

AGENDA

Regular Meeting Board of Library Trustees | Altadena Library District
Community Room – Main Library – March 25, 2019 – 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. Open Session

- a. Roll Call
- b. Approval/Reordering of Agenda Items
- c. Adoption of Agenda
- d. Public Comment on Non-Agenda Items

3. Consent Calendar

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

- a. Approval of Minutes – Regular Meeting held February 25, 2019, Page #3-8
- b. Statistical Reports – YTD – February 2019, Page # 9-12
- c. Departmental Monthly Reports – February 2019, Page # 13-24

4. Consideration of Items Removed from the Consent Calendar

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

5. Reports (Information)

- a. Reports of Support Groups
 - (i) Altadena Library Foundation
 - (ii) Friends of the Altadena Library
- b. District Director's Report – February 2018
 - (i) Library General Operations
- c. Financial Reports – January 2019, Page #25-36
- d. Committee Reports
 - (i) Bylaws Committee, Page #37-61
 - o Presentation of Draft Altadena Library Board of Trustees Policy

- (ii) Executive Search Committee, Page #62-70
 - (iii) Strategic Planning Committee, Page #71-80
 - e. Trustee Reports

- 6. Unfinished Business**
 - a. Brown Act Refresher (Information)

- 7. New Business**
 - a. Resolution 2019-02 - Establishing Authorized Signatures (Action), Page #81-82
 - b. CA Form 700 – Statement of Economic Interests (Information)
 - c. District Art Collection Conservation (Action), Page # 83-100
 - d. Selection of Executive Search Consultant (Action)
 - e. Approval of additional Strategic Planning Committee member (Action)

- 8. Correspondence**

- 9. Proposed Future Agenda Items**

- 10. In Memory of Felipe Avila**

- 11. Adjournment**

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.

MINUTES

Regular Meeting Board of Library Trustees | Altadena Library District
Community Room – Main Library – February 25, 2019 – 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 – 5:02 p.m.

2. Open Session

a. Roll Call

<https://youtu.be/IPBI6ut0C7Y?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=10>

Present: Trustee Capell, Trustee Clark, Trustee Andrues, Trustee Kahn

Trustee McMullins arrived at 5:04 p.m.

b. Approval/Reordering of Agenda Items

<https://youtu.be/IPBI6ut0C7Y?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=36>

Moved by Trustee Kahn to reorder item 7c to after item 3a

Second by Trustee Clark

Aye: Trustee Capell, Trustee Clark, Trustee Andrues, Trustee Kahn, Trustee McMullins

c. Adoption of Agenda

<https://youtu.be/IPBI6ut0C7Y?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=122>

Moved by Trustee Clark to Adopt the Agenda

Second by Trustee McMullins

Aye: Trustee Capell, Trustee Clark, Trustee Andrues, Trustee Kahn, Trustee McMullins

d. Public Comment on Non-Agenda Items

<https://youtu.be/IPBI6ut0C7Y?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=154>

Public Comment: Rene Amy

3. Unfinished Business

a. Brown Act Refresher (Information) –

Public Comment: Rene Amy

Seth Merewitz of Best, Best & Krieger presented.

<https://youtu.be/IPBI6ut0C7Y?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=569>

Trustee Kahn asked for clarification regarding committee meetings and meeting scheduling requirements. Trustee Andrues asked for further clarification regarding lack of quorum for

meetings. Public Comment/Questions: Mark Mariscal, Hafsah Abdus-Shakur, Rene Amy. Trustee Clark and Capell provided clarification regarding committees.

7c) Reports of Support Groups

Public Comment: Rene Amy

- (i) Altadena Library Foundation – Cynthia Carmona Reported.
- (ii) Friends of the Altadena Library – Mark Mariscal reported.

<https://youtu.be/IPBI6ut0C7Y?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=1739>

4. New Business

a. Mid-Year Budget Adjustment (Discussion/Action)

<https://youtu.be/IPBI6ut0C7Y?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=2043>

Public Comment: Rene Amy, Mark Mariscal

Cindy Byerrum of Platinum Consulting Group and Staff Accountant Nicole Fabry reported.

The Trustees asked for some more information regarding some of the budget line items. Interim Director Cindy Cleary and Public Services Director Estella Terrazas provided their comments.

Moved by Trustee Capell to re-order the agenda and move item 4a. after item 7d.

Second by Trustee Clark

Aye: Trustee Capell, Trustee Clark, Trustee Andruess, Trustee Kahn, Trustee McMullins

b. Review of Legal Services (Discussion/Action)

<https://youtu.be/IPBI6ut0C7Y?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=4443>

Public Comment: Rene Amy

There was discussion amongst the Trustees and the Interim Director regarding the projected legal fees for the remainder of the fiscal year.

It was noted that the District has established an estimated budget of \$10,000 per month for legal fees for the remainder of the fiscal year.

Interim Director Cleary noted that she is working on updated policies District-wide and will need the assistance of legal counsel to review the policies.

Moved by Trustee Capell to instruct the Director to bring recommended guidelines for use of Legal Counsel back to the Board at the next regular meeting

Second by Trustee McMullins

Aye: Trustee Capell, Trustee Clark, Trustee Andruess, Trustee Kahn, Trustee McMullins

The Board went into recess from 6:45 to 6:53 p.m.

c. Board Member Training and attendance at Special District Leadership Academy (Discussion/Action)

<https://youtu.be/IPBI6ut0C7Y?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=6058>

Public Comment: Rene Amy

Trustee Clark stated she plans to attend the Special District Leadership Academy Conference held by the California Special Districts Association in April and will be applying for a scholarship through the Special District Leadership Foundation for her conference registration fee. Trustee McMullins and Trustee Kahn stated that they have an interest in attending but are not yet sure if their schedules will permit their attendance at this time.

Moved by Trustee Capell to accept Trustee Clark's attendance at the Special District Leadership Academy conference

Second by Trustee Kahn

Aye: Trustee Capell, Trustee Clark, Trustee Andruess, Trustee Kahn, Trustee McMullins

d. Teen Librarian Job Description Review and Approval (Discussion/Action)

<https://youtu.be/IPBI6ut0C7Y?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=6684>

Public Comment: Rene Amy

Interim Director Cleary reported on the Librarian I position. Trustee Capell, Trustee Kahn and Trustee Andruess asked questions about the position requirements and structure. Interim Director Cleary provided clarification regarding the requirements for the position.

Moved by Trustee Clark to approve the Librarian I, Teen Services position

Second by Trustee McMullins

Aye: Trustee Capell, Trustee Clark, Trustee Andruess, Trustee Kahn, Trustee McMullins

e. Approval of Closure for Staff Development (Discussion/Action)

<https://youtu.be/IPBI6ut0C7Y?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=7138>

Interim Director Cleary reported on her assessment that staff need an opportunity for team building and requested that the Board approve a District-Wide closure on April 23rd for the facilitation of a staff development day.

Moved by Trustee McMullins to approve a District wide closure on April 23rd for staff development

Second by Trustee Kahn

Aye: Trustee Capell, Trustee Clark, Trustee Andruess, Trustee Kahn, Trustee McMullins

5. Consent Calendar

<https://youtu.be/IPBI6ut0C7Y?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=7365>

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

- a. Approval of Minutes – Regular Meeting held January 28, 2019
- b. Approval of Minutes – Special Meeting held February 12, 2019
- c. Statistical Reports – YTD – January 2019
- d. Departmental Monthly Reports – January 2019

Moved by Trustee Clark to accept the Consent Calendar

Second by Trustee McMullins

Aye: Trustee Capell, Trustee Clark, Trustee Andruess, Trustee Kahn, Trustee McMullins

7. Reports-

<https://youtu.be/IPBI6ut0C7Y?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=7423>

Public Comment: Rene Amy

- a. District Director's Report – January 2018
 - (i) Library General Operations
 - (ii) Review of Organizational Chart
 - (iii) Personnel Appointments/Resignations/Terminations/Transfers

Interim Director Cleary provided her report.

- b. Financial Reports — December 2018

Public Comment: Hafsah Abdus-Shakur

<https://youtu.be/IPBI6ut0C7Y?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=8428>

Staff Accountant Nicole Fabry reported.

- d. Committee Reports (Discussion/Possible Action) -Public Comment: Rene Amy

<https://youtu.be/IPBI6ut0C7Y?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=8654>

- (i) Bylaws Committee
Trustee McMullins reported on the progress of the bylaws committee.
- (ii) Budget Committee
Trustee Andruess reported on the budget committee.
- (iii) Executive Search Committee

Trustee Kahn reported on the work of the Executive Search Committee and the request of the committee that an RFP be created for an outside search firm to assist the district.

Moved by Trustee Clark to request that staff create an RFP for an executive search firm

Second by Trustee McMullins

Aye: Trustee Capell, Trustee Clark, Trustee Andruess, Trustee Kahn, Trustee McMullins

(iv) Facilities Committee

Trustee Capell reported on the progress of the Facilities Committee and noted that the committee had decided it would be best to create RFPs for design and architect firms to gather current law and cost estimates for projects District-wide. There was discussion regarding future projects and progress of the Facilities Committee and the role of the committee and the Director and staff.

Interim Director Cleary noted that the RFPs could be combined into one RFP for District-wide needs related to facilities.

There was discussion related to the timeline and overall costs of facilities improvements.

It was noted the estimated cost for a firm would be around \$50,000.

Moved by Trustee Capell to instruct the Director to create an RFP and return to the Board with suggestions for a Design and Architectural firm for refurbishment of Bob Lucas and District-wide ADA accessibility.

Second by Trustee Clark

Aye: Trustee Capell, Trustee Clark, Trustee Andruess, Trustee Kahn, Trustee McMullins

(v) Strategic Planning Committee

Trustee Clark reported on the progress of the Strategic Planning Committee. She noted that the committee's recommendation was to approve the list of proposed members and to have the Director create an RFP for strategic planning firms. It was noted that the price range for this would be around \$20,000 to \$30,000.

Moved by Trustee Clark to approve the list of suggested Strategic Planning Committee members:

Interim Director Cindy Cleary and designated Staff;

Hafsah Abdus-Shakur;

Anne Chomyn;

Veronica Jones;

Sharon Collins;

Monica Hubbard;

Cherri L. King;

Juanita Gutierrez; and

Cynthia Carmona.

Second by Trustee Capell

Aye: Trustee Capell, Trustee Clark, Trustee Andruess, Trustee Kahn, Trustee McMullins

Moved by Trustee Clark to instruct the Director to begin the RFP process for a Strategic Planning Facilitator

Second by Trustee Kahn

Aye: Trustee Capell, Trustee Clark, Trustee Andruess, Trustee Kahn, Trustee McMullins

4. New Business

a. Mid-Year Budget Adjustment (Discussion/Action)

Staff Accountant noted the updates that would be made to the mid-year adjustment including adding \$50,000 to consultants to accommodate the various needs of the Board committees.

Moved by Trustee Clark to approve the amended mid-year budget adjustment

Second by Trustee Kahn

Aye: Trustee Capell, Trustee Clark, Trustee Andruess, Trustee Kahn, Trustee McMullins

e. Trustee Reports

<https://youtu.be/IPBI6ut0C7Y?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=12938>

Trustee Capell reported his attendance at the ALA MidWinter Meeting, Trustee Clark noted she had included a written report in the Board Package, and she noted that she would like the seating arrangement to be changed so that the Board members can see each other during the meeting based on information from a CSDA training she attended. Trustee Andruess noted that he will be absent at the March Board of Trustees meeting and noted that he attended a CSDA webinar, and will be speaking at Monte Cedro.

8. Correspondence

a. California Special Districts Association

9. Proposed Future Agenda Items

10. Adjournment

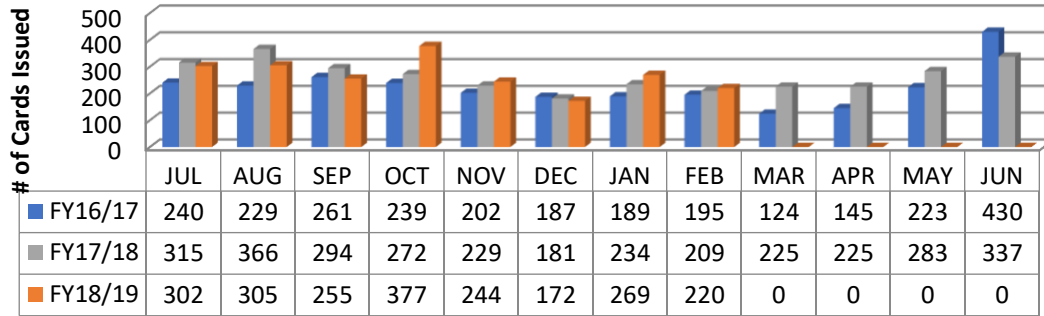
Moved by Trustee Kahn to adjourn the meeting

Second by Trustee McMullins

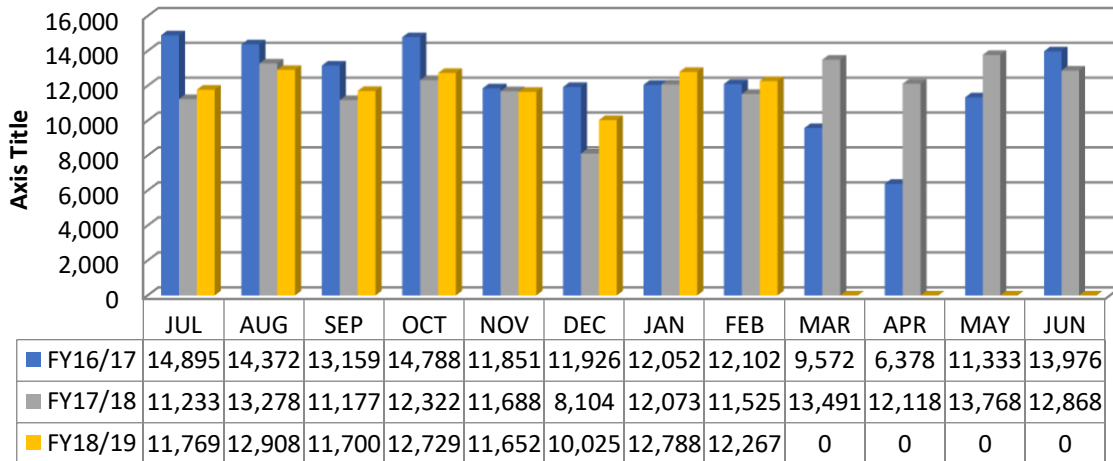
Meeting Adjourned at 8:55 p.m.

Statistical Graphs for the Month of February 2019

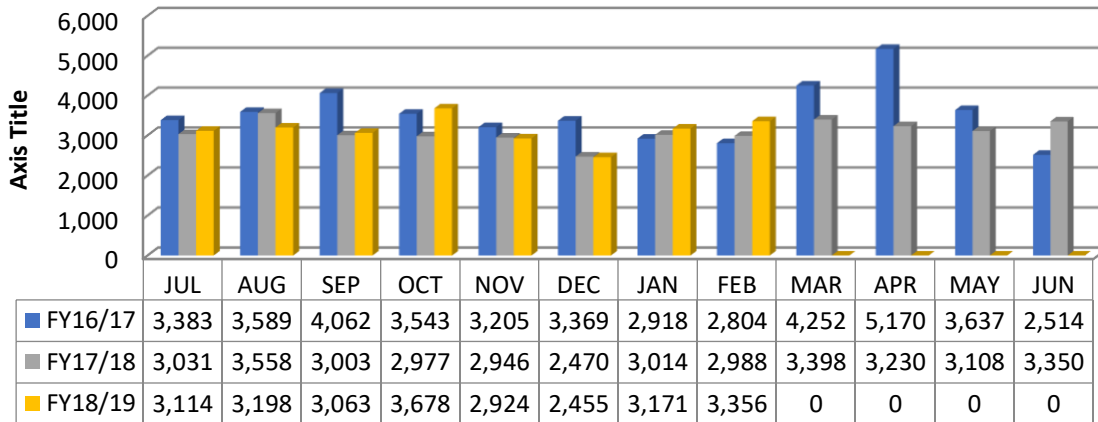
New Cards Issued



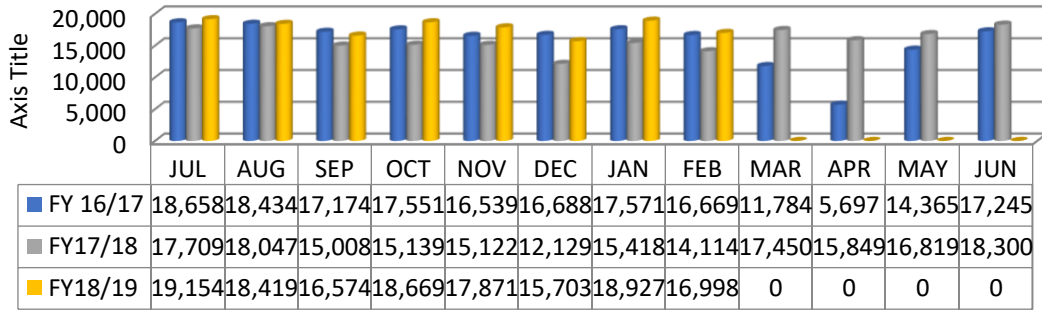
Visitors - Main



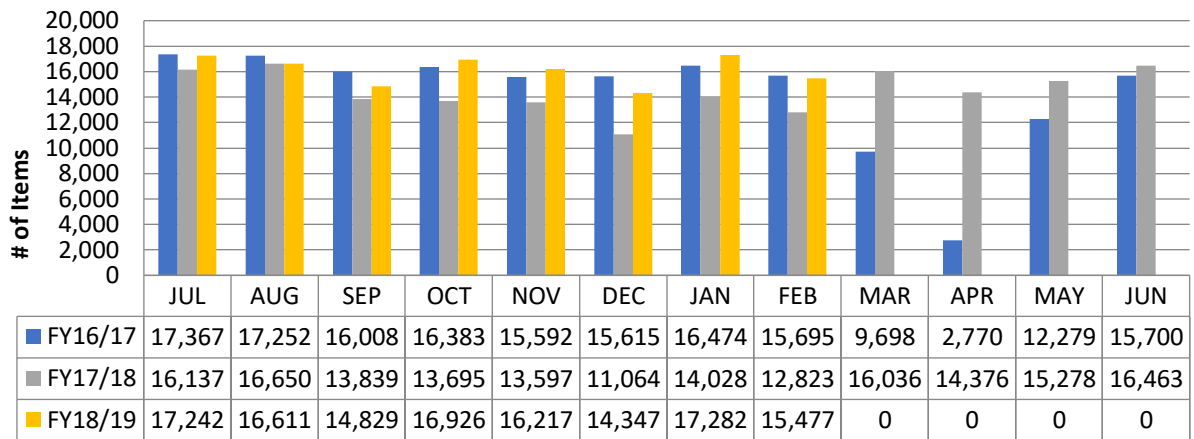
Visitors - Branch



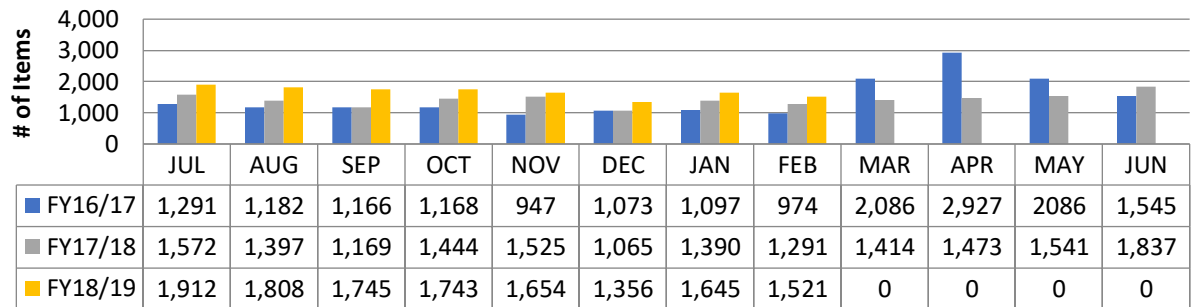
Items Checked Out



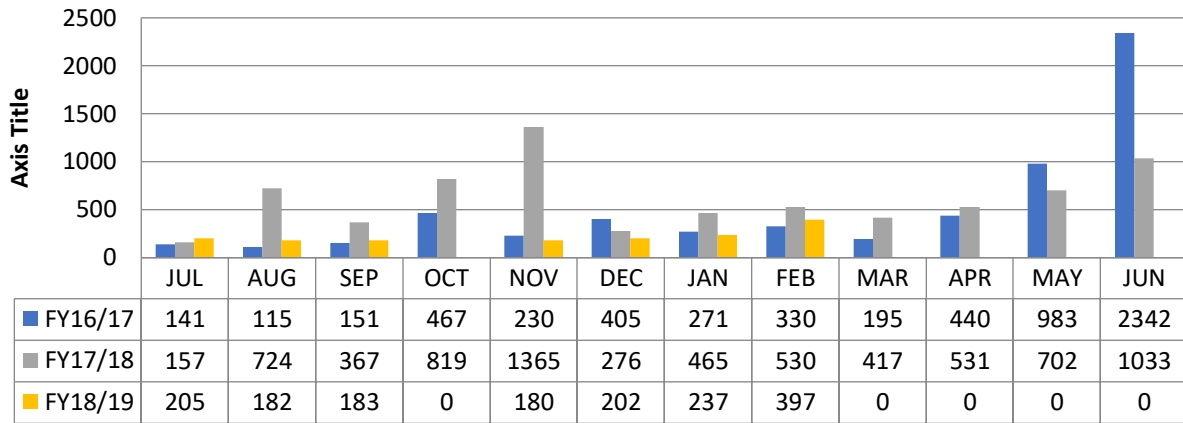
Circulation Main



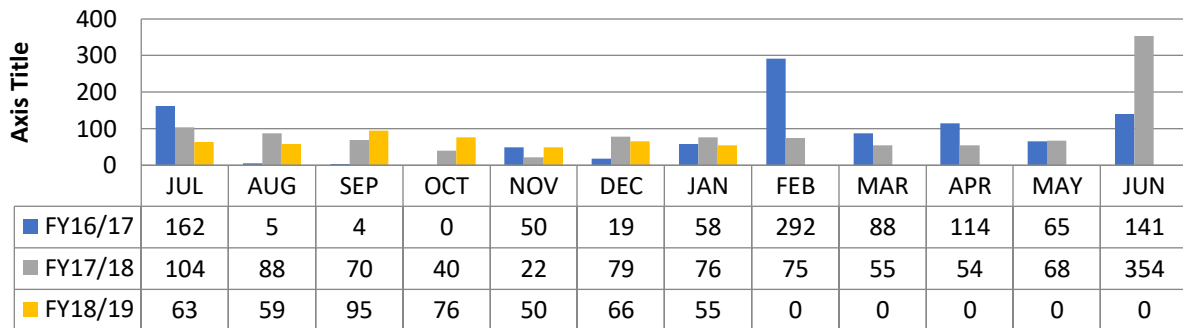
Circulation Branch



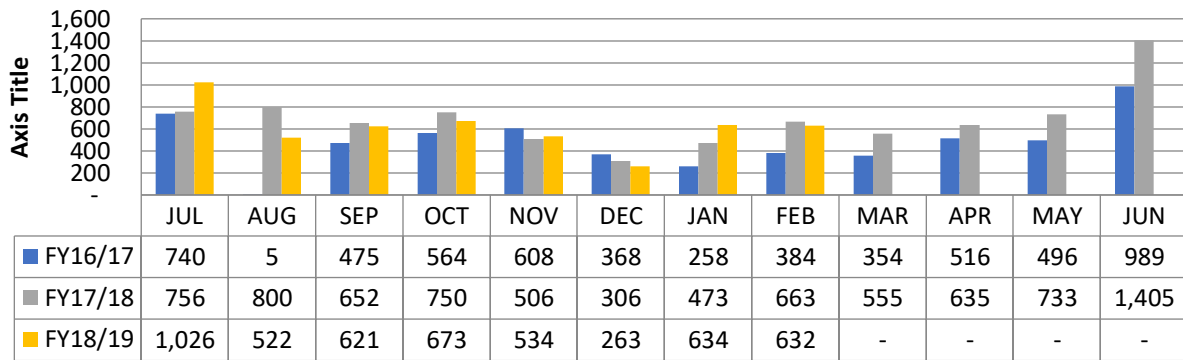
Adult Program Attendance



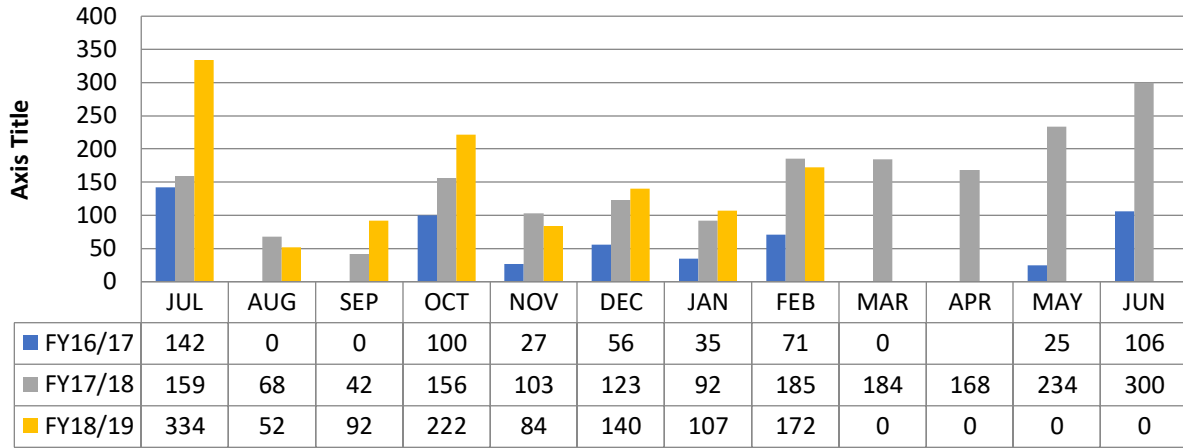
Young Adult Program Attendance



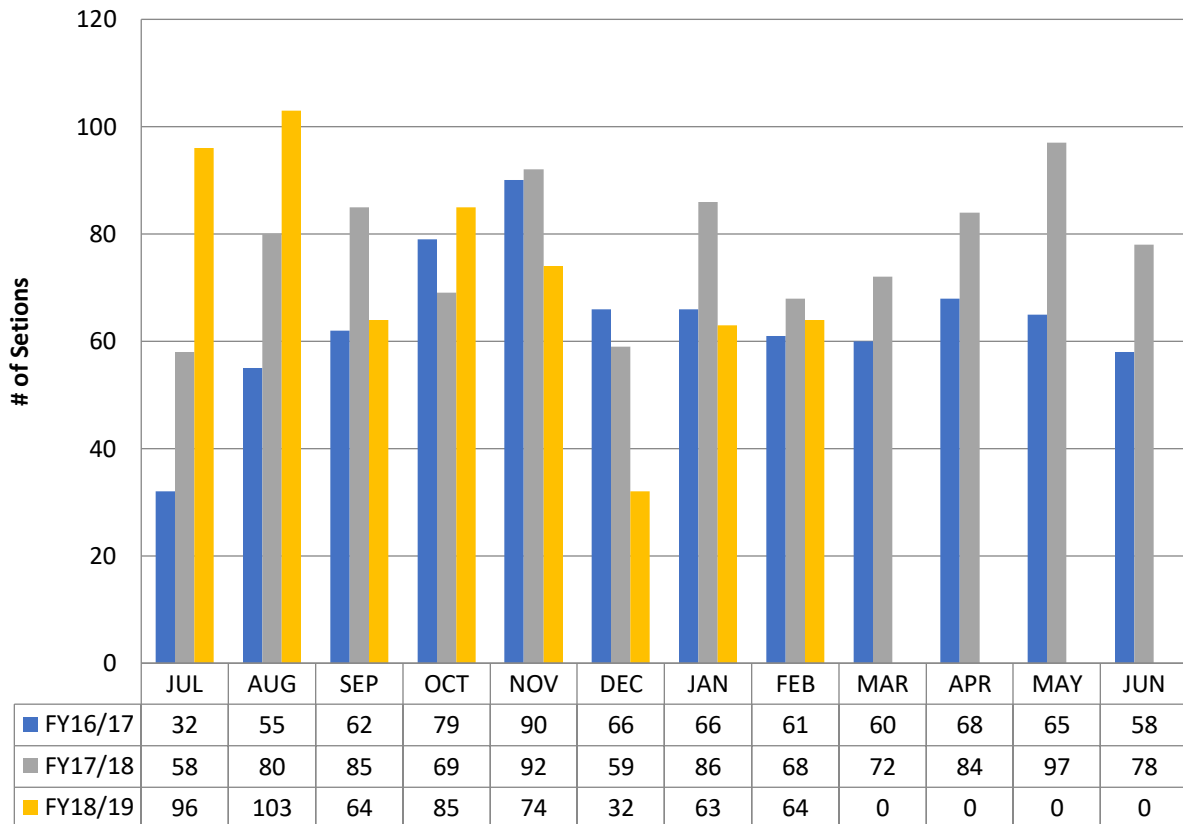
Childrens Program Attendance



Branch Program Attendance



Literacy Tutor Sessions



BOARD OF LIBRARY TRUSTEES TEENS REPORT for February 2019

DEPARTMENT: Teens
PREPARED BY: Kate Shumaker

MEETING DATE: March 25, 2019
LOCATION: Community Room

Program attendance has been great for the first half of February! I hosted 9 teens who made and ate pan fried chicken. They all enjoyed it very much and talked loudly about how they will come next month. FabLab open hours saw several tweens who printed objects and were excited about that they could make. I was even able to get a few people started with 3D modeling on Tinkercad. Dungeons and Dragons has been having record numbers with 17 people coming to play one week! I even met a teacher from Burbank who attended our Dungeon Master training from last June and is still using what she learned in the classroom on a regular basis.



One really fantastic development is that after 2 years of trying, I am finally starting a book club at Muir High School! The Great Stories Club is traveling to Muir where 5 teens attended a meeting on their lunch enjoying pizza and talking about what empathy means to them. I am really excited about this first foray into getting established on Muir's campus.

February's display was in honor of valentine's day focusing on healthy vs unhealthy romances. As February is also Dating Violence Awareness Month, I wanted to call attention to a few relationships that are often viewed as romantic, but have seeds of abuse in them.

I was able to attend Youth Mental Health First Aid Training this month as well. It was interesting to learn a little bit more about the warning signs and was that you can help a teen who might be in crisis.



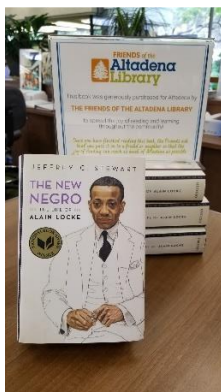
**BOARD OF LIBRARY TRUSTEES
VOLUNTEER REPORT for FEBRUARY 2019**

DEPARTMENT: Volunteers
PREPARED BY: Yuni LaFontaine

MEETING DATE: March 25, 2019
LOCATION: Community Room

We are ever fortunate in Altadena to have a wealth of community members who are willing to serve and give their time, energy and creativity to our library.

This February, our library and Altadena Heritage, hosted a speaking engagement by the 2018 National Book Award winner, Jeffrey C Stewart and local historian Michele Zack. Their vibrant discussion, centered on Altadena and Jeffrey's 2018 book about Alain Locke, was enjoyed by all who attended.



As an extra bonus, our lucky library patrons were treated to free copies of his book, *The New Negro: The Life of Alain Locke*, thanks to generous support from our hard working volunteer lead support group, The Friends of The Altadena Library. As always, our library is an extra special place to learn and experience amazing programs thanks to support from our Friends! We were also lucky to once again have great teen volunteers present to help with the camera, and microphones.

One of the ways that Friends are so often able to be generous and supportive is through all of the great funds that they raise through the book sales! This February they hosted yet another successful booksale and they had such great help and support from our Teen Volunteers who helped them set up, organize and clean up!



Statistics

Activity	Hours
Altadena Library Foundation Board	1
Book Sale -Teens	56.5
Chess	6
Collection Development	1.5
Easter Seals	12
Fab Lab/3D Printing	30.5
Friends Of The Altadena Library	134
Homework Helper	16.5
Literacy Tutor	53.5
Adult Services	2
RFID updates	5
Shelf Reading	4
Shelving	24.5
TOTAL	347

31 Adults worked 250 hours in the month of February

28 Teens worked 97 hours in the month of February



BOARD OF LIBRARY TRUSTEES

I.T. REPORT for February 2019

DEPARTMENT: Information Technology

MEETING DATE: March 25, 2019

PREPARED BY: Christopher Kellermeyer

LOCATION: Community Room

As of March 31st, 2019, our licensing for our TechLogic self-checkout stations will expire. The cost to renew is \$832; the licensing will not be renewed for another year, for our RFID self-checkout system deployment approaches. Staff have escalated their RFID tagging activities to attempt to complete tagging before the March 31st deadline, but completion of tagging all Library materials would be extraordinary. Likely, there will be a lapse in self-checkout capability. The Library has begun rolling out the RFID self-checkout stations to the public areas, and the public will see signage posted that states the RFID self-checkout is 'coming soon.' Tagging is completed at Bob Lucas Memorial Library, and RFID hardware deployment, configuration, and training for staff is underway.

Miscellaneous Notes:

- We are planning on bringing back the Mobile Hotspot checkouts; re-launch: TBD.
- RFID completion estimated to be end of April 2019.
- The iCell unit has been reskinned, and the process for updating the content has been established. We are in the process of generating content and will deploy the iCell after testing the new content.
- The Library is evaluating digital holography for in house and external signage.
- Paid games/applications are now available for VR upon patron request.
- Our CCTV upgrade was completed in February.
- The Branch AV system upgrade was completed in February.
- We are reviewing the statistics that are collected and reported monthly.
- CASF Broadband Adoption Grant is under review by the Grant Determination Committee; as a reminder, this is for 3 MakerBot Method 3D printers with a print supplies cash match and in-kind match via staff/volunteer hours.



**BOARD OF LIBRARY TRUSTEES
ADULT SERVICES REPORT for February 2019**

DEPARTMENT: Adult Services
PREPARED BY: Katie Sullivan

MEETING DATE: March 25, 2019
LOCATION: Community Room

Programming Highlights:

Adult Services offered 15 programs in February with an overall attendance of 397 people.

The Seed Library got an early start to their summer gardens with Master Gardner Jessica Yarger.



Our Second Saturday proved to be popular again this month with 204 people attending the performance by JazzZone.

On February 9 we were thrilled to welcome National Book Award winner Jeffrey C. Stewart and local historian Michele Zack's presentation: Crucible of Art: Altadena as a Special Space in Black History.

The No Guilt Book Club read The Outer Beach by Robert Finch and member's choice of any biography.

Information Services:

The information desk was busy in February fielding 303 reference and 130 technical questions by library users.

Art on Display:

January and February Art in the Community Room and Reading Court was Brian Bernhard's exhibit, *Icons, Lunatics, and Weirdos*. His art reception was held on **Tuesday, February 12th** where he gave a presentation on his process as an artist.





**BOARD OF LIBRARY TRUSTEES
BOB LUCAS BRANCH REPORT for February 2019**

DEPARTMENT: Bob Lucas Branch
PREPARED BY: Diana Wong

MEETING DATE: February 25, 2019
LOCATION: Community Room

Despite being the shortest month of the year, it was full of fun at the Bob Lucas branch this February. Along with our regular programming, we hosted an interactive family-friendly performance and a wonderful guest speaker.

At the start of the month, Chazz Ross energized our quaint space with African drum rhythms. Chazz provided drums to all our patrons so they could drum along and create beautiful music together. Thank you, Chazz! Our weekly toddler and baby story times saw 115 participants this month. Thank you to Carlene (Main Branch) and Michelle for leading story time while the Branch librarian was out for part of the month. Our children's craft program brought in 12 participants who enjoyed making and taking home colorful batches of slime. Altogether, our branch had 154 people participate in youth programs.

On the adult front, we had the pleasure of hosting Dr. Lee Thiesen from UCLA Osher's School of Life Long Learning for a late morning talk and tasting on chocolate. He dedicated over an hour to the science, history and economics of all things chocolate and brought in many kinds of high-quality chocolates for a room full of patrons to taste. Staff received a lot of positive feedback from attendees after the event and expressed interest for similar events in the future at the branch. The following week, our Library Associate Michelle, led a morning of crafting where ladies hammered nails and used string to create string art. All appeared to be enjoying themselves and the company.

The Sketchbook Project arrived at the Bob Lucas library this month and will live here at the branch for approximately two-weeks. Anyone one from the public is welcome to participate in this unique way of creating and sharing art. Those who wish to participate may write, draw, sketch, paint, or photograph to add to the existing sketchbook. After March 11, the sketchbook will return to the Main branch.

On the backend, our Library Clerk, Rebecca, has taken on responsibility to tag and encode Main materials that are returned at the Bob Lucas branch to speed up the RFID project. Thanks, Rebecca for being such a great team player!

The Adult Literacy program currently has 16 active tutors and 23 active learners working together to improve reading and writing skills. While a handful or two of

learners and tutors have left the program over the past couple of years, it is important to report that nearly half of our current learners have been with our program over a year (some many more) and the second half of the group are over their 6-month mark. So, while ALD's literacy program is small, we have a steady group of committed learners and tutors.

As the current list of learners and tutors appear steady, the literacy coordinator is looking to grow the number of participants. While we have been fortunate to not have long, indefinite wait-lists for either group, it seems that we have trouble recruiting learners more so than tutors. My objective over the course of the coming months is to work on an outreach plan to reach both learner and tutors for the program.



**BOARD OF LIBRARY TRUSTEES
FACILITIES REPORT for February 2019**

DEPARTMENT: Facilities

PREPARED BY: Jonathan Arevalo

MEETING DATE: March 25, 2019

LOCATION: Community Room

Facilities Highlights for the Month of February:

The Main Library has had an long overdue maintenance service done on our Cedar and Canary Pine Trees. The maintenance of our trees was performed by Phil and Sons Tree Service over the span of two Sundays. The company's work has helped with the health and longevity of our trees.

From those same trees, the library has benefited from the mulch that came from the tree trimmings to spread over our landscape to help with the weeds and water conservation. We are still continuing to distribute the mulch throughout our property even into the month of March.

The Bob Lucas Branch Library has had some electrical upgrades done to the building for current and future projects.

The parking lot lights and outdoor building light are now on a digital timer system.

Three new power sources were added to the building for the following projects:

Power source added for new AV projector that was installed to replace old AV unit.

Power source added to the front and back entrances for the new Automated doors to be installed in March.



**BOARD OF LIBRARY TRUSTEES
CHILDREN'S REPORT for February 2019**

DEPARTMENT: Children's & Family Services
PREPARED BY: Christina McTighe

MEETING DATE: March 25, 2019
LOCATION: Community Room

February might be short, but this report won't be! Nor will it be terribly long. You're all very busy, so we'll cut right to the chase.

This month, we hosted 23 programs for children aged 0-5 and their caregivers, reaching 449 patrons. We also hosted 12 programs for those in grades K-5 with 183 patrons in attendance. We also visited or were visited by 4 classes/schools and saw 88 students. Not bad for a short month!

Program highlights include an evening showing of HIDDEN FIGURES (plus pizza!) in celebration of Black History Month and a Dog-entines program, where our K-5 patrons made Valentines, toys, and treats for our animal friends at the Pasadena Humane Society—a *lot* of toys and treats.

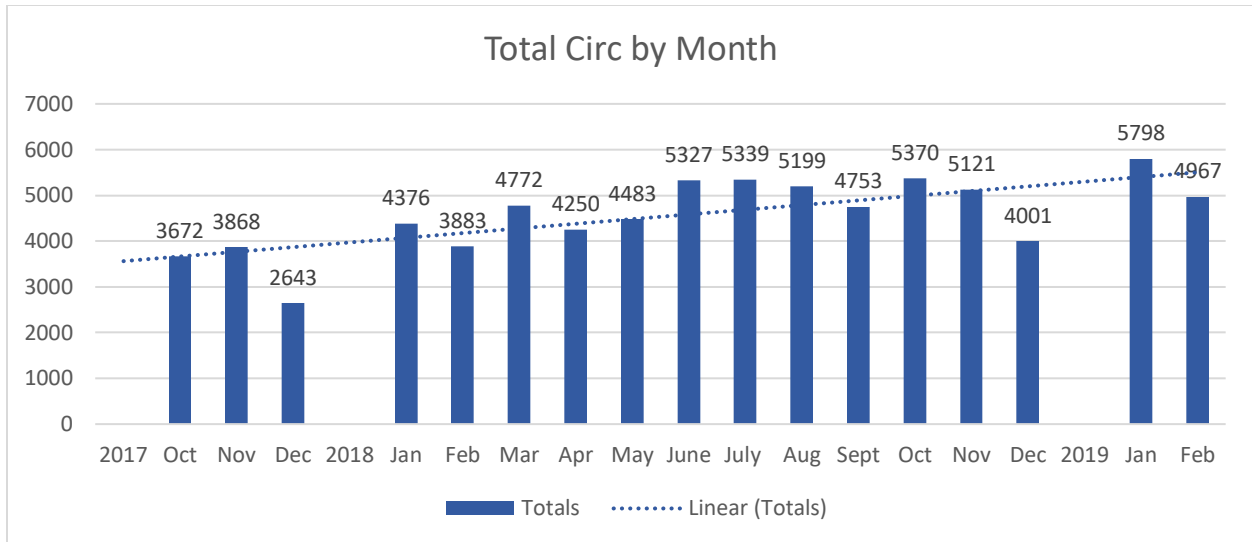
We also opened a new Deposit Library location, this time at the Eaton Canyon Nature Center. This is our first location on the East Side of Altadena, and we're looking forward to seeing how the materials have moved around in the coming weeks. We also purchased more materials so that we have the potential to create six other locations in the community in the coming months.

On the professional side of things, our Library Associate spent a day at the REFORMA Book Fair at the City of Commerce library. REFORMA is the arm of the American Library Association that is dedicated to the service of Spanish-speaking and Latinx communities. Amanda participated in Collection Development activities, and attended Outreach and Programming panels. Your intrepid Children's Librarian also attended the Youth Mental Health First Aid Training, sponsored in part by California State Senator Anthony Portantino's office.

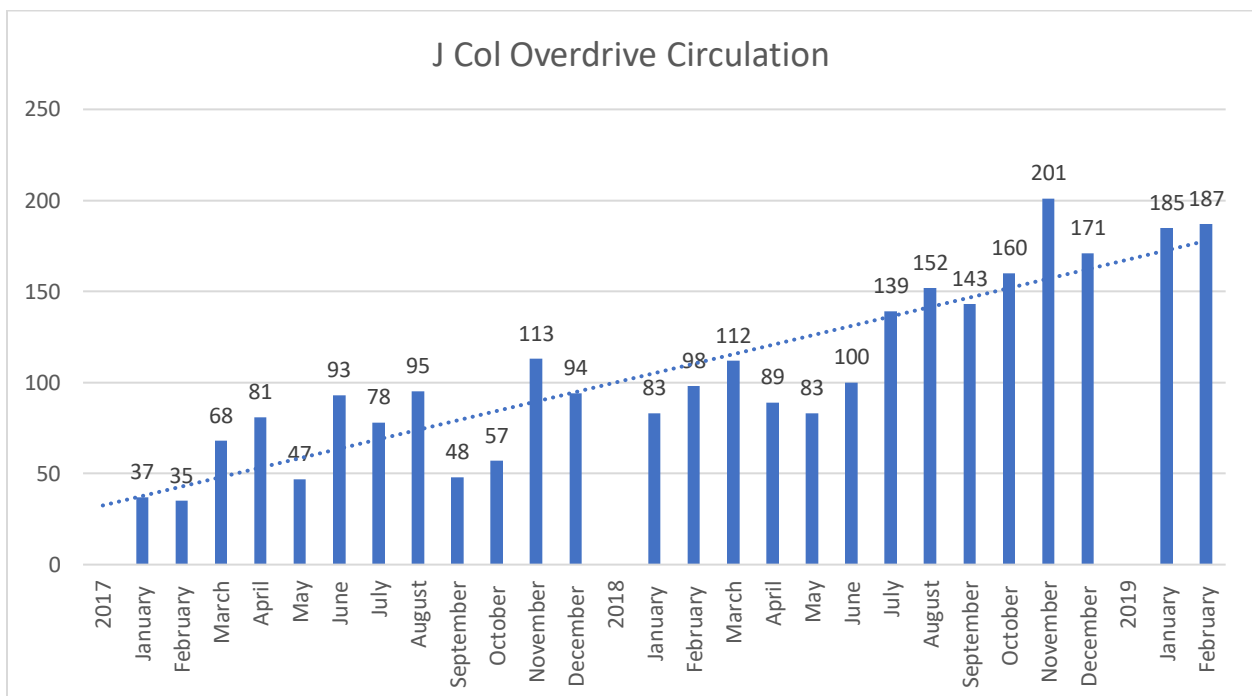
And, as ever, we continue in our efforts to build a collection that meets the needs and use habits of our patrons. In this vein, we should expect to see big increases in our J Graphic Novel and Board Book holdings in the coming weeks. We're also working on a refresh of our Spanish language materials—we firmly believe that the condition and type of item that we hold speaks volumes about how much we value those items and the patrons who use them. To this end, we are working on replacing paperback Spanish language items with hardcover versions, searching out non-translated items (that is,

those originally written in Spanish), and creating a collection that—as always—best suits our patrons.

Our total circulation took a little dip this past month, but overall numbers are in keeping with past trends for this time of year (those missing 2-3 days in February really leave an impact!).



One piece of the collection that we haven't mentioned often in the past has been the Overdrive collection—all of our e-books and e-audio books.



According to our data, we've increased our juvenile e- and e-audio book circulation by around 400% in the last two years. So that's nice.



**BOARD OF LIBRARY TRUSTEES
MARKETING REPORT for MARCH 2019**

DEPARTMENT: Administration (Marketing)
PREPARED BY: Chloé Cavalier d'Esclavelles

MEETING DATE: March 25, 2019
LOCATION: Community Room

SOCIAL MEDIA: *(February 7 – March 6)*

Facebook – Primary – 1,509 Likes

3,010 Reach
815 Post Engagements
326 Page Views

Facebook – Youth Services – 432 Likes

101 Reach
17 Post Engagements
60 Page Views

Instagram – Primary – 1,004 Followers

295 Average Post Reach
339 Post Engagements

Instagram – Teens – 149 Followers

77 Average Post Reach
23 Post Engagements

Twitter – 152 Followers

IN THE WORKS:

Performing an Outreach Inventory

Throughout the first batch of Community Conversations and the work done by staff following, many relationships were formed between Library staff and groups in the community. With the upcoming Strategic Planning process in mind, I am compiling an inventory of existing relationships and how they have been stewarded in the past. This will help as we identify the areas, groups, or organizations in the community with which the District should be building connections moving forward.

EMAIL MARKETING:

Averages in...	Open Rate	Clicks
<i>Weekly/bi-monthly email frequency</i>		
June 2018	16.52%	0.79%
July 2018	17.81%	0.76%
August 2018	17.86%	0.73%
September 2018	19.03%	0.94%
<i>Switched to monthly email frequency</i>		
October 2018	18.17%	1.71%
November 2018	18.35%	1.33%
December 2018	17.22%	1.22%
January 2019	20.08%	2.07%
February 2019	19.56%	1.96%
March 2019	19.86%	1.99%

It is time to update the archaic email marketing platform we have used since 2014. The current system from which we design and send emails is extremely limited in both its design function and, more importantly, its ability to segment our list of subscribers. With the help of our IT Manager Christopher, I am compiling price and feature comparisons for an email system actually designed to support a list of our size and equipped with the ability to reach segments of our lists with resources based on their individual interests/age levels/etc. With a new system, we will be able to streamline how we do email marketing, since the system we currently use does not allow for even the scheduling of emails in advance. Christopher is researching how the email providers we are considering will integrate with our ILS Koha to also automate email subscription processes he now handles manually.



**BOARD OF LIBRARY TRUSTEES
STAFF REPORT**

DEPARTMENT: Administration

MEETING DATE: March 25, 2019

PREPARED BY: Nicole Fabry

LOCATION: Community Room

TITLE: Summary Report of Financial Statements for January 2019

January 2019 FINANCIAL STATEMENTS

The following financial reports are for the month of January 2019. The financial statements are unaudited.

As indicated on this report, actual year-to-date revenues exceed actual year-to-date expenditures reflecting a net income of \$1,257,456.65. ALD cash and cash equivalents are \$3,151,854.46.

REVENUE HIGHLIGHTS

The District currently has \$3,151,854.46 in cash and cash equivalents.

The (unaudited) net income for the month of January is \$1,257,456.65.

Printing revenue and rental income are exceeding budget expectations at 78.8% and 145% of budget.

PAYMENTS FROM SUPPORT ORGANIZATIONS

In January 2019 there were no payments to report.

EXPENDITURE HIGHLIGHTS

Paid in January 2019 was a legal settlement in the amount of \$111,800.

Altadena Library District
Profit & Loss Prev Year Comparison
 July 2018 through January 2019

	Jul '18 - Jan 19	Jul '17 - Jan 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
DONATIONS AND GRANTS				
4705 · Altadena Library Foundation	5,000.00		5,000.00	100.0%
4710 · Friends of the Library	11,383.75	12,000.00	(616.25)	(5.1)%
4730 · Undesignated	325.15	1,739.94	(1,414.79)	(81.3)%
4740 · CA Library Literacy Services		18,000.00	(18,000.00)	(100.0)%
4750 · Cal State Library	18,000.00	18,281.00	(281.00)	(1.5)%
Total DONATIONS AND GRANTS	34,708.90	50,020.94	(15,312.04)	(30.6)%
FINES & FEES				
4305 · Fees	2,221.17	2,850.97	(629.80)	(22.1)%
4310 · MFM Revenue	6,303.51	3,577.58	2,725.93	76.2%
4340 · Passport Services Fees	62,881.00	60,408.69	2,472.31	4.1%
4350 · Sales of Products	580.00	3,146.55	(2,566.55)	(81.6)%
4810 · Community Room Fees	505.00		505.00	100.0%
Total FINES & FEES	72,490.68	69,983.79	2,506.89	3.6%
INTEREST INCOME & ADJUSTMENTS				
4210 · Chase Bank	145.53	1,513.45	(1,367.92)	(90.4)%
Total INTEREST INCOME & ADJUSTMENTS	145.53	1,513.45	(1,367.92)	(90.4)%
OTHER REVENUE & ADJUSTMENT				
4915 · Rental Revenue	5,800.00	2,325.00	3,475.00	149.5%
4920 · Reimbursements	400.55	10,740.60	(10,340.05)	(96.3)%
4999 · Rewards & Incentives		5,539.05	(5,539.05)	(100.0)%
Total OTHER REVENUE & ADJUSTMENT	6,200.55	18,604.65	(12,404.10)	(66.7)%
REVENUES				
Property Taxes				
4010 · Current-Year Secured				
4010.00 · Current Secured	2,414,259.34	1,141,929.67	1,272,329.67	111.4%
4010.01 · Revenue Residual	16,979.60	18,120.28	(1,140.68)	(6.3)%
4010.02 · Statutory Revenue	2,709.57	2,271.68	437.89	19.3%
4010.03 · SB 813 Supplemental	1,243.83	30,406.50	(29,162.67)	(95.9)%
Total 4010 · Current-Year Secured	2,435,192.34	1,192,728.13	1,242,464.21	104.2%
4020 · Current-Year Unsecured				
4020.00 · Current Unsecured	84,437.18	74,867.25	9,569.93	12.8%
Total 4020 · Current-Year Unsecured	84,437.18	74,867.25	9,569.93	12.8%
4030 · Prior-Year Secured				
4030.00 · Prior Secured	(11,738.88)	26,132.61	(37,871.49)	(144.9)%
4030.03 · SB 813 Redemption	1,799.21	2,322.32	(523.11)	(22.5)%
4030.05 · Secured Tax Refunds	(6,193.79)	(5,905.45)	(288.34)	(4.9)%
Total 4030 · Prior-Year Secured	(16,133.46)	22,549.48	(38,682.94)	(171.6)%
4040 · Prior-Year Unsecured				
4040.00 · Prior Unsecured	(9,372.72)	6,970.45	(16,343.17)	(234.5)%
Total 4040 · Prior-Year Unsecured	(9,372.72)	6,970.45	(16,343.17)	(234.5)%
4050 · Homeowners Exemption	6,779.14	6,940.95	(161.81)	(2.3)%
4060 · Special Assessment				
4060.01 · Per Parcel Benefit Assessment	827,936.94	418,817.21	409,119.73	97.7%
Total 4060 · Special Assessment	827,936.94	418,817.21	409,119.73	97.7%
4080 · Penalties, Interest & Costs-Ref	6,744.47	7,027.49	(283.02)	(4.0)%
4220 · County Interest Allocation	13,070.96	3,694.55	9,376.41	253.8%
4250 · Change in Property Tax Accrual		(5,793.87)	5,793.87	100.0%
Total Property Taxes	3,348,654.85	1,727,801.64	1,620,853.21	93.8%
Total REVENUES	3,348,654.85	1,727,801.64	1,620,853.21	93.8%
Total Income	3,462,200.51	1,867,924.47	1,594,276.04	85.4%

Altadena Library District
Profit & Loss Prev Year Comparison
 July 2018 through January 2019

	Jul '18 - Jan 19	Jul '17 - Jan 18	\$ Change	% Change
Expense				
'PERSONNEL RELATED EXPENSES				
5000 · SALARIES & WAGES				
5010 · Salaried	235,085.43	212,317.78	22,767.65	10.7%
5020 · Hourly	729,014.21	644,422.78	84,591.43	13.1%
Total 5000 · SALARIES & WAGES	964,099.64	856,740.56	107,359.08	12.5%
5100 · Employer-Portion Taxes/Benefits				
5120 · Payroll Taxes (ER)				
5250 · FUTA		4,241.17	(4,241.17)	(100.0)%
5120 · Payroll Taxes (ER) - Other	74,875.72	68,846.65	6,029.07	8.8%
Total 5120 · Payroll Taxes (ER)	74,875.72	73,087.82	1,787.90	2.5%
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	15,014.52	17,118.73	(2,104.21)	(12.3)%
5210.02 · CalPers PEPRA (ER Contr)	43,899.65	44,158.59	(258.94)	(0.6)%
5218 · PERS Unfunded	116,139.00	53,553.43	62,585.57	116.9%
Total 5210 · PERS Retirement	175,053.17	114,830.75	60,222.42	52.4%
Total 5100 · Employer-Portion Taxes/Benefits	249,928.89	187,918.57	62,010.32	33.0%
5200 · Insurance				
5220 · Health Insurance	74,563.65	69,416.09	5,147.56	7.4%
5221 · Health Insurance - Retirees	41,543.10	44,051.14	(2,508.04)	(5.7)%
5230 · Dental Insurance	8,750.37	8,095.56	654.81	8.1%
5240 · Vision Insurance	2,582.55	2,395.10	187.45	7.8%
5260 · Life Insurance	925.59	717.17	208.42	29.1%
5270 · Workers' Compensation	15,272.25	13,493.59	1,778.66	13.2%
5280 · Disability Insurance		(382.80)	382.80	100.0%
Total 5200 · Insurance	143,637.51	137,785.85	5,851.66	4.3%
Total 'PERSONNEL RELATED EXPENSES	1,357,666.04	1,182,444.98	175,221.06	14.8%
CAPITAL				
7310 · Equipment, Furniture & Fixtures	26,607.41		26,607.41	100.0%
7320 · Structures & Improvements	9,900.00	73,390.00	(63,490.00)	(86.5)%
Total CAPITAL	36,507.41	73,390.00	(36,882.59)	(50.3)%
FACILITIES, GROUNDS & MAINTENAN				
7205 · Maintenance Contracts	8,434.29	32,072.81	(23,638.52)	(73.7)%
7210 · Building Maint & Repairs	14,589.52	23,239.33	(8,649.81)	(37.2)%
7220 · Landscape	957.05	8,095.59	(7,138.54)	(88.2)%
Total FACILITIES, GROUNDS & MAINTENAN	23,980.86	63,407.73	(39,426.87)	(62.2)%
LIBRARY MATERIALS				
6110 · Cataloging Expenses	15,390.85	12,002.21	3,388.64	28.2%
6115 · Electronic Databases & Subscrip	14,410.05	15,170.58	(760.53)	(5.0)%
6120 · Books	63,032.77	61,132.83	1,899.94	3.1%
6125 · Audio CD	5,455.83	7,742.77	(2,286.94)	(29.5)%
6130 · DVD's & Videogames	12,736.53	15,829.63	(3,093.10)	(19.5)%
6135 · Processing of Materials	18,621.54	21,652.55	(3,031.01)	(14.0)%
6140 · Periodicals	9,950.15	12,617.11	(2,666.96)	(21.1)%
6150 · Downloadables	9,643.73	11,077.83	(1,434.10)	(13.0)%
Total LIBRARY MATERIALS	149,241.45	157,225.51	(7,984.06)	(5.1)%
MISCELLANEOUS EXPENSE				
7510 · Miscellaneous Expense	9.72		9.72	100.0%
7540 · Trustee Election		10,084.06	(10,084.06)	(100.0)%
Total MISCELLANEOUS EXPENSE	9.72	10,084.06	(10,074.34)	(99.9)%

Altadena Library District
Profit & Loss Prev Year Comparison
 July 2018 through January 2019

	Jul '18 - Jan 19	Jul '17 - Jan 18	\$ Change	% Change
OPERATING EXPENSES				
6430 · Insurance-Gen, Prop, Liab, Eq	26,138.73	38,693.92	(12,555.19)	(32.5)%
6432 · Earthquake Insurance	18,550.00		18,550.00	100.0%
6618 · Recruitment	288.75		288.75	100.0%
6620 · Membership Dues & Subscriptions	11,932.76	11,931.01	1.75	
6625 · Training & Education	4,750.12	5,393.00	(642.88)	(11.9)%
6626 · Staff Recognition	3,178.34	1,008.78	2,169.56	215.1%
6627 · Advertising / Marketing	1,774.89	2,923.95	(1,149.06)	(39.3)%
6628 · Volunteer Recognition	1,286.00		1,286.00	100.0%
6710 · Meetings & Travel	4,927.54	3,798.92	1,128.62	29.7%
6730 · Mileage & Parking Reimbursement	634.60	482.62	151.98	31.5%
6740 · Postage & Delivery	4,737.87	4,142.22	595.65	14.4%
6745 · Banking & Service Fees	1,183.79	1,131.18	52.61	4.7%
6746 · Payroll Fees	5,530.00	5,555.00	(25.00)	(0.5)%
6750 · Printing & Reproduction	3,834.69	11,135.07	(7,300.38)	(65.6)%
6755 · Small Equipment	4,768.45	6,056.07	(1,287.62)	(21.3)%
6765 · Janitorial Supplies	4,871.29	11,625.18	(6,753.89)	(58.1)%
6770 · Operating Supplies	12,087.02	8,819.08	3,267.94	37.1%
6780 · Operating Software	1,319.81	2,161.35	(841.54)	(38.9)%
6920 · Electricity	20,928.94	22,260.72	(1,331.78)	(6.0)%
6930 · Natural Gas	1,329.10	1,422.16	(93.06)	(6.5)%
6940 · Water & Sewage	3,259.47	3,621.91	(362.44)	(10.0)%
6950 · Refuse	2,803.20	2,701.28	101.92	3.8%
6960 · Products for Resale		3,219.47	(3,219.47)	(100.0)%
6970 · Equipment Lease & Rental	14,103.97	6,391.20	7,712.77	120.7%
7530 · County Tax Collection Fees	33,235.82	30,826.64	2,409.18	7.8%
Total OPERATING EXPENSES	187,455.15	185,300.73	2,154.42	1.2%
PROFESSIONAL & TECHNICAL				
7125 · Audit and Financial Consulting	36,792.15	27,671.98	9,120.17	33.0%
7130 · Legal Fees	220,658.58	5,028.19	215,630.39	4,288.4%
7131 · Legal Settlement	111,800.00		111,800.00	100.0%
7140 · Architectural & Engineering		5,800.00	(5,800.00)	(100.0)%
7145 · Collection Agency	1,494.65	1,306.70	187.95	14.4%
7155 · Consultants - Other	19,235.57	46,418.38	(27,182.81)	(58.6)%
7170 · Telecommunications	5,111.98	3,611.54	1,500.44	41.6%
7175 · Internet Service	10,182.03	20,062.14	(9,880.11)	(49.3)%
7180 · Technology Equipment	4,800.85	27,115.87	(22,315.02)	(82.3)%
7185 · Technology Maintenance Fees	14,681.25	14,271.38	409.87	2.9%
7190 · Website Development	731.96		731.96	100.0%
Total PROFESSIONAL & TECHNICAL	425,489.02	151,286.18	274,202.84	181.3%
PROGRAMS				
6200 · Youth Services	5,923.53	4,005.11	1,918.42	47.9%
6210 · Teen Services	1,340.91	3,638.53	(2,297.62)	(63.2)%
6220 · Adult Services	12,873.66	16,573.69	(3,700.03)	(22.3)%
6230 · Bob Lucas Branch Services	2,325.24	1,114.97	1,210.27	108.6%
6240 · Literacy Services	1,930.87	368.37	1,562.50	424.2%
Total PROGRAMS	24,394.21	25,700.67	(1,306.46)	(5.1)%
Total Expense	2,204,743.86	1,848,839.86	355,904.00	19.3%
Net Ordinary Income	1,257,456.65	19,084.61	1,238,372.04	6,488.9%
Net Income	1,257,456.65	19,084.61	1,238,372.04	6,488.9%

Altadena Library District
Profit & Loss
 January 2019

	Jan 19
Ordinary Income/Expense	
Income	
DONATIONS AND GRANTS	
4710 · Friends of the Library	149.80
Total DONATIONS AND GRANTS	149.80
FINES & FEES	
4305 · Fees	207.73
4310 · MFM Revenue	131.54
4340 · Passport Services Fees	6,600.00
4350 · Sales of Products	65.00
Total FINES & FEES	7,004.27
INTEREST INCOME & ADJUSTMENTS	
4210 · Chase Bank	19.78
Total INTEREST INCOME & ADJUSTMENTS	19.78
OTHER REVENUE & ADJUSTMENT	
4920 · Reimbursements	400.55
Total OTHER REVENUE & ADJUSTMENT	400.55
REVENUES	
Property Taxes	
4010 · Current-Year Secured	
4010.00 · Current Secured	11.67
4010.01 · Revenue Residual	16,979.60
4010.02 · Statutory Revenue	2,709.57
4010.03 · SB 813 Supplemental	8,068.37
Total 4010 · Current-Year Secured	27,769.21
4020 · Current-Year Unsecured	
4020.00 · Current Unsecured	
Total 4020 · Current-Year Unsecured	
4030 · Prior-Year Secured	
4030.00 · Prior Secured	(47.93)
4030.03 · SB 813 Redemption	
4030.05 · Secured Tax Refunds	(822.70)
Total 4030 · Prior-Year Secured	(870.63)
4040 · Prior-Year Unsecured	
4040.00 · Prior Unsecured	(33.33)
Total 4040 · Prior-Year Unsecured	(33.33)
4050 · Homeowners Exemption	4,745.39
4060 · Special Assessment	
4060.01 · Per Parcel Benefit Assessment	
Total 4060 · Special Assessment	
4080 · Penalties, Interest & Costs-Ref	(8.56)
4220 · County Interest Allocation	3,290.11
Total Property Taxes	34,892.19
Total REVENUES	34,892.19
Total Income	42,466.59

Altadena Library District
Profit & Loss
 January 2019

	Jan 19
Expense	
'PERSONNEL RELATED EXPENSES	
5000 · SALARIES & WAGES	
5010 · Salaried	47,534.75
5020 · Hourly	99,181.60
Total 5000 · SALARIES & WAGES	146,716.35
5100 · Employer-Portion Taxes/Benefits	
5120 · Payroll Taxes (ER)	12,635.57
5210 · PERS Retirement	
5210.01 · CalPERS CLASSIC (ER Contr)	1,743.02
5210.02 · CalPERS PEPR (ER Contr)	5,545.46
Total 5210 · PERS Retirement	7,288.48
Total 5100 · Employer-Portion Taxes/Benefits	19,924.05
5200 · Insurance	
5220 · Health Insurance	10,559.56
5221 · Health Insurance - Retirees	5,975.61
5230 · Dental Insurance	1,256.78
5240 · Vision Insurance	375.42
5260 · Life Insurance	132.69
Total 5200 · Insurance	18,300.06
Total 'PERSONNEL RELATED EXPENSES	184,940.46
FACILITIES, GROUNDS & MAINTENAN	
7205 · Maintenance Contracts	3,760.01
7210 · Building Maint & Repairs	1,911.36
7220 · Landscape	9.21
Total FACILITIES, GROUNDS & MAINTENAN	5,680.58
LIBRARY MATERIALS	
6110 · Cataloging Expenses	1,530.62
6120 · Books	11,945.98
6125 · Audio CD	843.93
6130 · DVD's & Videogames	2,068.63
6135 · Processing of Materials	8,657.82
6140 · Periodicals	19.65
Total LIBRARY MATERIALS	25,066.63
MISCELLANEOUS EXPENSE	
7510 · Miscellaneous Expense	9.72
Total MISCELLANEOUS EXPENSE	9.72
OPERATING EXPENSES	
6620 · Membership Dues & Subscriptions	130.31
6625 · Training & Education	349.00
6626 · Staff Recognition	8.74
6627 · Advertising / Marketing	32.00
6710 · Meetings & Travel	2,136.18
6730 · Mileage & Parking Reimbursement	25.06
6740 · Postage & Delivery	253.13
6745 · Banking & Service Fees	353.84
6746 · Payroll Fees	790.00
6750 · Printing & Reproduction	179.54
6765 · Janitorial Supplies	557.11
6770 · Operating Supplies	1,666.95
6780 · Operating Software	394.86
6930 · Natural Gas	963.62
6940 · Water & Sewage	173.25
6950 · Refuse	467.20

Altadena Library District

Profit & Loss

03/08/19

January 2019

Accrual Basis

	Jan 19
6970 · Equipment Lease & Rental	1,889.90
7530 · County Tax Collection Fees	
Total OPERATING EXPENSES	10,370.69
PROFESSIONAL & TECHNICAL	
7125 · Audit and Financial Consulting	3,546.61
7130 · Legal Fees	9,999.00
7131 · Legal Settlement	111,800.00
7145 · Collection Agency	241.65
7155 · Consultants - Other	2,834.21
7170 · Telecommunications	480.45
7180 · Technology Equipment	867.71
7190 · Website Development	371.00
Total PROFESSIONAL & TECHNICAL	130,140.63
PROGRAMS	
6200 · Youth Services	751.33
6210 · Teen Services	110.84
6220 · Adult Services	1,848.69
6230 · Bob Lucas Branch Services	22.30
6240 · Literacy Services	150.00
Total PROGRAMS	2,883.16
Total Expense	359,091.87
Net Ordinary Income	(316,625.28)
Net Income	(316,625.28)

Altadena Library District
Profit & Loss Budget vs. Actual
 July 2018 through January 2019

	Jul '18 - Jan 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
DONATIONS AND GRANTS				
4705 · Altadena Library Foundation	5,000.00	10,000.00	(5,000.00)	50.0%
4710 · Friends of the Library	11,383.75	24,000.00	(12,616.25)	47.4%
4730 · Undesignated	325.15	2,000.00	(1,674.85)	16.3%
4735 · Designated		1,000.00	(1,000.00)	
4740 · CA Library Literacy Services		15,000.00	(15,000.00)	
4750 · Cal State Library	18,000.00	20,000.00	(2,000.00)	90.0%
4755 · HUD Grant				
Total DONATIONS AND GRANTS	34,708.90	72,000.00	(37,291.10)	48.2%
FINES & FEES				
4305 · Fees	2,221.17	6,000.00	(3,778.83)	37.0%
4310 · MFM Revenue	6,303.51	8,000.00	(1,696.49)	78.8%
4340 · Passport Services Fees	62,881.00	120,000.00	(57,119.00)	52.4%
4350 · Sales of Products	580.00	3,000.00	(2,420.00)	19.3%
4810 · Community Room Fees	505.00			
Total FINES & FEES	72,490.68	137,000.00	(64,509.32)	52.9%
INTEREST INCOME & ADJUSTMENTS				
4210 · Chase Bank	145.53	400.00	(254.47)	36.4%
Total INTEREST INCOME & ADJUSTMENTS	145.53	400.00	(254.47)	36.4%
OTHER REVENUE & ADJUSTMENT				
4910 · Miscellaneous Income				
4915 · Rental Revenue	5,800.00	4,000.00	1,800.00	145.0%
4920 · Reimbursements	400.55			
4940 · Transfer in from Reserves				
4999 · Rewards & Incentives		4,600.00	(4,600.00)	
Total OTHER REVENUE & ADJUSTMENT	6,200.55	8,600.00	(2,399.45)	72.1%
REVENUES				
Property Taxes				
4010 · Current-Year Secured				
4010.00 · Current Secured	2,414,259.34	2,350,000.00	64,259.34	102.7%
4010.01 · Revenue Residual	16,979.60	40,000.00	(23,020.40)	42.4%
4010.02 · Statutory Revenue	2,709.57		2,709.57	100.0%
4010.03 · SB 813 Supplemental	1,243.83		1,243.83	100.0%
Total 4010 · Current-Year Secured	2,435,192.34	2,390,000.00	45,192.34	101.9%
4020 · Current-Year Unsecured				
4020.00 · Current Unsecured	84,437.18	80,000.00	4,437.18	105.5%
Total 4020 · Current-Year Unsecured	84,437.18	80,000.00	4,437.18	105.5%
4030 · Prior-Year Secured				
4030.00 · Prior Secured	(11,738.88)	35,000.00	(46,738.88)	(33.5)%
4030.01 · Secured Refunds				
4030.02 · Statutory Revenue				
4030.03 · SB 813 Redemption	1,799.21	5,000.00	(3,200.79)	36.0%
4030.04 · Property Tax Penalties				
4030.05 · Secured Tax Refunds	(6,193.79)	(30,000.00)	23,806.21	20.6%
Total 4030 · Prior-Year Secured	(16,133.46)	10,000.00	(26,133.46)	(161.3)%
4040 · Prior-Year Unsecured				
4040.00 · Prior Unsecured	(9,372.72)	10,000.00	(19,372.72)	(93.7)%
Total 4040 · Prior-Year Unsecured	(9,372.72)	10,000.00	(19,372.72)	(93.7)%
4050 · Homeowners Exemption				
4060 · Special Assessment	6,779.14	15,000.00	(8,220.86)	45.2%
4060.01 · Per Parcel Benefit Assessment	827,936.94	810,000.00	17,936.94	102.2%
4060.02 · Direct Assessments				
Total 4060 · Special Assessment	827,936.94	810,000.00	17,936.94	102.2%

Altadena Library District
Profit & Loss Budget vs. Actual
 July 2018 through January 2019

	Jul '18 - Jan 19	Budget	\$ Over Budget	% of Budget
4080 · Penalties, Interest & Costs-Ref	6,744.47	10,000.00	(3,255.53)	67.4%
4220 · County Interest Allocation	13,070.96	20,000.00	(6,929.04)	65.4%
4250 · Change in Property Tax Accrual				
Total Property Taxes	3,348,654.85	3,345,000.00	3,654.85	100.1%
Total REVENUES	3,348,654.85	3,345,000.00	3,654.85	100.1%
Total Income	3,462,200.51	3,563,000.00	(100,799.49)	97.2%
Expense				
'PERSONNEL RELATED EXPENSES				
5000 · SALARIES & WAGES				
5010 · Salaried	235,085.43	460,500.00	(225,414.57)	51.1%
5020 · Hourly	729,014.21	1,254,500.00	(525,485.79)	58.1%
Total 5000 · SALARIES & WAGES	964,099.64	1,715,000.00	(750,900.36)	56.2%
5100 · Employer-Portion Taxes/Benefits				
5120 · Payroll Taxes (ER)				
5250 · FUTA				
5120 · Payroll Taxes (ER) - Other	74,875.72	137,500.00	(62,624.28)	54.5%
Total 5120 · Payroll Taxes (ER)	74,875.72	137,500.00	(62,624.28)	54.5%
5120.02 · Soc Security & Medicare, Hourly				
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	15,014.52	24,000.00	(8,985.48)	62.6%
5210.02 · CalPers PEPRA (ER Contr)	43,899.65	75,000.00	(31,100.35)	58.5%
5218 · PERS Unfunded	116,139.00	116,500.00	(361.00)	99.7%
5210 · PERS Retirement - Other				
Total 5210 · PERS Retirement	175,053.17	215,500.00	(40,446.83)	81.2%
5222 · OPEB Contribution		80,000.00	(80,000.00)	
5251 · SUI, Hourly				
Total 5100 · Employer-Portion Taxes/Benefits	249,928.89	433,000.00	(183,071.11)	57.7%
5200 · Insurance				
5220 · Health Insurance	74,563.65	129,000.00	(54,436.35)	57.8%
5221 · Health Insurance - Retirees	41,543.10	73,300.00	(31,756.90)	56.7%
5230 · Dental Insurance	8,750.37	15,000.00	(6,249.63)	58.3%
5240 · Vision Insurance	2,582.55	4,500.00	(1,917.45)	57.4%
5260 · Life Insurance	925.59	1,500.00	(574.41)	61.7%
5270 · Workers' Compensation	15,272.25	20,000.00	(4,727.75)	76.4%
5280 · Disability Insurance				
Total 5200 · Insurance	143,637.51	243,300.00	(99,662.49)	59.0%
Total 'PERSONNEL RELATED EXPENSES	1,357,666.04	2,391,300.00	(1,033,633.96)	56.8%
CAPITAL				
7310 · Equipment, Furniture & Fixtures	26,607.41	40,000.00	(13,392.59)	66.5%
7320 · Structures & Improvements	9,900.00	200,000.00	(190,100.00)	5.0%
Total CAPITAL	36,507.41	240,000.00	(203,492.59)	15.2%
FACILITIES, GROUNDS & MAINTENAN				
7205 · Maintenance Contracts	8,434.29	15,000.00	(6,565.71)	56.2%
7210 · Building Maint & Repairs	14,589.52	25,000.00	(10,410.48)	58.4%
7220 · Landscape	957.05	18,000.00	(17,042.95)	5.3%
Total FACILITIES, GROUNDS & MAINTENAN	23,980.86	58,000.00	(34,019.14)	41.3%
LIBRARY MATERIALS				
6110 · Cataloging Expenses	15,390.85	22,000.00	(6,609.15)	70.0%
6115 · Electronic Databases & Subscrip	14,410.05	25,000.00	(10,589.95)	57.6%
6120 · Books	63,032.77	140,000.00	(76,967.23)	45.0%
6125 · Audio CD	5,455.83	20,000.00	(14,544.17)	27.3%
6130 · DVD's & Videogames	12,736.53	30,000.00	(17,263.47)	42.5%
6135 · Processing of Materials	18,621.54	40,000.00	(21,378.46)	46.6%
6140 · Periodicals	9,950.15	18,000.00	(8,049.85)	55.3%
6150 · Downloadables	9,643.73	20,000.00	(10,356.27)	48.2%
6155 · Library of Things		5,000.00	(5,000.00)	
Total LIBRARY MATERIALS	149,241.45	320,000.00	(170,758.55)	46.6%

Altadena Library District
Profit & Loss Budget vs. Actual
 July 2018 through January 2019

	Jul '18 - Jan 19	Budget	\$ Over Budget	% of Budget
MISCELLANEOUS EXPENSE				
7510 · Miscellaneous Expense	9.72		9.72	100.0%
7540 · Trustee Election		60,000.00	(60,000.00)	
Total MISCELLANEOUS EXPENSE	9.72	60,000.00	(59,990.28)	0.0%
OPERATING EXPENSES				
6430 · Insurance-Gen, Prop, Liab, Eq	26,138.73	45,000.00	(18,861.27)	58.1%
6432 · Earthquake Insurance	18,550.00			
6618 · Recruitment	288.75			
6620 · Membership Dues & Subscriptions	11,932.76	13,000.00	(1,067.24)	91.8%
6625 · Training & Education	4,750.12	12,000.00	(7,249.88)	39.6%
6626 · Staff Recognition	3,178.34	5,000.00	(1,821.66)	63.6%
6627 · Advertising / Marketing	1,774.89	6,500.00	(4,725.11)	27.3%
6628 · Volunteer Recognition	1,286.00			
6710 · Meetings & Travel	4,927.54	10,000.00	(5,072.46)	49.3%
6730 · Mileage & Parking Reimbursement	634.60	1,000.00	(365.40)	63.5%
6740 · Postage & Delivery	4,737.87	9,000.00	(4,262.13)	52.6%
6745 · Banking & Service Fees	1,183.79	2,000.00	(816.21)	59.2%
6746 · Payroll Fees	5,530.00	12,000.00	(6,470.00)	46.1%
6750 · Printing & Reproduction	3,834.69	10,000.00	(6,165.31)	38.3%
6755 · Small Equipment	4,768.45	10,000.00	(5,231.55)	47.7%
6765 · Janitorial Supplies	4,871.29	10,000.00	(5,128.71)	48.7%
6770 · Operating Supplies	12,087.02	25,000.00	(12,912.98)	48.3%
6780 · Operating Software	1,319.81	1,500.00	(180.19)	88.0%
6790 · Hardware (Computers / Tech)				
6920 · Electricity	20,928.94	35,000.00	(14,071.06)	59.8%
6930 · Natural Gas	1,329.10	5,000.00	(3,670.90)	26.6%
6940 · Water & Sewage	3,259.47	5,000.00	(1,740.53)	65.2%
6950 · Refuse	2,803.20	5,000.00	(2,196.80)	56.1%
6960 · Products for Resale		1,000.00	(1,000.00)	
6970 · Equipment Lease & Rental	14,103.97	31,000.00	(16,896.03)	45.5%
7530 · County Tax Collection Fees	33,235.82	35,000.00	(1,764.18)	95.0%
Total OPERATING EXPENSES	187,455.15	289,000.00	(101,544.85)	64.9%
PROFESSIONAL & TECHNICAL				
7125 · Audit and Financial Consulting	36,792.15	60,000.00	(23,207.85)	61.3%
7130 · Legal Fees	220,658.58	350,000.00	(129,341.42)	63.0%
7131 · Legal Settlement	111,800.00	112,000.00	(200.00)	99.8%
7135 · Technology Consulting		6,000.00	(6,000.00)	
7140 · Architectural & Engineering		50,000.00	(50,000.00)	
7145 · Collection Agency	1,494.65	3,500.00	(2,005.35)	42.7%
7155 · Consultants - Other	19,235.57	100,000.00	(80,764.43)	19.2%
7170 · Telecommunications	5,111.98	8,500.00	(3,388.02)	60.1%
7175 · Internet Service	10,182.03	35,000.00	(24,817.97)	29.1%
7180 · Technology Equipment	4,800.85	25,000.00	(20,199.15)	19.2%
7185 · Technology Maintenance Fees	14,681.25	20,000.00	(5,318.75)	73.4%
7190 · Website Development	731.96	1,500.00	(768.04)	48.8%
Total PROFESSIONAL & TECHNICAL	425,489.02	771,500.00	(346,010.98)	55.2%
PROGRAMS				
6200 · Youth Services	5,923.53	12,700.00	(6,776.47)	46.6%
6210 · Teen Services	1,340.91	5,000.00	(3,659.09)	26.8%
6220 · Adult Services	12,873.66	30,000.00	(17,126.34)	42.9%
6230 · Bob Lucas Branch Services	2,325.24	4,500.00	(2,174.76)	51.7%
6240 · Literacy Services	1,930.87	2,000.00	(69.13)	96.5%
Total PROGRAMS	24,394.21	54,200.00	(29,805.79)	45.0%
Total Expense	2,204,743.86	4,184,000.00	(1,979,256.14)	52.7%
Net Ordinary Income	1,257,456.65	(621,000.00)	1,878,456.65	(202.5)%
Net Income	<u>1,257,456.65</u>	<u>(621,000.00)</u>	<u>1,878,456.65</u>	<u>(202.5)%</u>

Altadena Library District
Balance Sheet
As of January 31, 2019

Jan 31, 19

ASSETS**Current Assets****Checking/Savings****Cash & Cash Equivalents****Cash in Banks**

1021 · Chase General Acct...2951	83,765.68
1026 · Chase HY Svgs...6883	32,789.31
1041 · Chase HY Svgs...6875	30,925.56

Total Cash in Banks	147,480.55
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Cash on Hand

1080 · Petty Cash	500.00
1081 · Cash Register - Main	150.00
1082 · Petty Cash - Branch	100.00
1083 · Cash Register - Branch	100.00

Total Cash on Hand	850.00
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Cash with County

1010.00 · Cash in County Treasury	3,040,353.58
1013 · FMV - COLA Funds	(36,829.67)

Total Cash with County	3,003,523.91
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Total Cash & Cash Equivalents	3,151,854.46
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Total Checking/Savings	3,151,854.46
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Other Current Assets

1400 · Property Taxes Rec - Secured	1,207,123.85
1401 · Parcel Assessment Receivable	416,399.55
1410 · Property Tax Rec - Unsecured	2,519.45

Total Other Current Assets	1,626,042.85
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Total Current Assets	4,777,897.31
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Fixed Assets**Capital Assets****Accumulated Depreciation**

1800 · Accum Depr (S & I)	(1,118,428.14)
1900 · Accum Depr (FF & E)	(15,846.24)

Total Accumulated Depreciation	(1,134,274.38)
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Depreciable Assets

1550 · Structures & Improvements	1,712,098.10
1700 · Furniture, Fixtures & Equipment	79,965.35

Total Depreciable Assets	1,792,063.45
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Non-Depreciable Assets

1500 · Land	77,280.28
1510 · Artwork	102,500.00

Total Non-Depreciable Assets	179,780.28
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Total Capital Assets	837,569.35
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Total Fixed Assets	837,569.35
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Altadena Library District

Balance Sheet

03/08/19

As of January 31, 2019

Accrual Basis

Jan 31, 19

Other Assets	
Deferred Outflows of Resources	
1990 · DOR - Pension Contributions	180,238.00
1991 · DOR - Pension Related	524,894.00
1993 · DOR - OPEB Related	7,322.00
Total Deferred Outflows of Resources	712,454.00
Total Other Assets	712,454.00
TOTAL ASSETS	6,327,920.66
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	139,128.42
Total Accounts Payable	139,128.42
Credit Cards	
2010 · UMB Card Services...3219	33,595.96
Total Credit Cards	33,595.96
Other Current Liabilities	
2005 · Other Accrued Expenses	
2050 · Accrued Vacation Payable	70,967.15
Total 2005 · Other Accrued Expenses	70,967.15
2100 · Payroll Payable	
2100.09 · Disability Insurance	(104.92)
Total 2100 · Payroll Payable	(104.92)
Total Other Current Liabilities	70,862.23
Total Current Liabilities	243,586.61
Long Term Liabilities	
Deferred Inflows of Resources	
2601 · DIR - Pension Related	274,678.00
Total Deferred Inflows of Resources	274,678.00
2700 · Net Pension Liability	2,302,407.00
2701 · Net OPEB Liability	1,089,770.00
Total Long Term Liabilities	3,666,855.00
Total Liabilities	3,910,441.61
Equity	
3300 · Retained Earnings	1,160,022.40
Net Income	1,257,456.65
Total Equity	2,417,479.05
TOTAL LIABILITIES & EQUITY	6,327,920.66

Altadena Library District Board of Trustees

Committee Report - Bylaws Committee

March 2019 | Committee Members: Gwen McMullins (Chair), Katie Clark

Meetings

February 27, 2019, 9:00-11:00am

February 28, 2019, 9:00-11:00am

I. Formation & Scope of Work

The Bylaws Committee, a less-than-quorum *ad hoc* committee, is tasked with updating the policies and practices of the Altadena Library District Board of Trustees from their current form (last revised in 2006).

II. Board Policy Revision Meetings & Working Draft Updates

The Committee convened twice to continue with a close reading of the new draft, with a section-by-section discussion and edits, to reach a working draft, which was then read and approved by both committee members and by the Interim Director and relevant staff (Estella Terrazas, Kylynn Chaney) for legal review.

III. Review by Outside Counsel

The working draft was submitted to outside counsel (3/11/19) to ensure that no inadvertent legal mistakes or omissions had been made with regard to the District's governing policies. BB&K responded (3/20/19) with a number of line edits, and indicated that any board policy surrounding Email/Personal Devices as well as Social Media/Online Activity would be better articulated in standalone policies on those topics to keep up with recent developments in law and changing best practices. Those updates and corrections have been integrated into the policy that is now presented for review by the Board and by the public.

IV. Recommendations

The committee recommends the following action:

That a special meeting be called in the second half of April to allow a full Board discussion of the new board policies, and to solicit public comment & input.

Report Approved By:

Gwen McMullins, Bylaws Committee Chair

Report Prepared By:

Katie Clark, Bylaws Committee Member

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Altadena Library District Board of Trustees Policies and Procedures

1. Library Board of Trustees Roles and Responsibilities

The Board of Trustees of the Altadena Library District is an elected, administrative board of five trustees residing and registered to vote within the District, as formed under CA Ed. Code §19600-19734, December, 1926. Their primary task is defining the mission and vision of the Altadena Library District, and guiding and advising the Library Director in the execution of same.

The Board of Trustees leads in strategic planning, and sets the policies that govern the Altadena Library District. It provides financial oversight and ensures a sustainable financial future for the Altadena Library District. It hires the District Director, to whom it delegates management authority. The Board of Trustees holds the Director accountable through a formal evaluation process.

The Board of Trustees represents and advocates for the Altadena Library District in the community.

The Board of Trustees holds authority only as an aggregate body, not as individual trustees, and works to maintain a unity of purpose among its members as they work in the best interests of the Altadena Library District and the community of Altadena.

As a publicly elected body administering a special district, the Board of Trustees complies with and ensures that the Altadena Library District complies with all legal requirements and ethical standards, and strives to ensure an open and transparent process of governance.

2. Election of Library Board of Trustees

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

2.1. Official Tabulation of Votes

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

2.2. Vacancies on the Library Board of Trustees

If a vacancy should occur on the Library Board of Trustees based on any of the prescribed events contemplated by Gov. Code §1770 occurring before the expiration of a term of office, the District shall notify the county elections official of the vacancy no later than 15 days following either the date on which the district board is notified of the vacancy, or the effective date of the vacancy, whichever is later. The remaining Trustees shall fill that vacancy within 60 days of the date on which the district board is notified

of the vacancy, or the effective date of the vacancy, whichever is later (Gov. Code §1780(d)(1)-(e)(1)), either by appointing a new Trustee or by calling an election at the next established election date. Any individual appointed to a vacancy on the Library Board of Trustees by any means shall assume his or her office at the next regular meeting of the Board.

2.3. Appointment to a Vacancy

If the Board of Trustees decided to appoint someone to fill the vacancy, a notice of said vacancy must be posted in three or more conspicuous places in the district (including the Main Library and the Branch Library), as well as on the District's website, at least 15 days before the appointment is made. The District must then notify the county elections official of the appointment no later than 15 days after the appointment is made, and that appointee shall fill the vacancy under whichever of the following two scenarios applies (Gov. Code §1780(d)(2)):

- A. If the vacancy occurs in the first half of a term of office and at least 130 prior to the next general district election, the person appointed to fill the vacancy shall hold office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.
- B. If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.

2.4. Calling an Election to Fill a Vacancy

In lieu of making an appointment, the remaining members of the Board may within 60 days of the date they are notified of the vacancy or the effective date of the vacancy (whichever is later), call an election to fill the vacancy. The election shall be held on the next established election date that is 130 or more days after the date the District Board calls the election (Gov. Code §1780(e)(2)). Established election dates are defined by Elections Code §1000.

2.5. Failure to Act

If the vacancy is not filled by the Board either via making an appointment or calling a special election within 60 days, then between 60 and 90 days, the Los Angeles County Board of Supervisors may fill the vacancy either by appointing a new Library Trustee or by ordering the District to call an election. The election shall be held on the next established election date that is 130 or more days after the date the Board of Supervisors orders the election.

If the number of remaining members of the Board falls below a quorum, then at the request of the district secretary or a remaining Board Member, the Board of Supervisors may waive the 60 day period during which the Board is allowed to take action (but would be unable to act due to the lack of quorum), and the Board may either appoint immediately to fill the vacancy, or may call an election to fill the vacancy. The election shall be held on the next established election date that is 130 or more days after the date the Board of Supervisors calls the election. The Board of Supervisors shall fill only enough vacancies to provide the Board of Trustees with a quorum.

If within 90 days of the date the Board of Trustees is notified of the vacancy or the effective date of the vacancy (whichever is later), no action has been taken by any governing body to fill the vacancy either by appointment or by calling for a special election, the Altadena Library District must call an election to fill the vacancy (Gov. Code §1780(g)(1)). The election shall be held on the next established election date that is 130 or more days after the date the District Board calls the election.

2.6. Election

A person elected at a regular board member election or appointed in-lieu of election takes office at noon on the first Friday in December following his or her election in November (odd years) and at noon on the first Monday after January 1st following the election (even years) and shall serve for four years.

2.7. Candidate Statements for District Elections

The District requires payment to the County of Los Angeles in advance of each candidate's *pro rata* share of the printing, handling, and mailing costs of the candidate's statement included in the voter's sample ballot pamphlet. If the actual cost exceeds the estimate, the District will bill each candidate for the coverage after the election. The maximum word limitation for the candidate's statement is 200 words. The county shall bill any candidate for District office for the actual prorated costs of printing, handling, and translating his statement of qualifications contained in the voter's pamphlet accompanying the sample ballot (Public Resources Code §9546).

2.8. Seating of New Members on the Library Board of Trustees

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

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

3. Officers

At the Board's first regular meeting called after the last Friday in November, the Board shall elect its President and Secretary for one year terms (Education Code §19424).

3.1. Election of Officers

The Library Board of Trustees elects officers at its regular board meeting called after the last Friday in November from among its members, effective immediately. The officers remain in office for a term of one year or until their successors are duly elected.

3.2. Vacancies

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

3.3. Duties of Officers

A. President

1. Chairs all Library Board of Trustees meetings;
2. Carries out necessary duties as prescribed by law;
3. Works closely with the District Director (or his or her designee(s)) to facilitate effective communication among the Board of Trustees and the community;
4. Works closely with the Director in preparing the agenda for all Board of Trustees meetings;
5. Shall sign, with the Secretary, all official documents implementing Board action;
6. Appoints Standing Committees (including a chair of each committee), Board Liaisons, and may create Special Committees or Ad-Hoc Committees to perform a specific task; with all appointees requiring an approval by a majority of the Board of Trustees;
7. Shall be an ex-officio member of all Standing Committees;
8. Represents the District in official functions, or designates a representative;
9. Shall be (or shall designate) the official spokesperson for Board of Trustees actions;

B. Secretary

1. Assumes the duties of the President in the absence of the President or in the event that s/he must vacate the chair during the course of a meeting;
2. Presides at all regular and special meetings in the absence of the President;
3. Certifies all District documents as may be required by law, and signs, with the President, all official documents implementing Board action; and
4. Carries out other duties as prescribed by law.

3.4 Personal and Individual Liability of Trustees

The District should include in its standard insurance policy a Directors & Officers Liability insurance policy, such that Board members are not at risk of joint and several liability for actions taken in the proper exercise of their official duties to the extent permitted by law.

4. Library Board of Trustees Committees

Board Committees are constituted to facilitate the effectiveness of the Library Board of Trustees within the powers and authority delegated by the Board as a whole. The creation of committees is discretionary and the President, subject to a majority vote of the Board, may appoint committees at any time, and shall designate the chair of each committee.

The Board may appoint community members and/or staff to serve on committees. A public statement may be issued asking for volunteers to serve on a committee, if appropriate. Members of the community wishing to serve on the committee shall submit a statement of interest or resume to the Chair of the committee for consideration, and the Chair shall submit a recommendation to the full Board for approval by a simple majority.

Staff may participate in committees in two fashions:

- A. The District Director may forward staff recommendations to the Chair of the committee for membership as s/he sees appropriate, and those recommendations shall be submitted by the Chair to the full Board for approval by a simple majority; or
- B. Members of staff may, of their own volition, submit themselves for membership on a committee as members of the community, but it shall be understood that they are not participating in their role as a District employee nor are they representative of the viewpoints or perspective of the institution nor shall they be paid for their time.

In establishing committees, the Board will comply with all relevant legislation, including the Ralph M. Brown Act.

4.1. Standing Committees

Standing Committees may be appointed by the Board to deal with a special area of interest for an unspecified duration. No more than two members of the Board shall sit on any standing committee. Standing committees may or may not include other members, including staff or members of the public, and shall have a continuing subject matter and a fixed meeting schedule. All standing committees must operate within the confines of the Ralph M. Brown Act, which dictates that meetings shall be held in a suitable location, be open to the public, have an agenda posted at least 72 hours prior to the meeting, and that items from the public will be heard if they are within the subject-matter jurisdiction of that committee.

4.2. Ad-Hoc Committees

Ad-hoc Committees may be created by the Board or the President (with concurrence from the Board) at any time to perform a specific task. Membership of an ad-hoc committee is limited to less than a quorum, *i.e.*, two members of the Board, and shall be comprised exclusively of Board members (no additional members are permitted). Thus composed, a less than quorum ad-hoc committee is not subject to the constraints of the Brown Act (although it is perfectly free to operate according to them should it wish) (Gov. Code §54952(b)). At its creation, the committee shall be given a specific charge, a timeframe for completion of that charge, a designation of the composition of membership (either less than quorum ad-hoc or special), a full description of the functions to be discharged, and the authority that the committee

will have. Ad-hoc committees are automatically dissolved no later than twelve months following their creation, and may be reconstituted after a new slate of Board officers are elected in December.

4.3. Special Committees

Special Committees may be created by the Board or by the President (with concurrence from the Board) at any time to perform a specific task. Membership of a special committee may be composed exclusively of trustees (provided that it is more than a quorum; *i.e.*, three or more trustees), or may be composed of trustees, staff, members of the community, or any combination of the aforementioned. Special committee meetings, since they are a legislative body, must be held in accordance with the Ralph M. Brown Act, whose constraints apply to all committee members.

4.4. Reporting of Committees

The Chair of each committee shall provide a comprehensive (written or oral) report to the Library Board of Trustees at the regular meeting following each committee meeting. A written report is recommended.

5. Library Board of Trustees Liaisons

The Board President may appoint designated liaisons between the Board and appropriate Library support groups and/or other governing bodies as applicable. Appointments shall be made by the Board President with the concurrence of a majority of the Board.

Each liaison will provide the Board with a comprehensive (written or oral) report of activities at the regular Board meeting immediately following any relevant activity, including recommendations for Board actions when appropriate.

5.1. Government Relations Liaison

The Government Relations Liaison shall:

- A. Monitor current legislative activity at city, county, state, and federal levels that would impact the Altadena Library District;
- B. Provide information to the Board of Trustees regarding legislative issues and their impact on the Altadena Library District;
- C. After consultation with the Board, contact legislators, as appropriate, to advocate for the Altadena Library District's position on individual legislative issues; and
- D. Attend legislative days in Sacramento representing the Altadena Library District.

5.2. Friends of the Altadena Library Liaison

The Friends of the Altadena Library Liaison shall:

- A. Attend meetings of the Friends of the Altadena Library;

- B. Represent the Board of Trustees at those meetings; and
- C. Provide context to the Board about any relevant information, activity, or recommended Board action.

5.3. Altadena Library Foundation Liaison

The Altadena Library Foundation Liaison shall:

- A. Attend meetings of the Altadena Library Foundation Board;
- B. Represent the Board of Trustees at those meetings; and
- C. Provide context to the Board about any relevant information, activity, or recommended Board action.

6. Library Board of Trustees Representatives

From time to time, the Board of Trustees may appoint from its members a representative to professional or community-wide committees or organizations to represent the unique interests of the Altadena Library District. Such appointments must be made in compliance with state law.

7. Library Board of Trustees Appointments

The Board of Trustees may call upon members of the community to represent the Altadena Library District as needed with appointments to local, state, or regional boards or committees as a delegate from the Altadena Library District.

7.1. Appointment of District Representatives to Local, Regional, State Committees and Boards

When local, state, or regional committees or boards request a community member as a delegate from the Altadena Library District, the Board directs the District Director to recruit and suggest for appointment such community members. The District Director will submit these recommended appointees, including position and length of term, to the Board of Trustees for approval at a regular meeting.

8. Library Board of Trustees and Relationship with the District Director

The Board of Trustees determines the strategic direction and operating policies of the Altadena Library District, and delegates their implementation to the District Director. Moreover, the Board appropriates all monies to be expended via the approved budget, and works closely with the Director to ensure a well-run library district which fulfills the needs of the community.

While the Board retains authority under the law to conduct all library business, it shall be Board policy to delegate responsibility for the operation of the library to the District Director, and to endorse his/her policies and practices, as long as they continue in the library's best interest.

It is the District Director's responsibility to keep the Board informed of library activities, and to make recommendations for Board action in all matters as required by law.

8.1. Appointment of a District Director

The District Director shall be appointed at a regular meeting from a list of qualified candidates as the result of an open competitive oral and written process. No fewer than four Trustees must be present in a closed session meeting when each applicant is being interviewed for final selection. An applicant must receive at least three affirmative votes from the Board of Trustees to be appointed District Director, which must be announced in compliance with the Ralph M. Brown Act.

8.2. Temporary Absence of the District Director

In the temporary absence of the District Director, the District Director shall appoint a qualified current librarian on staff to serve as Acting Director, without additional compensation. A temporary absence shall be understood to consist of 10 consecutive business days, wherein the Acting Director shall assume the full range of duties and responsibilities. If the District Director is temporarily incapacitated and unable to appoint an Acting Director, the Board of Trustees shall appoint an Acting District Director by majority vote.

8.3. Prolonged Absence of the District Director

In the case of the prolonged absence, which shall be understood to be longer than the above defined temporary absence, the Board of Trustees shall immediately appoint an Acting District Director and establish appropriate compensation.

8.4. Appointment of an Interim Director

In the case of the resignation, death, or dismissal of the District Director, the Board of Trustees shall immediately appoint an Interim District Director and establish appropriate compensation.

8.5. Administration Leeway in Absence of Board Policy

In situations arising where there are no policies or guidelines for administrative action, the Director shall have the power to act in compliance with State law and in consultation with General Counsel, as necessary; however, the Director's actions shall be subject to review and action by the Board of Trustees at its next regular meeting. It shall be the duty of the Director to immediately inform the Board of such situations, and of the need for policy.

8.6. Library Board of Trustees Requests of Staff or Legal Counsel

The Director shall be the line of official communication between the Board and all District personnel, including contractors, vendors, legal counsel, and volunteers. Except for the purpose of inquiry and unless there is reasonable cause to do otherwise, the Board of Trustees shall provide direction to District personnel through the District Director, in compliance with all applicable open meeting and transparency

State laws. Neither the Board nor its members shall attempt to influence or to direct any subordinates of the Director.

The Director may, from time to time, assign specific members of the staff or request legal counsel to work directly with a Board member, a Board committee, or on a Board project.

8.7. Evaluation of the District Director

The District Director shall, upon his or her appointment, have a probationary period of 12 months. A series of preliminary evaluations shall take place at three and six months with the Board of Trustees, with a final evaluation and determination upon passage of probation at one year. Thereafter, the Board shall undertake a formal evaluation of the Director annually, and may, at their discretion, undertake a special evaluation, if such a special evaluation is approved with the vote of a majority of the Board. All formal evaluation processes must be conducted in compliance with the Ralph M. Brown Act.

9. Library Board of Trustees Expense Reimbursement Policy

The purpose of this policy is to (1) define the types of meetings, conferences, and other activities for which a Library Trustee may receive reimbursement from the District for actual and necessary expenses incurred in attending such meetings, conferences, or activities; and (2) to provide the rate or rates of reimbursement for travel, meals, lodging, and other actual or necessary expenses incurred by Library Trustees in attending those meetings, conferences, and activities; and (3) to provide the procedures and other requirements for seeking reimbursement from the District for those expenses.

This policy is intended to comply with the requirements of Government Code §53232-53232.4.

9.1. Applicability

This policy applies only to members of the Board of Trustees. Reimbursement for expenses to the District Director and to employees of the Altadena Library District shall be governed by the District's personnel rules and policies.

9.2. Authorized Expenses

A Library Trustee is eligible to receive reimbursement for travel, meals, lodging and other and necessary expenses incurred in attending the following meetings, events and activities, provided the attendance is approved by the Board of Trustees, and includes (but is not limited to) the following categories:

- A. **Conferences, Meetings and Workshops**
Attendance at conferences, meetings and workshops of regional, state and national organizations whose activities benefit or affect the District's activities or interests;
- B. **Special Projects**
Attendance at conferences and meetings regarding special library projects;
- C. **Community Activity or Visibility**
Attendance at community sponsored functions, where the presence of a representative is requested or important;

- D. Legislative Activity and Meetings with Local, Regional, State or National Officials
Attendance at meetings with local, regional, state or national officials on legislative issues or District policy or program issues; and
- E. Ethics, Harassment, Brown Act, or Special District Training
Attendance at a conference, meeting, workshop or organized educational activity conducted in compliance with Government Code §54952.2(c), including but not limited to ethics training required by Government Code §53234.
- F. Educational Conferences and Professional Meetings (as outlined in §10 of this policy).

Event categories not subject to reimbursement, and which will not receive Board approval, include social events, District-sponsored employee events, festival and holiday events, and meetings of political organizations.

9.3. Library Board of Trustees Budget Approval for Activity

A budget for attendance by a member of the Board at eligible meetings or events as described in Section 9.2 of this policy will be established as a line item in the District's budget. Adoption of the budget by the Board of Trustees will constitute prior approval of such expenses provided the total expenditures do not exceed the approved budget. Expenses which exceed the approved budget must be approved by the Board before they are incurred.

9.4. Reimbursement Rates and Amounts

A. Transportation

The most economical mode and class of transportation reasonably consistent with scheduling needs, the Trustee's time constraints, and cargo space requirements must be used, using the most direct and time-efficient route. Charges for rental vehicles may be reimbursed under this provision if more than one District official is attending an out of town conference, and it is determined that sharing a rental vehicle is more economical than other forms of transportation. In making such determination, the cost of the rental vehicle, parking and gasoline will be compared to the combined cost of such other forms of transportation. Government and group rates must be used when available.

1. **Airfare.** Airfares that are equal or less than those available through the Enhanced Local Government Airfare Program offered by the State of California shall be, in most normal circumstances, presumed to be the most economical and reasonable for purposes of reimbursement under this policy. The Board recognizes and acknowledges that such airfares are not always practicable or available in certain limited circumstances, and finds that higher airfares may be appropriate in individual cases.
2. **Automobile.** Automobile mileage shall be reimbursed at Internal Revenue Service rates presently in effect (see <http://www.irs.gov/>). These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable. The Internal Revenue Service rates will not be paid for rental vehicles; only receipted fuel expenses will be reimbursed. Mileage for travel to meetings, conferences, and activities with a ten-mile radius shall not be reimbursed by the District.

3. **Car Rental.** Rental rates that are equal or less than those available through the State of California's website (<http://www.catravelmart.com/default.htm>) shall be considered the most economical and reasonable for purposes of reimbursement under this policy.
4. **Taxis/Ride-Share/Shuttles.** Taxi, ride-sharing, or shuttle fares may be reimbursed, including a 15% gratuity per fare, when the cost of such fare is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.

B. Lodging

Lodging expenses will be reimbursed or paid for when travel on official District business reasonably requires an overnight stay.

1. **Conferences/Meetings.** If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. If the group rate is not available, see subparagraph 2 below.
2. **Other Lodging.** Travelers must request government lodging rates, when available. A listing of hotels offering government rates in different areas is available at <http://www.catravelmart.com/lodguideframes.htm>. Lodging rates that are equal or less than government rates are presumed to be reasonable and hence reimbursable for purposes of this policy. In the event that government rates are not available at a given time or in a given area, lodging rates that do not exceed the median retail price for lodging for that area listed on websites like www.hotels.com, www.expedia.com, or an equivalent service shall be considered reasonable and hence reimbursable if, given the circumstances of the travel, such comparable rates can be found. In unique circumstances, the District Director may approve the reimbursement of reasonable lodging costs that exceed the two standards above, if necessary under the particular circumstances.

C. Meals

Trustees shall, when available, take meals that are provided as part of a seminar or conference registration fee. Reimbursable meal expenses and associated gratuities shall not exceed \$60 per day.

D. Telephone/Fax/Cellular

Trustees will be reimbursed for all actual telephone and fax expenses incurred for Altadena Library District business. Telephone bills should identify which calls were made on Altadena Library District business.

E. Internet

On out-of-town trips, Trustees will be reimbursed for Internet access connection and/or usage fees away from home, not to exceed \$15 per day, if Internet access is necessary for Altadena Library District related business.

F. Airport and Other Parking Charges

The Altadena Library District will reimburse parking costs based on actual costs or the equivalent of long-term parking rates used for travel exceeding 24 hours.

G. Other

Baggage handling fees and reasonable gratuities will be reimbursed. Expenses for which Trustees receive reimbursement from another agency are not reimbursable. Any and all expenses that do not fall within the adopted reimbursement policy are required to be approved by the Library Board of Trustees in a public meeting prior to the expense(s) being incurred.

9.5. Non-Reimbursable Expenses

Examples of personal expenses for which the Altadena Library District will not reimburse a Trustee include, but are not limited to:

- The personal portion of any trip;
- Political or charitable contributions;
- Family expenses, including partner's expenses when accompanying an official on agency-related business, as well as children or pet-related expenses;
- Entertainment expenses, including theater, movies (either in-room or at the theater), recreational events not related to Altadena Library District business (including gym or massage expenses), cultural events not related to Altadena Library District business;
- Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline;
- Personal losses incurred while on Altadena Library District business; and
- Personal alcohol or bar expenses.

9.6. Expense Report Content and Submission Deadline

All expense reimbursement requests must be submitted on an expense report form provided by the Altadena Library District. This form shall include the following advisory:

"All expenses reported on this form must comply with the Altadena Library District's policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the Altadena Library District's policies may include loss of reimbursement privileges, restitution, civil and criminal penalties as well as additional income tax liability."

Expense reports must document that the expense in question met the requirements of this policy. Except as required sooner by this policy, Trustees must submit their expense reports within 30 calendar days of an expense being incurred, accompanied by receipts documenting each expense. Restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation. The inability to provide such documentation in a timely fashion may result in the expense being borne by the Trustee.

9.7. Verification of Expense Reports

Trustees shall submit their reimbursement forms to the District Director for review, final approval and payment. Included on the reimbursement form will be an explanation of the Altadena Library District-related purpose for the expenditure(s), and receipts evidencing each expense shall be attached.

The District Director shall review and approve all reimbursement requests. The District Director may request additional documentation or explanation of individual expenditures for which reimbursement is requested by the Trustee. Expenses that do not adhere to the adopted reimbursement policy and that do not receive approval from the Board of Trustees in accordance with the above policies prior to the expense being incurred shall not be eligible for reimbursement.

9.8. Reports to the Public

At the next subsequent regular Board meeting, each member shall briefly report, orally or in writing, on all meetings attended at District expense. If multiple members of the Board of Trustees attended an event, a joint report or individual report on behalf of all attendees may be made.

9.9. Compliance with Laws

Trustees should keep in mind that some expenditures could be subject to reporting under the Political Reform Act and other laws. Records of all District expenditures and documentation regarding expense reimbursements are public records subject to disclosure under the Public Records Act, subject to any applicable exemptions.

9.10. Violation of this Policy

Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: (1) loss of reimbursement privileges, (2) a demand for restitution to the Altadena Library District, (3) the Altadena Library District reporting the expenses as income to the Trustee to state and federal tax authorities, (4) civil penalties pursuant with California state law, or (5) prosecution for misuse of public resources (Penal Code §424).

10. Training, Education, and Conferences

Trustees are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve Board and/or District operations. Attendance at such educational conference and professional meetings are considered a part of an official's performance of their official duties for the Altadena Library District. There is no limit as to the number of Trustees attending a particular conference or seminar when it is apparent that their attendance is beneficial to the Library District. "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.

It is the policy of Altadena Library District to encourage board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with interests of the Altadena Library District. Cash advances are not

permitted. All reimbursement of actual and necessary expenses shall be pursuant to the policies outlined in previous sections.

A Trustee shall not attend a conference or training event for which there is an expense to the Library District if it occurs after they have announced their pending resignation, or if it occurs after the election in which it has been determined that they will not retain their seat on the Board. A Trustee shall not attend a conference or training event when it is apparent that there is no significant benefit to the Altadena Library District.

Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the Altadena Library District, the Trustees shall either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. The report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District Director to be included in the library for the future use of other staff.

The Library must provide information on available training to the Board at least once a year.

10.1. Ethics Training

All Trustees and the District Director shall receive two hours of training in general ethics principles and ethic laws relevant to public service within one year of election or appointment to the Library Board of Trustees, and at least once every two years thereafter, pursuant to Government Code §§53234-53235.2.

This policy shall also apply to all staff members that the Board of Trustees designates and to members of all commissions, committees and other bodies operating subject to the Ralph M. Brown Act who receive any type of compensation, salary, or stipend or reimbursement for actual and necessary expenses incurred in the performance of official duties.

Trustees and the District Director shall obtain proof of participation after completing the ethics training. Altadena Library District staff shall maintain records indicating both the dates that the District Director and Trustees completed the ethics training and the name of the entity that provided the training. These records shall be maintained for at least five years after the District Director and the Board of Trustees receive training, and are public records subject to disclosure under the California Public Records Act. Altadena Library District staff shall provide the District Director and Board of Trustees with information on available training that meets the ethics training requirements of this policy at least once every year.

Ethics training may consist of either a training course or a set of self-study materials with tests, and may be taken from home, in person or online. Any Trustee that serves on the board of another agency is only required to take the training once every two years.

10.2. Sexual Harassment Prevention Training

Government Code §§53237-53237.5 requires each local agency official to receive sexual harassment prevention training. Trustees shall receive at least two hours of sexual harassment prevention training and education within the first six months of taking office, and every two years thereafter. Any entity which provides training must also provide the participants with proof of participation, and the Library shall maintain records for at least five years detailing the dates on which Trustees fulfilled said training, as well as the entity that provided it.

10.3. Brown Act & Special District Training

Trustees are encouraged within their first six months of tenure on the Board to take advantage of free training from CSDA, the Los Angeles District Attorney’s office, or other similar agencies, on board member best practices, the Brown Act, and other issues and concerns applicable to the Altadena Library District.

11. Board Meetings

11.1. Regular Meetings

Regular meetings of the Altadena Library District Board of Trustees are generally held the fourth Monday of each month in one of Altadena Library District libraries. The schedule of dates and locations of Board meetings for the next year is determined at the regular November or December meeting of the prior year, although the schedule and location may be modified by Board action, if appropriate.

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

11.2. Special Meetings

Pursuant to the provisions of Government Code §54956, Special Meetings of the Board of Trustees may be called by or at the direction of the President.

A special meeting may also be called by a majority of Board members, by written notices served upon each member of the Board at least 12 hours before the time specified for the meeting (Ed. Code §19429). Once such a special meeting is called by a majority of Board members, written notice must also be delivered to any newspaper, radio station, or television station that has requested such notice (Gov. Code §54956(a)). The call and notice shall specify the time and place of the special meeting and the business to be transacted. Non-agenda items shall not be considered or discussed at such meetings. Special Meetings must be open to the public.

11.3. Emergency Situations

In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of Library District facilities, the Board may hold an emergency meeting without complying with the 24 hour notice requirement of this section.

For the purposes of this situation, “emergency situation” can be understood to mean any of the following:

- A. Work stoppage of other activity which severely impairs public health, safety, or both, as determined by a majority of the members of the Board;
- B. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring a legislative body to provide one-hour notice before holding an emergency meeting may endanger the public health, safety, or both, as determined by a majority of members of the Board (Gov. Code §54956(a)(2)).

However, any local newspaper of general circulation and radio or television station which has requested notice of special meetings pursuant to Government Code §54956 shall be notified by the presiding officer of the Board, or designee thereof, one hour prior to the emergency meeting by telephone.

In the event that telephone services are not functioning, the notice requirements of this section shall be deemed waived, and all reasonable efforts shall be made to notify those media outlets of the holding of the emergency meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible.

Should a closed session be necessary under the closed session provisions set forth in Gov. Code §54957,

Notwithstanding emergency closed session provisions as set forth in Government Code §54957, the Board shall not meet in closed session during a meeting called pursuant to this section.

All special meeting requirements, as prescribed above, shall be applicable to a meeting called pursuant to this section, save for the 24 hour notice requirement. The minutes of a meeting called pursuant to this section, a list of persons whom the presiding officer (or designee of the Board) notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for a minimum of 10 days in a public place as soon after the meeting as possible.

11.4. Teleconferencing

As per Gov. Code §54953, teleconferencing - meaning the connection of members of the Board of Trustees by electronic means, either through audio or video or both - may be used for the benefit of the public and the District in connection with any meeting or proceeding authorized by law. It may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the Board of Trustees. All votes taken during a teleconferenced meeting shall be by roll call. The following practices must be observed:

- A. No action shall be taken by secret ballot, whether preliminary or final.
- B. The Board shall publicly report any action taken and the vote or abstention on that action of each member present for the action.
- C. At least a quorum of Trustees must be within the District at the time of the teleconferenced meeting (although they may teleconference from locations within the District).
- D. Agendas shall be posted at all teleconference locations, and each teleconference location shall be identified in the notice and agenda of the meeting, and shall be accessible to the public. The agenda shall provide an opportunity for members of the public to address the Board of Trustees directly at each teleconference location.

11.5 Closed or Executive Sessions

The Ralph M. Brown Act allows private executive sessions, or closed sessions, for discussion of anticipated and initiated litigation, certain personnel matters and public employment, and labor and real estate negotiations. The Meyers-Milias-Brown Act also allows executive sessions for discussion of matters related to recognized employee organizations. A member of the Board of Trustees may participate in the

discussion via telephone and may vote (by roll call) if needed under the provisions set forth above for teleconferencing. If he/she is within the territorial limits of the agency, that member may be counted toward the quorum, but if he/she is outside the territorial limits of the agency, that member may participate in discussion and vote (by roll call), but may not be counted as part of the quorum. These sessions require the same notice as Special Meetings.

11.6. Parliamentary Procedure

Robert's Rules of Order (most current edition) shall govern the parliamentary procedures of the Board of Trustees, with two exceptions:

- A. A Trustee proposing a motion may speak briefly on behalf of the proposal prior to making the formal motion. However, there shall be no further debate or discussion until the motion is properly made and seconded.
- B. While the president must vacate the chair prior to making or seconding a motion (e.g. shall pass the gavel to the Secretary), in all other matters the officers shall be considered equal in privilege and responsibility to one another. They shall be encouraged to participate in debate and discussion and to vote on all matters brought before the Board.

The steps based on *Robert's* for a motion presented to the Board of Trustees are as follows:

- A member is recognized by the Chair;
- That member makes a motion;
- The motion is seconded by another member;
- The motion may be restated by the Chair at his/her discretion or at the request of any member;
- Discussion of the motion
- A vote is taken, and ayes, nays, and abstentions are recorded; and
- The Chair announces the results of the vote and what action shall be taken.

11.7. Quorum

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

11.8. Voting

All measures shall be passed by a majority of those present and voting. Voting shall be by voice and hand vote unless a member specifically requests a roll call vote, or when a roll call vote is mandated by State law.

12. Presenting Matters to the Board of Trustees

12.1. Agendas

- A. Every staff member and committee member of the Altadena Library District, and

every citizen, individual, corporation, committee, or civic group having reports, communications, proclamations, resolutions or any other matter of business to be presented at a regular meeting, shall notify the District Director of the fact in writing at least 10 business days prior to the date of that meeting. The District Director and the President of the Board of Trustees shall determine which of such items are to be placed on a future agenda as matter directly related to Altadena Library District business.

- B. All items requested to be placed on an agenda by a member of the Board of Trustees shall appear on the agenda, with a brief general description of the item for inclusion in the agenda.
- C. The District Director shall work closely with the Board President to prepare the agenda. The District Director shall deliver to members of the Board a complete copy of such agenda not later than 72 hours preceding a regular meeting, and 24 hours preceding a special meeting. The agenda shall be prominently displayed at the Board of Trustees meeting, and shall be made publicly available on the District's website in compliance with the Brown Act. The agenda shall contain a brief, general description of each item of business to be transacted or discussed at the meeting. The agenda shall specify the time and location of the meeting and a copy thereof shall be posted on a business day at least 72 hours before any regular meeting in a location that is freely accessible to members of the public and designated by the Board of Trustees.
- C. Each agenda item must be marked ACTION and/or INFORMATIONAL. No matters other than those on the agenda shall be acted upon by the Board of Trustees; provided, however, that the Board of Trustees may take action on a matter not appearing on the posted agenda upon a determination by a majority vote that an emergency situation exists, as defined in Government Code §54956.5.
- D. No action will be taken on agenda items for which there are District-generated or District-provided review attachments unless the attachments have been provided to each member of the Board of Trustees at least 24 hours prior to the Board of Trustees meeting. Documents which are public records and which are distributed during a public meeting shall be made available for public inspection at the meeting if prepared by the Altadena Library District or after the meeting if prepared by another party, in accordance with the Ralph M. Brown Act.
- E. Any Trustee may add an item at the time of the Board of Trustees meeting for inclusion on a future agenda. No action shall be taken on these future agenda items at the meeting at which they are added.

12.2. Order of Business

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

12.3. Minutes

Minutes of Board of Trustees meetings are a matter of public record. The official written Minutes are filed in the Administrative Office at Main Library and on the Altadena Library District's website and are available for public inspection and review during normal business hours.

12.4. Adequate Information to Precede Action

Except in emergencies, the Board of Trustees shall not attempt to decide upon any question before examining and evaluating information any person requests the Board of Trustees to consider. The District Director shall be given an opportunity to examine and evaluate all such information and to recommend action before the Board of Trustees attempts to make a decision. All budget considerations shall be presented with adequate financial context from the budget, so the Board of Trustees can give each item adequate consideration.

12.5. Trustee Suggestions

Trustees may individually make suggestions for library services and operations to the District Director for evaluation.

12.6. Official Reports

Whenever a member of the Board of Trustees attends a meeting as an official representative of the Board or of the Altadena Library District, a written or oral report should be made available to the other members of the Board of Trustees. A written report is recommended.

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

At each regular meeting, time is set aside for oral communications from the public. Members of the audience may speak on any District-related subject which is not included on the agenda under the agenda item "Communication and Comments from the Public Concerning Items Not on the Agenda."

Later, when each agenda item comes before the Board of Trustees, the President (or Chair) will invite those who have filled out request cards to speak on that item before comments from staff and the Board of Trustees.

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

- A. Those wishing to address the Board of Trustees are requested to fill out a request card for each agenda item or topic they wish to speak on and hand it to an appropriate staff member.
- B. When called to speak, speakers should go to the microphone and are requested to identify themselves by name.
- C. Remarks shall be limited to three minutes per person. This applies to both non-agenda and agenda items.

- D. All remarks are to be directed to the Chair. Dialogue between members of the public and between the public and Trustees is not permitted. Trustees may briefly respond to comments or questions from the public at their discretion.
- E. Remarks by any person addressing the Chair which reflect adversely upon the political or religious views, or character of any person, are not permitted. Derogatory, insulting or abusive remarks directed toward any employee of the Altadena Library District shall not be permitted. The Board of Trustees cannot prohibit public criticism of policies, procedures, programs or services of Altadena Library District or the acts or omissions of the Board of Trustees itself. (Gov. Code §54954.3(c)). (The law provides no immunity for defamatory statements.)
- F. The Chair shall rule on the appropriateness of the subject being presented and whether presentation is within the time limits specified.
- G. Violations of these rules that substantially disrupt the meeting may lead to removal of the individual from the meeting.

12.8. Agenda Attachments

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

13. Correspondence

Members of the Board of Trustees acting in their capacity as an officer, committee chair, or liaison, may issue correspondence on Altadena Library District letterhead stationery as it relates to the office, committee, or liaison function. Members of the Board of Trustees shall provide a copy to the District Director for file and distribution to the Board of Trustees as required. Correspondence representing or advocating an Altadena Library District position on an issue (e.g., a ballot measure) require prior Board of Trustees approval.

14. Awards and Honors

The Board of Trustees may honor and recognize the service of the staff. Recognition of staff five year milestones (beginning at five years, and every five years thereafter) should be organized in close concert with the District Director.

The Board of Trustees may from time to time of its own accord honor and recognize individuals from the community who have distinguished themselves by service to the Altadena Library District. Such recognition may be in the form of a Certificate of Recognition to be presented, if possible, at a Board of Trustees meeting.

The Board of Trustees may also, from time to time of its own accord, honor and recognize individuals from the community who have distinguished themselves. Such recognition may be in the form of a Certificate of Recognition to be presented, if possible, at a Board of Trustees meeting.

Acting upon recommendations submitted by the District Director, the Board of Trustees will recognize volunteers who have contributed significant hours of service or value to Altadena Library District. Such recognition may be in the form of a Certificate of Recognition to be presented, if possible, at a Board of Trustees meeting.

15. Communications

15.1. Media

A. Responsibility

1. The District Director shall coordinate the release of information concerning Altadena Library District and the actions of the Board of Trustees.
2. The President of the Board of Trustees or his/her designee shall be the official spokesperson for Board of Trustees actions. Individual Board members who speak to media representatives should clarify to media representatives that any comments they choose to make are their own personal viewpoints and do not represent a consensus of or position taken by the Board of Trustees unless such position was passed by a motion of the Board of Trustees. In such a case, the motion should be quoted exactly.
3. Individual Board members should report all relevant media contacts to the District Director, and, in turn, the District Director will keep the Board informed of media activity in the District.
4. Altadena Library District employees and/or volunteers shall refer media inquiries to the District Director. Altadena Library District employees and/or volunteers shall clarify to media representatives that any comments they choose to make are their own personal viewpoints and do not represent the official position of the Altadena Library District. Employees and/or volunteers should report all media contact to the District Director.

B. Cooperation with Media

1. The Altadena Library District shall cooperate with media representatives in an effort to provide accurate information in response to media interests and for dissemination to the public through the media.
2. Media representatives are encouraged to attend meetings of the Board of Trustees and its standing committees and will receive meeting announcements, agendas, and agenda packets upon request.

C. Visits to Altadena Library District Facilities

1. When visiting Altadena Library District facilities in an official capacity, media representatives are requested to notify staff of their presence and activity. Staff so

noticed shall inform the District Director of the presence of media representatives at an Altadena Library District facility.

2. Media wishing to photograph Altadena Library District facilities shall adhere to any applicable guidelines and policy regarding video, media, or still photography on District property that is compliant with State or Federal law.

D. Crisis Communications

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

E. Confidentiality

The Altadena Library District shall not release information which is private or confidential as identified by law.

15.2. Email and Personal Devices

The Board of Trustees are provided with Altadena Library District email accounts and are expected to use them for all correspondence regarding Altadena Library District business. For guidance on the use of personal devices, please consult the District's standalone policy on technology. *[NB: In consultation with legal counsel, the District is preparing a standalone policy on email/personal devices to be adopted.]*

15.3. Social Media and Online Activity

For guidance on social media and online activity by Board Members, please consult the District's standalone policy on online activity. *[NB: In consultation with legal counsel, the District is preparing a standalone social media & online activity policy to be adopted.]*

16. Regular Policy Reviews

The Board of Trustees shall review all District policies, including Board policies herein, on a regular basis, no later than three years after the policy was last approved.



REQUEST FOR PROPOSALS:

Executive Recruiting Services District Director

MARCH 2019



REQUEST FOR PROPOSALS

EXECUTIVE RECRUITING SERVICES FOR DISTRICT DIRECTOR

The Altadena Library District (“ALD”) Board of Library Trustees is requesting proposals from qualified executive search firms and consultants (“consultant”) to conduct an executive recruitment for the position of District Director. This is an excellent opportunity for an experienced and skilled administrator to oversee ALD’s operations.

The selected consultant will be responsible for assisting the Board of Library Trustees with the full scope of the recruitment process including, but not limited to, reviewing and recommending changes to the existing job description, advertising the vacancy and soliciting applications, initial screening of applicants, conducting background checks on applicants and verifying applicant qualifications, scheduling interviews and participating in the interview process, and assisting the Board of Library Trustees with compensation negotiations.

ALD is soliciting proposals for these services in accordance with the terms, conditions, and instructions set forth in this request for proposal. There is no expressed or implied obligation for the ALD to reimburse responding firms for any expenses incurred in preparing proposals in response to the request or for attending any meetings or conferences related to preparing or presenting proposals.

Background

ALD is a public library system that operates two libraries serving the 45,000 residents of Altadena, an unincorporated part of Los Angeles County north of the City of Pasadena. ALD collaborates with its community to create environments for learning and inspiration, and to share the unique history of the San Gabriel Valley.

ALD’s role as the community’s center for discovery, lifelong learning, and personal enrichment for all is supported by a strong emphasis on community engagement and a robust network of community partners.

As an Independent Special District, ALD is governed by a publicly elected Board of Library Trustees and has a \$3.65 million budget funded primarily by a dedicated allocation of local property taxes. The District also relies on a parcel tax that is due to expire in 2024. ALD has a creative and engaged staff, a large and dedicated volunteer corps, and two fundraising organizations--Friends of the Altadena Library and the Altadena Library Foundation--who provide about \$35,000 in annual financial support.

Altadena is a very diverse community with large minority populations and a wide socio-economic base. Altadena residents are characterized by their independent views, pride of local heritage and reverence for the area’s long and interesting history. Altadena is located 15 miles northeast of downtown Los Angeles, at the foot of the San Gabriel Mountains. It has beautiful neighborhoods and parks, an abundance of open space, hiking trails and outdoor recreation facilities. Altadena is home to many artists and musicians and frequently is used as a location for television and feature films. Its historic architecture includes homes and buildings by Lloyd Wright, Richard Neutra, Myron Hunt, Wallace Neff,

the Green brothers and many others. It has a vibrant arts and music scene that enjoys significant support from ALD.

The District Director reports to the Board of Library Trustees and is responsible for implementing the strategic direction set by the Board and overseeing all aspects of ALD's operations and administration including library operations and services, financial management, human resources and labor relations, facilities and technology management, fundraising, and oversight of 36 employees and close to 100 regular volunteers.

Project Description

The contract of the last ALD Director expired in September 2018, and ALD has had Acting and Interim District Directors since January 2018. The current Interim Director is a seasoned library leader who retired from a major local municipal library system last year. The intent of this Request for Proposals is to garner proposals from qualified executive search firms/consultants to conduct the recruitment process.

The successful proposer will work directly with the Executive Search Committee of the ALD Board of Library Trustees and staff for all activities involved with this project.

Eligibility

Consultants should be experienced in recruiting for executive and senior-level management positions in local government agencies in California, and have experience working with independent special districts. Experience recruiting for a Library Director is desirable. The proposing firm must demonstrate that the principal(s) assigned to the project have successfully completed similar services to those specified in the Scope of Work section of this RFP with organizations similar in size, complexity, and nature to ALD.

Scope of Work

The tasks listed below are intended to generally describe the services to be provided by the consultant. The services listed are not all-inclusive but rather represent those normally expected during performance of the project.

- Advise the Executive Search Committee on how best to obtain stakeholder input in the recruitment and selection process.
- Prepare a schedule of recruitment activities in accordance with the anticipated project schedule set forth below.
- Review and/or suggest updates to the existing job description.
- Develop a candidate profile based on input provided by ALD.
- Perform a salary survey for the position and similar positions.
- Advertise the position through local, regional, and national channels.
- Use consultant's contacts and sources and input from the District to identify and reach out to prospective candidates.
- Conduct application screening, review, and initial candidate interviews.
- Perform background checks, reference checks, and verify applicant qualifications.

- Assess the qualifications of and prepare and present to the Executive Search Committee a written summary of the candidates with the most promising qualifications and experience.
- Assist the Executive Search Committee in evaluating these candidates and identifying which candidates to interview.
- Organize and attend interviews of candidates.
- Assist the Board of Library Trustees in preparing an offer to the selected candidate and negotiating terms of employment.
- Notify unsuccessful candidates.
- Advise the Board of Library Trustees of any other areas, services, or actions that should be taken that are not listed above.

Project Schedule

Proposals must be received no later than 5:00pm PDT on Tuesday, March 19, 2018. Proposals received later than the date and time specified will not be considered. ALD assumes no responsibility or liability for late delivery or receipt of responses.

In order to be considered eligible for the project, the consultant who would be assigned to this project must be available in person to respond to questions at the regularly scheduled monthly meeting of the Board of Library Trustees at 5:00pm PDT on Monday, March 25, 2019.

The project will be awarded and terms finalized on that date or thereafter. Selection of a consultant under this Request for Proposals does not commit ALD to procuring any services pursuant to this Request to Proposals. ALD will negotiate contract terms upon selection.

Proposal Contents and Requirements

The following information should be included:

- ***Cover Letter:***

Summarize the proposed team and approach. Be sure to include the firm name, address, contact person, and all applicable contact information.

- ***Qualifications:***

- Describe the background, experience, and capabilities of your firm as it relates to the Scope of Work outlined above.
- Identify the name and title of the primary consultant and any other key team members who will be assigned to this project. For each, provide a summary of qualifications and experience and identify successful placements that they have completed within the last five years that are similar in scope, size, and complexity to this project.
- For each team member, provide the name, telephone number, and email address of at least two references that can attest to the quality and effectiveness of his/her work.

- ***Project Approach:***

Describe the methodology and work plan the consultant(s) will use to complete the work, including critical elements and special methodologies that will be employed to ensure a high quality work product that will meet budget and schedule expectations.

- ***Scope of Services:***

Provide a scope of services and a proposed outline of tasks, products, and schedules. Identify the extent of ALD involvement deemed necessary including key decision points at each stage of the project. Proposed deviations from the desired scope of services set forth above should be clearly noted and justified.

- ***Cost:***

Provide a cost proposal for the scope of services including fixed costs, fees, expenses (including anticipated advertising expenses), reimbursable costs, and any other anticipated expenses.

- ***Subcontractors:***

Identify all subcontractors that are proposed to be used on this project if any. For each subcontractor list the products and/or services to be supplied and the percentage of the overall scope of work that will be performed by that subcontractor.

- ***Insurance:***

List all relevant insurance policies and coverage amounts carried by the firm. The selected consultant will be required to submit evidence of, and comply with, all insurance requirements deemed necessary by the Board of Library Trustees.

- ***References:***

Provide a list, including contact name and complete contact information, of at least three clients the firm has contracted with within the past two years who can verify the firm's ability to provide the scope of services requested.

- ***Performance Guarantee:***

If your firm provides a performance guarantee, describe the terms and conditions under which the guarantee applies.

Selection Process

The Executive Search Committee will evaluate proposals considering factors including (but not limited to):

- Completeness and quality of response
- Ability to meet requested service needs
- Experience in conducting executive searches for comparable positions
- Expertise and availability of key project personnel
- Total cost to ALD
- References from other clients
- Recent similar hires
- Responses to interview questions (if interviews are held)

Selection will be based on the qualifications of the firm and assigned personnel and on the quality of the proposal. Selection will not be based solely on cost. ALD reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to request modifications of the response, to accept or reject any or all responses received, and/or to cancel all or part of this Request for Proposals at any time prior to awards.

Proposal Submission

Deadline for submission is 5:00pm PDT on Friday, March 22, 2019.

Please submit original and 6 copies of your proposal to:

Cindy Cleary, Interim Director
Altadena Library District
600 East Mariposa Street
Altadena, CA 91001

Please also email a copy of your proposal in PDF format to ccleary@altadenalibrary.org

Disclaimer

This Request for Proposals does not commit ALD to engaging a consultant, issuing a contract, or paying any costs incurred in preparation of the proposals or attendance for interviews by the Board of Library Trustees. ALD reserves the right to cancel this Request for Proposal in whole or in part, reject any and all proposals, to accept proposals it considers most favorable to ALD's interests at its sole discretion, and to waive any irregularities or informalities in the proposal procedures. ALD further reserves the right to reject all proposals and seek new proposals when this is considered to be in ALD's best interest. This Request for Proposals covers only the work described herein and does not commit ALD to any work beyond what is described.

Attachments:

- A. District Director position description



ALTADENA LIBRARY DISTRICT

Position Description

DISTRICT DIRECTOR

FLSA: Executive Exempt

Summary

The District Director is responsible for the operation and continuous improvement of the Altadena Library District (ALD). Reporting to the District's elected Board of Trustees, the District Director's responsibilities include operation of the Main and branch libraries and all management and administrative functions associated with ALD operations (including planning and budgeting; financial, facilities, and human resources management; community and public relations; and administrative support).

Core Responsibilities

- **Board of Trustees**

- Develop and maintain effective working relationships with the Board of Trustees.
- Oversee administration of Board of Trustees business including preparation and distribution of agendas, board packets, minutes, and other official documents in compliance with the Brown Act and other relevant legislation and regulations.
- Participate in Board of Trustees meetings.
- Provide the Board with monthly reports summarizing District operations and activities.
- Monitor legislative, legal and other developments of significance to District operations and advise The Board with regard to the implications for ALD.
- Monitor trends in library management and advise the Board regarding opportunities to enhance library services, programs, and operations.

- **Management and Leadership**

- Provide management and leadership to District staff and volunteers, including ensuring the District has effective systems and processes for:
 - Recruiting, selecting and training employees and volunteers
 - Recommending promotion/demotion or other change in status of staff members
 - Planning and directing the work/duties of staff members and volunteers
 - Providing staff members with feedback on their work performance through informal coaching and the annual review process
 - Engaging all employees and volunteers in continuously improving the operation of the Library District
 - Ensuring employees and volunteers are well informed about District services, operations, policies, programs, events, etc.
 - Ensuring employees have appropriate training and professional development opportunities
 - Identifying opportunities for volunteer support and developing appropriate volunteer role descriptions and program parameters
 - Maintaining volunteer service records and recognizing/reward volunteer service

- **Planning and Development**

- Participate with the Board in the development of the District's Mission Statement and Strategic Plan.
- Work with the Board to develop and execute financial and fundraising strategies to support ALD's strategic plan and operational requirements.
- Work with the Board to develop multi-year financial and operational plans and forecasts, including library service plans, asset replacement and capital plans, facilities management plans, technology plans, etc.
- Work with the Board to establish annual goals and objectives for the Library District and for the District Director.

- **Library Operations**

- Develop and implement library service plans based on ALD's mission and strategic goals.
- Develop and implement policies, procedures, and standards to support the effectiveness and continuous improvement of all aspects of library services, operations and programs including collection development, technical services, reference services, circulation, and programs for all groups.
- Establish policies and procedures to ensure that ALD's library collections are responsive to community needs, current, and of high quality.
- Ensure that ALD computer and telecommunications systems support the District's strategic goals and library service objectives. Develop and enhance ALD's website and web based services.
- Ensure that all ALD facilities are safe, clean, and maintained in good working order.
- Advise the Board of Trustees regarding the need for expansion, remodeling, space reallocation, significant updating or repair of District facilities.

- **Financial and Risk Management**

- Oversee ALD's fiscal management program, including budget preparation and monitoring, collection and disbursement of revenues, accounting, financial reporting and auditing, and investment of funds in accordance with policies established by the Board of Trustees.
- Establish internal controls, policies, and procedures to ensure the fiscal well being of the District and compliance with all relevant laws, ordinances, accounting standards, rules and regulations.
- Ensure that ALD maintains adequate and appropriate insurance coverage.
- Serve as ALD's primary contact with legal counsel. Review contracts and service agreements between ALD and legal service providers. Recommend changes to legal service providers or contractual arrangements to the Board of Trustees.
- Ensure ALD's procedures for the procurement of goods and services comply with all relevant legal requirements and Board policies.

- **Human Resource Management**

- Develop and implement staffing plans to support achievement of ALD's strategic goals and library service objectives. Develop succession strategies for key positions. Assess opportunities for outsourcing and make recommendations to the Board regarding outsourcing vs. in-house performance of the activities and functions that support District operations.

- Maintain a performance management system for all employees encompassing current and accurate position descriptions, establishment of annual objectives, and performance reviews.

- Ensure that ALD has effective and legally compliant policies, procedures, and systems for personnel administration including recruitment and selection, assignment, orientation and training, reclassification and promotion, supervision, payroll, and employee discipline.

- Monitor trends in compensation and employee benefits. Recommend changes to compensation design or benefit plan design to the Board of Trustees.

- Ensure that ALD has an effective volunteer program. Identify opportunities to use volunteers to supplement staff resources. Develop policies and procedures for the recruitment, placement, training, management, and recognition of volunteers.

- **Public and Community Relations**

- Maintain effective working relationships with all library support groups.

- Maintain a positive public image for the District with local government agencies, community organizations, and the public.

- Conduct media relations for the District and serve as ALD's media liaison.

- Represent ALD in library organizations and associations (particularly MCLS, CLA, and PLA).

- Actively promote and market ALD's services and programs.

QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of the principles and, practices of library management. Knowledge of strategic planning, policy development, financial management and budgeting, information technology management, and personnel administration.

Ability to: plan and direct Library District activities; supervise, train and monitor employees; develop and implement strategic and operational plans; maintain financial record-keeping systems; analyze complex problems and develop solutions; communicate effectively both orally and in writing; establish and maintain effective working relationships with the Board of Trustees, other employees, volunteers, vendors, other District departments, and the general public.

Education and/or Experience

An ALA accredited degree in library/information science is preferred. Broad management experience in library services, financial management, and public or business administration is required. A Master's degree in public administration or business administration is desirable

Altadena Library District Board of Trustees

Committee Report - Strategic Planning Committee

March 2019 | Committee Members: Katie Clark (Chair), Jason Capell, Cindy Cleary, Hafsah Abdus-Shakur, Cynthia Carmona, Anne Chomyn, Sharon Collins, Juanita Gutierrez, Monica Hubbard, Veronica Jones, Cherri King; Jill Barnes-Hawkins (*proposed member*)

Meetings

Saturday, March 16, 4:30-6:00pm, Bob Lucas Branch Library

Present: *Katie Clark (chair), Hafsah Abdus-Shakur, Cynthia Carmona, Juanita Gutierrez, Veronica Jones, Cherri King; Jill Barnes-Hawkins (proposed member)*

Monday, March 18, 6:30-8:00pm, Bob Lucas Branch Library

Present: *Katie Clark (chair), Cindy Cleary, Anne Chomyn, Sharon Collins, Monica Hubbard*

I. Formation & Scope of Work

The Strategic Planning Committee is a Special Committee tasked with developing a new strategic plan for the Altadena Library District. The Board approved the recommended slate of committee members at its regular February meeting. One additional applicant whose materials did not reach the committee in time for consideration at the February meeting was Jill Barnes-Hawkins (statement of interest enclosed), who attended the initial meeting of the committee as a member of the public. The work of the SPC will be supplemented and/or facilitated by a strategic planning consultant hired by the District.

II. Initial Meetings & Visioning

Due to scheduling constraints, it was necessary to hold two (identical) initial meetings, both of which were noticed 72 hours in advance in accordance with the Ralph M. Brown Act. The agendas for both meetings are included in this report. This initial meeting was designed to let the committee members meet one another, to provide an opportunity to brief everyone on the Brown Act, on prior strategic planning processes, the RFP process for a consultant, an estimated timeline for the completion of the strategic plan, and to provide an opportunity for some preliminary visioning/large-scale planning to begin.

Both conversations were rich and interesting, touching on a wide range of topics from programming to facilities to the role of the library in Altadena. Several themes began to emerge, namely:

- (1) The importance of a sense of community, and the critical role the Library District plays in developing that sense of community at the Main and the Bob Lucas Branch;
- (2) A desire for creative, innovative programming that serves the entire community, and that considers what patrons at every stage of life might want;
- (3) The critical importance of a re-imagining/renovation/refurbishment for the

Altadena Library District Board of Trustees

Committee Report - Strategic Planning Committee

March 2019 | Committee Members: Katie Clark (Chair), Jason Capell, Cindy Cleary, Hafsah Abdus-Shakur, Cynthia Carmona, Anne Chomyn, Sharon Collins, Juanita Gutierrez, Monica Hubbard, Veronica Jones, Cherri King; Jill Barnes-Hawkins (*proposed member*)

- Bob Lucas Branch Library;
- (4) Prioritizing the parity of services, programming, and attention for West Altadena (and all areas that are less well-served or less accessible to the Main Library);
 - (5) A serious concern about the future of the facilities needs and ADA compliance;
 - (6) A need for intentional, inclusive, high-quality outreach to the community;
 - (7) A desire to build partnerships between the District and other library systems, other public agencies and local bodies (including Town Council), local businesses, and non-profits.

Committee members were asked to start informally surveying their friends, neighbors, and members of their networks to get a sense of how their communities viewed the library, asking questions like: Do you currently use either the Main Library and/or the Bob Lucas Branch? Why/why not? What would you like to see from the Altadena Library District?

A follow-up conversation will be scheduled for late April to discuss the results of these conversations and to engage in further discussions about some core values and a mission that might drive the District.

III. Consultant RFP

A final version of the RFP (also included in this report) was finalized and posted on Thursday, 3/21/19, after input from the committee at both meetings.

IV. Recommendations

The Chair recommends the following action:

That the Board approve Jill Barnes-Hawkins as a member of the Strategic Planning Committee.

Report prepared by:
Katie Clark, Strategic Planning Committee Chair

Altadena Library District Board of Trustees

Committee Report - Strategic Planning Committee

March 2019 | Committee Members: Katie Clark (Chair), Jason Capell, Cindy Cleary, Hafsah Abdus-Shakur, Cynthia Carmona, Anne Chomyn, Sharon Collins, Juanita Gutierrez, Monica Hubbard, Veronica Jones, Cherri King; Jill Barnes-Hawkins (*proposed member*)

Statement of Interest: Jill Barnes-Hawkins

Hello Katie, this is Jill Barnes-Hawkins responding to your request for interest in involvement in the Altadena Library District strategic planning process. I am interested in becoming an active member of the Planning Committee.

You may find that my background and experience could prove useful in this strategic planning process. My professional career started in 1977 as a high school English teacher in Glendora. I taught for eight years before leaving that profession and transitioning into a banking career.

Over the course of 30+ years in banking I have been responsible for the national training programs in support of a 300 branch network before moving into more direct sales and business leadership positions. For the last 15 years of my career, prior to my retirement, I was the President of the Retail Banking Divisions for three regional banks in Southern California. I was responsible for the strategic direction of those business units.

I have been involved in various non-profits serving the San Gabriel Valley. I served on the board of Hathaway-Sycamores for nine years, including chairing the Governance Committee. I served as board chair for Aids Service Center. I briefly served on the boards of The Armory and Boston Court. I resigned these last two boards as my work took me to Irvine 7 days a week. During the active board years I served, facilitated and chaired various strategic planning efforts as well.

I have lived in Altadena over 40 years (with the exception of a 2 year New York assignment and two years in Huntington Beach). I graduated from John Muir High School and attended Pasadena City college. I view Altadena as my forever home, it's my town, and I look forward to serving my community.

Thank you,
Jill Barnes

Altadena Library District Board of Trustees

Committee Report - Strategic Planning Committee

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Initial Meeting of Strategic Planning Committee | AGENDA

Altadena Library District Bob Lucas Branch - Saturday, March 16, 2019 - 4:00-5:30 p.m.

Altadena Library District Bob Lucas Branch - Monday, March 18, 2019 - 6:30-8:00 p.m.

- 1. Call to Order**
- 2. Open Session**
 - a. Roll Call
 - b. Approval/Reordering of Agenda Items
 - c. Adoption of Agenda
 - d. Public Comment on Non-Agenda Items
- 3. Committee Member Introductions (*informational*)**
- 4. Update on Strategic Planning Process (*informational*)**
 - a. Prior Strategic Planning processes
 - b. RFP for facilitator/consultant
 - c. Timeline
- 5. Preliminary Visioning/Planning Exercise (*discussion*)**
- 6. Proposed Future Agenda Items**
- 7. Adjournment**

PUBLIC REQUESTS FOR DOCUMENTS: *The District provides a public inspection copy of all materials included in the agenda packet distributed to committee 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.*

PUBLIC COMMENT & PARTICIPATION: *This meeting is open to the public, and individuals may address the committee regarding any item of committee business on or not on the agenda. Comments are limited to 3 minutes per item. At the discretion of the Committee Chair, individuals may be allowed a longer presentation. While all comments are welcome, the Brown Act does not allow the committee to take action on any item not on the agenda. If speaking before the committee, please give your name and state the agenda item and/or issue you wish to address. Thank you for your interest and participation in this process.*



REQUEST FOR PROPOSALS:
**Strategic Planning
Consultant**

MARCH 2019



Altadena Library District (ALD)

Request For Proposal (RFP) | Strategic Planning Consultant

INTRODUCTION

The Altadena Library District (ALD) Board of Library Trustees is requesting proposals from qualified strategic planning consultants to conduct a far-reaching and inclusive input process to inform a Strategic Plan and guide the District over the next 3-5 years.

The selected consultant will be responsible for assisting the Board of Library Trustees with the full scope of developing a Strategic Plan.

ALD is soliciting proposals for these services in accordance with the terms, conditions and instructions set forth in this Request for Proposal. There is no expressed or implied obligation for the ALD to reimburse responding firms for any expenses incurred in preparing proposals in response to the request or for attending any meetings or conferences related to preparing or presenting proposals.

BACKGROUND

ALD is a public library system that operates two libraries serving the 45,000 residents of Altadena, an unincorporated part of Los Angeles County north of the City of Pasadena. ALD collaborates with its community to create environments for learning and inspiration, serves as a community center, and brings residents together to share the unique history of the San Gabriel Valley.

ALD's role as the community's center for discovery, lifelong learning, and personal enrichment for all is supported by a strong emphasis on community engagement and a robust network of community partners.

As an Independent Special District, ALD is governed by a publicly elected Board of Library Trustees and has a \$3.65 million budget funded primarily by a dedicated allocation of local property taxes. The District also relies on a parcel tax that is due to expire in 2024. ALD has a creative and engaged staff, a large and dedicated volunteer corps, and two fundraising organizations – Friends of the Altadena Library and the Altadena Library Foundation – who provide about \$35,000 in annual financial support.

Altadena is a very diverse community with large minority populations and a wide socio-economic base. Altadena residents are characterized by their independent views, pride of local heritage, and reverence for the area's long and interesting history. Altadena is located 15 miles northeast of downtown Los Angeles, at the foot of the San Gabriel Mountains. It has beautiful neighborhoods and parks, an abundance of open space, hiking trails and outdoor recreation facilities. Altadena is home to many artists and musicians and frequently is used as a location for television and feature films. Its historic architecture includes homes and buildings by Lloyd Wright, Richard Neutra, Myron Hunt, Wallace Neff, the Green brothers and many others. It has a vibrant arts and music scene that enjoys significant support from ALD.

The District Director reports to the Board of Library Trustees and is responsible for implementing the strategic direction set by the Board and overseeing all aspects of ALD's operations and administration including library operations and services, financial management, human resources and labor relations, facilities and technology management, fundraising, and oversight of 36 employees and close to 100 regular volunteers.

The Library's current strategic plan, first developed in 2013, expires this fiscal year (summer 2019). The Library – and the District – have undergone many changes since 2013, and there is particular desire in the District that this Strategic Plan reflect the needs, voices, and interests of a changing and diverse community.

To that end, the Board of Trustees has convened a twelve-person Strategic Planning Committee (including two Trustees and the Interim District Director), all of whom, along with the Board, the staff, and the community, will be involved in the development of the new Plan.

PROPOSAL

The following information is required for the proposal submission to be considered:

- Firm name, address, contact name, title, phone number & email address
- Scope of Work including an outlined approach and strategy to complete the requested Scope of Work
- Cost estimate for the proposed Scope of Work, and any other project-related costs
- List of 3 references and examples of similar projects

ELIGIBILITY

Consultants should be experienced in working with organizations in the development of a long-term strategic plan. The intent of the Request for Proposal is to garner proposals from qualified strategic planning consultants to work in partnership with the Strategic Planning Committee, the Board of Trustees, the ALD staff and community stakeholders.

The successful proposer will work directly with the chair of the Strategic Planning Committee and the Interim District Director to ensure all activities in this project are completed.

SCOPE OF WORK REQUESTED

- Conduct a pre-meeting with ALD Strategic Planning Committee Trustees (SPC) and District Director to clarify expectations and desired outcomes
- Review relevant documents identified by the Board of Trustees and the Interim District Director including, but not limited to, *Community Conversations*, *California State Library statistical report*, *Strategic Plan 2014/15-2018/19*, *Operating Plan Update dated March 10, 2017*, *Los Angeles County 2012 Vision Report*, *Community Conversations One Year Report*.
- Coordinate with Library staff to conduct a site visit

- Attend at one (1) regularly scheduled meeting of each: Altadena Library District Board of Trustees, Friends of the Altadena Library, and Altadena Library District Foundation
- Organize and facilitate meetings to encourage participation and gather insight regarding critical issues and priorities for ALD. Work with the Interim Director and the chair of the Strategic Planning Committee to ensure that at minimum the following are a key part of the process:
 - One Strategic Planning workshop (primarily for the Board of Trustees, the Strategic Planning Committee, and Altadena Library District staff, although also open to the public)
 - Two (2) general community meetings (town-hall style): one early in the process to garner input, and one toward the end, to review a draft plan
 - One (1) all-staff meeting
- Partner with marketing staff on all related press releases and event notifications
- Provide SPC with documentation of findings from the public and staff meetings, and preliminary direction for a Strategic Plan.
- Provide a draft Strategic Plan to staff for feasibility review.
- Provide a draft Strategic Plan at a Board of Trustees meeting by no later than September 1, 2019.
- Attend and present the final report at a Board of Trustees meeting.

PROJECT SCHEDULE

Proposals must be received no later than 5:00 p.m. PDT on Wednesday, April 17, 2019. Proposals received later than the date and time specified will not be considered. ALD assumes no responsibility or liability for late delivery or receipt of responses.

In order to be considered eligible for the project, the consultant who would be assigned to the project, must be available in person or by phone/videoconference to respond to questions at the regularly scheduled monthly meeting of the Board of Library Trustees at 5pm on Monday, April 22, 2019.

The project will be awarded and terms finalized on that date or thereafter. Selection of a consultant under this Request for Proposal does not commit ALD to procuring any services pursuant to this Request for Proposal. ALD will negotiate contract terms upon selection.

PROPOSAL CONTENTS AND REQUIREMENTS

Cover Letter:

Summarize the proposed team and approach. Include the firm name, address, contact person, and all applicable contact information.

Qualifications:

- Describe the background, experience and capabilities of your firm as it relates to the Scope of Work outlined above.

- Identify the name and title of the primary consultant and any other key team members who will be assigned to this project. For each, provide a summary of qualifications and experience and identify successful placements that have been completed within the last five years that are similar in scope, size, and complexity to this project.
- For each team member, provide the name, telephone number, and email address of at least two references that can attest to the quality and effectiveness of his/her work.

PROJECT APPROACH:

Describe the methodology and work plan the consultant(s) will use to complete the work, including critical elements and special methodologies that will be employed to ensure a high-quality work product that will meet budget and schedule expectations.

Scope of Services:

Provide a scope of services and proposed outline of tasks, products, and schedules. Identify the extent of the ALD involvement deemed necessary including key decision points at each stage of the project. Proposed deviations from the desired scope of services set forth above should be clearly noted and justified.

Cost:

Provide a cost proposal for the scope of services including fixed-costs fees, expenses, reimbursable costs, and any other anticipated expenses.

Subcontractors:

Identify all subcontractors that are proposed to be used on this project, if any. For each subcontractor list the products and/or services to be supplied and the percentage of the overall scope of work that will be performed by that subcontractor.

Insurance:

List all relevant insurance policies and coverage amounts carried by the firm. The selected consultant will be required to submit evidence of, and comply with, all insurance requirements deemed necessary by the Board of Library Trustees.

References:

Provide a list, including contact name and complete contact information, or at least three clients the firm has contracted with within the past four years who can verify the firm's ability to provide the scope of services requested.

Performance Guarantee:

If your firm provides a performance guarantee, describe the terms and conditions under which the guarantee applies.

SELECTION PROCESS

The Strategic Planning Committee, in preparation for a recommendation to the Board of Trustees, will evaluate proposals considering factors including (but not limited to):

- Completeness and quality of response
- Ability to meet requested service needs
- Experience in conducting strategic planning processes
- Expertise and availability of key project personnel
- Total cost to ALD
- References from no less than three clients

Selection will be based on the qualifications of the firm and assigned personnel and on the quality of the proposal. Selection will not be based solely on cost. ALD reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to request modifications of the response, to accept or reject any or all responses received, and/or to cancel all or part of this Request for Proposal at any time prior to awards.

PROPOSAL SUBMISSION

Deadline for submission is 5pm on Wednesday, April 17, 2019.

Please submit original and 6 copies of your proposal to:

Cindy Cleary, Interim District Director

Altadena Library District

600 East Mariposa Street

Altadena, CA 91001

Please also email a copy of your proposal in PDF format to ccleary@altadenalibrary.org and kclark@altadenalibrary.org.

DISCLAIMER

The Request for Proposal does not commit the ALD to engaging a consultant, issuing a contract, or paying any costs incurred in preparation of the proposals or attendance for interviews by the Board of Library Trustees. ALD reserves the right to cancel this Request for Proposal in whole or in part, reject any and all proposals, to accept proposals it considers most favorable to ALD's interests at its sole discretion, and to waive any irregularities or informalities in the proposal procedures. ALD further reserves the right to reject all proposals and seek new proposals when it is determined to be in the best interest of ALD. This Request for Proposal covers only the work described herein and does not commit ALD to any work beyond what is described.



**BOARD OF LIBRARY TRUSTEES
STAFF REPORT**

DEPARTMENT: Finance

MEETING DATE: March 25, 2019

PREPARED BY: Nicole Fabry

LOCATION: Community Room

TITLE: Updating representatives and signatories for Altadena Library District's Chase bank account.

BACKGROUND:

Due to recent staffing changes, the District is required to update its list of authorized signers and account representatives for Chase bank.

FISCAL IMPACT:

None.

RECOMMENDATION:

Staff recommends that the Board of Library Trustees review and adopt the resolution 2019-02 "Establishing Authorized Signatures".



**RESOLUTION No. 2019-02
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.	Cynthia Cleary	Interim District Director
2.	Estella Terrazas	Public Services Director

	<u>Authorized Signers</u>	<u>Title</u>
1.	Cynthia Cleary	Interim District Director
2.	Estella Terrazas	Public Services Director
3.	Terry Andrues	Trustee
4.	Betsy Kahn	Trustee

Adopted at the regular meeting of the Board of Trustees of the Altadena Library District the 25th day of March 2019.

By: _____
Terry Andrues, President

By: _____
, Trustee

March 25, 2019
(Date adopted and approved)



**BOARD OF LIBRARY TRUSTEES
ART CONSERVATION REPORT**

DEPARTMENT: Administration
PREPARED BY: Cindy Cleary

MEETING DATE: March 25, 2019
LOCATION: Community Room

At the February 25 board meeting Rene Amy, a member of the community, brought to the board's attention the need for restoration of an artwork by George Gardner Symons that is currently housed at the Main Library above the Friend's bookstore. The artwork is entitled *Millard Canyon at Granite Gate* and is approximately 4' X 6'. A plaque on the frame indicates that it was donated to the library by Mr. and Mrs. Guy Fisher from Ojai, California. The history of the donation has yet to be uncovered. An appraisal of \$95,000 was completed in 2002 by Charles Credaroli: Fine Art Services. The current auction prices for Symons vary quite a bit. As a plein-air painter most of his works were in a smaller format. His larger works have sold in the range of \$30,000 - \$130,000, some as low as \$11,000. A fundraising appeal was included in the January of 2017 issue of *Connect*, but apparently nothing came of that.

In addition to Symons the library owns several other works by artists of note that have been part of the collection since the opening of the library in 1967.

Nishan Toor was a noted Altadena sculptor who created *The Owl* now in the Children's section and *Lady* which resides in the Reading Court at the main library.

David Green, another Altadena artist, created *Tree of Life* which is installed at the main library doorway and *Owl Tree* at the secondary entrance. *Tree of Life* is a welded brass sculpture with an internal water system that no longer functions.

Recommendations:

- Painting by George Gardner Symons: Direct staff to explore costs and engage a professional appraiser to assess value, determine cost of restoration and/or conservation, and recommend preservation methodologies to protect the art into the future. Bring back to the board for determination of best course of action.
- Include the same as above for the works by Nishan Toor and David Green.

Attachments:

Charles Credaroli: Fine Art Services Appraisal dated June 1, 2002

Altadena Historical Society article dated July 23, 2009

Michael Greiner: Preliminary Assessment for Restoration of *Tree of Life* by David Green, September 2016

Connect, January, 2017 (p. 2)



CHARLES CREDAROLI
FINE ART SERVICES

June 11, 2002

Mr. Richard Robinson
Altadena Library District
600 East Mariposa Street
Altadena, CA 91001

Re: Property of Altadena Library District
600 East Mariposa Street
Altadena, CA 91001

Dear Mr. Robinson:

Please find two copies of the replacement value appraisal you requested enclosed herewith. Please review the documents to verify that they have been completed to your satisfaction.

If you should discover any additional documentation or further information that might affect the evaluation of the items appraised, please let us know in order that we may prepare an addendum to the appraisal should it prove necessary.

The analyses, opinions, and conclusions were developed, and this report has been prepared in conformity to the Uniform Standards of Professional Appraisal Practice, also a mandatory certification program. This appraisal report is to be used exclusively for determining replacement values, and is void if not complete, including this cover letter. Appraisal procedures, research methodology, market selection and the resulting value conclusions can vary with the various purposes and function of appraisal assignments; therefore, this report, the market approach considered and the value conclusions, are intended solely for the stated purpose and function and are invalid for any other purpose or function. No changes may be made in this report by anyone other than the appraiser. If such unauthorized changes are made or if this document is used for any other function than that described, the appraiser assumes no liability for any consequences of such changes or unauthorized use.

We are endeavoring to provide quality appraisal services and hope that you are completely satisfied with our performance. Please do not hesitate to call if you have any questions. An invoice reflecting payment received is also enclosed for your records. It was a pleasure to have assisted you in this matter, and we look forward to being of further service.

Sincerely,

Charles Credaroli
Direct: (323)
937-4036

APPRAISALS & CONSULTATIONS
5914 WHITWORTH DRIVE, LOS ANGELES, CA 90019-2421
phone 323.937.4036 / facsimile 323.937.5644

APPRAISAL REPORT

Property of
Altadena Library District
600 East Mariposa Street
Altadena, CA 91001



CHARLES CREDAROLI
FINE ART SERVICES

CERTIFICATE OF APPRAISAL

This is to certify that Charles Credaroli, a Candidate Member of the American Society of Appraisers, is a qualified appraiser of the article listed below, and that he has carefully examined said article of Fine Art at the request of:

**Mr. Richard Robinson
Altadena Library District**

And located at the time of appraisal at:

**600 East Mariposa Street
Altadena, CA 91001**

The schedule hereto attached is a true copy of the inventory and appraisal, and the values set forth represent to the best of our judgement, the replacement value for insurance purposes of the items listed on June 10, 2002.

The property in the annexed schedule has been appraised for insurance purposes only. No warrant or representation as to the authenticity of any item is made by this appraisal. We are rendering a professional service in connection with this appraisal, and no obligation to provide further information, or other liability, is assumed hereby. In no event shall our liability or that of our agents or employees, with respect to this appraisal exceed the amount of the appraisal fee paid. Any further service will be charged on an hourly basis.

Charles Credaroli
Candidate Member, American Society of
Appraisers
323-937-4036

June 11, 2002

Federal Tax I.D. #064-50-3889

TERMS AND CONDITIONS

This Appraisal Report is given subject to the terms and conditions hereinafter set forth, all of which are a part hereof unless expressly set aside in writing either on the pages of the Appraisal Report or by a writing attached to the Report signed by all parties concerned.

1. Unless otherwise stated herein, this Report is based only on the readily apparent identity of the item(s) appraised, and no further opinion nor guarantee of authenticity, genuineness, attribution or authorship is made.
2. Unless otherwise stated herein, the appraised value(s) is (are) based on the whole ownership and possessory interest undiminished by any liens, fractional interests or any other form of encumbrance or alienation.
3. This report is made at the request of the party named for his/her/its use. It is not an indication of certificate of title or ownership. The identification of the interest of the requesting party is simply that represented to the appraiser by such party and no inquiry or investigation has been made nor is any opinion given as to the truth of such representation.
4. The value(s) expressed herein is (are) based on the appraiser's best judgement and opinion and is (are) not a representation or warranty that the item(s) will realize that value if offered for sale at auction or otherwise. The value(s) expressed is (are) based on current information on the date made and no opinion is hereby expressed as to any future value, nor, unless otherwise expressly stated, as to any past value.
5. Stated values are given item by item unless clearly stated as being per lot. The total of individual item values shall not be construed as an appraisal value for the whole lot, but merely as the addition of single values. Where values are given by lot, the value per lot is for the whole and no opinion is given as to individual or proportionate values within the lot.
6. Unless otherwise stated herein, values expressed are based on the general expertise and qualification of the appraiser as to the appropriate market and valuation for the item(s) and purpose involved. Where particular detailed valuation information is relied upon, it will be so stated in writing.
7. Where appraisal is based on a sample of a larger whole, it will be so stated and it is based on the assumption that the sample delivered is representative and fair. No opinion or warranty is hereby made as to the fairness or representative nature of any large whole from which the sample was drawn.
8. Where an appraisal is based not only on the item(s), but also on data or documentation supplied therewith, this report shall so state by making reference thereto and, where appropriate, attaching copies hereto.
9. Unless expressly stated, the condition of the item(s) is good for its type, with serious deficiencies and repairs noted. Ordinary wear and tear common to this type of item is not noted.
10. The appraiser has no present or prospective interest in the property that is the subject of this report, and has no personal interest or bias with respect to the parties involved. Compensation is not contingent on an action, event or values resulting from the analyses, opinions, or conclusions in, or the use of, this report. It is also not based on a percentage of the value of the property, but on a preagreed hourly rate. We affirm that he/she has not been barred from presenting evidence or testimony by the Director of Practice for the Internal Revenue Service.

Property of
 Altadena Library District
 600 East Mariposa Street
 Altadena, CA 91001

Fine Art

REPLACEMENT
 VALUE (\$)

DESCRIPTION

1 . GEORGE GARDNER SYMONS

American, 1863-1930

Millard Canyon at Granite Gate, 1896

Signed and dated lower left: *Gardner Symons, 1896*

Oil on canvas

Framed

Height: 70 inches (178 cm)

Width: 50.25 inches (128 cm)

Condition:

The original canvas with three small restorations, patched to repair punctures, visible on the reverse; one in the upper left corner and two in the area of the upper center. There is a small puncture with pigment loss in the upper left corner and a pin-point area of paint loss in the upper right corner. Areas of pigment craquelure and minor surface soiling. Stretcher bar marks are visible in the surface. Overall the subject property is in very good condition.

Exhibited:

Laguna Art Museum, *Loners, Mavericks and Dreamers: Art in Los Angeles Prior to 1900*; Laguna Beach, California, No Date;

University of Southern California, *Pack-In Painters of the American West*, Los Angeles, California, November 22-December 23, 1976

Note:

Inscribed on the horizontal stretcher in black: *J. W. James _ Pasadena*

Provenance:

Mr. and Mrs. Guy Fisher, Ojai, California, 1975;

J. W. James, Pasadena, California, No Date.

95,000.00

Total Appraised Value,

Fine Art :

\$95,000.00

Property of
Altadena Library District
600 East Mariposa Street
Altadena, CA 91001

APPRAISAL SUMMARY

Fine Art:	95,000.00
TOTAL REPLACEMENT VALUE:	\$95,000.00

DEFINITION: REPLACEMENT VALUE

Replacement Value is defined by the American Society of Appraisers, in A Handbook on the Appraisal of Personal Property, (page 76), as follows:

"The highest price in terms of cash or other precisely revealed terms that would be required to replace a property with another of similar age, quality, origin, appearance, provenance and condition, within a reasonable length of time in an appropriate and relevant market."

This definition includes various anticipated costs such as:

- a. Purchase from an appropriate gallery or dealer;
- b. Purchase at a well publicized public auction where comparable property is regularly sold
- c. Engagement of an interior designer, commissionaire or an other consultant

The replacement value may also take into account the difficulty in replacement of a unique item, and the feeling of personal loss. An experienced appraiser can make a reasonable assumption of added value due to rarity, as well as the time and hardship involved in finding a similar replacement example. The sentiment attached to an item by the owner is far more difficult to value.

CHARLES CREDAROLI

Charles Credaroli is a specialist in 19th Century European and American art with an emphasis in California Regionalist works of art. He also has extensive knowledge in the areas of Old Master paintings and Modern and Contemporary paintings, prints and sculpture. From 1982 to 1989 at Butterfield & Butterfield Fine Art Auctioneers and Appraisers, Mr. Credaroli was responsible for estimating, dating, cataloguing and compiling monthly sales for the Fine Art Department, which he organized, developed and implemented from its inception. Additionally, he traveled to major cities throughout the Western United States acquiring property for the sales and representing the firm as the Fine Art Expert in "Heirloom Discovery Days" for various museums, including The Los Angeles County Museum of Art, The Laguna Beach Museum of Art, The Salt Lake City Museum of Art and The San Diego Museum of Art.

Experience and Qualifications:

Metropolitan Fine Art Associates, President and Fine Art Appraiser, 1990-1999
Butterfield & Butterfield, Los Angeles, Vice President and Director, Fine Art Department
1982-1989
Museum of Contemporary Art, Auction Coordinator, 1986-1993
Sotheby's, Los Angeles, Appraiser, Painting Department, 1980-1982

Lectures:

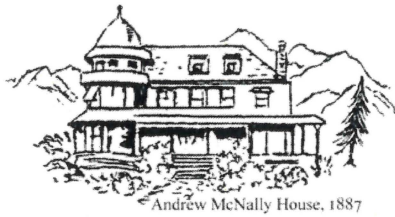
"California and 19th Century European and American Paintings"
"Collecting Fine Art and The Marketplace"

Affiliations:

Candidate Member, American Society of Appraisers
Member, Los Angeles County Museum of Art, President's Circle
Member, Museum of Contemporary Art
Member, Santa Monica Heritage Museum
Member, Santa Barbara Museum of Art
Member, UCLA at the Armand Hammer Museum of Art and Cultural Center

Education:

Levels I, III and IV, Course, Principles of Valuation, American Society of Appraisers, 1993
Courses 102-103, Uniform Standards of Professional Appraisal Practice, American Society of Appraisers, 1993
Bachelor of Arts, Fordham University, New York, 1978



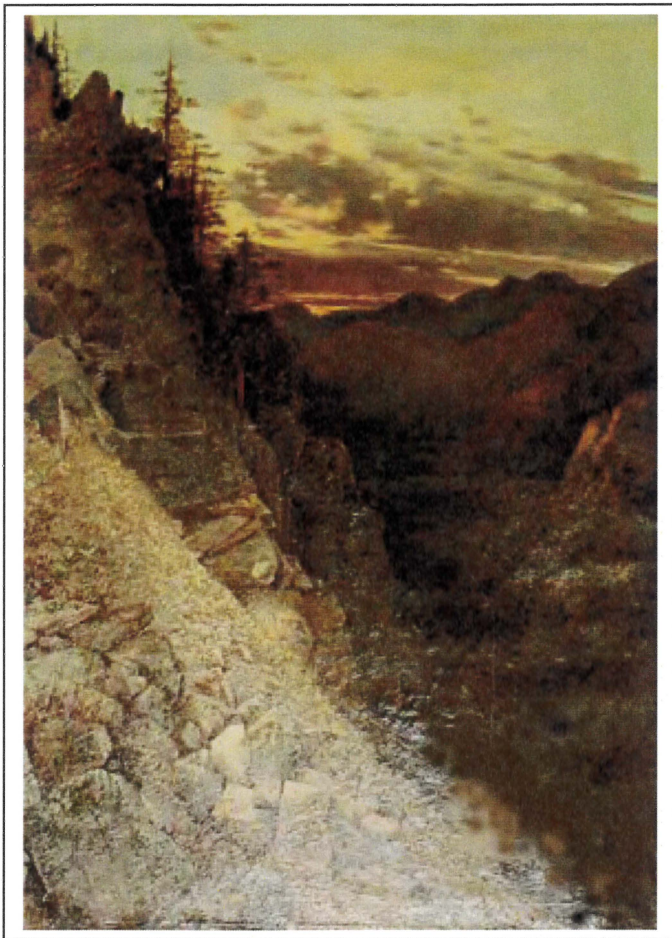
Andrew McNally House, 1887

Altadena Historical Society

From our Files

July 23, 2009

Altadena artifacts



George Gardner Symons 1865-1930
Millard Canyon at Granite Gate (1898)
Size: 70.5" x 50"
Courtesy of the Altadena Library

Altadena Historical Society
730 E. Altadena Drive, Altadena CA 91001
(626) 797-8016 • altadenahistorical.society@yahoo.com

AltadenaHistoricalSociety.org

Next time you visit the Altadena library, make a point to look at the magnificent painting on the south wall, **Millard Canyon at Granite Gate**, donated by Mr. and Mrs. Guy Fisher quite a few years ago. Painted by **George Gardner Symons** in 1896, the painting is unusually large, about 6 feet tall, giving the chasm scene in the San Gabriel Mountains above Altadena a large-as-life perspective.

The painting features intricate geological details hidden in the soft twilight of sunset. The longer you look at it, the more you see. But even standing close up, you'll have a hard time making out the miniscule railroad car chugging through Granite Gate in the upper left hand corner of the painting.

Symons, an American landscape and marine artist, was born in Chicago in 1861. He studied at the Chicago Art Institute where he became friends with artist William Wendt. Symons worked in Chicago as a commercial artist and later studied in Paris, Munich and London. Although his primary studio was in Brooklyn, New York, in 1903 he and Wendt built a studio in Laguna Beach, becoming active in western art societies.

Like many western landscape artists of his time, Symons worked entirely out-of-doors, frequently working in Arizona, painting desert and Grand Canyon views. The grand landscape painters, including Thomas Ayres, Albert Bierstadt and others traveled widely. Whether with expeditions, fellow artists or alone, packing-in by animal train was the usual mode of mountain travel. Although Symons is a lesser-known western painter (he is better known for his New England snow scenes) he was recognized in his day. Today his work stands up with surprising strength. Symons died in Hillside, New Jersey in 1930.

Source: Donald Brewer, *Pack-In Painters of the American West, November 22 – December 23, 1976*, University of Southern California, 1976.

Preliminary Assessment for Restoration
"Tree Of Life" by David Oliver
Altadena Public Library

Contents

Observations
Summary of challenges
Overview of restoration
Expected impact of the work on the usual functions at the library
Cost Estimate

Observations

From my perspective, there are strong reasons to move forward with this restoration. This sculpture is a significant piece of the architecture of the building and grounds and is in keeping with the Altadena Library's Mid Century Modern feel reflected in the furniture, sculpture, colors and textures and of course, water. The original landscaping of the library included indoor planting and outdoor pools and the form and placement of this striking sculpture linked the two environments in a modern statement. The present curators highly value the aesthetic architectural period integrity and will maintain and support this investment. Another sculpture by the artist, his "Owl Tree" balances the library's second entrance. As an original dramatic feature of the library the water feature is unique and since it is in the showcase position of the entrance it's functioning reflects a pride in the space. Restoration and subsequent regular upkeep will demonstrate how we relate to and value art, living environments, and libraries.

Since the water has been turned off to this feature an important part of its aesthetic value is missing. Today people have put trash in its bowls and in the picture that came up on an internet search, there is a bike locked to it.

Even deprived of water however, the sculpture is strikingly beautiful. Sculpture is roughly 20' long and 7' high and clears the tile floor by about 2'. Comprised of thirty-two bronze bowls supported by a branching tree. Water falls from cup to cup through a variety of methods, some cups allow water to spill over into another cup while the majority have a tube the water falls through directed by a central wire welded into the center of the tube.

Many of these wires are rusted or bent. In addition, the sculpture has been damaged with at least two branches noticeably bent. One branch is noticeably and beautifully corroded blue green in contrast to the others, which retain a patina or original finish of dull bronze. Some guide wires are obviously stainless steel and some, which are rusted, may be steel or simply covered by calcium, corrosion or welding detritus. Water was re-circulated through being caught in the lowest cups, drained back through the bottom of the sculpture through the supporting wall to the reservoir and pump. Below the copper inlet and outlet tubing at the bottom of the sculpture nothing remains of the original water recirculating system. Behind the sculpture two holes penetrate the block wall interior of the building to permit 1/2" pipes linking the sculpture to the water pump and reservoir. The sculpture itself is well bolted to a rough faced textured architectural cinderblock wall.

The "Tree of Life" could be restored in situ to its original beauty and functionality.

If Mr. Green can be located and consulted he would, of course, be a great resource to the restoration. Indeed if possible, any restoration should be done under his direction. The opportunity to reopen the sculpture with him present would be a great opportunity for a meaningful local event. Perhaps he could participate in the restoration campaign to appeal to people who appreciate a local treasure with media interviews and the like. If he cannot be located, certainly his family could be invited to participate.

Challenges

It will be difficult to assess how much time will be needed to clean and restore the bowls as each has a different water level, direction and perhaps flow. Best case scenario is that that most channels are undamaged and require little work as the bowls are cleaned presuming the sculptor would have built them durably and allowed for a wide range of functionality. Some will almost certainly need to have new wires welded to the inside of the bowls to lead water down each tube. The status of the copper tubes leading water to and from the bowls inside the sculpture will not be observable until water is introduced.. Repair of these pipes could require dismantling the entire sculpture from the wall. This assessment and estimate is based on repairing the fountain in situ, any repair requiring dismantling and remounting would have to be a different plan.

The one most obvious bent branch needs to be heated and bent back to its original position. There is a risk here that the artist's original finish will be lost to heat and that copper, a strong element of brass will surface. This will make the restored area a different color than the rest of the sculpture. This should not be a very large area and effort should be made to minimize the area needing to be heated. Eventually this area would most probably gain a patina of the same blue green as the other branch. It would be my preference to allow this to happen rather than refinish the entire sculpture.

Refinishing would be an expense, and to my mind, not as appropriate as allowing the pieces age and history to show. Conversely this branch could be left alone and allowed to be non functional. This would not be my first choice.

The second damaged branch is not noticeably bent but it is obvious that the bowls water channels will not line up with the bowls positioned to receive the water. This may be able to be restored without bending if the branches bowls flow directions can be adjusted. Once flow is established this will be easier to determine.

The physical plant of the sculpture could again be mounted on the inside of the building. A self-contained and user-friendly durable system will require quality materials and care in selecting a pump of appropriate flow and volume. All plumbing materials would need to be non-ferrous, brass and stainless steel, copper if necessary. I would also use poly tubing to prevent pump from being in direct contact with sculpture. (There isn't a grounding issue with modern pumps but just to be on the safe side.) The physical plant should be a pump contained within a waterproof tank, perhaps with a float switch. Power for the pump should be from a GFI protected switch mounted to the inside wall. Physical plant should be housed in a wooden cabinet with accessibility, venting and airflow.

There is an exterior electrical outlet located immediately below and to the right of the sculpture. This is almost certainly a retro-fit, which will need to be removed prior to bringing water to the fountain. This circuit might be usable to reroute to provide power for the sculpture. This outlet is cut into the stone and its removal will leave an obvious hole. Perhaps the hole can be hidden by a future basin. In the meantime a blank electric box cover can cover the old box.

I would suggest that in addition to restoration a plan be made to add a large rectangular basin of pebbles. The floor under the sculpture is tile and water is attractive to splash and will drip with wind making the floor slippery near the library entrance. Such a basin would put the water out of arms reach. The small amount of water occasionally dripping onto the pebbles would evaporate, although a drain should be included in the basin to facilitate cleaning. The basin would add to the impact of the piece and protect it somewhat from physical contact. (This is not included in bid.)

I would suggest that in the future be run using distilled water. In my opinion using tap water could lead to calcification, corrosion and increased maintenance.

Restoration Overview

- Protect work area and set up water control barricades on the floor
- Existing exterior electrical outlet disconnected, secured, and covered
- Clean and assess the bowls and their channels
 - Clean all bowls with a shop-vac, compressed air, and fine brushes
 - Clean all bowls with hot soapy water, then fine brass brushes and calcium remover carefully not to disturb the finish and patina.
 - Each bowl numbered, covered with a plastic bag and its functionality and repair status tracked.
 - Pump water into fountain, observe the flow/functionality of each bowl.
 - Test to determine the optimum GPM requirement/size of pump by using a large pump and restricting the flow.
- **Re-evaluate** the status of the restoration and what has been discovered.
 - Until cleaned we will have little way to predict what will be needed to restore flow. This part of the restoration may require more or less work.
- Bend and weld repairs on tubes
- Purchase and install pump of the appropriate size in a reservoir inside the building.
- Build a cabinet inside the library to contain and protect the pump/reservoir
- Plumb water to the sculpture and wire a switch for the pump

Jobsite impacts

For the duration, the site would be boxed in from the wall on the left hand side door jam going east parallel the sculpture wall to roughly the end of the wall, but would not need to close the entrance down except for brief intervals. This will probably be a temporary wall or semi-wall of translucent tarp.

- Water and power would need to be available at the site both during library operating hours and after hours
- The walkway going north from the doorway would occasionally have to be closed when cleaning and testing
- Water would impact deck and plants to the east of sculpture but no chemicals or soaps would be released. The area under sculpture would be controlled as a wet environment for the control of soap and detritus
- Briefly (4 hours?) the entire entrance would be closed while sculpture is being cleaned with air pressure and dust will be airborne. This could be scheduled to take place while the library is closed
- Occasional sounds and smells need to be expected but prolonged

sounds will be avoided if at all possible during library operating hours. Some sounds of pumps and running water will be heard

- If welding needs to be scheduled during library hours, the entrance will need to be temporarily closed and the flash will be masked so that it does not enter the building. Some sounds of welding and smell may impact. If possible, this will be done during off hours

There are also unpredictable aspects which may impact scheduling there will need to be a degree of tolerance for this being a jobsite. All practical efforts will be made to limit the impact on the normal functioning of the library and the comfort of it's patrons.

MICHAEL GREINER

Preliminary Assessment for Restoration
"Tree Of Life" by David Oliver
Altadena Public Library

Cost Estimate

\$4500	Labor*	
800	Materials	
	\$200	Pump
	300	Reservoir tank, plumbing fittings, cabinet materials
	300	Tarps, barricade material, cleaning supplies, welding rod, gas, switch, wire, liquid electrical tape, etc.
\$5,300	TOTAL	

*Approximately 100 person hours (Average of \$45 / hour) My labor + part-time help
(Labor is bid deliberately on the long side to reflect large number of issues impossible to diagnose until the first few steps are complete.)

Time estimate – two weeks with uninterrupted time & good weather. (1 month to allow testing / adjustments if scheduling an opening public event.)

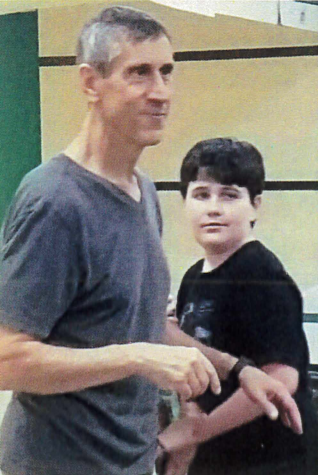
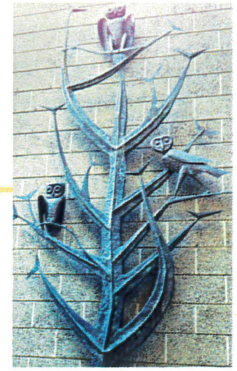
It's an honor to be considered for this important restoration project. Thanks for your consideration. Please contact me if you have any questions or concerns.

Best wishes,

Michael Greiner

CONNECT*

* Innovation Happening Here



Welcome Ira!

When Ira Bershatsky was a Watch Captain from 2009 to 2015 for his Raymond Avenue neighborhood, he discovered "Neighbors who have lived on the same street for 20 years met for the first time!" Ira's observation is at the heart of his passion: growing a community.

"The Altadena Library is the only institution that is a free and interactive a center of our community." But Ira wants all Altadenans to know "There's

much more than just books here! With the Altadena Library as a focal point of the community, outreach is a must. From the local Pasadena Jewish Temple to the Altadena Sheriff's Department and the Senior Center, we can all collaborate and work as a team with key community leaders, the Director, Board of Trustees, library staff, and each other."

Ira and his son bowling at our staff tournament

Ira, a volunteer at the Friends Book Sales and a regular attendee at The Friends and Board of Trustees meetings, already has a great relationship with library staff and the district's board. With the recent departure of a board member, Ira grabbed the opportunity to roll up his sleeves and continue his work on behalf of the Library: "This is a great time to grow the Library's presence in the community and I look forward to working with Director Mindy Kittay, the Board and staff to help make it happen." As a board member, Ira notes that "while I'm not a "rubber stamp guy, I will back a good idea all the way."

Ira, a stock and commodities trader by profession, has lived in Altadena for 11 years with his wife and 2 children. Ira's wife grew up near Eaton Canyon and his son [12] and daughter [8] grew up visiting the Altadena Library, starting with Storytime as toddlers. Ira's son is now an avid reader, reading 500 to 1,000 pages of adult-level books each week.

Welcome, Ira, to the Altadena Library Board of Directors. We are grateful for your past contributions and look forward to your continued passion for our library.

Lady

Perhaps you noticed her. Some might say she looks like a Madonna, but she is not. She is simply *Lady*, an elegant female figure created by the noted Altadenan sculptor Nishan Toor. Toor, ne' Toorongian, was born in Armenia in 1880, emigrated here as a youth, studied art in San Francisco, and served in the US Army during the first World War where he specialized in designing camouflage. After the war, he studied in Paris and in 1936 settled in Altadena where had a studio and created works in many different mediums. In 1966, he donated two of his works to the Altadena Library, then under construction: the owl statue gracing the children's reading room and *Lady*. Unfortunately, Toor did not live to see the opening of the library in 1967.

Thanks to the generosity of an anonymous donor, *Lady* has been painstakingly restored after being displayed in the library's central planter for many years. Linnaea Dawson of Silverlake Conservation did the work, first cleaning the statue and fixing damaged parts, finally stabilizing, patching and using water-colors to repaint the surface. If you haven't noticed her recently, take a look: *Lady* once again shows off her original grace and beauty.

Art is part of the essence of our library. We regularly feature the work of local artists and the building itself is a piece of art, the work of noted Altadenan Boyd Georgi, a mid-twentieth century modernist architect. Our library is also home to art: each time you visit using the main entrance, you pass by David Oliver Green's stunning *Tree of Life* (originally a fountain), his tree with owls sculpture is located at the parking lot entrance, and George Gardner Symons' "Millard Canyon at Granite Gate," a glorious 6-foot painting of sunset in the San Gabriel Mountains, hangs above the Friends' store. Like *Lady*, these pieces are badly in need of restoration.

Our library, like many, when hit by the fiscal tightening of the 1990s that forced closures and reduced staff, spent down what reserves we had simply to keep the doors open. Our annual operating budget is stretched thin with caring for our nearly 50-year old library leaving no funds to restore art. If you are interested in contributing to the restoration of our art or in helping to fund the replacement of dated systems like our electrical and air conditioning, please consider getting involved with the Altadena Library Foundation, whose mission is to support capital improvements. You can find out more at: AltadenaLibrary.org/Altadena-Library-Foundation or contact Library Director Mindy Kittay at 626-798-0833 x103 or MKittay@AltadenaLibrary.org.



Bringing People + Ideas Together

FROM THE DIRECTOR

Giving New Life to Our Art



Did you know that the Altadena Library owns and displays a very famous painting by George Gardner Symons (1865-1930). The painting is titled Millard Canyon at Granite Gate and was painted in 1898. This large, 70.5" x 50" oil painting which was originally donated by Mr. and Mrs. Guy Fisher many years ago, is in desperate need of restoration.

This gorgeous painting of the San Gabriel Mountains

above Altadena features intricate geological details and a stunning twilight sunset. The minuscule details such as the

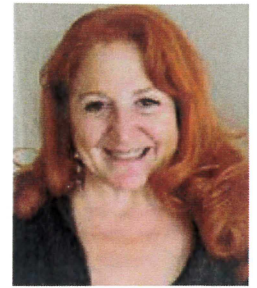
railroad car chugging through the Granite Gate in the upper left hand corner of the painting and other details are no longer visible due to discoloration of the shellac. The painting is also cracking due to the weight of the canvas.

Both of these issues can be fixed through the restoration process by removing the old shellac, cleaning the painting and affixing it to a permanent backing structure. But this is not an inexpensive process and we are looking for a benefactor(s) to support the process financially so that we can preserve this beautiful painting and it will remain accessible and viewable to our thousands of visitors each year and for future generations to come.

If you are interested in supporting this project, or any of our other art restorations projects here at the library, please contact Mindy Kittay, Director at 626-798-0833 x 103 or mkittay@altadenalibrary.org.

Thank you for your support of the Altadena Library and have a Happy, Healthy and Prosperous New Year! We look forward to serving you in the New Year,

Mindy



Mindy Kittay

BOB LUCAS MEMORIAL BRANCH

How are we doing?

What an exciting year it has been at the Bob Lucas Branch Library! From new furniture to expanded collections and much needed repairs.

Some things we are especially proud of are the **upgrades to our technology**. In addition to the 1G Wi-Fi we have added laptops and Chomebooks and new furniture so you can sit and work anywhere you would like in the library. All of our desktops are brand new as well and we added the very special AWE computer which is not connected to the Internet and features safe children's learning activities built right in.

The **new flexible furniture** has allowed us to create a more private space for our ESL and Literacy learners and speaking of literacy (and volunteers), you are now able to take the training needed to be a literacy volunteer on-line. This speeds up and makes the process so much easier. Another exciting addition to this aspect of our Branch is the addition of **bilingual computer instruction for our ESL learners**.

Summer Reading and our **craft programs** that we offer throughout the year continue to be quite popular. We also offered **flu shots** in partnership with the Huntington Hospital. Our outreach included a presence at the **Latino Cultural Festival** at the Main Library in May and a visit to the Altadena **Food Truck Friday** at the Metropolitan Baptist Church.

We continue to strive to offer you the materials that you want and need and we try our best to do it in the formats

you want. This year we added **Flipster** which is downloadable magazines and we also started **"Patron Initiated Purchasing"** or PIP for short. PIP will get you the book/movie/CD, etc. that you want quickly and easily. If we don't have something that you would like all you have to do is ask a staff member for it and they will send it over to our Collection Development Department who will (usually), purchase the item and have it in your hands in a week or so. We know you love our **DVD's** and we have expanded that collection and extended the checkout to 7 days.

Last June, the Branch was honored by our neighbor, the Seventh Day Adventist church for **community service**. We continue to encourage **class visits** for our neighboring schools. And this January we will engage the community of Western Altadena in **community conversations**. We hope that you will be a part of the conversation as we would like to hear from you!

Our goal is to provide you the best possible library thereby giving you the opportunity to reach your full potential. How are we doing?



Siblings enjoy making snowmen out of marshmallows at our last holiday craft program for kids.