



**ALTADENA LIBRARY DISTRICT  
SALARY SCHEDULE  
EFFECTIVE JULY 2010**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 5.5
Senior Librarian	25.20	26.46	27.77	29.16	30.61	31.38
Month	4,368.80	4,586.19	4,814.26	5,054.71	5,305.77	5,438.37
Annual	52,425.58	55,034.30	57,771.17	60,656.54	63,669.22	65,260.42
Librarian II	23.39	24.55	25.78	27.06	28.41	29.11
Month	4,054.38	4,255.58	4,467.74	4,690.50	4,923.88	5,045.87
Annual	48,652.53	51,066.91	53,612.83	56,286.05	59,086.56	60,550.46
Network Info. Specialist	24.32	25.54	26.82	28.15	29.56	30.29
Month	4,216.18	4,427.64	4,648.28	4,879.96	5,124.51	5,250.96
Annual	50,594.22	53,131.65	55,779.41	58,559.55	61,494.15	63,011.52
Librarian I	21.75	22.83	23.96	25.15	26.41	27.06
Month	3,769.38	3,956.93	4,153.67	4,359.89	4,577.35	4,690.50
Annual	45,232.51	47,483.11	49,844.02	52,318.66	54,928.22	56,286.05
Library Associate II	20.70	21.73	22.81	23.94	25.13	25.76
Month	3,587.27	3,765.84	3,953.25	4,149.50	4,356.35	4,464.20
Annual	43,047.26	45,190.08	47,438.98	49,793.95	52,276.22	53,570.40
Executive Secretary Admin	20.70	21.73	22.81	23.94	25.13	25.76
Month	3,587.27	3,765.84	3,953.25	4,149.50	4,356.35	4,464.20
Annual	43,047.26	45,190.08	47,438.98	49,793.95	52,276.22	53,570.40
Library Associate	18.30	19.21	20.17	21.17	22.22	22.77
Month	3,171.79	3,329.14	3,495.34	3,668.60	3,850.70	3,946.18
Annual	38,061.50	39,949.73	41,944.03	44,023.20	46,208.45	47,354.11
Library Tech II	17.42	18.29	19.21	20.45	21.18	21.75
Month	3,019.18	3,169.95	3,329.92	3,544.84	3,671.92	3,769.38
Annual	36,230.14	38,039.44	39,959.06	42,538.08	44,063.09	45,232.51
Building Serviceman	17.43	18.30	19.21	20.17	21.17	21.69
Month	3,021.51	3,171.79	3,329.14	3,495.34	3,668.60	3,758.77
Annual	36,258.14	38,061.50	39,949.73	41,944.03	44,023.20	45,105.22
Library Tech I	16.18	16.98	17.83	18.72	19.66	20.19
Month	2,804.05	2,943.79	3,090.89	3,245.34	3,407.15	3,499.08
Annual	33,648.58	35,325.49	37,090.66	38,944.09	40,885.78	41,989.01
Library Clerk II / Monitor	15.04	15.78	16.58	17.40	18.27	18.72
Month	2,607.30	2,736.02	2,873.00	3,016.21	3,166.49	3,244.28
Annual	31,287.66	32,832.18	34,476.00	36,194.50	37,997.86	38,931.36
Custodian/Gardener	15.04	15.78	16.58	17.40	18.27	18.72
Library Clerk I	12.67	13.30	13.98	14.68	15.42	15.81
Page	8.57	9.01	9.46	9.94	10.45	10.71
District Director	46.65	48.72	50.91	53.20	55.61	56.87
Month	8,086.69	8,445.24	8,824.02	9,221.18	9,638.57	9,857.38
Annual	97,040.29	101,342.89	105,888.21	110,654.17	115,662.84	118,288.54
Finance/HR Director	34.26	35.72	37.26	38.85	40.54	41.43
Month	5,939.07	6,190.97	6,457.58	6,733.39	7,027.59	7,182.04
Annual	71,268.79	74,291.64	77,491.02	80,800.71	84,331.05	86,184.48
Principal Librarian	32.78	34.42	36.14	37.96	39.85	40.84
Month	5,681.64	5,966.65	6,264.52	6,578.94	6,908.07	7,079.07
Annual	68,179.74	71,599.76	75,174.23	78,947.28	82,896.85	84,948.86

**ALTADENA LIBRARY DISTRICT  
SALARY SCHEDULE  
EFFECTIVE JULY 2013 - 1.5% Board Approved Increase**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 5.5
Senior Librarian	25.58	26.86	28.19	29.60	31.07	31.85
Month	4,433.52	4,655.20	4,885.67	5,130.22	5,385.32	5,520.79
Annual	53,202.24	55,862.35	58,628.02	61,562.59	64,623.83	66,249.46
Librarian II	23.74	24.92	26.17	27.47	28.84	29.55
Month	4,115.08	4,319.16	4,535.56	4,760.76	4,998.27	5,121.42
Annual	49,380.97	51,829.96	54,426.74	57,129.07	59,979.19	61,457.03
Network Info. Specialist	24.68	25.92	27.22	28.57	30.00	30.74
Month	4,278.70	4,493.34	4,718.53	4,952.52	5,200.59	5,329.02
Annual	51,344.38	53,920.05	56,622.38	59,430.28	62,407.07	63,948.25
Librarian I	22.08	23.17	24.32	25.53	26.81	27.47
Month	3,826.55	4,016.56	4,215.36	4,424.72	4,646.40	4,760.76
Annual	45,918.60	48,198.70	50,584.35	53,096.68	55,756.79	57,129.07
Library Associate II	21.01	22.06	23.15	24.30	25.51	26.15
Month	3,641.82	3,823.03	4,013.04	4,211.84	4,421.20	4,532.04
Annual	43,701.84	45,876.38	48,156.47	50,542.13	53,054.46	54,384.51
Executive Secretary Admin	21.01	22.06	23.15	24.30	25.51	26.15
Month	3,641.82	3,823.03	4,013.04	4,211.84	4,421.20	4,532.04
Annual	43,701.84	45,876.38	48,156.47	50,542.13	53,054.46	54,384.51
Library Associate	18.57	19.50	20.47	21.49	22.55	23.11
Month	3,219.58	3,379.68	3,548.58	3,724.51	3,909.24	4,006.00
Annual	38,634.96	40,556.15	42,582.90	44,694.10	46,910.86	48,072.02
Library Tech II	17.69	18.57	19.50	20.47	21.49	22.02
Month	3,066.27	3,218.80	3,379.68	3,548.13	3,724.93	3,816.80
Annual	36,795.20	38,625.60	40,556.15	42,577.60	44,699.20	45,801.60
Building Serviceman	17.69	18.57	19.50	20.47	21.49	22.02
Month	3,066.52	3,219.58	3,379.68	3,548.58	3,724.51	3,815.99
Annual	36,798.22	38,634.96	40,556.15	42,582.90	44,694.10	45,791.93
Library Tech I	16.42	17.23	18.10	19.00	19.95	20.49
Month	2,846.60	2,987.35	3,136.89	3,293.47	3,458.85	3,552.09
Annual	34,159.22	35,848.18	37,642.70	39,521.66	41,506.19	42,625.13
Library Clerk II / Monitor	15.27	16.02	16.83	17.66	18.54	19.00
Month	2,646.04	2,776.23	2,916.97	3,061.24	3,214.30	3,293.47
Annual	31,752.45	33,314.74	35,003.70	36,734.88	38,571.62	39,521.66
Custodian/Gardener	15.27	16.02	16.83	17.66	18.55	19.00
Library Clerk I	12.86	13.50	14.19	14.90	15.65	16.05
Page	8.70	9.15	9.60	10.09	10.61	10.87
District Director	47.35	49.45	51.67	54.00	56.44	57.72
Month	8,207.29	8,571.47	8,956.77	9,359.65	9,783.65	10,005.33
Annual	98,487.48	102,857.66	107,481.19	112,315.84	117,403.83	120,063.94
Finance Director	34.77	36.26	37.82	39.43	41.15	42.05
Month	6,027.48	6,284.34	6,555.28	6,835.01	7,132.34	7,288.92
Annual	72,329.71	75,412.06	78,663.31	82,020.12	85,588.05	87,467.02
Principal Librarian	33.27	34.94	36.68	38.53	40.45	41.45
Month	5,767.09	6,055.63	6,358.23	6,678.43	7,010.94	7,185.12
Annual	69,205.14	72,667.50	76,298.77	80,141.15	84,131.32	86,221.41

**ALTADENA LIBRARY DISTRICT  
SALARY SCHEDULE  
FY14-15  
Board Approved .545% Increase**

	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
Custodian/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	8.75	9.20	9.65	10.14	10.67	10.93
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

**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
<b>District Director</b>	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
<b>Finance/HR Director</b>	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
<b>Public Services Director</b>	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
<b>Senior Librarian</b>	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
<b>Librarian II</b>	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
<b>Network Info. Specialist</b>	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
<b>Librarian I</b>	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
<b>Administrative Executive</b>	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
<b>Library Associate</b>	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
<b>Building Serviceman</b>	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
<b>Library Clerk II / Monitor</b>	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
<b>Custodian/Gardener</b>	15.35	16.11	16.92	17.76	18.65	19.10
<b>Library Clerk I</b>	12.93	13.57	14.27	14.98	15.74	16.14
<b>Page</b>	9.00	9.46	9.92	10.42	10.96	11.23

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

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 5.5
<b>District Director</b>	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
<b>Finance / HR Director</b>	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
<b>Public Services Director</b>	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
<b>Senior Librarian</b>	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
<b>Network Info. Specialist</b>	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
<b>Librarian II</b>	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
<b>Librarian I</b>	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
<b>Administrative Executive</b>	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
<b>Library Associate</b>	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
<b>Building Serviceman</b>	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
<b>Library Clerk II / Monitor</b>	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
<b>Custodian/Gardener</b>	15.96	16.75	17.60	18.47	19.40	19.86
<b>Library Clerk I</b>	13.45	14.11	14.84	15.58	16.37	16.79
<b>Library Page</b>	9.36	9.84	10.32	10.84	11.40	11.68

**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
<b>District Director</b>	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
<b>Finance / HR Director</b>	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
<b>Public Services Director</b>	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
<b>IT Manager</b>	38.22	38.79	39.38	39.97	40.6	41.05
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
<b>Senior Librarian</b>	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
<b>Librarian II</b>	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
<b>Librarian I</b>	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
<b>Administrative Executive</b>	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
<b>Library Associate</b>	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
<b>Building Serviceman</b>	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
<b>Library Clerk II / Monitor</b>	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
<b>Custodian/Gardener</b>	15.96	16.75	17.60	18.47	19.40	19.86
<b>Library Clerk I</b>	13.45	14.11	14.84	15.58	16.37	16.79
<b>Library Page</b>	10.00	10.51	11.02	11.58	12.18	12.48

**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
<b>District Director</b>	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
<b>Finance / HR Director</b>	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
<b>Public Services Director</b>	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
<b>IT Manager</b>	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
<b>Senior Librarian</b>	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
<b>Librarian II</b>	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
<b>Librarian I</b>	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
<b>Administrative Assistant</b>	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
<b>Library Associate</b>	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
<b>Building Serviceman</b>	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
<b>Library Clerk II / Monitor</b>	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
<b>Custodian/Gardener</b>	16.60	17.42	18.30	19.21	20.18	20.65
<b>Library Clerk I</b>	13.99	14.67	15.43	16.20	17.02	17.46
<b>Library Page</b>	10.40	10.93	11.46	12.04	12.67	12.98



**ALTADENA LIBRARY DISTRICT  
SALARY SCHEDULE  
FY16-17  
Effective 1/1/2017**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 5.5
<b>District Director</b>	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
<b>Finance / HR Director</b>	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
<b>Public Services Director</b>	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
<b>IT Manager</b>	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
<b>Senior Librarian</b>	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
<b>Librarian II</b>	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
<b>Librarian I</b>	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
<b>Administrative Assistant</b>	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
<b>Library Associate</b>	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
<b>Building Serviceman</b>	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
<b>Library Clerk II / Monitor</b>	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
<b>Custodian/Gardener</b>	16.60	17.42	18.30	19.21	20.18	20.65
<b>Library Clerk I</b>	13.99	14.67	15.43	16.20	17.02	17.46
<b>Library Page</b>	10.50	10.93	11.46	12.04	12.67	12.98



ALTADENA LIBRARY DISTRICT  
 SALARY SCHEDULE FY 17-18  
 4% OVERALL INCREASE  
 (2.71% COLA + 1.29% MERIT)  
 EFFECTIVE JULY 1, 2017

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 5.5
<b>District Director</b>	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
<b>Finance / HR Director</b>	39.33	41.01	42.78	44.59	46.53	47.56
Monthly	6,816.68	7,109.14	7,414.73	7,729.69	8,065.28	8,243.38
Annual	81,800.11	85,309.69	88,976.74	92,756.29	96,783.30	98,920.54
<b>Public Services Director</b>	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
<b>IT Manager</b>	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
<b>Senior Librarian</b>	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
<b>Librarian II</b>	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
<b>Librarian I</b>	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
<b>Administrative Assistant</b>	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
<b>Library Associate</b>	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
<b>Building Serviceman</b>	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
<b>Library Clerk II / Monitor</b>	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
<b>Custodian/Gardener</b>	17.26	18.12	19.04	19.98	20.98	21.48
<b>Library Clerk I</b>	14.55	15.26	16.05	16.85	17.71	18.16
<b>Library Page</b>	10.92	11.37	11.92	12.52	13.17	13.50

## Required and Recommended Trainings

- 1) Trustees are required by law to complete AB1234 Ethics training every two years. This can usually be completed for free online, through the California Special Districts Association.

The California Special Districts Association provides legislative advocacy, education and member services for all special districts. More information can be found at [www.csda.net](http://www.csda.net)

- 2) Trustees will be required to attend a Library Board Effectiveness Training workshop. The workshop will take place on a mutually convenient Saturday and will be approximately a ½ day. Administration will work with the Trustees to develop the agenda and procure the trainer.

The Library Board Effectiveness Training will be held through a partnership with CPLA, the California Public Library Advocates, whose mission is “Strengthening California Libraries Through Advocacy and Education”. More information can be found at [www.cpladvocates.org](http://www.cpladvocates.org)

- 3) Trustees will be required to attend a yearly Boards Retreat including members of the Library Foundation and Friends. This annual training will take place on a date that can accommodate the most attendees. Administration will work with all three groups to develop the agenda and procure all needed assistance and materials including a location, food and a speaker/trainer. The length of the Retreat will be based upon the agreed upon Agenda.

Administration recommends the following Webinars provided by the California Special District Association which include:

- Understanding Board Member and District Liability
- What Every Board Member Should Know
- Brown Act- Principles, Traps and Violations

Administration will notify the Trustees of additional trainings, conferences, and opportunities as they become available.

# Urban Libraries Council

## LEADERSHIP BRIEF

### FIVE LEADERSHIP ROLES FOR LIBRARY TRUSTEES

**About this Leadership Brief** Library boards of trustees carry out governing, policy, and planning activities to guide public libraries in communities throughout the country. In these turbulent times—when libraries face shrinking resources, demands for new technology services, and changing community expectations—trustees are much more than members of a traditional governing body. They are strategic leaders who serve as visionaries, community connectors, fundraisers, public voices, ambassadors, and persistent champions.

While library services are sometimes considered discretionary when it comes to allocating limited public funds, today's library is an essential community resource that strengthens economic vitality, improves literacy, supports workforce development, and bridges the digital divide. As community leaders who understand the dimensions of modern library services, trustees can be the voice that shifts the library's position among decision makers and funders from discretionary to *essential*.

This Leadership Brief describes the five critical roles elected and appointed trustees play in shaping the 21st-century library. These roles emphasize how trustees help define the public library's place in the community, ensure that the library stays connected to community needs and interests, and generate support for the library's long-term future.

**The 21st-century Library Trustee** Trustees come to their volunteer community roles with a range of experiences and backgrounds. The decision to become involved with the library might be rooted in a long-time connection as a library user or might be an outgrowth of involvement in other community agendas. But the bottom line is a desire to ensure the long-term vitality of the public library in the community.

Library boards have fundamental governing responsibilities, usually established by local code or state law, which are intended to ensure that the library operates from a solid and trusted governance base.

#### TRUSTEE GOVERNING ROLES

- Hire and evaluate the library director
- Monitor and evaluate the overall effectiveness of the library
- Set library policies
- Review and adopt the annual budget
- Develop long-term library plans
- Advocate for the library
- Communicate regularly with the library director
- Conduct the affairs of the board at regularly scheduled meetings

Just as the 21st-century library is broadening its impact, expanding its reach and deepening its community connections, library trustees must follow suit, both as a collective governing body and as individuals with community influence. Often it is the trustees' work outside the library—the spontaneous connections in non-library settings, the passionate commitment to the library every day, the visible support for the library and its director, the willingness to

talk about the library regularly—that offers the greatest value and the most promising results.

In addition to the traditional governing responsibilities, five leadership roles that trustees carry out to support the 21st-century public library are

- 1 **Visionary**—crafting and supporting implementation of a long-term vision to strategically position the library throughout the community,
- 2 **Connector**—expanding the library's circle of influence in the community by building relationships and creating productive partnerships,
- 3 **Fundraiser**—advocating for the library's budget with financial decision makers and acting as a force for fundraising,
- 4 **Voice**—being a visible, consistent, reliable, determined, and loud voice for the library in the community,
- 5 **Team Player**—working together to strengthen the influence of the library board and ensure representative participation when board vacancies occur

### Library Trustee as Visionary

Working closely with the library director, trustees help craft and support implementation of a long-term vision that will strategically position the library throughout the community. A range of social, economic, environmental, and technological trends have influenced the services, direction, and vision for public libraries. A library's ability to anticipate and respond quickly to emerging trends will strengthen its position in the community and build sustained support.

Trustees help shape and implement the library's strategic vision by

- being familiar with and committed to long-term plans and strategies,
- paying attention to and sharing local trends with the board and staff to assess their potential impact on library services,
- supporting creative and visionary action plans recommended by the library director,
- listening to the community to connect emerging interests and needs with library services,
- talking about the library vision and strategic plan whenever and wherever possible to increase public awareness of the library's capacities, services, and long-term role as an essential—*not discretionary*—community asset,
- encouraging and supporting attention to both visionary planning and efficient day-to-day operations to ensure that the trustees and the library staff collectively keep an eye on the future

### TRUSTEE STRATEGIC ROLES

- Strategically positioning the library in the community
- Expanding the library's circle of influence in the community
- Advocating for the library's budget and acting as a force for fundraising
- Being a visible, consistent, reliable, determined, and loud voice for the library
- Working together to strengthen the influence of the library board

### Library Trustee as Connector

Trustees help expand the library's circle of involvement and influence by serving as a bridge between the library and the community. Their broad knowledge of library services and capacities, combined with their deep professional and community connections, can bring new library users, supporters, and champions to the fold. Even more important, these connections will open doors and help the library director get to the tables where important community decisions are made.

Many community and government leaders have acknowledged that they did not recognize the library's potential to support major community initiatives until someone offered it as a resource. From supporting early literacy efforts to providing services to seniors—and everything in between—public libraries build their services and create their program agendas around the needs of the community.

Trustees help broaden the library's circle of influence by

- raising awareness of library services, capacities, plans, and place in the community,
- recognizing and promoting the public library as a resource that has expertise and capacity far beyond lending books,

- attending public meetings such as the city or county council to network with decision makers and learn about public priorities,
- recommending library leaders for positions on non-profit and government boards and commissions,
- creating partnerships with organizations that do not typically work with the library,
- identifying people who have community influence and who may be interested in library service and connections

Positioning the library in the community is a constant challenge. When services were more traditional and competition more limited, the library's role in the community was simpler, clearer, and narrower. With library agendas and capacities that support larger community goals in education, public safety, economic development, the environment, and more, creating the connections that maximize potential and increase the library's value proposition requires systematic and strategic outreach.

Examples of community connections that help broaden the library's circle of influence include

- local elected officials—mayors, city council members, county executives, and county commissioners,
- school district leaders—superintendents of schools and boards of education chairs,
- key players in economic development;
- groups involved in workforce development/job services,
- health care providers,
- major regional employers,
- local media and communication experts to support library marketing efforts,
- philanthropic leaders,
- key business leaders such as bankers, financial and investment planners, and retail owners.

To be effective in this outreach role, library trustees need resources that support their work—practical information sheets that highlight what makes today's library different, easy-to-remember messages that summarize the library's desired role in the community, talking points that highlight current priorities and challenges, and business cards that identify the individual's connection to the library and highlight library strategies. While seasoned library trustees are generally well-versed in themes and messages, staff can facilitate their effectiveness in diverse settings by providing simple tools and resources.

#### CHARACTERISTICS OF LIBRARY TRUSTEES

- Connected
- Committed
- Supportive
- Apolitical
- Passionate
- Willing to show up
- Dedicated
- Open-minded
- Curious
- Interested in community issues
- Visible

#### Library Trustee as Fundraiser

During tough economic times, the trustee role as financial advocate becomes paramount. Regardless of the library's financial structure or sources of funding, trustees must be financial champions who can articulate the library's value proposition clearly and confidently. With public budgets tighter than ever, private funding secured through library foundations is becoming essential to sustain library operations.

The network of supporters and community connections that trustees help build provides the foundation for

fundraising. Keys to success as a library financial champion include

- understanding and being able to explain the library's financial structure, including sources of income and the status of those sources,
- being able to articulate the library's value to the community,
- knowing what the current financial needs are,
- developing a clear outreach strategy that identifies the best contacts based on their financial capacity and their connection to the library,
- having a specific, well-defined, and well-supported "ask" for each potential funder.

It is important to separate the relationship building and fundraising processes so that it doesn't appear that all relationships center around seeking financial support. The first contact should not be an "ask" for a donation. However, successful relationship-building processes that bring key stakeholders closer to the library will contribute to successful fundraising efforts.

#### Library Trustee as Voice

In an increasingly noisy and competitive market, the library voice must be louder. And library trustees can and should play a major role in that work by finding, defining, and exercising their individual and collective voices on behalf of the public library.

Trustees help raise the library's profile by being a visible, consistent, reliable, determined, and amplified voice for the library in the community. The broad role libraries play in the community and the remarkable range of services provided are becoming better known. However, some library directors admit that marketing, branding and telling the library story can be difficult, therefore it is essential to have strong trustee voices to share the powerful story of the library.

Some trustees have acknowledged that their role and the work they do is often not visible outside the library. In an effort to meet this challenge, the library can include goals in its strategic plan in which the board's impact can be broadened, their profile raised, and their voice defined.

Specific ways trustees can use their voice include

- talking about the library often and in diverse settings—rather than just in library-related meetings,
- supporting library marketing and branding, including allocating budget funds to marketing and participating personally in marketing work,
- identifying specific library services or capacities that will resonate with particular constituencies and connections and sharing that information,
- wearing a library hat at all times, not just when doing library business,
- being identified throughout the community as someone who is connected to, knowledgeable about, and dedicated to supporting the public library.

#### Library Trustee as Team Player

Trustees are both individuals with a commitment to the library's success and members of a governing board. It is important to give equal attention to both roles. As members of a governing board, trustees work together—in partnership with the library staff—to ensure effective operations, monitor finances, assess user input, and develop a shared vision for the library's future. As individuals, trustees leverage their personal and professional interests and connections to raise the library's profile in the community and support the shared library vision.

**Continued on page 4**

### Library Trustee as Team Player (continued)

Connecting the group and individual roles will increase the board's influence and credibility. For example, systematically cataloguing individual connections, developing coordinated outreach plans, sharing successful outreach and fundraising techniques, and monitoring results will broaden the impact of efforts to increase the library's circle of influence.

Because of the importance of the trustee's external role, ensuring that the board represents all sectors of the community will increase its credibility and influence. And board members can play an important role in identifying people to fill vacancies on the board to provide the best balance.

Trustees carry out their team member roles by

- participating in all board activities,
- communicating openly to build strong relationships with other board members and library staff,
- supporting team-building efforts to increase board effectiveness,
- participating enthusiastically in training and professional development opportunities designed to enhance trustee effectiveness,
- speaking and presenting regularly on behalf of the board as a collective community resource,
- working in partnership with other trustees on outreach and fundraising when multiple contacts will increase the likelihood of success,
- identifying with the board as a team.

#### SERVING THE LIBRARY WELL


- Know the library
- Bring new people to the table
- Be there
- Open doors

### Strengthening the 21st-century Library

Trustees are essential to long-term library success. Their ability to connect with the community, work closely with the staff, and help raise funds to provide financial stability all contribute to stronger, more successful public libraries.

As with any volunteer commitment, serving on a library board of trustees is time consuming, demanding, and seemingly thankless. But the thanks comes from seeing the increasingly vital role that libraries play in communities

throughout North America. From the smile on a child's face when he or she first discovers the magic of the public library, to the intense focus of job seekers using public library Internet access to submit applications, to the relief of new immigrants who rely on the library to guide them in a strange new home, supporting successful public libraries provides incredible rewards.

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**Special Thanks** The Urban Libraries Council thanks the members of its board, the library board members, library directors and the public libraries from across the United States and Canada as well as our generous sponsor and corporate partner, Brodart, for creating the foundation for this Leadership Brief in Washington, DC, in June 2010.



Cleveland Public Library (OH)  
New Haven Public Library (CT)  
San Antonio Public Library (TX)  
Santa Clara County Library (CA)  
Detroit Public Library (MI)

Johnson County Library (KS)  
Carnegie Library Of Pittsburgh (PA)  
Cuyahoga County Library (OH)  
New York Public Library (NY)  
Toronto Public Library (ON)

East Baton Rouge Parish Library (LA)  
Chattahoochee Valley Libraries (GA)  
Ottawa Public Library (ON)  
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**About ULC** The Urban Libraries Council (ULC) has worked to strengthen public libraries as an essential part of urban life since 1971. As a member organization of North America's leading public library systems, ULC serves as a forum for research widely recognized and used by public and private sector leaders. Its members are thought leaders dedicated to leadership, innovation and the continuous transformation of libraries to meet community needs. As ULC celebrates its forty year anniversary, its work focuses on assisting public libraries to identify and utilize skills and strategies that match the challenges of the 21st Century.

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Adalila Zelada-Garcia  
**ELECTION OF OFFICERS**  
BALLOT - November 27, 2017

**PRESIDENT:**

- Bershatsky
- McMullins
- McDonald
- Zelada-Garcia
- Zambrano

Adalila Zelada-Garcia  
**ELECTION OF OFFICERS**  
BALLOT - November 27, 2017

**SECRETARY:**

- Bershatsky
- McMullins
- McDonald
- Zelada-Garcia
- Zambrano

Armando Zambrano  
**ELECTION OF OFFICERS**  
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Armando Zambrano  
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BALLOT - November 27, 2017

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- McMullins
- McDonald
- Zelada-Garcia
- Zambrano

John McDonald  
**ELECTION OF OFFICERS**  
BALLOT - November 27, 2017

**PRESIDENT:**

- Bershatsky
- McMullins
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John McDonald  
**ELECTION OF OFFICERS**  
BALLOT - November 27, 2017

**SECRETARY:**

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- McMullins
- McDonald
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- Zambrano



Gwendolyn McMullins  
**ELECTION OF OFFICERS**  
BALLOT - November 27, 2017

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- McMullins
- McDonald
- Zelada-Garcia
- Zambrano

Gwendolyn McMullins  
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BALLOT - November 27, 2017

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- Zelada-Garcia
- Zambrano

Ira Bershatsky  
**ELECTION OF OFFICERS**  
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**ELECTION OF OFFICERS**  
BALLOT - November 27, 2017

**SECRETARY:**

- Bershatsky
- McMullins
- McDonald
- Zelada-Garcia
- Zambrano



## Board of Library Trustees

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

**Location:** Altadena Library District Barbara J. Pearson Community Room

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

Agendas are posted 72 hours prior to the meetings.

### Meeting Dates for 2018

**January 22, 2018**

**February 26, 2018**

**March 26, 2018**

**April 23, 2018**

**May 28, 2018**

**June 25, 2018**

**July 23, 2018**

**August 27, 2018**

**September 24, 2018**

**October 22, 2018**

**November 26, 2018**

**No Meeting in December**



## HOLIDAYS AND CLOSURES FOR 2018

New Year's Day	Monday	January 1
Martin Luther King Jr. Day	Monday	January 15
Presidents' Day	Monday	February 19
Memorial Day	Monday	May 28
Independence Day	Wednesday	July 4
Labor Day	Monday	September 3
Columbus/Indigenous Peoples Day (Professional Development Day)	Monday	October 8
Veterans Day	Monday	November 12
Thanksgiving Day	Thursday	November 22
Day After Thanksgiving	Friday	November 23
Christmas Eve Holiday	Monday	December 24
Christmas Day Holiday	Tuesday	December 25
Flexible Holiday	Wednesday	December 26

### Early Closure

Thanksgiving Eve	Wednesday 5pm	November 21
Christmas Tree Lane Lighting	Saturday 4pm	December 8
New Years Eve	Monday 5 pm	December 31

\* Personnel Policies and Rules, Section 9.1.1



**BOARD OF LIBRARY TRUSTEES  
STAFF REPORT**

**DEPARTMENT: Finance**

**MEETING DATE: November 27, 2017**

**PREPARED BY: Nicole Fabry**

**LOCATION: Community Room**

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**TITLE:** Review of California Minimum Wage Increase, effective January 1, 2018 and updated Altadena Library District Salary Schedule, FY 17-18.

**BACKGROUND:**

Effective January 1, 2018 the minimum wage in California will increase to \$11.00 per hour, from \$10.50 per hour.

Based on this new rate, the District is required to increase the wage rate for the Step 1 Page classification.

To meet the State minimum wage increase, the Step 1 rate will increase to \$11.00 per hour.

Attached is the Revised Salary Schedule for FY 17-18, which includes the Minimum Wage Increase Requirement.

**FISCAL IMPACT**

The District currently has (1) employee who falls under the Step 1 Page classification. The employee's rate of pay will be increased on January 1, 2018. The impact to the Salaries budget is approximately \$390.

**RECOMMENDATION**

Staff recommends that the Board review and file the attached "Altadena Library District Salary Schedule FY 17-18, Increase to California Minimum Wage, effective January 1, 2018".

**Altadena Library District**  
**Salary Schedule FY 17-18**  
**Increase to California Minimum Wage**  
**Effective January 1, 2018**

	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 5.5</b>
<b>District Director</b>	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
<b>Finance / HR Director</b>	39.33	41.01	42.78	44.59	46.53	47.56
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
<b>IT Manager</b>	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
<b>Senior Librarian</b>	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
<b>Librarian II</b>	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
<b>Librarian I / Marketing &amp; Communications Coordinator</b>	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
<b>Administrative Assistant / Staff Accountant</b>	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
<b>Library Associate</b>	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
<b>Building Serviceman</b>	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
<b>Library Clerk II / Monitor</b>	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
<b>Custodian / Gardener</b>	17.26	18.12	19.04	19.98	20.98	21.48
<b>Library Clerk I</b>	14.55	15.26	16.05	16.85	17.71	18.16
<b>Library Page</b>	11.00	11.37	11.92	12.52	13.17	13.50

BOARD OF LIBRARY TRUSTEES  
STAFF REPORT

DEPARTMENT: Administration      MEETING DATE: November 27, 2017  
PREPARED BY: Mindy Kittay      LOCATION: Community Room

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TITLE: Director Review of Bylaws and Recommendations

Attached please find a marked copy of the most current Board of Trustee Bylaws.

ITEMS NOTED FOR CHANGE:

- A. Election of Board Members: needs to be updated to even years.
- B. 1. Election of Officers: needs updating as there is currently no meeting of the Trustees in December.
- E. 3. Metropolitan Cooperative Library System Advisory Board: I don't believe this exists anymore.
- F.1. District Director: Refers to Principal Library. The District no longer has that position. I also think this paragraph is too restrictive and that the language should be changed to allow for a variety of options.
- F. 3. Board Requests of Staff: This should be an expanded section regarding Contractors and Vendors of the District and should provide director to the Board regarding communication with such.
- F.4. Membership Dues: I believe CALTAC does not exist or it may have been replaced by California Public Library Advocates. Dues should also be paid for the American Library Association that supports Board of Trustees.
- G.1. Regular Meetings: Needs to be updated to note the exception of December.
- H.3. Minutes: Needs to be updated to note that minutes, agendas and board packages are on the Library Website.
- H.9.a. This should be updated to note that this is a request but not a requirement.
- J. I don't believe this section should be a part of the Bylaws.
- P.3. Reimbursement: Further research needs to be done to determine if there have been updates to Administrative Policy 2601 and this could be streamlined for the Bylaws document or referred to as it is now as an Appendix Document. Appendix B cannot be shared as part of the Bylaws because it is a legally privileged communication from the Attorney to the District.

ADDITIONAL ITEMS THAT NEED LEGAL REVIEW OR ADDED OR DELETED:

- 1. Email guidelines and other communications between Board Members.
- 2. The role of the Board President in voting should there be a tie.
- 3. The whole section on Agendas (H.1.), needs to be reworked. It is contradictory.
- 4. The District needs legal advice on a policy regarding filming, photography, etc. on the Libraries' property. We do have a Video Surveillance Policy but I don't believe that is adequate for this particular item.
- 5. There is no direction or mention of Conflict of Interest based on employment by or ownership of a Company that is a Vendor of the District by a Trustee.

#### SUGGESTIONS:

On March 2 of this year, the California Supreme Court decided that communications through e-mails and text messages sent on personal devices, if related to the conduct of public business, are subject to the California Public Records Act and may be public records subject to disclosure. Based upon this, I am suggesting that the Board add a policy to their Bylaws that prohibits Board Members from using their personal email addresses for District related business.

I believe that there should be a discussion and review regarding required training for all Trustees on a regular basis regarding the Brown Act and the role of the Board of Trustees and the role of the Director as part of the Bylaws. By making this a requirement it would take the pressure to enforce necessary education and training off of the President and the Director and could save the District embarrassment and possible legal complications.

#### RECOMMENDATION:

It is the recommendation is that the Bylaws be reviewed and updated by legal counsel familiar with the Brown Act and Special Districts.



# ALTADENA LIBRARY DISTRICT

## BOARD OF TRUSTEES

### BYLAWS

#### TABLE OF CONTENTS

- A. ELECTION OF BOARD MEMBERS
  - 1. Official Tabulations of Votes
  - 2. Vacancy on the Board of Trustees
  - 3. Candidate Statements for District Elections
  - 4. Seating of New Trustees
- B. OFFICERS
  - 1. Election of Officers
  - 2. Vacancies
  - 3. Officers
  - 4. Duties of Officers
- C. BOARD COMMITTEES
  - 1. Standing Committees
  - 2. Special Committees
  - 3. Reporting of Committees
- D. BOARD LIAISONS
  - 1. Government Relations Liaison
- E. BOARD REPRESENTATIVES
  - 1. Friends of the Altadena Library
  - 2. Board Appointments
  - 3. Metropolitan Cooperative Library System Advisory Board
- F. BOARD RESPONSIBILITIES AND GUIDELINES
  - 1. District Director
  - 2. Administration Leeway in Absence of Board Policy
  - 3. Board Requests of Staff
  - 4. Expense Reimbursement Policy
- G. BOARD MEETING POLICIES
  - 1. Regular Meetings (Incorporated as Amendment by Board of Trustees 2/25/08)
  - 2. Special Meetings
  - 3. Closed Sessions
  - 4. Quorum
  - 5. Teleconference (Incorporated as Amendment by Board of Trustees 11/17/06)





# ALTADENA LIBRARY DISTRICT

## BOARD OF TRUSTEES BYLAWS

### TABLE OF CONTENTS continued

#### H. PRESENTING MATTERS TO THE BOARD

1. Agendas
2. Order of Business
3. Minutes
4. Agenda Items from the Public
5. Adequate Information to Precede Action
6. Trustee Suggestions
7. Official Reports
8. Conduct of Business
9. Guidelines for Addressing the Board of Trustees by Members of the Public
10. Agenda Attachments

#### I. CORRESPONDENCE

#### J. AWARDS AND HONORS POLICY

1. Staff Recognition Policy
2. District Volunteers
3. Board Procedures for Implementing Recognition of Persons Distinguishing Themselves

#### K. COMMUNICATIONS

1. Media Policy

#### L. PROHIBITIONS

#### M. EMERGENCIES

#### N. CONFLICTS

#### O. AMENDMENTS TO BYLAWS

#### P. ETHICS TRAINING

#### Q. Appendices

- Appendix A Administrative Policy 2601 – District Reimbursement Policy for Travel, Lodging, Mileage, and Miscellaneous Expenses Approved at 10/3/6 Board Meeting
- Appendix B Opinion by County of LA , Office of the County Counsel re Assembly Bill 1234 (Reimbursement Policy and Ethics Training)



# ALTADENA LIBRARY DISTRICT

## BOARD OF TRUSTEES

### BYLAWS

#### A. Election of Board Members

The Board of Library Trustees consists of five members elected at large from the District and who serve without pay for four-year staggered terms. Elections are held biennially in **odd** numbered years on the same day as state general elections, the first Tuesday after the first Monday in November. Pursuant to Education Code Section 19700, Trustees take office the first Friday in December succeeding their election.

*Even*

##### 1. Official Tabulations of Votes

The official tabulation of votes in a Trustee election, furnished by the Registrar-Recorder of the County of Los Angeles, shall be recorded in the minutes of the next Board meeting following an election or upon receipt.

##### 2. Vacancy on the Board of Trustees

If a vacancy should occur on the Board of Library Trustees, the remaining Trustees shall fill that vacancy within sixty (60) days either by appointing a new Trustee or by calling an election at the next available special district election date. After sixty (60) and until ninety (90) days, the County Board of Supervisors may fill the vacancy either by appointing a new trustee or by calling an election. After ninety (90) days, the District must call an election. Elections will be held on special district election dates as specified by California Election Code Section 2502. The vacancy will be filled for the unexpired term.

##### 3. Candidate Statements for District Elections

The District requires payment to the County of Los Angeles in advance of each candidate's pro rata share of the printing, handling, and mailing costs of the candidate's statement included in the voter's sample ballot pamphlet. If the actual cost exceeds the estimate, the District will bill each candidate for the coverage after the election. The maximum word limitation for the candidate's statement is 200 words.

##### 4. Seating of New Trustees

The presiding officer (his/her designee) will conduct a brief ceremony at the first Board meeting at which newly elected or newly appointed trustees assume office. The ceremony will consist of the newly elected or appointed trustee affirming an oath of allegiance, as written below.

#### **Altadena Library District Affirmation of Allegiance for Trustees**

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.



# ALTADENA LIBRARY DISTRICT

## BOARD OF TRUSTEES

### BYLAWS

#### B. Officers

##### 1. Election of Officers

*There is  
NO December  
meeting*

The Board elects officers at the regular December Board meeting from among its members. The officers remain in office for a term of one year or until their successors are duly elected.

##### 2. Vacancies

A resignation, death, or other cause creating a vacancy in one of the offices shall be filled by a majority vote of the Board at the next Regular Board meeting. The term of office shall be for the unexpired term.

##### 3. Officers

Officers of the Board shall be President and Secretary.

##### 4. Duties of Officers

###### a. President

- (1) chairs all Board of Trustees meetings;
- (2) carries out necessary duties as prescribed by law;
- (3) works closely with the Director to facilitate effective communication among the Board, administration and community;
- (4) works with the Director in preparing the agenda for all Board of Trustees meetings;
  - (a) shall sign with the Secretary all official documents appropriate to conduct the District's business;
- (5) appoints Standing Committees, including chair of each Committee, Board Liaisons and may create Special Committees (also called Ad Hoc Committees) to perform a specific task; all appointees require approval by a majority of the Board of Trustees;
- (6) shall be an ex-officio member of all standing Committees; and
- (7) shall represent the District in all official functions;
- (8) shall have a vote in all proceedings of the Board of Trustees



# ALTADENA LIBRARY DISTRICT

## BOARD OF TRUSTEES

### BYLAWS

b. Secretary

- (1) transcribes and/or authenticates the minutes of all regular and special meetings;
- (2) presides at all regular meetings in the absence of the President; and
- (3) shall certify all District documents as may be required by law and shall sign with the President all official documents appropriate to conduct the District's business
- (4) maintains Closed Sessions Minute Book which is transferred to the new Board elected Secretary for each term of office.
- (5) carries out other duties as prescribed by law.

**C. Board Committees**

Board committees are constituted to facilitate Board effectiveness within the powers and authority delegated by the Board of Trustees. The creation of committees is discretionary and the President, with the concurrence of the Board, may appoint committees at any time. The President of the Board designates the chair of each committee.

Each Committee must operate within the confines of the Ralph M. Brown Act if:

- it is created or approved by formal action of the Board; or
- it has a continuing subject matter jurisdiction; or
- it has a fixed meeting schedule.

Furthermore, the Brown Act dictates that meetings shall:

- be held in a suitable location,
- be open to the public,
- have an agenda posted at least 72 hours prior to the meeting, and
- items from the public will be heard if they are within the subject matter jurisdiction of the Board committee.

1. Standing Committees

Each Standing Committee shall consist of two Trustees, unless otherwise stated. Usually, a standing committee has a continuing subject matter and a fixed meeting schedule and is, therefore, subject to the Brown Act.



## BOARD OF TRUSTEES BYLAWS

### 2. Special Committees

Special Committees (also called ad hoc committees) may be created by the Board or the President, with concurrence from the Board, at any time to perform a specific task. Membership may be composed exclusively of trustees, or may be composed of trustees, staff, or community persons, or any combination of the above. A press release may be issued asking for volunteers to serve on the committee, if appropriate. Members of the community wishing to be appointed to a committee shall submit a resume, which will be distributed to all members of the Board. Approval of membership requires a simple majority vote of the Board.

At its creation, the committee shall be given a specific charge, a timeframe for completion of that charge, a designation of the composition of the membership, a full description of the functions to be discharged, and the authority.

Special committee meetings may be held with notice of time, place and business to be transacted posted at least 24 hours prior to such meetings.

### 3. Reporting of Committees

The Chair of each committee shall provide a comprehensive (written and oral) report to the Board at the regular meeting following each committee meeting.

## D. Board Liaisons

All positions are appointed by the Board President with the concurrence of the majority of the Board.

Each liaison will provide the Board with a comprehensive report of activities at the Board meeting immediately following any activity, including recommendation for Board action when appropriate.

#### 1. Government Relations Liaison – The Director is given the responsibility

- a. to monitor current legislative activity at city, county, state and federal levels that would impact the District;
- b. to provide information to the Board regarding legislative issues and their impact on the District;
- c. after consultation with the Board of Trustees, to contact legislators, as appropriate, to advocate the District's position on individual legislative issues; and
- d. attend legislative days in Sacramento representing the District.

#### 2. Others, as needed.



# ALTADENA LIBRARY DISTRICT

## BOARD OF TRUSTEES

### BYLAWS

#### E. Board Representatives

From time to time, the Board is asked to appoint from its members a representative to community-wide committees or organizations to represent the unique interests of the Altadena Library District.

1. Friends of the Altadena Library District

On an annual basis the President shall appoint a Board representative (liaison) to the Friends of the ALD who shall attend meetings.

2. Board Appointments

The Board may request members of the community to serve the Library District as needed.

3. Metropolitan Cooperative Library System Advisory Board

a. The District is a member of and participates in activities of the Metropolitan Cooperative Library System (MCLS). The Board of Trustees appoints a delegate to the MCLS System Advisory Board (SAB). Delegates serve a two-year term beginning on July 1st of odd numbered years. Below is a schedule for the appointment process.

**February** Prepare and release a news story on activities of the SAB. Include an invitation for applications to represent the District.

**April 10** Closing date for applications.

**April** At the Board meeting, the President appoints an ad hoc Selection Committee of two trustees to interview applicants.

**May** At the Board meeting, the Board appoints a Delegate.

**June 20** On or before this date, the Director shall inform the Director of MCLS of the appointment of District Delegate.

b. - No SAB Delegate at this time.

*Does not exist anymore.*



# ALTADENA LIBRARY DISTRICT

## BOARD OF TRUSTEES

### BYLAWS

#### F. Board Responsibilities and Guidelines

The Board of Library Trustees determines the operating policies of the District, appropriates all monies to be expended and works closely with the Director to insure a well run operation which fulfills the needs of the community.

##### 1. District Director

The District Director shall be appointed at a regular meeting from a list of qualified candidates as the result of an open competitive oral and/or written examination. A committee of three (3) Trustees shall be appointed to screen all applications if appropriate. No fewer than four (4) Trustees must be present when each applicant is being interviewed. An applicant must receive at least three (3) affirmative votes to be appointed District Director. The Board secretary shall certify the appointment in the usual manner.

*we do not have this position any more.*

In the temporary absence or disability of the District Director, the Principal Librarian shall act as District Director for a reasonable time without additional compensation. In the case of the prolonged absence, resignation, death or dismissal of the District Director, the Board of Trustees shall immediately appoint an Acting District Director and establish the appropriate compensation.

While the Board retains authority under the law to conduct all library business, it shall be Board policy to delegate responsibility for the operation of the library to the District Director and to endorse his/her policies and practices as long as they continue in the library's best interest. It is the District Director's responsibility to keep the Board informed of library activities and to make recommendations for Board action in all matters as required by law.

##### 2. Administration Leeway in Absence of Board Policy

In situations arising where there are no policies or guidelines for administrative action, the Director shall have the power to act; however, the Director's decisions shall be subject to review and action by the Board of Library Trustees at its next regular meeting.

It shall be the duty of the Director to inform the Board of Trustees promptly of such situations and of the need for policy.

##### 3. Board Requests of Staff

Any request by a Trustee for services from staff, or for library supplies, should be made through the Director. The Director shall be the line of official communication between the Board and all District personnel.

*No direction regarding contractors hired by the District.*

Except for the purpose of inquiry, the Board of Trustees shall deal with the administrative service under the Director solely through the Director; and neither the Board nor its members shall attempt to influence or to direct any subordinates of the Director.

The Director may, from time to time, assign specific members of the staff or request a staff member to work directly with a Board member, a Board Committee or on a Board Project.



# ALTADENA LIBRARY DISTRICT

## BOARD OF TRUSTEES

### BYLAWS

#### 4. Expense Reimbursement Policy

##### a. Activities and Expenses Covered by the Policy

###### (1) Membership Dues

Membership dues for each Trustee in the California Association of Library Trustees and Commissioners (CALTAC) and the California Library Association (CLA) will be paid by the District.

*I think this was replaced by California Public Library Advocates*

###### (2) Conferences, Meetings, and Workshops

With prior approval of the Board, Trustees attending conferences, meetings, or workshops related to their responsibilities as Trustees of the District will be reimbursed for their actual and necessary expenses according to the guidelines listed.

###### (3) Special Projects

With prior approval of the Board, Trustees and the Director attending conferences and meetings, or travel as needed for special library projects, will be reimbursed for their actual and necessary expenses according to the guidelines listed.

###### (4) Community Activity or Visibility

With prior approval of the Board, Trustees attending community sponsored functions, where the presence of a representative is requested or important, will be reimbursed for their actual and necessary expenses according to the guidelines listed.

###### (5) Legislative Activity

With prior approval of the Board, Trustees attending or participating in legislative activities, such as CLA Legislative Day, will be reimbursed for their actual and necessary expenses.

#### G. Board Meeting Policies

##### 1. Regular Meetings

Regular Board of Trustees meetings are held the fourth Monday of each month at 5:00 p.m. in the Community room of the Main Library. (Amended 2/25/08) *with the exception of December*

All meetings are subject to the Ralph M. Brown Act. The District shall post the agenda for its regular meeting 72 hours prior to the meeting.





## BOARD OF TRUSTEES

### BYLAWS

#### 2. Special Meetings

Pursuant to Education Code Section 19429, a special meeting may be called at any time by three members of the legislative body of a local agency, or by a majority of the members of the legislative body, by delivering personally or by mail written notice to each member of the legislative body and to each local newspaper of general circulation, radio or television station requesting notice in writing.

The notice shall be delivered personally, by mail, or e-mail and shall be received at least 24 hours before the time of the meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered at these meetings by the legislative body. The written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the clerk or secretary of the legislative body a written waiver of notice. The waiver may be given by telegram. The written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes.

The call and notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public.

In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, a legislative body may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement of Section 54956 of the Brown Act or both of the notice and posting requirements.

For purposes of this section, "emergency situation" means any of the following:

- a. Work stoppage or other activity which severely impairs public health, safety, or both as determined by a majority of the members of the legislative body.
- b. Crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the members of the legislative body. However, each local newspaper of general circulation and radio or television station which has requested notice of special meetings pursuant to Section 54956 shall be notified by the presiding officer of the legislative body, or designee thereof, one hour prior to the emergency meeting by telephone and all telephone numbers provided in the most recent request of such newspaper or station for notification of special meetings shall be exhausted. In the event that telephone services are not functioning, the notice requirements of this section shall be deemed waived, and the legislative body, or designee of the legislative body, shall notify those newspapers, radio stations, or television stations of the holding of the emergency meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible.

Notwithstanding Section 54957, the legislative body shall not meet in closed session during a meeting called pursuant to this section.



## ALTADENA LIBRARY DISTRICT

### BOARD OF TRUSTEES

#### BYLAWS

All special meeting requirements, as prescribed in Section 54956 shall be applicable to a meeting called pursuant to this section, with the exception of the 24-hour notice requirement.

The minutes of a meeting called pursuant to this section, a list of persons who the presiding officer of the legislative body, or designee of the legislative body, notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for a minimum of 10 days in a public place as soon after the meeting as possible.

#### 3. Closed Sessions

The Ralph M. Brown Act allows private executive sessions for discussion of personnel and legal matters. The Meyers-Milias-Brown Act also allows executive sessions for discussion of matters related to recognized employee organizations. A Board member may participate in the discussion via telephone; however, he/she may not be counted as part of the quorum and may not vote on the matter at hand. These sessions require the same notice as special meetings.

#### 4. Quorum

A quorum consists of three members of the Board. An affirmative vote by a majority of the members present and voting is required to approve any action. The Chair shall, after calling the meeting to order, recognize the arrival or departure of any Board member before adjournment. This information shall be included in the minutes of that meeting.

#### 5. Teleconference

The Brown Act says the Library "may use teleconferencing for the benefit of the public..." [Gov. Code Section 54953(b)(1)], " if the legislative body of the local agency elects to use teleconferencing..." [Gov. Code Section 54953(b)(3)]. Therefore the Board adopts a policy that teleconferencing is disfavored and will not be utilized by the Board in the regular course of Board business. However, teleconferencing may be permitted in extraordinary circumstances, and upon request by a Board member, subject to approval by the Board Chair and written confirmation that all conditions required in the Brown Act are met. Such circumstances include, but are not limited to: a) illness of the Board member; b) Board member is more than fifty (50) miles from the meeting site; or c) an emergency situation involving Board member or his/her immediately family.

*(Incorporated as Amendment by Board of Trustees – November 27, 2006)*



# ALTADENA LIBRARY DISTRICT

## BOARD OF TRUSTEES

### BYLAWS

#### H. Presenting Matters to the Board

##### 1. Agendas

- a. Every Trustee, staff member and committee member of Altadena Library District, and every citizen, individual, corporation, committee, or civic group having reports, communications, proclamations, resolutions or any other matter of business to be presented at a Board meeting, shall notify the District Director of the fact in writing before or at least eight business days prior to the date of that meeting. The District Director and the President of the Board shall determine which of such items, other than those requested by a Trustee, are to be placed on the agenda. All items requested to be placed on an agenda by a Trustee shall appear on the agenda, except that the District Director shall place no item on the agenda, including those requested by a member of the Board, without a brief general description of the item for inclusion in the agenda.
- b. The District Director shall prepare the agenda. The District Director shall deliver to members of the Board a complete copy of such agenda not later than 72 hours preceding the meeting. The Agenda shall be prominently displayed at the Board meeting. The agenda shall contain a brief, general description of each item of business to be transacted or discussed at the meeting. The agenda shall specify the time and location of the meeting and a copy thereof shall be posted on a business day at least seventy-two (72) hours before the meeting in a location that is freely accessible to members of the public and designated by the Board of Trustees.
- c. Each agenda item must be marked ACTION or INFORMATIONAL. No matters other than those on the agenda shall be acted upon by the Board; provided, however, that the Board may take action on a matter not appearing on the posted agenda (1) upon a determination by a majority vote that an emergency situation exists, as defined in Government Code Section 54956.5; or (2) upon a determination by a two-thirds (2/3) vote of the Board, or if less than two-thirds (2/3) of the members are present, a unanimous vote of the members present, that the need to take action arose subsequent to the posting of the agenda for the meeting and is time critical per Government Code Section 54956.5. No action will be taken on agenda items for which there are review attachments unless the attachments have been provided to each Trustee at least 24 hours prior to the Board meeting. Documents which are public records and which are distributed during a public meeting shall be made available for public inspection at the meeting if prepared by the District or after the meeting if prepared by another party, in accordance with the Ralph M. Brown Act.
- d. Any Trustee may remove an item from the agenda, except an item specifically requested by another Trustee, by placing written notice in the office of the Director prior to 10:00 a.m. on the Monday of the week preceding the Board meeting. The President may thereafter have the matter included on the agenda by requesting the District Director prior to 3:00 p.m. on the Monday preceding the meeting to include said item on the agenda. No item may be removed from the agenda after 3:00 p.m. on the Monday preceding the week of the meeting except by a vote or consent of the Board at the meeting for which the agenda was prepared.



## ALTADENA LIBRARY DISTRICT

### BOARD OF TRUSTEES

#### BYLAWS

- e. Any Trustee may add an item at the time of the Board meeting for inclusion on a future agenda. No action shall be taken on these future agenda items at the meeting at which they are added.

2. Order of Business

The order of business as set forth in the Agenda may be adjusted during the meeting with the approval of the Board members. As a permanent agenda item following the Consent Calendar, there will be an opportunity for communication and comments from the public concerning items not on the agenda.

3. Minutes

Minutes of Board meetings are a matter of public record. The official written Minutes are filed in the Office of the Director and are available for public inspection and review during normal business hours.

*Minutes and Board Packages are on the library's website*

Audiotapes and videotapes of Board meetings are considered official records and are kept for a period of six months.

4. Agenda Items from the Public

Members of the public wishing to place an item on the agenda should send a written request to the District Director dealing with the subject and the reasons for the request. The Director will review the request with the Board President, who then decides whether and how the subject will be placed on the agenda of a future meeting.

5. Adequate Information to Precede Action

Except in emergencies, the Board shall not attempt to decide upon any question before examining and evaluating information any person requests the Board to consider.

6. Trustee Suggestions

Trustee suggestions for library services and operations should be referred to the District Director for evaluation as part of the District's total programs prior to final Board consideration.

7. Official Reports

Whenever a Board member attends a meeting for which the Board has designated such member as an official representative of the Board or District, a written or oral report should be made available to the other Board members.



# ALTADENA LIBRARY DISTRICT

## BOARD OF TRUSTEES

### BYLAWS

#### 8. Conduct of Business

- a. All measures shall be passed by a majority of those present and voting. Voting shall be by voice vote unless a member specifically requests a roll call vote.
- b. Roberts Rules of Order shall govern the conduct of Board meetings with the following exceptions:
  - (1) A member proposing a motion may speak briefly in behalf of the proposal prior to making the formal motion. However, there shall be no further debate or discussion until the motion is made and seconded.
  - (2) While the president must vacate the chair prior to making or seconding a motion, in all other matters the officers shall be considered equal in privilege and responsibility to the other Board members. They shall be encouraged to participate in debate and discussion and to vote on all matters brought before the Board, the same as the other members.

#### 9. Guidelines for Addressing the Board of Trustees by Members of the of the Public

The Board recognizes its responsibility to openness in governing and the importance of public input. However, in order to conduct its business in an orderly and efficient manner, the Board will require reasonable policies regarding public presentations to the Board.

- a. Those wishing to address the Board should fill out a request card for each agenda item they wish to speak on and hand it to an appropriate staff member. The President may waive this policy if he/she deems it appropriate to do so.
- b. When called to speak, speakers should identify themselves by name and give their city of residence. *We should probably note this is not required but requested but that is a question for the Attorney*
- c. Remarks shall be limited to three minutes per person and to twelve minutes per topic. This applies to both non-agenda and agenda items.
- d. All remarks are to be directed to the President. Dialogue between members of the public and between the public and Trustees is not permitted. Board members may briefly respond to comments or questions from the public.
- e. Remarks by any person addressing the Board or Staff must pertain to the Agenda item being discussed or for general comments (Public Communication) to the Library business in general. -The Board encourages the public to comment on items in a civilized manner. The Board cannot prohibit public criticism of policies, procedures, programs or services of the District or the acts or omissions of the Board itself. (Gov. Code 54954.3(c)) (The law provides no immunity for defamatory statements.)



# ALTADENA LIBRARY DISTRICT

## BOARD OF TRUSTEES

### BYLAWS

- f. The President shall rule on the appropriateness of the subject being presented and whether presentation is within the time limits specified.
- g. Persistent violations of these rules shall be grounds for the Chair to terminate the person's privilege of addressing the Board.

#### 10. Agenda Attachments

All items indicated as attachments to the agenda for any items to be considered by the Board will be available at least 72 hours prior to the commencement of the meeting at which Board deliberation is required, and when possible, at the time of agenda distribution. Documents which are public records and which are distributed during a public meeting shall be made available for public inspection at the meeting if prepared by the District or after the meeting if prepared by another party, in accordance with the Ralph M. Brown Act.

#### I. Correspondence

Board members, acting in their capacity as an officer, committee chair, or liaison, may issue correspondence on District letterhead stationery as it relates to the office, committee, or liaison function. Board members shall provide a copy to the Director for file and distribution to the Board as required. Correspondence representing or advocating a District position on an issue (e.g., ballot measure) requires prior Board approval. No personal business or opinions shall appear on District letterhead stationery.

#### J. Awards and Honors Policy

*Does this really belong in the Bylaws? Ask Attorney!*

##### 1. Staff Recognition Policy

The Board will honor staff by:

- a. presenting a Certificate of Recognition upon completion of:
  - 10 years employment
  - 15 years employment
  - 20 years employment
  - 25 years employment
  - 30 years employment
- b. placing proper notice of these awards in the minutes of the meeting, and
- c. releasing suitable publicity to local media.

##### 2. District Volunteers

The Board will recognize volunteers who have contributed significant hours of service to the District by holding an annual Volunteer Luncheon in their honor. Such recognition may include a Certificate of Appreciation and small gift.



## ALTADENA LIBRARY DISTRICT

### BOARD OF TRUSTEES

#### BYLAWS

3. Board Procedures for Implementing Recognition of Persons Distinguishing Themselves
  - a. Any Board Member may nominate an individual for consideration of an Award. Together with this nomination, the Board member shall recommend to the full Board a book be placed in the library's collection in honor of the nominee.

#### K. Communications

1. Media Policy
  - a. Responsibility
    - (1) The District's Director shall coordinate the release of information concerning the District and the actions of the Board of Trustees.
    - (2) Individual Board members who speak to media representatives should clarify to media representatives that any comments they choose to make are their own personal viewpoints and do not represent a consensus of or position taken by the Board unless such position was passed by a motion of the Board. In such a case, the motion should be quoted exactly. Individual Board members are encouraged to report all media contacts to the District's Director.
    - (3) District employees shall refer media inquiries to the District's Director. District employees and/or volunteers shall clarify to media representatives that any comments they choose to make are their own personal viewpoints and do not represent the official position of the District. District employees and/or volunteers should report all media contact to the District's Director.
  - b. Cooperation with Media
    - (1) The District shall cooperate with media representatives in an effort to provide accurate information in response to media interests and for dissemination to the public through the media.
  - c. Visits to District Facilities
    - (1) When visiting District libraries in an official capacity, media representatives shall notify staff of their presence and activity. Staff so noticed shall inform the District's Director of the presence of media representatives at a District facility.
    - (2) Media wishing to photograph District facilities shall adhere to guidelines set forth in the District's Filming, Videotaping, and Still Photography on the District Property Policy.