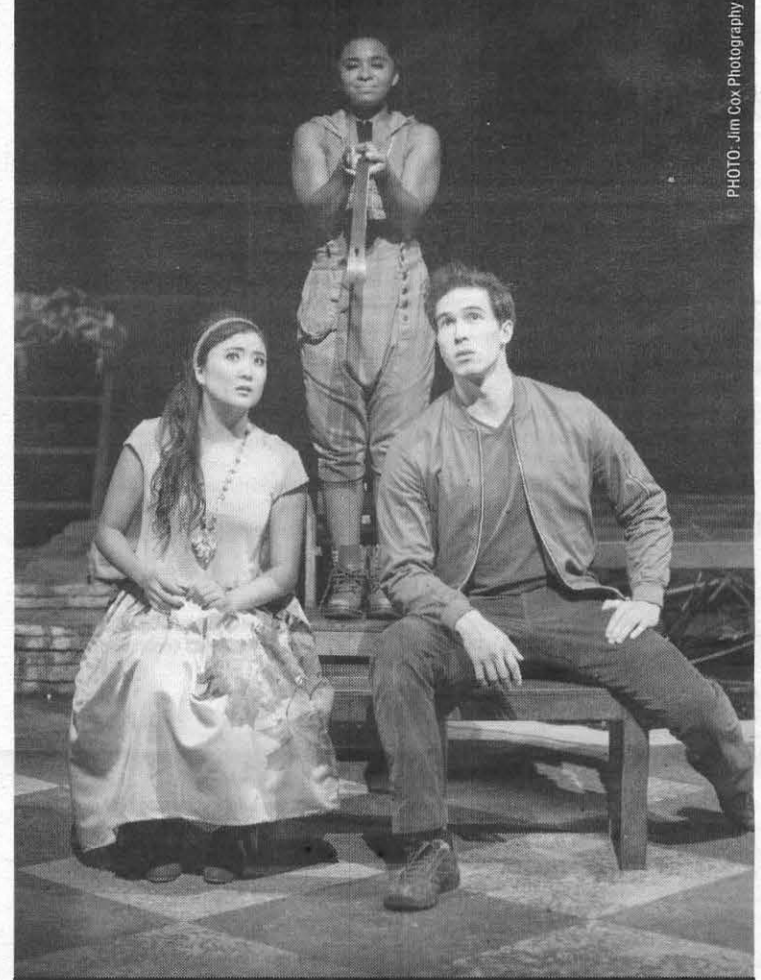


PHOTO: Jim Cox Photography

Pasadena Playhouse, 39 S. El Molino Ave., Pasadena, presents the romantic musical "The Fantasticks," an allegorical love story about a boy, a girl, two fathers and a wall. Seema Sueko directs. The production opened Sept. 14 and continues at 8 p.m. Tuesdays through Fridays, 4 and 8 p.m. Saturdays and 2 and 7 p.m. Sundays through Oct. 2. Tickets are \$25 to \$135. Call (626) 356-7529 or visit pasadenaplayhouse.org.

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Please send all press releases to: tmiller@beaconmedianews.com

The Arcadia Weekly has been adjudicated as a newspaper of general circulation in court case number GS 004333 for the City of Arcadia, County of Los Angeles, State of California.

The Monrovia Weekly has been adjudicated as a newspaper of General Circulation in Court Case GS 004759 City of Monrovia, County of Los Angeles, State of California.

The Temple City Tribune has been adjudicated as a newspaper of general circulation in court case number GS 012440 City of Temple City, County of Los Angeles, State of California.

The El Monte Examiner has been adjudicated as a newspaper of general circulation in court case number KS 015872 City of El Monte, County of Los Angeles, State of California.

The Azusa Beacon has been adjudicated as a newspaper of general circulation in court case number KS 015970 City of Azusa, County of Los Angeles, State of California.

The San Gabriel Sun has been adjudicated as a newspaper of general circulation in court case number GS 013808 City of San Gabriel, County of Los Angeles, State of California.

The Duarte Dispatch has been adjudicated as a newspaper of general circulation in court case number GS 013893 City of Duarte, County of Los Angeles, State of California.

The Rosemead Reader has been adjudicated as a newspaper of general circulation in court case number GS 048894 City of Rosemead, County of Los Angeles, State of California.

family with over 1,500 in attendance. The evening will feature over 40 vendor booths of the San Gabriel Valley's best "tastes" and beverages, a Business Showcase exhibition with giveaways, a classic and contemporary car display, and live musical entertainment.

This year, look forward to the exclusive Breeders' Cup Beer Garden with Monday Night Football Lounge in anticipation of its return to Santa Anita Park in November. The sponsored event unites connoisseurs of all types – foodies, professionals, and community enthusiasts joined together for an unforgettable occasion at a remarkable venue.

Returning and new vendors to offer samples from their menus include The Derby, D'Aquino Italian Importing Company, ONEHOPE Wine, Olive Garden Italian Restaurant, City Café, Paco's Mexican Restaurant, Dave & Buster's, Sweet Nothings Cake Shop, Benihana, Anheuser-Busch

Bj's Restaurant and Brew-house, Arcadia Gardens Retirement Hotel, Villa Catrina Mexican Restaurant & Cantina, DoubleTree by Hilton, Embassy Suites by Hilton-Peacock Grille, Clearman's Galley, Clearman's North Woods Inn, Regency Park Senior Living, Rita's Italian Ice, Santa Anita Park, Methodist Hospital of Southern California, Vendome Wine & Spirits, Courtyard by Marriott, Bella Sera Trattoria, Cabrera's Mexican Cuisine, Blend It Healthy, Del Frisco's Grille, Jake's Roadhouse, Nothing Bundt Cakes, PRP Wine International, Upper San Gabriel Valley Municipal Water District, and Wine of the Month Club.

Purchase tickets early and save \$20 until Aug. 31, by shopping our website at www.arcadiacachamber.org/taste-of-arcadia-2016, by calling the Chamber at (626) 447-2159, or by visiting the Chamber office located at 388 W. Huntington Drive during business hours.



PATRIOT DAY CONCERT
 With Full Orchestra!
 Remembering 9/11 with Music Celebrating America
SUNDAY, SEPT. 11, 2016 AT 4:00 P.M.
 1st Presbyterian Church Monrovia
 101 E. Foothill Blvd, Monrovia, CA 91016
 Suggested Donation: \$ 7 per person
 For More Information: Call (626) 358-5939
 or visit Monrovia911Concert.weebly.com

d'oeuvres, and a no-host cocktail bar. The event begins at 6 p.m. and ends at 9 p.m., and also includes a fun silent

Club and the Tournament of Roses Association. The hotel was expanded in 1897 to include the "Castle" which later

chase tickets online at www.santaanitafamilyservice.org/leaders-who-make-a-difference.

Vector Control Starts Fogging to Control Tiger Mosquitoes

BY SUSAN MOTANDER

Last week, the San Gabriel Valley Mosquito & Vector Control District started fogging to control Asian tiger mosquitoes (Aedes albopictus).

The tiny, but aggressive mosquitoes have been increasing in number recently and the district hoped to control these numbers by conducting truck-mounted fogging in El Monte last week.

This spraying was done

between 3 a.m. and 6 a.m., to avoid outdoor pedestrians and traffic.

This mosquito is a day biter, capable of transmitting several serious viral diseases, including Zika, chikungunya, and dengue. The real problem with this mosquito is that it is capable of breeding in very little water and the eggs can lie dormant for months until hatching when the right conditions occur.

To avoid problems with these tiny pests, the Vector Control District suggests

people wear mosquito repellent and protective clothing outside while the mosquitoes are active (remember this type is active during the day).

Be sure all windows and doors are properly screened. Remove standing water such as green pools, even in small amounts, such as the saucers under house plants.

If you have any questions or concerns, contact the district at (626) 814-9466 or visit them online at www.SGVmosquito.org.

Second Saturday Concerts Return

Second Saturday's (mostly) from 6:30 to 8:30 pm

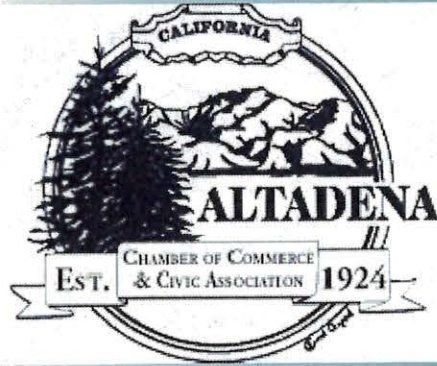
Listen to great music as you sip beer and wine from The Ale House; savor grilled eats from El Patron; and sample delectable desserts from Sweeter Than Honey.



- UPSTREAM, Oct. 8 • Kenny Sara and the Sounds of New Orleans, Nov. 12
- Aaron Atkins: Into the Cole, Dec. 3 • Todd Washington Trio, Jan. 14, 2017
- Louis Van Taylor Quintet, Feb. 11 • DeRumba, Mar. 11 • Spish Sipash Band, Apr. 8
- Micheal Haggins Band, May 13



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



Altadena Chamber of Commerce Newsletter

Keeping you informed!

August 2016

In This Issue

Concerts in The Park
This month featured member
Altadena Library events
Business Development 4 part series
Altadena 4H club
From the past

The monthly Chamber meeting, which is held the first Tuesday of each month, is at 9am, at the Altadena Community Center.

As always, please email the Chamber if you would like to be added to the agenda!

Next meeting will be on Tuesday September 6th.

office@altadenachamber.org



Concerts in The Park



Tuesday, August 23 at 7pm
**American
 Ghosts**

Ghost Signs of the United States

Painted by people who called themselves "Wall Dogs", ghost signs, or painted brick ads, once covered almost every available brick wall in cities and towns across the United States. They advertised tobacco, soft drinks, alcohol, patent medicines, shoes - anything and everything.

Starting in 2009, Dr. Ken Jones has photographed over 7000 ghost signs in over 4000 cities and towns in 48 states. He photographs the signs in "high resolution" - mosaicking dozens to hundreds of individual images to produce as close to an archival version as possible. He has acquired and mosaicked almost half-a-million individual photos. Many of the signs he has photographed are already gone - painted over, demolished, covered by new construction, or "restored."

Dr. Jones will discuss why ghost signs appear "ghostly", how he locates and photographs the signs, and his methods for enhancing the images. He will show examples of some of the more provocative signs and products, such as "Dr. Pierce's Favorite Prescription - Cures Weak Women." He will also discuss the pros and cons of "restoring" ghost signs, including examples of how things can go very wrong.



In the Community Room
 of the Main Library

Free Community
 Event!

Presenter Dr. Ken Jones

An accompanying
 photography exhibit
 highlights the ghost
 signs of Altadena and
 Pasadena.

Have you ever noticed
 the Pasadena ghost
 signs for Studebaker,
 Paige-Jewett, Oakland,
 Oldsmobile, and
 Locomobile brand
 automobiles? Or how
 about 5 cent cigars?

Altadena Library

600 East Mariposa
 Altadena | 626 798 0833

Bob Lucas Branch

2659 Lincoln Avenue
 Altadena | 626 798 8338

www.AltadenaLibrary.org

Coffee and Conversation with the Director

Coffee and Conversation with the Director, Mindy Kittay. Bring your questions, comments, concerns.... just want to chat - now is your chance. The Director and the District would like to know all about what makes you happy!

Program Type: Adults

Program Date: Saturday, August 27, 2016 - 11:00am to 12:00pm



From Page to Table Book Club

Is your New Year's resolution to eat more healthily? Or is it to try new ingredients? If your cookbook collection has its very own bookshelf and is bulging at the seams, it's time to get those volumes down and start cooking up recipes for fellow foodies! Or, check out our hugely popular cookbook collection for inspiring concoctions to try out on a new audience. From Page to Table is our new Book Club coming to the Altadena Library, starting Saturday, February 27th from 1-3pm. It's simple: single out a new recipe from a cookbook, prepare, and share! Have staff print copies of the recipe for distribution. That's it. All ages welcome. Multi-generational potluck, anyone?

Program Type: Adults

Program Date:

Repeats every month on April, June, August on the fourth Saturday 4 times . Also includes Sat Oct 29 2016, Sat Dec 03 2016.

Saturday, August 27, 2016 - 1:00pm to 3:00pm

Saturday, October 29, 2016 - 1:00pm to 3:00pm

Saturday, December 3, 2016 - 1:00pm to 3:00pm

Business Development 4 part series

Business Development 4 Part Series

Location:Pasadena City College CEC 3035 E. Foothill Blvd., Pasadena, CA 91107

Room: TBD

Date: September 7, 14, 21, 28

Day: Wednesday's

Time: 10:00am - 12:30pm

Cost: \$20 for each part (or register for all 4 Parts for only \$60 and save!)

Knowledge. Money. Action!

Have you been in business at least 3yrs? Can you take a 1 week vacation from your business and it not fall apart? Do you have all aspects of your business under control? Are you working in your business, rather than on your business? Can you use a boost in sales/production? If you answered "no" to any of these questions, it's time for Business Development!

These classes will help:

- You find your weak links and your hidden opportunities to propel upward.
- You will gain knowledge about managing your business more efficiently.
- You will create a strategy to keep your business outliving you.
- You will learn how to get access to capital.

September 7, 2016 Part-1

Show Me The Money

Topics Covered: Financial Statements & taxes

Electronic Payments Receipts



Where else can you get this much daily news and information about Pasadena? | 103,721 monthly readers | 21,410 email subscribers | 53,000 Social Media followers

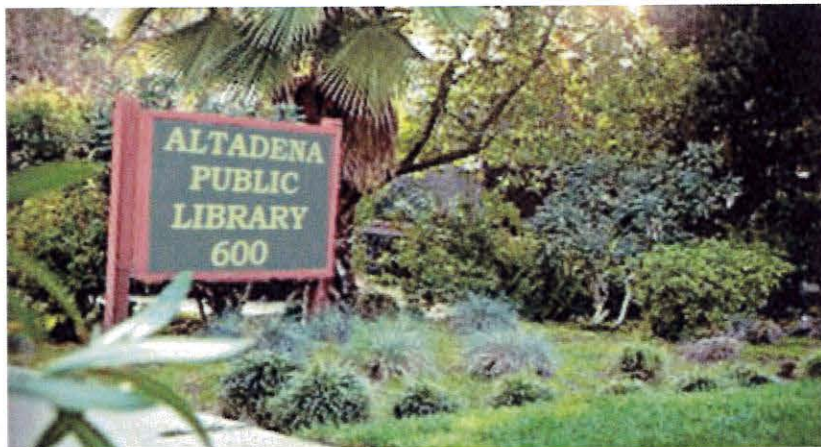
Altadena Library Board Position Vacancy

From STAFF REPORTS

Published : Tuesday, August 23, 2016 | 12:20 PM

Like 0 Tweet 0 Share 0 [1](#)

49K+



With the resignation of Trustee Meredith McKenzie, the Altadena Library Board of Trustees is accepting letters of interest from anyone who would like to serve on the board for her 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 the next board meeting at 5 pm on September 26. 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 pm on Friday, September 16, 2016.

The Altadena Library is located at 600 E. Mariposa Street in Altadena. For more information about the library, please visit the library's website at www.altadenalibrary.org.

[Read Previous Post](#) [Read Next Post](#)

Miranda's Revenge

Blake dumps Gwen after Miranda showed him what he's missing!

[Learn More](#)


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Sheriff's Support Group of Altadena

Proudly Presents

THE
BRUCE
SPRINGSTEEN
TRIBUTE

RISING



Saturday, September 10, 2016 at 7:00 pm
Farnsworth Park

The Second Saturday Concert Series Returns in October

Second Saturday's *[mostly]* from 6:30 to 8:30 pm
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.

UPSTREAM

Streaming in on October 8

KENNY SARA AND THE SOUNDS OF NEW ORLEANS

Returning November 12

Aaron Atkins: Into the Cole.

One Man Show December 3 *[First Saturday]*

Louis Van Taylor Quintet

Jazz n More on February 11

DeRumba

Rumba with us on March 11

Splish Splash Band

Travel through Time on April 8



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



Altadena
Libraries

SATURDAY, SEPTEMBER 17, 2016

ALTADENA NOW



Search ...

HOME TOWN LIFE GOVERNMENT LAW ENFORCEMENT ARTS & CULTURE BUSINESS EDUCATION ENVIRONMENT FAITH EV

Altadena Now is published daily and will host archives of Timothy Rutt's Altadena blog and his later Altadena Point sites.

Altadena Now encourages solicitation of events information, news items, announcements, photographs and videos.

Please email to: Editor@Altadena-Now.com

James Macpherson, Editor
Candice Merrill, Events
Megan Hols, Lifestyles
David Alvarado, Advertising

Archives



[Contact Us Now](#)



STRATFORD SCHOOL

It's not too late

Apply Now Altadena

[Learn More](#)

Wednesday, September 14, 2016



Altadena Library Celebrates Frida Kahlo

Join Altadena Library on Saturday October 15 from 2:00 p.m. to 4:30 pm as it celebrates the life of Frida Kahlo – one of the most important 20th century artist of the Americas – with an exhibition and movie inspired by her life and work.

The presenter is the wonderful Miriam Quezada. Behind Frida Kahlo portraits lie the many faces of this extraordinary artist, who painted her pain, her solitude, the returning to her Mexican origin, her political activism reflecting her commitment to social justice and her surrealism reflected in her paintings incorporated all of her natural surroundings.

For more information, visit the Altadena Library in person or visit the library online at www.AltadenaLibrary.org.

[Read More »](#)

Wednesday, September 14, 2016

Altadena Calendar of Events

September, 2016				
S	M	T	W	T
18	19	20	21	22
25	26	27	28	29

For Pasadena Events, click [here](#)

2450 N. Lake Ave
Altadena, CA 91001
Store: 626.204.2677
Fax: 626.204.2678
meredith@altadena@gmail.com
www.meredith.com

Connect with us 24/7

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@meredith 2450

Serving Altadena

Armen V. Sarkissian
CalBRE: 01242603
626-695-2808 Mobile/Text
Armen@ArmenSark.com | www.ArmenSa.com
540 South Lake Ave Pasadena, CA 91101

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SATURDAY, SEPTEMBER 17, 2016

ALTADENA NOW



outside the lines

HOME TOWN LIFE GOVERNMENT LAW ENFORCEMENT ARTS & CULTURE BUSINESS EDUCATION ENVIRONMENT FAITH EV

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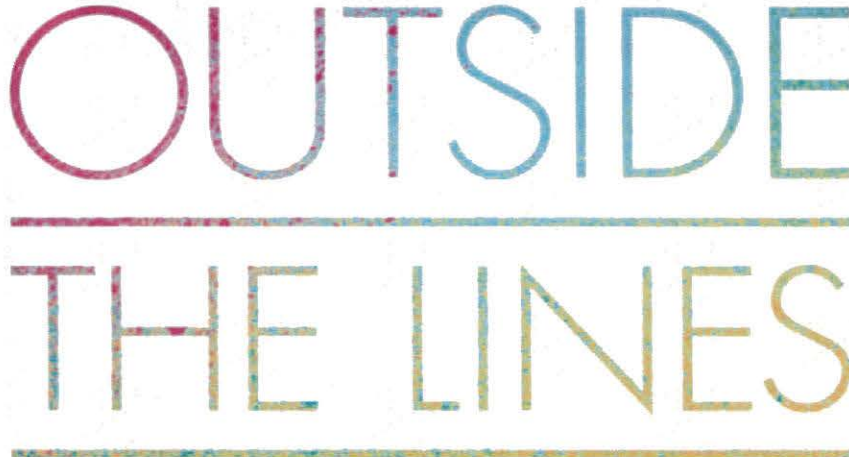
Archives



[Contact Us Now](#)

Your search results:

Monday, September 12, 2016



Get Outside the Lines with the Altadena Library District

When was the last time you walked into your local library? In recent years, libraries have changed into dynamic centers for engagement to accommodate the growing needs of their local communities. The Altadena Library invites the community to experience the library in a whole new way. Altadena Library District has a whole slew of special activities slated for this week. Opportunities to be creative and experience your library in a new light.

"We are excited to be a part of Outside the Lines, a global initiative designed to reintroduce libraries to their local communities," noted Mindy Kittay, Director. "From September 11-17, 2016, organizations just like ours will host events and campaign worldwide. This special week is designed to get people thinking – and talking – about libraries in a whole new way. "We hope to see you at the Altadena Library soon!"

Special Event Details

All week long the Library has special Inspiration Stations where you can create, inspire and engage with your neighbors.

[Read More »](#)

Monday, August 31, 2015

Altadena Calendar of Events

September, 2016				
S	M	T	W	T
14	19	20	21	22
25	26	27	28	29

For Pasadena Events...click

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Fax: 626.204.2678
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SATURDAY, SEPTEMBER 17, 2016

ALTADENA NOW



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Altadena Now is published daily and will host archives of Timothy Rutt's Altadena blog and his later Altadena Point sites.

Altadena Now encourages solicitation of events information, news items, announcements, photographs and videos.

Please email to: Editor@Altadena-Now.com

James Macpherson, Editor
Candice Merrill, Events
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Wednesday, August 10, 2016



BIP 3 Times: A Series of One Acts by Kres Mersky at Altadena Library

BIP 3 Times: A series of One Acts by Kres Mersky will be performed at the Altadena Main Library on Tuesday, September 27 at 7:00 p.m. BIP 3 Times is a staged presentation of Kres' collection of one-acts and monologues. These pieces are wonderfully absurdist views of life fused with idiosyncratic detail and much pathos. As the Hollywood Reporter has said, "This is a series of sketches that are marvels of rich inventive detail and expression. An evening that is remarkably rejuvenating to the jaded theater-goers spirit."

The Los Angeles Times reports that "with acutely observed detail of character and warm insights, Mersky delicately illuminates the psychics of 14 ladies. 14 of the most delightful people you'd care to meet at a single setting."

Kres Mersky hails from Los Angeles and has performed widely in film, theater and television appearing in such shows as Charlie's Angels, Taxi and Murder She Wrote. Kres has been nominated by the Mark Taper Forum for the Susan Smith Blackburn Prize in playwrighting.

[Read More »](#)

Altadena Calendar of Events

September 2016				
S	M	T	W	T
13	14	20	21	22
25	26	27	28	29

For Pasadena Events, click here

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SATURDAY, SEPTEMBER 17, 2016

ALTADENA NOW



altadena library card

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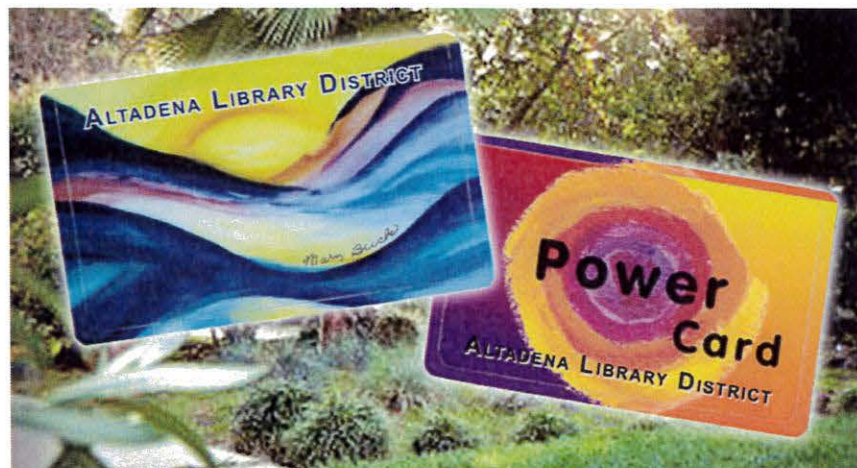
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Your search results:

Thursday, September 1, 2016



The Altadena Library Card – Your Access to Inspiration, Information, Education and Entertainment

Today's libraries are about more than books. They are creative educational spaces for learners from birth to high school and beyond. September is Library Card Sign-up Month, a time when the Altadena Library joins with the American Library Association and public libraries nationwide to make sure that every student has the most import school supply of all – a free library card.

Librarians provide important resources to families whose children are at the earliest stages of development, by teaching parents and caregivers the components of early literacy which help children develop the basic tools for school readiness. As of 2010, libraries in the United States offered more than 2.3 million children's programs, which account for nearly two thirds of all library programming.

Older students can access high-speed Internet, digital tools and the opportunity to work with trained professionals on how to use them. Libraries also provide equity of access to digital tools and media, which has become increasingly important in high-poverty areas where students are less likely to have a computer or internet access in the home.

[Read More »](#)

Tuesday, August 25, 2015

Altadena Calendar of Events

<< September, 2016				
S	M	T	W	T
18	19	20	21	22
25	26	27	28	29

For Pasadena Events, click >

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Get Outside the Lines with the Altadena Library District

From STAFF REPORTS

Published : Monday, September 12, 2016 | 12:55 PM

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When was the last time you walked into your local library? In recent years, libraries have changed into dynamic centers for engagement to accommodate the growing needs of their local communities. The Altadena Library invites the community to experience the library in a whole new way. Altadena Library District has a whole slew of special activities slated for this week. Opportunities to be creative and experience your library in a new light.

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Special Event Details

All week long the Library has special **Inspiration Stations** where you can create, inspire and engage with your neighbors.

Friday September 16 at pm, the local Girl Scout Troop will be creating a living room/reading area in our parking lot.

Saturday, September 17 from 10:30 to 2:30, Altadena Library will be welcoming Becky Skoglund, a local artist, to help everyone create Happy Window Signs. These signs, created with chalk board paint, can be recreated over and over with new messages to hang in your window. Want to spread happiness, joy and inspiration and bring awareness to the library? Join us and make your own special sign.

Saturday, September 17 at 10:30 the Director will host a special Coffee and Conversation in the Reading Court. This is your opportunity to get the inside scoop on future initiatives such as Community Conversations and the 50th Anniversary of the Main Library.

For more information, visit the Altadena Library in person or visit the library online at www.AltadenaLibrary.org.

[Read Previous Post](#)

[Read Next Post](#)



Mindy Kittay

From: Mindy Kittay <mindykittay@gmail.com>
Sent: Sunday, September 4, 2016 9:07 PM
To: Mindy Kittay
Subject: Fwd: Altadena Women's Network 9-5-2016

----- Forwarded message -----

From: "Monica Hubbard" <monica@mjhubbard.com>
Date: Sep 4, 2016 8:21 PM
Subject: Altadena Women's Network 9-5-2016
To: "Mindy Kittay" <mindykittay@gmail.com>
Cc:

Altadena Women's Network
9-5-2016

"There is no power greater than a community discovering what it cares about." ~ Margaret Wheatley

~~~ Happy Labor Day!

~~~ Congratulations to Cal State LA Chemistry Professor Krishna Foster who will be honored as a Minority Access National Role Model in recognition of her exemplary achievements in the field of science, technology, engineering and mathematics. Foster will be recognized during the Minority Access Inc.'s 17th Annual National Role Models Conference, scheduled from Sept. 30 to Oct. 2 at The Mayflower Hotel in Washington, DC.  
<http://www.altadena-now.com/main/artsandculture/cal-state-los-angeles-chemistry-professor-local-resident-recognized-as-minority-access-national-role-model/>

~~~ Lineage Dance Company is seeking storytellers. They have received a grant from the City of Pasadena's Cultural Affairs Department to put on a series of storytelling nights that will culminate in a full-length performance featuring storytelling, dance, and live music from their new partners Street Symphony. (<http://streetsymphony.org/>). Lineage seeks community



~~~ Last concert of the season in Farnsworth Park on Saturday, September 10 at 7 p.m. Come hear The Rising in a tribute to Bruce Springsteen. Bench seats, beer & food for sale. 568 E Mt. Curve Avenue. [626-798-6335](tel:626-798-6335). [altadenasheriffs.org](http://altadenasheriffs.org)

~~~ She's back! Janet Klein and the Parlor Boys return to Coffee Gallery Backstage on Saturday, September 10 at 7 p.m.

~~~ "Outside the Lines" is a week-long celebration of the creativity and innovation happening in library. Here in Altadena Becky Skoglund and Mindy Kittay will be hosting two Inspiration Station Pop-up Booths at the Altadena Library as a part of the "Outside The Lines" celebration where they will be creating "Happy Window Signs." These "Happy Window Signs" have been designed specifically for this library event. The signs are (re)purposed paper election signs, cut into smaller pieces, and painted with chalkboard paint so the messages can be written on both sides and hung in a window. Saturday, September 17 from 10:30 a.m.-2:30 p.m. and Tuesday, September 20 from 5-6:30 p.m. "Outside the Lines" demonstrates how libraries are dynamic centers for engagement with the communities they serve.

~~~ If you haven't been to the Altadena Farmer's Market yet, check it out on September 7 when they'll again add their music and arts fair to the mix.

~~~ "How to Survive and Thrive with a Mentally Ill Loved One" is a lecture series presented by The National Alliance on Mental Illness San Gabriel Valley and Pacific Clinics for six Tuesdays from 7-9 p.m., September 13 to October 18. Dr. Michael DiPaolo and guest speakers bring the latest evidence-based information to the series, which is free to the public. It will be at Wilson Auditorium, 2471 E. Walnut Street in Pasadena, at the northwest corner of Altadena Drive and Walnut, next to the Red Cross Donation Center. Sept. 13, "The Balancing Act: Understanding and Treating Bipolar Disorder", Dr. DiPaolo; Sept. 20, "Moving Toward Recovery: Understanding and Treating Schizophrenia", Dr. DiPaolo; Sept. 27 "Obsessive Compulsive Disorder: Beyond a

Greg Lucas

Dear Mandy -

It was great visiting with you last Friday. You've done so much to open up that library and make it feel welcoming - despite the building's layout and age.

I'm looking forward to coming back for a second Saturday. As Always, please let me know how I can be of help to you and your librarians.

Best - Greg

ALABAMA, CA 91601

ALABAMA, CA 91601

600 EAST MARIPOSA ST.

ALABAMA LIBRARY

Mandy Kiffay, Director

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PM 1.1

Lucas
State Library
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Sacramento, CA 95814



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September 16, 2016

Mrs. Meredith McKenzie
Board President
Altadena Library District
600 East Mariposa Street
Altadena, California 91001-2266

Re: President's Special Acknowledgement Award - Workers' Compensation Program

Dear Mrs. McKenzie:

This letter and enclosed certificate are to formally acknowledge the dedicated efforts of the Altadena Library District's Governing Body, management and staff towards proactive loss prevention and workplace safety for earning the President's Special Acknowledgement Award! The Award is to recognize members with no "paid" claims during the prior **five consecutive program years** in the Workers' Compensation Program.

A "paid" claim for the purposes of this recognition represents the first payment on an open claim during the prior program year. Your agency's efforts have resulted in no "paid" workers' compensation claims for the prior 5 consecutive program years including 2015-16. This is an outstanding accomplishment that serves as an example for all SDRMA members!

It is through the efforts of members such as Altadena Library District that SDRMA has been able to continue providing affordable workers' compensation coverage to over 433 public agencies throughout California. While 262 members or 61% in the workers' compensation program had no "paid" claims in program year 2015-16, 131 members or 30% had no paid claims for the prior 5 consecutive years.

In addition to this annual recognition, members with no "paid" claims during 2015-16 earned 2 credit incentive points (CIPs) reducing their annual contribution amount and members with no "paid" claims for the prior 5 consecutive program years earned 3 additional bonus CIPs. Also, members without claims receive a lower "experience modification factor" (EMOD) which also reduces their annual contribution amount.

Included with this letter and certificate is your press release template so your agency may showcase this important accomplishment.

On behalf of the SDRMA Board of Directors and staff, it is my privilege to congratulate your Governing Body, management and staff for your commitment to proactive loss prevention and safety in the workplace.

Sincerely,
Special District Risk Management Authority



David Aranda, President
Board of Directors



President's Special Acknowledgement Award

THE PRESIDENT OF THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

HEREBY GIVES SPECIAL RECOGNITION TO

Altadena Library District

The President's Special Acknowledgement Award is to recognize members with no "paid" claims during the prior five consecutive program years in the Workers' Compensation Program. A "paid" claim for the purposes of this recognition represents the first payment on an open claim during that same period. Congratulations on your excellent claims record!

A handwritten signature in blue ink, appearing to read "David Aranda", is written over a horizontal line.

David Aranda, SDRMA Board President

September 16, 2016

Date