



Honoring the past, cultivating the present, empowering the future

**AGENDA
Regular Meeting**

Board of Library Trustees – Altadena Library District
Community Room – Main Library - **May 21, 2018** – 5:00 p.m.

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

1) CALL TO ORDER

2) ROLL CALL:

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

3) SWEARING-IN OF NEW BOARD MEMBER

4) ADOPTION OF AGENDA

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

5) PUBLIC COMMUNICATION

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

6) PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS

None to Report

7) FINANCIAL REPORTS

- a) **Financial reports for March 2017 (INFORMATION/ACTION) (10 Minutes) Page # 19**
Recommended Action: The Board of Library Trustees hereby receives and files the Financial Reports.

8) CONSENT CALENDAR (5 Minutes)

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

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

- i) Approval of Minutes – Regular Meeting held April 23, 2018, Page # 11
- ii) Approval of Minutes – Special meeting held May 1, 2018, Page # 11
- iii) Approval of Minutes – Special meeting held May 7, 2018, Page # 11
- iv) Statistical Reports – YTD – April 2018, Page # 11
- v) Departmental Monthly Reports – April 2018, Page # 11
- vi) Human Resources Update – Written Report by HRNETwork – April 2018 Page # 11
- vii) District Director's Report – April 2018, Page # 11

9) CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

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

10) NEW BUSINESS

- a) Presentation of Draft Budget for FY 18/19 (INFORMATION/ACTION) **DU, Yg, () ! \$**

11) OLD BUSINESS

- a) Progress Update from the Board Bylaws Committee (INFORMATION/ACTION)
- b) Appointment of Liaison to the Altadena Library Foundation (INFORMATION/ACTION)
- c) Resolution 201804 – Establishing Candidate Statement Policies (INFORMATION/ACTION) **DU (Yg.) %) &**

12) CORRESPONDENCE, Page #

13) REPORTS OF SUPPORT GROUPS (5 minutes)

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

14) REPORTS OF TRUSTEES

15) CLOSED SESSION

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

- a) SIGNIFICANT EXPOSURE TO LITIGATION
Pursuant to Government Code Section 54956.9(d)(2)
1 potential case

16) RECESS BACK INTO OPEN SESSION

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

18) AGENDA ITEMS FOR FUTURE AGENDAS

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

19) ADJOURNMENT

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

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

	Jul '17 - Mar 18	Jul '16 - Mar 17	\$ Change	% Change
Ordinary Income/Expense				
Income				
DONATIONS AND GRANTS				
4710 · Friends of the Library	12,000.00	20,000.00	(8,000.00)	(40.0)%
4730 · Undesignated	678.45	17,503.00	(16,824.55)	(96.1)%
4735 · Designated		1,325.00	(1,325.00)	(100.0)%
4740 · CA Library Literacy Services	18,000.00	26,300.00	(8,300.00)	(31.6)%
4750 · Cal State Library	18,281.00	13,500.00	4,781.00	35.4%
4755 · HUD Grant		43,263.64	(43,263.64)	(100.0)%
Total DONATIONS AND GRANTS	48,959.45	121,891.64	(72,932.19)	(59.8)%
FINES & FEES				
4305 · Fees	4,993.16	15,751.80	(10,758.64)	(68.3)%
4310 · MFM Revenue	5,727.38	5,134.90	592.48	11.5%
4340 · Passport Services Fees	72,683.69	57,092.00	15,591.69	27.3%
4350 · Sales of Products	3,201.43	3,201.43	3,201.43	100.0%
Total FINES & FEES	86,605.66	77,978.70	8,626.96	11.1%
INTEREST INCOME & ADJUSTMENTS				
4210 · Chase Bank	1,639.33	1,022.46	616.87	60.3%
Total INTEREST INCOME & ADJUSTMENTS	1,639.33	1,022.46	616.87	60.3%
OTHER REVENUE & ADJUSTMENT				
4910 · Miscellaneous Income	5,188.81	297.88	4,890.93	1,641.9%
4999 · Rewards & Incentives	5,539.05	2,000.00	3,539.05	177.0%
Total OTHER REVENUE & ADJUSTMENT	10,727.86	2,297.88	8,429.98	366.9%
REVENUES				
Property Taxes				
4010 · Current-Year Secured				
4010.00 · Current Secured	1,415,535.25	1,217,109.85	198,425.40	16.3%
4010.01 · Revenue Residual	18,120.28	19,260.94	(1,140.66)	(5.9)%
4010.02 · Statutory Revenue	2,271.68	2,027.10	244.58	12.1%
4010.03 · SB 813 Supplemental	38,238.18	31,488.30	6,749.88	21.4%
Total 4010 · Current-Year Secured	1,474,165.39	1,269,886.19	204,279.20	16.1%
4020 · Current-Year Unsecured				
4020.00 · Current Unsecured	79,499.64	3,399.05	76,100.59	2,238.9%
4020 · Current-Year Unsecured - Other		71,057.05	(71,057.05)	(100.0)%
Total 4020 · Current-Year Unsecured	79,499.64	74,456.10	5,043.54	6.8%
4030 · Prior-Year Secured				
4030.00 · Prior Secured	31,162.96	5,112.32	26,050.64	509.6%
4030.01 · Secured Refunds		(20,960.36)	20,960.36	100.0%
4030.02 · Statutory Revenue		939.04	(939.04)	(100.0)%
4030.03 · SB 813 Redemption	3,019.24	675.21	2,344.03	347.2%
4030.05 · Secured Tax Refunds	(26,741.56)		(26,741.56)	(100.0)%
4030 · Prior-Year Secured - Other		9,744.01	(9,744.01)	(100.0)%
Total 4030 · Prior-Year Secured	7,440.64	(4,489.78)	11,930.42	265.7%
4040 · Prior-Year Unsecured				
4040.00 · Prior Unsecured	9,514.02	2,375.44	7,138.58	300.5%
Total 4040 · Prior-Year Unsecured	9,514.02	2,375.44	7,138.58	300.5%
4050 · Homeowners Exemption	6,940.95	7,007.94	(66.99)	(1.0)%
4060 · Special Assessment				
4060.01 · Per Parcel Benefit Assessment	515,143.28	463,958.92	51,184.36	11.0%
4060.02 · Direct Assessments		2,566.94	(2,566.94)	(100.0)%
Total 4060 · Special Assessment	515,143.28	466,525.86	48,617.42	10.4%
4080 · Penalties, Interest & Costs-Ref	9,209.68	11,497.84	(2,288.16)	(19.9)%
4220 · County Interest Allocation	5,053.93	827.43	4,226.50	510.8%
4250 · Change in Property Tax Accrual	(6,879.22)		(6,879.22)	(100.0)%
Total Property Taxes	2,100,088.31	1,828,087.02	272,001.29	14.9%
Total REVENUES	2,100,088.31	1,828,087.02	272,001.29	14.9%
Total Income	2,248,020.61	2,031,277.70	216,742.91	10.7%

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

	Jul '17 - Mar 18	Jul '16 - Mar 17	\$ Change	% Change
Expense				
'PERSONNEL RELATED EXPENSES				
5000 · SALARIES & WAGES				
5010 · Salaried	260,081.66	863,558.26	(603,476.60)	(69.9)%
5020 · Hourly	821,398.65	233,420.51	587,978.14	251.9%
Total 5000 · SALARIES & WAGES	1,081,480.31	1,096,978.77	(15,498.46)	(1.4)%
5100 · Employer-Portion Taxes/Benefits				
5120 · Payroll Taxes (ER)				
5250 · FUTA	5,621.30	112.01	5,509.29	4,918.6%
5120 · Payroll Taxes (ER) - Other	88,922.39	61,512.91	27,409.48	44.6%
Total 5120 · Payroll Taxes (ER)	94,543.69	61,624.92	32,918.77	53.4%
5120.01 · Soc Security & Medicare, Salary		20,486.21	(20,486.21)	(100.0)%
5120.02 · Soc Security & Medicare, Hourly		5,930.34	(5,930.34)	(100.0)%
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	18,414.78	14,677.33	3,737.45	25.5%
5210.02 · CalPers PEPRA (ER Contr)	51,086.57	16,549.62	34,536.95	208.7%
5211 · PERS Retirement 2% @ 55		85,323.82	(85,323.82)	(100.0)%
5212 · PERS Retirement 2% @ 60		792.10	(792.10)	(100.0)%
5213 · PERS Retirement 2% @ 62		9,129.11	(9,129.11)	(100.0)%
5218 · PERS Unfunded	68,854.41		68,854.41	100.0%
5210 · PERS Retirement - Other		258.37	(258.37)	(100.0)%
Total 5210 · PERS Retirement	138,355.76	126,730.35	11,625.41	9.2%
5222 · OPEB Contribution		93,336.00	(93,336.00)	(100.0)%
5251 · SUI, Hourly		697.64	(697.64)	(100.0)%
Total 5100 · Employer-Portion Taxes/Benefits	232,899.45	308,805.46	(75,906.01)	(24.6)%
5200 · Insurance				
5220 · Health Insurance	88,990.53	88,108.81	881.72	1.0%
5221 · Health Insurance - Retirees	56,611.02	50,556.17	6,054.85	12.0%
5230 · Dental Insurance	10,401.08	12,040.75	(1,639.67)	(13.6)%
5240 · Vision Insurance	3,079.78	3,656.34	(576.56)	(15.8)%
5260 · Life Insurance	960.71	1,042.35	(81.64)	(7.8)%
5270 · Workers' Compensation	11,041.52	17,802.97	(6,761.45)	(38.0)%
5280 · Disability Insurance	(317.10)	298.32	(615.42)	(206.3)%
Total 5200 · Insurance	170,767.54	173,505.71	(2,738.17)	(1.6)%
Total 'PERSONNEL RELATED EXPENSES	1,485,147.30	1,579,289.94	(94,142.64)	(6.0)%
CAPITAL				
7310 · Equipment, Furniture & Fixtures	8,076.25	32,231.80	(24,155.55)	(74.9)%
7320 · Structures & Improvements	127,530.75	70,877.55	56,653.20	79.9%
Total CAPITAL	135,607.00	103,109.35	32,497.65	31.5%
FACILITIES, GROUNDS & MAINTENAN				
7205 · Maintenance Contracts	4,202.45	4,146.87	55.58	1.3%
7210 · Building Maint & Repairs	9,968.04	43,667.38	(33,699.34)	(77.2)%
7220 · Landscape	8,295.21	16,648.48	(8,353.27)	(50.2)%
Total FACILITIES, GROUNDS & MAINTENAN	22,465.70	64,462.73	(41,997.03)	(65.2)%
LIBRARY MATERIALS				
6110 · Cataloging Expenses	14,952.83	13,010.24	1,942.59	14.9%
6115 · Electronic Databases & Subscrip	15,170.58	17,658.77	(2,488.19)	(14.1)%
6120 · Books	77,149.99	63,156.26	13,993.73	22.2%
6125 · Audio CD	9,100.02	11,933.73	(2,833.71)	(23.8)%
6130 · DVD's & Videogames	17,248.10	16,752.50	495.60	3.0%
6135 · Processing of Materials	26,098.53	22,834.18	3,264.35	14.3%
6140 · Periodicals	14,182.77	10,847.30	3,335.47	30.8%
6150 · Downloadables	11,077.83	13,632.90	(2,555.07)	(18.7)%
Total LIBRARY MATERIALS	184,980.65	169,825.88	15,154.77	8.9%
MISCELLANEOUS EXPENSE				
7510 · Miscellaneous Expense	3,487.03	(660.61)	4,147.64	627.9%
7520 · Refunds/Parcel	52.16		52.16	100.0%
Total MISCELLANEOUS EXPENSE	3,539.19	(660.61)	4,199.80	635.8%

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

	Jul '17 - Mar 18	Jul '16 - Mar 17	\$ Change	% Change
OPERATING EXPENSES				
6430 · Insurance-Gen, Prop, Liab, Eq	38,868.25	41,467.61	(2,599.36)	(6.3)%
6620 · Membership Dues & Subscriptions	9,492.01	12,525.00	(3,032.99)	(24.2)%
6625 · Training & Education	5,875.24	4,909.96	965.28	19.7%
6626 · Recruitment & Recognition	1,008.78	3,162.78	(2,154.00)	(68.1)%
6627 · Advertising / Marketing	3,245.45	20,242.97	(16,997.52)	(84.0)%
6710 · Meetings & Travel	4,980.18	9,021.07	(4,040.89)	(44.8)%
6730 · Mileage & Parking Reimbursement	519.68	493.64	26.04	5.3%
6740 · Postage & Delivery	5,949.01	3,512.53	2,436.48	69.4%
6745 · Banking & Service Fees	1,442.42	1,026.63	415.79	40.5%
6746 · Payroll Fees	7,135.00	10,610.02	(3,475.02)	(32.8)%
6750 · Printing & Reproduction	12,271.88	3,997.35	8,274.53	207.0%
6755 · Small Equipment	1,882.90	21,863.02	(19,980.12)	(91.4)%
6765 · Janitorial Supplies	15,304.03	9,648.31	5,655.72	58.6%
6770 · Operating Supplies	15,402.46	23,524.26	(8,121.80)	(34.5)%
6780 · Operating Software	2,211.33	249.00	1,962.33	788.1%
6790 · Hardware (Computers / Tech)		459.03	(459.03)	(100.0)%
6920 · Electricity	25,532.85	24,678.95	853.90	3.5%
6930 · Natural Gas	2,347.35	4,076.72	(1,729.37)	(42.4)%
6940 · Water & Sewage	4,500.65	3,803.49	697.16	18.3%
6950 · Refuse	3,490.86	2,835.14	655.72	23.1%
6960 · Products for Resale	3,219.47	436.60	2,782.87	637.4%
6970 · Equipment Lease & Rental	12,372.37	9,014.84	3,357.53	37.2%
7530 · Direct Assessments/Admin Costs	10,084.06	27,677.23	(17,593.17)	(63.6)%
Total OPERATING EXPENSES	187,136.23	239,236.15	(52,099.92)	(21.8)%
PROFESSIONAL & TECHNICAL				
7125 · Audit and Financial Consulting	31,566.45	28,912.50	2,653.95	9.2%
7130 · Legal Fees	8,623.22	17,198.98	(8,575.76)	(49.9)%
7135 · Technology Consulting		1,078.80	(1,078.80)	(100.0)%
7140 · Architectural & Engineering		5,000.00	(5,000.00)	(100.0)%
7145 · Collection Agency	1,772.10	841.30	930.80	110.6%
7155 · Consultants - Other	61,972.29	26,884.49	35,087.80	130.5%
7170 · Telecommunications	4,705.72	1,481.52	3,224.20	217.6%
7175 · Internet Service	30,194.71	29,852.10	342.61	1.2%
7180 · Technology Equipment	36,672.99	56,200.59	(19,527.60)	(34.8)%
7185 · Technology Maintenance Fees	15,373.50	43,311.89	(27,938.39)	(64.5)%
7190 · Website Development	858.00	360.00	498.00	138.3%
7199 · County Tax Collection Fees	30,826.64		30,826.64	100.0%
Total PROFESSIONAL & TECHNICAL	222,565.62	211,122.17	11,443.45	5.4%
PROGRAMS				
6200 · Youth Services	4,696.20	5,153.22	(457.02)	(8.9)%
6210 · Teen Services	4,100.44	1,695.29	2,405.15	141.9%
6220 · Adult Services	20,863.21	10,278.54	10,584.67	103.0%
6230 · Bob Lucas Branch Services	2,175.63	1,047.57	1,128.06	107.7%
6240 · Literacy Services	1,719.75	84.35	1,635.40	1,938.8%
Total PROGRAMS	33,555.23	18,258.97	15,296.26	83.8%
Total Expense	2,274,996.92	2,384,644.58	(109,647.66)	(4.6)%
Net Ordinary Income	(26,976.31)	(353,366.88)	326,390.57	92.4%
Net Income	(26,976.31)	(353,366.88)	326,390.57	92.4%

Altadena Library District
Profit & Loss
 July 2017 through March 2018

Jul '17 - Mar 18

Ordinary Income/Expense

Income

DONATIONS AND GRANTS

4710 · Friends of the Library	12,000.00
4730 · Undesignated	678.45
4740 · CA Library Literacy Services	18,000.00
4750 · Cal State Library	18,281.00

Total DONATIONS AND GRANTS 48,959.45

FINES & FEES

4305 · Fees	4,993.16
4310 · MFM Revenue	5,727.38
4340 · Passport Services Fees	72,683.69
4350 · Sales of Products	3,201.43

Total FINES & FEES 86,605.66

INTEREST INCOME & ADJUSTMENTS

4210 · Chase Bank	1,639.33
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Total INTEREST INCOME & ADJUSTMENTS 1,639.33

OTHER REVENUE & ADJUSTMENT

4910 · Miscellaneous Income	5,188.81
4999 · Rewards & Incentives	5,539.05

Total OTHER REVENUE & ADJUSTMENT 10,727.86

REVENUES

Property Taxes

4010 · Current-Year Secured	
4010.00 · Current Secured	1,415,535.25
4010.01 · Revenue Residual	18,120.28
4010.02 · Statutory Revenue	2,271.68
4010.03 · SB 813 Supplemental	38,238.18

Total 4010 · Current-Year Secured 1,474,165.39

4020 · Current-Year Unsecured	
4020.00 · Current Unsecured	79,499.64

Total 4020 · Current-Year Unsecured 79,499.64

4030 · Prior-Year Secured	
4030.00 · Prior Secured	31,162.96
4030.03 · SB 813 Redemption	3,019.24
4030.05 · Secured Tax Refunds	(26,741.56)

Total 4030 · Prior-Year Secured 7,440.64

4040 · Prior-Year Unsecured	
4040.00 · Prior Unsecured	9,514.02

Total 4040 · Prior-Year Unsecured 9,514.02

4050 · Homeowners Exemption 6,940.95

4060 · Special Assessment	
4060.01 · Per Parcel Benefit Assessment	515,143.28

Total 4060 · Special Assessment 515,143.28

4080 · Penalties, Interest & Costs-Ref 9,209.68

4220 · County Interest Allocation 5,053.93

4250 · Change in Property Tax Accrual (6,879.22)

Total Property Taxes 2,100,088.31

Total REVENUES 2,100,088.31

Total Income 2,248,020.61

Altadena Library District
Profit & Loss
 July 2017 through March 2018

Jul '17 - Mar 18

Expense		
'PERSONNEL RELATED EXPENSES		
5000 · SALARIES & WAGES		
5010 · Salaried		260,081.66
5020 · Hourly		821,398.65
Total 5000 · SALARIES & WAGES		1,081,480.31
5100 · Employer-Portion Taxes/Benefits		
5120 · Payroll Taxes (ER)		
5250 · FUTA		5,621.30
5120 · Payroll Taxes (ER) - Other		88,922.39
Total 5120 · Payroll Taxes (ER)		94,543.69
5210 · PERS Retirement		
5210.01 · CalPers CLASSIC (ER Contr)		18,414.78
5210.02 · CalPers PEPRA (ER Contr)		51,086.57
5218 · PERS Unfunded		68,854.41
Total 5210 · PERS Retirement		138,355.76
Total 5100 · Employer-Portion Taxes/Benefits		232,899.45
5200 · Insurance		
5220 · Health Insurance		88,990.53
5221 · Health Insurance - Retirees		56,611.02
5230 · Dental Insurance		10,401.08
5240 · Vision Insurance		3,079.78
5260 · Life Insurance		960.71
5270 · Workers' Compensation		11,041.52
5280 · Disability Insurance		(317.10)
Total 5200 · Insurance		170,767.54
Total 'PERSONNEL RELATED EXPENSES		1,485,147.30
CAPITAL		
7310 · Equipment, Furniture & Fixtures		8,076.25
7320 · Structures & Improvements		127,530.75
Total CAPITAL		135,607.00
FACILITIES, GROUNDS & MAINTENAN		
7205 · Maintenance Contracts		4,202.45
7210 · Building Maint & Repairs		9,968.04
7220 · Landscape		8,295.21
Total FACILITIES, GROUNDS & MAINTENAN		22,465.70
LIBRARY MATERIALS		
6110 · Cataloging Expenses		14,952.83
6115 · Electronic Databases & Subscrip		15,170.58
6120 · Books		77,149.99
6125 · Audio CD		9,100.02
6130 · DVD's & Videogames		17,248.10
6135 · Processing of Materials		26,098.53
6140 · Periodicals		14,182.77
6150 · Downloadables		11,077.83
Total LIBRARY MATERIALS		184,980.65
MISCELLANEOUS EXPENSE		
7510 · Miscellaneous Expense		3,487.03
7520 · Refunds/Parcel		52.16
Total MISCELLANEOUS EXPENSE		3,539.19

Altadena Library District
Profit & Loss
July 2017 through March 2018

Jul '17 - Mar 18

OPERATING EXPENSES	
6430 · Insurance-Gen, Prop, Liab, Eq	38,868.25
6620 · Membership Dues & Subscriptions	9,492.01
6625 · Training & Education	5,875.24
6626 · Recruitment & Recognition	1,008.78
6627 · Advertising / Marketing	3,245.45
6710 · Meetings & Travel	4,980.18
6730 · Mileage & Parking Reimbursement	519.68
6740 · Postage & Delivery	5,949.01
6745 · Banking & Service Fees	1,442.42
6746 · Payroll Fees	7,135.00
6750 · Printing & Reproduction	12,271.88
6755 · Small Equipment	1,882.90
6765 · Janitorial Supplies	15,304.03
6770 · Operating Supplies	15,402.46
6780 · Operating Software	2,211.33
6920 · Electricity	25,532.85
6930 · Natural Gas	2,347.35
6940 · Water & Sewage	4,500.65
6950 · Refuse	3,490.86
6960 · Products for Resale	3,219.47
6970 · Equipment Lease & Rental	12,372.37
7530 · Direct Assessments/Admin Costs	10,084.06
Total OPERATING EXPENSES	187,136.23
PROFESSIONAL & TECHNICAL	
7125 · Audit and Financial Consulting	31,566.45
7130 · Legal Fees	8,623.22
7145 · Collection Agency	1,772.10
7155 · Consultants - Other	61,972.29
7170 · Telecommunications	4,705.72
7175 · Internet Service	30,194.71
7180 · Technology Equipment	36,672.99
7185 · Technology Maintenance Fees	15,373.50
7190 · Website Development	858.00
7199 · County Tax Collection Fees	30,826.64
Total PROFESSIONAL & TECHNICAL	222,565.62
PROGRAMS	
6200 · Youth Services	4,696.20
6210 · Teen Services	4,100.44
6220 · Adult Services	20,863.21
6230 · Bob Lucas Branch Services	2,175.63
6240 · Literacy Services	1,719.75
Total PROGRAMS	33,555.23
Total Expense	2,274,996.92
Net Ordinary Income	(26,976.31)
Net Income	(26,976.31)

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

	Jul '17 - Mar 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
DONATIONS AND GRANTS				
4710 · Friends of the Library	12,000.00	24,000.00	(12,000.00)	50.0%
4730 · Undesignated	678.45		678.45	100.0%
4735 · Designated		1,100.00	(1,100.00)	
4740 · CA Library Literacy Services	18,000.00	22,649.00	(4,649.00)	79.5%
4750 · Cal State Library	18,281.00	18,281.00		100.0%
4755 · HUD Grant				
Total DONATIONS AND GRANTS	48,959.45	66,030.00	(17,070.55)	74.1%
FINES & FEES				
4305 · Fees	4,993.16	9,000.00	(4,006.84)	55.5%
4310 · MFM Revenue	5,727.38	6,000.00	(272.62)	95.5%
4340 · Passport Services Fees	72,683.69	90,000.00	(17,316.31)	80.8%
4350 · Sales of Products	3,201.43	5,000.00	(1,798.57)	64.0%
Total FINES & FEES	86,605.66	110,000.00	(23,394.34)	78.7%
INTEREST INCOME & ADJUSTMENTS				
4210 · Chase Bank	1,639.33		1,639.33	100.0%
4221 · FMV COLA		3,000.00	(3,000.00)	
Total INTEREST INCOME & ADJUSTMENTS	1,639.33	3,000.00	(1,360.67)	54.6%
OTHER REVENUE & ADJUSTMENT				
4910 · Miscellaneous Income	5,188.81		5,188.81	100.0%
4940 · Transfer in from Reserves		150,000.00	(150,000.00)	
4999 · Rewards & Incentives	5,539.05	6,000.00	(460.95)	92.3%
Total OTHER REVENUE & ADJUSTMENT	10,727.86	156,000.00	(145,272.14)	6.9%
REVENUES				
Property Taxes				
4010 · Current-Year Secured				
4010.00 · Current Secured	1,415,535.25	15,010.28	1,400,524.97	9,430.4%
4010.01 · Revenue Residual	18,120.28		18,120.28	100.0%
4010.02 · Statutory Revenue	2,271.68		2,271.68	100.0%
4010.03 · SB 813 Supplemental	38,238.18		38,238.18	100.0%
4010 · Current-Year Secured - Other		2,118,250.62	(2,118,250.62)	
Total 4010 · Current-Year Secured	1,474,165.39	2,133,260.90	(659,095.51)	69.1%
4020 · Current-Year Unsecured				
4020.00 · Current Unsecured	79,499.64		79,499.64	100.0%
4020 · Current-Year Unsecured - Other		74,263.00	(74,263.00)	
Total 4020 · Current-Year Unsecured	79,499.64	74,263.00	5,236.64	107.1%
4030 · Prior-Year Secured				
4030.00 · Prior Secured	31,162.96		31,162.96	100.0%
4030.01 · Secured Refunds				
4030.02 · Statutory Revenue				
4030.03 · SB 813 Redemption	3,019.24		3,019.24	100.0%
4030.04 · Property Tax Penalties				
4030.05 · Secured Tax Refunds	(26,741.56)			
4030 · Prior-Year Secured - Other		10,600.00	(10,600.00)	
Total 4030 · Prior-Year Secured	7,440.64	10,600.00	(3,159.36)	70.2%
4040 · Prior-Year Unsecured				
4040.00 · Prior Unsecured	9,514.02		9,514.02	100.0%
Total 4040 · Prior-Year Unsecured	9,514.02		9,514.02	100.0%
4050 · Homeowners Exemption				
4050 · Homeowners Exemption	6,940.95	7,725.00	(784.05)	89.9%
4060 · Special Assessment				
4060.01 · Per Parcel Benefit Assessment	515,143.28	802,160.99	(287,017.71)	64.2%
4060.02 · Direct Assessments				
Total 4060 · Special Assessment	515,143.28	802,160.99	(287,017.71)	64.2%

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

	Jul '17 - Mar 18	Budget	\$ Over Budget	% of Budget
4080 · Penalties, Interest & Costs-Ref	9,209.68	10,000.00	(790.32)	92.1%
4090 · RDA ABx126 Income		26,500.00	(26,500.00)	
4220 · County Interest Allocation	5,053.93	500.00	4,553.93	1,010.8%
4250 · Change in Property Tax Accrual	(6,879.22)			
Total Property Taxes	2,100,088.31	3,065,009.89	(964,921.58)	68.5%
Total REVENUES	2,100,088.31	3,065,009.89	(964,921.58)	68.5%
Total Income	2,248,020.61	3,400,039.89	(1,152,019.28)	66.1%
Expense				
'PERSONNEL RELATED EXPENSES				
5000 · SALARIES & WAGES				
5010 · Salaried	260,081.66	373,972.29	(113,890.63)	69.5%
5020 · Hourly	821,398.65	1,189,448.66	(368,050.01)	69.1%
Total 5000 · SALARIES & WAGES	1,081,480.31	1,563,420.95	(481,940.64)	69.2%
5100 · Employer-Portion Taxes/Benefits				
5120 · Payroll Taxes (ER)				
5250 · FUTA	5,621.30	14,700.00	(9,078.70)	38.2%
5120 · Payroll Taxes (ER) - Other	88,922.39	120,236.94	(31,314.55)	74.0%
Total 5120 · Payroll Taxes (ER)	94,543.69	134,936.94	(40,393.25)	70.1%
5120.01 · Soc Security & Medicare, Salary				
5120.02 · Soc Security & Medicare, Hourly				
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	18,414.78		18,414.78	100.0%
5210.02 · CalPers PEPRA (ER Contr)	51,086.57		51,086.57	100.0%
5211 · PERS Retirement 2% @ 55				
5212 · PERS Retirement 2% @ 60				
5213 · PERS Retirement 2% @ 62				
5218 · PERS Unfunded	68,854.41	91,806.00	(22,951.59)	75.0%
5210 · PERS Retirement - Other		100,179.46	(100,179.46)	
Total 5210 · PERS Retirement	138,355.76	191,985.46	(53,629.70)	72.1%
5222 · OPEB Contribution				
5251 · SUI, Hourly		41,000.00	(41,000.00)	
Total 5100 · Employer-Portion Taxes/Benefits	232,899.45	367,922.40	(135,022.95)	63.3%
5200 · Insurance				
5220 · Health Insurance	88,990.53	129,000.00	(40,009.47)	69.0%
5221 · Health Insurance - Retirees	56,611.02	75,600.00	(18,988.98)	74.9%
5230 · Dental Insurance	10,401.08	14,300.00	(3,898.92)	72.7%
5240 · Vision Insurance	3,079.78	4,100.00	(1,020.22)	75.1%
5260 · Life Insurance	960.71	2,000.00	(1,039.29)	48.0%
5270 · Workers' Compensation	11,041.52	20,000.00	(8,958.48)	55.2%
5280 · Disability Insurance	(317.10)	2,500.00	(2,817.10)	(12.7)%
Total 5200 · Insurance	170,767.54	247,500.00	(76,732.46)	69.0%
Total 'PERSONNEL RELATED EXPENSES	1,485,147.30	2,178,843.35	(693,696.05)	68.2%
CAPITAL				
7310 · Equipment, Furniture & Fixtures	8,076.25	32,995.00	(24,918.75)	24.5%
7320 · Structures & Improvements	127,530.75	150,000.00	(22,469.25)	85.0%
Total CAPITAL	135,607.00	182,995.00	(47,388.00)	74.1%
FACILITIES, GROUNDS & MAINTENAN				
7205 · Maintenance Contracts	4,202.45	18,000.00	(13,797.55)	23.3%
7210 · Building Maint & Repairs	9,968.04	20,000.00	(10,031.96)	49.8%
7220 · Landscape	8,295.21	15,000.00	(6,704.79)	55.3%
Total FACILITIES, GROUNDS & MAINTENAN	22,465.70	53,000.00	(30,534.30)	42.4%
LIBRARY MATERIALS				
6110 · Cataloging Expenses	14,952.83	20,000.00	(5,047.17)	74.8%
6115 · Electronic Databases & Subscrip	15,170.58	21,500.00	(6,329.42)	70.6%
6120 · Books	77,149.99	207,000.00	(129,850.01)	37.3%
6125 · Audio CD	9,100.02	18,000.00	(8,899.98)	50.6%
6130 · DVD's & Videogames	17,248.10	23,000.00	(5,751.90)	75.0%
6135 · Processing of Materials	26,098.53	46,850.00	(20,751.47)	55.7%
6140 · Periodicals	14,182.77	17,500.00	(3,317.23)	81.0%
6150 · Downloadables	11,077.83	20,000.00	(8,922.17)	55.4%
Total LIBRARY MATERIALS	184,980.65	373,850.00	(188,869.35)	49.5%

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

	Jul '17 - Mar 18	Budget	\$ Over Budget	% of Budget
MISCELLANEOUS EXPENSE				
7510 · Miscellaneous Expense	3,487.03		3,487.03	100.0%
7520 · Refunds/Parcel	52.16	1,000.00	(947.84)	5.2%
Total MISCELLANEOUS EXPENSE	3,539.19	1,000.00	2,539.19	353.9%
OPERATING EXPENSES				
6430 · Insurance-Gen, Prop, Liab, Eq	38,868.25	38,693.92	174.33	100.5%
6620 · Membership Dues & Subscriptions	9,492.01	13,000.00	(3,507.99)	73.0%
6625 · Training & Education	5,875.24	12,000.00	(6,124.76)	49.0%
6626 · Recruitment & Recognition	1,008.78	5,000.00	(3,991.22)	20.2%
6627 · Advertising / Marketing	3,245.45	5,000.00	(1,754.55)	64.9%
6710 · Meetings & Travel	4,980.18	10,000.00	(5,019.82)	49.8%
6730 · Mileage & Parking Reimbursement	519.68	800.00	(280.32)	65.0%
6740 · Postage & Delivery	5,949.01	9,000.00	(3,050.99)	66.1%
6745 · Banking & Service Fees	1,442.42	2,000.00	(557.58)	72.1%
6746 · Payroll Fees	7,135.00	12,000.00	(4,865.00)	59.5%
6750 · Printing & Reproduction	12,271.88	21,000.00	(8,728.12)	58.4%
6755 · Small Equipment	1,882.90	10,000.00	(8,117.10)	18.8%
6765 · Janitorial Supplies	15,304.03	13,000.00	2,304.03	117.7%
6770 · Operating Supplies	15,402.46	15,000.00	402.46	102.7%
6780 · Operating Software	2,211.33	3,000.00	(788.67)	73.7%
6785 · Computer Supplies				
6790 · Hardware (Computers / Tech)				
6920 · Electricity	25,532.85	42,100.00	(16,567.15)	60.6%
6930 · Natural Gas	2,347.35	5,500.00	(3,152.65)	42.7%
6940 · Water & Sewage	4,500.65	8,600.00	(4,099.35)	52.3%
6950 · Refuse	3,490.86	4,500.00	(1,009.14)	77.6%
6960 · Products for Resale	3,219.47	5,000.00	(1,780.53)	64.4%
6970 · Equipment Lease & Rental	12,372.37	15,424.00	(3,051.63)	80.2%
7530 · Direct Assessments/Admin Costs	10,084.06	45,084.06	(35,000.00)	22.4%
Total OPERATING EXPENSES	187,136.23	295,701.98	(108,565.75)	63.3%
PROFESSIONAL & TECHNICAL				
7125 · Audit and Financial Consulting	31,566.45	75,000.00	(43,433.55)	42.1%
7130 · Legal Fees	8,623.22	25,000.00	(16,376.78)	34.5%
7135 · Technology Consulting		1,500.00	(1,500.00)	
7140 · Architectural & Engineering		23,000.00	(23,000.00)	
7145 · Collection Agency	1,772.10	1,800.00	(27.90)	98.5%
7155 · Consultants - Other	61,972.29	74,000.00	(12,027.71)	83.7%
7170 · Telecommunications	4,705.72	7,500.00	(2,794.28)	62.7%
7175 · Internet Service	30,194.71	4,000.00	26,194.71	754.9%
7180 · Technology Equipment	36,672.99	34,281.00	2,391.99	107.0%
7185 · Technology Maintenance Fees	15,373.50	20,000.00	(4,626.50)	76.9%
7190 · Website Development	858.00	2,000.00	(1,142.00)	42.9%
7199 · County Tax Collection Fees	30,826.64			
Total PROFESSIONAL & TECHNICAL	222,565.62	268,081.00	(45,515.38)	83.0%
PROGRAMS				
6200 · Youth Services	4,696.20	10,000.00	(5,303.80)	47.0%
6210 · Teen Services	4,100.44	5,500.00	(1,399.56)	74.6%
6220 · Adult Services	20,863.21	26,068.56	(5,205.35)	80.0%
6230 · Bob Lucas Branch Services	2,175.63	3,000.00	(824.37)	72.5%
6240 · Literacy Services	1,719.75	2,000.00	(280.25)	86.0%
Total PROGRAMS	33,555.23	46,568.56	(13,013.33)	72.1%
Total Expense	2,274,996.92	3,400,039.89	(1,125,042.97)	66.9%
Net Ordinary Income	(26,976.31)		(26,976.31)	100.0%
Net Income	(26,976.31)		(26,976.31)	100.0%

Altadena Library District
Balance Sheet
 As of March 31, 2018

Mar 31, 18

ASSETS	
Current Assets	
Checking/Savings	
Cash & Cash Equivalents	
Cash & Investments	
1080 · Petty Cash	607.00
Total Cash & Investments	607.00
Cash In Bank	
1021 · Chase General Acct...2951	156,276.07
1026 · Chase HY Svgs...6883	29,942.12
1041 · Chase HY Svgs...6875	233,263.47
1045 · Cash HUD Checking...2969	320,000.33
Total Cash In Bank	739,481.99
Cash with County	
1010.00 · Cash in County Treasury	2,235,074.50
1013 · FMV - COLA Funds	(551.79)
Total Cash with County	2,234,522.71
Total Cash & Cash Equivalents	2,974,611.70
Total Checking/Savings	2,974,611.70
Total Current Assets	2,974,611.70
Fixed Assets	
Capital Assets	
Accumulated Depreciation	
1800 · Accum Depr (S & I)	(1,055,179.72)
1900 · Accum Depr (FF & E)	(624,015.44)
Total Accumulated Depreciation	(1,679,195.16)
Depreciable Assets	
1550 · Structures & Improvements	1,638,708.10
1700 · Furniture, Fixtures & Equipment	709,469.89
Total Depreciable Assets	2,348,177.99
Non-Depreciable Assets	
1500 · Land	77,280.28
1510 · Artwork	102,500.00
Total Non-Depreciable Assets	179,780.28
Total Capital Assets	848,763.11
Total Fixed Assets	848,763.11
Other Assets	
Deferred Outflows of Resources	
1990 · DOR - Employer Contributions MD	161,019.00
1992 · DOR Diff in Proportions	61,372.00
1993 · DOR - Diff in Experience	4,379.00
1995 · DOR Diff in Earnings	279,772.00
Total Deferred Outflows of Resources	506,542.00
Total Other Assets	506,542.00
TOTAL ASSETS	4,329,916.81

Altadena Library District
Balance Sheet
As of March 31, 2018

Mar 31, 18

LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	12,108.55
Total Accounts Payable	12,108.55
Credit Cards	
2010 · UMB Card Services...3219	32,048.00
Total Credit Cards	32,048.00
Other Current Liabilities	
2005 · Other Accrued Expenses	
2030 · GASB 45 OPEB Liability	(18,314.34)
2050 · Accrued Vacation Payable	51,715.66
Total 2005 · Other Accrued Expenses	33,401.32
2100 · Payroll Payable	
2100.03 · CalPers CLASSIC (EE Ded)	1,117.85
2100.04 · CalPers PEPRA (EE Ded)	4,267.12
2100.07 · CalPers 457 (EE Contribution)	2,015.52
2100.08 · CalPers 457 (EE Loan Repayment)	282.28
Total 2100 · Payroll Payable	7,682.77
Total Other Current Liabilities	41,084.09
Total Current Liabilities	85,240.64
Long Term Liabilities	
Deferred Inflows of Resources	
2602 · DIR - Diff in Contributions	129,502.00
2603 · DIR - Changes in Proportions	135,502.00
2604 · DIR - Changes in Assumptions	53,754.00
Total Deferred Inflows of Resources	318,758.00
2700 · Net Pension Liability	1,966,172.00
Total Long Term Liabilities	2,284,930.00
Total Liabilities	2,370,170.64
Equity	
3300 · Retained Earnings	1,986,722.48
Net Income	(26,976.31)
Total Equity	1,959,746.17
TOTAL LIABILITIES & EQUITY	4,329,916.81



Honoring the past, cultivating the present, empowering the future

MINUTES

Regular Meeting

Board of Library Trustees – Altadena Library District
Community Room – Main Library - **April 23, 2018** – 5:04 p.m.

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

1) CALL TO ORDER

2) ROLL CALL:

- a) Ira Bershatsky
- b) Betsy Kahn
- c) Gwendolyn McMullins
- d) Armando Zambrano

3) ADOPTION OF AGENDA

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

Public Comment: Mark Mariscal, Rene Amy, Dale Gronemeier

Motion by Trustee McMullins to move item 9a to after the adoption of the agenda.
Second by Trustee Zambrano

Amended Motion by Trustee McMullins to adopt the agenda with item 9a coming after the adoption of the agenda
Second by Trustee Zambrano

Aye: 4

No:

Abstain:

9a) Election of Officers

Votes were taken by Ballot for the Election of officers with the following results:

- Trustee McMullins: Kahn for President, McMullins for Secretary
- Trustee Kahn: Kahn for President, McMullins for Secretary
- Trustee Zambrano: Kahn for President, McMullins for Secretary
- Trustee Bershatsky: Kahn for President, Zambrano for Secretary

4) PUBLIC COMMUNICATION

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

Mark Mariscal, Rene Amy, Dale Gronemeier, Skip Hickambottom, Leslie Aitken

5) PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS

- a) **HIRES/PROMOTIONS:** Abel Sepulveda - Temporary to Regular PT Employee - March 12
- b) **APPOINTMENTS:**
- c) **RESIGNATIONS AND TERMINATIONS:**
- d) **TRANSFERS AND PROMOTIONS:** Deysi Flores - PT Library Page to PT Library Clerk I - March 12

6) FINANCIAL REPORTS

- a) **Financial reports for February 2018 (INFORMATION/ACTION) (10 Minutes)** Page #
Recommended Action: The Board of Library Trustees hereby receives and files the Financial Reports.

Public Comment: Mark Mariscal, Rene Amy, Dale Gronemeier

The Board Went into Recess at 5:41 PM
The Board Came Back into Session at 5:45 PM

Motion by Trustee Bershatsky to receive and file the financial reports
Second by Trustee McMullins
Aye: 4
No:
Abstain:

7) CONSENT CALENDAR (5 Minutes)

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

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

- i) Approval of minutes – Special meeting held March 29, 2018, Page #
- ii) Approval of minutes – Special meeting held April 12, 2018, Page #
- iii) Statistical Reports – YTD – March 2018, Page #
- iv) Departmental Monthly Reports – March 2018, Page #
- v) District Director's Report – March 2018, Page #

Motion by Trustee McMullins to approve the consent calendar
Second by Trustee Bershatsky
Aye: 4
No:
Abstain:

8) CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

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

9) NEW BUSINESS

- a) Election of Officers (INFORMATION/ACTION) **Moved**
- b) Auditor Proposals for Consideration (INFORMATION/ACTION)

Public Comment: Rene Amy
Acting Director Ryan Roy presented the Auditor proposal.

Motion by Trustee Bershatsky to accept the proposal from Nigro & Nigro
Second by Trustee McMullins
Aye: 4
No:
Abstain:

- c) Appointment of Liaisons to Friends of the Altadena Library and Altadena Library Foundation (INFORMATION/ACTION)
Public Comment: Mark Mariscal
Trustee Zambrano volunteered to be the Friends Liaison. It was decided to postpone the appointment of a liaison to the Foundation.
- d) Resolution 201805- DECLARING THAT GOVERNING BODY MEMBERS AND VOLUNTEERS SHALL BE DEEMED TO BE EMPLOYEES OF THE DISTRICT FOR THE PURPOSE OF PROVIDING WORKERS' COMPENSATION COVERAGE FOR SAID CERTAIN INDIVIDUALS WHILE PROVIDING THEIR SERVICES (INFORMATION/ACTION)
Public Comment: Mark Mariscal
Motion by Trustee Zambrano to adopt the resolution
Second by Trustee McMullins
Aye: 4
No:
Abstain:

- e) Resolution 201804 - Establishing Candidate Statement Policies
Public Comment: Mark Mariscal, Rene Amy
Moved to next Regular Meeting
- f) Replacement of Trustee to Serve on Budget Subcommittee (INFORMATION/ACTION)
Trustee Kahn volunteered to serve on the budget subcommittee

The Board Went into Recess at 6:19 PM
The Board Went back into Session at 6:24 PM

10) OLD BUSINESS

- a) Potential May Board of Trustees Meeting Date(s) (INFORMATION/ACTION)
Public Comment: Mark Mariscal

Motion by Trustee McMullins to schedule a special meeting for May 7th at 5 PM
Second by Trustee Zambrano
Aye: 4
No:
Abstain:

- b) Compensation Adjustment for Acting District Director (INFORMATION/ACTION)
Public Comment: Mark Mariscal, Rene Amy

Motion by Trustee Bershatsky to rescind the previous motion for compensation adjustment and to approve the correct compensation adjustment for Acting Director Ryan Roy.
Second by Trustee McMullins
Aye: 4
No:
Abstain:

11) CORRESPONDENCE, Page #

12) REPORTS OF SUPPORT GROUPS (5 minutes)

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

Mark Mariscal presented for both the Friends and the Foundation

13) REPORTS OF TRUSTEES

Trustee Zambrano, Trustee McMullins, Trustee Kahn

14) AGENDA ITEMS FOR FUTURE AGENDAS

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

Resolution 201804, Taste of 'Dena Early Closure, RFP for Legal Counsel

15) ADJOURNMENT

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

Motion by Trustee McMullins to Adjourn the Meeting
Second by Trustee Zambrano
Meeting Adjourned at 6:48 PM



Honoring the past, cultivating the present, empowering the future

MINUTES

Special Meeting

Board of Library Trustees – Altadena Library District
Community Room – Main Library - **May 1, 2018** – 5:34 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: <https://youtu.be/GFVCin0laVM?t=14>

- a) Ira Bershatsky
- b) Betsy Kahn
- c) Gwendolyn McMullins
- d) Armando Zambrano

3) PUBLIC COMMUNICATION <https://youtu.be/GFVCin0laVM?t=68>

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

Public Comment: Mark Mariscal, Dale Gronemeier, Rene Amy

4) NEW BUSINESS <https://youtu.be/GFVCin0laVM?t=551>

- a) Consideration of Proposals for Legal Services (**INFORMATION/ACTION**)

Public Comment: Rene Amy, Dale Gronemeier

Motion by Trustee Bershatsky to contract with Burke, Williams and Sorenson

Motion by Trustee Zambrano to contract with Best, Best and Krieger

Motion Withdrawn by Trustee Bershatsky to contract with Burke, Williams and Sorenson

Second by Trustee Bershatsky to have the District contract with Best, Best and Krieger

The motion passed unanimously.

5) CLOSED SESSION

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

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

<https://youtu.be/GFVCin0laVM?t=1913>

Public Comment: Rene Amy, Dale Gronemeier

The Board went into Closed Session at 6:12 P.M.

The Board came out of Closed Session at 6:35 P.M.

The Board Reported that No Action Was Taken in Closed Session.

6) ADJOURNMENT

- a) **Recommended Action:** There being no further business to come before the Board, the meeting is adjourned. <https://youtu.be/GFVCin0laVM?t=2331>

**Motion by Trustee McMullins to Adjourn the Meeting
Second by Trustee Zambrano**

Motion passed unanimously.

Meeting Adjourned at 6:40 P.M.



Honoring the past, cultivating the present, empowering the future

MINUTES

Special Meeting

Board of Library Trustees – Altadena Library District
Community Room – Main Library - **May 7, 2018** – 5:04 p.m.

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

1) CALL TO ORDER

<https://youtu.be/M8dMDwZLM5Q?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=9>

2) ROLL CALL:

- a) Ira Bershatsky
- b) Betsy Kahn
- c) Gwendolyn McMullins
- d) Armando Zambrano

3) PUBLIC COMMUNICATION

<https://youtu.be/M8dMDwZLM5Q?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=27>

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

Public Comment: Rene Amy, Mark Mariscal, Judith Hermosillo.

4) NEW BUSINESS

- a) Building Projects Manager Job Description (**INFORMATION/ACTION**)
<https://youtu.be/M8dMDwZLM5Q?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=648>

Public Comment: Rene Amy

Motion by Trustee McMullins to approve the Building Projects Manager Job Description

Second by Trustee Zambrano

Passed Unanimously

- b) Early Closure for Taste of 'Dena Fundraiser (**INFORMATION/ACTION**)
<https://youtu.be/M8dMDwZLM5Q?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=1246>

Public Comment: Mark Mariscal

Motion by Trustee Zambrano to approve an early closure at 3p.m. for Taste of Dena

Second by Trustee Bershatsky

Passed Unanimously

- c) Board Member Interviews and Vote for Potential New Trustee

<https://youtu.be/M8dMDwZLM5Q?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=1765>

(INFORMATION/ACTION)

Public Comment: Mark Mariscal, Dale Gronemeier

- i) Dawn Digrius

The Board went into recess from 5:45 to 5:52 PM

- ii) Rene Amy

- iii) Terry Andrues

- iv) Katie Clark

The Board went into recess from 6:38 to 6:43 PM

- v) Donna Gajavada

- vi) David Herman

Trustee Bershatsky Voted for Terry Andrues

Trustee Kahn Voted for Katie Clark

Trustee McMullins Voted for Terry Andrues

Trustee Zambrano Voted for Terry Andrues

Mr. Andrues will be sworn in as Trustee at the May 21, 2018 Regular Meeting of the Board of Trustees.

5) CLOSED SESSION

<https://youtu.be/M8dMDwZLM5Q?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=5982>

Public Comment: Rene Amy, Dale Gronemeier, Mark Mariscal

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

- a) PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957

Title: District Director

The Board Went into Closed Session at 7:02 PM

The Board Came out of Closed Session at 8:26 PM

The Board reported that No Action Was Taken in Closed Session

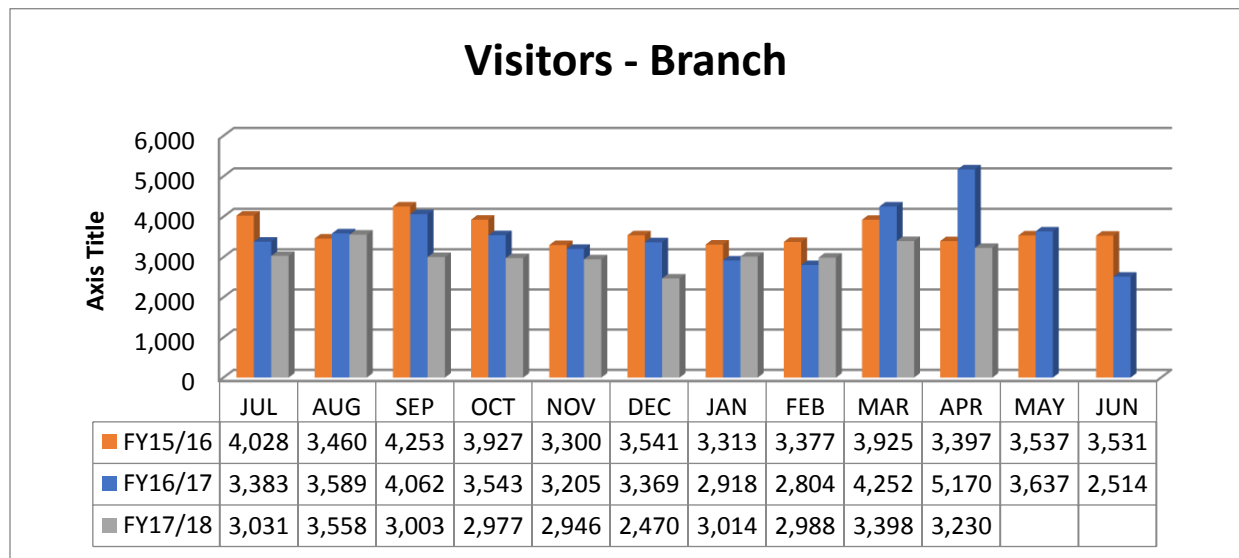
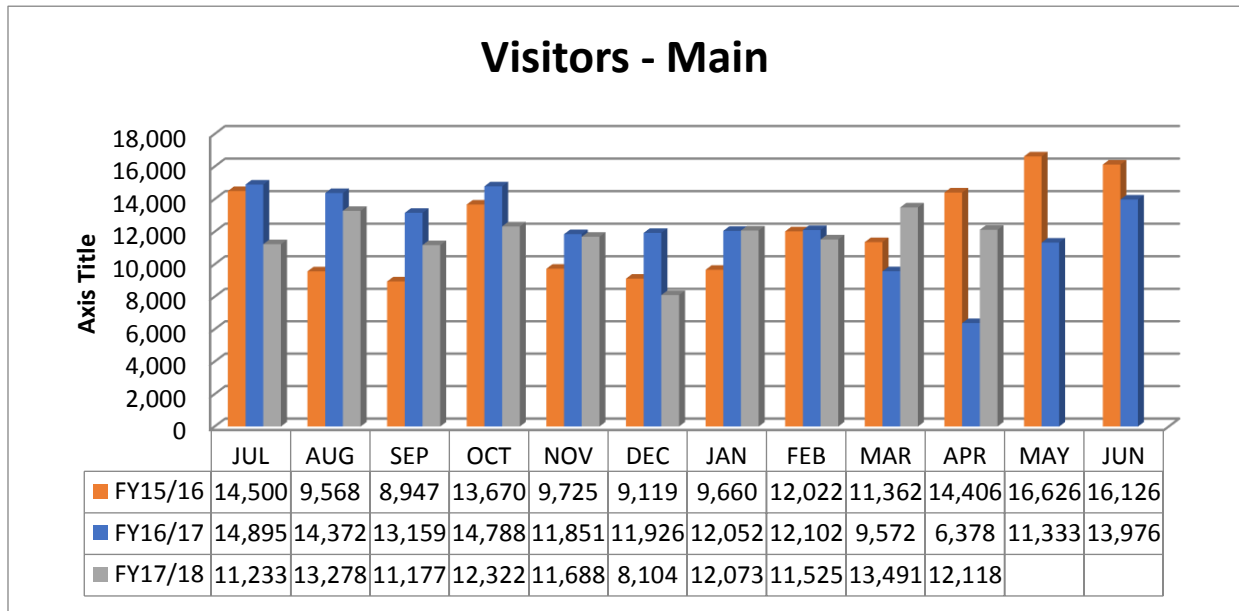
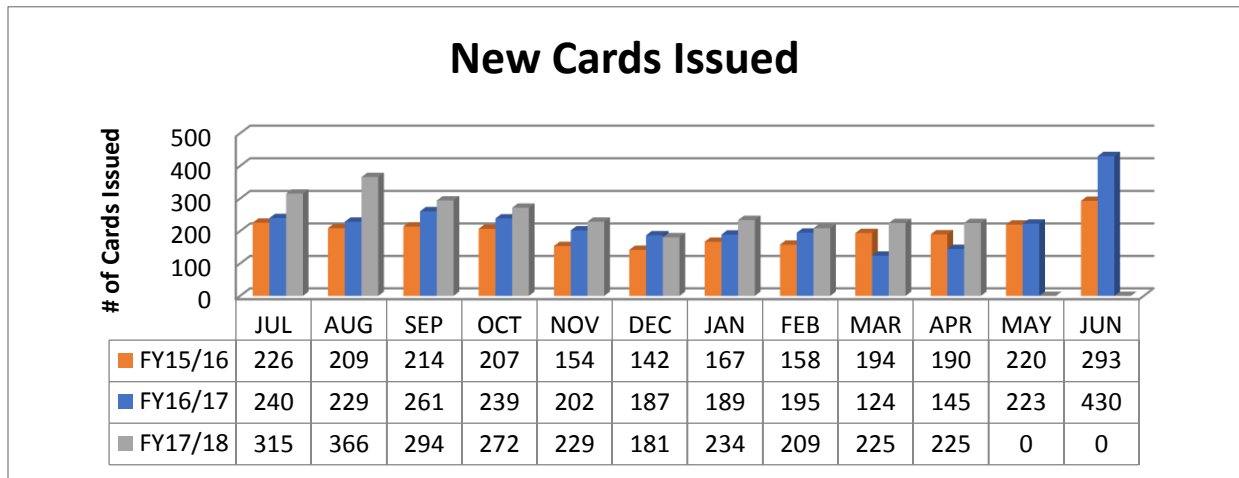
6) ADJOURNMENT

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

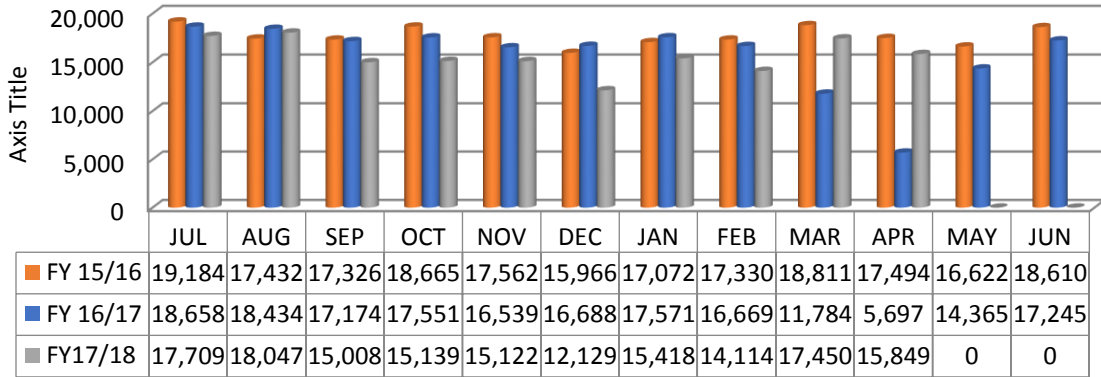
Motion to Adjourn by Trustee McMullins

**Second by Trustee Zambrano
Meeting Adjourned at 8:27 PM**

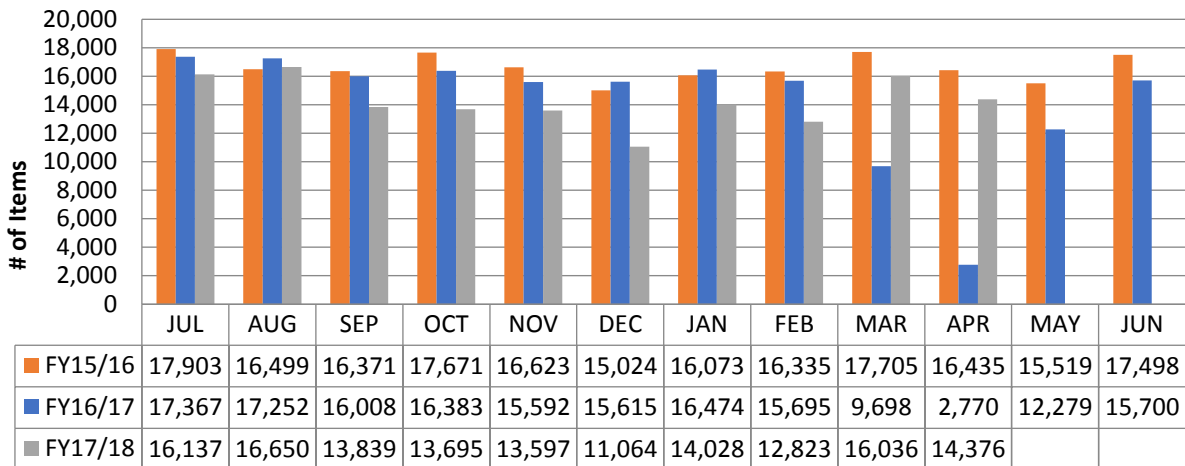
Statistical Graphs for the Month of April 2018



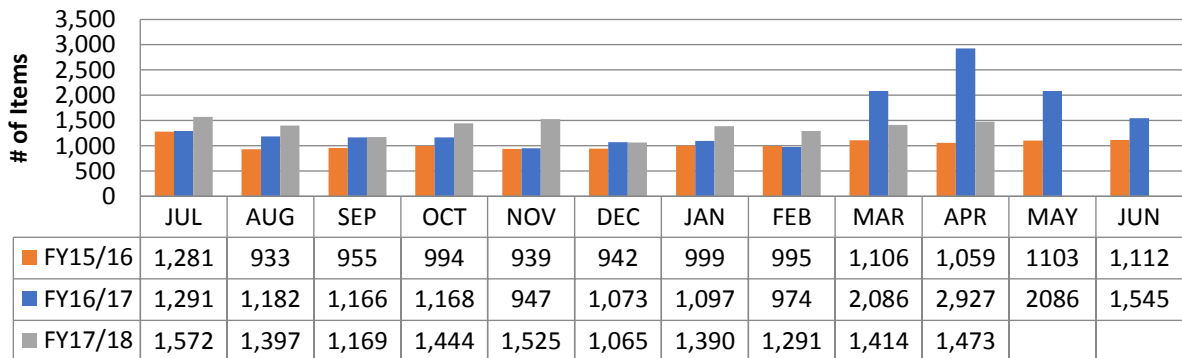
Items Checked Out



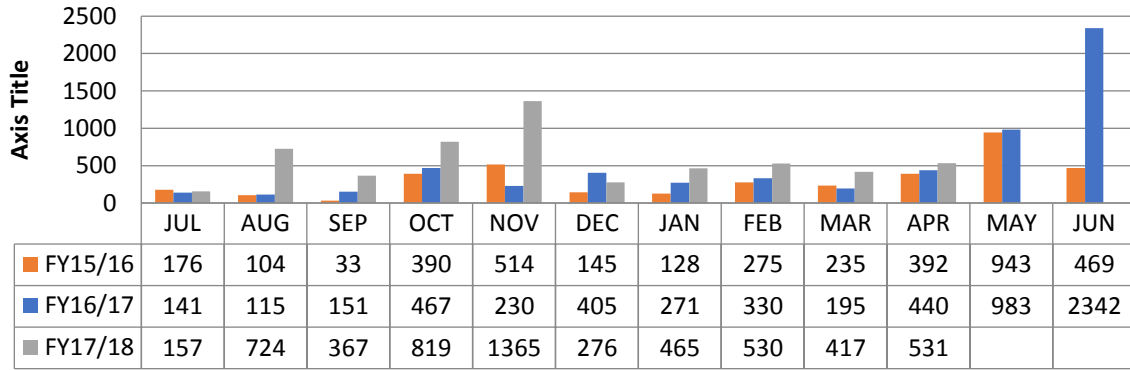
Circulation Main



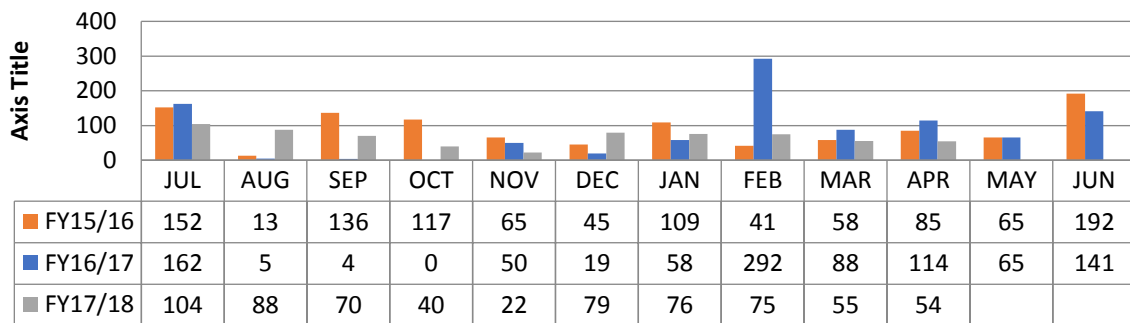
Circulation Branch



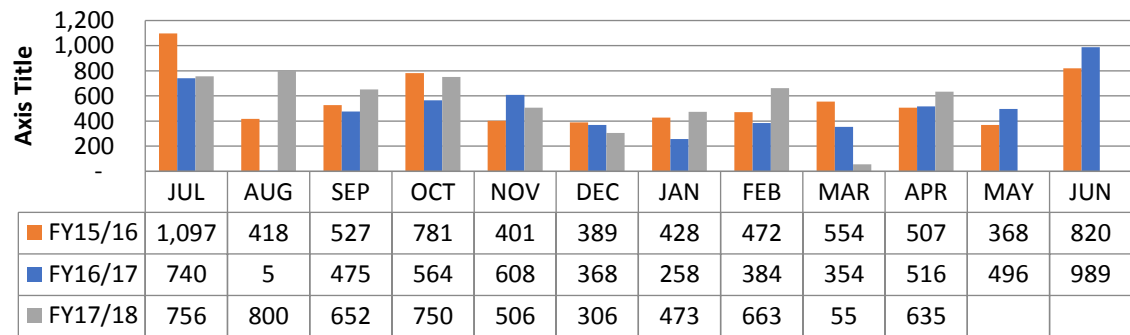
Adult Program Attendance



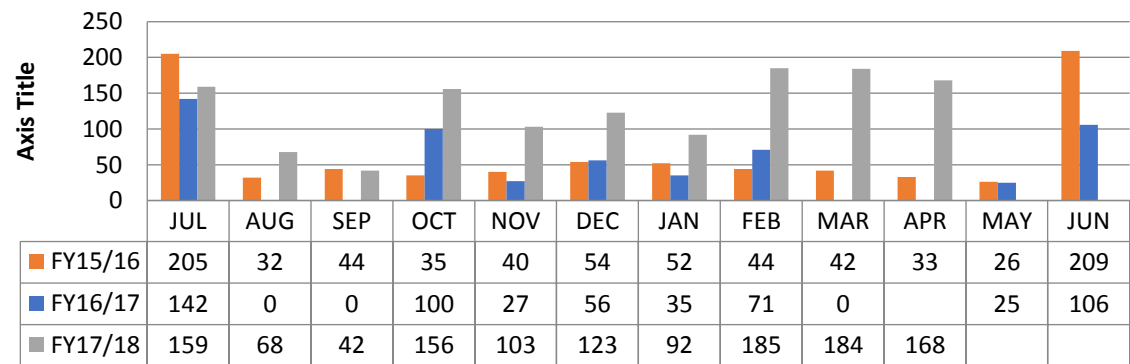
Young Adult Program Attendance



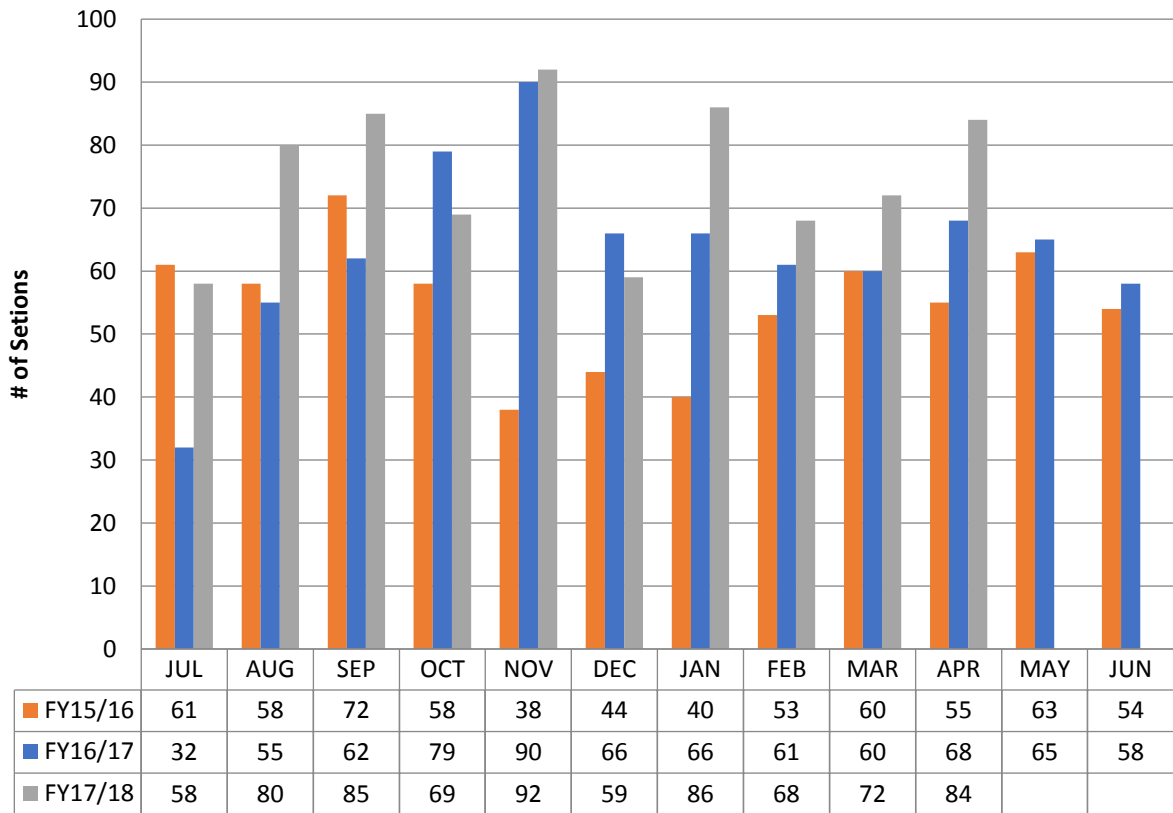
Childrens Program Attendance



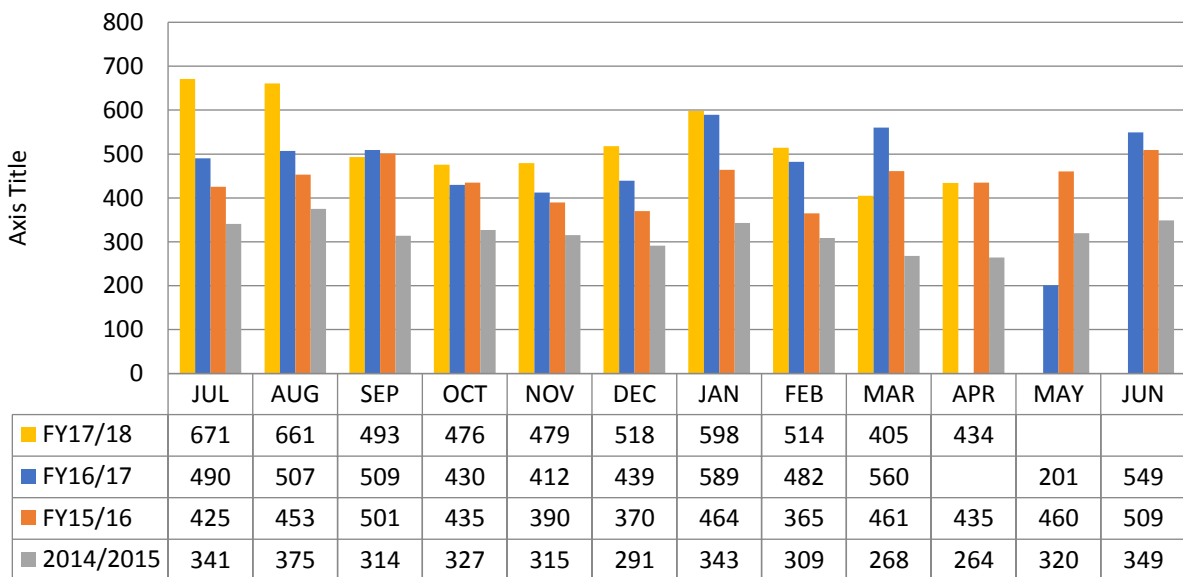
Branch Program Attendance



Literacy Tutor Sessions



eBook Circulation



Children's Board Report

April 2018

It's hard to believe that spring is whizzing by and we are heading into Summer Reading season—and yet here we are. Time for some highlights!

For the month of April, we had 19 programs for the 0-5 set and their parents, during which we served 528 patrons. We also had 14 K-5th grade programs, which served 107 patrons. We went to or were visited by 7 different classes or school groups, for a total of 197 students and teachers served. It's been a busy month!

April saw the return of our Farmers Market Story Time, and we've been back with a bang—there were 57 people at story time after 3 weeks! It's a wonderful opportunity to get out into the community and to meet our patrons where they are, and we're so glad that it's warm and light enough to head back out into the park.

We also hosted local children's book author and Eaton Canyon Nature Center docent, Diane Lang. Diane was kind enough to bring her friend Terra, a Chilean Rose tarantula. Our patrons and their families got to learn about tarantula bodies (did you know tarantulas have bright blue blood?), lifestyles (they are super casual spiders), and habits (they don't hurt people!). We even got to shake hands with Terra, who was a very polite guest and did not escape from her tank and cause a panic amongst staff. Thanks, Terra, and a big thanks to Diane.

We have also started to make some strides with our Student Success Initiative—we offered library card applications to every student at Alma Fuerte Public School and had 50 students return their applications for either library cards or a Student Success Card. Which, for a school with about 80 students total, is a pretty good return rate! We're so pleased to partner with Alma Fuerte and look forward to having them visit again.

We've got great things planned for the summer, so watch this space!

Volunteer Report April 2018

Spring at The Altadena Library has been a great time for volunteer service. Our garden area is a blooming example of how volunteers continue to contribute to an enriched environment both inside and outside of our library.



In December volunteers and community members came together to create clay and dirt seedballs to populate our grounds on the South side of the parking lot with the iconic California Golden Poppies that once covered the hills of Altadena. In April the evidence of their efforts finally emerged. Over the months the Girl Scouts and other volunteers have come to add a variety of other plants and have worked to maintain our Native Plant Garden area. These gatherings have provided young volunteers and their parents with the opportunity to fulfill their service hours, learn more about native flora and fauna, and help them to see themselves as active participants in the stewardship of our environment.



Chess on Tuesdays continues to draw a wide range of abilities and ages. The program has been sustained and maintained by the enthusiasm of volunteers who have helped set up, donated books, made book suggestions, created instructions and even provide a variety of games and puzzles to keep novices and experts challenged. Our biggest chess enthusiast has yet to be beaten but he takes on 4 to one challenges and players are always entertained by a match with him.



Second Saturday concerts continue to be a fun community gathering. This April the Pasadena Conservatory of Music Youth Jazz Orchestra performed the opening act before a fabulous show by Kenny Sara and The Sounds of New Orleans. The PCM Youth Jazz Orchestra are amazing young musicians between the ages of 12 and 17 who delighted our community audience with music composed by Benny Goodman and Duke Ellington. Setting up for these concerts is accomplished with the assistance of volunteers and we are very lucky to have the ever-enthusiastic young men from St. Francis who show up each month and help Jonathan prepare and clean up after these shows.

The Fab Lab and 3d printing at the main branch and The Bob Lucas branch, have seen an increase in interest thanks in part to our great volunteers who are helping to provide greater access and answer questions and share their passion for learning with the public. We continue to receive more interest and are happy to be adding two more tech volunteers this month.

Volunteer Stats for April

Activity	Hours
Altadena Library Foundation	2
Bob Lucas Branch	7
Book Sale	35
Easter Seals	9
Fab Lab/3D Printing	24
Friends Of The Altadena Library	117
Gardening	15.5
Literacy Tutor	112
Other	9.5
Second Saturday	36
Shelving	23.5
TOTAL	390.5

293.5 Hours were completed by 32 adults

97 hours were completed by 19 Teens

Board Report April 2018

Teen Services

April is always a hard month for teen services as many teens find their calendars packed with end of the school year activities and parties. Even so, we an excellent month with great attendance at a variety of our programs!

Our regularly scheduled cooking club make blueberry muffins. While it was a smaller group than usual, they still enjoyed themselves. For the rest of the month, I've had teens ask me over and over when they get to make pancakes, next month's recipe.

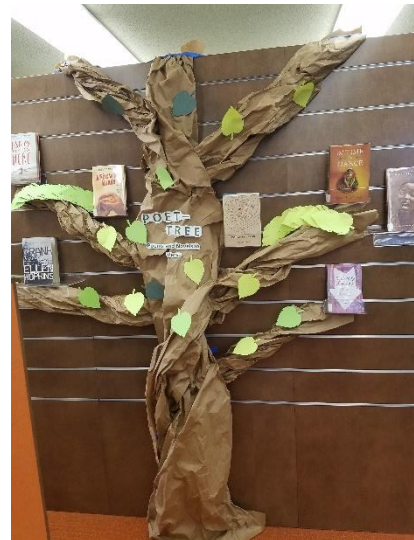


Game Day saw its usual a good turn out! We had quite a large game of Super Smash Bros going at one time. Impromptu gaming sessions continue to be a hit with new teens asking me to get out the gaming systems. Several have discovered the Vive Virtual Reality system and routinely ask for that system.

Just like last month, Teen Maker Exploration is the largest program each week. Many of the teens are regulars who enjoying creating different toys and trinkets.

The March Madness display from last month was left up a little while longer to get through the last of the brackets. Naruto one by quite a large margin. A Poet-tree display of books and novels in verse joined the book bracket to round of April's displays.

April was a great month for professional development and collaboration with other schools. I attended Collaborate Pasadena which gained a new audience for some of our leftover practice PSAT tests. I worked with Diana at the branch and Christopher to discover new and better ways to use our Structure Sensor 3D scanner. I attended a demonstration of Collection HQ with Stella and her team, which left me very excited about the possibilities that greater mining of our statistics could provide. Lastly, I began a professional development class about Empowering Teens to be the next Generation of Advocates. I look forward to creating new projects that will encourage them to be the change they want to see.



April Technology News

Five bids have come in for the RFID RFP. Management selected two vendors to perform special live demonstrations. Management will seek to present the project to the ALD Board of Trustees for approval in June.

Microsoft has release operating system upgrade 1803 for windows 10. The Library is in the process of bringing the public systems up to the new 1803. For information on 1803 see the following url: <https://docs.microsoft.com/en-us/windows/whats-new/whats-new-windows-10-version-1803>

Much time has been dedicated to public records requests.

Miscellaneous Notes:

The new virtual machine host server has been deployed. The migrating of existing virtual machines to the new server is completed.

The Fablab laptop now has a 3D-NAND solid state hard drive to increase performance.

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

The Library is in the process of moving local storage into the cloud for redundancy and availability.

All Libraries Illuminated equipment is deployed, and the programming committee is planning usage.

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

Marketing, Communications, and Outreach Report

Prepared by Chloé Cavelier d'Esclavelles
May 4, 2018

SOCIAL MEDIA

We are seeing an exciting shift on the Library's social media accounts. Our Likes/Followers continue to increase organically (*without paid promotions*) and at a steady rate. On the other hand, our engagement (*people interacting, commenting, sharing*) has risen significantly over the past month (increase of 104% on Facebook and 86% on Instagram). This is a big deal! Quantity in followers only means so much if the audience is not connecting with the content. The statistics show our followers are not only noticing what we are posting but are connecting with it and excited about it, enough to even share it on their own personal pages.

Facebook – Primary Page – 1,348 Likes

(Statistics between April 7 and May 5)

1,571 ↑36%	Reach (The number of people who saw any of our page posts)
283	Page Views (The number of people that viewed our page and any of its sections)
1,220 ↑104%	Post Engagement (The number of times people have engaged with our posts through Likes, Comments, Shares, and more)
149 ↑41%	Video Views (The number of times the videos on our page have been viewed, for 3 seconds or less)

Facebook – Youth Services – 404 Likes

(Statistics between April 7 and May 5)

357 ↑117%	Reach (The number of people who saw any of our page posts)
22 ↑31%	Page Views (The number of people that viewed our page and any of its sections)
117 ↑86%	Post Engagement (The number of times people have engaged with our posts through Likes, Comments, Shares, and more)

Instagram – 565 Followers (Increase of 23 followers from last month)

(Statistics between April 7 and May 5)

312	Reach (The number of unique accounts that saw our posts)
300	Average Post Impressions (The average number of times each post has been seen)

Twitter – 118 Followers

OUTREACH

Farmers Market Training

To ensure positive ROI from our monthly outreach at the Farmers Market, a training was held with participating staff, including covering outreach best practices, setting parameters for staff engagement, and implementing a system for measuring impact. By the end of the summer, we should have a good idea of how effective our presence at the Farmers Market has been in expanding our reach in the community. *Already it has proven fruitful; Altadena Farmers Market gives us shout-outs on social media which introduces us to their online audience of more than 7,000 people.*

LOOKING AHEAD



Summer Reading Promotion

Summer Reading is right around the corner, and we have started dropping hints about this year's theme, "Reading Takes You Everywhere." May is the month of pushing the program in our promotions! In addition to our normal printed marketing collateral around the Library, I will be producing some short videos to share around on social media and our website with fun introductions to the theme, instructions for reading tracking, prize teasers, and more to get our constituents excited about all that our Summer Reading program has to offer!

To solidify the destination-based theme, we have designed customized "Passports" for all the age groups we serve. Each passport has room for patrons to collect stamps based on their reading and, for adults, event attendance. All other marketing materials will be fully branded, including the custom stamps staff will use in the passports and buttons that children receive upon registration. The summer reading logo I created for the stamp can hopefully be used in future years, since it does not include a year.



Keep an eye out for our increased Summer Reading promotions and, of course, sign up starting Saturday, June 2!



This summer, let reading take you **everywhere.**



Collection Development Highlights – April 2018

We celebrated National Library Week by having a booth at the Farmers' Market, complete with a bike basket filled with books available for check-out. In the Mariposa library, our small gondola display included books about libraries, bookstores, and reading!



At the Mariposa Library we also had a display celebrating National Poetry Month, and, in honor of Earth Day, a smaller display with materials about the earth. Our poetry display included an interactive component for our visitors. We provided sheets of words that people could “black-out” and create their own poetry!



A day in the life of Collection Development staff, or, some of the things we did this month:

I attended the Collaborate Pasadena Neighborhood Summit and learned about Map Your Neighborhood, which provided some ideas for our Emergency Action Committee.



Selena created catalog records for some items present on the library shelves, without catalog (bibliographic) records. In the library world, we refer to these record-less items as “On The Fly.” Most likely these items were possibly marked lost at some point and removed from the catalog. Selena also helped placing a large order of supplies used in Collection Development.

Vicky states she placed, “a lot” of orders for the Bob Lucas location, and, also for the children’s collection at the Mariposa location. Indeed, we processed 315 items for Bob Lucas in April!

Vicky and I had our monthly conference call with our primary vendor, Baker & Taylor, and, in our department, we continue working on resolving problems with B&T related to ordering materials and uploading catalog records.

Ryan, Christopher, Diana, and I met to review the RFID Proposals Bid, creating a matrix to evaluate the proposals received. In the coming months I will have more to report on RFID.

I also worked on my budget proposal for the next fiscal year.

As a member of the Library's Community Conversations Committee, I attended the California Library's Harwood Regional meeting in Glendale. I enjoyed a lovely morning of networking at the very beautiful Chevy Chase Branch.



Our IT Wizard, Christopher created a script that looks for problems with catalog records we receive from Baker & Taylor, and, automatically routes the problems back to Baker & Taylor for fixing. The script is a huge time, and, headache saver in our processing of materials. Thanks Christopher!

The Classics Cart is empty!

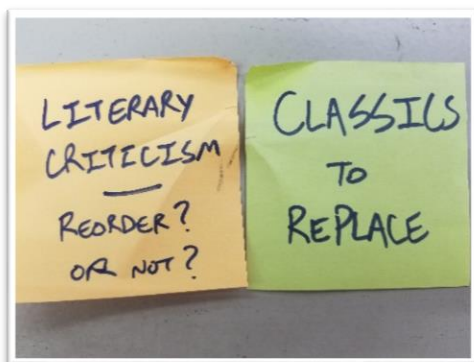
Many months ago, we started a project to replace some versions of classic works with newer, cleaner editions. I owe a huge **Thank You!** to Ryan for working on the initial evaluation of the items, and to Carlene, Vicky, and Mark for creating orders for new editions.



This and another cart contained books that had too much wear and tear and needing replacing.



We replaced the yucky books with new, clean editions that are much more attractive!



Submitted by: Estella Terrazas, Collection Development Manager

Bob Lucas Branch | April 2018 Report

Library News

The month of April celebrates libraries with National Library Week (April 8-14) and the Branch Librarian was busy with multiple engagements! With our usually **Baby Story Time**, our babies, mamas and caretakers came for stories, songs and to make noisemakers! Our **Toddler Storytime** seems to bring in new faces every month through word of mouth promotion. Toddlers always enjoy our crafts and are learning fine motor skills with cutting, pasting and coloring.



Our Storytimes fill up quickly with babies and tiny tots. Bilingual storytime once a month always draws a crowd!

We had a **School Visit** from Ms. Martinez's kindergarten class who were all dressed up in wacky outfits. They enjoyed a story about *Curious George* getting his library card. To end the week, the Branch Librarian was invited to Franklin Elementary School to read for over **200 kids** during their Friday morning assembly. The Librarian picked *The Midnight Library* and projected the pages onto the large screen, so all the kids would get a look at the pages. After, she talked about the events and programs offered at the Main and Bob Lucas Branches and distributed library card applications to the whole school.

This month's **Crafternoon** featured a seashells craft, where children painted shells to look like tropical fish. Once they finished the shells, they created a backdrop for the fish friends. Mom's were on hand to help their children complete the craft. We always aim for positive parent-child interaction with our monthly creative activities.

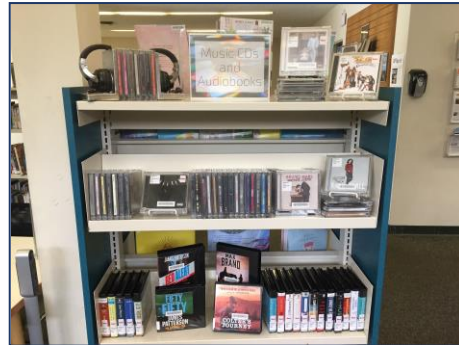
The **Adult Craft** this month introduced four patrons to a resist-art technique, where layers of paint were used on a surface to expose different patterns. The pattern we applied was a dreamy tree set against a background full of swirls.



Adult craft participant proud of her creation. (R) Mother and daughter working together on the seashell creature craft.

Movie Day at the Branch was attended by 13 people. We showed Disney Pixar's *Coco* and served popcorn to the families.

Our **3D Printing Open Hours** continue to be popular and students are requesting models for class assignments. Our volunteer, Lori N. comes in weekly to help us fill requests had demonstrate how to use the printer to curious young minds! Our **CD and Audiobook collection** is growing, and we feature these new additions in the middle of our library to catch the eyes of passer-byers.



(L) Our volunteer Lori N. and two Bob Lucas patrons learning about 3D printing. (R) CDs and Audiobooks display.

Literacy Services News

Looking forward to the next fiscal year, I am looking over all that has happened since June 2017 relating to learners, tutors, training and materials. Since taking on the literacy program in June 2017, our team of tutors have grown from 8 to 16 volunteer tutors. On the learner end, we have a total of 25 learners who are working one-on-one with tutors. The plans for the upcoming fiscal year is grow the number of our tutors and learners by doing more outreach. Additionally, the materials and resources in the literacy collection will be evaluated to determine currency and relevancy.

Adult Services April 2018 Report

Program and Events

One of the Altadena Library's traditions in April is the annual Poetry and Cookies Program which celebrates national poetry month. At this popular event, Teresa Mei Chu was announced as the new Altadena Poet Laureate Editor in Chief and Hazel Clayton Harrison is the Altadena Poet Laureate of Community Programs. This year's Altadena Poetry Review Anthology was also revealed. We also had an event honoring the Pushcart Prize for Poetry nominees.



From Left to right: Altadena Library Ceremony
Board member Bersy Kahn, Teresa Mei Chuc, Hazel Clayton Harrison, Pauli Dutton, and Elline Lipkin.



Passing of the Laurels



Pushcart Nominees with their certificates

Pictures courtesy of www.tue-wai.com

We had a Women Writers of Mystery program. The panel featured six local women mystery writers discussing this popular genre. The talented panel consisted of Diann Adamson, Linda O. Johnston, Anne Louise Bannon, Pamela Samuels Young, Nancy Cole Silverman, and Carole Sojka.

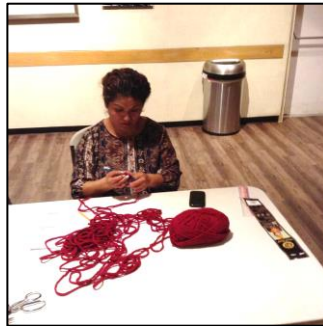
This month we had two independent film showings. Owen Dara showed his film, "Choosing Signs" which featured a love story with Q&A afterwards. Peter Kalmus returned to show his "Being the Change" film which is the follow up to his book with Q &A afterwards.

We had a new program entitled "Meditation Meow" that was led by Library Clerk, Helen C. Helen C. taught light movement, mindfulness exercises, and guided meditation. This program took place outside the Library's grassy knoll. What a great way to start Saturday morning - in the open air with bubbles!

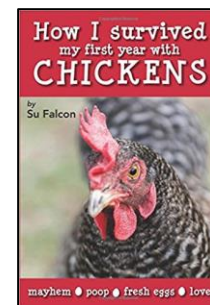


The Second Saturday concerts continued to delight audiences. This month's music was performed by Kenny Sara who brought the sounds of New Orleans jazz to the Library.

The 4th session of the 4x4 workshop featured Sonali Kolhatkar who taught beginning crocheting to twelve students. Sonali is the host and executive producer of *Rising Up With Sonali*, a daily, drive-time nationally syndicated radio and television program. Kolhatkar also has been crocheting for nearly 10 years!



The Seed Library has been very successful since its arrival at the Library in December 2017. They have had 60 new memberships since partnering with our Library. This month's program, "Raising Chickens" with Su Falcon was well attended. Twenty-five people learned about the mayhem, fresh eggs, and love that comes with raising chickens.



Poppies native to Altadena are in bloom now that were planted by our Volunteer Coordinator, Yuni and our wonderful volunteers. Thanks to them, our parking lot is brightened with a touch of color for spring.

Outreach



To celebrate National Library Week and National Book Mobile Day, staff had a table at the Farmer's Market where visitors got to see our mini "bookmobile" bike in person, sign up for a Library card, and enjoy a special story time.

Community Conversations

We worked with Collaborate PASadena and many neighborhood associations to host a Neighborhood Summit. Concerned citizens came together to discuss a number of topics such as:

- Your Neighborhood School and You: Partnerships that Bring Change!
- Having ‘Even More’ Fun in your Neighborhood – What brings Us Together?
- Roadmap to Resolution: Empowering Neighborhoods to Solve Problems
- Welcome Wagon: Saying ‘Hello’ to New Folks in the Neighborhood
- Being a Good Neighbor — How we Help Each Other
- The ‘Gift Economy’: Creative Ways for Sustainability
- NextDoor.com Ninja: Communicating with Your Neighbors in the Tech Age
- Being Ready for Anything: Map Your Neighborhood/GHNA Emergency Backpacks

In addition, through the Mobility priority area identified in our Community Conversations, the Altadena Town Council has formed a Safe Streets Subcommittee. A Town Hall Meeting with Interactive Workshops/Mapping Project was held in the Library's community room to discuss ways to make the streets safer in Altadena together. Participants learned about safe routes to schools, complete street design, trail connectivity projects, Route 88, and more! Our Adult Services member, Melissa, worked closely with Town Council member, Dorothy Wong to facilitate and prepare this meeting.

As we continue to turn outwards, it great seeing our community conversation initiative put into action!



Brian Briery at the Neighborhood Summit



ALD HR REPORT – BOARD OF DIRECTORS

Month: April 2018

EE/HR Transactions

	Action	Status/Notes
1.	Attended staff meeting on April 6th	
2.	Assisted with Director's Leave of Absence	
3.	Conducted a workplace investigation regarding assertion by prior Board member concerning conflict of interest	
4.	Established SOP on hiring procedures	
5.	Assisted employee with vacation accrual	
6.	Assisted with two employees from part time to full time paperwork	

Current Projects

Project	Action	Target Date	Status/Notes
Stratex HRIS	Implement Recruiting Module	April 2018	Scheduled
Pulse Survey	Conducted Quarterly		On hold, considering annual employee survey

BOARD OF LIBRARY TRUSTEES DIRECTOR'S REPORT

DEPARTMENT: District Director **MEETING DATE:** May 21, 2018
PREPARED BY: Ryan Roy **LOCATION:** Community Room

FRIENDS & FOUNDATION:

- ALD Foundation President Cynthia Carmona, along with ALD Friends of the Library President Mark Mariscal and ALD Board of Trustees President Betsy Kahn attended the 6th annual *Serving with a Purpose* conference with five ALD staff members: Helen Milner, Yuni LaFontaine, Chloe Cavelier, Mikayla Arevalo, and myself. The conference was held in Ontario, CA, and focused on leadership skills, team building, and collaboration between libraries and their support groups. A summary of the event, prepared by Chloe, can be found on the last page of this report.
- The Altadena Library Foundation met on Thursday, May 17th, and in addition to regular business, welcomed new Foundation Board Members Bridget Brewster, Laura Clarke, Leslie Denk, Nora Hampton, and Claudie Kiti Bustamante. The Altadena Library District is happy to welcome them to the Foundation!

FACILITIES:

- With the inspection from ISES Corporation complete, the preliminary reports for the Facility Condition Assessments of both the Branch and the Main buildings are now complete. At this time, the preliminary reports are being reviewed by ISES and District Staff to be sure they are complete and correct. The finalized report will be delivered in June.

UPCOMING PROGRAM HIGHLIGHTS:

- On Saturday, May 26th, at 10:00am, the Altadena Library will host a Repair Café event! Repair Cafés are all about repairing things together. Tools and materials are made available to help make any repairs you need on clothes, furniture, electrical appliances, bicycles, crockery, toys, etc. You'll also find expert volunteers with repair skills in all kinds of fields. Together with the specialists, attendees can start making repairs in an ongoing learning process. If you have nothing to repair, you can enjoy a cup of tea or coffee and lend a hand with someone else's repair job. Learn more about this wonderful event at www.repair-cafe-pasadena.org.

- Also on Saturday, May 26th, the library will be screening **"CAN WE ALL GET ALONG?"** – a film for anyone who believes that diversity and excellence are important elements to good public education. The film begins at 3:30pm, and it tells the story of Pasadena's John Muir High School, focusing on the unique community that the school has come to represent. The school was an integrated community that embraced desegregation and now struggles against the current state of 'resegregation' that is becoming prevalent in 21st century America. Through the stories of John Muir High School, much is revealed about the lost potential of a well-funded and diverse public education. Filmmaker Pablo Miralles, a proud graduate of John Muir High, will attend and take questions from the audience after the screening.
- The Summer Reading Program for kids will kick off in June with our Truck Day event on Saturday, June 9th, at 10am! Our 2nd Annual Truck Day will be held in the Main Library parking lot, where we will host fire trucks, emergency vehicles, construction equipment, as well as other festivities and craft activities for families. And later that evening, at 6:30pm, the last Second Saturday concert of the 2017-18 series will ring in the Adult Summer Reading Program with the Crown City Bombers, a rockabilly 50s- and 60s-influenced band popular in Southern California.

Serving With a Purpose Conference – Summary & Takeaways

Serving With a Purpose is an annual conference that focuses on the relationships between Libraries and their support organizations, Friends and Foundations. A handful of Library staff that works with these groups in Altadena attended alongside our Foundation President Cynthia Carmona, Friends President Mark Mariscal, and Board of Trustees President Betsy Kahn.

Keynote Address – Dr. Scott Farthing “Ensemble Techniques for Team Building”

Dr. Farthing (conductor, composer, pianist, vocal pedagogue, and stage director) spoke to the group about his experiences leading choral groups and applied musical concepts to team building within libraries.

Ensemble: a group of people that make up a complete unit; share a common agreement (“We have all agreed to make music together”)

- Driver behind ensembles: a deep need for common philosophy
 - When you’re clear in your philosophy, you know the words of the song. AND people *know* you know the words.
- The very definition of compromise; requires trust
- “Putting the importance of the music above the individuals is the goal of the Ensemble”

To think like an ensemble:

1. Know the skill set of each musician
2. Know where each member is strong and where they are weak
3. Help each other. Where one person fails, everyone fails.
4. Be held personally accountable for the work
5. There is always a plan... with a timeline!
6. “A human has a basic desire to be known.”

Active Listening – means to be paying attention to what all parts are doing and consistently asking, “How does my part fit in?”

Breakout Sessions Specific to Job Function

To learn more about the topics covered in each breakout, please reach out to the attendees.

Presentations By Your Peers

“Ladders and Linguine” Friends of the Corona Library

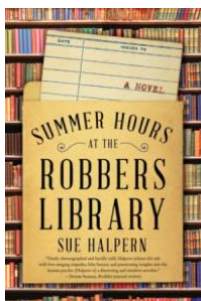
The Friends of the Corona Library hold an annual fundraiser in partnership with the local fire department where the fire people serve pasta to support the Friends.

“Yes on L” South Pasadena Library Board of Trustees

South Pasadena Library ran a campaign in 2016/17 to acquire their funding. Their campaign of mailers and bookmarks was hugely successful; voters passed the funding with an 84% Yes vote.

“Gently Used Purse Sale” Diamond Bar Friends of the Library

Diamond Bar Friends gather hundreds of gently used (and sometimes new) purses and have a large sale that generates \$1,300 for their Library.



Author Presentation – Sue Halpern

Sue Halpern discussed the inspiration behind her novel Summer Hours at the Robbers Library. If you want to hear more details about the library that inspired her story, come talk to Chloé!



**BOARD OF LIBRARY TRUSTEES
STAFF REPORT**

DEPARTMENT: Finance
PREPARED BY: Ryan Roy

MEETING DATE: May 21, 2018
LOCATION: Community Room

TITLE: Presentation of Draft Budget for Fiscal Year 2018-19

BACKGROUND: On May 15th, 2018, the Budget Subcommittee of the ALD Board of Trustees met with Paul Kaymark, CPA, of the Platinum Consulting Group, along with ALD librarians and department heads, for the FY 2018-19 Budget Workshop. During this meeting, plans for the FY 18-19 budget were discussed.

In May of each year, the Altadena Library District Board of Trustees conducts a review of this preliminary Draft Budget for the upcoming fiscal year, in order to discuss budget options and make suggestions for the final FY 2018-19 Budget.

Paul Kaymark will present the FY 2018-19 Draft Budget to the Board of Trustees on behalf of the District.

FY 2018-19 Draft Budget Expense highlights:

- This budget requests a 3.67% COLA salary increase across the board for all District employees. The percentage is based on the California CPI.
 - Personnel expenses make up 64% of the total FY 18-19 Draft Budget, down from a projected 66% of the total budget for FY 17-18.
- \$250,000 has been allocated to the Structures & Improvements line item, for improvements and maintenance projects at both the Main and Branch Libraries in the coming year.
- \$328,000 has been allocated for Library Materials, with \$251,000 for Operating Expenses.

RECOMMENDATION: That the Board of Trustees review the draft budget and provide any guidance or direction necessary for the Final Budget Presentation.

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

	Actual	Period	Projected	Total Projected	Budget	Budget	Budget	Budget
	2017	Jul '17 - Apr 18	May 18 - Jun 18	2018	2018	Difference	2019	%
Ordinary Income/Expense								
Income								
DONATIONS AND GRANTS								
4710 · Friends of the Library	21,000.00	12,000.00	12,000.00	24,000.00	24,000.00	0.00	24,000.00	
4730 · Undesignated	17,503.00	678.45	0.00	678.45	0.00	678.45	1,000.00	
4735 · Designated	71,802.37	0.00	0.00	0.00	1,100.00	(1,100.00)	1,000.00	
4740 · CA Library Literacy Services	26,300.00	18,000.00	0.00	18,000.00	22,649.00	(4,649.00)	15,000.00	
4750 · Cal State Library	13,500.00	18,281.00	0.00	18,281.00	18,281.00	0.00	20,000.00	
4755 · HUD Grant	319,998.29	0.00	0.00	0.00	0.00	0.00	0.00	
Total DONATIONS AND GRANTS	470,103.66	48,959.45	12,000.00	60,959.45	66,030.00	(5,070.55)	61,000.00	
FINES & FEES								
4305 · Fees	18,797.99	4,993.16	107.00	5,100.16	9,000.00	(3,899.84)	5,000.00	
4310 · MFM Revenue	6,103.35	5,727.38	3,500.00	9,227.38	6,000.00	3,227.38	6,000.00	
4340 · Passport Services Fees	78,566.50	72,683.69	18,000.00	90,683.69	90,000.00	683.69	95,000.00	
4350 · Sales of Products	0.00	3,201.43	0.00	3,201.43	5,000.00	(1,798.57)	5,000.00	
Total FINES & FEES	103,467.84	86,605.66	21,607.00	108,212.66	110,000.00	(1,787.34)	111,000.00	
INTEREST INCOME & ADJUSTMENTS								
4210 · Chase Bank	1,530.31	1,639.33	750.00	2,389.33	3,000.00	(610.67)	3,000.00	
4220 · County Interest Allocation	8,338.49	6,549.91	4,500.00	11,049.91	500.00	10,549.91	15,000.00	
4221 · FMV COLA	(3,516.48)	0.00	0.00	0.00	0.00	0.00	0.00	
Total INTEREST INCOME & ADJUSTMENTS	6,352.32	8,189.24	5,250.00	13,439.24	3,500.00	9,939.24	18,000.00	
OTHER REVENUE & ADJUSTMENT								
4910 · Miscellaneous Income	892.87	5,188.81	9,500.00	14,688.81	0.00	14,688.81	7,000.00	
4940 · Transfer in from Reserves	0.00	0.00	0.00	0.00	150,000.00	(150,000.00)	0.00	
4999 · Rewards & Incentives	2,000.00	5,539.05	2,000.00	7,539.05	6,000.00	1,539.05	3,000.00	
Total OTHER REVENUE & ADJUSTMENT	2,892.87	10,727.86	11,500.00	22,227.86	156,000.00	(133,772.14)	10,000.00	
Sub-total	582,816.69	154,482.21	50,357.00	204,839.21	335,530.00	(130,690.79)	200,000.00	6%
Property Taxes								
4010 · Current-Year Secured								
4010.00 · Current Secured	2,155,824.85	1,949,286.94	343,992.00	2,293,278.94	2,133,260.90	160,018.04	2,350,000.00	
4010.01 · Revenue Residual	40,754.58	18,120.28	0.00	18,120.28	0.00	18,120.28	0.00	
4010.02 · Statutory Revenue	4,993.23	2,271.68	0.00	2,271.68	0.00	2,271.68	0.00	
4010.03 · SB 813 Supplemental	60,512.21	41,457.10	0.00	41,457.10	0.00	41,457.10	0.00	
Total 4010 · Current-Year Secured	2,262,084.87	2,011,136.00	343,992.00	2,355,128.00	2,133,260.90	221,867.10	2,350,000.00	
4020 · Current-Year Unsecured								
4020.00 · Current Unsecured	88,519.58	79,499.64	12,000.36	91,500.00	74,263.00	17,237.00	90,000.00	
Total 4020 · Current-Year Unsecured	88,519.58	79,499.64	12,000.36	91,500.00	74,263.00	17,237.00	90,000.00	
4030 · Prior-Year Secured								
4030.00 · Prior Secured	35,151.42	31,162.96	5,000.00	36,162.96	10,600.00	25,562.96	30,000.00	
4030.03 · SB 813 Redemption	2,968.11	3,019.24	2,000.00	5,019.24	0.00	5,019.24	5,000.00	
4030.05 · Secured Tax Refunds	(79,074.36)	(27,122.67)	0.00	(27,122.67)	0.00	(27,122.67)	0.00	

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	2017	Jul '17 - Apr 18	May 18 - Jun 18	2018	2018	Difference	2019	%
Total 4030 · Prior-Year Secured	(40,954.83)	7,059.53	7,000.00	14,059.53	10,600.00	3,459.53	35,000.00	
4040 · Prior-Year Unsecured								
4040.00 · Prior Unsecured	(4,615.40)	9,514.02	0.00	9,514.02	0.00	9,514.02	10,000.00	
Total 4040 · Prior-Year Unsecured	(4,615.40)	9,514.02	0.00	9,514.02	0.00	9,514.02	10,000.00	
4050 · Homeowners Exemption	14,015.88	6,940.95	6,940.95	13,881.90	7,725.00	6,156.90	15,000.00	
4060 · Special Assessment								
4060.01 · Per Parcel Benefit Assessment	780,547.44	705,596.35	96,564.65	802,161.00	802,160.99	0.01	820,000.00	
4060.02 · Direct Assessments	57.88	0.00	0.00	0.00	0.00	0.00	0.00	
Total 4060 · Special Assessment	780,605.32	705,596.35	96,564.65	802,161.00	802,160.99	0.01	820,000.00	
4080 · Penalties, Interest & Costs-Ref	11,672.80	9,209.63	5,000.00	14,209.63	10,000.00	4,209.63	10,000.00	
4090 · RDA ABx126 Income	40,754.58	0.00	25,000.00	25,000.00	26,500.00	(1,500.00)	20,000.00	
4250 · Change in Property Tax Accrual	0.00	(6,879.22)	6,879.22	0.00	0.00	0.00	0.00	
Total Property Taxes	3,152,082.80	2,822,076.90	503,377.18	3,325,454.08	3,064,509.89	260,944.19	3,350,000.00	94%
Total REVENUES	3,734,899.49	2,976,559.11	553,734.18	3,530,293.29	3,400,039.89	130,253.40	3,550,000.00	
Expense								
PERSONNEL RELATED EXPENSES								
5000 · SALARIES & WAGES								
5010 · Salaried	948,892.59	279,400.05	40,000.00	319,400.05	373,972.29	(54,572.24)	460,500.00	
5020 · Hourly	505,803.15	913,024.79	170,000.00	1,083,024.79	1,189,448.66	(106,423.87)	1,254,500.00	
Total 5000 · SALARIES & WAGES	1,454,695.74	1,192,424.84	210,000.00	1,402,424.84	1,563,420.95	(160,996.11)	1,715,000.00	
5100 · Employer-Portion Taxes/Benefits								
5120 · Payroll Taxes (ER)								
5250 · FUTA	6,140.53	5,621.30	0.00	5,621.30	14,700.00	(9,078.70)	15,000.00	
5251 · SUI, Hourly	697.64	0.00	0.00	0.00	0.00	0.00	2,500.00	
5120 · Payroll Taxes (ER) - Other	111,488.41	97,998.33	18,000.00	115,998.33	120,236.94	(4,238.61)	130,000.00	
Total 5120 · Payroll Taxes (ER)	118,326.58	103,619.63	18,000.00	121,619.63	134,936.94	(13,317.31)	147,500.00	
5210 · PERS Retirement								
5210.01 · CalPers CLASSIC (ER Contr)	122,116.61	20,714.41	4,600.00	25,314.41	30,000.00	(4,685.59)	20,000.00	
5210.02 · CalPers PEPRA (ER Contr)	25,678.73	57,831.41	13,500.00	71,331.41	70,179.46	1,151.95	75,000.00	
5218 · PERS Unfunded	0.00	68,854.41	22,951.47	91,805.88	91,806.00	(0.12)	120,500.00	
5210 · PERS Retirement - Other	42,145.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total 5210 · PERS Retirement	189,940.34	147,400.23	41,051.47	188,451.70	191,985.46	(3,533.76)	215,500.00	
5222 · OPEB Contribution	140,004.00	0.00	0.00	0.00	41,000.00	(41,000.00)	0.00	
5223 · OPEB liability change	(107,428.00)	0.00	0.00	0.00	0.00	0.00	0.00	
Total 5100 · Employer-Portion Taxes/Benefits	340,842.92	251,019.86	59,051.47	310,071.33	367,922.40	(57,851.07)	363,000.00	
5200 · Insurance								
5220 · Health Insurance	119,406.31	87,192.82	29,475.90	116,668.72	129,000.00	(12,331.28)	144,000.00	
5221 · Health Insurance - Retirees	69,408.47	56,611.02	(56,611.02)	0.00	75,600.00	(75,600.00)	0.00	

Altadena Library District
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 July 2017 through April 2018

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	2017	Jul '17 - Apr 18	May 18 - Jun 18	2018	2018	Difference	2019	%
5230 · Dental Insurance	15,473.93	11,553.84	7,357.38	18,911.22	14,300.00	4,611.22	15,000.00	
5240 · Vision Insurance	4,642.20	3,423.86	3,539.28	6,963.14	4,100.00	2,863.14	4,500.00	
5260 · Life Insurance	1,533.18	1,081.14	365.31	1,446.45	2,000.00	(553.55)	1,500.00	
5270 · Workers' Compensation	17,802.97	11,041.52	4,000.00	15,041.52	20,000.00	(4,958.48)	20,000.00	
5280 · Disability Insurance	252.75	0.00	0.00	0.00	2,500.00	(2,500.00)	0.00	
Total 5200 · Insurance	228,519.81	170,904.20	(11,873.15)	159,031.05	247,500.00	(88,468.95)	185,000.00	
Total 'PERSONNEL RELATED EXPENSES	2,024,058.47	1,614,348.90	257,178.32	1,871,527.22	2,178,843.35	(307,316.13)	2,263,000.00	64%
CAPITAL								
7310 · Equipment, Furniture & Fixtures >\$5k	45,045.60	8,076.25	0.00	8,076.25	32,995.00	(24,918.75)	15,000.00	
7320 · Structures & Improvements	1,080.00	148,355.75	0.00	148,355.75	150,000.00	(1,644.25)	250,000.00	
Total CAPITAL	46,125.60	156,432.00	0.00	156,432.00	182,995.00	(26,563.00)	265,000.00	7%
FACILITIES, GROUNDS & MAINTENAN								
7205 · Maintenance Contracts	23,375.06	4,442.45	2,000.00	6,442.45	18,000.00	(11,557.55)	15,000.00	
7210 · Building Maint & Repairs	82,937.60	10,444.32	4,000.00	14,444.32	20,000.00	(5,555.68)	20,000.00	
7220 · Landscape	23,429.14	8,396.49	3,000.00	11,396.49	15,000.00	(3,603.51)	18,000.00	
Total FACILITIES, GROUNDS & MAINTENAN	129,741.80	23,283.26	9,000.00	32,283.26	53,000.00	(29,716.74)	53,000.00	1%
LIBRARY MATERIALS								
6110 · Cataloging Expenses	18,168.08	14,952.83	4,000.00	18,952.83	20,000.00	(1,047.17)	22,000.00	
Library of Things	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	
6115 · Electronic Databases & Subscrip	19,162.98	15,170.58	5,000.00	20,170.58	21,500.00	(1,329.42)	32,900.00	
6120 · Books	104,920.34	77,272.01	3,000.00	80,272.01	207,000.00	(126,727.99)	125,000.00	
6125 · Audio CD	13,177.21	9,100.02	2,000.00	11,100.02	18,000.00	(6,899.98)	12,000.00	
6130 · DVD's & Videogames	23,227.26	17,248.10	3,000.00	20,248.10	23,000.00	(2,751.90)	32,000.00	
6135 · Processing of Materials	28,445.19	26,098.53	2,000.00	28,098.53	46,850.00	(18,751.47)	35,000.00	
6140 · Periodicals	12,954.34	14,182.77	1,000.00	15,182.77	17,500.00	(2,317.23)	18,000.00	
6150 · Downloadables	23,618.21	11,077.83	1,000.00	12,077.83	20,000.00	(7,922.17)	31,000.00	
Total LIBRARY MATERIALS	243,673.61	185,102.67	21,000.00	206,102.67	373,850.00	(188,747.33)	327,900.00	9%
MISCELLANEOUS EXPENSE								
7510 · Miscellaneous Expense	91,577.37	3,594.03	2,000.00	5,594.03	0.00	5,594.03	0.00	
7520 · Refunds/Parcel	0.00	52.16	0.00	52.16	1,000.00	(947.84)	1,000.00	
Total MISCELLANEOUS EXPENSE	91,577.37	3,646.19	2,000.00	5,646.19	1,000.00	2,646.19	1,000.00	0%
OPERATING EXPENSES								
6430 · Insurance-Gen, Prop, Liab, Eq	41,517.61	38,868.25	0.00	38,868.25	38,693.92	174.33	40,000.00	
6620 · Membership Dues & Subscriptions	13,110.00	9,492.01	3,000.00	12,492.01	13,000.00	(507.99)	13,000.00	
6625 · Training & Education	5,898.40	5,875.24	2,000.00	7,875.24	12,000.00	(4,124.76)	12,000.00	
6626 · Recruitment & Recognition	6,682.78	1,008.78	0.00	1,008.78	5,000.00	(3,991.22)	5,000.00	
6627 · Advertising / Marketing	27,467.95	3,245.45	2,000.00	5,245.45	5,000.00	245.45	5,000.00	
6710 · Meetings & Travel	11,819.43	4,980.18	5,000.00	9,980.18	10,000.00	(19.82)	10,000.00	
6730 · Mileage & Parking Reimbursement	667.48	519.68	500.00	1,019.68	800.00	219.68	800.00	
6740 · Postage & Delivery	8,831.00	6,874.86	2,000.00	8,874.86	9,000.00	(125.14)	9,000.00	
6745 · Banking & Service Fees	1,341.33	1,442.42	500.00	1,942.42	2,000.00	(57.58)	2,000.00	

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	Actual	Period	Projected	Total Projected	Budget	Budget	Budget	Budget
	2017	Jul '17 - Apr 18	May 18 - Jun 18	2018	2018	Difference	2019	%
6746 · Payroll Fees	13,319.78	7,885.00	1,500.00	9,385.00	12,000.00	(2,615.00)	12,000.00	
6750 · Printing & Reproduction	7,191.07	12,271.88	5,000.00	17,271.88	21,000.00	(3,728.12)	21,000.00	
6755 · Small Equipment	33,987.15	1,882.90	2,000.00	3,882.90	10,000.00	(6,117.10)	10,000.00	
6765 · Janitorial Supplies	12,416.05	15,326.55	1,000.00	16,326.55	13,000.00	3,326.55	15,000.00	
6770 · Operating Supplies	36,711.84	15,467.56	2,000.00	17,467.56	15,000.00	2,467.56	15,000.00	
6780 · Operating Software	325.53	2,211.33	0.00	2,211.33	3,000.00	(788.67)	1,500.00	
6785 · Computer Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
6790 · Hardware (Computers / Tech)	2,983.46	0.00	0.00	0.00	0.00	0.00	0.00	
6920 · Electricity	34,938.22	27,226.52	5,000.00	32,226.52	42,100.00	(9,873.48)	35,000.00	
6930 · Natural Gas	4,797.05	2,347.35	500.00	2,847.35	5,500.00	(2,652.65)	5,000.00	
6940 · Water & Sewage	5,165.84	4,500.65	500.00	5,000.65	8,600.00	(3,599.35)	5,000.00	
6950 · Refuse	4,678.92	3,490.86	600.00	4,090.86	4,500.00	(409.14)	5,000.00	
6960 · Products for Resale	2,970.23	3,219.47	100.00	3,319.47	5,000.00	(1,680.53)	5,000.00	
6970 · Equipment Lease & Rental	12,802.39	12,372.37	2,500.00	14,872.37	15,424.00	(551.63)	15,000.00	
7530 · Direct Assessments/Admin Costs	32,492.92	10,084.06	3,000.00	13,084.06	45,084.06	(32,000.00)	10,000.00	
Total OPERATING EXPENSES	322,116.43	190,593.37	38,700.00	229,293.37	295,701.98	(105,108.61)	251,300.00	7%
PROFESSIONAL & TECHNICAL								
7125 · Audit and Financial Consulting	35,583.34	33,138.95	8,000.00	41,138.95	75,000.00	(33,861.05)	60,000.00	
7130 · Legal Fees	18,980.98	12,882.23	10,000.00	22,882.23	25,000.00	(2,117.77)	25,000.00	
7135 · Technology Consulting	7,178.80	2,400.00	3,600.00	6,000.00	1,500.00	4,500.00	3,000.00	
7140 · Architectural & Engineering	5,000.00	0.00	0.00	0.00	23,000.00	(23,000.00)	0.00	
7145 · Collection Agency	1,414.10	2,058.50	500.00	2,558.50	1,800.00	758.50	2,000.00	
7155 · Consultants - Other	70,168.24	67,971.92	5,000.00	72,971.92	74,000.00	(1,028.08)	70,000.00	
7170 · Telecommunications	(1,495.09)	4,875.36	1,500.00	6,375.36	7,500.00	(1,124.64)	7,500.00	
7175 · Internet Service	23,915.17	30,194.71	5,000.00	35,194.71	4,000.00	31,194.71	35,000.00	
7180 · Technology Equipment	59,110.71	36,672.99	2,000.00	38,672.99	34,281.00	4,391.99	50,000.00	
7185 · Technology Maintenance Fees	47,015.74	15,819.66	3,000.00	18,819.66	20,000.00	(1,180.34)	40,000.00	
7190 · Website Development	360.00	858.00	0.00	858.00	2,000.00	(1,142.00)	3,000.00	
7199 · County Tax Collection Fees	0.00	35,940.07	2,000.00	37,940.07	0.00	37,940.07	40,000.00	
Total PROFESSIONAL & TECHNICAL	267,231.99	242,812.39	40,600.00	283,412.39	268,081.00	(25,268.61)	335,500.00	9%
PROGRAMS								
6200 · Youth Services	9,248.37	4,708.84	5,000.00	9,708.84	10,000.00	(291.16)	12,800.00	
6210 · Teen Services	2,516.04	4,100.44	1,000.00	5,100.44	5,500.00	(399.56)	4,000.00	
6220 · Adult Services	18,599.37	21,899.80	4,000.00	25,899.80	26,068.56	(168.76)	30,000.00	
6230 · Bob Lucas Branch Services	1,354.59	2,175.63	800.00	2,975.63	3,000.00	(24.37)	4,500.00	
6240 · Literacy Services	84.35	1,711.48	200.00	1,911.48	2,000.00	(88.52)	2,000.00	
Total PROGRAMS	31,802.72	34,596.19	11,000.00	45,596.19	46,568.56	(11,972.37)	53,300.00	2%
Total Expense	3,156,327.99	2,450,814.97	379,478.32	2,830,293.29	3,400,039.89	(949,224.92)	3,550,000.00	
Net Income	578,571.50	525,744.14	174,255.86	700,000.00	0.00	1,079,478.32	0.00	
Cash Reserves - Beginning of Year	2,738,502			2,957,905			3,657,905	

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

	Actual	Period	Projected	Total Projected	Budget	Budget	Budget	Budget
	2017	Jul '17 - Apr 18	May 18 - Jun 18	2018	2018	Difference	2019	%
Net Income	578,572			700,000			-	
Add Back:								
Depreciation	45,046			-			-	
OPEB Contribution	140,004			-			-	
OPEB Change	(107,428)			-			-	
GASB 68	42,145			-			-	
Capitalized Assets	(483,702)			-			-	
Other Accruals	4,767			-			-	
Change in Cash	219,403			700,000			-	
Cash Reserves - End of Year	2,957,905			3,657,905			\$ 3,657,905	
							Half Year Reserve \$ 1,775,000	
							Remainder \$ 1,882,905	



**BOARD OF LIBRARY TRUSTEES
STAFF REPORT**

DEPARTMENT: Administration

MEETING DATE: May 21, 2018

PREPARED BY: Kylynn Chaney

LOCATION: Community Room

TITLE: Resolution 201804 – Establishing Candidate Statement Policies

BACKGROUND:

Pursuant to the Altadena Library District Board of Trustees Bylaws:

Section A, #3:

Candidate Statements for District Elections: “The District requires payment to the County of Los Angeles in advance of each candidate's pro rata share of the printing, handling, and mailing costs of the candidate's statement included in the voter's sample ballot pamphlet. If the actual cost exceeds the estimate, the District will bill each candidate for the coverage after the election. The maximum word limitation for the candidate's statement is 200 words.”

Elections Code Section 13307 permits a local agency to require payment in advance of each candidate’s pro rata share of the printing, handling, and mailing costs of the candidate statement as a condition to having it included in the sample ballot pamphlet mailed to voters and a local agency may limit a candidate’s statement to 200 words as set forth in the election code.

This resolution comes before the Board each election year, due to the fact that the District requires payment to the County of Los Angeles in advance of each candidate's pro rata share of the printing, handling, and mailing costs of the candidate's statement included in the voter's sample ballot pamphlet.

The County Election Coordination Division requires a copy of the resolution to be filed with their office.

All candidates (except candidates for U.S. Representative and Superior Court Judge) must be registered voters at the time nomination documents are issued and otherwise qualified to vote for the office for which he or she is filing. (E.C. § 201)

State law requires that all nomination documents contain the candidate’s name and the elective office title to which he or she is seeking nomination or election; and be signed by the elections official at the time of issuance. Verbal and written instructions regarding procedures to be followed in completing the nomination process are given to candidates or authorized agents when the forms are issued.

Only official documents issued by the Registrar-Recorder/County Clerk’s office may be used. The forms are available at the Registrar-Recorder/County Clerk’s office, 12400 Imperial Highway, Norwalk, 2nd Floor, Room 2013, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays.

The Filing Period for the November 6, 2018 election is July 16 to August 10.

More information for candidates can be found at lavote.net

RECOMMENDATION: The Board pass a new resolution for the current Election year.



**ALTADENA LIBRARY DISTRICT
RESOLUTION No. 201804
ESTABLISHING CANDIDATE STATEMENT POLICIES**

WHEREAS, Elections Code Section 13307 permits a local agency to require payment in advance of each candidate's pro rata share of the printing, handling, and mailing costs of the candidate statement as a condition to having it included in the sample ballot pamphlet mailed to voters and

WHEREAS, a local agency may limit a candidate's statement to 200 words as set forth in the election code, therefore be it

RESOLVED, that the Altadena Library District, as a local agency, hereby adopts a policy which requires that the candidate's pro rata share of printing, handling and mailing costs be paid by the candidate at the time of filing and which sets a maximum of 200 words on the candidate's statement on the November ballot of Trustees election.

PASSED, APPROVED AND ADOPTED by the Governing Board of Trustees of the Altadena Library District, Los Angeles County, State of California this 21st day of May 2018, by the following vote:

AYES:

NOES:

ABSENT:

DATED: May 21, 2018

Betsy Kahn, President

Gwendolyn McMullins, Secretary

Attested

Ryan Roy, Acting District Director