



Honoring the past, cultivating the present, empowering the future

AGENDA

Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

September 25, 2017 – 5:00 p.m.

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

1. **CALL TO ORDER**

2. **ROLL CALL:**

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

3. **ADOPTION OF AGENDA**

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

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

4. **PUBLIC COMMUNICATION**

Citizens may address the Board regarding any item of Library business on or not on the agenda. Citizen comments are limited to 3 minutes per item. At the discretion of the President, citizens may be allowed a longer presentation. While all comments are welcome, the Brown Act does not allow the Board to take action on any item not on the agenda. If speaking before the Board, please give your name and address, and state the agenda item and/or issue you wish to address. **(Please NOTE: Descriptions of items is for reference only and is not normally read at the meeting)**

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

HIRES/PROMOTIONS: (3 minutes)

1) **APPOINTMENTS**

Amanda Toledo - Clerk I Youth Services – PT - August 30

2) **RESIGNATIONS AND TERMINATIONS**

Name	Position	Status	Effective Date

3) **TRANSFERS AND PROMOTIONS**

Melissa Aldama - Clerk I to Clerk II – FT - August 23

Selena Alegria - Page to Clerk I – PT - August 23

6. **FINANCIAL REPORTS (5 minutes)**

a) Financial reports for July 2017

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

7. **CONSENT CALENDAR (5 minutes)**

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. **(Please NOTE: Descriptions of items is for reference only and is not normally read at the meeting)**

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 August 28, 2017
- b) Statistical Reports – YTD – August 2017
- d) Departmental Monthly Report – August 2017
- e) Update on CalPERS Benefits/ Open Enrollment

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

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

9. **NEW BUSINESS**

- a) Annual Review of Summer Reading Program (Summer Reading Committee) **(Information) (5 minutes)**
- b) Update on new ILS Koha (Christopher Kellermeier) **(Information) (10 minutes)**

10. **OLD BUSINESS**

- a) Human Resources Update – Written Report by HRNETwork **(INFORMATION) (5 minutes)**
- b) Strategic Planning – Request for Special Meeting/Subcommittee **(INFORMATION/ACTION) (10 minutes)**

11. **DIRECTOR'S REPORT (INFORMATION) (10 minutes)**

- a) Facilities Update
- b) Taste of 'Dena Update
- c) Save The Date – Volunteer Event
- d) Town Council Presentation & ACONA Presentation

12. **CORRESPONDENCE**

13. **REPORTS OF SUPPORT GROUPS**

- a) Altadena Library Foundation (5 minutes)
- b) Friends of the Altadena Library (5 minutes)

14. **REPORTS OF TRUSTEES (5 minutes)**

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) LABOR NEGOTIATIONS (§ 54957.6)
Pursuant to Government Code Section 54957.6
Title: District Director
Negotiation of District Director Contract

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:** September 25, 2017
PREPARED BY: Mindy Kittay **LOCATION:** Community Room

TITLE: Summary Report of Financial Statements for July 2017

The following financial reports are for the month of July 2017. This is the first month of the fiscal year and we are 8.333% into the year. The financial statements are unaudited. The auditors are working on the 2016/2017 Audit and it is on schedule with reporting to the Board scheduled for October or November 2017.

As indicated on this report, actual year-to-date expenditures exceed actual year-to-date revenues reflecting a next shortage of \$305,400.06 however, ALD cash and cash equivalents are \$2,669,530.68.

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

REVENUE HIGHLIGHTS:

The District currently has \$2,699,530.68 in cash and cash equivalents. The (unaudited) net income for the month of July is –(\$305,400.06). Passports had another record month with revenue of \$10,918.69.

EXPENDITURE HIGHLIGHTS:

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

Altadena Library District					
BALANCE SHEET					
For the Month Ended July 31, 2017					
					July 2017
ASSETS					
			1080 · Petty Cash		777.00
			Total Cash & Investments		777.00
			Cash In Bank		
			1021 · Chase General Acct...2951		197,511.01
			1026 · Chase HY Svgs...6883		8,446.23
			1041 · Chase HY Svgs...6875		2,011,942.99
			1045 · Cash HUD Checking...2969		320,000.33
			Total Cash In Bank		2,537,900.56
			Cash with County		
			1010.00 · Cash in County Treasury		161,404.91
			1013 · FMV - COLA Funds		(551.79)
			Total Cash with County		160,853.12
			Total Cash & Cash Equivalents		2,699,530.68
			Total Checking/Savings		2,699,530.68
			Other Current Assets		
			Property Taxes Receivable		(22,348.46)
			1220 · Miscellaneous Receivable		15,967.16
			Total Other Current Assets		(6,381.30)
			Total Current Assets		2,693,149.38
			Fixed Assets		
			Capital Assets		
			Accumulated Depreciation		
			1800 · Accum Depr (S & I)		(1,055,179.72)
			1900 · Accum Depr (FF & E)		(624,015.44)
			Total Accumulated Depreciation		(1,679,195.16)
			Depreciable Assets		
			1550 · Structures & Improvements		1,638,708.10
			1700 · Furniture, Fixtures & Equipment		709,469.89
			Total Depreciable Assets		2,348,177.99
			Non-Depreciable Assets		
			1500 · Land		77,280.28
			1510 · Artwork		102,500.00
			Total Non-Depreciable Assets		179,780.28
			Total Capital Assets		848,763.11
			Total Fixed Assets		848,763.11
			Other Assets		
			Deferred Outflows of Resources		
			1990 · DOR - Employer Contributions MD		161,019.00
			1993 · DOR - Diff in Experience		4,379.00
			Total Deferred Outflows of Resources		165,398.00

	Prepays		
		1076 · Prepaid Items & Deposits	235.35
	Total Prepays		235.35
		DOR Diff in Proportions	61,372.00
		DOR Diff in Earnings	279,772.00
	Total Other Assets		506,777.35
	TOTAL ASSETS		4,048,689.84
	LIABILITIES & EQUITY		
	Liabilities		
	Current Liabilities		
		Accounts Payable	
		2000 · Accounts Payable	13,179.84
		Total Accounts Payable	13,179.84
		Credit Cards	
		2200.01 · UMB Card Services...3219	38,938.36
		Total 2200 · Credit Cards	38,938.36
		Total Credit Cards	38,938.36
		Other Current Liabilities	
		2030 · GASB 45 OPEB Liability	(18,314.34)
		2100 · Payroll Payable	
		2100.01 · Payroll Liabilities (EE)	24,488.80
		2100.03 · CalPers CLASSIC (EE Ded)	520.79
		2100.04 · CalPers PEPRA (EE Ded)	507.22
		2100.05 · Accrued Vacation Payable	51,715.66
		2100.07 · CalPers 457 (EE Contribution)	(211.23)
		2100.08 · CalPers 457 (EE Loan Repayment)	(245.35)
		Total 2100 · Payroll Payable	76,775.89
		Total Other Current Liabilities	58,461.55
		Total Current Liabilities	110,579.75
		Long Term Liabilities	
		Deferred Inflows of Resources	
		2602 · DIR - Diff in Contributions	129,502.00
		2603 · DIR - Changes in Proportions	135,502.00
		2604 · DIR - Changes in Assumptions	53,754.00
		Total Deferred Inflows of Resources	318,758.00
		2700 · Net Pension Liability	1,966,172.00
		Total Long Term Liabilities	2,284,930.00
	Total Liabilities		2,395,509.75
	Equity		
		3300 · Retained Earnings	1,958,580.15
		Net Income	(305,400.06)
	Total Equity		1,653,180.09
	TOTAL LIABILITIES & EQUITY		4,048,689.84

Altadena Library District
BUDGET VERSUS ACTUAL
Jul 31, 2017

						8.333% Complete	
				July 2017	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense							
Income							
DONATIONS AND GRANTS							
		4710 · Friends of the Library			20,000.00		0.0%
		4730 · Undesignated	482.35		0.00	482.35	100.0%
		4735 · Designated			1,100.00	(1,100.00)	0.0%
		4740 · CA Library Literacy Services			26,300.00		0.0%
		4750 · Cal State Library					0.0%
		4755 · HUD Grant				0.00	0.0%
		Total DONATIONS AND GRANTS	482.35		47,400.00	(46,917.65)	1.02%
FINES & FEES							
		4305 · Fees	942.33		14,000.00	(13,057.67)	6.73%
		Items for Resale					
		4310 · MFM Revenue	435.27		7,500.00	(7,064.73)	5.8%
		4340 · Passport Services Fees	10,918.69		80,000.00	(69,081.31)	13.65%
		Total FINES & FEES	12,296.29		101,500.00	(89,203.71)	12.12%
INTEREST INCOME & ADJUSTMENTS							
		4210 · Chase Bank	295.62			295.62	100.0%
		FMV COLA			3,000.00		
		4220 · County Interest Allocation			500.00	(500.00)	0.0%
		Total INTEREST INCOME & ADJUSTMENTS	295.62		3,500.00	(3,204.38)	8.45%
OTHER REVENUE & ADJUSTMENT							
		4080 · Penalties, Interest & Costs-Ref	(7.87)		10,000.00	(10,007.87)	(0.08%)
		4910 · Miscellaneous Income				0.00	0.0%
		4940 · Transfer in from Reserves			350,000.00	(350,000.00)	
		4999 · Rewards & Incentives			3,000.00	(3,000.00)	0.0%
		Total OTHER REVENUE & ADJUSTMENT	(7.87)		363,000.00	(363,007.87)	(0.0%)
REVENUES							
Property Taxes							
		4010 · Current-Year Secured					
		4010.00 · Current Secured			2,118,250.62	(2,118,250.62)	0.0%
		4010.01 · Revenue Residual					
		4010.02 · Statutory Revenue					
		4010.03 · SB 813 Supplemental	4,599.58		0.00	4,599.58	100.0%
		Total 4010 · Current-Year Secured	4,599.58		2,118,250.62	(2,113,651.04)	0.22%
		4020 · Current-Year Unsecured					
		4020 · Current-Year Unsecured - Other			74,263.00	(74,263.00)	0.0%
		Total 4020 · Current-Year Unsecured	0.00		74,263.00	(74,263.00)	0.0%
		4030 · Prior-Year Secured					
		4030 · Prior-Year Secured - Other	(2,120.41)		10,600.00	(12,720.41)	(20.0%)
		Total 4030 · Prior-Year Secured	(2,120.41)		10,600.00	(12,720.41)	(20.0%)
		4040 · Prior-Year Unsecured					
		4040.00 · Prior Unsecured					
		Total 4040 · Prior-Year Unsecured	0.00				
		4050 · Homeowners Exemption			7,725.00	(7,725.00)	0.0%
		4060 · Special Assessment					
		4060.01 · Per Parcel Benefit Assessment			802,160.99	(802,160.99)	0.0%

			4060.02 · Direct Assessments						
			Total 4060 · Special Assessment	0.00	802,160.99	(802,160.99)		0.0%	
			4090 · RDA ABx126 Income		26,500.00	(26,500.00)			
			Total Property Taxes	2,479.17	3,039,499.61	(3,037,020.44)		0.08%	
			Total REVENUES	2,479.17	3,039,499.61	(3,037,020.44)		0.08%	
			Total Income	15,545.56	3,554,899.61	(3,539,354.05)		0.44%	
			Expense						
			PERSONNEL RELATED EXPENSES						
			5000 · SALARIES & WAGES						
			Total 5000 · SALARIES & WAGES	131,288.97	1,543,420.95	(1,412,131.98)		8.51%	
			5100 · Employer-Portion Taxes/Benefits						
			5120 · Payroll Taxes (ER)	9,976.25	118,071.70	(108,095.45)		8.45%	
			5120.01 · Soc Security & Medicare	(1,380.13)		(1,380.13)		100.0%	
			5210 · PERS Retirement	7,266.87	91,806.00				
			5210 · PERS Retirement - Other	7,650.49	85,179.46	(77,528.97)		8.98%	
			Total 5210 · PERS Retirement	14,917.36	176,985.46	(162,068.10)		8.43%	
			5222 · OPEB Contribution	0.00	144,000.00	(144,000.00)		0.0%	
			5250 · SUI	0.00	40,128.94	(40,128.94)		0.0%	
			Total 5100 · Employer-Portion Taxes/Benefits	23,513.48	479,186.10	(455,672.62)		4.91%	
			5200 · Insurance						
			5220 · Health Insurance	9,596.74	126,000.00	(116,403.26)		7.62%	
			5221 · Health Insurance - Retirees	6,295.20	75,600.00	(69,304.80)		8.33%	
			5230 · Dental Insurance	1,202.88	14,000.00	(12,797.12)		8.59%	
			5240 · Vision Insurance	765.40	4,000.00	(3,234.60)		19.14%	
			5260 · Life Insurance	(2.96)	2,000.00	(2,002.96)		(0.15%)	
			5270 · Workers' Compensation	11,041.52	20,000.00	(8,958.48)		55.21%	
			5280 · Disability Insurance		2,500.00	(2,500.00)		0.0%	
			Total 5200 · Insurance	28,898.78	244,100.00	(215,201.22)		11.84%	
			Total PERSONNEL RELATED EXPENSES	183,701.23	2,266,707.05	(2,083,005.82)		8.1%	
			CAPITAL						
			7310 · Equipment, Furniture & Fixtures			0.00		0.0%	
			7320 · Structures & Improvements	5,180.00	350,000.00	(344,820.00)		1.48%	
			Total CAPITAL	5,180.00	350,000.00	(344,820.00)		1.48%	
			FACILITIES, GROUNDS & MAINTENAN						
			7205 · Maintenance Contracts	915.00	18,000.00	(17,085.00)		5.08%	
			7210 · Building Maint & Repairs	2,918.23	20,000.00	(17,081.77)		14.59%	
			7220 · Landscape	146.97	15,000.00	(14,853.03)		0.98%	
			Total FACILITIES, GROUNDS & MAINTENAN	3,980.20	53,000.00	(49,019.80)		7.51%	
			LIBRARY MATERIALS						
			6110 · Cataloging Expenses	1,445.27	20,000.00	(18,554.73)		7.23%	
			6115 · Electronic Databases & Subscrip	14,292.18	16,500.00	(2,207.82)		86.62%	
			6120 · Books	16,372.28	160,000.00	(143,627.72)		10.23%	
			6125 · Audio CD	1,619.67	18,000.00	(16,380.33)		9.0%	
			6130 · DVD's & Videogames	2,814.71	23,000.00	(20,185.29)		12.24%	
			6135 · Processing of Materials	6,678.83	35,000.00	(28,321.17)		19.08%	
			6140 · Periodicals	534.26	12,500.00	(11,965.74)		4.27%	
			6150 · Downloadables	5,996.20	20,000.00	(14,003.80)		29.98%	
			Total LIBRARY MATERIALS	49,753.40	305,000.00	(255,246.60)		16.31%	
			MISCELLANEOUS EXPENSE						
			7510 · Miscellaneous Expense	0.00		0.00		0.0%	
			7520 · Refunds/Parcel		1,000.00	(1,000.00)			
			Total MISCELLANEOUS EXPENSE	0.00	1,000.00	(1,000.00)		0.0%	

	OPERATING EXPENSES				
	6430 · Insurance-Gen, Prop, Liab, Eq	38,868.25	42,000.00	(3,131.75)	92.54%
	6620 · Membership Dues & Subscriptions	1,336.60	13,000.00	(11,663.40)	10.28%
	6625 · Training & Education		12,000.00	(12,000.00)	0.0%
	6626 · Recruitment, Gifts and Memorial		5,000.00	(5,000.00)	0.0%
	6627 · Advertising / Marketing	752.40	20,000.00	(19,247.60)	3.76%
	6710 · Meetings & Travel	1,017.58	10,000.00	(8,982.42)	10.18%
	6730 · Mileage & Parking Reimbursement	11.50	800.00	(788.50)	1.44%
	6740 · Postage & Delivery	638.82	9,000.00	(8,361.18)	7.1%
	6745 · Banking & Service Fees	104.90	2,000.00	(1,895.10)	5.25%
	6746 · Payroll Fees	790.03	12,000.00	(11,209.97)	6.58%
	6750 · Printing & Reproduction	3,945.97	11,000.00	(7,054.03)	35.87%
	6755 · Equipment, Furniture, Fixtures	5,201.70	10,000.00	(4,798.30)	52.02%
	6765 · Janitorial Supplies	1,345.67	13,000.00	(11,654.33)	10.35%
	6770 · Operating Supplies	1,292.49	30,000.00	(28,707.51)	4.31%
	6780 · Operating Software		3,000.00	(3,000.00)	0.0%
	6920 · Electricity	2,671.89	37,000.00	(34,328.11)	7.22%
	6930 · Natural Gas		5,500.00	(5,500.00)	0.0%
	6940 · Water & Sewage	494.53	5,600.00	(5,105.47)	8.83%
	6950 · Refuse	674.43	4,500.00	(3,825.57)	14.99%
	6960 · Products for Resale	0.00	5,000.00	(5,000.00)	0.0%
	6970 · Equipment Lease & Rental	784.92	15,424.00	(14,639.08)	5.09%
	7530 · Direct Assessments/Admin Costs	0.00	35,000.00	(35,000.00)	0.0%
	Total OPERATING EXPENSES	59,931.68	300,824.00	(240,892.32)	19.92%
	PROFESSIONAL & TECHNICAL				
	7125 · Audit and Financial Consulting	6,443.82	75,000.00	(68,556.18)	8.59%
	7130 · Legal Fees	856.40	5,000.00	(4,143.60)	17.13%
	7135 · Technology Consulting		1,500.00	(1,500.00)	0.0%
	7140 · Architectural & Engineering		5,000.00		0.0%
	7145 · Collection Agency		1,800.00	(1,800.00)	0.0%
	7155 · Consultants - Other	2,233.33	74,000.00	(71,766.67)	3.02%
	7170 · Telecommunications	412.94	3,500.00	(3,087.06)	11.8%
	7175 · Internet Service		4,000.00	(4,000.00)	0.0%
	7180 · Technology Equipment	679.10	15,000.00	(14,320.90)	4.53%
	7185 · Technology Maintenance Fees	3,968.00	32,000.00	(28,032.00)	12.4%
	7190 · Website Development		18,000.00	(18,000.00)	0.0%
	Total PROFESSIONAL & TECHNICAL	14,593.59	234,800.00	(220,206.41)	6.22%
	PROGRAMS				
	6200 · Youth Services	2,225.99	10,000.00	(7,774.01)	22.26%
	6210 · Teen Services	432.33	5,500.00	(5,067.67)	7.86%
	6220 · Adult Services	1,078.26	23,068.56	(21,990.30)	4.67%
	6230 · Bob Lucas Branch Services	68.94	3,000.00	(2,931.06)	2.3%
	6240 · Literacy Services		2,000.00	(2,000.00)	0.0%
	Total PROGRAMS	3,805.52	43,568.56	(39,763.04)	8.74%
	Total Expense	320,945.62	3,554,899.61	(3,233,953.99)	9.03%
	Net Ordinary Income	(305,400.06)		(305,400.06)	100.0%
	Net Income	(305,400.06)		(305,400.06)	100.0%

Altadena Library District
Profit & Loss Prev Year Comparison
 July 2017

					8.333% Complete			
					July 2017	July 2016	\$ Change	% Change
Ordinary Income/Expense								
Income								
DONATIONS AND GRANTS								
		4730 · Undesignated			482.35		482.35	100.0%
Total DONATIONS AND GRANTS					482.35	0.00	482.35	100.0%
FINES & FEES								
		4305 · Fees			942.33	1,890.49	(948.16)	(50.15%)
		4310 · MFM Revenue			435.27	837.50	(402.23)	(48.03%)
		4340 · Passport Services Fees			10,918.69	5,814.00	5,104.69	87.8%
Total FINES & FEES					12,296.29	8,541.99	3,754.30	43.95%
INTEREST INCOME & ADJUSTMENTS								
		4210 · Chase Bank			295.62	76.61	219.01	285.88%
		4220 · County Interest Allocation				(5,352.16)	5,352.16	(100.0%)
Total INTEREST INCOME & ADJUSTMENTS					295.62	(5,275.55)	5,571.17	105.6%
OTHER REVENUE & ADJUSTMENT								
		4080 · Penalties, Interest & Costs-Ref			(7.87)	(2.72)	(5.15)	(189.34%)
		4910 · Miscellaneous Income				50.00	(50.00)	(100.0%)
Total OTHER REVENUE & ADJUSTMENT					(7.87)	47.28	(55.15)	(116.65%)
REVENUES								
Property Taxes								
		4010 · Current-Year Secured						
		4010.03 · SB 813 Supplemental			4,599.58	1,548.33	3,051.25	197.07%
Total 4010 · Current-Year Secured					4,599.58	1,548.33	3,051.25	297.07%
		4030 · Prior-Year Secured						
		4030 · Prior-Year Secured - Other			(2,120.41)	(10,889.03)	8,768.62	80.53%
Total 4030 · Prior-Year Secured					(2,120.41)	(10,889.03)	8,768.62	80.53%
Total Income					15,545.56	(6,026.98)	21,572.54	357.93%
Expense								
PERSONNEL RELATED EXPENSES								
		Total 5000 · SALARIES & WAGES			131,288.97	126,432.26	4,856.71	3.84%
		5100 · Employer-Portion Taxes/Benefits						
		5120 · Payroll Taxes (ER)			8,596.12	9,503.12	(907.00)	(9.54%)
		5210 · PERS Retirement			7,266.87	78,563.08	(71,296.21)	(90.75%)
		5210 · PERS Retirement - Other			7,650.49	(132.60)	7,783.09	58.70
Total 5210 · PERS Retirement					14,917.36	78,430.48	(63,513.12)	(80.98%)
		5222 · OPEB Contribution			0.00	11,667.00	(11,667.00)	(100.0%)
		5250 · SUI			0.00	283.21	(283.21)	(100.0%)
Total 5100 · Employer-Portion Taxes/Benefits					23,513.48	99,883.81	(76,370.33)	(76.46%)
		5200 · Insurance						
		5220 · Health Insurance			9,596.74	9,530.25	66.49	0.7%
		5221 · Health Insurance - Retirees			6,295.20	5,299.21	995.99	18.8%
		5230 · Dental Insurance			1,202.88	2,650.66	(1,447.78)	(54.62%)
		5240 · Vision Insurance			765.40	828.72	(63.32)	(7.64%)
		5260 · Life Insurance			(2.96)	268.16	(271.12)	(101.1%)
		5270 · Workers' Compensation			11,041.52	17,802.97	(6,761.45)	(37.98%)

Altadena Library District
Profit & Loss Prev Year Comparison
 July 2017

		Total 5200 · Insurance	28,898.78	36,379.97	(7,481.19)	(20.56%)
		Total 'PERSONNEL RELATED EXPENSES	183,701.23	262,696.04	(78,994.81)	(30.07%)
		CAPITAL				
		7320 · Structures & Improvements	5,180.00	0.00	5,180.00	100.0%
		Total CAPITAL	5,180.00	0.00	5,180.00	100.0%
		FACILITIES, GROUNDS & MAINTENAN				
		7205 · Maintenance Contracts	915.00	1,372.68	(457.68)	(33.34%)
		7210 · Building Maint & Repairs	2,918.23	622.43	2,295.80	368.84%
		7220 · Landscape	146.97	4,062.92	(3,915.95)	(96.38%)
		Total FACILITIES, GROUNDS & MAINTENAN	3,980.20	6,058.03	(2,077.83)	(34.3%)
		LIBRARY MATERIALS				
		6110 · Cataloging Expenses	1,445.27	1,425.42	19.85	1.39%
		6115 · Electronic Databases & Subscrip	14,292.18	13,945.77	346.41	2.48%
		6120 · Books	16,372.28	16,068.33	303.95	1.89%
		6125 · Audio CD	1,619.67	3,168.29	(1,548.62)	(48.88%)
		6130 · DVD's & Videogames	2,814.71	1,899.13	915.58	48.21%
		6135 · Processing of Materials	6,678.83	9,336.78	(2,657.95)	(28.47%)
		6140 · Periodicals	534.26	69.94	464.32	663.88%
		6150 · Downloadables	5,996.20	480.46	5,515.74	1,148.01%
		Total LIBRARY MATERIALS	49,753.40	46,394.12	3,359.28	7.24%
		MISCELLANEOUS EXPENSE				
		7510 · Miscellaneous Expense	0.00	(660.61)	660.61	(100.0%)
		Total MISCELLANEOUS EXPENSE	0.00	(660.61)	660.61	(100.0%)
		OPERATING EXPENSES				
		6430 · Insurance-Gen, Prop, Liab, Eq	38,868.25	16,886.09	21,982.16	130.18%
		6620 · Membership Dues & Subscriptions	1,336.60	3,374.00	(2,037.40)	(60.39%)
		6625 · Training & Education		90.00	(90.00)	(100.0%)
		6627 · Advertising / Marketing	752.40	1,678.70	(926.30)	(55.18%)
		6710 · Meetings & Travel	1,017.58	434.87	582.71	134.0%
		6730 · Mileage & Parking Reimbursement	11.50	35.22	(23.72)	(67.35%)
		6740 · Postage & Delivery	638.82		638.82	100.0%
		6745 · Banking & Service Fees	104.90	155.50	(50.60)	(32.54%)
		6746 · Payroll Fees	790.03	1,072.94	(282.91)	(26.37%)
		6750 · Printing & Reproduction	3,945.97	649.10	3,296.87	507.91%
		6755 · Equipment, Furniture, Fixtures	5,201.70		5,201.70	100.0%
		6765 · Janitorial Supplies	1,345.67	86.73	1,258.94	1,451.56%
		6770 · Operating Supplies	1,292.49	5,441.45	(4,148.96)	(76.25%)
		6790 · Hardware (Computers / Tech)		200.87	(200.87)	(100.0%)
		6920 · Electricity	2,671.89	2,329.35	342.54	14.71%
		6940 · Water & Sewage	494.53	438.61	55.92	12.75%
		6950 · Refuse	674.43	266.56	407.87	153.01%
		6970 · Equipment Lease & Rental	784.92	1,164.45	(379.53)	(32.59%)
		Total OPERATING EXPENSES	59,931.68	34,304.44	25,627.24	74.71%
		PROFESSIONAL & TECHNICAL				
		7125 · Audit and Financial Consulting	6,443.82	3,400.00	3,043.82	89.52%
		7130 · Legal Fees	856.40		856.40	100.0%
		7155 · Consultants - Other	2,233.33	2,903.33	(670.00)	(23.08%)

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		7170 · Telecommunications	412.94	28.00	384.94	1,374.79%
		7180 · Technology Equipment	679.10	676.22	2.88	0.43%
		7185 · Technology Maintenance Fees	3,968.00	3,055.49	912.51	29.86%
		Total PROFESSIONAL & TECHNICAL	14,593.59	10,063.04	4,530.55	45.02%
		PROGRAMS				
		6200 · Youth Services	2,225.99	2,504.60	(278.61)	(11.12%)
		6210 · Teen Services	432.33	648.91	(216.58)	(33.38%)
		6220 · Adult Services	1,078.26	475.06	603.20	126.97%
		6230 · Bob Lucas Branch Services	68.94		68.94	100.0%



Honoring the past, cultivating the present, empowering the future

MINUTES

Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

August 28, 2017 – 5:05 p.m.

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

1. **CALL TO ORDER**

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.

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.

Gail Meltzer- Gail congratulated Director Kittay, Staff and the Board for all the positive changes that have been taking place in the Library. She expressed her appreciation for the Boards Retreat, Community Conversations and programs.

Mark Mariscal- Mark noted that if the Board wished to have time suggestions on the Agenda, that they be for specific attendance to meetings, such as speakers or presenters, and/or specific agenda items that the Board would like to hear by a certain time. He noted that putting times next to each agenda item was limiting and could present problems.

Yuni LaFontaine- Yuni mentioned that the Foundation is concentrating its efforts to build the Board, and asked the Trustees for their help in building the Foundation and outreach to possible new members. She explained the fund raising component and why it was important as part of the Boards Retreat.

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**

- a) Financial reports for June 2017 (**DISCUSSION/POSSIBLE ACTION**) (Presented by Cindy Byerrum, CPA)
Cindy Byerrum, CPA, introduced herself to the Trustees and explained her role working with the District.

Trustee McDonald said he was “concerned” about the year-end results of the Library’s materials expenditures. Director Kittay and Collection Development Manager Estella Terrazas noted that this was due to staff changes in the department, along with the recent renovation. Estella also noted that staff was addressing purchase suggestions and still working on placing those orders for patrons. Trustee McDonald asked if the unspent funds were added to the materials budget for the coming fiscal year. Director Kittay noted that the budget for materials was not raised, but that staff would be assessing the collection throughout the year and it would be addressed at the mid-year budget amendment if needed. Trustee McDonald stated that the materials budget was slightly reduced as compared to last fiscal year.

The Board noted that it would wait for the final Year End financials to receive and file the financial reports for June 2017.

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

7. **CONSENT CALENDAR**

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

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

- a) Approval of minutes – Regular meeting held 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

Items D and F were removed from the consent calendar.

MOTION BY Trustee Zelada Garcia TO approve items on the Consent Calendar with the Exception of items D & F, which were removed for discussion:

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.

Trustee McDonald asked for clarification regarding a sentence in the I.T. Report that mentioned a possible partnership with the Altadena Historical Society. Director Kittay noted that the Library is

obtaining their own subscription for the scanning of the Libraries' historical documents, with the intention of communicating and sharing information with the Historical Society. Trustee McDonald suggested the revision of the wording in the report for accuracy.

Item F- There was discussion regarding the anticipated 3 day closure of the parking lot. Jonathan Arevalo, project coordinator, noted that the company stated the job would take 1 to 3 days. They could be done in two days, but the third day was to make sure that the parking lot was set. Mr. Arevalo noted that patrons can park on adjacent streets, as they do when the parking lot has been full or closed for events. Trustee Bershatsky asked if there was a target date for this to be completed. Mr. Arevalo stated mid-September. Trustee McMullins asked if the work could be done towards the end of the week. Mr. Arevalo stated he would inquire about scheduling with the contracting company. Trustee Bershatsky asked how the contracting company was chosen. Mr. Arevalo stated that the job went through the standard process of three bids, and the company that was the lowest responsible bidder would be awarded the job. He stated that with the other two bids, price and quality were of concern. Trustee Bershatsky asked about the warranty and maintenance of the work. Mr. Arevalo stated that the guarantee was for 10 years, with the District completing maintenance every 4 to 7 years. Trustee Zambrano asked if the District can use any vendor for maintenance, to which Mr. Arevalo stated yes, and that it would not affect the warranty. Trustee McDonald asked for clarification regarding a statement in the report about ADA compliance and liability issues that re-doing the parking lot would help to remedy. Mr. Arevalo noted that the broken pieces of parking lot debris and the uneven surface made for a dangerous environment. Director Kittay noted that patrons have fallen, including herself due to the condition of the parking lot. Trustee McMullins and Trustee McDonald asked where the funds for this project were coming from in relation to the budget. Director Kittay noted that this project had been budgeted for under the "Facilities + Capital Improvements" line item which the Board approved for \$350,000 during the Budget process.

MOTION BY Trustee McDonald to approve the parking lot bid and grant the authority to sign contracts to the Director.

Second: Trustee McMullins

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

No: None

Abstain: None

9. **NEW BUSINESS**

a) Annual Review of Outsourcing of Human Resources (**INFORMATION**)

10. **OLD BUSINESS**

a) Human Resources Update – Written Report by HRNetwork (**INFORMATION**) **Audrienne Adams Lee**

b) [REDACTED]

Audrienne provided a HR update which included information regarding the revision of Standard Operating Procedures and review of Job Descriptions. She also noted that Adult Services was assisting HRNetwork in Compensation research. She noted the District was currently on a Step System for pay increases and was transitioning to a merit system. She introduced Nicole Fabry, staff accountant, to explain the current Step System in place at the District.

After Fabry's explanation, Trustee McDonald noted that it had never been communicated to the Board that there was a step system and that it should have been analyzed and put into the budget. The Board recognized Mark Mariscal's request for public comment. Mariscal noted that he could almost guarantee that the step system had been analyzed and included in the budget and that if it wasn't communicated to the Board quite effectively that it might just be a misunderstanding.

Director Kittay noted that the salary schedule/step system had been in the Board Book at least five times in the past three years and that she had been working with and had discussed with the Budget committee, the elimination of the step system and a move to a merit system. She noted that Ryan Wroy, Public Services Manager, and she both discussed this change at the last budget committee meeting and committed to having a new system in place by the following budget year whereby an across the board merit would not be asked for again because the new system would provide merit individually, based upon each employees performance. Kittay also noted that she had previously provided all the board members, in an email, a full accounting and copies of each board agenda, minutes and salary/step schedule that had been in the board book since her tenure began. Kittay provided the board with a hard copy of the memo.

11. DIRECTOR'S REPORT

Trustee McMullins noted that in Director Kittay's report, there were a number of facilities projects mentioned, and that she would like to see a prioritized list.

a) Final Report of Phase I Renovation (**INFORMATION**)

Director Kittay provided the final report of the Phase I Renovation.

b) Taste of Dena Update (**INFORMATION**)

Director Kittay provided an update on the Taste of Dena event, noting that there would be a table for the Board Members, and a ticket provided to them as a gift. She asked that they RSVP with her as soon as possible.

Trustee McMullins noted that she had already purchased her ticket and respectfully declined the gift.

c) Updating and Changes to the Bylaws – Request for special meeting and/or subcommittee (**INFORMATION/ACTION**)

Director Kittay provided the Trustees with a copy of the Bylaws, noting that they are extremely out of date, and noted that the Board might want to create a subcommittee to review and update their bylaws.

Trustee McDonald suggested that Administration offer suggestions for changes and updates to the Bylaws prior to the Board taking action on updating them.

Director Kittay stated that she would hire an Attorney for this process and would provide the Board with a document created with input from herself and the Attorney at a later date.

d) Strategic Plan Review & Creation – Request for special meeting and/or subcommittee (**INFORMATION/ACTION**)

Director Kittay mentioned to the Trustees that the Strategic Plan for the District was set to expire next year. She noted that it would be in the District's best interest for the Board to create a subcommittee to begin the discussion for how to plan for the process of writing the new strategic plan.

The Trustees did not want to take any action at this time.

They also requested that they be provided with a timeframe and what the strategic planning process would look like over time. Director Kittay noted that she recently provided them with this information via email.

Trustee McMullins noted that it would be helpful to have a list of strategic goals, and that if the District had the assistance of CLA (or similar) to help facilitate the process.

12. CORRESPONDENCE

a) CLLS Award Letter

13. REPORTS OF SUPPORT GROUPS

a) Altadena Library Foundation

Susan Bowen from the Altadena Library Foundation noted that the Foundation has approximately \$554,000 with approx. \$203,000 reserved for the Bob Lucas Branch Library. She also noted that due to the Biannual Registration coming up, the Foundation needs members to build the Board.

Trustee Zelada-Garcia asked when the next Foundation meeting will take place.

Ms. Bowen noted that the meetings take place on the 4th Tuesday of the Month at 4:30 p.m.

Trustee Zambrano asked if there would be Foundation representation at the Taste of Dena event.

b) Friends of the Altadena Library

Friends President Mark Mariscal noted that the Friends have approved \$1,000 for the Taste of 'Dena event and \$10,000 for the Library's Literacy program.

There was a Public Comment from Allisonne Crawford, the Altadena Elementary PTA President, who spoke about the partnership with the Altadena Library, and that she would be working with Director Kittay in the coming months on some initiatives for the Community. She expressed gratitude for the article in the CONNECT newsletter and for the partnership.

14. REPORTS OF TRUSTEES

Trustee McMullins mentioned that she attended the Eclipse event at the Library and really enjoyed the program.

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

The Board went into Closed Session at 6:57 p.m.

16. RECESS BACK INTO OPEN SESSION

The Board Came out of Closed Session at 8:54 p.m.

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

The Board issued a verbal satisfactory review of the District Director- with a written review to be completed forthwith.

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.

Meeting Adjourned.

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	34,619
FY17/18	16,137	16,650											32,787
% Change	-7%	-3%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-5%
Self-Check	8529	9542											
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	2,473
FY17/18	1,572	1,397											2,969
% Change	22%	18%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	20%
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	37,092
FY17/18	17,709	18,047	0	0	0	0	0	0	0	0	0	0	35,756
% Change	-5%	-2%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-4%
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	29,267
FY17/18	11,233	13,278											24,511
% Change	-25%	-8%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-16%
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	6,972
FY17/18	3,031	3,558											6,589
% Change	-10%	-1%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-5%
TOTAL VISITORS	14,264	16,836	-	-	-	-	-	-	-	-	-	-	31,100
Days Open - Main													
FY16/17	25	27	25	25	23	24	25	23	10	0	26	26	52
FY17/18	23	27											50
% Change	-8%	0%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-4%
Days Open - Branch													
FY16/17	20	23	21	20	19	20	20	19.5	27	27	22	22	43
FY17/18	20	23											43
% Change	0%	0%	-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	425
FY17/18	282	333											615
% Change	26%	65%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	45%
Registration - Branch													
FY16/17	17	27	27	24	14	21	14	20	23	32	14	39	44
FY17/18	33	33											66
% Change	94%	22%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	50%
Registration - Total													
FY16/17	240	229	261	239	202	187	189	195	124	145	223	430	469
FY17/18	315	366	0	0	0	0	0	0	0	0	0	0	681
% Change	31%	60%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	45%
Reserves - Main													
FY16/17	312	316	396	403	405	413	294	407	289	235	325	401	628
FY17/18	456	441											897
% Change	46%	40%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	43%
ILL Lent (Main)													

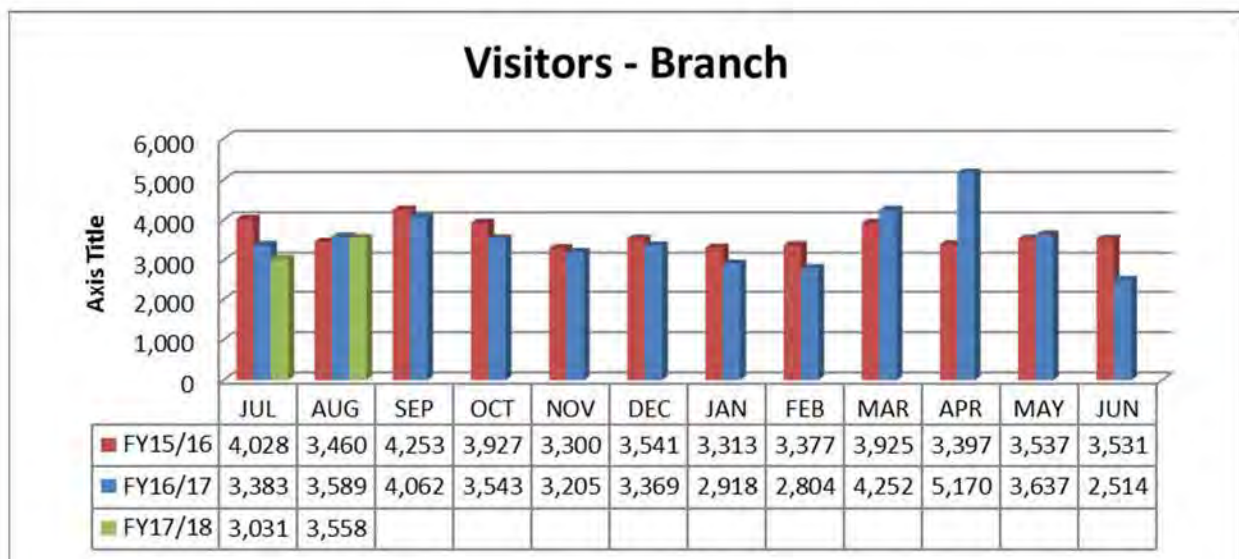
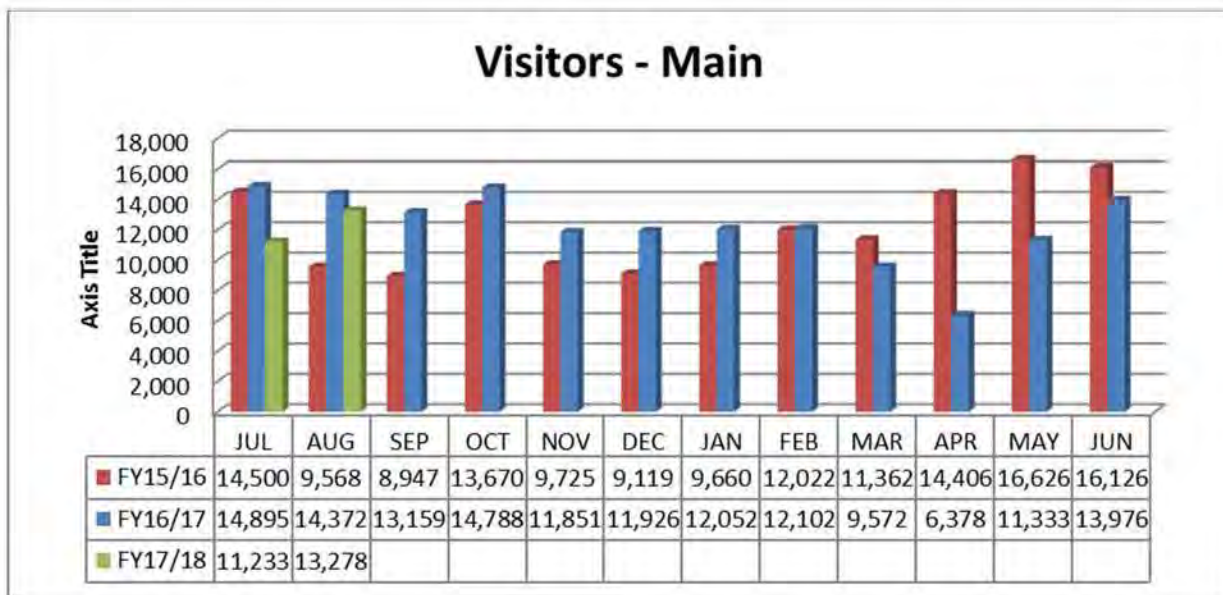
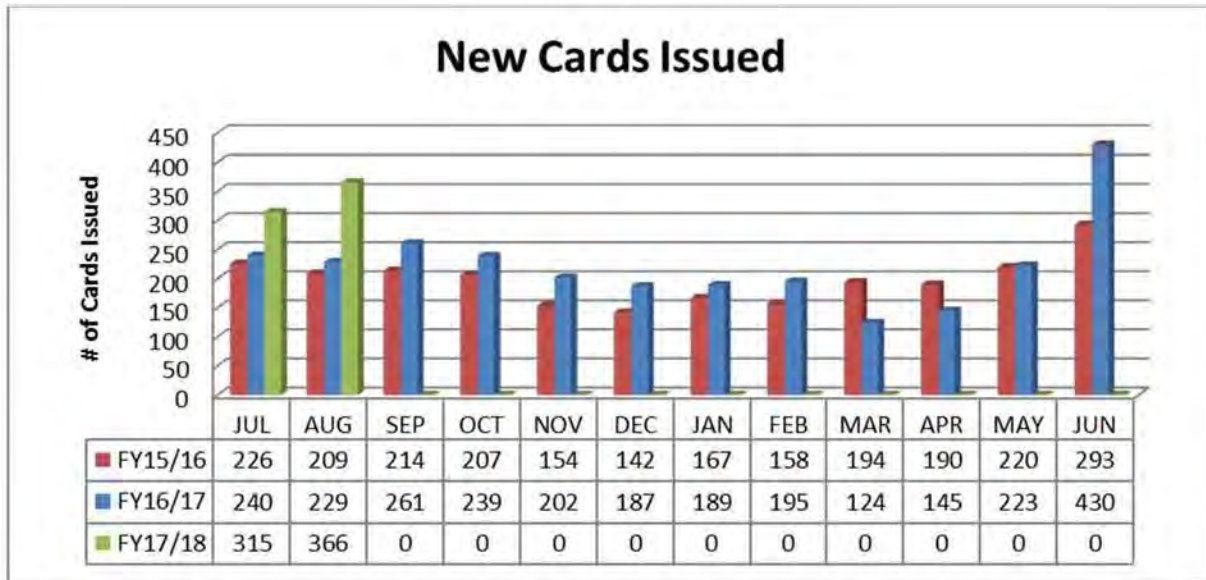
	FY16/17	48	10	40	30	44	34	35	57	14	0	42	45	58
	FY17/18	33	34											67
ILL Borrowed (Main)	% Change	-31%	240%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	16%
	FY16/17	24	23	42	25	39	14	77	28	25	14	38	36	47
	FY17/18	55	23											78
Inter Library Loan - Branch	% Change	129%	0%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	66%
	FY16/17	5	1	5	4	7	5	5	5	4	5	6	7	6
	FY17/18	6	5											11
	% Change	20%	400%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	83%
Community Room Events (Non-Library)														
	FY16/17	6	10	7	6	11	6	6	9	6	6	9	18	16
	FY17/18	13	6											19
Community Room Attendance (Non-Library)	% Change	117%	-40%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	19%
	FY16/17	75	134	81	67	115	125	90	200	50	77	105	71	209
	FY17/18	150	155											305
	% Change	100%	16%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	46%
Adult Reference Questions														
	FY16/17	114	119	107	115	71	88	79	226	75	12	96	246	233
	FY17/18	193	66											259
Children's Services Reference Questions	% Change	69%	-45%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	11%
	FY16/17	749	568	548	589	566	569	300	300	62	0	151	162	1,317
	FY17/18	148												148
Branch Services Reference Questions	% Change	-80%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-89%
	FY16/17	58	74	61	35	44	47	42	44	95	92	62	54	132
	FY17/18	52	65											117
	% Change	-10%	-12%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-11%
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	4,434
	FY17/18	1,762	1,897											3,659
Children's Services Public Computer Usage	% Change	-20%	-15%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-17%
	FY16/17	742	840	555	584	599	581	155	525	309	0	495	805	1,582
	FY17/18	686	922											1,608
Branch Services Public Computer Usage	% Change	-8%	10%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	2%
	FY16/17	627	763	883	812	849	795	750	698	702	1240	1025	1377	1,390
	FY17/18	656	888											1,544
	% Change	5%	16%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	11%
														7,406
														6,811
FabLab Reservations														
	FY16/17													0
	FY17/18	20	25											45
Main PC Usage Wireless	% Change													-8%
	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	9,911
	FY17/18	5,390	5,929											11,319

Branch PC Usage Wireless	%Change	10%	18%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	14%
	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	2,324
	FY17/18	1,593	1,752											3,345
	% Change	39%	49%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	44%
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	79,744											
	% 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	1,934
	FY17/18	997	338											1,335
	% Change	6%	-66%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-31%
Adult Programs														
	FY16/17	5	5	8	7	3	4	4	6	3	6	5	7	10
	FY17/18	10	10											20
	% 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	256
	FY17/18	157	724											881
	% Change	11%	530%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	244%
Young Adult Programs														
	FY16/17	10	1	1	0	3	2	5	18	9	5	6	21	11
	FY17/18	13	16											29
	% Change	30%	1500%	-100%		-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	164%
Young Adult Program Attendance														
	FY16/17	162	5	4	0	50	19	58	292	88	114	65	141	167
	FY17/18	104	88											192
	% Change	-36%	1660%	-100%		-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	15%
Children's Services Programs Offered														
	FY16/17	18	1	19	23	18	16	15	21	22	27	28	39	19
	FY17/18	36	25											61
	% Change	100%	2400%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	221%
Children's Services Program Attendance														
	FY16/17	740	5	475	564	608	368	258	384	354	516	496	989	745
	FY17/18	756	800											1,556
	% Change	2%	15900%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	109%
Branch Services Programs Offered														
	FY16/17	5	0	0	6	2	2	2	5	0		1	6	5
	FY17/18	7	4											11
	% Change	40%			-100%	-100%	-100%	-100%	-100%			-100%	-100%	120%
Branch Services Program Attendance														
	FY16/17	142	0	0	100	27	56	35	71	0		25	106	142
	FY17/18	159	68											227
	% Change	12%			-100%	-100%	-100%	-100%	-100%			-100%	-100%	60%
Children's Services Class Visits														
	FY16/17	10	8	7	8	6	2	5	3	9	2	5	4	18
	FY17/18	4	3											7
	% Change	-60%	-63%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-61%
Children's Services Classroom Visits Attendance														
	FY16/17	158	104	109	161	133	62	62	80	256	88	411	225	262
	FY17/18	104	98											202
	% Change	-34%	-6%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-23%

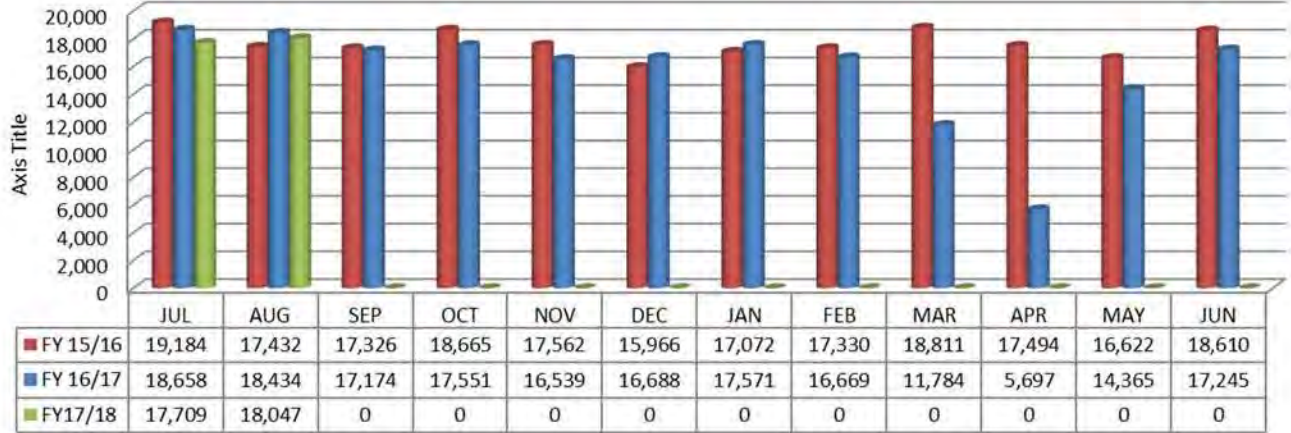
Branch Services Class Visits													
FY16/17	0	0	0	0	1	2	1	0	3	4	0	1	0
FY17/18	0	0	0										0
% Change			n/a		-100%	-100%	-100%		-100%	-100%		100%	
Branch Services Class Visits - Attendance													
FY16/17	0	0	0	0	25	53	26	0	78	72	0	28	0
FY17/18	0	0											0
% Change			n/a		-100%	-100%	-100%		-100%	-100%		#DIV/0!	
Branch Services - Literacy Tutor Sessions Offered													
FY16/17	32	55	62	79	90	66	66	61	60	68	65	58	87
FY17/18	58	80											138
% Change	81%	45%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	59%
Branch Services Literacy Tutor Sessions Attendance													
FY16/17	126	140	202	244	246	216	198	192	179	211	193	189	266
FY17/18	178	266											444
% Change	41%	90%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	67%
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	55
FY17/18	106.5	136											243
% Change	287%	404%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	345%
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	42
FY17/18	82.5	107.5											190
% Change	633%	252%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	355%
Adult Volunteers													
FY16/17	3	4	1	2	1	1	2	6	5	0	25	62	7
FY17/18	11	13											24
% Change	267%	225%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	243%
Adult Volunteer Hours													
FY16/17	38	67	13	24	18	30	29	25	15	0	231	242.0	105
FY17/18	104	109											213
% Change	174%	63%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	103%
Young Adult Volunteers													
FY16/17	11	0	0	0	20	8	3	5	4	4	48	20	11
FY17/18	5	2											7
% Change	-55%				-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-36%
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	11											53
% Change	-20%				-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	1%
Children's Services Volunteers													
FY16/17	0	0	0	0	0	0	0	0	0				0
FY17/18	9	7											16
% Change													
Children's Services Volunteer Hours													
FY16/17	0	0	0	0	0	0	0	0	0				0
FY17/18	49.5	45											95
% Change													
Friends/Foundation/Board Volunteers													
FY16/17		0	0	0	0	0	0	0	0				0
FY17/18	13	9											22
% Change													

Friends/Foundation/Board Volunteer Hours													
FY16/17		0	0	0	0	0	0	0	0	0	0	0	0
FY17/18	112.5	112											225
% Change													
Ebsco Databases													
FY16/17			28	13	11	7	13	24	4	55	23		0
FY17/18	18	47											65
% 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											3,159
% 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	180
FY17/18	50	81											131
% Change	-34%	-22%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-27%
Flipster (Searches)													
FY16/17	125	94	80	2	1	3	80	72	66	58	85	85	219
FY17/18	104	89											193
% Change	-17%	-5%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-12%
Tumblebooks													
FY16/17													0
FY17/18		41											41
% Change													
Passports													
FY16/17	209	208	179	208	162	138	216	197	237	212	262	253	417
FY17/18	261	280											541
% Change	25%	35%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	30%
Passport Photos													
FY16/17	156	166	119	170	120	101	155	112	42	47	149	164	322
FY17/18	183	194											377
% Change	17%	17%	-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	18
FY17/18	0	0											0
% Change	-100%	-100%	-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.													

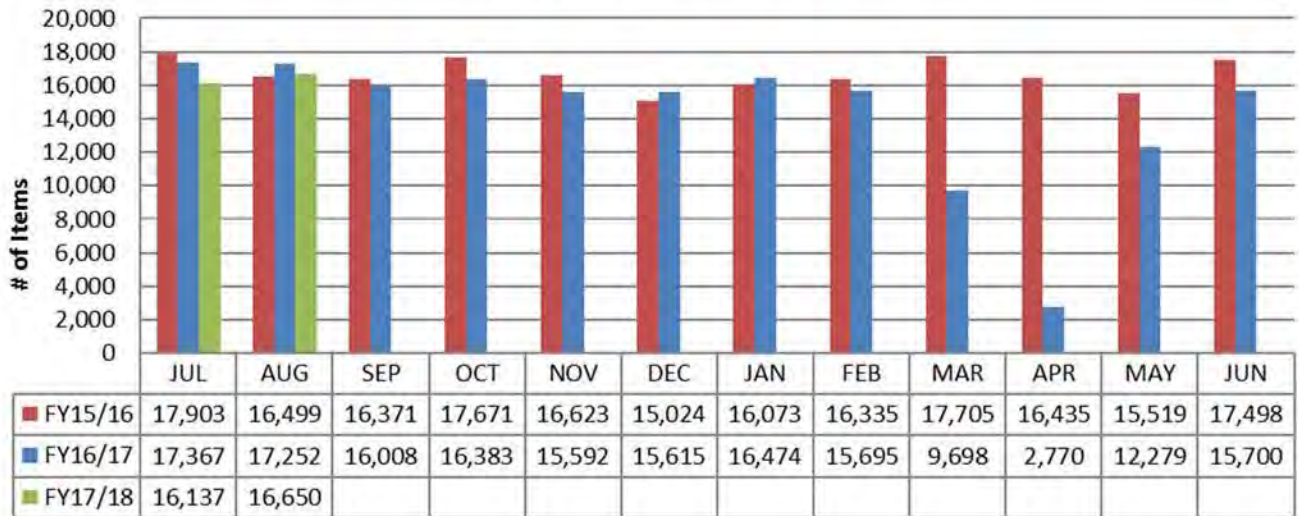
Statistical Graphs for the Month of August 2017



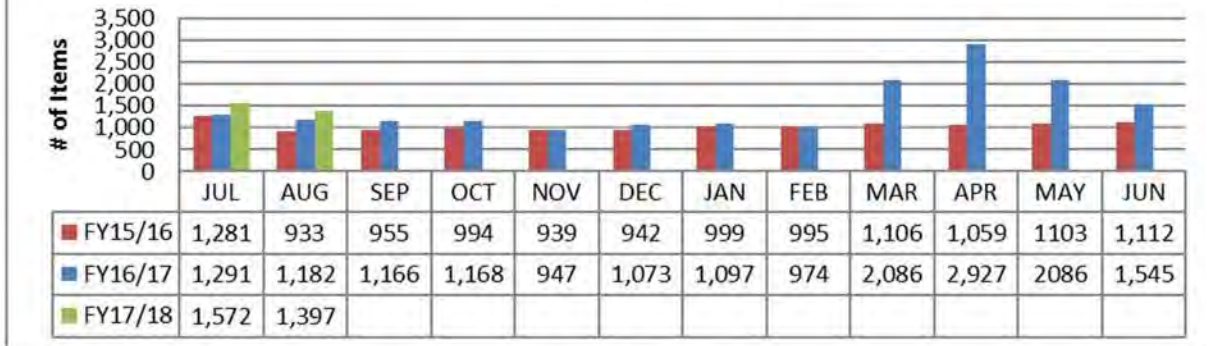
Items Checked Out



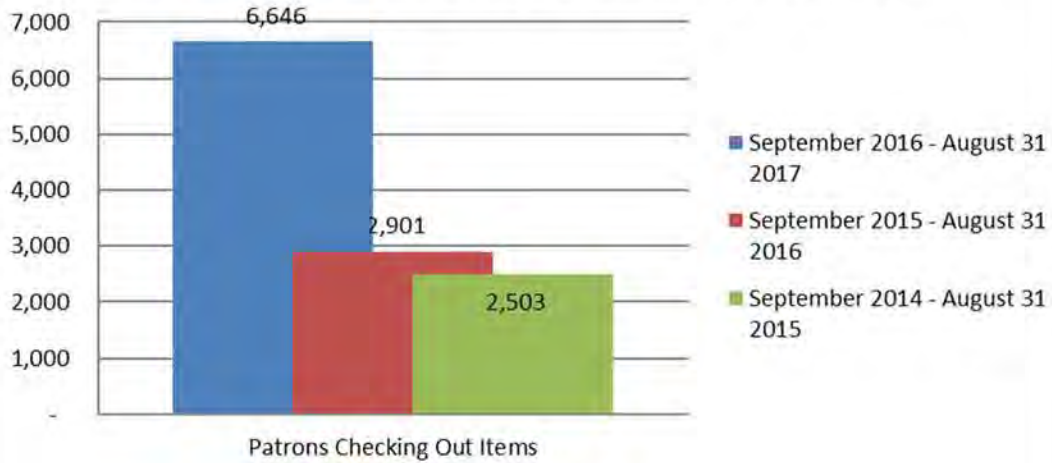
Circulation Main



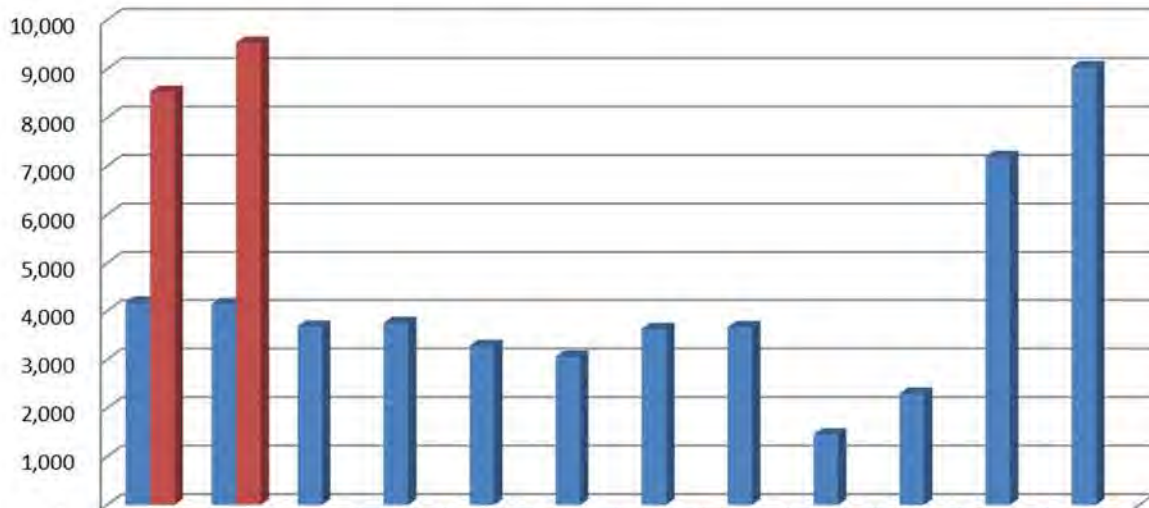
Circulation Branch



Of Cardholders Who Checked Out an Item

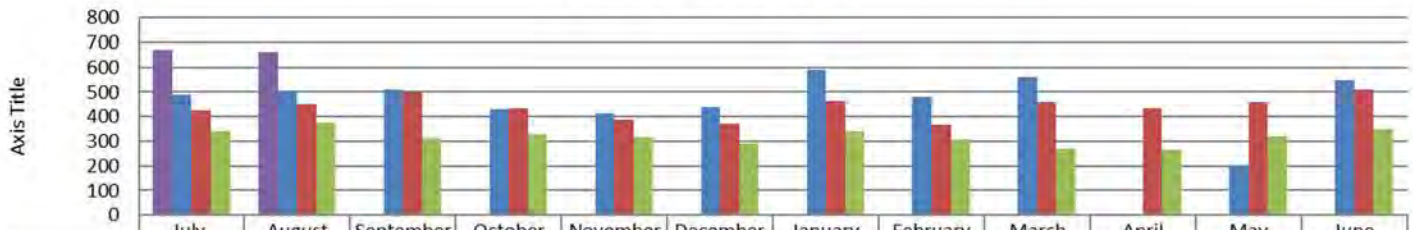


Self Check



	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	9,542										

eBook Circulation



	July	August	September	October	November	December	January	February	March	April	May	June
FY17/18	671	22-Oct										
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

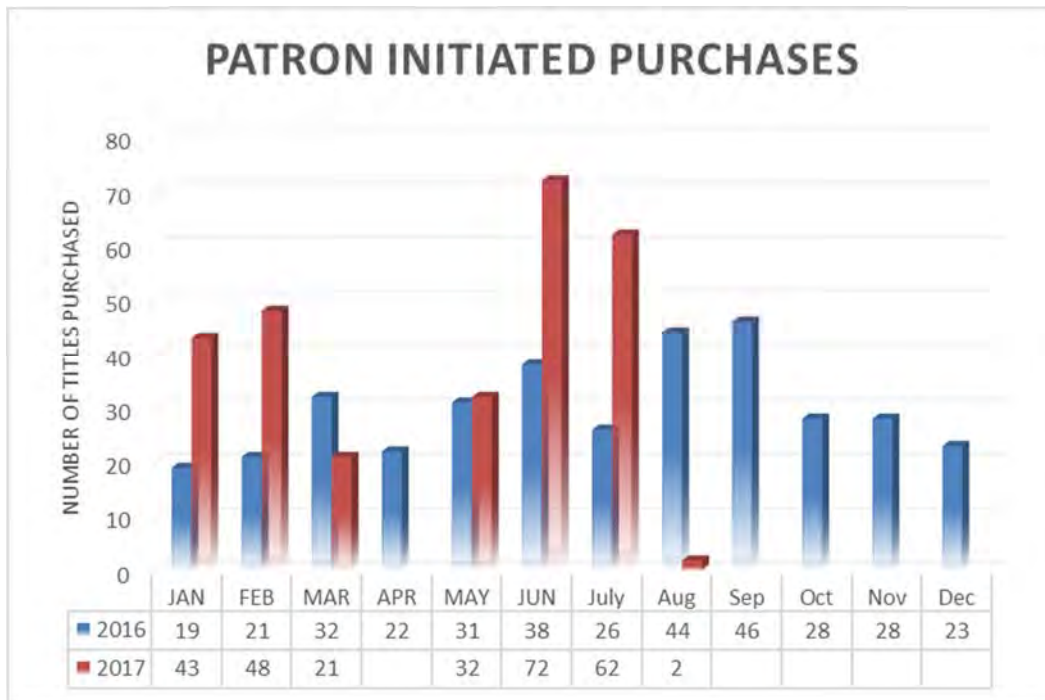
CIRCULATION (CHECKOUT) STATISTICS						
ALL LOCATIONS						
	Aug 17		Change vs		Actual #	
P TYPE	PERCENT	QTY	Jul 17	Aug 16	Jul 17	Aug 16
Adult	75.1%	13070	4.1%	-9.7%	12559	14467
Juvenile	20.5%	3572	-3.3%	46.3%	3693	2441
Staff	2.4%	413	-5.1%	-33.3%	435	619
Student	0.2%	39	-30.4%	0.0%	56	0
Trustee	0.0%	3	0.0%	0.0%	3	3
Teacher Loan	0.6%	97	-43.6%	-66.9%	172	293
Teen	1.2%	217	41.8%	108.7%	153	104
Total	100.0%	17411	2.0%	-2.9%	17071	17927

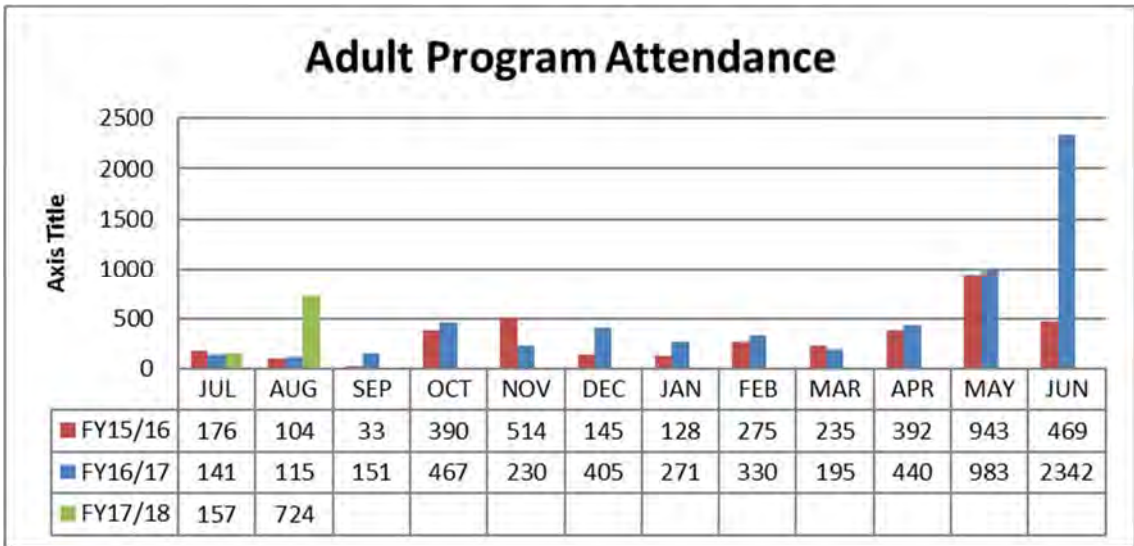
CIRCULATION (CHECKOUT) STATISTICS						
Main Library						
	Aug 17		Change vs		Actual #	
P TYPE	PERCENT	QTY	Jul 17	Aug 16	Jul 17	Aug 16
Adult	74.7%	11949	5.3%	-6.0%	11351	12711
Juvenile	20.7%	3317	-1.3%	56.2%	3361	2123
Staff	2.3%	374	-8.8%	-29.2%	410	528
Student	0.2%	34	47.8%	0.0%	23	0
Trustee	0.0%	3	0.0%	0.0%	3	3
Teacher Loan	0.6%	97	-41.9%	-63.4%	167	265
Teen	1.3%	215	42.4%	424.4%	151	41
Total	100.0%	15989	3.4%	2.0%	15466	15671

CIRCULATION (CHECKOUT) STATISTICS						
Branch Library						
	Aug 17		Change vs		Actual #	
P TYPE	PERCENT	QTY	Jul 17	Aug 16	Jul 17	Aug 16
Adult	78.6%	1097	-6.8%	18.7%	1177	924
Juvenile	18.2%	254	-22.8%	82.7%	329	139
Staff	2.7%	38	52.0%	-32.1%	25	56
Student	0.4%	5	-84.8%	0.0%	33	0
Teacher Loan	0.0%	0	-100.0%	0.0%	3	0
Teen	0.1%	2	0.0%	-96.6%	2	58
Total	100.0%	1396	-11.0%	18.6%	1569	1177

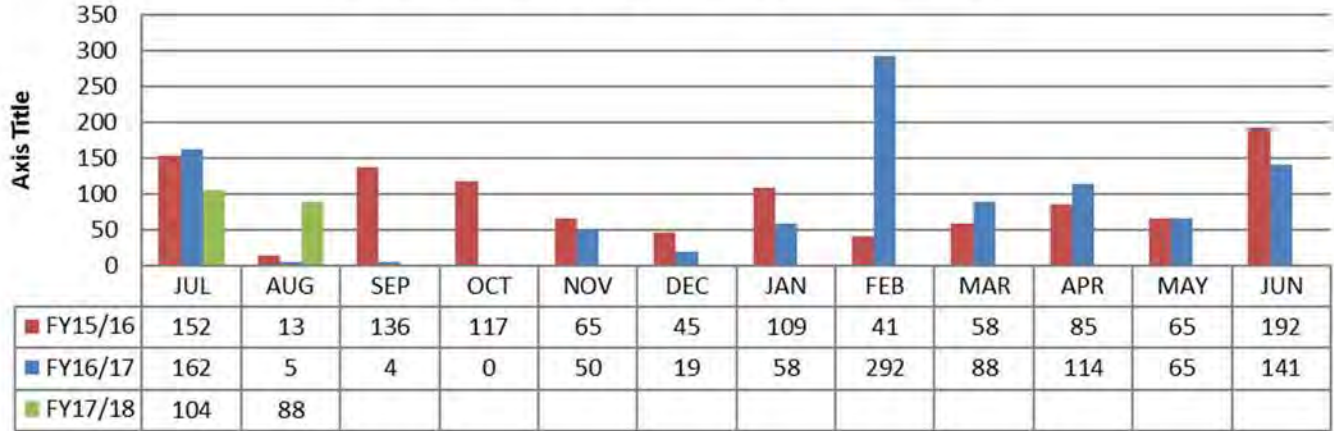
CIRCULATION (CHECKOUT) STATISTICS						
Main Library						
	Aug 17		Change vs		Actual #	
I TYPE	PERCENT	QTY	Jul 17	Aug 16	Jul 17	Aug 16
Book	66.3%	10608	6.2%	1.9%	9993	10415
Sound Disc	6.2%	984	10.1%	-32.5%	894	1458
CD-ROM	0.0%	1	0.0%	0.0%	1	0
DVD	21.7%	3475	-6.0%	11.6%	3695	3114
Kit	0.5%	78	30.0%	11.4%	60	70
Serial	1.2%	197	-32.8%	-38.4%	293	320
Blu-ray Disc	0.3%	46	48.4%	0.0%	31	0
Video Games	1.9%	302	41.8%	1158.3%	213	24
14	0.0%	0	0.0%	-100.0%	0	39
Chromebooks	1.4%	226	15.3%	-2.2%	196	231
Laptop Kit	0.5%	72	-20.0%	0.0%	90	0
Total	100.0%	15989	3.4%	2.0%	15466	15671

CIRCULATION (CHECKOUT) STATISTICS						
Branch Library						
	Aug 17		Change vs		Actual #	
I TYPE	PERCENT	QTY	Jul 17	Aug 16	Jul 17	Aug 16
Book	47.6%	664	-20.8%	22.7%	838	541
Sound Disc	0.5%	7	-61.1%	-61.1%	18	18
DVD	37.0%	517	-8.7%	-1.0%	566	522
Kit	0.1%	2	0.0%	0.0%	0	0
Serial	0.2%	3	0.0%	0.0%	3	0
Chromebooks	14.5%	203	41.0%	111.5%	144	96
Total	100.0%	1396	-11.0%	18.6%	1569	1177

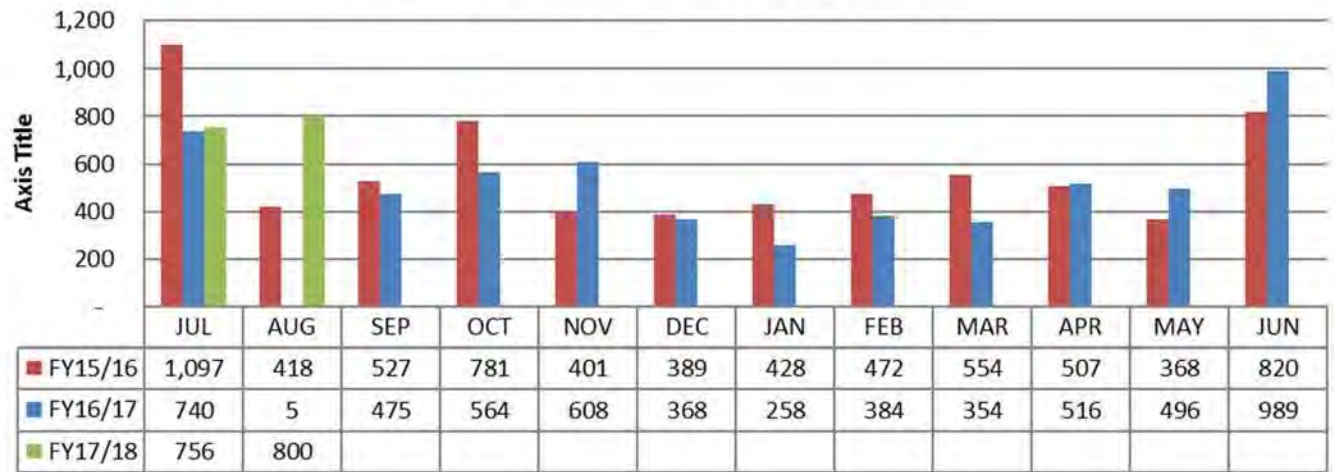




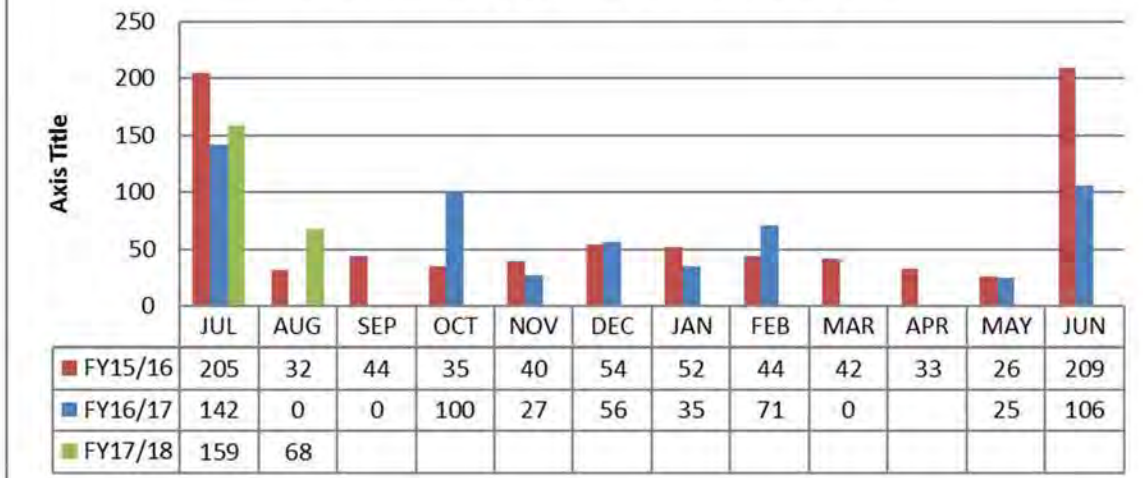
Young Adult Program Attendance



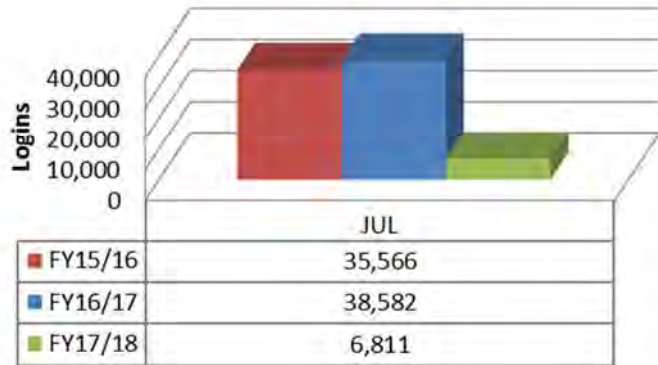
Childrens Program Attendance



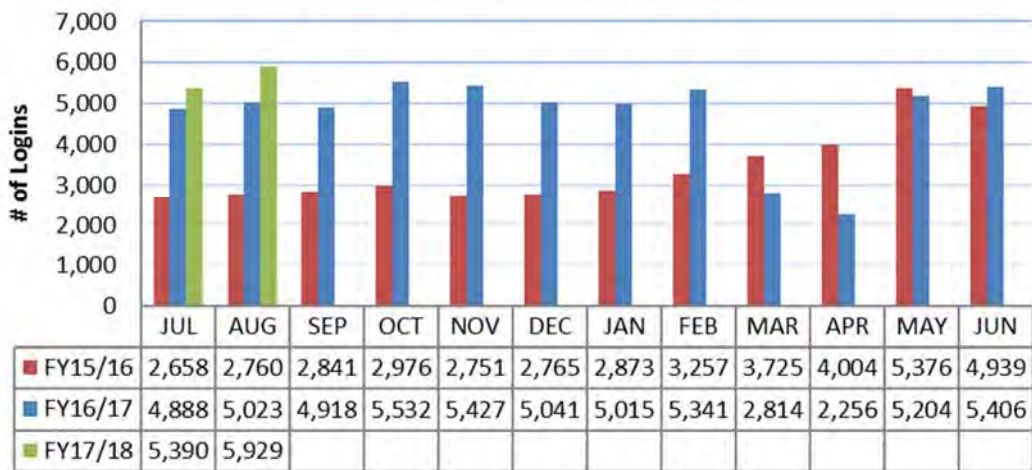
Branch Program Attendance



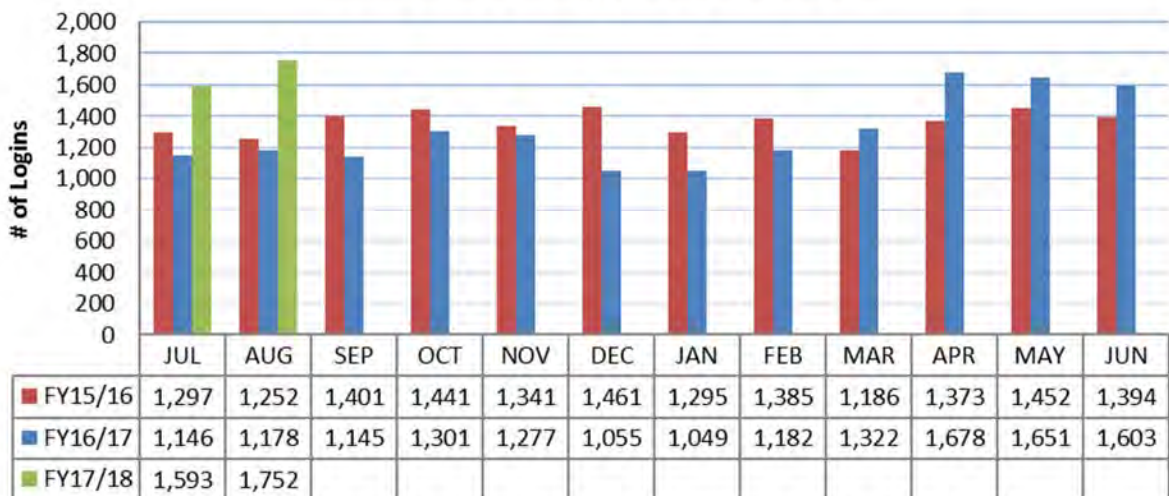
Computer Usage YTD



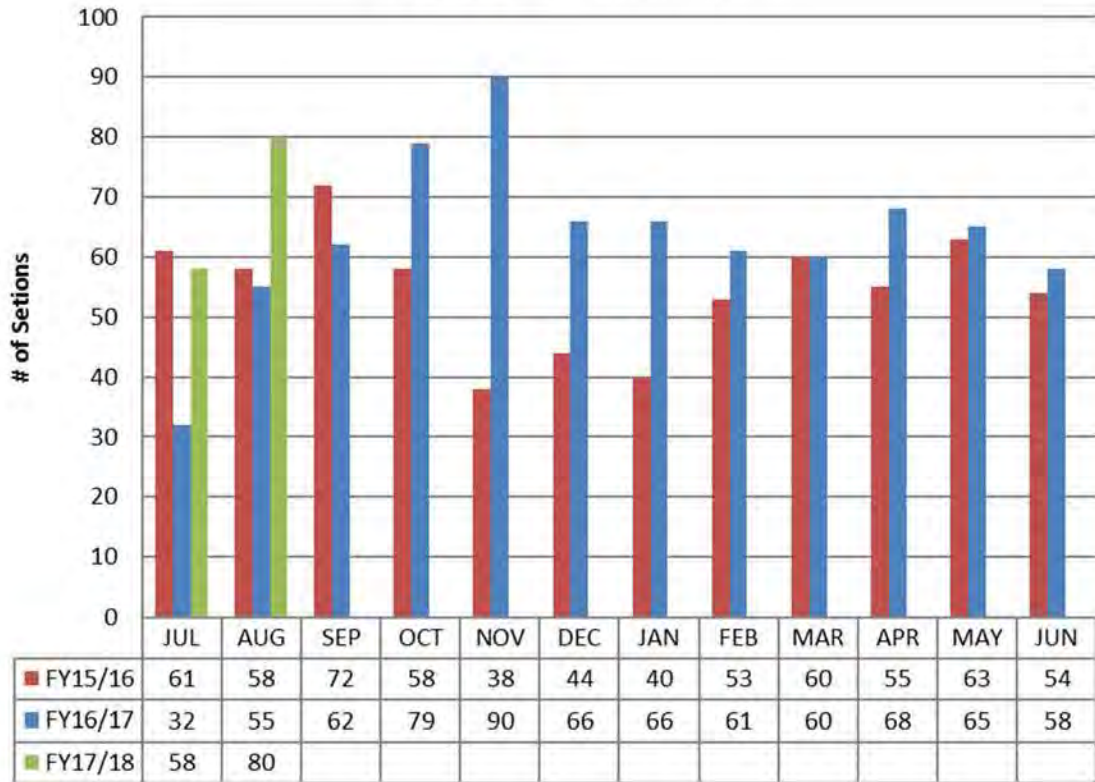
Wireless Usage (Main)



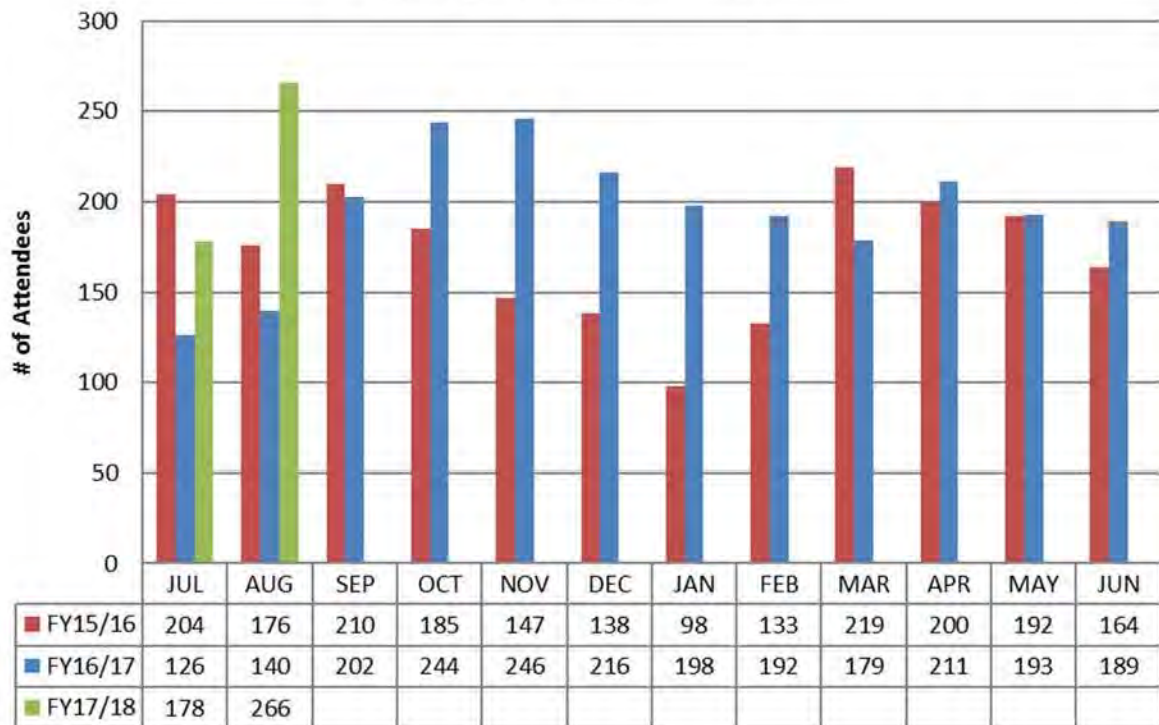
Wireless Usage (Branch)



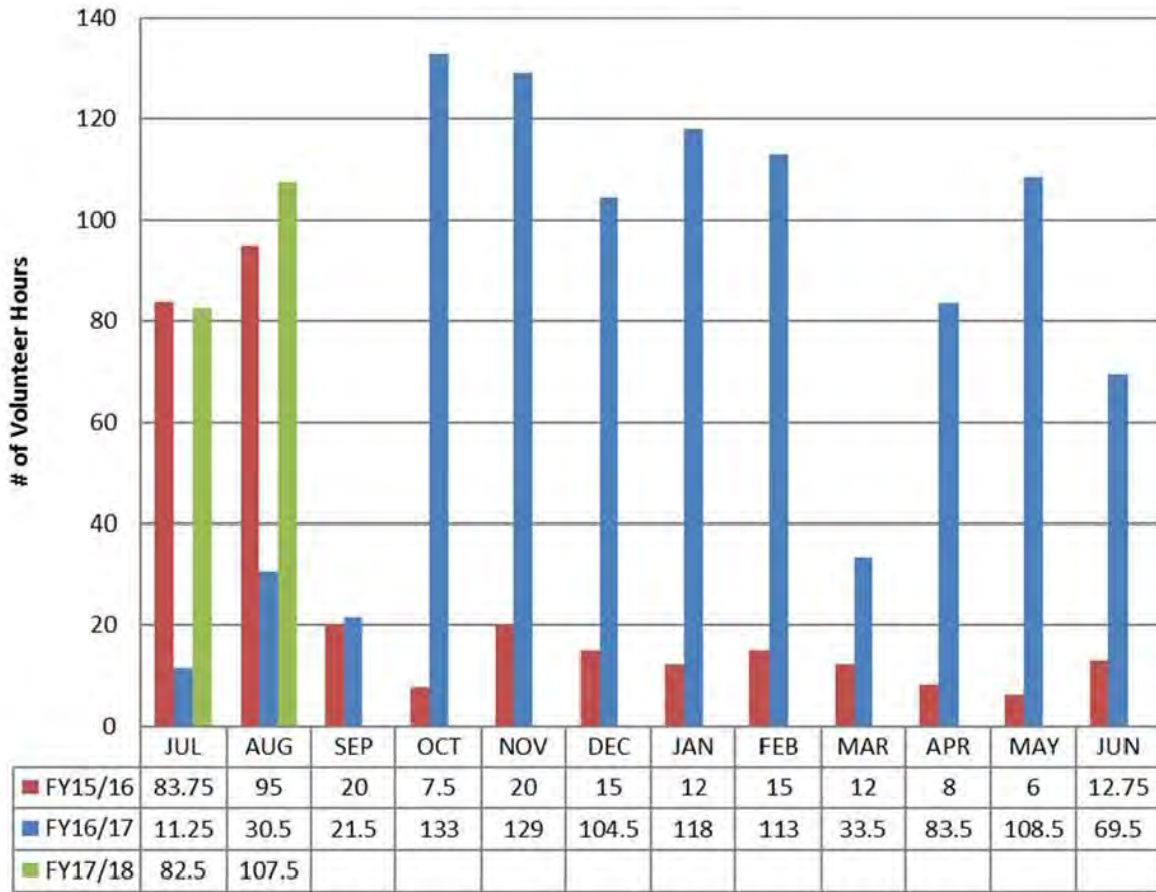
Literacy Tutor Sessions



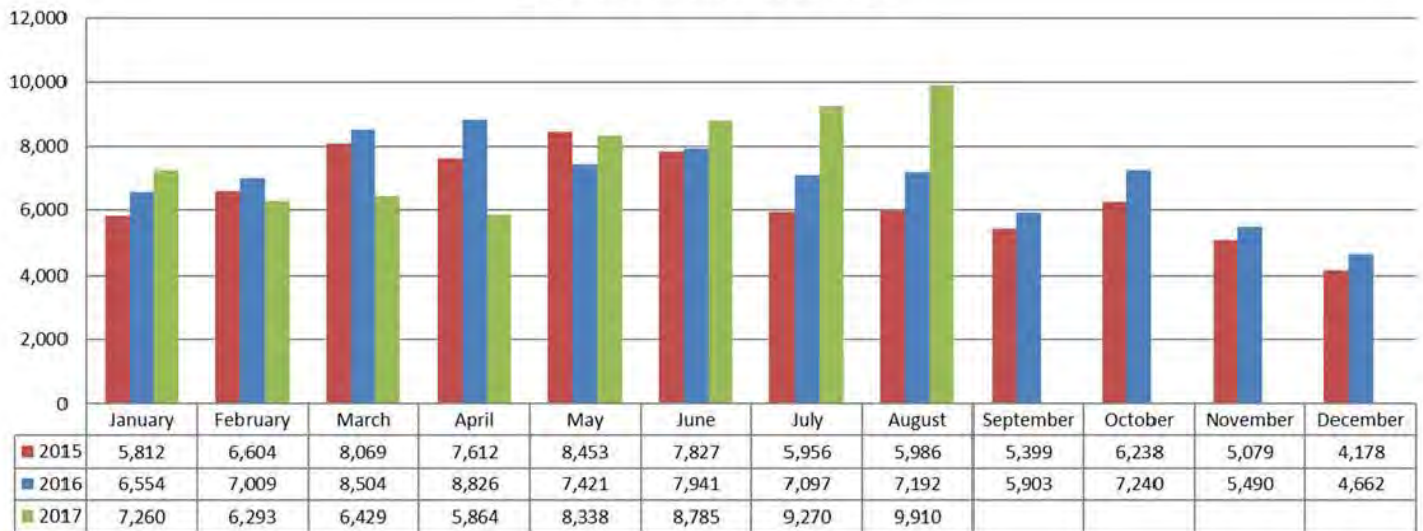
Literacy: # of session attendees



Literacy Volunteer Hours



Business Office Revenue



AUGUST 2017 ADULT SERVICES REPORT

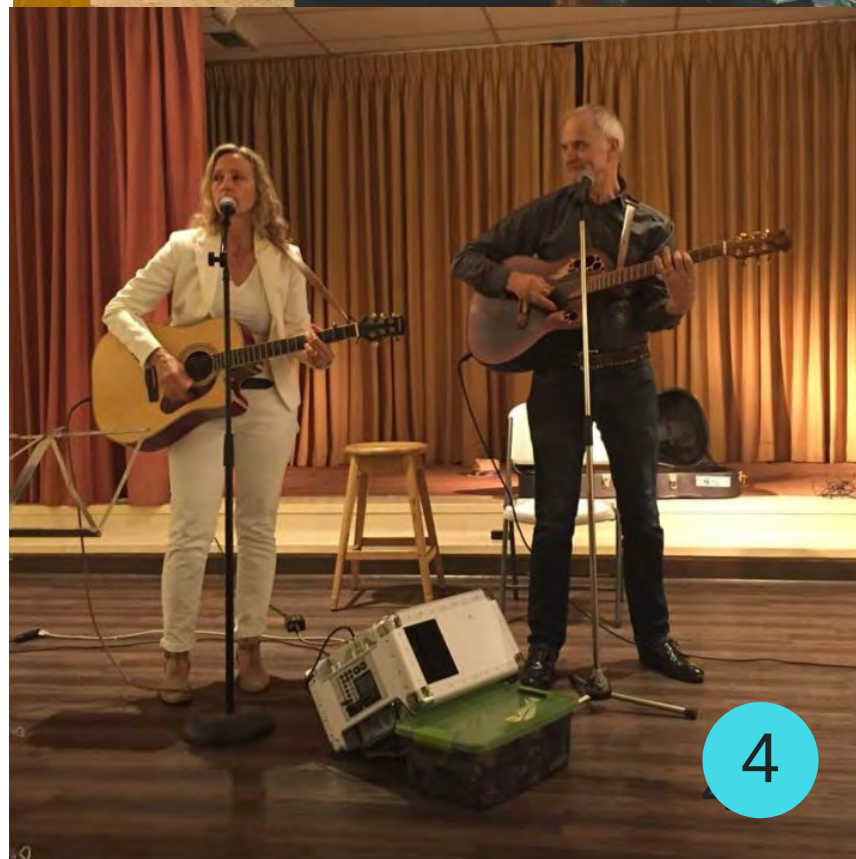
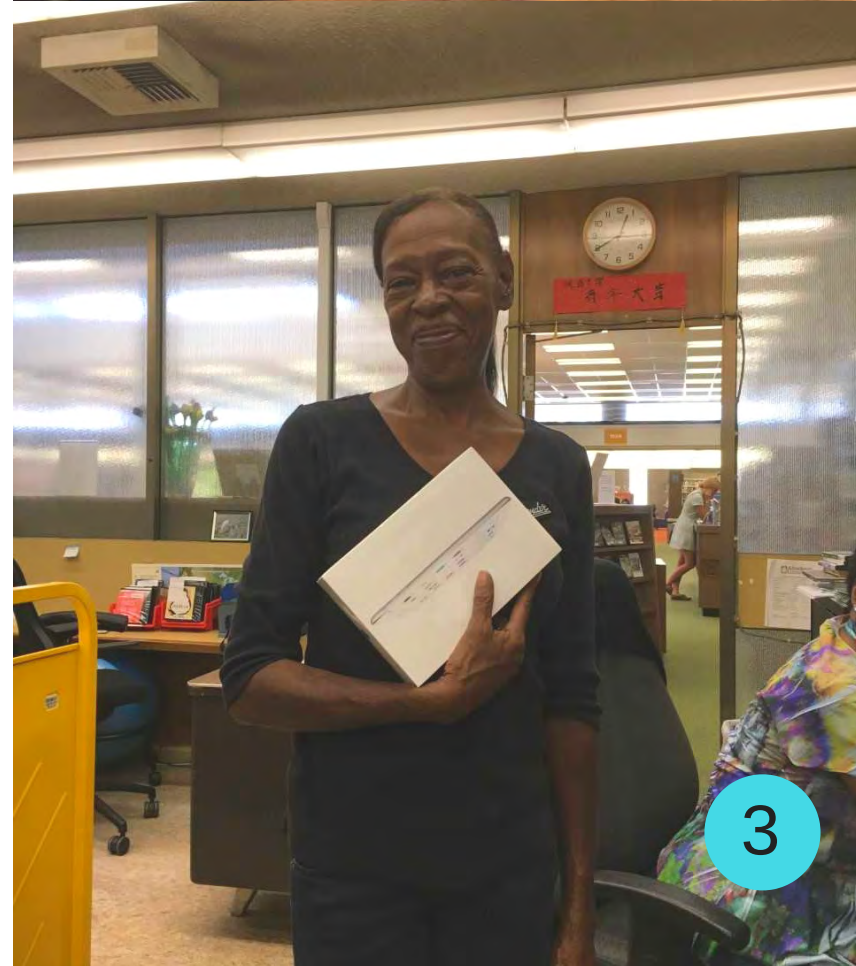


OVER 2,000 SOLAR ECLIPSE GLASSES FROM THE SPACE SCIENCE INSTITUTE WERE GIVEN OUT BY THE LIBRARY!

ABOUT 300 PEOPLE ATTENDED!

ALSO PARTNERED WITH JPL STAFF

ECLIPSE VIEWING



PROGRAMS

SUMMER READING

OPEN MIC

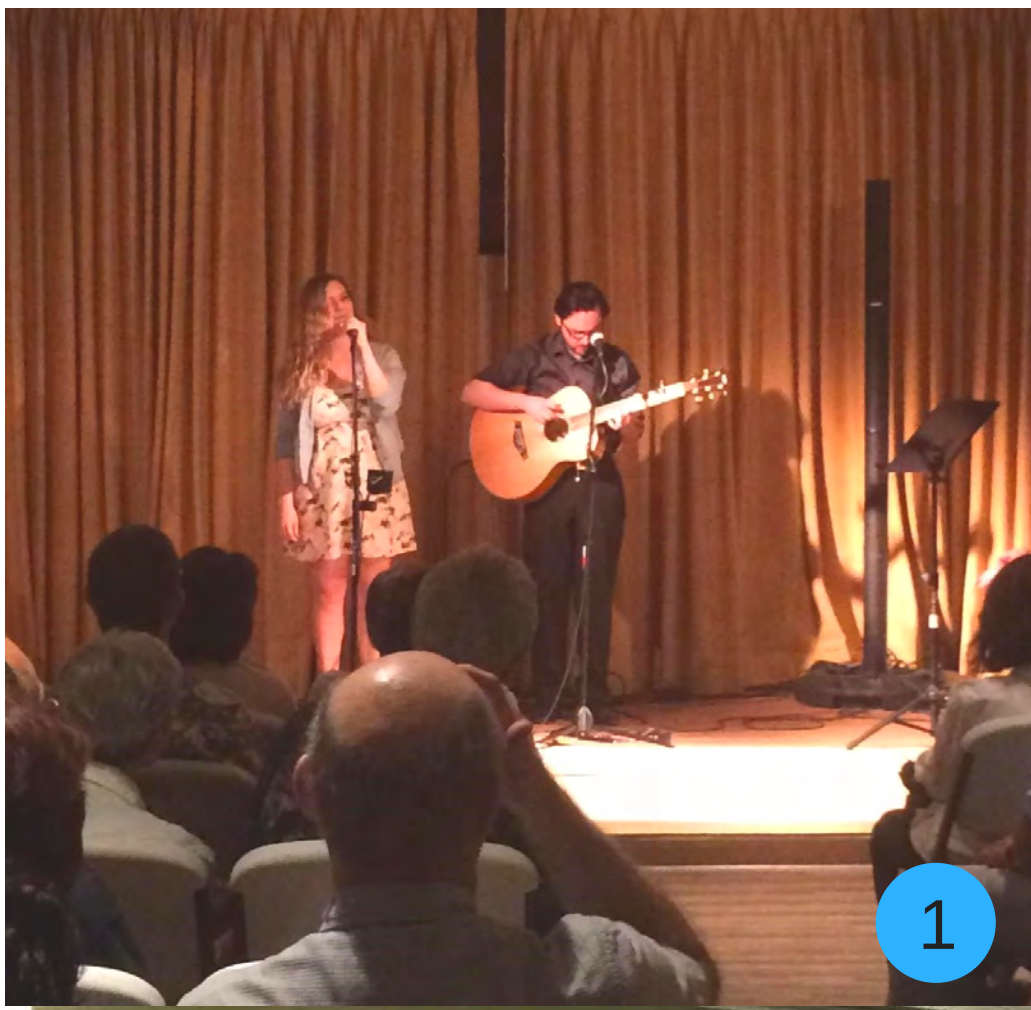
1. BEAUTY BITES BEAST FILM

2. STORYTELLING JAM

3. AVID READER, CYNTHIA, WHO SAID "I NEVER WIN ANYTHING," IS THE GRAND PRIZE ADULT SUMMER READING PROGRAM WINNER OF A MINI IPAD! ADULT REGISTRATIONS: 151. 78,652 MINUTES OR 1,311 HOURS READ!

4. OPEN MIC COMMENCES, EVERY 4TH TUESDAY

MUSIC



1



2A



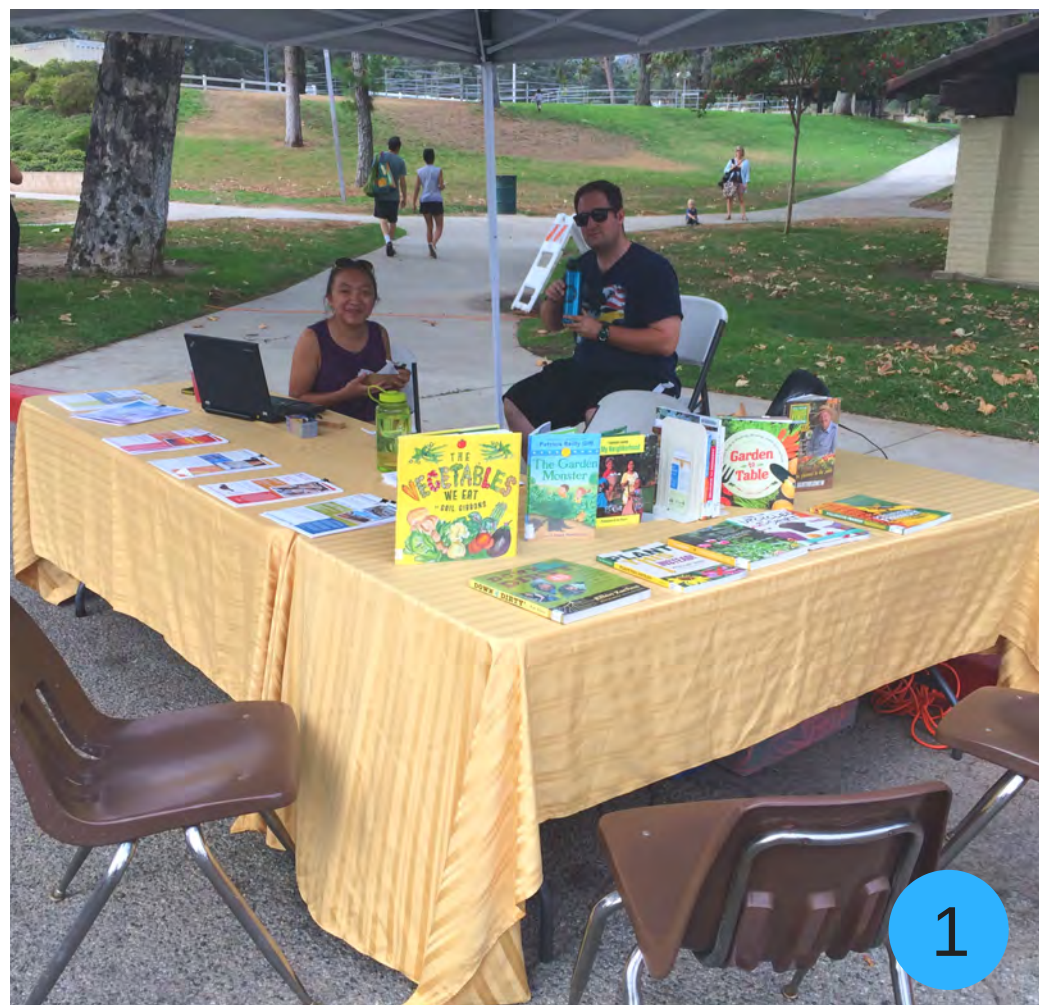
2B



2C

- 1. SINGER-SONGWRITER MUSIC NIGHT
- 2A. EL TWANGUERO
- 2B. CROWD WATCHING EL TWANGUERO
- 2C. EL TWANGUERO & STAFF

COMMUNITY



1



2



3

- 1. FARMER'S MARKET
- 2. TOWN COUNCIL MEETING - PUSD DISCUSSED
- 3. KOHA TRAINING CERTIFICATE - STAFF HAS BEEN TRAINED IN THE NEW LIBRARY SYSTEM

NOT PICTURED: UNDERSTANDING THE ECLIPSE PRESENTATION, SPEED DATING EVENT & BOOK CLUB

"From the Librarians to the Director, everyone has been extremely kind and helpful, even after 20 questions. It has a feeling of a real neighborhood library. Feel lucky!"
 - New patron, comment card

EDUCATION

Children and Family Services – August 2017

All of a sudden, summer is over and we are already back into the school year. And while our Summer Reading programming finished at the end of July, August was full of trucks and parties and brand new story times!

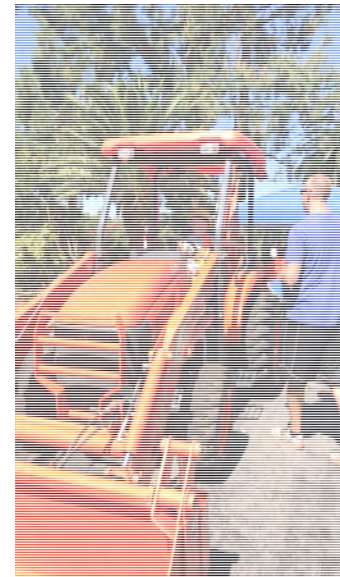


Chief Tobin and his engine crew from LACoFD Station 11 were a huge hit!

This August, we were so happy to present the First Annual Altadena Library Truck Day in our library parking lot. We had vehicles from the LA County Fire Department, the LA Sheriff's Department, LA County Public Works, and Rubio Canon Land and Water Association for families to visit, climb on, take pictures with, and watch in action—plus bubbles and crafts! And I really cannot stress how much of a success this program was. We had 350 people come to visit—from babies in arms to grandparents—and all the feedback we received from the day was positive. One comment card read, “[Truck Day] was fantastic! Brought my 3 sons and they stayed the whole time. Even went and got neighbors who stayed for 1.5 hours!” A patron told me that he would go all the way to Thousand Oaks for their event, and that it was so wonderful and convenient to have this program so close to home—he even asked if there was anything he could do or donate to ensure that Truck Day happens again. We absolutely have plans to continue this program into the future, and we've already heard from patrons and community members who are interested in participating as Truck People next year.

This August, we were so happy to present the First Annual Altadena Library Truck Day in our library parking lot. We had vehicles from the LA County Fire Department, the LA Sheriff's Department, LA County Public Works, and Rubio Canon Land and Water Association for families to visit, climb on, take pictures with, and watch

in action—plus bubbles and crafts! And I really



Safety first: Always wear your hard hat and reflective vest when operating heavy machinery.



Patrons leave their mark at Truck Day.

We'd also like to extend a huge thanks to all of the Staff who helped to make Truck Day such a success, especially Yuni and all of her Volunteers! Without them, this program would not have been possible.



Firetrucks!

We also celebrated our 24 Hour Readers with a Pizza Party on August 19. We had 53 elementary students reach this Summer Reading milestone, and about half of them came to the party. We had pizza and other snacks, balloons to play with, coloring pages and games.

Now that school is back in session, we will be turning our attention towards connecting students with the public library and all of our print and digital resources. Most significantly, we recently applied to be a Pilot Site for the Pacific Library Partnership's Student Success Initiative, which, if we are selected, will partner us with a mentor library to work on getting library cards into the hands of all of our local students.

This will allow us to strengthen our community partnerships and to create a stronger network of resources for all of our students. Access to our databases and print resources will supplement the resources that students have access to via their school library—which, in some cases (specifically in charter schools), is extremely limited or nonexistent. We look forward to seeing what comes of our application, and to pursuing our goal of a library card for every student in Altadena.



Apparently all you need for a good party is pizza and balloons.

In more administrative news, August 30 was the first day for our new PT Clerk I in the children's department. We are so excited to have Amanda Toledo as a part of our team! She's enthusiastic and full of energy, and I know she'll be an excellent asset for the department and the families in Altadena.

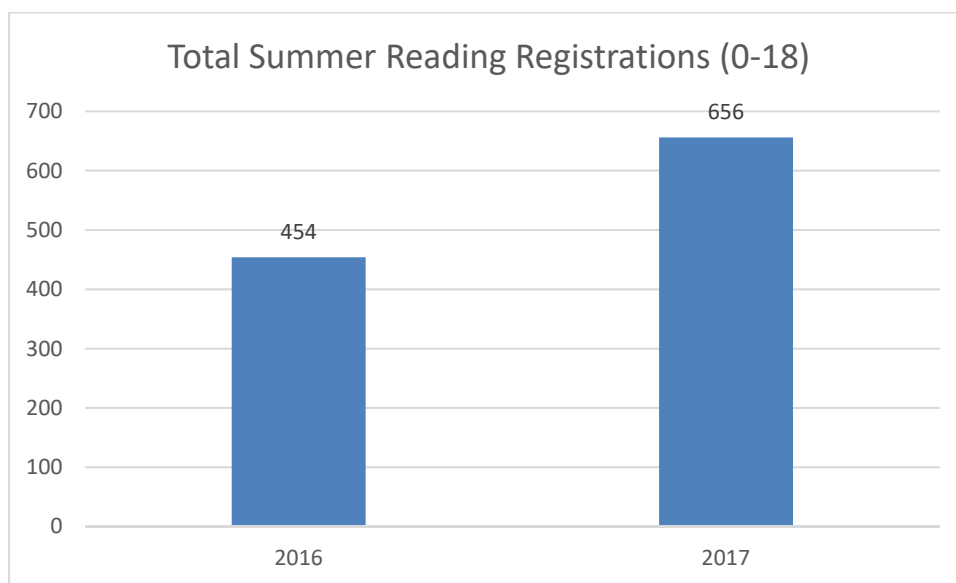
We've also introduced a new, bilingual story time. Adriana will be leading this new program, which is a Spanish/English story time for all ages. We've done the program once as of this writing, but we had 20 people attend—which is an incredible number for a brand new story time! Feedback has been positive and patrons seem very enthusiastic—we're excited to watch Hora de Cuentos grow over the next few months.



Us, too!

This year's Summer Reading saw an incredible registration rate: we had 807 members of the community sign up to participate in summer reading. Out of that 807, 157 were teens, 367 were elementary students, and 135 were early literacy readers.

It is difficult to directly compare our results to the 2016 program, because information on the structure and incentives for last year is not available. However, if we are looking strictly at the number of people aged 0-18 who registered and participated, we can see a drastic increase in both areas.

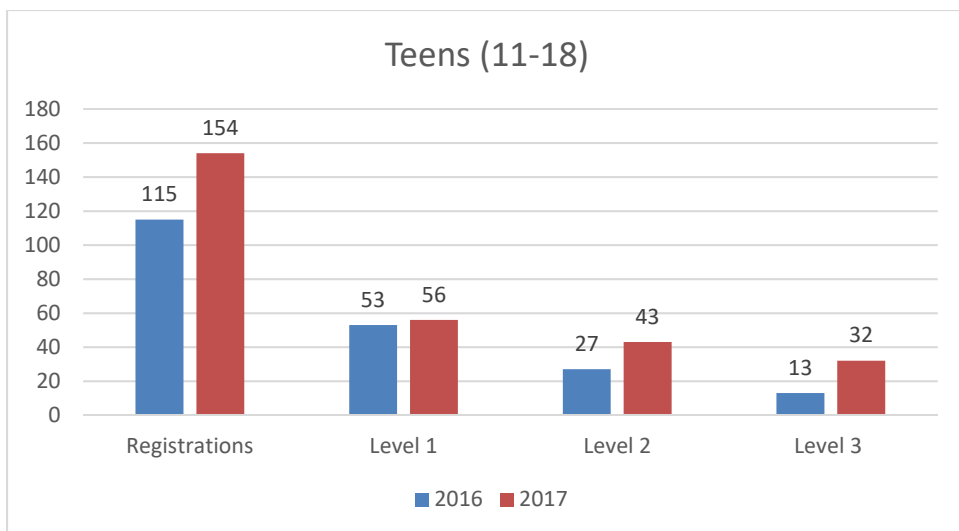
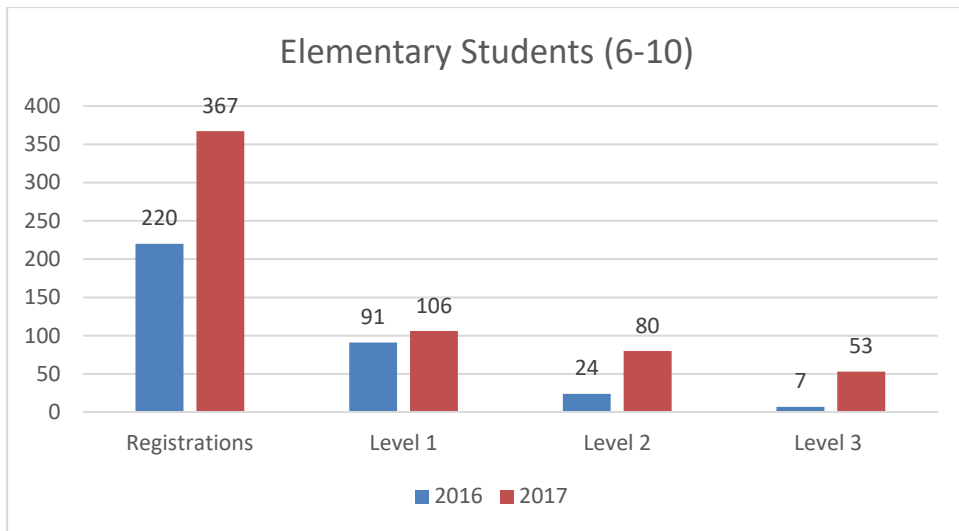
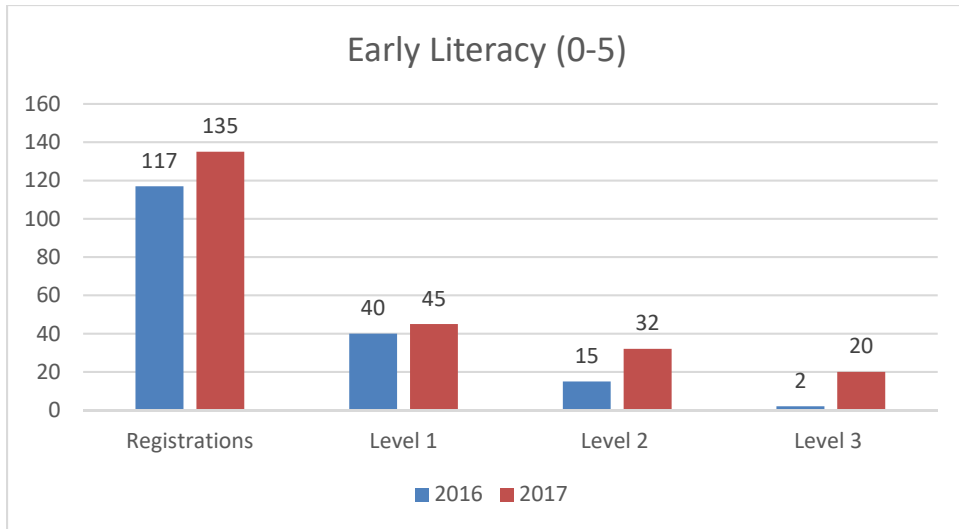


In 2017, we increased registrations for the 0-18 population by nearly 44%.

Our registration numbers were up sharply, and I think our patrons' ability to register themselves online through Beanstack played a major role in this. In fact, over half of our registrations were made by via Patron accounts (417 registered by Patrons, vs 389 registered by Staff). The following graphs allow us to make educated inferences as to the effectiveness of our programming and strategies.

In every age range, we noticed an increase in the number of registrations; however, the number of patrons who reached the first level of completion (2017: Reading 8 Hours, 2016: Unknown) was, overall, stable. While there were increases, they were nowhere near as dramatic as the registration growth. Yet, the number of kids and teens who *continued* to participate in the program grew dramatically.

Next year, we have a wonderful opportunity to increase those participation numbers through increased outreach as to the benefits of summer reading, as well as potential collaboration with local schools. We can also utilize our incentives to increase the number of patrons who participate past the registration phase of the program. It is also my hope to host our Second Annual Truck Day in late May/early June, and use this as an opportunity to reach out to the parents of young children (0-5). We had many parents who did not think that Summer Reading was meant for their preschoolers, and while we educated them on a one-to-one basis when faced with this assumption, it will be better for the community if we are able to address this in a larger forum. Truck Day, or a similar large-scale event, will provide an opportunity for this.



Branch August 2017 Report

Library News

Programs

The month of August started out with a *Make your own Slime* program that brought in nearly 50 people! Only with a few basic, household ingredients, kids (and their parents) had a blast making colorful batches of slime. The Branch is also hosting *Family Game Day* that will recur every 2nd Friday of the month. Anyone can come in and play an array of board games. We encourage patrons to bring their friends and family and challenge others to a friendly game of Scrabble. Another monthly program that started this month is *Movie Day*, which we show family friendly films and serve popcorn. In August, movie goers came into watch *The Smurfs: the Lost Village*.



Eclipse watchers outside Bob



Nothing but smiles while making slime!



Girls like slime too!

While the Main location hosted the Eclipse Viewing Program, we got a share of inquiries about the extraordinary event. There were last minute eclipse chasers who came just in time for maximum viewing and with the few pairs of solar glasses that the Branch reserved were shared among the masses!

Library Enhancements

We recently acquired an A-frame sign to promote our programs to foot traffic on Lincoln Avenue. The sign arrived just in time to announce Movie Day! We will be putting the sign to good use by advertising our monthly craft programs, movie days and special events, as well as, our upcoming Baby & Infant Storytime that will be starting in mid-September.

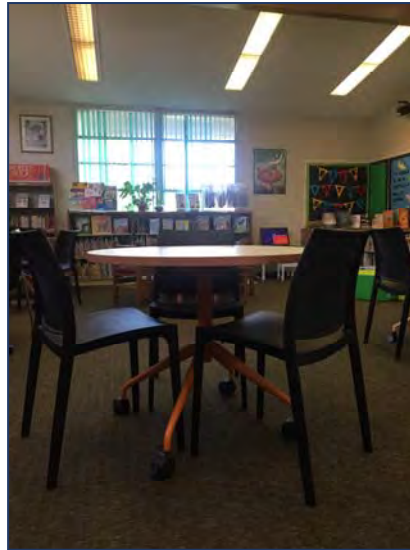
To keep little minds and hands entertained, we applied blackboard contact paper onto the sides of our movable shelving units. Kids (and adults) are doodling and leaving fun messages on the blackboard walls.



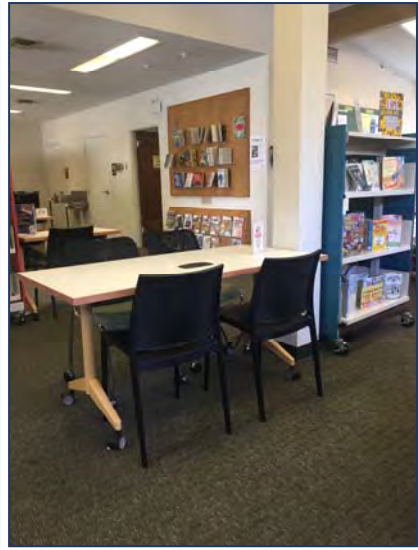
Lastly, the Branch replaced several chairs in the reading area with new, sturdier chairs. They look good in the space, are comfortable and match with the rest of the furniture.



Toddler enjoying the chalkboard.



New chairs that complement the space.



Training on Koha (new ILS)

The Branch staff have been trained on our new open source ILS (Koha) and are prepared to go live on September 5, 2017! Even before training was delivered by ByWater Solutions, the Branch staff has been receptive of using the new system. Koha's intuitive circulation module enables staff to speedily check-in and out materials and place holds on items and search the OPAC. Staff has also been trained to instruct library users on the catalog and to login to the new system.

Literacy Services News

I am thrilled to announce that our funds for California Library Literacy and English Acquisition Services Program has been renewed for another year! This will enable the Adult Literacy Program to continue operating and we hope to grow the program with more learners and volunteers in the 2017-2018 year! Several new volunteers have signed up to tutor this past month and are now in training. Once they have completed training, they can be matched learners.

"I'm thankful for the opportunity this program provides. It provides a safe first step for anyone wanting to improve their reading, writing, listening and speaking. On my side, I am rewarded by being able to make a positive difference for the Incredible, highly motivated individuals I meet there." Sharon M. (Literacy volunteer)

Collection Development Monthly Report – Month 2017

Welcome Selena Alegria to the Collection Development Team!

Ryan and I met with some very interesting candidates for the vacant Collection Development Clerk position, and, Selena fit the bill! Although hiring Selena into the CD Team meant we took her away from being the Children’s Page, it is a win-win situation for the Altadena Library. Selena brings great enthusiasm to learn new things, is always willing to pitch in and help wherever needed, and states she is, “happy in my new position.”



Due to the transition of our Integrated Library System from Innovative Interfaces’ Millennium to ByWater Solutions Koha, our regular ordering and processing of materials had to stop. Migrating data from one ILS to another, is a complicated process involving evaluating and editing all types of data. A big component of migrating information is making sure that the existing database of catalog and patron records is clean, and, contains accurate information. Christopher and I spent months cleaning up all kinds of bad data in Millennium, and cleaning up records continued well into August. In this screen shot you see thirty-three lists of items needing editing, one of the lists had items with spaces in barcodes, and, another is items with no barcodes. We had 752 items with an incorrect shelving location code of “none” or “z.” As you can imagine, looking through 752 individual records to determine a proper code is very time consuming, and, this is just a sample of the database cleanup that took place in the past year.

5	items on loc 'bj' christopher	8
6	items on loc 'ba' christopher	3
7	items on loc 'b' christopher	17
8	ajore items christopher	117
9	items on loc 'a' christopher	104
10	items on loc 'aa' christopher	21
11	items on loc 'aac' christopher	9
12	items on loc 'aaff' christopher	62
13	items on loc 'aj' christopher	113
14	amcdr items christopher	7
15	March/April MLC	113
16	none or zzzzz location items christopher	752
17	CDROM's to discard christopher	9
18	library basket item christopher	26
19	Empty	0
20	Empty Bib Record Christopher	147
21	Empty	0
22	summer reading list- adults	4797
23	Empty	0
24	865 Overdrive on Physical items christopher	3
25	Juvy registrations 0910	1596
26	Empty	0
27	Empty	0
28	B&T CLS/Collection Development	4
29	ItemsWithNoBarcodes Christopher	2
30	Empty	0
31	SpacesInBarcodesChristopher	3
32	Empty	0
33	Christopher Historical	377

Part of an ILS migration is changing the data to fit the new software. In the above lists, some of the cleanup included items that needed a change so that the records will display properly in the Koha catalog. Additional cleanup includes making sure that multiple copies of a title have consistent information. In the case below, the title is cataloged at the main as science fiction, while the branch copy’s call number is fiction. Trying to provide records that are not confusing to patrons is part of the Collection Development clean-up process, and, working with records in Koha will be much better than what Millennium offered.

Author Riordan, Rick, author.
 Title The dark prophecy / Rick Riordan.
 Call No. YA SF RIO

LOCATIONS aj , ya

Migration of data to Koha included changing the location codes of all the records in the Millennium database.

Summary Record I12777699 1 Item-Level Hold 0 Bib-Level Holds

View h Hold Hold Copy Returned Soonest Hold Selected Item Transfer Holds All

#	Recnum	Call Num	Barcode	Location	Due Date	Holds
1	I12777699	BRANCH YA FIC RIO	39270004576892	byf	IN TRANSIT	1
2	I12758784	YA SF RIO	39270004565515	aynbs	09-09-2017	0

Branch call number is YA Fic, while the main is YA SF.

Preparing to offer our patrons a new and better functioning catalog, also requires staff to learn new software and in the case of my team, some new processes in ordering, receiving, and cataloging the materials. While we get ready to really start our fiscal year spending and curating the collections, it is a good time to compare previous year's expenditures. While some budgets decreased from previous years, such as books down \$7,000.00, audio down \$1,253.00 and DVD down \$1,253.00, there is good justification for these decreases. Audio books on CD, while still popular with adults, are not being used by teens and young adults. Additionally, there is increase in new automobiles no longer being made with CD players. Increasingly, listeners want their audio books via electronic products. The DVD collection previously had a bigger budget because the collection got built from scratch. Now that we have a sizeable collection, the budget adequately reflects proportional purchasing for 2017/2018. The electronic databases and subscriptions decreased because a database added last year, did not reflect the needs of the community and did not get renewed. We will continue to look for products that our patrons will want to use and that will service their educational and informational needs. The overall decrease in the Library Materials budget for FY17/18 is about a nine percent reduction. Yet, this is still an increase of the 2014/2015 budget of \$205,000.00 plus the midyear added adjustment of \$37,000.00 and the \$260,297 expenditure in 2015/2016. We look forward to offering our patrons new materials to read, watch and listen to very soon, and, we continue to see an increase in purchases based upon patron suggestion.

So, August was a very busy month, including three days of training with ByWater Solutions Educator, Kelly McElligott. Selena spent her first week working in Collection Development attending the training sessions. Vicky states, "learning Koha is still an ongoing process but in the past month and a half I have been learning and familiarizing [myself] with the Acquisitions Module. I created vendor and account records and fund codes. I have read and watched informational videos that have helped me understand the system better; by doing so, I believe I can provide support and create positive practices with our CD team." According to Mark, his "OCLC Connexion/MARC cataloging skills have grown by leaps and bounds." Selena has "learned more about MARC Records, Excel, and collection development overall which is exciting for me and I'm feeling very positive about everything." With everyone learning Koha in August, Vicky continued working on streamlining the Interlibrary Loan process and says, "I make sure to process them as soon as I receive them from the lending library in order to make them available to our patrons right away."

So, in conclusion, every month is busy, but, August had an extra touch of madness as our team was short staff until Selena's hiring at the end of the month, and, we bridged working in two ILS worlds, Millennium and Koha. By the way, we managed to spend \$2,700.00 on acquiring books; High Five Bilingüe for Flipster, and numerous titles in OverDrive for the California Immigrant Alliance Project Bilingual Books Grant!

Submitted by: Estella Terrazas, Collection Development Manager



The last day of August Vicky and Kylynn stuffing many envelopes for the 'Taste of Dena!' We are all team players here and pitch in to help when we can!

MARKETING & COMMUNICATIONS REPORT

SOCIAL MEDIA STATS

Facebook – 1,162 Likes

(Statistics between August 8 and September 6; ↑ and ↓ based on comparison to last previous 28 days.)

6,288 ↑1%

398 ↑229%

2,934 ↑58%

402 ↑39%

35!!

Reach (The number of people who saw any of our page posts)

Page Views (The number of people that viewed our page and any of its sections)

Post Engagement (The number of times people have engaged with our posts through Likes, Comments, Shares, and more)

Video Views (The number of times the videos on our page have been viewed, for 3 seconds or less)

New Page Likes

Facebook Summary & Highlights

Taste of ‘Dena is the name of our social media game this month! While continuing our regular posts about upcoming events and features at the Library, we have been “boosting,” or creating targeted Facebook ads for Altadena residents, our Taste of ‘Dena event page in an effort to spread awareness and increase ticket sales. The Facebook event page has reached 16,000+ Altadenans, with 963 views (where a user clicked on our ad to view our event) and 638 responses of either Interested or Going. With continued reminders, we feel confident that these numbers will translate to ticket sales to fill our 200-person goal at the event.



Instagram – 331 Followers (Increase of 23 followers from last month!)

344

Impressions (The total number of times all of your posts have been seen)

143

Reach (The number of unique accounts that have seen any of your posts)

11

Profile Views (The number of times your profile was viewed in the past 7 days)

Instagram Summary & Highlights

Our Instagram continues to gain daily followers. Our posts about special programs and activities earn an average of 15-20 likes and positive comments. A recent highlight was a post about the eclipse viewing (see left); several patrons posted photos of their experiences at the eclipse viewing at the Library, and we reposted one of their photos, which went on to gain 50+ Likes. The patron, Lance Anderson who had led our Storytelling Jam Workshop over the summer, was thrilled to be featured on our Instagram!

Twitter – 85 Followers (Increase of 3 from last month!)

EMAIL MARKETING (“This Week @ Altadena Library”)

(Statistics as of September 6)

August 11	“Enhancing Outdoor Space, Truck Day...”	15.91% opened	123 clicks
August 18	“Eclipse Viewing, End of Summer Concert...”	17.75% opened	253 clicks

August 25	“Open Mic Night, An Opportunity for Impact...”	15.98% opened	118 clicks
September 1	“CONNECT Newsletter, Mystery Wine Pull...”	12.01% opened	80 clicks

(The September 1 email’s stats are low because the email just went out last week)

Our e-newsletter subscriber list grows at a consistent rate each month. From early August to present, we have gained 430 subscribers.

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	Meredith Mackenzie’s September Events to Indulge In	September 5, 2017	Family Game Days @ the Branch and Taste of ‘Dena
Shout-Out	Altadena Women’s Network E-Blast	September 4, 2017	Taste of ‘Dena
Event Listing	The Pasadena Star-News	August 24, 2017	End of Summer Reading Celebratory Concert
Event Listing	The Pasadena Star-News	August 24, 2017	Open Mic Night
Article	Pasadena Now	August 23, 2017	“Pasadena Education Network Holds Free Parent Programs”
Event Listing	Altadena Women’s Network E-Blast	August 20, 2017	End of Summer Reading Grand Finale Concert

A SPECIAL HIGHLIGHT

The news of our Boards retreat and information session held on July 29 spread around the Library world, and we were approached by the United for Libraries newsletter, The Voice, to write a significant article about our community outreach and involvement in our future planning for their Fall newsletter! Stay tuned for the final article...

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

August Board Report – Volunteer Coordinator

The month of August wrapped up a busy summer with a lot of great activities many of which were lead and supported by volunteers. August started out with a great event the eclipse was attended by over 70 people. Our Astronomy guide gave a superb and well received talk, as well as, an opportunity to look at sun spots through his solar telescope. The program went smoothly because of the support of several volunteers who gave us their valuable time and energy. Our volunteers helped with technical set up, as well as seating set up and jumped in to bring in more seating, when we ran out of chairs because the program proved to be more popular than expected!

August 12th the Children's Librarian organized a fabulous Truck Day Event. So many children in the community came out to experience this wonderful day, and once again, our volunteers were present and became a valuable part of the day's activities. From guiding parking, to helping with lines, to finding lost children, our volunteers came prepared with their great attitudes, resourcefulness and quick wits. We have an amazing set of photos from the day because of a volunteer who took the time to come and take photos of the trucks, and all the children who loved seeing them.



August 21st the Solar Eclipse program was more successful than we could have imagined. Close to 300 people came to get solar glasses and enjoy the eclipse among their friends and neighbors. We ran out of solar glasses but encouraged people to share and what resulted was a brilliant communal experience with volunteers and members of the community making sure that everyone had a chance to see the eclipse through the proper eyewear. We were lucky to have two telescopes on loan from community members and the presence of a knowledgeable volunteers who kept them focused and on track so that the eclipse could also be viewed on screens. It was a rare awe-inspiring event and we are so grateful to all the staff and volunteers who worked to make the day even more special. Our volunteer speaker from JPL provided some much appreciated, on the scene, information as the eclipse progressed.

Outside of programs our volunteers have provided much needed support with self check out, roaming, 3D printing, public tech support and minor office tasks. Their presence has provided support and allowed our librarians to better focus on helping patrons engage with all the many resources available in our library.

Outreach:

By attending Loma Alta Park's After Dark program we continued in our efforts to better serve the West Altadena community and in the process found a valuable new volunteer who has agreed to bring chess night to our library.

This August I attended the PTA meeting for Altadena Elementary School as a representative of The Altadena Library. The principal, parents and faculty are preparing for a bright new school year full of active, hands on education and are keen to make the Altadena Library an integral part of their community engagement.



BOARD OF LIBRARY TRUSTEES
STAFF REPORT

DEPARTMENT: Finance

MEETING DATE: September 25, 2017

PREPARED BY: Nicole Fabry

LOCATION: Community Room

TITLE: Review of CalPERS 2018 Monthly Premiums for Contracting Agencies Los Angeles Area Region, effective January 1, 2018 through December 31, 2018.

BACKGROUND:

Beginning September 11 through October 6, 2017, Altadena Library Employees will have the opportunity to change Health Plans during Open Enrollment. There is an average increase in cost for all plans effective January 1, 2018.

Attached is the CalPERS 2018 Monthly Premiums for Contracting Agencies Los Angeles Area Region rates for Actives and Annuitants.

FISCAL IMPACT

District contribution towards employee premiums remains \$500 per employee. Additional increase in premium will fall on Altadena Library District employees.

RECOMMENDATION

Staff recommends that the Board review and file the attached "CalPERS 2018 Monthly Premiums for Contracting Agencies Los Angeles Area Region rates for Actives and Annuitants".

CalPERS 2018 Monthly Premiums for Contracting Agencies
Los Angeles Area Region
 Los Angeles, San Bernardino, Ventura

Actives and Annuitants
 Effective Date: 1/1/2018 - 12/31/2018

Basic Monthly Rate (B)

PLAN	Employee Only	Plan Code	Party Rate	Employee & 1 Dependent	Plan Code	Party Rate	Employee & 2+ Dependents	Plan Code	Party Rate
Anthem HMO Select	\$660.17	413 1	1	\$1,320.34	413 2	2	\$1,716.44	413 3	3
Anthem HMO Traditional	784.72	402 1	1	1,569.44	402 2	2	2,040.27	402 3	3
BSC Access+	613.29	144 1	1	1,226.58	144 2	2	1,594.55	144 3	3
Health Net Salud y Más	404.32	443 1	1	808.64	443 2	2	1,051.23	443 3	3
Health Net SmartCare	577.15	408 1	1	1,154.30	408 2	2	1,500.59	408 3	3
Kaiser Permanente	642.70	306 1	1	1,285.40	306 2	2	1,671.02	306 3	3
PERS Choice	620.39	321 1	1	1,240.78	321 2	2	1,613.01	321 3	3
PERS Select	573.21	080 1	1	1,146.42	080 2	2	1,490.35	080 3	3
PERSCare	673.73	326 1	1	1,347.46	326 2	2	1,751.70	326 3	3
PORAC	734.00	207 1	1	1,540.00	207 2	2	1,970.00	207 3	3
UnitedHealthcare	602.78	428 1	1	1,205.56	428 2	2	1,567.23	428 3	3

Supplement/Managed Medicare Monthly Rate (M)

PLAN	Employee Only	Plan Code	Party Rate	Employee & 1 Dependent	Plan Code	Party Rate	Employee & 2+ Dependents	Plan Code	Party Rate
Anthem Traditional Med Adv Health Only	\$370.34	271 1	4	\$740.68	271 2	5	\$1,111.02	271 3	6
Anthem Traditional ¹ Med Adv Health/Dental/Vision	370.34	166 1	4	740.68	166 2	5	1,111.02	166 3	6
Kaiser Senior Adv	316.34	316 1	4	632.68	316 2	5	949.02	316 3	6
Kaiser Senior Adv/Dental ²	316.34	493 1	4	632.68	493 2	5	949.02	493 3	6
PERS Choice Med Supp	345.97	331 1	4	691.94	331 2	5	1,037.91	331 3	6
PERS Select Med Supp	345.97	081 1	4	691.94	081 2	5	1,037.91	081 3	6
PERSCare Med Supp	382.30	336 1	4	764.60	336 2	5	1,146.90	336 3	6
PORAC Med Supp	487.00	208 1	4	970.00	208 2	5	1,551.00	208 3	6
UnitedHealthcare Grp Med Adv/PPO Health Only	330.76	382 1	4	661.52	382 2	5	992.28	382 3	6
UnitedHealthcare ³ Grp Med Adv/PPO Health/Dental/Vision	330.76	383 1	4	661.52	383 2	5	992.28	383 3	6

¹Dental and Vision coverage is an additional \$38.00 per member per month premium. You will be billed directly for this amount.

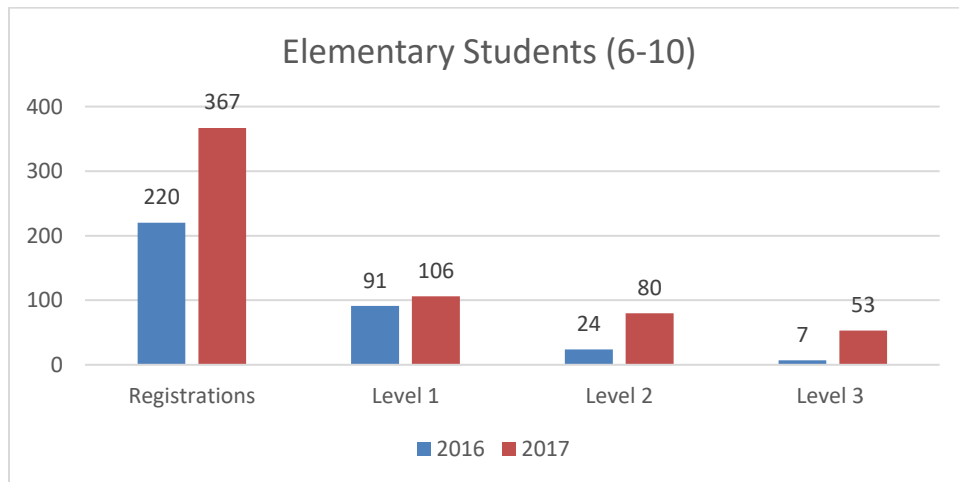
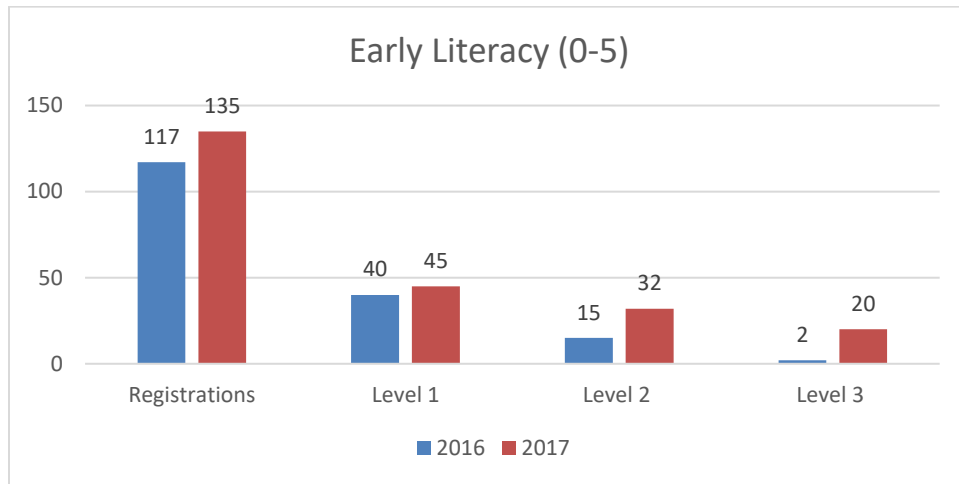
²Dental benefit is an additional \$15.05 per member per month premium. You will be billed directly for this amount.

³Dental and Vision coverage is an additional \$27.65 per member per month premium. You will be billed directly for this amount.

Summer Reading 2017

This summer, the Altadena Library registered 807 community members for its Summer Reading program. This included 151 adults, 135 children aged 0-5, 367 elementary students, and 154 teens. The program ran over 10 weeks, from June 1 through August 12. Patrons were asked to log the minutes they spent reading, and prizes would be awarded at 8 hours, 16 hours, and 24 hours' worth of reading. Over those 10 weeks, Altadena's readers completed 353,878 minutes worth of reading—this is equal to 5,898 hours or over 245 straight days' worth or over 8 months' worth of reading.

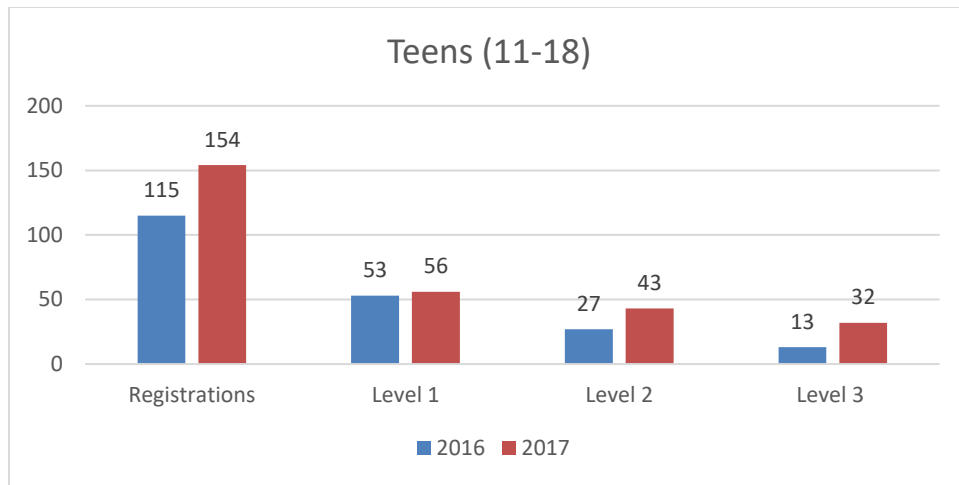
While it is difficult to compare 2016's Summer Reading program to this year's, as there is limited information available regarding the structure and incentives for the past program, we can see an increase in registrations for each age group and, most significantly, an increase in sustained participation over the course of the summer.



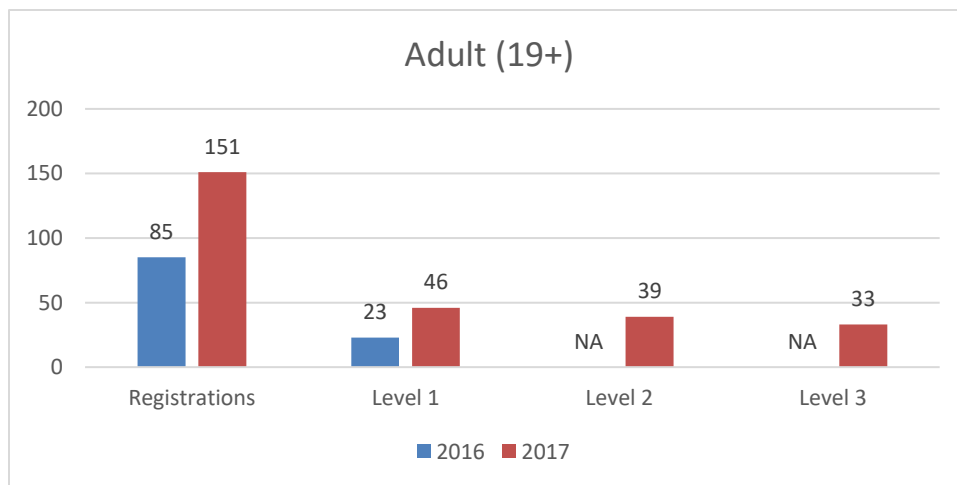
The Early Literacy and Elementary Programs were very similar in structure and incentive. Upon registration, patrons were given a packet of sunflower seeds. At 8 hours, they earned an Altadena Library beach ball, at 16 hours they earned a free kids ice cream from the Thrifty/Rite Aid up the street, and at 24 hours, they

received a free book. Elementary students were also invited to a 24 Hour Reader Pizza Party. There were also grand prize raffles at the end of the summer. The Early Literacy Grand Prize winner received a year's subscription to Kidspage, while other early literacy winners won day passes to the Southern California Children's Museum and a \$25 and \$50 gift card to Vroman's. The Elementary Student Grand Prize winner won a \$150 gift card to the Lego Store (in keeping with our theme of Build A Better World), while other winners received day passes to the LA Discovery Cube, and a \$25 and \$50 gift card to Vroman's.

Over June and July, we had a total of 75 early literacy and children's programs here at the library, including story times, movies, Pokemon and Lego Clubs, performers, and craft days. We saw 1,745 patrons at these programs over the summer.



The Teen Program offered an Altadena Library lanyard at registration, a pull from the "Mystery Bag" for 8 hours of reading, a book for 16 hours, and a Pizza Party invitation for 24 hours. In consultation with the teens, the Teen Librarian forwent large grand prizes and distributed 20 smaller raffle prizes at the end of summer reading, which included a variety of small gift cards, games, and craft activities. From June 1st through August 12th, the teens had a total of 24 programs with 175 people attending.



The adult program saw the greatest increase in registration and participation—they nearly doubled their registration numbers and saw a huge increase in sustained reading over the summer. The adult program had the same model as those for the kids and teens—8 hours, 16 hours, and 24 hours of reading to earn various prizes. Adult patrons received a packet of sunflower seeds and the Friends of the Library offered each adult a book upon registration. They also earned a raffle ticket for each timed milestone, which would enter them into drawings to win local gift cards. At 24 hours, they received a raffle ticket to win an iPad mini. Adult Services staff also hosted 18 programs which were attended by 519 patrons.

Our registration numbers were up sharply, and I think our patrons' ability to register themselves online through Beanstack played a major role in this. In fact, over half of our registrations were made by via Patron accounts (417 registered by Patrons, vs 389 registered by Staff). The above graphs allow us to make educated inferences as to the effectiveness of our programming and strategies.

In every age range, we noticed an increase in the number of registrations; however, the number of patrons who reached the first level of completion (2017: Reading 8 Hours, 2016: Unknown) was, overall, stable. While there were increases, they were nowhere near as dramatic as the registration growth. Yet, the number of kids and teens who *continued* to participate in the program grew dramatically.

Next year, we have a wonderful opportunity to increase those participation numbers through increased outreach as to the benefits of summer reading, as well as potential collaboration with local schools. We can also utilize our incentives to increase the number of patrons who participate past the registration phase of the program. It is also my hope to host our Second Annual Truck Day in late May/early June, and use this as an opportunity to reach out to the parents of young children (0-5). We had many parents who did not think that Summer Reading was meant for their preschoolers, and while we educated them on a one-to-one basis when faced with this assumption, it will be better for the community if we are able to address this in a larger forum. Truck Day, or a similar large-scale event targeted towards the preschool population, will provide an excellent opportunity for this. We also look forward to increasing our outreach presence amongst Spanish-speaking families whose children attend our public schools.

I'd like to end this by giving a heartfelt thanks to the members of our Summer Reading Committee for 2017-- Ryan Roy, Kate Shumaker, Carlene Chiu, Mikayla Avarelo, Melissa Aldama, and Helen Milner—and thank you to the Friends of the Library for their generous prize donations.



ALD HR REPORT – BOARD OF DIRECTORS

Month: September 2017

August EE/HR Transactions

	Action	Status/Notes
1.	Assist with Unemployment/SDI forms	Done
2.	Review and edit new hire SOP	Review and edit again to include Stratex process
3.	Advice on HR questions	Done
4.	Processed background checks and paperwork for 3 new hires	Done
5.	Create employee change in relationship paperwork	Done

Current Projects

Project	Action	Status/Notes
Pulse Survey	Created on-line through Stratex; conduct bi-monthly	Conducted 6/5. Next survey - Sept
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	Mindy/Ryan sending for revisions	HRN to review, make ADA compliant, review for exemption classification
Performance Reviews	HRN to develop based on JD, mesh with Pride in Excellence format	Discussion to move to a focal point review date
Compensation	Wage Data – Mindy to assign Librarians to conduct market data research Provide Board with Staff Compensation Report	Sept - AAL to conduct job slotting, create wage scale and merit matrix based on market data
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)
HRIS (Stratex)	Set up training for Phase II	Onboarding, employee files/ transactions

BOARD OF LIBRARY TRUSTEES
STAFF REPORT

DEPARTMENT: Administration MEETING DATE: September 25, 2016

PREPARED BY: Mindy Kittay LOCATION: Community Room

TITLE: Strategic Planning

OVERVIEW

The District's current Strategic plan is set to expire in FY18/19. 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 current 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.

ANALYSIS

With the pending expiration of the District's current Strategic Plan, the Altadena Library has a unique opportunity to use the information that it has acquired through recent initiatives, such as the Community Conversations, to address the current needs and challenges of the community, and to better improve upon facilities and service to the public. The Board of Trustees, along with the Library staff and members of the community can use this opportunity to create a new Strategic Plan that reflects upon the goals of the District while addressing the needs and aspirations of the Altadena community. As elected officials of the District, the Board of Trustees is in the position to initiate this process.

The following e-mail is presented from the Consultant for Library Strategies, to outline a possibility for future Strategic Planning and to give an idea of a process. There are numerous ways to approach strategic planning and creating a committee to assess and present various options is the recommendation of Administration.

Hi Mindy –

Happy to provide some clarification on this point. First of all, in this I mean a big-picture, community-driven strategic plan. These days, a planning process for a strategic plan requires a variety of inputs, focuses on the big issues the board should be concerned with, and ultimately creates a 3-5 year plan that the board approves and monitors. In our process, we also work with clients to create an accompanying implementation or workplan for staff, which is much more detailed.

I believe, the board should be, in close collaboration with the director, the driver of a strategic plan. Annual or on-going staff or operational plans, however, are driven by the director with little or no oversight by the board, and may be done by a Director in lieu of a strategic plan, but in those cases, I believe they should be narrower in scale and internally focused. For Altadena, I'd recommend a strategic plan with a follow-up implementation or operational plan.

So, what would a good strategic planning process look like? There are multiple variations on this, but here's an outline of what a good process might look like:

1. The Director determines that a new strategic plan is needed, or a first ever plan is necessary. The Director brings a recommendation to the Board to engage in a strategic planning process.
2. The Board agrees, and convenes a strategic planning committee. For Altadena, this would probably include 2 board members, the Director and Assistant Director, and the Friends and Foundation Presidents. The committee would initially be charged with making recommendations to the Board on the scope and scale of the planning process. Often, a board member would chair the committee, and report to the board on its actions, although the day-to-day work of the committee would be handled by the Director. (The Board may also take other actions, such as approving a planning process, but turning it over entirely to the Director; or deciding that no plan is needed. The Director needs to follow the Board's lead, whatever is decided. The best outcome, however, is a decision to go ahead, and the creation of a joint board/staff group to work on it together).
3. The strategic planning committee recommends the actual process for planning to the Board. Major issues to recommend include whether or not to do it internally or hire an outside consultant/firm to assist/manage the process, and a projected budget for the process. A possible timeline, and some idea of hoped-for outcome might also be good to determine at the outset.
4. The Board approves (or modifies and approves) the committee's recommendation, and charges the existing planning committee with taking the next steps.
5. The strategic planning committee, based on what was approved by the Board, initiates the process. For instance, if hiring an outside consultant, the Director would draft an RFP for consultant services, and that would be reviewed and approved by the committee. The Director would issue/distribute the RFP, and then the committee would review the firms submitting proposals, and either chose the final consultant, or make a recommendation to the Board (probably the latter in your case) for approval. If not hiring an outside consultant, the committee would determine the process for planning.
6. The strategic planning committee manages the planning process, with the Director being the primary day-to-day coordinator of the project for the Library.
7. To give you an example our process (and there are other processes run by other consultants) includes these steps:
 - Data and information gathering of background materials
 - Community input processes, such as a community survey, listening sessions, interviews, etc.
 - Staff input processes, such as a staff survey or SWOT sessions
 - A day-long community retreat for 40-60 stakeholders and community representatives (includes the Board and planning committee)
 - Development of the strategic plan
 - Review and finalizing of the plan with the strategic planning committee
 - Review and final approval of the plan by the Board
 - A half-day retreat with just staff to create and finalize an implementation plan
 - Sometimes, work with the Library on how to publicize and promote the new plan
8. Again, throughout this process, there would be check-in points with the planning committee which includes board, staff and Friends and Foundation representatives. The full board might be interviewed, but they certainly would be expected to be full participants in the retreat, and actively engaged with the final approval of the plan. The board members on the planning team would be charged with making sure the plan is likely to meet with Board approval when it is brought forward.

9. The Board helps to promote the new plan in the community (especially if it includes a new mission/vision), although the Director is the primary person pushing it out to community groups, media, etc.
10. The board uses the plan as the framework for its decisions and directions – based on recommendations from the Director. The Director provides brief (5 minute) updates on the plan progress at every meeting, and the Director/Board together do a longer review session on planning progress once or twice a year.

All of the above is just intended to give you an idea of recommended process. The key decisions are made by the Board, the strategic planning committee (with board, staff, and Friends/Foundation representation) oversees the process and makes recommendations to the Board, and the Director is the day-to-day coordinator of the project and process. The Board and staff both need to own and embrace the final plan, so it is important to include representatives of both throughout.

Hope that helps, and clarifies what I was recommending. Best - Stu



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STAFF RECOMMENDATION

Staff recommends that the Board have a special meeting and/or create a subcommittee (with staff participation), to begin discussion about Strategic Planning and to bring back recommendations on possible strategies to the full Board.



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

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 Branch: 2659 N. Lincoln Avenue, Altadena, CA 91001 626-798-8338
www.altadenalibrary.org



LIBRARY BOARD OF TRUSTEES

STAFF REPORT

DEPARTMENT: Administration

MEETING DATE: September 25, 2017

PREPARED BY: Mindy Kittay

LOCATION: Community Room

TITLE: Facilities Projects and Branch A/C Repairs

OBJECTIVE: To provide the Board of Trustees with a comprehensive list of projects that the District is planning on completing by the end of the 2017/2018 fiscal year. To update as to current state of repairs to Branch A/C Unit. To receive direction from the Board of Trustees regarding facilities.

BACKGROUND/ANALYSIS: The main library building has served the community of Altadena for 50 years. Within those years, the building and the surrounding property has not been maintained at a level that has kept up with age and usage. The main tasks of the maintenance staff has been focused on daily, weekly and monthly general landscaping and housekeeping tasks. The District has not funded either a Facilities Manager or created a comprehensive plan for funding and addressing facility issues in the past.

During the past three years some items have been addressed either through the HUD grant or the use of savings. These include appropriate exit signage/lighting/panic bars, upgrading of lighting to LED (which was at 60% non-operational at the time), replacement of shelving making it ADA accessible and seismically safe, and replacement of both entrance doors which allowed them to be locked and use of a security system put back on line, to name a few.

In the current year budget there is an allocation of \$350,000, to be used for the projects on the attached list. The Altadena Library Foundation has some funds that are earmarked for the Branch and upon request may be released to use for some of the attached projects at the Branch. This list does not address the most major issues of asbestos, non-ADA compliance throughout the facility and the inadequate bathrooms.

At this time the District is using a contracted Project Coordinator, Jonathan Arevalo, to manage the attached list of items. The Project Coordinator is also handling major facility issues as they occur such as the recent break down of the A/C at the Branch Library. The goal is to have as many of these projects as possible completed in the current 2017/2018 fiscal year.

BRANCH A/C: The current AC unit at the Bob Lucas Branch Library broke down 8/24/17. The branch library had to close early for two days because of the excessive heat. After a thorough cleaning of the unit, replacement of a condenser fan motor, high/low pressure switch, and upon installing a new thermostat, the unit was fully functioning by 8/30/2017.

Because of the age of the unit (18yrs), and the lack of maintenance (debris and dirt), the unit has incurred a shortened lifespan and will have to be replaced in the immediate future.

STAFF RECOMMENDATION:

Order an updated facilities report created so the District has concrete facts to consider and can set priorities for repairs as funding become available. (The most current Facilities Report from 2005 follows – some of what was identified has been addressed but most issues identified in the report have not been resolved).

I am requesting approval from the Board of Trustees to move forward with a full facilities assessment that will address all of the challenges of the current facilities. This should include structural, ADA, hazards, safety, and any other items that could cause a liability and/or safety issue for the District in relation to its facilities. Once completed this report should assist in making decisions moving forward preferably as part of a Strategic Planning process for the Libraries' future.



April 18, 2005

Altadena Library
Existing Facility Report

Summary

The Existing Altadena Library was built in 1966-67. Designed by the Architect Boyd Georgi, the multi-level approximately 25,000 square-foot building was designed to provide state of the art Library service from a mid-1960's perspective. The Library occupies a gently sloping site with lush and mature landscaping in residential area with historically significant houses located nearby.

It appears that there have not been structural changes to the building since it's opening in 1967. Over the years there has been a succession of small projects to alter the collection to include audio-visual media, copiers, and technology stations to meet the growing demands of the community.



The current Library is poorly suited to provide the services demanded by a public library. The limitations are from antiquated systems and physical limitations of the structure. Some of the items are:

- The facility lacks the infrastructure to serve the electronic library of today. Currently the electrical system of the Library is at maximum capacity.
- The Structure shows the effects of movement from past earthquakes. There is cracking at ceilings, concrete slabs and the clerestory windows have cracked window panes and appear to be float glass and not tempered glass.
- The Library was designed prior to the requirements for accessibility and the multi-level design, along with the siting of the structure on the sloping grade, restricts the use of the facility by individuals in wheelchairs.
- At the time of the original design in the mid-1960s, energy and resource conservation was not at the same level of interest as it is today. The Library is very energy inefficient due to limited insulation, inefficient mechanical systems and lighting systems.
- There are hazardous materials in the structure that need to be abated prior to remodeling or up-grade efforts.
- Computers are of inadequate number to adequately serve the community and are located by placing them at the most expeditious point of retrofitting computer cabling and available power.
- Additional collections have taxed the available area and have caused a loss of seating or other collections.



- The toilet rooms are inadequate (and inaccessible) to meet the needs of the occupants.
- The roof has been designed with very limited slope to achieve an architectural effect.



This is also shown in the limited attic space available to run cabling and power. The building shows signs of numerous roof leaks. Data has been run on top of the roof to new locations apparently due to the space limitations and restrictions involving hazardous materials.

Site Planning

The Library is located on a moderately sloping site bounded by Mariposa St and Santa Rosa Ave. There is 21 feet of fall from North to South across the site. The site has many mature trees and is generously landscaped. The street entrance is from Mariposa St. The entry path is a processional experience along a wooden bridge that is at the East side of the Library. The bridge extends from the front of the structure to the middle of the plan and enters the Library at the upper level. Along Santa Rosa St. there is no sidewalk and there is a turn of the century open drainage structure that can not be crossed.

The meeting room is located at a mid-level along with the public restrooms. All available means of access are by stairs. The parking lot is located along the southern side of the site at the lower level approximately 13 feet below the main level of the Library. There are 49 parking stalls at grade.

The lower level opens to the parking area. This space is occupied by staff areas and mechanical spaces.

Design Issues

The Library needs to be updated to meet the changing demands of contemporary Library thinking. The Americans with Disabilities Act (ADA) requires that the building be made accessible to the public and staff. The current design has many design issues that need to be addressed to bring the Library into compliance. This should be a top priority for the Library.



Changes to Library services since this building was designed and constructed have been dramatic. The information age has changed the way library services are provided to the community. The systems that they require will mean substantial upgrades to the building systems in the Library. Of primary concern are the electrical and communications/data systems for the building.

The original building systems are showing their age. With the exception of replacing originally HVAC machines in the early nineties there has been little work done to the building. The existing ceiling surface is acoustically a low performer and aesthetically it shows dirt and dust from the mechanical systems. The lighting fixtures are in most cases old and provide inefficient lighting and are not aesthetically pleasing.

The roofing system has numerous roof leaks and due to the flat roof design they are difficult to find. Roofing patchwork has not solved the numerous problems at the roof.

Hazardous Materials

There are materials now known to be hazardous that were used in the original construction of the





Library. Materials include Asbestos floor tile, mastic adhesive materials, air-conditioning duct transitions, acoustical ceiling finishes, piping insulation and roofing materials. These materials still exist in the library and have not been fully abated. A report was generated by Microanalytical Services in 1988 to identify asbestos-containing materials in the Library. A follow up report by Associated Safety Consultants was done in May of 1988 to make recommendations as to how to perform the abatement work. Today much of the materials that were identified in the reports remain at the Library and have not been abated. Much of the material has been damaged over the years from water damage of leaking roof areas and from use. Due to the age of the report and changes in the industry over the past 17 years the report should be revisited and updated to form a new report.



ADA Compliance

There are many access issues throughout the Library. The Library has many levels that are only accessed by stairs; even within individual spaces there are issues. One of these issues is a reading area that is a recessed area in the main floor level. This space is accessed by two steps down into the area. It also creates a hazard at the edge condition with seating in close proximity to the stair and the potential for chairs to slide off this top step.

The parking stalls identified as “accessible” at the site are located at the rear of the Library in the main parking area. Access from the stalls to the sidewalk requires scaling a curb. Once up there are five steps to the community Room level. To access the Community room one must negotiate stairs. The Toilet Facilities in the building do not meet access requirements for clearances at both strike sides of doors, and at the toilet fixtures. The existing structural walls do not allow for the expansion of the area and the only way to achieve compliance is by removing fixtures and exacerbating the already too few fixture count.

The signage does not comply with the ADA requirements. There is limited signage and the signage that is in place does not have the proper raised letters or Braille. The elevator does not comply with accessibility requirements. The elevator does not have the required audible signaling, Braille markings, or floor level adjustments. Doors have knob type hardware and not lever hardware. Light switches have been placed at an unusually high location on the walls. The stack spacing and end aisle turning space should be reviewed at the main stack area.



There should be a comprehensive study performed on the Library to identify all the issues and explore possible solutions to meet accessibility requirements in the Library.

Structural Issues

The Structure appears to have performed well over its nearly forty year life. There have been several significant earthquakes that have occurred and the structure shows the effects of the



movement. It should be noted that the structural design criterion used in the building codes is there to safeguard the lives of the occupants and does not address the safeguarding of structures. There are visible cracks at the finishes used in the library. The upper roof floats on posts and allows natural light into the main reading area. The cracking appears to be caused by the drift of the upper diaphragm level and has allowed windows to crack at the clerestories. The glass does not appear to be tempered glass and should be replaced.





Mechanical Systems

The Heating, Ventilating and Air-conditioning (HVAC) air-handler units were replaced in 1989-1990. The original units were replaced with units that could accommodate the existing roof openings. The power demands for the building are very high based on the limited insulation and un-insulated glass that taxes the mechanical systems. To try to address the many roof leaks, there has been steel decking installed over the unit at the meeting room. This impacts the operation and efficiency of the unit.



Ventilation and exhaust in the toilet rooms appear to be insufficient to remove odors and provide an acceptable experience in the public restrooms.

Plumbing Systems

There are insufficient toilet facilities serving the Library. The public restrooms are located off the lower lobby. The Staff restrooms are located in the staff area. None of the toilet facilities in the Library have sufficient clearances for accessibility.

There are infrastructure limitations to the existing plumbing systems to add to the toilet facilities required for the facility. None of the fixtures are of water-saving design and there are numerous blockages in the soil lines requiring a great deal of un-scheduled maintenance.

Electrical and Signal

The electrical system for the building is taxed to meet the current needs of the Library. The Library was designed in the time before computers and the demands of modern library service. Over the life of the building and to accommodate the many changes required by modern library service there appears to have been many changes to the wiring of the panels. Maintenance records do not indicate that the panel legs have been rebalanced. This creates a scenario where wiring begins to carry amperage back through the panel ground legs. This causes wiring to heat and wiring insulation to dry, crack and fail. Another effect of these changes to the wiring affects the harmonics of the power distribution. This can impact the quality of power to computers and monitors and their performance.



The original library design had limited conduiting for all its telecommunications needs. Currently the building is "maxed-out" with respect to power. There is difficulty in running communications cabling through the building due to hazardous materials and limited access to concealed spaces. The ability to provide communication to computers is severely limited due to these issues. The ability to provide wireless communication should be provided throughout the facility to partially address this problem. There should also be a secure system for staff use. Computers however will still require power for operation and the routing difficulties will impact placement.



Lighting levels throughout the library are merely adequate. There is generous natural lighting in the main library space but the levels fall considerably during the evening hours. The lighting system is not inherently energy efficient.

Resolved - LED Lightening was installed in 2015 throughout the facility

Conclusions

Additional or up-dated studies should be performed for the following:

- A comprehensive ADA and accessibility study to address access issues for both the Public and Staff.
- Re-visit the hazardous materials report and up-date the abatement procedures and recommendations.
- Design a Low-voltage system to address communications issues throughout the Library to accommodate current and future needs.
- Review the existing electrical system and evaluate upgrade options. Perform a Meagher test on the system. Possibly re-balance the panels.
- Review the current service plan with the limitations caused by the Libraries existing systems and layout. Review long-term strategies for providing library service into the future. Review these issues in the context of the remedial work that is needed to address concerns within the existing structure.

Submitted

Stephen Finney AIA
CWA AIA Inc.

ALTADENA LIBRARY DISTRICT MAJOR PROJECTS

PROJECT DESCRIPTION	PROJECT TIME FRAME	ESTIMATE / TOTAL COST OF PROJECT	STATUS OF PROJECT	NOTES
PARKING LOT RESURFACING	9/12/2017 - 9/14/2017	\$39,515.00 / \$39,370.00	COMPLETED	Job completed on time and in budget. Slurry coat suggested to be applied within 6/12 months to extend life of parking lot.
ROOF LEAK REPAIR	OCTOBER-DECEMBER	\$29K - \$39K	GATHERING INFORMATION FOR BID PACKAGE	Have two bids and seeking third bid.
SOLAR POWER CONVERSION MAIN LIBRARY	TBD		GATHERING INFORMATION FOR BID PACKAGE	Have one bid (no cost to Library), finding similar vendors to provide bids.
SOUTH PERIMETER WALL SAFETY FENCING INSTALL	TBD	\$2K - \$10K	GATHERING INFORMATION FOR BID PACKAGE	Fence needed for safety and liability prevention. Neighbors removed their fence. May need upgrade to wall to make load bearing
WINDOW TINTING AT MAIN LIBRARY	TBD	Unknown	GATHERING INFORMATION FOR BID PACKAGE	Will help with AC and heating cost. Windows
LIBRARY PATHWAY CONCRETE REPAIR	TBD		GATHERING INFORMATION FOR BID PACKAGE	May be addressed as part of the revamp of the exterior gardens of the library.
BRIDGE REPAIR	TBD	Up to \$350K	GATHERING INFORMATION FOR BID PACKAGE	Have engineering plans, requesting at least three options for ways to complete this project and reduce ongoing maintenance
MONUMENT SIGNAGE	TBD	\$20,000 +	GATHERING INFORMATION FOR BID PACKAGE	
LANDSCAPE UPGRADE AT MAIN LIBRARY	TBD	Up to \$250K	GATHERING INFORMATION FOR BID PACKAGE	Raising funds Taste of 'Dena, Numerous Grant Applications and possible partial funding from Supervisor Barger
IRRIGATION UPGRADE AT MAIN LIBRARY	TBD	\$15,000 +	GATHERING INFORMATION FOR BID PACKAGE	

BUILDING EXTERIOR PAINTING AT BRANCH LIBRARY	TBD		REVIEWING BIDS	Possible funding from ALF
BUILDING INTERIOR PAINTING AT BRANCH LIBRARY	TBD		GATHERING INFORMATION FOR BID PACKAGE	Possible funding from ALF
FLOORING UPGRADE AT BRANCH	TBD		GATHERING INFORMATION FOR BID PACKAGE	Possible funding from ALF
LANDSCAPE UPGRADE AT BRANCH LIBRARY	TBD		GATHERING INFORMATION FOR BID PACKAGE	Possible funding from ALF
IRRIGATION UPGRADE AT BRANCH LIBRARY	TBD		GATHERING INFORMATION FOR BID PACKAGE	Possible funding from ALF
COMMUNITY ROOM WOOD REFINISHING	10/01/17 – 10/10/17		GATHERING INFORMATION FOR BID PACKAGE	This project is mostly labor and will be done over a week during the night so as not to disturb ongoing programming.
PAINTING OF OFFICES AT MAIN LIBRARY	TBD		GATHERING INFORMATION FOR BID PACKAGE	
WINDOW SHADE COVERINGS MAIN LIBRARY OFFICES	OCTOBER / NOVEMBER	\$10,000 +	GATHERING INFORMATION FOR BID PACKAGE	
NEW AC UNIT ANT BRANCH LIBRARY	TBD	\$6K - \$11K	GATHERING INFORMATION FOR BID PACKAGE	Unit not functioning at 100%. Will need to be replaced soon.
TREE MAINTENANCE (ongoing)	Fall/Winter	\$3,000 +	ALREADY BID AND STARTED AWAITING PROPER TIME FOR TRIMMING	There are tree(s) on the property that are a potential risk due to their height and shape. These trees must be trimmed and possibly topped in order to prevent them from uprooting. The appropriate time of year for this is Fall/Winter.

BOARD OF LIBRARY TRUSTEES
DIRECTORS UPDATE

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

TASTE OF 'DENA:

As of August 16th following is the listing of vendors and supporters of the event. We currently have approximately 100 tickets left to sell. Revenue at this point is almost \$9,000 with expected expenditures at less than \$2,000. We expect to sell all of the tickets and during the event there will be the opportunity for attendees to purchase **\$20.00 tickets for the "wine pull" and to purchase other items.** We estimate the event will make close to \$10,000.

SPONSORSHIPS:

Yamada Enterprises	Linda	Braverman	linda@yamadaenterprises.com	\$1,000
Friends of the Altadena Library	Mark	Mariscal	markmariscal@yahoo.com	\$1,000
Paula Walker, Realtor	Paula	Walker	walkerpaula@me.com	\$1,000
Altadena Rotary Club				\$1,000
Shaw Flooring	-	-		\$500
State Farm Insurance	John	Diehl	john@jdiehl.com	\$500
Summer Kids	Cara	DiMassa	Cara@summerkids.net	\$500

DONATIONS:

Donor First Name	Donor Last Name	Email Address	Donation Amount
Patricia	McClelland	bdrosie@gmail.com	\$25
Priscilla	Bransby	p.bransby@gmail.com	\$50
Barbara	Madden	maddens@charter.net	\$100
Mindy	Kittay	Mkittay@altadenalibrary.org	\$100
Marcie	Kittay		\$100
Gwen	McMullins		\$150

We have also received over 250 bottles of wine for the "Wine Pull" and we have the list of those donors which we can supply upon request.

VENDORS:

Type	Company	Notes
Restaurant/Caterer	AltaEATS	
Restaurant/Caterer	Amy's Patio Cafe	Sending food
Restaurant/Caterer	Asia Mix Boba Fix	
Restaurant/Caterer	The Bacon Babe	
Restaurant/Caterer	Cafe de Leche	

Restaurant/Caterer	Elements Natural Foods	
Restaurant/Caterer	Nothing Bundt Cake	
Restaurant/Caterer	Park Bench Grill	Sending Food
Restaurant/Caterer	Sweeter Than Honey	
Restaurant/Caterer	Trader Joe's	
Wine/Beer/Spirits	Artezin Wine	Small producer of sustainable Zinfandel
Wine/Beer/Spirits	Buehler Vineyards	Small family-owned Napa winery -- pouring Zinfandel, Cabernet, and Chardonnay
Wine/Beer/Spirits	Craftsman Brewing	Beer
Wine/Beer/Spirits	Crios	
Wine/Beer/Spirits	Figueroa Mountain Brewing Co.	Beer
Wine/Beer/Spirits	Guigal Crozes-Hermitage	Benchmark producer out of the Rhone Valley pouring all Syrah
Wine/Beer/Spirits	Gundlach-Bundschu Mountain Cuvee	Oldest family owned winery in Sonoma -- pouring their Red Blend
Wine/Beer/Spirits	Indaba	Premier value South African brand dedicated to "Integrity & Sustainability"
Wine/Beer/Spirits	Raeburn	Boutique winery producing only chardonnay
Wine/Beer/Spirits	Vino	Brainchild of wild man winemaker Charles Smith out of Walla Walla, WA -- pouring Rose of Sangiovese

Altadena Ale and Wine House (Gail Casburn), procured all of the Wine and one of the Beer Distributors/Vendors for this event.

Please join me in thanking and **supporting all of our generous supporters, restaurants, caterer's,** and wine and beer vendors. This event would not have been possible without the help of the 50th Anniversary Committee and its wonderful volunteers which include Cynthia Carmona, Cynthia Kumanchik, Mark Mariscal and others along with a handful of staff who have participated in the planning and execution of this event.

We hope to see you there on Saturday September 23, 2017 from 7 to 9:30pm.

COMMUNITY CONVERSATIONS:

Starting in October we **will be resuming the Director's Coffee & Conversations.** This will be an extension and continuation of the Community Conversation initiative and an opportunity for the library to reach out and hear from more of the community.



DESCRIPTION: Increase opportunities for feedback, increase opportunities for engagement with Library (a local, government entity), ensuring entire population is represented in feedback to Library

COFFEE + CONVERSATION

WHEN: Third Saturday of every month, 9:00 – 10:30am

- Saturday, October 21 – Sidewalk Café
- Saturday, November 18 – The Coffee Gallery
- Saturday, December 16 – Café de Leche



COCKTAIL CONVOS

WHEN: Third Wednesday of every month, 7:00pm – 8:30pm

- Wednesday, October 18 – Ale House
- Wednesday, November 15 – Tangles & Locks
- Wednesday December 13 – 1881

TECHNOLOGY:

- KOHA ILS went live on September 5, 2017. This was a smooth transition with only a few minor adjustments which we were able to make immediately. The public is enjoying the improved features of the ILS. All of our support staff are assisting any patrons with questions via phone, webchat and live visits.
- We are working with our erate consultant to prepare for another major technology project. We estimate that, if funded by erate, we will be able to consolidate our existing infrastructure from the circulation office into the network operations control room in the middle to late 2018. If funded by erate the project should cost the library less than \$7,200 with erate funding approximately \$72,000. We will also apply for a grant for \$7,000 to improve HVAC in the network operations control room.
- We received grant funding from the Southern California Library Cooperative for a Mini Lulzbot 3D Printer to add to the FabLab.

MISCELLANEOUS:

- Volunteer Appreciation Event: Please mark your calendar for our Annual Volunteer Appreciation Event – Wednesday November 8, 7pm.
- Professional Development Day: On October 9th the staff of the District will have their 3rd Annual Professional Development Day. The Implementation Team has created a well-rounded and fun day for all staff which includes a tour of the Huntington Library.

In the morning, our Keynote, which will be experiential, will relate to our Turned Outward/Harwood Training and approach and will support staff turning outward, understanding that their work is deeply connected and beneficial to the community, creating an even greater sense of camaraderie and teamwork and

understanding and appreciating the value of the Community Conversations process and contributing to its successful continued development.

Another segment of the day will focus on a workshop with Sangita Shresthova who is the Director of the MacArthur Foundation **funded Henry Jenkins' Media, Activism & Participatory Politics (MAPP) project. The "Think Critically, Act Creatively" workshop is a future-**focused experience highlighting the power of stories as tools for fostering civic imagination and inspiring real-world change.

- Pursuant to the email sent to the Board of Trustees on 8/30/2017 titled Student Success Initiative (program/grant), the Altadena Library has been accepted as a **pilot library in the State-Wide Student Success Initiative Grant. The grantors felt that the library has demonstrated a commitment to this project and they are looking forward to partnering with the District. With the acceptance into this pilot program, we will be able to bring Altadena students seamless access to their public library's resources.**
- **Here is a link to an article entitled "Check out all the free stuff at the library: 3-D printers, VR headsets and more" written by Michelle Mills for the San Gabriel Valley Tribune.** <http://www.sgvtribune.com/arts-and-entertainment/20170901/check-out-all-the-free-stuff-at-the-library-3-d-printers-vr-headsets-and-more>

This article was published in the following papers: San Gabriel Valley Tribune, Pasadena Star-News, Whittier Daily News, Los Angeles Daily News, Torrance Daily Breeze, Long Beach Press Telegram, Inland Valley Daily Bulletin, San Bernardino Sun, Redlands Daily Facts, Orange County Register and Riverside Press-Enterprise.

They also visited and filmed a video story which you can view here: <http://video.dailynews.com/Altadena-Library-FAB-LAB-with-innovation-Virtual-Reality-3D-Printing-video-and-Sound-Production-coding-center-free-to-public-32837456?vcid=32837456&freewheel=92461&sitesection=scng>

- Due to staff focusing on the switch to a new ILS, there has been no progress on the **creating of a scanned archive of the Libraries' historical documents. This is not a high priority project and will be completed with the majority of the task being done by volunteers sometime in the future.**
- Upcoming Events, Conferences and Meetings that the Board of Trustees may want to attend:
 - 9/21 Town Hall Meeting with LA County Supervisor Kathryn Barger presented by Altadena Heritage at the Community Center at 7pm

- **10/14 Second Saturday's Return with Upstream! 6:30pm**
- 10/17 Altadena Town Council Monthly Meeting – 7pm (The Library always presents)
- 10/21 Coffee + Conversation at the Sidewalk Café – 9-10:30am (see description above)
- 11/3 – 11/5 California Library Association Conference – Riverside, CA (four staff members will be presenting)



After many years of a leaking drinking fountain, we have moved into the 21st century with a state of the art machine which even calculates how much water we are saving!

"Connecting people to the world in a different way is the challenge of the 21st century for public libraries in communities of all sizes. Libraries long ago established their place in the hearts of their communities. Sustaining and broadening that position requires new thinking about what a library is and how it drives opportunity and success in **today's world.**"

Rising to the Challenge – Re-Envisioning Public Libraries,
The Aspen Institute, October 2014

From: Meehan, Emily [<mailto:meehan@plpinfo.org>]
Sent: Friday, September 08, 2017 10:13 AM
To: Christina McTighe <cmctighe@altadenalibrary.org>
Subject: Welcome to the Student Success Initiative!

Dear Christina and Altadena Library District,

Congratulations! We are excited to let you know **that you have been accepted as a pilot library in the State-Wide Student Success Initiative Grant.** We feel that your library has demonstrated a commitment to this project and we are looking forward to partnering with you.

We will be holding a group phone call kick-off meeting with all of the participants next month where we will go over all of the details and answer any questions you may have. Please follow [this link](#) to fill out the doodle poll and select the date and time that works best for you. Please note that attendance at the kick-off meeting is mandatory for participation in this process. We may hold two kick-off phone calls, as we have approximately 45 mentor and pilot sites, and we will make every effort to accommodate everyone's schedule.

I am attaching the Student Success Initiative timeline as outlined in the grant. Please take note of important meeting dates and deadlines. We will be using Basecamp as our discussion page and repository for important documents. You will receive an invitation to join our Basecamp site soon. Basecamp is an online collaborative community space to share comments, questions and files. If you know of additional staff beside you who might benefit from being added to Basecamp, please let me know their name, title, phone and email, and we will add them to the list. More people can be added or removed as you progress in your project.

We look forward to working with you to bring California students seamless access to their public library's resources. We will be sending you an email within the next several days notifying you of your mentor site, and next steps to consider in preparing to join the Student Success Initiative.

If you have any questions or concerns, please feel free to contact me by email at meehan@plpinfo.org or by phone at (805) 588-0081.

Again, congratulations on being accepted as a pilot library!

Thank you,
Emily Meehan
Educational Services Coordinator
Pacific Library Partnership
805.588.0081
meehan@plpinfo.org

Mindy Kittay

From: Mindy Kittay
Sent: Wednesday, August 30, 2017 3:52 PM
To: Ira Bershatsky; Ira Bershatsky; John McDonald; Armando Zambrano; 'Adalila Zelada-Garcia'; Gwendolyn McMullins
Cc: William Ryan Roy; Christina McTighe
Subject: Student Success Initiative (Program / Grant)

Dear Board of Trustees,

We wanted to let you know of a new initiative that the staff are working on and it includes a grant application. It is called the **STUDENT SUCCESS INITIATIVE GRANT** and we are applying to be a pilot library through the Pacific Library Partnership.

The Goal of the program is to get a library card into the hands of every single student (5-10 years old), in Altadena, no matter what type of school they attend (Private, Charter, Public). Numerous libraries across the United States are working on similar initiatives but probably the most famous is the LA County Libraries initiative. You can read about it here: <https://lawestmedia.com/lawest/58000-student-success-fee-less-library-cards-mailed-laUSD-kindergarten-students/>

We know that a partnership between the library and the schools is something that many members of the community want for their students and children. Community groups, such as Collaborate PASadena, www.collaboratepasadena.org, a collection of community leaders from Pasadena, Altadena, and Sierra Madre who's vision is to ensure that all our children grow up in a safe, stable, and supportive environment that prepares them for success in school and life, have signaled that library cards for all PUSD students is one of their main goals as a group. We agree!

Even if we do not receive the grant we will be moving forward with either all or part of this initiative in the coming year.

Please let us know if you have any questions.

Mindy, Ryan, Christina

Mindy Kittay

District Director / Altadena Library District
(626) 798-0833 x 103 / mkittay@altadenalibrary.org / www.altadenalibrary.org

ALTADENA LIBRARIES: Bringing People + Ideas Together

Join us for Taste of 'Dena on Saturday September 23, 2017

<https://tasteofdena.eventbrite.com>



From: Nerissa Robinson [<mailto:nrobinson@socallibraries.org>]
Sent: Friday, September 08, 2017 11:01 AM
To: William Ryan Roy <WRoy@AltadenaLibrary.org>
Subject: 3D Printer

Hi Ryan,

Due to high demand you'll receive 1 Mini Lulzbot Printer. Details will be sent after the printer is ordered. If you have any questions please contact Diane Satchwell at dsatchwell@socallibraries.org.

Congratulations!

Nerissa Robinson
Project Manager
Southern California Library Cooperative
nrobinson@socallibraries.org
248 E. Foothill Blvd., Suite #101
Monrovia, CA 91016
(626)407-3185

