



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

**AGENDA**

**Regular Meeting**

Board of Library Trustees – Altadena Library District

Community Room – Main Library

**February 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:**

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.

4. **PUBLIC COMMUNICATION**

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

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

**HIRES/PROMOTIONS:**

**New Hires:**

Yuni LaFontaine – Volunteer Coordinator  
Rebecca Moreton – Clerk I at Bob Lucas

**Promoted:**

Mikayla Arevalo – Page to Clerk I  
Melissa Aldama – Page to Clerk I

**Resignations:**

Lucy Molina  
Ashley Ravelo

6. **FINANCIAL REPORTS**

- a) Financial reports for November/December and 1<sup>st</sup> Half of Year (7/1 – 12/31 2016)  
**(DISCUSSION/POSSIBLE ACTION)**

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

7. **CONSENT CALENDAR**

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

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

- a) Approval of minutes – Regular meeting held January 23, 2017
- b) Statistical Reports – January 2017
- c) Departmental Monthly Report – January 2017

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

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

9. **DIRECTOR'S REPORT**

- a) Facilities Update (**INFORMATION**)
- b) Volunteer Coordinator Update (**INFORMATION**)
- c) PowerPoint Presentation: Altadena Library District: Our Story

10. **OLD BUSINESS**

- a) Human Resources Update – Report by HRNETwork (**INFORMATION**)
- b) Community Conversations Update (**INFORMATION**)
- c) Update: Phase I Renovation: (**INFORMATION**)
- d) Resolution 201701 Update (**INFORMATION**)
- e) Review new Library Board of Trustees Handbook and Discuss Training Requirements and Board on-site Trainings and Retreats (**DISCUSSION/ACTION**)
- f) Joint meeting of FOAL and Board of Trustees Update (**INFORMATION**)

11. **NEW BUSINESS**

- a) Approval of Revised Employee Manual (**DISCUSSION/ACTION**)
- b) Hours for June (Open Studios) (**DISCUSSION/ACTION**)
- c) Review of Annual Report Fiscal Year 2015/2016 (**INFORMATION**)

12. **CORRESPONDENCE & PRESS**

- a) Press Clippings (**INFORMATION**)
- b) Letter from CalPers, Discount Rate Change (**INFORMATION**)
- c) The Voice for America's Libraries, United for Libraries (**INFORMATION**)

13. **REPORTS OF SUPPORT GROUPS**

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

14. **REPORTS OF TRUSTEES**

15. **CLOSED SESSION**

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

16. **RECESS BACK INTO OPEN SESSION**

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

18. **AGENDA ITEMS FOR FUTURE AGENDAS**

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

19. **ADJOURNMENT**

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

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February 15, 2017

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

Altadena Library District Board of Trustees,

Altadena Library District hired Applewhite Accounting Inc. to provide Accounting and Bookkeeping Services to assist ALD Accounting Department and District Director in reviewing the current fiscal year and closing all months through December 31, 2016.

The following is a report on the status of the project. Applewhite Accounting Inc. is currently working diligently to close December 31, 2016 books and to furnish Financial Reports for each month and the first half of the 16/17 fiscal year. In order to complete this finance project, it is imperative to make sure that:

- all data is entered and allocated properly,
- payroll journal entries are entered accurately
- historical data has been analyzed, any errors corrected, and reconciliations of all bank statements are completed
- Year End 15/16 journal entries are entered and the financial statements agree with the Auditors financial statements

The firm's estimated completion target date is February 28, 2017.

The status to close the books through December 31, 2016 is still in progress:

**November and December 2016, are approximately 90% complete (tasks included but not limited to):**

- entering missing data i.e. transactions that were not in the books
- analyzing and reviewing both months for accuracy
- recording payroll journal entries
- reconciling bank & credit card accounts

**Target dates for forwarding DRAFT Copy of November and December 2016 financial reports i.e. Profit & Loss and Balance Sheet to Mindy Kittay for review**

1. November 2016 Financial Reports, 1<sup>st</sup> Draft copy to Mindy Kittay for review – ETA is by or before Monday 2/20/17

2. December 2016 Financial Reports, 1<sup>st</sup> Draft copy to Mindy Kittay for review – ETA is by or before Thursday 2/23/17
3. After review, adjustments needed (if any) will be made then **FINAL Financials** will be given to Mindy thereafter

**Issues/Matters that are affecting and are causing a delay in the productivity of our completion date:**

- Incorrect historical journal entries of payroll, which lead to auditing previous payroll journal entries to properly record October, November, and December 2016
- Incorrect historical posting of credit card transactions. Each months' transactions were not itemized, they were grouped together and not posted to a vendor which makes it difficult to recognize whether or not a transaction is allocated correctly.
- Analyzed and made several telephone calls to LA County regarding ALD Revenue which is being held by LA County
- Working in conjunction with LA County to get the Funds sent to ALD and discussion about how to have the funds transferred to ALD CalTrust account that was setup for this revenue
- Prepared, issued, mailed and transmitted YE2016 – 1099 MISC tax forms. Due date to recipients and agency was January 31, 2017
  - W-9's: confirmed receipt of W-9's. After determining that many vendors had not completed a W-9, we we emailed W-9's to recipients to be completed, signed and dated.
  - Preparation of 1099's; reviewed, analyzed and reclassified, if needed, historical data to the proper account prior to preparing the 1099's. Upon completion, we prepared 24 - 1099's
  - Mailed Copy B – 1099 MISC to recipients
  - Transmitted via e-Filed 1096 and Copy A – 1099MISC to Federal Agency; IRS
- Clean up and reallocating historical data, as needed, when recognized
- Training and assisting current Accounting Clerk in the proper method and procedures for recording transactions in QuickBooks i.e. Credit Card transactions, transfers of funds and payroll entries.
- Entered FYE 06/30/16 AJE's given by Auditor

Final Steps to Finish out 15/16 Fiscal Year: Balance the QuickBooks Financials to the Auditors and create final financial statements. This must be done before the final financials are submitted to the board.

Thank You  
 Kimberly Applewhite  
 Applewhite Accounting Inc



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

## MINUTES

### Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

January 23, 2017 – 5:08 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:

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

#### 4. 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).

**Director Kittay requested to move the HR update (Item 10a) to the beginning of the meeting since Audrianne had another meeting to attend.**

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

**Move to adopt agenda as amended – Moved by Zelada-garcia, Seconded by McMullins. Adopted**

#### Item 10a – HR Update (Presentation by Audrianne Adams-Lee from HR Network)

Audrianne explained about an error in free holiday accrual calculations for 2016/2017 and that all affected employees had been notified and stated that free holiday accruals will be correct going forward.

The new payroll system, Stratex, will be operational starting with the April payroll. As part of the change, the District will create a four or five day lag between the pay date and the end of the pay period. This will eliminate the number of corrections that have to be made each pay period due to what employees report that they think they will work and what was actually worked. There was discussion about how to do this so that there is not a change to the current pay dates of the 15<sup>th</sup> and last day of the month and it was decided to keep those pay dates. It was also discussed as to how to best institute the lag so that employees do not have a short paycheck.

Audrianne also noted that other benefits will be announced in the future that will benefit employees such as the opportunity to be paid out for a portion of unused vacation hours.

Staff will be completing DISC assessments and training. We have introduced the ‘Pulse survey’- which measures culture and morale. The Pulse survey is completed at the monthly staff meetings and is discussed with Administration.

Trustee Bershatsky asked about employee recognition and Audrianne noted that there is a current program called “Above and Beyond” which is being improved and expanded.

The new employee handbook will be presented at the February board meeting for approval.

#### 4. PUBLIC COMMUNICATION

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

None

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

**HIRES/PROMOTIONS:**

**New Hires:**

Christina McTighe, Children's Librarian, November 2016

Kylynn Chaney, Administrative Assistant (no longer temporary), December 2016

**Retirements:**

David Butler, Library Associate, December, 2016

Laureen McCoy, Senior Librarian, December 2016

**End of Temporary Assignment:**

Kelly Ray, Clerk I, December 2016

**Resignation:**

Shermaine Alya, Administrative Assistant, December 2016

**Director Kittay reported on the New Hires, Retirements and Resignations.**

6. **FINANCIAL REPORTS**

- a) Financial reports for September/October and 1<sup>st</sup> Quarter (7/1 – 9/30) 2016

**(DISCUSSION/POSSIBLE ACTION)**

**Director Kittay presented reports for September and October. The outside consulting firm has been hired to come in and audit financials from July – which is taking some time. By the February Board meeting we hope to be current with presentation of financials. The goal is to do the Mid-Year financial review and recommendations for budget adjustments by the February or March meeting. Mindy is in contact with LA County to gather information regarding the calculation of the Districts revenue but it is a slow process. Mindy informed the Board that she will be updating the format of the financial reports so they will be easier to read in the future.**

- b) REVIEW OF ALTADENA LIBRARY DISTRICT DRAFT AUDIT FOR FISCAL YEAR ENDING JUNE 30, 2016 CONDUCTED BY INDEPENDENT CERTIFIED AUDITOR, THE PUN GROUP

**(DISCUSSION/POSSIBLE ACTION)**

**Paul Kaymark presented from the Pun Group. Kaymark noted that the audit found no problems or areas of concern. There was some discussion about the increase to the District for CalPERS retirement based on their lowering of the Discount Rate and that the District should be prepared to pay a higher percentage into the fund in the upcoming years. There was also discussion regarding the OPEB costs to the District and the corresponding liability which will be shown at over 1 million dollars on next years' audit. Kaymark explained that the OPEB was the health insurance benefit for retired employees that provides, at this time, \$500 per month per retiree who elects to maintain their health insurance through CalPERS and that this is a lifetime benefit. He noted that many other Districts do not maintain a health insurance benefit for their retirees and confirmed that the Director's assessment, that at our current rate of funding, this is an unsustainable benefit, without cutting expenses in other areas of library service.**

**Director Kittay noted that the District will be conducting a survey / salary and benefits analysis. She also noted that the Board may want to form a subcommittee in the future to review benefits. Trustee Zelada-Garcia noted she would like for the Board to review the survey and be presented with any options.**

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

**Motion to accept financials – Moved by McMullins Seconded by Zelada-garcia.**

7. **CONSENT CALENDAR**

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

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

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

**It was noted that Item 7d needed to be moved to 11e.**

**Adoption of Consent Calendar- Moved by McMullins, Seconded by Zelada-Garcia.**

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

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

None

**9. DIRECTOR'S REPORT**

- a) Facilities Update – Bathroom Upgrade **(INFORMATION)** Director Kittay reported that to raise the toilets in the bathroom it would cost approximately \$10,000. Trustee McMullins asked if there was another place in the budget from which the funds could come, Director Kittay noted that she would look into it, and would look into other options for the bathroom.
- b) Altadena Chamber of Commerce Dinner is on Friday, February 3rd at 6pm at the Altadena Country Club. **(INFORMATION/ACTION)** Director Kittay mentioned that in the past the Library encourages board to go, but only pays for the Director. Director Kittay requested that the Library pay for the Board to attend, to be part of the Community and advocate for the Library and that they invite one or two members from the FOAL and ALF.
- c) Thursday morning February 9th at the Altadena County Club the Chamber will be having a Power Breakfast from 8 to 9:30am with special guest Kathryn Barger our new Supervisor. **(INFORMATION)**

Director Kittay mentioned that she met with ALDI and they would like to support the Library, and that they may have a table at the grand re-opening.

Director Kittay noted that the security company required an inspection by the Fire department in order to provide a proposal and upgrade our security system. The Fire Department noted missing exit signs, conflicting exit signs and missing and inadequate fire extinguishers. They also noted that the storage area in the basement used by FOAL and staff could be made safer and is a fire hazard. The isles should not be obstructed with boxes of books or any items, there is no emergency lighting and the stacking of books and other items on the shelves is not secure. They will be coming back to do a further inspection and provide a full report. Trustee Bershatsky recommended that the report be shared with FOAL and the Board.

**10. OLD BUSINESS**

- a) Human Resources Outsourcing Update – Report by HRNetwork, **(INFORMATION)**

**Completed at Beginning of meeting**

- b) Community Conversations Update **(INFORMATION)**

Director Kittay provided an update on the Community Conversations. Trustee Zelada-Garcia noted that she would like to attend the next conversation at the Branch. She also mentioned that she knows someone at the Islamic Center and would like to speak with them about having a conversation. Trustee McMullins noted that she can speak with someone at her Church.

- c) Update: Phase I Renovation: **(INFORMATION)**

Powerpoint      Foundation Support      Updated Budget      Vision Boards      Timeline

Director Kittay provided an update on the Phase 1 Renovation, she noted that some contracts have been signed including the movers and flooring, she also noted that the doors will be installed soon, and that the ceiling tiles will be replaced on 1/24, and certain areas of flooring will be completed prior to the closing.

Director Kittay provided a brief overview of the operating plan and noted that as last year, an implementation team would be created for Professional Development Day.

**11. NEW BUSINESS**

- a) Resolution 201701 – Request for Consolidation of Governing Board Elections with Statewide General Elections **(DISCUSSION/ACTION)**

Administrative Assistant Kylynn Chaney presented the resolution to the Board and explained the purpose of the resolution which serves as a formal request to the Los Angeles County Board of Supervisors to consolidate the District's election with the statewide general election.

Trustee Zambrano asked about the code which allows this change, as it is currently in the education code as law for the District to have elections in odd numbered years. Kylynn noted that it is in the elections code, and once approved by the Board of Supervisors, would be changed so that the Districts elections would be held in even years.

Moved by Zelada-Garcia, Seconded by McMullins. Trustee Bershatsky conducted a vote and the resolution was passed with four (4) ayes.

- b) Update to Community and Meeting Room Policies **(DISCUSSION/ACTION)**

Trustee Bershatsky asked whether the new fees were comparable to other Libraries. Director Kittay noted that Administration did a survey of other local libraries to establish the new fee schedule.

**Moved by Zelada-Garcia, Seconded by McMullins. Moved to approve the new policy.**

- c) Review and Approve New Job Descriptions: Volunteer Coordinator and Library Associate-Collection Development. **(DISCUSSION/ACTION)**

**Director Kittay introduced the two (2) new job descriptions to the Board for approval. Trustee McMullins asked how the salary was determined for the positions, and Director Kittay noted that the District has a salary schedule, and that the Volunteer coordinator position fell under the Librarian I classification, as the position requires a higher degree of experience.**

**Moved by Zelada-Garcia, Seconded by Zambrano.**

- d) Review new Library Board of Trustees Handbook and Discuss Training Requirements and Board on-site Trainings and Retreats **(DISCUSSION/ACTION)**

**A new Trustee Handbook was presented to the Board, Director Kittay noted that the conversation for required trainings would need to be deferred for a later date. Kylynn noted that some of the Board members would need to complete the AB1234 ethics training.**

- e) Branch Hours during Closure of Main **(DISCUSSION/ACTION)**

**Public Services Director Ryan Roy introduced a proposed schedule for extending Branch hours during the Phase 1 Renovation closure. He noted that there were multiple projects to be completed during the closure but that the branch would be fully staffed and open seven days per week. These extended hours would cease as soon as Main re-opens. The extended branch hours would start March 13th. There will be staff at Main near the Community Room to help patrons with returns and checking of holds as well as to manage the use of the Community Room.**

**Moved by McMullins, Seconded by Zelada-Garcia.**

## 12. CORRESPONDENCE & PRESS

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

**Director Kittay made a recommendation that the Board request a meeting with the FOAL and bring in a member of the Association of Library Trustees, Advocates, Friends and Foundation (ALTAFF) to facilitate. The goal of the meeting is to open discussion of the challenges faced by the Library, Staff and FOAL and work together to search for solutions and to use this opportunity to create a Memo of Understanding (M.O.U.) between the Library and the FOAL. It was noted by both Director Kittay and Trustee Bershatsky, that the Friends have repeatedly ignored requests for a copy of their most recent bylaws, and requests for a meeting.**

**It was decided that the Friends would be invited to attend a meeting, with the Director, Trustees and a mediator from the California Public Libraries Association or ALTAFF, and Director Kittay will be writing a draft letter for this purpose. The Trustees suggested that Director Kittay forward a copy of the report from the Fire Department to the Friends once it is received.**

## 13. REPORTS OF SUPPORT GROUPS

- a) Altadena Library Foundation
  - b) Friends of the Altadena Library
- None**

## 14. REPORTS OF TRUSTEES

**Trustee Zelada-Garcia reported that she attended the Board Member Best Practices workshop and received valuable information from the California Special Districts Association. She noted that the association offers grants to special districts so that board members and staff can attend leadership conferences and workshops.**

## 15. CLOSED SESSION

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

**The Trustees Went into closed session at 8:18 p.m.**

## 16. RECESS BACK INTO OPEN SESSION

**The Trustees returned from closed session at 8:56 p.m.**



17. **PUBLIC REPORT OF ANY REPORTABLE ACTION FROM CLOSED SESSION.**  
The Board voted unanimously to reject the employee's claim.
18. **AGENDA ITEMS FOR FUTURE AGENDAS**  
This is an opportunity for Board members to request that items be placed on future agendas.  
**None**
19. **ADJOURNMENT**  
**Recommended Action:** There being no further business to come before the Board, the meeting is adjourned.  
**Adjourned at 8:57 p.m.**

# Statistics for FY 2016/17

7B

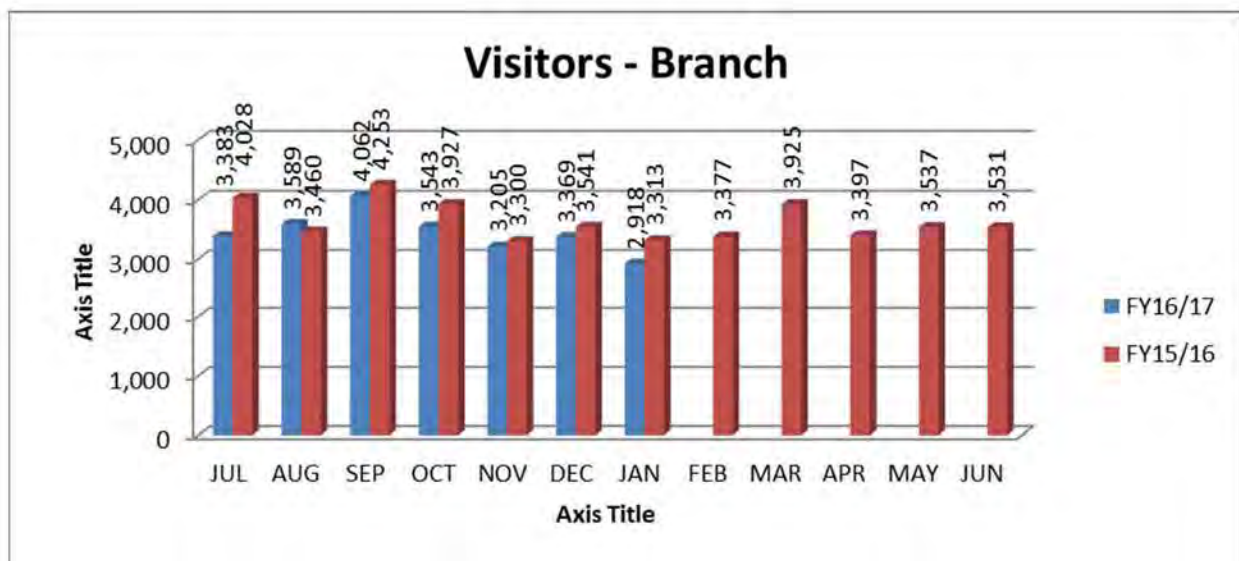
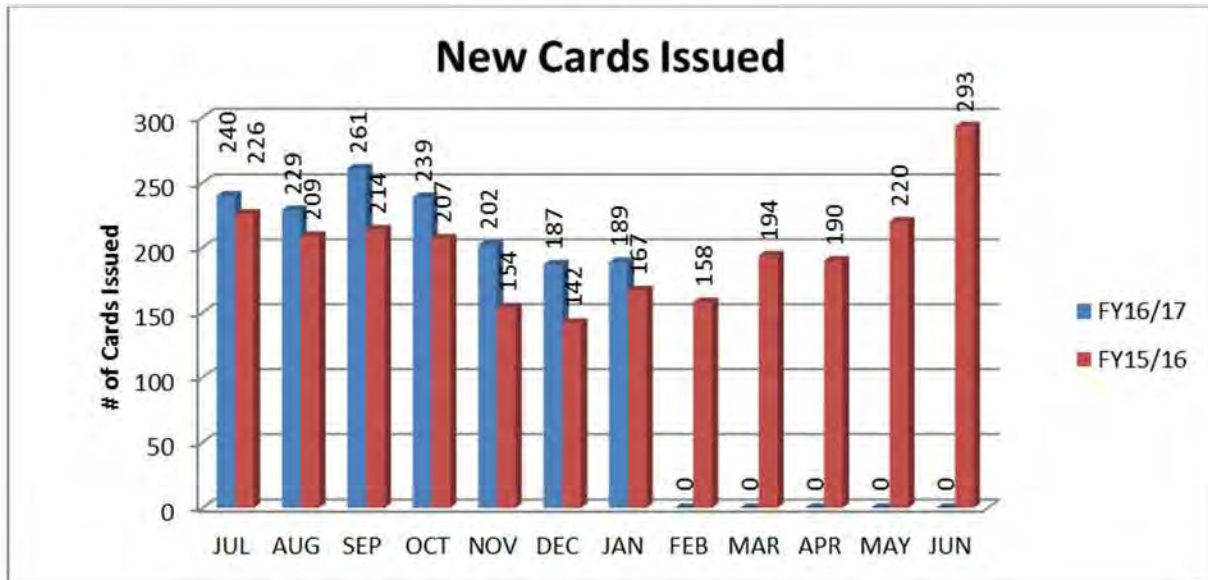
	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>TOTAL</u>
<b>Circulation - Main*</b>													
FY15/16	17,903	16,499	16,371	17,671	16,623	15,024	16,073	16,335	17,705	16,435	15,519	17,498	<b>116,164</b>
FY16/17	17,367	17,252	16,008	16,383	15,592	15,615	16,474						<b>114,691</b>
% Change	-3%	5%	-2%	-7%	-6%	4%	2%	-100%	-100%	-100%	-100%	-100%	-1%
Self-Check	<b>4175</b>	4142	3679	3753	3282	3061	3629			2,296	2535	4,040	
<b>Circulation - Branch</b>													
FY15/16	1,281	933	955	994	939	942	999	995	1,106	1,059	1103	1,112	<b>7,043</b>
FY16/17	1,291	1,182	1,166	1,168	947	1,073	1,097						<b>7,924</b>
% Change	1%	27%	22%	18%	1%	14%	10%	-100%	-100%	-100%	-100%	-100%	13%
<b>TOTALS</b>													
FY 15/16	19,184	17,432	17,326	18,665	17,562	15,966	17,072	17,330	18,811	17,494	16,622	18,610	<b>123,207</b>
FY 16/17	18,658	18,434	17,174	17,551	16,539	16,688	17,571	0	0	0	0	0	<b>122,615</b>
% Change	-3%	6%	-1%	-6%	-6%	5%	3%	-100%	-100%	-100%	-100%	-100%	0%
<b>Visitors - Main OLD COUNTER DOUBLED ITS NUMBERS!</b>													
FY15/16	14,500	9,568	8,947	13,670	9,725	9,119	9,660	12,022	11,362	14,406	16,626	16,126	<b>75,189</b>
FY16/17	14,895	14,372	13,159	14,788	11,851	11,926	12,052						<b>93,043</b>
% Change	3%	50%	47%	8%	22%	31%	25%	-100%	-100%	-100%	-100%	-100%	24%
<b>Visitors - Branch</b>													
FY15/16	4,028	3,460	4,253	3,927	3,300	3,541	3,313	3,377	3,925	3,397	3,537	3,531	<b>25,822</b>
FY16/17	3,383	3,589	4,062	3,543	3,205	3,369	2,918						<b>24,069</b>
% Change	-16%	4%	-4%	-10%	-3%	-5%	-12%	-100%	-100%	-100%	-100%	-100%	-7%
TOTAL VISITORS	<b>18,278</b>	<b>17,961</b>	<b>17,221</b>	<b>18,331</b>	<b>15,056</b>	<b>15,295</b>	<b>14,970</b>	-	-	-	-	-	<b>117,112</b>
<b>Days Open - Main</b>													
FY15/16	26	26	25	27	22	24	24	24	27	26	25	26	<b>174</b>
FY16/17	25	27	25	25	23	24	25						<b>174</b>
% Change	-4%	4%	0%	-7%	5%	0%	4%	-100%	-100%	-100%	-100%	-100%	0%
<b>Days Open - Branch</b>													
FY15/16	23	21	21	21	18	21	19	20	23	21	21	22	<b>144</b>
FY16/17	20	23	21	20	19	20	20						<b>143</b>
% Change	-13%	10%	0%	-5%	6%	-5%	5%	-100%	-100%	-100%	-100%	-100%	-1%
<b>Registrations - Main</b>													
FY15/16	208	189	191	188	141	126	161	140	177	164	187	274	<b>1,204</b>
FY16/17	223	202	234	215	188	166	175						<b>1,403</b>
% Change	7%	7%	23%	14%	33%	32%	9%	-100%	-100%	-100%	-100%	-100%	17%
<b>Registration - Branch</b>													
FY15/16	18	20	23	19	13	16	6	18	17	26	33	19	<b>115</b>
FY16/17	17	27	27	24	14	21	14						<b>144</b>
% Change	-6%	35%	17%	26%	8%	31%	133%	-100%	-100%	-100%	-100%	-100%	25%
<b>Registration - Total</b>													
FY15/16	226	209	214	207	154	142	167	158	194	190	220	293	<b>1,319</b>
FY16/17	240	229	261	239	202	187	189	0	0	0	0	0	<b>1,547</b>
% Change	6%	10%	22%	15%	31%	32%	13%	-100%	-100%	-100%	-100%	-100%	17%
<b>Reserves - Main</b>													
FY15/16	175	224	187	238	248	201	221	234	274	389	330	375	<b>1,494</b>
FY16/17	312	316	396	403	405	413	294						<b>2,539</b>
% Change	78%	41%	112%	69%	63%	105%	33%	-100%	-100%	-100%	-100%	-100%	70%
<b>ILL Lent (Main)</b>													
FY15/16	32	39	40	51	35	42	46	48	46	42	48	48	<b>285</b>
FY16/17	48	10	40	30	44	34	35						<b>241</b>
% Change	50%	-74%	0%	-41%	26%	-19%	-24%	-100%	-100%	-100%	-100%	-100%	-15%
<b>ILL Borrowed (Main)</b>													
FY15/16	28	22	32	25	28	15	27	19	28	22	23	23	<b>177</b>
FY16/17	24	23	42	25	39	14	77						<b>244</b>
% Change	-14%	5%	31%	0%	39%	-7%	185%	-100%	-100%	-100%	-100%	-100%	38%
<b>Inter Library Loan - Branch</b>													
FY15/16	5	0	3	8	10 of 70	0	6	7	4	5	7	7	<b>28</b>



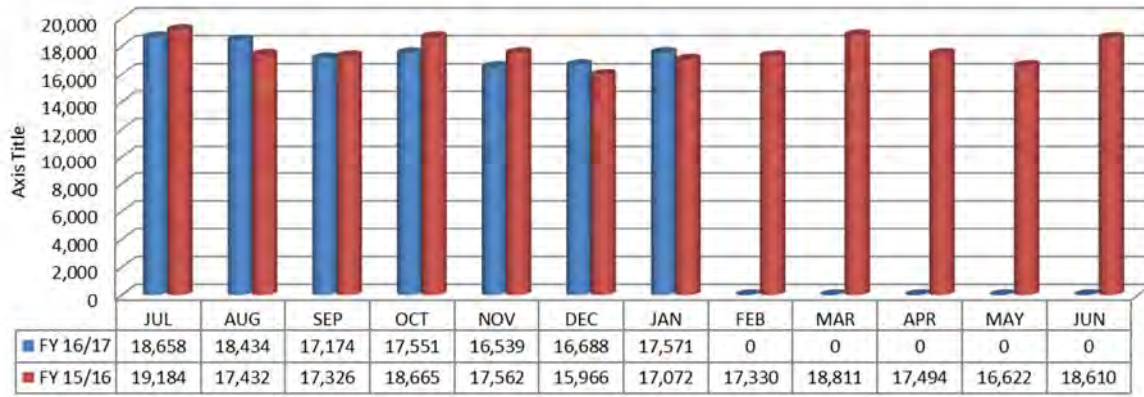
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL 7B
<b>Young Adult Programs</b>													
FY15/16	7	1	6	9	6	2	4	3	3	6	5	12	35
FY16/17	10	1	1	0	3	2	5						22
% Change	43%	0%	-83%	-100%	-50%	0%	25%	-100%	-100%	-100%	-100%	-100%	-37%
<b>Young Adult Program Attendance</b>													
FY15/16	152	13	136	117	65	45	109	41	58	85	65	192	637
FY16/17	162	5	4	0	50	19	58						298
% Change	7%	-62%	-97%	-100%	-23%	-58%	-47%	-100%	-100%	-100%	-100%	-100%	-53%
<b>Children's Services Programs Offered</b>													
FY15/16	21	8	17	23	19	12	14	17	25	23	15	18	114
FY16/17	18	1	19	23	18	16	15						110
% Change	-14%	-88%	12%	0%	-5%	33%	7%	-100%	-100%	-100%	-100%	-100%	-4%
<b>Children's Services Program Attendance</b>													
FY15/16	1,097	418	527	781	401	389	428	472	554	507	368	820	4,041
FY16/17	740	5	475	564	608	368	258						3,018
% Change	-33%	-99%	-10%	-28%	52%	-5%	-40%	-100%	-100%	-100%	-100%	-100%	-25%
<b>Branch Services Programs Offered</b>													
FY15/16	8	2	2	2	2	3	2	2	2	2	2	4	21
FY16/17	5	0	0	6	2	2	2						17
% Change	-38%	-100%	-100%	200%	0%	-33%	0%	-100%	-100%	-100%	-100%	-100%	-19%
<b>Branch Services Program Attendance</b>													
FY15/16	205	32	44	35	40	54	52	44	42	33	26	209	462
FY16/17	142	0	0	100	27	56	35						360
% Change	-31%	-100%	-100%	186%	-33%	4%	-33%	-100%	-100%	-100%	-100%	-100%	-22%
<b>Children's Services Class Visits</b>													
FY15/16	12	9	12	12	11	7	10	9	8	10	11	11	73
FY16/17	10	8	7	8	6	2	5						46
% Change	-17%	-11%	-42%	-33%	-45%	-71%	-50%	-100%	-100%	-100%	-100%	-100%	-37%
<b>Children's Services Classroom Visits Attendance</b>													
FY15/16	235	145	206	193	166	117	131	201	12	151	210	210	1,193
FY16/17	158	104	109	161	133	62	62						789
% Change	-33%	-28%	-47%	-17%	-20%	-47%	-53%	-100%	-100%	-100%	-100%	-100%	-34%
<b>Branch Services Class Visits</b>													
FY15/16	0	0	0	0	0	0	0	0	3	2	0	1	0
FY16/17	0	0	0	0	1	2	1	0	3	2	0	1	10
% Change			n/a						0%	0%		100%	
<b>Branch Services Class Visits - Attendance</b>													
FY15/16	0	0	0	0	0	0	0	0	78	56	0	20	0
FY16/17	0	0	0	0	25	53	26	0	78	56	0	20	258
% Change			n/a						0%	0%		0%	
<b>Branch Services - Literacy Tutor Sessions Offered</b>													
FY15/16	61	58	72	58	38	44	40	53	60	55	63	54	371
FY16/17	32	55	62	79	90	66	66						450
% Change	-48%	-5%	-14%	36%	137%	50%	65%	-100%	-100%	-100%	-100%	-100%	21%
<b>Branch Services Literacy Tutor Sessions Attendance</b>													
FY15/16	204	176	210	185	147	138	98	133	219	200	192	164	1,158
FY16/17	126	140	202	244	246	216	198						1,372
% Change	-38%	-20%	-4%	32%	67%	57%	102%	-100%	-100%	-100%	-100%	-100%	18%
<b>Branch Services Literacy Tutor Hours offered</b>													
FY15/16	78.75	91.75	100.75	52.5	51.25	38.75	44	80	82.75	81.5	89	57.75	458
FY16/17	27.5	27	75.5	99	90	85.5	84.5						489
% Change	-65%	-71%	-25%	89%	76%	121%	92%	-100%	-100%	-100%	-100%	-100%	7%
<b>Branch Services Literacy - Volunteer Hours</b>													
FY15/16	83.75	95	20	7.5	20	15	12	15	12	8	6	12.75	253
FY16/17	11.25	30.5	21.5	133	129	104.5	118						548
% Change	-87%	-68%	8%	1673%	545%	597%	883%	-100%	-100%	-100%	-100%	-100%	116%
<b>Adult Volunteers</b>													
FY15/16	1	1	1	1	1	1	3	3	1	2	10	1	9
FY16/17	3	4	1	2	1	1	2						14
% Change	200%	300%	0%	100%	0%	0%	-33%	-100%	-100%	-100%	-100%	-100%	56%

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
<b>Adult Volunteer Hours</b>													
FY15/16	25.45	44.5	22.5	31	17	24	36	76	48.5	38	113	27.5	200
FY16/17	38	67	13	24	18	30	29						219
% Change	49%	51%	-42%	-23%	6%	25%	-19%	-100%	-100%	-100%	-100%	-100%	9%
<b>Young Adult Volunteers</b>													
FY15/16	11	7	16	12	10	9	12	13	16	15	18	16	77
FY16/17	11	0	0	0	20	8	3						42
% Change	0%	-100%	-100%	-100%	100%	-11%	-75%	-100%	-100%	-100%	-100%	-100%	-45%
<b>Young Adult Volunteer Hours</b>													
FY15/16	60.25	28	117.75	91.5	46.25	31.75	50	36	78.25	75.25	96.5	176	426
FY16/17	52.25	0	0	0	27.5	23	19						122
% Change	-13%	-100%	-100%	-100%	-41%	-28%	-62%	-100%	-100%	-100%	-100%	-100%	-71%
<b>Children's Services Volunteers</b>													
FY15/16	5	2	2	4	3	0	0	0	0	0	0	0	16
FY16/17	0	0	0	0	0								0
% Change	-100%	-100%	-100%	-100%	-100%								-100%
<b>Children's Services Volunteer Hours</b>													
FY15/16	20.75	7	5	22.25	8.25	0	0	0	0	0	0	0	63
FY16/17	0	0	0	0	0								0
% Change	-100%	-100%	-100%	-100%	-100%								-100%
<b>Branch Volunteer Hours</b>													
FY15/16													0
FY16/17	26												26
% Change													
<b>Ebsco Databases</b>													
FY15/16													0
FY16/17				28	13	11	7						59
% Change													
<b>Novelist</b>													
FY15/16													0
FY16/17			5	2	4		4						15
% Change													
<b>BrainFuse -Tutor Service</b>													
FY15/16	16	53	109	114	161	108	116	183	67	150	217	127	677
FY16/17	76	104	287	159	78	22	87						813
% Change	375%	96%	163%	39%	-52%	-80%	-25%	-100%	-100%	-100%	-100%	-100%	20%
<b>Flipster (Searches)</b>													
FY15/16													0
FY16/17	125	94	80	2	1	3	80						385
% Change													
<b>Tumblebooks</b>													
FY15/16	20		97	27	19	14		6	2	30	0	2	177
FY16/17	79	1	10	27	5	11	93						226
% Change	295%		-90%	0%	-74%	-21%		-100%	-100%	-100%		-100%	28%
<b>Passports</b>													
FY15/16	178	171	167	190	147	122	206	204	248	258	221	237	1,181
FY16/17	209	208	179	208	162	138	216						1,320
% Change	17%	22%	7%	9%	10%	13%	5%	-100%	-100%	-100%	-100%	-100%	12%
<b>Passport Photos</b>													
FY15/16	123	121	102	124	117	94	117	159	192	197	158	168	798
FY16/17	156	166	119	170	120	101	155						987
% Change	27%	37%	17%	37%	3%	7%	32%	-100%	-100%	-100%	-100%	-100%	24%
<b>Notary Service</b>													
FY15/16	3	0	12	17	8	7	8	1	7	5	8	1	55
FY16/17	8	10	4	7	6	4	5						44
% Change	167%		-67%	-59%	-25%	-43%	-38%	-100%	-100%	-100%	-100%	-100%	-20%
<b>*includes downloadables</b>													
*Literacy volunteer hours are up as they have been incorrectly reported before, I believe. Edward had been recording only prep hours as volunteer hours but volunteers hours should be instructional hrs. plus prep hours which is the way it is on the CLLS annual report.													

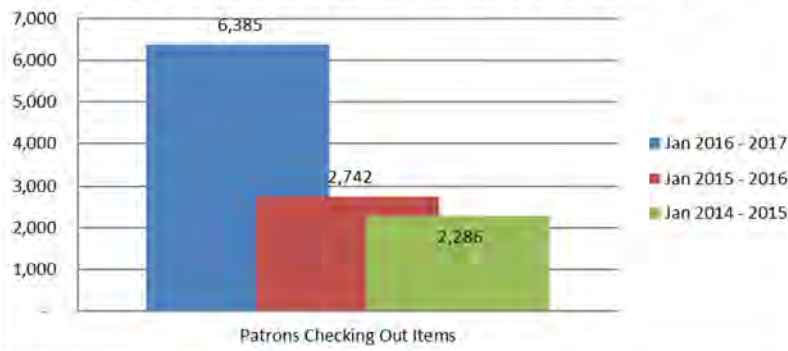
### Statistical Graphs for the Month of January 2017



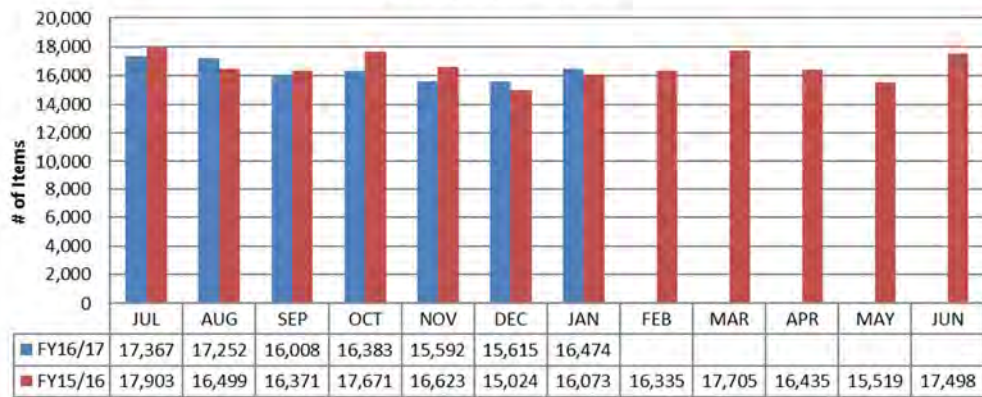
### Items Checked Out 16/17 vs 15/16 YTD



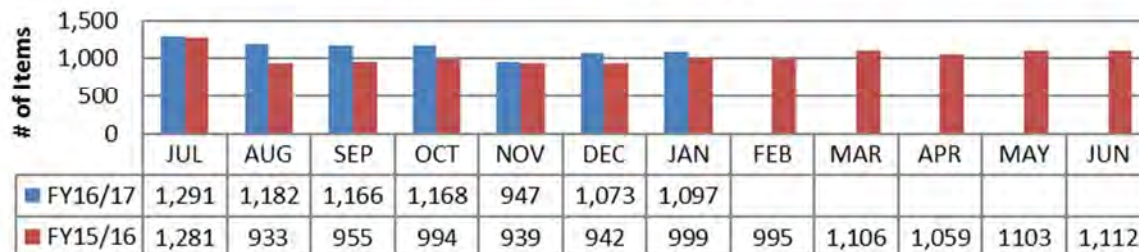
### # Of Cardholders Who Checked Out an Item



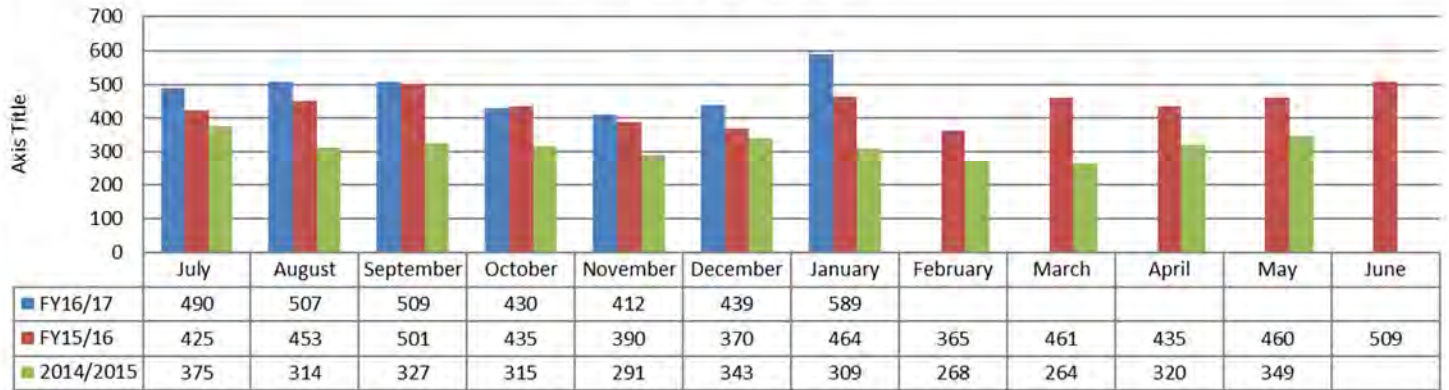
### Circulation Main



### Circulation Branch



## eBook Circulation



### CIRCULATION (CHECKOUT) STATISTICS

#### ALL LOCATIONS

P TYPE	Jan 17		Change vs		Actual #	
	PERCENT	QTY	Dec 16	Jan 16	Dec 16	Jan 16
Adult	78.5%	13328	1.8%	-3.6%	13090	13819
Juvenile	14.8%	2508	12.8%	45.8%	2224	1720
Staff	3.8%	637	1.4%	2.6%	628	621
Trustee	0.0%	1	-95.2%	-85.7%	21	7
Foster Patrons	0.0%	1	-50.0%	0.0%	2	1
Teacher Loan	2.2%	366	100.0%	5.5%	183	347
Teen	0.8%	141	39.6%	51.6%	101	93
<b>Total</b>	<b>100.0%</b>	<b>16982</b>	<b>4.5%</b>	<b>2.3%</b>	<b>16249</b>	<b>16608</b>

### CIRCULATION (CHECKOUT) STATISTICS

#### Main Library

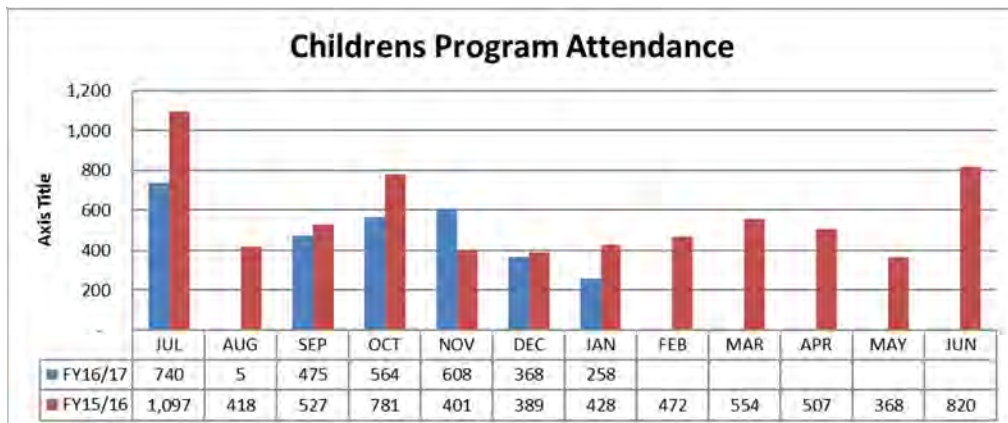
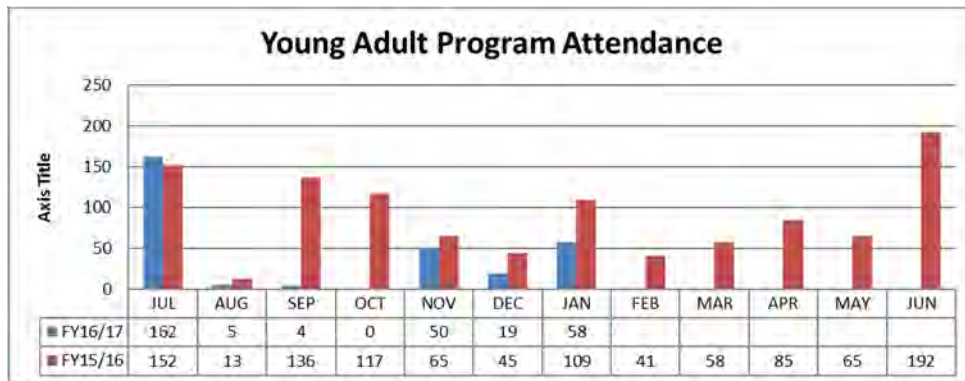
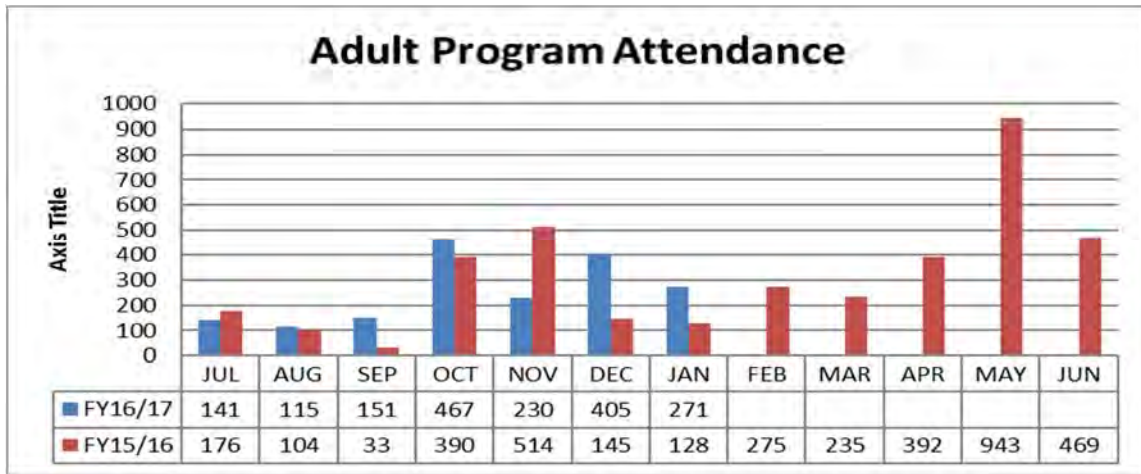
P TYPE	Jan 17		Change vs		Actual #	
	PERCENT	QTY	Dec 16	Jan 16	Dec 16	Jan 16
Adult	78.6%	12488	2.1%	-4.9%	12229	13129
Juvenile	14.9%	2362	12.2%	59.1%	2106	1485
Staff	3.8%	602	6.0%	5.4%	568	571
Trustee	0.0%	1	-95.2%	-85.7%	21	7
Foster Patrons	0.0%	1	-50.0%	0.0%	2	0
Teacher Loan	2.1%	337	110.6%	-2.9%	160	347
Teen	0.6%	94	4.4%	34.3%	90	70
<b>Total</b>	<b>100.0%</b>	<b>15885</b>	<b>4.7%</b>	<b>1.8%</b>	<b>15176</b>	<b>15609</b>

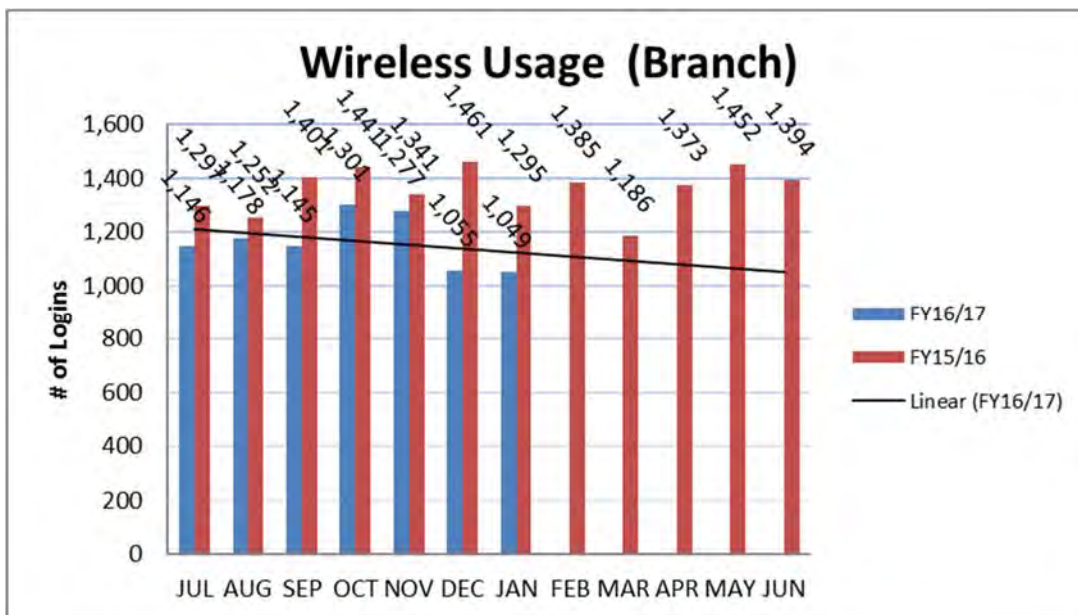
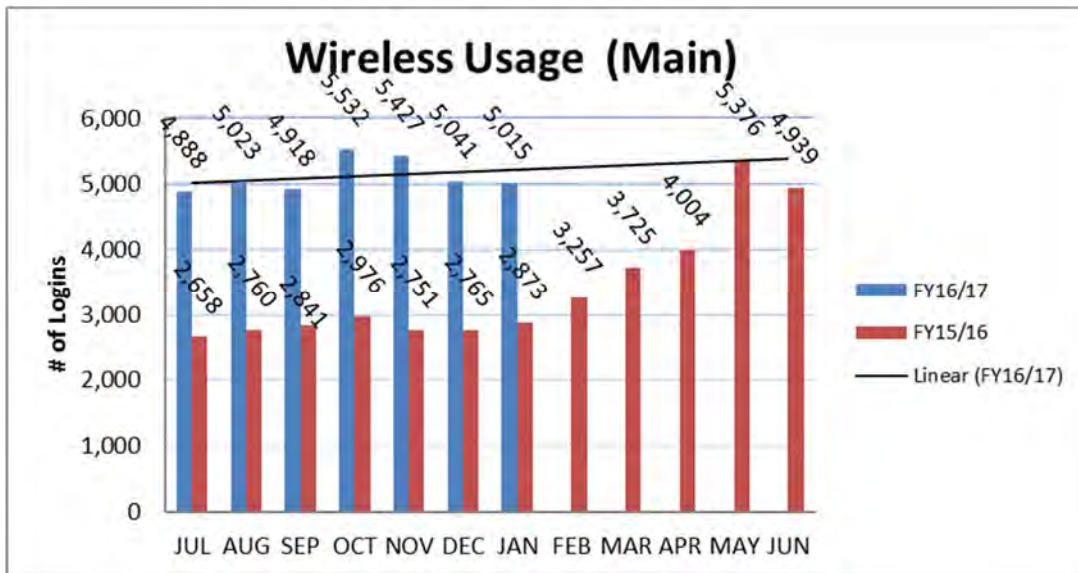
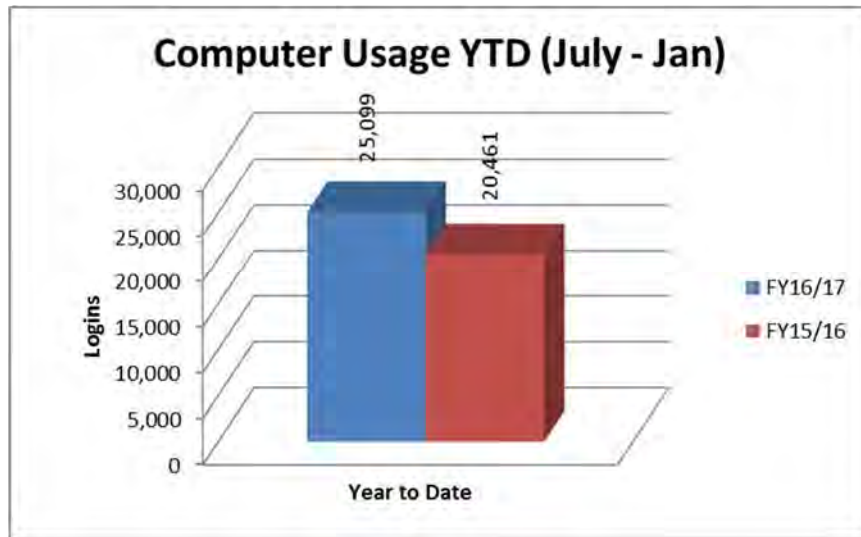


CIRCULATION (CHECKOUT) STATISTICS						
Branch Library						
	Jan 17		Change vs		Actual #	
P TYPE	PERCENT	QTY	Dec 16	Jan 16	Dec 16	Jan 16
Adult	76.6%	840	-2.2%	21.7%	859	690
Juvenile	13.3%	146	23.7%	-37.9%	118	235
Staff	3.2%	35	-41.7%	-30.0%	60	50
Foster Patrons	0.0%	0	0.0%	-100.0%	0	1
Teacher Loan	2.6%	29	26.1%	0.0%	23	0
Teen	4.3%	47	327.3%	104.3%	11	23
Total	100.0%	1097	2.4%	9.8%	1071	999

CIRCULATION (CHECKOUT) STATISTICS						
ALL LOCATIONS						
	Jan 17		Change vs		Actual #	
I TYPE	PERCENT	QTY	Dec 16	Jan 16	Dec 16	Jan 16
Book	61.5%	10438	3.0%	-3.0%	10134	10760
Sound Disc	7.2%	1226	-4.9%	-17.3%	1289	1482
DVD	26.3%	4463	10.3%	19.8%	4045	3726
Kit	0.5%	82	46.4%	20.6%	56	68
Serial	1.6%	266	-0.4%	-1.8%	267	271
YA Video Games	0.9%	152	11.8%	87.7%	136	81
Mature Video Games	0.5%	82	-2.4%	412.5%	84	16
Chromebooks	1.6%	273	14.7%	33.8%	238	204
Total	100.0%	16982	4.5%	2.3%	16249	16608

PATRONS THAT HAVE ITEMS (Feb 01, 17)					
Patron Type	Patrons	Patrons w/items	% w/items	# items	Avg/Patron
Adult		1566		6778	
Juvenile		443		1554	
Staff		21		308	
Trustee		1		1	
Foster Patrons		11		37	
Teacher Loan		37		413	
Teen		22		61	
<b>TOTAL</b>	<b>22,406</b>	<b>2,101</b>	<b>9.38%</b>	<b>9,152</b>	<b>4.36</b>
District Population					53,183
% w/Cards less than 3 years old (used & not used)					42.13%
Items in the Collection					96,935
% of Items Checked Out					9.44%

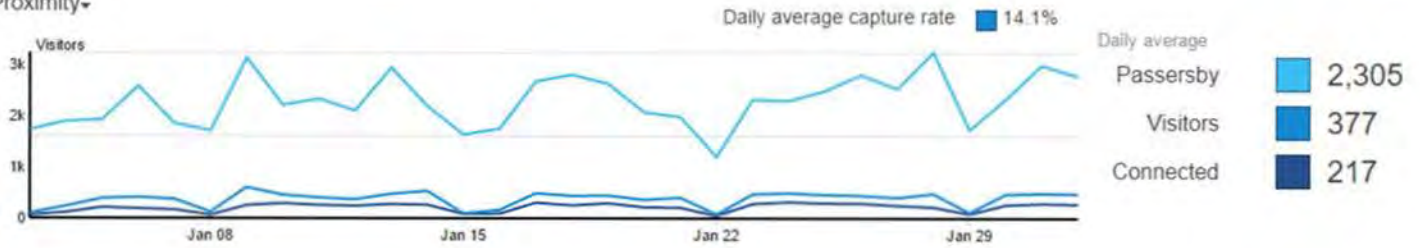




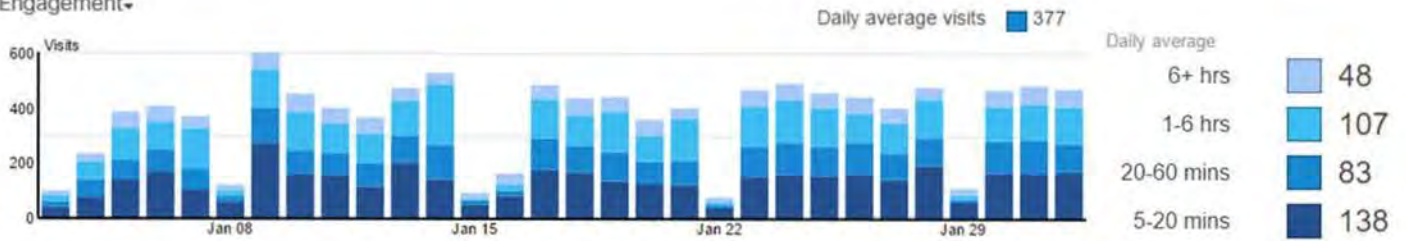
The number of never before wireless connections was 547 for January and 470 for December (Branch and Main)

### WIRELESS USAGE DETAILS

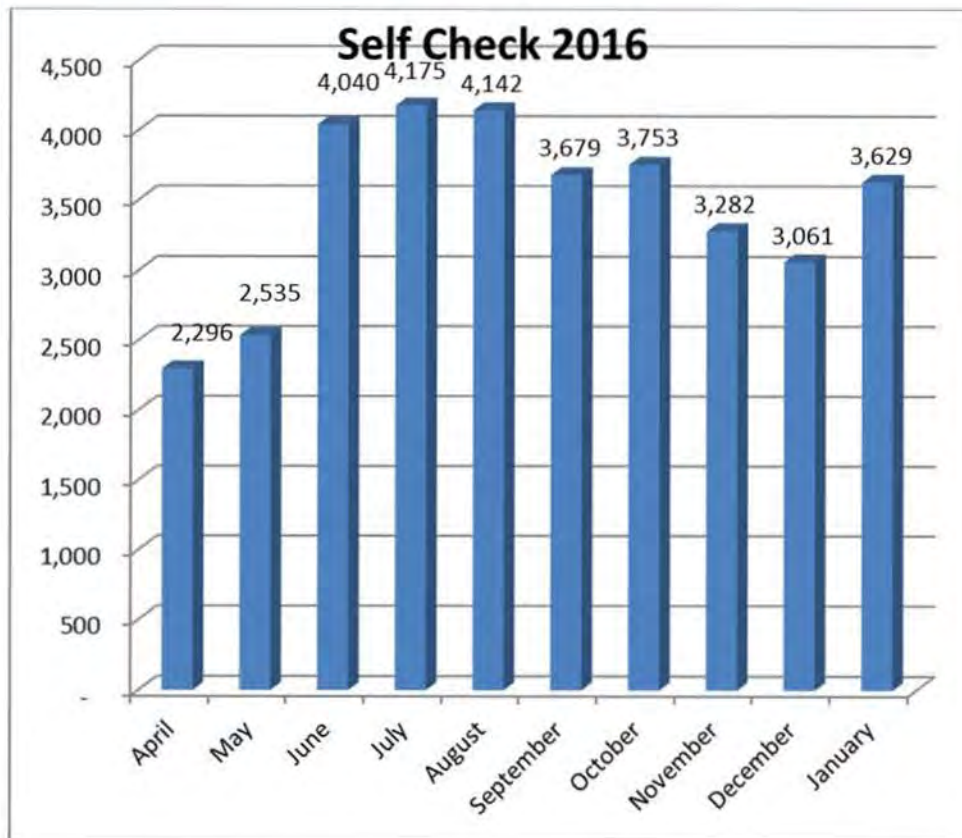
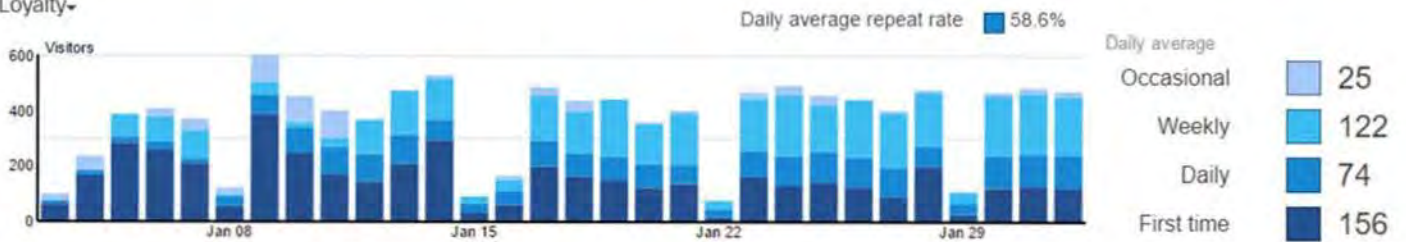
#### Proximity

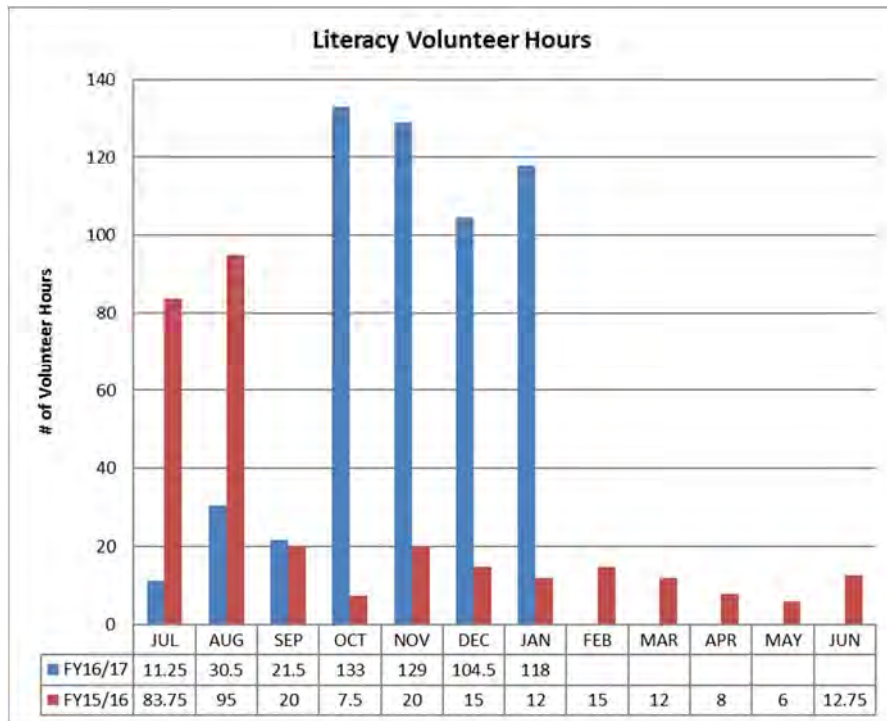
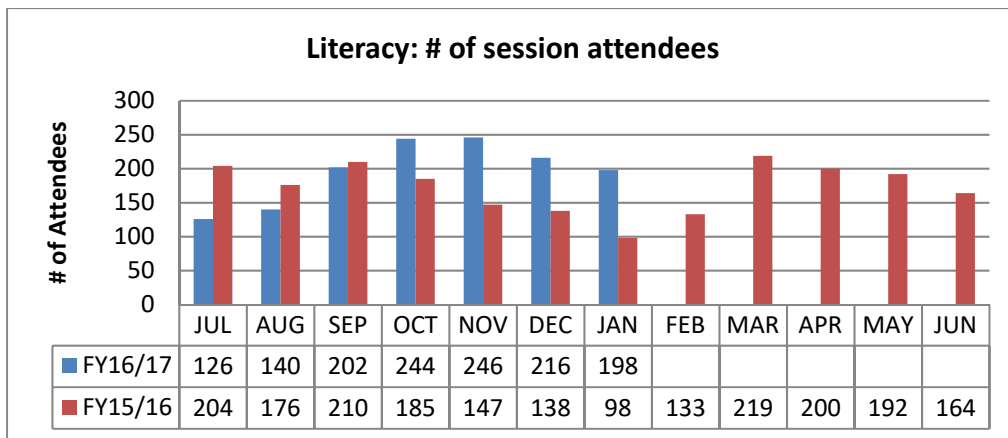
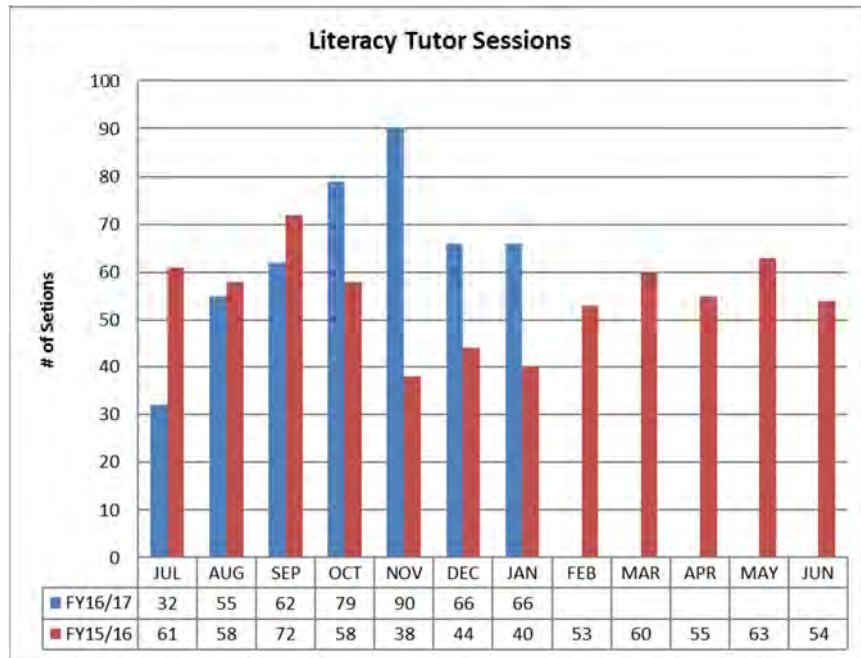


#### Engagement

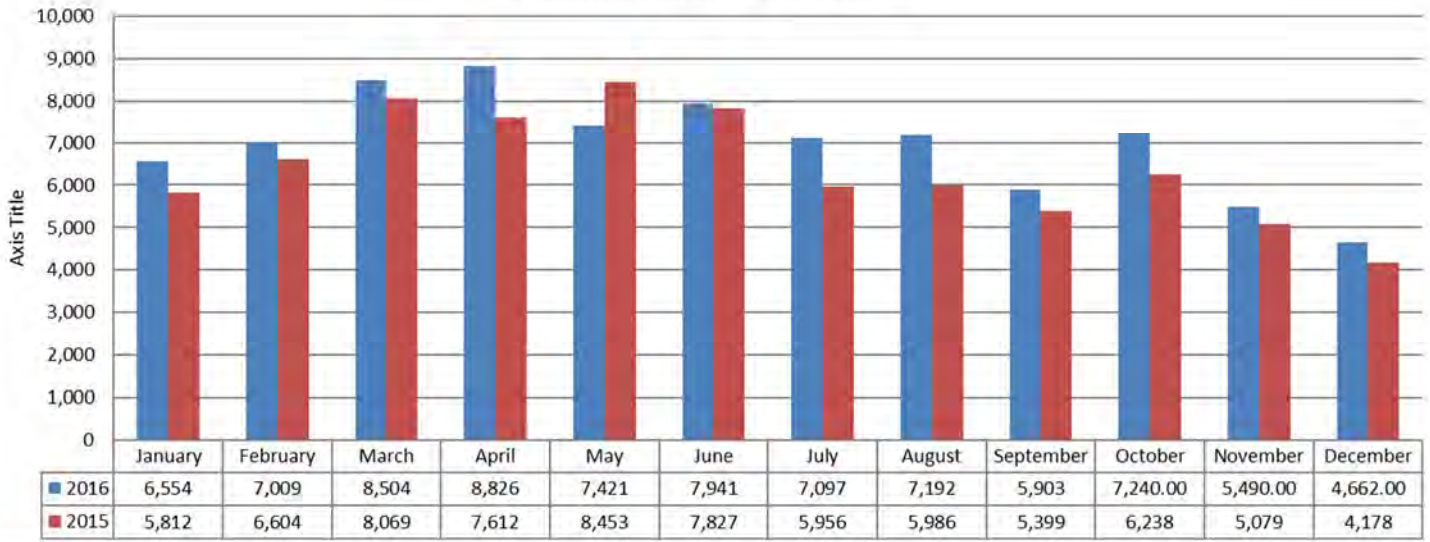


#### Loyalty





### Business Office Revenue



Newsletter Title	Recipients	Sent	Unique Opens
<a href="#">This Week @ Your Altadena Library - Poetry Workshop with Suzanne Lummis</a>	10,214	5 days ago	<b>16.82%</b> 1,718 opened
<a href="#">CONNECT* February 2017 Newsletter, Teen Anime &amp; Silent Auction</a>	10,229	7 days ago	<b>17.99%</b> 1,840 opened

**115** New Subscribers Last 30d

Week of 2/1/2017 - FACEBOOK

### Insights For Your Page

[See All Insights](#)

METRIC	LAST WEEK	PREVIOUS WEEK	TREND
Page Visits	43	24	↑79.2%
Weekly Total Reach	4.00K	1.57K	↑154.4%
People Engaged	269	77	↑249.4%
Total Page Likes	1.03K	1.03K	↑0.5%

## January 2017 Monthly Report – Adult Services

### CONE PEOPLE CELEBRATING THE NEW YEAR!



**Jan 7. “American Ghosts: Ghost Signs of the United States” (Part II).** Dr. Ken Jones brought more samples of his “Ghost Signs” – photos of early 1900’s signs painted as advertising on buildings. Ken has traveled across the United States, photographing signs in over 4000 towns in 48 of the States. He has photographs of over 7000 ghost signs. Some of Ken’s newer framed photos were hung on the walls in the Community

Room during the entire month of January for people to view who could not attend the program. 42 people attended.

**Jan 10. No Guilt Book Club** Led by Sue. Six members attended. Selections for January were: “**Garlic Ballads**” by Mo Yan and **Anything by Mark Bittman—to cook and share.** “Anything” is not the title of a book, but book club members could take any of Mark Bittman’s cookbooks or



treatises on food and make a recipe from it, then bring it to the meeting to share with others. Cynthia brought Roasted



Carrots (in olive oil & sesame seeds), Eggplant, Rosemary-Lemon White Bean Dip and Roasted Walnuts with Blue Cheese. Very yummy! Recipes

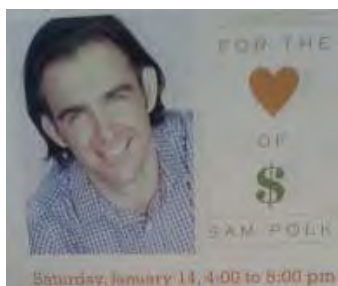
were from “Best Recipes of the World” and “The Minimalist Cooks at Home,” –both by Mark Bittman. The Library has 15 cookbooks by Mark Bittman. The group loved the **cookbooks**, as well as the idea of making a recipe and bringing it to share with others in the book club.

“**Garlic Ballads**,” by Mo Yan is an epic tale, banned in China, that tells of ordinary lives brutally destroyed by greed--official and familial. Setting his story in an agricultural region of China, Mo Yan takes a seemingly unlikely subject, the 1987 glut of garlic, and transforms it into fictional gold as the personal valiantly battles the pervasive political. Though recent reforms have restored private ownership of land, at a price, the farmers of Paradise County are still subordinate to Communist officialdom, which, having jettisoned much of its ideology, now uses its power just as savagely to enrich itself.

Moving back and forth in time, in prose that is often lyrical, always vivid, the story is as much about love as it is about the greed that corrupts families as well as officials. (Kirkus Review). Members of the book club who read this book, or attempted to, did not care for it.



**Book Club members shared other books they've been reading** and recommended the following titles: **"The Short & Tragic Life of Robert Peace"** by Jeff Hobbs (about Marijuana dealers), **"Chasing the Scream: The First and Last Days of the War on Drugs"** by Johann Hari, **"The Lost City of Z: a Tale of Deadly Obsession in the Amazon"** by David Grann, **"The Sympathizer"** by Viet Thanh Nguyen, **"The Japanese Lover"** by Isabel Allende, **"Both Sides Now: the Story of School Desegregation's Graduates"** by Amy Stewart Wells, **"Hidden Figures: the American Dream and the Untold Story of the Black Women Mathematicians who Helped Win the Space Race"** by Margot Lee Shetterly, **"Fences"** by August Wilson, and **"Me Before You"** by Jojo Moyes. **Book selections for the February reading will be: "To Rise Again at a Decent Hour"** by Joshua Ferris and **"Playing Dead: a Journey Through the World of Death Fraud"** by Elizabeth Greenwood.



**Jan 14. (Afternoon) For the Love of Money.**

An author presentation by Sam Polk, former hedge fund trader. He's currently a writer, cofounder and CEO of Everytable, a social enterprise that sells fresh, delicious meals at prices everyone can afford, and the founder and executive director of Groceryships, a nonprofit that helps low-income families struggling with obesity. He discussed his book: "For the Love of Money."

**Jan 14. (Evening) Second Saturday Concert with Todd**

**Washington Trio.** A much loved group featuring a mix of blues, folk, rock, soul and gospel. Music was great, people loved it,



and lots of dancing. El Patron, Sweeter than Honey, and the Ale House were on hand for food and drink. At least 240 attended, though the door

course, some of after getting something to eat/drink.)



counter reported over 400. (Of those may have been re-entering

**Jan 23. All Staff meeting with HR.** Helen provided breakfast.

**Jan 25. Helen met with Rosa, a patron from Monte Cedro,** to help her with discussion & questions for the book Rosa chose for Monte Cedro's book club. The book was "True Believers" by Hoffer, and deals with mass movements. Helen used Lit Lovers website to find what she needed and Rosa was ecstatic for the help!

**Jan 25.** Helen provided personal recommendation (bookmark) information to Mikayla who put them together and printed them up. Now Helen and Mikayla have personal bookmarks with book recommendations. Other staff that would like Mikayla to create bookmarks may contact her.

**Jan 26.** We opened early for a local professional consulting group meet-up which provided free consultation to non-profits including the Library and the Foundation.

**Book Displays:**

**(2) Finance-themed books** in conjunction with our program speaker, Sam Polk (on January 14), talking about his book "For the Love of Money."



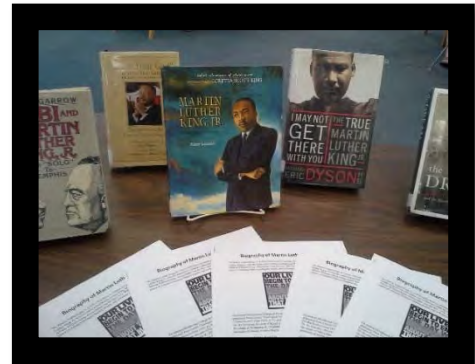


**(3) Cuckoo Dancing Week: January 11-17.** A silly celebration for the famous comedic duo of Englishman Stan Laurel and American Oliver Hardy and their theme song “The Cuckoo Dance.” Books had the word “dance” or “dancing” in the title.



**(4) Martin Luther King, Jr birthday –January 15, 1929.** Books written by or about Martin Luther King Jr. Handout: a short biography.

**(5) First can of beer went on sale—January 24, 1935** The American Can Company and the Gottfried Krueger Brewing Company collaborated to package 2,000 cans of Krueger’s Finest Beer and Krueger’s Cream Ale. It was an immediate success and by the end of 1925, most major breweries had begun using cans. More than 200 million sold that first year.



**(6) Chinese New Year. January 28, 2017** This is a Year of Fire Rooster, starting from Jan. 28, and lasting to Feb. 15, 2018. Rooster is the tenth in the 12-year cycle of Chinese zodiac sign. The Years of the Rooster include 1921, 1933, 1945, 1957, 1969, 1981, 1993, 2005, 2017, 2029. Lucky Signs for People Born in Rooster Year:

Lucky Numbers: 5, 7, 8

Lucky Colors: gold, brown, brownish yellow, yellow

Lucky Flowers: gladiola, impatiens, cockscomb

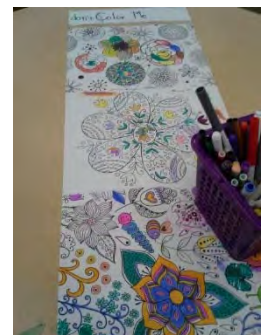
Lucky Directions: west, southwest, northeast

[Which Type of 'Rooster' Are You?](#)

People born in different years of a same zodiac sign vary in personality according to Chinese Five Elements of Wood, Fire, Earth, Metal, and Water. See what kind of Roosters you are you.



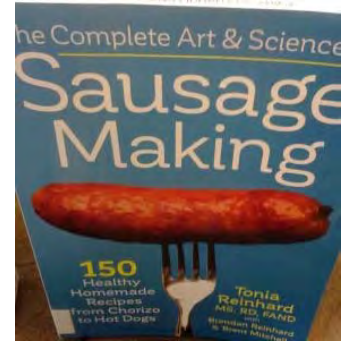
**Inspiration Station—Coloring pages.** All ages welcome! Also, a puzzle game called Qbitz. Mikayla supplied coloring pages and changed the puzzle design throughout the month.



**Display Case. Artwork by the Creative Arts Group in Sierra Madre featuring Ceramics class work done by adults as well as children.**



**Other book displays included cookbooks, New Fiction, New Nonfiction, New Audiobooks, New Large Print books, New Spanish DVDs, New DVDs & Blue Ray DVDs.**



## Branch January 2017 Report

### NEWS

Rebecca Moreton, our new Library Clerk is providing excellent customer service at the desk and is a wonderful addition to the Branch team. Rebecca enjoys reading non-fiction books about sociology.

Library card registration has more than doubled from the same time last year!



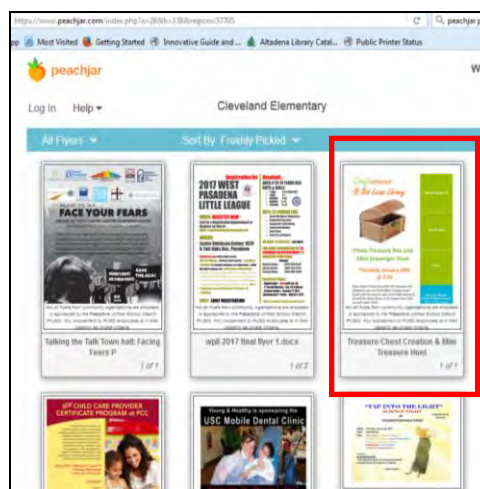
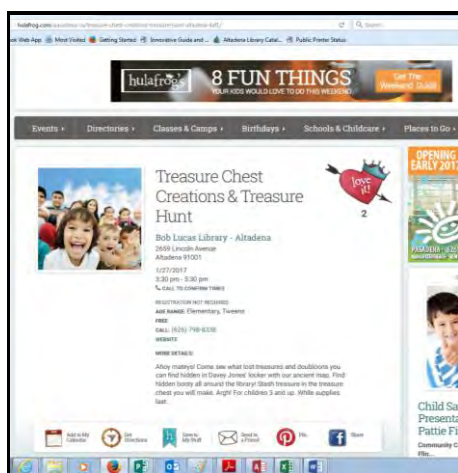
### PROGRAMS

The beginning of the new year brought forth an array of activities at the Branch. We facilitated a community conversation on Friday, January 20<sup>th</sup>, in which participants discussed their most pressing concerns for the community. Participants got a chance to meet their neighbors while staff members enjoyed the opportunity to learn about community members' concerns and see the Harwood method in action. Earlier in the day, patrons enjoyed a showing of the family film, *Storks*.

On January 26<sup>th</sup>, we held our first ever treasure hunt and treasure box craft. Kids not only got to make their own treasure boxes but had a chance to search for hidden chocolate coins in the library using an "ancient map" I created. The treasure hunt and craft was well attended by 25 children and their guardians.



Daniel uses his map to look for lost treasure.



This month I used Peachjar e-flyers and Hulafrog.com to promote our craft program. I spoke to one mom who brought her daughter to the craft, who said she found us on Hulafrog.com so the ads did bring new faces into the Branch!

We had a class visit on January 25<sup>th</sup> from Odyssey Charter School. The class visit was led by one of the new teachers at Odyssey Charter School. We are glad to be the community destination for class field trips! The students enjoyed a story time and time to peruse the books. Each student was very excited to be able to choose their own book to take back to their class to enjoy at their leisure. We promoted the treasure box craft to the Odyssey students and a few came back the next day to participate in the craft.



Class visit

### BEHIND THE SCENES

I attended the Beanstack webinar on January 4<sup>th</sup>. Felix Lloyd, founder of Beach Stack showed us a demo of the program and how its features can help us with online enrollment of summer reading participants. On January 6<sup>th</sup>, the committee for "Library Cards for Student Success" meet for the first time to discuss how we can get every student in Altadena registered with an Altadena Library card.

### LITERACY

A new tutor and learner were matched!

The CLLS budget proposal for 2016-2017 has been completed. We received the 2<sup>nd</sup> payment from CLLS which brings the budget for the adult literacy program to \$23,300.

I attended a webinar called *The Trump Administration and Adult Education: A View from Washington DC*. The webinar discussed the funding of adult education in the coming years, how to advocate for adult education, and how leaders can work together to protect and grow adult education.

Rebecca helped me complete the coalescing of past learners and tutors onto one spreadsheet so we have all the information in one place.

Submitted by C.Chiu

New Year, new Collection Development Team! In January we adjusted to being short-staffed, due to David Butler's retirement in December. Mindy, Christopher, and I interviewed candidates for the new Library Associate - Collection Development position towards the end of the month, and I will have an update on the position in my February report. Since David's primary responsibility was linking, or making items available in the catalog, Chris, Vicky, and I learned the file transfer protocol with items coming from Baker and Taylor. Regarding Baker and Taylor, Christopher and I started working our way through sixty-three pages of instructions we have B&T following to catalog and process our materials. We are looking at the areas of redundancy in the document, things that the library has requested B&T to do, that just do not make sense, and, how we can incorporate new cataloging information that will clean up our database, and, improve the library user's experience.

New Year, new Volunteer! Lauren McCoy, came back to volunteer with the collections, a mere two weeks after her retirement! Lauren, along with long time Altadena volunteer, Michele, helped with pulling books that are candidates for de-acquisition, from the adult non-fiction biography and 500 sections. Lauren and a high school student volunteer also pulled adult audio books. While we have great circulation statistics for the audio books, our new audio books had no place to reside; therefore, we needed to free up some shelf space. Additionally, Quarice worked on a small project of pulling audiobooks from the New shelf and merging them into the rest of the collection.

And, as, a reminder about why librarians must continually evaluate their collections, I am sharing these titles...

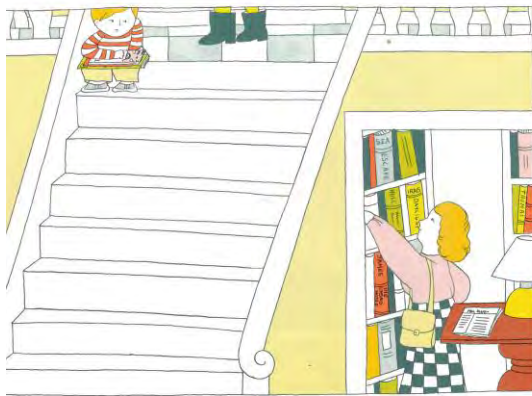


I think I will also borrow this record because I like marching bands and parades.



I can play it at home on our phonograph. Wow! What a sound that will be!

This 1977 tome is stuck in a time warp.

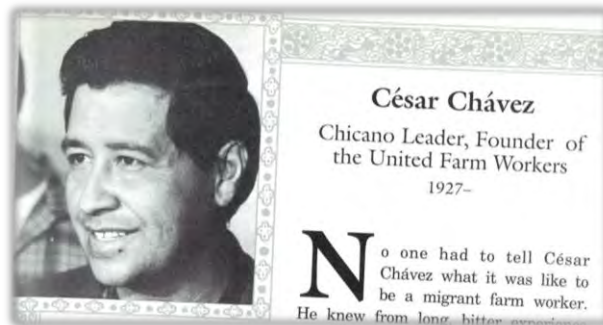


My mother is downstairs. She is looking for a book to borrow and read.

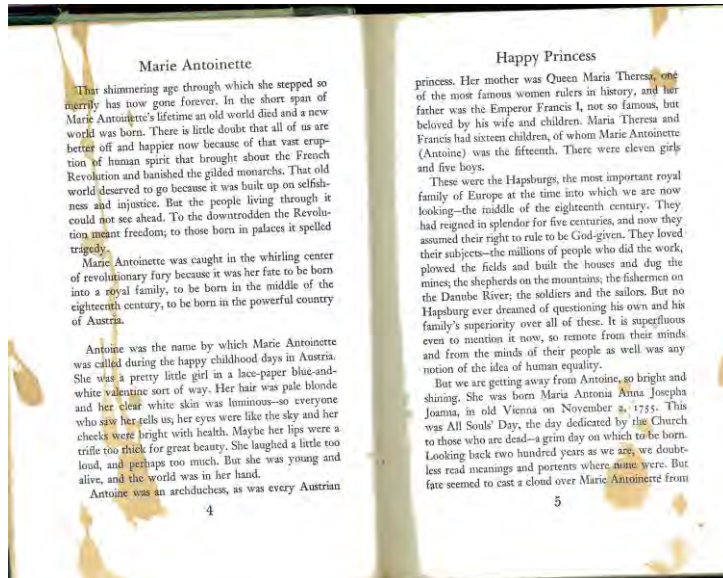


While I wait for my mother, I watch a librarian check out books. There is a special machine to put library cards in. I wonder how it works.

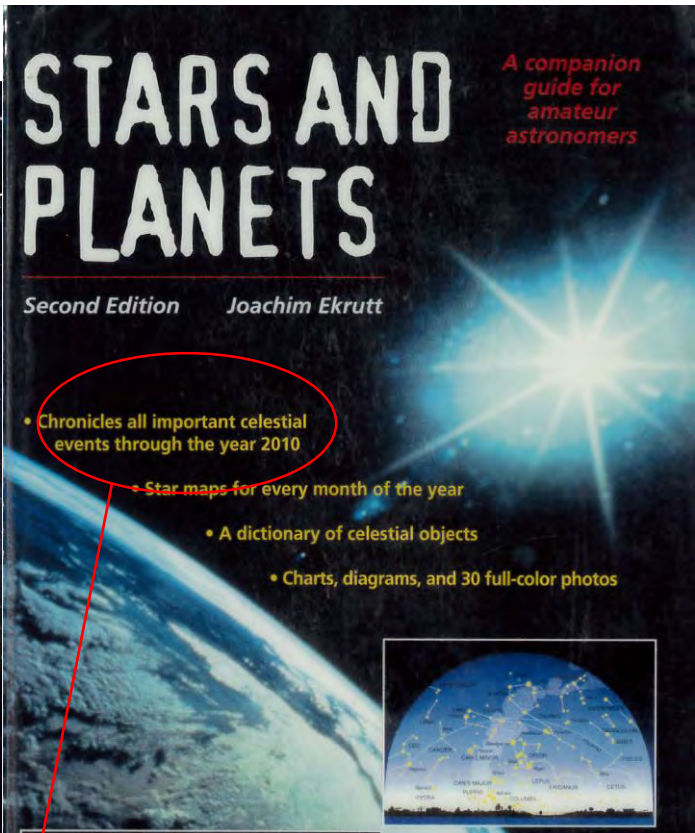
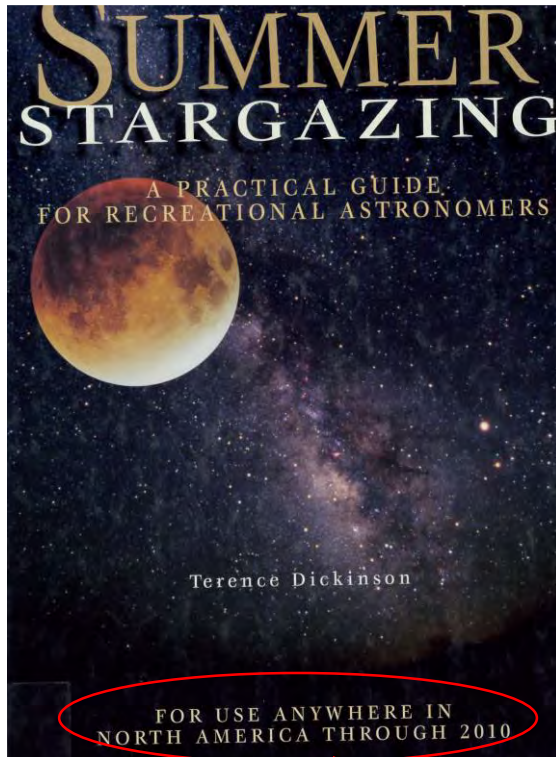
Although it is fun to reminisce about what types of collections, such as phonographs, libraries had in the past, most children will not have any understanding of the old card check out machines. Children looking for information about Cesar Chavez might get confused about why we celebrate the champion. Chavez 1991 publication living!



life of this human rights died two years after this that states he is still

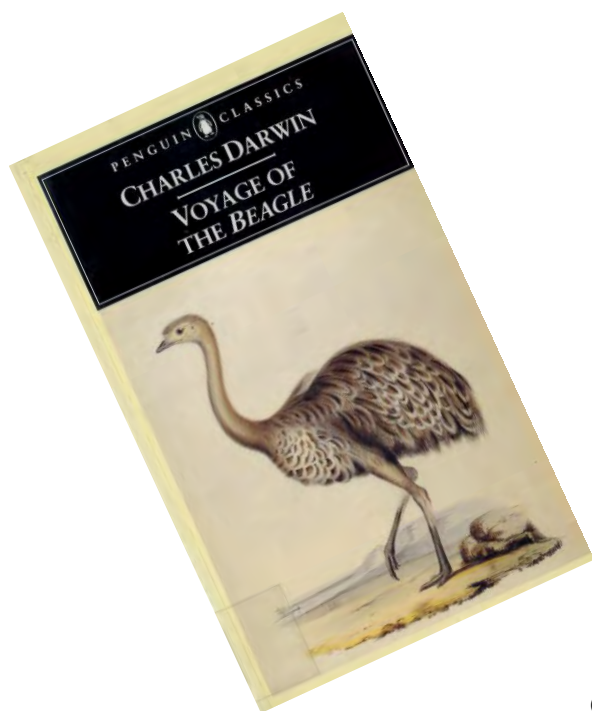


Last month I shared an image of an icky book. This 1955 publication about the life of Marie Antoinette is another example of a book suffering from an unknown substance living on its pages, and, it also smells! Yuck!



Our 2010 expiration date is on our covers!





Of course,

managing a library collection also involves keeping classics and notable works. In this case, we do not need two copies of Charles Darwin's *Voyage of the Beagle*; therefore, the more attractive paperback on the left will remain for our library lovers to enjoy.

Other exciting things happening with our collections included increasing the amount of items library users can have checked-out on OverDrive, from two to five. Also, a customer could only have four items on hold in OverDrive; therefore, I also increased this number to five titles. In the future, the overall number of items per library patron may be increased to even more, it will depend upon demand, and, the size of our OverDrive collection. In an effort to ease the amount of materials the Friends of the Library are receiving, we started using Schwabe Books to pick up our discards on a weekly basis. If the company is able to sell any of the items for more than a dollar, we make a small profit. It is a win-win situation regardless, because the items are removed from the premises free of charge, and, those that do not sell, get recycled.

Speaking of discards, I trained Vicky on the process of removing titles from the catalog, and, also from OCLC. I am glad to have a back-up staff person trained on this procedure, to help keep our catalog clean and tidy! Vicky also worked with our representative at Ebsco Information Services to resolve a problem we had receiving duplicate issues for every magazine subscription! Fortunately, Ebsco was not charging us for the duplicate issues, but, it added more to Chris and Vicky's workload. We still never received a firm answer from Ebsco why we suddenly received duplicates! Chris also worked on reclassifying and relabeling music CDs from the obsolete "Chorale" category to the newly created "Classical" category.

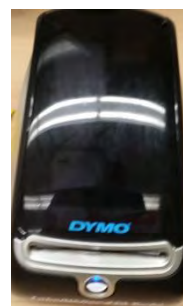
New Year, new Collection Development processes!

We said goodbye to the

this:



And hello to this:



Yes, dear reader, the Collection Development Team finally entered the twentieth century, and, is now using computer software to print all of the spine labels placed on materials. Previously, the Dymo printer's sole function was printing labels for the periodicals. I am very excited we are able to give it more work to do, as it is more efficient than the typewriter, and, it takes up much less space on a desk.

During the last week of December, a group of library staff that usually work on the displays, came together and discussed displays for the months of January through March. January started the year with staff now having a coordinated vision of which themes and topics we want to focus on for our displays at the Main and Branch locations. In anticipation of Sam

Polk speaking at the Library, one of our displays focused on Wall Street, the stock market, non-profits and food! Mindy, Vicky and I helped set-up the Community Room for the event, and, at the end of talk, I helped with book sales, while Polk signed copies of his book, *For the Love of Money: a Memoir*.

Submitted by: Estella Terrazas, Collection Development Manager

## Technology Report- January

The Nomad presentation station has arrived at the Library, and the unit exceeds expectations; it is an extremely well-crafted piece of equipment, and has a number of features to augment the Library's technological repertoire. This unit can cast an image from a platform to a projection in the same manner as the old school overhead projectors used in classrooms nationwide, ending early 1990's. A Dell computer is embedded in the Nomad that interfaces with the projection peripherals. A Sure high sensitivity mic arches over the main platform of the podium, and pushes sound through high end Bose speakers. There is a convenient USB 2.0 port hub extension to the computer on the top platform, but the unit is wired/WiFi capable too—putting the world at your fingertips; also, it has Apple TV capability, and, though heavy, can be rolled by a toddler anywhere within the facility due to the balanced craftsmanship. The technology stork brought no other equipment this month, but the coming month will see an upgraded CCTV and Alarm system.

A new alarm and security camera system will be installed this month. The system leaps ahead of the current system by putting the alarms on a CDMA network. This change means the system connection to the monitoring station cannot be bypassed via wiring, because there will be no wiring. High definition cameras are going in to replace the deprecated feeds. Storage of video footage will be extended to 365 days retained to comply with current regulations. Our Security Staff will have the capability to interface with the alarm and security camera system directly from their phones. The monitoring element costs were able to be negotiated down due to increasing competition in the sector; further savings was recognized by improving upon the contract negotiation from the previous CCTV camera and alarm system contract—eliminating the interest elements by paying all costs, less the monitoring. The criterion went out to bid to three competitive bidders, and the contract was awarded to our existing vendor because of a hail Mary at the end of the bidding cycle. Effectively, the Library pays less than half as much as the previous system. The Library staff continues to go to great lengths to ensure the Altadena community gets as much bang for its buck as possible. Speaking of low cost... how about free?

A free chat service (<http://tawk.to>) was added to [www.altdenalibrary.org](http://www.altdenalibrary.org). The feature enriches the patron experience by providing the capability to chat with live staff members from the homepage; questions can be answered in real-time for those who enjoy such a service. Metrics will be provided to the Director, and will show up in future Board reports.

For the upcoming month, the IT Department continues to refine internal processes and operations, training, and prepares for the upcoming six-week closure.

### Miscellaneous Notes:

With the Nomad unit present at the Main Library, the portable PA system will be relocated to the Bob Lucas Branch.

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

The IT department is evaluating open source ILS solutions, and actively creating a mock-up.

## Children and Family Services Report

January 2017

Happy new year from Youth Services!

In January, the library served 196 patrons at 12 story time programs, 62 patrons at 3 Elementary school aged programs, 12 patrons at 1 in-library school visit, and 50 patrons at 1 out-of-library school visit. These numbers may be down from last month/this time last year—however, we have intentionally scaled back our programming to focus on preparing the department for the upcoming renovation and closing and to focus our woman-hours as we were down 1 FTE this month. We did not count reference questions this month, as we will be examining the type of question that should be considered and counted as library reference.

We have continued our large weeding project, the results of which are already growing apparent in our circulation statistics. So far, we have done a run through of the Non-Fiction, Picture Book, and Beginning Reader collections. Fiction is in process at the moment and will be followed up by our A/V materials. In addition to the timeliness and accuracy of our materials, we examined whether the book has been circulating at a rate which would indicate it is of value to the community, ie, has this book circulated at all in the last 2 years (since 2014) and has this book circulated more than 10 times since ALD began using Millennium in October of 2005? We also looked at books that were at least 10 years old and had circulated more than 50 times to determine the condition of said materials and whether we would be interested in purchasing a replacement copy. We continue to weed by sight and condition as books come across our desk. Collection development and maintenance is a project that is never complete, but I feel that we are making good progress.

This weeding also means we have stepped up our purchasing and we are excited to be adding new, clean, engaging books to our children's department, including over 100 new or replacement Beginning Readers.

We have also completed interviews for the Children's LA position and hope to announce a new hire in our next monthly report.

# Teen Services – Board Report

January 2017

## Programs:

During the month of January, I hosted 5 programs. Teen DIY Crafting kicked off with 11 teens making nebula jars. One of those teens returned the following week for Maker Monday and created a catapult out of popsicle sticks and rubber bands. Teen Gaming was an all-out success bringing 22 teens together for an afternoon of fun, friends, video games, virtual reality demos, and board games. The Screening of Miss Peregrine’s Home for Peculiar Children was also well attended with 19 attendees. The TAB currently has 13 out of 15 members with 5 of them attending the second meeting. When given the opportunity to put on a program for the library, the TAB chose to create a Pet Adoption Event. The meeting was spent getting ideas and going over basic details.

The SRP committee met again finalizing a few ideas and beginning SRP planning in earnest. We’re excited to implement Beanstack over the next few weeks. Plans were set in motion to host a sewing class for teens during the summer

The Programming committee also met again in January. Many ideas and programs were bounced around for the planned closure so that teens will not see a decrease in services.

## Outreach:

When the library received a new set of World Book Encyclopedias, I offered the old set to Eliot Arts Magnet Middle school. The librarian there was very happy to receive them. When delivering the set, we spoke about a few possibilities for me to visit the school during the closure to meet students and encourage them to come to our programs.

## Volunteers:

As mentioned previously, January saw the second of the TAB meeting. There are currently 13 out of 15 members, with more students expressing interest in volunteering all the time. Teens will be putting in their regular meeting hours as well as assisting with the pet adoption in April.

Several teens have expressed an interest in volunteering and have turned in applications. With the February start of Yuni, the new volunteer coordinator, I’m hoping to get these teens plugged in and volunteering as soon as possible. New volunteers will join a core of 3 regular volunteers who have put in a total of 19 volunteer hours in January. Few volunteers have signed up for the tutoring program Christina and I are hoping to begin. I will turn the recruitment of those volunteers over to Yuni, and hopefully get the program started soon.

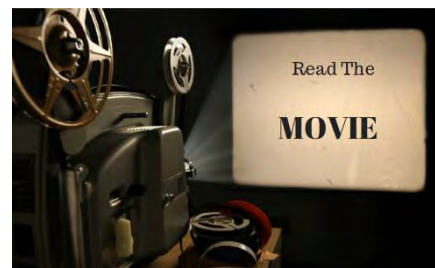


### Collection:

The teen collection is in a stable place as far as weeding. The nonfiction, fiction, and graphic novels are all current and circulating regularly. While there are no weeding projects on the horizon, I continued ordering and replacing my depleted nonfiction along with new popular fiction and graphic novels. The collection has also been expanded with my month ematerial order.

### Displays:

January had my most popular display yet. I prepared a Read the Movie Display of teen books that have been made into movies. I had to restock the display on multiple occasions as many patrons read the selected titles.



### Professional Development:

In December, I viewed an archived webinar about Teen Mental Illness 101. In the time since that webinar, I have gotten the chance to use the information recommending the suicide prevention organization Teen Line to a teen who mentioned that he had a suicidal friend. In addition to webinars, I completed quite a bit of reading on blogs and various other recommended sources about providing excellent quality library services to teens including programming ideas, thoughts about upcoming Teen Tech Week and Teen Read Week, and displays.

BOARD OF LIBRARY TRUSTEES  
DIRECTORS UPDATE

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

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## PARTNERSHIPS



We partnered with a California charity to collect new socks for the homeless called **"Sock It To 'Em"**. The bin pictured was set-up in front of our welcome perch and collected many pairs. In total they collected over 14,000 pairs of socks in Southern California and we were proud to play a small part in that!

We collaborated with the Foundation and the Pasadena Playhouse by providing our patrons with a discount code. This effort raised \$108.00 for the Foundation with very little work – just the printing of a flyer that we handed out for a few months.

We also partnered with a local consultants group on the morning of January 26 to provide a roundtable that was described as, ***"Start your year off with a bang — or at least a great cup o' joe and stimulating give and take! Join us for "coffee and conversation" on Thursday January 26 at 9 am in the community room of the Altadena Library, 600 E. Mariposa Street, Altadena. Bring your questions and concerns (what's keeping you up at night?) and we'll discuss them with you from our various perspectives. It's our small way of trying to help you strengthen your capacity to change lives in our "new normal." Here's who we are. Space is limited — RSVP by January 15, 2017. See you soon!***



***Suzanne Elliott and Julie Ha Truong - principals of <http://www.envisionnonprofit.com>, specializing in organizational strategy, leadership development and recruiting***

***Debrah Lemattre - media production professional specializing in .org branding, imaging, storytelling and outreach campaigns through award winning filmmaking, graphic design, copywriting and photography. [www.goodcitizenmediagroup.com](http://www.goodcitizenmediagroup.com).***

***Gail Meltzer – founding principal of <http://www.corestrategies4nonprofits.com>, specializing in all aspects of business development and fundraising" I attended as well as Trish Pengra, a member of the Library Foundation.***



And local florist, Mary Falkingham, continues to provide us with beautiful flowers at no charge for our Second Saturday events.



## MEETINGS AND TRAVEL

I attended the Altadena Chamber of Commerce Dinner. Board Members and Sharon Sand from the Foundation attended as well as two guests, Brian Biery who is our consultant for the Community Conversations and Gail Meltzer who is a volunteer on our 50<sup>th</sup> Anniversary Committee. During Open Studios acceptance speech they noted that their partnership with the Altadena Library has helped in their success and expressed their thanks.

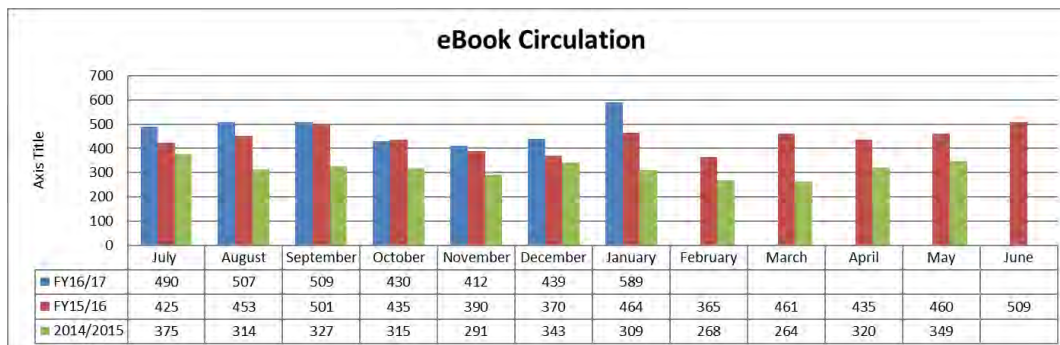
On February 9<sup>th</sup>, I attended the Chamber of Commerce Power Breakfast with Kathryn Barger. The Vice-President of Chamber, Meredith Miller, noted in her introduction, to over 100 attendees and dignitaries at the breakfast, that the Altadena Library is a community gem and that the recent changes have made it even more responsive to the communities needs and a wonderful place to spend time.

I also attended the California Center for the Book Training on Outcome Based Planning held at the Burbank Public Library.

## STATISTICS

### Highlights:

- Circulation was up at both Main and Branch in January, 2% and 10% respectively.
- New library card registrations were up 17% YTD for the District and 133% at Branch and 9% at Main for just January.
- We are continuing to notify our community about Patron Initiated Purchasing and often enjoy surprising our visitors by offering to purchase their request and get it to them in approximately one week.
- Holds on our items were up 33% in January and 70% YTD!!!!
- Passports issued are up 12% YTD, photos up 24% YTD.
- Adult programming continues its attendance climb an **29% increase YTD. Children's and Teens will pick back up** as our new librarians get settled in.
- Computer and Wireless continues its climb with an increase of 23% YTD for computer usage and an 83% increase in wireless usage at Main YTD
- Our eBook circulation is still showing a continual increase in usage while nation-wide both in and outside of libraries, eBook usage has leveled off.



DISPLAY



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



Staff created a Love Your Library display which included reasons why patrons love the library. This month, instead of the usual "bestsellers" wall, the display featured patrons' favorite titles.

Staff also created the tree which features favorite picks from patrons of all ages.

TECHNOLOGY



- Our Unique Phone answering service went live, answering all incoming calls to the Library. They will soon be able to schedule Passport appointments as well, which should help our Business office staff have more time for patrons that are in the Library and to eliminate the over 50% of all calls coming in to Passports which go to the answering machine.
- The Nomad presentation station has arrived at the Library, and the unit exceeds expectations; it is an extremely well-crafted piece of equipment, and has a number of features to augment the Library's technological repertoire.

FACILITIES



- Both entrance doors to the main library were replaced and now lock appropriately. Next step is hooking up and expanding our



security system and updating it to a higher resolution and easier to use setup.

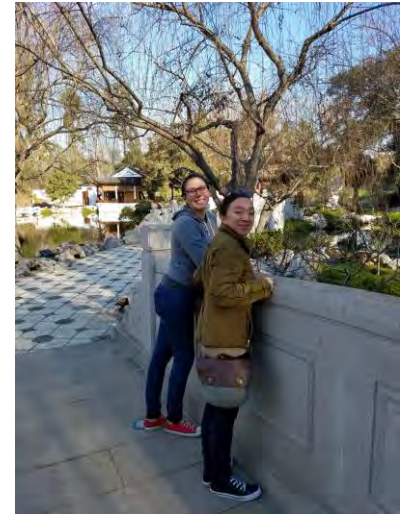
- The ceiling tiles in the Community Room were replaced in January.
- We held a silent auction to clear some storage space and raise some funds by selling old furniture to



- patrons and staff on February 11<sup>th</sup>.
- New roller shades replaced the deteriorated aluminum blinds. These also help to control the heat in the room from the sun.

### STAFF

- I have been offering staff the option of joining me for a walk in the Huntington Gardens for one hour. So far five staff have joined me at different times and we have enjoyed talking about a wide variety of subjects and just getting to know each other.



### PROGRAMS



We had some great programs over the last month! Dr. Ken Jones returned with his popular Ghost Signs program.

Author Sam Polk spoke about his book **“For The Love of Money”** and two organizations, Grocery Ships and EveryTable that he is involved in. Healthy food is a human right. But \$9 green juices and \$12 salads make healthy food a luxury most people can’t afford. In fact, many communities in the U.S. have so little access to healthy, affordable food, they’re called “food deserts.” These communities experience high rates of obesity,

diabetes, and stress. Everytable is a social enterprise that aims to make healthy food accessible to all. Visit [everytable.com](http://everytable.com) for more information.

The Poetry Workshop with Suzanne Lummis on February 4<sup>th</sup> drew a very large crowd of aspiring poets.



The Todd Washington Trio was our Second Saturday band for January, which drew a very large crowd. We estimate 225 – 250. The dance floor was absolutely packed and our food vendors sold out of all their items. The crowd was overwhelmingly positive and enjoyment was had by all!



### MARKETING

A very large vision board, which helps to explain the upcoming renovation and closure, is now located at both the Main and Branch locations and is displayed in high traffic areas. We have also created a tri-fold flyer that gives further details and we are handing that out to all of our patrons.

GOVERNMENTAL:



February 16, 2017

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS  
 FROM: Mike Dillon and Christina DiCaro, CLA Lobbyists  
 RE: **News From The Capitol – Action Requested**

**SCA 3-DODD: 55% VOTE FOR LIBRARY BOND CONSTRUCTION –  
 SET FOR FIRST HEARING MARCH 29  
 \*Action Requested\***

SCA 3 by Senator Bill Dodd has been set for hearing in its first policy committee in the State Senate. As recently reported, the measure seeks to lower the local vote threshold for library construction bonds from the current two-thirds vote to 55%. SCA 3 is being referred to two different policy committees in the State Senate, with the first stop being the Senate Governance and Finance Committee on **Wednesday, March 29** at the State Capitol. Please take a moment today to send or fax a letter to each of the members of the Senate Governance and Finance Committee listed below, and please don't forget to send a letter of thanks and support to the bill's author, Senator Bill Dodd. **Your letters should be received by these legislators no later than Monday, March 20<sup>th</sup> in order for you, your group, or your local government entity to be listed in the committee analysis.**

In your letters, please indicate how important public libraries are to your community, the many services you provide to patrons daily, and the critical need to have the infrastructure that will support these vital services. Please stress how essential it is to give your local community the tools and the authority to decide if they would like to levy a library bond for new construction, renovation, or expansion by a 55% vote.

**Senate Governance and Finance Committee – Hearing: March 29, 2017**

The Honorable Mike McGuire, Chair (D-Healdsburg)

California State Senate, State Capitol, Room 5061  
 Sacramento, CA. 95814

Note: Co-author of SCA 3

Fax: [\(916\) 651-4902](tel:9166514902)

The Honorable Janet Nguyen, Vice Chair (R-Garden Grove)

California State Senate, State Capitol, Room 3048, Sacramento, CA. 95814

Fax: [\(916\) 651-4934](tel:9166514934)

The Honorable Jim Beall

(D-San Jose)

California State Senate, State Capitol, Room 2082, Sacramento, CA. 95814

Fax: [\(916\) 651-4915](tel:9166514915)

The Honorable Ed Hernandez (D-West Covina)  
California State Senate, State Capitol, Room 2080, Sacramento, CA. 95814  
Fax: [\(916\) 651-4922](tel:9166514922)

The Honorable Bob Hertzberg (D-Van Nuys)  
California State Senate, State Capitol, Room 4038, Sacramento, CA. 95814  
Fax: [\(916\) 651-4918](tel:9166514918)

The Honorable Ricardo Lara (D-Bell Gardens)  
California State Senate, State Capitol, Room 5050, Sacramento, CA. 95814  
Fax: [\(916\) 651-4933](tel:9166514933)

The Honorable John Moorlach (R-Costa Mesa)  
California State Senate, State Capitol, Room 2048, Sacramento, CA. 95814  
Fax: [\(916\) 651-4937](tel:9166514937)

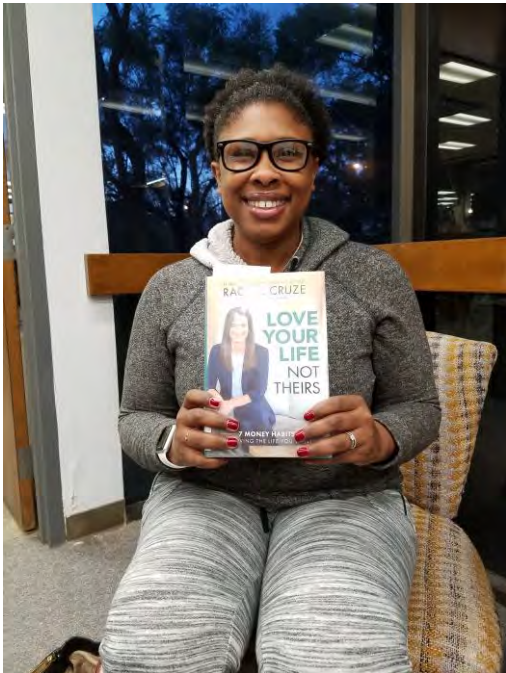
**And SCA 3 author:**

The Honorable Bill Dodd (D-Napa)  
California State Senate, State Capitol, Room 5064, Sacramento, CA. 95814  
Fax: [\(916\) 651-4903](tel:9166514903)

Website Link: <http://www.cla-net.org/?page=1022>



As we prepare to redo the planters, we are encouraging our patrons to take home a small piece of the library! And a very happy patron who placed a "Patron Initiated Purchase" and received it – she just had to come and tell me how happy she was!



## HONORING THE PAST

The Phase I Renovations happen to fall on the Main Building's 50th Anniversary. Fifty years of wear and tear from dedicated patrons have taken their toll on the library, but they have been filled with countless memories, resulting in countless reasons to love the library! One way we can celebrate our love for all the library has to offer is to make these essential updates.

## LOOKING TO THE FUTURE

Join the celebration on social media by sharing why you love Altadena Library with the hashtag #50ReasonsWhy!

  @AltadenaLibrary

 @AltadenaLibraryDistrict



## Extended Branch Hours During Closure

Monday through Thursday  
10 a.m. to 8 p.m.

Friday through Saturday  
10 a.m. to 6 p.m.

Sunday  
12 p.m. to 4 p.m.

## QUESTIONS?

Contact Library Director Mindy Kittay  
at [MKittay@AltadenaLibrary.org](mailto:MKittay@AltadenaLibrary.org)

 **Altadena  
Libraries**  
Bringing **People + Ideas** Together

## Phase One Renovation: What's Happening?

**The Main Library  
will be closed  
from mid-March  
through the end of  
April 2017.**

## **LET'S CELEBRATE!**

Mark your calendars for our  
Grand Reopening Celebration on

**Saturday, June 10th.**

As we explore the newly  
renovated Library, we will  
celebrate the Library's 90+ year  
legacy and its 50 years in the  
main building, originally designed  
by renowned architect Boyd  
Georgi in the 1960s.

## **PURPOSE**

With grant funding from the US  
Department of Housing and Urban  
Development, the Altadena Library  
District is undertaking a Phase I  
Renovation project. The Phase I  
Renovation will include:

**Accessibility and safety  
enhancements**

**Updated data and electrical**

**Rejuvenation of the overall look  
and feel of the Library  
(including updates to carpeting,  
to flooring and ceiling tiling,  
and to signage).**





## Required and Recommended Trainings

- 1) Trustees are required by law to complete AB1234 Ethics training every two years. This can usually be completed for free online, through the California Special Districts Association.

The California Special Districts Association provides legislative advocacy, education and member services for all special districts. More information can be found at [www.csda.net](http://www.csda.net)

- 2) Trustees will be required to attend a Library Board Effectiveness Training workshop. The workshop will take place on a mutually convenient Saturday and will be approximately a ½ day. Administration will work with the Trustees to develop the agenda and procure the trainer.

The Library Board Effectiveness Training will be held through a partnership with CPLA, the California Public Library Advocates, whose mission is “Strengthening California Libraries Through Advocacy and Education”. More information can be found at [www.cpladvocates.org](http://www.cpladvocates.org)

- 3) Trustees will be required to attend a yearly Boards Retreat including members of the Library Foundation and Friends. This annual training will take place on a date that can accommodate the most attendees. Administration will work with all three groups to develop the agenda and procure all needed assistance and materials including a location, food and a speaker/trainer. The length of the Retreat will be based upon the agreed upon Agenda.

Administration recommends the following Webinars provided by the California Special District Association which include:

- Understanding Board Member and District Liability
- What Every Board Member Should Know
- Brown Act- Principles, Traps and Violations

Administration will notify the Trustees of additional trainings, conferences, and opportunities as they become available.

## Our Top Picks For Family Fun

and explore winter wonders. Ages 5-11. **FREE.** [www.rancholoscerritos.org](http://www.rancholoscerritos.org) (SB)

**Storybook Theatre's "Sleeping Beauty,"** 1 p.m. today and Jan. 14, 21 and 28, Theatre West, 3333 Cahuenga Blvd., L.A. The Storybook Theatre has transformed this famous fairy tale into a fun musical comedy. Kids will also enjoy the play's audience participation. They get to help hide Sleeping Beauty, and later help the Prince find and awaken her. \$12 adults, \$10 children. [www.theatrewest.org](http://www.theatrewest.org) (SFV)

Dr., La Cañada-Flintridge. Through crafts and hands-on activities, youngsters can explore the natural world in the gardens. Ages 2-5. Admission: \$9 adults, \$4 ages 5-12. [www.descansogardens.org](http://www.descansogardens.org) (SGV)

## 8 Sunday

★ **Captain Tall Tale,** 3-4 p.m., Zimmer Children's Museum, 6505 Wilshire Blvd., #100, L.A. Get ready to share with Captain Tall Tale, an 8'3" adventurer! You will explore health, fitness, dance, animal ambassadorship and culture through

several varieties of chickens. **FREE.** [www.janm.org/oshogatsu2017](http://www.janm.org/oshogatsu2017) (LA)

**Autry Explorers: Wish You Were Here,** 1-4 p.m., Autry Museum of the American West, 4700 Western Heritage Way, L.A. Have you heard the saying that a picture is worth a thousand words? Postcards once showed images so enticing they encouraged the great migration west while evolving America's photography industry. On this closing day of the "Revolutionary Vision" exhibition, Autry Explorers will share their journey through the American

and sign his adventure story, "The Kids From Folders." **FREE.** [www.vromansbookstore.com](http://www.vromansbookstore.com) (SGV)

**A CraftLab Workshop: Collaborative Book Installation,** 1:30-3:30 p.m., Craft and Folk Art Museum, 5814 Wilshire Blvd., L.A. The public is invited to assist artist Tm Gratkowski in creating a large-scale book art piece that will be installed in the museum's lobby as part of the exhibition "Chapters: Book Arts in Southern California." Spend the afternoon with the artist and learn about his book-weaving techniques and be part of a community bringing this artwork to life. **FREE.** [www.cafam.org](http://www.cafam.org) (LA)

**Dance Sundays with Debbie Allen & Friends,** noon-1:45 p.m., The Wallis Annenberg Center for Performing Arts, 9390 N. Santa Monica Blvd., Beverly Hills. Kick up your heels and shake a leg at this monthly free dance party. Debbie Allen and her pals will get your toes tappin'. Today's event has a hip-hop theme. **FREE.** [www.thewallis.org/DebbieSundays](http://www.thewallis.org/DebbieSundays) (WS)

**Andell Family Sundays,** 12:30-3 p.m. today and Jan. 15, 22 and 29, LACMA, 5905 Wilshire Blvd., L.A. Inspired by artist Toba Khedoori's mural-size paintings, this month's artist-led activities will encourage kids to explore Khedoori's art by drawing, dancing and joining in a group project. Free; museum admission extra. [www.lacma.org](http://www.lacma.org) (LA)



Los Angeles Comic Book And Science Fiction Convention Sat. 1.7



Captain Tall Tale Sun. 1.8

stories, puppets and fun. \$7.50. [www.zimmermuseum.org](http://www.zimmermuseum.org) (LA)

★ **Mista Cookie Jar Concert,** 10:30 a.m., McCabe's Guitar Shop, 3101 Pico Blvd., Santa Monica. Kids can enjoy a treat of the musical variety when the popular local children's performer returns to McCabe's. Mista Cookie Jar mixes a variety of musical styles to create his energizing, amusing tunes. \$10. [www.mccabes.com](http://www.mccabes.com) (WS)

★ **Oshogatsu Family Festival,** 11 a.m.-5 p.m., Japanese American National Museum, 100 N. Central Ave., L.A. Welcome the Year of the Rooster with crafts, food, cultural activities and performances. Highlights will include demonstrations of the ancient art of candy sculpting, sample bowls of lucky zaru soba (cold buckwheat noodles) for kids, a performance by L.A.-based TAIKOPROJECT, and a mochitsuki (rice pounding) demonstration. The day will also feature origami, coloring pages, a photo booth, a reading of the children's book "Thank You Very Mochi" and a "petting zoo" with

West of today in postcard form while learning to incorporate key elements of historical photography. Ages 5-15. No reservations necessary. \$14 adults, \$10 students (with ID), \$6 ages 3-17. [www.theautry.org](http://www.theautry.org) (LA)

**Stories in the Afternoon: "The Story of Ferdinand,"** 2-3 p.m. today and Jan. 29, Norton Simon Museum, 411 W. Colorado Blvd., Pasadena. Rather than fighting, Ferdinand the bull enjoys smelling flowers under a cork tree. Find out what happens when he mistakenly gets sent to Madrid for a bull fight. Kids will also take a look at Picasso's bulls in the gallery and draw flowers that Ferdinand and Picasso's bulls might want to smell. \$12 ages 19 and older. [www.nortonsimon.org](http://www.nortonsimon.org) (SGV)

**Vroman's Local Author Day "Kids and Teen Edition,"** noon-1 p.m., Vroman's Bookstore, 695 E. Colorado Blvd., Pasadena. This event introduces two authors: Emilie Nunn and K.R. Levin. Nunn discusses and signs "Harriet and Philadelphia," about an 8-year-old girl who yearns for a hamster. Levin will discuss

## 9 Monday

**Maker Mondays for Teens,** 4-6 p.m., Altadena Library, 600 E. Mariposa St., Altadena. At STEM-centric Maker Mondays, teens will construct catapults using popsicle sticks and rubber bands and see how well their catapults can launch marshmallows. The winner will receive a prize. Snacks will be provided. **FREE.** [www.altadelanibrary.org](http://www.altadelanibrary.org) (SGV)

## 10 Tuesday

**ICE At Santa Monica,** 2-10 p.m. Mon.-Thurs., 2 p.m.-midnight Fri., 10 a.m.-midnight Sat., 10 a.m.-10 p.m. Sun. through Jan. 16, 1324 5th Ave., Santa Monica. This popular pop-up ice rink offers a cool way to top off a trip to the beach. This

**Reptile Super Show,** 10 a.m.-5 p.m. today, 11 a.m.-5 p.m. Jan. 8, Fairplex, 1101 W. McKinley Ave., Pomona. Lizards, frogs, snakes and a wild range of rare and unique critters will be found at the Fairplex, along with supplies, workshops and other critter-related attractions. Please leave your own pets at home. \$14 adults, \$9 ages 12 and younger. [www.reptilesupershow.com](http://www.reptilesupershow.com) (IE)

**Little Explorers,** 10:30-11:30 a.m., Descanso Gardens, 1418 Descanso

# Are You Rehydrating for Optimal Health?

Everyone knows that water is essential for life and health, but not all water is the same. Ionized alkaline water, for instance, takes full advantage of the science of hydration.

Scientists can measure hydration, or dehydration, by the thickness of blood, also known as blood viscosity. The more dehydrated you are, the thicker your blood becomes. Chronic dehydration can have negative ef-

fects, which is why water is so important to our bodies.

Water that is produced through an ionization process yields a pure water with a high pH level that has shown to be more effective at reducing blood viscosity and improving rehydration than a leading bottled water brand, according to a recently published clinical study.

The study, published in the *Journal of the Interna-*

*tional Society of Sports Nutrition (JISSN)*, used a sample of 100 healthy adults (50 men and 50 women) aged 25 to 49 years, who were randomized to drink either standard purified bottled water or Essentia, a high-pH, ionized alkaline water. Those who drank the Essentia water following exercise-induced dehydration showed significantly better rehydration compared to the other leading bottled-

water brand.

"These findings underscore Essentia's superior impact on hydration, important to a variety of lifestyles, and reinforces our commitment to providing a unique, effective, and quality product," says the company in a statement. In addition, Essentia is the only bottled water featured in the Physicians' Desk Reference (PDR) to alert clinicians to the latest research on optimal hy-

dration.

Essentia's unique ionization process consists of three specific parts. First, water from any source is passed through micro-filters, reverse osmosis and ultraviolet exposure to achieve a purity of 99.9 percent. Pure alkaline electrolytes such as magnesium, calcium, potassium and sodium bicarbonate are infused in trace amounts creating a perfect blend for a

clean, smooth taste.

From there, bitter-tasting acidic water ions are removed, producing an ionized-9.5-ph-or-higher alkaline water that's better at rehydrating.

Essentia's bottles are free of BPA (bisphenol A and phthalates), and are recyclable anywhere in the United States.

Visit [www.essentiawater.com](http://www.essentiawater.com) for more information about the clinical study.

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February 11 - 6:30 to 8:30pm Second Saturday Concert

**The Splish  
Splash Band**

Listen to great music while sipping craft ales and fine wines from the Altadena Ale House. Guerrilla Chef Mateo will provide dining options and Sweeter than Honey returns with delectable desserts.

**Altadena  
Libraries**

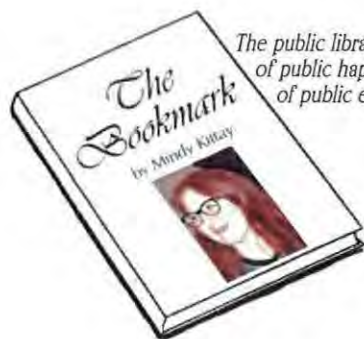
600 E. Mariposa Altadena | 626 798 0833  
[www.AltadenaLibrary.org](http://www.AltadenaLibrary.org)



SECOND SATURDAY CONCERT

Live Music & Dancing

FREE event



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

John Cotton Dana,  
A Library Primer, 1896

## A Gesture of Love to Our Library

Love is in the air! Traditionally, February is the month of love, but as we continue to celebrate the 50<sup>th</sup> Anniversary of our library's main building, we are beginning to see 2017 as the year of *loving our library*. What is the ultimate gesture of love for a historic library? A renovation, of course!

Built in 1967, our beloved library is due for some much-needed touch-ups, and, in order to fix the effects of 50 years of heavy use in a cost-effective way, the project will use grant funding from the US Department of Housing and Urban Development, beginning with the imminent Phase I Renovation.

### ***Phase I Renovation***

The Phase I Renovation will begin with important adjustments to shelving and doorways throughout, to meet compliance requirements of the Americans with Disabilities Act (ADA) of 1990 and seismic safety code. Beautifully crafted, state-of-the-art shelving and displays will be installed across the library floor, including the Children's Section. Brand new, artful book bins will be provided to optimize the space allocated for our youngest patrons.

The most visible of planned changes will undoubtedly be the updates to flooring and carpeting. Thanks to the generosity of the Altadena Library Foundation, floors will be replaced with modern Shaw Contract® flooring. Say goodbye the worn, aging carpets we have grown accustomed to! Per the swatches below, the color of the primary library carpet will be a deep mossy pine,

reflective of the lush foliage surrounding the library. The teens' lounge will be updated with rust- and clay-colored carpet, and our child patrons will enjoy a timeless teal.



While the floors receive their well-deserved renewal, the library will take an important step toward expanding its potential for technology usage: installation of additional electrical and data outlets throughout the library. More outlets allow for charging stations for mobile device

users and increased computer capacity in the future.

### ***The Final Steps of Phase I***

Finally, to keep up with the bright, colorful carpeting and flooring, final steps of the renovation will include creation of innovative signage and rejuvenation of the library's planters, original wood and tiling. Sadly, time has come to retire the 50-year old palm in the atrium and replace it with a new palm that we hope will last another 50 years.

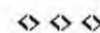


**To accomplish the extensive Phase I Renovation, the Main Library will be closed from mid-March through the end of April.**



### ***The Grand Re-Opening in June***

Please mark your calendars and come love the new library at our culminating Grand Reopening celebration on Saturday, June 10! After months of closure, the community will gather for a day of excitement, community building, and discovery. As we explore the newly renovated library, we will celebrate the Library's 90+ -year legacy and its 50 years in the Main Building, originally designed by renowned architect Boyd Georgi in the 1960s.



**Have questions? We have answers! Have suggestions? We want to hear them! Contact Library Director Mindy Kittay at [MKittay@AltadenaLibrary.org](mailto:MKittay@AltadenaLibrary.org) or in person at the Library.** ○

# Second Saturday CONCERTS



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

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



## UPCOMING EVENTS

### Todd Washington Trio

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

### Splish Splash Band

Rock, Jazz and Blues  
February 11

### DeRumba

Spanish Guitar to the beat of the Gypsy Rumba  
March 11

### Louis Van Taylor Quintet

Jazz  
April 8

### Michael Haggins Band

Funk and Smooth Jazz  
May 13

### The Satisfaction Band

Dance music Top 40, Latin Rock, R&B, Cumbias and Oldies  
June 10



600 East Mariposa  
Altadena | 626 798 0833  
[www.AltadenaLibrary.org](http://www.AltadenaLibrary.org)



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## Main Library - Altadena

600 East Mariposa St  
Altadena, Ca 91001

Places: Libraries

HOURS: Monday - Tuesday 10am - 9pm Wednesday - Saturday  
10am - 6pm Sunday Closed  
CALL: (626) 798-0833

EMAIL | WEBSITE | FACEBOOK

### MORE DETAILS:

The Altadena Library will be closed from mid-March to the end of April due to the renovation efforts. During this time period the Bob Lucas Branch Library will be open seven days a week with expanded hours.

The main library, built in 1967, is the work of modernist architect Boyd Georgi who designed it to work in close harmony with its habitat. While honoring and preserving its historic architecture, the building needs to be renovated to become compliant with the Americans with Disabilities Act of 1990 and update technological systems. The nearly 50-year old structure also needs more maintenance and repairs than can be routinely squeezed out of operating budgets.



2

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## Latest Announcements



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Feb. 28!



Galileo Summer Quest  
Save \$25/Week, Enroll by  
Feb. 28!



Hulafrog Pasadena  
Preschool and Private



## Our Picks:

[The Week Ahead](#) [Save the Date](#) [The Weekend Guide](#) [Hot Lists](#) [HulaGuides](#)

## The Weekend Guide: A Fun Flick, Ooey Gooy, Globetrotter kinda weekend!

**February 16, 2017**

Send to

[a Friend](#) [Share](#) [Pin](#)

Another weekend ahead, and there's no shortage of awesome activities in Pasadena Area to keep your family entertained... from a fun family flick on Friday, to an Ooey Gooy Weekend (Saturday -Monday) and the Globetrotters on Sunday! Check out our weekend guide and you'll have your choice of fabulous fun all weekend long.

February 17, Friday

**Fun Flick Friday - Trolls**

**Main Library - Altadena**

Altadena

600 East Mariposa St

3:30 pm - 5:30 pm

Children and family are welcome to enjoy free popcorn and watch the Trolls movie, "After the Bergens invade Troll Village, Poppy (Anna Kendrick), the happiest Troll ever born, and the overly-cautious, curmudgeonly Branch (Justin Timberlake) set off on a journey... **MORE »**

**1 Parents Love It!**

February 17, Friday

**Family Art Night - Pastel Project**

**Norton Simon Museum**

Pasadena

411 W Colorado Blvd

6:30 pm - 7:30 pm

# Pasadena Journal

Serving Pasadena, Altadena, Monrovia, Duarte and West San Gabriel Valley

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## Altadena Library Second Saturday Concert

February 1, 2017

The Altadena Library's Second Saturday concert season features Pierce Brochetti and the Splish Splash Band on Saturday February 11th from 6:30 to 8:30 pm.

Our Second Saturday for February now features a NEW artist! Our original artist for February, Louis Van Taylor, has been rescheduled to April and we will now feature the Splish Splash band in February.

Originally formed by Pierce Brochetti and Dolores D'Angelo, joined later by the forces of Steve Kuhn and Leo Valenzuela on the rhythm section, the Splish Splash Band was created. Starting out as an acoustic, classic rock/folk cover band, they slowly evolved into a full on Rock n Roll band. Some of their playlist have been rearranged to fit Splish Splash's mood and others have been left untouched. Regardless of the arrangements you will tap your feet and clap your hands, singing along as we take you back in time to some of the best Rock n Roll that was ever written: From Van Halen to Elvis to Mariah Carey to Poison, it's only Rock n Roll - but we like it!

During Second Saturday performances at the Altadena Library you can listen to great music as you sip beer and wine from The Ale House; savor grilled eats from El Patron and Guerrilla Chef Mateo; and sample delectable desserts from Sweeter Than Honey. Altadena Library also hosts a monthly art show which you can view while dancing the night away.

For more information, call 626 798-0833 or visit the library online at: [www.AltadenaLibrary.org](http://www.AltadenaLibrary.org).

Filed Under: [Community News](#), [Education](#)



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# Pasadena Journal

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## Altadena Library District to Launch Renovation

February 8, 2017

### in Celebration of Main Building's 50th Anniversary

One of Altadena's longest standing institutions, Altadena Library District, is celebrating the 50th Anniversary of its main building, originally designed by architect Boyd Georgi in the early 1960s. To honor this historic anniversary, the Altadena Library District Board has approved plans for the Library's Phase I Renovations using grant funding from the US Department of Housing and Urban Development (HUD) and a generous donation from the Altadena Library Foundation.

Board President Ira Bershatsky says of the plans, "This is a much needed sprucing up of the interior of the library and we are very grateful to both HUD and the Altadena Library Foundation for their financial support of this project. This will be the catalyst to future funding to address the many additional needs of this facility."

The first segment of a multi-phase remodel, the Phase I Renovations will address needed updates to shelving, flooring and carpets, electrical capacity, the library's Community Room, and interior signage. Installation of new shelving will begin to bring the library into compliance with seismic safety code and Americans with Disabilities Act (ADA) requirements. Additional electrical and data outlets will be built in throughout the library to allow users of mobile devices increased opportunities for charging and for future expansion of technological capacity. The worn carpets and flooring will be replaced, thanks to the generosity of the Altadena Library Foundation.

The Altadena Library will be closed from mid-March to the end of April due to the renovation efforts. During this time period the Bob Lucas Branch Library will be open seven days a week with expanded hours.

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Filed Under: Community News



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Women's Voices for Women's Rights

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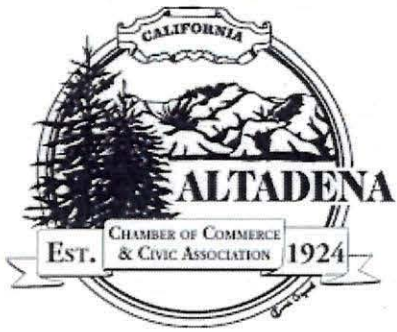
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\$58.80 \$98.00 Save on Apparel Home Items & More  
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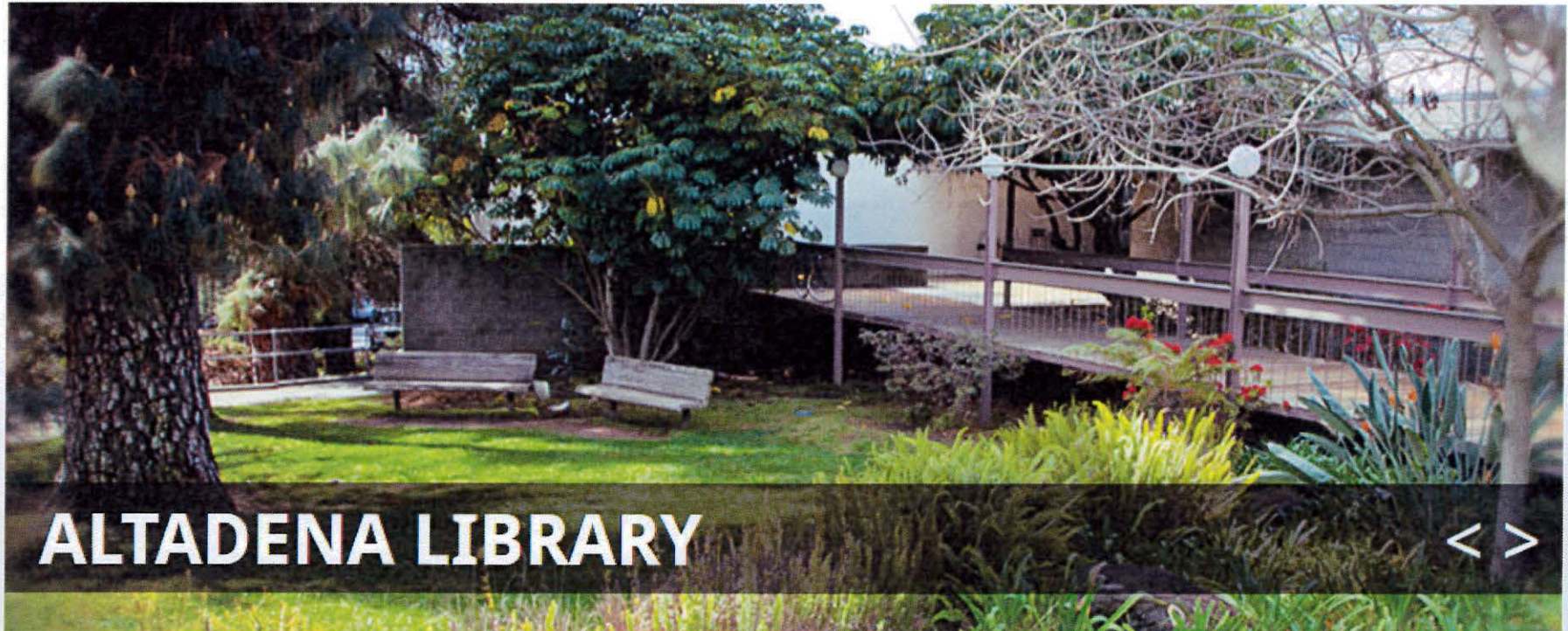
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# Altadena Library Teen Workshop Presents Making the Most of Your College Visits with Ashley Sim

From STAFF REPORTS

Published : Thursday, January 19, 2017 | 11:45 AM

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Altadena Library presents Making the Most of Your College Visits with Ashley Sim on Saturday, March 4 from 3:00 p.m. to 5:00 p.m. offered by the Library as part of its teen programming.

Spring break is right around the corner, and that is a great time to visit colleges if you are a high school student. Please come join Ashley Sim, former admissions officer for Caltech, as she explains why visiting colleges is crucial before you start the application process and how to get the most out of your college visits. She will discuss the role college visits play in the admissions process, the types of visit opportunities offered by colleges, and how you should go about conducting them.

Ashley Sim is an educational consultant who provides individualized academic advising and college and law school admissions counseling to students and parents. A graduate of Stanford University and Harvard Law School, she has worked in college admissions for more than 15 years as an alumni admissions representative of Stanford and as the Associate Director of Undergraduate Admissions at the California Institute of Technology. In addition to advising her own clients, Ashley works as a consultant for Colledge, a college admissions consulting company, and as a producer of Access College on KPFK 90.7 FM in Los Angeles, a radio show dedicated to providing better information about college admissions and promoting greater access to higher education. She lives in Altadena with her husband and two children.

Altadena Library District is located at 600 East Mariposa St., Altadena.

For more information, call (626) 798-0833 or visit the library online at [www.AltadenaLibrary.org](http://www.AltadenaLibrary.org).

January 18, Wednesday

### Lego Building Challenge

**Grandview Library**

Glendale

1535 Fifth Street

2:30 pm - 5:00 pm

Wednesdays, 2:30-5:00 pm A different challenge each week. DIY me; Ages 4+... **MORE »**

**1 Parents Love It!**

January 19, Thursday

### Baby Storytime

**Arroyo Seco Regional Library**

Los Angeles

6145 N. Figueroa Street

10:30 am - 11:00 am

Bounces, rhymes and songs for prewalkers (age 0-12 months) and their caregivers. If you have older children, please attend the Toddler Storytime (Wednesdays at 10:30 a.m.).... **MORE »**

**1 Parents Love It!**

January 20, Friday

### Fun Flick Friday @ Bob Lucas Library!

**Bob Lucas Library - Altadena**

Altadena

2659 Lincoln Avenue

3:30 pm - 5:30 pm

Join us afterschool for an animated adventure! Storks! Rated PG. FREE Popcorn! The Bob Lucas Library is located at 2659 Lincoln Ave. (at Ventura). Altadena, CA 91001.... **MORE »**

**1 Parents Love It!**

January 21, Saturday

### TOYOTA SYMPHONIES FOR YOUTH: THE PLANETS

**Walt Disney Concert Hall**

Los Angeles

111 S Grand Ave

11:00 am - 2:00 pm

Discover the inspiring parallels between music and science as The Los Angeles Philharmonic takes us on a journey through the solar system in Gustav Holst's imaginative musical portraits of the planets. PRE-CONCERT ACTIVITIES Each concert is preceded by a choice of workshops... **MORE »**

**1 Parents Love It!**



Local things for kids to do.

Pasadena, CA

[hulafrog.com/pasadena-ca/](http://hulafrog.com/pasadena-ca/)

## Valentine's Day Candy Frame

Bob Lucas Library - Altadena

**1 Parents Love It!**

2659 Lincoln Avenue  
Altadena 91001

2/9/2017

3:30 pm - 4:30 pm

**CALL TO CONFIRM TIMES**

REGISTRATION NOT REQUIRED

**AGE RANGE:** Preschoolers, Elementary

**FREE**

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**WEBSITE**

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Create a frame out of conversation heart candies, paint and popsicle sticks.

Give this lovely gift to your loved one! For children. Free cupcakes while supplies last!



## Thoughts, Tips & Reviews

TUESDAY, FEBRUARY 7, 2017

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Saturday, January 21, 2017

## Altadena Library District to Launch Renovation in Celebration of Main Building's 50th Anniversary



One of Altadena's longest standing institutions, Altadena Library District, is celebrating the 50th Anniversary of its main building, originally designed by architect Boyd Georgi in the early 1960s. To honor this historic anniversary, the Altadena Library District Board has approved plans for the Library's Phase I Renovations using grant funding from the US Department of Housing and Urban Development (HUD) and a generous donation from the Altadena Library Foundation.

Board President Ira Bershatsky says of the plans, "This is a much needed sprucing up of the interior of the library and we are very grateful to both HUD and the Altadena Library Foundation for their financial support of this project. This will be the catalyst to future funding to address the many additional needs of this facility."

The first segment of a multi-phase remodel, the Phase I Renovations will address needed updates to shelving, flooring and carpets, electrical capacity, the library's Community Room, and interior signage. Installation of new shelving will begin to bring the library into compliance with seismic safety code and Americans with Disabilities Act (ADA) requirements. Additional electrical and data outlets will be built in throughout the library to allow users of mobile devices increased opportunities for charging and for future expansion of technological capacity. The worn carpets and flooring will be replaced, thanks to the generosity of the Altadena Library Foundation.

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"These exciting updates could not have come at a better time. Our library is truly unique, both in its nostalgic physical structure and the diverse community it serves,

### Altadena Calendar of Events

February, 2017						
S	M	T	W	T	F	S
		7	8	9	1	
12	13	14	15	16	1	
19	20	21	22	23	2	
26	27	28				

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

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

Please email to: [Editor@Altadena-Now.com](mailto:Editor@Altadena-Now.com)

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and its lengthy legacy is reason for celebration across the community. We are inspired by this significant milestone in the library's history to continue to serve the community the best we can for years to come." says Library Director Mindy Kittay of the 50th Anniversary and the Phase I Renovation.

Altadena Library District's main building is located at 600 East Mariposa Street. Altadena Library's Bob Lucas Branch Library is located at 2659 Lincoln Avenue in Altadena.

The Altadena Library District has been providing free and equal access to information, ideas, technology, and the joy of reading to educate and empower the diverse community of Altadena for over 90 years. More information about Altadena Library District is available at [www.altadenalibrary.org](http://www.altadenalibrary.org).



**Greg Stanton**  
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**Tom Joyce** · 18 days ago  
A wonderful community asset that benefits all members of Altadena, Good to see the improvements to make it even better than ever.

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**RD Wilson** — I wanted to be water-wise but wasn't sure how to get started. Thanks for all the helpful tips!

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A notification card from Twitter. At the top is the Twitter logo. Below it is a dark grey box with the text "DAY OF FACTS" in white, with a red heart icon to the right. Underneath is the text "A Day of Facts liked your Tweet." followed by a blue "View" button. Below this is a tweet from AltadenaLibrary (@AltadenaLibrary) with a green "Public Health" icon. The tweet text reads: "Fact: Our interactive website's 'Community Information' section links to community orgs, health resources, news, and gov'l reps. #DayofFacts". Below the text is a graphic with a red header "#DAYOFFACTS" and a stack of books. To the left of the books, the text says: "Our interactive website features a 'Community Information' section with links to a list of community orgs, health resources, news, and government representatives." At the bottom right of the graphic is the AltadenaLibrary logo.



A notification card with a red arrow icon at the top. The text reads "A Day of Facts liked your Tweet." followed by a blue "View" button.



A tweet from AltadenaLibrary (@AltadenaLibrary) with a green "Public Health" icon. The text reads: "Fact: We have tech available for rent in the library & our staff can provide guidance about how to find credible sources online! #DayofFacts".



A photograph of a computer monitor displaying a graphic. The graphic has a yellow header with "#DAYOFFACTS" in black. Below the header, the text reads: "We have technology! All kinds within the library and knowledgeable staff to help manage whatever needs required." At the bottom right of the monitor is the AltadenaLibrary logo.

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## Teen Tech Week at the Altadena Library

*Be the Source of Change during Teen Tech Week 2017*

From STAFF REPORTS

Published : Thursday, February 16, 2017 | 4:42 PM

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Local teens will be tuning in at the library as Altadena Library District celebrates the annual Teen Tech Week™ from March 6-11. They join thousands of other libraries and schools across the country who are celebrating this year's theme, Be the Source of Change, to raise awareness about how Altadena Library District creates a space to extend teens' learning beyond the classroom where they can explore, create, and share content.

Teen Tech Week is a national initiative of the Young Adult Library Services Association (YALSA) aimed at teens, their parents, educators, and other concerned adults.

Kate Shumaker, Teen Librarian, feels that "Getting teens into libraries is essential. Offering gaming, access to computers, and online homework help is important, and letting them know that we can help educate them on how to use these resources will get them in the door. Once they're in the door, we can show teens that with technology at the library, anything is possible."

From maker spaces, to coding classes and online knitting clubs now offered by libraries across the country, the do-it-yourself theme shows how libraries provide meaningful contributions to the educational and social development of the teens in the community.

"Teen Tech Week is a way for librarians and educators to collaborate with and educate teens about technology," says Kate Shumaker. "Over the last several years the library's role in increasing digital literacy has become increasingly important, equal to that of reading literacy."

Teens are encouraged to celebrate Teen Tech Week at the Altadena Library by attending the weeks programs including:

*Engineering Mystery Bags on Monday at 4pm and DIY Constellation Boxes on Friday at 4:00 p.m.*

Teen Tech Week is held annually the second week of March. For more information, visit [www.ala.org/teentechweek](http://www.ala.org/teentechweek).



# Actuarial Circular Letter

California Public Employees' Retirement System  
 P.O. Box 942715  
 Sacramento, CA 94229-2715  
 (888) CalPERS (or 888-225-7377)  
 TTY: (877) 249-7442  
[www.calpers.ca.gov](http://www.calpers.ca.gov)

January 19, 2017

Circular Letter: 200-004-17  
 Distribution: VI

**To: All Public Agency Employers**

**Subject: Discount Rate Change**

The purpose of this Circular Letter is to inform you of recent changes to the CalPERS discount rate assumption and the impact these changes are expected to have on required employer and PEPR member contributions. This Circular Letter will assist you in calculating projected pension cost increases in future years. The June 30, 2016, annual valuations will provide updated projections of expected future year pension contributions. These reports will be available this summer.

At the December 21, 2016, meeting, the CalPERS Board of Administration approved lowering the CalPERS discount rate assumption, the long-term rate of return, from 7.50 percent to 7.00 percent over the next three years. This will increase public agency employer contribution costs beginning in Fiscal Year 2018-19.

The phase-in of the discount rate change approved by the Board for the next three Fiscal Years is as follows:

Valuation Date	Fiscal Year for Required Contribution	Discount Rate
June 30, 2016	2018-19	7.375%
June 30, 2017	2019-20	7.25%
June 30, 2018	2020-21	7.00%

Lowering the discount rate means plans will see increases in both the normal costs (the cost of pension benefits accruing in one year for active members) and the accrued liabilities. These increases will result in higher required employer contributions.

In addition, active members hired after January 1, 2013, under the Public Employees' Pension Reform Act (PEPRA) may also see their contribution rates rise.

The benefits of reducing the discount rate include:

- Strengthening long-term sustainability of the fund
- Reducing negative cash flows; additional contributions will help to offset the cost to pay pensions
- Reducing the long-term probability of funded ratios falling below undesirable levels
- Improving the likelihood of CalPERS investments earning our assumed rate of return
- Reducing the risk of contribution increases in the future from volatile investment markets

**Results**

Employer contribution increases as a result of the discount rate changes are estimated below by Normal Cost and required Unfunded Accrued Liability (UAL) payment. The Total Employer Contribution is the sum of the Normal Cost Rate applied to reported payroll plus the Unfunded Accrued Liability payment. The Normal Cost portion of the Employer Contribution is expected to increase by the listed percentages of payroll. Increases to the UAL payments are provided as relative increases to be applied to the projected UAL payments in the June 30, 2015, valuation report.

Valuation Date	Fiscal Year Impact	Normal Cost		UAL Payments	
		Misc. Plans	Safety Plans	Misc. Plans	Safety Plans
6/30/2016	2018-19	0.25% - 0.75%	0.5% - 1.25%	2% - 3%	2% - 3%
6/30/2017	2019-20	0.5% - 1.5%	1.0% - 2.5%	4% - 6%	4% - 6%
6/30/2018	2020-21	1.0% - 3.0%	2.0% - 5.0%	10% - 15%	10% - 15%
6/30/2019	2021-22	1.0% - 3.0%	2.0% - 5.0%	15% - 20%	15% - 20%
6/30/2020	2022-23	1.0% - 3.0%	2.0% - 5.0%	20% - 25%	20% - 25%
6/30/2021	2023-24	1.0% - 3.0%	2.0% - 5.0%	25% - 30%	25% - 30%
6/30/2022	2024-25	1.0% - 3.0%	2.0% - 5.0%	30% - 40%	30% - 40%

The changes to the Unfunded Accrued Liability (UAL) due to changes of actuarial assumptions are amortized over a fixed 20-year period with a 5-year ramp up at the beginning and a 5-year ramp down at the end of the amortization period. The 5-year ramp up means that the payments in the first four years of the amortization schedule are 20 percent, 40 percent, 60 percent and 80 percent of the ultimate payment, which begins in year five. The 5-year ramp down means that the reverse is true and the payments in the final four years are ramped down by the above percentages. A new ramp is established with each change to the discount rate. There will be three ramps established in the first three years. As a result of the 5-year ramp up and effective date of the increase, it will be seven years until the full impact of the discount rate change is completely phased in. The shaded rows above are the expected increases beyond the five year projection quoted in your June 30, 2015, valuation report.

To illustrate how this table can be used as a guide to include the change in the discount rate in the calculation of pension contributions, a Miscellaneous plan with a current normal cost of 15 percent of payroll can expect an increase to 15.25 percent to 15.75 percent of payroll in the first year (Fiscal Year 2018-19), and 16 percent to 18 percent in the fifth year (Fiscal Year 2022-23). For the UAL payment, a plan with a projected payment of \$500,000 in Fiscal Year 2018-19 and \$600,000 in Fiscal Year 2022-23 can expect the revised payment to be \$510,000 - \$515,000 ( $\$500,000 \times 2.00\% / \$500,000 \times 3.00\%$ ) for Fiscal Year 2018-19, and \$720,000 - \$750,000 ( $\$600,000 \times 20\% / \$600,000 \times 25\%$ ) for Fiscal Year 2022-23. These estimated increases incorporate both the impact of the discount rate change and the ramp up.

Please keep in mind the above table is a tool for you to calculate broad estimates and should only be used as a general guide. The annual valuation report that will be released this summer will provide updated projections for your specific plan.

If you have any questions about the information provided or how to apply it to your current valuations, please call our CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**) and ask to have your plan actuary contact you.

Scott Terando  
Chief Actuary

**Antonia Lopez Aguilar**

---

**From:** Barfield, Alishia <BarfieldA@state.gov> on behalf of LA-AF-Recert <LA-AF-Recert@state.gov>  
**Sent:** Wednesday, February 01, 2017 1:54 PM  
**To:** Antonia Lopez Aguilar  
**Cc:** LA-AF-Recert  
**Subject:** 2017 Recertification AF# 030628

Hello,

We have received your 2017 Annual Re-Certification forms.

Congratulations, your facility's certification is complete for 2017!

Thank you for your continued interest in the Passport Application Program.

\*Natalie Herrera and Antonia Aguilar are certified to accept passports at Altadena Library District for 2017.