



Honoring the past, cultivating the present, empowering the future

**AGENDA
Rescheduled Meeting**

Board of Library Trustees – Altadena Library District
Community Room – Main Library - **March 7, 2018** – 5:00 p.m.

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

1) CALL TO ORDER

2) ROLL CALL:

- a) Ira Bershatsky
- b) Gwendolyn McMullins
- c) John McDonald, President
- d) Armando Zambrano

3) ADOPTION OF AGENDA

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

4) PUBLIC COMMUNICATION

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

5) PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS

- a) **HIRES/PROMOTIONS:** Deysi Flores – PT Page, January 3, 2018
- b) **APPOINTMENTS:**
- c) **RESIGNATIONS AND TERMINATIONS:**
- d) **TRANSFERS AND PROMOTIONS:**

6) FINANCIAL REPORTS

- a) **Financial reports for December 2017 (INFORMATION/ACTION) (10 Minutes) Page # 3-16**
Recommended Action: The Board of Library Trustees hereby receives and files the Financial Reports.

7) CONSENT CALENDAR (5 Minutes)

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

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

- i) Approval of minutes – Regular meeting held January 22, 2018, Page # 17-20
- ii) Approval of Minutes – Special Meeting held January 25, 2018 Pages #21-22
- iii) Statistical Reports – YTD – January 2018 , Page #23-26
- iv) Departmental Monthly Reports – January 2018, Page #27-40
- v) Human Resources Update – Written Report by HRNETwork – January 2018, Page # 41-42
- vi) District Director's Report – January 2018, Page # 43-44
- vii) Board of Trustees Meeting Calendar for 2018- Revised May Meeting Date Page #45

8) CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

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

9) NEW BUSINESS

- a) Board Member Interviews and Vote for Potential New Trustee (INFORMATION/ACTION)

- i) Rene F. Amy Pages # 46-49
- ii) Shari E. Asplund Pages #50-53
- iii) John R. Benson Pages #54-55
- iv) William F. Burke Pages #56-63
- v) Katie E. G. Clark Pages #64-66
- vi) Anthony V. Costanzo Pages #67-69
- vii) David Herman Pages # 70-74
- viii) Betsy Kahn Pages #75-81
- ix) Steven S. Lamb Pages #82-87
- x) Franci Levine-Grater Pages #88-90
- xi) Susan Savitt Schwartz Pages #91-94
- xii) Stephen D. Svetich Pages #95-107
- xiii) Joe Walsh Pages #108-110
- b) Compensation Adjustment for Acting District Director (INFORMATION/ACTION)
- c) RFP Process for a New Auditor (INFORMATION/ACTION)
- d) Additional legal counsel (INFORMATION/ACTION)
- e) Quote for Adding Volunteers to Worker's Compensation Coverage – SDRMA (INFORMATION/ACTION) Page #111
- f) RFP – Facilities Condition Assessment (INFORMATION/ACTION) Pages #112-217

10) OLD BUSINESS

- a) Update from Ad hoc Committee for Bylaws Review (INFORMATION/ACTION) (5 Minutes), Page #none
- b) Revised Resolution for Authorized Signers for Fiscal Documents (INFORMATION/ACTION) Page #218
- c) Update on Budget Memo & Midyear Budget adjustment (INFORMATION/ACTION) (5 Minutes)
- d) Update on Project Plan for Bob Lucas Branch Library Upgrades (INFORMATION/ACTION)
- e) Update on Salary Comparison and Wage Scale Revisions by HRNetwork, (INFORMATION/ACTION) (5Minutes)

11) CORRESPONDENCE, Page #

12) REPORTS OF SUPPORT GROUPS (5 minutes)

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

13) REPORTS OF TRUSTEES

14) 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) LIABILITY CLAIMS (45 minutes)
Pursuant to Government Code Section 54956.9
Claimant: Tina Wallin
Agency Claimed Against: Altadena Library District
- b) PENDING LITIGATION
Pursuant to Government Code Section 54956.9
TITLE: Melloney Collier vs. Altadena Library District, Case No. BC682812
- c) PUBLIC EMPLOYEE PERFORMANCE EVALUATION (15 minutes)
Pursuant to Government Code Section 54957
Title: District Director
Review of District Director

15) RECESS BACK INTO OPEN SESSION

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

17) AGENDA ITEMS FOR FUTURE AGENDAS

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

18) ADJOURNMENT

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

**BOARD OF LIBRARY TRUSTEES
STAFF REPORT**

DEPARTMENT: Administration **MEETING DATE:** February 26, 2018

PREPARED BY: Nicole Fabry **LOCATION:** Community Room

TITLE: Summary Report of Financial Statements for December 2017

OCTOBER 2017 FINANCIAL STATEMENTS

The following financial reports are for the month of December 2017. The financial statements are unaudited.

As indicated on this report, actual year-to-date expenditures exceed actual year-to-date revenues reflecting a net shortage of \$1,278,479.25, however, ALD cash and cash equivalents are \$1,697,832.89.

Please note that all actual variances (increases/decreases) to the Budget are considered timing variances and the financials will not reflect a net excess until after January 2018 when we receive our first property tax installment.

REVENUE HIGHLIGHTS

The District currently has \$1,679,832.89 in cash and cash equivalents.

The (unaudited) net income for the month of December is –(\$209,079.41).

Passport services continue to over exceed budget expectations and are at 64.9% of budget.

PAYMENTS FROM SUPPORT ORGANIZATIONS

In December 2017 the Altadena Library District received a donation from the Friends of the Altadena Library in the amount of \$12,000.

The Altadena Library District also received a Technology Grant from Southern California Library Cooperative.

EXPENDITURE HIGHLIGHTS

Some expenses are paid in full at the beginning of the fiscal year. This includes the platform for Overdrive (downloadables), Workers' Compensation, Technology Maintenance Annual Fees, Liability and Earthquake Insurance and many of our Databases.

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

Altadena Library District
Profit & Loss
 July through December 2017

Jul - Dec 17

Ordinary Income/Expense	
Income	
DONATIONS AND GRANTS	
4710 · Friends of the Library	12,000.00
4730 · Undesignated	639.94
4740 · CA Library Literacy Services	18,000.00
4750 · Cal State Library	18,281.00
Total DONATIONS AND GRANTS	48,920.94
FINES & FEES	
4305 · Fees	3,489.15
4310 · MFM Revenue	3,542.18
4340 · Passport Services Fees	51,943.69
4350 · Sales of Products	3,053.43
Total FINES & FEES	62,028.45
INTEREST INCOME & ADJUSTMENTS	
4210 · Chase Bank	1,248.63
Total INTEREST INCOME & ADJUSTMENTS	1,248.63
OTHER REVENUE & ADJUSTMENT	
4910 · Miscellaneous Income	1,200.00
4999 · Rewards & Incentives	5,539.05
Total OTHER REVENUE & ADJUSTMENT	6,739.05
REVENUES	
Property Taxes	
4010 · Current-Year Secured	
4010.00 · Current Secured	12,896.27
4010.03 · SB 813 Supplemental	16,836.46
4010 · Current-Year Secured - Other	13,268.20
Total 4010 · Current-Year Secured	43,000.93
4020 · Current-Year Unsecured	
4020.00 · Current Unsecured	13,448.30
4020 · Current-Year Unsecured - Other	61,418.95
Total 4020 · Current-Year Unsecured	74,867.25
4030 · Prior-Year Secured	
4030.03 · SB 813 Redemption	2,322.32
4030.05 · Prop Taxes Secured Refunds	(4,080.07)
4030 · Prior-Year Secured - Other	6,970.45
Total 4030 · Prior-Year Secured	5,212.70
4060 · Special Assessment	
4060.01 · Per Parcel Benefit Assessment	12,241.91
Total 4060 · Special Assessment	12,241.91
4080 · Penalties, Interest & Costs-Ref	
4220 · County Interest Allocation	6,231.37
4220 · County Interest Allocation	2,251.30
Total Property Taxes	143,805.46
Total REVENUES	143,805.46
Total Income	262,742.53

Altadena Library District
Profit & Loss
 July through December 2017

	Jul - Dec 17
Expense	
'PERSONNEL RELATED EXPENSES	
5000 · SALARIES & WAGES	
5010 · Salaried	188,862.74
5020 · Hourly	573,719.88
Total 5000 · SALARIES & WAGES	762,582.62
5100 · Employer-Portion Taxes/Benefits	
5120 · Payroll Taxes (ER)	58,165.62
5120.01 · Soc Security & Medicare, Salary	(1,380.13)
5210 · PERS Retirement	
5210.01 · CalPers CLASSIC (ER Contr)	14,216.61
5210.02 · CalPers PEPRA (ER Contr)	39,434.05
5218 · PERS Unfunded	45,902.94
Total 5210 · PERS Retirement	99,553.60
Total 5100 · Employer-Portion Taxes/Benefits	156,339.09
5200 · Insurance	
5220 · Health Insurance	59,420.89
5221 · Health Insurance - Retirees	37,771.20
5230 · Dental Insurance	6,916.56
5240 · Vision Insurance	2,452.40
5260 · Life Insurance	595.61
5270 · Workers' Compensation	13,110.30
5280 · Disability Insurance	(382.80)
Total 5200 · Insurance	119,884.16
Total 'PERSONNEL RELATED EXPENSES	1,038,805.87
CAPITAL	
7310 · Equipment, Furniture & Fixtures	(4,086.31)
7320 · Structures & Improvements	110,812.18
Total CAPITAL	106,725.87
FACILITIES, GROUNDS & MAINTENAN	
7205 · Maintenance Contracts	2,568.17
7210 · Building Maint & Repairs	9,467.78
7220 · Landscape	8,076.59
Total FACILITIES, GROUNDS & MAINTENAN	20,112.54
LIBRARY MATERIALS	
6110 · Cataloging Expenses	10,526.90
6115 · Electronic Databases & Subscrip	15,170.58
6120 · Books	33,162.87
6125 · Audio CD	4,830.17
6130 · DVD's & Videogames	10,191.24
6135 · Processing of Materials	10,862.36
6140 · Periodicals	10,614.17
6150 · Downloadables	7,732.10
Total LIBRARY MATERIALS	103,090.39
MISCELLANEOUS EXPENSE	
7510 · Miscellaneous Expense	368.47
Total MISCELLANEOUS EXPENSE	368.47

Altadena Library District
Profit & Loss
July through December 2017

Jul - Dec 17

OPERATING EXPENSES	
6430 · Insurance-Gen, Prop, Liab, Eq	38,693.92
6620 · Membership Dues & Subscriptions	9,035.60
6625 · Training & Education	3,147.00
6626 · Recruitment, Gifts and Memorial	893.28
6627 · Advertising / Marketing	2,876.11
6710 · Meetings & Travel	3,071.35
6730 · Mileage & Parking Reimbursement	310.98
6740 · Postage & Delivery	3,901.60
6745 · Banking & Service Fees	1,000.64
6746 · Payroll Fees	4,765.00
6750 · Printing & Reproduction	10,896.86
6755 · Equipment, Furniture, Fixtures	1,136.27
6765 · Janitorial Supplies	9,550.96
6770 · Operating Supplies	6,869.18
6780 · Operating Software	1,627.97
6790 · Hardware (Computers / Tech)	(249.00)
6920 · Electricity	22,260.72
6930 · Natural Gas	364.47
6940 · Water & Sewage	3,257.31
6950 · Refuse	2,306.49
6960 · Products for Resale	3,219.47
6970 · Equipment Lease & Rental	4,051.30
7530 · Direct Assessments/Admin Costs	10,084.06
Total OPERATING EXPENSES	143,071.54
PROFESSIONAL & TECHNICAL	
7125 · Audit and Financial Consulting	24,260.23
7130 · Legal Fees	2,773.41
7145 · Collection Agency	1,020.30
7155 · Consultants - Other	41,135.17
7170 · Telecommunications	3,151.23
7175 · Internet Service	20,062.14
7180 · Technology Equipment	1,944.70
7185 · Technology Maintenance Fees	13,168.50
Total PROFESSIONAL & TECHNICAL	107,515.68
PROGRAMS	
6200 · Youth Services	3,549.02
6210 · Teen Services	3,399.94
6220 · Adult Services	13,555.45
6230 · Bob Lucas Branch Services	671.00
6240 · Literacy Services	356.01
Total PROGRAMS	21,531.42
Total Expense	1,541,221.78
Net Ordinary Income	(1,278,479.25)
Net Income	(1,278,479.25)

Altadena Library District
Profit & Loss Prev Year Comparison
 July through December 2017

	Jul - Dec 17	Jul - Dec 16	\$ Change	% Change
Ordinary Income/Expense				
Income				
DONATIONS AND GRANTS				
4710 · Friends of the Library	12,000.00	20,000.00	(8,000.00)	(40.0)%
4730 · Undesignated	639.94	515.00	124.94	24.3%
4735 · Designated		1,250.00	(1,250.00)	(100.0)%
4740 · CA Library Literacy Services	18,000.00	21,000.00	(3,000.00)	(14.3)%
4750 · Cal State Library	18,281.00	13,500.00	4,781.00	35.4%
4755 · HUD Grant		43,263.64	(43,263.64)	(100.0)%
Total DONATIONS AND GRANTS	48,920.94	99,528.64	(50,607.70)	(50.9)%
FINES & FEES				
4305 · Fees	3,489.15	10,962.64	(7,473.49)	(68.2)%
4310 · MFM Revenue	3,542.18	3,705.50	(163.32)	(4.4)%
4340 · Passport Services Fees	51,943.69	36,351.00	15,592.69	42.9%
4350 · Sales of Products	3,053.43		3,053.43	100.0%
Total FINES & FEES	62,028.45	51,019.14	11,009.31	21.6%
INTEREST INCOME & ADJUSTMENTS				
4210 · Chase Bank	1,248.63	606.98	641.65	105.7%
Total INTEREST INCOME & ADJUSTMENTS	1,248.63	606.98	641.65	105.7%
OTHER REVENUE & ADJUSTMENT				
4910 · Miscellaneous Income	1,200.00	257.88	942.12	365.3%
4999 · Rewards & Incentives	5,539.05	2,000.00	3,539.05	177.0%
Total OTHER REVENUE & ADJUSTMENT	6,739.05	2,257.88	4,481.17	198.5%
REVENUES				
Property Taxes				
4010 · Current-Year Secured				
4010.00 · Current Secured	12,896.27	859,864.99	(846,968.72)	(98.5)%
4010.03 · SB 813 Supplemental	16,836.46	15,597.61	1,238.85	7.9%
4010 · Current-Year Secured - Other	13,268.20		13,268.20	100.0%
Total 4010 · Current-Year Secured	43,000.93	875,462.60	(832,461.67)	(95.1)%
4020 · Current-Year Unsecured				
4020.00 · Current Unsecured	13,448.30		13,448.30	100.0%
4020 · Current-Year Unsecured - Other	61,418.95	71,057.05	(9,638.10)	(13.6)%
Total 4020 · Current-Year Unsecured	74,867.25	71,057.05	3,810.20	5.4%
4030 · Prior-Year Secured				
4030.03 · SB 813 Redemption	2,322.32		2,322.32	100.0%
4030.05 · Prop Taxes Secured Refunds	(4,080.07)		(4,080.07)	(100.0)%
4030 · Prior-Year Secured - Other	6,970.45	9,744.01	(2,773.56)	(28.5)%
Total 4030 · Prior-Year Secured	5,212.70	9,744.01	(4,531.31)	(46.5)%
4050 · Homeowners Exemption		2,102.39	(2,102.39)	(100.0)%
4060 · Special Assessment				
4060.01 · Per Parcel Benefit Assessment	12,241.91	330,486.31	(318,244.40)	(96.3)%
Total 4060 · Special Assessment	12,241.91	330,486.31	(318,244.40)	(96.3)%
4080 · Penalties, Interest & Costs-Ref	6,231.37	9,096.31	(2,864.94)	(31.5)%
4220 · County Interest Allocation	2,251.30	(100.97)	2,352.27	2,329.7%
Total Property Taxes	143,805.46	1,297,847.70	(1,154,042.24)	(88.9)%
Total REVENUES	143,805.46	1,297,847.70	(1,154,042.24)	(88.9)%
Total Income	262,742.53	1,451,260.34	(1,188,517.81)	(81.9)%
Expense				
PERSONNEL RELATED EXPENSES				
5000 · SALARIES & WAGES				
5010 · Salaried	188,862.74	594,177.70	(405,314.96)	(68.2)%
5020 · Hourly	573,719.88	153,140.98	420,578.90	274.6%
Total 5000 · SALARIES & WAGES	762,582.62	747,318.68	15,263.94	2.0%
5100 · Employer-Portion Taxes/Benefits				
5120 · Payroll Taxes (ER)	58,165.62	28,719.08	29,446.54	102.5%
5120.01 · Soc Security & Medicare, Salary	(1,380.13)	20,486.21	(21,866.34)	(106.7)%
5120.02 · Soc Security & Medicare, Hourly		5,930.34	(5,930.34)	(100.0)%

Altadena Library District
Profit & Loss Prev Year Comparison
 July through December 2017

	Jul - Dec 17	Jul - Dec 16	\$ Change	% Change
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	14,216.61	8,501.08	5,715.53	67.2%
5210.02 · CalPers PEPRA (ER Contr)	39,434.05	7,588.72	31,845.33	419.6%
5211 · PERS Retirement 2% @ 55		85,323.82	(85,323.82)	(100.0)%
5212 · PERS Retirement 2% @ 60		792.10	(792.10)	(100.0)%
5213 · PERS Retirement 2% @ 62		9,129.11	(9,129.11)	(100.0)%
5218 · PERS Unfunded	45,902.94		45,902.94	100.0%
5210 · PERS Retirement - Other		258.37	(258.37)	(100.0)%
Total 5210 · PERS Retirement	99,553.60	111,593.20	(12,039.60)	(10.8)%
5222 · OPEB Contribution		58,335.00	(58,335.00)	(100.0)%
5250 · FUTA		112.01	(112.01)	(100.0)%
5251 · SUI, Hourly		697.64	(697.64)	(100.0)%
Total 5100 · Employer-Portion Taxes/Benefits	156,339.09	225,873.48	(69,534.39)	(30.8)%
5200 · Insurance				
5220 · Health Insurance	59,420.89	57,379.90	2,040.99	3.6%
5221 · Health Insurance - Retirees	37,771.20	32,295.26	5,475.94	17.0%
5230 · Dental Insurance	6,916.56	7,436.55	(519.99)	(7.0)%
5240 · Vision Insurance	2,452.40	2,676.98	(224.58)	(8.4)%
5260 · Life Insurance	595.61	744.60	(148.99)	(20.0)%
5270 · Workers' Compensation	13,110.30	17,802.97	(4,692.67)	(26.4)%
5280 · Disability Insurance	(382.80)	298.32	(681.12)	(228.3)%
Total 5200 · Insurance	119,884.16	118,634.58	1,249.58	1.1%
Total 'PERSONNEL RELATED EXPENSES	1,038,805.87	1,091,826.74	(53,020.87)	(4.9)%
CAPITAL				
7310 · Equipment, Furniture & Fixtures	(4,086.31)	13,808.45	(17,894.76)	(129.6)%
7320 · Structures & Improvements	110,812.18	8,046.42	102,765.76	1,277.2%
Total CAPITAL	106,725.87	21,854.87	84,871.00	388.3%
FACILITIES, GROUNDS & MAINTENAN				
7205 · Maintenance Contracts	2,568.17	2,745.36	(177.19)	(6.5)%
7210 · Building Maint & Repairs	9,467.78	7,997.79	1,469.99	18.4%
7220 · Landscape	8,076.59	15,491.19	(7,414.60)	(47.9)%
Total FACILITIES, GROUNDS & MAINTENAN	20,112.54	26,234.34	(6,121.80)	(23.3)%
LIBRARY MATERIALS				
6110 · Cataloging Expenses	10,526.90	8,733.98	1,792.92	20.5%
6115 · Electronic Databases & Subscrip	15,170.58	17,658.77	(2,488.19)	(14.1)%
6120 · Books	33,162.87	51,442.60	(18,279.73)	(35.5)%
6125 · Audio CD	4,830.17	10,764.27	(5,934.10)	(55.1)%
6130 · DVD's & Videogames	10,191.24	14,273.92	(4,082.68)	(28.6)%
6135 · Processing of Materials	10,862.36	21,974.56	(11,112.20)	(50.6)%
6140 · Periodicals	10,614.17	10,241.88	372.29	3.6%
6150 · Downloadables	7,732.10	8,752.32	(1,020.22)	(11.7)%
Total LIBRARY MATERIALS	103,090.39	143,842.30	(40,751.91)	(28.3)%
MISCELLANEOUS EXPENSE				
7510 · Miscellaneous Expense	368.47	(660.61)	1,029.08	155.8%
Total MISCELLANEOUS EXPENSE	368.47	(660.61)	1,029.08	155.8%
OPERATING EXPENSES				
6430 · Insurance-Gen, Prop, Liab, Eq	38,693.92	41,467.61	(2,773.69)	(6.7)%
6620 · Membership Dues & Subscriptions	9,035.60	12,015.00	(2,979.40)	(24.8)%
6625 · Training & Education	3,147.00	3,849.96	(702.96)	(18.3)%
6626 · Recruitment, Gifts and Memorial	893.28	2,619.03	(1,725.75)	(65.9)%
6627 · Advertising / Marketing	2,876.11	13,185.69	(10,309.58)	(78.2)%
6710 · Meetings & Travel	3,071.35	6,475.70	(3,404.35)	(52.6)%
6730 · Mileage & Parking Reimbursement	310.98	393.81	(82.83)	(21.0)%
6740 · Postage & Delivery	3,901.60	1,713.04	2,188.56	127.8%
6745 · Banking & Service Fees	1,000.64	711.60	289.04	40.6%
6746 · Payroll Fees	4,765.00	7,064.36	(2,299.36)	(32.6)%
6750 · Printing & Reproduction	10,896.86	254.63	10,642.23	4,179.5%
6755 · Equipment, Furniture, Fixtures	1,136.27	4,591.97	(3,455.70)	(75.3)%
6765 · Janitorial Supplies	9,550.96	6,630.82	2,920.14	44.0%
6770 · Operating Supplies	6,869.18	14,449.07	(7,579.89)	(52.5)%
6780 · Operating Software	1,627.97	249.00	1,378.97	553.8%
6790 · Hardware (Computers / Tech)	(249.00)	459.03	(708.03)	(154.2)%
6920 · Electricity	22,260.72	16,981.95	5,278.77	31.1%
6930 · Natural Gas	364.47	747.24	(382.77)	(51.2)%
6940 · Water & Sewage	3,257.31	2,665.26	592.05	22.2%
6950 · Refuse	2,306.49	1,758.47	548.02	31.2%

Altadena Library District
Profit & Loss Prev Year Comparison
 July through December 2017

	Jul - Dec 17	Jul - Dec 16	\$ Change	% Change
6960 · Products for Resale	3,219.47	216.10	3,003.37	1,389.8%
6970 · Equipment Lease & Rental	4,051.30	6,226.18	(2,174.88)	(34.9)%
7530 · Direct Assessments/Admin Costs	10,084.06	27,677.23	(17,593.17)	(63.6)%
Total OPERATING EXPENSES	143,071.54	172,402.75	(29,331.21)	(17.0)%
PROFESSIONAL & TECHNICAL				
7125 · Audit and Financial Consulting	24,260.23	17,912.50	6,347.73	35.4%
7130 · Legal Fees	2,773.41	13,539.98	(10,766.57)	(79.5)%
7135 · Technology Consulting		1,078.80	(1,078.80)	(100.0)%
7140 · Architectural & Engineering		5,000.00	(5,000.00)	(100.0)%
7145 · Collection Agency	1,020.30	510.15	510.15	100.0%
7155 · Consultants - Other	41,135.17	14,688.24	26,446.93	180.1%
7170 · Telecommunications	3,151.23	1,358.96	1,792.27	131.9%
7175 · Internet Service	20,062.14	19,736.17	325.97	1.7%
7180 · Technology Equipment	1,944.70	22,493.53	(20,548.83)	(91.4)%
7185 · Technology Maintenance Fees	13,168.50	37,635.79	(24,467.29)	(65.0)%
Total PROFESSIONAL & TECHNICAL	107,515.68	133,954.12	(26,438.44)	(19.7)%
PROGRAMS				
6200 · Youth Services	3,549.02	3,532.82	16.20	0.5%
6210 · Teen Services	3,399.94	830.71	2,569.23	309.3%
6220 · Adult Services	13,555.45	6,865.61	6,689.84	97.4%
6230 · Bob Lucas Branch Services	671.00	821.31	(150.31)	(18.3)%
6240 · Literacy Services	356.01	84.35	271.66	322.1%
Total PROGRAMS	21,531.42	12,134.80	9,396.62	77.4%
Total Expense	1,541,221.78	1,601,589.31	(60,367.53)	(3.8)%
Net Ordinary Income	(1,278,479.25)	(150,328.97)	(1,128,150.28)	(750.5)%
Net Income	(1,278,479.25)	(150,328.97)	(1,128,150.28)	(750.5)%

Altadena Library District
Profit & Loss
 December 2017

Dec 17

Ordinary Income/Expense	
Income	
DONATIONS AND GRANTS	
4710 · Friends of the Library	12,000.00
4730 · Undesignated	68.87
4750 · Cal State Library	18,281.00
Total DONATIONS AND GRANTS	30,349.87
FINES & FEES	
4305 · Fees	274.33
4310 · MFM Revenue	1,124.67
4340 · Passport Services Fees	9,065.00
4350 · Sales of Products	98.00
Total FINES & FEES	10,562.00
OTHER REVENUE & ADJUSTMENT	
4910 · Miscellaneous Income	1,000.00
Total OTHER REVENUE & ADJUSTMENT	1,000.00
Total Income	41,911.87
Expense	
'PERSONNEL RELATED EXPENSES	
5000 · SALARIES & WAGES	
5010 · Salaried	45,661.10
5020 · Hourly	126,711.23
Total 5000 · SALARIES & WAGES	172,372.33
5100 · Employer-Portion Taxes/Benefits	
5120 · Payroll Taxes (ER)	12,867.31
5210 · PERS Retirement	
5210.01 · CalPers CLASSIC (ER Contr)	1,897.18
5210.02 · CalPers PEPRA (ER Contr)	5,066.90
5218 · PERS Unfunded	7,650.49
Total 5210 · PERS Retirement	14,614.57
Total 5100 · Employer-Portion Taxes/Benefits	27,481.88
5200 · Insurance	
5220 · Health Insurance	9,452.15
5221 · Health Insurance - Retirees	6,295.20
5230 · Dental Insurance	1,103.78
5240 · Vision Insurance	316.42
5260 · Life Insurance	99.15
5280 · Disability Insurance	(382.80)
Total 5200 · Insurance	16,883.90
Total 'PERSONNEL RELATED EXPENSES	216,738.11
CAPITAL	
7310 · Equipment, Furniture & Fixtures	1,734.49
7320 · Structures & Improvements	6,310.00
Total CAPITAL	8,044.49
FACILITIES, GROUNDS & MAINTENAN	
7210 · Building Maint & Repairs	854.21
7220 · Landscape	127.39
Total FACILITIES, GROUNDS & MAINTENAN	981.60

Altadena Library District

Profit & Loss

December 2017

Dec 17

LIBRARY MATERIALS	
6110 · Cataloging Expenses	2,950.62
6120 · Books	829.49
6130 · DVD's & Videogames	525.30
6140 · Periodicals	145.42
6150 · Downloadables	1,735.90
Total LIBRARY MATERIALS	6,186.73
OPERATING EXPENSES	
6620 · Membership Dues & Subscriptions	50.00
6627 · Advertising / Marketing	199.00
6710 · Meetings & Travel	51.00
6730 · Mileage & Parking Reimbursement	58.61
6740 · Postage & Delivery	631.90
6745 · Banking & Service Fees	145.51
6746 · Payroll Fees	790.00
6765 · Janitorial Supplies	1,194.44
6770 · Operating Supplies	593.66
6790 · Hardware (Computers / Tech)	(249.00)
6920 · Electricity	2,297.90
6940 · Water & Sewage	399.73
6950 · Refuse	447.69
Total OPERATING EXPENSES	6,610.44
PROFESSIONAL & TECHNICAL	
7125 · Audit and Financial Consulting	2,226.96
7130 · Legal Fees	1,269.01
7145 · Collection Agency	241.65
7155 · Consultants - Other	5,751.71
7170 · Telecommunications	115.67
Total PROFESSIONAL & TECHNICAL	9,605.00
PROGRAMS	
6210 · Teen Services	620.95
6220 · Adult Services	2,135.78
6230 · Bob Lucas Branch Services	61.97
6240 · Literacy Services	6.21
Total PROGRAMS	2,824.91
Total Expense	250,991.28
Net Ordinary Income	(209,079.41)
Net Income	(209,079.41)

Altadena Library District
Profit & Loss Budget vs. Actual
 July through December 2017

	Jul - Dec 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
DONATIONS AND GRANTS				
4710 · Friends of the Library	12,000.00	20,000.00	(8,000.00)	60.0%
4730 · Undesignated	639.94		639.94	100.0%
4735 · Designated		1,100.00	(1,100.00)	
4740 · CA Library Literacy Services	18,000.00	26,300.00	(8,300.00)	68.4%
4750 · Cal State Library	18,281.00		18,281.00	100.0%
4755 · HUD Grant				
Total DONATIONS AND GRANTS	48,920.94	47,400.00	1,520.94	103.2%
FINES & FEES				
4305 · Fees	3,489.15	14,000.00	(10,510.85)	24.9%
4310 · MFM Revenue	3,542.18	7,500.00	(3,957.82)	47.2%
4340 · Passport Services Fees	51,943.69	80,000.00	(28,056.31)	64.9%
4350 · Sales of Products	3,053.43			
Total FINES & FEES	62,028.45	101,500.00	(39,471.55)	61.1%
INTEREST INCOME & ADJUSTMENTS				
4210 · Chase Bank	1,248.63		1,248.63	100.0%
4221 · FMV COLA		3,000.00	(3,000.00)	
Total INTEREST INCOME & ADJUSTMENTS	1,248.63	3,000.00	(1,751.37)	41.6%
OTHER REVENUE & ADJUSTMENT				
4910 · Miscellaneous Income	1,200.00		1,200.00	100.0%
4940 · Transfer in from Reserves		350,000.00	(350,000.00)	
4999 · Rewards & Incentives	5,539.05	3,000.00	2,539.05	184.6%
Total OTHER REVENUE & ADJUSTMENT	6,739.05	353,000.00	(346,260.95)	1.9%
REVENUES				
Property Taxes				
4010 · Current-Year Secured				
4010.00 · Current Secured	12,896.27		12,896.27	100.0%
4010.03 · SB 813 Supplemental	16,836.46		16,836.46	100.0%
4010 · Current-Year Secured - Other	13,268.20	2,118,250.62	(2,104,982.42)	0.6%
Total 4010 · Current-Year Secured	43,000.93	2,118,250.62	(2,075,249.69)	2.0%
4020 · Current-Year Unsecured				
4020.00 · Current Unsecured	13,448.30			
4020 · Current-Year Unsecured - Other	61,418.95	74,263.00	(12,844.05)	82.7%
Total 4020 · Current-Year Unsecured	74,867.25	74,263.00	604.25	100.8%
4030 · Prior-Year Secured				
4030.03 · SB 813 Redemption	2,322.32			
4030.05 · Prop Taxes Secured Refunds	(4,080.07)			
4030 · Prior-Year Secured - Other	6,970.45	10,600.00	(3,629.55)	65.8%
Total 4030 · Prior-Year Secured	5,212.70	10,600.00	(5,387.30)	49.2%
4050 · Homeowners Exemption		7,725.00	(7,725.00)	
4060 · Special Assessment				
4060.01 · Per Parcel Benefit Assessment	12,241.91	802,160.99	(789,919.08)	1.5%
Total 4060 · Special Assessment	12,241.91	802,160.99	(789,919.08)	1.5%
4080 · Penalties, Interest & Costs-Ref	6,231.37	10,000.00	(3,768.63)	62.3%
4090 · RDA ABx126 Income		26,500.00	(26,500.00)	
4220 · County Interest Allocation	2,251.30	500.00	1,751.30	450.3%
Total Property Taxes	143,805.46	3,049,999.61	(2,906,194.15)	4.7%
Total REVENUES	143,805.46	3,049,999.61	(2,906,194.15)	4.7%
Total Income	262,742.53	3,554,899.61	(3,292,157.08)	7.4%
Expense				
PERSONNEL RELATED EXPENSES				
5000 · SALARIES & WAGES				
5010 · Salaried	188,862.74	373,972.29	(185,109.55)	50.5%
5020 · Hourly	573,719.88	1,169,448.66	(595,728.78)	49.1%
Total 5000 · SALARIES & WAGES	762,582.62	1,543,420.95	(780,838.33)	49.4%

Altadena Library District
Profit & Loss Budget vs. Actual
July through December 2017

	Jul - Dec 17	Budget	\$ Over Budget	% of Budget
5100 · Employer-Portion Taxes/Benefits				
5120 · Payroll Taxes (ER)	58,165.62	118,071.70	(59,906.08)	49.3%
5120.01 · Soc Security & Medicare, Salary	(1,380.13)		(1,380.13)	100.0%
5120.02 · Soc Security & Medicare, Hourly				
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	14,216.61		14,216.61	100.0%
5210.02 · CalPers PEPRA (ER Contr)	39,434.05		39,434.05	100.0%
5211 · PERS Retirement 2% @ 55				
5212 · PERS Retirement 2% @ 60				
5213 · PERS Retirement 2% @ 62				
5218 · PERS Unfunded	45,902.94	91,806.00	(45,903.06)	50.0%
5210 · PERS Retirement - Other		85,179.46	(85,179.46)	
Total 5210 · PERS Retirement	99,553.60	176,985.46	(77,431.86)	56.2%
5222 · OPEB Contribution		144,000.00	(144,000.00)	
5250 · FUTA				
5251 · SUI, Hourly		40,128.94	(40,128.94)	
Total 5100 · Employer-Portion Taxes/Benefits	156,339.09	479,186.10	(322,847.01)	32.6%
5200 · Insurance				
5220 · Health Insurance	59,420.89	126,000.00	(66,579.11)	47.2%
5221 · Health Insurance - Retirees	37,771.20	75,600.00	(37,828.80)	50.0%
5230 · Dental Insurance	6,916.56	14,000.00	(7,083.44)	49.4%
5240 · Vision Insurance	2,452.40	4,000.00	(1,547.60)	61.3%
5260 · Life Insurance	595.61	2,000.00	(1,404.39)	29.8%
5270 · Workers' Compensation	13,110.30	20,000.00	(6,889.70)	65.6%
5280 · Disability Insurance	(382.80)	2,500.00	(2,882.80)	(15.3)%
Total 5200 · Insurance	119,884.16	244,100.00	(124,215.84)	49.1%
Total PERSONNEL RELATED EXPENSES	1,038,805.87	2,266,707.05	(1,227,901.18)	45.8%
CAPITAL				
7310 · Equipment, Furniture & Fixtures	(4,086.31)		(4,086.31)	100.0%
7320 · Structures & Improvements	110,812.18	350,000.00	(239,187.82)	31.7%
Total CAPITAL	106,725.87	350,000.00	(243,274.13)	30.5%
FACILITIES, GROUNDS & MAINTENAN				
7205 · Maintenance Contracts	2,568.17	18,000.00	(15,431.83)	14.3%
7210 · Building Maint & Repairs	9,467.78	20,000.00	(10,532.22)	47.3%
7220 · Landscape	8,076.59	15,000.00	(6,923.41)	53.8%
Total FACILITIES, GROUNDS & MAINTENAN	20,112.54	53,000.00	(32,887.46)	37.9%
LIBRARY MATERIALS				
6110 · Cataloging Expenses	10,526.90	20,000.00	(9,473.10)	52.6%
6115 · Electronic Databases & Subscrip	15,170.58	16,500.00	(1,329.42)	91.9%
6120 · Books	33,162.87	160,000.00	(126,837.13)	20.7%
6125 · Audio CD	4,830.17	18,000.00	(13,169.83)	26.8%
6130 · DVD's & Videogames	10,191.24	23,000.00	(12,808.76)	44.3%
6135 · Processing of Materials	10,862.36	35,000.00	(24,137.64)	31.0%
6140 · Periodicals	10,614.17	12,500.00	(1,885.83)	84.9%
6150 · Downloadables	7,732.10	20,000.00	(12,267.90)	38.7%
Total LIBRARY MATERIALS	103,090.39	305,000.00	(201,909.61)	33.8%
MISCELLANEOUS EXPENSE				
7510 · Miscellaneous Expense	368.47		368.47	100.0%
7520 · Refunds/Parcel		1,000.00	(1,000.00)	
Total MISCELLANEOUS EXPENSE	368.47	1,000.00	(631.53)	36.8%

Altadena Library District
Profit & Loss Budget vs. Actual
 July through December 2017

	Jul - Dec 17	Budget	\$ Over Budget	% of Budget
OPERATING EXPENSES				
6430 · Insurance-Gen, Prop, Liab, Eq	38,693.92	42,000.00	(3,306.08)	92.1%
6620 · Membership Dues & Subscriptions	9,035.60	13,000.00	(3,964.40)	69.5%
6625 · Training & Education	3,147.00	12,000.00	(8,853.00)	26.2%
6626 · Recruitment, Gifts and Memorial	893.28	5,000.00	(4,106.72)	17.9%
6627 · Advertising / Marketing	2,876.11	20,000.00	(17,123.89)	14.4%
6710 · Meetings & Travel	3,071.35	10,000.00	(6,928.65)	30.7%
6730 · Mileage & Parking Reimbursement	310.98	800.00	(489.02)	38.9%
6740 · Postage & Delivery	3,901.60	9,000.00	(5,098.40)	43.4%
6745 · Banking & Service Fees	1,000.64	2,000.00	(999.36)	50.0%
6746 · Payroll Fees	4,765.00	12,000.00	(7,235.00)	39.7%
6750 · Printing & Reproduction	10,896.86	11,000.00	(103.14)	99.1%
6755 · Equipment, Furniture, Fixtures	1,136.27	10,000.00	(8,863.73)	11.4%
6765 · Janitorial Supplies	9,550.96	13,000.00	(3,449.04)	73.5%
6770 · Operating Supplies	6,869.18	30,000.00	(23,130.82)	22.9%
6780 · Operating Software	1,627.97	3,000.00	(1,372.03)	54.3%
6785 · Computer Supplies				
6790 · Hardware (Computers / Tech)	(249.00)		(249.00)	100.0%
6920 · Electricity	22,260.72	37,000.00	(14,739.28)	60.2%
6930 · Natural Gas	364.47	5,500.00	(5,135.53)	6.6%
6940 · Water & Sewage	3,257.31	5,600.00	(2,342.69)	58.2%
6950 · Refuse	2,306.49	4,500.00	(2,193.51)	51.3%
6960 · Products for Resale	3,219.47	5,000.00	(1,780.53)	64.4%
6970 · Equipment Lease & Rental	4,051.30	15,424.00	(11,372.70)	26.3%
7530 · Direct Assessments/Admin Costs	10,084.06	35,000.00	(24,915.94)	28.8%
Total OPERATING EXPENSES	143,071.54	300,824.00	(157,752.46)	47.6%
PROFESSIONAL & TECHNICAL				
7125 · Audit and Financial Consulting	24,260.23	75,000.00	(50,739.77)	32.3%
7130 · Legal Fees	2,773.41	5,000.00	(2,226.59)	55.5%
7135 · Technology Consulting		1,500.00	(1,500.00)	
7140 · Architectural & Engineering		5,000.00	(5,000.00)	
7145 · Collection Agency	1,020.30	1,800.00	(779.70)	56.7%
7155 · Consultants - Other	41,135.17	74,000.00	(32,864.83)	55.6%
7170 · Telecommunications	3,151.23	3,500.00	(348.77)	90.0%
7175 · Internet Service	20,062.14	4,000.00	16,062.14	501.6%
7180 · Technology Equipment	1,944.70	15,000.00	(13,055.30)	13.0%
7185 · Technology Maintenance Fees	13,168.50	32,000.00	(18,831.50)	41.2%
7190 · Website Development		18,000.00	(18,000.00)	
Total PROFESSIONAL & TECHNICAL	107,515.68	234,800.00	(127,284.32)	45.8%
PROGRAMS				
6200 · Youth Services	3,549.02	10,000.00	(6,450.98)	35.5%
6210 · Teen Services	3,399.94	5,500.00	(2,100.06)	61.8%
6220 · Adult Services	13,555.45	23,068.56	(9,513.11)	58.8%
6230 · Bob Lucas Branch Services	671.00	3,000.00	(2,329.00)	22.4%
6240 · Literacy Services	356.01	2,000.00	(1,643.99)	17.8%
Total PROGRAMS	21,531.42	43,568.56	(22,037.14)	49.4%
Total Expense	1,541,221.78	3,554,899.61	(2,013,677.83)	43.4%
Net Ordinary Income	(1,278,479.25)		(1,278,479.25)	100.0%
Net Income	(1,278,479.25)		(1,278,479.25)	100.0%

Altadena Library District
Balance Sheet
As of December 31, 2017

Dec 31, 17

ASSETS**Current Assets****Checking/Savings****Cash & Cash Equivalents****Cash & Investments**

1080 · Petty Cash

607.00

Total Cash & Investments

607.00

Cash In Bank

1021 · Chase General Acct...2951

-29,713.61

1026 · Chase HY Svgs...6883

21,320.18

1041 · Chase HY Svgs...6875

1,082,887.47

1045 · Cash HUD Checking...2969

320,000.33

Total Cash In Bank

1,394,494.37

Cash with County

1010.00 · Cash in County Treasury

303,283.31

1013 · FMV - COLA Funds

-551.79

Total Cash with County

302,731.52

Total Cash & Cash Equivalents

1,697,832.89

Total Checking/Savings

1,697,832.89

Other Current Assets

1400 · Property Taxes Receivable

-9,721.09

1401 · Parcel Assessment Receivable

14,414.96

Total Other Current Assets

4,693.87

Total Current Assets

1,702,526.76

Fixed Assets**Capital Assets****Accumulated Depreciation**

1800 · Accum Depr (S & I)

-1,055,179.72

1900 · Accum Depr (FF & E)

-624,015.44

Total Accumulated Depreciation

-1,679,195.16

Depreciable Assets

1550 · Structures & Improvements

1,638,708.10

1700 · Furniture, Fixtures & Equipment

709,469.89

Total Depreciable Assets

2,348,177.99

Non-Depreciable Assets

1500 · Land

77,280.28

1510 · Artwork

102,500.00

Total Non-Depreciable Assets

179,780.28

Total Capital Assets

848,763.11

Total Fixed Assets

848,763.11

Other Assets**Deferred Outflows of Resources**

1990 · DOR - Employer Contributions MD

161,019.00

1993 · DOR - Diff in Experience

4,379.00

Total Deferred Outflows of Resources

165,398.00

Prepays

1076 · Prepaid Items & Deposits

235.35

Total Prepays

235.35

Altadena Library District
Balance Sheet
As of December 31, 2017

	Dec 31, 17
1992 · DOR Diff in Proportions	61,372.00
1995 · DOR Diff in Earnings	279,772.00
Total Other Assets	506,777.35
TOTAL ASSETS	3,058,067.22
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	6,655.71
Total Accounts Payable	6,655.71
Credit Cards	
2200 · Credit Cards	
2200.01 · UMB Card Services...3219	-3,522.62
Total 2200 · Credit Cards	-3,522.62
Total Credit Cards	-3,522.62
Other Current Liabilities	
2030 · GASB 45 OPEB Liability	-18,314.34
2100 · Payroll Payable	
2100.01 · Payroll Liabilities (EE)	24,488.80
2100.03 · CalPers CLASSIC (EE Ded)	-291.42
2100.04 · CalPers PEPRA (EE Ded)	2,374.85
2100.05 · Accrued Vacation Payable	51,715.66
2100.07 · CalPers 457 (EE Contribution)	1,045.00
2100.08 · CalPers 457 (EE Loan Repayment)	198.11
Total 2100 · Payroll Payable	79,531.00
Total Other Current Liabilities	61,216.66
Total Current Liabilities	64,349.75
Long Term Liabilities	
Deferred Inflows of Resources	
2602 · DIR - Diff in Contributions	129,502.00
2603 · DIR - Changes in Proportions	135,502.00
2604 · DIR - Changes in Assumptions	53,754.00
Total Deferred Inflows of Resources	318,758.00
2700 · Net Pension Liability	1,966,172.00
Total Long Term Liabilities	2,284,930.00
Total Liabilities	2,349,279.75
Equity	
3300 · Retained Earnings	1,987,266.72
Net Income	-1,278,479.25
Total Equity	708,787.47
TOTAL LIABILITIES & EQUITY	3,058,067.22



Honoring the past, cultivating the present, empowering the future

MINUTES

Regular Meeting

Board of Library Trustees – Altadena Library District
Community Room – Main Library - **January 22, 2017** – 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

<https://youtu.be/MzRiZU6RcHw?t=10>

2) ROLL CALL: <https://youtu.be/MzRiZU6RcHw?t=22>

- a) Ira Bershatsky **Present**
- b) Adalila Zelada-Garcia, Secretary **-Resigned**
- c) Gwendolyn McMullins - **Present**
- d) John McDonald, President **Present**
- e) Armando Zambrano **Present**

3) ADOPTION OF AGENDA <https://youtu.be/MzRiZU6RcHw?t=84>

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

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

Trustee Zambrano asked to move item 16b to after item 3.

MOTION BY Trustee McMullins TO ADOPT THE AGENDA AS AMENDED:

Second: Trustee Bershatsky

Aye: Trustee Zambrano, Trustee McDonald, Trustee McMullins, Trustee Bershatsky

No: None

Abstain: None

4) REPORTS OF SUPPORT GROUPS (5 minutes) <https://youtu.be/MzRiZU6RcHw?t=138>

- a) Altadena Library Foundation - **Cynthia Carmona**
- b) Friends of the Altadena Library – **Mark Mariscal**

MOTION BY Trustee Bershatsky to AMEND THE AGENDA AND MOVE 9B BEFORE CLOSED SESSION.

Second: Trustee Zambrano

Aye: Trustee Zambrano, Trustee McDonald, Trustee McMullins, Trustee Bershatsky

No: None

Abstain: None

Presentation of Altadena Library District Final Draft of the Annual Financial Report For The Year Ended June 30, 2017, conducted by Independent Certified Auditor, The Pun Group. (INFORMATION/ACTION) (15 Minutes)
Page #26 & Separate Document <https://youtu.be/MzRiZU6RcHw?t=357>

Recommended Action: The Board of Library Trustees hereby approves the Annual Financial Report for the Year Ended June 30, 2017 conducted by Independent Certified Auditor, The Pun Group.

Paul K. from the Pun Group presented the Annual Financial Report.

MOTION BY Trustee Bershatsky TO APPROVE THE ANNUAL FINANCIAL REPORT:

Second: Trustee McMullins

Aye: Trustee Zambrano, Trustee McDonald, Trustee McMullins, Trustee Bershatsky

No: None

Abstain: None

- 5) **CLOSED SESSION** <https://youtu.be/MzRiZU6RcHw?t=1926>
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) LIABILITY CLAIMS (45 minutes)
Pursuant to Government Code Section 54956.9
Claimant: Tina Wallin Agency Claimed Against: Altadena Library District
- b) PUBLIC EMPLOYEE PERFORMANCE EVALUATION (15 minutes)
Pursuant to Government Code Section 54957
Title: District Director
Review of District Director

THE BOARD RECESSED INTO CLOSED SESSION AT 5:38 PM

- 6) **RECESS BACK INTO OPEN SESSION** <https://youtu.be/MzRiZU6RcHw?t=1962>

THE BOARD CAME OUT OF CLOSED SESSION AT 6:06 PM

- 7) **PUBLIC REPORT OF ANY REPORTABLE ACTION FROM CLOSED SESSION.** (Section 54960 et seq.)
<https://youtu.be/MzRiZU6RcHw?t=1965>

No Action was taken by the Board on either item.

- 8) **PUBLIC COMMUNICATION** <https://youtu.be/MzRiZU6RcHw?t=1999>

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

**Mark Mariscal
Rene Amy
Mark Goldschmidt
Dave Herman
Cynthia Kumanchik
Lisa Cavelier
Anna Cruz**

- 9) **PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS**
<https://youtu.be/MzRiZU6RcHw?t=3106>

- a) **HIRES/PROMOTIONS:** Abel Sepulveda – Temporary Clerk I – 12/18/17
- b) **APPOINTMENTS:** NONE
- c) **RESIGNATIONS AND TERMINATIONS:** Naomi Ruiz – Clerk I – 11/22/17
- d) **TRANSFERS AND PROMOTIONS:** Nicole Fabry – Library Associate to Staff Accountant – 11/9/17
Melissa Aldama – PT Clerk I to FT Clerk II – 11/23/17
Helen Cate – Page to Clerk I – 12/1/17

- 10) **FINANCIAL REPORTS** <https://youtu.be/MzRiZU6RcHw?t=3114>

- a) **Financial reports for October and November 2017 (INFORMATION/ACTION) (10 Minutes) Page #3-25**

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

- ~~b) **Presentation of Altadena Library District Final Draft of the Annual Financial Report For The Year Ended June 30, 2017, conducted by Independent Certified Auditor, The Pun Group. (INFORMATION/ACTION) (15 Minutes) Page #26 & Separate Document**~~

~~**Recommended Action:** The Board of Library Trustees hereby approves the Annual Financial Report for the Year Ended June 30, 2017 conducted by Independent Certified Auditor, The Pun Group.~~

- 11) **CONSENT CALENDAR (5 Minutes)** <https://youtu.be/MzRiZU6RcHw?t=3433>

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

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

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

- i) Approval of minutes – Regular meeting held November 27, 2017, Page #27-31
- ii) Statistical Reports – YTD – November and December 2017, Page #32-50
- iii) Departmental Monthly Reports – November and December 2017, Page #51-78
- iv) Human Resources Update – Written Report by HRNETwork – November and December, Page #79-80
- v) District Director's Report – November and December 2017, Page #81-88
- vi) Special Tax Annual Reporting Pursuant to Senate Bill 165., Page # Separate Document
- vii) Mid-Year Review of Operating Plan for Fiscal Year 2017/2018, Page #89-97
- viii) Updates to Trustees Calendar – 2017/2018, Page #98-99

MOTION BY Trustee Bershatsky TO APPROVE THE CONSENT CALENDAR WITH REMOVAL OF ITEM I Minutes:

Public Comment- Mark Mariscal <https://youtu.be/MzRiZU6RcHw?t=3501>

Second: Trustee McMullins

Aye: Trustee Zambrano, Trustee McDonald, Trustee McMullins, Trustee Bershatsky

No: None

Abstain: None

b) **CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR**

<https://youtu.be/MzRiZU6RcHw?t=3663>

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

MOTION BY Trustee McMullins TO APPROVE THE NOVEMBER 27, 2017 MINUTES:

Second: Trustee Zambrano

Aye: Trustee Zambrano, Trustee McDonald, Trustee McMullins, Trustee Bershatsky

No: None

Abstain: None

PUBLIC COMMENT – SHERMAINE RIEHL <https://youtu.be/MzRiZU6RcHw?t=3766>

12) **NEW BUSINESS** <https://youtu.be/MzRiZU6RcHw?t=3967>

PUBLIC COMMENT – MARK MARISCAL <https://youtu.be/MzRiZU6RcHw?t=4083>

a) **Resolution 201801** – RESOLUTION OF THE GOVERNING BODY OF THE ALTADENA LIBRARY DISTRICT DECLARING THAT GOVERNING BODY MEMBERS AND VOLUNTEERS SHALL BE DEEMED TO BE EMPLOYEES OF THE DISTRICT FOR THE PURPOSE OF PROVIDING WORKERS' COMPENSATION COVERAGE FOR SAID CERTAIN INDIVIDUALS WHILE PROVIDING THEIR SERVICES (INFORMATION/ACTION) (5 Minutes), Page #100-101 <https://youtu.be/MzRiZU6RcHw?t=4150>

MOTION BY Trustee McMullins TO ADOPT RESOLUTION 201801 WITH ONLY MEMBERS OF THE GOVERNING BODY

Second: Trustee Bershatsky

Aye: Trustee Zambrano, Trustee McDonald, Trustee McMullins, Trustee Bershatsky

No: None

Abstain: None

b) Presentation of Project Plan for Bob Lucas Branch Library Upgrades (INFORMATION/ACTION) (10 Minutes), Page #102-104 <https://youtu.be/MzRiZU6RcHw?t=4372>

Public Comment Mark Mariscal
<https://youtu.be/MzRiZU6RcHw?t=4819>

c) Salary Comparison and Wage Scale Revisions Update by HRNETwork, (INFORMATION/ACTION) (15 Minutes), Page #none <https://youtu.be/MzRiZU6RcHw?t=5082>
Public Comment Mark Mariscal <https://youtu.be/MzRiZU6RcHw?t=4998>

13) OLD BUSINESS

- a) Update from Ad hoc Committee for Bylaws Review (INFORMATION/ACTION) (5 Minutes), Page #none
It was noted that Trustee Zambrano will take the place of Trustee Zelada-Garcia on the ad-hoc committee. Public Comment Mark Mariscal <https://youtu.be/MzRiZU6RcHw?t=5141>
<https://youtu.be/MzRiZU6RcHw?t=5180>
- b) Update on Installation of 3D Printer (INFORMATION/ACTION) (5 Minutes), Page #none
<https://youtu.be/MzRiZU6RcHw?t=5248>
- c) Brown Act / Board Training Update (INFORMATION/ACTION) (5 Minutes), Page #105-106
Public Comment Mark Mariscal <https://youtu.be/MzRiZU6RcHw?t=5323>
<https://youtu.be/MzRiZU6RcHw?t=5420>

14) DIRECTOR'S REPORT (INFORMATION/ACTION)

- a) Update to Director's Written Report, (5 Minutes) Page #none
<https://youtu.be/MzRiZU6RcHw?t=5519>

15) CORRESPONDENCE, Page # 107-114 <https://youtu.be/MzRiZU6RcHw?t=5544>

- a) California State Library CLLS Final Second Payment Letter
- b) CLA Legislative Update

~~16) REPORTS OF SUPPORT GROUPS (5 minutes)~~

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

17) REPORTS OF TRUSTEES <https://youtu.be/MzRiZU6RcHw?t=5562>

Trustee McMullins, Trustee Bershatsky, Trustee McDonald and Trustee Zambrano

Public Comment from Mark Mariscal <https://youtu.be/MzRiZU6RcHw?t=5750>

18) AGENDA ITEMS FOR FUTURE AGENDAS <https://youtu.be/MzRiZU6RcHw?t=6429>

- a) This is an opportunity for Board members to request that items be placed on future agendas.
Worker's Compensation Quote for Volunteers and Possible Resolution Update

19) ADJOURNMENT

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

Public Comment from Karen Gibson <https://youtu.be/MzRiZU6RcHw?t=6453>

MOTION BY Trustee McMullins TO ADJOURN THE MEETING.

Second: Trustee Bershatsky

Aye: Trustee Zambrano, Trustee McDonald, Trustee McMullins, Trustee Bershatsky

No: None

Abstain: None

MEETING ADJOURNED AT 7:26 P.M. <https://youtu.be/MzRiZU6RcHw?t=6553>



Honoring the past, cultivating the present, empowering the future

MINUTES

Special Meeting

Board of Library Trustees – Altadena Library District

Director's Office – Main Library

January 25, 2018 – 6:09 p.m.

https://youtu.be/NDbV_ZrI3eE

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: https://youtu.be/NDbV_ZrI3eE?t=19

- a. Ira Bershatsky **Present**
- b. Gwendolyn McMullins
Absent Excused
- c. John McDonald, President **Present**
- d. Armando Zambrano **Present**

3. ADOPTION OF AGENDA https://youtu.be/NDbV_ZrI3eE?t=37

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

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

MOTION BY Trustee Bershatsky to adopt the agenda

Second by Trustee Zambrano

Aye: Trustee Bershatsky, Trustee McDonald, Trustee Zambrano

No:

Abstain:

4. PUBLIC COMMUNICATION https://youtu.be/NDbV_ZrI3eE?t=54

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

Public Comment: Mark Mariscal

5. NEW BUSINESS

- a. Designation of Acting District Director (**INFORMATIONAL/ACTION**)
https://youtu.be/NDbV_ZrI3eE?t=176

Public Comment: Mark Mariscal

MOTION BY Trustee Bershatsky to Designate Public Services Director Ryan Roy as Acting District Director

Second by Trustee Zambrano

Aye: Trustee Bershatsky, Trustee McDonald, Trustee Zambrano

No:

Abstain:

- b. Designation of an additional signer for fiscal documents (**INFORMATIONAL/ACTION**)

https://youtu.be/NDbV_ZrI3eE?t=458

Public Comment: Mark Mariscal

MOTION BY Trustee Bershatsky to Designate Additional Signers for Fiscal Documents

Second by Trustee Zambrano

Aye: Trustee Bershatsky, Trustee McDonald, Trustee Zambrano
No:
Abstain:

- c. Announcement of open Board of Library Trustees position (INFORMATIONAL/ACTION)
https://youtu.be/NDbV_ZrI3eE?t=685

Public Comment: Mark Mariscal, H. Shakur

MOTION BY Trustee Zambrano to Interview Candidates and Appoint a New Trustee at the February Board Meeting
Second by Trustee Bershatsky
Aye: Trustee Bershatsky, Trustee McDonald, Trustee Zambrano
No:
Abstain:

6. AGENDA ITEMS FOR FUTURE AGENDAS

https://youtu.be/NDbV_ZrI3eE?t=1175

Public Comment: Mark Mariscal, Dave Herman

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

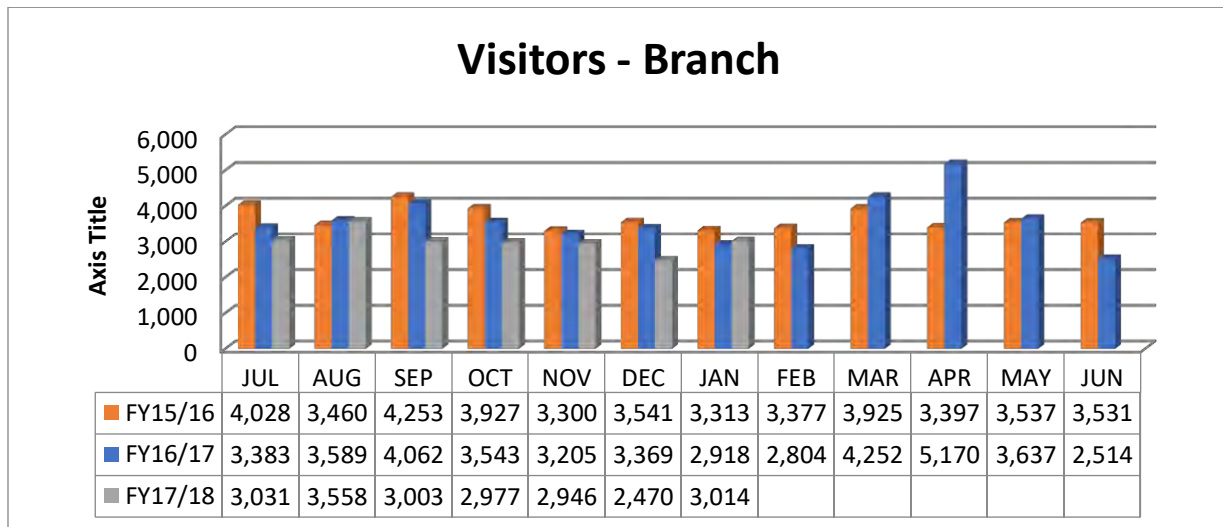
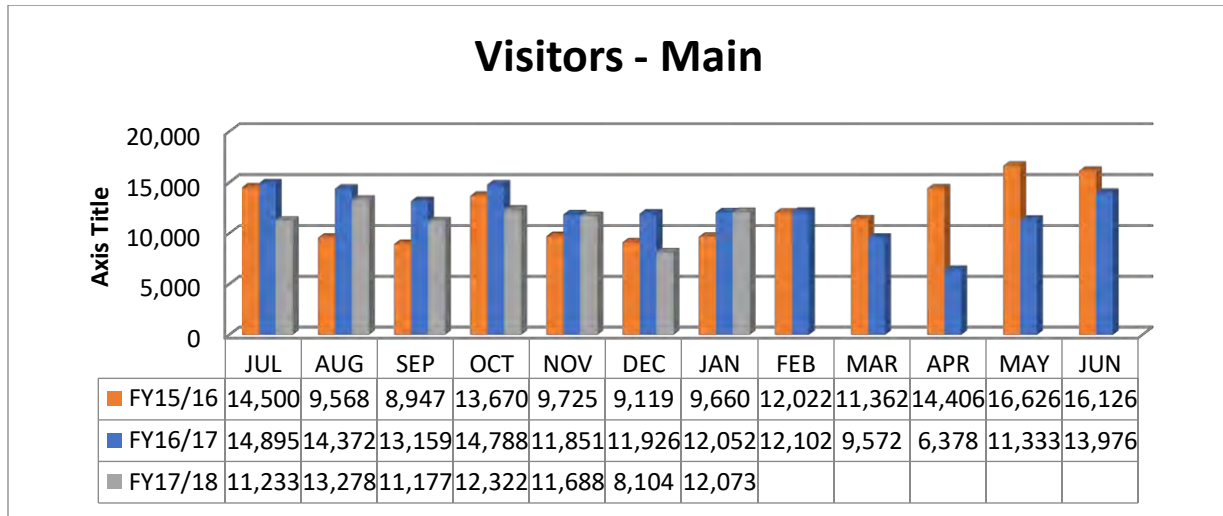
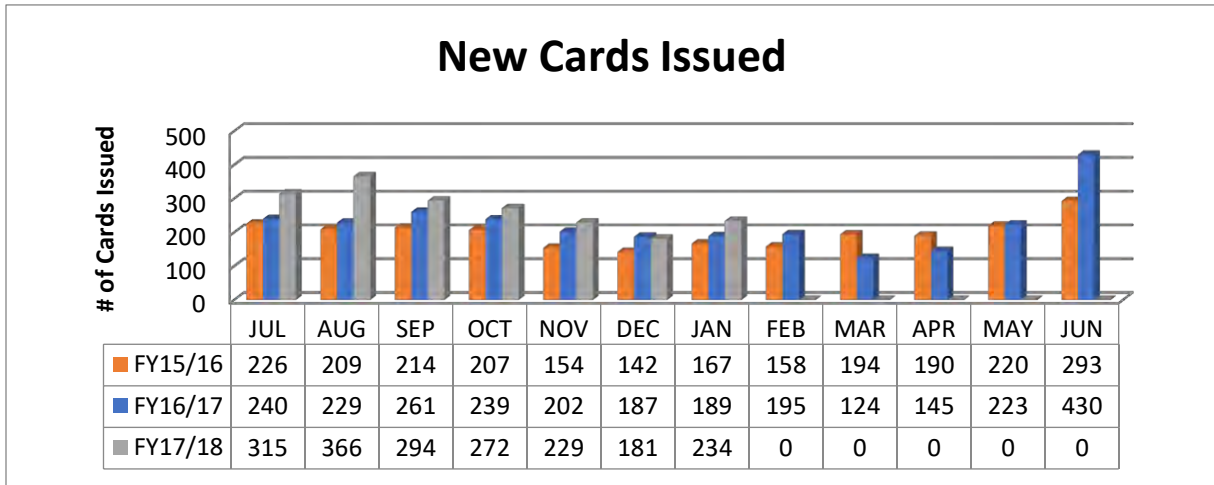
7. ADJOURNMENT https://youtu.be/NDbV_ZrI3eE?t=1297

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

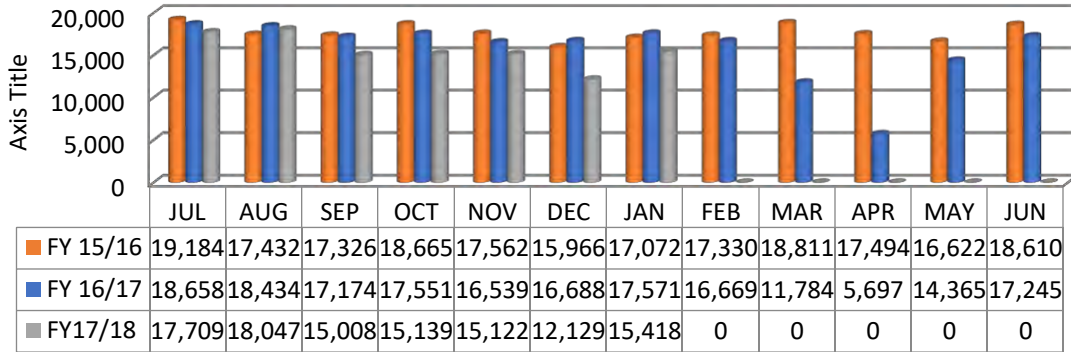
MOTION BY Trustee Bershatsky to Adjourn the meeting
Second by Trustee Zambrano
Aye: Trustee Bershatsky, Trustee McDonald, Trustee Zambrano
No:
Abstain:

Meeting Adjourned at 6:30 PM

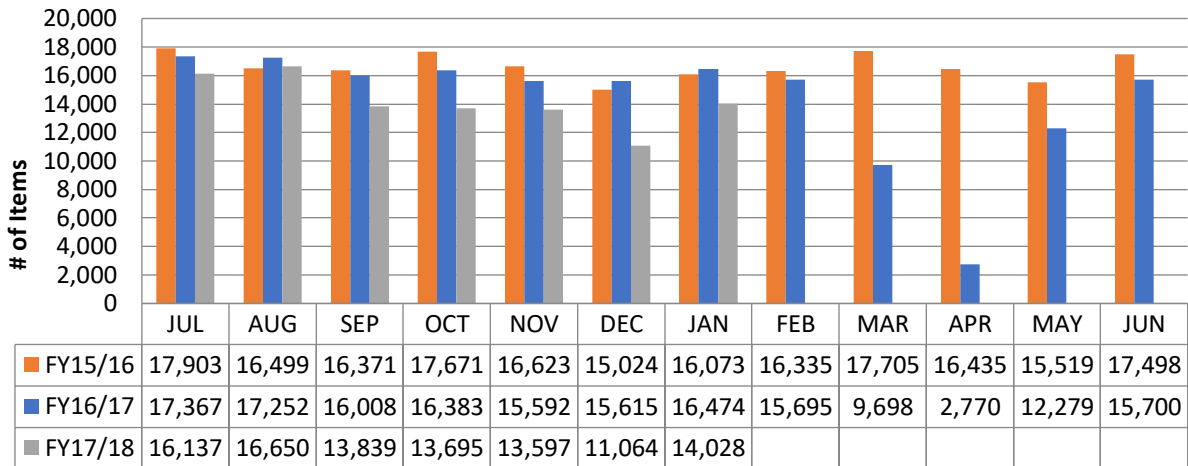
Statistical Graphs for the Month of January 2018



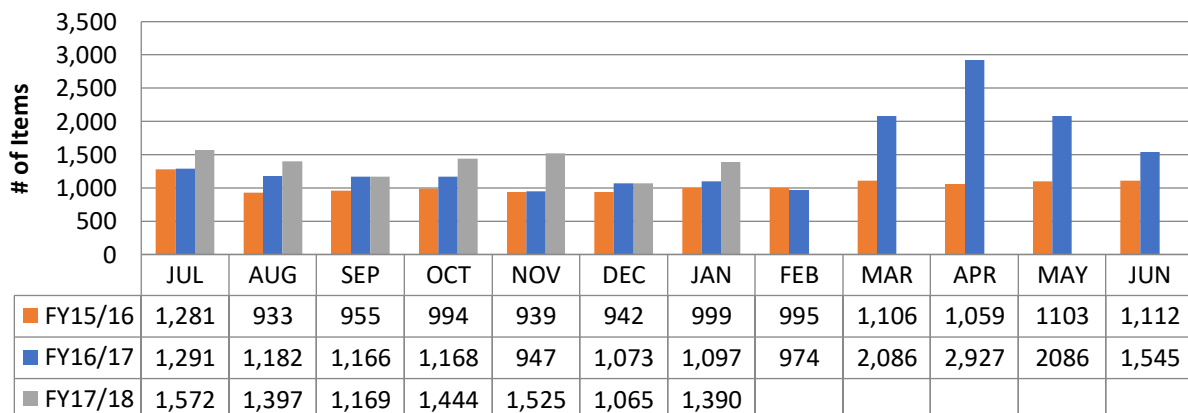
Items Checked Out



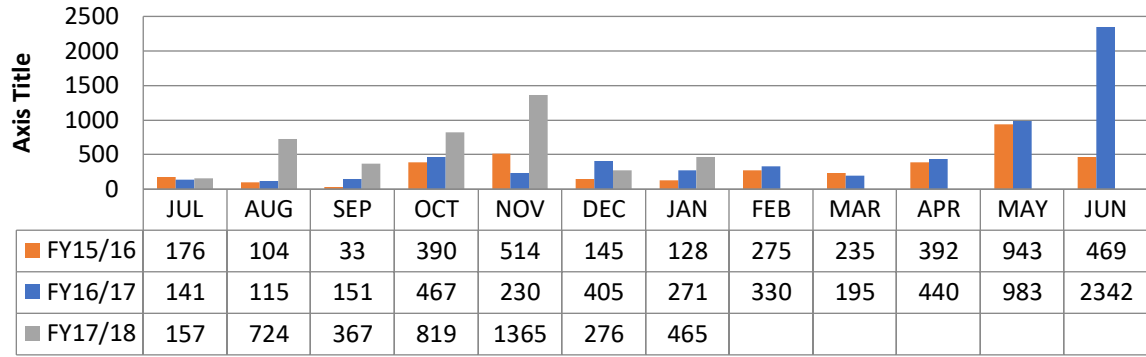
Circulation Main



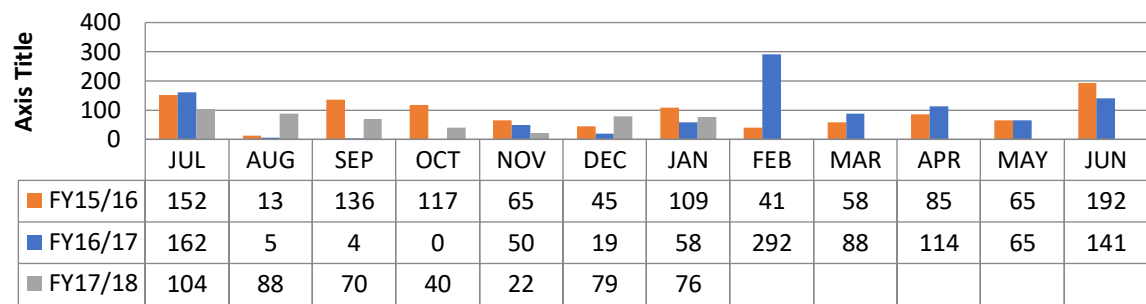
Circulation Branch



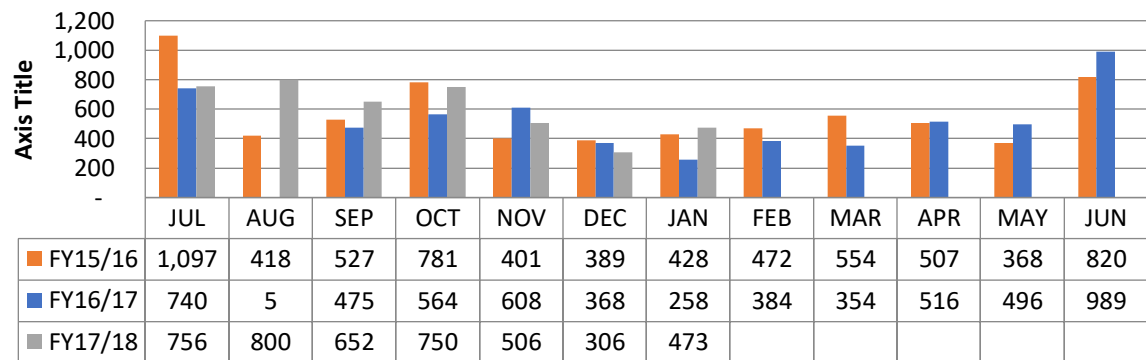
Adult Program Attendance



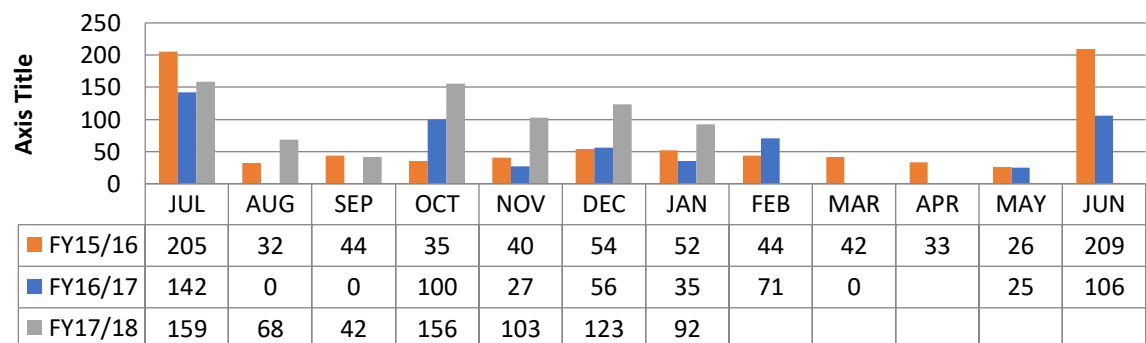
Young Adult Program Attendance



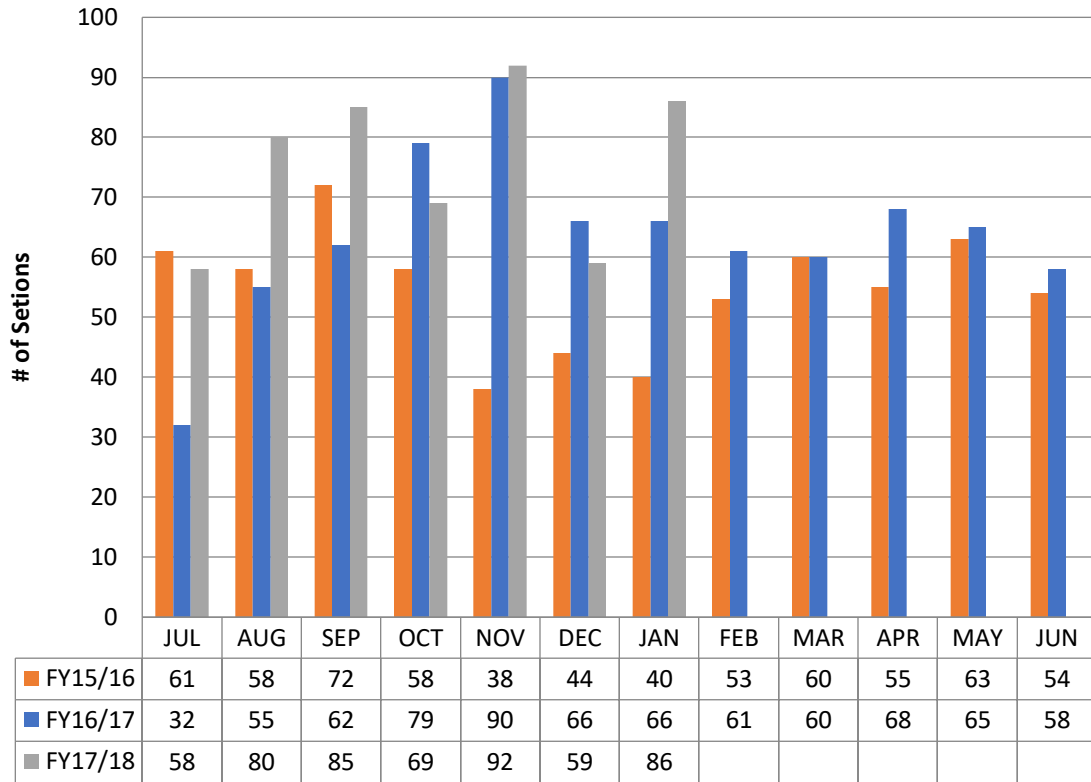
Childrens Program Attendance



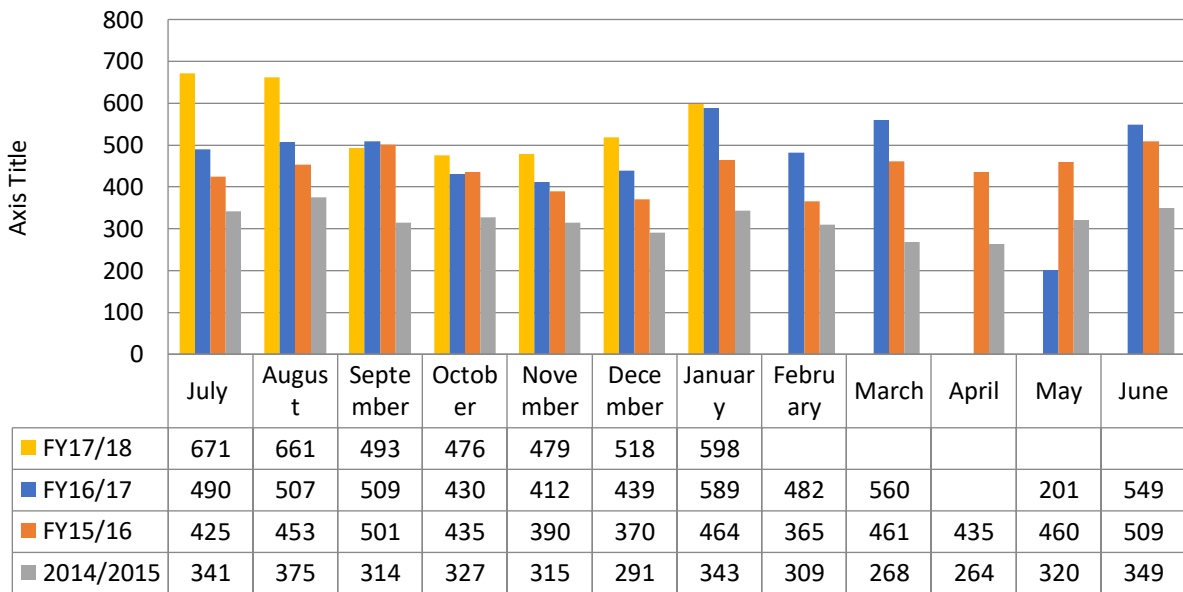
Branch Program Attendance



Literacy Tutor Sessions



eBook Circulation



A NEW YEAR

ADULT SERVICES JANUARY 2018 REPORT



4X4

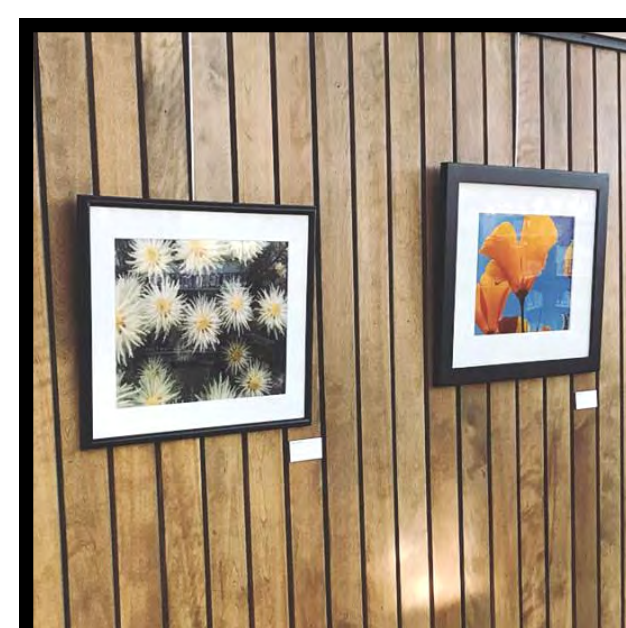


This month we were thrilled to launch the first in the series of the 4x4 art workshop with Self Help Graphics, and East Los Angeles institution. From January to April, on the last Saturday of the month, the Library will host an artist of a different medium for special workshops that will help participants of all ages unleash their creativity. This month Self Help Graphics taught an all ages group how to silkscreen.

ART EXHIBITS



Amish Desai's photos
Reading court



Dale Voelker's Art
Community Room



Kai Clark and his band performed in our Second Saturday music series to the delight of the audience.



The Library hosted 7 four hour open enrollment sessions (Nov.-Jan.) with local health organization Chapcare.

EDUCATION



A Day in the Life of an American School District

In response to one of our community conversation priority areas, education, we showed the documentary, Go Public. The documentary provides a window into the world of PUSD.

The Library featured a panel discussion following the screening will feature the film's producers James O'Keeffe, Dawn O'Keeffe and PUSD Superintendent Dr. Brian McDonald.



Sheila Stone a small business owner, presented information about going back to school for adults. She shared her experience going back to school as a mature adult and information on how to do it.



Programs, not pictured:

- *Open Mic
- *Storytelling Jam
- *Chess Club
- *Computer Classes
- *Paper Shredding Event
- *Book Club
- *Seed Library

Active Committees:

- *Display
- *Summer Reading
- *Website
- *Community Conversation - Next Steps



Ryan checked out the Repair Cafe. Possible partnership coming soon to the library!

Art has the power to build community

4X4 Art Workshops – 2018

Altadena Library District

The Altadena Library District has set the goal to support **connected learning** for its community through the arts. The American Library Association's "The Center for the Future of Libraries works to identify trends relevant to libraries and librarianship" (ALA 2018). **Connected Learning** has been identified as a key trend for libraries to invest in. "By encouraging exploration and interaction with resources, **connected learning** may re-engage learners with some of the fundamental benefits of libraries, including access to a broad range of information and the freedom to learn at one's own discretion" (ALA 2018).

******<http://www.ala.org/tools/future/trends>

Connected learning has six key components to its framework; interest-driven, openly-networked, academically-oriented, centered on a shared purpose, peer-supported, and production-centered. Interest-driven learning works to engage the learner around their personal interests and passions. Openly-networked requires the library to move beyond its walls and to build partnerships with other organizations to build and strengthen learning and access. Academically-oriented learning connects the learner's personal interests to academic success, career success, or political and civic engagement. Shared-purpose builds bridges between groups of different ages, cultural and socioeconomic backgrounds. Peer-supported learning utilizes socialization as a driving force for learning and connecting. Production-centered learning is one of the most important aspects of connecting learning because it allows the learner to make or create, as a mode to accessing and identifying deeper goals and possibilities.

Our community has demonstrated a high level of interest and enthusiasm around production-centered learning programs. It is my intention to build relationships with community partners to bring art programs to the library that excite, inspire, and foster 21st century skill-based learning.

In January we kicked off our first 4X4 Art Workshop with Self Help Graphics.

Art has the power to build community



Self Help Graphics & Art (SHG) inspires the creation and promotion of new works by Chicano and Latino artists through experimental and innovative printmaking techniques and other visual art forms/media. Since 1973, SHG has been the intersection where arts and community meet, providing a forum for local and international artists.

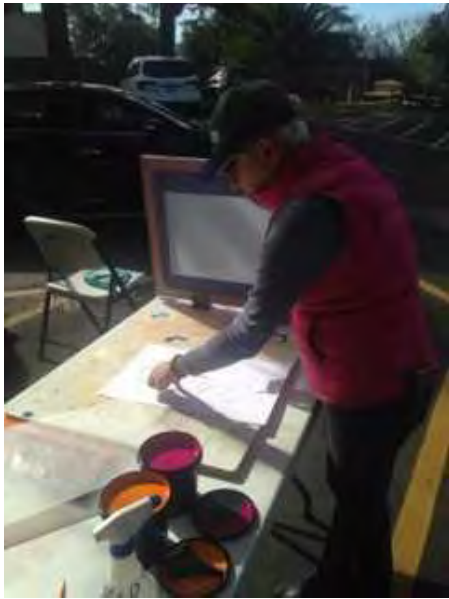
In honor of National Seed Swap Day being the day of the workshop (Jan. 27th) and the Altadena Library launching its Seed Library, in partnership with SLOLA, the theme for our Silkscreen Poster Making was *seeds, growth, and nature* although participants were **highly** encouraged to design what ultimately inspired them. Marta and Moni with Self Help Graphics did a fantastic job getting everyone excited to learn to do silkscreen printing and fostering a warm and inclusive mood to the day that got everyone laughing, connecting, and creating.

We originally booked Self Help Graphics to provide art instruction to 20 participants. The community had a tremendous response to this art workshop with well over 50 people requesting to participate!

Program Statistics:

Art has the power to build community

25 members of our community were given the opportunity to learn the basic techniques behind silkscreen printing. This workshop was intergenerational with participants ranging in age from 4-70. There were 9 children (4-16 years old) and 16 adults (20-70 years old). There were 7 families who participated; ranging from 2 members to 4 members making art together.



Community Feedback:

Art has the power to build community

The participants of this workshop expressed a **strong** desire for SHG to come back and provide a series of classes that would give them the opportunity to deepen their skill set.

SHG expressed a strong desire to return to our library and provide a one-day workshop that would accommodate more participants (ideally 100!). They said that many people from our community reached out to them, prior to the workshop, to express their excitement and joy to learn they would be visiting Altadena, as we are a community they had never visited before!

I had a participant request that we consider expanding our collection to include 'out of the box' items like a pasta maker. She got to try one during our September cooking class with Elisa Callow, 'The Urban Forager'. She expressed that the cost of this tool is prohibitive to her continuing to build off the skills she had learned in the class. I let her know that we are in the process of creating a **Library of Things** and this tool should most definitely be considered as part of that special collection.

Openly-networked: requires the library to move beyond its walls and to build partnerships with other organizations to build and strengthen learning and access for its community

January Partnerships: **Self Help Graphics** and **Pasadena Museum California Art**

I met with Leah Clancy from the Pasadena Museum of California Art. I will be working with them directly to improve my skill set around curation and how to implement art programs that potentially tie into exhibits and are responsive to the community's needs. PMCA wants to find more ways to support the work we do at the library. We discussed participating in their Wednesday Wee Read (Storytime). We also discussed PMCA potentially doing a pop-up at the library! We discussed that we both struggle to reach very similar demographics; emerging adulthood (19-32) and lower income Latino families and plan to look at how our partnership can potentially help each of us reach folks that we feel most disconnected from.

Branch January 2018 Report

Library News

Programs

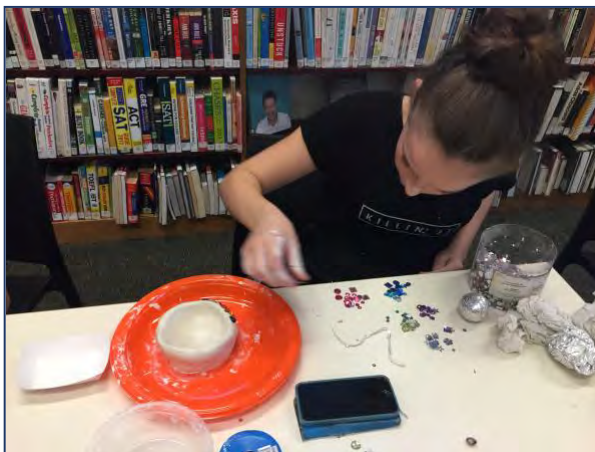
The new year brought back the regulars and welcomed new faces to Thursday's **Baby Storytime**. Over 60 attendees participated in the Baby storytime this month. Also, this month we launched **Toddler Storytime** on Tuesday, January 23 and we received a small crowd of tots that ranged from ages 18 months to almost 3 years. The program consists of songs, stories and a concluding thematic craft for the Tuesday morning program. We hope this program will grow in popularity.



*(L) This scene of two young readers made our hearts smile!
(R) Two minds are better than one when working together*



Our monthly **Crafternoons** program brought in a modest crowd to make dragon eggs out of foil, clay and jewels. This was a very involved craft that required attention to detail, precision and creativity when designing the egg. Some teens decided to mold the clay to make a bowl for their tiny dragon eggs. Young minds are quite creative which we love here at the Branch!



Technology/Facility Upgrades

The Branch now has 12.9" iPad Pro that was received from the Libraries Illuminated 2017 grant. The device has a structure sensor attached, which can be used for scanning objects into 3D models for 3D printing or virtual reality. With this, patrons are now able to bring in an item that they want replicated! We also received a CT30 Hand Held Barcode Scanner that can be used with the iPad Pro. The scanner enables Branch staff to remotely check out books to patrons.

New blinds have been installed in the Branch's main area, computer/literacy area and in the staff room.



Before new blinds.



After new blinds.

Collection Management

To remain current and offer diverse subject matter to our patrons, the Branch began evaluating its collection in the last half of 2017. We have spruced up the current collection by deselecting titles based on condition, circulation and currency. Adult fiction and non-fiction, YA and children's titles have been a priority for the last half of the year, so we have been ordering up a storm of new titles for these collections. Further, the Branch has increased urban fiction titles, which is a popular genre among our patrons. We continue evaluating the collection and are currently working on increasing the Spanish, children's non-fiction titles, as well as, adding audiobooks to the Branch's circulating collection.

At the end of January, the Branch Librarian attended REFORMA first annual Spanish Language book fair in Santa Monica. There were vendors on hand to answer questions and make recommendations for Spanish language materials. I was able to find some good titles and have already ordered those for the Branch's Spanish collection.

Literacy Services News

Adult Literacy

The Literacy Program currently has 17 volunteers and 25 active learners! The number of learners and tutors are growing slowly, but surely. Since July 2017, our tutors and learners have worked over 540 hours towards achieving their literacy goals and they are maintaining a strong momentum. It is always exciting to meet prospective tutors and hear about their passion and interest in working with others. To our learners, we are thrilled they are taking a step towards achieving a very personal aspiration and we hope that our services provide adequate support and a safe environment for which they can reach their goals.

Children's Board Report – January 2018

Happy New Year from Children's and Family Services! A new year means new books, new programs—but still your same ol' goal of inspiring and encouraging curiosity, empathy, and a lifelong love of reading.

To that end, we hosted 14 programs for 0-5-year-olds this month, with 341 patrons in attendance. For elementary students, we hosted 12 programs, with 132 in attendance. We had visits to or from five schools, allowing us to serve 99 students and their teachers.

We are pleased to announce a new tween program that began in January—Pages and Popcorn is a book-to-movie club put on by our Library Associate, Adriana Muro, and our Clerk I, Amanda Toledo. They have thrown so much creative energy into this project, and it's really been fantastic for the kids and families who are partaking. Their first book-to-film has been the perennially popular HARRY POTTER AND THE SORCERER'S STONE. For their first meeting, they transformed the Fab Lab into a miniature magical world, with Honeydukes and a Sorting Ceremony, and they haven't slowed down at all. We're incredibly impressed with their efforts and can't wait to see what fun things they think up for Cornelia Funke's INKHEART. Pages and Popcorn hits the always difficult to pin down 9-12 age range, and we're also so glad to have a new way to serve that population.

In January, we attended a Lunch at the Library training, sponsored by the California Library Association, California Summer Meal Coalition and California State Library to learn more about how to provide a free summer lunch program at the Library for those patrons aged 1-18 who don't have reliable access to healthy foods over the summer months. It was an incredibly informative training, and we look forward to discussing possibilities and sponsors with Ryan, Yuni, and Diana in the coming weeks.

We also attended the first annual REFORMA book fair in Santa Monica, which focused on Spanish-language materials and how to incorporate Spanish into the collection, programming, and more. Adriana, who served as our representative, came back with a host of programming insights, publishers to pay attention to, and a list of books to purchase for our collection. We so very much want to expand our outreach and services to the people of Western Altadena, and opportunities like this will prove invaluable as we move to grow our collection and services.

MARKETING & COMMUNICATIONS REPORT

SOCIAL MEDIA STATS

Facebook – Primary Page – 1,300 Likes (Increase of 48 followers from last month!)

(Statistics between January 10 and February 15)

- 4,684** **↑45%** Reach (The number of people who saw any of our page posts)
- 416** **↑24%** Page Views (The number of people that viewed our page and any of its sections)
- 2,451** **↑125%** Post Engagement (The number of times people have engaged with our posts through Likes, Comments, Shares, and more)
- 126** **↑40%** Video Views (The number of times the videos on our page have been viewed, for 3 seconds or less)
- 41** New Page Likes

Facebook – Youth Services – 406 Likes

(Statistics between January 10 and February 7)

- 288** **↑54%** Reach (The number of people who saw any of our page posts)
- 34** Page Views (The number of people that viewed our page and any of its sections)
- 62** **↑17%** Post Engagement (The number of times people have engaged with our posts through Likes, Comments, Shares, and more)

Instagram – 465 Followers (Increase of 33 followers from last month)

(Statistics between January 8 and February 7)

- 278** **↑29%** Average Post Impressions (The average number of times each post has been seen)

Twitter – 110 Followers (Increase of 5 from last month)

EMAIL MARKETING (“This Week @ Altadena Library”)

(Statistics as of February 7)

Our weekly e-newsletter continues to see increases in its open rates, up an average of almost 6% from the holiday months (November – December).

Jan. 5	“Spanish Newsletter, Seed Library...”	13.95% opened	77 clicks
Jan. 12	“Live Music, Martin Luther King, Jr. Day...”	14.76% opened	42 clicks
Jan. 19	“Shred Day, Standardized Testing for College...”	18.78% opened	75 clicks
Jan. 26	“Open Mic Night, PUSD Documentary...”	17.24% opened	64 clicks
Feb. 2	“February Newsletter, Mosaic Project...”	16.77% opened	108 clicks

MEDIA COVERAGE

Below are the recent news articles and press about happenings at Altadena Library.

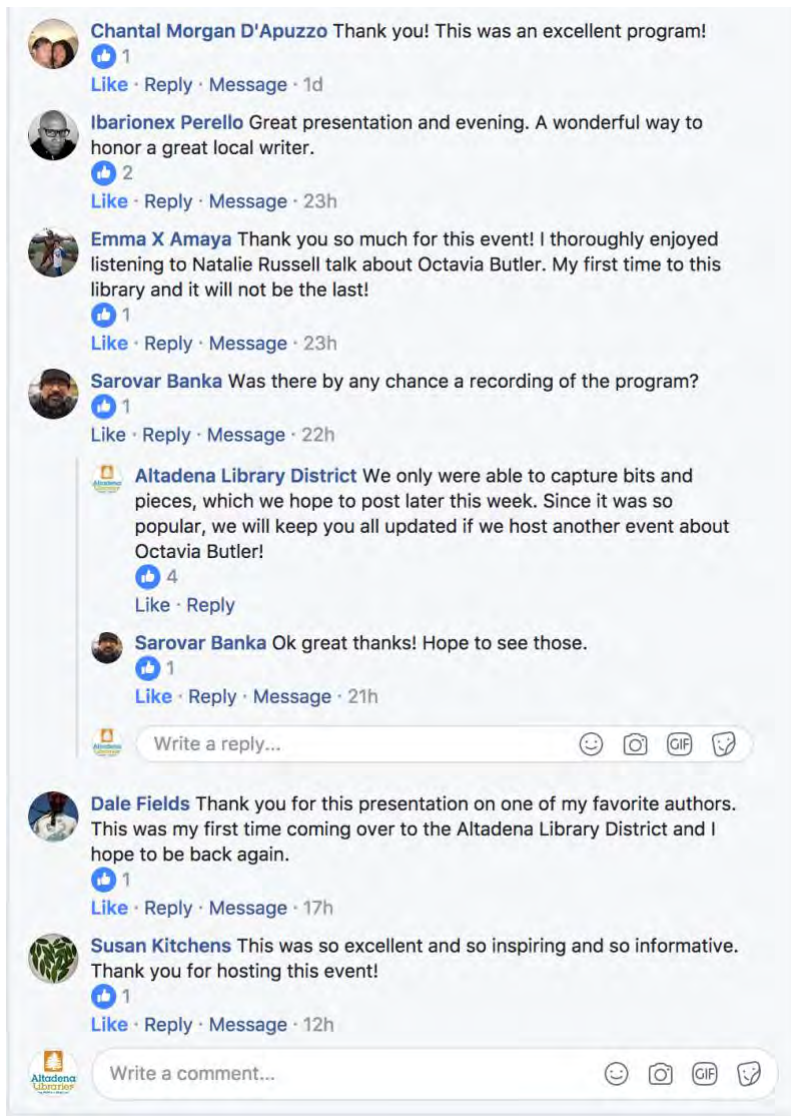
Type	Publication	Date	Topic/Headline
Event Listing	Altadena Now	January 9	Chess Night, Pokemon Club, Storytelling Jam, Popcorn & Pages, ChapCare Rep at the Library
Article	Pasadena Now	January 29	Open Announcement for Board Vacancy

Article	Mountain View News	February 3	Bob Lucas Branch's Newest Initiative – The Mosaic Project
Article	Mountain View News	February 3	More Shakeup at the Altadena Library

HIGHLIGHT

Octavia Butler Presentation Gone Viral

As with all of our special events at the Library, we posted the Octavia Butler presentation on Facebook so that we can track a general RSVPs and get a sense of expected attendance. In this case, our Octavia Butler Facebook event picked up A LOT of traction. In about 6 weeks of organic (non-paid) promotion on our Facebook, this event was shared many times, resulting in an organic reach of 53,000 Facebook users, 2,800+ event views (meaning that the user actively clicked onto the event page to learn more), and 1,700+ people who responded they were either “Interested” or planning to attend. These are big stats for us! The engagement throughout the promotion was unprecedented, and our feedback after the event was entirely positive. Below is a sampling of some of the comments shared after the event:



January Technology News

Both the Main Library and Bob Lucas Library have deployed 3D Model Structure Sensors. These sensors allow patrons to capture 3D Models from the real world, and print them on the LuzBolt printer at the Bob Lucas Memorial Library and the MakerBot 3D printers at the Main Library. The HTC Vive virtual reality system has been deployed to the teen area, and is ready for action.

The Nomad presentation system that was formerly in the FabLab was relocated to the Community Room to better serve the community and improve space utilization in the FabLab. In the FabLab, presenters can still display their laptops to the large lcd T.V. via HDMI.

Our website committee has moved forward with the help of our marketing staff; the mockups from Wix.com have been helpful in determining the direction. A remodel of our website will be done in-house, and it will live on wordpress.com. The remake of the website is ongoing, and will undergo a few iterations, which will be tested by focus groups of the community and staff for refinement.

Four RFID from industry leading vendors have gone through walkthroughs of our facilities, and will submit responses to the RFID RFP.

An Adobe Creative Cloud license was purchased through TechSoup.org to facilitate marketing, graphic design, and other media programs at the Library; this was driven forward by the iCell Water Kiosk Repurposing. The graphics for the iCell's new skin will soon be complete, and the new template will be sent off for printing.

Miscellaneous Notes:

We are continuing to bring public and staff computers' OS and application versions up to date.

The Library is adjusting server resources to carve out space for an open source alternative to Past Perfect, which will house the scanned historical documents.

The I.T. department has purchased a replacement server for the existing virtual server host, and plans on provisioning the existing host as a failover server.

Our ERate consultant determined we are not eligible for the \$15k Branch grant through ERate.

Teen Services – Board Report

January 2018

January kicked off with a bang for Teen Services! We debuted our brand new line-up of programs to great success. Our FabLab Open Hours for Teens have been steadily increasing in size with many teens returning again and again to use time on the Virtual Reality system and 3D printing. I've been able to train several volunteers and a few families to use the FabLab on their own. The cooking class got off the ground with several participants creating delicious pizza and promising to be back in February to make Macaroni and cheese. Teen Game Day returned with an increase in numbers from December, which is always exciting. Teen Movie Day and Teen DIY Club are also back with their own loyal participants.



In January, I attended a webinar on exploring race through poetry. This ties in perfectly with one of the new books we purchased called #NotYourPrincess, which is stories of Native American women told in verse. I am excited to provide more programs and resources of this type.

The teen space is now host to its own virtual reality set-up. I should be trained in the next few days and have this up and running on a regular basis. Teens continue to play Super Smash Bros Brawl in the teen space in afternoons after school.



I began an extensive weeding project of items that had not circulated in 3 or more years. This project will free space up on the shelf to accommodate the new materials that have been purchased.

Together, Chloe and I continued our branding of the Teen Space. This manifests itself with a variety of different projects all tied together with the same fonts, verbage, and pictures. We are especially proud of our new Banner as well as a smaller rules sign. We also have been sending out weekly eblasts to teens and their families using our current branding. Teen Book Boxes made great strides as we plan to implement the program. We are just waiting on a few more things to launch this exciting new service.



I am looking forward to the exciting programs and new challenges that February will bring.

January 2018 Volunteer Report

With the new year we have gained new volunteers who are eager to be a part of the many activities around the library. With help from Evan, our local JPL engineer, as well as Kate, our Teen Librarian, there were 3D printing training sessions and as a result we have 9 new volunteers trained in 3D printing, and have increased our 3D printing open hours at the main branch. Additionally, we are thrilled to have a volunteer who has joined to help with 3D printing at the Bob Lucas branch.

With the new year came the return of Chess Night and a resurged interest fueled by our enthusiastic, chess loving, volunteers who have continued to generously share their love of the game with players of all ages and levels. It continues to be a community driven experience that brings together people from all walks of life.



A result of my participation in the St. Francis service fair, last year, has been that our library has enjoyed the presence of a wealth of volunteers from St. Francis High School, who have chosen the Altadena Library as a place to complete service hours. These young men have worked on fulfilling their commitment to community in a variety of ways, from helping with 3D printing, to setting up Chess Night to helping with set up for our Second Saturday concerts. We look forward to a continued successful relationship with all of our area schools.

New Program

Our Teen Media Team had their first meeting this January. Teens from Pasadena High School, St. Francis and Blair have come together to create news stories for and about Altadena. In their first meeting they jumped right in and planned out several story ideas and developed a basic plan for a monthly show on Altadena centric stories. Many have taken the time to come in and teach themselves how to use the camera and do basic editing on Final Cut Pro. We are really looking forward to the news pieces that these intrepid reporters will develop for the library.

Collaboration

January was the last month for California Covered open enrollment. The library was instrumental in supporting ChapCare while they provided access to insurance and information about health insurance to many Altadena area residents. We are proud that we were able to work with ChapCare to bring this valuable resource to our community.



ALD HR REPORT – BOARD OF DIRECTORS

Month: January 2018

EE/HR Transactions

	Action	Status/Notes
1.	Assisted with one new hire documents	Completed
2.	Review and process one leave of absence	Still on leave of absence
3.	Review and process Workers Compensation claim	Still on Workers Compensation leave
4.	Advice on HR questions	Done

Current Projects – *HR initiatives to be reviewed and prioritized with Ryan Roy and John McDonald*

Project	Action	Target Date	Status/Notes
Diversity Program	Develop diversity initiatives aligned with ALA Diversity Guidelines	<i>In Progress</i> May 2018	http://www.ala.org
	Conducting EEO Survey with Staff	1/12/18	
Stratex HRIS	Implement Recruiting Module	Feb 2018	Mark Shank to provide training
Pulse Survey	Conducted Quarterly	11/3 - Conducted through Survey Monkey (<i>per Board request</i>)	To be conducted by 2/15, review with EE's at upcoming staff meeting
Job Descriptions	Ryan sending for revisions	1 st Quarter <i>In Progress</i>	HRN to review, make ADA compliant, review for exemption classification
Performance Reviews	HRN to develop based on JD, mesh with Pride in Excellence format		Move review cycle to a focal review date in 2018?
Compensation Development	Wage Data – Librarians to conduct market data research		Provided Compensation Plan Outline
Management Training	TBD for 2018		
Employee Training and Development	TBD for 2018		
Cultural Development/ Training	DiSC training (Part I & II)	6/2/17	Part II presented
	Condense Values to 5-6; Integrate into documentation, work processes, organizational conventions	7/7/17	Presented to Employees, included Values Exercise
HRIS (Stratex)	Set up training for Phase II	8/1/17	Onboarding, employee files/ transactions
Policy/Procedure	Research on Volunteers and Insurance	7/7/17	Provided Volunteer Manual

HR SOP's	Q2: To be revised based on ALD tasks vs. HRN tasks	Completed	Updated to Stratex process
Meeting with Board President	Review Board expectations, review HR SOP's	Met 12/8	

**BOARD OF LIBRARY TRUSTEES
DIRECTOR'S REPORT**

DEPARTMENT: District Director
PREPARED BY: Ryan Roy

MEETING DATE: March 7, 2018
LOCATION: Community Room

FRIENDS & FOUNDATION:

- On January 25th, the Altadena Library Foundation hosted a “meet and greet” after hours in the library so that interested community members could learn more about serving the community through the Foundation Board.
 - Several attendees expressed interest in serving with the Foundation.
- A follow-up meeting for interested individuals who could not attend the January 25th event was held at the Coffee Galley on February 15th.

FACILITIES:

- In response to the library’s RFP for a Facilities Assessment Report, three proposals have been received. A staff report (included in this Board Package) from ALD’s Building Projects Manager, Jonathan Arevalo, recommends the services of ISES Corporation for the contracted work.
- While many of the outlined improvements for the Bob Lucas Branch Library await the impending Facilities Assessment Report before work commences, the installation of new roller shades for the windows took place on January 22nd. Photos of the new shades can be seen in the Branch Library Departmental Report in this Board Package.

FINANCE:

- Passport Services saw a marked increase in revenue for January, with \$11,485.00 reported for January 2018. Compared to January 2017, when they took in \$7,260.00, this is a significant improvement.
 - Congratulations are in order for Toni and Natalie, who have worked hard to decrease regular appointment times and increase the number of hours that our Passports Services are available each week.
- ABC Productions has expressed interest in filming a scene from an episode of their television series *Criminal Minds* at the Altadena Library. Details have not been finalized at this time, but the producers have committed to paying the District \$6,000 for a partial day of filming that would likely begin around 5:00pm on a Wednesday or Thursday, and continue after hours into the evening. This would not inhibit any regular library services, but it may necessitate the closing

of the parking lot during open hours. If that is the case, alternate parking would be secured, and the public notified well in advance.

- *Criminal Minds* has filmed at the Altadena Library a couple of times in the past, and it has been a mutually beneficial and well-received experience.

PROGRAMMING HIGHLIGHTS:

- The library is partnering with organizers of the popular community event Repair Café in order to hold a Repair Café event at the library in May. Details are forthcoming.
- In partnership with the San Gabriel Valley Literacy Council, the Bob Lucas Branch Library is now offering Citizenship Classes on Tuesday nights, through May 22nd, in order to prepare interested learners for the U.S. Citizenship exam.
- 25 copies of *Kindred*, by Octavia Butler, were given out to interested community members in advance of our amazing and very-well-received program “Octavia Butler’s Story” on February 12th.
 - Presenter Natalie Russell, the Assistant Curator of Literary Collections at the Huntington Library, spoke at the Altadena Library to a crowd of 130+ visitors, about the life and work of renowned science fiction author and Altadenan, Octavia Butler. Feedback from attendees of the program was highly positive.

MARKETING:

- The Altadena Library’s monthly newsletter, CONNECT, is now available in both English and Spanish!



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

September 15, 2016

Mindy Kittay,
Library Director
Altadena Library District
600 East Mariposa St.
Altadena, CA 91001

Dear Ms. Kittay,

Pursuant to the directions on your agency's website, with this letter and attached materials, I apply for the open position on the governing board of the Altadena Library District. Attached please find my C.V., and a completed Supplemental Questionnaire.

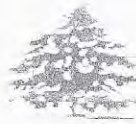
I believe that my education, business, and legal backgrounds qualify me for the position. More than that, I believe that my lifelong love of learning, and early adoption of the technologies now ubiquitous in our world have given me a sense of not only what is possible for public libraries, but what will be necessary for them to survive and remain relevant in the future. Additionally, as a vocal advocate for improving public education, I have spent years active in issues of concern to the Altadena community, including improving overall literacy.

I look forward to meeting with the governing board on September 26, 2016, to answer whatever questions its members might have of me.

Sincerely,



Rene F. Amy
279 West Calaveras Street
Altadena, CA 91001
(626)497-2279



ALTADENA LIBRARY DISTRICT

BOARD OF TRUSTEES VACANCY
SUPPLEMENTAL QUESTIONNAIRE

Name: Rene F. Amy

Please take one minute to fill out this Supplemental Questionnaire and attach it to your resume.

County Registrar rules require that candidates running for a seat on the Altadena Library District Board must be both a resident of Altadena and a registered voter in Altadena. The applicant accepted must agree to be willing to run in November 2017 for the 4-year term for this seat which expires in 2021. The current seat for which you are applying is for the unexpired term ending 12/2017.

1. Do you understand that you will be required to file for the 2017 election with the L.A. County Registrar/Recorder's office? Yes No

2. Do you understand that during the term of the appointment, you are required to be a resident of Altadena? Yes No

3. Are you currently a resident of Altadena? Yes No

4. Are you currently registered to vote in Altadena? Yes No

5. How long have you resided in Altadena? 7 years

6. Have you ever worked for a public library? If so, are you still employed by a public library system? Yes No

7. In your opinion, what is the role of the library in the community?
It is a portal for personal growth and literacy, as well as a focal point of community identity and pride.

8. Please describe any Board or Commission experience you have had.
Please see attached C.V.

9. This position involves advocacy and representing the Board in a variety of venues such as meetings with State and Federal Representatives and Senators, Town Council, etc. Do you have any experience in a role like this? Are you comfortable giving a presentation in front of a group?
Yes - please see attached C.V. I am extremely comfortable in front of groups of all sizes.

Rene F. Amy

279 West Calaveras Street Altadena, CA 91001 (626)497-2279 sat9forum@earthlink.net

Experienced Attorney/Contractor/Activist with extensive knowledge of building standards development and implementation; k-12 education standards and reading acquisition; and community engagement

Professional Licenses

California General Building Contractor (#515111)
California Attorney-at-Law (#253934)

Professional Certifications

International Code Council (ICC) (#8295733)

- California Residential:
 - Building Inspector (J1); Electrical Inspector (J2); Plumbing Inspector (J3); Mechanical Inspector (J4)
- California Commercial:
 - Building Inspector (I1); Electrical Inspector (I2); Plumbing Inspector (I3); Mechanical Inspector (I4)
- CALGreen Inspector (CG)
- California Building Plans Examiner (I6)

Green Building Certification Institute (GBCI) (#10923680)

- LEED-AP Building Design & Construction
- LEED-AP Operations + Management
- LEED-AP Homes

California Association of Code Enforcement Officers (CACEO)

- Certified Code Enforcement Officer

Building Performance Institute (BPI) (#5032744)

- Building Analyst
- Rater

United States Department of Energy

- Home Energy Score Qualified Assessor

United States Environmental Protection Agency

- Renovation, Repair and Painting Contractor

Build It Green

- Certified Green Building Professional - Greenpoint Rater

Education

Indiana University - B.A., with Honors, 1980

Concord School of Law - J.D., 2006, *National Dean's List*

Additional Coursework:

Wharton School, University of Pennsylvania, with Distinction: Operations Management; Marketing

New York Law School, Mental Disability Law

UCLA Extension, The Art of Fundraising

Professional Experience:

Amiable Construction Co, 1987-present; "A+" rated by the Better Business Bureau; "A" rated on Angie's List; 5-star rated on Trustlink.org; referred by AAA, USAA, and several other major membership agencies.

Law Office of Rene F. Amy, 2008-present

Honors

Pasadena Weekly, Editor's Pick Citizen of the Year, 2001, 2004

Professional Affiliations

- **California Contractors State License Board**, Participant, Industry Expert program, 2015-present
- **California Building Standards Commission**, Member, 2015 Triennial Code Adoption Cycle Health Facilities Code Advisory Committee, 2015-present
- **California Public Utilities Commission/California Energy Commission**, Participating Contractor, Energy Upgrade California program, 2012-present
- **California Earthquake Authority/Governor's Office of Emergency Services**, Participating Contractor, Earthquake Brace + Bolt program, 2015-present
- **California State Board of Education**, Member, English Language Arts Instructional Materials Advisory Panel, 2001

Community Activities

- **Altadena Community Garden**, board member, 2014-present
- **Keck Medical Center of USC**, Member, Patient & Family Advisory Council, 2014-2016
- **Nextdoor Janes Village**, founder, 2014
- **Bungalow Heaven Neighborhood Association**, founding vice-president
- **JPL/Caltech Toastmasters**, past president

Avocation

Independent Community Activist, 1995-2009

- Refocused community attention on critical issues through a comprehensive information acquisition, analysis, and distribution effort involving members of the public and elected officials;
- Met with elected officials on local, state and national levels. Developed working relationships with members of state commissions, local government staff, and numerous members of the community and media;
- Wrote and ghost-wrote numerous published opinion pieces;
- Organized broadcast debate between candidates for statewide-level office.

Shari Asplund

4511 El Prieto Rd.
Altadena, CA 91001

To: Altadena Library Board of Trustees

Reference: Interest in Open Seat on the Board

Hello,

I am submitting my resume and supplemental questionnaire for consideration by the Board for the current open seat. I retired from my job at JPL last year, so I have more time to devote to community activities.

I have always supported the library, and I applaud the many ways it has grown and adapted to meet the changing needs of its users. The library can be a powerful resource for all Altadenans. I am interested in helping to provide guidance to this great community asset.

Thank you,

Shari Asplund

bluebird1964@sbcglobal.net



ALTADENA LIBRARY DISTRICT

BOARD OF TRUSTEES VACANCY SUPPLEMENTAL QUESTIONNAIRE

Name: Shari Asplund

Please take one minute to fill out this Supplemental Questionnaire and attach it to your resume.

County Registrar rules require that candidates running for a seat on the Altadena Library District Board must be both a resident of Altadena and a registered voter in Altadena. The applicant accepted must agree to be willing to run in November 2018, if necessary. The current seat for which you are applying is for the unexpired term ending 12/2020.

- 1. Do you understand that you may be required to file for the 2018 election with the L.A. County Registrar/Recorder's office? Yes X No
2. Do you understand that during the term of the appointment, you are required to be a resident of Altadena? Yes X No
3. Are you currently a resident of Altadena? Yes X No
4. Are you currently registered to vote in Altadena? Yes X No
5. How long have you resided in Altadena? 20 years
6. Have you ever worked for a public library? If so, are you still employed by a public library system? Yes No X

7. In your opinion, what is the role of the library in the community?

The library can and should be an important resource by providing free access to books, the internet, magazines, programs to engage & enrich people of all ages.

8. Please describe any Board or Commission experience you have had.

California Acupuncture Board, public member for 9 years

9. This position involves advocacy and representing the Board in a variety of venues such as meetings with State and Federal Representatives and Senators, Town Council, etc. Do you have any experience in a role like this? Are you comfortable giving a presentation in front of a group?

in my job at JPL and on the acupuncture board, I had meetings with government officials, interacted with people in a wide variety of science and educational roles, and gave many presentations to groups.

SHARI E. ASPLUND
4511 El Prieto Road
Altadena, CA 91001
626-398-0921

Employment Experience

Jet Propulsion Laboratory, Pasadena, CA (10/1982 to 2/2017)

Education and communications coordinator; project and program administrator; technical writer and editor

Office of Communication and Education

- Manager, NASA Discovery and New Frontiers Programs Education and Communications, 4/1999 to 2/2017. Established and implemented an education and public outreach program that included developing and producing resources and activities to engage students, educators and the public in the science and engineering of NASA's planetary science investigations. Worked with innovative partners to create activities that teach science through music and art, producing the award-winning "Space School Musical" and packing "Art & the Cosmic Connection" and "Shoebox Rovers" for use in schools worldwide. Led NASA-wide efforts for bring free educational resources to afterschool programs through participation in national and regional conferences. Wrote content for two websites and a newsletter. Organized and presented educator workshops from 1-hour sessions to week-long efforts with collaborators from many NASA centers.

Technology and Applications Programs (TAP) Directorate

- Administrator, Defense and Civil Systems Program Office, 10/1994 - 4/1999. Administered program business operations, including management of \$1.4 million burden budget; financial resources planning; analysis and control of multiple projects and tasks (total contract value approx. \$56 million).
- Administrator, Command and Control Support Agency Project, 8/1991 - 10/1994 and European Command Center Project, 7/1994 - 10/1994. Responsible for all project administrative functions, including budgets, workforce, communications, facilities, safety, office management.

Instrumentation Section:

- Administrator, Generic Principles Trainer Task, 7/1989 - 6/1991. Responsible for all administrative functions of this \$50 million Department of Defense-funded task.
- Member of Simulation of Area Weapons Effects project staff from 1983 - 1989, responsible for on-time completion and delivery of project documentation requirements. Co-authored or edited 15 major contractual deliverable reports, relating JPL engineering results into understandable lay language. Appointed Technical Manager of a documentation support contract. Generated meeting reports, supervised production of monthly progress reports. Hired and supervised three technical writers.
- Editor of "Fossil Energy I & C Briefs," a monthly newsletter published by the Department of Energy to promote an exchange of information among the instrumentation and control communities in the public and private sectors. Also assisted with coordinating related conferences and symposia.

- Coordinator of two NASA Metrology and Calibration Workshops held at JPL and attended by over 70 NASA metrology representatives from across the country. Edited workshop proceedings; arranged follow-up video teleconference for participants.

Selected Awards

- NASA Exceptional Public Service Medal, 2017
- Telly Award for “Space School Musical,” 2011
- The Communicator Awards ‘Award of Distinction’ in the 2007 Video Competition for the update of the Discovery Program overview video, “Unlocking Mysteries of the Solar System”
- The Communicator Awards ‘Crystal Award of Excellence’ in the 2002 Video Competition for the video “Unlocking the Mysteries: NASA’s Discovery Program” and Award of Distinction for ‘Creative Writing’
- NASA Group Achievement Awards for outstanding contribution to the NEAR, Stardust, Genesis, and Dawn mission management and support teams
- JPL/TAP Honor Award for Exceptional Service, 1999
- NASA Space Flight Awareness honoree, 1995.
- JPL Bonus Award for Outstanding Accomplishment in Public Inspiration and Outreach, 1999.

Governmental Appointment

Appointed a public member of California Acupuncture Board by the Senate Rules Committee 1996-2005; This policy-making board, under the California Department of Consumer Affairs, regulates the practice of acupuncture. Elected vice-chair in 2000 and 2003, chair in 2001 and 2005, co-chair in 2004.

Volunteer Service

Women at Work – job and career resource center in Pasadena. Member of the Board of Directors for 12 years, served as vice chair and chair of the Board.

National Women’s Political Caucus of Greater Pasadena – grassroots membership organization dedicated to supporting progressive women in their efforts to attain elected and appointed public office. Active member for 13 years, served as vice chair and chair.

National Women’s Political Caucus of California – served as treasurer of statewide organization for 6 years and Regional Director for 2 years.

Arroyos and Foothills Conservancy – works to preserve natural areas, plan regional trail systems, and educate people about issues pertaining to local history and open space. Served on Board of Directors for 5 years.

Education

Bachelor of Arts, major in journalism, University of Nebraska at Omaha

JOHN R. BENSON

Attorney at Law (CA Bar#240855)
273 Acacia St.
Altadena, CA 91001
(213) 905-9364

jrb@attorneyjohnrbenson.com

SOLO-PRACTITIONER

Attorney John R. Benson Los Angeles, California (2008-present)
Solo practice doing mostly Family Law. Practice also includes Landlord/Tenant,
Criminal, Civil Litigation, Wills and Trusts.

CAREER HISTORY

MAGNUM CORPORATIONS Fremont, California (2004-2008)
Provided legal services for 3 California corporations
Facilitated 3 year long negotiation over construction project with millions in over budget
costs to avoid court and bankruptcy which resulted in a creative settlement package that
allowed company to stay in business

JOHN R. BENSON, ATTORNEY AT LAW Santa Cruz, California (2004-2006)
Appointed as Receiver by Santa Cruz County Court for a business in foreclosure
Promoted and facilitated sale for twice as much as mortgage company set as goal

FRANK H. HISCOCK LEGAL AID SOCIETY Syracuse, New York (1999-2003)
Provided legal services to indigent clients which was similar to a public defender
Promoted to Senior Attorney and Team Leader

EDUCATION

Syracuse University College of Law Juris Doctor (1997)
Dean's List Final Semester GPA 3.6
1997 New York State Bar Law Student Achievement Award

University of California at Los Angeles Bachelor of Arts in English (1993)



ALTADENA LIBRARY DISTRICT

**BOARD OF TRUSTEES VACANCY
SUPPLEMENTAL QUESTIONNAIRE**

Name: JOHN R BENSON

Please take one minute to fill out this Supplemental Questionnaire and attach it to your resume.

County Registrar rules require that candidates running for a seat on the Altadena Library District Board must be both a resident of Altadena and a registered voter in Altadena. The applicant accepted must agree to be willing to run in November 2018, if necessary. The current seat for which you are applying is for the unexpired term ending 12/2020.

1. Do you understand that you may be required to file for the 2018 election with the L.A. County Registrar/Recorder's office? Yes X No _____

2. Do you understand that during the term of the appointment, you are required to be a resident of Altadena? Yes X No _____

3. Are you currently a resident of Altadena? Yes X No _____

4. Are you currently registered to vote in Altadena? Yes X No _____

5. How long have you resided in Altadena? SINCE MAY 2015 (2yrs 9mo)

6. Have you ever worked for a public library? If so, are you still employed by a public library system? Yes _____ No X

7. In your opinion, what is the role of the library in the community?
TO PROVIDE INFORMATION & INFORMATION SERVICES

8. Please describe any Board or Commission experience you have had.
BOARD MEMBER OF LEARNING PLACE - AN ADULT LITERACY VOLUNTEER GROUP

9. This position involves advocacy and representing the Board in a variety of venues such as SYRACUSE NY meetings with State and Federal Representatives and Senators, Town Council, etc. Do you have any experience in a role like this? Are you comfortable giving a presentation in front of a group?
YES AS AN ATTORNEY I AM OFTEN PRESENTING MATERIAL AND ADVOCATING FOR MY CLIENTS IN FRONT OF JUDGES AND JURIES. I WAS INVOLVED IN POLITICS IN SYRACUSE NY AS A DEMOCRATIC PARTY WARD CHAIR, MANAGER OF SCHOOL BOARD MEMBER, AND OTHER VOLUNTEER WORK.

Dear Board of Trustees;

I've decided to throw my hat in the ring as a candidate for the open Board of Trustees seat, because I think this library is important to the community in many more ways than being a mere repository of books.

I grew up in the area leaving in 1976 after high school, returning to Altadena in 2012 where I registered to vote upon moving into Mendocino Street a few blocks from the Library.

My career has been varied with experiences working from the nastiest places one could imagine as an auctioneer, do multiple visits to the White House presenting innovative Ideas.

I sat on Al Gore's IGAST or Inter Governmental Asset Sales Team to assist in bringing disposition of federal surplus into the 21'st century, then accomplished that by obtaining a contract with the military to dispose of all usable surplus on an exclusive basis for 7-years back in 2001.

It feels like I was a co-member of the Worcester County Art's Council Board of Directors during the ten years my wife was president. During her tenure all of the debt was paid off, including real estate that insured viability of the organization regardless of economic conditions. A Library should not be viewed as a profit center, rather a place to deliver weapons of mass instruction to the citizens of our fair community and their quests.

In addition to being an auctioneer, I am a writer / author with a working knowledge of the industry.

Attached please find a copy of my resume, it's not something I've ever really used to obtain employment more for financing, government contracts and the like.

In closing I think my unique life experiences, along with 'out of the box thinking' when it's necessary, having worked projects with budgets into the tens of millions combined with a Jeffersonian Constitutionalist Libertarian less government type of political viewpoint, will enhance the current Board. It is my belief that a Library is a long term project where thinking needs to be decades ahead while dealing with day to day realities on an executive level.

Thank you for the opportunity to be become a part of the Board.

Sincerely,

Billy Burke, CAI - AARE - GPPA
Auctioneer / Appraiser
818-583-7384 www.theauctionarium.com



ALTADENA LIBRARY DISTRICT

2-16-18
WZ

BOARD OF TRUSTEES VACANCY
SUPPLEMENTAL QUESTIONNAIRE

Name: William F. BURKE 2324 Kellogg CT 91001

Please take one minute to fill out this Supplemental Questionnaire and attach it to your resume.

County Registrar rules require that candidates running for a seat on the Altadena Library District Board must be both a resident of Altadena and a registered voter in Altadena. The applicant accepted must agree to be willing to run in November 2018, if necessary. The current seat for which you are applying is for the unexpired term ending 12/2020.

1. Do you understand that you may be required to file for the 2018 election with the L.A. County Registrar/Recorder's office? Yes No

2. Do you understand that during the term of the appointment, you are required to be a resident of Altadena? Yes No

3. Are you currently a resident of Altadena? Yes No

4. Are you currently registered to vote in Altadena? Yes No

5. How long have you resided in Altadena? SEPT 15 2012

6. Have you ever worked for a public library? If so, are you still employed by a public library system? Yes No

7. In your opinion, what is the role of the library in the community?

AS DEFINED BY MARCUS AURELIUS & IMPLEMENTED BY BENJAMIN FRANKLIN + PROVIDING WEAPONS OF MASS INSTRUCTION

8. Please describe any Board or Commission experience you have had.

CUB-BOY SCOUTS, ROYAL CANGIERS, CHURCH TRUSTEE - COCHA ^{DE FACTO} ARTS COUNCIL

9. This position involves advocacy and representing the Board in a variety of venues such as meetings with State and Federal Representatives and Senators, Town Council, etc. Do you have any experience in a role like this? Are you comfortable giving a presentation in front of a group?

AS AN AUCTIONEER WITH MULTIPLE DESIGNATIONS I AM A TRAINED PUBLIC SPEAKER. HAVE PRESENTED TO GOVERNMENT ENTITIES FROM SMALL TOWN COUNCIL, CITY, STATE, FEDERAL, INCLUDING CONGRESS. SMALL HEARINGS - TO THE WHITE HOUSE - OMB STAFF

Career Summary

35+ year seasoned senior executive / serial entrepreneur experienced in all aspects of a variety of business transactions from retail/wholesale to software to real estate to government contracts. B2B E-commerce pioneer started the first Internet auction for business surplus 1998 that is now traded publicly under the LQDT symbol. Personally signed the largest auction contract in history to sell all US DOD surplus in 2001. Experienced in all aspects of business development, management while utilizing creative, innovative sales & marketing techniques and technology driven applications.

Objective

To build out an appraisal and auction platform (live telewebcast) providing legal compliance with human dignity laws in California on abandoned personal property after eviction or foreclosure. That is to be a platform to leverage The Auctionarium into the legal auction platform of choice for barristers & institutional customers.

2,000 years of auctioneer traditions combined with 21st century technology deliver "100% of the present cash market value" 100% of the time.

Qualifications

- Creative thinker able to consistently find and develop opportunities that others overlook, then developing a 'team system' to implement.
- Over 30 years professional experience from "brick and mortar" traditional companies to developing the state-of-the-art B2B/G2B Internet web portal and supporting software applications.
- Goal oriented leader with a high degree of business acumen, ability to "multi-task" with a proven ability to consistently and repetitively increase sales and improve profit margins.
- Considered an "expert" in the sale of a horizontal grouping of assets by industry leaders and government officials. Federal Certifications.
- Sales professional experienced in establishing and coordinating long term customer relationships with commercial, industrial, and public sector accounts including Fortune 500 companies and government agencies from the local level to the White House.

Professional Experience

August 2010 to Present: The Auctionarium. Los Angeles, CA
CEO Co-Founder Roman Rules Auctions, No Minimums or Reserves

Auctionarium is the original Latin word for the slave Romans allowed licensed auctioneers to provide their services. Auctions must be conducted under the Roman Rules of the Auctionarium where everything, including real estate sells to the highest bidder with no minimum bid & no reserve price.

The Goal of The Auctionarium, Inc is to provide legally required auction services, locally, statewide, nationwide using 2000 years of auction law and tradition combined with 21st century technology to deliver compliant results.

William F. "Billy" Burke

818.583.7384 Contact Phone

billy.burke@theauctionarium.com - email

August 2001 to August 2010 Progressive Auction Exchange Pocomoke City
President Hybrid Live/Internet Auction Services HUBZone

Pax Auctions is a provider of live & internet real estate auction services to public & private sector customers. The company offers complete end to end services for the sale of real estate utilizing 2000 years of auctioneer traditions combined with 21st century technology.

1994 to May 2001 **Liquidation.com, Inc LQDT** Washington DC
Founder, President, EVP Sales – Strategic Alliances – Government Surplus
NASDAQ: LQDT over ~~600 900~~ 1,200 2,000 employees today

Founded the first B2B Internet auction site for surplus and excess assets. Reported to C.E.O. and the Board of Directors in the roles of President, and 3 EVP positions after raising \$12.2MM in VC funding. Integral in building and developing executive management team and technology, sales, marketing, operations, customer service, government surplus divisions.

Responsibilities included:

- Developing initial strategy, team, investment protocols, website design, standards, protocols and system design input and specifications for custom designed and developed Internet B2B auction/transaction platform.
- Responsible for establishing first B2B Internet surplus auction, in-house escrow agency services, on-line shipping and logistics, vendor management, employee acquisition – payroll/accounting methods – retention – motivation programs.
- Designed and developed first B2B affiliate referral program (highest ratings in the industry)
- Developed content and provided proposals to customers for private sector accounts from small businesses to Fortune 500 companies and government agencies from the local level to the White House:
- Trade show development – strategy – management – implementation
- Marketing message, materials and methods/mediums for delivery
- Sales programs for short – medium and long term relationships (spot, term, structured contracts)
- Uniform sales training materials and presentation guides
- Government contracting methodology resulting in largest government surplus contract in history (7 year \$23 billion DOD contract)
- **Enabled the company to go public based on revenue**
- Customer support and retention programs
- Systematic customer acquisition programs designed to create maximum revenue per customer

William F. "Billy" Burke

818.583.7384 Contact Phone

billy.burke@theauctionarium.com - email

1997 to 1998 **Eastern Shore Land Investors Limited** Greenbackville, VA
Managing Partner

Company was formed to purchase and market 315 existing building lots in private waterfront community on Virginia's Eastern Shore.

- Developed first on-line only recreation real estate marketing program.
- Worked with all applicable agencies, vendors, homeowners associations, etc.
- Developed and implemented successful marketing, sales, closing and follow up programs

1995 to 1997 **Hungars Creek Enterprise, Inc.** Accomack VA
Marketing / Sales Manager 757-787-2929

Managed the marketing and sales of over \$3.5 million in developed real estate for private group of real estate developers on Virginia's scenic and unspoiled Eastern Shore.

- Introduced modern computerized marketing methods to "backwards" marketplace
- Designed - wrote and standardized (templates) real estate contracts used on project sales
- Installed software - hardware and trained others on its use
- Increased sales over \$1MM per quarter
- Efficiency ratio of over \$18,500.00 per prospect toured (sales presentation)
- Reduced cost of prospects (customer generation) for tour by 60%

1994 to 1996 Contract Liquidation Land Sales Chincoteague Bay, VA
Hybrid Liquidation Service
Managing Director

Designed developed implemented productive marketing, sales and land liquidation programs

Atlantic Land Trust Ltd.	61 Lots	April thru July 1994
Registered http://www.liquidation.com	15 Lots	August 1994
Great Northeast Vacation Corp.	16 Lots	July 1994 thru Oct. 1994
Marine Bank of Chincoteague	10 Lots	Dec. 1994 thru Mar. 1995
Kendrick Corporation (VP Sales - Marketing)	21 Lots 1 Home	April 1995 thru Nov. 1996

William F. "Billy" Burke

818.583.7384 Contact Phone

billy.burke@theauctionarium.com - email

These resort real estate sales were conducted on a contract liquidation basis for "institutional" land owners. Coordinated and developed all aspects of sales, marketing, advertising, telemarketing, production of marketing materials, contracts, escrow, closing, banking required to consummate transactions. **Closed one of the first Internet based real estate transactions in September of 1994 and sold over 15 lots via Internet advertising. Old School Unsenet & BBS ads.**

1989 to 1993 **Trails End Campground Resort Inc.** Horntown, VA
Sales – Marketing – Special Projects 757-824-3311

Involved in the turnaround from foreclosure to complete sellout of 1,100 private resort lots on the Chincoteague Bay.

- Top producer 2 out of 4 years, set efficiency, price and sales records.
- Developed most cost effective marketing program in resorts 25-year history (18% marketing cost vs. 64%) by turning a \$500,000 liability into \$750,000.00 in actual sales.
- Ran direct mail program dropping over 250,000 pieces of mail per month.
- Designed, implemented and trained others on "special projects" such as re-load sales, no cost customer acquisition programs, customer referral program, special events for owners and other projects designed to generate revenue and sales.
- Directly responsible for over \$5 MM out of \$10MM in sales during time period employed.

1984 to 1989 **Tricord Industries** Hollywood, CA
General Sales Manager 800-942-4844

Specialized in telemarketing of industrial fasteners and contractor supplies nationwide from central location.

- Developed training materials and methodology that is still in use today
- Developed high profit markets in Hawaii, Alaska, US Virgin and Caribbean Islands
- Hired – trained – developed sales teams with vertical specialties
- Liquidated specialized business inventories on demand
- Selected and purchased sales leads and developed consistent lead sources
- Opened satellite offices that were under control of central location

Principal Ownership Experience

- **Progressive American Exchange (PAX)** Hollywood, CA

Established in 1982 as a vehicle to sell premiums and executive gifts to the specialty advertising and resort industry. The company also entered into the sale of a variety of goods and services from business data and sales leads to collectable artwork to law enforcement supplies.

- **Mid Atlantic Resort Services (M.A.R.S.)**

Established in 1991 as a direct mail marketing house to generate tours

William F. "Billy" Burke

818.583.7384 Contact Phone

billy.burke@theauctionarium.com - email

(sales prospects) for Trails End Campground Resort. Introduced first certified "cold prospecting letter" to the resort property industry in 1992 with a phenomenal 8% show rate with a 20% response rate, in an industry that was averaging 0.5% to 0.75%. Program produced higher quality of sales prospects, improved morale, and generated over \$3M in Trails End real estate sales.

- **Performance Marketing Associates, (PMA) Inc.**

Company established in 1993 as vehicle to purchase, refurbish and resell government surplus items. Won NASA term contract 1993 – 1994 for scrap surplus from NASA Goddard Wallops Flight Facility.

- **Hybrid Liquidation Service**

Established 1994 as holding company for domain name Liquidation.com. Company originally used as a vehicle to convert hard to sell institutional real estate into cash. 1998 Established the first B2B Internet surplus auction, run as a cash flow positive profitable business until 1999 and Venture Capitalist operating protocols.

- **Liquidation.com, Inc.**

Established November 1999. Raised over \$13MM in venture capital and the company is one of the premier B2B surplus marketplaces today. Publicly traded NASDAQ LQDT with over 600 employees.

William F. "Billy" Burke

818.583.7384 Contact Phone

billy.burke@theauctionarium.com - email

The Auctionarium Mission Statement:

To provide professional appraisal and auction services providing legal compliance with human dignity laws in California that have to date, been basically ignored by foreclosing lenders, while providing the same services to landlords whom are diligent about compliance. 2000 years of auctioneer traditions combined with 21st century technology delivering cash market results.

Qualifications and certifications (past & present) of William F. Burke, CAI – AARE

CERTIFICATIONS & MEMBERSHIPS:

Member National Auctioneers Association
Member Maryland Auctioneers Association
Member California State Auctioneers Association
Member Wyoming State Auctioneers Association
Member Auction Marketing Institute

- A) C.A.I. 'Certified Auctioneer Institute', Auctioneer
- B) A.A.R.E. 'Accredited Auctioneer Real Estate' Auctioneer
- C) G.P.P.A. 'Graduate Personal Property Appraiser' Graduate



The sale of real & personal property at auction has 2,000 years of legal regulation with rules Requiring some of the personnel employed or contracted by the company to hold valid licenses.



Industry certifications combined with a trained & licensed staff provides a better customer experience that is compliant with state & local real estate and/or auction laws, regulations and local customs.

William F. "Billy" Burke, C.A.I. – A.A.R.E – G.P.P.A. has conducted Auctions for:

Banks & institutional lenders	Federal – State & Local Government Agencies
Corporate customers	Fortune 500 Companies
Private individuals	Real Estate Developers / Investors
Bankruptcy Trustees	International Customers



Personal Property Valuation Appraisals for

Banks & institutional lenders	Estate Tax – Settlement Purposes
Corporate customers'	Commercial loan security valuation
Private individuals	Fortune 500 Companies



LICENSED – BONDED – EXPERIENCED

CALL 818-583-7384 www.THEAUCTIONARIUM.com/Sellers.php

February 01, 2018

Dr. Katie E. G. Clark
2640 Lake Ave., Apt. D
Altadena, CA 91001

Acting Director & Board of Trustees
Altadena Library District
600 E. Mariposa St.
Altadena, CA 91001

Dear Trustees,

My name is Katie Clark, and I am submitting myself for consideration for the recently vacated seat on the Altadena Library District Board of Trustees. I have been a resident of Altadena and an enthusiastic patron of the Altadena Library for past nine years.

After the 2016 elections, I (like so many other women across the country) realized that I had to do something. I couldn't sit on the sidelines: I wanted to get involved, and I genuinely believe that I can help make a difference. I've spent time immersing myself in the conversation, attending local civic and local governmental meetings, hearings, and action groups. I've met people, made connections, and started to take action on issues I care about. The opportunity to step up and truly serve my community as part of the Altadena Library District Board of Trustees would be a tremendous honor, and one to which I would commit my energy and resources wholeheartedly.

I believe that I would bring a special combination of skills and a unique perspective to the Board. I have a PhD in history from Oxford University, and taught for several years at both Oxford and Caltech, which is what brought me to Pasadena almost a decade ago. I left academia to try and make it as a professional dancer, a passion I had always pursued on the margins of my life. Along the way, I met my husband (also a dancer) and opened a successful dance business with him. I also built a marketing and consulting firm which now works with a number of small and medium-sized southern California businesses - our clients are in real estate, healthcare, the arts, entertainment, and nonprofits. So I see challenges and opportunities not just as an artist, but as a business owner with her eye on the bottom line, a historian with a long perspective, and as a woman who has seen the world of information and technology shift profoundly over the course of her lifetime.

I have had the privilege of working as a scholar at some of the best libraries in the world - from the British Library, to the Bibliothèque Nationale in Paris, to the Vatican Library and Secret Archives in Rome. But from a very young age, my heart has always been with my local library. I was the kid who couldn't wait for the summer reading challenges, whose idea of a perfect Saturday was stuffing as many library books as I could into my overworked canvas bag. I'm still a huge fan of my local library, and I believe that libraries now, more than ever, have a critical role to play in our communities. At a time when confidence in public institutions is in serious decline, when public funding for access to the arts and enrichment is diminishing, and when the world is changing faster than it ever has before, libraries can - and should - be at the center of creating a vibrant and engaged community. What, precisely, that looks like for the Altadena Library District in the years to come is a question and a conversation for which I'd very much like to be at the table.

I hope you will consider me seriously to fill this vacancy, and I appreciate your time and thoughtfulness.

Every good wish,



Katie E. G. Clark



BOARD OF TRUSTEES VACANCY SUPPLEMENTAL QUESTIONNAIRE

Name: Dr. Katie E. G. Clark

Please take one minute to fill out this Supplemental Questionnaire and attach it to your resume.

County Registrar rules require that candidates running for a seat on the Altadena Library District Board must be both a resident of Altadena and a registered voter in Altadena. The applicant accepted must agree to be willing to run in November 2018, if necessary. The current seat for which you are applying is for the unexpired term ending 12/2020.

- 1. Do you understand that you may be required to file for the 2018 election with the L.A. County Registrar/Recorder's office? Yes [checked] No
2. Do you understand that during the term of the appointment, you are required to be a resident of Altadena? Yes [checked] No
3. Are you currently a resident of Altadena? Yes [checked] No
4. Are you currently registered to vote in Altadena? Yes [checked] No
5. How long have you resided in Altadena? Nine years (since September 2009)
6. Have you ever worked for a public library? Yes No [checked]
7. In your opinion, what is the role of the library in the community?

Libraries sit at a critical junction of community, technology, literacy, and art. How we engage with the vast array of information available to us has changed dramatically in the past several decades, and the pace of that change is only going to accelerate. The library is no longer a gatekeeper to information, but instead a facilitator, encourager, and medium through which curiosity can be explored in a variety of settings, from traditional print media to online experiences to real-life engagement with conversation, music, and art.

8. Please describe any Board or Commission experience you have had.

I work with several LA-based non-profits on their boards, and I am the chair of the Los Angeles Regional Selection Committee for the Marshall Scholarship (which interviews and awards scholarships on behalf of the UK government to outstanding American students). I also one of seven members on the (national) Ambassador's Advisory Council which makes recommendations to the UK Ambassador to the United States on better ways to support the special relationship through education. I am also working with Pasadena City College as a small business representative to increase engagement between PCC and local enterprise as part of a newly-forming initiative this year.

9. This position involves advocacy and representing the Board in a variety of venues such as meetings with State and Federal Representatives and Senators, the Town Council, etc. Do you have any experience in a role like this? Are you comfortable giving a presentation in front of a group?

I do; I have many years of experience in public speaking and advocacy, from small group to national and international settings. Not only am I comfortable giving presentations, I am comfortable with prepared and impromptu public speaking. What's more, I am entirely passionate about speaking out, speaking up, and speaking for institutions and ideas in which I firmly believe, whenever and wherever the occasion presents itself. There is probably no institution that has more profoundly impacted my life than the library, and the chance to represent the Altadena Library District would be a genuine honor.

Katie E.G. Clark

2640 Lake Ave., Apt. D
Altadena, CA 91001
(626) 219 6444
katie.e.clark@gmail.com

www.TheConnectedDancer.com
www.TheAppliedHumanities.com

PROFILE

*A successful former academic & medieval historian, Katie E. G. Clark left the academy in 2011 to become an entrepreneur in the arts & humanities. She currently owns two businesses - **The Connected Dancer** and **The Applied Humanities** - and is engaged in a number of community and philanthropic efforts both locally and internationally, primarily in the arts and education.*

PROFESSIONAL

Founder & CEO, The Applied Humanities (Los Angeles, CA) > 2013-Present

Small boutique firm focused in consulting, marketing, PR, & creative design for small and medium businesses. Clients include Focus Features, Columbia Pictures, NBC Universal, Arenas Entertainment, Skilled Wound Care, Valbridge Property Advisors, Quinn Care Management, Camden Aesthetic Associates, etc.

Owner, The Connected Dancer (Los Angeles, CA) > 2011-Present

Ballroom dance company with 10+ locations throughout LA & Orange County, concentrated in private partner dance instruction, choreography, performance, social and competitive ballroom dancing.

Exec. Director/Corresponding Secretary, The Twilight Club of Pasadena > 2016-Present

Responsible for Club logistics, operations, financials, and membership data & communications. The Twilight Club is the second-oldest private organization in Pasadena (founded in 1895) and has as its mission the promotion of serious conversation among its members (eminent citizens, businessmen and women, politicians, and intellectuals) about critical current issues.

Ahmanson Postdoctoral Fellow, California Institute of Technology (Pasadena) – 2009–2011

Postdoctoral teaching & research fellow in medieval history.

Fellow, Corpus Christi College, Oxford University (Oxford, UK) – 2007-2008

Fellow in medieval history at Oxford college; library committee member.

EDUCATION

Oxford University, Corpus Christi College, Faculty of Modern History – D.Phil., 2009

Oxford University, Corpus Christi College, Faculty of Modern History - M.St., 2006

Royal Historical Society Centenary Fellow, 2008-2009

Marshall Scholar, 2005-2009

Beinecke Scholar, 2005-2007

Tulane University, New Orleans, LA - B.A. (History, Latin, French, & Medieval Studies), 2005

PUBLIC SERVICE & NON-PROFIT

Chairman, Los Angeles Regional Marshall Scholarship Selection Committee > local chair and national representative awarding Marshall Scholarships on behalf of the British government, and active in fostering and promoting the special relationship between the US and the UK.

Member, Ambassador's Advisory Council > advises Her Majesty's Ambassador to the United States on educational opportunities for promoting the US-UK relationship.

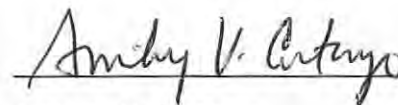
Member, Advisory Board, Dancing Classrooms Los Angeles > a non-profit teaching ballroom dancing to fifth-graders throughout LA County schools to promote pride, confidence, respect, and positive youth development.

Altadena Library District
Public Library
600 East Mariposa St.
Altadena, CA 91001
Attn: Acting Director

My name is Anthony Costanzo and I am interested in applying for the open board position for the Altadena Library District. My wife and I have lived in Altadena for over twenty years and our two children have benefited from the educational, cultural and social access that the library provides. I have also reviewed the requirements that the position entails and feel comfortable that I have the time to fulfill the necessary commitments that the board requires.

I am enclosing my resume for your consideration and believe that my back ground in service compliments the mission of the Library District to provide free library access to our diverse community. Thank you for your consideration.

Sincerely,



Anthony V. Costanzo

3328 Fair Oaks Avenue

Altadena, CA 91001

(818)437-5643

ANTHONY V. COSTANZO
3328 FAIR OAKS AVENUE
ALTADENA, CA 91001
(818)437-5643

EDUCATION

- University of La Verne College of Law,
Ontario, California
2004 – Juris Doctor
 - U.C.L.A.
Los Angeles, California
B.A. – 1988
- Loyola High School
Los Angeles, California
Class of 1981

EMPLOYMENT

- San Bernardino County - Office of the Public Defender
Position: Trial Attorney
2005 – present
- St. Philip Catholic Church – Pasadena, CA
Position: Youth Minister
1994 – 2005
- City of Los Angeles – Dept. of Aging
Position – Social Worker
1990 - 1994

VOLUNTEER EXPERIENCE

- Jesuit Volunteer, West Oakland California
1989-1990
- Vista Volunteer, Downtown Los Angeles
1988-1089



ALTADENA LIBRARY DISTRICT

BOARD OF TRUSTEES VACANCY SUPPLEMENTAL QUESTIONNAIRE

Name: Anthony V. Costanzo

Please take one minute to fill out this Supplemental Questionnaire and attach it to your resume.

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2. Do you understand that during the term of the appointment, you are required to be a resident of Altadena? Yes [initials] No

3. Are you currently a resident of Altadena? Yes [initials] No

4. Are you currently registered to vote in Altadena? Yes [initials] No

5. How long have you resided in Altadena? 20 1/2 years.

6. Have you ever worked for a public library? If so, are you still employed by a public library system? Yes No [initials]

7. In your opinion, what is the role of the library in the community? To provide free educational & recreational activities to the entire community.

8. Please describe any Board or Commission experience you have had. Former Board Member of St. Vincent De Paul & IALA current Board member

9. This position involves advocacy and representing the Board in a variety of venues such as meetings with State and Federal Representatives and Senators, Town Council, etc. Do you have any experience in a role like this? Are you comfortable giving a presentation in front of a group?

As a trial lawyer I am comfortable speaking in front of groups.

February 8, 2018

Altadena Library District
Board of Trustees

Re: Letter of Intent to serve as an appointed trustee

Dear Trustees,

I am submitting myself for consideration as a candidate for the open trustee seat.

I have past experience working with staff members, with the Friends, with the Foundation and with the trustees. I believe that I have had good working relationships with each of the above groups.

I have had serious concerns about what has been happening within our library community over the last three years and feel that I might be able to contribute to bringing our community back together again.

We have such a great opportunity to halt and reverse the damage that has been done. We have such a great opportunity to rebuild what we have lost and to make our community about the community as a whole and not about any one individual.

Attached are my resume and the completed questionnaire.

Respectfully submitted,

David Herman



ALTADENA LIBRARY DISTRICT

BOARD OF TRUSTEES VACANCY
SUPPLEMENTAL QUESTIONNAIRE

Name: David Herman

Please take one minute to fill out this Supplemental Questionnaire and attach it to your resume.

County Registrar rules require that candidates running for a seat on the Altadena Library District Board must be both a resident of Altadena and a registered voter in Altadena. The applicant accepted must agree to be willing to run in November 2018, if necessary. The current seat for which you are applying is for the unexpired term ending 12/2020.

1. Do you understand that you may be required to file for the 2018 election with the L.A. County Registrar/Recorder's office?

YES

2. Do you understand that during the term of the appointment, you are required to be a resident of Altadena?

YES

3. Are you currently a resident of Altadena?

YES

4. Are you currently registered to vote in Altadena?

YES

5. How long have you resided in Altadena? 11 Years

6. Have you ever worked for a public library? If so, are you still employed by a public library system?

Yes, I have worked for a public library but I was not an employee. I was a young teenager and it was for a weekend library book sale. Probably not what you are asking but provided for full disclosure.

I am not employed by any public library system.

7. In your opinion, what is the role of the library in the community?

The library serves several roles in our community. First, it is the great equalizer when it comes to ensuring educational opportunities for all members of society. Without regard to socio-economic situation, it provides access to information, knowledge, training, literacy, research support, a safe space to work, a place to develop social skills, a place to inspire learning and creativity, a place to develop new skills and a place to develop one's career.

Second, it is a place for our community to gather, to share ideas, to share experiences, to be challenged in our thinking, to make new friends, to inspire greater community involvement and to discover ways of building our community and of helping our neighbors.

Third, it is a vital element in promoting our democracy through literacy, education, access to a variety of perspectives and ideas, respectfully exchanging and sharing political thought, and developing the knowledge and skills to hold those in public leadership positions (elected, appointed or employed) accountable for their actions.

8. Please describe any Board or Commission experience you have had.

I served on the Altadena Library Foundation Board of Directors, culminating with being selected president of the foundation.

9. This position involves advocacy and representing the Board in a variety of venues such as meetings with State and Federal Representatives and Senators, Town Council, etc. Do you have any experience in a role like this? Are you comfortable giving a presentation in front of a group?

Yes, I have experience presenting in front of groups both professionally (primarily) and as a social activist (less experience but some). I do not enjoy it but I am an able speaker.

I also have some advocacy experience in communicating with leadership from local to national levels on issues that are important to me.

Experience

Altadena Library Foundation -- Board of Directors [2013 to 2016]

Peace and Justice Academy -- High School Physics Teacher [2014 to 2015]

Altadena Library Parcel Tax Renewal Campaign -- Chair [2013 to 2014]

Jet Propulsion Laboratory [April 1996 to February 2013]

Mars Reconnaissance Orbiter: Chief Engineer 6/08- 02/13

- Responsible for the overall technical performance of the mission.
- Responsible for the troubleshooting, problem reporting and resolution.
- Lead spacecraft contingency planning and risk management process
- Leads anomaly resolution activities per anomaly response plan
- Review spacecraft and instrument engineering health and performance status
- Participate in spacecraft related ISA reporting and resolution

Flight Engineering Group: Group Supervisor 3/05- 11/08

- Supervised JPL and contractor personnel in the Flight Engineering Group of the System Verification, Validation and Operations Section.
- Was accountable for schedule, resources and technical performance of all assigned group activities.
- Recruited and maintained a high-performance engineering group.
- Provided career path development and technical guidance to group members.
- Captured, established, disseminated and evolved systems engineering practices and processes as applicable to the disciplines of the group.
- Assured that all projects benefit from best systems engineering practices developed for each project.
- Maintained frequent interaction with internal and external customers to convey information, establish needs and evaluate performance.
- Participated in project and peer reviews.
- Member of several Division 31 committees

Wide-Swath Ocean Altimeter Instrument 1/04-3/05

- System Engineering Team
 - Performed Instrument Systems Engineering
- Digital Electronics Subsystem Team
 - Performed Subsystem Systems Engineering
 - Cognizant Engineer for the Flight Computer

X2000 Project: Avionics System Engineering Team Lead 7/02-4/04

- Technical support of Avionics with Integration and Test Team
- Technical support for Avionics interfaces with instruments & telecom (SIA)
- Technical support of Requirements for Avionics and Power components

David Herman

Mars Exploration Rover: Avionics Systems Engineering Team 11/00-7/02

- Technical support of interfaces with Science Instrument Team
- Technical support of interfaces with Camera Team
- Technical support of interfaces with Power Team
- Supported V&V, Environmental Testing and Launch Safety Activities

Cassini Flight Systems Operations: Command and Data Team 6/98-11/00

- Generated procedures for using tools to meet mission requirements
- Supported mission planning and contingency planning activities
- Generated and validated commands for mission sequences
- Telemetry analysis and subsystem status reporting
- Supported development of Cassini mission documentation
- Developed, coded and validated software utilities for operations support

Cassini Flight Systems Operations: AACS-Propulsion Team 4/96-6/98

- Generated functional requirements for ground software tools
- Generated test cases for ground software tool validation
- Validated ground software command and telemetry tools
- Generated procedures for using tools to meet mission requirements
- Supported Cassini testing of AACS subsystem (CATS, ITL, ATLO)
- Supported mission planning and contingency planning activities
- Generated and validated commands for mission sequences
- Telemetry analysis and subsystem status reporting
- Supported development of Cassini mission documentation
- Developed, coded and validated software utilities for operations support

The Aerospace Corporation [September 1992 to March 1996]

Senior Member of the Technical Staff

- Concept definition and validation for USAF projects
- Small satellite performance analysis
- Risk assessment for small satellites in support of JPL project
- Vulnerability of space vehicles to impact events
- Telecommunication link margin programming, analyses and simulations
- Launch vehicle dispersion analyses for flight software validation
- USAF, USN, DOD, NASA, NATO, UK-MOD program support
- Co-authored conference papers (national and international)
- Co-authored journal article on Space Debris (AIAA-JSR)

Education

Master of Business Administration May 2004
Caltech/University of Redlands

Master of Science - Flight Dynamics and Control Systems Dec 1990
University of Michigan - Ann Arbor, MI

Bachelor of Science - Aerospace Engineering May 1989
San Diego State University - San Diego, CA

Betsy Kahn
989 Alpine Villa Drive
Altadena, California 91001
626-298-2915
kahn.betsy@gmail.com

February 15, 2018

Ryan Roy, Acting Director
Altadena Library District
600 East Mariposa Street
Altadena, CA 91001

Dear Mr. Roy,

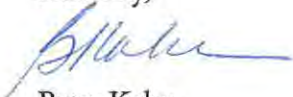
Enclosed please find my resume in response to the vacant seat on the Altadena Library District Board of Trustees, along with the requested questionnaire.

I am a relatively new resident of Altadena, but I have lived in the area for 17 years, and have been involved with libraries for my entire professional career. I created and ran a public library adult literacy tutoring program in Hayward, California which is still alive and well over 25 years later. I have been a public school librarian since 2000, including 8 years in PUSD (culminating in the role of lead librarian for the district), and South Pasadena Middle School for the past 8 years. I served as a Library Trustee for Acton Public Library in Old Saybrook, Connecticut for six years, as well as serving as that town's middle school librarian, and spearheading a parent education program on the importance of family literacy. I served on the board of the Children's Literature Council of Southern California for ten years, including two years as president.

In addition to my professional career, I have been a dedicated library user all my life. I became an Altadena Library patron years ago, but I also use public libraries in Pasadena, Glendale, Los Angeles City and County, South Pasadena, San Marino, and Arcadia. I am very familiar with the library world, and am constantly surprised and delighted by the ways I see Altadena Library in the forefront of what is happening in public libraries nationally. It is truly a community treasure, and I welcome the opportunity to help safeguard, support, and grow its vision.

Please let me know if you have any questions about my application, or if you would like me to provide you with references.

Sincerely,



Betsy Kahn

enclosures



BOARD OF TRUSTEES VACANCY
SUPPLEMENTAL QUESTIONNAIRE

Name: Betsy Kahn

Please take one minute to fill out this Supplemental Questionnaire and attach it to your resume.

County Registrar rules require that candidates running for a seat on the Altadena Library District Board must be both a resident of Altadena and a registered voter in Altadena. The applicant accepted must agree to be willing to run in November 2018, if necessary. The current seat for which you are applying is for the unexpired term ending 12/2020.

1. Do you understand that you may be required to file for the 2018 election with the L.A. County Registrar/Recorder's office? Yes X No _____

2. Do you understand that during the term of the appointment, you are required to be a resident of Altadena? Yes X No _____

3. Are you currently a resident of Altadena? Yes X No _____

4. Are you currently registered to vote in Altadena? Yes X No _____

5. How long have you resided in Altadena? 9 months; have lived in the area for 17 years

6. Have you ever worked for a public library? Yes X No _____

If so, are you still employed by a public library system? Yes _____ No X

7. In your opinion, what is the role of the library in the community?

In 1938 Alvin Johnson called the public library a "people's university," and it has served that role since its beginnings. The challenge today is to preserve that role while expanding to meet 21st century needs and opportunities. In a unique place like Altadena, the library is the primary place where each resident can not only find out what we need to know, but can also see, feel, and experience ourselves as part of a vibrant living community.

8. Please describe any Board or Commission experience you have had.

I served for six years as a trustee of the Acton Public Library in Old Saybrook, Connecticut (1996-2002). I was on the board of the Children's Literature Council of Southern California for ten years (2006-2016), and served as its president for two years (2013-2015).

9. This position involves advocacy and representing the Board in a variety of venues such as meetings with State and Federal Representatives and Senators, Town Council, etc. Do you have any experience in a role like this? Are you comfortable giving a presentation in front of a group?

My professional career has always been in the public sector so I am very accustomed to and comfortable with making presentations before all types of groups, including elected, appointed, and volunteer government bodies.

BETSY KAHN

989 Alpine Villa Drive, Altadena, California 91001
Telephone: 626-298-2915 / e-mail: kahn.betsy@gmail.com

EDUCATION

Master's in Library and Information Science, University of Illinois at Urbana-Champaign, 1999

B.A., Interamerican Studies (bilingual degree program), University of the Pacific, Stockton, California
1980 - Summa Cum Laude

California State Certification: Professional Clear Library Media Teachers Services Credential
Professional Clear Multiple Subject Teaching Credential

Certificate in Teaching English as a Second Language, University of California at Los Angeles, 1993

Bilingual in Spanish and English

PROFESSIONAL EXPERIENCE

SOUTH PASADENA UNIFIED SCHOOL DISTRICT, South Pasadena, California 2010-present

Librarian, South Pasadena Middle School

Responsible for providing all library and media services to a student body of 1150 and a faculty of 60

- . Hosted as many as 900 class visits per year for students doing research, searching for library books, using computers, and participating in reading promotion activities.
- . Developed information literacy curriculum to teach students the research skills of database searching, catalogue searching, source evaluation, source citation, avoiding plagiarism, and research project organization
- . Actively collaborated with faculty to design integrated research projects according to state content standards.
- . Facilitated guest speaker visits to enhance classroom curriculum units in the areas of poetry, Holocaust studies, criminal justice, and veterans' experience of war.
- . Designed, developed, and maintained library webpage to support classroom curriculum and promote library use.
- . Analyzed district needs for collection development of online database subscriptions to support information literacy curriculum and college/career readiness, resulting in a district commitment of \$35K per year in secondary online database subscriptions.
- . Mounted school-wide reading promotion activities known as *Read It Forward*, including visits by award-winning nationally recognized authors.
- . Trained, supervised, and graded 12 student library aides per semester.
- . Managed a library collection of 23K volumes
- . Managed computer labs of up to 87 stations.
- . Facilitated design of new bond-funded library facility
- . Reorganized and expanded the foreign language collection to support the ELD department.
- . Coordinated services with South Pasadena Public Library.

Librarian, Wilson IB Middle School

August 2002 – June 2008

Responsible for providing all library and media services to a student body of 700-1500 and a faculty of 45-60

Librarian, Pasadena High School

August 2008 – June 2010

Responsible for providing all library and media services to a student body of 2400 and a faculty of 100

- . Hosted as many as 900 class visits per year for students doing research, searching for library books, using computers, and participating in reading promotion activities.
- . Developed information literacy curriculum to teach students the research skills of database searching, catalogue searching, source evaluation, source citation, avoiding plagiarism, and research project organization
- . Actively collaborated with faculty to design integrated research projects according to state content standards.
- . Served as Technology Committee Chair and School Site Council President
- . Lead role among Secondary Librarians to address district-level library issues
- . Designed, developed, and maintained library webpage to support classroom curriculum and promote library use
- . Trained, supervised, and graded 4-10 student library aides per semester.
- . Managed a library collection of 15-27K volumes
- . Managed a computer lab of up to 40 stations.
- . Facilitated redesign and remodel of library facility, including standards-aligned collection expansion, new technology, and expanded space.
- . Initiated and implemented acceptable use policy for library computers.
- . Remade the library into a vibrant, welcoming, positive place where students want to come.
- . Reorganized and expanded the Spanish language collection to support the ELD and Spanish Departments.
- . Coordinated services with Pasadena, Altadena, and Sierra Madre Public Libraries

OLD SAYBROOK SCHOOLS, Old Saybrook, Connecticut

2000-2001

School Library Media Specialist, Old Saybrook Middle School

August 2000 - December 2001

Responsible for providing all library and media services to a student body of 585 and a faculty of 53

- . Wrote curriculum for 4th- and 5th-grade Library Skills class and taught 12 classes per week.
- . Served as reference librarian to school faculty, searching out print and electronic resources to support their classroom curriculum.
- . Managed building media services, including programming of a closed-circuit video system, and videotaping of broadcast programming for classroom use.
- . Analyzed and developed a 15,000-volume library collection.
- . Developed reading promotion and literacy activities.
- . Worked cooperatively with elementary and high school libraries to develop a curricular continuum, as well as with the local library to coordinate services.
- . Managed a library budget of approximately \$25,000 and supervised a full-time library aide as well as parent and student volunteers.

Raising Readers Project Consultant

February 2000 - August 2000

Responsible for creating, developing and managing the district's *Raising Readers* program, educating parents of preschool children about the importance of reading and early language development to ensure school readiness.

- . Designed and created promotional and educational brochures.
- . Provided outreach to local agencies to identify children who are potentially at risk for delays in school.
- . Designed and presented parent education workshops on the critical importance of reading aloud, the selection of appropriate books, and the stages of language development.
- . Provided staff training at local agencies to encourage literature distribution and educating about factors in identification of high-risk families.

HAYWARD PUBLIC LIBRARY, Hayward, California

1987-1991

Literacy Project Coordinator

Responsible for developing and managing the library's *Literacy Plus* program, serving 135 students per year with an annual budget of \$100,000 and a staff of 3.

- Wrote nine successful grant proposals resulting in total awards of nearly \$400,000.
- Interviewed 450 prospective adult literacy students.
- Developed tutor training model and subsequently trained 300 volunteer tutors in 18 workshops.
- Edited and published 26 editions of program newsletter with circulation of 1200.
- Implemented a Family Literacy Program, integrating services for adult literacy students and their young children.
- Made 40 public presentations about the program, including radio and television.
- Coordinated regional New Reader Conference, consisting of 12 different workshops, childcare, transportation, and food; facilitated planning committee of program staff and students.
- Spearheaded student activities at the Hayward program, including hiring a literacy student onto the program staff, starting a "Book-of-the-Month Club," a writing workshop, and a support group for students.
- Helped to develop program database to streamline recordkeeping system.
- Worked with 12-member *Literacy Plus* Council, a community advocacy group.

OWEN AND ASSOCIATES, Livermore, California 1985-1987

Associate

Supervised six Medi-Cal Choice Workers who worked in four Social Service offices in Contra Costa County explaining options for health plan membership under the Medi-Cal program.

- Refined referral and documentation process.
- Maintained liaisons among County, State, and Health Plan staff members.
- Administered payroll, bookkeeping, and taxes.
- Researched Medicaid alternative delivery systems throughout the United States.

CALIFORNIA HUMAN DEVELOPMENT CORPORATION, Healdsburg, California 1982-1984

Director, Farmworker Special Projects (1983-1984)

Food and Energy Services Specialist (1982-1983)

Directed a bilingual staff of eleven who implemented three separate food and energy assistance programs targeted to low-income farm workers as well as elderly and disabled clients in fifteen northern California counties.

- Oversaw coordination among agency outreach offices, Social Service offices, Community Action Agencies, utility companies, food distributors, and other community-based programs.
- Oversaw coordination of public education events for food-preservation, horticultural techniques, and energy conservation.
- Managed all personnel functions including interviewing, hiring, and training of new staff, and ongoing personnel evaluation.
- Responsible for contract compliance, reporting requirements to funding sources, and monitoring of legislative hearings.

OTHER PROFESSIONAL EXPERIENCE

Literacy Tutor Trainer for Glendale Public Library, Glendale, California. (1991-1994)

Teacher, English as a Second Language: Designed and taught an on-site workplace ESL course, Conejo Valley Adult School, Thousand Oaks, California. (1992)

COMMUNITY INVOLVEMENT

President, Children's Literature Council of Southern California (CLCSC) (2013-2015)
Board Member and Awards Committee Member, CLCSC (2006-2016)
Trustee, Acton Public Library, Old Saybrook, Connecticut (1996 to 2002)
Member: American Library Association; American Association of School Librarians; California Library Association; California School Library Association; International Reading Association; Beta Phi Mu (Library Honor Society)



ALTADENA LIBRARY DISTRICT

BOARD OF TRUSTEES VACANCY SUPPLEMENTAL QUESTIONNAIRE

Name: STEVEN S. LAMB

Please take one minute to fill out this Supplemental Questionnaire and attach it to your resume.

County Registrar rules require that candidates running for a seat on the Altadena Library District Board must be both a resident of Altadena and a registered voter in Altadena. The applicant accepted must agree to be willing to run in November 2018, if necessary. The current seat for which you are applying is for the unexpired term ending 12/2020.

1. Do you understand that you may be required to file for the 2018 election with the L.A. County Registrar/Recorder's office? Yes [X] No

2. Do you understand that during the term of the appointment, you are required to be a resident of Altadena? Yes [X] No

3. Are you currently a resident of Altadena? Yes [X] No

4. Are you currently registered to vote in Altadena? Yes [X] No

5. How long have you resided in Altadena? 1959-77 1987-PRESENT

6. Have you ever worked for a public library? If so, are you still employed by a public library system? Yes No [X]

7. In your opinion, what is the role of the library in the community? SEE ATTACHED LETTER

8. Please describe any Board or Commission experience you have had. SEE ATTACHED LETTER

9. This position involves advocacy and representing the Board in a variety of venues such as meetings with State and Federal Representatives and Senators, Town Council, etc. Do you have any experience in a role like this? Are you comfortable giving a presentation in front of a group?

SEE ATTACHED LETTER

STEVEN S. LAMB RESIDENTIAL DESIGN
2591 Fair Oaks Ave. Suite 327 , ALTADENA CA.
91001 **626 354 8149**

5 Feb. 2018

To: The Altadena Library Board of Trustees

Re: Appointment to open seat on the Altadena Library Board of Trustees

Gentlepersons:

I learned to read in our library. I absorbed the philosophy of Organic Architecture subconsciously at our library. In studying Boyd Georgi's plans for our Library, I found he abstracted the California geology and water cycle. To me our library really is a sacred place.

I am applying for the open seat on your Board. I served on the Altadena Library Board of Trustees from 1995 to 2003. During this time we not only raised the first parcel tax, but had it renewed with a yearly moderate increase to fund for inflation. The Board, as you know is tasked by the State with running the library fiscally responsibly within the public interest, and by the Altadena Public with making the library a pleasant experience.

From the lost Library of Alexandria to the British Museum reading room to the public libraries of today, libraries primary function has been the storage and transmission of Scientific Knowledge and human and regional culture. In our time we are experiencing a transition from hard documents to internet access. As this occurs libraries still are needed to as transmission point of knowledge and in a time of society being more fragmented by atomization due to computer screen time, libraries as a common place for cultural transmission and convivial community discussion become more and more important to society and the function of the Library should evolve to fill this societal need.

I have served on several Board of Directors over the last thirty years. Involvement always demands research of existing technology and practice and the best available knowledge of emerging trends and discussion of how to get ahead of those trends and be on the top of the wave, as opposed to being crushed by it. At a time of soon rapid change in libraries the policy making

componant of Board members now becomes more important than it has been in probably 100 years since the Carnage Libraries. I am happy to say that I successfully convinced the former Altadena Library Board members to go against the advice of our political consultants on our second levy and add a inflationary adjustment to our levy. This provided our library with needed funds going forward.

Going forward, our library has pressing needs not only to pivot in terms of becoming more of a cultural/community center, but also to become a center of literacy and technology training. Our landmark main branch Library building needs a remodel. While Boyd Georgi pioneered concepts of accessability in this building, those then forward thinking achievements are now far behiend current thinking and need a remodel that will honor them, Boyd Georgi, and the integrity of the building. I am uniquely qualified to aid in this process.

Our Bob Lucas Library Literacy Center has been bursting at the seams for years. We need either a second story addition or a new space to meet the expanding needs of Altadena's multinational community for English literacy and technological training. This matter needs urgent attention.

The transition to a new time and method of knowledge and culture delivery, the main branch remodel and the remodel or building of a new literacy center will demand of every board member community outreach and gentle education and measured persuasion. They will at times require us as I often had to do while ATC Land Use Chair and CTLA Board member to put aside our personal beiefs and speak convincingly for the proposition the board has voted for. I have a great deal of experience at that.

I must say that I look back with a fondness at by former Library Board service. By being able to do things that were generally agreed as positives for the community, I was able to make friends of other ATC members who were on the board. Jaquie Fennessey and I became very close friends through that process. I know that this decade will be more controversial, and happily time has as it will tempered my person.

I look forward to serving with you.



STEVEN S. LAMB RESIDENTIAL DESIGN
2591 Fair Oaks Ave. Suite 327 , ALTADENA CA.
91001 626 354 8149

Resume :

Career

1992-Present Owner, Steven S. Lamb Residential Designs

Responsible for client consultation, initial concepts, working drawings, interface w/ governmental agencies, contractor selection and supervision, permitting and supervision. Specialties in Historic Preservation, Accessory Dwelling Units, retroactive code compliance of illegally constructed additions and units.

1993-94 Apprentice to James DeLong, Architect.

Drafting, general office, errands, permitting, site inspection.

1990-1992 Thayer Construction, Costa Mesa California

Managed site corrections crew 1990-93

1989-90 Apprentice to Oscar Werner, Architect

Drafting, general office, Assistant

1987-91 Owner, Arroyo Studio

Continued Lamp manufacture, water proofing and restoration business from Arroyo Restorations and began doing Residential Design work for clients who were not also restoration clients.

1980-87 Partner, Arroyo Restorations

Responsible for investigation of historic and appropriate modern techniques, management of restoration budget, crew management, crew training, hiring, lamp and built in furniture design, water-proofing of modern structures. Restoration of historic structures. Lamp manufacture.

Community Involvement:

2004-2009 **Appointed member** Los Angeles County Housing Affordability Task Force.

1989-2008 **Elected representative** for Census Tract 4603, Altadena Town Council

2007-2008 **Co Chair** Altadena Town Council Land use Committee

1988-2008 **Representative for Census tract 4603,** Altadena Town Council Land Use Committee member

1993-1994 **Chairman,** Altadena Town Council Land Use Committee

1995-2003 **Appointed member,** Altadena Library District Board of Trustees

1994-2015 **Elected member,** Board of Directors, Christmas Tree Lane Assoc.

2006-2008 **Elected member,** Altadena Chamber of Commerce Board of Directors

2000-2004 **Appointed member, Altadena Chamber of Commerce Board of Directors**

1984-86 **Appointed Member,** Pasadena Strategic Planning Committee, Land Use Sub Committee

Other Community:

1987- present Activist on various Local Land Use, U.S. Forest Service, Water Policy, economic development, and social justice issues.

Played an active role in the redevelopment of the Lincoln Corridor in Altadena, having Taliesin Architects hired as consultants to Eric Lloyd Wright for a development plan in the Community Interest.

2003- Present- Board Member Society of Organic Architects. International organization representing the concerns of Architects and Designers worldwide.

2010-Present, Fellow, Progressives for Urban Politics. National think tank on Land Use and environmental issues from a simultaneous practical and Progressive viewpoint.

Education

1980-81 Los Angeles Teachers College

1977-80 B.A.

California State University Los Angeles: History major
emphasis on 20th Century Europe and modern Asia

1975-1977 A.A.

Pasadena City College. History

1971-75 Pasadena High School



ALTADENA LIBRARY DISTRICT

**BOARD OF TRUSTEES VACANCY
SUPPLEMENTAL QUESTIONNAIRE**

Name: Franci Levine-Grater

Please take one minute to fill out this Supplemental Questionnaire and attach it to your resume.

County Registrar rules require that candidates running for a seat on the Altadena Library District Board must be both a resident of Altadena and a registered voter in Altadena. The applicant accepted must agree to be willing to run in November 2018, if necessary. The current seat for which you are applying is for the unexpired term ending 12/2020.

1. Do you understand that you may be required to file for the 2018 election with the L.A. County Registrar/Recorder's office? Yes X No

2. Do you understand that during the term of the appointment, you are required to be a resident of Altadena? Yes X No

3. Are you currently a resident of Altadena? Yes X No

4. Are you currently registered to vote in Altadena? Yes X No

5. How long have you resided in Altadena? 14 years, since Aug. 2003

6. Have you ever worked for a public library? If so, are you still employed by a public library system? Yes No X

7. In your opinion, what is the role of the library in the community?
 To provide a safe center of equal access to literacy, information, culture and opportunity for everyone in the community.

8. Please describe any Board or Commission experience you have had.
 I have served on the boards of B'nai Simcha Jewish Community Preschool (3 years; Secretary), Weizmann Day School (4 years; Vice-President), and Planned Parenthood Pasadena & San Gabriel Valley (10 years; President)

9. This position involves advocacy and representing the Board in a variety of venues such as meetings with State and Federal Representatives and Senators, Town Council, etc. Do you have any experience in a role like this? Are you comfortable giving a presentation in front of a group?

I have been an adjunct English professor and a nonprofit consultant, and have spoken effectively in front of large and small groups many times.

FRANCI LEVINE-GRATER

2305 Galbreth Road, Pasadena CA 91104
626-644-7523 □ francilg@gmail.com

I am an innovative, collaborative and strategic fund development, community engagement, and communications specialist seeking to make a positive contribution as part of a successful team.

PROFESSIONAL EXPERIENCE

Development Director – Professional Child Development Associates 2016-present

Responsibilities: Create and implement comprehensive development plan, including donor prospecting, cultivation and stewardship, robust grant program, eight to ten events per year, annual giving program, and major gifts; staff Board and Development Committee, and partner with Executive Director on administrative strategic planning; manage Development team; write all grant proposals and handle grants management; oversee donor communications, marketing and branding, including social media.

Accomplishments:

- Established agency's first Development Committee and influential in recruiting and engaging high-quality Board members
- Increased year-end appeal by 295% in number of gifts and 69% in dollars raised in first year in position
- Increased foundation and corporate grants by 25% in first year in position over the same period in the previous year
- Significantly improved record keeping and budgeting functions of department
- Implementing first ever comprehensive annual development plan

Freelance Writer/Editor and Nonprofit Consultant 1995-present

Responsibilities: Write, edit and design fundraising, publicity and event materials for nonprofits; advise nonprofit leadership on fund development, strategic planning, volunteer engagement, and board training; provide targeted fundraising strategy and support, including annual campaigns, online giving, major gifts and event planning; create online content and communication strategies; research and write grant proposals, and support ongoing grants management; provide copy and content editing services.

Accomplishments:

- Partnered with leadership staff and volunteers to engage volunteer and funding prospects
- Provided grant reports and assisted staff with site visits and foundation stewardship
- Wrote many successfully funded grant proposals for awards ranging from \$60,000 to \$1,500

Development Director - Kadima Day School, West Hills, CA 2009- 2012

Responsibilities: As sole development staff, designed and implemented fundraising plan, assessment metrics, collateral materials for campaigns and events, stewardship program and budget; created donor communications and maintained donor database; trained and staffed Board and Development Committee; produced fundraising and stewardship events.

Accomplishments:

- Increased number of \$1,800+ annual gifts from 16 to 38
- Increased parent participation in Annual Campaign from 22% to 75%
- Created Major Gifts Program that resulted in a 400% increase in \$10,000+ annual donations
- Updated donor communications; worked with graphic designers to create unified campaign materials
- Produced annual galas that exceeded revenue goals and met budget guidelines

FRANCI LEVINE-GRATER

2305 Galbreth Road, Pasadena CA 91104
626-644-7523 □ francilg@gmail.com

Project Coordinator/Interim Development Coordinator

Abrahamic Faiths Peacemaking Initiative/New Vision Partners, Pasadena, CA

2007-2009

Responsibilities: Created and distributed materials to advance mission; researched and wrote grant proposals; advised group leadership regarding development best practices.

Accomplishments:

- Secured major funding from foundation grants
- Organized and facilitated press conferences, a board retreat, and an interfaith prayer service

Adjunct English Instructor

2000-2008, 2013-2016

Pasadena City College, Glendale Community College, American Jewish University, Ulster Community College

- Plan and teach developmental and first-year level English composition courses
- Participate in holistic grading sessions and writing-across-the-curriculum planning

Legal Secretary – Fried, Frank, Harris, Shriver & Jacobson, New York, NY

1997-1998

- Assisted several partners and associates in the Tax and Business departments of this national law firm
- Hired from a temporary position specifically to work with firm partners

Associate Editor - Jason Aronson Inc. Publishers, Northvale, NJ

1996-1997

- Composed book jacket and catalog copy for boutique book publisher
- Served as liaison for authors and independent booksellers

Contracts Associate - Ballantine Books/Random House, New York, NY

1994-1995

- Negotiated contracts with author agents and maintained contract files
- Organized remainder sales and reported results

HR/Benefits Administrative Assistant - Greenberg Glusker LLP, Los Angeles, CA

1986-1994

- Assisted Director of Administration for 200+ attorney law firm and staffed firm's management committee
- Maintained personnel files, scheduled reception staff of six, administered employee benefits

ADDITIONAL QUALIFICATIONS

- Experienced nonprofit board officer for organizations with budgets ranging from \$750,000 to \$10 million; served as board president and presided over several strategic planning processes
- Excellent oral and written communication skills; strong interpersonal and negotiating skills
- Proficient in data management and social media

EDUCATION

- Master of Fine Arts, Creative Writing *summa cum laude*, Brooklyn College/CUNY -2000
- Bachelor of Arts, English & Literature *cum laude*, American Jewish University -1994

SUSAN SAVITT SCHWARTZ
3257 N. Mount Curve Ave.
Altadena, California 91001
(626) 345-0307

February 16, 2018

To Whom It Concerns:

I am writing to apply for the vacant position on the Altadena Library Board of Trustees.

I have enjoyed using the services of the library since moving to Altadena with my husband and daughter in 1999. Both my children (now 22 and 17) have made regular use of the library and its programs from their preschool years on, and in addition to checking out books myself I have attended community meetings, made presentations and enjoyed cultural events at both the main library and the Bob Lucas branch.

In a small but diverse community like Altadena, I feel that this locally controlled library represents an important gathering place as well as a resource for community members of all ages and needs. It was because I strongly value libraries in general and this library in particular that I agreed to serve on the Alliance to Save Our Libraries, volunteer campaign organization that helped garner a strong renewal in 2014 of the parcel tax that supports the Altadena Libraries.

It is in the same spirit of commitment that I seek this opportunity to serve on the Board of Trustees. I have long been active in support of our local public schools, and I feel that our local libraries, like the schools, are essential to the development of an informed citizenry, as well as a place where our culturally diverse community can come together.

My resume and the supplemental questionnaire are enclosed. I look forward to attending the next Board of Trustees meeting on February 26, and to continuing to support this excellent institution – whether as a Trustee or simply as a citizen and a reader.

Sincerely,


Susan Savitt Schwartz

enclosures



ALTADENA LIBRARY DISTRICT

BOARD OF TRUSTEES VACANCY SUPPLEMENTAL QUESTIONNAIRE

Name: Susan Savitt Schwartz

Please take one minute to fill out this Supplemental Questionnaire and attach it to your resume.

County Registrar rules require that candidates running for a seat on the Altadena Library District Board must be both a resident of Altadena and a registered voter in Altadena. The applicant accepted must agree to be willing to run in November 2018, if necessary. The current seat for which you are applying is for the unexpired term ending 12/2020.

1. Do you understand that you may be required to file for the 2018 election with the L.A. County Registrar/Recorder's office? Yes [checked] No

2. Do you understand that during the term of the appointment, you are required to be a resident of Altadena? Yes [checked] No

3. Are you currently a resident of Altadena? Yes [checked] No

4. Are you currently registered to vote in Altadena? Yes [checked] No

5. How long have you resided in Altadena? since May 1999

6. Have you ever worked for a public library? If so, are you still employed by a public library system? Yes No [checked]

7. In your opinion, what is the role of the library in the community? The library supports ^{literate and} informed citizenry and a culturally rich community.

8. Please describe any Board or Commission experience you have had. Served as president and as treasurer of Eliot Middle School PTA

9. This position involves advocacy and representing the Board in a variety of venues such as meetings with State and Federal Representatives and Senators, Town Council, etc. Do you have any experience in a role like this? Are you comfortable giving a presentation in front of a group? As program director for Pasadena Education Network, I interact regularly with elected officials and community organizations, including public speaking in front of large and small groups.

SUSAN SAVITT SCHWARTZ

3257 N. Mount Curve Ave.
Altadena, California 91001

Phone: (626) 345-0307

E-mail: ssavitts@pacbell.net

Susan Savitt Schwartz has worked and volunteered in many capacities in service to public education in the communities served by the Pasadena Unified School District. Employed part-time as the Program Director for Pasadena Education Network (PEN), she also has extensive experience as a writing/editing consultant, editing conference proceedings and consensus-based policy and guidance documents, and creating press releases, newsletters and website content for both national and local organizations. She is particularly interested in “connecting the dots” – using communications and networking strategies to align people and resources in support of common goals.

Ms. Schwartz has a BA in History from UCLA (1983), a Masters in Public Policy from Harvard University’s Kennedy School of Government (1987), and a Master of Fine Arts in Writing from Sarah Lawrence College (1994). She has completed the Level 1 course (Closing the Achievement Gap: Using Parent Involvement to Increase Student Success and Achievement) offered by the California Parent Center at San Diego State University as part of its Parent Liaison Certificate Program.

PROFESSIONAL EXPERIENCE

Program Director, Pasadena Education Network (PEN) **2008 to present**
Develop and manage programs and services to members of PEN, a grassroots network of over 1,400 parents with preschool and school-aged children in the communities served by the Pasadena Unified School District. Produce weekly e-bulletin (PEN News) and news posts; plan and deliver parent leadership workshops and informational programs; produce school fact sheets and other resource materials; maintain website and manage member database; conduct outreach to new families; facilitate parent networking; provide parent perspective in meetings with school district decision-makers. Support PEN executive director in fundraising and strategic planning.

Writer/Editor, Independent Consultant **1992 to present**
Provide writing and editing services to not-for-profit and government organizations, including editing and preparation of resource planning documents, advisory committee reports, conference proceedings, fact sheets, newsletters, handbooks, case studies, press releases, and web-based resource materials. Clients include: RESOLVE, Inc.; Cadmus Group (Subcontractor to US EPA’s National Drinking Water Advisory Council); National Wind Coordinating Collaborative; American Wind Energy Association; Coalition of Essential Schools; Unitarian Universalist Service Committee

Staff Associate, Technical Development Corporation 1989- 1991
Contributed to technical assistance projects including needs assessments, program evaluations; fundraising, and strategic planning for nonprofit and public sector organizations.

Planner, Massachusetts Division of Capital Planning & Operations 1987-1988
Planner for statewide capital repair program. Analyzed capital budgets and tracked spending of capital facilities repair accounts; developed and maintained project database; worked with other state offices on programs and policy issues related to capital facilities.

Project Manager, Sierra Club 1984-1985
Managed a year-long Energy Conservation Outreach Program aimed at promoting residential energy conservation activities in four Southern California counties.

COMMUNITY INVOLVEMENT

- Member, Assemblymember Chris Holden's 41st District Advisory Council (2015-16)
- Collaborate PASadena, parent engagement work group, acting parent rep on Leadership Council (2015-16)
- Alliance to Save Our Altadena Libraries (2014 Parcel Tax renewal volunteer campaign organization)
- PTA President, Charles W. Eliot Middle School (2013-14)
- School Site Council member, Charles W. Eliot Middle School (2012-14)
- PUSD Parent & Community Leadership Team (ongoing)
- Altadena Town Council Public Education Committee (2012-13)
- PUSD Strategic Planning Committee (2010)
- Invest in PUSD Kids (2007-2014)

Other volunteer experience: PUSD Rolling Readers, classroom volunteer; adult literacy tutor; Mothers' Club Family Learning Center.

EDUCATION

SARAH LAWRENCE COLLEGE BRONXVILLE, NY
Master of Fine Arts in Writing 1994

HARVARD UNIVERSITY
JOHN F. KENNEDY SCHOOL OF GOVERNMENT CAMBRIDGE, MA
Master of Public Policy 1987
Coursework in economics and finance; public management; institutional analysis; housing and community development. Kennedy Fellow, 1985-1986

UNIVERSITY OF CALIFORNIA, LOS ANGELES LOS ANGELES, CA
Bachelor of Arts in History, summa cum laude, Phi Beta Kappa 1983

Stephen D. Svetich

California Bar Number 272370

178 Twilight Vista Drive · Altadena, California 91001 · (818) 391-3955 · ssvetich@gmail.com

February 16, 2018

Ryan Roy
Acting Director
Altadena Library District
600 E. Mariposa Street
Altadena, CA 91001

Mr. Roy:

With pleasure, I submit my application to become the newest member of the Board of Trustees of the Altadena Library District. Having been raised in Glendale, I am intimately familiar with local issues that impact a city. Since moving to Altadena in February 2017, I have come to appreciate this close-knit community that is Altadena. I have seen first hand that the Altadena community is one of diversity, curiosity, and growth; and the Library is the hub that fosters these tenets.

As an administrative prosecutor for the State of California, I have extensive experience that is directly applicable to the role of a Board Member. First, my strong litigation experience means that I feel comfortable making presentations – especially when my job is to persuade my audience of a particular point. Second, I have dealt with many members of the public in a professional setting. I am comfortable dealing with members of the public from any demographic. Finally, my legal experience will lend itself well to advising the Board regarding any pending or future legal actions against the District.

While litigation skills and legal knowledge are important, my background in dispute resolution is perhaps even more valuable to the Board. I have a Masters in Dispute Resolution from Pepperdine University; thus, I have a very good working knowledge of negotiation and settlement theory and practice. While at Pepperdine, I donated many hours to the Los Angeles County Superior Court mediating small claims disputes in various courthouses. This role also provided me with exposure to working with various members of the public from all demographics. In this role, I learned how to quickly build rapport with others, how to listen carefully for a party's true interests, and how to resolve disputes efficiently and effectively.

I am excited about the opportunity to serve as a Board Member so that I can give back to Altadena – a community that is so rich and offers so much to its residents.

Sincerely,



Stephen D. Svetich



ALTADENA LIBRARY DISTRICT

BOARD OF TRUSTEES VACANCY SUPPLEMENTAL QUESTIONNAIRE

Name: Stephen D. Svetich

Please take one minute to fill out this Supplemental Questionnaire and attach it to your resume.

County Registrar rules require that candidates running for a seat on the Altadena Library District Board must be both a resident of Altadena and a registered voter in Altadena. The applicant accepted must agree to be willing to run in November 2018, if necessary. The current seat for which you are applying is for the unexpired term ending 12/2020.

1. Do you understand that you may be required to file for the 2018 election with the L.A. County Registrar/Recorder's office? Yes [checked] No

2. Do you understand that during the term of the appointment, you are required to be a resident of Altadena? Yes [checked] No

3. Are you currently a resident of Altadena? Yes [checked] No

4. Are you currently registered to vote in Altadena? Yes [checked] No

5. How long have you resided in Altadena? Since February 15, 2017

6. Have you ever worked for a public library? If so, are you still employed by a public library system? Yes No [checked]

7. In your opinion, what is the role of the library in the community? Please see attached sheet.

8. Please describe any Board or Commission experience you have had. Please see attached sheet.

9. This position involves advocacy and representing the Board in a variety of venues such as meetings with State and Federal Representatives and Senators, Town Council, etc. Do you have any experience in a role like this? Are you comfortable giving a presentation in front of a group?

Please see attached sheet.

Stephen D. Svetich

California Bar Number 272370

178 Twilight Vista Drive · Altadena, California 91001 · (818) 391-3955 · ssvetich@gmail.com

February 16, 2018

Responses to Supplemental Questionnaire
Board of Trustees Vacancy
Altadena Library District

Question Number 7:

The role of the library in the community is to be a gathering point for all residents. It should be open and accessible to all individuals, regardless of age, race, nationality, gender, sexual orientation, or any other class. The library is a place to foster learning, ideas, and growth. It also offers access to the internet for those who might not be able to afford a computer or usage fees.

Question Number 8:

I have never served on a Board or Commission. However, in my role as a Deputy Attorney General, I routinely advise and represent Boards and Commissions in litigation.

Question Number 9:

The District probably cannot find another applicant with stronger advocacy skills. I have tried over 25 administrative matters to decision. Each of these cases involved the presentation of evidence, oftentimes over several days. I am comfortable talking in front of large groups regarding any topic. I am especially keen on making presentations designed to persuade a listener.

Stephen D. Svetich

California Bar Number 272370

178 Twilight Vista Drive · Altadena, California 91001 · (818) 391-3955 · ssvetich@gmail.com

EDUCATION

Santa Clara University School of Law, Santa Clara, CA

Juris Doctor, May 2010

- *Award for Academic Excellence in Real Estate Conveyancing (Spring, 2010)*

Pepperdine University, Malibu, CA

Masters, Dispute Resolution, May 2010

- *Witkin Award for Academic Excellence in Labor Law (Spring, 2009)*

University of Southern California, Los Angeles, CA

B.S. Business Administration, Specialization in Real Estate Finance and Development, 2007

PROFESSIONAL EXPERIENCE

California Department of Justice – Office of the Attorney General, Los Angeles, CA

Deputy Attorney General, December 2016-Present

- Represents over 35 State agencies in both administrative, trial court, and appellate proceedings regarding discipline against State licensees.
- Maintains an active litigation caseload and routinely takes matters to evidentiary hearings and trials.
- Negotiated voluntary dismissal of federal civil rights action against State agency and individual officers of State agency prior to filing of Motion to Dismiss.

California Department of Corrections and Rehabilitation, Rancho Cucamonga and Sacramento, CA

Attorney – Employment Advocacy and Prosecution Team, September 2013-May 2015; October 2015-December 2016

Attorney – Labor and Human Resources Team, September 2012-September 2013

- Conducted evidentiary hearings before the State Personnel Board, including the cross examination of appellants and the examination of expert witnesses.
- Drafted notices of adverse action, discovery requests and responses, motions and oppositions to motions, petitions and oppositions to petitions for rehearing, and oppositions to writ actions.
- Argued discovery and procedural motions before the State Personnel Board.
- Coordinated and evaluates Internal Affairs investigations regarding employee misconduct.
- Consulted with hiring authorities regarding the sufficiency of evidence to proceed with adverse action.
- Engaged in settlement negotiations with opposing counsel and unrepresented adverse parties.
- Consulted with the Office of the Inspector General to ensure Department compliance with disciplinary procedures.
- Managed a varied investigation and litigation caseload.

California Department of Transportation, Los Angeles, CA

Deputy Attorney – Division of Legal Affairs, May 2015-October 2015

- Litigated discrimination, harassment, retaliation, and failure to accommodate matters.
- Litigated a matter before the State Personnel Board for discrimination and retaliation in a failure to promote matter.
- Litigated an Americans with Disabilities Act tort matter involving allegations that the State failed to provide equal access to disabled members of the public.

Brown White & Newhouse LLP, Los Angeles, CA
Associate Attorney, December, 2010-September, 2012
Law Clerk, May, 2009-December, 2010

- Represented a diverse group of clients, including various municipalities and Fortune 500 corporations, in various civil matters in both state and federal court.
- Defended individuals charged with selling counterfeited goods, committing fraud in a securities transaction, and other white collar crimes.
- Propounded and responded to discovery; formed trial strategy; and drafted legal memoranda and client letters, demurrers, motions to transfer, motions in limine, petitions for writ of mandamus and administrative mandamus, and case-dispositive motions.
- Drafted appellate briefs in state and federal appeals courts.
- Made numerous appearances on both civil and criminal matters in the Central District of California, and California Superior Court.

Glendale City Attorney's Office, Glendale, CA
Law Clerk, January, 2009-May, 2009

- Drafted pleadings, correspondence and legal research memoranda for deputy city attorneys.
- Drafted the City of Glendale's ordinance on massage parlors to comply with new state legislation.

Stephen D. Svetich

California Bar Number 272370

178 Twilight Vista Drive · Altadena, California 91001 · (818) 391-3955 · ssvetich@gmail.com

-

APPELLATE MATTERS

U.S. v. Vandevort (Bankruptcy Fraud and Money Laundering; Ninth Circuit)

- Drafted appellate brief challenging:
 - District Court's failure to instruct on definition of beneficial interest
 - District Court's Failure to admit part of a prior statement under Rule of Completeness

Atlantic Inertial Systems v. Condor Pacific Industries of California (Trade Secret Misappropriation; Ninth Circuit)

- Drafted appellate brief challenging:
 - Whether district court had authority to make independent findings without violating the Seventh Amendment
 - Whether district court erred in interpreting California Uniform Trade Secret Act when it neglected to award client reasonable royalty and permanent injunction after jury found client not harmed by misappropriation
- District Court's Order reversed on appeal and remanded for further action; matter settled before the District Court could grant client a reasonable royalty

Khashoggi v. Ridge Clearing & Outsourcing (Breach of Contract; Second Circuit)

- Drafted appellate brief challenging:
 - District court's finding that client was alter ego of corporation that breached stock margin agreement with plaintiff

Dietz v. Mega Health and Life Insurance Company (Breach of Insurance Contract; Second District Court of Appeals)

- Successfully opposed appeal to the Second District Court of Appeals regarding plaintiff's failure to file amended complaint after remand overturning order sustaining demurrer

REPRESENTATIVE FEDERAL MATTERS

Rodriguez v. City of Burbank, et al. (§ 1983 Employment Claims)

- Represented former police officer in retaliation action against city
- Successfully opposed FRCP 12(b)(6) motion to dismiss

Atlantic Inertial Systems v. Condor Pacific Industries of California (Trade Secret Misappropriation; Central District of California)

- Represented plaintiff in trade secret misappropriation and unfair competition action
- Drafted jury instructions, motions in limine, exhibit and witness lists, and motion for permanent injunction

U.S. v. \$1, 802, 651.56 in Funds Seized from e-Bullion, et al. (Civil Forfeiture Action; Case No. CV 09-1731 PSG (JWJx) [Central District of California])

- Drafted Rule 41(g) Motion for Return of Property
- Drafted motion to suppress evidence seized pursuant to faulty search warrant
- Drafted joint stipulation regarding deficient document production
- Represented one Claimant in two day deposition while he was incarcerated
- Propounded and responded to discovery
- Deposed percipient witness

REPRESENTATIVE CIVIL MATTERS

Aguilar v. Barocio (Los Angeles County Superior Court)

- Represented homeowners in adverse possession and breach of contract action
- Deposed two plaintiffs and defended deposition of two defendants
- Successfully resolved case after filing of Motion for Summary Judgment

Sheffield v. City of Los Angeles (Premises Liability)

- Represented motorcyclist injured in accident on a poorly designed city road
- Propounded and responded to discovery
- Drafted motions in limine

U.S. v. Hennes (Central District of California)

KSDB, Inc. v. Hennes, et al., and Mills v. Hennes, et al.

- Represented former city official in two civil actions and federal criminal prosecution stemming from actions as public employee
- Case resolved one civil matter successfully on demurrer based on plaintiffs' failure to file a timely tort claim with the city
- Drafted demurrer and request for sanctions under Code of Civil Procedure section 128.7 as to second civil matter (hearing on demurrer on May 7, 2012)

Geraghty Consulting v. Crews of California

- Represented retail tenant at LAX dispute over consultancy agreement
- Drafted answer and cross-complaint
- Propounded and responded to discovery
- Drafted mediation brief

Carroll v. County of Los Angeles (Premises Liability)

- Represented motorcyclist injured after hitting large pothole on a county road
- Propounded and responded to discovery
- Took depositions of two police officers who were initial responders
- Appeared in court numerous times
- Drafted motions in limine

People v. Derry (Perjury, Filing False Document, Failure to Report Contribution (Gov. Code, § 84302); Case No. FSB1101877)

- Drafted Demurrer to Complaint
- Drafted Response to Fair Political Practices Commission ("FPPC") Cause for Discipline (resulting from plea in criminal matter)
- Drafted response to FHWA Notice of Proposed Debarment (resulting from plea in criminal matter)

Orcutt (No charges brought)

- Assisted former Los Angeles County Employee investigated for smuggling narcotics into a youth correctional facility
- Negotiated closure of investigation in return for resignation (client found a new job and was looking to resign regardless)

Owens v. City of Bell (Employment Action)

- Represented municipality in action by police officer for retaliation claims
- Drafted motions in limine

McSweeney v. City of Bell (Employment Action)

- Represented municipality in action by police officer for retaliation claims
- Propounded and responded to discovery
- Drafted meet and confer letters regarding deficient responses

LEGISLATION

Employment Policy Memorandum

- Drafted memorandum suggesting new Department Policy regarding State-issued cellular telephones

Massage Parlor Ordinance – City of Glendale, California

- Drafted massage parlor ordinance to comply with new state legislation
- Ordinance adopted by city council

Committee on Proposed Legislation –Santa Clara University School of Law

- Participated on committee in class titled “Righting Wrongful Convictions”
- Drafted and presented legislation to require police officers to record audio of many interrogations

CRIMINAL MATTERS

People v. Fogleman (Vehicular Manslaughter; Case No. RIF 148087)

- Drafted Motions in Limine:
 - To exclude evidence of prior traffic infractions
 - To exclude family member statements regarding relationship with deceased
 - To exclude Defendant's attorney-client communications (with mother who is an attorney) recorded during break in interrogation
 - To admit evidence of Deceased's driving record

People v. Phan (Veh. Manslaughter while Intoxicated (two counts))

- Drafted *Trombetta/Youngblood* Motion to Exclude Destroyed Blood Sample
- Drafted *Miranda* motion
- Drafted Motions in Limine:
 - To exclude Defendant's statement taken while in hospital bed only a day after waking up from coma
 - To exclude witness statement taken while in hospital bed

People v. Wolff (Pen. Code, § 148(a); Case No. 1GN02426)

- Drafted and Argued Demurrer to Complaint
- Interviewed all witnesses and drafted witness statements
- Earned dismissal in the furtherance of justice two weeks prior to trial after numerous communications and negotiations with DA

People v. Jimenes (Lewd and Lascivious Acts with a Minor; Case No. RIF141734)

- Drafted Motion for Order Unsealing Juvenile Records
- Drafted *Brady* Motion
- Drafted list of possible defenses

U.S. v. Lee (6-Count Indictment for Possession of Child Pornography with Enhancements; Case No. 2:10-CR-00095 [Central District of California])

- Drafted sentencing memorandum and objections to Government's position regarding guidelines

U.S. v. Estrada (Wire Fraud, Conspiracy to Commit Wire Fraud; Case No. 12-Cr-099 (SHS) [Southern District of New York])

- Represented client at hearing to set bail
- Drafted motion to transfer case to Central District of California

U.S. v. \$1, 802, 651.56 in Funds Seized from e-Bullion, et al. (Civil Forfeiture Action; Case No. CV 09-1731 PSG (JWJx) [Central District of California])

- Drafted Rule 41(g) Motion for Return of Property
- Drafted motion to suppress evidence seized pursuant to faulty search warrant
- Represented one Claimant in two day deposition while he was incarcerated

People v. Derry (Perjury, Filing False Document, Failure to Report Contribution (Gov. Code, § 84302); Case No. FSB1101877)

- Drafted Demurrer to Complaint
- Drafted Response to Fair Political Practices Commission (“FPPC”) Cause for Discipline (resulting from plea in criminal matter)
- Drafted response to FHWA Notice of Proposed Debarment (resulting from plea in criminal matter)

People v. Gussin (24-Counts: Grand Theft and Securities Fraud; Case No. BA376134)

- Drafted opposition to People’s request for restitution and first-chaired restitution hearing involving witnesses and extensive documentary evidence
- Prepared for preliminary hearing by preparing summaries for each alleged victim
- Visited client multiple times in LA County Jail to elicit pertinent facts

Orcutt (No charges brought)

- Assisted former Los Angeles County Employee investigated for smuggling narcotics into a youth correctional facility
- Negotiated closure of investigation in return for resignation (client found a new job and was looking to resign regardless)

Miscellaneous Criminal Defense Experience

- Successfully represented mother in a paternity action; obtained order granting mother full physical custody with no visitation due to father’s drug use and sales
- Negotiated settlement to petition for temporary restraining order (represented defendant)

REPRESENTATIVE ADMINISTRATIVE MATTERS

In the Matter of the Citation Against Water-Sun Concepts Landscapes, Inc. (OAH Case No. 2016080833) – First Chair

- Held evidentiary hearing representing the Contractors State License Board.
- Citation and restitution order sustained in full after hearing.

In the Matter of the Citation Against Mohammed Faraji (OAH Case No. 2017010575) – First Chair

- Held evidentiary hearing representing the Bureau of Automotive Repair.
- Citation sustained in full after hearing.

In the Matter of the Citations Against Garfield Beach and Omar Marquez (OAH Case No. 2017031167) – First Chair

- Held evidentiary hearing representing the Board of Pharmacy.
- Decision pending.

In the Matter of the Citations Against West Smog and Sok Soon Kim (OAH Case No. 2017051167) – First Chair

- Held evidentiary hearing representing the Bureau of Automotive Repair.
- Decision pending.

In the Matter of the Accusation Against Leonard Isenberg (OAH Case No. 2017051197) – First Chair

- Held evidentiary hearing representing the Commission on Teacher Credentialing.
- Decision pending.

In the Matter of the Citation Against Rita Michael (OAH Case No. 2017080784) – First Chair

- Held evidentiary hearing representing the Professional Fiduciaries Board.
- Decision pending.

H. C. v. CDCR (SPB Case No. 13-0786) – Second Chair

- Represented CDCR in administrative hearing before the State Personnel Board.
- Board upheld dismissal for dishonesty, inexcusable neglect of duty, discourteous treatment, willful disobedience, and other failure of good behavior.

S. D. v. CDCR (SPB Case No. 13-0786) – First Chair

- Represented CDCR in administrative hearing before the State Personnel Board.
- Board upheld 5% salary reduction for 6 months for inexcusable neglect of duty and other failure of good behavior.

A. C. v. CDCR (SPB Case No. 13-1478) – First Chair

- Represented CDCR in administrative hearing before the State Personnel Board.
- Board upheld dismissal for dishonesty, inexcusable neglect of duty, and other failure of good behavior.

J. S. v. CDCR (SPB Case No. 13-1318A) – Second Chair

- Represented CDCR in administrative hearing before the State Personnel Board.
- Board upheld dismissal for dishonesty, inexcusable neglect of duty, willful disobedience, and other failure of good behavior.

S. D. v. CDCR (SPB Case No. 14-1255) – First Chair

- Represented CDCR in administrative hearing before the State Personnel Board.
- Board upheld a two-class demotion for dishonesty and other failure of good behavior.
- Took over matter for another counsel shortly before the evidentiary hearing.

V. A. v. CDCR (SPB Case No. 14-0922) – First Chair

- Represented CDCR in administrative hearing before the State Personnel Board.
- Board upheld dismissal of Appellant for fraud in securing appointment, dishonesty, inexcusable neglect of duty, and other failure of good behavior.

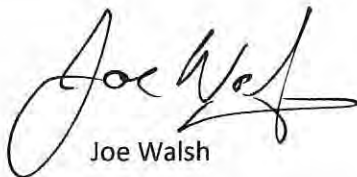
Letter of Interest: Altadena Library District

Hello,

Just under two years ago my family relocated to this area from Philadelphia. When we got here, on our second day in town, we visited the library. Getting library cards that day helped us feel a sense of belonging in this new place. Coming from Philadelphia, (the home of the first library as envisioned by Benjamin Franklin), I was worried that Altadena wouldn't have the same active center for community engagement in its library that I was used to. Well, that worry was completely unfounded. The Altadena library is so much more! It really is the hub of the town, providing a sense of community well beyond what I had experienced in Philadelphia. The warm friendly environs are always drawing me in to explore. I have yet to take advantage of all the things on offer but it has been fun to slowly explore the range of programs.

I think libraries are vital to the fabric of any community, they provide a 'public commons' that is often lacking in our current culture. Certainly, more so in the digital age. The library is a place where all citizens can be on equal footing to explore the wider world and where all sorts of interests and viewpoints can find a home. To that end I would like to add my enthusiasm, energy and knowledge to the excellent work that is taking place at the Altadena libraries. I know I haven't been in Altadena long, but I have long been an advocate, and ready participant in the place libraries hold in our communities.

I appreciate your consideration and look forward to working together in support of the wonderful library system.

A handwritten signature in black ink that reads "Joe Walsh". The signature is fluid and cursive, with the first name "Joe" being larger and more prominent than the last name "Walsh".

Joe Walsh

Joewalsh1@gmail.com

JOE WALSH

2995 Maiden lane Altadena, CA. 91001
215 667-1042
Joewalsh1@gmail.com

EXPERIENCE

November 2017

Elves faire, PASADENA WALDORF SCHOOL
RENTAL COORDINATOR FOR THE 2017 ELVES' FAIRE

FEBRUARY – APRIL 2017

DOCENT TRAINING, EATON CANYON NATURE CENTER
Completed Docent training at Eaton Canyon Nature Center

1998-2010

CO-OWNER, NO MACARENA DJ's
Technical coordination and financial management

2010-2012

Board of Trustees, THE WALDORF SCHOOL OF PHILADELPHIA
Finance Committee, Marketing Committee

2007-2009

Board of Directors, CASCADE HEMOPHILIA CONSORTIUM
Board Member at large

1999-2007

Board of Directors, HEMOPHILIA FOUNDATION OF MICHIGAN
Finance Committee, Building Committee

EDUCATION

1981-1985

BA COMMUNICATIONS/MARKETING, LA SALLE UNIVERSITY, PHILADELPHIA



ALTADENA LIBRARY DISTRICT

BOARD OF TRUSTEES VACANCY SUPPLEMENTAL QUESTIONNAIRE

Name: Joe Walsh

Please take one minute to fill out this Supplemental Questionnaire and attach it to your resume.

County Registrar rules require that candidates running for a seat on the Altadena Library District Board must be both a resident of Altadena and a registered voter in Altadena. The applicant accepted must agree to be willing to run in November 2018, if necessary. The current seat for which you are applying is for the unexpired term ending 12/2020.

1. Do you understand that you may be required to file for the 2018 election with the L.A. County Registrar/Recorder's office? Yes X No _____

2. Do you understand that during the term of the appointment, you are required to be a resident of Altadena? Yes X No _____

3. Are you currently a resident of Altadena? Yes X No _____

4. Are you currently registered to vote in Altadena? Yes X No _____

5. How long have you resided in Altadena? 1.5 yrs

6. Have you ever worked for a public library? If so, are you still employed by a public library system? Yes _____ No X

7. In your opinion, what is the role of the library in the community?

The library should be a place where all citizens are on equal footing to explore the outside world.

8. Please describe any Board or Commission experience you have had.

Walton F School of Philadelphia, Board of Trustees. Hemophilia Foundation of Michigan Board of Directors

9. This position involves advocacy and representing the Board in a variety of venues such as meetings with State and Federal Representatives and Senators, Town Council, etc. Do you have any experience in a role like this? Are you comfortable giving a presentation in front of a group?

I have some experience in this role. I would be comfortable after I became familiar with the details of the organization

Subject: RE: Quote
Date: Wednesday, February 14, 2018 at 1:39:17 PM Pacific Standard Time
From: Ellen Doughty
To: Kylynn Chaney
CC: Nicole Fabry, William Ryan Roy
Attachments: image001.jpg

Hi Kylynn,

Below is a sample of the cost to cover volunteers for workers' compensation based on the base rate of \$1.81 for class code 8742-V for 100 hours.

<u>Number of Volunteer hours</u>	<u>x CA Min. Wage</u>	<u>= Payroll to Report</u>	<u>Divided by 100</u>	<u>x</u>
<u>Base Rate</u>	<u>Estimated Annual Premium</u>			
100	\$15.00	\$1,500		
15.00	\$1.81	\$27.15		

If you have questions, please let me know.

Ellen

Ellen Doughty, ARM
Chief Member Services Officer



Special District Risk Management Authority
1112 I Street, Suite 300
Sacramento, California 95814
T 916.231.4141 or 800.537.7790 F 916.231.4111

www.sdrma.org

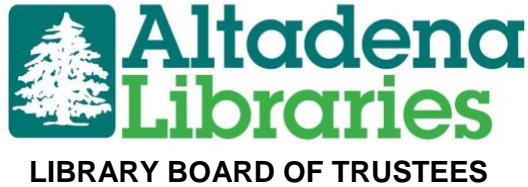
A proud California Special Districts Alliance partner - California Special Districts Association | Special District Risk Management Authority | CSDA Finance Corporation

STATEMENT OF CONFIDENTIALITY | This electronic message and any files or attachments transmitted with it may be confidential, privileged, or proprietary information of the Special District Risk Management Authority. The information is solely for the use of the individual or entity to which it was intended to be addressed. If the reader of this message is not the intended recipient, you are hereby notified that use, distribution, or copying of this e-mail is strictly prohibited. If you received this e-mail in error, please notify the sender immediately, destroy any copies, and delete it from your system.

From: Kylynn Chaney [mailto:KChaney@AltadenaLibrary.org]
Sent: Monday, February 12, 2018 11:08 AM
To: Ellen Doughty <edoughty@sdrma.org>
Cc: Nicole Fabry <nfabry@altadenalibrary.org>; William Ryan Roy <WRoy@AltadenaLibrary.org>
Subject: Quote

Hi Ellen,

I wanted to check in with you and see if you had a chance to prepare a quote, as we are getting ready for our next Board Meeting and it is set to be on the agenda.



STAFF REPORT

DEPARTMENT: Administration

MEETING DATE: March 07, 2018

PREPARED BY: Jonathan Arevalo

LOCATION: Community Room

TITLE: RFP Recommendation to use ISES Corporation for Facilities Assessment Project

OBJECTIVE: To have a comprehensive report that will include what steps need to be taken to bring the Altadena Library District (ALD) Facilities up to date. The report should include what repairs need to be made for both the Main Library and the Bob Lucas Memorial Branch Library, an assessment of ADA accessibility, and an estimate of costs for improvements needed.

BACKGROUND/ANALYSIS: Though many improvements have been made within the past year at the library, continued upkeep of both the main and branch libraries is necessary to keep ALD viable for both patrons and the community at large. Having a facilities assessment report is vital to making strategic decisions regarding future improvements to ALD facilities.

An RFP was sent out for Facilities Assessment and three companies returned bids to ALD. After reviewing the bids, we have decided to recommend the ISES Corporation to the Board of Trustees as the vendor to accomplish the ALD Facilities Assessment project.

We base our decision on based on the following factors:

RFP REQUIREMENTS	ISES	SIGHTLINES	PARTNER E&S Inc	COMMENTS
Complete Software capabilities	Included AMS	NO SOFTWARE IDENTIFIED	SiteLynx- Is there a cost for this?	Sightlines maybe a spreadsheet only.
FCA Sample reports	Included	Example Spread sheet provided	included	
Software inflates costs, on an annual basis	included	No software. Spread sheets only	Not sure	Ask Sightline what software they use? Do they have a database?
Schedule	12 weeks	24 weeks	6 weeks	

Number of Buildings	2	1	2	Sightlines Only proposed on one building.
Component based	yes	yes	no	Partner on page 14- They do equity level assessments and reports. ISES Does system levels and component level assessments. Partner reports may result in recommendations for more detailed specialty evaluations. ISES does these as part of evaluation
CAD Drawings	Yes- all projects identified on floor plans in the report	NO	NO	
Equipment inventory	Included in FCA		Additional \$2,050	ISES Includes without barcodes
Pricing	\$19,200	\$18,500 plus reimbursables. See page 7.	\$12,700+\$2,050=\$14,750	
Energy conservation	YES	NO	YES	
ADA	YES	YES	NO	

While ISES Corporation is slightly more expensive than the other options, the other two proposals were lacking key components. SIGHTLINES submitted a proposal that only included one building (rather than two), and the PARTNER proposal does not include an assessment of ADA accessibility, which is a key initiative for ALD in terms of future improvements.

STAFF RECOMMENDATION: That the Board of Trustees approve ISES as the preferred vendor to provide ALD with a Facilities Assessment Report at the cost of \$19,200.

**PROPOSAL TO CONDUCT FACILITY CONDITION ASSESSMENT
SERVICES FOR THE ALTADENA LIBRARY DISTRICT**

SUBMITTED TO:

Altadena Library District

Jonathan Arevalo, Facilities Project Manager
600 East Mariposa Street
Altadena, CA 91001



SUBMITTED BY:

Partner Engineering and Science, Inc.

2154 Torrance Boulevard, Suite 200, Torrance, CA 90501
T: 310-765-7243 | F: 310-615-4544 | C: 805-452-8421

Date of Proposal: January 12, 2018



Engineers who understand your business

Altadena Library District
Jonathan Arevalo, Facilities Project Manager
600 East Mariposa Street
Altadena, CA 91001

Subject: Proposal to Conduct Facility Condition Assessment Services for the Altadena Library District

Dear Mr. Arevalo,

On behalf of our project team, I am pleased to submit our proposal to conduct Facility Condition Assessment Services for the Altadena Library District. As our proposal, will demonstrate, Partner Assessment Corporation DBA Partner Engineering and Science, Inc. (Partner ESI), will offer the Altadena Library District (ALD) the unique qualifications, local experience, and resources clients have come to expect from Partner to provide the best value, quality, cost, and time-efficient assessments in support of this effort to allow the District to:

- 1. Identify and Prioritize:** Through a gold standard assessment process, Partner will assess the current conditions of the two ALD sites, and prioritize big ticket issues.
- 2. Establish Costs for Solutions:** Partner's licensed engineers and architects will provide expert guidance on costs for repairs and replacement as needed.
- 3. Implement a network-based database:** To support the ALD in the implementation of solutions, we will provide our premiere software, SiteLynx, if the ALD so chooses.

To provide the best possible solution for the ALD's need, we have included the following as part of our proposal package:

- | | |
|--|---|
| 1. Proposed Delivery Schedule and Timeline | 5. Project Experience |
| 2. Sample Deliverables | 6. Technical Approach and Management Plan |
| 3. Partner's Firm Overview | 7. Fee Proposal |
| 4. Key Project Team | |

We are excited about this opportunity with the ALD. If you have any questions about our capabilities or qualifications, please do not hesitate to contact us.

Regards,



Jenny Redlin, REPA
Principal

PARTNER ENGINEERING AND SCIENCE, INC.

2154 Torrance Boulevard, Suite 200, Torrance, CA 90501
T: 310-765-7243 | F: 310-615-4544 | C: 805-452-8421

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1.0 PROPOSED DELIVERY SCHEDULE AND TIMELINE

Partner is fully committed to the timely and successful delivery of all services and/or products to the ALD, and as such we are prepared to adopt performance metrics as preferred and/or required. We pride ourselves on providing responsive, quality customer service to all clients through the appointment of a dedicated Relationship Manager and Project Manager. Our approach to our practice is one of communication, technical excellence and problem solving, and we invest heavily ensuring our clients receive the best quality product and service. Building and maintaining excellent working relationships is a critical part of our approach to services, and testimony to this we enjoy long-term relationships with the vast majority of our client base. Customer service is monitored as part of Partner's standard QA/QC process, through client satisfaction evaluations and internal project team reviews.

The following project schedule details the proposed timetable for completing the project, based on the information available from the RFP. This time schedule represents our best professional estimate for the requested scope of work; however, we recognize that project requirements and timelines may change. Partner proposes a fast-track project schedule in order to meet the expected project timeline. Upon notice to proceed from the ALD Partner will initiate a Project Kickoff Meeting with the ALD to discuss the project schedule, site access, approach, and any special needs or concerns of the project.

Project Milestones		
<u>Task</u>	<u>Duration</u>	<u>Roll-up Schedule</u>
Project Kickoff Meeting	1 Day	
Baseline Data Gathering	5 Day	Beginning of Week 1
Pre-Assessment Meetings	1 Days	End of Week 1
<u>Conducting the Assessment</u>		
Site Visit	2 Days	Week 2
<u>Preparation of Report</u>		
Facility Condition Assessment Report	2 Weeks	Weeks 3-4
QA/QC and Senior Report Review	3 Days	Week 5
<u>Project Completion and Presentation of Findings</u>		
Submission of Reports & Presentation to the ALD	1 Day	Week 6

The Partner team for this effort will be dedicated to completing the project in the timeframe agreed upon between the ALD and Project Manager. That said, we will dedicate 100% of efforts to meet the ALD's goals.

2.0 SAMPLE DELIVERABLES

We have included sample reports as an Appendix to this document.

3.0 PARTNER'S FIRM OVERVIEW

BEYOND THE NUMBERS

The success of Partner's Engineering Practice is more than just quantity, *its quality*.

With a dedication to **high-quality reporting, competitive pricing and a personal approach to service**, Partner has proudly supported and enjoyed longstanding relationships with some of the nation's largest Government Entities, banks, developers, corporations, and brokers, including:

- ACME Corporation
- Akin Gump
- American Healthcare
- Bank of America
- Bank of the West
- Dept. of Interior
- Disneyland Resort
- FDIC
- General Dynamics
- HFF
- HUD
- IKEA Properties
- In-N-Out Burger
- JP Morgan Chase
- McDonalds Corporation
- Panda Restaurant Group
- Panera LLC
- Simply Self Storage
- The Wendy's Company
- US Postal Service
- Ventas
- Walker & Dunlop
- Wells Fargo

Partner Engineering and Science, Inc. (Partner) is a national certified Woman-Owned Business Enterprise (WBE) providing full-service engineering, energy, and environmental services. We specialize in real estate assessment, design, and construction services including:

- Asset Condition Studies and Property Condition Assessments/Audits
- Facilities Engineering, Design and Construction
- Asbestos, Lead-based Paint, Mold, and Radon Surveys
- Energy Efficiency and Sustainable Building Services
- Regulatory Permitting & Compliance
- Health & Safety Services
- Environmental Due Diligence
- Subsurface Investigations and Remediation
- Civil Engineering and Land Development
- Construction Administration & Risk Management
- Land Surveying and Zoning Reports

Partner employs more than 700 highly qualified and experienced staff across 34 regional offices strategically located around the country. Our strong west coast presence includes our Torrance headquarters. From this location, Partner brings the full spectrum of our multi-disciplinary assessment staff including: mechanical, electrical, energy, civil, and environmental engineers; architects; space utilization and needs assessment experts; construction experts; and asbestos, lead-based paint, mold, and radon specialists.

Experience with Facility Condition Assessments (FCA)

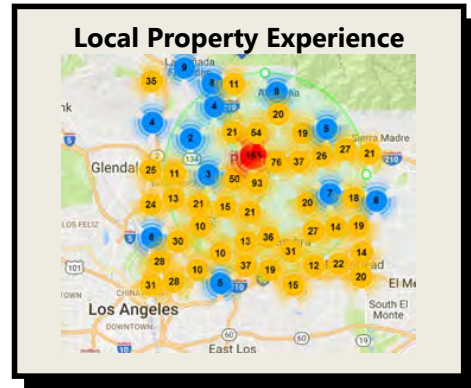
Partner's Facility Condition Assessments (FCAs) are vital tools for owners of real estate portfolios to plan and prioritize short- and long-term investments in their facilities. Partner provides in-depth studies/assessments nationwide, as well as continued support after the report, to a range of clients including investors, corporations, local state and federal agencies, educational institutions, and health and fitness services providers.

Broad Experience Base

Partner's proposed team has extensive experience working with cities and counties. Partner also has a history of serving larger government entities and agencies including the **US Postal Service**, the **Department of Housing and Urban Development (HUD)**; the **Federal Deposit Insurance Corporation (FDIC)**, and the **Department of Interior**. As such, our team's professionals are accustomed to performing assessment and planning projects that come under public scrutiny and have strict guidelines (i.e., restricted budgets, time constraints, and extensive community involvement). Partner's FCA experts work in active partnership with our government clients to identify and provide the most cost-effective, comprehensive and objective services and solutions to help them make sound decisions and meet policy goals and accountability requirements.

The Partner team brings the ALD a long history of providing facility assessment, Mechanical, Electrical, Plumbing (MEP) systems assessment and design, space utilization, capital budgeting and planning, and master planning services for our clients. The staff assigned to Partner's proposed team has extensive experience working with municipal and local governments. Partner's team has worked with hundreds of property managers to identify cost-effective, comprehensive and objective services and solutions to help them make sound decisions and meet policy goals and accountability requirements. Our property and asset management clients rely on our FCA conclusions and recommendations to prioritize improvement projects and develop detailed capital budgeting plans.

The ALD will benefit from the Partner team's experience in evaluating the condition of libraries and similar property types in the municipal market, including: Community Centers, Schools, Elementary, High school and Community Colleges and Professional Schools – Law, Business, Medical.



*We have conducted **thousands** of Facility Assessments in the immediate Altadena region.*

Why Partner?

Talented Professionals

• Our staff includes **nationally recognized experts, engineers and scientists in over 25 technical disciplines**. With over 27 Professional Engineers and Architects in California, our combined experience offers our clients a level of expertise matched by few other firms. Our expert staff brings in-depth technical knowledge and comprehensive field experience, thus eliminating the inefficiencies and costly learning curves of less-experienced engineering consulting firms.

Hometown Advantage

• Partner is firmly rooted in Los Angeles, more than 20% of our staff call California home. With a resume that includes some of LA's most iconic landmarks and complex project scopes, ALD will benefit from the boots-on-the-ground knowledge to swiftly organize and mobilize to get the job done efficiently.

Technology that *Actually* Simplifies

• Our proprietary portfolio management platform (SiteLynx) was developed by an industry vet, who saw first-hand the frustration of needlessly complex software that creates more problems than it solves. Partner's SiteLynx platform was designed as the antidote to those systems, offering the client/end user a universally compatible, intuitive user experience, to serve as the facility manager's companion for the life of the asset.

Integrated Services

• A key to our success is our ability to provide an **integrated approach involving teams of experienced engineers, scientists, and technical staff who can deal successfully with every phase of a project life-cycle**, from planning through design, permitting, construction management, operations, maintenance, demolition, remediation and site redevelopment.

Commitment to Quality

• Partner employs a rigorous Quality Assurance / Quality Control (QA/QC) process, which covers not only the technical aspects of each project, but the internal administrative and management aspects of a project as well. This ensures that **all work is performed to the highest industry standards and in compliance with all applicable laws and regulations** and that the technical, editorial, and reproduction aspects of each report are of the highest quality.

Proven Track Record

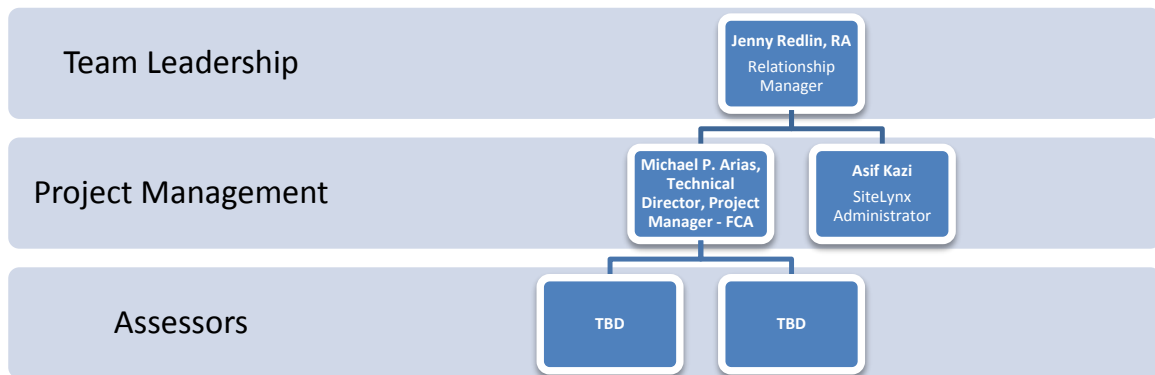
• **Since 2016**, Partner performed over **17,000** Environmental Site Assessments (ESAs) and **11,000** Property Condition Assessments. No matter how vast or widespread the holdings, Partner can respond with speed and reliability, **performing the work on a local basis** through our statewide and national network of offices and certified/licensed personnel.

• **Case in Point:** In 2017 our SoCal building experts mobilized to conduct in-depth analyses for one of Los Angeles's largest property owners (by volume). In **Completing 400+ Facility Condition Assessments within the span of 6 months**, Partner's impact extended beyond saving the client time and money. We provided true engineering consultation services, educating the client on the condition of their asset.

PARTNER

4.0 KEY PROJECT TEAM

Partner's approach is strengthened by the significant experience contained in our project team. The project team is built around the Relationship Manager and Project Manager who assembles the team based on location of the project and the specialties and expertise needed for the project. The Project Manager will assign the assessors to each of the sites and troubleshoot any access issues or other issues that arise. It is anticipated that a staff of 1 to 3 individual inspectors will be utilized for this project in order to meet the timeframe. In addition to the inspectors, a technical review staff of 1-2 senior reviewers will also be utilized, depending on what areas of expertise are needed once the field information is gathered. This team of professionals will all be overseen by the Relationship Manager, along with the Project manager who will serve as the point of contact for the client.



4.1 Project Team, Key Personnel

Partner's approach is strengthened by the significant experience contained in our project team. Leading this team will be Ms. Jenny Redlin, who will serve as your point of contact and Relationship Manager for this effort. Ms. Redlin will work closely with Mr. Michael P. Arias, who will serve as the Project Manager (PM) and Technical Subject Matter Expert (SME), Asif Kazi who will serve as Software Manager, for the Facility Condition Assessment(s). We have included brief overviews of our leadership's resume, below.

Jenny Redlin, Principal, Relationship Manager, REPA - Ms. Redlin has more than 16 years of experience in the environmental and engineering consulting industry. Her background in environmental science, in addition to her knowledge of current commercial real estate due diligence standards, allows her to offer the most efficient and cost-effective means of regulatory compliance. Ms. Redlin has extensive experience managing all aspects of due diligence, specializing in environmental due diligence, for nationwide and local clients such as:

- Residential Developers
- Commercial Developers
- Mortgage Brokers
- Real Estate Brokers
- Individual Property Owners and Buyers
- Financial Institutions including:
- Portfolio Lenders
- SBA Lenders
- HUD Lenders
- Fannie Mae Lenders
- Freddie Mac Lenders
- Private Equity Funds
- Insurance Lenders

Ms. Redlin has gained valuable knowledge and know-how from having been personally involved in the details of thousands of real estate transactions for various client types, and therefore understands the specific needs and scopes of work required for all parties involved in a transaction.

Ms. Redlin has served as an environmental scientist, project manager, or executive senior author on over Real estate owners, investors, redevelopment agencies, financial institutions, insurance lenders, and real estate equity funds have come to rely on her advice and judgment to help them with their real estate business decisions. Ms. Redlin is a dedicated professional who takes pride and pleasure in meeting her client's needs and spearheading and assembling the team with the expertise to handle any issue that may come up during the transaction.

Michael P. Arias, Technical Director, Project Manager - FCA - Mr. Arias has nearly 25 years of experience in the architectural and construction fields and an extensive knowledge of real estate due diligence. Mr. Arias is experienced with institutional and private clients, providing services that include acquisitions/dispositions and mortgage lending facility condition assessments, owners' representation services, plans and specifications review, construction monitoring services and project management services for clients.

Prior to joining Partner, has completed hundreds of FCAs for numerous types of real estate investment entities. Mr. Arias also performed job captain responsibilities for a national construction firm, a design/build general construction firm specializing in industrial concrete tilt-up construction, retail centers and auto dealerships. Mr. Arias has significant knowledge of the accessibility requirements of ADA and FHA, and is currently a candidate for California's CASp (Certified Access Specialist) program.

Historically, Mr. Arias' responsibilities included evaluation of staff, developing new skills and improving existing skills within the staff, scheduling of personnel, maintaining quality control practices consistent with company goals and participated in development of protocols and practices to serve national clients of the firm.

Asif Kazi, Sitalynx Administrator - Mr. Kazi has nearly 10 years of experience in the engineering and construction services fields and has an extensive knowledge of real estate due diligence. Mr. Kazi is experienced with institutional and private clients, providing services that include asset management and transaction based due diligence. Mr. Kazi has expertise is developing client specific report templates within ASTM guidelines. Mr. Kazi also provides construction management, construction monitoring services and project management services for clients.

Prior to joining Partner, Mr. Kazi worked with Ventas (VTR) and Nationwide Health Properties (NHP); both publicly traded Healthcare REIT's. His responsibilities included managing, approving, and funding approximately \$250 Million in ground up construction development and capital improvement projects of senior care facilities. At NHP, Mr. Kazi was also responsible for reviewing and the implementation of reporting standards for annual property condition assessments for Senior Housing assets.

Mr. Kazi has performed the management and lead professional role on hundreds of acquisition transactions for institutional investors as well as refinance property condition assessments for lenders.

5.0 PROJECT EXPERIENCE

The following section presents examples of our team’s relevant public and private sector project experience. In an effort to present a concise proposal, we have limited the number of project descriptions to those that we feel are most similar to the services required by this RFP. Additional project descriptions are available upon request.

Facility Condition Assessment(s) for the City of Goleta Community Center

Partner is providing FCA and Hazardous Materials Assessments (on all buildings and major systems) for the City of Goleta for capital budget planning purposes. The City is exploring various options for undertaking repairs, seismic and ADA upgrades, and renovation of the City’s Community Center (4 buildings; 34,804 SF) and needs a comprehensive understanding of: 1) The presence of hazardous materials, the type and extent of such materials, and the cost implications for associated abatement of such materials; 2) Any hidden substandard or hazardous construction methods and materials that need to be corrected, upgraded or otherwise addressed and cost estimates for that work. Investigative work for the FCA also included taking core samples and conducting other testing of building foundations to determine to what extent, if any, building foundation upgrades are needed

KEY FACTORS

- ✓ Facilities Assessments
- ✓ Cost Estimating, Engineering
- ✓ Structural Assessment Consultation



Asset Study Portfolio, YMCA Facilities, Nationwide

Partner works with YMCAs across the country to conduct FCA s in conjunction with their capital planning and budgeting initiatives. In many cases, the YMCAs operate in a “reactive” mode, i.e., items are repaired and/or replaced when a problem occurs. Information collected in Partner’s FCAs allow the YMCA to operate in a “proactive” mode, i.e., various repairs and/or replacements can be scheduled over a period of time, typically 10- to 12-years or more if required. The FCA exercise provides the YMCAs with the information they need to plan for major expenses and set aside the needed funds as needed. Our FCA exercises have also uncovered other issues the YMCAs may not have been aware of, like structural defects, and mold/moisture intrusion issues. List of YMCA Associates Served:

- YMCA of Greater Houston – 30 Facilities
- Greater Wichita YMCA – 9 Facilities
- Brown County YMCA – 1 Facility
- YMCA of Memphis and The Mid South – 5 Facilities
- Ann Arbor YMCA – 1 Facility
- YMCA of the Rockies – 1 Facility
- Summit New Jersey YMCA – 1 Facility
- Taylor Family Branch YMCA – 1 Facility
- Grant County Family YMCA – 1 Facility
- Naugatuck YMCA – 1 Facility
- Lima YMCA – 2 Facilities

KEY FACTORS

- ✓ Physical Condition Assessments
- ✓ Over 70 facilities nationwide



PARTNER

- Stamford Family YMCA – 1 Facility
- YMCA of Fanwood-Scotch Plains – 1 Facility
- YMCA of Central Virginia – 3 Facilities
- YMCA of Muncie – 3 Facilities

YMCA of Central Virginia – 3 Facilities



Facility Condition Assessment(s) for the United States Postal Service

Through a master agreement, the Partner team has successfully completed more than 20 FCAs around the country for the U.S. Postal Service (USPS). USPS relies on Partner to provide industry-standard FCAs to assist in the evaluation of the physical aspects of subject properties and how the condition may affect the soundness of their financial decisions over time.

The **Facility Condition Assessments** performed by Partner is based upon, but not limited to, the guidelines set for by ASTM E2018-08 and Standard & Poor's Guidelines that govern condition assessments. Our review of the subject property consists of a visual assessment of the site, the structure(s) and the interior spaces.

KEY FACTORS

- ✓ Facility Condition Assessments
- ✓ Over 20 facilities nationwide



Ventas Asset Management and Capital Planning Support, Various Locations, Nationwide

Partner provides both Acquisition and Asset Management teams at Ventas, Inc. with broad-based Facility Condition Assessment (FCA) program services. Ventas is an S&P 500 company and leading seniors housing and healthcare REIT with 1,400 properties located throughout the U.S. Ventas relies on Partner's FCA services to identify and plan for capital expenditures, and develop plans to address and manage deferred maintenance items. Partner executes multi-site FCA portfolios, which typically involve more than 40 properties, as part of Ventas' annual FCA inspection process. In 2012, Partner completed over 60 FCAs for Ventas' teams.

The Partner team has delivered FCA and FCA cost data in various forms for Ventas including via PartnerDB. Ventas utilizes the Partner FCA information in database form for continued tracking and management of maintenance issues at their senior housing, medical office, skilled nursing, and hospital properties. We are working closely with the Ventas Asset Management team in executing an efficient, multi-site, quarterly FCA portfolio process that allows for accurate information on the deferred maintenance items and budgetary planning to address those items.

KEY FACTORS

- ✓ Facility Condition Assessments



Building Assessments, Pacific Charter School, Various Locations, CA



Since 2014, Partner has performed various Due Diligence Assessments on over 19 properties in support of the the Pacific Charter School Development (PCSD). PCSD has created 20,300 new charter school seats for six of the nation's leading charter school management organizations (CMOs) plus some high performing smaller-sized operators.

Services have included Property Condition Assessments, Environmental Site Assessments (Phase I and II), Probable Maximum Loss Assessments (Seismic), Land Surveys and Asbestos Screens. This project has included the following California Cities: Los Angeles, San Jose, Vallejo and North Hills.

KEY FACTORS

- ✓ Facility Condition Assessments
- ✓ Over 60 facilities throughout California

Multi-University Student Housing Services, Various Locations Nationwide

Since 2011, Partner has completed equity-level due diligence assessments for close to 50 off-campus premier student housing facilities at universities around the country to assist the client with the acquisition of these properties. Partner provided Facilities Condition Assessments, Construction Risk Management services (including Construction Progress Monitoring and Document and Cost Reviews), Phase I and II Environmental Site Assessments (including asbestos, mold, radon and soil-gas vapor assessments in some cases), and Mechanical Electrical Plumbing (MEP) services. Properties assessed included the following locations:

- University of Southern California: West 27th Place
- University of Akron: 22 Exchange
- Wright State University: The Province
- University of Missouri Columbia: Grindstone Canyon Apartments and The Cottages of Columbia
- Texas State University: Aspen Heights
- Louisiana State University: Aspen Heights
- Auburn University: Logan Square
- Kennesaw State University: Lofts of Kennesaw
- University of New Hampshire: Cottages of Durham
- Duke University: University Commons
- Western Michigan University: Knollwood at Kalamazoo

KEY FACTORS

- ✓ Facility Condition Assessments
- ✓ Over 60 facilities nationwide



PARTNER

- Kent State: Campus Pointe
- Texas A&M: The Cottages of College Station
- University of Oregon: 13th Ave and Olive Street
- Saint Louis University: The Lindell Strip
- University of Arizona: The Cadence
- Virginia Tech: Terrace View Apartments
- Texas State University: Capstone Cottages of San Marcos

6.0 TECHNICAL APPROACH AND MANAGEMENT PLAN

Partner's dedicated Building Science practice is focused on assessing the condition of all property types. We perform an average of 8,000 property condition audits and needs assessments per year across all 50 states, Canada, and Mexico. Partner's national Building Science practice is thriving based on our staff's ability to execute thorough and cost-effective analysis of building conditions under strict guidelines and tight time constraints. Our multi-disciplinary team is highly experienced in all manners of building assessments, including structural investigations, systems evaluation, seismic risk assessments and structural rehabilitation. Our asset management clients rely on our building assessment services to prioritize improvement projects and develop detailed capital budgeting plans. Partner has the resources to augment any assessment with specialist MEP, structural, environmental, industrial hygiene and energy services as required. Our dedicated work force is complemented by a group of engineers whose professional practice is the design and construction of MEP and technology infrastructure systems in government, healthcare, and commercial properties.

OUR BUILDING PRACTICE BY YEAR	
2007	1,000 Assessments
2010	2,300 Assessments
2011	3,100 Assessments
2012	4,400 Assessments
2013	5,600 Assessments
2014	7,700 Assessments
2015	10,000 Assessments
2016	12,000 Assessments
2017	15,000 Assessments

Our building science practice enjoyed significant organic growth since inception.

6.1 Technology Requirements: Solution to Consulting Challenges

As industry veterans, the Partner team appreciates the challenges in managing multiple assets simultaneously and the need for robust software solution to aid the Facilities Services group in managing their assets. In support of this survey, the Partner team can utilize our customizable, network based, multi-user software program (SiteLynx). SiteLynx is an online report delivery and property database tool designed for organizing building and system-specific reports, profile information, cost data, and index data for a portfolio of properties. There are several key features of our SiteLynx program which may be of interest not only on this project, but for the ALD's facilities team going forward, including:

- **Ease of Use** – SiteLynx was designed with the Facilities Manager in mind, not only to inventory and keep reports for the short term, but serve the client as a tool for future capital planning in the long term.
- **Cost Effective Alternative** – As a client of the Partner team, the ALD can enjoy this powerful tool at no additional cost.
- **Customizable** – Our diverse client base enjoys the flexibility of SiteLynx, users have the ability to customize the client dashboard based on individual needs.
- **Unique Portfolio tools** – SiteLynx is the Property Manager's companion, we understand your business, and have designed a tool that fits your need.

- **Cloud Based Accessible** – Can access information from smart phone, tablet etc., anywhere that has Internet.

6.2 Equity Level Facility Condition Assessment and Report

The Partner team intends to complete all FCAs utilizing a professional and detailed approach to evaluating the condition of all systems and components of each building or structure. The initial site-walks will be performed by a one to two-person architect or engineer team. Partner team members are involved in all aspects of the FCA (site visit, draft report authoring, report reviews and edits, and client follow up) are of senior level with a demonstrated track record of high performance and skill in providing detailed evaluations and reporting.

Our Report Deliverable Meets the Following SOW Requirements	
<i>Data Standards and Elements: Facility Conditions</i>	X
<i>Existing Data Integration</i>	X
<i>Corrective Actions: Cost Estimating, Budgeting, and Scheduling</i>	X
<i>Data Sorting</i>	X
<i>Renewal Need Prioritization</i>	X
<i>Energy Conservation Projects</i>	X
<i>Facility Renewal Forecasting</i>	X
<i>Data Management</i>	X
<i>Equipment Inventory</i>	X
<i>Photographs</i>	X
<i>Documentation</i>	X
<i>Review Meetings</i>	X
<i>Deliverables</i>	X

Our report may result in recommendations for more detailed specialty evaluations of a specific property's system or component such as the mechanical HVAC, electrical, and plumbing systems; roof; elevator; or building envelope/façade as examples. The Partner team plans to discuss in further detail with the ALD where specialty evaluations may be needed, if identified, prior to issuance of the reports. If not planned, the Partner team will recommend them as needed.

6.2.1 Components of the FCA Process

The FCA will consist of representative observations and will be performed in conformance with the ASTM International E2018-15 Physical Needs Assessment Guidelines under the responsible charge of experienced and licensed project managers and will include the following components:

- Walk-Through Survey and visual assessment of safely-accessible areas of the site, including but not limited to; the structure(s), mechanical (HVAC, conveying systems, and plumbing), electrical systems, structural, exterior facades, roofs, interior finishes and overall site amenities, all interior activity and support spaces/areas. Safe accesses to roof or attic spaces will be provided by the ALD.
- Interviews of available occupants and site engineering, maintenance and management staff during completion of the walk-through survey.
- Review Provided Documentation including relevant prior reports, building drawings and proposal(s) for future capital improvements (as applicable and made available).
- Evaluation of site systems and components for the existing condition and extent of physical deficiencies. Technical evaluations are based on the appearance of the improvements at the time of this evaluation.
- Unless requested, a single Report of Findings will be presented in a manner consistent with good commercial practice.
- Crawl spaces are excluded.

6.2.2 Documentation Review and Interview

Interviews will be conducted with the site contact designated by the ALD to understand overall site and building conditions, building system performance, and maintenance practices. Partner will review "work orders" to identify trends of deficiencies and/or issues of building systems and components. Partner will

also review vendor maintenance contracts to determine adequacy and frequency of the work performed at the Subject Property by third-party contractors. Additionally, Partner will review roof warranties to review terms and condition, and transferability. Partner will request and consider information obtained from documents identified in the appropriate standards. As per the appropriate standards, independent verification of information provided in these documents and evaluation of their adequacy and appropriateness are beyond the scope of this assessment.

If available, Partner will review available plans and specifications for a general understanding of the property and building systems. Partner will require electronic copies of the plans for use in preparation of the report. The scope of work excludes a detailed plan review for code compliance.

6.2.3 Walk Through Survey

In general, Partner will complete this project within the scope and limitations of ASTM E2018-15, Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process. Accordingly, the site reconnaissance will be performed by assessors with a professional engineer's or architect's licenses and a well-rounded knowledge of pertinent building systems and components. Our findings will be documented in a report including a description of the work performed, description of improvements, identification of conspicuous defects and material deferred maintenance (physical deficiencies), and our opinion of probable costs to remedy the identified concerns along with estimates of immediate costs and expected capital expenditures.

As per the appropriate standards, one visit will be made to the property to develop a representative assessment of the condition of readily accessible and easily visible areas of the property. Reconnaissance will include observation of site improvements, the exterior perimeter of all structures as well as all common areas and recreation areas. Observation of the interiors will be conducted in program areas, common areas, offices, storage and maintenance areas, and all areas which are reported to us as not available for occupancy as a result of physical deficiencies. The assessment will include observation, evaluation and reporting of:

- **Site Improvements.** Paving, parking, flatwork, retaining walls, fences, signage, dumpster areas, site lighting, landscaping, recreational facilities, landscape irrigation systems, fire hydrants, drainage, and utility service connections.
- **Building Structure.** Foundation, load-bearing walls, and structural floor and roof systems. Structural systems are frequently concealed and may be inaccessible during our assessment. When this occurs, Partner's assessment will be limited to the identification of readily visible indicators of common problems.
- **Building Envelope.** Facades or curtain wall system, glazing system, exterior sealants, exterior balconies, doors, stairways, parapets. Observation of the building envelope will be limited to vantage points that are on-grade or from readily accessible balconies or rooftops accessed during the reconnaissance.
- **Roofing.** Material roof systems (exposed membrane and flashings) including, parapets, slope and drainage
- **Building Interior.** Interior wall, ceiling and floor finishes, doors/frames, stairs, fountains and similar amenities.
- **Heating, Ventilation and Air Conditioning (HVAC).** Verify apparent or reported age of the equipment, past material component replacements/upgrades, the apparent level of maintenance exercised, and reported maintenance contracts.
- **Electrical System.** Electrical service and distribution systems including distribution panels, transformers, meters, emergency generators, general lighting systems, and other such equipment or systems, type of wiring, energy management systems, emergency power and lighting protection. (Removal of electrical panel and device covers may be performed by building staff, but is excluded from

Partner' scope of work along with identification of electromagnetic fields, testing of electrical systems, operating of electrical devices, or opining on process related or tenant owned equipment.)

- **Plumbing System.** Sanitary and domestic water piping, fixtures, domestic hot water production and identification of any special or unusual plumbing systems.
- **Conveyance System.** Equipment type, number of cabs/escalators, capacity, finishes, call and communication equipment as well as existing maintenance contracts. (Examination of cables, sheaves, controllers, motors, inspection tags, or entering elevator/escalator pits or shafts is beyond the scope of this assessment.)
- **Life Safety/Fire Protection.** Fire sprinklers and standpipes (wet or dry, or both), fire hydrants, fire alarm systems, water storage, smoke detectors, fire extinguishers, emergency lighting, stairwell pressurization, smoke evacuation, etc.
- **Energy Audit.** Partner will assess facility for utility savings opportunities. Identify Energy Conservation Measures (ECM) as part of the on-site assessment and provide return on investment (ROI) analysis on the ECMs.

The Partner professionals assigned to FCAs for the ALD specialize in assessing physical condition and developing maintenance reserve budgets for all building equipment, components, and systems. The assigned staff are senior-level in terms of expertise and have years of experience in providing a detailed analysis of visually detectable deficiencies in building components and systems structure. The team members are Partner top-level Building Science staff who will be identifying fire life safety issues; quantifying immediate repair items; evaluating estimated vs. remaining useful life; and developing detailed costs for the maintenance of Mechanical/Electrical/Plumbing (MEP), roof, building envelope, ADA features, code requirements, and site grounds. Immediate repair items and annual maintenance reserve budgets will be summarized in standardized cost tables. Annual reserves will be provided for each building system. The cost for repair will be summarized as follows:

- **Immediate Cost:** Less than one year
- **Short Term Cost:** 1-2 years
- **Long Term Cost:** 2-12 years

The FCA team assembled for this effort soundly goes beyond reliance on the cost books for developing accurate repair, replacement, and maintenance cost data. This team is seasoned at providing true, accurate and practical cost information based on field observations. The Partner team also applies design and construction expertise to the FCA process from team member's years of evaluating, planning, designing, constructing managing, and optimizing public property systems.

6.3 Facilities Condition Report

Field observations will be conducted using a generalist approach that evaluates all building systems with the baseline observations and reporting scope defined by ASTM Standard E2018. The Partner generalist assessor(s) will evaluate the exterior grounds and site work along with all primary building systems including: mechanical, electrical, plumbing, fire alarm and suppression, structural, roofing, building envelope, and vertical transportation systems, if applicable.

The Partner team will prepare a draft report for each facility for staff comment and, upon receipt and incorporation of ALD feedback, a final report for each facility with the evaluation and recommendations listed for each facility. At a minimum, the reports will include a summary table/matrix of ALD facilities and include a list of all building elements with a rating for each building system and an overall rating. Each facility will have a list of recommended improvement projects and a schedule and estimated budget for these projects.

The reports will provide recommendations on current deferred maintenance, ongoing maintenance policies and procedures, identification of best practices to avoid or reduce future capital costs, and a proposed schedule for all recommended improvements. The reports will include a replacement schedule for all large cost items such as roofs. The reports will recommend industry standards/best practices for facility maintenance software applications. The report will include the Current Replacement Value (CRV), Facility Condition Index (FCI), and the Facility Condition Needs Index for each building.

Our reports will include a Capital Improvement Plan for the first 12 years for repair and replacement of major systems and equipment for the facilities. The reports will discuss near term capital repair, replacement, and maintenance requirements. Additionally, recommended corrections for defects and deficiencies will be detailed in the report with a prioritized list of items in need of replacement, repair, or maintenance, along with the corresponding cost estimates. The costs will include estimates of the probable costs for the correction of defects and deficiencies, to include costs for retro commissioning of major systems at the facilities. The data obtained from the evaluation will be compiled in an electronic format suitable to the ALD. If required by the ALD, Partner has the capability to assist the ALD with the development of a computerized maintenance management system (CMMS) designed to meet the specific needs of the ALD (out-of-scope services).

6.4 Presentation of Facility Condition Assessment Report

A draft version of the FCA will be presented to the Parks and Recreation Commission prior to finalization of the report. The final version of the FCA will be presented to the ALD Council as described in the schedule below.

7.0 FEE PROPOSAL

Partner will perform facility condition assessments in accordance with ALD requirements and ASTM E2018 for the following fixed fees:

Altadena Library District Facility	Facility Size (SF)	FCA Fee	Energy Audit Fee
600 East Mariposa Street	26,000	\$5,500	\$3,000
2659 North Lincoln Avenue	2,000	\$3,000	\$1,200
TOTALS	28,000	\$8,500	\$4,200
GRAND TOTAL FEE (with Energy Audits)		\$12,700	

Add Alternate 1 – Equipment Inventory

Partner will collect manufacturer name, serial/model numbers, and other pertinent information from the equipment tags of all readily accessible HVAC, plumbing, elevator operating equipment, and other major equipment deemed necessary by ALD, for inclusion in the FCA reports.



Altadena Library District Facility Add Alternate 1 Equipment Inventory		Equipment Inventory Fee
600 East Mariposa Street		\$1,500
2659 North Lincoln Avenue		\$550
	TOTALS	\$2,050
ADD ALTERNATE TOTAL		\$2,050

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a **GORDIAN**[®] company



Altadena Library District

RFP for Facilities Condition Assessment
Services

Submission Due: January 12, 2018

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Executive Summary

Jonathan R. Arevalo, Facilities Project Manager
Altadena Library District
600 East Mariposa Street
Altadena, CA 91001

Dear Mr. Arevalo,

Sightlines, a Gordian Company, would like to thank you and the entire selection committee for giving us the opportunity to respond to Altadena Library District's request for qualifications for Facility Condition Assessment services. At Sightlines, we believe that capital planning is more than just a project list. Campus leaders need a credible way to turn projects into plans and action. Therefore, to satisfy the objectives of the RFP, Sightlines would like to demonstrate the qualifications surrounding our Facilities Assessment & Planning services – a comprehensive process that has been successfully applied at over 100 colleges and universities across the country.

Our offering provides value consistent with the RFP. Much like a traditional facilities conditions assessment, our Facilities Assessment & Planning begins with a technical assessment of the campus. By inventorying building components, inspecting facilities and leveraging the knowledge of your organization, Sightlines will:

- **Identify and document current facilities condition deficiencies**
- **Recommend corrections for all deficiencies**
- **Include cost estimates for repair or replacement**
- **Plan and package corrective projects**
- **Forecast future facility renewal costs**

However, our solution goes beyond this typical scope. The final deliverable for your analysis must not simply be credible facilities condition data. **That data must be used to drive a process that secures capital appropriations and supports ongoing facilities improvement. It must yield a capital plan that ties facilities operations with mission and finance. And most importantly, the data must be presented and maintained in a way that builds consensus for facilities investments.**

In the following document, we have provided background on our firm, previous experience, and references. The primary contact for this RFP response is Tony Cesano. Please feel free to contact Tony with any questions or follow-up at tcesano@sightlinesllc.com or (619) 861-3330. We look forward to discussing our solution with you and your team.

Sincerely,

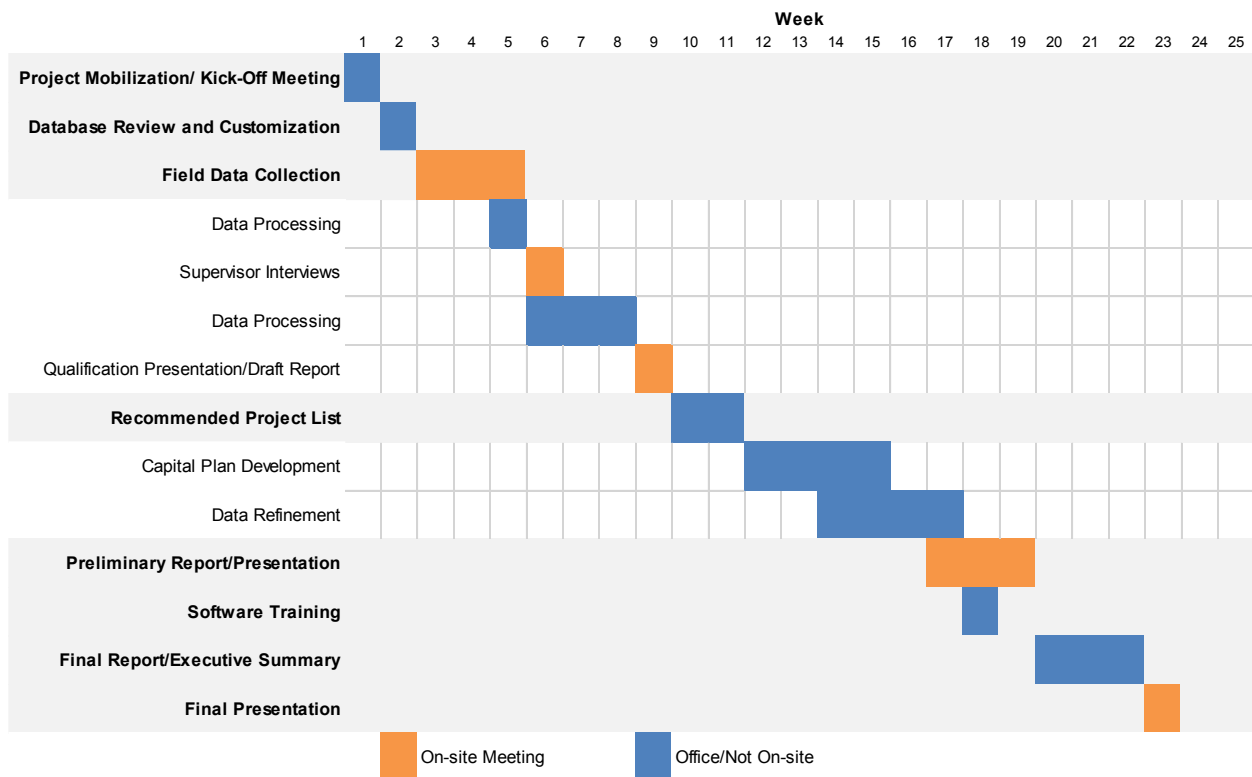


Mark Schiff
President

405 Church Street
Guilford, CT 06437
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sightlines.com

Schedule

Below is a sample timeframe for the completion of Sightlines facilities assessment. The success of such a timeline relies heavily on the cooperation of campus staff to schedule required meeting in a timely manner and provide required data at a reasonable schedule. At project commencement, we will work with the institution to refine the schedule for timely deliverables. Sightlines is ready to mobilize on or around February 2, 2018.



Sample Deliverables

A sample summary report which outlines the capital investment strategy is attached. This report can be customized to meet Altadena Library's needs.



Pricing

Fee Proposal

Below please find pricing for the core Facility Condition Assessment for the approximately 25,000 gross square feet in 1 building identified in the supplied building inventory.

Description	Fee
Facilities Data Assembly Pre-existing data analysis Building Inspections Supervisor Interviews Data verification and qualification	Included
Phase Out Plan Create Building Portfolios Develop Multi-year Capital Plan Funding Scenarios	Not Included
Presentation & Deliverables Online or classroom training Database updates and reporting	Included
Software Support	N/A
Travel Expenses Hotel Food Airfare	Included
Equipment Inventory	(Optional Add On) \$2,500
Total	\$18,500

Appendix A – Altadena Library

The Facilities Assessment and Planning solution is designed as a one year engagement with an optional 3rd year update. Sightlines understands that the Client is committing to a one (1) year agreement. Client agrees to pay the following fee to Sightlines for all Services for the Contract Year as defined below (in addition to any other fees or reimbursable expenses outstanding at such time):

Annual Service through October 2018

Contract Year (Data Collection Year)	Annual Service Fee*
From November 1, 2017 to October 31, 2018 (FY17 Data)	\$18,500
From November 1, 2019 to October 31, 2020 (FY19 Data)	\$10,900 (Optional)

Reimbursable Expenses: The costs of reasonable expenses are in addition to the Annual Service fees set forth above and shall be reimbursed at cost plus 10%. The expenses will include the costs of travel, business meals, lodging, communication costs, printing and production costs.



Vendor Overview

Since 2000, Sightlines has been dedicated to helping complex campuses make more strategic, data-driven decisions for facilities planning. By providing campus executives reliable data and objective analysis, Sightlines gives institutions the tools to unify discussions around space, operations, and capital, bridging the communication gap between facilities and finance. A Gordian company since 2015, Sightlines' solutions have become a central component of the Building Lifecycle.

Using shared data and working collaboratively with our members, Sightlines built an innovative model to benchmark performance. The partnership with our six charter institutions resulted in our Facilities Benchmarking & Analysis service. Based on our proprietary Return-On-Physical-Assets (ROPA) Process — this solution applies the same rigor to facilities resources that business officers provide to financial resources.

Our benchmarking & analysis provides a holistic view of facilities management and strategy. However, sometimes members require more perspective in developing action plans for facets of campus planning. To go even deeper into the data, **Sightlines offers comprehensive facilities intelligence solutions that include facilities assessments, capital planning, sustainability solutions, and space utilization analyses.**

No matter which solution you choose, Sightlines utilizes a common vocabulary and creates a shared vision among various constituents on campus for the management of facilities. We never lose sight of the interaction between the four core concepts of physical asset management: Asset Reinvestment, Annual Stewardship, Operating Effectiveness, and Customer Service. Our common language and iterative processes have resulted in more informed allocation of resources, sound campus plans, reductions in operating costs, and improvements in service.

Key to Sightlines' success is our third-party independent perspective. As a colleague rather than a vendor, Sightlines does not provide design services, outsourced facilities management, or equipment sales. Since our core business is the measurement and strategic assessment of facilities assets, we help drive new policies that create change and improve facilities operations. The experience of Sightlines professionals within both the facilities and financial arenas provides institutions with solutions that are realistic, quantifiable, and financially obtainable. Our analysis remains rigorous and completely objective. It's based on data, and because we're not a typical vendor, our recommendations are not skewed toward selling any high cost product or service.

Solution Overview

Sightlines has been engaged in facilities assessments and capital plans since 2001. In today's higher education environment, there is always going to be more need than available funding. Therefore, it is incumbent upon facilities leaders to make sure that they get the most value from their limited resources. This means creating an investment strategy that can balance the technical needs of facilities with institutional mission and strategy. In this context, a successful planning process will be:

- **Inclusive:** Facilities assessment must go beyond the facilities group so that diverse constituencies at the institution can understand the planning process and believe in its direction.
- **Credible:** The plan must attain a high degree of credibility through rigorous project identification and integration with broad institutional strategies.
- **Flexible:** Priorities will change over time. The facilities financial plan must retain flexibility to evolve and meet the current needs.
- **Affordable:** Any plan that is not cognizant of the finite availability of institutional resources will fail. Sightlines prides itself on understanding the institutional financial pressures and customizing solutions that are financially realistic and operationally sound.
- **Sustainable:** A planning tool is not effective if it is not incorporated within the management tools of the organization. Having implemented such tools for over 100 institutions, Sightlines has the experience and knowledge to assure success of systems implementation over the long term.



To accomplish these objectives, institutions often elect to perform a facilities condition assessment (FCA). These studies provide a list of building deficiencies; however, traditional facilities conditions assessments fall short in several key areas.

- **They seldom involve trades staff to get the operators perspective on sequencing and priority**
- **They do not tie to institutional mission**
- **They do not create plans that tie to the funding history and capacity of the school**

Traditional facilities condition assessments fall short in several key areas...

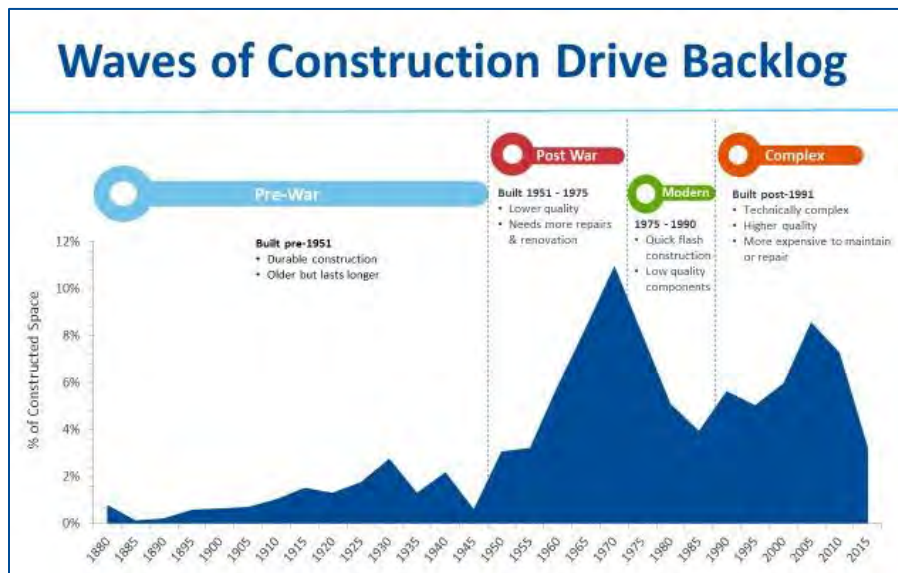
As a result of these shortcomings, most traditional facilities assessments do present a list of facilities needs, but they are often not successful in creating constituency and securing funding.

Our Facilities Assessment & Planning service does more than become a set of reference materials on a shelf. The process starts with a comprehensive identification of facilities needs. Using Building Portfolios, we work with your team to integrate projects with institutional goals and develop an investment plan that makes sense. Our clearly defined processes guide our members in identifying, selecting, approving, and executing project investments. We differentiate repairs from modernization and alteration projects. Sightlines aligns investments to complement campus programmatic goals. Finally, we align investment needs to financial capacity and clearly explain the rationale for project deferral. The result is an assessment that not only catalogues needs, but enhances program to move the institution forward.

Facilities Assessment Approach

Introduction

When assembling a plan to mitigate a facilities backlog, it is always helpful to take a step back and start by examining the root cause of deferral. Why are backlogs climbing at such an alarming rate nationwide? In our *2016 State of Facilities in Higher Education* report, Sightlines documented that a primary cause of compounding deferral has to do with the ages of buildings themselves.



Almost 40% of current university space was constructed during what Sightlines calls the “Post War era.” America was faced with educating the baby boomers, a growing federal investment in scientific research, and the needs of a country becoming a world power. The amount and speed of construction during

this time means that many of these buildings were of poorer construction quality and experimental, especially in mechanical systems that managed building environmental conditions. Being nearly fifty years old today means that these facilities are at a point of needing major system renewal and/or replacement.

At the same time the 1960s buildings are demanding investments, so are the spaces built since 1995. Sightlines database identifies this period as the second largest construction era with over 30% of all space nationally built since then. In general, these buildings represent higher quality construction and many are LEED certified with complex mechanical systems. This space has shorter equipment lifecycles which will require more frequent maintenance. **As these two eras of construction compete against each other for limited available funding, backlogs increase at a rate not seen before.**

In this context, even with large future appropriations, there is likely to be more facilities need than available funding. Therefore, your facilities assessment must accomplish multiple objectives. The plan must start by with a credible quantification of needs to document capital requirements; but it cannot stop there. This plan must effectively balance technical and programmatic needs so that leadership can simultaneously satisfy educational needs and mitigate facilities risk.

Our Facilities Assessment & Planning services do more than become a set of reference materials on a shelf. By using Building Portfolios, we bring a truly different approach to capital planning. It is focused on action that drives the campus forward rather than continual analysis. We look forward to discussing the merits of our approach with you.



Process Overview

Sightlines has developed a series of tools that will assist your campus in defining a multi-year project investment plan instead of simply “picking projects” from the bottom-up. The process is designed to reflect the concepts of financial investment and portfolio management. It engages senior leadership to set investment directions rather than making specific decisions on projects. This strategic focus allows the campus decision makers to target investments that reflect the university goals and assign project selection responsibility to the operational managers best equipped to make those judgments.

Sightlines’ Facilities Assessment & Planning services help you change the conversation on campus and make better investment decisions. Unlike traditional facilities assessments that encourage disjointed project selection, our process builds transparency and constituency on campus by engaging facilities operators and reconciling to institutional mission and finance. A focus on defined outcomes and total campus engagement enhances the value of capital dollars through smarter appropriations.

As with any capital planning service, the exercise begins with a technical assessment or building inspection process to generate a list of component conditions and deficiencies. Sightlines also engages with trades staff and supervisors to make them an integral part of the process from the beginning. But these technical steps are only the start. Real value is only realized when findings can be turned into a strategy and then funded. This is why Sightlines separates our process into the technical and the strategic—something that other firms generally leave to you.



Sightlines’ solutions optimize your limited resources by integrating facilities operations, institutional mission, and finance. To this end, the technical assessment is followed by three steps designed to assure comprehensiveness of data and successful capital planning:

Step 1 – Physical Assessment. Sightlines collects existing facilities data and existing studies before performing a visual inspection of facilities to create a comprehensive database of facilities needs.

Step 2 — Integrate with Operations. Interviews with facilities staff and supervisors allow operator input that increases the accuracy and relevance of database. This critical step also creates “buy-in” among the team that will ultimately be responsible for implementation.

Step 3 — Tie to Mission and Strategy. “Not all buildings are created equal.” Developing Building Portfolios allows the formation of unique investment strategies that tie to institutional mission.

Step 4 — Develop Multi-year Capital Plan. With portfolios in place, Sightlines supports resource allocation and the creation of a capital investment plan. With an understanding of historical spending profiles, we are able to create outcome-based strategies that balance asset preservation with program adaptation.

Step 5 — Select Projects. Project selection is a combination of art and science. Sightlines’ allows for both. Investment strategies that tie technical issues to mission and finance reduce the number of politically motivated decisions and allow facilities leaders to create constituency and manage change.

Capital planning should not be a one-time exercise. Our Facilities Assessment & Planning services are designed to be updated regularly so you can engage senior leadership, while tracking performance. Sightlines stays engaged so you can continue to build credibility for future appropriations.

Sightlines will perform a comprehensive assessment consistent with the Facilities Assessment & Planning methodology presented in this document. The end results of the analysis will be:

- **A full analysis of facilities conditions and deficiencies including the incorporation of any pre-existing FCA data within the approximately 560,000 square feet identified**
- **Recommended actions and schedule for deficiency correction**
- **Cost estimates and budget forecasts**
- **A sortable database and online tool to model investments and update the repository of data**

Beyond this typical scope of work, Sightlines will work with the institution to develop a capital plan to reduce backlog and install processes to avoid future deferral. The process will enhance future planning abilities and allow you to better prioritize among the multitude of competing needs.

The Technical



Step 1: Physical Assessment

Comprehensive project identification is the cornerstone of the Facilities Assessment & Planning process. Institutions can only plan effectively with a full understanding of present and future needs. To gather technical needs, the Sightlines team starts with a review of any pre-existing data on the campus. We then move onto master plans and other strategy documents to incorporate mission specific needs or new building plans. Once this initial database has been created, Sightlines engineers and facilities professional conduct walk-through and interviews to complete this foundation for investment planning.

Phase 1: Review of Existing Materials

All campuses have a wealth of information that can serve as a basis for initial project list generation and background knowledge for each building. The first step of the Assessment & Planning process is the collection of pre-existing facilities data including any previously complete equipment inventories or FCAs. As part of the initial step, Sightlines will:

- **Collect building drawings, previously completed assessments, and projects lists**
- **Convert reports into an initial project database**
- **Codify each project as specified by the institution (Sightlines standard system identification is detailed in the sidebar on the next page)**
- **Assign consistent pricing and priority**

This phase will require minimal participation in the form of data collection on the part of institutional personnel. Sightlines will be responsible for all data review and incorporation throughout this phase.

Once all equipment inventories and preliminary projects are consolidated in a single platform, common codification and classification will be applied to differentiate the most important campus facilities needs. By arraying projects within these categories, Sightlines is able to effectively articulate facilities needs to leadership and begin to build a constituency for action. The classification scheme will remain consistent throughout the entire initiative.

Among the most important projects classifications are:

Project Category. The classification of a project as a repair, modernization, or alteration helps to differentiate between a “want” versus a “need.” Common examples would be the addition of an elevator in a building or the upgrade from a 2-pipe heating system to a 4-pipe heating and cooling system. By defining these as modernization issues instead of corrections to existing systems (repairs) the distinction between a “need” and a “want” is accomplished.

Project Package. The technical assessment will assign each project to a building or architectural system (HVAC, plumbing, electrical, etc.). During the inventory process, Sightlines assigns each project to a broader project package. By initiating planning at a higher level, potential for project integration (i.e. completing window

Sightlines recommends the following codification scheme to categorize projects within major building systems, however other standards such as UNIFORMAT II may be used and customized at the project outset:

- **Cooling:** Building Distribution, Campus Distribution, Generation
- **Electrical:** Building Distribution, Campus Distribution, Fixtures/Lighting, Generation, Secondary Services, Specialties
- **Exterior Shell:** Arch. Features, Exterior Painting, Gutters & Leaders, Opening, Roof, Structural
- **Grounds:** Athletic Fields, Bodies of Water, Drainage/Storm Water, Exterior Safety/Code, Exterior Signage, Fences & Gates, Furnishings, Masonry Structures, Plant Material, Roads & Paths
- **Heating:** Building Distribution, Campus Distribution, Fuel Supply & Management, Generation
- **HVAC:** Air Handling, Building Distribution, Controls, Ductwork, End Use HVAC, Generation, Ventilation, Ceilings
- **Interior Shell:** Doors, Floors, Furnishings and Finishes, Interior Signage, Renovation, Walls
- **Mechanical:** Kitchen Equipment, Pumps/Motors, Specialty Equipment, Vertical Systems
- **Plumbing:** Bathroom Renovations, DHW Generation, Fixtures & Fittings, Primary Service, Pumps/Motors, Specialty Equipment, Supply Piping, Waste Piping
- **Safety/Code:** Abatement, Accessibility, Fire Alarm/Detection, Fire Protection/Egress, Security

replacements at the same time as building repointing) will create efficiencies among projects that previously would have been isolated from each other. Typical packages are Building Envelope, Building System, Infrastructure, Space Renewal, and Safety/Code.

Timeframe. Although it is important to understand the relative priority of work, we have learned that the sequencing of work is more important to aligning financing to project execution. Since financial officers plan for investment horizons, we recommend that each project is assigned a timeframe for action according to when the project should be addressed based on age, condition, and need - A is within 3 years, B is 4 to 7 years, and C is 8 to 10 years. This timeframe is separate and distinct from technical priority or remaining useful life. Whereas technical priority is only an assessment of the function of the asset, timeframe takes program need, facilities staff input, and project integration into account.

Phase 2: Building Inspections

Pending the inventory of existing materials, Sightlines engineers and professionals will perform building inspections to validate equipment inventories, confirm the locations and quantities of assets. The inspections will include a visual inspection to assess conditions and remaining useful life of components within the selected facilities. Photographs will be used to document exteriors and critical deficiencies as appropriate. The walk-throughs will include:

- **An inventory of building components with cyclical renewal needs tied to the University's asset inventory if appropriate**
- **A visual inspection of items to determine functionality and expected useful life—not a full code review**
- **A description of each deficiency**
- **Preliminary estimate of cost of replacement and/or remediation**
- **Photographs will be used to document exteriors and critical deficiencies as appropriate**
- **Inspections are conducted using ASTM 2018E standards**
- **Significant code violations will be highlighted**



Step 2: Integrate with Operations

Supervisor Interviews

To harness the vast amount of latent knowledge held by your supervision and trades staff, Sightlines will conduct interviews with facilities managers and other knowledgeable individuals. Sightlines feels that this step is often the most valuable as it assures data consistency and validity as well as incorporates the input of those who have years of experience within the school’s facilities. Specifically, for the projects identified in the approximately 560,000 square feet, supervisor meetings help to:

- **Define the relative condition, timeframe, and cost for projects**
- **Confirm that identified projects recommendations are consistent with operational directions**
- **Eliminate overlap and double-counting often present in FCA reports**
- **Validate Sightlines’ project identification and cost estimation and reconcile with local contracting environment**
- **Obtain operator input regarding the necessary repairs and sequencing**
- **Confirm “buy-in” from those who will ultimately be responsible for implementation**

Supervisor interviews are an iterative process requiring equal involvement of institution and Sightlines’ staff. The time commitment required of institutional staff can vary, ranging from a couple hours to a few days.

The Strategic



Step 3: Tie to Mission & Strategy

For a CFO or a Trustee, it is difficult to plan based on a technical evaluation alone. It is important to classify each project in a codification scheme that expresses “why” one would do a certain project, not simply “what” needs to be done. Sightlines uses the concepts of Building Portfolios and Investment Criteria to tie facilities projects to mission of the institution and define a rationale for project funding. The portfolio process and segmentation of the database is what sets Sightlines Facilities Assessment & Planning apart from other assessments.

Develop Building Portfolios



Not all buildings are created equal

WHY?

Developing a portfolio approach will allow for a focused investment approach based on the Institutional Strategic Direction.

Core considerations to the portfolio approach

HOW?

- Building Age
- Building Condition
- Building Location
- Institutional focus
- Academic requirements
- Student needs
- Historical Significance
- Safety/Code requirements
- Recruitment/Retention
- Transitional Space
- Adaptive Reuse

Institutional Leaders for buy in and communication

WHO?

- Institutional Priorities
- Building Needs
- Future Campus Direction

Not all buildings are created equal. So why treat them that way?

It is one thing to understand the detailed composition of the identified facilities needs. However, it is even more valuable to understand why a particular project is of higher importance/urgency than another. To provide this guidance, Sightlines uses *Investment Criteria* to help decision makers understand the importance or impact of a

project. Each project is assigned to one of five Investment Criteria: Reliability, Asset Preservation, Safety/Code, Program Improvement, and Economic Opportunity. Specifically:

- **Reliability:** Issues of imminent failure or compromise to the system that may result in interruption to program or use of space.

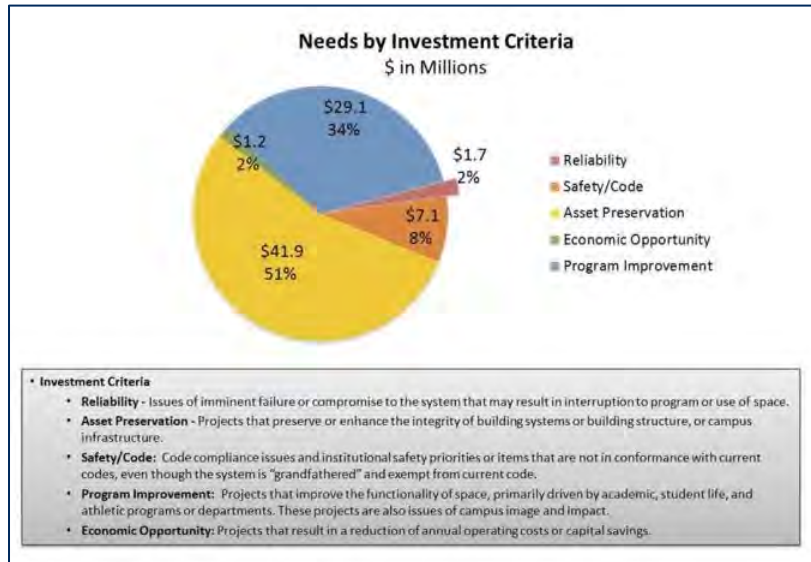
- **Asset Preservation:** Projects that preserve or enhance the integrity of building systems or building structure, or campus infrastructure.

- **Safety/Code:** Code

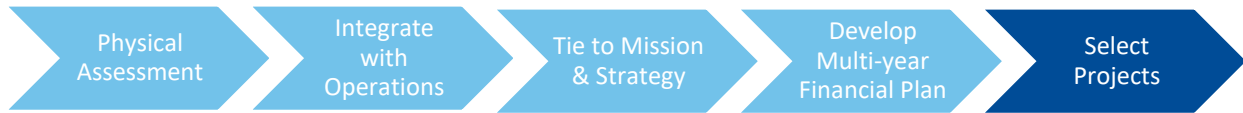
compliance issues and institutional safety priorities or items that are not in conformance with current codes, even though the system is “grandfathered” and exempt from current code.

- **Program Improvement:** Projects that improve the functionality of space, primarily driven by academic, student life, and athletic programs or departments. These projects are also issues of campus image and impact.

- **Economic Opportunity:** Projects that result in a reduction of annual operating costs or capital savings.



Utilizing Building Portfolios allows leaders to set forth a capital strategy the supports mission.



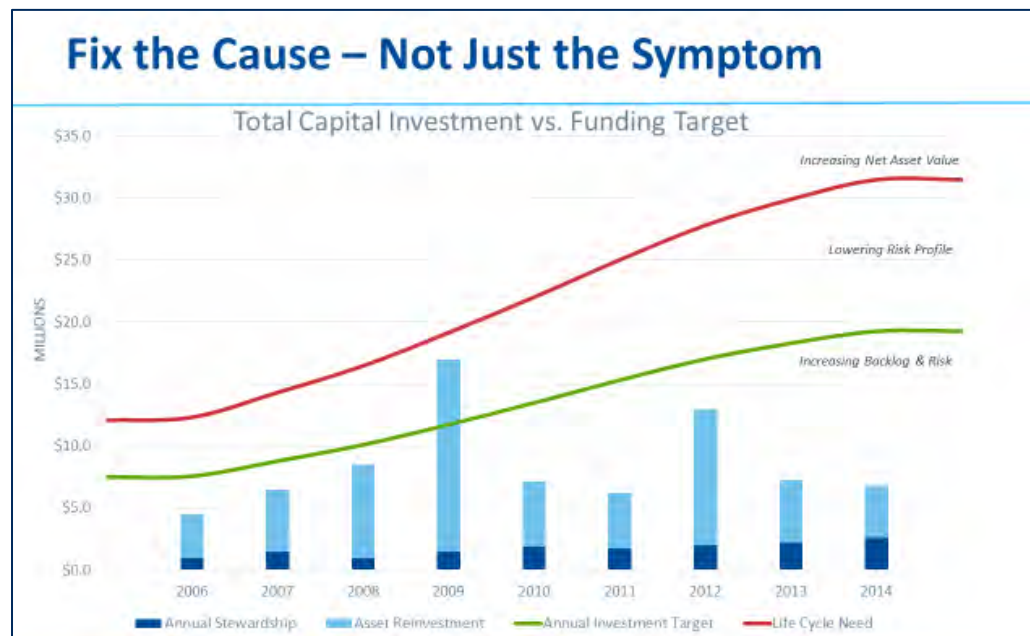
Step 3: Develop a Multi-Year Financial Plan

Sightlines’ Building Portfolio Analysis starts rather than ends with the traditional deferred maintenance assessment. The art in the effective facility planning process is in defining a plan that is credible, affordable and actionable. To accomplish this, Sightlines engages campus leadership to explain how the backlog came to exist, tie project needs to mission and investment drivers, and develop multi-year funding plans based on mission driven outcomes for specific groups of buildings.

Understand the Cause

Since the primary goal of universities is education, facilities should not be perfectly maintained and backlogs should exist. The key is to define the backlog threshold that effectively manages facility risk.

The first step in backlog phase-out planning is to understand the cause, not just the symptom, of why a backlog exists. Sightlines is not only able to communicate the size of the need, but we can explain how this need came to exist. An analysis of historical annual stewardship, capital



investment, and maintenance deferral will help to define an effective program—a program that slows the rate of

backlog accumulation and catches up on the historic backlog of needs. Without this focus, the institution will quickly erode gains made by capital infusions.

For context, benchmarking the capital investment history for peer campuses is often instructive as to how other campuses have either improved or deteriorated their position on capital needs. The flexibility in peer group selection allows for comparison to public universities, large complex research universities, undergraduate residential colleges, public and private institutions across the full geographic spectrum of the United States. Selecting comparisons based on campus program, wealth, backlog profile, and annual investment will likely provide perspective as to the long term profile objectives your campus may wish to adopt.

Define the Outcome

In combination, we find that the grouping of projects within the categories outlined above is quite instructional in defining investment priorities. The most important contribution of this analysis is that the need can be communicated to and understood by all constituents at the institution. By tying the raw project data to mission and objectives, one can effectively make the case for facilities funding.

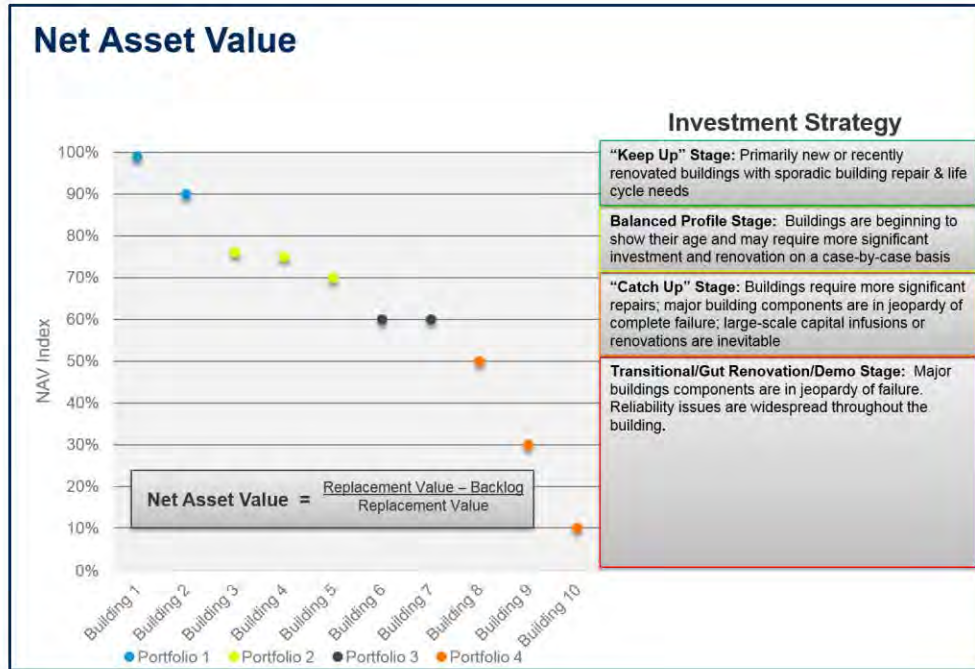
At this point, the temptation is to begin picking projects to build a capital plan from the bottom up. However, this approach tends to skew institutional priorities rather than to clarify them. Senior officers should set policy directions and outcome expectations rather than advocating for specific projects—a process that generally favors space and program driven projects rather than asset preservation or reliability.

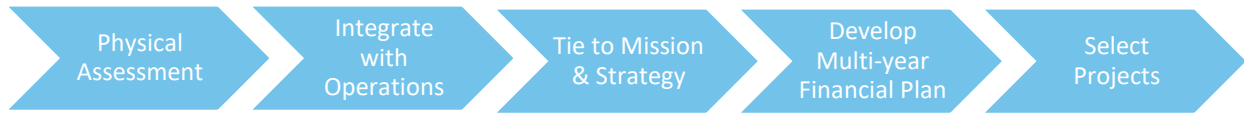
In Sightlines' process, the question becomes "what is the outcome?" When this question is asked for each Building Portfolio, we establish an investment strategy for each group of buildings. If portfolios are properly defined and projects are properly catalogued by investment criteria, the answer will reflect a balance between institutional mission and physical plant needs.

Sightlines uses Net Asset Value (NAV) as one tool to help define outcomes by portfolio. The NAV is calculated by the replacement value less the total project need for the building divided by the replacement value. Now equipped with NAV data by portfolio (and by building), Sightlines can work with the institution's senior leadership to establish acceptable condition levels by portfolio.

Remember that not all buildings are created equal. Is there a group of buildings that should receive a higher standard of care? Perhaps there are recent investments to preserve or programs that should be supported. On

the other side, perhaps there are buildings that are deemed transitional that should not receive funding. Using the NAV or FCI as a guide, portfolio-specific goals should be set in order to begin informed budgeting.





Step 4: Project Selection

Now that an investment plan by Portfolio has been established, we can begin the process of deciding which projects to accomplish and in what sequence. This is an iterative process guided by the multiyear plan. We understand that annually priorities shift on campus and that the project selection may vary as a result of the evolving issues. Nonetheless, the annual plans should adjust to remain consistent to established multiyear outcomes set by portfolio.

Project selection is a combination of art and science. Technical issues of priority and reliability dictate the science. Program, funding and the political environment dictate the art.

Sightlines navigates this balance by its use of the investment criteria. Using this classification as a guide, projects of similar type compete against each other for funding. For example, program-driven projects do not compete against Reliability or Asset Preservation. In most cases the highest priority issues and the lowest priority issues are easily identified. Therefore, our process then shifts to the selection of projects in the middle or “grey” area. Sightlines will work with the institution to assign a custom scoring methodology to rank projects. This effectively breaks ties for the mid-range priorities. These scores are based on the overall need of the building, the importance of investment criteria and timeframe, and can be customized to fit specific needs of each institution. For example, at an institution that wishes to stress fire protection and ADA compliance, Safety/Code projects can be given a higher score relative to others. A sample scoring scheme is shown here.



Assessment Team

The project team will provide broad experience in conducting facilities assessments and capital plans at colleges and universities. All Facilities Assessment & Planning engagements have executive and project oversight functions to ensure adherence to set timelines and sound strategic recommendations. The various team roles and responsibilities will include the following. Resumes for each suggested team member follow in the next section.

Vice President/Director – A member of Sightlines’ senior leadership will be appointed to provide broad oversight of the project. Typical role of this individual is to:

- **Provide routine accountability of project process to Sightlines’ senior leadership group**
- **Approve deliverables and completion of milestones through the initiative**
- **Review strategic recommendations and findings at conclusion of project**
- **Provide quality control and periodic internal review of data and findings**

Director/Associate Director of Member Services – A director or associate director within the Member Services group will provide high-level oversight and project coordination included but no limited to:

- **Assignment of appropriate resources to accomplish tasks according to set timeline**
- **Peer review of data collection and refinement throughout the engagement**
- **Approval of deliverables and completion of milestones through the initiative**
- **Presentation development and participation as needed**

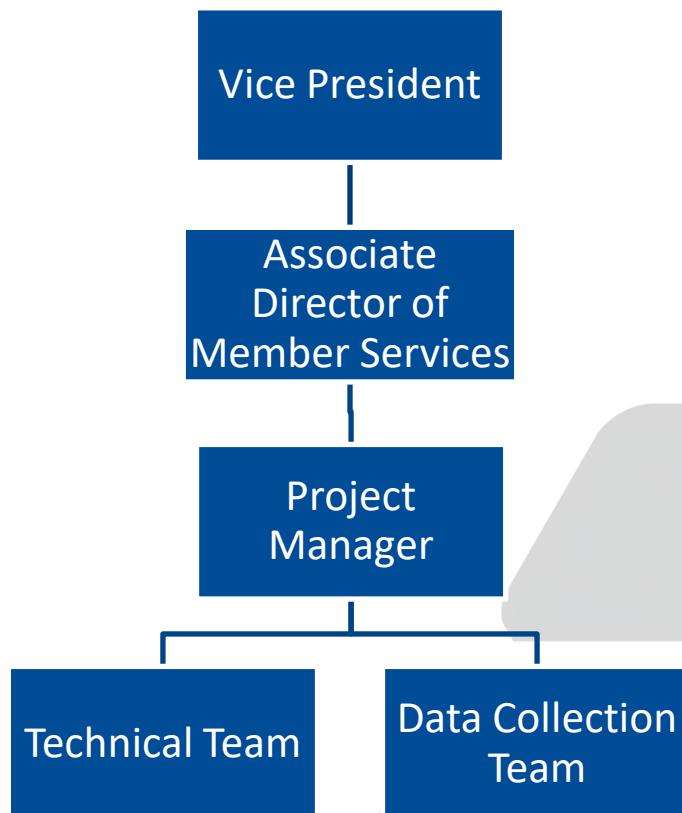
Project Manager – A single project manager will be assigned for the entire length of the engagement with Altadena Library. This individual will:

- **Coordinate all onsite inspections, supervisor interviews and data validation meetings with campus representatives**
- **Direct the onsite activities of technical and data collection teams**
- **Ensure consistency of data collection, processing, and validation**
- **Assign technical team to assist with onsite inventory**
- **Coordinate the development of a cohesive strategy for the Library**
- **Develop and deliver presentations or findings**

Project Managers selected to lead efforts such as this must have extensive experience in delivering similar services, must have demonstrated an ability to lead a multi-disciplinary team on a complex and time sensitive engagement,

and have shown subject matter expertise such that they can effectively develop and communicate strategic and technical recommendations.

Technical/Data Collection Team – A technical and data collection team will report to the project manager and will be jointly responsible for the synthesis of the project list and capital plan. The data collection team will initiate the pre-assessment review of existing materials and work together with architects and engineers to document the results of a visual inspection of building components. We have suggested members of the technical team as part of this RFP, but will confirm that their expertise are an appropriate match for the facilities in question after a conversation with Altadena Library staff.



Peter Zuraw, Vice President

Role: Vice President

Pete joined Sightlines in 2016 as the Vice President for Market Strategy and Development. In this role, Pete is responsible for heading up Sightlines' thought leadership efforts in the higher education industry and leading the company's programming activities at various professional conferences and events.

Pete brings nearly 30 years' experience in the management of not-for-profit facilities organizations to Sightlines. His most recent position was Assistant Vice President for Planning and Facilities Management at Wellesley College. In this role, he led a 150-person organization and was responsible for the management of a 400-acre campus that is home to one of America's leading private liberal arts colleges. Previously, he was director of facilities and operations at Franklin and Marshall College in Lancaster, Penn., director of facilities services at Protestant Episcopal Cathedral Foundation in Washington, D.C. and assistant director of facilities at Vermont College of Norwich University in Montpelier, Vt.

He has direct experience in Operations, Utility Plant Operation, Facilities Planning, Landscape and Campus Master Planning, Design and Construction, Sustainability, and Environmental Health and Safety, as well as related experiences in academic planning, institutional stewardship and finance.

Pete earned a BS and BA, Civil Engineering and Architecture, from Lehigh University.



Gabriella Rosas, Associate Director of Member Services

Role: Director/Associate Director of Member Services

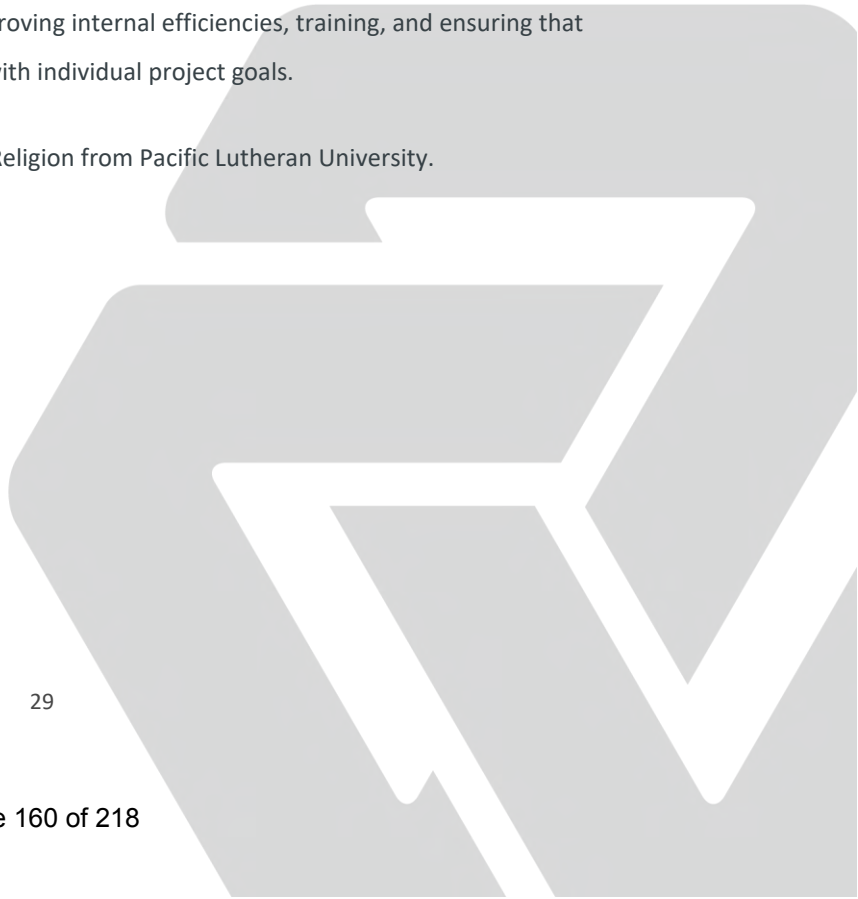
Gabriella Rosas is an Associate Director of Member Services, working out of our Oregon office. Her primary responsibilities include overseeing the management of the Member Services team in Oregon. Through this position, Gabby works to manage and strengthen relationships with current members, deliver Sightlines ROPA service to public and private campuses, and introduce models and strategic plans for campus improvement.

Gabby has been working with Sightlines for eleven years and has developed many long-term relationships with flagship public universities who engage with Sightlines in our ROPA+ service and consulting projects such as Building Portfolio Solutions. She has acquired a significant knowledge of public funding sources and cycles to help in advocating for additional facilities resources. Gabby has experience presenting findings and opportunities at a senior administration level.

Gabby has worked with more than 100 colleges, universities, and medical centers providing a range of Sightlines services. Among those institutions are University of Colorado – Boulder, University of Washington, University of Oregon, Portland State University, Texas A&M University, University of Nebraska – Lincoln, University of Nebraska – Medical Center, University of Texas, and the University of Alaska System.

Her other responsibilities include monitoring and improving internal efficiencies, training, and ensuring that projects are being completed on time and on target with individual project goals.

Gabby was awarded her B.A. in History and minor in Religion from Pacific Lutheran University.



Sophie E. Mason, Account Manager

Role: Project Manager

As an account manager working out of Sightlines' Portland, OR office, Sophie works closely with a wide range of institutions across the west coast and mid-west regions, advising campus leadership at 30+ campuses each year. After six years at Sightlines, Sophie has a wide range of knowledge and experience presenting analytical findings, exploring opportunities, and developing meaningful member relationships with the overall goal of campus improvement through the Sightlines Return on Physical Assets (ROPA) analysis and consulting projects. Her consulting experience includes providing a variety of institutions with Building Portfolio Solutions, advising campus leadership on deferred maintenance levels and developing strategic funding plans.

Sophie has advised over 60 colleges and universities across the United States and Canada including University of Minnesota, University of Saskatchewan, Carleton College, California Polytechnic State University, Pomona College, University of Utah, Rose-Hulman Institute of Technology, and Arizona State University.

Sophie received her BA in Psychology and Environmental Studies from Williams College. During her time at Williams, she also certified as a LEED Accredited Professional, and retains her legacy accreditation to this day. Sophie is a specialist in Sightlines' Sustainability Solutions analysis.



Delk Watson

Role: Technical Team

Summary

Delk has a deep background in facilities assessment, project management, and civil engineering. He most recently conducted the facilities condition assessment at the University of Massachusetts – Lowell, ensuring that all reported data met with state recording requirements. Prior experience includes conducting facilities assessments for statewide Texas Department of Transportation facilities, providing facilities management for the 70,000 sf biotech campus of Asuragen, and directing facilities management and construction for 380 U.S. sites for Broadwing Communications, where he also managed data center and terminal construction projects ranging in size from \$500k to \$15m.

Delk received his education in Civil Engineering and Science/Drafting Technology and Real Estate at Amarillo College and the University of Texas at Austin. He managed design teams, formulated survey methodologies, and managed projects at a number of organizations, including the Department of Energy, while working with firms in Texas and Florida.

Education

- Amarillo College - Associate of Science/ Drafting Technology and Real Estate.
- University of Texas - Civil Engineering.

Memberships

- International Facility Managers Association.
- Austin Association of Facility & Maintenance Engineers.

Most Recent Experience

Sightlines

Part of Multi-disciplinary team that performed a comprehensive facilities condition assessment of the University of Massachusetts – Lowell.

Lockwood Andrews Newnam – Austin, TX

Sr. Facilities Assessor

- Conducting facility condition assessments for statewide TXDOT facilities.
- Proficient in data collection software.
- Specialized in architectural component quantity and condition assessment.

Asuragen – Austin, TX

Facilities Manager / EH&S Manager/ Risk Management Coordinator

- Provided Facility Management for 70,000 sf. campus of a growing biotech company.
- Developed and managed comprehensive safety and security programs.
- Implemented hazardous material waste control and disposal.
- Organized and managed Business Continuity program.

Broadwing Communications – Austin, TX

Facilities Project Manager

- Directed facilities management and construction for 380 sites across USA.
- Managed Data Center and terminal construction projects (500K – 15 M).
- Manage EPCRA, EPA and SPCC compliance programs.
- Planning coordinator and composer of Business Continuity program.



William Faciane, CSI, AEI, LEED

Role: Technical Team

Summary

An architectural engineer and construction project manager with 42 years of construction industry experience, Bill's background includes multi-disciplinary engineering and architectural design, construction management, construction design documents, cost estimating, and construction administration. He excels at customer relations and has successful supervisory experience as a group leader, executing construction projects on time and on budget. As co-owner of his own building assessment firm, he organized and directed the execution of technical, economic, and administrative function of projects, cohesively managing independent architectural and engineering firms to successfully complete projects to client satisfaction. He served as the director of general services for the city of Hampton, VA, accountable for all new building and capital improvement projects for the city building infrastructure. His city was the first in the state of Virginia to be recognized by the EPA for implementing environmental safety and management programs for indoor air quality, asbestos, lead, and low-grade radiation. Most recently, Bill helped complete the Facilities Condition Assessment at the University of New Hampshire System and Berea College with Sightlines.

Education

- BS in Structural Engineering from The Ohio State University
- Certifications including LEED AP, Commercial Building HVAC, Renewable Energy Efficient Systems, Construction Administration Specialist, Construction Cost Engineer

Education Assessment Experience

Sightlines

Year Completed: 2017

Part of Multi-disciplinary team that performed a comprehensive facilities condition assessment Berea College

Sightlines

Year Completed: 2017

Part of Multi-disciplinary team that performed a comprehensive facilities condition assessment of the University of Massachusetts – Lowell.

College of New Jersey, Trenton, New Jersey

Year Completed: 2017

- Conducted facilities assessment on architectural and structural systems, assemblies and components for student dormitories, student union building, classrooms and laboratories buildings, libraries, and central HVAC plant building equaling 1.2 million square feet.

Oregon Science and Health University FCA, Portland, Oregon

Year Completed: 2016

- Conducted facilities assessment on architectural and structural systems and assemblies for 10 medical facilities equaling approximately 1,8 million square feet.

The Ohio State University

Year Completed: 2012

- Conducted facilities condition assessment (FCA) and forensic exterior envelope studies for Stillman Hall (classrooms and offices), Pomerene Hall (classrooms and student cafeteria), Baker Hall (student dormitory), Townshend Hall (classrooms and laboratories), and Faculty Club (restaurant and conference) totaling 680,000 square feet.

Ohio Schools Facilities Commission (OFSC), Northwest Ohio Region FCA

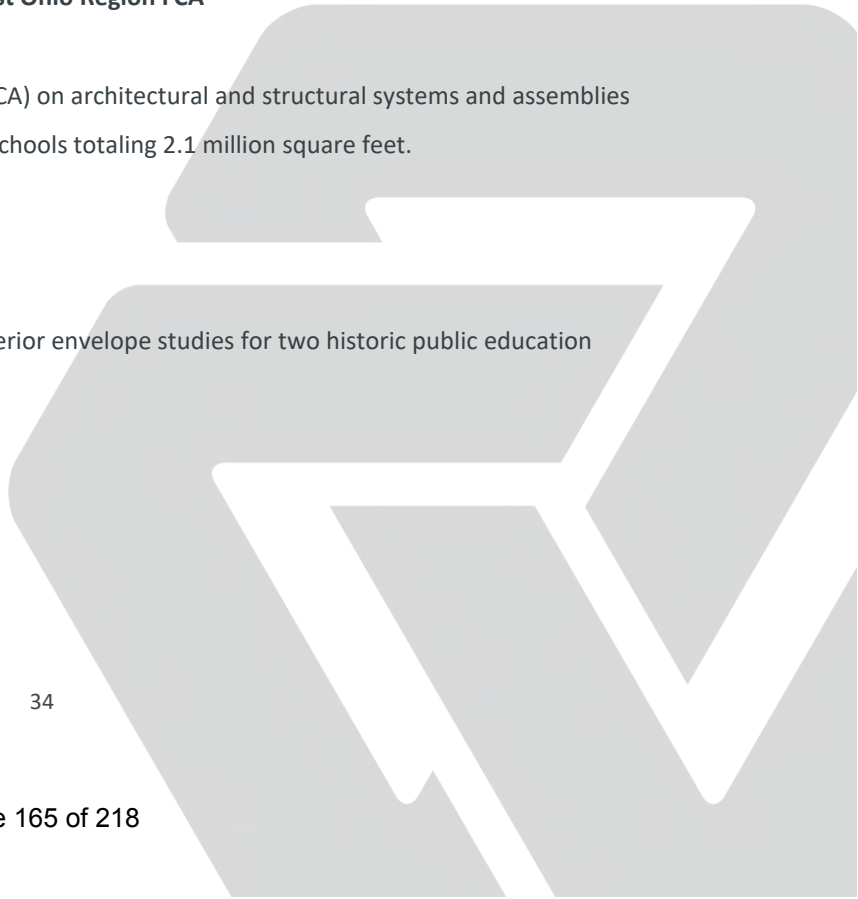
Year Completed: 2014

- Conducted facilities condition assessment (FCA) on architectural and structural systems and assemblies for 8 public education elementary and high schools totaling 2.1 million square feet.

Olyer School and Westwood School, Cincinnati, Ohio

Year Completed: 2013

- Condition assessment (FCA) and forensic exterior envelope studies for two historic public education facilities totaling 322,000 square feet.



Project Experience

Ithaca College - \$40M in New Capital Appropriations

Contact: Tim Carey, Associate Vice President, Facilities

Address: 953 Danby Road, Ithaca, NY 14850

Phone: 607.274.3118

Email Address: tcarey@ithaca.edu

Background

When a new chief facilities officer (CFO) began at Ithaca College, the institution had already been a Sightlines member since 2006. After reviewing multiple years of data, the CFO made note of a number of issues that concerned him:

- **58% of Ithaca's space fell into the post war construction era which is characterized by poor quality construction**
- **At \$95/GSF, Ithaca's deferred maintenance (DM) needs were higher than their peers**
- **Their DM backlog had grown to \$251M in 2011 up from \$167M in 2007**

Although Ithaca had a favorable age profile with more than half of its space under 25 years old, Sightlines projections showed that a shift was occurring. By 2023 Ithaca's space profile would be dominated by space more than 25 years old.

Analysis

At the time, Ithaca College was in the early stages of creating a Master Plan that would become the "framework for the transformation of the South Hill Campus." Critical to the plan was the evaluation by Sightlines of the physical condition of Ithaca's facilities. Sightlines identified \$175M in deferred maintenance projects that would be required over the next 10 years. When broken down by timeframe, it was revealed that many building deficiencies would demand attention within the first 1-3 years. These needs created the opportunity to avoid deferred maintenance by replacing or significantly renovating space and addressing strategic objectives. By looking at the Net Asset Value

(NAV) and the programmatic value of campus buildings, Ithaca was able to create four investment categories: Major Capital Renovations, Stewardship, Transitional, and Maintain/Repurpose.

Results

These categories directly informed the Master Plan and the strategy for deferred maintenance funding. In May 2015, both the Master Plan and DM funding were approved. Using Sightlines' BPS analysis, Ithaca was able to secure **\$40M over a span of 5 years** (from FY16-FY20) to be used directly on existing space DM projects. The Master Plan outlines a clear direction and sets the stage for success in the future. Going forward the work will continue to ensure that the Master Plan and the Condition Audit data are living documents.



Gonzaga University – Getting Value from Limited Resources

Contact: Ken Sammons, Director of Plant & Construction Services

Address: 502 E. Boone Avenue, Spokane, WA 99258-0096

Phone: (509) 313-5656

Email Address: sammons@gonzaga.edu

Background

Gonzaga University began working with Sightlines in 2006. In 2011, the University engaged Sightlines to apply their Building Portfolio Solution (BPS, formerly Integrated Facilities Plan). The BPS identified and qualified the maintenance/repair and modernization investment requirements for the campus for a ten year period. Sightlines completed the BPS on over 70 facilities totaling almost 2.3 million gross square feet. Additionally, the BPS cataloged more than 1,700 projects, consistently priced and codified these projects within a single database to assist with capital funding allocation. Gonzaga was particularly interested in establishing a system for project selection that could be used to identify high-priority projects and also track their success as they moved forward with efforts to correct the identified needs.

Analysis

Sightlines completed an analysis of new construction, repair, and modernization on the Gonzaga campus by inventorying key building components and assembling existing building studies. The data was then edited and supplemented with the wealth of knowledge present within its senior trade staff to develop a project list for each building. Initiatives were placed into a single project list containing common pricing, prioritization, and classification. The list has allowed Gonzaga to view their entire backlog of needs in one place and format. Once a completed list of deferred maintenance, modernization and infrastructure projects was compiled, building portfolios were developed in order to craft an affordable and credible phase-out strategy. Sightlines also applied a project scoring methodology to assist with the project selection process, allowing the University to track their success in this area with each update of the BPS inventory.

Results

With the credible identification of campus repair and modernization needs, Gonzaga University secured an increase in annual facilities capital to address the needs identified. The phase-out plan developed for the University consisted of focusing funding with the intent to eliminate “reliability” projects (those needs where the continuity of programs are threatened if not addressed), limiting investment into facilities in the “transitional” Portfolio, and addressing a mix or remaining near-term needs across all building portfolios. Even though, funding may not reach desired levels, the University can now be assured that money invested properly supports both mission driven and technical needs. Gonzaga worked with Sightlines in 2012 to update the BPS inventory and again in 2013, 2014, 2015, and 2017.



New York University - \$497M Reduction in Backlog

Contact: Chris Tang, Assistant Vice President, Finance & Technology

Address: 70 Washington Sq., New York, NY 10003

Phone: 212.998.2342

Email Address: chris.tang@nyu.edu

Background

Seeking to quantify the capital requirements for their campus, NYU initially completed a facilities condition assessment on the academic facilities of campus. Following this study, campus leaders were overwhelmed by the resulting inventory and did not know how to apply it to the institutions decision making process in order to yield a capital plan and subsequent appropriations. They contracted with Sightlines to provide Building Portfolio Solutions on the entire campus. Existing FCA data was validated and qualified with the facilities team, and new inspections were completed on faculty and student housing. The goal was to create a comprehensive inventory of repair, modernization, and infrastructure needs to assist with project selection and communicate those needs to the University's senior leadership.

Analysis

The comprehensive inventory of clearly-defined needs provided context for determining investment directions. As an older and highly utilized campus, NYU has many high-risk areas demanding capital attention. Sightlines worked with NYU to develop appropriate Building Portfolios to determine how these needs vary by function of space and timeframe, and determine the funding capacity needed to maintain or improve campus conditions. Facilities management utilized Sightlines data to make a case for increased annual allotments for upkeep and lifecycle renewal rather than major renovation. The original inventory of campus buildings and infrastructure components for 10.5M GSF has grown through annual updates to encompass 12M SF.

Results

As a result of working with Sightlines, NYU has seen a **\$497M reduction in total identified needs since 2009** (an approximately 30% decrease in \$/GSF need). NYU's annual stewardship increased 123% from 2010–2015.

Preventative maintenance operations budget has more than doubled since 2009 from \$0.29/GSF to \$0.69/GSF. NYU has integrated Sightlines terminology into their project tacking software, and Project Managers consult the inventory when determining the scope of projects. NYU updates their project inventory annually through full inspections on all new or renovated space. Approximately 1/3 GSF of campus is also inspected each year so that every 3 years the campus is considered completely updated. This helps them understand how prior year expenditures aligned with the planned funding and adjust their project selection accordingly for the following years.



University of Arizona - \$250M in Additional Facilities Stewardship

Contact: Chris Kopach, Assistant Vice President of Facilities Management

Address: 1610 N. Vine, Tucson, AZ 85719

Phone: 520-626-4919

Email Address: ckopach@email.arizona.edu

Background

The University of Arizona began working with Sightlines as a ROPA member in 2010 and two years later engaged on a Building Portfolio Solutions (BPS) project. Previously the University had been annually updating an internal deferred maintenance list; however, the buildings had not been inspected since 2000. This provided them with a partial list of known immediate needs totaling \$158M. The BPS identified and qualified the maintenance/repair and modernization investment requirements for the campus for a 10 year period. Sightlines completed the BPS on over 140 facilities totaling almost 8.3 million gross square feet. The BPS identified 4,667 projects totaling over \$1B over the next decade that were then consistently priced and codified into a single database to assist with capital funding allocation.

Analysis

After inventorying key building components and assembling existing building studies, the data was edited and supplemented with the wealth of knowledge present within the University's senior trade staff to develop a project list for each building. As a major research institution, projects that were within research buildings or utilities infrastructure projects received additional weighting. Projects were scored based on their area of impact, investment criteria, and time frame and were placed into a single project list containing common pricing, prioritization, and classification. The list has become a living document; 25% of campus facilities are re-inspected each summer, including walk-throughs and supervisor interviews. Because the University has no Deferred Maintenance budget (all DM costs are funded through the Operational budget), it became a priority for Sightlines to assist in identifying ways the campus could fund building renewal/deferred maintenance.

Results

The ongoing impact of the BPS is being felt at the state level. Based on Sightlines ongoing ROPA analysis and the BPS, campus leadership, working with the State Board of Regents, has put in motion a plan that will **secure \$250 - 300M annually for the stewardship of facilities**. The final phase out plan to address the need identified in the BPS focus on targeting the needs of the buildings that support research endeavors. The University is attempting to change the conversation away from just “deferred maintenance,” or things already broken, to a more inclusive “backlog” look that would include modernization and infrastructure.



References

Below please find references who have all completed work similar to that requested by Altadena Library District.

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AVP for Facilities and Business Services
jbutler@tntech.edu
931.372.3227
Customer since 2016



Relevant Experience

Sightlines has extensive experience providing the requested solutions to institutions of higher education. Below are some of the over 100 college and universities where Sightlines has successfully provided such services.

Representative case studies follow.

American University
Amherst College
Armstrong Atlantic University
Art Center College of Design
Bentley University
Berea College
Bethel University
Bowdoin College
Brandeis University
Brown University
Bryant University
California Institute of the Arts
California State University
Northridge
Capital University
Carleton College
Claremont McKenna College
Claremont University
Consortium
Clemson University
Cleveland State University
Colgate University
College of the Holy Cross
Connecticut College
Drew University
Emerson College
Fitchburg State
Framingham State University
Franklin & Marshall College
Gonzaga University
Goucher College
Hamline University
Harvey Mudd College
Husson University
Illinois Institute of Technology
Immaculata University
Indiana University of
Pennsylvania
Ithaca College
LeMoynes College

Lewis & Clark
Lock Haven University
Long Island University
Loyola Marymount University
Louisiana State University
Mass. College of Art & Design
Medical University of South
Carolina
Meredith College
Mount Holyoke College
New York University
Oglethorpe University
Point Loma Nazarene University
Polytechnic Institute of NYU
Pomona College
Potomac State College
Princeton University
Rensselaer Polytechnic Institute
Rutgers University
Saint Louis University
San Diego State University
Sarah Lawrence College
Seattle University
Smith College
St. Edwards University
St. John's University
St. Lawrence University
St. Mary's College - California
Stevens Institute of Technology
Texas A&M University
Texas State University
The Sage Colleges
Trinity College
Tufts University Cummings
School
University of Alaska Anchorage
University of Arizona
University of California SF
Medical Center
University of Dayton

University of Denver
University of Hartford
University of Maine – Orono
University of Maryland
UMass - Amherst
UMass - Boston
UMass - Dartmouth
UMass - Lowell
UMass - Medical School
University of Minnesota
University of Minnesota East
Bank Campus
University of Minnesota Health
Science Campus
University of Minnesota –
Morris
University of Minnesota West
Bank Campus
University of New Haven
University of Portland
University of Redlands
University of San Diego
University of San Francisco
University of Scranton
University of St. Thomas
University of Toledo
University of Utah
University of Vermont
Wake Forest University
Wellesley College
West Virginia Institute of
Technology
West Virginia Univ. Health
System
West Virginia University
Wheaton College
Widener University
Williams College
Yeshiva University
Youngstown University

Project Management Plan

Sightlines believes that the key to sound project management is effective communication at all levels of the engagement. This communication begins before our team even sets foot on site and continues through completion and beyond. Since Sightlines services are procured on a fixed fee basis, adherence to budget is not an issue. However, regular dialogue throughout a project ensures that a quality deliverable with through recommendation is provided in a timely manner. A communication plan will be discussed at our first mobilization meeting and adjusted to fit the needs of Altadena Library. Below are some of the typical touchpoints, both internal and external, employed during our Building Portfolio Solution to create alignment, coordinate work and mitigate risk.

Pre-Assessment

Kick-Off/Mobilization – Immediately upon contract acceptance, a mobilization meeting is scheduled to formally initiate the project.

- **Participants: Associate Director, Project Manager, Team Leaders, Institutional staff, Lead campus contacts;**
- **Introduce Sightlines project management team to leaders;**
- **Review Sightlines' approach;**
- **Confirm schedule and key projects milestones;**
- **Provide Sightlines with an overview of facilities issues;**
- **Confirmation of technical team**
- **Schedule campus level kick-off meetings.**



Progress Reporting/Communication

Status Report/Meeting – On a regular agreed upon basis, Sightlines project manager will provide a status update.

- **Participants: Project Manager, key contact/staff;**
- **Status of assessments and planning**
- **Deviation from project schedule and suggested remedy;**
- **Identification of pending risks that could affect timeliness and process;**
- **Feedback to Sightlines on deliverables to date.**

Internal Alignment

Sightlines Team Check-in – Aside from data processing, validation, and analysis performed in a collaborative manner, Sightlines' key project staff meet periodically to review progress and perform quality control.

- **Participants: Sightlines' VP, Associate Director, Project Manager, Team Leaders;**
- **Review project timeline and confirm completion of milestones;**
- **Assign appropriate resources at all stages of the project;**
- **Review findings and highlight key facilities issues;**
- **Provide quality control of data of deliverables;**
- **Coordinate recommendations to provide a cohesive strategy**



To verify acceptance, please sign, scan and return Appendix A to Tony Cesano, Regional Account Executive, Sightlines at tcesano@sightlines.com. This acceptance will give our Member Services team the ability to assemble the resources to deliver these services and will also prompt the generation of Sightlines standard contract, the Master Agreement.

By signing this proposal, you are confirming your authority to bind the Client and the Client’s acceptance of the terms, conditions and service dates set forth in this document.

Read and Agreed

Name: _____

Date: _____

Title: _____

Sign: _____

Appendix A – Altadena Library

The Facilities Assessment and Planning solution is designed as a one year engagement with an optional 3rd year update. Sightlines understands that the Client is committing to a one (1) year agreement. Client agrees to pay the following fee to Sightlines for all Services for the Contract Year as defined below (in addition to any other fees or reimbursable expenses outstanding at such time):

Annual Service through October 2018

Contract Year (Data Collection Year)	Annual Service Fee*
From November 1, 2017 to October 31, 2018 (FY17 Data)	\$18,500
From November 1, 2019 to October 31, 2020 (FY19 Data)	\$10,900 (Optional)

** Reimbursable Expenses: The costs of reasonable expenses are in addition to the Annual Service fees set forth above and shall be reimbursed at cost and in accordance with specified Oregon regulations. The expenses will include the costs of travel, business meals, lodging, communication costs, printing and production costs.*

PROPOSAL FOR:

**FACILITY CONDITION ASSESSMENT
SERVICES**

ALTADENA LIBRARY DISTRICT

JANUARY 10, 2018



3100 BRECKINRIDGE BLVD
SUITE 400
DULUTH, GA 30096
800.881.ISES
WWW.ISESCORP.COM

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January 10, 2018

Mr. Jonathan Arevalo
Facilities Project Manager
Altadena Library District
500 East Mariposa Street
Altadena, CA 91001

Dear Mr. Arevalo:

ISES Corporation is pleased to present this proposal to provide facility condition assessment, equipment inventory and hardscape assessment services to the Altadena Library District. We are keen on this opportunity and feel confident that ISES is fully capable and qualified to meet and exceed your needs.

ISES is devoted to the enhancement of the mission and goals of the facilities organizations it serves. We provide a range of facilities consulting services to building owners and managers of multiple facilities – from small buildings to extremely large and complex. We specialize in condition assessments, operations analysis and management assessments. ISES is a minority-owned, small business solely owned by our President and Founder, Edward H. Gee..

Our mission is to provide support of the facilities organizations we serve through provision of accurate, timely and useful data to inform and simplify the capital decision-making process. We are service-oriented and passionate about providing our clients with the best possible professional services in a timely and cost-effective manner.

Our principle service provides a comprehensive Facility Condition Assessment (FCA) for the physical assets of your organization. An ISES FCA delivers a quantitative analysis of the condition of your buildings and constructs a long-term facilities renewal program that is designed to be flexible to your needs and changing conditions. A utility infrastructure condition assessment does the same for your generation and distribution systems. The information derived from the inspections is entered into a cloud-based database that ISES hosts and supports. Multiple users selected by your management can then review and sort the data, enhancing your long-term capital planning. Included in the FCA, we offer a program of Equipment Inventory designed to extend equipment lifecycle through documentation of building components.

Our senior leadership sets ISES apart. We employ individuals with direct facilities management experience at senior levels at major institutions across the country. This provides ISES with a background in and personal knowledge of the challenges of today's facilities operations.

This proposal responds to the RFP dated December 29, 2017, as modified in telephone conversations you and I held in December 2017, and emails we exchanged on January 9 and January 10, 2018.

We thank you for the opportunity to provide our services for your facilities consulting needs and for any consideration you may give to our proposal.

Very respectfully,



Anthony Simpson
Vice President



CONTACT

Tony Simpson
Vice President
909-206-3303
tonys@isescorp.com

INCORPORATION

State of Georgia, 1987

PROFESSIONAL A&E FIRM

Georgia, Illinois, Missouri

LOCATIONS 1

DUNS 180546798

TIN 58-1428942

GSA 03FAC GS-21F-0045W

NAICS 541350

MINORITY CERTIFICATIONS

- SBA-SDB (self-certified)
- Illinois: MBE
- Virginia: SWaM

EMPLOYEE A&E LICENSES

Alabama	New Jersey
Arizona	New York
California	North Carolina
Colorado	Ohio
Connecticut	South Carolina
Florida	Tennessee
Georgia	Texas
Illinois	Utah
Maryland	Vermont
Massachusetts	Virginia
Missouri	Washington, D.C.
New Hampshire	West Virginia

COMPANY

ISES Corporation is a *facilities consulting firm* that helps building portfolio managers make better capital planning and investment decisions. We provide our clients with a wealth of *detailed* and *accurate* data about their buildings and a relational database in which to maintain the information.

SERVICES

An ISES **condition assessment** results in a report on the fitness of your **facilities, utility systems** or **infrastructure**. The information is also entered into a secure database where the identified needs may be sorted numerous ways, generating investment priorities based on building, system classification, need category and more. The facility condition assessment is our cornerstone service, which we have been providing for 30 years.

Our **organizational analysis** results in a plan to streamline the efficiency and performance of a facilities management department. We look at the organizational structure, technology, behavioral relationships, function and capacity and compare them to industry best practices and models. A detailed organizational analysis includes a **business process review** and a **staffing and resources study**, although some clients engage us to provide these services separately. The resulting report advises clients of changes and course corrections that will improve productivity and proficiency.

Preventive maintenance programming is a multiphase service that includes conducting a detailed equipment inventory, barcoding the devices, and delivering a documented program of preventive and predictive maintenance that will lengthen the lifecycle of facility systems and equipment. This service is often incorporated with a condition assessment or an organizational analysis but may be conducted as a separate engagement.

CLIENT SECTORS

ISES provides consulting services to facility managers with one or multiple buildings, including the US Government, states, counties, cities, towns, universities, colleges, hospitals, hotels and institutional investors.

EXPERTISE

ISES employs **architectural** and **engineering** assessors, many of whom hold Professional Engineer, Registered Architect, Commissioning Authority, LEED and Energy Management certifications. Our engineering assessors also have mechanical, industrial, civil or electrical engineering degrees. We hire individuals with prior experience working inside an institutional maintenance and engineering environment.

RELEVANT EXPERIENCE

Project Duration
2013, 2015

Size
12 buildings, 456,000 GSF

Services

- Facility Condition Assessment
- Preventive Maintenance Programming
- Seismic Risk Evaluation

Contact

Stanley Burks
Operations Contract Specialist
City of Anaheim
Department of Public Works
955 South Melrose Street
Anaheim, CA 92805
714.765.6871
sburks@anaheim.net

CITY OF ANAHEIM

Multiple Services



*First I want to thank
you for the great work
that your team did on
the
Fire Stations and the
Police Station.
Job well done.
We want to amend our
contract with your
organization to include
FCAs on all of our
facilities.*

In the spring of 2013, the City of Anaheim solicited for an FCA and inventory for a City-owned building. The City was in need of data to assist its Facility and Utility Services department in managing staffing resources and the assets of the building as well as developing long-term capital needs.

The City was so pleased with the data delivered that it awarded ISES a second project two years later. This next project involved conducting a facilities condition assessment for 11 buildings. In addition, for this group, we were asked to conduct a seismic risk assessment and develop a preventive maintenance schedule for each facility.

Anaheim chose to retain ISES again because of previous results, as well as our qualifications and experience.

Project Duration
2006, 2012-2013

Size
41 buildings, 524,000 GSF

Services

- Facility Condition Assessment
- Equipment Inventory

Contact

Mary Murnane, CRM, AICP
Interim Director, Fleet and Facilities
Management Department
Bernalillo County Public Works
2400 Broadway Boulevard, SE
Albuquerque, NM 87102
505.848.1500

BERNALILLO COUNTY

Facility Condition Assessment & Equipment Inventory



In 2006, Bernalillo County Public Schools called upon ISES to conduct an equipment inventory at all its facilities.

In 2012, Bernalillo County again turned to ISES for an FCA of its 41 buildings. Libraries, Detention and Justice Centers, Health Centers, Fire and Police stations, Community Centers, Fitness Centers, a Preschool and more were inspected with the thoroughness and diligence that typify ISES inspections.

Like all ISES FCAs, deficiencies for each building were categorized by Priority Class, Project Classification and System Code. A Facility Condition Needs Index was calculated based on the Facility Replacement Value. In addition, Lifecycle Model Expenditure Projections were illustrated.

The wealth of information provided will allow Bernalillo County to manage its facilities to a higher level of efficiency for many years to come.

Project Duration
2014-2015

Size
12 buildings, 358,000 GSF

Services

- Facility Condition Assessment
- Equipment Inventory
- PM Planning

Contact

Mr. Mic Fenech
Facilities Manager
City of Prescott
Field and Facilities Services
433 N. Virginia Street
Prescott, AZ 86301
928.777.1201
mic.fenech@prescott-az.gov

CITY OF PRESCOTT

Facility Condition Assessment, Equipment Inventory, & PM Planning



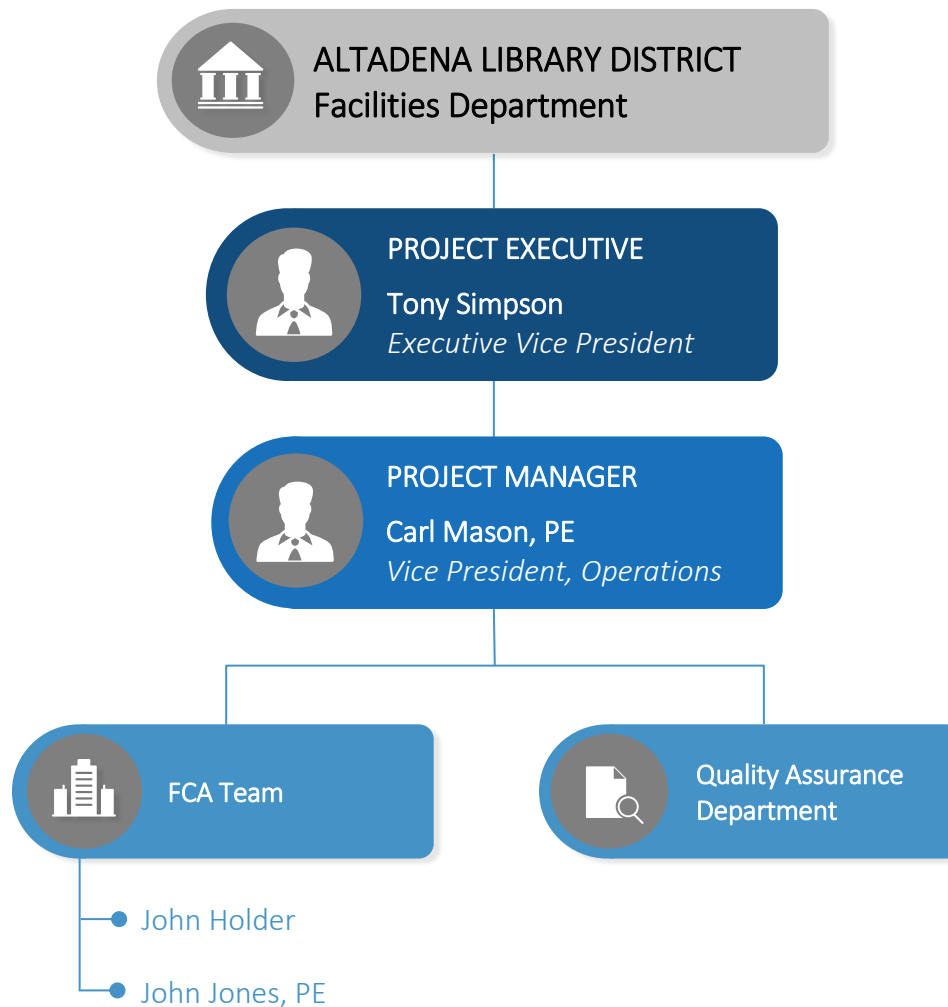
During the fall of 2014, the City of Prescott, AZ, embarked upon a search to identify the best provider of FCA services. After soliciting and reviewing proposals, the City determined that ISES Corporation was the best choice to provide these services. The decision was obvious to the City based on a combination of demonstrated expertise, client recommendations, and value (cost of services commensurate with quality of provided service).

The project work scope encompassed two City-owned facilities, the fleet maintenance building and the downtown parking garage. ISES was tasked with providing comprehensive inspection services and developing long-range plans for each facility with respect to capital renewal and deferred maintenance planning needs.

In addition to the assessment services, the City recognized a need to develop a robust Preventive Maintenance (PM) plan for these facilities. The basic building block of any successful PM program is an accurate inventory of maintainable equipment. Therefore, as part of this project, ISES personnel developed the inventory of maintainable equipment by gathering all nameplate data and equipment attributes, then affixed a barcode label to each inventoried item. A PM plan was then devised for each item.

Following the successful pilot program, Prescott requested that ISES conduct the same services on an additional 10 facilities encompassing 154,000 SF. All data is housed in the City's ISES AMS database.

PROJECT TEAM



- **Project Executive:** Senior ISES executive with overall responsibility for client satisfaction
- **Project Manager:** Primary client contact who manages and coordinates ISES' client work on a day-to-day basis; Responsible for team performance in technical execution, cost estimating and meeting deadlines; Communicates with your staff regularly to inform and provide updates on project execution
- **FCA Team:** Comprised of architectural and engineering assessors, this team performs the asset inspections, interviews client staff, creates and inputs data into AMS, and drafts asset reports¹
- **Quality Assurance:** ISES team of technical editors who review, fact-check and produce final asset reports

¹ If the personnel indicated become unavailable due to other commitments, personnel of equivalent experience will be substituted.

ANTHONY SIMPSON

Vice President

Work Experience

Anthony “Tony” Simpson has 20 years of experience in higher education facilities management at California State University, San Bernardino (CSUSB), which is part of the California State University System (CSU). He earned a well-deserved reputation for exceptional leadership locally within the CSU system and nationally for Facilities Management and Energy Reduction strategies. Tony served in a variety of senior management positions, culminating in his appointment as Senior Director of Facilities Services, with responsibility for all aspects of the facilities operations and maintenance departments.

Prior to beginning his university facilities management career, Tony spent more than 17 years working for one of the largest construction firms in the UK, managing complex construction projects there as well as in the US. These projects included civic centers, theaters, airports, shopping centers and university facilities.

Summary of Relevant Qualifications

During his tenure at CSUSB, Tony led the facilities organization to achieve national recognition in receiving the 2007 APPA Award for Excellence in Facilities Management and again when awarded the 2009 National Energy Project of the year.

Under Tony’s leadership, CSUSB led CSU sustainability efforts by becoming the first System campus to join The Climate Registry community. CSUSB met and exceeded the CSU Office of the Chancellor’s requirement of a 30 percent net reduction in BTUs per gross square foot from 2000 to 2010. Through innovative engineering, more efficient equipment and fixtures and practical behavioral shifts, CSUSB achieved a 33 percent reduction while experiencing more than 61 percent net growth in built space.

In 2014, Tony completed a retrofit project at CSUSB that transformed its exterior lighting and controls to a state-of-the-art energy efficient system. The project replaced nearly 1,800 exterior high-intensity discharge (HID) lamps with light-emitting diode (LED) fixtures, wirelessly controlled at each fixture. This effort resulted in CSUSB’s recognition by both the CSU system and an independent third party as a leader in energy savings.

Tony Simpson has served as Project Manager or Project Executive for the following Facilities Condition Assessments:

- City of Anaheim (police and fire stations)
- California Institute of Technology
- CSU San Marcos
- CSU Maritime Academy
- University of Southern California
- CSU Channel Islands

Years of Experience

40

Education

Higher National Certificate in Building Studies, *Mid-Warwickshire College*, Leamington, England

Licenses

CA Contractor A (Engineering) and B (Building) licenses (inactive)

Professional Affiliations

- Association of Energy Engineers (AEE)
- APPA: Leadership in Educational Facilities (APPA)

Honors & Awards

- 2006 APPA “Effective and Innovative Practices Award”
- 2009 AEE “National Energy Project of the Year”
- 2014 APPA “Effective and Innovative Practices Award”
- 2007-2009 UC/CSU/IOU Sustainability “Best Practices” awards

CARL E. MASON, JR., PE, BSCP, M.ASCE

Vice President, Operations

Work Experience

Since earning his B.S. in Civil Engineering from North Carolina State University in 1981, Carl Mason has gained a wealth of knowledge and experience in both civil and environmental engineering. Throughout his career, his ability to communicate his ideas and objectives to clients, state and municipal regulators, fellow employees, and contractors has continually made him a success at both project management and technical direction.

When Carl joined ISES in 2000, he became involved with architectural and civil engineering inspections relating to site, building and infrastructure features. In the last decade, he became certified as a Building Security Certified Professional. The BSCP examination covered key domains and tasks of building security, including risk assessment, site considerations, building envelope, interior space and facility operations. Carl utilizes his security knowledge and engineering experience to assist ISES' clients in determining their security needs and vulnerabilities and the proper, most cost-effective corrective actions to address those concerns. He is also one of the firm's FEMA Disaster Resistant University evaluators investigating hurricane- and earthquake-related issues at various campuses.

Carl is frequently a project manager on ISES assignments. As team lead, he manages projects in a timely manner and coordinates between architectural and engineering inspectors. As an assessor, he primarily conducts utility infrastructure condition assessments, inspecting campuswide potable water and fire protection systems, and sanitary and stormwater sewer collection and conveyance networks. He also performs architectural assessments on a limited basis, evaluating the exterior envelope, the interior finishes, along with accessibility, immediate site concerns, and fire and life safety issues.

Summary of Relevant Qualifications

Facility Condition Assessment (University of Minnesota): Project manager for multi-year FCA effort that encompassed five campuses, 500 buildings and a total of 27 million GSF.

Facility Condition Assessment (California Institute of Technology): Project manager for an ongoing, multiple phase FCA project encompassing 3.8 million gross square feet and 125 facilities.

Facility Condition Assessment (Washington University in Saint Louis): Project manager for a multi-year, multiple phase FCA project encompassing 7.3 million gross square feet and 129 facilities.

Years of Experience

36

Education

B.S. in Civil Engineering,
North Carolina State
University

Licenses & Certificates

- Registered Professional Engineer in AL, AZ, CT, FL, GA, IL, MD, MO, NC, NH, TN, UT, VA, VT, and WV
- Building Security Certified Professional (Building Security Council-ASCE)

Professional Affiliations

American Society of Civil Engineers, National Society of Professional Engineers

Honors & Awards

Past Chairman and long-time member of Georgia Society of Professional Engineers' Committee on Ethical Practices, and was Officially Commended by Dept. of the Army's Corps of Engineers on three occasions

JOHN T. JONES, PE

Senior Project Engineer

Work Experience

Since earning his B.S. in Civil Engineering from North Carolina State University in 1979, John Jones has gained a wealth of knowledge and experience in both civil and environmental engineering. As a result of his 6½ years as a port engineer, 15 years as a consulting engineer, and 10½ years as owner of a private practice, his ability to communicate his ideas and objectives to clients, state and municipal regulators, fellow employees, and contractors has continually made him a success at both project management and technical direction.

John has owned and operated a successful engineering business since 2000. His work includes geotechnical investigations for foundation design, structural engineering, and inspection work involving container crane repairs and building construction and demolition.

Previous work experience included Project Management for CATLIN Engineers and Scientists, where he was responsible for over 200 environmental site assessments involving retail and bulk petroleum facilities. He also built and operated CATLIN's geotechnical laboratory, overseeing all field exploration and laboratory testing. As a port engineer for the NC State Ports Authority, he performed civil engineering design, permitting and inspections for a wide range of projects including container hardstands, railroad and crane rail projects, utilities, buildings and wharf construction.

Earlier in his career, John was employed by Talbert Cox & Associates Consulting Engineers where he provided field inspections and structural analyses for over 400 bridges in eastern NC, to determine the rated operating capacity.

Summary of Relevant Qualifications

John is an architectural systems assessor at ISES, inspecting the building site, exterior structure and roof systems, interior structure and architectural finishes, compliance with ADAAG and fire/life safety systems. He has worked for various ISES clients, including:

- California State University, Long Beach
- Florida State University
- Johns Hopkins University
- Pennsylvania State University,
- University of Minnesota campuses
- University of Missouri, Columbia
- University of Missouri, St. Louis
- University of Puget Sound
- University of South Carolina
- Washington University at St. Louis
- Vanderbilt University
- Eielson Air Force Base, Alaska
- State of Colorado, Department of Education Public School System
- State of Utah
- Various MWR facilities for the Department of Defense
- The Home Depot

Years of Experience

37

Education

B.S. in Civil Engineering,
*North Carolina State
University*

Licenses & Certificates

Registered Professional
Engineer in GA, SC

Professional Affiliations

American Society of Civil
Engineers

JOHN HOLDER, JR.

Senior Project Engineer

Work Experience

John Holder has 25 years of engineering experience. Prior to joining ISES Corporation, he worked in the electronics industry, designing and building circuit boards. He also performed troubleshooting and sales activities and with early data storage devices.

John joined ISES Corporation in 2000, and has held several positions. At first, he inspected elevators, and it is estimated that he inspected more than 2,000 elevators during his time as a Qualified Engineering Inspector.

In 2005, John began performing facility inspections across the country. He has also assisted in developing Preventive Maintenance Programs at various institutions of higher education.

Summary of Relevant Qualifications

John has served as the engineering inspector on numerous facility condition assessments over the last 16 years. His work ethic and commitment to client satisfaction make him one of ISES' most highly complimented assessors. His breadth of knowledge derives from having inspected facilities for many client sectors, including:

- Higher Education
- K-12 schools
- Houses of worship
- Hospitals
- Penitentiaries
- Businesses
- Cities, counties and states

Highlights include:

Facility Condition Assessment/Equipment Inventory (Rutgers University): Conducted multiple services on 500 buildings representing 22 million GSF. In addition to FCA, validated inventory of building equipment and barcoded each item, which resulted in creation of a massive new inventory, populated with equipment type, manufacturer, model number, serial number, location and placard identifier.

Facility Condition Assessment/Equipment Inventory (City of Anaheim): Performed facility condition assessments and developed inventory of maintainable equipment for police station and 12 fire stations.

Facility Condition Assessment (Metro State Prison, Georgia Department of Corrections): Inspected a closed prison complex to determine the feasibility of reopening the site. Complex includes 21 buildings and more than 200,000 GSF.

Facility Condition Assessment (Texas A&M University): Served as project engineer on multiple FCA inspections over the course of two years. Also assisted in preventive maintenance services.

Years of Experience

25

Education

B.S. in Electrical Engineering,
*University of Alabama,
Huntsville*

Continuing education in
elevator maintenance and
condition, *Northampton
University*

FACILITY CONDITION ASSESSMENT SERVICES

Introduction

ISES proposes to perform a comprehensive Facility Condition Assessment (FCA) study for Altadena Library District, also referred to as the Client. Overall, the study will include two facilities, one encompassing approximately 26,000 gross square feet (GSF) and the other 2000 GSF.

Proper stewardship of a facilities portfolio includes long-range facility renewal planning. Such planning requires knowledge of the current condition of the assets. The FCA provided by ISES Corporation establishes the necessary baseline for proper planning to occur.

As a result of retaining ISES to conduct an FCA on your asset portfolio, you will be able to:

1. Recognize, in snapshot and detail formats, the condition of each facility, analyzed both separately and in comparison to other assets you manage,
2. Appreciate, at a glance and in depth, the condition to which the facilities should be maintained, and
3. Evaluate the required level of facility renewal funding necessary to maintain and upgrade the assets in accordance with the standards applied.

Facility Evaluation

Upon receiving Notice to Proceed, the Project Manager carefully reviews the scope of work, as outlined in this proposal submittal, and requests preliminary information to help the team prepare for the field inspections. During the kickoff meeting, the scope of work will be reviewed with the Client to ensure full understanding by all parties, calibrate expectations, and deal with housekeeping issues, such as security and building escorts. The onsite field inspection team participates in the meeting and additional Client contacts are invited as well, to minimize any opportunity for misunderstanding and confusion. Clear expectations regarding the end product report are articulated and recorded. Where they exist, Client documents are obtained for reference. The outcome of these discussions is communicated to the Director of Quality Assurance at ISES, to ensure that the final reports meet your requirements.

Extensive experience with asset surveys has led ISES to develop a standardized system of data collection that efficiently and effectively utilizes the time spent in each building. Each asset will be inspected by a two-person team, which consists of experienced architectural and engineering inspectors. They inspect the various components in each building and determine what repairs or modifications may be necessary to restore the systems and buildings to an acceptable condition, or to a level defined by the Client. The team will typically start on the roof, or the highest accessible level, and proceed to the lowest level, inspecting each of the discrete building categories as the building is walked.

The assessment is an evaluation of the mechanical, electrical and plumbing systems, structural architectural components, vertical transportation systems, and utilities as they relate to each asset in the study. Exterior

equipment obviously associated with a building, such as a pad-mounted chiller, transformer or loading dock service lot, is included in the assessment.

An ISES FCA complies fully with ASTM E2018-15. It includes an evaluation of resource conservation opportunities and addresses compliance with the ADA Accessibility Guidelines. A thorough visual inspection of accessible equipment and building components is provided. The inspection team will, for example, lift ceiling tiles in suspended ceilings and open access doors to reveal hidden equipment and building components that are integral to the survey.

The ISES team does not enter or access any area of the premises deemed to pose a threat of dangerous or adverse conditions with respect to the field assessor's health or safety, including, but not limited to, entering of plenum, crawl or confined-space areas, entering elevator/escalator pits or shafts, walking on pitched roofs, any roof areas that appear to be unsafe, or roofs without built-in access, and removing of electrical panel and device covers. The assessment team also shall not enter high voltage electrical rooms with exposed bus work or equipment, areas that require a lift to access the equipment, confined space areas such as manholes or very shallow crawl spaces, and unfinished attic spaces with no structural flooring.

The visual nature of this inspection process requires close interaction with the Client's operations and maintenance personnel. Many of the problems inherent in building systems are not visually apparent. This necessitates ISES field assessors to conduct staff interviews to ensure that all known system problems are cataloged and identified. Working as a team with your personnel improves the accuracy of the database and provides the most useful data. Additionally, it is imperative that the Client provide all information possible, including any existing capital budget program information, capital project lists, special studies and building maintenance history. The ISES project manager will provide a form on which your maintenance staff can easily convey building concerns. ISES may also request assistance from the Client's management and staff to obtain basic information from local contractors or vendors concerning the cost of various repairs and renovations. This will ensure a higher degree of precision when estimating the cost of renewal needs.

Data Development

Upon return from the field, the inspector reviews and orders his (or her) notes. A textual summary document is prepared that highlights major deficiencies in the building. Renewal needs identified from the visual inspection and staff interviews are entered into the Asset Management System (AMS) database. These recommended actions include cost estimates that are indexed to local conditions and markups, as the situation dictates.

The AMS database has an embedded cost library that is developed and maintained by ISES. RSMeans is used as the source in developing this library, but we do not limit our cost data strictly to published cost data indices. Our methodology allows our trained, experienced assessors to adjust useful life to reflect actual conditions of the systems inspected. This provides for more accurate data, resulting in our ability to provide truthful budget costs. We are confident that our own embedded cost library will provide useable data far in excess of what the RSMeans cost database provides.

ISES photographs building conditions during the assessment. The photos and CAD drawings (if provided by Client) are integrated with the database and included in the published facility report for each building.

The developed costs represent the correction of existing deficiencies and anticipated lifecycle failures within a ten-year period. These recommendations are to bring the facility to modern standards without any anticipation of change to facility space layout or function. The total costs include variable project delivery costs as determined by the Owner. Costs can be calculated by building, group of buildings, category of deficiency and numerous other ways.

Facility Condition Index (FCI)

The FCI is a ratio of the deferred renewal costs to the current replacement value. The current replacement value is based on replacement with present construction standards for the facility use type and not original design parameters.

$$FCI = \frac{\text{Deferred Renewal}}{\text{Current Replacement Value}}$$

Facility Condition Needs Index (FCNI)

The FCNI provides a lifecycle cost comparison. It is a ratio of 10-year renewal needs (including deferred renewal) to the current replacement value of the asset. This index gives the Client a comparison within all buildings for identifying worst case/best case building conditions.

$$FCNI = \frac{\text{10-Year Renewal Needs}}{\text{Current Replacement Value}}$$

FCNIs that are greater than 1.0 indicate that the sum of the estimated cost of renewal needs recommended to restore the facility to modern standards is greater than the hard costs to replace the building.

CRV Calculation

ISES traditionally calculates Current Replacement Value using a cost per gross square foot based on building size and use (e.g., theater, research lab, classroom building, etc.). We utilize RSMeans Square Foot costs as the starting point. This base number is adjusted for the size of the facility and modified with city cost indices to the local area, with appropriate modifiers for professional fees and demolition of existing structure added. Our standard methodology prorates the base cost per GSF according to different use types in a building.

The cost factors and their applications can be changed readily upon consultation with the Client without impacting project scope or cost, as long as the change is made prior to report publication. Calculated CRVs are updated automatically in the AMS software when the annual inflation factor is added to the database.

Traditional methods of calculating CRV do not take into account the historic significance of a structure. Replacement of a historic structure would only occur in the event of a catastrophic loss of building. In such occurrences, the normal practice ISES observes is to calculate the cost to construct modern facilities that meet your architectural standards rather than attempt to mimic the historical construction style that has been lost.

Recurring and Nonrecurring Facility Renewal Needs

Facility renewal needs are divided into two main categories – recurring and nonrecurring. Recurring needs are cyclical and are associated with replacement or renewal of building components and systems on a regular cycle. Examples include roofs, chillers, windows, finishes and air handling units. The tool for projecting the recurring renewal costs is the Lifecycle Component Inventory. Each component has an associated renewal cost, installation date and life expectancy. From this data, a detailed projection of recurring renewal needs is developed for each building. These needs are categorized by ASTM UNIFORMAT II classification codes. The result is a detailed year-by-year projection of recurring renewal needs for a given asset.

Nonrecurring needs are one-time facility repairs and improvements. They typically consist of improvements to accommodate accessibility, address fire/life safety issues, or alter a building for a new use. They also include nonrecurring deficiencies that could negatively affect the structure or systems and components within. For these needs, recommendations are developed with estimated costs to rectify said deficiency. They each have a unique project number and are categorized by system, priority and classification. The costs are indexed to local conditions and markups applied as the situation dictates. Examples of such needs are repair of building façade damage or a roof section or installing an ADA entrance ramp.

Renewal Need Categories

Renewal needs are divided into appropriate categories, as well as multiple systems, components and elements within each category. The study for Altadena Library District will include:

- Immediate building site
- Exterior structure and roof systems
- Interior structure, including architectural finishes
- ADA accessibility
- Health hazards
- Fire/life safety
- Heating, ventilation and air conditioning systems
- Plumbing system
- Electrical system
- Vertical transportation

Recurring Renewal Need Classifications *(generated by the Lifecycle Component Inventory)*

- *Deferred Renewal*
Recurring repairs that are past due for completion but have not yet been accomplished as part of normal maintenance or capital repair efforts. Further deferral of such renewal could impair the proper functioning of the facility. Costs estimated for Deferred Renewal needs should include compliance with applicable codes, even if such compliance requires expenditures beyond those essential to effect the needed repairs. (These do not pertain to components found in what is considered to be program-use space within a building.)
- *Projected Renewal*
Recurring renewal efforts that will be due within the scope of the assessment. These represent regular or normal facility maintenance, repair or renovation that should be planned in the near future. (These efforts do not pertain to components found in what is considered to be program-use space within a building.)

Nonrecurring Renewal Need Classifications *(stored in the Projects module)*

- *Plant/Program Adaption*
Nonrecurring expenditures required to adapt the physical plant to the evolving needs of the organization and to changing codes or standards. These are expenditures beyond normal maintenance. Examples include compliance with changing codes (e.g., accessibility), facility alterations required by changed teaching or research methods and improvements occasioned by the adoption of modern technology (e.g., the use of personal computer networks).
- *Corrective Action*
Nonrecurring expenditures for repairs needed to correct random and unpredictable deficiencies. Such recommendations are not related to aligning a building with codes or standards. Deficiencies classified as “Corrective Action” could have an effect on building aesthetics, safety or usability.

Code Compliance Limitations

The FCA is an inspection of an existing facility intended to identify building system upgrades which could increase the projected lifespan of the building, decrease the operating cost for the building, or a combination of the two. ISES Corporation is not functioning as a design architect, design engineer or building code official. In conducting the FCA, ISES is not making an all-inclusive code compliance inspection. If building code violations are observed, they will be reported to the Owner. However, any list of code violations is not exhaustive. If code violations exist, their correction is the responsibility of the professional who designed them, the party who constructed them, or the Owner’s representative who approved them. If major remodeling or additions to existing spaces are contemplated, ISES’ recommendations are contingent upon a registered design professional’s certification that the modifications can be made in compliance with all applicable codes existing at the time of such remodeling or addition.

Prioritization of Nonrecurring Renewal Needs

Recurring renewal needs do not receive individual prioritization, as the entire data set of needs in this category is year-based. Each separate component has a distinct need year, rendering further prioritization unnecessary. Each nonrecurring renewal need, however, has a priority assigned to indicate the criticality of the recommended work. The prioritization utilized for this subset of the data is as follows.

- *Immediate*
Items in this category require immediate action to:
 - a. correct a cited safety hazard
 - b. stop accelerated deterioration
 - c. and/or return a facility to normal operation
- *Critical*
Items in this category include actions that must be addressed in the short-term:
 - a. repairs to prevent further deterioration

- b. improvements to facilities associated with critical accessibility needs
 - c. potential safety hazards
- *Noncritical*
Items in this category include:
 - a. improvements to facilities associated with noncritical accessibility needs
 - b. actions to bring a facility into compliance with current building codes as grandfather clauses expire
 - c. actions to improve the usability of a facility following an occupancy or use change

Energy Reduction Opportunities

Individual building reports will identify opportunities to conserve energy or water within recommended maintenance and facility renewal deficiency repairs or upgrades. These are casual opportunities observed during the facility walk-through, and the suggestions are not a substitute for an ASHRAE Energy Audit.

ASSET MANAGEMENT SYSTEM DATABASE

The ISES Asset Management System (AMS) is the industry standard for maintaining and managing capital and deferred renewal needs. It was designed inhouse exclusively for the purpose of managing FCA data and is the tool used daily by ISES personnel for data development and report generation. AMS accommodates ongoing management and use of FCA information in an efficient manner, allowing facilities professionals to manage their portfolios – instead of being managed by deteriorating facilities conditions.

All information derived from the inspections and related assessment data are stored in the database. AMS is secure, cloud-based and user-friendly. It has a menu-driven system for the efficient management and organization of FCA information. It uses a relational database, eliminating the storage of redundant data. From ease of use for data entry to providing reports and graphics utilized to quantify and qualify capital improvement plans, AMS is a powerful and invaluable tool.

The database is hosted under an ASP model. There are no minimal hardware specifications, and it is accessible via the Internet to anyone designated by the Client as an authorized user. Users can be created with different levels of view and edit capabilities based upon your needs. ISES will provide access via our own web servers and ensure that the system remains available and current. The only requirements for your authorized users are Internet access and web browser software.

Benefits

The power of AMS lies in its ability to sort data in numerous ways and generate customized reports to meet your needs. AMS allows you to easily track, sort and prioritize facility conditions by building or for all of the buildings in the database. Users will be able to identify needs across multiple assets through utilization of user-defined queries. Results can be exported for integration into presentations, analytical studies, reports, CMMS databases and more.

AMS Demonstration

We are in the process of finalizing the development of our new HTML5 database. At this time, AMS is only compatible with Windows Internet Explorer 7.0 or higher.

A complete working demonstration of the database can be accessed by visiting the ISES homepage (<http://isescorp.com>). Click on the **My AMS** button in the upper right-hand corner. You will need to permit Silverlight to launch. Then log in with the following information:

- User Name: demo
- Password: demodemo1
- Select “AMS Precise”

Data Sorting and Customized Reporting

AMS allows you to easily track, sort and prioritize facility conditions by building, defined group or for all of the buildings in the database. Results can be exported into presentations, analytical studies, reports, CMMS databases and more.

Figures 1a and 1b show renewal needs sorted by priority class and priority sequence.

Detailed Project Summary
Facility Condition Analysis
Priority Class - Priority Sequence
106 - BAKER HALL

Cat. Code	Project Number	Pri Cls	Pri Seq	Project Title	Construction Cost	Professional Fee	Total Cost
IS5A	106IS04	1	1	REPAIRS TO CRACKED AND WORN MARBLE STEPS	27,701	5,540	33,241
Totals for Priority Class 1					27,701	5,540	33,241
FS1A	106FS02	2	2	REPLACE BATTERY EXIT SIGNS WITH CENTRAL POWER UNITS	22,212	4,442	26,654
HV3A	106HV01	2	3	REPLACE HVAC SYSTEMS IN RESIDENTIAL AREAS	1,771,104	354,221	2,125,324
EL3B	106EL02	2	4	SECONDARY ELECTRICAL REPLACEMENT			
EL5A	106EL04	2	5	INSTALL EMERGENCY GENERATOR NETWORK			
Totals for Priority Class 2							
FS5C	106FS01	3	6	CORRIDOR DOOR REPLACEMENT			
AC2A	106AC01	3	7	ADD EXTERIOR CONCRETE			
AC3A	106AC08	3	8	INSTALLATION OF ADA COMPLIANT			
AC4A	106AC09	3	9	INTERIOR ACCESSIBILITY ROOMS			
ES4A	106ES02	3	10	SELECTIVE CLAY TILE ROOF			

Figure 1a. Priority Class by Priority Sequence report for Facility 106, Baker Hall.

Detailed Project Summary
Facility Condition Assessment
Priority Class - Priority Sequence
ACA - Academic Buildings

Cat. Code	Project Number	Pri Cls	Pri Seq	Project Title	Construction Cost	Professional Fee	Actual Cost to Date	Remaining Cost
FS5D	102FS01	1	1	DOOR INSTALLATION AND RELOCATION OF EQUIPMENT AT EGRESS	8,831	1,413	0	10,244
FS5A	125FS03	1	1	AUDITORIUM FLOOR LEVEL LIGHTING UPGRADE	13,412	2,146	0	15,558
FS5C	133FS04	1	1	ELIMINATE FIRE RATING COMPROMISES	1,326	212	0	1,692
ES1B	134ES02	1	1	EXTERIOR WATERPROOFING OF FOUNDATION	37,099	5,936	0	43,034
AC2A	139AC03	1	1	BUILDING ENTRY ACCESSIBILITY UPGRADES	16,290	2,606	0	20,786
FS5E	140FS01	1	1	EXTERIOR FIRE STAIRS	8,608	1,377	0	9,986
IS2A	145IS01	1	1	MECHANICAL ROOM WALL RECONSTRUCTION	20,065	3,210	0	23,276
FS4A	148FS01	1	1	INSTALL HAZARDOUS CHEMICAL STORAGE CONTAINMENT	1,723	0	0	1,723
PL2B	153PL01	1	1	INSTALL SUMP PUMP SYSTEM	9,261	1,482	0	11,818
ES4A	134ES03	1	2	SELECTIVE GUTTER AND SOFFIT REPAIRS	6,042	967	0	7,009
AC2A	140AC03	1	2	ACCESSIBILITY UPGRADE FOR BUILDING ENTRY	7,762	1,242	0	9,905
ES4B	151ES03	1	4	MODIFY ROOF AND DRAINAGE SYSTEM	425,407	68,065	0	493,472
VT7A	151VT01	1	4	COMPREHENSIVE ELEVATOR MODERNIZATION	48,002	0	0	48,002

Figure 1b. Priority Class by Priority Sequence report for user-created group called "Academic Buildings".

Lifecycle Component Inventory (Recurring Renewal Needs)

The ISES FCA includes development of a full lifecycle component inventory of each facility. It is based on industry standard life expectancies applied to the systems and major components within a facility. The inventory covers the *entire lifespan* of the facility.

Figure 2a displays a typical lifecycle inventory list. Figure 2b shows the detail associated with individual line items in the inventory.

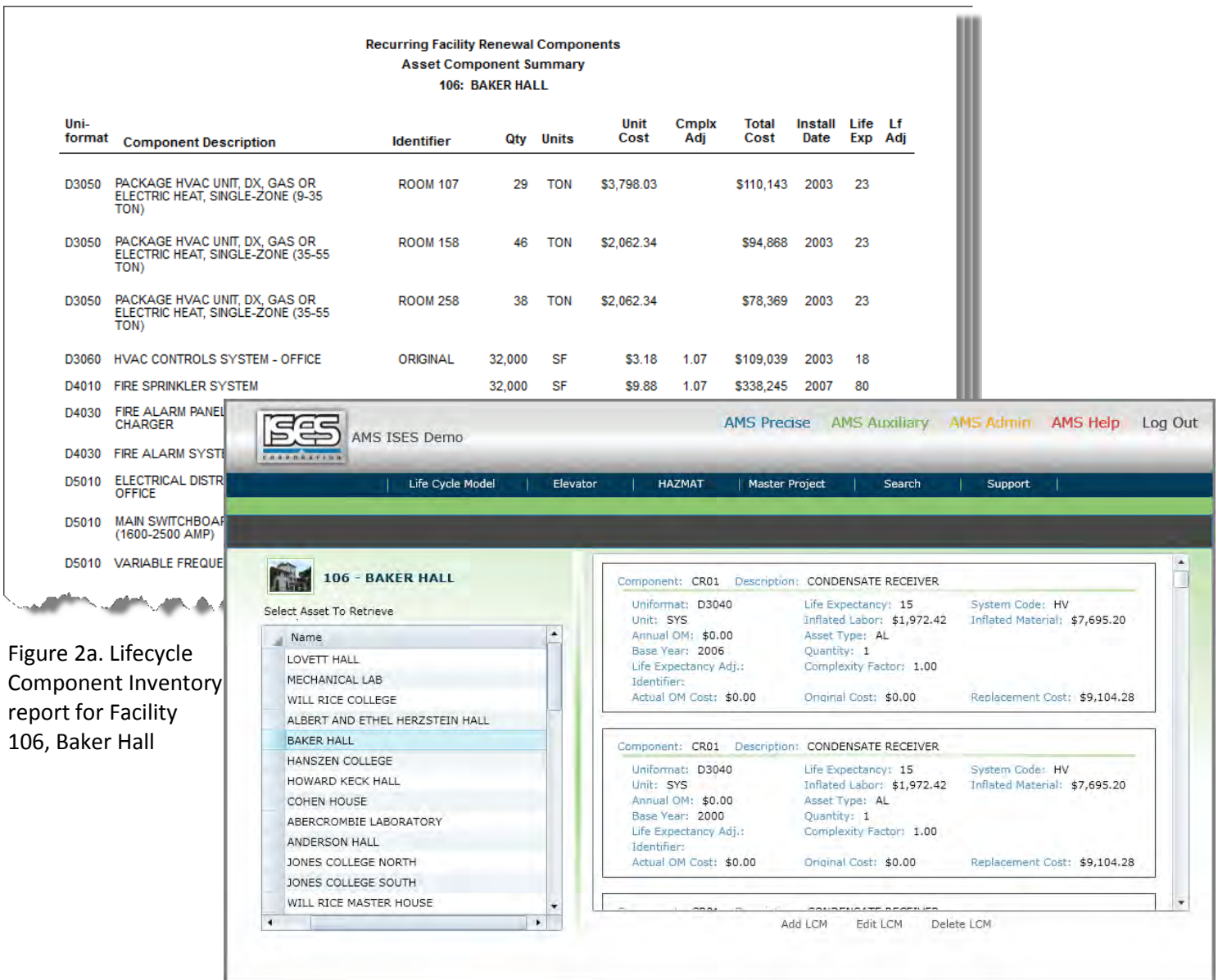


Figure 2a. Lifecycle Component Inventory report for Facility 106, Baker Hall

Figure 2b. AMS screenshot of Lifecycle Component Inventory detail.

Nonrecurring Renewal Needs

A. Management of Recommended Projects

The user can select an asset for specific data entry; enter, edit or view various system data and settings, including photographs and CAD; print or view a wide array of reports produced by SAP Crystal Reports; generate on-the-fly search lists; and construct forecasting models of system financial data.

Each deficiency is classified by the major property components identified. The user has the ability to edit fields and support tables to allow for owner-specified classifications to be added.

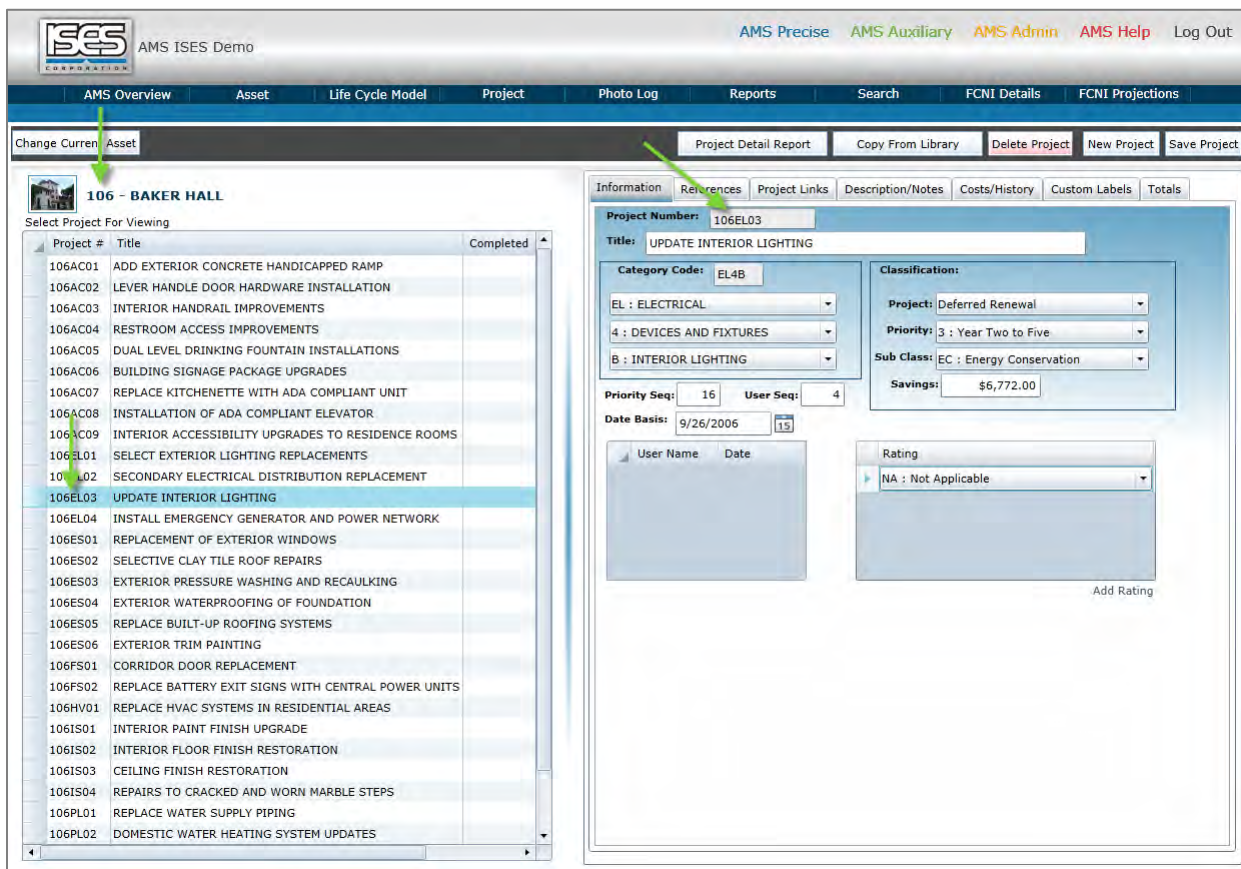


Figure 3. AMS screenshot of Project EL03 showing the Information tab of the Project Menu.

B. Cost Estimates

Costs for nonrecurring renewal needs include multiple tasks, as dictated by circumstances. All costs are estimated and then indexed to local conditions. Markups are applied as the situation dictates.

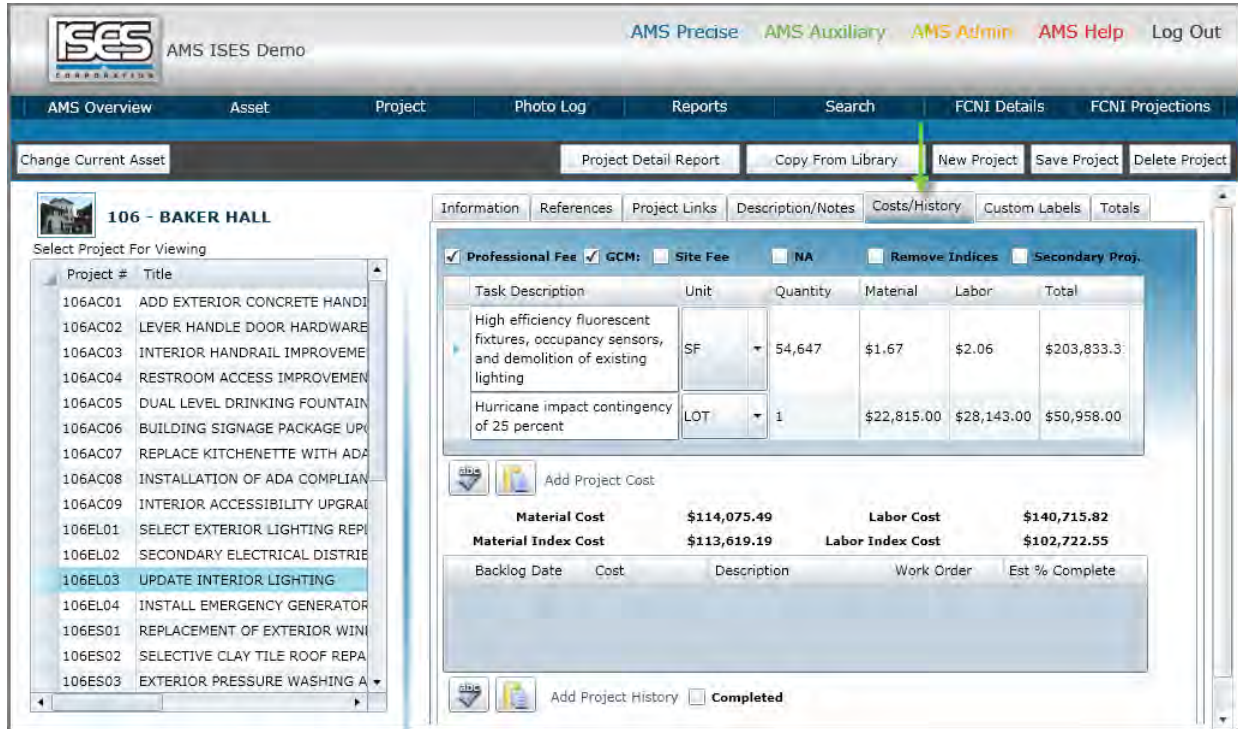


Figure 4. AMS screenshot of Project EL03's Costs/History tab.

The database also contains a History section that allows you to record any work that is performed on a project. This feature records the date, actual cost, description of work performed, work order number (if applicable) and estimated percentage of completion. If the work is 100% complete, it will remain in the database but is removed from the reporting of outstanding projects.

C. Project Totals

This summary shows original costs, inflation (as dictated by the base year of the estimate), total markups and work completed to date.

The screenshot displays the AMS ISES Demo software interface. At the top, there is a navigation bar with options like 'AMS Overview', 'Asset', 'Project', 'Photo Log', 'Reports', 'Search', 'FCNI Details', and 'FCNI Projections'. Below this, there are buttons for 'Change Current Asset', 'Project Detail Report', 'Copy From Library', 'New Project', 'Save Project', and 'Delete Project'. The main content area is titled '106 - BAKER HALL' and shows a list of projects for viewing. The 'Totals' tab is selected, displaying the following cost breakdown:

Material/Labor Index Cost:	\$216,341.74		
GCM:	\$43,268.35	GCM:	20%
Inflation:	\$0.00	Base Year:	2006
Construction Cost:	\$259,610.08		
<hr/>			
Construction Cost:	\$259,610.08	Professional Fee:	20%
Professional Fee:	\$51,922.02	Site Fee:	0%
Site Fee:	\$0.00	NA:	0%
NA:	\$0.00		
Project Total:	\$311,532.10		
<hr/>			
Project Total:	\$311,532.10		
Cost To Date:	\$0.00	Est. % Complete:	0%
Project Total:	\$311,532.10		

Figure 5. AMS screenshot of Project EL03's Totals tab.

Photolog

In addition to detailed renewal information, ISES creates a full photographic record of the physical inspection of the building, which is accessible via the database. This provides visual identification of the facility, as well as documentation of renewal needs.

Figure 6a depicts thumbnails of the photographs taken by the field inspectors, together with their description and location. Clicking on the photo will generate a larger popup of the image. The photos in 6b are linked to project EL03 (Upgrade Interior Lighting), showing affected areas in the building.

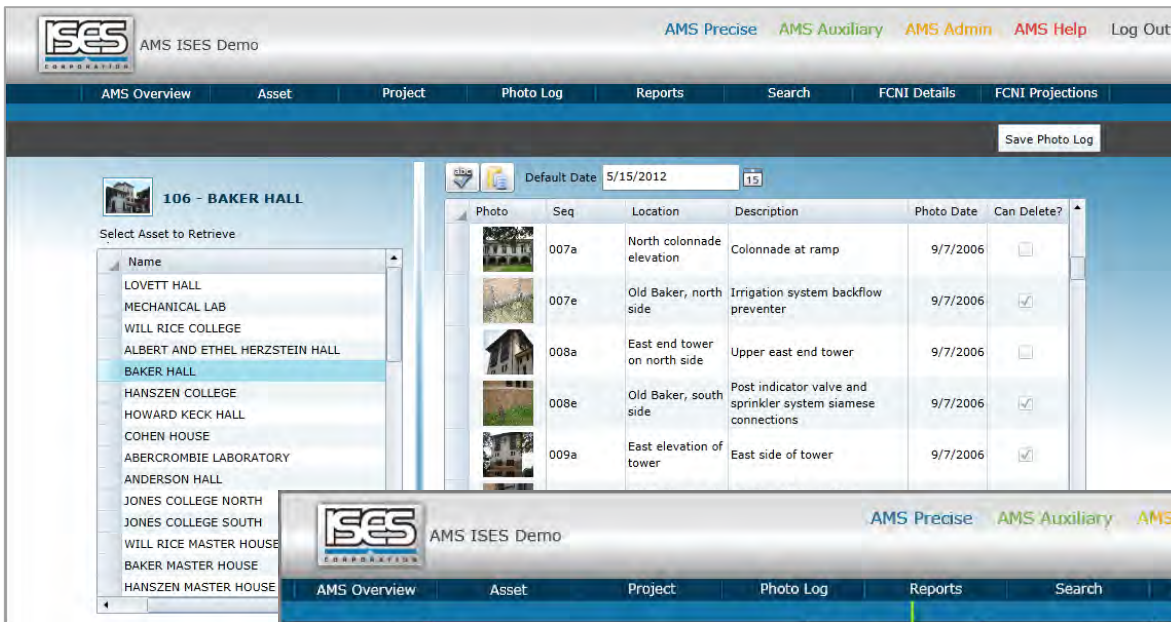


Figure 6a. AMS screenshot of building Photolog.



Figure 6b. AMS screenshot of project EL03's Project Links Tab.

CAD Drawings

If good quality single-line, space management drawings are provided by the Client, ISES identifies the location of nonrecurring renewal recommendations on the floor plans. These drawings are integrated with the database and included in published facility reports.

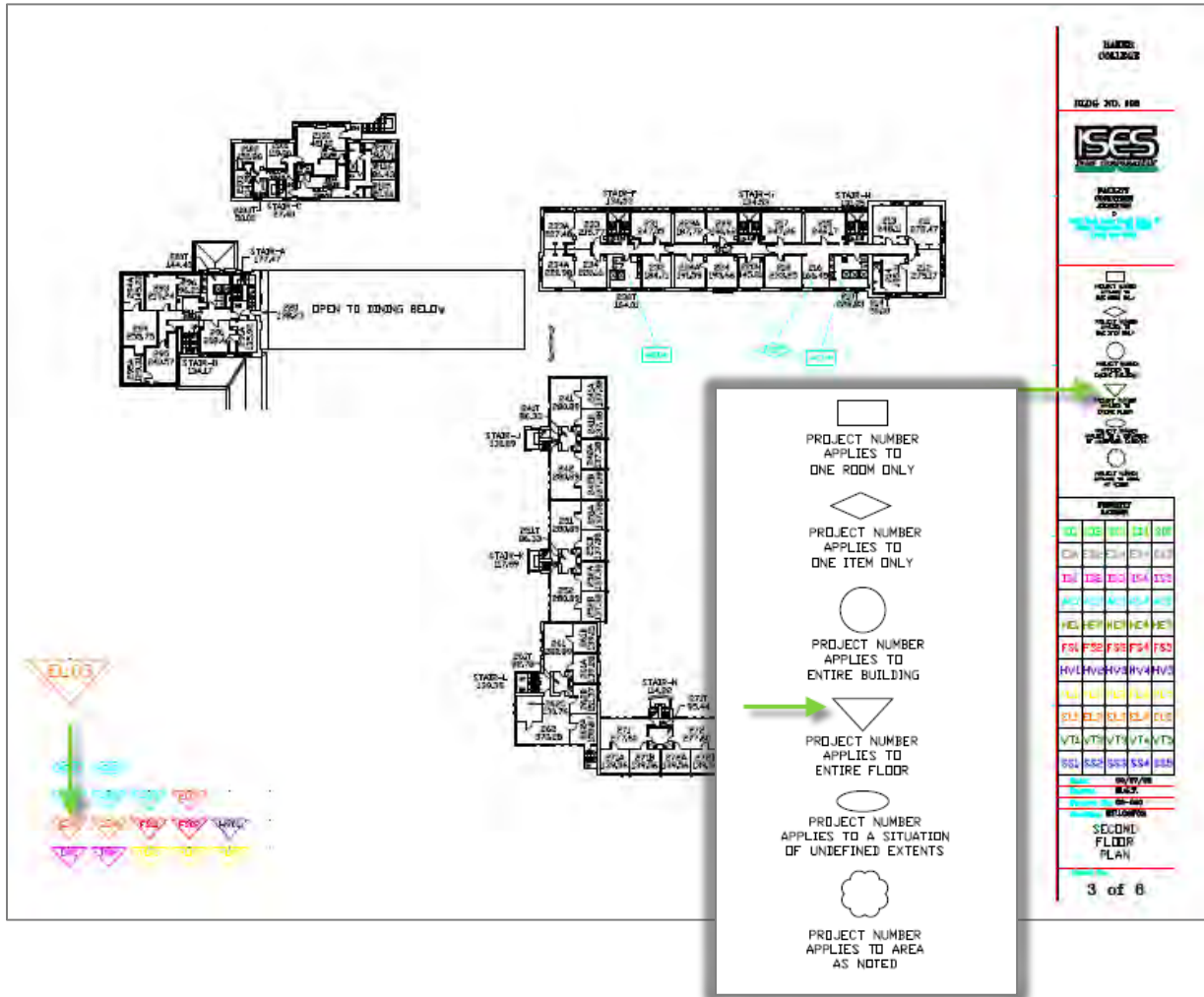


Figure 7. CAD for the second floor of the facility. The triangular icon for EL03 indicates that the renewal recommendation pertains to the entire floor.

Facility Reinvestment Modeling

Once the baseline condition of each facility has been established through the FCA process, the built-in modeling capability of AMS allows you to forecast funding requirements to meet target goals of condition. Multilevel financial modeling can be generated by deferred renewal backlog, capital renewal and selected timeframe.

- AMS calculates various metrics of your asset portfolio and measures the overall FCNI against a national standard.
- Projections can be based on renewal needs for a single building or across the entire facilities portfolio.
- The information can be presented both graphically and textually and be exported in standardized Microsoft Office formats.

Figure 8 depicts economic parameters for setting up the models. It shows the various parameters that are input into the model once the existing condition has been established.

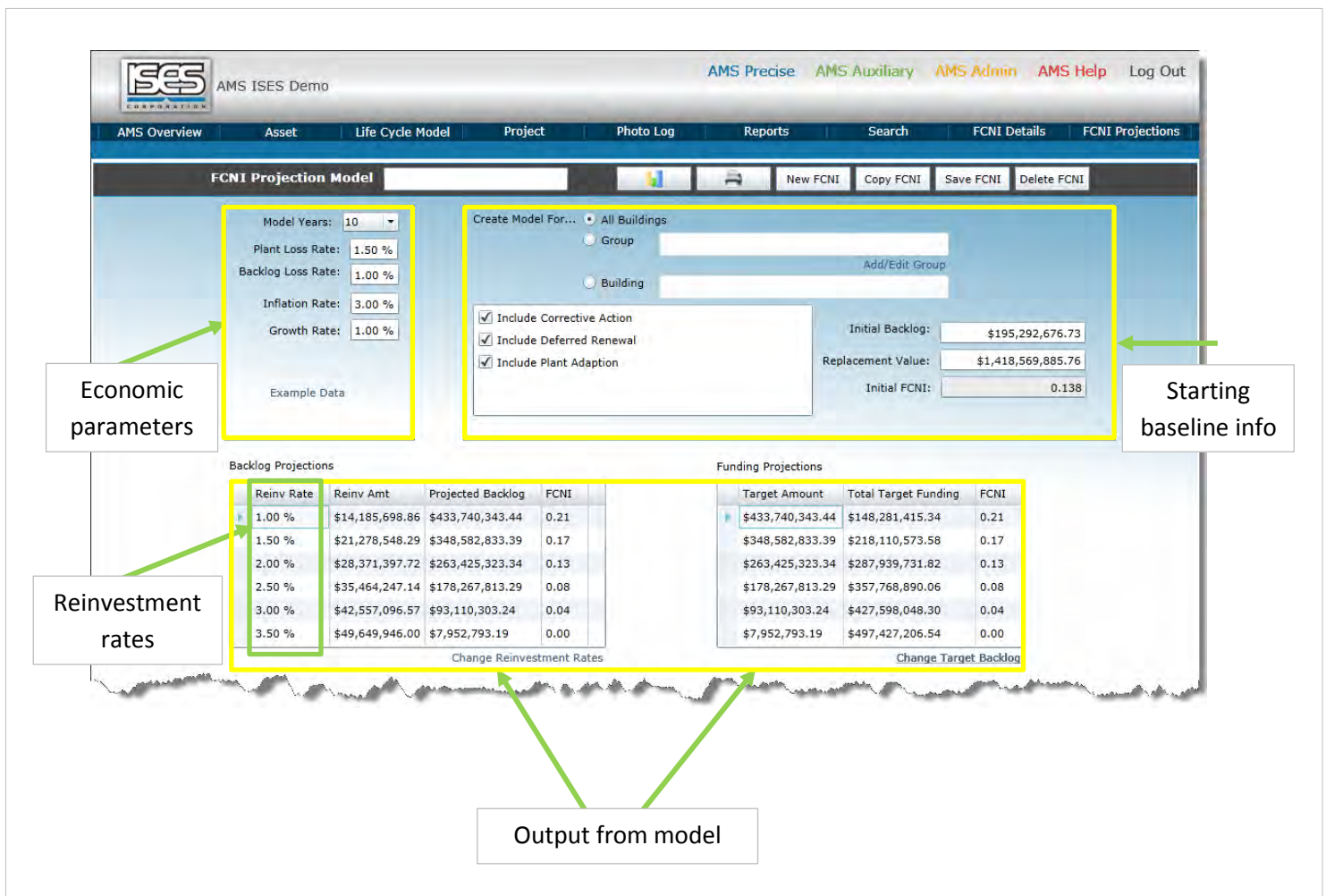


Figure 8. AMS screenshot of the Projection Model feature for the entire campus.

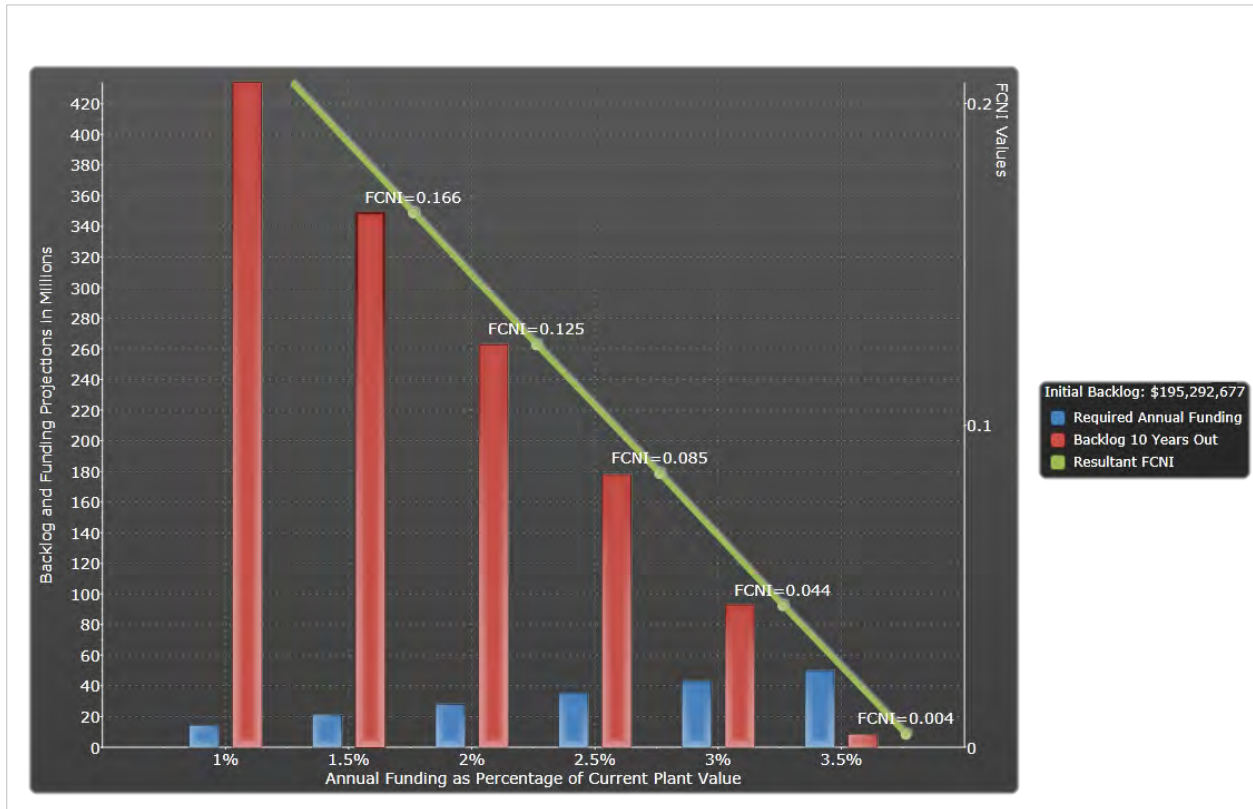


Figure 9. AMS screenshot of the Projection Model's Graphic Report.

ISES will work with you to develop several funding scenarios based on differing targets. Using the modeling function, the required levels of funding to achieve target conditions can be established.

The projections in Figure 8 are based on the facilities renewal need across the entire facilities portfolio. They are displayed graphically in Figure 9.

AMS Hosting

ISES will host your customized AMS database under an application service provider (ASP) model. We will provide access via our own web servers to anyone designated by the Client as an authorized user. The only requirements for your users are Internet access and web browser software. Our data hosting is located in the QTS Atlanta Metro Data Center, the second largest data center in the world. With this quality provider, we are able to provide a secure and highly reliable software solution to our clients and attain nearly 100% network availability.

By virtue of ASP hosting, you are guaranteed that your database will remain available, secure and maintenance-free. This enables you and your staff to concentrate on managing your buildings, rather than database maintenance. ISES is in the business of serving our clients and creating long-term relationships. Our AMS database was developed in-house to support our customers' needs for managing facility data and capital renewal planning. Our goal is to help you improve the quality of your facility portfolio and your delivery of facility management services. We offer a very low annual fee with no long-term commitments.

General

All data and application services are housed in a Tier 4 SSAE 16 Type II compliant data center. All systems critical to operations are fully N+1m including but not limited to:

- Internet uplinks
- Power systems (circuits in cage/UPS/generators)
- Environmental controls (cooling/fire suppression)

Physical security to the QTS Atlanta Metro Data Center is provided by QTS security detail. There is a single site entrance with a security gate and guard house, and a perimeter security fence that is monitored 24x7x365 by CCTV and active foot patrols. The data center floor and secured areas require card key and two-factor biometric authentication. There is a six-level biometric access procedure in place to get to the servers. Remote access to the servers is restricted to administrative personnel only.

All network and systems run on redundant hardware with fully diverse switching and firewall infrastructure. The environment is secured using a combination of next generation firewalls, IPS/IDS (Intrusion Prevention System/Intrusion Detection System) and Anti-Virus. All of these components are redundant and monitored 24x7x365. System availability is 99.999%, including system maintenance, which is done after business hours.

Data Availability and Backup

- Data will be backed up on a bi-hourly basis
- Retention Policy
 - Daily backups will be held for 7 days
 - Weekly backups will be held for 4 weeks
 - Monthly backups will be held for 12 months
 - Annual backups will be held for 2 years

- Active data will be available through the life of the contract

Training on AMS

Training in the full operation of AMS via webinar is simple. Users will familiarize themselves with functions such as project review, editing and creation, backlog reduction entry, building information editing and creation, and report generation. We will also provide full administrative training for the designated system administrator(s). Training manuals are available in PDF format and can be accessed via the database or provided upon request.

Continuing Support

Our free first-year hosting provides you with unlimited customer support. This extends past the official end of the FCA process. After all of the reports have been delivered and the final presentation has been made, we remain available to help at no additional charge. This includes additional training sessions, assistance with custom report generation and development of database query strategies (by request). Customer support is available via email and a toll-free telephone help line.

INFRASTRUCTURE ASSESSMENT (ADD ALTERNATE)

While assessing the condition of the Altadena Library District facilities, our field inspectors can also evaluate the condition of the paved parking and roadways, pedestrian pathways, other hardscape (such as fences and retaining walls), and utilities owned by the Library District on the building site, up to the Point of Connection with the municipality.

EXECUTIVE SUMMARY AND PRESENTATION

ISES Corporation not only delivers a report on the condition of each facility in your study, but also a summary of your buildings as a group. Upon completion of the FCA process, ISES prepares an Executive Summary Report that provides consolidated reporting data across the entire asset portfolio.

Renewal cost estimates will be sorted and totaled by building, system code, priority and FCNI. The data can also be sorted based on your unique funding requirements. The overall condition of the facility portfolio will be categorized to give you a “bottom line” for the entire collection of assets. Comparisons between your portfolio and analogous organizations will be developed.

An FCA study sometimes results in a formidably high anticipated capital budget for facilities renewal. As an objective third party, ISES will deliver a PowerPoint presentation to your key audience or assist you in presenting the results of the FCA to senior administration, boards of trustees, citizens or other groups who grant funding. This presentation will include an explanation of the FCA process, along with all pertinent information from the database, photographic images, graphics and charts.

“ While most high performing facilities teams have a unique understanding of the condition of their buildings and systems, sometimes inhouse views are myopic because of the many competing challenges of day-to-day facilities management. Facilities Condition Assessments based on actual detailed inspections and interviews by an outside vendor provide the needed perspective to fully evaluate the existing condition of assets.

This critical and unbiased look is necessary for development of valid data and recommendations for effective renewal decisions. The recent FCAs I had conducted by ISES Corporation on nearly 2.2M GSF have already had a powerful and immediate impact on campus budget and planning efforts because of the credibility of the FCA information. ”

*Kevin Doyle, Director, Ret., Facilities Management and Services,
California State University, Chico*

SUMMARY OF DELIVERABLES

The following items shall be provided as part of this project:

1. Project execution plan and schedule
2. Inclusion of pre-existing FCA data (if provided by Client)
3. FCA data

Detailed assessment report for each asset inspected. Documentation includes:

- overall summary in charts and graphs
- methodology description
- various data sorts, tables and graphs:
 - *total ten-year facility renewal costs*
 - *facilities renewal needs by system*
 - *facility renewal plan*
 - *project list by project classification*
 - *project list by category/system code*
 - *project-by-project details*
- lifecycle component inventory
- digitally recorded photographs of inspection
- CAD (if provided by Client) showing the location of nonrecurring needs

Reports will be delivered as printed, bound volumes (four copies).

4. Functional FCA database

- cloud-based
- multi-user
- various security levels
- hosted by ISES
- unlimited support (with hosting fee)

5. Infrastructure Report

Report will be delivered as a printed, bound volume (four copies).

6. Executive Summary Report of all assessment data delivered in PDF format and bound volume
7. Formal, multimedia presentation of all Executive Summary results

PROJECT FEES

The fees for ISES Corporation to perform the services described herein for Altadena Library District are as follows:

Base Bid

Site FCA survey, report development and all expenses (transportation, lodging, meals, office support, etc.).

Total Fixed Fee **\$23,720**

Infrastructure Survey (Add Alternate)

Site infrastructure survey, report development and all expenses, if conducted simultaneously with FCA survey.

Total Fixed Fee **\$2,075**

Asset Management Hosting

ISES will provide one year of hosting, free of charge, with the base proposal. The first year commences upon delivery of final FCA report. The following fee includes all necessary database license rights, maintenance upgrades and web-based training.

Annual ASP Hosting Fee* (after first year) **\$4,975**

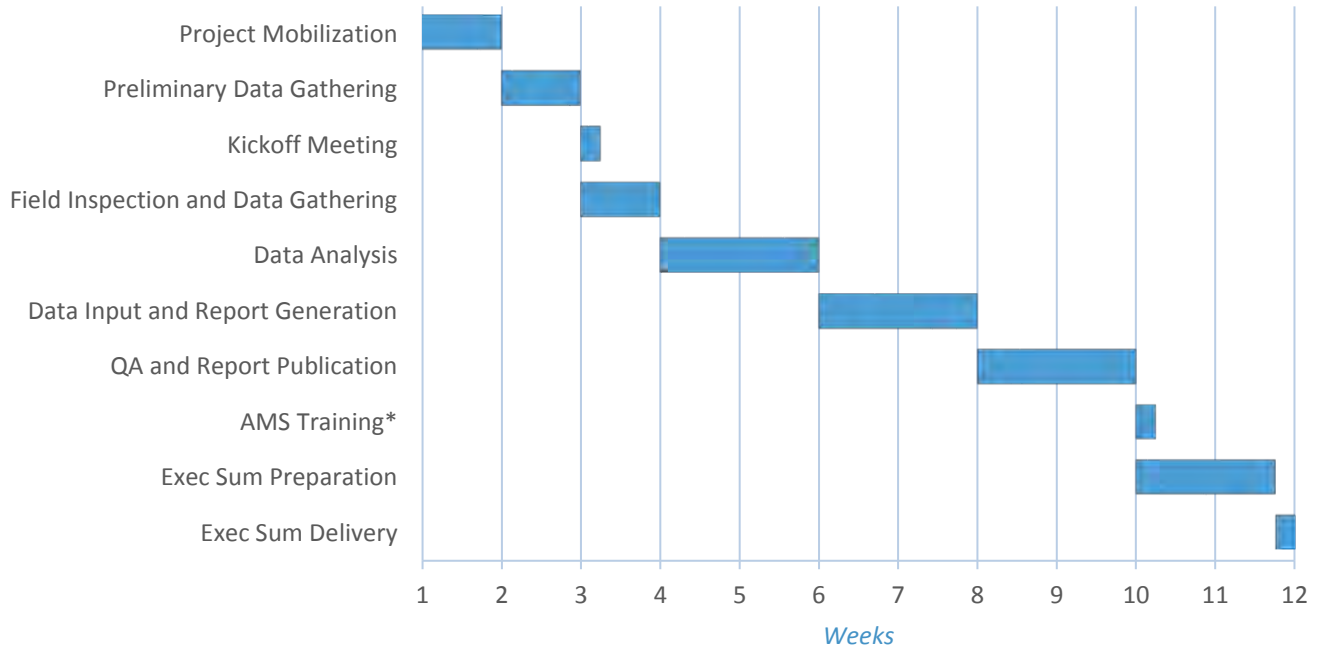
** This hosting fee provides access for an unlimited number of named users and a maximum of five **concurrent** users. A revised hosting quote will be provided should you need additional concurrent users. Fee is due at beginning of each year of ASP service.*

Payment Schedule

Progress payments are expected on a monthly basis for services rendered or person-days expended to date. An Activity Report will be submitted with each invoice. Terms are net 30 days or sooner, per submitted invoice.

PROJECT SCHEDULE

Inspection schedules will be coordinated with the Client after written receipt of Notice-to-Proceed. Project duration, from commencement of field inspections to project completion, is expected to take no longer than 12 calendar weeks. The project will be scheduled in such a way as to reduce overall travel expenses and to promote field survey cost-effectiveness.



* AMS Training can occur any time after this date.

GENERAL PROVISIONS

1. All work submitted to the Client for review is to be held in confidence by ISES Corporation and its personnel.
2. The Client will make available to ISES personnel any existing drawing and documents on facilities included in this assessment.
3. This proposal is valid until May 31, 2018.
4. The Client is to provide an appropriate working environment, keys, parking, parking permits, and to include all pertinent data and applications required.
5. Any and all legal expenses and fees that are incurred for the collection of invoices will be at the Client's expense.
6. The contract may be terminated by either party by issuing a 30-day written notice stating termination of said services.
7. Should services be required or requested during the term of this project that extend beyond the scope of this proposal, such work shall be performed at the Client's request as an addition to the basic form of agreement. Such work will be quoted and billed separately. Such work shall be approved and the cost for it agreed on by the Client or its designated representative prior to performance.
8. Travel expenses are included in the fixed fee. However, travel expenses incurred by ISES, when such travel is then cancelled at the Client's request, will be invoiced at cost.

REVISED FEE PROPOSAL FOR:

**FACILITY CONDITION ASSESSMENT
SERVICES**

ALTADENA LIBRARY DISTRICT

FEBRUARY 22, 2018



3100 BRECKINRIDGE BLVD
SUITE 400
DULUTH, GA 30096
800.881.ISES
WWW.ISESCORP.COM

PROJECT FEES

The fees for ISES Corporation to perform the services described herein for Altadena Library District have been revised to the following:

Base Bid

Site FCA survey, report development and all expenses (transportation, lodging, meals, office support, etc.).

Total Fixed Fee **\$19,200**

Infrastructure Survey (Add Alternate)

Site infrastructure survey, report development and all expenses, if conducted simultaneously with FCA survey.

Total Fixed Fee **\$2,075**

Asset Management Hosting

ISES will provide one year of hosting, free of charge, with the base proposal. The first year commences upon delivery of final FCA report. The following fee includes all necessary database license rights, maintenance upgrades and web-based training.

Annual ASP Hosting Fee* (after first year) **\$4,975**

** This hosting fee provides access for an unlimited number of named users and a maximum of five **concurrent** users. A revised hosting quote will be provided should you need additional concurrent users. Fee is due at beginning of each year of ASP service.*

Payment Schedule

Progress payments are expected on a monthly basis for services rendered or person-days expended to date. An Activity Report will be submitted with each invoice. Terms are net 30 days or sooner, per submitted invoice.



**RESOLUTION No. 201803
ESTABLISHING AUTHORIZED SIGNATURES**

WHEREAS, the Chase Bank requires a resolution from the governing body of the Altadena Library District listing the authorized signers on all bank accounts and safe deposit box whenever a change occurs, therefore be it

RESOLVED, that the bank is authorized to pay out funds from the following accounts with any two (2) signatures of the individuals whose names and titles are listed below on behalf of the Altadena Library District:

	<u>Account Type</u>	<u>Account Number</u>
1.	Business Money Market Account	on file
2.	Business Checking	on file
3.	Business Checking	on file

	<u>Authorized Representatives</u>	<u>Title</u>
1.	Mindy Kittay	District Director
2.	William Ryan Roy	Acting District Director / Public Services Director

	<u>Authorized Signers</u>	<u>Title</u>
1.	Mindy Kittay	District Director
2.	William Ryan Roy	Acting District Director / Public Services Director
3.	Estella Terrazas	Collection Development Manager
4.	_____	Trustee
5.	_____	Trustee

Adopted at the regular meeting of the Board of Trustees of the Altadena Library District the 7th day of March 2018.

By: _____
John McDonald, President

By: _____
Armando Zambrano, Trustee

March 7, 2018
(Date adopted and approved)