



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

**AGENDA  
Special Meeting**

Board of Library Trustees – Altadena Library District  
Community Room – Main Library - **March 29, 2018** – 6:00 p.m.

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

**1) CALL TO ORDER**

**2) ROLL CALL:**

- a) Ira Bershatsky
- b) Betsy Kahn
- c) Gwendolyn McMullins
- d) John McDonald, President
- e) Armando Zambrano

**3) ADOPTION OF AGENDA**

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

**4) PUBLIC COMMUNICATION**

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

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

- a) **HIRES/PROMOTIONS:**
- b) **APPOINTMENTS:**
- c) **RESIGNATIONS AND TERMINATIONS:** Adriana Muro - Library Associate - February 8, 2018
- d) **TRANSFERS AND PROMOTIONS:** Amanda Toledo - Library Clerk I to Library Associate - February 28, 2018

**6) FINANCIAL REPORTS**

- a) **Financial reports for January 2017 (INFORMATION/ACTION) (10 Minutes) Page #3**  
**Recommended Action:** The Board of Library Trustees hereby receives and files the Financial Reports.

**7) CONSENT CALENDAR (5 Minutes)**

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

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

- i) Approval of minutes – Regular meeting held March 7, 2018, Page #16
- ii) Statistical Reports – YTD – February 2018 , Page #21
- iii) Departmental Monthly Reports – February 2018, Page #25
- iv) Human Resources Update – Written Report by HRNETwork – February 2018 Page #42
- v) District Director's Report – February 2018, Page # 44

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

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

**9) NEW BUSINESS**

**10) OLD BUSINESS**

- a) Update from Ad hoc Committee for Bylaws Review (INFORMATION/ACTION) (5 Minutes), Page #46
- b) Update on Budget Memo & Midyear Budget Adjustment (INFORMATION/ACTION) Page#47
- c) Consideration of Purchase of Gondola Shelving per Midyear Budget Adjustment (INFORMATION/ACTION)Page #56
- d) Update on Project Plan for Bob Lucas Branch Library Upgrades (INFORMATION/ACTION)Page #59
- e) Update on Salary Comparison and Wage Scale Revisions by HRNetwork, (INFORMATION/ACTION)Page #60
- f) Compensation Adjustment for Acting District Director (INFORMATION ONLY)Page #61
- g) RFP Process for a New Auditor (INFORMATION/ACTION)Page #63
- h) Additional legal counsel (INFORMATION/ACTION)Page #64
- i) Quote for Adding Volunteers to Worker's Compensation Coverage – SDRMA (INFORMATION/ACTION)Page #65

**11) CORRESPONDENCE, Page #none**

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

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

**13) REPORTS OF TRUSTEES**

**14) CLOSED SESSION**

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

- a) PENDING LITIGATION  
Pursuant to Government Code Section 54956.9  
TITLE: Melloney Collier vs. Altadena Library District, Case No. BC682812

**15) RECESS BACK INTO OPEN SESSION**

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

**17) AGENDA ITEMS FOR FUTURE AGENDAS**

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

**18) ADJOURNMENT**

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

**BOARD OF LIBRARY TRUSTEES  
STAFF REPORT**

**DEPARTMENT:** Administration      **MEETING DATE:** March 26, 2018

**PREPARED BY:** Nicole Fabry      **LOCATION:** Community Room

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

**January 2018 FINANCIAL STATEMENTS**

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

As indicated on this report, actual year-to-date revenues exceed actual year-to-date expenditures, reflecting a net income of \$5,885.70. ALD cash and cash equivalents are \$3,056,490.46.

This net excess is due to the receipt of our first property tax installment.

**REVENUE HIGHLIGHTS**

The District currently has \$3,056,490.46 in cash and cash equivalents. The (unaudited) net income for the month of January is \$5,885.70.

Passport services continue to exceed budget expectations and are at 75.5% of budget.

**PAYMENTS FROM SUPPORT ORGANIZATIONS**

No payments to report for January 2018.

**EXPENDITURE HIGHLIGHTS**

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

Any expenditures over 25% of the budget will be reviewed for recommended changes at the Mid-Year Budget Amendment.

**Altadena Library District**  
**Profit & Loss Prev Year Comparison**  
**July 2017 through January 2018**

	Jul '17 - Jan 18	Jul '16 - Jan 17	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>DONATIONS AND GRANTS</b>				
4710 · Friends of the Library	12,000.00	20,000.00	(8,000.00)	(40.0)%
4730 · Undesignated	639.94	515.00	124.94	24.3%
4735 · Designated		1,250.00	(1,250.00)	(100.0)%
4740 · CA Library Literacy Services	18,000.00	26,300.00	(8,300.00)	(31.6)%
4750 · Cal State Library	18,281.00	13,500.00	4,781.00	35.4%
4755 · HUD Grant		43,263.64	(43,263.64)	(100.0)%
<b>Total DONATIONS AND GRANTS</b>	<b>48,920.94</b>	<b>104,828.64</b>	<b>(55,907.70)</b>	<b>(53.3)%</b>
<b>FINES &amp; FEES</b>				
4305 · Fees	4,009.09	12,211.27	(8,202.18)	(67.2)%
4310 · MFM Revenue	3,577.58	4,115.50	(537.92)	(13.1)%
4340 · Passport Services Fees	60,408.69	40,910.00	19,498.69	47.7%
4350 · Sales of Products	3,113.43		3,113.43	100.0%
<b>Total FINES &amp; FEES</b>	<b>71,108.79</b>	<b>57,236.77</b>	<b>13,872.02</b>	<b>24.2%</b>
<b>INTEREST INCOME &amp; ADJUSTMENTS</b>				
4210 · Chase Bank	1,509.65	718.97	790.68	110.0%
<b>Total INTEREST INCOME &amp; ADJUSTMENTS</b>	<b>1,509.65</b>	<b>718.97</b>	<b>790.68</b>	<b>110.0%</b>
<b>OTHER REVENUE &amp; ADJUSTMENT</b>				
4910 · Miscellaneous Income	1,200.00	257.88	942.12	365.3%
4999 · Rewards & Incentives	5,539.05	2,000.00	3,539.05	177.0%
<b>Total OTHER REVENUE &amp; ADJUSTMENT</b>	<b>6,739.05</b>	<b>2,257.88</b>	<b>4,481.17</b>	<b>198.5%</b>
<b>REVENUES</b>				
<b>Property Taxes</b>				
<b>4010 · Current-Year Secured</b>				
4010.00 · Current Secured	1,154,825.94	1,074,831.23	79,994.71	7.4%
4010.01 · Revenue Residual	18,120.28	19,260.94	(1,140.66)	(5.9)%
4010.02 · Statutory Revenue	2,271.68	2,027.10	244.58	12.1%
4010.03 · SB 813 Supplemental	30,406.50	23,647.78	6,758.72	28.6%
4010 · Current-Year Secured - Other	13,268.20		13,268.20	100.0%
<b>Total 4010 · Current-Year Secured</b>	<b>1,218,892.60</b>	<b>1,119,767.05</b>	<b>99,125.55</b>	<b>8.9%</b>
<b>4020 · Current-Year Unsecured</b>				
4020.00 · Current Unsecured	13,448.30		13,448.30	100.0%
4020 · Current-Year Unsecured - Other	61,418.95	71,057.05	(9,638.10)	(13.6)%
<b>Total 4020 · Current-Year Unsecured</b>	<b>74,867.25</b>	<b>71,057.05</b>	<b>3,810.20</b>	<b>5.4%</b>
<b>4030 · Prior-Year Secured</b>				
4030.00 · Prior Secured	(31.86)	(22.40)	(9.46)	(42.2)%
4030.01 · Secured Refunds		(1,913.44)	1,913.44	100.0%
4030.02 · Statutory Revenue		939.04	(939.04)	(100.0)%
4030.03 · SB 813 Redemption	2,322.32		2,322.32	100.0%
4030.05 · Prop Taxes Secured Refunds	(5,905.45)		(5,905.45)	(100.0)%
4030 · Prior-Year Secured - Other	6,970.45	9,744.01	(2,773.56)	(28.5)%
<b>Total 4030 · Prior-Year Secured</b>	<b>3,355.46</b>	<b>8,747.21</b>	<b>(5,391.75)</b>	<b>(61.6)%</b>
4050 · Homeowners Exemption	6,888.79	7,007.94	(119.15)	(1.7)%
<b>4060 · Special Assessment</b>				
4060.01 · Per Parcel Benefit Assessment	418,817.21	408,541.05	10,276.16	2.5%
<b>Total 4060 · Special Assessment</b>	<b>418,817.21</b>	<b>408,541.05</b>	<b>10,276.16</b>	<b>2.5%</b>



**Altadena Library District**  
**Profit & Loss Prev Year Comparison**  
**July 2017 through January 2018**

	Jul '17 - Jan 18	Jul '16 - Jan 17	\$ Change	% Change
4080 · Penalties,Interest & Costs-Ref	6,230.21	9,095.63	(2,865.42)	(31.5)%
4220 · County Interest Allocation	3,150.31	69.66	3,080.65	4,422.4%
<b>Total Property Taxes</b>	<b>1,732,201.83</b>	<b>1,624,285.59</b>	<b>107,916.24</b>	<b>6.6%</b>
<b>Total REVENUES</b>	<b>1,732,201.83</b>	<b>1,624,285.59</b>	<b>107,916.24</b>	<b>6.6%</b>
<b>Total Income</b>	<b>1,860,480.26</b>	<b>1,789,327.85</b>	<b>71,152.41</b>	<b>4.0%</b>
<b>Expense</b>				
<b>'PERSONNEL RELATED EXPENSES</b>				
<b>5000 · SALARIES &amp; WAGES</b>				
5010 · Salaried	217,630.05	681,563.89	(463,933.84)	(68.1)%
5020 · Hourly	662,186.84	175,500.41	486,686.43	277.3%
<b>Total 5000 · SALARIES &amp; WAGES</b>	<b>879,816.89</b>	<b>857,064.30</b>	<b>22,752.59</b>	<b>2.7%</b>
<b>5100 · Employer-Portion Taxes/Benefits</b>				
5120 · Payroll Taxes (ER)	70,637.58	40,107.31	30,530.27	76.1%
5120.01 · Soc Security & Medicare, Salary	(1,380.13)	20,486.21	(21,866.34)	(106.7)%
5120.02 · Soc Security & Medicare, Hourly		5,930.34	(5,930.34)	(100.0)%
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	16,114.52	12,238.70	3,875.82	31.7%
5210.02 · CalPers PEPRA (ER Contr)	44,158.59	11,399.77	32,758.82	287.4%
5211 · PERS Retirement 2% @ 55		85,323.82	(85,323.82)	(100.0)%
5212 · PERS Retirement 2% @ 60		792.10	(792.10)	(100.0)%
5213 · PERS Retirement 2% @ 62		9,129.11	(9,129.11)	(100.0)%
5218 · PERS Unfunded	53,553.43		53,553.43	100.0%
5210 · PERS Retirement - Other		258.37	(258.37)	(100.0)%
<b>Total 5210 · PERS Retirement</b>	<b>113,826.54</b>	<b>119,141.87</b>	<b>(5,315.33)</b>	<b>(4.5)%</b>
5222 · OPEB Contribution		70,002.00	(70,002.00)	(100.0)%
5250 · FUTA	5,621.30	112.01	5,509.29	4,918.6%
5251 · SUI, Hourly		697.64	(697.64)	(100.0)%
<b>Total 5100 · Employer-Portion Taxes/Benefits</b>	<b>188,705.29</b>	<b>256,477.38</b>	<b>(67,772.09)</b>	<b>(26.4)%</b>
<b>5200 · Insurance</b>				
5220 · Health Insurance	69,126.43	68,275.98	850.45	1.3%
5221 · Health Insurance - Retirees	44,051.14	37,965.77	6,085.37	16.0%
5230 · Dental Insurance	8,069.32	9,034.69	(965.37)	(10.7)%
5240 · Vision Insurance	2,378.64	3,009.58	(630.94)	(21.0)%
5260 · Life Insurance	716.64	856.80	(140.16)	(16.4)%
5270 · Workers' Compensation	13,110.30	17,802.97	(4,692.67)	(26.4)%
5280 · Disability Insurance	(382.80)	298.32	(681.12)	(228.3)%
<b>Total 5200 · Insurance</b>	<b>137,069.67</b>	<b>137,244.11</b>	<b>(174.44)</b>	<b>(0.1)%</b>
<b>Total 'PERSONNEL RELATED EXPENSES</b>	<b>1,205,591.85</b>	<b>1,250,785.79</b>	<b>(45,193.94)</b>	<b>(3.6)%</b>
<b>CAPITAL</b>				
7310 · Equipment, Furniture & Fixtures	(1,915.63)	15,791.38	(17,707.01)	(112.1)%
7320 · Structures & Improvements	118,046.68	47,687.05	70,359.63	147.5%
<b>Total CAPITAL</b>	<b>116,131.05</b>	<b>63,478.43</b>	<b>52,652.62</b>	<b>83.0%</b>
<b>FACILITIES, GROUNDS &amp; MAINTENAN</b>				
7205 · Maintenance Contracts	3,505.31	4,146.87	(641.56)	(15.5)%
7210 · Building Maint & Repairs	9,494.98	13,885.50	(4,390.52)	(31.6)%
7220 · Landscape	8,095.59	16,231.78	(8,136.19)	(50.1)%
<b>Total FACILITIES, GROUNDS &amp; MAINTENAN</b>	<b>21,095.88</b>	<b>34,264.15</b>	<b>(13,168.27)</b>	<b>(38.4)%</b>

**Altadena Library District**  
**Profit & Loss Prev Year Comparison**  
**July 2017 through January 2018**

	Jul '17 - Jan 18	Jul '16 - Jan 17	\$ Change	% Change
<b>LIBRARY MATERIALS</b>				
6110 · Cataloging Expenses	12,002.21	10,159.40	1,842.81	18.1%
6115 · Electronic Databases & Subscrip	15,170.58	17,658.77	(2,488.19)	(14.1)%
6120 · Books	66,099.12	52,483.60	13,615.52	25.9%
6125 · Audio CD	7,187.16	10,792.25	(3,605.09)	(33.4)%
6130 · DVD's & Videogames	16,351.93	14,530.29	1,821.64	12.5%
6135 · Processing of Materials	16,482.34	21,974.56	(5,492.22)	(25.0)%
6140 · Periodicals	10,917.52	10,276.51	641.01	6.2%
6150 · Downloadables	11,077.83	10,543.83	534.00	5.1%
<b>Total LIBRARY MATERIALS</b>	<b>155,288.69</b>	<b>148,419.21</b>	<b>6,869.48</b>	<b>4.6%</b>
<b>MISCELLANEOUS EXPENSE</b>				
7510 · Miscellaneous Expense	368.47	(660.61)	1,029.08	155.8%
<b>Total MISCELLANEOUS EXPENSE</b>	<b>368.47</b>	<b>(660.61)</b>	<b>1,029.08</b>	<b>155.8%</b>
<b>OPERATING EXPENSES</b>				
6430 · Insurance-Gen, Prop, Liab, Eq	38,693.92	41,467.61	(2,773.69)	(6.7)%
6620 · Membership Dues & Subscriptions	9,392.01	12,070.00	(2,677.99)	(22.2)%
6625 · Training & Education	5,372.00	4,495.96	876.04	19.5%
6626 · Recruitment, Gifts and Memorial	1,008.78	2,727.78	(1,719.00)	(63.0)%
6627 · Advertising / Marketing	2,923.95	14,839.82	(11,915.87)	(80.3)%
6710 · Meetings & Travel	3,798.87	7,842.12	(4,043.25)	(51.6)%
6730 · Mileage & Parking Reimbursement	474.62	400.71	73.91	18.4%
6740 · Postage & Delivery	4,142.22	1,924.79	2,217.43	115.2%
6745 · Banking & Service Fees	1,131.18	816.50	314.68	38.5%
6746 · Payroll Fees	5,555.00	8,443.76	(2,888.76)	(34.2)%
6750 · Printing & Reproduction	11,135.07	254.63	10,880.44	4,273.0%
6755 · Equipment, Furniture, Fixtures	1,136.27	5,852.35	(4,716.08)	(80.6)%
6765 · Janitorial Supplies	11,625.18	6,699.50	4,925.68	73.5%
6770 · Operating Supplies	8,985.22	17,983.79	(8,998.57)	(50.0)%
6780 · Operating Software	2,161.35	249.00	1,912.35	768.0%
6790 · Hardware (Computers / Tech)	(249.00)	459.03	(708.03)	(154.2)%
6920 · Electricity	22,260.72	18,855.17	3,405.55	18.1%
6930 · Natural Gas	1,421.95	1,743.86	(321.91)	(18.5)%
6940 · Water & Sewage	3,621.91	3,418.01	203.90	6.0%
6950 · Refuse	2,701.28	2,117.36	583.92	27.6%
6960 · Products for Resale	3,219.47	436.60	2,782.87	637.4%
6970 · Equipment Lease & Rental	5,941.20	6,553.18	(611.98)	(9.3)%
7530 · Direct Assessments/Admin Costs	10,084.06	27,677.23	(17,593.17)	(63.6)%
<b>Total OPERATING EXPENSES</b>	<b>156,537.23</b>	<b>187,328.76</b>	<b>(30,791.53)</b>	<b>(16.4)%</b>
<b>PROFESSIONAL &amp; TECHNICAL</b>				
7125 · Audit and Financial Consulting	26,321.98	23,412.50	2,909.48	12.4%
7130 · Legal Fees	5,028.19	15,226.98	(10,198.79)	(67.0)%
7135 · Technology Consulting		1,078.80	(1,078.80)	(100.0)%
7140 · Architectural & Engineering		5,000.00	(5,000.00)	(100.0)%
7145 · Collection Agency	1,306.70	572.80	733.90	128.1%
7155 · Consultants - Other	46,418.38	18,178.96	28,239.42	155.3%
7170 · Telecommunications	3,611.54	1,420.64	2,190.90	154.2%
7175 · Internet Service	20,062.14	19,736.17	325.97	1.7%
7180 · Technology Equipment	27,115.87	27,160.53	(44.66)	(0.2)%
7185 · Technology Maintenance Fees	14,271.38	41,896.06	(27,624.68)	(65.9)%
7199 · County Tax Collection Fees	30,029.36		30,029.36	100.0%
<b>Total PROFESSIONAL &amp; TECHNICAL</b>	<b>174,165.54</b>	<b>153,683.44</b>	<b>20,482.10</b>	<b>13.3%</b>

**Altadena Library District**  
**Profit & Loss Prev Year Comparison**  
**July 2017 through January 2018**

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	Jul '17 - Jan 18	Jul '16 - Jan 17	\$ Change	% Change
<b>PROGRAMS</b>				
6200 · Youth Services	3,720.29	3,532.82	187.47	5.3%
6210 · Teen Services	3,638.53	1,005.01	2,633.52	262.0%
6220 · Adult Services	16,573.69	6,890.76	9,682.93	140.5%
6230 · Bob Lucas Branch Services	1,114.97	1,018.80	96.17	9.4%
6240 · Literacy Services	368.37	84.35	284.02	336.7%
<b>Total PROGRAMS</b>	25,415.85	12,531.74	12,884.11	102.8%
<b>Total Expense</b>	1,854,594.56	1,849,830.91	4,763.65	0.3%
<b>Net Ordinary Income</b>	5,885.70	(60,503.06)	66,388.76	109.7%
<b>Net Income</b>	<u>5,885.70</u>	<u>(60,503.06)</u>	<u>66,388.76</u>	<u>109.7%</u>

**Altadena Library District**  
**Profit & Loss**  
 July 2017 through January 2018

Jul '17 - Jan 18

<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>DONATIONS AND GRANTS</b>		
4710 · Friends of the Library		12,000.00
4730 · Undesignated		639.94
4740 · CA Library Literacy Services		18,000.00
4750 · Cal State Library		18,281.00
<b>Total DONATIONS AND GRANTS</b>		<b>48,920.94</b>
<b>FINES &amp; FEES</b>		
4305 · Fees		4,009.09
4310 · MFM Revenue		3,577.58
4340 · Passport Services Fees		60,408.69
4350 · Sales of Products		3,113.43
<b>Total FINES &amp; FEES</b>		<b>71,108.79</b>
<b>INTEREST INCOME &amp; ADJUSTMENTS</b>		
4210 · Chase Bank		1,509.65
<b>Total INTEREST INCOME &amp; ADJUSTMENTS</b>		<b>1,509.65</b>
<b>OTHER REVENUE &amp; ADJUSTMENT</b>		
4910 · Miscellaneous Income		1,200.00
4999 · Rewards & Incentives		5,539.05
<b>Total OTHER REVENUE &amp; ADJUSTMENT</b>		<b>6,739.05</b>
<b>REVENUES</b>		
<b>Property Taxes</b>		
<b>4010 · Current-Year Secured</b>		
4010.00 · Current Secured	1,154,825.94	
4010.01 · Revenue Residual	18,120.28	
4010.02 · Statutory Revenue	2,271.68	
4010.03 · SB 813 Supplemental	30,406.50	
4010 · Current-Year Secured - Other	13,268.20	
<b>Total 4010 · Current-Year Secured</b>		<b>1,218,892.60</b>
<b>4020 · Current-Year Unsecured</b>		
4020.00 · Current Unsecured	13,448.30	
4020 · Current-Year Unsecured - Other	61,418.95	
<b>Total 4020 · Current-Year Unsecured</b>		<b>74,867.25</b>
<b>4030 · Prior-Year Secured</b>		
4030.00 · Prior Secured	(31.86)	
4030.03 · SB 813 Redemption	2,322.32	
4030.05 · Prop Taxes Secured Refunds	(5,905.45)	
4030 · Prior-Year Secured - Other	6,970.45	
<b>Total 4030 · Prior-Year Secured</b>		<b>3,355.46</b>
<b>4050 · Homeowners Exemption</b>		
4050 · Homeowners Exemption		6,888.79
<b>4060 · Special Assessment</b>		
4060.01 · Per Parcel Benefit Assessment	418,817.21	
<b>Total 4060 · Special Assessment</b>		<b>418,817.21</b>
<b>4080 · Penalties, Interest &amp; Costs-Ref</b>		
4080 · Penalties, Interest & Costs-Ref		6,230.21
<b>4220 · County Interest Allocation</b>		
4220 · County Interest Allocation		3,150.31
<b>Total Property Taxes</b>		<b>1,732,201.83</b>
<b>Total REVENUES</b>		<b>1,732,201.83</b>
<b>Total Income</b>		<b>1,860,480.26</b>

**Altadena Library District**  
**Profit & Loss**  
 July 2017 through January 2018

Jul '17 - Jan 18

<b>Expense</b>	
<b>'PERSONNEL RELATED EXPENSES</b>	
<b>5000 · SALARIES &amp; WAGES</b>	
5010 · Salaried	217,630.05
5020 · Hourly	662,186.84
<b>Total 5000 · SALARIES &amp; WAGES</b>	<b>879,816.89</b>
<b>5100 · Employer-Portion Taxes/Benefits</b>	
5120 · Payroll Taxes (ER)	70,637.58
5120.01 · Soc Security & Medicare, Salary	(1,380.13)
5210 · PERS Retirement	
5210.01 · CalPers CLASSIC (ER Contr)	16,114.52
5210.02 · CalPers PEPRA (ER Contr)	44,158.59
5218 · PERS Unfunded	53,553.43
<b>Total 5210 · PERS Retirement</b>	<b>113,826.54</b>
5250 · FUTA	5,621.30
<b>Total 5100 · Employer-Portion Taxes/Benefits</b>	<b>188,705.29</b>
<b>5200 · Insurance</b>	
5220 · Health Insurance	69,126.43
5221 · Health Insurance - Retirees	44,051.14
5230 · Dental Insurance	8,069.32
5240 · Vision Insurance	2,378.64
5260 · Life Insurance	716.64
5270 · Workers' Compensation	13,110.30
5280 · Disability Insurance	(382.80)
<b>Total 5200 · Insurance</b>	<b>137,069.67</b>
<b>Total 'PERSONNEL RELATED EXPENSES</b>	<b>1,205,591.85</b>
<b>CAPITAL</b>	
7310 · Equipment, Furniture & Fixtures	(1,915.63)
7320 · Structures & Improvements	118,046.68
<b>Total CAPITAL</b>	<b>116,131.05</b>
<b>FACILITIES, GROUNDS &amp; MAINTENAN</b>	
7205 · Maintenance Contracts	3,505.31
7210 · Building Maint & Repairs	9,494.98
7220 · Landscape	8,095.59
<b>Total FACILITIES, GROUNDS &amp; MAINTENAN</b>	<b>21,095.88</b>
<b>LIBRARY MATERIALS</b>	
6110 · Cataloging Expenses	12,002.21
6115 · Electronic Databases & Subscrip	15,170.58
6120 · Books	66,099.12
6125 · Audio CD	7,187.16
6130 · DVD's & Videogames	16,351.93
6135 · Processing of Materials	16,482.34
6140 · Periodicals	10,917.52
6150 · Downloadables	11,077.83
<b>Total LIBRARY MATERIALS</b>	<b>155,288.69</b>
<b>MISCELLANEOUS EXPENSE</b>	
7510 · Miscellaneous Expense	368.47
<b>Total MISCELLANEOUS EXPENSE</b>	<b>368.47</b>

**Altadena Library District**  
**Profit & Loss**  
 July 2017 through January 2018

Jul '17 - Jan 18

<b>OPERATING EXPENSES</b>	
6430 · Insurance-Gen, Prop, Liab, Eq	38,693.92
6620 · Membership Dues & Subscriptions	9,392.01
6625 · Training & Education	5,372.00
6626 · Recruitment, Gifts and Memorial	1,008.78
6627 · Advertising / Marketing	2,923.95
6710 · Meetings & Travel	3,798.87
6730 · Mileage & Parking Reimbursement	474.62
6740 · Postage & Delivery	4,142.22
6745 · Banking & Service Fees	1,131.18
6746 · Payroll Fees	5,555.00
6750 · Printing & Reproduction	11,135.07
6755 · Equipment, Furniture, Fixtures	1,136.27
6765 · Janitorial Supplies	11,625.18
6770 · Operating Supplies	8,985.22
6780 · Operating Software	2,161.35
6790 · Hardware (Computers / Tech)	(249.00)
6920 · Electricity	22,260.72
6930 · Natural Gas	1,421.95
6940 · Water & Sewage	3,621.91
6950 · Refuse	2,701.28
6960 · Products for Resale	3,219.47
6970 · Equipment Lease & Rental	5,941.20
7530 · Direct Assessments/Admin Costs	10,084.06
<b>Total OPERATING EXPENSES</b>	<b>156,537.23</b>
<b>PROFESSIONAL &amp; TECHNICAL</b>	
7125 · Audit and Financial Consulting	26,321.98
7130 · Legal Fees	5,028.19
7145 · Collection Agency	1,306.70
7155 · Consultants - Other	46,418.38
7170 · Telecommunications	3,611.54
7175 · Internet Service	20,062.14
7180 · Technology Equipment	27,115.87
7185 · Technology Maintenance Fees	14,271.38
7199 · County Tax Collection Fees	30,029.36
<b>Total PROFESSIONAL &amp; TECHNICAL</b>	<b>174,165.54</b>
<b>PROGRAMS</b>	
6200 · Youth Services	3,720.29
6210 · Teen Services	3,638.53
6220 · Adult Services	16,573.69
6230 · Bob Lucas Branch Services	1,114.97
6240 · Literacy Services	368.37
<b>Total PROGRAMS</b>	<b>25,415.85</b>
<b>Total Expense</b>	<b>1,854,594.56</b>
<b>Net Ordinary Income</b>	<b>5,885.70</b>
<b>Net Income</b>	<b>5,885.70</b>

**Altadena Library District**  
**Profit & Loss Budget vs. Actual**  
 July 2017 through January 2018

	Jul '17 - Jan 18	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>DONATIONS AND GRANTS</b>				
4710 · Friends of the Library	12,000.00	20,000.00	(8,000.00)	60.0%
4730 · Undesignated	639.94		639.94	100.0%
4735 · Designated		1,100.00	(1,100.00)	
4740 · CA Library Literacy Services	18,000.00	26,300.00	(8,300.00)	68.4%
4750 · Cal State Library	18,281.00		18,281.00	100.0%
4755 · HUD Grant				
<b>Total DONATIONS AND GRANTS</b>	48,920.94	47,400.00	1,520.94	103.2%
<b>FINES &amp; FEES</b>				
4305 · Fees	4,009.09	14,000.00	(9,990.91)	28.6%
4310 · MFM Revenue	3,577.58	7,500.00	(3,922.42)	47.7%
4340 · Passport Services Fees	60,408.69	80,000.00	(19,591.31)	75.5%
4350 · Sales of Products	3,113.43			
<b>Total FINES &amp; FEES</b>	71,108.79	101,500.00	(30,391.21)	70.1%
<b>INTEREST INCOME &amp; ADJUSTMENTS</b>				
4210 · Chase Bank	1,509.65		1,509.65	100.0%
4221 · FMV COLA		3,000.00	(3,000.00)	
<b>Total INTEREST INCOME &amp; ADJUSTMENTS</b>	1,509.65	3,000.00	(1,490.35)	50.3%
<b>OTHER REVENUE &amp; ADJUSTMENT</b>				
4910 · Miscellaneous Income	1,200.00		1,200.00	100.0%
4940 · Transfer in from Reserves		350,000.00	(350,000.00)	
4999 · Rewards & Incentives	5,539.05	3,000.00	2,539.05	184.6%
<b>Total OTHER REVENUE &amp; ADJUSTMENT</b>	6,739.05	353,000.00	(346,260.95)	1.9%
<b>REVENUES</b>				
<b>Property Taxes</b>				
<b>4010 · Current-Year Secured</b>				
4010.00 · Current Secured	1,154,825.94		1,154,825.94	100.0%
4010.01 · Revenue Residual	18,120.28		18,120.28	100.0%
4010.02 · Statutory Revenue	2,271.68		2,271.68	100.0%
4010.03 · SB 813 Supplemental	30,406.50		30,406.50	100.0%
4010 · Current-Year Secured - Other	13,268.20	2,118,250.62	(2,104,982.42)	0.6%
<b>Total 4010 · Current-Year Secured</b>	1,218,892.60	2,118,250.62	(899,358.02)	57.5%
<b>4020 · Current-Year Unsecured</b>				
4020.00 · Current Unsecured	13,448.30		13,448.30	100.0%
4020 · Current-Year Unsecured - Other	61,418.95	74,263.00	(12,844.05)	82.7%
<b>Total 4020 · Current-Year Unsecured</b>	74,867.25	74,263.00	604.25	100.8%
<b>4030 · Prior-Year Secured</b>				
4030.00 · Prior Secured	(31.86)		(31.86)	100.0%
4030.01 · Secured Refunds				
4030.02 · Statutory Revenue				
4030.03 · SB 813 Redemption	2,322.32		2,322.32	100.0%
4030.04 · Property Tax Penalties				
4030.05 · Prop Taxes Secured Refunds	(5,905.45)			
4030 · Prior-Year Secured - Other	6,970.45	10,600.00	(3,629.55)	65.8%
<b>Total 4030 · Prior-Year Secured</b>	3,355.46	10,600.00	(7,244.54)	31.7%
<b>4040 · Prior-Year Unsecured</b>				
4040.00 · Prior Unsecured				
<b>Total 4040 · Prior-Year Unsecured</b>				
4050 · Homeowners Exemption	6,888.79	7,725.00	(836.21)	89.2%
4060 · Special Assessment				
4060.01 · Per Parcel Benefit Assessment	418,817.21	802,160.99	(383,343.78)	52.2%
4060.02 · Direct Assessments				
<b>Total 4060 · Special Assessment</b>	418,817.21	802,160.99	(383,343.78)	52.2%

**Altadena Library District**  
**Profit & Loss Budget vs. Actual**  
 July 2017 through January 2018

	Jul '17 - Jan 18	Budget	\$ Over Budget	% of Budget
4080 · Penalties, Interest & Costs-Ref	6,230.21	10,000.00	(3,769.79)	62.3%
4090 · RDA ABx126 Income		26,500.00	(26,500.00)	
4220 · County Interest Allocation	3,150.31	500.00	2,650.31	630.1%
<b>Total Property Taxes</b>	<b>1,732,201.83</b>	<b>3,049,999.61</b>	<b>(1,317,797.78)</b>	<b>56.8%</b>
<b>Total REVENUES</b>	<b>1,732,201.83</b>	<b>3,049,999.61</b>	<b>(1,317,797.78)</b>	<b>56.8%</b>
<b>Total Income</b>	<b>1,860,480.26</b>	<b>3,554,899.61</b>	<b>(1,694,419.35)</b>	<b>52.3%</b>
<b>Expense</b>				
<b>*PERSONNEL RELATED EXPENSES</b>				
<b>5000 · SALARIES &amp; WAGES</b>				
5010 · Salaried	217,630.05	373,972.29	(156,342.24)	58.2%
5020 · Hourly	662,186.84	1,169,448.66	(507,261.82)	56.6%
<b>Total 5000 · SALARIES &amp; WAGES</b>	<b>879,816.89</b>	<b>1,543,420.95</b>	<b>(663,604.06)</b>	<b>57.0%</b>
<b>5100 · Employer-Portion Taxes/Benefits</b>				
5120 · Payroll Taxes (ER)	70,637.58	118,071.70	(47,434.12)	59.8%
5120.01 · Soc Security & Medicare, Salary	(1,380.13)		(1,380.13)	100.0%
5120.02 · Soc Security & Medicare, Hourly				
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	16,114.52		16,114.52	100.0%
5210.02 · CalPers PEPRA (ER Contr)	44,158.59		44,158.59	100.0%
5211 · PERS Retirement 2% @ 55				
5212 · PERS Retirement 2% @ 60				
5213 · PERS Retirement 2% @ 62				
5218 · PERS Unfunded	53,553.43	91,806.00	(38,252.57)	58.3%
5210 · PERS Retirement - Other		85,179.46	(85,179.46)	
<b>Total 5210 · PERS Retirement</b>	<b>113,826.54</b>	<b>176,985.46</b>	<b>(63,158.92)</b>	<b>64.3%</b>
5222 · OPEB Contribution		144,000.00	(144,000.00)	
5250 · FUTA	5,621.30		5,621.30	100.0%
5251 · SUI, Hourly		40,128.94	(40,128.94)	
<b>Total 5100 · Employer-Portion Taxes/Benefits</b>	<b>188,705.29</b>	<b>479,186.10</b>	<b>(290,480.81)</b>	<b>39.4%</b>
<b>5200 · Insurance</b>				
5220 · Health Insurance	69,126.43	126,000.00	(56,873.57)	54.9%
5221 · Health Insurance - Retirees	44,051.14	75,600.00	(31,548.86)	58.3%
5230 · Dental Insurance	8,069.32	14,000.00	(5,930.68)	57.6%
5240 · Vision Insurance	2,378.64	4,000.00	(1,621.36)	59.5%
5260 · Life Insurance	716.64	2,000.00	(1,283.36)	35.8%
5270 · Workers' Compensation	13,110.30	20,000.00	(6,889.70)	65.6%
5280 · Disability Insurance	(382.80)	2,500.00	(2,882.80)	(15.3)%
<b>Total 5200 · Insurance</b>	<b>137,069.67</b>	<b>244,100.00</b>	<b>(107,030.33)</b>	<b>56.2%</b>
<b>Total *PERSONNEL RELATED EXPENSES</b>	<b>1,205,591.85</b>	<b>2,266,707.05</b>	<b>(1,061,115.20)</b>	<b>53.2%</b>
<b>CAPITAL</b>				
7310 · Equipment, Furniture & Fixtures	(1,915.63)		(1,915.63)	100.0%
7320 · Structures & Improvements	118,046.68	350,000.00	(231,953.32)	33.7%
<b>Total CAPITAL</b>	<b>116,131.05</b>	<b>350,000.00</b>	<b>(233,868.95)</b>	<b>33.2%</b>
<b>FACILITIES, GROUNDS &amp; MAINTENAN</b>				
7205 · Maintenance Contracts	3,505.31	18,000.00	(14,494.69)	19.5%
7210 · Building Maint & Repairs	9,494.98	20,000.00	(10,505.02)	47.5%
7220 · Landscape	8,095.59	15,000.00	(6,904.41)	54.0%
<b>Total FACILITIES, GROUNDS &amp; MAINTENAN</b>	<b>21,095.88</b>	<b>53,000.00</b>	<b>(31,904.12)</b>	<b>39.8%</b>
<b>LIBRARY MATERIALS</b>				
6110 · Cataloging Expenses	12,002.21	20,000.00	(7,997.79)	60.0%
6115 · Electronic Databases & Subscrip	15,170.58	16,500.00	(1,329.42)	91.9%
6120 · Books	66,099.12	160,000.00	(93,900.88)	41.3%
6125 · Audio CD	7,187.16	18,000.00	(10,812.84)	39.9%
6130 · DVD's & Videogames	16,351.93	23,000.00	(6,648.07)	71.1%
6135 · Processing of Materials	16,482.34	35,000.00	(18,517.66)	47.1%
6140 · Periodicals	10,917.52	12,500.00	(1,582.48)	87.3%
6150 · Downloadables	11,077.83	20,000.00	(8,922.17)	55.4%
<b>Total LIBRARY MATERIALS</b>	<b>155,288.69</b>	<b>305,000.00</b>	<b>(149,711.31)</b>	<b>50.9%</b>



**Altadena Library District**  
**Profit & Loss Budget vs. Actual**  
 July 2017 through January 2018

	Jul '17 - Jan 18	Budget	\$ Over Budget	% of Budget
<b>MISCELLANEOUS EXPENSE</b>				
7510 · Miscellaneous Expense	368.47		368.47	100.0%
7520 · Refunds/Parcel		1,000.00	(1,000.00)	
<b>Total MISCELLANEOUS EXPENSE</b>	<b>368.47</b>	<b>1,000.00</b>	<b>(631.53)</b>	<b>36.8%</b>
<b>OPERATING EXPENSES</b>				
6430 · Insurance-Gen, Prop, Liab, Eq	38,693.92	42,000.00	(3,306.08)	92.1%
6620 · Membership Dues & Subscriptions	9,392.01	13,000.00	(3,607.99)	72.2%
6625 · Training & Education	5,372.00	12,000.00	(6,628.00)	44.8%
6626 · Recruitment, Gifts and Memorial	1,008.78	5,000.00	(3,991.22)	20.2%
6627 · Advertising / Marketing	2,923.95	20,000.00	(17,076.05)	14.6%
6710 · Meetings & Travel	3,798.87	10,000.00	(6,201.13)	38.0%
6730 · Mileage & Parking Reimbursement	474.62	800.00	(325.38)	59.3%
6740 · Postage & Delivery	4,142.22	9,000.00	(4,857.78)	46.0%
6745 · Banking & Service Fees	1,131.18	2,000.00	(868.82)	56.6%
6746 · Payroll Fees	5,555.00	12,000.00	(6,445.00)	46.3%
6750 · Printing & Reproduction	11,135.07	11,000.00	135.07	101.2%
6755 · Equipment, Furniture, Fixtures	1,136.27	10,000.00	(8,863.73)	11.4%
6765 · Janitorial Supplies	11,625.18	13,000.00	(1,374.82)	89.4%
6770 · Operating Supplies	8,985.22	30,000.00	(21,014.78)	30.0%
6780 · Operating Software	2,161.35	3,000.00	(838.65)	72.0%
6785 · Computer Supplies				
6790 · Hardware (Computers / Tech)	(249.00)		(249.00)	100.0%
6920 · Electricity	22,260.72	37,000.00	(14,739.28)	60.2%
6930 · Natural Gas	1,421.95	5,500.00	(4,078.05)	25.9%
6940 · Water & Sewage	3,621.91	5,600.00	(1,978.09)	64.7%
6950 · Refuse	2,701.28	4,500.00	(1,798.72)	60.0%
6960 · Products for Resale	3,219.47	5,000.00	(1,780.53)	64.4%
6970 · Equipment Lease & Rental	5,941.20	15,424.00	(9,482.80)	38.5%
7530 · Direct Assessments/Admin Costs	10,084.06	35,000.00	(24,915.94)	28.8%
<b>Total OPERATING EXPENSES</b>	<b>156,537.23</b>	<b>300,824.00</b>	<b>(144,286.77)</b>	<b>52.0%</b>
<b>PROFESSIONAL &amp; TECHNICAL</b>				
7125 · Audit and Financial Consulting	26,321.98	75,000.00	(48,678.02)	35.1%
7130 · Legal Fees	5,028.19	5,000.00	28.19	100.6%
7135 · Technology Consulting		1,500.00	(1,500.00)	
7140 · Architectural & Engineering		5,000.00	(5,000.00)	
7145 · Collection Agency	1,306.70	1,800.00	(493.30)	72.6%
7155 · Consultants - Other	46,418.38	74,000.00	(27,581.62)	62.7%
7170 · Telecommunications	3,611.54	3,500.00	111.54	103.2%
7175 · Internet Service	20,062.14	4,000.00	16,062.14	501.6%
7180 · Technology Equipment	27,115.87	15,000.00	12,115.87	180.8%
7185 · Technology Maintenance Fees	14,271.38	32,000.00	(17,728.62)	44.6%
7190 · Website Development		18,000.00	(18,000.00)	
7199 · County Tax Collection Fees	30,029.36			
<b>Total PROFESSIONAL &amp; TECHNICAL</b>	<b>174,165.54</b>	<b>234,800.00</b>	<b>(60,634.46)</b>	<b>74.2%</b>
<b>PROGRAMS</b>				
6200 · Youth Services	3,720.29	10,000.00	(6,279.71)	37.2%
6210 · Teen Services	3,638.53	5,500.00	(1,861.47)	66.2%
6220 · Adult Services	16,573.69	23,068.56	(6,494.87)	71.8%
6230 · Bob Lucas Branch Services	1,114.97	3,000.00	(1,885.03)	37.2%
6240 · Literacy Services	368.37	2,000.00	(1,631.63)	18.4%
<b>Total PROGRAMS</b>	<b>25,415.85</b>	<b>43,568.56</b>	<b>(18,152.71)</b>	<b>58.3%</b>
<b>Total Expense</b>	<b>1,854,594.56</b>	<b>3,554,899.61</b>	<b>(1,700,305.05)</b>	<b>52.2%</b>
<b>Net Ordinary Income</b>	<b>5,885.70</b>		<b>5,885.70</b>	<b>100.0%</b>
<b>Net Income</b>	<b>5,885.70</b>		<b>5,885.70</b>	<b>100.0%</b>

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

Jan 31, 18

<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>Cash &amp; Cash Equivalents</b>	
<b>Cash &amp; Investments</b>	
1080 · Petty Cash	607.00
<b>Total Cash &amp; Investments</b>	607.00
<b>Cash In Bank</b>	
1021 · Chase General Acct...2951	216,582.90
1026 · Chase HY Svgs...6883	25,004.02
1041 · Chase HY Svgs...6875	633,145.52
1045 · Cash HUD Checking...2969	320,000.33
<b>Total Cash In Bank</b>	1,194,732.77
<b>Cash with County</b>	
1010.00 · Cash in County Treasury	1,861,702.48
1013 · FMV - COLA Funds	(551.79)
<b>Total Cash with County</b>	1,861,150.69
<b>Total Cash &amp; Cash Equivalents</b>	3,056,490.46
<b>Total Checking/Savings</b>	3,056,490.46
<b>Other Current Assets</b>	
1400 · Property Taxes Receivable	(9,721.09)
1401 · Parcel Assessment Receivable	14,414.96
<b>Total Other Current Assets</b>	4,693.87
<b>Total Current Assets</b>	<b>3,061,184.33</b>
<b>Fixed Assets</b>	
<b>Capital Assets</b>	
<b>Accumulated Depreciation</b>	
1800 · Accum Depr (S & I)	(1,055,179.72)
1900 · Accum Depr (FF & E)	(624,015.44)
<b>Total Accumulated Depreciation</b>	(1,679,195.16)
<b>Depreciable Assets</b>	
1550 · Structures & Improvements	1,638,708.10
1700 · Furniture, Fixtures & Equipment	709,469.89
<b>Total Depreciable Assets</b>	2,348,177.99
<b>Non-Depreciable Assets</b>	
1500 · Land	77,280.28
1510 · Artwork	102,500.00
<b>Total Non-Depreciable Assets</b>	179,780.28
<b>Total Capital Assets</b>	848,763.11
<b>Total Fixed Assets</b>	<b>848,763.11</b>
<b>Other Assets</b>	
<b>Deferred Outflows of Resources</b>	
1990 · DOR - Employer Contributions MD	161,019.00
1993 · DOR - Diff in Experience	4,379.00
<b>Total Deferred Outflows of Resources</b>	165,398.00
<b>Prepays</b>	
1076 · Prepaid Items & Deposits	235.35
<b>Total Prepays</b>	235.35

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

	Jan 31, 18
1992 · DOR Diff in Proportions	61,372.00
1995 · DOR Diff in Earnings	279,772.00
<b>Total Other Assets</b>	<b>506,777.35</b>
<b>TOTAL ASSETS</b>	<b>4,416,724.79</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	31,474.94
<b>Total Accounts Payable</b>	<b>31,474.94</b>
<b>Credit Cards</b>	
<b>2200 · Credit Cards</b>	
2200.01 · UMB Card Services...3219	46,190.51
<b>Total 2200 · Credit Cards</b>	<b>46,190.51</b>
<b>Total Credit Cards</b>	<b>46,190.51</b>
<b>Other Current Liabilities</b>	
<b>2030 · GASB 45 OPEB Liability</b>	
2100 · Payroll Payable	(18,314.34)
2100.01 · Payroll Liabilities (EE)	24,488.80
2100.03 · CalPers CLASSIC (EE Ded)	(444.62)
2100.04 · CalPers PEPRRA (EE Ded)	2,388.31
2100.05 · Accrued Vacation Payable	51,715.66
2100.07 · CalPers 457 (EE Contribution)	945.00
2100.08 · CalPers 457 (EE Loan Repayment)	198.11
<b>Total 2100 · Payroll Payable</b>	<b>79,291.26</b>
<b>Total Other Current Liabilities</b>	<b>60,976.92</b>
<b>Total Current Liabilities</b>	<b>138,642.37</b>
<b>Long Term Liabilities</b>	
<b>Deferred Inflows of Resources</b>	
2602 · DIR - Diff in Contributions	129,502.00
2603 · DIR - Changes in Proportions	135,502.00
2604 · DIR - Changes in Assumptions	53,754.00
<b>Total Deferred Inflows of Resources</b>	<b>318,758.00</b>
<b>2700 · Net Pension Liability</b>	<b>1,966,172.00</b>
<b>Total Long Term Liabilities</b>	<b>2,284,930.00</b>
<b>Total Liabilities</b>	<b>2,423,572.37</b>
<b>Equity</b>	
<b>3300 · Retained Earnings</b>	
Net Income	5,885.70
<b>Total Equity</b>	<b>1,993,152.42</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,416,724.79</b>



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

**AGENDA  
Minutes**

Board of Library Trustees – Altadena Library District  
Community Room – Main Library - **March 7, 2018 – 5:09 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** <https://youtu.be/Wo-IAA2voYw?t=8>

2) **ROLL CALL:** <https://youtu.be/Wo-IAA2voYw?t=20>

- a) Ira Bershatsky
- b) Gwendolyn McMullins
- c) John McDonald, President
- d) Armando Zambrano

3) **ADOPTION OF AGENDA** <https://youtu.be/Wo-IAA2voYw?t=47>

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

Public Comment: Monica Hubbard, Mark Mariscal

**Motion by Trustee Zambrano to adopt the minutes with the addition of Swearing in of new Trustee  
Second by Trustee Bershatsky**

**Aye: Trustee Bershatsky, Trustee McMullins, Trustee McDonald, Trustee Zambrano**

**No:**

**Abstain:**

4) **PUBLIC COMMUNICATION** <https://youtu.be/Wo-IAA2voYw?t=379>

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

Public Comment:

- Mark Mariscal
- Monica Hubbard
- Sebastian Zelepian
- Jennifer Hall Lee
- Jan Sanders
- Joan R.
- Michelle Zack

5) **PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS** <https://youtu.be/Wo-IAA2voYw?t=1282>

- a) **HIRES/PROMOTIONS:** Deysi Flores – PT Page, January 3, 2018
- b) **APPOINTMENTS:**
- c) **RESIGNATIONS AND TERMINATIONS:**
- d) **TRANSFERS AND PROMOTIONS:**

**Acting District Director Ryan Roy Reported on the hiring of Deysi Flores.**

6) **FINANCIAL REPORTS** <https://youtu.be/Wo-IAA2voYw?t=1304>

- a) **Financial reports for December 2017 (INFORMATION/ACTION) (10 Minutes) Page #**  
**Recommended Action:** The Board of Library Trustees hereby receives and files the Financial Reports.

**Staff Accountant Nicole Fabry Reported on the Financial Reports**

**Motion by Trustee McMullins to receive and file the financial reports**

**Second by Trustee Bershatsky**

**Aye: Trustee Bershatsky, Trustee McMullins, Trustee McDonald, Trustee Zambrano**

**No:**

**Abstain:**

**The Board Went Into Recess from 5:25 PM to 5:30 PM**

**7) CONSENT CALENDAR (5 Minutes) <https://youtu.be/Wo-iAA2voYw?t=1807>**

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

**Public Comment- Mark Mariscal**

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

- i) Approval of minutes – Regular meeting held January 22, 2018, Page #
- ii) Approval of Minutes – Special Meeting held January 25, 2018
- iii) Statistical Reports – YTD – January 2018, Page #
- iv) Departmental Monthly Reports – January 2018, Page #
- v) Human Resources Update – Written Report by HRNETwork – January 2018, Page #
- vi) District Director's Report – January 2018, Page #
- vii) Board of Trustees Meeting Calendar for 2018- Revised May Meeting Date

**Motion by Trustee Bershatsky to approve the consent calendar with removal of item vii  
Second by Trustee Zambrano**

**Aye: Trustee Bershatsky, Trustee McMullins, Trustee McDonald, Trustee Zambrano**

**No:**

**Abstain:**

**8) CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR <https://youtu.be/Wo-iAA2voYw?t=2111>**

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

**Motion by Trustee Zambrano to amend the previously approved Trustee Calendar and schedule the Board of Trustees May meeting on May 21, 2018 at 5 p.m.**

**Second by Trustee McMullins**

**Aye: Trustee Bershatsky, Trustee McMullins, Trustee McDonald, Trustee Zambrano**

**No:**

**Abstain:**

**9) NEW BUSINESS <https://youtu.be/Wo-iAA2voYw?t=2174>**

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

**Public Comment: Mark Mariscal, Anne Chomyn, Monica Hubbard, Patricia Cunliffe**

- i) Rene F. Amy
- ii) Shari E. Asplund
- iii) John R. Benson
- iv) William F. Burke
- v) Katie E. G. Clark
- vi) Anthony V. Costanzo
- vii) David Herman
- viii) Betsy Kahn

**The Board Went into Recess from 6:32 to 6:37 PM**

- ix) Steven S. Lamb
- x) Franci Levine-Grater
- xi) Susan Savitt Schwartz
- xii) Stephen D. Svetich
- xiii) Joe Walsh

**Motion by Trustee Bershatsky to vote for a new Trustee**

**Second by Trustee McMullins**

**Aye: Trustee Bershatsky, Trustee McMullins, Trustee McDonald, Trustee Zambrano**

**No:**

**Abstain:**

**The Board of Trustees Interviewed nine candidates and voted by ballot over four rounds:**

**McDonald: Herman; Kahn; Kahn; Kahn.**

**Bershatsky: Herman; Herman; Herman; Kahn,**

**McMullins: Kahn; Kahn; Kahn; Kahn.**

**Zambrano: Svetich; Svetich; Svetich; Svetich.**

**Acting District Director Ryan Roy carried out the swearing in of new Trustee Betsy Kahn.**

- b) Compensation Adjustment for Acting District Director (INFORMATION/ACTION) <https://youtu.be/Wo-iAA2voYw?t=7780>

**Public Comment: Mark Mariscal, Monica Hubbard**

**Motion by Trustee Bershatsky to increase Acting Director Ryan Roy's salary by \$1,000 per month  
Second by Trustee McMullins**

**Aye:**

**No:**

**Abstain:**

**Motion by Trustee McMullins to postpone this agenda item to the March 26<sup>th</sup> Meeting  
Second by Trustee Kahn**

**Aye: Trustee McMullins, Trustee Kahn**

**No: Trustee Bershatsky, Trustee McDonald, Trustee Zambrano**

**Abstain:**

**Amended Motion by Trustee Bershatsky to increase Acting Director Ryan Roy's Salary to Step 1 of District Director per the District's Approved Salary Schedule Retroactive to January 26<sup>th</sup> and to continue as long as he is Acting District Director**

**Second by Trustee Zambrano**

**Aye: Trustee Bershatsky, Trustee McDonald, Trustee Zambrano**

**No: Trustee McMullins**

**Abstain:**

**Motion Passes.**

**Public Comment: Mark Mariscal <https://youtu.be/Wo-iAA2voYw?t=9116>**

- c) RFP Process for a New Auditor (INFORMATION/ACTION) <https://youtu.be/Wo-iAA2voYw?t=9184>  
**It was noted that Administration would begin working with CPA Cindy Byerrum to start the RFP process for a new auditor for the District's annual audit.**

- d) Additional legal counsel (INFORMATION/ACTION) <https://youtu.be/Wo-iAA2voYw?t=9356>

**Motion by Trustee Zambrano to engage one of the two law firms interviewed by Trustee McDonald**

**Second by Trustee Bershatsky**

**Aye:**

**No:**

**Abstain:**

**Public Comment: Mark Mariscal**

**Public Comment: Monica Hubbard**

**Motion Withdrawn**

**Motion by Trustee Zambrano to ask that the law firms provide a presentation at the March 26 Board Meeting**

**Second by Trustee McMullins**

**Aye: Trustee Kahn, Trustee McMullins, Trustee Zambrano**

**No:**

**Abstain:**

- e) Quote for Adding Volunteers to Worker's Compensation Coverage – SDRMA (INFORMATION/ACTION) <https://youtu.be/Wo-iAA2voYw?t=10016>

**Public Comment: Mark Mariscal, Rene Amy**

**Motion by Trustee Zambrano to move this item to the next meeting so that information can be provided regarding the fiscal impact to the District and the reporting requirements by SDRMA.**

The Board went into recess from 7:54 to 8:09 PM

- f) RFP – Facilities Condition Assessment (INFORMATION/ACTION) <https://youtu.be/Wo-iAA2voYw?t=10405>

**Public Comment: Rene Amy, H. Shakur**

**Jonathan Arevalo Presented the Proposals for the Facilities Condition Assessment**

**Motion by Trustee Kahn to approve and accept the bid from vendor ISES for the facilities condition assessment and allow Acting District Director Ryan Roy signing authority to engage the vendor.**

**Second by Trustee Zambrano**

**Aye: Trustee Kahn, Trustee McMullins, Trustee Zambrano, Trustee McDonald**

**No:**

**Abstain:**

**10) OLD BUSINESS**

- a) Update from Ad hoc Committee for Bylaws Review (INFORMATION/ACTION) (5 Minutes), Page #none

**Trustee McMullins noted that a draft will be provided and the item will carry forward to the next meeting. <https://youtu.be/Wo-iAA2voYw?t=11729>**

- b) Revised Resolution for Authorized Signers for Fiscal Documents (INFORMATION/ACTION)

<https://youtu.be/Wo-iAA2voYw?t=11781>

**The Trustees asked that there be quarterly reviews by Administration of the financial policies.**

**Motion by Trustee McMullins approve resolution 201803 to include both Trustee Zambrano and Trustee Kahn as additional signers.**

**Second by Trustee Bershatsky**

**Aye: Trustee Kahn, Trustee McMullins, Trustee Zambrano, Trustee McDonald**

**No:**

**Abstain:**

- c) Update on Budget Memo & Midyear Budget adjustment (INFORMATION/ACTION) (5 Minutes)

<https://youtu.be/Wo-iAA2voYw?t=12108>

**Acting District Director Ryan Roy reported that the budget subcommittee will meet and possibly present recommendations at the next meeting.**

- d) Update on Project Plan for Bob Lucas Branch Library Upgrades (INFORMATION/ACTION)

<https://youtu.be/Wo-iAA2voYw?t=12172>

**Acting District Director reported on Branch updates.**

- e) Update on Salary Comparison and Wage Scale Revisions by HRNETWORK, (INFORMATION/ACTION)

(5Minutes) <https://youtu.be/Wo-iAA2voYw?t=12310>

**HR Network was not present. Acting Director Ryan Roy reported that he and Trustee McDonald would be meeting with HR NETWORK later in the week.**

**11) CORRESPONDENCE, Page #**

**12) REPORTS OF SUPPORT GROUPS (5 minutes) <https://youtu.be/Wo-iAA2voYw?t=12344>**

- a) Altadena Library Foundation

**Cynthia Carmona reported**

- b) Friends of the Altadena Library

**Mark Mariscal reported**

**13) REPORTS OF TRUSTEES <https://youtu.be/Wo-iAA2voYw?t=12653>**

**Trustee Bershatsky, Trustee Kahn, Trustee Zambrano, Trustee McDonald**

**14) CLOSED SESSION <https://youtu.be/Wo-iAA2voYw?t=13106>**

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

- a) LIABILITY CLAIMS (45 minutes)

Pursuant to Government Code Section 54956.9

Claimant: Tina Wallin

Agency Claimed Against: Altadena Library District

- b) PENDING LITIGATION

Pursuant to Government Code Section 54956.9

TITLE: Melloney Collier vs. Altadena Library District, Case No. BC682812

- c) PUBLIC EMPLOYEE PERFORMANCE EVALUATION (15 minutes)  
Pursuant to Government Code Section 54957  
Title: District Director  
Review of District Director  
**The Board went into closed session at 9:03 PM**

**15) RECESS BACK INTO OPEN SESSION <https://youtu.be/Wo-IAA2voYw?t=13117>**

**The Board came out of closed session at 9:42 PM**

**16) PUBLIC REPORT OF ANY REPORTABLE ACTION FROM CLOSED SESSION. (Section 54960 et seq.)**  
<https://youtu.be/Wo-IAA2voYw?t=13129>

**There was no action taken on any item. It was Noted that The District Director was absent.**

**17) AGENDA ITEMS FOR FUTURE AGENDAS <https://youtu.be/Wo-IAA2voYw?t=13158>**

- a) This is an opportunity for Board members to request that items be placed on future agendas.  
**The Election of officers and Appointment of Liaisons to Friends and Foundation.**

**18) ADJOURNMENT <https://youtu.be/Wo-IAA2voYw?t=13229>**

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

**Motion by Trustee McMullins adjourn the meeting.**

**Second by Trustee Bershatsky**

**Aye: Trustee Kahn, Trustee McMullins, Trustee Zambrano, Trustee McDonald**

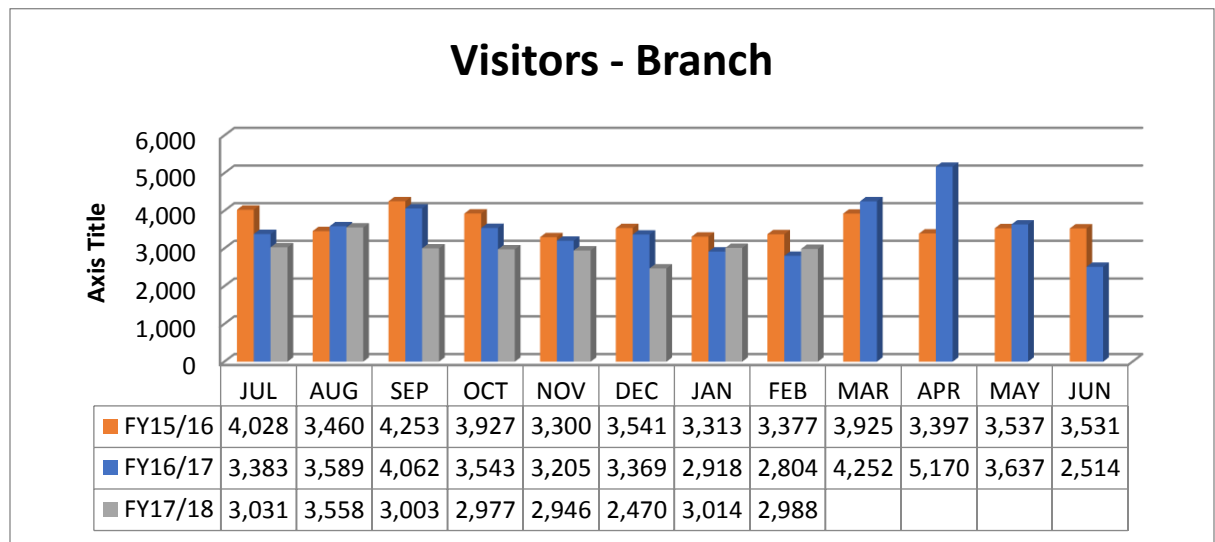
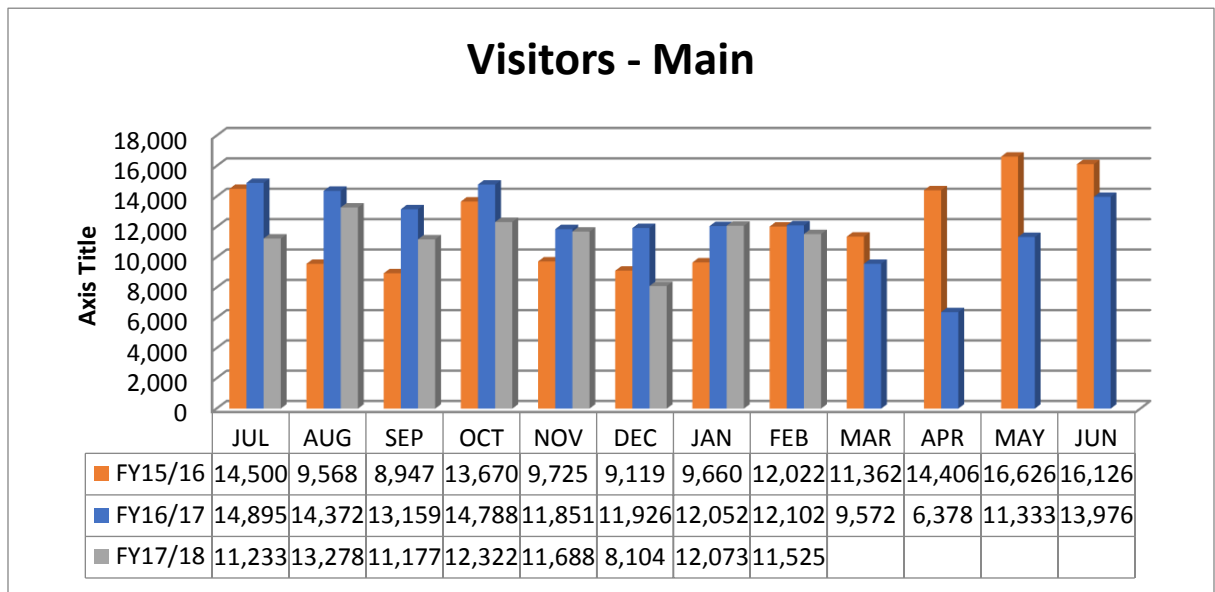
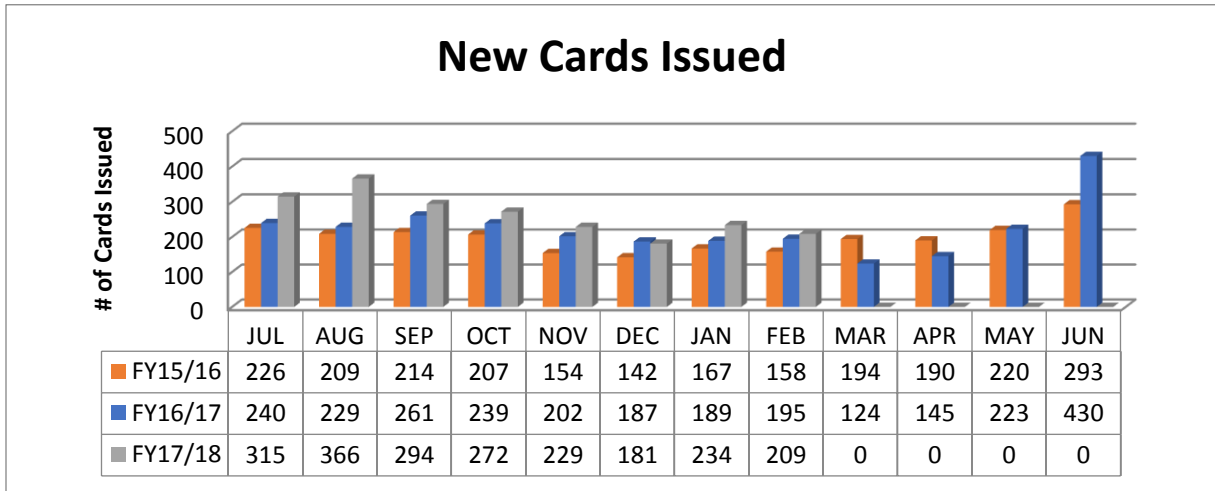
**No:**

**Abstain:**

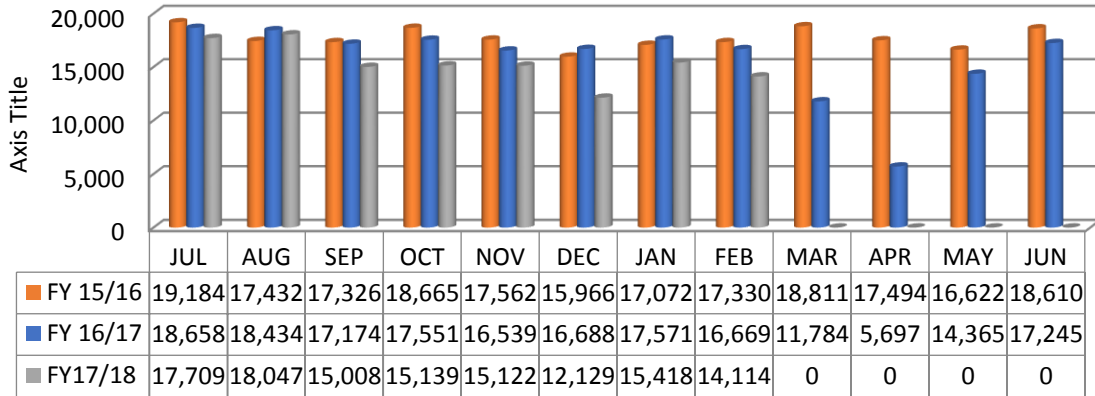
**Meeting adjourned at 9:44 PM**



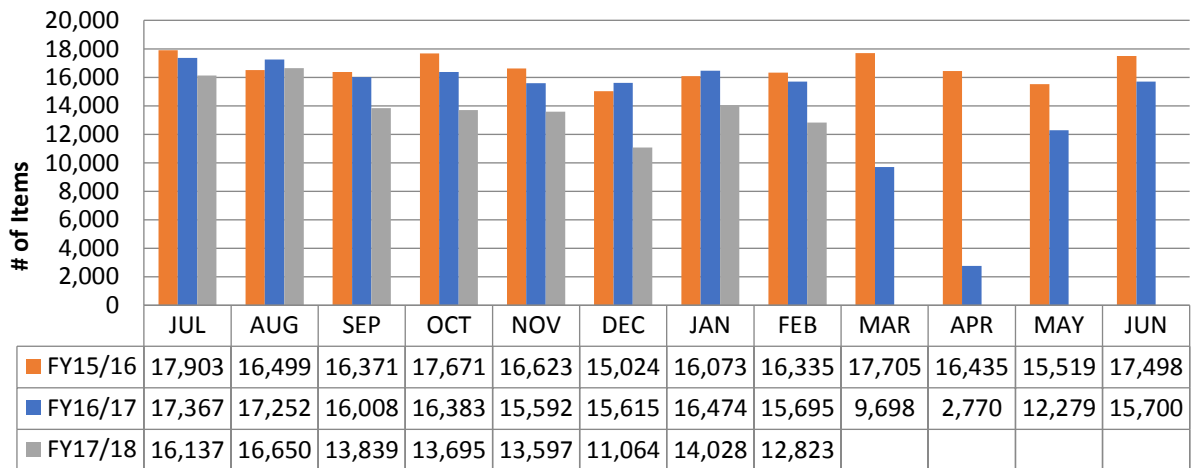
## Statistical Graphs for the Month of February 2018



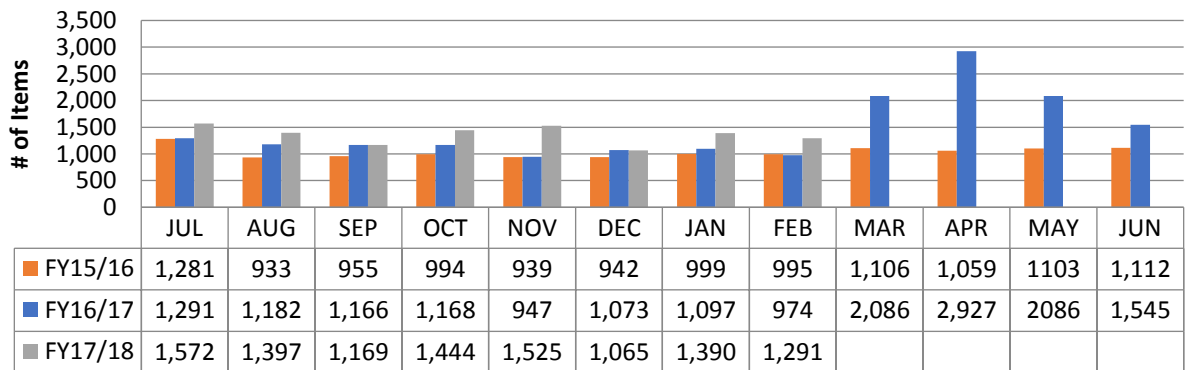
### Items Checked Out



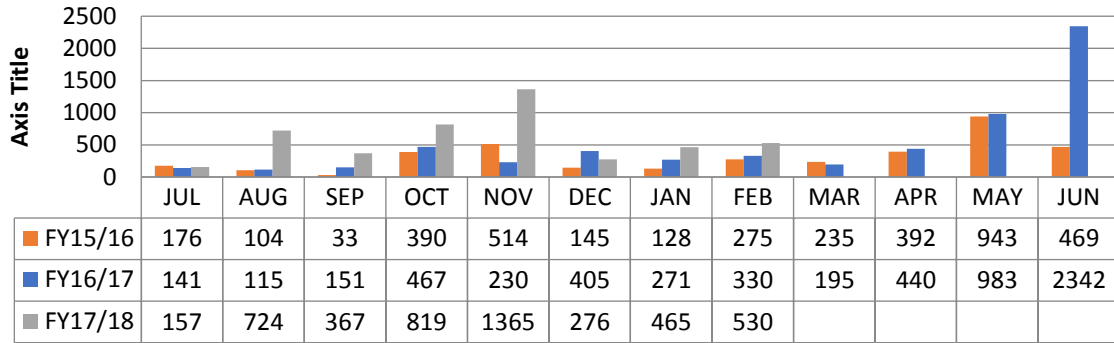
### Circulation Main



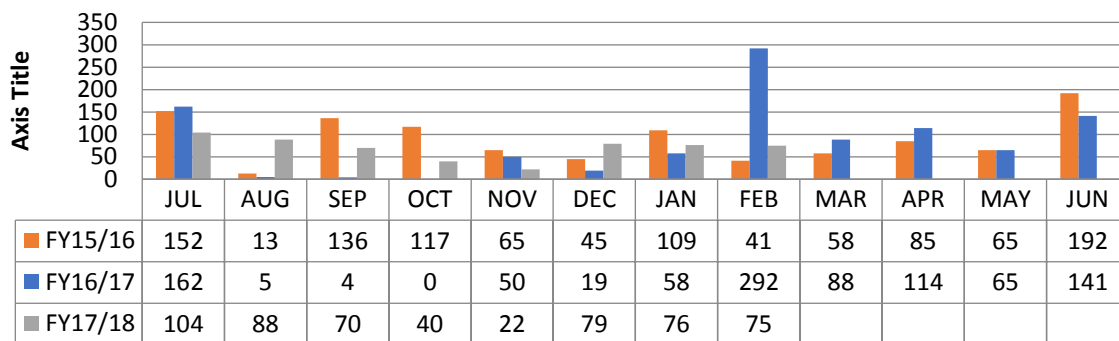
### Circulation Branch



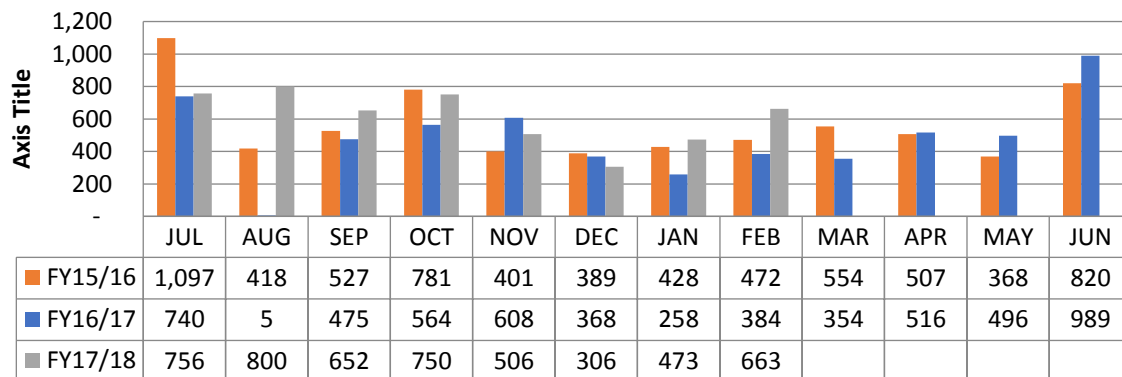
## Adult Program Attendance



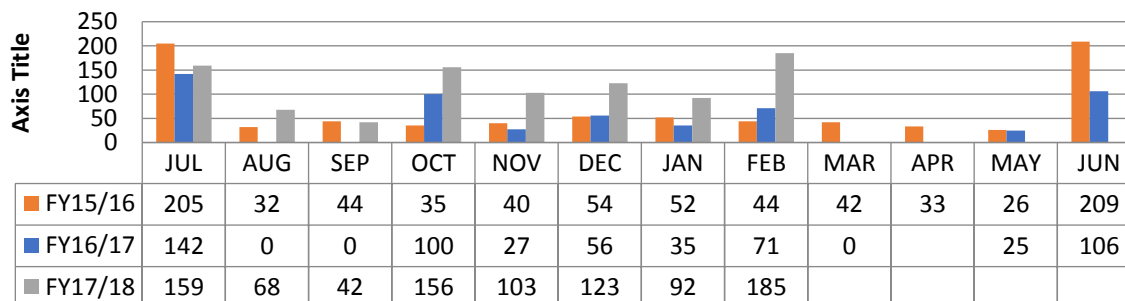
## Young Adult Program Attendance



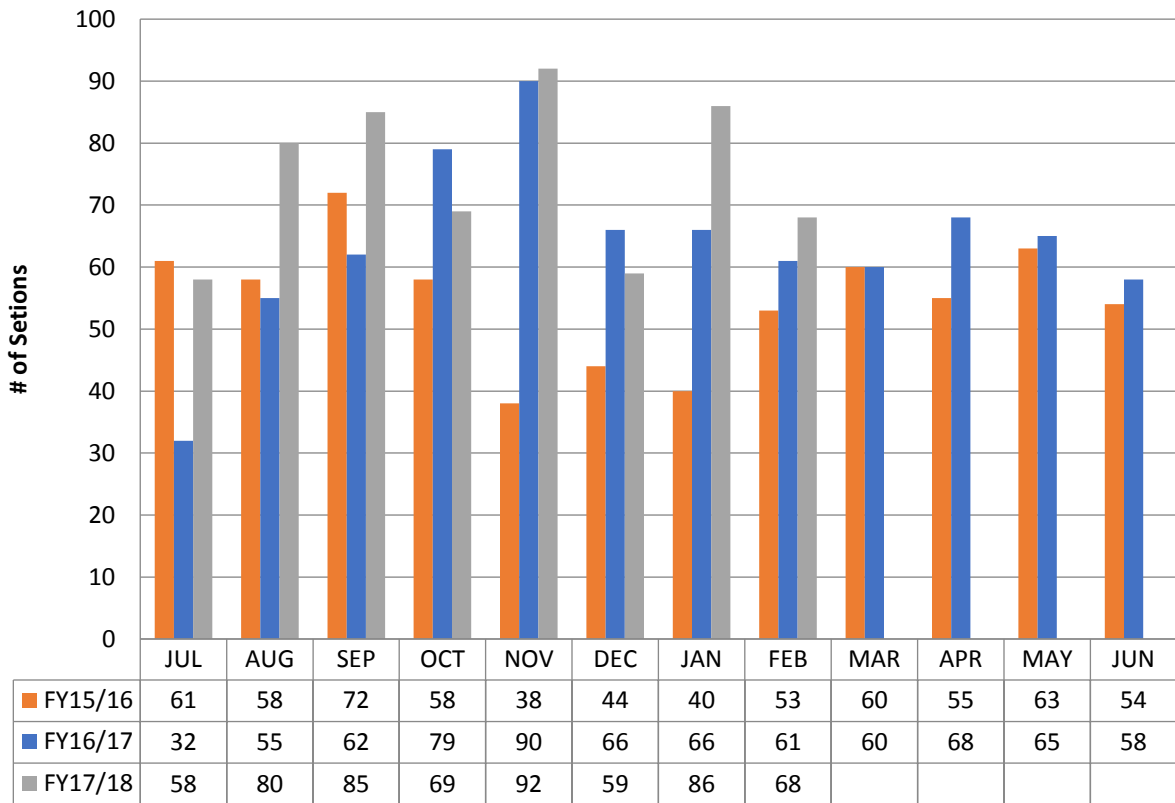
## Childrens Program Attendance



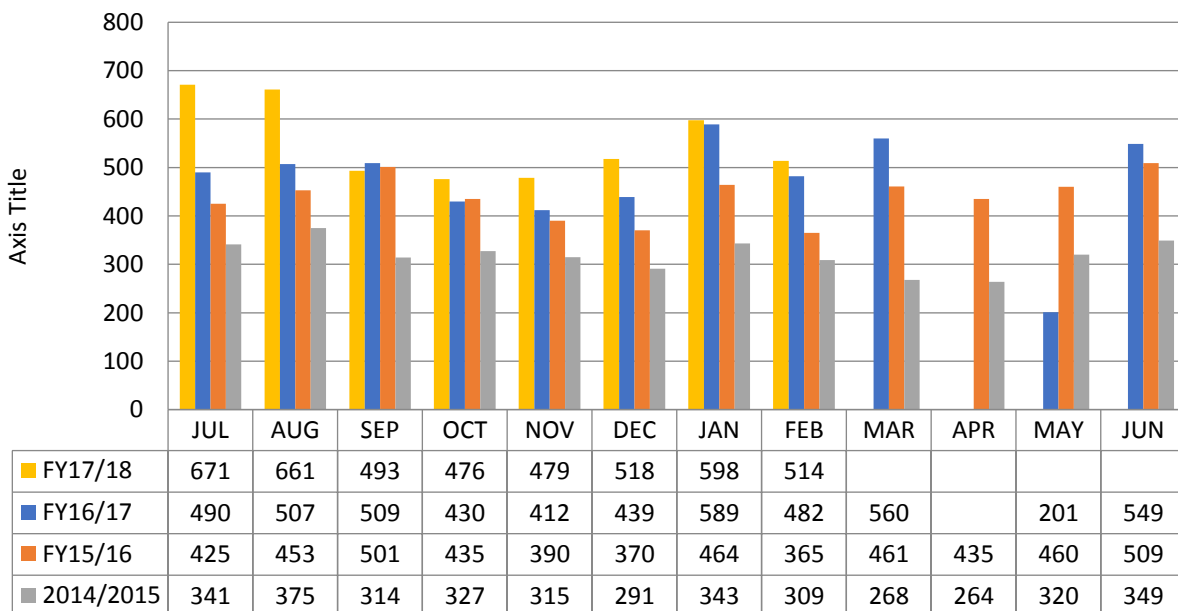
## Branch Program Attendance



### Literacy Tutor Sessions



### eBook Circulation



## Collection Development Highlights – February 2018



Welcome Carlene!

You probably recognize Carlene from her work at the Information Desk. In February, Carlene started her transition to working half time in the Collection Development Department. Thus far, Carlene is helping to order music CDs and DVDs for the Mariposa adult collection, and, running a monthly report to remove items from our holdings with OCLC, a library cooperative. Carlene also started working on in a backlog project of researching literary works that consist of multiple volumes and finding anthologies, or, more recent editions with more current criticism and analysis to replace the older editions.

February's Materials Display focused on African American History Month and had a tie-in to the Octavia Butler program by featuring materials in the realm of Afrofuturism.

### CELEBRATING BLACK HISTORY MONTH

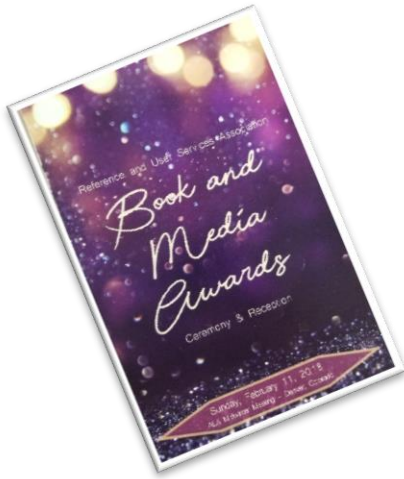


Photograph of students in a science lab. Created by: Lewis Wickes Hine  
Collection of the Smithsonian National Museum of African American History and Culture.

FEATURING

## AFROFUTURISM

film art mythology music  
science fiction magical realism



Stella attended the American Library Association's Midwinter Meeting in Denver. A highlight of the conference was the annual Reference and User Services Association's Book and Media Awards. Unveiling of the best selections in fiction, non-fiction, reference and audiobooks published in 2017.



## Daily Happenings

From Selena:

“Hello☺ I worked on new magazines, discards of magazines, discards of books, processing new purchase suggestions, processing new DVD's/CD's/Audio, mending and relabeling/re-classing/On The Fly, started tallying "problem books" coming from upstairs, tried to help organize same books by making sure they are marked properly in catalog and forwarded to proper [selector] (Stella, Christina, Kate, Mark) for decision making [regarding] its destiny (mend, repurchase, discard), ILL's and hopefully all of that if not some will help our library run more smoothly, therefore, making it a better place for our community.”

Vicky continued working with Baker & Taylor on getting electronic invoicing to work with ByWater's Koha acquisition module, and, Mark placed some orders for graphic novels and science fiction.

Stella also got to put her research skills into good use helping a patron locate an audiobook written by Virginia Dart Greene, the granddaughter of architect Henry Mather Greene. The patron asked at the Information Desk about the audiobook and via email, staff asked for help finding the item. The question contained the wrong author, but, using a bit of Internet sleuthing, I found the book the patron was seeking and that Virginia's parents archive resides at UC Davis!

*Collection Development is a busy place!*

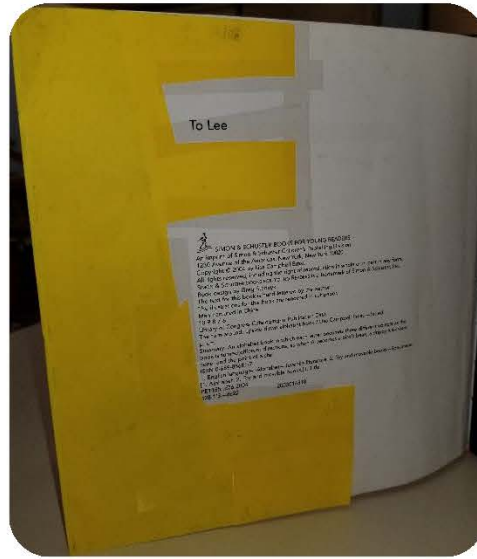
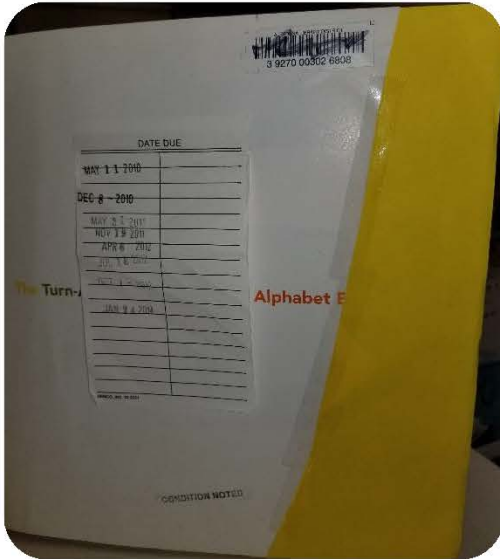
Ryan, Toni, Natalie, and Stella had a meeting with our Unique Customer Service Account Manager and sales representative. Unique assists us in telephone answering and collections. During our meeting, our two visitors had a *unique* experience as a coyote strolled across the street. Although coyote sightings are normal for us, it shocked these two men from Indiana!





Fun things we encountered in the collection during February:

At some point in this book's lifetime, it had some interesting and creative repair.  
We certainly do not tape a torn book together with construction paper!

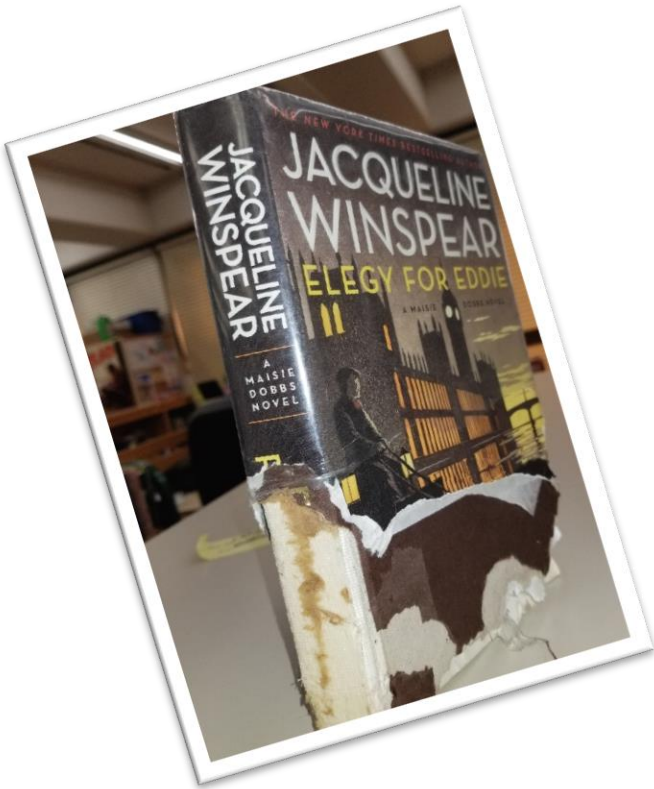


Some excited child colored in this book!



Last remnants of kits with cassettes.

Apparently, February is Fido reads books month, because we had two books come in that received some extra special chewing attention from dogs. I guess they just wanted to get their paws on these good reads!



Submitted by: Estella Terrazas, Collection Development Manager



## Branch February 2018 Report

### Library News

#### Programs

Programs galore at the Bob Lucas Branch library this month! **Storytimes** for Babies and Toddlers continue to be a success. The Baby group always has a double digit number of participants and the Toddler group has developed a tight-knit clan. Our monthly **Crafternoons** program brought children into make festive egg carton dragons to celebrate the Lunar New Year. The Bob Lucas Branch library also offered two separate Inspiration Station open hours for patrons of all ages to make a craft relating to Valentine's Day and the Lunar New Year.



*(Left) Young patron painting a dragon for a Chinese New Year craft. (Right) Here's our little reader!*

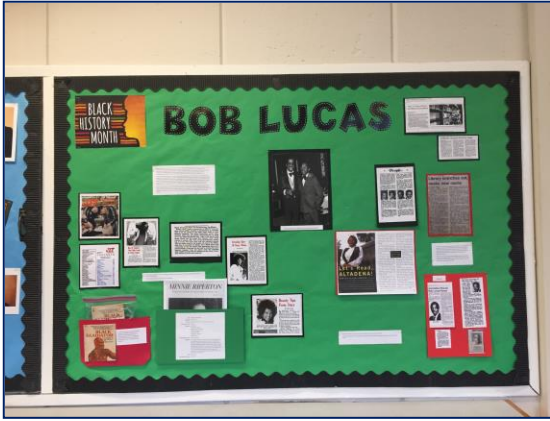
**3D Printing Open Hours** launched this month and it is gaining momentum! The little Lulzbot working away in the middle of the library often piques the curiosity of passer-byers who then ask to print an object. Our resident volunteer, Lori N. (she definitely knows her stuff) helps patrons with selecting an object from an online resource and demonstrates how to properly use the Lulzbot. Go Lori! For this first month, we have served 19 patrons who have either asked to print an object or wanted learn how the printer worked!



*(Left) Objects printed using the Lulzbot 3D Printer. (Right) Four Shillings Short performs for a full house!*

Patrons of the Bob Lucas Branch library enjoyed a **Special Program** this month with a performance by *Four Shillings Short*, a dynamic husband and wife duo specializing in Celtic, Folk and World music. The hour-long program combined music and lecture relating to instruments from around the world. It was clear that patrons did not want the show to end as the performers graciously answered questions from the audience even after their show concluded. This show was a success as it brought in over 25 music lovers of all ages for a sit-down performance in our intimate venue.

To celebrate Black History month, the library curated a display about Mr. Bob Lucas, the force behind the re-establishment of our little library on the westside of Altadena. The Lucas family kindly provided biographical information on Mr. Lucas and an awesome photo of he and Sammy Davis Jr. Also, our longtime volunteer, Stephanie W., performed research to help expand the content of the display. Another initiative of the Bob Lucas Branch Library is the Mosaic Project. This is an oral history project aiming to capture stories of Altadena residents.



*(Left) Bob Lucas display brought in the Lucas family! (Right) The booth provides some privacy for the Mosaic Project.*

### Collection Management & Development

Audiobooks are now available to Bob Lucas Branch library patrons! New titles began trickling into the library at the end of this month and are available for check out with an ALD library card. Additionally, we are beefing up our music collection to include the classic rock, pop and hip-hop genres.

Further, the Bob Lucas Branch library continues to evaluate its collection, specifically with Children's fiction and non-fiction and Adult non-fiction titles. While keeping classic titles and highly circulated items, we are refreshing the collection with newly published titles. Spanish titles for youth and adults are gradually coming in as well, and we will be looking into purchasing more foreign language titles to support the language immersion programs in the local schools.

### ***Literacy Services News***

#### Adult Literacy

Tutors and learners continue to move forward with the reading and writing proficiency. We have been able to match a couple of new learners with either existing or new tutors! A major achievement for one of our learners who sent her very first email this month! Bravo!

#### Citizenship Classes

Citizenship Classes commenced at the beginning of this month and is drawing interest. These classes are held every Tuesday night until May. A volunteer from San Gabriel Valley Literacy Council teaches the class and enhances the experience with his professional teaching experience as a history professor with the Claremont Colleges. Good luck to all our learners!



# FEBRUARY ADULT SERVICES REPORT

February is a month of celebration. We celebrated Black History Month and the Chinese Lunar New Lunar Holiday with a variety of captivating programs, displays, and activity stations.

In January we had a record breaking month of 22 programs! This month we had 19 programs!

## 4x4 Art Workshop



4x4 Art Workshop with Lynette Jackson

Lynette Jackson's work is influenced by Modern and Mid-Century design & architecture. Lynette credits her desire to deconstruct and reconstruct the built environment to her drafting background and passion for creating handmade collages. Her images are among the most recognized and liked on numerous social media sites. Her work has been featured in several national television commercials as well as architecture and design outlets A Daily Dose of Architecture, FastCoDesign, and Arcdaily. She has exhibited in group shows in Los Angeles, Washington, D.C., and Paris. Lynette's art was on display at the main library, in both the community room and the reading court, for the month of February.



## Eliot Middle School Room 13

In celebration of International Friendship Month, the students of Room 13 and their Artist-in-Residence Liane Shih, created an accordion style book expressing through simile and illustrations, what friendship means to them. This piece was on display in the glass display case for the month of February.



Gerry Rothschild Band performs at Second Saturday



Four Shillings Short Concert





Thanks to the Friends of the Library, 25 copies of *Kindred* by Octavia Butler, were given out to interested community members in advance of our amazing and very well received program "Octavia Butler's Story" on February 12th. Thanks to the Friends of the Library for the books!

Presenter Natalie Russell, the Assistant Curator of Literary Collections at the Huntington Library, spoke at the Altadena Library to a crowd of 130+ visitors about the life and work of renowned science fiction author and Altadenan, Octavia Butler. Feedback from attendees of the program was highly positive



Chess aficionados of all ages enjoy chess matches at our Tuesday Chess nights popular with 20-30 chess lovers playing the game.

Seed Library "Saving & Sowing Seeds for Natives"





Chinese Brush Painting for Chinese Lunar New Year

Friend's of the Library Pop Up Book Sale

Additional programs we held during the month:

- \*Computer classes, 4 sessions
- \*Open Mic
- \*Book Club
- \*Storytelling Jam workshops
- \*The Power of Poetry workshop with Felicia Montes

## NEWS

The adult summer reading committee met for the second time and have some fun new things to try this summer to galvanize our program. Stay tuned!

The newly formed Safety Committee has held their first meeting and have begun to prepare for emergencies in case of disasters and to address other safety issues.

Adult Services staff is participating in an Open Data beta testing which will launch an initiative to teach libraries how to use open data to leverage data into community based outcomes.

Thanks to volunteers and staff, the Fab Lab is now open 3 days a week for adults to use the 3D Printers and experience virtual reality!



## PARTNERSHIPS

### Open Studios

The Altadena Library met with Open Studios to begin planning for the annual summer Open Studios Tour. The library will once again promote and support the work of Open Studios by providing space for them to display their art and hold their Art Reception and Silent Auction. The library will also carry and distribute the Open Studios guide maps to the community.

### Supporting PUSD

The Altadena Library attended the Special Joint Meeting of the Pasadena City Council and the PUSD Board of Education, to adopt resolutions regarding the Charter Amendment Measure on the upcoming June 5th ballot. There were also presentations made by Collaborate Pasadena and the Office of the Young Child. Collaborate Pasadena and the Altadena Town Council reached out to the Altadena Library staff to help raise money to support the reinvigoration of celebrating Women's History Month in PUSD. The staff rallied and secured funds to help off-set the cost of printing several posters that support the curriculum of the program.

### Community Conversation - Turning Outward

The staff remains committed to turning outward in the work that they do. During the month of February, we have begun to build relationships with the Pasadena Museum of California Art (PMCA), YWCA - Girls Empowerment Camp, and Project Art with the goal to connect with community institutions that share the same mission of using art to inspire, introduce vital 21st century skill sets through production-centered learning, and to build community.

Also, this month the Altadena Library staff have begun building relationships with the Braille Institute, Meals on Wheels, and working more closely with Altadena Town Councilmember Dorothy Wong to address the issues of mobility and access in our community.

## REFERENCE QUESTION OF THE MONTH

An interesting reference question was asked at the service desk. A patron remembered seeing a book about Ruth Greene at his neighbor's house. He asked if we could help him locate the book. Carlene, Stella, and Melissa but their heads together and used their resources to locate the book. Reaching out to the Pasadena Museum of History's Archivist, we were able to locate the book and another book on the subject. The patron was contacted about our findings and was very pleased.

*"Thank you so much for the info!  
I sincerely appreciate it!" - Alec*

February 2018

## Children's Board Report

It was a busy month here in the Children's and Family Services world! We hosted a bunch of programs, had ourselves a bunch of trainings and meetings, promoted some staff, and generally had a good time doing it.

In February 2018, we had 16 programs for children aged 0-5, reaching 443 patrons. We also had 15 programs for children in grades K-5, reaching 220 students. Our classroom visits dipped a little bit, but we still saw 3 schools for a total of 85 students.

Some highlights from our month include our partnership with Mission: Renaissance, a local art school. They offered a free art lesson to 40 students, teaching them fundamentals of drawing and painting. We received a lot of positive feedback on the program, in addition to ending up with a waitlist, even after we increased the registration cap from 20 to 40 students. We look forward to having Mission: Renaissance out again.

We also hosted a Valentine's Card making craft, inviting patrons and their families to make valentine cards for people important to them, as well as for the residents of the Memory Care unit at Monte Cedro.

The Children's Librarian also attended the Student Success Initiative/Pacific Library Partnership regional meeting. It was an opportunity to meet with other library systems and leaders who have successfully built a student library card program, or who are still in the process. It was an illuminating day, and we left feeling reenergized and reinvested in the project as a whole. We are seeking to put an Altadena Library Card in the hands of every student in Altadena—but given our geographic and political location, there are many challenges to overcome in this process. We are starting from the bottom, though—moving class by class through our local schools. However, the vision for the project as a whole has the potential to be a fantastic opportunity to bring together PUSD, Pasadena City Library, the Sierra Madre library, and other community partners to collaborate for the benefit of all students in the greater Pasadena area. We as staff have done as much as we can to move this project forward, including eliminating overdue fines, creating a new library card for students that doesn't require a parental signature, and our individual school outreach-- and now we require input and assistance from larger, more influential community bodies who can help build bridges (and contracts) with the leaders of those other community bodies.

We are also pleased to announce the promotion of Amanda Toledo from part time Clerk I to our full time Library Associate. Amanda is the founder of our Pages and Popcorn Tween Book Club, and she comes armed with a boatload of ideas, enthusiasm, and an incredible drive. We are so excited to have her here full time, and we all look forward to working for her one day.

## Volunteers Monthly Report February 2018

February has been an amazing month for volunteer contributions. New volunteer opportunities for community members have continued to grow in our library. We currently have volunteers serving in various capacities around the library nearly every day of the week. The Fab Lab has increased visitors and use of the 3D printers as well as the Virtual Reality software thanks to the ongoing presence of volunteers.

The Teen Media group is working on developing their story ideas and editing skills in addition to working on building the team.

Second Saturday Concerts have become a smoother operation with the assistance of community volunteers who have helped move our rolling shelves and set up chairs and help the bands get their equipment in place.

The Students from Aveson came to do gardening as a group and learn more about our Native Plant garden and the benefits of planting native plants.

The Friends of the Altadena Library had a book sale at the end of February. Over 25 young volunteers from Saint Francis, Poly and Sacred Heart high schools showed up to help the Friends set up and keep things moving smoothly during the sale.

The highpoint of our volunteer experience this month was the Octavia Butler program presented by a volunteer speaker Natalie Russell who recently curated the Octavia Butler exhibit at The Huntington Library. She shared a wonderful presentation that was attended by nearly 130 people. We were very fortunate to have her at the library sharing her research and stories about Octavia Butler's life and work.





# Teen Services – Board Report

February 2018

February proved to be a great month for teen services! We had some of the best attended programs we've had since the library closed last year! This month Special Saturday Program featured a Harry Potter Escape Room. Twelve Teens worked together as a team solving puzzles and discovering clues. They escaped in just 25 minutes! The Nom Nom Group returned making Macaroni and Cheese. Several adults stopped by to see what was that delicious smell! FabLab open hours for teens continued with consistently 7-8 teens each week. Several have been printing larger scale projects where they return and print a new part each week. Teen Game Day and DIY club continue to be favorites with the teens



The teens regularly ask to play video games in the teen space during the afternoon. As long as there isn't a program, I try to accommodate their requests. Things are busy in the teen space, but we were still able to host several of these. A few teens debuted the new Virtual Reality set up that was installed in January. They especially enjoyed a Star Wars game of fixing droids.

Collaborate PASadena's Student Success different organizations that also serve Altadena as well as share what we are doing with those same other groups. I also attended Aveson's High School Assembly and was able to share with the students the different resources that the library has to offer them. Hopefully, we will get an influx in program attendance and volunteers from this.

During February, I was able to reach out to several groups to spread word about the library. I joined Team. This is a great opportunity to learn about

Planning for Summer Reading is well under way with several meetings. I have been working on the structure and prizes of the program. As we are currently exploring the possibility of hosting Lunch at the Library, I attended an informational webinar for interested libraries who are hoping to get started.

I completed the weeding project that I began in January, removing items that had not circulated in 3 or more years. This has freed up more space to display titles on the shelves. The Teen Advisory Board, recommended titles to their peers. You can see their recommendations throughout the pop-out titles in the teen space. February also saw a Blind Date with a Book display. Teens enjoyed checking out materials without knowing their titles, and I had to wrap new books midway through the month!



Teen Book Boxes debuted to great success! Teens area already enjoying the contents of their boxes, and I've already gotten the first one back!

## February Technology News

All equipment purchased for the Libraries Illuminated grant has arrived. We are configuring the iPad's and MacBook Pro's, and will soon have programs available that use the new hardware.

Five bids have come in for the RFID RFP. Management is in the process of reviewing the bids, and we will select two vendors to perform special live demonstrations.

The new virtual machine host server has been deployed. We are in the process of migrating existing virtual machines to the new server.

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

### Miscellaneous Notes:

We are continuing to bring public and staff computers' OS and application versions up to date.

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

The round for ERate has been completed for this year, and a vendor has been selected to perform the work to migrate the IDF ethernet runs to the MDF to improve space efficiency and security.

A raspberry pi is being configured to be the new children's department catalog computer.

# MARKETING & COMMUNICATIONS REPORT

## SOCIAL MEDIA STATS

### Facebook – Primary Page – 1,328 Likes (Increase of 28 followers from last month!)

(Statistics between February 15 and March 14)

- 2,193** Reach (The number of people who saw any of our page posts)
- 331** Page Views (The number of people that viewed our page and any of its sections)
- 884** Post Engagement (The number of times people have engaged with our posts through Likes, Comments, Shares, and more)
- 754** **↑8,278%** Video Views (The number of times the videos on our page have been viewed, for 3 seconds or less)
- 33** New Page Likes

### Facebook – Youth Services – 405 Likes

(Statistics between February 15 and March 14)

- 151** Reach (The number of people who saw any of our page posts)
- 32** Page Views (The number of people that viewed our page and any of its sections)
- 40** Post Engagement (The number of times people have engaged with our posts through Likes, Comments, Shares, and more)

### Instagram – 497 Followers (Increase of 32 followers from last month)

(Statistics between February 14 and March 14)

- 266** **Average Post Impressions** (The average number of times each post has been seen)

### Twitter – 113 Followers (Increase of 3 from last month)

## EMAIL MARKETING (“This Week @ Altadena Libraries”)

(Statistics as of March 14)

Feb. 9	“Live Music, Poetry, Octavia Butler...”	17.15% opened
Feb. 16	“Chinese New Year, Book Sale, World Music...”	16.95% opened
Feb. 23	“Book Sale, Open Mic Night, Seed Library...”	17.21% opened
Mar. 3	“March Newsletter, DeRumba, Film Screening...”	16.13% opened
Mar. 9	“DeRumba, Women’s History, New Art...”	15.50% opened

## MEDIA COVERAGE

Below are the recent news articles and press about happenings at Altadena Library.

Type	Publication	Date	Topic/Headline
Article	Pasadena Weekly	March 8	“Not Knowing Women’s History Ensures We Will Make the Same Mistakes Over and Over”
Article	Pasadena Journal	February 7	Poetry Within Reach in Unexpected Places Celebration
Event Listing	Pasadena Weekly	February 16	Celtic, Folk and World Music with Four Shillings Short
Event Listing	Eventbrite	March 1	Altadena Safe Streets Community Science

Event Listing	Events Wonder	March 5	Drive-In Movie for Kids
Event Feature	Macaroni Kid Pasadena	March 6	Pokémon Club – Calling All Pokémon Trainers!
Feature Article	MonteCedro News & Views	March	Altadena Library: A One-Stop Shop for Lifelong Learning*

## HIGHLIGHT

### A Special Moment for Art on Social Media

Thanks to our Library's presence on Facebook and Instagram, we are often tagged in posts about different community happenings and photos of people's experiences at the Library. In early March, local artist Keni, whose art has been previously featured on the walls of the Community Room, posted a series of sketches he did while at the Library. After reaching out to him, he gave us permission to share his works, a post which received some of highest impressions of our posts this month!



### \*MonteCedro Highlights the Library

Our neighbors at MonteCedro highlighted the Library on the front page of their monthly newsletter! A copy of the article is available digitally for those interested.

### Website Redesign Exploration

Several months ago, an Implementation Team was created within Library staff to assess the current Library website and develop a plan for updating it, both to bring its design up to modern design standards and to ensure all parts of it are accessible for people of all abilities. Chloé Cavalier d'Esclavelles, Marketing Coordinator, has a background in web development and design, and the team decided to proceed with the redesign in-house. The team has been working hard to create an evaluation of the current site map, update the site map to support better functioning, and start laying out the new website.

**MonteCedro**  
**VIEWS & NEWS**

Vol. 2, No. 3 March 2018

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**The Altadena Public Library: a one-stop shop for lifelong learning**

A treasure of Altadena lies beneath scenic dwellers at the top of Christmas Tree Lane. Crossing the bridge, breathing the fresh woodsy-scented air, introduce the sense of space and well-being found on entering a light-filled space full of people. This is the Altadena Library – a brisk 15-minute walk from MonteCedro at the corner of Mariposa and Santa Rita.

The heartbeat of the community, which is unincorporated but with a distinct sense of self, the library serves a population of about 11,000.

Once part of the LA County system, the library formed its own district in 1927. Governed by a locally elected board of trustees, it is supported by the Altadena Library Foundation, friends of the library and property taxes. The district includes the smaller Bob Lucas Memorial Branch Library and Library Center at 2009 Lincoln Avenue.

The library prides itself on being a friendly place that inspires creativity and lifelong learning. A greater help is the well-stocked. There is no fee for late books. Books are available anywhere anytime online. If you take your Kindle or iPad to the library, they will add the Overdrive app so that you can download audiobooks, eBooks and videos at no cost. There even is a used library with programs encouraging gardening and grow nutrition. A store offers a range of medicinal property – books, movies, CDs, DVDs.

From Baby Lap Time to cooking classes for youths, art and writing classes, to citizenship and lifelong story

time, the library offers something for everyone. At the first, second-Saturday concerts you can see a cross-section of Altadena – young and old, families and singles. They come to listen, dance or just have fun. Delicious food and drink also are on sale.

A monthly newsletter, "Connect," for library hours and info, see page 3.

Photo by Jackie Knowles

The Altadena Public Library is surrounded by greenery.

Photo by Jackie Knowles

talks what is going on. The library also maintains an online community calendar where anyone in the community can post events. altadenanews.org. The menu seems to up Altadena Libraries, bringing people + ideas together.

— Jackie Knowles

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**Altadena our hometown: facts and figures**

- Altadena is an unincorporated, census designated area in LA County.
- Represented by County Supervisor Katherine Barger (District 5).
- Population: 42,777 • Area: 8.73 square miles •
- Education level ranks among the highest in the nation!
- Altadena has more artists, designers and people who work in the media than 90% of communities in the country!
- Altadena is one of the most integrated communities in Southern California.
- Schools belong to Pasadena Unified School District.
- LA County Sheriff's Department and California Highway Patrol serve Altadena. Sheriff handles crime-related calls, CHP handles traffic calls.
- Notable who have lived in Altadena: movie's Zane Grey, author's Henry Cretzer, entertainers Ossie Davis and Ruby Dee, physicist Richard Feynman.

Source: U.S. Census Bureau, 2010 Census; 2. Neighborhood Data on Real Estate Data 3. Altadena Heritage, 46-48th Street & Altadena Historical Society





## ALD HR REPORT – BOARD OF DIRECTORS

**Month:** March 2018

### EE/HR Transactions

	Action	Status/Notes
1.	Paperwork process of WC Leave paperwork	Ongoing
2.	Paperwork process of return to work from Leave	Completed
3.	Change in relationship paperwork for employee	Completed

### Current Projects – HR initiatives to be reviewed/prioritized with Ryan Roy and John McDonald March 9<sup>th</sup>

Project	Action	Target Date	Status/Notes
Workplace Investigation	Conclude, Follow-Up with Employee	March 2018	
Diversity Program	Develop diversity initiatives aligned with ALA Diversity Guidelines	In Progress May 2018	<a href="http://www.ala.org">http://www.ala.org</a>
	Conducting EEO Survey with Staff	In progress	
Stratex HRIS	Implement Recruiting Module	Feb 2018	Mark Shank to set up training
Pulse Survey	Conducted Quarterly		
Job Descriptions	Ryan sending for revisions		HRN to review, make ADA compliant, review for exemption classification
Performance Reviews	HRN to develop based on JD, mesh with Pride in Excellence format		Move review cycle to a focal review date in 2018?
Compensation Development	Wage Data –Librarians to conduct market data research		Provided Compensation Plan Outline
Management Training	TBD for 2018		
Employee Training and Development	Workplace Sensitivities	3/9	
<b>Prior Initiatives</b>			
Cultural Development/ Training	DiSC training (Part I & II)	6/2/17	Part II presented
	Condense Values to 5-6; Integrate into documentation, work processes, organizational conventions	7/7/17	Presented to Employees, included Values Exercise
HRIS (Stratex)	Set up training for Phase II	8/1/17	Onboarding, employee files/ transactions

Policy/Procedure	Research on Volunteers and Insurance	7/7/17	Provided Volunteer Manual
HR SOP's	Q2: To be revised based on ALD tasks vs. HRN tasks	Completed	Updated to Stratex process
Meeting with Board President	Review Board expectations, review HR SOP's	Met 12/8	

**BOARD OF LIBRARY TRUSTEES  
DIRECTOR'S REPORT**

**DEPARTMENT:** District Director  
**PREPARED BY:** Ryan Roy

**MEETING DATE:** March 29, 2018  
**LOCATION:** Community Room

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**FRIENDS & FOUNDATION:**

- The Altadena Library Foundation Board met on February 28<sup>th</sup> and March 22<sup>nd</sup>.
  - Members from the Pasadena Community Foundation, along with Altadena Library Foundation Board members and Library Staff, toured the grounds outside the library on Tuesday, March 13<sup>th</sup>, to review the proposed Community Gardens project. The Altadena Library Foundation is seeking funding from the Pasadena Community Foundation through a capital grant application.
- The Friends of the Altadena Library held their most recent monthly Board meeting on March 5<sup>th</sup>.
  - It was reported that the February 24<sup>th</sup> Pop-up Book Sale brought in \$870.
    - A huge “thank you” to the Friends for their continued work with the Annual and Pop-up Book Sales!

**FACILITIES:**

- An initial meeting has taken place with Tony Simpson, Vice President for ISES Corporation, regarding the Facilities Assessment. The facilities inspection will take place in the last half of April. The inspection will last 1-2 days, and the full assessment report will be delivered within eight weeks of the inspection. We expect to have that report in hand by mid to late June.
- A film crew from the television series Criminal Minds rented some space within the library and outside in the parking lot for filming an episode of their show. Filming took place mostly after hours, starting at 5:30pm on Wednesday, March 14<sup>th</sup>, and continuing late into the evening. All library services remained available between 5:30pm and closing at 6:00pm, and ABC Studios compensated the District in the amount of \$7,500.00 for the use of our facility and grounds.

**COMMUNITY PARTNERSHIPS:**

- The Altadena Library District is working with organizers from Collaborate PASadena to host a “Neighborhood Summit” at the main Altadena Library on April 4<sup>th</sup> from 5:30-8:00pm. Collaborate PASadena, along with numerous neighborhood watches and associations, are coming together to share stories and experiences of their neighborhood’s strengths and challenges, in order to



make our neighborhoods safe, caring, and fun places to live. Collaborate PASadena is sponsoring and organizing the event; RSVP is required as there is limited seating.

### **NEW STAFF COMMITTEE:**

- In February, staff formed the Emergency Action Committee. The primary goal of the committee is to review the District's Emergency Action Plan Manual (approved by the Board of Trustees in September of 2010), identify any areas that need updating, and potentially recommend revisions to the Board. In addition, the Committee has been working to review and update the following safety-related items:
  - Emergency Preparedness Bags
  - First Aid Kits
  - Emergency Lighting within our Facilities
  - CPR and AED training classes (to provide for staff)
  - Alarm Company Call List and Password
  - Panic Button Locations

### **STAFF TRAINING:**

- On March 9<sup>th</sup>, Audrienne Adams Lee from HR Network joined us at our monthly all-staff meeting to present on "Workplace Diversity and Sensitivity"



**BOARD OF LIBRARY TRUSTEES  
STAFF REPORT**

**DEPARTMENT: Administration**

**MEETING DATE: March 29, 2018**

**PREPARED BY: Kylynn Chaney**

**LOCATION: Community Room**

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**TITLE: Ad-Hoc Bylaws Subcommittee Update**

The Ad-Hoc Bylaws Subcommittee of the Altadena Library District Board of Trustees met on Wednesday, March 21<sup>st</sup>, 2018, from 4:30 to 6 p.m.

**The following individuals were present:**

Gwendolyn McMullins  
Betsy Kahn  
Ryan Roy  
Kylynn Chaney  
Mark Mariscal

The Subcommittee reviewed Articles one (1) through ten (10) of a new draft and compared with the current Bylaws for changes and updates.

The next meeting of the subcommittee is scheduled for Wednesday, March 28<sup>th</sup> at 4 p.m.



**BOARD OF LIBRARY TRUSTEES  
MID-YEAR BUDGET ADJUSTMENT STAFF REPORT**

**DEPARTMENT:** Finance  
**PREPARED BY:** Ryan Roy

**MEETING DATE:** March 29, 2018  
**LOCATION:** Community Room

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**BACKGROUND:** This Mid-Year Budget Report presents an overview of the District’s operating revenues and expenditures for the first two-thirds (July 2017 – Feb 2018) of the 2017/18 Fiscal Year. The attached “Mid-Year Budget Amendment Worksheet” compares the July 2017 – Feb 2018 actuals against the adopted 17/18 budget, notes any adjustments made to the adopted budget, and presents a Revised 17/18 Budget. The accompanying “Summary of Budget Amendment Adjustments” identifies each of the line items where adjustments were made.

**REPORT HIGHLIGHTS:**

**REVENUE:**

- The Friends of the Altadena Library confirmed their budget and designated \$24,000 for the library. This is an increase of \$4,000 over what was originally budgeted.
- Final payment from California Library Literacy Services came in at \$22,649, which was \$3,651 under what was budgeted.
- \$18,281 was awarded via the Libraries Illuminated Grant for Technology Upgrades.
- Passport revenues continue to exceed expectations, surpassing revenues of previous years, so this line has been adjustment by \$10,000.
- Of the \$350,000 transferred in from Reserves for capital improvements, \$200,000 is being moved back into Reserves in this adjustment.
  - With the impending Facilities Assessment project (final report due in June), many capital improvement projects have been put on hold until next fiscal year, pending the results of the assessment. Those funds may move back into the capital improvements line item next fiscal year.

**EXPENSES:**

- An increase of \$20,000 has been allocated to Salaries & Wages for personnel related expenses. Included in this sum are increased hours for two current positions, and the creation of a new position, which are outlined as follows:
  - CURRENT POSITION: Library Clerk I (Part-Time) to Library Clerk II (Full-time)

- These hours would be delegated 100% to Public Services, split amongst circulation, adult services, and youth services.
  - The extra hours would also be used to help plan major event programs for the library, such as Taste of Dena, Repair Café, Second Saturday, Block Parties, Summer Reading Kickoff and Summer Reading Finale, and more.
  - The extra hours will also allow us to plan for the possibly of opening the Bob Lucas Branch on Saturdays.
- CURRENT POSITION: Marketing & Communications Coordinator (Part-time to Full-time)
  - This employee would be delegated 65% to Marketing, 20% to Programming, and 15% to Art Curation.
  - Increasing this position to full-time would negate the need to outsource web design services, saving \$16,000 from the Website Development line item this fiscal year.
  - This position has also saved the District another \$15,000 from the Advertising / Marketing line item this fiscal year, as reflected in the Budget Amendment Worksheet.
- NEW POSITION: Full-Time Building Projects & Facilities Manager
  - With a full facilities assessment pending, and a number of capital improvement projects slated for the near future, the District has a specific need for a project manager who can facilitate the process of these endeavors, from initial planning, to bids and RFPs, to contracts, and then overseeing the work through to completion.
  - The District currently employs a Building Projects contractor to do this work, and he has been working in this capacity for over a year.
  - In the future, this position could combine with the current Building Serviceman position, so that the current number of maintenance staff positions (although increasing for the time being) would remain static long-term.
- The \$144,000 OPEB pre-payment will not be necessary this year, as we have approximately \$560,000 set aside solely for the retiree health insurance, which currently draws about \$75,000 per year.
- A \$32,995 adjustment has been designated for furniture. This included \$9,995 for shelving purchased and installed in Nov/Dec 2017, and \$23,000 for more shelving to be purchased and installed in Apr/May.
- For library materials, \$75,000 in unspent funds from last year's budget is being put back into the 17/18 budget to cover the costs of new books, periodicals, DVDs, and any corresponding processing fees, along with a new Biographies Database for children and young adults.
- Under Operating Expenses, \$15,000 was removed from the Advertising/ Marketing line item as many of services formerly outsourced in this area (graphics design work, monthly newsletter formatting, etc.) are now done in-house.

- \$10,084.06 was added to the budget to cover the cost of the voter notification postcards that the County sent out on behalf of the District, notifying voters of the change in District elections from odd to even numbered years (as required by law).
- Based on usage to date and estimated needs, legal expenses have been increased by \$20,000.
- To cover the cost of the Facilities Assessment approved by the Board at the February 26<sup>th</sup> meeting, \$18,000 has been added to the Architectural & Engineering line item.
- Due to our shift to open-source ILS KOHA, we are able to reduce the Technology Maintenance Fee line item by \$12,000.
- The staffing adjustments outlined above will allow us to conduct our Website Development in-house, thus saving \$16,000 in estimated fees to outsource web development services.
- Finally, a \$3,000 increase has been adjusted for programming to cover the Adult Programming calendar for the remainder of the year.

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**STAFF RECOMMENDATION: That the Board of Trustees approve the proposed Mid-Year Budget Amendment for the 2017-18 Fiscal Year.**

SUMMARY OF BUDGET AMENDMENT ADJUSTMENTS		
Account	Amount of Adjustment	Description
<b>REVENUE ADJUSTMENTS</b>		
<b>DONATIONS &amp; GRANTS</b>		
Friends of the Library	4,000.00	Adjusted per FOAL Budget
CA Library Literacy Services	(3,651.00)	Received final payment notification \$22,649
Cal State Library	18,281.00	Awarded Libraries Illuminated Grant 18,281
<b>Total DONATIONS AND GRANTS</b>	<b>18,630.00</b>	
<b>FINES &amp; FEES</b>		
Fees	(5,000.00)	ALD no longer charges late fees
Sales of Products	5,000.00	No line item previously as we did not offer products for sale
MFM Revenue	(1,500.00)	MFM Revenue below expectations
Passport Services Fees	10,000.00	Passport revenue exceeding expectations
<b>Total FINES &amp; FEES</b>	<b>8,500.00</b>	
<b>OTHER REVENUE &amp; ADJUSTMENT</b>		
Transfer in from Reserves	(200,000.00)	No longer needed for Capital Improvement Projects
Rewards & Incentives	3,000.00	Increased to reflect higher reward from credit card purchases
<b>Total OTHER REVENUE &amp; ADJUSTMENT</b>	<b>(197,000.00)</b>	
<b>REVENUES FROM PROPERTY TAXES</b>		
Current Secured	15,010.28	Projected further increase in property tax revenue
<b>TOTAL INCREASE TO REVENUE</b>	<b>(154,859.72)</b>	
<b>EXPENSE ADJUSTMENTS</b>		
<b>PERSONNEL RELATED EXPENSES</b>		
Salaries and Wages	20,000.00	Move 2 PT to FT and hire FT Facilities Supervisor
Payroll Taxes (ER)	2,165.24	Increased based on calculated rate
PERS Retirement	15,000.00	Increased based on calculated rate
PERS Retirement Other	(144,000.00)	Per Auditor and CPA, no payment needed this year
FUTA	14,700.00	Increased based on calculated rate
SUI	871.06	Increased based on calculated rate
Health Insurance	3,000.00	Increased based on calculated rate
Dental	300.00	Increased based on calculated rate
Vision	100.00	Increased based on calculated rate
<b>Total PERSONNEL RELATED EXPENSES</b>	<b>(87,863.70)</b>	
<b>CAPITAL</b>		
Equipment, Furniture & Fixtures	32,995.00	Shelving replacement moved from operating expenses.
Structures & Improvements	(200,000.00)	No longer needed for Capital Improvement Projects
<b>Total CAPITAL</b>	<b>(167,005.00)</b>	
<b>LIBRARY MATERIALS</b>		
Electronic Databases & Subscriptions	5,000.00	Biographies Database for YA/Children (from \$75,000)
Books	47,000.00	Add \$75,000 - The Leadership Team and Collection Development request that these funds be divided as noted.
Processing of Materials	11,850.00	To cover shelf ready costs for increase to budget.
Periodicals	5,000.00	Increase from \$75,000
<b>Total LIBRARY MATERIALS</b>	<b>68,850.00</b>	
<b>OPERATING EXPENSES</b>		
Insurance-Gen, Prop, Liab, Eq	(3,306.08)	Paid at begin of year, confirmed savings

<b>Account</b>	<b>Amount of Adjustment</b>	<b>Description</b>
Advertising / Marketing	(15,000.00)	Moved to Printing and Reproduction
Printing & Reproduction	10,000.00	Increased based on anticipated usage
Equipment, Furniture, Fixtures	(15,000.00)	Move to Capital for shelving partially paid last year but reimb from ALF in full this year
Electricity	5,100.00	Based on past usage
Water & Sewage	3,000.00	Based on past usage
Direct Assessments/Admin Costs	10,084.06	Election Date Change Voter Notification Billing from County
<b>Total OPERATING EXPENSES</b>	<b>(5,122.02)</b>	
<b>PROFESSIONAL &amp; TECHNICAL</b>		
Legal Fees	20,000.00	Recommended based on outstanding issues and current usage
Architectural & Engineering	18,000.00	Facilities Assessment estimate for both facilities \$23,000
Telecommunications	4,000.00	Cell Phone Reimb for Maint Staff, no longer erate discounts for VOIP.
Internet Service		Annual exp. will be \$40,000. 90% of that refunded through Erate and Calren.
Technology Equipment	19,281.00	1,000 for misc. plus \$18,281 for Lib Illuminated Grant
Technology Maintenance Fees	(12,000.00)	Reduce by \$12,000 not needed because of move to KOHA
Website Development	(16,000.00)	No longer outsourced
<b>Total PROFESSIONAL &amp; TECHNICAL</b>	<b>33,281.00</b>	
<b>PROGRAMS</b>		
Adult Services	3,000.00	Taste of 'Dena reimbursement \$1,500 and Upstream \$1,200 reimbursement payments due in 2018. These offset the need for further increases
<b>Total PROGRAMS</b>	<b>3,000.00</b>	
<b>TOTAL INCREASE TO EXPENSES</b>	<b>(154,859.72)</b>	
<b>NET CHANGE TO BUDGET</b>	<b>0.00</b>	

**Altadena Library District**  
**MID-YEAR BUDGET AMENDMENT WORKSHEET**  
**For the Fiscal Year Ending June 30, 2018**

				Actual Year End 16/17	Actual Jul 2017- Feb 2018	Adopted Budget 17/18	Mid-Year Budget Adjustment 17/18	Revised Budget 17/18	% of Total
<b>Ordinary Income/Expense</b>									
<b>Income</b>									
<b>DONATIONS AND GRANTS</b>									
			4710 · Friends of the Library	21,000.00	12,000.00	20,000.00	4,000.00	24,000.00	
			4730 · Undesignated	17,503.00	667.65	0.00	0.00	0.00	
			4735 · Designated	71,802.37	0.00	1,100.00	0.00	1,100.00	
			4740 · CA Library Literacy Services	26,300.00	18,000.00	26,300.00	(3,651.00)	22,649.00	
			4750 · Cal State Library	13,500.00	18,281.00	0.00	18,281.00	18,281.00	
			4755 · HUD Grant	319,998.29	0.00	0.00	0.00	0.00	
<b>Total DONATIONS AND GRANTS</b>				<b>470,103.66</b>	<b>48,948.65</b>	<b>47,400.00</b>	<b>18,630.00</b>	<b>66,030.00</b>	
<b>FINES &amp; FEES</b>									
			4305 · Fees	18,797.99	4,471.91	14,000.00	(5,000.00)	9,000.00	
			4350 Sales of Products	0.00	3,173.43	0.00	5,000.00	5,000.00	
			4310 · MFM Revenue	6,103.35	4,506.78	7,500.00	(1,500.00)	6,000.00	
			4340 · Passport Services Fees	78,566.50	66,873.69	80,000.00	10,000.00	90,000.00	
<b>Total FINES &amp; FEES</b>				<b>103,467.84</b>	<b>79,025.81</b>	<b>101,500.00</b>	<b>8,500.00</b>	<b>110,000.00</b>	
<b>INTEREST INCOME &amp; ADJUSTMENTS</b>									
			4210 · Chase Bank	1,530.31	1,509.65	3,000.00	0.00	3,000.00	
<b>Total INTEREST INCOME &amp; ADJUSTMENTS</b>				<b>1,530.31</b>	<b>1,509.65</b>	<b>3,000.00</b>	<b>0.00</b>	<b>3,000.00</b>	
<b>OTHER REVENUE &amp; ADJUSTMENT</b>									
			4910 · Miscellaneous Income	892.87	1,200.00	0.00	0.00	0.00	
			4940 · Transfer in from Reserves	0.00	0.00	350,000.00	(200,000.00)	150,000.00	
			4999 · Rewards & Incentives	2,000.00	5,539.05	3,000.00	3,000.00	6,000.00	
<b>Total OTHER REVENUE &amp; ADJUSTMENT</b>				<b>2,892.87</b>	<b>6,739.05</b>	<b>353,000.00</b>	<b>(197,000.00)</b>	<b>156,000.00</b>	
<b>TOTAL INCOME FROM OTHER SOURCES</b>				<b>577,994.68</b>	<b>136,223.16</b>	<b>504,900.00</b>	<b>(169,870.00)</b>	<b>335,030.00</b>	<b>9.85%</b>
<b>REVENUES FROM PROPERTY TAXES</b>									
<b>Property Taxes</b>									
			4010 · Current-Year Secured						
			4010.00 · Current Secured	2,032,173.93	1,154,825.94	2,118,250.62	15,010.28	2,133,260.90	
			4010.01 · Revenue Residual	40,754.58	18,120.28	0.00	0.00	0.00	
			4010.02 · Statutory Revenue	4,054.19	2,271.68	0.00	0.00	0.00	
			4010.03 · SB 813 Supplemental & Other	184,163.13	36,804.03	0.00	0.00	0.00	
			4010 · Current-Year Secured - Other		286,873.78				
<b>Total 4010 · Current-Year Secured</b>				<b>2,261,145.83</b>	<b>1,498,895.71</b>	<b>2,118,250.62</b>	<b>15,010.28</b>	<b>2,133,260.90</b>	
			4020 · Current-Year Unsecured						
			4020.00 · Current Unsecured	0.00	13,448.30	0.00	0.00	0.00	
			4020 · Current-Year Unsecured - Other	88,519.58	61,418.95	74,263.00	0.00	74,263.00	
<b>Total 4020 · Current-Year Unsecured</b>				<b>88,519.58</b>	<b>74,867.25</b>	<b>74,263.00</b>	<b>0.00</b>	<b>74,263.00</b>	
			4030 · Prior-Year Secured						
			4030.00 · Prior Secured	(40,015.79)	(31.86)	0.00	0.00	0.00	
			4030.01 · Secured Refunds	0.00	0.00	0.00	0.00	0.00	
			4040.00 Prior Unsecured	(4,615.40)	0.00	0.00	0.00	0.00	
			4030.03 · SB 813 Redemption	0.00	3,019.24	0.00	0.00	0.00	
			4030.04 · Property Tax Penalties	0.00	0.00	0.00	0.00	0.00	
			4030.05 Prop Taxes Secured Refunds		(26,348.54)				
			4030 · Prior-Year Secured - Other	0.00	12,000.80	10,600.00	0.00	10,600.00	
<b>Total 4030 · Prior-Year Secured &amp; Unsecured</b>				<b>(44,631.19)</b>	<b>(11,360.36)</b>	<b>10,600.00</b>	<b>0.00</b>	<b>10,600.00</b>	
			4050 Homeowners Exemption		6,888.79	7,725.00		7,725.00	



			Actual Year End 16/17	Actual Jul 2017- Feb 2018	Adopted Budget 17/18	Mid-Year Budget Adjustment 17/18	Revised Budget 17/18	% of Total
		<b>Total 4050 · Homeowners Exemption</b>	14,015.88	6,888.79	7,725.00	0.00	7,725.00	
		<b>4060 · Special Assessment</b>					0.00	
		<b>4060.01 · Per Parcel Benefit Assessment</b>	748,196.67	515,143.28	802,160.99	0.00	802,160.99	
		<b>4060.02 · Direct Assessments</b>	32,408.65	0.00	0.00	0.00	0.00	
		<b>Total 4060 · Special Assessment</b>	780,605.32	515,143.28	802,160.99	0.00	802,160.99	
		<b>Total Penalties, Interest &amp; Costs-Ref</b>	8,156.32	8,412.63	10,000.00	-	10,000.00	
		<b>Total County Interest Allocation</b>	8,338.49	3,736.69	500.00	-	500.00	
		<b>Total 4090 · RDA ABx126 Income</b>	40,754.58	0.00	26,500.00	-	26,500.00	
		<b>TOTAL REVENUE FROM PROPERTY TAXES</b>	3,156,904.81	2,096,583.99	3,049,999.61	15,010.28	3,065,009.89	90.15%
		<b>Total Income</b>	3,734,899.49	2,232,807.15	3,554,899.61	(154,859.72)	3,400,039.89	100.0%
		<b>Expense</b>						
		<b>PERSONNEL RELATED EXPENSES</b>						
		<b>5000 · SALARIES &amp; WAGES</b>						
		<b>5010 · Salaried</b>	951,312.26	246,397.59	332,693.00	0.00	(86,295.41)	74.06%
		<b>5020 · Hourly</b>	501,081.02	749,953.14	1,139,365.00	20,000.00	(389,411.86)	65.82%
		<b>Total 5000 · SALARIES &amp; WAGES</b>	1,452,393.28	996,350.73	1,472,058.00	20,000.00	1,492,058.00	67.68%
		<b>5100 · Employer-Portion Taxes/Benefits</b>						
		<b>5120 · Payroll Taxes (ER)</b>	117,516.93	81,629.07	118,071.70	2,165.24	120,236.94	
		<b>5120.01 Soc Security &amp; Medicare, Salary</b>		(1,380.13)				
		<b>5120.02 · Soc Security &amp; Medicare, Hourly</b>	0.00	0.00	0.00	-	0.00	0.0%
		<b>5210 · PERS Retirement</b>	189,940.34		85,179.46	15,000.00	100,179.46	
		<b>5210.01 · CalPers CLASSIC (ER Contr)</b>	0.00	18,414.78	0.00	-	0.00	100.0%
		<b>5210.02 · CalPers PEPRA (ER Contr)</b>	0.00	51,086.57	0.00	-	0.00	100.0%
		<b>5211 · PERS Retirement 2% @ 55</b>	0.00	0.00	0.00	-	0.00	0.0%
		<b>5212 · PERS Retirement 2% @ 60</b>	0.00	0.00	0.00	-	0.00	0.0%
		<b>5213 · PERS Retirement 2% @ 62</b>	0.00	0.00	0.00	-	0.00	0.0%
		<b>5210 · PERS Retirement - Other</b>	32,576.00	0.00	144,000.00	(144,000.00)	0.00	
		<b>Total 5210 · PERS Retirement</b>	340,033.27	149,750.29	347,251.16	(126,834.76)	220,416.40	
		<b>5218 · UAL Contribution</b>	0.00	61,203.92	91,806.00	-	91,806.00	
		<b>5250 · FUTA</b>	0.00	5,621.30	0.00	14,700.00	14,700.00	
		<b>5251 · SUI</b>	809.65	0.00	40,128.94	871.06	41,000.00	
		<b>Total 5100 · Employer-Portion Taxes/Retirement</b>	340,842.92	216,575.51	479,186.10	(111,263.70)	367,922.40	
		<b>5200 · Insurance</b>						
		<b>5220 · Health Insurance</b>	119,406.31	78,875.57	126,000.00	3,000.00	129,000.00	
		<b>5221 · Health Insurance - Retirees</b>	69,408.47	50,331.08	0.00	-	0.00	
		<b>5230 · Dental Insurance</b>	15,473.93	7,922.38	14,000.00	300.00	14,300.00	
		<b>5240 · Vision Insurance</b>	4,642.20	1,883.56	4,000.00	100.00	4,100.00	
		<b>5260 · Life Insurance</b>	1,533.18	838.41	2,000.00	-	2,000.00	
		<b>5270 · Workers' Compensation</b>	17,802.97	13,110.30	20,000.00	-	20,000.00	
		<b>5280 · Disability Insurance</b>	252.75	(349.95)	2,500.00	-	2,500.00	
		<b>Total 5200 · Insurance</b>	228,519.81	152,611.35	168,500.00	3,400.00	171,900.00	
		<b>Total ER Taxes/Retirement/Insurance</b>	569,362.73	369,186.86	647,686.10	(107,863.70)	539,822.40	
		<b>Total PERSONNEL RELATED EXPENSES</b>	2,021,756.01	1,365,537.59	2,119,744.10	(87,863.70)	2,031,880.40	66.18%
		<b>CAPITAL</b>						
		<b>7310 · Equipment, Furniture &amp; Fixtures</b>	0.00	8,076.25	0.00	32,995.00	32,995.00	
		<b>7320 · Structures &amp; Improvements</b>	1,080.00	123,395.75	350,000.00	(200,000.00)	150,000.00	
		<b>Total CAPITAL</b>	1,080.00	131,472.00	350,000.00	(167,005.00)	182,995.00	
		<b>DEPRECIATION EXPENSE</b>	45,045.60					
		<b>FACILITIES, GROUNDS &amp; MAINTENAN</b>						
		<b>7205 · Maintenance Contracts</b>	23,375.06	3,505.31	18,000.00	-	18,000.00	
		<b>7210 · Building Maint &amp; Repairs</b>	82,937.60	9,753.16	20,000.00	-	20,000.00	
		<b>7220 · Landscape</b>	23,429.14	8,165.92	15,000.00	-	15,000.00	

				Actual Year End 16/17	Actual Jul 2017- Feb 2018	Adopted Budget 17/18	Mid-Year Budget Adjustment 17/18	Revised Budget 17/18	% of Total
	<b>Total FACILITIES, GROUNDS &amp; MAINTENAN</b>			129,741.80	21,424.39	53,000.00	0.00	53,000.00	1.73%
	<b>LIBRARY MATERIALS</b>								
	6110 · Cataloging Expenses			18,168.08	13,477.52	20,000.00	-	20,000.00	
	6115 · Electronic Databases & Subscrip			19,162.98	15,170.58	16,500.00	5,000.00	21,500.00	
	6120 · Books			104,920.34	69,224.94	160,000.00	47,000.00	207,000.00	
	6125 · Audio CD			13,177.21	7,311.31	18,000.00	-	18,000.00	
	6130 · DVD's & Videogames			23,227.26	16,920.07	23,000.00	-	23,000.00	
	6135 · Processing of Materials			28,445.19	16,497.94	35,000.00	11,850.00	46,850.00	
	6140 · Periodicals			12,954.34	11,130.92	12,500.00	5,000.00	17,500.00	
	6150 · Downloadables			23,618.21	11,077.83	20,000.00	-	20,000.00	
	<b>Total LIBRARY MATERIALS</b>			243,673.61	160,811.11	305,000.00	68,850.00	373,850.00	12.18%
	<b>MISCELLANEOUS EXPENSE</b>								
	7510 · Miscellaneous Expense			91,577.37	368.47	0.00	-	0.00	
	7520 · Refunds/Parcel			0.00	0.00	1,000.00	-	1,000.00	
	<b>Total MISCELLANEOUS EXPENSE</b>			91,577.37	368.47	1,000.00	0.00	1,000.00	0.03%
	<b>OPERATING EXPENSES</b>								
	6430 · Insurance-Gen, Prop, Liab, Eq			41,517.61	38,693.92	42,000.00	(3,306.08)	38,693.92	
	6620 · Membership Dues & Subscriptions			13,110.00	9,392.01	13,000.00	0.00	13,000.00	
	6625 · Training & Education			5,898.40	5,609.24	12,000.00	0.00	12,000.00	
	6626 · Recruitment, Gifts and Memorial			6,682.78	1,008.78	5,000.00	0.00	5,000.00	
	6627 · Advertising / Marketing			27,467.95	3,213.95	20,000.00	(15,000.00)	5,000.00	
	6710 · Meetings & Travel			11,819.43	4,470.44	10,000.00	0.00	10,000.00	
	6730 · Mileage & Parking Reimbursement			667.48	474.62	800.00	0.00	800.00	
	6740 · Postage & Delivery			8,831.00	4,872.44	9,000.00	0.00	9,000.00	
	6745 · Banking & Service Fees			1,341.33	1,247.64	2,000.00	0.00	2,000.00	
	6746 · Payroll Fees			13,319.78	6,345.00	12,000.00	0.00	12,000.00	
	6750 · Printing & Reproduction			7,191.07	12,092.34	11,000.00	10,000.00	21,000.00	
	6755 · Equipment, Furniture, Fixtures			33,987.15	4,223.23	10,000.00	0.00	10,000.00	
	6765 · Janitorial Supplies			12,416.05	11,805.17	13,000.00	0.00	13,000.00	
	6770 · Operating Supplies			36,711.84	9,443.26	30,000.00	(15,000.00)	15,000.00	
	6780 · Operating Software			325.53	2,186.34	3,000.00	0.00	3,000.00	
	6920 · Electricity			34,938.22	23,924.90	37,000.00	5,100.00	42,100.00	
	6930 · Natural Gas			4,797.05	1,768.70	5,500.00	0.00	5,500.00	
	6940 · Water & Sewage			5,165.84	4,049.71	5,600.00	3,000.00	8,600.00	
	6950 · Refuse			4,678.92	3,096.07	4,500.00	0.00	4,500.00	
	6960 · Products for Resale			2,970.23	3,219.47	5,000.00	0.00	5,000.00	
	6970 · Equipment Lease & Rental			12,802.39	10,482.47	15,424.00	0.00	15,424.00	
	7530 · Direct Assessments/Admin Costs			32,492.92	10,084.06	35,000.00	10,084.06	45,084.06	
	<b>Total OPERATING EXPENSES</b>			319,132.97	171,703.76	300,824.00	(5,122.02)	295,701.98	9.63%
	<b>PROFESSIONAL &amp; TECHNICAL</b>								
	7125 · Audit and Financial Consulting			35,583.34	26,321.98	75,000.00	-	75,000.00	
	7130 · Legal Fees			18,980.98	7,621.10	5,000.00	20,000.00	25,000.00	
	7135 · Technology Consulting			7,178.80	0.00	1,500.00	-	1,500.00	
	7140 · Architectural & Engineering			5,000.00	0.00	5,000.00	18,000.00	23,000.00	
	7145 · Collection Agency			1,414.10	1,557.30	1,800.00	-	1,800.00	
	7155 · Consultants - Other			70,168.24	54,474.21	74,000.00	-	74,000.00	
	7170 · Telecommunications			(1,495.09)	4,036.02	3,500.00	4,000.00	7,500.00	
	7175 · Internet Service			23,915.17	30,194.71	4,000.00	-	4,000.00	
	7180 · Technology Equipment			62,094.17	34,209.94	15,000.00	19,281.00	34,281.00	
	7185 · Technology Maintenance Fees			47,015.74	14,677.58	32,000.00	(12,000.00)	20,000.00	
	7190 · Website Development			360.00	858.00	18,000.00	(16,000.00)	2,000.00	
	7199 County Tax Collection Fee				30,029.36				

					Actual Year End 16/17	Actual Jul 2017- Feb 2018	Adopted Budget 17/18	Mid-Year Budget Adjustment 17/18	Revised Budget 17/18	% of Total
	<b>Total PROFESSIONAL &amp; TECHNICAL</b>				270,215.45	203,980.20	234,800.00	33,281.00	268,081.00	8.73%
	<b>PROGRAMS</b>									
				<b>6200 · Youth Services</b>	9,248.37	4,204.29	10,000.00	-	10,000.00	
				<b>6210 · Teen Services</b>	2,516.04	3,933.72	5,500.00	-	5,500.00	
				<b>6220 · Adult Services</b>	18,599.37	18,431.21	23,068.56	3,000.00	26,068.56	
				<b>6230 · Bob Lucas Branch Services</b>	1,354.59	1,848.75	3,000.00	-	3,000.00	
				<b>6240 · Literacy Services</b>	84.35	368.37	2,000.00	-	2,000.00	
				<b>Total PROGRAMS</b>	<b>31,802.72</b>	<b>28,786.34</b>	<b>43,568.56</b>	<b>3,000.00</b>	<b>46,568.56</b>	<b>1.52%</b>
	<b>Total Expense</b>				<b>3,154,025.53</b>	<b>2,084,083.86</b>	<b>3,407,936.66</b>	<b>(154,859.72)</b>	<b>3,253,076.94</b>	
				<b>Net Income</b>	<b>580,873.96</b>	<b>148,723.29</b>	<b>146,962.95</b>	<b>0.00</b>	<b>146,962.95</b>	<b>100.0%</b>
							Total Expenses		3,253,076.94	
							Less Capital		182,995.00	
							Total Operating Expenses		3,070,081.94	



**BOARD OF LIBRARY TRUSTEES  
STAFF REPORT**

**DEPARTMENT:** Administration  
**PREPARED BY:** Ryan Roy

**MEETING DATE:** March 29, 2018  
**LOCATION:** Community Room

---

**TITLE:** Consideration for Purchase of Additional Gondola Shelving

**BACKGROUND:** In the October 2017 Board of Trustees meeting, \$75,000 in library materials funds that was unspent during the 16/17 Fiscal Year was voted to be added back into the 17/18 Fiscal Year budget for library materials. As was noted at the time of the vote, one of the biggest challenges to spending these funds was the lack of physical space for books.

In order to resolve this issue, the Collection Development Manager, along with the Building Projects Manager and Acting District Director, have looked at options for increasing the main library's shelving capacity without diminishing the visual aesthetic created during the mini-remodel.

The best solution, it was decided, would be to purchase 10 more shelving gondolas, matching the ones we use for New Books. This would allow us to create two more rows of shelving within the stacks, low enough to keep line-of-sight from across the library to the far West windows, but expansive enough to allow for enlarging the collection.

Estimates from Yamada Enterprises, the vendor that we worked with to provide shelving throughout the mini-remodel, have listed the price for the shelving at \$21,856.86 (see attached quote). The cost for this shelving has already been included in the Mid-Year Budget Amendment, but the purchase needs approval from the Board of Trustees due to the overall costs exceeding \$10,000.

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**STAFF RECOMMENDATION:** That the Board of Trustees approve the purchase of additional gondola shelving to allow for the expansion of the collection.



16552 Burke Lane, Huntington Beach, CA 92647-4538  
 (714) 843-9882 • (800) 444-4594 • FAX (714) 843-9202

**To:** John Arevalo  
 Altadena Libraries  
 600 East Mariposa Street  
 Altadena, CA 91001

**Date:** 3/14/2018  
**Job Location:** Altadena, CA  
**Est. Lead Time:** 60 Days  
**Freight:** Incl.  
**F.O.B.:** Destination  
**Terms:** Net 30

ITEM	QTY.	PART NO.	DESCRIPTION	UNIT PRICE	EXTENSION
			<b>Alpine</b>		
1.	10	TYPE J	Wood gondola on casters with 1 adjustable shelf per face, 50"W x 28-3/4"D x 45"H. See attached drawing.	1,923.75	\$ 19,237.50
2.	1		Additional adjustable shelf.	40.00	\$ 40.00

**NOTES:**

Wood is maple.  
 Finish to match existing.  
 Pricing based on quantity of 10.  
 Library to use 19 existing adjustable shelves.

			<b>COST OF MATERIAL</b>	\$ 19,277.50
			<b>LABOR</b>	Included
			<b>SUBTOTAL</b>	\$ 19,277.50
			<b>9.500% TAX</b>	\$ 1,831.36
			<b>FREIGHT</b>	\$ 748.00
			<b>TOTAL</b>	<b>\$ 21,856.86</b>

1. This quotation is subject to change unless accepted within 30 days from the above date.
2. Shipping dates are approximate and are based upon receipt of all necessary information.
3. Prices quoted do not include direct taxes imposed by Federal, State or Municipal authorities unless stated.
4. A service charge of 1½% per month (18% annum) will be charged on all past due accounts.

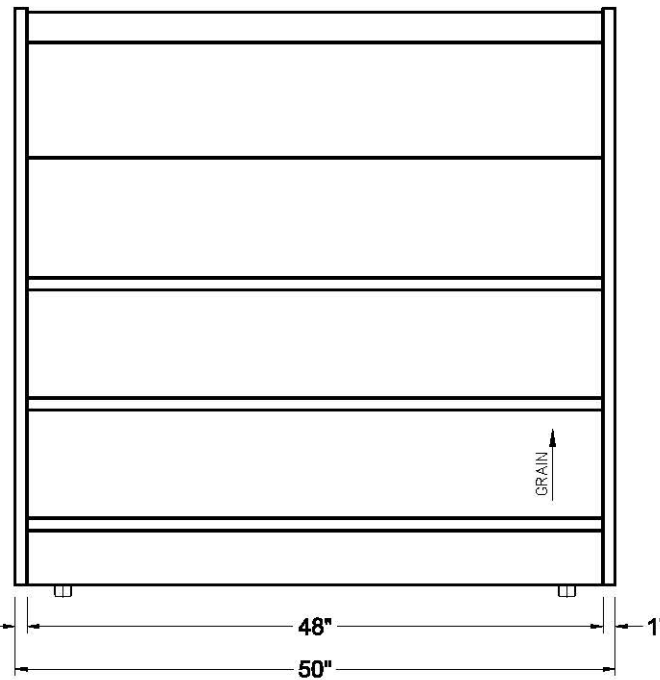
*Linda Braverman*

Linda Braverman  
[linda@yamadaenterprises.com](mailto:linda@yamadaenterprises.com)

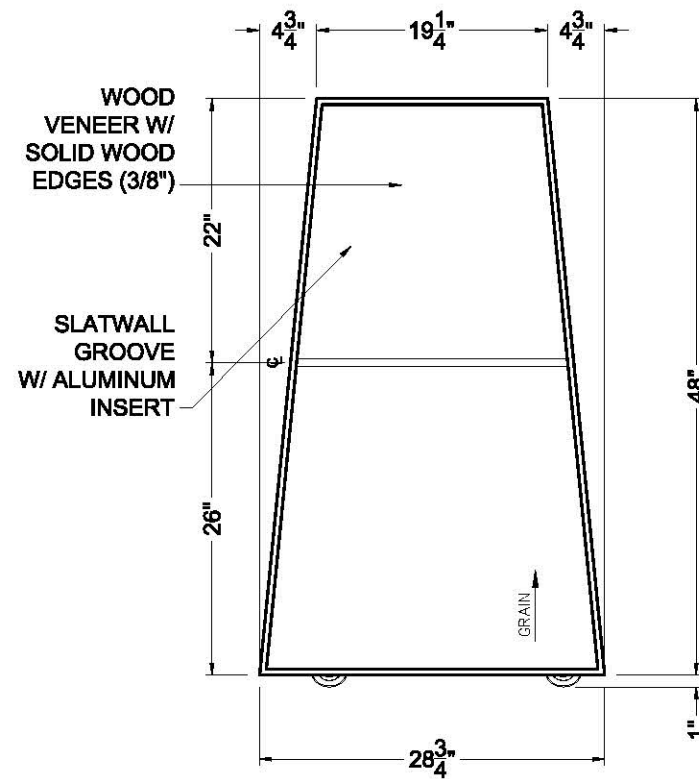


- TOP VIEW -

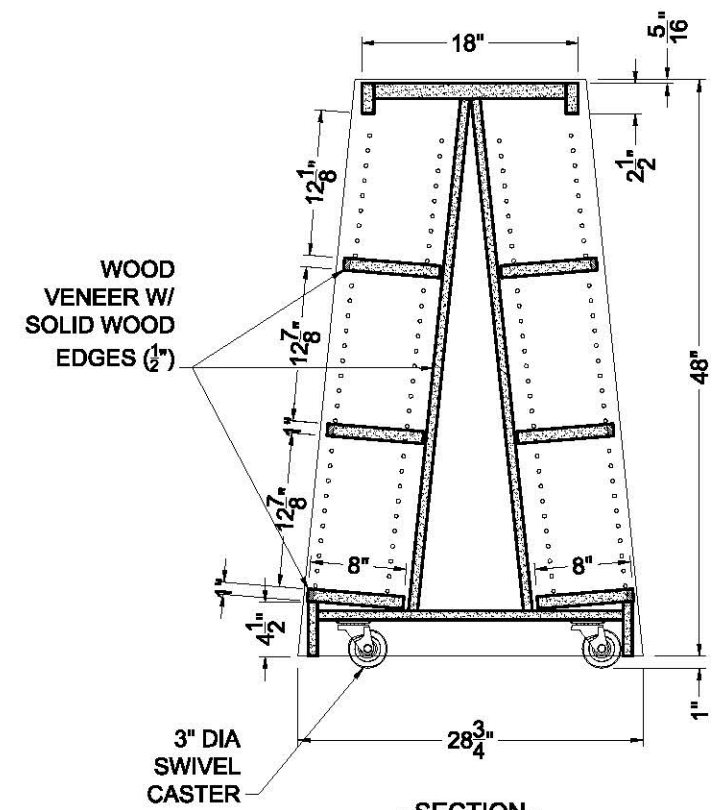
QTY: 10  
WOOD: MAPLE  
FINISH: STAIN TO MATCH EXISTING WALNUT DOOR



- FRONT VIEW -



- END VIEW -



- SECTION -



**BOARD OF LIBRARY TRUSTEES  
STAFF REPORT**

**DEPARTMENT:** Facilities  
**PREPARED BY:** Ryan Roy

**MEETING DATE:** March 29, 2018  
**LOCATION:** Community Room

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**TITLE:** Update on Project Plan for Bob Lucas Branch Library Upgrades

**BACKGROUND:** A Draft Project Plan for upgrades to the Bob Lucas Branch Library was presented to the Board of Trustee as part of the Board Package in January 2018. Since this time, the District has contracted with ISES Corporation for a full facilities assessment of both the Main and Branch locations. The Branch upgrades project has been put on hold for the time being, pending the results of the facilities assessment.

The facilities inspection will take place in the last half of April. The inspection will last 1-2 days, and the full assessment report will be delivered within eight weeks of the inspection. We expect to have that report in hand by mid to late June.

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**STAFF RECOMMENDATION:** That the Board of Trustees await the results of the ISES Facilities Assessment prior to further planning for facilities upgrades.



**BOARD OF LIBRARY TRUSTEES  
STAFF REPORT**

**DEPARTMENT:** Human Resources  
**PREPARED BY:** Ryan Roy

**MEETING DATE:** March 29, 2018  
**LOCATION:** Community Room

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**TITLE:** Update on Salary Comparison and Wage Scale Revisions

**BACKGROUND:** HRNETwork is currently working on a salary comparison analysis for consideration in potential wage scale revisions. This project is ongoing, with no new progress to report at this time.

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**STAFF RECOMMENDATION:** Await completion of analysis from HRNETwork before further consideration.





**BOARD OF LIBRARY TRUSTEES  
STAFF REPORT**

**DEPARTMENT: Finance**

**MEETING DATE: March 29, 2018**

**PREPARED BY: Nicole Fabry**

**LOCATION: Community Room**

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**TITLE:** Correction of Compensation Adjustment for Acting District Director from meeting held on March 7, 2018.

**BACKGROUND:**

On March 7, 2018 the Altadena Library District Board of Trustees approved a temporary compensation adjustment for Ryan Roy for the duration of his tenure as Acting District Director, effective immediately and retroactive to January 25, 2018.

The Board intended to approve an increase from Public Services Director Step 5 (\$45.75 per hour) to District Director Step 1 (\$53.55 per hour). However, the Personnel Action Form signed at the Board meeting incorrectly listed Ryan Roy's current step as Public Services Director Step 4.

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

**FISCAL IMPACT**

The increase to the budget for the remaining fiscal year (January 25 through June 30, 2018) is an additional \$6,864.00.

**RECOMMENDATION**

It is recommended that the Board await the next Regular Meeting, and at that time rescind the motion made at the March 7, 2018, meeting. Subsequently, the Board can vote to approve the attached Personnel Action Form for Ryan Roy effective January 25, 2018.



ALTADENA LIBRARY DISTRICT

Personnel Action Form

Employee Name <b>Ryan Roy</b>		Social Security Number	Department <b>Administration</b>		
Current Status	Step <b>5</b>	Class Title <b>Public Services Director</b>	Monthly \$ 7,930.29	Biweekly \$ 3,660.00	Hourly \$ 45.75
New Status	Step <b>1</b>	Class Title <b>District Director (Acting)</b>	Monthly \$ 9,282.00	Biweekly \$ 4,284.00	Hourly \$53.55
Use this section to report <b>NEW EMPLOYMENT</b>		Use this section to report <b>SEPARATION</b>	Use this section to report <b>OTHER ACTION</b>		
Probation _____		Resignation _____	Promotion _____		
Part-time _____		Retirement _____	Transfer _____		
Seasonal _____		Dismissal _____	Salary Increase <b>X</b>		
Other _____		Probationary Period Unsatisfactory _____	Probationary Period Satisfactory _____		
		Other _____	Suspension _____		
			Leave w/o pay _____		
			Cost of Living Increase _____		
			Other _____		
Effective Date:**		Effective Date:**	Effective Date:** 1/25/2018		
Explanation of personnel action shown above: <b>(MUST BE COMPLETED)</b>					
Ryan was named Acting District Director in the January 25, 2018, Special Meeting of the Altadena Library Board of Trustees.					
Employee Signature		Trustee Signature	Trustee Signature		
Date:		Date:	Date:		

\*\* Effective date is the first payroll period of the month

Personnel File \_\_\_\_\_

Payroll File \_\_\_\_\_

Employee Copy \_\_\_\_\_



**BOARD OF LIBRARY TRUSTEES  
STAFF REPORT**

**DEPARTMENT:** Finance  
**PREPARED BY:** Ryan Roy

**MEETING DATE:** March 29, 2018  
**LOCATION:** Community Room

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**TITLE:** RFP Process for a New Auditor

**BACKGROUND:** Per the Altadena Library District Financial Policies and Procedures Manual, the contract for an independent auditor is set for a three-year term. Our current auditor was contracted in 2015, and thus the contract expires in 2018.

We currently have an RFP out for a new auditor. The proposals are due March 30<sup>th</sup>, so we are still receiving replies. Proposals will be reviewed in April.

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**STAFF RECOMMENDATION:** Await completion of the RFP process and consider proposals in April.



**BOARD OF LIBRARY TRUSTEES  
STAFF REPORT**

**DEPARTMENT:** Administration  
**PREPARED BY:** Ryan Roy

**MEETING DATE:** March 29, 2018  
**LOCATION:** Community Room

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**TITLE:** RFP Process for Additional Legal Counsel

**BACKGROUND:** According to the Altadena Library District Financial Policies and Procedures Manual, Section X, "From time to time as may be required, the Board shall contract for legal counsel to handle specific legal situations confronting the District."

Although the policy does not specifically require an RFP for contracting legal services, best practices for this endeavor would include an RFP that detailed the specific types of services required. In the case of the Altadena Library District, this would include (but not be limited to) opinions, advice, assistance, and consultation on the following topics: the Brown Act; the Public Records Act; conflicts of interest; election law; contracts; leases and other property transactions; personnel and disability laws; employee relations and labor negotiations; state and federal legislation and court decisions; tort liability and risk management.

In consideration of these facts, an RFP should be authored and published. This task would either fall to Board members, or it could be delegated to library staff (through the District Director). Depending on factors such as time to complete the process and urgency of need, it may indeed be best for the Board to delegate the duties involved in this process to the Acting District Director.

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**STAFF RECOMMENDATION:** That the Board of Trustees consider delegating to the Acting District Director the duties of writing and issuing the RFP for legal services, as well as evaluating responses and selecting a provider.



**BOARD OF LIBRARY TRUSTEES  
STAFF REPORT**

**DEPARTMENT: Finance**

**MEETING DATE: March 26, 2018**

**PREPARED BY: Nicole Fabry**

**LOCATION: Community Room**

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**TITLE:** Quote to add Altadena Library District Volunteers to current Worker’s Compensation Plan through SDRMA.

**BACKGROUND:**

Using the formula below, SDRMA calculated the cost to add ALD Volunteers to our current Worker’s Compensation Plan:

Annual Number of Volunteer hours	x CA Min. Wage	= Payroll to Report	Divided by 100	x Base Rate	Estimated Annual Premium
4,200	\$11.00	\$46,200	462.00	\$1.81	\$836.22

This number is based on an average of 350 Volunteer hours per month.

**FISCAL IMPACT**

The increase to the budget for one fiscal year is \$836.22.

**RECOMMENDATION**

It is recommended that the Board consider adding Altadena Library District Volunteers to the current Worker’s Compensation Plan.