



Honoring the past, cultivating the present, empowering the future

AGENDA

Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

November 27, 2017 – 5:00 p.m.

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

1) CALL TO ORDER

2) ROLL CALL:

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

3) ADOPTION OF AGENDA

- a) Opportunity for Board members to delete items, re-order items, continue items or make additions to the agenda pursuant to Government Code Section 54954.2(b).
- b) **Recommended Action:** The Board of Library Trustees hereby adopts the Agenda as presented.

4) PUBLIC COMMUNICATION

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

5) PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS

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

<u>Name</u>	<u>Position</u>	<u>Status</u>	<u>Effective Date</u>
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- e) TRANSFERS AND PROMOTIONS: NONE

6) FINANCIAL REPORTS (15 minutes)

- a) Financial reports for YE June 30, 2017, September 2017 and First Quarter Review **(INFORMATIONAL/ACTION) (5 minutes)**
- b) Presentation of Altadena Library District Final Draft of the Annual Financial Report For The Year Ended June 30, 2017, conducted by Independent Certified Auditor, The Pun Group. (Formal Presentation by Auditor will be at the January 2018 Board Meeting) **(INFORMATIONAL/ACTION) (10 minutes)**
- c) **Recommended Action:** The Board of Library Trustees hereby receives and files the Financial Reports.

7) CONSENT CALENDAR (5 minutes)

- a) The Consent Calendar adopting the Recommended Board Action will be enacted with one vote. The Board President will first ask the staff and the Board if there is anyone who wishes to remove an item from the Consent Calendar for discussion and consideration. The matters removed from the Consent Calendar will be considered individually at the end of the Consent agenda under "Items removed from the Consent Calendar". The entire remaining Consent Calendar is then voted upon by roll call under one motion.
- b) **Recommended Action:** The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:
 - i) Approval of minutes – Regular meeting held August 28, 2017
 - ii) Approval of minutes – Regular meeting held October 23, 2017

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

8) CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

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

9) NEW BUSINESS

- a) Annual Election of Board Officers, 2017-2018 **(ACTION) (5 minutes)**
- b) Annual Calendar for Board of Trustees Meetings for 2018 **(ACTION) (5 minutes)**
- c) Annual Calendar of Library Closures for 2018 **(ACTION) (2 minute)**
- d) Review of California Minimum Wage Increase, effective January 1, 2018 and updated Altadena Library District Salary Schedule, FY 17-18. **(INFORMATIONAL/ACTION) (2 minutes)**
- e) Approval to hire an independent auditor, reporting to the Board, to review the library's financial records, processes, and procedures **(ACTION) (2 minutes)**
- f) Approval to hire an administrative assistant, reporting directly to the President of the Board of Trustees **(ACTION) (2 minutes)**
- g) Brown Act training **(ACTION) (2 minutes)**
- h) Bob Lucas Branch improvements **(ACTION) (5 minutes)**

10) OLD BUSINESS

- a) 2017/2018 Materials Budget **(ACTION) (2 minutes)**
- b) Bylaws Review **(ACTION) (2 minutes)**
- c) Update from Subcommittee for RFP for Legal Counsel **(INFORMATIONAL/ACTION) (5 minutes)**
- d) Presentation of Annual Report **(INFORMATIONAL/ACTION) (5 minutes)**
- e) Installation of 3D Printers **(ACTION) (2 minutes)**

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

- a) Update to Director's Written Report **(5 minutes)**

12) CORRESPONDENCE

13) REPORTS OF SUPPORT GROUPS

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

14) REPORTS OF TRUSTEES (5 minutes)

15) CLOSED SESSION

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

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

16) RECESS BACK INTO OPEN SESSION

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

18) AGENDA ITEMS FOR FUTURE AGENDAS

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

19) ADJOURNMENT

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

BOARD OF LIBRARY TRUSTEES
STAFF REPORT

DEPARTMENT: Administration MEETING DATE: November 27, 2017

PREPARED BY: Mindy Kittay LOCATION: Community Room

TITLE: Summary Report of Financial Statements for September 2017, Year End June 30, 2017 Financial Statements and Draft Annual Financial Report For the Year Ended June 30, 2017

SEPTEMBER 2017 FINANCIAL STATEMENTS

The following financial reports are for the month of September 2017. This is the end of the first quarter of the fiscal year and we are 25% into the year. The financial statements are unaudited. The auditors are completing their work on the Audit and a DRAFT Annual Financial Report for the Year Ended June 30, 2017 is included in this board package. A final report will be presented by the Auditor at the January 2018 Board Meeting.

As indicated on this report, actual year-to-date expenditures exceed actual year-to-date revenues reflecting a net shortage of \$691,486.39 however, ALD cash and cash equivalents are \$2,312,452.61.

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

REVENUE HIGHLIGHTS

The District currently has \$2,312,452.61 in cash and cash equivalents. The (unaudited) net income for the month of September is $-(\$226,168.99)$. Passport services continue to over exceed budget expectations and are at 32.56% of budget.

PAYMENTS FROM SUPPORT ORGANIZATIONS

There were no payments from Support Organizations in September 2017

EXPENDITURE HIGHLIGHTS

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

Printing and Reproduction are high for the year due to all of the marketing and printing related to Summer Reading, Taste of 'Dena and numerous other programs. Internet will continue to show as over budget until we receive our annual rebate (90%) from E-Rate. Other expenditures over 25% of the budget will be reviewed for recommended changes at the Mid-Year Budget Amendment.

YEAR END FINANCIALS FOR THE YEAR ENDED JUNE 30, 2017

REVENUE HIGHLIGHTS:

The District's net position increased 41.09%, or \$578,571 from the prior year's net position of \$1,408,151 to \$1,986,722, as a result of this year's operations.

Total revenues from all sources increased by 15.46%, or \$499,992 from \$3,234,907 to \$3,734,899, from the prior year, primarily due to an increase of \$149,549 in property taxes and \$364,969 in operating grants and contributions which includes the balance of the HUD funds and a \$75,000 contribution by the Altadena Library Foundation for the Phase I Renovation (flooring).

EXPENDITURE HIGHLIGHTS:

Total expenses for the District's operations increased by 11.55% or \$326,790 from \$2,829,538 to \$3,156,328, from the prior year.

There was a \$100,716 increase (5.24%) in salaries and benefits, depreciation was up \$26,353.39 (140.99%), facilities, grounds and maintenance increased by \$91,136.73 (236.08%) due to many improvements and repairs that were completed during the Phase 1 Renovation. Miscellaneous Expense was up by \$89,904.02 due to the auditors' changed in methodology for accounting for the tax receivable which caused a one-time adjustment. Operating expenses decreased by \$4,910.96 (1.5%), Professional and Technical expenses increased by \$102,490.57 (62.21%) due in part to operating changes which included outsourcing Human Resources and CPA oversight of finances. Programs were reduced by \$39,014.67 (55.09%) mainly due to the previous year's expenditure of \$30,000 of grant funds for technology equipment.

Compensated Absences: Staff took advantage of the new policy which allows for requests of payment in lieu of using vacation. This resulted in a deduction in the compensated absences balance for the District. *The benefit to the District is that these vacation hours were paid at a lower rate of pay than had they been used at a later date, saving the District money and reducing the accrual.*

Salaries and Benefits were 65.08% of total expenditures exclusive of Capital and Depreciation. Library Materials were 7.83% of total expenditures exclusive of Capital and Depreciation.

CAPITAL ASSETS

At the end of fiscal year 2017, the District's investment in capital assets amounted to \$848,763 (net of accumulated depreciation), and increase of \$365,831. This investment in capital assets includes structures, improvements and equipment. Major capital asset

additions during the year include various ongoing structural improvements of \$385,148 and furniture and equipment totaling \$25,729.

FUND BALANCE

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

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

The Draft report prepared by The Pun Group, Accountants & Advisors, who were selected through an RFP process to prepare the annual audit, is included in the Board Package. Paul Kaymark, CPA, who oversees our account will be on hand to answer questions at the January 2018 Board Meeting.

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

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

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

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the general fund of the District, as of June 30, 2017, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.”

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

1. Independently reconcile the checking, savings, and county bank accounts to ensure a proper segregation of duties.
2. To review the accounting each month, and on an as needed basis as questions arise.
3. To help staff prepare for the audit, particularly some of the more complex journal entries that comply with Government Accounting Standards Board pronouncements (GASB), such as the retiree health or pension accounting.
4. To assist staff as they have questions regarding QuickBooks, accounting, and best practices in accounting and finance.

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

Altadena Library District		
BALANCE SHEET		
For the Month Ended September 30, 2017		
		September 2017
ASSETS		
	1080 · Petty Cash	607.00
	Total Cash & Investments	607.00
	Cash In Bank	
	1021 · Chase General Acct...2951	207,167.33
	1026 · Chase HY Svgs...6883	15,058.12
	1041 · Chase HY Svgs...6875	1,512,485.67
	1045 · Cash HUD Checking...2969	320,000.33
	Total Cash In Bank	2,054,711.45
	Cash with County	
	1010.00 · Cash in County Treasury	257,685.95
	1013 · FMV - COLA Funds	(551.79)
	Total Cash with County	257,134.16
	Total Cash & Cash Equivalents	2,312,452.61
	Total Checking/Savings	2,312,452.61
	Other Current Assets	
	Property Taxes Receivable	(9,721.09)
	Parcel Assessment Receivable	15,514.96
	Total Other Current Assets	5,793.87
	Total Current Assets	2,318,246.48
	Fixed Assets	
	Capital Assets	
	Accumulated Depreciation	
	1800 · Accum Depr (S & I)	(1,055,179.72)
	1900 · Accum Depr (FF & E)	(624,015.44)
	Total Accumulated Depreciation	(1,679,195.16)
	Depreciable Assets	
	1550 · Structures & Improvements	1,638,708.10
	1700 · Furniture, Fixtures & Equipment	709,469.89
	Total Depreciable Assets	2,348,177.99
	Non-Depreciable Assets	
	1500 · Land	77,280.28
	1510 · Artwork	102,500.00
	Total Non-Depreciable Assets	179,780.28
	Total Capital Assets	848,763.11
	Total Fixed Assets	848,763.11
	Other Assets	
	Deferred Outflows of Resources	
	1990 · DOR - Employer Contributions MD	161,019.00
	1993 · DOR - Diff in Experience	4,379.00
	Total Deferred Outflows of Resources	165,398.00

	Prepays		
	1076 · Prepaid Items & Deposits		235.35
	Total Prepays		235.35
	DOR Diff in Proportions		61,372.00
	DOR Diff in Earnings		279,772.00
	Total Other Assets		506,777.35
	TOTAL ASSETS		3,673,786.94
	LIABILITIES & EQUITY		
	Liabilities		
	Current Liabilities		
	Accounts Payable		
	2000 · Accounts Payable		12,210.31
	Total Accounts Payable		12,210.31
	Credit Cards		
	2200.01 · UMB Card Services...3219		28,839.16
	Total 2200 · Credit Cards		28,839.16
	Total Credit Cards		28,839.16
	Other Current Liabilities		
	2030 · GASB 45 OPEB Liability		(18,314.34)
	2100 · Payroll Payable		
	2100.01 · Payroll Liabilities (EE)		24,488.80
	2100.03 · CalPers CLASSIC (EE Ded)		(717.30)
	2100.04 · CalPers PEPRA (EE Ded)		(4,390.21)
	2100.05 · Accrued Vacation Payable		51,715.66
	2100.07 · CalPers 457 (EE Contribution)		(211.23)
	Total 2100 · Payroll Payable		70,885.72
	Total Other Current Liabilities		52,571.38
	Total Current Liabilities		93,620.85
	Long Term Liabilities		
	Deferred Inflows of Resources		
	2602 · DIR - Diff in Contributions		129,502.00
	2603 · DIR - Changes in Proportions		135,502.00
	2604 · DIR - Changes in Assumptions		53,754.00
	Total Deferred Inflows of Resources		318,758.00
	2700 · Net Pension Liability		1,966,172.00
	Total Long Term Liabilities		2,284,930.00
	Total Liabilities		2,378,550.85
	Equity		
	3300 · Retained Earnings		1,986,722.48
	Net Income		(691,486.39)
	Total Equity		1,295,236.09
	TOTAL LIABILITIES & EQUITY		3,673,786.94

Altadena Library District
PREVIOUS YEAR COMPARISON
YTD September 30, 20017

					25% Complete			
					July-Sept 2017	July-Sept 2016	\$ Change	% Change
Ordinary Income/Expense								
Income								
DONATIONS AND GRANTS					18,482.35	32,750.00		
Total DONATIONS AND GRANTS					18,482.35	32,750.00	(14,267.65)	56.44%
FINES & FEES								
4305 · Fees					1,763.77	5,855.32	(4,091.55)	(69.88%)
4310 · MFM Revenue					1,179.29	2,065.50	(886.21)	(42.91%)
Sales of Products					1,554.43			
4340 · Passport Services Fees					26,048.69	19,720.00	6,328.69	132.09%
Total FINES & FEES					30,546.18	27,640.82	2,905.36	10.51%
INTEREST INCOME & ADJUSTMENTS								
4210 · Chase Bank					841.58	294.24	547.34	186.02%
4220 · County Interest Allocation							0.00	
Total INTEREST INCOME & ADJUSTMENTS					841.58	294.24	547.34	(186.02%)
OTHER REVENUE & ADJUSTMENT								
Misc. Income & Rewards					200.00	2,204.38	(2,004.38)	(90.93%)
Total OTHER REVENUE & ADJUSTMENT					200.00	2,204.38	(2,004.38)	(90.93%)
REVENUES								
Property Taxes								
4010 · Current-Year Secured								
4010.03 · SB 813 Supplemental					8,461.66	4,946.01		
Current-Year Secured - Other					13,268.20	0.00	13,268.20	100.0%
Total 4010 · Current-Year Secured					21,729.86	4,946.01	16,783.85	439.34%
4020 · Current-Year Unsecured								
4020.00 · Current Unsecured					61,418.95	58,495.38		
4020 · Current-Year Unsecured - Other							0.00	0.0%
Total 4020 · Current-Year Unsecured					61,418.95	58,495.38	2,923.57	105.0%
4030 · Prior-Year Secured								
SB812 Redemption					110.02			
Prop Tacs Secured Refunds					(2,120.41)			
4030 · Prior-Year Secured - Other					6,970.45	6,233.53	736.92	(11.82%)
Total 4030 · Prior-Year Secured					4,960.06	6,233.53	(1,273.47)	20.43%
4060 · Special Assessment								
4060.01 · Per Parcel Benefit Assessment					6,755.63	5,901.55	854.08	114.47%
4060.02 · Direct Assessments								
Total 4060 · Special Assessment					6,755.63	5,901.55	854.08	114.47%
Penalties, Interest & Costs-Ref					2,443.77	1,703.69		
County Interest Allocation					1,444.07	(2,886.23)	4,330.30	
Total Property Taxes					98,752.34	74,393.93	24,358.41	132.74%
Total REVENUES					98,752.34	74,393.93	24,358.41	132.74%

Total Income		148,822.45	137,283.37	11,539.08	(8.41%)
Expense					
PERSONNEL RELATED EXPENSES					
Total 5000 · SALARIES & WAGES		359,940.39	376,553.13	(16,612.74)	(4.41%)
5100 · Employer-Portion Taxes/Benefits					
5120 · Payroll Taxes (ER)		26,315.67	27,231.38	(915.71)	(3.36%)
5210 · PERS Retirement		8,487.26	95,245.03	(86,757.77)	(91.09%)
5210 · PERS Retirement - Other		20,107.35	258.37	19,848.98	(76.82)
Total 5210 · PERS Retirement		28,594.61	95,503.40	(66,908.79)	(70.06%)
5222 · OPEB Contribution		22,951.47	35,001.00	(12,049.53)	(34.43%)
5250 · SUI		0.00	809.65	(809.65)	(100.0%)
Total 5100 · Employer-Portion Taxes/Benefits		77,861.75	158,545.43	(80,683.68)	(50.89%)
5200 · Insurance					
5220 · Health Insurance		29,294.60	28,664.50	630.10	2.2%
5221 · Health Insurance - Retirees		18,885.60	15,897.63	2,987.97	18.8%
5230 · Dental Insurance		3,382.53	5,080.91	(1,698.38)	(33.43%)
5240 · Vision Insurance		1,020.76	1,556.02	(535.26)	(34.4%)
5260 · Life Insurance		239.10	387.60	(148.50)	(38.31%)
5270 · Workers' Compensation		13,110.30	17,802.97	(4,692.67)	(26.36%)
5280 · Disability Insurance		(255.20)	0.00	(255.20)	(100.0%)
Total 5200 · Insurance		65,677.69	69,389.63	(3,711.94)	(5.35%)
Total 'PERSONNEL RELATED EXPENSES		503,479.83	604,488.19	(101,008.36)	(16.71%)
CAPITAL					
Equipment, Furn & Fixtures		(10,740.60)	0.00	(10,740.60)	100.0%
7320 · Structures & Improvements		78,500.00	0.00	78,500.00	100.0%
Total CAPITAL		67,759.40	0.00	67,759.40	100.0%
FACILITIES, GROUNDS & MAINTENAN					
7205 · Maintenance Contracts		1,653.17	1,372.68	280.49	20.43%
7210 · Building Maint & Repairs		7,745.20	4,007.14	3,738.06	93.28%
7220 · Landscape		7,787.80	14,796.26	(7,008.46)	(47.37%)
Total FACILITIES, GROUNDS & MAINTENAN		17,186.17	20,176.08	(2,989.91)	(14.82%)
LIBRARY MATERIALS					
6110 · Cataloging Expenses		6,090.04	3,016.52	3,073.52	101.89%
6115 · Electronic Databases & Subscrip		15,170.58	17,658.77	(2,488.19)	(14.09%)
6120 · Books		28,440.35	25,494.16	2,946.19	11.56%
6125 · Audio CD		3,546.04	4,274.53	(728.49)	(17.04%)
6130 · DVD's & Videogames		6,599.00	6,595.48	3.52	0.05%
6135 · Processing of Materials		9,710.38	12,845.76	(3,135.38)	(24.41%)
6140 · Periodicals		2,041.59	1,136.04	905.55	79.71%
6150 · Downloadables		5,996.20	2,142.40	3,853.80	179.88%
Total LIBRARY MATERIALS		77,594.18	73,163.66	4,430.52	6.06%
MISCELLANEOUS EXPENSE					
7510 · Miscellaneous Expense		413.46	(660.61)	1,074.07	(162.59%)
Total MISCELLANEOUS EXPENSE		413.46	(660.61)	1,074.07	(162.59%)
OPERATING EXPENSES					
6430 · Insurance-Gen, Prop, Liab, Eq		38,868.25	39,584.09	(715.84)	(1.81%)
6620 · Membership Dues & Subscriptions		2,387.60	3,769.00	(1,381.40)	(36.65%)

		6625 · Training & Education	2,344.00	490.00	1,854.00	378.37%
		Recruitment, Gifts and Memorials	547.48	273.63	273.85	100.08%
		6627 · Advertising / Marketing	2,048.11	4,929.35	(2,881.24)	(58.45%)
		6710 · Meetings & Travel	1,680.97	828.83	852.14	102.81%
		6730 · Mileage & Parking Reimbursement	125.58	75.50	50.08	66.33%
		6740 · Postage & Delivery	2,357.09	181.40	2,175.69	1,299.39%
		6745 · Banking & Service Fees	505.15	422.95	82.20	19.43%
		6746 · Payroll Fees	2,370.03	3,336.18	(966.15)	(28.96%)
		6750 · Printing & Reproduction	8,992.88	(8,315.01)	17,307.89	(208.15%)
		6755 · Equipment, Furniture, Fixtures	5,912.23	4,858.00	1,054.23	121.7%
		6765 · Janitorial Supplies	6,768.66	1,098.09	5,670.57	516.4%
		6770 · Operating Supplies	4,711.16	7,707.15	(2,995.99)	(38.87%)
		Operating Software	1,577.99	0.00	1,577.99	100.0%
		6920 · Electricity	7,827.61	11,454.12	(3,626.51)	(31.66%)
		Natural Gas	190.01	94.85		
		6940 · Water & Sewage	1,360.06	947.80	412.26	43.5%
		6950 · Refuse	1,464.01	533.12	930.89	174.61%
		6970 · Equipment Lease & Rental	784.92	2,752.21	(1,967.29)	(71.48%)
		Total OPERATING EXPENSES	92,823.79	75,021.26	17,802.53	23.73%
		PROFESSIONAL & TECHNICAL				
		7125 · Audit and Financial Consulting	18,403.82	11,036.25	7,367.57	66.76%
		7130 · Legal Fees	1,504.40	3,212.05	(1,707.65)	46.84%
		Technology Consulting		1,078.80	(1,078.80)	0.0%
		Collection Agency		268.50	(268.50)	0.0%
		7155 · Consultants - Other	22,715.40	5,284.16	17,431.24	329.88%
		7170 · Telecommunications	1,854.73	84.00	1,770.73	2,108.01%
		Internet	10,032.57	9,593.80	438.77	4.57%
		7180 · Technology Equipment	843.31	6,089.79	(5,246.48)	(86.15%)
		7185 · Technology Maintenance Fees	10,030.50	37,238.44	(27,207.94)	(73.06%)
		Total PROFESSIONAL & TECHNICAL	65,384.73	73,885.79	(8,501.06)	(11.51%)
		PROGRAMS				
		6200 · Youth Services	3,443.97	2,504.60	939.37	37.51%
		6210 · Teen Services	2,153.01	648.91	1,504.10	231.79%
		6220 · Adult Services	9,716.84	1,351.78	8,365.06	618.82%
		Bob Lucas Branch Services	353.46	192.70	160.76	83.43%
		Literacy Services	0.00	4.69	(4.69)	0.0%
		Total PROGRAMS	15,667.28	4,702.68	10,964.60	233.16%
		Total Expense	840,308.84	850,777.05	(10,468.21)	(1.23%)
		Net Income	(691,486.39)	(713,493.68)	22,007.29	(3.08%)

Altadena Library District
BUDGET VERSUS ACTUAL
YTD September 30, 2017

						25% Complete	
				Jul-Sept 2017	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense							
Income							
DONATIONS AND GRANTS							
		4710 · Friends of the Library			20,000.00	(20,000.00)	0.0%
		4730 · Undesignated	482.35		0.00	482.35	100.0%
		4735 · Designated			1,100.00	(1,100.00)	0.0%
		4740 · CA Library Literacy Services	18,000.00		26,300.00	(8,300.00)	68.44%
		4750 · Cal State Library				0.00	0.0%
		4755 · HUD Grant				0.00	0.0%
		Total DONATIONS AND GRANTS	18,482.35		47,400.00	(28,917.65)	38.99%
FINES & FEES							
		4305 · Fees	1,763.77		14,000.00	(12,236.23)	12.6%
		Sales of Products	1,554.43			1,554.43	100.0%
		4310 · MFM Revenue	1,179.29		7,500.00	(6,320.71)	15.72%
		4340 · Passport Services Fees	26,048.69		80,000.00	(53,951.31)	32.56%
		Total FINES & FEES	30,546.18		101,500.00	(70,953.82)	30.1%
INTEREST INCOME & ADJUSTMENTS							
		4210 · Chase Bank	841.58			841.58	100.0%
		FMV COLA			3,000.00	(3,000.00)	0.0%
		Total INTEREST INCOME & ADJUSTMENTS	841.58		3,000.00	(2,158.42)	28.05%
OTHER REVENUE & ADJUSTMENT							
		4910 · Miscellaneous Income	200.00			200.00	100.0%
		4940 · Transfer in from Reserves			350,000.00	(350,000.00)	0.0%
		4999 · Rewards & Incentives			3,000.00	(3,000.00)	0.0%
		Total OTHER REVENUE & ADJUSTMENT	200.00		353,000.00	(352,800.00)	0.06%
REVENUES							
Property Taxes							
		4010 · Current-Year Secured					
		4010.00 · Current Secured	13,268.20		2,118,250.62	(2,104,982.42)	0.63%
		4010.01 · Revenue Residual					
		4010.02 · Statutory Revenue					
		4010.03 · SB 813 Supplemental	8,461.66		0.00	8,461.66	100.0%
		Total 4010 · Current-Year Secured	21,729.86		2,118,250.62	(2,096,520.76)	1.03%
		4020 · Current-Year Unsecured					
		4020 · Current-Year Unsecured - Other	61,418.95		74,263.00	(12,844.05)	82.71%
		Total 4020 · Current-Year Unsecured	61,418.95		74,263.00	(12,844.05)	82.71%
		4030 · Prior-Year Secured					
		4030.00 · Prior Secured					
		4030.01 · Secured Refunds	(2,120.41)			(2,120.41)	100.0%
		4030.02 · Statutory Revenue					
		4030.03 · SB 813 Redemption	110.02			110.02	100.0%
		4030.04 · Property Tax Penalties					
		4030 · Prior-Year Secured - Other	6,970.45		10,600.00	(3,629.55)	65.76%
		4050 · Homeowners Exemption			7,725.00	(7,725.00)	0.0%
		4060 · Special Assessment					
		4060.01 · Per Parcel Benefit Assessment	6,755.63		802,160.99	(795,405.36)	0.84%
		4060.02 · Direct Assessments					

		Total 4060 · Special Assessment	6,755.63	802,160.99	(795,405.36)	0.84%
		Penalties, Interest & Costs-Ref	2,443.77	10,000.00	(7,556.23)	24.44%
		County Interest Allocation	1,444.07	500.00	944.07	288.81%
		4090 · RDA ABx126 Income		26,500.00	(26,500.00)	0.0%
		Total Property Taxes	98,752.34	3,049,999.61	(2,951,247.27)	3.24%
		Total REVENUES	98,752.34	3,049,999.61	(2,951,247.27)	3.24%
	Total Income		148,822.45	3,554,899.61	(3,406,077.16)	4.19%
	Expense					
		PERSONNEL RELATED EXPENSES				
		5000 · SALARIES & WAGES				
		Total 5000 · SALARIES & WAGES	359,940.39	1,543,420.95	(1,183,480.56)	23.32%
		5100 · Employer-Portion Taxes/Benefits				
		5120 · Payroll Taxes (ER)	26,315.67	118,071.70	(91,756.03)	22.29%
		5210 · PERS Retirement	8,487.26	91,806.00	(83,318.74)	9.25%
		5210 · PERS Retirement - Other	20,107.35	85,179.46	(65,072.11)	23.61%
		Total 5210 · PERS Retirement	28,594.61	176,985.46	(148,390.85)	16.16%
		5222 · OPEB Contribution	22,951.47	144,000.00	(121,048.53)	15.94%
		5250 · SUI	0.00	40,128.94	(40,128.94)	0.0%
		Total 5100 · Employer-Portion Taxes/Benefits	77,861.75	479,186.10	(401,324.35)	16.25%
		5200 · Insurance				
		5220 · Health Insurance	29,294.60	126,000.00	(96,705.40)	23.25%
		5221 · Health Insurance - Retirees	18,885.60	75,600.00	(56,714.40)	24.98%
		5230 · Dental Insurance	3,382.53	14,000.00	(10,617.47)	24.16%
		5240 · Vision Insurance	1,020.76	4,000.00	(2,979.24)	25.52%
		5260 · Life Insurance	239.10	2,000.00	(1,760.90)	11.96%
		5270 · Workers' Compensation	13,110.30	20,000.00	(6,889.70)	65.55%
		5280 · Disability Insurance	(255.20)	2,500.00	(2,755.20)	(10.21%)
		Total 5200 · Insurance	65,677.69	244,100.00	(178,422.31)	26.91%
		Total PERSONNEL RELATED EXPENSES	503,479.83	2,266,707.05	(1,763,227.22)	22.21%
		CAPITAL				
		7310 · Equipment, Furniture & Fixtures	(10,740.60)		(10,740.60)	100.0%
		7320 · Structures & Improvements	78,500.00	350,000.00	(271,500.00)	22.43%
		Total CAPITAL	67,759.40	350,000.00	(282,240.60)	19.36%
		FACILITIES, GROUNDS & MAINTENAN				
		7205 · Maintenance Contracts	1,653.17	18,000.00	(16,346.83)	9.18%
		7210 · Building Maint & Repairs	7,745.20	20,000.00	(12,254.80)	38.73%
		7220 · Landscape	7,787.80	15,000.00	(7,212.20)	51.92%
		Total FACILITIES, GROUNDS & MAINTENAN	17,186.17	53,000.00	(35,813.83)	32.43%
		LIBRARY MATERIALS				
		6110 · Cataloging Expenses	6,090.04	20,000.00	(13,909.96)	30.45%
		6115 · Electronic Databases & Subscrip	15,170.58	16,500.00	(1,329.42)	91.94%
		6120 · Books	28,440.35	160,000.00	(131,559.65)	17.78%
		6125 · Audio CD	3,546.04	18,000.00	(14,453.96)	19.7%
		6130 · DVD's & Videogames	6,599.00	23,000.00	(16,401.00)	28.69%
		6135 · Processing of Materials	9,710.38	35,000.00	(25,289.62)	27.74%
		6140 · Periodicals	2,041.59	12,500.00	(10,458.41)	16.33%
		6150 · Downloadables	5,996.20	20,000.00	(14,003.80)	29.98%
		Total LIBRARY MATERIALS	77,594.18	305,000.00	(227,405.82)	25.44%
		MISCELLANEOUS EXPENSE				
		7510 · Miscellaneous Expense	413.46		413.46	100.0%
		7520 · Refunds/Parcel		1,000.00	(1,000.00)	0.0%
		Total MISCELLANEOUS EXPENSE	413.46	1,000.00	(586.54)	41.35%

	OPERATING EXPENSES				
	6430 · Insurance-Gen, Prop, Liab, Eq	38,868.25	42,000.00	(3,131.75)	92.54%
	6620 · Membership Dues & Subscriptions	2,387.60	13,000.00	(10,612.40)	18.37%
	6625 · Training & Education	2,344.00	12,000.00	(9,656.00)	19.53%
	6626 · Recruitment, Gifts and Memorial	547.48	5,000.00	(4,452.52)	10.95%
	6627 · Advertising / Marketing	2,048.11	20,000.00	(17,951.89)	10.24%
	6710 · Meetings & Travel	1,680.97	10,000.00	(8,319.03)	16.81%
	6730 · Mileage & Parking Reimbursement	125.58	800.00	(674.42)	15.7%
	6740 · Postage & Delivery	2,357.09	9,000.00	(6,642.91)	26.19%
	6745 · Banking & Service Fees	505.15	2,000.00	(1,494.85)	25.26%
	6746 · Payroll Fees	2,370.03	12,000.00	(9,629.97)	19.75%
	6750 · Printing & Reproduction	8,992.88	11,000.00	(2,007.12)	81.75%
	6755 · Equipment, Furniture, Fixtures	5,912.23	10,000.00	(4,087.77)	59.12%
	6765 · Janitorial Supplies	6,768.66	13,000.00	(6,231.34)	52.07%
	6770 · Operating Supplies	4,711.16	30,000.00	(25,288.84)	15.7%
	6780 · Operating Software	1,577.99	3,000.00	(1,422.01)	52.6%
	6920 · Electricity	7,827.61	37,000.00	(29,172.39)	21.16%
	6930 · Natural Gas	190.01	5,500.00	(5,309.99)	3.46%
	6940 · Water & Sewage	1,360.06	5,600.00	(4,239.94)	24.29%
	6950 · Refuse	1,464.01	4,500.00	(3,035.99)	32.53%
	6960 · Products for Resale		5,000.00	(5,000.00)	0.0%
	6970 · Equipment Lease & Rental	784.92	15,424.00	(14,639.08)	5.09%
	7530 · Direct Assessments/Admin Costs		35,000.00	(35,000.00)	0.0%
	Total OPERATING EXPENSES	92,823.79	300,824.00	(208,000.21)	30.86%
	PROFESSIONAL & TECHNICAL				
	7125 · Audit and Financial Consulting	18,403.82	75,000.00	(56,596.18)	24.54%
	7130 · Legal Fees	1,504.40	5,000.00	(3,495.60)	30.09%
	7135 · Technology Consulting		1,500.00	(1,500.00)	0.0%
	7140 · Architectural & Engineering		5,000.00	(5,000.00)	0.0%
	7145 · Collection Agency		1,800.00	(1,800.00)	0.0%
	7155 · Consultants - Other	22,715.40	74,000.00	(51,284.60)	30.7%
	7170 · Telecommunications	1,854.73	3,500.00	(1,645.27)	52.99%
	7175 · Internet Service	10,032.57	4,000.00	6,032.57	250.81%
	7180 · Technology Equipment	843.31	15,000.00	(14,156.69)	5.62%
	7185 · Technology Maintenance Fees	10,030.50	32,000.00	(21,969.50)	31.35%
	7190 · Website Development		18,000.00	(18,000.00)	0.0%
	Total PROFESSIONAL & TECHNICAL	65,384.73	234,800.00	(169,415.27)	27.85%
	PROGRAMS				
	6200 · Youth Services	3,443.97	10,000.00	(6,556.03)	34.44%
	6210 · Teen Services	2,153.01	5,500.00	(3,346.99)	39.15%
	6220 · Adult Services	9,716.84	23,068.56	(13,351.72)	42.12%
	6230 · Bob Lucas Branch Services	353.46	3,000.00	(2,646.54)	11.78%
	6240 · Literacy Services		2,000.00	(2,000.00)	0.0%
	Total PROGRAMS	15,667.28	43,568.56	(27,901.28)	35.96%
	Total Expense	840,308.84	3,554,899.61	(2,714,590.77)	23.64%
	Net Ordinary Income	(691,486.39)		(691,486.39)	100.0%
	Net Income	(691,486.39)		(691,486.39)	100.0%

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

25% Complete

	July 2017- Aug 2017	BUDGET 2017/2018	VARIANCE POSITIVE (NEGATIVE)	PERCENT
REVENUES:				
Property Taxes	91,997	2,247,839	(2,155,842)	4.09%
Parcel Taxes	6,756	802,161	(795,405)	0.84%
Interest	842	3,000	(2,158)	28.05%
Fees & Passports	30,546	101,500	(70,954)	30.10%
Donations, Grants, Misc.	18,682	50,400	(31,718)	37.07%
Transfer in from Reserves		350,000	(350,000)	0.00%
TOTAL REVENUES	148,822	3,554,900	(3,406,077)	4.19%
EXPENDITURES:				
Wages and Benefits	503,480	2,266,707	(1,763,227)	22.21%
Library Materials	77,594	305,000	(227,406)	25.44%
Library Services	15,667	43,569	(27,901)	35.96%
Operating Expenses	92,824	300,824	(208,000)	30.86%
Professional and Technical	65,385	234,800	(169,415)	27.85%
Facilities, Grounds and Maintenance	17,186	53,000	(35,814)	32.43%
Capital	67,759	350,000	(282,241)	19.36%
Misc. Expenses	413	1,000	(587)	41.35%
TOTAL EXPENDITURES	840,309	3,554,900	(2,714,591)	23.64%
NET INCOME	(691,486)	0	(691,486)	100.00%

**Altadena Library District
BALANCE SHEET
For the Year Ended June 30, 2017**

	Jun 30, 17
ASSETS	
1080 · Petty Cash	777.00
Total Cash & Investments	777.00
Cash In Bank	
1021 · Chase General Acct...2951	1,527,726.51
1026 · Chase HY Svgs...6883	5,611.09
1041 · Chase HY Svgs...6875	1,011,648.37
1045 · Cash HUD Checking...2969	320,000.33
Total Cash In Bank	2,864,986.30
Cash with County	
1010.00 · Cash in County Treasury	92,693.55
1013 · FMV - COLA Funds	(551.79)
Total Cash with County	92,141.76
Total Cash & Cash Equivalents	2,957,905.06
Total Checking/Savings	2,957,905.06
Other Current Assets	
Property Taxes Receivable	56,518.97
Parel Assessment Receivable	15,514.96
1220 · Miscellaneous Receivable	15,967.16
Total Other Current Assets	88,001.09
Total Current Assets	3,045,906.15
Fixed Assets	
Capital Assets	
Accumulated Depreciation	
1800 · Accum Depr (S & I)	(1,055,179.72)
1900 · Accum Depr (FF & E)	(624,015.44)
Total Accumulated Depreciation	(1,679,195.16)
Depreciable Assets	
1550 · Structures & Improvements	1,638,708.10
1700 · Furniture, Fixtures & Equipment	709,469.89
Total Depreciable Assets	2,348,177.99
Non-Depreciable Assets	
1500 · Land	77,280.28
1510 · Artwork	102,500.00
Total Non-Depreciable Assets	179,780.28
Total Capital Assets	848,763.11
Total Fixed Assets	848,763.11
Other Assets	
Deferred Outflows of Resources	
1990 · DOR - Employer Contributions MD	161,019.00
1993 · DOR - Diff in Experience	4,379.00

Total Deferred Outflows of Resources	165,398.00
Prepays	
1076 · Prepaid Items & Deposits	2,466.67
Total Prepays	2,466.67
DOR Diff in Proportions	61,372.00
DOR Diff in Earnings	279,772.00
Total Other Assets	509,008.67
TOTAL ASSETS	4,403,677.93
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	18,072.34
Total Accounts Payable	18,072.34
Credit Cards	
2200.01 · UMB Card Services...3219	44,662.64
Total 2200 · Credit Cards	44,662.64
Total Credit Cards	44,662.64
Other Current Liabilities	
2030 · GASB 45 OPEB Liability	(18,314.34)
Other Accrued Expenses	7,663.21
2100 · Payroll Payable	
2100.01 · Payroll Liabilities (EE)	24,488.80
2100.03 · CalPers CLASSIC (EE Ded)	422.88
2100.05 · Accrued Vacation Payable	51,715.66
2100.07 · CalPers 457 (EE Contribution)	3,009.38
2100.08 · CalPers 457 (EE Loan Repayment)	304.88
Total 2100 · Payroll Payable	79,941.60
Total Other Current Liabilities	69,290.47
Total Current Liabilities	132,025.45
Long Term Liabilities	
Deferred Inflows of Resources	
2602 · DIR - Diff in Contributions	129,502.00
2603 · DIR - Changes in Proportions	135,502.00
2604 · DIR - Changes in Assumptions	53,754.00
Total Deferred Inflows of Resources	318,758.00
2700 · Net Pension Liability	1,966,172.00
Total Long Term Liabilities	2,284,930.00
Total Liabilities	2,416,955.45
Equity	
3300 · Retained Earnings	1,408,150.98
Net Income	578,571.50
Total Equity	1,986,722.48
TOTAL LIABILITIES & EQUITY	4,403,677.93

Altadena Library District Profit & Loss Prev Year Comparison

July 2016 through June 2017

				100% Complete	
		Jul '16 - Jun 17	Jul '15 - Jun 16	\$ Change	% Change
Ordinary Income/Expense					
Income					
DONATIONS AND GRANTS					
	4710 · Friends of the Library	21,000.00	40,000.00	(19,000.00)	(47.5%)
	4730 · Undesignated	17,503.00	380.00	17,123.00	4,506.05%
	4735 · Designated	71,802.37	28,510.00	43,292.37	151.85%
	4740 · CA Library Literacy Services	26,300.00	25,165.00	1,135.00	4.51%
	4750 · Cal State Library	13,500.00	27,000.00	(13,500.00)	(50.0%)
	4755 · HUD Grant	319,998.29		319,998.29	100.0%
	Total DONATIONS AND GRANTS	470,103.66	121,055.00	349,048.66	288.34%
FINES & FEES					
	4305 · Fines	18,797.99	31,197.27	(12,399.28)	(39.75%)
	4310 · Printer & Copy Machine	6,103.35	6,695.52	(592.17)	(8.84%)
	4330 · Video Game Rentals		416.00	(416.00)	(100.0%)
	4340 · Passport Services Fees	78,566.50	78,343.00	223.50	0.29%
	Total FINES & FEES	103,467.84	116,651.79	(13,183.95)	(11.3%)
INTEREST INCOME & ADJUSTMENTS					
	4210 · Chase Bank	1,530.31	15.19	1,515.12	9,974.46%
	4221 · FMV COLA	(3,516.48)	2,964.69	(6,481.17)	(218.61%)
	Total INTEREST INCOME & ADJUSTMENTS	(1,986.17)	2,979.88	(4,966.05)	(166.65%)
OTHER REVENUE & ADJUSTMENT					
	4910 · Miscellaneous Income	892.87	656.52	236.35	36.0%
	4999 · Rewards & Incentives	2,000.00		2,000.00	100.0%
	Total OTHER REVENUE & ADJUSTMENT	2,892.87	656.52	2,236.35	340.64%
REVENUES					
Property Taxes					
	4010 · Current-Year Secured				
	4010.00 · Current Secured	2,032,173.93	2,020,185.86	11,988.07	0.59%
	4010.01 · Revenue Residual	40,754.58		40,754.58	100.0%
	4010.02 · Statutory Revenue	4,054.19		4,054.19	100.0%
	SB 813 Supplemental	60,512.21	54,726.02	5,786.19	10.57%
	Current-Year Secured Other	123,650.92		123,650.92	100.0%
	Total 4010 · Current-Year Secured	2,261,145.83	2,074,911.88	186,233.95	8.98%
	4020 · Current-Year Unsecured				
	4020.00 · Current Unsecured	74,456.10		74,456.10	100.0%
	4020 · Current-Year Unsecured - Other	14,063.48	83,395.35	(69,331.87)	(83.14%)
	Total 4020 · Current-Year Unsecured	88,519.58	83,395.35	5,124.23	6.15%
	4030 · Prior-Year Secured				
	4030.00 · Prior Secured	35,151.42		35,151.42	100.0%
	4030.01 · Secured Refunds	(39,856.39)		(39,856.39)	(100.0%)
	4030.02 · Statutory Revenue	939.04		939.04	100.0%
	4030.03 · SB 813 Redemption	2,968.11		2,968.11	100.0%
	4030 · Prior-Year Secured - Other	(39,217.97)	(7,481.51)	(31,736.46)	(424.2%)
	Total 4030 · Prior-Year Secured	(40,015.79)	(7,481.51)	(32,534.28)	(434.86%)
	4040 · Prior-Year Unsecured				
	Prior Unsecured	4,829.74			
	Prior-Year Unsecured Other	(9,445.14)		(9,445.14)	(100.0%)
	Total 4040 · Prior-Year Unsecured	(4,615.40)		(4,615.40)	(100.0%)
	4050 · Homeowners Exemption	14,015.88	14,111.58	(95.70)	(0.68%)
	4060 · Special Assessment				
	4060.01 · Per Parcel Benefit Assessment	748,196.67	762,876.00	(14,679.33)	(1.92%)
	Direct Assessments	57.88			

Altadena Library District Profit & Loss Prev Year Comparison July 2016 through June 2017

Income					
DONATIONS AND GRANTS					
	Special Assessments Other	32,350.77		32,350.77	100.0%
	Total 4060 · Special Assessment	780,605.32	762,876.00	17,729.32	2.32%
	Penalties, Interest & Costs-Ref	11,672.80	12,971.71		
	RDA ABx126 Income	40,754.58	35,456.03		
	County Interest Allocation	8,338.49	17,321.72	(8,983.23)	(51.86%)
	Total Property Taxes	3,160,421.29	2,993,562.76	166,858.53	5.57%
	Total REVENUES	3,160,421.29	2,993,562.76	166,858.53	5.57%
Total Income		3,734,899.49	3,234,905.95	499,993.54	15.46%
Expense					
PERSONNEL RELATED EXPENSES					
	5000 · SALARIES & WAGES				
	Total 5000 · SALARIES & WAGES	1,454,695.74	1,470,419.00	(15,723.26)	(1.07%)
	5100 · Employer-Portion Taxes/Benefits				
	5120 · Payroll Taxes (ER)	91,002.20		91,002.20	100.0%
	5120.01 · Soc Security & Medicare	26,514.73	110,042.23	(83,527.50)	(75.91%)
	Total 5210 · PERS Retirement	189,940.34	87,921.83	102,018.51	116.03%
	5222 · OPEB Contribution	140,004.00	100,998.00	39,006.00	38.62%
	OPEB Liability Change	(107,428.00)			
	5250 · SUI	809.65	6,931.72	(6,122.07)	(88.32%)
	Total 5100 · Employer-Portion Taxes/Benefits	340,842.92	305,893.78	34,949.14	11.43%
	5200 · Insurance				
	5220 · Health Insurance	119,406.31	115,744.14	3,662.17	3.16%
	5221 · Health Insurance - Retirees	69,408.47		69,408.47	100.0%
	5230 · Dental Insurance	15,473.93	14,133.84	1,340.09	9.48%
	5240 · Vision Insurance	4,642.20	4,748.95	(106.75)	(2.25%)
	5260 · Life Insurance	1,533.18	1,615.20	(82.02)	(5.08%)
	5270 · Workers' Compensation	17,802.97	10,787.05	7,015.92	65.04%
	5280 · Disability Insurance	252.75		252.75	100.0%
	Total 5200 · Insurance	228,519.81	147,029.18	81,490.63	55.43%
	Total PERSONNEL RELATED EXPENSES	2,024,058.47	1,923,341.96	100,716.51	5.24%
CAPITAL					
	7310 · Equipment, Furniture & Fixtures	0.00	25,252.80	(25,252.80)	(100.0%)
	7320 · Structures & Improvements	1,080.00		1,080.00	100.0%
	Total CAPITAL	1,080.00	25,252.80	(24,172.80)	(95.72%)
DEPRECIATION EXPENSE					
	7700 · Depreciation Expense	45,045.60	18,692.21	26,353.39	140.99%
	Total DEPRECIATION EXPENSE	45,045.60	18,692.21	26,353.39	140.99%
FACILITIES, GROUNDS & MAINTENAN					
	7205 · Maintenance Contracts	23,375.06	5,934.00	17,441.06	293.92%
	7210 · Building Maint & Repairs	82,937.60	30,994.29	51,943.31	167.59%
	7220 · Landscape	23,429.14	1,676.78	21,752.36	1,297.27%
	Total FACILITIES, GROUNDS & MAINTENAN	129,741.80	38,605.07	91,136.73	236.08%
LIBRARY MATERIALS					
	6110 · Cataloging Expenses	18,168.08	18,928.60	(760.52)	(4.02%)
	6115 · Electronic Databases & Subscrip	19,162.98	11,228.00	7,934.98	70.67%
	6120 · Books	104,920.34	116,742.45	(11,822.11)	(10.13%)
	6125 · Audio CD	13,177.21	24,649.99	(11,472.78)	(46.54%)
	6130 · DVD's & Videogames	23,227.26	20,223.19	3,004.07	14.86%
	6135 · Processing of Materials	28,445.19	42,553.62	(14,108.43)	(33.15%)
	6140 · Periodicals	12,954.34	12,571.80	382.54	3.04%
	6150 · Downloadables	23,618.21	13,399.55	10,218.66	76.26%
	Total LIBRARY MATERIALS	243,673.61	260,297.20	(16,623.59)	(6.39%)

Altadena Library District
Profit & Loss Prev Year Comparison
July 2016 through June 2017

Income					
	DONATIONS AND GRANTS				
	MISCELLANEOUS EXPENSE				
	7510 · Miscellaneous Expense	91,577.37	1,673.35	89,904.02	5,372.7%
	Total MISCELLANEOUS EXPENSE	91,577.37	1,673.35	89,904.02	5,372.7%
	OPERATING EXPENSES				
	6430 · Insurance-Gen, Prop, Liab, Eq	41,517.61	29,381.49	12,136.12	41.31%
	6620 · Membership Dues & Subscriptions	13,110.00	15,052.16	(1,942.16)	(12.9%)
	6625 · Training & Education	5,898.40	5,238.00	660.40	12.61%
	6626 · Recruitment, Gifts and Memorial	6,682.78	4,391.74	2,291.04	52.17%
	6627 · Advertising / Marketing	27,467.95	23,408.15	4,059.80	17.34%
	6710 · Meetings & Travel	11,819.43	8,561.05	3,258.38	38.06%
	6730 · Mileage & Parking Reimbursement	667.48	884.96	(217.48)	(24.58%)
	6740 · Postage & Delivery	8,831.00	11,164.87	(2,333.87)	(20.9%)
	6745 · Banking & Service Fees	1,341.33	1,961.23	(619.90)	(31.61%)
	6746 · Payroll Fees	13,319.78	13,365.04	(45.26)	(0.34%)
	6750 · Printing & Reproduction	7,191.07	21,769.92	(14,578.85)	(66.97%)
	6755 · Equipment, Furniture, Fixtures	33,987.15	6,382.28	27,604.87	432.52%
	6765 · Janitorial Supplies	12,416.05	15,061.48	(2,645.43)	(17.56%)
	6770 · Operating Supplies	36,711.84	28,713.07	7,998.77	27.86%
	6780 · Operating Software	325.53	32,350.95	(32,025.42)	(98.99%)
	6790 · Hardware (Computers / Tech)	2,983.46	6,218.93	(3,235.47)	(52.03%)
	6920 · Electricity	34,938.22	42,480.22	(7,542.00)	(17.75%)
	6930 · Natural Gas	4,797.05	5,673.39	(876.34)	(15.45%)
	6940 · Water & Sewage	5,165.84	3,753.33	1,412.51	37.63%
	6950 · Refuse	4,678.92	4,552.19	126.73	2.78%
	6960 · Products for Resale	2,970.23	229.86	2,740.37	1,192.19%
	6970 · Equipment Lease & Rental	12,802.39	14,458.24	(1,655.85)	(11.45%)
	7530 · Direct Assessments/Admin Costs	32,492.92	31,974.53	518.39	1.62%
	Total OPERATING EXPENSES	322,116.43	327,027.08	(4,910.65)	(1.5%)
	PROFESSIONAL & TECHNICAL				
	7125 · Audit and Financial Consulting	35,583.34	10,843.75	24,739.59	228.15%
	7130 · Legal Fees	18,980.98	23,245.33	(4,264.35)	(18.35%)
	7135 · Technology Consulting	7,178.80	23,644.39	(16,465.59)	(69.64%)
	7140 · Architectural & Engineering	5,000.00	11,128.92	(6,128.92)	(55.07%)
	7145 · Collection Agency	1,414.10	1,136.65	277.45	24.41%
	7155 · Consultants - Other	70,168.24	12,485.00	57,683.24	462.02%
	7170 · Telecommunications	(1,495.09)	22,546.75	(24,041.84)	(106.63%)
	7175 · Internet Service	23,915.17	9,190.92	14,724.25	160.2%
	7180 · Technology Equipment	59,110.71	31,681.41	27,429.30	86.58%
	7185 · Technology Maintenance Fees	47,015.74	18,478.30	28,537.44	154.44%
	7190 · Website Development	360.00	360.00		
	Total PROFESSIONAL & TECHNICAL	267,231.99	164,741.42	102,490.57	62.21%
	PROGRAMS				
	6200 · Youth Services	9,248.37	11,632.22	(2,383.85)	(20.49%)
	6210 · Teen Services	2,516.04	31,562.21	(29,046.17)	(92.03%)
	6220 · Adult Services	18,599.37	20,851.49	(2,252.12)	(10.8%)
	6230 · Bob Lucas Branch Services	1,354.59	1,480.74	(126.15)	(8.52%)
	6240 · Literacy Services	84.35	5,290.73	(5,206.38)	(98.41%)
	Total PROGRAMS	31,802.72	70,817.39	(39,014.67)	(55.09%)
	Total Expense	3,156,327.99	2,830,448.48	325,879.51	11.51%
	Net Ordinary Income	578,571.50	404,457.47	174,114.03	43.05%
	Net Income	578,571.50	404,457.47	174,114.03	43.05%

Altadena Library District
BUDGET VERSUS ACTUAL
For the Year Ended June 30, 2017

						100% Complete	
				Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense							
Income							
DONATIONS AND GRANTS							
	4710	· Friends of the Library	21,000.00	21,000.00			100.0%
	4730	· Undesignated	17,503.00	16,916.00	587.00		103.47%
	4735	· Designated	71,802.37	87,750.00	(15,947.63)		81.83%
	4740	· CA Library Literacy Services	26,300.00	26,300.00			100.0%
	4750	· Cal State Library	13,500.00	13,500.00			100.0%
	4755	· HUD Grant	319,998.29	318,263.64	1,734.65		100.55%
	Total DONATIONS AND GRANTS		470,103.66	483,729.64	(13,625.98)		97.18%
FINES & FEES							
	4305	· Fines	18,797.99	28,000.00	(9,202.01)		67.14%
	4310	· Printer & Copy Machine	6,103.35	8,500.00	(2,396.65)		71.8%
	4330	· Video Game Rentals					
	4340	· Passport Services Fees	78,566.50	76,000.00	2,566.50		103.38%
	Total FINES & FEES		103,467.84	112,500.00	(9,032.16)		91.97%
INTEREST INCOME & ADJUSTMENTS							
	4210	· Chase Bank	1,530.31	20.00	1,510.31		7,651.55%
	FMV COLA		(3,516.48)		(3,516.48)		100.0%
	Total INTEREST INCOME & ADJUSTMENTS		(1,986.17)	20.00	(2,006.17)		(9,930.85%)
OTHER REVENUE & ADJUSTMENT							
	4910	· Miscellaneous Income	892.87	5,000.00	(4,107.13)		17.86%
	4940	· Transfer in from Reserves	0.00	126,683.74	(126,683.74)		0.0%
	4999	· Rewards & Incentives	2,000.00	6,000.00	(4,000.00)		33.33%
	Total OTHER REVENUE & ADJUSTMENT		2,892.87	137,683.74	(134,790.87)		2.1%
REVENUES							
Property Taxes							
	4010 · Current-Year Secured						
	4010.00	· Current Secured	2,032,173.93	2,027,714.00	4,459.93		100.22%
	4010.01	· Revenue Residual	40,754.58				
	4010.02	· Statutory Revenue	4,054.19				
	SB 813 Supplemental		60,512.21	28,840.00			
	Current-Year Secured Other		123,650.92	0.00	123,650.92		100.0%
	Total 4010 · Current-Year Secured		2,261,145.83	2,056,554.00	204,591.83		109.95%
	4020 · Current-Year Unsecured						
	4020	· Current-Year Unsecured - Other	88,519.58	72,100.00	16,419.58		122.77%
	Total 4020 · Current-Year Unsecured		88,519.58	72,100.00	16,419.58		122.77%
	4030 · Prior-Year Secured						
	4030	· Prior-Year Secured	(40,015.79)	10,300.00	(50,315.79)		(388.5%)
	Total 4030 · Prior-Year Secured		(40,015.79)	10,300.00	(50,315.79)		(388.5%)
	4040 · Prior-Year Unsecured						
	4040.00	· Prior Unsecured	(4,615.40)				
	Total 4040 · Prior-Year Unsecured		(4,615.40)				
	4050	· Homeowners Exemption	14,015.88	7,725.00	6,290.88		181.44%
	4060 · Special Assessment						
	4060.01	· Per Parcel Benefit Assessment	748,196.67	780,996.00	(32,799.33)		95.8%
	4060.02	· Direct Assessments	32,408.65				
	Total 4060 · Special Assessment		780,605.32	780,996.00	(390.68)		99.95%
	Penalties, Interest & Costs-Ref		11,672.80	15,450.00			
	County Interest Allocation		8,338.49	10,000.00			
	4090	· RDA ABx126 Income	40,754.58	26,500.00	14,254.58		153.79%

	Total Property Taxes	3,160,421.29	2,979,625.00	180,796.29	106.07%
	Total REVENUES	3,160,421.29	2,979,625.00	180,796.29	106.07%
	Total Income	3,734,899.49	3,713,558.38	21,341.11	100.58%
	Expense				
	PERSONNEL RELATED EXPENSES				
	5000 · SALARIES & WAGES				
	Total 5000 · SALARIES & WAGES	1,454,695.74	1,472,058.00	(17,362.26)	98.82%
	5100 · Employer-Portion Taxes/Benefits				
	5120 · Payroll Taxes (ER)	91,002.20		91,002.20	100.0%
	5120.01 · Soc Security & Medicare	26,514.73	116,820.00	(90,305.27)	22.7%
	5210 · PERS Retirement				
	5210 · PERS Retirement	189,940.34	180,765.00	9,175.34	105.08%
	Total 5210 · PERS Retirement	189,940.34	180,765.00	9,175.34	105.08%
	5222 · OPEB Contribution	140,004.00	140,000.00	4.00	100.0%
	OPEB Liability Change	(107,428.00)			
	5250 · SUI	809.65	17,698.00	(16,888.35)	4.58%
	Total 5100 · Employer-Portion Taxes/Benefits	340,842.92	455,283.00	(114,440.08)	74.86%
	5200 · Insurance				
	5220 · Health Insurance	119,406.31	204,000.00	(84,593.69)	58.53%
	5221 · Health Insurance - Retirees	69,408.47		69,408.47	100.0%
	5230 · Dental Insurance	15,473.93	14,435.00	1,038.93	107.2%
	5240 · Vision Insurance	4,642.20	4,308.00	334.20	107.76%
	5260 · Life Insurance	1,533.18	1,710.00	(176.82)	89.66%
	5270 · Workers' Compensation	17,802.97	18,000.00	(197.03)	98.91%
	5280 · Disability Insurance	252.75		252.75	100.0%
	Total 5200 · Insurance	228,519.81	242,453.00	(13,933.19)	94.25%
	Total PERSONNEL RELATED EXPENSES	2,024,058.47	2,169,794.00	(145,735.53)	93.28%
	CAPITAL				
	7310 · Equipment, Furniture & Fixtures	0.00	297,000.00	(297,000.00)	0.0%
	7320 · Structures & Improvements	1,080.00	128,156.00	(127,076.00)	0.84%
	Total CAPITAL	1,080.00	425,156.00	(424,076.00)	0.25%
	DEPRECIATION EXPENSE	45,045.60			
	FACILITIES, GROUNDS & MAINTENAN				
	7205 · Maintenance Contracts	23,375.06	18,000.00	5,375.06	129.86%
	7210 · Building Maint & Repairs	82,937.60	85,000.00	(2,062.40)	97.57%
	7220 · Landscape	23,429.14	25,000.00	(1,570.86)	93.72%
	Total FACILITIES, GROUNDS & MAINTENAN	129,741.80	128,000.00	1,741.80	101.36%
	LIBRARY MATERIALS				
	6110 · Cataloging Expenses	18,168.08	19,604.00	(1,435.92)	92.68%
	6115 · Electronic Databases & Subscrip	19,162.98	17,658.77	1,504.21	108.52%
	6120 · Books	104,920.34	166,944.00	(62,023.66)	62.85%
	6125 · Audio CD	13,177.21	19,253.00	(6,075.79)	68.44%
	6130 · DVD's & Videogames	23,227.26	25,110.00	(1,882.74)	92.5%
	6135 · Processing of Materials	28,445.19	35,000.00	(6,554.81)	81.27%
	6140 · Periodicals	12,954.34	12,500.00	454.34	103.64%
	6150 · Downloadables	23,618.21	20,000.00	3,618.21	118.09%
	Total LIBRARY MATERIALS	243,673.61	316,069.77	(72,396.16)	77.1%
	MISCELLANEOUS EXPENSE				
	7510 · Miscellaneous Expense	91,577.37		91,577.37	100.0%
	7520 · Refunds/Parcel	0.00	1,000.00	(1,000.00)	0.0%
	Total MISCELLANEOUS EXPENSE	91,577.37	1,000.00	90,577.37	9,157.74%
	OPERATING EXPENSES				
	6430 · Insurance-Gen, Prop, Liab, Eq	41,517.61	41,467.61	50.00	100.12%
	6620 · Membership Dues & Subscriptions	13,110.00	13,000.00	110.00	100.85%
	6625 · Training & Education	5,898.40	8,000.00	(2,101.60)	73.73%
	6626 · Recruitment, Gifts and Memorial	6,682.78	7,000.00	(317.22)	95.47%

	6627 · Advertising / Marketing	27,467.95	34,000.00	(6,532.05)	80.79%
	6710 · Meetings & Travel	11,819.43	9,000.00	2,819.43	131.33%
	6730 · Mileage & Parking Reimbursement	667.48	800.00	(132.52)	83.44%
	6740 · Postage & Delivery	8,831.00	9,500.00	(669.00)	92.96%
	6745 · Banking & Service Fees	1,341.33	2,000.00	(658.67)	67.07%
	6746 · Payroll Fees	13,319.78	13,000.00	319.78	102.46%
	6750 · Printing & Reproduction	7,191.07	11,000.00	(3,808.93)	65.37%
	6755 · Equipment, Furniture, Fixtures	33,987.15	25,000.00	8,987.15	135.95%
	6765 · Janitorial Supplies	12,416.05	14,500.00	(2,083.95)	85.63%
	6770 · Operating Supplies	36,711.84	30,000.00	6,711.84	122.37%
	6780 · Operating Software	325.53	1,000.00	(674.47)	32.55%
	6790 · Hardware (Computers / Tech)	2,983.46	3,000.00	(16.54)	99.45%
	6920 · Electricity	34,938.22	42,000.00	(7,061.78)	83.19%
	6930 · Natural Gas	4,797.05	5,500.00	(702.95)	87.22%
	6940 · Water & Sewage	5,165.84	5,600.00	(434.16)	92.25%
	6950 · Refuse	4,678.92	4,500.00	178.92	103.98%
	6960 · Products for Resale	2,970.23	8,500.00	(5,529.77)	34.94%
	6970 · Equipment Lease & Rental	12,802.39	15,424.00	(2,621.61)	83.0%
	7530 · Direct Assessments/Admin Costs	32,492.92	30,133.00	2,359.92	107.83%
	Total OPERATING EXPENSES	322,116.43	333,924.61	(11,808.18)	96.46%
	PROFESSIONAL & TECHNICAL				
	7125 · Audit and Financial Consulting	35,583.34	39,000.00	(3,416.66)	91.24%
	7130 · Legal Fees	18,980.98	20,000.00	(1,019.02)	94.91%
	7135 · Technology Consulting	7,178.80	10,000.00	(2,821.20)	71.79%
	7140 · Architectural & Engineering	5,000.00	5,000.00		100.0%
	7145 · Collection Agency	1,414.10	1,800.00	(385.90)	78.56%
	7155 · Consultants - Other	70,168.24	73,939.00	(3,770.76)	94.9%
	7170 · Telecommunications	(1,495.09)	10,000.00	(11,495.09)	(14.95%)
	7175 · Internet Service	23,915.17	6,575.00	17,340.17	363.73%
	7180 · Technology Equipment	59,110.71	63,000.00	(3,889.29)	93.83%
	7185 · Technology Maintenance Fees	47,015.74	52,800.00	(5,784.26)	89.05%
	7190 · Website Development	360.00	2,000.00	(1,640.00)	18.0%
	Total PROFESSIONAL & TECHNICAL	267,231.99	284,114.00	(16,882.01)	94.06%
	PROGRAMS				
	6200 · Youth Services	9,248.37	10,000.00	(751.63)	92.48%
	6210 · Teen Services	2,516.04	5,500.00	(2,983.96)	45.75%
	6220 · Adult Services	18,599.37	35,000.00	(16,400.63)	53.14%
	6230 · Bob Lucas Branch Services	1,354.59	2,000.00	(645.41)	67.73%
	6240 · Literacy Services	84.35	3,000.00	(2,915.65)	2.81%
	Total PROGRAMS	31,802.72	55,500.00	(23,697.28)	57.3%
	Total Expense	3,156,327.99	3,713,558.38	(557,230.39)	85.0%
	Net Ordinary Income	578,571.50		578,571.50	100.0%
	Net Income	578,571.50		578,571.50	100.0%

Altadena Library District
Profit Loss
For Fiscal Year End June 30, 2017

11/18/2017

	Jul '16 - Jun 17	% of Total
Primary Income/Expense		
Income		
DONATIONS AND GRANTS		
4710 · Friends of the Library	21,000.00	0.63%
4730 · Undesignated	17,503.00	0.52%
4735 · Designated	71,802.37	
4740 · CA Library Literacy Services	26,300.00	0.79%
4750 · Cal State Library	13,500.00	0.4%
4755 · HUD Grant	319,998.29	
Total DONATIONS AND GRANTS	470,103.66	2.34%
FINES & FEES		
4305 · Fines	18,797.99	0.56%
4310 · Printer & Copy Machine	6,103.35	0.18%
4330 · Video Game Rentals		0.0%
4340 · Passport Services Fees	78,566.50	2.35%
Total FINES & FEES	103,467.84	3.09%
INTEREST INCOME & ADJUSTMENTS		
4210 · Chase Bank	1,530.31	0.05%
4221 · FMV COLA	(3,516.48)	(0.11%)
Total INTEREST INCOME & ADJUSTMENTS	(1,986.17)	(0.06%)
OTHER REVENUE & ADJUSTMENT		
4910 · Miscellaneous Income	892.87	0.03%
4999 · Rewards & Incentives	2,000.00	0.06%
Total OTHER REVENUE & ADJUSTMENT	2,892.87	0.09%
REVENUES		
Property Taxes		
4010 · Current-Year Secured		
4010.00 · Current Secured	2,032,173.93	60.79%
4010.01 · Revenue Residual	40,754.58	1.22%
4010.02 · Statutory Revenue	4,054.19	0.12%
SB 813 Supplemental	60,512.21	1.81%
Current-Year Secured Other	123,650.92	3.7%
Total 4010 · Current-Year Secured	2,261,145.83	67.64%
4020 · Current-Year Unsecured		
4020.00 · Current Unsecured	74,456.10	2.23%
4020 · Current-Year Unsecured - Other	14,063.48	0.42%
Total 4020 · Current-Year Unsecured	88,519.58	2.65%
4030 · Prior-Year Secured		
4030.00 · Prior Secured	35,151.42	1.05%
4030.01 · Secured Refunds	(39,856.39)	(1.19%)
4030.02 · Statutory Revenue	939.04	0.03%
4030.03 · SB 813 Redemption	2,968.11	0.09%

Profit Loss

For Fiscal Year End June 30, 2017

4030 · Prior-Year Secured - Other	(39,217.97)	(1.17%)
Total 4030 · Prior-Year Secured	(40,015.79)	(1.2%)
4040 · Prior-Year Unsecured		
Prior Unsecured	4,829.74	0.14%
Prior-Year Unsecured Other	(9,445.14)	(0.28%)
Total 4040 · Prior-Year Unsecured	(4,615.40)	(0.14%)
4050 · Homeowners Exemption	14,015.88	0.42%
4060 · Special Assessment		
4060.01 · Per Parcel Benefit Assessment	748,196.67	22.38%
Direct Assessments	57.88	0.0%
Special Assessments Other	32,350.77	0.97%
Total 4060 · Special Assessment	780,605.32	23.35%
Penalties, Interest & Costs-Ref	11,672.80	0.35%
RDA ABx126 Income	40,754.58	1.22%
County Interest Allocation	8,338.49	0.25%
Total Property Taxes	3,160,421.29	94.54%
Total REVENUES	3,160,421.29	
Total Income	3,734,899.49	100.0%
Expense		
PERSONNEL RELATED EXPENSES		
5000 · SALARIES & WAGES		
Total 5000 · SALARIES & WAGES	1,454,695.74	46.77%
5100 · Employer-Portion Taxes/Benefits		
5120 · Payroll Taxes (ER)	91,002.20	2.93%
5120.01 · Soc Security & Medicare	26,514.73	0.85%
Total 5210 · PERS Retirement	189,940.34	6.11%
5222 · OPEB Contribution	140,004.00	4.5%
OPEB Liability Change	(107,428.00)	(3.45%)
5250 · SUI	809.65	0.03%
Total 5100 · Employer-Portion Taxes/Benefits	340,842.92	10.96%
5200 · Insurance		
5220 · Health Insurance	119,406.31	3.84%
5221 · Health Insurance - Retirees	69,408.47	2.23%
5230 · Dental Insurance	15,473.93	0.5%
5240 · Vision Insurance	4,642.20	0.15%
5260 · Life Insurance	1,533.18	0.05%
5270 · Workers' Compensation	17,802.97	0.57%
5280 · Disability Insurance	252.75	0.01%
Total 5200 · Insurance	228,519.81	7.35%
Total PERSONNEL RELATED EXPENSES	2,024,058.47	65.08%
CAPITAL		
7310 · Equipment, Furniture & Fixtures	0.00	
7320 · Structures & Improvements	1,080.00	
Total CAPITAL	1,080.00	

Altadena Library District
Profit Loss
For Fiscal Year End June 30, 2017

11/18/2017

DEPRECIATION EXPENSE		
7700 · Depreciation Expense	45,045.60	
Total DEPRECIATION EXPENSE	<u>45,045.60</u>	
FACILITIES, GROUNDS & MAINTENAN		
7205 · Maintenance Contracts	23,375.06	0.75%
7210 · Building Maint & Repairs	82,937.60	2.67%
7220 · Landscape	23,429.14	0.75%
Total FACILITIES, GROUNDS & MAINTENAN	<u>129,741.80</u>	4.17%
LIBRARY MATERIALS		
6110 · Cataloging Expenses	18,168.08	0.58%
6115 · Electronic Databases & Subscrip	19,162.98	0.62%
6120 · Books	104,920.34	3.37%
6125 · Audio CD	13,177.21	0.42%
6130 · DVD's & Videogames	23,227.26	0.75%
6135 · Processing of Materials	28,445.19	0.91%
6140 · Periodicals	12,954.34	0.42%
6150 · Downloadables	23,618.21	0.76%
Total LIBRARY MATERIALS	<u>243,673.61</u>	7.83%
MISCELLANEOUS EXPENSE		
7510 · Miscellaneous Expense	91,577.37	2.94%
Total MISCELLANEOUS EXPENSE	<u>91,577.37</u>	2.94%
OPERATING EXPENSES		
6430 · Insurance-Gen, Prop, Liab, Eq	41,517.61	1.33%
6620 · Membership Dues & Subscriptions	13,110.00	0.42%
6625 · Training & Education	5,898.40	0.19%
6626 · Recruitment, Gifts and Memorial	6,682.78	0.21%
6627 · Advertising / Marketing	27,467.95	0.88%
6710 · Meetings & Travel	11,819.43	0.38%
6730 · Mileage & Parking Reimbursement	667.48	0.02%
6740 · Postage & Delivery	8,831.00	0.28%
6745 · Banking & Service Fees	1,341.33	0.04%
6746 · Payroll Fees	13,319.78	0.43%
6750 · Printing & Reproduction	7,191.07	0.23%
6755 · Equipment, Furniture, Fixtures	33,987.15	1.09%
6765 · Janitorial Supplies	12,416.05	0.4%
6770 · Operating Supplies	36,711.84	1.18%
6780 · Operating Software	325.53	0.01%
6790 · Hardware (Computers / Tech)	2,983.46	0.1%
6920 · Electricity	34,938.22	1.12%
6930 · Natural Gas	4,797.05	0.15%
6940 · Water & Sewage	5,165.84	0.17%
6950 · Refuse	4,678.92	0.15%
6960 · Products for Resale	2,970.23	0.1%
6970 · Equipment Lease & Rental	12,802.39	0.41%

Profit Loss

For Fiscal Year End June 30, 2017

7530 · Direct Assessments/Admin Costs	32,492.92	1.04%
Total OPERATING EXPENSES	322,116.43	10.36%
PROFESSIONAL & TECHNICAL		
7125 · Audit and Financial Consulting	35,583.34	1.14%
7130 · Legal Fees	18,980.98	0.61%
7135 · Technology Consulting	7,178.80	0.23%
7140 · Architectural & Engineering	5,000.00	0.16%
7145 · Collection Agency	1,414.10	0.05%
7155 · Consultants - Other	70,168.24	2.26%
7170 · Telecommunications	(1,495.09)	(0.05%)
7175 · Internet Service	23,915.17	0.77%
7180 · Technology Equipment	59,110.71	1.9%
7185 · Technology Maintenance Fees	47,015.74	1.51%
7190 · Website Development	360.00	0.01%
Total PROFESSIONAL & TECHNICAL	267,231.99	8.59%
PROGRAMS		
6200 · Youth Services	9,248.37	0.3%
6210 · Teen Services	2,516.04	0.08%
6220 · Adult Services	18,599.37	0.6%
6230 · Bob Lucas Branch Services	1,354.59	0.04%
6240 · Literacy Services	84.35	0.0%
Total PROGRAMS	31,802.72	1.02%
Total Expense	3,156,327.99	100.0%
Ordinary Income	578,571.50	
Net Income	578,571.50	

Percentages are exclusive of HUD & Foundation funding for
Phase I Renovation and Capital and Depreciation Expense.

Altadena Library District
BUDGET VERSUS ACTUAL
For the Year Ended June 30, 2017

	July '16 - June '17	BUDGET 2016/2017	VARIANCE POSITIVE NEGATIVE	PERCENT
REVENUES:				
Property Taxes	2,379,816	2,198,629	181,187	108.24%
Parcel Taxes	780,605	780,996	(391)	99.95%
Interest	(1,986)	20	(2,006)	-9930.85%
Fees & Passports	103,468	112,500	(9,032)	91.97%
Donations, Grants, Misc.	472,997	494,730	(21,733)	95.61%
Transfer in from Reserves		126,684	(126,684)	0.00%
TOTAL REVENUES	3,734,899	3,713,558	21,341	100.58%
EXPENDITURES:				
Wages and Benefits	2,024,058	2,169,794	(145,736)	93.28%
Library Materials	243,674	316,070	(72,396)	77.10%
Library Services	31,803	55,500	(23,697)	57.30%
Operating Expenses	322,116	333,925	(11,808)	96.46%
Depreciation Expense	45,046		45,046	100.00%
Professional and Technical	267,232	284,114	(16,882)	94.06%
Facilities, Grounds and Maintenance	129,742	128,000	1,742	101.36%
Capital	1,080	425,156	(424,076)	0.25%
Misc. Expenses	91,577	1,000	90,577	9157.74%
TOTAL EXPENDITURES	3,156,328	3,713,558	(557,230)	85.00%
NET INCOME	578,572	0	578,572	100.00%



Honoring the past, cultivating the present, empowering the future

MINUTES

Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

August 28, 2017 – 5:05 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:**

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

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.

MOTION BY Trustee McMullins TO ADOPT THE AGENDA AS AMENDED:

Second: Trustee Zelada-Garcia

Aye: Trustee Zambrano, Trustee McDonald, Trustee Zelada-Garcia, Trustee McMullins

No: None

Abstain: None

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.

Gail Meltzer- Gail congratulated Director Kittay, Staff and the Board for all the positive changes that have been taking place in the Library. She expressed her appreciation for the Boards Retreat, Community Conversations and programs.

Mark Mariscal- Mark noted that if the Board wished to have time suggestions on the Agenda, that they be for specific attendance to meetings, such as speakers or presenters, and/or specific agenda items that the Board would like to hear by a certain time. He noted that putting times next to each agenda item was limiting and could present problems.

Yuni LaFontaine- Yuni mentioned that the Foundation is concentrating its efforts to build the Board, and asked the Trustees for their help in building the Foundation and outreach to possible new members. She explained the fund raising component and why it was important as part of the Boards Retreat.

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

HIRES/PROMOTIONS:

1) APPOINTMENTS
None

2) RESIGNATIONS AND TERMINATIONS

<u>Name</u>	<u>Position</u>	<u>Status</u>	<u>Effective Date</u>
Perla Vogel	Library Clerk I	PTH	7/12/2017
Chris Woods	Library Clerk II	PTH	7/22/2017
Melloney Collier	Library Associate	FTH	7/28/2017

- 3) TRANSFERS AND PROMOTIONS
None

6. **FINANCIAL REPORTS**

- a) Financial reports for June 2017 (**DISCUSSION/POSSIBLE ACTION**) (Presented by Cindy Byerrum, CPA)
Cindy Byerrum, CPA, introduced herself to the Trustees and explained her role working with the District.

Trustee McDonald said he was “concerned” about the year-end results of the Library’s materials expenditures. Director Kittay and Collection Development Manager Estella Terrazas noted that this was due to staff changes in the department, along with the recent renovation. Estella also noted that staff was addressing purchase suggestions and still working on placing those orders for patrons. Trustee McDonald asked if the unspent funds were added to the materials budget for the coming fiscal year. Director Kittay noted that the budget for materials was not raised, but that staff would be assessing the collection throughout the year and it would be addressed at the mid-year budget amendment if needed. Trustee McDonald stated that the materials budget was slightly reduced as compared to last fiscal year.

The Board noted that it would wait for the final Year End financials to receive and file the financial reports for June 2017.

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 24, 2017
- b) Approval of Minutes – Special Meeting held July 29, 2017
- c) Statistical Reports – YTD – July 2017
- d) Departmental Monthly Report – July 2017
- e) Job Descriptions:
 - 1) Library Clerk I - General
 - 2) Library Clerk I – Collection Development
 - 3) Library Clerk II – General
- f) Resurfacing of Main Library Parking Lot, Approval For Director To Sign Quote And Issue Payment

Items D and F were removed from the consent calendar.

MOTION BY Trustee Zelada Garcia TO approve items on the Consent Calendar with the Exception of items D & F, which were removed for discussion:

Second: Trustee McDonald.

Aye: Trustee Zambrano, Trustee McDonald, Trustee Zelada-Garcia, Trustee McMullins

No: None

Abstain: None

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

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

Trustee McDonald asked for clarification regarding a sentence in the I.T. Report that mentioned a possible partnership with the Altadena Historical Society. Director Kittay noted that the Library is

obtaining their own subscription for the scanning of the Libraries' historical documents, with the intention of communicating and sharing information with the Historical Society. Trustee McDonald suggested the revision of the wording in the report for accuracy.

Item F- There was discussion regarding the anticipated 3 day closure of the parking lot. Jonathan Arevalo, project coordinator, noted that the company stated the job would take 1 to 3 days. They could be done in two days, but the third day was to make sure that the parking lot was set. Mr. Arevalo noted that patrons can park on adjacent streets, as they do when the parking lot has been full or closed for events. Trustee Bershatsky asked if there was a target date for this to be completed. Mr. Arevalo stated mid-September. Trustee McMullins asked if the work could be done towards the end of the week. Mr. Arevalo stated he would inquire about scheduling with the contracting company. Trustee Bershatsky asked how the contracting company was chosen. Mr. Arevalo stated that the job went through the standard process of three bids, and the company that was the lowest responsible bidder would be awarded the job. He stated that with the other two bids, price and quality were of concern. Trustee Bershatsky asked about the warranty and maintenance of the work. Mr. Arevalo stated that the guarantee was for 10 years, with the District completing maintenance every 4 to 7 years. Trustee Zambrano asked if the District can use any vendor for maintenance, to which Mr. Arevalo stated yes, and that it would not affect the warranty. Trustee McDonald asked for clarification regarding a statement in the report about ADA compliance and liability issues that re-doing the parking lot would help to remedy. Mr. Arevalo noted that the broken pieces of parking lot debris and the uneven surface made for a dangerous environment. Director Kittay noted that patrons have fallen, including herself due to the condition of the parking lot. Trustee McMullins and Trustee McDonald asked where the funds for this project were coming from in relation to the budget. Director Kittay noted that this project had been budgeted for under the "Facilities + Capital Improvements" line item which the Board approved for \$350,000 during the Budget process.

MOTION BY Trustee McDonald to approve the parking lot bid and grant the authority to sign contracts to the Director.

Second: Trustee McMullins

Aye: Trustee Zambrano, Trustee McDonald, Trustee Zelada-Garcia, Trustee McMullins

No: None

Abstain: None

9. **NEW BUSINESS**

a) Annual Review of Outsourcing of Human Resources (**INFORMATION**)

10. **OLD BUSINESS**

a) Human Resources Update – Written Report by HRNetwork (**INFORMATION**) Audrienne Adams Lee

b) [REDACTED]

Audrienne provided a HR update which included information regarding the revision of Standard Operating Procedures and review of Job Descriptions. She also noted that Adult Services was assisting HRNetwork in Compensation research. She noted the District was currently on a Step System for pay increases and was transitioning to a merit system. She introduced Nicole Fabry, staff accountant, to explain the current Step System in place at the District.

After Fabry's explanation, Trustee McDonald noted that it had never been communicated to the Board that there was a step system and that it should have been analyzed and put into the budget. The Board recognized Mark Mariscal's request for public comment. Mariscal noted that he could almost guarantee that the step system had been analyzed and included in the budget and that if it wasn't communicated to the Board quite effectively that it might just be a misunderstanding.

Director Kittay noted that the salary schedule/step system had been in the Board Book at least five times in the past three years and that she had been working with and had discussed with the Budget committee, the elimination of the step system and a move to a merit system. She noted that Ryan Wroy, Public Services Manager, and she both discussed this change at the last budget committee meeting and committed to having a new system in place by the following budget year whereby an across the board merit would not be asked for again because the new system would provide merit individually, based upon each employee's performance. Kittay also noted that she had previously provided all the board members, in an email, a full accounting and copies of each board agenda, minutes and salary/step schedule that had been in the board book since her tenure began. Kittay provided the board with a hard copy of the memo.

11. DIRECTOR'S REPORT

Trustee McMullins noted that in Director Kittay's report, there were a number of facilities projects mentioned, and that she would like to see a prioritized list.

a) Final Report of Phase I Renovation (**INFORMATION**)

Director Kittay provided the final report of the Phase I Renovation.

b) Taste of Dena Update (**INFORMATION**)

Director Kittay provided an update on the Taste of Dena event, noting that there would be a table for the Board Members, and a ticket provided to them as a gift. She asked that they RSVP with her as soon as possible.

Trustee McMullins noted that she had already purchased her ticket and respectfully declined the gift.

c) Updating and Changes to the Bylaws – Request for special meeting and/or subcommittee (**INFORMATION/ACTION**)

Director Kittay provided the Trustees with a copy of the Bylaws, noting that they are extremely out of date, and noted that the Board might want to create a subcommittee to review and update their bylaws.

Trustee McDonald suggested that Administration offer suggestions for changes and updates to the Bylaws prior to the Board taking action on updating them.

Director Kittay stated that she would hire an Attorney for this process and would provide the Board with a document created with input from herself and the Attorney at a later date.

d) Strategic Plan Review & Creation – Request for special meeting and/or subcommittee (**INFORMATION/ACTION**)

Director Kittay mentioned to the Trustees that the Strategic Plan for the District was set to expire next year. She noted that it would be in the District's best interest for the Board to create a subcommittee to begin the discussion for how to plan for the process of writing the new strategic plan.

The Trustees did not want to take any action at this time.

They also requested that they be provided with a timeframe and what the strategic planning process would look like over time. Director Kittay noted that she recently provided them with this information via email.

Trustee McMullins noted that it would be helpful to have a list of strategic goals, and that if the District had the assistance of CLA (or similar) to help facilitate the process.

12. CORRESPONDENCE

a) CLLS Award Letter

13. REPORTS OF SUPPORT GROUPS

a) Altadena Library Foundation

Susan Bowen from the Altadena Library Foundation noted that the Foundation has approximately \$554,000 with approx. \$203,000 reserved for the Bob Lucas Branch Library. She also noted that due to the Biannual Registration coming up, the Foundation needs members to build the Board.

Trustee Zelada-Garcia asked when the next Foundation meeting will take place.

Ms. Bowen noted that the meetings take place on the 4th Tuesday of the Month at 4:30 p.m.

Trustee Zambrano asked if there would be Foundation representation at the Taste of Dena event.

b) Friends of the Altadena Library

Friends President Mark Mariscal noted that the Friends have approved \$1,000 for the Taste of 'Dena event and \$10,000 for the Library's Literacy program.

There was a Public Comment from Allisonne Crawford, the Altadena Elementary PTA President, who spoke about the partnership with the Altadena Library, and that she would be working with Director Kittay in the coming months on some initiatives for the Community. She expressed gratitude for the article in the CONNECT newsletter and for the partnership.

14. REPORTS OF TRUSTEES

Trustee McMullins mentioned that she attended the Eclipse event at the Library and really enjoyed the program.

15. CLOSED SESSION

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

- a) PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code Section 54957
Title: District Director
Annual Review of District Director

The Board went into Closed Session at 6:57 p.m.

16. RECESS BACK INTO OPEN SESSION

The Board Came out of Closed Session at 8:54 p.m.

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

The Board issued a verbal satisfactory review of the District Director- with a written review to be completed forthwith.

18. AGENDA ITEMS FOR FUTURE AGENDAS

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

19. ADJOURNMENT

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

Meeting Adjourned.



Honoring the past, cultivating the present, empowering the future

MINUTES

Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

October 23, 2017 – 5:11 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:**

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

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.

Mark Mariscal provided public comment on Agenda item #3 noting that the Board may want to reconsider adding to their Closed Session agenda language to state that the Board would be possibly approving a contract. He noted that he knows the Director's contract expires on October 31st and that if the Board adds and the 'possible approval' of a contract, they could negotiate with both parties in a closed session, and then come out of closed session to report the possible approval of a contract or extension.

MOTION BY Trustee McMullins TO ADOPT THE AGENDA:

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

No: None, Abstain: None

Mark asked for a point of clarification if the Board was continuing to approve the agenda without considering the amendment and that all they were going to do in closed session was negotiate a contract.

Trustee Bershatsky stated that Mark made a public comment, Trustee McDonald noted the Board cannot comment on Public Comment.

Mark noted that was true, however they could amend their agenda.

Trustee Bershatsky stated to Mark that Mark did not know what was going on with the negotiations and does not know where the Board is at. Trustee McDonald stated Marks comment did not make any sense and that he was "splitting hairs over the word negotiation".

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.

R. Mayreas provided a public comment, stating that he is a retired librarian who now uses the Altadena Library as his local library. He stated that the changes are impressive. He noted that he is

disappointed that there aren't many new non-fiction books. He said that he is concerned as a resident and while he knows there are a lot of other things going on, and new computers etc. he believes books are still important and hopes that they remain a focus. He also stated that it is a little hard to figure out where things are. He would like to see new books, comparable to a bookstore.

Trustee McDonald stated he wanted to make a comment from the Board that he has gone on record two meetings in a row being concerned about the collection as well.

S. Vega, a member of the Altadena Town Council came to respond to the presentation that Director Kittay made to the Town Council at their meeting. She noted that she has seen the positive impact of the changes to the Library and has received a lot of feedback from the Community. She stated that she believes the Board probably hears a lot of negative public comment and that she believes when there are positive comments that it is important for the Board to hear those as well.

Trustee Bershatsky stated the they "have an outstanding staff at this Library" and "they make it all happen".

Trustee Zambrano noted to Mr. Mayreas that if there was a particular title he was looking for, the staff can assist him in getting it to the Library.

J. Matthews from the Altadena Town Council stated that she has used the library with her children for over 40 years. She appreciated the inclusiveness of the material that includes items that are about me. She appreciates that children can read items that they can identify with.

M. Mariscal provided clarification on the Brown Act and the Board responses to public comment noting that they were giving responses. He mentioned that he would be providing comment later in the meeting, noting the Board had a responsibility to provide a contract for the employment of a Director.

V. Jones of the Altadena Town Council, 50-year resident. Appreciates the changes and wonderful things Mindy has done to the Library, and noted that she had concerns for the Bob Lucas Branch Library and would love to see updates and improvements to that Library as well.

H. Shakur stated that she felt there were not enough books in the Library. She stated that the teens are very loud, and she felt that there were too many programs being planned at one time, which made parking difficult and the Library loud and busy. She also stated she would like to see Bob Lucas receive more attention, including a larger sign.

A. Chomyn a member of the Altadena Town Council, stated that Director Kittay provides monthly updates to the Town Council and she thinks it's "remarkable" that the work the Library has done to bring the community together, and taking the action in the community to bring awareness to the Library.

B. Malone, president of the Altadena Chamber of Commerce, member of the Town Council, stated that in the last few years Altadena has seen a lot of positive changes in the Library. He stated that the Community had a visioning process and the Library had the community conversations process, which both addressed the same questions, and he wonders now what to do with the information. He stated that he believed all of the organizations of Altadena should be mindful so that they are working together. He would like to see more partnerships and bringing in of other community organizations. He believes it is important for community organizations to support each other so that there will be groups in the future to help support the funding of the Library as in the past.

C. Kumanchik stated she is a relatively new resident of Altadena, who was not very involved with the Library until she met Director Kittay. She stated that she really enjoys all the events and programs. She mentioned that Director Kittay told her about the renovations to which her husband, her mother and herself decided to get involved and contribute to the Children's area. She stated that she believes Director Kittay has done a great job. She noted she volunteered on the 50th anniversary committee and met the wonderful staff. She believes the Library brings the community together and it is not just about books and it is now an experience and she believes it is due a lot to Director Kittay's leadership.

5. **PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS
HIRES/PROMOTIONS: (3 minutes)**

- 1) APPOINTMENTS
Naomi Ruiz, PT Library Clerk I - September 5, 2017
Helen Cate, PT Library Page - September 11, 2017
- 2) RESIGNATIONS AND TERMINATIONS

<u>Name</u>	<u>Position</u>	<u>Status</u>	<u>Effective Date</u>
None			
- 3) TRANSFERS AND PROMOTIONS
None

6. **FINANCIAL REPORTS (5 minutes)**

- a) Financial reports for August 2017

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

**MOTION BY Trustee McDonald to accept the financial reports. Second: Trustee McMullins
Aye: Trustee Zambrano, Trustee McDonald, Trustee McMullins, No: None, Abstain: None**

7. **CONSENT CALENDAR (5 minutes)**

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 28, 2017, September 25, 2017, October 9, 2017
- b) Statistical Reports – YTD – August 2017 and September 2017
- c) Departmental Monthly Report – August 2017 and September 2017
- d) Update on CalPERS Benefits/ Open Enrollment

Trustee McDonald asked to remove the Minutes from the August Board meeting and item D, the update on CalPERS benefits.

Public Comment - Mark Mariscal. Stated for the October 9th Special Meeting the Board while technically fell within the Brown Act requirements the spirit in which it was done with notice being on Friday late afternoon and then Monday the library being closed did not give the public the time to know about it like would normally happen. He stated that September meeting minutes should note that the meeting was for informational only as there was not a quorum.

Trustee Bershatsky- Stated that a special meeting only requires 24 hours' notice and that the board schedules meetings when they are all available. Trustee McDonald stated that Columbus Day is not a holiday for everyone and it happened to be for the Library and the Board failed to notice.

MOTION BY Trustee McDonald TO Approve Items on the Consent Calendar with the exception of the August 28, 2017 minutes and item D. Second: Trustee McMullins

Aye: Trustee McDonald, Trustee McMullins, Trustee Bershatsky No: Trustee Zambrano, Abstain: None

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

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

Trustee McDonald provided his comments on the Minutes from August: He stated: Regarding page 18 there was a discussion on compensation and on the step system "I Would like noted for the minutes, even though the minutes are accurate about what occurred, the minutes are incorrect in what the reality is. So I would like the minutes to be amended that the Board was not provided with any documentation that included description of the step system and the budget impact of the step system in fact we were given two memos that outlined federally mandated changes to minimum

wage and how that impacted the step system. So I would like the minutes amended with that correction.”

Administrative Assistant Kylynn Chaney clarified that Trustee McDonald “wanted the August minutes amended to note that the Board was not provided with a description of the step system or the budget impact of the step system in general?” Trustee McDonald stated that was correct.

On the CalPERS report: Trustee McDonald stated that he had a question on the recommendation which stated that the “Board review and file the attached report and monthly premiums.” He asked “What exactly does review and file mean?” Administrative Assistant Kylynn Chaney that it meant the item is informational. Trustee McDonald asked a question to clarify that there was “no action if we don’t follow the recommendation, if we don’t review and file it?” Administrative Assistant Kylynn Chaney stated that was correct. Trustee McDonald asked if the Board can reject [the monthly premium amounts in the attached report]. Kylynn stated no, that it was solely information for the Board, that the recommendation is that the Board read it and then put it away, and they do not have to read nor keep the information.

Trustee McMullins asked about the \$500 contribution that the employees receive. Kylynn confirmed that the \$500 amount was a set Board approved amount for the CalPERS Contribution.

Director Kittay made a comment regarding the change to the minutes. She stated that (on August 8th) she e-mailed the Board, a memo, which she also provided at the August Board meeting, and in the memo was five examples of the step and salary structure that have been in the Board books for the past three years, two of which were related to minimum wage changes, three of them directly related to the budget approval. She stated John sent an e-mail to the Board following the August meeting stating that the memo was incorrect and that all five were minimum wage increases. She stated that she responded to the full board and provided all of the information and specifically described which pages were directly related to the budget. She stated that she had the documents with her and that the Board could review them, and that saying all five were related to minimum wage was incorrect.

Trustee McDonald stated that he “did not say all five were related to minimum wage increases” and that he “said the ones that were provided that included budget impact were related to federally mandated minimum wage”. He went on to state the other three were only salary schedules with no budget impact information. He invited Director Kittay to provide that information to the Board at the next meeting, and that was what he asked her to do via e-mail, to provide that information to the Board. Director Kittay stated that she did provide the information. Trustee McMullins asked for the information to be provided or provided again.

Director Kittay stated that the information was e-mailed and also provided in hard copy at the August Board meeting, She stated that it was not in the Board Package due to containing personnel information. Trustee Zambrano asked that they receive a copy again. Trustee McDonald stated to Director Kittay that it “does not provide the information you say it provides... you think it does but it does not.” Director Kittay said that they “definitely have a difference of opinion”. Trustee McMullins asked for the information to be provided again.

Director Kittay stated that she has asked three times to meet with the Board and that she has put a closed session on the Agenda to meet with the Board to specifically discuss these issues, and that was removed from the agenda. She said that three times she has requested to have a discussion with the Board in closed session and that she has been denied.

Trustee McDonald noted that he had not received those recommendations, to discuss these items in closed session.

Public Comment from Mark Mariscal:

Mark provided his comments stating that he believes the Board cannot approve a budget without having salary information.

Trustee McDonald thanked Mark for his comment and mentioned that Mark did make a similar comment previously, and that he is on record saying the Board was not given the information.

9. NEW BUSINESS

a) Annual Review of Summer Reading Program (Summer Reading Committee) (INFORMATION) (5 minutes)

Christina McTighe, Children’s Librarian provided a report on the Annual Summer Reading program.

- b) Update on new ILS Koha (Christopher Kellermeyer) **(INFORMATION) (10 minutes)**
Christopher Kellermeyer, IT Manager provided an update on the new Koha ILS.
- c) Review of Draft of Annual Report **(INFORMATION) (5 minutes)**

A draft Annual Report was presented to the Board. The Board requested time to review the document and provide input.

- d) Review of RFP for Legal Council **(INFORMATION) (5 minutes)**

Public Comment from Mark Mariscal-

Mark commented on the Draft RFP, stating that County Counsel was available to the District.

Director Kittay presented a draft RFP for legal services to the Board, requesting a sub-committee with a member from the Board of Trustees to review the responses the district receives and to move the process along. She also noted she would include County Counsel. Trustee Zambrano stated that he supports the idea of a subcommittee, and stated that the Trustees should ask Adalila if she would like to serve on the committee as well. Trustee McDonald suggested moving the timetable up to possibly be completed as soon as possible and suggested by December 31, 2017, as well as selection criteria be the Altadena/Pasadena area as a geographical preference, but he would leave it up to the subcommittee. Trustee Bershatsky asked if this was for employment or general counsel. Director Kittay noted general counsel. Director Kittay responded that it would be general counsel as well as covering employment and have Special District experience and that there are plenty of them to choose from.

Comment by Mark Mariscal. Noted the Trustees Bylaws states that the ad-hoc committees can be joined by members of staff and the public, and that if the trustees wanted to limit the participation to only trustees they should include that in their motion.

MOTION BY Trustee McDonald to create a subcommittee with membership to be determined at a later date. Second: Trustee Zambrano, Aye: Trustee McDonald, Trustee McMullins, Trustee Zambrano, No: None, Abstain: None

10. **OLD BUSINESS**

- a) Human Resources Update – Written Report by HRNETwork **(INFORMATION) (15 minutes)**
Audrienne from HRNETwork provided an update on Human Resources. She noted that management training including performance appraisal training was being scheduled. She also noted the results of the most recent pulse survey that is provided quarterly. Trustee Bershatsky asked how the pulse survey was conducted. Audrienne noted it is five questions that is sent out through Stratex. The questions ask about culture, happiness, recommendation, obstacles, and right direction. Trustee Zambrano asked if the pulse survey was anonymous. Audrienne noted that the results go to one administrator at her office to compile. She noted that all areas increased with a number at 100% and that we continue to move in the right direction.

Audrienne also noted that HRNETwork is completing the salary and benefits analysis.

- b) 2017/2018 Materials Budget **(INFORMATION) (5 minutes)**

Director Kittay noted that in the Collection Development report, the materials budget reduction was addressed. Kittay read from the Collection Development report which explained the challenges and issues around the purchasing for the past year. Director Kittay also reminded the Board about patron initiated purchasing.

Trustee McDonald stated that he applauded the efforts of Estella and her staff and that the purchasing models were great. He noted his original question from a few meetings ago was about the non-expenditure of budgeted funds which is not reflected in a description of the budget. He asked whether there was a significant decrease in the purchase of new materials or if the change in the ILS affected this number.

Estella Terrazas, Collection Development manager noted that the renovation, moving the whole collection in and out slowed down purchasing. There was a retirement and a resignation in the Department and there was a time during hiring where the Department was short staffed., and work on the database including taking Inventory was affecting the amount of new materials coming in.

She stated that there is a lot of cleanup that still needs to happen. She also noted the problem with one of the Library's main vendors.

Trustee McDonald asked if there is "no budget mechanism to make up for the shortfall for the number of items purchased" He stated that he is "totally okay if items weren't purchased as a conscious decision, it sounds like it wasn't and there was an impact on staff and collections. Without the information we made a conscious decision to approve the budget which also included a reduction in the budget for the collection. You can't ever make up that 75k. Cannot go back and purchase those books. I'm okay if that's what we are doing. We were told there was a little bit of a staffing issue, there is no budget mechanism to make up for that is that correct?"

Director Kittay stated that "we don't have the physical room to go back and spend those funds along with the current budget" "As we work on the collection, if we find areas that are missing significantly, and if we don't have enough funds, at the midyear budget adjustment we will ask for funding to fill in those gaps." She also noted that "we have about 80,000 items which was the built for and agreed for the collection size."

Trustee McDonald stated that "\$75k worth of materials is only a couple thousand books, or even less with DVDs and other materials." He then asked, "Just for clarification there is no budget mechanism to make up for the items that were not purchased last year?"

Director Kittay stated that "the budget mechanism is to do a mid-year budget adjustment". She stated that they can add \$75,000 of funds but she wasn't sure if they would be able to spend it. Trustee McDonald stated that his "proposal is we do a mid-year budget adjustment to add \$75,000 into the materials budget which is what I said in august."

Trustee McDonald moved to make a midyear budget amendment to add \$75,000 to the materials budget.

Comment from H. Shakur- If there weren't as many seating areas there would be space for more books. Trustee McDonald thanked her for her comment and stated that the Board intentionally decided to remove some shelving, though if they had known it was going to impact the materials budget they "should have had that information".

Public Comment from Mark Mariscal:

Mark stated he thought this was a good idea, and stated if [the library] does not spend it all, he would advise adding the amount unused to next year's budget and repeating the process yearly.

Trustee Zambrano asked that some of the funds could focus on Bob Lucas Branch as well. Estella noted that she is working with new branch manager and will be updating that collection as well and Trustee Zambrano asked Estella to provide an update next month.

Kylynn asked for clarification regarding the motion and if Trustee McDonald was recommending adding the funds at the mid-year budget adjustment. Trustee McDonald stated he was making a motion to amend the budget now, noting that the money needed to be moved from reserves.

MOTION BY Trustee McDonald to make a mid-year budget adjustment. Second: Trustee Zambrano Aye: Trustee McDonald, Trustee Zambrano, Trustee McMullins, No: None, Abstain: None

c) Tree Trimming Update (**INFORMATION**)

Jonathan Arevalo – Will be trimming the Deodar trees in early Winter for regular maintenance. Trustee Zambrano asked if it will affect the Christmas Tree Lane to which Jonathan stated it is only trees on our property. Trustee McDonald asked that there be some public communication before the maintenance takes place.

e) Revised IT Report (**INFORMATION**)

The Revised IT Report was provided.

f) Update on Bylaws Review (**INFORMATION**)

Mark Mariscal asked that if the Trustees were looking to update their bylaws, The Friends request for the Trustees open their committee up to include a member of the Friends.

Director Kittay stated that she spoke with two separate attorneys and received some quotes on pricing. She stated that she believed since the District was going to be releasing an RFP for legal services, it would be best to wait and have the same attorney review the Bylaws as well.

Trustee McDonald- When the request to update the Bylaws was presented, the Board recommended that Staff pull the current bylaws and make recommendations as to what needed to be updated. The Board would then take a draft of updated Bylaws to legal counsel for review. He stated that he did not believe the District needed to pay legal counsel to review the bylaws.

Director Kittay noted that in the previous meeting she stated that she would pull the Bylaws and review them with an attorney and that the attorney would make recommendations and then she would let the Board know. She stated that she does not feel qualified to re-write the bylaws.

Trustee McDonald stated then “if there are no recommendations for changes to the Bylaws” he “wasn’t sure” if there were changes needed. He stated that the Board was told specifically that the Bylaws needed to be updated. Director Kittay said they do, as they refer to organizations that no longer exist and to meetings the Board no longer holds. Trustee McDonald asked if those recommendations could be made for the Board to review and that it would be a waste to pay an attorney to note those changes.

Mark Mariscal (Public Comment) noted that the Board could create a committee that would include at least one Board Member, staff, and possibly Friends of the Library, to sit down and discuss some of these issues, and then could come back to the Board for recommendation of possible legal review, and that it should not be solely directed to staff as these are the Bylaws of the Board.

Trustee McDonald stated that the Board would like a copy of the Bylaws. Trustee Zambrano stated that the Board did not have a copy of the current bylaws. Director Kittay noted that she did e-mail them to the Board and that she would find the e-mail and resend it. Trustee Zambrano asked if it was the signed copy to which Director Kittay replied yes. He stated that the Board had received a copy of unsigned bylaws.

Director Kittay stated that Administration had found the physical signed copy of the Bylaws and that she both placed them on the website and e-mailed them to the full board.

Trustee McDonald requested all versions thereof of the bylaws before and after.

Kylynn Chaney noted that there was an amendment in 2008, and that the signed copy we have is the only signed copy. It is the physical original signed copy of the bylaws.

Trustee McDonald noted the Board requests copies of all related documents such as additions and amendments as well.

Kylynn stated that the Board could request the minutes as well from when the bylaws were approved.

Trustee Bershatsky stated before the Board took any action they would like the documentation.

Kylynn asked if the Board would like physical copies or e-mailed. Trustee McDonald stated he was okay with e-mail.

THE BOARD WENT INTO RECESS AT 6:50 P.M.

RECESS BACK INTO OPEN SESSION AT 7:01 P.M.

11. DIRECTOR’S REPORT (INFORMATION) (10 minutes)

- a) Facilities Update
- b) Taste of ‘Dena Update
- c) Save The Date – Volunteer Event: Wednesday November 8, 7-9pm at the Library
- d) Professional Development Day

Director Kittay provided her report, updating the Board on the Foundation, the Taste of Dena event, and the upcoming volunteer event. She also provided updates on grants and professional development day.

Director Kittay recommended a new facilities report be completed and was beginning work on an RFP for bids to assess the facilities.

Trustee Zambrano asked how soon can a 3D printer be placed at the Branch and put into use. Director Kittay noted that she along with the Branch manager with the leadership team would need to assess the space and staffing at the Branch. She noted that there are challenges because the space is quite small and the District does not have the technology staffing to support both locations with full time technology training. She also noted all of the updates and programs that have recently happened at the branch. Trustee Zambrano asked how long the process would take to meet and assess having a 3D printer sent to the branch. Director Kittay stated that this could take place in November.

12. **CORRESPONDENCE**

a) Award from the Pasadena Weekly

13. **REPORTS OF SUPPORT GROUPS**

a) Altadena Library Foundation (5 minutes)

b) Friends of the Altadena Library (5 minutes)

Mark Mariscal, President of the Friends of the Altadena Library provided an update to the Board about the current events taking place such as the pop-up book sales which coincide with Second Saturday. He also noted that the Foundation will have a giving Tuesday campaign.

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

15. **CLOSED SESSION**

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

- a) **LABOR NEGOTIATIONS (§ 54957.6)**
Pursuant to Government Code Section 54957.6
Title: District Director
Negotiation of District Director Contract

Public Comment from Mark Mariscal: Mark encouraged the Board to change the language of their closed session to note that they may approve a contract. Trustee McDonald stated that he believed the word negotiation included the possible approval of a contract.

There was discussion between Mark Mariscal, Library Administration and the Board regarding whether or not there was a legal requirement for a contract for the Director, and whether or not the agenda wording needed to be amended.

Trustee McMullins suggested going back to the adoption of the agenda and adding the words “and possible approval” of the District Director Contract.

**MOTION BY Trustee McMullins, Second: Trustee Zambrano, Aye: Trustee Zambrano, Trustee McMullins, No: Trustee McDonald (Trustee Bershatsky voted no, as chair of the meeting)
Abstain: None**

Trustee McMullins noted that the Trustee Bershatsky should not be voting unless there is a tie.

Administrative Assistant Kylynn Chaney noted that she was not sure about the language, however, if the Board was to vote in closed session they would need to report the vote including what they were voting on when they came out of closed session. Trustee McDonald stated this was incorrect and asked Mark what his goal was. Mark stated that the Board should consult legal counsel to make sure they were doing everything in accordance with the law so that if they wanted Director Kittay to be acting as the Director on November 1st, they have a mechanism that legally allows them to do so. Trustee Zambrano stated he believed the agenda was prepared for the Board. Mark stated that the Board President and Director prepare the agenda together. Director Kittay noted that she used the language provided to her by Trustee Bershatsky. Trustee Bershatsky denied this saying “that’s the language he saw in there”. Trustee Zambrano stated he believed an approval could be a part of the negotiation process. He also stated if the Board needed to, after consulting with legal counsel, they could hold a special meeting.

The Board went into closed session at 7:27 p.m.

16. RECESS BACK INTO OPEN SESSION

The Board came out of closed session at 8:22 p.m.

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

“The Board accepts contract extension to June 30, 2018 as presented to the Board on 10/16/2017 by the District Director. Details to be provided pursuant to all applicable laws.”

Director Kittay clarified if the Board was accepting the counteroffer. Trustee Bershatsky stated, “That’s what he said.” Director Kittay asked the Board if they were going to vote. Trustee Bershatsky stated they were “passing it on to HRNetwork,” Director Kittay stated that in the morning she would be calling SDRMA and County Counsel to check on the Brown Act laws and what transpired so that there could be no possible problems on November 1st. She stated she believed that the Brown Act was not followed and that there are some very distinct steps that need to be followed. She stated that she mentioned these to Trustee Bershatsky in previous conversations. He stated they “never had this discussion.” She noted that she explained to him at that time, that she should have gone into closed session to negotiate with the Board, and that they would come out of closed session and vote as a Board, and reveal basic concepts of the contract for the Director.

Trustee Zambrano stated that the contract details were going to be provided to HRNetwork and HRNetwork will draw up the contract. The Board considered the Director’s terms, and the Board reviewed and accepted those terms. Director Kittay confirmed but stated that she was “99% sure” that there were other steps the Board needed to take and that she was just going to double check because the Board may need to have a special meeting, just to make sure everything is the way it’s supposed to be for the brown act. She also thanked the Board.

Public Comment: Lisa Cavelier provided her comments stating that she has sat in hundreds of Board Meetings, with “hundreds of opportunities for public and community people getting together for the good of families and children which is what this place is about” and has never seen such rude and disrespectful behavior such as this Boards, she stated she appreciates the work that the Trustees do, but that she is sick inside to see this kind of appalling behavior.

18. AGENDA ITEMS FOR FUTURE AGENDAS

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

There was discussion about the Bob Lucas Library, including programs and signage. It was decided that future Agenda items will be submitted via e-mail by Trustee McDonald.

19. ADJOURNMENT

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

MOTION BY Trustee McMullins, **Second:** Trustee Zambrano, **Aye:** Trustee Zambrano, Trustee McMullins, Trustee McDonald, **No:** None, **Abstain:** None

Meeting Adjourned at 8:28 p.m.



Honoring the past, cultivating the present, empowering the future

AGENDA SPECIAL MEETING
Board of Library Trustees – Altadena Library District
Community Room – Main Library
October 28, 2017 – 4:38pm

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

1. CALL TO ORDER

2. ROLL CALL:

- a. Ira Bershatsky, President
- b. Adalila Zelada-Garcia – Absent Excused
- c. Gwendolyn McMullins – Absent Excused
- d. John McDonald
- e. Armando Zambrano

3. ADOPTION OF AGENDA

- a. Opportunity for Board members to delete items, re-order items, continue items or make additions to the agenda pursuant to Government Code Section 54954.2(b).
- b. **Recommended Action:** The Board of Library Trustees hereby adopts the Agenda as presented.

It was noted that there was a public comment. Trustee Bershatsky stated “let’s hear it”. Mark Mariscal stood to present and Trustee McDonald stated that “they were going to limit public comment to the public comment period”. Mark Mariscal stated his comment was on the Agenda item and not a public comment and that is two different things by law. Trustee McDonald said that he was “not sure that’s the case” and that they can have “public comment all be done during the public comment section.”

Mark noted that the Board must hear the public comment on every single agenda item and they cannot adopt the agenda until they hear the comment on the Agenda. Trustee McDonald stated that, “we’ll let you comment at this point but I don’t think you are right.”

Mark Mariscal stated his name and that he was the President of the Friends of the Altadena Library. Trustee McDonald “You need to speak as a member of the public not as an organization”. Mark then stated that he was speaking as an individual who happens to be the President of the Friends of the Library, an organization that supports the Library and has members, dues paying members, and that he believes it is important that the Board understand when they set the agenda, they follow the bylaws of how they set the agenda. He noted he asked Director Kittay how the agenda was set due to wording included that was unusual, and she informed him she did not do the agenda with Ira, which is the normal procedure, which is what the bylaws say. He noted that he was concerned with the wording “Citizens of Altadena”, he said Altadena is not an incorporated city, it is part of unincorporated LA County, he noted he looked back at agendas, even to when he was Board President and the agenda always said the word ‘citizens’ may address the board, he said that due to recent events and the questioning of who has rights in this country, the Board might want to considering changing the language to people may address and not citizens because they are people that might see the word ‘citizen’ and “might be afraid to come here”.

**MOTION BY Trustee McDonald TO ADOPT THE AGENDA. Second: Trustee Zambrano
Aye: Trustee Zambrano, Trustee McDonald, No: None, Abstain: None**

4. PUBLIC COMMUNICATION

- a. Citizens of Altadena 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.

Karen Gibson was called for public comment, she stated her name. Trustee McDonald asked her to state her name and address. Karen stated her name and her address. She commented on the extension of the Library Director, noting that the date was June of 2018. She said that she does not know the backstory but she is horrified to see that and she hopes that the Board will be entertaining a motion today to extend that to a 'more encouraging period'. She stated that to her an 8-month period is a slap in the face. She stated that she highly values the new Director and thinks that she has done a terrific job.

Trustee Bershatsky thanked Karen for her comment.

Sarah O'Brien, stated her name and address. She stated that she was also commenting on the District Director's contract. She stated that she has only seen positive events taking place in the Library and would like to know if the Board was going to explain the short term of the extension and why it was not a longer term of a few years.

Trustee Bershatsky thanked Sarah for her comment.

Gerry Rothschild stated his name and address. He stated that he has noticed the difference and how the Library has become part of the community since Mindy has been here. He said that when he saw the extension date he was 'aghast' so he was curious if the Board could explain why it is such a limited extension.

Trustee Bershatsky thanked Gerry for his comment.

A member of the public in the audience asked the Board if they would answer questions. Trustee Bershatsky replied "no, we don't need to". And that they "just say thank you for your comment."

Cynthia Kumanchik stated her name and address. She wanted to recommend that Mindy continue to be the Library Director, and she read from a letter that she submitted to the Board.

Trustee Bershatsky thanked Cynthia for her comment.

Monica Hubbard stated her name and address. She noted that she is a longtime resident. She thanked the Trustees for their service, noting that her husband was on the Library Board for several years, remembering the hours he spent reading board packages and attending community events. During her involvement with the Library, she has been on several strategic planning committees and remembers the report from the previous strategic planning consultant, who talked about the Library being 'the little library that could', that the library could do great things with limited resources. She said that this was many years ago and the library now is at an extraordinary level of activity and vibrancy. She stated she notices, being a community activist, that the Library has been a real catalyst for renewed energy and renewed excitement, and people coming together in ways they haven't before. One of the goals of the library was to become a community hub and in a short period of time that phrase could now be applied to the library. She stated that given so many incredible things have taken place, when she saw the agenda, and length of the contract, she was stunned. She believes that a period of 5 years is a normal period for a contract extension, and that she is hoping the Board provide some type of explanation for the community as to why the contract extension is so limited.

Trustee Bershatsky thanked her for her comment.

Marge Nichols stated her name and address. Stated she is a longtime resident. She stated that she has been impressed with many of the Library's programs and that the Library has moved into the 21st century. The library is not just about books anymore it's about making the library a vital part of the community. She noted that the Library is now a center of influence in the community. She stated that an 8-month contract extension is a slap in the face of the community and not just the director. She stated that the community wants a library director who continues to pursue innovation and community involvement, and that does not mean an 8-month contract.

Trustee Bershatsky thanked Marge for her comment.

Mark Mariscal stated his name and address. Stated that he would like to reiterate the changing of the language and that no matter where someone comes from they can speak in public comment. He stated that he hopes the Board takes some suggestions from public comment and considers them, such as suggestions that were made so that the Board would not have to hold a special meeting. He noted that speaking with legal counsel probably

cost the district some money. Trustee McDonald then interrupted Mark and asked "how are you aware legal counsel was involved?" Mark stated that he spoke with Trustee Zambrano before the meeting who mentioned it. Mark then noted that he thought that the Board was not responding to public comment so he wanted his 30 seconds back. Mark noted that to appoint your District Director by the Bylaws you must have three votes and he wanted to make sure that the Board could vote and approve with a majority of the quorum. He stated that the bylaws are very clear about needing three votes to appoint a District Director.

Mark stated that he hoped the Board was in a place to approve a contract extension according to their bylaws and that they have checked with legal counsel about the number of votes. He also noted that when there is public comment on an item the board is allowed to have a discussion and to answer questions. He reminded the Board that they could give an explanation to the public for the short term of the contract.

5. NEW BUSINESS

- a. Recommendation: Extend the contract of Altadena Library District Director, Mindy Kittay, at a monthly salary of \$10,584.97 per month (\$61.07 per hour), effective 11/1/2017 and expiring June 30, 2018.

Public Comment from Mark Mariscal. He stated that due to the short term of the contract extension, the Friends would like to know if the Board was going to be searching for a new Director, that the process be started sooner than later and that the process should be started as soon as possible, or if this was going to be the beginning of a contract negotiation for a longer term with the existing Director. He noted that the Friends concern would be the Library continuing to be staffed by a professional director. He encouraged a yes vote on agenda item #5.

Trustee McDonald thanked all of the public who attended the meeting both on Saturday and on Monday. He stated that there are extremely good reasons for reviewing to accept the counteroffer of a contract that runs through June 30, 2018. He stated that everyone should "be assured" that the Board "has received comment both directly, in person, individually and in writing throughout the years about the District Director" and that the Board "weighed all of those very carefully."

MOTION BY Trustee McDonald TO extend the contract of the district director. Second: Trustee Zambrano, Aye: Trustee Zambrano, Trustee McDonald, No: None, Abstain: Trustee Bershatsky

Trustee McDonald noted that an abstention means that the vote goes with the prevailing opinion which means there were three votes. And that the Motion Passes.

6. AGENDA ITEMS FOR FUTURE AGENDAS

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

Armando noted that the Contract needed to be signed.

Marge Nichols stated that the Board has not given a satisfactory response and that she would be voting against them in the next election.

Trustee McDonald noted that the District Director made this offer to the Board expiring June 2018 and they accepted that.

Gerry Rothschild asked the Board to 'be people' and address the concern of the community. He stated that It seems like the Board is just going to wait us out and do what you want. He asked that they shed some light here. Gerry requested that Mark not be silenced and that he would like to hear what this gentleman has to say.

Trustee McDonald said he was not being silenced that he sat down and he can still speak.

Mark Mariscal stated the counteroffer was most likely in response to the original offer, and that if the Board was considering a longer discussion on the extension of the contract they should possibly let the community know and that some people may feel a little more at ease.

Trustee McDonald stated that he is aware the prevailing opinion in the room was that Director Kittay has done a fabulous job. He stated the Board supports her and has stood behind her throughout her tenure here. He stated her initial contract was for three years, that the fiscal year begins on July 1st, 2018, he stated that they have

heard from the community, staff current and former, a variety of times both directly and in meetings like this where people have stood up and stated they did not believe director Kittay was doing a good job, so they have weighed all of that, and made an offer, that Mindy counteroffered and that they accepted that counteroffer. Over the next 8 months, there is a possibility of reviewing that, 3, 5 or 10 years as the public has stated, and there is nothing that is stopping the Board from reviewing the contract next month. He stated they are doing it at this time because the contract expires October 31st and they have voted to accept the counteroffer and extend the contract for the next 8 months.

It was noted that if the public is interested in learning more about the concerns of the Board they are welcome to view the video recordings of the Board meetings. A member of the audience asked if there was any reason the Board waited until the last possible second to renew the contract. Trustee McDonald noted they have been working on it for quite some time with HR and with Legal Counsel.

7. ADJOURNMENT

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

MOTION BY Trustee McDonald TO Adjourn the meeting. Second: Trustee Zambrano, Aye: Trustee Zambrano, Trustee McDonald, No: None, Abstain: None

Meeting Adjourned at 5:05

Statistics for FY 2017/18

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Circulation - Main*													
FY16/17	17,367	17,252	16,008	16,383	15,592	15,615	16,474	15,695	9,698	2,770	12,279	15,700	67,010
FY17/18	16,137	16,650	13,839	13,695									60,321
% Change	-7%	-3%	-14%	-16%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-10%
Self-Check	8529	9542	7436										
Circulation - Branch													
FY16/17	1,291	1,182	1,166	1,168	947	1,073	1,097	974	2,086	2,927	2086	1,545	4,807
FY17/18	1,572	1,397	1,169	1,444									5,582
% Change	22%	18%	0%	24%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	16%
TOTALS													
FY 16/17	18,658	18,434	17,174	17,551	16,539	16,688	17,571	16,669	11,784	5,697	14,365	17,245	71,817
FY17/18	17,709	18,047	15,008	15,139	0	0	0	0	0	0	0	0	65,903
% Change	-5%	-2%	-13%	-14%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-8%
Visitors - Main													
FY16/17	14,895	14,372	13,159	14,788	11,851	11,926	12,052	12,102	9,572	6,378	11,333	13,976	57,214
FY17/18	11,233	13,278	11,177	12,322									48,010
% Change	-25%	-8%	-15%	-17%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-16%
Visitors - Branch													
FY16/17	3,383	3,589	4,062	3,543	3,205	3,369	2,918	2,804	4,252	5,170	3,637	2,514	14,577
FY17/18	3,031	3,558	3,003	2,977									12,569
% Change	-10%	-1%	-26%	-16%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-14%
TOTAL VISITORS	14,264	16,836	14,180	15,299	-	-	-	-	-	-	-	-	60,579
Days Open - Main													
FY16/17	25	27	25	25	23	24	25	23	10	0	26	26	102
FY17/18	23	27	25	25									100
% Change	-8%	0%	0%	0%	-100%	-100%	-100%	-100%	-100%		-100%	-100%	-2%
Days Open - Branch													
FY16/17	20	23	21	20	19	20	20	19.5	27	27	22	22	84
FY17/18	20	23	20	21									84
% Change	0%	0%	-5%	5%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	0%
Registrations - Main													
FY16/17	223	202	234	215	188	166	175	175	101	113	209	391	874
FY17/18	282	333	257	238									1,110
% Change	26%	65%	10%	11%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	27%
Registration - Branch													
FY16/17	17	27	27	24	14	21	14	20	23	32	14	39	95
FY17/18	33	33	37	34									137
% Change	94%	22%	37%	42%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	44%
Registration - Total													
FY16/17	240	229	261	239	202	187	189	195	124	145	223	430	969
FY17/18	315	366	294	272	0	0	0	0	0	0	0	0	1,247
% Change	31%	60%	13%	14%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	29%
Reserves - Main													
FY16/17	312	316	396	403	405	413	294	407	289	235	325	401	1,427
FY17/18	456	441	459	359									1,715
% Change	46%	40%	16%	-11%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	20%
ILL Lent (Main)													
FY16/17	48	10	40	30	44	34	35	57	14	0	42	45	128

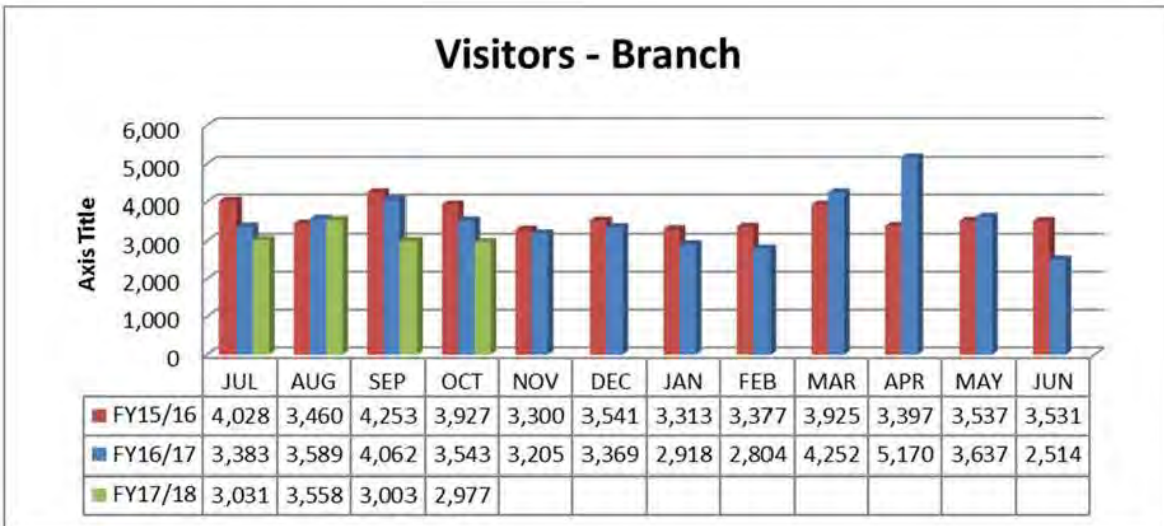
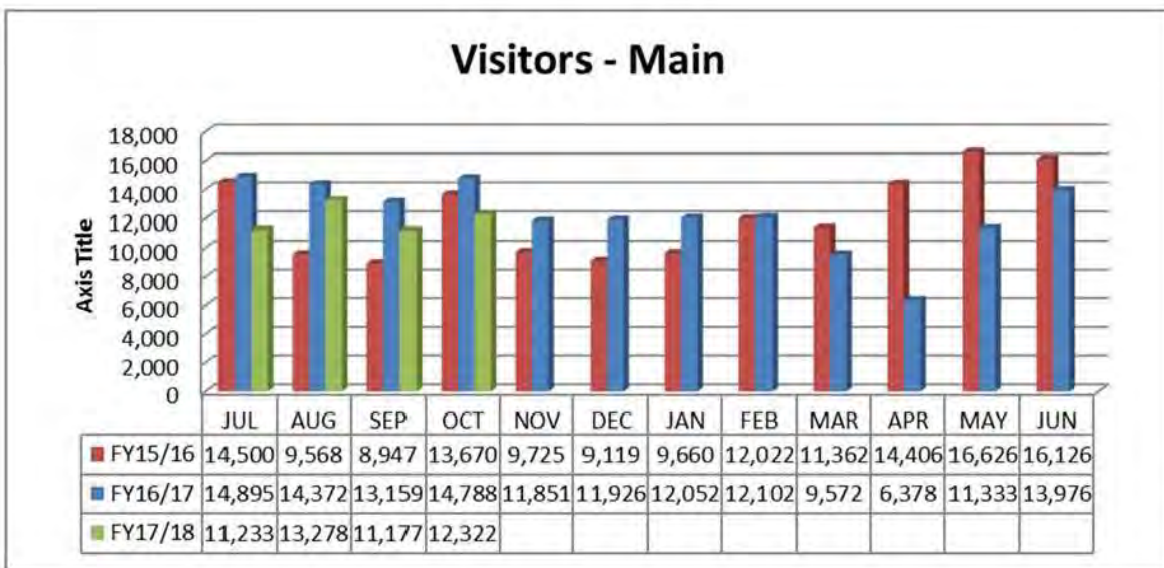
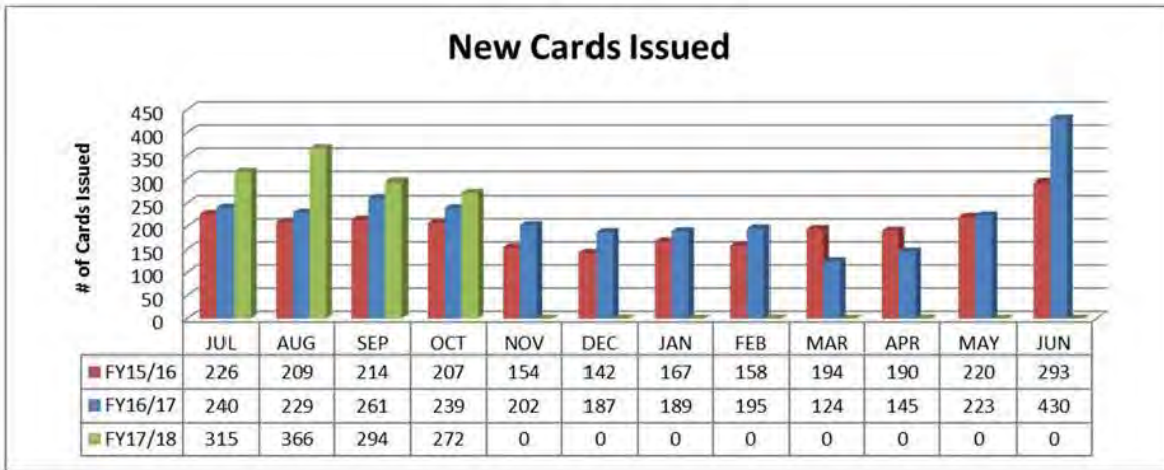
	FY17/18	33	34	24	21									112
	% Change	-31%	240%	-40%	-30%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-13%
ILL Borrowed (Main)														
	FY16/17	24	23	42	25	39	14	77	28	25	14	38	36	114
	FY17/18	55	23	5	18									101
	% Change	129%	0%	-88%	-28%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-11%
Inter Library Loan - Branch														
	FY16/17	5	1	5	4	7	5	5	5	4	5	6	7	15
	FY17/18	6	5	5	5									21
	% Change	20%	400%	0%	25%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	40%
Community Room Events (Non-Library)														
	FY16/17	6	10	7	6	11	6	6	9	6	6	9	18	29
	FY17/18	13	6	8	11									38
	% Change	117%	-40%	14%	83%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	31%
Community Room Attendance (Non-Library)														
	FY16/17	75	134	81	67	115	125	90	200	50	77	105	71	357
	FY17/18	150	155	95	145									545
	% Change	100%	16%	17%	116%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	53%
Adult Reference Questions														
	FY16/17	114	119	107	115	71	88	79	226	75	12	96	246	455
	FY17/18	193	66	88	31									378
	% Change	69%	-45%	-18%	-73%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-17%
Children's Services Reference Questions														
	FY16/17	749	568	548	589	566	569	300	300	62	0	151	162	2,454
	FY17/18	148	120	91	102									461
	% Change	-80%	-79%	-83%	-83%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-81%
Branch Services Reference Questions														
	FY16/17	58	74	61	35	44	47	42	44	95	92	62	54	228
	FY17/18	52	65	80	42									239
	% Change	-10%	-12%	31%	20%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	5%
Adult Public Computer Usage														
	FY16/17	2,213	2,221	3,928	2,226	1,751	1,575	1,650	1,651	1,380	0	1,709	1,567	10,588
	FY17/18	1,762	1,897	1,661	1,488									6,808
	% Change	-20%	-15%	-58%	-33%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-36%
Children's Services Public Computer Usage														
	FY16/17	742	840	555	584	599	581	155	525	309	0	495	805	2,721
	FY17/18	686	922	699	566									2,873
	% Change	-8%	10%	26%	-3%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	6%
Branch Services Public Computer Usage														
	FY16/17	627	763	883	812	849	795	750	698	702	1240	1025	1377	3,085
	FY17/18	656	888	764	959									3,267
	% Change	5%	16%	-13%	18%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	6%
														16,394
														12,948
FabLab Reservations														
	FY16/17													0
	FY17/18	20	25	25	14									84
	% Change													
Main PC Usage Wireless														
	FY16/17	4,888	5,023	4,918	5,532	5,427	5,041	5,015	5,341	2,814	2,256	5,204	5,406	20,361
	FY17/18	5,390	5,929	5,446	5,727									22,492
	%Change	10%	18%	11%	4%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	10%

Branch PC Usage Wireless														
	FY16/17	1,146	1,178	1,145	1,301	1,277	1,055	1,049	1,182	1,322	1,678	1,651	1,603	4,770
	FY17/18	1,593	1,752	1,581	1,662									6,588
	% Change	39%	49%	38%	28%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	38%
Collection Size														
	FY16/17		90,380	90,760	99,498	100,780	97,703	96,935	94,435	92,893		81,473	82,356	
	FY17/18	79,545	79,744	80,552	80,082									
	% Change		-12%	-11%	-20%	-100%	-100%	-100%	-100%	-100%		-100%	-100%	
Items Added														
	FY16/17	941	993	1178	845	580	843	417	791	1189	667	888	1059	3,957
	FY17/18	997	338	673	1444									3,452
	% Change	6%	-66%	-43%	71%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-13%
Adult Programs														
	FY16/17	5	5	8	7	3	4	4	6	3	6	5	7	25
	FY17/18	10	10	13	19									52
	% Change	100%	100%	63%	171%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	108%
Adult Programs - Attendance														
	FY16/17	141	115	151	467	230	405	271	330	195	440	983	2342	874
	FY17/18	157	724	367	819									2,067
	% Change	11%	530%	143%	75%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	136%
Young Adult Programs														
	FY16/17	10	1	1	0	3	2	5	18	9	5	6	21	12
	FY17/18	13	16	19	6									54
	% Change	30%	1500%	1800%		-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	350%
Young Adult Program Attendance														
	FY16/17	162	5	4	0	50	19	58	292	88	114	65	141	171
	FY17/18	104	88	70	40									302
	% Change	-36%	1660%	1650%		-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	77%
Children's Services Programs Offered														
	FY16/17	18	1	19	23	18	16	15	21	22	27	28	39	61
	FY17/18	36	25	33	37									131
	% Change	100%	2400%	74%	61%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	115%
Children's Services Program Attendance														
	FY16/17	740	5	475	564	608	368	258	384	354	516	496	989	1,784
	FY17/18	756	800	652	750									2,958
	% Change	2%	15900%	37%	33%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	66%
Branch Services Programs Offered														
	FY16/17	5	0	0	6	2	2	2	5	0		1	6	11
	FY17/18	7	4	5	9									25
	% Change	40%			50%	-100%	-100%	-100%	-100%			-100%	-100%	127%
Branch Services Program Attendance														
	FY16/17	142	0	0	100	27	56	35	71	0		25	106	242
	FY17/18	159	68	42	156									425
	% Change	12%			56%	-100%	-100%	-100%	-100%			-100%	-100%	76%
Children's Services Class Visits														
	FY16/17	10	8	7	8	6	2	5	3	9	2	5	4	33
	FY17/18	4	3	4	1									12
	% Change	-60%	-63%	-43%	-88%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-64%
Children's Services Classroom Visits Attendance														
	FY16/17	158	104	109	161	133	62	62	80	256	88	411	225	532
	FY17/18	104	98	98	60									360
	% Change	-34%	-6%	-10%	-63%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-32%
Branch Services Class Visits														

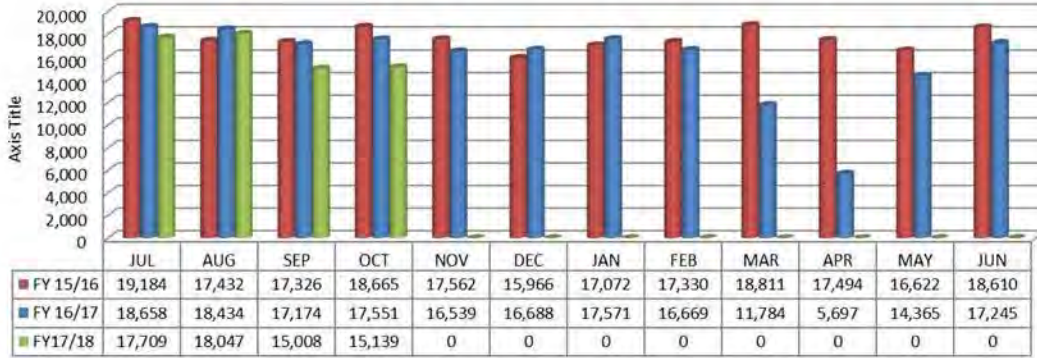
FY16/17	0	0	0	0	1	2	1	0	3	4	0	1	0
FY17/18	0	0	0	0									0
% Change			n/a		-100%	-100%	-100%		-100%	-100%		100%	
Branch Services Class Visits - Attendance													
FY16/17	0	0	0	0	25	53	26	0	78	72	0	28	0
FY17/18	0	0	0	0									0
% Change			n/a		-100%	-100%	-100%		-100%	-100%			
Branch Services - Literacy Tutor Sessions Offered													
FY16/17	32	55	62	79	90	66	66	61	60	68	65	58	228
FY17/18	58	80	85	69									292
% Change	81%	45%	37%	-13%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	28%
Branch Services Literacy Tutor Sessions Attendance													
FY16/17	126	140	202	244	246	216	198	192	179	211	193	189	712
FY17/18	178	266	236	232									912
% Change	41%	90%	17%	-5%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	28%
Branch Services Literacy Tutor Hours offered													
FY16/17	27.5	27	75.5	99	90	85.5	84.5	78.5	70	87.5	77	76	229
FY17/18	106.5	136	138.75	117									498
% Change	287%	404%	84%	18%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	118%
Branch Services Literacy - Volunteer Hours													
FY16/17	11.25	30.5	21.5	133	129	104.5	118	113	33.5	83.5	108.5	69.5	196
FY17/18	82.5	107.5	97.75	98.5									386
% Change	633%	252%	355%	-26%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	97%
Adult Volunteers													
FY16/17	3	4	1	2	1	1	2	6	5	0	25	62	10
FY17/18	11	13	31	18									73
% Change	267%	225%	3000%	800%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	630%
Adult Volunteer Hours													
FY16/17	38	67	13	24	18	30	29	25	15	0	231	242.0	142
FY17/18	104	109	150.5	72									436
% Change	174%	63%	1058%	200%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	207%
Young Adult Volunteers													
FY16/17	11	0	0	0	20	8	3	5	4	4	48	20	11
FY17/18	5	2	2	7									16
% Change	-55%				-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	45%
Young Adult Volunteer Hours													
FY16/17	52.25	0	0	0	27.5	23	19	13.25	6	9.25	240	96	52
FY17/18	42	11	20	40									113
% Change	-20%				-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	116%
Children's Services Volunteers													
FY16/17	0	0	0	0	0	0	0	0	0				0
FY17/18	9	7	1	15									32
% Change													
Children's Services Volunteer Hours													
FY16/17	0	0	0	0	0	0	0	0	0				0
FY17/18	49.5	45	2	61									158
% Change													
Friends/Foundation/Board Volunteers													
FY16/17	0	0	0	0	0	0	0	0	0				0
FY17/18	13	9	9	16									47
% Change													
Friends/Foundation/Board Volunteer Hours													

	FY16/17	0	0	0	0	0	0	0	0	0	0	0	0	0
	FY17/18	112.5	112	120	132									477
	% Change													
Ebsco Databases														
	FY16/17				28	13	11	7	13	24	4	55	23	28
	FY17/18	18	47	38	67									170
	% Change				139%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	507%
Novelist														
	FY16/17			5	2	4		4	12	6	5	2	5	7
	FY17/18	3,156	3	9	10									3,178
	% Change			80%	400%	-100%		-100%	-100%	-100%	-100%	-100%	-100%	45300%
BrainFuse -Tutor Service														
	FY16/17	76	104	287	159	78	22	87	155	129	499	527	62	626
	FY17/18	50	81	108	154									393
	% Change	-34%	-22%	-62%	-3%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-37%
Flipster (Searches)														
	FY16/17	125	94	80	2	1	3	80	72	66	58	85	85	301
	FY17/18	104	89	64	71									328
	% Change	-17%	-5%	-20%	3450%	-100%	-100%	-100%	-100%	-100%	-100%		-100%	9%
Tumblebooks														
	FY16/17													0
	FY17/18		41	21	9									71
	% Change													
Passports														
	FY16/17	209	208	179	208	162	138	216	197	237	212	262	253	804
	FY17/18	261	280	255	178									974
	% Change	25%	35%	42%	-14%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	21%
Passport Photos														
	FY16/17	156	166	119	170	120	101	155	112	42	47	149	164	611
	FY17/18	183	194	209	157									743
	% Change	17%	17%	76%	-8%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	22%
Notary Service														
	FY16/17	8	10	4	7	6	4	5	6	0	0	3	4	29
	FY17/18	0	0	0	0									0
	% Change	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%			-100%	-100%	-100%
*includes downloadables														
Main Closed on April 13, 2017 for renovation and reopened on May 1, 2017.														
September Usage of Desktops is unavailable . Used previous 3 months average. Oct. missing 9 days, used average.														

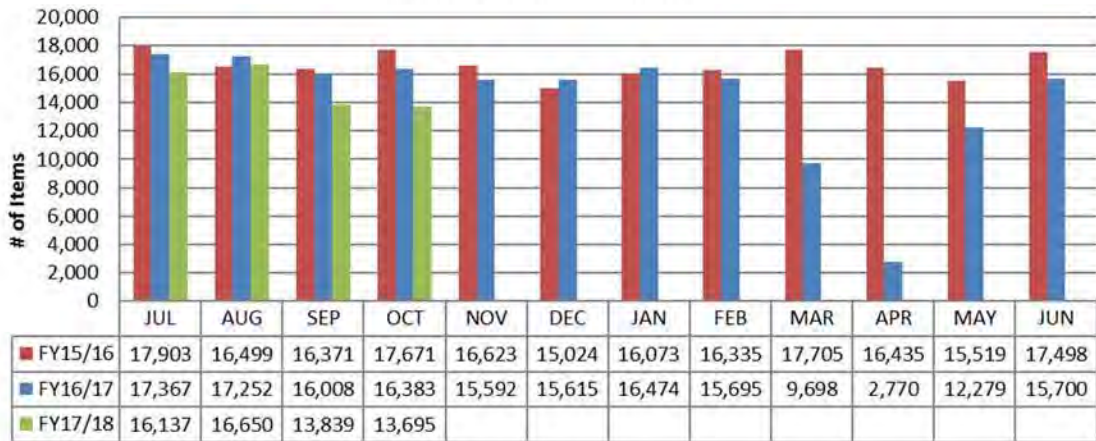
Statistical Graphs for the Month of October 2017



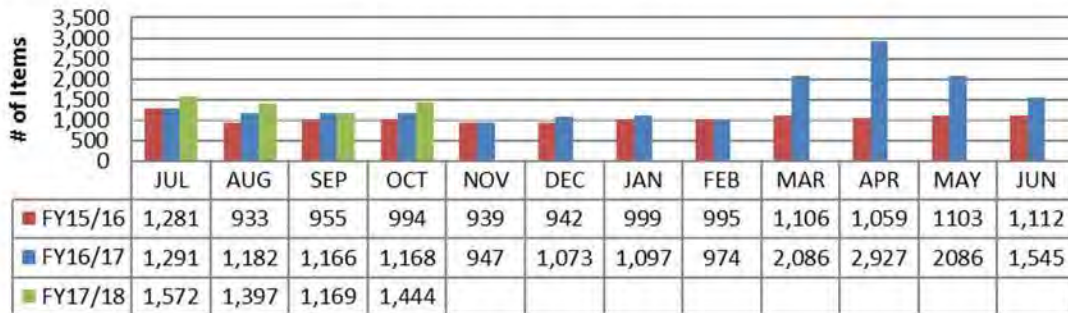
Items Checked Out



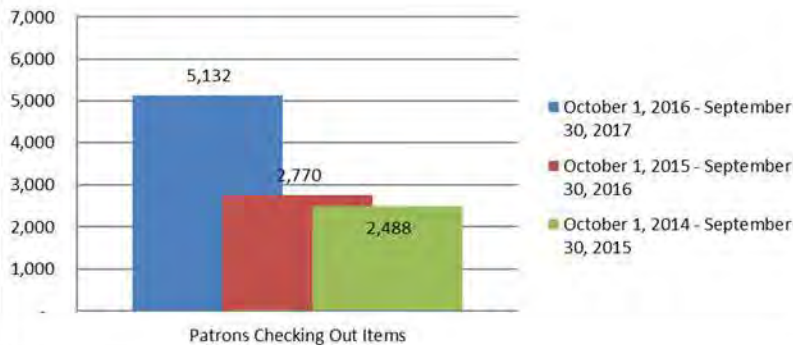
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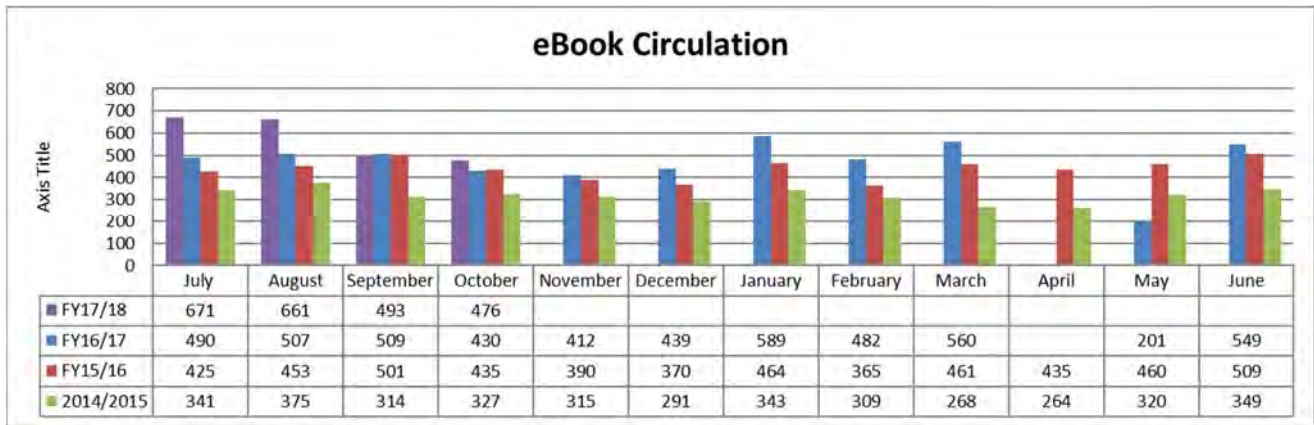


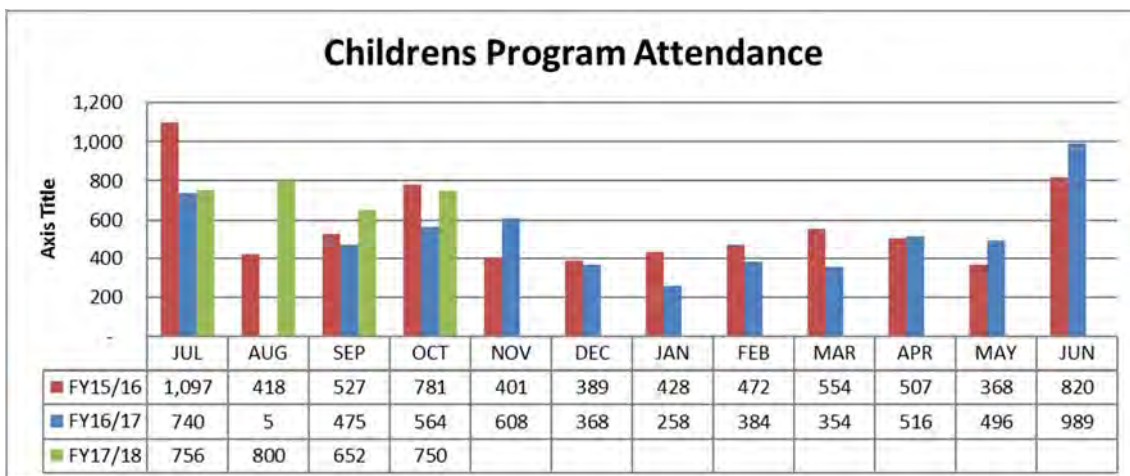
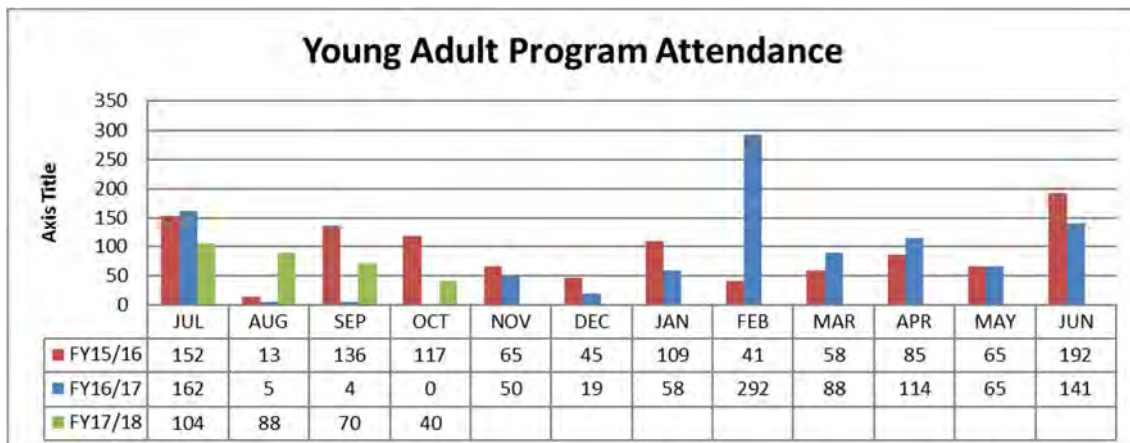
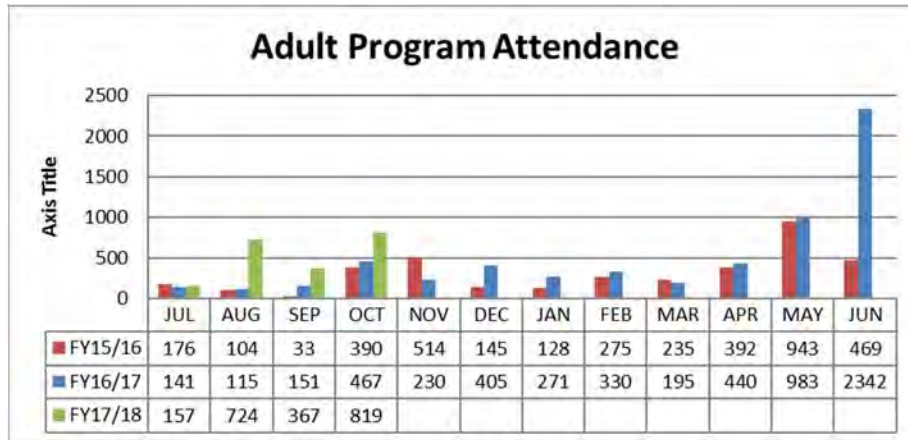
Circulation Branch

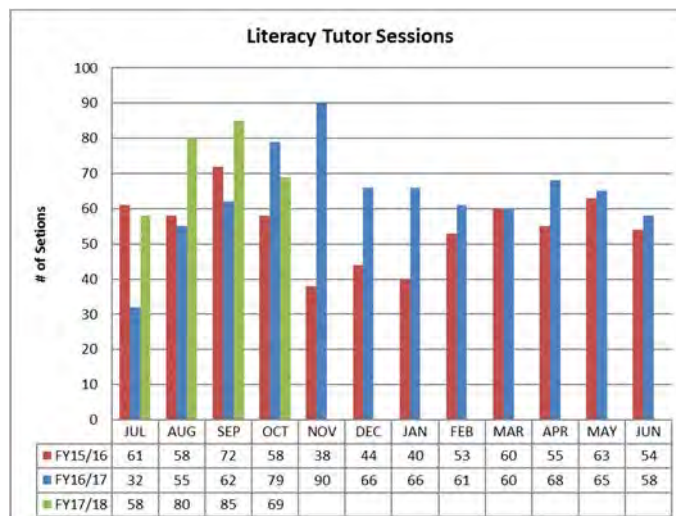
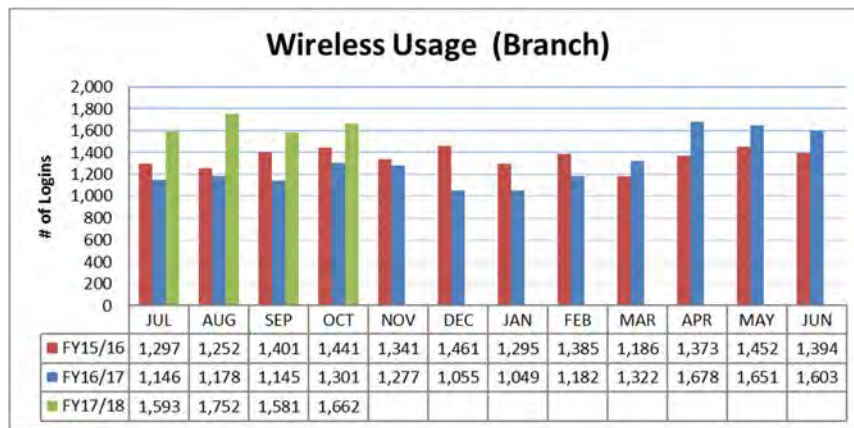
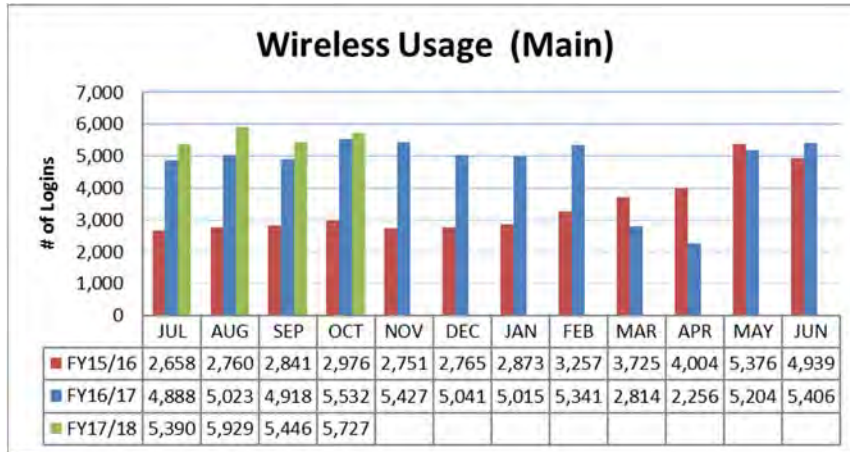
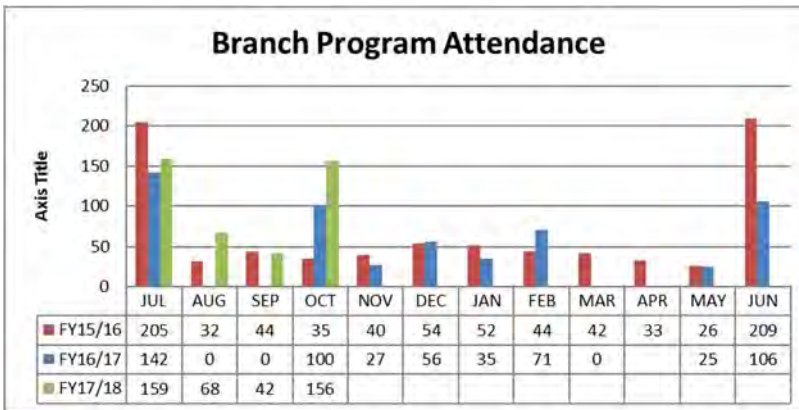


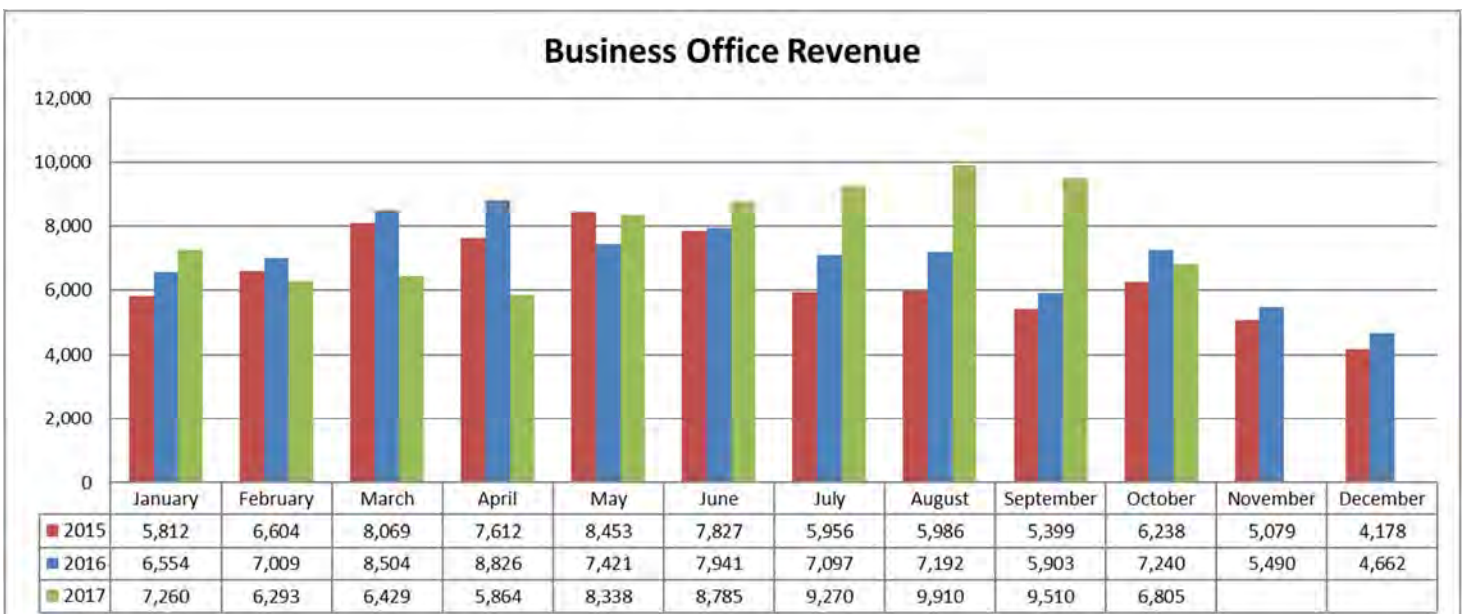
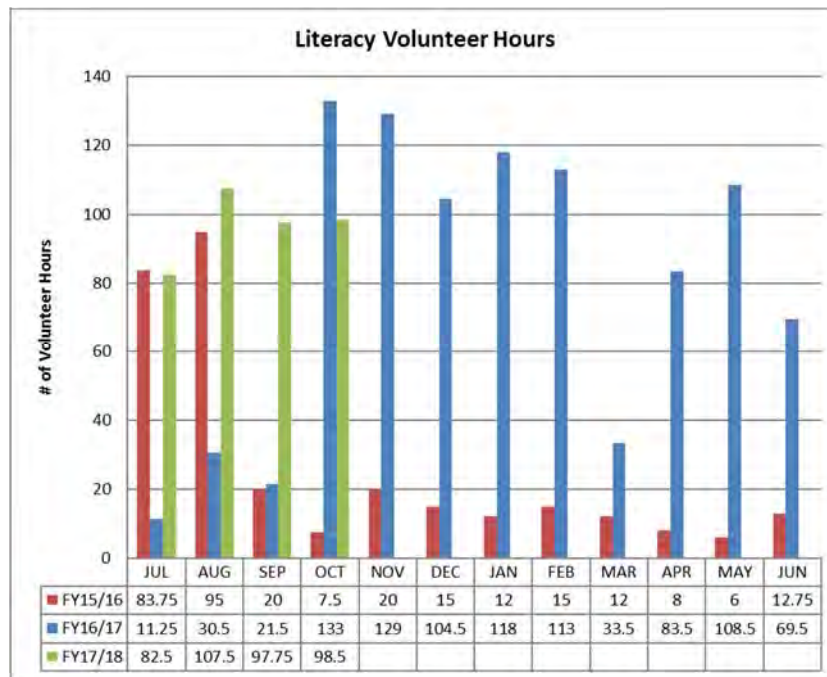
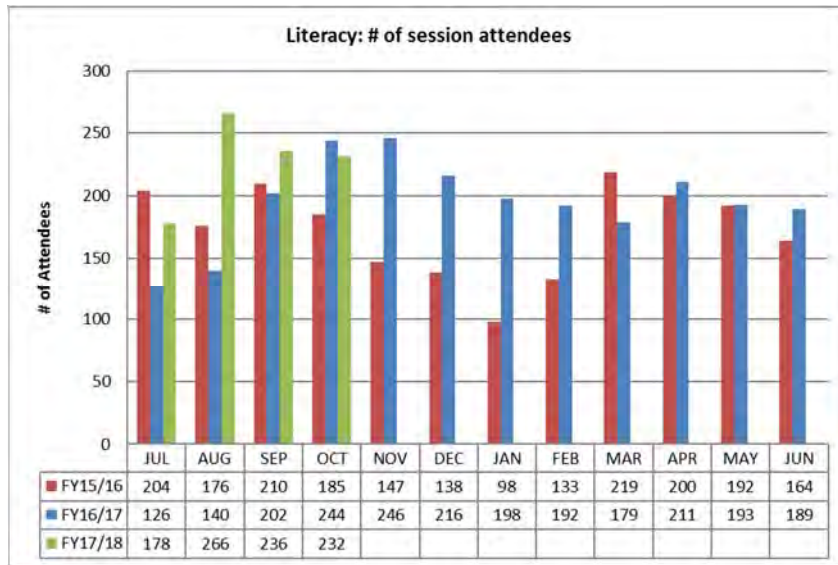
Of Cardholders Who Checked Out an Item











Adult Services October 2017 Report



Professional Development Day

Staff act out their stories they wrote collaboratively.

Staff members enjoyed a day of learning about turning outwards, community conversations, and learned about the future of libraries through storytelling led by Sangita from USC.

Staff also enjoyed a visit to Arlington Garden and the Huntington Gardens and Libraries.



Second Saturday with Upstream and opening act, "Natalie & Friends."



We are now offering 4 computer classes a month - basic computer, internet, Word, and library resources. We have had 17 eager students so far. The classes have been held in the Fab Lab.

Not Pictured: Book Club, Be the Media journalism workshops with Dean Lee of Mountain View News, and Crafting a Book, Crafting a Poem workshop with local poet and author Genevieve Kaplan. Also, Chess club nights and Open Mic Night



Working with the Red Cross, we had a blood drive. Eighteen people donated blood!

Children's Services

Board Report – October 2017

Happy fall from Children's Services! This October saw pumpkins and costumes, stories and STEM, movies and more.

This month, we hosted 37 programs for children and they were attended by 750 patrons. These included our story times, movie nights, Pokemon and Lego Clubs, and some special events.

On Saturday, October 14, the Library hosted a Costume Swap for the community. Spearheaded and coordinated by our Volunteer Coordinator, Yuni LaFontaine, the Library facilitated the collection and exchange of gently used Halloween costumes for children. In addition to the costume exchange, the event also featured "spooky legos," a story time, and other activities for children and families.



Pumpkin story time at the Costume Swap.

On Thursday, October 19, we hosted a second iteration of our Reverse Engineering Day. With old electronics donated very generously by the educational nonprofit Kids Build Things, our patrons were able to explore old telephones, alarm clocks, record players, a portable air conditioner, and other household objects. It was an incredibly successful program, and we look forward to hosting it again.



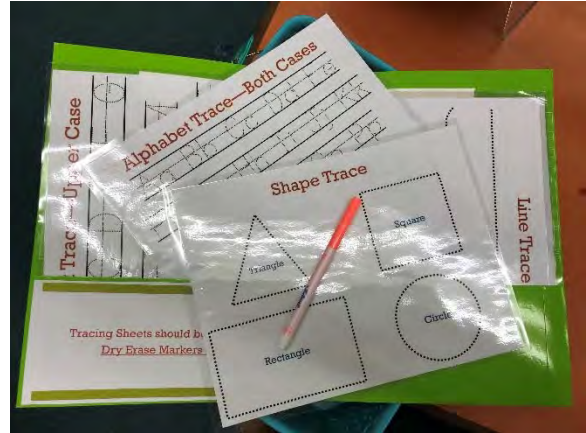
Engineers-in-Training hard at work destroying things.



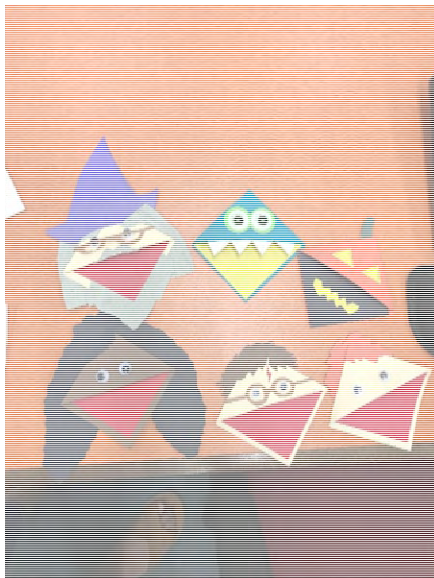
A big thanks to Kids Build Things and Staff for their donations!

We also took the first steps in our Student Success Initiative process towards library cards for all students in Altadena. Our mentor library, Ontario City, has a wonderful program that enlists city employees to read to classrooms and pass out library cards to all students. We look forward to working with them more through this process and finding a method that works best for our students, school, and library. In the meantime, I have met with the Principal of Altadena Elementary and Mindy has met with the Principal of Eliot Arts Magnet and both schools are committed to, and ready to start the process of, providing all of their students with an Altadena Library District library card.

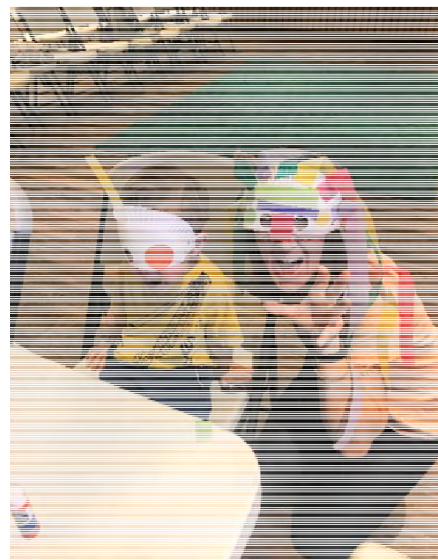
We are also looking to invest more into an Early Literacy initiative here in Children’s and Family Services. Staff has been educating themselves further in regards to ALA’s Every Child Ready to Read program, as well as the five early literacy practices and six early literacy skills. To this end, we have introduced a Preschool Writing Kit in the Children’s Room composed of dry erase markers and laminated tracing sheets. To this end, we are also going to be offering ECRR training to interested staff members in the coming months.



A sample of pages in our new Preschool Writing Kit.



Halloween Monster (or Harry Potter) bookmarks.



A fearsome "People Eater" and his mother.

MARKETING & COMMUNICATIONS REPORT

SOCIAL MEDIA STATS

Facebook – Primary Page – 1,197 Likes (Increase of 7 followers from last month)

(Statistics between October 10 and November 7)

6,704	Reach (The number of people who saw any of our page posts)
306	Page Views (The number of people that viewed our page and any of its sections)
739	Post Engagement (The number of times people have engaged with our posts through Likes, Comments, Shares, and more)
246	Video Views (The number of times the videos on our page have been viewed, for 3 seconds or less)
7	New Page Likes

Facebook Highlights

A recent highlight of our Facebook activity is our partnership with Artisanal LA in the promotion of the upcoming Second Saturday Block Party. This Facebook Event page has reached over 12,000 people, has been clicked on and viewed 1,100+ times, and has received 585 affirmative responses from interested community members. This type of co-hosting with another Facebook page and the Facebook group Beautiful Altadena has proved fruitful in not only spreading the word about this event, but also in increasing engagement on our page's other upcoming events.

Facebook – Youth Services – 407 Likes (Increase of 5 followers from last month)

(Statistics between October 10 and November 7)

4,251	Reach (The number of people who saw any of our page posts)
43	Page Views (The number of people that viewed our page and any of its sections)
71	Post Engagement (The number of times people have engaged with our posts through Likes, Comments, Shares, and more)
5	New Page Likes

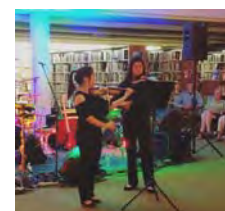
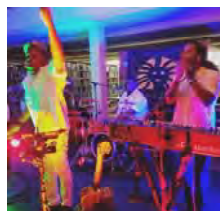
Instagram – 359 Followers (Increase of 8 followers from last month)

(Statistics between October 7 and November 7)

150	Average Post Impressions (The average number of times each post has been seen)
130	Average Post Reach (The average number of unique accounts that have seen each of our posts)
17	Profile Views (The number of times your profile was viewed in the past 7 days)

Instagram Highlights

Our Instagram gains regular followers. As our follower count increases, so does our engagement on posts. A recent highlight was our post about the launch of the Second Saturday concert series. Our audience positively responded to the collection of photos we shared, and we received many likes from entities that had not engaged with us previously.



Twitter – 91 Followers (Increase of 1 from last month)

EMAIL MARKETING (“This Week @ Altadena Library”)

(Statistics as of November 7)

Oct. 6	“New Workshops, Costumes Needed...”	11.71% opened	53 clicks
Oct. 13	“48 Hours of Fall Fun!”	12.04% opened	40 clicks
Oct. 21	“Save the Date for Even More Fall Fun...”	11.40% opened	70 clicks
Oct. 28	“Happy Early Halloween from Altadena...”	11.51% opened	35 clicks
Nov. 2	“Hot Off the Press! Altadena Library’s...”	11.52% opened	157 clicks
Nov. 3	“Welcome to November at Altadena L...”	11.21% opened	68 clicks

Our e-newsletter subscriber list grows at a fairly consistent rate each month; our current subscribe count is just under 12,500, an increase of 400 since last month. Our click-through rates remain strong, and our open rate has plateaued. This month, we tested some new types of email content, including varied design layouts and book suggestions in emails, which proved fruitful. We will continue using new tactics as we work toward gaining higher open rates.

MEDIA COVERAGE

Below are the recent news articles and press about Altadena Library. Digital copies of any of the following are available upon request.

Type	Publication	Date	Topic/Headline
Event Listing	HulaFrog	October 1, 2017	Halloween Costume Swap
Event Listings	Pasadena Weekly	October	<i>All fall Library events are listed on Pasadena Weekly’s online calendar.</i>
Event Listing	HulaFrog	October 6, 2017	Hula Hot List: 36 Fantastic Free Fall October Events
Article/ Handout	Altadena Chamber of Commerce Newsletter	October	“This Month at Altadena Library”
Article	Crown City Network	October 15, 2017	“News Makers: Teen News Training Program”

MISCELLANEOUS UPDATE – NEW CONTENT DEVELOPMENT VOLUNTEER

A new volunteer has been brought on to assist with copywriting and content development for the Library’s blog and social media. This volunteer reached out after having served as a tutor in our Literacy program; because of schedule limitations, he wanted to find a way to serve the Library remotely. He will be working closely with the Marketing & Communications Coordinator to develop new content that will hopefully drive traffic to the Library website and increase social media engagement.

Branch October 2017 Report

Library News

Programs

I am happy to announce that the **Baby and Infant Storytime** at the Branch is going strong! Our early literacy program entertains a regular group of babies, mothers and caretakers with songs, rhymes and stories. This month's Storytime included a seasonal baby craft where we made footprints and jazzed them up with a cute Halloween theme. Being that it was a popular activity, I am going to offer a Thanksgiving and winter themed craft for the upcoming months.

Further, the Branch launched **Bilingual Spanish-English Storytime** for babies and tots this October! We hope that it will gain momentum as we are heavily promoting the event at the regular storytime, as well as with flyers and word of mouth advertising. Thank you to Adriana Muro from the Main Library who is leading the program.



Happy customer after Storytime.

This month's **Crafternoons** was sugary and indulgent as kids made edible monsters using packaged Rice Krispies Treats. Colorful frosting, crumbled chocolate graham crackers and chocolate chips turned plain Rice Krispies bars into cyclops, Franksteins and goofy creatures. Next, the Branch received the highest number of movie goers this month as we showed *Captain Underpants: The First Epic Movie*. Kids munched on kettle corn and watched the movie on a beautiful Autumn afternoon. Lastly, Altadena experienced a brief rain early in the month and as promised, we offered a **Rainy Day Craft** to patrons. Adults and kids enjoyed making decorative bumblebee and caterpillar crafts throughout the day.



He's creating a monster!

For the second year in a row, the Branch was a flu vaccination site. The Huntington Hospital came Thursday, October 26, 2017 from 3-5pm and administered free flu vaccinations to residents in West Altadena. Over 20 people came to receive their vaccination and learn about staying healthy during the winter season.

Professional Development

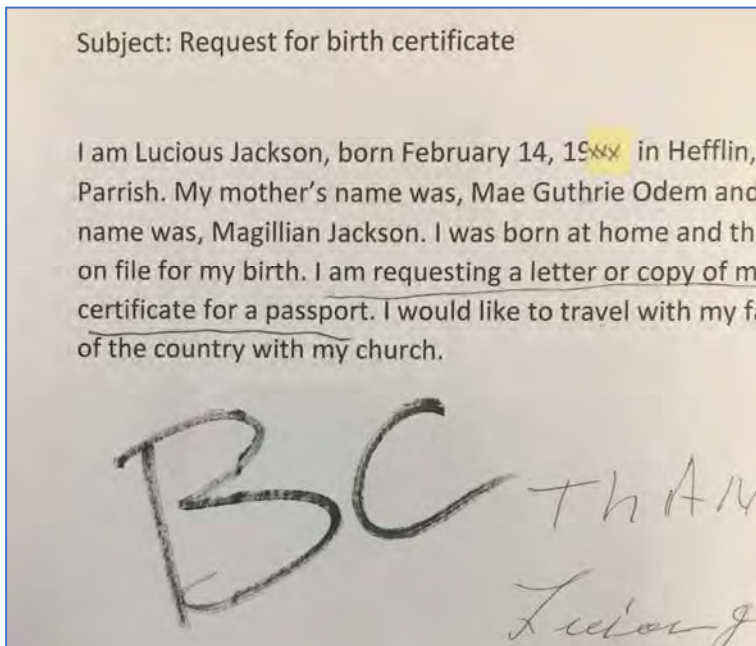
ALD hosted Professional Development Day on October 9 2017 and all Branch staff were in attendance for a fun and instructional event. The first session was directed by Brian Biery who led a reflective exercise based on the Harwood approach to “turning outward”. The second session was directed by Sangita Shresthova who led a team building exercise that proved to be fun and hilarious. Every staff member enjoyed a peaceful lunch at Arlington Gardens in Pasadena. The highlight of the trip was the exclusive tour of the Huntington Gardens and Library in San Marino.

Literacy Services News

Adult Literacy

The California State Library gifted CLLS programs with reading materials. The Branch received an early Christmas gift this year with GED preparation, math and reading materials for its Adult Literacy program worth about three hundred dollars.

One of our literacy learners realized a great accomplishment this past month in his writing ability. Eighty-two-year-old Lucious Jackson wants to travel with his family and church out of the country. However, traveling internationally was going to be a challenge, as our learner did not have official documentation of his birth. Born in a house during the 1930s in the deep south, Lucious did not have a birth certificate, the compulsory piece of paper needed when applying for a passport. So Lucious and his tutor contacted the Vital Records department in Webster Parish, Louisiana to get details on requesting a copy of his birth certificate. In the end, Lucious wrote a simple letter identifying himself, his date of birth, names of his parents and reason for requesting documentation. Six weeks later, success arrived in the form of a letter from Louisiana officiating his birth in the state. He and his tutor now have an appointment scheduled with the Passport Services at the Main Library to apply for his US Passport.



Lucious's letter to the Vital Records Department in Louisiana, requesting documentation verifying his birth.

October Board Report – Volunteers

Outreach



The month of October started out with communications to various organizations and high schools to connect with volunteers. We have been fortunate to form relationships with volunteers via Flintridge Center, John Marshall High School and St. Francis High School among others. A great event that put us in contact with so many energetic future volunteers was the St. Francis High School Service Fair. It was a great opportunity to engage with interested volunteers and talk to them about all the ways

they can participate in library activities.

Programs

Interest in our Chess Club continues to grow and so has our need for volunteers willing to teach all the beginners who are eager to learn about the principals of the game. Chess enthusiasts have started to spread the word about our weekly Tuesday gatherings and many of them have contributed volunteer time teaching beginner players. It has turned into a wonderful mixed-age community meet up.

Our Costume Swap was a first for the library. Run with the hard work of so many great volunteers, parents had the opportunity to bring lightly used Halloween costumes in and exchange them for another costume. The response was great. People came with their kids and engaged with all the fun activities like pumpkin carving, story time, crafts and face painting. Enthusiastic volunteers from PCC, Pasadena High School, John Marshall High School and Flintridge Center made the day extra special for all the families who left with great costumes and happy kids.





On the very same day as the costume swap The Friends of The Altadena Library held a very successful pop up book sale in the parking lot. Families gathered to find book treasures alongside the costume treasures. The Friends worked with their usual love for the library and the community, and together raised a substantial amount for the library. Their continued support for the library helps provide funds for so many great programs and activities.

Another first for us was our Media Training Workshop. Interested participants showed up ready to learn how to create quality news and the day did not disappoint. These young volunteers created a fabulous promotional piece for the Altadena Library and we are so excited to see what exciting new ideas will come from them as they continue to follow new leads on Altadena based news!



Our community volunteers continue to contribute their creativity, time and energy to our library. We are enriched every day by their presence and always grateful.

Collection Development Monthly Report – October 2017

October! The month of children anticipating Halloween and all the treats it brings! Selena reports that she, “clean[ed] chocolate off a bunch of DVD's that a patron returned, which I think is helpful for the next person who touches it 😊.” Providing a clean and attractive collection is a key component of collection development. Having fun displays is also important, and, Halloween provides a great theme. The main adult display area had a great selection of scary reads, as shown in this photograph:



Debbie and Carlene put together a fun display showcasing the horror genre of DVDs:



It is fun to see the chain that used to keep the old doors locked being reused and recycled in a clever manner.

Maintaining a quality collection is a group effort, and, in October Ryan and Adrianna received training on selecting and building shopping carts in Baker & Taylor's ordering system, TS360. Ryan helps with selection of the literature collection, in addition to his role as the selector for video games. Adrianna, under Christina's guidance, is providing suggestions for the Spanish and bilingual children's materials. I also previewed for Ryan and Christina a cool feature in Koha that tracks monthly expenditure by amount or percent, and, eliminates the need for a separate spreadsheet application. Quarece, aka Q., aided the Collection Development Department with various ongoing projects. Q. helped reorganize the plays shelved in the Closed Collection according to their spine label and classification number; therefore, they are now shelved in correct order! Previously, the plays were shelved according to title; therefore, it was a guessing game finding the play, and, plays by one author did not get shelved together! Organizing the plays enables staff to find the titles they are looking for,

and, prevents confusion. Q. also created shelf labels and removed the magazine boxes the plays used to be shelved in, creating more shelf space and less dust!



Improving the Bob Lucas collection is coming. Diana started to build her first shopping carts of materials, and, while reviewing her selections, I am happy to report she is going to be a great selector. Diana chose materials that are currently bestsellers, but, she also quickly grasped the importance of building a balanced selection of titles that will be of interest to all users of the branch collection.

We are also continuing with some necessary deselection of the collection to make sure that regardless of format, or intended age of audience, the non-fiction information we provide our patrons is current or relevant to the community, and, that fiction is of interest and meets the needs of the community.

Among the other out of the ordinary tasks that took place in October was the annual compiling of statistics for the California State Library. Last year, working in Millennium this took days of work to produce all the collection and patron statistics. Having the new ILS, Koha, really streamlines this process because it provides the capability to automate reports that compile data. Christopher, IT Manager, assisted me in generating the reports. Additionally, Christopher has these reports capturing the data monthly, for next years' state and National (PLA) report so that the Director has all the information she needs at the end of the fiscal year to complete the reports.

The entire collection of books, periodicals, and other materials in a library.

<input type="checkbox"/>	601, Childrens Books Added		2,456
<input type="checkbox"/>	602, Books Children Held as of June 30		28,422
<input type="checkbox"/>	603, Books Young Adult Held as of June 30		4,412
<input type="checkbox"/>	604, # of Cataloged Books Added		7,580 <input type="checkbox"/> Unavailable
<input type="checkbox"/>	605, # of Book Titles Added Cataloged in Collection		6,568 <input type="checkbox"/> Unavailable
<input type="checkbox"/>	606, Total Books Held as of June 30		90,091
<input type="checkbox"/>	607, # of Government Documents in Separate Collections		0 <input type="checkbox"/> Unavailable
<input type="checkbox"/>	608, Total Print Materials Held		90,091
<input type="checkbox"/>	609, # of Electronic Books in Collection		2,000
<input type="checkbox"/>	610, # of Physical Audio Materials in Collection		4,738
<input type="checkbox"/>	611, # of Downloadable Audio Materials in Collection		0
<input type="checkbox"/>	612, # of Physical Video Materials in Collection		3,557
<input type="checkbox"/>	613, # of Downloadable Video Materials in Collection		0
<input type="checkbox"/>	614.a, # of Electronic Collections through Local and Other Funding in Collection		9
<input type="checkbox"/>	614.b, # of Electronic Collections through State Funding in Collection		0
<input type="checkbox"/>	614.c, # of Electronic Collections		9
<input type="checkbox"/>	615, # of Current Print Serial Subscriptions		209
<input type="checkbox"/>	616, Number of records in library catalog as of June 30		90,406
<input type="checkbox"/>	617, # of Childrens Audio Materials in Collection		614
<input type="checkbox"/>	618, # of Childrens Video Materials in Collection		614
<input type="checkbox"/>	619, Equipment collection		14 <input type="checkbox"/> Unavailable

Above is a listing of some of the categories of statistics that are compiled. This may look simple; however, each category has specific instructions of what to include and it can be difficult making certain the right data is being compiled.

In October, Vicky and I trained Mark and Selena on processing Interlibrary Loans and I continued looking for ILL requests from our patrons that can be turned into purchases for the library.

Regarding the library collections I wish to report on several items. First, we are still encountering challenges with our primary vendor, Baker & Taylor. Our ordering process is not always synchronizing with Koha correctly. Every library encounters some situation when migrating from one ILS to another, so this is to be expected. We are being diligent in providing information, tracking issues, and responding but it is taking longer to sort out than expected. We have a work around solution, so we are ordering materials; however, the speed in which we are receiving items is less than ideal and we are also encountering some problems with catalog records. Because of these problems on Baker & Taylor's end, I have good news to report. Our Sales Accountant, Janice, worked with the B&T Management Group to waive our TS360 (the ordering platform) annual subscription and they also waived the fee for additional users to the system. The renewal for FY17-18 was \$2,680.00 and additional users cost \$275.00 each!

As previously noted, try as we might, the full materials budget for FY16-17 was not expended. Last year, we had some wonderful accomplishments in this library, a mini-renovation in which we got seismic and ADA compliant shelving; conducted a massive deselection project that removed many books in the adult and children's department that were obsolete, provided misinformation, or were damaged and soiled and not suitable to be sitting on the shelves.

Preparing for the remodel took a lot of time, and, the deselection work on the collection, to the extent that it is now browsable, took a lot of staff time and energy. Additionally, migrating to our new ILS, Koha, required extensive cleanup of the Millennium database for both materials and patron records. Attention to the records in the Millennium database, which included bad records from the previous, ILS, had never been taken, as far as Christopher and I could determine. Cleanup of the database, as I have previously reported took months of work and, time that normally would be devoted to selection of materials. Cleanup of the database was essential, and, even if we did not migrate to a new ILS, would still have occupied a good deal of my time. We had to take care of the records that had been neglected over many years.

Going forward, purchasing for the collection at Main is getting back on track. Over the last year, we have removed some redundant processes in my department and improved others. For example, we pay to have our materials from Baker & Taylor to come processed, yet, for some reason we had the DVDs come in unlocked cases and then spent time changing new DVDs to locked cases in-house. I eliminated this unnecessary time waster by having B&T send our DVDs in locked cases! Once we have B&T working correctly with Koha, we will expand to having all materials come cataloged and processed from the remainder of our vendors. Having materials arrive shelf ready provides quicker access to our materials for our patrons. We will always have some items that we need to process in house, such as those purchased from Amazon or independent vendors.

Incoming!



Regarding the question of possibly adding the funds not spent last year into this year's fiscal budget, this will prove to be difficult. As reported previously, an inventory of the collection has not taken place in at least twenty years! We must do an inventory this fiscal year, and, that will take time to plan, and, time to execute. Depending upon the records, there will also need to be cleanup of records in Koha. Due to the number of books that are found on the shelves without having catalog records, we know the inventory is going to uncover an unknown number of materials. Additionally, being that conducting an inventory of the collection has been ignored, I am certain we will find out that there are items in the catalog that are not present in the library. Also, an inventory of the collection must include the Bob Lucas collection.

If we were to add the book fund into this year's budget, using an average of B&T after discount cost of twenty dollars for an adult book, that equates to the purchase of approximately 3,100 additional items. Using the average of fifteen dollars for a children's book, that equates to the purchase of approximately 4,133 items. The average B&T after discount price of DVDs ranges from fifteen to twenty dollars; therefore, that requires the selection of approximately 125 additional items. Using the average B&T after discount price of twenty-five to thirty-five dollars for audiobooks, requires the selection of approximately 243 additional items. In total, adding these funds to the materials budget mid-year will require the selection of over 3,500 additional titles. If one were to spend fifteen minutes per item reading reviews and selecting the items into a purchasing cart, this equates to 233 hours of labor. This will require one person to spend forty hours per week for six weeks selecting materials. We do not have any staff available to do this sort of additional selection. Additionally, once the added items were to arrive, we do not have staff to do the additional processing necessary to make the items available.

If the decision is made to incorporate these funds into the current fiscal year budget, I will probably have to look at purchasing additional items in more expensive formats, for example, adding more electronic audio books from OverDrive. Another option is to acquire more titles in Flipster; however, that will require dropping the added titles the following fiscal year, which will make patrons unhappy. I am very willing to work towards solutions; however, knowing that inventory of the collection must be a priority this year, I do not see how we can also find a way to purchase the additional items, given my staff of one full time, and two part-time persons; our YA Librarian being on maternity leave, our Children's Librarian having a full schedule, and our Branch Librarian working on bringing the Bob Lucas collection to basic standards.

In conclusion, I want to thank my coworkers who voted for me in the California Library Association's October elections. Although I came in third out of three candidates for the CLA – American Library Association Chapter Councilor, receiving votes from CLA members throughout California speaks volumes about all the exciting and positive things we are doing for the Altadena community.

Submitted by: Estella Terrazas, Collection Development Manager

October Technology News

We are continuing to refine elements of our backend system. Koha ILS was upgraded from 17.05 to 17.05.05. Information on the latest release can be found here: <https://koha-community.org/koha-17-05-05-release/>

Staff computers are being upgraded to the windows 10 to keep in step with our public offerings. The licenses were attained at a significant discount via Techsoup.org.

For laptop users, our print over wifi system has been simplified. No longer are patrons required to install software. Patrons can navigate to a webpage to print to our public printer at the Main Library. The link to the print over wifi can be found on the Library homepage at the following location:

<https://www.altadenalibrary.org/blog/mkittay/2016/06/08/wireless-printing-service-print-your-device-here-library>. Those who want to print over wifi from their tablets or phones still need to use the classic method via the 'SmartAlec' application.

Our website committee has met to brainstorm ideas for making the Library's website more beautiful and user friendly. The ideas have been largely gleaned from other libraries' websites that have won design and usability awards. We are actively working on a mockup of our ideas, and will submit it to web developers for bidding.

Miscellaneous Notes:

The Library is adjusting server resources to carve out space for an open source alternative to Past Perfect, which will house the scanned historical documents.

The I.T. department is reviewing server builds for replacing the existing virtual server host, and moving the existing host over to failover server.

The Library is evaluating RFID solutions.

10 Sprint Mobile hotspots are now available for checkout at the Main and Bob Lucas Libraries.



ALD HR REPORT – BOARD OF DIRECTORS

Month: November 2017

EE/HR Transactions / October 2017

	Action	Status/Notes
1.	HR Hotline call	Reviewed with Management
2.	Reviewed incoming SDI/EDD forms	Completed and returned to SDI/EDD
3.	Reviewed former employee history	
4.	Process of two medical leaves	

Current Projects (Updates shown in red)

Project	Action	Target Date	Status/Notes
Pulse Survey	Conducted Quarterly	11/3 - Conducted through Survey Monkey (per Board request)	See attached survey results
HR SOP's	Q2: To be revised based on ALD tasks vs. HRN tasks	10/10/17	Revised, updated and sent to client
Job Descriptions	Mindy/Ryan sending for revisions	Year-End - In Progress	HRN to review, make ADA compliant, review for exemption classification
Performance Reviews	HRN to develop based on JD, mesh with Pride in Excellence format		Move review cycle to a focal review date in 2018
Compensation Development	Wage Data –Librarians to conduct market data research		Provided Compensation Plan Outline
Management Development/ Training	1. Conducting Effective Performance Appraisals	12/22/17	Other topics TBD
Cultural Development/ Training	DiSC training (Part I & II)	6/2/17	Part II presented
	Condense Values to 5-6; Integrate into documentation, work processes, organizational conventions	7/7/17	Presented to Employees, included Values Exercise
HRIS (Stratex)	Set up training for Phase II	8/1/17	Onboarding, employee files/ transactions
Policy/Procedure	Research on Volunteers and Insurance	7/7/17	Provided Volunteer Manual

BOARD OF LIBRARY TRUSTEES DIRECTORS UPDATE

DEPARTMENT: District Director MEETING DATE: November 27, 2017
PREPARED BY: Mindy Kittay LOCATION: Community Room

FRIENDS & FOUNDATION:

The Altadena Library Foundation added another new member last month, Cynthia Kumanchik. Cynthia was a member of the 50th Anniversary Committee and the Kumanchik and Bohland Families **Foundation donated \$10,000 for furniture in the Children's Room and were a Sponsor for Taste of 'Dena.**

The Foundation is continuing to actively interview additional Board Members and is planning a meet and greet in January, here at the Library, after hours, to visit with potential donors and Board Members.

The Annual Volunteer Appreciation Event held on Wednesday November 8, was a wonderful success with great food, live music and lots of good conversation and comradery had by all.



GRANT: Libraries Illuminated Grant

We are excited to announce that we have been awarded \$18,281.00 from the California State Library. We will be purchasing iPad Pro tablets and MacBook Pro laptops. Adding four MacBook Pro laptops to the five we currently have, will allow us to offer in-depth and advance courses free of charge to patrons. Having additional state-of-the-art computer and tablet systems will allow the Library to expand its educational courses, allowing community members access to free training in their uses. For example, we will provide instruction on such topics as video editing and animation. While the MacBook Pro laptops will be used in the main library building in our FabLab, the iPad tablets will allow staff to be more mobile and can be used in the main library, the branch library, and community-wide. With six iPad Pro tablets, the Library staff will be able to better reach out to and interact with the community as well as offer educational opportunities to patrons.

FACILITIES

Facilities Assessment Main Building:

We have received three Scope of Work (SOW) proposals for a Facilities Assessment of the Main Building. **The SOW's** are over \$10,000, and accordingly we are creating a formal RFP and will issue that in December.

Branch Library Improvements:

The Altadena Library Foundation has earmarked \$40,000 for improvements to the Branch Library. We have received some bids and are awaiting others for Interior and Exterior Paint, new flooring and renovation of the grounds surrounding the library

including new signage. As part of this project the blinds will be replaced, and some other minor upgrades will be made.

In late 2015 and early 2016, the Branch received all new furniture which included tables, chairs, and shelving (all mobile). All technology (computers) was upgraded and we increased bandwidth to 1G. In late 2015 the Branch parking lot was repaved. The Branch also received a Multi-Function Machine for faxing, scanning, copying, and printing.

Tree Trimming:

Below is a list of the notices we have made/will make about the tree trimming:

- Signage in Library
- E-Blast 11/17
- Library Blog Post 11/15
- Library Homepage Slider
- Nextdoor Post 11/21
- Facebook Post 11/21
- Facebook Event
- Tweet 11/21
- Instagram Post 11/21
- E-Blast 11/23
- December Newsletter
- E-Blast 12/1

FINANCE:

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

1. Independently reconcile the checking, savings, and county bank accounts to ensure a proper segregation of duties.
2. To review the accounting each month, and on an as needed basis as questions arise.
3. To help staff prepare for the audit, particularly some of the more complex journal entries that comply with Government Accounting Standards Board pronouncements (GASB), such as the retiree health or pension accounting.
4. To assist staff as they have questions regarding QuickBooks, accounting, and best practices in accounting and finance.

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

The District also uses an independent auditor to prepare the annual financial statements (Audit). The Pun Group serves public agencies and corporations across California, Nevada and Arizona. They have more than 100 years of combined experience in the government and public agency space.

Audits

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

Salary Schedules (Step System)

Response to the questions from the Board at the August 28, 2017 and October 23, **2017 Board Meetings, regarding the Step System and the Library District's Salary** Schedule.

According to the District's CPA, Cindy Byerrum of Platinum Consulting Group, a CPA firm that focuses exclusively on providing special district governments with high level ongoing CPA services and annual audit preparation services, to her knowledge almost every District is on a step system. I have reviewed many of the libraries, Cities and Counties in California and most use a step salary system.

The Altadena Library District has been on a step system for as long as anyone can **remember. The current Salary Schedule is on the Libraries' website** (<https://www.altadenalibrary.org/public-documents>). The Salary Schedule (with steps), is included in the appropriate Board Package as an Informational item annually after the Budget is approved and additionally if there is a minimum wage increase that requires a change in the Salary Schedule. Also on the District website in the public documents section, there is a link to the 2016 State Controller Report of Employee Compensation

as well as a link to Transparent California. Both of these websites reveal, by law, the wages and benefits of the employees of the Altadena Library District.

Following are the samples of salary schedules from the District’s Board Packages:

Item 5: Board of Library Trustees Staff Report dated 7/28/2014 California Minimum Wage Increase and review of revised Altadena Library District Salary Schedule.

Item 6: Altadena Library District Salary Schedule adopted in the FY 15-16 Budget. 7/20/2015.

Item 7: Altadena Library District Agenda 1/25/2016 Item 11 (f) California Minimum Wage Increase, effective January 1, 2016 and updated Altadena Library District Salary Schedule, FY 2015-2016.

Item 8: Altadena Library District Agenda 6/27/2016 Item 12 (g) Distribution of Altadena Library District Salary Schedule for FY 2016/2017.

Item 9: Altadena Library District Agenda 6/26/2017 Item 11 (c) Updated District Salary Schedule, FY 2017-18

During my tenor at the District I have worked diligently to improve our administrative processes and have specifically worked to reduce our costs for wages and benefits while providing even more efficient and outward facing service to our community. At the January 26, 2015 Board of Trustees meeting I requested the creation of a budget committee to work in a transparent environment to create the budget and report to the Board. The committee of Trustees McKenzie and McMullins and the Finance Director and the Director, worked on the committee for the first two years (see Item 10) and this past year I again requested a Budget Committee be created and it included Trustees Bershatsky and McDonald and the Staff Accountant, Public Services Director, and the Director.

The chart below indicates the % of Wages and Benefits to overall operating expenditures (does not include capital budget) of the district.

Budget Year	Total Operating Expenses	Total Salaries & Benefits	% of Total Expenses
13/14	2,847,682	1,996,243	70.10%
14/15	2,790,450	2,041,179	73.15%
15/16	3,189,597	2,180,148	68.35%
16/17	3,296,402	2,169,794	65.82%
17/18	3,204,900	2,266,707	70.73%

This has been accomplished while at the same time slowly increasing base wages so that (at the request of staff prior to my arrival and continuing thereafter) when analysis of wages as compared to other Southern California Libraries will be completed (estimated to be done during the 17/18 budget year), there will not be an unsurmountable gap between what we offer and what is available in the surrounding communities.