



*Honoring the past, cultivating the present, empowering the future*

**AGENDA  
Special Meeting**

Board of Library Trustees – Altadena Library District  
Community Room – Main Library - **September 26, 2018** – 5:00 p.m.

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

**1) CALL TO ORDER**

**2) ROLL CALL:**

- a) Terry Andrues
- b) Ira Bershatsky
- c) Betsy Kahn, President
- d) Gwendolyn McMullins, Secretary
- e) Armando Zambrano

**3) PUBLIC COMMUNICATION**

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

**4) PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS**

**New Hires:**

Benjamin Youngstrom - PT Library Clerk I - August 20, 2018  
Hector Acosta - PT Library Clerk I - August 24, 2018  
Yvonne Nguyen - PT Library Clerk I - August 24, 2018  
Lori Newfang - PT Library Page - August 28, 2018

**Resignations/Terminations:**

Kiri Lahey - PT Temporary Library Clerk I - August 11, 2018

**5) FINANCIAL REPORTS**

- a) **Financial reports for July 2018 (INFORMATION/ACTION) (10 Minutes)** Page #  
**Recommended Action:** The Board of Library Trustees hereby receives and files the Financial Reports. ~~Uæ ^• AÆi~~

**6) CONSENT CALENDAR (5 Minutes)**

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

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

- i) Approval of Minutes – Special meeting held September 5, 2018, Page # ~~FJEG~~
- ii) Approval of Minutes – Regular Meeting held August 27, 2018 Page # ~~CFEH~~
- iii) Statistical Reports – YTD – August 2018, Page # ~~GEG~~
- iv) Departmental Monthly Reports – August 2018, Page # ~~GJEH~~

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

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

**8) NEW BUSINESS**

- a) Update from Ad-Hoc Subcommittee to fill interim Director Position (INFORMATION)
- b) Update on CalPERS Benefits/ Open Enrollment (INFORMATION) HJĚ €

**9) 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:

CONFERENCE WITH LEGAL COUNSEL RE EXISTING LITIGATION  
Pursuant to Government Code Section 54956.9(d)(1)  
Kittay v. Altadena Library District, et al.

**10) RECESS BACK INTO OPEN SESSION**

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

**12) OLD BUSINESS**

- a) Resolution 201807 – Designation of an additional signer for fiscal documents and Update to Authorized Representatives (INFORMATION/ACTION) I FĚ G

**13) CORRESPONDENCE, Page # 43-54**

**14) REPORTS OF SUPPORT GROUPS (5 minutes)**

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

**15) REPORTS OF TRUSTEES**

**16) AGENDA ITEMS FOR FUTURE AGENDAS**

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

**17) ADJOURNMENT**

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



**BOARD OF LIBRARY TRUSTEES  
STAFF REPORT**

**DEPARTMENT:** Administration

**MEETING DATE:** September 26, 2018

**PREPARED BY:** Nicole Fabry

**LOCATION:** Community Room

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**TITLE: Summary Report of Financial Statements for July 2018**

**July 2018 FINANCIAL STATEMENTS**

The following financial reports are for the month of July 2018. The financial statements are unaudited.

As indicated on this report, actual year-to-date expenditures currently exceed actual year-to-date income, reflecting a net income of -\$445,082.78. ALD cash and cash equivalents are \$2,849,717.06.

**REVENUE HIGHLIGHTS**

The District currently has \$2,849,717.06 in cash and cash equivalents. The (unaudited) net income for the month of June is -445,082.78.

Passport services and rental income are exceeding budget expectations at 14% and 20% of budget, respectively.

**PAYMENTS FROM SUPPORT ORGANIZATIONS**

No payments to report in July 2018.

**EXPENDITURE HIGHLIGHTS**

Some high-budget items were prepaid in July for Fiscal Year 18-19, including Earthquake Insurance and ALD's Worker's Compensation Program through SDRMA.

Additionally prepaid was the District's Unfunded Accrued Liability through CalPERS, resulting in a 3.5% savings of \$4,206.84.

**Altadena Library District**  
**Profit & Loss**  
 July 2018

	Jul 18
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>DONATIONS AND GRANTS</b>	
4730 · Undesignated	123.65
4750 · Cal State Library	1,824.00
<b>Total DONATIONS AND GRANTS</b>	1,947.65
<b>FINES &amp; FEES</b>	
4305 · Fees	410.82
4310 · MFM Revenue	963.93
4340 · Passport Services Fees	16,805.00
4350 · Sales of Products	98.00
<b>Total FINES &amp; FEES</b>	18,277.75
<b>INTEREST INCOME &amp; ADJUSTMENTS</b>	
4210 · Chase Bank	15.71
<b>Total INTEREST INCOME &amp; ADJUSTMENTS</b>	15.71
<b>OTHER REVENUE &amp; ADJUSTMENT</b>	
4915 · Rental Revenue	800.00
<b>Total OTHER REVENUE &amp; ADJUSTMENT</b>	800.00
<b>Total Income</b>	21,041.11
<b>Expense</b>	
<b>PERSONNEL RELATED EXPENSES</b>	
<b>5000 · SALARIES &amp; WAGES</b>	
5010 · Salaried	35,624.96
5020 · Hourly	102,493.44
<b>Total 5000 · SALARIES &amp; WAGES</b>	138,118.40
<b>5100 · Employer-Portion Taxes/Benefits</b>	
5120 · Payroll Taxes (ER)	10,553.27
<b>5210 · PERS Retirement</b>	
5210.01 · CalPers CLASSIC (ER Contr)	2,091.46
5210.02 · CalPers PEPRA (ER Contr)	6,871.32
5218 · PERS Unfunded	116,139.00
<b>Total 5210 · PERS Retirement</b>	125,101.78
<b>Total 5100 · Employer-Portion Taxes/Benefits</b>	135,655.05

**Altadena Library District**  
**Profit & Loss**  
 July 2018

	<b>Jul 18</b>
<b>5200 · Insurance</b>	
5220 · Health Insurance	10,488.28
5221 · Health Insurance - Retirees	5,897.64
5230 · Dental Insurance	1,207.80
5240 · Vision Insurance	390.38
5260 · Life Insurance	130.33
5270 · Workers' Compensation	15,272.25
<b>Total 5200 · Insurance</b>	<b>33,386.68</b>
<b>Total 'PERSONNEL RELATED EXPENSES</b>	<b>307,160.13</b>
<b>FACILITIES, GROUNDS &amp; MAINTENAN</b>	
7205 · Maintenance Contracts	937.14
7210 · Building Maint & Repairs	5,370.42
7220 · Landscape	55.32
<b>Total FACILITIES, GROUNDS &amp; MAINTENAN</b>	<b>6,362.88</b>
<b>LIBRARY MATERIALS</b>	
6115 · Electronic Databases & Subscrip	11,056.05
6120 · Books	14,618.50
6125 · Audio CD	2,027.77
6130 · DVD's & Videogames	1,248.53
6135 · Processing of Materials	5,490.66
<b>Total LIBRARY MATERIALS</b>	<b>34,441.51</b>
<b>MISCELLANEOUS EXPENSE</b>	
7510 · Miscellaneous Expense	39.43
<b>Total MISCELLANEOUS EXPENSE</b>	<b>39.43</b>
<b>OPERATING EXPENSES</b>	
6430 · Insurance-Gen, Prop, Liab, Eq	44,688.73
6620 · Membership Dues & Subscriptions	4,485.45
6625 · Training & Education	495.00
6626 · Recruitment & Recognition	5.95
6627 · Advertising / Marketing	1,380.26
6710 · Meetings & Travel	234.10
6740 · Postage & Delivery	24.00
6745 · Banking & Service Fees	144.73
6746 · Payroll Fees	790.00
6750 · Printing & Reproduction	894.54
6755 · Small Equipment	1,167.04
6765 · Janitorial Supplies	1,899.06
6770 · Operating Supplies	1,927.54
6780 · Operating Software	24.99
6920 · Electricity	9,274.36

**Altadena Library District**  
**Profit & Loss**  
**July 2018**

09/21/18

Accrual Basis

	<b>Jul 18</b>
6930 · Natural Gas	41.79
6940 · Water & Sewage	503.30
6950 · Refuse	467.20
6970 · Equipment Lease & Rental	1,889.90
<b>Total OPERATING EXPENSES</b>	<b>70,337.94</b>
<b>PROFESSIONAL &amp; TECHNICAL</b>	
7125 · Audit and Financial Consulting	3,952.50
7130 · Legal Fees	125.27
7145 · Collection Agency	241.65
7155 · Consultants - Other	1,855.16
7170 · Telecommunications	600.17
7180 · Technology Equipment	14,971.90
7185 · Technology Maintenance Fees	21,475.93
<b>Total PROFESSIONAL &amp; TECHNICAL</b>	<b>43,222.58</b>
<b>PROGRAMS</b>	
6200 · Youth Services	2,904.56
6210 · Teen Services	436.52
6220 · Adult Services	699.94
6230 · Bob Lucas Branch Services	258.45
6240 · Literacy Services	259.95
<b>Total PROGRAMS</b>	<b>4,559.42</b>
<b>Total Expense</b>	<b>466,123.89</b>
<b>Net Ordinary Income</b>	<b>(445,082.78)</b>
<b>Net Income</b>	<b><u>(445,082.78)</u></b>

**Altadena Library District**  
**Profit & Loss Prev Year Comparison**  
**July 2018**

	Jul 18	Jul 17	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>DONATIONS AND GRANTS</b>				
4730 · Undesignated	123.65	482.35	(358.70)	(74.4)%
4750 · Cal State Library	1,824.00		1,824.00	100.0%
<b>Total DONATIONS AND GRANTS</b>	1,947.65	482.35	1,465.30	303.8%
<b>FINES &amp; FEES</b>				
4305 · Fees	410.82	424.51	(13.69)	(3.2)%
4310 · MFM Revenue	963.93	443.54	520.39	117.3%
4340 · Passport Services Fees	16,805.00	10,918.69	5,886.31	53.9%
4350 · Sales of Products	98.00	299.55	(201.55)	(67.3)%
<b>Total FINES &amp; FEES</b>	18,277.75	12,086.29	6,191.46	51.2%
<b>INTEREST INCOME &amp; ADJUSTMENTS</b>				
4210 · Chase Bank	15.71	295.62	(279.91)	(94.7)%
<b>Total INTEREST INCOME &amp; ADJUSTMENTS</b>	15.71	295.62	(279.91)	(94.7)%
<b>OTHER REVENUE &amp; ADJUSTMENT</b>				
4915 · Rental Revenue	800.00	210.00	590.00	281.0%
<b>Total OTHER REVENUE &amp; ADJUSTMENT</b>	800.00	210.00	590.00	281.0%
<b>REVENUES</b>				
<b>Property Taxes</b>				
4010 · Current-Year Secured				
4010.03 · SB 813 Supplemental		4,599.58	(4,599.58)	(100.0)%
<b>Total 4010 · Current-Year Secured</b>		4,599.58	(4,599.58)	(100.0)%
4030 · Prior-Year Secured				
4030.05 · Secured Tax Refunds		(2,120.41)	2,120.41	100.0%
<b>Total 4030 · Prior-Year Secured</b>		(2,120.41)	2,120.41	100.0%
4080 · Penalties, Interest & Costs-Ref		(7.87)	7.87	100.0%
4250 · Change in Property Tax Accrual		(5,793.87)	5,793.87	100.0%
<b>Total Property Taxes</b>		(3,322.57)	3,322.57	100.0%
<b>Total REVENUES</b>		(3,322.57)	3,322.57	100.0%
<b>Total Income</b>	21,041.11	9,751.69	11,289.42	115.8%

**Altadena Library District**  
**Profit & Loss Prev Year Comparison**  
**July 2018**

	Jul 18	Jul 17	\$ Change	% Change
<b>Expense</b>				
<b>'PERSONNEL RELATED EXPENSES</b>				
<b>5000 · SALARIES &amp; WAGES</b>				
5010 · Salaried	35,624.96	24,728.06	10,896.90	44.1%
5020 · Hourly	102,493.44	83,484.58	19,008.86	22.8%
<b>Total 5000 · SALARIES &amp; WAGES</b>	<b>138,118.40</b>	<b>108,212.64</b>	<b>29,905.76</b>	<b>27.6%</b>
<b>5100 · Employer-Portion Taxes/Benefits</b>				
<b>5120 · Payroll Taxes (ER)</b>				
5250 · FUTA		(1,380.13)	1,380.13	100.0%
5120 · Payroll Taxes (ER) - Other	10,553.27	8,185.32	2,367.95	28.9%
<b>Total 5120 · Payroll Taxes (ER)</b>	<b>10,553.27</b>	<b>6,805.19</b>	<b>3,748.08</b>	<b>55.1%</b>
<b>5210 · PERS Retirement</b>				
5210.01 · CalPers CLASSIC (ER Contr)	2,091.46	3,354.22	(1,262.76)	(37.7)%
5210.02 · CalPers PEPRA (ER Contr)	6,871.32	9,307.05	(2,435.73)	(26.2)%
5218 · PERS Unfunded	116,139.00	7,650.49	108,488.51	1,418.1%
<b>Total 5210 · PERS Retirement</b>	<b>125,101.78</b>	<b>20,311.76</b>	<b>104,790.02</b>	<b>515.9%</b>
<b>Total 5100 · Employer-Portion Taxes/Benefits</b>	<b>135,655.05</b>	<b>27,116.95</b>	<b>108,538.10</b>	<b>400.3%</b>
<b>5200 · Insurance</b>				
5220 · Health Insurance	10,488.28	9,886.40	601.88	6.1%
5221 · Health Insurance - Retirees	5,897.64	6,295.20	(397.56)	(6.3)%
5230 · Dental Insurance	1,207.80	1,229.12	(21.32)	(1.7)%
5240 · Vision Insurance	390.38	781.86	(391.48)	(50.1)%
5260 · Life Insurance	130.33	(2.43)	132.76	5,463.4%
5270 · Workers' Compensation	15,272.25	11,298.32	3,973.93	35.2%
5280 · Disability Insurance				
<b>Total 5200 · Insurance</b>	<b>33,386.68</b>	<b>29,488.47</b>	<b>3,898.21</b>	<b>13.2%</b>
<b>Total 'PERSONNEL RELATED EXPENSES</b>	<b>307,160.13</b>	<b>164,818.06</b>	<b>142,342.07</b>	<b>86.4%</b>
<b>FACILITIES, GROUNDS &amp; MAINTENAN</b>				
<b>7205 · Maintenance Contracts</b>				
7205 · Maintenance Contracts	937.14	5,015.00	(4,077.86)	(81.3)%
<b>7210 · Building Maint &amp; Repairs</b>				
7210 · Building Maint & Repairs	5,370.42	3,998.23	1,372.19	34.3%
<b>7220 · Landscape</b>				
7220 · Landscape	55.32	146.97	(91.65)	(62.4)%
<b>Total FACILITIES, GROUNDS &amp; MAINTENAN</b>	<b>6,362.88</b>	<b>9,160.20</b>	<b>(2,797.32)</b>	<b>(30.5)%</b>

**Altadena Library District**  
**Profit & Loss Prev Year Comparison**  
**July 2018**

	Jul 18	Jul 17	\$ Change	% Change
<b>LIBRARY MATERIALS</b>				
6110 · Cataloging Expenses		2,921.76	(2,921.76)	(100.0)%
6115 · Electronic Databases & Subscrip	11,056.05	14,292.18	(3,236.13)	(22.6)%
6120 · Books	14,618.50	16,372.28	(1,753.78)	(10.7)%
6125 · Audio CD	2,027.77	2,265.71	(237.94)	(10.5)%
6130 · DVD's & Videogames	1,248.53	3,050.06	(1,801.53)	(59.1)%
6135 · Processing of Materials	5,490.66	6,678.83	(1,188.17)	(17.8)%
6140 · Periodicals		534.26	(534.26)	(100.0)%
6150 · Downloadables		5,996.20	(5,996.20)	(100.0)%
<b>Total LIBRARY MATERIALS</b>	<b>34,441.51</b>	<b>52,111.28</b>	<b>(17,669.77)</b>	<b>(33.9)%</b>
<b>MISCELLANEOUS EXPENSE</b>				
7510 · Miscellaneous Expense	39.43		39.43	100.0%
<b>Total MISCELLANEOUS EXPENSE</b>	<b>39.43</b>		<b>39.43</b>	<b>100.0%</b>
<b>OPERATING EXPENSES</b>				
6430 · Insurance-Gen, Prop, Liab, Eq	44,688.73	38,868.25	5,820.48	15.0%
6620 · Membership Dues & Subscriptions	4,485.45	3,775.60	709.85	18.8%
6625 · Training & Education	495.00		495.00	100.0%
6626 · Recruitment & Recognition	5.95		5.95	100.0%
6627 · Advertising / Marketing	1,380.26	752.40	627.86	83.5%
6710 · Meetings & Travel	234.10	1,017.58	(783.48)	(77.0)%
6730 · Mileage & Parking Reimbursement		11.50	(11.50)	(100.0)%
6740 · Postage & Delivery	24.00	638.82	(614.82)	(96.2)%
6745 · Banking & Service Fees	144.73	104.90	39.83	38.0%
6746 · Payroll Fees	790.00	790.03	(0.03)	
6750 · Printing & Reproduction	894.54	3,945.97	(3,051.43)	(77.3)%
6755 · Small Equipment	1,167.04	5,201.70	(4,034.66)	(77.6)%
6765 · Janitorial Supplies	1,899.06	1,345.67	553.39	41.1%
6770 · Operating Supplies	1,927.54	1,292.49	635.05	49.1%
6780 · Operating Software	24.99		24.99	100.0%
6920 · Electricity	9,274.36	2,671.89	6,602.47	247.1%
6930 · Natural Gas	41.79		41.79	100.0%
6940 · Water & Sewage	503.30	494.53	8.77	1.8%
6950 · Refuse	467.20	674.43	(207.23)	(30.7)%
6970 · Equipment Lease & Rental	1,889.90	784.92	1,104.98	140.8%
<b>Total OPERATING EXPENSES</b>	<b>70,337.94</b>	<b>62,370.68</b>	<b>7,967.26</b>	<b>12.8%</b>

**Altadena Library District**  
**Profit & Loss Prev Year Comparison**  
**July 2018**

	Jul 18	Jul 17	\$ Change	% Change
<b>PROFESSIONAL &amp; TECHNICAL</b>				
7125 · Audit and Financial Consulting	3,952.50	6,443.82	(2,491.32)	(38.7)%
7130 · Legal Fees	125.27	856.40	(731.13)	(85.4)%
7145 · Collection Agency	241.65		241.65	100.0%
7155 · Consultants - Other	1,855.16	2,233.33	(378.17)	(16.9)%
7170 · Telecommunications	600.17	458.20	141.97	31.0%
7180 · Technology Equipment	14,971.90	679.10	14,292.80	2,104.7%
7185 · Technology Maintenance Fees	21,475.93	3,968.00	17,507.93	441.2%
<b>Total PROFESSIONAL &amp; TECHNICAL</b>	43,222.58	14,638.85	28,583.73	195.3%
<b>PROGRAMS</b>				
6200 · Youth Services	2,904.56	2,225.99	678.57	30.5%
6210 · Teen Services	436.52	432.33	4.19	1.0%
6220 · Adult Services	699.94	1,078.26	(378.32)	(35.1)%
6230 · Bob Lucas Branch Services	258.45	68.94	189.51	274.9%
6240 · Literacy Services	259.95		259.95	100.0%
<b>Total PROGRAMS</b>	4,559.42	3,805.52	753.90	19.8%
<b>Total Expense</b>	466,123.89	306,904.59	159,219.30	51.9%
<b>Net Ordinary Income</b>	(445,082.78)	(297,152.90)	(147,929.88)	(49.8)%
<b>Net Income</b>	<u>(445,082.78)</u>	<u>(297,152.90)</u>	<u>(147,929.88)</u>	<u>(49.8)%</u>

**Altadena Library District**  
**Profit & Loss Budget vs. Actual**  
**July 2018**

	Jul 18	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>DONATIONS AND GRANTS</b>				
4710 · Friends of the Library		20,000.00	(20,000.00)	
4730 · Undesignated	123.65	2,000.00	(1,876.35)	6.2%
4735 · Designated		1,000.00	(1,000.00)	
4740 · CA Library Literacy Services		15,000.00	(15,000.00)	
4750 · Cal State Library	1,824.00	20,000.00	(18,176.00)	9.1%
4755 · HUD Grant				
<b>Total DONATIONS AND GRANTS</b>	1,947.65	58,000.00	(56,052.35)	3.4%
<b>FINES &amp; FEES</b>				
4305 · Fees	410.82	6,000.00	(5,589.18)	6.8%
4310 · MFM Revenue	963.93	8,000.00	(7,036.07)	12.0%
4340 · Passport Services Fees	16,805.00	120,000.00	(103,195.00)	14.0%
4350 · Sales of Products	98.00	3,000.00	(2,902.00)	3.3%
<b>Total FINES &amp; FEES</b>	18,277.75	137,000.00	(118,722.25)	13.3%
<b>INTEREST INCOME &amp; ADJUSTMENTS</b>				
4210 · Chase Bank	15.71	2,000.00	(1,984.29)	0.8%
<b>Total INTEREST INCOME &amp; ADJUSTMENTS</b>	15.71	2,000.00	(1,984.29)	0.8%
<b>OTHER REVENUE &amp; ADJUSTMENT</b>				
4910 · Miscellaneous Income				
4915 · Rental Revenue	800.00	4,000.00	(3,200.00)	20.0%
4940 · Transfer in from Reserves				
4999 · Rewards & Incentives		3,000.00	(3,000.00)	
<b>Total OTHER REVENUE &amp; ADJUSTMENT</b>	800.00	7,000.00	(6,200.00)	11.4%
<b>REVENUES</b>				
<b>Property Taxes</b>				
4010 · Current-Year Secured				
4010.00 · Current Secured		2,350,000.00	(2,350,000.00)	
4010.01 · Revenue Residual		40,000.00	(40,000.00)	
4010.02 · Statutory Revenue				
4010.03 · SB 813 Supplemental				
<b>Total 4010 · Current-Year Secured</b>		2,390,000.00	(2,390,000.00)	
4020 · Current-Year Unsecured				
4020.00 · Current Unsecured		80,000.00	(80,000.00)	
<b>Total 4020 · Current-Year Unsecured</b>		80,000.00	(80,000.00)	

## Altadena Library District Profit & Loss Budget vs. Actual July 2018

	Jul 18	Budget	\$ Over Budget	% of Budget
<b>4030 · Prior-Year Secured</b>				
4030.00 · Prior Secured		35,000.00	(35,000.00)	
4030.01 · Secured Refunds				
4030.02 · Statutory Revenue				
4030.03 · SB 813 Redemption		5,000.00	(5,000.00)	
4030.04 · Property Tax Penalties				
4030.05 · Secured Tax Refunds		(30,000.00)	30,000.00	
<b>Total 4030 · Prior-Year Secured</b>		10,000.00	(10,000.00)	
<b>4040 · Prior-Year Unsecured</b>				
4040.00 · Prior Unsecured		10,000.00	(10,000.00)	
<b>Total 4040 · Prior-Year Unsecured</b>		10,000.00	(10,000.00)	
<b>4050 · Homeowners Exemption</b>		15,000.00	(15,000.00)	
<b>4060 · Special Assessment</b>				
4060.01 · Per Parcel Benefit Assessment		810,000.00	(810,000.00)	
4060.02 · Direct Assessments				
<b>Total 4060 · Special Assessment</b>		810,000.00	(810,000.00)	
<b>4080 · Penalties,Interest &amp; Costs-Ref</b>		10,000.00	(10,000.00)	
<b>4220 · County Interest Allocation</b>				
<b>Total Property Taxes</b>		3,325,000.00	(3,325,000.00)	
<b>Total REVENUES</b>		3,325,000.00	(3,325,000.00)	
<b>Total Income</b>	21,041.11	3,529,000.00	(3,507,958.89)	0.6%
<b>Expense</b>				
<b>'PERSONNEL RELATED EXPENSES</b>				
<b>5000 · SALARIES &amp; WAGES</b>				
5010 · Salaried	35,624.96	460,500.00	(424,875.04)	7.7%
5020 · Hourly	102,493.44	1,254,500.00	(1,152,006.56)	8.2%
<b>Total 5000 · SALARIES &amp; WAGES</b>	138,118.40	1,715,000.00	(1,576,881.60)	8.1%
<b>5100 · Employer-Portion Taxes/Benefits</b>				
5120 · Payroll Taxes (ER)				
5250 · FUTA		5,000.00	(5,000.00)	
5120 · Payroll Taxes (ER) - Other	10,553.27	130,000.00	(119,446.73)	8.1%
<b>Total 5120 · Payroll Taxes (ER)</b>	10,553.27	135,000.00	(124,446.73)	7.8%
<b>5120.02 · Soc Security &amp; Medicare, Hourly</b>				

**Altadena Library District**  
**Profit & Loss Budget vs. Actual**  
**July 2018**

	Jul 18	Budget	\$ Over Budget	% of Budget
<b>5210 · PERS Retirement</b>				
5210.01 · CalPers CLASSIC (ER Contr)	2,091.46	20,000.00	(17,908.54)	10.5%
5210.02 · CalPers PEPRA (ER Contr)	6,871.32	75,000.00	(68,128.68)	9.2%
5218 · PERS Unfunded	116,139.00	120,500.00	(4,361.00)	96.4%
5210 · PERS Retirement - Other				
<b>Total 5210 · PERS Retirement</b>	125,101.78	215,500.00	(90,398.22)	58.1%
<b>5222 · OPEB Contribution</b>				
5251 · SUI, Hourly		2,500.00	(2,500.00)	
<b>Total 5100 · Employer-Portion Taxes/Benefits</b>	135,655.05	353,000.00	(217,344.95)	38.4%
<b>5200 · Insurance</b>				
5220 · Health Insurance	10,488.28	129,000.00	(118,511.72)	8.1%
5221 · Health Insurance - Retirees	5,897.64		5,897.64	100.0%
5230 · Dental Insurance	1,207.80	15,000.00	(13,792.20)	8.1%
5240 · Vision Insurance	390.38	4,500.00	(4,109.62)	8.7%
5260 · Life Insurance	130.33	1,500.00	(1,369.67)	8.7%
5270 · Workers' Compensation	15,272.25	20,000.00	(4,727.75)	76.4%
5280 · Disability Insurance				
<b>Total 5200 · Insurance</b>	33,386.68	170,000.00	(136,613.32)	19.6%
<b>Total 'PERSONNEL RELATED EXPENSES</b>	307,160.13	2,238,000.00	(1,930,839.87)	13.7%
<b>CAPITAL</b>				
7310 · Equipment, Furniture & Fixtures		15,000.00	(15,000.00)	
7320 · Structures & Improvements		250,000.00	(250,000.00)	
<b>Total CAPITAL</b>		265,000.00	(265,000.00)	
<b>FACILITIES, GROUNDS &amp; MAINTENAN</b>				
7205 · Maintenance Contracts	937.14	15,000.00	(14,062.86)	6.2%
7210 · Building Maint & Repairs	5,370.42	20,000.00	(14,629.58)	26.9%
7220 · Landscape	55.32	18,000.00	(17,944.68)	0.3%
<b>Total FACILITIES, GROUNDS &amp; MAINTENAN</b>	6,362.88	53,000.00	(46,637.12)	12.0%
<b>LIBRARY MATERIALS</b>				
6110 · Cataloging Expenses		22,000.00	(22,000.00)	
6115 · Electronic Databases & Subscrip	11,056.05	25,000.00	(13,943.95)	44.2%
6120 · Books	14,618.50	140,000.00	(125,381.50)	10.4%
6125 · Audio CD	2,027.77	20,000.00	(17,972.23)	10.1%
6130 · DVD's & Videogames	1,248.53	30,000.00	(28,751.47)	4.2%
6135 · Processing of Materials	5,490.66	40,000.00	(34,509.34)	13.7%
6140 · Periodicals		18,000.00	(18,000.00)	

**Altadena Library District**  
**Profit & Loss Budget vs. Actual**  
**July 2018**

	Jul 18	Budget	\$ Over Budget	% of Budget
6150 · Downloadables		20,000.00	(20,000.00)	
6155 · Library of Things		20,000.00	(20,000.00)	
<b>Total LIBRARY MATERIALS</b>	34,441.51	335,000.00	(300,558.49)	10.3%
<b>MISCELLANEOUS EXPENSE</b>				
7510 · Miscellaneous Expense	39.43		39.43	100.0%
7540 · Trustee Election		30,000.00	(30,000.00)	
<b>Total MISCELLANEOUS EXPENSE</b>	39.43	30,000.00	(29,960.57)	0.1%
<b>OPERATING EXPENSES</b>				
6430 · Insurance-Gen, Prop, Liab, Eq	44,688.73	40,000.00	4,688.73	111.7%
6620 · Membership Dues & Subscriptions	4,485.45	13,000.00	(8,514.55)	34.5%
6625 · Training & Education	495.00	12,000.00	(11,505.00)	4.1%
6626 · Recruitment & Recognition	5.95	5,000.00	(4,994.05)	0.1%
6627 · Advertising / Marketing	1,380.26	5,000.00	(3,619.74)	27.6%
6710 · Meetings & Travel	234.10	10,000.00	(9,765.90)	2.3%
6730 · Mileage & Parking Reimbursement		800.00	(800.00)	
6740 · Postage & Delivery	24.00	9,000.00	(8,976.00)	0.3%
6745 · Banking & Service Fees	144.73	2,000.00	(1,855.27)	7.2%
6746 · Payroll Fees	790.00	12,000.00	(11,210.00)	6.6%
6750 · Printing & Reproduction	894.54	21,000.00	(20,105.46)	4.3%
6755 · Small Equipment	1,167.04	10,000.00	(8,832.96)	11.7%
6765 · Janitorial Supplies	1,899.06	15,000.00	(13,100.94)	12.7%
6770 · Operating Supplies	1,927.54	25,000.00	(23,072.46)	7.7%
6780 · Operating Software	24.99	1,500.00	(1,475.01)	1.7%
6790 · Hardware (Computers / Tech)				
6920 · Electricity	9,274.36	35,000.00	(25,725.64)	26.5%
6930 · Natural Gas	41.79	5,000.00	(4,958.21)	0.8%
6940 · Water & Sewage	503.30	5,000.00	(4,496.70)	10.1%
6950 · Refuse	467.20	5,000.00	(4,532.80)	9.3%
6960 · Products for Resale		5,000.00	(5,000.00)	
6970 · Equipment Lease & Rental	1,889.90	20,000.00	(18,110.10)	9.4%
7530 · County Tax Collection Fees		35,000.00	(35,000.00)	
<b>Total OPERATING EXPENSES</b>	70,337.94	291,300.00	(220,962.06)	24.1%
<b>PROFESSIONAL &amp; TECHNICAL</b>				
7125 · Audit and Financial Consulting	3,952.50	60,000.00	(56,047.50)	6.6%
7130 · Legal Fees	125.27	25,000.00	(24,874.73)	0.5%
7135 · Technology Consulting		6,000.00	(6,000.00)	
7140 · Architectural & Engineering				
7145 · Collection Agency	241.65	2,000.00	(1,758.35)	12.1%
7155 · Consultants - Other	1,855.16	75,000.00	(73,144.84)	2.5%
7170 · Telecommunications	600.17	7,500.00	(6,899.83)	8.0%
7175 · Internet Service		35,000.00	(35,000.00)	
7180 · Technology Equipment	14,971.90	50,000.00	(35,028.10)	29.9%

**Altadena Library District**  
**Profit & Loss Budget vs. Actual**  
**July 2018**

	Jul 18	Budget	\$ Over Budget	% of Budget
7185 · Technology Maintenance Fees	21,475.93	20,000.00	1,475.93	107.4%
7190 · Website Development		3,000.00	(3,000.00)	
<b>Total PROFESSIONAL &amp; TECHNICAL</b>	<b>43,222.58</b>	<b>283,500.00</b>	<b>(240,277.42)</b>	<b>15.2%</b>
<b>PROGRAMS</b>				
6200 · Youth Services	2,904.56	12,700.00	(9,795.44)	22.9%
6210 · Teen Services	436.52	5,000.00	(4,563.48)	8.7%
6220 · Adult Services	699.94	30,000.00	(29,300.06)	2.3%
6230 · Bob Lucas Branch Services	258.45	4,500.00	(4,241.55)	5.7%
6240 · Literacy Services	259.95	2,000.00	(1,740.05)	13.0%
<b>Total PROGRAMS</b>	<b>4,559.42</b>	<b>54,200.00</b>	<b>(49,640.58)</b>	<b>8.4%</b>
<b>Total Expense</b>	<b>466,123.89</b>	<b>3,550,000.00</b>	<b>(3,083,876.11)</b>	<b>13.1%</b>
<b>Net Ordinary Income</b>	<b>(445,082.78)</b>	<b>(21,000.00)</b>	<b>(424,082.78)</b>	<b>2,119.4%</b>
<b>Net Income</b>	<b>(445,082.78)</b>	<b>(21,000.00)</b>	<b>(424,082.78)</b>	<b>2,119.4%</b>

**Altadena Library District**  
**Balance Sheet**  
As of July 31, 2018

	Jul 31, 18
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>Cash &amp; Cash Equivalents</b>	
<b>Cash in Banks</b>	
1021 · Chase General Acct...2951	109,574.84
1026 · Chase HY Svgs...6883	10,915.21
1041 · Chase HY Svgs...6875	15,815.75
<b>Total Cash in Banks</b>	136,305.80
<b>Cash on Hand</b>	
1080 · Petty Cash	500.00
1081 · Cash Register - Main	150.00
1082 · Petty Cash - Branch	100.00
1083 · Cash Register - Branch	100.00
<b>Total Cash on Hand</b>	850.00
<b>Cash with County</b>	
1010.00 · Cash in County Treasury	2,749,390.93
1013 · FMV - COLA Funds	(36,829.67)
<b>Total Cash with County</b>	2,712,561.26
<b>Total Cash &amp; Cash Equivalents</b>	2,849,717.06
<b>Total Checking/Savings</b>	2,849,717.06
<b>Total Current Assets</b>	2,849,717.06
<b>Fixed Assets</b>	
<b>Capital Assets</b>	
<b>Accumulated Depreciation</b>	
1800 · Accum Depr (S & I)	(1,118,428.14)
1900 · Accum Depr (FF & E)	(15,846.24)
<b>Total Accumulated Depreciation</b>	(1,134,274.38)
<b>Depreciable Assets</b>	
1550 · Structures & Improvements	1,712,098.10
1700 · Furniture, Fixtures & Equipment	79,965.35
<b>Total Depreciable Assets</b>	1,792,063.45

**Altadena Library District**  
**Balance Sheet**  
As of July 31, 2018

09/21/18

Accrual Basis

	Jul 31, 18
<b>Non-Depreciable Assets</b>	
1500 · Land	77,280.28
1510 · Artwork	102,500.00
<b>Total Non-Depreciable Assets</b>	<b>179,780.28</b>
<b>Total Capital Assets</b>	<b>837,569.35</b>
<b>Total Fixed Assets</b>	<b>837,569.35</b>
<b>Other Assets</b>	
<b>Deferred Outflows of Resources</b>	
1990 · DOR - Pension Contributions	180,238.00
1991 · DOR - Pension Related	524,894.00
1993 · DOR - OPEB Related	7,322.00
<b>Total Deferred Outflows of Resources</b>	<b>712,454.00</b>
<b>Total Other Assets</b>	<b>712,454.00</b>
<b>TOTAL ASSETS</b>	<b>4,399,740.41</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	31,255.05
<b>Total Accounts Payable</b>	<b>31,255.05</b>
<b>Credit Cards</b>	
2010 · UMB Card Services...3219	50,194.40
<b>Total Credit Cards</b>	<b>50,194.40</b>
<b>Other Current Liabilities</b>	
2005 · Other Accrued Expenses	
2050 · Accrued Vacation Payable	51,715.66
<b>Total 2005 · Other Accrued Expenses</b>	<b>51,715.66</b>
2100 · Payroll Payable	
2100.09 · Disability Insurance	(104.80)
<b>Total 2100 · Payroll Payable</b>	<b>(104.80)</b>
<b>Total Other Current Liabilities</b>	<b>51,610.86</b>
<b>Total Current Liabilities</b>	<b>133,060.31</b>

**Altadena Library District**  
**Balance Sheet**  
As of July 31, 2018

09/21/18

Accrual Basis

	Jul 31, 18
<b>Long Term Liabilities</b>	
Deferred Inflows of Resources	
2601 · DIR - Pension Related	274,678.00
<b>Total Deferred Inflows of Resources</b>	274,678.00
2700 · Net Pension Liability	2,302,407.00
2701 · Net OPEB Liability	1,089,770.00
<b>Total Long Term Liabilities</b>	3,666,855.00
<b>Total Liabilities</b>	3,799,915.31
<b>Equity</b>	
3300 · Retained Earnings	1,044,907.88
Net Income	(445,082.78)
<b>Total Equity</b>	599,825.10
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,399,740.41</b>



*Honoring the past, cultivating the present, empowering the future*

## MINUTES

### Special Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

September 5, 2018 – 6:00 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 – 6:12 P.M.

<https://youtu.be/9khn03iNCrQ?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=3>

#### 2. ROLL CALL: <https://youtu.be/9khn03iNCrQ?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=8>

- a. Terry Andrues
- b. Ira Bershatsky
- c. Gwendolyn McMullins
- d. Betsy Kahn, President
- e. Armando Zambrano

#### 4. PUBLIC COMMUNICATION

<https://youtu.be/9khn03iNCrQ?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=28>

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

**Public Comment:** Rene Amy, Dale Gronemeier, Mary Landau, Skip Hickambottom

Trustee Kahn asked Acting Director Roy to speak on the Adoption of the Agenda. Acting Director Roy clarified his understanding of the Adoption of the Agenda for Special Meetings and noted he would seek clarification, if needed.

#### 5. NEW BUSINESS

- a. Designation of Acting District Director (**DISCUSSION/ACTION**)

<https://youtu.be/9khn03iNCrQ?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=780>

**Public Comment:** Monica Hubbard, Bridget Brewster, Rene Amy, Dale Gronemeier

Trustee Kahn asked Acting Director Roy to report on the immediate needs of the District when he leaves and thereafter.

Acting Director Roy reported that his last day will be September 21<sup>st</sup>, noting that there are a couple of options for the Board to consider for the transition of leadership and possible courses of action.

Trustee Kahn proposed that the Board consider having Estella fill in until the Board has a chance to consider all options, and that the Board create a subcommittee to consider those options.

Trustee Andrues provided his opinion regarding the interim position.

Monica Hubbard provided her comments.

Trustee Zambrano asked about the immediate tasks that will need to be taken care of when Ryan leaves.

Acting Director Roy noted that the Resolution is the most important task to be taken care of, also noting that there are other staff that take care of the day to day activities and that he has time to

train Stella on the remainder of the duties he has been taking care of as Director. He also noted that Stella can contact him should she have any questions.

Motion by Trustee Bershatsky to appoint Estella Terrazas acting Director as of September 22<sup>nd</sup>, 2018, if needed, until a longer-term interim Director has been hired.

Second by Trustee Andruess

Trustee Zambrano asked for clarification regarding the amount of time determined to be "longer-term".

Trustee Andruess noted that the language of the motion should be revised to say that Estella will take the position until a replacement Director, whether interim or full time, is found and put in place.

Amended Motion by Trustee Bershatsky to appoint Estella Terrazas acting District Director as of September 22<sup>nd</sup>, 2018, if needed, until a replacement Director, whether interim or full time, is appointed/hired.

Second by Trustee Andruess

Aye: 5

No:

Abstain:

**Motion Passed unanimously**

Motion by Trustee Bershatsky to create an ad-hoc subcommittee to fill the position of District Director if needed, and to bring back the recommendation to the Board.

Second by Trustee McMullins

Trustee Kahn and Trustee Andruess will serve on the Ad-hoc committee.

Trustee Andruess asked if there will be a deadline for the subcommittee to submit a recommendation. Trustee Kahn noted she will not be at the September regular meeting and that Trustee Andruess can provide an update.

Aye: 5

No:

Abstain:

**Motion Passed unanimously**

- b. Resolution 201807 - Designation of an additional signer for fiscal documents and Update to Authorized Representatives (**INFORMATIONAL/ACTION**)  
**Public Comment: Rene Amy, Dale Gronemeier**  
**Additional Public Comment: H. Shakur**

Trustee Kahn asked for no discussion in the audience.

Trustee Kahn reiterated that every aspect of what happens with the Library Director is under the purview of the Board, and that personnel matters are confidential.

Trustee Kahn asked for a motion to adjourn the meeting.

**7. ADJOURNMENT**

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

Motion by Trustee Andruess to adjourn the meeting.

Second by Trustee McMullins

Aye: Trustee Andruess, Trustee Bershatsky, Trustee Kahn, Trustee McMullins

No:

Abstain:

Meeting Adjourned at 7:07 p.m.



*Honoring the past, cultivating the present, empowering the future*

**MINUTES  
Regular Meeting**

Board of Library Trustees – Altadena Library District  
Community Room – Main Library - **August 27, 2018** – 5:00 p.m.

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

**1) CALL TO ORDER  
5:05 P.M.**

**2) ROLL CALL:** [https://youtu.be/ERy8d\\_NeRu0?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=16](https://youtu.be/ERy8d_NeRu0?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=16)

- a) Terry Andrues
- b) Ira Bershatsky
- c) Betsy Kahn, President
- d) Gwendolyn McMullins, Secretary
- e) Armando Zambrano - **Absent**

**3) ADOPTION OF AGENDA**

[https://youtu.be/ERy8d\\_NeRu0?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=42](https://youtu.be/ERy8d_NeRu0?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=42)

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

Public Comment: Mark Mariscal

Motion by Trustee McMullins to adopt the agenda, amended to move item 15 to 9c.

Second by Trustee Andrues

Aye: 4

No:

Abstain:

Absent: 1

**4) PUBLIC COMMUNICATION**

[https://youtu.be/ERy8d\\_NeRu0?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=164](https://youtu.be/ERy8d_NeRu0?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=164)

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

Public Comment:

Mark Mariscal, Monica Hubbard, Veronica Jones, Rene Amy, Dale Gronemeier, Patricia Cunliffe

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

[https://youtu.be/ERy8d\\_NeRu0?t=1177](https://youtu.be/ERy8d_NeRu0?t=1177)

**New Hires:**

**Resignations / Terminations:**

Sebastian Zelepin - FT Library Clerk II - July 24, 2018

**6) FINANCIAL REPORTS** [https://youtu.be/ERy8d\\_NeRu0?t=1202](https://youtu.be/ERy8d_NeRu0?t=1202)

- a) **Financial reports for June 2018 (INFORMATION/ACTION) (10 Minutes)** Page #

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

Public Comment: Rene Amy

Motion by Trustee Andrues to receive and file the Financial Reports

Second by Trustee McMullins

Aye: 4

No:  
Abstain:  
Absent: 1

**7) CONSENT CALENDAR (5 Minutes)** [https://youtu.be/ERy8d\\_NeRu0?t=1434](https://youtu.be/ERy8d_NeRu0?t=1434)

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

Public Comment: Rene Amy

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

- i) Approval of Minutes – Special meeting held June 11, 2018
- ii) Approval of Minutes – Regular Meeting held July 23, 2018
- iii) Statistical Reports – YTD – July 2018
- iv) Departmental Monthly Reports – July 2018
- v) District Director's Report – July 2018

Motion by Trustee Bershatsky to approve the items on the consent calendar

Second by Trustee Andruess

Aye: 4

No:

Abstain:

Absent: 1

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

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

**9) NEW BUSINESS**

[https://youtu.be/ERy8d\\_NeRu0?t=1664](https://youtu.be/ERy8d_NeRu0?t=1664)

- a) Overview of Summer Reading Program 2018 (INFORMATION)  
**Children's Librarian Christina McTighe reported**
- b) FY 2018-19 Budget Impact for Hiring a Librarian II Position (INFORMATION/ACTION)  
Public Comment: Mark Mariscal, Rene Amy

**Acting Director Roy reported on the need for the Librarian II position.**

**Teen Librarian Kate Shumaker presented a letter to the Board.**

Motion by Trustee McMullins to support the Acting Director in the plan to hire a Librarian II

Second by Trustee Bershatsky

Aye: 4

No:

Abstain:

Absent: 1

**REPORTS OF SUPPORT GROUPS (5 minutes)** [https://youtu.be/ERy8d\\_NeRu0?t=3062](https://youtu.be/ERy8d_NeRu0?t=3062)

Altadena Library Foundation

**Cynthia Carmona Reported**

Friends of the Altadena Library

**Mark Mariscal Reported**

**Public Comment: Bridget Brewster**

**10) 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) CONFERENCE WITH LEGAL COUNSEL RE EXISTING LITIGATION  
Pursuant to Government Code Section 54956.9(d)(1)  
Kittay v. Altadena Library District, et al.
- b) CONFERENCE WITH LEGAL COUNSEL RE ANTICIPATED LITIGATION  
Pursuant to Government Code Section 54956.9(d)(2)  
2 potential cases

**Public Comment: Rene Amy**

**The Board Went into Closed Session at 6:10 p.m.**

**11) RECESS BACK INTO OPEN SESSION**

**The Board came out of closed session at 7:49 p.m.**

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

**Trustee Kahn stated there was no reportable action**

**13) OLD BUSINESS**

- a) Los Angeles County and Municipal Consolidated Elections on November 6, 2018 (INFORMATION)  
Public Comment: Rene Amy [https://youtu.be/ERy8d\\_NeRu0?t=3907](https://youtu.be/ERy8d_NeRu0?t=3907)

Administrative Assistant Kylynn Chaney noted the clarification of the date for the new trustees taking office in December.

- b) Facilities Assessment Presentation and Discussion (INFORMATION/ACTION)  
Public Comment: Rene Amy, Mark Mariscal

**Building Projects Manager Jonathan Arevalo presented.**

**There was discussion between the Trustees and Acting Director Roy regarding upcoming projects.**

**14) CORRESPONDENCE**

**Public Comment: Rene Amy**

Administrative Assistant Kylynn Chaney noted that the Board Package had been corrected before the meeting from when it was previously released.

**~~15) REPORTS OF SUPPORT GROUPS (5 minutes)~~**

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

**16) REPORTS OF TRUSTEES**

**Trustee Kahn reported. [https://youtu.be/ERy8d\\_NeRu0?t=6459](https://youtu.be/ERy8d_NeRu0?t=6459)**

**17) AGENDA ITEMS FOR FUTURE AGENDAS**

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

**18) ADJOURNMENT [https://youtu.be/ERy8d\\_NeRu0?t=6553](https://youtu.be/ERy8d_NeRu0?t=6553)**

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

Motion by Trustee McMullins to adjourn the meeting

Second by Trustee Andrues

Aye: 4

No:

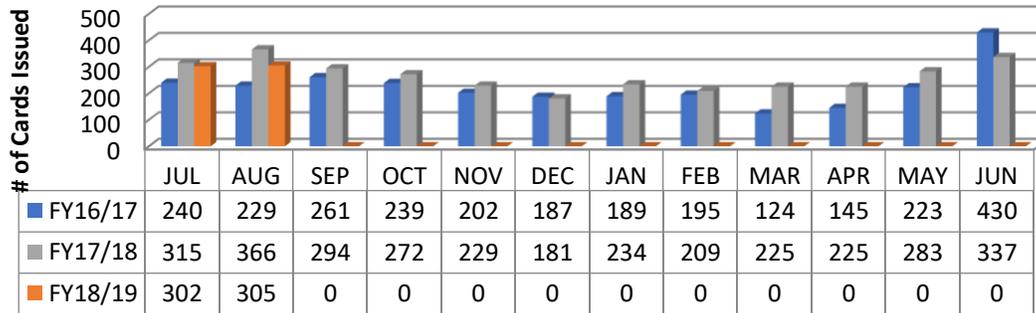
Abstain:

Absent: 1

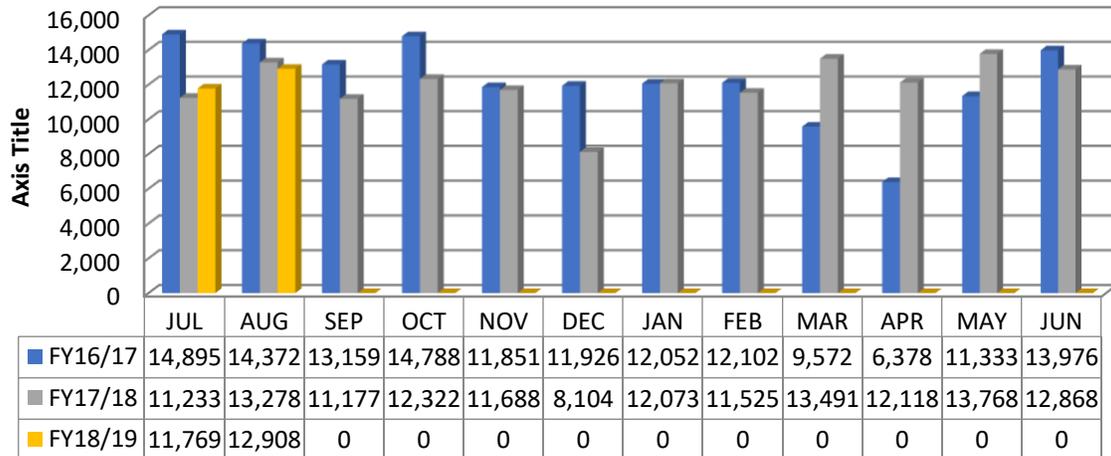
**Meeting adjourned at 8:34 p.m.**

## Statistical Graphs for the Month of August 2018

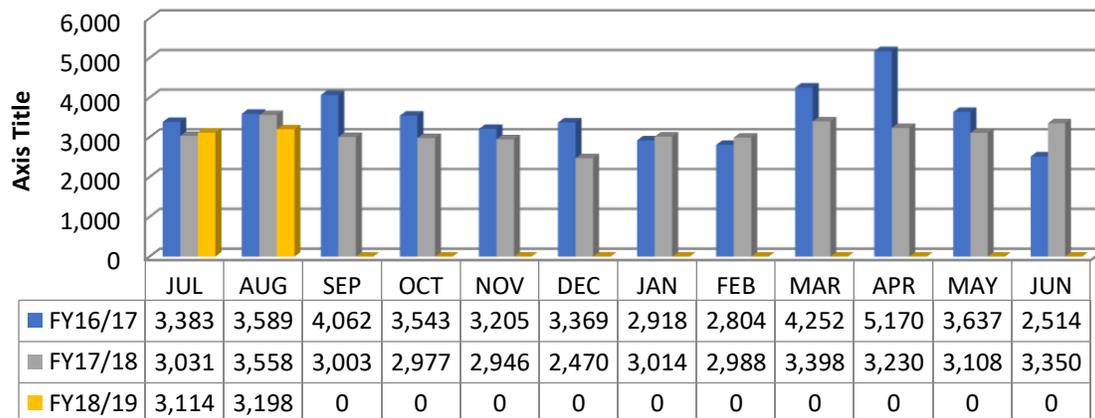
### New Cards Issued



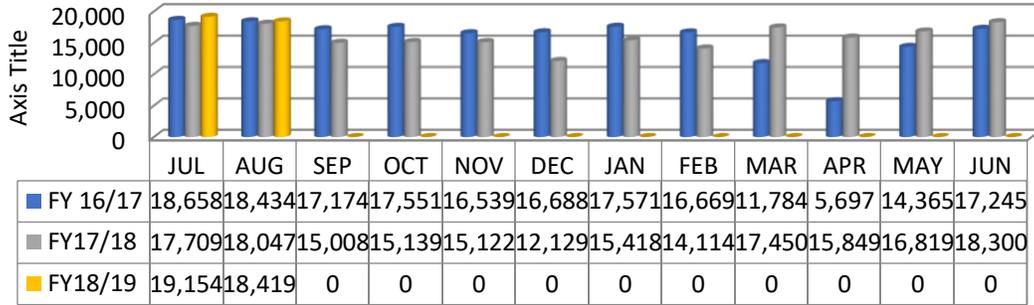
### Visitors - Main



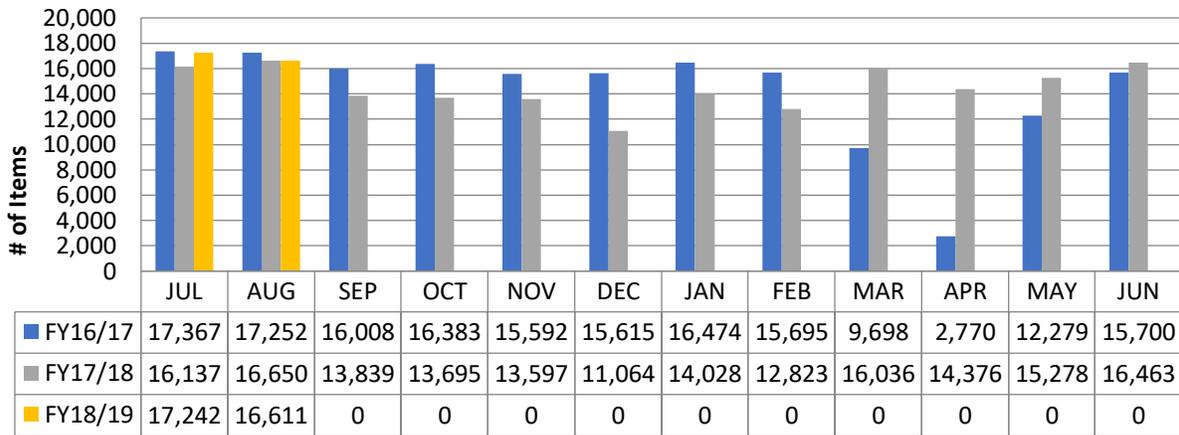
### Visitors - Branch



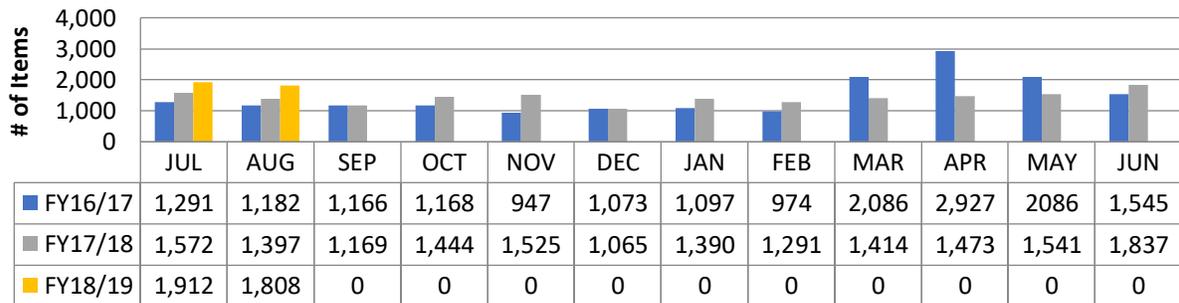
### Items Checked Out



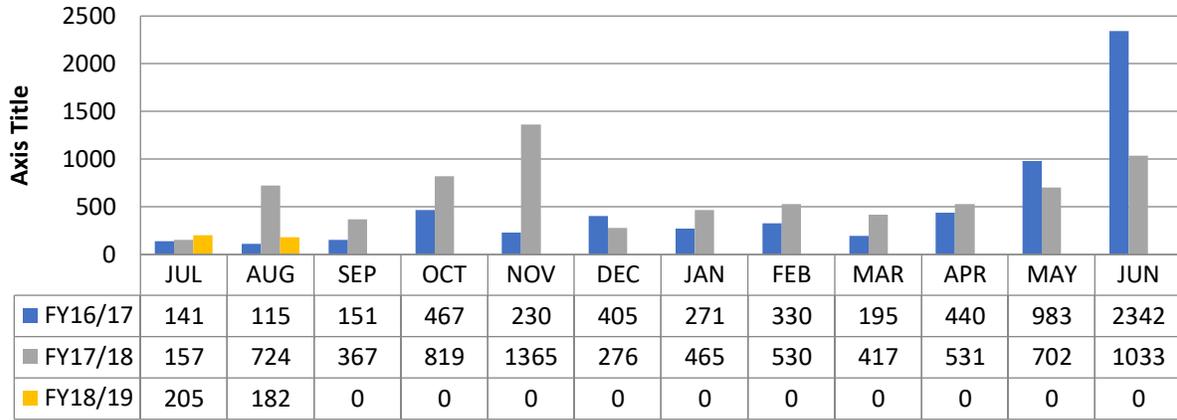
### Circulation Main



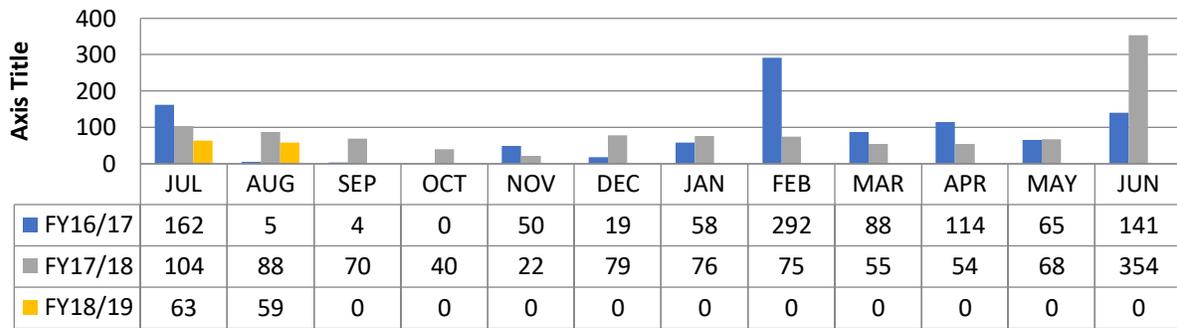
### Circulation Branch



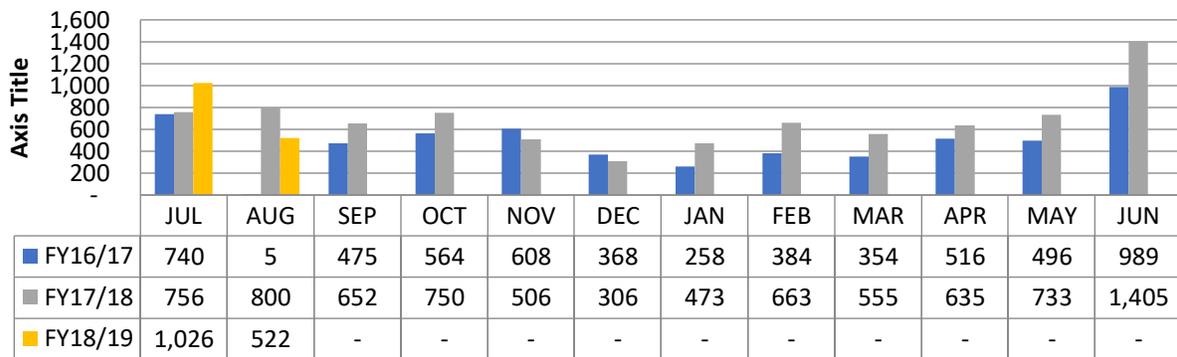
## Adult Program Attendance



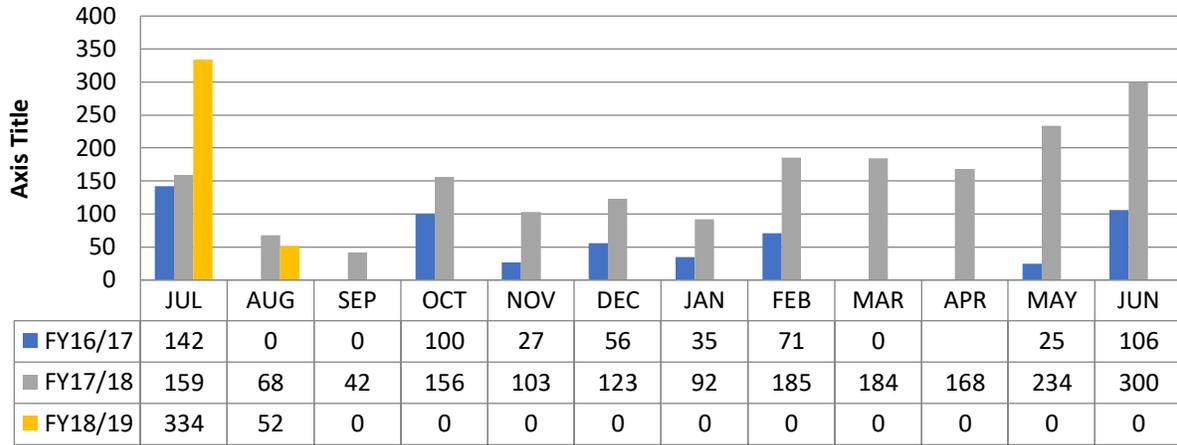
## Young Adult Program Attendance



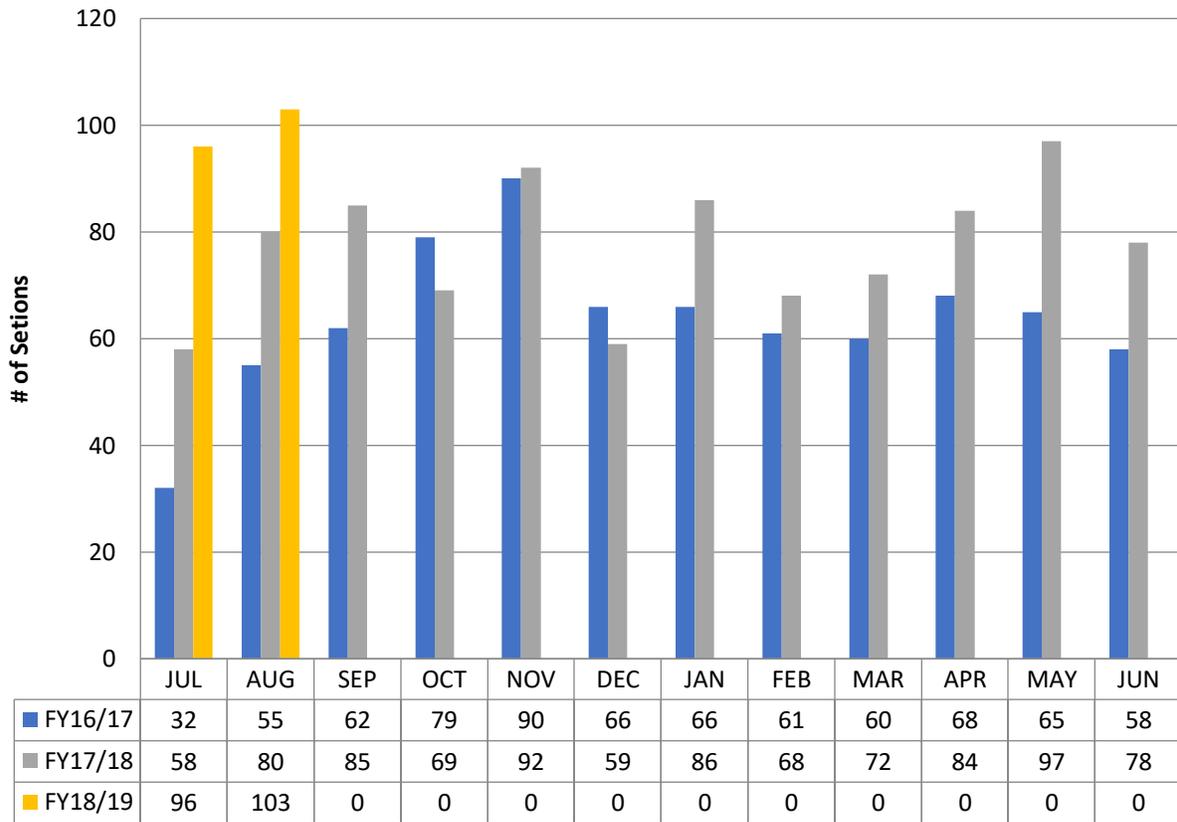
## Childrens Program Attendance



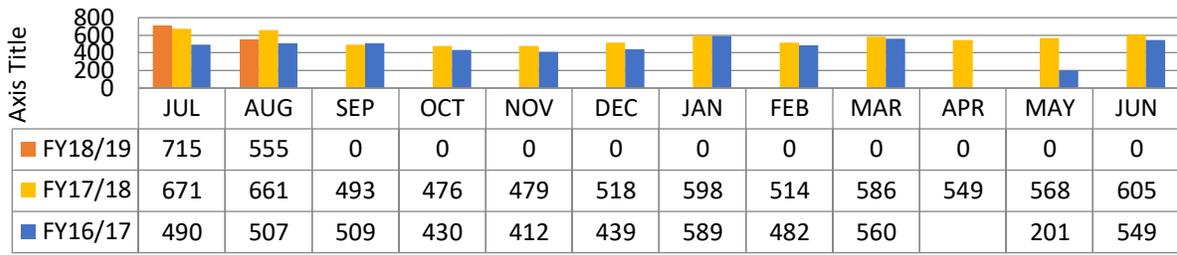
## Branch Program Attendance



## Literacy Tutor Sessions



## eBook Circulation



## Children's Board Report

August 2018

The summer is over, but the library remains.

Despite a two week programming hiatus at the beginning of our month, the Children's department kept up a steady bustle. For patrons aged 0-5 and their families, we hosted 23 programs which saw 480 patrons. For elementary aged students, we hosted 5 programs for 42 patrons. We also visited three schools and saw 260 parents and students. August and September tend to be slower months for our bigger kids, as they are easing back into the school year. However, anecdotal evidence from the children's room floor shows that they are actively using the library.

The library also attending back to school nights at Altadena Arts Magnet and Jackson Elementary. The PTAs and administrations were kind enough to give us a space to sign folks up for library cards, talk about Overdrive and our other e-resources, and all of the programs that we have coming up at the library this fall. Both events were incredibly well-attended, and we were able to meet and talk with a lot of local families—including some of our preschoolers-turned-kindergarteners!

Speaking of the end of summer, we also hosted our huge end of summer movie event here at the library on Saturday, August 18! Between the burritos, the Kona Ice, the crafts, the VIP readers, Dorothy and her gang, and more glow sticks than anyone really thought existed in the world, we all had great time. Ryan was on hand to draw winners for the Adult Summer Reading, and we celebrated the 145 early literacy and elementary readers who read for 24 hours as a part of our Summer Reading programs. Estimates put attendance at around 350-400 people, from little babies (in costume!), to families, to seniors on comfy lawn chairs. The event was a huge success, and a special thanks to Mikayla for all of her hard work in the months leading up to it, and to all of the staff and volunteers who helped out to make it a fantastic event for everyone.

August also saw the return of our Pages and Popcorn tween book club. Ms. Amanda welcomed back a bunch of her kids from last year, and a few new faces, as well! The first book that they read for this year's program was WONDER by RJ Palacio.

We also continue our e'er eternal weeding program. We were able to work our way through lists of J Collection items that hadn't circulated in more than 4 years. This helped us to cull a great deal of unused materials, as well as to classify some items as "missing"—meaning they hadn't been checked out because they hadn't been on the shelves. We have a plan for our books that are in good condition, though, so stay tuned.

We're also very happy to welcome Ben Youngstrom to our team. Ben is our new Clerk I! He brings a load of enthusiasm and curiosity to our desk, and we're so glad to have him!

## Volunteer Report August 2018

The month of August was another fabulous month for our community members who serve at The Altadena Library.

### Gardeners and Girl Scouts.

Girl Scouts returned at harvested most of the pumpkins that they planted earlier in Spring. They were very pleased and quite proud of their results after months of returning to tend to, and water their patch. In addition, the library is left with a nice crop of pumpkins to decorate our space and share with the children who will attend our Halloween costume swap coming up in October!

Our outdoor spaces continue to grow and thrive with the assistance of gardening volunteers. This month we are especially grateful for all the work done by Robert and Bernhild, who have shown up in the early morning hours and helped to weed, water and enhance our outdoor space for everyone's enjoyment.



### Movie night

The end of Summer Reading movie night was a successful collaboration of several departments and volunteers were once again present to lend a hand where needed. 9 volunteers showed up and helped welcome movie goers and hand out rewards to Summer Reading winners. They served popcorn and water, helped with crafts and did such a fabulous job of assisting with set up and clean up. Our volunteers continue to be such valuable contributors to all of our library events.



### Stargazing

This Mid-August nature provided us with such a rare stargazing opportunity, with clear nights and several planets and formations on display along with a crescent moon. Thanks to volunteers from our local community and JPL we were able to provide several telescopes and knowledgeable people who were enthusiastic about explaining what could be seen. We look forward to more nights of partnership and education with our local scientists and enthusiasts!



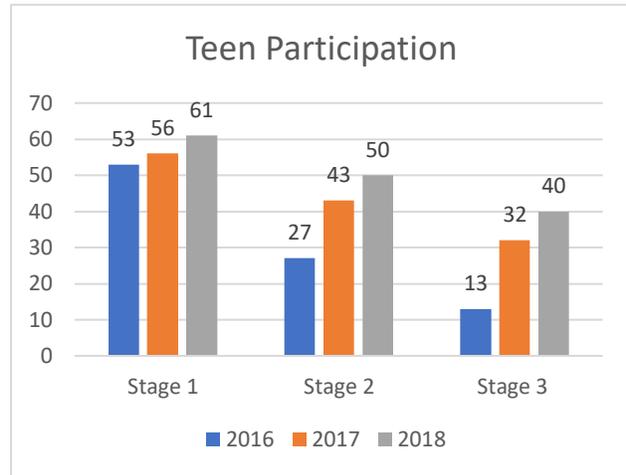
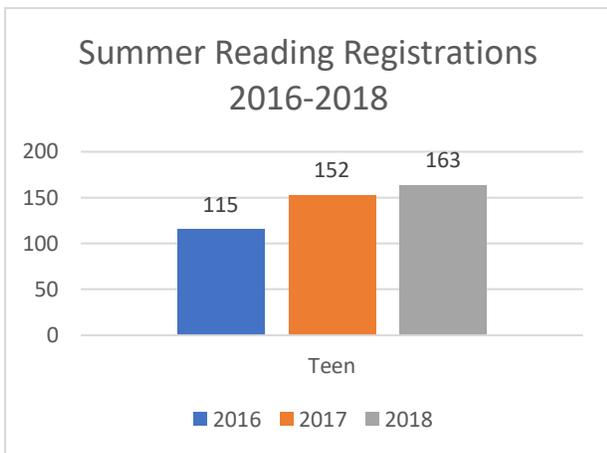
**Volunteer Hours at The Altadena Library District: 472.5**

<b>Activity</b>	<b>Hours</b>
Altadena Library Foundation	13
Children's Programs	12.5
Circulation	1.5
Fab Lab/3D Printing	46
Friends Of The Altadena Library	141.5
Gardening	47
Literacy Tutor	133
Shelf Reading	4.5
Shelf Reading Children's	2.5
Shelving	28
Special Events	40
Summer Reading Sign In	3

# Board Report August 2018

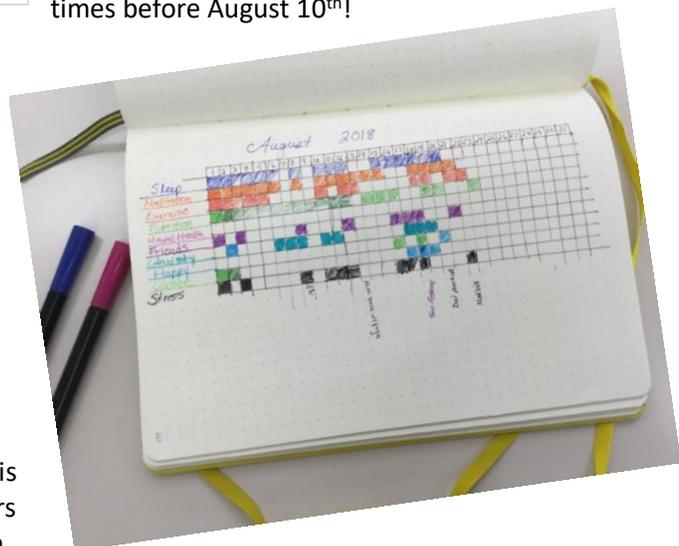
## Teen Services

August is a transitional month for teen services. The Summer Reading Program winds down, and school starts back up for most area students. As was shared at the last board meeting and you can see from the charts, Teen participation in the Summer Reading Program has increased dramatically with more and more participants registering for and completing the program.



The teen department took the first two weeks of August off from programming to give us some time to prepare programs for the school year. During this time, I worked on several collection projects and gave the teens access to the library’s video game consoles. We hosted impromptu gaming sessions 5 times before August 10<sup>th</sup>!

Programming kicked back off on the week of August 13<sup>th</sup> with our FabLab Open hours. We also hosted the first of our educational series, where 9 teens learned the basics of bullet journaling. Teen Game Zone saw a resurgence of popularity now that it has been moved back to Friday.



While working with collection development, I realized that most of my statistics were inaccurate due to the majority of my graphic novels and nonfiction being listed as fiction. This led to artificially high fiction circulation numbers for fiction and low graphic novel and nonfiction numbers. I cleaned up the collection so now my statistics are falling into the correct categories. The data that I have since gathered shows me that around 40% of total Young Adult check outs are actually graphic novels. Using this new information, I will be able to adjust the proportion of my budget that is devoted to graphic novels to increase and improve this area of the collection. I look forward to seeing more accurate statistics in the future.

This school year, I am focusing on my relationships with area schools. In late August, I reached out to Eliot and Muir with plans to reach out to Aveson and Waldorf in September. Both schools responded quickly, and plans are in place to attend Back to School nights in September and hopefully address teachers at a staff meeting. I met with teachers from Oak Knoll Middle School and set up a date for the first of many school visits. I am excited about the potential for partnerships that are being opened this year.

August was a great month for professional development! I was able to attend School Library Journal's Teen Live all day webinar series, although I had to watch the recorded versions after the fact! I also registered for 3 webinars that I still haven't had time to watch yet. They are on my list for the next few weeks.



I also did some research into scheduling regular coding classes in the FabLab. I reached out to several coding schools and formed a partnership with Coding Dojo, who will teach a class in October. I want to start a Girls Who Code club but am currently looking for a facilitator to get it off the ground. I am really excited to offer this to the community.

## Bob Lucas Branch | August 2018 Report

### Library News

#### Programs

The Bob Lucas Library had its regularly scheduled programming hiatus during the first three weeks of the month. Library services were available, but programming like storytime and crafts were on break. With some downtime, we were able to plan children's and adult's craft programming for the remainder of 2018. We have great seasonal crafts arranged and Chloe designed a 4-quadrant flyer to promote the children's activities.



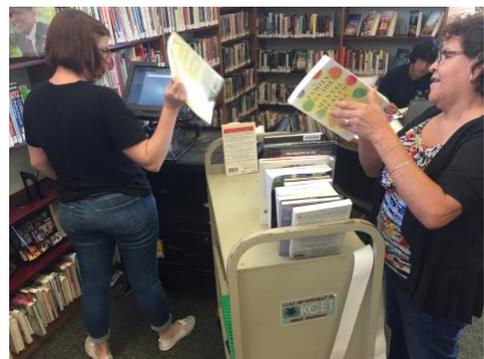
Our **3D Printing Services** was temporarily unavailable as one of the mounts on the Mini Lulzbot broke and needed replacing. Christopher ordered the part and installed it within a week of it being down. Service remained stalled, however, when print jobs only partially completed. With some tinkering, the 3D printer is back up and running again.

Regular programming resumed with **Bilingual Storytime** on the third Tuesday of every month. Amanda leads the program that is usually attended by toddler aged participants and their caregivers. This month's **Family Film Friday** showed Wes Andersen's *Isle of Dogs* and as usual, we received a modest crowd who munched on popcorn.



#### RFID Tagging of Bob Lucas Library Collection

The Bob Lucas Library planned to start the RFID process of tagging its collection during the scheduled down time, however, hardware malfunction pushed back the start date to the following week. Another tagging trolley was delivered directly to Bob Lucas location and Christopher made sure everything was up functioning prior to Stella and Diana starting the process. A couple more bumps in the road after the initial start, but we are now making progress. Modesta and Rebecca have finished tagging the Adult Fiction collection and are moving on to non-fiction. Over 1,000 books have been tagged and encoded!



## ***Literacy News***

### ESL

The District's ESL classes are a major component of the Adult Literacy Program. ESL classes are facilitated by the ALD's long time staff member, Modesta Nava. The classes are held four times a week from Monday-Thursday and each session runs from 10:30am-noon. These classes are designed for beginner learners and instruction consists of individual and group work that aims to improve reading, writing and speaking. A little less than a third of our current Adult Literacy learners started out in ESL class before moving on to one-on-one tutoring.

Our ESL classes are student-centered. Students take an active role in their learning of the English language and Modesta works to make lessons relevant to the student's lives, which involve basic conversational skills and vocabulary that support daily activities. This summer, the ESL class welcomed two Taiwanese students, Ya Chu and Nora, who were visiting for the summer. While these ladies were only with us for a short time, they found value from our ESL class. They enjoyed the experience so much that they individually wrote letters to Modesta. I'd like to share some of the praise here:

*"I am very happy in this summer vacation because I chose to come here to join the English class in the Bob Lucas Memorial Library...it is my pleasure to meet [Modesta, who helped] improve my conversation ability in a short time...we make many new friends here and sharing different culture...it is a really good memory of my trip."*  
(Nora)

*"Although I join this class not very long, I can clearly feel my improvement in English conversation. I learn a lot from the class. It is not only speaking English, but also intercultural communication. Now I have even more confidence to talk to foreigners. Thanks for everything!"* (Ya Chu)

### Citizenship Classes

Citizenship is starting up again this September with registration on Tuesday, September 18 and instruction beginning on the following Tuesday evening, September 25<sup>th</sup> at 6pm. This semester will run until early February 2019. SGVLC will again provide a trained instructor to teach the Tuesday evening classes.

### New Program: Conversation Classes

I am excited to report that our Adult Literacy program is expanding its offerings to include English Conversation! We will be launching a conversation class in late-October, facilitated by a volunteer with ESL experience. Classes will be offered every Tuesday, from 10:30am-noon for ages 18+. This conversation group aims to support those who wish to improve their pronunciation, speaking and listening skills. More details to come.

## Adult Services Department – August 2018 – Highlights

In August the Adult Summer Reading Program was wrapped up. This summer's program encouraged adult participants to attend library as well as read. There was a total of 247 registrants who read a total of 78,719 minutes or 1,312 hours of reading!

The One Point of Service team members also assisted with the children's and teen's summer reading programs in promotion, logging hours, and handing out prizes to visitors at the main information desk.



Summer reading grand prize winner, Susan presented with a gift card.

Our Library Clerk, Helen C. led her second Mindful Meow at the Main Library. Participants engaged in light movement, mindfulness activities, and guided meditation as a group in the open air.



This month's Seed Library workshop, presenter Azita Banu, a community builder that specializes in edible landscaping and seed gardens spoke about plant families and their life/pollination cycles. Banu also talked about how an urban setting might determine which seeds are saved, discussed tips on germination, demonstrated a few methods of cleaning and storing seed for long term, and explained a short history of seed with emphasis on current seed patent laws.



We held our first ever Star Gazing Night! JPL scientists William Owen and Jeffrey Stuart helped participants gaze upon the summer night sky. Amateur astronomers brought their telescopes to share with fellow moon and venus viewers. Thanks to Yuni La Fontaine for coordinating this event. Yuni delighted kids with their own glow sticks as they learned about the night sky.



Bruce, an attendee stated after the event, "...what a rare and wonderful opportunity this turned out to be: to view such a phenomenal "parade" of major solar system bodies under almost ideal conditions (both comfort wise and vision wise); views that are essentially undiminished by even moderate light pollution -- and can actually benefit from the stable, stagnant atmosphere often present in the LA area..."



Local favorite, Kres Mersky delighted audiences with a reading of hilarious and off-beat one-acts and monologues, entitled Tiny Baby.



Play Music on the Porch Day started out as an idea... "What if for one day everything stopped... and we all just listened to music?" Presented by the Library's Open Mic Night and volunteer, Lennart, the Library joined thousands of musicians in at least 40 countries and 400 cities around the world in by hosting a small jam session on the shaded Main Library lawn. Local musicians jammed together on a beautiful summer afternoon.



Back by popular demand, we held the first two sewing classes. The sewing class for beginners is taught by Naomi Lewis. Sewing machines, fabric, and equipment was provided, free of charge to students. In this series of 5 classes students will learn to create a drawstring bag, pillow case, 9 patch pillow, tote bag, and zipper purse.



The storytelling jam sessions led by Lance Anderson concluded this month. In this condensed summer workshop series, students created a five-minute story. The emphasis was on the poetic use of language to say more with fewer words. Writing and performance exercises were used throughout the summer culminating in a live reading/performance.





**BOARD OF LIBRARY TRUSTEES  
STAFF REPORT**

**DEPARTMENT: Finance**

**MEETING DATE: September 26, 2018**

**PREPARED BY: Nicole Fabry**

**LOCATION: Community Room**

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**TITLE:** Review of CalPERS 2019 Monthly Premiums for Contracting Agencies Los Angeles Area Region, effective January 1, 2019 through December 31, 2019.

**BACKGROUND:**

Beginning September 10 through October 5, 2018, Altadena Library Employees will have the opportunity to change Health Plans during Open Enrollment. This year there are two health plans that fall below the district contribution of \$500 per employee, resulting in a small savings for the district.

Attached is the CalPERS 2019 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 2019 Monthly Premiums for Contracting Agencies Los Angeles Area Region rates for Actives and Annuitants".

**CalPERS 2019 Monthly Premiums for Contracting Agencies**  
**Los Angeles Area Region**  
**Los Angeles, San Bernardino, Ventura**

**Actives and Annuitants**  
**Effective Date: 1/1/2019 - 12/31/2019**

**Basic Monthly Rate (B)**

<b>PLAN</b>	<b>Employee Only</b>	<b>Plan Code</b>	<b>Party Rate</b>	<b>Employee &amp; 1 Dependent</b>	<b>Plan Code</b>	<b>Party Rate</b>	<b>Employee &amp; 2+ Dependents</b>	<b>Plan Code</b>	<b>Party Rate</b>
Anthem HMO Select	\$627.07	413 1	1	\$1,254.14	413 2	2	\$1,630.38	413 3	3
Anthem HMO Traditional	878.48	402 1	1	1,756.96	402 2	2	2,284.05	402 3	3
BSC Access+	669.75	144 1	1	1,339.50	144 2	2	1,741.35	144 3	3
Health Net Salud y Más	356.50	443 1	1	713.00	443 2	2	926.90	443 3	3
Health Net SmartCare	584.27	408 1	1	1,168.54	408 2	2	1,519.10	408 3	3
Kaiser Permanente	618.64	306 1	1	1,237.28	306 2	2	1,608.46	306 3	3
PERS Choice	654.50	321 1	1	1,309.00	321 2	2	1,701.70	321 3	3
PERS Select	420.77	080 1	1	841.54	080 2	2	1,094.00	080 3	3
PERSCare	843.78	326 1	1	1,687.56	326 2	2	2,193.83	326 3	3
PORAC	774.00	207 1	1	1,623.00	207 2	2	2,076.00	207 3	3
UnitedHealthcare	669.61	428 1	1	1,339.22	428 2	2	1,740.99	428 3	3

**Supplement/Managed Medicare Monthly Rate (M)**

<b>PLAN</b>	<b>Employee Only</b>	<b>Plan Code</b>	<b>Party Rate</b>	<b>Employee &amp; 1 Dependent</b>	<b>Plan Code</b>	<b>Party Rate</b>	<b>Employee &amp; 2+ Dependents</b>	<b>Plan Code</b>	<b>Party Rate</b>
Anthem Traditional Med Adv Health Only	\$357.44	271 1	4	\$714.88	271 2	5	\$1,072.32	271 3	6
Anthem Traditional <sup>1</sup> Med Adv Health/Dental/Vision	357.44	166 1	4	714.88	166 2	5	1,072.32	166 3	6
Kaiser Senior Adv	323.74	316 1	4	647.48	316 2	5	971.22	316 3	6
Kaiser Senior Adv/Dental <sup>2</sup>	323.74	493 1	4	647.48	493 2	5	971.22	493 3	6
PERS Choice Med Supp	360.41	331 1	4	720.82	331 2	5	1,081.23	331 3	6
PERS Select Med Supp	360.41	081 1	4	720.82	081 2	5	1,081.23	081 3	6
PERSCare Med Supp	394.83	336 1	4	789.66	336 2	5	1,184.49	336 3	6
PORAC Med Supp	513.00	208 1	4	1,022.00	208 2	5	1,635.00	208 3	6
UnitedHealthcare Grp Med Adv/PPO Health Only	299.37	382 1	4	598.74	382 2	5	898.11	382 3	6
UnitedHealthcare <sup>3</sup> Grp Med Adv/PPO Health/Dental/Vision	299.37	383 1	4	598.74	383 2	5	898.11	383 3	6

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

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

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



September 26, 2018

Chase Bank  
Attn: Jay Crews  
jay.crews@jpmorgan.com

RE: Authorized Representatives, Authorized Signers and Unauthorized Signers

To Whom It May Concern –

The following is a list of **Authorized Representatives:**

1. Mindy Kittay District Director

The following is a list of **Authorized Signers:**

1. Mindy Kittay District Director
2. Estella Terrazas Acting District Director / Public Services Director

The following is a list of employees who need **to be added as Authorized Representatives:**

1. Estella Terrazas Acting District Director / Public Services Director

The following is a list of employees who need **to be added as Authorized Signers:**

1. Christina Mctighe Youth Services Librarian II

The following is a list of employees and board trustee members who are **no longer authorized signers and/or representatives:**

1. Tina Wallin
2. Meredith McKenzie
3. David Tuck
4. Ryan Roy

Please make these necessary changes to our account.

Sincerely,

Estella Terrazas  
Acting District Director / Public Services Director  
eterrazas@altadenalibrary.org

600 E. Mariposa Street, Altadena, CA 91001 ♦ 626-798-0833



**RESOLUTION No. 201807  
ESTABLISHING AUTHORIZED SIGNATURES**

**WHEREAS**, the Chase Bank requires a resolution from the governing body of the Altadena Library District listing the authorized signers on all bank accounts and safe deposit box whenever a change occurs, therefore be it

**RESOLVED**, that the bank is authorized to pay out funds from the following accounts with any two (2) signatures of the individuals whose names and titles are listed below on behalf of the Altadena Library District:

<u>Account Type</u>	<u>Account Number</u>
1. Business Money Market Account	on file
2. Business Checking	on file
3. Business Checking	on file

<u>Authorized Representatives</u>	<u>Title</u>
1. Mindy Kittay	District Director
2. Estella Terrazas	Acting District Director

<u>Authorized Signers</u>	<u>Title</u>
1. Mindy Kittay	District Director
2. Estella Terrazas	Acting District Director
3. Terry Andrues	Trustee
4. Betsy Kahn	Trustee
5. Christina McTighe	Children's and Family Services Librarian II

Adopted at the regular meeting of the Board of Trustees of the Altadena Library District the 24th day of September 2018.

By: \_\_\_\_\_  
Gwendolyn McMullins, Secretary

By: \_\_\_\_\_  
Terry Andrues, Board member

\_\_\_\_\_  
September 24, 2018  
(Date adopted and approved)



Board of Library Trustees  
Altadena Library District  
600 E. Mariposa Street  
Altadena, CA 91001

August 28, 2018

Dear Altadena Library Board of Trustees:

I am writing to inform you that I will be resigning from my position with the Altadena Library District as the Acting District Director (and the Public Services Director). My last day of work will be September 21<sup>st</sup>, 2018.

Even in its challenges, working for the Altadena Library District these past three years has been an honor and a privilege, and as I move on to explore new opportunities in the field of librarianship, I do so with much more knowledge, insight, and experience than when I started. I am deeply appreciative of the time I have spent serving this community and working alongside the wonderful staff, volunteers, and support organizations for this library.

I look forward to working with the Board and the library staff to ensure a smooth transition of leadership over the next few weeks. Finally, I would like to thank the Board of Trustees for your continued support and guidance in my time as the Acting District Director.

Sincerely,

A handwritten signature in black ink, appearing to read "Ryan Roy", written in a cursive style.

Ryan Roy



August 15, 2018

Ryan Roy, Interim District Director  
Altadena Library District  
600 E. Mariposa St.  
Altadena, CA 91001-2211

[wroy@altadenalibrary.org](mailto:wroy@altadenalibrary.org)

Dear Mr. Roy:

We're happy to provide funds for the fiscal year that began July 1, 2018 to support your California Library Literacy Services program and the important work you, your staff and volunteers do in your community.

The recently signed state budget continues California Library Literacy Services funding at \$4.82 million and adds \$2.5 million for family literacy.

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

There are three parts to the library's [funding formula](#):

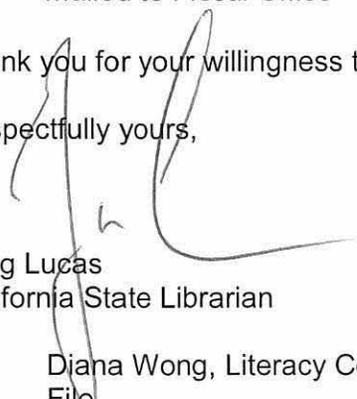
1. A *baseline* amount (\$18,000) for each approved literacy program to provide libraries with the funding needed to deliver a minimum level of local literacy staffing and services;
2. A *per capita* amount per adult learner served in the previous year; and
3. A *match* on local funds raised and expended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

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

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

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

Respectfully yours,

  
Greg Lucas  
California State Librarian

cc: Diana Wong, Literacy Coordinator (via email: [dwong@altadenalibrary.org](mailto:dwong@altadenalibrary.org))

File

Enc.: Claim Form

**Subject:** FW: Conduct of ALD trustee Ira Bershatsky  
**Date:** Tuesday, August 28, 2018 at 6:35:49 PM Pacific Daylight Time  
**From:** William Ryan Roy  
**To:** Klyynn Chaney

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**From:** rene@amiableconstruction.com <rene@amiableconstruction.com>  
**Sent:** Thursday, July 26, 2018 7:07 PM  
**To:** Betsy Kahn <bkahn@altadenalibrary.org>; William Ryan Roy <WRoy@AltadenaLibrary.org>  
**Subject:** RE: Conduct of ALD trustee Ira Bershatsky

To the Altadena Library District Board of Trustees:

I disagree with Ms. Kahn's assessment of the situation, and request a formal review of the matter.

Mr. Bershatsky approached me after setting down his board materials at his place at the board members table, just prior to the official beginning of the board meeting, and then approached me in the meeting room in order to engage me in conversation.

When the conversation was over, Mr. Bershatsky returned to the board table and sat down.

Mr. Bershatsky was clearly acting in his role as a member of the board of trustees of the Altadena Library District at the time he made his offensive and hurtful comments to me.

Elected officials are never really able to remove themselves from their duties and responsibilities, and ALD board members, while in the Library - to say nothing of being in the Library board's meeting room moments before a meeting is called to order - should act in a manner that properly represents the Library.

If Mr. Bershatsky is allowed free rein by other members of the ALD board to act in such a manner towards a Library constituent, volunteer, and donor while in the Library and moments before a board meeting begins, it is truly a sad reflection of the state of affairs.

Please let me know when and how you plan to proceed with my request for a formal review of this matter.

Sincerely,

Rene Amy  
Amiable Construction  
[www.AmiableConstruction.com](http://www.AmiableConstruction.com)  
(626)639-6622 (office)  
(626)497-2279 (cell)  
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----- Original Message -----

Subject: Re: Conduct of ALD trustee Ira Bershatsky  
From: Betsy Kahn <[bkahn@altadenalibrary.org](mailto:bkahn@altadenalibrary.org)>  
Date: Thu, July 26, 2018 6:34 pm  
To: "rene@amiableconstruction.com" <[rene@amiableconstruction.com](mailto:rene@amiableconstruction.com)>, William Ryan Roy <[WRoy@AltadenaLibrary.org](mailto:WRoy@AltadenaLibrary.org)>

[Blind-copied to Trustee Ira Bershatsky]

Dear Rene,

I spoke with Trustee Ira Bershatsky about the exchange you described, and he reports what happened on Monday evening in essentially the same manner.

This was clearly a private conversation between two individuals, which happened to take place at the library before a meeting was called to order in reference to an event it seems both of you plan to attend that has nothing to do with the library.

As far as the Altadena Library District Board of Trustees is concerned, this matter is closed.

Betsy Kahn  
Trustee and Board President

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**From:** [rene@amiableconstruction.com](mailto:rene@amiableconstruction.com) <[rene@amiableconstruction.com](mailto:rene@amiableconstruction.com)>  
**Sent:** Tuesday, July 24, 2018 10:47 AM  
**To:** Betsy Kahn; William Ryan Roy  
**Subject:** Conduct of ALD trustee Ira Bershatsky

To the Altadena Library District Board of Trustees:

I write out of concern about the behavior of Ira Bershatsky, a member of the Altadena Library District's board of trustees, at the board's meeting of July 23, 2018.

Prior to the beginning of the meeting, as the public gathered in the Library's community room, Mr. Bershatsky approached me and off-handedly asked whether I would be cooking at the upcoming National Night Out event. National Night Out is a community-relations event put on each year by policing agencies across the country, and last year I had the privilege of volunteering my large event grill and several hours of my time cooking dinner for the over one hundred attendees at the Los Angeles County Sheriff's Department NNO event in our community.

When I replied, that yes, I'd be cooking, Mr. Bershatsky dryly replied to me, "Don't spit in my family's food," and turned and walked away.

I was more than a bit taken aback by Mr. Bershatsky's comment at the time - and more so as I thought about it.

While Mr. Bershatsky and I have our differences, he was acting as an official representative of the Library when he spoke to me, and I believe that trustees are expected to project a welcoming, inclusive, and friendly attitude toward Library patrons.

Mr. Bershatsky's directive ("Don't spit in my family's food.") was anything but welcoming, inclusive, and friendly. Rather, Mr. Bershatsky's comment was offensive and hurtful.

I expect that the board of trustees will take appropriate action with regards to this matter, and at least publicly reprimand or censure Mr. Bershatsky for his actions.

Please do not hesitate to contact me if you have any questions or concerns.

Sincerely,

Rene Amy

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**Subject:** FW: Demand that ALD Board Secure Separate Legal Counsel  
**Date:** Tuesday, August 28, 2018 at 6:34:46 PM Pacific Daylight Time  
**From:** William Ryan Roy  
**To:** Klyynn Chaney

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**From:** rene@amiableconstruction.com <rene@amiableconstruction.com>  
**Sent:** Friday, August 03, 2018 7:56 AM  
**To:** William Ryan Roy <WRoy@AltadenaLibrary.org>; Betsy Kahn <bkahn@altadenalibrary.org>  
**Subject:** Demand that ALD Board Secure Separate Legal Counsel

Mr. Roy and the Altadena Library District Board of Trustees:

I write out of concern that the law firm of Best Best & Krieger claims to represent both the Altadena Library District ("Library") and the Altadena Library District board of trustees ("board") - two distinct parties (such that BB&K spells each out separately and distinctly when and as needed), who have different interests in the same legal matter.

For example, in an email dated 10/24/2017, board member, and then-board president, Ira Bershatsky made it clear that he viewed "the staff and community" as "soldiers" in a perceived "war" against the board. This email was sent to then-board member, and next-in-line-to-be-board president, John McDonald. (Mr. McDonald, of course, is the man who initially approached BB&K about representing the board, and Mr. McDonald sought to have BB&K hired by the board. Mr. McDonald precipitously resigned as board president, and from the board as a whole, the morning after allegations of illegal activity on the part of the board (activity at the heart of the current legal matter) were made public.)

This email makes it clear that the interests of the Library and of the board simply cannot align in matters concerning the board's illegal conduct, and that it is ethically unacceptable for BB&K to concurrently represent both parties.

Public records produced to date make it clear that the board (contrary to repeated Library staff instructions and guidance) repeatedly schemed and conspired to violate - and did, in fact, repeatedly violate - California state law. Records show that the board repeatedly met via illegal secret email meetings and, at least once, in person an illegal secret face-to-face meeting.

It is my quite-limited understanding that the last private law firm retained by the Library abruptly resigned due to contact from Mr. Bershatsky, realizing that it could not represent two parties with differing interests (or, as Mr. Bershatsky so succinctly put it , at "war" with each other) in the same matter.

As a constituent, as a volunteer, and as a donor to the Library, I demand that the board secure separate legal counsel so that the interests of the Library remain paramount in this ever-more-consuming legal matter.

The board went rogue, and its illegal activities and the resulting legal quagmire need to be divorced from the Library, the Library staff, and the Library community to the degree legally possible.

Sincerely,

Rene Amy  
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**Subject:** FW: Conduct of ALD trustee Ira Bershatsky

**Date:** Tuesday, August 28, 2018 at 6:35:23 PM Pacific Daylight Time

**From:** William Ryan Roy

**To:** Klylynn Chaney

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**From:** rene@amiableconstruction.com <rene@amiableconstruction.com>

**Sent:** Tuesday, July 24, 2018 10:47 AM

**To:** Betsy Kahn <bkahn@altadenalibrary.org>; William Ryan Roy <WRoy@AltadenaLibrary.org>

**Subject:** Conduct of ALD trustee Ira Bershatsky

To the Altadena Library District Board of Trustees:

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I expect that the board of trustees will take appropriate action with regards to this matter, and at least publicly reprimand or censure Mr. Bershatsky for his actions.

Please do not hesitate to contact me if you have any questions or concerns.

Sincerely,

Rene Amy

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Patricia Cunliffe  
3010 Highview Ave  
Altadena, CA 91001

September 19, 2018

Altadena Library Board of Trustees  
Altadena Library  
600 E. Mariposa St.  
Altadena, CA 91001

Dear Esteemed Library Board Members,

A few board meetings ago I asked a question of the Altadena Library District Board of Directors. I mean no disrespect, but please understand that if I ask a question, it is not for the sake of hearing my own voice, but because I believe that the Altadena community, the library staff and myself, would appreciate hearing an answer. So, I repeat my question, this time in writing:

Please explain how it is in the best interest of the Altadena Library Community to spend approximately \$30,000.00 a month on attorney fees? Especially compared to less than \$25,000.00 spent on legal fees, in prior years, for an entire year?

You are also spending more than \$10,000.00 a month to keep the current ALD Director, Mindy Kittay, who certainly appears to have done a remarkable job, away from the library and unable to continue her work, by placing her on administrative leave. And now you are intent on conducting another search for an Interim Library Director? Please explain to us how that is also in the library's best interest?

I have been present at multiple meetings where Ms Kittay has, through her attorney, publicly waived her privacy rights in an effort to end, once and for all, whatever is going on that keeps the board of directors from moving forward and returning to regular library business.

How can you not understand that keeping silent, suddenly paying exorbitant legal fees, refusing to speak when the accused has publicly waived her privacy rights, and not even considering bringing back the library director that you hired and are still paying, does not put the ALD board in a very good light?

Again, I reiterate – what could Ms Kittay have done that is so wrong that you cannot even speak about it? And again, I say, if she did something that unforgivable – then, by all means, you owe it to the community to expose her. Don't you agree?

I also happen to believe that no one set out to violate the Brown Act intentionally. I'm sorry that I tend to over simplify things and ask that you please forgive my lack of pomp and protocol. My background is in production which cannot afford the luxury of lengthy processes, but needs to solve problems in the most efficient, expedient manner possible; and move on.

Which is why I say that everybody needs to own up to their own mistake(s), apologize, pay their fines, make restitution or whatever needs to happen to make things right, and move on toward taking care of the library, as you have been elected to do.

I also ask that you please stop wasting resources and bring Mindy Kittay back to work so that we can have, not just another functioning library, but the phenomenal one that has been created under her leadership!

Sincerely,

Patricia Cunliffe

Dear ALD Board of Trustees:

This letter concerns Agenda item 9b, which discusses impacts of hiring of a Librarian II. The department heads (Childrens, Teens and Bob Lucas) have come together to support item 9B as we have discussed the overall situation of the District and would like to offer perspective on how an additional Librarian II would address immediate needs and provide long-term benefits related to public services and internal staff functions.

### **Immediate Needs**

**Efficient Use of Staff Time and Equity Among Assigned Duties** -- Currently, the responsibility for the OPOS daily schedule is fractured among many different people. Stella approves leave and sick requests, and then passes that information along to Kate, the Teen Librarian, and Mikayla, a Clerk—neither of whom have any authority within that department. With the addition of a Librarian II, scheduling would be centralized and undertaken by someone with knowledge of departmental needs as well as departmental authority to make decisions regarding staff vacation time. Complaints and issues could be addressed with a central figure that would have the authority to address these issues.

**Ensuring Equitable Services to All Library User Populations** -- A Librarian II would be able to enforce best practices and standardize operational procedures among OPOS and Adult Services Staff so that we are best able to serve the public across all departments and locations. While the Altadena Library's small size enables it to be nimble and responsive to patron needs, it can also mean that it's easy to ignore the ethics and principles that govern our role as staff at a public library. This means ensuring that our policies regarding privacy and circulation safety are always followed and not modified for "regular" patrons.

**Increased Programming with Reduced Number of Staff** -- While Our OPOS and Adult Services staff has seen a dramatic increase in the amount of programming that they provide to the public over the past few years, the number of OPOS staff/Adult Services staff has been reduced. In the past, there were three Adult Service Librarians and currently, OPOS/Adult Services is operating with .50 FTE Librarian. The current librarian, Carlene, splits her time in two separate departments. This puts pressure on existing staff that continues to work the same amount of hours at the Information Desk, while accommodating increased patron activity throughout the month. An additional body would help to ease the staffing pressure that the OPOS department currently faces on a near daily basis.

**Ownership of Patron/Staff Issues and Seeing Through to Resolution** -- At the moment, Ryan and Stella serve as the point people for resolving any challenge that staff may face on an internal or external level, which can have the effect of escalating issues beyond the level that they merit. The Librarian II will be able to serve as a conduit for the needs and activities of the rest of the OPOS team, communicating their needs, goals, and practices to the rest of the Department Heads and other staff.

### Long Term Value

**Primary Liaison for Internal and External Activities** -- At the moment, there are several staff members who interface with various community groups and organizations. It would be helpful, both internally and externally, to have one person to serve as the point person for community outreach and partnerships among adult-facing services. This isn't to say that current staff would be stripped of their duties, but rather there would be a focal point for their energies who would be able to maintain a high-level vision for the department and who would be able to disseminate information to other departments.

Further, this person could also streamline external programming and partnership relationships, such as those related to Second Saturdays, sewing classes, author visits, and other adult programs. Point person for external programming partnership, such as Second Saturday performers, various teachers, and presenters.

**Motivate and Guide OPOS/Adults Service Team** -- Having a supervisor who is involved with the OPOS on a day-to-day basis will create an environment that creates more effective employees. Staff would have an advocate for their professional development and training. This Librarian II will also be able to evaluate staff performance based on knowledge and observation of day-to-day practices and abilities.

Adding a Librarian II to lead the OPOS team would address issues and challenges on an immediate and a long-term basis and would be an extremely welcome addition to the ALD library team. We thank the Board of Trustees for their consideration.

Sincerely,

Christina McTighe, Kate Shumaker and Diana Wong

**Subject:** Letter to the Altadena Library Board of Trustees

**Date:** Tuesday, August 7, 2018 at 5:29:09 PM Pacific Daylight Time

**From:** Paul

**To:** Betsy Kahn, Terry Andruess, Armando Zambrano, Ira Bershatsky, Gwendolyn McMullins

**CC:** William Ryan Roy, Klynn Chaney

**NOTE: Letter attached as PDF and the same letter is in the body of the email.**

cc:

Pasadena Weekly, Letter to the Editor

**Altadena Board of Trustees, Betsy Kahn, President**

Ryan Roy, Acting Director

It is clear that three of the sitting Altadena Library District (ALD) Board members, Zambrano, Bershatsky and McMullins, are on a witch hunt. They have no justifiable reason for keeping the Library Director, Ms. Kittay, away from work, or from extending her contract. It is hard to tell if the other two Board members, the newest ones installed in just the last few months, are with them, since (1) the ALD Board as a whole is non-communicative and (2) the two newest members could be being outvoted by the witch hunters.

It is very easy to tell that this is a witch hunt and it is disgraceful. Just look at their behavior. Harasser-in-Chief of Ms. Kittay, former Trustee and ALD Board President John McDonald, resigns at the first sign of scrutiny from Ms. Kittay's Attorney, after numerous accusations of financial mismanagement he made against Ms. Kittay, that amazingly enough, no one can find. Is this the behavior of someone who actually has some evidence of wrongdoing by Ms. Kittay? No, it is not. He has nothing.

It has been over 6 months with not a word from the ALD Board about what Ms. Kittay has done that deserves this kind of treatment. Nor have they said one word about why they are refusing to let Ms. Kittay back to work. It is beyond ridiculous. Is this the behavior of a Board that actually has some evidence of wrongdoing by Ms. Kittay? No, it is not. They have nothing.

ALD Board members Zambrano and Bershatsky went out of their way to coerce a former disgruntled employee of the Library to speak against Ms. Kittay and the work environment they say she created. This former employee went so far as to ask at the ALD Board meeting why she was called to speak, when it was well over two years ago that she left the Library's employment. Why would Zambrano and Bershatsky do such a thing, when the most recent employee morale survey done showed 100 percent positive? Is this the behavior of Board members that actually have some evidence of wrongdoing by Ms. Kittay? No, it is not. They have nothing.

It is obvious that they are fishing, grasping at straws, trying to literally make something up because they have nothing. This is truly disgusting behavior on the part of Zambrano, Bershatsky and McMullins, knowing full well that there is no reason whatsoever for Ms. Kittay to be kept away from the work that she not only loves, but is exceedingly good at—far beyond the ALD Board's ability to grasp.

Recently, the ALD Board said they were going to investigate Ms. Kittay. Not only did they not contact her for months after they said they were going to investigate, but also they never said what they were investigating, even to Ms. Kittay. Are you getting the pattern here? Further, when asked by a member of the community about the investigation, they denied that there was an investigation, in writing! Sure, their legal team that is costing them thousands is clearly incompetent, but the bottom line is they have nothing to investigate because there is nothing there!

Next, as in the sad pattern of this Board, I'm sure they will be trying to find anyone to talk to in their pathetic desperation to find something on Ms. Kittay, rather than admit that Ms. Kittay caught them red handed, over and over

again, breaking the Brown Act, and rather than correct their ways and work with her, showed their true colors as a bunch of misogynistic and egotistical men who would rather make stuff up and ruin someone's career instead of doing the right thing and own up to their errors and correct their ways. Who on earth removes the victim of a harassment claim? The ALD Board does, that's who!

If the ALD Board continues down this dishonest witch hunt of a road, the consequence of their malfeasance will cost the community a-plenty. Zambrano, Bershatsky and McMullins must resign.

Bottom Line: The Library Staff want Ms Kittay back. The Community at large wants Ms Kittay back. Ms Kittay wants to come back. Hello ALD Board??

Sincerely,  
Paul Antico