



Honoring the past, cultivating the present, empowering the future

AGENDA

Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

July 25, 2016 – 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:**

Meredith McKenzie, President
David Tuck
Gwendolyn McMullins
Adalila Zelada-Garcia, Secretary
John McDonald

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:

- Quarece Martinez, Part Time Page in Circulation hired 5/16/16
- Helen Huang, Part Time Page in Circulation hired 5/16/16
- Promotion of Perla Vogel from Page to Clerk 1 in Youth Services effective 5/16/16

6. **FINANCIAL REPORTS**

- a) Financial reports for the month of June 2016
(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 June 27, 2016

- b) Statistical Reports – June 2016
- c) Departmental Monthly Report – June 2016

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) New Initiatives: Patron Self Pick Up of Holds
- b) Human Resources Outsourcing Update
- c) Rob Hallwachs donation to professionally restore the statue "Lady".
- d) Board of Library Trustees Calendar and Cut-Off Times for Agenda/Board Package

10. **TEMPORARY PERSONNEL SUB-COMMITTEE REPORT (DISCUSSION)**

11. **OLD BUSINESS**

- a) Review and discussion of District Earthquake/DIC (Difference in Conditions) Policy Options for FY 2016/17 **(DISCUSSION / POSSIBLE ACTION)**
- b) Review of Progress on Operating Plan FY 2016/17 **(DISCUSSION / INFORMATION)**
- c) Final Review/Report of the 2015/2016 Annual Operating Plan **(INFORMATION)**

12. **NEW BUSINESS**

- a) Presentation by Mikayla Arevalo – Staff Activities Club
- b) Los Angeles County Biennial Review of Conflict of Interest Code **(Review/Approval)**
- c) Request Membership with Other Public Agencies In The Investment Trust of California, A Public Joint Powers Authority, Carrying on Business as "CalTRUST" **(Review/Approval)**
- d) Update to Financial Policies and Procedures Manual, Section VIII Investment Policy

13. **CORRESPONDENCE & PRESS**

- a) Press Clippings **(INFORMATION)**

14. **REPORTS OF SUPPORT GROUPS**

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

15. **REPORTS OF TRUSTEES**

16. **AGENDA ITEMS FOR FUTURE AGENDAS**

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

17. **ADJOURNMENT**

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



LIBRARY BOARD OF TRUSTEES
STAFF REPORT

DEPARTMENT: Finance

MEETING DATE: July 25, 2016

PREPARED BY: Tina Wallin

LOCATION: Community Room

TITLE: Summary Report of Financial Statements for June 2016

FINANCIAL HIGHLIGHTS FOR MAY, 2016:

- Percent of year completed is 100%.
- The District is waiting on Financial Reports from LA County Auditor-Controller; therefore, the attached Financials do not reflect Total Revenue at June 2016.
- Total Expenses are \$3.04M
- Collected Property Taxes for the Month of May are \$357K
- Passport Revenue each month continues to increase. For the month of June it was \$8,751, whereas May was \$5800. Thus far we have exceeded our projected revenues by \$17,176.

	<u>Jun 30, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash & Cash Equivalents	
1010.00 · Cash in County Treasury	
1010.10 · Trustee Election Reserve	122,122.95
1010.20 · Asset Replacement Reserve	143,939.00
1010.00 · Cash in County Treasury - Other	2,238,530.94
Total 1010.00 · Cash in County Treasury	<u>2,504,592.89</u>
1021 · Cash in Checking Chase Gen Fund	174,906.25
1026 · Cash in Savings PF - Chase Bank	3,704.49
1041 · Cash in Savings - Chase Bank	30,122.10
1045 · Cash HUD Fund - Chase Bank	2.04
1075 · SCLC Deposit Account	1,160.00
1080 · Petty Cash	777.00
Total Cash & Cash Equivalents	<u>2,715,264.77</u>
Total Checking/Savings	<u>2,715,264.77</u>
Other Current Assets	
1400 · Property Taxes Receivable	(36,918.87)
1076 · Prepaid Items & Deposits	1,105.74
Total Other Current Assets	<u>(35,813.13)</u>
Total Current Assets	2,679,451.64
Fixed Assets	
Non-Depreciable Assets	
1500 · Land	77,280.28
1510 · Artwork	102,500.00
Total Non-Depreciable Assets	<u>179,780.28</u>
Depreciable Assets	
1550 · Structures & Improvements	1,180,735.18
1700 · Furniture, Fixtures & Equipment	683,740.71
1800 · Accum Depr (S & I)	(1,002,725.14)
1900 · Accum Depr (FF & E)	(612,732.21)
Total Depreciable Assets	<u>249,018.54</u>
Total Fixed Assets	<u>428,798.82</u>
TOTAL ASSETS	<u><u>3,108,250.46</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	26,371.06
Total Accounts Payable	<u>26,371.06</u>
Other Current Liabilities	
2012 · Accrued Vacation Payable	66,564.65
2064 · Deferred Compensation - CalPERS	(85.78)
2090 · Misc Short Term Payable	(3,000.00)

	Jun 30, 16
Total Other Current Liabilities	<u>63,478.87</u>
Total Current Liabilities	89,849.93
Long Term Liabilities	
2030 - GASB 45 OPEB Liability	<u>189,067.52</u>
Total Long Term Liabilities	<u>189,067.52</u>
Total Liabilities	278,917.45
Equity	
3300 - Retained Earnings	2,824,610.26
Net Income	<u>4,722.75</u>
Total Equity	<u>2,829,333.01</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,108,250.46</u></u>

	Jun 16	Jun 15	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense						
Income						
PROPERTY TAXES	0.00	89,393.25	2,822,408.96	2,893,665.00	(71,256.04)	97.54%
INTEREST INCOME	2.22	6,709.73	5,563.11	7,000.00	(1,436.89)	79.47%
FINES & FEES	12,152.39	11,755.28	115,419.14	101,916.00	13,503.14	113.25%
DONATIONS AND GRANTS	95.00	3,000.00	99,055.00	99,175.00	(120.00)	99.88%
MISCELLANEOUS INCOME	337.58	398.05	5,806.68	141,000.00	(135,193.32)	4.12%
Total Income	12,587.19	111,256.31	3,048,252.89	3,242,756.00	(194,503.11)	94.0%
Gross Profit	12,587.19	111,256.31	3,048,252.89	3,242,756.00	(194,503.11)	94.0%
Expense						
SALARIES, WAGES & BENEFITS	200,144.43	149,310.33	2,102,371.94	2,218,566.00	(116,194.06)	94.76%
LIBRARY MATERIALS	27,870.92	56,967.31	260,258.34	333,411.00	(73,152.66)	78.06%
PROGRAMS	10,204.09	2,676.76	70,017.39	72,000.00	(1,982.61)	97.25%
OPERATING EXPENSES	46,165.65	12,412.90	298,668.82	278,324.00	20,344.82	107.31%
PROFESSIONAL & TECHNICAL	13,200.78	9,715.15	146,293.09	134,619.00	11,674.09	108.67%
FACILITIES, GROUNDS & MAINTENAN	7,985.52	975.04	82,201.07	48,704.00	33,497.07	168.78%
CAPITAL	4,473.13	(44,726.94)	50,981.80	131,000.00	(80,018.20)	38.92%
MISCELLANEOUS EXPENSE	277.50	18,692.66	32,737.69	26,132.00	6,605.69	125.28%
Total Expense	310,322.02	206,023.21	3,043,530.14	3,242,756.00	(199,225.86)	93.86%
Net Ordinary Income	(297,734.83)	(94,766.90)	4,722.75	0.00	4,722.75	100.0%
Other Expense - Pension Liability		(11,741.00)				
Net Income	(297,734.83)	(83,025.90)	4,722.75	0.00	4,722.75	100.0%

% of Year: 100%

	Jun 16	Jun 15	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense						
Income						
PROPERTY TAXES						
4010 - Current Secured	0.00	29,637.42	1,921,583.23	1,968,654.00	(47,070.77)	97.61%
4020 - Current Unsecured	0.00	12,974.47	60,975.74	70,000.00	(9,024.26)	87.11%
4030 - Prior Year	0.00	(11,238.81)	17,095.18	10,000.00	7,095.18	170.95%
4050 - Homeowners Exemption	0.00	2,153.33	11,994.84	7,500.00	4,494.84	159.93%
4060 - Per Parcel Benefit Assessment	0.00	16,708.62	734,663.66	762,617.00	(27,953.34)	96.34%
4070 - SB 813 Supplemental Roll	0.00	15,408.78	47,292.16	28,000.00	19,292.16	168.9%
4080 - Penalties, Interest & Costs	0.00	2,821.02	12,971.71	15,000.00	(2,028.29)	86.48%
4090 - RDA ABx126 Income	0.00	20,928.42	15,832.44	31,894.00	(16,061.56)	49.64%
Total PROPERTY TAXES	0.00	89,393.25	2,822,408.96	2,893,665.00	(71,256.04)	97.54%
INTEREST INCOME						
4210 - Chase Bank	2.22	0.70	15.19	50.00	(34.81)	30.38%
4220 - County Deposits	0.00	6,709.03	5,547.92	6,950.00	(1,402.08)	79.83%
Total INTEREST INCOME	2.22	6,709.73	5,563.11	7,000.00	(1,436.89)	79.47%
FINES & FEES						
4305 - Fines	2,816.89	2,916.23	31,131.62	33,000.00	(1,868.38)	94.34%
4310 - Printer & Copy Machine	764.50	655.05	6,695.52	8,500.00	(1,804.48)	78.77%
4330 - Video Game Rentals	0.00	86.00	416.00	416.00	0.00	100.0%
4340 - Passport Services Fees	8,571.00	8,098.00	77,176.00	60,000.00	17,176.00	128.63%
Total FINES & FEES	12,152.39	11,755.28	115,419.14	101,916.00	13,503.14	113.25%
DONATIONS AND GRANTS						
4710 - Friends of the Library	0.00	0.00	40,000.00	40,000.00	0.00	100.0%
4730 - Undesignated	95.00	0.00	380.00	500.00	(120.00)	76.0%
4735 - Designated	0.00	3,000.00	6,510.00	3,510.00	3,000.00	185.47%
4740 - CA Library Literacy Services	0.00	0.00	25,165.00	25,165.00	0.00	100.0%
4750 - Cal State Library	0.00	0.00	27,000.00	30,000.00	(3,000.00)	90.0%
Total DONATIONS AND GRANTS	95.00	3,000.00	99,055.00	99,175.00	(120.00)	99.88%
MISCELLANEOUS INCOME						
4910 - Miscellaneous Income	337.58	398.05	5,806.68	10,000.00	(4,193.32)	58.07%
4940 - Transfer in from Reserves	0.00	0.00	0.00	131,000.00	(131,000.00)	0.0%
Total MISCELLANEOUS INCOME	337.58	398.05	5,806.68	141,000.00	(135,193.32)	4.12%
Total Income	12,587.19	111,256.31	3,048,252.89	3,242,756.00	(194,503.11)	94.0%
Gross Profit	12,587.19	111,256.31	3,048,252.89	3,242,756.00	(194,503.11)	94.0%
Expense						
SALARIES, WAGES & BENEFITS						
SALARIES & WAGES						
5010 - Salaried	97,655.84	87,482.26	1,203,128.74	1,249,167.00	(46,038.26)	96.31%
5020 - Hourly	24,647.34	20,045.06	260,645.75	274,881.00	(14,235.25)	94.82%
Total SALARIES & WAGES	122,303.18	107,527.32	1,463,774.49	1,524,048.00	(60,273.51)	96.05%
BENEFITS						
5120 - Soc Security & Medicare, Salary	7,306.88	6,564.22	90,437.05	94,720.00	(4,282.95)	95.48%
5121 - Soc Security & Medicare, Hourly	1,820.91	1,572.58	19,605.18	17,898.00	1,707.18	109.54%
5210 - PERS Retirement	14,020.45	11,613.85	172,922.83	166,527.00	6,395.83	103.84%
5220 - Health Insurance	15,232.51	13,834.68	176,996.00	222,000.00	(45,004.00)	79.73%
5222 - OPEB Contribution	38,100.00	5,319.52	139,700.00	140,000.00	(300.00)	99.79%
5230 - Dental Insurance	1,202.88	1,052.52	14,133.84	14,435.00	(301.16)	97.91%
5240 - Vision Insurance	(110.64)	434.30	4,748.95	5,348.00	(599.05)	88.8%
5250 - SU, Salaried	0.00	0.00	3,631.26	14,350.00	(10,718.74)	25.31%
5251 - SU, Hourly	271.22	169.02	4,020.09	2,711.00	1,309.09	148.29%
5260 - Life Insurance	(2.96)	140.40	1,615.20	1,642.00	(26.80)	98.37%
5310 - Workers' Compensation	0.00	1,081.92	10,787.05	14,887.00	(4,099.95)	72.46%
Total BENEFITS	77,841.25	41,783.01	638,597.45	694,518.00	(55,920.55)	91.95%
Total SALARIES, WAGES & BENEFITS	200,144.43	149,310.33	2,102,371.94	2,218,566.00	(116,194.06)	94.76%
LIBRARY MATERIALS						
6110 - Cataloging Expenses	1,110.17	1,335.87	18,928.60	19,604.00	(675.40)	96.56%
6115 - Electronic Databases & Subscrip	2,578.82	0.00	13,535.00	11,000.00	2,535.00	123.05%

	Jun 16	Jun 15	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
6120 - Books	15,080.06	36,657.34	115,428.88	198,944.00	(83,515.12)	58.02%
6125 - Audio CD	1,782.10	3,564.91	24,544.98	19,253.00	5,291.98	127.49%
6130 - DVD's & Videogames	2,056.29	4,000.08	19,295.91	25,110.00	(5,814.09)	76.85%
6135 - Processing of Materials	4,964.81	10,817.47	42,553.62	31,500.00	11,053.62	135.09%
6140 - Periodicals	125.50	0.00	12,571.80	13,000.00	(428.20)	96.71%
6150 - Downloadables	173.17	59.99	13,399.55	15,000.00	(1,600.45)	89.33%
Total LIBRARY MATERIALS	27,870.92	56,435.66	260,258.34	333,411.00	(73,152.66)	78.06%
PROGRAMS						
6200 - Youth Services	2,836.56	457.07	10,832.22	8,000.00	2,832.22	135.4%
6210 - Teen Services	4,156.85	358.14	31,562.21	33,000.00	(1,437.79)	95.64%
6220 - Adult Services	2,026.48	1,737.70	20,851.49	25,000.00	(4,148.51)	83.41%
6230 - Bob Lucas Branch Services	381.51	(22.57)	1,480.74	1,500.00	(19.26)	98.72%
6240 - Literacy Services	802.69	146.42	5,290.73	4,500.00	790.73	117.57%
Total PROGRAMS	10,204.09	2,676.76	70,017.39	72,000.00	(1,982.61)	97.25%
OPERATING EXPENSES						
6430 - Insurance-Gen, Prop, Liab, Eq	0.00	0.00	29,381.49	31,000.00	(1,618.51)	94.78%
6620 - Membership Dues & Subscriptions	1,382.32	0.00	15,052.16	15,000.00	52.16	100.35%
6625 - Training & Education	0.00	0.00	5,238.00	8,000.00	(2,762.00)	65.48%
6626 - Recruitment, Gifts and Memorial	742.25	71.56	4,391.74	6,500.00	(2,108.26)	67.57%
6627 - Advertising / Marketing	11,172.50	250.00	23,408.15	8,000.00	15,408.15	292.6%
6710 - Meetings & Travel	1,215.79	664.47	8,311.05	5,000.00	3,311.05	166.22%
6730 - Mileage & Parking Reimbursement	67.72	373.45	884.96	2,500.00	(1,615.04)	35.4%
6740 - Postage & Delivery	2,804.28	272.40	11,164.87	7,500.00	3,664.87	148.87%
6745 - Banking & Service Fees	152.05	277.10	1,961.23	2,000.00	(38.77)	98.06%
6746 - Payroll Fees	1,092.19	1,545.92	13,365.04	9,000.00	4,365.04	148.5%
6750 - Printing & Reproduction	11,062.74	0.00	21,769.92	3,000.00	18,769.92	725.66%
6755 - Equipment, Furniture, Fixtures	365.12	0.00	6,382.28	5,000.00	1,382.28	127.65%
6765 - Janitorial Supplies	2,953.89	1,314.93	15,061.48	14,500.00	561.48	103.87%
6770 - Operating Supplies	6,207.46	2,330.97	28,713.07	40,000.00	(11,286.93)	71.78%
6780 - Operating Software	0.00	450.00	32,350.95	33,000.00	(649.05)	98.03%
6782 - ILS Maintenance	0.00	0.00	6,375.00	0.00	6,375.00	100.0%
6785 - Computer Supplies	183.77	135.00	935.63	9,800.00	(8,864.37)	9.55%
6790 - Hardware (Computers / Tech)	89.99	0.00	5,283.30	5,000.00	283.30	105.67%
6920 - Electricity	3,307.49	3,485.81	40,150.86	42,000.00	(1,849.14)	95.6%
6930 - Natural Gas	513.10	227.54	5,494.02	5,500.00	(5.98)	99.89%
6940 - Water & Sewage	592.50	419.50	3,753.33	5,600.00	(1,846.67)	67.02%
6950 - Refuse	501.87	360.22	4,552.19	4,500.00	52.19	101.16%
6960 - Products for Resale	0.00	234.03	229.86	500.00	(270.14)	45.97%
6970 - Equipment Lease & Rental	1,758.62	0.00	14,458.24	15,424.00	(965.76)	93.74%
Total OPERATING EXPENSES	46,165.65	12,412.90	298,668.82	278,324.00	20,344.82	107.31%
PROFESSIONAL & TECHNICAL						
7125 - Audit and Financial Consulting	0.00	743.75	10,843.75	14,000.00	(3,156.25)	77.46%
7130 - Legal Fees	0.00	0.00	7,672.00	3,000.00	4,672.00	255.73%
7135 - Technology Consulting	367.50	1,320.00	10,594.39	9,000.00	1,594.39	117.72%
7140 - Architectural & Engineering	6,540.60	0.00	11,128.92	9,000.00	2,128.92	123.66%
7145 - Collection Agency	223.75	107.40	1,136.65	1,800.00	(663.35)	63.15%
7155 - Consultants - Other	250.00	2,588.75	29,035.00	12,000.00	17,035.00	241.96%
7170 - Telecommunications	1,371.47	3,863.37	22,546.75	21,306.00	1,240.75	105.82%
7175 - Internet Service	0.00	0.00	9,190.92	6,575.00	2,615.92	139.79%
7180 - Technology Equipment	1,987.50	0.00	31,681.41	41,000.00	(9,318.59)	77.27%
7185 - Technology Maintenance Fees	2,459.96	1,091.88	12,103.30	8,938.00	3,165.30	135.41%
7190 - Website Development	0.00	0.00	360.00	8,000.00	(7,640.00)	4.5%
Total PROFESSIONAL & TECHNICAL	13,200.78	9,715.15	146,293.09	134,619.00	11,674.09	108.67%
FACILITIES, GROUNDS & MAINTENAN						
7205 - Maintenance Contracts	0.00	0.00	5,934.00	8,000.00	(2,066.00)	74.18%
7210 - Building Maint & Repairs	3,904.89	929.96	47,208.29	36,204.00	11,004.29	130.4%
7220 - Landscape	4,080.63	45.08	29,058.78	4,500.00	24,558.78	645.75%
Total FACILITIES, GROUNDS & MAINTENAN	7,985.52	975.04	82,201.07	48,704.00	33,497.07	168.78%
CAPITAL						
7310 - Equipment, Furniture & Fixtures	4,473.13	(7,084.00)	50,981.80	95,000.00	(44,018.20)	53.67%

	Jun 16	Jun 15	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
7320 - Structures & Improvements	0.00	(37,642.94)	0.00	36,000.00	(36,000.00)	0.0%
Total CAPITAL	4,473.13	(44,726.94)	50,981.80	131,000.00	(80,018.20)	38.92%
MISCELLANEOUS EXPENSE						
7510 - Miscellaneous Expense	277.50	0.45	763.16	2,000.00	(1,236.84)	38.16%
7520 - Refunds/Parcel	0.00	0.00	0.00	1,000.00	(1,000.00)	0.0%
7530 - Direct Assessments/Admin Costs	0.00	0.00	31,974.53	23,132.00	8,842.53	138.23%
7540 - Trustee Election	0.00	0.00	0.00	0.00	0.00	0.0%
7700 - Depreciation Expense		18,692.21				
Total MISCELLANEOUS EXPENSE	277.50	18,692.66	32,737.69	26,132.00	6,605.69	125.28%
Total Expense	310,322.02	206,023.21	3,043,530.14	3,242,756.00	(199,225.86)	93.86%
Net Ordinary Income	(297,734.83)	(94,766.90)	4,722.75	0.00	4,722.75	100.0%
Net Income	(297,734.83)	(83,025.90)	4,722.75	0.00	4,722.75	100.0%

	Type	Date	Name	Memo	Amount	Balance
DONATIONS AND GRANTS						
4710 - Friends of the Library						
	Deposit	10/16/2015	Friends of The Library	OCT-2015 - FY15-16 Donatin from FOL	45,000.00	45,000.00
	Bill	10/19/2015	Friends of The Library	101915 - Refund overpayment of Donation	-5,000.00	40,000.00
Total 4710 - Friends of the Library					<u>40,000.00</u>	<u>40,000.00</u>
4730 - Undesignated						
	Deposit	08/11/2015		AUG-2015 - Cash Donation from patron, Lisa Hoseu	50.00	50.00
	Deposit	08/12/2015		AUG-2015 - Donation from A. Vijayaraghavan	25.00	75.00
	Deposit	11/04/2015		NOV-2015 - Donation check from COPLA	100.00	175.00
	Deposit	01/11/2016		JAN-2016 - Donation from Patron Paul and Cara Barker	50.00	225.00
	Deposit	01/21/2016		JAN-2016 - Donation from anonymous patron	10.00	235.00
	Deposit	04/29/2016		APR-2016 - Unrestricted donation from patron	50.00	285.00
	Deposit	06/13/2016		JUN-2016 - Donation from Rebecca Bricker for book sales at "Secret of Marie" program on 4/26/16	85.00	370.00
	Deposit	06/24/2016		JUN-2016 - Undesignated donation from patrons Perilee & Dana Smith	10.00	380.00
Total 4730 - Undesignated					<u>380.00</u>	<u>380.00</u>
4735 - Designated						
	General Journal	07/01/2015		JUL-2015 - Reclassify Grant income for FY15-16	3,000.00	3,000.00
	Deposit	07/28/2015		JUL-2015 - Donation for Adult programming	10.00	3,010.00
	Deposit	09/25/2015		SEP-2015 - From ALF for Latino American Heritage Programming LA:500 Grant	500.00	3,510.00
	Deposit	03/30/2016		MAR-2016 - Grant Funds from SoCal Water Smart (Metro Water District of So Cal) for Water Conserv...	3,000.00	6,510.00
Total 4735 - Designated					<u>6,510.00</u>	<u>6,510.00</u>
4740 - CA Library Literacy Services						
	Deposit	08/12/2015		AUG-2015 - Grant from CLLS, 1st Installment	18,000.00	18,000.00
	Deposit	12/10/2015		DEC-2015 - Grant from CLLS - 2nd Installment Payment	7,165.00	25,165.00
Total 4740 - CA Library Literacy Services					<u>25,165.00</u>	<u>25,165.00</u>
4750 - Cal State Library						
	Deposit	11/18/2015		NOV-2015 - DIY Grant Funds, 1st Payment (Invoice ID 40-8501)	13,500.00	13,500.00
	Deposit	12/30/2015		DEC-2015 - DIY Grant	13,500.00	27,000.00
Total 4750 - Cal State Library					<u>27,000.00</u>	<u>27,000.00</u>
Total DONATIONS AND GRANTS					<u>99,055.00</u>	<u>99,055.00</u>
TOTAL					<u>99,055.00</u>	<u>99,055.00</u>

**ALTADENA LIBRARY DISTRICT
MONTHLY INVESTMENT
REPORT**

Summary of Cash and Investments as of June 30, 2016

ACCOUNT	AGENT	YIELD	JUNE-2016
Pooled Funds at County of Los Angeles	LA County	0.90%	\$2,504,592.89
General Fund – Business Select Checking	Chase Bank	0.00%	\$174,906.25
Savings Public Fund – High Yield Savings	Chase Bank	0.15%	\$3,704.49
General Savings – High Yield Savings	Chase Bank	0.15%	\$30,122.10
HUD Account - Business Select Checking	Chase Bank	0.00%	\$2.04
SCLC Deposit Account	SCLC	0.00%	\$1,160.00
Petty Cash	District Office	0.00%	\$777.00
Total Cash and Investments			\$2,715,264.77

We hereby certify that the investments are in compliance with Altadena Library District Policy, and California Government Code Section 53646(b)(1); and that the Altadena Library District has the ability to meet its budgeted expenditures for the next six (6) months.



Honoring the past, cultivating the present, empowering the future

MINUTES

Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

June 27, 2016 – 5:05 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:

Meredith McKenzie, President - **PRESENT**

David Tuck - **PRESENT**

Gwendolyn McMullins - **EXCUSED**

Adalila Zelada-Garcia, Secretary - **PRESENT**

John McDonald - **PRESENT**

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 Adalila Zelada-Garcia, Seconded by David Tuck, Agenda Approved

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.

Meredith McKenzie noted a public comment card was submitted by David Datz. Datz requested to speak at the agenda item he is referencing (112h).

5. PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS

- a) NICOLE FABRY, ACCOUNTS PAYABLE CLERK IN FINANCE

Finance Director Wallin reported hiring of Nicole Fabry.

6. FINANCIAL REPORTS

- a) FINANCIAL REPORTS FOR THE MONTH OF MAY 2016
(DISCUSSION/POSSIBLE ACTION)

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

Finance Director Wallin reported the changes to the Profit and Loss forms, which now include the Previous FY YTD for comparison. Wallin also reported the year is 92% complete, passport revenue for the year thus far has exceeded projected revenues by \$8600. Trustee Garcia asked when the District started offering passport services. Wallin replied around 2007/2008.

Moved by David Tuck, Seconded by John McDonald. Approved.

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 23, 2015
- b) APPROVAL OF MINUTES – SPECIAL MEETING HELD MAY 31, 2015
- c) STATISTICAL REPORTS – MAY 2016
- d) DEPARTMENTAL MONTHLY REPORT – MAY 2016

Trustee McKenzie noted the typo error in the Special Meeting Minutes, Agenda Item 7, Item 1, should read "Diretor", not "Direction".

Moved by David Tuck, Seconded by John McDonald. Approved.

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

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

9. **DIRECTOR'S REPORT**

- a) Update Furniture Drawings: **Director Kittay presented the architectural drawing of the custom furniture, designed by Steve Lamb, for the service desk, drop box and self-checkout, and the Teen area. Bids for the work will go out in July and the work should be completed before the end of this year.**
- b) Grand Opening of the Garden: **Director Kittay noted that the Grand Opening of the Water Conservation Garden is scheduled for Saturday July 10th.**

Director Kittay presented the video presentation of the Latino Cultural Festival held in May and indicated that there was a lot of footage that was not included but could be used in other marketing presentations as needed.

10. **TEMPORARY PERSONNEL SUB-COMMITTEE REPORT (DISCUSSION)**

The ad-hoc Temporary Personnel Committee has reviewed a number of documents and public statements, and has reached out to and/or received feedback from some staff, a few former and current Friends volunteers, and some former and current Foundation volunteers in its effort to gather information about the current employee morale situation. We feel we have exhausted all efforts to gain more information and therefore declare our review complete. We issue the following recommendations that the Board can take under advisement:

1. **The Board should monitor the progress on the requested recommendations from the letter to staff dated June 1, 2016. This should be a regular Board agenda item and be addressed monthly for the coming year. This will ensure the Board takes an active role in the promotion of a positive and healthy workplace for all Library District employees.**
2. **The Board should act on the recommendation to outsource Human Resources functions to an experienced third party vendor. This will ensure that staff have an avenue outside of the Board and the Library Administration in which to address concerns that they should have about job responsibilities. This neutral party will be better able to recommend action to address any grievances. It was clear to the ad-hoc Temporary Personnel Committee members that the lack of a structured Human Resources department has restricted communication during our fact-finding as well as delayed or minimized the concerns of staff about morale in the past.**
3. **The Board should consider a Board-managed employee morale survey that is repeated regularly. While the Martenson survey was a valiant attempt to assess the situation in September and provided some valuable information, it was insufficient in many ways. Since it was directed by Library Administration, the Board was not involved and had neither advance notice about the intent, content, or process that surrounded the survey. This led to had feelings from staff who believed it was Board-approved and that the Board was bound to act upon the results of the survey. A new feedback mechanism will provide the Board with more direct and time information about employee issues.**

The ad-hoc Temporary Personnel Committee extends its sincere appreciation for the valued input they received from staff and volunteers on these matters affecting the successful operation of our

Altadena Libraries. The committee members look forward to helping the Library, its administration and its employees move forward in a positive and productive fashion that is dedicated to providing the best possible library services to our Altadena community.

11. **OLD BUSINESS**

- a) **DISTRIBUTION OF THE DISTRICTS' ADOPTED OPERATING BUDGET BOOK, FY 2016/2017 (DISCUSSION/ACTION)**
Finance Director Wallin presented the Budget Book, noting the new sections and items included.
- b) **REVIEW OF SIGNAGE FOR WATER CONSERVATION GARDEN (DISCUSSION / POSSIBLE ACTION)**
Director Kittay indicated that the temporary signage for the Water Conservation garden has been approved to be installed in time for the opening. Trustee McKenzie noted that in the future a permanent, interpretive signage will be placed at the entrance of the garden. Trustee Garcia asked if the sign would be bilingual. Trustee McKenzie replied that based on what other local gardens have done the interpretive signage was preferred but that bilingual signage would be included in the future. Trustee Garcia inquired if it was an issue with getting a translator. Trustee McKenzie and Director Kittay indicated it was not. Kittay also noted that the iCell display for the inside of the library would be bilingual.

Moved by Adalila Zelada-Garcia, Seconded by John McDonald.

12. **NEW BUSINESS**

- a) **PRESENTATION OF ELLINE LIPKIN, ALTADENA LIBRARY POET LAUREATE AND PRESENTATION BY PAULI DUTTON OF THE ANNUAL POETRY REVIEW**
Pauli Dutton introduced the Altadena Poet Laureate, Elline Lipkin, who read a poem from the 2016 Altadena Poetry Review Anthology. Director Kittay thanked Dutton for being the volunteer program Coordinator for the Poetry and Cookies event and also noted that during the Laureate's tenure there would be additional poetry programs at the Library led by Ms. Lipkin.
- b) **PRESENTATION BY CARLENE CHIU, BOB LUCAS BRANCH MANAGER**
Carlene Chiu presented the plaque received by the Seventh Day Adventist Church for their literacy work with the community. The plaque was presented during a ceremony at the church's regular services and as a part of International Day of Fellowship. Director Kittay and Trustee McKenzie thanked all the Branch staff for their continued work and services.
- c) **REVIEW OF PROGRESS ON OPERATING PLAN FY 2016/17 (DISCUSSION / INFORMATION)**
Director Kittay presented the Leadership Teams report on their work on the 16/17 Operating Plan. The report details an overview of the goals of the strategic plan, operational planning, and C.O.R.E. development. At the June staff meeting, which was attended by Trustee Garcia and Trustee McKenzie, staff discussed questions related to the plan and an exercise was completed with all staff which allowed for input as to what the priorities of the operating plan should be. Leadership met immediately following the meeting to identify and consolidate the ideas down to specific areas of focus for the 16/17 Operating Plan. In addition to the regular objectives, Leadership added a new objective of CORE initiatives which address core values, morale, communication, training, review of job descriptions, and salary and benefit assessments. Director Kittay indicated that the Leadership Team was united and felt these CORE initiatives needed to be the major focus of the team before work on the other objectives that will come from the 16/17 Operating Plan can begin. She noted that a progress report would be given to the Board in July and August with a goal of completing the 16/17 Operating Plan document for presentation at the September Board Meeting. Trustee Tuck withdrew his motion to accept the report so that Director Kittay can defer submitting the 16/17 Operating Plan until the report is complete. Trustee McKenzie stated that the board is supportive of the leadership's team goals and plans as stated so far.
- d) **REVIEW OF GANN APPROPRIATION LIMIT FOR FY 2016/17 (INFORMATION)**
Finance Director Wallin presented the GANN report and noted the District is within the GANN limit.
- e) **REVIEW OF PROPOSALS FROM HR FIRMS (DISCUSSION / POSSIBLE ACTION)**
Director Kittay presented the outsourcing of Human Resources Proposals. She obtained bids from three firms, each of which offers different level of services. Kittay recommends contracting with HR Network as she felt they had the best understanding of the Districts needs and that what they were offering was the most comprehensive while being affordable. Trustee Garcia asked about the exclusion of the compensation assessment. Kittay replied that it would be based on a hourly rate, but they could perform one. Trustee McDonald noted that the pay schedule has already been

approved for this year and Kittay indicated that an assessment would be informational for budgeting for benefits and wages for future years.

Moved by David Tuck. Seconded by John McDonald. Approved.

- f) **REVIEW AND DISCUSSION OF DISTRICT EARTHQUAKE / DIC (DIFFERENCE IN CONDITIONS) POLICY OPTIONS FOR FY 2016/17 (DISCUSSION / POSSIBLE ACTION)**
 Finance Director Wallin presented the policy options for Earthquake Insurance. Trustee McDonald pointed out that Option 1 would be a reduction in cost whereas Option 2 and 3 are an increase. Finance Director Wallin indicated that a decision needed to be made as the coverage would begin July 1. Trustee Tuck moved that Option 1 coverage be approved. It was seconded by Trustee McDonald. In discussion Trustee Garcia asked why Option 2 would not be considered. Trustee McKenzie replied that an appraisal of the building has not been completed in some time. Trustee McDonald indicated that the cost of replacement would exceed the value of the building. Finance Director Wallin indicated the Insurance firm's response that carriers won't write coverage that is too high. Trustee McKenzie indicated that she would like clarification of the options and why Option 3 would not be an option for the District. Trustee Tuck withdrew his motion.

Trustee McDonald moved that Finance Director Wallin contact the carrier and request a non-renewal and conditional renewal to extend the current policy one month in order to provide time to bring back to the Board options that coverage could be written for. Seconded by Trustee David Tuck. Approved

- g) **DISTRIBUTION OF ALTADENA LIBRARY DISTRICT SALARY SCHEDULE FOR FY 2016/17 (DISCUSSION / INFORMATION)**
 Finance Director Wallin reported that the Salary Schedule reflecting the Board approved 4% salary increase has been completed and posted on the website
- h) **FREEDOM OF INFORMATION ACT / FOIA REQUEST FOR DOCUMENTS (DISCUSSION / POSSIBLE ACTION)**
 Trustee McKenzie informed public attendee David Datz that he could speak regarding the agenda item. Datz indicated that he had requested summary results of the morale survey from Director Kittay. He attended a meeting with Director Kittay, Trustee McKenzie, and employee Ryan Roy. He was notified that his request was denied. Datz indicated that this is an issue with transparency and that public funds were used for the survey so it is the property of the public, with fees. Datz reiterated that he was not asking for any original forms or comments associated with the survey. Datz addressed each bullet point in the letter he received from the District's attorney's to rebut the government codes and reasoning's listed and noted that confidential documents are documents prepared for litigation or documents prepared for an employee's personnel evaluation. The morale survey does not fall into either category. Trustee McKenzie stated that she discussed with Trustee McDonald what could and could not be disclosed. The Board's intent is to be transparent. The survey was confidential at the request of staff who feared retaliation. Trustee McDonald said he thought Datz was asking for raw data, which meant the survey responses. Datz asked to review what the board had. Trustee McKenzie provided Datz with the document for review in the board meeting. Datz questioned why the board would deny the public access to the information. Trustee McKenzie replied that the Board was confused by his request and thought it was for the entire survey document. Datz replied that the Board doesn't get to decide what the public should or should not see and that it sets a bad precedence. Trustee McKenzie replied the Board is united to their obligation to be transparent as well as obligation to all employees to protect confidentiality. Datz questioned what the basis is for withholding the document with the summary and no comments. Trustee McDonald replied there is no basis and will release the survey grid to Datz and all staff.

13. **CORRESPONDENCE & PRESS**

- a) **PRESS CLIPPINGS (INFORMATION)**
 Director Kittay presented the Correspondence and press

14. **REPORTS OF SUPPORT GROUPS**

- a) **ALTADENA LIBRARY FOUNDATION**
 No report from the Foundation. The Friends reported the success of the annual meeting with guest speaker Michelle Feynman.
- b) **FRIENDS OF THE ALTADENA LIBRARY**
 Trustee McKenzie reported that Trustee McMullins has been out due to her husband's need for a kidney transplant, but reported that the surgery was successful.

15. **REPORTS OF TRUSTEES**

16. **AGENDA ITEMS FOR FUTURE AGENDAS**

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

17. **ADJOURNMENT**

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

Statistics for FY 2015/16													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Circulation - Main*													
FY14/15	18,536	16,820	17,033	16,680	14,988	15,362	16,214	14,795	15,417	15,585	15,583	17,882	194,895
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	199,656
% Change	-3%	-2%	-4%	6%	11%	-2%	-1%	10%	15%	5%	0%	-2%	2%
Self-Check BRANCH													
FY14/15	1,522	1,030	1,039	1,321	894	1,034	956	1,044	1,052	1,097	860	1,046	12,895
FY15/16	1,281	933	955	994	939	942	999	995	1,106	1,059	1,103	1,112	12,418
% Change	-16%	-9%	-8%	-25%	5%	-9%	4%	-5%	5%	-3%	28%	6%	-4%
TOTAL 14/15	20,058	17,850	18,072	18,001	15,882	16,396	17,170	15,839	16,469	16,682	16,443	18,928	207,790
TOTAL 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	212,074
% Change	-4%	-2%	-4%	4%	11%	-3%	-1%	9%	14%	5%	1%	-2%	2%
Visitors - Main													
FY14/15	30,484	27,710	27,969	28,623	26,411	19,412	25,288	23,507	22,278	19,122	26,782	27,642	305,228
FY15/16	29,000	19,135	17,894	27,340	19,450	18,238	19,319	24,043	22,724	14,406	16,626	16,126	244,301
% Change	-5%	-31%	-36%	-4%	-26%	-6%	-24%	2%	2%	-25%	-38%	-42%	-20%
Visitors - Branch													
FY14/15	4,124	3,659	3,815	4,665	3,103	3,161	3,533	3,448	4,104	4,163	3,435	3,707	44,917
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	43,589
% Change	-2%	-5%	11%	-16%	6%	12%	-6%	-2%	-4%	-18%	3%	-5%	-3%
Days Open - Main													
FY14/15	27	25	25	27	22	25	25	23	26	26	26	26	303
FY15/16	26	26	25	27	22	24	24	24	27	26	25	26	302
% Change	-4%	4%	0%	0%	0%	-4%	-4%	4%	4%	0%	-4%	0%	0%
Days Open - Branch													
FY14/15	22	21	20	23	17	21	20	19	22	21	21	22	249
FY15/16	23	21	21	21	18	21	19	20	23	21	21	22	251
% Change	5%	0%	5%	-9%	6%	0%	-5%	5%	5%	0%	0%	0%	1%
Registrations - Main													
FY14/15	214	192	216	188	109	114	169	151	146	159	155	207	2,020
FY15/16	208	189	191	188	141	126	161	140	177	164	187	274	2,146
% Change	-3%	-2%	-12%	0%	29%	11%	-5%	-7%	21%	3%	21%	32%	6%
Registration - Branch													
FY14/15	25	21	19	27	13	13	26	21	35	17	16	21	254
FY15/16	18	20	23	19	13	16	6	18	17	26	33	19	228
% Change	-28%	-5%	21%	-30%	0%	23%	-77%	-14%	-51%	53%	106%	-10%	-10%
Reserves - Main													
FY14/15	107	85	111	115	121	110	136	109	138	154	134	159	1,479
FY15/16	175	224	187	238	248	201	221	234	274	389	330	375	3,096
% Change	64%	164%	68%	107%	105%	83%	63%	115%	99%	153%	146%	136%	109%
ILL Lent (Main)													
FY14/15	73	51	50	61	43	36	63	63	44	57	52	43	636
FY15/16	32	39	40	51	35	42	46	48	46	42	48	48	517
% Change	-56%	-24%	-20%	-16%	-19%	17%	-27%	-24%	5%	-26%	-8%	12%	-19%
ILL Borrowed (Main)													
FY14/15	15	20	18	23	8	11	18	12	12	13	20	25	195
FY15/16	28	22	32	25	28	15	27	19	28	22	23	23	292
% Change	87%	10%	78%	9%	250%	36%	50%	58%	133%	69%	15%	-8%	50%
Inter Library Loan - Branch													
FY14/15	8	10	5	12	5	6	5	4	4	3	5	7	74
FY15/16	5	0	3	8	6		6	7	4	5	7	7	58
% Change	-38%	-100%	-40%	-33%	20%	-100%	20%	75%	0%	67%	40%	0%	-22%

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Community Room Events (Non-Library)													
FY14/15	0	4	9	8	8	6	12	8	16	9	7	6	93
FY15/16	8	11	14	11	9	6	6	9	8	5	8	9	104
% Change		175%	56%	38%	13%	0%	-50%	13%	-50%	-44%	14%	50%	12%
Community Room Attendance (Non-Library)													
FY14/15	0	27	101	111	84	120	130	90	275	90	122	67	1,217
FY15/16	67	85	197	178	226	48	102	132	77	70	139	119	1,440
% Change		215%	95%	60%	169%	-60%	-22%	47%	-72%	-22%	14%	78%	18%
Community Room Events (Library Programs)													
FY14/15	1	12	15	24	13	17	21	16	18	20	19	13	189
FY15/16	28	9	18	38	19	17	21	33	29	28	24	19	283
% Change	2700%	-25%	20%	58%	46%	0%	0%	106%	61%	40%	26%	46%	50%
Community Room Attendance (Library Programs)													
FY14/15	57	432	173	821	411	596	713	659	140	735	644	948	6,329
FY15/16	1425	535	696	1300	980	579	665	788	847	984	1376	1481	11,656
% Change	2400%	24%	302%	58%	138%	-3%	-7%	20%	505%	34%	114%	56%	84%
Adult Reference Questions													
FY14/15	3,198	3,590	3,641	2,631	2,110	2,320	461	302	355	430	455	555	20,048
FY15/16	475	430	287	260	212	195	104	196	210	130	158	145	2,802
% Change	-85%	-88%	-92%	-90%	-90%	-92%	-77%	-35%	-41%	-70%	-65%	-74%	-86%
Children's Services Reference Questions													
FY14/15	1133	629	810	983	648	616	736	613	650	717	575	903	9,013
FY15/16	1052	567	569	611	446	422	582	601	735	679	550	917	7,731
% Change	-7%	-10%	-30%	-38%	-31%	-31%	-21%	-2%	13%	-5%	-4%	2%	-14%
Branch Services Reference Questions													
FY14/15	252	331	255	372	242	273	43	51	56	59	44	57	2,035
FY15/16	75	66	88	74	57	67	52	63	81	68	67	41	799
% Change	-70%	-80%	-65%	-80%	-76%	-75%	21%	24%	45%	15%	52%	-28%	-61%
Adult Public Computer Usage													
FY14/15	2,642	2,527	2,855	2,847	2,082	2,334	2,244	1,973	2,043	2,255	1,913	2,260	27,975
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	21,941
% Change	-12%	-14%	-31%	-22%	-18%	-75%	-21%	-9%	-2%	-30%	-1%	-15%	-22%
Young Adult Public Computer Usage													
FY14/15	159	304	253	219	181	202	164	133	147	230	132	210	2,334
FY15/16	128	123	72	312	65	24	43	89	126	54	54	0	1,090
% Change	-19%	-60%	-72%	42%	-64%	-88%	-74%	-33%	-14%	-77%	-59%	-100%	-53%
Children's Services Public Computer Usage													
FY14/15	710	647	736	889	555	674	556	522	630	596	596	756	7,867
FY15/16	605	671	549	306	467	236	141	234	488	520	488	829	5,534
% Change	-15%	4%	-25%	-66%	-16%	-65%	-75%	-55%	-23%	-13%	-18%	10%	-30%
Branch Services Public Computer Usage													
FY14/15	867	857	832	901	611	610	621	673	671	777	617	720	8,757
FY15/16	729	681	726	801	608	662	544	541	652	621	751	775	8,091
% Change	-16%	-21%	-13%	-11%	0%	9%	-12%	-20%	-3%	-20%	22%	8%	-8%
Main PC Usage Wireless													
FY14/15	2,404	2,316	2,745	2,726	2,111	2,300	2,255	2,064	2,315	2,314	2,325	2,476	28,351
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	40,925
%Change	11%	19%	3%	9%	30%	20%	27%	58%	61%	73%	131%	99%	44%
Branch PC Usage Wireless													
FY14/15	1,092	1,041	1,017	1,271	1,215	1,284	1,393	1,257	1,246	1,375	1,347	1,169	14,707
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	16,278
% Change	19%	20%	38%	13%	10%	14%	-7%	10%	-5%	0%	8%	19%	11%

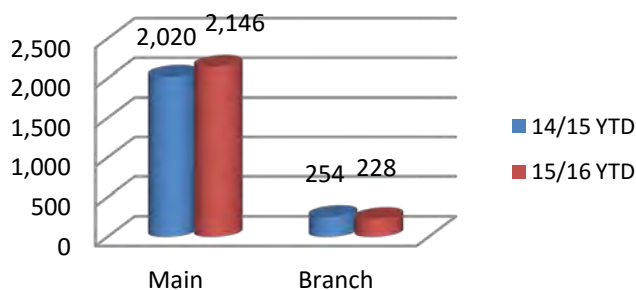
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Adult/YA Total Items Owned													
FY14/15	136,286	136,873	137,848	133,178	137,705	137,578	137,251	135,661	134,830	134,218	133,198	130,973	
FY15/16	129,494	118,169	108,800	107,990	108,761	109,840	110,206	109,888	108,615	108,071	108,293	108,577	
% Change	-5%	-14%	-21%	-19%	-21%	-20%	-20%	-19%	-19%	-19%	-19%	-17%	
Adult/YA Total Items Added													
FY14/15	678	616	710	731	473	641	735	559	596	625	576	666	7,606
FY15/16	1227	756	966	700	774	837	447	879	917	761	671	962	9,897
% Change	81%	23%	36%	-4%	64%	31%	-39%	57%	54%	22%	16%	44%	30%
Children's Total Items Owned													
FY14/15	32,478	32,446	32,700	32,853	32,913	32,938	32,825	32,705	32,480	32,339	32,422	32,259	
FY15/16	32,197	30,965	31,209	31,466	31,437	31,628	31,732	31,749	31,992	32,123	32,187	32,237	
% Change	-1%	-5%	-5%	-4%	-4%	-4%	-3%	-3%	-2%	-1%	-1%	0%	
Children's Total Items Added													
FY14/15	34	195	393	266	190	54	309	184	257	201	93	142	2,318
FY15/16	335	72	525	283	109	413	221	71	295	111	178	180	2,793
% Change	885%	-63%	34%	6%	-43%	665%	-28%	-61%	15%	-45%	91%	27%	20%
Branch Services Collection Owned													
FY14/15	17,321	17,276	17,626	17,893	17,811	17,759	17,759	17,986	18,198	18,199	18,188	18,363	
FY15/16	18,861	18,523	18,613	18,724	18,859	18,959	19,018	19,256	19,208	19,446	19,321	19,282	
% Change	9%	7%	6%	5%	6%	7%	7%	7%	6%	7%	6%	5%	
Branch Services Items Added													
FY14/15	35	79	129	72	87	89	45	185	49	58	44	117	989
FY15/16	168	100	114	85	80	50	37	98	74	95	59	142	1,102
% Change	380%	27%	-12%	18%	-8%	-44%	-18%	-47%	51%	64%	34%	21%	11%
Adult Programs													
FY14/15	3	2	3	4	3	2	2	4	5	2	7	5	42
FY15/16	5	2	2	10	5	2	2	7	7	8	4	9	63
% Change	67%	0%	-33%	150%	67%	0%	0%	75%	40%	300%	-43%	80%	50%
Adult Programs - Attendance													
FY14/15	33	41	101	173	66	175	34	110	138	109	129	386	1,495
FY15/16	176	104	33	390	514	145	128	275	235	392	943	469	3,804
% Change	433%	154%	-67%	125%	679%	-17%	276%	150%	70%	260%	631%	22%	154%
Young Adult Programs													
FY14/15	4	2	5	5	4	4	5	4	5	7	4	4	53
FY15/16	7	1	6	9	6	2	4	3	3	6	5	12	64
% Change	75%	-50%	20%	80%	50%	-50%	-20%	-25%	-40%	-14%	25%	200%	21%
Young Adult Program Attendance													
FY14/15	117	53	57	55	60	55	122	64	70	111	84	90	938
FY15/16	152	13	136	117	65	45	109	41	58	85	65	192	1,078
% Change	30%	-75%	139%	113%	8%	-18%	-11%	-36%	-17%	-23%	-23%	113%	15%
Children's Services Programs Offered													
FY14/15	19	12	12	20	14	11	14	25	19	19	13	10	188
FY15/16	21	8	17	23	19	12	14	17	25	23	15	18	212
% Change	11%	-33%	42%	15%	36%	9%	0%	-32%	32%	21%	15%	80%	13%
Children's Services Program Attendance													
FY14/15	1,148	447	336	746	611	366	532	595	533	515	431	456	6,716
FY15/16	1,097	418	527	781	401	389	428	472	554	507	368	820	6,762
% Change	-4%	-6%	57%	5%	-34%	6%	-20%	-21%	4%	-2%	-15%	80%	1%
Branch Services Programs Offered													
FY14/15	6	1	2	2	5	3	2	2	2	2	2	2	31
FY15/16	8	2	2	2	2	3	2	2	2	2	2	4	33
% Change	33%	100%	0%	0%	-60%	0%	0%	0%	0%	0%	0%	100%	6%
Branch Services Program Attendance													
FY14/15	345	8	28	43	143	58	35	58	36	37	40	60	891
FY15/16	205	32	44	35	40	54	52	44	42	33	26	209	816
% Change	-41%	300%	57%	-19%	-72%	-7%	49%	-24%	17%	-11%	-35%	248%	-8%

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Children's Services Class Visits													
FY14/15	2	1	6	6	7	3	12	13	17	9	13	12	101
FY15/16	12	9	12	12	11	7	10	9	8	10	11	11	122
% Change	500%	800%	100%	100%	57%	133%	-17%	-31%	-53%	11%	-15%	-8%	21%
Children's Services Classroom Visits Attendance													
FY14/15	37	24	102	146	126	74	243	266	358	186	249	245	2,056
FY15/16	235	145	206	193	166	117	131	201	12	151	210	210	1,977
% Change	535%	504%	102%	32%	32%	58%	-46%	-24%	-97%	-19%	-16%	-14%	-4%
Branch Services Class Visits													
FY14/15	0	0	1	4	1	1	1	1	2	5	3	1	20
FY15/16	0	0	0	0	0	0	0	0	3	2	0	1	6
% Change			n/a	-100%	-100%	-100%	-100%	-100%	50%	-60%	-100%	100%	-70%
Branch Services Class Visits - Attendance													
FY14/15	0	0	28	48	26	26	26	26	48	127	75	26	456
FY15/16	0	0	0	0	0	0	0	0	78	56	0	20	154
% Change			n/a	-100%	-100%	-100%	-100%	-100%	63%	-56%	-100%	-30%	-66%
Branch Services - Literacy Tutor Sessions Offered													
FY14/15	48	79	100	73	66	76	94	89	69	80	60	60	834
FY15/16	61	58	72	58	38	44	40	53	60	55	63	54	656
% Change	21%	-9%	-42%	-48%	-33%	-47%	-44%	-33%	-20%	-21%	-10%	-21%	-21%
Branch Services Literacy Tutor Sessions Attendance													
FY14/15	49	147	223	152	197	174	237	282	255	215	210	191	2,332
FY15/16	204	176	210	185	147	138	98	133	219	200	192	164	2,066
% Change	316%	20%	-6%	22%	-25%	-21%	-59%	-53%	-14%	-7%	-9%	-14%	-11%
Branch Services Literacy Tutor Hours offered													
FY14/15	82	59.5	136.25	152	181.25	120.5	136.25	163.5	157.5	102.25	137.75	95.9	1,525
FY15/16	78.75	91.75	100.75	52.5	51.25	38.75	44	80	82.75	81.5	89	57.75	849
% Change	-4%	54%	-26%	-65%	-72%	-68%	-68%	-51%	-47%	-20%	-35%	-40%	-44%
Branch Services Literacy - Volunteer Hours													
FY14/15	129	111.5	184.25	186.5	112.75	100.5	187.75	238.75	190.75	193	283.75	105.9	2,024
FY15/16	83.75	95	20	7.5	20	15	12	15	12	8	6	12.75	307
% Change	-35%	-15%	-89%	-96%	-82%	-85%	-94%	-94%	-94%	-96%	-98%	-88%	-85%
Adult Volunteers													
FY14/15	1	2	2	1	1	2	2	2	2	1	1	1	18
FY15/16	1	1	1	1	1	1	3	3	1	2	10	1	26
% Change	0%	-50%	-50%	0%	0%	-50%	50%	50%	-50%	100%	900%	0%	44%
Adult Volunteer Hours													
FY14/15	6	12.5	7.25	8	2	10	14	11.5	14	4.5	12.5	51.3	154
FY15/16	25.45	44.5	22.5	31	17	24	36	76	48.5	38	113	27.5	503
% Change	324%	256%	210%	288%	750%	140%	157%	561%	246%	744%	804%	-46%	228%
Young Adult Volunteers													
FY14/15	10	10	7	6	12	7	12	11	10	11	9	13	118
FY15/16	11	7	16	12	10	9	12	13	16	15	18	16	155
% Change	10%	-30%	129%	100%	-17%	29%	0%	18%	60%	36%	100%	23%	31%
Young Adult Volunteer Hours													
FY14/15	81	59.75	12.75	30.25	45.25	22.55	67.25	33.5	14.5	44.5	41.5	77	530
FY15/16	60.25	28	117.75	91.5	46.25	31.75	50	36	78.25	75.25	96.5	176	888
% Change	-26%	-53%	824%	202%	2%	41%	-26%	7%	440%	69%	133%	129%	68%
Children's Services Volunteers													
FY14/15	7	5	2	4	4	5	5	8	6	6	6	6	64
FY15/16	5	2	2	4	3	0	0	0	0	0	0	0	16
% Change	-29%	-60%	0%	0%	-25%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-75%
Children's Services Volunteer Hours													
FY14/15	42.25	24	10.5	19.5	15.25	9.5	16	24.75	33.25	25.5	24.5	16	261
FY15/16	20.75	7	5	22.25	8.25	0	0	0	0	0	0	0	63
% Change	-51%	-71%	-52%	14%	-46%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-76%

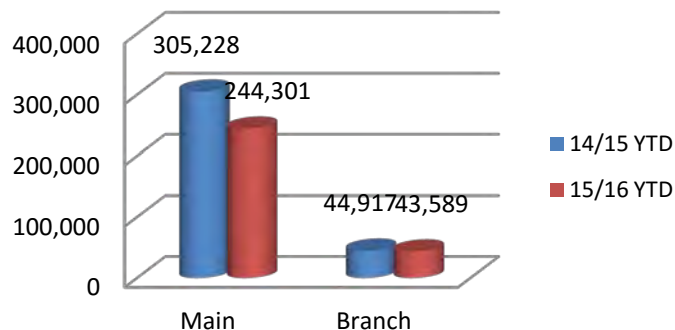
	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>TOTAL</u>
Ebsco Databases													
FY14/15	495	656	605	598	595	3,156	3,156	91	145	136	3,156	8,955	21,744
FY15/16	7,545	7,796	6,639	7,750	6,869	9,146	3,011	3,148	3,289	2,857	2,498	3,021	63,569
% Change	1424%	1088%	997%	1196%	1054%	190%	-5%	3359%	2168%	2001%	-21%	-66%	192%
Novelist													
FY14/15													0
FY15/16							6,135	5,495	5,469	4,822	4,307	5,601	31,829
% Change													
BrainFuse -Tutor Service													
FY14/15	167	243	117	132	13	106	70	37	156	234	150	227	1,652
FY15/16	16	53	109	114	161	108	116	183	67	150	217	127	1,421
% Change	-90%	-78%	-7%	-14%	1138%	2%	66%	395%	-57%	-36%	45%	-44%	-14%
Tumblebooks													
FY14/15													0
FY15/16	20		97	27	19	14		6	2	30	0	2	217
% Change													
Passports													
FY14/15	138	113	106	107	85	78	173	194	237	240	259	237	1,967
FY15/16	178	171	167	190	147	122	206	204	248	258	221	237	2,349
% Change	29%	51%	58%	78%	73%	56%	19%	5%	5%	8%	-15%	0%	19%
Passport Photos													
FY14/15	110	100	90	95	69	62	111	127	162	126	159	146	1,357
FY15/16	123	121	102	124	117	94	117	159	192	197	158	168	1,672
% Change	12%	21%	13%	31%	70%	52%	5%	25%	19%	56%	-1%	15%	23%
Notary Service													
FY14/15	6	7	12	4	4	6	7	7	8	8	10	15	94
FY15/16	3	0	12	17	8	7	8	1	7	5	8	1	77
% Change	-50%	-100%	0%	325%	100%	17%	14%	-86%	-13%	-38%	-20%	-93%	-18%
*includes downloadables													

Annual Statistics FY 2015 / 2016

Library Cards Issued 14/15 vs 15/16

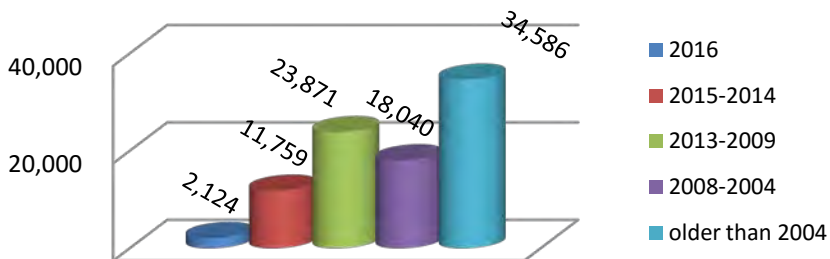


Visitors 14/15 vs 15/16 YTD



Patron card less than 3 years old (6/30/13-6/30/16)	22,814	C/O Items in past 3 years	C/O Items in past 2 years	C/O Items in past 12 months
Population of District	53,183	12,506	10,045	7,169
As per California State Library				
% of Population w/Card	43%			
% of Population w/ck out in 3 years	24%			
% of Population w/ck out in 2 years	19%			
% of Pop w/ck out in past 12 months	13%			

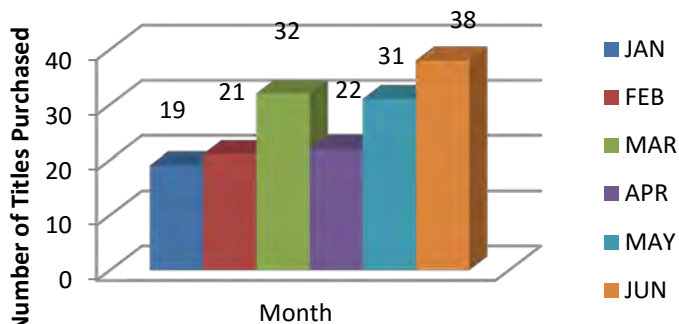
Age of Collection 6/2016 Based on Publication Date



Age of Collection 2016	12/31/15	3/3/2016	4/5/2016	5/10/2016	6/6/2016	7/7/2016
2016	66 (0.07%)	513 (0.51%)	1,001 (1.01%)	1,328 (1.47%)	1,553 (1.72%)	2,124 (2.35%)
2015-2014	11,678 (11.59%)	12,242 (12.21%)	12,524 (12.68%)	11,537 (12.77%)	11,612 (12.89%)	11,759 (13.01%)
2013-2009	26,296 (26.11%)	25,982 (25.91%)	25,667 (25.91%)	24,005 (26.57%)	23,945 (26.58%)	23,871 (26.41%)
2008-2004	20,233 (20.09%)	19,924 (19.87%)	19,439 (19.68%)	18,200 (20.14%)	18,135 (20.13%)	18,040 (19.96%)
older than 2004	42,931 (42.62%)	41,599 (41.49%)	40,165 (40.65%)	35,282 (39.05%)	34,826 (38.67%)	34,586 (38.27%)
Total	101,204 (100.47%)	100,260 (100.00%)	98,796 (100.00%)	90,352 (100.00%)	90,071 (100.00%)	90,380 (100.00%)

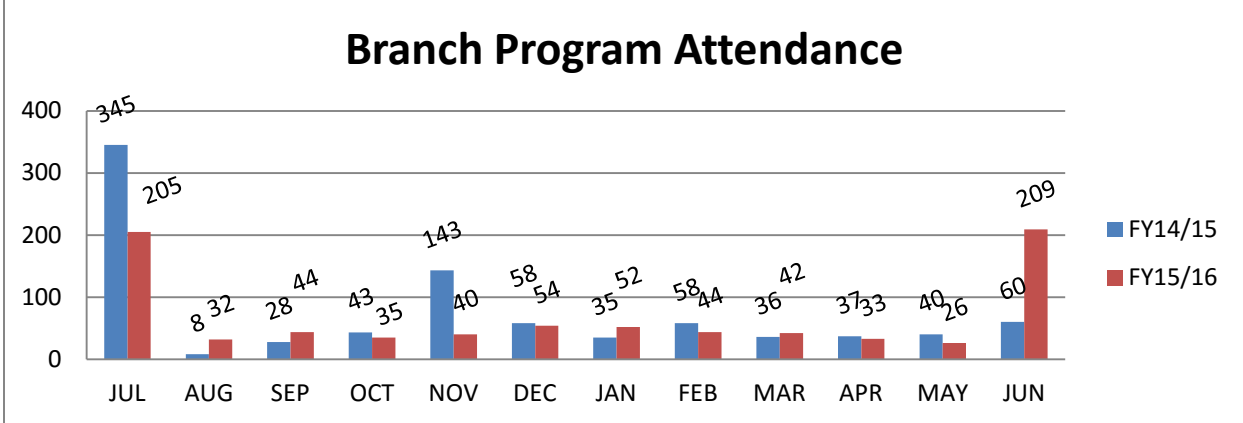
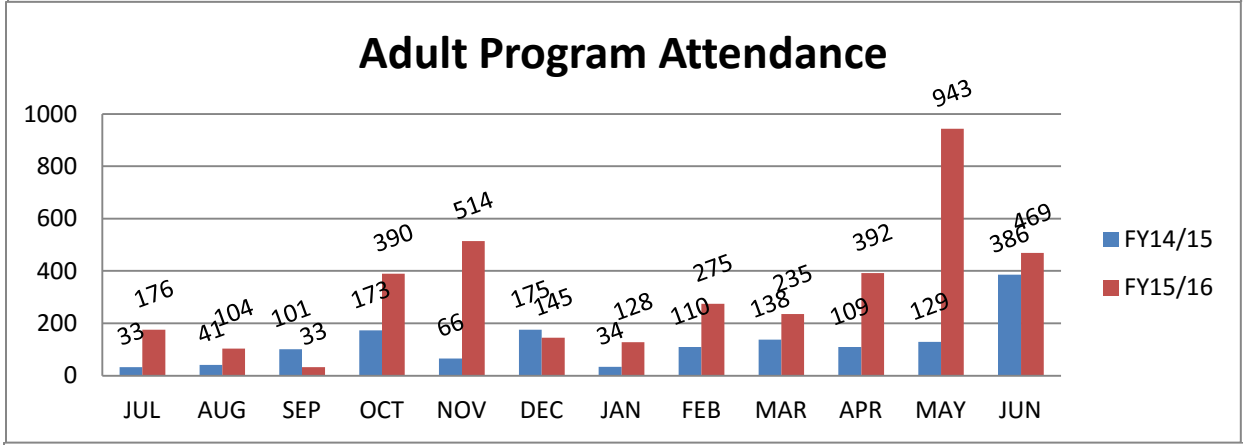
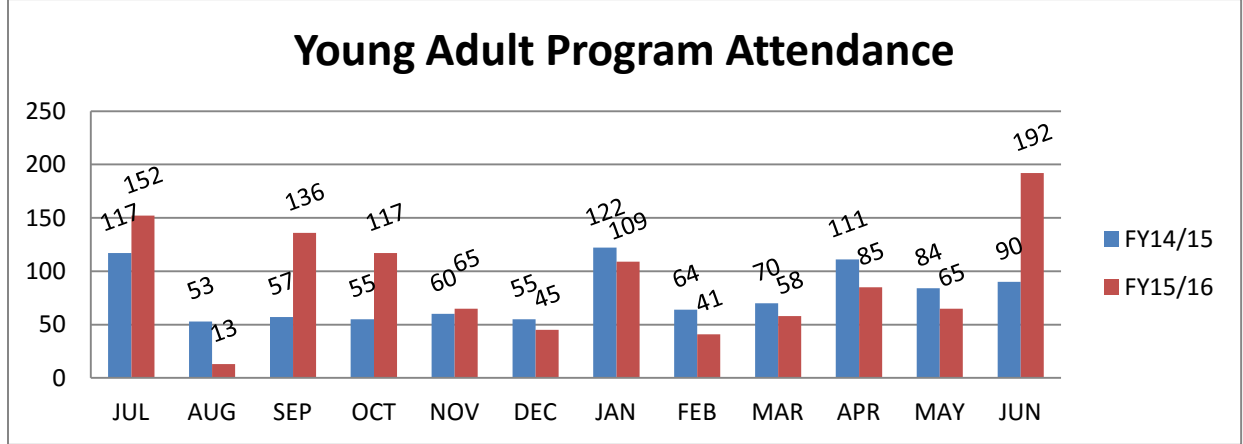
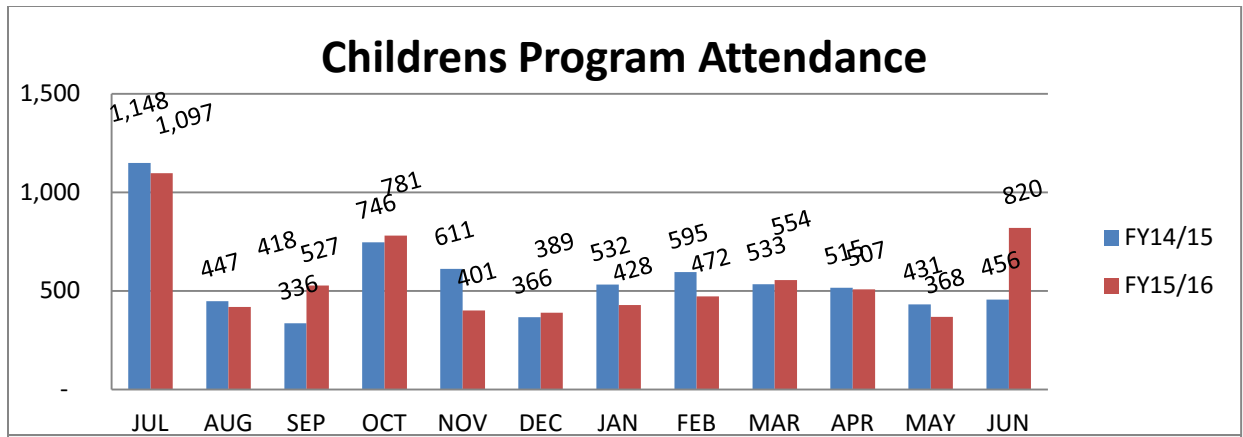
13,883 items are less than 3 years old - 15.36% of the collection
 26.41% of the collection is between 7 and 4 years old.
 58.23% of the collection, 52,626 items are over 8 years old and of those 38.27% are over 13 years old.

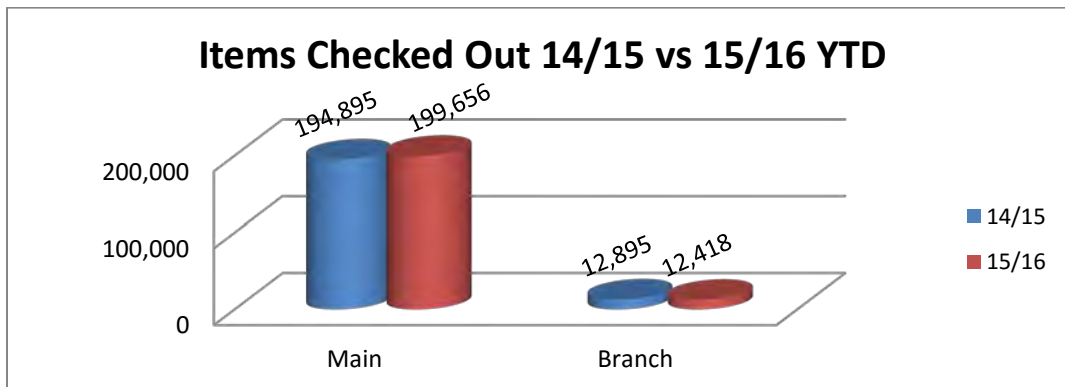
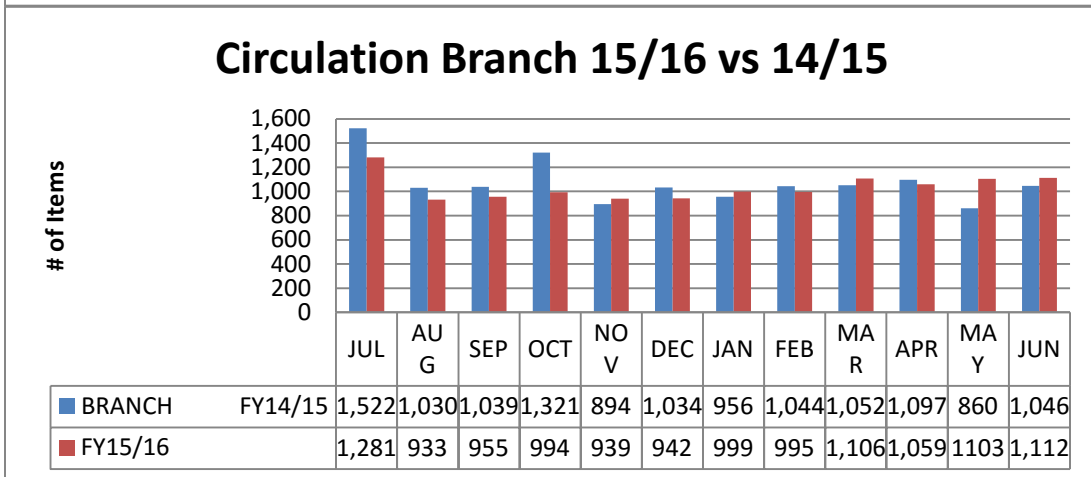
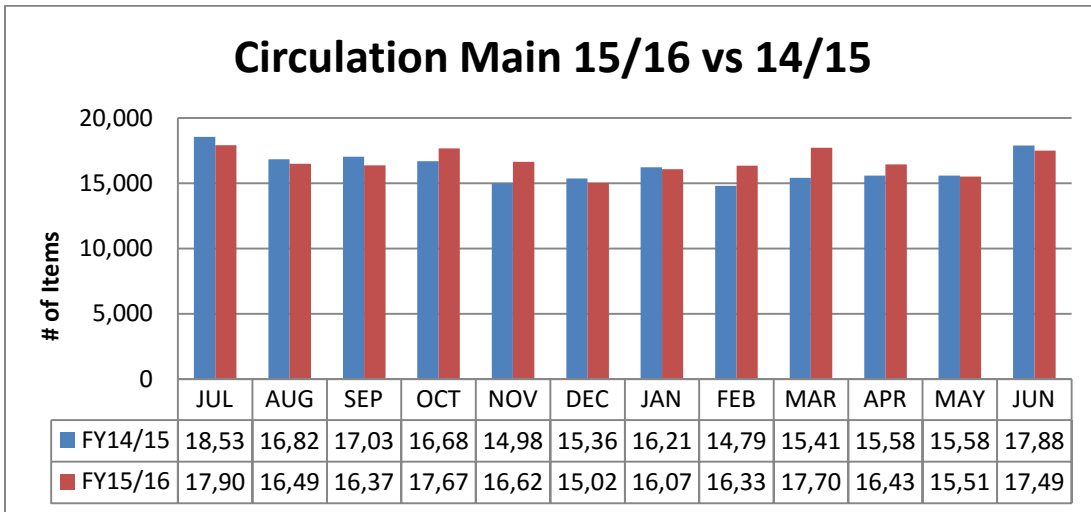
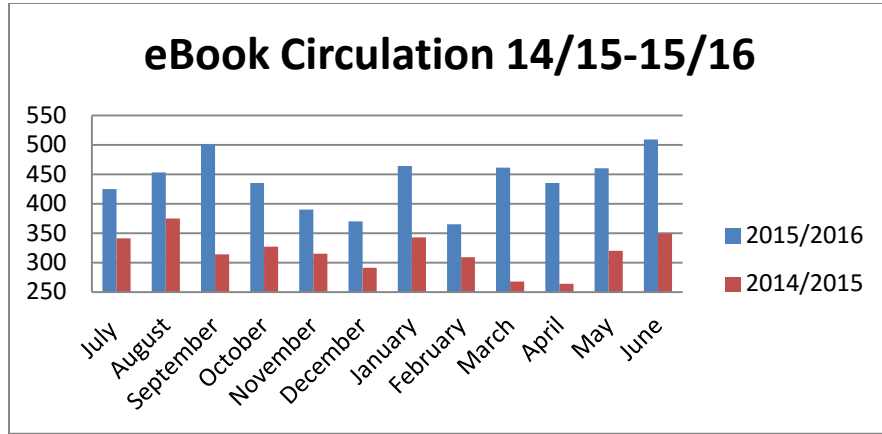
Patron Initiated Purchases 2016



PATRONS THAT HAVE ITEMS (July 2, 16)

Patron Type	Patrons	Patrons w/Items	% w/items	# items	Avg/Patron
Adult		1473		6632	
Juvenile		425		1645	
Staff		32		388	
Trustee		1		2	
Foster Patrons		11		38	
Teacher Loan		35		258	
Teen		22		85	
TOTAL	22,814	1,999	8.76%	9,048	4.53
District Population				53,183	
% w/Cards less than 3 years old (used & not used)				42.90%	
Items in the Collection				90,380	
% of Items Checked Out				10.01%	

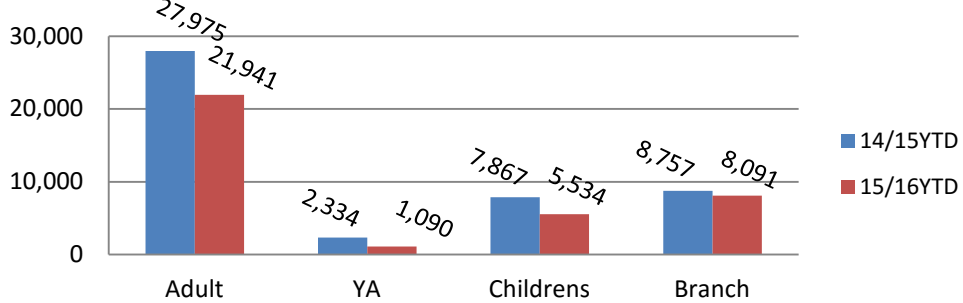




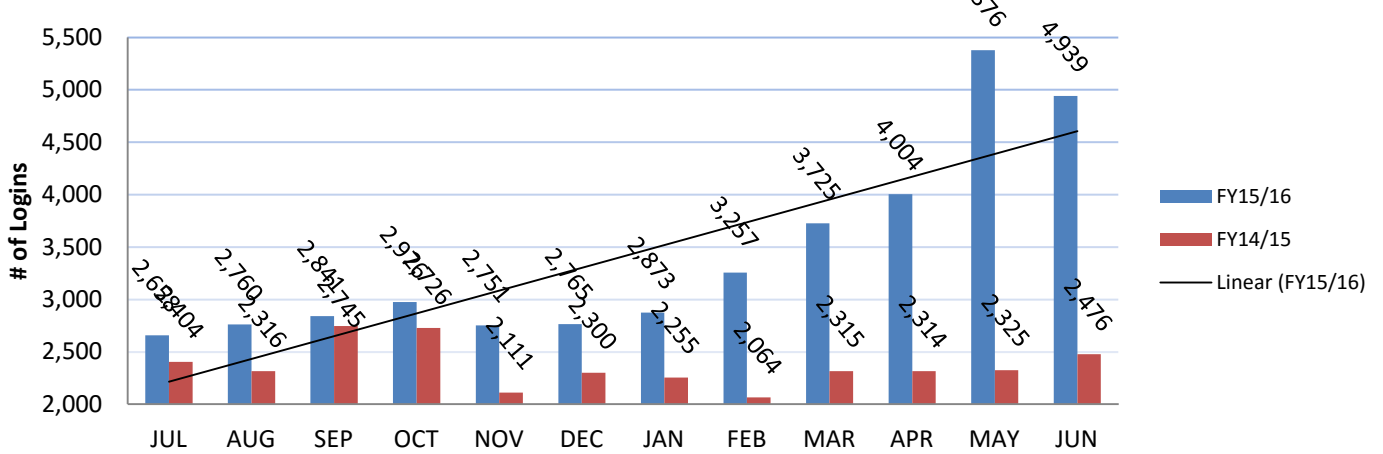
CIRCULATION (CHECKOUT) STATISTICS						
ALL LOCATIONS						
P TYPE	Jun 16		Change vs		Actual #	
	PERCENT	QTY	May 16	Jun 15	May 16	Jun 15
Adult	77.7%	14056	8.5%	-3.9%	12950	14627
Juvenile	15.7%	2842	27.4%	8.6%	2230	2617
Staff	4.1%	740	17.6%	-7.2%	629	797
Volunteer	0.0%	0	0.0%	-100.0%	0	134
Trustee	0.0%	7	133.3%	75.0%	3	4
Foster Patrons	0.0%	0	0.0%	-100.0%	0	23
Teacher Loan	1.3%	227	9.1%	19.5%	208	190
Teen	1.3%	229	61.3%	22.5%	142	187
Total	100.0%	18101	12.0%	-2.6%	16162	18579

CIRCULATION (CHECKOUT) STATISTICS						
ALL LOCATIONS						
I TYPE	Jun 16		Change vs		Actual #	
	PERCENT	QTY	May 16	Jun 15	May 16	Jun 15
Book	64.4%	11656	10.8%	-8.2%	10521	12701
Sound Disc	6.5%	1170	-7.3%	-21.7%	1262	1495
DVD	24.8%	4493	18.4%	19.7%	3796	3754
Kit	0.3%	60	20.0%	57.9%	50	38
Serial	1.7%	302	44.5%	-10.4%	209	337
Playaway	0.0%	0	0.0%	-100.0%	0	1
Library Basket	0.0%	0	0.0%	-100.0%	0	9
YA Video Games	0.9%	155	146.0%	297.4%	63	39
Mature Video Games	0.1%	15	-11.8%	275.0%	17	4
Chromebooks	1.4%	250	2.5%	24.4%	244	201
Total	100.0%	18101	12.0%	-2.6%	16162	18579

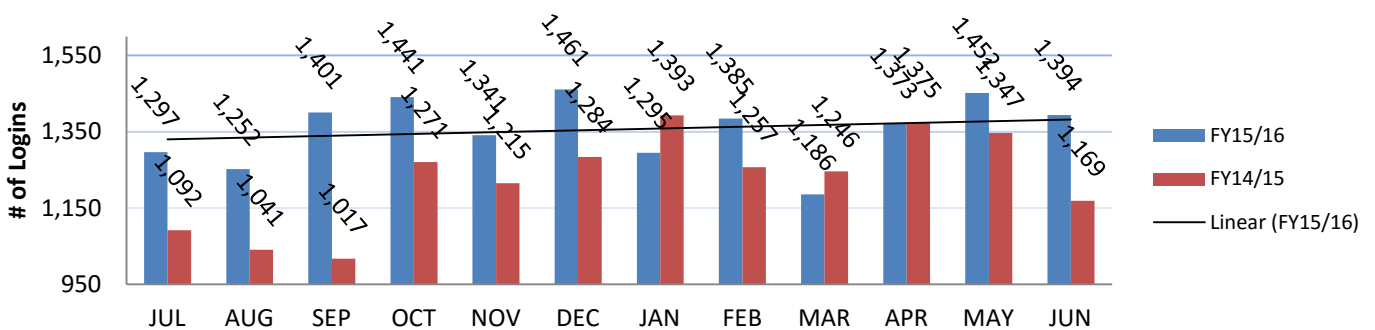
Computer Usage 14/15 vs 15/16 YTD

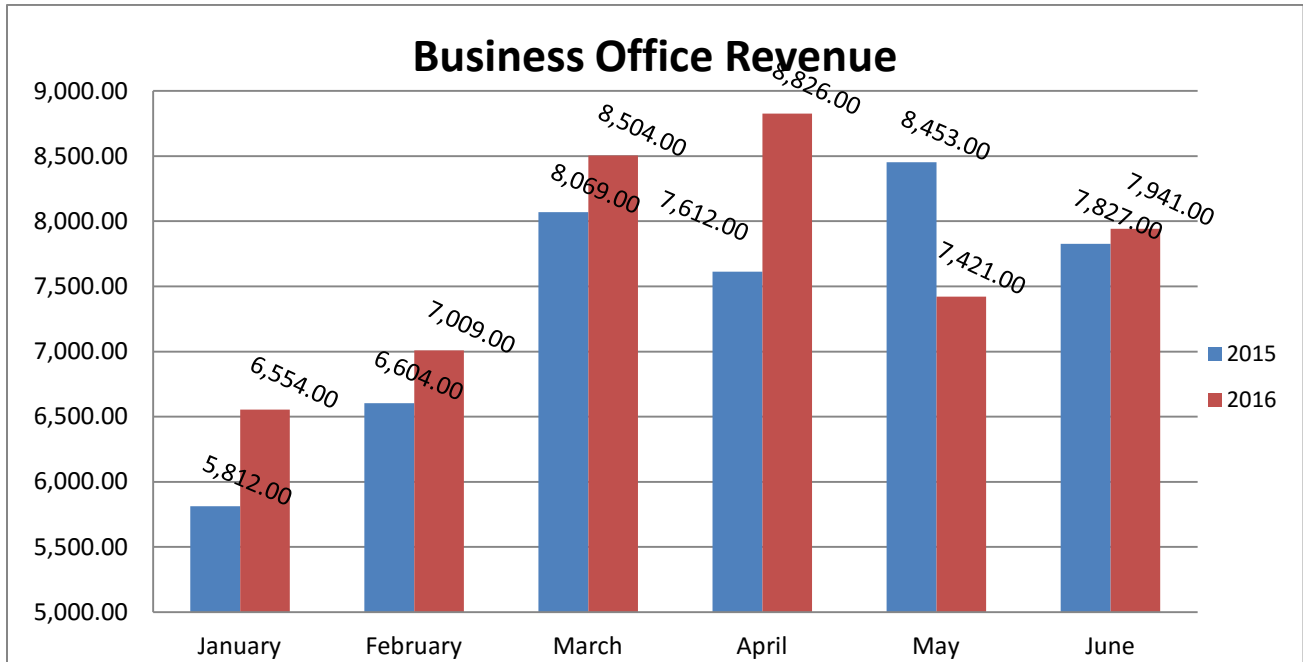
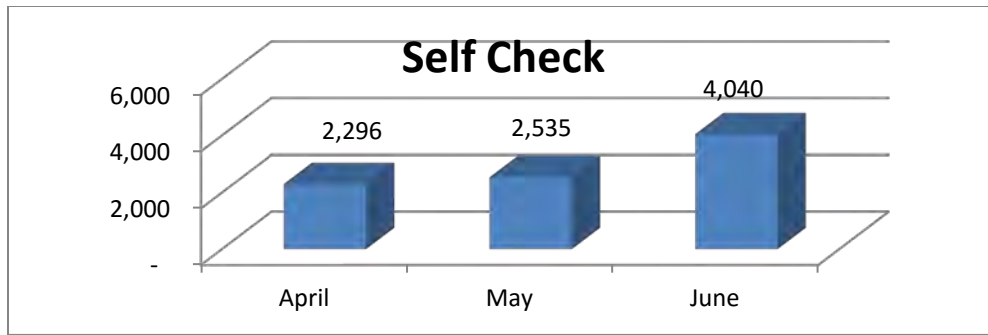


Wireless Usage (Main)

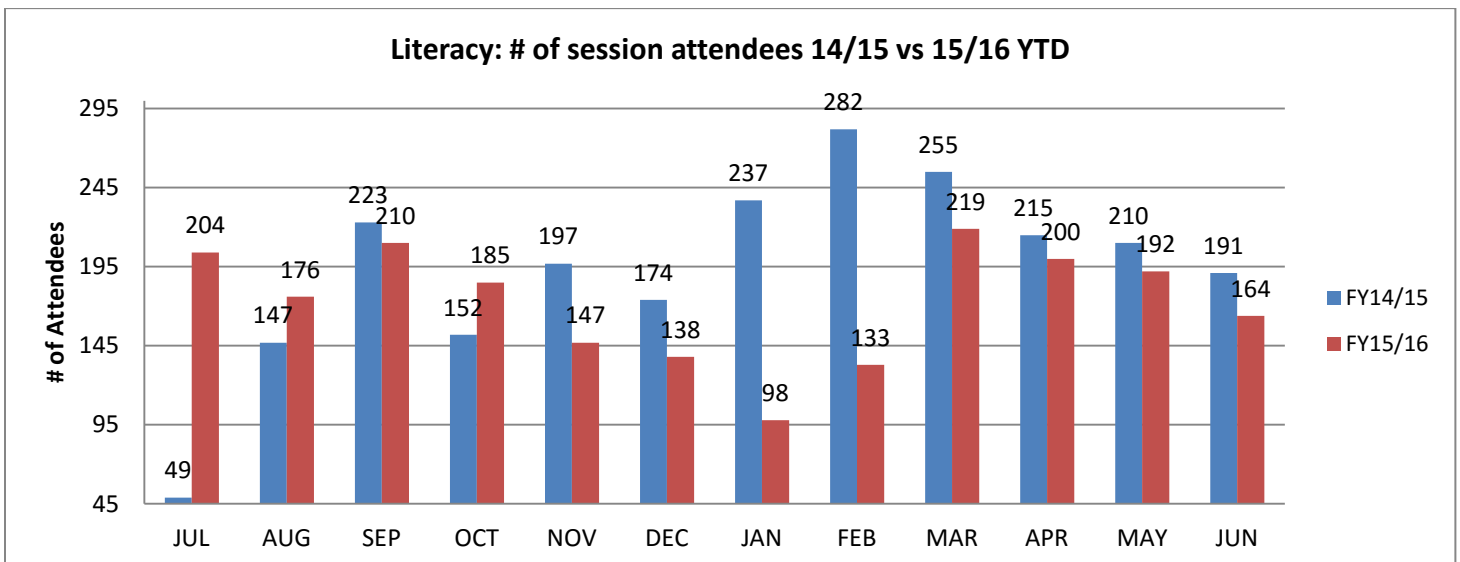


Wireless Usage (Branch)

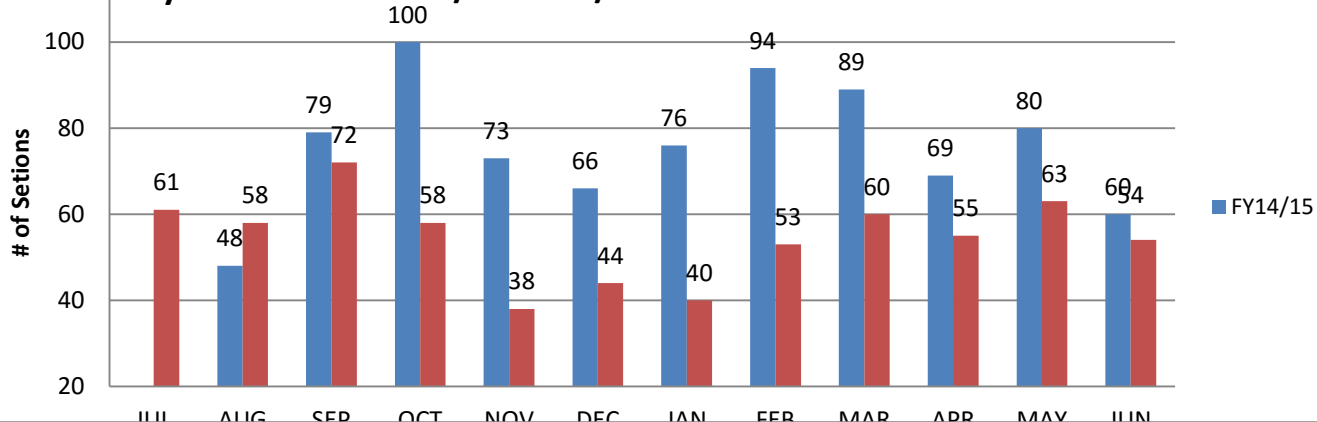




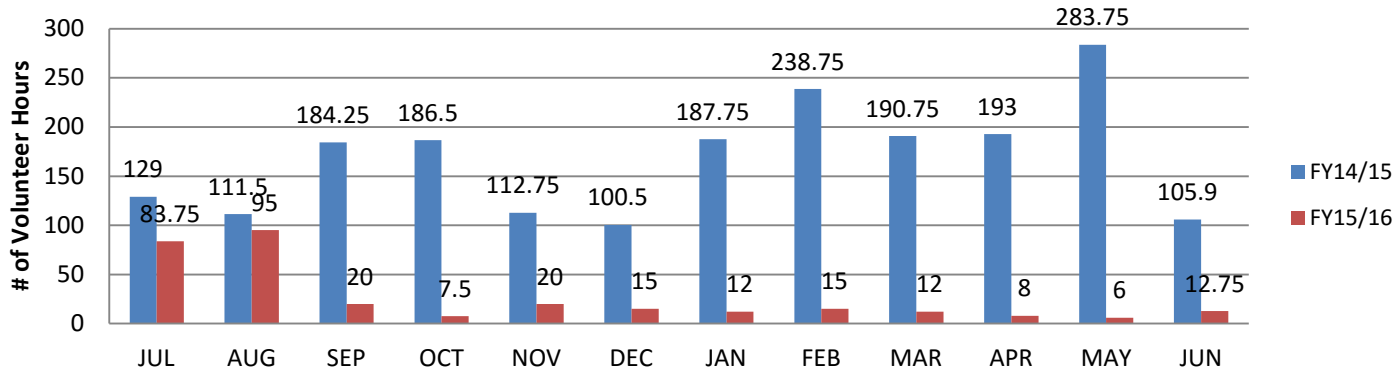
	2016	2015	\$ Change	% Change
	Revenue	Revenue		
January	6,554.00	5,812.00	742.00	13%
February	7,009.00	6,604.00	405.00	6%
March	8,504.00	8,069.00	435.00	5%
April	8,826.00	7,612.00	1,214.00	16%
May	7,421.00	8,453.00	-1,032.00	-12%
June	7,941.00	7,827.00	114.00	1%



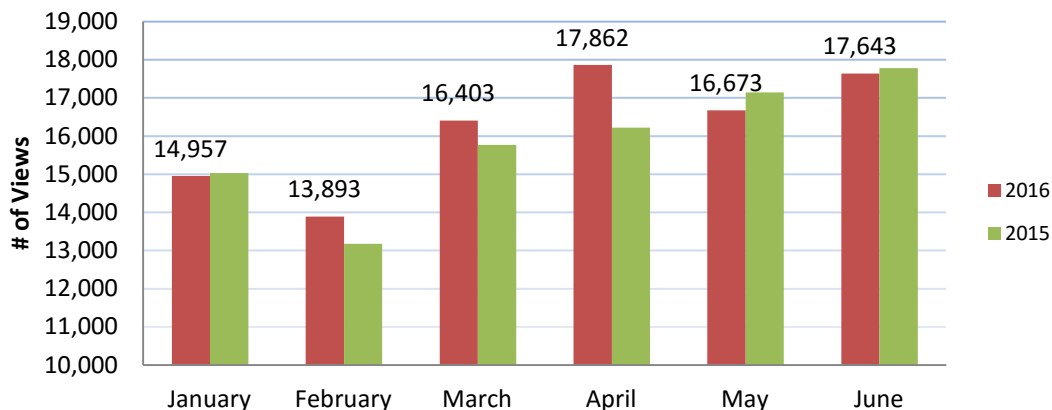
Literacy Tutor Sessions 14/15 vs 15/16 YTD



Literacy Volunteer Hours 14/15 vs 15/16 YTD



Unique Pageviews Website



We had 1,334 new subscribers to our email list over the past 30 days (7/1/2016). We now have 12,558 subscribers to the Newsletter and eblasts!

CONNECT* Altadena Library District July 2016 Newsletter

10,004

31 hours ago

13.44% 1,345 opened

GRAND OPENING OF THE ALTADENA LIBRARY WATER CONSERVATION GARDEN! Saturday 7/9 @ 10AM


10,010

2 days ago

20.12% 2,014 opened

Facebook Stats						
	7/10/16	6/5/16	5/8/16	4/10/16	3/6/16	1/10/16
Page Visits	56	17	47	35	54	29
Weekly Total Reach	3,720	2,460	6,066	2,880	1,800	1,692
People Engaged	169	191	324	331	137	36
Total Page Likes	945	911	872	865	845	807
In the last year we have increased Page Likes by 208						

Mentions on our Facebook Page

 10Checkins



Kathryn Barger For Los Angeles County Supervisor
July 9 at 6:21pm
Today the Alta dena Library unveiled their new Wate...

[See Details](#)



Debra Penberthy
July 9 at 12:39pm
Congrats to January Nordman and George Patton of T...

[See Details](#)



Anne Chomyn
July 9 at 12:19pm
In front of the new garden: L to R, 5th District C...

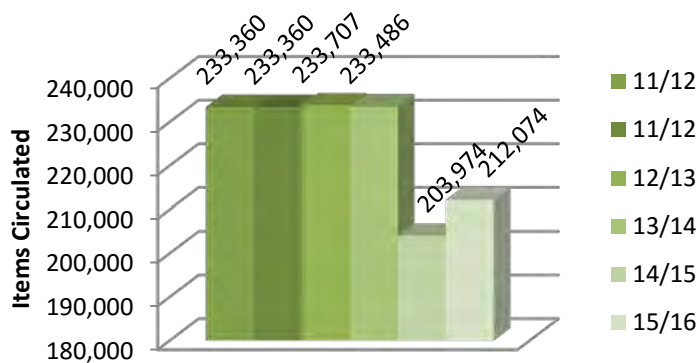
[See Details](#)

ANNUAL STATISTICS

	14/15 YEAR	15/16 YEAR
Population as per State Library	52,908	53,183
Circulation per Capita	3.93	3.99
Visits per Capita*	6.62	5.41
Program Attendance per Capita	0.19	0.23
Logins (Sessions) per Capita	3.40	3.65
Staff per 1,000	0.47	0.50

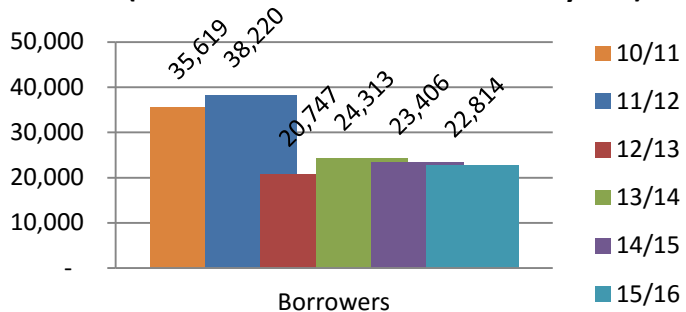
*We believe that our door count for the past five years has been artificially inflated due to an error in the door counter.

Items Circulated Per Year



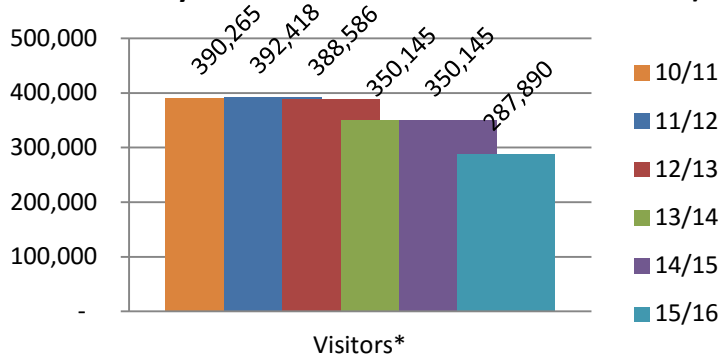
Cardholders by Year

(used their card within the last 3 years)

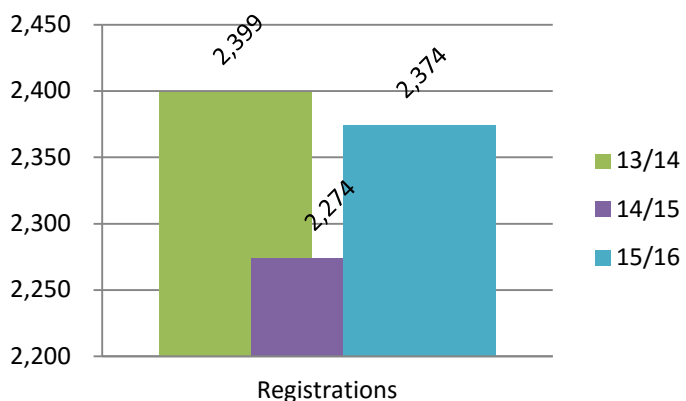


Visitors by Year

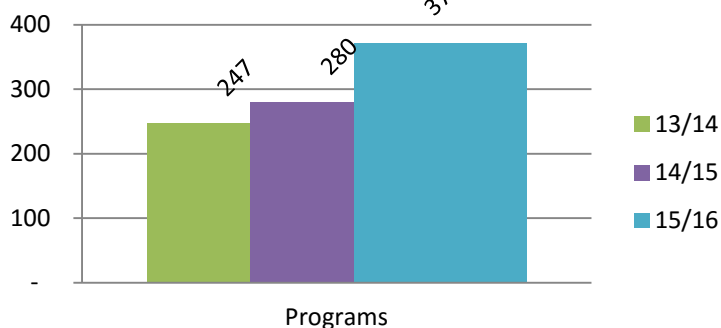
(We believe that the people counter was not working properly until May of 2016 when we installed a new one)



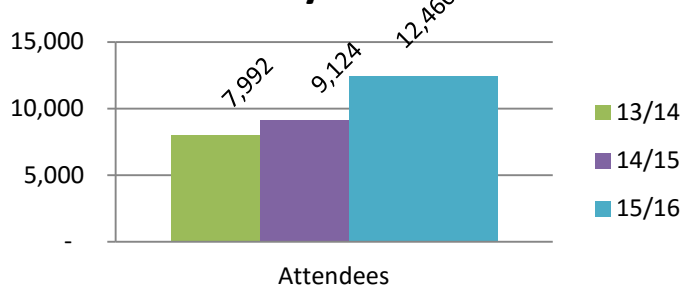
Library Card Registrations by Year



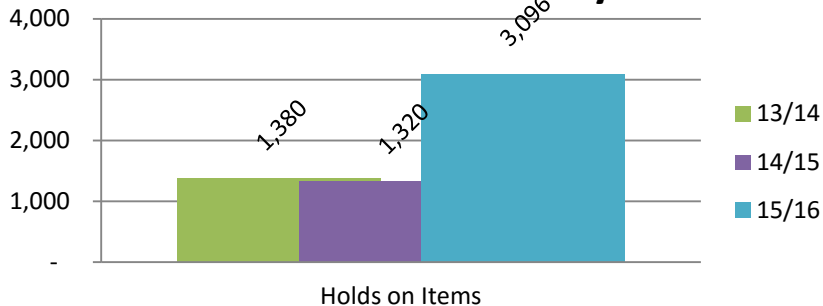
Programs Held by Year



Attendees of Programs Held by Year



Holds Placed on Items by Year



Youth Services June Highlights

Programs & Services



June only means one thing...Summer Reading. Yearlong planning finally culminates into a whirlwind of jam packed activities every day of the week. Our first day of summer reading we signed up 100 kids! Here are the highlights for the first few programs.

Summer Reading Kick off featuring the Wildlife Learning Center drew a crowd of 157 people

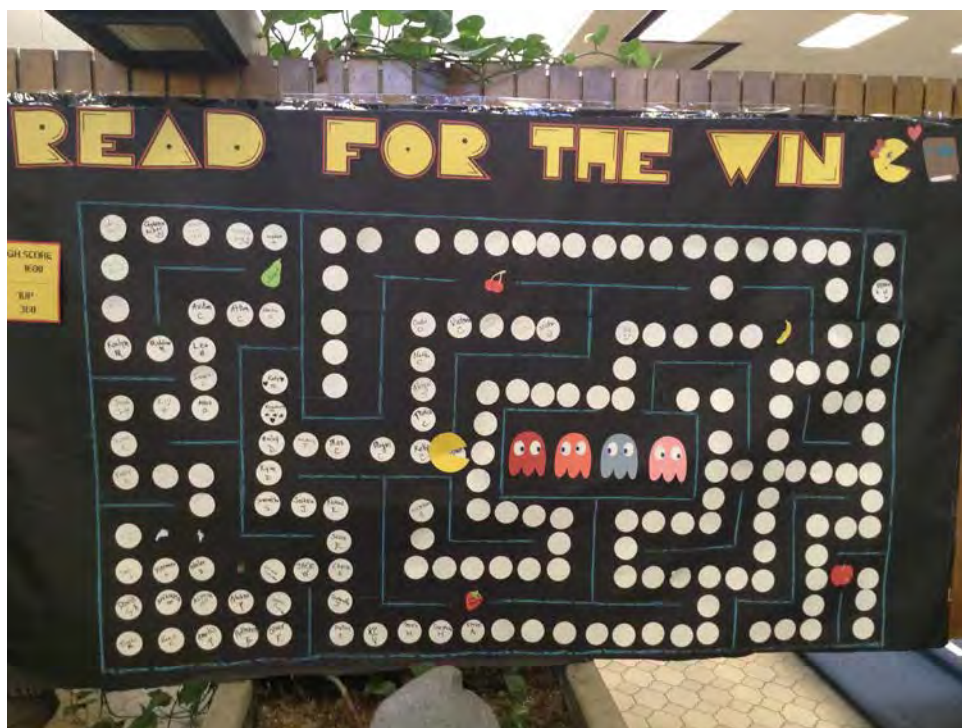
They were Mad about Science at our Fire and Ice show which drew 181!



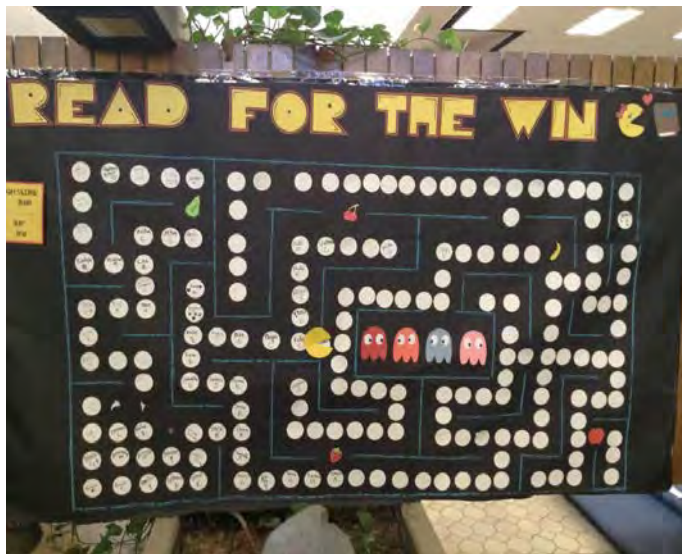
And 140 people came out to twist balloons into a variety of shapes!



Here is our “Community of Readers” wall. Each “dot” on the wall represents a child who met the summer reading 10 hour challenge. The kids love seeing their name on the wall. It is not only a visual reminder of their accomplishment, but we also want to show them that they are part of a community of readers. The display was created by our talented library page Kiri Lahey!



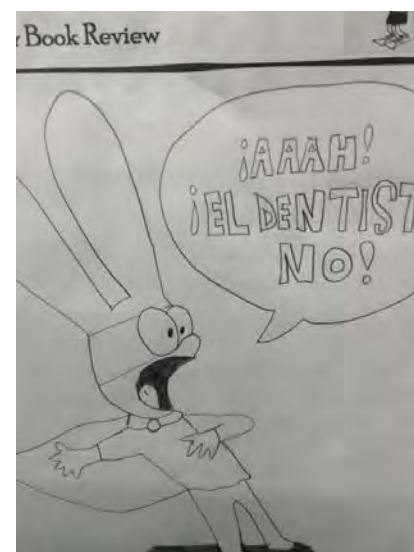
Highlights of Teen Services



The stats for June: 12 programs, 192 attendance; 16 volunteers, 176 hours. There was too much happening to talk about everything, so here are a few highlights. Here goes: Summer Reading program is ever popular among Altadena's teens. As of July 30th, 77 teens have signed up for Summer Reading program. They've read an incredible 300 hours thus far! This lovely display created by Page and Resident Artiste Kiri Lahey is filled with the names of children and teens who completed at least 10 hours

of reading. I'm stoked to see many names of teens!

For those who want to do something extra we encourage participants to submit weekly book reviews to be entered into a raffle. These are so fun to see/read. Here is one that cracked me up!



Teen Game Design



STEM programming continues to be a hit here at Altadena Library.

In June, Ean Moore offered a series of formal, interactive workshops and follow-up informal programs where students put their coding knowledge to the test to create a Zelda- inspired game using Game Maker. The students teamed up according to interests and skill to form different teams—game artists, programmers, and, of course, game

designers! These budding game designers have





built something truly impressive—I am awaiting their follow-up game (the next Undertale, anyone?) These programs attracted 40 teens, who are excited to attend Moore’s next workshop in September—a Particle Simulator workshop!

“Library” is more than the bricks-and-mortar building, it is about building community. (Even when drenched with sweat!)

The mantra over the last decade or so in the library world is that the library is more than a repository for books. Acknowledged. The library is books, yes, and reading, and promoting literacy, but it is also about building community in traditional and non-traditional ways. I’d toyed with the idea of a library hike for the teens for awhile, and proposed the idea to the current of a hike meet-up to the Teen Advisory Council several months ago. Most wanted to participate, and voted on the more difficult of two hikes—the Sam Merrill trail to Echo Mountain rather than Eaton Canyon. “We’re bored of Eaton Canyon—we always do that one!” The day of the hike rolled around, though, and most



who had committed to the hike preferred air conditioned environments. As they say, hindsight is 20/20, and a shorter waterfall hike would have proven a better choice for the 90 degree heat. . . not everyone likes the heat as much as I do! Fall and early spring are far better choices for So Cal hiking. Those that participated were troupers, though—we packed plenty of Gatorade, water, snacks, and playlists! Senior Youth Services Librarian Cassandra Stearns was able to join us for part of the hike, but had to head back to the library later that morning.

A day out of the office led to lots on interesting conversations about program ideas, book recommendations, music, film and more! I learned something new--that there is a screamo metal version of Pon Pon Pon by Kyary Pamyu Pamyu. Fantastic! The hikers stopped for rest/shade/talking and snacking

breaks—and I learned how much I notice about the beauty of the San Gabriel mountains when not rushing through them! Special thanks to the Kerrs for making this an unforgettable experience!



Magic: The Gathering Tournament (no, it wasn't a Magic Show...)

Our second Magic: The Gathering Tournament pitted many of the same contestants against each other—and introduced some new faces as well, such as newcomers AJ, Heather, Milo and Cailey! The winners have not yet been determined—the Final Match will take place July 12th.

Teen Game Day

We unveiled our WiiU with many rousing rounds of Super Smash Bros. with our new Gamecube controllers which allowed *certain* players to really dominate. . .Battlefront was again very popular on the PS4, and many board and card games were also enjoyed. We also

used the life-size Jenga set for the first time! By the end of June, the Jenga set is nearly completed—thanks to all the volunteers who brought in boxes (especially volunteer Gabriel Garcia, who brought the majority!) and taped them together and wrapped them to form game pieces. We had a huge turnout of over thirty teens!

Clean up after the event involved the discovery of wondrous haberdashery!



Special 3D Advanced Studio Hours:

While the community eagerly awaits the unveiling of the media lab, where we plan to offer ongoing 3D printing access to the public, special once a month advanced studio hours will be offered by appointment with

Evan Hilgemann, our volunteer 3D printing instructor from JPL. 3 – 4 people maximum may bring projects to print on select Monday evenings. Sam and Juan enjoyed the second session on June 20th.

Youth Services Volunteers, The Teen Decorating Committee, and PCC Library Tech Student Volunteers:

June was an incredibly busy month-- Summer Reading began on June 14th, with 5 hundred million people wanting to sign up all at the same time (j/k—more like 150.)

Teen volunteers helped with crowd control, sign-ups, and handing out prizes.

Teen Volunteers were gracious enough to contribute 143 hours of their time, prepping and decorating for the entire community room for Summer Reading.



These dedicated teens have also been tremendously helpful assistants at our children's and teen programs, including the wildly popular teen game day! Tatiana Hamparsomian began as a shelving volunteer and the decorating committee brainstormed together to come up with a montage of (mostly) 8-bit videogames. Christian Piskura-Velez orchestrated our second MTG (Magic: The Gathering) tournament, which was quite a commitment, as he formed the brackets, refereed many matches, (with help from Travan Sapp and Nicholas Piskura-Velez, who also provided entertaining play-by-play commentary).

Library technician students Ann Elias and Dina Zanrosso contributed 33 hours in June—despite busy schedules filled with internships and other volunteering gigs! Ann (and I) completed the YA weeding project while Dina continues to be a slammin' storytime aide.

--Carrie Wilson, Teen Librarian

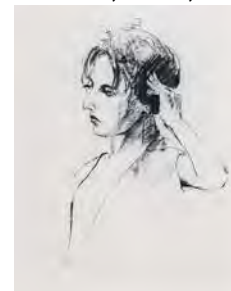
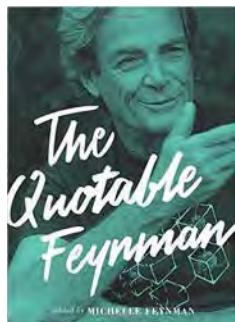


June 2016 Adult Services Monthly Report by Sue Colasurdo

June 4. Story Chicks at the library during the **Altadena Open Studios Tour**. Interactive workshops throughout the day. All ages were invited for this. Thirty (30) people attended.



June 6. Friends of the Library Annual Meeting, with guest **Michelle Feynman**, Richard Feynman's daughter, who talked about her book: *The Quotable Feynman*. Richard Feynman was a scientific genius and Nobel Prize winning physicist who had the knack to make anyone understand his Caltech lectures, writings and books. He was, also, a scientist, teacher, raconteur (I just learned this is a person who tells anecdotes in a skillfull & amusing way), and musician. He assisted in the development of the atomic bomb, expanded the understanding of quantum electrodynamics, translated Mayan hieroglyphics, and cut to the heart of the Challenger disaster. And he could also draw (see drawing at right). Ninety (90) people attended. (I wish I had been one of them, but I was upstairs working on the OPOS desk).



June 7. Chroma Children's program. Helen reports that 120 attended, in and out. (Yes, I know it was a children's program)

June 11. Coffee and Conversation with Mindy. Eight (8) people had a chat with Mindy.

June 11. Second Saturday with Jazz Zone. Sweeter Than Honey, El Patron and the Ale House served up yummy food and drinks.

Lots of people—about 125 were here. Our patrons LOVE jazz—and this group was a big hit.

(By the way, did you know that Jazz Zone plays every Thursday night at a small place next to Rite Aid on Altadena Drive? If you missed them during 2nd Saturday, you can catch them at UEDF Community Center at 745 E. Altadena Drive. It starts at 6 pm. Sue found this place when visiting the Center during Open Studios.)

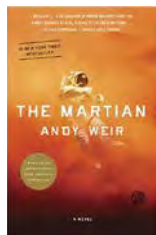
June 14. No Guilt Book Club.

The theme for this month was "Try not to Die." Books: *Into Thin Air: A Personal Account of the Mt. Everest Disaster* by Jon Krakauer & *The Martian* by Andy Weir.

Into Thin Air: For those who don't understand why on earth anyone would want to do something as dangerous as climbing "Into Thin Air" on

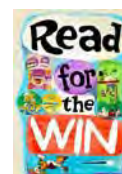


rock and ice ... this book answers that curiosity. Krakauer introduces his readers to the backgrounds and personalities of the main characters so readers can better comprehend the different reasons people spend thousands of dollars and two or more months of their lives in "hell" on a mountain - freezing and injured - 'just to get to the top'. We learn why they continue their ascent even though the conditions are pure torture and more life threatening with each step; why they don't give it up once they've lost feeling in their extremities, separated their ribs, lost their vision, can no longer breathe due to oxygen depleted air, why they don't turn back even when they see the dead who've attempted to reach the summit on prior expeditions.



In *The Martian*, the main character, Mark Watney—presumed to be dead—is accidentally left by his crew mates when an intense Martian dust storm forces them to abort their mission. Part of the book is set up as a logbook style narrative describing in great technical detail Mark's efforts to extend his life until the next scheduled mission arrives in 4 years. For example, he takes potatoes, left from a Thanksgiving meal the crew had just been enjoying before being forced to evacuate the planet, and he cultivates them as a food source, but first he has to create soil and then water in order to grow them. Constant new challenges arise in his quest for survival on a planet that may be totally uninhabited, except for him. Being a "space dork" all of his life, author Andy Weir wrote a computer program to calculate the speed, trajectory and time to get back and forth to the planet. (Aerospace experts later checked his math and found he was accurate within about 3 percent.) Pretty cool, huh? ☺ Eight (8) people attended the book club meeting, led by Helen.

June 14 –July 30 Adult Summer Reading Program. As of the end of June, thirty-five (35) adults had signed up for the summer reading program. Browyn Dawson and Kelly Kerr were the two winners for tickets to Laemmle's theaters during June. Congratulations to our readers!



June 18. Juno and the New Renaissance: NASA Juno Mission to Jupiter program with Theo Clark, from JPL. Clark started with a historical background involving mythology, and explained how "Juno" came to be chosen as the name for the Mission. Juno is scheduled to arrive at Jupiter on July 4th to begin a one year



investigation of the giant planet. Scientists are looking for water, checking for the existence of a solid core, and exploring the planet's huge magnetic field. Programs about science and the space program are always popular at our library.



Forty-five (45) people attended, including Chris Woods and Sue. (Note: www.space.com has a short video & several short articles from NASA about the Juno probe arriving on time on July 4th and more historical background of the Jupiter mission itself. Very worthwhile to look at, if interested.)

June 21. Indie Authors Panel: Five Local Indie Authors Discuss Their Work

Process and Journey + Q&A, featuring: Dario Ciriello, SW Lauden, (our very own)

Ryan Roy, and Mark Tullius. After each author spoke about their books, they took questions from the audience. The common theme

for all books by these authors is **Murder Mystery**. Patrons attending had a variety of questions. One that I

particularly remember is how do the graphics for the book covers come about? Ryan shared that he was lucky—his cover was created by his sister, who is a graphic designer, and she even created a special

typeface for the title. He explained that



authors need to pay particular attention to the cover, for that's what will make or break a sale. Usually, an author will need to invest in a professional job, because if it's created in Photo-shop, it's quite obvious, and people just won't buy it. On

another note, Mark Tullius said subjects for his books are dark in nature which stems from his own depression.



When he was asked whether writing the books frees up his depression, he said no, he usually turns to martial arts or

some other form of therapy. Any program about writing or featuring authors is a big hit at the library, and this one did not disappoint. People were saying we some want more like this. Thirty-five (35) inspired people attended.



June 25. Our newest **Book Club: From Page to Table**. Pick a cookbook, choose a recipe and make it, bring it to the book club and share with other members of the club. This month's scrumptious entries included: Lumpia (Filipino Egg Roll), Pork Roast,



Watermelon Salad, Horchata, SPAM Pasta Salad, Carrot Salad, and a Goat Cheese Torte.

(Makes your mouth water, doesn't it?) Eight (8) members met & shared their fabulous recipes--- and ate the food. Wanna join? Pick a cookbook, choose



a recipe and make it, bring it to the book club. . . . and share.

Holds: The library can now put a hold on almost any item in our collection, so for the month of June we had **365 holds on items** in the library. That's a lot to sing about!



Random Reference Question. A library patron said her friend lives in Glendale and just got hit with a 46% increase in her rent. Is there an ordinance against such an increase? Sue called the Municipal Code Department of Glendale's City Hall. The woman who answered said Glendale does not currently have rent control or an ordinance restricting how much rent can be raised within a year, but gave her a number to call for help with the situation. The patron was very pleased and said she just knew the Altadena Library Reference staff would be able to help.

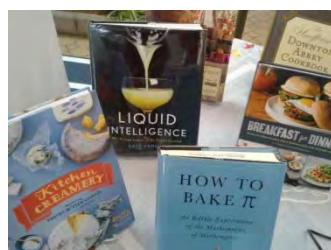


Awesome new shelving – now on the wall behind where the Circulation desk used to be — a display for the latest Best Sellers.



Book & Item Displays: Great Classic Films (Ryan), Water (Helen), Cookbooks (Mindy & Helen supplied the tablecloths), Hot New Audio titles, & additional Oversized books.

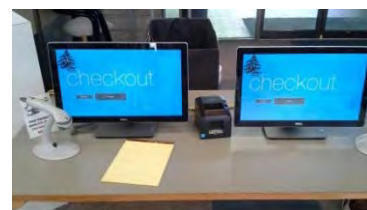
Sebastian decorated the perimeter of the shelving for Helen's display with rain droplets. Nice touch!



The display case – showing a Ginormous amount of stuff: from donations to the library to photos & bookmarks that we've found inside of books.



Both adult self-checkout computers have been moved to a table near the entrance gates.



Sorting carts for returned material are now in the



Circulation/Adult Services office. Blue for Children's material and green for Adult's. That yellow one in the photo is for DVDs and there is a small purple cart for New Books. Orange cart for Overflow. The carts are labeled to make it easier for the Pages to re-shelve books and other material. This frees up the floor space for the new media center.

All of the shelving for the music CDs have been installed along the (fence) wall between Children's and Adult's.



A patron brought her young daughter to the library to apply for her **very first passport**. Very exciting! When Sebastian asked her what countries she would like to visit, she pondered this for a moment. Her mother said "maybe Africa, because we support an organization that rescues orphaned elephants—after the parent elephants have been killed by poachers for their tusks." The little girl agreed this would be a good place to go. And they checked out some books on elephants and traveling.

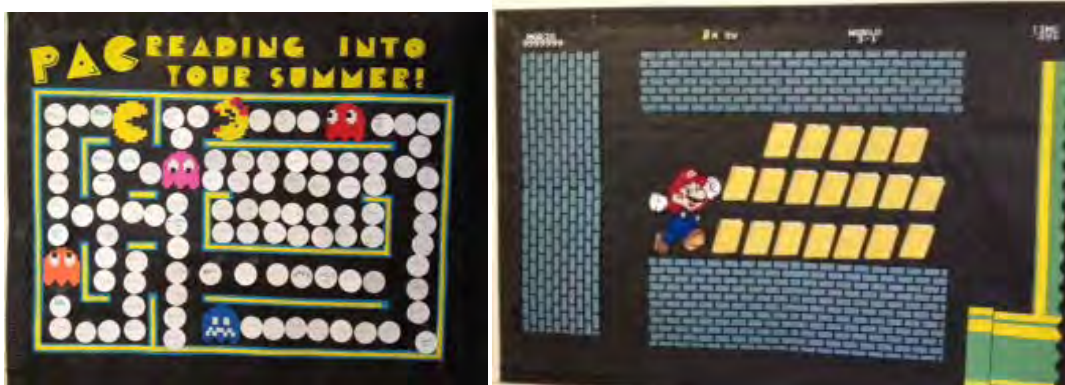


More items from, the display case....



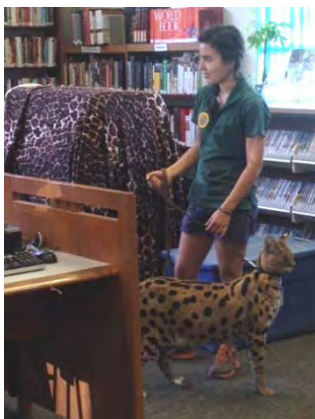
BRANCH – JUNE 2016 REPORT by Carlene Chiu, Librarian II

The Summer Reading Program is in full swing at the Branch. Staff have been eagerly signing up children, teens, and adults to join. Carlene, Edward, and Andrea with created a wonderful display to celebrate the theme of “Read for the win.”



Michelle created a book display that promoted fun things to do in the summer and books about summer fun.

The performers dazzled the children immensely!



Wildlife – 51 people

Mad Scientist – 56 people

Mr. Twister, Balloon Man – 88 people

Zootopia movie– 14 people

Class visit – 20 students

On June 11th, the Branch was honored by the Altadena 7th Day Adventist Church for our community and literacy. We are grateful to be recognized. Modesta carried the flag for Mexico as part of the International Day of Fellowship flag parade.



The plaque says, “In grateful appreciation for your years of outstanding service and dedication to the Altadena community.”

We have weeding and shifted a large part of our collection. There is much ordering that needs to be done to update the collection and fill in the gaps. A relevant core collection needs to be established. New space has been created to add to the well circulating children’s picture book collection. Popular music CDs have been ordered to add to our small CD collection.

June 2016 Literacy Department Report

-Edward William, Literacy Coordinator

-Modesta Nava, ESL Instructor

Tutor and Learner activity

This month, we saw the addition of one new tutor and one new learner to the literacy program. One of our learners comes from the ESL program, who has sufficient instruction in English to begin working with a tutor. Our newest tutor completed her training in May, and only had to wait a few weeks to begin work with a learner. We also saw the addition of two new potential tutors, who we'll have the chance to interview. If they are an appropriate fit for our program, they will then be given tutor training.

Health Literacy Meeting with Pasadena Health Department

Our literacy department met with Esmeralda Garcia of the Pasadena Health Department at La Pintoresca Library in May, where we learned about possible basic health literacy for the public. We approached Esmeralda about potential health instruction for our literacy learners and ESL class in the coming months. This gives us an opportunity to explore basic literacy related topics such as health, finances, besides reading and writing.

Exploring Outreach through Volunteers

On June 24, one of our tutor volunteers attended the Food Truck Friday event at Metropolitan Baptist Church to promote our literacy service. Our volunteer, Rose West, asked the event coordinator on the day of the event if we could set up a small table while passing out our literacy bookmarks and brochures. This type of outreach is important to the literacy department, since the program is made up of hard working tutors and learners who continually promote our services to the community.



Rose West, tutor volunteer, promoting our literacy program to the public at the Food Truck Friday event on June 24.

Summer Brings Slight Drop in Volunteer Hours

Since we are at the beginning of Summer, many of our tutors and learners called in to let us know that they are either going on vacation, taking care of other responsibilities at home, or even getting surgery. This has caused a slight drop in our volunteer hours, but

we anticipated this since this typically occurs every year. We are making sure to stay in weekly contact with those who are away from the program for either one week or even a month.

**BOARD OF LIBRARY TRUSTEES
DIRECTORS UPDATE**

DEPARTMENT: District Director **MEETING DATE:** July 25, 2016

PREPARED BY: Mindy Kittay **LOCATION:** Community Room

“Friends, it is my whole belief that there are only two kinds of people: those with struggles, and those with more struggles. No matter our monetary value, skin color, native language, country of origin, sexuality, gender, age, mental health, or level of ability we are all equal inside the library.”

[Rants on February 12, 2016](http://storytimeunderground.org/2016/02/12/stories-we-tell-and-stories-we-dont/) by [Brytani](#).
<http://storytimeunderground.org/2016/02/12/stories-we-tell-and-stories-we-dont/>



Our NEW Best Seller Wall updated on Monday's. Don't see the book you want? Just ask staff to place a hold!



Patrons may now pick up their own holds (with the exception of games and DVD's). This affords patrons privacy and they no longer have to ask staff for assistance in finding their holds.

THE OPEN DATA MANDATE

The Open Data Mandate took effect on July 1, [Senate Bill 272 \(Hertzberg\)](#). As signed into law, SB 272 requires special districts and other local agencies to create a catalog of their enterprise systems, make it publicly available at their office, and post it on their websites in a prominent location if they have one. An enterprise system is defined in this law as a software application or computer system that collects, stores, exchanges, and analyzes information that the agency uses.

You can find our Disclosure (see below) on our Website on our Public Documents Page.

Altadena Public Library District Disclosure of Enterprise Systems of Record

*In compliance with [Senate Bill 272 \(Hertzberg\)](#)—outlined in Government Code section 6270.5 under the Public Records Act.

defines an “enterprise system” as a software application or computer system that collects, stores, exchanges, and analyzes information a public agency uses that is *both*:

1. a multi-departmental system or a system that contains information collected about the public;
2. and a system of record, meaning that it is an original source of data within an agency.

Disclosure

- Current system vendor
Innovative Interfaces
- Current system product
Millennium Integrated Library Systems
- A brief statement of the system’s purpose
Millennium is used to track the distribution and acquisition of library materials.
- A general description of categories or types of data
Name | Demographic | Geographic | Contact (Phone and E-Mail)
- The department that serves as the system’s primary custodian
Information Services
- How frequently system data is collected
Daily
- How frequently system data is updated
Upon notice to staff by a patron of the library, or upon verification of data by staff.

LEGISLATION

I. GOVERNOR SIGNS 2016-17 BUDGET AND “TRAILER BILLS”: CONTAINS \$4.8 MILLION IN NEW FUNDING FOR CLSA

Monday afternoon Governor Jerry Brown signed into law the 2016-17 State Budget and corresponding Budget “trailer bills,” both of which contain new funding for the California Library Services Act. The Governor issued a press release after signing the Budget bill, SB 826-Leno stating, “This solid budget makes responsible investments in California and sets aside billions of dollars to prepare for the next recession.” Due to very collaborative negotiations between the legislature and the Governor, when the Governor signed the Budget bill he did not “blue pencil” or make targeted reductions to any of the programs in SB 826.

SB 826: the 2016-17 Budget Bill

This measure contains \$1.8 million in new, ongoing funding for the California Library Services Act. This amount is added to the current baseline funding in the Act, which stands at \$1.8 million -- for a new total of \$3.6 million. This funding continues to restore some of the cuts made to this program during the recent Recession.

SB 1602-Committee on Budget: “Trailer bill” pertaining to Higher Education

This measure is approximately 90 pages in length and contains numerous provisions related to higher education and other matters, such as the State Library. Specifically, SB 1602 includes the Governor’s proposal to provide \$3 million in “one time funding” (meaning that it must be spent during the 2016-17 Budget year) to encourage the Systems within the California Library Services Act to participate in, or develop innovative programs for, digital delivery and resource sharing. Throughout the Budget process, CLA strongly supported the Governor’s proposal relative to the \$3 million, as well as the \$1.8 million mentioned above. We were pleased when both the Assembly and the Senate Budget Subcommittees adopted the proposals by unanimous votes. Additionally, CLA and the Department of Finance worked together to develop language in SB 1602 that will make it very clear that print “and digital” materials are eligible for funding under the Act, as there had been some discrepancy about that issue within the law.

Finally, a report on the use of the funding will be due to the legislature on or before September 1, 2017. The new language for the \$3,000,000 appropriation reads as follows:

“SEC. 34. (a) The sum of three million dollars (\$3,000,000) is hereby appropriated from the General Fund to the California State Library for allocation pursuant to this act.
(b) (1) On or before September 1, 2017, the California State Library shall submit a report to the Director of Finance and the Legislature about the use of the moneys described in subdivision (a). The report shall include all of the following:
(A) A summary of the grants awarded, including grant amounts.
(B) A description of the projects.
(C) A description of any additional funding benefitting the projects.
(D) Information about the progress of grantees toward establishing regional or statewide E-resource platforms.
(E) Information, where applicable, about the utilization of shared E-resources resulting from the grants.
(F) A description, where applicable, of any other funding benefitting the projects.
(2) The report submitted pursuant to paragraph (1) shall be submitted in compliance with Section 9795 of the Government Code.”

COMMUNITY & PARTNERSHIPS

I attended the Town Council meeting in July (I attend and report every month). The swearing in of the new members was done by Supervisor Antonovich. During his speech he mentioned the Altadena Library twice, once in relation to the “beautiful” garden and that the Library is a “gem” for the Community. I agree!



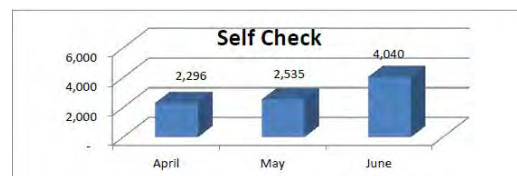
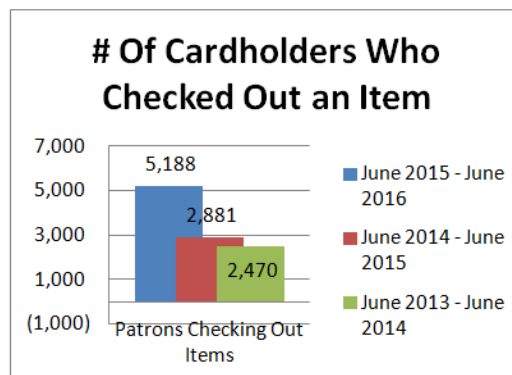
STATISTICS:

- For the 15/16 FY circulation was up for the District 2%.
- **New library cards for the year were up 6% at main. But the big news is that the month the Welcome mailing went out, new cards were up at main 21% and at the branch 106%. The following month at main we saw another increase of 32%. The Image on the right shows the months of April, May (the month the mailer went out and the Latino Cultural Festival), and June. The final**

159	155	207	2,020
164	187	274	2,146
3%	21%	32%	6%
17	16	21	254
26	33	19	228
53%	106%	-10%	-10%

column is the totals for the year. The top is Main and the bottom is Branch.

- We were very pleased to see that the number of cardholders now checking out items (going back 12 months), is over double what it was two years ago for the same twelve months.
- Holds on our materials were up 109% District wide for the 15/16 FY
- Inter Library Loan that we are borrowing for our customers are up 50% for the 15/16 FY.
- Use of the community room for non library events is up 12% for the year and for library events it is up 50%.
- Adult program attendance was up 154%, YA is up 15%, children's is up 1% and the branch is down 8% for the 15/16 FY.
- Class visits for 15/16 FY are up 21% for children's.
- Volunteering in the library is alive and well... Adult volunteer time was up 228% and YA 68% for the 15/16 FY!
- Business Office: Passports are up 19% and passport photos are up 23% for the 15/16 FY.
- Self-Check: This is slowly creeping up – more and more of our patrons are using it and liking it – we are almost at 25% of checkouts being done at self-check.



NOTE: The door counters installed in May for the main library continue to not work correctly. These high tech counters verify by comparing the film of entrance/exits it creates to the numbers it is calculating/reporting. You will see that there is a dramatic decrease compared to the visitor numbers recorded for last year at the same time. We continue to research this discrepancy but we do believe that there must have been some sort of error with the Counter that had been in place for many years. We are also working with the vendor to determine if this door counter will work for us or not – we may have to purchase a new solution as it does not seem to be able to reach at least 98% accuracy.

The Board Package includes some new graphs that show number annually as compared to previous years. Next month we will supply benchmarking where we compare some of our statistics and operational numbers to similar sized and operational libraries in California.

FACILITIES

We have had a significant increase in vehicles parking in the parking lot overnight, for multiple nights as well as individuals sleeping on the property and not behaving appropriately. We have been speaking with the Sheriff's Department about these issues but have determined that for the time being it would be best to chain off the parking lot at night. At one time the parking lot was chained at night and this was discontinued prior to my arrival.



New quiet seating space near the Administrative Offices



Newly created media area which now holds an expanded CD collection and all of our Audio Books



Another new quiet reading space (see comment card below) which not only brings our patrons into the stacks but gives our users an area of relative quiet and privacy.

POKEMON GO

Pokémon Go has taken the world by storm and they have emerged everywhere - local parks, stores, and yes - even the library!

While the object of the game is to "Catch 'em all," trainers must also find *Poke Stops* or *gyms*, in which special items can be collected.

Our library is a Poke stop! Here is one of them in my coffee cup during our recent Editorial meeting for the monthly newsletter – very disruptive! LOL

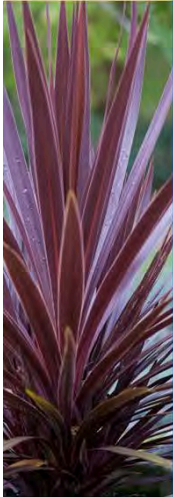


WATER CONSERVATION DEMONSTRATION GARDEN:

The Grand Opening of the garden on Saturday, July 9 at 10am with Supervisor Mike Antonovich and January Nordman presenting was a huge success! We are looking forward to our [i]cell Save Water Kiosk which will be installed soon as is grant funded as well. We are also working hard on procuring more programs and educational opportunities for our community around the Garden.



**Altadena Library
Water Conservation Garden
GRAND OPENING**



Please join us for the Grand Opening of our new Water Conservation Garden at the Main Altadena Library this Saturday, July 9 at 10 am

The garden includes such features as a Swale, a Hugelkultur, an Infiltration Pond, and Drought Tolerant Plants.

Learn about techniques you can incorporate into your home landscaping projects.

L.A. County Supervisor Mike Antonovich will be in attendance as well as our Landscape January Nordman, and the Altadena Staff and Board and our community.

Light refreshments will be served.

600 East Mariposa Street, Altadena CA
www.AltadenaLibrary.org
626 798 0833



Altadena Libraries

As of July 1, 2015 the library will provide the following information via e-mail:

- 5-day notice of items coming due
- overdue items
- holds ready for pick-up.

By providing your e-mail address you understand that all notices will be sent via e-mail. You may also receive newsletters and other informational items from the library. The Library District will not share or sell your information with any other party. You may opt out at any time. If you prefer a phone call we can provide that service with the except of 5-day notice. Mailed notices will cease July 1, 2015.

Name: Jason L. Jamerson
E-mail: ras46@hotmail.com

Thanking the staff, enhancing the process, remembering the future!

Let us know

Your feedback is important to us! Please use this comment form to provide suggestions, concerns, or compliments related to your Library experience. Is there a book you would like us to order? Tell us here!

Date: July 15, 2016 Main Bob Lucas Branch
600 E. Mariposa Street 2659 Lincoln Avenue

Comments: I am extremely pleased and delighted with the newly installed Quiet Area located in the back part of the library, I myself was very skeptical of this project at first, however, after observing and experiencing its finished product, I am definitely satisfied with its results.

If you prefer a personal response by a staff member staff please provide contact information here:

Name: _____
Address: _____
Phone Number: _____
E-mail (preferred): _____

I want to thank you all for operating a great public library, you as well as the staff. Everyone is respectively appreciated by the entire community. If y'all need a extra hand, I can donate some my time.. it's the least I can do....

Tarence Jones (Volunteer at the Library for Latino Cultural Festival)



LIBRARY BOARD OF TRUSTEES

STAFF REPORT

DEPARTMENT: Finance

MEETING DATE: July 25, 2016

PREPARED BY: Tina Wallin, Finance Director

LOCATION: Community Room

TITLE: Review and Discussion of District Earthquake / DIC (Difference in Conditions) Policy Options for FY2016/17

OBJECTIVE: Each year the District renews the Earthquake/DIC Policy with building limits that reflect the current value/condition of the building, which are noted below.

At the June 2016 Board meeting, the Board requested staff to obtain clarification from IOA regarding why carriers would not be willing to write coverage that high. IOA explained that was in reference to the cost to replace the building needs to be within industry standards, based on square footage. For example, if the replacement cost is only \$140 per square foot, the carrier will not write a policy that would pay \$800 per square foot. Additionally IOA noted that Option 3 is available for our consideration and the quote was not included in error.

The District extended the current coverage to 8/1/2016 in order for the Board to come to a resolution regarding coverage for FY2016/17

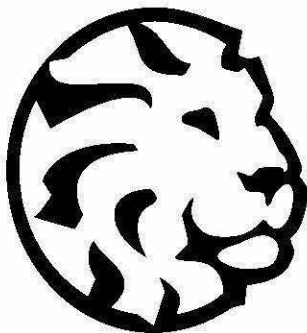
IOA Insurance provided the following quotes:

Options:	Coverage:	Total Cost:
Option 1	\$3.5M for Main \$250K for Branch (same as FY15/16)	\$12,912
Option 2	Same as Option 1, plus \$350K for Main <i>\$350K is for Ordinance & Law Coverage</i>	\$14,960
Option 3	\$5M for Main, \$329K for Branch	\$21,000 (est.)

FISCAL IMPACT:

- Option 1 is a decrease of \$464 for the Fiscal Year
- Option 2 is an increase of \$1,584 for the Fiscal Year
- Option 3 is an increase of \$7,624 for the Fiscal Year

STAFF RECOMMENDATION: That the Board of Library Trustees review the information and provide staff with directive.



WSS WESTERN SECURITY SURPLUS
INSURANCE BROKERS, INC.

Insuring Company:	Golden Bear Insurance Company (AM Best rated A- VI) 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>Warrant ~ All risk coverage in place during the policy term.</p> <p>Subjectivities ~ 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>Binding Date ~ 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:	

Premium	\$12,512
Broker Fee CA	\$300
Carrier Policy Fee	\$100
TOTAL	\$12,912



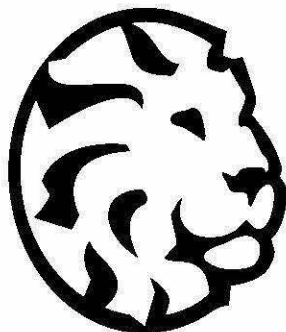
Golden Bear Insurance Company

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	\$3,500,000.	RC
Tenants Improvements and Betterments	\$23,611.	RC
Business Income (incl Extra Expense)	\$300,000.	ALS
<u>Location 2: 2659 Lincoln Ave, Altadena, CA, 91001</u>		
Building	\$250,000.	RC
Business Income (with Extra Expense)	\$50,000.	ALS
TIV:	\$4,123,611.	
Policy Limits:	\$4,123,611. Loss Limit per Occurrence and Annual Aggregate.	
Form/Sublimits:	Company DIC Form:	

[Sublimits are part of and do not increase the Policy Limits]



WSS WESTERN SECURITY SURPLUS
INSURANCE BROKERS, INC.

Insuring Company:	Golden Bear Insurance Company (AM Best rated A- VI) 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>Warrant ~ All risk coverage in place during the policy term.</p> <p>Subjectivities ~ 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>Binding Date ~ 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:	

Premium	\$14,560
Broker Fee CA	\$300
Carrier Policy Fee	\$100
TOTAL	\$14,960



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	\$3,500,000.	RC
Tenants Improvements and Betterments	\$23,611.	RC
Business Income (incl Extra Expense)	\$300,000.	ALS
<u>Location 2: 2659 Lincoln Ave, Altadena, CA, 91001</u>		
Building	\$250,000.	RC
Business Income (with Extra Expense)	\$50,000.	ALS
TIV:	\$4,123,611.	
Policy Limits:	\$4,123,611. Loss Limit per Occurrence and Annual Aggregate.	
Form/Sublimits:	Company DIC Form:	
	Demolition & Increased Cost of Construction combined sublimit of \$350,000. [Sublimits are part of and do not increase the Policy Limits]	



Golden Bear Insurance Company

Difference In Conditions Quotation

Issued: 6/17/2016; Valid through: 7/1/2016

Broker:	Donna McLeary Western Security Surplus
Insuring Company:	Golden Bear Insurance Company (AM Best rated A- VI) 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>Warrant ~ All risk coverage in place during the policy term.</p> <p>Subjectivities ~ 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>Binding Date ~ 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:	

Premium\$20,982

TOTAL\$21,582



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

Coverages	Values	Valuation
<u>Location 1: 600 E Mariposa St, Altadena, CA, 91001</u>		
Building including Building Ordinance Coverage A	\$5,000,000.	RC
Business Income (incl Extra Expense)	\$500,000.	ALS
<u>Location 2: 2659 Lincoln Ave, Altadena, CA, 91001</u>		
Building	\$329,175.	RC
Tenants Improvements and Betterments	\$23,611.	RC
Business Income (incl Extra Expense)	\$50,000.	ALS
TIV:	\$5,902,786.	
Policy Limits:	\$5,902,786. 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]	



MEMORANDUM

DATE: July 11, 2016

TO: All Staff

FROM: Leadership Team Committee for the Operating Plan

(Mindy Kittay, Ryan Roy, Tina Wallin, Christopher Kellermeyer, Laureen McCoy, Carlene Chiu, Cassandra Stearns, Carrie Wilson, Edward William, Helen Milner, Sebastian Zelepin and Kiri Lahey)

RE: UPDATE ON OPERATIONAL PLANNING FOR 2016/2017

The expectation of the Library Board of Trustees is a completed operating plan by the end of September. This plan needs to include timelines attached to specific objectives, goals, activities/tasks and how we will measure success or completion. We will spend our next seven Leadership Team meetings creating the Operating Plan with a focus on our C.O.R.E. first and other changes and initiatives as secondary (where applicable – projects in process will continue).

The Leadership Team now includes a member from the Circulation Staff (Sebastian Zelepin) and a member of the Pages (Kiri Lahey), as the team felt that for this work to be collaborative there needed to be members from every area of the library.

The main topics that were discussed in last Friday's meeting were: **Core Values** and **Staff Morale**.

1. **Core Values** We believe it is important to start by defining and creating a list of what our core values are.
 - a. To create these it will be expected that all staff will take part at the September All Staff Meeting by providing at least one suggestion for a core value. We will provide examples from other libraries. This will be an exercise that we will complete by using the sticky note and dot process (similar to what we did at the June All Staff Meeting when working on the Operating Plan).

- b. The due date for the presentation of Core Values to all staff is to be at Professional Development Day (Oct. 10).

2. Staff Morale

- a. The idea that was most consistently reiterated was rebuilding trust and communication amongst the staff. It was noted that we all recognize that trust needs to work both ways and we acknowledge and are committed to rebuilding and working together to re-build trust and to heal the organization. Suggestions for how this could be achieved include the following:
 - i. Get suggestions from the staff as a whole as to what would improve their morale. We noted that when giving feedback and/or bringing up areas of concern, staff is encouraged to provide suggestions so that Leadership and Administration have something to act upon, accordingly:
 - 1. While it is suitable to express displeasure/fear/anxiety/etc. Leadership is requesting that suggestions accompany any interaction of this type.
 - 2. Suggestions to the Leadership Team for improvements or implementation will be sought (and will be considered if feasible) when a concern is raised. When suggestions are not deemed feasible, staff will be provided an explanation.
 - ii. We will show staff their input is being implemented to build trust and communication.
 - 1. Example: Present staff with the updated employee policy handbook showing them that their requests for more clearly defined policies have been heard and acted upon.
 - iii. Ensure staff feels as though they have an avenue for communication.
 - 1. Send an email update after every leadership meeting ensuring staff is accurately aware of what was discussed as well as providing an opportunity for collective input. The Leadership Team believes it is important that all staff receive communication about the decisions and tasks that the Leadership Team is working on. In an effort to do this, we will be providing all staff with an update after each of our meetings. This will give you an opportunity to review and to comment and/or ask questions of the team about its work.

Please feel free to go to any of the people on the team if you have any questions or comments.

2. Construct a staff portal to create a space that will house all internal and procedure updates. This will allow staff to be informed about changes before they are implemented rather than waiting for a staff meeting or email to inform them.
 - a. Mindy and Christopher will work on creating some sort of internal staff portal that all staff will have access to and will be able to review throughout the day as well as add items of their own. Optimally the portal would come up at login and/or be left on running in the background on staff computers all day so that it is easy to see updates. It should also be accessible from the Internet anywhere.
 3. Ensure there is time for round tables at both All Staff and Leadership meetings.
- iv. Team Building exercise idea: Internal Open House
1. Create a program for staff to spend time in a different department to understand how each department works in order to improve communication and morale.

The next Leadership Team Operational Planning meeting is on Friday August 5, immediately following All Staff meeting.

Altadena Library District Operating Plan

2015-2016

The following Operating Plan for 2015-2016 is reflective of the Altadena Library District's mission to provide free and equal access to information, ideas, technology, and the joy of reading to educate and empower our diverse community. This document seeks to outline a plan of action for achieving the goals set forth in the District's current Strategic Plan, so that the Altadena Public Library can continue to meet the present, future, and constantly changing needs and interests of its diverse clientele.

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.

Goal 2

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

Goal 3

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

Goal 4

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

Goal 5

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

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.

Objectives for Goal 1:

- Continue to research and apply for grants that meet the Strategic Goals of the Library and the Operating plan.
 - *\$30,000 Pitch A Grant – California State Library*
 - *\$30,000 California State Library – Technology Upgrades for Cenic 1G Connection*
 - *\$3,000 Latino Americans: 500 Years of History - National Endowment for the Humanities and the American Library Association*
 - *\$40,000 Friends of the Altadena Library*
 - *\$600 Altadena Rotary for Danny's Farm*
 - *\$25,165 Literacy Funding – CLLS*
 - *\$30,000 +/- Water Conservation Demonstration Garden – LA County, Water District, Altadena Rotary*
- Develop a service model that is less labor intensive and more customer centric (savings through attrition).
 - *The One Point of Service (OPOS) has been implemented and is being modified as needed. Self-Check is at 25% and working well. Volunteers are manning the Research (Technology) Perch and providing assistance to our patrons for technology related issues.*
- Expand the Business Office services to increase revenue (copy/print/fax/scan).
 - *As of January 1, 2016 we are now open 6 days per week and we also are open in the mornings on Monday and Tuesday.*
 - *We purchased new photo equipment that cut the time to process an application in half.*
 - *With the purchase of the Multi-Function machine we are now able to offer color/black and white printing in high speed as well as scanning and faxing. Our printing capabilities also include staples, 3-hole punch and folding. This has enabled the District to offer its services for short runs of printing at very reasonable prices.*
- Research and implement energy and water savings opportunities.
 - *The creation of the Water Conservation Demonstration Garden was completed. The Library will continue to offer lectures and hands-on classes related to the topic of water conservation. An Interactive Kiosk*

has been purchased with grant funds and will offer additional information about Water Conservation.

- *The main library was 100% retrofitted with LED lighting which has lowered utility bills and provided a bright and well-lit environment for staff and the public.*
- Continue to negotiate with vendors to reduce pricing and increase discounts.
 - *We increased our discount with our largest vendor of books and negotiated better pricing on processing.*
 - *We negotiated no increase in pricing on all of our research tools this year (databases.)*
- Add electric car charge stations in the parking lot. **Project on Hold for Further Review**
- Use consultant to expand E-rate program in order to decrease telecommunications costs and increase technology funding.
 - *We hired an e-rate consultant who has increased our rebates from e-rate and is currently working with our IT Manager on our proposals for the 16/17 e-rate year. This assistance has enabled us to replace and upgrade more of our IT infrastructure at minimal cost as e-rate will reimburse most of the expense.*
- Support the Foundation's Capital Campaign.
 - *The Director is a member of the Foundation's core committee that is working on the Capital Campaign, has attended the ask training and is assisting in preparing documents and providing the information needed by the Foundation.*
- Continue to look for and encourage partnerships between the library and other organizations of all types.
 - *The District has signed an agreement with MonteCedro and both entities are working together to provide programming and materials for the retirement community.*
 - *The District partnered with the Pasadena Playhouse and ImaginAction to bring a Forum Play with audience participation to the Library in 2015.*
- Assist both the Altadena Library Foundation and the Friends of the Library in regard to fundraising events and programs.

- *We continue to participate in the meetings of both organizations and offer suggestions and collaborate when possible.*
- *The District participated in BestFest with special programming, inspiration stations and plenty of staff to support the crowds.*
- *The Library prepared a mailing that marketed both the Friends and the Foundation and went out to 3,000 addresses in Altadena.*
- *The Library contacted and secured Michelle Feynman for the Annual Friends Meeting and provided extensive marketing which in turn made for a highly successful event.*
- Revise and update the Volunteer Program.
 - *We have added additional volunteers – most specifically in the role of providing technology assistance to our patrons.*
 - *We are continuing to reach out for a Volunteer Coordinator and are looking at using staff to lead this initiative. This is on hold and will be pursued actively as part of the 16/17 Operating Goals.*
- SAVINGS:
 - *As of July 1, 2015 the District no longer sends notices by snail mail. All notices are either by telephone call (automated) or email at no cost.*
 - *A multi-function machine was purchased for Administration (Copy/Print/Fax/Scan) which now enables most of our materials to be printed in house saving substantial printing costs.*

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

Objectives for Goal 2:

- Develop a comprehensive marketing plan.
 - *The mid-year Budget Adjustment includes a part-time marketing employee. The addition of this position (which is an offset of the current expenditure with a consultant – meaning it is not an added expense but a replacement), has enabled the District to improve and expand all marketing efforts.*
- Create a style guide to be used by the Library/Friends/Foundation so all communications have a uniform and recognizable look.
 - *A draft was presented to the Board in May and a final document is expected to be produced, including signage guidance before the end of 2016.*

- Include a Social Media Marketing Plan and increase our presence within social Internet platforms (Facebook, Pinterest, etc.), and add social media options to our website.
 - *The District has expanded its presence on Facebook, added a page on LinkedIn and is using HootSuite to Tweet and simultaneously add posts to all three locations. The District has also added Instagram and Pinterest – both of which have been popular and drawn some attention. We are almost at 1,000 Facebook Likes!!!!*
- Continue to publish a printed monthly newsletter and also distribute electronically.
 - Work with the Friends to fund and prepare an annual or bi-annual mailing to all Altadena addresses with donation/renewal envelopes enclosed.
 - *We created a package that was mailed in May 2016 to 2,000 addresses in Altadena that were new home purchases within the past 5 years and the address is the primary residence. This marketing piece contained information from the Friends/Foundation/District. This initiative did instigate an immediate increase in library cards issued and we expect to continue to see an increase.*
- Add additional on-line and print vendors to our advertising options. Find additional low-cost to no-cost ways to market and advertise.
 - *Currently we are advertising in the Pasadena Independent and have negotiated a deep discount which includes on-line, print and inserts. We have been quite successful with the Pasadena Weekly and Pasadena Now – both are highlighting our events and writing stories about us.*
 - *One of most successful marketing tools has been Second Saturday. This event, which is held monthly, has brought in hundreds of non-users and has increased word of mouth about the Library in the community.*
 - *ColoradoBoulevard.Com has been posting articles from our newsletter and our press releases consistently.*
- Take the Library outside the Walls.
 - Have a physical presence at local events such as the Farmers' Market, fairs, parades, etc.

- *The Library is manning a booth at the Concerts in the Park this Summer.*
- Increase visibility in the community by attending community events such as Collaborate Pasadena and Neighbors Building a Better Altadena, in order to represent the library.
 - *The Director has attended both of these meetings sporadically and is consistently reporting to the Town Council and the Chamber.*
 - *The Director is on the Board of both the Chamber and the Altadena Rotary.*
 - *The Director has done presentations at the Pasadena History Museum for its volunteers, at Altadena Rotary and at the Altadena Town Council and is scheduled for the same at Monte Cedro.*
- Increase communication and partnerships between the Library, Friends and Foundation.
 - Have semi-annual Board Retreats and the monthly Presidents' meetings so that all three boards stay informed and connected in order to help the library reach its goals.
 - *The Presidents' meetings have been sporadic but are scheduled to resume bi-monthly in February 2016. The next Boards Retreat is being discussed and is not scheduled at this time.*
- Continue and expand programs and outreach targeting the local Latino and Spanish-speaking communities.
 - Latino Americans: 500 Years of History Grant Program
 - *The Library Foundation and Friends each supported the Grant Program with a \$500 donation.*
 - *This program has had events almost every month of the grant cycle. It culminated with a Latino Cultural Festival on May 14 with over 30 artists, performers, music, food and authors. Over 800 people attended the event – many new to the library – and the press and comments received were all highly positive.*
- Initiate a campaign to reintroduce the library to the Altadena community, increase cardholders and users and get people thinking – and talking – about the library in a whole new way.

- *In July we began a program to bring back users who have not visited the library in over 12 months. This consists of an email blast to those users inviting them back. This will happen monthly.*
- Participate in [Outside the Lines](#), a bold campaign designed to reintroduce the library to the community and get people thinking – and talking – about the library in a whole new way so the community understands how libraries have changed into dynamic centers for engagement, and how they are more relevant than ever to their lives. **Project on Hold for Further Review**
- Initiate and implement a program whereby patrons can receive discounts at local vendors using their library cards. **Project on Hold for Further Review**
- Plan at least two events for Library Card Sign-up Month. **Project on Hold for Further Review**
- Use Altadena BestFest as an opportunity to introduce people to the library
 - Plan special events throughout the day
 - *The library had special programming, extra inspiration stations and was double staffed to handle the flow of visitors.*
 - Have a dedicated area in the library just for library card sign-ups.
- Coordinate with town and county marketing efforts.
 - *The Director has joined and is attending monthly meetings of the Altadena Chamber and is working on plans to combine marketing efforts with them.*
- Target outreach to schools and community groups to promote library services.

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

Objectives for Goal 3:

- Create interim space and interior design plan for branch and main to better utilize space.
 - *The Main Library has been transformed by the following changes:*

- *The New Book display was removed from blocking the entrance and view into the reading court and placed next to the Magazine Lounge.*
 - *A Magazine Lounge was created where the Teen Area used to be located and the teens now have a much more private space which is also larger. The Magazine Lounge provides comfortable seating and easy access to all of our periodicals.*
 - *A Relax and Reflection area was created where the reference books were originally located behind the reference desk. These books were rarely used and took up prime space. This area has beautiful views out of our North windows and is highly popular with our users.*
 - *Additional quiet study space was created near the Administrative Offices also along the North Windows when the Audio Book collection was moved to the Media Lounge.*
 - *The Media Lounge was created adjacent to the Children's room and the reading court. This location now holds all music CD's and Audio books as well as more comfortable seating.*
 - *The long rows of computer tables were removed and replaced with smaller tables disbursed throughout the main floor of the library. An additional 20 laptops were purchased and now there are multiple places in the library where they can be used.*
 - *A quiet area was created within the stacks and provides more seating and study carrels.*
- Reorganize and replace furniture and layout of branch for optimal use.
 - *New furniture that is light weight, stackable/foldable and on wheels has replaced all existing furniture. The circulation desk is being modified so it takes up less space and a new interior wood drop box for materials is on order. Using existing shelving we have created a more private and separate space for literacy tutors. All computers are being replaced and new display shelving has arrived.*
 - Reorganize and replace furniture in lower level to create space for all staff.
 - *The area where Collection Development is currently located has been partially remodeled. The long time leak has been stopped, new flooring was installed, some staff received new desks and the space has been reorganized so that additional staff can be located there. Additional furniture still needs to be purchased.*
 - *The Finance space was completed in 2015. The sink and countertop were removed, partitions were added for privacy and the walls were painted. Some storage pieces were purchased.*

-
- Combine the circulation and reference desks to create a centralized one-point service model that is centered around a single Information & Research desk.
 - *The circulation desk was removed, the carvings are in storage to be used for additional furniture custom made for the library.*
 - Create a teen area along the west end of the library and use the current teen area to open up the space for more display and seating for the general public.
 - *Design services are completed for Custom storage shelving and the separating wall, staff desk and entrance. These are going out to bid in July 2016. Estimated completion and Grand Opening is tentatively scheduled for January 2017.*
 - *New computers, electrical drops, furnishing and signage are in use.*
 - Research, purchase and install at least one exterior lighted sign and a cohesive signage design for the interior of the building.
 - *Research is ongoing. The Director recommends holding off until a new Architectural firm is selected and can design the signage.*
 - Make the facilities as “green” and energy efficient as is economically possible prior to renovation.
 - *Filtered water machines for staff were added to both facilities eliminating the purchase of bottled water.*
 - Finalize retrofit of lighting to LED and analyze benefits of retrofitting the Branch.
 - *Main is now 100% LED.*
 - Continue to research grant opportunities and receive bids for a solar installation.
 - *One bid has been received and Administration is researching grant opportunities for solar.*
 - Research adding water storage units.
 - *The District is working with the project manager for the Water Conservation Garden to come up with a plan for water storage at the main facility.*

- Continue research and install charge stations (also a revenue source). **Project on Hold for Further Review**
- Research opportunities for funding for replacing the majority of our landscaping with drought tolerant plants.
 - Finalize grant and create drought tolerant demonstration garden project.
 - *With many thanks to Board President McKenzie for procuring almost \$30,000 in grant funding for the garden which has been completed.*
 - Research Nature Explorer garden to replace some existing landscaping. **Project on Hold for Further Review**
- Improve the look of the interior planters **Project on Hold for Further Review**
- *Emergency exit signs with battery operated lighting were installed at all exits at both Main and Branch.*

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

- Create numerous display areas in the library to increase circulation and awareness of materials.
 - *Staff received training and hands on experience during Professional Development Day and has created two display areas in addition to the new book shelving. We have also begun working on the stacks and reducing the number of items on shelving so that some materials can be turned face out.*
 - *A Consultant on display and marketing visited the library and assisting in creating a plan in February 2016.*
 - *New display units have been purchased and the reorganization of the main floor has opened up areas for more display.*
 - *New display furniture is being created out of the tiles from the circulation desk.*
 - *A slat wall has been installed to highlight best sellers.*
- Expand and develop programming (classes, seminars, lectures, training, presentations,) that meets the needs of the community. Provide more experiential events and opportunities than what we currently offer. **Project on Hold for Further Review – this will be a focus in 16/17.**

- Expand and create more "Inspiration Stations" around the library, where patrons can use their imagination and creativity in a hands-on activity.
 - *We have had many different Inspiration Stations in the library and continue to create new ones every month. These are heavily used by our patrons.*
- Identify and develop programming for children with autism and sensory challenges.
 - *Sensory Story Time has begun and is ongoing.*
- Expand current DIY program for Teens using \$30,000 grant funds.
 - *A full series of programs have been held and are continuing into 2016. Equipment and technology has been ordered and received. This has been highly successful.*
- Evaluate all programs currently offered for:
 - *We created a Programming Committee that meets monthly to review upcoming programs and to create and add programs for the upcoming 12 month period.*
 - *10 hour per week were added to an Adult Services staff member's schedule, making them full-time, to be used as the Program Coordinator for the District. A much needed position that has not existed in the past.*
 - *A new Survey has been created and visitors who attend programs have been asked to complete it. We are gathering much needed information from these surveys and will be analyzing them this year.*
 - Day of the week / Time (add/delete/change)
 - Content (add/delete/change)
- Expand Summer Reading Program and begin planning in September by committee.
 - *SRP 2016 is well under way and appears to be a great success.*
 - *The District was selected by Mount Saint Mary University LA MBA Program for a final marketing project for SRP 2017. The objectives of this project are the following:*
 - *Increase participation for Summer Reading Program at Altadena Library by fifteen percent.*

- *Promote Summer Reading Program by increasing online use of Altadena Library's various social media outlets for new and prospective patrons.*
 - *Raise community awareness of Altadena Library's Summer Reading Program to increase foot traffic of the library and potential new members*
- Add Technology Training classes.
 - *We have begun technology training for staff but have not yet added classes for the general public. We have applied for a grant that would supply funding for professional teachers for technology classes at the library and we hope to get it.*
- Remove items that are no longer used and/or are irrelevant from the collection.
 - *The District closed for a full day and all staff participated in updating the collection.*
 - *In September 2016 the District hired (from within) a Collection Development (CD) Manager and she has been working on creating a CD department. One roll of the Manager and Department is to create an ongoing deselection process for the District so the collection is always fresh and relevant.*
 - *Approximately 30,000 items have been removed. Many new items have been added and the collection sits at approximately 90,000 items. The building was constructed to hold 80,000. At this time our circulation does not support additional items but when we get to a level of circulation where 1/3 to 2/3 of the collection is out at any given time we can then look at enlarging the collection.*
- Develop a plan to effectively gauge what the Altadena community (both users and non-users) want/need/expect from their library.
 - *The newly created Surveys for attendees at our events is giving us much needed information about the wants/needs/expectations of current users.*
 - *We initiated an on-line Technology survey and received over 150 replies. We used this information to determine what technologies we should purchase for access to the Internet while using the Libraries wifi and facility.*
 - *Comment cards were created and allow our community to communicate directly with the Director.*

- *The Director holds monthly Coffee & Conversation in the library so that the public can come and speak with her about their concerns and ideas.*
- *The Foundation has committed to participating in any community informational outreach the Library decides to create. The Library has asked for training in the Harwood method from the State Library and awaits their decision.*

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

- *The Community Room technology including video capability, integrated sound system, HD projector and microphones has been completed.*
- Installation of two self-check machines at the main library to free up staff to provide more outreach and programming and to provide privacy for our users.
 - *The District has three self-check machines – one of which is in Children's.*
- Upgrade our existing Internet access from less than 100 megs to 1gig at both branch and main. This will open up many additional possibilities for the library including virtual conferencing software and download stations for ebooks, movies and music.
 - *Both Main and Branch library's backbone has been upgraded to 1 GB throughput, upload and download.*
- Upgrade to VOIP telecommunications system.
 - *With the help of our erate consultant we created an RFP for VOIP and distributed it through the erate process. We have been meeting with vendors to discuss specifics and expect to have a new VOIP phone system before the end of 2016.*
- Update and improve our website after extensive usability studies. Begin to develop a true virtual library as a part of our website, incorporating on-line library card registration as well as meeting room reservation software.
 - *We have purchased meeting room reservation software and plan to have it up, staff trained and operational by May 2016. Project on Hold for Further Review*
- Research different technology options for reaching the Internet and replace existing computers with technologies more appropriate.

- *20 laptops at Main and 8 at Branch were purchased as replacements to existing, archaic, public desktops. These new laptops allow patrons mobility over the desktop models, and have enough horsepower to last through a 60 month lifecycle. The laptops connect to the internet over wifi.*
- Research new software opportunities to enable us to provide better access to our collection and better customer service (OCLC Worldshare and Worldcat Discovery).
 - *All staff now have email addresses and on-line calendars.*
 - *With the 1 GB connection, it made sense to put our mail server in the cloud. It was discovered that Microsoft allows public libraries to utilize office 365 for education at no cost and to extend that benefit to our users! The staff mailboxes were moved into the cloud, and they are now utilizing the e-mail features of office 365; however, there are a multitude of powerful features included. We are exploring those features, and planning for training staff to fully utilize them.*
- Acquire wifi printing functionality.
 - *We are expanding upon patron printing capabilities with Comprise's SmartALEC print solution. It allows patrons to print from BYOD's, and the laptops purchased as replacements to existing, archaic, public desktops. This went live in June 2016.*
- Expand the Teen DIY program to create a Digital Learning Lab/Makerspace for Teens.
 - *The District received \$30,000 in grant funding for this project and has expanded its teen programming to includes video/film making, sewing/design, graphic arts, 3D printing and much more.*

Library Staff Training and Development

The fiscal and organizational success of the District relies upon a well-organized, informed, technologically proficient, and forward-thinking staff. The following objectives are in direct (relation to that) and include (tasks or objectives) to better communicate both internally and externally:

- Create a Collection Development Manager position to oversee the collection as a whole and provide our users with balanced and relevant resources
 - *Done!*
- Hire and integrate the new Public Services Director position.

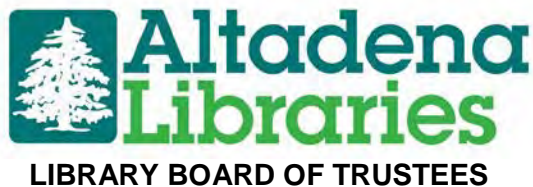
- *Done!*
- TRAINING:
 - Continue to search out opportunities for our staff to view, learn and discuss what other libraries and institutions are doing.
 - Have a full day of staff training in October with opportunities for staff to work together as a team and learn from experts in the Library field.
 - *This was a highly successful event with good participation and the exit survey showed a high level of satisfaction. We are in the process of planning our next Professional Development Day (PDD) for October 2016.*
 - *We also had a ½ day staff in-service training in 2015.*
 - Train staff in the library's evolving service model, including instruction for one-point service, display, marketing and roving.
 - *This continues to be an area of concern and ongoing review by Administration and the Leadership Team. We are working hard to come up with solutions and training. Progress is slow but steady.*
 - Provide customer service training for Public Services staff.
 - *Active Shooter and Customer Service Training for all staff happened in March 2016.*
 - Set library staff technology competencies and train staff in accordance.
 - *The Technology Committee has met and has created a tiered system (see below) for training which will began a few months ago and will continue throughout this year.*

Title	Mandatory Participants	Topics
1 – Universal Skills	All Employees	Computer Navigation, Office Basics, Outlook, Basic Troubleshooting, Problem Solving, VOIP, Self-Checkout, SAM printing system, and Copier/MFP operations.

Operating Plan 2015-2016

2 –Millennium Basics	All Employees, except Finance, Facilities, Admin Assistant, and Security	Library Cards, fines, adding notes, holds, et al...
3 –Advanced Office	Finance, Admin Assistant, and Collection Development	Utilizing online resources, and complex non-programmatic features.
4 –Publisher	Mindy, Admin Assistant, Carrie, Helen, Cassandra, and Carlene	Microsoft Publisher
5 –Drupal	Mindy, Admin Assistant, Carrie, Carlene, and Cassandra	Website design using drupal.

- Encourage attendance of all staff to the California Association of Libraries Annual Conference in Pasadena.
 - *Ten staff members attended CLA and following all met to discuss what they found interesting and what we might incorporate into our District.*
- Make use of staff proficiencies by initiating staff-lead presentations and programs.
- Clarify and simplify all policies and procedures including personnel, financial and operational
 - *The Personnel Policy Manual is being reviewed by the new HR firm.*
 - *An implementation team has been created to review all other policies.*
- Provide all staff with documentation of actual cost of benefits and wages.
 - *HR is instituting new software that will provide staff with this information. The software will streamline functions of HR by providing staff access to documents and information.*
- Review and revision of all job descriptions as well as salary structure.
 - *We instituted the Above and Beyond award to recognize outstanding District employees on a quarterly basis.*
 - *On National Library Workers Day staff was surprised with gifts and a catered lunch.*



STAFF REPORT

DEPARTMENT: Finance

MEETING DATE: July 25, 2016

PREPARED BY: Tina Wallin, Finance Director

LOCATION: Community Room

TITLE: Biennial Review of Conflict of Interest Code

SUMMARY: The Political Reform Act requires every local government agency to review its conflict of interest code biennially to determine if any changes are needed. A conflict of interest code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700). The Los Angeles County Board of Supervisors is the code reviewing body of our District's Conflict of Interest Code. All Agency Heads or his/her designee are required to submit to the Board of Supervisors a Biennial Review Certification Form, indicating whether or not changes are necessary.

Attached is the District's current Conflict of Interest Code, Categories (Exhibit A), and Designated Positions (Exhibit B). Administration has reviewed the attached documentation and believe the following changes are necessary:

- 1) Add a Position: Include the IT Manager as a Designated Position and require Disclosures 1, 2, and 3
- 2) Change Position Title: Change Finance/HR Director to Finance Director due to a decrease in HR duties

The required forms will be completed by Administration and submitted to the Board of Supervisors by the deadline of October 3, 2016.

FISCAL IMPACT: None

STAFF RECOMMENDATION: That the Board of Library Trustees approve the changes and additions to the Conflict of Interest Code.

Conflict of Interest Code
of the

ALTADENA LIBRARY DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head, or his or her designee. The agency shall make and retain a copy of all statements filed by its Board Members, Governing Board Members, Alternate Board Members, as appropriate, and its agency head (Agency/Department Head, Executive Officer or Chief Executive Officer, Superintendent, or Director), and forward the originals of such statement to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

ALTADENA LIBRARY DISTRICT

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Person in this category shall disclose all income and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned this disclosure category.

CATEGORY 5

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individual who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

ALTADENA LIBRARY DISTRICT**EXHIBIT "B"**

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Members, Board of Trustees	1, 2, 3
District Director	1, 2, 3
Finance/HR Director	1, 2, 3
Consultant	5

Effective: 4/4/07

2016 BIENNIAL REVIEW CERTIFICATION FORMDue by October 3, 2016Name of Agency: ALTADENA LIBRARY DISTRICTName of Agency Head: MINDY KITTAYMailing Address: 600 E. MARIPOSA STREETCity: ALTADENA State: CA Zip Code: 91001Agency Code Officer: _____ Office Phone No.: 626-798-0833E-Mail Address: MKITTAY@ALTADENALIBRARY.ORG

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box): **1. AN AMENDMENT IS REQUIRED (Mark all that apply):** Add position(s) Revise position disclosure(s) Revise the titles of existing positions Delete position(s) Other (describe) _____ **2. THE CODE IS CURRENTLY UNDER REVIEW BY THE CODE REVIEWING BODY** **3. NO AMENDMENT IS REQUIRED**If your code has not been amended in more than five years, amendments may be necessary.**Verification**

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.



 Signature of Agency Head or Designee

7/14/16

 Date

To submit the form electronically, type your name above and click

Submit Form

If you prefer to submit a hard copy, please send it to:

Email: COICODES-Desk@bos.lacounty.gov

OR

Los Angeles County Board of Supervisors Executive Office
 Conflict of Interest/Lobbyist Division
 500 West Temple Street, Room 383
 Los Angeles, CA 90012

PLEASE DO NOT RETURN THIS FORM TO THE FPPC



County of Los Angeles

Conflict of Interest Code

Amendment Form for Adding a Position

An Amendment Form for Adding a Position is used for *existing* Conflict of Interest Codes only. It can be submitted at any time within 90 days after a position has been determined to be one that should be designated in your agency's Conflict of Interest Code.

Review the questions below. Apply each question to each position you intend to add to your agency's COI Code. If you answer "yes" to any question, your agency's Conflict of Interest Code may require an amendment.

Adding Positions:

1. Does the position make or advise on decisions that deal with the sale, purchase, leasing or renting of real property?
2. Does the position make decisions or advise in the expenditure of public funds that could have a private financial benefit?
3. Does the position's direct/indirect connection with agents and/or vendors have a financial impact on the entire agency?
4. Does the position deal with vendors that provide or supply goods and/or services associated with the limited job assignment of that position?
5. Does the position provide services on an as needed basis that would have a financial impact on the agency?
6. Does the position decide or advise on recommendations regarding the employment, dismissal, disciplinary procedures, negotiating with unions and/or employee benefits?

For additional assistance in determining what positions should be designated in your agency's Code, please refer to "How to Review a Conflict-of-Interest Code" and "How to Amend a Conflict-of-Interest Code".

The following page will provide you with sample language which may assist you in your justification/explanation for positions being added.

County of Los Angeles
Conflict of Interest Code
Amendment Form for Adding a Position

SAMPLE LANGUAGE

On the following page, you must include a brief **explanation/justification** for each position your agency is proposing to add to Exhibit B of your Conflict of Interest Code. The justification should indicate clearly what degree of discretion and decision-making authority each position possesses as it relates to the expenditures of public funds. It should also include the types of financial interest that may be affected by the decisions they make. Finally, you should recommend one or more disclosure categories for the position.

Examples of job descriptions as they relate to the expenditures of public funds:

- This position approves or makes recommendations, which are generally approved by superiors without significant review, pertaining to renting, leasing and purchasing real property used by the Agency.
- This position advises or makes recommendations, which are generally approved by superiors without significant review, regarding the acquisition of computer hardware, software and consultant services (or other easily identifiable types of goods and services).
- This position has authority to approve a wide variety of contracts or purchases and real property acquisitions.
- This position's decision-making authority is limited to purchasing and contracting for specific and easily predictable categories of goods and services.

Examples of Full Justification (job descriptions with recommended disclosure categories:

- **Contracts Monitor** – The position is responsible for monitoring all management services and consultant contracts and for making recommendations, which are generally followed with little higher level substantive review, regarding renewal, or non-renewal of such contracts and imposition of performance penalties. The contracts for which the position is responsible are limited to specific types of service contracts. Therefore, we recommend narrow disclosure under Category 4.
- **Administrative Services Manager II (Procurement Manager)**
The Administrative Services Manager II (Procurement Manager) administers the Department's procurement functions and is responsible for making decisions regarding the acquisition of services and supplies from a variety of vendor sources, including entering into personnel services agreements with contractors, awarding sole source purchase orders and issuing blanket purchase orders to vendors within the Department's delegated purchasing authority. This position also approves the payment of invoices for departmental goods and services. It is recommended that this position file under Category 4.



County of Los Angeles
Conflict of Interest Code
Amendment Form for Adding a Position

Name of Agency: ALTADENA LIBRARY DISTRICT

Name of Agency Code Officer: MINDY KITTAY Date: 7/7/2016

My agency has added the following position(s):

Designated Position Title - IT MANAGER

Justification for Addition:
This position is responsible for the acquisition of computers, hardware, software, and consultant services without significant review by superiors. The contracts for which this position is responsible for is limited to specific types of contracts. It is recommended that this position file under Category 1,2,3.

Designated Position Title - _____

Justification for Addition:

Designated Position Title - _____

Justification for Addition:

Designated Position Title - _____

Justification for Addition:



County of Los Angeles

Conflict of Interest Code

Amendment Form for Changing a Position Title

An Amendment Form for a Title Change is used for existing Conflict of Interest Codes only.

Review the questions below Apply these questions to each position in your code for which you intend to change the position title.

1. Is the revision simply a title change?
2. Have the position's duties changed (increased or indecreased duties)?

NOTE: If this is a title change only and the duties and responsibilities remain the same, you may state that in the space on the following page.

If the duties have increased or decreased and if the revision requires a change in the level of disclosure you must provide a brief explanation.



County of Los Angeles
Conflict of Interest Code
Amendment Form for Changing a Position Title

Name of Agency: ALTADENA LIBRARY DISTRICT

Name of Agency Code Officer: MINDY KITTAY Date: 7/7/2016

My agency has the following title change(s):

Current Position Title: FINANCE/HR DIRECTOR

Position Title Changed to: FINANCE DIRECTOR

Reason for the Change:

Is this simply a title change with no change in responsibilities? If yes, no further information is needed. If no, briefly describe the increased and/or decreased responsibilities.

Title change and decrease is some Human Resource responsibilities.

Current Position Title: _____

Position Title Changed to: _____

Reason for the Change:

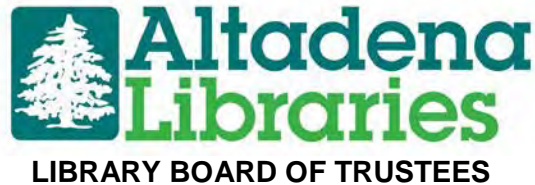
Is this simply a title change with no change in responsibilities? If yes, no further information is needed. If no, briefly describe the increased and/or decreased responsibilities.

Current Position Title: _____

Position Title Changed to: _____

Reason for the Change:

Is this simply a title change with no change in responsibilities? If yes, no further information is needed. If no, briefly describe the increased and/or decreased responsibilities.



STAFF REPORT

DEPARTMENT: Finance

MEETING DATE: July 25, 2016

PREPARED BY: Tina Wallin, Finance Director

LOCATION: Community Room

TITLE: Request Membership with other Public Agencies in the Investment Trust of California, A Public Joint Powers Authority, carrying on business as "CalTRUST"

SUMMARY: The purpose of membership is to invest operating reserves and funds in the treasury, not required for immediate needs, with other public agencies in the Trust.

The District currently invests Property Tax Revenue with LA County. Interest on the account has been less than 1% since 2012. The District receives funds by submitting a two-part Trust Warrant Request to the County Auditor-Controller and receives requested funds as a Direct Deposit. From the time the request is completed and submitted until the funds are deposited takes approximately 10-15 days. At this time the County does not offer any other payment request processes or investment options. The District is limited in the access of funds and liquidity.

A number of California public agencies have created a Joint Powers Authority (JPA) -- the Investment Trust of California, commonly known as CalTRUST -- for the purpose of pooling local agency assets for investing. Membership in the CalTRUST program is open to any Public Agency in California. At the present time, there are over 100 CalTRUST participants.

CalTRUST invests in fixed income securities eligible for local agency investment pursuant to California Government Code Sections 53601 and 53635. A Board of Trustees supervises and administers the investment programs of the JPA. CalTRUST maintains and administers four pooled accounts within the program. See attached Investment Options.

The JPA is governed by a Board of Trustees, consisting of up to 15 members, all of whom are experienced investment officers or employees of the public agency members. The Trustees are responsible for setting the overall policies and procedures for the JPA, and for hiring and supervising the activities of the program administrator, the investment advisor, the custodian, the auditor, legal counsel, etc.

One of the principal advantages of CalTRUST is its flexibility. The Money Market account permits daily transactions, with same-day liquidity (provided redemption requests are received by 1:00 p.m. Pacific time), with no limit on the amount of funds that may be invested. The Short-Term account permits an unlimited number of transactions per month (with prior day notice), with no limit on the amount of funds that may be invested. The Medium- and Long-Term accounts permit investments, withdrawals and transfers once per month, with five days advance notice. At present, the JPA requires a minimum investment of \$250,000; however, this requirement can be waived at the discretion of the CalTRUST Administrator. CalTRUST provides printed statements on a monthly basis, as well as 24-hour, password protected information on member accounts via online access.

CalTRUST has entered into a Program Administration agreement with the CSAC Finance Corporation to provide administrative services. The CSAC Finance Corporation, formed in 1986, provides a broad range of

financial services programs through the California Statewide Communities Development Authority, a joint powers authority, which currently has 57 counties, more than 225 cities, and more than 50 special districts throughout the State as members.

CalTRUST also has entered into an Investment Advisory agreement with Wells Capital Management (WellsCap) to serve as investment advisor for the JPA. Subject to overall policy direction of the Board of Trustees, the investment advisor is responsible for the daily management of the investment affairs and research relating to the JPA's accounts. Wells Capital Management is an asset management and broker/dealer firm and is a wholly-owned subsidiary of Wells Fargo Bank, N.A. WellsCap has a national and international client base consisting of major governmental and institutional funds and corporate portfolios. As of March 31, 2009, WellsCap had \$365 billion in assets under management, including \$315 billion in fixed-income assets and money market funds.

Based on the liquidity features of the CalTRUST program and the overall flexibility of the program, approval to participate in the Investment Trust of California is recommended, as well as a grant of authority to the District Director to execute the Joint Powers Agreement and all other documents required for participation in the CalTRUST Joint Powers Authority.

FISCAL IMPACT: There are no costs associated with joining the Investment Trust of California Joint Powers Authority. All expenses associated with participation in CalTRUST (the total annual operating expense) are deducted from the gross yield of each respective fund. At present, the total annual operating expense for each of the CalTRUST funds is as follows:

CalTRUST Government Money Market Fund: 0.16% (16 basis points) per year on the average daily net assets in the Government Money Market Fund

CalTRUST Heritage Money Market Fund: 0.13% (13 basis points) per year on the average daily net assets in the Heritage Money Market Fund

CalTRUST Short-Term Fund:

- 0.15% (15 basis points) per year on the first \$500 million of average daily net assets in the Short-Term Fund
- 0.14% (14 basis points) per year on total daily net assets between \$500 million and \$1 billion in the Short-Term Fund
- 0.13% (13 basis points) per year on total daily net assets over \$1 billion in the Short-Term Fund

CalTRUST Medium-Term Fund: 0.25% (25 basis points) per year on the first \$500 million of average daily net assets in the Medium-Term Fund

CalTRUST Long-Term Fund (not yet opened):

- 0.23% (23 basis points) per year on total daily net assets between \$500 million and \$1 billion in the Medium-Term Fund
- 0.21% (21 basis points) per year on total daily net assets over \$1 billion in the Medium-Term Fund

It is important to note that these fees (the total annual operating expense) are assessed against the total assets (the combined total of all funds invested by all participants) in each of the funds.

There are no out-of-pocket expenses for money invested in CalTRUST. In addition, there are no transaction costs associated with contributions to, or withdrawals from, the CalTRUST accounts, or for transfers between CalTRUST accounts.

STAFF RECOMMENDATION: Staff recommends enrollment with CalTRUST and to close the LA County Bank Account 3-6 months after enrollment with CalTRUST.

CalTRUST Structure & Features

← Investment Options Across The 0-5 Year Maturity Range →

	CalTRUST Money Market Funds Gov't MMF Heritage MMF "AAAm"/"Aaamf" SEC-Registered		CalTRUST Short-Term Fund "Aaf/S1+"	CalTRUST Medium-Term Fund
Liquidity	Same-Day same-day notice	Same-Day same-day notice	Next-Day prior-day notice	Weekly 5-day notice
Target Duration	< 60 days	< 60 days	0-2 years*	1.5 - 3.5 years
Benchmark	Lipper Institutional MMF Average	Lipper Institutional MMF Average	LAIF & Barclays Short-Term US Govt/Corporate Index	Merrill 1-3 Yr Gov't & Corporate "A" or Better Index
Fees	Maximum 16 basis points	13 basis points	15 basis points - 1st \$500 M 14 basis points - 2nd \$500 M 13 basis points - > \$1B	25 basis points - 1st \$500 M 23 basis points - 2nd \$500 M 21 basis points - > \$1B
Net Yield <small>(6/24/2016)</small>	0.26%	0.42%	0.73%	1.01%

* Target Duration of 0-2 years per adopted Investment Policy Guidelines. Present strategic positioning direction from Board of Trustees calls for a target duration of 0.5-1.0 years.

VIII. Investment Policy

This statement of investment policy is intended to provide guidelines for the investment of the Altadena Library District's surplus cash. This investment policy applies to all funds of the District as identified in the District's Independent Auditor's Reports. The following is a list of funds:

1. General Fund – Cash in County Treasury
2. General Checking Account
3. Passport Account
4. Payroll Account
5. Money Market Account

Authority:

California Education Code Section 19658 provides that, the County of Los Angeles Treasurer is the investment authority for, and holder of all District Funds, **unless the District determines to invest in other lawful instruments as authorized by California Government Code Section 53601.**

All Funds in the District's General Library Fund of the Los Angeles Treasurer shall be held in **either;**

- a. the Los Angeles Pooled Surplus Investment Fund, unless the District makes a special request of the County Treasurer for placement in other lawful investments; **or**
- b. **the Investment Trust of California (CalTRUST), a joint powers authority pooled investment program created pursuant to California Government Code Section 6509.7, and eligible for District investment pursuant to California Government Code Section 53601(p).**

Delegation of Authority:

The Revenue derived from the tax, together with all money acquired by gift, devise, bequest or otherwise, for the purposes of the library, shall be paid into the county treasury, to the credit of the library fund of the district in which the tax is collected, subject only to the order of the library trustees of the district. If payment into the treasury is inconsistent with the terms or conditions of any gift, devise, or bequest, the board of library trustees will provide for the safety and preservation of the fund, and the application thereof to the use of the library, in accordance with the terms and conditions of the gift, devise or bequest.

Authority to manage the investment program is derived from California Government Sections 53600, et seq. It is the policy of the District for the Director of Finance to direct the investment activity of the funds of the District, who will establish written procedures for the operation of the investment program consistent with this investment policy. The Board of Trustees shall supervise the activities and has ultimate responsibility for the District's Investments.

Ethics and Conflicts of Interest:

Officers and employees involved in the investment process will refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Reporting:

In accordance with California Government Code 53646(b)(1), the Director of Finance will submit to the Board of Trustees a quarterly investment report, or fund statements, for all funds outside the Pooled Surplus Investment Fund with the County. The General Fund interest income is reported in the financial reports at the monthly Board meetings.

Investment Policy Review:

This Investment Policy will be reviewed on an annual basis, and the Board of Trustees must approve modifications.

(Amended and Adopted by the Board of Library Trustees, July 25, 2016)

(Adopted by the Board of Library Trustees, March 26, 2007, Last reviewed February 23, 2009, Revised July 27, 2009)

Mindy Kittay

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Sent: Saturday, July 9, 2016 1:56 PM
To: Mindy Kittay
Subject: Colorado Boulevard (@ColoradoBlvdNet) mentioned you in conversation on Twitter!



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@AltadenaLibrary #garden grand opening.
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TUESDAY, JULY 12, 2016

ALTADENA NOW

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

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

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Please email to: Editor@Altadena-Now.com

James Macpherson, Editor
Candice Merrill, Events
Megan Hole, Lifestyles
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Wednesday, June 22, 2016



The Big Lebowski, Showing at the Altadena Library

Get ready to dress up as your favorite character and shout your favorite Big Lebowski lines! Bring your own [BYO] White Russians (we'll supply the cream) and watch The Dude (Jeff Bridges) abide a series of misadventures with his league bowling team after being entangled in a missing persons case. Saturday, July 23 at 3:00 p.m. at the Altadena Library – free.

Shown in high definition on the library's new projector, this cult hit by the Cohen Brothers will be the most far out movie screening the Altadena Library has ever hosted. But, you know...that's just, like, our opinion, man...

For more information, please call (626) 798-0833 or visit www.AltadenaLibrary.org.

[Read More »](#)

Wednesday, June 22, 2016



The History of the Rebozo at the Altadena Library

Altadena Calendar of Events



Altadena Calendar of Events

ANNOUNCING
#Altadivas Happy Hour!
Every Friday Night in July!
 25% off your purchase of \$25 or more.*
 5:00 p.m. - 7:00 p.m.
*Excludes alcoholic beverages

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Tuesday, July 12, 2016

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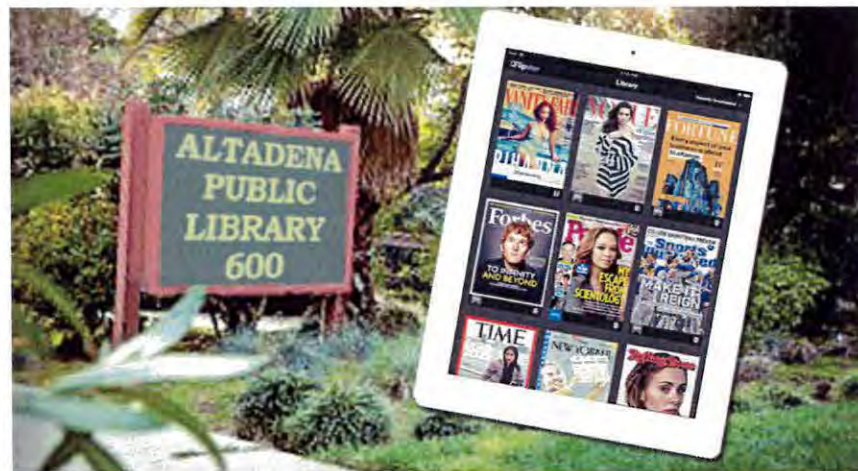
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Flipster – A New Way to Access Digital Magazines at Altadena Library

Patrons of Altadena Library District in Altadena can now access their favorite digital magazines using Flipster® from EBSCO Information Services. Flipster is a next-generation magazine service that allows people to browse digital versions of the latest issues of popular magazines, courtesy of the library.

Altadena Library District has both Flipster and hardcopy versions of magazines such as People, Rolling Stone and O, The Oprah Magazine and more so patrons have the option of accessing the content at the library or remotely. Magazines can be downloaded to Android™ phones and tablets, Apple® phones and tables, and Kindle Fire tablets for offline reading anytime, anywhere.

Flipster offers an easy, browse-able reading experience. Users can browse magazines by category as well as perform searches for specific periodicals. An online newsstand provides a carousel of the most recent issues, as well as a carousel of all issues allowing for quick access to magazines. The table of contents contains links for quick access to articles of interest and hotlinks within magazines are hyperlinked,

[Read More »](#)

Friday, July 8, 2016

Altadena Calendar of Events

July 2016				
S	M	T	W	T
		12	13	14
17	18	19	20	21
24	25	26	27	28
31				

For Pasadena EyeMagazine

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TUESDAY, JULY 12, 2016

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Wednesday, June 22, 2016

The History of the Rebozo at the Altadena Library



The History of the Rebozo – a presentation by Artist Miriam Quezada at the Altadena Library, The History of the Rebozo at the Altadena Library, on July 30 at 3:00 p.m. Spanish for “shawl,” the rebozo is a versatile garment, originating in Mexico, with a very diverse and fascinating history. During the presentation, the audience will learn a brief history of Mexico – from prehispanic groups to Mexican Revolution. Participants will learn some songs and the different art representations related to this emblematic garment.

Some participants will model rebozos from Miriam’s private collection and see other Rebozos from many parts of the country. Miriam will also show the participants many ways to use it. The Rebozos are available for purchase.

Ms. Quezada grew up in Mexico City and has lived in Los Angeles for 25 years. She was a teacher, owned her own gallery. Miriam’s art has been featured in numerous notable publications and exhibited in many fine art galleries. Her interest in rebozos began when she received one as a gift from her grandmother when she was 19 years old. She was inspired to learn more about the history and art of Mexican rebozo making.

For more information, please call (626) 798-0833 or visit www.AltadenaLibrary.org.

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*After 6:00 p.m. reservations will be accepted.

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Wednesday, June 22, 2016

Europe for People Who Think They Can't Afford It at the Altadena Library

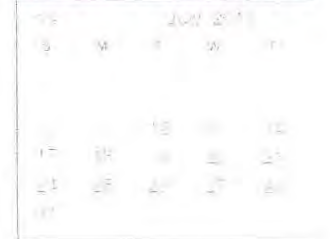


Experiencing Europe isn't just for the well-heeled. Find out how to get there – and get around – for less. Learn how to find unique but inexpensive places to stay, dine well for less money, and connect with locals for a truly memorable trip. Also included are tips for packing light, plus the secret of a *free* week at a 4-star hotel in Spain! Saturday, July 16 at 4:30 p.m. with Tour Guide Sheila Stone.

Tour guide, Sheila Stone was 50 the first time she went overseas. Since then, she has slept in a Swiss barn, got dirty at an archaeological dig at an English castle, interviewed women in Japan, and performed stand-up comedy at the Edinburgh Fringe Festival. She owns and operates Britain Your Way Tours which specializes in 'people-oriented tours for people who don't like tour groups.'

For more information, please call (626) 798-0833 or visit www.AltadenaLibrary.org.

Altadena Calendar of Events



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25% off your purchase of \$25 or more.*

5:00 p.m. - 7:00 p.m.

*Excludes complimentary drinks and appetizers.



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Colorado Boulevard

★ **Check this out:**

Altadena's Newest (Water Conservation) Garden



Boulevard Roundup



26 Cool Things We Love About Pasadena



Upcoming Events

Sri Lanka Day @ Colorado

Paseo

07/09/2016

10:00 am - 10:00 pm

2016 Farnsworth Park Summer

Concert Series – Altadena

07/09/2016

7:00 pm - 9:00 pm

Our Town at Pasadena City Hall

Rotunda

07/09/2016

7:00 pm - 9:00 pm

Old Pasadena Summer Cinema

07/09/2016

8:00 pm

Free 2nd Sunday - USC Pacific

Asia Museum

07/10/2016

10:00 am - 6:00 pm

JULY 9, 2016
 POETRY ([HTTP://COLORADOBOULEVARD.NET/CATEGORY/ARTS_ENT/POETRY/](http://coloradoboulevard.net/category/arts_ent/poetry/))
 CARTOONS ([HTTP://COLORADOBOULEVARD.NET/CATEGORY/ARTS_ENT/CARTOONS/](http://coloradoboulevard.net/category/arts_ent/cartoons/))
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POSTED ON JULY 1, 2016 ([HTTP://COLORADOBOULEVARD.NET/ALTADENA-NEWEST-WATER-CONSERVATION-GARDEN/](http://coloradoboulevard.net/altadena-newest-water-conservation-garden/)) BY STAFF ([HTTP://COLORADOBOULEVARD.NET/AUTHOR/STAFF/](http://coloradoboulevard.net/author/staff/))

Altadena's Newest Water Conservation Garden

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(<https://www.addtoany.com/share?url=http%3A%2F%2Fcoloradoboulevard.net/garden%2F&title=Altadena%E2%80%99s%20Newest%20Water%20Conservat>)



(<http://coloradoboulevard.net/wp-content/uploads/2016/07/A-Juniper-shaped-in-the-form-of-Japanese-Bonsai-tradition-at-the-new-garden-Photo---George-Patton.jpg>)

A Juniper shaped in the form of Japanese Bonsai tradition at the new garden (Photo - George Patton).

The Altadena Library District invites you to a Grand Opening celebration of its new *Water Conservation Demonstration Garden* at the Altadena Library.

Supervisor Mike Antonovich will be in attendance as well as the Altadena Library District Staff and Board and community members.

The garden includes:

- A Swale
 A trench that follows the contour of the landscape to capture water and alleviate runoff.
- A Hugelkultur
 A passive water collection technique with stacked logs covered in soil.

10 Cool Parks in Pasadena

Overheard

The Big Dig!



The LA County Flood Control District has announced three public meetings in July regarding their Big Dig sediment mining and trucking program from behind Devil's Gate Dam in Hahamongna Watershed Park.

Click here to read more (<http://www.arroyoseco.org/hahaupdate160630.htm>).

Congratulations

PMCA!



Jay Belloli was appointed Interim Executive Director of the Pasadena Museum of California Art (PMCA). Mr. Belloli will be assisted by Erin Aitali, PMCA Director of Exhibitions, who will assume the role of Interim Associate Director.

Live Memories

@coloradoblvd

Altadena Library Water Conservation Demonstration Garden

From STAFF REPORTS

Published : Tuesday, June 14, 2016 | 2:07 PM

Like Tweet +1 Share 48K+ 9

The Altadena Library District celebrates the Grand Opening of its new Water Conservation Demonstration Garden on Saturday, July 9 at 10:00 a.m. at the Altadena Library. Supervisor Mike Antonovich will be in attendance as well as the Altadena Library District Staff and Board and community members.



The garden includes such features as a Swale [a trench that follows the contour of the landscape to capture water and alleviate runoff], a Hugelkultur [a passive water collection technique with stacked logs covered in soil], and an Infiltration Pond [to collect water and allow for water percolation].

Visitors can learn about these techniques, along with many others, including drought tolerant plant selection, that can be used in home landscaping projects.

Major Funding for this project has been provided by a Los Angeles County Parks & Recreation District Proposition A Grant, District 5, Michael D. Antonovich, Supervisor.

Additional Funding and Support has been provided by:

- The Metropolitan Water District of Southern California through its member agency, The Foothill Municipal Water District – Nina Jazmaderian and Daniel Drugan
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- Hahamonga Nursery
- Dominus Planetarium Nursery – Matt & Rebecca Tufenkian

Special Thanks to:

- Altadena Library District Board of Trustees – Meredith McKenzie, President
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Mindy Kittay

From: The Editors of Pasadena Now [epasadenanewsletter@gmail.com]
Sent: Thursday, July 7, 2016 2:07 PM
To: main@mailinglist.pasadenanow.com
Subject: This Week in Pasadena

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SUNDAY

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A Month of Films in the Great Outdoors

Old Pasadena Summer Cinema, continues the tradition as a month-long, free movie series featuring screenings in predominantly outdoor locations. Running from July 8 – July 30, this annual summer film program celebrates motion picture in all of its forms offering a variety of audience-pleasing movie titles and genres. With twenty screenings, Old Pasadena Summer Cinema is the largest free open-air film festival in California. For more information [read](#).

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MUSIC:
The Music of Billy Joel Comes to the Arboretum

The Pasadena POPS continues their popular outdoor summer concert series with Michael Cavanaugh and the Music of Billy Joel. Hand-picked by Billy Joel himself to star in the lead role of his Broadway musical *Movin' Out*, Cavanaugh's distinctive flair evokes a style rivaling the Piano Man.



[Read story](#)

You Don't Want to Miss These Events

- [Screening of Jackie Robinson](#)
- [PMCA Spotlight Talk](#)
- [Screening: The Devil Wears Prada](#)
- [Bird Float, Tree Song Workshop](#)
- [Tim Weisberg Band Performs](#)
- [Tizer Performs at the Levitt](#)
- [Chocolate Olympics](#)
- [World Rhythms: Adaawe](#)

FAMILY & CHILDREN:
For the Kids

[Click for a Listing of Upcoming Children's Events](#)



Kawaii Doll Making
 Beat the heat and create your very own super cute Kawaii doll.

July 9 at 3:00 p.m. | [Linda Vista Branch Library](#)

Up, Up & Away with Mad Science
 This spellbinding special event introduces children to the principles of air and pressure. Selected students will try their best to tame flying toilet paper and the audience will be amazed to see what happens when we combine dust, air and a little flame.

July 11 at 10:00 a.m. | [Sierra Madre Library](#)

The Rope Warrior
 In this high impact, high energy stage show, the Rope Warrior performs incredible jump rope tricks and record breaking jumps.

July 12 at 2:00 & 4:00 p.m. | [Altadena Libraries](#)



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Getting ready for our Grand Opening on Saturday of the Altadena Library Water Conservation Demonstration Garden!

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08/09/2014 3:00 pm - 4:00 pm Lisa Novick @ Throop Learning Garden Pasadena CA (HTTP://COLORADOBOULEVARD.NET/HOW-I-DEAL-WITH-DROUGHT/)

ALTADENA LIBRARY WATER CONSERVATION GARDEN GRAND OPENING (HTTP://COLORADOBOULEVARD.NET/EVENTS/ALTADENA-LIBRARY-WATER-CONSERVATION-GARDEN-GRAND-OPENING/)

WATER WISDOM WITH LEIGH-ADAMS (HTTP://COLORADOBOULEVARD.NET/EVENTS/WATER-WISDOM-WITH-LEIGH-ADAMS/)

05/19/2015 7:00 pm - 8:30 pm Water Wisdom with Leigh Adams Crescent Farm Organic Party (HTTP://COLORADOBOULEVARD.NET/CRESCENT-FARM-ORGANIC-PARTY/)



(http://coloradoboulevard.net/crescent-farm-organic-party/)

Overheard

The Big Dig!



The LA County Flood Control District has announced three public meetings in July regarding their Big Dig sediment mining and trucking program from behind Devil's Gate Dam in Hahamongna Watershed Park.

Click here to read more (http://www.arroyoseco.org/hahaupate160630.htm).

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Altadena's Newest Water Conservation Garden

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(<http://coloradoboulevard.net/wp-content/uploads/2016/07/A-Juniper-shaped-in-the-form-of-Japanese-Bonsai-tradition-at-the-new-garden-Photo---George-Patton..jpg>)

A Juniper shaped in the form of Japanese Bonsai tradition at the new garden (Photo – George Patton).

The Altadena Library District invites you to a Grand Opening celebration of its new *Water Conservation Demonstration Garden* at the Altadena Library.

Supervisor Mike Antonovich will be in attendance as well as the Altadena Library District

Overheard



- All parking meters in Pasadena not posted as "No Parking" will be free on July 4; time limits will not be enforced.
- Violations for overnight parking, red curb parking, No Parking zones and blocking fire hydrants will be enforced.
- Regular enforcement resumes July 5.

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Pasadena Events Search By Keywords

Tuesday, July 05, 2016

Time: 2:00 p.m.

Blue Submarine - Lifestyles of the Slimy & Squishy [Click for more informaton »](#)

Children experience marine life up-close and have touch time with live tide pool animals. Note: additional show at 4 pm at the Bob Lucas Branch (2659 Lincoln Ave.)..

Event Location: Altadena Library District

Cost: Free

Tuesday, July 05, 2016

Time: 4:00 p.m.

Blue Submarine- Lifestyles of the Slimy & Squishy [Click for more informaton »](#)

Children will have an opportunity to experience marine life up close and be able to pet live tide pool animals...

Event Location: Bob Lucas Branch

Cost: Free

The History of the Rebozo at the Altadena Library

From STAFF REPORTS
Published : Wednesday, June 22, 2016 | 12:43 PM

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The History of the Rebozo – a presentation by Artist Miriam Quezada at the Altadena Library, The History of the Rebozo at the Altadena Library, on July 30 at 3:00 p.m. Spanish for “shawl,” the rebozo is a versatile garment, originating in Mexico, with a very diverse and fascinating history. During the presentation, the audience will learn a brief history of Mexico – from prehispanic groups to Mexican Revolution. Participants will learn some songs and the different art representations related to this emblematic garment.

Some participants will model rebozos from Miriam’s private collection and see other Rebozos from many parts of the country. Miriam will also show the participants many ways to use it. The Rebozos are available for purchase.

Ms. Quezada grew up in Mexico City and has lived in Los Angeles for 25 years. She was a teacher, owned her own gallery. Miriam’s art has been featured in numerous notable publications and exhibited in many fine art galleries. Her interest in rebozos began when she received one as a gift from her grandmother when she was 19 years old. She was inspired to learn more about the history and art of Mexican rebozo making.

For more information, please call (626) 798-0833 or visit www.AltadenaLibrary.org.

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a.m.-1 p.m., Hammer Museum, 10899 Wilshire Blvd., L.A.; www.hammer.ucla.edu. Kids will "paint the sky" with artist Silke Otto-Knapp. They can experiment with painting washes and then create a landscape connected by a single horizon line. These drop-in programs are designed for ages 5 and older. **FREE.** (WS)

18 Monday

★ **"Horses and Dragons" Exhibit**, 9 a.m.-6 p.m. through March 31, Aquarium of the Pacific, 100 Aquarium Way, Long Beach; www.aquariumofpacific.org. See colorful seahorses, seadragons and their relatives and deepen your knowledge of the species. The Aquarium's related exhibit, "The Vanishing Animals," lets guests find out about aquatic and terrestrial creatures threatened by extinction. \$29.95 adults, \$17.95 ages 3-11. (SB)

19 Tuesday

★ **World Rhythms**, 6-7 p.m., Descanso Gardens, 1418 Descanso Dr., La Cañada-Flintridge; www.descansogardens.org. Eduardo Martinez y Su Palo Cuero will enliven the night with music fueled by spirited Afro-Columbian rhythms. \$9 adults, \$6 students, \$4 ages 5-12. (SGV)

✂ **Game Day!**, 2-3 p.m., Altadena Library, 600 E. Mariposa St., Altadena; www.altadenalibrary.org/programs. Take part in a fun-filled afternoon where families can play life-sized board games. **FREE.** (SGV)

20 Wednesday

"**Once Upon A Time: Exploring the World of Fairy Tales**" Exhibit, 10 a.m.-4 p.m. Tues.-Sun. through Aug. 28, Bowers Kidseum, 1802 N. Main St., Santa Ana; www.bowers.org. In this imaginative exhibit, children get to try on a slipper in "Cinderella," work at the cobbler's bench from "The Elves and the Shoemaker" and climb a beanstalk in "Jack and the Beanstalk." \$10 ages 2 and older. (OC)

21 Thursday

★ **SteveSongs At Levitt Pavilion Pasadena**, 7-8:30 p.m., Memorial Park, 85 E. Holly St., Pasadena; www.levittpasadena.org. Children know Steve Roslonek of SteveSongs from his regular appearances on PBS Kids. He'll delight youngsters with his amusing tunes, and parents shouldn't be surprised if they start singing along. At 5:30 p.m., there will be pre-show activities provided by KidZone. **FREE.** (SGV)

JANM Summer Night Concerts, 7-9 p.m., Japanese American National Museum, 100 N. Central Ave., L.A.; www.janm.org. It's Taiko Thursday. Experience the percussive magic created by the award-winning musician Isaku Kageyama and East L.A. Taiko, a local group that injects taiko with Latin musical sounds and Afro-Cuban rhythms. **FREE.** (LA)

Thursday Summer Fun: Miniature Masterpieces, 1-3 p.m., Norton Simon Museum, 411 W. Colorado Blvd., Pasadena; www.nortonsimon.org. Children will look at a few highlights from the museum's wide-ranging collections, and create their own masterpiece using mixed media on mini-canvas panels. \$12 ages 19 and older. (SGV)



PHOTO COURTESY THE OC FAIR

Summer is More Than Fair

Summer fun isn't really limited to summer in Southern California. Major League Baseball? Those games are played into October. And we watch movies outdoors and go to the beach all year. But one kind of fun only happens in the summer, even here – the county fair! Summer fair season starts in San Diego, moves up the coast to Orange County and then to Ventura before heading east to Pomona.

Fair fans undoubtedly know the San Diego County Fair (www.sdfair.com) is wrapping up its month-long run July 4. This year's "Mad About The Fair" theme combines a sense of Lewis Carroll whimsy with some steampunk style, and includes popular attractions such as Family Funville, the Fun Zone and the Scream Zone.

The 126th OC Fair (www.ocfair.com) commences July 15 and is open from noon-midnight Wed.-Fri., 10 a.m.-midnight Sat.-Sun. until Aug. 14. Visitors are being challenged to "Get Your Fair Face On," and that shouldn't be difficult. You can explore the animal and agricultural exhibits, enjoy musical performances and action sport competitions, culinary demonstrations and sweet treats. There will also be two carnivals: the Kiddie Carnival for youngsters (with fun houses, slides and a carousel) and the Main Carnival with bigger thrills for older fairgoers. Find the fun at the OC Fairgrounds, 88 Fair Dr., Costa Mesa. Tickets are \$12 adults, \$7 ages 6-12.

From Aug. 3-14, you can visit "The County Fair With Ocean Air," otherwise known as the Ventura County Fair (www.venturacountyfair.org). On the fairgrounds at 10 Harbor Blvd., Ventura, you'll have a choice of carnival rides, live concerts, farm animals, floral gardens, rodeos, motor sports, gourmet food and pie-eating contests. And it is hard to beat the lovely view of the Pacific from the top of the Ferris wheel or watching fireworks light up the skies over the ocean. The fair is open from 11 a.m.-11 p.m., and admission is \$11 for adults, \$7 for ages 6-12.

Last but not least is the L.A. County Fair (www.lacountyfair.com), which returns to Pomona's Fairplex at 1101 McKinley Ave. for its 94th edition Sept. 2-25. With this year's "Dare To Fair" theme in mind, see how many great adventures you can experience at America's largest county fair. Besides all of your favorite carnival games and rides, you can encounter 35 life-size animatronic dinosaurs in "Jurassic Plant" and go ice skating at the Igloo. Education meets fun at exhibits such as the sports-memorabilia-packed "Let The Games Begin," the fascinating techy "Popnology" and the reimagined "Our Body" human anatomy exploration. Visitors can venture into Thunder Alley to check out cool new Hot Wheels cars and real hot rod racing. And where else can you decide whether you like deep-fried guacamole better than deep-fried Kool-Aid? The fair runs from noon-10 p.m. Wed., noon-11 p.m. Thur., noon-midnight Fri., 10 a.m.-midnight Sat. and 10 a.m.-10 p.m. Sun., and has special extended hours Labor Day Weekend. Admission is \$14-\$20 for adults, \$8-\$12 ages 6-12.

Above: Have a whirl of excitement at the OC Fair this month.

the firework show takes place at the ball-field area. **FREE.** (SGV)

July 4th Late Night, 5-10 p.m., Aquarium of the Pacific, 100 Aquarium Way, Long Beach; www.aquariumofpacific.org. Spend a patriotic evening with penguins, sharks and other marine life. It's also a unique spot to watch the Long Beach fireworks display. \$14.95 ages 4 and older. (SB)

Warner Park's July 4th Fireworks Extravaganza, 6-9:30 p.m., 5800 Topanga Canyon Blvd., Woodland Hills; www.valleycultural.org. This celebration includes a variety of restaurants, entertainment and arts-and-crafts vendors. This year's concert features the Surf City All-Stars with David Marks, an original member of the Beach Boys. The 20-minute fireworks spectacular will begin around 9 p.m. **FREE.** (SFV)

5 Tuesday

★ **Kidspace's Free Family Night**, 4-8 p.m., Kidspace Children's Museum, 480 N. Arroyo Blvd., Pasadena; www.kidspace.org. Enjoy a cuddly evening at Kidspace's Teddy Bear Picnic! Bring your own Teddy Bear or other furry friend and a picnic dinner to eat in Kidspace's new Arroyo Adventure. Adding to the fun will be a cultural performance happening at 6 p.m. **FREE.** (SGV)

★ **World Rhythms**, 6 p.m., Descanso Gardens, 1418 Descanso Dr., La Cañada-Flintridge; www.descansogardens.org. Tonight's band, La Chamba, injects Peruvian music with modern, almost psychedelic, elements. \$9 adults, \$6 students, \$4 ages 5-12. (SGV)



★ **Blue Submarine: Lifestyles of the Slimy & Squishy**, 2-3 p.m., Altadena Library, 600 E. Mariposa St., Altadena; www.altadenalibrary.org/programs. Children will have an opportunity to pet live tide-pool animals. **FREE.** (SGV)

Little Owls Reading Nest, 10:30-11 a.m. today and July 12, 19 and 26, Descanso Gardens, 1418 Descanso Dr., La Cañada-Flintridge; www.descansogardens.org. Your little one can hear a nature-related story at the giant nest in Descanso's Nature's Table. Ages 2 and older. \$9 adults, \$6 students with ID, \$4 ages 5-12. (SGV)

Kids Club At The Americana, 11 a.m.-1 p.m. today and July 12, 19 and 26, The Americana at Brand, 889 Americana Way, Glendale; www.americanaatbrand.com. This month's Kids Club includes Lucky Diaz today, followed by the colorful Twinkle Time July 12, Norman Jones and Rhythm Child July 19 and, on July 26, the Hollow Trees, who have a new CD entitled "Hello Friend!" **FREE.** (SGV)

Kids Club At The Commons, 6-7 p.m. today and July 12, 19 and 26, The Commons At Calabasas, 4799 Commons Way, Calabasas; www.shopcommons.com. Kids will be impressed with the juggling feats they'll see at today's Kids Club. Franklin Haynes presents a charming puppet show July 12. Kids will go crazy July 19 for Wacko's loony balloon creations. On July 26, Campfire Cathy will perform an interactive musical show that will magically turn children into a variety of animals. **FREE.** (CV)

Kids Club At The Waterside, Marina del Rey, 11:15 a.m.-12:15 p.m. today and July 12, 19 and 26, 4700 Admiralty Way, Marina del Rey; www.shopwaterside.com. Today, kids can enjoy Obediah's "Really Big Show" full of juggling, magic, music and laughs. July 12 features skilled puppeteer Franklin Haynes. Things will get kooky when Wacko creates zany balloon creations July 19. Twinkle and Friends will visit July 26 to perform a colorful set of energetic music. **FREE.** (WS)

Moonlight Movies on the Beach, 8 p.m. today and July 12, 19 and 26, Granada Beach, 5101 E. Ocean Blvd., Long Beach; www.alfredosbeachclub.com/seafest-movie.html. Tonight, you can hang with "The Goonies." July 12's movie is "Jaws" (OK, maybe it isn't totally a family flick). You'll be "Finding Nemo" July 19 and seeing the baseball film "The Sandlot" July 26. **FREE.** (SB)

6 Wednesday

★ **"Harry Potter And The Sorcerer's Stone" – In Concert**, 8 p.m., Hollywood Bowl, 2301 N. Highland Blvd., L.A.; www.hollywoodbowl.com. Potter fans can take a magical trip to where it all began at this unique event. The first Potter film will be projected in high-definition onto a giant screen while the L.A. Philharmonic performs John Williams' epic music score. \$14-\$142. (LA)

★ **SPEED: Science in Motion**, 10 a.m.-5 p.m. through Sept. 11, Discovery Cube L.A., 11800 Foothill Blvd., L.A.; www.discoverycube.org/la. Get your motors running to this exhibit, which takes visitors into the exciting world of Formula 1 racing and balances sports action and scientific investigation. You can do hands-on simulations that test peripheral vision, reactions, coordination and heart rate under stress, discover how engines work and learn about race car design. \$10. (SFV)

Kids Club At The Lakes, 11 a.m.-noon today and July 13, 20 and 27, The Lakes at Thousand Oaks, 2200 E. Thousand Oaks Blvd., Thousand Oaks; www.shoplakes.com. Obediah begins the month with a big show of silliness today. Children can enjoy a Franklyn Haynes puppetry performance July 13, while balloons will fill the July 20 Kid Club with fun. Twinkle and Friends play colorful tunes July 27. **FREE.** (CV)

7 Thursday

★ **"The Wiz" At Levitt Pavilion Pasadena**, 7-8:30 p.m., Memorial Park, 85 E. Holly St., Pasadena; www.levittpasadena.org. Families can ease on down Holly Street to Memorial Park for a performance of "The Wiz," with pre-show activities provided by KidZone. **FREE.** (SGV)

★ **Thursday Summer Fun: Pattern Prints**, 1-3 p.m., Norton Simon Museum, 411 W. Colorado Blvd., Pasadena; www.nortonsimon.org/pattern-prints. Explore the artwork of Wallace Berman, Wayne Thiebaud and Andy Warhol in the exhibition, "Duchamp to Pop," and notice how patterns are formed when images repeat. Make a stamp using foam sheets and cardboard and design a patterned print. \$12 ages 19 and older. (SGV)

2nd Annual Angel City Games, 8 a.m.-5 p.m. today, 8:30 a.m.-8 p.m. July 8, 7 a.m.-5 p.m. July 9, 7 a.m.-3 p.m. July 10, UCLA Drake Stadium, 340 Charles E Young Dr. North, L.A.; www.angelcitysports.org/2016-angel-city-games. This multi-sport competition for people with physical disabilities will feature free adaptive soccer, archery, badminton, swimming, kayaking, track and field and wheelchair basketball clinics, plus track-and-field competitions for children, adults, veterans and active-duty military personnel. Participants range from the elite to recreational and first-time athletes of all ages and ability levels. \$20-\$40 competition registration fee; free for spectators. (WS)

CSUN's Summer Movie Festival, 7 p.m. today and July 14, 21 and 28, California State University Northridge, 18111 Nordhoff St., Northridge; www.csun.edu/as/summer-movie-fest. Tonight's movie

CALENDAR

—CONTINUED FROM PAGE 25

Vroman's Bookstore

695 E. Colorado Blvd., Pasadena
(626) 449-5320 vromansbookstore.com
Michael Tennesen discusses and signs "The Next Species: The Future of Evolution in the Aftermath of Man" at 7 p.m.

SATURDAY

Altadena Library

600 E. Mariposa St., Altadena
(626) 798-0833 altadenalibrary.org
The library celebrates the grand opening of its new Water Conservation Demonstration Garden, as visitors learn about conservation techniques and drought-tolerant plant selection that can be used in home gardens. LA County Supervisor Mike Antonovich is scheduled to attend the 10 a.m. event.

Angels Vocal Art

State Playhouse Theatre
Cal State LA
5151 State University Drive, Los Angeles
(323) 343-3000
Director and Conductor Kristof Van Grysperre will open Angels Vocal Art, a new six-week summer opera festival and training program housed at Cal State LA, with a "Gran Gala di Verdi," featuring performances by the Verdi Chorus with full orchestra and Angels Vocal Art singers. Pasadena City College Music Professor Anne-Marie Ketchum is the artistic director of the Verdi Chorus and part of the faculty of Angels Vocal Art. The performance is at 7:30 p.m. A reception will follow at 9:30 p.m. To RSVP, write to natasha@angelesvocalart.org. For more information, visit angelesvocalart.org.

Levitt Pavilion Summer Concert Series

Memorial Park
Corner of Raymond Avenue and Walnut Street, Pasadena
(626) 683-3230 levittpavilionpasadena.org
The free series features eclectic music by Area 51 at 8 p.m. The series continues Thursdays through Sundays through Aug. 21, then Fridays through Sundays thereafter through Sept. 24.

Norton Simon Museum

411 W. Colorado Blvd., Pasadena
(626) 449-6840 nortonsimon.org
A guided tour visits the exhibition "Duchamp to Pop" from 1 to 2 p.m. The museum's summer concert series features cellist Maksim Velichkin performing works by Bach and Gabrieli at 5 p.m. Both are free with museum admission of \$12 for adults, \$9 for seniors and free for members, students and those 18 and younger.

Old Pasadena Summer Cinema

One Colorado
41 Hugus Alley, Pasadena
Central Park
275 S. Raymond Ave., Pasadena
oldpasadena.org
The free film series features "Creature from the Black Lagoon" at 7 p.m. at Central Park and "The Devil Wears Prada" at 8:30 p.m. at One Colorado.

Parson's Nose Theater Free Reading

Pasadena City Hall
100 N. Garfield Ave., Pasadena
(626) 403-7667 personsnose.com
Parson's Nose presents a free reading of Thornton Wilder's "Our Town" at 7 p.m. in the City Hall Rotunda. It is the story of life in the fictional small town of Grover's Corners, told through the voices of its inhabitants. Light refreshments are included.

Pasadena POPS

Los Angeles County Arboretum and Botanic Garden
301 N. Baldwin Ave., Arcadia
(626) 793-7172 pasadenasymphonypops.org

restaurant partners for on-site pick up or purchase food from food trucks at the event. Concert tickets are \$25 and up.

Pasadena Public Library, Central Branch

285 E. Walnut St., Pasadena
(626) 744-4066 cityofpasadena.net/library
The library screens the Ken Burns documentary "Jackie Robinson," following the life and career of the barrier-breaking baseball icon and Pasadena native, from 1 to 5:15 p.m.

Pasadena Public Library, Hill Avenue Branch

55 S. Hill Ave., Pasadena
(626) 744-7264 cityofpasadena.net/library
Get tips on tree care during the drought at 10:30 a.m.

Pasadena Public Library, Linda Vista Branch

1281 Bryant St., Pasadena
(626) 744-7278 cityofpasadena.net/library
Teens are invited to make a Kawaii doll at 3 p.m. Call to sign up.

Pasadena Public Library, Santa Catalina Branch

999 E. Washington Blvd., Pasadena
(626) 744-7272 cityofpasadena.net/library
The Perkins Alley Poets group hosts a poetry writing and critique class moderated by Carl Stilwell at 3 p.m.

Sheriff's Support Group of Altadena Concerts in the Park

Farnsworth Park
568 E. Mt. Curve Ave., Altadena
(626) 798-6335 altadenasheriffs.blogspot.com
The annual, free summer concert series features Johnny Cash tribute band The Walking Phoenixes at 7 p.m.

Sri Lanka Day Expo and Celebration

Paseo Colorado
280 E. Colorado Blvd., Pasadena
sriankafoundation.org
The Expo and Sri Lanka Day celebration features food, art, cultural events, performances, vendor booths and children's activities, starting at 10 a.m. Free.

Unbound Productions' History Lit

Pasadena Museum of History
470 W. Walnut St., Pasadena
historylit.org
Unbound Productions presents "History Lit: A Festival of Timeless Stories," featuring adaptations of iconic 19th and 20th century works. This year's performances include Harriet Beecher Stowe's "Two Pictures in One," adapted by Paul Millet, Katherine Mansfield's "The Garden Party," adapted by Jonathan Josephson and L. Frank Baum's "The Girl Who Owned a Bear" starting at 7 p.m. and continuing through July 31. Tickets are \$40 to \$60, available on the website.

Vroman's Bookstore

695 E. Colorado Blvd., Pasadena
(626) 449-5320 vromansbookstore.com
Illustrator Keika Yamaguchi presents and signs "Teeny Tiny Toady" at 10:30 a.m.

SUNDAY

Alex Theatre

216 N. Brand Blvd., Glendale
(818) 243-2539 alextheatre.org
The Alex Film Society presents the 1925 silent film classic "The Lost World," based on Sir Arthur Conan Doyle's novel, about a professor's expedition to the Amazon to verify his claim that dinosaurs still live there. It screens at 2 p.m. Tickets are \$16 general, \$12 for students and seniors, \$11 for

Memorial Park

Corner of Raymond Avenue and Walnut Street, Pasadena
(626) 683-3230 levittpavilionpasadena.org
The annual free summer concert series features jazz by Tizer at 7 p.m. The series continues Thursdays through Sundays through Aug. 21, then Fridays through Sundays thereafter through Sept. 24.

Norton Simon Museum

411 W. Colorado Blvd., Pasadena
(626) 449-6840 nortonsimon.org
An Afternoon Salon features a museum educator discussing "Lives of the Artists: Artists Who Happen to Be Women," exploring how Louise Moillon, Marie-Louise-Elisabeth Vigée-Lebrun and Berthe Morisot defied the odds to become artists in a man's world from 1 to 2 p.m., free with museum admission of \$12 for adults, \$9 for seniors and free for members, students and those 18 and younger.

Old Pasadena Summer Cinema

Central Park
275 S. Raymond Ave., Pasadena
oldpasadena.org
The free film series continues with music and food at 7 p.m. followed by "Stargate" at 8:30 p.m.

Tuesday Musicales Second Sunday Concert

Pasadena Public Library, Central Branch
285 E. Walnut St., Pasadena
(626) 797-1994
The concert "Art Songs of Latin America" features soprano Ursula Maria Kleinecke and pianist Vernon Snyder in a free concert at 2 p.m.

MONDAY

The Huntington Library, Art Collections and Botanical Gardens

1151 Oxford Road, San Marino
(626) 405-2100 huntington.org
The Huntington Explorers summer program for children ages 5 to 12 offers educational fun, as Explorers explore the mysteries in a painting, roam the gardens for specimens and take classes including Mini Chefs at Art, Geology Rocks, Sculpting Myths, National Parks Adventures and other stimulating topics. Sessions run from 9 a.m. to 4 p.m. Mondays through Fridays, starting Monday through July 29. Cost is \$400 per week, or \$350 per week for Huntington members.

Intuitive Movement Jam

Farnsworth Park
568 Mount Curve Ave., Altadena
imjam.net
The Intuitive Movement Jam is a free-form, eclectic dance event offering the chance to dance to your own muse without judgment, alcohol or small talk from 7 to 9 p.m. Mondays at Farnsworth Park, 568 Mount Curve Ave., Altadena. No experience is needed and there are no steps to learn. The first visit is free with a printout of the website home page; admission is \$10 thereafter.

Pasadena Public Library, Central Branch

285 E. Walnut St., Pasadena
(626) 744-4066 cityofpasadena.net/library
The Young Adult Book Club for those ages 13 and older invites guests to read and discuss "The Leveler" by Julia Durango at 6 p.m.

Pasadena Senior Center

85 E. Holly St., Pasadena
(626) 795-4331 pasadenaseniorecenter.org
The free annual Class Tasting invites guests to sample the wide range of summer classes available at the Center from 9 a.m. to noon Monday and Tuesday. Memories in the Making, for people in early-stage dementia explores ways to preserve

ONGOING

Armory Center for the Arts, 145 N. Raymond Ave., Pasadena, presents the exhibition "Ellen Lesperance, Helen Mirra, Traversing," featuring new paintings and an interactive project by Lesperance and an international, intergenerational weaving project organized by Mirra, exploring the complex relationships individuals have to the physical and political landscapes we navigate. The exhibition "The Modeling Agency: Tektite — Reflux," by Nick Herman and Christopher James, conflates experimental art with scientific method, exploiting subjectivity while engaging in the strategies of modeling. Both opened June 4 and continue through Sept. 11. Call (626) 792-5101 or visit armoryarts.org.

The Baseball Reliquary Exhibition at Pasadena Public Library's Central Branch, 285 E. Walnut St., Pasadena, "A Baseball Four-Bagger," features four separate mini-exhibitions spotlighting baseball history, culture and art, on display July 2 through 30. The display includes one based on Michael Fallon's new book, "Dodgerland: Decadent Los Angeles and the 1977-78 Dodgers," plus a display of baseball-related artwork by Greg Jezewski, baseball card collages by Pat Riot and the display "A Game of Color: Selections from the Michael Brown Negro Leagues Collection," featuring signed baseballs, photos, statues and ephemera, courtesy of the Institute for Baseball Studies at Whittier College. Call (626) 791-7647 or visit baseballreliquary.org.

Center for the Arts, Eagle Rock Summer Arts Camp, 2225 Colorado Blvd., Eagle Rock, invites kids 6 to 12 to explore visual art, performance, sculpture, architecture, textile art, writing and other endeavors. Teachers are local, contemporary artists combining art history, play-based learning and their own studio practices in a curriculum offering opportunities for artistic expression and to establish community. Hours are from 9 a.m. to 5 p.m. Mondays through Fridays, continuing through Aug. 12. Campers sign up by the week. Cost is \$300 per week, or \$275 for members. Call (323) 561-3044 or visit cfaer.org.

at 7 p.m.

TUESDAY

Abril Bookstore

415 E. Broadway, Glendale
(818) 243-4112 abrilbooks.com
The book store's Roslin Art Gallery presents artist Seeroon Yerezian's "Four Seasons," an exhibition featuring Armenian motifs on view from 10 a.m. to 7 p.m. Mondays through Saturdays through July 26.

Cancer Support Community

76 E. Del Mar Blvd., 2nd Floor, Pasadena
(626) 796-1083 cscpasadena.org
Carmella Tunzi presents an informative and light-hearted talk on the benefits of self-hypnosis to help cancer patients relieve pain and stress from 6:30 to 8 p.m. Tuesday and 3:30 to 5 p.m. Aug. 29. Free, but call for reservations.

Descanso Gardens

1418 Descanso Drive, La Cañada Flintridge
(818) 949-4200 descansogardens.org
Descanso's World Rhythms live music series continues with Adaawe performing a fusion of African music, R&B, pop, jazz, funk, Latin and reggae at 6 p.m. The series continues at 6 p.m. Tuesdays through July 26. Admission is included in Descanso's regular admission of \$9 for adults, \$6 for seniors, \$4 for children 5 to 12, free for children 4 and younger.

Pasadena Public Library, Central Branch

285 E. Walnut St., Pasadena
(626) 744-4066 cityofpasadena.net/library
Tech M@e Easy offers answers about your computer, laptop, Microsoft Office, smart phone or tablet from 10 to 11:30 a.m. Better You Fitness hosts a self-defense class for adults at 5 p.m. Tuesday and July 19. Call (626) 744-7014 to sign up.

Mindy Kittay

From: Mindy Kittay [mindykittay@gmail.com]
Sent: Thursday, July 14, 2016 5:45 PM
To: Mindy Kittay
Subject: Fwd: Reminder: Europe for People Who Think They Can't Afford It with Tour Guide Sheila Stone is happening on Sat, Jul 16

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

From: "Nextdoor" <no-reply@rs.email.nextdoor.com>
Date: Jul 14, 2016 4:00 PM
Subject: Reminder: Europe for People Who Think They Can't Afford It with Tour Guide Sheila Stone is happening on Sat, Jul 16
To: <mindykittay@gmail.com>
Cc:



REMINDER

Europe for People Who Think They Can't Afford It with Tour Guide Sheila Stone is happening on Jul 16

You're receiving this reminder because you responded:

Going to this event.

Details



Sat, Jul 16, 4:30 PM



Altadena Library District

Altadena Library District, East Mariposa Street, Altadena, CA, United States



Experiencing Europe isn't just for the ... [Read more](#)



Posted by Mindy Kittay from Peppergate

4d ago

[View event](#)

[Map](#)

Six eager, nervous sixth-grade finalists are set for "The 25th Annual Putnam County Spelling Bee." Happily, it is being held right in the middle of "Putnam County" at the Sierra Madre Playhouse, making it easy for us to attend. Some of us might even be asked to compete and be put to the test with such words as "h-i-l-a-r-i-o-u-s," which this musical romp most certainly is!

As is typical of spelling bees, each contestant is given a word to spell. One misstep and the dreaded bell signals defeat. We, the Spelling Bee audience, applaud each correct spelling and groan for each wrong one.

Adults play the roles, but they are so well cast it is easy to see them as "tweens." Teenage-appropriate garb, designed by A. Jeffrey Schoenberg, enhance the illusion. As the sparkling musical plays out, the lyrics often glimpse the backstories, sometimes poignant, of each contestant. They're an eclectic bunch, with off-beat home lives or their own idiosyncrasies.

The contestants are:
 - Barfee (Stanton Kane Morales), who spells out each word with his foot.
 - Olive (Christina Gerla), who pines for her ever-elsewhere parents.
 - Chip (Joey Acuna,

Jr.), whose crush on a girl leads to his spelling error.

- Logainne (Hannah Leventhal), who struggles with two overbearing dads' expectations.

- Leaf (Robert Michael Parkison), who placed third and is here only because #1 and #2 had to attend a Bar Mitzvah.

- Marcy (Joy Regulano), who resists her family's pressure for her to excel in all things.

Presiding over the Bee are Rona Lisa Peretti and Vice Principal Douglas Panch. Rona introduces each speller - but not before she giddily reminds us she'd been a winner in earlier days.

Panch stolidly pronounces words we've likely never heard of and gives definitions - ridiculous ones, since this is a comedy. They are played by Gina D'Acciaro and Richard Van Slyke, respectively.

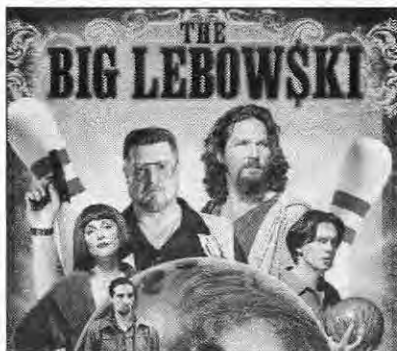
And what happens when the bell goes "ding?" Jaq Galliano as "comfort counselor" Mitch Mahoney gives the loser a juice box and a big hug!

Joe Lawrence's music and Robert Marra's energetic choreography make for exciting summertime theatre. Catchy tunes include "My Friend, the Dictionary," "Pandemonium," and "I'm Not That Smart."

Emily Hopfauf of school gymnastics complete with chalk and blackboard. Diane Siegel's lobby design in words' misspellings.

Robert Marra's "The 25th Annual Putnam County Spelling Bee" opened on Broadway in 2005 and was nominated for six Tony Awards. John Stanbush, Robert Marra, and Robert Campbell are the creative team.

Despite "Spelling Bee" being about a spelling event, the play is recommended for children under 14 years of age.



Saturday, July 23 at 3:00pm

The Big Lebowski

Door prizes for the best costume & more!



Europe for People Who Think They Can't Afford It with Tour Guide Sheila Stone:

Experiencing Europe isn't just for the well-heeled. Find out how to get there—and get around—for less. Learn how to find unique but inexpensive places to stay, dine well for less money, and connect with locals for a truly memorable trip. Also included are tips for packing light, plus the secret of a FREE week at a 4-star hotel in Spain!



www.AltadenaLibrary.org

Arcadia Schools – Gated Just Listed at

Horse Property 1.22 Acres, 53,157 Sq.Ft. Lot. \$83 per Sq. Ft. Master Suite with Fireplace and his & her dressing room, fireplace, separate 2 room office, Pool with Cabana and 1/2 acre on market in 60 years. Possible lot split. Call to Arrange Viewing.



Robert W. Bodkin

BROKER, CRS, GRI

D.R.E. Lic. #00543199

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