



Honoring the past, cultivating the present, empowering the future

**AGENDA
Regular Meeting**

Board of Library Trustees - Altadena Library District
Community Room – Main Library - **November 26, 2018** – 5:00 p.m.

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

1) CALL TO ORDER

2) ROLL CALL:

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

3) PUBLIC COMMUNICATION

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

4) PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS

New Hires/Promotions/Transfers:

Katie Sullivan – Librarian II, Adult Services – October 15, 2018

5) FINANCIAL REPORTS

- a) **Financial reports for September 2018 (INFORMATION/ACTION) (10 Minutes)** Page # ~~1~~ ~~2~~ ~~3~~ ~~4~~ ~~5~~ ~~6~~ ~~7~~ ~~8~~ ~~9~~ ~~10~~ ~~11~~ ~~12~~ ~~13~~ ~~14~~ ~~15~~ ~~16~~ ~~17~~ ~~18~~ ~~19~~ ~~20~~ ~~21~~ ~~22~~ ~~23~~ ~~24~~ ~~25~~ ~~26~~ ~~27~~ ~~28~~ ~~29~~ ~~30~~ ~~31~~ ~~32~~ ~~33~~ ~~34~~ ~~35~~ ~~36~~ ~~37~~ ~~38~~ ~~39~~ ~~40~~ ~~41~~ ~~42~~ ~~43~~ ~~44~~ ~~45~~ ~~46~~ ~~47~~ ~~48~~ ~~49~~ ~~50~~ ~~51~~ ~~52~~ ~~53~~ ~~54~~ ~~55~~ ~~56~~ ~~57~~ ~~58~~ ~~59~~ ~~60~~ ~~61~~ ~~62~~ ~~63~~ ~~64~~ ~~65~~ ~~66~~ ~~67~~ ~~68~~ ~~69~~ ~~70~~ ~~71~~ ~~72~~ ~~73~~ ~~74~~ ~~75~~ ~~76~~ ~~77~~ ~~78~~ ~~79~~ ~~80~~ ~~81~~ ~~82~~ ~~83~~ ~~84~~ ~~85~~ ~~86~~ ~~87~~ ~~88~~ ~~89~~ ~~90~~ ~~91~~ ~~92~~ ~~93~~ ~~94~~ ~~95~~ ~~96~~ ~~97~~ ~~98~~ ~~99~~ ~~100~~ ~~101~~ ~~102~~ ~~103~~ ~~104~~ ~~105~~ ~~106~~ ~~107~~ ~~108~~ ~~109~~ ~~110~~ ~~111~~ ~~112~~ ~~113~~ ~~114~~ ~~115~~ ~~116~~ ~~117~~ ~~118~~ ~~119~~ ~~120~~ ~~121~~ ~~122~~ ~~123~~ ~~124~~ ~~125~~ ~~126~~ ~~127~~ 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- a) CONFERENCE WITH LEGAL COUNSEL RE EXISTING LITIGATION
Pursuant to Government Code Section 54956.9(d)(1)
Kittay v. Altadena Library District, et al.

10) RECESS BACK INTO OPEN SESSION

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

12) OLD BUSINESS

- a) Update from Ad-Hoc Subcommittee to fill interim District Director Position (INFORMATION/ACTION)Á

13) REPORTS OF SUPPORT GROUPS (5 minutes)

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

14) REPORTS OF TRUSTEES

15) AGENDA ITEMS FOR FUTURE AGENDAS

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

16) ADJOURNMENT

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



**BOARD OF LIBRARY TRUSTEES
STAFF REPORT**

DEPARTMENT: Administration

MEETING DATE: November 26, 2018

PREPARED BY: Nicole Fabry

LOCATION: Community Room

TITLE: Summary Report of Financial Statements for September 2018

September 2018 FINANCIAL STATEMENTS

The following financial reports are for the month of September 2018. The financial statements are unaudited.

As indicated on this report, actual year-to-date expenditures currently exceed actual year-to-date income, reflecting a net income of -\$841,343.60. ALD cash and cash equivalents are \$2,593,541.62.

REVENUE HIGHLIGHTS

The District currently has \$2,593,541.62 in cash and cash equivalents. The (unaudited) net income for the month of June is \$-841,343.60.

In September the District received a fiscal consolidated payment from California State Library in the amount of \$18,000.00.

The District also received a total of \$1,400.00 from CBS Studios for rental of part of the Main parking lot.

Passport services, printing revenue, and rental income are exceeding budget expectations at 25.4%, 26.8% and 110% of budget, respectively.

PAYMENTS FROM SUPPORT ORGANIZATIONS

No payments to report in September 2018.

EXPENDITURE HIGHLIGHTS

Paid in September were legal fees for the month of July 2018, totaling \$44,688.13 and placing us at 298.5% of our budget for FY 18-19.

Altadena Library District
Profit & Loss
 September 2018

Sep 18

Ordinary Income/Expense	
Income	
DONATIONS AND GRANTS	
4710 · Friends of the Library	23.00
4750 · Cal State Library	18,000.00
Total DONATIONS AND GRANTS	18,023.00
FINES & FEES	
4305 · Fees	53.89
4310 · MFM Revenue	143.00
4340 · Passport Services Fees	2,495.00
4350 · Sales of Products	24.00
Total FINES & FEES	2,715.89
INTEREST INCOME & ADJUSTMENTS	
4210 · Chase Bank	20.09
Total INTEREST INCOME & ADJUSTMENTS	20.09
OTHER REVENUE & ADJUSTMENT	
4915 · Rental Revenue	1,400.00
Total OTHER REVENUE & ADJUSTMENT	1,400.00
REVENUES	
Property Taxes	
4010 · Current-Year Secured	
4010.03 · SB 813 Supplemental	
Total 4010 · Current-Year Secured	
4020 · Current-Year Unsecured	
4020.00 · Current Unsecured	
Total 4020 · Current-Year Unsecured	
4030 · Prior-Year Secured	
4030.00 · Prior Secured	(29,213.81)
4030.03 · SB 813 Redemption	
4030.05 · Secured Tax Refunds	
Total 4030 · Prior-Year Secured	(29,213.81)
4040 · Prior-Year Unsecured	
4060 · Special Assessment	
4060.01 · Per Parcel Benefit Assessment	(12,340.51)
Total 4060 · Special Assessment	(12,340.51)
4080 · Penalties, Interest & Costs-Ref	
4220 · County Interest Allocation	2,759.33
Total Property Taxes	(38,794.99)
Total REVENUES	(38,794.99)
Total Income	(16,636.01)
Expense	
PERSONNEL RELATED EXPENSES	
5000 · SALARIES & WAGES	
5010 · Salaried	46,167.25
5020 · Hourly	97,118.66
Total 5000 · SALARIES & WAGES	143,285.91
5100 · Employer-Portion Taxes/Benefits	
5120 · Payroll Taxes (ER)	10,138.49

Altadena Library District
Profit & Loss
 September 2018

	Sep 18
5210 · PERS Retirement	
5210.01 · CalPers CLASSIC (ER Contr)	2,096.76
5210.02 · CalPers PEPRA (ER Contr)	6,642.42
Total 5210 · PERS Retirement	8,739.18
Total 5100 · Employer-Portion Taxes/Benefits	18,877.67
5200 · Insurance	
5220 · Health Insurance	10,701.49
5221 · Health Insurance - Retirees	5,970.30
5230 · Dental Insurance	1,156.54
5240 · Vision Insurance	375.42
5260 · Life Insurance	127.89
Total 5200 · Insurance	18,331.64
Total 'PERSONNEL RELATED EXPENSES	180,495.22
FACILITIES, GROUNDS & MAINTENAN	
7210 · Building Maint & Repairs	163.40
7220 · Landscape	343.60
Total FACILITIES, GROUNDS & MAINTENAN	507.00
LIBRARY MATERIALS	
6110 · Cataloging Expenses	1,530.62
6120 · Books	3,346.45
6125 · Audio CD	125.04
6130 · DVD's & Videogames	741.15
6135 · Processing of Materials	1,896.43
6140 · Periodicals	34.14
6150 · Downloadables	7,589.51
Total LIBRARY MATERIALS	15,263.34
OPERATING EXPENSES	
6625 · Training & Education	570.00
6626 · Recruitment & Recognition	231.00
6627 · Advertising / Marketing	25.68
6710 · Meetings & Travel	579.40
6730 · Mileage & Parking Reimbursement	168.23
6740 · Postage & Delivery	496.50
6745 · Banking & Service Fees	112.95
6746 · Payroll Fees	790.00
6750 · Printing & Reproduction	231.73
6755 · Small Equipment	768.85
6765 · Janitorial Supplies	639.12
6770 · Operating Supplies	1,523.71
6780 · Operating Software	24.99
6930 · Natural Gas	60.01
6940 · Water & Sewage	1,075.10
6950 · Refuse	467.20
6970 · Equipment Lease & Rental	2,394.03
Total OPERATING EXPENSES	10,158.50
PROFESSIONAL & TECHNICAL	
7125 · Audit and Financial Consulting	4,971.65
7130 · Legal Fees	44,688.13
7145 · Collection Agency	205.85
7155 · Consultants - Other	3,290.83
7170 · Telecommunications	821.77
7180 · Technology Equipment	547.08
7185 · Technology Maintenance Fees	10,244.39
Total PROFESSIONAL & TECHNICAL	64,769.70

Altadena Library District
Profit & Loss
September 2018

	Sep 18
PROGRAMS	
6200 · Youth Services	117.54
6210 · Teen Services	179.32
6220 · Adult Services	4,725.99
6230 · Bob Lucas Branch Services	43.39
6240 · Literacy Services	14.40
Total PROGRAMS	5,080.64
Total Expense	276,274.40
Net Ordinary Income	(292,910.41)
Net Income	<u>(292,910.41)</u>

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

	Jul - Sep 18	Jul - Sep 17	\$ Change	% Change
Ordinary Income/Expense				
Income				
DONATIONS AND GRANTS				
4710 · Friends of the Library	23.00		23.00	100.0%
4730 · Undesignated	124.65	482.35	(357.70)	(74.2)%
4740 · CA Library Literacy Services		18,000.00	(18,000.00)	(100.0)%
4750 · Cal State Library	18,000.00		18,000.00	100.0%
Total DONATIONS AND GRANTS	18,147.65	18,482.35	(334.70)	(1.8)%
FINES & FEES				
4305 · Fees	977.87	1,400.65	(422.78)	(30.2)%
4310 · MFM Revenue	2,140.04	1,179.29	960.75	81.5%
4340 · Passport Services Fees	30,431.00	26,048.69	4,382.31	16.8%
4350 · Sales of Products	192.00	1,587.55	(1,395.55)	(87.9)%
Total FINES & FEES	33,740.91	30,216.18	3,524.73	11.7%
INTEREST INCOME & ADJUSTMENTS				
4210 · Chase Bank	53.72	841.58	(787.86)	(93.6)%
Total INTEREST INCOME & ADJUSTMENTS	53.72	841.58	(787.86)	(93.6)%
OTHER REVENUE & ADJUSTMENT				
4915 · Rental Revenue	4,400.00	530.00	3,870.00	730.2%
4920 · Reimbursements		10,740.60	(10,740.60)	(100.0)%
4999 · Rewards & Incentives		5,539.05	(5,539.05)	(100.0)%
Total OTHER REVENUE & ADJUSTMENT	4,400.00	16,809.65	(12,409.65)	(73.8)%
REVENUES				
Property Taxes				
4010 · Current-Year Secured				
4010.00 · Current Secured				
4010.03 · SB 813 Supplemental	(20,668.13)	8,461.66	(29,129.79)	(344.3)%
Total 4010 · Current-Year Secured	(20,668.13)	8,461.66	(29,129.79)	(344.3)%
4020 · Current-Year Unsecured				
4020.00 · Current Unsecured	84,437.18	61,418.95	23,018.23	37.5%
Total 4020 · Current-Year Unsecured	84,437.18	61,418.95	23,018.23	37.5%
4030 · Prior-Year Secured				
4030.00 · Prior Secured	(25,417.31)	13,268.20	(38,685.51)	(291.6)%
4030.03 · SB 813 Redemption	233.09	110.02	123.07	111.9%
4030.05 · Secured Tax Refunds	(2,359.21)	(2,120.41)	(238.80)	(11.3)%
Total 4030 · Prior-Year Secured	(27,543.43)	11,257.81	(38,801.24)	(344.7)%
4040 · Prior-Year Unsecured				
4040.00 · Prior Unsecured		6,970.45	(6,970.45)	(100.0)%
4040 · Prior-Year Unsecured - Other				
Total 4040 · Prior-Year Unsecured		6,970.45	(6,970.45)	(100.0)%
4060 · Special Assessment				
4060.01 · Per Parcel Benefit Assessment	(11,286.81)	6,755.63	(18,042.44)	(267.1)%
Total 4060 · Special Assessment	(11,286.81)	6,755.63	(18,042.44)	(267.1)%
4080 · Penalties, Interest & Costs-Ref	1,476.61	2,443.77	(967.16)	(39.6)%
4220 · County Interest Allocation	(1,809.48)	1,444.07	(3,253.55)	(225.3)%
4250 · Change in Property Tax Accrual		(5,793.87)	5,793.87	100.0%
Total Property Taxes	24,605.94	92,958.47	(68,352.53)	(73.5)%
Total REVENUES	24,605.94	92,958.47	(68,352.53)	(73.5)%
Total Income	80,948.22	159,308.23	(78,360.01)	(49.2)%
Expense				
'PERSONNEL RELATED EXPENSES				
5000 · SALARIES & WAGES				
5010 · Salaried	112,341.91	82,670.67	29,671.24	35.9%
5020 · Hourly	278,590.32	254,193.39	24,396.93	9.6%
Total 5000 · SALARIES & WAGES	390,932.23	336,864.06	54,068.17	16.1%

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

	Jul - Sep 18	Jul - Sep 17	\$ Change	% Change
5100 · Employer-Portion Taxes/Benefits				
5120 · Payroll Taxes (ER)				
5250 · FUTA		(1,380.13)	1,380.13	100.0%
5120 · Payroll Taxes (ER) - Other	29,031.05	25,904.87	3,126.18	12.1%
Total 5120 · Payroll Taxes (ER)	29,031.05	24,524.74	4,506.31	18.4%
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	5,940.66	9,491.47	(3,550.81)	(37.4)%
5210.02 · CalPers PEPRA (ER Contr)	19,032.90	24,497.56	(5,464.66)	(22.3)%
5218 · PERS Unfunded	116,139.00	22,951.47	93,187.53	406.0%
Total 5210 · PERS Retirement	141,112.56	56,940.50	84,172.06	147.8%
Total 5100 · Employer-Portion Taxes/Benefits	170,143.61	81,465.24	88,678.37	108.9%
5200 · Insurance				
5220 · Health Insurance	32,900.51	29,584.26	3,316.25	11.2%
5221 · Health Insurance - Retirees	17,765.58	18,885.60	(1,120.02)	(5.9)%
5230 · Dental Insurance	3,869.44	3,408.77	460.67	13.5%
5240 · Vision Insurance	1,141.22	1,037.22	104.00	10.0%
5260 · Life Insurance	401.11	239.63	161.48	67.4%
5270 · Workers' Compensation	15,272.25	13,493.59	1,778.66	13.2%
5280 · Disability Insurance		(255.20)	255.20	100.0%
Total 5200 · Insurance	71,350.11	66,393.87	4,956.24	7.5%
Total *PERSONNEL RELATED EXPENSES	632,425.95	484,723.17	147,702.78	30.5%
CAPITAL				
7320 · Structures & Improvements		64,790.00	(64,790.00)	(100.0)%
Total CAPITAL		64,790.00	(64,790.00)	(100.0)%
FACILITIES, GROUNDS & MAINTENAN				
7205 · Maintenance Contracts	937.14	14,283.17	(13,346.03)	(93.4)%
7210 · Building Maint & Repairs	5,725.58	8,825.20	(3,099.62)	(35.1)%
7220 · Landscape	761.47	7,787.80	(7,026.33)	(90.2)%
Total FACILITIES, GROUNDS & MAINTENAN	7,424.19	30,896.17	(23,471.98)	(76.0)%
LIBRARY MATERIALS				
6110 · Cataloging Expenses	8,548.81	6,090.04	2,458.77	40.4%
6115 · Electronic Databases & Subscrip	12,951.05	15,170.58	(2,219.53)	(14.6)%
6120 · Books	5,208.05	28,440.35	(23,232.30)	(81.7)%
6125 · Audio CD	950.92	3,546.04	(2,595.12)	(73.2)%
6130 · DVD's & Videogames	2,077.27	6,834.35	(4,757.08)	(69.6)%
6135 · Processing of Materials	1,958.53	9,710.38	(7,751.85)	(79.8)%
6140 · Periodicals	34.14	2,041.59	(2,007.45)	(98.3)%
6150 · Downloadables	7,589.51	5,996.20	1,593.31	26.6%
Total LIBRARY MATERIALS	39,318.28	77,829.53	(38,511.25)	(49.5)%
MISCELLANEOUS EXPENSE				
7510 · Miscellaneous Expense				
Total MISCELLANEOUS EXPENSE				
OPERATING EXPENSES				
6430 · Insurance-Gen, Prop, Liab, Eq	44,688.73	38,868.25	5,820.48	15.0%
6620 · Membership Dues & Subscriptions	4,585.45	4,826.60	(241.15)	(5.0)%
6625 · Training & Education	1,237.12	2,344.00	(1,106.88)	(47.2)%
6626 · Recruitment & Recognition	236.95	547.48	(310.53)	(56.7)%
6627 · Advertising / Marketing	1,570.00	2,048.11	(478.11)	(23.3)%
6710 · Meetings & Travel	1,404.25	1,680.97	(276.72)	(16.5)%
6730 · Mileage & Parking Reimbursement	320.83	125.58	195.25	155.5%
6740 · Postage & Delivery	2,032.39	2,357.09	(324.70)	(13.8)%
6745 · Banking & Service Fees	371.58	505.15	(133.57)	(26.4)%
6746 · Payroll Fees	2,370.00	2,370.03	(0.03)	
6750 · Printing & Reproduction	1,305.81	7,795.94	(6,490.13)	(83.3)%
6755 · Small Equipment	2,781.07	5,912.23	(3,131.16)	(53.0)%
6765 · Janitorial Supplies	3,024.13	6,768.66	(3,744.53)	(55.3)%
6770 · Operating Supplies	4,609.80	4,711.16	(101.36)	(2.2)%
6780 · Operating Software	489.98	1,577.99	(1,088.01)	(69.0)%
6920 · Electricity	8,850.26	7,827.61	1,022.65	13.1%
6930 · Natural Gas	118.54	216.54	(98.00)	(45.3)%
6940 · Water & Sewage	2,242.76	1,360.06	882.70	64.9%
6950 · Refuse	1,401.60	1,464.01	(62.41)	(4.3)%

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

	Jul - Sep 18	Jul - Sep 17	\$ Change	% Change
6960 · Products for Resale		3,020.13	(3,020.13)	(100.0)%
6970 · Equipment Lease & Rental	6,614.94	1,981.86	4,633.08	233.8%
Total OPERATING EXPENSES	90,256.19	98,309.45	(8,053.26)	(8.2)%
PROFESSIONAL & TECHNICAL				
7125 · Audit and Financial Consulting	11,739.29	18,403.82	(6,664.53)	(36.2)%
7130 · Legal Fees	74,629.79	1,504.40	73,125.39	4,860.8%
7145 · Collection Agency	366.95		366.95	100.0%
7155 · Consultants - Other	8,122.07	22,715.40	(14,593.33)	(64.2)%
7170 · Telecommunications	1,659.72	1,854.73	(195.01)	(10.5)%
7175 · Internet Service		10,032.57	(10,032.57)	(100.0)%
7180 · Technology Equipment	14,674.85	843.31	13,831.54	1,640.2%
7185 · Technology Maintenance Fees	27,777.57	10,030.50	17,747.07	176.9%
Total PROFESSIONAL & TECHNICAL	138,970.24	65,384.73	73,585.51	112.5%
PROGRAMS				
6200 · Youth Services	3,594.43	3,443.97	150.46	4.4%
6210 · Teen Services	766.80	2,153.01	(1,386.21)	(64.4)%
6220 · Adult Services	7,656.97	6,696.71	960.26	14.3%
6230 · Bob Lucas Branch Services	863.38	353.46	509.92	144.3%
6240 · Literacy Services	1,015.39		1,015.39	100.0%
Total PROGRAMS	13,896.97	12,647.15	1,249.82	9.9%
Total Expense	922,291.82	834,580.20	87,711.62	10.5%
Net Ordinary Income	(841,343.60)	(675,271.97)	(166,071.63)	(24.6)%
Net Income	(841,343.60)	(675,271.97)	(166,071.63)	(24.6)%

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

	Jul - Sep 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
DONATIONS AND GRANTS				
4710 · Friends of the Library	23.00	20,000.00	(19,977.00)	0.1%
4730 · Undesignated	124.65	2,000.00	(1,875.35)	6.2%
4735 · Designated		1,000.00	(1,000.00)	
4740 · CA Library Literacy Services		15,000.00	(15,000.00)	
4750 · Cal State Library	18,000.00	20,000.00	(2,000.00)	90.0%
4755 · HUD Grant				
Total DONATIONS AND GRANTS	18,147.65	58,000.00	(39,852.35)	31.3%
FINES & FEES				
4305 · Fees	977.87	6,000.00	(5,022.13)	16.3%
4310 · MFM Revenue	2,140.04	8,000.00	(5,859.96)	26.8%
4340 · Passport Services Fees	30,431.00	120,000.00	(89,569.00)	25.4%
4350 · Sales of Products	192.00	3,000.00	(2,808.00)	6.4%
Total FINES & FEES	33,740.91	137,000.00	(103,259.09)	24.6%
INTEREST INCOME & ADJUSTMENTS				
4210 · Chase Bank	53.72	2,000.00	(1,946.28)	2.7%
Total INTEREST INCOME & ADJUSTMENTS	53.72	2,000.00	(1,946.28)	2.7%
OTHER REVENUE & ADJUSTMENT				
4910 · Miscellaneous Income				
4915 · Rental Revenue	4,400.00	4,000.00	400.00	110.0%
4940 · Transfer in from Reserves				
4999 · Rewards & Incentives		3,000.00	(3,000.00)	
Total OTHER REVENUE & ADJUSTMENT	4,400.00	7,000.00	(2,600.00)	62.9%
REVENUES				
Property Taxes				
4010 · Current-Year Secured				
4010.00 · Current Secured		2,350,000.00	(2,350,000.00)	
4010.01 · Revenue Residual		40,000.00	(40,000.00)	
4010.02 · Statutory Revenue				
4010.03 · SB 813 Supplemental	(20,668.13)		(20,668.13)	100.0%
Total 4010 · Current-Year Secured	(20,668.13)	2,390,000.00	(2,410,668.13)	(0.9)%
4020 · Current-Year Unsecured				
4020.00 · Current Unsecured	84,437.18	80,000.00	4,437.18	105.5%
Total 4020 · Current-Year Unsecured	84,437.18	80,000.00	4,437.18	105.5%
4030 · Prior-Year Secured				
4030.00 · Prior Secured	(25,417.31)	35,000.00	(60,417.31)	(72.6)%
4030.01 · Secured Refunds				
4030.02 · Statutory Revenue				
4030.03 · SB 813 Redemption	233.09	5,000.00	(4,766.91)	4.7%
4030.04 · Property Tax Penalties				
4030.05 · Secured Tax Refunds	(2,359.21)	(30,000.00)	27,640.79	7.9%
Total 4030 · Prior-Year Secured	(27,543.43)	10,000.00	(37,543.43)	(275.4)%
4040 · Prior-Year Unsecured				
4040.00 · Prior Unsecured		10,000.00	(10,000.00)	
4040 · Prior-Year Unsecured - Other				
Total 4040 · Prior-Year Unsecured		10,000.00	(10,000.00)	
4050 · Homeowners Exemption		15,000.00	(15,000.00)	
4060 · Special Assessment				
4060.01 · Per Parcel Benefit Assessment	(11,286.81)	810,000.00	(821,286.81)	(1.4)%
4060.02 · Direct Assessments				
Total 4060 · Special Assessment	(11,286.81)	810,000.00	(821,286.81)	(1.4)%
4080 · Penalties, Interest & Costs-Ref	1,476.61	10,000.00	(8,523.39)	14.8%
4220 · County Interest Allocation	(1,809.48)		(1,809.48)	100.0%
Total Property Taxes	24,605.94	3,325,000.00	(3,300,394.06)	0.7%
Total REVENUES	24,605.94	3,325,000.00	(3,300,394.06)	0.7%
Total Income	80,948.22	3,529,000.00	(3,448,051.78)	2.3%

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

	Jul - Sep 18	Budget	\$ Over Budget	% of Budget
Expense				
'PERSONNEL RELATED EXPENSES				
5000 · SALARIES & WAGES				
5010 · Salaried	112,341.91	460,500.00	(348,158.09)	24.4%
5020 · Hourly	278,590.32	1,254,500.00	(975,909.68)	22.2%
Total 5000 · SALARIES & WAGES	390,932.23	1,715,000.00	(1,324,067.77)	22.8%
5100 · Employer-Portion Taxes/Benefits				
5120 · Payroll Taxes (ER)				
5250 · FUTA		5,000.00	(5,000.00)	
5120 · Payroll Taxes (ER) - Other	29,031.05	130,000.00	(100,968.95)	22.3%
Total 5120 · Payroll Taxes (ER)	29,031.05	135,000.00	(105,968.95)	21.5%
5120.02 · Soc Security & Medicare, Hourly				
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	5,940.66	20,000.00	(14,059.34)	29.7%
5210.02 · CalPers PEPRA (ER Contr)	19,032.90	75,000.00	(55,967.10)	25.4%
5218 · PERS Unfunded	116,139.00	120,500.00	(4,361.00)	96.4%
5210 · PERS Retirement - Other				
Total 5210 · PERS Retirement	141,112.56	215,500.00	(74,387.44)	65.5%
5222 · OPEB Contribution				
5251 · SUI, Hourly		2,500.00	(2,500.00)	
Total 5100 · Employer-Portion Taxes/Benefits	170,143.61	353,000.00	(182,856.39)	48.2%
5200 · Insurance				
5220 · Health Insurance	32,900.51	129,000.00	(96,099.49)	25.5%
5221 · Health Insurance - Retirees	17,765.58		17,765.58	100.0%
5230 · Dental Insurance	3,869.44	15,000.00	(11,130.56)	25.8%
5240 · Vision Insurance	1,141.22	4,500.00	(3,358.78)	25.4%
5260 · Life Insurance	401.11	1,500.00	(1,098.89)	26.7%
5270 · Workers' Compensation	15,272.25	20,000.00	(4,727.75)	76.4%
5280 · Disability Insurance				
Total 5200 · Insurance	71,350.11	170,000.00	(98,649.89)	42.0%
Total 'PERSONNEL RELATED EXPENSES	632,425.95	2,238,000.00	(1,605,574.05)	28.3%
CAPITAL				
7310 · Equipment, Furniture & Fixtures		15,000.00	(15,000.00)	
7320 · Structures & Improvements		250,000.00	(250,000.00)	
Total CAPITAL		265,000.00	(265,000.00)	
FACILITIES, GROUNDS & MAINTENAN				
7205 · Maintenance Contracts	937.14	15,000.00	(14,062.86)	6.2%
7210 · Building Maint & Repairs	5,725.58	20,000.00	(14,274.42)	28.6%
7220 · Landscape	761.47	18,000.00	(17,238.53)	4.2%
Total FACILITIES, GROUNDS & MAINTENAN	7,424.19	53,000.00	(45,575.81)	14.0%
LIBRARY MATERIALS				
6110 · Cataloging Expenses	8,548.81	22,000.00	(13,451.19)	38.9%
6115 · Electronic Databases & Subscrip	12,951.05	25,000.00	(12,048.95)	51.8%
6120 · Books	5,208.05	140,000.00	(134,791.95)	3.7%
6125 · Audio CD	950.92	20,000.00	(19,049.08)	4.8%
6130 · DVD's & Videogames	2,077.27	30,000.00	(27,922.73)	6.9%
6135 · Processing of Materials	1,958.53	40,000.00	(38,041.47)	4.9%
6140 · Periodicals	34.14	18,000.00	(17,965.86)	0.2%
6150 · Downloadables	7,589.51	20,000.00	(12,410.49)	37.9%
6155 · Library of Things		20,000.00	(20,000.00)	
Total LIBRARY MATERIALS	39,318.28	335,000.00	(295,681.72)	11.7%
MISCELLANEOUS EXPENSE				
7510 · Miscellaneous Expense				
7540 · Trustee Election		30,000.00	(30,000.00)	
Total MISCELLANEOUS EXPENSE		30,000.00	(30,000.00)	

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

	Jul - Sep 18	Budget	\$ Over Budget	% of Budget
OPERATING EXPENSES				
6430 · Insurance-Gen, Prop, Liab, Eq	44,688.73	40,000.00	4,688.73	111.7%
6620 · Membership Dues & Subscriptions	4,585.45	13,000.00	(8,414.55)	35.3%
6625 · Training & Education	1,237.12	12,000.00	(10,762.88)	10.3%
6626 · Recruitment & Recognition	236.95	5,000.00	(4,763.05)	4.7%
6627 · Advertising / Marketing	1,570.00	5,000.00	(3,430.00)	31.4%
6710 · Meetings & Travel	1,404.25	10,000.00	(8,595.75)	14.0%
6730 · Mileage & Parking Reimbursement	320.83	800.00	(479.17)	40.1%
6740 · Postage & Delivery	2,032.39	9,000.00	(6,967.61)	22.6%
6745 · Banking & Service Fees	371.58	2,000.00	(1,628.42)	18.6%
6746 · Payroll Fees	2,370.00	12,000.00	(9,630.00)	19.8%
6750 · Printing & Reproduction	1,305.81	21,000.00	(19,694.19)	6.2%
6755 · Small Equipment	2,781.07	10,000.00	(7,218.93)	27.8%
6765 · Janitorial Supplies	3,024.13	15,000.00	(11,975.87)	20.2%
6770 · Operating Supplies	4,609.80	25,000.00	(20,390.20)	18.4%
6780 · Operating Software	489.98	1,500.00	(1,010.02)	32.7%
6790 · Hardware (Computers / Tech)				
6920 · Electricity	8,850.26	35,000.00	(26,149.74)	25.3%
6930 · Natural Gas	118.54	5,000.00	(4,881.46)	2.4%
6940 · Water & Sewage	2,242.76	5,000.00	(2,757.24)	44.9%
6950 · Refuse	1,401.60	5,000.00	(3,598.40)	28.0%
6960 · Products for Resale		5,000.00	(5,000.00)	
6970 · Equipment Lease & Rental	6,614.94	20,000.00	(13,385.06)	33.1%
7530 · County Tax Collection Fees		35,000.00	(35,000.00)	
Total OPERATING EXPENSES	90,256.19	291,300.00	(201,043.81)	31.0%
PROFESSIONAL & TECHNICAL				
7125 · Audit and Financial Consulting	11,739.29	60,000.00	(48,260.71)	19.6%
7130 · Legal Fees	74,629.79	25,000.00	49,629.79	298.5%
7135 · Technology Consulting		6,000.00	(6,000.00)	
7140 · Architectural & Engineering				
7145 · Collection Agency	366.95	2,000.00	(1,633.05)	18.3%
7155 · Consultants - Other	8,122.07	75,000.00	(66,877.93)	10.8%
7170 · Telecommunications	1,659.72	7,500.00	(5,840.28)	22.1%
7175 · Internet Service		35,000.00	(35,000.00)	
7180 · Technology Equipment	14,674.85	50,000.00	(35,325.15)	29.3%
7185 · Technology Maintenance Fees	27,777.57	20,000.00	7,777.57	138.9%
7190 · Website Development		3,000.00	(3,000.00)	
Total PROFESSIONAL & TECHNICAL	138,970.24	283,500.00	(144,529.76)	49.0%
PROGRAMS				
6200 · Youth Services	3,594.43	12,700.00	(9,105.57)	28.3%
6210 · Teen Services	766.80	5,000.00	(4,233.20)	15.3%
6220 · Adult Services	7,656.97	30,000.00	(22,343.03)	25.5%
6230 · Bob Lucas Branch Services	863.38	4,500.00	(3,636.62)	19.2%
6240 · Literacy Services	1,015.39	2,000.00	(984.61)	50.8%
Total PROGRAMS	13,896.97	54,200.00	(40,303.03)	25.6%
Total Expense	922,291.82	3,550,000.00	(2,627,708.18)	26.0%
Net Ordinary Income	(841,343.60)	(21,000.00)	(820,343.60)	4,006.4%
Net Income	(841,343.60)	(21,000.00)	(820,343.60)	4,006.4%

Altadena Library District
Balance Sheet
 As of September 30, 2018

Sep 30, 18

ASSETS	
Current Assets	
Checking/Savings	
Cash & Cash Equivalents	
Cash in Banks	
1021 · Chase General Acct...2951	733,045.22
1026 · Chase HY Svgs...6883	16,269.73
1041 · Chase HY Svgs...6875	130,849.83
Total Cash in Banks	880,164.78
Cash on Hand	
1080 · Petty Cash	500.00
1081 · Cash Register - Main	150.00
1082 · Petty Cash - Branch	100.00
1083 · Cash Register - Branch	100.00
Total Cash on Hand	850.00
Cash with County	
1010.00 · Cash in County Treasury	1,749,356.51
1013 · FMV - COLA Funds	(36,829.67)
Total Cash with County	1,712,526.84
Total Cash & Cash Equivalents	2,593,541.62
Total Checking/Savings	2,593,541.62
Other Current Assets	
1410 · Property Tax Rec - Unsecured	26,226.83
Total Other Current Assets	26,226.83
Total Current Assets	2,619,768.45
Fixed Assets	
Capital Assets	
Accumulated Depreciation	
1800 · Accum Depr (S & I)	(1,118,428.14)
1900 · Accum Depr (FF & E)	(15,846.24)
Total Accumulated Depreciation	(1,134,274.38)
Depreciable Assets	
1550 · Structures & Improvements	1,712,098.10
1700 · Furniture, Fixtures & Equipment	79,965.35
Total Depreciable Assets	1,792,063.45
Non-Depreciable Assets	
1500 · Land	77,280.28
1510 · Artwork	102,500.00
Total Non-Depreciable Assets	179,780.28
Total Capital Assets	837,569.35
Total Fixed Assets	837,569.35
Other Assets	
Deferred Outflows of Resources	
1990 · DOR - Pension Contributions	180,238.00
1991 · DOR - Pension Related	524,894.00
1993 · DOR - OPEB Related	7,322.00
Total Deferred Outflows of Resources	712,454.00
Total Other Assets	712,454.00
TOTAL ASSETS	4,169,791.80

Altadena Library District
Balance Sheet
As of September 30, 2018

Sep 30, 18

LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	10,942.41
Total Accounts Payable	10,942.41
Credit Cards	
2010 · UMB Card Services...3219	76,651.54
Total Credit Cards	76,651.54
Other Current Liabilities	
2005 · Other Accrued Expenses	
2050 · Accrued Vacation Payable	70,967.15
Total 2005 · Other Accrued Expenses	70,967.15
2100 · Payroll Payable	
2100.09 · Disability Insurance	(157.20)
Total 2100 · Payroll Payable	(157.20)
Total Other Current Liabilities	70,809.95
Total Current Liabilities	158,403.90
Long Term Liabilities	
Deferred Inflows of Resources	
2601 · DIR - Pension Related	274,678.00
Total Deferred Inflows of Resources	274,678.00
2700 · Net Pension Liability	2,302,407.00
2701 · Net OPEB Liability	1,089,770.00
Total Long Term Liabilities	3,666,855.00
Total Liabilities	3,825,258.90
Equity	
3300 · Retained Earnings	1,185,876.50
Net Income	(841,343.60)
Total Equity	344,532.90
TOTAL LIABILITIES & EQUITY	4,169,791.80



Honoring the past, cultivating the present, empowering the future

**AGENDA
Regular Meeting**

Board of Library Trustees – Altadena Library District
Community Room – Main Library - **October 22, 2018** – 5:00 p.m.

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

CALL TO ORDER

Trustee Kahn called the meeting to order at 5:03 P.M.

https://youtu.be/qnS4FDg_LV0?t=2

ROLL CALL:

- a) Terry Andrues
- b) Ira Bershatsky
- c) Betsy Kahn, President
- d) Gwendolyn McMullins, Secretary - **Absent**
- e) Armando Zambrano - **Absent**

https://youtu.be/qnS4FDg_LV0?t=12

ADOPTION OF THE AGENDA https://youtu.be/qnS4FDg_LV0?t=37

Public Comment:

Mark Mariscal requested that the Reports of the Support Groups be moved forward in the agenda before Public Communication.

Trustee Kahn requested a motion to move the reports of the support groups up before item 3, public communication

Moved by Trustee Andrues to adopt the agenda with the change of moving the report of the support groups before item 3.

Second by Trustee Bershatsky

Aye: Trustee Andrues, Trustee Kahn, Trustee Bershatsky

No:

Abstain:

Absent: Trustee Zambrano, Trustee McMullins

REPORTS OF SUPPORT GROUPS (5 minutes) https://youtu.be/qnS4FDg_LV0?t=126

- f) Altadena Library Foundation
Cynthia Carmona, President of the Altadena Library Foundation, reported.

- g) Friends of the Altadena Library

Mark Mariscal, President of the Friends of Altadena Library, reported.

PUBLIC COMMUNICATION https://youtu.be/qnS4FDg_LV0?t=409

Individuals may address the Board regarding any item of Library business on or not on the agenda.

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

Public Comment:

Rene Amy

Dale Gronemeier

PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS

https://youtu.be/qnS4FDg_LV0?t=841

Public Comment:

Rene Amy

New Hires/Promotions/Transfers:

Estella Terrazas - promoted to Public Services Director - September 10, 2018

Resignations/Terminations:

Ryan Roy - Acting District Director - September 21, 2018
Mindy Kittay - District Director - September 28, 2018

FINANCIAL REPORTS https://youtu.be/qnS4FDg_LV0?t=938

h) **Financial reports for August 2018 (INFORMATION/ACTION) (10 Minutes)** Page #

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

Public Comment:

Rene Amy

Trustee Kahn requested a motion to receive and file the financial reports

Moved by Trustee Bershatsky to receive and file the financial reports

Second by Trustee Andrues

Aye: Trustee Bershatsky, Trustee Andrues, Trustee Kahn

No:

Abstain:

Absent: Trustee Zambrano, Trustee McMullins

CONSENT CALENDAR (5 Minutes) https://youtu.be/qnS4FDg_LV0?t=1128

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

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

- i) Approval of Minutes – Special meeting held September 26, 2018, Page #
- ii) Statistical Reports – YTD – September 2018, Page #
- iii) Departmental Monthly Reports – September 2018, Page #

Public Comment:

Rene Amy

Trustee Kahn requested a motion to approve the items and recommended actions on the consent calendar

Moved by Trustee Bershatsky to approve the items and recommended actions on the consent calendar

Second by Trustee Andrues

Aye: Trustee Bershatsky, Trustee Kahn, Trustee Andrues

No:

Abstain:

Absent: Trustee Zambrano, Trustee McMullins

CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

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

NEW BUSINESS https://youtu.be/qnS4FDg_LV0?t=1325

a) Request for early closure at 2pm on 12/8/18 for Christmas Tree Lane Winter Festival (INFORMATION/ACTION)

Public Comment: Rene Amy

Stella reported on the request for early closure. She noted the expansion of the plans and activity for the Christmas Tree Lane Association event.

Trustee Kahn requested a motion to approve the early closure at 2 p.m. on December 8th.

Moved by Trustee Bershatsky to approve the early closure at 2 p.m. on December 8th.

Aye: Trustee Bershatsky, Trustee Kahn, Trustee Andrues

No:

Abstain:

Absent: Trustee Zambrano, Trustee McMullins

b) Compensation Adjustment for Interim District Director (INFORMATION/ACTION)

https://youtu.be/gnS4FDg_LV0?t=1542

Public Comment: Mark Mariscal, Rene Amy

Trustee Kahn provided clarification regarding the titles of Acting vs Interim Director and reported on the compensation increase.

Trustee Kahn asked for a motion to approve the personnel action to increase Estella Terrazas compensation from Public Services Director Step 1 to District Director Step 1.

Moved by Trustee Bershatsky to approve the personnel action to increase Estella Terrazas compensation from Public Services Director Step 1 to District Director Step 1.

Second by Trustee Andrues

Aye: Trustee Bershatsky, Trustee Kahn, Trustee Andrues

No:

Abstain:

Absent: Trustee Zambrano, Trustee McMullins

CLOSED SESSION https://youtu.be/gnS4FDg_LV0?t=2071

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

- j) CONFERENCE WITH LEGAL COUNSEL RE EXISTING LITIGATION
Pursuant to Government Code Section 54956.9(d)(1)
Kittay v. Altadena Library District, et al.

Public Comment: Dale Gronemeier, Rene Amy

The board went into closed session at 5:45 p.m.

RECESS BACK INTO OPEN SESSION https://youtu.be/gnS4FDg_LV0?t=2504

The board came out of closed session at 7:21 p.m.

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

No reportable action.

OLD BUSINESS https://youtu.be/gnS4FDg_LV0?t=2522

- k) Update from Ad-Hoc Subcommittee to fill interim District Director Position (INFORMATION/ACTION)

Public Comment: Rene Amy

Trustee Kahn reported on the status of the ad-hoc subcommittee, noting that the subcommittee has interviewed candidates to fill a long-term interim director position. She also noted that the committee is conducting research on the process.

Trustee Andrues provided additional comment.

CORRESPONDENCE, Page #

REPORTS OF TRUSTEES https://youtu.be/gnS4FDg_LV0?t=2833

Trustee Andrues

Trustee Bershatsky

Public Comment: Dale Gronemeier

Trustee Kahn asked Mr. Gronemeier not to speak at that time.

Trustee Kahn declared the meeting recessed at 7:28 p.m.

Meeting brought back into session at 7:31 p.m.

Trustee Kahn noted that she would ask any disruptive individuals to leave if necessary.

Trustee Bershatsky continued.

AGENDA ITEMS FOR FUTURE AGENDAS https://youtu.be/gnS4FDg_LV0?t=3475

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

Public Comment: Rene Amy, Dale Gronemeier

ADJOURNMENT https://youtu.be/qnS4FDg_LV0?t=3793

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

Trustee Kahn asked for a motion to adjourn

Moved by Trustee Andruet to adjourn the meeting

Second by Trustee Bershatsky

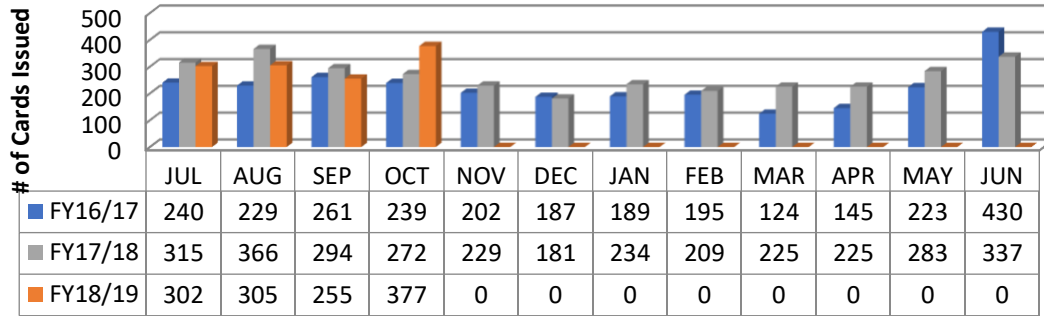
Public Comment: Rene Amy

Trustee Kahn asked the Trustees if they had any items for future agendas

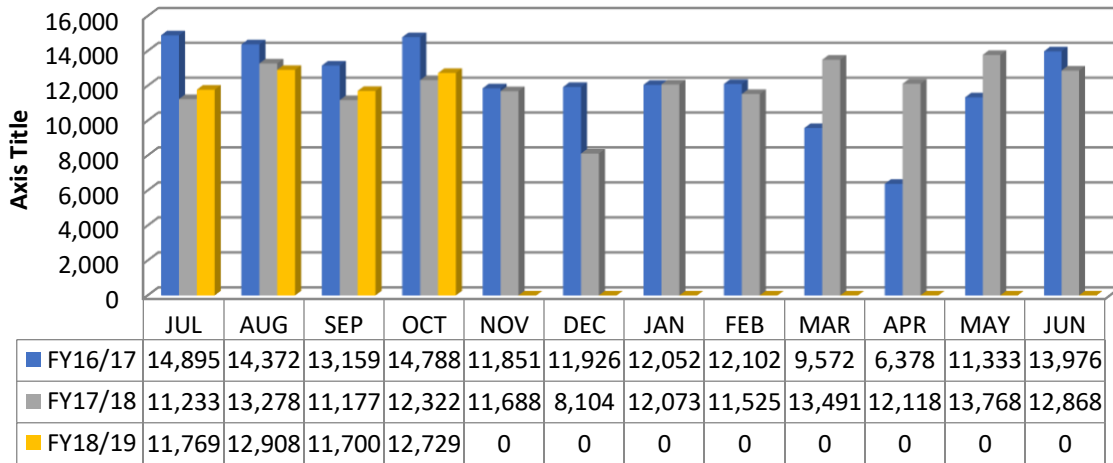
Hearing none, Trustee Kahn adjourned the Meeting at 7:44 p.m.

Statistical Graphs for the Month of October 2018

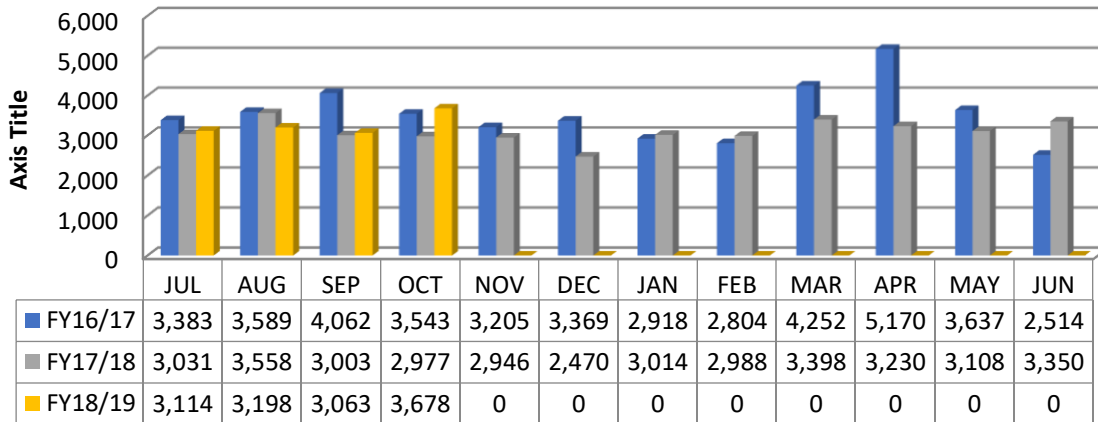
New Cards Issued



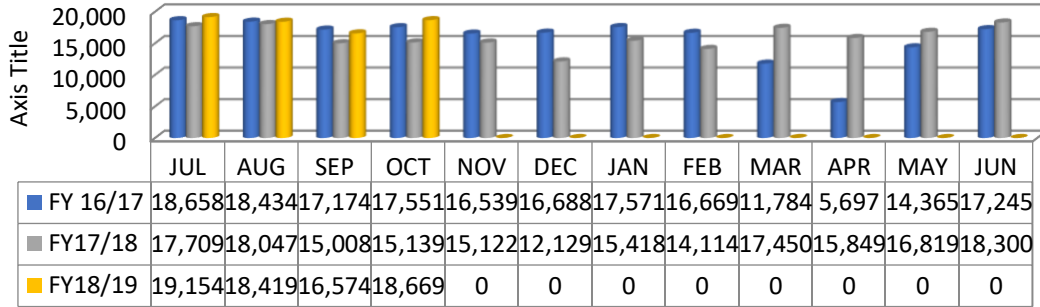
Visitors - Main



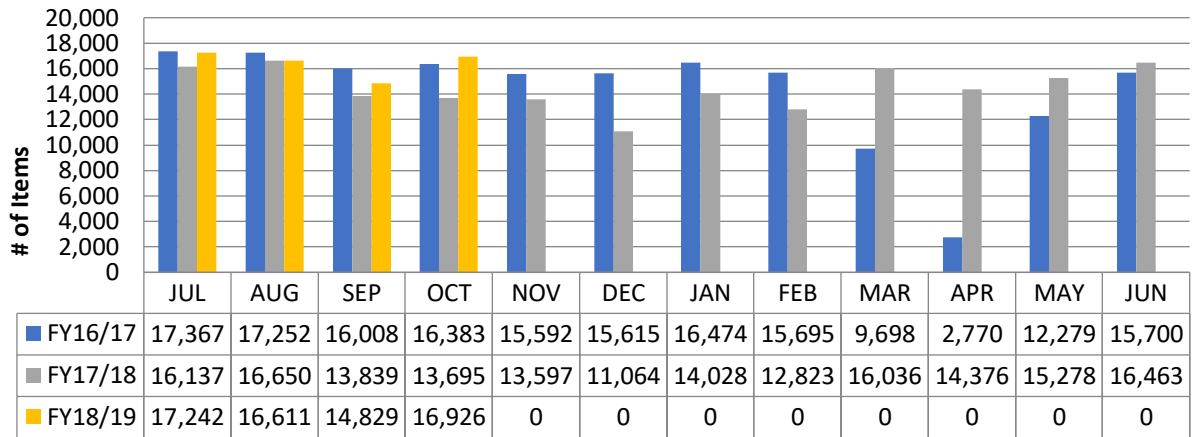
Visitors - Branch



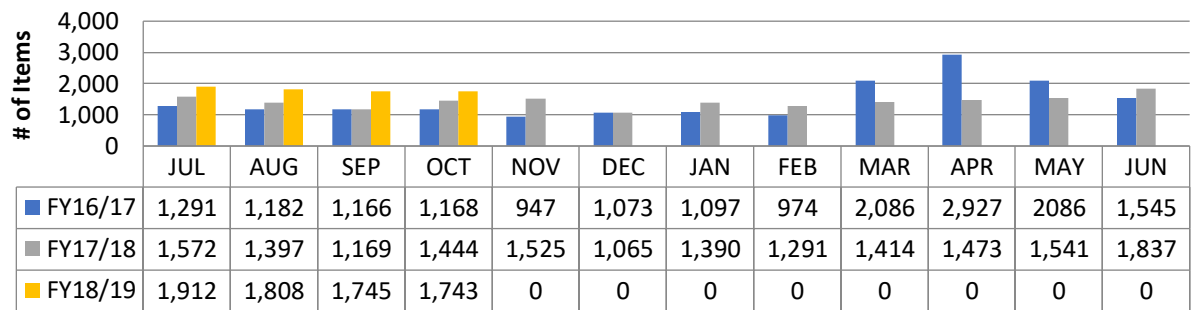
Items Checked Out



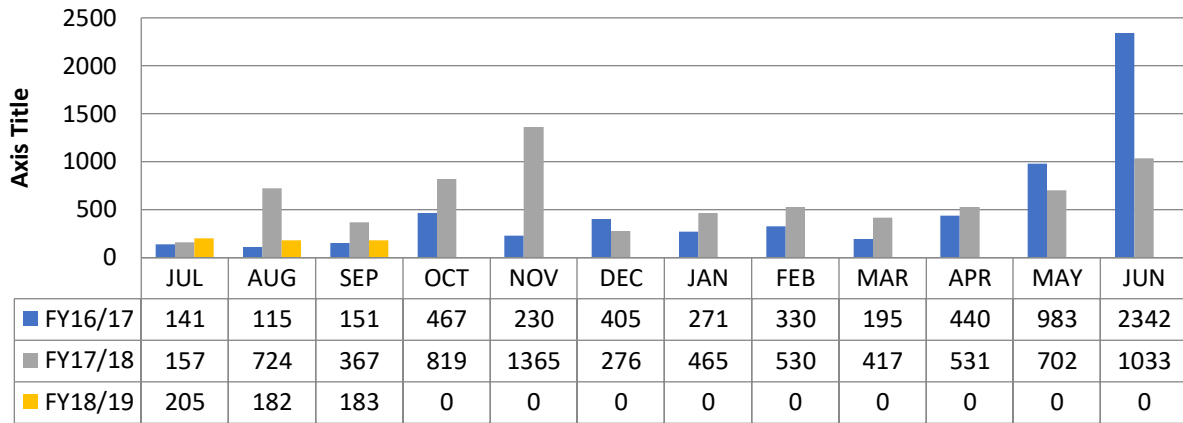
Circulation Main



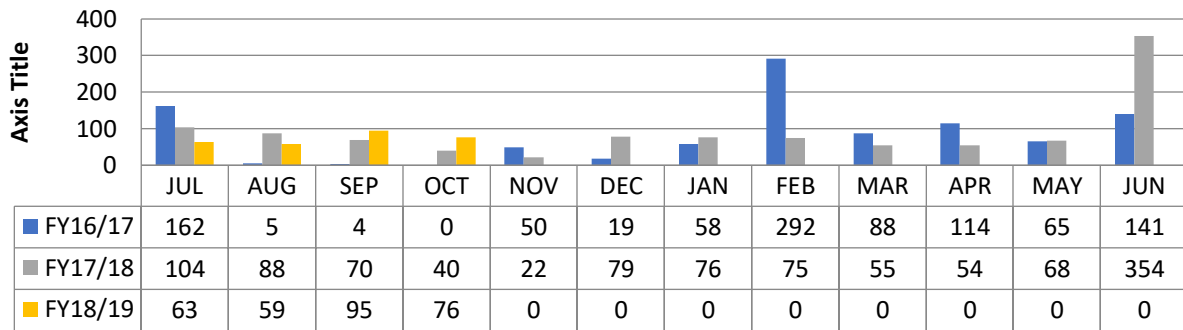
Circulation Branch



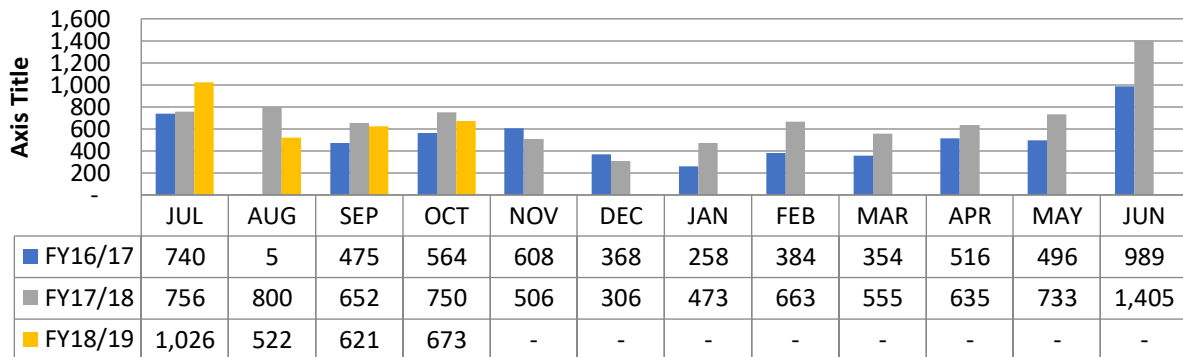
Adult Program Attendance



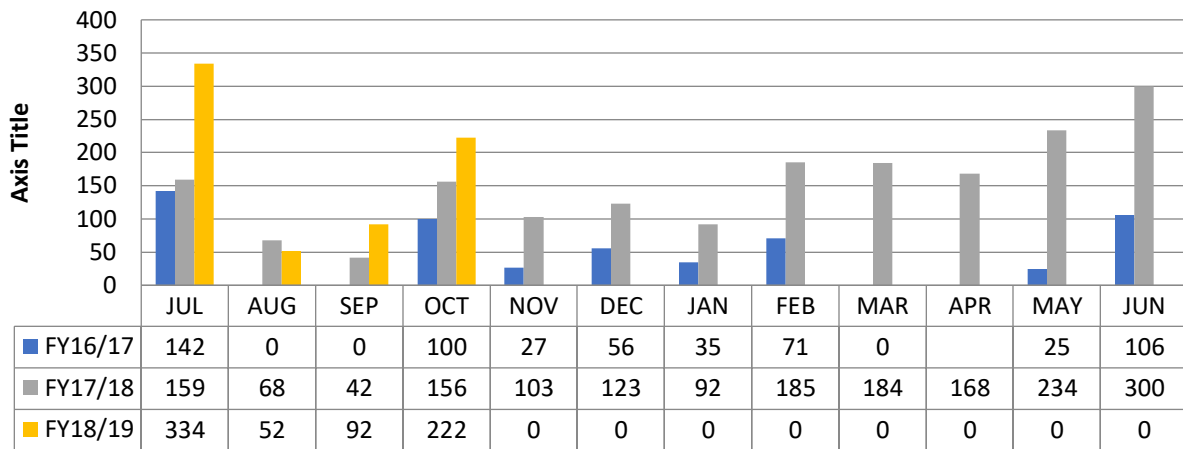
Young Adult Program Attendance



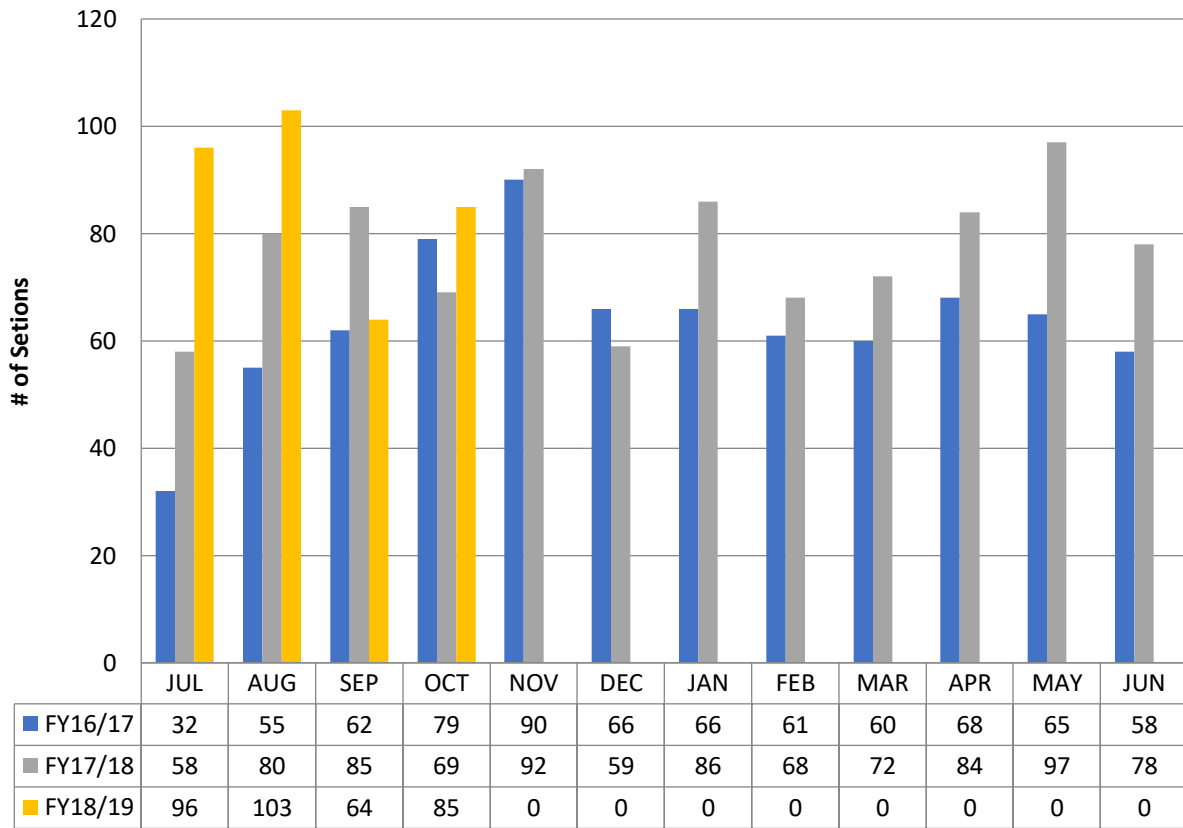
Childrens Program Attendance



Branch Program Attendance



Literacy Tutor Sessions



October Technology News

We are evaluating our security camera feeds and have determined we need to deploy four more external security cameras. The rewiring of the security cameras to the MDF will be done in-house in October. Deployment of the four additional cameras, adjustment of existing cameras, and termination of in-house wiring will be done by our existing closed-circuit television and alarm vendor. Vendor labor costs for re-terminating existing wiring exceeded expectations; therefore, we are in the process of performing the re-terminating in house.

Altadena Library District started the process of RFID tagging the existing collection as of the last week of August and coordinated with book vendors to start receiving incoming materials with properly formatted RFID tags. The RFID project expected completion has been extended to the first week of February.

As of the first week of October, we extended computer usage time to 5-hour sessions with an additional hour upon logout and login. The Main Library computer fleet at 600 E. Mariposa never reaches full utilization. This extension in session duration was a trial to leverage the benefit of the District's robust desktop, Chromebook, and laptop fleet. The time extension resulted in no negative feedback or queue's; we are going to keep this upper limit for the time being and will consider removing time limits completely.

Oculus Go pilots have been deployed at both Libraries. At the end of January, we will evaluate utilization by number of checkouts indicated in the integrated library system and feedback the staff have received to determine if we will keep the existing units in place or expand on the fleet.

We are in the process of applying for a grant for telescope hardware for an ongoing astronomy program at the Main Library and we may file for other hardware under this same grant source to expand on the Districts program offerings.

Information on the grant program can be found here:

<http://www.cpuc.ca.gov/General.aspx?id=6442457502>

Miscellaneous Notes:

The Library is in the process of developing a new website and the prototype will soon be ready for patron focus groups.

The Library is evaluating an expansion of its 3D printer fleet.

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

The Library is evaluating digital holography for in house and external signage.

At the Main Library, the Lenovo Laptops now sport Linux Mint 19 instead of Windows 10.

Bob Lucas Branch | October 2018 Report

Library News

Programs

October was an active month here at the Bob Lucas Library with regular and special programming, as well as, with a couple new initiatives for teens and adults.

Over 100 babies, toddlers and caretakers enjoyed a month long of festive songs and spooky stories to celebrate the fall season and Halloween. Our baby-aged group concluded each session with an adorable Halloween craft, where babies' footsies were painted and stamped to produce an adorable Halloween themed card. And, in the spirit of dressing up, our toddlers were treated to Super Hero Storytime with a story about a Bunny who dons an amazing super hero outfit. Afterwards, our tots had the opportunity to make their own super hero capes and then enjoyed a bit of imaginative play. As always, our aim for storytime is to encourage reading and early literacy skills, which produce phonological awareness, increased vocabulary, letter awareness and more. Additionally, we offer crafts at the end of each session to encourage further interaction between caretakers and children.

Crafternoons this month was popular, with over 30 people attending our event! Kids (and parents) loved making Halloween themed mason jars. Using some paint, chalk tape and a LED tea light, kids took home a great decoration for their porch. Later in the month, Mikayla from the Main branch led our **Adult Craft** program this month by teaching crocheting. A small group attempted to master the basics with a beginner pumpkin coaster pattern. Each participant was supplied with their own ball of yarn, crochet hook and needle to complete the project.

The library was a packed house this month for a **Special Halloween Program** with the *Buster Balloon Show*. Over 60 kids and adults were treated to a fantastically, ghoulish performance with balloon creatures, a zombie puppet named Emma and a grand finale of a GIANT (human-sized) balloon that nearly swallowed our guest performer! Thank you Buster Balloon!

The Bob Lucas Library introduced **Teen Programming** this month with test preparation events. Teens spent a couple of their Saturday mornings this month by taking the ACT and SAT practice tests. *MeriEducation*, a test-prep and tutoring provider, proctored and scored the tests for the students. In December, the Branch will be open on a Saturday morning for teens interested in attending a three-hour workshop to home in on test taking strategies. The practice tests and workshop will be offered again in 2019.

"I really appreciate the library providing this opportunity for students in our area to practice the tests." Altadena Parent

Collection Management: RFID Tagging

Early in the month, the Bob Lucas staff completed the RFID encoding and tagging process for all the items that are on shelf! Rebecca has been assigned to tag and encode all new arrivals and any materials returned to the library without tags. Her workstation has been made the permanent tagging and encoding station for Branch materials.

Spanish Language Bookfair

I had an opportunity to meet children's and adults book distributors that specialize in Spanish language materials at the 2018 Spanish Language Book Fair hosted by the Anaheim Public Library. I purchased a few items for our Spanish collection as well. The highlight of the event was winning a raffle prize: an assortment of Spanish language books!

Literacy News

New Program: Conversation Classes

Beginning Tuesday, October 23, 2018, the Adult Literacy Program will now include a weekly English Conversation Group. The group is facilitated by a volunteer with ESL experience and is held every Tuesday, from 10:30am-noon. This conversation group welcomes those who wish to improve their pronunciation, speaking and listening skills.



Adult Services October 2018 Board Report

October was an exciting month here at the Altadena Library District, filled with programs, classes, activities, and events at the Library. Here are a few highlights:

We hosted two artists this month: Andrew Robinson who also displayed in September and sculptor, Mary Veselich. Ms. Veselich's sculptures are of succulents in pots that work to create "gardens". These life-like sculptures have been known to have passer-by's do a "double-take" to see if they are real. This tradition of "are they real" continued as they were on display in the glass displays and throughout the library.



In the arena of performing arts: ballroom dance class continued this month on Tuesday evenings with The Connected Dancer, final performance of the storytelling Jam took place on Saturday, October 6th where writers and storytellers were able to share the projects that they had been working on all summer.

Second Saturday's relaunched on Saturday, October 13th with Upstream, Southern California's premier live Reggae, Soca, and Caribbean band. This festive party had food from El Patron for sale on the patio and Altadena Ale & Wine House sold drinks inside.

The seed library continued on October 6th where discussion of best practices for growing plants in Southern California dominated discussions. By knowing what worked and didn't this summer, patrons will be better prepared to grow, grow, grow in Summer 2019.

A new librarian, Kathleen Sullivan, joined adult services. She most recently comes from managing a small library within a bigger system and is excited to be a part of the Altadena Library District team.

Children's Board Report

October 2018

The spookiest of seasons was upon us—as evidenced by basically all of our Halloween books being checked out by October 2.

This October, the children's department hosted 21 different programs for patrons aged 0-5 and their caregivers, serving 546 patrons. We also hosted 11 programs for K-5th graders and their caregivers, serving 127 patrons. We visited or were visited by 2 schools and saw 67 students and teachers. This included a special visit by our friends at Mission: Renaissance who brought a Halloween-themed art lesson to the community room.

On October 12, we went to a Summer @ Your Library training, hosted by the California State Library and focusing on outreach and inclusion in summer programming. We came away with a lot of great ideas on ways to reach further and wider in the community that we serve, along with ways to be more intentionally inclusive in our programming. We look forward to seeing how this impacts our 2019 Summer Reading program, along with the rest of our programs and events here at the library.

We also attended the REFORMA book fair in Anaheim, CA. REFORMA is the arm of the American Library Association that is dedicated to library service to Spanish-speaking and Latinx library users. Our LA, Amanda, was able to meet with vendors of Spanish-language books and to network with other librarians, publishers, and booksellers.

Our librarian, Christina, was also selected to train as a facilitator for the Supercharged Storytimes training offered by OCLC. The program is designed to “boost your storytimes to a new level through a heightened awareness of the VIEWS2 study research and the value of story times, and by the intentional incorporation of early literacy components into the activities you do in storytime.” As a facilitator, we will be learning both how to “supercharge” our own storytimes and how to train others to do the same. The training will run through November, and we are excited to bring these principles to bear in our practice and programming.

We are also making good progress in our continuing collection development and maintenance projects. We are very happy to report that a majority of non-fiction books published before the year 2000 have been evaluated for their usefulness, condition, and current accuracy and those who did not meet our standards have been weeded. This included a book published in 2001 about the future of the various missions to Mars whose prognosticating ended at 2013. Weeding is vital to our library's health and to our commitment to public service, and it is a role that we are committed to wholeheartedly.

Board Report October 2018

Teen Services

The school year is in full swing during October with lots of great opportunities for Altadena teens. We had our first Great Stories Club meeting with teens discussing race and privilege. Each went home with a copy of our first book to read and discuss in November. Several teens enjoyed making burgers and fries with the smells permeating the library making everyone hungry. The Teen Service Club selected a project to aid the Pasadena Humane Society. They look forward to benefiting many different animals.

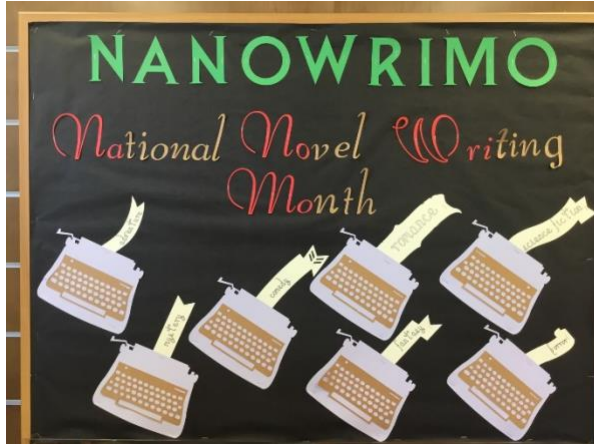


As I mentioned in my last board report, I have been focusing on creating relationships Eliot Arts Middle School, John Muir High School, Aveson Charter School, and Waldorf School. Progress has been made with 10 different classes visiting the library introducing over 200 teens to the services the library offers. Many of these teens have been back to attend programs or just hang out. I was also able to visit Aveson and teach one of their classes how to access our ebooks. Oak Knoll Montessori Middle School also stopped by the library for a demonstration on how to use databases.

During October, I was able to attend several webinars to help me provide better services. One was about Social Activism in YA literature which will be especially helpful for me as I guide the Teen Service Club in the completion of their project. Several of us were able to attend a Summer at Your Library training sponsored by the California Library Association. Since the two seasons in youth librarianship are Summer Reading and Summer Reading Preparation, I'm excited to utilize what I learned and make next summer better than ever.

The ongoing project to increase the size of the graphic novels has progressed nicely. I adjusted the percentage of my budget spent on graphic novels, created a list of titles I want to purchase, and set about clearing room for them. I weeded my fiction collection of titles that haven't been circulating. Audiobooks were shifted to their new location on the slatwall. This provided 8 more shelves for graphic novels to expand to. While there will be some minor shifting over the next few months, the large-scale shifts have been settled down for a while. I also created a list of books that haven't yet circulated and set about creating little cards to make these books pop. Hopefully, we can encourage more usage of this small subset of the collection.

One new addition to the Teen Space is our chalkboard stickers. I've now posed 2 questions to my teens with great results. As you can see the question "Marvel or DC?" Received quite a lot of response! I also updated my bulletin board ahead of schedule to celebrate the fact that November is National Novel Writing Month (NaNoWriMo).



This has been a great month for Teen Services. I'm excited about so many things that we've been able to accomplish and will accomplish soon. I look forward to sharing what we've been doing in our November board Report.



**BOARD OF LIBRARY TRUSTEES
INTERIM DIRECTOR'S REPORT for October 2018**

DEPARTMENT: District Director
November 26, 2018

MEETING DATE:

PREPARED BY: Estella Terrazas
Community Room

LOCATION:

RFID Update

- Staff completed tagging and encoding the entire collection of on-shelf materials at Bob Lucas.
- A total of over 6,000 items are now ready to be used with RFID equipment!

Professional Development Day

- Staff participated in the annual staff development day. The day began with a keynote speaker, Michael J. Kouri and a warm breakfast. Kouri spoke about Altadena and Pasadena's famous departed individuals. Staff then traveled over to the Mountain View Mausoleum for a historical tour with Denny Dormandy. Last, but, not least on the agenda, was teambuilding at Universal Studios. Twenty-three staff members took a tour together of the Studio's lot and enjoyed an afternoon of camaraderie and fun!

Filming

- The Netflix Miniseries, *Unbelievable*, rented the back portion of Marioposa's parking lot for their commissary and we recieved \$1,400.00 in exchange!

Mariposa Address

- We discovered that our address on file with Los Angeles County did not match our property number for the Mariposa location of the Altadena Library. Our address on file with the County was 626 E. Mariposa, not 600.
- Furthermore, in the process of obtaining building permits with Los Angeles County for our new HVAC system in the new MDF room, Facilities and Building Projects Manager, Jonathan Arevalo, noticed that we had open permits. The permits reflected our address of 600 E. Mariposa and the owner of the property listed was the Archdioceses of Los Angeles.
- While entering the AIN (Assessor's Identification Number) in the county Website, Jonathan discovered that the AIN reflected the 626 E. Mariposa St address. Upon entering our address of 600 E. Mariposa, the county's website's map showed the physical location of the Roman Catholic school Sacred Heart. The Sacred Heart

Church and former school are located on Lincoln and Mariposa. Building permits for the school had lapsed and the county was not going to allow us to pull new permits and then the county realized they had an error on their end.

- According to properties and mapping, the county now recognizes 600 E. Mariposa and 626 E. Mariposa as the same location, i.e. the Altadena Library.
- See referenced documents in this package.

7-9-67
**Altadena Library
Board Buys Land**

Altadena Library District has purchased the property of Mrs. Frances Riccardi, 626 E. Mariposa St., as a possible site for Altadena's main library.

Announcement of the acquisition was made by Dr. Seth B. Nicholson, president of the library board.

The property, on the southwest corner of Mariposa and Santa Rosa Avenue, is approximately 226 by 285 feet. There are no immediate plans to build on the site, Dr. Nicholson said.

"If something even more suitable should be offered, or enlargement of the present location prove feasible, the board is not committed to build on Mariposa," he said.

In the last five years, Altadena's book circulation has increased more than 50 per cent and present facilities are crowded. The main library on Lake Avenue, between Mendocino and Beverly Way, is too small to allow enlargement of the building to meet the anticipated demands of the next 10 years, he said.

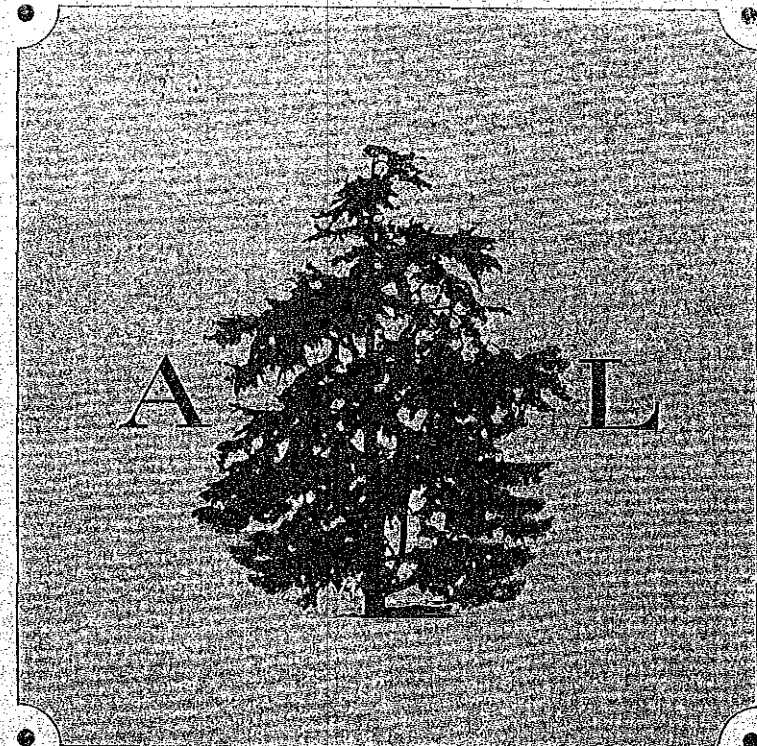
OPEN HOUSE

The Board of Trustees, the Staff and Friends of the Library cordially invite you to the Open House of the new

ALTADENA PUBLIC LIBRARY

600 East Mariposa Street, Altadena, California

September 10, 1967
2 p.m. to 5 p.m.



From: Jose Mandanas <JMANDANAS@dpw.lacounty.gov>

Sent: Wednesday, October 10, 2018 3:06:09 PM

To: Jonathan Arevalo

Cc: Marc Cecena; Brandon Price; Stephanie Lwe

Subject: Altadena Library,,,,600 E Mariposa Ave

Good afternoon Jonathan,

Thank you for notifying us about the address discrepancy related to the Altadena Library. There are two valid addresses for the Altadena Library Parcel identified as AIN #5840-010-900 and they are:

600 East Mariposa Street
Altadena, CA 91001

626 East Mariposa Street
Altadena, CA 91001

The Assessors has the address 600 East Mariposa St pointing to a parcel (AIN #5829-031-037) whose address should have been 600 WEST Mariposa St and not East.

We will notify the Assessor to correct the issue and also fix our records accordingly.

Feel free to call me if you have any questions.

Thank you,

Jose K Mandanas
Supv Cadastral Engineer II
Los Angeles County Public Works
Office: (626)458-7081
Fax: (626)289-3618



HOLIDAYS AND CLOSURES FOR 2019

New Year's Day	Tuesday	January 1
Martin Luther King Jr. Day	Monday	January 21
Presidents' Day	Monday	February 18
Memorial Day	Monday	May 27
Independence Day	Thursday	July 4
Labor Day	Monday	September 2
Columbus/Indigenous Peoples Day (Professional Development Day)	Monday	October 14
Veterans Day	Monday	November 11
Thanksgiving Day	Thursday	November 28
Day After Thanksgiving	Friday	November 29
Flexible Holiday	Monday	December 23
Christmas Eve Holiday	Tuesday	December 24
Christmas Day Holiday	Wednesday	December 25

Early Closure

Thanksgiving Eve	Wednesday 5 pm	November 27
Christmas Tree Lane Lighting	Saturday 2 pm	December 14
New Year's Eve	Tuesday 5 pm	December 31

November 21, 2018

**MEMBERS OF
THE STAFF
ASSOCIATION:**

Hector Acosta
Melissa Aldama
Mikayla Arevalo
Helen Cate
Chloé Cavelier d'Esclavelles
Carlene Chiu
Victoria Escobar
Nicole Fabry
Yuni LaFontaine
Christina McTighe
Helen Milner
Rebecca Moreton
Yvonne Nguyen
Mark Parsons
Kate Shumaker
Katie Sullivan
Amanda Toledo
Diana Wong

OUR MISSION:

To promote staff welfare, good feelings and fellowship among staff members; To maintain close cooperation with the Director and Board of Library Trustees in all library policies; To further the interests of the library staff and the library profession; To assist in making the library an effective agency in the community

Dear Altadena Library District Board of Trustees,

We are writing to you as the Staff Association of the Altadena Library District. We are a group of non-exempt staff members from a variety of departments and positions.

It is our understanding that Stella accepted the position of Interim Director with the caveat and expectation that this would not be a long-term or permanent position, and that the Board would be looking for a long-term Interim or Permanent Director.

Based on your report from the October 22, 2018 board meeting, we get the sense that you are moving forward in looking for and interviewing candidates for this position. On that note, we have a couple of questions that we, as a Staff Association, would appreciate being addressed:

- What is your expected timeline for the search process, and what level of transparency/input can Staff expect as you move forward in the process? Does the Board anticipate hiring an Interim Director, or are you looking to move straight into a search for a permanent Director?
- What powers and decision-making abilities will a long-term Interim Director be endowed with? That is, how would the role of an Interim Director differ from that of a permanent Director?
- What criteria will you be using in your search for either type of position and how will you evaluate their performance? Do you anticipate seeking staff involvement or feedback, or bringing in any outside input for a hiring panel (e.g., other local library directors, County officials, etc.)?

As library staff, we seek to serve the community and all of our patrons to the best of our abilities – to make plans for our departments and collections that are in keeping with the vision and direction of the Library District – and we have felt somewhat stuck in place as we have waited to see what decisions the Board would make in regards to our leadership. In seeking answers to these questions, we are seeking direction and confidence in our organization, and an idea of what we can expect from our place of employment.

We would sincerely appreciate your responses, and we invite a representative from the Board of Trustees to our next Staff Association meeting on **Wednesday, November 28, at 9:15am** in the Teen Space for further discussion.

Sincerely,

Kate Shumaker
President