



Honoring the past, cultivating the present, empowering the future

AGENDA

Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

March 28, 2016 – 5:00 p.m.

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

1. **CALL TO ORDER**

2. **ROLL CALL:**

Meredith McKenzie, President
David Tuck
Gwendolyn McMullins, 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**

NONE TO REPORT

6. **FINANCIAL REPORTS**

FINANCIAL REPORTS FOR THE MONTH OF FEBRUARY 2016
(DISCUSSION/POSSIBLE ACTION)

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

7. **CONSENT CALENDAR**

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

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

- a) APPROVAL OF MINUTES – REGULAR MEETING HELD FEBRUARY 22, 2015
- b) STATISTICAL REPORTS – FEBRUARY 2016
- c) DEPARTMENTAL MONTHLY REPORT – FEBRUARY 2016

8. **CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR**
Items removed from the Consent Calendar will be discussed individually at this time.
9. **DIRECTOR'S REPORT**
 - a) CONNECT*
 - b) LATINO CULTURAL FESTIVAL – CELEBRATING ROOTS
10. **OLD BUSINESS**
 - a) REVISED HOLIDAYS AND CLOSURES CALENDAR FOR 2016
(DISCUSSION / POSSIBLE ACTION)
 - b) ALL BOARDS RETREAT, JUNE 10TH AND JUNE 11TH (TENTATIVE)
(DISCUSSION / POSSIBLE ACTION)
11. **NEW BUSINESS**
 - a) GARDEN PRESENTATION BY JANUARY NORDMAN (INFORMATION)
 - b) APPROVAL OF PROPOSAL FOR COMMUNITY ROOM TECHNOLOGY UPGRADE
(DISCUSSION / POSSIBLE ACTION)
 - c) APPROVAL OF PROPOSAL FOR ERATE INFRASTRUCTURE UPGRADE PROJECT
(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.



LIBRARY BOARD OF TRUSTEES

STAFF REPORT

DEPARTMENT: Administration

MEETING DATE: March 28, 2016

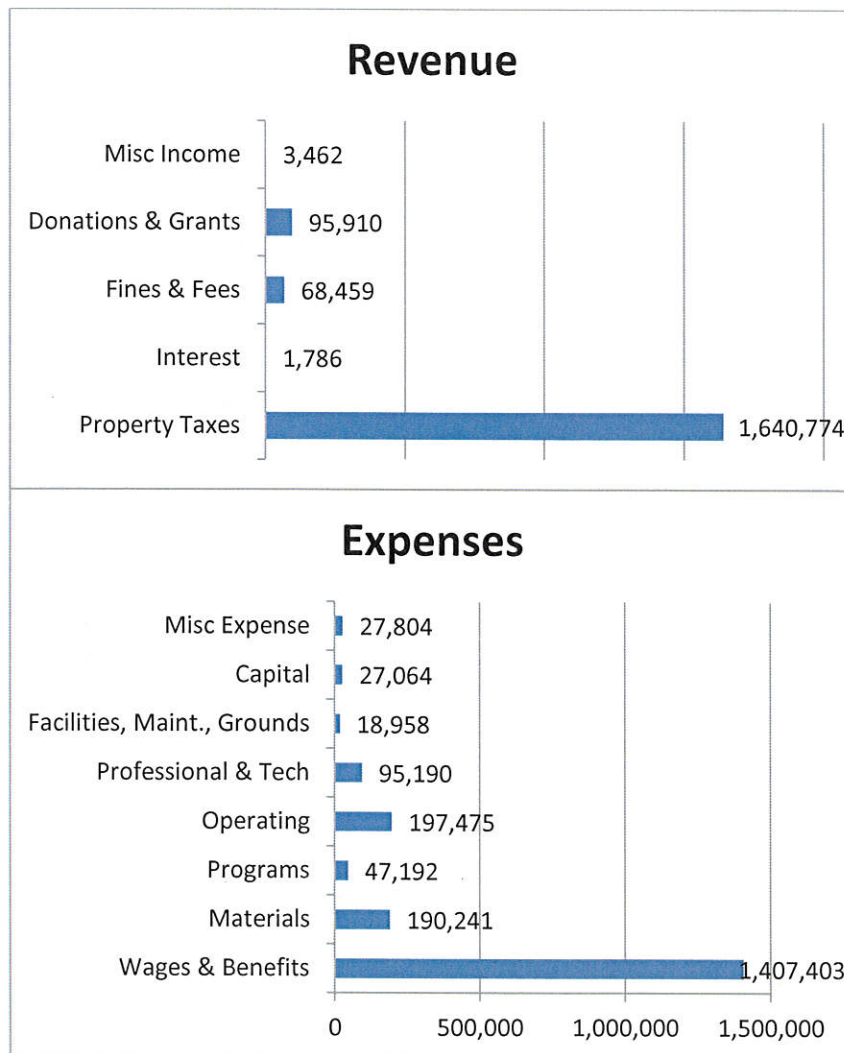
PREPARED BY: Tina Wallin, Finance/HR Director

LOCATION: Community Room

TITLE: Summary Report of Financial Statements for February 2016

FINANCIAL HIGHLIGHTS:

- Percent of year completed is 67%.
- Total Revenues \$1.8M
- Total Expenses \$2.01M
- The District received \$199 in commission from Better World Books



HUMAN RESOURCE HIGHLIGHTS:

- The District purchased new First Aid Kits through our current janitorial service provider, Cintas. There is no contract or monthly fees. The only charge is for items that need replenishing.
- The District has also scheduled CPR/First Aid Training with 2-year Certification for staff members that are interested. Cintas will provide the training for this 4-hour class. It's available to 8 staff members.
- All staff successfully completed training for Active Shooter and How to Deal with Difficult Patrons. These training courses were made accessible by the Board approving a late opening for Friday May 4th.

OTHER HIGHLIGHTS:

On March 9th and 10th I attended an HR and Financial Boot camp for Special Districts through the California Special District Association (CSDA). I was awarded a scholarship from CSDA, which covered the cost of the HR Boot camp Seminar. In addition to this I am currently enrolled in an HR Certification Program through the HRC Institute. I met the requirements for the certification program based on my current job description and years of experience.

Altadena Library District
Balance Sheet
 As of February 28, 2016

	Feb 28, 16
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	2,089,695.39
Total 1010.00 · Cash in County Treasury	2,355,757.34
1021 · Cash in Checking Chase Gen Fund	152,727.45
1026 · Cash in Savings PF - Chase Bank	3,269.95
1041 · Cash in Savings - Chase Bank	25,113.51
1045 · Cash HUD Fund - Chase Bank	2.04
1075 · SCLC Deposit Account	1,160.00
1080 · Petty Cash	777.00
Total Cash & Cash Equivalents	2,538,807.29
Total Checking/Savings	2,538,807.29
Other Current Assets	
1400 · Property Taxes Receivable	-36,918.87
1076 · Prepaid Items & Deposits	800.00
Total Other Current Assets	-36,118.87
Total Current Assets	2,502,688.42
Fixed Assets	
Non-Depreciable Assets	
1500 · Land	77,280.28
1510 · Artwork	102,500.00
Total Non-Depreciable Assets	179,780.28
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	249,018.54
Total Fixed Assets	428,798.82
TOTAL ASSETS	2,931,487.24
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	39,575.65
Total Accounts Payable	39,575.65
Other Current Liabilities	
2012 · Accrued Vacation Payable	66,564.65
2064 · Deferred Compensation - CalPERS	-1,423.78
2090 · Misc Short Term Payable	-3,000.00
Total Other Current Liabilities	62,140.87
Total Current Liabilities	101,716.52
Long Term Liabilities	
2030 · GASB 45 OPEB Liability	189,067.52
Total Long Term Liabilities	189,067.52
Total Liabilities	290,784.04

2:03 PM
03/17/16
Accrual Basis

Altadena Library District
Balance Sheet
As of February 28, 2016

	<u>Feb 28, 16</u>
Equity	
3300 · Retained Earnings	2,824,265.89
Net Income	<u>-183,562.69</u>
Total Equity	<u>2,640,703.20</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,931,487.24</u></u>

Altadena Library District
Profit & Loss Budget vs. Actual
 July 2015 through February 2016

% of Year: 67%

	Feb 16	Jul '15 - Feb 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
PROPERTY TAXES	167,152.11	1,640,774.40	2,893,665.00	-1,252,890.60	56.7%
INTEREST INCOME	842.79	1,786.36	7,000.00	-5,213.64	25.52%
FINES & FEES	6,263.55	68,459.01	101,916.00	-33,456.99	67.17%
DONATIONS AND GRANTS	0.00	95,910.00	99,175.00	-3,265.00	96.71%
MISCELLANEOUS INCOME	2,299.51	3,461.69	141,000.00	-137,538.31	2.46%
Total Income	176,557.96	1,810,391.46	3,242,756.00	-1,432,364.54	55.83%
Gross Profit	176,557.96	1,810,391.46	3,242,756.00	-1,432,364.54	55.83%
Expense					
SALARIES, WAGES & BENEFITS	174,457.23	1,407,402.50	2,218,566.00	-811,163.50	63.44%
LIBRARY MATERIALS	25,097.24	190,241.25	333,411.00	-143,169.75	57.06%
PROGRAMS	12,722.78	47,191.56	72,000.00	-24,808.44	65.54%
OPERATING EXPENSES	14,961.69	197,475.17	278,324.00	-80,848.83	70.95%
PROFESSIONAL & TECHNICAL	19,427.65	95,189.99	134,619.00	-39,429.01	70.71%
FACILITIES, GROUNDS & MAINTENAN	3,060.93	18,957.79	48,704.00	-29,746.21	38.93%
CAPITAL	0.00	27,064.10	131,000.00	-103,935.90	20.66%
MISCELLANEOUS EXPENSE	-35.00	27,803.76	26,132.00	1,671.76	106.4%
Total Expense	249,692.52	2,011,326.12	3,242,756.00	-1,231,429.88	62.03%
Net Ordinary Income	-73,134.56	-200,934.66	0.00	-200,934.66	100.0%
Net Income	-73,134.56	-200,934.66	0.00	-200,934.66	100.0%

Altadena Library District
Profit & Loss Budget vs. Actual
July 2015 through February 2016

	Feb 16	Jul '15 - Feb 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
PROPERTY TAXES					
4010 · Current Secured	117,054.09	1,077,269.56	1,968,654.00	-891,384.44	54.72%
4020 · Current Unsecured	0.00	56,677.70	70,000.00	-13,322.30	80.97%
4030 · Prior Year	-7,264.40	19,417.10	10,000.00	9,417.10	194.17%
4050 · Homeowners Exemption	0.00	7,055.79	7,500.00	-444.21	94.08%
4060 · Per Parcel Benefit Assessment	49,716.62	426,505.60	762,617.00	-336,111.40	55.93%
4070 · SB 813 Supplemental Roll	4,816.28	27,272.80	28,000.00	-727.20	97.4%
4080 · Penalties, Interest & Costs	2,829.52	10,743.41	15,000.00	-4,256.59	71.62%
4090 · RDA ABx126 Income	0.00	15,832.44	31,894.00	-16,061.56	49.64%
Total PROPERTY TAXES	167,152.11	1,640,774.40	2,893,665.00	-1,252,890.60	56.7%
INTEREST INCOME					
4210 · Chase Bank	1.92	7.39	50.00	-42.61	14.78%
4220 · County Deposits	840.87	1,778.97	6,950.00	-5,171.03	25.6%
Total INTEREST INCOME	842.79	1,786.36	7,000.00	-5,213.64	25.52%
FINES & FEES					
4305 · Fines	996.55	20,745.99	33,000.00	-12,254.01	62.87%
4310 · Printer & Copy Machine	86.00	4,071.02	8,500.00	-4,428.98	47.89%
4330 · Video Game Rentals	0.00	416.00	416.00	0.00	100.0%
4340 · Passport Services Fees	5,181.00	43,226.00	60,000.00	-16,774.00	72.04%
Total FINES & FEES	6,263.55	68,459.01	101,916.00	-33,456.99	67.17%
DONATIONS AND GRANTS					
4710 · Friends of the Library	0.00	40,000.00	40,000.00	0.00	100.0%
4730 · Undesignated	0.00	235.00	500.00	-265.00	47.0%
4735 · Designated	0.00	3,510.00	3,510.00	0.00	100.0%
4740 · CA Library Literacy Services	0.00	25,165.00	25,165.00	0.00	100.0%
4750 · Cal State Library	0.00	27,000.00	30,000.00	-3,000.00	90.0%
Total DONATIONS AND GRANTS	0.00	95,910.00	99,175.00	-3,265.00	96.71%
MISCELLANEOUS INCOME					
4910 · Miscellaneous Income	2,299.51	3,461.69	10,000.00	-6,538.31	34.62%
4940 · Transfer in from Reserves	0.00	0.00	131,000.00	-131,000.00	0.0%
Total MISCELLANEOUS INCOME	2,299.51	3,461.69	141,000.00	-137,538.31	2.46%
Total Income	176,557.96	1,810,391.46	3,242,756.00	-1,432,364.54	55.83%
Gross Profit	176,557.96	1,810,391.46	3,242,756.00	-1,432,364.54	55.83%
Expense					
SALARIES, WAGES & BENEFITS					
SALARIES & WAGES					
5010 · Salaried	97,881.75	815,035.84	1,249,167.00	-434,131.16	65.25%
5020 · Hourly	22,074.78	165,613.58	274,881.00	-109,267.42	60.25%
Total SALARIES & WAGES	119,956.53	980,649.42	1,524,048.00	-543,398.58	64.35%
BENEFITS					
5120 · Soc Security & Medicare, Salary	7,324.89	61,388.31	94,720.00	-33,331.69	64.81%

Altadena Library District
Profit & Loss Budget vs. Actual
July 2015 through February 2016

	Feb 16	Jul '15 - Feb 16	Budget	\$ Over Budget	% of Budget
5121 · Soc Security & Medicare, Hourly	1,683.55	12,531.60	17,898.00	-5,366.40	70.02%
5210 · PERS Retirement	14,216.52	116,517.09	166,527.00	-50,009.91	69.97%
5220 · Health Insurance	14,484.81	116,769.35	222,000.00	-105,230.65	52.6%
5222 · OPEB Contribution	12,700.00	88,900.00	140,000.00	-51,100.00	63.5%
5230 · Dental Insurance	1,303.12	9,422.56	14,435.00	-5,012.44	65.28%
5240 · Vision Insurance	359.04	3,312.79	5,348.00	-2,035.21	61.94%
5250 · SUI, Salaried	1,528.68	3,476.66	14,350.00	-10,873.34	24.23%
5251 · SUI, Hourly	748.29	2,501.67	2,711.00	-209.33	92.28%
5260 · Life Insurance	151.80	1,146.00	1,642.00	-496.00	69.79%
5310 · Workers' Compensation	0.00	10,787.05	14,887.00	-4,099.95	72.46%
Total BENEFITS	54,500.70	426,753.08	694,518.00	-267,764.92	61.45%
Total SALARIES, WAGES & BENEFITS	174,457.23	1,407,402.50	2,218,566.00	-811,163.50	63.44%
LIBRARY MATERIALS					
6110 · Cataloging Expenses	1,380.88	13,289.26	19,604.00	-6,314.74	67.79%
6115 · Electronic Databases & Subscrip	0.00	10,956.18	11,000.00	-43.82	99.6%
6120 · Books	12,587.23	81,359.47	198,944.00	-117,584.53	40.9%
6125 · Audio CD	2,513.23	17,860.78	19,253.00	-1,392.22	92.77%
6130 · DVD's & Videogames	2,635.19	12,553.20	25,110.00	-12,556.80	49.99%
6135 · Processing of Materials	5,921.75	31,225.54	31,500.00	-274.46	99.13%
6140 · Periodicals	58.96	11,883.42	13,000.00	-1,116.58	91.41%
6150 · Downloadables	0.00	11,113.40	15,000.00	-3,886.60	74.09%
Total LIBRARY MATERIALS	25,097.24	190,241.25	333,411.00	-143,169.75	57.06%
PROGRAMS					
6200 · Youth Services	19.99	6,974.49	8,000.00	-1,025.51	87.18%
6210 · Teen Services	8,863.03	25,102.00	33,000.00	-7,898.00	76.07%
6220 · Adult Services	3,804.06	12,053.41	25,000.00	-12,946.59	48.21%
6230 · Bob Lucas Branch Services	35.70	710.49	1,500.00	-789.51	47.37%
6240 · Literacy Services	0.00	2,351.17	4,500.00	-2,148.83	52.25%
Total PROGRAMS	12,722.78	47,191.56	72,000.00	-24,808.44	65.54%
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	0.00	13,354.84	15,000.00	-1,645.16	89.03%
6625 · Training & Education	0.00	5,166.13	8,000.00	-2,833.87	64.58%
6626 · Recruitment, Gifts and Memorial	119.18	2,192.73	6,500.00	-4,307.27	33.73%
6627 · Advertising / Marketing	1,200.00	7,866.56	8,000.00	-133.44	98.33%
6710 · Meetings & Travel	472.02	5,235.14	5,000.00	235.14	104.7%
6730 · Mileage & Parking Reimbursement	133.81	479.00	2,500.00	-2,021.00	19.16%
6740 · Postage & Delivery	510.80	4,168.63	7,500.00	-3,331.37	55.58%
6745 · Banking & Service Fees	104.90	1,470.04	2,000.00	-529.96	73.5%
6746 · Payroll Fees	1,016.58	8,718.49	9,000.00	-281.51	96.87%
6750 · Printing & Reproduction	0.00	0.00	3,000.00	-3,000.00	0.0%
6755 · Equipment, Furniture, Fixtures	2,437.26	4,043.49	5,000.00	-956.51	80.87%
6765 · Janitorial Supplies	974.09	9,547.03	14,500.00	-4,952.97	65.84%
6770 · Operating Supplies	786.50	16,333.65	40,000.00	-23,666.35	40.83%
6780 · Operating Software	0.00	32,350.95	33,000.00	-649.05	98.03%
6785 · Computer Supplies	0.00	533.95	9,800.00	-9,266.05	5.45%
6790 · Hardware (Computers / Tech)	0.00	3,938.78	5,000.00	-1,061.22	78.78%

Altadena Library District
Profit & Loss Budget vs. Actual
July 2015 through February 2016

	Feb 16	Jul '15 - Feb 16	Budget	\$ Over Budget	% of Budget
6920 · Electricity	2,111.10	30,271.53	42,000.00	-11,728.47	72.08%
6930 · Natural Gas	54.31	2,237.56	5,500.00	-3,262.44	40.68%
6940 · Water & Sewage	145.00	2,644.73	5,600.00	-2,955.27	47.23%
6950 · Refuse	423.89	3,391.12	4,500.00	-1,108.88	75.36%
6960 · Products for Resale	0.00	0.00	500.00	-500.00	0.0%
6970 · Equipment Lease & Rental	4,472.25	14,149.33	15,424.00	-1,274.67	91.74%
Total OPERATING EXPENSES	14,961.69	197,475.17	278,324.00	-80,848.83	70.95%
PROFESSIONAL & TECHNICAL					
7125 · Audit and Financial Consulting	0.00	7,512.50	14,000.00	-6,487.50	53.66%
7130 · Legal Fees	827.55	3,788.61	3,000.00	788.61	126.29%
7135 · Technology Consulting	130.00	9,074.39	9,000.00	74.39	100.83%
7140 · Architectural & Engineering	3,327.50	3,327.50	9,000.00	-5,672.50	36.97%
7145 · Collection Agency	62.65	635.45	1,800.00	-1,164.55	35.3%
7155 · Consultants - Other	8,550.00	25,072.50	12,000.00	13,072.50	208.94%
7170 · Telecommunications	2,692.46	18,163.64	21,306.00	-3,142.36	85.25%
7175 · Internet Service	3,506.12	4,549.54	6,575.00	-2,025.46	69.2%
7180 · Technology Equipment	331.37	16,638.84	41,000.00	-24,361.16	40.58%
7185 · Technology Maintenance Fees	0.00	6,427.02	8,938.00	-2,510.98	71.91%
7190 · Website Development	0.00	0.00	8,000.00	-8,000.00	0.0%
Total PROFESSIONAL & TECHNICAL	19,427.65	95,189.99	134,619.00	-39,429.01	70.71%
FACILITIES, GROUNDS & MAINTENAN					
7205 · Maintenance Contracts	0.00	5,542.32	8,000.00	-2,457.68	69.28%
7210 · Building Maint & Repairs	3,035.24	13,089.43	36,204.00	-23,114.57	36.16%
7220 · Landscape	25.69	326.04	4,500.00	-4,173.96	7.25%
Total FACILITIES, GROUNDS & MAINTENAN	3,060.93	18,957.79	48,704.00	-29,746.21	38.93%
CAPITAL					
7310 · Equipment, Furniture & Fixtures	0.00	27,064.10	95,000.00	-67,935.90	28.49%
7320 · Structures & Improvements	0.00	0.00	36,000.00	-36,000.00	0.0%
Total CAPITAL	0.00	27,064.10	131,000.00	-103,935.90	20.66%
MISCELLANEOUS EXPENSE					
7510 · Miscellaneous Expense	-35.00	390.17	2,000.00	-1,609.83	19.51%
7520 · Refunds/Parcel	0.00	0.00	1,000.00	-1,000.00	0.0%
7530 · Direct Assessments/Admin Costs	0.00	27,413.59	23,132.00	4,281.59	118.51%
7540 · Trustee Election	0.00	0.00	0.00	0.00	0.0%
Total MISCELLANEOUS EXPENSE	-35.00	27,803.76	26,132.00	1,671.76	106.4%
Total Expense	249,692.52	2,011,326.12	3,242,756.00	-1,231,429.88	62.03%
Net Ordinary Income	-73,134.56	-200,934.66	0.00	-200,934.66	100.0%
Net Income	-73,134.56	-200,934.66	0.00	-200,934.66	100.0%

**Altadena Library District
Donations & Grants
July 2015 through February 2016**

Type	Date	Name	Memo	Amount	Balance
DONATIONS AND GRANTS					
4710 - Friends of the Library					
Deposit	10/16/2015	Friends of The Library	OCT-2015 - FY15-16 Donatin from FOL	45,000.00	45,000.00
Bill	10/19/2015	Friends of The Library	101915 - Refund overpayment of Donation	-5,000.00	40,000.00
				40,000.00	40,000.00
Total 4710 - Friends of the Library					
4730 - Undesignated					
Deposit	08/11/2015		AUG-2015 - Cash Donation from patron, Lisa Hoseu	50.00	50.00
Deposit	08/12/2015		AUG-2015 - Donation from A. Vijayaraghavan	25.00	75.00
Deposit	11/04/2015		NOV-2015 - Donation check from COPLA	100.00	175.00
Deposit	01/11/2016		JAN-2016 - Donation from Patron Paul and Cara Barker	50.00	225.00
Deposit	01/21/2016		JAN-2016 - Donation from anonymous patron	10.00	235.00
				235.00	235.00
Total 4730 - Undesignated					
4735 - Designated					
General Journal	07/01/2015		JUL-2015 - Reclassify Grant income for FY15-16	3,000.00	3,000.00
Deposit	07/28/2015		JUL-2015 - Donation for Adult programming	10.00	3,010.00
Deposit	09/25/2015		SEP-2015 - From ALF for Latino American Heritage Programming	500.00	3,510.00
				3,510.00	3,510.00
Total 4735 - Designated					
4740 - CA Library Literacy Services					
Deposit	08/12/2015		AUG-2015 - Grant from CLLS, 1st Installment	18,000.00	18,000.00
Deposit	12/10/2015		DEC-2015	7,165.00	25,165.00
				25,165.00	25,165.00
Total 4740 - CA Library Literacy Services					
4750 - Cal State Library					
Deposit	11/18/2015		NOV-2015 - DIY Grant Funds, 1st Payment (Invoice ID 40-8501)	13,500.00	13,500.00
Deposit	12/30/2015		DEC-2015 - DIY Grant	13,500.00	27,000.00
				27,000.00	27,000.00
Total 4750 - Cal State Library					
Total DONATIONS AND GRANTS					
				95,910.00	95,910.00
TOTAL				95,910.00	95,910.00

**ALTADENA LIBRARY DISTRICT
MONTHLY INVESTMENT
REPORT**

Summary of Cash and Investments as of February 28, 2016

ACCOUNT	AGENT	YIELD	FEB-2016
Pooled Funds at County of Los Angeles	LA County	0.66%	\$2,355,757.34
General Fund – Business Select Checking	Chase Bank	0.00%	\$152,727.45
Savings Public Fund – High Yield Savings	Chase Bank	0.15%	\$3,269.95
General Savings – High Yield Savings	Chase Bank	0.15%	\$25,113.51
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			\$2,538,807.29

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



Honoring the past, cultivating the present, empowering the future

MINUTES

Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

February 22, 2016 – 5:10 p.m.

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

1. **CALL TO ORDER**

2. **ROLL CALL:**

- Meredith McKenzie, President
- David Tuck
- Gwendolyn McMullins, 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.

Adopted. Moved by Tuck, Seconded by McMullins.

4. **ELECTION OF OFFICERS BY BALLOT (DISCUSSION / ACTION)**

It was Moved by Tuck, Seconded by Zelada-Garcia to nominate McKenzie for President (McKenzie noted she would accept if elected)

It was Moved by McMullins, Seconded by McDonald to nominate Zelada-Garcia for Secretary (Zelada-Garcia noted she would accept if elected)

It was moved by Tuck to nominate McMullins for Secretary (McMullins noted that she declined and would not accept, thanking Tuck)

Approved by Acclamation without election by ballot.

- Elected President- Meredith McKenzie**
- Elected Secretary- Adalila Zelada-Garcia**

5. **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**

NONE TO REPORT

6. **FINANCIAL REPORTS**

FINANCIAL REPORTS FOR THE MONTH OF JANUARY 2016
(DISCUSSION/POSSIBLE ACTION)

Wallin reported that current percent of the year completed is 58%, with revenue being \$1.6M and expenditures being \$1.3M. She noted that the budget adjustments were approved in January at the Board Meeting. She also noted that the categories of Miscellaneous and Consultant expenses were currently showing overages due to waiting for documentation from Baker and Taylor as well as waiting to submit to the County for reimbursement for the Water Grant. Director Kittay noted that the district received \$3,000 and is awaiting a payment of 25,000 for grants.

Finance Director Wallin noted that due to the Collection Development Manager Job Description being approved by the Board in January, the Technical Services department was going to be Collection Development going forward, and that this would be reflected in all future reports.

Wallin also reported that the District will be receiving \$2,300.00 in credits from UMB for the Credit Card program that the district currently utilizes.

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 JANUARY 25, 2015
- b) STATISTICAL REPORTS – JANUARY 2016
- c) DEPARTMENTAL MONTHLY REPORT – JANUARY 2016

Moved by McDonald and seconded by McMullins. Approved

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

Items removed from the Consent Calendar will be discussed individually at this time.
None

9. **DIRECTOR'S REPORT**

- a) VOLUNTEER APPRECIATION DINNER
- b) ROSE FOUNDATION GRANT
- c) PASADENA COMMUNITY GRANT

Director Kittay noted that she had been out sick and that there was no Director's Report in the Board Packet, but that the March Board Packet would have a Director's Report that includes information from both January and February.

Kittay noted to the Board that the Adult Volunteer Recognition dinner will be held on April 9, at 5 p.m. and that invitations would be sent.

Kittay also updated the Board on two grants that the District applied for, working with and applying through the Foundation, the District applied for \$10,000 through the Pasadena Rose Foundation for the technical upgrades to the Community Room, and \$25,000 through the Pasadena Community Foundation for upgrades to the Library furniture, equipment and furnishings. It was also noted that the District will receive status of the Rose grant at the end of February and from the Community Grant in Mid-May.

10. **OLD BUSINESS**

- a) CONSIDERATION TO ADD A FLEXIBLE HOLIDAY TO THE ALTADENA LIBRARY DISTRICT HOLIDAY CALENDAR FOR 2016 AND FUTURE FISCAL YEARS
(DISCUSSION / POSSIBLE ACTION)

Finance Director Wallin reported that the staff participated in a survey, with the majority electing to add a free paid holiday for each staff member to take when they choose. Also noting that the other option being presented was the District to add an extra holiday to the Calendar for the Library to close and that all staff would be paid for.

It was moved by McDonald and Seconded by McMullins to approve the Option that the District would add one additional holiday to the Calendar, with Administration having the discretion on which day would be chosen, and presented at the Board Meeting for which the Board approves the next year's calendar, stating the policy would go into effect for the 2017 calendar.

Trustee McDonald stated that there were financial impacts to the District if the District was to approve an additional Free Holiday for each staff member separately, and that it was in the best interest of the District financially to approve an additional fixed holiday for all staff.

Trustee McKenzie noted that from an operational standpoint, it would be in the best interest of the District to approve the fixed holiday as opposed to a flexible holiday, due to the staffing requirements and constraints that this could pose should many staff members elect to take their flexible holiday at the same time.

Trustee McMullins asked for clarification as to which holiday was originally considered due to the holiday falling on or before a Saturday, with Director Kittay noting that Thanksgiving is the holiday, however, noting it would greatly impact the community and library to be closed on the Saturday following Thanksgiving, with McMullins and McKenzie agreeing.

Director Kittay recommended that this policy go into effect immediately, with consideration to add an additional fixed holiday to the 2016 calendar, as opposed to waiting until the 2017 calendar.

Trustee McDonald noted it would be acceptable for administration to take a look at the 2016 calendar.

Motion was Amended to include adding a date to the 2016 calendar. Approved.

11. NEW BUSINESS

a) SCHEDULING OF BOARDS RETREAT (DISCUSSION / POSSIBLE ACTION)

Director Kittay stated she would like to schedule the Board Retreat for June, with Trustee McKenzie asking for a few proposed dates to be brought to the March Board Meeting for the Trustees to discuss so that the Retreat can be scheduled.

b) REQUEST FOR LATE OPENING AT NOON ON MAY 14, 2016 FOR LATINO CULTURAL ARTS FESTIVAL (DISCUSSION / POSSIBLE ACTION)

Director Kittay updated the Trustees on the progress of the upcoming Latino Cultural Festival in May, and stated that the District is now working with a consultant to help plan the event, and that the event is anticipated to draw hundreds of people to the Library. She requested that due to the timeline of the day, which includes all day activities leading into a Second Saturday event that evening, that the Library open at Noon to accommodate patrons and ensure the Library has the staff it needs.

Trustee McMullins inquired as to whether there would be any fiscal impact to the District. Director Kittay noted that staffing will be adjusted the week leading up to the event, and that there would be no fiscal impact to the District.

It was moved by Zelada-Garcia, Seconded by Tuck to approve the late opening on May 14th.

c) UPDATE TO ALTADENA LIBRARY DISTRICTS PERSONNEL POLICY IX, 9.2 FREE (PAID) HOLIDAYS (DISCUSSION / POSSIBLE ACTION)

Finance Director Wallin noted that the Districts Personnel Policy was updated and amended with the advice from Legal Counsel, regarding the accrual requirements for Paid Holidays.

Trustee McDonald noted that Free Holidays provided to employees were considered vacation days and subject to accrual, but not paid out.

Trustee McKenzie expressed concern over the long term fiscal impact that the district's current policy and noted that there would be challenges due to CalPers contribution requirements.

Director Kittay noted that the District would revisit the policy in reference to wages and benefits to all employees in future years to consider what is in the best interest of the District and the District's employees.

Finance Director Wallin noted that the current policy must only be amended to comply with legal requirements.

Trustee McMullins inquired about the number of days employees receive and can currently accrue and be paid for.

It was Moved by McDonald and Seconded by McMullins to approve the update to the Districts personnel policy. There was one Abstention. Motion Carries.
Approved.

d) **LITERACY TRAINING PRESENTATION (INFORMATION)**

Edward William presented to the Board an overview of the Literacy Program, and that the District now has a Literacy Tutor Training in place that Tutors can utilize to train on their own time online. It was noted that the program currently has around 30 learners, and is going to increase outreach to gain more learners since the number of tutors has greatly increased.

12. **CORRESPONDENCE & PRESS**

a) **PRESS CLIPPINGS (INFORMATION)**

13. **REPORTS OF SUPPORT GROUPS**

a) **ALTADENA LIBRARY FOUNDATION**

Trish Pengra updated the Board on the current activities of the Foundation which include the asks, updating the look of the materials to coordinate with the Library and Friends, working on an Annual Report for the Foundation, and working on a system to track their donations and contacts.

b) **FRIENDS OF THE ALTADENA LIBRARY**

Trustee Zelada-Garcia noted that she is the liasion to the friends. She updated the board on the current status of the friends, stating that communications were reestablished with the attorney to continue working on getting the groups 501(c)(3) status back, and that there has been no communication with the accountant, and that a new accountant would be hired going forward.

14. **REPORTS OF TRUSTEES**

No Trustee provided a report, however Trustee McKenzie noted that she would like to hear about the Altadena Chamber of Commerce Dinner since she was unable to attend. Director Kittay noted that the District had a table at the Dinner and was acknowledged by the Chamber.

15. **AGENDA ITEMS FOR FUTURE AGENDAS**

This is an opportunity for Board members to request that items be placed on future agendas. Trustee McKenzie requested that the Consultant for the Garden Project, January Nordman, present at the March Board Meeting an overview and report of the Project since it is now complete.

16. **ADJOURNMENT**

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

Moved by McMullins, seconded by Zelada-Garcia, Adjourned at 6:45 p.m.

Statistics for FY 2015/16

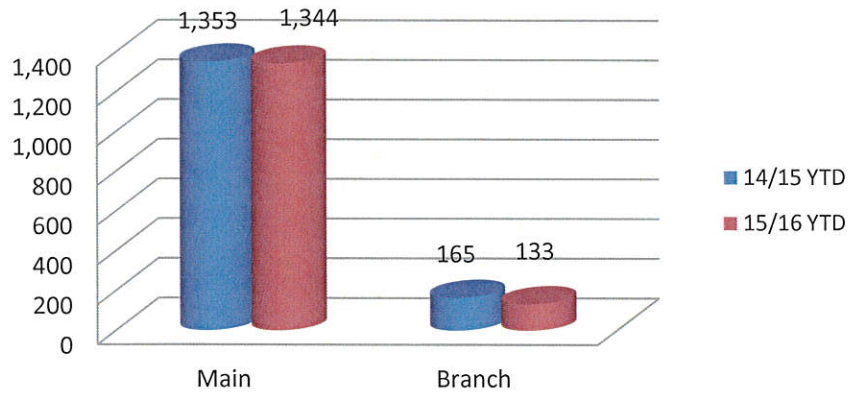
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Circulation - Main*													
FY14/15	18,536	16,820	17,033	16,680	14,988	15,362	16,214	14,795	15,149	15,321	15,263	17,533	130,428
FY15/16	17,903	16,499	16,371	17,671	16,623	15,024	16,073	16,335	-100%	-100%	-100%	-100%	132,499
% Change	-3%	-2%	-4%	6%	11%	-2%	-1%	10%	-100%	-100%	-100%	-100%	2%
Circulation - Branch													
FY14/15	1,522	1,030	1,039	1,321	894	1,034	956	1,044	1,052	1,097	860	1,046	8,840
FY15/16	1,281	933	955	994	939	942	999	995	-100%	-100%	-100%	-100%	8,038
% Change	-16%	-9%	2%	-25%	5%	-9%	4%	-5%	-100%	-100%	-100%	-100%	-9%
TOTAL 14/15	20,058	17,850	18,072	18,001	15,882	16,396	17,170	15,839	16,201	16,418	16,123	18,579	139,268
TOTAL 15/16	19,184	17,432	17,326	18,665	17,562	15,966	17,072	17,330	-100%	-100%	-100%	0	140,537
% Change	-4%	-2%	-4%	4%	11%	-3%	-1%	9%	-100%	-100%	-100%	-100%	1%
Visitors - Main													
FY14/15	30,484	27,710	27,969	28,623	26,411	19,412	25,288	23,507	22,278	19,122	26,782	27,642	209,404
FY15/16	29,000	19,135	17,894	27,340	19,450	18,238	19,319	24,043	-100%	-100%	-100%	-100%	174,419
% Change	-5%	-31%	-36%	-4%	-26%	-6%	-24%	2%	-100%	-100%	-100%	-100%	-17%
Visitors - Branch													
FY14/15	4,124	3,659	3,815	4,665	3,103	3,161	3,533	3,448	4,104	4,163	3,435	3,707	29,508
FY15/16	4,028	3,460	4,253	3,927	3,300	3,541	3,313	3,377	-100%	-100%	-100%	-100%	29,199
% Change	-2%	-5%	11%	-16%	6%	12%	-6%	-2%	-100%	-100%	-100%	-100%	-1%
Days Open - Main													
FY14/15	27	25	25	27	22	25	25	23	26	26	26	26	199
FY15/16	26	26	25	27	22	24	24	24	-100%	-100%	-100%	-100%	198
% Change	-4%	4%	0%	0%	0%	-4%	-4%	4%	-100%	-100%	-100%	-100%	-1%
Days Open - Branch													
FY14/15	22	21	20	23	17	21	20	19	22	21	21	22	163
FY15/16	23	21	21	21	18	21	19	20	-100%	-100%	-100%	-100%	164
% Change	5%	0%	5%	-9%	6%	0%	-5%	5%	-100%	-100%	-100%	-100%	1%
Registrations - Main													
FY14/15	214	192	216	188	109	114	169	151	146	159	155	207	1,353
FY15/16	208	189	191	188	141	126	161	140	-100%	-100%	-100%	-100%	1,344
% Change	-3%	-2%	-12%	0%	29%	11%	-5%	-7%	-100%	-100%	-100%	-100%	-1%
Registration - Branch													
FY14/15	25	21	19	27	13	13	26	21	35	17	16	21	165
FY15/16	18	20	23	19	13	16	6	18	-100%	-100%	-100%	-100%	133
% Change	-28%	-5%	21%	-30%	0%	23%	-77%	-14%	-100%	-100%	-100%	-100%	-19%
Reserves - Main													
FY14/15	107	85	111	115	121	110	136	109	138	154	134	159	894
FY15/16	175	224	187	238	248	201	221	234	-100%	-100%	-100%	-100%	1,728
% Change	64%	164%	68%	107%	105%	83%	63%	115%	-100%	-100%	-100%	-100%	93%
ILL Lent (Main)													
FY14/15	73	51	50	61	43	36	63	63	44	57	52	43	440
FY15/16	32	39	40	51	35	42	46	46	-100%	-100%	-100%	-100%	285
% Change	-56%	-24%	-20%	-16%	-19%	17%	-27%	-100%	-100%	-100%	-100%	-100%	-35%
ILL Borrowed (Main)													
FY14/15	15	20	18	23	8	11	18	12	12	13	20	25	125
FY15/16	28	22	32	25	28	15	27	27	-100%	-100%	-100%	-100%	177
% Change	87%	10%	78%	9%	250%	36%	50%	-100%	-100%	-100%	-100%	-100%	42%
Inter Library Loan - Branch													
FY14/15	8	10	5	12	5	6	5	4	4	3	5	7	55
FY15/16	5	0	3	8	6	-100%	20%	7%	-100%	-100%	-100%	-100%	35
% Change	-38%	-100%	-40%	-33%	20%	-100%	20%	75%	-100%	-100%	-100%	-100%	-36%

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Community Room Events (Non-Library)													
FY14/15	0	4	9	8	8	6	12	8	16	9	7	6	55
FY15/16	8	11	14	11	9	6	6	9	9	-100%	-100%	-100%	74
% Change		175%	56%	38%	13%	0%	-50%	13%	-100%	-100%	-100%	-100%	35%
Community Room Attendance (Non-Library)													
FY14/15	0	27	101	111	84	120	130	90	275	90	122	67	663
FY15/16	67	85	197	178	226	48	102	132	0	-100%	-100%	-100%	1,035
% Change		215%	95%	60%	169%	-60%	-22%	47%	-100%	-100%	-100%	-100%	56%
Community Room Events (Library Programs)													
FY14/15	1	12	15	24	13	17	21	16	18	20	19	13	119
FY15/16	28	9	18	38	19	17	21	33	-100%	-100%	-100%	-100%	183
% Change		-25%	20%	58%	46%	0%	0%	106%	-100%	-100%	-100%	-100%	54%
Community Room Attendance (Library Programs)													
FY14/15	57	432	173	821	411	596	713	659	140	735	644	948	3,862
FY15/16	1425	535	696	1300	980	579	665	788	0	0	0	0	6,968
% Change		2400%	302%	58%	138%	-3%	-7%	20%	-100%	-100%	-100%	-100%	80%
Adult Reference Questions													
FY14/15	3,198	3,590	3,641	2,631	2,110	2,320	461	302	355	430	455	555	18,253
FY15/16	475	430	287	260	212	195	104	196	-100%	-100%	-100%	-100%	2,159
% Change		-88%	-92%	-90%	-90%	-92%	-77%	-35%	-100%	-100%	-100%	-100%	-88%
Children's Services Reference Questions													
FY14/15	1133	629	810	983	648	616	736	613	650	717	575	903	6,168
FY15/16	1052	567	569	611	446	422	582	601	-100%	-100%	-100%	-100%	4,850
% Change		-10%	-30%	-38%	-31%	-31%	-21%	-2%	-100%	-100%	-100%	-100%	-21%
Branch Services Reference Questions													
FY14/15	252	331	255	372	242	273	43	51	56	59	44	57	1,819
FY15/16	75	66	88	74	57	67	52	63	-100%	-100%	-100%	-100%	542
% Change		-80%	-65%	-80%	-76%	-75%	21%	24%	-100%	-100%	-100%	-100%	-70%
Adult Public Computer Usage													
FY14/15	2,642	2,527	2,855	2,847	2,082	2,334	2,244	1,973	2,043	2,255	1,913	2,260	19,504
FY15/16	2,313	2,167	1,979	2,218	1,703	576	1,779	1,803	-100%	-100%	-100%	-100%	14,538
% Change		-14%	-31%	-22%	-18%	-75%	-21%	-9%	-100%	-100%	-100%	-100%	-25%
Young Adult Public Computer Usage													
FY14/15	159	304	253	219	181	202	164	133	147	230	132	210	1,615
FY15/16	128	123	72	312	65	24	43	89	-100%	-100%	-100%	-100%	856
% Change		-19%	-72%	42%	-64%	-88%	-74%	-33%	-100%	-100%	-100%	-100%	-47%
Children's Services Public Computer Usage													
FY14/15	710	647	736	889	555	674	556	522	630	596	596	756	5,289
FY15/16	605	671	549	306	467	236	141	234	-100%	-100%	-100%	-100%	3,209
% Change		4%	-25%	-66%	-16%	-65%	-75%	-55%	-100%	-100%	-100%	-100%	-39%
Branch Services Public Computer Usage													
FY14/15	867	857	832	901	611	610	621	673	671	777	617	720	5,972
FY15/16	729	681	726	801	608	662	544	541	-100%	-100%	-100%	-100%	5,292
% Change		-16%	-13%	-11%	0%	9%	-12%	-20%	-100%	-100%	-100%	-100%	-11%
Main PC Usage Wireless													
FY14/15	2,404	2,316	2,745	2,726	2,111	2,300	2,255	2,064	2,315	2,314	2,325	2,476	18,921
FY15/16	2,658	2,760	2,841	2,976	2,751	2,765	2,873	3,257	-100%	-100%	-100%	-100%	22,881
% Change		11%	3%	9%	30%	20%	27%	58%	-100%	-100%	-100%	-100%	21%
Branch PC Usage Wireless													
FY14/15	1,092	1,041	1,017	1,271	1,215	1,284	1,393	1,257	1,246	1,375	1,347	1,169	9,570
FY15/16	1,297	1,252	1,401	1,441	1,341	1,461	1,295	1,385	-100%	-100%	-100%	-100%	10,873
% Change		20%	38%	13%	10%	14%	-7%	10%	-100%	-100%	-100%	-100%	14%

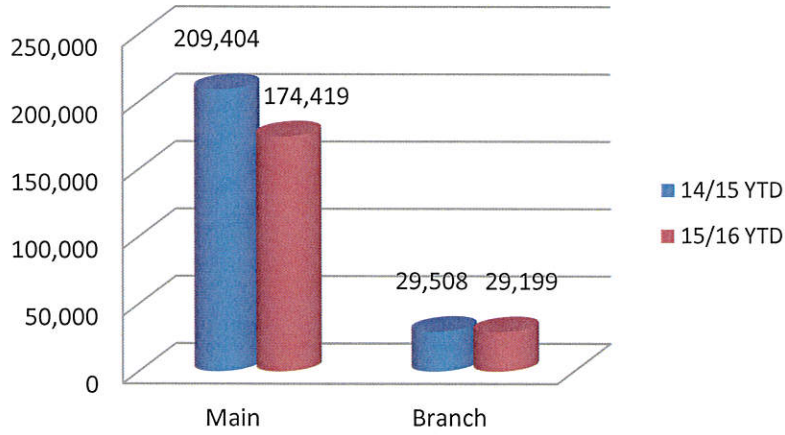
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Adult/YA Total Items Owned													
FY14/15	136,286	136,873	137,848	133,178	137,705	137,578	137,251	135,661	134,830	134,218	133,198	130,973	
FY15/16	129,494	118,169	108,800	107,990	108,761	109,840	110,206	109,888	-100%	-100%	-100%	-100%	
% Change	-5%	-14%	-21%	-19%	-21%	-20%	-20%	-19%	-100%	-100%	-100%	-100%	
Adult/YA Total Items Added													
FY14/15	678	616	710	731	473	641	735	559	596	625	576	666	5,143
FY15/16	1,227	756	966	700	774	837	447	879	-100%	-100%	-100%	-100%	6,586
% Change	81%	23%	36%	-4%	64%	31%	-39%	57%	-100%	-100%	-100%	-100%	28%
Children's Total Items Owned													
FY14/15	32,478	32,446	32,700	32,853	32,913	32,938	32,825	32,705	32,480	32,339	32,422	32,259	
FY15/16	32,197	30,965	31,209	31,466	31,437	31,628	31,732	31,749	-100%	-100%	-100%	-100%	
% Change	-1%	-5%	-5%	-4%	-4%	-4%	-3%	-3%	-100%	-100%	-100%	-100%	
Children's Total Items Added													
FY14/15	34	195	393	266	190	54	309	184	257	201	93	142	1,625
FY15/16	335	72	525	283	109	413	221	71	-100%	-100%	-100%	-100%	2,029
% Change	885%	-63%	34%	6%	-43%	665%	-28%	-61%	-100%	-100%	-100%	-100%	25%
Branch Services Collection Owned													
FY14/15	17,321	17,276	17,626	17,893	17,811	17,759	17,759	17,986	18,198	18,199	18,188	18,363	
FY15/16	18,861	18,523	18,613	18,724	18,859	18,959	19,018	19,256	-100%	-100%	-100%	-100%	
% Change	9%	7%	6%	5%	6%	7%	7%	7%	-100%	-100%	-100%	-100%	
Branch Services Items Added													
FY14/15	35	79	129	72	87	89	45	185	49	58	44	117	721
FY15/16	168	100	114	85	80	50	37	98	-100%	-100%	-100%	-100%	732
% Change	380%	27%	-12%	18%	-8%	-44%	-18%	-47%	-100%	-100%	-100%	-100%	2%
Adult Programs													
FY14/15	3	2	3	4	3	2	2	4	5	2	7	5	23
FY15/16	5	2	2	10	5	2	2	7	-100%	-100%	-100%	-100%	35
% Change	67%	0%	-33%	150%	67%	0%	0%	75%	-100%	-100%	-100%	-100%	52%
Adult Programs - Attendance													
FY14/15	33	41	101	173	66	175	34	110	138	109	129	386	733
FY15/16	176	104	33	390	514	145	128	275	-100%	-100%	-100%	-100%	1,765
% Change	433%	154%	-67%	125%	679%	-17%	276%	150%	-100%	-100%	-100%	-100%	141%
Young Adult Programs													
FY14/15	4	2	5	5	4	4	5	4	5	7	4	4	33
FY15/16	7	1	6	9	6	2	4	3	-100%	-100%	-100%	-100%	38
% Change	75%	-50%	20%	80%	50%	-50%	-20%	-25%	-100%	-100%	-100%	-100%	15%
Young Adult Program Attendance													
FY14/15	117	53	57	55	60	55	122	64	70	111	84	90	583
FY15/16	152	13	136	117	65	45	109	41	-100%	-100%	-100%	-100%	678
% Change	30%	-75%	139%	113%	8%	-18%	-11%	-36%	-100%	-100%	-100%	-100%	16%
Children's Services Programs Offered													
FY14/15	19	12	12	20	14	11	14	25	19	19	13	10	127
FY15/16	21	8	17	23	19	12	14	17	-100%	-100%	-100%	-100%	131
% Change	11%	-33%	42%	15%	36%	9%	0%	-32%	-100%	-100%	-100%	-100%	3%
Children's Services Program Attendance													
FY14/15	1,148	447	336	746	611	366	532	595	533	515	431	456	4,781
FY15/16	1,097	418	527	781	401	389	428	472	-100%	-100%	-100%	-100%	4,513
% Change	-4%	-6%	57%	5%	-34%	6%	-20%	-21%	-100%	-100%	-100%	-100%	-6%
Branch Services Programs Offered													
FY14/15	6	1	2	2	5	3	2	2	2	2	2	2	23
FY15/16	8	2	2	2	2	3	2	2	-100%	-100%	-100%	-100%	23
% Change	33%	100%	0%	0%	-60%	0%	0%	0%	-100%	-100%	-100%	-100%	0%
Branch Services Program Attendance													
FY14/15	345	8	28	43	143	58	35	58	36	37	40	60	718
FY15/16	205	32	44	35	40	54	52	44	-100%	-100%	-100%	-100%	506
% Change	-41%	300%	57%	-19%	-72%	-7%	49%	-24%	-100%	-100%	-100%	-100%	-30%

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Branch Young Adult Volunteer Hours													
FY14/15													0
FY15/16	32												32
% Change													
Ebsco Databases													
FY14/15	495	656	605	598	595	3,156	3,156	91	145	136	3,156	8,955	9,352
FY15/16	7,545	7,796	6,639	7,750	6,869	9,146	3,011	3,148	-100%	-100%	-100%	-100%	51,904
% Change	1424%	1088%	997%	1196%	1054%	190%	-5%	3359%	-100%	-100%	-100%	-100%	455%
Novelist													
FY14/15							6,135	5,495					0
FY15/16													11,630
% Change													
BrainFuse -Tutor Service													
FY14/15	167	243	117	132	13	106	70	37	156	234	150	227	885
FY15/16	16	53	109	114	161	108	116	183	-100%	-100%	-100%	-100%	860
% Change	-90%	-78%	-7%	-14%	1138%	2%	66%	395%	-100%	-100%	-100%	-100%	-3%
Tumblebooks													
FY14/15	20		97	27	19	14		6					0
FY15/16													183
% Change													
Passports													
FY14/15	138	113	106	107	85	78	173	194	237	240	259	237	994
FY15/16	178	171	167	190	147	122	206	204	-100%	-100%	-100%	-100%	1,385
% Change	29%	51%	58%	78%	73%	56%	19%	5%	-100%	-100%	-100%	-100%	39%
Passport Photos													
FY14/15	110	100	90	95	69	62	111	127	162	126	159	146	764
FY15/16	123	121	102	124	117	94	117	159	-100%	-100%	-100%	-100%	957
% Change	12%	21%	13%	31%	70%	52%	5%	25%	-100%	-100%	-100%	-100%	25%
Notary Service													
FY14/15	6	7	12	4	4	6	7	7	8	8	10	15	53
FY15/16	3	0	12	17	8	7	8	1	-100%	-100%	-100%	-100%	56
% Change	-50%	-100%	0%	325%	100%	17%	14%	-86%	-100%	-100%	-100%	-100%	6%

Library Cards Issued 14/15 vs 15/16



Visitors 14/15 vs 15/16 YTD

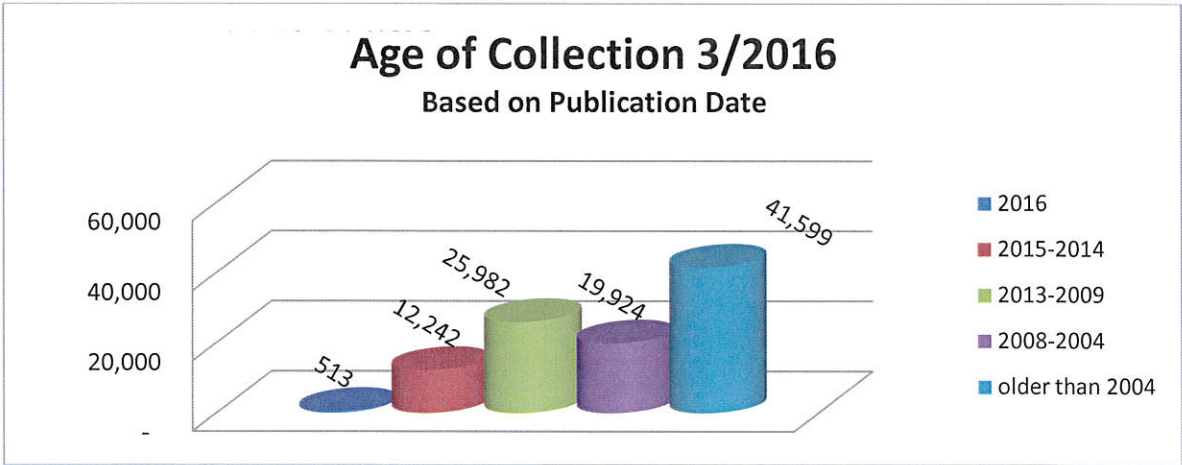


Cardholders as of 3/3/2016 (this includes any card, no matter the age, used within the last 3 years + any card less than 3 years old that has not been used to check out items)	14,236	C/O Items in past 3 years	C/O Items in past 2 years	C/O Items in past 12 months
Population of District	53,177	12,605	9,925	7,054
% of Population w/Card	27%			
% 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%			

As per California State Library

PATRONS THAT HAVE ITEMS (MAR 08 16)					
Patron Type	Patrons	Patrons w/items	% w/items	# items	Avg/Patron
Adult		1474		6739	
Juvenile		355		1312	
Staff		31		408	
Trustee		1		2	
Foster Patrons		12		39	
Teacher Loan		37		485	
Teen		14		47	
TOTAL	14,236	1,924	13.52%	9,032	4.69
District Population					53,177
% w/Library Cards that are less than 3 years old					26.77%
Items in the Collection					100,260
% of Items Checked Out					9.01%

Since 6/3/15 we have increased the percentage of patrons with items out from 7.78% to 13.52% (this is because we now have an accurate count of the number of patrons with a library card that is either less than 3 years old and/or has been used within the last three years (no matter how old it is), and this number is considerably lower than what we have previously thought – we have been reporting that about 44% of the community has a library card and we now know that the correct percentage is currently 26.77%) and the percentage of the collection checked out has increased from 6.63% to 9.01%.



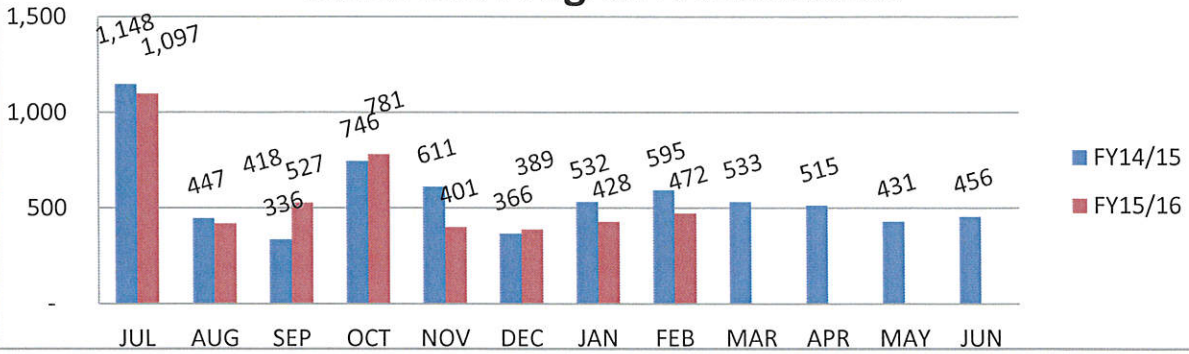
Age of Collection 2016				
	12/31/15		3/3/2016	
2016	66	0.07%	513	0.51%
2015-2014	11,678	11.59%	12,242	12.21%
2013-2009	26,296	26.11%	25,982	25.91%
2008-2004	20,233	20.09%	19,924	19.87%
older than 2004	42,931	42.62%	41,599	41.49%
		100.47%		100.00%
Total	101,204		100,260	

12,755 items are less than 3 years old - 12.72% of the collection

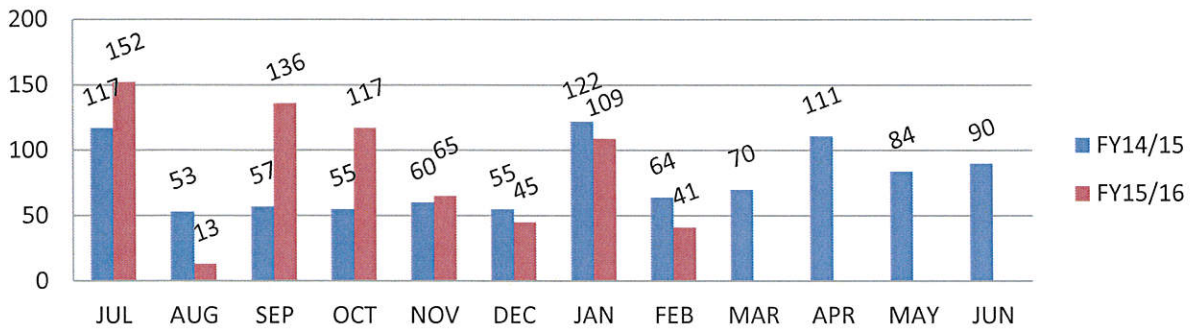
25.91% of the collection is between 8 and 4 years old.

61.36% of the collection, 61,523 items are over 9 years old and of those 41.49% are over 13 years old.

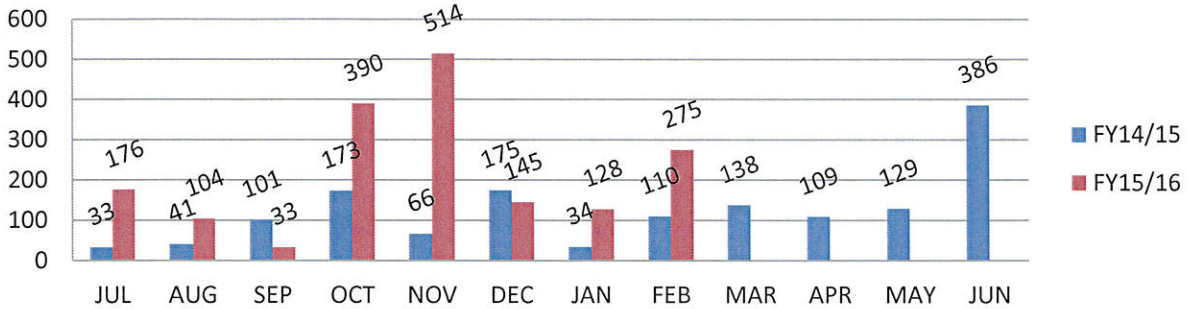
Childrens Program Attendance



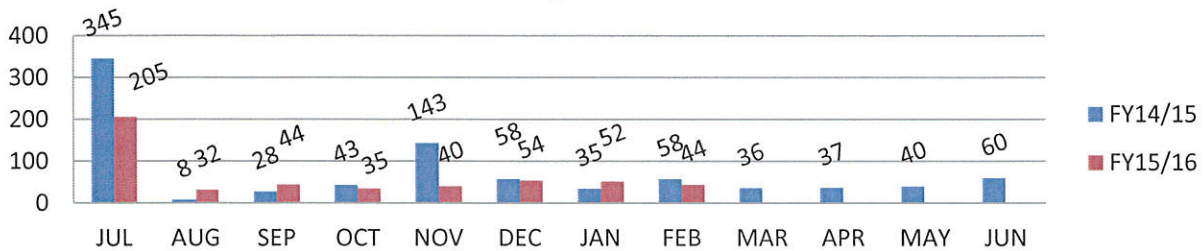
Young Adult Program Attendance

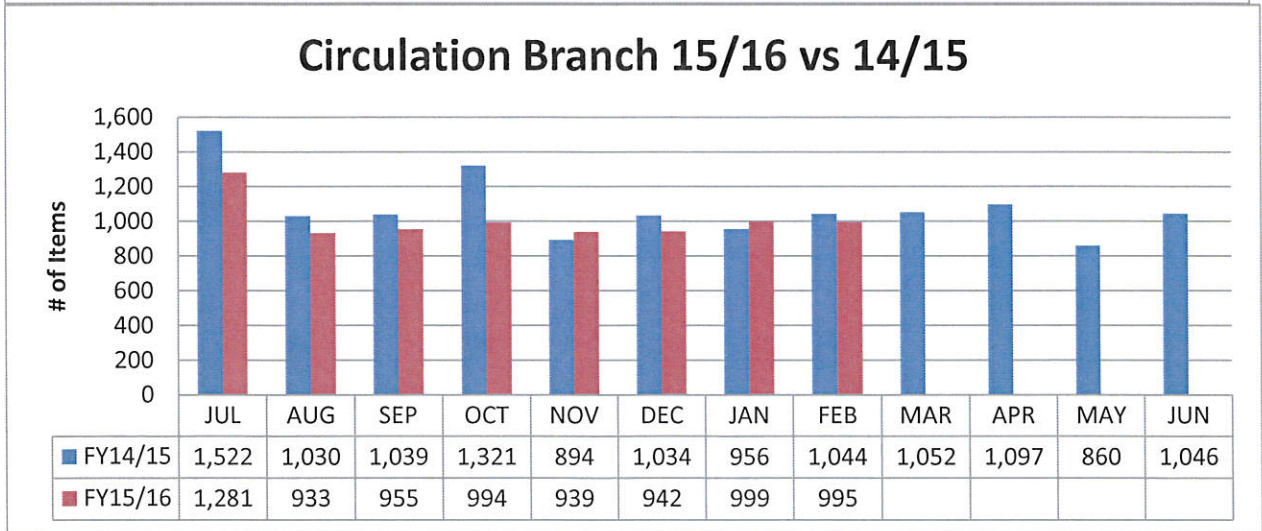
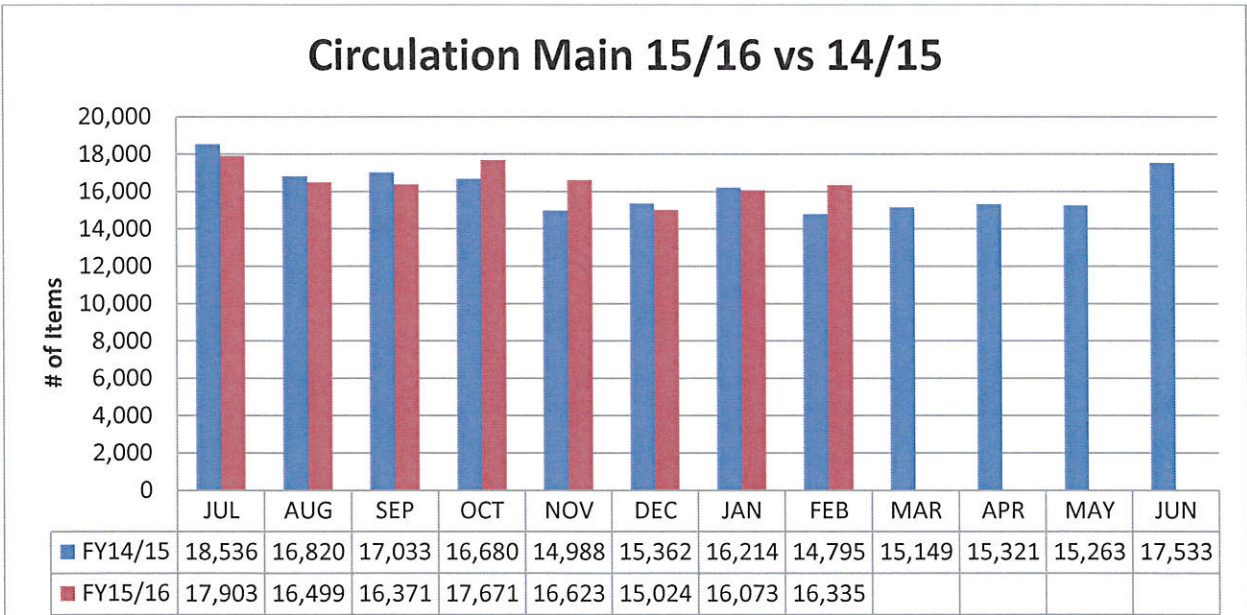
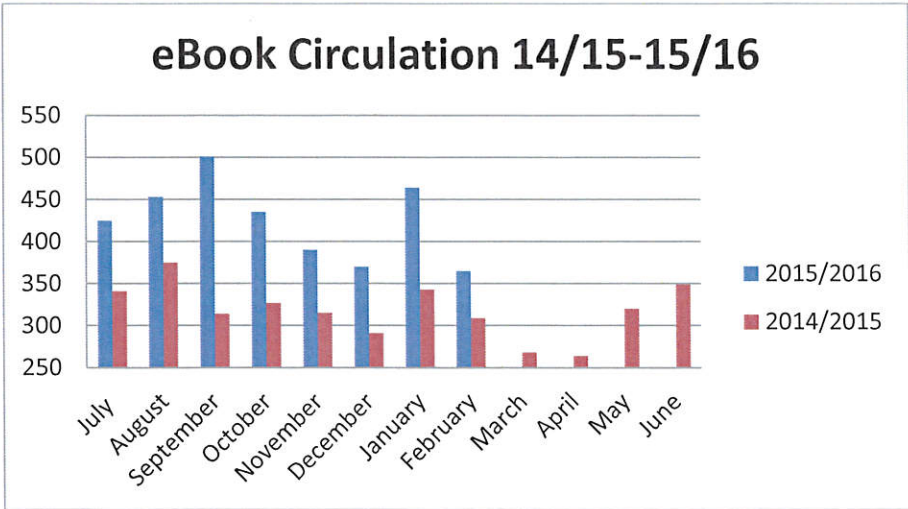


Adult Program Attendance



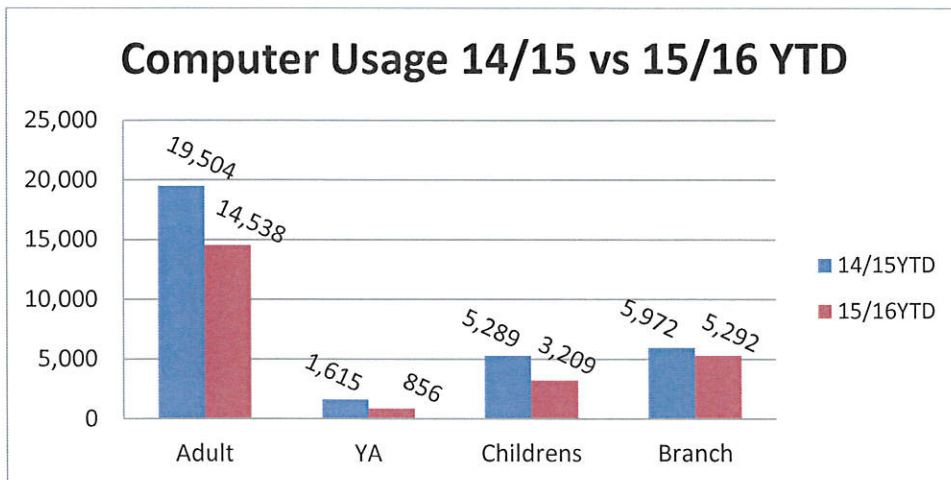
Branch Program Attendance



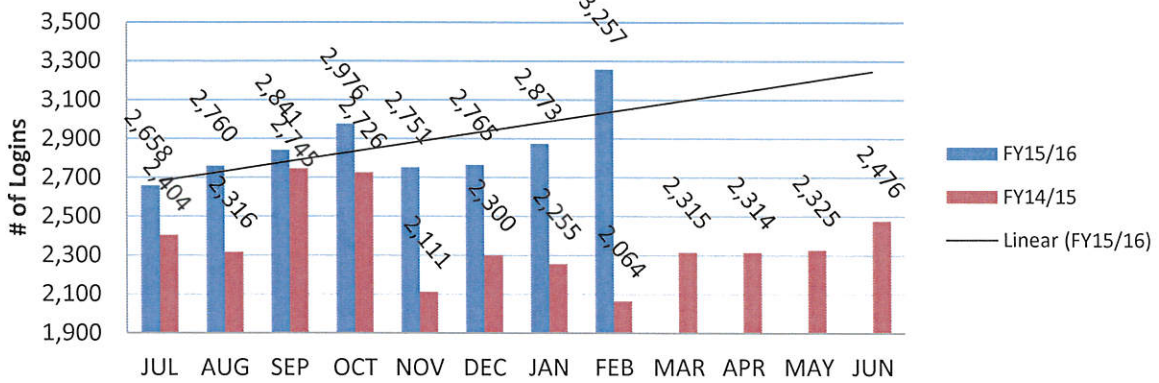


CIRCULATION (CHECKOUT) STATISTICS						
ALL LOCATIONS						
P TYPE	Feb 16		Change vs		Actual #	
	PERCENT	QTY	Jan 16	Feb 15	Jan 16	Feb 15
Adult	83.2%	14120	2.2%	16.4%	13819	12132
Juvenile	11.2%	1894	10.1%	-5.8%	1720	2011
Staff	3.8%	637	2.6%	-5.1%	621	671
Volunteer	0.0%	0	0.0%	-100.0%	0	194
Trustee	0.0%	4	-42.9%	-50.0%	7	8
Foster Patrons	0.0%	1	0.0%	-94.4%	1	18
Teacher Loan	1.4%	244	-29.7%	-19.7%	347	304
Teen	0.4%	65	-30.1%	-66.1%	93	192
Total	100.0%	16965	2.1%	9.2%	16608	15530

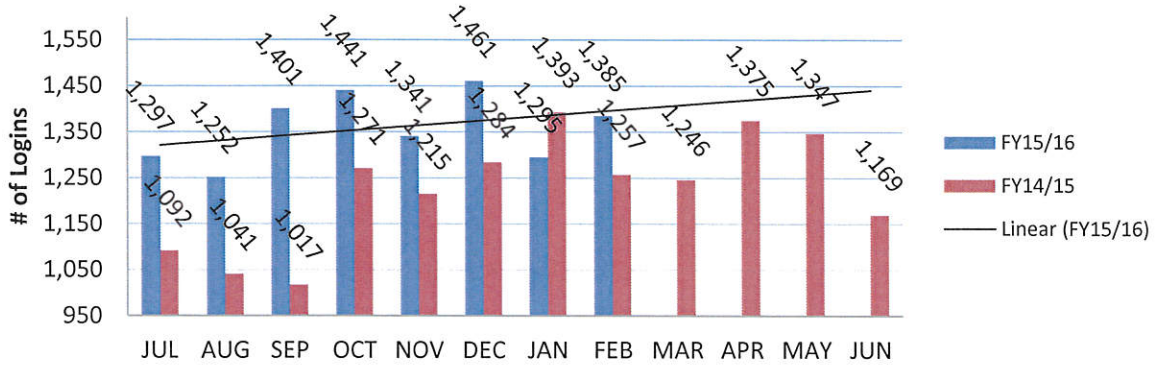
CIRCULATION (CHECKOUT) STATISTICS						
ALL LOCATIONS						
I TYPE	Feb 16		Change vs		Actual #	
	PERCENT	QTY	Jan 16	Feb 15	Jan 16	Feb 15
Book	64.2%	10900	1.3%	5.0%	10760	10384
Cassette	0.0%	0	0.0%	-100.0%	0	16
Sound Disc	10.3%	1750	18.1%	52.7%	1482	1146
CD-ROM	0.0%	0	0.0%	-100.0%	0	1
DVD	22.3%	3785	1.6%	12.8%	3726	3356
Kit	0.3%	53	-22.1%	6.0%	68	50
Serial	1.2%	207	-23.6%	-36.1%	271	324
Videocassette	0.0%	0	0.0%	-100.0%	0	1
Playaway	0.0%	0	0.0%	-100.0%	0	6
Library Basket	0.0%	0	0.0%	-100.0%	0	24
YA Video Games	0.4%	76	-6.2%	375.0%	81	16
Mature Video Games	0.1%	20	25.0%	1900.0%	16	1
Chromebooks	1.0%	174	-14.7%	-15.1%	204	205
Total	100.0%	16965	2.1%	9.2%	16608	15530



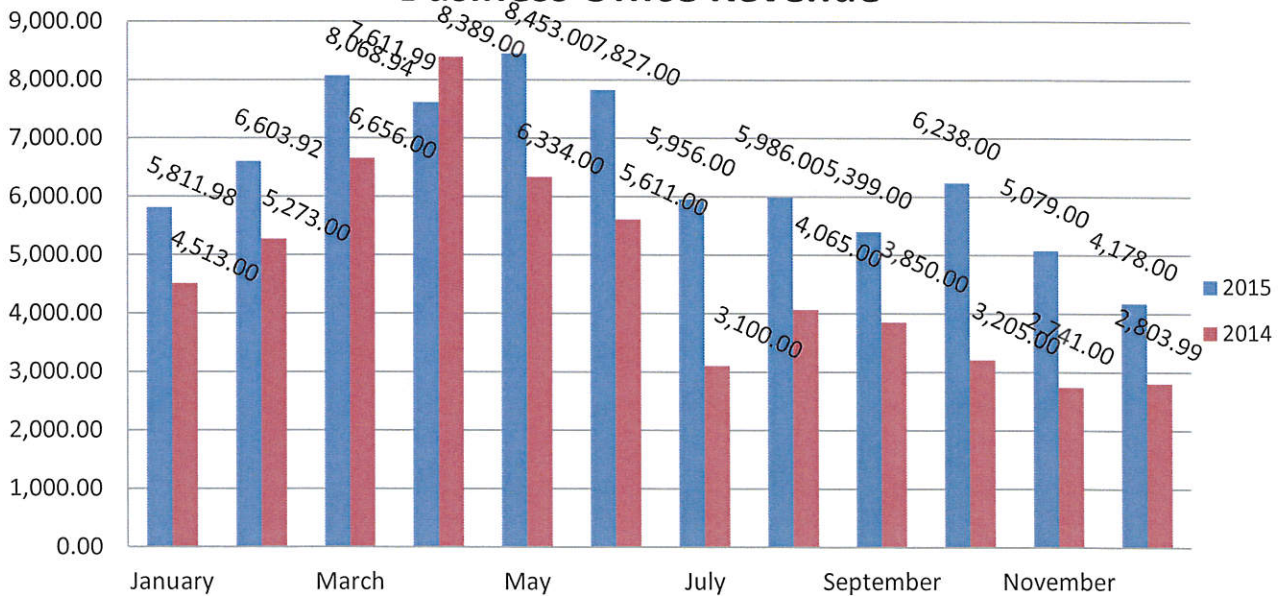
Wireless Usage (Main)



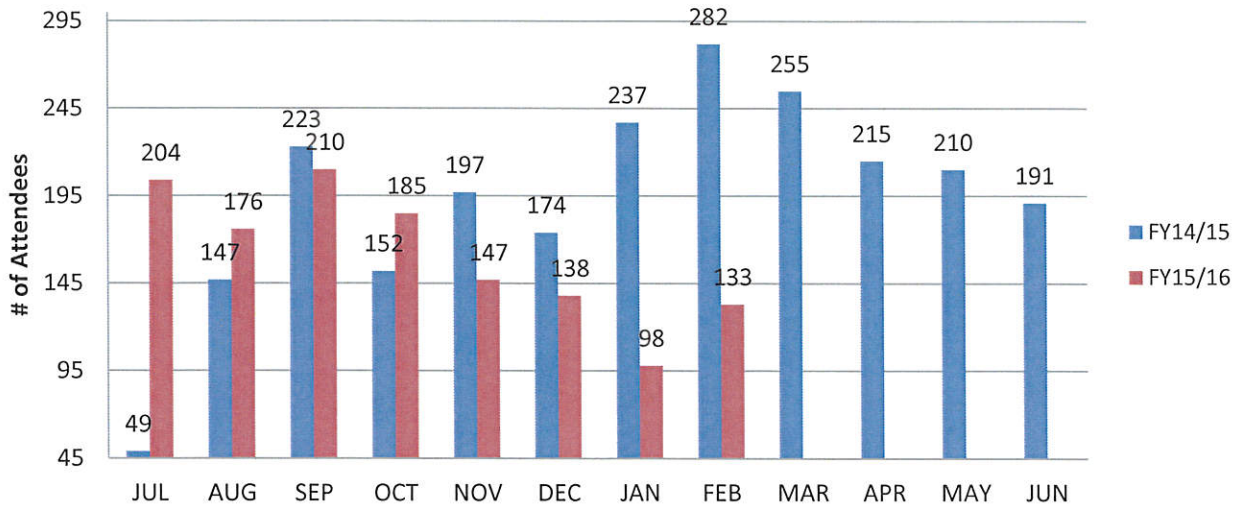
Wireless Usage (Branch)



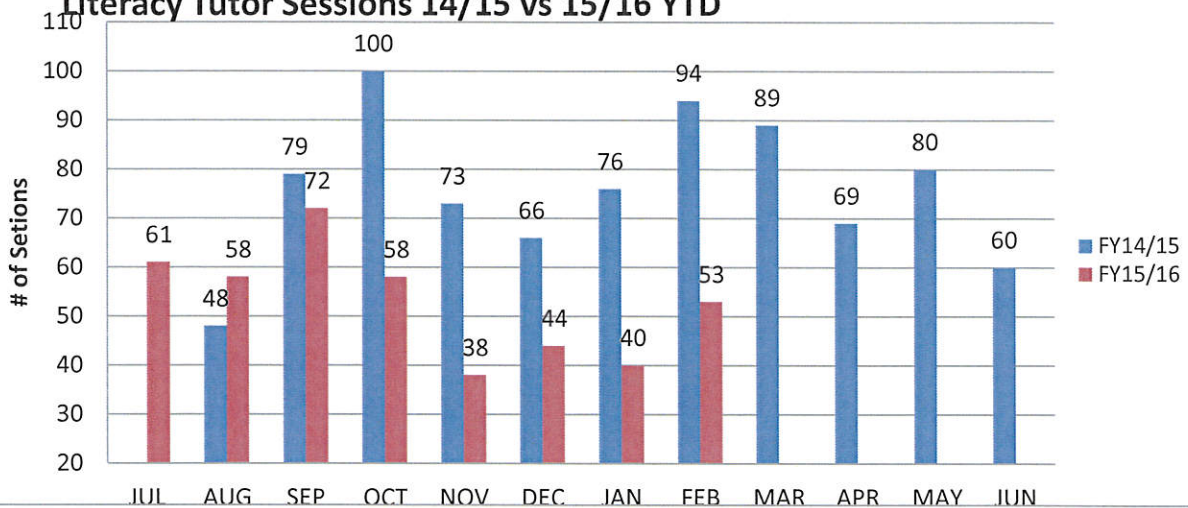
Business Office Revenue



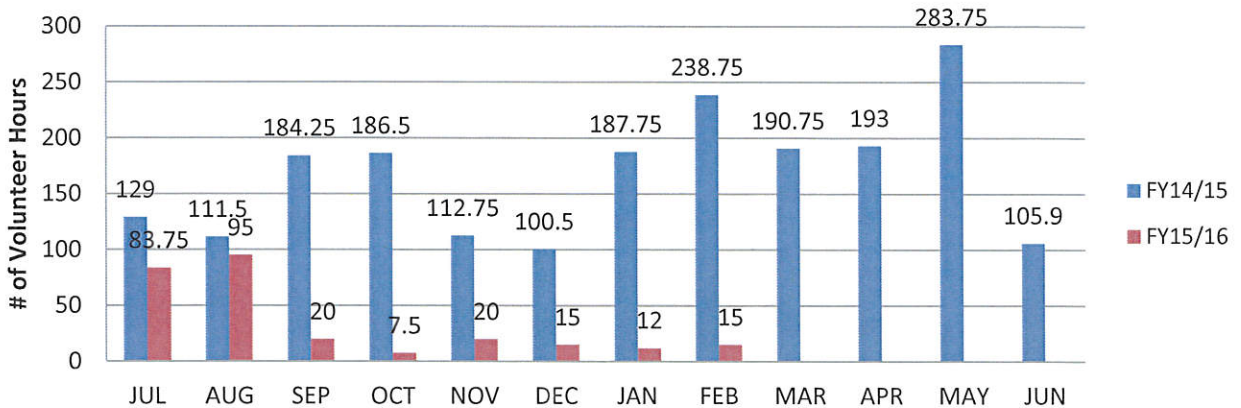
Literacy: # of session attendees 14/15 vs 15/16 YTD

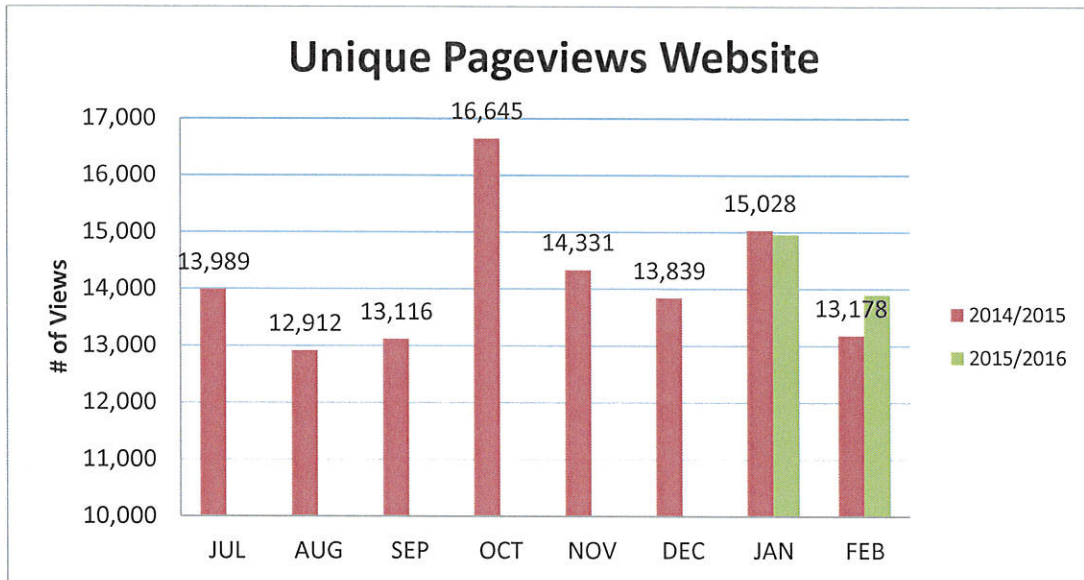


Literacy Tutor Sessions 14/15 vs 15/16 YTD



Literacy Volunteer Hours 14/15 vs 15/16 YTD





We had 150 new subscribers to our email list over the past 30 days.

Know It All! March 2016 Library Newsletter

10,874

2 days ago

11.49% 1,249 opened

Facebook Stats

	3/6/16	1/10/16	12/06	11/29	11/05	10/18	10/5	9/20	9/13	7/27	7/20	7/13	7/6
Page Visits	54	29	47	23	45	37	46	3	18	39	50	39	34
Weekly Total Reach	1,800	1,692	4,284	1,093	5,080	5,411	3,362	2,340	1,743	2,372	2,205	1,401	1,409
People Engaged	137	36	231	148	430	479	205	118	112	147	110	81	97
Total Page Likes	845	807	789	784	768	762	758	755	753	738	734	734	732

YOUTH SERVICES REPORT FEBRUARY 2016

Cassandra Stearns, Senior Librarian

Programs

Storytimes: 14 storytimes were offered during the month of February which attracted 471 attendees.



Read to Cedar the Tail Waggin Tutor

2 eager young readers visited the library and read to Cedar our furry new friend from Therapy Dogs International. Open to all ages and reading abilities, Cedar will be visit the library the first Saturday of the through July.

Lego Club

The monthly Lego Club meeting was relocated upstairs for the month of February, but that didn't stop 35 master builders from stopping by.

Fun Flick Friday

18 kids and parents stopped in for this month's screening of *Goosebumps*.

Class Visits

12 class visits took place in February serving 201 students.

Meetings and workshops

Senior Librarian Cassandra Stearns attended the California Library Association Summer Reading Outreach Workshop in Los Angeles. This workshop was a hands-on, working session that provided participants with a framework and techniques for reaching out and engaging underserved community members with the summer reading program.

YOUTH SERVICES REPORT—TEEN HIGHLIGHTS

FEBRUARY 2016

Carrie Wilson, Teen Librarian

Teen Program Highlights

The Teen Advisory Council met twice in February to discuss programming, implementation of a regular shelving schedule, and the developments in the teen area. At both meetings, after the serious business was discussed, we broke out board and card games. Our volunteers particularly enjoy Apples to Apples and Magic the Gathering. The interest in Magic has grown so much that we will be hosting a volunteer-run tournament in May.



Teens playing Magic The Gathering after the meeting.

Combined attendance at these two meetings was an impressive 25. Here is a photo of many of our TAC members:



TEEN REPORT CONTINUED

Another highlight this month was another phenomenal workshop taught by Ean Moore, computer scientist and game design instructor. 16 teens were excited to learn basic coding, which is the foundation of all game design. Ean divided the participants into teams, pitting them against each in coding battles (quite entertaining, as well as educational)! This event drew many new teens to the library—and they were excited to learn about all the other library programs and services offered to this age group.



Behind the scenes many exciting things were happening, too--the Teen Librarian, Carrie Wilson, made progress on the design of April's 3D printing workshops, hunkering down with several 3D modeling programs, tutorials, online courses, and consultations with several experts on 3D printing. Instructor Evan Hilgemann and Carrie decided on 123D Design as the most user-friendly program that would prepare the users for more advanced CAD programs.

Youth Services , Teen Advisory Council, and PCC Library Tech Student Volunteers:

As previously mentioned, the teen volunteers met twice this month. We talked about the new teen area on Feb 2nd and discussed hosting a volunteer-run Magic Tournament, including what the volunteers would take charge of and what Carrie's tasks would be. One teen, Christian Piskura, who has been playing Magic for 5 years, took charge and emailed Carrie a supply list that came under budget and decided on a prize and tournament structure. A few weeks later, on Feb 23rd, we talked more about the MTG tournament and ironed out a few more details. The entire group was tasked with checking the library's collection of board games to make sure each game had all necessary components. This time-consuming task was quick work with TAC members on hand! We also decided to begin collecting soda boxes for a life-size jenga set that we hope to unveil at March 25th's game day. Together, teen volunteers contributed 36 hours of their time.

Library Tech volunteers stayed busy, too. Ann Elias worked on a variety of projects, including assisting with the completion of the Young Adult nonfiction weeding project. She also listened to a web tutorial and gave insightful feedback on one of the 3D modeling programs we considered using, 3D Builder, since I thought it was important to see how easy the program is to use for someone who has never used 3D modeling programs.

Dina Zanrosso has continued to be tremendously helpful as our Preschool story time aide, stepping in to assist with an impromptu Valentine's Day craft in lieu of a story time when the storyteller fell ill. The Library Tech volunteers contributed 26 hours of their time to bettering the library.

ADULT SERVICES REPORT February 2016, Sue Colasurdo

The No Guilt Book Club met on February 9, with thirteen members attending. They discussed the books “Midnight in the Garden of Good and Evil: a Savannah Story” by John Berendt and “The Orphan Master’s Son: a Novel” by Adam Johnson.

Chinese Calligraphy for the Chinese New Year (Year of the Monkey)



program with Andrew Li on February 17th was **OUTSTANDINGLY** well received. More than twenty patrons (as well as most of the staff) requested one or more proverbs printed in Chinese characters in black ink on beautiful



strips of red paper. Patron Linda Bates brought ceramic Chinese characters from her house to have Andrew translate their meaning for her. Everyone expressed a desire to have him return for more.

African American Drum and Dance Circle led by Onochie Chukwurah, the founder & owner of



Rhythms of the Village, located on Lake Avenue in Altadena was held on Saturday, February 13th which brought out a roomful of attendees, including little children dancing in the aisles to the music. Seating was pretty much filled with standing room only. Onochie discussed the history of African drum music and the dance circle.



The new **“From Page to Table” Book Club**, started by Helen, met on Saturday, February 27th. New members brought homemade dishes of food and several copies of their recipe. Food was goooood. They ate and discussed cookbooks they’ve used. Patrons are excited about this new book club!



Second Saturday with PCH was an astounding success, with their soft sound reminiscent of the Beach Boys style from the 60’s. More than 140 persons attended. Outside on the patio, *El Patron* served tacos, burritos, and more and *Sweeter than Honey* had some wonderful looking (and tasting) cupcakes and brownies. Inside the library, *the Ale House* served beer and wine. Lots of dancing and clapping—so much fun by all who attended.

Sue listened to an online **School Library Journal webinar** on February 17th. The topic was “*Using Technology to Engage the Reluctant Reader.*” It was aimed at Young Adults, but Sue thought she might glean some information that could be utilized for the older generation as well. This did not happen, since the speakers were primarily talking about SAT (etc) testing for the high school student. (However, this kind of



information is always valuable for passing on to the collection development manager and Youth Services.) One speaker offered some useful online sites for kids at www.ineedapencil.ck.12.org (free SAT practice tests), www.testive.com (ACT & SAT test prep) www.graphite.or (Common Core), shooter.com (not a good site), supermagnetman (for ACT Science), Grockit (GRE, ACT, GMAT), Khan Academy (math), and others. They feel there is still a need for print guides for the AP and SAT. Additional tests should include the ACT, AP SAT Subjects, TASC, GRE, GED, LSAT, MCAT, Common Core, ASVAB, Civil Service, Nursing, PCAT (Pharmacy), and others. Some tests are constantly changing and being updated, like the SAT, AP, MCAT, and PARCC State assessments. Major changes to tests are made in the Spring for the Fall testing. There was a suggestion for libraries to stock flash cards, and perhaps check out 20 or 50 at a time. ACT 36 covers high-achieving students. There are more than 50 titles covering subjects for the AP tests. Biology, Chemistry and Physics have now been redone for 2016. Students, Parents, and Librarians should know which tests are needed and be aware of current guide editions and test versions.

Latino Americans - 500 Years of History' Episode V: Prejudice and Pride (1965-1980) program was on Saturday, February 20th. About 20 people came to the viewing. There was a lively discussion lead by Daniel "Sancho" Castro.



The Computer Class started a new 6-wk session on February 23rd. Of the six confirmed students, 4 showed up. For this first class, the students followed an online tutorial on using the Mouse, and learned some terminology about computers and storage devices. Colorful folders were given to the students for collecting handouts and pencils with hearts on them for note taking.



The magazine racks were relocated to the North wall and seating added to the area. A wooden magazine rack provides space for newsletters. The plastic magazine covers for current issues of periodicals were discarded, and labels are now being affixed to the magazine covers of each current copy to indicate they don't check out. Older issues (which do circulate & can be checked out) are still housed beneath the lift-up shelving.



Pam was acknowledged in the preface of the book: *For the Kingdom and the Power: The Big Money Swindle That Spread Hate Across America* by Dale W Laackman for her assistance in



research for the book. "I want to thank Pam Richards of the Altadena California Public Library. She was the key to unlocking the early years of Bessie Tyler." The nonfiction book is about Bessie Tyler – the woman who almost single-handedly revived the KKK in the 1920s.

An unannounced class visit of about **30 students from Aveson school** had the Reference team of Helen and Sue (& Youth Services) helping lots of the young students in finding books for their projects. The Internet had gone down all over their building right in the middle of working on their projects, so they sought help from the library.

Altadena Public Library

Dear Library,

I like your books and your library is awesome. The staff is nice and the books are amazing. Thank you for all you do to help out our community. We are greatfull for what you do

From Aveson schools

The Display Case housed a private



collection of photographs taken by Dennis FitzGerald, longtime Altadena/Pasadena resident and ALD Library user, singer-songwriter, SAG actor, and Ukelele strummer.



Music CD/DVD display (by Pam) on Black History and Black musicians & actors

Book displays: Cookbooks, Black History, Love & Valentine's Day, Random Acts of Kindness, and David Bowie.

Inspiration Stations: *Block Puzzle* (the challenging design changed every day—small blocks with bits of design on each were used to create the given pattern). This was more popular with the staff than patrons—only a few attempted it. Another, and way more popular inspiration station, was *Make Your Own Valentine*. The imaginations of all ages of patrons, from toddler size to older adults, were busy creating beautiful valentines with provided materials: various colored papers, fancy-shaped scissors, heart-shaped doilies, colored felt-tip pens & pencils, sparkles, bric-a-brac, feathers, and more.

Branch Report February 2016

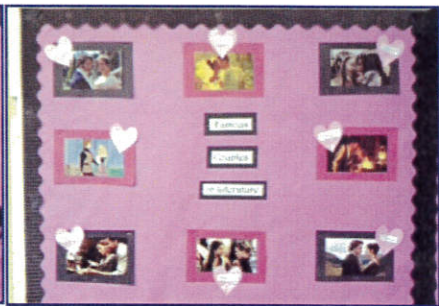
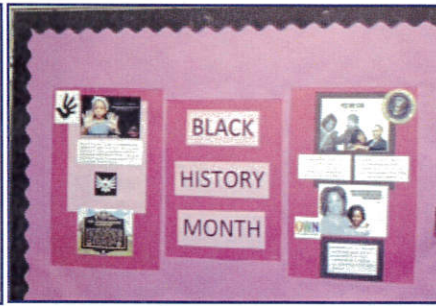
-Carlene Chiu, Librarian II, Branch Services

Love was in the air as 75 patrons wrote positive messages to waive fines! A couple of positive messages we received were, "I love being able to meet friendly helpful people at the library. Thank you!" and "Positivity is what elevates human nature to keep flowing as time keeps going."



Staff member, Michelle created a lovely book display to celebrate Valentine's day and inspire patrons to bring romance (novels) home.

Michelle also created a book and bulletin board display to celebrate black history month. Andrea also created a bulletin display featuring famous couples in literature. We also had an inspiration station out for 2 weeks in which library patrons created their own Valentine cards.



On February 10th I coordinated and conducted a Chinese New Year calligraphy program at the Main Library. Andrew Li, one of our literacy learners volunteered to write in Chinese new year proverbs on red scroll paper. Andrew got to practice his English and learned new words such as "gratitude." About 150 red scrolls were given away!



On February 11th we had craft program in which kids used beads to make jewelry for Valentine's day. There were 29 in attendance. On February 12th, we had a fun flick Friday showing of Hotel Transylvania 2. The kids had the day off from school for Lincoln's birthday and 15 people enjoyed the movie.

Lastly, I have been assisting the collection development team with creating weeding lists and removing discards from our ILS.

Literacy Department Report

February 2016

-Edward William, Literacy Coordinator

-Modesta Nava, ESL Instructor

Financial Literacy

One of the issues with low literacy skills is that it affects an individual's ability to manage their finances. Learning how to manage one's finances is tied into being able to read products and bills. One of our tutors asked about learning tools we could use with two of her learners. The literacy department purchased two money learning kits learners can practice with their tutors. The first is *Learning Resources Classroom Money Kit*, which is a box of play money (paper bills and plastic coins) along with a workbook. This kit is practical for learners who are visual and kinesthetic learners as they learn about using money, such as creating change and going to a store. The second is *Moneywise Kids*, which is a small board game where the learner receives an allowance and must pay for bills as life events come up, such as paying for medical expenses, auto repairs, and more. These kits are available for all of our learners and help the tutors try new approaches to teaching literacy skills.

Roles & Goals Midyear Reports

The literacy program spent the months of January and February collecting the state required Roles & Goals forms from tutors and learners. Every tutor and learner is required to fill out this form, which track of when a learner sets a particular literacy goal, when they've completed it, and how long it takes them to complete the goal. Half of our learners filled out the form with their tutor, while the rest are setting new goals for the year. California Library Literacy Services asks that we provide annual statistics of our learner literacy goal after June. Our program collects these statistics twice a year to follow up on the progress of our learners.

Literacy Center Upgrade

The literacy center received its upgrade with a new bookshelf, moving new table workstations and a partition wall between two study stations. This improvement comes with the installation of new laptops at each study station that tutors and learners can use. This new setup will provide learners with the privacy they can enjoy while learning the basics of literacy, and it will allow the literacy department to purchase and shelve new literacy materials. The department is waiting for the installation of the VOIP system, which will give the literacy center a little more room and less wiring throughout the building.

Technology Report

January/February 2016

Christopher Kellermeyer, IT Manager

Altadena Library's technological foundation continues to be developed. Much planning has been done to utilize ERate and California Teleconnect to upgrade the infrastructure to handle VOIP, multimedia streaming, replacing degraded copper lines, and implement an extremely robust and state of the art managed wifi. Request for Proposals have been submitted, and bid matrices have been evaluated for infrastructure; VOIP bidding and bid matrix evaluation is still underway. Without ERate, the infrastructure project would cost \$82,0000; however, costs lower to \$16,328 after ERate rebates. These modifications to our infrastructure (upon board approval), will put our infrastructure on par with our backbone connection speed for years to come. Further, the project quadruples the speed of our wifi nodes, and expands the number of nodes to a simultaneous capacity of 300 (plus or minus 100) connected devices—effectively ten times current capability.

Speaking of backbone, the backbone upgrade for Bob Lucas Branch has come out of AT&T's planning phase, and is actively being installed; the connection is expected to be ready to hook into 3-16-16. The connection for Bob Lucas has come at a preferable time as services for the public continue to develop and reach testing/deployment phases.

New computers have been installed for preliminary testing at the Main Library and Bob Lucas Branch. These computers (laptops loaded with intelligent and bleeding edge software) act as beta tests to refine the services, solutions, and applications prior to the mass deployment of Lenovo T420 mid-tier machines. Each machine possesses the capability to print in black and white or color while on a LAN connection, or when wifi connected because the Comprise SAM10 print solution installation was completed in February. Comprise's SmartALEC bring your own device (BYOD) print solution is next in line for installation, testing, and full deployment; as a reminder, the SmartAlec solution allows for printing to our public Copier/MFP via patrons' own cell phones, tablets, and laptops. Self-Checkout stands on the horizon too.

The library also has purchased a self-checkout solution, Techlogic's CircIT. CircIT will live on two 23" touchscreen mid-tier computers, and will facilitate the one point of service model being adopted. Installation is underway, and testing/staff familiarization is expected to begin no later than 4-1-16.

There is more. Upon a deep dive into the Library's Office 365 "free" subscription—thanks to Microsoft, it has become apparent this subscription will be a fantastic benefit to local community, especially students. The exact details, godsend, and conditions will be released in the April Edition of "Know it All."

Additional Tech Notes:

Newer more accurate people counters are being installed at the Main library.

The telephone renewal and notice system is being evaluated to determine its viability.

Alternative summer reading program platforms are being evaluated.

BOARD OF LIBRARY TRUSTEES DIRECTORS UPDATE

DEPARTMENT: District Director **MEETING DATE:** March 28, 2016

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

"We have to show we are focused on caring about our community.... It's not just about books; it's about connecting people to ideas or connecting people to one another." Nancy Ledebor, Spokane County Washington Library District Director

PRESENTATIONS: On Saturday March 2, I hosted the **Tea @ Two** program with the amazing Linda Louie. The room was full and our patrons fully enjoyed this two hour informative program that included tea tastings.



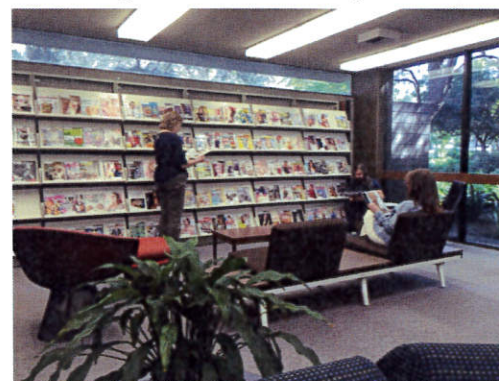
On February 27, I attended our very first **From Page to Table Book club**. This is Helen's initiative and I would say that it was a resounded success with great food, conversation and lots of recipe sharing.

NEW SPACES:

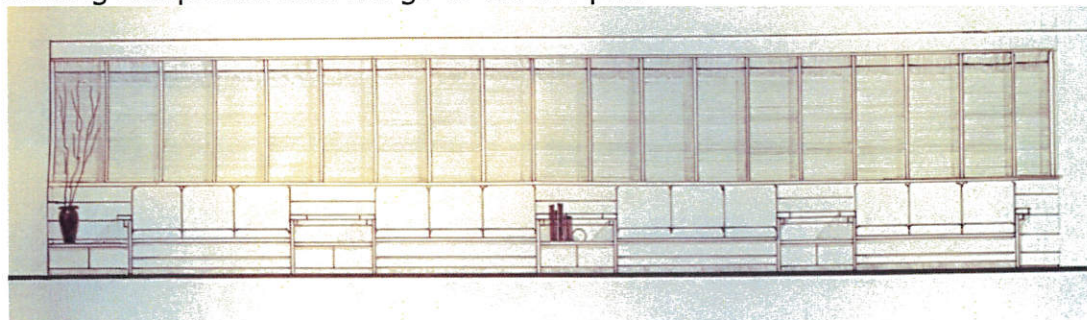
Reading Lounge: by relocating the Teen Area to a larger and more appropriate area in the library we opened up some space to create some new reading areas. The magazines are now located in what we are calling the Reading Lounge and this space has been very popular with the public.



Teen Center: The newly emerging Teen Center is starting to take shape. We have removed the shelving, repaired the carpeting and moved the full collection of materials into this area. The Teen non-fiction used to be interspersed with Adult and saw very little use. We have also received the tables for the teen laptops and are awaiting the new Laptops. Designs (see below) for the wall and entry into the Teen Center are

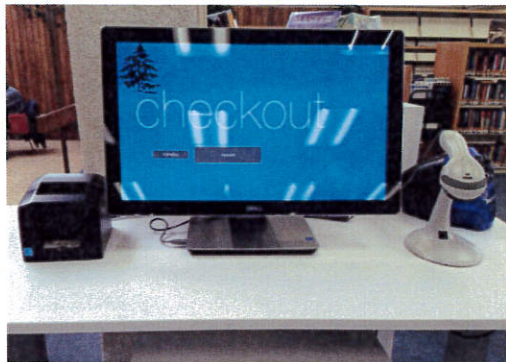


nearing completion and will go to bid in April.



LAPTOPS, SELF-CHECK AND INFORMATION & RESEARCH DESK (OPOS – ONE POINT OF SERVICE):

The laptops are ready to go at the Main library; 19 of them are in a charging cart, which is left in circulation. Staff has started checking them out. We have a Laptop Lending Procedure and FAQ for staff. Spare power supplies, and Skype headphones are ordered; they are on their way. Mice are also available for check out. A repository of burnable DVD's has been placed at the information desk. The remaining desktops will not be removed until the 12 new desktops have been deployed.



The Self-Check machines are up and running – this has been a very, very busy month for our IT Manager Christopher Kellermeyer. He has done an exceptional job of juggling many projects all at the same time. Our customers are learning how to use the new machines and we look forward to moving them to the entrance / exit area of the library in the near future.

We removed the Circulation Desk and moved to One-Point-Of-Service (OPOS) last week. While this was a jarring and stressful move I have to



hand it to staff who remained calm, cooperative and professional. Our new central desk is called the Information and Research Desk and it is where we now direct patrons for assistance. Items used to be checked in at the Circulation desk and then went through a process of many handlings and steps prior to being shelved again. We are

moving to a new process of checking items in at the Circulation Office, immediately sorting onto carts and then shelving. This will eliminate the shelving along the Western wall of the library that is currently where materials that are waiting to be shelved reside.



We have created two documents which are attached to this report. They were created to provide our patrons with information about the changes and to help staff explain what is happening in the library. One is titled CONNECT* and the other is a FREQUENTLY ASKED QUESTIONS hand out.



OUTREACH:

I attended the **Grand Opening at MonteCedro**, on February 4, 2016, with Board Member Gwen McMullins and ran into lots of current and soon to be new users of the Library.

The 92nd annual Awards and Installation Dinner hosted by the Altadena Chamber of Commerce was held on Friday, February 5th. I was joined at our table by John McDonald, Gwen McMullins, David Tuck, Marne Brown from FOAL and Janet Pope-Givens from ALF. I have also applied to be a Board Member of the Altadena Chamber of Commerce.

On February 6, 2016, I presented a brief history, where we are now, and where we are going Presentation to the **Pasadena Museum of History Volunteers**.

On March 15, 2016, the **Altadena Town Council** welcomed the Library to do a short presentation about the previous year and our plans for the future. I presented a shortened Power Point which was well received and drew a round of applause as well as a thank you to the Library Board and Staff for all of our work for the community.

On February 25, 2016, as part of my Craft Talk for **Altadena Rotary**, I presented a 20 minute Power Point overview of the Library's history, what we are currently working on, and some hopes and dreams for the future. I was also appointed to the Altadena Rotary Board at this meeting and begin my term in June of 2016.

On March 23, 2016, I was invited to speak with the **Pasadena Latino Coalition** which is an organization which seeks social justice and fair representation for the Latino Community. The topic was our upcoming Latino Cultural Festival – Grand Finale – Celebrating Roots. They offered some advice and assistance and will be spreading news of the event throughout the community.

I will be attending the **Public Library Association Conference** in Denver the first week of April. I have been asked to be a part of the Full Day Preconference, "So You Want to Be a Director?" I will be leading the break out session on budgeting and finance.

LATINO AMERICANS: 500 YEARS OF HISTORY GRANT – GRAND FINALE – CELEBRATING ROOTS: (See attached flyers for more details)

With the help of Local artist Randy Montanez (and one of our Artists selling his work at the Festival), the District now has a theme for the upcoming Latino American Cultural Arts Festival which is "Celebrating Roots/Celebrando Raíces" and will soon have a dedicated piece of artwork to use with all of our marketing materials. We have confirmed Mezzo-soprano Suzanna Guzman as the emcee for the day, who is an associate artist of the Los Angeles Music Center Opera. Jose-Luis Orozco and Members of



Quetzal have been confirmed to perform two separate 45 minute sets, and Vibiana Aparicio-Chamberlin will be our storyteller. Other performances will include students from Ballet Folklorico and our band for Second Saturday that evening, Tremoloco. All of our outdoor booth spaces have been filled with local artists and craftsmen vendors, as well as non-profit organizations that support the Latino Community. The district is still seeking and accepting applications for outside food vendors for the day, as well as inviting various significant members of the community to join as sponsors of this great event.

Going forward, we will be increasing outreach and marketing efforts to promote this event and ask for the Board's help in spreading the word to the community.

PROFESSIONAL DEVELOPMENT DAY BRAINSTORMING: On March 15, Members from the staff and administration attended a Professional Development Day lunch to discuss this year's upcoming Professional Development Day in October. Staff members brainstormed on the day's theme and events that should take place during the day. The theme that staff decided on was "Together", which focuses on respect, communication and interpersonal relationships. Although the details are still being sorted out, some of the ideas that staff came up with were activities to better get to know one another and how our jobs are dependent on each other, customer service and merchandising, technology training, outreach, and health and wellness. We hope to come up with a full day of productive training events while making sure staff enjoys themselves as well.

FIRST AID KITS AND TRAINING:

Finance Director Tina Wallin, made sure the District received all new first aid kits to be used in the event of an emergency. Cintas came to both Main and Branch in March to install the kits which are CalOSHA approved. The Blood borne pathogen kits are now located in the Facilities Office. The company will check the kits every 8 weeks to replenish items as needed. As a part of the package a CPR/First Aid/AED Training course of 4-hours is being offered by Cintas and is limited to 8 attendees. Eight staff signed up immediately.

WATER CONSERVATION DEMONSTRATION GARDEN:

The garden is almost complete. We are awaiting the Altadena Rotary's installation of a trash can, two benches and the signage. We added a handicap access area from the parking lot. January Nordman, the Project Manager will be presenting at the meeting tonight with further details and information. We have held two programs in relation to the garden and we have another one scheduled for April. We received the Metropolitan Water District Rebate Check for the turf removal and will be requesting the additional grant funds from Los Angeles County in the next few months.



GRANTS:

The District submitted applications for two grants including the LA County Arts Commission's Free Concerts in Public Sites grant and the California State Library's Library Services and Technology Act "Pitch an Idea" grant. Funded by the Los Angeles County Board of Supervisors, the Arts Commission administers the sponsorship of free concerts at community venues throughout Los Angeles County to provide access to quality music programming representing the diversity of County residents. The District submitted a proposal for the Library's Second Saturday concert. For this year's Pitch an Idea grant, we submitted a proposal for the [i]cell Save Water Interactive Kiosk.



OPERATING PLAN (2016/2017):

"outreach is when we go out and tell people about all the great stuff we're doing at the library...engagement is going out and asking people what their dreams are for the community, then identifying what needs to happen in order to achieve those dreams."
Erica Freudenberger, Red Hook Public Library Director

On March 11, the Leadership Team met to work on updating the current Operating Plan for the 2016/2017 year. This process is part of the budgeting work that we will be doing as we prepare for the 2016/2017 budget year. They also participated in a brainstorming exercise by writing suggestions and goals for the future of the District. Some of the ideas included: car charging stations, staffing changes, selling merchandise, outreach, mobile books, programs, displays, and policy updates.

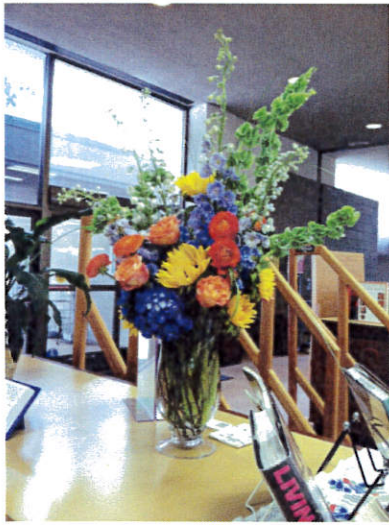


Leadership reviewed and provided updates to the current Operating Plan as they pertained to each one of the five goals. For Funding, it was noted that the District is now working with a Grant consultant who will help to research and write Grants. It was also noted that the Foundation is moving forward with the Capital Campaign fundraising. For the second Goal of

Outreach, it was mentioned that Deborah Laux is the new independent marketing consultant, who will be assisting with marketing efforts as well as writing the newsletter. Lastly, Goal #5, which is Technology, was updated and information was provided to leadership by IT Manager Christopher who provided updates on the self-check machines, e-rate, community room upgrade, and the VOIP system which should be started by July of 2016.

Leadership was also updated on the Latino American Cultural Arts Festival coming up on May 14th. The discussion revolved around scheduling the week prior to the event so that all staff will be available to work on Saturday. Updates were provided on the marketing

and title, noting that the District is now working with a local artist who will be lending his artwork to the event.



A HUGE thank you and shout out to Mary Falkingham Flowers for the beautiful flowers that she is gifting to the library every month!

CONNECT* 9A

Altadena Libraries: Bringing People + Ideas Together

A New Way to Library

Designed with you in mind, your Altadena Library is evolving into a more welcoming, comfortable, intuitive, innovative and connected environment.

we heard you!

Central Information and Research Desk

See staff at our central desk for any research, tech assistance, resources and event information. This new one-point-of-service desk frees up other staff to roam to where you need them. Library staff will soon be providing technology assistance and training along with some new classes, performances and presentations.



Lounge Seating

All new, quiet, comfortable seating areas are located throughout the library – check out one of our brand new laptops and sit wherever you like. Our book collection is being re-arranged to create more well-lit display areas and stacks so you can better find the books – and peace and quiet – you're seeking.

More Books

If you haven't explored our library recently you'll be surprised to find that there are many more new and updated items both in fiction and nonfiction.

Libraries are more than books – our DVD/Movie and Music Collections have been greatly expanded – come check them out! We also have eBooks and eAudiobooks available for you to download.

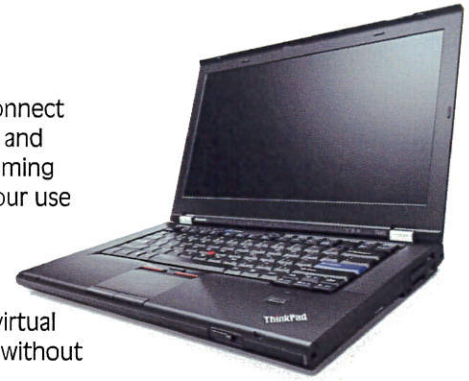


Self Checkout Available – the Fast Lane!

Quickly, efficiently and privately check out your materials without having to wait in line.

New Tech [Cybrary]

From the fastest (1G) internet in Altadena to resources that connect to homework help, children's resources, downloadable library, and business research – all free with your Altadena Library card. Coming soon, new desktops and 25 new laptops will be available for your use anywhere within the library.



New Way to Connect

We are updating our website – creating a more user-friendly, virtual environment for those who prefer to interact with the library without even stepping foot inside our beautiful building.



Teen Center

Visit our welcoming and innovative teen-friendly hangout for homework, research, reading, collaboration, creation and innovation.



Going Green

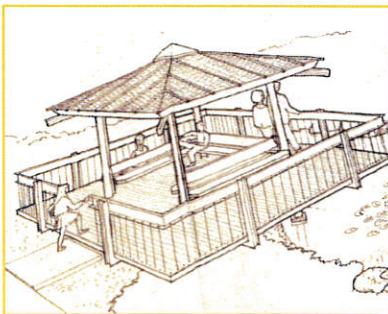
Visit our new water conservation demo garden (with handicap access). And, have you noticed our new lighting? LED lighting has been installed throughout the Library to save money and to make our environment brighter.



Connect to the Altadena Library's Future

Currently we are focusing our efforts on raising capital with the hopes of a future renovation to preserve and update our historic mid-century modern building.

Some projects we are currently researching: electric vehicle charging stations, repair and restoration of our beautiful outdoor bridges, solar power, the Boyd Georgi designed Pagoda and so much more!



ALL this within the same Altadena Library space you know and love!

Get real-time updates.
See Upcoming Events at www.AltadenaLibrary.org



* *Innovation Happening Here*



Altadena
Libraries

FREQUENTLY ASKED QUESTIONS

Where did the Circulation Desk go?

We've combined the Circulation and Reference desks to create one desk which is your central point for Information and Research which will enable you to find all the help and answers you need in one convenient place.

What will be there now?

Soon, as you come into the Library, you will see a new Book Drop, Self-Checkout Machines, and new shelving and displays. These are being built specially for our Library reusing the wood carvings from the original Circulation Desk.

What will Staff be doing now that there is only one desk?

Staff will now be able to spend more time helping patrons. We will be providing more technology assistance and training, offering more classes and presentations, and reaching out to the Community.

Where are all the Books?

We have moved things around, & while the majority of our books are still in the stacks, we created more areas in the library for display and comfortable seating, & you will start to see new shelving and display areas that highlight our collection soon. This makes it easier for you to find what you're looking for.

Where can I go if I have more questions?

Our highly trained staff is eager to help should you have any questions, concerns, or comments during this exciting time of evolution in the Library. We invite you to head over to the new Research and information desk centrally located in the Main branch to find out what we have to offer or if you need assistance of any kind.

9B
MAY 14
FROM
NOON TO
8PM

GRAND FINALE CELEBRATION CELEBRATING ROOTS / CELEBRANDO RAÍZES

Family Friendly Event

Live Music

Cultural Performances

Dance

Arts & Crafts

Food & Drink

Storytellers

& MORE!

ALTADENA LIBRARY
600 E MARIPOSA ST
ALTADENA 91001

Featuring: José-Luis Orozco,
Members of Quetzal, Ballet
Folklórico de Los Ángeles,
Mezzo-soprano Suzanna
Guzman, Vibiana
Aparicio-Chamberlin,
Tremoloco & More!

WHEN: May 14th, 2016 noon - 8pm

ENTRY: FREE!

P: 626-798-0833

E: Mkittay@altadenalibrary.org

WWW.ALTADENALIBRARY.ORG



**GRAND FINALE
CELEBRATION**
**CELEBRATING ROOTS /
CELEBRANDO RAIZES**
MAY 14
NOON to 8PM



On May 14, the Altadena Library will be holding a Latino American Cultural Arts Festival. A Grand Finale Celebration of our yearlong Latino-American Library programming, the day long festival will include many exciting activities featuring performances from José-Luis Orozco, members of the band Quetzal, activist and writer Vibiana Aparicio-Chamberlin, Ballet Folklórico de Los Ángeles and more. The day will also include an outdoor all day craft fair featuring 30+ artists and craftsmen booths in the parking lot. Food and drink will be available for purchase all day, we will close out the celebration with our evening Second Saturday series starting at 6:30PM, featuring the band Tremoloco.

**We want to thank the community for your on-going support and
we look forward to celebrating with you!**

LATINO AMERICANS
500 YEARS OF HISTORY

Latino Americans: 500 Years of History has been made possible through a grant from the National Endowment for the Humanities and the American Library Association.

 **Altadena
Libraries**

www.altadenalibrary.org



14 DE
MAYO
DE
12:00PM A
8:00 PM

GRAN CELEBRACIÓN FINAL CELEBRANDO RAÍZES

Evento familiar

Música en vivo

Espectáculos culturales

Baile

Arte y Artesanía

Comida y Bebidas

Narradores de Historias

y más!

**CON: José-Luis Orozco,
Miembros del Quetzal, Ballet
Folklórico de Los Ángeles,
Mezzo-soprano Suzanna
Guzman Vibiana**

Aparicio-Chamberlin,

Tremoloco y más!

CUANDO: May 14th, 2016 noon - 8pm

ENTRADA: FREE!

P: 626-798-0833

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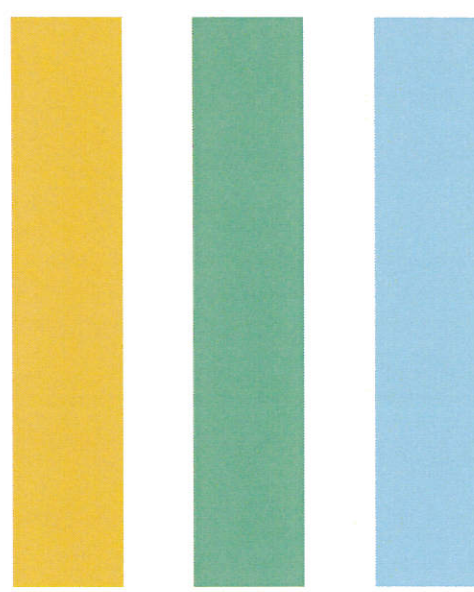
WWW.ALTADENALIBRARY.ORG

**ALTADENA LIBRARY
600 E MARIPOSA ST
ALTADENA 91001**



GRAN CELEBRACIÓN FINAL CELEBRANDO RAIZES

14 de Mayo de 12:00 p.m a
8:00 p.m



El 14 de mayo la biblioteca Altadena llevará a cabo un festival de arte americano cultural latino. Una gran celebración final de un año de duración en nuestra biblioteca de programación Latino Americana, el festival de todo el día incluirá muchas actividades interesantes con actuaciones de José - Luis Orozco, los miembros de la banda el Quetzal, Activistas y la escritora Vibiana Aparicio - Chamberlin el Ballet Folklórico de los Angeles y más. Este Evento también incluirá una feria de artesanías al aire libre de todo el día con 30+ artistas en nuestro estacionamiento comida y bebidas estarán disponibles para su compra durante todo el día. Nos acercaremos al cierre de la celebración con nuestra serie segundo sábado por la tarde a partir de las 6.30pm ofrecido por la banda Tremoloco.

queremos dar las gracias a la comunidad por su apoyo continuo y esperamos seguir celebrando con todos ustedes!

LATINO AMERICANS
500 YEARS OF HISTORY

Latino Americanos: 500 años de Historia han sido posible através de una donación de la fundación Nacional para las humanidades y la asociación de la biblioteca Americana



**Altadena
Libraries**

www.altadenalibrary.org



HOLIDAYS AND CLOSURES FOR 2016

New Year's Day observed	Friday	January 1
Martin Luther King Jr. Day	Monday	January 18
Presidents' Day	Monday	February 15
Memorial Day	Monday	May 30
Independence Day	Monday	July 4
Labor Day	Monday	September 5
Columbus/Indigenous Peoples Day (Professional Development Day)	Monday	October 10
Veterans Day observed	Friday	November 11
Thanksgiving Day	Thursday	November 24
Day After Thanksgiving	Friday	November 25
Flexible Holiday	Friday	December 23
Christmas Eve	Saturday	December 24
Christmas Holiday (In lieu of Christmas Day which occurs on a Sunday)	Monday	December 26

Early Closure

Thanksgiving Eve	Wednesday 5pm	November 23
Christmas Tree Lane Lighting	Saturday 4pm	December 10
New Year's Eve	Saturday 5pm	December 31

* Personnel Policies and Rules, Section 9.1.1

Revised by the Board of Trustees March 28, 2015



LIBRARY BOARD OF TRUSTEES

STAFF REPORT

DEPARTMENT: Administration

MEETING DATE: March 28, 2016

PREPARED BY: Christopher Kellermeyer, IT Manager

LOCATION: Community Room

TITLE: Community Room Upgrade Board Approval Request

OBJECTIVE: The community room at Altadena Library (600 E. Mariposa) has an audio visual system that does not properly meet the needs of the community. Site-Surveys and, subsequently, bids were requested from three companies local to Altadena/Pasadena. Upon receiving the bids, the I.T. Manager, Christopher Kellermeyer, used a bid evaluation matrix to determine Monaco AV would be awarded the project upon approval by the Board of Directors (see Community Room Project Bid Matrix).

- **Features Installed and Upgrades**
- DVR: Session Recording – Audio and Video
- PA-System with Wireless Microphones
- Ceiling Mounted Overlapping Full Sound Speaker System
- Ceiling Mounted HD Projector
- Hearing Induction: For the hearing impaired

Approving this project means the community will be able to record their community room sessions (video with audio). Special event in the community room will be able to be video recorded, and placed on the Library’s website. Board meetings will be recordable. A new calibrated wireless microphone system means zero feedback audio with a high degree of clarity. The sound system comes with induction devices for the hearing impaired of the community, which also brings the community room into compliance with emerging hearing disability codes. Audio waves will overlap from ceiling mounted speakers to create a full sound experience as opposed to a directed sound experience. The Ceiling mounted projector will provide an HD projection on to the existing canvas; it was unanimously determined by the vendors the existing canvas is of acceptable quality and condition. The ceiling mounted projector simplifies the projection process by eliminating the need for setup, teardown, and instruction. Support for the system will be readily available to the Library because a local vendor was used.

FISCAL IMPACT: See attached Bid results

STAFF RECOMMENDATION: That the Board of Trustees approves the request to allow the District to award the Project to Monaco AV.

Community Room Upgrade	Altadena Library District			
Bid Evaluation Matrix	Total Points Available	CZAR	JDAV	Monaco AV
Prices/Charges (35%)	35		25	20
Prior Experience/ credentials/certifications/References (20%)				
Support Capabilities (20%)	20		10	20
Responsiveness	15		10	8
Suggestions	10		2	10
Total	100		67	78
Total Annual Eligible Amount		\$ 18,816.84	\$ 21,400.00	\$ 14,590.70

Selected Vendor:
 Approved Signature:
 Approved Name:
 Approved Date:

Monaco AV

 Christopher Kellermeier
 3/1/2016



SOLUTION CENTER

350 S Lake Ave, Suite 112 | Pasadena, CA 91101
 Ph: (626)395-9597 Fax:(626)395-9579

PROPOSAL

PROPOSAL	DATE
114996	01/21/2016 4:06p
ACCT	EMPL ID
1112171	212552
PO	EXPIRES
	02/15/2016

Bill To: Altadena Library District
 600 E Mariposa St
 Altadena CA 91001
 USA

Ship To: Altadena Library District
 600 E Mariposa St
 Altadena CA 91001
 USA

QTY	SKU#	DESCRIPTION
-----	------	-------------

1		C2I Labor Installation & Integration
1		C2I Misc Parts
1	PWR12VDCTRN	PWR12VDCTRN 12vdc 1 Amp Power Transformer
1	EL720	EL720 In Black Dome, 1/3 I Sniper Pixim 960h Image Sensor, 690
1	DVREDGE104	DVREDGE104 4 Ch Dvr 250gb Hd, 10 Inch All In One Lcd, 120/12
1	CMA110	CMA110 8'' ceiling plate w 1/1/2'' NPSM
1	CMS024B	CMS024B Chief projector extention 24'' Black
1	RPAU	RPAU Inverted LCD/DLP Projector Ceiling Mount
1	EX1UTPIR50	EX1UTPIR50 50m Hdbaset Extender With 2w Ir & Edid Management
1	SBX7	SBX7 7sp Wall Mount Rack
1	CBLPROXLR2_7KIT	CBLPROXLR2_7KIT Procise® Xlr Balanced Audio Interconnects, 2 F
1	MC700HD4M	MC700HD4M 4 M. Length - 13.12 Ft.
6	CI200CR	CI200CR Kef Ci200cr Round In-ceiling Speaker (white)
1	BQOPT	Projector
1		HDMI Audio Extractor
HDMI to Analog RCA outs		
1		Listen Technologies Assitive Listening Package with 4 Receiver
3-Channel 72 MHz Assitive Listening Package with 4 Receivers		
4		Shure PGXD24/PG58 Handheld Wireless System
Handheld Digital Wireless System with PG58 Handheld Transmitter and PGXD4 Wireless Receiver		

	SUBTOTAL	14009.27
	Sales Tax	581.43
	TOTAL	14590.70



350 S Lake Ave, Suite 112 | Pasadena, CA 91101
 Ph: (626) 395-9597 Fax: (626) 395-9579

PROPOSAL

PROPOSAL	DATE
114996	01/21/2016 4:06p
ACCT	EMPL ID
1112171	212552
PO	EXPIRES
	02/15/2016

Bill To: Altadena Library District
 600 E Mariposa St
 Altadena CA 91001
 USA

Ship To: Altadena Library District
 600 E Mariposa St
 Altadena CA 91001
 USA

QTY	SKU#	DESCRIPTION
-----	------	-------------

2		JBL PRX710 - 10" 2-Way 1500W Powered PA Speaker with 10" LF Driver, 1.5" HF Driver - Floor, Pole, or Fly Mounting (each)
---	--	---

1		Soundcraft Ui16 Digital Mixer 16-channel Software-controlled Digital Mixer for iOS/Android/Mac/PC/Linux Devices with 8 Combi Preamps, 4 XLR Preamps, Integrated Wi-Fi, 4 Aux Sends, and Onboard Digital Effects
---	--	--

Scope of Work:

Upgrading the audio system:

Install quality sound system, with speakers that will provide consistent coverage and clarity of sound (2) 10" powered main left and right speakers and (6) 8" ceiling speakers & Amp.

We will provide a safe yet convenient way to access the equipment by mounting a security media cabinet. Inside of the media cabinet we will install and connect the digital mixing console, Microphones, CD Player and Assitive Listening system.

Upgrading the video system:

We will create a simple solution for setup and breakdown by mounting the projector to the ceiling and running the connection lines to the media closet.

Client Acceptance _____

	SUBTOTAL	14009.27
	Sales Tax	581.43
	TOTAL	14590.70

11C



LIBRARY BOARD OF TRUSTEES

STAFF REPORT

DEPARTMENT: Administration

MEETING DATE: March 28, 2016

PREPARED BY: Christopher Kellermeyer, IT Manager

LOCATION: Community Room

TITLE: ERate Infrastructure Upgrade Project (Category 2) Board Approval Request

OBJECTIVE: The internal network wiring and wifi capabilities do not meet the standards required by new hardware and services of the Library. Site-Surveys and, subsequently, bids were received via a consulted submitting ERate 470 – RFP on behalf of Altadena Library District. Upon receiving the bids, the I.T. Manager, Christopher Kellermeyer, used a bid evaluation matrix to determine GigaKOM would be awarded the project upon approval by the Board of Directors (see Category 2 Bid Matrix).

Features Installed and Upgrades

State of the Art Managed Wifi Infrastructure:

15 Meraki Wifi nodes with prepaid service for 5 years

Power over Ethernet switches for support of the nodes

Replacement of degraded category 5e copper networking lines to category 6 as an appropriate foundation for VOIP, video streaming, wifi nodes, and other high speed and reliability services

Transfer of all wiring within the Main Library circulation office into the official server closet

Approving this project means the library will have an appropriate foundation for a state of the art wifi system, which will fully leverage the 1G backbone.

Simultaneous user capacity on wifi will be over ten times greater.

The wifi system will be powerful enough to avoid future ethernet cable installations aside from DVR and HD video steaming/conferencing.

Data monuments will be installed in staff areas to clean up the cables strewn about and give the staff access to reliable copper capable of clean VOIP and video conferencing, which facilitates all staff level video meetings from their desks.

The new teen area will be connected completely over wifi.

The network will be VOIP capable without interference or errors because it will be traveling over fresh shielded copper.

Both the Main Library and Bob Lucas will have the foundation to be able fulfill any future tech service.

FISCAL IMPACT: See attached Bid results

STAFF RECOMMENDATION: That the Board of Trustees approves the request to allow the District to award the Project to GigaKOM

Entity:	Altadena Library District
Erate Entity #:	143532
Category	Category 2
Allowable Contract Date:	2/26/2016
Proposal Due Date	2/26/2016
Discount %	80%
Bob Lucas SqFt.	1,800
\$/SqFt (Locale Code=21)	\$ 5.00
Category 2 Budget	\$9,200.00

Bid Evaluation Matrix	Total Points Available	Digital Network Resources (Bob Lucas)	Digital Synergy - Meraki Option - (Bob Lucas)	Digital Synergy - Ruckus Option (Bob Lucas)	Gigakom (Bob Lucas)
Priest/Charges (35%)	35	20	30	35	25
Prior Experience/credentials/certifications/References (20%)	20	5	10	10	20
Support Capabilities (20%)	20	0	5	5	15
Experience with E-rate Program (15%)	15	0	5	5	15
Local company (10%)	10	8	10	10	9
Total	100	33	60	65	84
Total LAN/WLAN/Cabling Equipment Costs		\$5,000.00	\$17,626.39	\$10,115.72	\$9,028.64
Ineligible Costs		\$0.00	\$860.00	\$525.00	\$0.00
Over budget amount		\$ -	\$ 7,566.39	\$ 390.72	\$ -
Total eligible costs (less over budget & ineligible)		\$5,000.00	\$9,200.00	\$9,200.00	\$9,028.64
Discounted Amount of Eligible Costs (80%)		\$4,000.00	\$7,360.00	\$7,360.00	\$7,222.91
Applicant Amount of Eligible Costs (20%)		\$1,000.00	\$1,840.00	\$1,840.00	\$1,805.73
Net Estimated Cost to Applicant (20% of eligible costs + over budget)		\$1,000.00	\$9,406.39	\$2,230.72	\$1,805.73

Notes:

Removed optional Components (Managed Security Appliance)

Removed optional Components (SonicWall)

Removed Basic Maintenance Components

Selected Vendor: Gigakom
 Approved Signature: Christopher Kellermeyer
 Approved Name: Christopher Kellermeyer
 Approved Date: 3/8/2016



Information Technology Solutions Provider

INTERNAL CONNECTIONS and/or BASIC MAINTENANCE CONTRACT

THIS AGREEMENT is made and entered into this March 9 2016, in the County of San Diego, State of California, by and between GigaKOM, a California corporation, with its principle place of business in San Diego, California hereafter "GigaKOM" and Altadena Library District hereinafter called the "Library".

The following recitals are made part of this Category 2 Internal Connections Contract, hereafter Agreement:

WHEREAS, the Library is pursuing E-Rate discounts to help fund the Technology Project(s) identified as Attachment A and incorporated by reference herein; and

WHEREAS, the Library has determined that there is a need to contract with organizations that furnish Internet products and services in technology; and

WHEREAS, GigaKOM represents that it will provide trained and experienced personnel to provide such Internet equipment and services set forth called for by this Agreement; and

WHEREAS, the Library has determined that it has a need to enter into this Agreement with GigaKOM for the Internet products, services and advice described herein;

NOW THEREFORE, it is mutually agreed by the parties herein, as follows:

Article 1. Contract with GigaKOM: The Library hereby contracts with GigaKOM to provide the necessary products, services and advice as hereinafter set forth contingent upon the Library receiving approval of its e-Rate funding request.

Article 2. GIGAKOM's Services:

(a) GigaKOM hereby agrees to provide the following equipment and services set forth to the satisfaction of the Library and described in Attachment A and Attachment B if applicable.

(b) GigaKOM warrants that the recommendations, guidance, and performance of any person assigned under this Agreement shall be in accordance with sound engineering (technical practice and/or Internet access and maintenance standards), and the requirements of this Agreement. If any portion of the services supplied fails to comply with this warranty, and GigaKOM is so notified in writing within thirty (30) days after completion of this Agreement, GigaKOM will correctly perform such portion of the services at its own expense, within ninety (90) days or refund the amount of the compensation paid for such portion.

Article 3. Time of Performance and Term of Agreement: The services called for under this agreement shall be provided by GigaKOM during the period commencing after **July 1st, 2016** and ending upon completion of the project, but in no event later than the end of the ERATE **2016** Funding Year unless otherwise agreed upon in writing, executed by both parties.

Article 4. GigaKOM's Fee: The Library shall pay GigaKOM for the providing all equipment rates/pricing established by Attachment A. This agreement is considered to be a "fixed price" contract with any related expenses such as travel and photocopying to be billed at cost. The total estimated contract amount is based on Attachment A. Any rates and estimates should be considered to be a good faith estimates based on the information received through the date of the contract. Any additional work required will be submitted in writing for approval on a time and materials basis. Unknown factors and/or additional requirements and tasks may require pricing adjustments.

Article 5. Payments: Library will be invoiced in progress invoices for equipment delivered and services rendered. All invoices are due and payable upon receipt. Payments should be remitted to:

GigaKOM
Attn: Accounting
3615 Kearny Villa Road, Suite 201
San Diego, CA 92123

GigaKOM will invoice the Library's discounted amount, based on its ERATE discount. The Library will be liable, however, for the ERATE discounted portions, should the SLD deny payment on ordered items or services previously approved. A service charge of 18% per annum (1 1/2% per month) will be added monthly to all accounts more than 15 days overdue. The Library will pay reasonable attorney's fees and other collections costs in the event that GigaKOM has to enforce payment.

For Basic Maintenance Contracts at the District's discretion and in accordance with the rules of the SLD, the district may opt to pre-pay for this agreement. In such a case, the District and GigaKOM will monitor the hours used on the contract to ensure there is no overpayment of funds. In case of SLD denial of payment of any portion of this contract, Library will be responsible for paying 100% of unpaid balance.

Article 6. Employee Benefits: GigaKOM shall be responsible for all salaries, payments, and benefits for all of its officers, agents, and employees in performing services pursuant to this Agreement as GigaKOM is a vendor to said Library.

Article 7. Worker's Compensation Insurance: GigaKOM agrees to produce and maintain in full force and effect Workers' Compensation Insurance covering its employees and agents while these persons are participating in the activities hereunder. In the event a claim under the provisions of the California Workers' Compensation Act is filed against Library by a bonafide employee of GigaKOM participating under this Agreement, GigaKOM agrees to defend and hold harmless the Library from such claim, and pay for, or reimburse the Library for, any costs incurred by the Library in defending against such claims, including but not limited to all of the Library's attorneys fees and any other legal costs.

Article 8. Insurance: GigaKOM shall, at its expense, carry and if required by the Library, provide written proof of adequate insurance to fully protect both GigaKOM and the Library from any and all claims of any nature for damage to property or for personal injury including death, which may arise while GigaKOM is traveling to or from a work-related location.

Article 9. Confidentiality and Use of Information:

- (a) GigaKOM shall hold in trust for the Library, and shall not disclose to any person, any confidential information.
- (b) The Library shall keep confidential information which is related to GigaKOM's research, development, trade secrets and business affairs; but does not include information which is generally known or easily ascertainable by nonparties through available public documentation.
- (c) GigaKOM shall advise Library of any and all materials used, or recommended for use by GigaKOM to achieve the project goals, that are subject to any copyright restrictions or other requirements.

Article 10. Administrator of Agreement: This Agreement shall be administered on behalf of the Library. Any notice desired or required to be sent to a party hereunder shall be addressed to:

For Library:

Altadena Library District

For GigaKOM:

GigaKOM

Attn: Contract Department

3615 Kearny Villa Rd, Suite 201

San Diego, CA 92123

Tel: 858-769-5408

Article 11. Ownership of Work-Product: All products of work performed pursuant to this Agreement will be the sole property of the Library except GigaKOM's proprietary information/products.

Article 12. Termination: The Library or GigaKOM may terminate this Agreement at any time and for any reason by giving written notice of such termination and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination. If the Agreement is terminated by the Library as provided in this section, GigaKOM shall be entitled to receive compensation for any equipment delivered and any satisfactory work completed up to the receipt by GigaKOM of notice of termination and the effective date of termination pursuant to specific request by the Library for the performance of such work.

Article 13. Status of GigaKOM: It is agreed that Library is interested only in the results obtained from service hereunder and that GigaKOM shall perform as a supplier/vendor with sole control of the manner and

means of performing the services required under this Agreement. GigaKOM shall complete this Agreement according to its own methods of work which shall be in the exclusive charge and control of GigaKOM and which shall not be subject to control or supervision by the Library except as to the results of the work. GigaKOM is, for all purposes arising out of this Agreement, a supplier/vendor, and neither GigaKOM nor its employees shall be deemed an employee of the Library for any purpose. It is expressly understood and agreed that GigaKOM and its employees shall in no event be entitled to any benefits to which Library employees are entitled, including, but not limited to, overtime, retirement benefits, insurance, vacation worker's compensation benefits, sick or injury leave, or other benefits.

Article 14. Attorney's Fees: If suit is brought by either party to this Agreement to enforce any of its terms, each party shall pay its own litigation expenses incurred by the prevailing party, including attorneys' fees, court costs, expert witness fees, and investigation expenses. The forum for any disputes hereunder shall be the Superior Court of the State of California, County of San Diego, and all interpretations of all shall be those under the laws of the State of California.

Article 15. Assignment: No portion of this Agreement or any of the work to be performed hereunder may be assigned by GigaKOM without the express written consent of Library, and without such consent all services hereunder are to be performed solely by GigaKOM, its officers, agents and employees.

Article 16. Alternations or Variance: No alterations to this Agreement or variance from the provisions hereof shall be valid unless made in writing and executed by both of the parties hereto.

Article 17. A. B. 1610: If GigaKOM personnel are in contact with students on a more than limited or occasional basis as determined by the Library, GigaKOM, upon written notification, agrees to provide the Library with: written certification under penalty of perjury that all of its employees who may come in contact with students have been fingerprinted and had their criminal histories checked by GigaKOM and that none of these employees have been convicted of a serious or violent felony. This contract may, at the Library's discretion, be immediately terminated in the event GigaKOM fails to comply with this law.

Article 18. Contingency of ERATE Funding. GigaKOM understands that purchase of the goods and services identified in Attachment A is based upon ERATE funding being approved for the Library. Should such funding be denied, the Library will have no obligation to purchase any items or services listed, however GigaKOM will continue to offer the goods and services as the prices listed. Library has the option to purchase 0 or more of the items listed in Attachment A based on current SLD guidelines.

Article 19. Basic Maintenance Details. The services provided under this E-Rate Contract, which include Basic Maintenance elements, shall be limited to "basic maintenance services" as defined by the FCC's current E-rate rules. In general, this service will be limited to the provision of "break/fix" and preventive hardware maintenance, and of software updates and reconfigurations for E-rate eligible equipment. Other technical support services required by the Library will be covered by a separate Technical Support Contract which will include: (a) any maintenance of ineligible equipment; and (b) any technical support that is over an above E-rate defined "basic" maintenance of eligible equipment.

GENERAL EXCLUSIONS

- Unless identified previously within the scope of work, this proposal is not inclusive of fire penetration sleeves, conduit, concrete cores and/or roof penetrations. If required for installation, additional charges will apply.

- Unless identified previously within the scope of work, Gigakom will install racks in specified locations and in the appropriate manner. Additional charges will apply if the location is not structurally compliant with the installation requested and facilities work is needed.
- Unless identified previously within the scope of work, all existing conduit is expected to be free and clear of debris with an appropriate pull string provided. Additional charges will apply for debris removal or the fishing of conduit.
- Unless identified previously within the scope of work, this proposal is not inclusive of the removal and replacement of furniture during the installation, additional charges will apply, if necessary.
- Unless identified previously within the scope of work, this proposal is based upon normal working hours and does not include weekend or overtime. If weekend or overtime hours are required for this project, additional charges will apply.
- Unless identified previously within the scope of work, this proposal is not inclusive of a Lift rental. If a Lift is required, additional charges will apply.
- Unless identified previously within the scope of work, this proposal is not inclusive of additional labor time required for clean room environments. If clean room environments require special clothing, cleaning of tools, etc, additional charges will apply.
- Unless identified previously within the scope of work, this proposal is not inclusive of installing horizontal cable in a "sequential-by-building" fashion. If a "sequential-by-building" installation is required, this must be identified prior to cable installation and will require additional charges.
- Unless identified previously within the scope of work, this proposal is not inclusive of any voice or data cross-connects and/or patch cord installation. If cross-connects and/or patch cords are to be installed by Gigakom, additional charges will apply.
- Unless identified previously within the scope of work, this proposal is not inclusive of any and all plywood backboards within each closet. If plywood backboards are required, additional charges will apply.
- Unless identified previously within the scope of work, cost associated with parking is not included within this proposal. If parking fees are required during the installation, additional charges will apply.
- Unless identified previously within the scope of work, cost associated with securing material on site is not included within this proposal. If adequate secured storage is not able to be provided by the Customer, additional charges will apply.
- Unless identified previously within the scope of work, this proposal is based upon utilizing onsite trash receptacles for removal of trash debris. If trash receptacles are not made available, additional charges will apply.
- This proposal requires a minimum 2 weeks notice of installation for any and all modular furniture installed during this project. Additional charges may apply if notice of less than 2 weeks is provided.
- Unless identified previously within the scope of work, this proposal is based upon the Customer providing all necessary Ring and String or Conduit necessary for each work station location. Additional charges will apply to each location requiring Gigakom to provide ring and string or conduit.
- Unless identified previously within the scope of work, this proposal is not inclusive of Gigakom providing temporary power or sanitary facilities. Additional charges will apply if required.

- Unless identified previously within the scope of work, this proposal is not inclusive of removing any and all existing cable or cable supports. Additional charges will apply if required.
- Telephone Vendor will be responsible for labeling any and all patch panels related to voice circuit extensions. GigaKOM will provide said Telephone Vendor with a Cut-Sheet for each cable location.
- A 25% restock fee will be charged for all returned items. Special order items are non-returnable.
- Gigakom has several blanket endorsements included in its insurance policies. If separate endorsements are required, additional charges may apply.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the date hereinabove first written.

GIGAKOM

Altadena Library District

GigaKOM Representative

Library Representative

Authorized Signature

Authorized Signature

DATE

DATE

ATTACHMENT A

Library ERATE Scope of Work

The items covered by this agreement are listed in the RFP, GigaKOM's Proposal and Response, Quotation and item 21.

Customer estimated Discount portion would be \$13,983.72.

C6032BA-IC

Number: AK-2043

Date: 2/26/2016



GIGAKOM

3615 Kearny Villa Road, Suite 201
San Diego, CA 92123
Phone: 8587695410 Fax: 858-565-2453

Information Technology Solutions Provider

Bill To:
Cindy Perez
ALTADENA LIBRARY DISTRICT
600 E. Mariposa St
600 E. Mariposa St
Altadena, CA 91001
Phone: (626)296-6284
Email:
cperez@edtechnologyfunds.com

Ship To:
Cindy Perez
ALTADENA LIBRARY DISTRICT
600 E. Mariposa St
600 E. Mariposa St
Altadena, CA 91001
Phone: (626)296-6284
Email:
cperez@edtechnologyfunds.com

Item #	Mfr. Part	Description	Price	Qty.	Extended
Altadena Library- Main Branch					
*1	MR32-HW	MERAKI MR32 CLOUD MANAGED AP QTY 100 AVAIL & SHIP DIRECT - RoHS Compliance Mfr: Meraki, Inc UNSPSC : 43222631	\$ 486.59	13	\$ 6,325.67
*2	LIC-ENT-5YR	5YR LIC AND SUP MR ENTERPRISE SHIP DIRECT OUT OF STOCK AT VENDOR Mfr: Meraki, Inc UNSPSC : 81111812	\$ 198.45	15	\$ 2,976.75
*3	WS-C2960X-48LPD-L	Catalyst 2960 X 48 GigE PoE Mfr: Cisco Systems, Inc UNSPSC : 43222612	\$ 3,378.59	2	\$ 6,757.18
*4	GLC-SX-MMD	Cisco SFP (mini-GBIC) Module - 1 x 1000Base-SX Mfr: Cisco Systems, Inc UNSPSC : 43201553	\$ 304.50	4	\$ 1,218.00
*5	Training	One day onsite training for Administration. Material and documentation will be provided. Mfr:	\$ 1,500.00	1	\$ 1,500.00
*6	SMART1500RM2U	Tripp Lite SmartPro 1500RM2U UPS - 1500 VA/1350 W - 120 V AC - 4.50 Minute - 2U - 4.50 Minute - 8 x NEMA 5-15R Mfr: Tripp Lite UNSPSC : 39121011	\$ 512.37	1	\$ 512.37



GIGAKOM

3615 Kearny Villa Road, Suite 201
 San Diego, CA 92123
 Phone: 8587695410 Fax: 858-565-2453

C6032BA-IC

Number: AK-2043

Date: 2/26/2016

*7	SMART2200RM2U	Tripp Lite SmartPro SMART2200RM2U 2200VA Rack-mountable UPS - 2200VA/1920W - 5 Minute Full Load - 4 x NEMA 5-15R, 4 x NEMA 5-15/20R - RoHS Compliance Mfr: Tripp Lite UNSPSC : 39121011	\$ 778.76	1	\$ 778.76
*8	Installation of Network Equipment	Installation of APs, switches and UPS Mfr:	\$ 1,370.33	1	\$ 1,370.33
*9	Cabling for Main Branch	Installation of 139 new Cat6 cables and removal of existing cat5 cables per maps and walk provided in RFP. This includes new cabinet. Mfr:	\$ 34,201.55	1	\$ 34,201.55
*10	TAX Main Branch	TAX Main Branch Mfr:	\$ 4,749.32	1	\$ 4,749.32
Group Total					\$ 60,389.93

Bob Lucas

*11	Cabling to Bob Lucas	Installation of 16 CAT6 cables, and removal of old cables, emoval of existing cat5 cables per maps and walk provided in RFP. This includes new cabinet. Mfr:	\$ 4,630.25	1	\$ 4,630.25
*12	MR32-HW	MERAKI MR32 CLOUD MANAGED AP QTY 100 AVAIL & SHIP DIRECT - RoHS Compliance Mfr: Meraki, Inc UNSPSC : 43222631	\$ 486.59	2	\$ 973.18
*13	Installation and Configuration	Installation of Meraki APs for Bob Lucas Mfr:	\$ 420.90	1	\$ 420.90
*14	TAX Bob Lucas	TAX Bob Lucas Mfr:	\$ 504.31	1	\$ 504.31

Group Total \$ 6,528.64

14 item(s)

Sub-Total \$ 66,918.57

Tax @ 0% \$ 0.00

Freight \$ 0.00

Total \$ 66,918.57

(*) Tax exempted Part(s)

Quote Valid Until: 3/27/2016

Payment Details

Pay by: Cash On Delivery
 Payment Term Due upon Receipt

Shipping and Delivery Details

Shipping via: UPS Ground

Terms and Conditions

SPIN: 143027209, FCC # 0011991395, Certified Small Business – Micro # 40936,DIR Registration: 1000003984

Assumptions:

- All areas of Hand holes/ maintenance holes and conduit pathways must be provided and accessible at time of work.
- Work shall be performed during normal business hours unless specified in the contact SOW. Additional charges for after hour / holiday work might apply.
- Parking on site shall be provided by customer at no cost to GigaKOM



GIGAKOM

3615 Kearny Villa Road, Suite 201
San Diego, CA 92123
Phone: 8587695410 Fax: 858-565-2453

C6032BA-IC

Number: AK-2043

Date: 2/26/2016

- 4. Customer will provide free and clear access to all working areas.
- 5. An onsite contact and access must be provided to GigaKOM prior to job site arrival.
- 6. Any down time resulting from the lack of access or customer required information, equipment is not the responsibly of GigaKOM and is billable.

Terms and Conditions: This Estimate shall be subject to the GigaKOM Standard Terms and Conditions set forth at: Please review

<http://docs.gigakom.com/terms-and-conditions.pdf>

Labor

http://docs.gigakom.com/Standard_Maintenance_Billing_and_SLA_terms_3.pdf

Billing:

The price set forth above is a good faith estimate based on the information received through the date of this Estimate and may change based on updated information. Any price changes shall be communicated to customer through a revised Estimate. This Estimate is valid for 30 days from the day of issue. GigaKOM WILL BILL IN PROGRESS INVOICES. HARDWARE AND SOFTWARE WILL BE BILLED UPON ARRIVAL on customer site or at GigaKOM whichever occurs first. Additional training or Professional Services can be provided at our standard rates. Shipping charged may apply to all orders. Shipping Charges are estimates and will be billed at actual amount if higher. TEL: 858-769-5408 FAX: 858-565-2453. Payment Details Past due amounts subject to finance charges* Customer shall reimburse all costs incurred in collecting past due amounts* *See GigaKOM Standard Terms and Conditions

Prepared by: Andrej Komatina

Email: ak@gigakom.com

Phone: 8587695410



ATTACHMENT B

Basic Maintenance Library District ERATE Scope of Work IF APPLICABLE

The following describes the range of maintenance services to be provided by GigaKOM. . The proposed services are contingent upon final approval by the District.

Basic maintenance services are “necessary” if, but for the maintenance at issue, the connection would not function and serve its intended purpose with the degree of reliability ordinarily provided in the marketplace to entities receiving such services without e-rate discounts.

Basic maintenance services do not include services that maintain equipment that is not supported or that enhance the utility of equipment beyond the transport of information, or diagnostic services in excess of those necessary to maintain the equipment’s ability to transport information.

The primary purpose of the services for which support is sought must be the delivery of services to the classrooms or other places of instruction at Librarys and libraries that meet the statutory definition of an eligible institution. Support for the administrative functions of library or education programs is permitted so long as the services are part of the network of shared services for learning. Support will be limited to services delivered to the onsite educational facility or facilities.

GigaKOM will provide support for all services under this contract that will provide a minimum of switched 100BT network service and T-1 Internet Access to all eligible areas of the district. This includes unanticipated component replacement and expansion of the district's network.

All services must be performed in the ERATE funding window.

Duties will be limited to only those dealing with maintenance and operation of telecommunications and internal connections as specified in FCC Document *CC Docket No. 96—45 Librarys and Libraries Eligibility List*. (Attachment C). Any work not covered on the eligibility list must be covered under a separate contract or invoice.

LIST OF ELIGIBLE COMPONENTS

This list is required by the Librarys and Libraries Division to identify the scope of equipment and services that are covered by this contract. Additionally, the SLD wishes to determine that no ineligible components are included for maintenance. All components must be a part of a network of shared services for learning.

The items covered by this agreement are listed in the RFP, GigaKOM's proposal in response to the RFP and the quotation / pricing form provide