

At the last meeting of the Budget Committee Ryan and I both committed to, with the assistance of HRNETwork, prior to the 18/19 budget, completing the analysis of comparable wages, re-writing of the job descriptions, creating a merit based evaluation system within ranges to be used in place of our step system and across the board merit increases. The progress on these projects has also been noted on the monthly reports in the board packages from HRNETwork who is working with us on these changes.

During my first two budget years the District increased the contribution to CalPERS by the Classic employees (which was the majority) so that the District was no longer paying 4% of their share as well as the Districts share (all other eligible employees were already paying their full share). Once that was completed the Classic employees were, and are now, paying their full share of their retirement match. Please see the attached (Item 11) staff reports and Board Minutes memorializing the work that was done to negotiate and approve this significant change to benefits for the District. This not only created a savings to the District, but it equitized the retirement program for all staff who are eligible.

Included is a sampling showing wages and increases to staff since 2011 including the corresponding Salary Schedules. All wages/increases follow the policies of the District and align with the appropriate Salary Schedule. All employees in this sampling are (or were) still in the step system. 50% of the staff of the District have completed step 5.5 and no longer receive step increases unless they are promoted to a new position.

Mid-Year Budget:

It is recommended that the Budget Committee meet in January to begin discussions about a mid-year budget amendment. Currently Administration is focusing on two major areas:

Staffing: The District offers generous vacation, sick and free holiday benefits that along with leaves of absence (for medical, family, etc.), make staffing difficult and stressful for the staff working. We have been able to alleviate some of this by providing extra hours to part-time staff, but it is not enough. With such a small staff to begin with it is difficult to provide adequate coverage at times even with Administrative staff and staff from other departments filling in when absolutely necessary. Our Migration to KOHA gave us insight to challenges with the collection that we were not aware of. It appears that the ILS at the last migration (many years ago to Millennium), included substantial erroneous information. There also does not appear to have been an inventory of the physical collection in at least 20 years (and possibly longer). In order to expend the appropriate amount of funding to keep the collection current, fix the known errors which requires a physical inventory and do additional deselection of the collection we will need additional staffing hours.

Trying to keep wages and benefits below 70% while meeting the needs described above is not possible. Leadership will be preparing a recommendation for needed increases to position hours.

Increase to Collection Budget: As discussed in previous Board Meetings, we would like to increase funding to the Budget but with the staffing challenges and the needed correction work on the ILS and continued cleanup of the physical collection we are concerned about being able to expend the funds prior to the end of the Budget Year without additional staffing.

STRATEGIC PLANNING:

Altadena Library has made concerted efforts to incorporate the extensive feedback from the Community Conversations and Town Hall, into the improvement of Library programs and the creation of new resources. Internally, a team of dedicated staff, each trained by the Harwood Institute of Public Innovation, are committed to and continue to apply its concepts to their work. The results of this planning is evident in new Library initiatives, including the creation of a digital Community Calendar open for posting from all individuals and entities in Altadena, a new monthly Open Mic Night at the Library spearheaded by a Community Conversation participant, increased partnerships between the Library and community initiatives like Green Circle, and the launch of a fundraising campaign to support the development of a community-oriented, outdoor learning and convening space surrounding the Main Library. Ideas continue to freely flow as new input is received from staff, Library Support Groups and Altadenans. The collaborative nature of this planning process reflects the biggest takeaway of the entire Community Conversations initiative and Harwood training: a renewed partnership and commitment between the Library and its community.

At the November 2016 Board Meeting the Director noted that after the Community Conversations the Board may want to revisit the vision, mission, and strategic plan to make it more relevant and reflective of the community. Regardless of the Community Conversation input, libraries are quickly changing as is the community of Altadena. It can be difficult for a five-year Strategic Plan to continue to meet the needs of the community towards its end. Right now, there is excitement and anticipation in the Community towards the information revealed during the Community Conversations and Town Hall. It is an optimal time to begin the process of reviewing what the District is doing, how it is doing it and why. Leadership will be creating recommendations for the Trustees on how to answer these questions and plan for the future.

TRAINING:

In January of 2017, Administrative Assistant, Kylynn Chaney applied for a scholarship from the Special District Leadership Foundation to attend the California Special District Association 2017 Board Secretary/Clerk Conference. She received the scholarship and attended the October 2017, California Special District Association 2017 Board Secretary/Clerk Conference. She attended the following workshops and presentations:

Preconference Workshop: "Reader-Friendly Writing that Works: Policies and Meeting Minutes". This informative workshop covered the writing of policies and minutes in a reader friendly way, so that the materials are easy to read by everyone that may need to find information.

Presentations: "How to Strengthen Your Board's Decision-Making Process" which was presented by Anne Macfarlane of Jurassic Parliament. This presentation was for **"mastering meetings using Robert's Rules"** and discussed the right and wrong remarks and actions that are common in Board Meetings. **"Board Member Liability Issues"** presented by Dennis Timoney, Chief Risk Officer of the Special District Risk Management Authority. This presentation covered the California Government Code and provided clarity and information on Board Member roles and responsibilities, as well as **the Brown Act and Public Records Act. "Board Secretary/Clerk Foundations"** presented by David Aranda, which covered many topics from Running Effective Meetings, Compliance Considerations, Agendas, Minutes & Board Meetings, Records Retention & Public Records Act, and the Brown Act. This also covered Responsibilities for the Board vs the General Manager, and the various departments such as Administration, Finance, and Human Resources. **"Staying in Compliance: Understanding Fundamental Special District Laws"** held by Jennifer Faught, Of Counsel for Meyers Nave, A Professional Law Corporation, and Lauren Quint, Senior Associate. This presentation focused on the Brown Act, the California Public Records Act, the Political Reform Act, General Ethics Laws, and Conflicts of Interest. Holding Effective Public Meetings and Records Retention and Management were the final two presentations.

The District is committed to providing educational opportunities such as this to appropriate staff so that we can stay informed, in compliance and provide guidance to the Trustees. There are many opportunities (attached is the suggested list from the Board of Trustees January 2017 Handbook), for the Trustees to receive training as well. Also included is the Urban Libraries Council Leadership Brief "Five Leadership Roles for Library Trustees" from the Trustee Handbook, which may provide guidance on areas where Trustees may want additional training and information. If the Board would like assistance with training I am happy to assist in any way possible.

Items

10a



ALTADENA LIBRARY DISTRICT

Honoring the past, cultivating the present, empowering the future

BOARD OF LIBRARY TRUSTEES
STAFF REPORT

DEPARTMENT: Finance

MEETING DATE: July 28, 2014

PREPARED BY: Tina Wallin

LOCATION: Community Room

TITLE: California Minimum Wage Increase, effective July 1, 2014 and Revised Altadena Library District Salary Schedule, FY2014-15

BACKGROUND:

Effective July 1, 2014 the minimum wage in California is \$9.00 per hour.

Based on this new rate, the District is required to increase the wage rate for the Page classification. Below is a table of the Page rates from Step 1 to Step 5.5, which includes the Board Approved .545% salary increase adopted at the June 23, 2014 regular board meeting.

Step 1	Step 2	Step 3	Step 4	Step 5	Step 5.5
8.75	9.20	9.65	10.14	10.67	10.93

To meet the State minimum wage increase, the Step 1 rate was increased to \$9.00 and the Steps 2 to 5.5 were increased to correspond with the established rate of increase.

Step 1	Step 2	Step 3	Step 4	Step 5	Step 5.5
9.00	9.46	9.92	10.42	10.96	11.23

Attached is the Revised Salary Schedule for FY14-15, which includes the Board Approved .545% Salary Increase and the Minimum Wage Increase Requirement.

FISCAL IMPACT

The District currently has five employees who are under the Page classification; two employees at Step 1, one employee at Step 2, one employee at Step 3, and one employee as Step 5. The impact to the Salaries budget would be approximately \$800.

RECOMMENDATION

Staff recommends that the Board review and file the attached "Altadena Library District Salary Scheduled, FY14-15, Board Approved .545% Increase including Minimum Wage Increase, effective July 1, 2014".

**ALTADENA LIBRARY DISTRICT
SALARY SCHEDULE
FY14-15
Board Approved .545% Increase
Minimum Wage Increase, Effective July 1, 2014**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 5.5
Senior Librarian	25.72	27.01	28.34	29.76	31.24	32.02
Month	4,458.03	4,681.11	4,912.90	5,158.63	5,414.82	5,550.75
Annual	53,496.37	56,173.28	58,954.76	61,903.55	64,977.81	66,609.05
Librarian II	23.87	25.06	26.31	27.62	29.00	29.71
Month	4,137.36	4,343.01	4,560.86	4,787.42	5,026.18	5,149.91
Annual	49,648.32	52,116.09	54,730.26	57,449.00	60,314.13	61,798.98
Network Info. Specialist	24.81	26.06	27.37	28.73	30.16	30.91
Month	4,301.18	4,517.29	4,743.85	4,979.12	5,228.34	5,357.31
Annual	51,614.17	54,207.43	56,926.17	59,749.47	62,740.08	64,287.67
Librarian I	22.20	23.30	24.45	25.67	26.96	27.62
Month	3,848.06	4,038.02	4,238.44	4,449.32	4,672.39	4,787.42
Annual	46,176.70	48,456.26	50,861.29	53,391.81	56,068.72	57,449.00
Library Associate II	21.12	22.18	23.28	24.43	25.65	26.29
Month	3,661.58	3,844.57	4,034.54	4,234.96	4,445.83	4,557.37
Annual	43,938.97	46,134.87	48,414.43	50,819.46	53,349.98	54,688.44
Executive Secretary Admin	21.12	22.18	23.28	24.43	25.65	26.29
Month	3,661.58	3,844.57	4,034.54	4,234.96	4,445.83	4,557.37
Annual	43,938.97	46,134.87	48,414.43	50,819.46	53,349.98	54,688.44
Library Associate	18.67	19.61	20.58	21.61	22.67	23.24
Month	3,236.34	3,398.42	3,567.47	3,745.23	3,929.97	4,027.56
Annual	38,836.11	40,781.05	42,809.65	44,942.81	47,159.63	48,330.77
Library Tech II	17.79	18.67	19.61	20.58	21.61	22.14
Month	3,082.98	3,236.34	3,398.42	3,567.47	3,745.23	3,837.60
Annual	36,995.73	38,836.11	40,781.05	42,809.65	44,942.81	46,051.22
Building Serviceman	17.79	18.67	19.61	20.58	21.61	22.14
Month	3,082.98	3,236.34	3,398.42	3,567.47	3,745.23	3,837.60
Annual	36,995.73	38,836.11	40,781.05	42,809.65	44,942.81	46,051.22
Library Tech I	16.51	17.32	18.20	19.10	20.06	20.60
Month	2,861.64	3,002.81	3,154.43	3,311.28	3,476.85	3,570.96
Annual	34,339.74	36,033.72	37,853.18	39,735.38	41,722.15	42,851.47
Library Clerk II / Monitor	15.35	16.11	16.92	17.76	18.64	19.10
Month	2,661.23	2,791.93	2,933.10	3,077.75	3,231.11	3,311.28
Annual	31,934.70	33,503.20	35,197.18	36,932.99	38,773.37	39,735.38
Gustodian/Gardener	15.35	16.11	16.92	17.76	18.65	19.10
Library Clerk I	12.93	13.57	14.27	14.98	15.74	16.14
Page	9.00	9.46	9.92	10.42	10.96	11.23

**ALTADENA LIBRARY DISTRICT
SALARY SCHEDULE
FY14-15
Board Approved .545% Increase
Minimum Wage Increase, Effective July 1, 2014**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 5.5
District Director	47.61	49.72	51.95	54.29	56.75	58.03
Month	8,252.06	8,618.05	9,004.94	9,411.01	9,836.25	10,059.33
Annual	99,024.76	103,416.57	108,059.33	112,932.14	118,035.00	120,711.91
Finance Director	34.96	36.46	38.03	39.64	41.37	42.28
Month	6,059.65	6,319.32	6,591.19	6,871.78	7,171.54	7,328.39
Annual	72,715.75	75,831.84	79,094.33	82,461.38	86,058.48	87,940.68
Principal Librarian	33.45	35.13	36.88	38.74	40.67	41.68
Month	5,798.23	6,089.27	6,392.52	6,714.93	7,049.55	7,223.82
Annual	69,578.75	73,071.28	76,710.20	80,579.18	84,594.54	86,685.88

Item 6

ALTADENA LIBRARY DISTRICT SALARY SCHEDULE FY15-16 Board Approved 4% Increase

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 5.5
District Director	49.51	51.71	54.03	56.46	59.02	60.36
Monthly	8,581.73	8,963.07	9,365.20	9,786.40	10,230.13	10,462.40
Annual	102,980.80	107,556.80	112,382.40	117,436.80	122,761.60	125,548.80
Finance / HR Director	36.36	37.92	39.55	41.23	43.02	43.97
Monthly	6,302.40	6,572.80	6,855.33	7,146.53	7,456.80	7,621.47
Annual	75,628.80	78,873.60	82,264.00	85,758.40	89,481.60	91,457.60
Public Services Director	34.79	36.54	38.36	40.29	42.30	43.35
Monthly	6,030.27	6,333.60	6,649.07	6,983.60	7,332.00	7,514.00
Annual	72,363.20	76,003.20	79,788.80	83,803.20	87,984.00	90,168.00
Senior Librarian	26.75	28.09	29.47	30.95	32.49	33.30
Monthly	4,636.67	4,868.93	5,108.13	5,364.67	5,631.60	5,772.00
Annual	55,640.00	58,427.20	61,297.60	64,376.00	67,579.20	69,264.00
Network Info. Specialist	25.80	27.10	28.46	29.88	31.37	32.15
Monthly	4,472.00	4,697.33	4,933.07	5,179.20	5,437.47	5,572.67
Annual	53,664.00	56,368.00	59,196.80	62,150.40	65,249.60	66,872.00
Librarian II	24.82	26.06	27.36	28.72	30.16	30.90
Monthly	4,302.13	4,517.07	4,742.40	4,978.13	5,227.73	5,356.00
Annual	51,625.60	54,204.80	56,908.80	59,737.60	62,732.80	64,272.00
Librarian I	23.09	24.23	25.43	26.70	28.04	28.72
Monthly	4,002.27	4,199.87	4,407.87	4,628.00	4,860.27	4,978.13
Annual	48,027.20	50,398.40	52,894.40	55,536.00	58,323.20	59,737.60
Administrative Executive	21.96	23.07	24.21	25.41	26.68	27.34
Monthly	3,806.40	3,998.80	4,196.40	4,404.40	4,624.53	4,738.93
Annual	45,676.80	47,985.60	50,356.80	52,852.80	55,494.40	56,867.20
Library Associate	19.42	20.39	21.40	22.47	23.58	24.17
Monthly	3,366.13	3,534.27	3,709.33	3,894.80	4,087.20	4,189.47
Annual	40,393.60	42,411.20	44,512.00	46,737.60	49,046.40	50,273.60
Building Serviceman	18.50	19.42	20.39	21.40	22.47	23.03
Monthly	3,206.67	3,366.13	3,534.27	3,709.33	3,894.80	3,991.87
Annual	38,480.00	40,393.60	42,411.20	44,512.00	46,737.60	47,902.40
Library Clerk II / Monitor	15.96	16.75	17.60	18.47	19.39	19.86
Monthly	2,766.40	2,903.33	3,050.67	3,201.47	3,360.93	3,442.40
Annual	33,196.80	34,840.00	36,608.00	38,417.60	40,331.20	41,308.80
Custodian/Gardener	15.96	16.75	17.60	18.47	19.40	19.86
Library Clerk I	13.45	14.11	14.84	15.58	16.37	16.79
Library Page	9.36	9.84	10.32	10.84	11.40	11.68

Item 7



Honoring the Past. Cultivating the Present. Empowering the Future

AGENDA

Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

January 25, 2016 – 5:00 p.m.

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

1. **CALL TO ORDER**

2. **ROLL CALL:**

Meredith McKenzie, President

David Tuck

Gwendolyn McMullins, 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**

a) **HIRING OF CHRISTOPHER KELLERMEYER, FULL-TIME IT MANAGER IN TECHNICAL SERVICES, EFFECTIVE NOVEMBER 1, 2015**

b) **HIRING OF KYLYNN CHANEY, TEMPORARY FULL-TIME ADMINISTRATIVE ASSISTANT IN ADMINISTRATION, EFFECTIVE 12/22/2015**

6. **FINANCIAL REPORTS**

a) **ALTADENA LIBRARY DISTRICT FOR THE MONTHS OF NOVEMBER/DECEMBER (DISCUSSION/POSSIBLE ACTION)**

b) **DISTRIBUTION OF ALTADENA LIBRARY DISTRICT AUDIT FOR FISCAL YEAR ENDING JUNE 30, 2015 CONDUCTED BY INDEPENDENT CERTIFIED AUDITOR, THE PUN GROUP (INFORMATION)**

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 NOVEMBER 23, 2015**

b) **STATISTICAL REPORTS – NOVEMBER / DECEMBER 2015**

c) **DEPARTMENTAL MONTHLY REPORT – NOVEMBER / DECEMBER 2015**

8. **CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR**
Items removed from the Consent Calendar will be discussed individually at this time.
9. **DIRECTOR'S REPORT**
 - a) REVIEW OF OPERATING PLAN PROGRESS AT SIX MONTHS
 - b) ABOVE AND BEYOND AWARD – 4TH QUARTER 2015
 - c) PHOTOGRAPHS FOR TRUSTEES
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)
11. **NEW BUSINESS**
 - a) ALTADENA CHAMBER OF COMMERCE 92ND ANNUAL AWARD DINNER - PURCHASE OF TABLE
(DISCUSSION/POSSIBLE ACTION)
 - b) APPROVAL OF ALTADENA LIBRARY DISTRICT ANNUAL REPORT TO THE PUBLIC FY 2014/15
(DISCUSSION/POSSIBLE ACTION)
 - c) REVIEW AND APPROVAL OF COLLECTION DEVELOPMENT MANAGER JOB DESCRIPTION IN TECHNICAL SERVICES (DISCUSSION/POSSIBLE ACTION)
 - d) REQUEST FOR LATE OPENING ON MARCH 4TH FOR STAFF TRAINING AND DEVELOPMENT
(DISCUSSION/POSSIBLE ACTION)
 - e) ACCEPTANCE OF CLLS GRANT AWARD IN THE AMOUNT OF \$25,165.00 FOR FY2015/16 AND AUTHORIZATION TO EXPEND FUNDS IN ACCORDANCE WITH GRANT REGULATIONS
(INFORMATION)
 - f) CALIFORNIA MINIMUM WAGE INCREASE, EFFECTIVE JANUARY 1, 2016 AND UPDATED ALTADENA LIBRARY DISTRICT SALARY SCHEDULE, FY2015-16 (INFORMATION)
 - g) MID-YEAR REVIEW AND APPROVAL OF ALTADENA LIBRARY DISTRICTS OPERATING BUDGET FY2015/16 WITH ADJUSTMENTS (DISCUSSION/POSSIBLE ACTION)
 - h) RE-ISSUANCE OF RFP FOR ARCHITECTURAL SERVICES - REMODEL OF MAIN LIBRARY
(DISCUSSION/POSSIBLE ACTION)
 - i) YOUR LIBRARY LOVES YOU - FINE FORGIVENESS (INFORMATION)
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.



ALTADENA LIBRARY DISTRICT

Honoring the past, cultivating the present, empowering the future

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**BOARD OF LIBRARY TRUSTEES
STAFF REPORT**

DEPARTMENT: Finance

MEETING DATE: January 25, 2016

PREPARED BY: Tina Wallin

LOCATION: Community Room

TITLE: California Minimum Wage Increase, effective January 1, 2016 and Updated Altadena Library District Salary Schedule, FY2015-16

BACKGROUND:

Effective January 1, 2016 the minimum wage in California is being increased to \$10.00 per hour, from \$9.00 per hour.

Based on this new rate, the District is required to increase the wage rate for the Page classification. Below is a table of the Page rates from Step 1 to Step 5.5.

To meet the State minimum wage increase, the Step 1 rate was increased to \$10.00 and the Steps 2 to 5.5 were increased to correspond with the established rate of increase.

Step 1	Step 2	Step 3	Step 4	Step 5	Step 5.5
9.36	9.84	10.32	10.84	11.40	11.68
Step 1	Step 2	Step 3	Step 4	Step 5	Step 5.5
10.00	10.51	11.02	11.58	12.18	12.48

Attached is the Revised Salary Schedule for FY14-15, which includes the Board Approved .545% Salary Increase and the Minimum Wage Increase Requirement.

FISCAL IMPACT

The District currently has (3) employees who are under the Page classification; one employee at Step 1, one employee at Step 2, and the third employee at Step 3. The impact to the Salaries budget would be approximately \$850.

RECOMMENDATION

Staff recommends that the Board review and file the attached "Altadena Library District Salary Scheduled, FY14-15, Board Approved .545% Increase including Minimum Wage Increase, effective July 1, 2014".

ALTADENA LIBRARY DISTRICT
SALARY SCHEDULE
FY15-16
State Mandated Minimum Wage Increase
Updated 1-1-2016

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 5.5
District Director	49.51	51.71	54.03	56.46	59.02	60.36
Monthly	8,581.73	8,963.07	9,365.20	9,786.40	10,230.13	10,462.40
Annual	102,980.80	107,556.80	112,382.40	117,436.80	122,761.60	125,548.80
Finance / HR Director	36.36	37.92	39.55	41.23	43.02	43.97
Monthly	6,302.40	6,572.80	6,855.33	7,146.53	7,456.80	7,621.47
Annual	75,628.80	78,873.60	82,264.00	85,758.40	89,481.60	91,457.60
Public Services Director	34.79	36.54	38.36	40.29	42.30	43.35
Monthly	6,030.27	6,333.60	6,649.07	6,983.60	7,332.00	7,514.00
Annual	72,363.20	76,003.20	79,788.80	83,803.20	87,984.00	90,168.00
IT Manager	38.22	38.22	38.22	38.22	38.22	38.22
Monthly	6,624.80	6,724.17	6,825.03	6,927.41	7,031.32	7,115.70
Annual	79,497.60	80,690.06	81,900.41	83,128.92	84,375.86	85,388.37
Senior Librarian	26.75	28.09	29.47	30.95	32.49	33.30
Monthly	4,636.67	4,868.93	5,108.13	5,364.67	5,631.60	5,772.00
Annual	55,640.00	58,427.20	61,297.60	64,376.00	67,579.20	69,264.00
Librarian II	24.82	26.06	27.36	28.72	30.16	30.90
Monthly	4,302.13	4,517.07	4,742.40	4,978.13	5,227.73	5,356.00
Annual	51,625.60	54,204.80	56,908.80	59,737.60	62,732.80	64,272.00
Librarian I	23.09	24.23	25.43	26.70	28.04	28.72
Monthly	4,002.27	4,199.87	4,407.87	4,628.00	4,860.27	4,978.13
Annual	48,027.20	50,398.40	52,894.40	55,536.00	58,323.20	59,737.60
Administrative Executive	21.96	23.07	24.21	25.41	26.68	27.34
Monthly	3,806.40	3,998.80	4,196.40	4,404.40	4,624.53	4,738.93
Annual	45,676.80	47,985.60	50,356.80	52,852.80	55,494.40	56,867.20
Library Associate	19.42	20.39	21.40	22.47	23.58	24.17
Monthly	3,366.13	3,534.27	3,709.33	3,894.80	4,087.20	4,189.47
Annual	40,393.60	42,411.20	44,512.00	46,737.60	49,046.40	50,273.60
Building Serviceman	18.50	19.42	20.39	21.40	22.47	23.03
Monthly	3,206.67	3,366.13	3,534.27	3,709.33	3,894.80	3,991.87
Annual	38,480.00	40,393.60	42,411.20	44,512.00	46,737.60	47,902.40
Library Clerk II / Monitor	15.96	16.75	17.60	18.47	19.39	19.86
Monthly	2,766.40	2,903.33	3,050.67	3,201.47	3,360.93	3,442.40
Annual	33,196.80	34,840.00	36,608.00	38,417.60	40,331.20	41,308.80
Custodian/Gardener	15.96	16.75	17.60	18.47	19.40	19.86
Library Clerk I	13.45	14.11	14.84	15.58	16.37	16.79
Library Page	10.00	10.51	11.02	11.58	12.18	12.48

Item 8



Honoring the past, cultivating the present, empowering the future

AGENDA

Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

June 27, 2016 – 5:00 p.m.

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

1. **CALL TO ORDER**

2. **ROLL CALL:**

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

3. **ADOPTION OF AGENDA**

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

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

4. **PUBLIC COMMUNICATION**

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

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

a) NICOLE FABRY, ACCOUNTS PAYABLE CLERK IN FINANCE

6. **FINANCIAL REPORTS**

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

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

7. **CONSENT CALENDAR**

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

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

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

8. **CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR**
Items removed from the Consent Calendar will be discussed individually at this time.
9. **DIRECTOR'S REPORT**
 - a) Update Furniture Drawings
 - b) Grand Opening of the Garden
10. **TEMPORARY PERSONNEL SUB-COMMITTEE REPORT (DISCUSSION)**
11. **OLD BUSINESS**
 - a) DISTRIBUTION OF THE DISTRICTS' ADOPTED OPERATING BUDGET BOOK, FY 2016/2017
(DISCUSSION/ACTION)
 - b) REVIEW OF SIGNAGE FOR WATER CONSERVATION GARDEN **(DISCUSSION / POSSIBLE ACTION)**
12. **NEW BUSINESS**
 - a) PRESENTATION OF ELLINE LIPKIN, ALTADENA LIBRARY POET LAUREATE AND PRESENTATION BY PAULI DUTTON OF THE ANNUAL POETRY REVIEW
 - b) PRESENTATION BY CARLENE CHIU, BOB LUCAS BRANCH MANAGER
 - c) REVIEW OF PROGRESS ON OPERATING PLAN FY 2016/17 **(DISCUSSION / INFORMATION)**
 - d) REVIEW OF GANN APPROPRIATION LIMIT FOR FY 2016/17 **(INFORMATION)**
 - e) REVIEW OF PROPOSALS FROM HR FIRMS **(DISCUSSION / POSSIBLE ACTION)**
 - f) REVIEW AND DISCUSSION OF DISTRICT EARTHQUAKE / DIC (DIFFERENCE IN CONDITIONS) POLICY OPTIONS FOR FY 2016/17 **(DISCUSSION / POSSIBLE ACTION)**
 - g) DISTRIBUTION OF ALTADENA LIBRARY DISTRICT SALARY SCHEDULE FOR FY 2016/17 **(DISCUSSION / INFORMATION)**
 - h) FREEDOM OF INFORMATION ACT / FOIA REQUEST FOR DOCUMENTS **(DISCUSSION / POSSIBLE ACTION)**
13. **CORRESPONDENCE & PRESS**
 - a) PRESS CLIPPINGS **(INFORMATION)**
14. **REPORTS OF SUPPORT GROUPS**
 - a) ALTADENA LIBRARY FOUNDATION
 - b) FRIENDS OF THE ALTADENA LIBRARY
15. **REPORTS OF TRUSTEES**
16. **AGENDA ITEMS FOR FUTURE AGENDAS**
This is an opportunity for Board members to request that items be placed on future agendas.
17. **ADJOURNMENT**
Recommended Action: There being no further business to come before the Board, the meeting is adjourned.

**ALTADENA LIBRARY DISTRICT
SALARY SCHEDULE
FY16-17
Board Approved 4% Salary Increase
Effective 7/1/2016**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 5.5
District Director	51.49	53.78	56.19	58.72	61.38	62.77
Monthly	8,925.00	9,321.59	9,739.81	10,177.86	10,639.34	10,880.90
Annual	107,100.03	111,859.07	116,877.70	122,134.27	127,672.06	130,570.75
Finance / HR Director	37.81	39.44	41.13	42.88	44.74	45.73
Monthly	6,554.50	6,835.71	7,129.55	7,432.40	7,755.07	7,926.33
Annual	78,653.95	82,028.54	85,554.56	89,188.74	93,060.86	95,115.90
Public Services Director	36.18	38.00	39.89	41.90	43.99	45.08
Monthly	6,271.48	6,586.94	6,915.03	7,262.94	7,625.28	7,814.56
Annual	75,257.73	79,043.33	82,980.35	87,155.33	91,503.36	93,774.72
IT Manager	39.75	40.34	40.96	41.57	42.22	42.69
Monthly	6,889.79	6,992.54	7,098.90	7,205.26	7,318.83	7,399.95
Annual	82,677.50	83,910.53	85,186.82	86,463.10	87,825.92	88,799.36
Senior Librarian	27.82	29.21	30.65	32.19	33.79	34.63
Monthly	4,822.13	5,063.69	5,312.46	5,579.25	5,856.86	6,002.88
Annual	57,865.60	60,764.29	63,749.50	66,951.04	70,282.37	72,034.56
Librarian II	25.81	27.10	28.45	29.87	31.37	32.14
Monthly	4,474.22	4,697.75	4,932.10	5,177.26	5,436.84	5,570.24
Annual	53,690.62	56,372.99	59,185.15	62,127.10	65,242.11	66,842.88
Librarian I	24.01	25.20	26.45	27.77	29.16	29.87
Monthly	4,162.36	4,367.86	4,584.18	4,813.12	5,054.68	5,177.26
Annual	49,948.29	52,414.34	55,010.18	57,757.44	60,656.13	62,127.10
Administrative Assistant	22.84	23.99	25.18	26.43	27.75	28.43
Monthly	3,958.66	4,158.75	4,364.26	4,580.58	4,809.52	4,928.49
Annual	47,503.87	49,905.02	52,371.07	54,966.91	57,714.18	59,141.89
Library Associate	20.20	21.21	22.26	23.37	24.52	25.14
Monthly	3,500.78	3,675.64	3,857.71	4,050.59	4,250.69	4,357.05
Annual	42,009.34	44,107.65	46,292.48	48,607.10	51,008.26	52,284.54
Building Serviceman	19.24	20.20	21.21	22.26	23.37	23.95
Monthly	3,334.93	3,500.78	3,675.64	3,857.71	4,050.59	4,151.54
Annual	40,019.20	42,009.34	44,107.65	46,292.48	48,607.10	49,818.50
Library Clerk II / Monitor	16.60	17.42	18.30	19.21	20.17	20.65
Monthly	2,877.06	3,019.47	3,172.69	3,329.53	3,495.37	3,580.10
Annual	34,524.67	36,233.60	38,072.32	39,954.30	41,944.45	42,961.15
Custodian/Gardener	16.60	17.42	18.30	19.21	20.18	20.65
Library Clerk I	13.99	14.67	15.43	16.20	17.02	17.46
Library Page	10.40	10.93	11.46	12.04	12.67	12.98



Honoring the past, cultivating the present, empowering the future

AGENDA

Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

June 26, 2017 – 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:**

Ira Bershatsky, President
Adalila Zelada-Garcia, Secretary
Gwendolyn McMullins
John McDonald
Armando Zambrano

3. **ADOPTION OF AGENDA**

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

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

4. **PUBLIC COMMUNICATION**

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

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

HIRES/PROMOTIONS:

Resignation- Tina Wallin (effective May 12)

6. **FINANCIAL REPORTS**

a) Financial reports for April 2017 (**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 May 22, 2017
- b) Statistical Reports – YTD – May 2017
- c) Departmental Monthly Report – May 2017

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) CTLA Donation of \$400
 - b) Presentation by the County of Los Angeles Board of Supervisors – 50th Anniversary
 - c) Tournament of Roses Foundation Presentation of Grant
 - d) LA County Arts Second Saturday Grant Award
 - e) Update of Phase I Renovation and Final HUD Payment
 - f) Credit Cards and Sales of Merchandise
10. **OLD BUSINESS**
 - a) Human Resources Update – Written Report by HRNetwork (**INFORMATION**)
11. **NEW BUSINESS**
 - a) Presentation of Draft Budget FY 17/18 (**DISCUSSION/ACTION**)
 - b) Closure for A/C HVAC Repairs and approval of Quote (**DISCUSSION/ACTION**)
 - c) **Updated District Salary Schedule, FY2017-18 (INFORMATION)**
 - d) Staff Accountant Job Description (**DISCUSSION/ACTION**)
 - e) Marketing and Communications Coordinator Job Description (**DISCUSSION/ACTION**)
 - f) Video Surveillance Policy (**DISCUSSION/ACTION**)
 - g) GANN Appropriation Limit (**INFORMATION**)
 - h) Approval of Earthquake Insurance Payment (Over \$10,000) (**DISCUSSION/ACTION**)
 - i) Approval of Board of Library Trustees Calendar 2017/2018 (**DISCUSSION/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. **CLOSED SESSION**
The Board of Trustees will recess into closed session pursuant to the Ralph M. Brown Act (Government Code Section 54960 et seq.) for purposes of the discussing and taking action on the following items:
 - a) PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code Section 54957
Title: District Director
Annual Review of District Director
17. **RECESS BACK INTO OPEN SESSION**
18. **PUBLIC REPORT OF ANY REPORTABLE ACTION FROM CLOSED SESSION.**
19. **ADJOURNMENT**
Recommended Action: There being no further business to come before the Board, the meeting is adjourned.

Item 9

June 2017 Board Package 11C

Item 11C



**BOARD OF LIBRARY TRUSTEES
STAFF REPORT**

DEPARTMENT: Finance

MEETING DATE: June 26, 2017

PREPARED BY: Nicole Fabry

LOCATION: Community Room

TITLE: Review of COLA and Merit Increase for all staff, effective July 1, 2017 and updated Altadena Library District Salary Schedule, FY 2017/18.

BACKGROUND:

Effective July 1, Altadena Library District will be enacting a 4% overall salary increase for all employees.

This increase consists of a 2.71% cost of living adjustment and a 1.29% merit increase.

Attached is the Revised Salary Schedule for FY17-18, which includes the 4% total increase.

FISCAL IMPACT

An estimated increase to Salaries and Wages of \$71,362.94.

RECOMMENDATION

Pending approval of the FY 17-18 Proposed Budget, staff recommends that the Board review and file the attached "Altadena Library District Salary Schedule, FY 17-18, effective July 1, 2017".

Altadena Library District
Salary Schedule FY 17-18
4% Increase (2.71% COLA + 1.29% Merit)
Effective July 1, 2017

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 5.5
District Director	53.55	55.93	58.44	61.07	63.84	65.29
Monthly	9,282.00	9,694.45	10,129.40	10,584.97	11,064.91	11,316.13
Annual	111,384.03	116,333.43	121,552.80	127,019.64	132,778.95	135,793.58
Public Services Director	37.63	39.52	41.49	43.58	45.75	46.89
Monthly	6,522.34	6,850.42	7,191.63	7,553.46	7,930.29	8,127.14
Annual	78,268.04	82,205.06	86,299.57	90,641.54	95,163.49	97,525.71
IT Manager	41.34	41.96	42.59	43.23	43.91	44.40
Monthly	7,165.38	7,272.25	7,382.86	7,493.47	7,611.58	7,695.94
Annual	85,984.60	87,266.95	88,594.29	89,921.63	91,338.96	92,351.33
Senior Librarian	28.93	30.38	31.87	33.48	35.14	36.02
Monthly	5,015.02	5,266.24	5,524.96	5,802.42	6,091.14	6,243.00
Annual	60,180.22	63,194.86	66,299.48	69,629.08	73,093.66	74,915.94
Librarian II	26.85	28.19	29.59	31.06	32.62	33.42
Monthly	4,653.19	4,885.66	5,129.38	5,384.35	5,654.32	5,793.05
Annual	55,838.25	58,627.91	61,552.56	64,612.19	67,851.80	69,516.60
Librarian I	24.97	26.21	27.51	28.88	30.33	31.06
Monthly	4,328.85	4,542.58	4,767.55	5,005.65	5,256.86	5,384.35
Annual	51,946.22	54,510.91	57,210.58	60,067.74	63,082.37	64,612.19
Administrative Assistant	23.75	24.95	26.19	27.48	28.86	29.57
Monthly	4,117.00	4,325.10	4,538.83	4,763.80	5,001.90	5,125.63
Annual	49,404.03	51,901.22	54,465.91	57,165.59	60,022.74	61,507.56
Library Associate	21.00	22.05	23.15	24.30	25.50	26.14
Monthly	3,640.81	3,822.66	4,012.02	4,212.62	4,420.72	4,531.33
Annual	43,689.72	45,871.95	48,144.18	50,551.39	53,048.59	54,375.93
Building Serviceman	20.01	21.00	22.05	23.15	24.30	24.91
Monthly	3,468.33	3,640.81	3,822.66	4,012.02	4,212.62	4,317.60
Annual	41,619.97	43,689.72	45,871.95	48,144.18	50,551.39	51,811.24
Library Clerk II / Monitor	17.26	18.12	19.04	19.98	20.97	21.48
Monthly	2,992.14	3,140.25	3,299.60	3,462.71	3,635.19	3,723.30
Annual	35,905.66	37,682.94	39,595.21	41,552.48	43,622.23	44,679.60
Custodian/Gardener	17.26	18.12	19.04	19.98	20.98	21.48
Library Clerk I	14.55	15.26	16.05	16.85	17.71	18.16
Library Page	10.92	11.37	11.92	12.52	13.17	13.50

Item 10



ALTADENA LIBRARY DISTRICT

Honoring the past, cultivating the present, empowering the future

MINUTES

Regular Meeting

Board of Library Trustees

Altadena Library District

Barbara J. Pearson Community Room – Main Library

January 26, 2015

5:01 p.m.

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

1. **CALL TO ORDER**

2. **ROLL CALL:**

David Datz, President
Meredith McKenzie, Secretary
Thomas Hubbard
David Tuck
Gwendolyn McMullins

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.

It was Moved (Hubbard) and Seconded (McMullins) to adopt the agenda as-is.

APPROVED

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

It was Moved (Datz) and Seconded (Hubbard) to nominate Meredith McKenzie for President. It was Moved (McMullins) and Seconded (McKenzie) to nominate David Datz for Secretary.

Meredith McKenzie received four (4) votes and David Datz one (1) vote for President. David Datz received four (4) votes for Secretary and Meredith McKenzie one (1) vote for Secretary.

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.

NONE

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

- a) RETIREMENT OF KATHLEEN LANCASTER EFFECTIVE JANUARY 31, 2015
- b) PROMOTION AND TRANSFER OF ANTONIA AGUILAR FROM CIRCULATION LIBRARY CLERK II TO ADMINISTRATION LIBRARY ASSOCIATE FOR PASSPORTS & BUSINESS SERVICES

Director Kittay added that December's passport revenue has doubled since December FY 13/14

7. **FINANCIAL REPORTS**

- a) **ALTADENA LIBRARY DISTRICT FOR THE MONTHS OF NOVEMBER / DECEMBER 2014
(DISCUSSION / POSSIBLE ACTION)**

Director Wallin reported moving the mid-year Budget review to February's Board Meeting to allow Mindy time to review the current financials and convene with a Budget Committee prior to the meeting. Current percent of year completed is 50% with total revenue at \$1.3m. Of that total \$18,800 was received from RDA disbursements. Total expenditures are \$1.3m. The Friends donated 1k towards literacy programming and in memory of Roberta Lauderdale. Two e-rate rebates were received from telecommunications vendors AT&T and MegaPath totaling nearly 10k. \$4500 was earned from the parking lot rental fee collected during a taping of *Criminal Minds*. The District received an annual subsidy in the amount of \$7,200 from the Medicare Part D program. An unexpected expenditure for capital outlay, a new smart kiosk payment system, was purchased for the public computers and will be reflected in the mid-year budget review. Effective July 1, 2015, Assembly Bill 1522 requires employers to provide sick leave to part-time staff that don't currently have benefits. The State mandates that paid sick leave is limited to 24 hours or 3 days for a calendar year. The District has elected to provide 3 days per year to part-time staff beginning July 1, 2015. Sick leave is not accumulated; the employee starts the calendar year with the time allotted. An RFP has been issued for audit services for FY15/16 with expected responses in March.

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

- b) **REVIEW OF ALTADENA LIBRARY DISTRICT AUDIT FOR FISCAL YEAR ENDING JUNE 30, 2014 CONDUCTED BY INDEPENDENT CERTIFIED AUDITOR, CHARLES FEDAK, LLC
(INFORMATION)**

Charles Fedak reported a successful and thorough audit for FY 2013/14 with no issues.

8. **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 NOVEMBER 24, 2014
 b) STATISTICAL REPORTS – CIRCULATION, PUBLIC USE, QUESTIONS ASKED, COLLECTIONS, BRANCH STATISTICS FOR NOVEMBER / DECEMBER 2014
 c) DEPARTMENTAL MONTHLY REPORT – ADULT SERVICES, YOUTH SERVICES, CIRCULATION, TECHNICAL SERVICES, BRANCH SERVICES FOR NOVEMBER / DECEMBER 2014

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

APPROVED

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

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

10. **DIRECTOR'S REPORT**

- a) **MAIN SEWER BRACKET COLLAPSE / REPAIR (INFORMATION ONLY)**
\$5800 was spent to fix a clay pipe connected to the sewer by the library front entrance.
 b) **UPDATE ON CREATION OF BUSINESS SERVICES OFFICE (PASSPORTS) AND CONSOLIDATION OF STAFF SPACE FOR ADULT SERVICES / CIRCULATION / PAGES (INFORMATION ONLY)**

A separate Business Office was created in the library January 25, 2015.

- c) **ABOVE AND BEYOND QUARTERLY STAFF RECOGNITION PROGRAM – BOARD MEMBER VOLUNTEER REQUEST (INFORMATION / ACTION)**
Director Kittay requested a Trustee volunteer to participate in the quarterly staff recognition program. Trustee Hubbard volunteered to sit on the committee. First meeting will be in March.
- d) **REMOVAL OF \$0.50 CENT FEE FOR PLACING HOLDS (INFORMATION)**
Effective immediately.
- e) **LITERACY COORDINATOR (INFORMATION)**
The part-time position has been posted to various job boards with the intention to hire during March.
- f) **RETREAT: LIBRARY BOARD / FOUNDATION BOARD / FRIENDS BOARD (INFORMATION)**
Director Kittay gathered input from Board members regarding scheduling a Board retreat for the Board members of the Altadena Library District, the Altadena Library Foundation, and the Friends of the Altadena Library. The Board was receptive to the proposition and Director Kittay will continue with coordination and keep the Trustees apprised. Jamie LaRue will be the moderator for the retreat.

11. **OLD BUSINESS**

- a) **ACCEPTANCE OF CLLS GRANT AWARD IN THE AMOUNT OF \$7,877 FOR FY 2014/2015 AND AUTHORIZATION TO EXPEND FUNDS IN ACCORDANCE WITH GRANT REGULATIONS. (INFORMATION)**
- b) **ACCEPTANCE OF LSTA GRANT AWARD (BOOK TO ACTION 2015) IN THE AMOUNT OF \$3,000 FOR FY 2014/2015 AND AUTHORIZATION TO EXPEND FUNDS IN ACCORDANCE WITH GRANT APPLICATION AND REGULATIONS. (INFORMATION)**
- c) **UPDATE ON LED LIGHTING RETROFIT AT ALTADENA LIBRARY (INFORMATION)**
The library is down to less than half of its current lighting capacity due to failing ballasts. Director Kittay noted that this project must hold priority and that she is moving forward to secure the best possible resolution. Cost for this necessary upgrade will be in the mid-year budget amendment. Kittay has also secured GSA pricing for LED bulbs which gives the District deeply discounted pricing.
- d) **UPDATE ON HEAD-IN PARKING ON MARIPOSA (INFORMATION)**
Director Kittay read an e-mail response from the County explaining specificities within the Road Diet Proposal that was met with opposition by certain Altadena Town Council representatives. Trustee President McKenzie introduced Dale LaCasella who presented her personal findings with other County personnel on board with the proposal. Dale encouraged Trustee and District attendance at the next Land Use Committee Meeting to advance support for the existing proposal. Dale will provide meeting information as it becomes available.
- e) **UPDATE ON MEETING WITH CWA ARCHITECT REGARDING BUILDING RENOVATION (INFORMATION)**
Director Kittay met with CWA architects to work on an additional set of renderings that reflect a downsized estimate of \$5mm versus the initial \$10mm to \$18mm that was previously discussed. The Architects will provide a presentation as soon as possible.

12. **NEW BUSINESS**

- a) **REPORT ON ALTADENA BEST FEST – DIANA PHILLIPPI (INFORMATION/POSSIBLE ACTION)**
Dale provided updates on community support and vendors interested in participating for this year's festival. Trustee President McKenzie requested clarification for AOMR's participation in the modified Altadena Best Fest. Dale confirmed the annual summer festival will be held on October 3rd this year and is anticipated to make a profit. Director Kittay shared the library's support and anticipation of increased exposure and foot traffic for the expanded event.
- b) **HALF DAY CLOSURE FOR CLEANING / ORGANIZATION PURPOSES – FRIDAY, MARCH 6, 2015 – 10AM TO NOON (STAFF WILL WORK 8AM TO NOON) (DISCUSSION/ACTION)**

Director Kittay requested the Board approve a half-day closure to allow for much-needed cleaning of the basement at the Main library.

It was Moved (McMullins) and Seconded (Datz) that the Trustees approve the half-day closure on Friday, March 6th, 2015.

APPROVED

c) **REQUEST TO CREATE A BUDGET COMMITTEE AND PRESENT MID-YEAR BUDGET AMENDMENT AT FEBRUARY BOARD MEETING (DISCUSSION/ACTION)**
Director Kittay requested approval to form a budget committee and trustee volunteers to participate in a budget committee. Trustee President McKenzie and Trustee McMullins volunteered to participate in a budget committee.

d) **ALTADENA CHAMBER OF COMMERCE 91ST ANNUAL AWARD INSTALLATION DINNER - PURCHASE OF TABLE (DISCUSSION/POSSIBLE ACTION)**
Director Kittay reported on the library's request to participate in the annual dinner. Director Kittay informed trustees that there is no current line item budgeted for the expense of subsidizing an entire table.

It was Moved (McMullins) and Seconded (Datz) that the cost of the District Director's ticket for the annual Chamber of Commerce Dinner be paid for by the library's development fund and trustees would be responsible for their own tickets.

APPROVED

13. **CORRESPONDENCE**

NONE

14. **REPORTS OF TRUSTEES**

Trustee Secretary Datz inquired about clarification for accessing the library's e-books via Overdrive. Senior Librarian Lauren McCoy clarified his concerns.

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.

It was Moved (McMullins) and Seconded (Datz) to adjourn the meeting.

APPROVED

The meeting was adjourned at 6:26 p.m.

Item 11



ALTADENA LIBRARY DISTRICT

Honoring the past, cultivating the present, empowering the future

**BOARD OF LIBRARY TRUSTEES
STAFF REPORT**

DEPARTMENT: Finance

MEETING DATE: April 27, 2015

PREPARED BY: Tina Wallin

LOCATION: Community Room

TITLE: FY15-16 Budget Discussion in Preparation for Preliminary Proposed Operating Budget

BACKGROUND:

The Altadena Library District Board of Library Trustees conducts a review of the Preliminary Proposed Operating Budget for the upcoming fiscal year in a forum that encourages frank and detailed discussions of the factors and decision-making processes that the Altadena Library staff performs during the annual process. This allows the Board of Library Trustees to advise staff of their constituents needs and desires for the future service levels and goals for the Altadena Library District during the upcoming budget cycle.

Staff is rescheduling submission of the Preliminary Proposed Operating Budget to the May board and is requesting the Boards guidance due in part to the recent submission of the Staff Association letter requesting a 4% salary increase (see attached).

PROPOSED BUDGET OPTIONS:

The Finance Committee met and discussed the Staff Associations request and possible options, which are presented on Page 2 of this report. These are based on an estimated revenue increase of 3-4% in property tax. Each year the District's tax levy percent of the States 1% is assessed by the Los Angeles County Auditor-Controller. Because that data will not be available until late May, the finance committee believes it's best to use a conservative approach of 3%.The District will not receive an increase in the Special Assessment tax for FY15-16, per the election proposal of no new taxes.

The major factor that contributes to operating expenses is the Districts expenses for salaries, medical benefits, Retirement contributions and OPEB Contributions, which makes up nearly 73% of the operating budget. Each year the Districts contribution to CalPERS increases. The additional revenues earned cover those increased cost which leaves little to no room for salary increases, let alone increases for library services and materials.

Staff feels that in order to provide salary increases now and in the future, the District needs to consider revising the contribution policy, if not now, in the near future so that each retirement tier is equal in shared contributions.

Until 2010, the District was paying the full Employee Contribution of 7% in addition to the Districts required contribution. Effective 7/1/2010 the Board approved a cost sharing plan



ALTADENA LIBRARY DISTRICT

Honoring the past, cultivating the present, empowering the future

which required employees to contribute 3% of the 7%. At that time, the District was informed by CalPERS that if the contribution share is revised, and is not offset by a salary increase, it reduces the employee's reportable earnings. Additionally, the incentive pay that is reported to CalPERS is tied to the Employers contribution; therefore, when you reduce the employer's contribution, the incentive pay is also reduced. If these components are not offset with a salary increase, the employee's retirement earnings are affected.

The chart below reflects what makes up the total pension contributions. These are the FY14-15 rates.

Classic Member, 2% @ 55	Employee Contribution (of the 7%)	3.00%
	ALD Contribution (of the 7%)	4.00%
	ALD Special Compensation	4.00%
	ALD Required Contribution	12.33%
	ALD Total Required Contributions of Payroll	20.33%
2nd Tier Members, 2% @ 60	Employee Contribution (of the 7%)	3.00%
	ALD Contribution (of the 7%)	4.00%
	ALD Special Compensation	4.00%
	ALD Required Contribution	9.35%
	ALD Total Required Contributions of Payroll	17.35%
* PEPRAs Members, 2% @ 62	Employee Contribution	6.50%
	ALD Contribution	6.73%
		13.23%

*This plan shares the Employers "Normal Cost" and is dictated by CalPERS

BUDGET SCENARIOS:

Staff is presenting the following four scenarios for the Board to consider in preparation of the FY15-16 Preliminary budget.

- Scenario 1: Proposes a static budget with no salary increase. This will allow the District to replenish both election reserves and create as well as create an emergency operating fund which would be approximately .25% of the annual budget. The percent of budget for salaries and benefits with this scenario would be 71%
- Scenario 2: Proposes a static budget to allow the District to replenish both election reserves and create an emergency operating fund, but includes a 2% increase to staff's CalPERS Retirement Contribution in an effort to reduce the District's unfunded liability with CalPERS. This option would decrease the employee's reportable earnings and incentive pay with CalPERS by 2%. The percent of budget for salaries and benefits with this scenario would be 68%.



ALTADENA LIBRARY DISTRICT

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- Scenario 3: Proposes a 4% salary increase and no change to benefits. The percent of budget for salaries and benefits with this scenario would be 73%
- Scenario 4: Proposes a 3% salary increase, a 2% increase to staff's CalPERS Retirement Contribution, and an increase to the District's Health Contribution from \$450 to \$500. This option would increase the employee's reportable earnings to CalPERS by 3% and reduce the reported incentive pay by 2%. The percent of budget for salaries and benefits with this scenario would be 72%.

Summary of Scenarios:

	Salary Increase	% of Increase to Employee Retirement Contribution	Increase Districts Contribution to Health Plans
Scenario 1	None	None	None
Scenario 2	None	2%	None
Scenario 3	3 or 4%	None	None
Scenario 4	3%	2%	Increase \$50

RECOMMENDATION

Staff recommends that the Board review the scenarios and provide staff with direction regarding which scenario(s) to present with the Proposed Operating Budget, Fiscal Year 2015-16 at the May 18, 2015 Board of Library Trustees regular meeting.

ALTADENA LIBRARY DISTRICT

STAFF ASSOCIATION

600 East Mariposa St., Altadena CA 91001

April 9, 2015

To the Board of the Altadena Library District

Dear Members of the Board:

Members of the Altadena Library District Staff Association met on March 26, 2015 to discuss our collective status regarding our salary/benefits package and again on April 9, 2015.

As you review the library budget for the coming fiscal year, the Altadena Library District Staff Association respectfully asks for a salary increase of 4%. After much consideration, the Altadena Library District Staff Association is asking for a raise in lieu of other benefits because a salary increase will benefit all staff members including part-time staff.

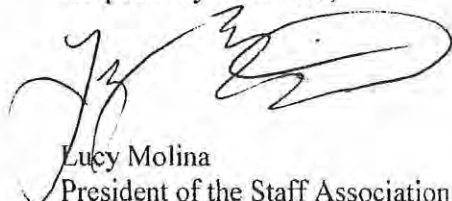
In addition, we would like a one-day floating holiday for the part-timers. This would be a four-hour shift and could be utilized by the part-timers at any time during the year, such as Christmas, or whatever other holiday that part-timer would care to apply it to. This would provide them with one actual paid holiday which they don't have to make up with added hours on some other day of the pay period.

Many factors were taken into consideration when determining what to ask for. We wish to share some of them with the Library Board:

- As of January 1, 2013, the Social Security tax rate went from 4.2% back to 6.2% which resulted in a 2% reduction in our take-home pay.
- The last time the staff received a cost of living raise was in July, 2013, an increase of 1.5%.
- The cost of health insurance went up again effective 1/1/15 resulting in an additional pay cut since the district only covers up to \$450 per month and the average cost of insurance is now \$550 per month.
- The 3% retirement contribution to PERS affects the paychecks of all full-time staff members.
- The cost of living increase for 2015 is 1.75%, up from 1.5% for 2014. Source: <http://www.socialsecurity.gov/news/cola/>
- The inflation rate is 2.13% for 2015 up from 1.98% in 2014. Source: <http://www.statista.com/statistics/244983/projected-inflation-rate-in-the-united-states/>
- Employees also pay 1.45% in Medicare taxes on all wages. Source: <http://www.forbes.com/sites/janetnovack/2014/10/22/social-security-benefits-rising-1-7-for-2015-top-tax-up-just-1-3/>

We realize the Library Board is faced with a difficult balancing act in an effort to balance a fairly static budget in a world in which there are rarely, if ever, any declining costs. However, we ask that you consider our request. Thank you for your time.

Respectfully submitted,



Lucy Molina
President of the Staff Association

- **As of January 1, 2013 the Social Security tax rate went up from 4.2% back to 6.2% which resulted in a 2% reduction in our take-home pay**
 - SS tax has always been 6.2%
 - The decrease was a payroll tax holiday enacted in 2011 and was slated to only last one year. It was enacted by the Government to help lower and middle class taxpayers weather the recession.
 - The SS tax is actually 12.4%. The other 6.2% is covered by the District
 - The SS tax pays in towards employees SS benefits when they retire
- **The last time the staff received a cost of living raise was in July 2013 an increase of 1.5%**
 - Staff also received a .545% salary increase for FY14/15, which was based on the CPI used for the special assessment tax increase.
- **The cost of health insurance went up again effective 1/1/15 resulting in an additional pay cut since the district only covers up to \$450 per month and the average cost of insurance is now \$550 per month.**
 - The rising cost of health insurance is not a put cut to employees, but an additional cost to employees for benefits.
 - Below are the 2015 rates and average cost of HMO and PPO.

	Plans	2015
HMO	Athem HMO Select	493.40
	Athem HMO Traditional	631.62
	Blue Shield Access+	517.87
	Blue Shield Net Value	485.41
	Health Net Salud y Mas	430.71
	Health Net SmartCare	568.47
	Kaiser CA	521.18
	United Heathcare	458.74
	680.27 Average Rate of HMO	
PPO	PERS Choice	585.18
	PERS Select	576.49
	PERSCare	647.11
	PORAC	675.00
		663.32 Average Rate of PPO

- **The 3% retirement contribution to PERS affects the paychecks of full-time staff members.**
 - The 3% contribution was effective 7/1/2010
 - The contribution is only for Classic and 2nd Tier Members
 - PEPRAs members contribution rate is 6.5%

- **The cost of living increase for 2015 is 1.75% up from 1.5% for 2014. Source**
www.socialsecurity.gov/news/cola
 - Social Security uses the CPI for “Urban Wage Earners and Clerical Workers”. See attached
 - The District uses the CPI for “All Urban Consumers for the LA County” See attached.
 - The CPI used by the District is a higher index.
 - The District used this to calculate the salary increase for the 14/15FY (.545%) and is based on a 12-month period from Feb to Feb
 - Feb 2014 to Feb 2015 the rate increased from 241.059 to 241.297. An increase of .1%
- **The inflation rate is 2.13% for 2015 up from 1.98% in 2014. Source**
www.statista.com/statistics/244983/projected-inflation-rate-in-the-united-states/
 - This data is accurate
- **Employees also pay 1.45% in Medicare taxes on all wages. Source:**
www.forbes.com/sites/janetnovack/2014/10/22/social-security-benefits-rising-1-7-for-2015-top-tax-up-just-1-3/
 - That Medicare tax rate is actually 2.9%
 - Medicare is a retirement benefit and that’s what the dollars go towards
 - The 2.9% is shared by employee / employer



MINUTES
Regular Meeting
Board of Library Trustees – Altadena Library District
Community Room – Main Library
April 25, 2016 – 5:05 p.m.

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

1. **CALL TO ORDER**

2. **ROLL CALL:**

Meredith McKenzie, President - **Present**
David Tuck -**Present**
Gwendolyn McMullins -**Present**
John McDonald - **Present**
Adalila Zelada-Garcia, Secretary – **Joined 5:10PM**

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).

Trustee Tuck mentioned he had a question regarding the graphic and tagline on the agenda letterhead, President McKenzie noted that this would be addressed in the Director's Report.

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

Moved by McDonald, Seconded by McMullins. Approved

4. **PUBLIC COMMUNICATION**

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

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

- a) **TERMINATION OF PROBATIONARY EMPLOYEE LAURA MIERA, ACCOUNTS PAYABLE CLERK**

Finance Director Wallin reported that administration would be conducting interviews this week to replace the accounts payable clerk position.

6. **FINANCIAL REPORTS**

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

Finance Director Wallin noted that there were overages under several line items including, building maintenance and repairs, landscape, and consultants. She noted that the year was 75% complete, and that the district would see an increase in revenue in April and some grant funds will be coming in to cover the overages for Landscaping (\$25,000 grant from LA County Parks and Rec).

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

Moved by Tuck, Seconded by McMullins. Approved

7. **CONSENT CALENDAR**

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

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

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

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

- d) APPROVAL OF MINUTES – REGULAR MEETING HELD MARCH 28, 2015
- e) STATISTICAL REPORTS – MARCH 2016
- f) DEPARTMENTAL MONTHLY REPORT – MARCH 2016

Moved by McDonald, 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.

- 9. **DIRECTOR'S REPORT**

- a) OPERATING PLAN COLLABORATION
(DISCUSSION / POSSIBLE ACTION)

District Director Kittay provided an update about the physical improvements to the Collection Development space in the basement. The roof leak has been repaired, the old carpet removed and a laminate floor installed. New office furniture is ordered and on its way. She noted that there are now 20 new laptops in the Library and patrons are starting to use them. Kittay also noted that the library will be receiving the Pitch a Grant from the State Library to install an electronic kiosk that teaches about water conservation in California and that the library also applied for a \$25,000 grant to install solar on the main building. She read a five star Yelp review and provided the Trustees with a copy of the Program Guide draft for the upcoming Latino Cultural Festival, and provided the new Literacy materials. She also provided updates to the statistics, and noted the many areas that have increased since last year.

She noted that the operating plan for the 16/17FY goes into effect in July, and she presented a request to the Board that they participate in an operating plan collaboration at the June all staff meeting to discuss the district's goals as they pertain to the operating plan going forward. President McKenzie asked the board members about their interest and availability to attend the June all staff meeting which is scheduled for June 3, 2016, to meet and discuss with staff regarding the operating plan going into the new fiscal year.

Trustee McMullins mentioned that she would be out of town at this time, Trustee McDonald noted that he believes this is a great idea, however he will be out of town as well. President McKenzie stated that she is available and willing to attend, Trustee Zelada-Garcia noted that she is available and willing to attend, and Trustee Tuck stated that he is not willing to attend.

Director Kittay addressed Trustee Tuck's concern and questions regarding the header on the Agenda. She noted that the tagline that was included was not a replacement to any previous mission statement or vision of the district, but an addition that the Library was using in its marketing and community outreach efforts and that it reflected the role of libraries in today's world. Staff Member Kylynn Chaney noted that she had prepared the Agenda, and that she was not instructed by Director Kittay to change the header, but had done so to create a cohesive look in accordance to other materials that administration had been using in promotion. President McKenzie clarified the context of Trustee Tuck's concerns of changing the branding of the District, which can include phrases and logos. Trustee Tuck said that changes should be made with input, and President McKenzie noted that it was the policy of the District to have any branding changes of Library materials approved by the Board, should administration/staff wish to make changes in the future.

During the Director's Report, a patron comment card was given to the Trustees. President McKenzie noted that the citizen had three minutes to address the board.

The patron noted that she has concerns over the changes that have been taking place in the main Library, including, architectural design concerns, the removal of the circulation desk, and the introduction of self-checkout, which she expressed is not convenient for all patrons.

President McKenzie thanked the patron for her comments and concerns. She noted that the district has a building committee in place and that the building committee was working with architects and designers to address preservation concerns, and that pieces of circulation desk were being used to recreate more functional pieces, and noted that the previous desk was not ADA compliant. President McKenzie also noted that although there were plans for one-point-of-

service since 2009, and she acknowledged that it's implantation was not without difficulties and that the Board was working with staff leadership to remedy the problems with circulation.

10. OLD BUSINESS

- a) APPROVAL OF PROPOSAL FOR COMMUNITY ROOM UPGRADE PROJECT (DISCUSSION / POSSIBLE ACTION)
- b) APPROVAL OF PROPOSAL FOR ERATE INFRASTRUCTURE UPGRADE PROJECT (DISCUSSION / POSSIBLE ACTION)

President McKenzie noted that the board had voted and approved the two technology projects via e-mail, but that a formal approval would be taken for the record.

Moved by McDonald, Seconded by McMullins. Approved.

- c) ALL BOARDS RETREAT (TENTATIVE DATES) (DISCUSSION / POSSIBLE ACTION)

Director Kittay noted that the Boards Retreat date that was chosen previously did not work for everyone's schedule, so a survey with new dates would be sent to all of the boards. She also noted that the District was looking into holding the retreat for only one day, at the Loma Alta Park community center, for an off-site meeting.

11. NEW BUSINESS

- a) FY16-17 BUDGET DISCUSSION IN PREPARATION FOR PRELIMINARY PROPOSED OPERATING BUDGET (DISCUSSION / POSSIBLE ACTION)

Finance Director Wallin noted that in preparation for the preliminary proposed operating budget, administration was seeking guidance from the Board on which of four scenarios would be the best route for the District into the next fiscal year. Finance Director Wallin then presented the four scenarios. President McKenzie and Trustee McMullins noted that they serve on the Budget committee, and that the recommendation was for scenario number four which is a 4% increase in wages and 2% CalPERS Contribution Increase to benefited Staff in the top tier.

Finance Director Wallin noted that the preliminary budget would be presented in May.

Moved by McMullins, Seconded by Zelada-Garcia.

- b) DISCUSSION AND CREATION OF A SUB-COMMITTEE TO ADDRESS SB415
This bill prohibits a local government, beginning January 1, 2018, from holding an election on any date other than a statewide election date if doing so in the past has resulted in turnout that is at least 25 percent below the average turnout in that jurisdiction in the last four statewide general elections, as specified. (DISCUSSION / POSSIBLE ACTION)

President McKenzie noted that the bill would allow the district to hold elections on even years. She noted that this would greatly reduce the cost of the elections for the District. She requested that two Board members volunteer to serve on a sub-committee so that the committee can research the logistics of when the district would start the even-year elections and address any issues that may arise.

Trustee Zelada-Garcia volunteered to serve on the committee as did Trustee Tuck.

- c) ABOVE AND BEYOND AWARD – 1ST QUARTER 2016 (INFORMATION)

Director Kittay presented the Above and Beyond awards for the first quarter to Mikayla Arevalo and Carlene Chiu. She noted that there was a tie between two staff members. She read statements from other staff members that they had made in their nominations and thanked both Mikayla and Carlene for their hard work.

12. CORRESPONDENCE & PRESS

- a) PRESS CLIPPINGS (INFORMATION)

13. REPORTS OF SUPPORT GROUPS

a) ALTADENA LIBRARY FOUNDATION –
NO REPORT

b) FRIENDS OF THE ALTADENA LIBRARY –

Marne Brown reported on behalf of the Friends that they were preparing for their annual book sale. She noted that they were also holding a membership drive. President McKenzie inquired about the update on the non-profit status and asked if there was anything the Board could do to provide assistance. Marne mentioned that there was nothing at this time, and that the Friends were currently working with an accountant and an attorney.

14. **REPORTS OF TRUSTEES**

Trustee Tuck asked about the water demonstration garden and President McKenzie noted that there were a couple of pieces that were to be provided by Rotary, and that the dedication of the garden was scheduled for July 9, 2016.

15. **AGENDA ITEMS FOR FUTURE AGENDAS**

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

16. **ADJOURN TO CLOSED SESSION**

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

The Board entered closed session at 6:10 p.m.

a) **DISCUSSION OF PERSONNEL MATTERS (DISCUSSION / POSSIBLE ACTION)**

b) **ANNUAL REVIEW FOR DISTRICT DIRECTOR (DISCUSSION / POSSIBLE ACTION)**

17. **ADJOURNMENT OF CLOSED SESSION**

President McKenzie noted that the closed session was adjourned at 8:10 p.m.

18. **RETURN TO REGULAR MEETING – REPORTABLE ITEMS FROM CLOSED SESSION**

Secretary Zelada-Garcia noted that the board had met with members from the Staff Association and discussed concerns of a staff morale survey. She noted that the Board would be completing a personnel investigation with a personnel sub-committee, which included Trustee McDonald and Trustee McKenzie

President McKenzie noted that the District Director's annual review would be deferred until the personnel committee's investigation was complete.

19. **ADJOURNMENT**

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

Moved by Tuck, Seconded by McMullins. Adjourned at 8:12 p.m.



STAFF REPORT

DEPARTMENT: Finance/HR

MEETING DATE: April 25, 2016

PREPARED BY: Tina Wallin, Finance/HR Director

LOCATION: Community Room

TITLE: FY16/17 Budget Discussion in Preparation for Preliminary Proposed Operating Budget

BACKGROUND:

The Altadena Library District Board of Library Trustees conducts a review of the Preliminary Proposed Operating Budget for the upcoming fiscal year in a forum that encourages frank and detailed discussions of the factors and decision-making processes that the Altadena Library staff performs during the annual process. This allows the Board of Library Trustees to advise staff of their constituents needs and desires for the future service levels and goals for the Altadena Library District during the upcoming budget cycle.

Staff is rescheduling submission of the Preliminary Proposed Operating Budget to the May board and is presenting the Board with four (4) budget scenarios. Staff is requesting the Board's guidance in determining the best scenario for the FY16/17 budget.

PROPOSED BUDGET OPTIONS:

The Finance Committee met and discussed the attached (4) budget scenarios, which are summarized below.

The major factor that contributes to operating expenses is the District's expenses for Salaries, Medical benefits, Retirement contributions, and OPEB Contributions, which makes up 70% of the operating budget. Each year the District's contribution to CalPERS increases. The additional revenues earned cover the increased cost which leaves little room for salary increases, let alone increases for library services and materials. Staff believes that in order to provide salary increases, the District needs to again consider increasing the CalPERS Contribution Policy. The Board approved a change in the Employee Contribution for the 15/16FY, increasing the employees contribution (of the 7% Employer Paid Member Contribution) from 3% to 5%. Staff is requesting the Board increase the employee's contribution from 5% to 7% for the 16/17FY budget.

1) Scenario One – No Salary Increases:

- **Revenue:**
- A conservative 3% estimate increase to property taxes revenue
- Revenue increase to County Interest
- Revenue increase to Passport Services
- Revenue decrease to Miscellaneous Income
- Revenue decrease from Reserves
- **Expenses:**
- 3% decrease to Salaries and Benefits
 - i. Due to vacant positions not being filled
 - ii. Adding a part-time Clerk I and Page position for FY16/17

- 21% decrease to Library Materials
 - i. \$100K was allocated to the Book budget from Election Reserves
- 38% decrease to Library Programs
 - i. In 15/16 a YA grant was received which increased the budget
- 10% decrease to Operating Expenses
 - i. Reduced Memberships, Recruitment/Gifts/Memorials, Mileage/Parking Reimbursements, Operating Supplies, Operating Software
- 59% increase to Professional & Technical
 - i. Increased Legal Fees, Tech Consulting, Consultants-Other, Telecommunications, Technology & Maintenance Fees
- 5% increase to Facilities, Grounds & Maintenance
 - i. Increased to Landscape
- 19% decrease to Facilities, Grounds & Maintenance
 - i. Fewer Capital projects for FY16/17
- No Change to Miscellaneous Expenses

2) **Scenario Two – 2% Salary Increase:**

- **Revenue:** Same as Scenario One
- **Expenses:**
 - i. 1.5% reduction in Salaries and Benefits
 - ii. 2% Salary Increase to All Staff
 - iii. 2% CalPERS Contribution Increase to benefited Staff (this reduces the Districts contribution to 0%)
 - iv. All Other expenses categories are the same as Scenario One

3) **Scenario Three – 3% Salary Increase:**

- **Revenue:** Same as Scenario One
- **Expenses:**
 - i. .81% reduction in Salaries and Benefits
 - ii. 3% Salary Increase to All Staff
 - iii. 2% CalPERS Contribution Increase to benefited Staff (this reduces the Districts contribution to 0%)
 - iv. All Other expenses categories are the same as Scenario One

4) **Scenario Four – 4% Salary Increase:**

- **Revenue:** Same as Scenario One
- **Expenses:**
 - i. No change in Salaries and Benefits
 - ii. 4% Salary Increase to All Staff
 - iii. 2% CalPERS Contribution Increase to benefited Staff (this reduces the Districts contribution to 0%)
 - iv. All Other expenses categories are the same as Scenario One

RECOMMENDATION

Staff recommends that the Board review the scenarios and provide staff with direction regarding which scenario(s) to present with the Proposed Operating Budget, Fiscal Year 2016/17 at the May 23, 2016 Board of Library Trustees regular meeting.