



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

## **AGENDA**

### **Regular Meeting**

Board of Library Trustees – Altadena Library District

Community Room – Main Library

**June 26, 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:**

**Resignation- Tina Wallin (effective May 12)**

6. **FINANCIAL REPORTS**

a) Financial reports for April 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 May 22, 2017
- b) Statistical Reports – YTD – May 2017
- c) Departmental Monthly Report – May 2017

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

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

9. **DIRECTOR'S REPORT**
  - a) CTLA Donation of \$400
  - b) Presentation by the County of Los Angeles Board of Supervisors – 50<sup>th</sup> Anniversary
  - c) Tournament of Roses Foundation Presentation of Grant
  - d) LA County Arts Second Saturday Grant Award
  - e) Update of Phase I Renovation and Final HUD Payment
  - f) Credit Cards and Sales of Merchandise
  
10. **OLD BUSINESS**
  - a) Human Resources Update – Written Report by HRNETwork (**INFORMATION**)
  
11. **NEW BUSINESS**
  - a) Presentation of Draft Budget FY 17/18 (**DISCUSSION/ACTION**)
  - b) Closure for A/C HVAC Repairs and approval of Quote (**DISCUSSION/ACTION**)
  - c) Updated District Salary Schedule, FY2017-18 (**INFORMATION**)
  - d) Staff Accountant Job Description (**DISCUSSION/ACTION**)
  - e) Marketing and Communications Coordinator Job Description (**DISCUSSION/ACTION**)
  - f) Video Surveillance Policy (**DISCUSSION/ACTION**)
  - g) GANN Appropriation Limit (**INFORMATION**)
  - h) Approval of Earthquake Insurance Payment (Over \$10,000) (**DISCUSSION/ACTION**)
  - i) Approval of Board of Library Trustees Calendar 2017/2018 (**DISCUSSION/ACTION**)
  
12. **CORRESPONDENCE & PRESS**
  - a) Press Clippings (**INFORMATION**)
  
13. **REPORTS OF SUPPORT GROUPS**
  - a) Altadena Library Foundation
  - b) Friends of the Altadena Library
  
14. **REPORTS OF TRUSTEES**
  
15. **AGENDA ITEMS FOR FUTURE AGENDAS**  
This is an opportunity for Board members to request that items be placed on future agendas.
  
16. **CLOSED SESSION**  
The Board of Trustees will recess into closed session pursuant to the Ralph M. Brown Act (Government Code Section 54960 et seq.) for purposes of the discussing and taking action on the following items:
  - a) PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Pursuant to Government Code Section 54957  
Title: District Director  
Annual Review of District Director
  
17. **RECESS BACK INTO OPEN SESSION**
  
18. **PUBLIC REPORT OF ANY REPORTABLE ACTION FROM CLOSED SESSION.**
  
19. **ADJOURNMENT**  
**Recommended Action:** There being no further business to come before the Board, the meeting is adjourned.

**Altadena Library District**  
**Balance Sheet**  
 As of April 30, 2017

Apr 30, 17

**ASSETS**

**Current Assets**

**Checking/Savings**

**Cash & Cash Equivalents**

**Cash & Investments**

1080 · Petty Cash

777.00

**Total Cash & Investments**

777.00

**Cash In Bank**

1021 · Chase General Acct...2951

201,279.61

1026 · Chase HY Svgs...6883

4,995.00

1041 · Chase HY Svgs...6875

1,411,142.37

1045 · Cash HUD Checking...2969

43,265.68

**Total Cash In Bank**

1,660,682.66

**Cash with County**

1010.00 · Cash in County Treasury

1,114,198.12

1013 · FMV - COLA Funds

2,964.69

**Total Cash with County**

1,117,162.81

**Total Cash & Cash Equivalents**

2,778,622.47

**Total Checking/Savings**

2,778,622.47

**Other Current Assets**

1400 · Property Taxes Receivable

(40,612.12)

**Total Other Current Assets**

(40,612.12)

**Total Current Assets**

2,738,010.35

**Fixed Assets**

**Capital Assets**

**Accumulated Depreciation**

1800 · Accum Depr (S & I)

(1,017,286.20)

1900 · Accum Depr (FF & E)

(616,863.36)

**Total Accumulated Depreciation**

(1,634,149.56)

**Depreciable Assets**

1550 · Structures & Improvements

1,192,545.39

1700 · Furniture, Fixtures & Equipment

683,740.71

**Total Depreciable Assets**

1,876,286.10

**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**

494,741.82

**Total Fixed Assets**

494,741.82

**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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Accrual Basis

Altadena Library District  
**Balance Sheet**  
As of April 30, 2017

	Apr 30, 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>3,403,023.91</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	6,952.27
<b>Total Accounts Payable</b>	<b>6,952.27</b>
<b>Credit Cards</b>	
2200 · Credit Cards	
2200.01 · UMB Card Services...3219	55,138.80
<b>Total 2200 · Credit Cards</b>	<b>55,138.80</b>
<b>Total Credit Cards</b>	<b>55,138.80</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)	5,283.76
2100.04 · CalPers PEPRRA (EE Ded)	(13,816.51)
2100.05 · Accrued Vacation Payable	72,489.53
2100.07 · CalPers 457 (EE Contribution)	1,805.29
2100.08 · CalPers 457 (EE Loan Repayment)	562.89
<b>Total 2100 · Payroll Payable</b>	<b>72,078.33</b>
2999 · Suspense Account	416.55
<b>Total Other Current Liabilities</b>	<b>161,662.92</b>
<b>Total Current Liabilities</b>	<b>223,753.99</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>2,126,745.99</b>
<b>Equity</b>	
3300 · Retained Earnings	1,408,150.98
Net Income	(131,873.06)
<b>Total Equity</b>	<b>1,276,277.92</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,403,023.91</b>

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06/03/17

Accrual Basis

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

	Jul '16 - Apr 17	Jul '15 - Apr 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	285.00	17,218.00	6,041.4%
4735 · Designated	1,825.00	3,510.00	(1,685.00)	(48.0)%
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>122,391.64</b>	<b>95,960.00</b>	<b>26,431.64</b>	<b>27.5%</b>
<b>FINES &amp; FEES</b>				
4305 · Fines	16,243.36	25,791.70	(9,548.34)	(37.0)%
4310 · Printer & Copy Machine	5,134.90	5,623.02	(488.12)	(8.7)%
4330 · Video Game Rentals		416.00	(416.00)	(100.0)%
4340 · Passport Services Fees	61,760.00	62,733.00	(973.00)	(1.6)%
<b>Total FINES &amp; FEES</b>	<b>83,138.26</b>	<b>94,563.72</b>	<b>(11,425.46)</b>	<b>(12.1)%</b>
<b>INTEREST INCOME &amp; ADJUSTMENTS</b>				
4210 · Chase Bank	834.89	11.13	823.76	7,401.3%
4220 · County Interest Allocation	1,539.01	3,750.15	(2,211.14)	(59.0)%
INTEREST INCOME & ADJUSTMENTS - Other	187.57		187.57	100.0%
<b>Total INTEREST INCOME &amp; ADJUSTMENTS</b>	<b>2,561.47</b>	<b>3,761.28</b>	<b>(1,199.81)</b>	<b>(31.9)%</b>
<b>OTHER REVENUE &amp; ADJUSTMENT</b>				
4080 · Penalties,Interest & Costs-Ref	11,497.84	10,741.69	756.15	7.0%
4910 · Miscellaneous Income	243.51	4,245.20	(4,001.69)	(94.3)%
4999 · Rewards & Incentives	2,000.00		2,000.00	100.0%
<b>Total OTHER REVENUE &amp; ADJUSTMENT</b>	<b>13,741.35</b>	<b>14,986.89</b>	<b>(1,245.54)</b>	<b>(8.3)%</b>
<b>REVENUES</b>				
<b>Property Taxes</b>				
4010 · Current-Year Secured				
4010.00 · Current Secured	1,984,522.52	1,718,229.91	266,292.61	15.5%
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	35,840.75	33,315.48	2,525.27	7.6%
<b>Total 4010 · Current-Year Secured</b>	<b>2,041,651.31</b>	<b>1,751,545.39</b>	<b>290,105.92</b>	<b>16.6%</b>
4020 · Current-Year Unsecured				
4020.00 · Current Unsecured	3,252.81		3,252.81	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>64,864.72</b>	<b>60,975.74</b>	<b>3,888.98</b>	<b>6.4%</b>
4030 · Prior-Year Secured				
4030.00 · Prior Secured	5,112.32		5,112.32	100.0%
4030.01 · Secured Refunds	(21,297.60)		(21,297.60)	(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	20,284.69	(10,540.68)	(52.0)%
<b>Total 4030 · Prior-Year Secured</b>	<b>(4,827.02)</b>	<b>20,284.69</b>	<b>(25,111.71)</b>	<b>(123.8)%</b>
4040 · Prior-Year Unsecured				
4040.00 · Prior Unsecured	2,372.90		2,372.90	100.0%
<b>Total 4040 · Prior-Year Unsecured</b>	<b>2,372.90</b>		<b>2,372.90</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	646,955.85	(199,832.74)	(30.9)%
4060.02 · Direct Assessments	2,566.94		2,566.94	100.0%
<b>Total 4060 · Special Assessment</b>	<b>449,690.05</b>	<b>646,955.85</b>	<b>(197,265.80)</b>	<b>(30.5)%</b>
4090 · RDA ABx126 Income		15,832.44	(15,832.44)	(100.0)%
<b>Total Property Taxes</b>	<b>2,560,759.90</b>	<b>2,502,649.90</b>	<b>58,110.00</b>	<b>2.3%</b>
<b>Total REVENUES</b>	<b>2,560,759.90</b>	<b>2,502,649.90</b>	<b>58,110.00</b>	<b>2.3%</b>
<b>Total Income</b>	<b>2,782,592.62</b>	<b>2,711,921.79</b>	<b>70,670.83</b>	<b>2.6%</b>

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Accrual Basis

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

	Jul '16 - Apr 17	Jul '15 - Apr 16	\$ Change	% Change
<b>Expense</b>				
<b>'PERSONNEL RELATED EXPENSES</b>				
<b>5000 · SALARIES &amp; WAGES</b>				
5010 · Salaried	889,955.95	1,008,865.06	(118,909.11)	(11.8)%
5020 · Hourly	315,671.12	212,269.85	103,401.27	48.7%
<b>Total 5000 · SALARIES &amp; WAGES</b>	<b>1,205,627.07</b>	<b>1,221,134.91</b>	<b>(15,507.84)</b>	<b>(1.3)%</b>
<b>5100 · Employer-Portion Taxes/Benefits</b>				
5120 · Payroll Taxes (ER)	76,585.89		76,585.89	100.0%
5120.01 · Soc Security & Medicare, Salary	20,486.21	75,848.42	(55,362.21)	(73.0)%
5120.02 · Soc Security & Medicare, Hourly	5,930.34	16,066.66	(10,136.32)	(63.1)%
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	144,726.57	(144,468.20)	(99.8)%
<b>Total 5210 · PERS Retirement</b>	<b>126,730.35</b>	<b>144,726.57</b>	<b>(17,996.22)</b>	<b>(12.4)%</b>
5222 · OPEB Contribution	128,337.00	101,600.00	26,737.00	26.3%
5250 · SUI, Salaried	112.01	2,900.69	(2,788.68)	(96.1)%
5251 · SUI, Hourly	697.64	3,472.02	(2,774.38)	(79.9)%
<b>Total 5100 · Employer-Portion Taxes/Benefits</b>	<b>358,879.44</b>	<b>344,614.36</b>	<b>14,265.08</b>	<b>4.1%</b>
<b>5200 · Insurance</b>				
5220 · Health Insurance	174,384.86	147,915.39	26,469.47	17.9%
5230 · Dental Insurance	13,343.87	11,728.08	1,615.79	13.8%
5240 · Vision Insurance	4,000.42	4,030.87	(30.45)	(0.8)%
5260 · Life Insurance	1,197.60	1,507.28	(309.68)	(20.6)%
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>	<b>211,028.04</b>	<b>175,968.67</b>	<b>35,059.37</b>	<b>19.9%</b>
<b>Total 'PERSONNEL RELATED EXPENSES</b>	<b>1,775,534.55</b>	<b>1,741,717.94</b>	<b>33,816.61</b>	<b>1.9%</b>
<b>CAPITAL</b>				
7310 · Equipment, Furniture & Fixtures	300,717.98	43,182.32	257,535.66	596.4%
7320 · Structures & Improvements	63,906.13		63,906.13	100.0%
<b>Total CAPITAL</b>	<b>364,624.11</b>	<b>43,182.32</b>	<b>321,441.79</b>	<b>744.4%</b>
<b>FACILITIES, GROUNDS &amp; MAINTENAN</b>				
7205 · Maintenance Contracts	9,399.37	5,934.00	3,465.37	58.4%
7210 · Building Maint & Repairs	45,667.72	43,001.36	2,666.36	6.2%
7220 · Landscape	22,724.79	24,978.15	(2,253.36)	(9.0)%
<b>Total FACILITIES, GROUNDS &amp; MAINTENAN</b>	<b>77,791.88</b>	<b>73,913.51</b>	<b>3,878.37</b>	<b>5.3%</b>
<b>LIBRARY MATERIALS</b>				
6110 · Cataloging Expenses	14,435.66	16,437.55	(2,001.89)	(12.2)%
6115 · Electronic Databases & Subscrip	17,658.77	10,956.18	6,702.59	61.2%
6120 · Books	88,805.37	97,942.14	(9,136.77)	(9.3)%
6125 · Audio CD	11,723.83	22,180.27	(10,456.44)	(47.1)%
6130 · DVD's & Videogames	17,452.70	16,948.18	504.52	3.0%
6135 · Processing of Materials	22,803.19	37,573.28	(14,770.09)	(39.3)%
6140 · Periodicals	12,025.63	12,428.30	(402.67)	(3.2)%
6150 · Downloadables	14,385.20	13,178.39	1,206.81	9.2%
<b>Total LIBRARY MATERIALS</b>	<b>199,290.35</b>	<b>227,644.29</b>	<b>(28,353.94)</b>	<b>(12.5)%</b>
<b>MISCELLANEOUS EXPENSE</b>				
7510 · Miscellaneous Expense	468.96	485.66	(16.70)	(3.4)%
<b>Total MISCELLANEOUS EXPENSE</b>	<b>468.96</b>	<b>485.66</b>	<b>(16.70)</b>	<b>(3.4)%</b>

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Accrual Basis

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

	Jul '16 - Apr 17	Jul '15 - Apr 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	12,719.00	13,669.84	(950.84)	(7.0)%
6625 · Training & Education	5,602.94	4,938.00	664.94	13.5%
6626 · Recruitment, Gifts and Memorial	6,725.03	3,649.49	3,075.54	84.3%
6627 · Advertising / Marketing	21,974.72	10,053.60	11,921.12	118.6%
6710 · Meetings & Travel	11,462.60	7,562.57	3,900.03	51.6%
6730 · Mileage & Parking Reimbursement	362.25	807.18	(444.93)	(55.1)%
6740 · Postage & Delivery	3,836.45	5,332.99	(1,496.54)	(28.1)%
6745 · Banking & Service Fees	1,096.58	1,724.23	(627.65)	(36.4)%
6746 · Payroll Fees	11,739.78	11,212.99	526.79	4.7%
6750 · Printing & Reproduction	5,188.92	9,806.68	(4,617.76)	(47.1)%
6755 · Equipment, Furniture, Fixtures	11,278.85	6,017.16	5,261.69	87.4%
6765 · Janitorial Supplies	9,755.04	12,107.59	(2,352.55)	(19.4)%
6770 · Operating Supplies	31,956.87	22,246.11	9,710.76	43.7%
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		751.86	(751.86)	(100.0)%
6790 · Hardware (Computers / Tech)	585.50	5,193.31	(4,607.81)	(88.7)%
6920 · Electricity	24,678.95	34,479.14	(9,800.19)	(28.4)%
6930 · Natural Gas	4,076.72	4,545.01	(468.29)	(10.3)%
6940 · Water & Sewage	4,165.74	3,160.83	1,004.91	31.8%
6950 · Refuse	3,194.03	4,050.32	(856.29)	(21.1)%
6960 · Products for Resale	2,000.54	229.86	1,770.68	770.3%
6970 · Equipment Lease & Rental	10,025.22	11,037.06	(1,011.84)	(9.2)%
7530 · Direct Assessments/Admin Costs	27,677.23	31,974.53	(4,297.30)	(13.4)%
<b>Total OPERATING EXPENSES</b>	<b>251,819.57</b>	<b>272,657.79</b>	<b>(20,838.22)</b>	<b>(7.6)%</b>
<b>PROFESSIONAL &amp; TECHNICAL</b>				
7125 · Audit and Financial Consulting	39,162.47	10,843.75	28,318.72	261.2%
7130 · Legal Fees	18,049.48	7,672.00	10,377.48	135.3%
7135 · Technology Consulting	1,078.80	23,276.89	(22,198.09)	(95.4)%
7140 · Architectural & Engineering	5,000.00	3,327.50	1,672.50	50.3%
7145 · Collection Agency	1,020.30	912.90	107.40	11.8%
7155 · Consultants - Other	25,175.20	14,235.00	10,940.20	76.9%
7170 · Telecommunications	(1.55)	20,798.29	(20,799.84)	(100.0)%
7175 · Internet Service	29,852.10	4,549.54	25,302.56	556.2%
7180 · Technology Equipment	56,670.23	29,693.91	26,976.32	90.9%
7185 · Technology Maintenance Fees	45,177.74	8,891.42	36,286.32	408.1%
7190 · Website Development	360.00	360.00		
<b>Total PROFESSIONAL &amp; TECHNICAL</b>	<b>221,544.77</b>	<b>124,561.20</b>	<b>96,983.57</b>	<b>77.9%</b>
<b>PROGRAMS</b>				
6200 · Youth Services	5,847.18	8,795.66	(2,948.48)	(33.5)%
6210 · Teen Services	1,909.41	27,255.36	(25,345.95)	(93.0)%
6220 · Adult Services	14,442.05	15,175.01	(732.96)	(4.8)%
6230 · Bob Lucas Branch Services	1,108.50	1,099.23	9.27	0.8%
6240 · Literacy Services	84.35	4,488.04	(4,403.69)	(98.1)%
<b>Total PROGRAMS</b>	<b>23,391.49</b>	<b>56,813.30</b>	<b>(33,421.81)</b>	<b>(58.8)%</b>
<b>Total Expense</b>	<b>2,914,465.68</b>	<b>2,540,976.01</b>	<b>373,489.67</b>	<b>14.7%</b>
<b>Net Ordinary Income</b>	<b>(131,873.06)</b>	<b>170,945.78</b>	<b>(302,818.84)</b>	<b>(177.1)%</b>
<b>Net Income</b>	<b>(131,873.06)</b>	<b>170,945.78</b>	<b>(302,818.84)</b>	<b>(177.1)%</b>

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Accrual Basis

**Altadena Library District**  
**Profit & Loss Budget vs. Actual**  
July 2016 through April 2017

	Jul '16 - Apr 17	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>DONATIONS AND GRANTS</b>				
4710 · Friends of the Library	20,000.00	21,000.00	(1,000.00)	95.2%
4730 · Undesignated	17,503.00	16,916.00	587.00	103.5%
4735 · Designated	1,825.00	87,750.00	(85,925.00)	2.1%
4740 · CA Library Literacy Services	26,300.00	26,300.00		100.0%
4750 · Cal State Library	13,500.00	13,500.00		100.0%
4755 · HUD Grant	43,263.64	318,263.64	(275,000.00)	13.6%
<b>Total DONATIONS AND GRANTS</b>	<b>122,391.64</b>	<b>483,729.64</b>	<b>(361,338.00)</b>	<b>25.3%</b>
<b>FINES &amp; FEES</b>				
4305 · Fines	16,243.36	28,000.00	(11,756.64)	58.0%
4310 · Printer & Copy Machine	5,134.90	8,500.00	(3,365.10)	60.4%
4330 · Video Game Rentals				
4340 · Passport Services Fees	61,760.00	76,000.00	(14,240.00)	81.3%
<b>Total FINES &amp; FEES</b>	<b>83,138.26</b>	<b>112,500.00</b>	<b>(29,361.74)</b>	<b>73.9%</b>
<b>INTEREST INCOME &amp; ADJUSTMENTS</b>				
4210 · Chase Bank	834.89	20.00	814.89	4,174.5%
4220 · County Interest Allocation	1,539.01	10,000.00	(8,460.99)	15.4%
INTEREST INCOME & ADJUSTMENTS - Other	187.57			
<b>Total INTEREST INCOME &amp; ADJUSTMENTS</b>	<b>2,561.47</b>	<b>10,020.00</b>	<b>(7,458.53)</b>	<b>25.6%</b>
<b>OTHER REVENUE &amp; ADJUSTMENT</b>				
4080 · Penalties,Interest & Costs-Ref	11,497.84	15,450.00	(3,952.16)	74.4%
4910 · Miscellaneous Income	243.51	5,000.00	(4,756.49)	4.9%
4940 · Transfer in from Reserves		126,683.74	(126,683.74)	
4999 · Rewards & Incentives	2,000.00	6,000.00	(4,000.00)	33.3%
<b>Total OTHER REVENUE &amp; ADJUSTMENT</b>	<b>13,741.35</b>	<b>153,133.74</b>	<b>(139,392.39)</b>	<b>9.0%</b>
<b>REVENUES</b>				
<b>Property Taxes</b>				
<b>4010 · Current-Year Secured</b>				
4010.00 · Current Secured	1,984,522.52	2,027,714.00	(43,191.48)	97.9%
4010.01 · Revenue Residual	19,260.94			
4010.02 · Statutory Revenue	2,027.10			
4010.03 · SB 813 Supplemental	35,840.75	28,840.00	7,000.75	124.3%
<b>Total 4010 · Current-Year Secured</b>	<b>2,041,651.31</b>	<b>2,056,554.00</b>	<b>(14,902.69)</b>	<b>99.3%</b>
<b>4020 · Current-Year Unsecured</b>				
4020.00 · Current Unsecured	3,252.81			
4020 · Current-Year Unsecured - Other	61,611.91	72,100.00	(10,488.09)	85.5%
<b>Total 4020 · Current-Year Unsecured</b>	<b>64,864.72</b>	<b>72,100.00</b>	<b>(7,235.28)</b>	<b>90.0%</b>
<b>4030 · Prior-Year Secured</b>				
4030.00 · Prior Secured	5,112.32			
4030.01 · Secured Refunds	(21,297.60)			
4030.02 · Statutory Revenue	939.04			
4030.03 · SB 813 Redemption	675.21			
4030 · Prior-Year Secured - Other	9,744.01	10,300.00	(555.99)	94.6%
<b>Total 4030 · Prior-Year Secured</b>	<b>(4,827.02)</b>	<b>10,300.00</b>	<b>(15,127.02)</b>	<b>(46.9)%</b>
<b>4040 · Prior-Year Unsecured</b>				
4040.00 · Prior Unsecured	2,372.90			
<b>Total 4040 · Prior-Year Unsecured</b>	<b>2,372.90</b>			
<b>4050 · Homeowners Exemption</b>	7,007.94	7,725.00	(717.06)	90.7%
<b>4060 · Special Assessment</b>				
4060.01 · Per Parcel Benefit Assessment	447,123.11	780,996.00	(333,872.89)	57.3%
4060.02 · Direct Assessments	2,566.94			
<b>Total 4060 · Special Assessment</b>	<b>449,690.05</b>	<b>780,996.00</b>	<b>(331,305.95)</b>	<b>57.6%</b>
<b>4090 · RDA ABx126 Income</b>		26,500.00	(26,500.00)	
<b>Total Property Taxes</b>	<b>2,560,759.90</b>	<b>2,954,175.00</b>	<b>(393,415.10)</b>	<b>86.7%</b>
<b>Total REVENUES</b>	<b>2,560,759.90</b>	<b>2,954,175.00</b>	<b>(393,415.10)</b>	<b>86.7%</b>
<b>Total Income</b>	<b>2,782,592.62</b>	<b>3,713,558.38</b>	<b>(930,965.76)</b>	<b>74.9%</b>



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Accrual Basis

**Altadena Library District**  
**Profit & Loss Budget vs. Actual**  
 July 2016 through April 2017

	Jul '16 - Apr 17	Budget	\$ Over Budget	% of Budget
<b>Expense</b>				
<b>'PERSONNEL RELATED EXPENSES</b>				
<b>5000 · SALARIES &amp; WAGES</b>				
5010 · Salaried	889,955.95	1,139,365.00	(249,409.05)	78.1%
5020 · Hourly	315,671.12	332,693.00	(17,021.88)	94.9%
<b>Total 5000 · SALARIES &amp; WAGES</b>	<b>1,205,627.07</b>	<b>1,472,058.00</b>	<b>(266,430.93)</b>	<b>81.9%</b>
<b>5100 · Employer-Portion Taxes/Benefits</b>				
<b>5120 · Payroll Taxes (ER)</b>				
5120.01 · Soc Security & Medicare, Salary	20,486.21	100,549.00	(80,062.79)	20.4%
5120.02 · Soc Security & Medicare, Hourly	5,930.34	16,271.00	(10,340.66)	36.4%
<b>5210 · PERS Retirement</b>				
5210.01 · CalPers CLASSIC (ER Contr)	14,677.33			
5210.02 · CalPers PEPRA (ER Contr)	16,549.62			
5211 · PERS Retirement 2% @ 55	85,323.82			
5212 · PERS Retirement 2% @ 60	792.10			
5213 · PERS Retirement 2% @ 62	9,129.11			
5210 · PERS Retirement - Other	258.37	180,765.00	(180,506.63)	0.1%
<b>Total 5210 · PERS Retirement</b>	<b>126,730.35</b>	<b>180,765.00</b>	<b>(54,034.65)</b>	<b>70.1%</b>
<b>5222 · OPEB Contribution</b>				
5222 · OPEB Contribution	128,337.00	140,000.00	(11,663.00)	91.7%
<b>5250 · SUI, Salaried</b>				
5250 · SUI, Salaried	112.01	15,233.00	(15,120.99)	0.7%
<b>5251 · SUI, Hourly</b>				
5251 · SUI, Hourly	697.64	2,465.00	(1,767.36)	28.3%
<b>5300 · Tuition Reimbursement</b>				
<b>Total 5100 · Employer-Portion Taxes/Benefits</b>	<b>358,879.44</b>	<b>455,283.00</b>	<b>(96,403.56)</b>	<b>78.8%</b>
<b>5200 · Insurance</b>				
<b>5220 · Health Insurance</b>				
5220 · Health Insurance	174,384.86	204,000.00	(29,615.14)	85.5%
<b>5230 · Dental Insurance</b>				
5230 · Dental Insurance	13,343.87	14,435.00	(1,091.13)	92.4%
<b>5240 · Vision Insurance</b>				
5240 · Vision Insurance	4,000.42	4,308.00	(307.58)	92.9%
<b>5260 · Life Insurance</b>				
5260 · Life Insurance	1,197.60	1,710.00	(512.40)	70.0%
<b>5270 · Workers' Compensation</b>				
5270 · Workers' Compensation	17,802.97	18,000.00	(197.03)	98.9%
<b>5280 · Disability Insurance</b>				
5280 · Disability Insurance	298.32			
<b>Total 5200 · Insurance</b>	<b>211,028.04</b>	<b>242,453.00</b>	<b>(31,424.96)</b>	<b>87.0%</b>
<b>Total 'PERSONNEL RELATED EXPENSES</b>	<b>1,775,534.55</b>	<b>2,169,794.00</b>	<b>(394,259.45)</b>	<b>81.8%</b>
<b>CAPITAL</b>				
<b>7310 · Equipment, Furniture &amp; Fixtures</b>				
7310 · Equipment, Furniture & Fixtures	300,717.98	297,000.00	3,717.98	101.3%
<b>7320 · Structures &amp; Improvements</b>				
7320 · Structures & Improvements	63,906.13	128,156.00	(64,249.87)	49.9%
<b>Total CAPITAL</b>	<b>364,624.11</b>	<b>425,156.00</b>	<b>(60,531.89)</b>	<b>85.8%</b>
<b>FACILITIES, GROUNDS &amp; MAINTENAN</b>				
<b>7205 · Maintenance Contracts</b>				
7205 · Maintenance Contracts	9,399.37	18,000.00	(8,600.63)	52.2%
<b>7210 · Building Maint &amp; Repairs</b>				
7210 · Building Maint & Repairs	45,667.72	85,000.00	(39,332.28)	53.7%
<b>7220 · Landscape</b>				
7220 · Landscape	22,724.79	25,000.00	(2,275.21)	90.9%
<b>Total FACILITIES, GROUNDS &amp; MAINTENAN</b>	<b>77,791.88</b>	<b>128,000.00</b>	<b>(50,208.12)</b>	<b>60.8%</b>
<b>LIBRARY MATERIALS</b>				
<b>6110 · Cataloging Expenses</b>				
6110 · Cataloging Expenses	14,435.66	19,604.00	(5,168.34)	73.6%
<b>6115 · Electronic Databases &amp; Subscrip</b>				
6115 · Electronic Databases & Subscrip	17,658.77	17,658.77		100.0%
<b>6120 · Books</b>				
6120 · Books	88,805.37	166,944.00	(78,138.63)	53.2%
<b>6125 · Audio CD</b>				
6125 · Audio CD	11,723.83	19,253.00	(7,529.17)	60.9%
<b>6130 · DVD's &amp; Videogames</b>				
6130 · DVD's & Videogames	17,452.70	25,110.00	(7,657.30)	69.5%
<b>6135 · Processing of Materials</b>				
6135 · Processing of Materials	22,803.19	35,000.00	(12,196.81)	65.2%
<b>6140 · Periodicals</b>				
6140 · Periodicals	12,025.63	12,500.00	(474.37)	96.2%
<b>6150 · Downloadables</b>				
6150 · Downloadables	14,385.20	20,000.00	(5,614.80)	71.9%
<b>Total LIBRARY MATERIALS</b>	<b>199,290.35</b>	<b>316,069.77</b>	<b>(116,779.42)</b>	<b>63.1%</b>
<b>MISCELLANEOUS EXPENSE</b>				
<b>7510 · Miscellaneous Expense</b>				
7510 · Miscellaneous Expense	468.96		468.96	100.0%
<b>7520 · Refunds/Parcel</b>				
7520 · Refunds/Parcel		1,000.00	(1,000.00)	
<b>Total MISCELLANEOUS EXPENSE</b>	<b>468.96</b>	<b>1,000.00</b>	<b>(531.04)</b>	<b>46.9%</b>

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Accrual Basis

**Altadena Library District**  
**Profit & Loss Budget vs. Actual**  
 July 2016 through April 2017

	Jul '16 - Apr 17	Budget	\$ Over Budget	% of Budget
<b>OPERATING EXPENSES</b>				
6430 · Insurance-Gen, Prop, Liab, Eq	41,467.61	41,467.61		100.0%
6620 · Membership Dues & Subscriptions	12,719.00	13,000.00	(281.00)	97.8%
6625 · Training & Education	5,602.94	8,000.00	(2,397.06)	70.0%
6626 · Recruitment, Gifts and Memorial	6,725.03	7,000.00	(274.97)	96.1%
6627 · Advertising / Marketing	21,974.72	34,000.00	(12,025.28)	64.6%
6710 · Meetings & Travel	11,462.60	9,000.00	2,462.60	127.4%
6730 · Mileage & Parking Reimbursement	362.25	800.00	(437.75)	45.3%
6740 · Postage & Delivery	3,836.45	9,500.00	(5,663.55)	40.4%
6745 · Banking & Service Fees	1,096.58	2,000.00	(903.42)	54.8%
6746 · Payroll Fees	11,739.78	13,000.00	(1,260.22)	90.3%
6750 · Printing & Reproduction	5,188.92	11,000.00	(5,811.08)	47.2%
6755 · Equipment, Furniture, Fixtures	11,278.85	25,000.00	(13,721.15)	45.1%
6765 · Janitorial Supplies	9,755.04	14,500.00	(4,744.96)	67.3%
6770 · Operating Supplies	31,956.87	30,000.00	1,956.87	106.5%
6780 · Operating Software	249.00	1,000.00	(751.00)	24.9%
6785 · Computer Supplies				
6790 · Hardware (Computers / Tech)	585.50	3,000.00	(2,414.50)	19.5%
6920 · Electricity	24,678.95	42,000.00	(17,321.05)	58.8%
6930 · Natural Gas	4,076.72	5,500.00	(1,423.28)	74.1%
6940 · Water & Sewage	4,165.74	5,600.00	(1,434.26)	74.4%
6950 · Refuse	3,194.03	4,500.00	(1,305.97)	71.0%
6960 · Products for Resale	2,000.54	8,500.00	(6,499.46)	23.5%
6970 · Equipment Lease & Rental	10,025.22	15,424.00	(5,398.78)	65.0%
7530 · Direct Assessments/Admin Costs	27,677.23	30,133.00	(2,455.77)	91.9%
<b>Total OPERATING EXPENSES</b>	<b>251,819.57</b>	<b>333,924.61</b>	<b>(82,105.04)</b>	<b>75.4%</b>
<b>PROFESSIONAL &amp; TECHNICAL</b>				
7125 · Audit and Financial Consulting	39,162.47	39,000.00	162.47	100.4%
7130 · Legal Fees	18,049.48	20,000.00	(1,950.52)	90.2%
7135 · Technology Consulting	1,078.80	10,000.00	(8,921.20)	10.8%
7140 · Architectural & Engineering	5,000.00	5,000.00		100.0%
7145 · Collection Agency	1,020.30	1,800.00	(779.70)	56.7%
7155 · Consultants - Other	25,175.20	73,939.00	(48,763.80)	34.0%
7170 · Telecommunications	(1.55)	10,000.00	(10,001.55)	(0.0)%
7175 · Internet Service	29,852.10	6,575.00	23,277.10	454.0%
7180 · Technology Equipment	56,670.23	63,000.00	(6,329.77)	90.0%
7185 · Technology Maintenance Fees	45,177.74	52,800.00	(7,622.26)	85.6%
7190 · Website Development	360.00	2,000.00	(1,640.00)	18.0%
<b>Total PROFESSIONAL &amp; TECHNICAL</b>	<b>221,544.77</b>	<b>284,114.00</b>	<b>(62,569.23)</b>	<b>78.0%</b>
<b>PROGRAMS</b>				
6200 · Youth Services	5,847.18	10,000.00	(4,152.82)	58.5%
6210 · Teen Services	1,909.41	5,500.00	(3,590.59)	34.7%
6220 · Adult Services	14,442.05	35,000.00	(20,557.95)	41.3%
6230 · Bob Lucas Branch Services	1,108.50	2,000.00	(891.50)	55.4%
6240 · Literacy Services	84.35	3,000.00	(2,915.65)	2.8%
<b>Total PROGRAMS</b>	<b>23,391.49</b>	<b>55,500.00</b>	<b>(32,108.51)</b>	<b>42.1%</b>
<b>Total Expense</b>	<b>2,914,465.68</b>	<b>3,713,558.38</b>	<b>(799,092.70)</b>	<b>78.5%</b>
<b>Net Ordinary Income</b>	<b>(131,873.06)</b>		<b>(131,873.06)</b>	<b>100.0%</b>
<b>Net Income</b>	<b>(131,873.06)</b>		<b>(131,873.06)</b>	<b>100.0%</b>

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Accrual Basis

Altadena Library District  
Profit & Loss  
July 2016 through April 2017

Jul '16 - Apr 17

Ordinary Income/Expense		
Income		
DONATIONS AND GRANTS		
4710 · Friends of the Library		20,000.00
4730 · Undesignated		17,503.00
4735 · Designated		1,825.00
4740 · CA Library Literacy Services		26,300.00
4750 · Cal State Library		13,500.00
4755 · HUD Grant		43,263.64
Total DONATIONS AND GRANTS		122,391.64
FINES & FEES		
4305 · Fines		16,243.36
4310 · Printer & Copy Machine		5,134.90
4340 · Passport Services Fees		61,760.00
Total FINES & FEES		83,138.26
INTEREST INCOME & ADJUSTMENTS		
4210 · Chase Bank		834.89
4220 · County Interest Allocation		1,539.01
INTEREST INCOME & ADJUSTMENTS - Other		187.57
Total INTEREST INCOME & ADJUSTMENTS		2,561.47
OTHER REVENUE & ADJUSTMENT		
4080 · Penalties,Interest & Costs-Ref		11,497.84
4910 · Miscellaneous Income		243.51
4999 · Rewards & Incentives		2,000.00
Total OTHER REVENUE & ADJUSTMENT		13,741.35
REVENUES		
Property Taxes		
4010 · Current-Year Secured		
4010.00 · Current Secured	1,984,522.52	
4010.01 · Revenue Residual	19,260.94	
4010.02 · Statutory Revenue	2,027.10	
4010.03 · SB 813 Supplemental	35,840.75	
Total 4010 · Current-Year Secured		2,041,651.31
4020 · Current-Year Unsecured		
4020.00 · Current Unsecured	3,252.81	
4020 · Current-Year Unsecured - Other	61,611.91	
Total 4020 · Current-Year Unsecured		64,864.72
4030 · Prior-Year Secured		
4030.00 · Prior Secured	5,112.32	
4030.01 · Secured Refunds	(21,297.60)	
4030.02 · Statutory Revenue	939.04	
4030.03 · SB 813 Redemption	675.21	
4030 · Prior-Year Secured - Other	9,744.01	
Total 4030 · Prior-Year Secured		(4,827.02)
4040 · Prior-Year Unsecured		
4040.00 · Prior Unsecured	2,372.90	
Total 4040 · Prior-Year Unsecured		2,372.90
4050 · Homeowners Exemption		7,007.94

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Accrual Basis

**Altadena Library District**  
**Profit & Loss**  
July 2016 through April 2017

		Jul '16 - Apr 17
<b>4060 · Special Assessment</b>		
4060.01 · Per Parcel Benefit Assessment		447,123.11
4060.02 · Direct Assessments		2,566.94
Total 4060 · Special Assessment		449,690.05
Total Property Taxes		2,560,759.90
<b>Total REVENUES</b>		<b>2,560,759.90</b>
<b>Total Income</b>		<b>2,782,592.62</b>
<b>Expense</b>		
<b>'PERSONNEL RELATED EXPENSES</b>		
<b>5000 · SALARIES &amp; WAGES</b>		
5010 · Salaried		889,955.95
5020 · Hourly		315,671.12
Total 5000 · SALARIES & WAGES		1,205,627.07
<b>5100 · Employer-Portion Taxes/Benefits</b>		
5120 · Payroll Taxes (ER)		76,585.89
5120.01 · Soc Security & Medicare, Salary		20,486.21
5120.02 · Soc Security & Medicare, Hourly		5,930.34
5210 · PERS Retirement		
5210.01 · CalPers CLASSIC (ER Contr)		14,677.33
5210.02 · CalPers PEPRA (ER Contr)		16,549.62
5211 · PERS Retirement 2% @ 55		85,323.82
5212 · PERS Retirement 2% @ 60		792.10
5213 · PERS Retirement 2% @ 62		9,129.11
5210 · PERS Retirement - Other		258.37
Total 5210 · PERS Retirement		126,730.35
5222 · OPEB Contribution		128,337.00
5250 · SUI, Salaried		112.01
5251 · SUI, Hourly		697.64
Total 5100 · Employer-Portion Taxes/Benefits		358,879.44
<b>5200 · Insurance</b>		
5220 · Health Insurance		174,384.86
5230 · Dental Insurance		13,343.87
5240 · Vision Insurance		4,000.42
5260 · Life Insurance		1,197.60
5270 · Workers' Compensation		17,802.97
5280 · Disability Insurance		298.32
Total 5200 · Insurance		211,028.04
<b>Total 'PERSONNEL RELATED EXPENSES</b>		<b>1,775,534.55</b>
<b>CAPITAL</b>		
7310 · Equipment, Furniture & Fixtures		300,717.98
7320 · Structures & Improvements		63,906.13
<b>Total CAPITAL</b>		<b>364,624.11</b>
<b>FACILITIES, GROUNDS &amp; MAINTENAN</b>		
7205 · Maintenance Contracts		9,399.37
7210 · Building Maint & Repairs		45,667.72
7220 · Landscape		22,724.79
<b>Total FACILITIES, GROUNDS &amp; MAINTENAN</b>		<b>77,791.88</b>

6:07 PM  
06/03/17  
Accrual Basis

**Altadena Library District**  
**Profit & Loss**  
July 2016 through April 2017

Jul '16 - Apr 17

<b>LIBRARY MATERIALS</b>	
6110 · Cataloging Expenses	14,435.66
6115 · Electronic Databases & Subscrip	17,658.77
6120 · Books	88,805.37
6125 · Audio CD	11,723.83
6130 · DVD's & Videogames	17,452.70
6135 · Processing of Materials	22,803.19
6140 · Periodicals	12,025.63
6150 · Downloadables	14,385.20
<b>Total LIBRARY MATERIALS</b>	<b>199,290.35</b>
<b>MISCELLANEOUS EXPENSE</b>	
7510 · Miscellaneous Expense	468.96
<b>Total MISCELLANEOUS EXPENSE</b>	<b>468.96</b>
<b>OPERATING EXPENSES</b>	
6430 · Insurance-Gen, Prop, Liab, Eq	41,467.61
6620 · Membership Dues & Subscriptions	12,719.00
6625 · Training & Education	5,602.94
6626 · Recruitment, Gifts and Memorial	6,725.03
6627 · Advertising / Marketing	21,974.72
6710 · Meetings & Travel	11,462.60
6730 · Mileage & Parking Reimbursement	362.25
6740 · Postage & Delivery	3,836.45
6745 · Banking & Service Fees	1,096.58
6746 · Payroll Fees	11,739.78
6750 · Printing & Reproduction	5,188.92
6755 · Equipment, Furniture, Fixtures	11,278.85
6765 · Janitorial Supplies	9,755.04
6770 · Operating Supplies	31,956.87
6780 · Operating Software	249.00
6790 · Hardware (Computers / Tech)	585.50
6920 · Electricity	24,678.95
6930 · Natural Gas	4,076.72
6940 · Water & Sewage	4,165.74
6950 · Refuse	3,194.03
6960 · Products for Resale	2,000.54
6970 · Equipment Lease & Rental	10,025.22
7530 · Direct Assessments/Admin Costs	27,677.23
<b>Total OPERATING EXPENSES</b>	<b>251,819.57</b>
<b>PROFESSIONAL &amp; TECHNICAL</b>	
7125 · Audit and Financial Consulting	39,162.47
7130 · Legal Fees	18,049.48
7135 · Technology Consulting	1,078.80
7140 · Architectural & Engineering	5,000.00
7145 · Collection Agency	1,020.30
7155 · Consultants - Other	25,175.20
7170 · Telecommunications	(1.55)
7175 · Internet Service	29,852.10
7180 · Technology Equipment	56,670.23
7185 · Technology Maintenance Fees	45,177.74
7190 · Website Development	360.00
<b>Total PROFESSIONAL &amp; TECHNICAL</b>	<b>221,544.77</b>

6:07 PM

## Altadena Library District

## Profit &amp; Loss

06/03/17

July 2016 through April 2017

Accrual Basis

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	Jul '16 - Apr 17
<b>PROGRAMS</b>	
6200 · Youth Services	5,847.18
6210 · Teen Services	1,909.41
6220 · Adult Services	14,442.05
6230 · Bob Lucas Branch Services	1,108.50
6240 · Literacy Services	84.35
<b>Total PROGRAMS</b>	23,391.49
<b>Total Expense</b>	2,914,465.68
<b>Net Ordinary Income</b>	(131,873.06)
<b>Net Income</b>	<u>(131,873.06)</u>



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

## MINUTES

### Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

May 22, 2017 – 5:07 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  
 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 McMullins, seconded by McDonald, Adopted.**

#### 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:

**Director Kittay noted that Tina Wallin submitted her resignation as Finance Director, effective May 12, 2017.**

#### 6. FINANCIAL REPORTS

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

**Director Kittay presented the March financials. She also noted that the District has contracted with a new financial consultant who was recommended by the Districts' Auditor and who has vast experience working with Special Districts and Governments in California.**

**Recommended Action:** The Board of Library Trustees hereby receives and files the Financial Reports.  
 Moved by McDonald, Seconded by McMullins.

#### 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

**Director Kittay noted that because the main library was closed for all of April there were limited statistics to report and the June reports would include April and May statistics.**

**Moved by McDonald. Seconded by McMullins. Approved.**

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 presented gifts, a book bag, T-shirt and special edition water bottle, to the trustees in honor of the Library's 50<sup>th</sup> anniversary.

The District received payment from HUD for the shelving which was approximately \$250,000 and the final draw of HUD funds, taking is to 100% utilization of the grant, would happen in the next few weeks.

It was noted that the Library was still awaiting the arrival of some of the Children's furniture and that staff were continuing to work on small projects in relation to the renovation but that the library opened on time and under budget.

The District received notification of a grant award from the Tournament of Roses foundation for second Saturday concerts in the amount of \$5,500.

The Director reminded the Board of the upcoming Friends of the Library annual meeting.

Director Kittay announced that Passports passed their annual oversight review, and that starting on June 1<sup>st</sup> they would be expanding their hours by opening up at 9 a.m. instead of at 10a.m. She noted that the report was 100% with no areas of concern and her appreciation for the hard work and dedication of the passports staff.

Director Kittay introduced Melissa Aldama who spoke about some of the initiatives that she is working on after completing the Harwood educational process and assisting with the community conversations and Town Hall. These included: a guest art curator program, a web-based digital reference library and a book bike. Melissa also noted that she had been working with the Summer Reading committee and had procured some sponsorships for the program. Melissa also expressed her appreciation of the Director and her willingness to allow staff to create and try new programs and ideas.

Director Kittay introduced Trustee Zambrano to update the Board about the upcoming June 10<sup>th</sup> Grand Re-Opening event. Trustee Zambrano updated the Board and asked the Board to commit to attending the event on June 10<sup>th</sup> for dedicated time slots.

10. **OLD BUSINESS**

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

**Director Kittay noted that there were no major updates in HR beyond the written report by HRNETwork.**

- b) Overview of Community Conversations, Town Hall and Final Report (**INFORMATION**)

**Director Kittay introduced Brian Biery, the consultant for the Community Conversations process, who spoke briefly about options for next steps going forward, and asked the trustees for input on the final report and priority areas they thought the district should focus on.**

**There was discussion about focus areas and what the Library may or may not want to work on based on the overall results and priority areas. Trustee McDonald noted that he felt information sharing was an important area to prioritize, and Trustee McMullins believed that having meetings with elected officials and others in the community was an important initiative.**



The Director discussed using the report to create a new Strategic Plan for the Library and bringing together the community and stakeholders to help with future planning. It was suggested that a separate working meeting be held to start this discovery process and/or a subcommittee be created. It was agreed that a separate meeting to go over the Final Report and create next steps for the Library District would be arranged.

- c) Review new Library Board of Trustees Handbook and Discuss Training Requirements and Board on-site Trainings and Retreats (**DISCUSSION/ACTION**)  
Annual Board(s) retreats were discussed and determined they should be continued. Further discussion about specific training for the Board of Trustees was deferred to a future meeting.
- d) Joint meeting of FOAL and Board of Trustees Update (**INFORMATION**)  
It was noted that this meeting will take place on July 29<sup>th</sup>, and will be off-site. The purpose of this meeting will be to discuss the direction of Library's, their support groups and Boards and to discuss challenges here at the Altadena Library District so that an M.O.U could be created between the Friends and the Library and the District.

#### 11. **NEW BUSINESS**

- a) Presentation of Budget Draft FY 17/18 Budget (**DISCUSSION/ACTION**)  
Trustee Bershatsky noted that both himself and Trustee McDonald had not had a chance to review the draft budget and they removed it from the agenda.  
The Director requested that the Board provide some direction to staff so that they could move forward with the creation of a final budget. It was determined that the budget sub-committee would meet to discuss the budget and have a budget prepared to present to the board at the June meeting.

There was a brief discussion regarding the Library moving to a new ILS. It was noted that the projected savings from moving to a new open source (KOHA) ILS was not reflected in the budget. Trustee McDonald suggested that the district should not rush the process for the purpose of saving financially. Director Kittay noted that I.T. Manager Christopher Kellermeyer had already been working on this process for quite some time. Christopher Kellermeyer, IT Manager, reported that everything was ready to go and the district was on track to switch over to the new system, pending staff input. It was determined that the Board would leave the decision to Staff.

- 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**)  
Moved by McDonald. Seconded by McMullins. Approved with a vote of four (4) Ayes.

#### 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**

The Trustees all thanked staff and administration for their hard work, and Trustee McMullins noted that the Library looked outstanding.

#### 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 7:09 p.m.**

# Statistics for FY 2016/17

7B

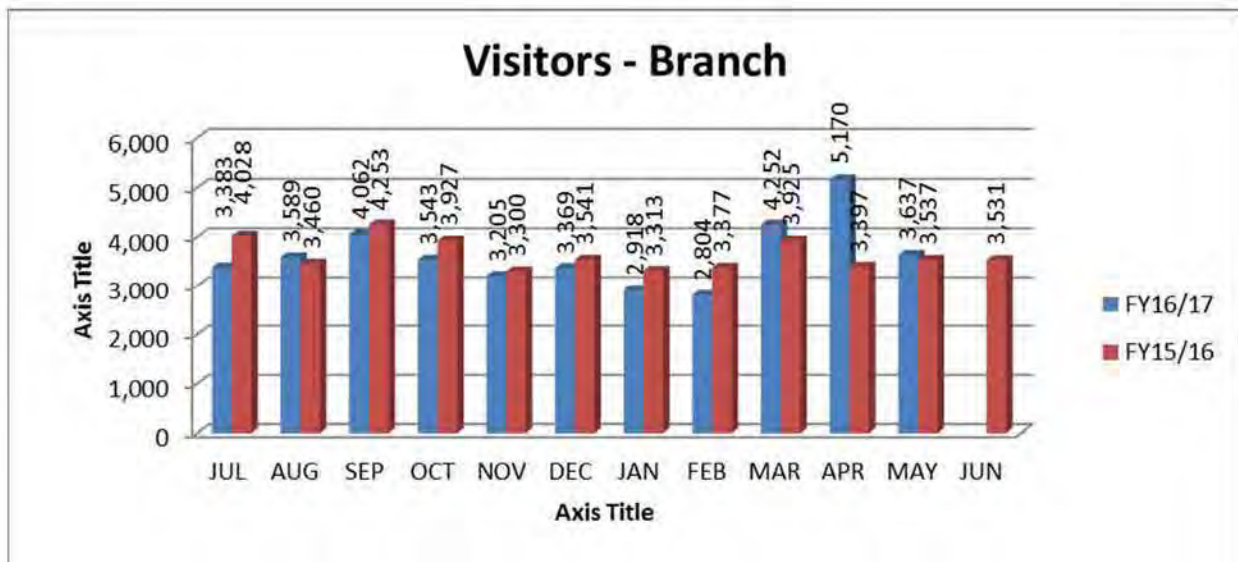
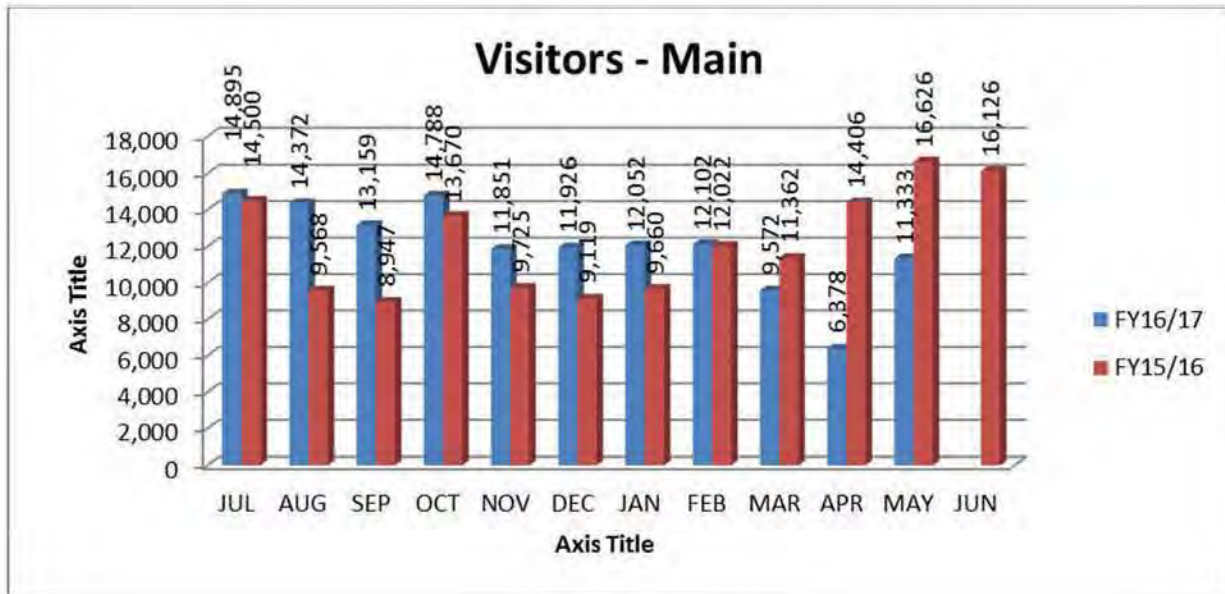
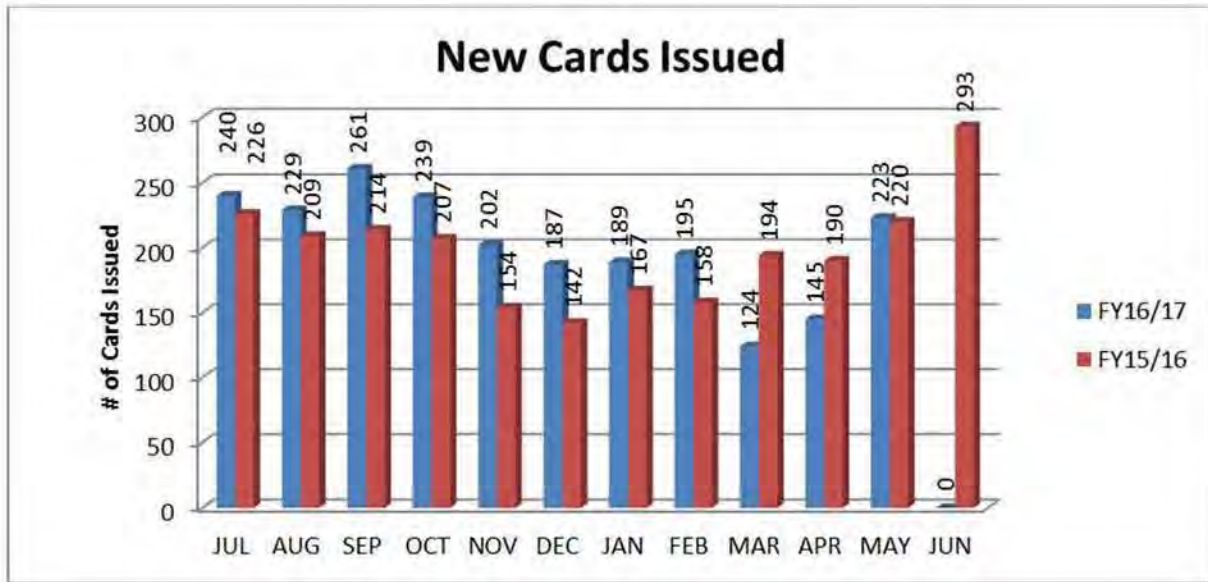
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
<b>Circulation - Main*</b>													
FY15/16	17,903	16,499	16,371	17,671	16,623	15,024	16,073	16,335	17,705	16,435	15,519	17,498	182,158
FY16/17	17,367	17,252	16,008	16,383	15,592	15,615	16,474	15,695	9,698	2,770	12,279		155,133
% Change	-3%	5%	-2%	-7%	-6%	4%	2%	-4%	-45%	-83%	-21%	-100%	-15%
Self-Check	4175	4142	3679	3753	3282	3061	3629	3669	1456	-	7188		
<b>Circulation - Branch</b>													
FY15/16	1,281	933	955	994	939	942	999	995	1,106	1,059	1103	1,112	11,306
FY16/17	1,291	1,182	1,166	1,168	947	1,073	1,097	974	2,086	2,927	2086		15,997
% Change	1%	27%	22%	18%	1%	14%	10%	-2%	89%	176%	89%	-100%	41%
<b>TOTALS</b>													
FY 15/16	19,184	17,432	17,326	18,665	17,562	15,966	17,072	17,330	18,811	17,494	16,622	18,610	193,464
FY 16/17	18,658	18,434	17,174	17,551	16,539	16,688	17,571	16,669	11,784	5,697	14,365	0	171,130
% Change	-3%	6%	-1%	-6%	-6%	5%	3%	-4%	-37%	-67%	-14%	-100%	-12%
<b>Visitors - Main OLD COUNTER DOUBLED ITS NUMBERS!</b>													
FY15/16	14,500	9,568	8,947	13,670	9,725	9,119	9,660	12,022	11,362	14,406	16,626	16,126	129,605
FY16/17	14,895	14,372	13,159	14,788	11,851	11,926	12,052	12,102	9,572	6,378	11,333		132,428
% Change	3%	50%	47%	8%	22%	31%	25%	1%	-16%	-56%	-32%	-100%	2%
<b>Visitors - Branch</b>													
FY15/16	4,028	3,460	4,253	3,927	3,300	3,541	3,313	3,377	3,925	3,397	3,537	3,531	40,058
FY16/17	3,383	3,589	4,062	3,543	3,205	3,369	2,918	2,804	4,252	5,170	3,637		39,932
% Change	-16%	4%	-4%	-10%	-3%	-5%	-12%	-17%	8%	52%	3%	-100%	0%
TOTAL VISITORS	18,278	17,961	17,221	18,331	15,056	15,295	14,970	14,906	13,824	11,548	14,970	-	172,360
<b>Days Open - Main</b>													
FY15/16	26	26	25	27	22	24	24	24	27	26	25	26	276
FY16/17	25	27	25	25	23	24	25	23	10	0	26		233
% Change	-4%	4%	0%	-7%	5%	0%	4%	-4%	-63%	-100%	4%	-100%	-16%
<b>Days Open - Branch</b>													
FY15/16	23	21	21	21	18	21	19	20	23	21	21	22	229
FY16/17	20	23	21	20	19	20	20	19.5	27	27	22		238.5
% Change	-13%	10%	0%	-5%	6%	-5%	5%	-3%	17%	29%	5%	-100%	4%
<b>Registrations - Main</b>													
FY15/16	208	189	191	188	141	126	161	140	177	164	187	274	1,872
FY16/17	223	202	234	215	188	166	175	175	101	113	209		2,001
% Change	7%	7%	23%	14%	33%	32%	9%	25%	-43%	-31%	12%	-100%	7%
<b>Registration - Branch</b>													
FY15/16	18	20	23	19	13	16	6	18	17	26	33	19	209
FY16/17	17	27	27	24	14	21	14	20	23	32	14		233
% Change	-6%	35%	17%	26%	8%	31%	133%	11%	35%	23%	-58%	-100%	11%
<b>Registration - Total</b>													
FY15/16	226	209	214	207	154	142	167	158	194	190	220	293	2,081
FY16/17	240	229	261	239	202	187	189	195	124	145	223	0	2,234
% Change	6%	10%	22%	15%	31%	32%	13%	23%	-36%	-24%	1%	-100%	7%
<b>Reserves - Main</b>													
FY15/16	175	224	187	238	248	201	221	234	274	389	330	375	2,721
FY16/17	312	316	396	403	405	413	294	407	289	235	325		3,795
% Change	78%	41%	112%	69%	63%	105%	33%	74%	5%	-40%	-2%	-100%	39%
<b>ILL Lent (Main)</b>													
FY15/16	32	39	40	51	35	42	46	48	46	42	48	48	469
FY16/17	48	10	40	30	44	34	35	57	14	0	42		354
% Change	50%	-74%	0%	-41%	26%	-19%	-24%	19%	-70%	-100%	-13%	-100%	-25%
<b>ILL Borrowed (Main)</b>													
FY15/16	28	22	32	25	28	15	27	19	28	22	23	23	269
FY16/17	24	23	42	25	39	14	77	28	25	14	38		349
% Change	-14%	5%	31%	0%	39%	-7%	185%	47%	-11%	-36%	65%	-100%	30%
<b>Inter Library Loan - Branch</b>													
FY15/16	5	0	3	8			6	7	4	5	7	7	51

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
FY16/17	5	1	5	4	7	5	5	5	4	5	6	9	52
% Change	0%		67%	-50%	17%		-17%	-29%	0%	0%	-14%	-100%	2%
<b>Community Room Events (Non-Library)</b>													
FY15/16	8	11	14	11	9	6	6	9	8	5	8	9	95
FY16/17	6	10	7	6	11	6	6	9	6	6	9		82
% Change	-25%	-9%	-50%	-45%	22%	0%	0%	0%	-25%	20%	13%	-100%	-14%
<b>Community Room Attendance (Non-Library)</b>													
FY15/16	67	85	197	178	226	48	102	132	77	70	139	119	1,321
FY16/17	75	134	81	67	115	125	90	200	50	77	105		1,119
% Change	12%	58%	-59%	-62%	-49%	160%	-12%	52%	-35%	10%	-24%	-100%	-15%
<b>Adult Reference Questions</b>													
FY15/16	475	430	287	260	212	195	104	196	210	130	158	145	2,657
FY16/17	114	119	107	115	71	88	79	226	75	12	0	96	1,102
% Change	-76%	-72%	-63%	-56%	-67%	-55%	-24%	15%	-64%	-91%	-100%	-34%	-59%
<b>Children's Services Reference Questions</b>													
FY15/16	1052	567	569	611	446	422	582	601	735	679	550	917	6,814
FY16/17	749	568	548	589	566	569	300	300	62	0	151		4,402
% Change	-29%	0%	-4%	-4%	27%	35%	-48%	-50%	-92%	-100%	-73%	-100%	-35%
<b>Branch Services Reference Questions</b>													
FY15/16	75	66	88	74	57	67	52	63	81	68	67	41	758
FY16/17	58	74	61	35	44	47	42	44	95	92	62		654
% Change	-23%	12%	-31%	-53%	-23%	-30%	-19%	-30%	17%	35%	-7%	-100%	-14%
<b>Adult Public Computer Usage</b>													
FY15/16	2,313	2,167	1,979	2,218	1,703	576	1,779	1,803	2,003	1,585	1,900	1,915	20,026
FY16/17	2,213	2,221	3,928	2,226	1,751	1,575	1,650	1,651	1,380	0	1,709		20,304
% Change	-4%	2%	98%	0%	3%	173%	-7%	-8%	-31%	-100%	-10%	-100%	1%
<b>Children's Services Public Computer Usage</b>													
FY15/16	605	671	549	306	467	236	141	234	488	520	488	829	4,705
FY16/17	742	840	555	584	599	581	155	525	309	0	495		5,385
% Change	23%	25%	1%	91%	28%	146%	10%	124%	-37%	-100%	1%	-100%	14%
<b>Branch Services Public Computer Usage</b>													
FY15/16	729	681	726	801	608	662	544	541	652	621	751	775	7,316
FY16/17	627	763	883	812	849	795	750	698	702	1240	1025		9,144
% Change	-14%	12%	22%	1%	40%	20%	38%	29%	8%	100%	36%	-100%	25%
													32,047
													34,833
<b>Main PC Usage Wireless</b>													
FY15/16	2,658	2,760	2,841	2,976	2,751	2,765	2,873	3,257	3,725	4,004	5,376	4,939	35,986
FY16/17	4,888	5,023	4,918	5,532	5,427	5,041	5,015	5,341	2,814	2,256	5,204		51,459
%Change	84%	82%	73%	86%	97%	82%	75%	64%	-24%	-44%	-3%	-100%	43%
<b>Branch PC Usage Wireless</b>													
FY15/16	1,297	1,252	1,401	1,441	1,341	1,461	1,295	1,385	1,186	1,373	1,452	1,394	14,884
FY16/17	1,146	1,178	1,145	1,301	1,277	1,055	1,049	1,182	1,322	1,678	1,651		13,984
% Change	-12%	-6%	-18%	-10%	-5%	-28%	-19%	-15%	11%	22%	14%	-100%	-6%
<b>Collection Size</b>													
FY15/16													
FY16/17		90,380	90,760	99,498	100,780	97,703	96,935	94,435	92,893		81,473		
% Change													
<b>Items Added</b>													
FY15/16	1730	928	1605	1068	963	1300	705	1048	1286	967	908	1284	12,508
FY16/17	941	993	1178	845	580	843	417	791	1189	667	888		9,332
% Change	-46%	7%	-27%	-21%	-40%	-35%	-41%	-25%	-8%	-31%	-2%	-100%	-25%
<b>Adult Programs</b>													
FY15/16	5	2	2	10	5	2	2	7	7	8	4	9	54
FY16/17	5	5	8	7	3	4	4	6	3	6	5		56
% Change	0%	150%	300%	-30%	-40%	100%	100%	-14%	-57%	-25%	25%	-100%	4%
<b>Adult Programs - Attendance</b>													
FY15/16	176	104	33	390	514	145	128	275	235	392	943	469	3,335
FY16/17	141	115	151	467	405	405	271	330	195	440	983		3,728
% Change	-20%	11%	358%	20%	-55%	179%	112%	20%	-17%	12%	4%	-100%	12%

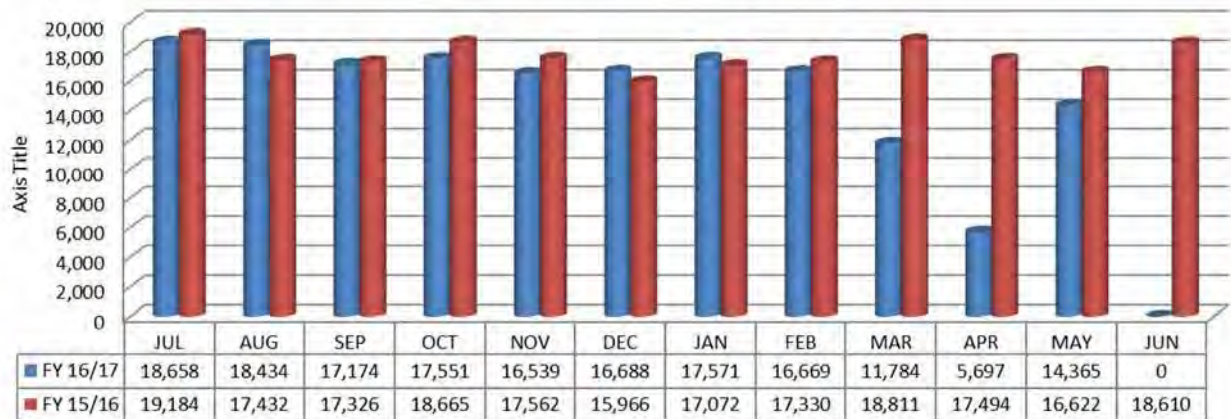
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
<b>Young Adult Programs</b>													
FY15/16	7	1	6	9	6	2	4	3	3	6	5	12	52
FY16/17	10	1	1	0	3	2	5	18	9	5	6		60
% Change	43%	0%	-83%	-100%	-50%	0%	25%	500%	200%	-17%	20%	-100%	15%
<b>Young Adult Program Attendance</b>													
FY15/16	152	13	136	117	65	45	109	41	58	85	65	192	886
FY16/17	162	5	4	0	50	19	58	292	88	114	65		857
% Change	7%	-62%	-97%	-100%	-23%	-58%	-47%	612%	52%	34%	0%	-100%	-3%
<b>Children's Services Programs Offered</b>													
FY15/16	21	8	17	23	19	12	14	17	25	23	15	18	194
FY16/17	18	1	19	23	18	16	15	21	22	27	28		208
% Change	-14%	-88%	12%	0%	-5%	33%	7%	24%	-12%	17%	87%	-100%	7%
<b>Children's Services Program Attendance</b>													
FY15/16	1,097	418	527	781	401	389	428	472	554	507	368	820	5,942
FY16/17	740	5	475	564	608	368	258	384	354	516	496		4,768
% Change	-33%	-99%	-10%	-28%	52%	-5%	-40%	-19%	-36%	2%	35%	-100%	-20%
<b>Branch Services Programs Offered</b>													
FY15/16	8	2	2	2	2	3	2	2	2	2	2	4	29
FY16/17	5	0	0	6	2	2	2	5	0		1		23
% Change	-38%	-100%	-100%	200%	0%	-33%	0%	150%	-100%	-100%	-50%	-100%	-21%
<b>Branch Services Program Attendance</b>													
FY15/16	205	32	44	35	40	54	52	44	42	33	26	209	607
FY16/17	142	0	0	100	27	56	35	71	0		25		456
% Change	-31%	-100%	-100%	186%	-33%	4%	-33%	61%	-100%	-100%	-4%	-100%	-25%
<b>Children's Services Class Visits</b>													
FY15/16	12	9	12	12	11	7	10	9	8	10	11	11	111
FY16/17	10	8	7	8	6	2	5	3	9	2	5		65
% Change	-17%	-11%	-42%	-33%	-45%	-71%	-50%	-67%	13%	-80%	-55%	-100%	-41%
<b>Children's Services Classroom Visits Attendance</b>													
FY15/16	235	145	206	193	166	117	131	201	12	151	210	210	1,767
FY16/17	158	104	109	161	133	62	62	80	256	88	411		1,624
% Change	-33%	-28%	-47%	-17%	-20%	-47%	-53%	-60%	2033%	-42%	96%	-100%	-8%
<b>Branch Services Class Visits</b>													
FY15/16	0	0	0	0	0	0	0	0	3	2	0	1	5
FY16/17	0	0	0	0	1	2	1	0	3	4	0	0	11
% Change			n/a						0%	100%		100%	120%
<b>Branch Services Class Visits - Attendance</b>													
FY15/16	0	0	0	0	0	0	0	0	78	56	0	20	134
FY16/17	0	0	0	0	25	53	26	0	78	72	0	0	254
% Change			n/a						0%	29%		#DIV/0!	90%
<b>Branch Services - Literacy Tutor Sessions Offered</b>													
FY15/16	61	58	72	58	38	44	40	53	60	55	63	54	602
FY16/17	32	55	62	79	90	66	66	61	60	68	65		704
% Change	-48%	-5%	-14%	36%	137%	50%	65%	15%	0%	24%	3%	-100%	17%
<b>Branch Services Literacy Tutor Sessions Attendance</b>													
FY15/16	204	176	210	185	147	138	98	133	219	200	192	164	1,902
FY16/17	126	140	202	244	246	216	198	192	179	211	193		2,147
% Change	-38%	-20%	-4%	32%	67%	57%	102%	44%	-18%	6%	1%	-100%	13%
<b>Branch Services Literacy Tutor Hours offered</b>													
FY15/16	78.75	91.75	100.75	52.5	51.25	38.75	44	80	82.75	81.5	89	57.75	791
FY16/17	27.5	27	75.5	99	90	85.5	84.5	78.5	70	87.5	77		802
% Change	-65%	-71%	-25%	89%	76%	121%	92%	-2%	-15%	7%	-13%	-100%	1%
<b>Branch Services Literacy - Volunteer Hours</b>													
FY15/16	83.75	95	20	7.5	20	15	12	15	12	8	6	12.75	294
FY16/17	11.25	30.5	21.5	133	129	104.5	118	113	33.5	83.5	108.5		886
% Change	-87%	-68%	8%	1673%	545%	597%	883%	653%	179%	944%	1708%	-100%	201%
<b>Adult Volunteers</b>													
FY15/16	1	1	1	1	1	1	3	3	1	2	10	1	25
FY16/17	3	4	1	2	1	1	2	6	5	0	25		50
% Change	200%	300%	0%	100%	0%	0%	-33%	100%	400%	-100%	150%	-100%	100%

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	7 <sup>B</sup> TOTAL
<b>Adult Volunteer Hours</b>													
FY15/16	25.45	44.5	22.5	31	17	24	36	76	48.5	38	113	27.5	476
FY16/17	38	67	13	24	18	30	29	25	15	0	231		490
% Change	49%	51%	-42%	-23%	6%	25%	-19%	-67%	-69%	-100%	104%	-100%	3%
<b>Young Adult Volunteers</b>													
FY15/16	11	7	16	12	10	9	12	13	16	15	18	16	139
FY16/17	11	0	0	0	20	8	3	5	4	4	48		103
% Change	0%	-100%	-100%	-100%	100%	-11%	-75%	-62%	-75%	-73%	167%	-100%	-26%
<b>Young Adult Volunteer Hours</b>													
FY15/16	60.25	28	117.75	91.5	46.25	31.75	50	36	78.25	75.25	96.5	176	712
FY16/17	52.25	0	0	0	27.5	23	19	13.25	6	9.25	240		390
% Change	-13%	-100%	-100%	-100%	-41%	-28%	-62%	-63%	-92%	-88%	149%	-100%	-45%
<b>Children's Services Volunteers</b>													
FY15/16	5	2	2	4	3	0	0	0	0	0	0	0	16
FY16/17	0	0	0	0	0	0	0	0	0	0	0	0	0
% Change	-100%	-100%	-100%	-100%	-100%								-100%
<b>Children's Services Volunteer Hours</b>													
FY15/16	20.75	7	5	22.25	8.25	0	0	0	0	0	0	0	63
FY16/17	0	0	0	0	0	0	0	0	0	0	0	0	0
% Change	-100%	-100%	-100%	-100%	-100%								-100%
<b>Branch Volunteer Hours</b>													
FY15/16													0
FY16/17	26												26
% Change													
<b>Ebsco Databases</b>													
FY15/16													0
FY16/17				28	13	11	7	13	24	4	55		155
% Change													
<b>Novelist</b>													
FY15/16													0
FY16/17			5	2	4		4	12	6	5	2		40
% Change													
<b>BrainFuse -Tutor Service</b>													
FY15/16	16	53	109	114	161	108	116	183	67	150	217	127	1,294
FY16/17	76	104	287	159	78	22	87	155	129	499	527		2,123
% Change	375%	96%	163%	39%	-52%	-80%	-25%	-15%	93%	233%	143%	-100%	64%
<b>Flipster (Searches)</b>													
FY15/16													0
FY16/17	125	94	80	2	1	3	80	72	66	58	85		666
% Change													
<b>Tumblebooks</b>													
FY15/16	20		97	27	19	14		6	2	30		2	215
FY16/17	79	1	10	27	5	11	93	0	8	30	2		266
% Change	295%		-90%	0%	-74%	-21%		-100%	300%	0%		-100%	24%
<b>Passports</b>													
FY15/16	178	171	167	190	147	122	206	204	248	258	221	237	2,112
FY16/17	209	208	179	208	162	138	216	197	237	212	262		2,228
% Change	17%	22%	7%	9%	10%	13%	5%	-3%	-4%	-18%	19%	-100%	5%
<b>Passport Photos</b>													
FY15/16	123	121	102	124	117	94	117	159	192	197	158	168	1,504
FY16/17	156	166	119	170	120	101	155	112	42	47	149		1,337
% Change	27%	37%	17%	37%	3%	7%	32%	-30%	-78%	-76%	-6%	-100%	-11%
<b>Notary Service</b>													
FY15/16	3	0	12	17	8	7	8	1	7	5	8	1	76
FY16/17	8	10	4	7	6	4	5	6	0	0	3		53
% Change	167%		-67%	-59%	-25%	-43%	-38%	500%	-100%	-100%	-63%	-100%	-30%
<b>*includes downloadables</b>													
*Literacy volunteer hours are up as they have been incorrectly reported before, I believe. Edward had been recording only prep hours as volunteer hours but volunteers hours should be instructional hrs. plus prep hours which is the way it is on the CLLS annual report.													
Main Closed on April 13th for renovation and reopened on May 1st.													

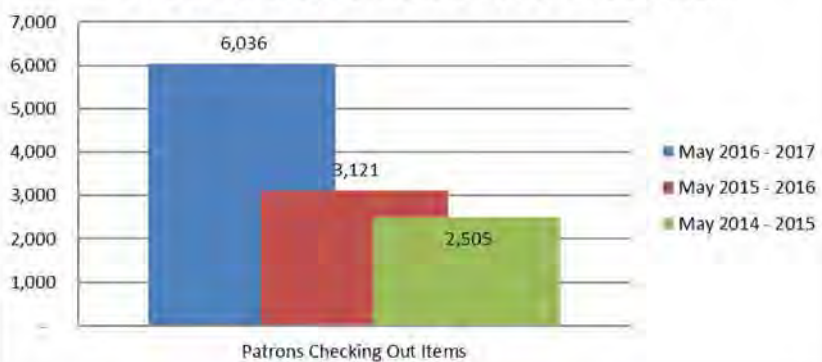
Statistical Graphs for the Month of May 2017



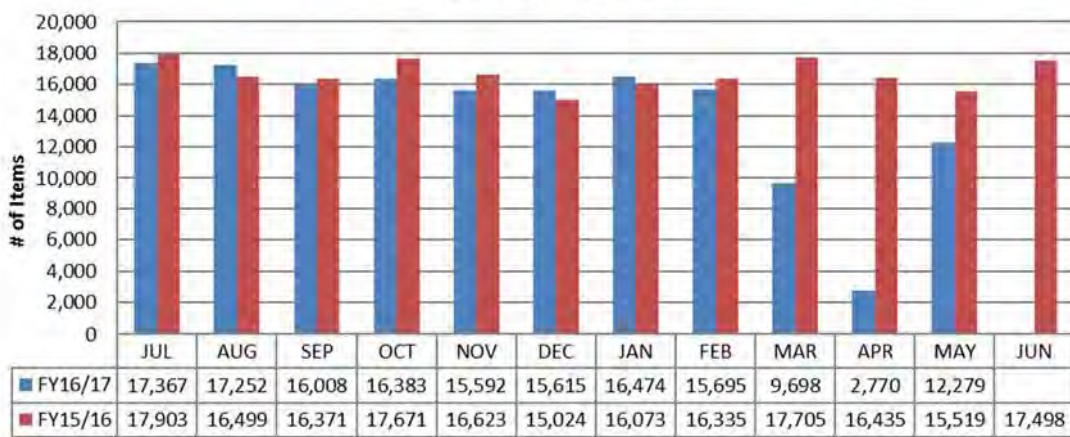
### Items Checked Out 16/17 vs 15/16 YTD



### # Of Cardholders Who Checked Out an Item

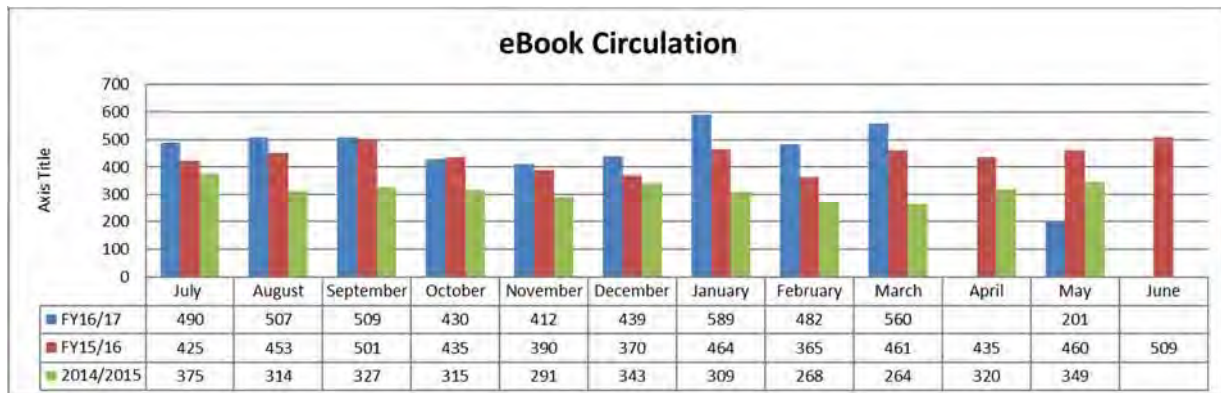
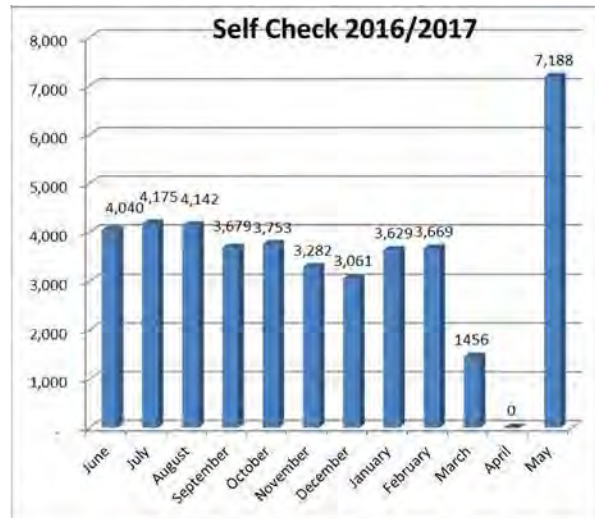


### Circulation Main



### Circulation Branch





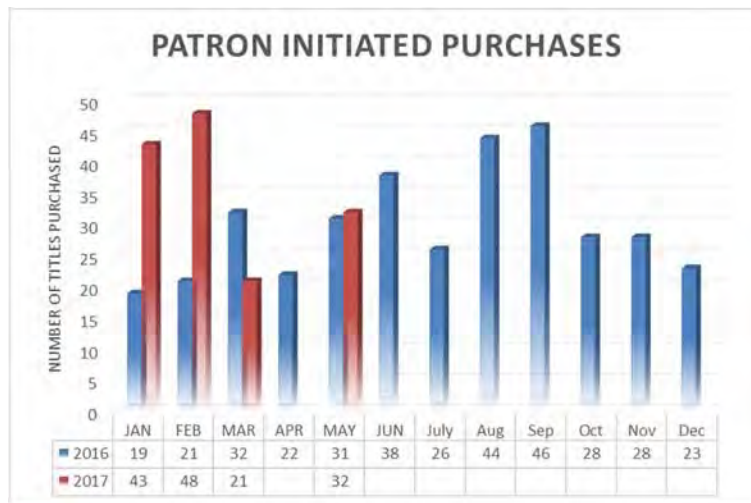
CIRCULATION (CHECKOUT) STATISTICS						
ALL LOCATIONS						
	May 17		Change vs		Actual #	
P TYPE	PERCENT	QTY	Apr 17	May 16	Apr 17	May 16
Adult	76.3%	10647	165.2%	-17.8%	4014	12950
Juvenile	16.7%	2336	229.9%	4.8%	708	2230
Staff	3.0%	417	31.5%	-33.7%	317	629
Student	0.3%	40	135.3%	0.0%	17	0
Trustee	0.0%	5	0.0%	66.7%	0	3
Teacher Loan	2.1%	299	39.7%	43.8%	214	208
Teen	1.5%	204	787.0%	43.7%	23	142
Total	100.0%	13948	163.5%	-13.7%	5293	16162

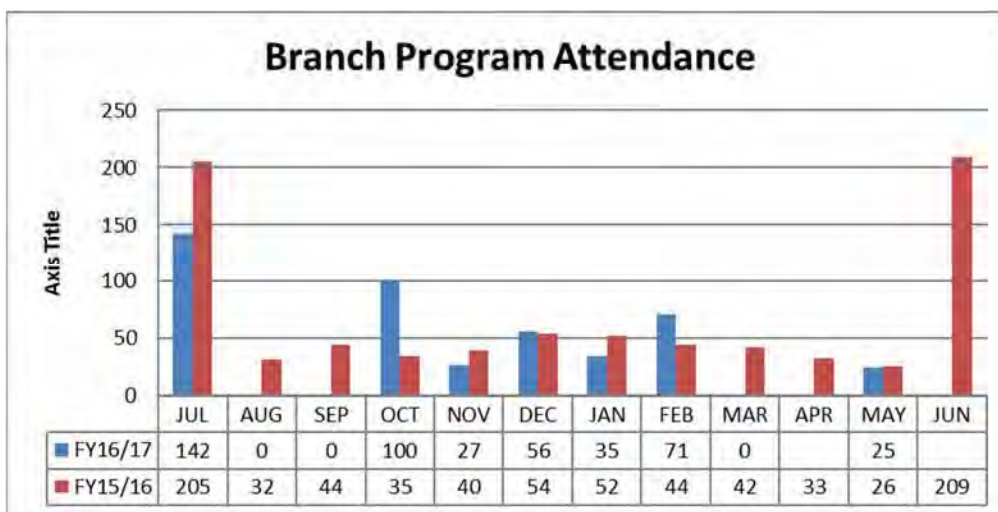
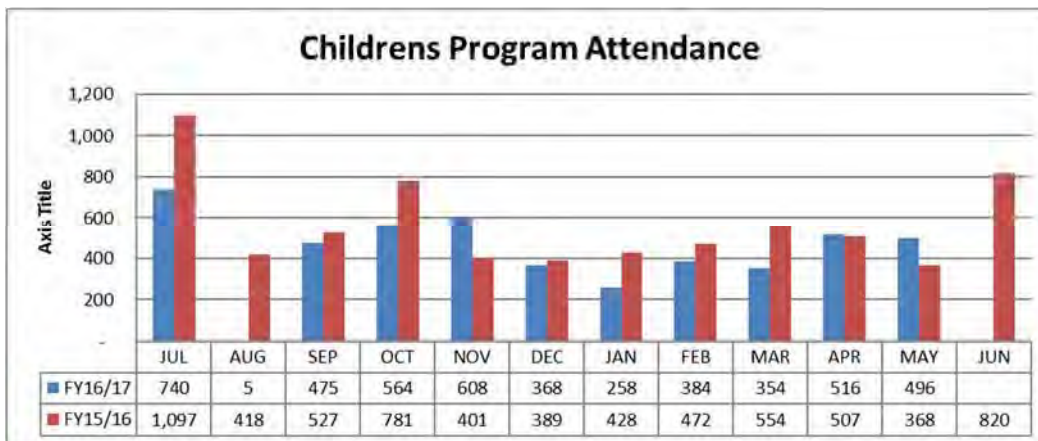
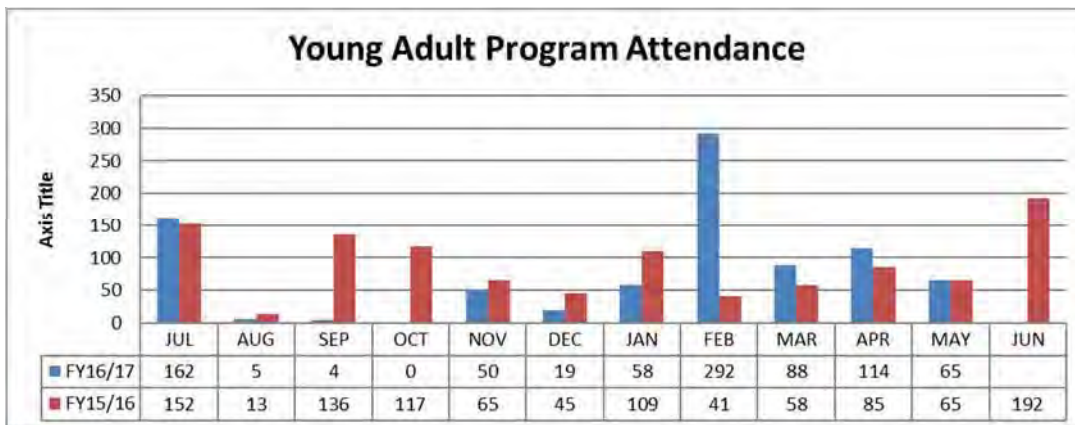
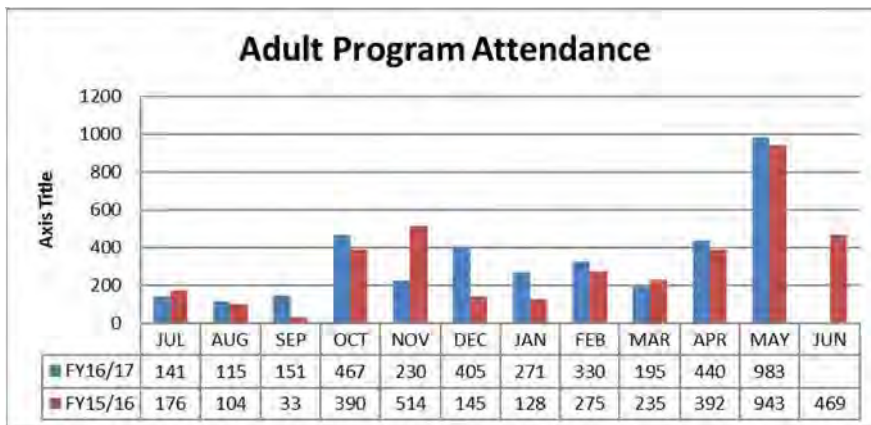
CIRCULATION (CHECKOUT) STATISTICS						
Main Library						
	May 17		Change vs		Actual #	
P TYPE	PERCENT	QTY	Apr 17	May 16	Apr 17	May 16
Adult	76.3%	9220	465.3%	-17.4%	1631	11156
Juvenile	16.2%	1956	1239.7%	3.2%	146	1896
Staff	3.2%	385	38.0%	-30.3%	279	552
Student	0.2%	28	115.4%	0.0%	13	0
Trustee	0.0%	4	0.0%	33.3%	0	3
Teacher Loan	2.4%	287	108.0%	41.4%	138	203
Teen	1.6%	198	2728.6%	67.8%	7	118
Total	100.0%	12078	445.5%	-13.3%	2214	13928

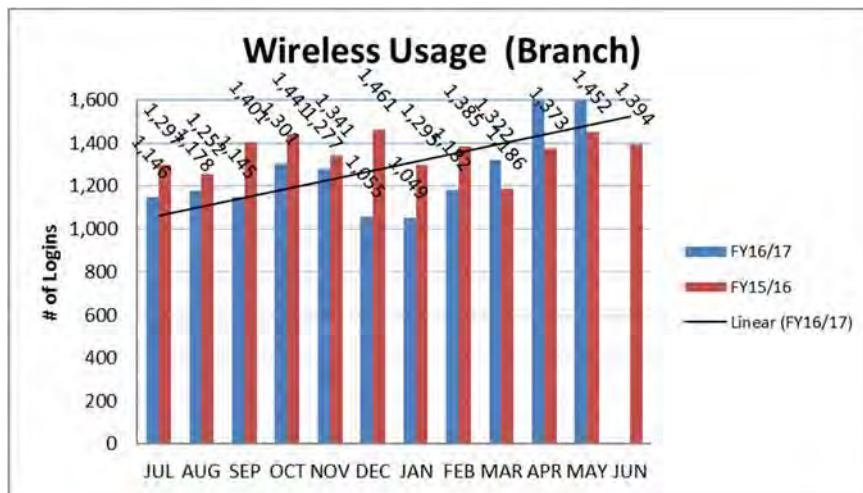
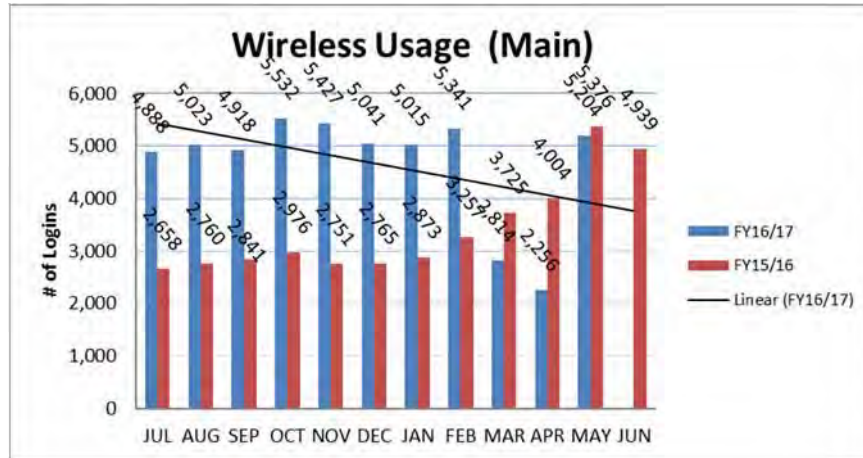
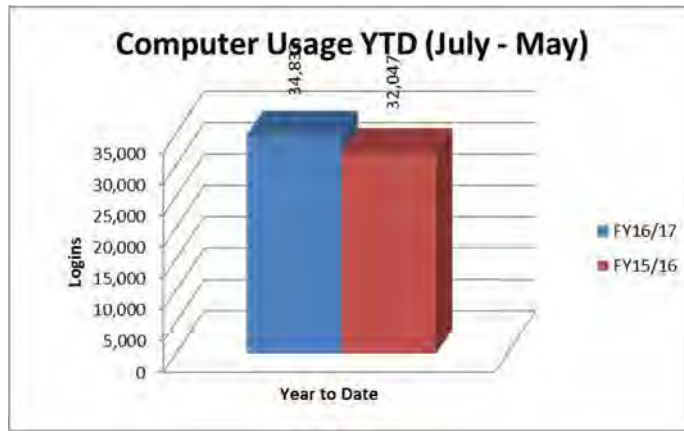


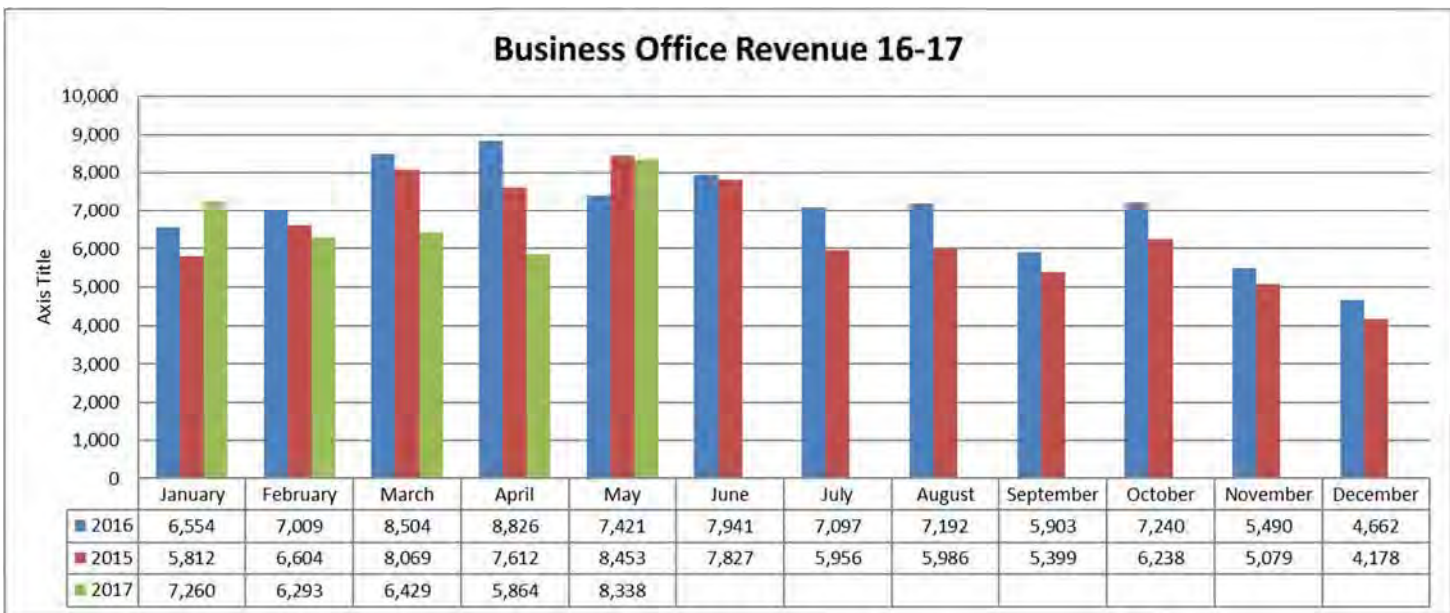
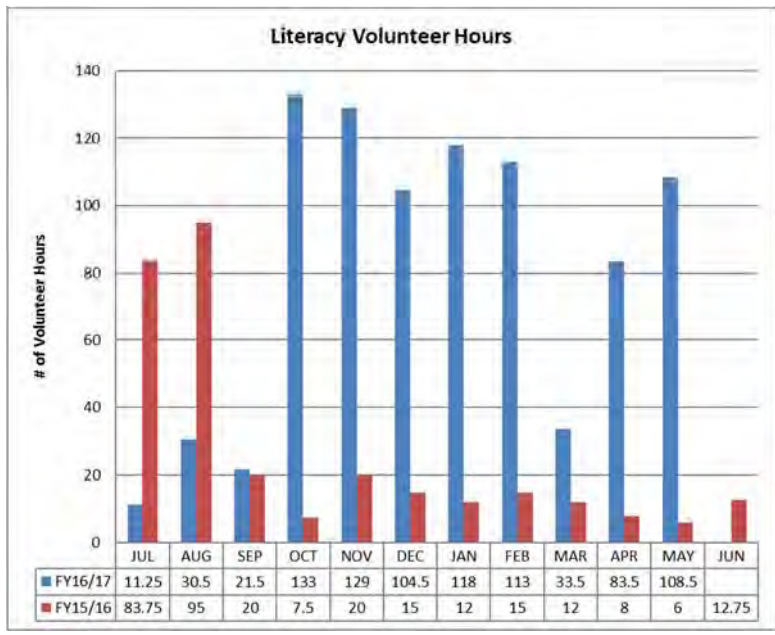
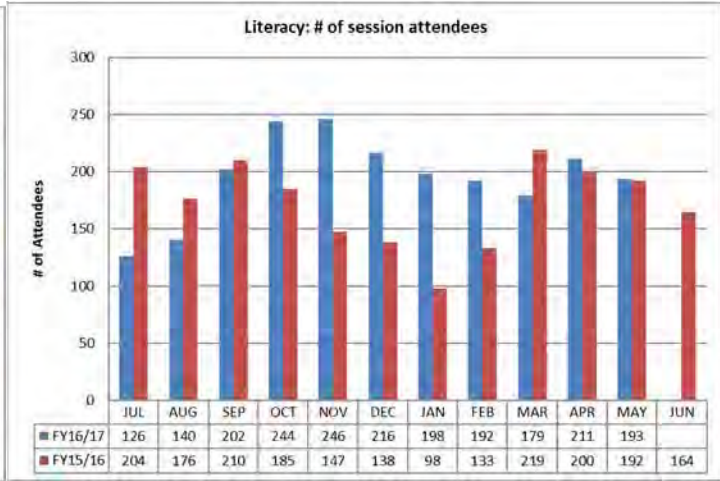
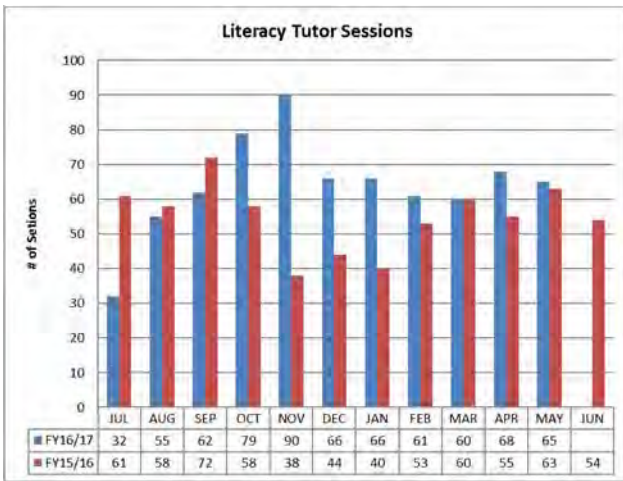
CIRCULATION (CHECKOUT) STATISTICS						
Branch Library						
P TYPE	May 17		Change vs		Actual #	
	PERCENT	QTY	Apr 17	May 16	Apr 17	May 16
Adult	77.0%	1359	-39.9%	61.6%	2262	841
Juvenile	20.0%	353	-33.8%	120.6%	533	160
Staff	1.6%	28	12.0%	-57.6%	25	66
Student	0.7%	12	200.0%	0.0%	4	0
Trustee	0.1%	1	0.0%	0.0%	0	0
Teacher Loan	0.3%	6	-91.8%	500.0%	73	1
Teen	0.3%	6	-62.5%	-72.7%	16	22
<b>Total</b>	<b>100.0%</b>	<b>1765</b>	<b>-39.4%</b>	<b>61.9%</b>	<b>2913</b>	<b>1090</b>

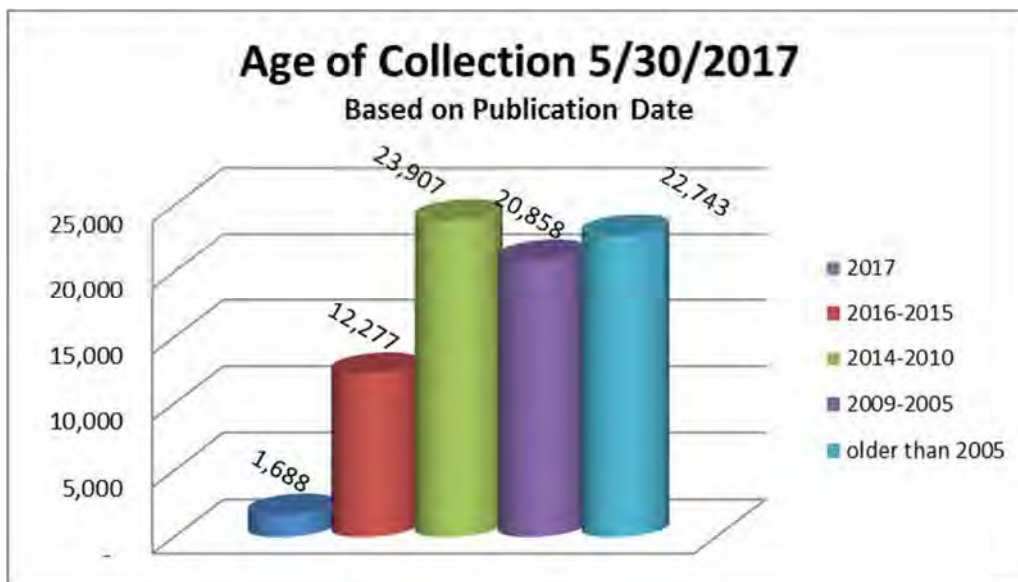
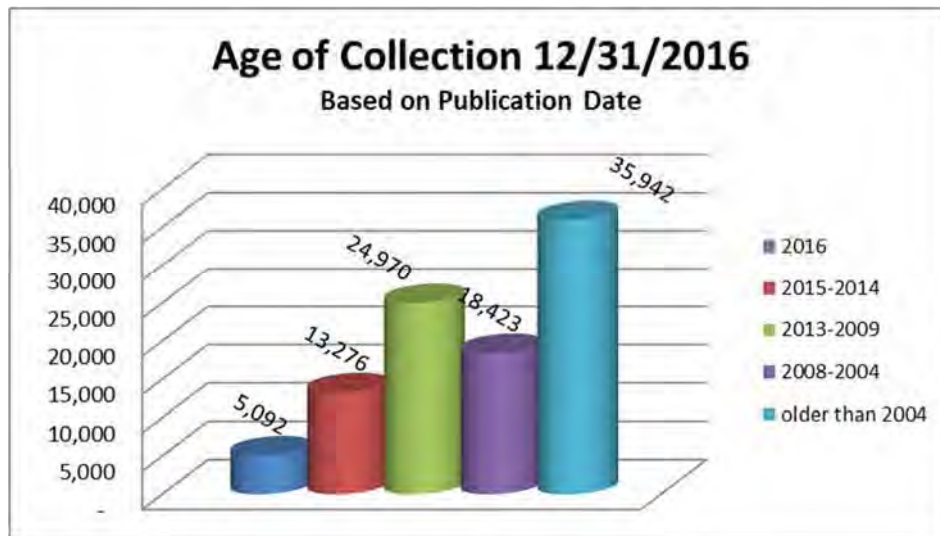
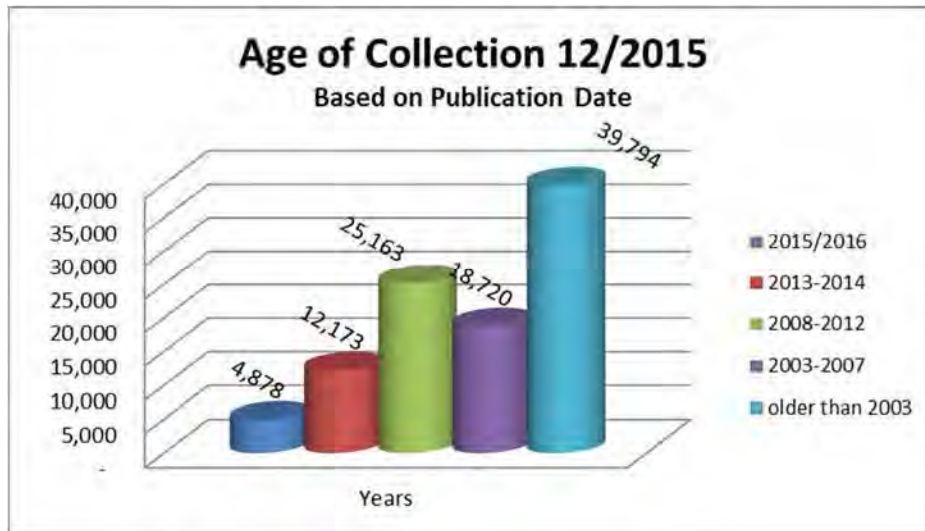
CIRCULATION (CHECKOUT) STATISTICS						
ALL LOCATIONS						
I TYPE	May 17		Change vs		Actual #	
	PERCENT	QTY	Apr 17	May 16	Apr 17	May 16
Book	61.3%	8554	155.1%	-18.7%	3353	10521
Sound Disc	5.2%	728	300.0%	-42.3%	182	1262
DVD	26.2%	3658	167.2%	-3.6%	1369	3796
Kit	0.4%	53	1225.0%	6.0%	4	50
Serial	1.7%	234	654.8%	12.0%	31	209
Blu-ray Disc	0.0%	4	0.0%	0.0%	0	0
Video Games	1.9%	266	3700.0%	322.2%	7	63
14	0.1%	10	-9.1%	-41.2%	11	17
Chromebooks	2.7%	382	13.7%	56.6%	336	244
Laptop Kit	0.4%	59	0.0%	0.0%	0	0
<b>Total</b>	<b>100.0%</b>	<b>13948</b>	<b>163.5%</b>	<b>-13.7%</b>	<b>5293</b>	<b>16162</b>











13,965 items are less than 3 years old - 17.14% of the collection	
29.34% of the collection is between 7 and 4 years old.	
53.52% of the collection, 43,601 items are over 8 years old and of those 27.91% are over 13 years old.	

## Branch and Literacy May 2017 Report

To our delight, we continued to see many new faces at the Branch in May. Many patrons took the opportunity to visit the Branch during the Main library's renovation closure. Our visitors exclaimed how much they liked the Branch and how they plan to keep visiting. One patron claimed it was her first time at the Branch but that it would not be her last. She told me she liked how orderly, bright, and airy the Branch is. Along with an increase in visitors, there is an increase in circulation. Circulation is up; 1,769 items circulated compared to 1,103 last year!

A Mother's Day craft program at the Branch was held. Many children of all ages made a flower bouquet for their mothers. The flower bouquet is one of our most popular crafts that we offer annually. The gift appealed to boys and girls alike and a wide range of ages. Many children came with their grandparents or mothers who enjoyed working on the craft together.



This summer, the theme for the Summer Reading Program is "Build A Better World." Fitting in with the theme, the Branch is forming a weekly summer Lego club for kids of all ages. Children will get to make friends with others that share their appreciation of Lego and get a chance to build wonderful creations. This weekly Lego club also complements S.T.E.M education that schools are focused on.



Our display features Legos.

**PATRON  
COMMENT**

*"The library has inspired me to get a job," Darla T.*

One of our regular patrons, Darla, had been coming into the Branch daily to use our computers to search for jobs online and work on her résumé. She also used our multi-function machine to print, fax, and scan résumés to employers. Through the use of our services she was able to find a job working at Dodger Stadium! That is a home run!

---

Spring is a time for renewal and learning new things. This was a record breaking month for the literacy program. We had 13 tutors and learners sign up for our one on one tutoring program, to attend our ESL class or sign up to be a tutor. One learner, Maribel, who graduated to one on one tutoring from our ESL class was delighted when she was matched to tutor, Stuart. Stuart lives near the Branch and seeing our flyer, signed up to be a tutor.

## ADULT SERVICES – MONTHLY REPORT, MAY 2017

The month of May marked our first four weeks open to the public, following the Phase One Renovation closure. This has been a busy and exciting time for our department! Several new initiatives were being planned during the renovation. Chief among them was the new service model for Public Services staff, which seeks to provide an entirely new customer experience. Staff are not just behind the main desk anymore – they are out in the book stacks working on the collection; they are on the main floor conversing with patrons; and they are greeting each visitor as he or she arrives, so we can meet customer needs as efficiently as possible. In order to protect the privacy of our borrowers and to allow library staff to work out on the floor and interact with patrons in more meaningful ways, the Altadena Library has shifted to self-checkout as the primary way for patrons to borrow items. In addition to personal service and interactions, library staff of all levels are now freer than ever to explore exciting new outreach opportunities and develop inventive new programming for the community.

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### PATRON COMMENT

“I want to give a huge thanks to Helen for taking time out to help with my resume,” said main library patron Brandon Gardener. “Helen made all the changes I could not. Thanks so much!”

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Another big initiative in May involved redesigning our Summer Reading Program for all age levels. A major component for this redesign is a new online application we are using called Beanstack. This software offers an imaginative user experience for all Summer Reading Program participants by managing registration, logging reading hours, tracking prizes earned, suggesting books for them to read based on their interests, and much more! A “Beanstack Implementation Team” made up of ALD staff was convened to facilitate the setup, training, and testing require to get this platform off the ground. The Summer Reading Program officially started on June 1st, and so far, Beanstack has proven to be a very successful, effective tool for organizing, tracking, and engaging our summer readers!





## OPEN STUDIOS

displayed the fantastic work of local artists in the library's Community Room throughout the month of May.



## May the Fourth Be with You!

Adult Services staff had a blast working on creative displays and participated in programming, crafts, and events centered around **Stars Wars Day** on May 4<sup>th</sup>!



On May 13<sup>th</sup>, the library hosted its first **Second Saturday** since re-opening to the public! The Michael Haggins Band put on an amazing show for regulars and newcomers alike, drawing the music-loving, dance-floor grooving crowd back into the library. With the new, rearrangeable furniture, we were able to create a much larger dance area near the north-facing windows, as well as place our food and beverage vendors in the Reading Court! The new arrangement allowed for wider aisles, better general mobility, better views of the band, and as one patron put it, “a cool, New York-subway-performance feel with the magazines as the backdrop to the band.”



Collection Development Monthly Report  
May 2017

The first of May and the Library's opening day, came swiftly, after seven weeks of closure! The Collection Development Team kept extremely busy throughout the month working on getting the collections ready for the upcoming 50<sup>th</sup> Anniversary/Grand Re-opening Party. The biggest project we had, after the late April rush of getting all the books in place on the shelves, was continuing with the reclassification projects. Folding the junior high collection back into the children's and teen's locations, switching biographies from Dewey Decimal numbers of 92 and 920 into BIO, and, doing something similar with graphic novels, from 741.59 to GN, takes a lot of man/woman power! Over three thousand items needed to be reclassified, and, in May we made a big push towards getting the project done. We finished the junior high and graphic novels portion of the project, and, both Mark and Chris helped with the catalog portion of processing, and producing the spine labels for the books. The result of this undertaking is making the collection and the catalog more user friendly.



We had piles of books waiting to be processed **everywhere** in the downstairs staff workroom. The other staff are sure happy our combined workspace is looking much neater!

The completion of the renovation meant that May was the first month of using our beautiful new display piece. Sharing with the community our favorite reads, audiobooks, and films to watch, "Staff Picks," was the monthly display theme for this new area, as shown below in the photograph. Because of the renovation we have several new display areas throughout the library, including the slat wall in teens, and, a gondola next to the Reading Court. In May, the Display Committee held its second meeting, and, planned displays for the main and branch through the summer. We look forward to using our new slat walls, end pieces, and shelf tops to share with our community topics of interest, and, fun things to read during the summer. The display areas, such as the shelves in children's that formerly housed award-winning books, enable us to really market the collections.

We did have something interesting happen with our DVDs and video games after the opening, all related to a problem with our Integrated Library System, Millennium. The database started assigning an "In Transit" location to our DVDs even though they were sitting on the



shelves, and, clearly not transitioning anywhere. Other Millennium fun included finding 85 records with the title, "Dummy Magazine," each of which had 80 non-existent items attached! The dummy magazine records were holdovers from a time when magazine issues did not receive individual barcodes, and, unfortunately the records never got removed from the database. The dummies are gone now! and emphasize the cleanup of the catalog that Christopher and I have been working on since November. We are steadily working toward improving our catalog records, and in May, Mark P. did some very careful original cataloging of books and DVDs.

Marc LaRoque started volunteering in late April, and, during the past month he helped verify some book titles in our catalog that are no longer a part of our collection. The books are all about California history, but none of them have local appeal. Michele S. continued helping us with shelf reading and shifting the books on shelves. I owe a huge thank you to another volunteer, Kathy, whom I forgot to mention in my April report. Kathy shelf read the entire adult fiction collection prior to our opening. Thanks again Kathy!!

Perhaps the most exciting thing to report is how the age of the collection improved during May. As of May 31, we have 1,688 items with a 2017 publication date, while in October, 4,463 items had a publication date of 2016. In the first five months of 2017, we have many more current year publications than the library had ten months into 2016. The age of items with a publication date earlier than 2002 improved by twenty percent! Our aggressive weeding of the collection during the months of March through May really paid off, to the tune of discards yielding almost \$400.00!



May the Fourth display on our great new gondola shelf.

Submitted by: Estella Terrazas,  
Collection Development Manager

May I.T. have your attention

The month of May marked pivotal decisions for Altadena Library's Information Technology. Millennium, the Library's Integrated Library System (ILS) for the past twelve years, has trailed the industry standard for years. In response to the Millennium lamentations of the public and staff, the I.T. department prepared a test case for an open source ILS called Koha. Koha open source ILS ranks 4<sup>th</sup> in overall worldwide adoption in terms of instances installed. Koha outclasses Millennium in a spectacular fashion; the list of improvements is long and distinguished, but in brief they are:

- Staff web portal
- Enhanced Notifications
- RSS Feeds
- Crisp and Exciting Visuals (Public Catalog)
- Extraordinary Customization
- Improved Backup Solution
- Outstanding Support Mediums
- Enjoyable and Refined End User Experience
- 31.5% the cost of Millennium ILS the first year, and 13% the cost from 2<sup>nd</sup> year on.

Staff received introductions to the system, and their survey responses showed unanimous enthusiasm for migrating to Koha ILS. Innovative Interfaces, the founders of Millennium ILS, received the Library's 90-day Intent to cancel contract upon existing contract expiration, 8/31/17; III has acknowledge the cancellation. Over the next three months, the I.T. department will prepare the public and staff for the migration via updates in the Library's standard marketing materials, and on-site training for the staff. Cleanup of our database continues to prepare for the migration. In May, there was a little more than just Koha. The Koha initiative, while substantial, does not represent the whole of last month's technological advances.

Fixed barcode scanners were added to the self-checkout machines to clean up the cabling, drastically improving the aesthetics. These quality scanners' calibration curtails scanning mistakes of patrons by limiting the scanned barcode types to codabar; when stacked with the new Public Services model developed during the closure, creates a streamlined checkout experience for the patrons.

An iPad replaced the old catalog computer and monitor on the one point of service (OPOS) desk; its small form factor ensures the kiosk no longer occludes the view of staff manning the OPOS desk. Also, it augments the posh midcentury atmosphere.



#### Miscellaneous Notes:

The extended maintenance for end of life AWE hardware will not be renewed; subsequent savings will be directed to AWE Tablets.

Biblioboard was determined no longer viable for the organization due to underutilization; an intent to cancel upon contact expiration has been sent to Biblioboard. An AUP is being crafted for patron connections to public WiFi.

# MARKETING & COMMUNICATIONS REPORT

## Social Media Statistics

**Facebook – 1,103 Likes** (Statistics between May 17 and June 13;  and  based on comparison to last previous 28 days.)

11,825  245%

164  75%

2,922  4%

282  89%

38  100%

41  116%

Reach (The number of people who saw any of our page posts)

Page Views (The number of people that viewed our page and any of its sections)

Post Engagement (The number of times people have engaged with our posts through Likes, Comments, Shares, and more)

Video Views (The number of times the videos on our page have been viewed, for 3 seconds or less)

New Page Likes

New Page Followers

### Facebook Influencer Interactions

Supervisor Kathryn Barger posted tagging Altadena Library multiple times when she recognized District Director for 50<sup>th</sup> Anniversary at the Board of Supervisors meeting and when she posted 4 photos from her experience at Growing Up 'Dena. These posts reached her 663 Likes and 3,013 followers.

Assemblymember Chris Holden posted 6 photos from his experience at Growing Up 'Dena that reached his 4,974 Friends.

**Instagram – 270 Followers** (Stats between June 7 and June 14; any + or - compared to last week)

1,672 +1,063

Impressions (The total number of times all of your posts have been seen)

1293 +109

Reach (The number of unique accounts that have seen any of your posts)

128 +101

Profile Views (The number of times your profile was viewed)

### Instagram Influencer Interactions

@EnjoyPasadena, in response to an Instagram post from Altadena Library of its display featuring works from prominent figures in the LGBT community, reposted a photo and plugged the Growing Up 'Dena. This post had the potential to reach its 18,500+ followers.

@AndyVargasMusic (11,100+ followers) and Antics Performance (2,095 followers) both posted Altadena Library's poster in promotion of Growing Up 'Dena.

**Twitter – 72 Followers**

### Twitter Influencer Interactions

Supervisor Kathryn Barger (@kathrynbarger) cross-posted her Facebook post of 4 photos at Growing Up 'Dena to Twitter, where she has 1,483 followers.

## Email Marketing – E-Blasts

June 1	“Special Edition of CONNECT* June 2017 – 50 <sup>th</sup> ...”	18.24% opened
June 3	“This Week @ Your Altadena Library – Summer Reading...”	17.85% opened
June 9	“This Week @ Altadena Library – Growing Up 'Dena...”	17.08% opened

## Commentary

### Branding and Consistency Across Social Platforms and Beyond

A primary focus in the preparations for the Growing Up 'Dena celebration has been making branding elements consistent across digital platforms and printed materials. Every printed item (poster, brochure, flyer) and digital asset (social media post, website slider) now strictly utilizes Altadena Library fonts and color scheme.

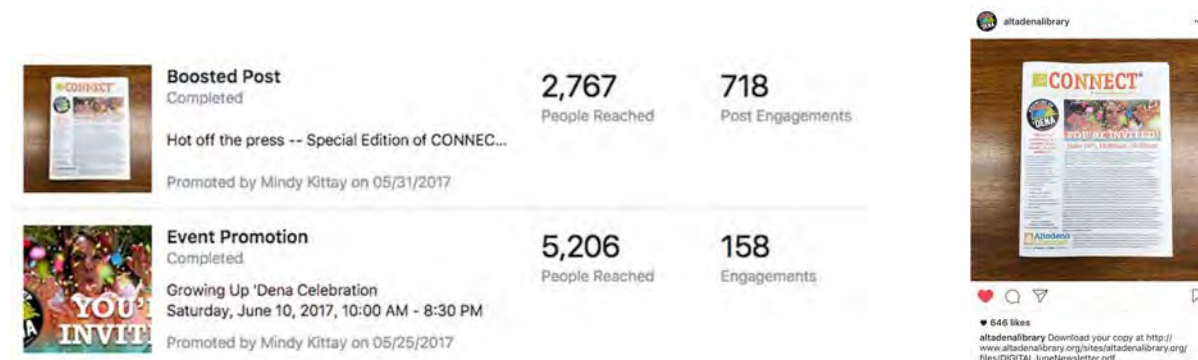


A special logo was created for Growing Up 'Dena was created (using Altadena Library imagery and inspiration from the Gwen Keraval poster artwork), and all Growing Up 'Dena promotional materials followed the color story of the poster.

### Increase in Advertising

Promotion for Summer Reading and Growing Up 'Dena also included paid advertisements in local newspapers, online magazines, and on social media. Three rounds of online ads were implemented at Pasadena Now online. The first promoted the Town Hall Meeting in late April, the second promoted the opening of the Library in May, and the final promoted June 10's event. Ads were created for both Summer Reading and Growing Up 'Dena in the weekly printed and online newspaper Pasadena Weekly. Another Growing Up Dena ad was placed in Outlook newspaper as well.

Paid social media promotions were also included in the advertising push. Below are the figures from the Facebook and Instagram promotions, the latter of which received the highest audience response to date in 646 likes.



### Media Coverage

Word about Growing Up 'Dena was far-reaching. Several publications, including Pasadena Weekly, The Pasadena Star-News, Pasadena Weekly, and The San Gabriel Valley Tribune, picked up the story and published the event in their event listing articles.

### Community Response

The efforts of the District to widen its audience are paying off, and it is apparent in the reviews. In June alone, four Facebook users reviewed Altadena Library, giving it 5 stars and glowing reviews, including:

*"This is my home library, the pride of my community and my family. We have three generations of library users who find everything we are looking for in this one branch with its multitude of services. We hear from our professional library friends that have gotten their graduate degrees in far flung corners of the US that our library is used as an example of a multicultural library that serves its diverse public in an exemplary manner. Just what we've always said!"* ☑☑☑☑☑

**Altadena Library's Future Marketing Efforts**

The recent momentum and marketing efforts are forming a strong foundation for future marketing initiatives. Next steps will include the creation of a district-wide marketing plan for the 2017-18 fiscal year and an editorial calendar to further streamline marketing processes. The hiring of a part-time marketing staff member will increase the District's marketing capacity and help provide even more direction and intention to future marketing efforts.



# Teen Services – Board Report

May 2017

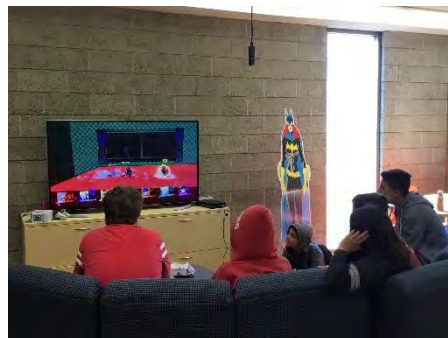
May has been an exciting month for teen services! With the reopening of the library, more teens than ever before have been coming in to use the space. We even had one afternoon with about 16 teens hanging out, playing games, and enjoying themselves! As a general rule, the teens seem very happy with their newly designed space. The only drawback that they see is that due to building codes the surrounding walls cannot reach the ceiling. The teens believe that a completely enclosed space would greatly enhance their enjoyment of the library as well as the enjoyment of others.

Several of the collection projects that were begun during the closure have been either concluded or ongoing. For example, teens are now able to browse all the Spider-Man comics more easily due to the new classifications. Biographies with the new classifications are slowly coming up from collection development making things much simpler for the teens to browse. I've had great success with a new graphic novel display. One afternoon, the teens were arguing about who got to read the book first. As usual, pop out displays on the shelves always circulate well with many teens being intrigued by the covers that they see.

On busy afternoons, the teen space is often the scene of impromptu gaming sessions. Super Smash Bros Brawl is by far the favorite with constant battles. I'll get out the Wii if 3 or more teens want to play; on many days, as many as 13 teens trade off controllers and friendly insults.

During May, I also viewed a webinar on the Best YA books of 2017 (both not yet and already published). It was great to compare that list with the new book collection and see that most everything had already been ordered. I was also able to share some crossover adult books with Stella to be added to the collection.

All things considered, the teens are exuberant about their new space. They are back and using the library more than ever. I'm sure the summer is going to be an excellent time to be a teen.



## May 2017 – Children’s Board Report

This month, we welcomed the public back to the renovated library. We’ve heard a lot about the new space, about the carpet and how open and bright the Children’s Room feels. We’ve dramatically increased our display space, with this month featuring titles on butterflies and caterpillars (more on that later), May Holidays like Mothers Day and Memorial Day, and Star Wars. We also used the large wooden shelf wall to introduce a Patron Picks space—where patrons have an opportunity to showcase some of their favorite books at the library.



*Our new "Patron Picks" area, where our patrons can display books and other media that they'd like to share with others.*



*A young scientist with our Butterfly Habitat.*

Speaking of butterflies, this month, the Children’s Room was host to 39 baby caterpillars who have, as of this writing, all metamorphized into beautiful Painted Lady Butterflies. Patrons had a chance to name the caterpillars, to learn about the life cycle of a butterfly, and to watch them grow, pupate, and hatch. We received a lot of positive feedback on the experience and look forward to hosting a new batch of caterpillars in the future.

In addition to our weekly story times and Lego Club, we introduced a few new programs to patrons this month. We celebrated Star Wars on May the Fourth, began a Pokemon Club for tweens, which has already doubled in size, and hosted a Stuffed Animal Sleepover. It is our hope, based on studies and patron feedback, to offer this program on a biannual or quarterly basis.

We also have a new crop of toys in the children’s room, including creative art supplies, magnetic blocks, magnifying glasses and stethoscopes, and building toys. Our young patrons have really taken to them, especially the art supplies, and we’ve had the opportunity to showcase some of their creations on our new slat-wall.

While some of our adult patrons have lamented the absence of the play kitchen, which had reached the end of its natural life, we have taken every opportunity to assure patrons that the Children’s Room will always seek to meet the needs of its



*Studies have shown that Stuffed Animal Sleepovers are able to increase preschoolers' interest in reading and the library.*

patrons, and that we are an evolving space where our patrons can always find something new. Our new format also allows us to store the toys during programming and class visits, which has been met with positive and appreciative responses from visiting teachers.

May was also a great time for the Children's staff to venture outside of the Library. We continued our popular Farmers Market story time, visited elementary schools to talk about Summer Reading with students and parents, and our Library Associate Adriana went to the CLA Youth Services Institute, where she learned about sensory programming, story time training, information literacy, and summer reading best practices with colleagues from around California.



*An exploration of patterns, sea creatures, and a portrait of Cinderella are among the works of art made with our new art supplies.*

Looking to the summer, Summer Reading is about to kick off, and we couldn't be more excited about our programs, performers, and the opportunity to encourage our young patrons to read, grow, and build a better world over the next 10 weeks.



*The library is a great place to find the Force.*

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

### **Action:**

The Volunteers were very active in May. This was the first month that we had full use of our volunteer tracking software and the results are great. Because the Friends, Board members and Foundation members are all tracking their hours along with the various daily volunteers, we have gone from reporting less than 20 monthly hours of volunteer work to now having 457.5 hours reported for the month of May! This reflects both improved tracking and reporting of hours, as well as, an increase in the number of volunteers that have participated in activities in the month of May.

Girl Scouts participated in a joint Children's and Volunteer education venture about water conservation and California Native plant species . Some of the volunteers from this activity were so pleased with their time at the library they later returned to participate in Stuffed Animal Sleepover. Our teen volunteers were especially active this month, as their school volunteer requirements were all due by the end of May. Stuffed Animal Sleepover night was especially popular with the teen volunteers, who had a lot of fun posing the stuffed animals, writing letters and doing crafts for stuffed animals left by our youngest patrons in the Children's library.

### **Outreach:**

At the beginning of the month I participated in a discussion with residents at Monte Cedro. They provided feedback about what they would like to see at the library and future programs that they may be interested in leading and participating in. In addition, a plan for a joint venture with Loma Alta Park to do an Astronomy/Star gazing night with The Carnegie Foundation and local volunteer astronomers in the Fall.

Through active calls, online postings and correspondence, Volunteer Services was able to channel more than 40 volunteers to The Friends of The Altadena Library to help them with their annual book sale. We also had another group clean up day with Students from Arroyo Pacific Academy, scheduled along with the last day of the Friends Book Sale.

### **Professional Development:**

The Serving with a Purpose conference was entertaining, illuminating and educational. It was a great opportunity to be inspired by the activities of other libraries, as well as, learn new ways to resolve issues and move forward with the various challenges and opportunities that present themselves in libraries.

### **Volunteer Stats**

We had 457.5 reported volunteer hours at the Main Branch in April and 73 Volunteers.

## BOARD OF LIBRARY TRUSTEES DIRECTORS UPDATE

**DEPARTMENT:** District Director      **MEETING DATE:** June 26, 2017  
**PREPARED BY:** Mindy Kittay      **LOCATION:** Community Room

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### COMMUNITY CONVERSATIONS:

We have an internal committee that is working on next steps and keeping track of what we feel is occurring in Altadena in direct relationship to the Community Conversations.

- The library launched a Community Calendar <http://www.trumba.com/calendars/ALD> This calendar allows anyone to post any type of event, immediately, to the calendar. It is unmoderated and the only rule is that it must be an event in Altadena. Users can subscribe to the calendar and receive weekly updates. Selected events can be added to your personal calendar and you can schedule email reminders. We are working on improving the look of the calendar and over the next few months we will be contacting local businesses, schools, government, etc. to raise interest and usage in the calendar.
- We are in the process of starting up Coffee and Conversation with the Director (and staff) again. But the difference is this time we are going to do it in the community at local businesses. These conversations will also include further discussion about aspirations of the community and will provide Altadenans with information about how to become more involved in areas of concern and interest.
- The committee has divided up the topics covered in the Town Hall and each member is working on next steps. For example one member is participating in Collaborate PASadena and putting together a forum at the library the is based on the topic of PUSD and educational options and challenges in Altadena.

### STATISTICS:

Statistics remain low in some areas due to the closure and the community being slow to return to the library. But others have remained high such as new library card registrations which are 7% higher than the previous year. Holds on our materials are 39% higher than last year at this time. Adult programming continues to grow year after year and our literacy services have also taken an upswing. We recently started tracking our Webchat feature on the Website that allows anyone to contact a staff member to ask a question from our website.



### FACILITIES:

Currently we are concerned about the following facilities issues:

- Main A/C: Our A/C unit is not functioning well and we are in the process of working with vendors on options. At this time we know that we will need a crane and the library will have to close for one day. We have tentatively scheduled this, and would like approval for, either July 3<sup>rd</sup> or July 5<sup>th</sup>. We hope to have details and a plan by the June Board meeting.

- Main Parking Lot: This parking lot is well overdue for recovering and has many cracks and holes in it. We are currently pricing options.
- Main Bridges: Facilities staff and the Director will begin to review possible options. Whatever decision is made, we will need to include community comment if we vary from the original design.
- Main Landscaping: Staff is in discussion with possible community partners and our LA County Supervisor regarding opening up the land around the library so that it is a usable community asset with spaces for relaxing, collaboration and enjoyment.
- Main Roof Leaks: Facilities staff are researching options for fixing the remaining leaks in the roof at Main.
- Facilities staff are continuing the work that was started during the renovation to bring the main library up to speed. This includes finishing the rejuvenation of the woodwork, fixing minor repair issues, replacing leaking plumbing fixtures, and many other small items that need attention.

**Phase I Renovation:** A final report will be provided in July or August. The library re-opened on schedule on May 1, 2017. We are underbudget by almost \$50,000 of which approximately \$22,000 was used to complete the following extra items:

- New shades in the Small Study Room
- Completion of the Walls in the Small Study Room
- New lighting in the Small Study Room
- Enclosure of the concrete planter in the children's room
- New slat wall in the children's room
- New and replacement covers (where missing) of light fixtures in all main floor areas
- Replacement of damaged ceiling tiles in the main area of the library
- Created a special wall for community announcements
- Created a platform in the planters so that all plantings can be easily moved
- Cleaned, repaired and sanded much of the woodwork on the main floor of the library
- Replaced a damaged wall adjacent to Administration including adding a light fixture and electrical outlet
- Installed a professional hanging system on the reading court wall for artwork
- Professionally cleaned all the tile in the reading court and at the main entrance
- Installed a new alarm and video system for Library security
- Added panic bars and correct signage to doors in the library and rekeyed all doors
- Replaced the railing at the main entrance interior by the community room
- Painted exterior doors to the library
- Installed a locking gate to the parking lot
- New posts were installed for banners on the Mariposa/Santa Rosa Corner

Funding: HUD funds were used in full – all \$400,000 were utilized for the benefit of the library. The Altadena Library Foundation paid for all the flooring upgrades. A donor paid for \$10,000 in furniture for the Children's Room. CTLA donated \$400 toward the new banner posts and Monte Cedro donated \$500 towards the renovation.

## OPERATING PLAN UPDATE:

Leadership team met in May and June and determined that it would be best to skip the 3<sup>rd</sup> Quarter update since we are so close to the end of the Operating Plan (June 30) and do a final year end update at the July board meeting. As noted in the March Board of Trustees Meeting, the Leadership Team is making the recommendation that we should focus on our three main objectives for the operating year and use the current plan for the 17/18 year with some minor adjustments to reflect what we have accomplished and what our main priorities should be for that year. Below is a review of our three main objectives for this current year:

- **VISIBILITY:** Increase Library visibility in the community
  - Moving Beyond Our Physical Spaces
    - Community Conversations
    - Expanded Social Media
    - Increase Partnerships with Businesses, Schools and Other Organizations in Altadena
    - Have a Major Marketing Push for 2017 Calendar Year
    - Hold Events, Presentations, Classes and More in Other Locations Around Altadena
    - 50<sup>th</sup> Anniversary Celebration Activities and Growing Up 'Dena
- **ENVIRONMENT:** Facility Improvement
  - Phase I Renovation Project
    - Shelving, Carpet, Entrance Doors, Interior Signage, Planters
  - Improve Staff Areas in Lower Level
- **EDUCATION:** For both the staff and the public
  - FabLab: High Tech, Creative Space with Mentors providing opportunities for all ages to learn, explore and experience new technologies.
  - Harwood: Turning Outward. Staff participation in Community Conversations, Training, Seminars and sharing with other staff.
  - Volunteer, Board and Support Organizations: Orientation, Training, Education and Support including Serving with a Purpose Conference (Future of Fundraising and Friendraising).

## 50TH ANNIVERSARY/GROWING UP 'DENA:

While the day started out slow, probably due to the rain and gloom, there were many highlights and successes.

- All four invited representatives plus the California State Librarian attended and spoke and make presentations to the library.
- Over 2,253 people entered the library on that day
- Over 350 people signed up for the library newsletter and eblast list
- Over 850 people attended an event outside at the stage
- 35 people turned in completed Passports
- Rotary served over 800 meals
- Lots of media coverage:
  - <https://www.facebook.com/pasadena.now/videos/10155402522273252/>

- <https://www.pasadenaweekly.com/2017/06/08/altadenas-central-library-hosts-day-grand-reopening-party-saturday/>
- <https://coloradoboulevard.net/altadena-library-grand-celebration-day/>
- <http://outlooknewspapers.com/altadena-librarys-celebration-is-june-10/>
- Plus hundreds of hits on Facebook, Instagram, and Twitter.



### FabLab Before



### FabLab After



### Information Desk After

### Information Desk Before





Teen Space Before



Teen Space After



Reading Court Before



Reading Court After



Children's Before



Children's After



Children's Before



Children's After



## ALD HR REPORT – BOARD OF DIRECTORS

**Month:** June 2017

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

EE Actions	Describe	Status	Notes
1.	EE Performance Plan	Completed	
2.	EDD Paperwork for employee on leave	Completed	
3.	Process termination paperwork for resigned employee	Completed	
4.	Benefits and COBRA	Completed	Secured COBRA process with benefits company
5.	Background check for new employee	Completed	

### Current Projects

Project	Status	Notes
Cultural Development/ Training	DiSC training (Part I & II)	Part II presented 6/2
	Condense Values to 5-6; Integrate into documentation, work processes, organizational conventions	
Pulse Survey	Created on-line through Stratex; conduct bi-monthly	Scheduled for week of 6/5
HRIS (Stratex)	Set up training for Phase II	Onboarding, employee files/ transactions
HR SOP's	To be revised based on ALD tasks vs. HRN tasks	LC Reviewing/revising with Ryan
Job Descriptions	Mindy/Ryan rewriting by 8/1	HRN to review, make ADA compliant, review for exemption classification
Performance Reviews	HRN will develop based on JD, mesh with Pride in Excellence format	Discussion to move to a focal point review date
Compensation	Wage Data – Mindy to assign Librarians to conduct market data research	AAL to conduct job slotting, create wage scale and merit matrix based on market data
Policy/Procedure	Research on Volunteers and Insurance	Q2 – Provide Volunteer Manual



## LIBRARY BOARD OF TRUSTEES

### STAFF REPORT

**DEPARTMENT:** Administration

**MEETING DATE:** June 26, 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% increase across the board for all employees (excluding temporary) which is a combination of COLA and merit.

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 or bonus (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.

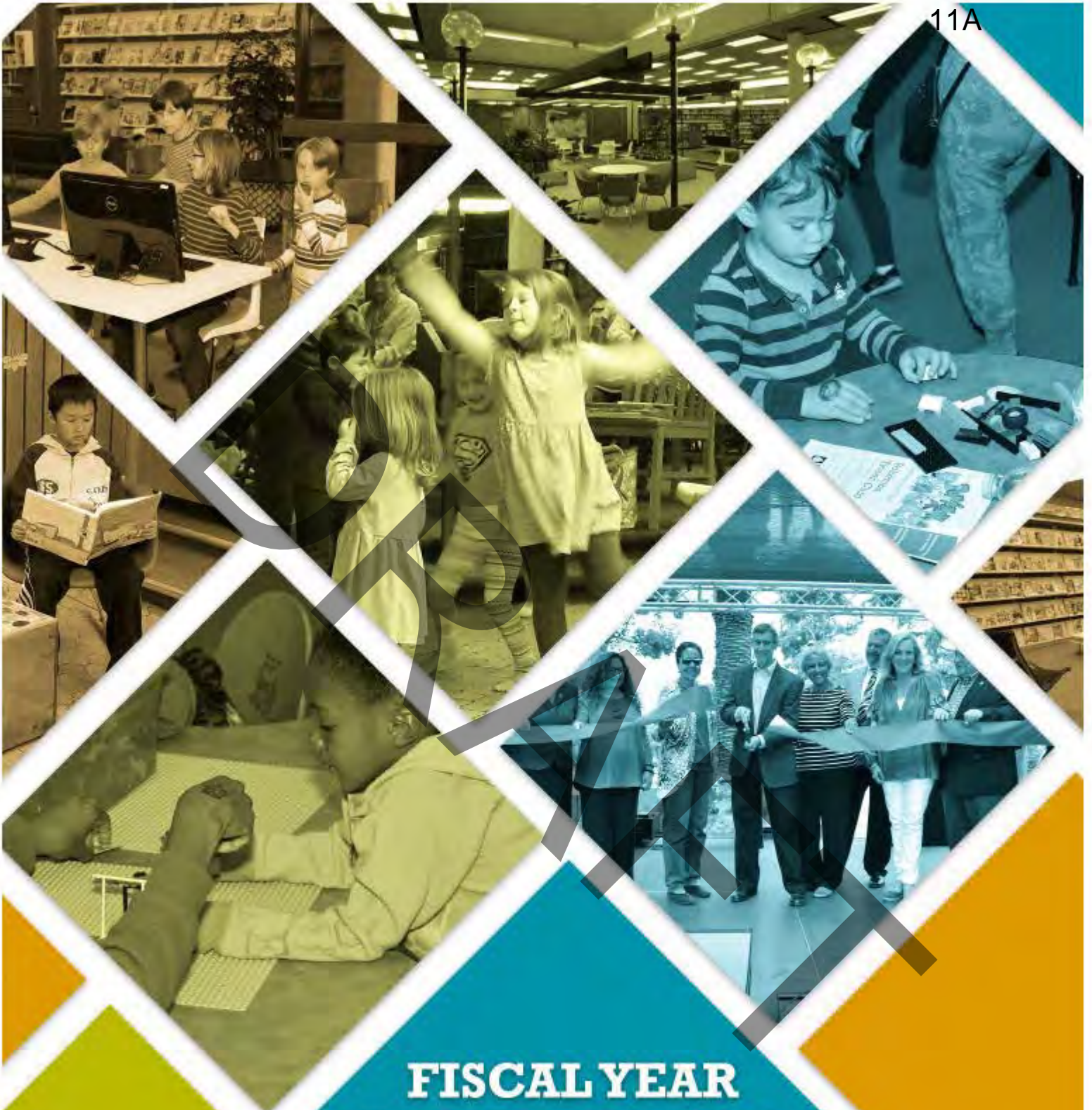
Once the salary review is completed and we know what similar institutions are paying, we will devise a plan for the Board's review to gradually increase base salaries at the District so that we are competitive. This would start at the 18/19 Budget year if funding allows.

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.**



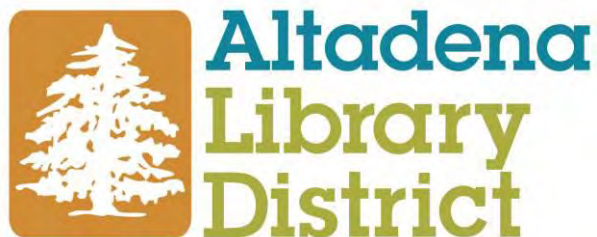


# FISCAL YEAR BUDGET 2017/18

Adopted June 26, 2017



**Altadena**  
Libraries



June 26, 2017

To the Honorable Board of Trustees  
of the Altadena Library District:

It is our pleasure to submit to you the Adopted Fiscal Year 2017/18 Operating Budget for the Altadena Library District. This budget is a balanced budget and represents the continuing support of current programs and supports the District's financial policies. The Altadena Library District remains committed to our Mission, goals set forth in the District's Strategic Plan and our commitment to provide a high level of service to the community.

Over the past few years, the District's revenue sources (property taxes, fines & fees, grants, and passport services) have seen some growth; therefore, there are some increases in spending during this fiscal year which reflect our continued efforts to provide outstanding service, programs, educational opportunities and materials to our community while also addressing many facility maintenance issues.

The Adopted Operating Budget for the Altadena Library District beginning July 1, 2017 is \$ 3,554,900, which is a decrease of approximately \$166,660, (4.69%) in spending. The main factor driving the decrease in spending is the HUD Grant funds and donations which were almost \$400,000 and were used in 2016/2017 for the Phase I Renovation. Slightly higher revenues from the Property and Parcel taxes have afforded the District with the opportunity to provide a small salary increase.

## OVERVIEW

### Salaries, Wages, Retirement and Employee Benefits

- Personnel continue to be our largest area of investment with 70.73% of our funding allocated to this expenditure.
- The total District staffing for FY 2017/18 will include 21 FTE's of regular full-time positions and 6.775 FTE's of part-time positions.
- The Adopted Operating Budget for FY 2017/18 includes a District wide 2.71% COLA increase which was based on CPI this year and a 1.29% Merit increase for all employees.
- The District has added a 19 hour position for Marketing.

### Capital

- Last fiscal year our focus was on the Phase I Renovations. At this time there are no plans for a Phase II Renovation.

- \$350,000 has been allocated to address major facilities maintenance issues such as a much-needed roof repair, A/C repair, re-paving, Bridge repairs and monument signage at the main library and paint and flooring at the branch library.

#### Facilities, Grounds & Maintenance

- The major reduction in this segment of the budget is related to the Phase I Renovation items that were completed in the 16/17 budget year and were unusual for the District.

#### Library Materials

- Spending for materials in order to increase popular titles and replace outdated printed material, remains substantially higher than in past years. We also increased the e-Book budget to reflect the growing demand from our patrons. During the 16/17 Budget year staff was unable to spend all funds due to the Phase I Renovation and the additional workload placed on the Collection Development Department.

#### Operating Expenses

- The major reductions in this area are due to the completion of the Phase I Renovation and the 50<sup>th</sup> Anniversary Celebration on June 10<sup>th</sup>.
- We continue to monitor savings due to the conversion of all lighting to LED.
- This fiscal year the Public Library will be having its bi-annual conference and we will be encouraging staff to again attend the California Library Association Conference and have budgeted accordingly.

#### Professional & Technical

- Two major changes in the financial operations of the District are reflected in the budget for Financial Consulting.
  - The District has contracted with a CPA firm for monthly review and audit of accounting and some specific tasks. The CPA firm will also do the preparation of documents for the annual audit.
  - The District has contracted with an outside firm to review and create the annual documentation for the Measure A taxes.
- The Phase I Renovation also included a substantial amount of funding for the addition of and replacement of technology in the Library. This level of funding is not needed for the current year.
- The installation of VOIP has substantially reduced our telecommunications costs.
- The District is moving to an Open Source ILS, KOHA, in July of 2018. This change provides a substantial amount of savings in technology maintenance fees.
- Improvements to the Libraries website are scheduled and budgeted for in the 2017/2018 year.

#### Library Services

- The District is committed to building community and providing experiences and opportunities that changes lives. Accordingly, our budget continues to fund programming in all areas including Youth, Young Adult and Adult/Family. The goal is to create educational, informational, participatory programming that

reflects the requests of the community and will increase usage by the community as a whole.

- Adult Programming is reduced from the 16/17 numbers to reflect the completion of the June 10<sup>th</sup> Grand Re-Opening, but remains substantial in part due to a grant from the Tournament of Roses Foundation in the amount of \$5,500 to fund Second Saturdays.

#### Reserves

The District continues to maintain reserves for economic uncertainties and contingencies:

- \$1,602,450 Six months of Operating Reserve (Govt Code #53646)
- \$200,000 Capital Asset Replacement Reserve
- \$125,000 Trustee Election Reserves
- \$65,000 Parcel Election Reserves
- \$0 Operating Reserves – Removed – See Operating Reserve above.
- \$830,616 Undesignated General Reserves Fund (estimate)

#### Budget Strategy 2017/18

The administrative team's planning efforts have provided a disciplined and integrated approach to the budgeting process. Tactical plans are used to drive priorities and objectives throughout the entire library district. This 2017/18 budget allows for continued commitment to the library's mission and strategic planning while monitoring increasing service demands and changing service expectations.

The following strategies were used to guide the 2017/18 budget plan development. These strategies have been developed to maintain a level of service and funding while the District is implementing necessary upgrades and changes to its policies and procedures, culture, mode of operation and its physical structures.

- Fund Balance. An undesignated reserve will be maintained at a level that will mitigate the risk of unforeseen conditions.
- Technology. Administration will continue to proactively improve upon technology and maintain a rotation schedule that will ensure that we remain up-to-date with both our hardware and software.
- Staff Development. Administration is committed to investing in staff development to ensure a healthy workplace and to ensure consistent communication of the District's mission and strategic goals.
- Flexibility. Budget development and approval will be coordinated in a way that allows for flexibility through the year to address unexpected events and anticipated refinement of our mission, operations and strategic plan.

#### CHALLENGES & OPPORTUNITIES 2017/18 and Beyond

- Planning and partnering with the Board, Friends and Foundation to determine priorities and plan for the necessary funding for facilities renovation and possible expansion.

- Continue training staff on a new service model that is responsive and current and additional training in technology.
- Increased service demands, customer and community expectations. Finding ways to reach out to the community who are not using the library to find out what their needs are.
- Changes in library technologies that create new and more varied expectations and also challenge library staff with acquiring the necessary skills to provide the **level of service required by today's users.**
- Continued efforts and education with the Foundation, Friends, Library Board and Staff to ensure a clear, concise and consistent message to the public of the organizations goals and strategies.
- Increasing our return on investment – or the value to the community - for each tax dollar the District spends.

FY16/17 ACCOMPLISHMENTS  
July 2016 – June 2017  
(Sorted by Strategic Initiative)

**Goal 1 – Funding: The Altadena Library District will seek to establish a stable source of funding to sustain current levels of customer service. The District will expand sources of revenue.**

- The District received the Settlement Class Fund Grant to purchase a Nomad LT Q Multimedia Podium for \$18,239.
- The District received the Pitch a Grant from the California State Library for the interactive Water Conservation Technology in the amount of approximately \$19,000.
- An anonymous donor provided funding to professionally repair the statue “Lady”.
- LA Arts Council provided funding for the October Second Saturday Concert in 2016 and has committed to doing so again in 2017.
- The CLLS funded the District with \$23,300 for Literacy for the 2016-2017 year.
- The Bohland and Kumanchik Families donated \$10,000 to the Foundation to be used for furnishing in the Children’s Room.
- Altadena Library Foundation contributed \$75,000 for flooring in the Phase I Renovations.
- Tournament of Roses granted the Altadena Library Foundation \$5,500 to supplement the free monthly concert series, Second Saturdays.
- The District received funding from the California State Library for a VR-enabled computer system with Oculus Rift headsets and training.
- Christmas Tree Lane Association donated \$400 to offset the cost of the new metal banner posts placed on the corner of Mariposa and Santa Rose.
- A partnership was formed between Pasadena Playhouse and Altadena Library Foundation – Library patrons received a discount code to the Playhouse and 108 was raised for the Foundation.



- The Foundation also spearheaded a Casino Trip which raised funds for the library.

**Goal 2 – Outreach: The Altadena Library District will tell its story to the community through enhanced print, electronic and social media communications.**

- The District hired a Marketing/Design consultant who consulted on marketing initiatives for Phase I Renovation, 50th Anniversary, and Summer Reading.
- Significant increases were observed in engagement on social media platforms, including Facebook, Instagram, and Twitter.
- Under the guidance of the American Library Association's "Libraries Transforming Communities" initiative and led by the Harwood "Turning Outward" approach, the District sponsored Community Conversations across Altadena and a culminating Town Hall Meeting.
- In preparation for the initiative, the California State Librarian provided funding for 4 staff members to be part of Harwood Training.
- Over 220 residents participated in 23 Conversations in homes, schools, organizations, houses of worship, and local businesses.
- The results were reviewed at a Town Hall Meeting for approximately 120 guests.
- A final report was created and shared with all stakeholders and the community. This report will provide guidance and information for future planning.
- A part-time Volunteer Coordinator was hired to engage community members in the Library's volunteer opportunities
- All of the buzz surrounding the District's anniversary resulted in increased media coverage of its initiatives including articles in the Pasadena Weekly, Outlook and online at Pasadena Now including a video.
- The District's Children's Librarian hosted story times at venues out in the community including Altadena Farmers Market and Loma Alta Pool.
- All Board Packages are now located on the Libraries Website providing a new level of transparency for the District.
- Growing Up Dena, Altadena Library's Grand Reopening, Summer Reading Kick-Off, and 50th Anniversary Celebration drew thousands of Altadena residents to the Library for a day of



music, reading, and fun. The committee that created the day was made up of volunteers from the community and staff.

- Over 2,253 people entered the library that day, 350 signed up for the newsletter and over 852 attended the outdoor events throughout the day.
- Among the honored guests were several elected officials – Congresswoman Judy Chu, Senator Anthony Portantino, Assemblymember Chris Holden, and Supervisor Kathryn Barger – they also shared the story on their social media accounts. The elected officials presented the library with certificates of recognition.

**Goal 3 – Facilities: The Altadena Library District will provide a facility that is comfortable, welcoming, safe, energy efficient, flexible and fully disabled-accessible.**

- The Water Conservation Demonstration Garden had its Grand Opening on July 9, 2016. Later in the year handicap access was added to the garden entrance and to help the community further learn about water conservation, the Save Water interactive display was installed inside the Library.
- The Bob Lucas Branch Library received all new furnishings, technology and some mobile shelving. The Branch parking lot lighting was converted to LED.
- A quiet study room/small meeting room was created from the Children's Staff Office much to the delight of our patrons.
- A new alarm and security camera system was installed. This was made possible because of the replacement of the main doors into the library.
- New flooring was placed in the Staff Lounge and the Community Room. New ceiling tiles were placed in the community room as well.
- The Phase I Renovation addressed needed updates to shelving, flooring, carpets, electrical capacity, Community Room, and signage. Installation of new shelving brought the library into compliance with seismic safety code and Americans with Disabilities Act (ADA) requirements. Additional electrical outlets were added to the library to allow users of mobile devices increased opportunities for charging and for future expansion of technological capacity. The installation of new signage and brightly colored flooring, carpets, and furniture highlight the Library's modern take on its classic mid-century architecture. The addition of its Fab Lab that features 3D printing, video and sound production, and coding technology further highlights its commitment to adapting to the 21st century and meeting the diverse needs of the community. This project was completed with only six weeks of closure and came in under budget.



**Goal 4 – Lifelong Learning: The Altadena Library District will fuel Altadena's passion for reading, personal growth, and learning.**

- The summer of 2016 received the highest rates of teens participating in Summer Reading – at least 43% read at least 10 hours versus the past 20-25%.

- Adult participation in the Summer Reading program had its highest number of participants to date.
- Computerized Literacy training for volunteers was initiated for the Literacy Program.
- Patrons are now able to pick up their own hold items providing a layer of privacy and efficiency for those wanting to quickly access their items and check out.
- Thanks to the innovation of Library staff, the Library's displays have engaged the public with educational and artistic pieces. A guest curator program is in development to further engage the community in the display process.
- The District partnered with Open Studios and was their headquarters for their Winter tour. The Library was open on Sunday as part of this event.
- Attendance in the wide variety of programming and educational events for adults was up 12% over the previous year. Second Saturday's drew large crowds to the Main Library and provided ample opportunity for community engagement.



**Goal 5 - Technology: The Altadena Library District will provide access to the digital world through state-of-the-art technologies.**

- As part of the Phase I Renovation, the Fab Lab space was created to allow for increased technology education and training.
- The Bob Lucas Branch Library WiFi was significantly upgraded in December 2016. The Branch also received an AWE computer specifically created for children's learning activities. Additionally, the Branch now has more computers than ever before with 7 laptops, 5 Chromebooks and 3 large screen desktops.
- Printing from any device (your laptop, phone, ipad, etc.) is now available at the library.
- The District converted its telephone system to VOIP.
- All of our internal wiring and equipment that utilizes the 1G Internet including category 6 copper was upgraded so that it could fully utilize the speeds available to it. This increased our WiFi speeds substantially. 90% of this almost \$90,000 project was paid for by e-rate funds.
- The District implemented the Unique Phone System to assist with answering calls, scheduling appointments, forwarding calls, placing holds on books, and more.
- A free chat service was added on the Library website to allow increased opportunities to meet the public on an immediate basis.
- With grant funding, the fully equipped Nomad presentation podium was installed.
- The District launched an interactive Community Calendar for the public to share their events.





- Summer Reading went digital with the implementation of the online summer reading platform called Beanstack, which allows participants to track reading, unlock achievements, and browse summer programs online.
- The Library offers Office 365 Pro Plus to all patrons for free via Microsoft's Office for Education and Libraries.

#### Library Staff Training and Development

- A full day of Staff Training was held in October 2016 (Professional Development Day).
- Two staff licenses for Lynda.com were acquired and almost all staff have used the tool to increase proficiency and knowledge.
- The District added a much-needed Volunteer Coordinator to its staff.
- Staff training by HRNETwork has improved communication and teamwork in the organization.
- An internal Intranet was set up for staff to streamline the sharing of files and communication.
- The Staff Activities Club is growing and has held a number of events that were well attended over the past year. Staff enjoys having this time to build relationships and socialize.

Thank you for the time and effort of staff, budget subcommittee and the board in contributing and helping to develop the 2017/2018 budget. This budget will continue to be carefully evaluated to ensure that we are using our funds judiciously and in the best interest of our community while increasing return on the taxpayers' investment in the Library District.

Respectfully submitted,  
Mindy Kittay  
District Director

## HISTORY & DEMOGRAPHICS

The Altadena Library District is an independent special district that was formed on December 8, 1926 under the provision of Section 19600-19734 of the California Education Code. The District's Sphere of Influence encompasses the approximate 8 square miles of Altadena, which is an unincorporated area of Los Angeles County.

The purpose of forming the special library district was to permit residents of unincorporated towns and villages to create for themselves an independent, locally controlled library district supported by property taxes and governed by a locally elected Board of Library Trustees responsive directly to the service needs of the community. The District contracted with the County of Los Angeles for library services until 1955, when it became independent, providing its own building, collection, personnel, and services for the District.

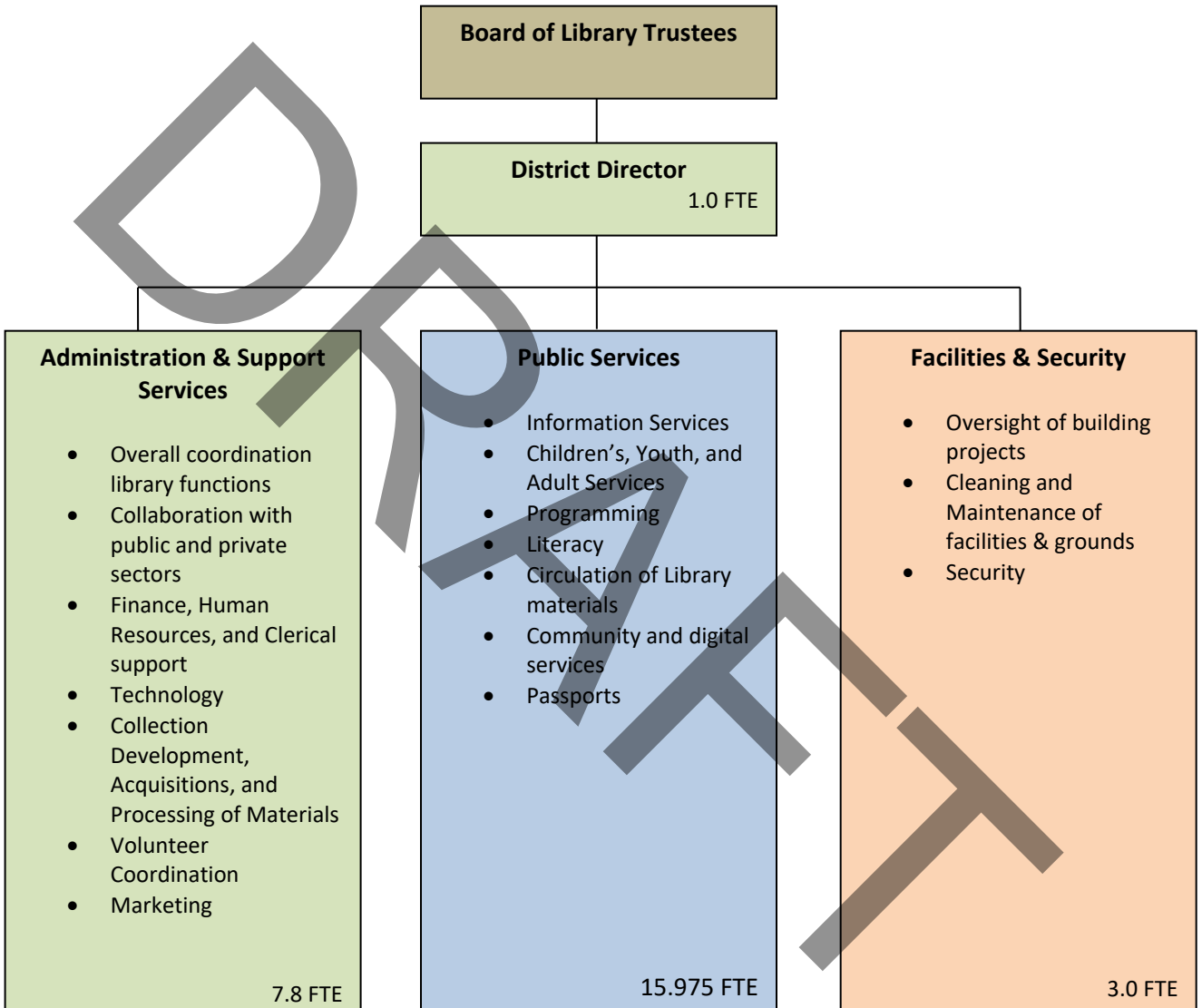


Currently, the District provides library services to a population of approximately 53,183 people according to California State Library estimates.

The Main Library located at 600 E. Mariposa Street was built in 1967. A park-like setting surrounds the 25,000 square foot building, which was designed by architect Boyd Georgi. The Branch Library, known as the Bob Lucas Memorial Branch Library in which the District Literacy Services are housed, was dedicated on the current site on Lincoln Avenue in 1957.

Demographics / Population								
<b>Total Population</b>								
State Population Figure			53,183					
<b>Demographics by Age</b>								
Under 10	10-19	20-29	30-39	40-49	50-59	60-69	70-79	80+
2556	2804	2271	2397	3285	3256	2180	1038	551
<b>Household, Population, Median Income</b>								
2010 Census			2000 Census					
HH	Pop	Income	HH	Pop	Income			
15,212	42,777	\$ 82,854	14,780	42,610	\$ 60,549			

ORGANIZATIONAL CHART



### GENERAL FUND

The Altadena Library District (ALD) is an independent non-enterprise district, in which operations are financed by and operated primarily on property taxes. The District also receives a voter approved per parcel benefit assessment placed on the property tax roll and collected annually. Other revenues are received from passport services, fines and fees and donations.

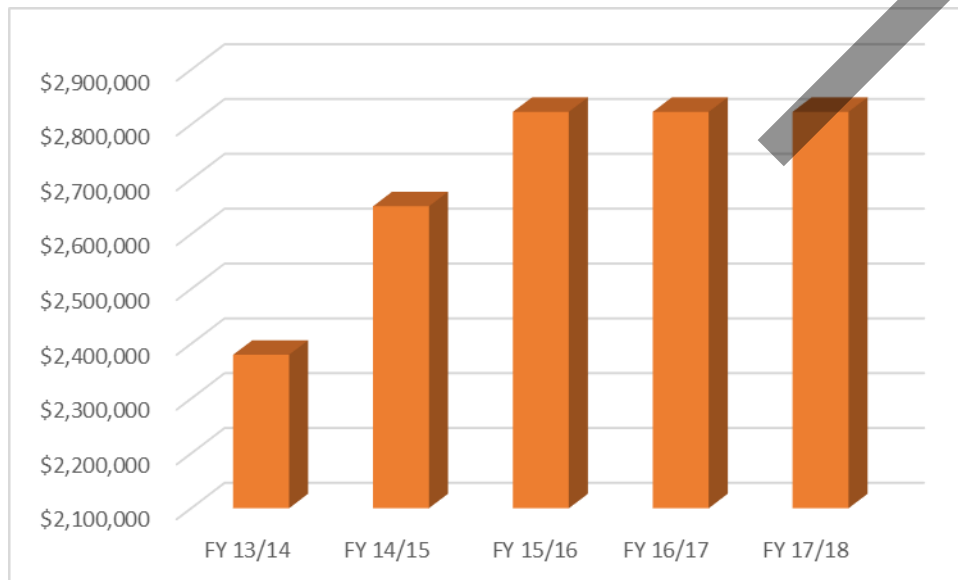
The General Fund is the general operating fund of the Altadena Library District. All General Fund tax revenues and all other receipts and fees are accounted for in this fund. Expenditures of this fund include the general operating expenses and capital improvement costs.

(Cash Balance)	FY 13/14	FY 14/15	FY 15/16	Estimated FY 16/17	Estimated FY 17/18
<b>Fund Balance as of July 1</b>	<b>\$ 2,066,106</b>	<b>\$ 2,379,983</b>	<b>\$ 2,650,860</b>	<b>\$ 2,823,066</b>	<b>\$ 2,823,066</b>
Net Increase/(Decrease) in Fund	\$ 313,877	\$ 270,877	\$ 172,206		
<b>Fund Balance as of June 30</b>	<b>\$ 2,379,983</b>	<b>\$ 2,650,860</b>	<b>\$ 2,823,066</b>	<b>\$ 2,823,066</b>	<b>\$ 2,823,066</b>

The General Fund balance is based on generally accepted accounting principles that report beginning balances, plus revenues, less expenses and transfers both in and out. Analysis of the General Fund gives management and the Board of Trustees a tool to use to help determine the overall financial health of the District and long-term sustainability of the library.

Management, staff and the Board of Trustees has worked diligently to adopt a balanced budget for FY 2016/17 to ensure there are limited to no reductions to the General Fund while still addressing severe maintenance issues. Through efficient use of its resources the District has a fund (cash) balance that is healthy and goes a long way to providing fiscal sustainability of the General Fund.

**General Fund**  
FY 2013/14 to 2017/18



### GANN APPROPRIATIONS LIMIT

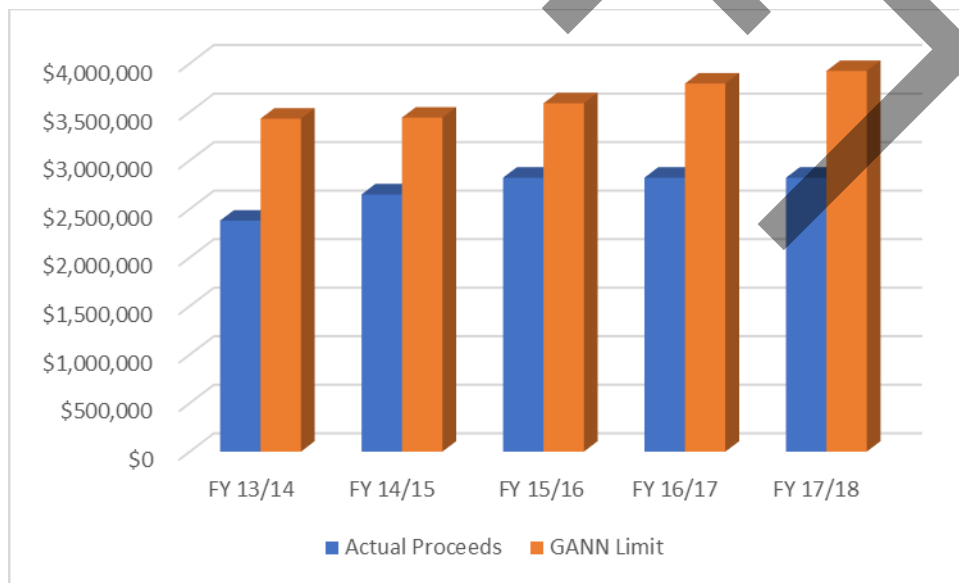
Commonly referred to as the Gann Limit, this was a ballot initiative adopted in 1980, and modified by Proposition 111, which passed in 1990, to limit the amount of tax proceeds state and local governments can spend each year. The Gann Limit now appears in California’s State Constitution as Article XIII B.

The limit changes annually and is different for every organization. Each year’s limit is based on the amount of tax proceeds that were authorized to be spent in FY 1978-79 in each jurisdiction, and modified for changes in inflation and population in each subsequent year. By law, inflationary adjustments are based on the California Department of Finance’s official report on changes in the state’s per capita income of non-residential assessed valuation due to new construction. Population adjustments are based on the changes in the District’s population levels. Each year the Board of Trustees must adopt an appropriations limit for the following year. Using the cost of living data provided by the State of California, and the population and per capita personal income data provided by the California State Department of Finance, the Altadena Library District's Appropriation Limit for FY 2017/18 is \$3,922,812.

Additional appropriations to the budget funded by non-tax sources, such as service charges, fines & fees, passport revenue, restricted revenues from other agencies, grants, or beginning fund balances are unaffected by the Appropriations Limit.

The FY 2017/18 limit has been computed to be \$3,922,812. The District’s budgeted tax proceeds subject to the FY2017/18 Gann limit equals \$3,554,900. Therefore, the District is within the Gann limitation by \$437,912 and in compliance with state law.

**Comparison**  
GANN Appropriation Limit vs Actual Proceeds  
FY2013/14 to 2017/18



Altadena Library District									
BUDGET SUMMARY									
For the years Ended and Fiscal Year Ending June 30, 2018									
						ADOPTED	PROPOSED	VARIANCE	
				ACTUAL	BUDGET	BUDGET	BUDGET	POSITIVE	
				2015/16	2016/17	2017/18	2017/18	(NEGATIVE)	PERCENT
<b>Beginning General Fund Balance</b>				<b>2,650,860</b>	<b>2,823,066</b>	<b>2,823,066</b>			
REVENUES:									
Property Taxes				2,200,393	2,146,679	2,210,839		64,160	2.90%
Parcel Taxes				762,876	807,496	828,661		21,165	2.55%
Interest				20,302	10,020	3,500		(6,520)	-186.29%
Fees & Passports				116,652	112,500	101,500		(11,000)	-10.84%
Donations, Grants, Misc.				134,683	510,179	60,400		(449,779)	-744.67%
Transfer in from Reserves				0	134,684	350,000		215,316	61.52%
<b>TOTAL REVENUES</b>				<b>3,234,907</b>	<b>3,721,559</b>	<b>3,554,900</b>		<b>(166,657)</b>	<b>-4.69%</b>
EXPENDITURES:									
Wages and Benefits				1,923,342	2,169,794	2,266,707		96,913	4.28%
Library Materials				260,297	316,070	305,000		(11,070)	-3.63%
Library Services				70,817	55,500	43,569		(11,931)	-27.39%
Operating Expenses				327,027	333,925	300,824		(33,101)	-11.00%
Professional and Technical				164,741	292,114	234,800		(57,314)	-24.41%
Facilities, Grounds and Maintenance				38,605	128,000	53,000		(75,000)	-141.51%
Capital				25,253	425,156	350,000		(75,156)	-21.47%
Depreciation				18,692					
Misc. Expenses				763	1,000	1,000		0	0.00%
<b>TOTAL EXPENDITURES</b>				<b>2,829,538</b>	<b>3,721,558</b>	<b>3,554,900</b>		<b>(166,659)</b>	<b>-4.69%</b>
Change in Net Position				405,369	0	0			
RESERVED / DESIGNATED FUNDS:									
Six months of operating expenses (govt. code #53646)					1,670,846	1,602,450		(68,396)	-4.27%
Capital Asset Replacement Reserve					143,939	200,000		56,061	28.03%
Trustee Election Reserves					122,123	125,000		2,877	2.30%
Parcel Election Reserves					65,000	65,000		0	0.00%
Operating Reserve					100,000	0		(100,000)	
Undesignated Reserves					721,158	830,616		109,458	13.18%
<b>TOTAL RESERVES</b>				<b>0</b>	<b>2,823,066</b>	<b>2,823,066</b>		<b>(0)</b>	
Adjustment for non-cash expenses (p. 22 audit)				(233,163)	0	0			
<b>Ending General Fund Balance</b>				<b>2,823,066</b>	<b>2,823,066</b>	<b>2,823,066</b>			
Financial Notes:									
- Projected Revenues is based on a conservative 3% increase									
- Parcel Tax Revenue Increase based on CPI 2.71%									
- General Fund Balance per Audited Financial Statements, dated June 30, 2016									
- Operating Reserve is eliminated (see Six months of operating expenses), seemed overkill									
- \$350,000 transferred from Reserves to be used for major facilities work at Main and Branch									

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

	15/16 Final Actual	Final Budget 16/17	YTD 7/16-5/17	Proposed Budget	% of Budget*	Change	NOTES
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>DONATIONS AND GRANTS</b>							
4710 · Friends of the Library	40,000.00	21,000.00	20,000.00	20,000.00	0.62%	(1,000.00)	
4730 · Undesignated	380.00	16,916.00	17,503.00	0.00	0.0%	(16,916.00)	
4735 · Designated	28,510.00	87,750.00	1,875.00	1,100.00	0.03%	(86,650.00)	LA Arts Council
4740 · CA Library Literacy Services	25,165.00	26,300.00	26,300.00	26,300.00	0.82%	0.00	
4750 · Cal State Library	27,000.00	13,500.00	13,500.00	0.00	0.0%	(13,500.00)	
4755 · HUD Grant		318,263.64	293,176.90	0.00	0.0%	(318,263.64)	
<b>Total DONATIONS AND GRANTS</b>	<b>121,055.00</b>	<b>483,729.64</b>	<b>372,354.90</b>	<b>47,400.00</b>	<b>1.48%</b>	<b>(436,329.64)</b>	
<b>FINES &amp; FEES</b>						0.00	
4305 · Fees	31,613.27	28,000.00	17,085.72	14,000.00	0.44%	(14,000.00)	
4310 · Printer & Copy Machine	6,695.62	8,500.00	5,452.30	7,500.00	0.23%	(1,000.00)	
4340 · Passport Services Fees	78,343.00	76,000.00	67,801.50	80,000.00	2.5%	4,000.00	
<b>Total FINES &amp; FEES</b>	<b>116,651.79</b>	<b>112,500.00</b>	<b>90,339.52</b>	<b>101,500.00</b>	<b>3.17%</b>	<b>(11,000.00)</b>	
<b>INTEREST INCOME &amp; ADJUSTMENTS</b>						0.00	
4210 · Chase Bank	15.19	20.00	834.89	0.00	0.0%	(20.00)	
4220 · County Interest Allocation	17,321.72	10,000.00	1,539.01	500.00	0.02%	(9,500.00)	
4221 · CalTRUST Interest Income/Other	2,964.69	0.00	187.57	3,000.00	0.09%	3,000.00	CalTrust
<b>Total INTEREST INCOME &amp; ADJUSTMENTS</b>	<b>20,301.60</b>	<b>10,020.00</b>	<b>2,561.47</b>	<b>3,500.00</b>	<b>0.11%</b>	<b>(6,520.00)</b>	
<b>OTHER REVENUE &amp; ADJUSTMENT</b>							
4080 · Penalties, Interest & Costs-Ref	12,971.71	15,450.00	11,497.84	10,000.00	0.31%	(5,450.00)	
4910 · Miscellaneous Income	656.52	5,000.00	243.51	0.00	0.0%	(5,000.00)	
4940 · Transfer in from Reserves		134,683.74		350,000.00	10.92%	215,316.26	Roof/HVAC/Paving/Monument Sign/Bridge
4999 · Rewards & Incentives		6,000.00	2,000.00	3,000.00	0.09%	(3,000.00)	Credit Card Rebates
<b>Total OTHER REVENUE &amp; ADJUSTMENT</b>	<b>13,628.23</b>	<b>161,133.74</b>	<b>13,741.35</b>	<b>363,000.00</b>	<b>11.83%</b>	<b>201,866.26</b>	
<b>REVENUES</b>						0.00	
<b>Property Taxes</b>						0.00	
4010 · Current-Year Secured	2,074,911.88	2,056,554.00	2,041,651.31	2,118,250.62	66.09%	61,696.62	3% Increase on Tax Revenue
<b>Total 4010 · Current-Year Secured</b>	<b>2,074,911.88</b>	<b>2,056,554.00</b>	<b>2,041,651.31</b>	<b>2,118,250.62</b>	<b>66.09%</b>	<b>61,696.62</b>	
4020 · Current-Year Unsecured	83,395.35					0.00	
4020 · Current-Year Unsecured - Other		72,100.00	64,864.72	74,263.00	2.32%	2,163.00	3% Increase on Tax Revenue
<b>Total 4020 · Current-Year Unsecured</b>	<b>83,395.35</b>	<b>72,100.00</b>	<b>64,864.72</b>	<b>74,263.00</b>	<b>2.32%</b>	<b>2,163.00</b>	
<b>4030 · Prior-Year Secured</b>						0.00	
<b>Total 4030 · Prior-Year Secured</b>	<b>(7,481.51)</b>	<b>10,300.00</b>	<b>(4,827.02)</b>	<b>10,600.00</b>	<b>0.33%</b>	<b>300.00</b>	
<b>4050 · Homeowners Exemption</b>	<b>14,111.58</b>	<b>7,725.00</b>	<b>7,007.94</b>	<b>7,725.00</b>	<b>0.24%</b>	<b>0.00</b>	
<b>4060 · Special Assessment</b>						0.00	
4060.01 · Per Parcel Benefit Assessment	762,876.00	780,996.00	447,123.11	802,160.99	25.03%	21,164.99	2.71% Increase on Measure A
4060.02 · Direct Assessments			2,566.94		0.0%	0.00	
<b>Total 4060 · Special Assessment</b>	<b>762,876.00</b>	<b>780,996.00</b>	<b>449,690.05</b>	<b>802,160.99</b>	<b>25.03%</b>	<b>21,164.99</b>	

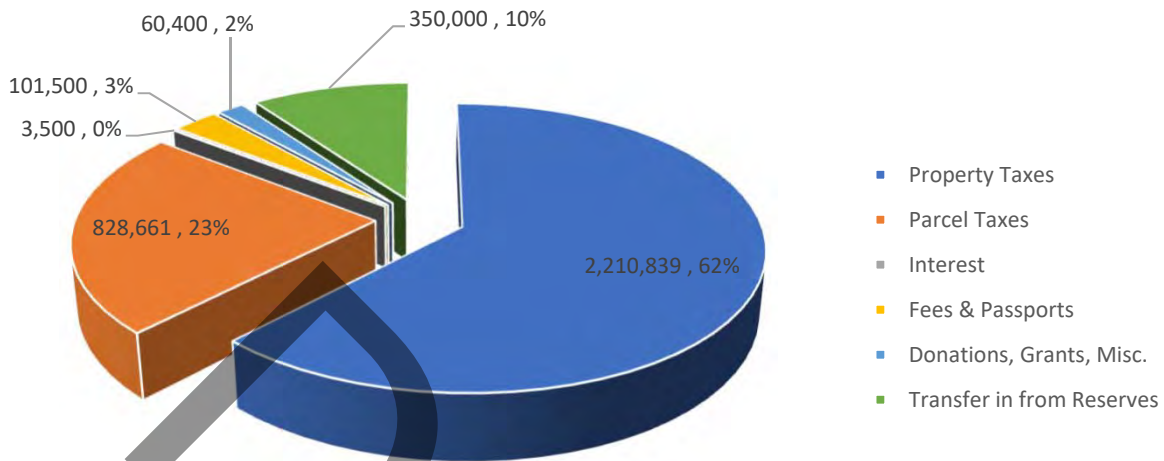
	15/16 Final Actual	Final Budget 16/17	YTD 7/16-5/17	Proposed Budget	% of Budget*	Change	NOTES
4090 · RDA ABx126 Income	35,456.03	26,500.00	0.00	26,500.00	0.83%	0.00	
Property Taxes - Other	0.00	0.00	2,372.90	0.00	0.0%	0.00	
<b>Total REVENUES</b>	<b>2,963,269.33</b>	<b>2,954,175.00</b>	<b>2,560,759.90</b>	<b>3,039,499.61</b>		<b>85,324.61</b>	
<b>Total Income</b>	<b>3,234,905.95</b>	<b>3,721,558.38</b>	<b>3,039,757.14</b>	<b>3,554,899.61</b>	<b>100.0%</b>	<b>(166,658.77)</b>	
<b>Expense</b>							
<b>PERSONNEL RELATED EXPENSES</b>							
<b>5000 · SALARIES &amp; WAGES</b>							
5010 · Exempt	1,207,304.06	1,139,365.00	911,124.18	373,972.29	11.67%	(765,392.71)	2.71% COLA (CPI) + 1.29% Merit
5020 · Non-Exempt	263,114.94	332,693.00	360,348.66	1,169,448.66	36.49%	836,755.66	
<b>Total 5000 · SALARIES &amp; WAGES</b>	<b>1,470,419.00</b>	<b>1,472,058.00</b>	<b>1,271,472.84</b>	<b>1,543,420.94</b>	<b>48.16%</b>	<b>71,362.94</b>	
<b>5100 · Employer-Portion Taxes/Benefits</b>							
5120 · Payroll Taxes (ER)	110,042.23	116,820.00	107,225.40	118,071.70	3.68%	1,251.70	
5210 PERS Retirement	87,921.83	180,765.00	56,812.35	85,179.46	2.66%	(95,585.54)	
5211 PERS Unfunded Liability		0.00	69,918.00	91,806.00	2.86%	91,806.00	
5222 · OPEB Contribution	100,998.00	140,000.00	140,004.00	144,000.00	4.49%	4,000.00	paid annually on 7/1
5351 SUI	6,931.72	17,698.00	809.65	40,128.94	1.25%	22,430.94	
<b>Total 5100 · Employer-Portion Taxes/Benefits</b>	<b>305,893.78</b>	<b>455,283.00</b>	<b>374,769.40</b>	<b>479,186.11</b>	<b>14.95%</b>	<b>23,903.11</b>	
<b>5200 · Insurance</b>							
5220 · Health Insurance - Current Employees	115,744.14	204,000.00	122,051.60	126,000.00	3.93%	(78,000.00)	
5221 Health Insurance - Retirees		0.00	69,441.77	75,600.00	2.36%	75,600.00	
5230 · Dental Insurance	14,133.84	14,435.00	14,594.59	14,000.00	0.44%	(435.00)	
5240 · Vision Insurance	4,748.95	4,308.00	4,375.64	4,000.00	0.12%	(308.00)	
5260 · Life Insurance	1,615.20	1,710.00	1,196.12	2,000.00	0.06%	290.00	
5270 · Workers' Compensation	10,787.05	18,000.00	17,802.97	20,000.00	0.62%	2,000.00	
5280 · Disability Insurance		0.00	425.92	2,500.00	0.08%	2,500.00	
<b>Total 5200 · Insurance</b>	<b>147,029.18</b>	<b>242,453.00</b>	<b>229,888.61</b>	<b>244,100.00</b>	<b>7.62%</b>	<b>1,647.00</b>	
<b>Total PERSONNEL RELATED EXPENSES</b>	<b>1,923,341.96</b>	<b>2,169,794.00</b>	<b>1,876,130.85</b>	<b>2,266,707.05</b>	<b>70.73%</b>	<b>96,913.05</b>	
<b>CAPITAL</b>							
7310 · Equipment, Furniture & Fixtures	25,252.80	297,000.00	300,717.98	0.00		(297,000.00)	
7320 · Structures & Improvements		128,156.00	82,426.75	350,000.00		221,844.00	Roof/HVAC/Paving/Monument Sign/Bridge
<b>Total CAPITAL</b>	<b>25,252.80</b>	<b>425,156.00</b>	<b>383,144.73</b>	<b>350,000.00</b>		<b>(75,156.00)</b>	
<b>7700 Depreciation Expense</b>	<b>18,692.21</b>						
<b>FACILITIES, GROUNDS &amp; MAINTENAN</b>							
7205 · Maintenance Contracts	5,934.00	18,000.00	16,142.69	18,000.00	0.56%	0.00	
7210 · Building Maint & Repairs	30,994.29	85,000.00	72,293.64	20,000.00	0.62%	(65,000.00)	
7220 · Landscape	1,676.78	25,000.00	22,724.79	15,000.00	0.47%	(10,000.00)	Tree Service
<b>Total FACILITIES, GROUNDS &amp; MAINTENAN</b>	<b>38,605.07</b>	<b>128,000.00</b>	<b>111,161.12</b>	<b>53,000.00</b>	<b>1.65%</b>	<b>(75,000.00)</b>	
<b>LIBRARY MATERIALS</b>							
6110 · Cataloging Expenses	18,928.60	19,604.00	14,435.66	20,000.00	0.62%	396.00	
6115 · Electronic Databases & Subscrip	11,228.00	17,658.77	17,658.77	16,500.00	0.51%	(1,158.77)	
6120 · Books	116,742.45	166,944.00	89,223.91	160,000.00	4.99%	(6,944.00)	
6125 · Audio CD	24,649.99	19,253.00	11,723.83	18,000.00	0.56%	(1,253.00)	
6130 · DVD's & Videogames	20,223.19	25,110.00	17,452.70	23,000.00	0.72%	(2,110.00)	
6135 · Processing of Materials	42,553.62	35,000.00	22,803.19	35,000.00	1.09%	0.00	



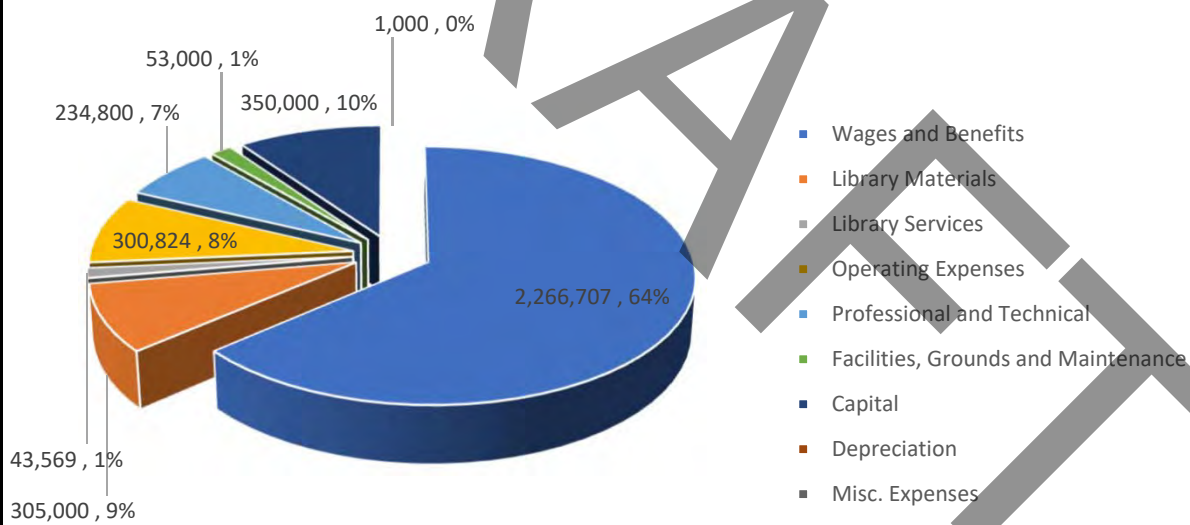
	15/16 Final Actual	Final Budget 16/17	YTD 7/16-5/17	Proposed Budget	% of Budget*	Change	NOTES
6140 · Periodicals	12,571.80	12,500.00	12,160.99	12,500.00	0.39%	0.00	
6150 · Downloadables	13,399.55	20,000.00	16,721.91	20,000.00	0.62%	0.00	Platform Fee?
<b>Total LIBRARY MATERIALS</b>	<b>260,297.20</b>	<b>316,069.77</b>	<b>202,180.96</b>	<b>305,000.00</b>	<b>9.52%</b>	<b>(11,069.77)</b>	
<b>MISCELLANEOUS EXPENSE</b>							
7510 · Miscellaneous Expense	763.35	0.00	(579.20)	0.00	0.0%	0.00	
7520 · Refunds/Parcel		1,000.00		1,000.00	0.03%	0.00	
<b>Total MISCELLANEOUS EXPENSE</b>	<b>763.35</b>	<b>1,000.00</b>	<b>(579.20)</b>	<b>1,000.00</b>	<b>0.03%</b>	<b>0.00</b>	
<b>OPERATING EXPENSES</b>							
6430 · Insurance-Gen, Prop, Liab, Eq	29,381.49	41,467.61	41,517.61	42,000.00	1.31%	532.39	
6620 · Membership Dues & Subscriptions	15,052.16	13,000.00	12,882.00	13,000.00	0.41%	0.00	
6625 · Training & Education	5,238.00	8,000.00	5,612.94	12,000.00	0.37%	4,000.00	PLA/CLA, Internet Librarian
6626 · Recruitment, Gifts and Memorial	4,391.74	7,000.00	6,725.03	5,000.00	0.16%	(2,000.00)	
6627 · Advertising / Marketing	23,408.15	34,000.00	23,406.90	20,000.00	0.62%	(14,000.00)	
6710 · Meetings & Travel	8,561.05	9,000.00	11,202.09	10,000.00	0.31%	1,000.00	PLA/CLA
6730 · Mileage & Parking Reimbursement	884.96	800.00	435.69	800.00	0.02%	0.00	
6740 · Postage & Delivery	11,164.87	9,500.00	8,218.80	9,000.00	0.28%	(500.00)	
6745 · Banking & Service Fees	1,961.23	2,000.00	1,116.53	2,000.00	0.06%	0.00	
6746 · Payroll Fees	13,365.04	13,000.00	11,739.78	12,000.00	0.37%	(1,000.00)	
6750 · Printing & Reproduction	21,769.92	11,000.00	6,198.17	11,000.00	0.34%	0.00	
6755 · Equipment, Furniture, Fixtures	6,382.28	25,000.00	19,396.89	10,000.00	0.31%	(15,000.00)	
6765 · Janitorial Supplies	15,061.48	14,500.00	11,804.20	13,000.00	0.41%	(1,500.00)	
6770 · Operating Supplies	28,713.07	30,000.00	35,769.20	30,000.00	0.94%	0.00	Overage Due to Community Conversations
6780 · Operating Software	32,350.95	1,000.00	319.54	3,000.00	0.09%	2,000.00	FabLab Software +
6790 · Hardware (Computers / Tech)	6,218.93	3,000.00	2,931.52	0.00	0.0%	(3,000.00)	Moved to 7180
6920 · Electricity	42,480.22	42,000.00	29,169.33	37,000.00	1.15%	(5,000.00)	
6930 · Natural Gas	5,673.39	5,500.00	4,076.72	5,500.00	0.17%	0.00	
6940 · Water & Sewage	3,753.33	5,600.00	4,642.18	5,600.00	0.17%	0.00	
6950 · Refuse	4,552.19	4,500.00	4,284.13	4,500.00	0.14%	0.00	
6960 · Products for Resale	229.86	8,500.00	2,164.71	5,000.00	0.16%	(3,500.00)	
6970 · Equipment Lease & Rental	14,458.24	15,424.00	10,806.29	15,424.00	0.48%	0.00	
7530 · Direct Assessments/Admin Costs	31,974.53	30,133.00	27,677.23	35,000.00	1.09%	4,867.00	
<b>Total OPERATING EXPENSES</b>	<b>327,027.08</b>	<b>333,924.61</b>	<b>282,087.48</b>	<b>300,824.00</b>	<b>9.39%</b>	<b>(33,100.61)</b>	
<b>PROFESSIONAL &amp; TECHNICAL</b>							
7125 · Audit, HR and Financial Consulting	10,843.75	47,000.00	46,954.14	75,000.00	2.34%	28,000.00	Financial/Audit/HR/Measure A
7130 · Legal Fees	23,245.33	20,000.00	18,980.98	5,000.00	0.16%	(15,000.00)	
7135 · Technology Consulting	23,644.39	10,000.00	1,078.80	1,500.00	0.05%	(8,500.00)	
7140 · Architectural & Engineering	11,128.92	5,000.00	5,000.00	5,000.00	0.16%	0.00	
7145 · Collection Agency	1,136.65	1,800.00	1,163.50	1,800.00	0.06%	0.00	
7155 · Consultants - Other	12,485.00	73,939.00	41,942.08	74,000.00	2.31%	61.00	Board Training/PDD/Telephone Svc.
7170 · Telecommunications	22,546.75	10,000.00	(2,350.51)	3,500.00	0.11%	(6,500.00)	
7175 · Internet Service	9,190.92	6,575.00	39,882.33	4,000.00	0.12%	(2,575.00)	\$15,967 due 3rd qtr for 15/16 (always 1-1-1/2 yr behind)
7180 · Technology Equipment (Hardware/Computers)	31,681.41	63,000.00	56,735.47	15,000.00	0.47%	(48,000.00)	
7185 · Technology Maintenance Fees	18,478.30	52,800.00	46,706.74	32,000.00	1.0%	(20,800.00)	Eliminated Millenium

	15/16 Final Actual	Final Budget 16/17	YTD 7/16-5/17	Proposed Budget	% of Budget*	Change	NOTES
7190 · Website Development	360.00	2,000.00	360.00	18,000.00	0.56%	16,000.00	
<b>Total PROFESSIONAL &amp; TECHNICAL</b>	164,741.42	292,114.00	256,453.53	234,800.00	7.33%	(57,314.00)	
<b>PROGRAMS</b>							
6200 · Youth Services	11,632.22	10,000.00	5,941.74	10,000.00	0.31%	0.00	
6210 · Teen Services	31,562.21	5,500.00	1,982.08	5,500.00	0.17%	0.00	
6220 · Adult Services	20,851.49	35,000.00	18,221.28	23,068.56	0.72%	(11,931.44)	Additional \$ Second Sats (TOR Grant \$5,500 rec'd in 16/17)
6230 · Bob Lucas Branch Services	1,480.74	2,000.00	1,297.64	3,000.00	0.09%	1,000.00	
6240 · Literacy Services	5,290.73	3,000.00	84.35	2,000.00	0.06%	(1,000.00)	
<b>Total PROGRAMS</b>	70,817.39	55,500.00	27,527.09	43,568.56	1.36%	(11,931.44)	
<b>Total Expense</b>	2,829,538.48	3,721,558.38	3,138,106.56	3,554,899.61	100.0%	(166,658.77)	
<b>Net Income</b>	405,367.47	0.00	(98,349.42)	(0.00)		(0.00)	

REVENUES FISCAL YEAR ENDING JUNE 30, 2018



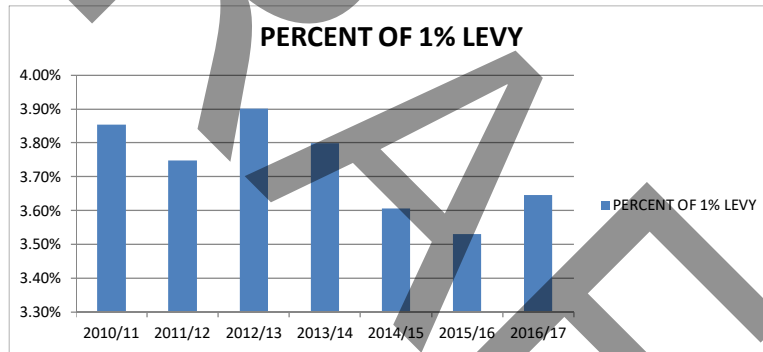
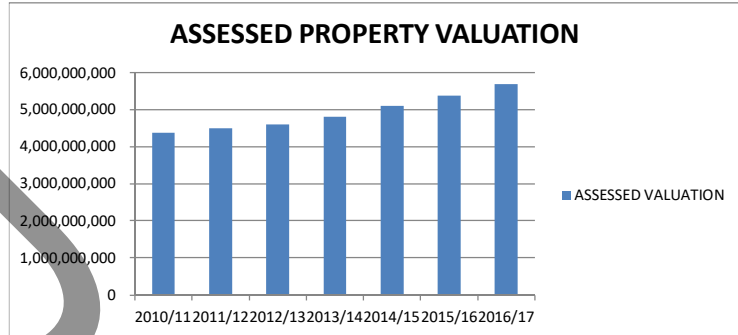
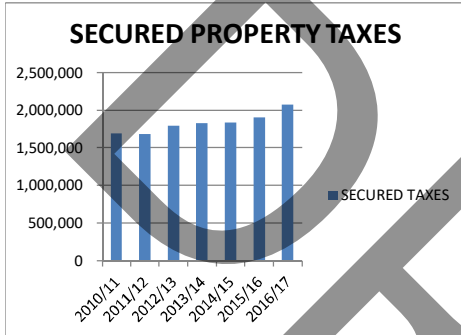
EXPENDITURES FISCAL YEAR ENDING JUNE 30, 2018



**TAX LEVY ASSESSED VALUATION REPORT**

Fiscal Year Comparisons  
2010/11 through 2016/17

	<b>SECURED TAXES</b>	<b>ASSESSED VALUATION</b>	<b>PERCENT OF 1% LEVY</b>	<b>% ASSESSED VALUATION INCREASE</b>
2010/11	1,687,374	4,378,592,420	<b>3.85%</b>	
2011/12	1,683,375	4,492,520,452	<b>3.75%</b>	<b>2.60%</b>
2012/13	1,795,532	4,603,295,061	<b>3.90%</b>	<b>2.47%</b>
2013/14	1,825,000	4,804,535,704	<b>3.80%</b>	<b>4.37%</b>
2014/15	1,838,056	5,098,525,249	<b>3.61%</b>	<b>6.12%</b>
2015/16	1,898,654	5,379,343,812	<b>3.53%</b>	<b>5.51%</b>
2016/17	2,074,579	5,692,248,108	<b>3.64%</b>	<b>5.82%</b>



The largest component of most property owners annual property tax bill is the 1 percent rate - often called the 1 percent general tax levy, or countywide rate.

California voters approved Proposition 13 over 20 years ago, limiting the rate at which property is taxed to 1 percent, limiting increases in assessments and giving state government the authority to allocate local property tax revenues

To assess what percent of the 1 percent the Altadena Library District receives each fiscal year, the District utilizes the Los Angeles County Auditor-Controller Assessed Valuations Report in comparison to the Total Secured Property Taxes received in a given fiscal year

## DEFINITIONS

**Adopted Budget** - The official budget as approved by the Library Board of Trustees at the start of each fiscal year.

**Appropriation** – A legal authorization to incur obligations and to make expenditures for specific purposes.

**Assets** - Physical items owned by the District for which a value has been attached.

**Balanced Budget** - A balanced financial budget in which planned revenues equal expenditures.

**Beginning/Ending (Unappropriated) Fund Balance** - Unencumbered resources available in a fund from the prior/current fiscal year after payment of the prior/current fiscal year's expenditures/expenses. It is essentially the amount of money still available for future purposes.

**Budget** - A plan of financial operation comprised of estimated expenditures for a given period (usually a single fiscal year) and the proposed means of financing the expenditures (through revenues). The Altadena Library District's fiscal year budget is July 1 through June 30.

**Budget Preparation** - Process by which the annual fiscal spending plan is prepared by District staff for presentation as the Library Director's recommended budget to the Library Board of Trustees.

**CalPERS** - Acronym used to denote the California Public Employees Retirement System.

**Capital Expenditures** - Money spent to purchase or construct capital improvement projects.

**Capital Improvement** - A permanent physical addition to the District's assets, including the design, construction, and/or purchase of land, buildings, facilities, or major renovations.

**Capital Improvement Program** - A financial plan of proposed capital improvement projects with single and multiple-year capital expenditures/expenses. The Capital Improvement Program plans for five years and is updated annually.

Capital Outlay - A budget appropriation category for equipment having a unit cost of more than \$5,000 and an estimated useful life of over one year.

Capital Projects - A major construction, acquisition, or renovation activity which adds value to fixed assets or which increases its useful life of one year or more. Capital Projects are \$5,000 or more and can also be called a capital improvement.

Department - A major organizational group of the District with overall management responsibility of an operation or a group or related operations within a function area.

Employee (or Fringe) Benefits - Contributions made by a government to meet commitments or obligations for employee fringe benefits. Included are the government's share of costs for Social Security and the various pension, medical and life insurance plans.

Expenditure - The actual spending of Governmental Funds set aside by an appropriation.

Expense - The actual total current cost of operations during a period regardless of the timing of related expenditures.

Fiscal Year - A twelve-month period of time to which the annual operating budget applies. The Altadena Library District's fiscal year is July 1 - June 30.

Full-Time Equivalent (FTE) - A position converted to the decimal equivalent of a full-time position based on 2,080 hours per year. For example, a part-time employee working for 20 hours per week would be the equivalent to .5 of a full-time position.

Fund Balance - The amount of financial resources available for use. Generally, this represents the detail of all the annual operating surpluses and deficits since the fund's inception.

Gann Appropriations Limit - Article XIII-B of the California State Constitution provides limits regarding the total amount of appropriations in any fiscal year from tax proceeds.

General Fund - The primary fund of the District used to account for all revenues and expenditures of the District not legally restricted as to use. This fund is used to offset the cost of the District's general operations.

Goal – A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless.

Grant - Contributions, gifts of cash, or other assets from another governmental or private entity to be used or expended for a specific purpose, activity, or facility.

Hourly – Employees who are paid on a per-hour basis, and receive limited benefits.

Interest - Income resulting from the prudent investment of idle cash. The types of investments are controlled by the District's investment policy in accordance with the California Government Code.

Materials and Services – Books, non-print materials, subscriptions and digital materials which compose the library collections, program supplies and expense necessary to provide services to the public; and operating supplies necessary to conduct department operations.

Objectives - The expected results or achievements of a budget activity.

Operating Budget - A budget that focuses on everyday operating activities and programs.

Parcel (or Special Assessment, Benefit Assessment) Tax - A tax placed on per parcel within the District's boundaries. A parcel tax must be approved by 2/3 of the voters. The Altadena Library District currently levies a parcel tax with the help of the LA County Assessor's office. The parcel tax was approved by 2/3<sup>ds</sup> of the voters during the November 2014 election and began June 30<sup>th</sup> 2015 and is set to expire June 30<sup>th</sup> 2025.

Property Tax - A tax levied on real estate and personal property.

Reserves - A portion of the fund balance set aside for a specific purpose.

Revenues - Moneys that the District receives as income such as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, donations and interest income.

Salaries and Benefits - A budget category which generally accounts for full-time, part-time and on call employees, overtime expenses, and all employee benefits, such as medical, dental, and retirement.

Taxes – Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term

does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.

Undesignated Reserves – The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

DRAFT





06-09-17

Altadena Public Library

Johnathan Arevalo

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Altadena, CA 91001

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E-mail: [jarevalo@altadenalibrary.org](mailto:jarevalo@altadenalibrary.org)

**Re: Annual PM and Diagnosis AND Compressor Options with 407C Conversion of MZ-1**

Hello Johnathan,

Thank you for the opportunity to propose this year's annual maintenance and diagnosis of MZ-1. Also listed are options to replace circuits 1 & 2 compressors with new 407c refrigerant conversion.

We can arrange the schedule for service to meet your needs.

**The following tasks will be completed during this annual & repair service, Option1.**

- Check in with customer before commencement of scheduled work
- Isolate unit energy sources using LOTO
- Vacuum dirt from compressor floor
- Remove covers, Pressure wash condenser coils
- Inspect condition of cooling coil and return air filters
- Check condensate drain and flush out pan and P-trap
- Megger test compressor, condenser, supply and exhaust fan motors
- Verify that the voltage and amperage draw match the design nameplate of the motors
- Operate and verify fan rotations
- Inspect all fan sheaves, alignments and belts
- Leak check both circuits with electronic H-10G leak detector or equivalent
- Find and mark all leaks. Provide the customer with the location of leaks
- Repair, tighten mechanical leaks if possible, without a full recovery of refrigerant
- Inspect, clean and tighten electrical panel section
- Remove and clean all contacts and contactors
- Blow out electrical panel with dry nitrogen
- Operate and log both circuits
- Record temperatures, pressures, sub-cooling and superheat
- Notify customer of any recommendations to get the equipment back to design condition
- Take before and after pictures, and email them to customer
- Clean up work area
- Check out with customer

**The following tasks will be completed during this repair service, Option 2.**

- Check in with customer before commencement of scheduled work
- Isolate unit energy sources using LOTO
- Recover R-22 refrigerant from compressor circuit #1
- Repair refrigerant leaks were possible
- Properly dispose of existing R-22 refrigerant and oil per SCAQMD guidelines
- Provide and replace liquid line filter drier
- Provide crane service to remove existing compressor and install new compressor
- Provide new 407-C compatible compressor for circuit #1
- Pressurize and leak check work
- Pull vacuum on circuit #1 to 500 microns or less
- Charge circuit #1 with virgin R407C
- Operate and test the units performance
- Log pressures temperatures and superheat
- Clean off job site
- Check out with customer and make any necessary recommendations
- 

**The following tasks will be completed during this repair service, Option 3.**

- Check in with customer before commencement of scheduled work
- Isolate unit energy sources using LOTO
- Recover R-22 refrigerant from compressor circuit #2
- Repair refrigerant leaks were possible
- Properly dispose of existing R-22 refrigerant and oil per SCAQMD guidelines
- Provide and replace liquid line filter drier
- Provide crane service to remove existing compressor and install new compressor
- Provide new 407-C compatible compressor for circuit #2
- Pressurize and leak check work
- Pull vacuum on circuit #2 to 500 microns or less
- Charge circuit #2 with virgin R407C
- Operate and test the units performance
- Log pressures temperatures and superheat
- Replace supply motor sheave
- Replace supply motor belts
- Clean off job site
- Check out with customer and make any necessary recommendations

**Equipment List**

- Seasons Four #MZ-1 Model #6MZE23-0192-DN4.5-09 SE Serial #3532-0893309

**ANNUAL & REPAIR SERVICE**

Service shall begin on: **Altadena Library approved start date**

**Option 1: The price for the above referenced work will be \$1,080.00 including material, tax, and labor.**

**Options 1-2: The price for the above referenced work will be \$10,800.00 including material, tax, and labor.**

**Option 1-3: The price for the above referenced work will be \$19,000.00 including material, tax, and labor.**

**Respectfully Submitted,**

Steven Carlson

**Air Conditioning Solutions**

Office: 626-797-0547

Mobile: 818-941-6948

Fax: 626-797-1372

[scarlson@airconditioningsolutionsinc.com](mailto:scarlson@airconditioningsolutionsinc.com)

**Approval**

Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## TERMS AND CONDITIONS

- a) Engagement of Services: *Once the customer authorizes work, Air Conditioning Solutions is committed to certain "mobilization" expenses both direct and indirect (i.e., specific training, travel, special tools, materials, project management, etc.), which are generally priced into the entire scope of the project. If the project is canceled, delayed, or significantly changed through no fault of Air Conditioning Solutions, these expenses will be due and payable to Air Conditioning Solutions on a pro-rata basis. Any such requests for reimbursement of these expenses will be itemized and defined.*
  
- b) Permits and Taxes: *Permits are not included unless specifically noted otherwise. Permits, inspection fees, drawings, etc., will be provided by Air Conditioning Solutions at the cost of obtaining them. Taxes are not included in the proposed price unless specifically noted otherwise.*
  
- c) Payment Terms: *Standard payment terms are net due in (30) days from invoice date unless stated differently on the front of this proposal. A service charge may be charged on all past due amounts. Charges are computed at the lower of 1.5% per month or the maximum allowed by law. Amounts will be considered past due (30) days after date of invoice. You may avoid a service charge or additional service charges upon payment at any time of the unpaid balance.*
  
- d) Warranty: *Air Conditioning Solutions will warranty all labor and material furnished and installed by Air Conditioning Solutions, excluding lamps and fuses, on all mechanical service work for 1 year. Air Conditioning Solutions will honor the manufacturer's warranty on all other products furnished by Air Conditioning Solutions. Air Conditioning Solutions must be notified of any potential warranty work. The disposition of the work in question will be determined by or its approved affiliate. Any alleged warranty work done by others will not be paid for by Air Conditioning Solutions.*
  
- e) Attorneys' Fees: *If Air Conditioning Solutions is required to hire attorneys to collect amounts owed under this agreement, the customer agrees to reimburse Air Conditioning Solutions for attorneys' fees, expert fees and other legal expenses that it may incur to collect such amount.*
  
- f) Incorporation by Reference: *Unless expressly agreed in writing otherwise, these Standard Terms and Conditions are a part of, and hereby incorporated by reference, to all Proposals submitted by Air Conditioning Solutions to the customer and Credit Agreement signed by the customer, and all terms and conditions of any such Proposals or Credit Agreements.*



**BOARD OF LIBRARY TRUSTEES  
STAFF REPORT**

**DEPARTMENT: Finance**

**MEETING DATE: June 26, 2016**

**PREPARED BY: Nicole Fabry**

**LOCATION: Community Room**

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**TITLE:** Review of COLA and Merit Increase for all staff, effective July 1, 2017 and updated Altadena Library District Salary Schedule, FY 2017/18.

**BACKGROUND:**

Effective July 1, Altadena Library District will be enacting a 4% overall salary increase for all employees.

This increase consists of a 2.71% cost of living adjustment and a 1.29% merit increase.

Attached is the Revised Salary Schedule for FY17-18, which includes the 4% total increase.

**FISCAL IMPACT**

An estimated increase to Salaries and Wages of \$71,362.94.

**RECOMMENDATION**

Pending approval of the FY 17-18 Proposed Budget, staff recommends that the Board review and file the attached "Altadena Library District Salary Schedule, FY 17-18, effective July 1, 2017".

**Altadena Library District**  
**Salary Schedule FY 17-18**  
**4% Increase (2.71% COLA + 1.29% Merit)**  
**Effective July 1, 2017**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 5.5
<b>District Director</b>	53.55	55.93	58.44	61.07	63.84	65.29
Monthly	9,282.00	9,694.45	10,129.40	10,584.97	11,064.91	11,316.13
Annual	111,384.03	116,333.43	121,552.80	127,019.64	132,778.95	135,793.58
<b>Public Services Director</b>	37.63	39.52	41.49	43.58	45.75	46.89
Monthly	6,522.34	6,850.42	7,191.63	7,553.46	7,930.29	8,127.14
Annual	78,268.04	82,205.06	86,299.57	90,641.54	95,163.49	97,525.71
<b>IT Manager</b>	41.34	41.96	42.59	43.23	43.91	44.40
Monthly	7,165.38	7,272.25	7,382.86	7,493.47	7,611.58	7,695.94
Annual	85,984.60	87,266.95	88,594.29	89,921.63	91,338.96	92,351.33
<b>Senior Librarian</b>	28.93	30.38	31.87	33.48	35.14	36.02
Monthly	5,015.02	5,266.24	5,524.96	5,802.42	6,091.14	6,243.00
Annual	60,180.22	63,194.86	66,299.48	69,629.08	73,093.66	74,915.94
<b>Librarian II</b>	26.85	28.19	29.59	31.06	32.62	33.42
Monthly	4,653.19	4,885.66	5,129.38	5,384.35	5,654.32	5,793.05
Annual	55,838.25	58,627.91	61,552.56	64,612.19	67,851.80	69,516.60
<b>Librarian I</b>	24.97	26.21	27.51	28.88	30.33	31.06
Monthly	4,328.85	4,542.58	4,767.55	5,005.65	5,256.86	5,384.35
Annual	51,946.22	54,510.91	57,210.58	60,067.74	63,082.37	64,612.19
<b>Administrative Assistant</b>	23.75	24.95	26.19	27.48	28.86	29.57
Monthly	4,117.00	4,325.10	4,538.83	4,763.80	5,001.90	5,125.63
Annual	49,404.03	51,901.22	54,465.91	57,165.59	60,022.74	61,507.56
<b>Library Associate</b>	21.00	22.05	23.15	24.30	25.50	26.14
Monthly	3,640.81	3,822.66	4,012.02	4,212.62	4,420.72	4,531.33
Annual	43,689.72	45,871.95	48,144.18	50,551.39	53,048.59	54,375.93
<b>Building Serviceman</b>	20.01	21.00	22.05	23.15	24.30	24.91
Monthly	3,468.33	3,640.81	3,822.66	4,012.02	4,212.62	4,317.60
Annual	41,619.97	43,689.72	45,871.95	48,144.18	50,551.39	51,811.24
<b>Library Clerk II / Monitor</b>	17.26	18.12	19.04	19.98	20.97	21.48
Monthly	2,992.14	3,140.25	3,299.60	3,462.71	3,635.19	3,723.30
Annual	35,905.66	37,682.94	39,595.21	41,552.48	43,622.23	44,679.60
<b>Custodian/Gardener</b>	17.26	18.12	19.04	19.98	20.98	21.48
<b>Library Clerk I</b>	14.55	15.26	16.05	16.85	17.71	18.16
<b>Library Page</b>	10.92	11.37	11.92	12.52	13.17	13.50



## STAFF ACCOUNTANT

### Job Description

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

Salary Range: \$22.84 - \$28.43/hr - \$47,503.87 - \$59,141.89/annual

The Staff Accountant works as part of administration to create a public organization that is responsive to the community while providing the best possible return on the taxpayers' dollars. Establishes and maintains financial reports and statements, monitors revenues/expenditures within budgets and develops revenue projects. Maintains general ledger reconciliation on a monthly basis. Ensures grants, compliance, reporting and billing by establishing accounting systems. Prepare billings for grants and library services for federal, state, county, city and private organizations. Participates in the preparation of operating budgets. Promotes team collaboration and best use of staff capabilities.

### Essential Job Requirements

- Customer Service
  - Works in conjunction with Administration, Managers and other staff to respond to the needs of the public.
  - Creates positive experiences for library patrons by effectively and efficiently performing job tasks; presents a positive image of the library in attitude, communications and appearance while performing duties in both the public and staff areas.
  - Responsible for greeting and assisting internal and external customers in a friendly, prompt, and accessible manner.
  - Responsible for endeavoring to listen, understand and resolve internal and external customer needs by providing solutions or referrals.
- Core Responsibilities and Duties
  - Orientation and Training
    - Assist in orientation for new employees.
    - Assist in development of training of employees in safety, personnel, benefits, and payroll policies, systems, and procedures.
    - Maintain training records.
    - Assist in the development and implementation of ALD's safety management/illness and injury prevention plan and emergency procedures.
    - Assist in ensuring all employees are trained in safety and emergency policies and procedures.
    - Assist in maintaining security and key control.
  - Payroll Administration
    - Administer ALDs time and attendance systems. Ensure all employees are paid correctly for time worked and for time off for approved leaves of absences.

- Ensure all employees are correctly enrolled in benefits plans and that deductions for employee benefits are administered correctly.
  - Prepare, process and post to GL Districts payroll.
  - Submit reports and payments to CalPERS as required for employee benefits.
- Records Management and Reporting
  - Maintain a complete and legally compliant personnel file for each employee.
  - Maintain all personnel or safety records and data required by law or ALD policy.
  - Prepare statistical and other reports as needed.
- Accounts Payables & Cash Management
  - Sorts documents, codes, logs, reviews for accuracy, matches supporting invoices to procurement documents, verifies invoices for payment.
  - Prepare, process, print, and forward payment to vendors.
  - Handles petty cash and cash related transactions including deposits, issues receipts, records transactions and prepares bank deposits. Electronically deposit checks received.
  - Establish and maintain customer files.
  - Ensure system data input is complete and accurate.
  - Research and resolve vendor billing issues and payment discrepancies.
  - Prepare and enter monthly and routine journal entries.
- General Accounting
  - Reconcile Bank Statements
  - Assist in preparation of Annual Audit, Budget and any Budget Amendments.
  - Prepares revenue and expenditure reports and various revenue and expenditure budgets including monthly and annual financial statements.
  - Insure accuracy of general ledger and that accounting procedures are in compliance with GAAP.
  - Additional duties as assigned
- Promotion and Community Relations
  - Works with individuals and organizations in the community to make them more aware of the Library and its services, and promoting partnerships with the Library throughout the community.
  - Act as an advocate for the library out in the community and with the Library staff.
- Abilities
  - Work independently with minimal supervision.
  - Understand and analyze accounting, budgeting and financial statements and reports.
  - Ability to work in a fast paced, deadline driven environment with multiple projects and changing priorities.
  - Operate as a part of a team to develop accurate reports within tight time frames.
  - Develop recommendations and improvements based on analysis of financial and accounting data.
  - Develop priorities and handle many tasks and projects at the same time.
  - Maintain a disciplined, organized approach to all aspects of own work.
  - Ability to communicate effectively with others, orally and in writing, including through email.



- Able to establish and maintain effective working relationships with co-workers, patrons, user groups, community organizations, volunteer groups and to serve the public courteously.
- Able to learn and stay current with emerging technology, including digital media.
- Must be able to speak distinctly to large groups.
- Knowledge/Skills:
  - Demonstrated ability to work well under pressure and to meet inflexible deadlines is required.
  - Thorough knowledge of accounting standards, procedures and Generally Accepted Accounting Procedures.  
Must have the ability to learn and become proficient in functions required to perform job duties, working effectively independently or as part of a team to complete tasks as assigned.
  - Must communicate effectively using English. Must read, write and understand English at a level appropriate to the position. Spanish is not required but is preferred.
  - Computer Skills: Must demonstrate competency in computer use including internet, email, Microsoft Office Products. Keyboard skills required at an equivalent of typing 50 words per minute, with minimal errors. Must be able to learn and become proficient with equipment and software programs as required to effectively and efficiently perform assigned duties.
  - Knowledge of standard library procedures, current information technology, Internet and database search capabilities.
  - Knowledge of effective practices in evaluation and outcomes measurement.

### **PHYSICAL DEMANDS**

- While performing the duties of this job, the employee is frequently required to sit and talk or hear.
- The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **WORK ENVIRONMENT**

Work is performed in a normal office environment. Constant sitting and extensive PC work are involved in the position.

### **Education and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Accounting, Public Administration or a related field. -OR- a combination of education and work experience.
- Two years of hands on bookkeeping experience including payroll, accounts payable, cash management and financial statement creation experience.
- One or more years of professional experience in a library setting, with supervisory or administrative experience preferred.
- Experience with governmental accounting policies and procedures is highly desirable.
- Experience using computerized accounting systems and payroll software is preferred.
- Bilingual in English and Spanish preferred, but not required.



## Marketing & Communications Coordinator

Job Description

FSLA – Non-Exempt (Part Time 19 hrs/wk)

### General Summary

Under the supervision of the Library Director, the Marketing & Communications Manager is responsible for the development, implementation, and management of marketing plans for the District in order to spread awareness of the District in the community and to retain relationships with existing patrons. In addition, the Marketing & Communications Manager provides written content and graphic design for newsletters, email marketing, printed collateral, and digital platforms (website and social media). The position requires constant contact and collaboration with library patrons and staff, including those with diverse backgrounds and abilities. This position collaborates with District staff to anticipate and meet community expectations. Work is performed with considerable independent judgment and initiative.

### Essential Job Requirements

- Customer Service
  - Works in conjunction with Administration, Managers and other staff to respond to the needs of the public.
  - Creates positive experiences for library patrons by effectively and efficiently performing job tasks; presents a positive image of the library in attitude, communications and appearance while performing duties in both the public and staff areas.
  - Responsible for greeting and assisting internal and external customers in a friendly, prompt, and accessible manner.
  - Responsible for endeavoring to listen, understand and resolve internal and external customer needs by providing solutions or referrals.
- Core Responsibilities and Duties
  - Develop the marketing strategy for the District in line with District objectives
  - Manage and update information and engage with users on social media sites including Facebook, Instagram, and Twitter
  - Prepare marketing campaigns, and create and publish all marketing materials in line with marketing plans, including:
    - Newsletters
    - Emails
    - Graphic design
    - Brochures/Handouts
    - Posters
    - Promotional videos
  - Maintain effective internal communications to ensure all Library staff (especially front-line employees) are kept informed of marketing objectives and functions

- Analyze potential strategic partner relationships in the community for District marketing
- Research, write, and distribute press releases to targeted media
- Monitor and report on effectiveness of marketing communications
- Collect and analyze media coverage
- Promotion and Community Relations
  - Works with individuals and organizations in the community to make them more aware of the Library and its services, and promoting partnerships with the Library throughout the community.
  - Act as an advocate for the library out in the community and with the Library staff.
- Abilities and Skills
  - Excellent verbal, visual, and written communication skills.
  - Strong project management and organizational skills, including attention to detail.
  - Strong creative outlook.
  - Tech savvy and ability to learn various software quickly and efficiently and able to learn and stay current with emerging technology, including digital media.
  - Must possess the ability to work efficiently and calmly under challenging conditions, and to maintain an open mind regarding changes and be willing to learn, implement, and teach new protocols.
  - An individual who can contribute to the culture of respect for all individuals.
  - Ability to communicate effectively with others, orally and in writing, including through email.
  - Able to establish and maintain effective working relationships with co-workers, patrons, user groups, community organizations, volunteer groups and to serve the public courteously.
  - Able to recognize and set priorities, and to use initiative and independent judgment in a variety of situations.
  - Must be able to lift and carry bags of books or boxes weighing up to 40 pounds and handle materials, push/pull carts/bins up to 40-pounds.
  - Must be able to drive a car and hold a valid driver's license.
  - Must be available to work evenings and weekends.
  - Must possess physical mobility involving bending, lifting, reading and hearing.
  - Computer Skills: Must demonstrate competency in computer use including Internet, email, Microsoft Office Products, and design software. Keyboard skills required at an equivalent of typing 50 words per minute, with minimal errors.
  - Knowledge of best practices in library services, including guidelines and standards published by ALA, PLA and other recognized organizations.
  - Knowledge of best practices in community assessment and engagement.
  - Knowledge of effective practices in evaluation and outcomes measurement.

### **Education and Experience**

- Bachelor's Degree in Marketing, Communications, or a related field
- 2+ years' experience developing and implementing marketing initiatives
- Experience with graphic design and copywriting required.

## Video Surveillance Policy

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

### Signage in Areas under Surveillance:

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

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

When an incident occurs on Library premises:

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

### Security Camera Locations

Reasonable efforts shall be made to safeguard the privacy of customers and employees. The video security cameras will be positioned to record only those areas specified by the Director or His or Her Designee, and will complement other measures to maintain a safe and secure environment in compliance with library policies. Camera locations shall not be changed or added without the permission of the Director or His or Her Designee. Cameras may be installed in public locations where staff and customers do not have a reasonable expectation of privacy. Examples include common areas of the Library such as entrances, near book and media collections, public seating, delivery areas and parking lots. Cameras will not be installed in restrooms and other historically private areas. Cameras will not be positioned to identify a person's reading, viewing or listening activities in the library, although incidental recording of such information is possible.

**Access to Digital Images**

The video surveillance system will be secure, and will only be accessed by those authorized to do so. The Library administrative and security staff, in the course of their normal duties, will monitor and operate the video security system. The Director and other authorized individuals, with notice to the Director or His or Her Designee, may access or ask other staff to review recorded data in order to ascertain security concerns related to a specific incident. Such persons shall not violate any laws relevant to this policy in performing their duties and functions related to the video security system. Library employees are to review and comply with this policy.

**Use/Disclosure of Video Records**

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

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

In the event of a search warrant, which is executable immediately, the library's Administration will comply with the search warrant and consult with legal counsel. Upon receipt of a subpoena or other court order, the library Administration shall consult with legal counsel to determine if the document is in proper form and that good cause for its issuance in a court of proper jurisdiction is demonstrated.

**Retention and Storage of Digital Images**

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

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

Confidentiality/privacy issues prohibit the general public from accessing or viewing security camera footage. If the library receives a request from the general public to inspect security camera footage, the general public will be advised that it is against library policy to disclose camera footage to the general public.

**Compliance**

Failure by staff to comply with this policy may result in disciplinary action up to and including termination of employment. Any library employee who becomes aware of any violation of this policy has a responsibility to ensure that the Director or His or Her Designee is immediately informed.

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

Approved by the Altadena Board of Trustees On: \_\_\_\_\_



LIBRARY BOARD OF TRUSTEES  
STAFF REPORT

DEPARTMENT: Finance

MEETING DATE: June 26, 2017

PREPARED BY: Nicole Fabry

LOCATION: Community Room

**Title:** Gann Appropriation Limit, FY 2017/18

**Summary:**

The Library District's appropriations may increase annually by a factor comprised of the change in population with the change in California per capita personal income.

In 1980, California voters adopted Article XIII B of the California State Constitution, commonly referred to as the Gann Initiative or Gann Appropriations Limit, placing limits on the amount of tax proceeds that State and local agencies can appropriate each year. The District's limit is adjusted each year for inflation, population and other factors.

The calculation of the District's FY 2016/17 Gann Appropriations Limit was computed by using factors provided by the State Department of Finance:

Per Capita Change =	1.0369
Population Change =	0.9975
Calculation Factor =	$1.0369 \times 0.9975 = 1.0343$
2017/18 Gann Limit	\$ 3,922,812

The District's budgeted tax proceeds subject to the FY 2016/17 Gann limit equal \$3,554,900. Therefore, the District is within the Gann limitation by \$437,912 and in compliance with state law. The Gann limit worksheet and Department of Finance documentation is attached.

**Recommendation:** The Board of Library Trustees review and accept the appropriation limit for FY 2017/18.

**ALTADENA LIBRARY DISTRICT  
APPROPRIATIONS LIMIT WORKSHEET  
FY2017/18**

	<b>AMOUNT</b>
<b>A. LAST YEAR'S LIMIT</b>	\$3,792,693

<b>B. ADJUSTMENT FACTORS</b>	
1. Population Change %	-0.25
2. Inflation - Per Capita Personal Income %	3.69

Per Capital Cost of Living Change = (0.23)%  
Population Change = 0.95

**C. CALCULATIONS**

Per Capita Cost of Living converted to a ratio:  $\frac{3.69 + 100}{100} = 1.0369$

Population Converted to a ratio:  $\frac{-0.25 + 100}{100} = 0.9975$

Calculation of factor for FY 2011/2012: 1.0369 X 0.9975 = 1.0343

Total Adjustment %	3.43%
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**C. ANNUAL ADJUSTMENT \$**

<b>D. TOTAL ADJUSTMENTS</b>	\$130,119 *
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<b>E. CURRENT YEAR LIMIT</b>	\$3,922,812 *
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Population converted to ratio	0.9975
Inflation converted to ratio	1.0369





**BOARD OF LIBRARY TRUSTEES  
STAFF REPORT**

**DEPARTMENT: Finance**

**MEETING DATE: June 26, 2016**

**PREPARED BY: Nicole Fabry**

**LOCATION: Community Room**

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**TITLE:** Renewal of Altadena Library District Earthquake Insurance for FY 17-18.

**BACKGROUND:**

Golden Bear Insurance Company remains the most competitive carrier at \$17,950 for the 07/01/17 renewal.

Compared to the premium paid over the last 12 months (2 months extended at \$1,089/month and 10 month policy term at \$21,009), there is a \$5,237 reduction in premium.

For your reference, the following are the other carriers that our insurance broker, Insurance Office of America, approached but all declined to offer quotes as they were not able to compete:

- Lloyds
- ICW
- Palomar
- QBE

**FISCAL IMPACT**

Cost reduction of \$5,237.

**RECOMMENDATION**

Staff recommends that the Board of Library Trustees review the information and provide staff with directive on moving forward for FY 17-18.

Premium	\$17,950
CA Broker Fee	500
Carrier Policy Fee	100
Carrier Inspection Fee	150
<b>TOTAL</b>	<b>\$18,700</b>

Quote Accepted By: **11H**

Date

Insuring Company:	Golden Bear Insurance Company (AM Best rated A- VII) Admitted
Insured:	Altadena Library District
Perils:	Difference in Conditions Including Earthquake Excluding EQSL & Flood
Deductibles:	
Earthquake:	15% of the values shown on the Statement of Covered Locations and Values, per unit of insurance, subject to \$25,000 Minimum Per Occurrence.
EQSL:	Not Covered
Flood:	Not Covered
Terrorism:	15% of the values shown on the Statement of Covered Locations and Values, per unit of insurance, subject to \$25,000 Minimum Per Occurrence.
Other Perils:	\$25,000 Per Occurrence
Exclusions:	Mold/Fungus limitation, Pollution limitation, Nuclear, Terrorism and others and as more fully described in the policy
Additional Terms:	<p><b>Warrant ~</b> All risk coverage in place during the policy term.</p> <p><b>Subjectivities ~</b> Need signed and dated TRIA form with binding request. Complete signed Application required within 20 days of binding coverage. Subject to satisfactory inspection with all deficiencies to be corrected. 168 hour Earthquake occurrence definition. Wood frame structures - exterior walls must be anchored to the foundation.</p> <p><b>Binding Date ~</b> Coverage will only be bound effective on or after the date we receive the written request to bind. We will not backdate coverage.</p>
Cancellation:	Thirty (30) days notice of cancellation, except ten (10) days for Non-payment of Premium; 60 days notice of non-renewal and conditional renewal. Or as per State requirements.
Other Items:	



# Golden Bear Insurance Company

The following locations are Covered Locations. The values stated herein for all coverages were submitted by "you" and relied on by the "company."

## Covered Locations

<u>Coverages</u>	<u>Values</u>	<u>Valuation</u>
<u>Location 1: 600 E Mariposa St, Altadena, CA, 91001</u>		
Building including Building Ordinance Coverage A	\$5,000,000.	RC
Business Personal Property - Contents	\$3,360,000.	RC
Business Income (incl Extra Expense) other than Rental Value	\$500,000.	ALS
<u>Location 2: 2659 Lincoln Ave, Altadena, CA, 91001</u>		
Building	\$250,000.	RC
Business Personal Property - Contents	\$74,000.	RC
Tenants Improvements and Betterments	\$23,611.	RC
TIV:	\$9,207,611.	
Policy Limits:	\$9,207,611. Loss Limit per Occurrence and Annual Aggregate.	
Form/Sublimits:	Company DIC Form:	

Demolition & Increased Cost of Construction combined sublimit of \$500,000.  
 [Sublimits are part of and do not increase the Policy Limits]



# Golden Bear Insurance Company

## FORMS LIST

Insured: Altadena Library District  
 Renewal of: FD 51913

### Form # Edition Form Title

GBDIC 0100	06 14	Difference In Conditions Declarations
GBDIC 0101	06 14	Common Policy Conditions
GBDIC 0150	06 14	Forms Schedule
GBDIC 0180	06 14	U.S. Treasury Department OFAC Advisory Notice to Policyholders
GBCR 0190	06 14	Claim Reporting Information
GBDIC 0200	06 14	Statement of Covered Locations and Values
GBDIC 0202	06 14	Difference in Conditions - Property Coverage Part
GBDIC 0401	12 14	Business Income (with Extra Expense) Coverage
GBDIC 0601	01 15	Cap on Losses from Certified Acts of Terrorism
GBDIC 0602	01 15	Disclosure Pursuant to Terrorism Risk Insurance Act
GBDIC 0603	01 15	Special Limitation on Certified Acts of Terrorism
GBDIC 0700	06 14	Minimum Earned Premium
GBDIC 1400	06 14	California -- Cancellation and Nonrenewal
GBDIC 1450	06 14	Notice to Golden Bear Policy Holders



# Golden Bear Insurance Company

## Notice of Terrorism Insurance Coverage

You are hereby notified that under the Terrorism Risk Insurance Act, as amended, you have the right to purchase insurance coverage for losses resulting from certified acts of terrorism. As defined in Section 102(1) of the Act: The term "act of terrorism" means any act or acts that are certified by the Secretary of the Treasury - in consultation with the Secretary of Homeland Security, and the attorney General of the United States - to be an act of terrorism.

This quotation offers coverage for Insurer's share of liability for loss caused by certified acts of terrorism as defined in the Terrorism Risk Insurance Program Reauthorization Act of 2015 (TRIPRA).

Coverage provided for losses resulting from certified acts of terrorism may be partially reimbursed by the United States government under a formula established by federal law. However, your policy may contain other exclusions which might affect coverage, such as an exclusion for nuclear events or other than certified acts of terrorism.

Under the formula, the United States government generally reimburses a specified percentage of covered terrorism losses exceeding the statutorily established deductible paid by the insurance company providing the coverage. The percentage of covered terrorism losses exceeding the deductible paid by the insurance company providing the coverage for which such insurance company will be reimbursed by the United States government is:

85% for losses occurring in 2015	82% for losses occurring in 2018
84% for losses occurring in 2016	81% for losses occurring in 2019
83% for losses occurring in 2017	80% for losses occurring in 2020

The premium charged for the coverage quoted herein does not include any charge for that portion of any terrorism loss to be paid by the United States government.

TRIPRA contains a USD100 billion cap limiting United States government reimbursement as well as insurers' liability for losses resulting from certified acts of terrorism when the amount of such losses exceeds USD 100 billion in any one calendar year. If the aggregate insured losses for all insurers exceed USD100 billion, the coverage quoted herein may be reduced.

In the event that the Insured declines to purchase TRIPRA coverage, the policy will contain an Exclusion of Certified Acts of Terrorism.

This quotation offers coverage for loss caused by "certified acts of terrorism" as defined by the Act. That part of the total premium amount quoted here by the insurer that is attributed to coverage pursuant to TRIA, is estimated below or noted in your quote.

### ACCEPTANCE OR REJECTION OF TERRORISM INSURANCE COVERAGE

	<b>I hereby elect to purchase terrorism coverage for a premium of \$7,826 (or as stated in the premium section of quotation.)</b>
	<b>I hereby decline to purchase terrorism coverage for certified acts of terrorism. I understand that I will have no coverage for losses resulting from certified acts of terrorism.</b>

\_\_\_\_\_  
Policyholder's Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Print Name

GBIC-Terr-Offer (01 15)



**IOA INSURANCE SERVICES**

California License # 0E67768

# INVOICE

<b>CLIENT</b>	Altadena Library District ALTALIB-01
<b>INVOICE #</b>	275714
<b>DATE</b>	6/16/2017
<b>SERVICE TEAM</b>	Geoff Johansing Molly Johansing
<b>PAGE</b>	1 of 1

**Altadena Library District**  
**600 E. Mariposa Street**  
**Altadena, CA 91001**

**AMOUNT DUE: \$18,700.00**

ITEM #	EFFECTIVE	TRANSACTION	DESCRIPTION	AMOUNT
			<b>Policy Type: Property</b> <b>Company: Golden Bear Insurance Company</b> <b>PolicyNumber: TBD</b> <b>Policy Term: 7/1/2017 to 7/1/2018</b>	
2276209	7/1/2017	RENB	Renewal Premium	\$17,950.00
2276211	7/1/2017	CFEE	CA Broker Fee	\$500.00
2276232	7/1/2017	CFEE	Carrier Policy Fee	\$100.00
2276233	7/1/2017	CFEE	Carrier Inspection Fee	\$150.00

Please make check payable to IOA and remit to 825 Colorado Blvd., Suite 215, Los Angeles, CA 90041. Thank you.	<b>TOTAL</b>
	\$18,700.00
	<b>Thank You</b>

Premium is due upon delivery or date of policy. A fee of 1.5% per month will be added after 60 days. Should we be required to employ an attorney to collect any balance due on your account or institute legal proceedings to collect the balance owed, upon a finding by the court in our favor, you shall reimburse us for all costs incurred, including attorney's fees at both trial and appellate levels.

	<b>DATE</b>
	6/16/2017



## **BOARD OF LIBRARY TRUSTEES CALENDAR – 2017/2018**

JULY	Publicity for Trustees Election – Even Year Filing for Trustees Election – Even Year Appointment of Liaison to the Friends Board & Foundation Board
AUGUST	Presentation: Summer Reading Program Presentation: Employee Recognition – Anniversaries Final Review of Previous Year Operating Plan
SEPTEMBER	Update on CalPERS Benefits/ Open Enrollment
OCTOBER	Health Care Premiums – Resolution – as needed Quarterly Budget Review of Current Budget Audit Report for Previous Fiscal Year
NOVEMBER	Annual Report for Previous Fiscal Year (Internal and External) Trustees Election – Even Year Conference: CLA Conference Schedule: Board Meetings for Following Year Schedule: Holidays for Following Year
DECEMBER	No Meeting
JANUARY	Bank Signature Cards – as needed Election of Officers Mid-Year Budget Review of current budget Mid-Year Operating Plan Review
FEBRUARY	Schedule: Volunteer Recognition Events Investment Policy Review
MARCH	Conflict of Interest Forms Annual Review of Strategic Plan Preliminary Review of Operating Plan for Upcoming Year
APRIL	Auditor bids – every three years or as needed Preliminary Budget Review of Proposed Budget for forthcoming fiscal year National Library Week Event: Volunteer Recognition Event Quarterly Budget Review of current budget
MAY	Preliminary Review of Budget Book for forthcoming Fiscal Year Event: Friends Annual Meeting (May or June) Event: Friends Annual Booksale Review Property Insurance

JUNE

Provide Final Budget Book for Upcoming Fiscal Year  
Schedule: Master Calendar for Board of Library Trustees for Following Fiscal Year  
Gann Appropriations Limit  
Resolution to ask Auditor/Controller of Los Angeles County to Prepare New tax roll for Account No. 57.12  
Salary Schedule  
Final Review of Operating Plan Objectives for the Coming Fiscal Year



JUNE 13, 2017

POETRY

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POSTED ON [JUNE 5, 2017](#) BY [BRIAN RODRIGUEZ](#)

# Sat, June 10 – Altadena Library Grand Celebration Day!

177

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*Altadena Library (Photo – Paul Gersten Photography via altadenalibrary.org, Balloons: pixabay.com)*

One of Altadena’s longest standing institutions, [Altadena Library District](#), is debuting its refreshed facilities with a Grand Reopening, a kick-off of the Summer Reading Program, while throwing a 50th Anniversary Celebration of its main building.

*Prepared by [Brian Rodriguez](#)*

The day will begin at 10:00 am with a live performance by the [John Muir High School Drum Corps](#), followed by the official Summer Reading Program Kick-Off and a performance by educational entertainment group [Mad Science](#) for kids.

Master of Ceremonies [Jodi Taffel](#), the nationally-renowned, award-winning chef and television personality known as the “Bacon Babe,” will guide guests through a variety of acts and well-known figures in Altadena to be featured on the main stage in the Altadena Library parking lot throughout the day, including a musical adventure with CHROMA, a hip-hop dance and spoken word poetry performance by [Antics](#), and speeches from Senator [Anthony Portantino](#), Supervisor [Kathryn Barger](#) and Assemblymember [Christopher Holden](#).

Newly renovated

Between presentations on the main stage, people are invited to tour the newly renovated library and to explore the key updates made inside. Lunch, sponsored by Altadena Rotary Club, will be offered at 1960s prices out in the parking lot, and local teens are invited to a special teen lunch gathering inside the Library's Community Room.

## Music

The second half of the event is sure to thrill lovers of live music. There will be a special live appearance by [Andy Vargas](#), vocalist for Santana and Souleros. Andy perform on the main stage at 3:30pm. The event will come to an end with the Library's beloved monthly Second Saturday concert at 6:30pm, featuring the unique musical style of [The Satisfaction Band](#). *Altadena Ale & Wine House* will offer a selection of fine wine and beers, and local vendors will offer delicious, savory dinner options and *Sweeter Than Honey* will have delectable desserts available for sale.

Library Director Mindy Kittay commented by saying:

“ *With the support of a committee of dedicated volunteers and our excellent staff, we are confident that this multifaceted event will be a day that Altadena remembers for years! This celebration will combine the joys of reading, live music, food and drink, and all-around family fun to make an experience that can appeal to all.*

## Elections

In addition to the fun in the sun, [Altadena Town Council](#) will host its elections on the main library campus, giving Altadena residents in attendance the opportunity to participate in its local election for Altadena Town Council representatives.

**Altadena Library Grand Reopening, Summer Reading Kick-Off  
and 50th Anniversary Celebration!**

**Date/Time**

06/10/2017

10:00 am - 8:30 pm

**Location**

[Altadena Library District](#)

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

About Latest Posts

## Brian Rodriguez

Colorado Boulevard is your place for enlightening events, informative news and social living for the greater Pasadena area.

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#### Altadena's Newest Water Conservation Garden

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#### Pokémon Go Invades Altadena Library

August 2, 2016

In "Science & Technology"



In this issue: Recap from the week of 06/10/17

[View this email in your browser](#)



## Here's what's happening this weekend (and next week)!

### Boulevard Roundup



#### Altadena Library Celebrations

Refreshed facilities with a Grand Reopening, a kick-off of the Summer Reading Program, while throwing a 50th Anniversary Celebration of its main building....  
*(Read more inside)*

### Upcoming Events

"My City" Centennial Brunch - \$  
06/10/2017  
10:00 am

Crescent Farm Horticulture  
06/10/2017  
10:00 am

PMCA Second Saturday Spotlight Talk  
06/10/2017  
2:00 pm

The Last Five Years  
06/10/2017 - 06/11/2017  
8:00 pm  
2:00 pm

---

John Proulx at the Second Sunday Jazz  
06/11/2017  
2:00 pm - 3:30 pm

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Local things for kids to do.



## Grand Reopening

**Main Library - Altadena**  
600 East Mariposa St  
Altadena 91001

6/10/2017  
10:00 am - 8:30 pm  
 **CALL TO CONFIRM TIMES**

REGISTRATION NOT REQUIRED  
**AGE RANGE:** All Ages  
**FREE**  
**CALL:** (626) 798-0833  
**WEBSITE**

**MORE DETAILS:**



1



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TUESDAY, JUNE 13, 2017

# ALTADENA NOW



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HOME TOWN LIFE GOVERNMENT LAW ENFORCEMENT ARTS & CULTURE BUSINESS EDUCATION ENVIRONMENT FAITH EVENTS

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

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

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

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

### Archives



[Contact Us Now](#)

Tuesday, May 9, 2017

## Tea Presentation and Tasting with Linda Louie at the Altadena Library



*Saturday, May 27th at 4:00 p.m.*

Ever wonder what's the difference between black tea from China and black tea from India? Or how green tea from China compares to green tea from Japan?

Join Linda Louie from Bana Tea Company for a discussion and tea tasting of rare and high end teas from China, Nepal, India and Japan.

Linda Louie was born and raised in Hong Kong. She has a Master's degree in Social Work and worked for the Los Angeles Superior Court for many years before

### Altadena Calendar of Events

June, 2017						
S	M	T	W	T	F	S
		13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

For Pasadena Events, [click here](#)

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Saturday: 11:00 a.m. - 6:00 p.m.  
Sunday: Closed

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pursuing her life-long passion for tea. Linda is the owner of Bana Tea Company, an on-line tea company specializing in fine Pu-erh tea. Linda has studied with a renowned tea master in Hong Kong and traveled extensively through the farms and villages of the Pu-erh tea regions of Yunnan China in her quest to find the finest teas. She has given tea lectures, demonstrations and focused tea tastings at museums, community colleges, public libraries, art galleries and private events.

The Altadena Library is located at 600 East Mariposa Street, Altadena.

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

**Altadena Ale & Wine House** <sup>12</sup>

Hours of Operation:  
 Mon-Fri: 5:00 pm - 2:00 am  
 Sat-Sun: 3:00 pm - 2:00 am

**Click HERE for more info**

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Altadena Now

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ALSO ON ALTADENA NOW

**MonteCedro Senior Living Community Facility Holds Grand Opening**

2 comments • a year ago •

**Kenneth M Jackson** — How can b learn more about avavailability and requirements to lease or own? E ...

**Altadena Mountain Rescue Team Gets Record 88 Calls for Help in 2015**

1 comment • a year ago •

**jbal** — who the hell goes hiking in 50 degree heat and brings a dog with a fur coat??



**GROWING UP ALTADENA**  
 Saturday, June 10<sup>th</sup>  
 10:00am - 8:30pm  
 Main Library  
 600 E. Mariposa St.  
 Altadena 91001

### Newly-Arrived Rabbi Noam Raucher to Speak at Community Interfaith ...

1 comment • 7 months ago •

**essay services** — People like this service so much and most of them try to get the service for them. You write right so ...

### Altadena Chamber of Commerce Names 2015 Citizen and Business ...

1 comment • a year ago •

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PW OPINION | PW NEWS | PW LIFE | PW ARTS

**THE BUSINESS OF ART**

CONTINUED FROM PAGE 21

Alta Drive, where the group painted signs in the driveway.

"Open Studios started like a scene out of an old movie where they 'put on a show,'" recalls Leslie Aiken, "It was a small grassroots movement that has taken root in the community of Altadena and hopefully will thrive for years to come."

Leslie, LA General Store Design Studio, is participating in Open Studios currently as a clothing designer. After 4 years of leading the social media team for Open Studios, she is now editor of the rapidly growing online newsletter What's Up in Altadena?

Says Ayodele Henderson of Sidewalk Café: "Open Studios is a great opportunity for artists. The platform allows an artist showing for the first time to be on the same ticket as the seasoned vet. It is a great community event."

Long before Open Studios, Scott and Lori Webster had been strong supporters of the artists in the community. First at their original location on Lake Avenue and continuing on to their current location at 2591 N. Fair Oaks Ave., under the new name Hoopla! Emporium.

"We became involved with Open Studios early in their inception, but couldn't do the first show because we were moving. Our advertisement in the first Open Studios tour guide was our participation," states Lori Webster. "We became more involved in 2014, but we've carried local artists' works in our store since 2007. Since moving, we've devoted much more shelf and wall space to locally sourced, artisanal giftware." The Webster's many contributions, ranging from host location to corporate representation and beyond, are an integral part of Open Studios.

Open Studios is an all-volunteer group effort. The tours are held in June and December. The group has come a long way from hand-painted signs, now producing a beautiful sought-after 44-page catalogue, an opening reception and includes poetry and music at many locations.

"I became involved with Open Studios in December 2014. I initially volunteered to scan business cards for advertising in the brochure. Somehow, that turned out to be producing the entire brochure," shares Leah Knecht, both a graphic and fine artist, who, with husband Ted of Connect Graphic in Pasadena, handles the graphics and built the Open Studios website. "Being involved has pushed me to spend more time on my fine art, because I want to have new works to show each tour," says Leah. "It has become a community, and speaking for myself, I have met more neighbors in the three years I've been on the tour, than I had in 25 previous years!"

In 2016, Open Studios Alta/Pasa/Dena was named Business of the Year by the Altadena Chamber of Commerce and Civic Organization.

"We have a huge artistic community in Altadena," says Billy Malone, president of the Altadena Chamber of Com-



Patrick and Mary Gothard



Artcrush Studio

merce. "Open Studios is an organic event, whether you are in the market to purchase a piece for your collection or trying to get an audience for your work. Open Studios has brought the business of art into our local economy without overt commercialism destroying the artist's process. It is a welcome addition to our community."

Mary is grateful for the group's success.

"Climbing that ladder one rung at a time is hard work and would not have been possible without such strong teams," she explains.

"It's a lot of work," says Patrick Gothard. "But, it was a lot of work when it was just Mary and I."

For more information and an interactive map containing studio locations, visit [openstudios.gallery](http://openstudios.gallery). Guidebooks are available at Hoopla! Emporium, 2591 Fair Oaks Ave, Altadena; Pizza of Venice, 2545 N Fair Oaks Ave, Altadena; Altadena Public Library, 600 E. Mariposa St., Altadena; Sidewalk Café, 2057 N. Los Robles Ave., Altadena; and Pasadena Antique Warehouse, 1609 E. Washington Blvd., Pasadena. A reception and silent auction for the event is from 6 to 9 p.m. Friday, June 2, at the Altadena Public Library. The silent auction is from 6 to 7:30 p.m.

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ALTA/PASA/DENA

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Refreshments

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Opening Gala & Silent Auction  
Altadena Public Library 6pm—9pm  
600 E. Mariposa St. Altadena 91001

Studio Tour 11am—5pm  
Both Days, Rain or Shine  
[www.openstudios.gallery](http://www.openstudios.gallery)

Preview Exhibit  
May 6—June 5

Painting - Javier Baritez



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**EACH WEEK IN THE PASADENA WEEKLY CALENDAR**

## PMCA Appoints New Executive Director

The board of directors of the Pasadena Museum of California Art recently announced the appointment of Susana Smith Bautista as executive director of the museum, beginning the position this week.

Born and raised in Pasadena, Bautista is an expert on museums, digital technology, the arts and strategic communication. Bautista brings with her a wealth of experience in the museum world, curating exhibitions and creating educational programming and digital media and communication. She is committed to the Pasadena-area community, having served on the city of Pasadena Arts and Culture Commission, the advisory board of Southwest Chamber Music, the board of trustees of Westridge School and the board of directors of Clazzical Notes.

"The board of directors is thrilled to have Susana take the helm of the PMCA," says PMCA Chairman of the Board Jim Crawford. "She has a proven track record in the art, museum and nonprofit fields. Her specialized focus on museum studies; digital technology and communication; and Latino, Chicano, and Asian art will ensure that the full, diverse scope of California art as well as modern media communication continue to be at the forefront of the PMCA's programming. With someone as committed to California art as well as to the Pasadena and Los Angeles communities, we are certain that with Susana as executive director, the museum will continue to thrive and be a significant and essential



Susana Smith Bautista

voice within and beyond Los Angeles."

Bautista replaces Interim Executive Director Jay Belloli, who, will continue to guest curate exhibitions in partnership with the PMCA. Belloli began his directorship with the museum upon the departure of former Executive Director Jenkins Shannon last June.

"I have every confidence that Susana will sustain the PMCA's continued expansion of its educational and out-

reach efforts and will further demonstrate her leadership within the Pasadena community," Belloli said.

Shannon, now with Cal Poly Pomona's College of Environmental Design, dedicated more than a decade to leading the museum and remains a strong supporter and member of the PMCA.

"As a longtime visitor and supporter of the PMCA, I am honored to take on this leadership role at the museum," Bautista said. "Having lived in Pasadena for most of my life, I have seen the major contributions the PMCA has made to the Pasadena community as well as those of Los Angeles and California. The museum has filled a void in the study and presentation of California art, and as we approach this momentous 15th anniversary of the museum, I consider it a privilege to be able to uphold the PMCA's mission and to ensure that the longstanding tradition of innovative research and exhibitions, as well as engaging educational and outreach programming, continues for the next 15 years and beyond."

## PFAR Wine Tasting and Auction to Benefit Local Charities

The Pasadena-Foothills Association of Realtors Charitable Foundation will host "The Blind Tiger" wine tasting and auction Thursday, June 22, at the Cellar at 26 E. Colorado Blvd, Pasadena.

The 26th annual event will include a series of activities, including a silent auction and wine toss, followed by a live auction later in the evening. Wine, champagne and hors d'oeuvres will be served throughout.

Attendees are encouraged to come dressed in the "Roaring Twenties"-themed apparel, inspired by "The Great Gatsby."

Sponsorships are sought, with some levels receiving complimentary wine-tasting

tickets. For more information, contact Roberta Dominguez at (626) 382-9759.

"The more support we receive from our Realtors, their clients and the community, the more funds we raise each year, allows us to donate to our local charities and give more scholarships," said Deborah Maxson, PFAR Charitable Foundation chair.

In 2016, the PFAR Charitable Foundation raised almost \$100,000, which was distributed to more than 15 charities in the San Gabriel Valley.

Tickets are \$75 and are available at pfar.org or by calling Michele at (626) 893-1682. All proceeds will be donated to local charities.



## Altadena Library's Celebration is June 10

Altadena Library's grand reopening, Summer Reading Program kickoff and 50th anniversary celebration will be held on Saturday, June 10, from 10 a.m.-8:30 p.m. Being touted as the library's "biggest event" of the year, it has been officially titled "Growing Up 'Dena."

This celebration will feature performances for all ages, including Mad Science, Antics, CHROMA, lead vocalist of Santana, Andy Vargas and Souleros, and the Satisfaction Band.

For more information about the main stage lineup and activities throughout the day, visit [altadenalibrary.org](http://altadenalibrary.org)

# Charity Golf Tournament to Benefit Casa on June 19

Pasadena resident and NBC4 anchor Colleen Williams will host her 22nd annual Charity Golf Tournament to benefit Casa Treatment Center on Monday, June 19, at San Gabriel Country Club. Over the years, the event has raised more than \$1 million for Pasadena-based Casa, which provides women struggling with addiction the opportunity to transform their lives.

Leah Rodemich, Casa's executive director, expressed the organization's appreciation for Williams' support through the years. "We are so grateful for the many years of service that Colleen and her family have given to Casa," Rodemich said. "As a result of their efforts, we have raised more than \$1 million, which has enabled us to provide affordable residential, outpatient, day treatment and sober living services to hundreds of women each year."



Colleen Williams

An award-winning journalist for three decades, Williams has received numerous industry honors, including multiple Emmy and Golden Mike awards.

Casa (former Casa de las Amigas) was founded in 1967 and was one of the first treatment centers in the country to focus on women. "Casa has been on the forefront of providing professionally supervised alcohol and drug treatment and has been ahead of the curve in providing those services specifically to address the

unique needs of women," a Casa spokesperson said.

Golf tournament registration begins at 9:30 a.m. and the event culminates with a dinner and live auction. Tournament sponsorships are available starting at \$2,500. To register online, visit [casatreatmentcenter.org](http://casatreatmentcenter.org). For further information, contact Ava Alexander at (626) 792-2770.






**YOU'RE INVITED!**


**GRAND REOPENING, SUMMER READING KICK-OFF, & 50<sup>TH</sup> ANNIVERSARY**

Saturday, June 10<sup>TH</sup>, 10:00AM - 8:30 PM  
Altadena Main Library, 600 E. Mariposa Street, 91001



**THE FRETTED FROG GUITAR SHOP**

BECAUSE YOU DON'T TRY GUITARS ONLINE



## CALENDAR



# Breaking the Silence

ALTADENA'S CENTRAL LIBRARY HOSTS ALL-DAY GRAND REOPENING PARTY SATURDAY

BY CARL KOZLOWSKI

aries are usually regarded as staid and serene zones for study and contemplation. Yet on y there will be plenty of action happening at tadena Library District's Central Library when it s all-day party marking its grand reopening, the if its Summer Reading Program, and its 50th sary Celebration.

library underwent a Phase One Renovation n March and April with its nearly \$500,000 arily funded by the US Department of Hous- Urban Development. The project refurbished ry's furnishings and planters, while also creat- signage, shelving and displays throughout, in to new carpeting and electrical improvements. festivities kick off at 10 a.m. with a live per- e by the John Muir High School Drum Corps. l by the official Summer Reading Program and an educational entertainment perfor- y Mad Science for kids. The reading program kids and teens with a prize for reading eight ver the course of the summer with a second

prize offered after another eight hours of reading, and two final prizes once participants achieve 24 hours of reading.

Additional prizes come by participating in ad- ditional activities including the completion of learning tracks and writing book reviews. Adults, meanwhile, can treat themselves to a free book from the Friends of the Library bookstore when they sign up for the program, and also become eligible for gift cards from Target and Vroman's Bookstore for logging in their reading hours in the library's Beanstack program. Those who complete 24 hours of reading are invited to a special party with a drawing for an iPad Mini.

The day's master of ceremonies is Jodi Taffel, the nationally renowned chef known as the "Bacon Babe" for her ability to work magic with bacon in recipes on TV shows including "Master Chef" and for winning numerous grilled-cheese sandwich competitions, including the 2013 World Food Championships. She will guide guests through a variety of acts and local celeb- rities, among them the musical group CHROMA, the

hip-hop dance and spoken word poetry performance team Antics and speeches by state Sen. Anthony Portantino, Los Angeles County Supervisor Kathryn Barger and state Assembly member Chris Holden.

The newly renovated library will be open for tours, and the Altadena Rotary Club will offer lunch in the parking lot at "1960s prices." Local teens are invited to a special teen lunch gathering inside the library's Community Room.

The afternoon will feature live music at 3:30 p.m. from Souleros, featuring vocals by Andy Vargas, who has also performed on nearly 20 world tours with classic rock band Santana. The party will come to a close with a 6:30 p.m. performance by The Satisfaction Band — which plays a blend of popular dance music, styles including Top 40, Latin rock, R&B, cumbias and oldies — as part of the library's long-popular Second Saturday concert series.

The Altadena Ale & Wine House will offer a selection of fine wine and beers, while local food vendors will be selling dinner options and Sweeter Than Honey

will have desserts available for sale.

In a wise move to improve local voter participation, the day will also feature the Altadena Town Council hosting its elections on the main library campus. The hope is that attendees will make some time to perform their civic duty of voting while enjoying some fun in the sun.

"With the support of a committee of dedicated volunteers and our excellent staff, we are confident that this multifaceted event will be a day that Altadena remembers for years," says Altadena Library Director Mindy Kittay. "This celebration will combine the joys of reading, live music, food and drink, and all-around family fun to make an experience that can appeal to all." ■

The Altadena Library District Central Library hosts its Grand Reopening, Summer Reading Kick-Off and 50th Anniversary Celebration from 10 a.m. to 8:30 p.m. Saturday at 600 E. Marguosa St., Altadena. Admission is free. Visit [altadenalibrary.org](http://altadenalibrary.org) or call (626) 798-0833.



**PAINTING PASEO**

CONTINUED FROM PAGE 31

often recreated images of the Madonna found in the nation's cathedrals, the tradition exploded after World War II with the first official festival launched in 1973 in Mantua, Italy.

The Light Bringer trio realized that this would be a great way for the relatively new project to bring together the local arts community, and the fest began as "Chalk in the Walk" at Pasadena City Hall's Centennial Square.

More than 150 visual artists participated that first year, with all proceeds donated to community arts programs and HIV/AIDS resources. Over the next three years, the fest moved to Mercantile Alley, West Hollywood and Universal Citywalk before returning to Pasadena for good in 1998.

From 1997 through 2005, the event was called the absolut Chalk Festival due to being sponsored by absolut Vodka, but it was rebranded the Pasadena Chalk Festival in 2006 when the city of Pasadena's Cultural Affairs Department stepped in with arts grants funding. The other biggest change came when the fest left Centennial Square and moved to the Paseo Colorado in 2004.

"City Hall had told us we had to move the festival and we were nervous, but the Paseo's former marketing director Jodi Taylor-Zens invited us and said we'll make worth your while," Hurley recalls. "They carried half the weight in production aspects and that helped a lot, so we could focus on the artists and the art."

The move really paid off in 2010, the year the fest set out to enter the Guinness record books. Paseo Colorado, which is now called simply The Paseo, helped Light Bringer fly out an official from Guinness headquarters in Ireland and arrange for community volunteers to adjudicate the headcount of participating artists.

The adjudicators asked artists' names and recorded how long they were working on their paintings to ensure they were there throughout the official drawing hours. Light Bringer then had each artist sign a banner assigned for each painting, and then hung all the banners

on a wire across the top of the festival artspace, ultimately totaling 188 banners gracing the air above the Paseo plaza.

"Jodi loved pomp and circumstance and hired the people who blow the trumpets at Disneyland's Sleeping Beauty Castle to come out," recalls Hurley. "Every time we passed a milestone number as the Guinness officials counted the artists, they would blow their horns. That was really fun and we were really proud to reach that pinnacle of success."

The fest continues to grow each year, allowing new artists to apply for the right to participate by paying a \$35 first-timers' fee and submitting a drawing of their proposed image. After the first year, painters can return for free.

The event now includes workshops, as well as a dedicated section for paintings by professional animators from Nickelodeon and other major cartoon outlets and tribute paintings to famous cartoon characters. Special attention is also placed on artists who create 3D effects, and a gallery sells traditional paintings that each artist or team is asked to create in advance and bring to the festival with them.

Putting it all together takes a lot of work, but for Hurley, seeing the positive response makes it all worthwhile.

"A lot of people don't go to museums and are intimidated by that and paying for it," says Hurley. "Chalk art is very non-intimidating, it's on the streets and free, and you can bring your dog and stroller, with all ages able to walk through and see it."

"The art is being created right there in front of them, which is exciting, but then they also get to see another piece of art the artist has done in a painting," she continues. "It all benefits more art in the community and draws everyone in from young ages on up." ■

The Pasadena Chalk Festival takes place from 10 a.m. to 7 p.m. June 17 and 18 at The Paseo Colorado, 300 E. Colorado Blvd., Pasadena. Admission is free. Visit [pasadenachalkfestival.com](http://pasadenachalkfestival.com).

**GROWING UP 'DENA**



**GRAND REOPENING, SUMMER READING KICK-OFF, & 50<sup>TH</sup> ANNIVERSARY CELEBRATION**

Saturday, June 10<sup>TH</sup>, 10:00AM - 8:30 PM

Altadena Main Library  
600 E. Mariposa Street, Altadena

**You don't want to miss this day full of exciting performances, delicious food and drink, and celebration!**

For more information, visit [WWW.ALTADENALIBRARY.ORG](http://WWW.ALTADENALIBRARY.ORG)



The South Pasadena Public Library, The Friends of the South Pasadena Public Library, and the South Pasadena Preservation Foundation Proudly Present:

**FREE FILM NIGHT**

Featuring a Screening of Acclaimed Documentary

**Bungalow Heaven**  
Preserving a Neighborhood

Q & A With Filmmaker  
**Joaquin Montalvan**  
And  
American Bungalow Magazine Publisher  
**John Brinkmann**

**JUNE 15, 7:00 PM**

Nominated for Best Documentary at the Pasadena International Film Festival

LIBRARY COMMUNITY ROOM  
115 EL CENTRO ST.  
SOUTH PASADENA

# Serving Lunch at the Altadena Library Grand Re-Opening

On June 10, several members of the club gathered in the Altadena Library parking lot to set up and prepare to provide a hot dog lunch for up to 1000 people.

The members came and went in accordance with the shifts they had signed up to fill. In the end, we sold over 700 lunches, which included a hot dog in a bun, a choice of client-applied condiments – mustard, relish, cat-sup – choice of a variety of chips, a choice of power bar and a soft drink of choice. And the price of all this was a whopping \$1.

The club members in attendance were: first and foremost David Smith, who set up the grills and did most of the hot dog cooking. Sue Applegate was in charge of taking the money and making change. Doug Colliflower handed out foil-wrapped hot dogs in a bun with a plate and napkin, and Craig Cox was in charge of helping clients decide which chips they wanted, pointing out the three flavors of the power bars and sending them on to pick out their canned soda.

Behind the scene, Mike Zoeller, Steve

Kerekes, Ed Jasnow, Mendel Hill and Kimmet Haggins put hot dogs in buns and wrapped them in foil for placement in a chafing dish to keep them warm. Tom Surnock helped with the hot dog cooking and replenished the soft drinks in the ice-water-filled barrels. Mark Mariscal did double duty of helping at our stand and fulfilling various library duties. And I helped out in various locations and took pictures.

Cleanup took about a half hour, and we left about 1:30p.

Apologies if I missed someone. ○





Pasadena Now

about a week ago · 🌐



TODAY, FUN IN ALTADENA!

Altadena Library Grand Reopening Brings Food, Music and Fun In Mid Century Modern Style

The Altadena Library kicks off its 50th Anniversary Celebration Saturday with a day filled with fun, food, live music all in a groovy mid century modern style.

The newly renovated building which feels like you time traveled into the early 1960s is Phase 1 of the Library's effort to update the building which provides a variety of community programs, special events and a hometown library experience that still thrives during the Age of the Internet.

"I think of the Altadena Library as the hub and the gem of Altadena. We are the one place in Altadena where everyone is welcome, everybody can come and be educated, entertained, can learn--and can do anything they need to do to reach their full potential," explained Altadena Library District Manager Mindy Kittay.



Write a comment...

