



Honoring the past, cultivating the present, empowering the future

**AGENDA
Regular Meeting**

Board of Library Trustees - Altadena Library District
Community Room – Main Library – **December 10, 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) Jason Capell
- c) Katie Clark
- d) Betsy Kahn, President
- e) Gwendolyn McMullins, Secretary

3) ADOPTION OF AGENDA

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

4) PUBLIC COMMUNICATION

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

5) REPORTS OF SUPPORT GROUPS

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

6) FINANCIAL REPORTS

- a) **Financial reports for October 2018 (INFORMATION/ACTION) Page #3-14**
Recommended Action: The Board of Library Trustees hereby receives and files the Financial Reports.

7) CONSENT CALENDAR

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

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

- i) Approval of Minutes – Regular Meeting held November 26, 2018, Page #15-17
- ii) Statistical Reports – YTD – November 2018, Page #18-21
- iii) Departmental Monthly Reports – November 2018, Page # 22-29
- iv) District Director's Report – November 2018, Page #30-31
- v) Board of Trustees Meeting Calendar for 2019 Page #32

8) CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

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

9) OLD BUSINESS

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

10) NEW BUSINESS

- a) Ceremonial Swearing-in of New Board Members (INFORMATION/ACTION)

- b) Election of Officers (INFORMATION/ACTION)
- c) Review of State Minimum Wage Increase and Updated Salary Schedule (INFORMATION)Page#33-34
- d) Presentation of Altadena Library District Final Draft of the Annual Financial Report for FY 17/18, conducted by Nigro & Nigro, presented by Paul Kaymark of Platinum Consulting Group (INFORMATION/ACTION)Page#35
- e) Committees Constitution and Membership (INFORMATION/ACTION)

11) CLOSED SESSION

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

- a) CONFERENCE WITH LEGAL COUNSEL RE EXISTING LITIGATION
Pursuant to Government Code Section 54956.9(d)(1)
Kittay v. Altadena Library District, et al.
- b) PUBLIC EMPLOYEE APPOINTMENT
Pursuant to Government Code section 54957
Title: Interim District Director
- c) Conference with Labor Negotiators Pursuant to Government Code Section 54957.6
Unrepresented Employee: Interim District Director
Agency Designated Representative: Betsy Kahn, President of the Board of Trustees

12) RECESS BACK INTO OPEN SESSION

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

- 14) Adopt Resolution 201813 - "A Resolution Appointing _____ as Interim District Director Pursuant to the 180-Day Waiting Period Exception and Approving Employment Agreement."
(Information/Action)Page#36

15) REPORTS OF TRUSTEES

16) AGENDA ITEMS FOR FUTURE AGENDAS

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

17) 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: December 10, 2018

PREPARED BY: Nicole Fabry

LOCATION: Community Room

TITLE: Summary Report of Financial Statements for October 2018

OCTOBER 2018 FINANCIAL STATEMENTS

The following financial reports are for the month of October 2018. The financial statements are unaudited. The auditors have completed their work on the Financial Audit for the Year Ended June 30, 2018, and their findings are included in this board package. A presentation on the final report is scheduled for this Board Meeting.

As indicated on this report, actual year-to-date expenditures exceed actual year-to-date revenues reflecting a net income of $-\$1,107,750.14$. ALD cash and cash equivalents are $\$2,348,006.16$.

Please note that all actual variances (increases/decreases) to the Budget are considered timing variances and the financials will not reflect a net excess until after January 2019 when we receive our first property tax installment.

REVENUE HIGHLIGHTS

The District currently has $\$2,348,006.16$ in cash and cash equivalents.
The (unaudited) net income for the month of October is $-\$266,237.93$.

Passport services, printing revenue, and rental income are exceeding budget expectations at 34.4%, 55.0% and 110% of budget, respectively.

PAYMENTS FROM SUPPORT ORGANIZATIONS

There were no payments from Support Organizations in October 2018.

EXPENDITURE HIGHLIGHTS

Paid in October were legal fees for the month of August 2018, totaling $\$44,122.10$ and placing us at 475% of our budget for FY18-19.

Any expenditures over 25% of the budget will be reviewed for recommended changes at the Mid-Year Budget Amendment.

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

	Jul - Oct 18	Jul - Oct 17	\$ Change	% Change
Ordinary Income/Expense				
Income				
DONATIONS AND GRANTS				
4710 · Friends of the Library	80.95		80.95	100.0%
4730 · Undesignated	6,370.15	521.07	5,849.08	1,122.5%
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	24,451.10	18,521.07	5,930.03	32.0%
FINES & FEES				
4305 · Fees	1,551.77	1,558.05	(6.28)	(0.4)%
4310 · MFM Revenue	4,403.40	2,071.97	2,331.43	112.5%
4340 · Passport Services Fees	41,281.00	34,498.69	6,782.31	19.7%
4350 · Sales of Products	323.00	2,911.55	(2,588.55)	(88.9)%
Total FINES & FEES	47,559.17	41,040.26	6,518.91	15.9%
INTEREST INCOME & ADJUSTMENTS				
4210 · Chase Bank	78.60	1,069.90	(991.30)	(92.7)%
Total INTEREST INCOME & ADJUSTMENTS	78.60	1,069.90	(991.30)	(92.7)%
OTHER REVENUE & ADJUSTMENT				
4915 · Rental Revenue	4,400.00	740.00	3,660.00	494.6%
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	17,019.65	(12,619.65)	(74.2)%
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	(9,339.39)		(9,339.39)	(100.0)%
Total 4040 · Prior-Year Unsecured	(9,339.39)	6,970.45	(16,309.84)	(234.0)%
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	738.17	1,988.31	(1,250.14)	(62.9)%
4250 · Change in Property Tax Accrual		(5,793.87)	5,793.87	100.0%
Total Property Taxes	17,814.20	93,502.71	(75,688.51)	(81.0)%
Total REVENUES	17,814.20	93,502.71	(75,688.51)	(81.0)%
Total Income	94,303.07	171,153.59	(76,850.52)	(44.9)%
Expense				
PERSONNEL RELATED EXPENSES				
5000 · SALARIES & WAGES				
5010 · Salaried	135,322.52	109,890.65	25,431.87	23.1%
5020 · Hourly	376,968.65	341,670.79	35,297.86	10.3%
Total 5000 · SALARIES & WAGES	512,291.17	451,561.44	60,729.73	13.5%

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

	Jul - Oct 18	Jul - Oct 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	38,920.51	34,695.88	4,224.63	12.2%
Total 5120 · Payroll Taxes (ER)	38,920.51	33,315.75	5,604.76	16.8%
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	9,079.23	11,406.93	(2,327.70)	(20.4)%
5210.02 · CalPers PEPRA (ER Contr)	27,438.44	29,419.26	(1,980.82)	(6.7)%
5218 · PERS Unfunded	116,139.00	30,601.96	85,537.04	279.5%
Total 5210 · PERS Retirement	152,656.67	71,428.15	81,228.52	113.7%
Total 5100 · Employer-Portion Taxes/Benefits	191,577.18	104,743.90	86,833.28	82.9%
5200 · Insurance				
5220 · Health Insurance	43,657.47	40,202.54	3,454.93	8.6%
5221 · Health Insurance - Retirees	23,699.55	25,180.80	(1,481.25)	(5.9)%
5230 · Dental Insurance	5,126.22	4,661.77	464.45	10.0%
5240 · Vision Insurance	1,501.68	1,799.14	(297.46)	(16.5)%
5260 · Life Insurance	534.10	370.86	163.24	44.0%
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	89,791.27	85,453.50	4,337.77	5.1%
Total 'PERSONNEL RELATED EXPENSES	793,659.62	641,758.84	151,900.78	23.7%
CAPITAL				
7320 · Structures & Improvements		73,390.00	(73,390.00)	(100.0)%
Total CAPITAL		73,390.00	(73,390.00)	(100.0)%
FACILITIES, GROUNDS & MAINTENAN				
7205 · Maintenance Contracts	1,874.28	19,148.17	(17,273.89)	(90.2)%
7210 · Building Maint & Repairs	6,659.05	14,101.90	(7,442.85)	(52.8)%
7220 · Landscape	863.02	7,928.15	(7,065.13)	(89.1)%
Total FACILITIES, GROUNDS & MAINTENAN	9,396.35	41,178.22	(31,781.87)	(77.2)%
LIBRARY MATERIALS				
6110 · Cataloging Expenses	10,079.43	7,576.28	2,503.15	33.0%
6115 · Electronic Databases & Subscrip	14,410.05	15,170.58	(760.53)	(5.0)%
6120 · Books	25,728.90	30,781.77	(5,052.87)	(16.4)%
6125 · Audio CD	1,943.08	4,830.17	(2,887.09)	(59.8)%
6130 · DVD's & Videogames	4,393.76	9,385.08	(4,991.32)	(53.2)%
6135 · Processing of Materials	2,559.65	10,617.08	(8,057.43)	(75.9)%
6140 · Periodicals	50.24	2,061.24	(2,011.00)	(97.6)%
6150 · Downloadables	7,589.51	5,996.20	1,593.31	26.6%
Total LIBRARY MATERIALS	66,754.62	86,418.40	(19,663.78)	(22.8)%
MISCELLANEOUS EXPENSE				
7510 · Miscellaneous Expense				
7540 · Trustee Election		10,084.06	(10,084.06)	(100.0)%
Total MISCELLANEOUS EXPENSE		10,084.06	(10,084.06)	(100.0)%
OPERATING EXPENSES				
6430 · Insurance-Gen, Prop, Liab, Eq	44,688.73	38,693.92	5,994.81	15.5%
6620 · Membership Dues & Subscriptions	11,802.45	5,041.60	6,760.85	134.1%
6625 · Training & Education	1,737.12	3,072.00	(1,334.88)	(43.5)%
6626 · Recruitment & Recognition	2,565.95	893.28	1,672.67	187.3%
6627 · Advertising / Marketing	1,687.89	2,478.11	(790.22)	(31.9)%
6710 · Meetings & Travel	2,456.24	2,800.98	(344.74)	(12.3)%
6730 · Mileage & Parking Reimbursement	609.54	252.37	357.17	141.5%
6740 · Postage & Delivery	3,658.04	2,663.16	994.88	37.4%
6745 · Banking & Service Fees	615.96	662.88	(46.92)	(7.1)%
6746 · Payroll Fees	3,160.00	3,185.00	(25.00)	(0.8)%
6750 · Printing & Reproduction	2,823.43	8,644.27	(5,820.84)	(67.3)%
6755 · Small Equipment	3,551.97	6,056.07	(2,504.10)	(41.4)%
6765 · Janitorial Supplies	3,618.36	7,195.55	(3,577.19)	(49.7)%
6770 · Operating Supplies	6,294.30	5,679.68	614.62	10.8%
6780 · Operating Software	514.97	1,602.98	(1,088.01)	(67.9)%
6920 · Electricity	17,368.93	17,055.30	313.63	1.8%
6930 · Natural Gas	155.83	216.54	(60.71)	(28.0)%
6940 · Water & Sewage	2,681.67	2,394.51	287.16	12.0%
6950 · Refuse	1,868.80	1,858.80	10.00	0.5%

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

	Jul - Oct 18	Jul - Oct 17	\$ Change	% Change
6960 · Products for Resale		3,219.47	(3,219.47)	(100.0)%
6970 · Equipment Lease & Rental	8,695.84	2,131.86	6,563.98	307.9%
Total OPERATING EXPENSES	120,556.02	115,798.33	4,757.69	4.1%
PROFESSIONAL & TECHNICAL				
7125 · Audit and Financial Consulting	17,395.02	21,395.77	(4,000.75)	(18.7)%
7130 · Legal Fees	118,751.89	1,504.40	117,247.49	7,793.6%
7140 · Architectural & Engineering		5,800.00	(5,800.00)	(100.0)%
7145 · Collection Agency	644.40		644.40	100.0%
7155 · Consultants - Other	11,189.03	28,872.32	(17,683.29)	(61.3)%
7170 · Telecommunications	2,679.03	2,541.09	137.94	5.4%
7175 · Internet Service		10,032.57	(10,032.57)	(100.0)%
7180 · Technology Equipment	24,731.80	1,577.27	23,154.53	1,468.0%
7185 · Technology Maintenance Fees	19,392.64	12,748.50	6,644.14	52.1%
Total PROFESSIONAL & TECHNICAL	194,783.81	84,471.92	110,311.89	130.6%
PROGRAMS				
6200 · Youth Services	3,719.33	3,549.02	170.31	4.8%
6210 · Teen Services	1,011.36	2,778.99	(1,767.63)	(63.6)%
6220 · Adult Services	9,675.78	9,116.85	558.93	6.1%
6230 · Bob Lucas Branch Services	1,442.80	447.71	995.09	222.3%
6240 · Literacy Services	1,053.52		1,053.52	100.0%
Total PROGRAMS	16,902.79	15,892.57	1,010.22	6.4%
Total Expense	1,202,053.21	1,068,992.34	133,060.87	12.5%
Net Ordinary Income	(1,107,750.14)	(897,838.75)	(209,911.39)	(23.4)%
Net Income	(1,107,750.14)	(897,838.75)	(209,911.39)	(23.4)%

Altadena Library District
Profit & Loss
 October 2018

Oct 18

Ordinary Income/Expense

Income

DONATIONS AND GRANTS

4710 · Friends of the Library 57.95

4730 · Undesignated 6,245.50

Total DONATIONS AND GRANTS 6,303.45

FINES & FEES

4305 · Fees 573.90

4310 · MFM Revenue 2,263.36

4340 · Passport Services Fees 10,850.00

4350 · Sales of Products 131.00

Total FINES & FEES 13,818.26

INTEREST INCOME & ADJUSTMENTS

4210 · Chase Bank 24.88

Total INTEREST INCOME & ADJUSTMENTS 24.88

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

4030.03 · SB 813 Redemption

4030.05 · Secured Tax Refunds

Total 4030 · Prior-Year Secured

4040 · Prior-Year Unsecured

(9,339.39)

4060 · Special Assessment

4060.01 · Per Parcel Benefit Assessment

Total 4060 · Special Assessment

4080 · Penalties,Interest & Costs-Ref

4220 · County Interest Allocation

2,547.65

Total Property Taxes (6,791.74)

Total REVENUES (6,791.74)

Total Income 13,354.85

Expense

PERSONNEL RELATED EXPENSES

5000 · SALARIES & WAGES

5010 · Salaried

22,980.61

5020 · Hourly

98,378.33

Total 5000 · SALARIES & WAGES 121,358.94

5100 · Employer-Portion Taxes/Benefits

5120 · Payroll Taxes (ER)

9,889.46

Altadena Library District
Profit & Loss
 October 2018

	Oct 18
5210 · PERS Retirement	
5210.01 · CalPers CLASSIC (ER Contr)	3,138.57
5210.02 · CalPers PEPR (ER Contr)	8,405.54
Total 5210 · PERS Retirement	11,544.11
Total 5100 · Employer-Portion Taxes/Benefits	21,433.57
5200 · Insurance	
5220 · Health Insurance	10,756.96
5221 · Health Insurance - Retirees	5,933.97
5230 · Dental Insurance	1,256.78
5240 · Vision Insurance	360.46
5260 · Life Insurance	132.99
Total 5200 · Insurance	18,441.16
Total 'PERSONNEL RELATED EXPENSES	161,233.67
FACILITIES, GROUNDS & MAINTENAN	
7205 · Maintenance Contracts	937.14
7210 · Building Maint & Repairs	933.47
7220 · Landscape	101.55
Total FACILITIES, GROUNDS & MAINTENAN	1,972.16
LIBRARY MATERIALS	
6110 · Cataloging Expenses	1,530.62
6115 · Electronic Databases & Subscrip	1,459.00
6120 · Books	20,520.85
6125 · Audio CD	839.15
6130 · DVD's & Videogames	2,316.49
6135 · Processing of Materials	585.52
6140 · Periodicals	16.10
Total LIBRARY MATERIALS	27,267.73
OPERATING EXPENSES	
6620 · Membership Dues & Subscriptions	7,217.00
6625 · Training & Education	500.00
6626 · Recruitment & Recognition	2,329.00
6627 · Advertising / Marketing	117.89
6710 · Meetings & Travel	1,051.99
6730 · Mileage & Parking Reimbursement	288.71
6740 · Postage & Delivery	1,625.65
6745 · Banking & Service Fees	244.38
6746 · Payroll Fees	790.00
6750 · Printing & Reproduction	1,517.62
6755 · Small Equipment	770.90
6765 · Janitorial Supplies	594.23
6770 · Operating Supplies	1,684.50
6780 · Operating Software	24.99
6920 · Electricity	8,518.67
6930 · Natural Gas	37.29
6940 · Water & Sewage	438.91
6950 · Refuse	467.20
6970 · Equipment Lease & Rental	2,080.90
Total OPERATING EXPENSES	30,299.83

Altadena Library District
Profit & Loss
October 2018

Oct 18

PROFESSIONAL & TECHNICAL	
7125 · Audit and Financial Consulting	5,655.73
7130 · Legal Fees	44,122.10
7145 · Collection Agency	277.45
7155 · Consultants - Other	3,066.96
7170 · Telecommunications	1,019.31
7180 · Technology Equipment	672.02
7185 · Technology Maintenance Fees	1,000.00
Total PROFESSIONAL & TECHNICAL	55,813.57
PROGRAMS	
6200 · Youth Services	124.90
6210 · Teen Services	244.56
6220 · Adult Services	2,018.81
6230 · Bob Lucas Branch Services	579.42
6240 · Literacy Services	38.13
Total PROGRAMS	3,005.82
Total Expense	279,592.78
Net Ordinary Income	(266,237.93)
Net Income	<u>(266,237.93)</u>

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

	Jul - Oct 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
DONATIONS AND GRANTS				
4710 · Friends of the Library	80.95	20,000.00	(19,919.05)	0.4%
4730 · Undesignated	6,370.15	2,000.00	4,370.15	318.5%
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	24,451.10	58,000.00	(33,548.90)	42.2%
FINES & FEES				
4305 · Fees	1,551.77	6,000.00	(4,448.23)	25.9%
4310 · MFM Revenue	4,403.40	8,000.00	(3,596.60)	55.0%
4340 · Passport Services Fees	41,281.00	120,000.00	(78,719.00)	34.4%
4350 · Sales of Products	323.00	3,000.00	(2,677.00)	10.8%
Total FINES & FEES	47,559.17	137,000.00	(89,440.83)	34.7%
INTEREST INCOME & ADJUSTMENTS				
4210 · Chase Bank	78.60	2,000.00	(1,921.40)	3.9%
Total INTEREST INCOME & ADJUSTMENTS	78.60	2,000.00	(1,921.40)	3.9%
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	(9,339.39)			
Total 4040 · Prior-Year Unsecured	(9,339.39)	10,000.00	(19,339.39)	(93.4)%
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	738.17		738.17	100.0%
Total Property Taxes	17,814.20	3,325,000.00	(3,307,185.80)	0.5%
Total REVENUES	17,814.20	3,325,000.00	(3,307,185.80)	0.5%
Total Income	94,303.07	3,529,000.00	(3,434,696.93)	2.7%

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

	Jul - Oct 18	Budget	\$ Over Budget	% of Budget
Expense				
'PERSONNEL RELATED EXPENSES				
5000 · SALARIES & WAGES				
5010 · Salaried	135,322.52	460,500.00	(325,177.48)	29.4%
5020 · Hourly	376,968.65	1,254,500.00	(877,531.35)	30.0%
Total 5000 · SALARIES & WAGES	512,291.17	1,715,000.00	(1,202,708.83)	29.9%
5100 · Employer-Portion Taxes/Benefits				
5120 · Payroll Taxes (ER)				
5250 · FUTA		5,000.00	(5,000.00)	
5120 · Payroll Taxes (ER) - Other	38,920.51	130,000.00	(91,079.49)	29.9%
Total 5120 · Payroll Taxes (ER)	38,920.51	135,000.00	(96,079.49)	28.8%
5120.02 · Soc Security & Medicare, Hourly				
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	9,079.23	20,000.00	(10,920.77)	45.4%
5210.02 · CalPers PEPRA (ER Contr)	27,438.44	75,000.00	(47,561.56)	36.6%
5218 · PERS Unfunded	116,139.00	120,500.00	(4,361.00)	96.4%
5210 · PERS Retirement - Other				
Total 5210 · PERS Retirement	152,656.67	215,500.00	(62,843.33)	70.8%
5222 · OPEB Contribution				
5251 · SUI, Hourly		2,500.00	(2,500.00)	
Total 5100 · Employer-Portion Taxes/Benefits	191,577.18	353,000.00	(161,422.82)	54.3%
5200 · Insurance				
5220 · Health Insurance	43,657.47	129,000.00	(85,342.53)	33.8%
5221 · Health Insurance - Retirees	23,699.55		23,699.55	100.0%
5230 · Dental Insurance	5,126.22	15,000.00	(9,873.78)	34.2%
5240 · Vision Insurance	1,501.68	4,500.00	(2,998.32)	33.4%
5260 · Life Insurance	534.10	1,500.00	(965.90)	35.6%
5270 · Workers' Compensation	15,272.25	20,000.00	(4,727.75)	76.4%
5280 · Disability Insurance				
Total 5200 · Insurance	89,791.27	170,000.00	(80,208.73)	52.8%
Total 'PERSONNEL RELATED EXPENSES	793,659.62	2,238,000.00	(1,444,340.38)	35.5%
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	1,874.28	15,000.00	(13,125.72)	12.5%
7210 · Building Maint & Repairs	6,659.05	20,000.00	(13,340.95)	33.3%
7220 · Landscape	863.02	18,000.00	(17,136.98)	4.8%
Total FACILITIES, GROUNDS & MAINTENAN	9,396.35	53,000.00	(43,603.65)	17.7%
LIBRARY MATERIALS				
6110 · Cataloging Expenses	10,079.43	22,000.00	(11,920.57)	45.8%
6115 · Electronic Databases & Subscrip	14,410.05	25,000.00	(10,589.95)	57.6%
6120 · Books	25,728.90	140,000.00	(114,271.10)	18.4%
6125 · Audio CD	1,943.08	20,000.00	(18,056.92)	9.7%
6130 · DVD's & Videogames	4,393.76	30,000.00	(25,606.24)	14.6%
6135 · Processing of Materials	2,559.65	40,000.00	(37,440.35)	6.4%
6140 · Periodicals	50.24	18,000.00	(17,949.76)	0.3%
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	66,754.62	335,000.00	(268,245.38)	19.9%
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 October 2018

	Jul - Oct 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	11,802.45	13,000.00	(1,197.55)	90.8%
6625 · Training & Education	1,737.12	12,000.00	(10,262.88)	14.5%
6626 · Recruitment & Recognition	2,565.95	5,000.00	(2,434.05)	51.3%
6627 · Advertising / Marketing	1,687.89	5,000.00	(3,312.11)	33.8%
6710 · Meetings & Travel	2,456.24	10,000.00	(7,543.76)	24.6%
6730 · Mileage & Parking Reimbursement	609.54	800.00	(190.46)	76.2%
6740 · Postage & Delivery	3,658.04	9,000.00	(5,341.96)	40.6%
6745 · Banking & Service Fees	615.96	2,000.00	(1,384.04)	30.8%
6746 · Payroll Fees	3,160.00	12,000.00	(8,840.00)	26.3%
6750 · Printing & Reproduction	2,823.43	21,000.00	(18,176.57)	13.4%
6755 · Small Equipment	3,551.97	10,000.00	(6,448.03)	35.5%
6765 · Janitorial Supplies	3,618.36	15,000.00	(11,381.64)	24.1%
6770 · Operating Supplies	6,294.30	25,000.00	(18,705.70)	25.2%
6780 · Operating Software	514.97	1,500.00	(985.03)	34.3%
6790 · Hardware (Computers / Tech)				
6920 · Electricity	17,368.93	35,000.00	(17,631.07)	49.6%
6930 · Natural Gas	155.83	5,000.00	(4,844.17)	3.1%
6940 · Water & Sewage	2,681.67	5,000.00	(2,318.33)	53.6%
6950 · Refuse	1,868.80	5,000.00	(3,131.20)	37.4%
6960 · Products for Resale		5,000.00	(5,000.00)	
6970 · Equipment Lease & Rental	8,695.84	20,000.00	(11,304.16)	43.5%
7530 · County Tax Collection Fees		35,000.00	(35,000.00)	
Total OPERATING EXPENSES	120,556.02	291,300.00	(170,743.98)	41.4%
PROFESSIONAL & TECHNICAL				
7125 · Audit and Financial Consulting	17,395.02	60,000.00	(42,604.98)	29.0%
7130 · Legal Fees	118,751.89	25,000.00	93,751.89	475.0%
7135 · Technology Consulting		6,000.00	(6,000.00)	
7140 · Architectural & Engineering				
7145 · Collection Agency	644.40	2,000.00	(1,355.60)	32.2%
7155 · Consultants - Other	11,189.03	75,000.00	(63,810.97)	14.9%
7170 · Telecommunications	2,679.03	7,500.00	(4,820.97)	35.7%
7175 · Internet Service		35,000.00	(35,000.00)	
7180 · Technology Equipment	24,731.80	50,000.00	(25,268.20)	49.5%
7185 · Technology Maintenance Fees	19,392.64	20,000.00	(607.36)	97.0%
7190 · Website Development		3,000.00	(3,000.00)	
Total PROFESSIONAL & TECHNICAL	194,783.81	283,500.00	(88,716.19)	68.7%
PROGRAMS				
6200 · Youth Services	3,719.33	12,700.00	(8,980.67)	29.3%
6210 · Teen Services	1,011.36	5,000.00	(3,988.64)	20.2%
6220 · Adult Services	9,675.78	30,000.00	(20,324.22)	32.3%
6230 · Bob Lucas Branch Services	1,442.80	4,500.00	(3,057.20)	32.1%
6240 · Literacy Services	1,053.52	2,000.00	(946.48)	52.7%
Total PROGRAMS	16,902.79	54,200.00	(37,297.21)	31.2%
Total Expense	1,202,053.21	3,550,000.00	(2,347,946.79)	33.9%
Net Ordinary Income	(1,107,750.14)	(21,000.00)	(1,086,750.14)	5,275.0%
Net Income	(1,107,750.14)	(21,000.00)	(1,086,750.14)	5,275.0%

Altadena Library District
Balance Sheet
As of October 31, 2018

Oct 31, 18

ASSETS**Current Assets****Checking/Savings****Cash & Cash Equivalents****Cash in Banks**

1021 · Chase General Acct...2951	477,570.95
1026 · Chase HY Svgs...6883	23,639.60
1041 · Chase HY Svgs...6875	130,871.12

Total Cash in Banks 632,081.67

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	1,751,904.16
1013 · FMV - COLA Funds	(36,829.67)

Total Cash with County 1,715,074.49

Total Cash & Cash Equivalents 2,348,006.16

Total Checking/Savings 2,348,006.16

Other Current Assets

1410 · Property Tax Rec - Unsecured 16,887.44

Total Other Current Assets 16,887.44

Total Current Assets 2,364,893.60

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 3,914,916.95

Altadena Library District
Balance Sheet
 As of October 31, 2018

Oct 31, 18

LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	16,073.29
Total Accounts Payable	16,073.29
Credit Cards	
2010 · UMB Card Services...3219	87,353.63
Total Credit Cards	87,353.63
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	
2100.03 · CalPers CLASSIC (EE Ded)	(718.34)
2100.04 · CalPers PEPR (EE Ded)	(2,458.23)
2100.07 · CalPers 457 (EE Contribution)	(560.04)
2100.08 · CalPers 457 (EE Loan Repayment)	(198.11)
2100.09 · Disability Insurance	(523.76)
Total 2100 · Payroll Payable	(4,458.48)
Total Other Current Liabilities	66,508.67
Total Current Liabilities	169,935.59
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	3,836,790.59
Equity	
3300 · Retained Earnings	1,185,876.50
Net Income	(1,107,750.14)
Total Equity	78,126.36
TOTAL LIABILITIES & EQUITY	3,914,916.95



Honoring the past, cultivating the present, empowering the future

**MINUTES
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 - 5:08 P.M.

<https://youtu.be/uj6LVxIEv8k?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=5>

2) ROLL CALL:

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

<https://youtu.be/uj6LVxIEv8k?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=11>

3) PUBLIC COMMUNICATION

<https://youtu.be/uj6LVxIEv8k?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=30>

- 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.

**Kate Shumaker
Rene Amy
Mark Mariscal**

4) PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS

<https://youtu.be/uj6LVxIEv8k?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=437>

New Hires/Promotions/Transfers:

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

Interim Director Estella Terrazas reported.

5) FINANCIAL REPORTS

<https://youtu.be/uj6LVxIEv8k?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=483>

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

Public Comment: Rene Amy

Staff Accountant Nicole Fabry reported.

Trustee McMullins asked a question about the Treasury payment,

Trustee Andruess asked about the CalPers unfunded line item, Nicole Fabry answered that the District made a prepayment, which resulted in savings.

Trustee Andruess asked about the process for review of legal billings. Interim Director Terrazas replied that due to prior board approval, the legal bills are not reviewed further.

Moved by Trustee Andruess to receive and file the financial reports

Second by Trustee McMullins

Aye: 4

No:

Abstain:

Absent: 1

6) CONSENT CALENDAR (5 Minutes)

<https://youtu.be/uj6LVxIEv8k?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=1083>

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

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

- i) Approval of Minutes – Regular Meeting held October 22, 2018, Page #
- ii) Statistical Reports – YTD – October 2018, Page #
- iii) Departmental Monthly Reports – October 2018, Page #
- iv) District Director's Report – October 2018, Page #
- v) Holidays and Closures Calendar for 2019 Page #

Public Comment: Rene Amy

Moved by Trustee McMullins to approve the consent calendar

Second by Trustee Bershatsky

Aye:4

No:

Abstain:

Absent: 1

7) CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

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

8) NEW BUSINESS <https://youtu.be/uj6LVxIEv8k?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=1237>

- a) Trustees Election (INFORMATION)

Public Comment: Rene Amy

Trustee Kahn and Administrative Assistant Kylynn Chaney provided information on the expected date of certified election results.

9) CLOSED SESSION <https://youtu.be/uj6LVxIEv8k?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=1873>

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

- a) 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: Rene Amy, Mark Mariscal

The Board Went into Closed Session at 5:44 p.m.

10) RECESS BACK INTO OPEN SESSION – 7:35 p.m.

<https://youtu.be/uj6LVxIEv8k?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=2164>

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

<https://youtu.be/uj6LVxIEv8k?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=2180>

Public Comment: Rene Amy

No Reportable Action

12) OLD BUSINESS <https://youtu.be/uj6LVxIEv8k?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=2494>

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

Public Comment: Rene Amy

Trustee Andrues reported that the subcommittee has conducted initial interviews and reference checks. He noted that candidates will be meeting with Interim Director Terrazas and that the subcommittee expects to have a recommendation to the board prior to the end of the year.
Trustee Andrues also noted he planned to attend the Staff Association meeting.

13) REPORTS OF SUPPORT GROUPS (5 minutes)

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

Public Comment: Rene Amy

<https://youtu.be/uj6LVxIEv8k?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=2609>

14) REPORTS OF TRUSTEES

Trustee Kahn, Trustee McMullins, Trustee Bershatsky, Trustee Andrues

<https://youtu.be/uj6LVxIEv8k?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=2663>

15) AGENDA ITEMS FOR FUTURE AGENDAS

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

Trustee McMullins mentioned the Board Meetings calendar, Trustee Andrues mentioned the Facilities Subcommittee.

<https://youtu.be/uj6LVxIEv8k?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=2990>

16) ADJOURNMENT

- a) **Recommended Action:** There being no further business to come before the Board, the meeting is adjourned. <https://youtu.be/uj6LVxIEv8k?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=3120>

Moved by Trustee Bershatsky to adjourn the meeting

Second by Trustee McMullins

Aye: 4

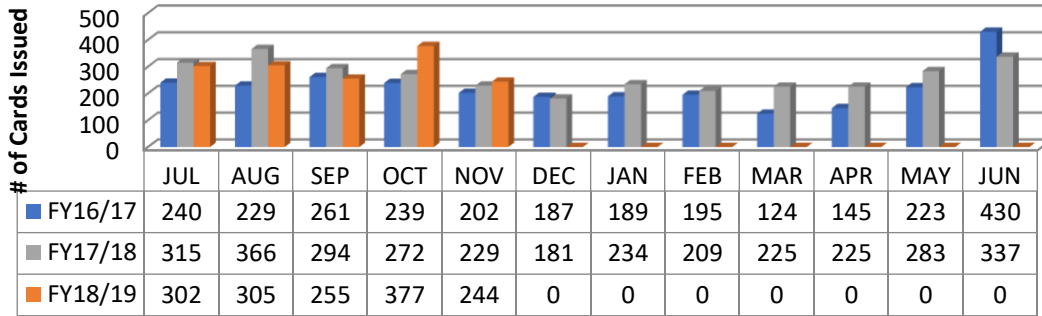
No:

Abstain:

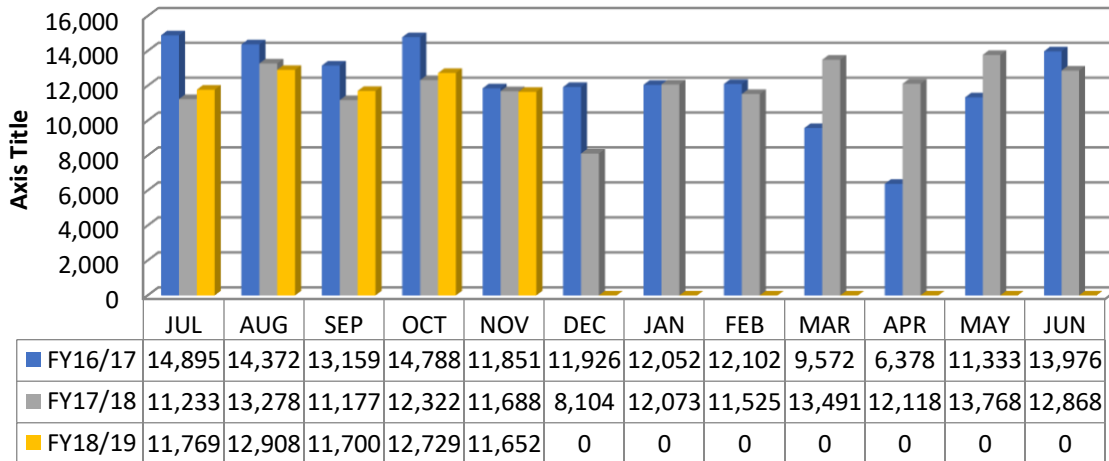
Absent: 1

Statistical Graphs for the Month of November 2018

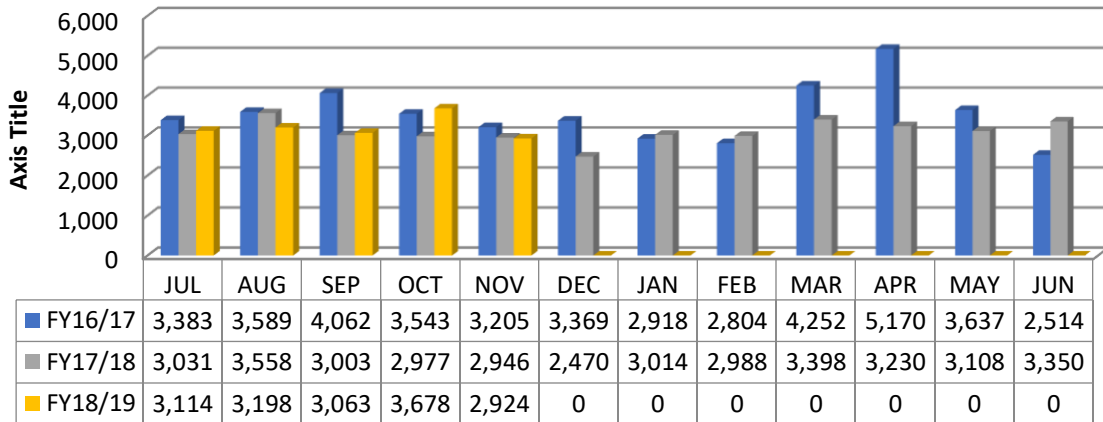
New Cards Issued



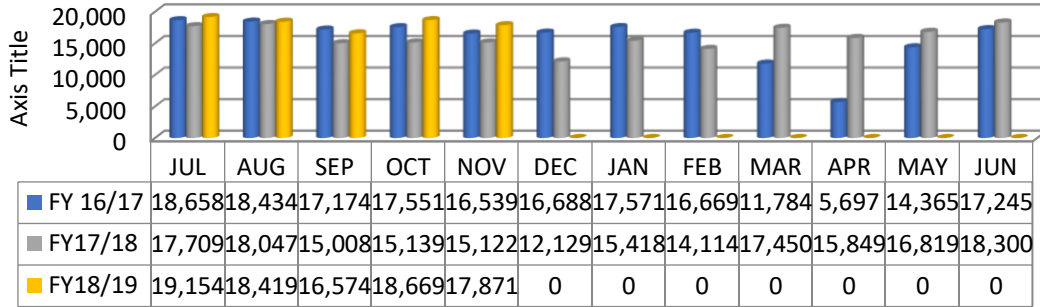
Visitors - Main



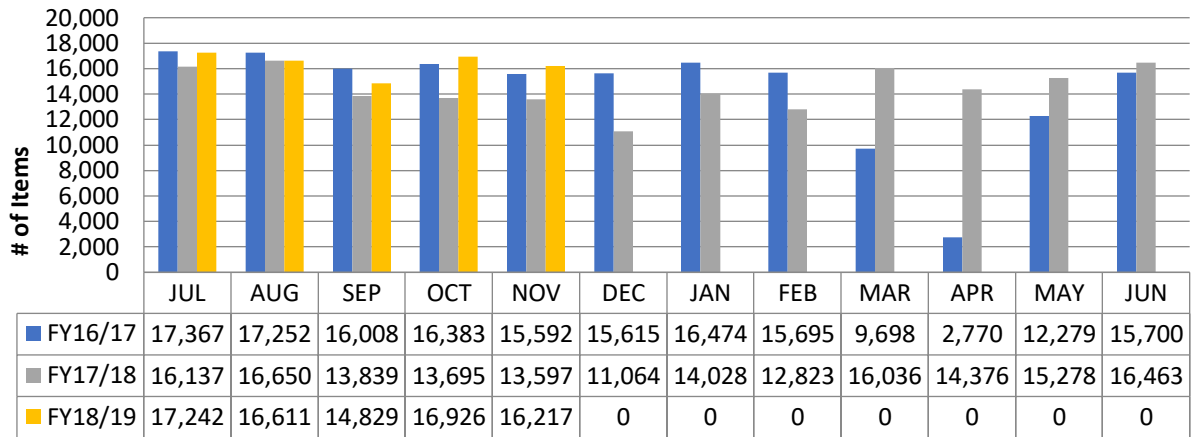
Visitors - Branch



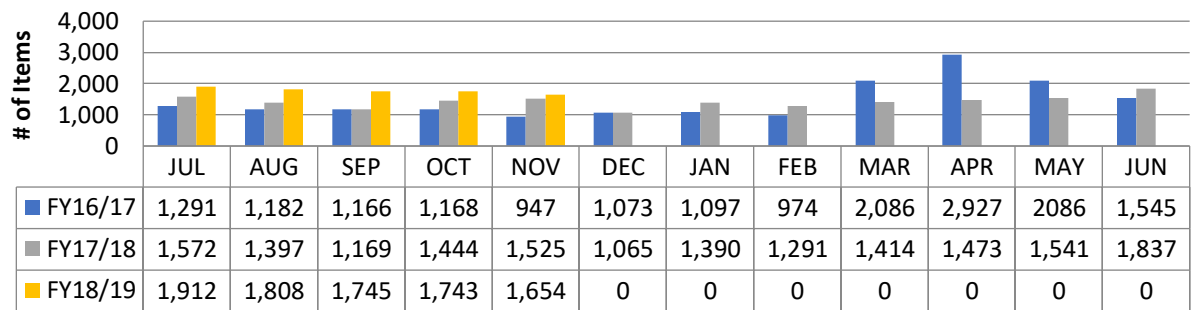
Items Checked Out



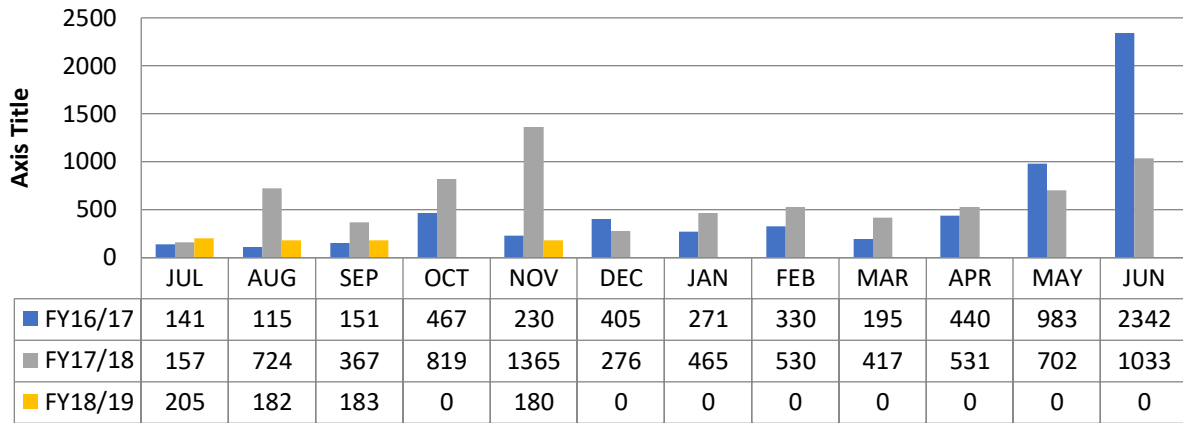
Circulation Main



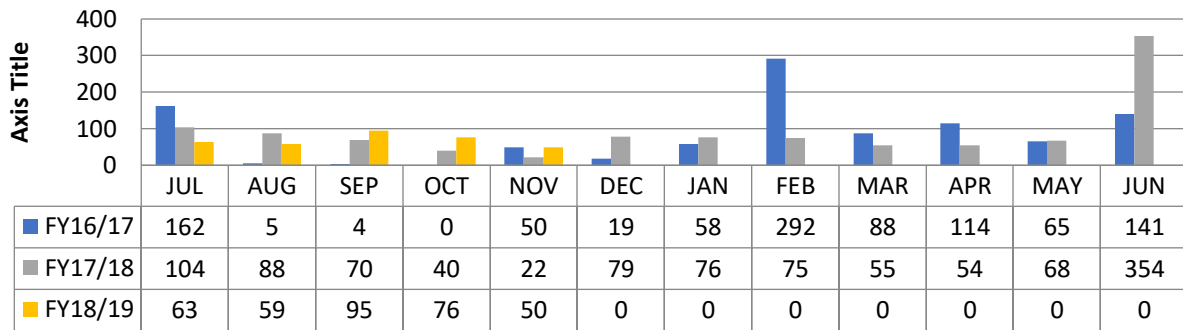
Circulation Branch



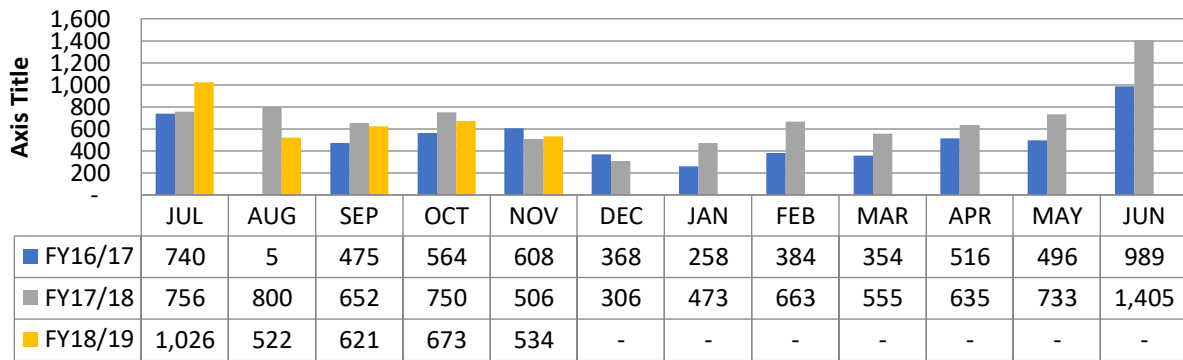
Adult Program Attendance



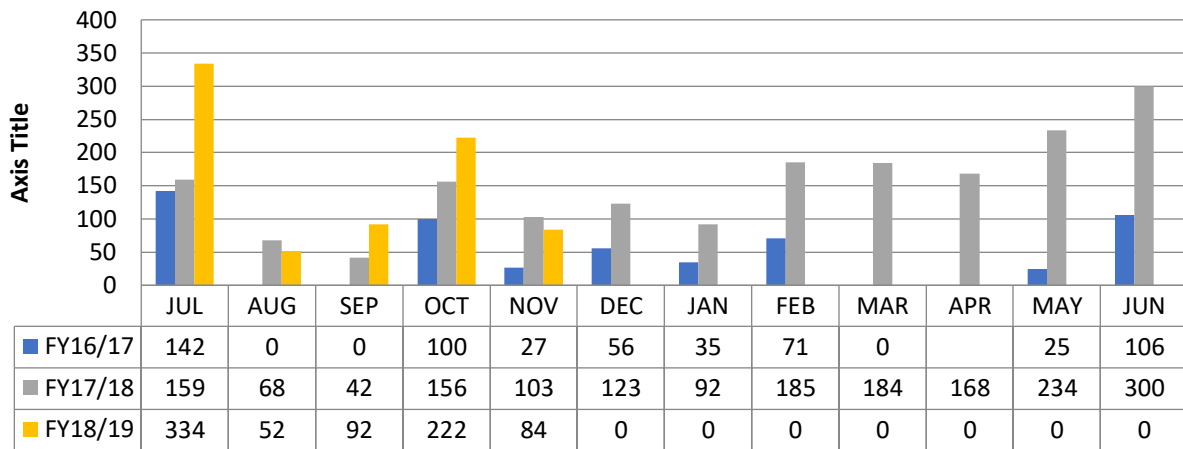
Young Adult Program Attendance



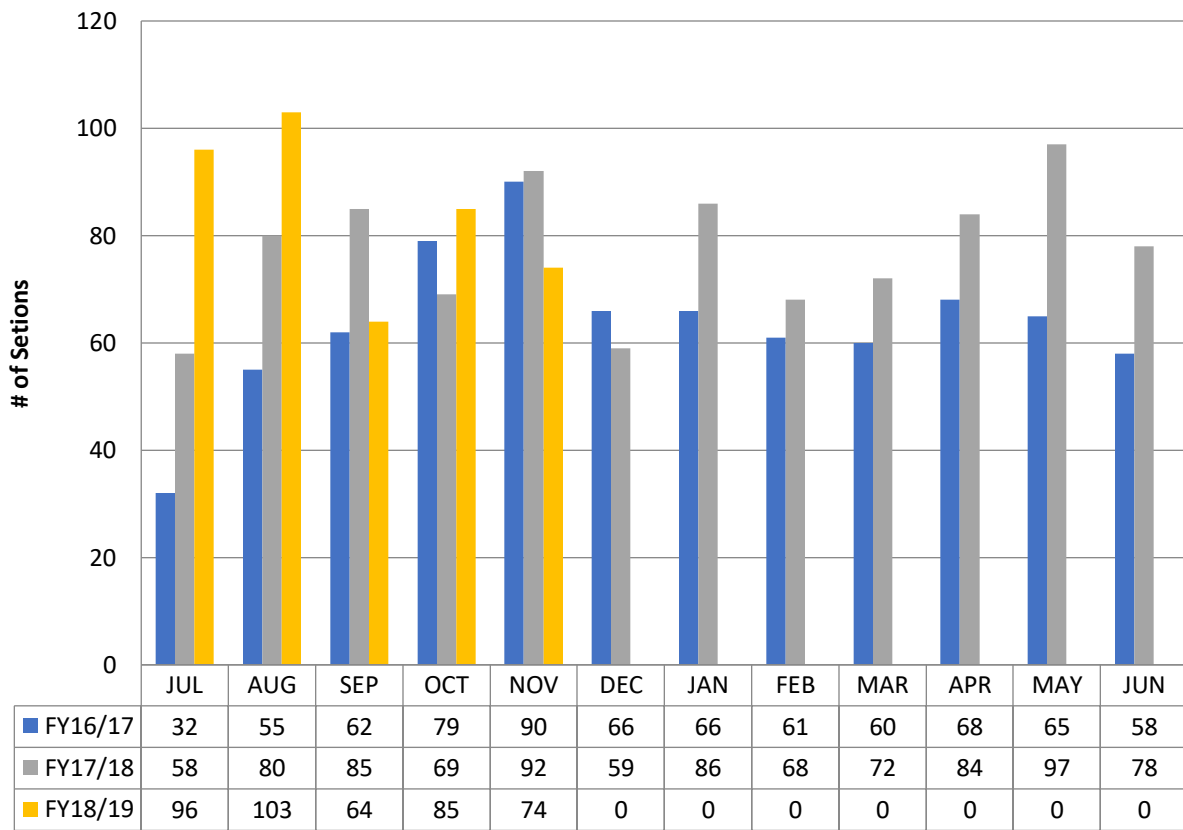
Childrens Program Attendance



Branch Program Attendance



Literacy Tutor Sessions



Volunteer Board Report November 2018

The Altadena Library is a unique place that provides access to knowledge and a place to grow for a unique community. Throughout the year volunteers are important allies in our quest to continuously provide outstanding service to the people of Altadena. In November it is our chance to thank all of our volunteers for all that they do. We are so grateful for the time, knowledge, love and support that all of our volunteers provide through tasks such as literacy coach, board member, Friend, Foundation, homework tutor, 3D printing assistants, tech helper, gardener, shelf reader and so many more! In November one of the ways we show our appreciation is by hosting a volunteer appreciation party! We are so pleased that so many of you were able to join us in our humble attempt to thank you. We are lucky to have such a dedicated group of individuals who are united in the goal of supporting The Altadena Libraries.

Thank you.



Monthly stats

Adults	64.5
Friends of The Altadena Library	122.5
Teens	29
Literacy Tutor	92
TOTAL	308

November Technology News

We have applied for an extension on the Libraries Illuminated grant after receiving a notice from California State Library of the ability to apply for an extension because there was a pool of residual funds post awards disbursements. This opportunity is for Libraries already awarded the Libraries Illuminated grant to apply for purchase of hardware to build upon their Libraries Illuminated initiative. Because of increasing interest in 3D printing at the ALD, we have applied for \$5,361.81 to expand upon our 3D MakerBot printer fleet. More information on Libraries Illuminated can be found here>

<http://www.library.ca.gov/services/to-libraries/libraries-illuminated/>

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>

We are evaluating our security camera feeds and have determined we need to deploy four more external security cameras. 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, scheduled for November.

Miscellaneous Notes:

Oculus Go pilots will be reviewed at the end of January.

RFID completion estimated to be first week of February 2019.

The Library is in the process of developing a new website and the prototype is being reviewed by focus groups in November.

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.

Programming

Programming this month leaned into local themes, including two programs on Urban Foraging, our local connection with NASA and artists/writers in the area.

For the November Seed Library, participants learned how to identify edible plants that grow locally. Everyone enjoyed Christopher’s phenomenological approach to teaching, which allowed them to see, touch, taste, and smell a wide variety of plants. The other Urban Foraging related event was when Elise Callow visited to teach students how to make seasonal salads inspired by local plants. Her book “The Urban Forager” will be out in the Spring and the Library is hoping to host a book signing.

Al Ridenour, author of *The Krampus and the Old, Dark Christmas* shared his knowledge of the history and folklore surround this unique holiday tradition. Second Saturday brought some fun with local group “Past Action Heroes.”

The month concluded with a representative from Jet Propulsion Laboratory guiding viewers in a broadcast of the landing of the Mars InSight.



Urban Foraging was a big hit with this month’s Seed Library Program. Al Ridenour, author of *The Krampus and the Old, Dark Christmas* shared his knowledge of the history and folklore surround this unique holiday tradition.



Opportunities

Katie Sullivan attended a webinar regarding Career Online High School. This is a program that allows the library to provide scholarships for local adults to attend an online high school to obtain their High School Diplomas. While the program looks promising, it was decided that the Altadena Library District does not have adequate funding and employee hours to begin the program at this time. They would like to evaluate the program again next year.

Art on Display

The *Altadena Historical Society* loaned their exhibit to the library. Patrons had the opportunity to learn about the five men who have been instrumental in shaping, mapping, exploring, and preserving the San Gabriel Mountains.



Keni Davis is a beloved local artist who documents many of the business and homes in the area.



Elizabeth Currer is a ceramist who works with the Sierra Madre Creative Arts Group.



Bob Lucas Branch | November 2018 Board Report

Library & Literacy Services

Here's a quick recap for November—

We offered 9 programs this month, consisting of two weekly storytimes, a monthly afternoon children's craft activity and a monthly adult craft activity. We did not offer our monthly family movie screening usual due to the library closing for the Thanksgiving holiday.

The Literacy Services Librarian helped with the Volunteer Appreciation Party in November. Talking to the literacy volunteers who attended, it appeared that they had a great time all around, praising the entertainment, food and give away gifts.

Many of our literacy tutors and learners took a break from studying to spend time with family and friends for the Thanksgiving holiday. However, there were a few who were working hard meet a deadline for a writing contest. All our literacy learners are eligible to submit a written piece to Writer to Writer Challenge, which is an annual contest for literacy learners to read a book and then write a letter to the author explaining how the book impacted their lives. This year, we had two fantastic entries for the contest. Winners will be announced in February 2019.



Top L to R: Adults tried their hand at making a festive Autumn wreath. Child thrilled to make a faux dinosaur terrarium. Literacy volunteer taking a photo at the party. **Bottom:** Mother and son and grandma and grandson work together on making a turkey from a gourd.



Children's Board Report
November 2018

There was a lot to be thankful for this month. Let's dive in.

Over the past couple of months, these reports have talked a lot about our adventures in weeding the collection. It's been an enormous job, and one that we are still working through (we will always be working through). One of the main things that we look for when evaluating items for deaccession is circulation—how often is an item being used, and if it's not being used, does it still serve a purpose in the collection? This doesn't always lead to a weed—in fact, we've increased our holdings of certain materials based on their circulation statistics, especially amongst some of our most popular graphic novel series.

But there are some books that are good books that simply don't get used in the library. So we started to think about the things that we could do with these items—how could we keep them in the community? We also spend a lot of time here in the children's section thinking about our patrons—both the ones that we see in the building, and those that we don't. How can we reach families who may not have the time or transportation to get to the library? How can we meet people where we are?

Between the data and our discussions, our Deposit Libraries were born. Housed in an orange milk crate, Deposit Libraries are somewhat like Little Free Libraries, but we've been specifically placing them in areas where children and families have to be, but maybe don't want to be. Our first location was installed at the Santos Coin Laundry on Lincoln Ave., and our second location is housed at the Tangles and Locks Barber Shop on Lake Avenue. It's our hope that through these deposit libraries, we can help build the home libraries and love of reading in those children who we don't necessarily see at the library, at our programs.

In the three weeks since the program went live, we've put 77 books out into the community, and we're very eager to see it grow.

If the community has children's books that they'd like to share, they are welcome to drop them off at Santos Coin Laundry or Tangles and Locks, and they can help get books into the hands and homes of Altadena's young readers.

This month, we also participated in the In-N-Out Cover to Cover program. In this program, children between the ages of 4-12 were encouraged to read 5 books, after which they could collect a certificate for a free hamburger or cheeseburger at In-N-Out (up to three times). Between the Main library and the Branch, we had 155 readers register for the program, and they read 865 books—that's 173 burgers!

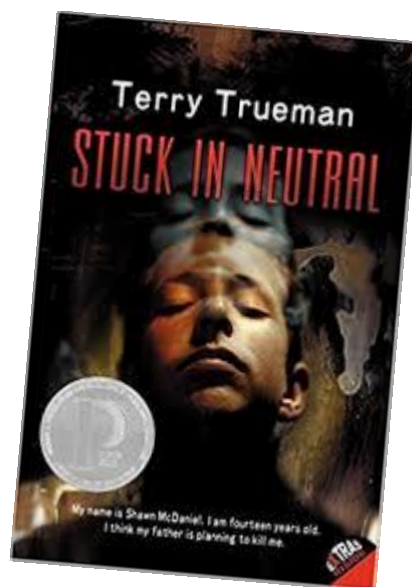
Our children's librarian also completed her Facilitator course for the Supercharged Story Time training sponsored by OCLC. She looks forward to establishing a cohort for early 2019 to work through the training together. Ms. Amanda met with the librarians of the Pasadena library to discuss sensory story time best practices, and we're all very excited to host such an important program in our community. On the training front, Ms. Christina also attended a webinar hosted by OCLC/WebJunction entitled,

Librarian Evolution: Libraries Thrive When We Change, as well as a PLA webinar entitled, "Thinking Sideways: Computational Thinking and Early Literacy."

Board Report November 2018

Teen Services

November is over and gone; even though it was a slightly slower month, it had its own success stories. Several teens enjoyed playing video games during International Games Day on the 17th. A good time and lots of snacks were had by all. The Great Stories Club had its first book discussion (and second meeting) with several great points raised about Able-ism and family brought up by the book *Stuck in Neutral* by Terry Trueman. The attendees expressed interest in December's book, and are looking forward to returning. The Teen Service Club continued working on their project to help the Pasadena Humane Society by creating project kits that people can take home, complete, and return to benefit the animals. We hope to have them available in early December.



The FabLab open hours for teens called Teen Maker Exploration continues to be a resounding success with the highest programming numbers. Many teens (and their parents) routinely drop by to learn a little bit more about 3D printing, Virtual Reality, and our Cricut Machine. The space is small, but it is certainly utilized well. One afternoon, 14 people stopped by in 2 hours! We are thrilled that thanks to Christopher and our Makerbot Support account, we once again have our complete fleet of 3 printers up and running.



Collaboration with the schools continues along with the school year. My partnership with Aveson is certainly looking good. I'm was excited to have 110 Aveson students return to the library with their classes to learn how to use the databases and check out a few books. The teens had a wonderful time, and it was great fun to field their questions and watch the shelves get picked over as the day went on. The rest of the middle school will be here the first week of December.

Behind the scenes, Teen Services has been involved in quite a few changes. More and more graphic novel series are being added to the collection. Big thanks to Mark for taking care of all the ins and outs of getting them shelf ready! I assisted in the planning and execution of the Volunteer Party: Teen Edition that happened upstairs during the adult party. Several teens enjoyed good food, video games, and, the unexpected hit of the night, puzzles! I helped Chloe with the content for the Teen pages of the soon to be unveiled website. I also attended the Webinar provided by OCLC about how Libraries thrive when they change; after watching, I was fired up to help the Altadena Library thrive.

As you can see, November was quite a full month around teen services despite a week-long programming hiatus due to Thanksgiving. We look forward to seeing what December has to offer us.

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

DEPARTMENT: District Director
PREPARED BY: Estella Terrazas

MEETING DATE: December 10, 2018
LOCATION: Community Room

RFID Update

- We started tagging and encoding the Young Adult books at the Mariposa location.
- An Intern working on her Library Technology certificate from Pasadena Community College did most of the processing of the YA collection.

Franklin Elementary School Tour and Community Meeting

- I attended a meeting with some community members held by Dr. Merian Stewart, the Principal at Franklin Elementary School. Dr. Stewart is looking at ways the school can be used by community groups for programs and other services. I walked out of the meeting very excited about ways the Altadena Library staff can engage with the public at the school.

California State Library Annual Statistics

- Submitting the annual statistics is important, as this helps the State Library pursue and receive grants for California libraries.

Southern California Library Cooperative

- I attended the quarterly SCLC meeting. Narinder Sufi, the CA State Deputy Librarian was the special guest, along with other CA State Library staff. Ryan Roy was attending on his director's behalf, so, it was a pleasure to spend time with Ryan. The meeting included discussion of various library software, grants, and sharing what each library is doing.

Harwood Institute Webinar Panelist

- I, along with three other librarians, was a panelist on the national Webinar, *Libraries and Authentic Community Engagement*, offered by the Harwood Institute. Each of us shared stories about how the Community Conversations process is working in our communities.

California Library Association Annual Conference

- Melissa Aldama, Helen Cate and I attended the 2018 CLA Conference held in Santa Clara.

- Helen attended a program on libraries using patron-created zines to engage with their communities and a program titled, *Celebrating Diversity and Multiculturalism through Crafts*. Helen attended the crafts program because she is, "interested in learning how library programming can promote cultural tolerance."
- Melissa favorite programs included a reader's advisory session in which panelists share their favorite books of the past year by genre; sessions on bringing traditional library services to the community, and a program on *Cultural Strategy*, regarding how to demonstrate a library's commitment an inclusive community.
- Along with two other librarians, I presented a session titled, *Creating the Will to Weed: Improving Access and Making Space for Underrepresented Voices in Your Collection!* Diana asked me to attend a half day workshop on Literacy Services and I came back with lots of information to share with Diana! Additional highlights for me included the annual question and answer period with the State Librarian, Greg Lucas and a party hosted by the outgoing CLA President, which was a great networking opportunity.



Board of Library Trustees

Meetings are held the fourth Monday of the Month
(unless otherwise noted)

Location: Altadena Library District Barbara J. Pearson Community Room

Time: 5:00 p.m. (unless otherwise noted)

Agendas are posted 72 hours prior to the meetings.

Meeting Dates for 2019

January 28, 2019

February 25, 2019

March 25, 2019

April 22, 2019

May 20, 2019

(Third Monday due to Memorial Day Holiday)

June 24, 2019

July 22, 2019

August 26, 2019

September 23, 2019

October 28, 2019

November 25, 2019

December 16, 2019

(Third Monday due to Christmas Holiday)



**BOARD OF LIBRARY TRUSTEES
STAFF REPORT**

DEPARTMENT: Finance

MEETING DATE: December 10, 2018

PREPARED BY: Nicole Fabry

LOCATION: Community Room

TITLE: Review of California Minimum Wage Increase, effective January 1, 2019 and updated Altadena Library District Salary Schedule, FY 18-19.

BACKGROUND:

Effective January 1, 2019 the minimum wage in California will increase to \$12.00 per hour, from \$11.00 per hour.

Based on this new rate, the District is required to increase the wage rate for all steps of the Page classification.

To meet the State minimum wage increase, the Step 1 rate will increase to \$12.00 per hour. Each subsequent step of the Page classification will increase 5%.

Attached is the Revised Salary Schedule for FY 18-19, which includes the Minimum Wage Increase Requirement.

FISCAL IMPACT

The District currently has (2) employees who fall under the Page classification. Both employees will receive an increase in pay on January 1, 2019. The impact to the Salaries budget is approximately \$632.

RECOMMENDATION

Staff recommends that the Board review and file the attached "Altadena Library District Salary Schedule FY 18-19, Increase to California Minimum Wage, effective January 1, 2019".

**Altadena Library District
Salary Schedule FY 18-19
Increase to California Minimum Wage
Effective January 1, 2019**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 5.5
District Director	55.51	57.98	60.58	63.30	66.17	67.68
Monthly	9622.64	10050.23	10501.14	10973.43	11470.99	11731.43
Annual	115471.82	120602.86	126013.78	131681.26	137651.93	140777.20
Public Services Director	39.00	40.97	43.01	45.17	47.43	48.60
Monthly	6761.70	7101.83	7455.56	7830.67	8221.33	8425.40
Annual	81140.47	85221.98	89466.76	93968.08	98655.99	101104.90
IT Manager	42.85	43.49	44.15	44.81	45.52	46.02
Monthly	7428.34	7539.14	7653.81	7768.48	7890.92	7978.38
Annual	89140.23	90469.64	91845.70	93221.75	94691.09	95740.62
Senior Librarian	29.99	31.49	33.04	34.70	36.43	37.33
Monthly	5199.07	5459.51	5727.72	6015.36	6314.68	6472.11
Annual	62388.83	65514.11	68732.67	72184.46	75776.19	77665.35
Librarian II	27.83	29.22	30.67	32.20	33.81	34.64
Monthly	4823.96	5064.96	5317.62	5581.95	5861.83	6005.65
Annual	57887.51	60779.55	63811.53	66983.45	70341.96	72067.85
Librarian I / Marketing & Communications Coordinator	25.89	27.16	28.51	29.93	31.44	32.20
Monthly	4487.71	4709.29	4942.51	5189.35	5449.78	5581.95
Annual	53852.64	56511.46	59310.20	62272.22	65397.49	66983.45
Administrative Assistant / Staff Accountant	24.62	25.86	27.14	28.49	29.91	30.65
Monthly	4268.09	4483.83	4705.40	4938.63	5185.46	5313.74
Annual	51217.15	53805.99	56464.80	59263.56	62225.57	63764.88
Library Associate	21.77	22.86	23.99	25.19	26.44	27.10
Monthly	3774.42	3962.95	4159.26	4367.22	4582.96	4697.62
Annual	45293.13	47555.45	49911.07	52406.62	54995.47	56371.52
Building Serviceman	20.74	21.77	22.86	23.99	25.19	25.82
Monthly	3595.61	3774.42	3962.95	4159.26	4367.22	4476.05
Annual	43147.42	45293.13	47555.45	49911.07	52406.62	53712.71
Library Clerk II / Monitor	17.89	18.78	19.73	20.71	21.74	22.26
Monthly	3101.95	3255.49	3420.69	3589.79	3768.60	3859.94
Annual	37223.39	39065.90	41048.35	43077.45	45223.16	46319.34
Custodian / Gardener	17.89	18.78	19.73	20.71	21.75	22.26
Library Clerk I	15.08	15.82	16.64	17.46	18.35	18.82
Library Page	12.00	12.60	13.23	13.89	14.59	15.32

**BOARD OF LIBRARY TRUSTEES
STAFF REPORT**

SUBJECT: AUDIT REPORT

MEETING DATE: December 10, 2018

LOCATION: Community Room

Due to unforeseen scheduling conflicts, representatives from the auditing firm are not available to attend the Board's regular meeting on December 10, 2018.

RECOMMENDATION:

Staff is requesting that this item be continued to the Board's next regular meeting.

**BOARD OF LIBRARY TRUSTEES
STAFF REPORT**

MEETING DATE: December 10, 2018

LOCATION: Community Room

TITLE: Adopt Resolution Appointing _____
as Interim Executive Director Pursuant to
Government Code Sections 7522.56 and 21221(h)

Background:

The California Public Employees Reform Act of 2013 requires a 180-day "wait" period before a retiree can return to work for a public agency; however, the 180-day "wait" period is not applicable if the employer adopts a resolution establishing the critical need for the appointment as is the case here so long as the retiree did not retire with a retirement incentive such as the CalPERS golden parachute (i.e., 2 years additional service credit). In addition to the requirements of PEPRA, the appointment of a retiree to a vacant position must comply with Section 21221(h) of the Public Employees' Retirement Law ("PERL"). In accordance with PERL, the appointment is permissible if it is made during the recruitment for a permanent appointment to the position and it is approved by the governing body of the employer in a public meeting and not on a consent calendar. Staff has worked with General Counsel to ensure that additional requirements, such as ones that relate to compensation and hours worked, will be met.

_____ served as the _____ at _____ for approximately _____ years before her retirement on _____. The District is currently recruiting to fill the Executive Director vacancy.

Staff is recommending to hire _____ to serve as the Interim Executive Director pending conclusion of the Executive Director recruitment process.

Fiscal Impact: None. The position will be funded by salary savings from the vacant Executive Director position.

RECOMMENDATION:

Adopt a resolution appointing _____ as Interim Executive Director pursuant to the 180 day waiting period exception in accordance with the California Government Code Sections 7522.56 and 21221(h) and approve and authorize _____ to execute an employment agreement.