



AGENDA
Regular Meeting
Board of Library Trustees
Altadena Library District
Community Room – Main Library
October 26, 2015
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 the Administrative Secretary who will arrange for the documents to be copied at a charge of 15¢ per page. Request forms are available at the District Administration offices.

1. **CALL TO ORDER**

2. **ROLL CALL:**

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

3. **ADOPTION OF AGENDA**

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

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

4. **PUBLIC COMMUNICATION**

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

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

HIRING OF PERLA VOGEL, PART-TIME PAGE, SEPTEMBER 1, 2015

6. **FINANCIAL REPORTS**

a) ALTADENA LIBRARY DISTRICT FOR THE MONTH OF SEPTEMBER 2015
(DISCUSSION/POSSIBLE ACTION)

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

7. **CONSENT CALENDAR**

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

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

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

- a) APPROVAL OF MINUTES – REGULAR MEETING HELD SEPTEMBER 28, 2015
- b) STATISTICAL REPORTS – SEPTEMBER 2015
- c) DEPARTMENTAL MONTHLY REPORT – SEPTEMBER 2015

8. **CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR**
Items removed from the Consent Calendar will be discussed individually at this time.

9. **DIRECTOR'S REPORT**

10. **OLD BUSINESS**

- a) DISCUSSION AND APPROVAL OF POLICY REGARDING A NAMING POLICY FOR THE LIBRARY DISTRICT (**DISCUSSION/POSSIBLE ACTION**)
- b) BOARD OF LIBRARY TRUSTEES CALENDAR 2015/2016 (**DISCUSSION/POSSIBLE ACTION**)

11. **NEW BUSINESS**

- a) REQUEST TO AMEND JOB DESCRIPTION FOR ADMINISTRATIVE EXECUTIVE SECRETARY (**DISCUSSION/POSSIBLE ACTION**)
- b) ABOVE & BEYOND AWARD – 3RD QUARTER (**INFORMATION**)
- c) REVIEW OF INTERNET SAFETY POLICY (**DISCUSSION/POSSIBLE ACTION**)
- d) CHRISTMAS TREE LANE (**DISCUSSION/POSSIBLE ACTION**)
- e) CONSIDERATION OF A BONUS FOR ALTADENA LIBRARY DISTRICT STAFF (**DISCUSSION/POSSIBLE ACTION**)

12. **CORRESPONDENCE & PRESS**

- a) PRESS CLIPPINGS (**INFORMATION**)

13. **REPORTS OF SUPPORT GROUPS**

- a) ALTADENA LIBRARY FOUNDATION
- b) FRIENDS OF THE ALTADENA LIBRARY

14. **REPORTS OF TRUSTEES**

15. **AGENDA ITEMS FOR FUTURE AGENDAS**

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

16. **ADJOURNMENT**

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

6a

6:27 PM
10/20/15
Accrual Basis

Altadena Library District
Balance Sheet
As of September 30, 2015

	<u>Sep 30, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash & Cash Equivalents	
1010.00 · Cash in County Treasury	
1010.20 · Asset Replacement Reserve	143,939.00
1010.10 · Trustee Election Reserve	122,122.95
1010.00 · Cash in County Treasury - Other	1,635,866.46
Total 1010.00 · Cash in County Treasury	<u>1,901,928.41</u>
1021 · Cash in Checking Chase Gen Fund	147,416.20
1026 · Cash in Savings PF - Chase Bank	2,730.25
1041 · Cash in Savings - Chase Bank	25,110.50
1045 · Cash HUD Fund - Chase Bank	2.04
1075 · SCLC Deposit Account	1,160.00
1080 · Petty Cash	777.00
Total Cash & Cash Equivalents	<u>2,079,124.40</u>
Total Checking/Savings	2,079,124.40
Other Current Assets	
1400 · Property Taxes Receivable	-36,918.87
1076 · Prepaid Items & Deposits	800.00
Total Other Current Assets	<u>-36,118.87</u>
Total Current Assets	2,043,005.53
Fixed Assets	
Non-Depreciable Assets	
1500 · Land	77,280.28
1510 · Artwork	102,500.00
Total Non-Depreciable Assets	<u>179,780.28</u>
Depreciable Assets	
1550 · Structures & Improvements	1,180,735.18
1700 · Furniture, Fixtures & Equipment	683,740.71
1800 · Accum Depr (S & I)	-1,002,725.14
1900 · Accum Depr (FF & E)	-612,732.21
Total Depreciable Assets	<u>249,018.54</u>
Total Fixed Assets	<u>428,798.82</u>
TOTAL ASSETS	<u><u>2,471,804.35</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	72,820.27
Total Accounts Payable	<u>72,820.27</u>
Other Current Liabilities	
2012 · Accrued Vacation Payable	66,564.65
2090 · Misc Short Term Payable	-3,000.00
Total Other Current Liabilities	<u>63,564.65</u>
Total Current Liabilities	136,384.92
Long Term Liabilities	
2030 · GASB 45 OPEB Liability	189,067.52
Total Long Term Liabilities	<u>189,067.52</u>
Total Liabilities	325,452.44

6:27 PM
10/20/15
Accrual Basis

Altadena Library District
Balance Sheet
As of September 30, 2015

	<u>Sep 30, 15</u>
Equity	
3300 · Retained Earnings	2,823,701.51
Net Income	<u>-677,349.60</u>
Total Equity	<u>2,146,351.91</u>
TOTAL LIABILITIES & EQUITY	<u>2,471,804.35</u>

Altadena Library District
Profit & Loss Budget vs. Actual
 July through September 2015

	Aug 15	Jul - Sep 15	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
PROPERTY TAXES	82,014.37	-1,695.16	2,869,298.00	-2,870,993.16	-0.06%
INTEREST INCOME	699.21	-4,942.41	7,000.00	-11,942.41	-70.61%
FINES & FEES	9,169.65	29,256.84	102,500.00	-73,243.16	28.54%
DONATIONS AND GRANTS	18,075.00	21,585.00	45,798.00	-24,213.00	47.13%
MISCELLANEOUS INCOME	0.00	0.01	165,000.00	-164,999.99	0.0%
Total Income	109,958.23	44,204.28	3,189,596.00	-3,145,391.72	1.39%
Gross Profit	109,958.23	44,204.28	3,189,596.00	-3,145,391.72	1.39%
Expense					
66900 · Reconciliation Discrepancies	0.00	547.86			
SALARIES, WAGES & BENEFITS	154,003.35	490,957.31	2,180,148.00	-1,689,190.69	22.52%
LIBRARY MATERIALS	6,125.86	38,713.36	232,911.00	-194,197.64	16.62%
PROGRAMS	13,161.27	22,400.82	24,500.00	-2,099.18	91.43%
OPERATING EXPENSES	16,125.91	119,420.99	262,218.00	-142,797.01	45.54%
PROFESSIONAL & TECHNICAL	1,555.20	21,743.03	126,819.00	-105,075.97	17.15%
FACILITIES, GROUNDS & MAINTENAN	493.63	4,911.42	52,000.00	-47,088.58	9.45%
CAPITAL	6,193.09	6,193.09	155,000.00	-148,806.91	4.0%
MISCELLANEOUS EXPENSE	16.32	16,666.00	156,000.00	-139,334.00	10.68%
Total Expense	197,674.63	721,553.88	3,189,596.00	-2,468,042.12	22.62%
Net Ordinary Income	-87,716.40	-677,349.60	0.00	-677,349.60	100.0%
Net Income	-87,716.40	-677,349.60	0.00	-677,349.60	100.0%

Altadena Library District
Profit & Loss Budget vs. Actual
July through September 2015

% of Budget: 25%

	Aug 15	Jul - Sep 15	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
PROPERTY TAXES					
4010 · Current Secured	0.00	-54,392.34	1,956,876.00	-2,011,268.34	-2.78%
4020 · Current Unsecured	57,247.30	44,272.83	70,000.00	-25,727.17	63.25%
4030 · Prior Year	15,431.91	13,340.13	10,000.00	3,340.13	133.4%
4050 · Homeowners Exemption	0.00	0.00	7,500.00	-7,500.00	0.0%
4060 · Per Parcel Benefit Assessment	5,889.44	-13,919.62	762,617.00	-776,536.62	-1.83%
4070 · SB 813 Supplemental Roll	1,363.18	6,933.69	28,000.00	-21,066.31	24.76%
4080 · Penalties, Interest & Costs	2,082.54	2,070.15	15,000.00	-12,929.85	13.8%
4090 · RDA ABx126 Income	0.00	0.00	19,305.00	-19,305.00	0.0%
Total PROPERTY TAXES	82,014.37	-1,695.16	2,869,298.00	-2,870,993.16	-0.06%
INTEREST INCOME					
4210 · Chase Bank	0.71	2.10	50.00	-47.90	4.2%
4220 · County Deposits	698.50	-4,944.51	6,950.00	-11,894.51	-71.14%
Total INTEREST INCOME	699.21	-4,942.41	7,000.00	-11,942.41	-70.61%
FINES & FEES					
4305 · Fines	2,549.35	9,549.82	33,000.00	-23,450.18	28.94%
4310 · Printer & Copy Machine	562.30	1,755.02	8,500.00	-6,744.98	20.65%
4330 · Video Game Rentals	94.00	352.00	1,000.00	-648.00	35.2%
4340 · Passport Services Fees	5,964.00	17,600.00	60,000.00	-42,400.00	29.33%
Total FINES & FEES	9,169.65	29,256.84	102,500.00	-73,243.16	28.54%
DONATIONS AND GRANTS					
4710 · Friends of the Library	0.00	0.00	30,000.00	-30,000.00	0.0%
4730 · Undesignated	75.00	75.00	500.00	-425.00	15.0%
4735 · Designated	0.00	3,510.00	1,000.00	2,510.00	351.0%
4740 · CA Library Literacy Services	18,000.00	18,000.00	14,298.00	3,702.00	125.89%
Total DONATIONS AND GRANTS	18,075.00	21,585.00	45,798.00	-24,213.00	47.13%
MISCELLANEOUS INCOME					
4910 · Miscellaneous Income	0.00	0.01	10,000.00	-9,999.99	0.0%
4940 · Transfer in from Reserves	0.00	0.00	155,000.00	-155,000.00	0.0%
Total MISCELLANEOUS INCOME	0.00	0.01	165,000.00	-164,999.99	0.0%
Total Income	109,958.23	44,204.28	3,189,596.00	-3,145,391.72	1.39%
Gross Profit	109,958.23	44,204.28	3,189,596.00	-3,145,391.72	1.39%
Expense					
66900 · Reconciliation Discrepancies	0.00	547.86			
SALARIES, WAGES & BENEFITS					
SALARIES & WAGES					
5010 · Salaried	98,424.22	296,292.72	1,238,167.00	-941,874.28	23.93%
5020 · Hourly	18,417.93	55,911.25	250,573.00	-194,661.75	22.31%
Total SALARIES & WAGES	116,842.15	352,203.97	1,488,740.00	-1,136,536.03	23.66%
BENEFITS					
5120 · Soc Security & Medicare, Salary	7,418.35	22,333.08	94,720.00	-72,386.92	23.58%
5121 · Soc Security & Medicare, Hourly	1,358.96	4,165.55	15,197.00	-11,031.45	27.41%

**Altadena Library District
Profit & Loss Budget vs. Actual
July through September 2015**

	Aug 15	Jul - Sep 15	Budget	\$ Over Budget	% of Budget
5210 · PERS Retirement	-489.22	28,597.15	166,527.00	-137,929.85	17.17%
5220 · Health Insurance	14,238.12	43,457.04	222,000.00	-178,542.96	19.58%
5222 · OPEB Contribution	12,700.00	25,400.00	140,000.00	-114,600.00	18.14%
5230 · Dental Insurance	1,202.88	3,408.16	14,435.00	-11,026.84	23.61%
5240 · Vision Insurance	382.49	1,233.82	5,348.00	-4,114.18	23.07%
5250 · SUI, Salaried	32.97	-1,667.36	14,350.00	-16,017.36	-11.62%
5251 · SUI, Hourly	176.25	474.29	2,302.00	-1,827.71	20.6%
5260 · Life Insurance	140.40	564.56	1,642.00	-1,077.44	34.38%
5310 · Workers' Compensation	0.00	10,787.05	14,887.00	-4,099.95	72.46%
Total BENEFITS	37,161.20	138,753.34	691,408.00	-552,654.66	20.07%
Total SALARIES, WAGES & BENEFITS	154,003.35	490,957.31	2,180,148.00	-1,689,190.69	22.52%
LIBRARY MATERIALS					
6110 · Cataloging Expenses	1,380.88	5,001.76	19,604.00	-14,602.24	25.51%
6115 · Electronic Databases & Subscrip	0.00	10,157.78	11,000.00	-842.22	92.34%
6120 · Books	3,347.10	12,186.75	98,944.00	-86,757.25	12.32%
6125 · Audio CD	440.04	4,194.18	19,253.00	-15,058.82	21.79%
6130 · DVD's & Videogames	593.98	2,117.40	25,110.00	-22,992.60	8.43%
6135 · Processing of Materials	347.36	2,631.27	31,500.00	-28,868.73	8.35%
6140 · Periodicals	16.50	2,424.22	12,500.00	-10,075.78	19.39%
6150 · Downloadables	0.00	0.00	15,000.00	-15,000.00	0.0%
Total LIBRARY MATERIALS	6,125.86	38,713.36	232,911.00	-194,197.64	16.62%
PROGRAMS					
6200 · Youth Services	33.14	5,637.75	8,000.00	-2,362.25	70.47%
6210 · Teen Services	12,042.18	13,862.09	3,000.00	10,862.09	462.07%
6220 · Adult Services	441.91	2,022.72	10,000.00	-7,977.28	20.23%
6230 · Bob Lucas Branch Services	102.23	336.45	1,500.00	-1,163.55	22.43%
6240 · Literacy Services	541.81	541.81	2,000.00	-1,458.19	27.09%
Total PROGRAMS	13,161.27	22,400.82	24,500.00	-2,099.18	91.43%
OPERATING EXPENSES					
6430 · Insurance-Gen, Prop, Liab, Eq	0.00	29,381.49	31,000.00	-1,618.51	94.78%
6620 · Membership Dues & Subscriptions	572.00	5,973.84	11,405.00	-5,431.16	52.38%
6622 · Organizational Memberships	60.00	60.00	0.00	60.00	100.0%
6625 · Training & Education	2,305.00	2,305.00	5,000.00	-2,695.00	46.1%
6626 · Recruitment, Gifts and Memorial	842.63	953.50	6,500.00	-5,546.50	14.67%
6627 · Advertising / Marketing	0.00	1,852.65	6,000.00	-4,147.35	30.88%
6710 · Meetings & Travel	647.70	892.96	3,000.00	-2,107.04	29.77%
6730 · Mileage & Parking Reimbursement	6.91	47.62	2,500.00	-2,452.38	1.91%
6740 · Postage & Delivery	0.00	1,547.81	7,500.00	-5,952.19	20.64%
6745 · Banking & Service Fees	141.91	569.16	1,500.00	-930.84	37.94%
6746 · Payroll Fees	1,027.17	3,434.36	9,000.00	-5,565.64	38.16%
6750 · Printing & Reproduction	0.00	0.00	6,000.00	-6,000.00	0.0%
6755 · Equipment, Furniture, Fixtures	0.00	2,200.00	5,000.00	-2,800.00	44.0%
6765 · Janitorial Supplies	72.80	3,974.96	14,500.00	-10,525.04	27.41%
6770 · Operating Supplies	1,648.17	4,447.10	40,000.00	-35,552.90	11.12%
6780 · Operating Software	0.00	36,427.57	29,989.00	6,438.57	121.47%
6785 · Computer Supplies	0.00	438.98	9,800.00	-9,361.02	4.48%
6790 · Hardware (Computers / Tech)	0.00	0.00	5,000.00	-5,000.00	0.0%
6920 · Electricity	5,481.61	16,183.41	40,000.00	-23,816.59	40.46%
6930 · Natural Gas	57.15	130.91	5,500.00	-5,369.09	2.38%

Altadena Library District
Profit & Loss Budget vs. Actual
July through September 2015

	Aug 15	Jul - Sep 15	Budget	\$ Over Budget	% of Budget
6940 · Water & Sewage	781.80	1,167.30	5,600.00	-4,432.70	20.85%
6950 · Refuse	423.89	1,271.67	4,500.00	-3,228.33	28.26%
6960 · Products for Resale	0.00	0.00	500.00	-500.00	0.0%
6970 · Equipment Lease & Rental	2,057.17	6,160.70	12,424.00	-6,263.30	49.59%
Total OPERATING EXPENSES	16,125.91	119,420.99	262,218.00	-142,797.01	45.54%
PROFESSIONAL & TECHNICAL					
7125 · Audit and Financial Consulting	-1,020.00	6,162.50	14,000.00	-7,837.50	44.02%
7130 · Legal Fees	0.00	0.00	1,200.00	-1,200.00	0.0%
7135 · Technology Consulting	0.00	4,160.42	9,000.00	-4,839.58	46.23%
7140 · Architectural & Engineering	0.00	0.00	9,000.00	-9,000.00	0.0%
7145 · Collection Agency	53.70	259.55	1,800.00	-1,540.45	14.42%
7155 · Consultants - Other	750.00	2,635.00	12,000.00	-9,365.00	21.96%
7170 · Telecommunications	1,449.79	6,432.14	21,306.00	-14,873.86	30.19%
7175 · Internet Service	321.71	883.42	6,575.00	-5,691.58	13.44%
7180 · Technology Equipment	0.00	0.00	35,000.00	-35,000.00	0.0%
7185 · Technology Maintenance Fees	0.00	1,210.00	8,938.00	-7,728.00	13.54%
7190 · Website Development	0.00	0.00	8,000.00	-8,000.00	0.0%
Total PROFESSIONAL & TECHNICAL	1,555.20	21,743.03	126,819.00	-105,075.97	17.15%
FACILITIES, GROUNDS & MAINTENAN					
7205 · Maintenance Contracts	105.50	2,170.82	4,000.00	-1,829.18	54.27%
7210 · Building Maint & Repairs	346.65	2,001.79	45,000.00	-42,998.21	4.45%
7220 · Landscape	41.48	118.69	3,000.00	-2,881.31	3.96%
6507 · Maint & Repairs Plumbing	0.00	620.12	0.00	620.12	100.0%
Total FACILITIES, GROUNDS & MAINTENAN	493.63	4,911.42	52,000.00	-47,088.58	9.45%
CAPITAL					
7310 · Equipment, Furniture & Fixtures	6,193.09	6,193.09	55,000.00	-48,806.91	11.26%
7320 · Structures & Improvements	0.00	0.00	100,000.00	-100,000.00	0.0%
Total CAPITAL	6,193.09	6,193.09	155,000.00	-148,806.91	4.0%
MISCELLANEOUS EXPENSE					
7510 · Miscellaneous Expense	16.32	16,623.54	2,000.00	14,623.54	831.18%
7520 · Refunds/Parcel	0.00	0.00	1,000.00	-1,000.00	0.0%
7530 · Direct Assessments/Admin Costs	0.00	42.46	33,000.00	-32,957.54	0.13%
7540 · Trustee Election	0.00	0.00	120,000.00	-120,000.00	0.0%
Total MISCELLANEOUS EXPENSE	16.32	16,666.00	156,000.00	-139,334.00	10.68%
Total Expense	197,674.63	721,553.88	3,189,596.00	-2,468,042.12	22.62%
Net Ordinary Income	-87,716.40	-677,349.60	0.00	-677,349.60	100.0%
Net Income	-87,716.40	-677,349.60	0.00	-677,349.60	100.0%

Altadena Library District
Donations & Grants
 July through September 2015

	Type	Date	Memo	Amount	Balance
DONATIONS AND GRANTS					
4730 · Undesignated					
	Deposit	08/11/2015	AUG-2015 - Cash Donation from patron, Lisa H	50.00	50.00
	Deposit	08/12/2015	AUG-2015 - Donation from A. Vijayaraghavan	25.00	75.00
Total 4730 · Undesignated				75.00	75.00
4735 · Designated					
	General Journal	07/01/2015	JUL-2015 - Reclassify Grant income for FY15-1	3,000.00	3,000.00
	Deposit	07/28/2015	JUL-2015 - Donation for Adult programming	10.00	3,010.00
	Deposit	09/25/2015	SEP-2015 - From ALF for Latino American Herit	500.00	3,510.00
Total 4735 · Designated				3,510.00	3,510.00
4740 · CA Library Literacy Services					
	Deposit	08/12/2015	AUG-2015 - Grant from CLLS, 1st Installment	18,000.00	18,000.00
Total 4740 · CA Library Literacy Services				18,000.00	18,000.00
Total DONATIONS AND GRANTS				21,585.00	21,585.00
TOTAL				21,585.00	21,585.00

**ALTADENA LIBRARY DISTRICT
MONTHLY INVESTMENT
REPORT**

Summary of Cash and Investments as of September 30, 2015

ACCOUNT	AGENT	YIELD	FEB-2015
Pooled Funds at County of Los Angeles	LA County	0.62%	\$1,901,866.46
General Fund – Business Select Checking	Chase Bank	0.00%	\$147,416.20
Savings Public Fund – High Yield Savings	Chase Bank	0.15%	\$2,730.25
General Savings – High Yield Savings	Chase Bank	0.15%	\$25,110.50
HUD Account - Business Select Checking	Chase Bank	0.00%	\$2.04
SCLC Deposit Account	SCLC	0.00%	\$1,160.00
Petty Cash	District Office	0.00%	\$777.00
Total Cash and Investments			\$2,079,124.40

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



7a

MINUTES
Regular Meeting
Board of Library Trustees
Altadena Library District
Community Room – Main Library
September 28, 2015
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 the Administrative Secretary who will arrange for the documents to be copied at a charge of 15¢ per page. Request forms are available at the District Administration offices.

1. **CALL TO ORDER**

2. **ROLL CALL:**

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

3. **ADOPTION OF AGENDA**

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

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

Trustee President McKenzie notified meeting attendees that Item 15: Closed Session involves a personnel matter related to the position of the Library Director per Government Code Section 54956.9.

It was Moved (McMullins) and Seconded (Zelada-Garcia) to approve the agenda.

APPROVED

4. **PUBLIC COMMUNICATION**

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

your name and address, and state the agenda item and/or issue you wish to address.

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

TERMINATION OF PORAWAN CUSTODIA, PART-TIME LIBRARY ASSOCIATE IN FINANCE, EFFECTIVE JULY 22, 2015

6. **FINANCIAL REPORTS**

a) ALTADENA LIBRARY DISTRICT FOR THE MONTH OF AUGUST 2015
(DISCUSSION/POSSIBLE ACTION)

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

Finance Director Wallin reported that the District was 17% into the fiscal year. There were prior year adjustments resulting in a decrease of \$1,600. Electrical bill savings of \$1,500 were realized are due to the lighting renovation. The District received its first installment of the CLLS literacy grant, \$1800.

Director Kittay added that Wallin has been working with the auditors who are on schedule, which will result in year-end reports and the subsequent annual report generation.

7. **CONSENT CALENDAR**

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

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

a) APPROVAL OF MINUTES – REGULAR MEETING HELD AUGUST 24, 2015

b) STATISTICAL REPORTS – AUGUST 2015

c) DEPARTMENTAL MONTHLY REPORT – AUGUST 2015

It was Moved (McMullins) and Seconded (Zelada-Garcia) to approve the Consent Calendar as-is.

APPROVED

8. **CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR**
Items removed from the Consent Calendar will be discussed individually at this time.

9. **DIRECTOR'S REPORT**

Director Kittay presented a letter from literacy student, Silvia, who came to the program speaking no English. After meeting with a tutor one-on-one for eight months, Silvia wrote a letter (in English) outlining her progress and noting that she was not employed. Literacy statistics continue to rise month after month.

Kittay also highlighted comments from patrons who attended a writing class taught by volunteer Juhi Kalra which the library is now sponsoring as a library program for the month of October due to its high success with patrons.

Kittay presented the original space plan of the Main library drawn by Boyd Georgi which called for an estimated 79,500 volumes. Upon Kittay's arrival the collection held nearly 130k volumes. With the recent collection maintenance initiative Director Kittay noted that there is a similar goal of having approximately 80k volumes in the library.

Nathaniel Imel, of Eagle Scout Troop 1 Altadena, presented his proposed project of constructing and installing reinforced and structurally sound shelving for the east wing of the library's basement storage room along the north and south walls. Imel's goal is to alleviate clutter while ensuring a fortified storage system. Imel presented trustees with the project's diagram. The estimated timeline is two months from start to finish, including one month of construction. Costs are estimated at \$2500 total for raw materials and supplies. Imel closed his presentation with solicitations for donations from colleagues, his church, and other groups, including the Friends of the Altadena Library.

It was Moved (McMullins) and Seconded (Tuck) to accept Eagle Scout Nathaniel Imel's project proposal.

APPROVED

10. **OLD BUSINESS**

- a) **REQUEST TO APPROVE AND SUBMIT RESOLUTION 201506 TO LA COUNTY'S ELECTION COORDINATION UNIT AND BOARD OF SUPERVISORS PER CALIFORNIA ELECTION CODE §10515**

Administrative Executive Secretary Shermaine Barlaan presented an amended resolution per the County Registrar-Recorder.

It was Moved (Tuck) and Seconded (McMullins) to approve an amended Resolution 201506.

APPROVED

b) ACCEPTANCE OF COAL WATER\$MART TURF RESERVATION APPLICATION REBATE IN THE AMOUNT OF \$3,000 (**INFORMATION**)

Trustee President reported an approved rebate amount of 3k for turf removal in conjunction with the water conservation demonstration garden.

c) ACCEPTANCE OF ALTADENA LIBRARY WATER CONSERVATION DEMONSTRATION GARDEN GRANT FROM THE COUNTY OF LOS ANGELES REGIONAL PARK AND OPEN SPACE DISTRICT IN THE AMOUNT OF \$25,000 (**INFORMATION**)

Trustee President reported LA County Board of Supervisors approved grant funding in the amount of 25k towards the Library Water Conservation Demonstration Garden.

d) UPDATE ON BESTFEST (**INFORMATION**)

BestFest committee member Dale LaCasella announced the latest updates concerning the upcoming weekend festival. Over 90 vendors will be present and volunteer parking is designated for the Altadena Senior Center only.

11. **NEW BUSINESS**

a) BOARD OF LIBRARY TRUSTEES CALENDAR 2015/2016 (**DISCUSSION/POSSIBLE ACTION**)

Director Kittay presented the calendar requesting to move the Annual Report from the month of August to November so that the document will have use of the audited figures.

It was Moved (McMullins) and Seconded (Zelada-Garcia) to move the Annual Report from the month of August to November and include edits concerning elections items which occur during odd-numbered years.

APPROVED

b) DISCUSSION REGARDING A NAMING POLICY FOR THE LIBRARY DISTRICT (**DISCUSSION/POSSIBLE ACTION**)

It was Moved (Zelada-Garcia) and Seconded (McMullins) for the Director and/or library staff to present the trustees with a draft of a formal naming policy for the District at the October Board Meeting.

APPROVED

c) DISCUSSION REGARDING REPORTING REQUIREMENTS FROM THE LIBRARY FOUNDATION AND FRIENDS GROUPS TO THE BOARD (**DISCUSSION/POSSIBLE ACTION**)

It was Moved (McMullins) and Seconded (Zelada-Garcia) to add regular reporting items from both the Library Foundation and Friends groups to the monthly Board agenda.

APPROVED

12. CORRESPONDENCE & PRESS

a) PRESS CLIPPINGS (INFORMATION)

Director Kittay presented an update on the programs and initiatives surrounding the Latino American grant. The first program in conjunction with the Altadena Historical society drew almost 90 attendees and the first installment of the award-winning PBS series on Latino Americans had an attendance of 25. Director Kittay mentioned researching ways to increase advertising for the grant programs and noted that the May Second Saturday would coincide with a Latino Cultural Festival at the Library and include Latino American music in the evening.

13. REPORTS OF TRUSTEES

Tuck—None

Zelada-Garcia—Reported on the Friends 9/14 meeting. Zelada-Garcia offered to help the Friends in communication with their attorney regarding the 501(c)3 designation. Claire Newman was named social media contact for the Friends. Clarity regarding membership processing was addressed. Lastly, the Friends, in agreement with the District Director and Public Services Director, agreed to cease charges to patrons for new-release library DVD rentals. Future funding from the Friends would be addressed at the next Friends meeting.

McMullins—Reported on the Foundation 9/01 meeting attendance and Dale LaCasella, provided details.

McKenzie—See Items 10(b) and 10(c).

14. AGENDA ITEMS FOR FUTURE AGENDAS

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

No additional items

15. ADJOURN TO CLOSED SESSION

The Board of Trustees may move into a closed session pursuant to applicable law, including the Brown Act (Government Code Section 54960, et. seq.) for the purposes of discussing matters covered under Government Code Section 54957 (Personnel) and Government Code Section 54956.9 (Potential Litigation)

Meeting was moved to Closed Session at 6:25pm.

16. **ADJOURNMENT OF CLOSED SESSION**

17. **RETURN TO REGULAR MEETING – REPORTABLE ITEMS FROM CLOSED SESSION (DISCUSSION/POSSIBLE ACTION)**

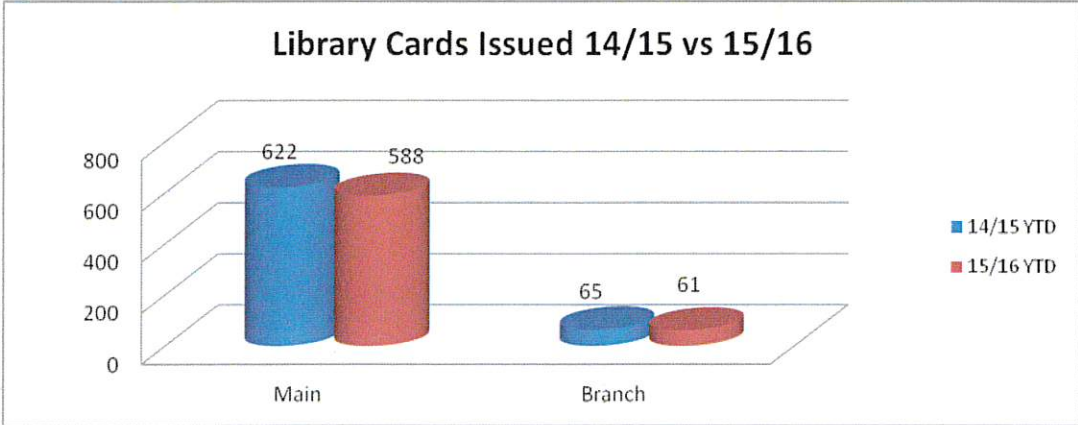
Meeting returned to regular session at 7:30pm.

18. **ADJOURNMENT**

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

It was Moved (McMullins) and Seconded (Tuck) to adjourn the meeting. Meeting adjourned at 7:32pm.

	September
Ciculation per Capita	0.99
Visits per Capita	1.46
Program Attendance per Capita	0.06
Logins per Capita	0.25
Staff per 1,000	0.40



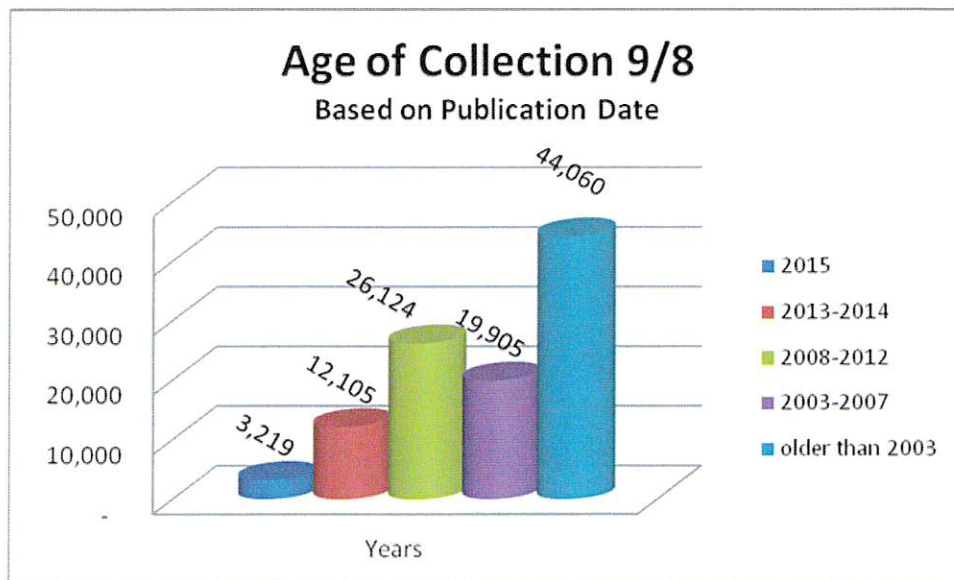
Cardholders as of 9/30/2015		C/O Items in past 3 years	C/O Items in past 2 years	C/O Items in past 12 months
Card 3 years or less	23,264	12,673	9,979	7,048
Population of District	53,177	As per California State Library		
% of Population with Library Card	44%			
% of Population w/ck out in 3 years	24%			
% of Population w/ck out in 2 years	19%			
% of Pop w/ck out in past 12 months	13%			

PATRONS THAT HAVE ITEMS (Oct 20 15)

#	Patron type	patrons	Patrons w/items	% w/items	# items	avg/patron
0	Adult		1,414		6,568	
1	Juvenile		397		1,592	
2	Staff		27		409	
3	Volunteer		25		85	
4	Trustee		0		0	
5	Foster Patrons		11		38	
6	Teacher Loan		35		392	
7	Teen		17		62	
	TOTAL	23,264	1,926	8.28%	9,146	4.75

District Population	53,177	Items in	105,413 Collection
% w/Library Cards	44%	8.68% % chkd out	

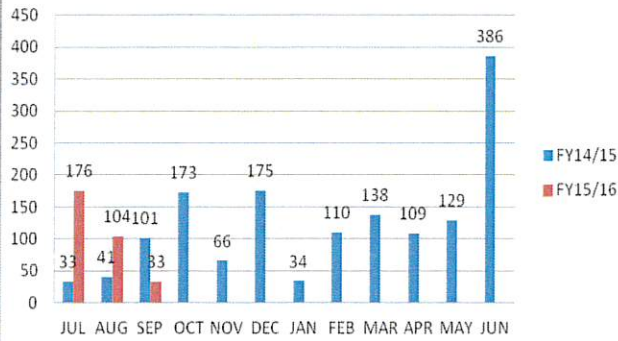
Since 6/3/15 we have increased the percentage of patrons with items out from 7.78% to 8.28% and the percentage of the collection checked out from 6.63% to 8.68%.



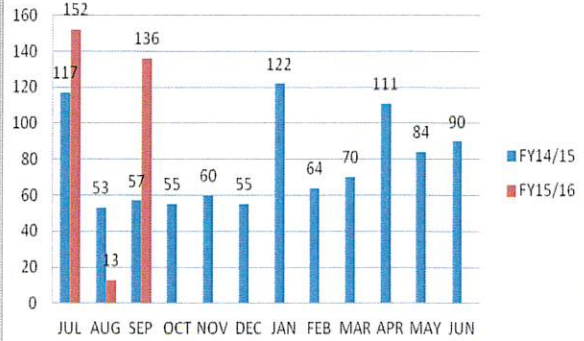
	9/8/2015		8/5/2015		6/9/2015		3/17/2015	
2015	3,219	3.05%	2,671	2.19%	1,526	1.22%	658	0.51%
2013-2014	12,105	11.48%	12,008	9.84%	11,566	9.28%	11,043	8.51%
2008-2012	26,124	24.78%	28,415	23.28%	29,210	23.42%	29,609	22.82%
2003-2007	19,905	18.88%	23,107	18.93%	24,554	19.69%	25,489	19.65%
older than 2003	44,060	41.80%	55,855	45.76%	57,840	46.38%	62,928	48.51%
		100%		100%		100%		100%
Total	105,413		122,056		124,696		129,727	

15,324 items are less than 3 years old - 14.54% of the collection
 24.78% of the collection is between 7 and 4 years old.
 60.68% of the collection, 63,965 items are over 8 years old and of those 41.80% are over 13 years old.

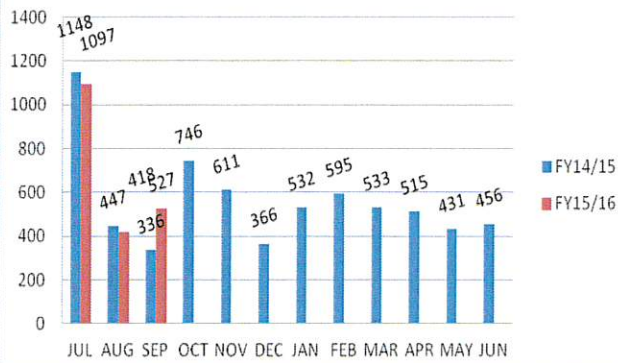
Adult Program Attendance



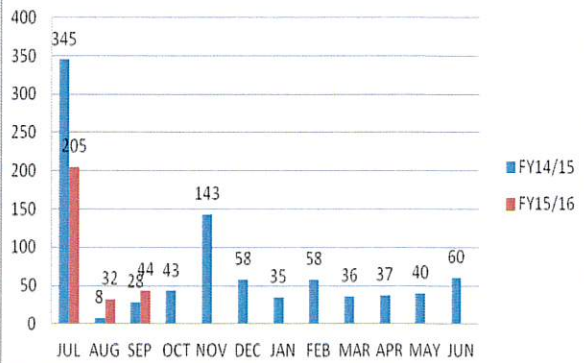
Young Adult Program Attendance



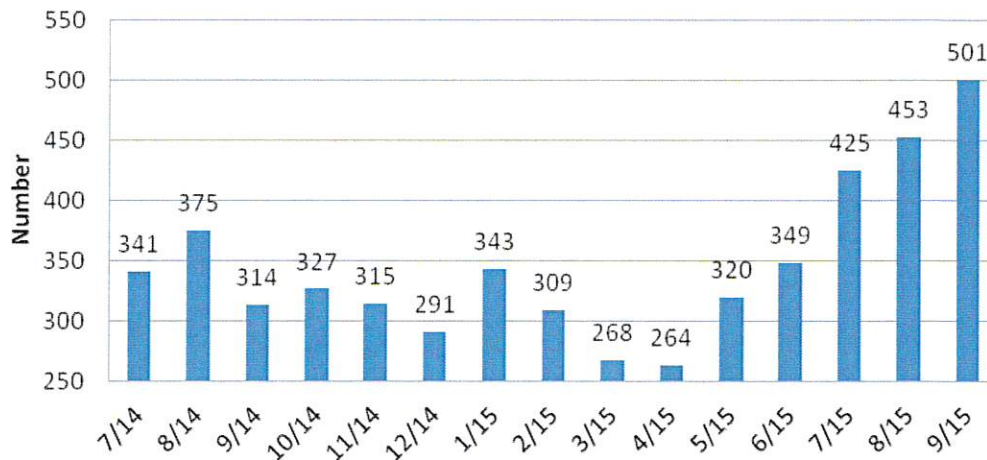
Childrens Program Attendance

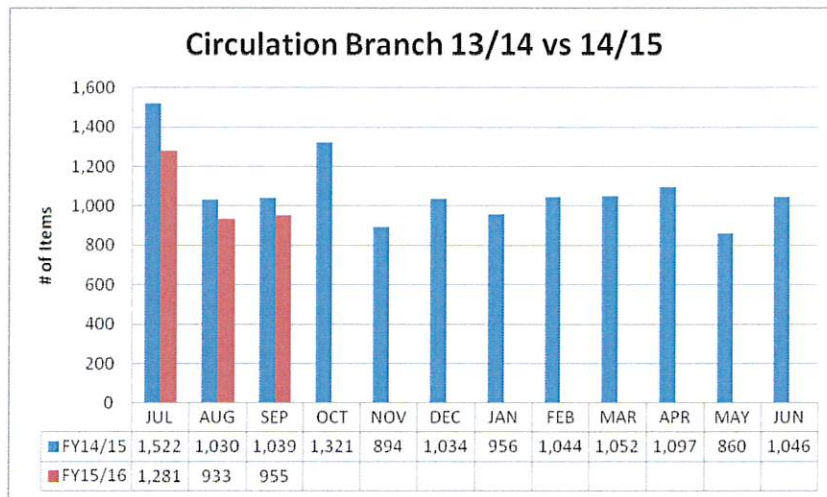
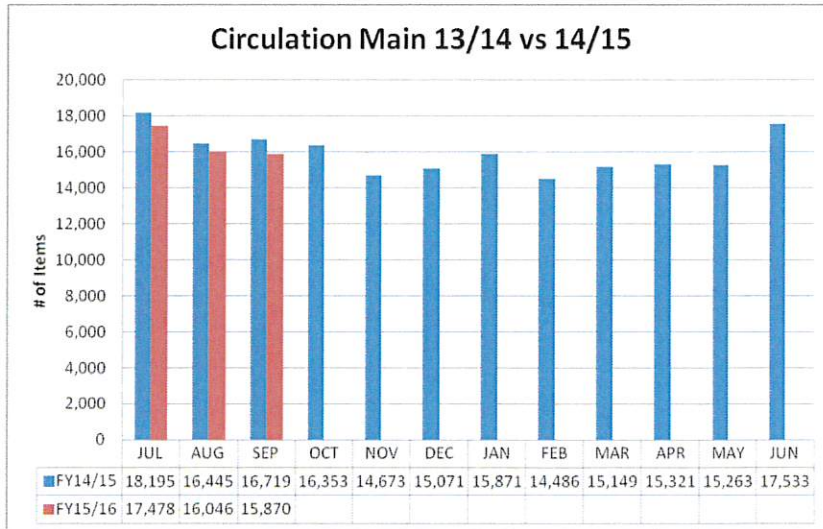


Branch Program Attendance

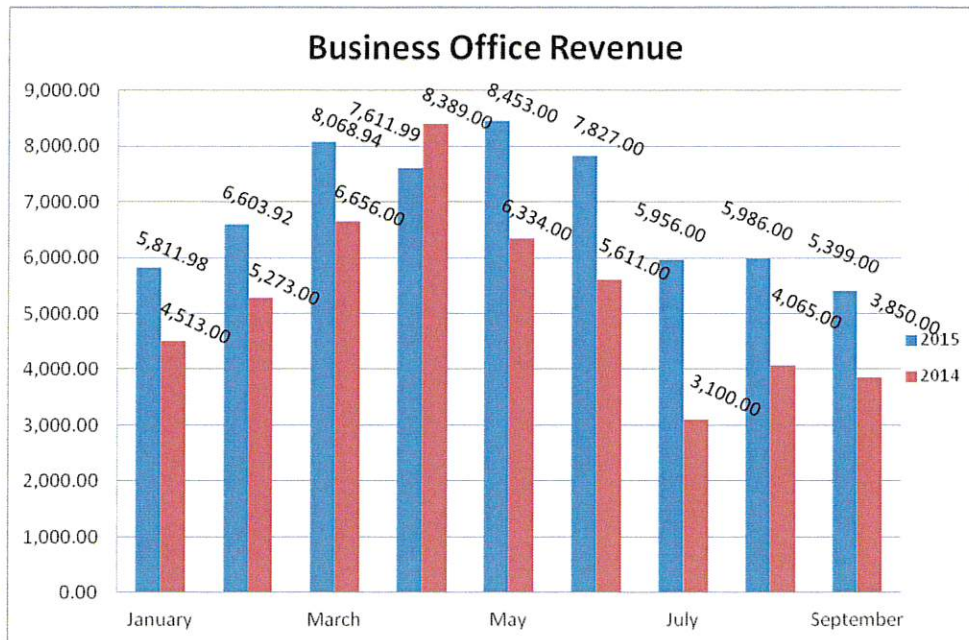
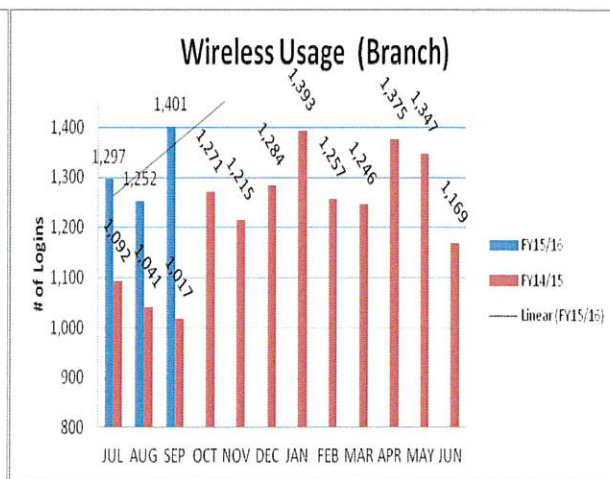
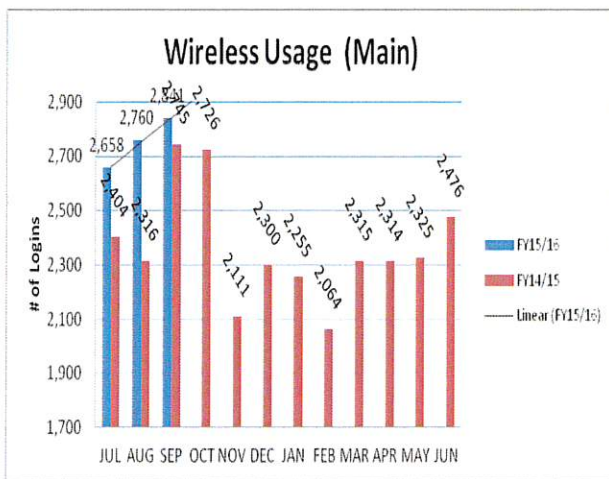
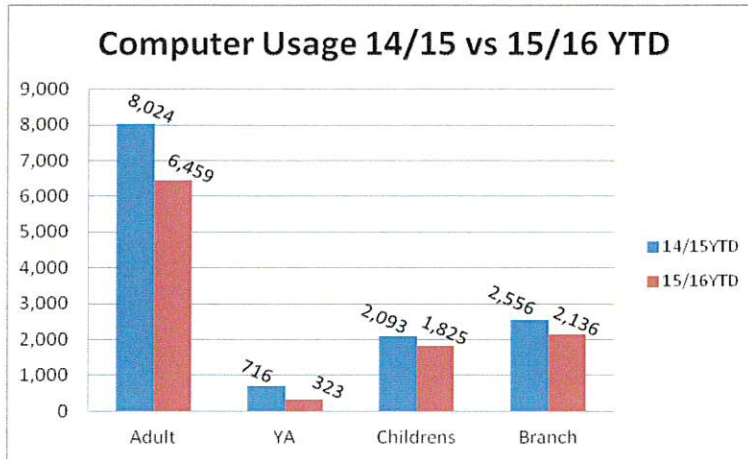


eBook Circulation 7/14-7/15



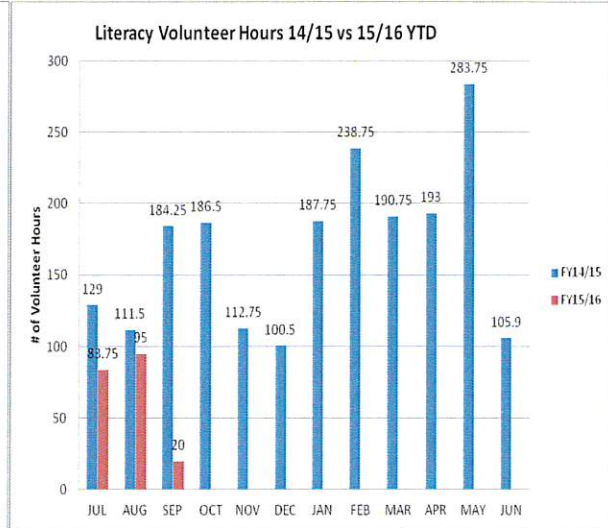
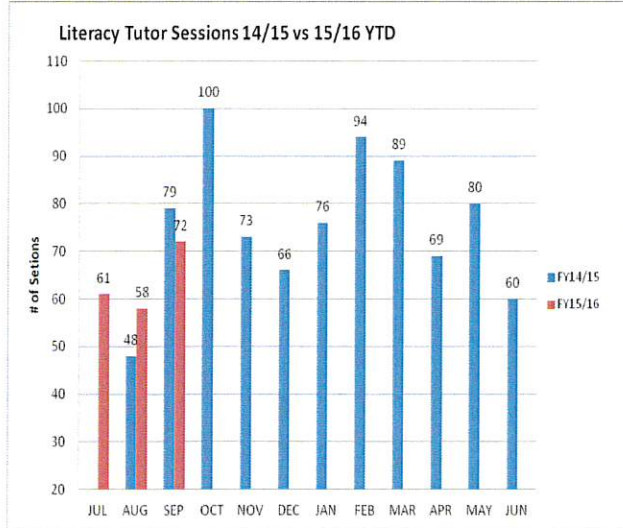
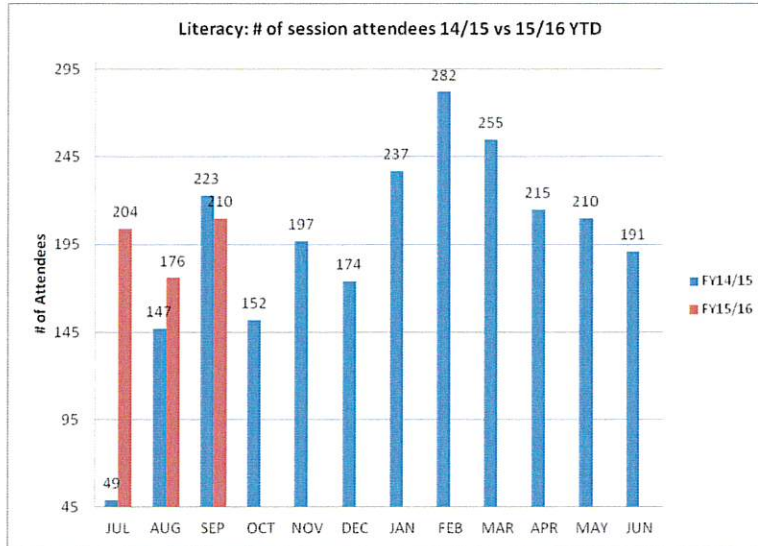


CIRCULATION (CHECKOUT) STATISTICS							CIRCULATION (CHECKOUT) STATISTICS						
ALL LOCATIONS							ALL LOCATIONS						
P TYPE	Sep 15		Change vs		Actual #		I TYPE	Sep 15		Change vs		Actual #	
	PERCENT	QTY	Aug 15	Sep 14	Aug 15	Sep 14		PERCENT	QTY	Aug 15	Sep 14	Aug 15	Sep 14
Adult	78.9%	13306	0.8%	-7.9%	13201	14444	Book	69.7%	11749	0.7%	-1.5%	11667	11925
Juvenile	13.8%	2331	0.4%	1.7%	2321	2292	Cassette	0.0%	0	0.0%	-100.0%	0	28
Staff	4.4%	734	-30.8%	62.0%	1060	453	Sound Disc	8.8%	1492	-6.0%	15.0%	1587	1297
Volunteer	0.6%	95	-41.0%	1.1%	161	94	DVD	18.1%	3059	-5.1%	-18.6%	3222	3757
Trustee	0.0%	0	0.0%	-100.0%	0	6	Kit	0.2%	33	-8.3%	-75.9%	36	137
Teacher Loan	1.9%	318	200.0%	6.4%	106	299	Serial	1.4%	240	0.8%	-13.4%	238	277
Teen	0.5%	83	-36.2%	-52.3%	130	174	Videocassette	0.0%	0	0.0%	-100.0%	0	2
Total	100.0%	16867	-0.7%	-5.0%	16979	17762	Playaway	0.0%	0	0.0%	-100.0%	0	4
							Library Basket	0.0%	0	0.0%	-100.0%	0	29
							YA Video Games	0.4%	60	22.4%	122.2%	49	27
							Mature Video Games	0.0%	8	100.0%	14.3%	4	7
							Chromebooks	1.3%	226	28.4%	-16.9%	176	272
							Total	100.0%	16867	-0.7%	-5.0%	16979	17762

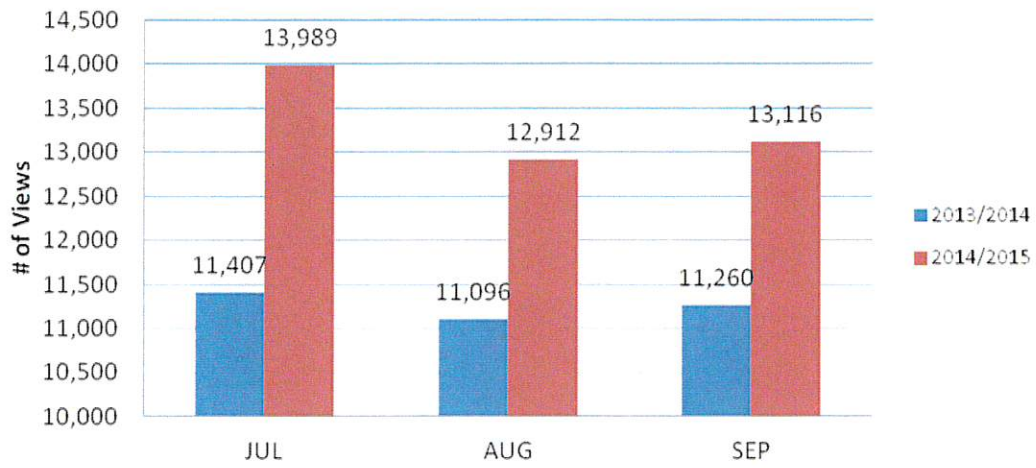


Facebook Stats

	10/5	9/20	9/13	7/27	7/20	7/13	7/6
Page Visits	46	3	18	39	50	39	34
Weekly Total Reach	3,362	2,340	1,743	2,372	2,205	1,401	1,409
People Engaged	205	118	112	147	110	81	97
Total Page Likes	758	755	753	738	734	734	732



Unique Pageviews Website



September 2015 Adult Services Report

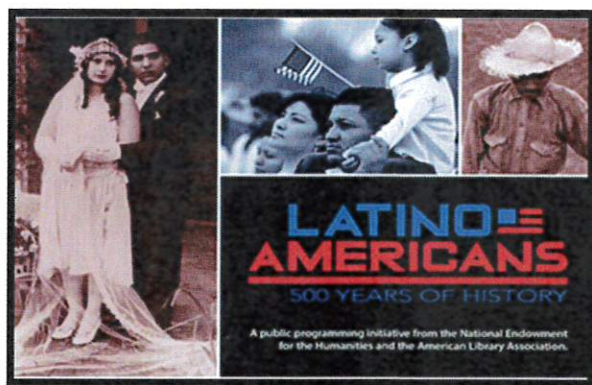
Ryan Roy, Public Services Director

On September 14, LA Opera Community Educator Steve Kohn visited the Altadena Library reading court to discuss the operas Gianni Schicchi and Pagliacci with an intimate group of opera fans. This program series includes future Opera Talks in the library on topics ranging from Anatomy Theater to the Magic Flute.



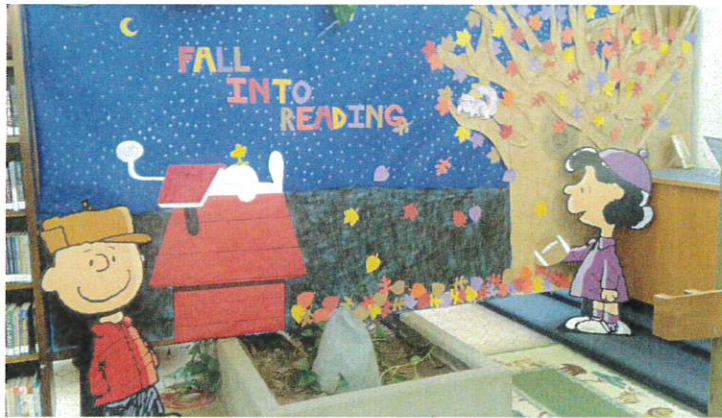
In early September, the library closed to the public and all staff members pitched in to complete a long-standing collection maintenance project of reviewing and deselecting titles based on circulation, current relevance, physical condition, and impact within the collection. Through this successful team effort, staff members were able to complete 95% of the months-long project.

On September 26th, the library screened Episode One of the *Latino Americans: 500 Years of History* documentary series as part of on-going slate of Latino-American-themed programming made possible by a grant from the National Endowment for the Humanities and the American Library Association.



September 2015 Youth Services Report

Cassandra Stearns



Library Page Kiri Lahey created this fall display for the Youth Services department and Adult Services Librarian, Pamela Richards came across the Charlie and Lucy standees at a local thrift shop to compliment the graphics for this year's Library Card Sign Up month from ALA.

Meanwhile, the whole department has been focused on the implementation of the Pitch and Idea Grant led by teen librarian, Carrie Wilson. The first offerings from the grant, filmmaking and sewing, have been received with overwhelming success and are described in the Teen Report.

Storytimes resumed in September with the addition of babytime and bilingual storytime in addition to toddlertime, preschool, and teddy bear storytime, and have already proven to be popular. 15 total storytime sessions were offered attracting 449 attendees!



Class Visits/Outreach:

Library Associate Lucy Molina resumed her monthly visits to the Country House Preschool and the Firehouse school conducting storytimes for the children. Senior Librarian, Cassandra Stearns read to to classes at the LAUP Preschool and passed out flyers for the new Sensory Storytime for children with autism and sensory

challenges. The teachers there are very excited for the library to offer this inclusive program.



Youth Services Volunteers:

The youth services department has streamlined the children's and teen volunteer programs into one integrated program and raised the age from 10 to 12. This will allow us to be more efficient in the planning and supervision of our many volunteers within the department.

Teen Librarian Carrie Wilson has taken on the role of coordinating and training 2 new Library Tech Student Volunteers from the PCC program, Ann Elias and Dina Zanrosso. These amazing women have been a tremendous help to the Youth Services Department since the Fall semester began.

Ann has tackled the JRHI project, picking up where Carrie left off, checking books for content, reading level, professional reviews and more and determining if they can be moved to the Junior High collection. Her knowledge of film helped her to create a reading list and display for our workshop, and she was very valuable as a volunteer, monitoring one of the "crews." She has contributed 39.5 hours to library projects. Dina contributed 12 hours of volunteering in September, becoming an amazing storytime aide, setting up for the crafts, musical parade, creating lovely book displays, and taking photos of the preschoolers having a blast. She was a lifesaver when we ran out of space during the craft at storytime where we had over 80 people.

In all 9 volunteers provided 121.5 volunteer hours to the Youth Services department this month!

September 2015 Teen Services Report

Carrie Wilson

Teen Librarian, Carrie Wilson, offered several programs this September, which have been a blend of the tried and tested (gaming, TAC, and Anime Club) programs and unique new workshops and programs (sewing, college prep, and filmmaking).

Sept 4th--Anime Club went retro, showing *El Hazard*, a show from the mid-nineties. One teen was inspired to draw this anime character:



Sept 11th—We kicked off the Grant Funded DIY Club with our first in a series of filmmaking workshops. Filmmaking 101 was taught by filmmaker Kent Yoshimura, who introduced 23 teens and tweens to basic filming techniques, lighting and editing using FinalCutPro X on our Macbook Pros. The teens split into three "crews" and began to brainstorm and film their stories. Public Services Director Ryan Roy lent his expertise to this workshop series, recommending equipment and book materials for purchase and assisted at the event itself.



Sept 12th—Staff and adult volunteers attended a special training taught by instructor Koalani Walkoe, learning how to wind the bobbin and change and thread the needles in order to assist with the sewing workshop series.

Sept 14th --College prep workshop taught by Ashley Sim attracted a staggering 56 participants, who were grateful for the valuable information about the college admissions process.

Sept 19th—Teens learned sewing basics at the first class, including how to iron and cut fabric, follow a pattern, wind the bobbin, and thread the machine. These lessons culminated in the fabulous finished product—a snazzy pillowcase!



Sept 22nd was the first TAC meeting of the school year, and we worked on Banned Book Week decorating.

Check out these awe-inspiring decorations that reference book burning created by Kate Davey, Emmet O'Connor and Maud O'Connor:



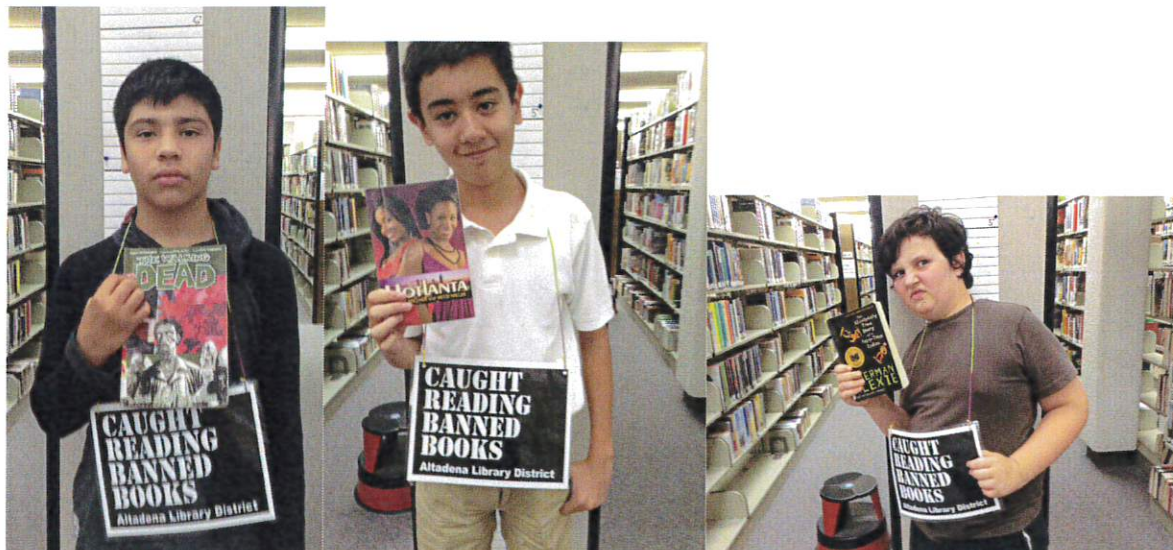
Kiri Lahey, page and artist-in-residence also contributed by designing a flame template and flame creatures.

We welcomed two new members, Hernan Cortes and Michael Sokenul. Our board currently consists of fifteen active members, an all time high. TAC members contributed a staggering 65.25 volunteer hours this September.

Sept 25th—Gaming @ Altadena Library welcomed 25 teen game enthusiasts who enjoyed board games like Smash Up! Jenga and Pick Up Stix. We also set up 2 consoles, the Wii for assorted games and Rock Band on the Playstation.



Banned Books Week, officially Sept 27th-October 3rd, featured many special interactive displays. Teen that read a banned book during this week also received a free book of their choice. Check out the "mug shots" of those caught reading banned books:



September 2015 Branch Report

Carlene Chiu

With the kids back at school, the library is whirling with activity. After school, the kids are busy using our computers and all our seats are occupied with tutors and students. We showed a movie, *Home* for our Fun Flick Friday on September 18th with 15 in attendance. We had a popular rain stick craft program on September the 29th. The kids had lots of fun unleashing their creativity decorating their rain sticks with paint, glitter, yarn, and pom poms. There were 29 in attendance.



We had 14 people get replacement cards (for lost cards) and 23 people get new cards (with a free book) in honor of September being library card sign up month! Staff did a great job promoting this special offering.

Behind the scenes, I planned for Read for the Record, helped Mindy with creating the Latino grant information on the website, researched advertising opportunities for the Spanish audience, worked with Modesta to translate the Latino grant information, and worked on the newsletter article. Planning for craft programs continues. There was also a lot of planning in regards to the Branch remodel. We received new chairs!



After

Before

The patrons like the new chairs a lot and they are mobile!

Branch staff created a wonderful bulletin display for October!



From L-R:Michelle created the pumpkins, Andrea the Spider, Carlene the Cat, Edward the spooky mansion, & Modesta helped with the lettering. Our first all Team collaboration on a display!

September 2015 Literacy Department Report

-Edward William, Literacy Coordinator

-Modesta Nava, ESL Instructor

Tutor and Learner Matching

Nearly all of our waiting learners were matched with waiting tutors this month; however we still have a few tutors on our waiting list. While we continue our tutor and learner recruiting efforts, we will focus the next month on recruiting learners into the program.

Creating an Online Tutor Training

One of the difficulties with setting up a tutor training workshop is that we normally have three to four each year. Despite receiving the training support from our local literacy partners (Azusa City Library, Covina Public Library, Glendora Public Library, and Monrovia Public Library), it can be difficult for potential tutors to attend a Saturday workshop. Also, potential tutors may leave to volunteer for other organizations as they wait for a tutor workshop date.

One alternative for a tutor training workshop is to have the training available online. The Los Angeles Public Library offers this alternative to their potential tutors, which covers everything in a tutor training workshop. Our literacy program was given access to LAPL Literacy Program's online training, which has given us ideas to create one for our literacy program.

This month the literacy program created a draft of an online training that potential tutors could take to become a tutor in our program. The online training would include online resources covering literacy and tutoring, video demonstrations, exercises and a test to confirm completion of the online training. Potential tutors would still be required to meet the literacy staff and will be encouraged to attend future tutor development workshops. We hope to have the online tutor training available this Fall.

ESL Class in Second Month of using Laubach Learning System

Modesta, our ESL instructor, is in her second month using the Laubach learning system by providing each of the ESL learners workbooks from the series. Learners who regularly attend the Monday through Thursday class were given the workbooks, while those who sporadically attend were given copies of the lessons. Since the class is using this workbook series, Modesta can use this as an additional resource to track the progress of the ESL learners.

BOARD OF LIBRARY TRUSTEES DIRECTORS UPDATE

DEPARTMENT: District Director **MEETING DATE:** October 26, 2015

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

As I sit here reviewing the staff reports for the board package this month the thing that stands out the most for me is how creative and hard working our staff are. The efforts that they put into their programs and helping our patrons can easily be seen by reviewing their staff reports.

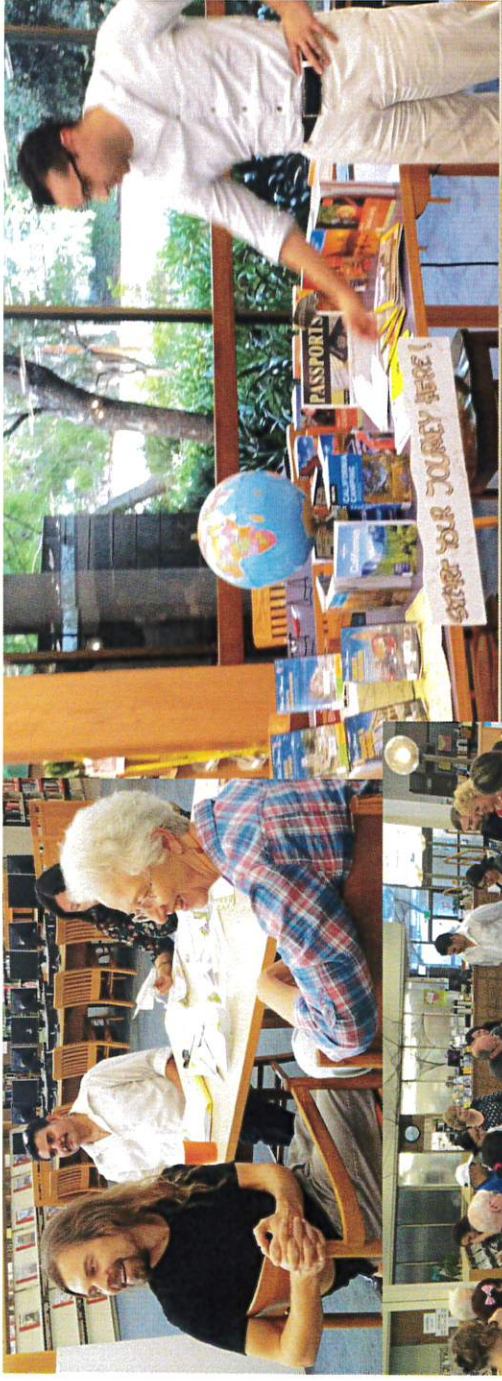
Every day I hear from members of the community how happy they are to see things changing at the library and they are especially appreciative of the expanded programming. Patron, Mimi Seton, a multi-award winning writer-composer-director who has taught Theatre Arts at the University of Paris and Trinity College Dublin, has been volunteering for the library by creating innovative programs. You may have heard of them or participated: Two staged readings so far this year as part of the series *Sisters In Peril*: **Mother Morphine** and **Conversations with the Waterman** and a three-part workshop, Knowing Without Knowing How We Know: Developing Your Intuition. The series, *Sisters In Peril*, was created by Mimi to give women actors, writers and composers, of a certain age, a voice in the Los Angeles theater world. She noted, "because of the programs the Library has supported so far, we have enabled actors to have the credits necessary to join the actors union and we have also provided the credits for actors to now receive their pensions from the actors union." We are providing some amazing cultural experiences for our community that they may not normally have access to. The feedback we have received about these, and many other of our programs, has been phenomenal.

I am so proud to be a part of this team that is changing lives every day here at the Altadena Library!

PROFESSIONAL DEVELOPMENT DAY: And while we are talking about teamwork I would like to mention our first ever Professional Development Day which took place on Monday October 12. The team that created this day was made-up of me, Ryan and Tina. And of course Helen provided the creativity and preparation behind the wonderful food that we all enjoyed. Below are the results of the assessment following the day. While we are gratified that overall the day was "very satisfying" to "completely satisfying" for the majority of the staff, I believe that the pictures below show the full level of enthusiasm, creativity and participation that was what made this day so wonderful.

1 = Not at All Satisfied, 2 = Somewhat Satisfied, 3 = Satisfied, 4 = Very Satisfied, 5 = Completely Satisfied	1	2	3	4	5
Your overall satisfaction with the day?	0	2	5	6	4
The objectives of the training were clearly defined?	0	1	3	6	7
Participation and interaction were encouraged?	0	0	0	8	9
The topics covered were relevant?	0	2	2	7	6
This training will be useful in my work?	0	3	4	5	5
Keynote Speaker: Jamie LaRue	0	0	1	5	11
Team Building Exercises	1	2	4	7	3
One Point of Service	1	0	4	7	6
Chair Yoga/Posture Assessments	1	0	4	8	5
Readers Advisory Skills	0	0	3	7	5
Display Tips and Techniques	0	0	3	4	8
TOTAL	3	10	33	70	69





FRIENDS OF THE ALTADENA LIBRARY: The Friends sent a check to the library for \$40,000 of which \$10,000 is specifically earmarked for the Literacy Program. We are very grateful to have these additional funds and for all the hard work that the Friends do to provide us funding and advocating for the library.

CALIFORNIA LIBRARY ASSOCIATION 2015 ANNUAL CONFERENCE: Just a quick reminder that this is coming up quickly, November 5th through the 8th to be exact. We have 13 staff members signed up to attend all or part of this conference.



BEST FEST AND ART ON MILLIONAIRE'S ROW: This was a wonderful opportunity for the District to show off the library. We had a large number of guests attend the opening reception for AOMR and then the next day during Best Fest we welcomed many, many new and returning library patrons.

Art on Millionaire's Row Reception



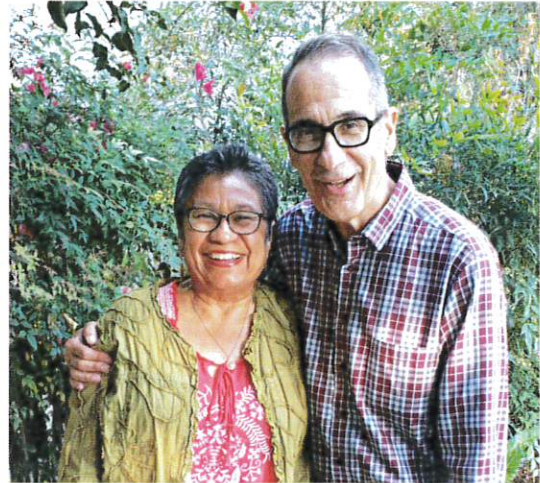
LATINO AMERICANS: 500 YEARS OF HISTORY GRANT INITIATIVE: We have now had our first and second episodes in the Latino Americans: 500 Years of History Grant Program. *Foreigners in Their Own Land* was shown on Saturday the 26th of September and moderated by local Historian Roberta Martinez.



Paul Bryan Gray & Michele Zack

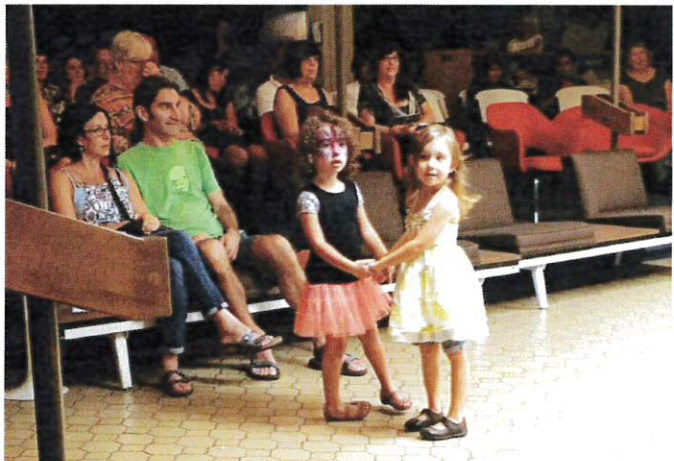


Episode II: Empire of Dreams (1880-1942) with scholar led discussion by Dr. Francisco Balderrama was presented on Saturday October 22nd and on Thursday October 15th The Life of Francisco Ramirez – Authors' talk with historians Paul Bryan Gray and Michele Zack took place in the community room.



(Above) Author Paul Bryan Gray
 (Right)Latino Americans - 500 Years of History'
 Episode II: Empire of Dreams (1880-1942) Roberta
 Martinez and Dr. Francisco Balderrama

SECOND SATURDAY: Returned after a hiatus for the Summer with Verdugo Swing Society. They brought 14 members of their band and the library was alive with big band music, good food, good friends, good drink and lots of fun!



FACILITIES:

- Alarm and Security Systems (Still Researching)
- Main Door Repairs (Still Researching)
- Branch Parking Lot Repairs (Done)
- Finalizing Purchasing and minor remodeling of the Branch (In Process)
- Reorganization of the Finance Office (Done)
- Preparations for the Water Conservation Demonstration Garden (RFP issued)
- Boy Scout Shelving/Storage Project (In Process)
- Shifting of the Collection at Main and removal of some shelving (In Process)

Not only did staff re-organize the stage and clean it up but we purchased a storage shed which is now located on the staff patio. This has allowed us to store maintenance equipment outside of the library and we can also return one of the paid storage rental units which will save us the monthly fee for rental.



Below are our before and after pictures of the parking lot at the Branch Library.



MISCELLANEOUS ITEMS:



Some of our creative marketing - the chalk board at the Altadena Ale House



As a member of the Altadena Rotary Club I am often asked to volunteer some time. Below are pictures from an event at the Odyssey Charter School that I assisted with. Rotary brought in Danny's Farm which offers a safe, peaceful, and loving environment for children and adults with developmental disabilities to experience animals. After participating in this event I asked Rotary if they would be willing to sponsor Danny's Farm again at the Altadena Library and they approved the donation. November 12th we will be hosting

Danny's Farm in the parking lot from Noon to 3pm. Rotary will be having their weekly lunch here in the Community Room of the Library and then some members will be staying to assist in running the Farm and handing out snacks (which they are also providing.)



Board Member Gwen McMullins invited me to the Pasadena NAACP - Ruby McKnight Williams Awards Banquet in Pasadena. It was a wonderful opportunity to network and meet new people and I had the good fortune to sit with and meet Madison Triplett, the Rose Queen for 2015 Tournament of Roses.



On September 22nd we hosted the League of Women Voters in the lobby of the Library for their voter registration booth.

On Wednesday October 7th we hosted Neighbors Building a Better Altadena candidate forum for the PCC Trustee election in our community room.

Naming and Donor Recognition Policy

It is the policy of the Altadena Library District (ALD) from time to time to recognize the generosity of an individual(s) and/or corporation(s), foundation and/or other donor(s) by choosing to create a specific naming designation for a collection, facility or portion of a facility. Naming opportunities are also available to honor a person's significant service to the Library or to the society at large.

The Library Board of Trustees (Board) has the sole right to name or rename collections or facilities. The Library's Director may recommend naming opportunities to the Board for consideration. The Board recognizes that naming a collection, facility or portion of a facility is a decision of immense importance; therefore, making these decisions is undertaken with an appreciation for that significance.

While the Board is grateful for and encourages donations from all individuals, businesses and organizations, the Board has the right to decline any gift to ALD and/or reject naming proposals.

Purpose and Scope

The Altadena Library District and its affiliated support organizations (the Altadena Library Foundation (ALF), the Friends of the Altadena Library (FOAL) and any 'bona fide' organization whose mission is to support ALD), solicit and accept gifts from individuals and families and from businesses, corporations, foundations and other organizations to support ALD's Vision and Mission and to enhance ALD's programs, services, collections, and facilities.

The purpose of this policy is to establish consistent guidelines for the acknowledgement and recognition of such gifts and their donors by ALD and its affiliated support organizations.

The provisions of this policy are intended to apply to all gifts received by the ALD, and to be replicated in the Donor Recognition policies of ALD's affiliated support organizations.

Donor Recognition Principles

The Altadena Library District and its affiliated support organizations will:

- Promptly acknowledge gifts using personalized thank you letters.
- Inform donors about how their gifts are being used.
- Respect requests by donors not to be publicly recognized or acknowledged (to the extent permitted by law).

Donor Recognition

Donor Boards: A Donor Recognition Board may be placed in any facility of the ALD to recognize major contributions to ALD and its affiliated support organizations. Donors may include individuals, families, family trusts or foundations, and other types of foundations, trusts and organizations (other than ALF and FOAL). Donors will be listed at the appropriate level on the Donor Board when the value of their gifts to the Altadena Library District, the Altadena Library Foundation, or the Friends of the Altadena Library reaches the following levels in any calendar year:

Affiliates: \$1,000 - \$1,999
Patrons: \$2,000 - \$4,999
Sponsors: \$5,000 - \$9,999
Benefactors: \$10,000 - \$24,999
Major Benefactors: \$25,000 - \$49,999
Partners: \$50,000 or more

Once recognized on the Donor Board for a gift received in full of at least \$1,000 in any calendar year, donors may move up levels based on the cumulative value of their gifts over time. Donor recognition levels may be revised by the Board of Library Trustees and will be effective as of the date of the most recent revision.

Contributions recognized by naming a physical asset will also be listed in the appropriate category on the Donor Board(s).

ALD and its affiliated support organizations will review donor records on at least an annual basis to determine recognition status.

The Board of Library Trustees and the Director are authorized to negotiate pledge arrangements on a case-by-case basis.

In the case of memorial or honorary gifts, the name of the individual being remembered or honored will be listed on the Donor Board to reflect the cumulative value of gifts received.

Donors whose gifts are matched by organizations will receive recognition for the total of their personal gift and the matching gift. The organization will receive recognition for the total of its matching gifts combined with its direct gifts.

The Board of Library Trustees may establish additional donor boards for specific projects and retain discretion to recognize donors and sponsors by other methods on a case-by-case basis.

Non-Monetary Donations: Non-monetary donations will be recognized on the Donor Board based on the value of the asset when donated as determined by the District.

"In Kind" Donations: "In Kind" donations of furniture, equipment, and fixtures will be recognized on the Donor Board based on the value of the asset when donated as determined by the District.

Specialized Collections: A specialized collection of library materials accepted or purchased using gift monies may be named for the donor. Donations valued at \$1,000 or more will also be recognized on the appropriate Donor Board.

Works of Art: Works of art with an appraised value of \$1,000 or more, which have been accepted for display, will be recognized on the appropriate Donor Board. Additionally, at the discretion of the District Director, a plaque may be placed on or near the artwork.

Recognition of gifts of less than \$1000: All gifts of any amount will be recognized in an ALD publication such as newsletters, annual report to donors, and/or on the website. Where such annual recognition will be made will be a mutual annual decision between the Director and the Boards of ALD and its affiliated support organizations.

Naming Recognition

The Board of Library Trustees in its sole discretion and authority may recognize donors to ALD by naming facilities or a portion of a facility, rooms, interior or exterior spaces, collections, equipment, gardens, walkways, furnishings and art, and the like, in accordance with the following guidelines. Appropriate contributions for such naming opportunities will be at the discretion of the Board and will be determined by square footage cost, actual cost of equipment, on-going operating cost, etc., depending on the specific area or item.

Naming recognition may also be bestowed for a non-monetary contribution where the donor has made a sustained, enduring, and exceptional contribution to the advancement of the mission of ALD through leadership, librarianship, or service.

These guidelines also apply to those gifts solicited and received for the benefit of ALD by the Altadena Library Foundation and ALDs affiliated support organizations.

1. Assets

Naming rights are available for new and existing physical assets such as buildings, rooms, spaces, or substantial equipment/furniture installations. Naming rights are also available for new and existing intangible assets such as programs offered to the public, licenses, speakers' series and the like.

In assigning naming rights values to individual assets, the Board of Library Trustees shall take into consideration the expected remaining useful life of the asset, the capital cost and ongoing maintenance cost, frequency of use, and the public prominence and traffic level.

2. Life of Naming Opportunities

Naming opportunities do not extend beyond the useful life of the asset. At the end of an asset's useful life, the asset will be retired and the related naming recognition will end. Major assets (libraries, community room) are anticipated to have longer useful lives; at the end of the useful life of such an asset the Board of Library Trustees will seek to provide recognition in another way.

The naming rights agreement will define for the donor the related naming rights.

3. Pledges

The Board of Library Trustees may authorize pledge arrangements on a case-by-case basis. Naming recognition, however, where appropriate, will be bestowed only upon fulfillment of the pledge agreement.

4. Naming Rights Agreement

Naming rights shall only be bestowed subject to execution of a naming rights agreement between ALD and the donor. The naming rights agreement shall define for the donor the related naming rights, including the term for recognition and the consideration received by ALD in return for naming rights recognition.

5. Plaques

The design of any plaques or other commemorative items must be approved by the ALD District Director. There will be no business or product logos on the plaques unless the donation is made by a business or corporation.

6. Business and Corporations

Businesses or corporations are welcomed community partners. Gifts to ALD to support or enhance ALD's Vision and Mission are gratefully accepted, and naming recognition will be considered as for an individual donor. The mission, product, service, and public image of the donor business or corporation must be consistent with accepted community standards and not contradict or be inconsistent with ALD's Vision or Mission.

Other Cases

The Board of Trustees may approve naming recognition for ALD assets and items on a case-by-case basis.

Granting or Termination of Naming Rights

The Board reserves the right to terminate or alter a naming designation under unusual or extraordinary circumstances. The Board in its sole discretion, may either refuse to

grant naming rights, cancel or terminate existing naming rights, and remove plaques or commemorative items, in the event that the character and reputation of the named donor no longer comports with accepted community standards, or if the named donor publicly engages in activities contrary to, or inconsistent with, the Vision and Mission of ALD.

Sponsorships: Public recognition of a sponsor of an event, program, or service may include:

- Acknowledgement of the sponsorship and/or display of the sponsor's logo on the promotional materials for the sponsored event, program or service.
- A press release submitted to local media outlets.
- A verbal announcement at the beginning of a program.
- An announcement or article in the ALD newsletter.
- Sponsorships with a value of \$1,000 or more in any calendar year will also be recognized on ALD's Donor Board.

Capital Campaigns

From time to time, the Altadena Library District Board of Library Trustees may authorize specific fundraising campaigns in support of substantial capital projects and may establish additional donor recognition opportunities specific to that campaign.

Adopted: October 26, 2015 EFFECTIVE DATE: October 26, 2015, REPLACING
POLICY EFFECTIVE: n/a, new



ALTADENA LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES CALENDAR – 2015/2016

JULY	Publicity for Trustees Election – (Odd Year) Filing for Trustees Election – (Odd Year) Appointment of Liaison to the Friends Board Strategic Plan Objectives for the Fiscal Year
AUGUST	
SEPTEMBER	
OCTOBER	Health Care Premiums – Resolution (as needed) Quarterly Budget Review of current budget Schedule of Board Meetings for Following Year
NOVEMBER	Annual Report Audit Report Trustees Election CLA Conference Schedule of Holidays for Following Year
DECEMBER	NO MEETING
JANUARY	Bank Signature Cards – as needed Election of Officers Mid-Year Budget Review of current budget
FEBRUARY	Plan Volunteer Recognition Investment Policy
MARCH	Conflict of Interest Forms Review of Fines and Fees Schedule
APRIL	Auditor bids – every three years or as needed Preliminary Budget Review of Proposed Budget for forthcoming Fiscal Year National Library Week Friends Annual Meeting - Dates Friends Annual Book Sale – Dates Volunteer Recognition Quarterly Budget Review of current budget
MAY	Preliminary Budget Review of Proposed Budget for forthcoming Fiscal Year Friends Annual Meeting Friends Annual Book Sale – Recap Employee Recognition
JUNE	Provide draft of budget book Master Calendar for Board of Library Trustees for Following Fiscal Year Gann Appropriations Limit Resolution to ask Auditor/Controller of Los Angeles County to Prepare New tax roll for Account No. 57.12



ALTADENA LIBRARY DISTRICT

Honoring the past, cultivating the present, empowering the future

BOARD OF LIBRARY TRUSTEES STAFF REPORT

DEPARTMENT: Administration

MEETING DATE: October 26, 2015

PREPARED BY: Tina Wallin

LOCATION: Community Room

TITLE: Request to amend Job Description for Administrative Executive Secretary Classification

BACKGROUND:

The role of the Administrative Executive Secretary has served as support to the District Director, Board of Library Trustees, Altadena Library Foundation and the Friends of the Altadena Library as well as Committee Support.

Upon the District Directors review of the current Job Description in January 2015 and in conjunction with the retirement of the Library Associate in Administration, it was determined that some duties would be revised, reassigned and other duties removed, which were a conflict of interest between the District and non-profit organizations associated with the Altadena Library. Below is an outline of what duties have been added/removed/revised:

Removed:

- Make all necessary arrangements for meetings of the Community Strategic Planning Advisory Committee
- Compile and report ALD operational statistics including preparation of monthly statistical reports to the Board of Trustees and of statistical reports for outside agencies (Annual Report to the Public)
- Design public relations and marketing tools, etc professional folders, brochures, etc
- Communicates with and acts as liaison with County Counsel on litigation matters
- All responsibilities associated with the Friends of the Library (see attached for detailed description)
- All responsibilities associated with Fundraising and Revenue Enhancement Support (see attached for detailed description)

Added:

- Assist in compiling and reporting ALD's operational statistics including preparation of monthly statistical reports to the Board of Trustees and of statistical reports for outside agencies (Annual Report to the Public).
- Assist in the creation and distribution of all public relations and marketing tools, e.g. professional folders, brochures, etc.
- Monitor and maintain Inventory of supplies.
- Maintain Community Room Calendar. Work with the Programming Coordinator to ensure availability and accommodations.
- Maintain and create the calendar on the District Website.
- Create and maintain hard copy calendars for Patrons
- Other duties as assigned



ALTADENA LIBRARY DISTRICT

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Revised:

- Changed Summary from/to:
 - Original: The primary role of the Administrative Executive Secretary is to provide administrative support to the Board of Trustees of the Altadena Library District, and the District Director. The Administrative Executive Secretary also supports the activities of the various Committees established by the Board of Trustees or District Director, provides administrative support to the Altadena Friends of the Library, and provides services to the public as a participant in meeting room display services. The Administrative Executive Secretary performs secretarial and duties as assigned by the District Director.
 - Revised: The primary role of the Administrative Assistant is to provide administrative support and assistance to the District Director and to the Board of Library Trustees. Supports the activities of the various Committees established by the District Director or the Board of Library Trustees and may act as the liaison between the Friends, Foundation and the District Director. Provides secretarial and administrative duties as assigned by the District Director and must have the ability to be flexible, creative, possess time-management and priority skills, be forward thinking and have the ability to adapt to a constantly changing environment.
- Changed “Ensure agendas and minutes of the Board of Trustees meetings are posted on ALD’s website in a timely fashion plus posted on the site” to
 - “Preparation of the Board Agenda (Draft completed by the end of the first week of the month)”
 - “Ensure approved agenda and packet are sent to the Board of Trustees (Thursday prior to the Board meeting at 9am)”
 - “Post agenda for public (Thursday prior to the Board meeting at 9am)”
 - “Create draft board minutes within 48-hours of the adjournment of the meeting”
 - “Ensure approved meeting minutes are posted on ALD’s website within 48-hours of approval at the Board meeting”

FISCAL IMPACT:

None

RECOMMENDATION

Staff recommends that the Board approve the amended Job Description.



ALTADENA LIBRARY DISTRICT

Position Description

ADMINISTRATIVE ASSISTANT

FLSA: Non-Exempt

Summary

The primary role of the Administrative Assistant is to provide administrative support and assistance to the District Director and to the Board of Library Trustees. Supports the activities of the various Committees established by the District Director or the Board of Library Trustees and may act as the liaison between the Friends, Foundation and the District Director. Provides secretarial and administrative duties as assigned by the District Director and must have the ability to be flexible, creative, possess time-management and priority skills, be forward thinking and have the ability to adapt to a constantly changing environment.

Core Responsibilities (but not limited to)

District Director, Board of Library Trustees, and Committee Support

- Provide administrative and secretarial support to the Board of Trustees and District Director. This includes preparing documents and correspondence, making travel and meeting arrangements, screening incoming mail and telephone calls, maintaining calendars, and scheduling meetings and appointments. Maintain confidentiality of documents, records, communications and information.
- Prepare and distribute agendas, Board packets, minutes, and other official documents for the Board of Trustees.
- Make all necessary arrangements for meetings of the Board of Trustees, and Board Committees (meeting notices, room reservations and setup, etc).
- Preparation of the Board Agenda (Draft completed by the end of the first week of the month)
- Ensure approved agenda and packet are sent to the Board of Trustees (Thursday prior to the Board meeting at 9am)
- Post Agenda for Public (Thursday prior to the Board meeting at 9am)
- Create draft board minutes within 48-hours of the adjournment of the meeting.
- Ensure approved meeting minutes are posted on ALD's website within 48-hours of approval at the Board Meeting.
- Maintain the District's policy and procedures documents. Ensure all policies are promptly updated and made available via ALD's website, and that staff and Trustees have access to current policy and procedure information. Provide Trustees with hard-copy or cd policy manuals and update as required.
- Ensure ALD is in compliance with all legal requirements related to Board of Trustees activities and operations (for example Brown Act, Conflict of Interest, Ethics Training, recordkeeping, etc.).
- Maintain ALD's administrative records and files (including both hard-copy and electronic records). Develop and administer appropriate filing systems and record retention schedules and processes. Ensure files are current and documents are filed promptly.
- Prepares all materials including publicity materials for Special District elections and acts as liaison with County Registrar/Recorder's office.
- Prepares for distribution to County offices: Statement of Economic Interests for Board of Trustee members and appropriate staff members.

OTHER DUTIES AS ASSIGNED

- Assist in compiling and reporting ALD's operational statistics including preparation of monthly statistical reports to the Board of Trustees and of statistical reports for outside agencies (Annual Report to the Public).
- Assist in the creation and distribution of all public relations and marketing tools, e.g. professional folders, brochures, etc.
- Monitor and maintain Inventory of supplies.
- Maintain Community Room Calendar. Work with the Programming Coordinator to ensure availability and accommodations.
- Maintain and create the calendar on the District Website.
- Create and maintain hard copy calendars for Patrons
- Other duties as assigned

QUALIFICATIONS

Knowledge, Skills and Abilities

- Knowledge of administrative and secretarial/clerical procedures and methods. Computer skills including training and experience in the use of current PC software, including Windows 2000 and the Microsoft Office suite of products. Able to operate commonly used equipment such as computers, typewriters, fax machines, and copiers.
- Knowledge of the legal and regulatory environment for public agencies in California including the Ralph M. Brown Act, Public Records Act, ethics and conflict of interest legislation, and meeting procedures.
- Able to type at a corrected speed of 60 words per minute and take dictation at a rate of 90 words per minute. Able to produce documents and correspondence that is professional in appearance and free of typographical, spelling, and grammatical errors.
- Able to schedule, prioritize, organize, and complete tasks with minimal supervision.
- Able to deal effectively and courteously with other staff and members of the public, including people with diverse cultural backgrounds. Knowledge of basic principles of supervision.

Education and/or Experience

- Degree in secretarial science may be substituted for one year of secretarial experience
- Graduation from high school and three years of progressively responsible administrative/secretarial experience including work of a sensitive/confidential nature, preferably in a California public agency environment. Experience in public/customer service.

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Computer Use and Internet Safety Policies:

- Adults age 18 and up may use the computers in the adult area. Young adults age 13-17 must use the computers in the Young Adult area. Children 12 and younger must use the computers in the Children's Room. Both adults and young adults may use the express computer in the adult computer area.
- All computer users must have an Altadena library card to sign-up for a computer.
- Anyone under the age of 18 must have a signed Internet User Agreement for and an Altadena Public Library Card.
- Computer users may sign-up for a maximum of two hours per day for word processing and/or Internet access.
- Adult and young adult computers shut-down 15 minutes before the library closes. Anything saved on a computer will be lost or deleted when your allotted time ends.
- Abuse or misuse of equipment, software, or policies will be grounds for suspension of all library and computer privileges.
- It is the policy of the library to prevent access to or transmission of inappropriate material via the Internet or other electronic communications.
- Downloading or viewing graphic material of an adult nature on library computers is strictly prohibited. Anyone accessing pornography in the library will be permanently banned from using the computers.
- Computers are assigned as available.
- Use of the computers is free, but printing costs \$0.15 per page.

Floppy diskettes and CD-RWs may be purchased at the Reference Desk.

Floppy Disks \$1.00 Flash Drives \$12.00 - \$15.00

CD-RWs \$1.50

- To provide privacy for users, only the signed-in user is allowed at the workstation.
- Patron can only use his/her own library card to sign-in and use the computer.
- The library is not responsible for reimbursement of print credits on lost or stolen library cards.
- The library is not responsible for reimbursement of print copies made in error.

Internet Use and Safety Policy

The Altadena Library District provides access to the use of the Internet to the community. The library has computer stations in the Adult/Young Adult and Children's areas, as well as in the Branch Library. All have Internet access with a laser black and white networked printer.

The following policy is to establish the appropriate use of the Altadena Library District Internet connection and computer network and prevent unauthorized access and other unlawful online activity.

STATEMENT OF POLICY

It is the policy of Altadena Library District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent un-authorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (CIPA) [Sec. 1701-1741 of Title XVII Of the United States Code]

ACCESS TO INAPPROPRIATE MATERIAL

To the extent practical, technology protection measures (or "internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. (For definitions of these terms, please see the Reference Desk for a copy of the act.)

INAPPROPRIATE NETWORK USAGE

To the extent practical, steps shall be taken to promote the safety and security of users of the Altadena Library District online computer network when using electronic mail, chat rooms, instant messaging, and other form of direct electronic communications. Specifically, as required by the Ch

Children's Internet Protection Act, prevention of inappropriate network usage includes (a) unauthorized access, including so-called 'hacking,' and other unlawful activities, and (b) unauthorized disclosure, usage, and dissemination of personal identification information regarding minors.

AGE REQUIREMENTS

Internet users must be at least 3 years of age. Those younger may use the computer if accompanied by a parent or guardian. Anyone under the age of 18 must have a signed Parental Internet User Agreement Form. A parent or guardian must come into the library to complete the consent form. Those under 18 years of age must show this card before each use of the Internet to receive normal Internet reservation privileges. The card is never to be loaned to anyone else for Internet access. In lieu of a parental permission slip, a parent or legal guardian of an underage user may come into the library to give verbal temporary permission for Internet usage for that day only.

USE OF E-MAIL

The library does not provide direct access to e-mail. Patrons may obtain individual web-based e-mail accounts by accessing free commercial services on the Internet.

DOWNLOADING OR VIEWING GRAPHIC MATERIAL OF AN ADULT NATURE ON LIBRARY COMPUTERS IS STRICTLY PROHIBITED. DOING SO WILL RESULT IN THE IMMEDIATE REVOCATION OF THE USER'S INTERNET PRIVILEGES AND MAY RESULT IN SUSPENSION OF LIBRARY AND INTERNET PRIVILEGES. THE DISTRICT LIBRARIAN WILL DETERMINE THE LENGTH OF SUSPENSION. SUSPENSION CAN BE APPEALED TO THE ALTADENA LIBRARY DISTRICT BOARD OF TRUSTEES.



ALTADENA LIBRARY DISTRICT

Honoring the past, cultivating the present, empowering the future

BOARD OF LIBRARY TRUSTEES

STAFF REPORT

DEPARTMENT: Finance

MEETING DATE: November 26, 2015

PREPARED BY: Tina Wallin

LOCATION: Community Room

TITLE: Consideration of a bonus for Altadena Library District staff

BACKGROUND:

Library Administration would like the Board of Library Trustees to consider a bonus for all staff. A monetary bonus would be a way for Administration to say thank you to all the employees who have been dedicated and hard working over this last year, especially with all the changes that have been instituted.

Administration would like the Board to consider this one-time bonus to be issued with the November 15, 2015 payroll period, and in the following amounts: Full-time staff \$500, Part-time staff (20-hours or less) \$250.

FISCAL IMPACT

Total cost impact for the 15/16FY budget would be approximately \$13,500.00.

RECOMMENDATION

Staff recommends that the Board of Library Trustees approve the suggested bonus.