



Honoring the past, cultivating the present, empowering the future

AMENDED AGENDA

Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

August 28, 2017 – 5:00 p.m.

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

1. **CALL TO ORDER (5pm)**

2. **ROLL CALL: (5pm – 5:03pm)**

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

3. **ADOPTION OF AGENDA (5:03-5:05pm)**

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

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

4. **PUBLIC COMMUNICATION**

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

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

HIRES/PROMOTIONS:

1) APPOINTMENTS

None

2) RESIGNATIONS AND TERMINATIONS

<u>Name</u>	<u>Position</u>	<u>Status</u>	<u>Effective Date</u>
Perla Vogel	Library Clerk I	PTH	7/12/2017
Chris Woods	Library Clerk II	PTH	7/22/2017
Melloney Collier	Library Associate	FTH	7/28/2017

3) TRANSFERS AND PROMOTIONS

None

6. **FINANCIAL REPORTS (5:05-5:15pm)**

a) Financial reports for June 2017 (**DISCUSSION/POSSIBLE ACTION**) (Presented by Cindy Byerrum, CPA)

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

7. **CONSENT CALENDAR (5:15-5:20pm)**

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

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

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

- a) Approval of minutes – Regular meeting held July 24, 2017
- b) Approval of Minutes – Special Meeting held July 29, 2017
- c) Statistical Reports – YTD – July 2017
- d) Departmental Monthly Report – July 2017
- e) Job Descriptions:
 - 1) Library Clerk I - General
 - 2) Library Clerk I – Collection Development
 - 3) Library Clerk II – General
- f) Resurfacing of Main Library Parking Lot, Approval For Director To Sign Quote And Issue Payment

8. **CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR (5:20-5:25pm)**

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

9. **NEW BUSINESS**

- a) Annual Review of Outsourcing of Human Resources (**INFORMATION**) (5:25-5:35pm)

10. **OLD BUSINESS**

- a) Human Resources Update – Written Report by HRNETwork (**INFORMATION**) Audrianne Adams Lee (5:35-5:45pm)

b) [REDACTED]

11. **DIRECTOR'S REPORT (5:55-6:10pm)**

- a) Final Report of Phase I Renovation (**INFORMATION**)
- b) Taste of Dena Update (**INFORMATION**)
- c) Updating and Changes to the Bylaws – Request for special meeting and/or subcommittee (**INFORMATION/ACTION**)
- d) Strategic Plan Review & Creation – Request for special meeting and/or subcommittee (**INFORMATION/ACTION**)

12. **CORRESPONDENCE**

- a) CLLS Award Letter

13. **REPORTS OF SUPPORT GROUPS**

- a) Altadena Library Foundation
- b) Friends of the Altadena Library (6:10-6:15pm)

14. **REPORTS OF TRUSTEES (6:15-6:20pm)**

15. **CLOSED SESSION**

The Board of Trustees will recess into closed session pursuant to the Ralph M. Brown Act (Government Code Section 54960 et seq.) for purposes of the discussing and taking action on the following items:

- a) PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code Section 54957
Title: District Director
Annual Review of District Director

16. **RECESS BACK INTO OPEN SESSION**

17. **PUBLIC REPORT OF ANY REPORTABLE ACTION FROM CLOSED SESSION.**

18. **AGENDA ITEMS FOR FUTURE AGENDAS**

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

19. **ADJOURNMENT**

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: August 28, 2016

PREPARED BY: Mindy Kittay LOCATION: Community Room

TITLE: Summary Report of Financial Statements for FY2016-2017

The following financial reports are for the fiscal year end June 30, 2017. They are unaudited and will change after the auditor and CPA provide journal entries to close the year.

REVENUE HIGHLIGHTS:

The District will end the year will approximately 2.9 million in cash and investments. The (unaudited) net income for the year is \$112,117.04.

The revenue related to the Districts Property Taxes came in slightly higher than estimated (by \$29,591) and the revenue from the Parcel Tax came in slightly lower than estimated (by \$5,346).

Property Taxes and the Parcel Tax were .51% higher than the previous year.

It was not necessary to transfer in funds from Reserves even though the Phase 1 Renovation was completed during this year. This was due to a reduction in spending for the Materials and Services of the library and because total expenditures for the year were under budget.

EXPENDITURE HIGHLIGHTS:

Personnel related expenses for Wages and Salaries came in at 98.66% of the Budget and the total of Personnel Related Expenses came in at 95.41% of the Budgeted amount.

Due to the Phase 1 Renovations and the extra projects that were completed during this year, some line items on the expense side went over budget such as: Maintenance Contracts, Equipment, Furniture, Fixtures, and Refuse.

Meetings and Travel, mostly related to the Community Conversations and Turned Outward (Outreach) projects, were over budget.

Operating Supplies are also over budget mostly due to the programs related to the 50th Anniversary year and the Grand Re-Opening.

Overall Expense for the District came in at 93.1% of what was budgeted.

OVERVIEW:

The District ended the year within Budget and added approximately \$112,117.04 to its current assets while also increasing its Fixed/Capital assets through the Phase 1 Renovation project, using the HUD funds and a generous donation from the Altadena Library Foundation.

**Altadena Library District
BALANCE SHEET
For the Year Ended June 30, 2017**

	Jun 30, 17
ASSETS	
1080 · Petty Cash	777.00
Total Cash & Investments	777.00
Cash In Bank	
1021 · Chase General Acct...2951	1,527,726.51
1026 · Chase HY Svgs...6883	5,030.01
1041 · Chase HY Svgs...6875	1,011,484.97
1045 · Cash HUD Checking...2969	320,000.33
Total Cash In Bank	2,864,241.82
Cash with County	
1010.00 · Cash in County Treasury	92,693.55
1013 · FMV - COLA Funds	2,964.69
Total Cash with County	95,658.24
Total Cash & Cash Equivalents	2,960,677.06
Total Checking/Savings	2,960,677.06
Other Current Assets	
1220 · Miscellaneous Receivable	15,967.16
Total Other Current Assets	15,967.16
Total Current Assets	2,976,644.22
Fixed Assets	
Capital Assets	
Accumulated Depreciation	
1800 · Accum Depr (S & I)	(1,017,286.20)
1900 · Accum Depr (FF & E)	(616,863.36)
Total Accumulated Depreciation	(1,634,149.56)
Depreciable Assets	
1550 · Structures & Improvements	1,184,498.97
1700 · Furniture, Fixtures & Equipment	683,740.71
Total Depreciable Assets	1,868,239.68
Non-Depreciable Assets	
1500 · Land	77,280.28
1510 · Artwork	102,500.00
1521 · CIP - Building Upgrade	37,743.00
1522 · CIP - Conservation Garden	35,082.00
Total Non-Depreciable Assets	252,605.28
Total Capital Assets	486,695.40
Total Fixed Assets	486,695.40
Other Assets	
Deferred Outflows of Resources	
1990 · DOR - Employer Contributions MD	159,174.00
1993 · DOR - Diff in Experience	7,575.00

Total Deferred Outflows of Resources	166,749.00
Prepays	
1075 · SCLC Deposit Account	910.00
1076 · Prepaid Items & Deposits	5,079.41
Total Prepays	<u>5,989.41</u>
Total Other Assets	172,738.41
TOTAL ASSETS	<u><u>3,636,078.03</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	18,072.34
Total Accounts Payable	<u>18,072.34</u>
Credit Cards	
2200.01 · UMB Card Services...3219	44,662.64
Total 2200 · Credit Cards	<u>44,662.64</u>
Total Credit Cards	<u>44,662.64</u>
Other Current Liabilities	
2030 · GASB 45 OPEB Liability	89,113.66
2064 · Deferred Compensation - CalPERS	54.38
2100 · Payroll Payable	
2100.01 · Payroll Liabilities (EE)	5,753.37
2100.03 · CalPers CLASSIC (EE Ded)	422.88
2100.04 · CalPers PEPRA (EE Ded)	(21,064.99)
2100.05 · Accrued Vacation Payable	72,489.53
2100.07 · CalPers 457 (EE Contribution)	2,671.66
2100.08 · CalPers 457 (EE Loan Repayment)	642.60
Total 2100 · Payroll Payable	<u>60,915.05</u>
2999 · Suspense Account	<u>(0.06)</u>
Total Other Current Liabilities	<u>150,083.03</u>
Total Current Liabilities	<u>212,818.01</u>
Long Term Liabilities	
Deferred Inflows of Resources	
2601 · DIR - Diff Investment Earnings	35,930.00
2602 · DIR - Diff in Contributions	115,971.00
2603 · DIR - Changes in Proportions	211,556.00
2604 · DIR - Changes in Assumptions	71,672.00
Total Deferred Inflows of Resources	<u>435,129.00</u>
2700 · Net Pension Liability	<u>1,467,863.00</u>
Total Long Term Liabilities	<u>1,902,992.00</u>
Total Liabilities	<u>2,115,810.01</u>
Equity	
3300 · Retained Earnings	1,408,150.98
Net Income	<u>112,117.04</u>
Total Equity	<u>1,520,268.02</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,636,078.03</u></u>

Altadena Library District
BUDGET VERSUS ACTUAL
For the Year Ended June 30, 2017

	July '16 - June '17	BUDGET 2016/2017	VARIANCE POSITIVE NEGATIVE	PERCENT
REVENUES:				
Property Taxes	2,202,770	2,173,179	29,591	101.36%
Parcel Taxes	775,650	780,996	(5,346)	99.32%
Interest	4,352	10,020	(5,668)	43.44%
Fees & Passports	102,853	112,500	(9,647)	91.43%
Donations, Grants, Misc.	483,845	510,180	(26,335)	94.84%
Transfer in from Reserves		126,684	(126,684)	0.00%
TOTAL REVENUES	3,569,470	3,713,558	(144,088)	96.12%
EXPENDITURES:				
Wages and Benefits	2,070,191	2,169,794	(99,603)	95.41%
Library Materials	241,061	316,070	(75,009)	76.27%
Library Services	31,803	55,500	(23,697)	57.30%
Operating Expenses	310,777	333,925	(23,148)	93.07%
Professional and Technical	266,182	284,114	(17,932)	93.69%
Facilities, Grounds and Maintenance	125,168	128,000	(2,832)	97.79%
Capital	412,767	425,156	(12,389)	97.09%
Misc. Expenses	(595)	1,000	(1,595)	-59.49%
TOTAL EXPENDITURES	3,457,353	3,713,558	(256,205)	93.10%
NET INCOME	112,117	0	112,117	100.00%

Altadena Library District
BUDGET VERSUS ACTUAL
For the Year Ended June 30, 2017

100% Complete

Ordinary Income/Expense	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Income				
DONATIONS AND GRANTS				
4710 · Friends of the Library	21,000.00	21,000.00		100.0%
4730 · Undesignated	17,503.00	16,916.00	587.00	103.47%
4735 · Designated	71,802.37	87,750.00	(15,947.63)	81.83%
4740 · CA Library Literacy Services	26,300.00	26,300.00		100.0%
4750 · Cal State Library	13,500.00	13,500.00		100.0%
4755 · HUD Grant	319,998.29	318,263.64	1,734.65	100.55%
Total DONATIONS AND GRANTS	470,103.66	483,729.64	(13,625.98)	97.18%
FINES & FEES				
4305 · Fines	18,183.76	28,000.00	(9,816.24)	64.94%
4310 · Printer & Copy Machine	6,102.33	8,500.00	(2,397.67)	71.79%
4330 · Video Game Rentals				
4340 · Passport Services Fees	78,566.50	76,000.00	2,566.50	103.38%
Total FINES & FEES	102,852.59	112,500.00	(9,647.41)	91.43%
INTEREST INCOME & ADJUSTMENTS				
4210 · Chase Bank	1,366.13	20.00	1,346.13	6,830.65%
4220 · County Interest Allocation	2,986.33	10,000.00	(7,013.67)	29.86%
Total INTEREST INCOME & ADJUSTMENTS	4,352.46	10,020.00	(5,667.54)	43.44%
OTHER REVENUE & ADJUSTMENT				
4080 · Penalties, Interest & Costs-Ref	11,497.84	15,450.00	(3,952.16)	74.42%
4910 · Miscellaneous Income	243.51	5,000.00	(4,756.49)	4.87%
4940 · Transfer in from Reserves		126,683.74	(126,683.74)	
4999 · Rewards & Incentives	2,000.00	6,000.00	(4,000.00)	33.33%
Total OTHER REVENUE & ADJUSTMENT	13,741.35	153,133.74	(139,392.39)	8.97%
REVENUES				
Property Taxes				
4010 · Current-Year Secured				
4010.00 · Current Secured	2,050,654.35	2,027,714.00	22,940.35	101.13%
4010.01 · Revenue Residual	19,260.94			
4010.02 · Statutory Revenue	2,027.10			
4010.03 · SB 813 Supplemental	37,867.84	28,840.00	9,027.84	131.3%
Total 4010 · Current-Year Secured	2,109,810.23	2,056,554.00	53,256.23	102.59%
4020 · Current-Year Unsecured				
4020 · Current-Year Unsecured - Other	64,864.72	72,100.00	(7,235.28)	89.97%
Total 4020 · Current-Year Unsecured	64,864.72	72,100.00	(7,235.28)	89.97%
4030 · Prior-Year Secured				
4030 · Prior-Year Secured - Other	11,706.66	10,300.00	1,406.66	113.66%
Total 4030 · Prior-Year Secured	11,706.66	10,300.00	1,406.66	113.66%
4040 · Prior-Year Unsecured				
4040.00 · Prior Unsecured	2,372.90			
Total 4040 · Prior-Year Unsecured	2,372.90			
4050 · Homeowners Exemption	14,015.88	7,725.00	6,290.88	181.44%
4060 · Special Assessment				
4060.01 · Per Parcel Benefit Assessment	773,082.80	780,996.00	(7,913.20)	98.99%
4060.02 · Direct Assessments	2,566.94			
Total 4060 · Special Assessment	775,649.74	780,996.00	(5,346.26)	99.32%
4090 · RDA ABx126 Income		26,500.00	(26,500.00)	
Total Property Taxes	2,978,420.13	2,954,175.00	24,245.13	100.82%
Total REVENUES	2,978,420.13	2,954,175.00	24,245.13	100.82%

Total Income	3,569,470.19	3,713,558.38	(144,088.19)	96.12%
Expense				
PERSONNEL RELATED EXPENSES				
5000 · SALARIES & WAGES				
Total 5000 · SALARIES & WAGES	1,452,393.28	1,472,058.00	(19,664.72)	98.66%
5100 · Employer-Portion Taxes/Benefits				
5120 · Payroll Taxes (ER)	94,964.64		94,964.64	100.0%
5120.01 · Soc Security & Medicare	26,514.73	116,820.00	(90,305.27)	22.7%
5210 · PERS Retirement				
5210 · PERS Retirement - Other	126,730.35	180,765.00	(54,034.65)	70.11%
Total 5210 · PERS Retirement	126,730.35	180,765.00	(54,034.65)	70.11%
5222 · OPEB Contribution	140,004.00	140,000.00	4.00	100.0%
5250 · SUI	809.65	17,698.00	(16,888.35)	4.58%
Total 5100 · Employer-Portion Taxes/Benefits	389,023.37	455,283.00	(66,259.63)	85.45%
5200 · Insurance				
5220 · Health Insurance	119,695.97	204,000.00	(84,304.03)	58.67%
5221 · Health Insurance - Retirees	69,408.47		69,408.47	100.0%
5230 · Dental Insurance	15,500.17	14,435.00	1,065.17	107.38%
5240 · Vision Insurance	4,658.66	4,308.00	350.66	108.14%
5260 · Life Insurance	1,409.72	1,710.00	(300.28)	82.44%
5270 · Workers' Compensation	17,802.97	18,000.00	(197.03)	98.91%
5280 · Disability Insurance	298.32		298.32	100.0%
Total 5200 · Insurance	228,774.28	242,453.00	(13,678.72)	94.36%
Total PERSONNEL RELATED EXPENSES	2,070,190.93	2,169,794.00	(99,603.07)	95.41%
CAPITAL				
7310 · Equipment, Furniture & Fixtures	300,768.78	297,000.00	3,768.78	101.27%
7320 · Structures & Improvements	111,998.14	128,156.00	(16,157.86)	87.39%
Total CAPITAL	412,766.92	425,156.00	(12,389.08)	97.09%
FACILITIES, GROUNDS & MAINTENAN				
7205 · Maintenance Contracts	23,375.06	18,000.00	5,375.06	129.86%
7210 · Building Maint & Repairs	78,363.81	85,000.00	(6,636.19)	92.19%
7220 · Landscape	23,429.14	25,000.00	(1,570.86)	93.72%
Total FACILITIES, GROUNDS & MAINTENAN	125,168.01	128,000.00	(2,831.99)	97.79%
LIBRARY MATERIALS				
6110 · Cataloging Expenses	15,861.08	19,604.00	(3,742.92)	80.91%
6115 · Electronic Databases & Subscrip	19,162.98	17,658.77	1,504.21	108.52%
6120 · Books	104,920.34	166,944.00	(62,023.66)	62.85%
6125 · Audio CD	13,177.21	19,253.00	(6,075.79)	68.44%
6130 · DVD's & Videogames	22,921.52	25,110.00	(2,188.48)	91.28%
6135 · Processing of Materials	28,445.19	35,000.00	(6,554.81)	81.27%
6140 · Periodicals	12,954.34	12,500.00	454.34	103.64%
6150 · Downloadables	23,618.21	20,000.00	3,618.21	118.09%
Total LIBRARY MATERIALS	241,060.87	316,069.77	(75,008.90)	76.27%
MISCELLANEOUS EXPENSE				
7510 · Miscellaneous Expense	(594.86)		(594.86)	100.0%
7520 · Refunds/Parcel		1,000.00	(1,000.00)	
Total MISCELLANEOUS EXPENSE	(594.86)	1,000.00	(1,594.86)	(59.49%)
OPERATING EXPENSES				
6430 · Insurance-Gen, Prop, Liab, Eq	41,517.61	41,467.61	50.00	100.12%
6620 · Membership Dues & Subscriptions	13,110.00	13,000.00	110.00	100.85%
6625 · Training & Education	5,898.40	8,000.00	(2,101.60)	73.73%
6626 · Recruitment, Gifts and Memorial	6,682.78	7,000.00	(317.22)	95.47%
6627 · Advertising / Marketing	27,467.95	34,000.00	(6,532.05)	80.79%
6710 · Meetings & Travel	11,819.43	9,000.00	2,819.43	131.33%
6730 · Mileage & Parking Reimbursement	667.48	800.00	(132.52)	83.44%
6740 · Postage & Delivery	8,831.00	9,500.00	(669.00)	92.96%

6745 · Banking & Service Fees	1,306.38	2,000.00	(693.62)	65.32%
6746 · Payroll Fees	13,319.78	13,000.00	319.78	102.46%
6750 · Printing & Reproduction	7,191.07	11,000.00	(3,808.93)	65.37%
6755 · Equipment, Furniture, Fixtures	33,987.15	25,000.00	8,987.15	135.95%
6765 · Janitorial Supplies	12,416.05	14,500.00	(2,083.95)	85.63%
6770 · Operating Supplies	36,711.84	30,000.00	6,711.84	122.37%
6780 · Operating Software	325.53	1,000.00	(674.47)	32.55%
6790 · Hardware (Computers / Tech)	2,983.46	3,000.00	(16.54)	99.45%
6920 · Electricity	29,169.33	42,000.00	(12,830.67)	69.45%
6930 · Natural Gas	4,076.72	5,500.00	(1,423.28)	74.12%
6940 · Water & Sewage	5,165.84	5,600.00	(434.16)	92.25%
6950 · Refuse	4,678.92	4,500.00	178.92	103.98%
6960 · Products for Resale	2,970.23	8,500.00	(5,529.77)	34.94%
6970 · Equipment Lease & Rental	12,802.39	15,424.00	(2,621.61)	83.0%
7530 · Direct Assessments/Admin Costs	27,677.23	30,133.00	(2,455.77)	91.85%
Total OPERATING EXPENSES	310,776.57	333,924.61	(23,148.04)	93.07%
PROFESSIONAL & TECHNICAL				
7125 · Audit and Financial Consulting	34,533.34	39,000.00	(4,466.66)	88.55%
7130 · Legal Fees	18,980.98	20,000.00	(1,019.02)	94.91%
7135 · Technology Consulting	7,178.80	10,000.00	(2,821.20)	71.79%
7140 · Architectural & Engineering	5,000.00	5,000.00		100.0%
7145 · Collection Agency	1,414.10	1,800.00	(385.90)	78.56%
7155 · Consultants - Other	70,168.24	73,939.00	(3,770.76)	94.9%
7170 · Telecommunications	(1,495.09)	10,000.00	(11,495.09)	(14.95%)
7175 · Internet Service	23,915.17	6,575.00	17,340.17	363.73%
7180 · Technology Equipment	59,110.71	63,000.00	(3,889.29)	93.83%
7185 · Technology Maintenance Fees	47,015.74	52,800.00	(5,784.26)	89.05%
7190 · Website Development	360.00	2,000.00	(1,640.00)	18.0%
Total PROFESSIONAL & TECHNICAL	266,181.99	284,114.00	(17,932.01)	93.69%
PROGRAMS				
6200 · Youth Services	9,248.37	10,000.00	(751.63)	92.48%
6210 · Teen Services	2,516.04	5,500.00	(2,983.96)	45.75%
6220 · Adult Services	18,599.37	35,000.00	(16,400.63)	53.14%
6230 · Bob Lucas Branch Services	1,354.59	2,000.00	(645.41)	67.73%
6240 · Literacy Services	84.35	3,000.00	(2,915.65)	2.81%
Total PROGRAMS	31,802.72	55,500.00	(23,697.28)	57.3%
Total Expense	3,457,353.15	3,713,558.38	(256,205.23)	93.1%
Net Ordinary Income	112,117.04		112,117.04	100.0%
Net Income	112,117.04		112,117.04	100.0%

Altadena Library District
Profit & Loss Prev Year Comparison
July 2016 through May 2017

	100% Complete			
	Jul '16 - Jun 17	Jul '15 - Jun 16	\$ Change	% Change
Ordinary Income/Expense				
Income				
DONATIONS AND GRANTS				
4710 · Friends of the Library	21,000.00	40,000.00	(19,000.00)	(47.5%)
4730 · Undesignated	17,503.00	380.00	17,123.00	4,506.05%
4735 · Designated	71,802.37	28,510.00	43,292.37	151.85%
4740 · CA Library Literacy Services	26,300.00	25,165.00	1,135.00	4.51%
4750 · Cal State Library	13,500.00	27,000.00	(13,500.00)	(50.0%)
4755 · HUD Grant	319,998.29		319,998.29	100.0%
Total DONATIONS AND GRANTS	470,103.66	121,055.00	349,048.66	288.34%
FINES & FEES				
4305 · Fines	18,183.76	31,197.27	(13,013.51)	(41.71%)
4310 · Printer & Copy Machine	6,102.33	6,695.52	(593.19)	(8.86%)
4330 · Video Game Rentals		416.00	(416.00)	(100.0%)
4340 · Passport Services Fees	78,566.50	78,343.00	223.50	0.29%
Total FINES & FEES	102,852.59	116,651.79	(13,799.20)	(11.83%)
INTEREST INCOME & ADJUSTMENTS				
4210 · Chase Bank	1,366.13	15.19	1,350.94	8,893.61%
4220 · County Interest Allocation	2,986.33	17,321.72	(14,335.39)	(82.76%)
4221 · FMV COLA		2,964.69	(2,964.69)	(100.0%)
Total INTEREST INCOME & ADJUSTMENTS	4,352.46	20,301.60	(15,949.14)	(78.56%)
OTHER REVENUE & ADJUSTMENT				
4080 · Penalties, Interest & Costs-Ref	11,497.84	12,971.71	(1,473.87)	(11.36%)
4910 · Miscellaneous Income	243.51	656.52	(413.01)	(62.91%)
4999 · Rewards & Incentives	2,000.00		2,000.00	100.0%
Total OTHER REVENUE & ADJUSTMENT	13,741.35	13,628.23	113.12	0.83%
REVENUES				
Property Taxes				
4010 · Current-Year Secured				
4010.00 · Current Secured	2,050,654.35	2,020,185.86	30,468.49	1.51%
4010.01 · Revenue Residual	19,260.94		19,260.94	100.0%
4010.02 · Statutory Revenue	2,027.10		2,027.10	100.0%
4010.03 · SB 813 Supplemental	37,867.84	54,726.02	(16,858.18)	(30.81%)
Total 4010 · Current-Year Secured	2,109,810.23	2,074,911.88	34,898.35	1.68%
4020 · Current-Year Unsecured				
4020.00 · Current Unsecured	3,252.81		3,252.81	100.0%
4020 · Current-Year Unsecured - Other	61,611.91	83,395.35	(21,783.44)	(26.12%)
Total 4020 · Current-Year Unsecured	64,864.72	83,395.35	(18,530.63)	(22.22%)
4030 · Prior-Year Secured				
4030.00 · Prior Secured	8,262.15		8,262.15	100.0%
4030.01 · Secured Refunds	(26,590.66)		(26,590.66)	(100.0%)
4030.02 · Statutory Revenue	939.04		939.04	100.0%
4030.03 · SB 813 Redemption	17,393.31		17,393.31	100.0%
4030.04 · Property Tax Penalties	1,958.81		1,958.81	100.0%
4030 · Prior-Year Secured - Other	9,744.01	(7,481.51)	17,225.52	230.24%
Total 4030 · Prior-Year Secured	11,706.66	(7,481.51)	19,188.17	256.48%
4040 · Prior-Year Unsecured				
4040.00 · Prior Unsecured	2,372.90		2,372.90	100.0%
Total 4040 · Prior-Year Unsecured	2,372.90		2,372.90	100.0%
4050 · Homeowners Exemption	14,015.88	14,111.58	(95.70)	(0.68%)
4060 · Special Assessment				

Altadena Library District
Profit & Loss Prev Year Comparison
July 2016 through May 2017

Income				
DONATIONS AND GRANTS				
4060.01 · Per Parcel Benefit Assessment	773,082.80	762,876.00	10,206.80	1.34%
4060.02 · Direct Assessments	2,566.94		2,566.94	100.0%
Total 4060 · Special Assessment	775,649.74	762,876.00	12,773.74	1.67%
4090 · RDA ABx126 Income		35,456.03	(35,456.03)	(100.0%)
Total Property Taxes	2,978,420.13	2,963,269.33	15,150.80	0.51%
Total REVENUES	2,978,420.13	2,963,269.33	15,150.80	0.51%
Total Income	3,569,470.19	3,234,905.95	334,564.24	10.34%
Expense				
PERSONNEL RELATED EXPENSES				
5000 · SALARIES & WAGES				
Total 5000 · SALARIES & WAGES	1,452,393.28	1,470,419.00	(18,025.72)	(1.23%)
5100 · Employer-Portion Taxes/Benefits				
5120 · Payroll Taxes (ER)	94,964.64		94,964.64	100.0%
5120.01 · Soc Security & Medicare	26,514.73	110,042.23	(83,527.50)	(75.91%)
Total 5210 · PERS Retirement	126,730.35	87,921.83	38,808.52	44.14%
5222 · OPEB Contribution	140,004.00	100,998.00	39,006.00	38.62%
5250 · SUI	809.65	6,931.72	(6,122.07)	(88.32%)
Total 5100 · Employer-Portion Taxes/Benefits	389,023.37	305,893.78	83,129.59	27.18%
5200 · Insurance				
5220 · Health Insurance	119,695.97	115,744.14	3,951.83	3.41%
5221 · Health Insurance - Retirees	69,408.47		69,408.47	100.0%
5230 · Dental Insurance	15,500.17	14,133.84	1,366.33	9.67%
5240 · Vision Insurance	4,658.66	4,748.95	(90.29)	(1.9%)
5260 · Life Insurance	1,409.72	1,615.20	(205.48)	(12.72%)
5270 · Workers' Compensation	17,802.97	10,787.05	7,015.92	65.04%
5280 · Disability Insurance	298.32		298.32	100.0%
Total 5200 · Insurance	228,774.28	147,029.18	81,745.10	55.6%
Total PERSONNEL RELATED EXPENSES	2,070,190.93	1,923,341.96	146,848.97	7.64%
CAPITAL				
7310 · Equipment, Furniture & Fixtures	300,768.78	25,252.80	275,515.98	1,091.03%
7320 · Structures & Improvements	111,998.14		111,998.14	100.0%
Total CAPITAL	412,766.92	25,252.80	387,514.12	1,534.54%
DEPRECIATION EXPENSE				
7700 · Depreciation Expense		18,692.21	(18,692.21)	(100.0%)
Total DEPRECIATION EXPENSE		18,692.21	(18,692.21)	(100.0%)
FACILITIES, GROUNDS & MAINTENAN				
7205 · Maintenance Contracts	23,375.06	5,934.00	17,441.06	293.92%
7210 · Building Maint & Repairs	78,363.81	30,994.29	47,369.52	152.83%
7220 · Landscape	23,429.14	1,676.78	21,752.36	1,297.27%
Total FACILITIES, GROUNDS & MAINTENAN	125,168.01	38,605.07	86,562.94	224.23%
LIBRARY MATERIALS				
6110 · Cataloging Expenses	15,861.08	18,928.60	(3,067.52)	(16.21%)
6115 · Electronic Databases & Subscrip	19,162.98	11,228.00	7,934.98	70.67%
6120 · Books	104,920.34	116,742.45	(11,822.11)	(10.13%)
6125 · Audio CD	13,177.21	24,649.99	(11,472.78)	(46.54%)
6130 · DVD's & Videogames	22,921.52	20,223.19	2,698.33	13.34%
6135 · Processing of Materials	28,445.19	42,553.62	(14,108.43)	(33.15%)
6140 · Periodicals	12,954.34	12,571.80	382.54	3.04%
6150 · Downloadables	23,618.21	13,399.55	10,218.66	76.26%
Total LIBRARY MATERIALS	241,060.87	260,297.20	(19,236.33)	(7.39%)
MISCELLANEOUS EXPENSE				

Altadena Library District
Profit & Loss Prev Year Comparison
July 2016 through May 2017

Income				
DONATIONS AND GRANTS				
7510 · Miscellaneous Expense	(594.86)	763.35	(1,358.21)	(177.93%)
Total MISCELLANEOUS EXPENSE	(594.86)	763.35	(1,358.21)	(177.93%)
OPERATING EXPENSES				
6430 · Insurance-Gen, Prop, Liab, Eq	41,517.61	29,381.49	12,136.12	41.31%
6620 · Membership Dues & Subscriptions	13,110.00	15,052.16	(1,942.16)	(12.9%)
6625 · Training & Education	5,898.40	5,238.00	660.40	12.61%
6626 · Recruitment, Gifts and Memorial	6,682.78	4,391.74	2,291.04	52.17%
6627 · Advertising / Marketing	27,467.95	23,408.15	4,059.80	17.34%
6710 · Meetings & Travel	11,819.43	8,561.05	3,258.38	38.06%
6730 · Mileage & Parking Reimbursement	667.48	884.96	(217.48)	(24.58%)
6740 · Postage & Delivery	8,831.00	11,164.87	(2,333.87)	(20.9%)
6745 · Banking & Service Fees	1,306.38	1,961.23	(654.85)	(33.39%)
6746 · Payroll Fees	13,319.78	13,365.04	(45.26)	(0.34%)
6750 · Printing & Reproduction	7,191.07	21,769.92	(14,578.85)	(66.97%)
6755 · Equipment, Furniture, Fixtures	33,987.15	6,382.28	27,604.87	432.52%
6765 · Janitorial Supplies	12,416.05	15,061.48	(2,645.43)	(17.56%)
6770 · Operating Supplies	36,711.84	28,713.07	7,998.77	27.86%
6780 · Operating Software	325.53	32,350.95	(32,025.42)	(98.99%)
6790 · Hardware (Computers / Tech)	2,983.46	6,218.93	(3,235.47)	(52.03%)
6920 · Electricity	29,169.33	42,480.22	(13,310.89)	(31.33%)
6930 · Natural Gas	4,076.72	5,673.39	(1,596.67)	(28.14%)
6940 · Water & Sewage	5,165.84	3,753.33	1,412.51	37.63%
6950 · Refuse	4,678.92	4,552.19	126.73	2.78%
6960 · Products for Resale	2,970.23	229.86	2,740.37	1,192.19%
6970 · Equipment Lease & Rental	12,802.39	14,458.24	(1,655.85)	(11.45%)
7530 · Direct Assessments/Admin Costs	27,677.23	31,974.53	(4,297.30)	(13.44%)
Total OPERATING EXPENSES	310,776.57	327,027.08	(16,250.51)	(4.97%)
PROFESSIONAL & TECHNICAL				
7125 · Audit and Financial Consulting	34,533.34	10,843.75	23,689.59	218.46%
7130 · Legal Fees	18,980.98	23,245.33	(4,264.35)	(18.35%)
7135 · Technology Consulting	7,178.80	23,644.39	(16,465.59)	(69.64%)
7140 · Architectural & Engineering	5,000.00	11,128.92	(6,128.92)	(55.07%)
7145 · Collection Agency	1,414.10	1,136.65	277.45	24.41%
7155 · Consultants - Other	70,168.24	12,485.00	57,683.24	462.02%
7170 · Telecommunications	(1,495.09)	22,546.75	(24,041.84)	(106.63%)
7175 · Internet Service	23,915.17	9,190.92	14,724.25	160.2%
7180 · Technology Equipment	59,110.71	31,681.41	27,429.30	86.58%
7185 · Technology Maintenance Fees	47,015.74	18,478.30	28,537.44	154.44%
7190 · Website Development	360.00	360.00		
Total PROFESSIONAL & TECHNICAL	266,181.99	164,741.42	101,440.57	61.58%
PROGRAMS				
6200 · Youth Services	9,248.37	11,632.22	(2,383.85)	(20.49%)
6210 · Teen Services	2,516.04	31,562.21	(29,046.17)	(92.03%)
6220 · Adult Services	18,599.37	20,851.49	(2,252.12)	(10.8%)
6230 · Bob Lucas Branch Services	1,354.59	1,480.74	(126.15)	(8.52%)
6240 · Literacy Services	84.35	5,290.73	(5,206.38)	(98.41%)
Total PROGRAMS	31,802.72	70,817.39	(39,014.67)	(55.09%)
Total Expense	3,457,353.15	2,829,538.48	627,814.67	22.19%
Net Ordinary Income	112,117.04	405,367.47	(293,250.43)	(72.34%)
Net Income	112,117.04	405,367.47	(293,250.43)	(72.34%)



Honoring the past, cultivating the present, empowering the future

MINUTES

Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

July 24, 2017 – 5:03 p.m.

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

1. **CALL TO ORDER**

2. **ROLL CALL:**

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

3. **ADOPTION OF AGENDA**

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

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

There were two requests to amend the agenda as presented:

Mark Mariscal, Friends of the Library President, requested that item #13 (the report of the friends of the Altadena library) be moved up in the agenda.

Administration requested that an item be added under new business: “request for early closure on September 23rd, 2017 at 4 p.m. for Taste of Dena event”

Trustee Bershatsky re-ordered item 13 after item 8, and that the administrative request be added as item 11d.

MOTION BY Trustee McMullins TO ADOPT THE AGENDA AS AMENDED:

Second: Trustee Zelada-Garcia

Aye: Trustee Zambrano, Trustee McDonald, Trustee Zelada-Garcia, Trustee McMullins

No: None

Abstain: None

4. **PUBLIC COMMUNICATION**

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

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

HIRES/PROMOTIONS:

Diana Wong- Branch Manager and Literacy Services Librarian

6. **FINANCIAL REPORTS**

a) Financial reports for May 2017 (**DISCUSSION/POSSIBLE ACTION**)

Trustee McDonald expressed concern regarding the reporting of parcel tax revenue showing as a deficit in the Financial Reports.

Director Kittay noted that this had not been received from the county, and once the final report is received it should be higher.

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

MOTION BY Trustee McDonald to accept the Financials as presented.

Second: Trustee Zelada-Garcia

Aye: Trustee Zambrano, Trustee McDonald, Trustee Zelada-Garcia, Trustee McMullins

No: None

Abstain: None

7. **CONSENT CALENDAR**

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

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

- a) Approval of minutes – Regular meeting held June 26, 2017
- b) Statistical Reports – YTD – June 2017
- c) Departmental Monthly Report – June 2017

MOTION BY Trustee Zelada-Garcia to approve the consent calendar.

Second: Trustee McDonald

Aye: Trustee Zambrano, Trustee McDonald, Trustee Zelada-Garcia, Trustee McMullins

No: None

Abstain: None

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

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

None

13. **REPORTS OF SUPPORT GROUPS**

a) ~~Altadena Library Foundation~~

b) Friends of the Altadena Library

Mark Mariscal, Friends of the Library President noted that the Friends 501(c)(3) was reinstated retroactively to September of 2012. He noted that they will start their monthly meetings again in September, but were also considering holding a special August meeting. He also noted that the September meeting will be held on the Second Monday since the First Monday is Labor Day and the Library will be closed.

9. **DIRECTOR'S REPORT**

a) Leadership Meeting Minutes – Meeting Held 7/7/2017 (**INFORMATION**)

Director Kittay noted that the Leadership meeting minutes were in the Board Package and still being provided to all staff.

b) Update on Taste of 'Dena (**INFORMATION**) Cynthia Carmona

Cynthia Carmona, Chair of the 50th Anniversary Committee provided an update to the Board regarding the upcoming Taste of Dena fundraising event. She noted the many ways that the Trustees can help to support the event and asked for participation of the Trustees.

c) Implementation Team Update (**INFORMATION**)

Director Kittay provided the list of Implementation Teams in the Board Package and noted that the items that were crossed out were completed projects.

d) Values Document (**INFORMATION**)

Director Kittay informed the Trustees that the Values document was an internal document, and provided to the Trustees for their information.

10. **OLD BUSINESS**
 a) Human Resources Update – Written Report by HRNETwork (**INFORMATION**)
Audrienne Adams-Lee provided an update to the Board on the cultural change program that HRNETwork has been working on with staff.
 b) Presentation of Final Budget Book, FY 17/18 (**INFORMATION**)
Director Kittay provided the Trustees with a copy of the Final Budget Book that was previously approved.
11. **NEW BUSINESS**
 a) Annual Review of Operating Plan (**INFORMATION**)
The Year in Review presentation was shown to the Board.
 b) Limiting Board meetings to 90 minutes with an extra 30 minutes for a closed session while maintaining the legally required time for public comment (**INFORMATION**) **Ira Bershatsky**
Trustee Bershatsky expressed that he felt our District's Board Meetings have taken a considerable amount of time as compared to some other Libraries that he researched. He noted that he would like to see the Board of Trustees attend meetings prepared to address the relevant issues on the agenda, and that the possible creation of sub-committees for certain action items, could help reduce the discussion time during the meetings. He noted that this was added to the agenda for this meeting as Information only, however, he would like the board to vote on this item next month, and would be adding it to the agenda.
Administration suggested that some further research be done to decide the best way to conduct this type of action item.
 c) Required and Recommended Trainings (**INFORMATION/DISCUSSION**)
Administrative Assistant Kylynn Chaney noted that there are Trustees who still needed to complete their required ethics training and requested that they do so as soon as possible.
 d) Request for early closure on September 23rd, 2017 at 4 p.m. For Taste of Dena event (**DISCUSSION/POSSIBLE ACTION**)
Administration requested an early closure at 4 p.m. to prepare for the event.
Trustee McMullins asked if that was enough time, and asked if it would be preferred to close at 3 p.m. instead of 4 p.m.
Director Kittay noted that it would be preferred to close earlier.
MOTION BY Trustee McMullins to approve the early closure on September 23rd at 3 p.m.
Second: Trustee Zambrano
Aye: Trustee Zambrano, Trustee McDonald, Trustee Zelada-Garcia, Trustee McMullins
No: None
Abstain: None
12. **CORRESPONDENCE**
14. **REPORTS OF TRUSTEES**
Trustee Bershatsky reiterated the Board's support of staff.
15. **AGENDA ITEMS FOR FUTURE AGENDAS**
 This is an opportunity for Board members to request that items be placed on future agendas.
16. **CLOSED SESSION**
 The Board of Trustees will recess into closed session pursuant to the Ralph M. Brown Act (Government Code Section 54960 et seq.) for purposes of the discussing and taking action on the following items:
 a) **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
 Pursuant to Government Code Section 54957
 Title: District Director
 Annual Review of District Director
- The Board of Trustees went into closed session at 6:34 p.m.**
17. **RECESS BACK INTO OPEN SESSION**
The Board of Trustees came out of closed session at 8:09 p.m.
18. **PUBLIC REPORT OF ANY REPORTABLE ACTION FROM CLOSED SESSION.**

The Board of Trustees continued discussion regarding the annual review of the District Director.

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

MOTION BY Trustee Zelada-Garcia to adjourn the Board of Library Trustees meeting.

Second: Trustee McDonald

Aye: Trustee Zambrano, Trustee McDonald, Trustee Zelada-Garcia, Trustee McMullins

No: None

Abstain: None

The meeting was adjourned at 8:10 p.m.



Honoring the past, cultivating the present, empowering the future

MINUTES

Special Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

Saturday, July 29th – 9:40 A.M.

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

1. **CALL TO ORDER**

2. **ROLL CALL:**

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

3. **ADOPTION OF AGENDA**

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

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

Motion to Remove Closed Session from Agenda by Trustee McDonald.

Seconded by Trustee McMullins.

Approved

4. **PUBLIC COMMUNICATION**

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

5. **BOARDS RETREAT AND INFORMATION SESSION**

Roles, responsibilities, and best practices of the Library's Board of Trustees, Friends of Altadena Library, and Altadena Library Foundation Board, as well as the challenges facing the Library and the future directions for the Library, Friends and Foundation partnership. This retreat-style event will consist of a mix of presentations, discussions, and exercises for all participants.

Information Session Facilitated by Stu Wilson.

~~6. **CLOSED SESSION**~~

~~The Board of Trustees will recess into closed session pursuant to the Ralph M. Brown Act (Government Code Section 54960 et seq.) for purposes of the discussing and taking action on the following items:~~

~~a) **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**~~

~~Pursuant to Government Code Section 54957~~

~~Title: District Director~~

~~Annual Review of District Director~~

~~7. **RECESS BACK INTO OPEN SESSION**~~

~~8. **PUBLIC REPORT OF ANY REPORTABLE ACTION FROM CLOSED SESSION.**~~

9. **ADJOURNMENT**

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

Meeting adjourned at 2:19 p.m.

Statistics for FY 2017/18

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Circulation - Main*													
FY16/17	17,367	17,252	16,008	16,383	15,592	15,615	16,474	15,695	9,698	2,770	12,279	15,700	17,367
FY17/18	16,137												16,137
% Change	-7%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-7%
Self-Check													
	8529												
Circulation - Branch													
FY16/17	1,291	1,182	1,166	1,168	947	1,073	1,097	974	2,086	2,927	2086	1,545	1,291
FY17/18	1,572												1,572
% Change	22%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	22%
TOTALS													
FY 16/17	18,658	18,434	17,174	17,551	16,539	16,688	17,571	16,669	11,784	5,697	14,365	17,245	18,658
FY17/18	17,709	0	0	0	0	0	0	0	0	0	0	0	17,709
% Change	-5%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-5%
Visitors - Main													
FY16/17	14,895	14,372	13,159	14,788	11,851	11,926	12,052	12,102	9,572	6,378	11,333	13,976	14,895
FY17/18	11,233												11,233
% Change	-25%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-25%
Visitors - Branch													
FY16/17	3,383	3,589	4,062	3,543	3,205	3,369	2,918	2,804	4,252	5,170	3,637	2,514	3,383
FY17/18	3,031												3,031
% Change	-10%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-10%
TOTAL VISITORS													
	14,264	-	-	-	-	-	-	-	-	-	-	-	14,264
Days Open - Main													
FY16/17	25	27	25	25	23	24	25	23	10	0	26	26	25
FY17/18	23												23
% Change	-8%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-8%
Days Open - Branch													
FY16/17	20	23	21	20	19	20	20	19.5	27	27	22	22	20
FY17/18	20												20
% Change	0%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	0%
Registrations - Main													
FY16/17	223	202	234	215	188	166	175	175	101	113	209	391	223
FY17/18	282												282
% Change	26%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	26%
Registration - Branch													
FY16/17	17	27	27	24	14	21	14	20	23	32	14	39	17
FY17/18	33												33
% Change	94%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	94%
Registration - Total													
FY16/17	240	229	261	239	202	187	189	195	124	145	223	430	240
FY17/18	315	0	0	0	0	0	0	0	0	0	0	0	315
% Change	31%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	31%
Reserves - Main													
FY16/17	312	316	396	403	405	413	294	407	289	235	325	401	312
FY17/18	456												456
% Change	46%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	46%
ILL Lent (Main)													

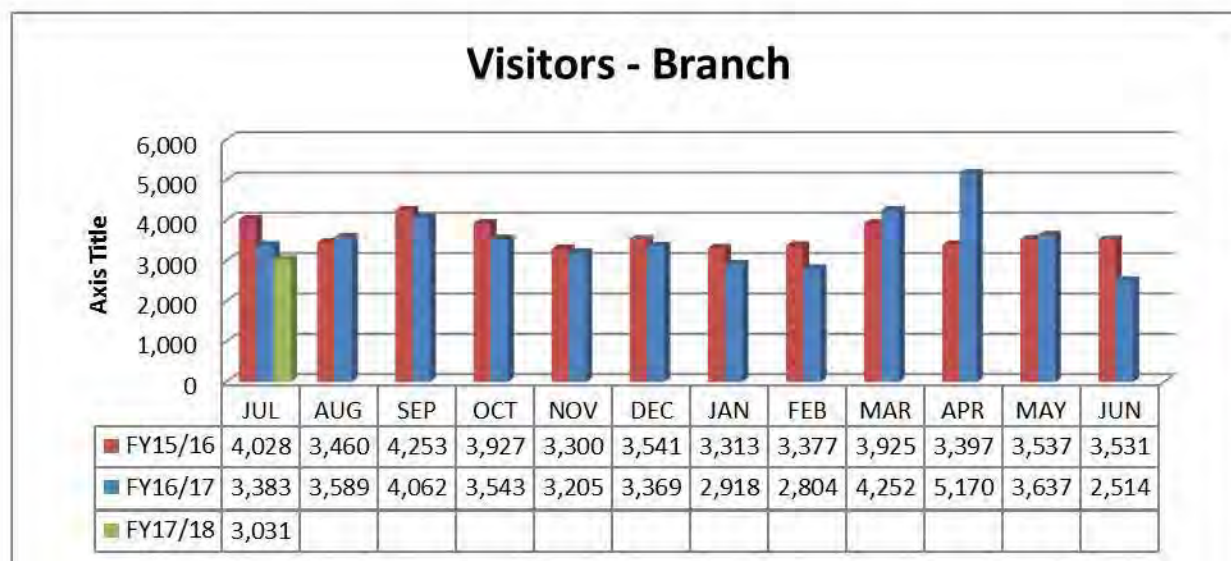
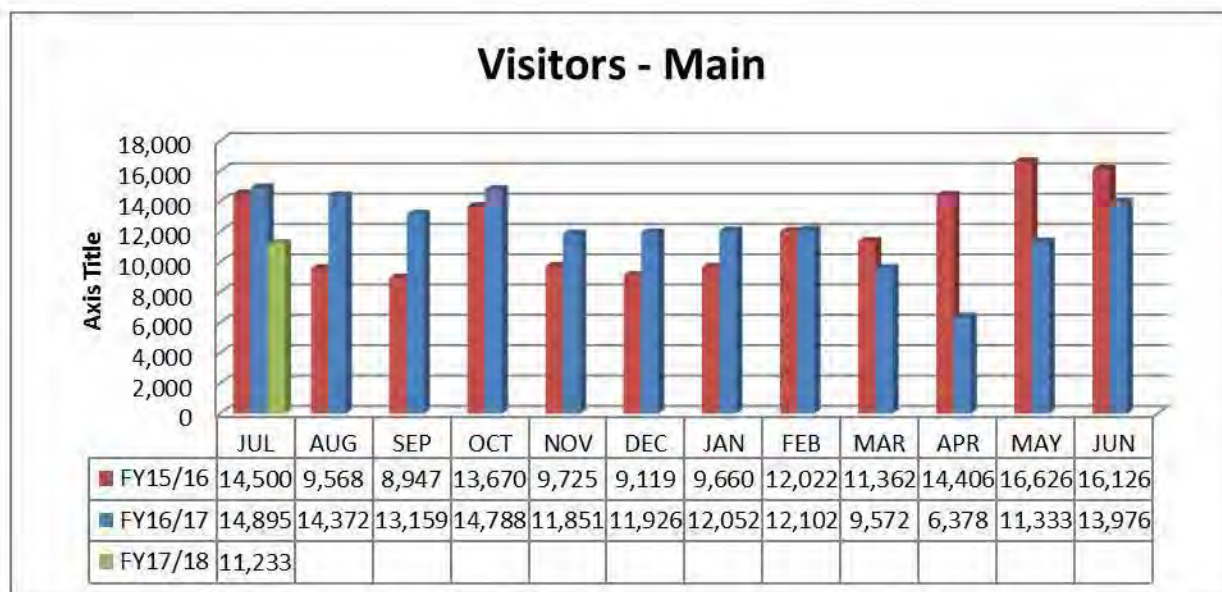
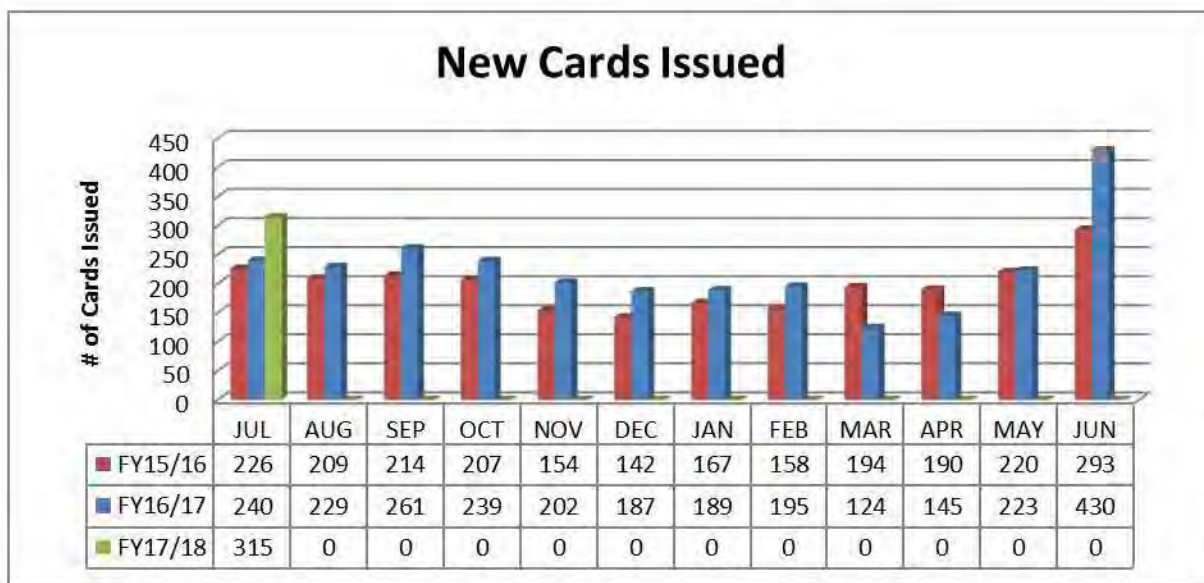
	FY16/17	48	10	40	30	44	34	35	57	14	0	42	45	48
	FY17/18	33												33
ILL Borrowed (Main)	% Change	-31%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-31%
	FY16/17	24	23	42	25	39	14	77	28	25	14	38	36	24
	FY17/18	55												55
Inter Library Loan - Branch	% Change	129%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	129%
	FY16/17	5	1	5	4	7	5	5	5	4	5	6	7	5
	FY17/18	6												6
	% Change	20%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	20%
Community Room Events (Non-Library)														
	FY16/17	6	10	7	6	11	6	6	9	6	6	9	18	6
	FY17/18	13												13
Community Room Attendance (Non-Library)	% Change	117%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	117%
	FY16/17	75	134	81	67	115	125	90	200	50	77	105	71	75
	FY17/18	150												150
	% Change	100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	100%
Adult Reference Questions														
	FY16/17	114	119	107	115	71	88	79	226	75	12	96	246	114
	FY17/18	193												193
Children's Services Reference Questions	% Change	69%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	69%
	FY16/17	749	568	548	589	566	569	300	300	62	0	151	162	749
	FY17/18	148												148
Branch Services Reference Questions	% Change	-80%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-80%
	FY16/17	58	74	61	35	44	47	42	44	95	92	62	54	58
	FY17/18	52												52
	% Change	-10%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-10%
Adult Public Computer Usage														
	FY16/17	2,213	2,221	3,928	2,226	1,751	1,575	1,650	1,651	1,380	0	1,709	1,567	2,213
	FY17/18	1,762												1,762
Children's Services Public Computer Usage	% Change	-20%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-20%
	FY16/17	742	840	555	584	599	581	155	525	309	0	495	805	742
	FY17/18	686												686
Branch Services Public Computer Usage	% Change	-8%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-8%
	FY16/17	627	763	883	812	849	795	750	698	702	1240	1025	1377	627
	FY17/18	656												656
	% Change	5%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	5%
														3,582
														3,104
FabLab Reservations														
	FY16/17													0
	FY17/18	20												20
	% Change													
Main PC Usage Wireless														
	FY16/17	4,888	5,023	4,918	5,532	5,427	5,041	5,015	5,341	2,814	2,256	5,204	5,406	4,888
	FY17/18	5,390												5,390
	% Change													-13%

Branch PC Usage Wireless	%Change	10%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	10%
	FY16/17	1,146	1,178	1,145	1,301	1,277	1,055	1,049	1,182	1,322	1,678	1,651	1,603	1,146
	FY17/18	1,593												1,593
	% Change	39%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	39%
Collection Size														
	FY16/17		90,380	90,760	99,498	100,780	97,703	96,935	94,435	92,893		81,473	82,356	
	FY17/18	79,545												
	% Change		-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%		-100%	-100%	
Items Added														
	FY16/17	941	993	1178	845	580	843	417	791	1189	667	888	1059	941
	FY17/18	997												997
	% Change	6%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	6%
Adult Programs														
	FY16/17	5	5	8	7	3	4	4	6	3	6	5	7	5
	FY17/18	10												10
	% Change	100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	100%
Adult Programs - Attendance														
	FY16/17	141	115	151	467	230	405	271	330	195	440	983	2342	141
	FY17/18	157												157
	% Change	11%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	11%
Young Adult Programs														
	FY16/17	10	1	1	0	3	2	5	18	9	5	6	21	10
	FY17/18	13												13
	% Change	30%	-100%	-100%		-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	30%
Young Adult Program Attendance														
	FY16/17	162	5	4	0	50	19	58	292	88	114	65	141	162
	FY17/18	104												104
	% Change	-36%	-100%	-100%		-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-36%
Children's Services Programs Offered														
	FY16/17	18	1	19	23	18	16	15	21	22	27	28	39	18
	FY17/18	36												36
	% Change	100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	100%
Children's Services Program Attendance														
	FY16/17	740	5	475	564	608	368	258	384	354	516	496	989	740
	FY17/18	756												756
	% Change	2%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	2%
Branch Services Programs Offered														
	FY16/17	5	0	0	6	2	2	2	5	0		1	6	5
	FY17/18	7												7
	% Change	40%			-100%	-100%	-100%	-100%	-100%	-100%		-100%	-100%	40%
Branch Services Program Attendance														
	FY16/17	142	0	0	100	27	56	35	71	0		25	106	142
	FY17/18	159												159
	% Change	12%			-100%	-100%	-100%	-100%	-100%	-100%		-100%	-100%	12%
Children's Services Class Visits														
	FY16/17	10	8	7	8	6	2	5	3	9	2	5	4	10
	FY17/18	4												4
	% Change	-60%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-60%
Children's Services Classroom Visits Attendance														
	FY16/17	158	104	109	161	133	62	62	80	256	88	411	225	158
	FY17/18	104												104
	% Change	-34%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-34%

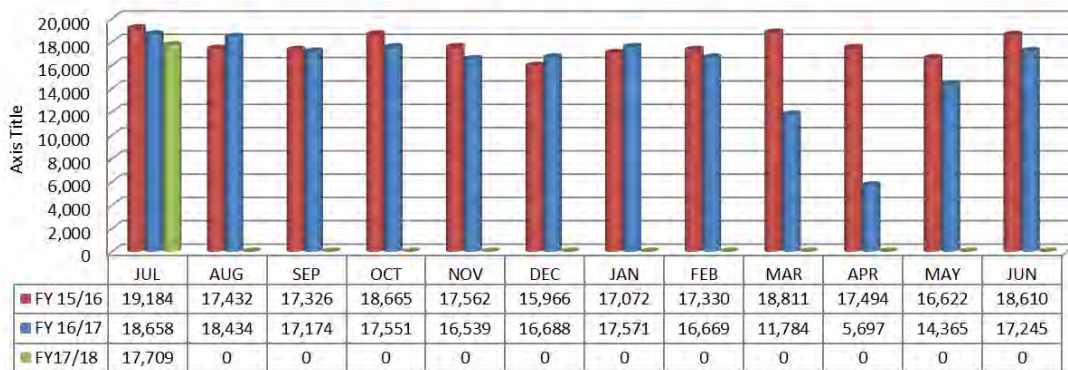
Branch Services Class Visits													
FY16/17	0	0	0	0	1	2	1	0	3	4	0	1	0
FY17/18	0												0
% Change			n/a		-100%	-100%	-100%		-100%	-100%		100%	0
Branch Services Class Visits - Attendance													
FY16/17	0	0	0	0	25	53	26	0	78	72	0	28	0
FY17/18	0												0
% Change			n/a		-100%	-100%	-100%		-100%	-100%		#DIV/0!	0
Branch Services - Literacy Tutor Sessions Offered													
FY16/17	32	55	62	79	90	66	66	61	60	68	65	58	32
FY17/18	58												58
% Change	81%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	81%
Branch Services Literacy Tutor Sessions Attendance													
FY16/17	126	140	202	244	246	216	198	192	179	211	193	189	126
FY17/18	178												178
% Change	41%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	41%
Branch Services Literacy Tutor Hours offered													
FY16/17	27.5	27	75.5	99	90	85.5	84.5	78.5	70	87.5	77	76	28
FY17/18	106.5												107
% Change	287%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	287%
Branch Services Literacy - Volunteer Hours													
FY16/17	11.25	30.5	21.5	133	129	104.5	118	113	33.5	83.5	108.5	69.5	11
FY17/18	82.5												83
% Change	633%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	633%
Adult Volunteers													
FY16/17	3	4	1	2	1	1	2	6	5	0	25	62	3
FY17/18	11												11
% Change	267%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	267%
Adult Volunteer Hours													
FY16/17	38	67	13	24	18	30	29	25	15	0	231	242.0	38
FY17/18	104												104
% Change	174%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	174%
Young Adult Volunteers													
FY16/17	11	0	0	0	20	8	3	5	4	4	48	20	11
FY17/18	5												5
% Change	-55%				-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-55%
Young Adult Volunteer Hours													
FY16/17	52.25	0	0	0	27.5	23	19	13.25	6	9.25	240	96	52
FY17/18	42												42
% Change	-20%				-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-20%
Children's Services Volunteers													
FY16/17	0	0	0	0	0	0	0	0	0	0	0	0	0
FY17/18	9												9
% Change													
Children's Services Volunteer Hours													
FY16/17	0	0	0	0	0	0	0	0	0	0	0	0	0
FY17/18	49.5												50
% Change													
Friends/Foundation/Board Volunteers													
FY16/17	0	0	0	0	0	0	0	0	0	0	0	0	0
FY17/18	13												13
% Change													

Friends/Foundation/Board Volunteer Hours													
FY16/17		0	0	0	0	0	0	0	0	0	0	0	0
FY17/18	112.5												113
% Change													
Ebsco Databases													
FY16/17				28	13	11	7	13	24	4	55	23	0
FY17/18	18												18
% Change				-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%
Novelist													
FY16/17			5	2	4		4	12	6	5	2	5	0
FY17/18	3,156												3,156
% Change			-100%	-100%	-100%		-100%	-100%	-100%	-100%	-100%	-100%	-100%
BrainFuse -Tutor Service													
FY16/17	76	104	287	159	78	22	87	155	129	499	527	62	76
FY17/18	50												50
% Change	-34%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-34%
Flipster (Searches)													
FY16/17	125	94	80	2	1	3	80	72	66	58	85	85	125
FY17/18	104												104
% Change	-17%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-17%
Tumblebooks													
FY16/17													0
FY17/18													0
% Change													
Passports													
FY16/17	209	208	179	208	162	138	216	197	237	212	262	253	209
FY17/18	261												261
% Change	25%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	25%
Passport Photos													
FY16/17	156	166	119	170	120	101	155	112	42	47	149	164	156
FY17/18	183												183
% Change	17%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	17%
Notary Service													
FY16/17	8	10	4	7	6	4	5	6	0	0	3	4	8
FY17/18	0												0
% Change	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%			-100%	-100%	-100%
*includes downloadables													
Main Closed on April 13, 2017 for renovation and reopened on May 1, 2017.													

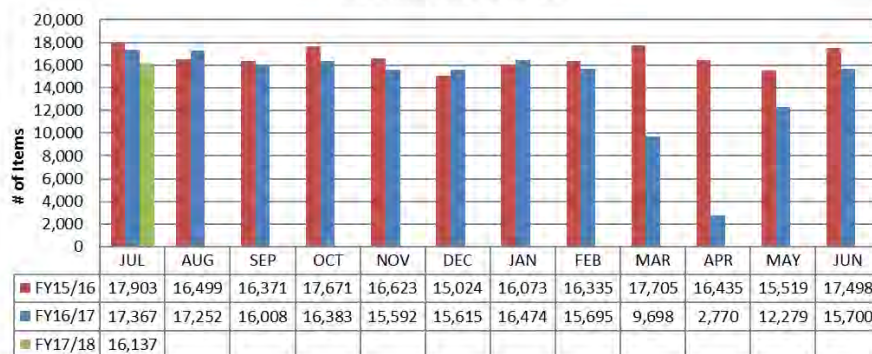
Statistical Graphs for the Month of July 2017



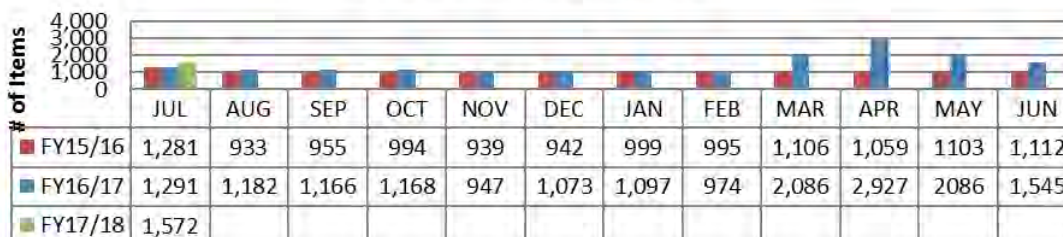
Items Checked Out



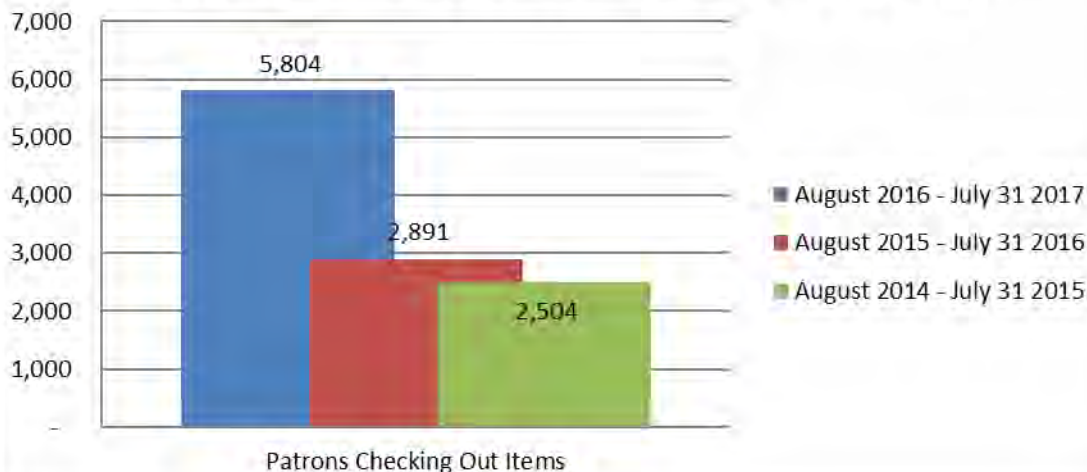
Circulation Main



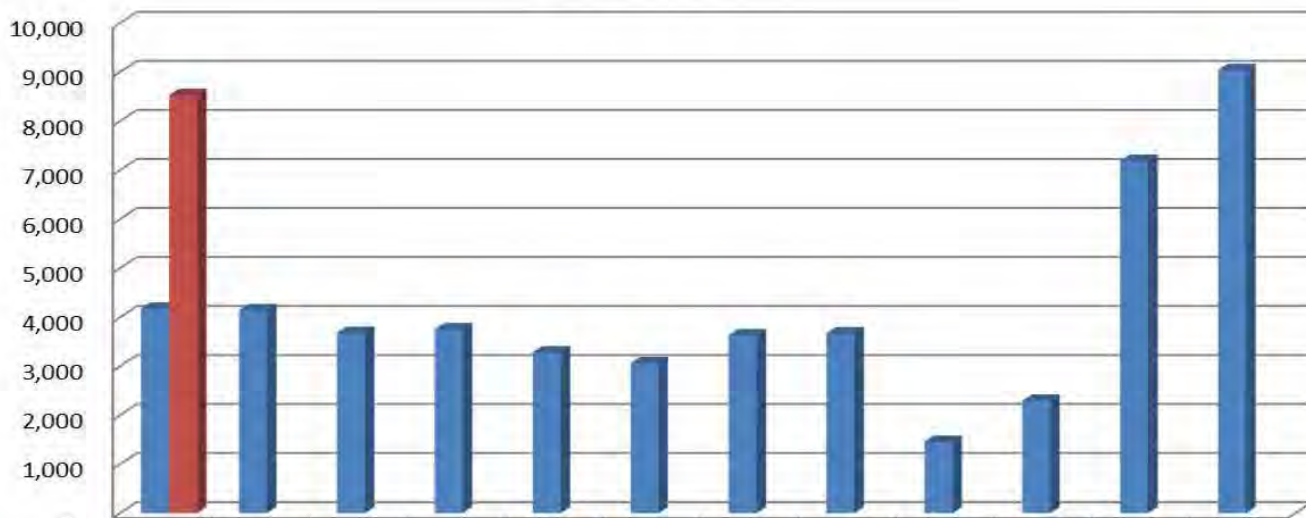
Circulation Branch



Of Cardholders Who Checked Out an Item

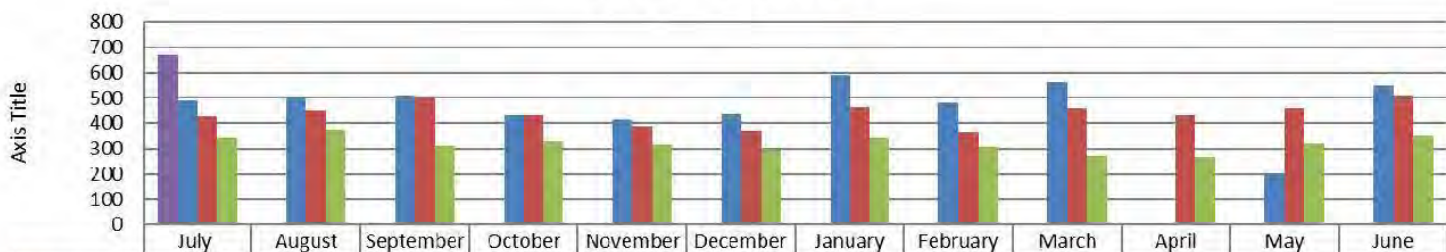


Self Check



	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
2016/2017	4,175	4,142	3,679	3,753	3,282	3,061	3,629	3,669	1,456	2,296	7,188	9,041
2017/2018	8,529											

eBook Circulation



	July	August	September	October	November	December	January	February	March	April	May	June
FY17/18	671											
FY16/17	490	507	509	430	412	439	589	482	560		201	549
FY15/16	425	453	501	435	390	370	464	365	461	435	460	509
2014/2015	341	375	314	327	315	291	343	309	268	264	320	349

CIRCULATION (CHECKOUT) STATISTICS

ALL LOCATIONS

P TYPE	Jul 17		Change vs		Actual #	
	PERCENT	QTY	Jun 17	Jul 16	Jun 17	Jul 16
Adult	73.6%	12559	0.5%	-14.7%	12492	14726
Juvenile	21.6%	3693	8.1%	48.4%	3416	2489
Staff	2.5%	435	-6.0%	-33.9%	463	658
Student	0.3%	56	64.7%	0.0%	34	0
Trustee	0.0%	3	0.0%	200.0%	3	1
Teacher Loan	1.0%	172	41.0%	16.2%	122	148
Teen	0.9%	153	-12.1%	4.8%	174	146
Total	100.0%	17071	2.2%	-6.0%	16704	18168

CIRCULATION (CHECKOUT) STATISTICS

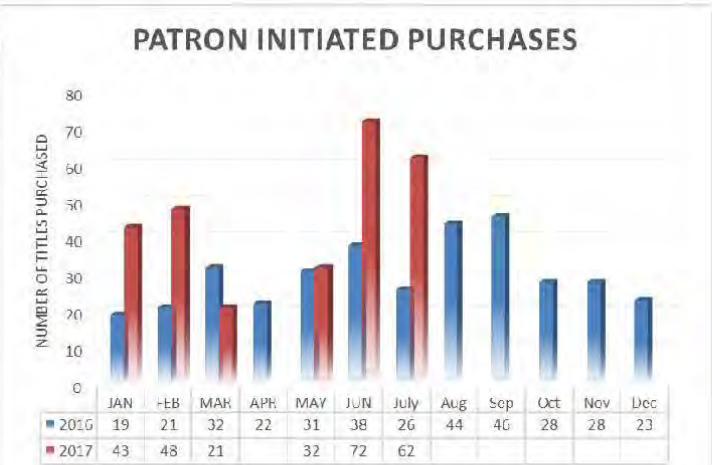
Main Library

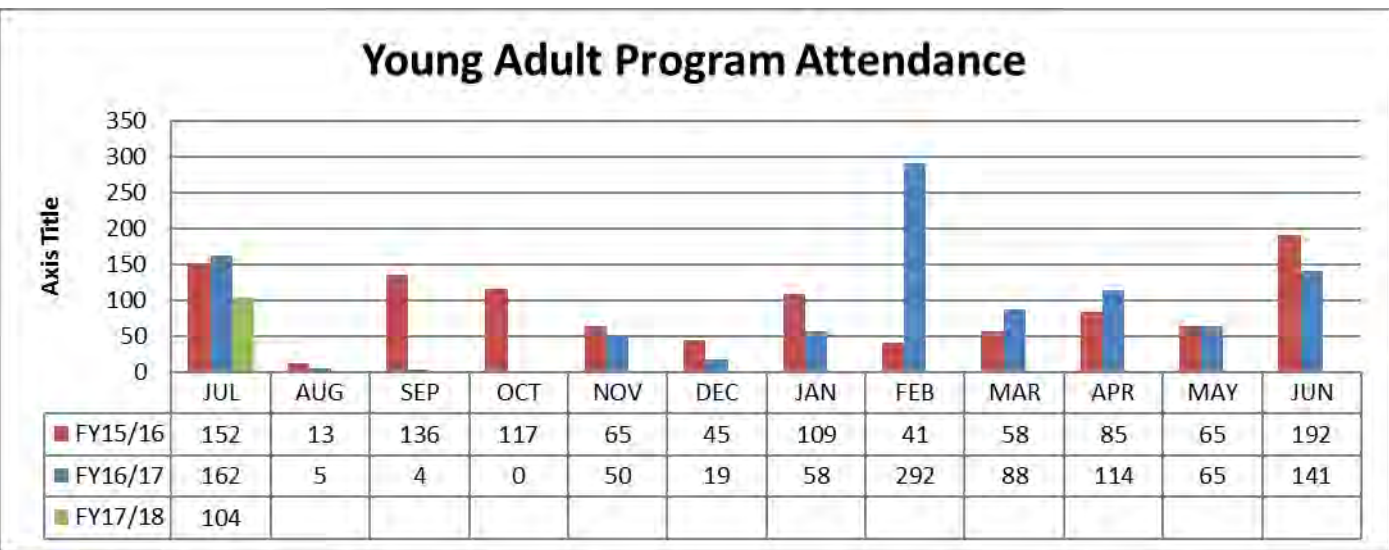
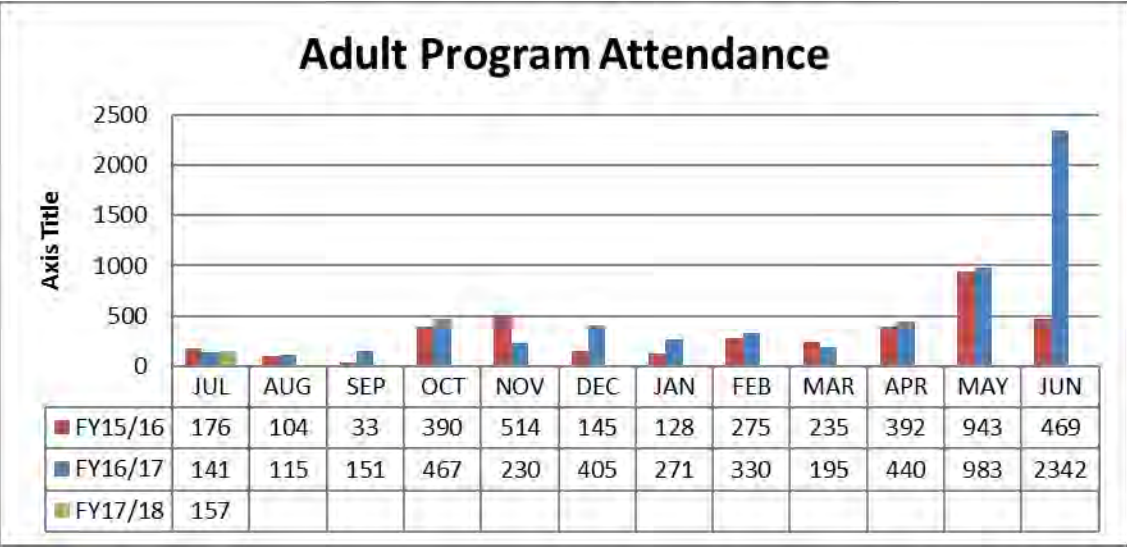
P TYPE	Jul 17		Change vs		Actual #	
	PERCENT	QTY	Jun 17	Jul 16	Jun 17	Jul 16
Adult	73.4%	11351	0.3%	-11.5%	11322	12824
Juvenile	21.7%	3361	10.1%	57.4%	3053	2136
Staff	2.7%	410	-1.7%	-23.8%	417	538
Student	0.1%	23	-17.9%	0.0%	28	0
Trustee	0.0%	3	50.0%	200.0%	2	1
Teacher Loan	1.1%	167	39.2%	16.8%	120	143
Teen	1.0%	151	-13.2%	122.1%	174	68
Total	100.0%	15466	2.3%	-1.6%	15116	15710

CIRCULATION (CHECKOUT) STATISTICS						
Branch Library						
	Jul 17		Change vs		Actual #	
P TYPE	PERCENT	QTY	Jun 17	Jul 16	Jun 17	Jul 16
Adult	75.0%	1177	3.3%	22.3%	1139	962
Juvenile	21.0%	329	-7.8%	109.6%	357	157
Staff	1.6%	25	-43.2%	-73.7%	44	95
Student	2.1%	33	1000.0%	0.0%	3	0
Trustee	0.0%	0	-100.0%	0.0%	1	0
Teacher Loan	0.2%	3	200.0%	0.0%	1	0
Teen	0.1%	2	0.0%	-97.1%	0	68
Total	100.0%	1569	1.6%	22.4%	1545	1282

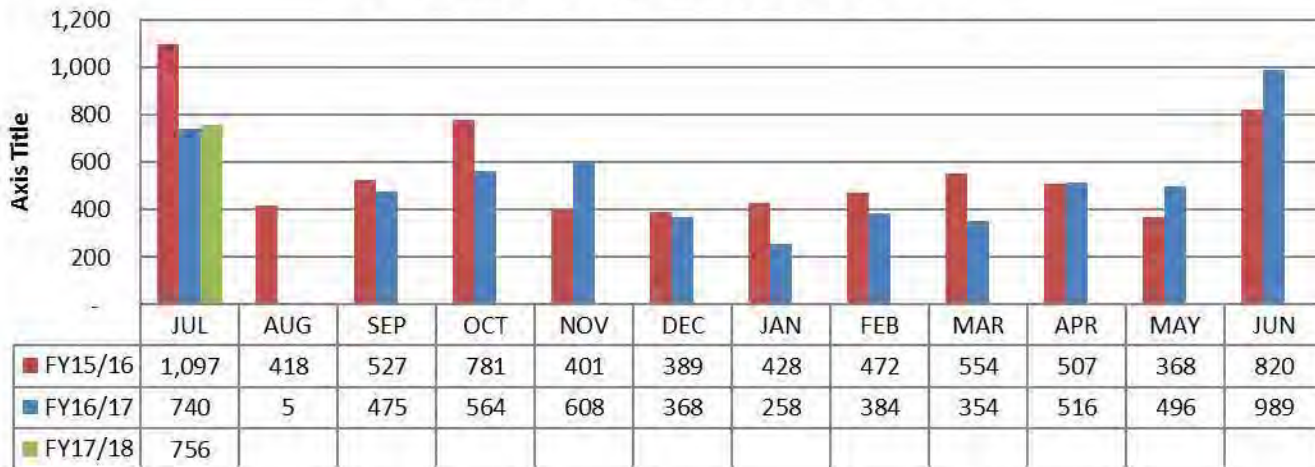
CIRCULATION (CHECKOUT) STATISTICS						
Main Library						
	Jul 17		Change vs		Actual #	
I TYPE	PERCENT	QTY	Jun 17	Jul 16	Jun 17	Jul 16
Book	64.6%	9993	0.4%	-3.3%	9949	10335
Sound Disc	5.8%	894	0.4%	-32.3%	890	1321
CD-ROM	0.0%	1	0.0%	0.0%	0	0
DVD	23.9%	3695	6.9%	6.9%	3457	3457
Kit	0.4%	60	3.4%	17.6%	58	51
Serial	1.9%	293	30.2%	12.3%	225	261
Blu-ray Disc	0.2%	31	63.2%	0.0%	19	0
Video Games	1.4%	213	-32.6%	4160.0%	316	5
14	0.0%	0	0.0%	-100.0%	0	29
Chromebooks	1.3%	196	33.3%	-21.9%	147	251
Laptop Kit	0.6%	90	63.6%	0.0%	55	0
Total	100.0%	15466	2.3%	-1.6%	15116	15710

CIRCULATION (CHECKOUT) STATISTICS						
Branch Library						
	Jul 17		Change vs		Actual #	
I TYPE	PERCENT	QTY	Jun 17	Jul 16	Jun 17	Jul 16
Book	53.4%	838	10.7%	28.9%	757	650
Sound Disc	1.1%	18	125.0%	63.6%	8	11
DVD	36.1%	566	-1.6%	-2.9%	575	583
Kit	0.0%	0	-100.0%	-100.0%	1	3
Serial	0.2%	3	-50.0%	0.0%	6	0
Chromebooks	9.2%	144	-27.3%	311.4%	198	35
Total	100.0%	1569	1.6%	22.4%	1545	1282

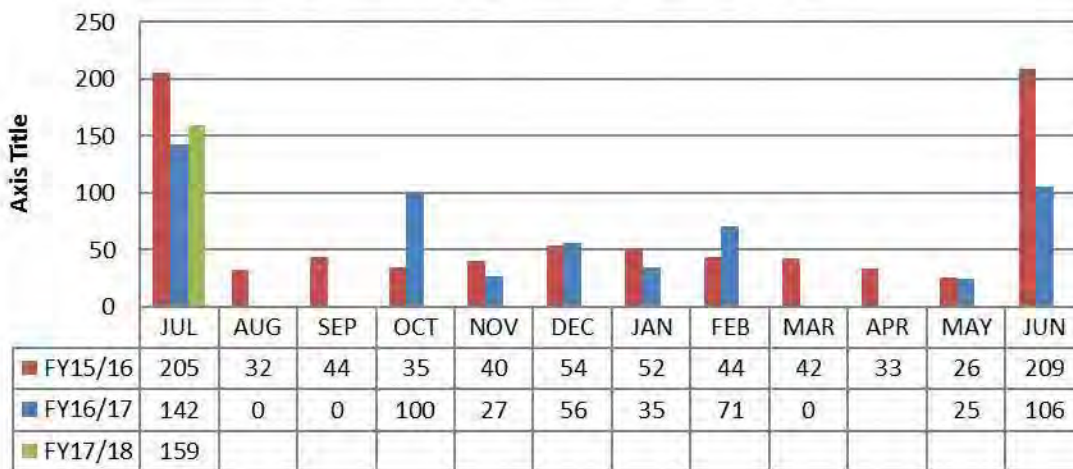




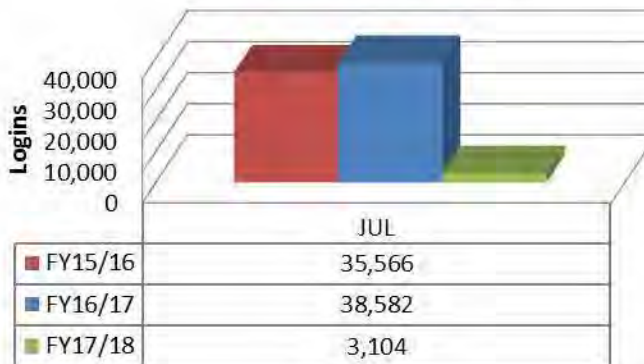
Childrens Program Attendance



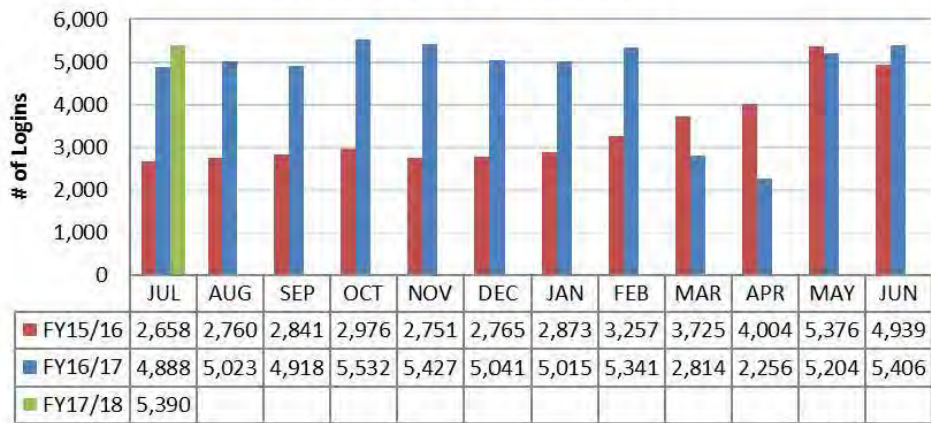
Branch Program Attendance



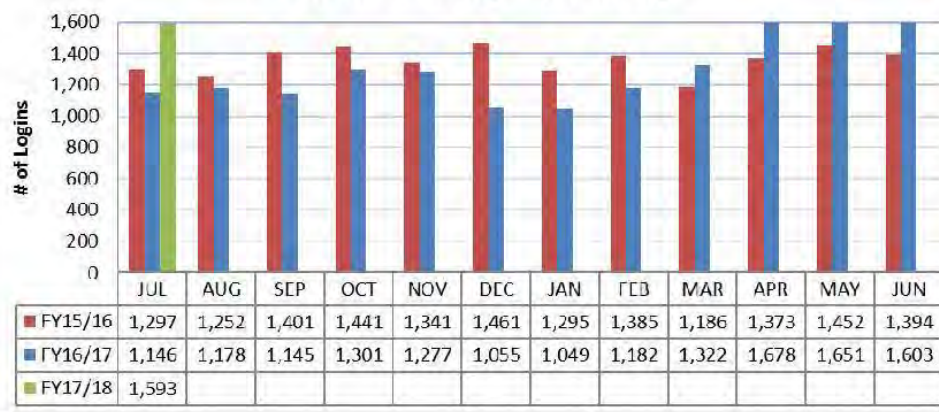
Computer Usage YTD



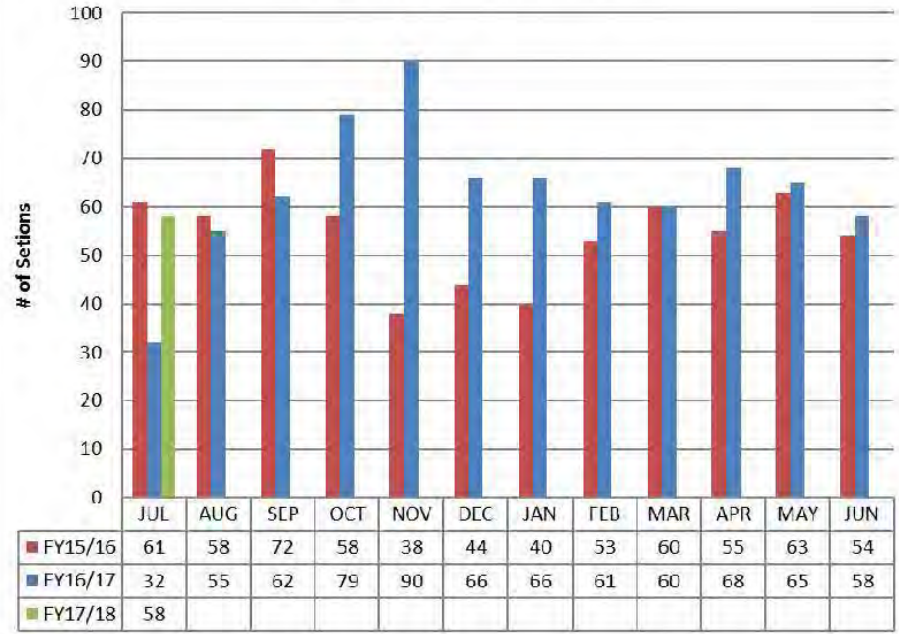
Wireless Usage (Main)

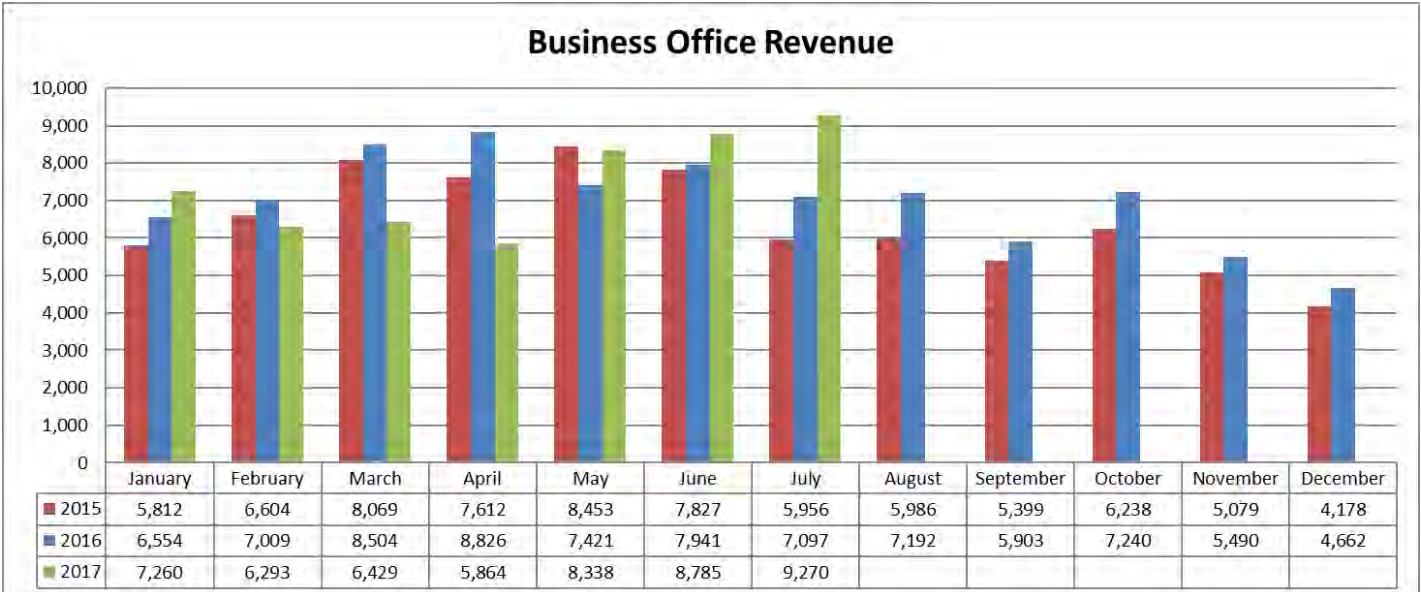
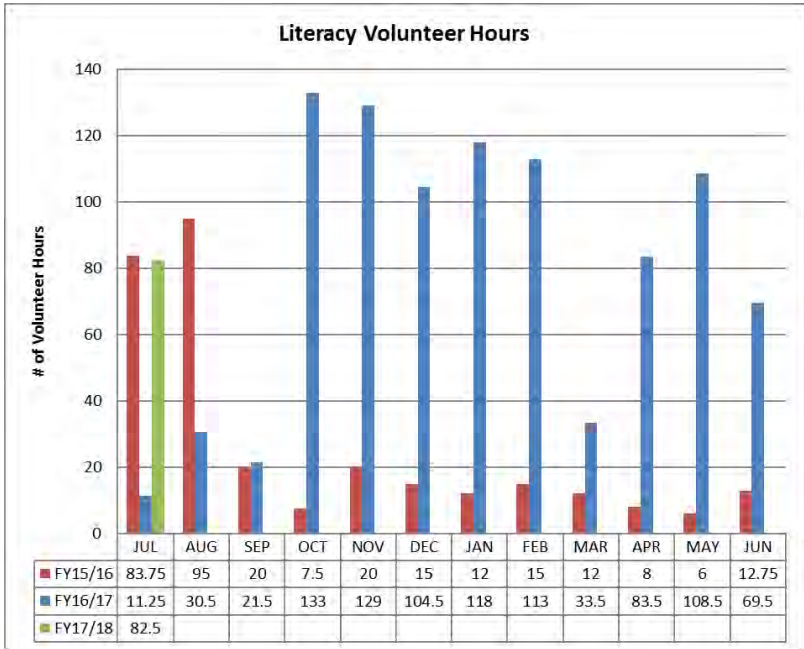
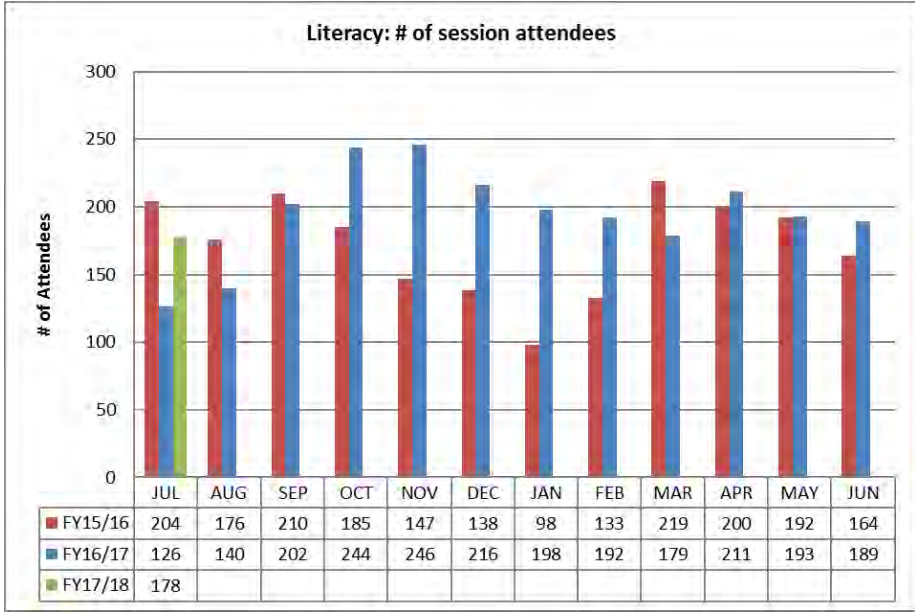


Wireless Usage (Branch)



Literacy Tutor Sessions





JULY 2017

MONTHLY REPORT

ADULT SERVICES

The Main Library's AC was fixed in time for the heat of the summer. The all ages summer reading program continues this month. Adult readers completed 8 hours and 16 hours to win some wonderful prizes. Readers continue to read to reach the goal of 24 hours.

Book club had its once a month meeting lead by Helen. The regulars enjoy being able to socialize and add to their summer reading program logs!

Patron Comment

"I grew up on the corner of Altadena Drive and Santa Rosa and was a teenager when this library was built. I remember it was an incredibly cool place to do homework; it was so on trend, so new, so very cool. I come back every time I am in So.Cal....and it is as cool as ever. I am so grateful."

-Jan

We continue to turn outward and move the library outside the walls.



Kiri and Mikayla at the Farmer's Market



Melissa met with Ednita of LAPL to learn about their bikemobile. Stay tuned...

The Library had a presence at the Farmer's Market with the Green Circle Group, Loma Alta's Parks After Dark, and the Altadena Community Garden annual picnic. Staff members participated in Collaborate Pasadena meetings and community conversation meetings. Helen from Adult Services who attended the meetings said "the Library is out there connecting people to partnerships."

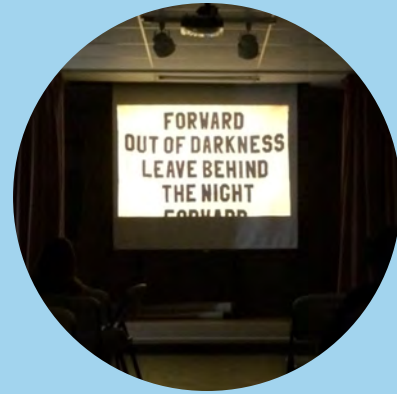
Patrons discovered what wild plants are edible in our Wildcrafting program with popular locals Christopher Nyerges and Pascal Baudar. This program was very popular with 60 in attendance.



Gourmet food from the wild.



Several staff members attended the webinar about measuring project outcomes by the Public Library Association. We learned about the resources they offer that will help us measure the impact of our programs and services.



We also had a feminist film showing from local film makers Jennifer Hall Lee and Martha Wheelock. The feedback we received was that viewers left inspired and loved the content.

The Storytelling Jam workshops continue with Lance Anderson in which participants learn how to tell their life stories.



Our display for shark week had bite.



A shark was seen floating in the Library during shark week! Appropriately enough a patron who never saw the movie, "Jaws" checked out the classic film from our collection!

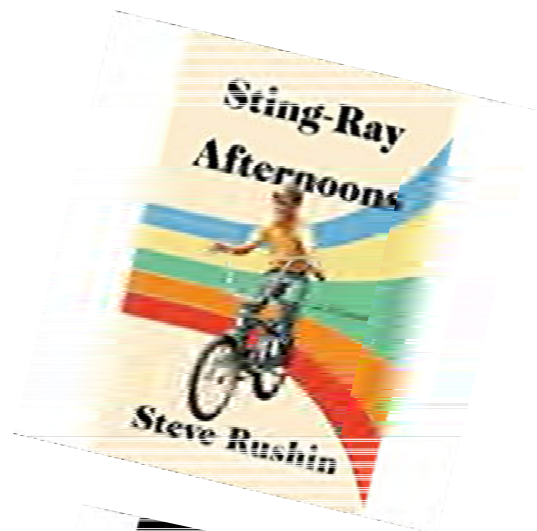
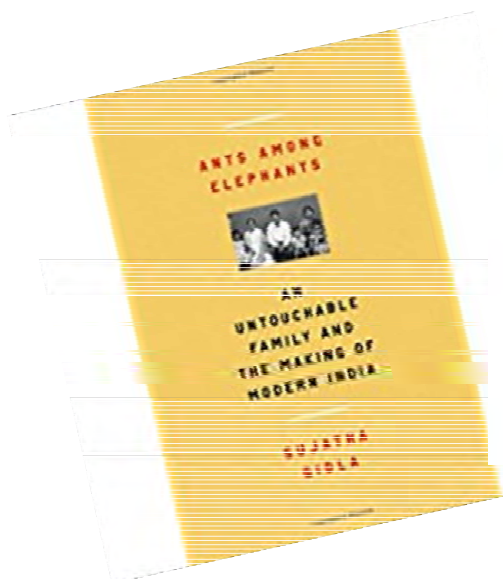


Patrons enjoy our puzzle and coloring pages inspiration stations. A family of 3 who were first time visitors completed 2 puzzles in a few hours. This patron comes almost every day and completes a puzzle. She brings her own and donates it to us after she completes the puzzle! Puzzle aficionados rejoice!

Collection Development Monthly Report – July 2017

July is a time of new beginnings in the library world because it is the start of our new fiscal year. Having a new budget to work with enables us to think about how we are doing things, and, what can we do more effectively? For Collection Development, that means looking at how the materials budget is allocated, developing plans for future collections, and evaluating whether to continue, add, or discontinue our various electronic resources. In response to patron requests for more titles on our digital magazine platform, Flipster, we added twelve new titles on a variety of subjects including pets, beauty, gardening, traveling, and *Poets&Writers*. Included in the addition are two titles requested by our teenage library users, *Teen Vogue* and *Sex*, etc. which features articles written for teens, by teens.

While some of our purchasing of library materials slowed down due to closing out the previous fiscal year, and, because we are migrating our data to the new catalog, we still purchased items from patron suggestions. A sampling of our patron requests:



Vicky continued her help with the Taste of 'Dena fundraiser party planning. In July, Vicky also did some training by viewing tutorials on the Acquisitions module for our new Integrated Library System, Koha. Watching the tutorials is important as Vicky worked on setting up our vendors and their parameters in the new database. Mark worked on selecting some classic fiction, science fiction and mystery genre titles for replacement. We have a large batch of candidates for replacement, and, Mark is working diligently to get these classics and fun reads back onto the shelves and into the hands of patrons. I enjoyed getting out into the community, attending an evening conversation with some Altadena residents who are trying to produce outcomes from the Town Hall. The last Saturday of the month was very busy as I attended the Library Support Organizations Retreat and Information Session, and then, in the afternoon joined Melissa at the Library table at the Altadena Community Garden Annual Picnic. Working the event was an excellent way to end the month, as Melissa and I handed out sunflower seed packets, eclipse viewing glasses, and, engaged with the community.

Submitted by Estella Terrazas, Collection Development Manager

Children's Room

July 2017 Board Report

July took us right into the thick of Summer Reading. Between story times, programs, performers, and lots of reading, our staff (and our patrons!) kept exceptionally busy.

As of the writing of this report, we have a total of 489 children aged 0-11 signed up for Summer Reading. We'll provide a full breakdown of our Summer Reading statistics in next month's report, as there are still 2 weeks left of the program, but we're so happy to see the number of children who have been able to participate and spend so much time (135,293 minutes!—that's over 2,250 hours) reading this summer.



Patrons used a wide variety of methods and skills to create their action paintings.

Our Summer Reading performances continued this month, and our patrons got to stand inside of a bubble, meet a

python, and science experiment all over the place. In addition to our performances, we continued along with Family Game Night, Pokémon Club, Family Movie Singalongs, Baby Lap Time, Toddler Story Time, Market Stories, Preschool Story Time, Grab Bag Thursdays, Pool Stories, and Lego Club. Our programming, which finished for the summer on Friday, July 28, provided us

with so many opportunities to explore with our patrons, and to learn valuable lessons about how to schedule and promote programs next year.

Our Grab bag Thursdays continued apace and gave us a lot of opportunities to be creative in our programming and crafting. One of our most popular programs this summer was Action Painting—our patrons learned a little bit about the artist Jackson Pollack and then got to create their own “action paintings.” We also hosted a Take Apart Day—we threw a bunch of old electronics on tables and let the kids “reverse engineer” the items. They used a wide variety of tools and thinking skills to get to the heart of the machines, and we had a lot of fun getting to destroy stuff.



One of the best parts of Take Apart Day was watching parents and kids problem solve together.



Our patrons are exceptionally brave. (Yes, that is a python.)



Bubblemania indeed.

I also attended the Lifelong Information Literacy Conference on July 31, in Glendale, where I listened to presenters talk about the roles that culture, authority, and social justice play in teaching information literacy. While not teachers, we as librarians have a responsibility to make sure that our resources and tools are culturally competent. It was an interesting morning, and I look forward to implementing some of the thinking and activities that they proposed.

Insofar as our staffing goes, we were very sad to lose our part time Clerk I, Perla Vogel, earlier in the month. The application period for filling her position closed on Monday, July 31, and we look forward to interviewing for her replacement in the coming week.

Branch July 2017 Report

Library Programs

Continuing with the ALD Summer Reading programming in July, the Branch welcomed three amusing and educational performances that delighted library patrons. The ever popular **Bubblemania** fascinated children with their human-sized bubbles and spoke of the physics behind the iridescent sphere. Next, **Sciencetellers** united storytelling with quirky science experiments that created an engaging and memorable experience for kids. The final presentation by **Pacific Animal Productions** brought over sixty patrons to the branch who got a chance to get up close and touch live animals and reptiles. And as always, children nervously and excitedly volunteered to assist with the demonstrations.

As we are nearing the end of the **Summer Reading Program**, the Branch is happy to announce that it registered 110 readers. Many of our younger readers have earned their free ice creams, beach balls and other prizes that come with reading a specific number of hours.



Our young library patron stayed after summer programming to use the early literacy computer station.



Trapped inside a giant bubble!



How many kids does it take to hold a Burmese python? YIKES!

Literacy Services

“Stef has patience”. Grace T. (learner) responds to the question: What is one of the best things of working with your tutor?

I am happy to announce that the **Adult Literacy Program** no longer has a waiting list, meaning that all learners have been matched with a volunteer literacy tutor! However, we don't anticipate this to last long as the Branch receives inquiries and sign-ups to be learners and volunteers on an on-going basis. As of the end of the month, the Adult Literacy Program has 18 learners and 12 tutors actively working together.

Further, the online training program that all volunteer tutors are required to complete has been updated. Specifically, the ninth module of the online training program that goes over reporting volunteer hours now reflects the tracking system *Track It Forward*. The updated information provides a simple to follow, step-by-step guide on how to log and track hours using the new system. Volunteers can now easily and conveniently record their hours.



Sylvia (learner) and Joe (volunteer) meet weekly to work on her reading comprehension. They have been working together for over a year.

July Technology News

Nothing major occurred in July; however, there were several smaller scale refinements. Foremost, our Children's Internet Protection Act (CIPA) OpenDNS contract was renewed, and did not incur a step increase after negotiations. Initially, the price came in at \$1,464.10, but ALD would only agree to a renewal, at the most, the same rate as the previous year, \$1,331.

At Bob Lucas Branch, an IPAD tablet replaced the desktop computer system acting as the catalog computer. The smaller form factor helps to better utilize the little disk space available, improving overall aesthetics, the auto updated browser reduces administrative overhead, and the browser will better integrate with the forthcoming Koha Integrated Library System (ILS).

In the 600 E. Mariposa St. Community Room, a HDMI hookup was placed in the front of the room. The hookup allows presenters to use presentation view in PowerPoint; this came as a request from several groups that had utilized the room. Additionally, the Community Room Laptop's software was upgraded to keep in step with software advances.

The Southern California Libraries Consortium Grant Oculus Rift virtual reality hardware has been deployed. Our programming committee has been meeting to flesh out the scope of the virtual reality programs.

Square cash registers replaced the existing registers at the Main Library and Bob Lucas Branch. The new registers improve internal operations and reports-reducing administrative overhead and clerical error. These machines can also text or e-mail the receipts to patrons.

Lastly, we reached out to the Historical Society to partner on Past Perfect Software licensing. The Library intends to make a searchable historical archive catalog with enriched media content available to the public. The Altadena Historical Society already utilizes a simple version of the software, and will discuss internally on partnering with Altadena Library on a larger scale; the partnership would be a good example of efficient use of tax payer dollars by avoiding silos of duplicate software licensing.

Aside from the above, the Library worked on preparations for the cutover to Koha ILS. We are all very excited. You can read about the Koha ILS in our monthly newsletter.

Miscellaneous Notes:

The new multi-function machines (print/fax/scan/copy) were installed.

MARKETING & COMMUNICATIONS REPORT

SOCIAL MEDIA STATS

Facebook – 1,129 Likes (Increase of 19 Likes from last month!)

(Statistics between July 10 and August 7; ↑ and ↓ based on comparison to last previous 28 days.)

5,652 ↑69%	Reach (The number of people who saw any of our page posts)
114 ↑19%	Page Views (The number of people that viewed our page and any of its sections)
1,816 ↑24%	Post Engagement (The number of times people have engaged with our posts through Likes, Comments, Shares, and more)
198 ↑7%	Video Views (The number of times the videos on our page have been viewed, for 3 seconds or less)
19	New Page Likes

Facebook Summary & Highlights

We have changed the cover video of the Facebook page to a “Taste of ‘Dena” theme to drive traffic to our Taste of ‘Dena event page and hopefully increase ticket sales.

Our ongoing use of the Facebook Events feature has proved successful in July and August thus far. The events listed in August are averaging a Reach of about 500 people, and because of a target ad campaign on Facebook, the Taste of ‘Dena event listing has reached over 6,000 Facebook users.

Instagram – 308 Followers (Increase of 20 followers from last month!)

265	Impressions (The total number of times all of your posts have been seen)
140	Reach (The number of unique accounts that have seen any of your posts)
19	Profile Views (The number of times your profile was viewed)

Instagram Summary & Highlights

We have surpassed 300 followers on Instagram! Our posts in the past 30 days average about 19 Likes, and we continue to gain daily followers, including local businesses and Altadena residents.

Twitter – 82 Followers (Increase of 6 from last month!)

EMAIL MARKETING (“This Week @ Altadena Library”)

(Statistics as of August 9)

July 7	“Eclipse Excitement, Artists on Display, Wild...”	18.26% opened	133 clicks
July 14	“RSVP for Speed Dating, Art in the Reading...”	18.16% opened	115 clicks
July 21	“Women’s Film Fest, Speed Dating, Organic...”	17.55% opened	83 clicks
July 28	“The Power of Music, August Newsletter...”	18.23% opened	143 clicks
August 4	“Organic Music, Beauty Bites Beast, Truck...”	15.86% opened	63 clicks

MEDIA COVERAGE

Below are the recent news articles and press about Altadena Library. Digital copies of any of the following are available upon request.

Type	Publication	Date	Topic/Headline
Event Listing	Pasadena Weekly	August 3, 2017	8 Days: Choice of Events for the Week of August 3-10
Event Listing	Pasadena Weekly	August 3, 2017	Singer/songwriters Jill Freeman, Raspin Stewart, Leslie Beauvais...
Article	Nextdoor Mariposa Ranch	August 3, 2017	Altadena Library Hosts Public Listening Session on Marijuana
Event Listing	Pasadena Weekly BUZZ	August 3, 2017	Toking About Marijuana
Event Listing	Pasadena Weekly	August 3, 2017	Get Your Own – Fight, Not Flight
Event Listing	The Pasadena Star-News	August 2, 2017	Local community things to know and do
Article	Pasadena NOW	July 31, 2017	Altadena Library Hosts Los Angeles County Public “Listening Session”
Article	Los Angeles Times	July 19, 2017	Public invited to attend discussion on Devil’s Gate sediment removal status, Eaton Canyon pipeline construction

COMMENTARY

Seeing the Results in the Events

Use of Facebook Events and the new weekly e-blast layout has proved fruitful in translating to event attendance. One recent highlight was the “Understanding the Eclipse” event on Saturday, August 5. With a Facebook Event Reach of over 1,700 people and high engagement (clicks, Likes, and RSVPs), the event received about 75 guests! Our hope is that with ongoing consistency in communication, we will see high attendance at future programs, especially Taste of ‘Dena in September.

- Chloé Cavelier d’Esclavelles
Marketing & Communications Coordinator
ccavelier@altadenalibrary.org
(626) 379-5539

Volunteer Services – Board Report July 2017

Action:

July has been a month of growth and adding new community volunteers. Our tracking system continues to show triple digit numbers for volunteer hours at the Altadena Library. Several new volunteers joined our ever growing team of caring citizens dedicated to helping us continue to serve our community. Volunteers who had previously put in hours but were not tracking themselves are continually being added daily. Even without a large event like the Anniversary in June, our volunteers have remained steadily active, engaged and eager to contribute.

In July we had 9 new volunteers join our team. These volunteers contribute in a variety of ways; helping with office tasks, in children's programs, teen programs, gardening, shelving books, providing basic tech support and helping patrons with self check out. Their time and efforts have enabled our staff to spend more time assisting patrons with more detailed questions and needs.

The addition of more tech savvy volunteers has allowed us the opportunity to have someone to answer questions and provide tips on use of the 3D printers. The Fab Lab and the 3D printers have become more of an area of use and having a volunteer who can help guide people in how to gently use the technology has been quite valuable.

Education:

This July our library hosted several community members who are interested in learning more about how to grow a strong and engaged Foundation and Friends board and work together to provide powerful and meaningful support to the Altadena Library District. We were privileged to have such a knowledgeable workshop leader, Stu Wilson of Library Strategies, to share information and answer questions. It was also a welcomed opportunity to meet more members of our community who are ready and willing to work on furthering the advancement of our library's mission and vision.

Outreach:

Outreach continues in the community with plans to host UCLA Bruinteers day in October, Halloween Costume Swap, Chess Club, and the upcoming Teen and Young Adults Media Workshop scheduled for October. We are looking forward to our Eclipse talk on August 5th planned with a volunteer from Carnegie Observatory in cooperation with and in preparation for our Teen Librarian's Eclipse program set for August 21st.

There were 390 Volunteer hours completed for the month of July.

82.5 of them were completed by literacy volunteers.

104 hours were for Adult Services.

49.5 were completed in Children's

42 were in Teens

112.5 were through the Friends, Board of Trustees and Foundation.



Library Clerk I

Job Description

FSLA – Non-Exempt (Part Time)

General Summary

The Library Clerk I position is responsible for performing a variety of clerical and library duties, including circulation services, reader's advisory, and assisting with programs. This position's work schedule includes nights and weekends. The position also requires strong customer service skills and constant collaboration with both patrons and District staff to anticipate and meet community needs and expectations.

Essential Job Requirements

- **Customer Service**
 - Works in conjunction with Administration, Managers and other staff to respond to the needs of the public.
 - Creates positive experiences for library patrons by effectively and efficiently performing job tasks; presents a positive image of the library in attitude, communications and appearance while performing duties in both the public and staff areas.
 - Responsible for greeting and assisting internal and external customers in a friendly, prompt, and accessible manner.
 - Responsible for endeavoring to listen, understand and resolve internal and external customer needs by providing solutions or referrals.
- **Core Responsibilities and Duties**
 - Provides prompt, courteous and direct assistance to patrons with basic information regarding use of library materials, equipment, and services.
 - Assists patrons with computers, printing, scanning, copying and faxing.
 - Performs circulation duties including processing and shelving of books, periodicals and other materials.
 - Assist with collection maintenance and keeping the collection looking pristine.
 - Assist with programs and readers advisory service.
 - Helps design and maintain displays and keeps the library looking clean and tidy.
 - Participates in library special projects as required or as necessary.
 - Other duties as assigned.

- Promotion and Community Relations
 - Works with individuals and organizations in the community to make them more aware of the Library and its services, and promoting partnerships with the Library throughout the community.
 - Act as an advocate for the library out in the community and with the Library staff.
- Abilities
 - Work at a computer station frequently.
 - On a limited basis tolerate residual dust, mold or foreign substances on materials.
 - Ability to communicate effectively with others, orally and in writing, including through email.
 - Able to establish and maintain effective working relationships with co-workers, patrons, user groups, community organizations, volunteer groups and to serve the public courteously.
 - Able to recognize and set priorities, and to use initiative and independent judgment in a variety of situations.
 - Able to learn and stay current with emerging technology, including digital media.
 - Must be able to lift and carry bags of books or boxes weighing up to 40 pounds and handle materials, push/pull carts/bins up to 40-pounds.
 - Must be able to drive a car and hold a valid driver's license.
 - Must be available to work evenings and weekends.
 - Must possess physical mobility involving bending, lifting, reading and hearing.
- Knowledge/Skills:
 - Demonstrated ability to work well under pressure and to meet inflexible deadlines is required.
 - Effective interpersonal relations with library users and other professionals.
 - Must have the ability to learn and become proficient in functions required to perform job duties, working effectively independently or as part of a team to complete tasks as assigned.
 - Must communicate effectively using English. Must read, write and understand English at a level appropriate to the position. Spanish is not required but is preferred.
 - Computer Skills: Must demonstrate competency in computer use including internet, email, Microsoft Office Products. Must be able to learn and become proficient with equipment and software programs as required to effectively and efficiently perform assigned duties.
 - Knowledge of standard library procedures, current information technology, Internet and database search capabilities.

Education and Experience

- Graduation from high school.
- One year of clerical or library experience.
- Bilingual in English and Spanish preferred, but not required.



Library Clerk I – Collection Development
Job Description
FSLA – Non-Exempt (Part-Time)

General Summary

Under the Supervision of the Collection Development Manager, the Library Clerk I is responsible for performing a variety of clerical and library duties. Assists with selection, receiving, cataloging, de-acquisition, and processing of materials. The position requires extreme attention to detail, the ability to work independently while also collaborating with staff, and, the ability to be flexible to work on projects related to the collections as they arise.

Essential Job Requirements

- Core Responsibilities and Duties
 - Downloads MARC records and copy catalogs records in all formats including print, audio book, music CD, DVDs, Blu-ray, video games, electronic books and e-audio books
 - Creates item records, assigns classification numbers and prints spine labels
 - Links catalog records provided by Library vendors to the Library catalog
 - Working knowledge of library practices
 - Performs Collection Development duties: Selects titles in a variety of formats for inclusion in the Library collection using appropriate review sources, responsible for de-acquisition of designated areas of the collection, and working within an assigned budget
 - Assist with Acquisitions in receiving materials
 - Discards materials from the Library collection
 - May be responsible for keeping statistics
 - Participates in Library special projects as required or necessary
 - Performs other duties and tasks as assigned

- Customer Service
 - Works in conjunction with Administration, Managers and other staff to respond to the needs of the public.
 - Creates positive experiences for Library customers by effectively and efficiently performing job tasks; presents a positive image of the library in

attitude, communications and appearance while performing duties in both the public and staff areas.

- Responsible for greeting and assisting internal and external customers in a friendly, prompt, and accessible manner.
 - Responsible for endeavoring to listen, understand and resolve internal and external customer needs by providing solutions or referrals.
- Abilities and Skills
 - Computer Skills: Must demonstrate competency in computer use including Internet, email, Microsoft Office Products. Must be able to learn and become proficient with equipment and software programs as required to effectively and efficiently perform assigned duties.
 - Able to learn and stay current with emerging technology
 - Able to recognize and set priorities, and, to use initiative and independent judgement in a variety of situations
 - Maintain open mind regarding changes, and be willing to learn new protocols, policies and tasks.
 - Must be able to lift and carry bags of books or boxes weighing up to 40 pounds and handle materials, push/pull carts/bins up to 40-pounds.
 - Must possess physical mobility involving bending, lifting, reading and hearing.
 - Ability to communicate effectively with others, orally and in writing.
 - Able to establish and maintain effective working relationships with co-workers, members of the Library Friends, Board, and Foundation, and Library customers
 - **On a limited basis tolerate residual dust, mold or foreign substances on materials**
 - Promotion and Community Relations
 - Works with individuals and organizations in the community to make them more aware of the Library and its services, and promoting partnerships with the Library throughout the community.
 - Act as an advocate for the library out in the community and with the Library staff.

Education and Experience

- **Bachelor's** or Library Technology Certificate preferred
- Cataloging experience preferred
- Experience working in a library, Collection Development or Technical Services Department preferred



Library Clerk II

Job Description

FSLA – Non-Exempt (Full Time)

General Summary

The Library Clerk II position is responsible for performing a variety of clerical and library duties, including circulation services, reader's advisory, assisting with programs, and engaging the community via outreach initiatives. This position's work schedule includes nights and weekends. The position also requires strong customer service skills and constant collaboration with both patrons and District staff to anticipate and meet community needs and expectations.

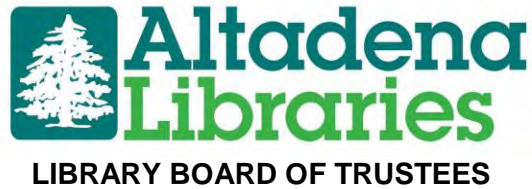
Essential Job Requirements

- **Customer Service**
 - Works in conjunction with Administration, Managers, and other staff to respond to the needs of the public
 - Creates positive experiences for library patrons by effectively and efficiently performing job tasks; presents a positive image of the library in attitude, communications, and appearance while performing duties in both the public and staff areas
 - Responsible for greeting and assisting internal and external customers in a friendly, prompt, and accessible manner
 - Responsible for endeavoring to listen, understand, and resolve internal and external customer needs by providing solutions or referrals
- **Core Responsibilities and Duties**
 - Provides prompt, courteous, and direct assistance to patrons with basic information regarding library materials, equipment, and services
 - Assists patrons with computers, printing, scanning, copying, and faxing
 - Performs circulation duties including roaming duties, checking items in and out, processing holds and periodicals, and shelving materials
 - Assist with collection maintenance and keeping the collection looking pristine
 - Assists with programs and readers advisory service
 - Helps design and maintain displays and keeps the library looking clean and tidy
 - Participates in library special projects as required or as necessary
 - Serves on internal committees and/or project implementation teams
 - Other duties as assigned

- Promotion and Community Relations
 - Works with individuals and organizations in the community to make them more aware of the Library and its services, and promoting partnerships with the Library throughout the community
 - Act as an advocate for the library out in the community and with the Library staff
 - Engage the community via outreach programs and initiatives
- Abilities
 - Work at a computer station frequently
 - On a limited basis, tolerate residual dust, mold, or foreign substances on materials
 - Ability to communicate effectively with others, orally and in writing, including through email
 - Able to establish and maintain effective working relationships with co-workers, patrons, user groups, community organizations, volunteer groups and to serve the public courteously
 - Able to recognize and set priorities, and to use initiative and independent judgment in a variety of situations
 - Able to learn and stay current with emerging technology, including digital media
 - Must be able to lift and carry bags of books or boxes weighing up to 40 pounds and handle materials, push/pull carts/bins up to 40-pounds
 - Must be able to drive a car and hold a valid driver's license
 - Must be available to work evenings and weekends
 - Must possess physical mobility involving bending, lifting, reading, and hearing
- Knowledge/Skills:
 - Demonstrated ability to work well under pressure and to meet inflexible deadlines is required
 - Effective interpersonal relations with library users and other professionals
 - Must have the ability to learn and become proficient in functions required to perform job duties, working effectively independently or as part of a team to complete tasks as assigned
 - Must communicate effectively using English. Must read, write and understand English at a level appropriate to the position. Spanish is not required but is preferred.
 - Computer Skills: Must demonstrate competency in computer use including internet, email, Microsoft Office Products. Must be able to learn and become proficient with equipment and software programs as required to effectively and efficiently perform assigned duties.
 - Knowledge of standard library procedures, current information technology, Internet and database search capabilities

Education and Experience

- Graduation from high school.
- One year of clerical or library experience.
- Bilingual in English and Spanish preferred, but not required.



STAFF REPORT

DEPARTMENT: Administration

MEETING DATE: August 28, 2017

PREPARED BY: Jonathan Arevalo

LOCATION: Community Room

TITLE: Repairing the Parking Lot at the Main Library

OBJECTIVE: To repair damage that has been sustained over the past 20 years, which will in turn protect against liability, help with ADA inspections, attract more patrons to the library, and show the community we value the upkeep of the library facility and grounds.

BACKGROUND/ANALYSIS: As overseers of the Altadena Library District, it is our responsibility for the upkeep of the building and its surrounding land areas. One of those areas is the parking lot. The parking lot is very crucial to the daily operations of the library, as it provides access to our facility that is used by both patrons and library staff members.

The parking lot at the main library has not been repaired or maintained in over 20 years. The lack of maintenance has created many substantial pot holes and cracks that are tripping hazards and can become a liability to the District if not repaired.

After much research on what would be the best solution in addressing the parking lot disrepair, and going through a bid process, we have decided to cold plane (grind) the existing parking lot and repave the lot with 2 inches of new asphalt. The company that will be doing the project is Perma Cast Paving, INC.

The following list is the scope of work (SOW) that will be done by Perma Cast Paving to repair the parking lot:

1. Furnish and apply weed killer to weeds and grass currently growing in the cracks and along the edges of the parking lot.
2. Pull up and set aside 32 concrete wheel stops, in preparation for the asphalt overlay of the entire parking lot.
3. Cold plane (grind) all existing asphalt throughout the entire parking lot, to a variable depth of 1.5 inches. Clean up, load, haul, and dispose of all asphalt grindings.
4. Remove 2 inches of dirt from 85 square feet of abandoned planter area. Dump this dirt elsewhere on site. Base-in this same 85 square feet with a variable 3 inches of hot asphalt, in preparation for the asphalt overlay of the entire parking lot.
5. Furnish and install 436 lineal feet of 2" x 3" header board along the perimeter edges of the parking lot.

6. Apply a tack-coat binder (for bonding of new asphalt) to all existing asphalt throughout the entire parking lot. Furnish and machine apply a variable 1.5 inches of hot asphalt throughout this same area – approximately 18,483 square feet. Roll & compact.
7. Layout and stripe 52 double-line car stalls, 1 handicapped legend, 1 (12") LOADING legend, 1 solid yellow berm and 420 square feet of yellow crosshatching, as per existing layout.
8. Reinstall all surviving concrete wheel stops.

The cost for items 1-8 will be \$34,290.00.

OPTIONAL ITEM #1: **ADD \$4875.00 TO THE CONTRACT PRICE** to furnish and apply an additional ½ inch of hot asphalt throughout the entire 18,483 square feet of parking lot area. This extra ½ inch will help add to the longevity of the parking lot.

OPTIONAL ITEM #2: Several of the existing concrete wheel stops have hairline cracks and may break upon removal. **ADD \$35.00 TO THE CONTRACT PRICE** for each broken (4') wheel stop you wish to have removed and replaced. The total number of wheel stops to be replaced will be 10. **The total cost will be \$350.00.**

We will be adding options 1 and 2 to the proposal. **Adding all three costs together brings the total to \$39,515.00.**

By repairing our parking lot, it will:

1. Help to prevent against liability
2. Help with ADA inspections
3. Help to avoid formation of pot holes (maintenance required every 5-7yrs)
4. Increases value to property
5. Show the community we value the upkeep of the library

The projected date for the project is in early September and will entail having the parking lot closed for not more than three days.

STAFF RECOMMENDATION: That the Board of Trustees approve the parking lot repair cost, including Optional Items 1 and 2, with a total cost of \$39,515.00 and give the Director the authority to sign the Quote and issue payment upon completion of the project.

SHIPPING ADDRESS

LIBRARY SITE:	ALTADENA LIBRARY MAIN
Address (Street, City, State Zip code)	600 EAST MARIPOSA STREET, ALTADENA, CA 91001
Attention - Name Title Phone Number	

Price Comparison Via (please check box)

- Quotes
- Catalog / Sales Ads (attach copies)
- Websites (attach copies)
- Fax (attach copies)
- Other

Justification for Awarding Contract

Sub-total	39,515.00	48,900.00	39,860.00
Sales Tax			
If Sales Tax is different from Cal Sales Tax P			
Plus Shipping & Handling			
Grand Total	39,515.00	48,900.00	39,860.00
Lowest Price			39,515.00

If variance is negative ? ;

Not Lowest Price **then give reason why the lowest quote was NOT awarded contract.**

Please Highlight Program	LIBRARY MAIN	LIBRARY BRANCH	Other _____
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Do not enter in - Highlighted Data Fields ONLY

Do Not Keypunch - Automatically Computed

Line No.	Catalog Page No.	Item No.	Product or Services Description	(each, dz, LB, Case, Pieces)	Number of Units / Order	QUOTE			Vendor with the Lowest Price per Item	Total Value of Order			
						PERMA CAST	ROSE PAVING	CP&G		LOWEST PRICE PER ITEM	PERMA CAST	ROSE PAVING	CP&G
1			COMPLETE ASPHALT GRINDING	EA	1	34290.00	47950.00	34465.00	PERMA CAST	34,290.00	34,290.00	47,950.00	34,465.00
2			REPLACE BROKEN PARKING BUMPER(S)	EA	10	35.00		21.00	ROSE PAVING	21.00	350.00	-	210.00
3			1/2 EXTRA ASPHALT	EA	1	4875.00		5185.00	ROSE PAVING	4,875.00	4,875.00	-	5,185.00
4			LOT MARKING	EA	1		950.00		PERMA CAST	950.00	-	950.00	-
5													
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Return to the Accounting Department for APPROVAL and to obtain Purchase Order Number
Do NOT place order with vendor / contractor without Purchase Order Number.

Circle Wining Bid	Sub-total	39,515.00	48,900.00	39,860.00
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(Only Signed Copies are Valid)

Sales Tax _____
 If Sales Tax is different from Cal Sales Tax Rate: _____
 Plus Shipping & Handling _____
 SETUP _____

Grand Total	39,515.00	48,900.00	39,860.00
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Date Prepared: 8/4/2017

Prepared by Name and Title and: JONATHAN AREVALO

Approved by Supervisor (Title/Department): MINDY KITTAY/ DIRECTOR

Signature: _____ (Only Signed Copies are Valid) Signature: _____

PERMA CAST PAVING, INC.

360 E. First Street #270, Tustin, CA 92780

Lic. No. 914435

Phone (800) 689-9339

Fax (800) 689-9343

PROPOSAL AND CONTRACT TO:Altadena Public Library
600 E. Mariposa Street
Altadena, CA 91001

ATTN: Mr. Jonathan Arevalo

DATE: June 13, 2017

QUOTE: 7023.1

JOB SITE: **Altadena Public Library
600 E. Mariposa Street
Altadena, CA 91001**

FAX:

CELL: (626) 497-9463

OFFICE:

OTHER:

E-MAIL: jarevalo@altadenalibrary.org

We propose to furnish all material, labor and equipment to complete the following, subject to the terms herein:

**COMPLETE ASPHALT GRINDING, OVERLAY & STRIPING.
OPTIONAL ITEMS.**

1. Furnish and apply weed killer to weeds and grass currently growing in the cracks and along the edges of the parking lot.
2. Pull up and set aside 32 concrete wheel stops, in preparation for the asphalt overlay of the entire parking lot.
3. Coldplane (grind) all existing asphalt throughout the entire parking lot, to a variable depth of 1 1/2 inches. Clean up, load, haul and dispose of all asphalt grindings.
4. Remove 2 inches of dirt from 85 square feet of abandoned planter area. Dump this dirt elsewhere on site. Base-in this same 85 square feet with a variable 3 inches of hot asphalt, in preparation for the asphalt overlay of the entire parking lot.
5. Furnish and install 436 lineal feet of 2" x 3" headerboard along the perimeter edges of the parking lot.
6. Apply a tack-coat binder (for bonding of new asphalt) to all existing asphalt throughout the entire parking lot. Furnish and machine apply a variable 1 1/2 inches of hot asphalt throughout this same area--approx 18,483 square feet. Roll & compact.
7. Layout and stripe 52 double-line car stalls, 1 handicapped legend, 1 (12") LOADING legend, 1 solid yellow berm and 420 square feet of yellow crosshatching, as per existing layout.
8. Reinstall all surviving concrete wheel stops.

OPTIONAL ITEM #2: ADD \$4,875.00 TO THE CONTRACT PRICE to furnish and apply an additional 1/2 inch of hot asphalt throughout the entire 18,483 square feet of parking lot area.

OPTIONAL ITEM #3: Several of the existing concrete wheel stops have hairline cracks and may break upon removal.

ADD \$35.00 TO THE CONTRACT PRICE for each broken (4') wheel stop you wish to have removed and replaced.

NOTE: Proposal includes one asphalt repair move-in. Irrigation systems to be shut off (by owner) during the course of this work. Proposal excludes plans, permits, engineering, catch basin installation and handicapped upgrades. **Proposal does not include Prevailing Wage Rates.**

All of the above work to be completed in a professional manner according to standard practices for the sum of:

For Items #1 thru #8 Above

\$34,290.00

TERMS: PAYMENT IS DUE UPON COMPLETION, OR FOR THAT WHICH IS PROGRESSED BILLED.
Progress payments to be paid in full before continuation of project. Retentions will not be held unless agreed to in writing.
If invoice is not paid within 30 days, an interest charge of 1.5% per month will be assessed on all past due balances.

SUBMITTED BY:

ACCEPTANCE: I/We have read the PROVISIONS OF CONTRACT on the reverse side of this contract and understand that all of the terms and conditions on the reverse side are incorporated herein and made a part hereof. I/We accept this proposal and agree to pay the said amount in accordance with the terms set forth. I am either the owner or a duly authorized agent with full authority to enter into this contract.

Signature: _____

Company: _____

Print Name: _____

Title: _____ Date: _____



August 03, 2017

PROPOSAL

Customer Information

Altadena Public Library-Altaden:
600 E. Mariposa St.
Altadena, CA 91001

Job Site Information

Altadena Public Library
600 Mariposa St.
Altadena,CA91001
Contact: Jonathan Arevalo
Phone: 626-798-0833

Rose Paving Information

Quote#: 17-080833
Contact: Eliot Smith
Cell: 562-351-8254
Email: esmith@rosepaving.com

Base Bid

CA Contractor License: 952159

1-Asphalt R&R

\$71,750.00

Quantity: 18,026 SF

Process: Asphalt Removal and Replacement (18026 SF)

- Saw cut and excavate damaged asphalt to a specified 4" depth.
 - Remove debris to approved facility.
 - Mechanically compact sub-grade to an unyielding condition.
 - Apply tack coat to all vertical edges to ensure adhesion.
 - Install Hot Mix Asphalt in separate lifts and compact to a specified 4" depth.
- **Price is inclusive of the removal of Petromat.

- If undercut is required due to unsuitable base, an additional charge will apply.
- If asphalt is deeper than specified depths, additional charges will apply.

**Work to be completed in 1 Mobilization, If additional mobilizations are necessary, additional charges will apply.

Initial for Approval: _____

2-Lot Marking

\$950.00

Quantity: Per Existing Layout

Process: Lot Marking Layout

- Restripe layout as per existing layout.
- Price is inclusive of all double line stalls and ADA Stalls.

Initial for Approval: _____

Base Bid Total = \$ 72,700.00



August 03, 2017

PROPOSAL

Suggested Options

3-Asphalt Mill & Overlay

\$47,950.00

Quantity: 18,026SF

Process: Asphalt Mill & Overlay @ 2"

- Mechanically mill asphalt to a specified 2" depth.
- Remove debris to approved facility.
- Apply asphalt emulsion tack coat.
- Install Hot Mix Asphalt to a compacted 2" depth.

- If undercut is required due to unsuitable base, an additional charge will apply.
- If asphalt is deeper than specified depths, additional charges will apply.
- Work to be done in 1 Mobilization, if additional mobilizations are necessary, additional charges will apply.

Initial for Approval: _____

Options Total = \$ 47,950.00

Approval Selection:

Total Dollars Approved: _____

Date Approved: _____

Name: _____

Authorized Signature: _____

Rose Paving Contract Agreement Terms & Conditions

1. **CONTRACT DOCUMENTS:** Specification sheets, drawings and other documentation presented in this proposal shall be part of the contract. It is the responsibility of the customer's authorized representative to be aware of the terms and conditions stated herein and of the other contract documentation.
2. **PAYMENT TERMS:** NET BALANCE DUE 30 DAYS AFTER COMPLETION OF WORK. Unpaid balances will accrue a late fee of 1% per month until paid in full. In the event of your failure to conform to the terms and conditions of this agreement, you hereby agree to pay Rose Paving LLC. all sums earned to date. Price reflects a 4% (four percent) discount for payments by cash or check.
3. **DEPOSIT:** If contracted amount exceeds \$15,000.00, a deposit of 1/3 of the project price is required to schedule work unless noted otherwise in this agreement.
4. **PERMITS AND FEES:** Owner is responsible for obtaining and paying for any required PERMITS, BONDS, and LICENSES, or plans required to obtain the aforementioned.
5. **UNMARKED / UNDOCUMENTED UTILITIES:** The client shall be responsible for repairing any private utility lines damaged by Rose Paving during the course of this project which were un-marked, un-documented or non-conforming to prevailing codes. While Rose Paving shall be responsible for repairing utilities in situations where Rose Paving damaged marked, conforming private utility lines, Rose Paving shall not be held liable for additional costs associated with utility interruption regardless of whether the lines were marked and / or documented properly or not. The customer is responsible to call the utility company.
6. **WORK ACCESSIBILITY:** The price(s) quoted herein is contingent upon the work area being free of any obstructions (vehicles, dumpsters, etc.) at the scheduled project start date and time. Rose Paving, reserves the right to adjust the agreed upon project price if the job conditions prevent Rose Paving work crews from starting on time and proceeding without interruption.
7. **SOIL CONDITIONS:** The proposed price is contingent on the existing subsoil or base being adequate to support the pavement work. Rose Paving shall not be held liable for failure due to poor subgrade, moisture or other unforeseen circumstances such as underground water springs, contaminated soil, etc. If failure does occur, Rose Paving will notify agent or owner for inspection.
8. **WATER DRAINAGE:** On projects where the natural fall of the land is less than 2%, Rose Paving cannot guarantee that there will be total water drainage on pavements. After repair and Rose Paving shall not be held liable for ponding or retention in surrounding areas. On projects where the scope of work includes an overlay, the overlay will follow the contour of the existing base surface and Rose Paving cannot guarantee and will not be liable for drainage issues in the work area or surrounding areas.
9. **CLEANING EXPENSES:** The owner understands that the work called for in this agreement is a messy process. The parties agree that Rose Paving is not responsible for cleaning, repairing, or replacing any concrete, carpet, floor, passageway, etc., that is soiled or stained by anyone other than Rose Paving employees.

10. **INDEMNITY:** Rose Paving agrees to complete its work in a safe and workmanlike manner, and to take appropriate safety precautions. However, once installation is complete and customer takes possession of the work area, Owner/Customer understands and agrees that Rose Paving cannot be responsible for materials, area maintenance and safety, and therefore Owner/Customer assumes all responsibility in this regard, including but not limited to any and all personal injuries, deaths, property damage, losses, or expenses related to or in any way connected with the materials or services provided. To the fullest extent allowed by law, Owner/Customer agrees to indemnify, defend and hold Rose Paving and its agents harmless from any and all loss, expense, liability, or attorneys' fees in connection with any such damages or injuries occurring thereafter. Nothing contained within this paragraph means, or should be construed to mean that Rose Paving or others shall be indemnified for their own negligence.
11. **CHOICE OF LAW & VENUE:** To the fullest extent permitted by law, each provision of this contract shall be interpreted in such manner as to be effective and valid under California law without regard to its conflict of laws principles. To the fullest extent permitted by law, venue and jurisdiction for any dispute under this agreement shall rest in the Superior Court of California County of Los Angeles or the United States District Court Central District of California.
12. **ATTORNEY FEES & COSTS:** In the event Rose Paving places any amounts owed under this proposal for collection with either a collection firm or attorney, Rose Paving shall be entitled to reasonable collection fees, attorneys fees and costs.
13. **TAXES:** All taxes are included in proposal price unless otherwise specified.
14. **ESCALATION CLAUSE:** This contract has been based on material costs at current market rates. Due to uncertain market conditions that are beyond our control and in the event of future material price increases the responsible party agrees to pay for the escalations of material without a charge order. This paragraph applies only to materials.
15. **TIMING:** Due to fluctuation in the cost of raw materials, if the current date is past 15 days from the proposal date, customer should clarify that pricing is still valid.
16. **MATERIAL & WORKMANSHIP:** All material is guaranteed to be as specified. Unless otherwise specified within this Proposal, Rose Paving warrants workmanship and materials for a period of 1 year from the date of completion. All work shall be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the amount set forth above. We shall not be responsible for delays caused by strikes, accidents, weather or other contingencies beyond our control. Our workers are fully insured.
17. **CONSENT TO USE OF PHOTOGRAPHS, IMAGES AND VIDEOS:** Customer consents to Rose Paving using images and videos of jobsite as a described in proposal or any work order, for use in Rose Paving promotional, marketing and training materials. Rose Paving shall have right to use the name, logos, trademarks, trade names, service marks or other marks of customer to the extent any of the foregoing appear in photographs, images and videos of the jobsite.
18. **NON-DISCLOSURE:** Customer acknowledges that information in this Proposal, including but not limited to pricing, determination of scope of work, method for evaluating parking lots, and methods of repair, constitute and include Rose Paving's Confidential Information. This Proposal shall not be shared, distributed or disseminated to any other contractor and Customer acknowledges that should it violate this provision monetary damages will not be an adequate remedy and Rose Paving shall be entitled to injunctive relief in addition to any other remedy available in law or equity.
19. **ALTERATIONS TO THIS PROPOSAL:** Alterations or notations on or to this Proposal will not be valid unless accepted in writing by an authorized representative of Rose Paving.



August 03, 2017

PROPOSAL

20. **SEVERABILITY OF TERMS:** Should any part of this agreement be deemed unenforceable, the remaining terms shall be severable and separately enforceable and shall remain in full force.

Billing Address Verification:

Attention: Altadena Public Library-Altadena

Address: 600 E. Mariposa St.
Altadena, CA 91001

Special Instructions: _____

As a duly authorized representative of , I agree to these Terms & Conditions.

Initialed



CALIFORNIA PAVING & GRADING CO., INC.
 3253 VERUGO RD., LOS ANGELES, CA 90065
 (P) 323-255-1444 (F) 323-255-3473
 STATE LICENSE #384051

Proposal & Contract

Date	Proposal #
7/26/2017	171876

Customer Name / Address
Altadena Public Library 600 E. Mariposa St. Altadena, CA 91001

Job / Address
Altadena Public Library 600 E. Mariposa St. Altadena, CA 91001 Option #1

Rep	Terms of Sale	P.O. No.	Job Number
Tom	Due on Completion		171876 - 600 E. Mari...

Description	Total
Coldplane Existing Asphalt Areas Totaling Approximately 18,710 Square Ft., 1 1/2" Inch Clean Existing Asphalt Areas to be Paved/Patched/Sealed Remove & Haul Away Existing Cracked Asphalt Areas Totaling Approximately 2,650 Square. Ft. Fine Grade Areas to be Paved Base in Removed and Dirt Areas Totaling Approximately 2,745 Square Ft. with 2" of Asphalt Install Approximately 430 Linear Ft. of Redwood Headers Apply Petro-Mat to 18,805 Square Ft., With A/R 4000 Hot Oil Install 1 1/2" Inches of Asphalt to Areas Totaling Approximately 18,805 Square Ft. Compact All New Asphalt Material with Machine Roller Stripe as Per Specifications for 52 Stalls, 1 Handicapped Stall, Reset 33 bumpers, 2 Arrows, 1 No parking Stencils, Repaint 1 Bumpers, 1 No Parking Loading Zone Stencil, 36 x 12 Hatch Furnish and Install 2 Bumpers (4') Install (1) Handicap sign and 1 Handicap Entry Sign/Pole Quotes are Valid for 30 Days All work is to be completed in a substantial and workmanlike manner according to standard practices for the sum of ...	34,465.00
Excludes: Prevail Wages ALT A: Replace Broken 4' Ft. Bumpers @ \$21.00 Each ALT B: Increase Asphalt 2" Inches Additional Price \$5,185.00	
California Paving & Grading Co., Inc. By: Tom Dilsworth	

ACCEPTANCE

You are hereby authorized to proceed with the work as per above and I agree to pay in the amount as stated on this proposal. You the Buyer may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. PLEASE READ CAREFULLY the General Terms & Conditions of Sale page BEFORE signing.

Accepted By: _____ Date: _____

Please read and sign all pages of this Proposal and Contract.



CALIFORNIA PAVING & GRADING CO., INC.
3253 VERUGO RD. LOS ANGELES, CA 90065
(P) 323-255-1144 (F) 323-255-3473
STATE LICENSE #384051

Proposal & Contract

Date	Proposal #
7/26/2017	171876

Customer Name / Address
Altadena Public Library 600 E. Mariposa St. Altadena, CA 91001

Job / Address
Altadena Public Library 600 E. Mariposa St. Altadena, CA 91001 Option #1

Rep	Terms of Sale	P.O. No.	Job Number
Tom	Due on Completion		171876 - 600 E. Mari...

Description	Total
<p>NOTICE TO OWNER (Section 7019 - Contractors License Law) - Under the Mechanics Lien Law (California Code of Civil Procedures, Section 1181 et seq.) any contractor, sub-contractor, laborer, supplier or other person who helps to improve your property but is not paid for his work or supplies, has a right to enforce a claim against your property. This means that, after a court hearing, your property could be sold by a court officer and proceeds of the sale used to satisfy the indebtedness. This can happen even if you have paid your own contractor in full, if the subcontractor, laborer or supplier remains unpaid. Under the law you may protect yourself against such claims by filling, before commencing such work of improvement, an original contract for the work of improvement or a modification thereof, in the office of the county recorder of the county where the property is situated and requiring that a contractor's payment bond be recorded in such office. Said bond shall be in an amount not less than fifty percent (50%) of the contract price and shall, in addition to any conditions for the performance of the contract, be conditioned for the payment in full of the claims of all persons furnishing labor, services, equipment or materials for the work described in said contract. This contract also contains provisions to homeowners as set forth in 1689.7 (a) and details set forth in (b) and (c).</p> <p>Contractors are required by law to be licensed and regulated by the Contractors' State License Board. Any questions concerning a contractor may be referred to the registrar of the board whose address is: Contractors State License Board, 9821 Business Park Drive Sacramento, CA 95827</p> <p>Information about seal coat: Seal coat is designed to protect asphalt from water erosion and UV oxidation; it also beautifies your parking lot or driveway by giving it a deep black color. One common misconception customers have is they expect cracks to disappear or for the seal to hide imperfections in the existing asphalt's surface. Seal coat WILL NOT hide cracks, depressions, uneven or rough areas. Even if crack filler is applied prior to seal coat, cracks will still be visible after the work is complete, seal coat will not adhere to oils spots on asphalt. If you feel your project may require more work than just a seal coat, please contact your estimator so he can make the proper recommendations.</p>	

ACCEPTANCE

You are hereby authorized to proceed with the work as per above and I agree to pay in the amount as stated on this proposal. You the Buyer may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. PLEASE READ CAREFULLY the General Terms & Conditions of Sale page BEFORE signing.

Accepted By: _____ Date: _____

Please read and sign all pages of this Proposal and Contract.

Proposal & Contract



CALIFORNIA PAVING & GRADING CO., INC.
3253 VERUGO RD. LOS ANGELES, CA 90066
(P) 323-255-1444 (F) 323-255-3473
STATE LICENSE #384051

Date	Proposal #
7/26/2017	171876

Customer Name / Address
Altadena Public Library 600 E. Mariposa St. Altadena, CA 91001

Job / Address
Altadena Public Library 600 E. Mariposa St. Altadena, CA 91001 Option #1

Rep	Terms of Sale	P.O. No.	Job Number
Tom	Due on Completion		171876 - 600 E. Mari...

Description	Total
<p>CALIFORNIA PAVING & GRADING CO., INC. (CP&G) GENERAL TERMS AND CONDITIONS OF SALE</p> <p>TERMS: Net payment due to be paid on completion of job. Any unpaid amount will be subject to 5% interest per month. CP&G shall be entitled to collect attorney fees and court costs in the pursuit for any unpaid balance. All work to be completed with one (1) move unless otherwise stated. Prevailing wages are not included unless otherwise stated. The above work carries a one-year guarantee on all workmanship and materials. Proposal is valid for thirty (30) days. CP&G is not responsible for delays caused by weather.</p> <p>ADDITIONAL CHARGES: This proposal excludes permits, plans, inspections, testing, surveying, manhole adjusting, utility adjustments or relocations, street striping or signage, rough grading, storm drains and street lighting. Import and/or export of fill to be charged as extra, if needed.</p> <p>CHANGE ORDERS: All changes to this proposal must be completed by our office in writing and shown as a change order to this proposal. Any change to this proposal will be executed only upon written orders for same, and will become an extra charge over the sum mentioned in this contract. Any change written or typed by the customer on our contract is null and void.</p> <p>DEFINITIONS: Unless otherwise specified, the term grade shall mean that present grades are within one inch of finish sub-grade. Weed killer to be applied only where specified. CP&G accepts no responsibility for future growth of vegetation. Cracks will still be visible at completion of all seal coating jobs, no guarantee against seal coat adhering to oil spots on asphalt. CP&G cannot guarantee that all cracks will be filled and or patched.</p> <p>EXCEPTIONS: CP&G shall not be responsible for cracks in asphalt due to soil or sub-grade movement or failure or on any resurfacing of existing asphalt. CP&G shall not be liable for any damage to or breakage of underground pipes and/or conduits not visible from the surface of the ground nor for any damage to approaches (including sidewalk) from the street to the property line. CP&G shall not be responsible for water drainage when resurfacing over existing asphalt and concrete areas. Water drainage subject to existing conditions. CP&G shall not be responsible for cracking of new concrete surface; for graffiti of new concrete; for repair to damage of irrigation lines, sprinkler heads or grass lawns. CP&G can offer no guarantee against power steering marks as this is a natural occurrence. CP&G is not liable for sinkage of trenches due to lack of completion by others. CP&G shall not be responsible for any color ordered from a color chart varying from concrete color actually delivered due to the variations in the coloring materials and other factors beyond the control of CP&G. Customer agrees that CP&G shall not be liable for damages associated with any dissatisfaction with the color of concrete delivered or defects caused by a mixture designed and specified by the customer.</p> <p>CP&G is not responsible for any discoloration such as blotching or dark spots on new concrete surfaces</p> <p>Proposals do not include disposal of petromat mixed with asphalt, unless specified in scope of work. pricing subject to increase if petromat is present.</p>	

ACCEPTANCE

You are hereby authorized to proceed with the work as per above and I agree to pay in the amount as stated on this proposal. You the Buyer may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. PLEASE READ CAREFULLY the General Terms & Conditions of Sale page BEFORE signing.

Accepted By: _____ Date: _____

Please read and sign all pages of this Proposal and Contract.

**BOARD OF LIBRARY TRUSTEES
STAFF REPORT****DEPARTMENT:** Administration **MEETING DATE:** August 28, 2016**PREPARED BY:** Mindy Kittay **LOCATION:** Community Room**TITLE: Annual Review of Outsourcing Human Resources****OVERVIEW**

In June 1, 2016 the Board requested that the Director obtain bids for the Board of Trustees to review to potentially outsource human resource functions for the Fiscal Year beginning July 1, 2016. At the June 27, 2016 Board of Trustees Meeting the Board reviewed the three firms and selected HRNETwork, Inc. A contract was signed with HRNETwork in July of 2016. The Director recommended that the outsourcing of Human Resources be evaluated annually.

The services agreement with HRNETwork included estimates for services based on an average of five new hires and five terminations annually. During the first year there were substantially more than five of both. \$18,376 was paid to HRNETwork for the first 12 months not including the one time setup fee of \$1,095. There was a negotiated additional payment of \$5,000 to offset the cost for the additional hires/terminations. The actual billing from HRNETwork for the overage was for \$6,410.25. HRNETwork wrote off \$1,410.25.

HRNETwork conducted an HR Audit of the Company's HR policies and practices, including: Wage and Hour/Immigration/Claims/Safety/EEO/Employee Files/Pre-Employment/Employment/Termination/Postings and presented a full-audit report and created an HR task list. The review and updated employee manual was completed during this year along with a number of presentations and hands on workshops with staff to create a values document as well as DiSC training (communication styles). A Pulse Survey was completed to measure staff satisfaction and moral. HRNETwork also advised and assisted with the setup of the new Payroll and HRIS (Stratex) system. SOP's (Standard Operating Procedures) were created and standardization of procedures for human resources were put in place. Discussion and research has begun on assessing compensation and benefits, review of job descriptions and creation of new evaluation forms which include a merit based system (rather than a step system) for increases to pay.

SUMMARY

During this past year HRNETwork has worked with staff to create an atmosphere of trust and consistency in the handling of human resource matters. The Pulse Survey shows continued upward growth and job satisfaction and agreement with the direction of the library. The last Pulse Survey showed a 95% approval rating. HRNETwork has helped our managers and staff work through challenges in a consistent and professional way. It took considerable time and effort by staff and HRNETwork to change the operations of human resources from internal to external, but once all the setup work was completed, the time savings and the professional and consistent management of human resources has been perfect for our organization.

The Public Services Director and the Director agree that outsourcing of human resources to a Consultant has been successful in addressing all of the challenges that the District was facing when human resources was a staff position and we recommend that the District continue to use outsourced services for HR and we also recommend that the District continue its Agreement with HRNETwork for another year.



ALD HR REPORT – BOARD OF DIRECTORS

Month: August 2017

July EE/HR Transactions

	Action	Status/Notes
1.	DLSE Notices for employees re payroll change	Sent to Library for distribution to employees
2.	Performance plan for employee	Presented to employee
3.	Create Pregnancy Disability Leave letter for employee	Sent to employee, Leave initiated
4.	Monthly check in meeting by phone with HR	Ongoing
5.	Process termination paperwork for two resignations and one termination of employees	Done
6.	Assist with employee performance issue	Done
7.	Assist with dress code issue question	Done

Current Projects

Project	Action	Status/Notes
Cultural Development/ Training	DiSC training (Part I & II)	Part II presented 6/2
	Condense Values to 5-6; Integrate into documentation, work processes, organizational conventions	Presented to Employees 7/7, included Values Exercise (See attached)
Pulse Survey	Created on-line through Stratex; conduct bi-monthly	Conducted 6/5. TBS Sept
HRIS (Stratex)	Set up training for Phase II	Onboarding, employee files/ transactions
HR SOP's	Q2: To be revised based on ALD tasks vs. HRN tasks	LC Reviewing/revising with Ryan Update to Stratex process
Policy/Procedure	Research on Volunteers and Insurance	Provide Volunteer Manual – sent 7/7
Job Descriptions	Q3: Mindy/Ryan rewriting by 8/1	HRN to review, make ADA compliant, review for exemption classification
Performance Reviews	Q3: HRN will develop based on JD, mesh with Pride in Excellence format	Discussion to move to a focal point review date
Compensation	Q3: Wage Data – Mindy to assign Librarians to conduct market data research	AAL to conduct job slotting, create wage scale and merit matrix based on market data
Executive Director	<ol style="list-style-type: none"> Process Step Increase Assist with Completion of Review Provide sample of E/D contract, assist with contract renewal 	Working with BoD



ALTADENA LIBRARY DISTRICT

BOARD OF TRUSTEES

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ALTADENA LIBRARY DISTRICT

BOARD OF TRUSTEES

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A. Election of Board Members

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

1. Official Tabulations of Votes

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

2. Vacancy on the Board of Trustees

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

3. Candidate Statements for District Elections

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

4. Seating of New Trustees

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

Altadena Library District Affirmation of Allegiance for Trustees

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



BOARD OF TRUSTEES

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B. Officers

1. Election of Officers

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

2. Vacancies

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

3. Officers

Officers of the Board shall be President and Secretary.

4. Duties of Officers

a. President

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



ALTADENA LIBRARY DISTRICT

BOARD OF TRUSTEES

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b. Secretary

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

C. Board Committees

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

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

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

Furthermore, the Brown Act dictates that meetings shall:

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

1. Standing Committees

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



BOARD OF TRUSTEES

BYLAWS

2. Special Committees

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

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

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

3. Reporting of Committees

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

D. Board Liaisons

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

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

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

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

2. Others, as needed.



ALTADENA LIBRARY DISTRICT

BOARD OF TRUSTEES

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E. Board Representatives

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

1. Friends of the Altadena Library District

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

2. Board Appointments

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

3. Metropolitan Cooperative Library System Advisory Board

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

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

April 10 Closing date for applications.

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

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

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

- b. - No SAB Delegate at this time.



BOARD OF TRUSTEES

BYLAWS

F. Board Responsibilities and Guidelines

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

1. District Director

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

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

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

2. Administration Leeway in Absence of Board Policy

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

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

3. Board Requests of Staff

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

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

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



ALTADENA LIBRARY DISTRICT

BOARD OF TRUSTEES

BYLAWS

4. Expense Reimbursement Policy

a. Activities and Expenses Covered by the Policy

(1) Membership Dues

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

(2) Conferences, Meetings, and Workshops

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

(3) Special Projects

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

(4) Community Activity or Visibility

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

(5) Legislative Activity

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

G. Board Meeting Policies

1. Regular Meetings

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

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



BOARD OF TRUSTEES

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2. Special Meetings

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

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

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

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

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

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

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



BOARD OF TRUSTEES

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

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

3. Closed Sessions

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

4. Quorum

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

5. Teleconference

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

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



BOARD OF TRUSTEES

BYLAWS

H. Presenting Matters to the Board

1. Agendas

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



ALTADENA LIBRARY DISTRICT

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

2. Order of Business

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

3. Minutes

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

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

4. Agenda Items from the Public

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

5. Adequate Information to Precede Action

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

6. Trustee Suggestions

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

7. Official Reports

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



BOARD OF TRUSTEES

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8. Conduct of Business

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

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

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

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



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

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

I. Correspondence

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

J. Awards and Honors Policy

1. Staff Recognition Policy

The Board will honor staff by:

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

2. District Volunteers

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



ALTADENA LIBRARY DISTRICT

BOARD OF TRUSTEES

BYLAWS

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

K. Communications

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



ALTADENA LIBRARY DISTRICT

BOARD OF TRUSTEES

BYLAWS

d. Crisis Communications

During crisis situations, all media inquiries shall be routed to the office of the Director or his/her designee, who shall prepare and update an official statement responding to the situation as events unfold.

e. Confidentiality

The District shall not release information which is private or confidential as identified by law and Board policy.

L. Prohibitions

1. No member of an immediate family of a Board member shall - be hired as an employee of the District.
2. The Board is precluded by the conflict of interest laws from entering into a contract with a member of the Board or a member of his/her immediate family. "Immediate family" includes the Board member's spouse, registered domestic partner, and dependent children. Accordingly, bids or proposals received from those individuals will be rejected.
3. No Board member or Staff shall represent himself/herself as representing the Library in any public forum or publication without prior Board approval.

M. Emergencies

Whenever an emergency arises requiring a decision normally requiring Board action, the District Director, or the Acting District Director, will attempt to reach Board members by telephone to apprise them of the situation and obtain their endorsements. If the emergency is of such nature as to require immediate action, or if Board members are not available, the District Director, or the Acting District Director, will take whatever action is needed and will notify Board members at the next regular meeting, or sooner if he considers it appropriate.

(See definition of "Emergency Situation", Section G. 2. (a))

N. Conflicts

If any section of these bylaws are in conflict with The State Education Code, other state or local statutes, the applicable section shall be considered void until amended to conform.

O. Amendments to Bylaws

These bylaws may be amended at any regular meeting of the Board, provided the amendment was proposed at the previous meeting and a copy given to all Board members.



ALTADENA LIBRARY DISTRICT

BOARD OF TRUSTEES

BYLAWS

P. Ethics Training -

1. Training

Government Code §53234-53235.2 mandates AB1234 Chaptered in October 2005 ethics training for the governing bodies of local agencies. Each Board member must complete at least two hours of training in general ethics principles and ethics laws every two years. Government Code § 53235(b) and § 53234(d) outline the topics that are to be covered by each training. The first completion date for training depends upon when each Board member took office:

<i>Term Begin Date</i>	<i>Ethics Training Completion Date</i>
Prior to January 1, 2006	December 31, 2006 (first training) and every two years thereafter
January 1, 2007, forward	Before the one-year anniversary of their service (first training) and every two years thereafter

If a Board member serves more than one local agency, he/she is not required to attend training for each agency. (§53235.1(c).)

The Library must provide information on available training to the Board members at least once per year. (§53235(f).)

2. Records of Ethics Training

The Library must maintain records which indicate the dates on which the Board members fulfilled the ethics training requirements and the entity that provided the training. (§53235.2(a).) These records must be kept for at least five years and are subject to disclosure under the California Public Records Act. (§53235.2(b).)

Any entity which provides training must also provide the participants with proof of participation. (§53235(e).)

3. Reimbursement

Refer to Administrative Policy 2601 approved by the Board on 9/25/06.



ALTADENA LIBRARY DISTRICT

BOARD OF TRUSTEES

BYLAWS

APPENDIX A Administrative Policy 2601, District Reimbursement Policy for Travel, Lodging, Mileage and Miscellaneous Expenses, approved 10/30/06 Board meeting.

APPENDIX B County of L.A., Office of the County Counsel – Opinion dated 4/13/06
RE: Assembly Bill 1234 (Reimbursement Policy and Ethics Training)

Approved and Adopted this 27th day of November 2006.

By _____
-Dale E. LaCasella, President

BY: _____
-David Datz, Secretary

Supersedes

Revision Update Approved 2/25/08

Revision Update Approved 5/24/04

Approved 6/23/80

Amended 7/25/83

Amended 9/5/95

BOARD OF LIBRARY TRUSTEES
DIRECTORS UPDATE

DEPARTMENT: District Director MEETING DATE: August 28, 2017
PREPARED BY: Mindy Kittay LOCATION: Community Room

STRATEGIC PLANNING:

Attached at the end of this report is a copy of the current Strategic Plan that the District is Operating under with the exception of the change to Goal #4 which was changed from:

The Altadena Library District will provide youth with the resources they need to succeed in school and to develop a life-long love of learning and reading.

To:

Lifelong Learning: The Altadena Library District will fuel Altadena's passion for reading, personal growth, and learning.

As staff and I have progressed through the many changes to our library, both physically and operationally, and the changes to libraries in general, we have discussed how our Strategic Plan might be updated to better reflect the goals, needs and aspirations of our Community. The Community Conversations, Town Hall and Final Report that was generated from those have also contributed to these discussions both inside and outside of the Library in the larger community.

Further conversation and emails with Stu Wilson, the consultant from Library Strategies, also confirmed that it may be time for the District to begin discussion and planning for steps on how to move forward with Strategic Planning.

Therefore, I am requesting that the Board have a special meeting and/or create a subcommittee (with staff participation), to begin discussion about the Strategic Plan and to bring back recommendations to the full Board.

BOARD TRAINING:

Following this Staff Report please find the "Typical Library Board Roles & Responsibilities" document created for the Altadena Library District by Stu Wilson of Library Strategies and the Required and Recommended Trainings from the Board of Trustees Handbook.

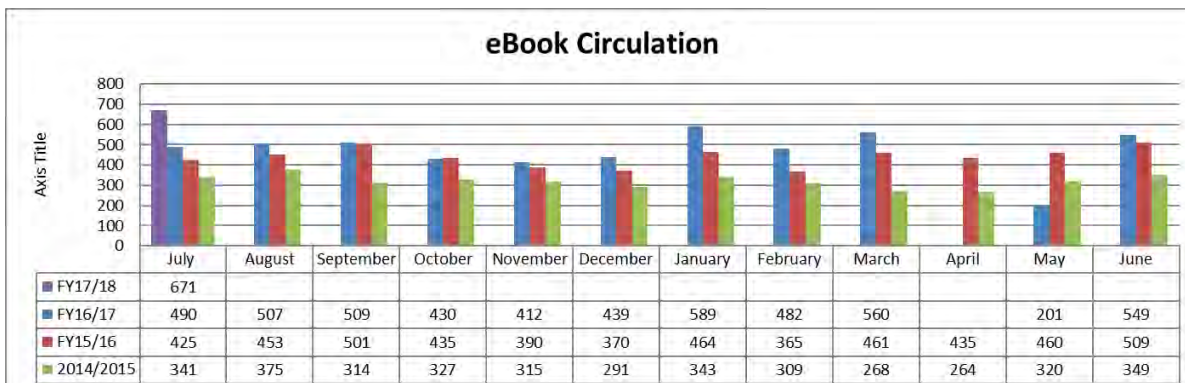
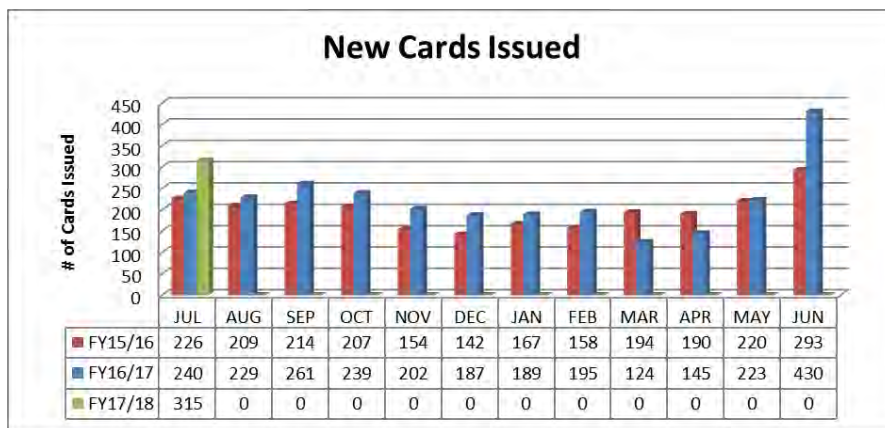
COMMUNITY CONVERSATIONS:

The following events and opportunities have come our way recently and we feel these are all attributable to our outward facing approach.

- We will soon be offering Chess Club taught by a local resident on Tuesday evenings for all ages.
- A media workshop for teens and workshops on finding and creating news stories about Altadena are all being offered by local news professionals this Fall.
- After attending a Community Conversation a local Altadenan requested to put on monthly Open Mic nights at the library (since the Coffee Gallery cancelled theirs) and they start in August and are the Tuesday of every month in the evening.
- We were approached by Artisanal LA which is owned by a local Altadenan to volunteer her time to put together with them, in November, a community event with food trucks, a block party in the parking lot and tables for local groups to spread information about their organizations such as NBBA, ACONA, Chamber, etc.

STATISTICS:

Total Library Contacts: Our impact in the community is growing even though circulation of physical materials is down. The dropping of circulation of physical materials is a national trend and a topic of discussion among the Southern California Library Consortium. All but one SoCal library has been experiencing dropping circulation over the past few years. One reason our circulation and visits at the main library were lower this month as compared to last month at this time is because we were closed two additional days in July due to the A/C repair and the timing of the month. Issuance of new library cards continues to grow. New library card registrations are 26% higher at main and 94% higher at the Branch than at this same time last year. Holds on our materials are 46% higher than last year at this time. eBook circulation continues its upward climb month after month. Holds on our items is also continuing its upward growth with a huge leap from 175 two years ago at this time to 456.



FACILITIES:

Currently we are working on or completed the following facilities issues:

- Main A/C: All of A/C units are repaired and running as they should
- Main Parking Lot: The proposal for this project is in the Consent Agenda.
- Main Bridges: Facilities staff and the Director will begin to review possible options. Whatever decision is made, we will need to include community comment if we vary from the original design. (not started yet)
- Main Landscaping: Staff is in discussion with possible community partners and our LA County Supervisor regarding opening up the land around the library so that it is a usable community asset with spaces for relaxing, collaboration and enjoyment.
- Main Roof Leaks: Facilities staff are researching options for fixing the remaining leaks in the roof at Main.
- The maintenance of the trees surrounding the library are now under contract and are being trimmed, treated and a report will be presented shortly on their recommendations for removal of at least one tree.

MISCELLANEOUS:

- The year in review video and handout has been updated for the general public and is now located on our website, Facebook and is being presented at the Altadena Town Council August meeting and the ACONA August meeting and we are also scheduling other community presentations for NBBA and other local entities. We have also shared the video and document with our Supervisor Katheryn Barger.
- As you may remember, over a year ago we switched credit card vendors in order to increase our cash back benefit. This past year we received \$2,000 and we now have over \$5,500 accrued that we can request at any time.
- We now take reservations for the use of the FabLab and this past month we had 20 requests. Classes will start in the Fall.

- We received our erate rebate for the 15/16 year.

Altadena Library District CTF #40007		Annual FY (15-16)		E-rate % 80%	CTF % (see notes) 10%	
Connections to CalREN Hub at Equinox Los Angeles to Altadena Library District						
Net Cost to Library:	Total			E-rate	CTF	Total
Total Cost (MRC + Tax/Surcharges)	6,394.82	Total Discount 15-16	(5,115.85)	(639.49)	(5,755.34)	
Total Discount 15-16	(5,755.34)	Less Instant Credits (see notes)	-	-	-	
Net Cost	639.48	Due to Library	(5,115.85)	(639.49)	(5,755.34)	
to Collector Circuit to Equinox Los Angeles						
Net Cost to Library:	Total			E-rate	CTF	Total
Total Cost (MRC + Tax/Surcharges)	6,394.82	Total Discount 15-16	(5,115.85)	(639.49)	(5,755.34)	
Total Discount 15-16	(5,755.34)	Less Instant Credits	-	-	-	
Net Cost	639.48	Due to Library	(5,115.85)	(639.49)	(5,755.34)	
Connections to Altadena Library District Bob Lucas Memorial Library and Literacy Center						
Net Cost to Library:	Total			E-rate	CTF	Total
Total Cost (MRC + Tax/Surcharges)	2,475.83	Total Discount 15-16	(1,980.66)	(247.58)	(2,228.24)	
Total Discount 15-16	(2,228.24)	Less Instant Credits	-	-	-	
Net Cost	247.59	Due to Library	(1,980.66)	(247.58)	(2,228.24)	
Collector Circuit at Altadena Library						
Net Cost to Library:	Total			E-rate	CTF	Total
Total Cost (MRC + Tax/Surcharges)	2,475.83	Total Discount 15-16	(1,980.66)	(247.58)	(2,228.24)	
Total Discount 15-16	(2,228.24)	Less Instant Credits	-	-	-	
Net Cost	247.59	Due to Library	(1,980.66)	(247.58)	(2,228.24)	
	Total			E-rate	CTF	Total
Total Cost (MRC + Tax/Surcharges)	17,741.30	Total Discount 15-16	(14,193.02)	(1,774.14)	(15,967.16)	
Total Discount 15-16	(15,967.16)	Less Instant Credits	-	-	-	
Total Net Cost to Library	1,774.14	Total Due to Library	(14,193.02)	(1,774.14)	(15,967.16)	

Notes:
 - CTF discount is calculated as 30% of the remaining balance after E-rate
 - Instant Credits are discounts given by the Carrier/Vendor on the monthly bills and reduces the monthly cost
 - Depending on the Carrier/Vendor, Taxes and Surcharges are not always E-rate/CTF eligible

TASTE OF 'DENA UPDATE - AUGUST 2017

Preparations for Taste of 'Dena are well underway! The event was officially announced on the front page of the August newsletter, and ticket sales and sponsorship purchases are live online through the Eventbrite platform. Throughout the month, marketing has continued for the event with flyers and posters up around the Library and some local businesses and features in the weekly library e-newsletter, "This Week @ Altadena Library." A local artist created a simple



Enhancing the Library's Outdoor Space: The Importance of Taste of 'Dena

You have likely heard about an upcoming fundraiser for Altadena Library District called Taste of 'Dena on [Saturday, September 23rd](#), but you may not know the vision behind the event or which efforts it will be supporting at the Library. In recent months through a variety of Community Conversations and one-on-one meetings with key stakeholders in Altadena, many priorities for community progress have emerged, and the Library is eager to start taking action. One need that came up time after time was improving mobility throughout Altadena, including offering open spaces for the public to convene, walk, and rest. With its unique property layout and ample open space, the Library is a perfect location for such a space!

Taste of 'Dena will launch the fundraising campaign to support the development of an interactive, outdoor learning space around the Library, featuring serene resting spaces for walkers and readers, opportunities for discovery for our littlest patrons, and indigenous flora. Not only will this expand the multi-use space the Library makes available to everyone in the community, but it will also expand the capacity of our Children's and Teen programming, offering new opportunities for outdoor discovery and engagement. (See an early conceptual sketch above of just one of the potential open areas around the Library!)

We understand that a project like this takes time, commitment, and effort, and this is just the beginning! We are excited to launch this project with the Taste of 'Dena celebration and are confident that with the help of our dedicated community, we can expand the Library's capacity once again to bring people and new ideas together!

Feeling Inspired? Take the First Step!

The key to an event like Taste of 'Dena is filling it with guests that are passionate about the cause it supports. Ticket sales are live and will cap at 200 guests, so you do not want to hesitate to purchase your tickets for this special night of gathering the community in support of our neighborhood Library.

- 1. Buy your tickets to Taste of 'Dena today!
- 2. Contact our Friends Committee to help you coordinate any special gifts or donations!
- 3. We also have the opportunity to help you coordinate any special gifts or donations!
- 4. Contact our Friends Committee to help you coordinate any special gifts or donations!

conceptual sketch (pictured below) of one part of the future outdoor space to be used to help communicate the early vision for the new landscaping. Facebook advertising services are being used to spread the word about the event, and the Taste of 'Dena event page has received almost 7,000 impressions and a record 281 engagements.

Sponsorship solicitation letters have been distributed to local businesses, and sponsorship pledges have started coming in. In addition to purchasing tickets, users can purchase sponsorships and make donations through the Eventbrite page. The e-newsletter has also advertised the Wine Pull that will take place during the event, and we have already received 12 bottles of donated wine. Many of the event's decorations have already been donated thanks to strategic outreach by the Décor Subcommittee, and we have received some exciting prize donations for giveaways and raffles during the event.

The guest list is starting to grow, with fairly consistent weekly ticket sales thus far, and with further strategic communication, we expect to quickly reach our 200-guest capacity.

Headcount:
28 Guests

Gross Event Revenue:
\$2,975.00

Left: August 11's e-newsletter main story that included an early conceptual sketch of just one of the potential open areas around the Library



TASTE OF 'DENA - EVENT PLANNING
Saturday, September 23, 2017, 7:00 - 9:30pm

COMMITTEE: Cynthia Carmona, Chair
 Cynthia Kumanchik
 Mark Mariscal
 Mindy Kittay
 Kylynn Chaney
 Yuni LaFontaine
 Chloé Cavellier d'Esclavelles
 Helen Milner
 Mikayla Arevalo
 Victoria Escobar

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Confirmation of Concept & Involved Fundraising Activities



Ticket Sales Open



Solicitation Letter Drafting



Sponsor/Vendor Follow-Up



Sponsor/Vendor Confirmations



Event Décor/
Aesthetics Planning



Rentals/Equipment Acquisition



Last Logistics



Collateral Prep



Early Teasers



Marketing Efforts in Full Force (Internal & External)



Volunteer Recruitment & Training



STRATEGIC PLAN FOR FY 2014/15 – 18/19



MISSION

The Altadena Library District is dedicated to providing free and equal access to information, ideas, technology and the joy of reading to educate and empower our diverse community.

Dear Friends and Neighbors:

Altadena residents take pride in their community and its institutions. As a result, Altadenans have provided residents with one of the finest libraries in Los Angeles County. Both the Board of Library Trustees and staff believe the library's future must be mapped to meet challenges ahead in order to develop a library that is timeless in its ability to meet your continually changing needs and lifestyles.

To this end, representatives from the Library Board, Staff and Community Strategic Planning Advisory Committee met with a Strategic Planning Consultant to develop a vision for the future of Altadena Library. The enclosed represents that vision. We have outlined broad goals which will guide our objectives for 2014/15.

We are now happy to share this vision with you and we invite you to help us make Altadena's "Library of the Future" a reality.

Sincerely,

David Datz, President
Altadena Board of Library Trustees



STRATEGIC PLAN FOR FY 2014/15 – 18/19



PLANNING CONTEXT

The Altadena Board of Library Trustees recognizes that libraries are currently at the center of a revolution in information production and distribution, and in technology and communications. This revolution, coupled with trends in the economy, demographics, and government will surely impact library services during the 21st century to the extent that they may be unrecognizable as we know them today.

The commitment to quality collections and responsive services remains steadfast. However, the library must be in a position to satisfactorily respond to the current and future challenges which are transforming the vision and definition of the traditional library. It is within this context that the Community Strategic Planning Advisory Committee members, Library Board, and Staff developed a strategic plan for fiscal years 2014/15 –18/19.



VISION

The Altadena Library District continually aspires to meet the present, future, and constantly changing needs and interests of its diverse clientele. It is becoming the cultural, informational, and technological hub of the community.



GOALS 2014-2019

1. Funding: The Altadena Library District will seek to establish a stable source of funding to sustain current levels of customer service. The District will expand sources of revenue.
2. Outreach. The Altadena Library District will tell its story to the community through enhanced print, electronic and social media communications.
3. Facilities. The Altadena Library District will provide a facility that is comfortable, welcoming, safe, energy efficient, flexible, and fully disabled accessible.
4. The Altadena Library District will provide youth with the resources they need to succeed in school and to develop a life-long love of learning and reading.
5. The Altadena Library District will provide access to the digital world through state-of-the-art technologies.



STRATEGIC PLAN FOR FY 2014/15 – 18/19



CHALLENGES AND OPPORTUNITIES

The Altadena Library District provides library service to over 53,000 residents. The District has high property values, a high household income, high rate of home ownership, and a highly educated diverse population. The community appreciates and expects a high level of library service. Respondents to a well-received community survey praised the library staff, collections and services. Compared to similar institutions, the Library is noted to “do more with less.”

A number of challenges face the Library and its ability to continue to provide the highest level of service. Among these are: an aged facility, rapidly changing technology, escalating customer expectations, and increased operating costs and decreased funding. This Strategic Plan seeks to address these challenges.

FUNDING

The Library’s biggest challenge is securing stable funding. The library budget is funded from local property taxes (64%) and a parcel tax (28%) which sunsets in 2014. Without these two sources of income, the District Library cannot operate. Additional sources of income from the state have also been eliminated recently. The economic downturn resulted in staff reductions, frozen salaries and benefits, Sunday closure, and no increase in services.

OUTREACH

The Strategic Planning Advisory Committee noted that the community had a general lack of awareness about the library and its needs, and effective communication is needed to strengthen the community’s perception of the library. Strategies suggested, include utilizing technology and social media, a greater presence of library staff and board members in the community; better signage and presence of the facility; and development of a script to tell the library’s story, and a well-planned public information campaign.

FACILITIES

The much-loved Main library building is 46 years old. Its infrastructure is aging and the facility is not fully disabled accessible. Only half of the available floor area is accessible with 13,000 square feet of underutilized space on the lower level serving as staff support and storage space. A needs assessment found that the facility needs to be expanded and updated to continue to serve the community and an architectural and engineering study provided several options for expanding the building into a fully accessible, energy-efficient, safe and well-organized library.

TECHNOLOGY

Rapidly changing technology provides a challenge to all libraries. While new technologies provide options for self-service, efficient materials handling, and the ability to post, blog, twitter, and email information to patrons, it does not come without cost. Customers want the latest versions of software, cutting edge technology, and unlimited bandwidth for free high speed wireless Internet access. The Library will develop staff technology competencies, explore loaning portable equipment, and address infrastructure issues.

YOUTH

Service to children is consistently rated as the library’s most valuable service to the community. The development of early childhood literacy, support of school curriculum, welcoming space and relevant collections for teens, and providing a safe after school destination are among the most important services a public library can provide. The Strategic Planning Advisory Committee reaffirmed this priority, recognizing the need for adequate funding and facilities in support of youth services.



STRATEGIC PLAN FOR FY 2014/15 – 18/19

Acknowledgements:

Special thanks from the Board of Library Trustees, Staff and Strategic Planning Advisory Committee to Linda Demmers, Strategic Planning Consultant for this visioning and planning process.

Strategic Planning Advisory Committee Members:

Alex Aghajanian, Esq., Attorney at Law
 Alyson Beecher, Former Principal of San Rafael Elementary
 John Benedict, Station Captain Altadena Sheriff's Department
 Dr. Bernardean Broadous, Altadena Town Council
 Marne Brown, President, Friends of the Library
 Yvonne Brown, Resident and Community Activist
 Michel Choban, Altadena Heritage
 Marlane Forsberg, Friends of the Altadena Library
 Mark Goldschmidt, Altadena Heritage
 Jon Gundry, Superintendent Pasadena Unified School District
 Bob Harrison, Former PUSD Board Member and Business Owner
 Monica Hubbard, Publisher Altadena Women's Network/Non-profit Consultant
 Thomas H. Hubbard, Former School Librarian/Board of Library Trustee
 Mark Mariscal, Resident/Former ALD Board Member
 Lorena Martinez, Principal Eliot Middle School
 Suzi Martin, Volunteer/Editor Altadena Library Literacy Newsletter
 Gwendolyn McMullins, Retired Teacher/Board of Library Trustee
 Rachel Rehwald-Merriam, Home Schooling Mother/Resident
 Michael Spina, Deputy Altadena Sheriff's Department
 Joy Strayer, Attorney, Friends of the Library
 David Tuck, Chamber of Commerce Representative; Board of Library Trustee
 Kim Valentine, Altadena Library Foundation/Planned Giving Director, Scripps College
 Jim Vitale, Architect State of CA/Volunteer/Resident
 Harlan Ward, Resident

Library Staff:

Erica Buss, Librarian/Branch Services; Recorder; Pauli Dutton, Principal Librarian;
 Roberta Lauderdale, Literacy Services; Laureen McCoy, Librarian/Adult Services;
 Cassandra Stearns, Librarian/Youth Services; Ashley Rosenberg, Teen Librarian

Altadena Board of Library Trustees:

David Datz, President
 Thomas H. Hubbard, Secretary
 Dale E. LaCasella
 David Tuck
 Gwendolyn McMullins

District Director: Barbara J. Pearson

Approved by the Board of Library Trustees on ___ 2013

Main: 600 E. Mariposa Street, Altadena, CA 91001 626-798-0833
 Branch: 2659 N. Lincoln Avenue, Altadena, CA 91001 626-798-8338

www.altadenalibrary.org

BOARD OF LIBRARY TRUSTEES
STAFF REPORT

DEPARTMENT: Administration MEETING DATE: August 28, 2016

PREPARED BY: Mindy Kittay LOCATION: Community Room

TITLE: Final Report – Phase I Renovation

At the November 28, 2016, Board of Library Trustees meeting, the Director presented the Board with a complete project package for the Phase 1 Renovation. The plan was approved unanimously by the Board. Staff quickly began moving forward with the project.



Publicity and information informing the community about the upcoming closure and what the Phase I Renovation (PIR) would encompass began almost immediately. Full page articles were placed in the monthly library newsletter CONNECT* starting in December of 2016 and continued through in January, February, March, (no newsletter in April), and May. A 6' x 4' sign explaining the renovation was placed in both libraries along with handouts and every weekly e-blast, up until and during the closing, reminding the public about the closure and the extended hours at the Branch. At all events and presentations (such as the monthly report to the Altadena Town Council),

mention was made of the closing and the community was updated on progress.

During the closure, we were also able to continue a substantial amount of programming including Second Saturday in April! Story times moved outside the library in the parking lot and at other venues, and the Librarians were busy visiting with schools and other partners. We continued to use the Community Room as needed for programming and private reservations. We located a staff member at the lower entrance to the main library to accept items being returned by our patrons as well as supply their holds and allow them to peruse the small collection of popular topics and titles/music/DVD's that we had located there for check out.

All staff maintained their full working hours during the closure. Some helped to fill the extended hours at the Branch, staffed the perch at the lower entrance to the main Library, and worked in collection development updating the collection. Many took courses on a variety of library/technology related tasks and used vacation time to relax and rejuvenate.

Collection Development, with the assistance of many staff members, worked diligently to clean up the collection, remove items no longer needed, as well as relabel and reclassify items as needed. This was a tremendous amount of work as the collection was in dire need of updating.

On Monday, May 1, 2017, as scheduled, we opened and presented a beautifully remodeled library to the public with a well-trained staff ready to provide our community with great service, a great collection and fantastic programming and educational opportunities.

WHAT WAS ACCOMPLISHED:

- Fresh carpeting and flooring, funded by the Altadena Library Foundation in a total of \$75,000 on the main floor, community room and staff lounge
- A custom Information Desk was designed and constructed using original tiles
- A custom self-check desk, display and book drop were created using original tiles
- Existing service desk in children's was renovated with a new laminate top to match the new shelving
- State-of-the-art shelving that is ADA-accessible and earthquake resistant, replaced all existing metal shelving
- A FabLab fully equipped with 3D printers, VR technology, and other high-tech equipment and programs
- Innovative on-brand signage throughout the library
- Electrical improvements in the parking lot and throughout the library including increasing outlets where possible
- Replaced both entrance doors with ADA accessible electronic doors
- Completion of the new Small Study Room in Children's including window shades; completion of the walls and upgrading of the lighting
- Enclosure and decoration of the concrete planter in the children's room to match the outdoor theme
- New slat wall in the children's room
- New and replacement covers (where missing) of light fixtures in all main floor areas
- Replacement of damaged ceiling tiles in the main area of the Library
- Created a special wall for community announcements
- New ceiling tiles in the Community Room
- Cleaned, repaired, and sanded much of the woodwork on the main floor of the Library
- Replaced a damaged wall adjacent to the Administration including adding a light fixture and electrical outlet
- Found components to original clocks, repaired them and re-installed them
- Installed a professional hanging system on the reading court wall and in the Director's office for artwork
- Professionally cleaned all the tile in the reading court and at the main entrance
- Installed a new alarm and video system for Library security
- Added panic bars and correct signage to doors in the Library and rekeyed all doors including replacing the standard lock at the staff entrance with a key card and went to a "master" key system
- Replaced the railing at the main entrance interior by the community room
- Painted exterior doors to the Library
- Installed a locking gate to the parking lot
- New posts were installed for banners on the Mariposa/Santa Rosa Corner and some financial assistance was provided by the Christmas Tree Lane Association
- The lower level staff areas were reorganized
- The planters were cleaned out and re-sealed. A platform was installed in the large planter, covered with rock, and then individual potted plants were placed in the space. A new palm tree now is in the location of the old palm which was hitting the ceiling. Additional planters have been placed at both entrances and at strategic spots in the library.

- The exterior of the library was cleaned of massive amounts of debris and junk that had accumulated over years
- Recovered and cleaned up all existing mid-century furniture from original library, purchased additional new chairs and tables to replace older non-conforming to the design pieces. Most new pieces are on wheels and are nesting for easy removal as are all shelving display pieces. This allows for flexibility and opening up of the facility for events as needed.

WHAT DID IT COST?

AVAILABLE FUNDS	BUDGET
HUD Grant	276,980
Donation from ALF	75,000
CTLA Donation for Sign Posts	400
Kumanchik Donation for Children's Furniture	10,000
Library Budget	
Architectural & Engineering	4,000
Capital: Structural Improvements	100,000
Signage & Furniture	20,000
Technology Budget	6,000
Donation	500
Reimbursement from HUD	43,264
50th Anniversary Marketing	8,500
TOTAL	544,644

EXPENDITURES	BUDGET By Funding Agency			ACTUAL	Difference
	Library Budget	Foundation, HUD, others	TOTALS		
Shelving		249,913	249,913	249,913	0
Info Desk and Laminate at Childrens	15,223		15,223	17,377	2,154
Carpet - Main Library		62,000	62,000	61,783	(218)
Moving Company + Dismantel	31,990		31,990	32,998	1,008
Shelving Signage	4,500		4,500	4,850	350
Hanging & Standing Signage	2,000		2,000	1,072	(928)
Furniture	20,000	10,000	30,000	35,175	5,175
Planters	5,557		5,557	5,859	302
Electrical (Doors & Additional Power/Data)	6,000		6,000	7,989	1,989
ADA Entrance Doors		26,821	26,821	27,201	380
Panel Wall Partition (Teen Area)	3,350		3,350		(3,350)
Mobile Office for Passports	1,500		1,500	2,674	1,174
Exterior Sign Posts	2,000	400	2,400	3,329	929
Community Room Ceiling Tiles	5,000		5,000	5,000	-
Carpet Admin/Business Office/Comm Rm/Staff Lounge		15,700	15,700	16,494	794
Project Management Fees	15,000		15,000	5,866	(9,134)
Contingency* (Used for Extras- See Below)	25,000		25,000	23,436	(1,564)
Marketing Expense/Graphics/Writer	10,500		10,500	2,126	(8,374)
TOTAL	147,621	364,834	512,455	503,143	(9,312)

EXTRAS ACCOMPLISHED* (used Contingency)	
Shades in Small Study Room	850.00
Finish Walls in Small Study Room	2,141.86
Covers for light fixtures in Admin, Small Study Room	706.88
Platforms for Planters	921.74
Create Wall for Community Notices	291.31
Clean/Repair Woodwork Throughout the Library	149.14
Install Picture Hanging System Reading Court	2,123.70
Ceiling Tile Replacement for Main Area	1,077.28
Meals for Volunteers	323.75
Tile Cleaning	1,005.00
Rollaway for Clean Up Work	731.21
New Alarm System and Keys	3,365.96
Misc. Labor	139.13
Replace Railing	2,150.00
Miscellaneous Supplies	1,054.60
Key Box	328.40
Repair Wall Adjacent to Admin	433.87
Panic Bars & Fire Dept. Signs	437.10
Paint Exterior Doors	248.32
Gate to Parking Lot	4,750.00
Misc. Small Furniture	206.74
	23,435.99

The District had budgeted \$182,264, from its funds for the project. The overall project was estimated to be funded at \$544,399 and budgeted at \$512,455. The library spent \$147,621, which included all of the extra items listed above. The savings to the library budget was \$34,644 and the project in full was completed for \$503,143 (including all of the extras), which was an overall savings of \$9,312. The library did not spend \$41,256 of what it had set aside for the project.

CONCLUSION

The Phase I Renovation project was successful due to the dedication and hard work of each and every staff member of the District and the support of the Board of Trustees, Friends of the Library, and the Altadena Library Foundation.

It was an excellent example of library staff and volunteers working together as a team to reach a common goal, with great success. The project was completed on time and under budget, and the subsequent response from the community regarding the changes has been overwhelmingly positive. Ultimately, the building and grounds were in dire need of the changes that were made, and the successful completion of this project has created a much more inviting, user-friendly, and safer Altadena Library for everyone in the community.



TYPICAL LIBRARY BOARD ROLES & RESPONSIBILITIES

Prepared by;
Stu Wilson
Principal, Library Strategies



Overview: Required responsibilities and duties

- Outlined in statutes – review state requirements
- Have bylaws, board, officers
- Meet regularly and take/archive minutes
- Control and oversight of all finances/budgeting. Bond treasurer (or other trustee to receive and disperse funds
- Set fundamental policies
- Hire a library director, establish compensation of employees and cause for removal
- Complete an annual report
- Conduct all business in accordance with local, state and federal laws

Funding and budgeting (REQUIRED)

- Preparing and adopting budget and levies
 - budget calendar set by board
 - draft prepared by director
 - finance committee reviews and amends based on plans
 - presented to board where it is scrutinized
 - amended as needed and approved
- Securing adequate (for your community) funds to provide good library services, equitably paid staff and facilities
 - Securing/setting public funding – local, county, state
 - Working with Friends board (Foundation??) for private funding for “enhancements”
- Implementing budget through authorization of expenditures (to director)
 - Monitor fiscal operations
 - Develop system of internal controls
 - Regular reports (at least quarterly)
- Overseeing audit

Policy making (REQUIRED)

- Responsible for written policies concerning personnel and compensation, collections, public rules and regulations
 - Long list of other possible policies you may choose to create.
 - Develop and maintain a manual for all board members and staff and readily available to the public.
- Director/staff recommend changes in policies
- All policies reviewed at least once every three years

Hiring and supervising the Library Director (REQUIRED)

- Hire in accordance with long-range and community plans
- Give operational decision-making to Director, including hiring and supervision of other employees (within policy frameworks)
- Evaluate and review performance based on written, understood criteria – a variety of processes and assistance may be used
- Offer guidance and support as needed or requested – serve as a resource and sounding board for the director (especially president)

Inter-library cooperation (QUASI-REQUIRED)

- For better performance, lower costs, efficiency, etc.
- County, region, state, etc.
- Delivery, interlibrary loan, technology, reciprocal borrowing, etc.

Planning and direction of the Library (NOT REQUIRED, BUT ESSENTIAL)

- Common components:
 - Vision which sets overall direction – what do you ultimately want to achieve?
 - Mission – your reason for existence, providing a focus for activities
 - Activities/Niche – statement of what you do (and do not do)
 - Strategic Goals – usually 1-5 year overall organizational goals
 - Evaluation – regular measurement/check on results and outputs to ensure that you are meeting goals, mission and vision
- Goals/plans often address funding issues, technology, facilities, programs and services, personnel, administrative and infrastructure issues, etc.

Community relations, public relations & advocacy (NOT REQUIRED, BUT MIGHTY FINE IDEA)

- Oversee and support staff in increasing visibility of the library in all its functions (signage, building, newsletters, website, news coverage, etc.)
- Ensure that budget and other major library related decisions are effectively communicated to the public
- Establish advisory groups if desired or needed (for instance with the schools)
- Work with the Friends on community relations and PR activities
- Advocate with regional and State officials for increased library funding
- As a trustee, personally represent the library in a POSITIVE manner in all public contacts with all groups and individuals

How YOU Act in Carrying Out Your Roles and Responsibilities: Ethics for the Board and Individual Trustees

- Honesty, integrity, truth in all trustee actions – public trust.
 - “Is it the truth?”
 - “Will it build goodwill?”
- Avoid conflict of interest, particularly in financial matters.
 - Where conflict, or even appearance of conflict, exists it should be clearly stated to the Board in advance of any decision making.
 - Do you have a conflict policy reviewed annually by all Trustees?
 - “Is it fair to all concerned?”
- Position is for the public good – not driven solely by personal philosophies.
 - “Beneficial to all concerned?”
- Respect other Trustees and their diverse opinions. Work toward compromise.
- Confidentiality, especially of employees, other trustees, and decisions/legal issues requiring or necessitating discretion
- Be aware of, and conform to, all legal requirements (i.e., open meeting law)
- Support librarians in resisting censorship of library materials and in respecting the privacy of patrons
- Keep library free of bigotry and prejudice

Building a Better Board: Professional Development

- About being informed leaders that represent the community, but also improves the Library and advances the work of the expert, professional staff
- **Key 1: Board orientation** – Certainly for all new members, but also may be valuable as refresher.
- **Key 2: Professional development for board members** – All board members should engage this annually. Ideally is structured, scheduled and an expected duty.
- **Key 3: Board evaluation** – Have an annual board evaluation process.
- Some additional ideas: regular presentations by professional staff on library trends and issues; having a structure to keep former board members attached (mentors); think outside the library – explore issues in publishing, technology, finance, change management, governance

Roles and Responsibilities of Individual Trustees

- Understand the limited role of an individual trustee vs. Board. Recognize that your powers as an individual trustee are negligible AND act accordingly
- Carry out the duties and be aware of liabilities as a public officer
- Perform all duties and obligations of the Board
- Representing the entire community in good faith
- Maintain privacy and confidentiality
- Support Board decisions as part of the democratic process even when you disagree with them
- Be a good housekeeper – preparing for meetings, serving on committees, being on time, working cooperatively, etc.
- Recognize that the daily operations of the Library are the responsibility of the director
- Characteristics of an effective Trustee:
 - Puts in time to do the job
 - Keeps up-to-date and increases knowledge about the Library and its services
 - Works to improve the Library
 - Personal -
 - Commitment
 - Flexible
 - Works cooperatively
 - Knowledgeable about community
 - Maintains good relationships
 - Inquisitive/ isn't afraid to ask questions
 - Commitment to quality, improvement
 - Embraces effective change

Resources/more info:

- *The Complete Library Trustee Handbook*, by Sally Gardner Reed and Jillian Kalonick for the Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF), NY: Neal-Schuman Publishers, 2004.
- United for Libraries – the national organization for trustees, friends and foundations (formerly ALTAFF). Their website has a “Trustee Zone,” they run Trustee Academies and other professional development, and they offer other resources and advice to members. www.ala.org/united/
- Know your legal counsel – City/County Attorney – so you can ask for clarification on any possible legal matters that arise (such as open meetings law, personnel issues, etc.)
- Stu Wilson: stu@thefriends.org, 651/253-3231

Required and Recommended Trainings

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

The California Special Districts Association provides legislative advocacy, education and member services for all special districts. More information can be found at www.csda.net

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

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

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

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

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

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



August 1, 2017

Mindy Kittay, District Director
 Altadena Library District
 2659 N. Lincoln Avenue
 Altadena, CA 91001-9980

Dear Ms. Kittay:

Mindy

We're happy to provide funds for the fiscal year that began July 1, to support your California Library Literacy Services program and the important work you, your staff and volunteers do in your community.

The recently signed state budget continues California Library Literacy Services funding at \$4.82 million, a \$2 million increase over the funding level a few years ago.

At this time, we're providing the \$18,000 baseline amount for your program. The remainder will be sent in the fall after a review of the reports you submit to us in September.

There are three parts to the library's funding formula:

1. A *baseline* amount (\$18,000) for each approved literacy program to provide libraries with the funding needed to deliver a minimum level of local literacy staffing and services;
2. A *per capita* amount per adult learner served in the previous year; and
3. A *match* on local funds raised and expended for adult literacy services—reflecting a commitment to a continuing state/local partnership and providing an incentive for increased local support for adult literacy.

The payment process begins once we receive your signed Claim Form (attached). Please direct any questions to: Andrea Freeland @ 916.651.3191 and/or andrea.freeland@library.ca.gov.

NOTE: All claims must be completed and signed in both places and all claims must be mailed to Fiscal Office – must have original signatures to process claims.

Thank you for your willingness to do so much for so many people in need.

Respectfully yours,

Greg Lucas
 Greg Lucas
 California State Librarian

cc: Diana Wong, Literacy Coordinator
 File

Enc.: Claim Form