



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

**AGENDA**

**Regular Meeting**

Board of Library Trustees – Altadena Library District

Community Room – Main Library

**April 24, 2017 – 5:00 p.m.**

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

1. **CALL TO ORDER**

2. **ROLL CALL:**

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

3. **ADOPTION OF AGENDA**

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

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

4. **PUBLIC COMMUNICATION**

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

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

**HIRES/PROMOTIONS:**

**None**

6. **FINANCIAL REPORTS**

a) Financial reports for January/February 2017 (**DISCUSSION/POSSIBLE ACTION**)

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

7. **CONSENT CALENDAR**

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

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

- a) Approval of minutes – Regular meeting held March 27, 2017
- b) Statistical Reports – March 2017
- c) Departmental Monthly Report – March 2017

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

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

9. **DIRECTOR'S REPORT**
10. **OLD BUSINESS**
  - a) Human Resources Update – Report by HRNETwork (**INFORMATION**)
  - b) Community Conversations Update (**INFORMATION**)
  - c) Update: Phase I Renovation: (**INFORMATION**)
  - d) Review new Library Board of Trustees Handbook and Discuss Training Requirements and Board on-site Trainings and Retreats (**DISCUSSION/ACTION**)
  - e) Joint meeting of FOAL and Board of Trustees Update (**INFORMATION**)
11. **NEW BUSINESS**
  - a) Presentation of Budget Amendment to FY 16/17 Budget (DISCUSSION/ACTION)
  - b) Creation of Budget Committee (**DISCUSSION/ACTION**)
  - c) Branch Manager and Literacy Librarian Job Description (**DISCUSSION/ACTION**)
  - d) Presentation of New Circulation Policies: (**DISCUSSION/ACTION**)
    - i) Fines & Fees
    - ii) Access for Children and Young Adult to Non-Print Materials
    - iii) Video Surveillance Policy
12. **CORRESPONDENCE & PRESS**
  - a) Press Clippings (**INFORMATION**)
13. **REPORTS OF SUPPORT GROUPS**
  - a) Altadena Library Foundation
  - b) Friends of the Altadena Library
14. **REPORTS OF TRUSTEES**
15. **AGENDA ITEMS FOR FUTURE AGENDAS**  
This is an opportunity for Board members to request that items be placed on future agendas.
16. **ADJOURNMENT**  
**Recommended Action:** There being no further business to come before the Board, the meeting is adjourned.

<b>Altadena Library District</b>						5:34 PM
<b>Balance Sheet</b>						04/11/2017
<b>As of January 31, 2017</b>						<b>Accrual Basis</b>
						<b>Jan 31, 17</b>
<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						777.00
<b>Total Cash &amp; Investments</b>						777.00
<b>Cash In Bank</b>						
1021 · Chase General Acct...2951						40,424.35
1026 · Chase HY Svgs...6883						4,678.05
1041 · Chase HY Svgs...6875						2,010,839.71
1045 · Cash HUD Checking...2969						43,265.68
<b>Total Cash In Bank</b>						2,099,207.79
<b>Cash with County</b>						
1010.00 · Cash in County Treasury						680,263.24
1013 · FMV - COLA Funds						2,964.69
<b>Total Cash with County</b>						683,227.93
<b>Total Cash &amp; Cash Equivalents</b>						2,783,212.72
<b>Total Checking/Savings</b>						2,783,212.72
<b>Other Current Assets</b>						
1400 · Property Taxes Receivable						(40,612.12)
<b>Total Other Current Assets</b>						(40,612.12)
<b>Total Current Assets</b>						2,742,600.60
<b>Fixed Assets</b>						
<b>Capital Assets</b>						
<b>Accumulated Depreciation</b>						
1800 · Accum Depr (S & I)						(1,017,286.20)
1900 · Accum Depr (FF & E)						(616,863.36)
<b>Total Accumulated Depreciation</b>						(1,634,149.56)
<b>Depreciable Assets</b>						
1550 · Structures & Improvements						1,188,781.60
1700 · Furniture, Fixtures & Equipment						693,916.52
<b>Total Depreciable Assets</b>						1,882,698.12
<b>Non-Depreciable Assets</b>						
1500 · Land						77,280.28
1510 · Artwork						102,500.00
1521 · CIP - Building Upgrade						37,743.00
1522 · CIP - Conservation Garden						35,082.00
<b>Total Non-Depreciable Assets</b>						252,605.28
<b>Total Capital Assets</b>						501,153.84
<b>Total Fixed Assets</b>						501,153.84
<b>Other Assets</b>						
<b>Deferred Outflows of Resources</b>						

		1990 · DOR - Employer Contributions MD	159,174.00
		1993 · DOR - Diff in Experience	7,575.00
		<b>Total Deferred Outflows of Resources</b>	<b>166,749.00</b>
		<b>Prepays</b>	
		1075 · SCLC Deposit Account	910.00
		1076 · Prepaid Items & Deposits	24,426.72
		<b>Total Prepays</b>	<b>25,336.72</b>
		<b>Total Other Assets</b>	<b>192,085.72</b>
		<b>TOTAL ASSETS</b>	<b>3,435,840.16</b>
		<b>LIABILITIES &amp; EQUITY</b>	
		<b>Liabilities</b>	
		<b>Current Liabilities</b>	
		<b>Accounts Payable</b>	
		2000 · Accounts Payable	22,930.03
		<b>Total Accounts Payable</b>	<b>22,930.03</b>
		<b>Credit Cards</b>	
		2200 · Credit Cards	
		2200.01 · UMB Card Services...3219	55,166.22
		<b>Total 2200 · Credit Cards</b>	<b>55,166.22</b>
		<b>Total Credit Cards</b>	<b>55,166.22</b>
		<b>Other Current Liabilities</b>	
		2030 · GASB 45 OPEB Liability	89,113.66
		2064 · Deferred Compensation - CalPERS	54.38
		2100 · Payroll Payable	
		2100.01 · Payroll Liabilities (EE)	21.50
		2100.03 · CalPers CLASSIC (EE Ded)	1,653.16
		2100.04 · CalPers PEPRA (EE Ded)	4,744.50
		2100.05 · Accrued Vacation Payable	72,489.53
		2100.07 · CalPers 457 (EE Contribution)	2,009.94
		2100.08 · CalPers 457 (EE Loan Repayment)	422.46
		<b>Total 2100 · Payroll Payable</b>	<b>81,341.09</b>
		<b>Total Other Current Liabilities</b>	<b>170,509.13</b>
		<b>Total Current Liabilities</b>	<b>248,605.38</b>
		<b>Long Term Liabilities</b>	
		<b>Deferred Inflows of Resources</b>	
		2601 · DIR - Diff Investment Earnings	35,930.00
		2602 · DIR - Diff in Contributions	115,971.00
		2603 · DIR - Changes in Proportions	211,556.00
		2604 · DIR - Changes in Assumptions	71,672.00
		<b>Total Deferred Inflows of Resources</b>	<b>435,129.00</b>
		2700 · Net Pension Liability	1,467,863.00
		<b>Total Long Term Liabilities</b>	<b>1,902,992.00</b>
		<b>Total Liabilities</b>	<b>2,151,597.38</b>
		<b>Equity</b>	
		3300 · Retained Earnings	1,408,150.98
		Net Income	(123,908.20)
		<b>Total Equity</b>	<b>1,284,242.78</b>
		<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,435,840.16</b>

<b>Altadena Library District</b>							<b>4:46 PM</b>
<b>Profit &amp; Loss Prev Year Comparison</b>							<b>04/11/2017</b>
<b>January 2017</b>							<b>Accrual Basis</b>
				<b>Jan 17</b>	<b>Jan 16</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>DONATIONS AND GRANTS</b>							
4730 · Undesignated					60.00	(60.00)	(100.0%)
4740 · CA Library Literacy Services				5,300.00		5,300.00	100.0%
<b>Total DONATIONS AND GRANTS</b>				<b>5,300.00</b>	<b>60.00</b>	<b>5,240.00</b>	<b>8,733.33%</b>
<b>FINES &amp; FEES</b>							
4305 · Fines				1,248.63	3,135.15	(1,886.52)	(60.17%)
4310 · Printer & Copy Machine				410.00	608.00	(198.00)	(32.57%)
4340 · Passport Services Fees				4,559.00	7,003.56	(2,444.56)	(34.91%)
<b>Total FINES &amp; FEES</b>				<b>6,217.63</b>	<b>10,746.71</b>	<b>(4,529.08)</b>	<b>(42.14%)</b>
<b>INTEREST INCOME &amp; ADJUSTMENTS</b>							
4210 · Chase Bank				111.99	1.25	110.74	8,859.2%
4220 · County Interest Allocation				170.63	1,588.12	(1,417.49)	(89.26%)
<b>Total INTEREST INCOME &amp; ADJUSTMENTS</b>				<b>282.62</b>	<b>1,589.37</b>	<b>(1,306.75)</b>	<b>(82.22%)</b>
<b>OTHER REVENUE &amp; ADJUSTMENT</b>							
4080 · Penalties, Interest & Costs-Ref				(0.68)	(2.21)	1.53	69.23%
4910 · Miscellaneous Income					75.00	(75.00)	(100.0%)
<b>Total OTHER REVENUE &amp; ADJUSTMENT</b>				<b>(0.68)</b>	<b>72.79</b>	<b>(73.47)</b>	<b>(100.93%)</b>
<b>REVENUES</b>							
<b>Property Taxes</b>							
<b>4010 · Current-Year Secured</b>							
4010.00 · Current Secured				214,966.24	202,921.56	12,044.68	5.94%
4010.01 · Revenue Residual				19,260.94		19,260.94	100.0%
4010.02 · Statutory Revenue				2,027.10		2,027.10	100.0%
4010.03 · SB 813 Supplemental				8,050.17	7,476.67	573.50	7.67%
<b>Total 4010 · Current-Year Secured</b>				<b>244,304.45</b>	<b>210,398.23</b>	<b>33,906.22</b>	<b>16.12%</b>
<b>4030 · Prior-Year Secured</b>							
4030.00 · Prior Secured				(22.40)		(22.40)	(100.0%)
4030.01 · Secured Refunds				(1,913.44)		(1,913.44)	(100.0%)
4030.02 · Statutory Revenue				939.04		939.04	100.0%
4030 · Prior-Year Secured - Other					(313.75)	313.75	100.0%
<b>Total 4030 · Prior-Year Secured</b>				<b>(996.80)</b>	<b>(313.75)</b>	<b>(683.05)</b>	<b>(217.71%)</b>
4050 · Homeowners Exemption				4,905.55	4,939.05	(33.50)	(0.68%)
<b>4060 · Special Assessment</b>							
4060.01 · Per Parcel Benefit Assessment				78,054.74	76,214.58	1,840.16	2.41%
<b>Total 4060 · Special Assessment</b>				<b>78,054.74</b>	<b>76,214.58</b>	<b>1,840.16</b>	<b>2.41%</b>
4090 · RDA ABx126 Income					15,832.44	(15,832.44)	(100.0%)
<b>Total Property Taxes</b>				<b>326,267.94</b>	<b>307,070.55</b>	<b>19,197.39</b>	<b>6.25%</b>
<b>Total REVENUES</b>				<b>326,267.94</b>	<b>307,070.55</b>	<b>19,197.39</b>	<b>6.25%</b>
<b>Total Income</b>				<b>338,067.51</b>	<b>319,539.42</b>	<b>18,528.09</b>	<b>5.8%</b>

				Jan 17	Jan 16	\$ Change	% Change
<b>Expense</b>							
<b>PERSONNEL RELATED EXPENSES</b>							
<b>5000 · SALARIES &amp; WAGES</b>							
			5010 · Salaried	87,386.19	103,511.42	(16,125.23)	(15.58%)
			5020 · Hourly	22,359.43	23,221.39	(861.96)	(3.71%)
<b>Total 5000 · SALARIES &amp; WAGES</b>				<b>109,745.62</b>	<b>126,732.81</b>	<b>(16,987.19)</b>	<b>(13.4%)</b>
<b>5100 · Employer-Portion Taxes/Benefits</b>							
			5120 · Payroll Taxes (ER)	11,388.23	13,689.34	(2,301.11)	(16.81%)
			5210 · PERS Retirement - Other	7,548.67	14,364.62	(6,815.95)	(47.45%)
			5222 · OPEB Contribution	11,667.00	12,700.00	(1,033.00)	(8.13%)
<b>Total 5100 · Employer-Portion Taxes/Benefits</b>				<b>30,603.90</b>	<b>40,753.96</b>	<b>(10,150.06)</b>	<b>(24.91%)</b>
<b>5200 · Insurance</b>							
			5220 · Health Insurance	35,478.88	15,339.89	20,138.99	131.29%
			5230 · Dental Insurance	1,598.14	1,253.00	345.14	27.55%
			5240 · Vision Insurance	332.60	451.57	(118.97)	(26.35%)
			5260 · Life Insurance	112.20	151.80	(39.60)	(26.09%)
<b>Total 5200 · Insurance</b>				<b>37,521.82</b>	<b>17,196.26</b>	<b>20,325.56</b>	<b>118.2%</b>
<b>Total PERSONNEL RELATED EXPENSES</b>				<b>177,871.34</b>	<b>184,683.03</b>	<b>(6,811.69)</b>	<b>(3.69%)</b>
<b>CAPITAL</b>							
			7310 · Equipment, Furniture & Fixtures		1,208.53	(1,208.53)	(100.0%)
<b>Total CAPITAL</b>					<b>1,208.53</b>	<b>(1,208.53)</b>	<b>(100.0%)</b>
<b>FACILITIES, GROUNDS &amp; MAINTENAN</b>							
			7205 · Maintenance Contracts	1,401.51	1,372.68	28.83	2.1%
			7210 · Building Maint & Repairs	5,887.71	768.81	5,118.90	665.82%
			7220 · Landscape	740.59	86.02	654.57	760.95%
<b>Total FACILITIES, GROUNDS &amp; MAINTENAN</b>				<b>8,029.81</b>	<b>2,227.51</b>	<b>5,802.30</b>	<b>260.48%</b>
<b>LIBRARY MATERIALS</b>							
			6110 · Cataloging Expenses	1,425.42	1,381.99	43.43	3.14%
			6120 · Books	1,041.00	16,811.17	(15,770.17)	(93.81%)
			6125 · Audio CD	27.98	7,053.06	(7,025.08)	(99.6%)
			6130 · DVD's & Videogames	256.37	3,906.30	(3,649.93)	(93.44%)
			6135 · Processing of Materials		4,229.36	(4,229.36)	(100.0%)
			6140 · Periodicals	34.63		34.63	100.0%
			6150 · Downloadables	1,791.51		1,791.51	100.0%
<b>Total LIBRARY MATERIALS</b>				<b>4,576.91</b>	<b>33,381.88</b>	<b>(28,804.97)</b>	<b>(86.29%)</b>
<b>MISCELLANEOUS EXPENSE</b>							
			7510 · Miscellaneous Expense		35.00	(35.00)	(100.0%)
<b>Total MISCELLANEOUS EXPENSE</b>					<b>35.00</b>	<b>(35.00)</b>	<b>(100.0%)</b>
<b>OPERATING EXPENSES</b>							
			6620 · Membership Dues & Subscriptions	55.00	75.00	(20.00)	(26.67%)
			6625 · Training & Education	646.00	150.00	496.00	330.67%
			6626 · Recruitment, Gifts and Memorial	108.75		108.75	100.0%
			6627 · Advertising / Marketing	1,654.13	750.00	904.13	120.55%
			6710 · Meetings & Travel	1,366.42	1,454.93	(88.51)	(6.08%)
			6730 · Mileage & Parking Reimbursement	6.90		6.90	100.0%



Altadena Library District				5:47 PM
Balance Sheet				04/11/2017
As of February 28, 2017				Accrual Basis
				Feb 28, 17
<b>ASSETS</b>				
<b>Current Assets</b>				
Checking/Savings				
Cash & Cash Equivalents				
Cash & Investments				
		1080 · Petty Cash		777.00
Total Cash & Investments				777.00
Cash In Bank				
		1021 · Chase General Acct...2951		33,207.66
		1026 · Chase HY Svgs...6883		4,850.53
		1041 · Chase HY Svgs...6875		1,760,954.80
		1045 · Cash HUD Checking...2969		43,265.68
Total Cash In Bank				1,842,278.67
Cash with County				
		1010.00 · Cash in County Treasury		874,070.63
		1013 · FMV - COLA Funds		2,964.69
Total Cash with County				877,035.32
Total Cash & Cash Equivalents				2,720,090.99
Total Checking/Savings				2,720,090.99
<b>Other Current Assets</b>				
		1400 · Property Taxes Receivable		(40,612.12)
Total Other Current Assets				(40,612.12)
<b>Total Current Assets</b>				2,679,478.87
<b>Fixed Assets</b>				
<b>Capital Assets</b>				
Accumulated Depreciation				
		1800 · Accum Depr (S & I)		(1,017,286.20)
		1900 · Accum Depr (FF & E)		(616,863.36)
Total Accumulated Depreciation				(1,634,149.56)
Depreciable Assets				
		1550 · Structures & Improvements		1,200,868.80
		1700 · Furniture, Fixtures & Equipment		702,774.78
Total Depreciable Assets				1,903,643.58
Non-Depreciable Assets				
		1500 · Land		77,280.28
		1510 · Artwork		102,500.00
		1521 · CIP - Building Upgrade		37,743.00
		1522 · CIP - Conservation Garden		35,082.00
Total Non-Depreciable Assets				252,605.28
Total Capital Assets				522,099.30
<b>Total Fixed Assets</b>				522,099.30
<b>Other Assets</b>				
Deferred Outflows of Resources				



	1990 · DOR - Employer Contributions MD	159,174.00
	1993 · DOR - Diff in Experience	7,575.00
	<b>Total Deferred Outflows of Resources</b>	<b>166,749.00</b>
	<b>Prepays</b>	
	1075 · SCLC Deposit Account	910.00
	1076 · Prepaid Items & Deposits	24,606.72
	<b>Total Prepays</b>	<b>25,516.72</b>
	<b>Total Other Assets</b>	<b>192,265.72</b>
	<b>TOTAL ASSETS</b>	<b>3,393,843.89</b>
	<b>LIABILITIES &amp; EQUITY</b>	
	<b>Liabilities</b>	
	<b>Current Liabilities</b>	
	<b>Accounts Payable</b>	
	2000 · Accounts Payable	7,144.02
	<b>Total Accounts Payable</b>	<b>7,144.02</b>
	<b>Credit Cards</b>	
	2200 · Credit Cards	
	2200.01 · UMB Card Services...3219	41,546.90
	<b>Total 2200 · Credit Cards</b>	<b>41,546.90</b>
	<b>Total Credit Cards</b>	<b>41,546.90</b>
	<b>Other Current Liabilities</b>	
	2030 · GASB 45 OPEB Liability	89,113.66
	2064 · Deferred Compensation - CalPERS	54.38
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	2100.01 · Payroll Liabilities (EE)	21.50
	2100.03 · CalPers CLASSIC (EE Ded)	5,786.99
	2100.04 · CalPers PEPR (EE Ded)	(85.71)
	2100.05 · Accrued Vacation Payable	72,489.53
	2100.07 · CalPers 457 (EE Contribution)	1,026.53
	2100.08 · CalPers 457 (EE Loan Repayment)	211.23
	<b>Total 2100 · Payroll Payable</b>	<b>79,450.07</b>
	<b>Total Other Current Liabilities</b>	<b>168,618.11</b>
	<b>Total Current Liabilities</b>	<b>217,309.03</b>
	<b>Long Term Liabilities</b>	
	<b>Deferred Inflows of Resources</b>	
	2601 · DIR - Diff Investment Earnings	35,930.00
	2602 · DIR - Diff in Contributions	115,971.00
	2603 · DIR - Changes in Proportions	211,556.00
	2604 · DIR - Changes in Assumptions	71,672.00
	<b>Total Deferred Inflows of Resources</b>	<b>435,129.00</b>
	2700 · Net Pension Liability	1,467,863.00
	<b>Total Long Term Liabilities</b>	<b>1,902,992.00</b>
	<b>Total Liabilities</b>	<b>2,120,301.03</b>
	<b>Equity</b>	
	3300 · Retained Earnings	1,408,150.98
	Net Income	(134,608.12)
	<b>Total Equity</b>	<b>1,273,542.86</b>
	<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,393,843.89</b>

Altadena Library District							5:46 PM
Profit & Loss Prev Year Comparison							04/11/2017
February 2017							Accrual Basis
				Feb 17	Feb 16	\$ Change	% Change
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>DONATIONS AND GRANTS</b>							
4730 · Undesignated				16,416.00		16,416.00	100.0%
<b>Total DONATIONS AND GRANTS</b>				16,416.00		16,416.00	100.0%
<b>FINES &amp; FEES</b>							
4305 · Fines				1,266.43	996.55	269.88	27.08%
4310 · Printer & Copy Machine				426.45	86.00	340.45	395.87%
4340 · Passport Services Fees				4,935.00	5,181.00	(246.00)	(4.75%)
<b>Total FINES &amp; FEES</b>				6,627.88	6,263.55	364.33	5.82%
<b>INTEREST INCOME &amp; ADJUSTMENTS</b>							
4210 · Chase Bank				115.38	1.92	113.46	5,909.38%
4220 · County Interest Allocation				378.51	840.87	(462.36)	(54.99%)
<b>Total INTEREST INCOME &amp; ADJUSTMENTS</b>				493.89	842.79	(348.90)	(41.4%)
<b>OTHER REVENUE &amp; ADJUSTMENT</b>							
4080 · Penalties,Interest & Costs-Ref				2,402.78	2,829.52	(426.74)	(15.08%)
4910 · Miscellaneous Income					2,299.51	(2,299.51)	(100.0%)
<b>Total OTHER REVENUE &amp; ADJUSTMENT</b>				2,402.78	5,129.03	(2,726.25)	(53.15%)
<b>REVENUES</b>							
<b>Property Taxes</b>							
<b>4010 · Current-Year Secured</b>							
4010.00 · Current Secured				142,278.62	117,054.09	25,224.53	21.55%
4010.03 · SB 813 Supplemental				3,839.85	4,816.28	(976.43)	(20.27%)
<b>Total 4010 · Current-Year Secured</b>				146,118.47	121,870.37	24,248.10	19.9%
<b>4030 · Prior-Year Secured</b>							
4030.00 · Prior Secured				5,134.72		5,134.72	100.0%
4030.01 · Secured Refunds				(18,807.11)		(18,807.11)	(100.0%)
4030.03 · SB 813 Redemption				675.21		675.21	100.0%
4030 · Prior-Year Secured - Other					(7,264.40)	7,264.40	100.0%
<b>Total 4030 · Prior-Year Secured</b>				(12,997.18)	(7,264.40)	(5,732.78)	(78.92%)
<b>4060 · Special Assessment</b>							
4060.01 · Per Parcel Benefit Assessment				55,417.87	49,716.62	5,701.25	11.47%
4060.02 · Direct Assessments				2,566.94		2,566.94	100.0%
<b>Total 4060 · Special Assessment</b>				57,984.81	49,716.62	8,268.19	16.63%
<b>Total Property Taxes</b>				191,106.10	164,322.59	26,783.51	16.3%
<b>Total REVENUES</b>				191,106.10	164,322.59	26,783.51	16.3%
<b>Total Income</b>				217,046.65	176,557.96	40,488.69	22.93%
<b>Expense</b>							
<b>PERSONNEL RELATED EXPENSES</b>							
<b>5000 · SALARIES &amp; WAGES</b>							
5010 · Salaried				84,740.09	97,881.75	(13,141.66)	(13.43%)





Altadena Library District						66% Yr Complete	
Profit & Loss Budget vs. Actual						04/11/2017	
July 2016 through February 2017						Accrual Basis	
				Jul '16 - Feb 17	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>DONATIONS AND GRANTS</b>							
	4710	Friends of the Library		20,000.00	40,000.00	(20,000.00)	50.0%
	4730	Undesignated		16,931.00	500.00	16,431.00	3,386.2%
	4735	Designated		1,250.00	500.00	750.00	250.0%
	4740	CA Library Literacy Services		26,300.00	25,165.00	1,135.00	104.51%
	4750	Cal State Library		13,500.00		13,500.00	100.0%
	4755	HUD Grant		43,263.64		43,263.64	100.0%
<b>Total DONATIONS AND GRANTS</b>				<b>121,244.64</b>	<b>66,165.00</b>	<b>55,079.64</b>	<b>183.25%</b>
<b>FINES &amp; FEES</b>							
	4305	Fines		13,477.70	33,000.00	(19,522.30)	40.84%
	4310	Printer & Copy Machine		4,541.95	8,500.00	(3,958.05)	53.44%
	4330	Video Game Rentals					
	4340	Passport Services Fees		45,845.00	75,000.00	(29,155.00)	61.13%
<b>Total FINES &amp; FEES</b>				<b>63,864.65</b>	<b>116,500.00</b>	<b>(52,635.35)</b>	<b>54.82%</b>
<b>INTEREST INCOME &amp; ADJUSTMENTS</b>							
	4210	Chase Bank		834.35	20.00	814.35	4,171.75%
	4220	County Interest Allocation		448.17	10,000.00	(9,551.83)	4.48%
<b>Total INTEREST INCOME &amp; ADJUSTMENTS</b>				<b>1,282.52</b>	<b>10,020.00</b>	<b>(8,737.48)</b>	<b>12.8%</b>
<b>OTHER REVENUE &amp; ADJUSTMENT</b>							
	4080	Penalties,Interest & Costs-Ref		11,498.41	15,450.00	(3,951.59)	74.42%
	4910	Miscellaneous Income		203.50	5,000.00	(4,796.50)	4.07%
	4940	Transfer in from Reserves			174,383.00	(174,383.00)	
	4999	Rewards & Incentives		2,000.00			
<b>Total OTHER REVENUE &amp; ADJUSTMENT</b>				<b>13,701.91</b>	<b>194,833.00</b>	<b>(181,131.09)</b>	<b>7.03%</b>
<b>REVENUES</b>							
<b>Property Taxes</b>							
	4010	Current-Year Secured					
		4010.00	Current Secured	1,158,887.08	2,027,714.00	(868,826.92)	57.15%
		4010.01	Revenue Residual	19,260.94			
		4010.02	Statutory Revenue	2,027.10			
		4010.03	SB 813 Supplemental	27,487.63	28,840.00	(1,352.37)	95.31%
<b>Total 4010 · Current-Year Secured</b>				<b>1,207,662.75</b>	<b>2,056,554.00</b>	<b>(848,891.25)</b>	<b>58.72%</b>
	4020	Current-Year Unsecured		61,611.91	72,100.00	(10,488.09)	85.45%
	4030	Prior-Year Secured					
		4030.00	Prior Secured	5,112.32			
		4030.01	Secured Refunds	(20,720.55)			
		4030.02	Statutory Revenue	939.04			
		4030.03	SB 813 Redemption	675.21			
	4030	Prior-Year Secured - Other		9,744.01	10,300.00	(555.99)	94.6%

		<b>Total 4030 · Prior-Year Secured</b>	<b>(4,249.97)</b>	10,300.00	<b>(14,549.97)</b>	<b>(41.26%)</b>
		4050 · Homeowners Exemption	7,007.94	7,725.00	<b>(717.06)</b>	90.72%
		4060 · Special Assessment				
		4060.01 · Per Parcel Benefit Assessment	447,123.11	780,996.00	<b>(333,872.89)</b>	57.25%
		4060.02 · Direct Assessments	2,566.94			
		<b>Total 4060 · Special Assessment</b>	<b>449,690.05</b>	<b>780,996.00</b>	<b>(331,305.95)</b>	<b>57.58%</b>
		4090 · RDA ABx126 Income		26,500.00	<b>(26,500.00)</b>	
		<b>Total Property Taxes</b>	<b>1,721,722.68</b>	<b>2,954,175.00</b>	<b>(1,232,452.32)</b>	<b>58.28%</b>
		<b>Total REVENUES</b>	<b>1,721,722.68</b>	<b>2,954,175.00</b>	<b>(1,232,452.32)</b>	<b>58.28%</b>
		<b>Total Income</b>	<b>1,921,816.40</b>	<b>3,341,693.00</b>	<b>(1,419,876.60)</b>	<b>57.51%</b>
		<b>Expense</b>				
		<b>PERSONNEL RELATED EXPENSES</b>				
		<b>5000 · SALARIES &amp; WAGES</b>				
		5010 · Salaried	766,303.98	1,314,365.00	<b>(548,061.02)</b>	58.3%
		5020 · Hourly	199,810.72	212,693.00	<b>(12,882.28)</b>	93.94%
		<b>Total 5000 · SALARIES &amp; WAGES</b>	<b>966,114.70</b>	<b>1,527,058.00</b>	<b>(560,943.30)</b>	<b>63.27%</b>
		<b>5100 · Employer-Portion Taxes/Benefits</b>				
		5120 · Payroll Taxes (ER)	50,443.88			
		5120.01 · Soc Security & Medicare, Salary	20,486.21	100,549.00	<b>(80,062.79)</b>	20.37%
		5120.02 · Soc Security & Medicare, Hourly	5,930.34	16,271.00	<b>(10,340.66)</b>	36.45%
		5210 · PERS Retirement				
		5210.01 · CalPers CLASSIC (ER Contr)	14,677.33			
		5210.02 · CalPers PEPRA (ER Contr)	16,549.62			
		5211 · PERS Retirement 2% @ 55	85,323.82			
		5212 · PERS Retirement 2% @ 60	792.10			
		5213 · PERS Retirement 2% @ 62	9,129.11			
		5210 · PERS Retirement - Other	258.37	180,765.00	<b>(180,506.63)</b>	0.14%
		<b>Total 5210 · PERS Retirement</b>	<b>126,730.35</b>	<b>180,765.00</b>	<b>(54,034.65)</b>	<b>70.11%</b>
		5222 · OPEB Contribution	81,669.00	140,000.00	<b>(58,331.00)</b>	58.34%
		5250 · SUI, Salaried	112.01	15,233.00	<b>(15,120.99)</b>	0.74%
		5251 · SUI, Hourly	697.64	2,465.00	<b>(1,767.36)</b>	28.3%
		5300 · Tuition Reimbursement				
		<b>Total 5100 · Employer-Portion Taxes/Benefits</b>	<b>286,069.43</b>	<b>455,283.00</b>	<b>(169,213.57)</b>	<b>62.83%</b>
		<b>5200 · Insurance</b>				
		5220 · Health Insurance	140,483.09	204,000.00	<b>(63,516.91)</b>	68.86%
		5230 · Dental Insurance	10,988.23	14,435.00	<b>(3,446.77)</b>	76.12%
		5240 · Vision Insurance	3,342.18	4,308.00	<b>(965.82)</b>	77.58%
		5260 · Life Insurance	963.60	1,710.00	<b>(746.40)</b>	56.35%
		5270 · Workers' Compensation	17,802.97	18,000.00	<b>(197.03)</b>	98.91%
		5280 · Disability Insurance	298.32			
		<b>Total 5200 · Insurance</b>	<b>173,878.39</b>	<b>242,453.00</b>	<b>(68,574.61)</b>	<b>71.72%</b>
		<b>Total 'PERSONNEL RELATED EXPENSES</b>	<b>1,426,062.52</b>	<b>2,224,794.00</b>	<b>(798,731.48)</b>	<b>64.1%</b>
		<b>CAPITAL</b>				
		7310 · Equipment, Furniture & Fixtures	5,995.04	20,000.00	<b>(14,004.96)</b>	29.98%
		7320 · Structures & Improvements	5,000.00	128,156.00	<b>(123,156.00)</b>	3.9%
		<b>Total CAPITAL</b>	<b>10,995.04</b>	<b>148,156.00</b>	<b>(137,160.96)</b>	<b>7.42%</b>
		<b>FACILITIES, GROUNDS &amp; MAINTENAN</b>				

	7205 · Maintenance Contracts	4,146.87	8,000.00	(3,853.13)	51.84%
	7210 · Building Maint & Repairs	15,273.05	40,000.00	(24,726.95)	38.18%
	7220 · Landscape	16,295.92	15,000.00	1,295.92	108.64%
	<b>Total FACILITIES, GROUNDS &amp; MAINTENAN</b>	<b>35,715.84</b>	<b>63,000.00</b>	<b>(27,284.16)</b>	<b>56.69%</b>
	<b>LIBRARY MATERIALS</b>				
	6110 · Cataloging Expenses	11,584.82	19,604.00	(8,019.18)	59.09%
	6115 · Electronic Databases & Subscrip	17,658.77	15,000.00	2,658.77	117.73%
	6120 · Books	55,358.77	166,944.00	(111,585.23)	33.16%
	6125 · Audio CD	11,723.83	19,253.00	(7,529.17)	60.89%
	6130 · DVD's & Videogames	16,752.50	25,110.00	(8,357.50)	66.72%
	6135 · Processing of Materials	22,803.19	50,000.00	(27,196.81)	45.61%
	6140 · Periodicals	10,374.40	12,500.00	(2,125.60)	83.0%
	6150 · Downloadables	12,882.19	20,000.00	(7,117.81)	64.41%
	<b>Total LIBRARY MATERIALS</b>	<b>159,138.47</b>	<b>328,411.00</b>	<b>(169,272.53)</b>	<b>48.46%</b>
	<b>MISCELLANEOUS EXPENSE</b>				
	7510 · Miscellaneous Expense	3,624.10	2,000.00	1,624.10	181.21%
	7520 · Refunds/Parcel		1,000.00	(1,000.00)	
	<b>Total MISCELLANEOUS EXPENSE</b>	<b>3,624.10</b>	<b>3,000.00</b>	<b>624.10</b>	<b>120.8%</b>
	<b>OPERATING EXPENSES</b>				
	6430 · Insurance-Gen, Prop, Liab, Eq	19,858.61	31,000.00	(11,141.39)	64.06%
	6620 · Membership Dues & Subscriptions	12,360.00	13,000.00	(640.00)	95.08%
	6625 · Training & Education	4,675.50	8,000.00	(3,324.50)	58.44%
	6626 · Recruitment, Gifts and Memorial	2,836.53	5,000.00	(2,163.47)	56.73%
	6627 · Advertising / Marketing	17,328.97	30,000.00	(12,671.03)	57.76%
	6710 · Meetings & Travel	8,479.94	6,000.00	2,479.94	141.33%
	6730 · Mileage & Parking Reimbursement	362.25	1,000.00	(637.75)	36.23%
	6740 · Postage & Delivery	3,209.08	9,500.00	(6,290.92)	33.78%
	6745 · Banking & Service Fees	921.40	2,000.00	(1,078.60)	46.07%
	6746 · Payroll Fees	9,519.38	13,000.00	(3,480.62)	73.23%
	6750 · Printing & Reproduction	2,937.37	6,000.00	(3,062.63)	48.96%
	6755 · Equipment, Furniture, Fixtures	45,592.98	5,000.00	40,592.98	911.86%
	6765 · Janitorial Supplies	6,931.40	14,500.00	(7,568.60)	47.8%
	6770 · Operating Supplies	19,843.78	30,000.00	(10,156.22)	66.15%
	6780 · Operating Software	249.00	5,000.00	(4,751.00)	4.98%
	6785 · Computer Supplies				
	6790 · Hardware (Computers / Tech)	585.50	8,000.00	(7,414.50)	7.32%
	6920 · Electricity	22,371.27	42,000.00	(19,628.73)	53.27%
	6930 · Natural Gas	3,043.28	5,500.00	(2,456.72)	55.33%
	6940 · Water & Sewage	3,566.61	5,600.00	(2,033.39)	63.69%
	6950 · Refuse	2,476.25	4,500.00	(2,023.75)	55.03%
	6960 · Products for Resale	436.60	500.00	(63.40)	87.32%
	6970 · Equipment Lease & Rental	8,237.60	15,424.00	(7,186.40)	53.41%
	7530 · Direct Assessments/Admin Costs	27,677.23	23,133.00	4,544.23	119.64%
	<b>Total OPERATING EXPENSES</b>	<b>223,500.53</b>	<b>283,657.00</b>	<b>(60,156.47)</b>	<b>78.79%</b>
	<b>PROFESSIONAL &amp; TECHNICAL</b>				
	7125 · Audit and Financial Consulting	26,412.50	14,000.00	12,412.50	188.66%
	7130 · Legal Fees	16,212.98	10,000.00	6,212.98	162.13%

	<b>7135 · Technology Consulting</b>	1,078.80	20,000.00	(18,921.20)	5.39%
	<b>7140 · Architectural &amp; Engineering</b>		9,000.00	(9,000.00)	
	<b>7145 · Collection Agency</b>	680.20	1,800.00	(1,119.80)	37.79%
	<b>7155 · Consultants - Other</b>	23,396.79	30,000.00	(6,603.21)	77.99%
	<b>7170 · Telecommunications</b>	(696.86)	25,000.00	(25,696.86)	(2.79%)
	<b>7175 · Internet Service</b>	29,852.10	6,575.00	23,277.10	454.02%
	<b>7180 · Technology Equipment</b>	44,668.06	56,000.00	(11,331.94)	79.76%
	<b>7185 · Technology Maintenance Fees</b>	42,025.66	52,800.00	(10,774.34)	79.59%
	<b>7190 · Website Development</b>	360.00	20,000.00	(19,640.00)	1.8%
	<b>Total PROFESSIONAL &amp; TECHNICAL</b>	<b>183,990.23</b>	<b>245,175.00</b>	<b>(61,184.77)</b>	<b>75.04%</b>
	<b>PROGRAMS</b>				
	<b>6200 · Youth Services</b>	3,574.63	10,000.00	(6,425.37)	35.75%
	<b>6210 · Teen Services</b>	1,463.45	5,500.00	(4,036.55)	26.61%
	<b>6220 · Adult Services</b>	7,227.79	25,000.00	(17,772.21)	28.91%
	<b>6230 · Bob Lucas Branch Services</b>	1,047.57	2,000.00	(952.43)	52.38%
	<b>6240 · Literacy Services</b>	84.35	3,000.00	(2,915.65)	2.81%
	<b>Total PROGRAMS</b>	<b>13,397.79</b>	<b>45,500.00</b>	<b>(32,102.21)</b>	<b>29.45%</b>
	<b>Total Expense</b>	<b>2,056,424.52</b>	<b>3,341,693.00</b>	<b>(1,285,268.48)</b>	<b>61.54%</b>
	<b>Net Ordinary Income</b>			<b>(134,608.12)</b>	<b>100.0%</b>
	<b>Net Income</b>			<b>(134,608.12)</b>	<b>100.0%</b>





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

**MINUTES**

**Regular Meeting**

Board of Library Trustees – Altadena Library District

Community Room – Main Library

**March 27, 2017 – 5:06 p.m.**

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

1. **CALL TO ORDER**

2. **ROLL CALL:**

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

3. **ADOPTION OF AGENDA**

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

**Recommended Action:** The Board of Library Trustees hereby adopts the Agenda as presented.  
**Moved by Zelada-Garcia, Seconded by Zambrano.**

4. **PUBLIC COMMUNICATION**

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

**None**

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

**HIRES/PROMOTIONS:**

**New Hires:**

Selena Alegria – Library Page 2/6/17  
Mark Parsons – Library Associate (Collection Development) 2/6/17  
Adriana Muro – Library Associate (Youth Services) 2/21/17

**Director Kittay welcomed Nicole Fabry as she is now a full time associate in Finance. She also reported on the new hires, Mark Parsons and Adriana Muro.**

6. **FINANCIAL REPORTS**

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

**(DISCUSSION/POSSIBLE ACTION)**

**Director Kittay noted that the Board would normally review the financials one month at a time, but due to circumstances she was presenting a review of the first six months rather than individual months. Some areas she noted during the presentation of the financials were the total assets, the rewards and incentives (Credit card rebates), the per parcel benefit assessment, employee benefits, miscellaneous expenses, and library materials. She noted that since the budget was completed without knowing that the HUD funds would be received, she will be doing a mid-year budget amendment to adjust some line items. She also noted the increased costs to financial consulting due to a leave of absence and the need to cover the department.**

**Director Kittay noted that the current expenditure for internet service does not reflect a rebate that the District will receive from Erate.**

**She also noted that upon detailed review and correction of the financials, they now correlate to the auditor's report without error or discrepancy.**

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

7. **CONSENT CALENDAR**

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

**Director Kittay made a note regarding the statistics, noting that a large increase was seen for the Children's and YA collections because of the maintenance that had been done to the collection by the new Librarians. She also noted that with the closure, there will be some notable reductions in usage statistics but they may be made up by the surge that is normal after a closing.**

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

- a) Approval of minutes – Regular meeting held February 27, 2017
- b) Statistical Reports – February 2017
- c) Departmental Monthly Report – February 2017

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

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

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

9. **DIRECTOR'S REPORT**

10. **OLD BUSINESS**

- a) Human Resources Update – Report by HRNETwork (**INFORMATION**)

**Audriane from HR Network presented an update.**

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

**Director Kittay noted that the final report was in the process of being created. She also noted that there will be a town hall meeting taking place at the end of April.**

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

**Director Kittay provided some updates to the project, noting that we are ahead of schedule and on budget. She would like to have staff visit a Rancho Cucamonga library so as to see display and other interesting operational procedures from that library. Kittay noted that staff are working on many projects such as the revisions to the circulation manual and policies.**

- d) Resolution 201701 Update (**INFORMATION**)

**Administrative Assistant Kylynn Chaney provided a copy of the letter from the Board of Supervisors noting that they had approved the district's request for a change of election dates.**

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

**Director Kittay requested that this topic be deferred.**

- f) Joint meeting of FOAL and Board of Trustees Update (**INFORMATION**)

**Director Kittay will be sending out alternative dates for a joint meeting, once she has a confirmed facilitator available.**

11. **NEW BUSINESS**

- a) Approval of Revised Employee Manual (**DISCUSSION/ACTION**)

**Trustee Zelada-Garcia expressed concern over the lack of language that clearly defines a family medical leave- or personal leave, not legally covered under other policies in the employee handbook. HR representative Audriane explained that because the District is not legally required to provide FMLA, that no such policy was written, and any request would be evaluated on a case-by-case basis by the District Director and HR Network. It was agreed to add a sentence that notes that requests would be evaluated on a case-by-case basis.**

**It was moved by Trustee Zelada-Garcia and Seconded by Trustee Zambrano to approve the handbook, effective April 1<sup>st</sup>.**

- b) Review of Operating Plan (Mid-Year Update) (**INFORMATION**)

**Director Kittay provided the six month update to the Operating Plan including a one page synopsis of the three most important initiatives that the District staff are currently working on. She noted that the leadership team had created this document to clearly defining the district's operating goals and the team agreed that the one page synopsis made it easier for all staff to know what the priorities were. The Leadership Team is looking at using the current Operating Plan for 2017/2018, updated,**

and defining three new initiatives for the year rather than creating a new Operating Plan from scratch.

12. **CORRESPONDENCE & PRESS**  
a) Press Clippings (**INFORMATION**)

13. **REPORTS OF SUPPORT GROUPS**  
a) Altadena Library Foundation  
b) Friends of the Altadena Library

14. **REPORTS OF TRUSTEES**  
Trustee Bershatsky thanked the administration and staff for all their hard work.

Trustee Zambrano noted that he was working with the 50<sup>th</sup> anniversary committee.

15. **CLOSED SESSION**

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

The board went into closed session at 6:58 p.m.

16. **RECESS BACK INTO OPEN SESSION**

The board came out of closed session at 7:25 p.m.

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

The Board of Library Trustees rejected the employee's claim.

18. **AGENDA ITEMS FOR FUTURE AGENDAS**

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

19. **ADJOURNMENT**

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

Moved by Zelada Garcia      Seconded by Zambrano  
Adjourned at 7:26 p.m.

# Statistics for FY 2016/17

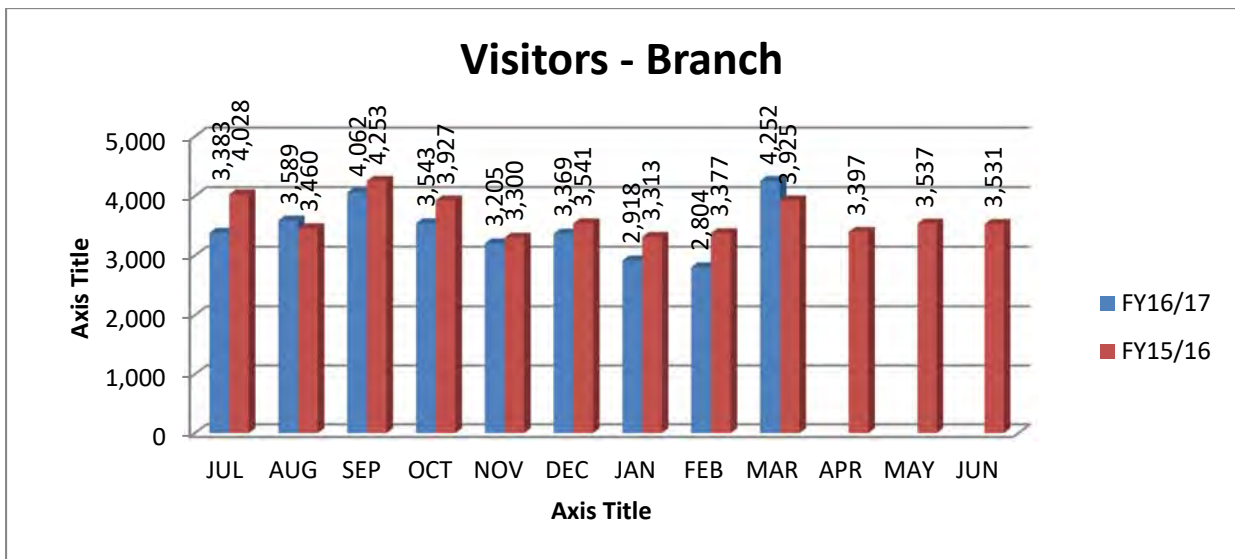
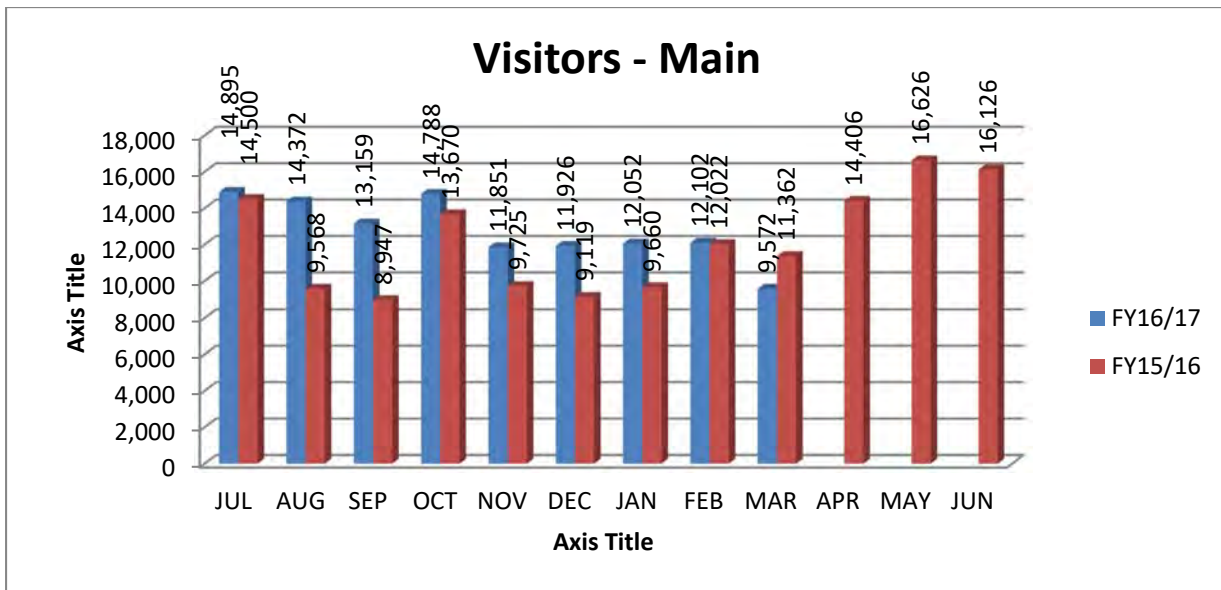
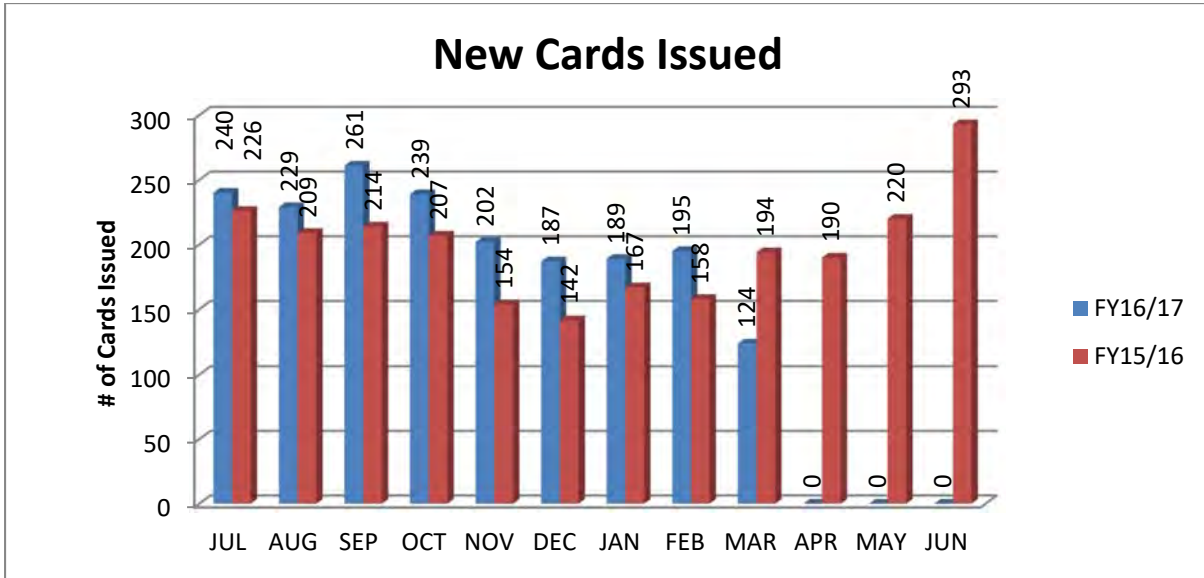
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
<b>Circulation - Main*</b>													
FY15/16	17,903	16,499	16,371	17,671	16,623	15,024	16,073	16,335	17,705	16,435	15,519	17,498	150,204
FY16/17	17,367	17,252	16,008	16,383	15,592	15,615	16,474	15,695	9,698				140,084
% Change	-3%	5%	-2%	-7%	-6%	4%	2%	-4%	-45%	-100%	-100%	-100%	-7%
Self-Check	4175	4142	3679	3753	3282	3061	3629	3669	1456				
<b>Circulation - Branch</b>													
FY15/16	1,281	933	955	994	939	942	999	995	1,106	1,059	1103	1,112	9,144
FY16/17	1,291	1,182	1,166	1,168	947	1,073	1,097	974	2,086				10,984
% Change	1%	27%	22%	18%	1%	14%	10%	-2%	89%	-100%	-100%	-100%	20%
<b>TOTALS</b>													
FY 15/16	19,184	17,432	17,326	18,665	17,562	15,966	17,072	17,330	18,811	17,494	16,622	18,610	159,348
FY 16/17	18,658	18,434	17,174	17,551	16,539	16,688	17,571	16,669	11,784	0	0	0	151,068
% Change	-3%	6%	-1%	-6%	-6%	5%	3%	-4%	-37%	-100%	-100%	-100%	-5%
<b>Visitors - Main OLD COUNTER DOUBLED ITS NUMBERS!</b>													
FY15/16	14,500	9,568	8,947	13,670	9,725	9,119	9,660	12,022	11,362	14,406	16,626	16,126	98,573
FY16/17	14,895	14,372	13,159	14,788	11,851	11,926	12,052	12,102	9,572				114,717
% Change	3%	50%	47%	8%	22%	31%	25%	1%	-16%	-100%	-100%	-100%	16%
<b>Visitors - Branch</b>													
FY15/16	4,028	3,460	4,253	3,927	3,300	3,541	3,313	3,377	3,925	3,397	3,537	3,531	33,124
FY16/17	3,383	3,589	4,062	3,543	3,205	3,369	2,918	2,804	4,252				31,125
% Change	-16%	4%	-4%	-10%	-3%	-5%	-12%	-17%	8%	-100%	-100%	-100%	-6%
TOTAL VISITORS	18,278	17,961	17,221	18,331	15,056	15,295	14,970	14,906	13,824	-	-	-	145,842
<b>Days Open - Main</b>													
FY15/16	26	26	25	27	22	24	24	24	27	26	25	26	225
FY16/17	25	27	25	25	23	24	25	23	10				207
% Change	-4%	4%	0%	-7%	5%	0%	4%	-4%	-63%	-100%	-100%	-100%	-8%
<b>Days Open - Branch</b>													
FY15/16	23	21	21	21	18	21	19	20	23	21	21	22	187
FY16/17	20	23	21	20	19	20	20	19.5	27				189.5
% Change	-13%	10%	0%	-5%	6%	-5%	5%	-3%	17%	-100%	-100%	-100%	1%
<b>Registrations - Main</b>													
FY15/16	208	189	191	188	141	126	161	140	177	164	187	274	1,521
FY16/17	223	202	234	215	188	166	175	175	101				1,679
% Change	7%	7%	23%	14%	33%	32%	9%	25%	-43%	-100%	-100%	-100%	10%
<b>Registration - Branch</b>													
FY15/16	18	20	23	19	13	16	6	18	17	26	33	19	150
FY16/17	17	27	27	24	14	21	14	20	23				187
% Change	-6%	35%	17%	26%	8%	31%	133%	11%	35%	-100%	-100%	-100%	25%
<b>Registration - Total</b>													
FY15/16	226	209	214	207	154	142	167	158	194	190	220	293	1,671
FY16/17	240	229	261	239	202	187	189	195	124	0	0	0	1,866
% Change	6%	10%	22%	15%	31%	32%	13%	23%	-36%	-100%	-100%	-100%	12%
<b>Reserves - Main</b>													
FY15/16	175	224	187	238	248	201	221	234	274	389	330	375	2,002
FY16/17	312	316	396	403	405	413	294	407	289				3,235
% Change	78%	41%	112%	69%	63%	105%	33%	74%	5%	-100%	-100%	-100%	62%
<b>ILL Lent (Main)</b>													
FY15/16	32	39	40	51	35	42	46	48	46	42	48	48	379
FY16/17	48	10	40	30	44	34	35	57	14				312
% Change	50%	-74%	0%	-41%	26%	-19%	-24%	19%	-70%	-100%	-100%	-100%	-18%
<b>ILL Borrowed (Main)</b>													
FY15/16	28	22	32	25	28	15	27	19	28	22	23	23	224
FY16/17	24	23	42	25	39	14	77	28	25				297
% Change	-14%	5%	31%	0%	39%	-7%	185%	47%	-11%	-100%	-100%	-100%	33%
<b>Inter Library Loan - Branch</b>													
FY15/16	5	0	3	8	0	0	6	7	4	5	7	7	39

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
FY16/17	5	1	5	4	7	5	5	5	4				41
% Change	0%		67%	-50%	17%		-17%	-29%	0%	-100%	-100%	-100%	5%
<b>Community Room Events (Non-Library)</b>													
FY15/16	8	11	14	11	9	6	6	9	8	5	8	9	82
FY16/17	6	10	7	6	11	6	6	9	6				67
% Change	-25%	-9%	-50%	-45%	22%	0%	0%	0%	-25%	-100%	-100%	-100%	-18%
<b>Community Room Attendance (Non-Library)</b>													
FY15/16	67	85	197	178	226	48	102	132	77	70	139	119	1,112
FY16/17	75	134	81	67	115	125	90	200	50				937
% Change	12%	58%	-59%	-62%	-49%	160%	-12%	52%	-35%	-100%	-100%	-100%	-16%
<b>Adult Reference Questions</b>													
FY15/16	475	430	287	260	212	195	104	196	210	130	158	145	2,369
FY16/17	114	119	107	115	71	88	79	226	75				994
% Change	-76%	-72%	-63%	-56%	-67%	-55%	-24%	15%	-64%	-100%	-100%	-100%	-58%
<b>Children's Services Reference Questions</b>													
FY15/16	1052	567	569	611	446	422	582	601	735	679	550	917	5,585
FY16/17	749	568	548	589	566	569	300	300	62				4,251
% Change	-29%	0%	-4%	-4%	27%	35%	-48%	-50%	-92%	-100%	-100%	-100%	-24%
<b>Branch Services Reference Questions</b>													
FY15/16	75	66	88	74	57	67	52	63	81	68	67	41	623
FY16/17	58	74	61	35	44	47	42	44	95				500
% Change	-23%	12%	-31%	-53%	-23%	-30%	-19%	-30%	17%	-100%	-100%	-100%	-20%
<b>Adult Public Computer Usage</b>													
FY15/16	2,313	2,167	1,979	2,218	1,703	576	1,779	1,803	2,003	1,585	1,900	1,915	16,541
FY16/17	2,213	2,221	3,928	2,226	1,751	1,575	1,650	1,651	1,380				18,595
% Change	-4%	2%	98%	0%	3%	173%	-7%	-8%	-31%	-100%	-100%	-100%	12%
<b>Children's Services Public Computer Usage</b>													
FY15/16	605	671	549	306	467	236	141	234	488	520	488	829	3,697
FY16/17	742	840	555	584	599	581	155	525	309				4,890
% Change	23%	25%	1%	91%	28%	146%	10%	124%	-37%	-100%	-100%	-100%	32%
<b>Branch Services Public Computer Usage</b>													
FY15/16	729	681	726	801	608	662	544	541	652	621	751	775	5,944
FY16/17	627	763	883	812	849	795	750	698	702				6,879
% Change	-14%	12%	22%	1%	40%	20%	38%	29%	8%	-100%	-100%	-100%	16%
													26,182
													30,364
<b>Main PC Usage Wireless</b>													
FY15/16	2,658	2,760	2,841	2,976	2,751	2,765	2,873	3,257	3,725	4,004	5,376	4,939	26,606
FY16/17	4,888	5,023	4,918	5,532	5,427	5,041	5,015	5,341	2,814				43,999
%Change	84%	82%	73%	86%	97%	82%	75%	64%	-24%	-100%	-100%	-100%	65%
<b>Branch PC Usage Wireless</b>													
FY15/16	1,297	1,252	1,401	1,441	1,341	1,461	1,295	1,385	1,186	1,373	1,452	1,394	12,059
FY16/17	1,146	1,178	1,145	1,301	1,277	1,055	1,049	1,182	1,322				10,655
% Change	-12%	-6%	-18%	-10%	-5%	-28%	-19%	-15%	11%	-100%	-100%	-100%	-12%
<b>Collection Size</b>													
FY15/16													
FY16/17		90,380	90,760	99,498	100,780	97,703	96,935	94,435	92,893				
% Change													
<b>Items Added</b>													
FY15/16	1730	928	1605	1068	963	1300	705	1048	1286	967	908	1284	10,633
FY16/17	941	993	1178	845	580	843	417	791	1189				7,777
% Change	-46%	7%	-27%	-21%	-40%	-35%	-41%	-25%	-8%	-100%	-100%	-100%	-27%
<b>Adult Programs</b>													
FY15/16	5	2	2	10	5	2	2	7	7	8	4	9	42
FY16/17	5	5	8	7	3	4	4	6	3				45
% Change	0%	150%	300%	-30%	-40%	100%	100%	-14%	-57%	-100%	-100%	-100%	7%
<b>Adult Programs - Attendance</b>													
FY15/16	176	104	33	390	514	145	128	275	235	392	943	469	2,000
FY16/17	141	115	151	467	239	211	271	330	195				2,305
% Change	-20%	11%	358%	20%	-55%	179%	112%	20%	-17%	-100%	-100%	-100%	15%

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
<b>Young Adult Programs</b>													
FY15/16	7	1	6	9	6	2	4	3	3	6	5	12	41
FY16/17	10	1	1	0	3	2	5	18	9				49
% Change	43%	0%	-83%	-100%	-50%	0%	25%	500%	200%	-100%	-100%	-100%	20%
<b>Young Adult Program Attendance</b>													
FY15/16	152	13	136	117	65	45	109	41	58	85	65	192	736
FY16/17	162	5	4	0	50	19	58	292	88				678
% Change	7%	-62%	-97%	-100%	-23%	-58%	-47%	612%	52%	-100%	-100%	-100%	-8%
<b>Children's Services Programs Offered</b>													
FY15/16	21	8	17	23	19	12	14	17	25	23	15	18	156
FY16/17	18	1	19	23	18	16	15	21	22				153
% Change	-14%	-88%	12%	0%	-5%	33%	7%	24%	-12%	-100%	-100%	-100%	-2%
<b>Children's Services Program Attendance</b>													
FY15/16	1,097	418	527	781	401	389	428	472	554	507	368	820	5,067
FY16/17	740	5	475	564	608	368	258	384	354				3,756
% Change	-33%	-99%	-10%	-28%	52%	-5%	-40%	-19%	-36%	-100%	-100%	-100%	-26%
<b>Branch Services Programs Offered</b>													
FY15/16	8	2	2	2	2	3	2	2	2	2	2	4	25
FY16/17	5	0	0	6	2	2	2	5	0				22
% Change	-38%	-100%	-100%	200%	0%	-33%	0%	150%	-100%	-100%	-100%	-100%	-12%
<b>Branch Services Program Attendance</b>													
FY15/16	205	32	44	35	40	54	52	44	42	33	26	209	548
FY16/17	142	0	0	100	27	56	35	71	0				431
% Change	-31%	-100%	-100%	186%	-33%	4%	-33%	61%	-100%	-100%	-100%	-100%	-21%
<b>Children's Services Class Visits</b>													
FY15/16	12	9	12	12	11	7	10	9	8	10	11	11	90
FY16/17	10	8	7	8	6	2	5	3	9				58
% Change	-17%	-11%	-42%	-33%	-45%	-71%	-50%	-67%	13%	-100%	-100%	-100%	-36%
<b>Children's Services Classroom Visits Attendance</b>													
FY15/16	235	145	206	193	166	117	131	201	12	151	210	210	1,406
FY16/17	158	104	109	161	133	62	62	80	256				1,125
% Change	-33%	-28%	-47%	-17%	-20%	-47%	-53%	-60%	2033%	-100%	-100%	-100%	-20%
<b>Branch Services Class Visits</b>													
FY15/16	0	0	0	0	0	0	0	0	3	2	0	1	3
FY16/17	0	0	0	0	1	2	1	0	3	2	0	1	10
% Change			n/a						0%	0%		100%	233%
<b>Branch Services Class Visits - Attendance</b>													
FY15/16	0	0	0	0	0	0	0	0	78	56	0	20	78
FY16/17	0	0	0	0	25	53	26	0	78	56	0	20	258
% Change			n/a						0%	0%		0%	231%
<b>Branch Services - Literacy Tutor Sessions Offered</b>													
FY15/16	61	58	72	58	38	44	40	53	60	55	63	54	484
FY16/17	32	55	62	79	90	66	66	61	60				571
% Change	-48%	-5%	-14%	36%	137%	50%	65%	15%	0%	-100%	-100%	-100%	18%
<b>Branch Services Literacy Tutor Sessions Attendance</b>													
FY15/16	204	176	210	185	147	138	98	133	219	200	192	164	1,510
FY16/17	126	140	202	244	246	216	198	192	179				1,743
% Change	-38%	-20%	-4%	32%	67%	57%	102%	44%	-18%	-100%	-100%	-100%	15%
<b>Branch Services Literacy Tutor Hours offered</b>													
FY15/16	78.75	91.75	100.75	52.5	51.25	38.75	44	80	82.75	81.5	89	57.75	621
FY16/17	27.5	27	75.5	99	90	85.5	84.5	78.5	70				638
% Change	-65%	-71%	-25%	89%	76%	121%	92%	-2%	-15%	-100%	-100%	-100%	3%
<b>Branch Services Literacy - Volunteer Hours</b>													
FY15/16	83.75	95	20	7.5	20	15	12	15	12	8	6	12.75	280
FY16/17	11.25	30.5	21.5	133	129	104.5	118	113	33.5				694
% Change	-87%	-68%	8%	1673%	545%	597%	883%	653%	179%	-100%	-100%	-100%	148%
<b>Adult Volunteers</b>													
FY15/16	1	1	1	1	1	1	3	3	1	2	10	1	13
FY16/17	3	4	1	2	1	1	2	6	5				25
% Change	200%	300%	0%	100%	0%	0%	-33%	100%	400%	-100%	-100%	-100%	92%

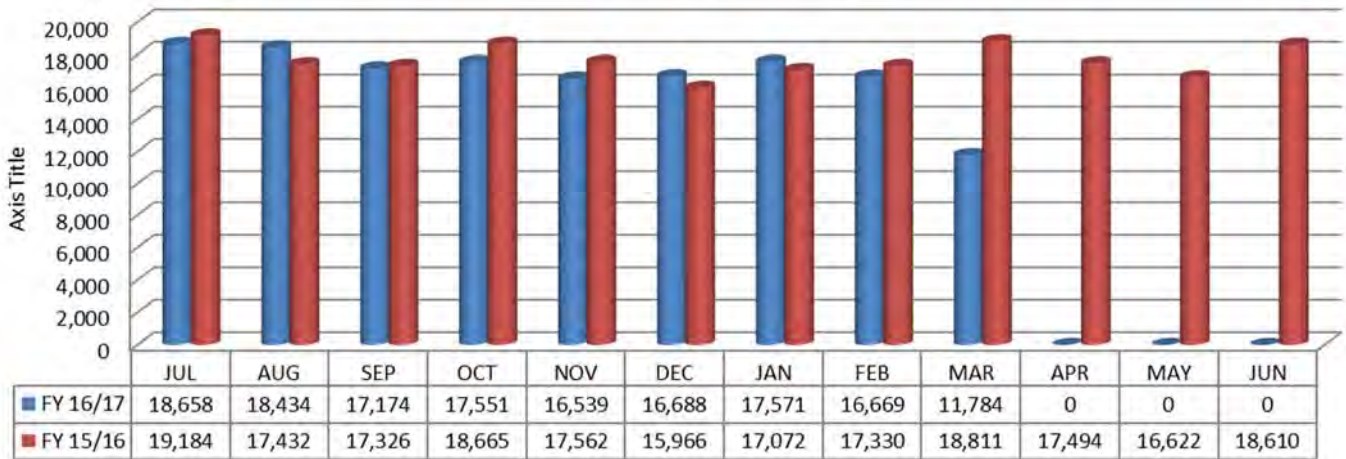
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
<b>Adult Volunteer Hours</b>													
FY15/16	25.45	44.5	22.5	31	17	24	36	76	48.5	38	113	27.5	325
FY16/17	38	67	13	24	18	30	29	25	15				259
% Change	49%	51%	-42%	-23%	6%	25%	-19%	-67%	-69%	-100%	-100%	-100%	-20%
<b>Young Adult Volunteers</b>													
FY15/16	11	7	16	12	10	9	12	13	16	15	18	16	106
FY16/17	11	0	0	0	20	8	3	5	4				51
% Change	0%	-100%	-100%	-100%	100%	-11%	-75%	-62%	-75%	-100%	-100%	-100%	-52%
<b>Young Adult Volunteer Hours</b>													
FY15/16	60.25	28	117.75	91.5	46.25	31.75	50	36	78.25	75.25	96.5	176	540
FY16/17	52.25	0	0	0	27.5	23	19	13.25	6				141
% Change	-13%	-100%	-100%	-100%	-41%	-28%	-62%	-63%	-92%	-100%	-100%	-100%	-74%
<b>Children's Services Volunteers</b>													
FY15/16	5	2	2	4	3	0	0	0	0	0	0	0	16
FY16/17	0	0	0	0	0	0	0	0	0				0
% Change	-100%	-100%	-100%	-100%	-100%								-100%
<b>Children's Services Volunteer Hours</b>													
FY15/16	20.75	7	5	22.25	8.25	0	0	0	0	0	0	0	63
FY16/17	0	0	0	0	0	0	0	0	0				0
% Change	-100%	-100%	-100%	-100%	-100%								-100%
<b>Branch Volunteer Hours</b>													
FY15/16													0
FY16/17	26												26
% Change													
<b>Ebsco Databases</b>													
FY15/16													0
FY16/17				28	13	11	7	13	24				96
% Change													
<b>Novelist</b>													
FY15/16													0
FY16/17			5	2	4		4	12	6				33
% Change													
<b>BrainFuse -Tutor Service</b>													
FY15/16	16	53	109	114	161	108	116	183	67	150	217	127	927
FY16/17	76	104	287	159	78	22	87	155	129				1,097
% Change	375%	96%	163%	39%	-52%	-80%	-25%	-15%	93%	-100%	-100%	-100%	18%
<b>Flipster (Searches)</b>													
FY15/16													0
FY16/17	125	94	80	2	1	3	80	72	66				523
% Change													
<b>Tumblebooks</b>													
FY15/16	20		97	27	19	14		6	2	30	0	2	185
FY16/17	79	1	10	27	5	11	93	0	8				234
% Change	295%		-90%	0%	-74%	-21%		-100%	300%	-100%		-100%	26%
<b>Passports</b>													
FY15/16	178	171	167	190	147	122	206	204	248	258	221	237	1,633
FY16/17	209	208	179	208	162	138	216	197	237				1,754
% Change	17%	22%	7%	9%	10%	13%	5%	-3%	-4%	-100%	-100%	-100%	7%
<b>Passport Photos</b>													
FY15/16	123	121	102	124	117	94	117	159	192	197	158	168	1,149
FY16/17	156	166	119	170	120	101	155	112	42				1,141
% Change	27%	37%	17%	37%	3%	7%	32%	-30%	-78%	-100%	-100%	-100%	-1%
<b>Notary Service</b>													
FY15/16	3	0	12	17	8	7	8	1	7	5	8	1	63
FY16/17	8	10	4	7	6	4	5	6	0				50
% Change	167%		-67%	-59%	-25%	-43%	-38%	500%	-100%	-100%	-100%	-100%	-21%
<b>*includes downloadables</b>													
*Literacy volunteer hours are up as they have been incorrectly reported before, I believe. Edward had been recording only prep hours as volunteer hours but volunteers hours should be instructional hrs. plus prep hours which is the way it is on the CLLS annual report.													
WE CLOSED ON MARCH 13TH FOR THE PHASE I RENOVATION.													
Page 23 of 79													

## Statistical Graphs for the Month of March 2017

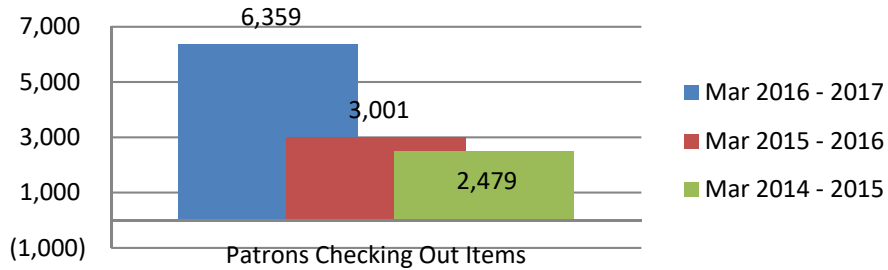




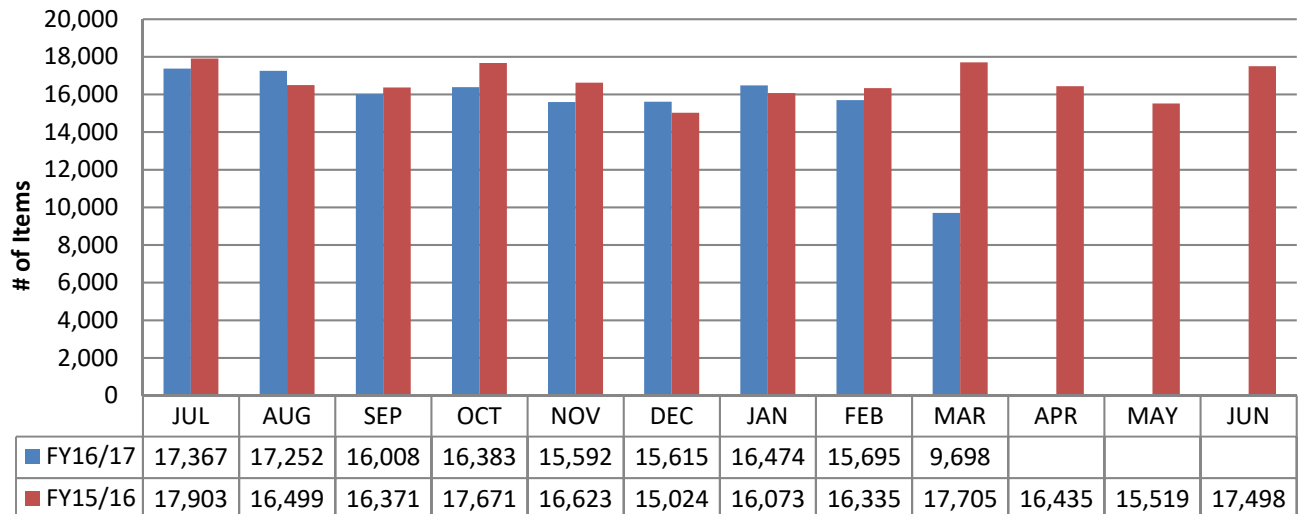
### Items Checked Out 16/17 vs 15/16 YTD



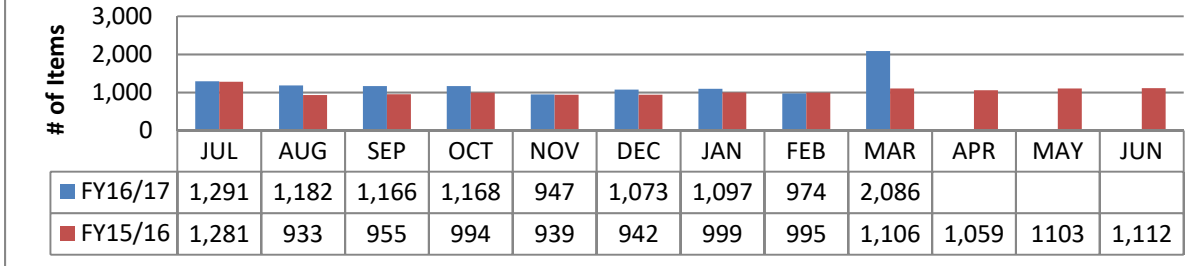
### # Of Cardholders Who Checked Out an Item



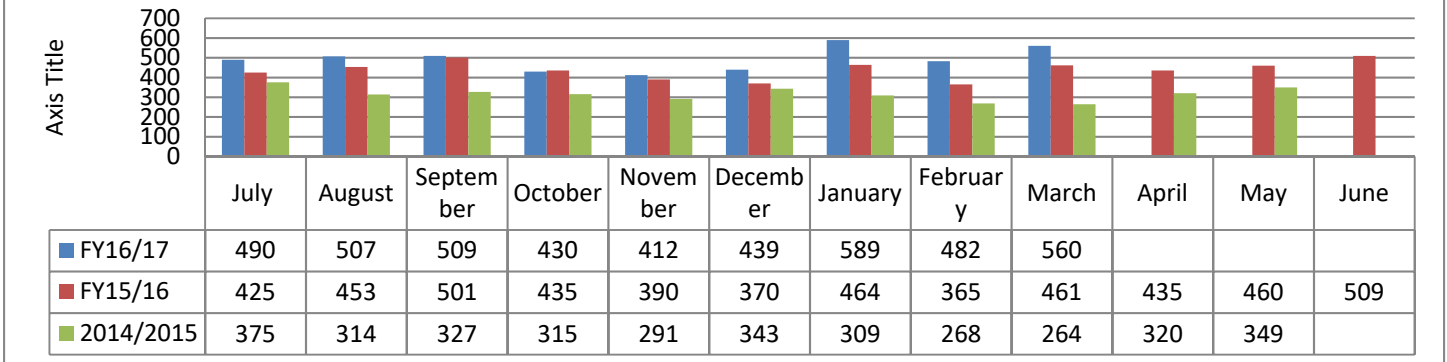
### Circulation Main



## Circulation Branch



## eBook Circulation



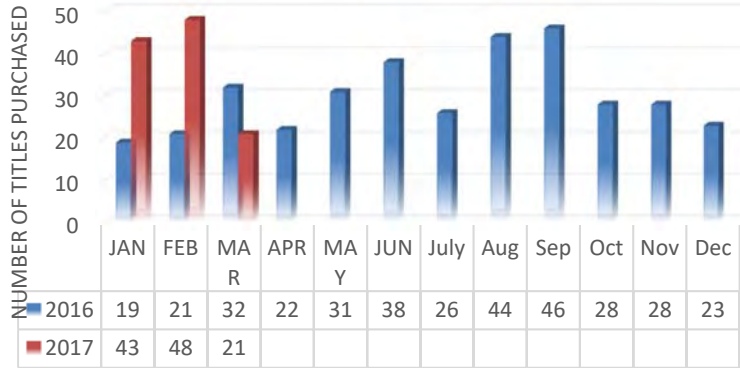
CIRCULATION (CHECKOUT) STATISTICS						
ALL LOCATIONS						
	Mar 17		Change vs		Actual #	
P TYPE	PERCENT	QTY	Feb 17	Mar 16	Feb 17	Mar 16
Adult	79.9%	8969	-29.9%	-41.1%	12801	15226
Juvenile	12.4%	1387	-43.7%	-32.6%	2464	2057
Staff	4.6%	513	5.6%	-21.1%	486	650
Trustee	0.0%	1	0.0%	0.0%	0	0
Teacher Loan	2.4%	272	11.0%	-22.1%	245	349
Teen	0.8%	85	-55.5%	25.0%	191	68
<b>Total</b>	<b>100.0%</b>	<b>11227</b>	<b>-30.6%</b>	<b>-38.8%</b>	<b>16187</b>	<b>18350</b>

<b>CIRCULATION (CHECKOUT) STATISTICS</b>						
<b>Main Library</b>						
	<b>Mar 17</b>		<b>Change vs</b>		<b>Actual #</b>	
<b>P TYPE</b>	<b>PERCENT</b>	<b>QTY</b>	<b>Feb 17</b>	<b>Mar 16</b>	<b>Feb 17</b>	<b>Mar 16</b>
Adult	79.2%	7239	-39.8%	-49.9%	12018	14441
Juvenile	11.9%	1088	-53.0%	-42.7%	2317	1900
Staff	5.2%	478	2.6%	-16.3%	466	571
Trustee	0.0%	1	0.0%	0.0%	0	0
Teacher Loan	2.9%	263	7.3%	-4.4%	245	275
Teen	0.8%	69	-58.7%	21.1%	167	57
<b>Total</b>	<b>100.0%</b>	<b>9138</b>	<b>-39.9%</b>	<b>-47.0%</b>	<b>15213</b>	<b>17244</b>

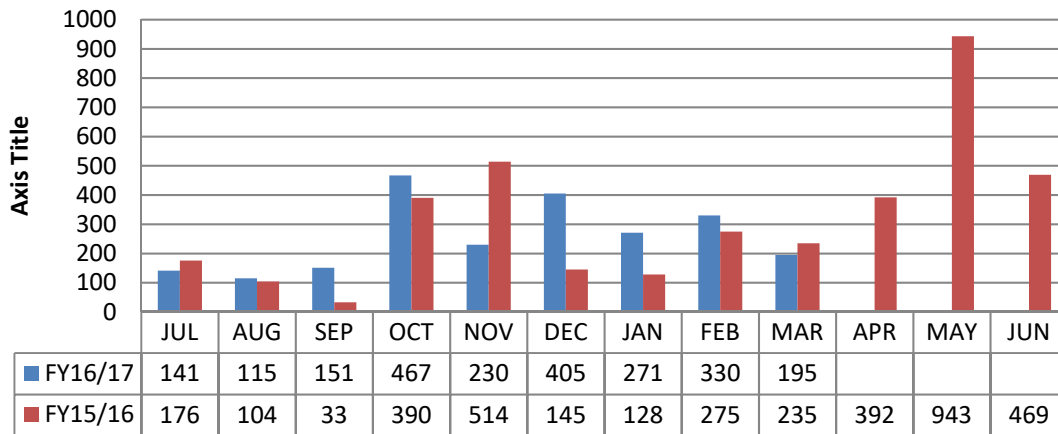
<b>CIRCULATION (CHECKOUT) STATISTICS</b>						
<b>Branch Library</b>						
	<b>Mar 17</b>		<b>Change vs</b>		<b>Actual #</b>	
<b>P TYPE</b>	<b>PERCENT</b>	<b>QTY</b>	<b>Feb 17</b>	<b>Mar 16</b>	<b>Feb 17</b>	<b>Mar 16</b>
Adult	82.9%	1726	120.7%	119.9%	782	785
Juvenile	14.4%	299	103.4%	90.4%	147	157
Staff	1.6%	33	65.0%	-58.2%	20	79
Teacher Loan	0.4%	9	0.0%	-87.8%	0	74
Teen	0.8%	16	-33.3%	45.5%	24	11
<b>Total</b>	<b>100.0%</b>	<b>2083</b>	<b>114.1%</b>	<b>88.3%</b>	<b>973</b>	<b>1106</b>

<b>CIRCULATION (CHECKOUT) STATISTICS</b>						
<b>ALL LOCATIONS</b>						
	<b>Mar 17</b>		<b>Change vs</b>		<b>Actual #</b>	
<b>I TYPE</b>	<b>PERCENT</b>	<b>QTY</b>	<b>Feb 17</b>	<b>Mar 16</b>	<b>Feb 17</b>	<b>Mar 16</b>
Book	64.1%	7198	-31.5%	-39.5%	10501	11902
Sound Disc	6.7%	754	-21.9%	-56.1%	966	1718
DVD	23.7%	2662	-31.9%	-34.9%	3909	4088
Kit	0.2%	18	-73.1%	-73.9%	67	69
Serial	1.1%	125	-47.0%	-48.1%	236	241
YA Video Games	0.7%	74	-53.8%	10.4%	160	67
Mature Video Games	0.5%	53	-31.2%	307.7%	77	13
Chromebooks	2.8%	311	21.0%	23.4%	257	252
Laptop Kit	0.3%	32	128.6%	0.0%	14	0
<b>Total</b>	<b>100.0%</b>	<b>11227</b>	<b>-30.6%</b>	<b>-38.8%</b>	<b>16187</b>	<b>18350</b>

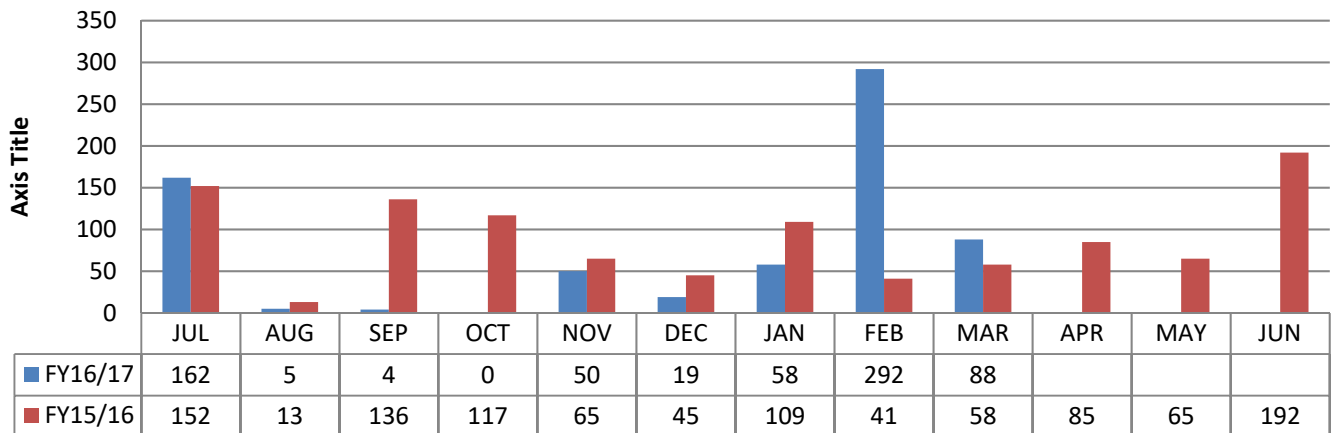
## PATRON INITIATED PURCHASES



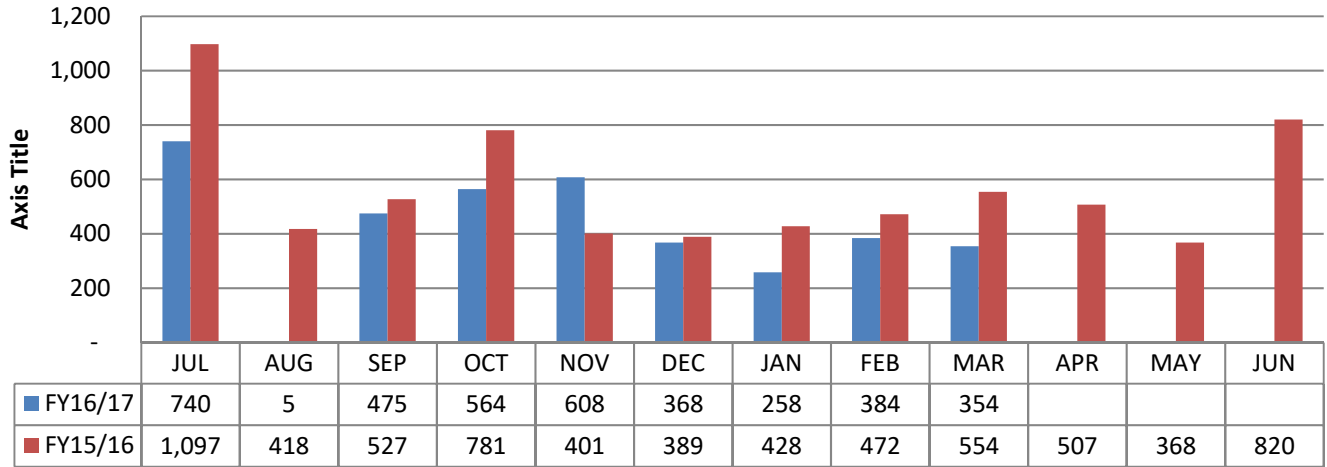
## Adult Program Attendance



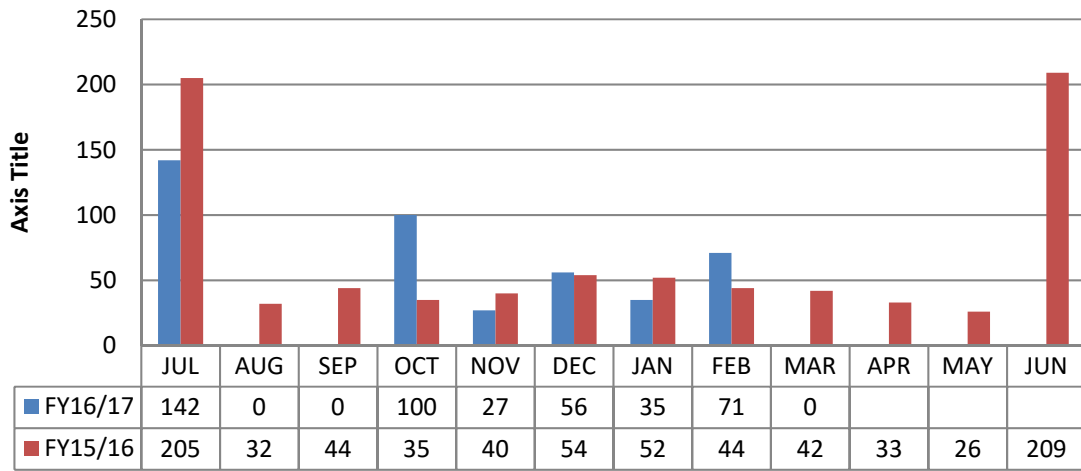
## Young Adult Program Attendance



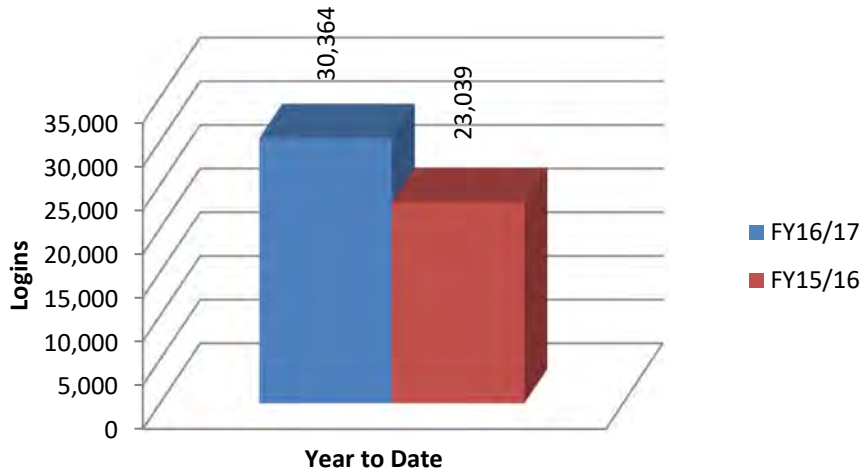
## Childrens Program Attendance

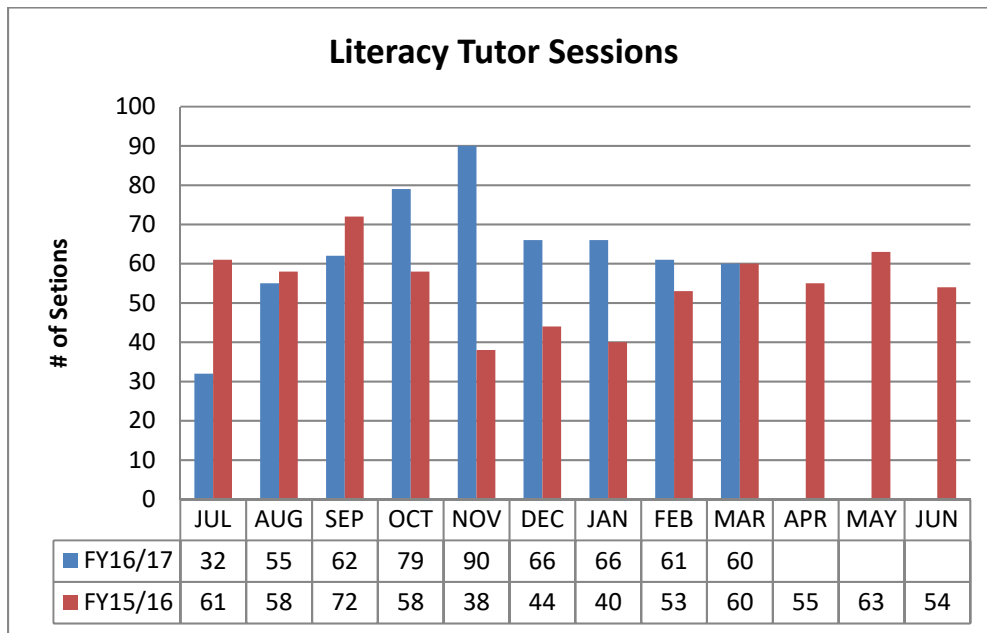
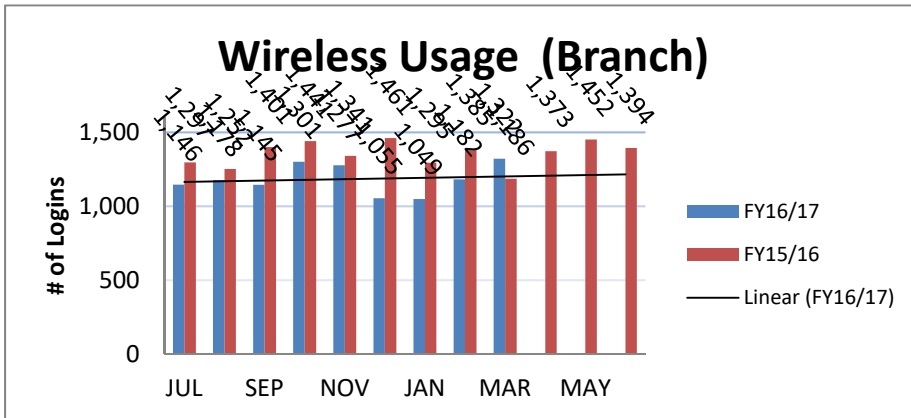
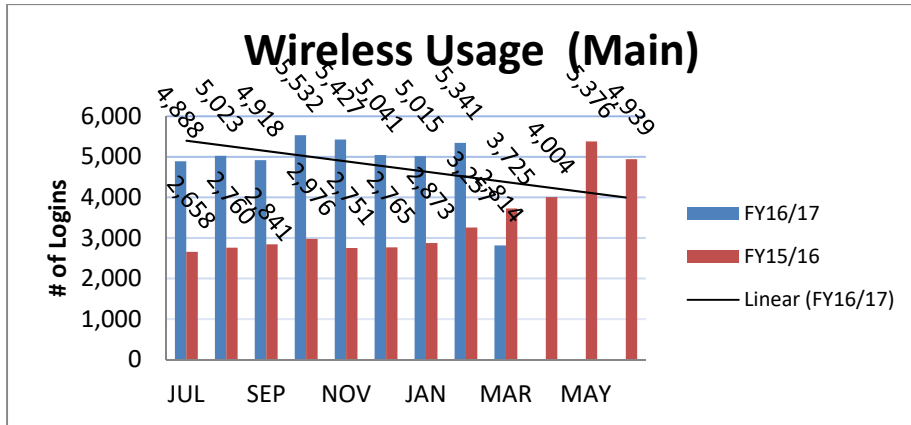


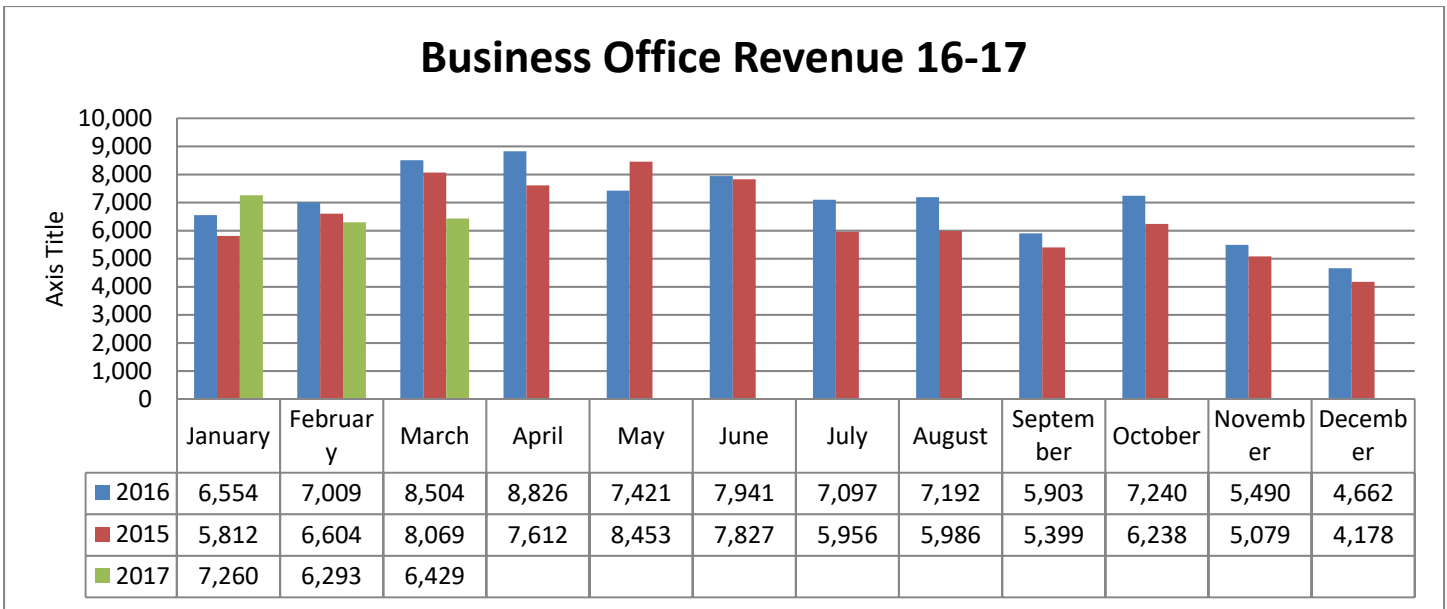
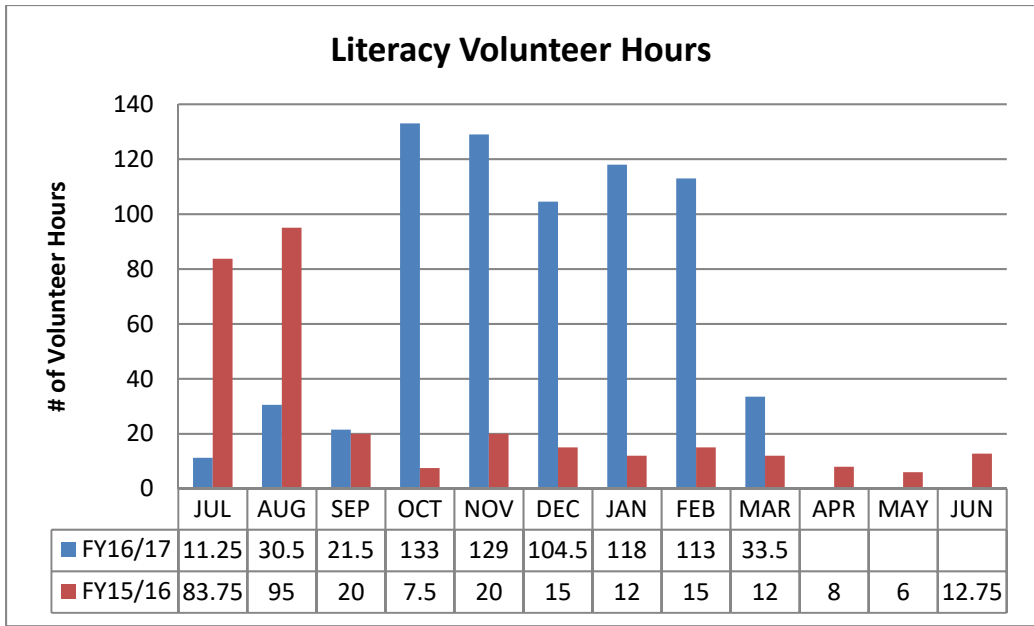
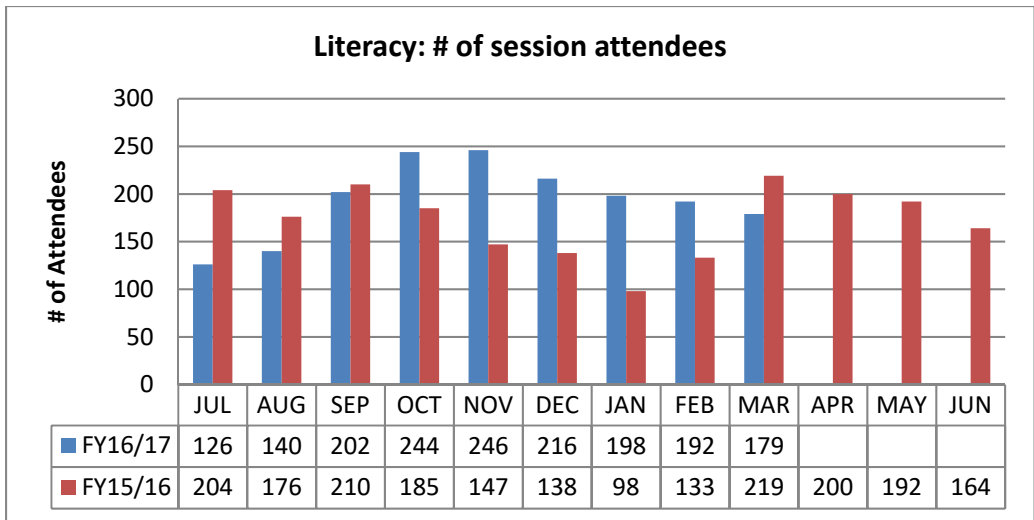
## Branch Program Attendance



## Computer Usage YTD (July - Feb)







This Week @ Your Altadena Library - SECOND SATURDAY & A Sneak Peek @ The Renovation	11,275	4 days ago	<b>18.16%</b> 2,047 opened
This Week @ Your Altadena Library - Main CLOSED - BRANCH Open 7 days per week!	11,293	8 days ago	<b>19.24%</b> 2,173 opened

FACEBOOK STATS

Page Visits	71	89	↓20.2%
Weekly Total Reach	2.86K	1.66K	↑72.5%
People Engaged	230	149	↑54.4%
Total Page Likes	1.06K	1.05K	↑0.4%

Social Rugrats LA mentioned you.

[Reply](#)



**Social Rugrats LA**  
@SocialRugratsLA

Apr 14

☆ [@AltadenaLibrary](#) Lego Club  
TOMORROW [bit.ly/2ngaU8n](http://bit.ly/2ngaU8n)





# neighbors building a better ALTADENA

NBBA

Neighbors Building A Better Altade...

Public Group

Joined ▾

Share

No

Discussion Members Events Photos Files

Search this group

Monica Hubbard shared a link.  
1 hr

Come to this Town Hall meeting on Thursday, April 27 and discuss future action steps for community-building in our wonderful town!



Town Hall Meeting | Altadena Library District

Please scroll down to RSVP below the invitation! RSVP: First Name \* Last Name \* Email Address \* Did you attend an Altadena Library District Community Conversation? \* Yes, I attended a Community Conversation. No, I did not attend a ...

ALTADENALIBRARY.ORG

ADD MEMBERS

+ Enter name or email address...

MEMBERS

30



SUGGESTED MEMBERS

Mark Austin Thomas

Molly Austin Cheek

Eliza Wingate

See More

DESCRIPTION

NEIGHBORS BUILDING A BETT  
Embracing our diversity, bu... Ser

GROUP TYPE

Neighbors

CREATE NEW GROUPS

@PasadenaUSD  
mentioned you.

Reply



@PasadenaUSD

@PasadenaUnified

Apr 10

It's National Library Week: visit a library & read a book! @AltadenaLibrary @PasadenaGov @CitySierraMadre

View conversation

## March 2017 Adult Services Monthly Report

**All of the Adult Services and Circulation staff took part in Shifting Day prior to Closing.**

**Helen moderated the No Guilt Book Club.** Fiction choice was "*Be Frank With Me*" by Julia Claiborne Johnson, and the nonfiction selection was "*H is for Hawk*" by Helen Macdonald. There were 10 participants and they met in the staff room downstairs. Fiction choice was a fave.

**Helen and other staff attended the Crochet class** in the Community Room.



**All of the Circ and Adult Services staff worked at Branch to cover extended hours during closing of Main.**

**Helen, Melissa and Stella went to Sacramento to attend an in-person training for the Harwood Process of Turning Outward and creating community conversations.**

**Helen provided the Girl Scouts a few old books to take apart for a component of a project to get their Book Badge.**

**Carlene and Helen drove around Altadena and put some fresh books in Little Free Libraries.** They also scoped out some sites where some new ones would be most visited.

Mar 11. A great time was had by all on **Second Saturday with DeRumba** playing Flamenco and Gypsy Rumba music. Sweeter Than Honey and Altadena Ale & Wine House provided refreshments.



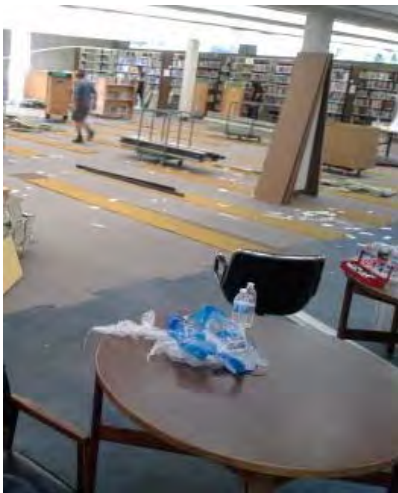
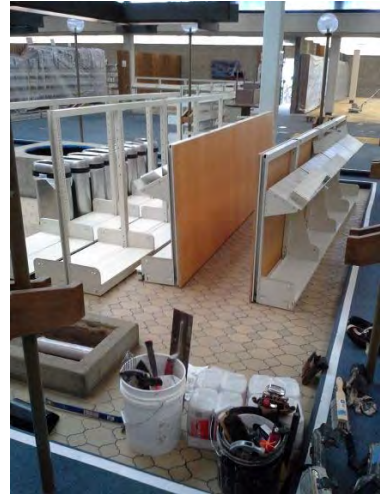
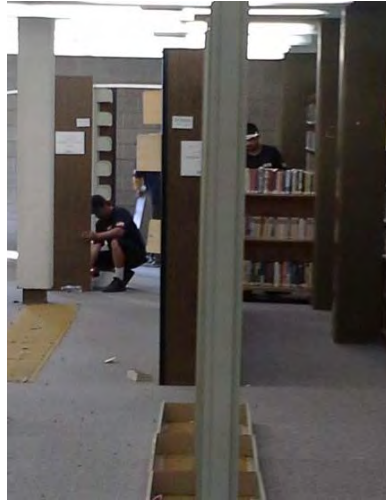
Mar 13. **The Library closed to the public for renovation.** A Perch was available just inside the lower door, manned by rotating staff members, to assist patrons coming in for items on hold, passport service or to browse some of our new books, DVDs, Blue Ray, and Audio books that were available for check-out. Passports was relocated to a module at the end of the parking lot.

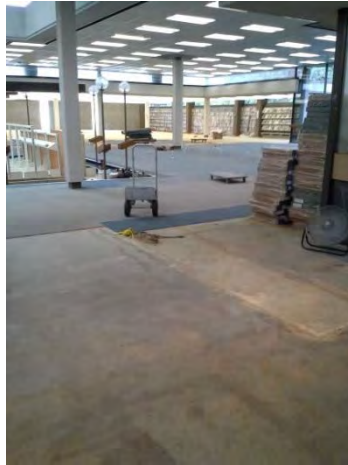
Mar 23. **The Circulation and Reference staff and Ryan began working on the One-Point-of-Service (OPOS) design and rewriting and updating the Circulation Manual.**

Mar 24. **Sue listened to an American Libraries webinar on "How to Design Your Own Literary Read Poster."**

Mar 30. Sue listened to a webinar on “The Fast Track to Community Engagement” by Niche Academy.

Some photos of progress during the March shutdown:





## Branch & Literacy March 2017 Report

We are enjoying introducing the Branch to new patrons this month while the Branch is open extended hours and the Main Library is closed for renovation. There has been an increase in patronage at the Branch to Main's closure and to the extended hours. We see a significant increase in visitors, circulation, new card registrations, laptop checkouts, computer usage, and business services daily. Circulation is up; 2,086 this month compared to last year's circulation of 1,106 for March.

During the first part of March we prepared for the renovation closure at the Main Library. We made preparations such as scheduling, transfers of materials from the Main collection to the Branch, and training Main staff on Branch. During the first week of the renovation, Branch staff helped with removing the books off the shelves, weeding damaged books, shifting, and dismantling metal shelves. We rolled up our sleeves and assisted where needed.

Our Library Associate Michelle and Librarian Carlene participated in the circulation policy manual committee meetings. It's great to be part of the process as the manual takes shape.

Our Library Clerk Rebecca created a colorful bulletin board display that celebrates Spring. Rebecca and staff also created a bulletin board and book display that celebrates women's history month. It was wonderful to see one of our tweens check out "The Diary of a Young Girl" by Anne Frank that was featured in our book display.

On March 28th, Carlene participated in the first meeting of the Fab Lab committee. As a committee, we talked about the types of equipment and services planned for the Fab Lab.

On March 29th, Carlene had the pleasure of attending Jackson's Elementary School's Early Literacy meeting with Adrianna (Children's Department's Library Associate). At the meeting, I promoted our adult literacy services - ESL classes and one on one tutoring to a group of parents. I also promoted our literacy services to the Principal and left flyers at the school in Spanish and English.

### Literacy

We have a steady group of dedicated tutors and new tutors and learners are being added on a continual basis. This month I conducted intake interviews with 3 potential new tutors. One of them has completed the online training and is ready to be matched with a learner. Two new learners signed up for tutoring this month. One of our literacy students, Judy has passed her citizenship test! Judy has been receiving one on one tutoring for over a year and it's great to see her progress!

## March 2017 – YS Department Report

Happy Renovation! Despite being closed upstairs for most of the month, we've been pretty busy down here.

In the month of March, we hosted 248 preschoolers and caretakers over 16 story time programs. This is down a little bit from February, but if we are being totally honest, I was expecting the closure to bring our numbers down in a much more significant way. We also served 106 elementary aged patrons and their caregivers over 5 in-library programs. We were visited by 2 classes in March for a total of 31 students, and we visited 2 schools and 6 classrooms and saw 125 students, including a spot as a guest reader at Franklin Elementary's Read Across America Day. We also attended the ELAC meeting at Jackson ES and spoke about library programs to 20 parents. Overall, we reached 530 patrons this month—up from 464 in February. Not bad for not being open!

As can be expected, though, our reference questions were down—62, over the first two weeks of the month.

While we've been closed, it's provided us with a good opportunity to take stock of the department—both in terms of our supplies (we did a big clean out and reorganization of the story time and craft materials) and our programming (have you seen our children's programming survey?). We're looking forward to finding out how we can better serve our patrons, and *when* we can better serve our patrons—so far, it seems there's a desire for Saturday programming that we are definitely planning to fill.

We've also spent a good deal of time preparing for April programs—which include Farmers Market Story Time, weekly Lego Club, and weekly Elementary Student craft programs—as well as Summer Reading, and in helping Stella and the Collections Team with the relabeling projects that are so important to our department.

It's been a good and productive month—but we're really looking forward to being open again soon!

## **Teen Services – Board Report March 2017**

### **Programs:**

March has been a busy month even with the closure for our remodel. The teens had 7 different programs, and I ran two sessions of impromptu gaming as well. The TAB met on March 1<sup>st</sup> with 4 attendees, who went over final details for the April 1<sup>st</sup> Pet Adoption event as well as planned a party in May for teen volunteers over the past year. On March 2<sup>nd</sup>, 9 students enjoyed the chance to create with polymer clay. They spent several hours fashioning their own creations with some incredibly detailed Pokemon. On Saturday, March 4<sup>th</sup>, 9 students attended Ashley Sim's session on Making the Most of Your College Visit. Teen Tech Week has been kicked off with 10 students building Rube Goldberg machines out of Engineering Mystery Bags. The following Friday, 12 teens created constellation light boxes. After the library closed, things slowed down just a bit, but I still had 14 teens attend my March 21<sup>st</sup> Teen Game Day. Another 14 teens came to watch Doctor Strange on Friday March 24<sup>th</sup>.

### **Outreach:**

I attended Community Conversations at Eliot Arts Magnet Middle School and John Muir High School. Both conversations gave me insight into what the teens of Altadena are looking for in their community. It was also a great opportunity to make myself known a little better to a few Altadena residents that I haven't met previously.

### **Volunteers:**

As mentioned previously, March saw another of the TAB meeting. There are currently 13 out of 15 members, with more students expressing interest in volunteering all the time.

### **Collection:**

With the closure, there have been several collection projects that have been gotten underway. The first one to be addressed is the dismantling of the Junior High collection. Christina and I have been working our way through the books determining which belong in the Young Adult Collection and which belong in the Children's Collection. We also plan to change the classification of the biographies from 92 to Bio and the Graphic Novels from 741.5 to GN. We believe that all of these changes will make the collections simpler to understand and more intuitive for the patrons.

### **Professional Development:**

March has been full of professional development opportunities for me. I attended a workshop in Exposition Park called Sharing the S.T.E.A.M. I attended my first SCLC meeting in Long Beach. It was great to chat with area teen librarians and explore the new Michelle Obama Library's new makerspace. I began an InfoPeople course on Library Management for new managers and those interested in future management. I also attended 2 webinars in one day. The first was Fast Track Your Community Engagement, and the second was Teen Suicide Prevention.

## Collection Development Monthly Report March 2017

March Madness in the Library! In anticipation of the closure, we started the month by taking down all the Library displays. On Monday, March 13th, as the movers boxed up books, staff rallied together to help shift the collections. We shifted adult audio books to the children's and teens areas; new books, DVDs, and Blu-Ray to shelves and carts; and an assortment of cookbooks and titles we thought our patrons might like to read during the closure to the shelves that were not being dismantled. Staff worked hard to move books tightly together on the remaining shelves, enabling us to maximize storage of the materials. March 13th and 14th we worked side by side with the movers, and, it was two crazy days, but, overall, things ran smoothly. The new Nomad played music all week, keeping spirits up, and bodies moving!



The madness of March included moving all the graphic novels, biographies, and the books in the junior high collection to the downstairs office and hallway for reclassification and relabeling projects. Throughout the month, Mikayla and Perla helped Collection Development Staff change classification and item location in the catalog, while other staff



helped apply new spines labels to items. Truly a team effort, and, we have a lot more items to process in April. During the carpet installation, and the building of the new shelves, occasionally staff scrambled to move collections to accommodate the construction and get items out of the way of the workers.

While dealing with the renovation, the Collection Development Team continued with the everyday processes of ordering, receiving, discarding, cataloging, and processing materials. Chris worked on changing information in the catalog for current issues of magazines, ensuring that the most recent issues are restricted from being checked out. Chris also worked with Stella and Mark, showing us how he imports records from OCLC into our ILS. Mark began working as a selector for science fiction, fantasy, and adult graphic novels, placing orders for new books. Mark also began copy cataloging bibliographic records for non-Baker & Taylor items, utilizing OCLC and Millennium. Vicky continued to serve on the Library Anniversary Committee, and visited four businesses to participate in the 50<sup>th</sup> Anniversary Passport Program. Stella continued working on the Community Conversations process, and, along with Helen and Melissa, attended a Harwood Workshop in Sacramento.

Working on the cleaning up our Millennium database continues. When the Library acquired OverDrive titles, a process started whereby, rather than adding the appropriate electronic records to the catalog, the OverDrive titles got attached to existing print records. Unfortunately, this created confusion for patrons, and, added to the dirty database. At one point, Christopher deduced that it will take thirty-seven



weeks, of full time dedication, to clean-up OverDrive records! Fortunately, Christopher figured out a quicker and easier solution to our problem, and, all the incorrect records are removed from the catalog.

While March came in like a lion, it did not go out like a lamb! The photograph below is of books waiting for processing into their new locations in the Library.

Submitted by: Estella Terrazas, Collection Development Manager

## Volunteer Services – Board Report March 2017

### Action:

March has been a busy month of strategizing and planning during the closure. I am continuing to work on a handbook and orientation guide to create ongoing procedures for volunteers. I have met with Teens and Children's librarians and established their volunteer needs, as well as a basic behavior standard for teens volunteering in Summer Reading. I have met with our gardening volunteer, Maureen about the continuing care of our Native Garden, and along with the Children's Librarian created a plan for her next educational talk and children's activity to take place outdoors.

March 13<sup>th</sup> was USC Alumni day of service and though our turn out was small we had 3 enthusiastic, first time volunteers give service on that day and they also signed up for library cards while they were here.

I have reached out to The Carnegie Observatory and along with the Teen Librarian have begun plans for a talk about Eclipses and the possibility of a star gazer night with their telescopes that we would partner with The Loma Alta park to host on their field.

With Jonathan Arevalo's church contacts we have established this April 15<sup>th</sup> as a volunteer clean up day and are very excited about beautifying our grounds! Tying back to the Children's garden, if there is time the clean up crew on April 15<sup>th</sup> will begin to ready a space for the Children's Librarian to have a butterfly and Bees flower garden at the South Eastern corner of the parking lot.

Mindy and I attended a Talk by an author that we hoped to book for the June 10<sup>th</sup> event. While that booking did not pan out, the trip to see her talk and experience programs being done at another library was both educational and informative.

### Outreach:

In March I continued outreach with various entities regarding our volunteer program and upcoming opportunities, including PCC Library Tech program, USC Alumni Association, Judson School, Flintridge Prep, The Girl Scouts, The Boy Scouts and MonteCedro. Chloe has worked with me to create a new poster, and improvements to the volunteer portion of our website. I have begun to establish and manage accounts with various online volunteering resource sites. We are currently registered with and have posts regarding volunteer opportunities on at least 6 different giving or community based sites and our online presence continues to grow daily. I've also continued to increase our activity on twitter to communicate Library activity reminders and to raise our profile. We have gained 5 new followers in March. I have also sourced several volunteers to help our Friends group with their sale.

### Professional Development:

I attended the Fast Track Your Community webinar which also inspired me to create a trifold brochure application for easy distribution when doing off site outreach.

## BOARD OF LIBRARY TRUSTEES DIRECTORS UPDATE

**DEPARTMENT:** District Director      **MEETING DATE:** April 24, 2017  
**PREPARED BY:** Mindy Kittay      **LOCATION:** Community Room

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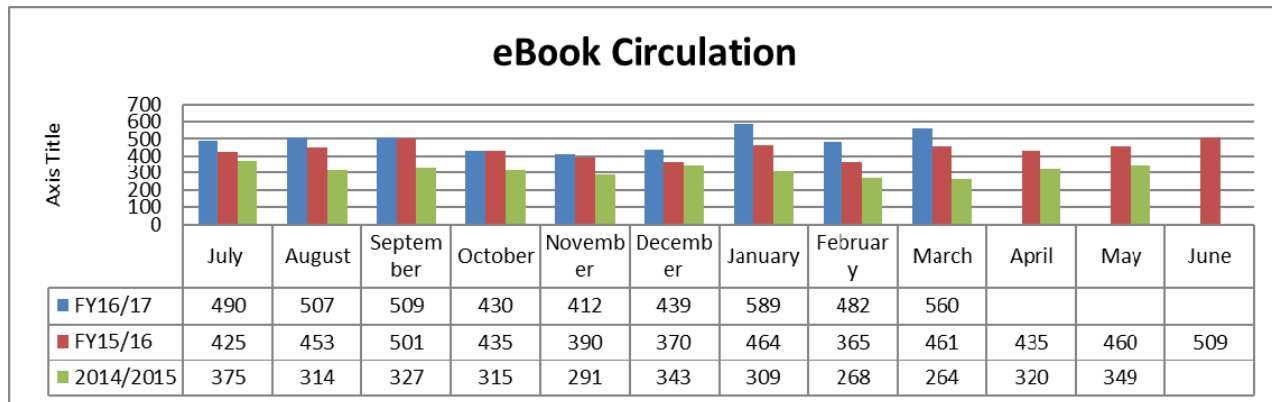
### COMMUNITY CONVERSATIONS



We completed 24 community conversations and are now preparing for the collaborative Town Hall. We currently have over 50 RSVP's to the Town Hall meeting and are prepared for up to 200. Government Officials will be attending from Portantino, Barger, Chu and Holden's office as well as representatives from the Altadena Town Council, Chamber, NBBA, and others. Pasadena Media will be filming and the meeting will be broadcast on the Arroyo Channel. We will post to

the Internet as well.

**STATISTICS:** Dramatic decreases due to the Main library closure during renovation but our downloadable items continue to increase.



### STAFF

Staff has been busy working on Collection Development, taking Technology training and working on the facility in general. We have a dedicated team of: Ryan Roy, Estella Terrazas, Helen Milner and Melissa Aldama who are taking the Harwood Training and attending virtual and live presentations and training. They have also been helping with the Community Conversations and are working to create a "turned outward" culture here at the Altadena Library.

Below is an email I received today from Melissa regarding her work for the course as well as how she is applying to her work for the District.

"I'm in week 7 of the Harwood Public Innovator class. This coming weeks homework is to set an intention/goal and then develop an action plan in your work based on the public knowledge of your community. I am truly grateful we have done so many community conversations and have well defined community priorities to shape my personal action plan around. Please take a look at my action plan. Your thoughts and feedback would be greatly appreciated.

## Create an Action Plan

Target Pathway: Collective Actions and Impact: You and a team of organizations want to figure out how to work together more effectively around a shared issue to achieve a greater impact.

### Action Steps:

- i. Identify my personal drive/ desire around the issue  
Personal Intention: As a past educator and current library staff, I have a passion and skill set to help children succeed in school and foster a love for self-directed learning. I am also motivated to begin to look at the community priorities that emerged from our Community Conversations and build relationships with other organizations that share similar goals.
- ii. Identify the communities drive/ desire around the issue:  
Community Priorities for Altadena: Support PUSD Schools in Altadena (Altadena Library Community Conversations Report)
- iii. In the next three months I hope to have connected with collaborate PASadena by attending their Student Success meetings (third Tuesday of the Month @4pm) The Student Success group describes itself as; Comprised of school, city, nonprofit, parent, and other community representative, this group contributes to the academic success of all students, and identifies opportunities for students to be actively engaged in school and the community.
- iv. What needs to happen in the next six months?  
A clearer idea of how myself and the Altadena Library can best support the PUSD of Altadena and the success of each of our students.

### Internal Allies:

Who in your organization do you need on board to move forward?

I will need the immediate support of my library director, Mindy, and my supervisor, Ryan. I would also need the support of the children and teen librarians, Christina and Kate.

How do you need to engage them?

The first step I will take is to let them know I have the desire to connect with collaborate PASadena and explore the potential role our library can have in helping our students succeed in the upcoming school year by sharing my action plan.

### External Allies:

What partners in your community do you need on board to move forward? How do you plan to engage them?

I will need to reach out to Lisa at collaborate PASadena via email. I hope to attend their Student Success group on May 16th.

Assests: What assets will you leverage?

- I hope to gain the support of my organization
- I hope to connect and build a relationship with collaborate PASadena
- I hope to connect and work with our students and students' families in the upcoming school year

Accountability:

What do you need to do to hold yourself accountable to this plan?

1. Share my intentions and goals with my organization

Link to collaborate PASadena website: <http://www.collaboratepasadena.org/>

## FACILITIES







A Happy Patron! (Our carpet may never look this good again...)





LIBRARY BOARD OF TRUSTEES

**STAFF REPORT**

**DEPARTMENT:** Administration

**MEETING DATE:** April 24, 2017

**PREPARED BY:** Mindy Kittay, Director

**LOCATION:** Community Room

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**TITLE:** Approval of Operating Budget FY 2016/2017 with Adjustments

**BACKGROUND/ANALYSIS:** After review of all line items as of April 13, 2017 and comparison of the budget to actual and other known factors affecting the overall budget, it was determined that a budget amendment needed to be created to revised the adopted budget for FY 2016/2017. The major factors initiating the amendment are:

1. The approval of the Phase 1 Renovation
2. The proposed change in policy regarding fines
3. The receipt of grants and funding (or lack of expected funding) from FOAL and ALF
4. The use of temporary and/or consulting personnel to replace staff on leave
5. The opportunity to advance and develop our Friends and Foundation through the services of a consulting group who is a leader in the national library community

**SUMMARY:**

The attached Budget Amendment Worksheet provides a detailed overview of the budget adjustments.

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**STAFF RECOMMENDATION:** That the Board of Trustees approve the revised budget for FYE 6/30/2017



**Altadena Library District**  
**Budget Amendment Worksheet**  
For Fiscal Year End June 30, 2017

		7/1/16 - 4/14/17	Budget	Adjustment	Revised Budget	NOTES
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
<b>DONATIONS AND GRANTS</b>						
	4710 · Friends of the Library	20,000.00	40,000.00	(19,000.00)	21,000.00	FOAL Reduced Donation
	4715 · In-Kind Donation					
	4730 · Undesignated	17,503.00	500.00	16,416.00	16,916.00	Cypress Grant for Nomad Presentation Platform
	4735 · Designated	1,825.00	500.00	87,250.00	87,750.00	Rotary Books/Kumanchik Furn/Carpet ALF
	4740 · CA Library Literacy Services	26,300.00	25,165.00	1,135.00	26,300.00	
	4750 · Cal State Library	13,500.00		13,500.00	13,500.00	Pitch A Grant iCell
	4755 · HUD Grant	43,263.64		318,263.64	318,263.64	Lighting, Doors, Shelving, HC Access
	<b>DONATIONS AND GRANTS - Other</b>					
	<b>Total DONATIONS AND GRANTS</b>	122,391.64	66,165.00	417,564.64	483,729.64	
<b>FINES &amp; FEES</b>						
	4305 · Fines	15,824.83	33,000.00	(5,000.00)	28,000.00	New Policy - No Fines
	4310 · Printer & Copy Machine	5,134.90	8,500.00		8,500.00	
	4340 · Passport Services Fees	59,327.00	75,000.00	1,000.00	76,000.00	
	<b>FINES &amp; FEES - Other</b>					
	<b>Total FINES &amp; FEES</b>	80,286.73	116,500.00	(4,000.00)	112,500.00	
<b>INTEREST INCOME &amp; ADJUSTMENTS</b>						
	4210 · Chase Bank	834.35	20.00		20.00	
	4220 · County Interest Allocation	448.17	10,000.00		10,000.00	
	<b>INTEREST INCOME &amp; ADJUSTMENTS - Other</b>				0.00	
	<b>Total INTEREST INCOME &amp; ADJUSTMENTS</b>	1,282.52	10,020.00	0.00	10,020.00	
<b>OTHER REVENUE &amp; ADJUSTMENT</b>						
	4080 · Penalties, Interest & Costs-Ref	11,498.41	15,450.00		15,450.00	
	4910 · Miscellaneous Income	203.50	5,000.00		5,000.00	
	4940 · Transfer in from Reserves		174,383.00	(47,699.26)	126,683.74	Library Portion of P1R

			7/1/16 - 4/14/17	Budget	Adjustment	Revised Budget	NOTES
		4999 · Rewards & Incentives	2,000.00		6,000.00	6,000.00	Credit Card Rebates
		OTHER REVENUE & ADJUSTMENT - Other					
		<b>Total OTHER REVENUE &amp; ADJUSTMENT</b>	13,701.91	194,833.00	(41,699.26)	153,133.74	
		<b>REVENUES</b>					
		Property Taxes					
		4010 · Current-Year Secured	1,207,662.75	2,056,554.00		2,056,554.00	
		4010 · Current-Year Secured - Other					
		<b>Total 4010 · Current-Year Secured</b>	1,207,662.75	2,056,554.00	0.00	2,056,554.00	
		4020 · Current-Year Unsecured					
		4020 · Current-Year Unsecured - Other	61,611.91	72,100.00		72,100.00	
		<b>Total 4020 · Current-Year Unsecured</b>	61,611.91	72,100.00	0.00	72,100.00	
		4030 · Prior-Year Secured					
		4030.00 · Prior Secured	5,112.32				
		4030.01 · Secured Refunds	(20,720.55)				
		4030.02 · Statutory Revenue	939.04				
		4030.03 · SB 813 Redemption	675.21				
		4030 · Prior-Year Secured - Other	9,744.01	10,300.00		10,300.00	
		<b>Total 4030 · Prior-Year Secured</b>	(4,249.97)	10,300.00	0.00	10,300.00	
		4050 · Homeowners Exemption	7,007.94	7,725.00		7,725.00	
		4060 · Special Assessment					
		4060.01 · Per Parcel Benefit Assessment	447,123.11	780,996.00		780,996.00	
		4060.02 · Direct Assessments	2,566.94				
		4060 · Special Assessment - Other					
		<b>Total 4060 · Special Assessment</b>	449,690.05	780,996.00	0.00	780,996.00	
		4090 · RDA ABx126 Income		26,500.00		26,500.00	
		Property Taxes - Other					
		<b>Total Property Taxes</b>	1,721,722.68	2,954,175.00	0.00	2,954,175.00	
		REVENUES - Other					
		<b>Total REVENUES</b>	1,721,722.68	2,954,175.00	0.00	2,954,175.00	
		<b>SPECIAL ASSESSMENTS</b>					
		<b>Total Income</b>	1,939,385.48	3,341,693.00	371,865.38	3,713,558.38	
		Expense					
		<b>PERSONNEL RELATED EXPENSES</b>					

		7/1/16 - 4/14/17	Budget	Adjustment	Revised Budget	NOTES
	<b>5000 · SALARIES &amp; WAGES</b>					
	5010 · Salaried	868,844.27	1,314,365.00	(175,000.00)	1,139,365.00	
	5020 · Hourly	234,226.90	212,693.00	120,000.00	332,693.00	
	5000 · SALARIES & WAGES - Other					
	<b>Total 5000 · SALARIES &amp; WAGES</b>	<b>1,103,071.17</b>	<b>1,527,058.00</b>	<b>(55,000.00)</b>	<b>1,472,058.00</b>	
	<b>5100 · Employer-Portion Taxes/Benefits</b>					
	5120 · Payroll Taxes (ER)	76,860.43	116,820.00		116,820.00	
	<b>Total 5210 · PERS Retirement</b>	<b>126,730.35</b>	<b>180,765.00</b>		<b>180,765.00</b>	
	5222 · OPEB Contribution	105,003.00	140,000.00		140,000.00	
	5250 · SUI, Salaried	112.01	15,233.00		15,233.00	
	5251 · SUI, Hourly	697.64	2,465.00		2,465.00	
	5100 · Employer-Portion Taxes/Benefits - Other					
	<b>Total 5100 · Employer-Portion Taxes/Benefits</b>	<b>309,403.43</b>	<b>455,283.00</b>	<b>0.00</b>	<b>455,283.00</b>	
	<b>5200 · Insurance</b>					
	5220 · Health Insurance	157,888.88	204,000.00		204,000.00	
	5230 · Dental Insurance	12,040.75	14,435.00		14,435.00	
	5240 · Vision Insurance	3,656.34	4,308.00		4,308.00	
	5260 · Life Insurance	960.64	1,710.00		1,710.00	
	5270 · Workers' Compensation	17,802.97	18,000.00		18,000.00	
	5280 · Disability Insurance	298.32				
	5200 · Insurance - Other					
	<b>Total 5200 · Insurance</b>	<b>192,647.90</b>	<b>242,453.00</b>	<b>0.00</b>	<b>242,453.00</b>	
	<b>PERSONNEL RELATED EXPENSES - Other</b>					
	<b>Total PERSONNEL RELATED EXPENSES</b>	<b>1,605,122.50</b>	<b>2,224,794.00</b>	<b>(55,000.00)</b>	<b>2,169,794.00</b>	
	<b>CAPITAL</b>					
	7310 · Equipment, Furniture & Fixtures	279,438.61	20,000.00	277,000.00	297,000.00	HUD Shelving & Doors
	7320 · Structures & Improvements	39,640.63	128,156.00		128,156.00	
	CAPITAL - Other					
	<b>Total CAPITAL</b>	<b>319,079.24</b>	<b>148,156.00</b>	<b>277,000.00</b>	<b>425,156.00</b>	
	<b>FACILITIES, GROUNDS &amp; MAINTENAN</b>					
	7205 · Maintenance Contracts	7,055.62	8,000.00	10,000.00	18,000.00	Temp Facilities Mngr
	7210 · Building Maint & Repairs	18,994.29	40,000.00	45,000.00	85,000.00	Roof Repair /Ceiling Tiles
	7220 · Landscape	17,570.22	15,000.00	10,000.00	25,000.00	Tree Service







Altadena Library District  
CTF #40007

Annual FY (15-16)

E-rate %	CTF % (see notes)
80%	10%

**Connections to CalREN Hub at Equinix Los Angeles  
to Altadena Library District**

Net Cost to Library:	Total	E-rate	CTF	Total	
Total Cost (MRC + Tax/Surcharges)	6,394.82	Total Discount 15-16	(5,115.85)	(639.49)	(5,755.34)
Total Discount 15-16	(5,755.34)	Less Instant Credits (see notes)	-	-	-
<b>Net Cost</b>	<b>639.48</b>	<b>Due to Library</b>	<b>(5,115.85)</b>	<b>(639.49)</b>	<b>(5,755.34)</b>

**to Collector Circuit to Equinix Los Angeles**

Net Cost to Library:	Total	E-rate	CTF	Total	
Total Cost (MRC + Tax/Surcharges)	6,394.82	Total Discount 15-16	(5,115.85)	(639.49)	(5,755.34)
Total Discount 15-16	(5,755.34)	Less Instant Credits	-	-	-
<b>Net Cost</b>	<b>639.48</b>	<b>Due to Library</b>	<b>(5,115.85)</b>	<b>(639.49)</b>	<b>(5,755.34)</b>

**Connections to Altadena Library District**

**Bob Lucas Memorial Library and Literacy Center**

Net Cost to Library:	Total	E-rate	CTF	Total	
Total Cost (MRC + Tax/Surcharges)	2,475.83	Total Discount 15-16	(1,980.66)	(247.58)	(2,228.24)
Total Discount 15-16	(2,228.24)	Less Instant Credits	-	-	-
<b>Net Cost</b>	<b>247.59</b>	<b>Due to Library</b>	<b>(1,980.66)</b>	<b>(247.58)</b>	<b>(2,228.24)</b>

**Collector Circuit at Altadena Library**

Net Cost to Library:	Total	E-rate	CTF	Total	
Total Cost (MRC + Tax/Surcharges)	2,475.83	Total Discount 15-16	(1,980.66)	(247.58)	(2,228.24)
Total Discount 15-16	(2,228.24)	Less Instant Credits	-	-	-
<b>Net Cost</b>	<b>247.59</b>	<b>Due to Library</b>	<b>(1,980.66)</b>	<b>(247.58)</b>	<b>(2,228.24)</b>

	Total	Erate	CTF	Total	
Total Cost (MRC + Tax/Surcharges)	<b>17,741.30</b>	Total Discount 15-16	<b>(14,193.02)</b>	<b>(1,774.14)</b>	<b>(15,967.16)</b>
Total Discount 15-16	<b>(15,967.16)</b>	Less Instant Credits	-	-	-
<b>Total Net Cost to Library</b>	<b>1,774.14</b>	<b>Total Due to Library</b>	<b>(14,193.02)</b>	<b>(1,774.14)</b>	<b>(15,967.16)</b>

**Notes:**

- CTF discount is calculated as 50% of the remaining balance after E-rate
- Instant Credits are discounts given by the Carrier/Vendor on the monthly bills and reduces the monthly cost
- Depending on the Carrier/Vendor, Taxes and Surcharges are not always E-rate/CTF eligible



## **Branch Manager & Literacy Services Librarian (Librarian II)**

Job Description

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

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

### **General Summary**

The Branch Manager and Literacy Services Librarian reports directly to the Public Services Director and is responsible for supervising staff and daily operations of the Bob Lucas Memorial Branch Library, as well as managing Literacy Services for the Altadena Library District. The work schedule may include evening and weekend hours at both Branch and Main libraries.

### **Essential Job Requirements**

- Customer Service
  - Works in conjunction with Administration, Managers, and other staff to respond to the needs of the public.
  - Creates positive experiences for library patrons by effectively and efficiently performing job tasks; presents a positive image of the library in attitude, communications and appearance while performing duties in both the public and staff areas.
  - Responsible for greeting and assisting internal and external customers in a friendly, prompt, and accessible manner.
  - Responsible for endeavoring to listen, understand, and resolve internal and external customer needs, by providing solutions or referrals.
- Core Responsibilities and Duties:
  - Branch Services
    - Coordinates with Children and Adult/YA Departmental staff on planning and conducting programs for children, young adults, and adults, including Summer Reading Program
    - Supervises, trains, and evaluates full-time and part-time professional, paraprofessional and clerical staff
    - Evaluates and assists in selecting materials for the Branch
    - Performs reference and reader's advisory services in person, by telephone, on-line and by e-mail, using materials in a variety of formats
    - Interprets the Library's policies and procedures to the public in a customer friendly manner
    - Conducts or oversees Internet, technology and computer training classes for the public
    - Creates displays to enhance the Library collection and to promote reading



- Attends workshops, conferences, and meetings; reads professional literature to stay current in the field
  - Recommend, trains and assists patrons in the use of online catalog and other electronic tools
  - Prepares statistical and written reports in reference to Branch activities
  - Monitors Branch materials and supplies budgets and facility maintenance
  - Other duties as assigned
- Literacy Services
  - Recruit, conduct intake, and train volunteers to tutor learners in one-on-one sessions
  - Recruit learners and conduct intake assessments of learners
  - Monitors and evaluates the progress of learners and tutors
  - Effectively match tutors and learners
  - Supervise, evaluate, and train literacy staff and volunteers in coordination with the Volunteer Coordinator
  - Collect, analyze, and prepare data and participation statistics for State Library reports
  - Promote the literacy program, workshops, events, and classes through marketing
  - Select, update, and develop materials for learners' use and instructional materials for tutors
  - Conduct outreach to promote the literacy program and implement relevant programs to learners
  - Prepares grant applications and administers the literacy grant(s); researches new grants
  - Assist in developing and administering approved budgets and grant funds
  - Design effective training programs
  - Lead, conduct, teach group sessions (English class, computer skills, etc.)
  - Other duties as assigned
- Promotion and Community Relations
  - Works with individuals and organizations in the community to make them more aware of the Library and its services, and promotes partnerships with the Library throughout the community
  - Acts as an advocate for the library out in the community and with the Library staff
- Abilities
  - Work at a computer station frequently
  - Ability to communicate effectively with others, orally and in writing, including through email
  - Able to establish and maintain effective working relationships with co-workers, patrons, user groups, community organizations, volunteer groups and to serve the public courteously
  - Able to recognize and set priorities, and to use initiative and independent judgment in a variety of situations
  - Able to learn and stay current with emerging technology, including digital media.
  - Must be able to lift and carry bags of books or boxes weighing up to 40 pounds and handle materials, push/pull carts/bins up to 40-pounds
  - Must be able to speak distinctly to large groups
  - Must be able to drive a car and hold a valid driver's license

- Must be available to work evenings and weekends
- Must possess physical mobility involving bending, lifting, reading and hearing.
- On a limited basis tolerate residual dust, mold or foreign substances on materials
- Knowledge/Skills:
  - Demonstrated ability to work well under pressure and to meet inflexible deadlines is required
  - Demonstrates creativity through a variety of programs and storytelling techniques
  - Strong background and appreciation of children's, young adult, and adult literature
  - Must have the ability to learn and become proficient in functions required to perform job duties, working effectively independently or as part of a team to complete tasks as assigned
  - Must communicate effectively using English. Must read, write and understand English at a level appropriate to the position. Spanish is not required but is preferred
  - Computer Skills: Must demonstrate competency in computer use including internet, email, Microsoft Office Products. Keyboard skills required at an equivalent of typing 50 words per minute, with minimal errors. Must be able to learn and become proficient with equipment and software programs as required to effectively and efficiently perform assigned duties.
  - Knowledge of current trends in library services
  - Knowledge of standard library procedures, current information technology, Internet, and database search capabilities
  - Knowledge of connected learning and ability to design programs that embed connected learning principles
  - Knowledge of best practices in children's, young adult, and adult services, including guidelines and standards published by ALA, ALSC and other recognized organizations
  - Knowledge of best practices in community assessment and engagement
  - Knowledge of effective practices in evaluation and outcomes measurement

### **Education and Experience**

- Master's degree in Library Science from an ALA-accredited program is required.
- A minimum of one or more years of professional experience in a library setting, with supervisory or administrative experience is required.
- A combination of experience and education, relevant to the duties of the position, may be considered
- Bilingual in English and Spanish is preferred, but not required.



**LIBRARY BOARD OF TRUSTEES**

**STAFF REPORT**

**DEPARTMENT:** Administration

**MEETING DATE:** April 24, 2017

**PREPARED BY:** Ryan Roy, Public Services Director

**LOCATION:** Community Room

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**TITLE:** Elimination of Overdue Fines

**OBJECTIVE:** To remove the assessment of overdue fines as a punitive measure for late returns, which results in loss of library privileges for the citizens who need library services the most.

**BACKGROUND/ANALYSIS:** In 2012, the American Library Association issued a Policy Statement aimed at identifying ways that libraries could better provide equal access to information for low-income adults and families. Of the 14 objectives identified in the statement as goals for which public libraries should strive, the first objective outlined reads, "Promoting the removal of all barriers to library and information services, particularly fees and overdue charges."<sup>1</sup> In the subsequent years, a great many libraries have reduced or eliminated overdue fees, creating a trend in public library administration. This allows individuals who do not have the means to pay off accrued overdue balances to continue using library services, rather than be blocked from borrowing privileges and computer use due to exceeded balance thresholds.

In March of 2017, Public Services library staff met to discuss and update circulation procedures. Staff attending the meeting unanimously agreed that eliminating overdue fines was the best course of action for the District and the population that it serves. Under this new structure, no overdue fines would be assessed for library checkouts. However, items not returned within 8 weeks of the due date would be charged to the borrower's account as a lost item. Item recovery and fee notices for long overdue items would then be turned over to our collections agency, Unique Management Services, as per our usual procedure.

Currently, revenue from overdue fines makes up less than 0.01% of our total revenue.

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**STAFF RECOMMENDATION:** That the Board of Trustees approve the elimination of Overdue Fines.

<sup>1</sup> American Library Association. "ALA Policy Statement: Library Services to the Poor." ALA.org <http://www.ala.org/offices/extending-our-reach-reducing-homelessness-through-library-engagement-7> (Accessed April 13, 2017).



**LIBRARY BOARD OF TRUSTEES**

**STAFF REPORT**

**DEPARTMENT:** Administration

**MEETING DATE:** April 24, 2017

**PREPARED BY:** Ryan Roy, Public Services Director

**LOCATION:** Community Room

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**TITLE:** Access for Children and Young Adults to Non-print Materials

**OBJECTIVE:** To remove age restrictions from specified ALD collections and provide equal access for children and young adults to DVDs, video games, computer software, and other emerging technologies.

**BACKGROUND/ANALYSIS:** Currently, the Altadena Library District's posted policies for its DVD and Video Game collections restrict borrowers under the age of 14 from using those collections, and the policies require parental permission from borrowers under the age of 17. This is in complete opposition to the American Library Association's stance on intellectual freedom. ALA's Library Bill of Rights states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views."<sup>1</sup> In a statement entitled "Access for Children and Young Adults to Nonprint Materials," the American Library Association notes that, "Policies that set minimum age limits for access to any nonprint materials or information technology, with or without parental permission, abridge library use for minors."<sup>2</sup> The statement goes on to say that it is the responsibility of the parent or guardian – not a librarian – to guide the informational choices of a minor, and that to restrict borrowers from a collection based on age is a form of discrimination and censorship.

In March of 2017, when ALD's Public Services library staff met to discuss and update circulation procedures, staff affirmed that the American Library Association's position should be adopted by the Altadena Library District. In place of the age restrictions that are noted in our posted borrowing policies<sup>3</sup>, staff recommend the following statement:

**The Altadena Library District does not restrict access to library materials based on age, origin, background, or views.**

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**STAFF RECOMMENDATION:** That the Board of Trustees approve the amendment to existing Borrowing Policies to remove restrictions based on age.

<sup>1</sup> American Library Association. "Library Bill of Rights." ALA.org <http://www.ala.org/advocacy/intfreedom/librarybill> (Accessed April 13, 2017).

<sup>2</sup> American Library Association. "Access for Children and Young Adults to Nonprint Materials." ALA.org <http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/accesschildren> (Accessed April 13, 2017).

<sup>3</sup> Altadena Library District. "Borrowing Policies." Altadenalibrary.org <http://www.altadenalibrary.org/borrowing-policies> (Accessed April 13, 2017).

## **BORROWING POLICIES**

### **LOAN PERIODS**

There is no charge to check out library materials. All Library materials circulate for 21 days except for videogames and DVDs, which circulate for 7 days.

6 WEEKS--Vacation loans available on request for all items except new books and Videos/DVDs

### **RENEWAL**

Most library materials, unless reserved for another patron, may be renewed. Library customers may renew materials accessing their online account, by telephone at 626-798-0833, using the Let's Talk feature on our webpage for webchat, or in person at either location.

### **BORROWING LIMITS**

- Library Card
  - Most patrons
  - Ages 14 and up (no signature needed)
  - Ages 0 through 13 (adult signature needed)
  - Limits:
    - DVD, CD's, Audiobooks & Magazines (each) 10
    - Video Games 2
    - Books 50
  - Default Overall limit: 92
- Student Card
  - FOR: Students, non-California residents
  - Overall Item Limit: 5 TOTAL ITEMS
  - Item limits: Video Games 2; Everything Else: 5
- Teacher Card
  - FOR: Teachers, professors, home school, foster parents, group home, etc.
  - Checkout times: 6-weeks + 3 week renewal
  - Item Limits:
    - DVD, CD's, Audiobooks & Magazines (each) 10
    - Video Games 2
    - Books 100
  - Default Overall limit: 142
  - Expires each year in June

### **FEES AND CHARGES**

Effective May 1, 2017, Altadena libraries do not charge overdue fines for late materials. Library patrons will receive notification of overdue items and will be billed for replacement and processing after 30 days overdue. Borrowing privileges will be suspended until materials are returned or district is compensated for lost materials.

Failure to return library items or pay for their replacement will result in having your account turned over to a collections agency. A \$15 processing fee will be charged if the account is sent to collections.

### **OTHER CHARGES**

Returned checks: \$30.00 service charge

Replacement library card: \$2.00

Interlibrary Loan: \$1.50 initial search fee. The owning library may charge additional fees.

No charge to check out materials

No charge to reserve materials (except Interlibrary Loan)

**Approved by the Board of Trustees 4/24/17**



LIBRARY BOARD OF TRUSTEES

STAFF REPORT

DEPARTMENT: Administration

MEETING DATE: April 24, 2017

PREPARED BY: Mindy Kittay

LOCATION: Community Room

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**TITLE:** Video Surveillance Policy

**OBJECTIVE:** The Altadena Library District strives to maintain a safe and secure environment for its staff and patrons. In pursuit of this objective, selected public areas of the library premises are under continuous video surveillance and recording. This policy is in force to deter public endangerment, vandalism, theft and mischief in unsupervised areas and to identify those individuals involved in such activity for law enforcement purposes, while adhering to the applicable federal, state, and local law concerning the confidentiality of library records, the disclosure of public records, and the protection of individual privacy.

**BACKGROUND/ANALYSIS:** Currently, the Altadena Library District does not have a Video Surveillance Policy. In March of 2017, when ALD upgraded its security system, the IT Manager and the Director met to discuss the need for a policy that would provide guidance in how and when video could be accessed while still following the American Library Association's (ALA) position in the Right to Privacy.

ALA notes that, "If the library decides surveillance is necessary, it is essential for the library to develop and enforce strong policies protecting patron privacy and confidentiality appropriate to managing the equipment, including routine destruction of the tapes in the briefest amount of time possible, or as soon as permitted by law."

Signage notifying the public will be as noted below:

**The Altadena Library District uses video surveillance equipment to gather information that may be used to prosecute, or investigate instances of theft, vandalism, or public endangerment.**

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**STAFF RECOMMENDATION:** That the Board of Trustees approve Video Surveillance Policy

## **Video Surveillance Policy**

The Altadena Library District strives to maintain a safe and secure environment for its staff and patrons. In pursuit of this objective, selected public areas of the library premises are under continuous video surveillance and recording. This policy is in force to deter public endangerment, vandalism, theft and mischief in unsupervised areas and to identify those individuals involved in such activity for law enforcement purposes, while adhering to the applicable federal, state, and local law concerning the confidentiality of library records, the disclosure of public records, and the protection of individual privacy. No monitoring shall be done on the basis of race, color, religion, sex, age, national origin, veteran status, disability that can be reasonably accommodated, or any other basis prohibited by federal, state, or local law.

### **Signage in Areas under Surveillance:**

The public will be notified, using clearly worded signs prominently displayed at the perimeter of the video surveillance areas, so that library visitors have reasonable and adequate warning that surveillance is or may be in operation before entering any area under video surveillance. Signage will be posted at the library entrance at all times, disclosing this activity.

The library's video surveillance system shall be used only for the protection and safety of customers, employees, assets, property, and to identify persons breaking the law or violating the library's Code of Conduct.

When an incident occurs on Library premises:

- Video image recordings will be used to identify the person or persons responsible for Library policy violations, criminal activity, or actions considered disruptive to normal Library operations.
- Video records may be used to assist law enforcement agencies in accordance with applicable state and federal laws.
- Video recordings of incidents can be retained and reviewed as long as considered necessary by the Library Director.
- Images may be shared with other Library staff to identify person(s) suspended from Library property and to maintain a safe and secure environment.
- While it is recognized that video surveillance will not prevent all incidents, its potential deterrent effect, and resource as a means of identifying and prosecuting offenders is considered worthwhile.

### **Security Camera Locations**

Reasonable efforts shall be made to safeguard the privacy of customers and employees. The video security cameras will be positioned to record only those areas specified by the Director, and will complement other measures to maintain a safe and secure environment in compliance with library policies. Camera locations shall not be changed or added without the permission of the Director. Cameras may be installed in locations where staff and customers would not have an expectation of privacy. Examples include common areas of the Library such as entrances, near book and media collections, public seating, delivery areas and parking lots. Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as restrooms, nor are they positioned to identify a person's reading, viewing or listening activities in the library.



### **Access to Digital Images**

The system will be secure and will only be viewed by those authorized to do so. The Library administrative and security staff, in the course of their normal duties will monitor and operate the video security system. Only the following individuals are authorized to access the recorded archival data in pursuit of incidents of criminal activity, litigation, or violation of the Library Code of Conduct: Director and or other authorized individuals, with notice to the Director, may access or ask other staff to review recorded data in order to ascertain security concerns related to a specific incident. Such persons shall not violate any laws relevant to this policy in performing their duties and functions related to the video security system. Library employees are to review and comply with this policy.

### **Use/Disclosure of Video Records**

- Video records may be used by individuals authorized under this policy or law enforcement to identify the person or persons responsible for library policy violations, criminal activity on library property, actions considered disruptive to normal library operations or violation of the Library's Code of Conduct.
- Video records may be shared with authorized library employees when appropriate or, upon approval by the Director, other library staff to identify person(s) suspended from library property and to maintain a safe, secure and policy-compliant environment.
- Under certain circumstances, individuals authorized under this policy may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on library property.
- Video records shall not be used or disclosed other than as specifically authorized by this policy.

All requests for security camera footage or still shots by law enforcement will be referred to the Library Director. In his or her absence, direct requests to the Senior Administrative Person.

In the event of a search warrant, which is executable immediately, the library's Administration will comply with the search warrant and consult with legal counsel. Upon receipt of a subpoena or other court order, the library Administration shall consult with legal counsel to determine if the document is in proper form and that good cause for its issuance in a court of proper jurisdiction is demonstrated. If not, the library Administration shall insist any defect be remedied before releasing patron records which contain patron information.

### **Retention and Storage of Digital Images**

Images from the library video security system are stored digitally on hardware in the library. Security camera footage will be kept confidential and digitally secured. Recordings are kept in accordance with the library's approved records retention schedule of one calendar year, unless required as part of an ongoing investigation or litigation.

### **General Public Requesting Access to Security Camera Footage**

Confidentiality/privacy issues prohibit the general public from viewing security camera footage that contains patron information. If the library receives a request from the general public to inspect security camera footage which contains patron information, the general public will be advised to file a police complaint.

### **Unauthorized Access and/or Disclosure**

A breach of this Policy may result in disciplinary action up to and including dismissal. Any library employee who becomes aware of any unauthorized disclosure of a video record and/or a potential privacy breach has a responsibility to ensure that the Director is immediately informed of the breach.

### **Dealing with a Breach of Privacy**

Once a privacy breach has occurred (loss, theft, or inadvertent disclosure of personal information) immediate action must be taken to control the situation. Identify the scope of the breach and take steps to contain the damage, (e.g. retrieve copies of recorded information, determine if unauthorized access to an electronic system has occurred, etc).

Insure that the Library Director and appropriate staff are notified immediately of the breach. If applicable, notify individuals whose personal information has been disclosed. Conduct an internal investigation into the matter, report on the findings and quickly implement any recommendation. The objectives of this investigation should include: A review of the circumstances surrounding the event as well as the adequacy of existing policies and procedures in protecting personal information. Try to resolve a complainant's concerns informally at the onset of the complaint.

### **Compliance**

Failure by staff to comply with this policy may result in disciplinary action up to and including termination of employment.

A copy of this policy may be shared with any patron or staff member upon request. The policy is also posted on the Altadena Library District's official website. Questions from the public may be directed to the Library Director.



LORI GLASGOW  
EXECUTIVE OFFICER

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March 22, 2017

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

Dear Ms. Kittay:

At its meeting held March 21, 2017, the Los Angeles County Board of Supervisors approved Altadena Library District's request to change its board member elections from the first Tuesday after the first Monday in November of odd years to the first Tuesday after the first Monday in November of even years, and consolidate these elections with the Statewide General Elections conducted by the County, effective November 2018.

Sincerely,

Lori Glasgow  
Executive Officer

LG:mo

c: Registrar-Recorder/County Clerk



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## Change in the Air

League of Women Voters forum discusses the impact Trump's budget cuts will have on mitigating the mounting negative effects of climate change



## Freedom's Price

Sanctuary city designation could cost Pasadena nearly \$35 million



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**News and Notes From Our Community**  
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**join Pet Adoption Faire at Altadena Library, WALK FOR KIDS**

-  
Pasadena Ronald McDonald House hosts event to raise funds for sick children,  
**MORE OF A GOOD THING**

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# Altadena Library Districts Invites Residents to Community-wide Town Hall Meeting

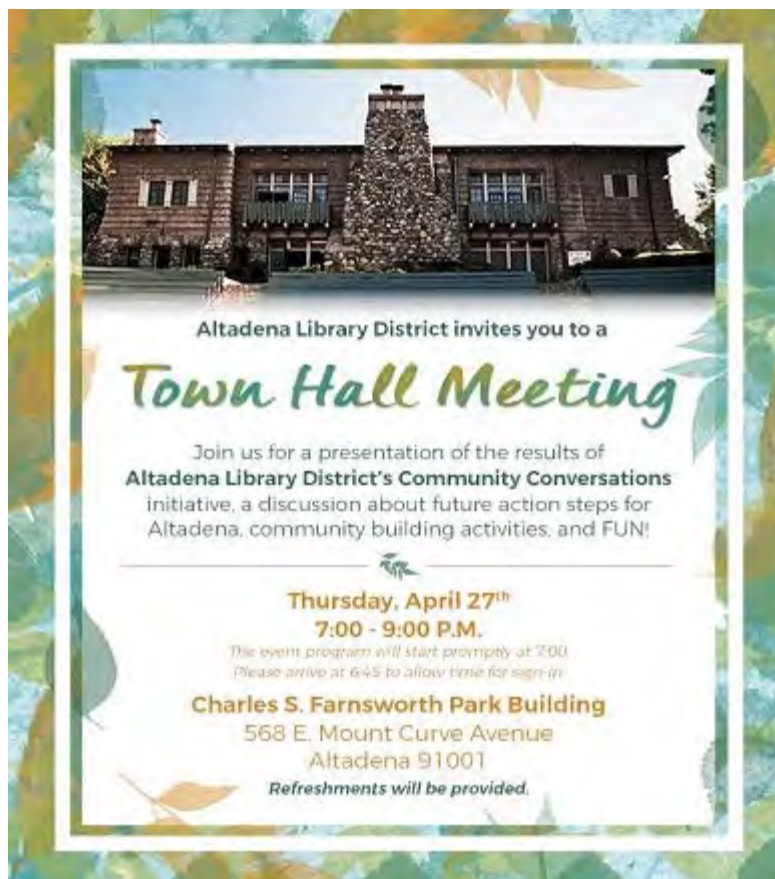
From STAFF REPORTS

Published : Tuesday, April 4, 2017 | 11:35 AM

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February and March have been busy months for the Altadena Library District. Inspired by the American Library Association's nation-wide movement "Libraries Transforming Communities" and the Harwood Institute's approach to community engagement, Altadena Library District sponsored the Community Conversations initiative across Altadena, engaging hundreds of residents in in-depth discussions in the living rooms of Altadena residents, in local organizations, and in small businesses. At each of these two-dozen Community Conversations, a facilitator led discussion, focusing on the community's aspirations for Altadena, challenges the community faces, and concrete action steps residents can take both individually and as a community to improve Altadena.

Funded by Altadena Library District, the goal of the Community Conversations project was to examine Altadena as a whole through a positive, mediated evaluation of the community's aspirations and goals. "In an unincorporated community like Altadena that has no inherent or governmental community center or hub, there is great potential for a longstanding institution such as Altadena Library District to fill that need in the community and become a central resource for local efforts toward community growth and advancement," says Library Director Mindy Kittay, "The Library will use the gathered information to improve its capacity as a community connector, to strengthen partnerships between community organizations, and to evaluate its own mission and strategic plan to ensure we are meeting the needs of the community. We view this as an incredible opportunity to empower residents and ultimately impact Altadena in a positive way."

On April 27 from 7:00 p.m. to 9:00 p.m., the Library invites members of the Altadena community to

attend a Town Hall Meeting, where results of the Community Conversations initiative will be shared, recommendations for future action steps for Altadena will be discussed, and participants will engage in community building activities. All residents are invited to participate, regardless of whether they attended a Community Conversation or not. The Town Hall Meeting will take place at Charles Farnsworth Park's Upper Davies Building, and refreshments will be provided. Residents are encouraged to RSVP online at [www.altadenalibrary.org/town-hall-meeting](http://www.altadenalibrary.org/town-hall-meeting).

“One of the primary goals of this project was to gather feedback about residents’ aspirations for Altadena and the perceived challenges the community faces. Beyond that, what arose from this experience were genuine connections between Altadena residents,” says Community Conversations Coordinator and Facilitator Brian Biery, “We expect to see even more of that spirit of connection at this upcoming Town Hall Meeting.”

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

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**Blair High School Students Create “No More” Public Service Announcements**



**Say “Cheese” Pasadena Art Alliance SNAP Portrait Benefit to be Held in DTLA**



**ATF Won't Connect Memo Warning Police Officers May Be Selling Guns Illegally to Pasadena Officer Investigation**

# PASADENA NOW

Pasadena Now has been published daily since April, 2004 and is among the very oldest continuously operated community news websites in the U.S.

Pasadena Now strives to publish a full spectrum of news and information articles in service to the entire community. The publication will remain free to readers and will



Crime

Environment



# Independent

Business

Friday, April 14, 2017 1 65°F PASADENA

Home » Community » Second Saturdays at Altadena Library

Business Profiles

Continue Amid Renovations

Real Estate

Education

Community

Arts & Entertainment

## Second Saturdays At Altadena Library Continue Amid Renovations

Sports

Lifestyle



Health & Fitness



Dining Delights



Travel

– Courtesy photo

California

Despite the current renovation at its main library building, Altadena Library District's popular Second Saturday Concerts will continue this Saturday, April 8<sup>th</sup> from 6:30 to 8:30 p.m. with a night of live music featuring the Louis Van Taylor Quintet at 600 E. Mariposa Street. We will be holding the concert in the Library so attendees will get a sneak peak at our new renovations!

U.S.

World

Opinion

This month's musical guests make up a quintet of talented and acclaimed jazz, funk, and blues musicians. While Louis Van Taylor will not be in attendance, the 2-hour set will feature the musical styling of Charles Owen on saxophone and flute, Stephen Taylor on congas and percussion, Mikel Majeed on keys, Kenny Sara on drums and vocals, and Steve Cotter on guitar. The group members' combined credits span the music industry and include Frank Zappa, Clayton Hamilton Orchestra, Funky George Brown, Cheryl Lynne, Buddy Rich, Freda Payne, Jacque Leisure, Benny Maupin, Barbara Morrison, Noland Shaheed, and Gerald Wilson.

Columns

Letters to the Editor

Millennial Feed

Obituaries



Community

The Altadena Library District hosts Second Saturday Concerts monthly at its main building October through June, with a brief hiatus during the summer months. Guests can enjoy the first-rate music of varied genres as they sip wine and beer from the Altadena Ale & Wine House, savor grilled meats from local chefs, and sample delectable desserts from Sweeter Than Honey.

“The Second Saturday Concerts have entertained thousands of Altadena residents since the series’ first conception,” says Library Director Mindy Kittay, “Music is a powerful unifying force across all demographic lines, and we are proud to provide an opportunity for a diverse cross section of Altadena’s population to gather each month and experience the joy of live music together.”

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April 6, 2017



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FRIDAY, APRIL 14, 2017



# ALTADENA NOW

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

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

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

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

**Archives**

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Thursday, April 6, 2017

## Celebrate National Library Week



National Library Week, April 9 – 15, 2017, is a time to celebrate our nation's libraries and library workers for transforming lives through free access to education, technology, information literacy, diverse collections and opportunities for community engagement.

In a world of rapid technological and cultural change, libraries and library workers are your trusted resources for both individuals and the community at large. Conducting an online search can be a daunting task, even for an experienced researcher, with millions of hits for any question or topic. Librarians are trained experts who can guide library users through this information jungle to find what they



## Altadena Calendar of Events

April, 2017						
S	M	T	W	T	F	S
					14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

For Pasadena Events, [click here](#)



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**Town Hall Meeting**

April 27<sup>th</sup>  
7:00-9:00pm  
Farnsworth

are seeking, whether they are verifying news sources, investigating healthcare options or exploring sources of student financial aid.

Libraries also provide a wide range of opportunities for people with diverse wants and interests, including cultural and arts programming, materials in alternate formats such as large print, multilingual internet trainings, bilingual story hours, English as a Second Language classes and many other programs.

Here in Altadena, California, we promote early literacy to children and their parents and caregivers through our children's educational programming which includes Story Times and other programs. Teens and Adults have access to the newest technologies such as 3D printers and Virtual Reality tools. Our library programming and offerings continue to expand to reflect the changing needs of our community.

This year's theme for National Library Week is "Libraries Transform," and Olympic soccer gold medalist and World Cup champion Julie Foudy is lending her support as National Library Week Honorary Chair. Foudy is helping to shine a light on the value of all types of libraries – school, public, academic and special – and the expertise of library workers.

National Library Week celebrations include the release of the American Library Association's 2017 "State of America's Libraries Report" on Monday, April 10. The annual report examines library trends of the past year and will include the highly anticipated "Top Ten List of the Most Challenged Books of 2016."

On Tuesday, April 11, National Library Workers Day will recognize librarians, support staff and others who make library service possible every day. On Wednesday, April 12, National Bookmobile Day will acknowledge the impact bookmobiles and direct-delivery outreach services have played for more than 100 years. In addition, April is School Library Month, which is sponsored by the American Association of School Librarians, a division of the ALA.

First sponsored in 1958, National Library Week is observed each April by the American Library Association and libraries across the country.

For more information on National Library Week, visit [ILoveLibraries.org/NLW](http://ILoveLibraries.org/NLW) or follow #NationalLibraryWeek.

**JOB FAIR**  
MonteCedro is having a Job Fair!!!  
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Time permitting, we will conduct on-the-spot interviews. You may apply for all jobs listed in our website. Please enter through the front of the building on El Molino Ave., and check with the receptionist.

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**Meeting**  
**April 27<sup>th</sup>**  
**7:00-9:00pm**  
**Farnsworth Park Upper Building**

Learn about the results of **Altadena Library District's Community Conversations**, discuss future action steps for Altadena, and build community.

**RSVP ONLINE TODAY!**

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larger population of homeless mentally ill.

“Within the County’s chronically homeless population, there is a significant segment of individuals who refuse treatment – but are clearly in need of care,” said Barger. “Their condition prevents them from accepting treatment or providing for their own basic needs – yet they don’t meet the nebulous 5150 threshold of “being a danger to themselves and others.”

Section 5150 of the California Welfare and Institutions Code authorizes a qualified officer or clinician to involuntarily confine a person suspected to have a mental disorder that makes him or her a danger to themselves, a danger to others, and/or is gravely disabled.

“I strongly believe that if someone’s mental disorder prevents them from providing for their own basic needs then they are in fact,

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**Tuesday, April 4, 2017**



## **Altadena Library Districts Invites Residents to Community-wide Town Hall Meeting**

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Inspired by the American Library Association's nation-wide movement "Libraries Transforming Communities" and the Harwood Institute's approach to community engagement, Altadena Library District sponsored the Community Conversations initiative across Altadena, engaging hundreds of residents in in-depth discussions in the living rooms of Altadena residents, in local organizations, and in small businesses. At each of these two-dozen Community Conversations, a facilitator led discussion, focusing on the community's aspirations for Altadena, challenges the community faces, and concrete action steps residents can take both individually and as a community to improve Altadena.

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**Monday, April 3, 2017**

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**Altadena Library Second Saturday Concert Presents  
The Louis Van Taylor Quintet**

The Altadena Library's Second Saturday concert season features The Louis Van Taylor Quintet on Saturday April 8 from 6:30 to 8:30 p.m.

Louis Van Taylor's work with various types of instruments has been featured on numerous television and movie soundtracks. His credits include performances with big names such as Ray Charles, Poncho Sanchez, Gerald Wilson Orchestra to Presently Kool and the Gang. His musical style blends traditional jazz with a variety of genre including Brazilian, Afro-Caribbean, funk and blues.

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

Altadena Library District, 600 E. Mariposa St., Altadena, (626) 798-0833 or visit [www.AltadenaLibrary.org](http://www.AltadenaLibrary.org).

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## Monday, April 3, 2017



## Altadena Children's Center Announces Gala Date, Honorees