



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

**AGENDA**

**Regular Meeting**

Board of Library Trustees – Altadena Library District

Community Room – Main Library

**May 22, 2017 – 5:00 p.m.**

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

1. **CALL TO ORDER**

2. **ROLL CALL:**

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

3. **ADOPTION OF AGENDA**

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

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

4. **PUBLIC COMMUNICATION**

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

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

**HIRES/PROMOTIONS:**

**None**

6. **FINANCIAL REPORTS**

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

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

7. **CONSENT CALENDAR**

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

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

- a) Approval of minutes – Regular meeting held April 24, 2017
- b) Statistical Reports – NONE (April will be presented in June)
- c) Departmental Monthly Report – April 2017

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

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

9. **DIRECTOR'S REPORT**
10. **OLD BUSINESS**
  - a) Human Resources Update – Report by HRNETwork (**INFORMATION**)
  - b) Overview of Community Conversations, Town Hall and Final Report (**INFORMATION**)
  - d) Review new Library Board of Trustees Handbook and Discuss Training Requirements and Board on-site Trainings and Retreats (**DISCUSSION/ACTION**)
  - e) Joint meeting of FOAL and Board of Trustees Update (**INFORMATION**)
11. **NEW BUSINESS**
  - a) Presentation of Budget Draft FY 17/18 Budget (**DISCUSSION/ACTION**)
  - b) Review And Adoption Of Resolution #201702 – To Ask The Auditor-Controller Of Los Angeles County To Prepare A New Tax Roll For Account #57.12, Altadena Library District (**ACTION REQUIRED**)
12. **CORRESPONDENCE & PRESS**
  - a) Press Clippings (**INFORMATION**)
  - b) Pasadena Tournament of Roses – Grant Award Letter
13. **REPORTS OF SUPPORT GROUPS**
  - a) Altadena Library Foundation
  - b) Friends of the Altadena Library
14. **REPORTS OF TRUSTEES**
15. **AGENDA ITEMS FOR FUTURE AGENDAS**

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

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

12:57 PM

## Altadena Library District

## Balance Sheet

As of March 31, 2017

04/30/17

Accrual Basis

Mar 31, 17

## ASSETS

## Current Assets

## Checking/Savings

## Cash &amp; Cash Equivalents

## Cash &amp; Investments

## 1080 · Petty Cash

777.00

## Total Cash &amp; Investments

777.00

## Cash In Bank

## 1021 · Chase General Acct...2951

92,256.24

## 1026 · Chase HY Svgs...6883

4,923.56

## 1041 · Chase HY Svgs...6875

2,061,142.37

## 1045 · Cash HUD Checking...2969

43,265.68

## Total Cash In Bank

2,201,587.85

## Cash with County

## 1010.00 · Cash in County Treasury

283,984.67

## 1013 · FMV - COLA Funds

2,964.69

## Total Cash with County

286,949.36

## Total Cash &amp; Cash Equivalents

2,489,314.21

## Total Checking/Savings

2,489,314.21

## Other Current Assets

## 1400 · Property Taxes Receivable

(40,612.12)

## Total Other Current Assets

(40,612.12)

## Total Current Assets

2,448,702.09

## Fixed Assets

## Capital Assets

## Accumulated Depreciation

## 1800 · Accum Depr (S &amp; I)

(1,017,286.20)

## 1900 · Accum Depr (FF &amp; E)

(616,863.36)

## Total Accumulated Depreciation

(1,634,149.56)

## Depreciable Assets

## 1550 · Structures &amp; Improvements

1,190,655.58

## 1700 · Furniture, Fixtures &amp; Equipment

683,740.71

## Total Depreciable Assets

1,874,396.29

## Non-Depreciable Assets

## 1500 · Land

77,280.28

## 1510 · Artwork

102,500.00

## 1521 · CIP - Building Upgrade

37,743.00

## 1522 · CIP - Conservation Garden

35,082.00

## Total Non-Depreciable Assets

252,605.28

## Total Capital Assets

492,852.01

## Total Fixed Assets

492,852.01

## Other Assets

## Deferred Outflows of Resources

## 1990 · DOR - Employer Contributions MD

159,174.00

## 1993 · DOR - Diff in Experience

7,575.00

## Total Deferred Outflows of Resources

166,749.00

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04/30/17  
Accrual Basis

**Altadena Library District**  
**Balance Sheet**  
As of March 31, 2017

	Mar 31, 17
Prepays	
1075 · SCLC Deposit Account	910.00
1076 · Prepaid Items & Deposits	2,612.74
<b>Total Prepays</b>	<b>3,522.74</b>
<b>Total Other Assets</b>	<b>170,271.74</b>
<b>TOTAL ASSETS</b>	<b>3,111,825.84</b>
<hr/>	
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	2,781.07
<b>Total Accounts Payable</b>	<b>2,781.07</b>
<b>Credit Cards</b>	
2200 · Credit Cards	
2200.01 · UMB Card Services...3219	33,068.60
<b>Total 2200 · Credit Cards</b>	<b>33,068.60</b>
<b>Total Credit Cards</b>	<b>33,068.60</b>
<b>Other Current Liabilities</b>	
2030 · GASB 45 OPEB Liability	89,113.66
2064 · Deferred Compensation - CalPERS	54.38
2100 · Payroll Payable	
2100.01 · Payroll Liabilities (EE)	5,753.37
2100.03 · CalPers CLASSIC (EE Ded)	8,063.97
2100.04 · CalPers PEPRRA (EE Ded)	(8,678.05)
2100.05 · Accrued Vacation Payable	72,489.53
2100.07 · CalPers 457 (EE Contribution)	2,037.63
2100.08 · CalPers 457 (EE Loan Repayment)	422.46
<b>Total 2100 · Payroll Payable</b>	<b>80,088.91</b>
<b>Total Other Current Liabilities</b>	<b>169,256.95</b>
<b>Total Current Liabilities</b>	<b>205,106.62</b>
<b>Long Term Liabilities</b>	
<b>Deferred Inflows of Resources</b>	
2601 · DIR - Diff Investment Earnings	35,930.00
2602 · DIR - Diff in Contributions	115,971.00
2603 · DIR - Changes in Proportions	211,556.00
2604 · DIR - Changes in Assumptions	71,672.00
<b>Total Deferred Inflows of Resources</b>	<b>435,129.00</b>
2700 · Net Pension Liability	1,467,863.00
<b>Total Long Term Liabilities</b>	<b>1,902,992.00</b>
<b>Total Liabilities</b>	<b>2,108,098.62</b>
<b>Equity</b>	
3300 · Retained Earnings	1,408,150.98
Net Income	(404,423.76)
<b>Total Equity</b>	<b>1,003,727.22</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,111,825.84</b>

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04/30/17

Accrual Basis

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

	Jul '16 - Mar 17	Jul '15 - Mar 16	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>DONATIONS AND GRANTS</b>				
4710 · Friends of the Library	20,000.00	40,000.00	(20,000.00)	(50.0)%
4730 · Undesignated	17,503.00	235.00	17,268.00	7,348.1%
4735 · Designated	1,325.00	3,510.00	(2,185.00)	(62.3)%
4740 · CA Library Literacy Services	26,300.00	25,165.00	1,135.00	4.5%
4750 · Cal State Library	13,500.00	27,000.00	(13,500.00)	(50.0)%
4755 · HUD Grant	43,263.64		43,263.64	100.0%
<b>Total DONATIONS AND GRANTS</b>	<b>121,891.64</b>	<b>95,910.00</b>	<b>25,981.64</b>	<b>27.1%</b>
<b>FINES &amp; FEES</b>				
4305 · Fines	15,751.80	23,954.80	(8,203.00)	(34.2)%
4310 · Printer & Copy Machine	5,134.90	5,320.02	(185.12)	(3.5)%
4330 · Video Game Rentals		416.00	(416.00)	(100.0)%
4340 · Passport Services Fees	57,092.00	52,821.00	4,271.00	8.1%
<b>Total FINES &amp; FEES</b>	<b>77,978.70</b>	<b>82,511.82</b>	<b>(4,533.12)</b>	<b>(5.5)%</b>
<b>INTEREST INCOME &amp; ADJUSTMENTS</b>				
4210 · Chase Bank	834.89	9.32	825.57	8,858.1%
4220 · County Interest Allocation	827.43	2,709.19	(1,881.76)	(69.5)%
INTEREST INCOME & ADJUSTMENTS - Other	187.57		187.57	100.0%
<b>Total INTEREST INCOME &amp; ADJUSTMENTS</b>	<b>1,849.89</b>	<b>2,718.51</b>	<b>(868.62)</b>	<b>(32.0)%</b>
<b>OTHER REVENUE &amp; ADJUSTMENT</b>				
4080 · Penalties, Interest & Costs-Ref	11,497.84	10,742.78	755.06	7.0%
4910 · Miscellaneous Income	243.50	3,887.20	(3,643.70)	(93.7)%
4999 · Rewards & Incentives	2,000.00		2,000.00	100.0%
<b>Total OTHER REVENUE &amp; ADJUSTMENT</b>	<b>13,741.34</b>	<b>14,629.98</b>	<b>(888.64)</b>	<b>(6.1)%</b>
<b>REVENUES</b>				
<b>Property Taxes</b>				
4010 · Current-Year Secured				
4010.00 · Current Secured	1,158,887.08	1,114,188.43	44,698.65	4.0%
4010.01 · Revenue Residual	19,260.94		19,260.94	100.0%
4010.02 · Statutory Revenue	2,027.10		2,027.10	100.0%
4010.03 · SB 813 Supplemental	31,488.30	29,599.72	1,888.58	6.4%
<b>Total 4010 · Current-Year Secured</b>	<b>1,211,663.42</b>	<b>1,143,788.15</b>	<b>67,875.27</b>	<b>5.9%</b>
4020 · Current-Year Unsecured				
4020.00 · Current Unsecured	3,399.05		3,399.05	100.0%
4020 · Current-Year Unsecured - Other	61,611.91	60,975.74	636.17	1.0%
<b>Total 4020 · Current-Year Unsecured</b>	<b>65,010.96</b>	<b>60,975.74</b>	<b>4,035.22</b>	<b>6.6%</b>
4030 · Prior-Year Secured				
4030.00 · Prior Secured	5,112.32		5,112.32	100.0%
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	675.21		675.21	100.0%
4030 · Prior-Year Secured - Other	9,744.01	20,909.69	(11,165.68)	(53.4)%
<b>Total 4030 · Prior-Year Secured</b>	<b>(4,489.78)</b>	<b>20,909.69</b>	<b>(25,399.47)</b>	<b>(121.5)%</b>
4040 · Prior-Year Unsecured				
4040.00 · Prior Unsecured	2,375.44		2,375.44	100.0%
<b>Total 4040 · Prior-Year Unsecured</b>	<b>2,375.44</b>		<b>2,375.44</b>	<b>100.0%</b>
4050 · Homeowners Exemption	7,007.94	7,055.79	(47.85)	(0.7)%
4060 · Special Assessment				
4060.01 · Per Parcel Benefit Assessment	447,123.11	426,505.60	20,617.51	4.8%
4060.02 · Direct Assessments	2,566.94		2,566.94	100.0%
<b>Total 4060 · Special Assessment</b>	<b>449,690.05</b>	<b>426,505.60</b>	<b>23,184.45</b>	<b>5.4%</b>
4090 · RDA ABx126 Income		15,832.44	(15,832.44)	(100.0)%
<b>Total Property Taxes</b>	<b>1,731,258.03</b>	<b>1,675,067.41</b>	<b>56,190.62</b>	<b>3.4%</b>
<b>Total REVENUES</b>	<b>1,731,258.03</b>	<b>1,675,067.41</b>	<b>56,190.62</b>	<b>3.4%</b>
<b>Total Income</b>	<b>1,946,719.60</b>	<b>1,870,837.72</b>	<b>75,881.88</b>	<b>4.1%</b>

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Accrual Basis

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

	Jul '16 - Mar 17	Jul '15 - Mar 16	\$ Change	% Change
<b>Expense</b>				
<b>'PERSONNEL RELATED EXPENSES</b>				
<b>5000 · SALARIES &amp; WAGES</b>				
5010 · Salaried	863,558.26	912,163.61	(48,605.35)	(5.3)%
5020 · Hourly	233,420.51	190,484.89	42,935.62	22.5%
<b>Total 5000 · SALARIES &amp; WAGES</b>	1,096,978.77	1,102,648.50	(5,669.73)	(0.5)%
<b>5100 · Employer-Portion Taxes/Benefits</b>				
5120 · Payroll Taxes (ER)	67,266.28		67,266.28	100.0%
5120.01 · Soc Security & Medicare, Salary	20,486.21	68,614.55	(48,128.34)	(70.1)%
5120.02 · Soc Security & Medicare, Hourly	5,930.34	14,405.28	(8,474.94)	(58.8)%
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	14,677.33		14,677.33	100.0%
5210.02 · CalPers PEPRA (ER Contr)	16,549.62		16,549.62	100.0%
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%
5210 · PERS Retirement - Other	258.37	125,660.73	(125,402.36)	(99.8)%
<b>Total 5210 · PERS Retirement</b>	126,730.35	125,660.73	1,069.62	0.9%
5222 · OPEB Contribution	93,336.00	101,600.00	(8,264.00)	(8.1)%
5250 · SUI, Salaried	112.01	2,843.93	(2,731.92)	(96.1)%
5251 · SUI, Hourly	697.64	3,118.46	(2,420.82)	(77.6)%
<b>Total 5100 · Employer-Portion Taxes/Benefits</b>	314,558.83	316,242.95	(1,684.12)	(0.5)%
<b>5200 · Insurance</b>				
5220 · Health Insurance	157,888.88	149,458.81	8,430.07	5.6%
5230 · Dental Insurance	12,040.75	11,972.98	67.77	0.6%
5240 · Vision Insurance	3,656.34	4,141.51	(485.17)	(11.7)%
5260 · Life Insurance	1,042.35	1,143.04	(100.69)	(8.8)%
5270 · Workers' Compensation	17,802.97	10,787.05	7,015.92	65.0%
5280 · Disability Insurance	298.32		298.32	100.0%
<b>Total 5200 · Insurance</b>	192,729.61	177,503.39	15,226.22	8.6%
<b>Total 'PERSONNEL RELATED EXPENSES</b>	1,604,267.21	1,596,394.84	7,872.37	0.5%
<b>CAPITAL</b>				
7310 · Equipment, Furniture & Fixtures	31,064.06	43,182.32	(12,118.26)	(28.1)%
7320 · Structures & Improvements	39,640.63		39,640.63	100.0%
<b>Total CAPITAL</b>	70,704.69	43,182.32	27,522.37	63.7%
<b>FACILITIES, GROUNDS &amp; MAINTENAN</b>				
7205 · Maintenance Contracts	4,146.87	4,561.32	(414.45)	(9.1)%
7210 · Building Maint & Repairs	39,023.74	36,968.52	2,055.22	5.6%
7220 · Landscape	17,570.22	24,964.09	(7,393.87)	(29.6)%
<b>Total FACILITIES, GROUNDS &amp; MAINTENAN</b>	60,740.83	66,493.93	(5,753.10)	(8.7)%
<b>LIBRARY MATERIALS</b>				
6110 · Cataloging Expenses	13,010.24	14,671.25	(1,661.01)	(11.3)%
6115 · Electronic Databases & Subscrip	17,658.77	10,956.18	6,702.59	61.2%
6120 · Books	59,073.15	91,789.41	(32,716.26)	(35.6)%
6125 · Audio CD	11,723.83	19,859.04	(8,135.21)	(41.0)%
6130 · DVD's & Videogames	16,752.50	14,403.85	2,348.65	16.3%
6135 · Processing of Materials	22,803.19	34,582.88	(11,779.69)	(34.1)%
6140 · Periodicals	10,600.63	12,428.30	(1,827.67)	(14.7)%
6150 · Downloadables	13,632.90	11,178.39	2,454.51	22.0%
<b>Total LIBRARY MATERIALS</b>	165,255.21	209,869.30	(44,614.09)	(21.3)%
<b>MISCELLANEOUS EXPENSE</b>				
7510 · Miscellaneous Expense	3,624.10	485.66	3,138.44	646.2%
<b>Total MISCELLANEOUS EXPENSE</b>	3,624.10	485.66	3,138.44	646.2%

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04/30/17

Accrual Basis

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

	Jul '16 - Mar 17	Jul '15 - Mar 16	\$ Change	% Change
<b>OPERATING EXPENSES</b>				
6430 · Insurance-Gen, Prop, Liab, Eq	41,467.61	29,381.49	12,086.12	41.1%
6620 · Membership Dues & Subscriptions	12,525.00	13,519.84	(994.84)	(7.4)%
6625 · Training & Education	4,774.50	4,938.00	(163.50)	(3.3)%
6626 · Recruitment, Gifts and Memorial	3,162.78	2,212.23	950.55	43.0%
6627 · Advertising / Marketing	20,232.97	8,616.56	11,616.41	134.8%
6710 · Meetings & Travel	8,773.90	5,647.67	3,126.23	55.4%
6730 · Mileage & Parking Reimbursement	362.25	596.74	(234.49)	(39.3)%
6740 · Postage & Delivery	3,512.53	4,755.29	(1,242.76)	(26.1)%
6745 · Banking & Service Fees	1,026.63	1,599.34	(572.71)	(35.8)%
6746 · Payroll Fees	10,610.02	10,108.68	501.34	5.0%
6750 · Printing & Reproduction	3,997.35	9,348.97	(5,351.62)	(57.2)%
6755 · Equipment, Furniture, Fixtures	5,952.35	5,047.84	904.51	17.9%
6765 · Janitorial Supplies	9,648.31	10,597.97	(949.66)	(9.0)%
6770 · Operating Supplies	22,104.99	19,931.40	2,173.59	10.9%
6780 · Operating Software	249.00	32,350.95	(32,101.95)	(99.2)%
6782 · ILS Maintenance		6,375.00	(6,375.00)	(100.0)%
6785 · Computer Supplies		650.22	(650.22)	(100.0)%
6790 · Hardware (Computers / Tech)	585.50	2,876.72	(2,291.22)	(79.7)%
6920 · Electricity	24,678.95	32,242.21	(7,563.26)	(23.5)%
6930 · Natural Gas	4,076.72	3,955.18	121.54	3.1%
6940 · Water & Sewage	3,803.49	3,060.43	743.06	24.3%
6950 · Refuse	2,835.14	3,815.01	(979.87)	(25.7)%
6960 · Products for Resale	436.60	229.86	206.74	89.9%
6970 · Equipment Lease & Rental	9,014.84	9,934.52	(919.68)	(9.3)%
7530 · Direct Assessments/Admin Costs	27,677.23	27,413.59	263.64	1.0%
<b>Total OPERATING EXPENSES</b>	<b>221,508.66</b>	<b>249,205.71</b>	<b>(27,697.05)</b>	<b>(11.1)%</b>
<b>PROFESSIONAL &amp; TECHNICAL</b>				
7125 · Audit and Financial Consulting	37,579.14	8,362.50	29,216.64	349.4%
7130 · Legal Fees	17,198.98	4,257.31	12,941.67	304.0%
7135 · Technology Consulting	1,078.80	23,041.89	(21,963.09)	(95.3)%
7140 · Architectural & Engineering	5,000.00	3,327.50	1,672.50	50.3%
7145 · Collection Agency	841.30	796.55	44.75	5.6%
7155 · Consultants - Other	18,217.85	13,935.00	4,282.85	30.7%
7170 · Telecommunications	(615.49)	20,770.29	(21,385.78)	(103.0)%
7175 · Internet Service	29,852.10	4,549.54	25,302.56	556.2%
7180 · Technology Equipment	54,467.54	26,133.56	28,333.98	108.4%
7185 · Technology Maintenance Fees	43,028.64	8,486.23	34,542.41	407.0%
7190 · Website Development	360.00		360.00	100.0%
<b>Total PROFESSIONAL &amp; TECHNICAL</b>	<b>207,008.86</b>	<b>113,660.37</b>	<b>93,348.49</b>	<b>82.1%</b>
<b>PROGRAMS</b>				
6200 · Youth Services	5,110.24	8,738.97	(3,628.73)	(41.5)%
6210 · Teen Services	1,695.29	27,169.92	(25,474.63)	(93.8)%
6220 · Adult Services	10,096.35	13,136.06	(3,039.71)	(23.1)%
6230 · Bob Lucas Branch Services	1,047.57	1,099.23	(51.66)	(4.7)%
6240 · Literacy Services	84.35	2,782.81	(2,698.46)	(97.0)%
<b>Total PROGRAMS</b>	<b>18,033.80</b>	<b>52,926.99</b>	<b>(34,893.19)</b>	<b>(65.9)%</b>
<b>Total Expense</b>	<b>2,351,143.36</b>	<b>2,332,219.12</b>	<b>18,924.24</b>	<b>0.8%</b>
<b>Net Ordinary Income</b>	<b>(404,423.76)</b>	<b>(461,381.40)</b>	<b>56,957.64</b>	<b>12.4%</b>
<b>Net Income</b>	<b>(404,423.76)</b>	<b>(461,381.40)</b>	<b>56,957.64</b>	<b>12.4%</b>



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

## MINUTES

### Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

April 24, 2017 – 5:10 p.m.

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

1. **CALL TO ORDER**

2. **ROLL CALL:**

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

3. **ADOPTION OF AGENDA**

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

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

4. **PUBLIC COMMUNICATION**

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

**None**

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

**HIRES/PROMOTIONS:**

**None**

6. **FINANCIAL REPORTS**

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

**Recommended Action:** The Board of Library Trustees hereby receives and files the Financial Reports. **Director Kittay noted that she was presenting the financials for January/February. She also noted that later in the meeting the Board would be presented with the budget amendment. Trustee Bershatsky asked about the interest for Chase bank account, and Director Kittay noted that it had been the district's plan to move the money into CalTrust where it would accrue more interest, but the Finance Director did not complete the change over. She noted she is working to move the money, and to determine if the County will make monthly transfers directly to CalTrust. She also noted that the District has hired a new firm to do a monthly review of the district's financials as well as the preparation of documents for the annual audit. This firm works for a large number of special districts in California and is well versed in government and district accounting.**

7. **CONSENT CALENDAR**

The Consent Calendar adopting the Recommended Board Action will be enacted with one vote. The Board President will first ask the staff and the Board if there is anyone who wishes to remove an item from the Consent Calendar for discussion and consideration. The matters removed from the Consent Calendar will



be considered individually at the end of the Consent agenda under “Items removed from the Consent Calendar”. The entire remaining Consent Calendar is then voted upon by roll call under one motion.

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

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

**Director Kittay noted that due to the closure, circulation was down, and branch circulation was up. It was Moved by McDonald, Seconded by Zambrano to approve/adopt the consent calendar.**

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

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

**None**

9. **DIRECTOR'S REPORT**

**Director Kittay noted that the Town Hall meeting was coming up. Director Kittay also reported on the progress of the 50<sup>th</sup> anniversary committee and the passport program. She noted that Andy Vargas had been hired as entertainment for June 10<sup>th</sup> and that the Drum Corps from John Muir would be opening the day.**

10. **OLD BUSINESS**

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

**Audrienne from HRNETwork presented the HR update through a conference call. She gave an update as to the progress of all projects and gave a brief discussion of staff interactions for the month including the need for Calpers to hold an informational session for all staff in the future. She discussed the Pulse survey that is done monthly at the staff meetings and noted that it is quite an improvement from when their first took over as HR.**

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

**Director Kittay noted that the Town Hall meeting was coming up and that the public (and board) would be receiving a copy of the full report from the Community Conversations.**

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

**Director Kittay provided the Trustees with a quick tour of the Main Library, noting that the renovation was nearly complete.**

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

**Deferred to next meeting**

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

**Director Kittay mentioned that an e-mail had gone out with possible dates for a joint meeting. The dates that had been narrowed down were either July 22<sup>nd</sup> or 29<sup>th</sup>.**

11. **NEW BUSINESS**

- a) Presentation of Budget Amendment to FY 16/17 Budget **(DISCUSSION/ACTION)**

**Director Kittay presented the budget amendment, noting an overall savings, with less funds being transferred in from reserves than were originally budgeted. Other items of note were that revenue from grants was now reflected in the budget as are the related expenses. The adjustment to the FOAL funds was made lowering that from \$40,000, as in previous years, to \$21,000. The amendment removes the funds for the website rework and those will be placed in next year's budget as a priority. There is the addition of \$40,000 to repair the roof, which may or may not happen in this budget year but is also a priority.**

**It was Moved by McDonald, Seconded by Zambrano to approve the budget amendment.**

- b) Creation of Budget Committee **(DISCUSSION/ACTION)**

**Director Kittay requested the resumption of the Budget Committee and asked for members of the Board to volunteer. Trustee Bershatsky and Trustee McDonald offered to serve on the budget committee.**

- c) Branch Manager and Literacy Librarian Job Description **(DISCUSSION/ACTION)**

**Director Kittay and Ryan Roy discussed the change to the job description for the Librarian II position that currently works as Branch Manager. The new job description adds in all of the Branch Management duties as well as having the employee act as the Literacy Coordinator for the District. The Literacy program will focus more on bringing in traditional Literacy learners, rather than just ESL students. Funding for this program from the State Library does not cover ESL.**

**Moved by McDonald, Seconded by Zambrano, Approved.**

d) Presentation of New Circulation Policies: **(DISCUSSION/ACTION)**

i) Fines & Fees –

ii) Access for Children and Young Adult to Non-Print Materials

**Public Services Director Roy presented the policies to remove late fees, and the access for children policy, which was brought to ALA standards.**

**Moved by McDonald, Seconded by Zambrano to approve items i & ii.**

iii) Video Surveillance Policy

**Trustees McDonald and Zambrano expressed concern over some of the language in the policy, and made some suggestions. They also recommended that the District have the policy reviewed by legal, then brought back to the Board for approval.**

12. **CORRESPONDENCE & PRESS**

a) Press Clippings **(INFORMATION)**

13. **REPORTS OF SUPPORT GROUPS**

a) Altadena Library Foundation

b) Friends of the Altadena Library

14. **REPORTS OF TRUSTEES**

**Trustee Zambrano noted the progress of the 50<sup>th</sup> anniversary committee.**

**Trustee Bershatsky thanked the staff and administration for all of their hard work through the renovation, and noted that he had come in to volunteer and help staff with the collection.**

15. **AGENDA ITEMS FOR FUTURE AGENDAS**

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

16. **ADJOURNMENT**

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

**Moved by McDonald, Seconded by Zambrano, Adjourned at 7:13 p.m.**

## Branch & Literacy March 2017 Report

### Branch

The month was bus bustling with activity as the Main Library closed for renovation and we welcomed more library patrons to the Branch. This was the busiest month at the Branch I have experience in the three years I have worked at the Branch! Shelves were emptied, all the laptops checked out, seats filled, and circulation increased more than 100%.

This month we celebrated poetry month with a display featuring poetry books. Rebecca created a wonderful display featuring pocket poetry. We also celebrated Spring with a display of gardening books.



This was also a busy month for kindergarten and first grade students who were working on reports about animals. We received three class visits from Odyssey Charter School and one visit from the Renaissance School this month. The kids really enjoy walking to our library. I helped the teachers pull the animal books from the Branch and Main libraries that they were looking for.

Behind the scenes, I spent a few days helping with the renovation efforts at the Main library – shelving books, sorting CDs, discarding books, dusting, etc. I attend a one point of service meeting and learned about the tasks and procedures. I also attend the DSIC training for all staff on April 10<sup>th</sup> in which we learned about different work styles.

Modesta and I helped facilitate the public safety table at the community conversations town hall meeting. We learned a great deal about the community through the presentation of results of the conversations and by interacting with participants that were in attendance.

### Literacy

The ESL class welcomed two new students this month. A new tutor and learner have commenced tutoring. A couple of the literacy students who had participated in a community conversation at the Branch attended the town hall meeting. They were glad to be part of the process and to participate in discovering the results.

Collection Development Monthly Report  
April 2017



If a picture tells a thousand words, this photograph begins to tell the story of what the Collection Development Team worked on during the month of April! Taken the night before the moving company picked up the carts, the photo shows only a portion of the more than 150 carts books lived on during the Library closure. During the second week of April, we scrambled to remove books from the carts and onto the new shelves. Being solid wood, the carts filled with books, took strength and driving skills to push around the library! They were very heavy! Additionally, the moving company did not always put the proper labels on the carts as the books got loaded; therefore, upon the return we had to hunt around the various carts to get the books in proper shelving order. Many of the staff worked on shelving the items and shifting the collections into place.

During the first part of the month, measurement of shelf space and determining best placement of the collections became the focus. The new layout of shelving is enabling us to do new and creative things with the collections, such as shelving travel and language items together next to the Passport Office, and computer books by the FabLab. Children's, teen, and adult areas now have end-cap display space, and, slat walls, for more displays and creative signage. The teen area received a new mobile shelving unit, currently being used to house new items to the YA

Collection Development Monthly Report  
April 2017

collection. We continued with the process of discarding items from the collection, and, pulled many unattractive, old, obsolete, and duplicate items. Many staff helped with this physical process, including scanning barcodes and stacking books outside for our book pickup service.

For the Collection Development Team, a good majority of April focused on shelving the materials. We continued work on some reclassification projects, and, received help from staff with labeling the items. Chris and Mark also worked through how to classify some graphic novels series when there are multiple authors. Due to the renovation, the ordering of materials for the adult collection almost came to a halt in April; however, May is going to be very productive on that front! The month closed with the Community Conversation Town Hall, and Vicky, Mark, and Stella pitched in working the event.

A huge thank you to the volunteers who helped with the collections during the library closure: Ira, Michele, Brianna, Pauline, and Laureen, they really pitched in to make the library lovely!

Submitted by: Estella Terrazas, Collection Development Manager

## **Volunteer Services – Board Report April 2017**

### **Action:**

April has been a busy month of volunteer action and planning during the closure. I have submitted rough drafts of the volunteer handbook and orientation guide to Mindy for review. We also started making plans for a community gardening project in some of our less tended to areas on the library property. I have met with our gardening volunteer, Maureen about the continuing care of our Native Garden, and along with the Children’s Librarian created a plan for her next educational talk and children’s activity to take place outdoors this May 6th.

April 15<sup>th</sup> was a volunteer clean up day organized with Jonathan Arevalo and his church group. We had a group of 9 church community members along with 2 volunteers from our Teen Advisory Board who worked hard to clean up our grounds, tend to garden areas and make basic repairs. They accomplished so much and left our grounds looking great. The next step of spreading our mulch around the area to begin gardening is steadily being done by community volunteers.

### **Outreach:**

In April I started the month with a volunteering discussion at the Girl Scouts as well as one at Loma Alta. New trifold volunteer brochures have been created in English and in Spanish, and the posters that Chloe created have been displayed as well as tweeted. Our online presence continues to grow daily. I’ve also continued to increase our activity on twitter to communicate Library activity reminders and to raise our profile. We have gained 4 new followers in April. I have also sourced at least 10 volunteers to help our Friends group with their sale.

### **Professional Development:**

I attended the Beth Steinhorn Volunteer Management techniques webinar which provided me with ideas about volunteer tracking and creative use of volunteer skills.

I started using our new volunteer tracking program which allows volunteers to report their hours and allows us collection of their hours and information.

### **Volunteer Summary**

We had 75 reported volunteer hours at the Main Branch in April and 16 Volunteers.

At the Bob Lucas Branch there were:

Literacy tutor sessions offered: 68 Literacy tutor sessions attendance: 211

Literacy tutor hours offered: 87.5 Literacy- volunteer hours: 83.5 Volunteers: 10

## April 2017 Monthly Report – Adult Services

**April 8. Second Saturday** Louis Van Taylor Quintet. Louis was not able to make it, so Charles Owen took his place, playing Sax and Flute. The band also included Kenny Sara on the drums and vocals and Stephen Taylor on Saxophone. 125 attended.

**April 10. Staff learned how to use Stratex**, the new electronic time-keeping system.

**April 11. Sue listened to a webinar** “Sleeper Hits for Summer 2017”

**April 11. The No Guilt Book Club** - The nine people in attendance discussed the fiction book *The Japanese Lover* by Isabel Allende and our non-fiction choice: *The Book of Joy: Lasting Happiness in a Changing World* by Dalai Lama, Desmond Tutu, and Douglas Carlton Abrams. *The Japanese Lover* is an exquisitely crafted love story and multigenerational epic that sweeps from San Francisco in the present-day to Poland and the United States during the Second World War. *The Book of Joy* highlights the many ways in which we can all bring greater joy, fulfillment, and purpose into our lives, and illuminates the nature of the interconnected relationship between painful emotions and deep happiness. The members especially liked the spinach dip, gluten free crackers and chocolate covered pretzel snacks!

**April 27. Learn to Crochet** – Six people attended Mikayla’s class.



### **April 27. Community Conversations Town Hall**

Helen and Melissa helped facilitate the Town Hall Meeting at Farnsworth Park

for the community on Thursday night. 125 attended.



**April 28. Innovations in Civic Engagement Workshop**. Helen and Melissa helped with this workshop in the Community Room. – 20 attended.

**April 29. Poetry and Cookies**. This wonderful event took place on the main floor in the library this year. People were excited to see the new changes. Always a very popular program — 140 people attended. Members of the poetry group brought homemade refreshments for poets and attendees.

**April 29 (morning). Surprise! Breakfast at DuPar’s in Pasadena**. Mindy treated the staff to breakfast at this wonderful restaurant in Pasadena to thank us for all of our hard work, perseverance and patience during the renovation. Mikayla created a scavenger

hunt of interesting and unknown facts about staff members. Kate led the staff in a “Mafia” game. Staff was given gift bags with the 50<sup>th</sup> anniversary logo, t-shirts and water bottle.

During the library closure at Main, several **staff members listened to tutorials and training sessions on Lynda dot Com:**

Some of those included: Melloney: Improving Your Focus, Personal Finance Tips Weekly and Happiness Tips Weekly. Helen: Creative

Spark: Grammar Girl, Changing Writing One Word at a Time and parts of Personal Finance Tips Weekly, Office 2016 & Office 2016 New Features, and Human Resources: Handling

**Limitless learning,  
limitless possibilities**

Workplace Bullying. Debbie: Improving your Memory. Sue: How to Use Lynda.com, Creative Inspirations: Doyald Young - Logotype Designer, Communication, and parts of:

Happiness Tips Weekly, Introduction to Graphic Design,

Photoshop CC 2017 for Photographers, and Migrating from Word 2003 to 2010.

Melissa: Publisher. Quarece and Sebastian also listened to some tutorials. Staff was kept pretty busy, so there was not a lot of time to listen to them.



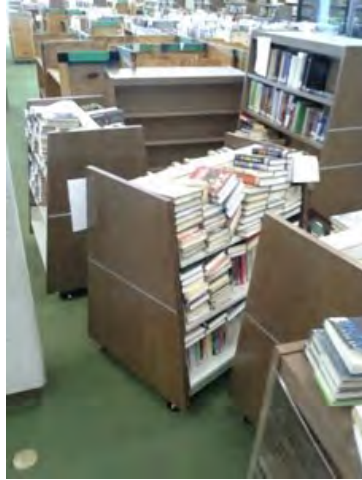
**Helen and Melissa completed the 8-week course online** (with lots of homework) by the Harwood Institute.

**Staff from the Main consistently helped at the Branch** during our closure. Likewise, **staff rotated shifts on the Perch at Main’s entryway** to handle material on hold for patrons, which also had a small selection of new items (books, DVDs, Blu-Ray’s and Audio books) available for patrons to check out. During the last part of the month, Passports were moved back into Main (from the modular building in the parking lot).

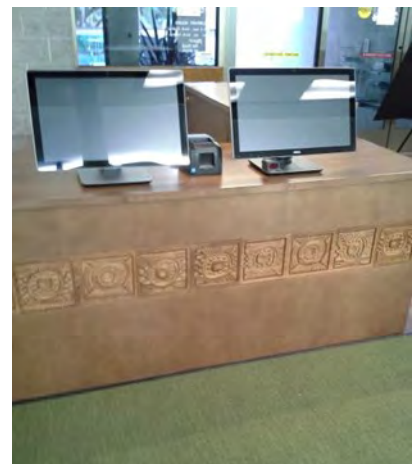
**All staff took part in the DISC Assessment** from Tony Robbins’ web site. It was discussed at our all-staff meeting. The Innermetrix Disc Index is a modern interpretation of Dr. William Marston’s behavioral dimensions. Marston’s research has uncovered four quadrants of behavior which help to understand a person’s behavioral preferences. Audriane, from HR, led the discussion in helping us to understand our behavioral styles and how to maximize our potential according to our assessment outcomes. It was a fun day and staff learned some things about each other through this lively and fascinating discussion.

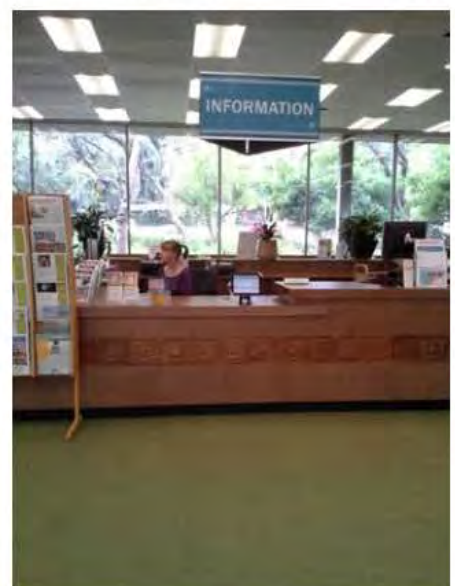
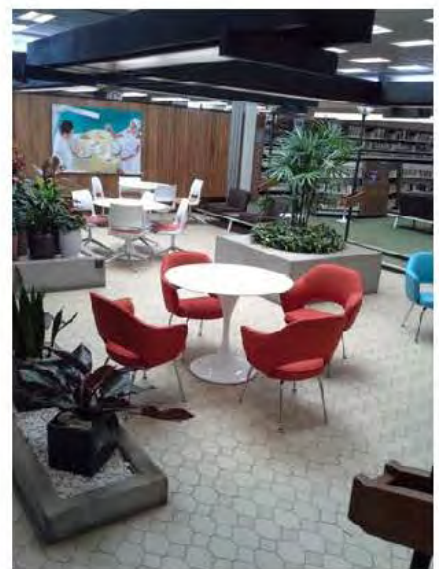
**Some photo’s during April’s progress** toward completion of the First Phase Renovation:





Hand-carved wooden panels from the original Circulation & Reference desks





## April 2017 Monthly Report- Youth Services

**We are open! But this report isn't about that. This report** is about being closed, and having great public turn out, in spite of that.

In the month of April, we served 204 patrons over the course of 12 in-house 0-5 story time programs, which comes to about 17 people per program. This is down **from March's 248**—however, there was one week less of programming and our per program attendance climbed from 15.5. We also saw 174 elementary-aged patrons and their caregivers attending 11 programs in March—our Elementary Outdoor Fun was especially successful, drawing in 110 patrons. To a closed library! We had a lot of fun planting flowers, playing with bubbles, tie-dyeing **book bags, and building "lava" lamps**. We also introduced a story time at the Altadena Farmers Market, which has been enthusiastically embraced by the community. We had 138 people come over 4 weeks of story time, a number that exceeds our in-house programming and is very encouraging as we **seek to expand the library's reach out into the community.**

We did not have any school visits, on account of being closed, but we did visit one school to spend time with 60 students there, and we attended the



Jackson Elementary School April Staff Meeting and spoke to 28 teachers and educators about how the

library can partner with them and their students to help meet educational goals.

Overall, we saw 604 patrons this month at 29 different programs.



We were also very busy away from the public. As the flooring and shelving went in upstairs, we worked on continuing to maintain and improve the collection through a thorough sight-and-date weed of the biographies, country books, and state books (goodbye, 1984 Michael Jackson biography and Michigan book from 2001). We also spent time helping out at the branch library, organizing storage areas and closets, and prepping for Summer Reading. We also examined some community feedback on the times and days of our programming, and will have some interesting and seemingly needed new options come fall/the school year.

# Teen Services – Board Report

April 2017

## Programs:

Programming slowed down during the month of April. While we had most of the same program, fewer teens attended. Even so, programming numbers appear to be up because of April 1<sup>st</sup>'s pet adoption. The teen advisory board worked very hard to put on this event for the community. Two local shelters brought pets to be adopted. 97 people attended. Within a week of our program, the Pasadena Humane Shelter informed me that all the animals they brought to the adoption had been placed in their forever homes. Later in the month, two teens created sculptures out of uncooked spaghetti



noodles and marshmallows. Three attended the tie dye tissue paper program with fantastic looking results. Teen



Game Day, usually my largest program, was also very small with only 6 teens attending. Lastly, 6 teens attended a screening of *Fantastic Beasts and Where to Find Them*.

## Outreach:

I attended Community Conversations Town Hall meeting on the 27<sup>th</sup>. It was an interesting experience to see what the people of Altadena are thinking and feeling about their town. I am thankful to have been included in this opportunity.

## Volunteers:

4 TAB members worked very hard on the day of the pet adoption putting in a total of 9.25 hours. This event would not have happened without them.

## Collection:

Christina and I completed the dismantling of the Junior High collection folding those titles into the children's or young adult as was the best fit. We reclassified the Graphic Novels from 741.5 to GN. Plans are underway to reclassify biographies for 92 to Bio. New Biographies are already coming in with this designation. With the scheduled reopening of the library on May 1<sup>st</sup>, a lot of time was spent organizing

the collection onto the new shelves. The new book area is a little tight, but as the teens return, that should free up space leaving a lot more wiggle room. The fiction collection, nonfiction collection and biographies all got a little bit more space with the layout.

#### Professional Development:

April was a little bit less busy for me in terms of professional development. I spent an afternoon at the Ontario Public Library talking to their librarians as well as attending their Teen Advisory Board Meeting. I came back fired up to institute some new changes as soon as possible. I also completed an InfoPeople course for librarians new to management or interested in management. It was interesting to learn different tips and techniques for leading, some of which I will apply right away. I also completed two different video training courses through Lynda.com. I learned a series of communication tips as well as different ways to incorporate video into education. Both are particularly relevant as I strive to better communicate with the teens and staff here at Altadena.



**ALD HR REPORT – BOARD OF DIRECTORS**

**Month: May 2017**

**Current EE Issues: Hires, Terms, Leaves**

EE Actions	Describe	Status	Notes
1.	Review of employees on Leaves	Ongoing	Includes responding to EDD and SDI enquiries
2.	Assist with disciplinary paperwork	Completed	
3.	Assist employee with HB policy questions	Completed	
4.	Assist with employee injury incident	Completed	

**Current Projects**

Project	Status	Notes
Cultural Development/ Training	DiSC training (Part I) presented April 5 <sup>th</sup>	Part II to be scheduled after Library reopen
Pulse Survey	Creating on-line through Stratex	Will conduct bi-monthly
Wage & Hour	Research on Weekly OT, Split Shift Premium Pay, Make-Up time,	
Policy/Procedure	Research on Volunteers and Insurance	Q2 – Provide Volunteer Manual
Policy/Procedure	Switch to 4 hour PTO increments	
Compensation	Q2	
Job Descriptions	Q2	
Performance Reviews	Q2	Discussion to move to a focal point review date



2017

Altadena Library District  
Community Conversations  
Project Report

Report Authored by Library Director Mindy Kittay and Community Engagement Specialist Brian Biery



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## Purpose

- To provide residents of Altadena the opportunity to share their hopes and aspirations for the community in an engaging manner.
- To enable them to use their voice to guide decision-makers and community groups to make more informed choices during planning processes.
- To build community by creating a safe space for neighbors to share ideas and feelings by taking time out of their busy lives to participate in a conversation.
- To stimulate action, both individual and collective, so that the ideas generated are converted into practical realities.
- To provide the Library with data and perspectives that will enable it to design programming and services that meet the needs of the public.

The Library spearheaded this initiative as part of the Libraries Transforming Communities (American Library Association initiative), which seeks to strengthen libraries' roles as community leaders and change agents using the Harwood Institute's Turning Outward approach to community engagement. The Turning Outward approach involves asking the right questions to find out what the community really wants, and bringing together the right teams to help make those dreams a reality. Libraries around the country are using the approach to better understand their communities and to bring about positive change. For more information visit:

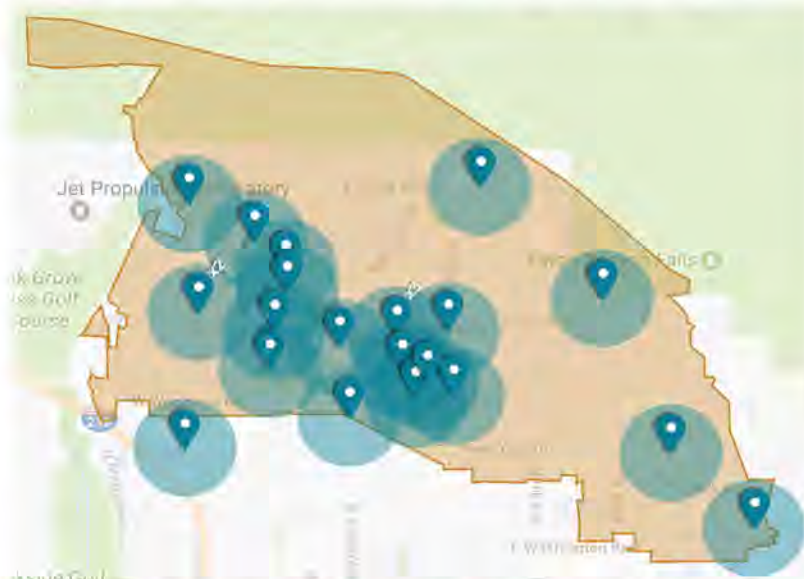
<http://www.ala.org/transforminglibraries/libraries-transforming-communities/turning-outward>

## Meeting Coordination Background

The idea was to provide as many Altadenans with the opportunity to participate and to be conscious of a balanced demographic representation of the public, i.e. age, location, gender, race/ethnicity, etc. To this end, conversations were held in all sectors of the town with a wide range of stakeholders and community members.

The location with the greatest number of conversations was in living rooms at private residences. The reason for selecting homes as a meeting location was twofold: first, to create an atmosphere of friendliness and trust and, second, to be able to ask the host to invite his/her neighbors so that the invitation came from a known person. When sharing such personal stories and ideas it is best to be in an environment where one is welcomed and appreciated.

In addition, several other types of friendly sites were used for the conversations, including: senior living community, child care center, schools, libraries, places of worship, bar, and restaurant. Conversations were held with students who are Altadena residents at Muir High School and Eliot Middle School and with their parents at Eliot Middle School and the Altadena Christian Children's Center. The Pasadena Jewish Temple hosted a conversation for its Altadena members and local businesses including the Altadena Ale House, El Patron, and Sidewalk Cafe all provided space for conversations. And the senior living facility MonteCedro Altadena also provided space for a conversation for its residents. The Library itself hosted three conversations, two at the Bob Lucas Branch Library in Spanish and one at the Main Library for the general public.



**Above:** Map showing the locations of the 23 Community Conversations across Altadena (circular radii of reach around each location are approximated)

## Meeting Facilitation Methodology

The objective here was to ensure that participants felt safe about sharing their opinions. In addition, to help them to meet someone who they didn't know before and to learn a little about that person. To form relationships with their neighbors by sharing personal stories about their lives.

To this end participants were asked to share about their favorite book as a child, the story about how they moved to Altadena and what they love about living here. In order for significant social or political change to occur it is necessary for the people involved to build trusting and honest relationships. Once those bonds are in place then project or action teams can be formed to move forward with priorities. Without trust it will be difficult for those entities to achieve significant success.

Another aspect of the creation of a 'safe space' was the utilization of some simple ground rules. Founded upon the practice of council circles, these 'agreements' made it easier for participants to feel at ease in the group. Ensuring that all knew that everyone has a voice, that all ideas have value, that listening authentically brings out the best responses, and that having fun would be a part of the experience, made for a very comfortable and caring process. Looking back it is difficult to recall any of the participants, except for a couple of teens, who were reticent or shy about offering their opinions. Everyone participated fully and this was due to the 'safe space' that was created and thus appreciated by all.

The conversations in and of themselves were wonderful experiences as community building activities and listening sessions. In addition, a thread of taking action was woven into the activity, both from a collective sense as well as an individual one. So participants were asked what are some ways in which the community might be able to overcome the barriers that block progress. They came up with many creative ideas that are quite actionable and exciting. And the last request was for each person to write down an action step that they will take as the result of the conversation. They were asked to review it in a week to see how much progress they have made. It will be interesting to hear how successful they were with their commitments.

## Summary of Conversation Outcomes

Clearly and emphatically the message is that people love Altadena! For better or worse, folks who live in Altadena are extremely loyal about the community and particularly interested in maintaining its unique character. Comments about the 'beauty' of the place, the 'distinct character', the 'diversity' of its residents and the 'hidden gem' of L.A. were raised at just about every conversation. To give one an idea of the passion that folks have, here are a couple of emblematic statements:

*"Once we moved here, I can't imagine being anywhere else.  
There is something about Altadena that grabs you and won't let you go."*

And,

*"...[Altadena] has a great sense of community, small town friendliness - people wave as they go by...[we are] in the country, but close to the city; this quality of living is very rare!"*

Particularly in a megalopolis like Los Angeles, where else do you feel a closeness with your neighbors and yet have the conveniences of city life!

Nevertheless, even with this excellent reputation, there are a few areas where Altadena could use some improvement to make it an even better place to live. The next section lists what are the top priorities that were captured from the aspirations section of these Conversations. Here is a description of how this section is formatted and what each category refers to:

- **Priorities:** These are the top 11 areas of importance as defined by the participants of the Community Conversations. Each one has a brief description of the topic or a summary of that priority and gives some background on why it was identified by residents as a significant issue of concern.
- **Community Input:** These comments were made by attendees of the Community Conversations and are their ideas for how to improve Altadena. **They have not been altered in any way so as to maintain the original intent of the author.**
- **Library Action Items:** The Altadena Library is committed to implementing the 'action items' listed here and has, in fact, already started to create change by incorporating a few of them into its day to day operations.
- **Library Recommendations:** In addition to the numerous suggestions made by participants, these are additional ideas developed by the Library team to help catalyze improvements around the community. It is the hope and desire of the Library that the community partner with the Library and other community organizations to build upon these recommendations and adapt them as needed.
- **Action:** By using existing resources and organizational structures these are ideas that will provide options for moving forward with some of the recommendations. By analyzing where work is being done already and where there are existing resources to be leveraged, some of the recommendations can be addressed and acted upon right away.
- **How will we know that it is working?:** All community initiatives need a mechanism to be able to evaluate how much progress has been accomplished in 6 months to a year. This is a feedback loop that will enable stakeholders to be able to assess effectiveness and whether or not changes need to be made to the system. How will the community measure success for each project? And how will the community be different in 6 months to a year?

## Community Priorities

### 1. Maintain Altadena's Unique Character "Keep Altadena Funky"

One of the most powerful reasons for people to want to move to Altadena is its original character. And certainly once someone has lived in town for a few years the feeling of being a bit independent and almost 'off the grid' permeates one's psyche to the point of no return. Many participants stated how they loved being slightly out of step with the rest of society and could not imagine living in Pasadena with its layers of regulations and bureaucracy. For them then the idea is how to maintain this unique charm and to celebrate the town's diversity in all sectors.

#### Community Input:

- a. Promote the 'farmer's market' since it creates community
- b. Identify public spaces for artists/musicians to exhibit/perform
- c. Encourage young families to get involved in the community
- d. Hold craft fairs around town
- e. Plan an annual parade
- f. Develop an art center
- g. Organize an 'art walk' as a community-wide event
- h. Organize a car show

*"We all want to keep Altadena's character and diversity while making these improvements."*

*Library Action Items:*

- Increase participation in Second Saturday events by adding opening acts using local talent between the ages of 16-25
- Continue to serve as host for Open Studios events
- Expand Library events and activities to include more opportunities for local musicians/writers/poets to perform, including Open Mic nights
- Increase the number of cultural programs provided by the Library

*Library Recommendations:*

- Develop a PR campaign to "Keep Altadena Funky"
- Organize an annual event that honors Altadena's character (ex. parade, art show, festival, musical celebration, etc.)
- Support and attend the current 'art walk' named Open Studios Tour Altadena/Pasadena

*Action:*

A community volunteer will form a committee designed to protect the character and uniqueness of Altadena. At one of the Community Conversations a participant suggested forming a committee dedicated to this vision and calling it: "Keep Altadena Funky". He even started recruiting members at the CC and committed to fighting to maintain the special charm of the community that "we all love" for as long as he lives in town.

*How will we know this is working?*

In six months the committee will be organized and meeting regularly to plan several of the activities listed above and will be actively promoting the 'funkiness' of Altadena. Through that committee a public relations campaign will have been initiated to raise awareness about maintaining Altadena's character. More Altadenans will identify with the campaign and wear t-shirts, place bumper stickers on their cars, buy magnets for the refrigerator and have their pets wear collars with "Keep Altadena Funky" on them.

## 2. Community Cohesion / Center / Volunteerism

An unfortunate aspect of living in this community is that there is no 'civic center' nor an obvious central government structure. Nevertheless, with a multitude of organizations like Altadena Heritage, Altadena Coalition of Neighborhood Associations (ACONA), Altadena Town Council, Chamber of Commerce, Neighbors Building a Better Altadena (NBBA), Altadena Historical Society and many others, it is obvious that this is a caring community which has a significant spirit of giving back, volunteering and dedication to making this an even better place to live.

*Community Input:*

- Plan events to rotate to different houses in the community
- Develop a central meeting space in the neighborhood to congregate
- Conduct productive workshops in people's homes and around the neighborhood
- Share stories with your neighbors - in person or on social media
- Support the Altadena Farmers Market
- Plant more community gardens
- Support park programs/attend concerts in Farnsworth Park
- Provide information in other languages, particularly Spanish; be culturally sensitive
- Engage the faith community/network of churches
- Organize a fundraising/donations campaign for community organizations
- Conduct an analysis of who is homeless and on the streets
- Assess viability of using 'tiny houses' for a place to live for the homeless in Altadena

*"People are craving human connection."*

- m. Increase the number of volunteer opportunities for the community, esp. for seniors
- n. Provide community service credit for those who volunteer to help make the town better
- o. Conduct fundraiser walks around town for community projects to raise money and increase exercise opportunities

### *Library Action Items:*

- a. Coordinate/promote volunteer opportunities through the Library's volunteer coordinator - example of Reading Partners at Jackson School
- b. Create a database of volunteer options around town; encourage community groups to populate that database
- c. Expand the Library's internal volunteer program
- d. Participate in the community's 'Front Yard Fridays'; schedule a 'Front Yard Friday' at the Library
- e. Collaborate with Heritage, Historical, etc. by providing space, tools and opportunities for them to reach their goals similar to the partnership with Open Studios

### *Library Recommendations:*

- a. Coordinate neighborhood clean-up days around the community
- b. Provide opportunities for the various community organizations to come together around positive activities, projects and events
- c. Organize regular 'days of service' around town; which could include tree planting, community garden development, trail maintenance and repair, fire prevention modules, among others
- d. Develop public art projects around town with the assistance of the L.A. County Arts Commission
- e. Identify sites that could be considered 'community hubs' where families can access services and resources (examples could be Loma Alta Park, churches, schools, libraries)
- g. Expand the number of 'Front Yard Fridays' around town

### *Action:*

The Library will create and maintain a database of volunteer activities in Altadena. It will utilize this information to connect residents with local volunteer opportunities. RIPE Altadena and the Altadena Community Garden will identify and plant new community gardens around town, particularly in partnership with churches, schools and parks. All residents will support the Altadena Farmer's Market by increasing the number of shoppers there each week. Community service hubs, a kind of one-stop shop for social services and assistance, are places where families can access the resources they need to strengthen themselves and build resilience. The Council for the Young Child and Collaborate PASadena are identifying sites in Pasadena which could be used for this purpose. Altadena will also identify opportunities for similar entities around town.

### *How will we know this is working?*

Within 6-8 months there will be a new community garden in town. The attendance at the Altadena Farmers Market will increase significantly. Local shoppers will be proud of the fact that they can shop locally for quality foods. The Library will have in place a database of individuals who want to serve as volunteers around the community. It will use this document to match residents with community organizations that need volunteers for their upcoming events and activities. We will see more efficiency in volunteer matching and greater enthusiasm for giving back to your community.

## **3. Commercial Business Hubs / Small Business Development**

Overwhelmingly Altadenans would prefer to shop, eat and play without leaving town. A few participants even talked about never having to go below Washington Blvd., if possible, to shop or eat out. 'Buy local' was commonly heard as a way to not only support town businesses but to also create demand for new ones. Expansion of the local economy was also desired, but in a way to match the character of the

community. So small locally owned businesses are welcome, but large chain stores for the most part are not. There were many challenges, however, to starting new shops, stores, restaurants, etc., particularly with respect to County regulations and its permit process. Several participants shared that they had attempted to open a business in town but had been stymied by the County's process and ultimately gave up. They observed that until the process is improved it would be difficult for residents to open new businesses in town in significant numbers. In a related comment, it was suggested that Altadena attempt to capitalize on its natural resources and develop a local eco-tourism industry. Some of these businesses already exist, particularly bike shops, but when thinking about hiking, mountain-biking, camping and other outdoor recreational activities, Altadena could certainly be a destination point for the region. Another highly emphasized desire was to create business districts where residents might spend several hours walking and shopping much like Old Pasadena or Downtown Sierra Madre, or Old Monrovia. In line with the desire to shop locally if business districts were comfortable, walkable and provided the right mix of services, residents would prefer to stay in town than drive down the hill.

### Community Input:

- a. Collect community input about what kinds of businesses they would frequent
- b. Survey folks at events at Farnsworth Park about where they shop and why
- c. Ask neighbors what would bring them to an Altadena business or restaurant
- d. Develop a guide to land use terminology and rules/regulations
- e. Streamline the small business application/permit process (use volunteers) so that new businesses can open more quickly
- f. Bring SCORE to the Library to help community members to learn how to start their own businesses
- g. Buy/shop local - 'spend \$50 in 5 places a month'
- h. Provide helpful feedback to business owners to improve their businesses
- i. Increase Chamber of Commerce membership

*"Who wants to drive somewhere to get something when we can have it here?"*

### Library Action Items:

- a. Conduct small business development workshops regularly by the County at the Library
- b. Coordinate the 'Passport' program to inspire residents to shop at local businesses annually
- c. Develop a guide to land use terminology and rules/regulations by the Library
- d. Provide information on how to start a small business including details about acquiring funding from the Small Business Administration or other sources
- e. Provide promotional space for local business events in our resources such as the CONNECT newsletter, Library website and Facebook page.

### Library Recommendations:

- a. Form 'business districts', with the assistance of the Chamber of Commerce, in concentrated commercial areas (Lake/Mariposa, Lincoln/Woodbury, Fair Oaks/Mariposa, Los Robles/Woodbury) and name them
- b. Encourage 'business districts' to develop a presence/brand that folks recognize and identify with
- c. Inspire 'business districts' to coordinate events/activities in their areas to attract clients
- d. Develop an art walk event in 'business districts' which feature storefront activities with patrons and temporary art installations in public spaces

### Action:

The Library will continue its 'Passport' program and continue to encourage residents to shop locally. The Chamber will conduct a survey of residents to determine what types of businesses are desired and will share its results with the community. Business districts will be formed and names attached to them so that branding can begin. Community members will investigate the potential of starting an eco-tourism economy.

### *How will we know if it is working?*

Several new locally-owned businesses will have opened in town in the next year. The Chamber will have more members and will have data about residents' preferences on services and needs. A committee will have formed to explore the viability of an eco-tourism economy. Business districts will have name recognition and shopper loyalty. Even more Altadenans will be shopping, eating and recreating in Altadena.

## 4. *Library as the Hub / Center of the Community*

A highly desired outcome of this process is to recognize the Library as the 'hub' of the community. With no other significant locally organized and maintained government office, the Library is the natural site to become that entity. What could this structure look like? The Library could provide some additional government services as it is already processing Passport applications, and would also offer expanded educational opportunities so that residents are well informed about government programs and processes. The Library could also be a neutral convener of democratic operations, including supporting local elections by continuing to be a polling place as well as providing information on voting processes and candidates. Seen by most residents as a neutral entity, the Library is positioned well to serve as the center of the town both informationally as well as institutionally.

*"The more I listen to all of this the more I realize that the Library is the main place for all of this to happen."*

### *Community Input:*

- Develop speakers series on topics of importance to the community
- Craft a guide of land use terminology and rules/regulations
- Coordinate volunteer activities/opportunities for the community
- Provide workshops/trainings for skill-building activities
- Convene stakeholders regularly to discuss current events/issues
- Expand Library programs - for example host workshops/trainings on sustainability, water conservation, etc.
- Keep the community informed: distribute copies of the County mailer, Library's newsletter, Library's email system, etc.

### *Library Action Items:*

- Serve as a polling place for the Altadena Town Council Elections on June 10
- Conduct regular future 'Town Halls' with elected officials on legislative issues
- Throw regular and frequent 'cultural events' for the community
- Provide the opportunity for Altadena Town Council candidates to make flyers (500)
- Provide space in the Library newsletter for ATC candidate statements
- Implement survey to find out what types of programs and education the community wants the library to provide
- Print the ATC application for any person who is considering running for the Council
- Continue researching how to increase Library funding and expand Library space so that it can effectively meet the needs of the community

### *Library Recommendations:*

- Encourage community organizations to talk about the Library as the town's center
- Participate in Library activities, like Second Saturday, 50th Anniversary Celebration, etc.
- Utilize/patronize Library resources/services/branches
- Develop a section of the Library which provides assistance/information for non-profit and community based organizations (ex. La Pintoresca Library)

### *Action:*

Library staff will meet with key stakeholders in order to move forward with recommendations and devel-



op collaborative relationships with entities around town in order to further develop the 'hub' concept and gather input on expansion and funding. Library will develop a 'speakers series' with community members to provide educational and informational opportunities for Altadena. The 'speakers series' will start with current elected officials who will provide reports on legislation and programs. The Library will continue to seek partnership opportunities with local groups in order to provide support for their activities (ex. Open Studios).

### *How will we know if it is working?*

In six months several ATC candidates will have utilized the Library's resources; the Library will have served as a site for voting for the ATC; the 'community calendar' will be up and running with residents posting on it; there will have been one block party (50th Anniversary Celebration); and a 'Town Hall' will have been planned with either State Senate or Assembly. And the Library will have increased educational opportunities by providing several workshops and speakers on community identified topics; the guide to 'land use' will have been completed; and the Library will be coordinating community service and volunteer opportunities for Altadena.

## 5. Public Safety

In some neighborhoods residents are highly concerned about public safety, particularly in light of the shooting incidents that occurred at the beginning of the year. While overall the town is a safe place, there is still worry about gang and drug activity being resurrected and placing neighbors in harm's way. With this in mind, a positive relationship with the Altadena Sheriff's Station was highly desired, even though on some blocks there was still a feeling of friction between neighbors and deputies. Part of this also stemmed from residents who were concerned about how their documentation status would be viewed by the L.A. County Sheriff. Nevertheless, there was a consistent call in those neighborhoods for the formation of Neighborhood Watch groups or the strengthening of existing NW groups. Residents also made regular comments about speeding vehicles on most major streets and some arterials and were worried about pedestrian and cyclist safety. These observations led to a call for traffic calming measures and greater enforcement. The other area of focus for the community is the value of emergency/disaster preparedness. Certainly recent years of wind storms and heavy rains have shown the need for thinking about how well prepared you are for an emergency. Even so, several neighbors encouraged others to become trained in CERT, Map My Neighborhood and to add emergency preparedness to their Neighborhood Watch objectives.

### *Community Input:*

- Organize a Neighborhood Watch/CERT group on your block
- Attend a CERT training and participate in Map Your Neighborhood Program
- Build a phone tree of your neighbors for regular communication
- Increase speed enforcement/implement traffic calming measures
- Form a joint crime task force between the Altadena Sheriff and surrounding cities to improve safety

*"There is safety  
in knowing  
your neighbors."*

### *Library Action Items:*

- Provide information to community members on how to form a Neighborhood Watch or CERT group
- Serve as a site for CERT trainings in conjunction with the L.A. County Fire Department

### *Library Recommendations:*

- Coordinate Curbside Coffee and Chats with the Altadena Sheriff's Station
- Develop 'Drive Like Your Kids Live Here' campaigns on streets with speeding traffic
- Connect individuals being released from incarceration to utilize the services of the Pasadena/Altadena Reintegration Council which is hosted at the Flintridge Center
- Encourage the support of prevention/intervention programs so that youth and young adults have opportunities for growth and development

- e. Utilize 'Map My Neighborhood' as a mechanism to connect neighbors and prepare for disasters/emergencies

### *Action:*

The Altadena Sheriff's Station will share what resources are available to organize new Neighborhood Watch or Block Clubs around town. Deputies will work with neighborhood representatives to set up meetings with neighbors to begin the process of forming these groups. Once formed, deputies will provide support to them for the meetings and communication not only with the Altadena Sheriff's Station, but with each other through the Station's web site. Neighbors will also connect with the L.A. County Fire Department to schedule a CERT training for all of the new NW/BC groups around town. Each group will have a cohort of neighbors who will attend the training together. Neighborhood Watch groups will bring the 'Drive Like Your Kids Live Here' campaign to all of Altadena to encourage motorists to slow down as they drive through town. Map My Neighborhood Altadena will conduct at least 4 more facilitator trainings in the next 6 months around town.

### *How will we know if it is working?*

The Altadena Sheriff's Station web site will have numerous new NW groups listed there by the end of the year. There will be several dozen block parties this summer all over the community. Neighbors will see an abundance of 'Drive Like Your Kids Live Here' fields of signs in many neighborhoods around town. More Altadenans will be certified in emergency preparedness techniques and strategies and over 100 more residents will be trained by 'Map My Neighborhood Altadena'. Community members will feel safer. There will be an improved relationship between the L.A. County Sheriff's Station and the community.

## 6. Neighborliness / Building Community

During the course of the Community Conversation process many participants commented that while they really enjoyed living in Altadena, they didn't really know their neighbors. At nearly all of the conversations someone remarked that they met new neighbors during the event, some of whom they had never seen before. Nevertheless, participants felt that their quality of life would improve if they had a better relationship with their neighbors. They also recognized that it would be beneficial to be better organized and form some type of neighborhood group so that they could come together on a regular basis and work on common issues/needs.

### *Community Input:*

- a. Be friendly/talk to your neighbors
- b. Improve the bonds of community with your neighbors
- c. Host block parties/pot lucks around town
- d. Create a data base of skills/needs of the residents of your neighborhood in order to share them throughout the neighborhood
- e. Coordinate Halloween activities for families

### *Library Action Items:*

- a. Plan an annual block party - include music, food, resources, local businesses, etc.
- b. Host a quarterly 'repair cafe' to enable neighbors to share and help one another

### *Library Recommendations:*

- a. Connect to the Altadena Sheriff's Department for help setting up Neighborhood Watch groups
- b. Enlist the support of ACONA to help form new neighborhood associations

- c. Reach out to Collaborate PASadena's Supportive Communities Work Group in order to assist them to improve neighborhoods throughout the district
- d. Coordinate with the Time Bank to survey the assets and needs of the residents on your block so that the subsequent database can be shared in the neighborhood for exchanges
- e. Organize local block parties for your street and your neighbors
- f. Develop a 'welcome wagon' for new neighbors and provide them with information about the community and ways to have fun in the neighborhood (include Chamber info)
- g. Publish a regular note or newsletter for your block or neighborhood with highlights from recent activities and news on upcoming events
- h. Create a system for assisting neighbors in need, particularly seniors or disabled neighbors who could use a helping hand now and then by their neighbors
- i. Be outwardly focused and make time to chat with your neighbors and do things with them
- j. Plant new community gardens to bring neighbors together and provide the opportunity to grow one's own food

### *Action:*

The Library will host a huge 'block party' in the parking lot and invite all members of the community to attend. The Sheriff's Department will participate in National Night Out in August and encourage all of the Neighborhood Watches in town to get involved as well. ACONA will assist unorganized neighborhoods to form associations of neighbors. Collaborate PASadena will include Altadena neighbors in the planning and implementation of a 'Neighborhood Summit' that will take place at the end of the summer. The Chamber will provide neighborhood groups with literature to include in their 'welcome wagon' efforts for new neighbors. Neighborhood Associations will incorporate 'welcome wagon' activities into their menu of services.

### *How will we know if it is working?*

To begin with, neighbors will report a greater sense of community and improved quality of life. Tangible outcomes will be seen as more neighborhood associations are formed as well as Neighborhood Watch groups. There will be safe and fun streets to go for Halloween where neighbors won't have to leave town for their kids to 'trick or treat'. More block parties will be undertaken and neighbors will break bread and play games together. A new community garden or two will be planted so that folks can grow their own food and provide it to their neighbors. Children will feel valued and recognized and have safe places to play in their own neighborhoods. Library community builders such as Second Saturday will have increased participation by the community.

## 7. *Information Sharing / Communication*

In a community of more than 40,000 it is unique that there is no area-specific newspaper. With the advent of Altadena Now there is a semi-regular reporting mechanism for Altadena issues, but for daily events there is no carrier of information. Many residents felt the absence of a local newspaper and stated that it was difficult to keep up on local issues and events. Also, there was a frustration about not having effective information sharing and communication tool. Wired Women and Next Door serve their constituencies well, but are not distributed widely and have a specific focus. For Spanish-speaking neighbors Pasadena En Espanol is very helpful, but emphasizes Pasadena events and activities and not necessarily those in Altadena.

### *Community Input:*

- a. Create a forum for communication (outside ND and FB; maybe Yahoo?)
- b. Develop a community newsletter with news, calendar through the Altadena News Group
- c. Create an advertising or PR campaign to inform residents about positive change efforts
- d. Develop an outreach project to inform folks about the town
- e. Bring Public Access TV to Altadena via the Arroyo Channel

*Library Action Items:*

- a. Continue to support the Altadena News Group's activities
- b. Expand Library newsletter to include articles and information about the community, not just the library
- c. Create a 'community calendar' where any resident can add upcoming programs, events and activities through an interactive web portal

*Library Recommendations:*

- a. Form partnerships to apply for grants and other funding in order to generate new funding sources for Altadena information sharing activities
- b. Expand coverage of Pasadena En Espanol to Altadena
- c. Continue to convene the Altadena News Group to develop other consistent forms of communication
- d. Encourage neighborhood groups to develop their own systems for communication so that they are able to share local information effectively (Next Door, Facebook, email, etc.)
- e. Create a local on-line directory of schools, businesses, nonprofits, religious organizations and government entities
- f. Motivate businesses to develop public information or bulletin boards to share details about upcoming events, programs and activities (example: Sidewalk Cafe chalk board)

*Action:*

As the result of these conversations the Library will develop a community calendar. This calendar will be open to all community members who would like to promote their events, activities, programs, etc. The Library will also provide local organizations with the opportunity to submit articles for its newsletter and website to give them broader visibility and support. The Altadena News Group will consider options for developing a system for news gathering and distribution on local issues. Other businesses will create systems for sharing information like 'chalk boards'.

*How will we know if it is working?*

The 'community calendar' is used by local non-profits, businesses, religious entities, the Library, schools and individuals to share information about their programs, events and activities. There will be a group of reporters and mentors who are working with journalism students to create interest stories for Altadena. These stories will be posted to the Library's newsletter and website. Residents will be better informed because more businesses will be sharing information about events and programs in town.

## 8. Government / Elected Officials

Living in a town that is unincorporated has various challenges including feeling distanced from government departments and decision-makers. Residents yearn for improved communication with the Altadena Town Council and with L.A. County departments and the Board of Supervisors. Many observed that it felt like the Altadena Town Council was not representing their needs well and were frustrated by apparent ineffectiveness of that body. A few felt that by incorporating into an independent city with its own governing body and service departments that these issues would be eliminated. Many others were less optimistic about what improvements such a change in structure might bring and were committed to keeping the existing structure and attempting to improve it. All recognized that they live in a unique and challenging situation politically and governmentally, and one that is very different from surrounding communities. However, there was not clear consensus on how to change it for the better. Another issue that surfaced only a couple of times in the 23 conversations was the update and recommendations of the Community Standards District and how this addendum to the County zoning code would be implemented.

*Community Input:*

- a. Improve our connection to decision-makers (ATC, BOS)
  - 1.) Meet with L.A. County Supervisor Kathryn Barger

- 2.) Meet with Altadena Town Council members
- 3.) Encourage the ATC to meet at the Library
- b. Vote in ATC elections
- c. Improve/increase attendance at Altadena Town Council meetings
- d. Improve ATC accountability/responsibility; increase ATC oversight, understanding by residents
  - 1.) Start an Altadena Town Council Facebook group
  - 2.) Broadcast Altadena Town Council meetings on TV; post on web site
- e. Advertise/promote local elections
- f. Determine what current zoning requirements are and develop new requirements that are consistent with community needs/goals
- g. Conduct a comparative analysis of other unincorporated sections of LA County to understand better how they function
- h. Improve local control over zoning and planning; understand how the Community Standards District impacts development around the community

### *Library Action Items:*

- a. Offer seminars/workshops on how Altadena is served by L.A. County programs and departments
- b. Provide presentations on the relationship of the Altadena Town Council with the L.A. County Board of Supervisors
- c. See: Priority Section 'Library as the Hub/Center of the Community' for more examples of the Library's role in accessing elected and government officials

### *Library Recommendations:*

- a. Create Town Council member job descriptions with communication expectations as well as roles/responsibilities for each member
- b. Conduct team building exercises at the Town Council's annual retreat as well as a visioning process to develop common goals between members
- c. Develop relationships between Town Council members and the PUSD school board members
- d. Coordinate for each Town Council census tract pair of representatives at least one 'town hall' meeting each year
- e. Organize a regular communication system between each pair of census tract representatives and their constituents (email, mailing, newsletter, blog, etc.)
- f. Inspire the Altadena Town Council to take the Harwood Institute for Public Innovation's 'Turning Inward/Outward' survey
- g. Plan and organize an annual 'mixer' for ATC members to get to know members of the community
- h. Develop relationships with the L.A. County Board of Supervisor reps for this district
- i. Understand which L.A. County departments serve Altadena; create a phone list of frequently called numbers with names of staff members for these departments
- j. Dedicate one ATC meeting per year for a dialogue with the community in order to hear their concerns and develop a common vision for Altadena

### *Action:*

Begin with clarifying the Altadena Town Council's roles and responsibilities as well as purpose so that it will garner more trust and appreciation from the community and can propose ways to be perceived as more than solely a listening body for the community's concerns. Bring the various community organizations together like NBBA, ACONA, AH, AHS, Chamber of Commerce, etc. in a convention to provide suggestions and feedback regarding the function, the structure and responsibilities of the ATC and to provide support in improving its image in the community.

### *How will we know if it is working?*

The Town Council will be structured and operating in a way which will be perceived by the community as better representing the town at the county level. Residents will be much better informed about the ATC, its purpose and what it is focused on each month. As a result, more community members will attend ATC meetings and feel more comfortable with what is being discussed there. Research and discussion are underway to analyze different forms of local governance.

## 9. *Mobility - Walking, Biking, Riding, Driving*

Even with its gorgeous views, mountainous terrain and being surrounded by nature, for many Altadenans the town is a tough place to walk or ride bikes or horses. Most streets, they observed, are not safe for pedestrians, cyclists or equestrians due to the rapid rate of speed of vehicles and, at times, the high volume of traffic. One neighbor commented that it is nearly impossible to cross New York Dr. between Pepper and Altadena Dr. during the evening rush hour. Others stated that the lack of sidewalks makes it highly challenging to walk long distances on busier streets. Even some less busy thoroughfares like Mariposa St. can be awkward as one is nearly walking in a car lane. Ultimately, community members agreed that walkability in Altadena was poor and it needed to be improved. Two of the major aspirations from the Conversations were to build more sidewalks and to increase traffic calming measures.

### *Community Input:*

- Conduct a 'Complete Streets' analysis of major avenues to determine which are best to convert to multiple uses
- Create comprehensive street structures where pedestrians, cyclists, skateboarders, wheelchair users, horseback riders and vehicles can all share the road

### *Library Action Items:*

- Form a 'walkers club' that meets at the Library and sets out for walks each week from there
- Develop a 'walkers/cyclists/equestrian/riders' exhibit, webpage and document filled with maps and information about how to get around Altadena without a car; include information for persons with disabilities and seniors

### *Library Recommendations:*

- Form a 'walking club' for folks in your neighborhood; walk for exercise and to be social
- Revisit NBBA's 'walkability survey' to determine what else needs to be completed and how to help them to accomplish their goals
- Visit East Pasadena near Del Mar Blvd. and Madre Ave. to see how the County installed sidewalks and planters to determine the viability of constructing those in Altadena
- Review the 'complete streets' project in Temple City on Rosemead Blvd. where bikes, parked cars, pedestrians and traffic share the road
- Organize community historical walks via Altadena Heritage and the Altadena Historical Society so that residents know better the origins of the town
- Coordinate local hikes through the Sierra Club, the Arroyos and Foothills Conservancy, and Outward Bound Adventures for exercise and community building
- Plan bicycle rides for community members around town with the Altadena Bicycling Club such as Midnight Ridazz; post rides on the Library's community calendar

### *Action:*

Community members will join Neighbors Building a Better Altadena's efforts to map more streets around town so that further study can be conducted about traffic patterns, walkability and connections to local businesses. NBBA will continue the next phase of its 'walkability study' and present the findings to the Altadena Town Council, County departments, and other stakeholders. The Library will create a re-

source exhibit which describes how people can move around the town without automobiles. Altadena Heritage will coordinate historical walks around the community to raise awareness about Altadena's past and note walkability patterns. Outward Bound Adventures will work with the US Forest Service to schedule trail maintenance activities that community members can volunteer for and will result in community hikes in the foothills.

### *How will we know if it is working?*

There will be more benches installed at busy intersections for folks to be able to rest. More sidewalks will have been constructed in many parts of the community. Several more 'walking clubs' will have been formed with dozens of people walking together. Residents will feel more comfortable about walking around town and will thus use local business districts as destination points. Cyclists and equestrian riders will also use the streets with more confidence as 'complete streets' structures are implemented and traffic calming measures take effect.

## 10. Civic Engagement / Advocacy / Activism

Altadena is filled with enthusiastic and hard-working individuals who are dedicated to maintaining the town's unique charm and to improving its quality of life. Over its history there have been numerous community groups and organizations that have surfaced and worked hard to develop the town that we all currently enjoy. A concept that surfaced in the conversations was the notion that these entities should advocate for all members of the community, even those who don't feel that they have a voice or a seat at the decision-making table. Occasionally folks feel as though these organizations don't speak for them or are not open to all members of the community. It was suggested then that community groups should strive to be inclusive and to take into consideration the perspectives of all sectors of the community when advocating on an issue. It was also recognized that it would be beneficial if these organizations were collaborating and supporting each other's work. Another observation was that in order to have more effective advocacy then training and workshops should be offered both around techniques in organizing and how government works. This is especially true in a place like unincorporated Altadena where the lines of responsibility and access are not quite as clear as in a municipality like Los Angeles or Pasadena. Also, there was a nearly unanimous recognition that more community engagement would be beneficial as would having more Altadenans involved civically at some level.

### *Community Input:*

- a. Start a petition on the issue that you are most passionate about and circulate it around town to then be submitted to the County Board of Supervisors for action
- b. Craft an elevator speech to be able to share updates and educational information with community members

### *Library Action Items:*

- a. Provide community advocacy groups with meeting space at the Library
- b. Feature the work of community groups in each month's Library newsletter
- c. Ensure that community organization activities, events and meetings are placed on the Library's calendar

### *Library Recommendations:*

- a. Conduct discussions/forums/town halls/conversations/speaker series on issues of the day
- b. Form action teams/committees on specific topics to effect change
- c. Organize fun activities to bring people together, form relationships and raise awareness
- d. Inspire more people to get involved/create critical mass
- e. Link/connect to existing organizations and their initiatives
- f. Educate/train residents on how to get involved in and build the community; use the community mailer to promote that idea and activities
- g. Make time for advocacy/activism: alter our lifestyles; desire for change
- h. Interview existing advocacy groups (NBBA, ACONA, AH, AHS, COC, etc.) to determine how they can be supported/strengthened and how they might work closer together; bring them together on a regular basis to better understand one another and build collaboration

- i. Develop a plan of action for creating positive social change/strategic plan
- j. Identify a leader or chairperson who is able to guide the implementation of that plan
- k. Conduct workshops on public speaking, running effective meetings, resolving conflicts, strategic planning, and other topics of interest
- l. Ensure that advocacy includes working on a County level, i.e. knowing which County department representatives to connect with
- m. Know the County Board of Supervisor for this district and form a positive communication link with that representative

### *Action:*

As with other cities, like Pasadena and Long Beach, one very effective method of increasing local leadership capacity is to start a training program. Leadership Pasadena, for example, has educated the community's leaders for over 15 years by helping them to understand the context in which they live and the characteristics that are required to be effective leaders. There are many other mechanisms for preparing community members to be better at advocating for their needs, including using organizations like Planned Parenthood, Sierra Club, and the ACLU which offer training in these areas. The point that was made over and over again in the Conversations, however, was that we (the community) need to work together. When we (the community) have a common vision and purpose then we are stronger and ultimately more effective. So developing a structure that brings folks together around a positive action like skill-building or technique enhancement, will enable more people to get involved civically and for Altadenans to better advocate for their needs.

### *How will we know if it is working?*

Within 6 - 8 months there will be several trainings and workshops conducted and well attended to teach community members about techniques in organizing and advocacy. Community members will feel confident about their abilities to advocate for their needs and will be willing and able to represent their neighbors perspectives as well.

## 11. Support PUSD Schools in Altadena

For many families the idea of being able to send their kids to a public school rather than paying for private school tuition was extremely attractive. Ideas ranged from forming an independent unified school district for just Altadena to working to shore up the schools around town. One participant suggested that a referendum to sunset the PUSD be organized and then a more 'modern' school district be developed to better meet the needs of families. With approximately 40% of school age children in charter, private, parochial and home schools the PUSD has one of the highest rates in the country of children outside the public schools. In addition, the current families of the PUSD also deserve a high quality public education system, so bringing resources to Altadena schools through volunteers, fundraisers, partnerships, etc. would be extremely beneficial. Currently two of Altadena's schools are deemed 'focus' schools by the PUSD which indicates that they are the recipients of additional resources from the district. A worthy goal of the community would be to help move those schools from 'focus' to 'achieving'.

### *Community Input:*

- a. Reinststate the 'Education Committee' of the ATC
- b. Convene charter, private and public school principals/directors/leaders to discuss the state of education in Altadena
- c. Provide tours at schools so that residents can visit and learn about each school
- d. Conduct a community-wide discussion/town hall on public education
- e. Utilize the Eliot MS TV studio as well for community broadcasting needs
- f. Link Altadena businesses to the PUSD
- g. Connect MonteCedro to the PUSD



*Library Action Items:*

- a. Expand teen programs; look at gaps and work on filling those when possible
- b. Review and revise children's activities and programs based upon community input and partnerships with local schools
- c. Continue participation in 'Collaborate PASadena's' activities in order to play an active part in helping the initiative reach it's goals

*Library Recommendations:*

- a. Volunteer to read with an Altadena child through the 'Reading Partners' program
- b. Institute Pasadena Education Foundation's 'Walk to Read' program in Altadena
- c. Increase participation in 'Collaborate PASadena's' initiatives to strengthen the district
- d. Assist all parents to be able to access early childhood development programs
- e. Teach a 'ballet folklorico' dance class to kids at Jackson School
- f. Volunteer to help with both the native and edible gardens at PUSD schools
- g. Paint/varnish/refinish benches, doors and walls in schools
- h. Tutor a child in math or science at most any PUSD school (particularly Jackson and Eliot)
- i. Volunteer to coach next year's Math Field Day team at any school
- k. Coordinate a regular 'school beautification day' to plant trees/plants and to clean-up the school
- l. Visit a PUSD school and tour the classrooms and grounds
- m. Serve as a mentor for a student at Eliot MS or other schools in Altadena (area programs include, but are not limited to: Lake Avenue Community Foundation, Big Brothers/Big Sisters, Flintridge Center Mentoring)
- n. Encourage Altadena realtors to participate in next year's 'Read Across Pasadena'

*Action:*

Collaborate PASadena will continue its community-wide initiative to connect all schools with businesses, government agencies, non-profits, churches, institutions and other organizations around town. Community members will sign up with Reading Partners to volunteer to read with children. Community members will commit to mentoring a child/youth from Altadena for one year.

*How will we know that it is working?*

All schools will be thriving. Parents will have viable choices for where to send their kids to school. The community will take pride in ensuring that all children receive a high quality education. Families will have options for affordable, high quality early childhood education.

*Conclusion / Summary / Going Forward from Here*

One of the questions during the Community Conversations was, in essence, why does this matter to you? Why are these visions and ideas and dreams important to you? By tapping into these feelings we can assess what motivates people to take action. By recognizing what is important to them and what they are passionate about we can better understand what will inspire a neighbor to, for example, attend an Altadena Town Council meeting and speak their mind on an issue. Or if they will volunteer for a location organization or participate in a community improvement activity. For most of the participants it came down to this concept: quality of life. Certainly that term is defined by each person individually, but there were many common themes in that thinking process. To be more specific, everyone wants to live in a place where you feel cared for and supported. So feeling connected to your neighbors, feeling accepted for who you are, receiving support in times of need, and celebrating those moments of accomplishment or success were all qualities that participants named as being instrumental to a high quality of life. So, how is that atmosphere created and by what mechanisms is it cultivated and expanded? At some point members of any community must decide how they want to live and how they want to care for each

other. Each community is different and will develop its own culture, nevertheless, in order for the above recommendations to become a reality there are several commitments that need to be made in order to assure success. Here are a few that will help Altadena to move forward with its goals and objectives:

- Understand that everyone has value, even the folks who you might not agree with
- Be willing to take responsibility for what you say and what you do
- Work to build trusting relationships, with all stakeholders
- Believe that everyone involved desires a better community, they just might define that differently from you
- Make time for the community; for advocating or organizing, change won't happen unless you dedicate some energy to the vision
- Be content with the fact that your goals might take a long time to come to fruition
- Remember to celebrate and have fun; tilting at windmills is fatiguing but it doesn't have to be drudgery and lifeless

To be clear, many of the recommendations in this report are either being considered by groups for action, or are already underway. The purpose of this document then, is not to be repetitive but to highlight and raise up the work of community organizations and individuals. What some of them need is a few more volunteers or additional resources to be even more effective. The hope here then is to inspire residents of Altadena to identify a section of the community that they are passionate about and commit a bit of time and energy to work on that issue/concern/idea. For example, the vision of a dog park emerged at several CC's and was enthusiastically supported by those who heard about it. An example of the dog park in Pasadena was given to show that this idea could become reality, if there was enough momentum around it. For the Pasadena project it required more than ten years of effort, but the end result is a park that is highly used and extremely popular, so much so that folks come from other communities to use it.

In many ways, the Altadena Library District's Community Conversations project builds on previous similar endeavors. For example, most of what the County of Los Angeles identified as key issues for the town in its 'Community Visioning Process' nearly five years ago are still issues today. Why is that? What can be done to create positive change? The formation of NBBA and its undertaking of a 'Walkability Study' were direct outcomes of the CVP and have considerable accomplishments to date. What else, for example, could be done to support their work around improving walkability, especially in business areas or districts. Also, the CVP refers to the Community Standards District (CSD) in depth particularly around 'design regulations and guidelines'. There are many outstanding community suggestions in the CVP, especially with regards to the CSD. It is interesting to note, however, that some of those issues are still concerns five years later. For example, while not raised in the Community Conversations the concern of 'fence heights' was identified in the CVP as being very important to residents and it is still a priority to many Altadenans five years later.

The challenge then is not so much trying to determine what the community wants but, rather, how to catalyze enough energy around community priorities in order to create long term and productive change. This report has many recommendations in it that are designed to be actionable and straightforward in implementation. Some are more complicated due to the nature of the relationship in governance between the town and the County, so those would require greater effort. Nevertheless, with the zeal and passion that Altadenans feel about their community all of these visions and creative ideas are possible. Working with existing organizations and groups, and creating a strong partnership with the County, will enable Altadena to move forward with its goals and desires to improve the quality of life of the community for all of its residents. We hope that this report will help to move the community towards those goals.

Mindy Kittay  
 Director, Altadena Library District

Brian Biery  
 Community Engagement Specialist, Altadena Library District



## LIBRARY BOARD OF TRUSTEES

## STAFF REPORT

DEPARTMENT: Administration

MEETING DATE: May 22, 2017

PREPARED BY: Mindy Kittay

LOCATION: Community Room

TITLE: Draft Budget 2017/2018 Budget Year for Discussion and Preparation of Final Budget

OBJECTIVE: The Altadena Library District Board of Trustees conducts a review of the Preliminary Proposed Operating Budget for the upcoming fiscal year in order to discuss options and alternatives to the suggested expenditures by the staff. This is the opportunity for the Trustees to advise staff of their constituents needs and requests for service and operational levels of the District during the coming year.

## PROPOSED BUDGET:

Revenue:

We have 2 sources of Property Taxes:

1) Ad Valorem – that is the 1% property tax you pay on your house each year to the auditor controller. The District gets a piece of this tax based on a prescribe formula in place since Prop 13 passed in the 80s. Each year the Assessor can raise they tax a maximum of 2%, even if housing prices increase higher than that. Since home prices are rising, they will definitely raise it 2%. Also, when homes sell you also get an increase. For example, a \$500K house bought 20 years ago paid \$5K in property tax a year. With 2% compounding, they might be paying \$7K today. If they sell that house for \$900K, then the 1% tax will be \$9K, so everyone that gets a piece of that tax gets more when houses turnover. Based on housing turnover in Altadena I am estimating revenues at 3% for the Ad Valorem.

2) The Parcel Tax is an assessment, which is a different type of property tax. That goes up by the CPI each year and that will be 2.71% for the 17/18 Budget Year.

## Expenses:

This budget requests a 4% COLA increase across the board for all employees (excluding temporary).

The Salary and Wages also includes the addition of a 19-hour Marketing/Graphic Artist/Writer.

The goal is to complete a salary review of libraries around Southern California this year and to revise our review process so that it is done annually at the same time for all staff. HRNETwork is preparing an updated review format which will give the District a better understanding of staff challenges and accomplishments and a way to score each review. HRNETwork will be discussing this process with the Board as the process proceeds. Ultimately the goal is to review and analyze different ways to reward staff annually, such as a Merit increase (if work performance supports), along with a COLA increase across the board. For the two previous years, we also gave a 4% COLA across the board but for some who were on the original CALPERS retirement plan, the increase was offset by an increase in their required participation in CALPERS.

Once the salary review is completed and we know what similar institutions are paying, we will devise a plan to gradually increase base salaries at the District so that we are competitive. This would start at the 18/19 Budget year if funding allows.

There is a strong possibility that we will move from Millennium to KOHA this year and save the District close to \$35,000 and provide a better user experience. If this happens we will reduce our Technology Maintenance Fees. We may request that the saving be used to hire a 19-hour Systems Librarian who could provide much needed services to the website, catalog and other ILS related duties.

Many of our expenses are reduced in this budget because there is no longer a renovation in progress. We also received a number of substantial grants last year that increased our spending and revenue. We hope that this year we will also receive grants but have no way of knowing at this time. We assume that items such as that can be addressed at the Budget Amendment time.

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**STAFF RECOMMENDATION:** That the Board of Trustees review the draft budget and provide staff with guidance and direction for the Final Budget Presentation.

**Altadena Library District  
17/18 Budget Worksheet  
For Fiscal Year End June 30, 2018**

	7/1/16 - 4/14/17	Final Budget 16/17	% of Budget	Proposed Budget	% of Budget	Change	NOTES
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>DONATIONS AND GRANTS</b>							
4710 · Friends of the Library	20,000.00	21,000.00	0.56%	25,000.00	0.78%	4,000.00	
4730 · Undesignated	17,503.00	16,916.00	0.45%	0.00	0.0%	(16,916.00)	
4735 · Designated	1,825.00	87,750.00	2.36%	0.00	0.0%	(87,750.00)	
4740 · CA Library Literacy Services	26,300.00	26,300.00	0.71%	26,300.00	0.82%	0.00	
4750 · Cal State Library	13,500.00	13,500.00	0.36%		0.0%	(13,500.00)	
4755 · HUD Grant	43,263.64	318,263.64	8.55%		0.0%	(318,263.64)	
<b>Total DONATIONS AND GRANTS</b>	<b>122,391.64</b>	<b>483,729.64</b>	<b>13.0%</b>	<b>51,300.00</b>	<b>1.6%</b>	<b>(432,429.64)</b>	
<b>FINES &amp; FEES</b>						0.00	
4305 · Fees	15,824.83	28,000.00	0.75%	15,000.00	0.47%	(13,000.00)	
4310 · Printer & Copy Machine	5,134.90	8,500.00	0.23%	8,500.00	0.27%	0.00	
4340 · Passport Services Fees	59,327.00	76,000.00	2.04%	86,000.00	2.68%	10,000.00	
<b>Total FINES &amp; FEES</b>	<b>80,286.73</b>	<b>112,500.00</b>	<b>3.02%</b>	<b>109,500.00</b>	<b>3.41%</b>	<b>(3,000.00)</b>	
<b>INTEREST INCOME &amp; ADJUSTMENTS</b>						0.00	
4210 · Chase Bank	834.35	20.00	0.0%	0.00	0.0%	(20.00)	
4220 · County Interest Allocation	448.17	10,000.00	0.27%	500.00	0.02%	(9,500.00)	
INTEREST INCOME & ADJUSTMENTS - Other				3,000.00		3,000.00	CalTrust
<b>Total INTEREST INCOME &amp; ADJUSTMENTS</b>	<b>1,282.52</b>	<b>10,020.00</b>	<b>0.27%</b>	<b>3,500.00</b>	<b>0.02%</b>	<b>(6,520.00)</b>	
<b>OTHER REVENUE &amp; ADJUSTMENT</b>						0.00	
4080 · Penalties, Interest & Costs-Ref	11,498.41	15,450.00	0.42%	0.00	0.0%	(15,450.00)	
4910 · Miscellaneous Income	203.50	5,000.00	0.13%	0.00	0.0%	(5,000.00)	
4940 · Transfer in from Reserves		134,683.74	3.62%	0.00	0.0%	(134,683.74)	
4999 · Rewards & Incentives	2,000.00	6,000.00	0.16%	3,000.00	0.09%	(3,000.00)	Credit Card Rebates
<b>Total OTHER REVENUE &amp; ADJUSTMENT</b>	<b>13,701.91</b>	<b>161,133.74</b>	<b>4.33%</b>	<b>3,000.00</b>	<b>0.09%</b>	<b>(158,133.74)</b>	
<b>REVENUES</b>						0.00	
<b>Property Taxes</b>						0.00	
4010 · Current-Year Secured	1,207,662.75	2,056,554.00	55.26%	2,118,250.62	66.05%	61,696.62	3% Increase on Tax Revenue
<b>Total 4010 · Current-Year Secured</b>	<b>1,207,662.75</b>	<b>2,056,554.00</b>	<b>55.26%</b>	<b>2,118,250.62</b>	<b>66.05%</b>	<b>61,696.62</b>	
4020 · Current-Year Unsecured						0.00	
4020 · Current-Year Unsecured - Other	61,611.91	72,100.00	1.94%	74,263.00	2.32%	2,163.00	3% Increase on Tax Revenue
<b>Total 4020 · Current-Year Unsecured</b>	<b>61,611.91</b>	<b>72,100.00</b>	<b>1.94%</b>	<b>74,263.00</b>	<b>2.32%</b>	<b>2,163.00</b>	
<b>4030 · Prior-Year Secured</b>						0.00	
4030.00 · Prior Secured	5,112.32		0.0%		0.0%	0.00	
4030.01 · Secured Refunds	(20,720.55)		0.0%		0.0%	0.00	
4030.02 · Statutory Revenue	939.04		0.0%		0.0%	0.00	
4030.03 · SB 813 Redemption	675.21		0.0%		0.0%	0.00	
4030 · Prior-Year Secured - Other	9,744.01	10,300.00	0.28%	10,600.00	0.33%	300.00	3% Increase on Tax Revenue
<b>Total 4030 · Prior-Year Secured</b>	<b>(4,249.97)</b>	<b>10,300.00</b>	<b>0.28%</b>	<b>10,600.00</b>	<b>0.33%</b>	<b>300.00</b>	
<b>4050 · Homeowners Exemption</b>	<b>7,007.94</b>	<b>7,725.00</b>	<b>0.21%</b>	<b>7,725.00</b>	<b>0.24%</b>	<b>0.00</b>	

	7/1/16 - 4/14/17	Final Budget 16/17	% of Budget	Proposed Budget	% of Budget	Change	NOTES
<b>4060 · Special Assessment</b>						0.00	
4060.01 · Per Parcel Benefit Assessment	447,123.11	780,996.00	20.99%	802,160.99	25.01%	21,164.99	2.71% Increase on Measure A
4060.02 · Direct Assessments	2,566.94		0.0%		0.0%	0.00	
<b>Total 4060 · Special Assessment</b>	<b>449,690.05</b>	<b>780,996.00</b>	<b>20.99%</b>	<b>802,160.99</b>	<b>25.01%</b>	<b>21,164.99</b>	
<b>4090 · RDA ABx126 Income</b>		26,500.00	0.71%	26,500.00	0.83%	0.00	
<b>Property Taxes - Other</b>						0.00	
<b>Total Property Taxes</b>	<b>1,721,722.68</b>	<b>2,954,175.00</b>	<b>79.38%</b>	<b>3,039,499.61</b>	<b>94.78%</b>	<b>85,324.61</b>	
<b>REVENUES - Other</b>						0.00	
<b>Total REVENUES</b>	<b>1,721,722.68</b>	<b>2,954,175.00</b>	<b>79.38%</b>	<b>3,039,499.61</b>	<b>94.78%</b>	<b>85,324.61</b>	
<b>Total Income</b>	<b>1,939,385.48</b>	<b>3,721,558.38</b>	<b>100.0%</b>	<b>3,206,799.61</b>	<b>99.91%</b>	<b>(514,758.77)</b>	
<b>Expense</b>						0.00	
<b>PERSONNEL RELATED EXPENSES</b>						0.00	
<b>5000 · SALARIES &amp; WAGES</b>						0.00	<b>4% COLA Increase Across the Board</b>
5010 · Salaried	868,844.27	1,139,365.00	30.62%	373,972.29	11.96%	(765,392.71)	
5020 · Hourly	234,226.90	332,693.00	8.94%	1,169,448.66	37.39%	836,755.66	
<b>Total 5000 · SALARIES &amp; WAGES</b>	<b>1,103,071.17</b>	<b>1,472,058.00</b>	<b>39.55%</b>	<b>1,543,420.94</b>	<b>49.35%</b>	<b>71,362.94</b>	
<b>5100 · Employer-Portion Taxes/Benefits</b>						0.00	
5120 · Payroll Taxes (ER)	76,860.43	116,820.00	3.14%	118,071.70	3.78%	1,251.70	
Total 5210 · PERS Retirement	126,730.35	180,765.00	4.86%	85,179.46	2.72%	(95,585.54)	
5222 · OPEB Contribution	105,003.00	140,000.00	3.76%	144,000.00	4.6%	4,000.00	
SUI	809.65	17,698.00	0.48%	40,128.94	1.28%	22,430.94	
<b>Total 5100 · Employer-Portion Taxes/Benefits</b>	<b>309,403.43</b>	<b>455,283.00</b>	<b>12.23%</b>	<b>387,380.11</b>	<b>12.39%</b>	<b>(67,902.89)</b>	
<b>5200 · Insurance</b>						0.00	
5220 · Health Insurance	157,888.88	204,000.00	5.48%	201,600.00	6.45%	(2,400.00)	
5230 · Dental Insurance	12,040.75	14,435.00	0.39%	14,000.00	0.45%	(435.00)	
5240 · Vision Insurance	3,656.34	4,308.00	0.12%	4,000.00	0.13%	(308.00)	
5260 · Life Insurance	960.64	1,710.00	0.05%	2,000.00	0.06%	290.00	
5270 · Workers' Compensation	17,802.97	18,000.00	0.48%	20,000.00	0.64%	2,000.00	
5280 · Disability Insurance	298.32		0.0%	2,500.00	0.08%	2,500.00	
<b>Total 5200 · Insurance</b>	<b>192,647.90</b>	<b>242,453.00</b>	<b>6.51%</b>	<b>244,100.00</b>	<b>7.8%</b>	<b>1,647.00</b>	
<b>PERSONNEL RELATED EXPENSES - Other</b>						0.00	
<b>Total PERSONNEL RELATED EXPENSES</b>	<b>1,605,122.50</b>	<b>2,169,794.00</b>	<b>58.3%</b>	<b>2,174,901.05</b>	<b>69.54%</b>	<b>5,107.05</b>	
<b>CAPITAL</b>						0.00	
7310 · Equipment, Furniture & Fixtures	279,438.61	297,000.00	7.98%	0.00	0.0%	(297,000.00)	HUD Shelving & Doors
7320 · Structures & Improvements	39,640.63	128,156.00	3.44%	0.00	0.0%	(128,156.00)	
<b>Total CAPITAL</b>	<b>319,079.24</b>	<b>425,156.00</b>	<b>11.42%</b>	<b>0.00</b>	<b>0.0%</b>	<b>(425,156.00)</b>	
<b>FACILITIES, GROUNDS &amp; MAINTENAN</b>						0.00	
7205 · Maintenance Contracts	7,055.62	18,000.00	0.48%	10,000.00	0.32%	(8,000.00)	
7210 · Building Maint & Repairs	18,994.29	85,000.00	2.28%	20,000.00	0.64%	(65,000.00)	
7220 · Landscape	17,570.22	25,000.00	0.67%	20,000.00	0.64%	(5,000.00)	Tree Service
<b>Total FACILITIES, GROUNDS &amp; MAINTENAN</b>	<b>43,620.13</b>	<b>128,000.00</b>	<b>3.44%</b>	<b>50,000.00</b>	<b>1.6%</b>	<b>(78,000.00)</b>	
<b>LIBRARY MATERIALS</b>						0.00	
6110 · Cataloging Expenses	11,584.82	19,604.00	0.53%	20,000.00	0.64%	396.00	
6115 · Electronic Databases & Subscrip	17,658.77	17,658.77	0.47%	15,000.00	0.48%	(2,658.77)	

	7/1/16 - 4/14/17	Final Budget 16/17	% of Budget	Proposed Budget	% of Budget	Change	NOTES
6120 · Books	56,449.40	166,944.00	4.49%	167,000.00	5.34%	56.00	
6125 · Audio CD	11,723.83	19,253.00	0.52%	18,000.00	0.58%	(1,253.00)	
6130 · DVD's & Videogames	16,752.50	25,110.00	0.67%	23,000.00	0.74%	(2,110.00)	
6135 · Processing of Materials	22,803.19	35,000.00	0.94%	35,000.00	1.12%	0.00	
6140 · Periodicals	10,428.58	12,500.00	0.34%	12,500.00	0.4%	0.00	
6150 · Downloadables	12,882.19	20,000.00	0.54%	20,000.00	0.64%	0.00	Platform Fee?
<b>Total LIBRARY MATERIALS</b>	<b>160,283.28</b>	<b>316,069.77</b>	<b>8.49%</b>	<b>310,500.00</b>	<b>9.93%</b>	<b>(5,569.77)</b>	
<b>MISCELLANEOUS EXPENSE</b>						0.00	
7510 · Miscellaneous Expense	3,624.10	0.00	0.0%	0.00	0.0%	0.00	
7520 · Refunds/Parcel		1,000.00	0.03%	1,000.00	0.03%	0.00	
<b>Total MISCELLANEOUS EXPENSE</b>	<b>3,624.10</b>	<b>1,000.00</b>	<b>0.03%</b>	<b>1,000.00</b>	<b>0.03%</b>	<b>0.00</b>	
<b>OPERATING EXPENSES</b>						0.00	
6430 · Insurance-Gen, Prop, Liab, Eq	41,467.61	41,467.61	1.11%	43,000.00	1.37%	1,532.39	Increased Liab & Earthquake
6620 · Membership Dues & Subscriptions	12,400.00	13,000.00	0.35%	13,000.00	0.42%	0.00	
6625 · Training & Education	4,675.50	8,000.00	0.21%	10,000.00	0.32%	2,000.00	PLA/CLA, Internet Librarian
6626 · Recruitment, Gifts and Memorial	2,836.53	7,000.00	0.19%	5,000.00	0.16%	(2,000.00)	
6627 · Advertising / Marketing	20,033.97	34,000.00	0.91%	24,000.00	0.77%	(10,000.00)	
6710 · Meetings & Travel	8,636.88	9,000.00	0.24%	9,000.00	0.29%	0.00	PLA/CLA
6730 · Mileage & Parking Reimbursement	362.25	800.00	0.02%	800.00	0.03%	0.00	
6740 · Postage & Delivery	3,512.53	9,500.00	0.26%	5,000.00	0.16%	(4,500.00)	
6745 · Banking & Service Fees	921.40	2,000.00	0.05%	2,000.00	0.06%	0.00	
6746 · Payroll Fees	9,519.38	13,000.00	0.35%	13,000.00	0.42%	0.00	
6750 · Printing & Reproduction	3,997.35	11,000.00	0.3%	7,000.00	0.22%	(4,000.00)	
6755 · Equipment, Furniture, Fixtures	5,952.35	25,000.00	0.67%	5,000.00	0.16%	(20,000.00)	
6765 · Janitorial Supplies	7,098.69	14,500.00	0.39%	14,500.00	0.46%	0.00	
6770 · Operating Supplies	20,310.44	30,000.00	0.81%	30,000.00	0.96%	0.00	
6780 · Operating Software	249.00	1,000.00	0.03%	3,000.00	0.1%	2,000.00	FabLab Software +
6790 · Hardware (Computers / Tech) (Merge wih 7180)	585.50	3,000.00	0.08%		0.0%	(3,000.00)	Merge with 7180
6920 · Electricity	24,678.95	42,000.00	1.13%	38,000.00	1.21%	(4,000.00)	
6930 · Natural Gas	4,076.72	5,500.00	0.15%	5,500.00	0.18%	0.00	
6940 · Water & Sewage	3,566.61	5,600.00	0.15%	5,600.00	0.18%	0.00	
6950 · Refuse	2,476.25	4,500.00	0.12%	4,500.00	0.14%	0.00	
6960 · Products for Resale	436.60	8,500.00	0.23%	2,000.00	0.06%	(6,500.00)	
6970 · Equipment Lease & Rental	9,014.84	15,424.00	0.41%	15,424.00	0.49%	0.00	
7530 · Direct Assessments/Admin Costs	27,677.23	30,133.00	0.81%	35,000.00	1.12%	4,867.00	
<b>Total OPERATING EXPENSES</b>	<b>214,486.58</b>	<b>333,924.61</b>	<b>8.97%</b>	<b>290,324.00</b>	<b>9.28%</b>	<b>(43,600.61)</b>	
<b>PROFESSIONAL &amp; TECHNICAL</b>						0.00	
7125 · Audit, HR and Financial Consulting	27,162.50	47,000.00	1.26%	75,000.00	2.4%	28,000.00	Financial/Audit/HR/Measure A
7130 · Legal Fees	16,212.98	20,000.00	0.54%	5,000.00	0.16%	(15,000.00)	
7135 · Technology Consulting	1,078.80	10,000.00	0.27%	1,500.00	0.05%	(8,500.00)	
7140 · Architectural & Engineering	5,000.00	5,000.00	0.13%	5,000.00	0.16%	0.00	
7145 · Collection Agency/Telephone	1,020.30	1,800.00	0.05%	70,000.00	2.24%	68,200.00	Unique
7155 · Consultants - Other	29,385.13	73,939.00	1.99%	15,000.00	0.48%	(58,939.00)	Board, Etc.
7170 · Telecommunications	(2,602.81)	10,000.00	0.27%	3,500.00	0.11%	(6,500.00)	

	7/1/16 - 4/14/17	Final Budget 16/17	% of Budget	Proposed Budget	% of Budget	Change	NOTES
7175 · Internet Service	29,852.10	6,575.00	0.18%	4,000.00	0.13%	(2,575.00)	erate should refund 90% before FYE
7180 · Technology Equipment (Hardware/Computers)	52,893.06	63,000.00	1.69%	15,000.00	0.48%	(48,000.00)	
7185 · Technology Maintenance Fees	43,028.64	52,800.00	1.42%	48,000.00	1.53%	(4,800.00)	If we convert to KOHA we can reduce this by \$32,000.
7190 · Website Development	360.00	2,000.00	0.05%	15,000.00	0.48%	13,000.00	
<b>Total PROFESSIONAL &amp; TECHNICAL</b>	<b>203,390.70</b>	<b>292,114.00</b>	<b>7.85%</b>	<b>257,000.00</b>	<b>8.22%</b>	<b>(35,114.00)</b>	
<b>PROGRAMS</b>						0.00	
6200 · Youth Services	4,039.63	10,000.00	0.27%	10,000.00	0.32%	0.00	
6210 · Teen Services	1,463.45	5,500.00	0.15%	5,500.00	0.18%	0.00	
6220 · Adult Services	11,213.49	35,000.00	0.94%	25,000.00	0.8%	(10,000.00)	
6230 · Bob Lucas Branch Services	1,047.57	2,000.00	0.05%	2,000.00	0.06%	0.00	
6240 · Literacy Services	84.35	3,000.00	0.08%	1,500.00	0.05%	(1,500.00)	
PROGRAMS - Other						0.00	
<b>Total PROGRAMS</b>	<b>17,848.49</b>	<b>55,500.00</b>	<b>1.49%</b>	<b>44,000.00</b>	<b>1.41%</b>	<b>(11,500.00)</b>	
<b>Total Expense</b>	<b>2,567,455.02</b>	<b>3,721,558.38</b>	<b>100.0%</b>	<b>3,127,725.05</b>	<b>100.0%</b>	<b>(593,833.33)</b>	
<b>Net Income</b>	<b>(628,069.54)</b>	<b>0.00</b>		<b>79,074.56</b>		<b>79,074.56</b>	





## LIBRARY BOARD OF TRUSTEES

## STAFF REPORT

DEPARTMENT: Administration

MEETING DATE: May 22, 2017

PREPARED BY: Administration

LOCATION: Community Room

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TITLE: Review and adoption of Resolution #201702 – To ask the Auditor-Controller of Los Angeles County to prepare a new Tax Roll Account #57.12, Altadena Library District.

BACKGROUND: The Altadena Library District uses the Consumer Price Index (CPI), for the Los Angeles-Riverside-Orange County to determine the change in index and rate increase for the Parcel Assessment. These figures are submitted to the County of Los Angeles, Auditor-Controller to bill the direct assessments and distribute collections to the Altadena Library District.

During the Altadena Library District budget process the most current CPI is obtained to determine these figures. For this purpose, the month of February 2017 is used as the point of reference. The February 2017 index was subtracted from the February 2016 index to calculate the difference. Based on the attached calculations, the current CPI rate is 2.71%

## FISCAL IMPACT:

The Proposed Operating Budget for FY2017-18 will project a 2.71 increase in Parcel Assessment Revenue.

---

STAFF RECOMMENDATION: That the Board of Trustees adopt Resolution No. 201702 for the LA County Parcel Tax roll for Account #57.12, Altadena Library District.



**RESOLUTION OF THE BOARD OF TRUSTEES NO. 201702  
OF THE ALTADENA LIBRARY DISTRICT  
TO ASK AUDITOR/CONTROLLER OF LOS ANGELES COUNTY  
TO PREPARE NEW TAX ROLL FOR ACCOUNT #57.12  
ALTADENA LIBRARY DISTRICT TAX**

WHEREAS, The Altadena Library District had undergone severe revenue reductions requiring cuts in staff, services, hours, and materials purchases, and

WHEREAS, The State of California eliminated the Special District Augmentation Fund in June 1993, and the District relied on those funds for one-third of its budget, and

WHEREAS, The State of California transferred ten percent of the Library District's property tax revenue to the schools of California for fiscal years 1992-1993 and 1993-94, and

WHEREAS, There was a need to replace lost revenue to maintain good library service, and

WHEREAS, The Altadena Library District called for a Per Parcel Election to tax owners of real property in the District for library services, November 4, 2014, and

WHEREAS, The Altadena Library District has complied with all laws pertaining to the per parcel levy, and

WHEREAS, The election was won with 10,113 voters voting YES and 1,712 voting NO representing a 85.52% YES vote, and

WHEREAS, There is a cost of living clause after the 2016-17 fiscal year

**RESOLVED**, That the Altadena Library asks the Los Angeles County Auditor/Controller to prepare the new tax roll for account #57.12 – Altadena Library Tax for billing of direct charges for **FY 2017-18 and to increase each parcel by 2.71%**

DATED: May 22, 2017

BOARD OF LIBRARY TRUSTEES

---

Ira Bershatsky, President

---

Adalila Zelada-Garcia, Secretary

**ALTADENA LIBRARY DISTRICT  
CALCULATION OF PARCEL TAX  
FISCAL YEAR 2017/18**

February 2017 CPI:	253.815
February 2016 CPI:	247.113
Change in Index:	6.702

Calculation (% Change in Index): **0.02712**

Rate Increase: **2.71%**

**Parcel Tax Rates:**

**Single Family**  
**Apartment Unit**  
**Commercial < 10,000 square feet**  
**Commercial > 10,000 square feet**

<b>FY 2013/14</b>	<b>FY 2014/15</b>	<b>FY 2015/16</b>	<b>FY 2016/17</b>	<b>FY 2017/18</b>
\$49.32	\$49.59	\$49.59	\$50.79	\$52.16
33.81	33.99	33.99	34.81	35.75
100.01	100.55	100.55	102.98	105.77
135.22	135.96	135.96	139.24	143.01

**CPI-All Urban Consumers (Current Series)  
Original Data Value**

Series Id: CUURA421SA0, CUUSA421SA0

**Not Seasonally Adjusted**

**Series:** All items in Los Angeles-Riverside-Orange County, CA, all  
**Title:** urban consumers, not seasonally adjusted  
**Area:** Los Angeles-Riverside-Orange County, CA  
**Item:** All items  
**Base:** 1982-84=100  
**Period:**  
**Years:** 2007 to 2017

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2007	212.584	214.760	216.500	217.845	218.596	217.273	217.454	217.330	217.697	218.696	219.943	219.373	217.338	216.260	218.416
2008	220.918	221.431	223.606	224.625	226.651	229.033	229.886	228.484	227.449	226.159	222.229	219.620	225.008	224.377	225.638
2009	220.719	221.439	221.376	221.693	222.522	223.906	224.010	224.507	225.226	225.264	224.317	223.643	223.219	221.943	224.495
2010	224.610	224.620	225.483	225.916	226.438	225.877	225.991	226.373	226.048	226.794	225.941	226.639	225.894	225.491	226.298
2011	228.652	229.729	232.241	233.319	233.367	232.328	231.303	231.833	233.022	233.049	232.731	231.567	231.928	231.606	232.251
2012	233.441	234.537	236.941	236.866	237.032	236.025	235.776	237.222	238.104	240.111	237.675	236.042	236.648	235.807	237.488
2013	238.015	239.753	239.995	239.043	239.346	239.223	238.920	239.219	239.611	239.940	238.677	238.742	239.207	239.229	239.185
2014	239.857	241.059	242.491	242.437	243.362	243.528	243.727	243.556	243.623	243.341	241.753	240.475	242.434	242.122	242.746
2015	239.724	241.297	243.738	243.569	246.093	245.459	247.066	246.328	245.431	245.812	245.711	245.357	244.632	243.313	245.951
2016	247.155	<b>247.113</b>	247.873	248.368	249.554	249.789	249.784	249.700	250.145	251.098	250.185	250.189	249.246	248.309	250.184
2017	252.373	<b>253.815</b>	254.525												

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**hulafrog**  
Local things for kids to do.

## Our Picks:

[The Week Ahead](#)

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[The Weekend Guide](#)

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[National Our Picks](#)

# The Weekend Guide: 9 Events Not to Miss!

April 20, 2017



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Tons of fun on tap this weekend. Mark your calendar for Fun Flick Friday or Earth Day Fun, and don't forget to swing by Spanish Camp Open House! Plus, there's plenty more where that came from. Promise we have something for everyone lined up!

April 21

Friday



3

### Fun Flick Friday - Sing

**Main Library - Altadena**

Altadena

600 East Mariposa St

3:30 pm - 5:15 pm

"In a city of humanoid animals, a hustling theater impresario's attempt to save his theater with a singing competition becomes grander than he anticipates even as its finalists' find that their lives will never be the same." Children and family are... [MORE »](#)

April 21

Friday



3

## FREE Yoga for Little People

### One Colorado Old Pasadena

Pasadena

41 Hugus Aly

8:00 am - 8:45 am

Every Tuesday morning we're offering "Just For Kids" yoga workshops for the little ones (ages 2-5). This yoga class is just for kids to introduce your little ones to the fundamentals of yoga through fun games, creative play, simple yoga... [MORE »](#)

April 19

## Wednesday

[See all Wednesday Events »](#)



2

## One World Rhythm

### La Crescenta Library

La Crescenta

2809 Foothill Blvd

3:30 pm - 4:30 pm

Let's make some musical noise with One World Rhythm! Kids will get to use of drums and other musical instruments. Kids ages 5-14.... [MORE »](#)

April 20

## Thursday

[See all Thursday Events »](#)



2

## Elementary Outdoor Crafts and Fun

### Main Library - Altadena

Altadena

600 East Mariposa St

3:30 pm - 4:30 pm

Come to the library and join us for outdoor crafts and fun! We'll play with bubbles, plant a garden, and so much more. Be warned: you may get a little dirty or messy. For students in Kindergarten - 5th grade... [MORE »](#)

April 21

Page 55 of 70

# Friday

[See all Friday Events »](#)

12A



2

## Fun Flick Friday - Sing

**Main Library - Altadena**

Altadena

600 East Mariposa St

3:30 pm - 5:15 pm

"In a city of humanoid animals, a hustling theater impresario's attempt to save his theater with a singing competition becomes grander than he anticipates even as its finalists' find that their lives will never be the same." Children and family are... [MORE »](#)

April 22

# Saturday

[See all Saturday Events »](#)



2

## Animal Show

**Placerita Canyon Nature Center**

Newall

19152 Placerita Canyon Road

1:00 pm - 2:00 pm

Come see our native wild animals.... [MORE »](#)

April 23

# Sunday

[See all Sunday Events »](#)



2

## 21st Annual Grand Butterfly Release

**Kidspace Children's Museum**

Pasadena

480 N Arroyo Blvd

1:30 pm - 2:30 pm

Each day, we will release over 700 butterflies from the Stone Hollow Amphitheater. Guests are welcome to bring their own adopted butterflies to release with us. Enjoy special activities to learn about and celebrate the life cycle of our small,... [MORE »](#)





## Open Play at PlaylandRus

**PlaylandRus**

Glendale

401 W Los Feliz Rd Ste E

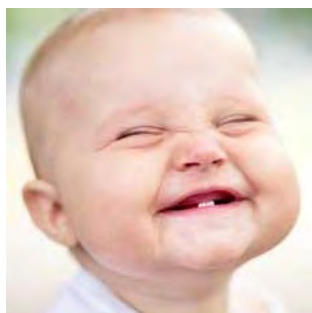
10:00 am - 6:00 pm

Open Monday thru Thursday from 10:00AM to 6:00PM. Please call at least 1 hour prior to planned arrival for availability as private events are held during the week as well. \$10.00 Per Child for an All Day Play Pass.... [MORE »](#)

May 17

# Wednesday

[See all Wednesday Events »](#)



## Babytime

**Main Library - Altadena**

Altadena

600 East Mariposa St

10:00 am - 11:00 am

Designed for babies who are not yet walking and their parent/caregiver. We will explore baby songs and lullabies, nursery rhymes, fingerplays, stretching exercises and books that stimulate baby brain development. Always best to call ahead to confirm.... [MORE »](#)

May 18

# Thursday

[See all Thursday Events »](#)



## Jack in the Beanstalk

**Hill Avenue Branch - Pasadena**

Pasadena

55 South Hill Avenue

3:30 pm - 4:30 pm

If your name's not Jack, that's ok. Join us and have fun as we decorate a pot and plant a seed that will grow and grow and grow into a beanstalk or...? You'll soon find out!... [MORE »](#)

May 19

Page 57 of 70

MAY 11, 2017 - MAY 17, 2017 19

# GRATULATIONS!

to Jason Li  
from Temple City ~

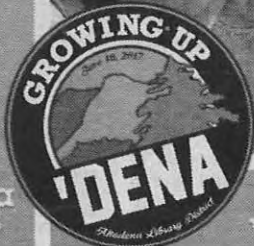
memorable time  
your 2 tickets to  
Memory 5D+



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## **2017 Altadena Library District Community Conversations Project Report**

[Click HERE for your Copy!](#)

The Altadena Library decided to spearhead this initiative as part of “Libraries Transforming Communities” (an American Library Association initiative), which seeks to strengthen libraries' roles as community leaders and agents of change using the Harwood Institute's Turning Outward approach to community engagement. The Turning Outward approach involves asking key questions to determine the community’s aspirations, and bringing together diverse and skilled teams to help make those dreams a reality. Libraries around the country are using the approach to better understand their

communities and to bring about positive change. More information about this initiative can be found on the American Library Association website at [www.ALA.org](http://www.ALA.org).

We are already using the information we have gained to make changes to how we interact with our community. For example we have made a landmark decision to improve our operations and be more welcoming to all patrons, by implementing changes like eliminating fines. We are looking forward to revising our operating documents and strategic plan to reflect what we have learned from this process. We also look forward to continuing these conversations; this process doesn't end here. The joy of operating an independent library district is that it can be shaped into anything the community needs and desires. Congratulations to the community of Altadena for working together to make Altadena Library the best it can be!

A HUGE thank you to Library staff who helped power the Community Conversations, the project staff, Chloé Cavelier d'Esclavelles and Brian Biery, our many generous hosts in the community who opened their homes, businesses, and organizations to their neighbors, and all our willing participants who gave up their precious time to engage with neighbors and sometimes total strangers to better the community.



MEET NEIGHBORHOOD ARTISTS, COME CURIOUS, LEAVE INSPIRED!

# Open Studios

ALTA / PASA / DENA

**FREE**

**SELF-GUIDED  
ART STUDIO TOUR**

**Featuring: 69 Artists at  
31 Locations**

**Demonstrations  
Live Music  
Refreshments**

**June 2nd**

**Opening Gala & Silent Auction**

**Altadena Public Library 6pm—9pm  
600 E. Mariposa St. Altadena 91001**

**Preview Exhibit  
May 6—June 5**

**June 3-4**

**Studio Tour 11am—5pm**

**Both Days, Rain or Shine  
[www.openstudios.gallery](http://www.openstudios.gallery)**



Painting - Javier Benitez

**Open Studios**  
ALTA / PASA / DENA

# OPENING RECEPTION & SILENT AUCTION

THE ALTADENA PUBLIC LIBRARY

600 East Mariposa Street  
Altadena, California 91001

FRIDAY, JUNE 2, 2017  
6PM TO 9PM

Come see a sample of work from each artist,  
bid on artwork and crafts, meet the artists,  
and plan your weekend Tour!

**SILENT AUCTION**  
6PM TO 7:30PM

EVENT MC'D BY

**STEVE SKROVAN**

Proceeds go towards Open Studios  
organizing/hosting future community art events

Libations And Desserts  
Available For Purchase From

**The Altadena Ale  
And Wine House**

And

**Sweeter Than Honey**

Live  
Entertainment By

**John Tirabasso  
Youth Jazz Ensemble**

And

**Pasadena Rose Poets**

Come Be "Clothing Draped"  
By Open Studios Artist

**Laura Brody  
Professional Costumer**

"Making Clothing On  
The Fly Using Your  
Body As The Model."

OPEN STUDIOS ARTISTS' WORK WILL BE ON DISPLAY DURING THE  
ENTIRE ART TOUR WEEKEND, AND MAY 6<sup>th</sup> - June 5<sup>th</sup>, AT



**Kylynn Chaney**

---

**From:** Mindy Kittay <mindykittay@gmail.com>  
**Sent:** Sunday, May 07, 2017 8:51 PM  
**To:** Kylynn Chaney  
**Subject:** Fwd: Altadena Women's Network 5-8- 2017

----- Forwarded message -----

From: "Monica Hubbard" <[monica@mhubbard.com](mailto:monica@mhubbard.com)>  
Date: May 8, 2017 3:28 AM  
Subject: Altadena Women's Network 5-8- 2017  
To: "Mindy Kittay" <[mindykittay@gmail.com](mailto:mindykittay@gmail.com)>  
Cc:



Altadena Women's Network  
5-8-2017

"There is no power greater than a community discovering what it cares about." ~ Margaret Wheatley

~ ~ ~ Altadena resident Roy Boulghourjian (Census Tract 4613) was elected president of the PUSD School Board at their May 1 reorganization meeting. Larry Torres was elected vice president and Patrick Cahalan was elected clerk. Newly elected board member Michelle Richardson Bailey and reelected board members Kimberly Kenne, Elizabeth Pomeroy, and Scott Phelps were sworn into office.

~ ~ ~ The first step in selling off this country's public lands has begun. The U.S. Department of the Interior announced last Friday the first ever formal public comment period for members of the public to officially weigh in on monument designations under the Antiquities Act of 1906, and the Department released a list of monuments under review under the President's Executive Order 13792, issued April 26, 2017. Our beloved San Gabriel Mountains are on this list along with five other California sites. The comment period starts on Friday, May 12. We must protect our mountains and their national monument designation.

Please take time this Friday to weigh in.

<https://www.doi.gov/pressreleases/interior-department-releases-list-monuments-under-review-announces-first-ever-formal>

~ ~ ~ It is commonly accepted in environmental activism circles that consumerism in America and other parts of the world has been one key drivers of global climate change. This fascinating documentary from Happen Films, *A Simpler Way: Crisis as Opportunity*, focuses on the intentional community of Wurruk'an in Gippsland Australia, where a group of (mostly) millennials engaged in a challenging but enlightening year-long experiment in simple living, organic farming, energy descent and tiny houses as meaningful corrective measures in addressing modern day environmental, economic and social crises. The film will be screened on Thursday, May 11 at 7 p.m. at Armory Center for the Arts. A community discussion follows the film. The Armory is located at 145 N. Raymond in Old Pasadena. Admission is free and the facility is accessible to disabled persons. For more information contact Marty Coleman at [818-517-8878](tel:818-517-8878) or visit <https://www.facebook.com/events/1401416479920634/>.

~ ~ ~ Friday, May 12 is the deadline to submit papers to run for Altadena Town Council. If no one runs for any given seat, the Town Council gets to appoint whoever they'd like to fill the vacancy and the community-at-large will have no vote. We all share a common love for this town we call home. Please consider making that love tangible by getting involved in Altadena's civic life. Information on the election and filing papers are here: <http://altadenatowncouncil.org/2017-atc-elections-all-you-need-to-know/> The election is June 10 from 9 a.m. to 4 p.m. at soon-to-be-announced polling locations all over town. Early voting is June 6 from 9 a.m. to 4 p.m. at the Altadena Library.

~ ~ ~ I love the A Mighty Girls website. They have great lists of all kinds of things for girls of all ages. Here is their music lists. <http://www.amightygirl.com/music?p=4>



~ ~ ~ Coffee Gallery Backstage has two shows coming up featuring women. Wednesday, May 10 at 8 p.m. come here Tish Hinojosa, a singer-songwriter who has performed at a White House concert and teamed up with artists such as Joan Baez, Booker T. Jones, Flaco Jimenez, Pete Seeger and Dwight Yoakam. <https://www.coffeegallery.com/showsat.htm> On Thursday, May 11 at 8 p.m. enjoy the five piece bluegrass band, Gold Heart featuring the Gold sisters Tori (mandolin), Jocey (guitar), and Shelby (fiddle). One reviewer wrote, "If angels sing bluegrass, this is what it sounds like." <https://www.coffeegallery.com/showsat.htm>

~ ~ ~ The Crown City Symphony returns to the Altadena Senior Center on Saturday, May 13 at 2 p.m. for a free concert featuring violin soloist Ophelia Nanagyulyan playing music of Brahms. 560 E Mariposa. [626-797-1994](tel:626-797-1994). [www.crowncitysymphony.org](http://www.crowncitysymphony.org)

~ ~ ~ Altadena Library District's popular Second Saturday Concerts continue on Saturday, May 13 from 6:30 to 8:30 p.m. with a night of live music featuring the Michael Haggins Band. During these Second Saturday performances you can listen to great music as you sip beer and wine from The Altadena Ale House, savor grilled treats from local chefs and sample delectable desserts from Sweeter Than Honey.

~ ~ ~ May is Stroke Awareness Month, and on Monday, May 15, at 7 p.m., in a first ever collaboration, Vroman's Bookstore and The Pasadena Playhouse will present former Altadenan Lauren Marks reading from A Stitch of Time at The Pasadena Playhouse. The evening will feature a conversation with Liz Silver and live music from Eliza Rickman. Read more about Lauren's journey here: <http://nypost.com/2017/04/28/this-woman-forgot-every-word-she-ever-knew/>

~ ~ ~ Friends of the Altadena Library (FOAL) Annual Book Sale begins Friday, May 19 in the Community Room with a members pre-sale of non-fiction books from 1 to 4 p.m. If you are not



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## Growing Up 'Dena

Published June 10, 2017

**Date/Time**

Date(s) - 06/10/2017  
10:00 am - 8:30 pm

**Location**

Altadena Main Library  
600 E. Mariposa St.

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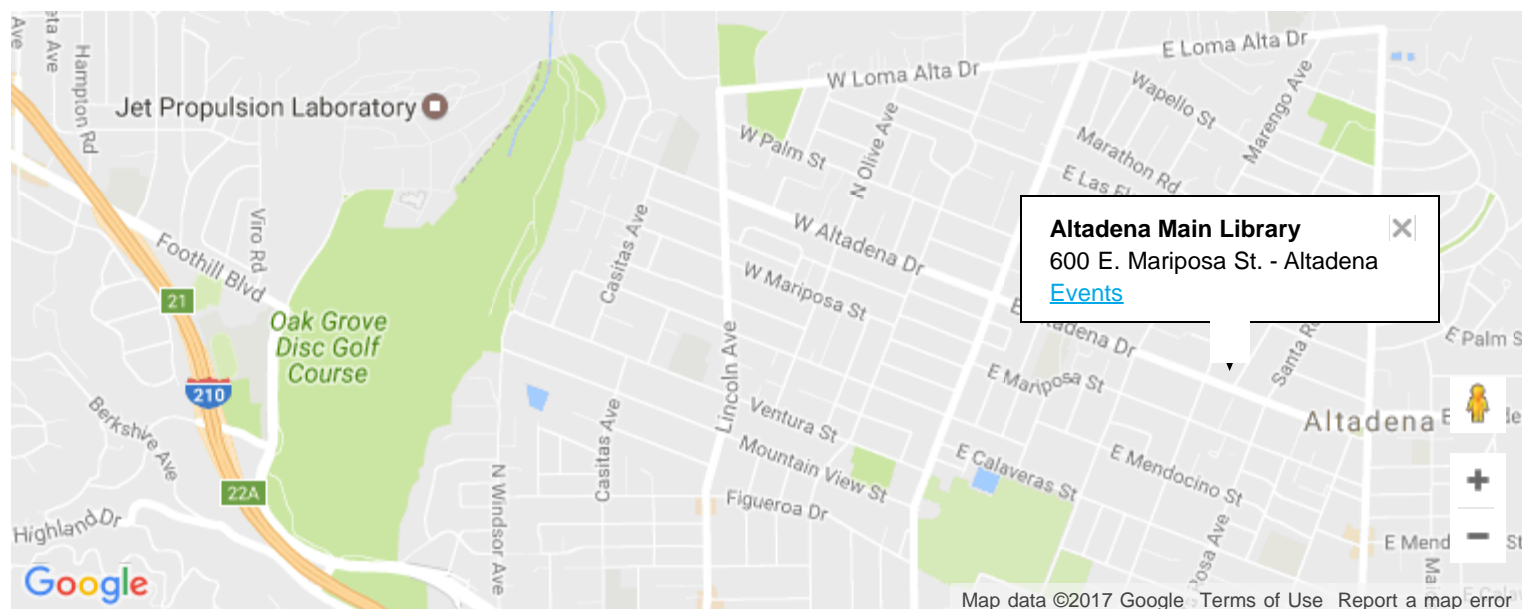


Altadena, CA, 91001

FREE  
626-798-0833 x118

[www.altadenalibrary.org/program/grand-re-opening-celebration](http://www.altadenalibrary.org/program/grand-re-opening-celebration)

Celebrate the Main Library's Grand Reopening, Summer Reading Kick-Off, and 50th Anniversary Celebration – all at once! The event starts at 10 a.m. with a welcome by the John Muir Drum Corps. At 10:15 there will be a Mad Science! program for kids of all ages, while at 11:15 a.m. you can enjoy a musical theater performance by CHROMA. At noon elected officials Anthony Portantino, Kathryn Barger and Christopher Holden will do the Ribbon Cutting honors and, sponsored by the Altadena Rotary Club, a delicious lunch served at 1960s prices. The afternoon activities include a hip-hop dance and spoken word poetry performance by Antics (1:30 p.m.) and a special live appearance by Andy Vargas, vocalist for Santana & Souleros (3:30 p.m.). At 6:30 p.m. the Second Saturday concert will feature the Satisfaction Band.



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## Fun Flick Friday: Sing

Published April 21, 2017

**Date/Time**

Date(s) - 04/21/2017  
3:30 pm - 5:00 pm

**Location**

Altadena Library District  
600 E. Mariposa St

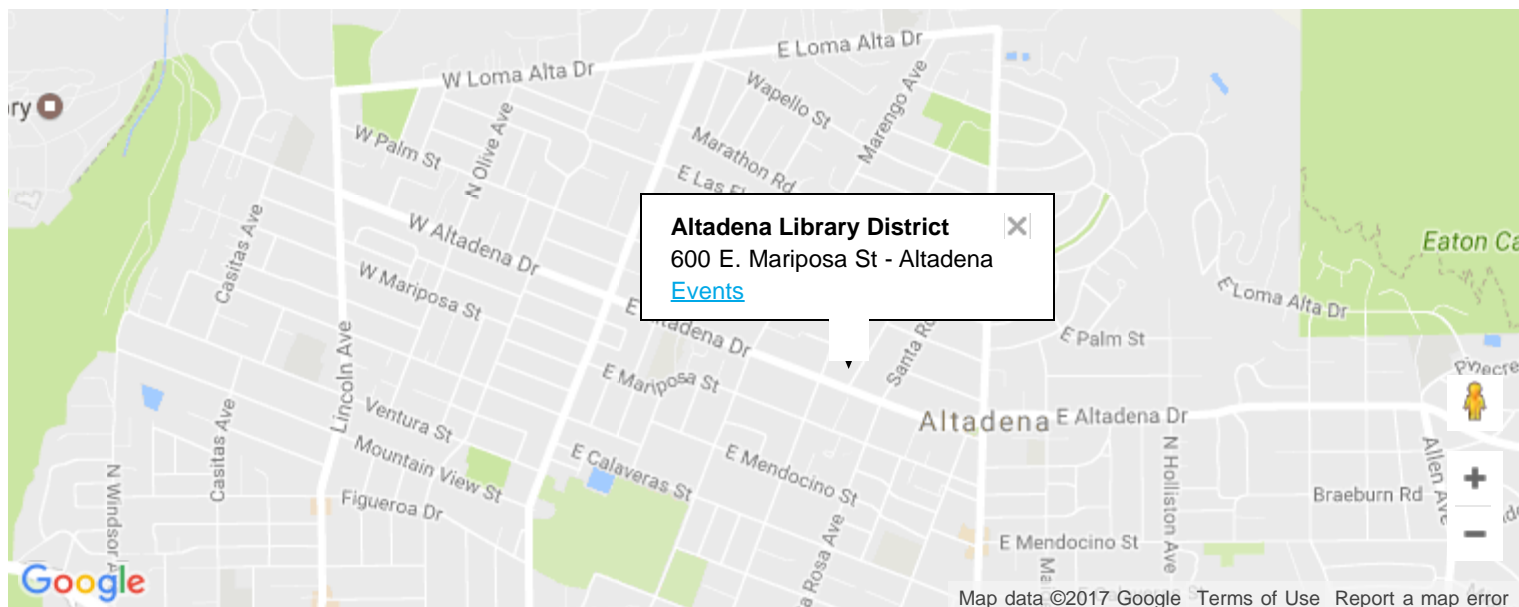


Altadena, CA, 91001

Free.  
626-798-0833

[www.altadenalibrary.org](http://www.altadenalibrary.org)

Children and family are invited to watch the movie Sing. Popcorn will be provided by the Altadena Library District, while supplies last. If you have any questions or require special accommodation, please contact the Children's Desk at [childrens@altadenalibrary.org](mailto:childrens@altadenalibrary.org) or 626-798-0833, ext. 108.



Add to Your Calendar:

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Filed Under: [Community Events](#), [Free](#), [Movies & Films](#)

# love this? share!





May 8, 2017

Mindy Kittay  
 Director  
 Altadena Library Foundation  
 600 E. Mariposa St  
 Altadena, CA 91001

Dear Mindy:

Congratulations! The Pasadena Tournament of Roses® Foundation is pleased to grant Altadena Library Foundation \$5,500.00 to be used to fund the Second Saturdays concert series of free monthly community concerts.

A reception will be held at Tournament House on Wednesday, May 31, 2017 from 2:30–4:00 p.m. to award grants to agencies. An invitation will be sent shortly. An acknowledgement form will be enclosed with the check. Please sign and return it to the Foundation prior to depositing the check.

Additionally, the Tournament of Roses Foundation requires a detailed final report from your organization before 5:00 p.m. on Friday, December 8, 2017 that includes the receipts (*for all purchases*), how the funds were used, financial accounting and the status/outcomes of the program. *Any amount over \$25.00 not expended for the item(s) listed above must be returned to the Foundation.* Recipients may not deviate from the approved award without pre-approval from the Foundation. If at any time these funds cannot be used as described in the application and approved in this letter, kindly contact the Foundation immediately in writing via formal letter or e-mail at [foundation@tournamentofroses.org](mailto:foundation@tournamentofroses.org).

We welcome acknowledgement of the Foundation's support – we strive to promote awareness of the Foundation and our grant recipients. As such, the Foundation requests that grant recipients credit the Pasadena Tournament of Roses Foundation in all promotional materials. Please use the following text: *“supported in part (or in full) with funds received from the Pasadena Tournament of Roses® Foundation.”* If you would like a copy of our logo, please submit a request to [foundation@tournamentofroses.org](mailto:foundation@tournamentofroses.org), including where it will be used (e.g. promotional materials, banners, websites/ social media, t-shirts, uniform patches, etc.) and in what context. Please allow 2 weeks *before* your printing/publication deadline for logo use approval.

We wish your organization continued success and you will be notified when the applications are available for our 2018 grant cycle.

Sincerely,

Maxine E. Harris  
 President

MEH:arh