



Honoring the past, cultivating the present, empowering the future

AGENDA

Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

October 23, 2017 – 5:00 p.m.

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

1. **CALL TO ORDER**

2. **ROLL CALL:**

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

3. **ADOPTION OF AGENDA**

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

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

4. **PUBLIC COMMUNICATION**

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

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

HIRES/PROMOTIONS: (3 minutes)

- 1) APPOINTMENTS
 - Naomi Ruiz, PT Library Clerk I - September 5, 2017
 - Helen Cate, PT Library Page - September 11, 2017
- 2) RESIGNATIONS AND TERMINATIONS

<u>Name</u>	<u>Position</u>	<u>Status</u>	<u>Effective Date</u>
None			

- 3) TRANSFERS AND PROMOTIONS
 - None

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

- a) Financial reports for August 2017

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

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

The Consent Calendar adopting the Recommended Board Action will be enacted with one vote. The Board President will first ask the staff and the Board if there is anyone who wishes to remove an item from the Consent Calendar for discussion and consideration. The matters removed from the Consent Calendar will be considered individually at the end of the Consent agenda under "Items removed from the Consent Calendar". The entire remaining Consent Calendar is then voted upon by roll call under one motion. **(Please NOTE: Descriptions of items is for reference only and is not normally read at the meeting)**

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

- a) Approval of minutes – Regular meeting held August 28, 2017, September 25, 2017, October 9, 2017
- b) Statistical Reports – YTD – August 2017 and September 2017
- c) Departmental Monthly Report – August 2017 and September 2017
- d) Update on CalPERS Benefits/ Open Enrollment

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

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

9. **NEW BUSINESS**

- a) Annual Review of Summer Reading Program (Summer Reading Committee) **(INFORMATION) (5 minutes)**
- b) Update on new ILS Koha (Christopher Kellermeyer) **(INFORMATION) (10 minutes)**
- c) Review of Draft of Annual Report **(INFORMATION) (5 minutes)**
- d) Review of RFP for Legal Council **(INFORMATION) (5 minutes)**

10. **OLD BUSINESS**

- a) Human Resources Update – Written Report by HRNetwork **(INFORMATION) (15 minutes)**
- b) 2017/2018 Materials Budget **(INFORMATION) (5 minutes)**
- c) Tree Trimming Update **(INFORMATION) (5 minutes)**
- d) Revised IT Report **(INFORMATION) (1 minute)**
- e) Update on Bylaws Review **(INFORMATION) (2 minutes)**

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

- a) Facilities Update
- b) Taste of 'Dena Update
- c) Save The Date – Volunteer Event: Wednesday November 8, 7-9pm at the Library
- d) Professional Development Day

12. **CORRESPONDENCE**

- a) Award from the Pasadena Weekly

13. **REPORTS OF SUPPORT GROUPS**

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

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

15. **CLOSED SESSION**

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

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

16. **RECESS BACK INTO OPEN SESSION**

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

18. **AGENDA ITEMS FOR FUTURE AGENDAS**

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

19. **ADJOURNMENT**

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

**BOARD OF LIBRARY TRUSTEES
STAFF REPORT**

DEPARTMENT: Administration **MEETING DATE:** October 23, 2017

PREPARED BY: Mindy Kittay **LOCATION:** Community Room

TITLE: Summary Report of Financial Statements for August 2017

The following financial reports are for the month of August 2017. This is the second month of the fiscal year and we are 16.67% into the year. The financial statements are unaudited. The auditors are completing their work on the 2016/2017 Audit and it is on schedule with reporting to the Board tentatively scheduled for November 2017.

As indicated on this report, actual year-to-date expenditures exceed actual year-to-date revenues reflecting a next shortage of \$465,186.13 however, ALD cash and cash equivalents are \$2,575,448.34.

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

REVENUE HIGHLIGHTS:

The District currently has \$2,575,448.34 in cash and cash equivalents. The (unaudited) net income for the month of August is –(\$157,663.54). Passports had another record month with revenue of \$9,635.00.

PAYMENTS FROM SUPPORT ORGANIZATIONS:

August 25, Altadena Library Foundation: reimbursement for the new children's furniture - \$10,740.60.

EXPENDITURE HIGHLIGHTS:

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

Printing and Reproduction are high for the year due to all of the marketing and printing related to Summer Reading, Taste of 'Dena and numerous other programs. Internet will continue to show as over budget until we receive our annual rebate (90%) from E-Rate.

Altadena Library District					
BALANCE SHEET					
For the Month Ended August 31, 2017					
					August 2017
ASSETS					
			1080 · Petty Cash		607.00
			Total Cash & Investments		607.00
			Cash In Bank		
			1021 · Chase General Acct...2951		175,000.82
			1026 · Chase HY Svgs...6883		11,032.57
			1041 · Chase HY Svgs...6875		1,812,240.62
			1045 · Cash HUD Checking...2969		320,000.33
			Total Cash In Bank		2,318,274.34
			Cash with County		
			1010.00 · Cash in County Treasury		257,118.79
			1013 · FMV - COLA Funds		(551.79)
			Total Cash with County		256,567.00
			Total Cash & Cash Equivalents		2,575,448.34
			Total Checking/Savings		2,575,448.34
			Other Current Assets		
			Property Taxes Receivable		(22,348.46)
			1220 · Miscellaneous Receivable		0.00
			Total Other Current Assets		(22,348.46)
			Total Current Assets		2,553,099.88
			Fixed Assets		
			Capital Assets		
			Accumulated Depreciation		
			1800 · Accum Depr (S & I)		(1,055,179.72)
			1900 · Accum Depr (FF & E)		(624,015.44)
			Total Accumulated Depreciation		(1,679,195.16)
			Depreciable Assets		
			1550 · Structures & Improvements		1,638,708.10
			1700 · Furniture, Fixtures & Equipment		709,469.89
			Total Depreciable Assets		2,348,177.99
			Non-Depreciable Assets		
			1500 · Land		77,280.28
			1510 · Artwork		102,500.00
			Total Non-Depreciable Assets		179,780.28
			Total Capital Assets		848,763.11
			Total Fixed Assets		848,763.11
			Other Assets		
			Deferred Outflows of Resources		
			1990 · DOR - Employer Contributions MD		161,019.00
			1993 · DOR - Diff in Experience		4,379.00
			Total Deferred Outflows of Resources		165,398.00

	Prepays		
		1076 · Prepaid Items & Deposits	235.35
	Total Prepays		235.35
		DOR Diff in Proportions	61,372.00
		DOR Diff in Earnings	279,772.00
	Total Other Assets		506,777.35
	TOTAL ASSETS		3,908,640.34
	LIABILITIES & EQUITY		
	Liabilities		
	Current Liabilities		
		Accounts Payable	
		2000 · Accounts Payable	59,991.86
		Total Accounts Payable	59,991.86
		Credit Cards	
		2200.01 · UMB Card Services...3219	18,166.56
		Total 2200 · Credit Cards	18,166.56
		Total Credit Cards	18,166.56
		Other Current Liabilities	
		2030 · GASB 45 OPEB Liability	(18,314.34)
		2100 · Payroll Payable	
		2100.01 · Payroll Liabilities (EE)	24,488.80
		2100.03 · CalPers CLASSIC (EE Ded)	(1,004.31)
		2100.04 · CalPers PEPRA (EE Ded)	(4,390.19)
		2100.05 · Accrued Vacation Payable	51,715.66
		2100.07 · CalPers 457 (EE Contribution)	(211.23)
		2100.08 · CalPers 457 (EE Loan Repayment)	(126.49)
		Total 2100 · Payroll Payable	70,472.24
		Total Other Current Liabilities	52,157.90
		Total Current Liabilities	130,316.32
		Long Term Liabilities	
		Deferred Inflows of Resources	
		2602 · DIR - Diff in Contributions	129,502.00
		2603 · DIR - Changes in Proportions	135,502.00
		2604 · DIR - Changes in Assumptions	53,754.00
		Total Deferred Inflows of Resources	318,758.00
		2700 · Net Pension Liability	1,966,172.00
		Total Long Term Liabilities	2,284,930.00
	Total Liabilities		2,415,246.32
	Equity		
		3300 · Retained Earnings	1,958,580.15
		Net Income	(465,186.13)
	Total Equity		1,493,394.02
	TOTAL LIABILITIES & EQUITY		3,908,640.34

Altadena Library District
PREVIOUS MONTH COMPARISON
August 2017

					16.666 Complete			
					August 2017	July 2017	\$ Change	% Change
Ordinary Income/Expense								
Income								
DONATIONS AND GRANTS								
				4730 · Undesignated	0.00	482.35	(482.35)	0.0%
Total DONATIONS AND GRANTS					0.00	482.35	(482.35)	0.0%
FINES & FEES								
				4305 · Fees	689.42	942.33	(252.91)	(26.84%)
				Sales of Products	62.00		62.00	100.0%
				4310 · MFM Revenue	460.40	435.27	25.13	5.77%
				4340 · Passport Services Fees	9,635.00	10,918.69	(1,283.69)	(11.76%)
Total FINES & FEES					10,846.82	12,296.29	(1,449.47)	(11.79%)
INTEREST INCOME & ADJUSTMENTS								
				4210 · Chase Bank	299.12	295.62	3.50	1.18%
				4220 · County Interest Allocation			0.00	0.0%
Total INTEREST INCOME & ADJUSTMENTS					299.12	295.62	3.50	(1.18%)
OTHER REVENUE & ADJUSTMENT								
				4080 · Penalties, Interest & Costs-Ref	0.00	(7.87)	7.87	100.0%
				4910 · Miscellaneous Income	200.00		200.00	100.0%
Total OTHER REVENUE & ADJUSTMENT					200.00	(7.87)	207.87	(2,641.3%)
REVENUES								
Property Taxes								
				4010 · Current-Year Secured	13,268.20		13,268.20	100.0%
				4010.03 · SB 813 Supplemental	3,862.08	4,599.58	(737.50)	(16.03%)
Total 4010 · Current-Year Secured					17,130.28	4,599.58	12,530.70	372.43%
				4020 · Current-Year Unsecured				
				4020.00 · Current Unsecured	61,418.95		61,418.95	100.0%
				4030.03 · SB 813 Redemption	110.02		110.02	100.0%
				4030 · Prior-Year Secured - Other	6,970.45	(2,120.41)	9,090.86	428.73%
Total 4030 · Prior-Year Secured					7,080.47	(2,120.41)	9,200.88	433.92%
				4060 · Special Assessment				
				4060.01 · Per Parcel Benefit Assessment	6,755.63		6,755.63	100.0%
				4060.02 · Direct Assessments				
Total 4060 · Special Assessment					6,755.63	0.00	6,755.63	100.0%
				Penalties, Interest & Costs-Ref	2,451.64		2,451.64	100.0%
				County Interest Allocation	876.91		876.91	100.0%
Total Property Taxes					95,713.88	2,479.17	93,234.71	3,860.72%
Total REVENUES					95,713.88	2,479.17	93,234.71	3,860.72%
Total Income					107,059.82	15,545.56	91,514.26	(588.68%)
Expense								
PERSONNEL RELATED EXPENSES								
				Total 5000 · SALARIES & WAGES	115,656.62	131,288.97	(15,632.35)	(11.91%)

	5100 · Employer-Portion Taxes/Benefits				
	5120 · Payroll Taxes (ER)	9,059.81	8,596.12	463.69	5.39%
	5210 · PERS Retirement	14,357.66	7,266.87	7,090.79	97.58%
	5210 · PERS Retirement - Other	7,650.49	7,650.49	0.00	0.00
	Total 5210 · PERS Retirement	22,008.15	14,917.36	7,090.79	47.53%
	5222 · OPEB Contribution	0.00	0.00	0.00	0.0%
	5250 · SUI	0.00	0.00	0.00	0.0%
	Total 5100 · Employer-Portion Taxes/Benefits	31,067.96	23,513.48	7,554.48	32.13%
	5200 · Insurance				
	5220 · Health Insurance	9,618.42	9,596.74	21.68	0.23%
	5221 · Health Insurance - Retirees	6,295.20	6,295.20	0.00	0.0%
	5230 · Dental Insurance	1,177.25	1,202.88	(25.63)	(2.13%)
	5240 · Vision Insurance	329.12	765.40	(436.28)	(57.0%)
	5260 · Life Insurance	121.03	(2.96)	123.99	(4,188.85%)
	5270 · Workers' Compensation	2,068.78	11,041.52	(8,972.74)	(81.26%)
	Total 5200 · Insurance	19,609.80	28,898.78	(9,288.98)	(32.14%)
	Total 'PERSONNEL RELATED EXPENSES	166,334.38	183,701.23	(17,366.85)	(9.45%)
	CAPITAL				
	7310 · Equipment, Furniture & Fixtures	(10,740.60)		(10,740.60)	100.0%
	7320 · Structures & Improvements	30,075.00	5,180.00	24,895.00	580.6%
	Total CAPITAL	19,334.40	5,180.00	14,154.40	373.25%
	FACILITIES, GROUNDS & MAINTENAN				
	7205 · Maintenance Contracts	738.17	915.00	(176.83)	(19.33%)
	7210 · Building Maint & Repairs	3,456.34	2,918.23	538.11	18.44%
	7220 · Landscape	7,563.21	146.97	7,416.24	5,046.09%
	Total FACILITIES, GROUNDS & MAINTENAN	11,757.72	3,980.20	7,777.52	195.41%
	LIBRARY MATERIALS				
	6110 · Cataloging Expenses	1,692.97	2,921.76	(1,228.79)	(42.06%)
	6115 · Electronic Databases & Subscrip	878.40	14,292.18	(13,413.78)	(93.85%)
	6120 · Books	939.32	16,372.28	(15,432.96)	(94.26%)
	6125 · Audio CD	695.00	2,265.71	(1,570.71)	(69.33%)
	6130 · DVD's & Videogames	2,312.90	2,814.71	(501.81)	(17.83%)
	6135 · Processing of Materials	46.71	6,678.83	(6,632.12)	(99.3%)
	6140 · Periodicals	763.24	534.26	228.98	42.86%
	6150 · Downloadables	0.00	5,996.20	(5,996.20)	(100.0%)
	Total LIBRARY MATERIALS	7,328.54	51,875.93	(44,547.39)	(85.87%)
	MISCELLANEOUS EXPENSE				
	7510 · Miscellaneous Expense	0.00	0.00	0.00	0.0%
	Total MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.0%
	OPERATING EXPENSES				
	6430 · Insurance-Gen, Prop, Liab, Eq	0.00	38,868.25	(38,868.25)	(100.0%)
	6620 · Membership Dues & Subscriptions	578.00	1,336.60	(758.60)	(56.76%)
	6625 · Training & Education	1,369.00		1,369.00	100.0%
	6627 · Advertising / Marketing	405.50	752.40	(346.90)	(46.11%)
	6710 · Meetings & Travel	370.07	1,017.58	(647.51)	(63.63%)
	6730 · Mileage & Parking Reimbursement	74.33	11.50	62.83	546.35%
	6740 · Postage & Delivery	1,000.65	638.82	361.83	156.64%
	6745 · Banking & Service Fees	179.89	104.90	74.99	71.49%

		6746 · Payroll Fees	790.00	790.03	(0.03)	(0.0%)
		6750 · Printing & Reproduction	5,046.91	3,945.97	1,100.94	27.9%
		6755 · Equipment, Furniture, Fixtures	0.00	5,201.70	(5,201.70)	0.0%
		6765 · Janitorial Supplies	3,412.23	1,345.67	2,066.56	153.57%
		6770 · Operating Supplies	2,842.12	1,292.49	1,549.63	119.89%
		6790 · Hardware (Computers / Tech)			0.00	0.0%
		6920 · Electricity	5,155.72	2,671.89	2,483.83	92.96%
		6940 · Water & Sewage	679.64	494.53	185.11	37.43%
		6950 · Refuse	394.79	674.43	(279.64)	(41.46%)
		6970 · Equipment Lease & Rental	0.00	784.92	(784.92)	(100.0%)
		Total OPERATING EXPENSES	22,298.85	59,931.68	(37,632.83)	(62.79%)
		PROFESSIONAL & TECHNICAL				
		7125 · Audit and Financial Consulting	4,937.50	6,443.82	(1,506.32)	(23.38%)
		7130 · Legal Fees	0.00	856.40	(856.40)	0.0%
		7155 · Consultants - Other	14,036.13	2,233.33	11,802.80	528.48%
		7170 · Telecommunications	650.11	412.94	237.17	57.43%
		Internet	10,032.57		10,032.57	100.0%
		7180 · Technology Equipment	7.33	679.10	(671.77)	(98.92%)
		7185 · Technology Maintenance Fees	4,731.50	3,968.00	763.50	19.24%
		Total PROFESSIONAL & TECHNICAL	34,395.14	14,593.59	19,801.55	135.69%
		PROGRAMS				
		6200 · Youth Services	1,026.73	2,225.99	(1,199.26)	(53.88%)
		6210 · Teen Services	112.38	432.33	(319.95)	(74.01%)
		6220 · Adult Services	2,067.35	1,078.26	989.09	91.73%
		6230 · Bob Lucas Branch Services	67.87	68.94	(1.07)	98.45%
		Total PROGRAMS	3,274.33	3,805.52	(531.19)	(13.96%)
		Total Expense	264,723.36	323,068.15	(58,344.79)	(18.06%)
		Net Income	(157,663.54)	(307,522.59)	149,859.05	(48.73%)

**Altadena Library District
PREVIOUS YEAR COMPARISON
YTD AUGUST 31, 2017**

					16.666% Complete			
					July-Aug 2017	July-Aug 2016	\$ Change	% Change
Ordinary Income/Expense								
Income								
DONATIONS AND GRANTS					482.35	1,250.00		
Total DONATIONS AND GRANTS					482.35	1,250.00	(767.65)	38.59%
FINES & FEES								
4305 · Fees					1,357.05	3,324.45	(1,967.40)	(59.18%)
4310 · MFM Revenue					903.94	1,298.50	(394.56)	(30.39%)
Sales of Products					328.43	12,263.00		
4340 · Passport Services Fees					20,553.69	0.00	20,553.69	100.0%
Total FINES & FEES					23,143.11	16,885.95	6,257.16	37.06%
INTEREST INCOME & ADJUSTMENTS								
4210 · Chase Bank					594.74	200.84	393.90	196.13%
4220 · County Interest Allocation							0.00	
Total INTEREST INCOME & ADJUSTMENTS					594.74	200.84	393.90	(196.13%)
OTHER REVENUE & ADJUSTMENT								
4910 · Miscellaneous Income					200.00	150.00	50.00	33.33%
Total OTHER REVENUE & ADJUSTMENT					200.00	150.00	50.00	33.33%
REVENUES								
Property Taxes								
4010 · Current-Year Secured								
4010.03 · SB 813 Supplemental					8,461.66	4,946.01		
Current-Year Secured - Other					13,268.20	0.00	13,268.20	100.0%
Total 4010 · Current-Year Secured					21,729.86	4,946.01	16,783.85	439.34%
4020 · Current-Year Unsecured								
4020.00 · Current Unsecured					61,418.95	58,495.38		
4020 · Current-Year Unsecured - Other							0.00	0.0%
Total 4020 · Current-Year Unsecured					61,418.95	58,495.38	2,923.57	105.0%
4030 · Prior-Year Secured								
SB812 Redemption					110.02			
Prop Taes Secured Refunds					(2,120.41)			
4030 · Prior-Year Secured - Other					6,970.45	6,233.53	736.92	(11.82%)
Total 4030 · Prior-Year Secured					4,960.06	6,233.53	(1,273.47)	20.43%
4060 · Special Assessment								
4060.01 · Per Parcel Benefit Assessment					6,755.63	5,901.55	854.08	114.47%
4060.02 · Direct Assessments								
Total 4060 · Special Assessment					6,755.63	5,901.55	854.08	114.47%
Penalties, Interest & Costs-Ref					2,443.77	1,703.69		
County Interest Allocation					876.91	(3,889.09)	4,766.00	
Total Property Taxes					98,185.18	73,391.07	24,794.11	133.78%
Total REVENUES					98,185.18	73,391.07	24,794.11	133.78%

Total Income		122,605.38	91,877.86	30,727.52	(33.44%)
Expense					
PERSONNEL RELATED EXPENSES					
Total 5000 · SALARIES & WAGES		246,945.59	253,077.79	(6,132.20)	(2.42%)
5100 · Employer-Portion Taxes/Benefits					
5120 · Payroll Taxes (ER)		17,655.93	17,945.99	(290.06)	(1.62%)
5210 · PERS Retirement		21,624.53	87,275.71	(65,651.18)	(75.22%)
5210 · PERS Retirement - Other		15,300.98	258.37	15,042.61	(58.22)
Total 5210 · PERS Retirement		36,925.51	87,534.08	(50,608.57)	(57.82%)
5222 · OPEB Contribution		0.00	11,667.00	(11,667.00)	(100.0%)
5250 · SUI		0.00	515.76	(515.76)	(100.0%)
Total 5100 · Employer-Portion Taxes/Benefits		54,581.44	117,662.83	(63,081.39)	(53.61%)
5200 · Insurance					
5220 · Health Insurance		19,215.16	19,058.82	156.34	0.82%
5221 · Health Insurance - Retirees		12,590.40	10,598.42	1,991.98	18.8%
5230 · Dental Insurance		2,380.13	2,405.76	(25.63)	(1.07%)
5240 · Vision Insurance		1,094.52	718.08	376.44	52.42%
5260 · Life Insurance		118.07	265.20	(147.13)	(55.48%)
5270 · Workers' Compensation		13,110.30	17,802.97	(4,692.67)	(26.36%)
Total 5200 · Insurance		48,508.58	50,849.25	(2,340.67)	(4.6%)
Total 'PERSONNEL RELATED EXPENSES		350,035.61	421,589.87	(71,554.26)	(16.97%)
CAPITAL					
Equipment, Furn & Fixtures		(10,740.60)		(10,740.60)	100.0%
7320 · Structures & Improvements		35,255.00	0.00	35,255.00	100.0%
Total CAPITAL		24,514.40	0.00	24,514.40	100.0%
FACILITIES, GROUNDS & MAINTENAN					
7205 · Maintenance Contracts		1,653.17	1,372.68	280.49	20.43%
7210 · Building Maint & Repairs		6,374.57	1,007.43	5,367.14	532.76%
7220 · Landscape		7,710.18	14,425.42	(6,715.24)	(46.55%)
Total FACILITIES, GROUNDS & MAINTENAN		15,737.92	16,805.53	(1,067.61)	(6.35%)
LIBRARY MATERIALS					
6110 · Cataloging Expenses		4,614.73	2,850.84	1,763.89	61.87%
6115 · Electronic Databases & Subscrip		15,170.58	16,945.77	(1,775.19)	(10.48%)
6120 · Books		17,311.60	16,917.41	394.19	2.33%
6125 · Audio CD		2,960.71	3,258.29	(297.58)	(9.13%)
6130 · DVD's & Videogames		5,127.61	2,268.80	2,858.81	126.01%
6135 · Processing of Materials		6,725.54	9,383.38	(2,657.84)	(28.32%)
6140 · Periodicals		1,297.50	69.94	1,227.56	1,755.16%
6150 · Downloadables		5,996.20	795.29	5,200.91	653.96%
Total LIBRARY MATERIALS		59,204.47	52,489.72	6,714.75	12.79%
MISCELLANEOUS EXPENSE					
7510 · Miscellaneous Expense		0.00	(660.61)	660.61	(100.0%)
Total MISCELLANEOUS EXPENSE		0.00	(660.61)	660.61	(100.0%)
OPERATING EXPENSES					
6430 · Insurance-Gen, Prop, Liab, Eq		38,868.25	39,584.09	(715.84)	(1.81%)
6620 · Membership Dues & Subscriptions		1,914.60	3,374.00	(1,459.40)	(43.25%)
6625 · Training & Education		1,369.00	90.00	1,279.00	1,421.11%

		6627 · Advertising / Marketing	1,157.90	3,803.00	(2,645.10)	(69.55%)
		6710 · Meetings & Travel	1,387.65	494.87	892.78	180.41%
		6730 · Mileage & Parking Reimbursement	85.83	42.24	43.59	103.2%
		6740 · Postage & Delivery	1,639.47		1,639.47	100.0%
		6745 · Banking & Service Fees	284.79	311.65	(26.86)	(8.62%)
		6746 · Payroll Fees	1,580.03	2,242.63	(662.60)	(29.55%)
		6750 · Printing & Reproduction	8,992.88	649.10	8,343.78	1,285.44%
		6755 · Equipment, Furniture, Fixtures	5,201.70	200.00	5,001.70	2,600.85%
		6765 · Janitorial Supplies	4,757.90	987.23	3,770.67	381.94%
		6770 · Operating Supplies	4,134.61	5,531.70	(1,397.09)	(25.26%)
		6790 · Hardware (Computers / Tech)		200.87	(200.87)	(100.0%)
		6920 · Electricity	7,827.61	7,005.50	822.11	11.74%
		Natural Gas		78.42		
		6940 · Water & Sewage	1,174.17	438.61	735.56	167.7%
		6950 · Refuse	1,069.22	266.56	802.66	301.12%
		6970 · Equipment Lease & Rental	784.92	1,943.48	(1,158.56)	(59.61%)
		Total OPERATING EXPENSES	82,230.53	67,243.95	14,986.58	22.29%
		PROFESSIONAL & TECHNICAL				
		7125 · Audit and Financial Consulting	11,381.32	7,636.25	3,745.07	49.04%
		7130 · Legal Fees	856.40	3,212.05	(2,355.65)	26.66%
		7155 · Consultants - Other	16,269.46	3,636.78	12,632.68	347.36%
		7170 · Telecommunications	1,063.05	28.00	1,035.05	3,696.61%
		Internet	10,032.57	9,593.80	438.77	
		7180 · Technology Equipment	686.43	5,988.72	(5,302.29)	(88.54%)
		7185 · Technology Maintenance Fees	8,699.50	35,907.44	(27,207.94)	(75.77%)
		Total PROFESSIONAL & TECHNICAL	48,988.73	66,003.04	(17,014.31)	(25.78%)
		PROGRAMS				
		6200 · Youth Services	3,252.72	2,504.60	748.12	29.87%
		6210 · Teen Services	544.71	648.91	(104.20)	(16.06%)
		6220 · Adult Services	3,145.61	475.06	2,670.55	562.15%
		6230 · Bob Lucas Branch Services	136.81		136.81	100.0%
		Total PROGRAMS	7,079.85	3,628.57	3,451.28	95.11%
		Total Expense	587,791.51	627,100.07	(39,308.56)	(6.27%)
		Net Income	(465,186.13)	(535,222.21)	70,036.08	(13.09%)

Altadena Library District
BUDGET VERSUS ACTUAL
YTD August 31, 2017

						16.666% Complete	
				Jul-Aug 2017	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense							
Income							
DONATIONS AND GRANTS							
		4710 · Friends of the Library		20,000.00	(20,000.00)	0.0%	
		4730 · Undesignated	482.35	0.00	482.35	100.0%	
		4735 · Designated		1,100.00	(1,100.00)	0.0%	
		4740 · CA Library Literacy Services		26,300.00	(26,300.00)	0.0%	
		4750 · Cal State Library			0.00	0.0%	
		4755 · HUD Grant			0.00	0.0%	
		Total DONATIONS AND GRANTS	482.35	47,400.00	(46,917.65)	1.02%	
FINES & FEES							
		4305 · Fees	1,357.05	14,000.00	(12,642.95)	9.69%	
		Sales of Products	328.43		328.43	100.0%	
		4310 · MFM Revenue	903.94	7,500.00	(6,596.06)	12.05%	
		4340 · Passport Services Fees	20,553.69	80,000.00	(59,446.31)	25.69%	
		Total FINES & FEES	23,143.11	101,500.00	(78,356.89)	22.8%	
INTEREST INCOME & ADJUSTMENTS							
		4210 · Chase Bank	594.74		594.74	100.0%	
		FMV COLA		3,000.00	(3,000.00)	0.0%	
		Total INTEREST INCOME & ADJUSTMENTS	594.74	3,000.00	(2,405.26)	19.83%	
OTHER REVENUE & ADJUSTMENT							
		4910 · Miscellaneous Income	200.00		200.00	100.0%	
		4940 · Transfer in from Reserves		350,000.00	(350,000.00)	0.0%	
		4999 · Rewards & Incentives		3,000.00	(3,000.00)	0.0%	
		Total OTHER REVENUE & ADJUSTMENT	200.00	353,000.00	(352,800.00)	0.06%	
REVENUES							
Property Taxes							
		4010 · Current-Year Secured					
		4010.00 · Current Secured	13,268.20	2,118,250.62	(2,104,982.42)	0.63%	
		4010.01 · Revenue Residual					
		4010.02 · Statutory Revenue					
		4010.03 · SB 813 Supplemental	8,461.66	0.00	8,461.66	100.0%	
		Total 4010 · Current-Year Secured	21,729.86	2,118,250.62	(2,096,520.76)	1.03%	
		4020 · Current-Year Unsecured					
		4020 · Current-Year Unsecured - Other	61,418.95	74,263.00	(12,844.05)	82.71%	
		Total 4020 · Current-Year Unsecured	61,418.95	74,263.00	(12,844.05)	82.71%	
		4030 · Prior-Year Secured					
		4030.00 · Prior Secured					
		4030.01 · Secured Refunds	(2,120.41)		(2,120.41)	100.0%	
		4030.02 · Statutory Revenue					
		4030.03 · SB 813 Redemption	110.02		110.02	100.0%	
		4030.04 · Property Tax Penalties					
		4030 · Prior-Year Secured - Other	6,970.45	10,600.00	(3,629.55)	65.76%	
		4050 · Homeowners Exemption		7,725.00	(7,725.00)	0.0%	
		4060 · Special Assessment					
		4060.01 · Per Parcel Benefit Assessment	6,755.63	802,160.99	(795,405.36)	0.84%	
		4060.02 · Direct Assessments					

		Total 4060 · Special Assessment	6,755.63	802,160.99	(795,405.36)	0.84%
		Penalties, Interest & Costs-Ref	2,443.77	10,000.00	(7,556.23)	24.44%
		County Interest Allocation	876.91	500.00	376.91	175.38%
		4090 · RDA ABx126 Income		26,500.00	(26,500.00)	0.0%
		Total Property Taxes	98,185.18	3,049,999.61	(2,951,814.43)	3.22%
		Total REVENUES	98,185.18	3,049,999.61	(2,951,814.43)	3.22%
	Total Income		122,605.38	3,554,899.61	(3,432,294.23)	3.45%
	Expense					
		PERSONNEL RELATED EXPENSES				
		5000 · SALARIES & WAGES				
		Total 5000 · SALARIES & WAGES	246,945.59	1,543,420.95	(1,296,475.36)	16.0%
		5100 · Employer-Portion Taxes/Benefits				
		5120 · Payroll Taxes (ER)	17,655.93	118,071.70	(100,415.77)	14.95%
		5210 · PERS Retirement	21,624.53	91,806.00	(70,181.47)	23.56%
		5210 · PERS Retirement - Other	15,300.98	85,179.46	(69,878.48)	17.96%
		Total 5210 · PERS Retirement	36,925.51	176,985.46	(140,059.95)	20.86%
		5222 · OPEB Contribution	0.00	144,000.00	(144,000.00)	0.0%
		5250 · SUI	0.00	40,128.94	(40,128.94)	0.0%
		Total 5100 · Employer-Portion Taxes/Benefits	54,581.44	479,186.10	(424,604.66)	11.39%
		5200 · Insurance				
		5220 · Health Insurance	19,215.16	126,000.00	(106,784.84)	15.25%
		5221 · Health Insurance - Retirees	12,590.40	75,600.00	(63,009.60)	16.65%
		5230 · Dental Insurance	2,380.13	14,000.00	(11,619.87)	17.0%
		5240 · Vision Insurance	1,094.52	4,000.00	(2,905.48)	27.36%
		5260 · Life Insurance	118.07	2,000.00	(1,881.93)	5.9%
		5270 · Workers' Compensation	13,110.30	20,000.00	(6,889.70)	65.55%
		5280 · Disability Insurance	0.00	2,500.00	(2,500.00)	0.0%
		Total 5200 · Insurance	48,508.58	244,100.00	(195,591.42)	19.87%
		Total PERSONNEL RELATED EXPENSES	350,035.61	2,266,707.05	(1,916,671.44)	15.44%
		CAPITAL				
		7310 · Equipment, Furniture & Fixtures	(10,740.60)		(10,740.60)	100.0%
		7320 · Structures & Improvements	35,255.00	350,000.00	(314,745.00)	10.07%
		Total CAPITAL	24,514.40	350,000.00	(325,485.60)	7.0%
		FACILITIES, GROUNDS & MAINTENAN				
		7205 · Maintenance Contracts	1,653.17	18,000.00	(16,346.83)	9.18%
		7210 · Building Maint & Repairs	6,374.57	20,000.00	(13,625.43)	31.87%
		7220 · Landscape	7,710.18	15,000.00	(7,289.82)	51.4%
		Total FACILITIES, GROUNDS & MAINTENAN	15,737.92	53,000.00	(37,262.08)	29.69%
		LIBRARY MATERIALS				
		6110 · Cataloging Expenses	4,614.73	20,000.00	(15,385.27)	23.07%
		6115 · Electronic Databases & Subscrip	15,170.58	16,500.00	(1,329.42)	91.94%
		6120 · Books	17,311.60	160,000.00	(142,688.40)	10.82%
		6125 · Audio CD	2,960.71	18,000.00	(15,039.29)	16.45%
		6130 · DVD's & Videogames	5,127.61	23,000.00	(17,872.39)	22.29%
		6135 · Processing of Materials	6,725.54	35,000.00	(28,274.46)	19.22%
		6140 · Periodicals	1,297.50	12,500.00	(11,202.50)	10.38%
		6150 · Downloadables	5,996.20	20,000.00	(14,003.80)	29.98%
		Total LIBRARY MATERIALS	59,204.47	305,000.00	(245,795.53)	19.41%
		MISCELLANEOUS EXPENSE				
		7510 · Miscellaneous Expense	0.00		0.00	0.0%
		7520 · Refunds/Parcel		1,000.00	(1,000.00)	0.0%
		Total MISCELLANEOUS EXPENSE	0.00	1,000.00	(1,000.00)	0.0%

	OPERATING EXPENSES				
	6430 · Insurance-Gen, Prop, Liab, Eq	38,868.25	42,000.00	(3,131.75)	92.54%
	6620 · Membership Dues & Subscriptions	1,914.60	13,000.00	(11,085.40)	14.73%
	6625 · Training & Education	1,369.00	12,000.00	(10,631.00)	11.41%
	6626 · Recruitment, Gifts and Memorial		5,000.00	(5,000.00)	0.0%
	6627 · Advertising / Marketing	1,157.90	20,000.00	(18,842.10)	5.79%
	6710 · Meetings & Travel	1,387.65	10,000.00	(8,612.35)	13.88%
	6730 · Mileage & Parking Reimbursement	85.83	800.00	(714.17)	10.73%
	6740 · Postage & Delivery	1,639.47	9,000.00	(7,360.53)	18.22%
	6745 · Banking & Service Fees	284.79	2,000.00	(1,715.21)	14.24%
	6746 · Payroll Fees	1,580.03	12,000.00	(10,419.97)	13.17%
	6750 · Printing & Reproduction	8,992.88	11,000.00	(2,007.12)	81.75%
	6755 · Equipment, Furniture, Fixtures	5,201.70	10,000.00	(4,798.30)	52.02%
	6765 · Janitorial Supplies	4,757.90	13,000.00	(8,242.10)	36.6%
	6770 · Operating Supplies	4,134.61	30,000.00	(25,865.39)	13.78%
	6780 · Operating Software	0.00	3,000.00	(3,000.00)	0.0%
	6920 · Electricity	7,827.61	37,000.00	(29,172.39)	21.16%
	6930 · Natural Gas	0.00	5,500.00	(5,500.00)	0.0%
	6940 · Water & Sewage	1,174.17	5,600.00	(4,425.83)	20.97%
	6950 · Refuse	1,069.22	4,500.00	(3,430.78)	23.76%
	6960 · Products for Resale		5,000.00	(5,000.00)	0.0%
	6970 · Equipment Lease & Rental	784.92	15,424.00	(14,639.08)	5.09%
	7530 · Direct Assessments/Admin Costs		35,000.00	(35,000.00)	0.0%
	Total OPERATING EXPENSES	82,230.53	300,824.00	(218,593.47)	27.34%
	PROFESSIONAL & TECHNICAL				
	7125 · Audit and Financial Consulting	11,381.32	75,000.00	(63,618.68)	15.18%
	7130 · Legal Fees	856.40	5,000.00	(4,143.60)	17.13%
	7135 · Technology Consulting		1,500.00	(1,500.00)	0.0%
	7140 · Architectural & Engineering		5,000.00	(5,000.00)	0.0%
	7145 · Collection Agency		1,800.00	(1,800.00)	0.0%
	7155 · Consultants - Other	16,269.46	74,000.00	(57,730.54)	21.99%
	7170 · Telecommunications	1,063.05	3,500.00	(2,436.95)	30.37%
	7175 · Internet Service	10,032.57	4,000.00	6,032.57	250.81%
	7180 · Technology Equipment	686.43	15,000.00	(14,313.57)	4.58%
	7185 · Technology Maintenance Fees	8,699.50	32,000.00	(23,300.50)	27.19%
	7190 · Website Development		18,000.00	(18,000.00)	0.0%
	Total PROFESSIONAL & TECHNICAL	48,988.73	234,800.00	(185,811.27)	20.86%
	PROGRAMS				
	6200 · Youth Services	3,252.72	10,000.00	(6,747.28)	32.53%
	6210 · Teen Services	544.71	5,500.00	(4,955.29)	9.9%
	6220 · Adult Services	3,145.61	23,068.56	(19,922.95)	13.64%
	6230 · Bob Lucas Branch Services	136.81	3,000.00	(2,863.19)	4.56%
	6240 · Literacy Services		2,000.00	(2,000.00)	0.0%
	Total PROGRAMS	7,079.85	43,568.56	(36,488.71)	16.25%
	Total Expense	587,791.51	3,554,899.61	(2,967,108.10)	16.54%
	Net Ordinary Income	(465,186.13)		(465,186.13)	100.0%
	Net Income	(465,186.13)		(465,186.13)	100.0%

**Altadena Library District
BUDGET VERSUS ACTUAL
YTD August 2017**

16.666 Complete

	July 2017- Aug 2017	BUDGET 2017/2018	VARIANCE POSITIVE (NEGATIVE)	PERCENT
REVENUES:				
Property Taxes	91,430	2,247,839	(2,156,409)	4.07%
Parcel Taxes	6,756	802,161	(795,405)	0.84%
Interest	595	3,000	(2,405)	19.83%
Fees & Passports	23,143	101,500	(78,357)	22.80%
Donations, Grants, Misc.	682	50,400	(49,718)	1.35%
Transfer in from Reserves		350,000	(350,000)	0.00%
TOTAL REVENUES	122,605	3,554,900	(3,432,294)	3.45%
EXPENDITURES:				
Wages and Benefits	350,036	2,266,707	(1,916,671)	15.44%
Library Materials	59,204	305,000	(245,796)	19.41%
Library Services	7,080	43,569	(36,489)	16.25%
Operating Expenses	82,231	300,824	(218,593)	27.34%
Professional and Technical	48,989	234,800	(185,811)	20.86%
Facilities, Grounds and Maintenance	15,738	53,000	(37,262)	29.69%
Capital	24,514	350,000	(325,486)	7.00%
Misc. Expenses	0	1,000	(1,000)	0.00%
TOTAL EXPENDITURES	587,792	3,554,900	(2,967,108)	16.54%
NET INCOME	(465,186)	0	(465,186)	100.00%



Honoring the past, cultivating the present, empowering the future

MINUTES

Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

August 28, 2017 – 5:05 p.m.

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

1. **CALL TO ORDER**

2. **ROLL CALL:**

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

3. **ADOPTION OF AGENDA**

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

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

MOTION BY Trustee McMullins TO ADOPT THE AGENDA AS AMENDED:

Second: Trustee Zelada-Garcia

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

No: None

Abstain: None

4. **PUBLIC COMMUNICATION**

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

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

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

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

5. **PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS
HIRES/PROMOTIONS:**

1) APPOINTMENTS
None

2) RESIGNATIONS AND TERMINATIONS

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

- 3) TRANSFERS AND PROMOTIONS
None

6. **FINANCIAL REPORTS**

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

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

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

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

7. **CONSENT CALENDAR**

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

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

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

Items D and F were removed from the consent calendar.

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

Second: Trustee McDonald.

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

No: None

Abstain: None

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

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

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

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

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

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

Second: Trustee McMullins

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

No: None

Abstain: None

9. **NEW BUSINESS**

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

10. **OLD BUSINESS**

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

b) [REDACTED]

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

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

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

11. DIRECTOR'S REPORT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

12. CORRESPONDENCE

a) CLLS Award Letter

13. REPORTS OF SUPPORT GROUPS

a) Altadena Library Foundation

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

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

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

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

b) Friends of the Altadena Library

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

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

14. REPORTS OF TRUSTEES

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

15. CLOSED SESSION

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

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

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

16. RECESS BACK INTO OPEN SESSION

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

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

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

18. AGENDA ITEMS FOR FUTURE AGENDAS

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

19. ADJOURNMENT

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

Meeting Adjourned.



Honoring the past, cultivating the present, empowering the future

MINUTES

Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

September 25, 2017 – 5:04 p.m.

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

1. **CALL TO ORDER**

2. **ROLL CALL:**

- Ira Bershatsky, President
- Adalila Zelada-Garcia, Secretary – **Absent - Excused**
- Gwendolyn McMullins
- John McDonald- **Absent - Excused**
- Armando Zambrano **Absent - Excused**

3. **ADOPTION OF AGENDA**

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

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

Due to lack of quorum, as noted below – items were moved to the October Board Meeting

4. **PUBLIC COMMUNICATION**

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

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

HIRES/PROMOTIONS: (3 minutes)

1) APPOINTMENTS
Amanda Toledo - Clerk I Youth Services – PT - August 30

2) RESIGNATIONS AND TERMINATIONS
Name Position Status Effective Date

3) TRANSFERS AND PROMOTIONS
Melissa Aldama - Clerk I to Clerk II – FT - August 23
Selena Alegria - Page to Clerk I – PT - August 23

Director Kittay reported on the Personnel information.

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

a) Financial reports for July 2017

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

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

The Consent Calendar adopting the Recommended Board Action will be enacted with one vote. The Board President will first ask the staff and the Board if there is anyone who wishes to remove an item from the Consent Calendar for discussion and consideration. The matters removed from the Consent Calendar will be considered individually at the end of the Consent agenda under "Items removed from the Consent Calendar". The entire remaining Consent Calendar is then voted upon by roll call under one motion. **(Please NOTE: Descriptions of items is for reference only and is not normally read at the meeting)**

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

- a) Approval of minutes – Regular meeting held August 28, 2017
- b) Statistical Reports – YTD – August 2017
- d) Departmental Monthly Report – August 2017
- e) Update on CalPERS Benefits/ Open Enrollment

RESCHEDULED to October Board Meeting

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

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

9. **NEW BUSINESS**

- a) Annual Review of Summer Reading Program (Summer Reading Committee) **(Information) (5 minutes)**

RESCHEDULED to October Board Meeting

- b) Update on new ILS Koha (Christopher Kellermeier) **(Information) (10 minutes)**

RESCHEDULED to October Board Meeting

10. **OLD BUSINESS**

- a) Human Resources Update – Written Report by HRNetwork **(INFORMATION) (5 minutes)**

RESCHEDULED to October Board Meeting

- b) Strategic Planning – Request for Special Meeting/Subcommittee **(INFORMATION/ACTION) (10 minutes)**

RESCHEDULED to October Board Meeting

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

- a) Facilities Update

Director Kittay noted that Trustee McMullins had asked for a monthly update of facilities projects over \$10,000. She presented the Staff Report, Chart and her recommendation for an updated full assessment of both facilities. There was a question as to if new items would be added to the list and Kittay noted that she did not know of any at this time but if there were it would be discussed with the Trustees and would be part of a Budget Amendment. Kittay informed the Board that next month she would bring the 2005 Report with updates as to what has been completed along with at least one bid and description for a new Facilities Assessment.

Trustee McMullins asked if the \$350,000 budgeted for facilities repairs in the budget covered these projects, Director Kittay noted that it would cover some, not all.

- c) Taste of 'Dena Update

Director Kittay noted that she would provide a full review at next month's board meeting. The Trustees asked about how many tickets were sold and Director Kittay noted she thought it was around 150 and that after expenses revenue would probably be around \$10,000.

- d) Save The Date – Volunteer Event

Director Kittay reminded the Trustees to save the date for the upcoming Volunteer Appreciation event on Wednesday, November 8th from 7 to 9 p.m.

- e) Town Council Presentation & ACONA Presentation

Director Kittay mentioned that the Town Council presentation took place and that the response was very positive. The Town Council expressed its thanks to the Board, Staff and Director of the Library for the improvements to the library and to library services. She noted that the ACONA presentation would take place on 9/26 at the Community center at 7 p.m. and that the Trustees were invited to attend to represent the Library.

12. **CORRESPONDENCE**

Director Kittay noted that the Library had received two grants, one for the Student Success Initiative, to get Library cards to all students in Altadena, and a grant for a 3D printer.

13. **REPORTS OF SUPPORT GROUPS**

- a) Altadena Library Foundation (5 minutes) **Director Kittay noted that the Foundation would hold a meeting on 9/26 and that there were currently at least 7 applicants interested in being on the Board for the Foundation.**
- b) Friends of the Altadena Library (5 minutes)
President Mark Mariscal noted that Director Kittay received a standing ovation at the Town Council presentation and a lot of praise from the Town Council. He noted that the Friends of the Library were going to hold three to four extra book sales between now and the annual book sale. These would be taking place on the Second Saturday of the month.

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

15. **CLOSED SESSION**

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

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

RESCHEDULED to October Board Meeting

16. **RECESS BACK INTO OPEN SESSION**

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

18. **AGENDA ITEMS FOR FUTURE AGENDAS**

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

19. **ADJOURNMENT**

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

Meeting adjourned at 5:20 p.m.



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MINUTES

Special Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

October 9, 2017 7:09pm

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

1. **CALL TO ORDER**

2. **ROLL CALL:**

Ira Bershatsky, President
Armando Zambrano
Gwendolyn McMullins – **Absent, Excused**
Adalila Zelada-Garcia, Secretary
John McDonald

3. **ADOPTION OF AGENDA**

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

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

MOTION BY Trustee Zelada-Garcia TO ADOPT THE AGENDA:

Second: Trustee McDonald

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

No: None

Abstain: None

4. **PUBLIC COMMUNICATION**

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

5. **CLOSED SESSION**

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

- a) **LABOR NEGOTIATIONS (§ 54957.6)**
Pursuant to Government Code Section 54957.6
Title: District Director
Review of District Director Contract

The Board went into Closed Session at 7:10 p.m.

5. **RECESS BACK INTO OPEN SESSION**

The Board Came out of Closed Session at 8:20 p.m.

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

The Board will instruct HR Network to begin negotiations.

8. **ADJOURNMENT**

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

Meeting Adjourned

Statistics for FY 2017/18

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Circulation - Main*													
FY16/17	17,367	17,252	16,008	16,383	15,592	15,615	16,474	15,695	9,698	2,770	12,279	15,700	50,627
FY17/18	16,137	16,650	13,839										46,626
% Change	-7%	-3%	-14%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-8%
Self-Check	8529	9542	7436										
Circulation - Branch													
FY16/17	1,291	1,182	1,166	1,168	947	1,073	1,097	974	2,086	2,927	2086	1,545	3,639
FY17/18	1,572	1,397	1,169										4,138
% Change	22%	18%	0%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	14%
TOTALS													
FY 16/17	18,658	18,434	17,174	17,551	16,539	16,688	17,571	16,669	11,784	5,697	14,365	17,245	54,266
FY17/18	17,709	18,047	15,008	0	0	0	0	0	0	0	0	0	50,764
% Change	-5%	-2%	-13%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-6%
Visitors - Main													
FY16/17	14,895	14,372	13,159	14,788	11,851	11,926	12,052	12,102	9,572	6,378	11,333	13,976	42,426
FY17/18	11,233	13,278	11,177										35,688
% Change	-25%	-8%	-15%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-16%
Visitors - Branch													
FY16/17	3,383	3,589	4,062	3,543	3,205	3,369	2,918	2,804	4,252	5,170	3,637	2,514	11,034
FY17/18	3,031	3,558	3,003										9,592
% Change	-10%	-1%	-26%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-13%
TOTAL VISITORS	14,264	16,836	14,180	-	-	-	-	-	-	-	-	-	45,280
Days Open - Main													
FY16/17	25	27	25	25	23	24	25	23	10	0	26	26	77
FY17/18	23	27	25										75
% Change	-8%	0%	0%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-3%
Days Open - Branch													
FY16/17	20	23	21	20	19	20	20	19.5	27	27	22	22	64
FY17/18	20	23	20										63
% Change	0%	0%	-5%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-2%
Registrations - Main													
FY16/17	223	202	234	215	188	166	175	175	101	113	209	391	659
FY17/18	282	333	257										872
% Change	26%	65%	10%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	32%
Registration - Branch													
FY16/17	17	27	27	24	14	21	14	20	23	32	14	39	71
FY17/18	33	33	37										103
% Change	94%	22%	37%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	45%
Registration - Total													
FY16/17	240	229	261	239	202	187	189	195	124	145	223	430	730
FY17/18	315	366	294	0	0	0	0	0	0	0	0	0	975
% Change	31%	60%	13%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	34%
Reserves - Main													
FY16/17	312	316	396	403	405	413	294	407	289	235	325	401	1,024
FY17/18	456	441	459										1,356
% Change	46%	40%	16%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	32%
ILL Lent (Main)													

	FY16/17	48	10	40	30	44	34	35	57	14	0	42	45	98
	FY17/18	33	34	24										91
ILL Borrowed (Main)	% Change	-31%	240%	-40%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-7%
	FY16/17	24	23	42	25	39	14	77	28	25	14	38	36	89
	FY17/18	55	23	5										83
Inter Library Loan - Branch	% Change	129%	0%	-88%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-7%
	FY16/17	5	1	5	4	7	5	5	5	4	5	6	7	11
	FY17/18	6	5	5										16
	% Change	20%	400%	0%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	45%
Community Room Events (Non-Library)														
	FY16/17	6	10	7	6	11	6	6	9	6	6	9	18	23
	FY17/18	13	6	8										27
Community Room Attendance (Non-Library)	% Change	117%	-40%	14%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	17%
	FY16/17	75	134	81	67	115	125	90	200	50	77	105	71	290
	FY17/18	150	155	95										400
	% Change	100%	16%	17%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	38%
Adult Reference Questions														
	FY16/17	114	119	107	115	71	88	79	226	75	12	96	246	340
	FY17/18	193	66	88										347
Children's Services Reference Questions	% Change	69%	-45%	-18%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	2%
	FY16/17	749	568	548	589	566	569	300	300	62	0	151	162	1,865
	FY17/18	148	120	91										359
Branch Services Reference Questions	% Change	-80%	-79%	-83%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-81%
	FY16/17	58	74	61	35	44	47	42	44	95	92	62	54	193
	FY17/18	52	65	80										197
	% Change	-10%	-12%	31%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	2%
Adult Public Computer Usage														
	FY16/17	2,213	2,221	3,928	2,226	1,751	1,575	1,650	1,651	1,380	0	1,709	1,567	8,362
	FY17/18	1,762	1,897	1,661										5,320
Children's Services Public Computer Usage	% Change	-20%	-15%	-58%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-36%
	FY16/17	742	840	555	584	599	581	155	525	309	0	495	805	2,137
	FY17/18	686	922	699										2,307
Branch Services Public Computer Usage	% Change	-8%	10%	26%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	8%
	FY16/17	627	763	883	812	849	795	750	698	702	1240	1025	1377	2,273
	FY17/18	656	888	764										2,308
	% Change	5%	16%	-13%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	2%
														12,772
														9,935
FabLab Reservations														
	FY16/17													0
	FY17/18	20	25	25										70
	% Change													
Main PC Usage Wireless														
	FY16/17	4,888	5,023	4,918	5,532	5,427	5,041	5,015	5,341	2,814	2,256	5,204	5,406	14,829
	FY17/18	5,390	5,929	5,446										16,765

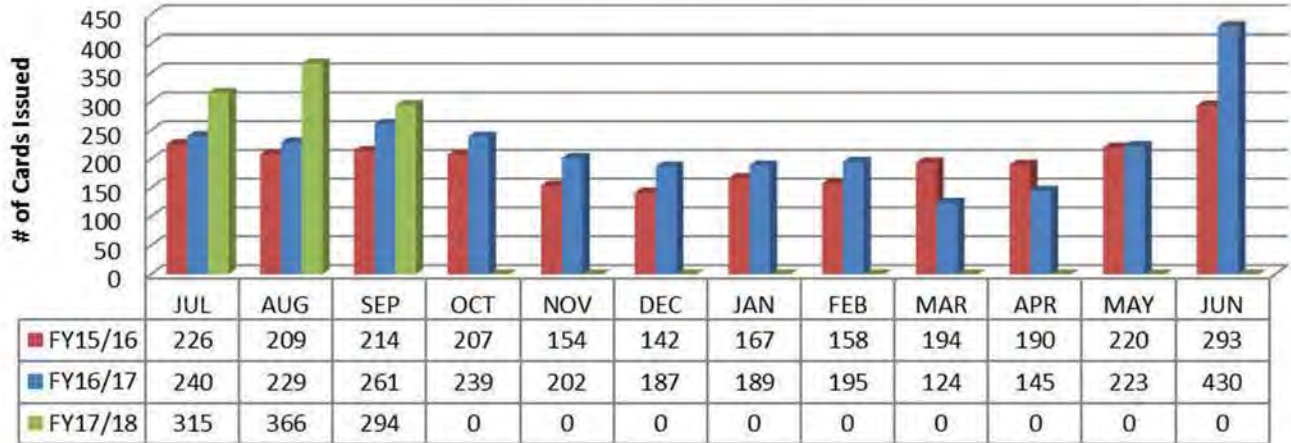
Branch PC Usage Wireless	%Change	10%	18%	11%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	13%
	FY16/17	1,146	1,178	1,145	1,301	1,277	1,055	1,049	1,182	1,322	1,678	1,651	1,603	3,469
	FY17/18	1,593	1,752	1,581										4,926
	% Change	39%	49%	38%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	42%
Collection Size	FY16/17		90,380	90,760	99,498	100,780	97,703	96,935	94,435	92,893		81,473	82,356	
	FY17/18	79,545	79,744	80,552										
	% Change		-12%	-11%	-100%	-100%	-100%	-100%	-100%	-100%		-100%	-100%	
Items Added	FY16/17	941	993	1178	845	580	843	417	791	1189	667	888	1059	3,112
	FY17/18	997	338	673										2,008
	% Change	6%	-66%	-43%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-35%
Adult Programs	FY16/17	5	5	8	7	3	4	4	6	3	6	5	7	18
	FY17/18	10	10	13										33
	% Change	100%	100%	63%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	83%
Adult Programs - Attendance	FY16/17	141	115	151	467	230	405	271	330	195	440	983	2342	407
	FY17/18	157	724	367										1,248
	% Change	11%	530%	143%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	207%
Young Adult Programs	FY16/17	10	1	1	0	3	2	5	18	9	5	6	21	12
	FY17/18	13	16	19										48
	% Change	30%	1500%	1800%		-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	300%
Young Adult Program Attendance	FY16/17	162	5	4	0	50	19	58	292	88	114	65	141	171
	FY17/18	104	88	70										262
	% Change	-36%	1660%	1650%		-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	53%
Children's Services Programs Offered	FY16/17	18	1	19	23	18	16	15	21	22	27	28	39	38
	FY17/18	36	25	33										94
	% Change	100%	2400%	74%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	147%
Children's Services Program Attendance	FY16/17	740	5	475	564	608	368	258	384	354	516	496	989	1,220
	FY17/18	756	800	652										2,208
	% Change	2%	15900%	37%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	81%
Branch Services Programs Offered	FY16/17	5	0	0	6	2	2	2	5	0		1	6	5
	FY17/18	7	4	5										16
	% Change	40%			-100%	-100%	-100%	-100%	-100%			-100%	-100%	220%
Branch Services Program Attendance	FY16/17	142	0	0	100	27	56	35	71	0		25	106	142
	FY17/18	159	68	42										269
	% Change	12%			-100%	-100%	-100%	-100%	-100%			-100%	-100%	89%
Children's Services Class Visits	FY16/17	10	8	7	8	6	2	5	3	9	2	5	4	25
	FY17/18	4	3	4										11
	% Change	-60%	-63%	-43%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-56%
Children's Services Classroom Visits Attendance	FY16/17	158	104	109	161	133	62	62	80	256	88	411	225	371
	FY17/18	104	98	98										300
	% Change	-34%	-6%	-10%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-19%

Branch Services Class Visits													
FY16/17	0	0	0	0	1	2	1	0	3	4	0	1	0
FY17/18	0	0	0										0
% Change			n/a		-100%	-100%	-100%		-100%	-100%		100%	
Branch Services Class Visits - Attendance													
FY16/17	0	0	0	0	25	53	26	0	78	72	0	28	0
FY17/18	0	0	0										0
% Change			n/a		-100%	-100%	-100%		-100%	-100%		#DIV/0!	
Branch Services - Literacy Tutor Sessions Offered													
FY16/17	32	55	62	79	90	66	66	61	60	68	65	58	149
FY17/18	58	80	85										223
% Change	81%	45%	37%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	50%
Branch Services Literacy Tutor Sessions Attendance													
FY16/17	126	140	202	244	246	216	198	192	179	211	193	189	468
FY17/18	178	266	236										680
% Change	41%	90%	17%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	45%
Branch Services Literacy Tutor Hours offered													
FY16/17	27.5	27	75.5	99	90	85.5	84.5	78.5	70	87.5	77	76	130
FY17/18	106.5	136	138.75										381
% Change	287%	404%	84%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	193%
Branch Services Literacy - Volunteer Hours													
FY16/17	11.25	30.5	21.5	133	129	104.5	118	113	33.5	83.5	108.5	69.5	63
FY17/18	82.5	107.5	97.75										288
% Change	633%	252%	355%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	355%
Adult Volunteers													
FY16/17	3	4	1	2	1	1	2	6	5	0	25	62	8
FY17/18	11	13	31										55
% Change	267%	225%	3000%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	588%
Adult Volunteer Hours													
FY16/17	38	67	13	24	18	30	29	25	15	0	231	242.0	118
FY17/18	104	109	150.5										364
% Change	174%	63%	1058%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	208%
Young Adult Volunteers													
FY16/17	11	0	0	0	20	8	3	5	4	4	48	20	11
FY17/18	5	2	2										9
% Change	-55%				-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-18%
Young Adult Volunteer Hours													
FY16/17	52.25	0	0	0	27.5	23	19	13.25	6	9.25	240	96	52
FY17/18	42	11	20										73
% Change	-20%				-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	40%
Children's Services Volunteers													
FY16/17	0	0	0	0	0	0	0	0	0				0
FY17/18	9	7	1										17
% Change													
Children's Services Volunteer Hours													
FY16/17	0	0	0	0	0	0	0	0	0				0
FY17/18	49.5	45	2										97
% Change													
Friends/Foundation/Board Volunteers													
FY16/17		0	0	0	0	0	0	0	0				0
FY17/18	13	9	9										31
% Change													

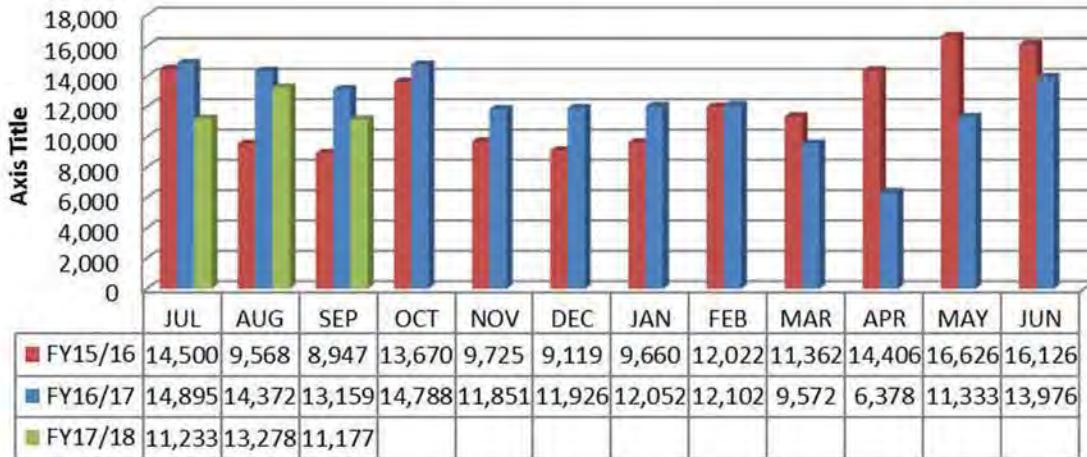
Friends/Foundation/Board Volunteer Hours														
FY16/17		0	0	0	0	0	0	0	0	0	0	0	0	0
FY17/18	112.5	112	120											345
% Change														
Ebsco Databases														
FY16/17				28	13	11	7	13	24	4	55	23		0
FY17/18	18	47	38											103
% Change				-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	
Novelist														
FY16/17			5	2	4		4	12	6	5	2	5		5
FY17/18	3,156	3	9											3,168
% Change			80%	-100%	-100%		-100%	-100%	-100%	-100%	-100%	-100%	-100%	63260%
BrainFuse -Tutor Service														
FY16/17	76	104	287	159	78	22	87	155	129	499	527	62		467
FY17/18	50	81	108											239
% Change	-34%	-22%	-62%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-49%
Flipster (Searches)														
FY16/17	125	94	80	2	1	3	80	72	66	58	85	85		299
FY17/18	104	89	64											257
% Change	-17%	-5%	-20%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-14%
Tumblebooks														
FY16/17														0
FY17/18		41	21											62
% Change														
Passports														
FY16/17	209	208	179	208	162	138	216	197	237	212	262	253		596
FY17/18	261	280	255											796
% Change	25%	35%	42%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	34%
Passport Photos														
FY16/17	156	166	119	170	120	101	155	112	42	47	149	164		441
FY17/18	183	194	209											586
% Change	17%	17%	76%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	33%
Notary Service														
FY16/17	8	10	4	7	6	4	5	6	0	0	3	4		22
FY17/18	0	0	0											0
% Change	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%
*includes downloadables														
Main Closed on April 13, 2017 for renovation and reopened on May 1, 2017.														
September Usage of Desktops is unavailable . Used previous 3 months average.														

Statistical Graphs for the Month of September 2017

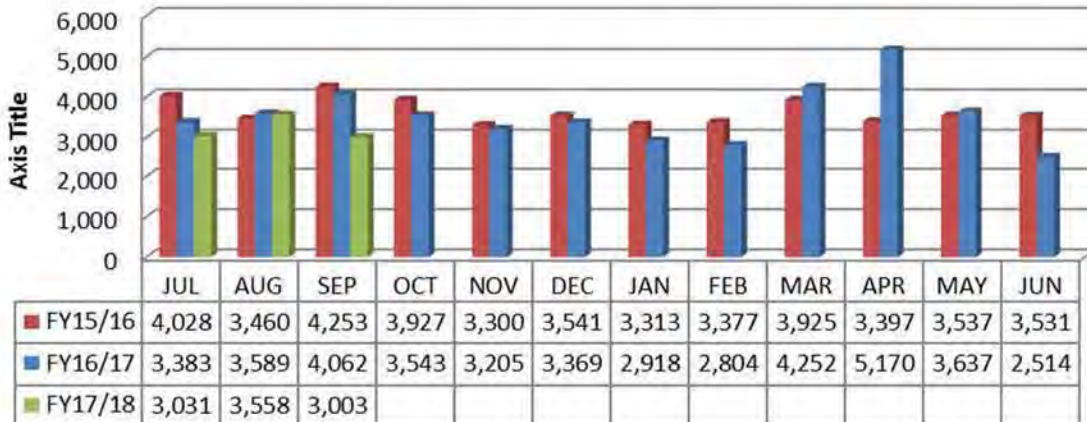
New Cards Issued



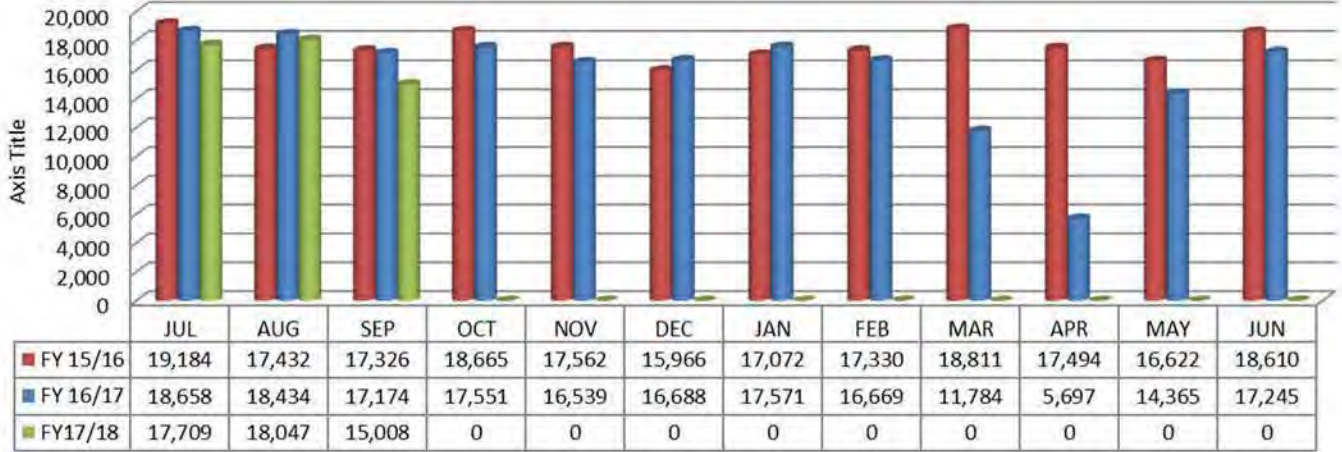
Visitors - Main



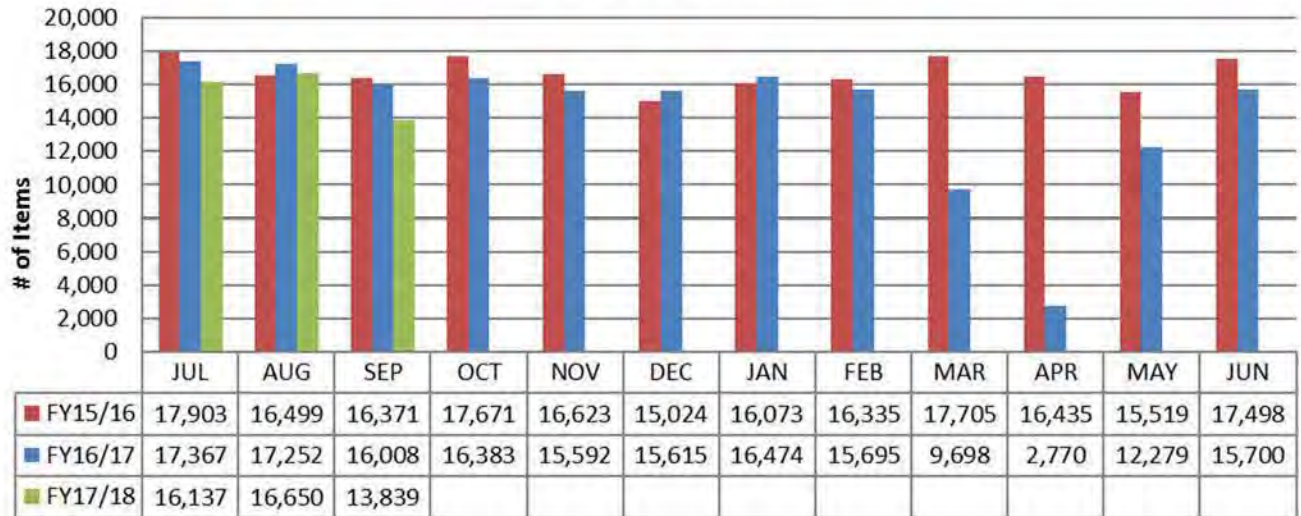
Visitors - Branch



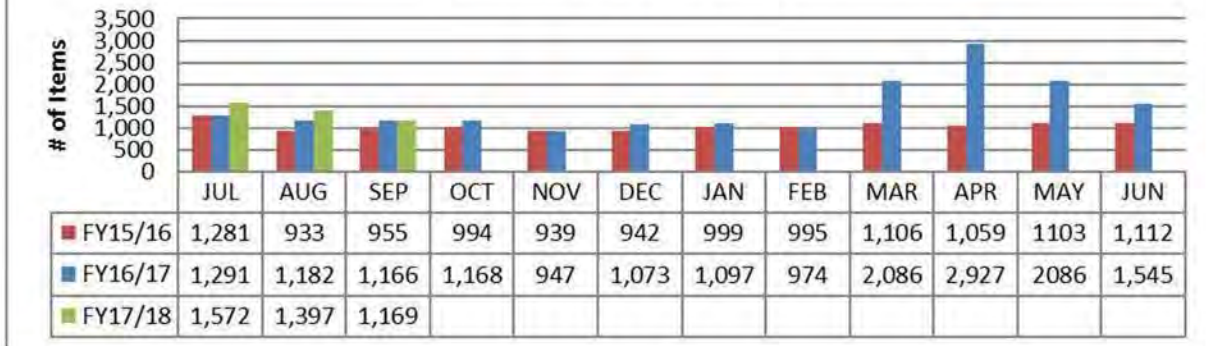
Items Checked Out



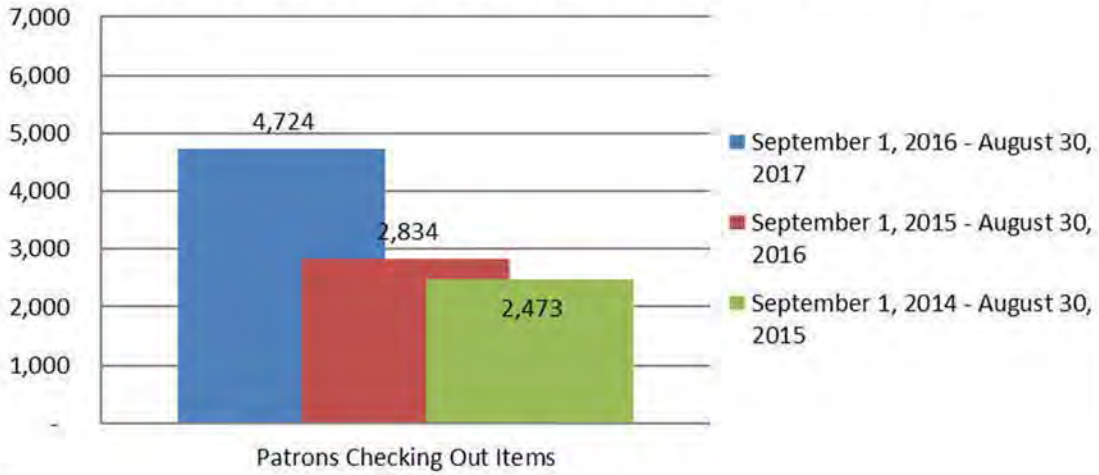
Circulation Main



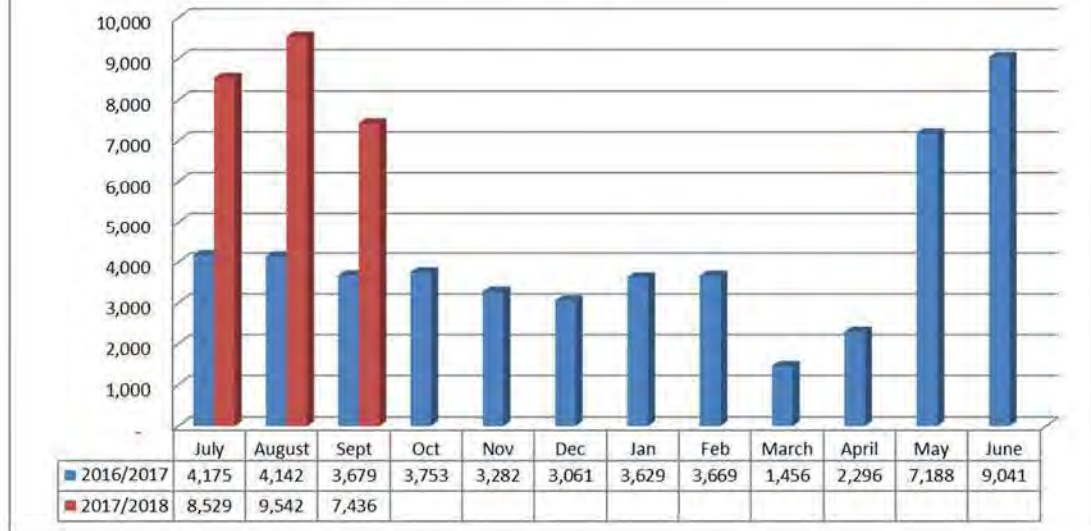
Circulation Branch



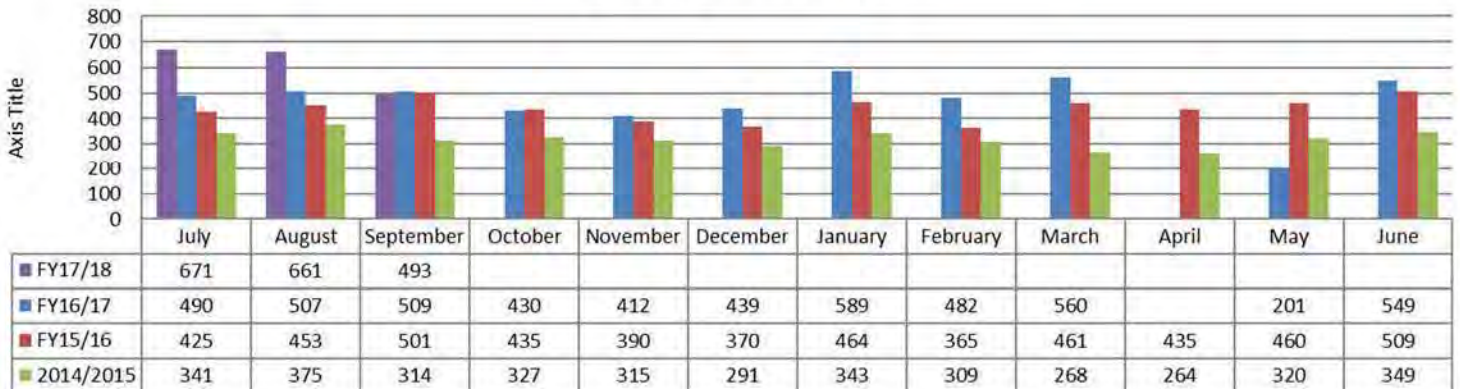
Of Cardholders Who Checked Out an Item



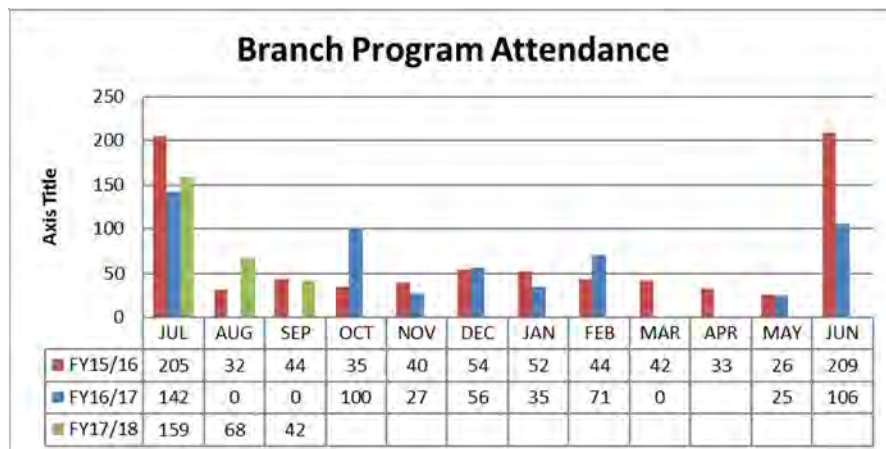
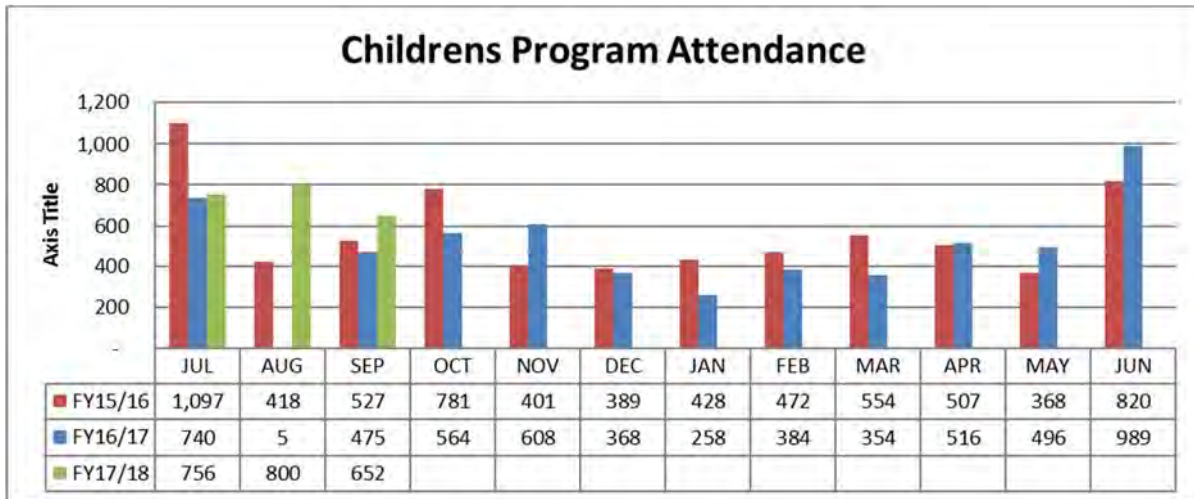
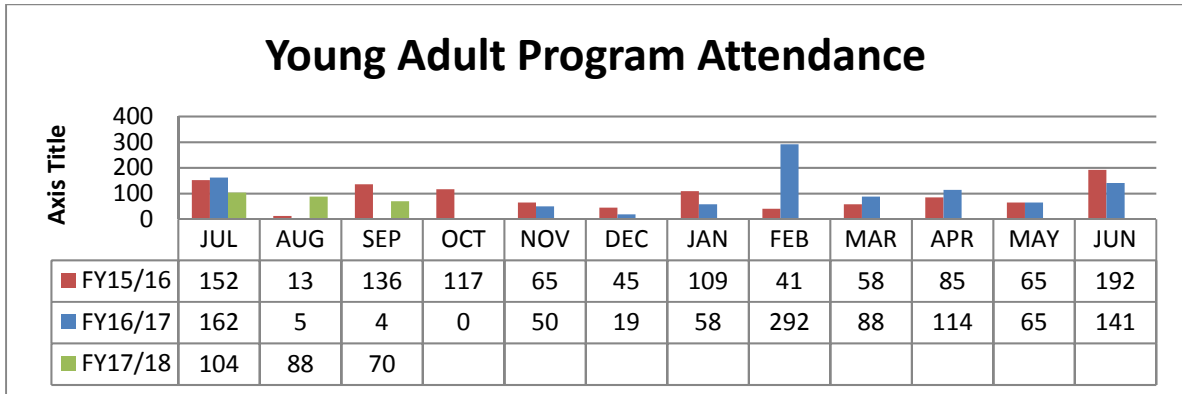
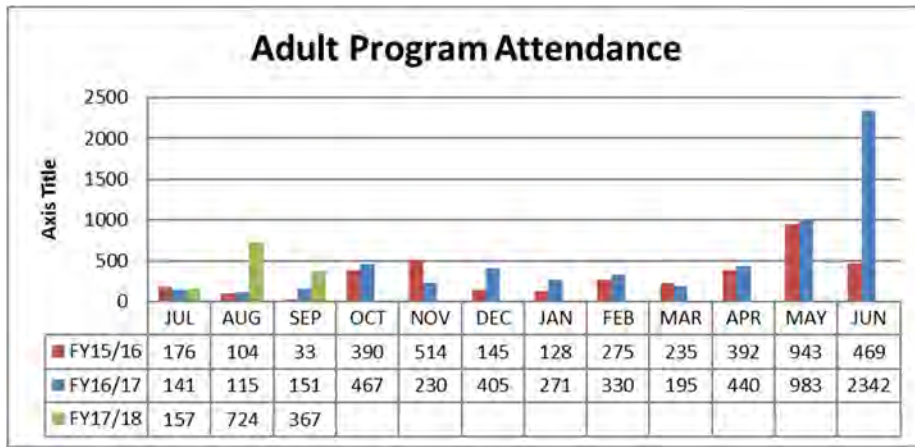
Self Check



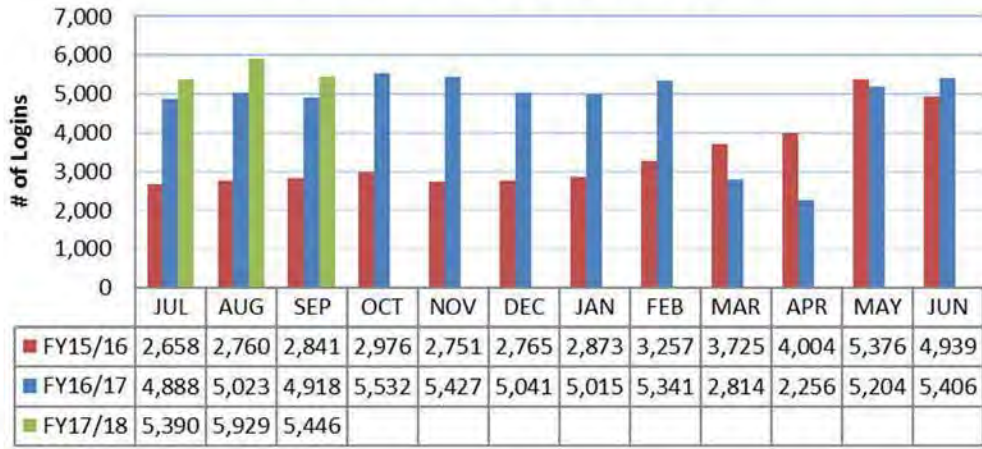
eBook Circulation



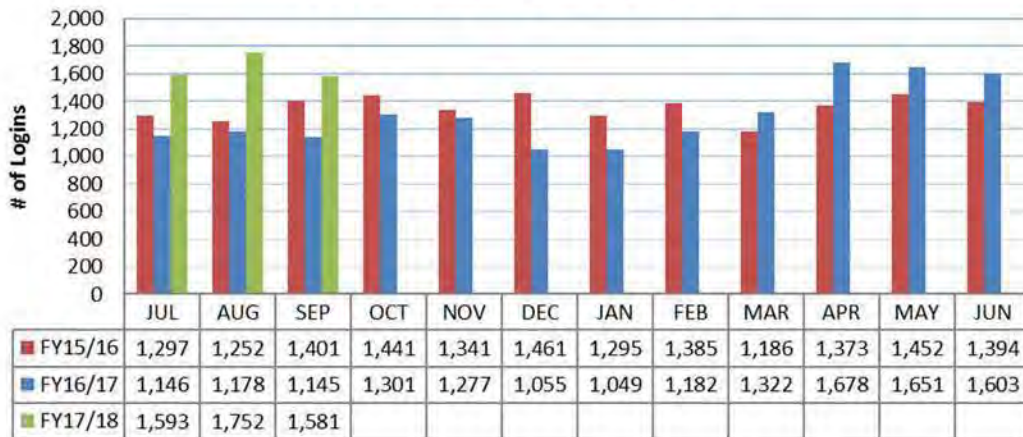




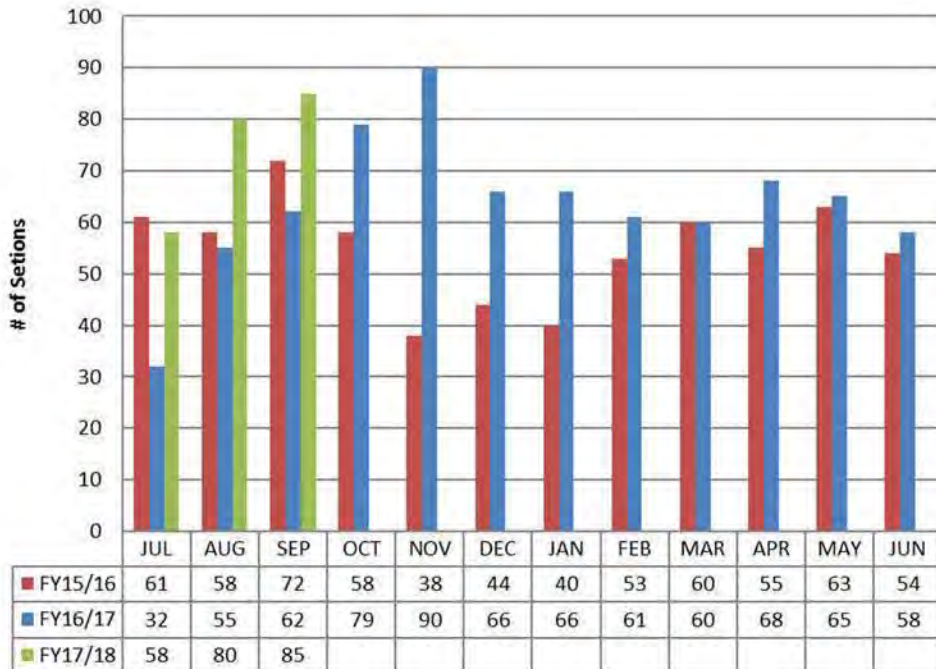
Wireless Usage (Main)

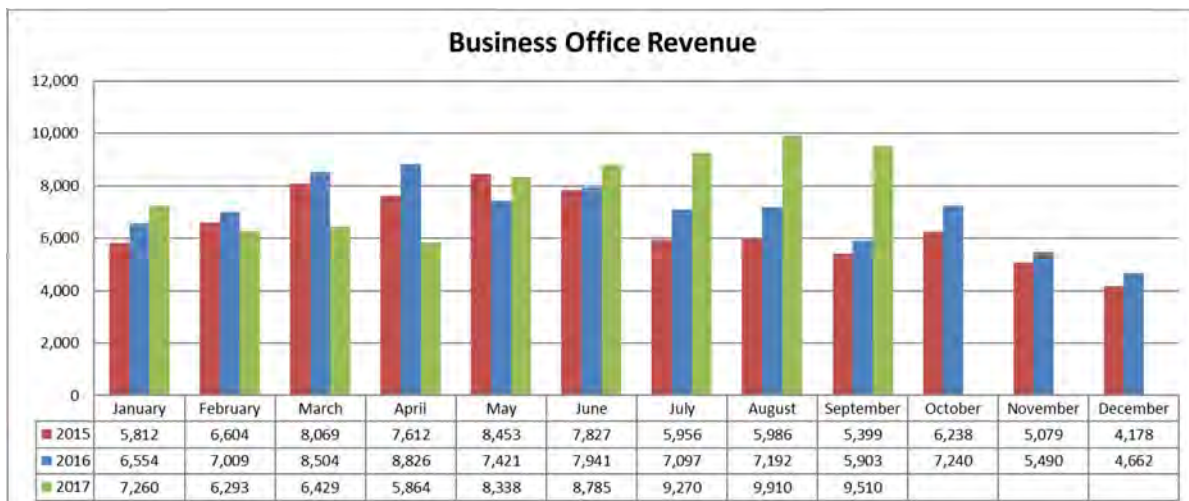
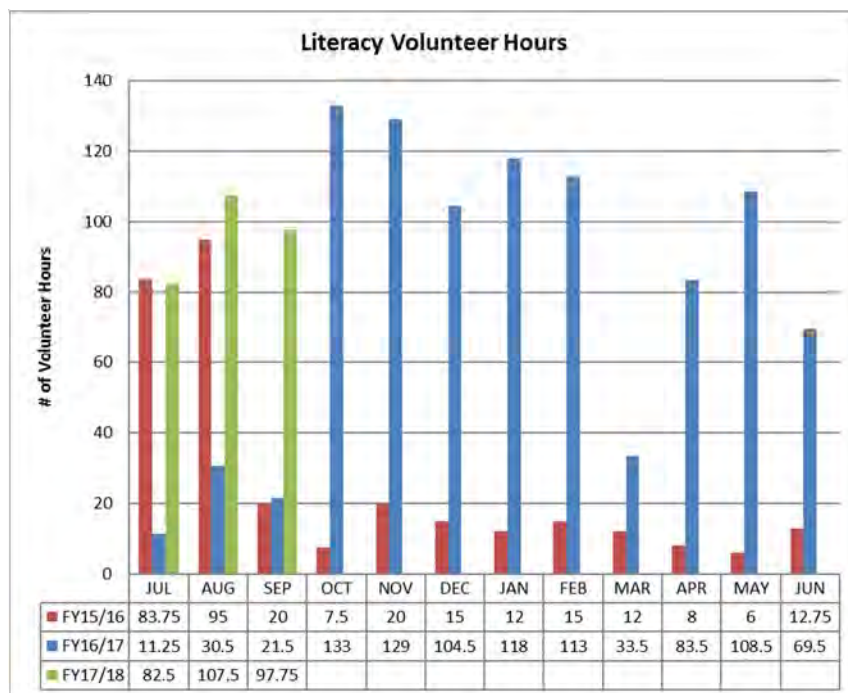
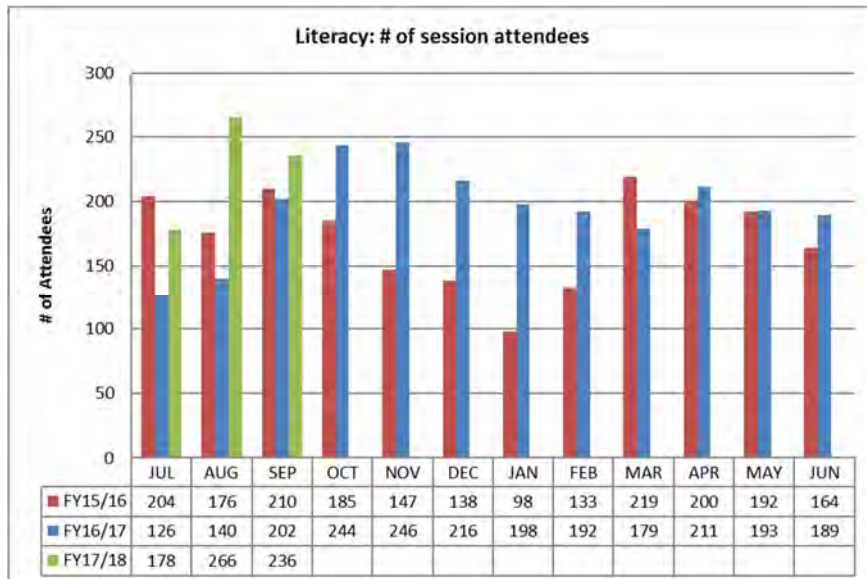


Wireless Usage (Branch)



Literacy Tutor Sessions





AUGUST 2017 ADULT SERVICES REPORT

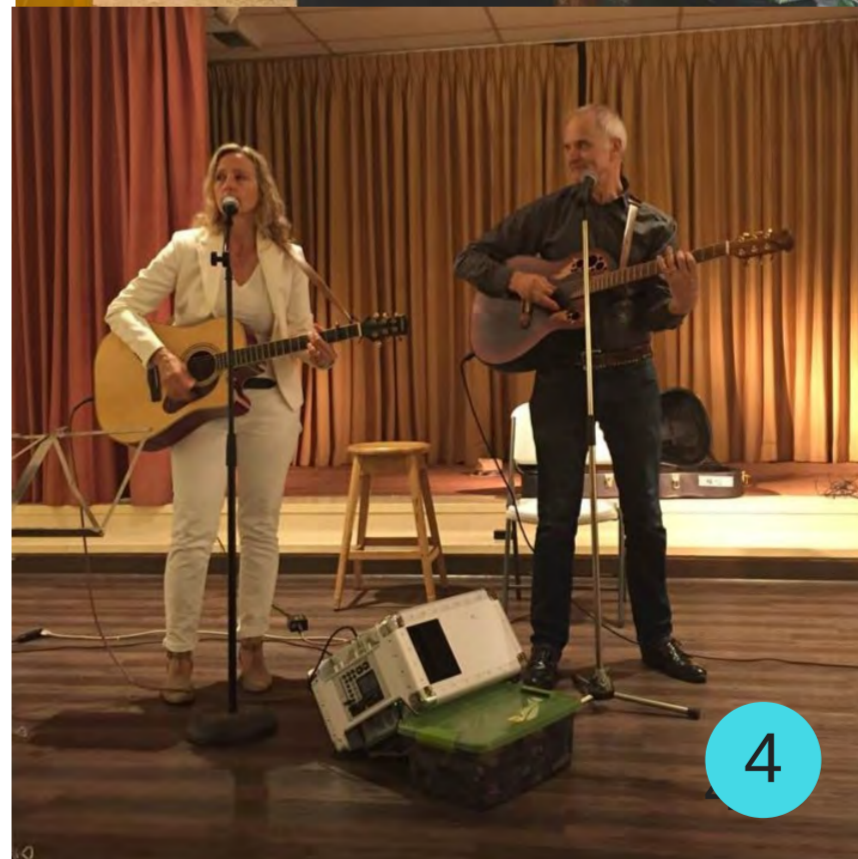
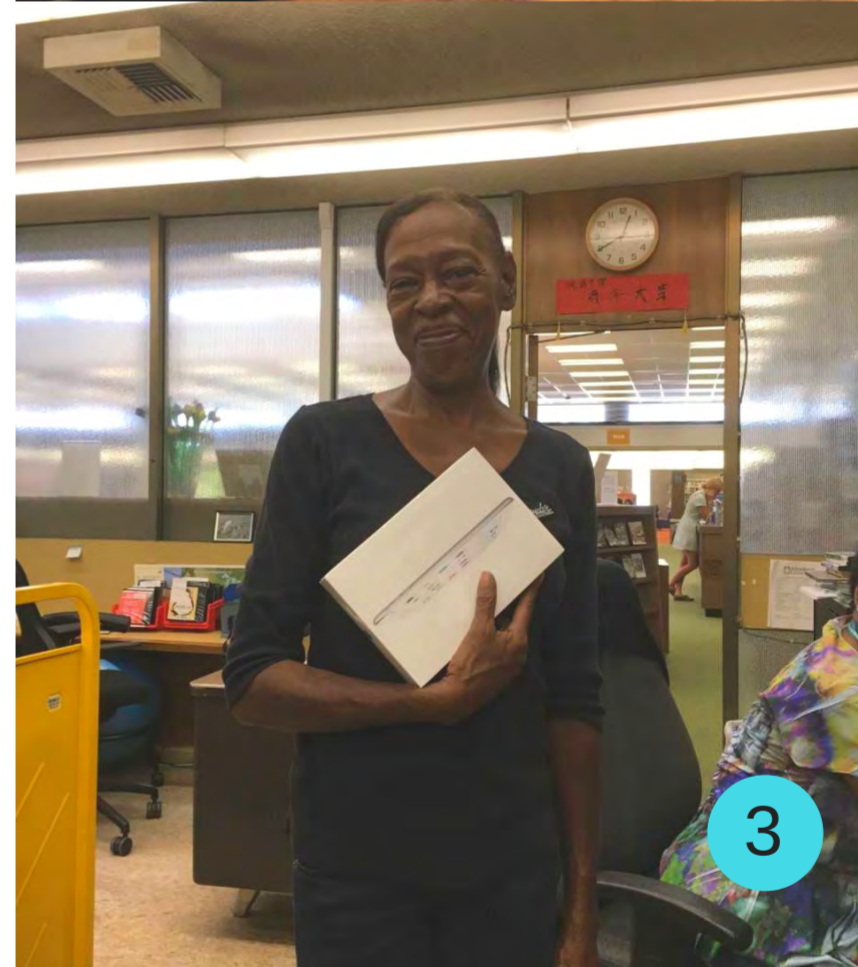


OVER 2,000 SOLAR ECLIPSE GLASSES FROM THE SPACE SCIENCE INSTITUTE WERE GIVEN OUT BY THE LIBRARY!

ABOUT 300 PEOPLE ATTENDED!

ALSO PARTNERED WITH JPL STAFF

ECLIPSE VIEWING



PROGRAMS

SUMMER READING

OPEN MIC

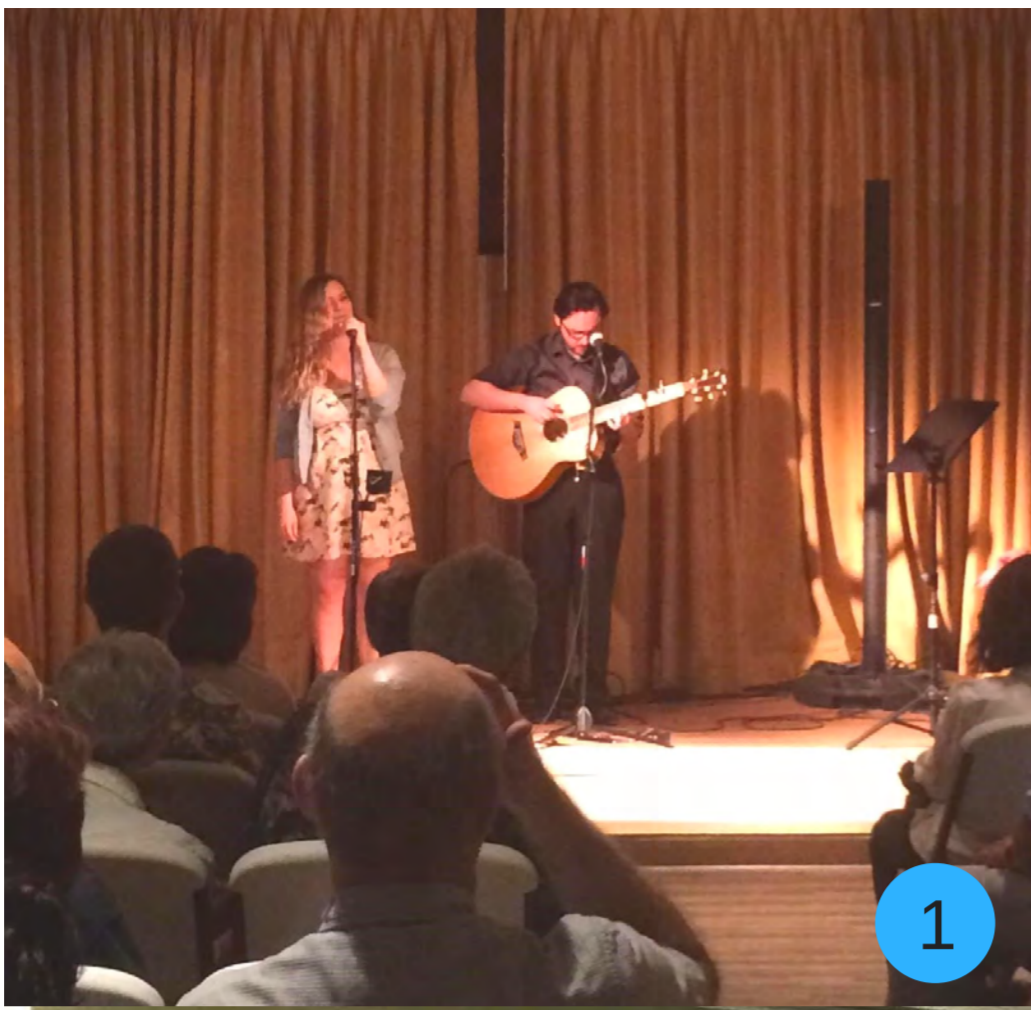
1. BEAUTY BITES BEAST FILM

2. STORYTELLING JAM

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

4. OPEN MIC COMMENCES, EVERY 4TH TUESDAY

MUSIC



1



2A



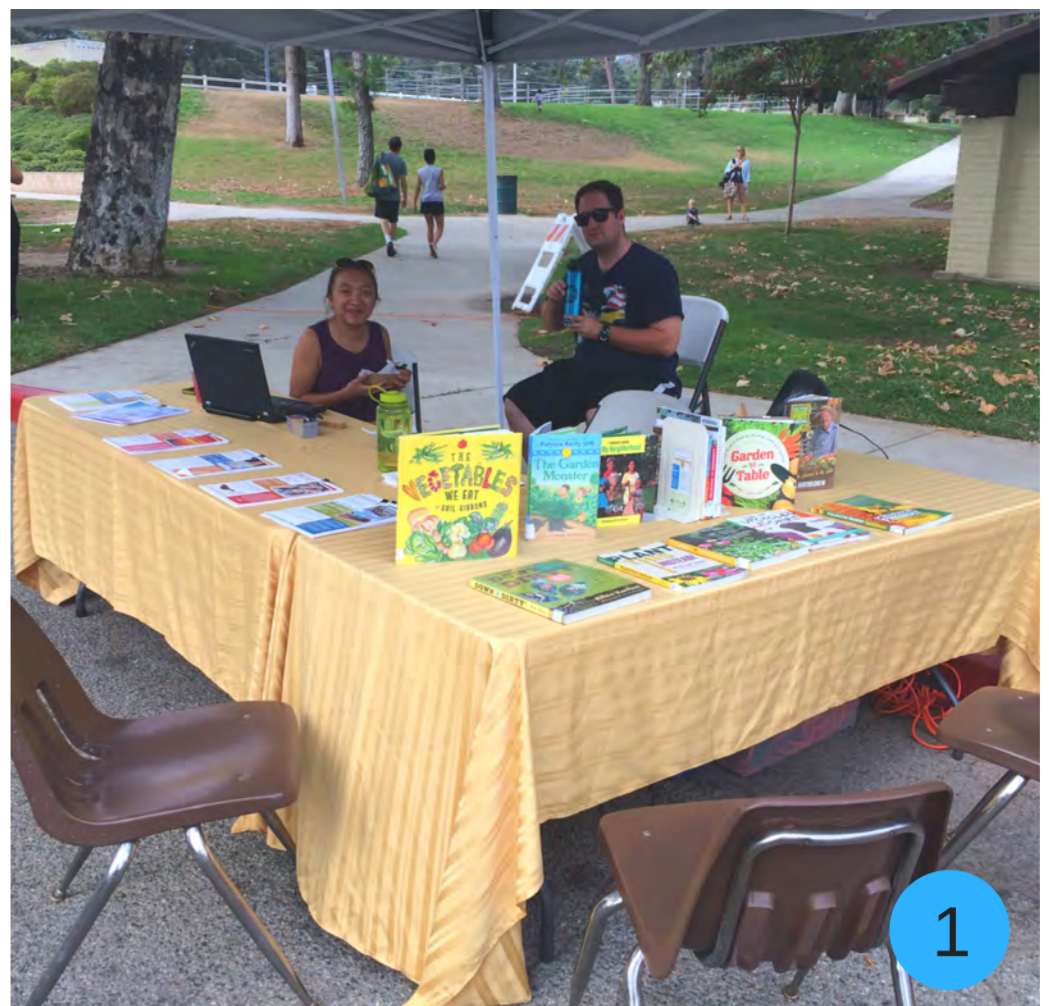
2B



2C

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

COMMUNITY



1



2

EDUCATION



3

- 1. FARMER'S MARKET
 - 2. TOWN COUNCIL MEETING - PUSD DISCUSSED
 - 3. KOHA TRAINING CERTIFICATE - STAFF HAS BEEN TRAINED IN THE NEW LIBRARY SYSTEM
- NOT PICTURED: UNDERSTANDING THE ECLIPSE PRESENTATION, SPEED DATING EVENT & BOOK CLUB

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

Children and Family Services – August 2017

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

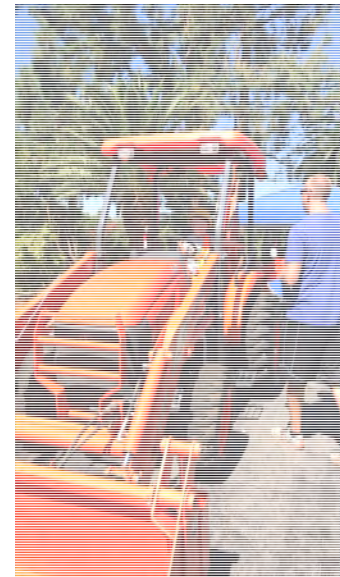


Chief Tobin and his engine crew from LACoFD Station 11 were a huge hit!

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

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

in action—plus bubbles and crafts! And I really



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



Patrons leave their mark at Truck Day.

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



Firetrucks!

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

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

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



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

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

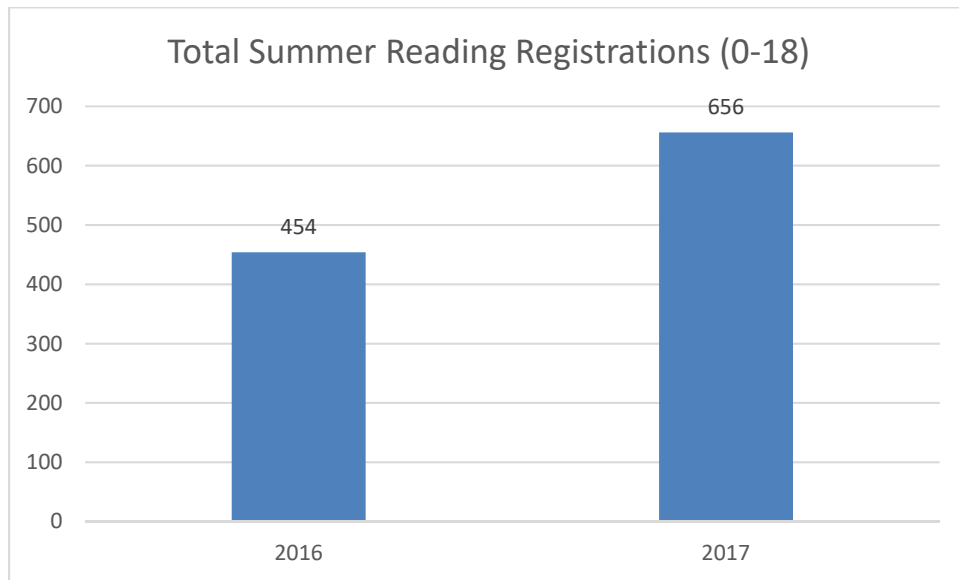
We've also introduced a new, bilingual story time. Adriana will be leading this new program, which is a Spanish/English story time for all ages. We've done the program once as of this writing, but we had 20 people attend—which is an incredible number for a brand new story time! Feedback has been positive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



Us, too!

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

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

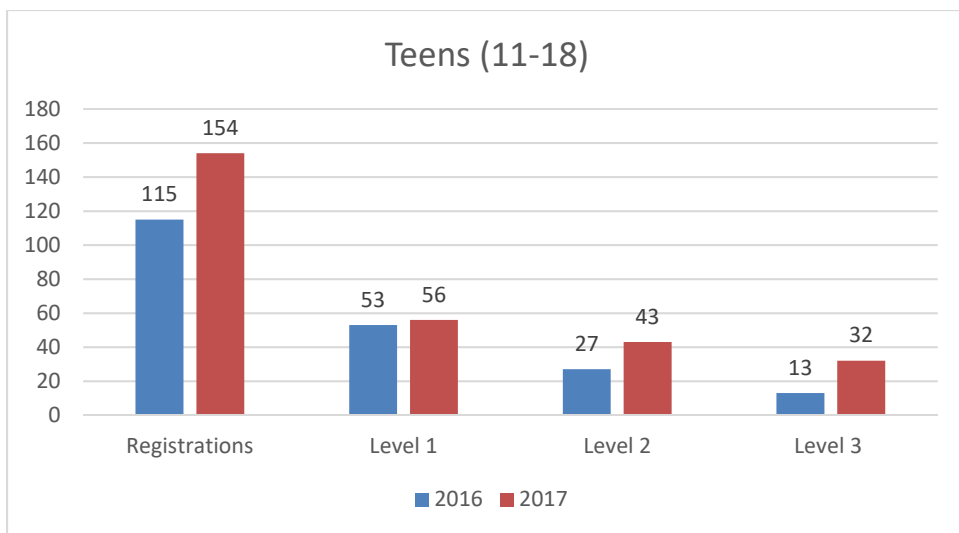
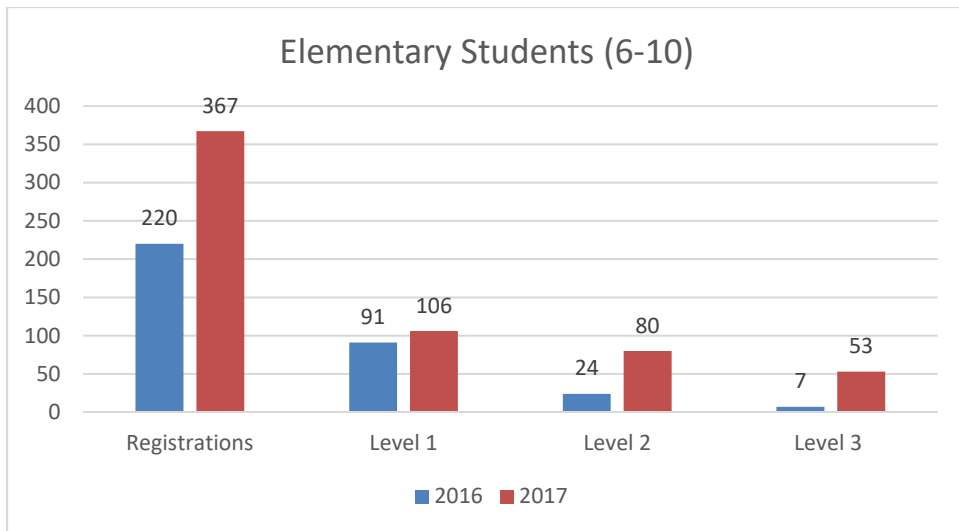
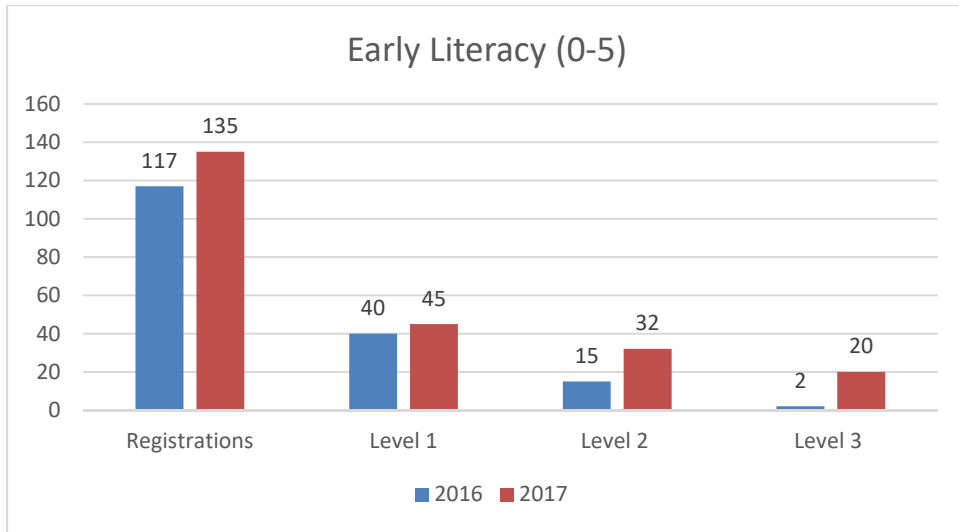


In 2017, we increased registrations for the 0-18 population by nearly 44%.

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

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

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



Branch August 2017 Report

Library News

Programs

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



Eclipse watchers outside Bob



Nothing but smiles while making slime!



Girls like slime too!

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

Library Enhancements

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

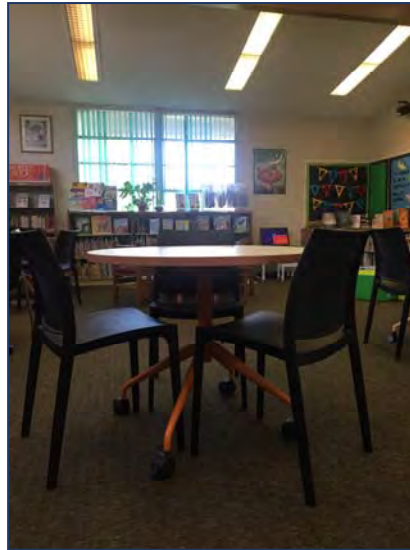
To keep little minds and hands entertained, we applied blackboard contact paper onto the sides of our movable shelving units. Kids (and adults) are doodling and leaving fun messages on the blackboard walls.



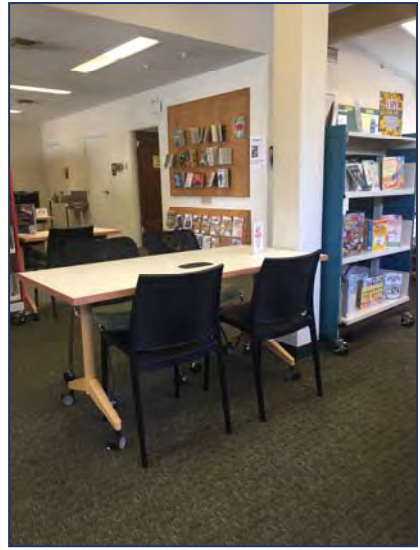
Lastly, the Branch replaced several chairs in the reading area with new, sturdier chairs. They look good in the space, are comfortable and match with the rest of the furniture.



Toddler enjoying the chalkboard.



New chairs that complement the space.



Training on Koha (new ILS)

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

Literacy Services News

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

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

Collection Development Monthly Report – Month 2017

Welcome Selena Alegria to the Collection Development Team!

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



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

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

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

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

LOCATIONS aj , ya

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

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

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

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

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

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

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

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

Submitted by: Estella Terrazas, Collection Development Manager



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

MARKETING & COMMUNICATIONS REPORT

SOCIAL MEDIA STATS

Facebook – 1,162 Likes

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

6,288 ↑1%

398 ↑229%

2,934 ↑58%

402 ↑39%

35!!

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

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

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

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

New Page Likes

Facebook Summary & Highlights

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



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

344

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

143

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

11

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

Instagram Summary & Highlights

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

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

EMAIL MARKETING (“This Week @ Altadena Library”)

(Statistics as of September 6)

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

August 25 "Open Mic Night, An Opportunity for Impact..." 15.98% opened 118 clicks
 September 1 "CONNECT Newsletter, Mystery Wine Pull..." 12.01% opened 80 clicks
 (The September 1 email's stats are low because the email just went out last week)

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

MEDIA COVERAGE

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

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

A SPECIAL HIGHLIGHT

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

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

August Board Report – Volunteer Coordinator

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

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



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

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

Outreach:

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

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

SEPTEMBER 2017

ADULT SERVICES

Learning continued with wonderful programs in September.

Cooking with the Urban Forager



“This was a great cooking class. Most classes just have the participants observe. This class is intergrative-made more special by a great instructor.”

-Participant

Local food blogger and Altadena resident Elisa Callow taught a special cooking class on how to make homemade pasta! Thanks to Yuni, our Volunteer Coordinator and Elisa for making this event happen.

Sewing classes



....” I recently participated in the five-week fashion design class and it was fantastic! Most of us had sewn before, but Amy Blea was still able to share so many of her masterful “tricks of the trade,” culminating in our creation of custom skirts. The class not only taught us some valuable skills, but it was a community-building experience where new friendships began...” - Participant

Chess Nights



"I just want to simply express my gratitude for the weekly chess class that is being offered. My oldest son looks forward to participating every week. It certainly enriches our experience at the library. Thanks!" - Participant

All Ages!

Open Mic



"I am consistently amazed by the passion and variety of the singers, songwriters, artists, and storytellers, that show up each week. The atmosphere at Open Mic is so encouraging and supportive, no matter the performer's genre or skill level, and it's just an absolute pleasure to hang out as a spectator and enjoy the talent that our community has to offer."

-Ryan, Public Services Director

Taste of 'Dena



Parking Lot Repaired!



Before



After



Board Report – September 2017

Children's Services

We're back into the school year, and it shows! This month, we focused our energies on Back to School Nights, meetings with Principals, and working further towards our goal of getting library cards into the hands of all our Altadena students. It's been a quieter month, especially after the chaos and excitement of Summer Reading, but we're laying a solid foundation for the school year to come.

The Children's Services department reached out to several elementary schools in the Altadena area, and we were able to secure invitations to **attend Back to School Night at Altadena Elementary, Jackson Elementary, Franklin Elementary, and Odyssey Charter School**—this put the library in front of a potential total of 1,528 students (and their families). We created new library cards, demonstrated online databases and our e- and e-audio book services, talked about programs, and answered a lot of questions about the library. We also heard a lot from families who were already patrons about how much they used and enjoyed the library.

We also met with the new principal at Altadena Elementary to talk about how the library can support their new French language immersion program, and if AES would be interested in being a pilot site as we worked to build our **Student Success Initiative**. They were very enthusiastic, and we look forward to building that partnership as we go along.

On the programming front, we introduced a **new, Bilingual story time** here at the Altadena Library. Ms. Adriana has built quite the following (an average of 20 patrons per session) so far, and we're so happy to be able to provide this service to our ESL, bilingual, and Spanish-speaking patrons.

It was a light month insofar as board reports go, but we are working hard behind the scenes to build and strengthen our relationships with our local schools, teachers, principals, and parent groups. This will be a major focus and goal for the Children's Services department going forward.

Branch September 2017 Report

Library News

Outreach

Students are busily back at school this month and the Branch was there with them. We did outreach at Franklin Elementary School's Back-to-School night on September 14, 2017. The Branch had an information table in the school's pergola, where we distributed handouts on online resources like *Libby* and event flyers, as well as, registered students and their parents for library cards.

Programs

The Branch kicked off its **Storytime** this month and we are happy to say the program is gaining momentum. Thanks to the Main Library for promoting our weekly program, as well as, the mothers and caretakers who have participated in the weekly program for helping further spread the word on Storytime. Our youngest patron so far was a 2-month old! We hope in the coming months the Branch will have a regular group of babies attending on a weekly basis.



Storytime fun!



Young patrons enjoying a crafternoon after school let out!



Crafternoons at the Branch this month comprised of Farm Animal Finger puppets. We had a small group of kids diligently gluing googly eyes and beaks onto their felt animal characters. Every month, we invite everyone to attend our movie day and family game day. On **Game Day**, young challengers defeated Michelle Hoskins in several games, including *Connect Four*, *Guess Who* and *Hedbanz*. These two monthly programs are gradually increasing in attendance.

Collection Promotion & Advocacy

The Branch updates its displays periodically to reflect the season, to promote the collection and to recognize diversity. For September, our displays revolved around *Back-to-School*, *Hispanic Heritage Month* and *Banned Book Week*. In addition to jazzing up our wall space, our mobile shelving units exhibited books corresponding to the themes. For Banned Book week, the Branch celebrated the freedom to read with a fun display that included books wrapped with caution tape to raise awareness on the dangers of censorship.



New Branch Programs

New programs coming to the Branch include **Bilingual Storytime** and **Rainy Day Crafts @ The Branch**. We are excited to launch Bilingual Storytime (English and Spanish) for tikes ages 0-5 next month. We will be offering bilingual storytime once a month until we establish a regular group of patrons. Also new to the Branch will be Rainy Day Crafts. The idea is to have patrons come into the Branch on rainy days to make a craft. This will be more of a surprise program and we hope patrons will find some enjoyment out of the spontaneity.

Literacy Services News

Adult Literacy

The California State Library has a new online reporting system that was released mid-September. Typically, the Adult Literacy program year-end report is due in mid-August of the new fiscal year, but because of the release of the new system, the due date was pushed back to late September. The Branch submitted its 2016-17 Final Report on September 26, 2017.

ESL Instruction

ESL classes are taught by our long-time staff member, Modesta Nava. She applies various pedagogies to her class instruction to enhance student learning. On a regular basis, instruction consists of individual and group work that improves reading, writing and speaking in English. This week, each ESL student worked on writing a short presentation about farm animals and then presented them in class.

MARKETING & COMMUNICATIONS REPORT

SOCIAL MEDIA STATS

Facebook – 1,191 Likes (Increase of 29 followers from last month!)

(Statistics between September 13 and October 11)

10,454 ↑24%
192

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

1,387

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

356 ↑8%

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

29

New Page Likes

Facebook Summary & Highlights

Now that Taste of 'Dena has concluded, we are transitioning our social media focus to the extensive lineup of fall programs. Below is a snapshot of the general look our social media accounts are now updated to. We continue to utilize the Facebook Events tool, which provides helpful analytics about the audience seeing our events. A recent highlight is the popularity of the October Halloween Costume Swap at the Library. Over 7,500 people saw the Event page with over 150 people engaging enough to express interest in attending!



Instagram – 351 Followers (Increase of 20 followers from last month!)

(Statistics between September 13 and October 11)

175

Average Post Impressions (The average number of times each post has been seen)

130

Average Post Reach (The average number of unique accounts that have seen each of our posts)

6

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

Instagram Summary & Highlights

Our Instagram continues to gain daily followers. As our follower count increases, so does our engagement on posts. Our typical likes on posts fall around 20-35, which is an increase from last month.

Twitter – 90 Followers (Increase of 5 from last month!)

EMAIL MARKETING (“This Week @ Altadena Library”)

(Statistics as of October 11)

Sept. 8	“Poetry Time, Taste of ‘Dena Updates...”	12.53% opened	92 clicks
Sept. 15	“Fall is Here and So is Taste of ‘Dena...”	12.24% opened	83 clicks
Sept. 22	“Happy Fall! You have to check out these...”	11.74% opened	72 clicks
Sept. 29	“Hot Off the Press, A Big Thank You, New...”	10.99% opened	71 clicks
October 6	“New Workshops, Costumes Needed, Artist...”	11.04% opened	50 clicks

Our e-newsletter subscriber list grows at a fairly consistent rate each month; our current subscribe count is just over 12,100. While our open rates have seen a decline, likely because of our increase in email contact during Taste of ‘Dena, our click-through rates remain strong.

MEDIA COVERAGE

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

Type	Publication	Date	Topic/Headline
Article!	The Voice, United for Libraries	October	Community Engagement & Turning Outward at Altadena Library District
Award!	Pasadena Weekly	October 1, 2017	Best of Pasadena Edition*
Event Listing	HulaFrog	October 1, 2017	Halloween Costume Swap
Event Listings	Pasadena Weekly	October	All fall Library events are listed on Pasadena Weekly’s online calendar.
Event Listing	HulaFrog	October 6, 2017	Hula Hot List: 36 Fantastic Free Fall October Events
Article/Handout	Altadena Chamber of Commerce Newsletter	September 16, 2017	“This Month at Altadena Library”
Article	Top Pasadena Stories of the Week	September 9, 2017	Altadena Library District Invites Public to Taste of ‘Dena

SPECIAL HIGHLIGHTS*



In the 2017 Best of Pasadena edition of Pasadena Weekly, Altadena Library District was voted Reader Recommended Library (see left)! This resulted in our being able to put a large color ad in their issue and being listed among their winners.

The Library will also be featured in an article in October’s The Voice, the nationally renowned United for Libraries organization’s publication. A couple months ago, they requested an article about our community engagement philosophy, specifically highlighting the process of our Community Conversations and Boards Retreat/Information Session that included the community. Copies will be available shortly; they are being sent directly to the Library once it is published.

- Chloé Cavalier d’Esclavelles, Marketing & Communications Coordinator (ccavelier@altadenalibrary.org)s

September Technology News

On September 5, the Library performed a cutover migration to Koha integrated library system (ILS). The Library transitioned seamlessly, and our data transferred without any issues. Staff took ownership of Koha ILS, and actively improved internal processes by leveraging features unavailable in the Library's previous ILS. The I.T. department temporarily halted acquisitions while our vendors worked with the I.T. department and Collection Development staff to retool the new workflows. Ordering and receiving materials resumed mid-September. Many of the processes worked on by Altadena Library and our book vendors will greatly benefit other Libraries around the world. Three major examples come to mind that highlight the Library's world class contributions.

First, receiving of records from book vendors when on Koha ILS has required a cataloger to remove a stub item record for each bibliographic record, manually. Altadena Library ironed out this process, and final record imports overlay on existing records without the need to manually remove the stubs, saving administrative overhead.

Second, Altadena Library has developed a script to automate the handing of the collection agency process with Unique Management. The automated script dynamically updates patrons' accounts that are in collections, synchronizes the information with Unique Management, and generates pre-collection notices to be mailed out; these show up in designated staff members' e-mail each morning; the notices are reviewed, printed, and mailed out. This has eliminated administrative overhead. With the help of the Altadena Library Public Services Director, the collections process has also been fine tuned to ensure lost materials did not slip through the cracks during the check-in process; these improvements simultaneously ensure a more cohesive collection, improve the patron experience, and reduce administrative overhead.

Third, Altadena Library leads the adoption of Koha's EDIFact by working with Baker and Taylor book vendor and ByWater Solutions in EDIFact ordering setup. EDIFact will electronically submit orders produced in Koha, receive invoices electronically, and perform the final cataloging overlay automatically; this will be an extraordinary improvement in the acquisitions process for Altadena Library.

Depending on the poll, Koha ILS is often ranked in the top 5 of the most used library systems in the world. Because it is open source and community driven, the developments detailed above will be experienced around the world.

Another time saver for Altadena Library—automated statistical reports. Each month, 6 months, and one year, staff have manually generated statistical reports from the ILS. Generating these reports consumes many valuable work hours—in perpetuity! However, we developed automated scripts to query the ILS database on set intervals. Staff no longer need to generate these reports; the reports arrive in their e-mail inbox, eliminating nearly all administrative overhead associated with these reports. What will staff do with all this extra time? → Make Altadena Library District even more awesome.

Here is an example of awesome. Altadena Library will soon have mobile 4 G LTE hotspots with unlimited data available for public checkout. There will be 10 at Bob Lucas Library and 10 at Altadena's

Main Library. We anticipate deployment early November. Patrons of Altadena Library will have the ability to access internet wherever Sprint cellular coverage exists—an initiative to narrow the digital divide.

On that note, the Library decided to renew its 2 Lynda.com licenses used for staff training. Training offerings by Lynda.com via Califa helped Altadena Library staff to build technology skills in 2016, and staff's overwhelming desire to continue to develop their technical abilities using Lynda.com to better assist the public. Lynda.com licenses are attained at a 50% discount under the Califa contract.

With the help of our ERate consultant, Ed Technology Funds, Altadena Library is in the process of applying for a \$15,000 Branch grant. At least 50% of the funds, can be used by our Main Library because the Bob Lucas Branch exists as a spoke on the network topology. These funds can be used to support the Cenic ERate program.

Lastly month, we again reached out to the Historical Society about partnering on Past Perfect Software licensing. The Library intends to make a searchable historical archive catalog of our library documents with enriched media content available to the public. The Altadena Historical Society already utilizes a simple version of the software, but does not want to partner with Altadena Library on the Past Perfect licensing expansion. Full Past Perfect licensing expenses cannot be justified for the Library's historical archives; so, the Library will seek open source alternatives that will find a home on a our virtual host server.

Miscellaneous Notes:

Adobe Photoshop Elements is now installed on eight public T420 laptops at the Main Library.

A video doorbell has been added to Collection Development to avoid any delivery delays.

The I.T. department is reviewing server builds for replacing the existing virtual server host, and moving the existing host over to failover server.

Oculus Rift Virtual Reality Sessions are now every Monday from 10 a.m. to 2 p.m., provided our volunteer hosting the sessions is available to run them.

The Library has attained a 'Boost' subscription for Bob Lucas and the Main Library to drive down the price of the Mobile Hotspot Program; the subscription comes with other rewards the Library can cash in on later. The subscription length is 1 yr. \$100 per Library: <http://www.techsoup.org/products/boost--1-year-subscription-for-midsize-organizations--G-49425-->

Our application for an HTC Vive is submitted; this equipment is part of the VR project in California State Libraries grant: <http://www.varlibraries.com/>

Volunteer Report September 2017

Outreach

With schools all back in session, the Volunteer Department focused on communication with local schools and their service clubs, as well as non-school service groups such as Boy Scouts and Girl Scouts. Notices of volunteer opportunities were sent to local High Schools and in turn invitations to attend service fairs in October have been accepted. We look forward to building ongoing relationships with so many of our community minded youth in the Altadena vicinity.

Programs

September has been an amazing month for volunteers in programs. Our Tuesday nights have been stimulated by the introduction of our Chess Night at the beginning of this month. Our



Chess Master is a volunteer with a passion for chess and math and he loves sharing his enthusiasm for the game with both novice and experienced players. Right from the start chess has been a popular program with 31 people showing up on the very first night! The chess nights have continued to draw new participants and now also has a steady group of regulars who are always ready to play and welcome new players.

At the end of September we were fortunate to have The Urban Forager volunteer to host a cooking class in our community room. It was such an amazing hands on learning experience for all involved as they created fresh food under the instruction of our talented guest chef! Even our young volunteers were able to participate in the process, learn cooking techniques and have fun while they fulfilled their service hours.

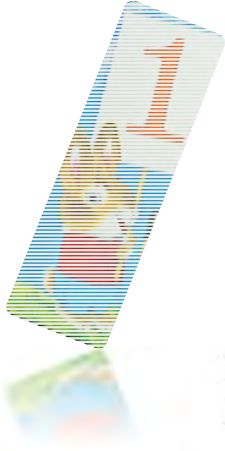


Events

September brought us to the much anticipated Taste of 'Dena Event. All who came agree that the night was a great success and an enjoyable evening of great food, great music and fabulous community. Our volunteers were such an essential part of the evening. Greeting, pouring wine, serving food and taking pictures were just some of the ways our volunteers helped keep the good times flowing at Taste of Dena.

From helping with teen programs to showing off our VR equipment, our volunteers continue to contribute in amazing ways in our library every day and continue to be advocates for The Altadena Library among our community.

Collection Development Monthly Report – September 2017



Well, Happy Anniversary to me! September marked my first year with the Altadena Library District, and, reflecting back on all the things staff accomplished in the past twelve months, is truly amazing! We made the main Library more accessible, had a renovation, got the parking lot resurfaced, had a very successful round of Community Conversations and standing room only Town Hall, and, migrated to a new Integrated Library System! Truly WOW! And that list of accomplishments does not even include discussion of all the awesome programming that I saw taking place every week during my first year of employment. My colleagues are very deserving of pats on the backs and many high fives! Of course, hard work can only go so far, people need good leadership to help guide them to their goals, and, I am glad that we have Mindy at the helm of our ship!



Accomplishing all that we did in the past year did prove challenging at times. Planning for the new shelving takes time and with any renovation changes occurred along the way towards a more beautiful and functional library. As a result, purchasing of materials slowed down a bit. Additionally, migrating to a new Integrated Library System in the timeframe we did, is remarkable! To get to the new system, Koha, Christopher and I spent the winter and spring months cleaning up our database records. As I mentioned in previous reports, while all libraries have some bad or “dirty” patron and item records, our Millennium had a ridiculous amount of incomplete and erroneous material that we inherited from many years in the past. To migrate systems, it is imperative to migrate clean data. At times, clean-up of the database was a full-time job in and of itself. During the summer months we worked on acquiring items suggested for purchase, but, were literally unable to enter other items into the system.

Some of the things the Collection Development Team worked on included:

Amazon.com

Vendor details

Company name: Amazon.com
 Postal address: P.O. Box 530958 Atlanta, GA 30353-0958
 Physical address:
 Phone: 18666348381
 Fax:
 Website: <https://www.amazon.com>
 Account number: 6045787810176079

Ordering information

Vendor is: Active
 List prices are: USD
 Invoice prices are: USD
 Tax number registered: No
 List item price includes tax: Yes
 Invoice item price includes tax: Yes
 Discount: 0.0 %
 Tax rate: 9.75 %
 Delivery time: 0 days

Creating Vendor Records in Koha

Creating Serial Records in Koha

Information	Planning	Issues	Summary
Subscription ID:	136		
Librarian identity:	salegia		
Vendor:			
Biblio:	People weekly (68203)		
OPAC view:	Open in new window		
Library:	Bob Lucas Memorial Library		
Items:	Serial receipt creates an item record.		
Serial number:	Serial number is kept when an irregularity is found.		
Grace period:	15		
Location:	Adult Magazines		
Call number:	MAGAZINE SEPTEMBER 11 2017		
Number of issues to display to staff:	12		
Number of issues to display in OPAC:	12		

In September we went through a lot of growing pains with Koha and our primary materials vendor, Baker & Taylor, in both the ordering and cataloging processes. We are one of the first

libraries to be using the Koha acquisitions module with B&T; therefore, the Altadena Library District is leading the way for other libraries to use this open source software with a major book vendor! That is right – Altadena Library District Rocks!!



As mentioned last month, regarding the 2017-2018 fiscal year materials budget: “While some budgets decreased from previous years, such as books down \$7,000.00, audio down \$1,253.00 and DVD down \$1,253.00, there is good justification for these decreases. Audio books on CD, while still popular with adults, are not being used by teens and young adults. Additionally, many new automobiles are no longer being made with CD players. Increasingly, listeners want their audio books via electronic products. The DVD collection previously had a larger budget because the collection got built from scratch. Now that we have a sizeable collection, the budget adequately reflects proportional purchasing for 2017/2018. The electronic databases and subscriptions decreased because a database added last year, did not reflect the needs of the community, and was not renewed. We will continue to look for products that our patrons will want to use and that will service their educational and informational needs. The overall decrease in the Library Materials budget for FY17/18 is about a nine percent reduction. Yet, this is still an increase of the 2014/2015 budget of \$205,000.00 plus the midyear added adjustment of \$37,000.00 and the \$260,297 expenditure in 2015/2016. We look forward to offering our patrons new materials to read, watch and listen to, and, we continue to see an increase in purchases based upon patron suggestion. Although we still have some problems with our main vendor, Baker & Taylor, being able to process our orders, we have a work around solution and once again the materials are starting to roll in for our community. In an additional effort to get materials to our patrons, twice during September we made purchases (discounted) at Vroman’s Bookstore of bestsellers and purchase suggestions.

Going live with Koha in September was very exciting because we are now offering our patrons a more user-friendly catalog, and, on the staff side, it is a great improvement to be Web based rather than desktop based, as we were in Millennium. Other fun things in September included our Banned Books Display (which I somehow did not get a photograph of the display) and our ‘Taste of Dena fund and friend raiser. It was very heartening to work the merchandise booth and get to meet so many people in the community, whom I do not normally see in the Library, enjoying themselves and supporting the Library through their wine pull purchases.

September 2016 through 2017 created a whirlwind of activity, all for the best of our Altadena Library Lovers, and, I look forward to this next year of continued progress towards being the awesome and Amazing Altadena Library! With my awesome CD Team, I look forward to year two!



Submitted by: Estella Terrazas, Collection Development Manager



**BOARD OF LIBRARY TRUSTEES
STAFF REPORT**

DEPARTMENT: Finance

MEETING DATE: September 25, 2017

PREPARED BY: Nicole Fabry

LOCATION: Community Room

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

BACKGROUND:

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

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

FISCAL IMPACT

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

RECOMMENDATION

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

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

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

Basic Monthly Rate (B)

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

Supplement/Managed Medicare Monthly Rate (M)

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

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

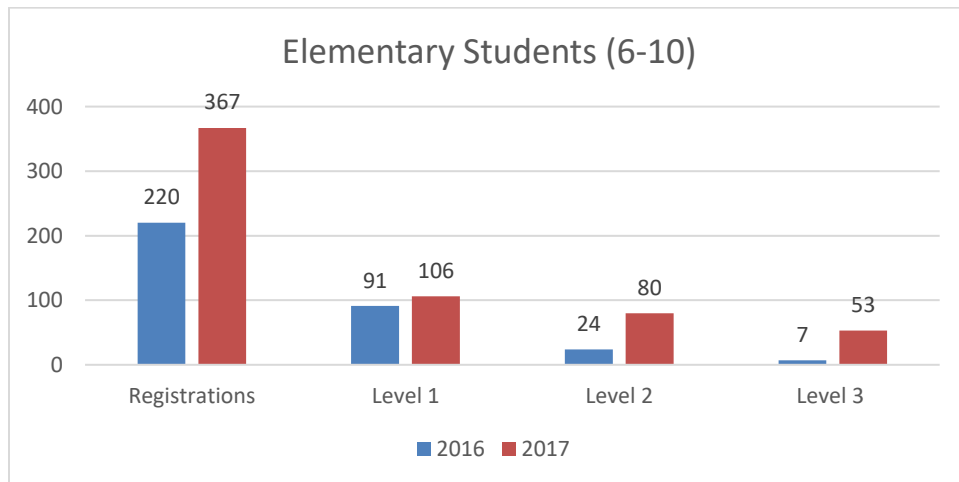
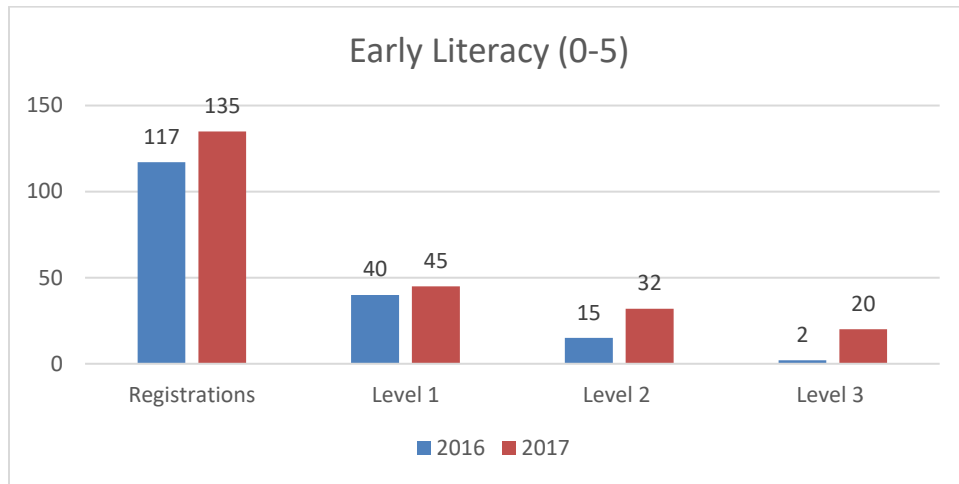
²Dental benefit is an additional \$15.05 per member per month premium. You will be billed directly for this amount.

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

Summer Reading 2017

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

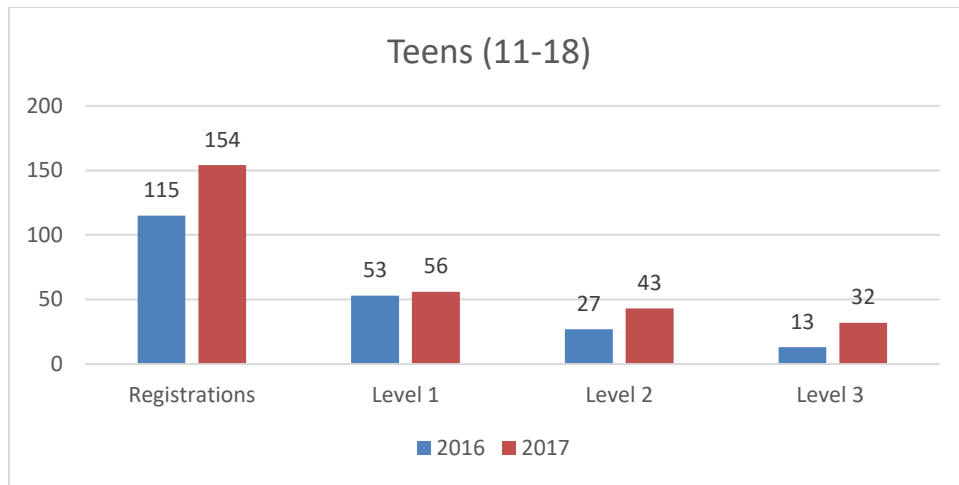
While it is difficult to compare 2016's Summer Reading program to this year's, as there is limited information available regarding the structure and incentives for the past program, we can see an increase in registrations for each age group and, most significantly, an increase in sustained participation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



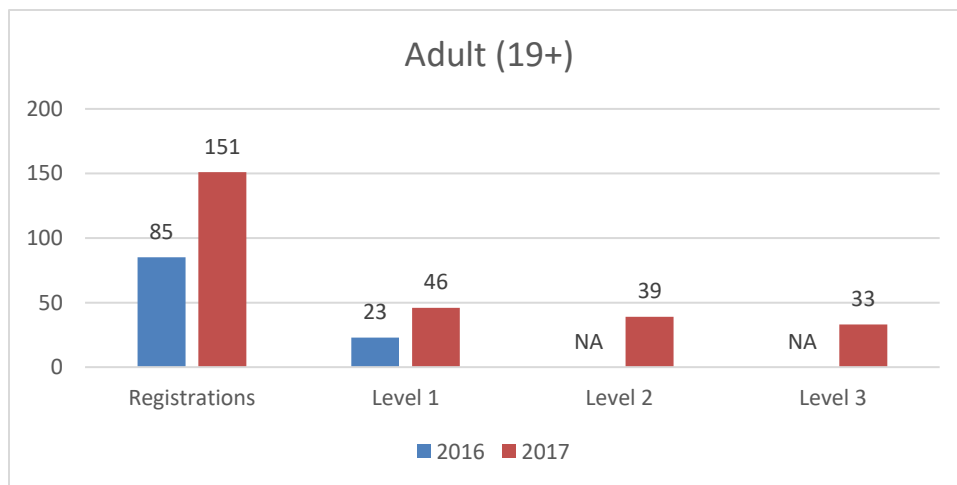
The Early Literacy and Elementary Programs were very similar in structure and incentive. Upon registration, patrons were given a packet of sunflower seeds. At 8 hours, they earned an Altadena Library beach ball, at 16 hours they earned a free kids ice cream from the Thrifty/Rite Aid up the street, and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

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

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



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



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

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

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

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

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

ALTADENA LIBRARY DISTRICT

*REQUEST FOR PROPOSALS
FOR PROFESSIONAL LEGAL SERVICES*

DRAFT



**Altadena
Libraries**

**ALTADENA LIBRARY DISTRICT
REQUEST FOR PROPOSALS FOR
PROFESSIONAL LEGAL
SERVICES**

October 24, 2017

I. INTRODUCTION

General Information

The Altadena Library District (District or ALD) is requesting proposals (RFP) from qualified Law firms to provide legal services and serve as Legal Counsel for the District.

As District Legal Counsel, the firm reports to the Board of Library Trustees, works in concert with the District Director and District staff, and will be expected to provide a broad range of general legal services to the District, and those specific to a governmental agency and Independent Special District. Employment of the successful firm will be by way of District contract.

There is no expressed or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under the California Public Records Act (Government Code Sec. 6250 et seq.), unless exempt. Additionally, the District reserves the right to reject any or all proposals submitted.

The District reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the firm selected.

Proposals submitted will be evaluated by the District Director, District staff and representatives of the Board of Library Trustees. During the evaluation process, the District reserves the right, where it may serve the District's best interest, to request additional information and clarifications from candidate firms, or to allow corrections of errors or omissions. Communications with Potential Firms and the District should go through the District Director. Oral presentations by any one or more firms may be requested the week of November 20, 2017 at the District's discretion. It is anticipated that recommendation of the law firm selection will be presented to the Board of Library Trustees at its November 27, 2017 meeting. Following notification of the selected firm, it is expected a contract will be executed between both parties by November 30, 2017.

II. DESCRIPTION OF THE ALTADENA LIBRARY DISTRICT

Background Information

Altadena Library District, (subsequently referred to as ALD), is an independent special district that was formed in December 1926 under the provision of Sections 19600-19734 of the California Education Code. It encompasses the approximate 8 square miles of Altadena, which is an unincorporated area of Los Angeles County.

The staff currently consists of 35 employees, of which 20 are full-time and 15 are part-time. The District's 2017-18 adopted operating budget totals \$3,554,900. More detailed information on the District and its finances can be found in the District's 2017-18 budget book of which is located on the District's website at www.altadenalibrary.org.

The District is governed by a Board of Library Trustees, which derives its authority from the Education Code. The Board of Library Trustees consists of five members elected at large from the District and who serve without pay for four-year staggered terms and may be re-elected. 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 Section 19700, Trustees take office the first Friday in December succeeding their election.

The Board meets the fourth Monday each month at the Main Library in the Community Room to conduct its business. As an elected, administrative body, the Board of Library Trustees holds the authority and accountability for providing library services to the residents of Altadena. The Board holds the authority and accountability as a body, not as individuals. The Board understands the needs of the community and transforms them into the policies that govern the District. The Board creates long and short-term plans to ensure that the Library District thrives, and oversees progress toward their implementation. It approves and monitors the annual budget, and as stewards for the library's present and future, ensures adequate funding for district operations. It hires, supports, and evaluates a qualified library director. The Board works to maintain unity of purpose among its members. It delegates authority and accountability to the District Director who operates under policies set by the board.

Although the District is politically independent of the Board of Supervisors of Los Angeles County, the County does collect property tax revenues on behalf of the District and provides selected services for a fee, such as conducting elections.

The District believes in planning and evaluation of its services. In 2008, the Board adopted a new mission statement:

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

III. SCOPE OF WORK

Basic services, for the purpose of this proposal, shall include those legal services generally understood within the field of municipal law to fall within the category of "general counsel," and shall include, but not necessarily be limited to, the following:

1. Act as the confidential legal advisor to the Board of Library Trustees, the District Director and District staff:
2. Advise the District regarding the conduct of all District meetings, elections and referendum, recall and initiative processes.
3. Assist in the preparation and review of all general legal documents related to the conduct of the District's business affairs, including but not limited to: the Board's legislative or judicial actions or decisions, contracts, easements, deeds of trust, all forms of agreements, leases, ordinances, resolutions, notices, certificates, property acquisitions, disposition documents and other related documents as needed.
4. Attend all regular Board meetings as needed and/or requested (held the fourth Monday of each month except December), Special Board meetings (called as needed) on request, and other meetings and conference calls as needed and/or as requested.
5. Attend, and prepare presentations and documents for, all Board Executive Sessions on legal matters and provide legal advice during those sessions.
6. Review and provide direction on Board Agendas and District Policies as needed.
7. Monitor current, new and pending state and federal legislation, and case law as applicable to the District, and inform and provide direction to Board members and the District Director regarding compliance issues and /or impacts to the District.
8. Perform research and interpret laws, court decisions and other legal authorities in order to render legal opinions, and to advise the Board and District Director on legal matters pertaining to the District.
9. Provide legal counsel to the District for Human Resources policies and issues, including personnel actions and appeals, while working in concert with the District's contracted Human Resources agency, currently 'HRNetwork'.
10. Provide all ordinance enforcement legal services, including but not limited to: restraining orders, encroachment permits and rental agreements.
11. Respond to inquiries from the District within 12 hours of the initial contact, and maintain reasonable availability to respond to events of an emergent nature that expose the District to serious potential legal liability.
12. Work in concert with the District's Risk Management, SDRMA, Special District Risk Management Authority and provide advice to minimize District liability and risk exposure.
13. Represent the District in litigation and/or arbitration, administrative hearings, and court proceedings.
14. Negotiate and/or render advice with respect to negotiations pertaining to District contracts, joint powers agreements, leases, and memoranda of understanding.
15. Advise the District on all new laws and regulations with application to elected officials, Special District governance and operations, and library district- related business.

IV. TIMING AND OTHER REQUIREMENTS

Key Dates for Proposals Evaluation and Selection:

Time Table	
Distribution of RFP	<i>October 24, 2017</i>
Deadline for submission of questions	<i>October 31, 2017</i>
Proposal submission	<i>November 13, 2017</i>
Proposal review	<i>November 13-17, 2017</i>
Notification to all proposers	<i>November 20, 2017</i>
Oral presentations, as needed	<i>November 21, 2017</i>
Board approval	<i>November 27, 2017</i>
Notification to finalists	<i>November 28, 2017</i>
Expected signing of Contract	<i>November 30, 2017</i>

The District has made every effort to include sufficient information within this Request for Proposals to prepare as responsive, comprehensive, and competitive a proposal as possible.

The timing of the proposal process is as follows:

- A. Distribution of Request for Proposals: October 24, 2017
- B. Questions: Inquiries concerning the RFP should be addressed to Mindy Kittay, District Director, at MKittay@altadenalibrary.org. Additional information is available on the District's website at www.altadenalibrary.org
- C. Proposal Submission: Proposals must be delivered in person or mailed directly to Altadena Library District at 600 East Mariposa Street, Altadena, CA 91001 no later than 5:00 P.M., Monday, November 13, 2017. Late submissions after the deadline or proposals delivered via fax will not be accepted. A total of six identical proposals labeled "LEGAL SERVICES PROPOSAL" plus an electronic version on USB memory stick must be submitted to the following address:

*Altadena Library District
600 East Mariposa Street
Altadena, CA 91001
Attention: Mindy Kittay, District Director*

- D. Proposal Review:** Our review committee will evaluate each proposal submitted. It is anticipated that the review process will be completed by November 17, 2017.
- E. Notification to all proposers:** We anticipate sending written email notification to all proposers regarding the outcome of the review process by November 20, 2014.
- F. Oral Presentations, as needed:** During the notification to all proposers, any finalists selected for an oral presentation will be notified. Oral presentations, if conducted, will take place at The Barbara J. Pearson Community Room of the Main Library, Tuesday, November 21, 2017. It may be possible to conduct oral presentations via teleconference if Legal Firm's Representative is unable to attend in person.
- G. Notification to finalists:** The review committee will forward its recommendation to the Altadena Library District Board of Library Trustees for approval at the regularly scheduled meeting of November 27, 2017. All finalists will be notified of the final decision by email on November 28, 2017. Upon written request, we will provide an electronic copy of the selected proposal once the contract is executed.
- H. Contract Term:** Desirable contract terms would be a 3-year period with a 90-day termination clause by either part, and an expected commencement on or near December 1, 2017. The contract would be renewable thereafter by mutual agreement with the option to extend the contract as agreed upon. An annual review by the Board of Library Trustees will be stipulated in the agreement for legal services.

The District will make every effort to administer the proposal process in accordance with the terms and dates discussed in this RFP. However, we reserve the right to modify the proposal process and dates as deemed necessary, and reserve the right to not award a contract. The District assumes no obligation for any costs incurred by any proposer in preparing the response to this request, attending an interview, or any other activity prior to award of the contract to the selected proposer.

V. PROPOSAL REQUIREMENTS

Format of Proposal

Firms shall provide the following information:

- Letter of transmittal, signed by an individual authorized to bind the proposing entity.
- Executive Summary.
- General information about the Firm. Information should include, but not be limited to: location of office(s); years of providing municipal or other local public-sector law services emphasizing services to Special Districts and municipal entities providing Community Services; knowledge and experience with federal and state municipal laws; redevelopment laws; risk management; environmental issues, hazardous waste, general plans, contracts, and litigation experience.
- Names and overall capabilities, qualifications, training, and areas of expertise for each of the partners/principals and associates proposed for the assignment. Include a resume for each

partner/principal and associate (which includes legal training and date admitted to the California Bar).

- If the Firm/partners/principals, or any of the attorneys employed by the Firm, have ever been successfully sued for malpractice, been the subject of complaints filed with the State Bar, or had discipline imposed by the State Bar, please provide information on the nature of the incident, the dates of which the matter began and was concluded, and the outcome.
- Three (3) to five (5) references for comparable work performed by the Firm and the staff. The references shall identify the client, a contact name, telephone number, a description of the service provided, years representing client, and the location where the service was performed.
- Description of the Firm's understanding of the District's needs and a plan demonstrating how the Firm will satisfy these needs.
- Define what would be considered to be extraordinary service, to be provided over and beyond normal services, and the basis for compensation thereof.
- Billing rates, practices, and payment terms.
- Proposed terms and conditions for termination of contract by either party.
- Limits of Firm's general liability and professional liability insurance coverage. Assurance that upon request, a copy of a valid insurance certificate and proof of adequate workers' compensation coverage for employees will be provided.
- The Firm should provide affirmative statement that it is independent of the Altadena Library District as defined by law.
- Standard indemnification clause.

The Firm agrees that they or their employees do not currently have, nor will they have, any conflict of interest between themselves, the agencies, or the District. Any perceived or potential conflict of interest shall be disclosed in the proposal.

Firms submitting a joint proposal or a proposal that includes the use of subcontractors will provide the information identified above for each Firm and subcontractor.

Method of Compensation

The District will be flexible in considering methods of compensation. Firms must provide specific details as to the proposed methods of compensation with examples as appropriate to clearly demonstrate compensation methods. It shall be specified as to whether lump sum retainers, hourly rates, or other methods of compensation include all overhead and out-of-pocket expenses. Billings shall cover a period of not less than a calendar month.

If hourly rates are proposed, specify hourly rates by person and/or position within the firm. Please state the hourly rates for routine legal work, and for special services, such as litigation, if at a different rate. Define the type and unit rates for reimbursement of expenses; for example, rate for mileage, travel time, reproduction of documents or word processing charges.

If a fixed monthly retainer proposal is submitted, the proposer must identify the number of monthly service hours and equivalent hourly rate utilized to calculate the monthly retainer.

Selection Criteria

The District intends to engage the most qualified Firm available for this assignment. It is imperative that the Firm's proposal fully address all aspects of the RFP. Proposals should provide a straightforward, complete, and concise presentation emphasizing an adequate understanding of the project and the resources to perform the intended work to satisfy the requirements of the RFP.

All proposals will be reviewed and the Firm best suited to fulfill the requirements of the proposal will be selected. The District may require an interview/presentation by a short list of Firms. Those individuals identified in the proposal may be required to make a presentation on their respective area of expertise. During the evaluation of proposals, the District reserves the right, where it may serve the District's best interest, to request additional information or clarification from the proposers, or to allow corrections of errors or omissions.

The evaluation of each Firm's proposal and award of the Contract will be on the basis of:

- Firm's experience with similar entities, and the experience of those identified to work with the District.
- Firm's availability
- Responses from references
- Cost

The District reserves the right to reject any or all bids, or to waive any irregularities or informalities in any bids or in the bidding.

Interviews of Top Firms

The District may select a limited number of firms to be interviewed by the Board after all proposals have been evaluated for completeness and capability of providing services to the District.

Contract Negotiation

The District reserves the right to negotiate terms of the contract with the highest-ranking firm prior to entering into an agreement.

Right to Reject Proposals

Submission of a proposal indicates acceptance by the Firm of the conditions contained in this RFP, unless clearly stated and specifically noted in the proposal. The District reserves the right without prejudice to reject any and all proposals or to waive any irregularities and omissions if, in its judgment, the best interest of the District will be served to do so. The District also reserves the right to reject all proposals if they are deemed unsuitable to the District's needs, and/or the District determines to be incomplete.

No proposer shall be discriminated against on the grounds of age, race, color, sex, religion, creed, national origin, marital status, political affiliation, or disability.

Ownership of Contract Products

All projects produced in response to the Contract resulting from this RFP will be the sole property of the District.

Insurance Requirements

The Firm shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work by the Firm, its agents, representatives, employees or subcontractors, pursuant to the Firm's proposal or any subsequent contract entered into with the District. Insurance shall be of the type, in the amounts, and subject to the provisions described below. All insurance coverage shall be provided by insurers authorized by the California Insurance Commissioner to transact insurance business in California.

- Commercial General Liability coverage with a limit of not less than \$1,000,000 per occurrence. If the insurance includes a general aggregate limit, that limit shall apply separately to this contract or it shall be at least twice the required per occurrence limit.
- Business Automobile Liability Insurance with a limit not less than \$1,000,000 per occurrence.
- Workers' Compensation Insurance as required by the State of California and employer's liability insurance with a limit not less than \$1,000,000 per accident.
- Professional Liability, and Errors and Omissions Insurance with a limit not less than \$1,000,000, per occurrence.
- The general and automobile policy(ies) shall be endorsed to name the District, its Directors, officers, officials, employees and volunteers as Additionally Named Insured's regarding liability arising out of the performance of services rendered under this agreement. The firm will provide the District with original Certificates and Endorsements as outlined above.
- The firm's coverage shall be primary and shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insured's liability.
- The District's insurance, if any, shall be excess and shall not contribute with the firm's insurance.
- The firm will waive all rights of subrogation and contribution against the District, its Directors, officers, officials, employees, and volunteers.
- All legal services will be performed in compliance with all applicable federal, state, state and local regulations. The firm must possess and maintain all licenses, certificates and permits necessary to perform the legal services under this agreement.

Notwithstanding the foregoing, the District will consider some revisions of the foregoing conditions during the negotiation process where the Firm can demonstrate any of the foregoing conditions cannot be imposed upon, or accepted by, the Firm's insurer(s).

Evidence of Insurance

Prior to commencement of work under this contract, or within 14 days of notification of award of contract, whichever is shorter, the Firm shall file certificates of insurance and original

endorsements evidencing coverage in compliance with this contract to:

Mindy Kittay

District Director

Altadena Library District

600 East Mariposa Street

Altadena, CA 91001

The Firm shall provide the District, on request, a complete copy, including all endorsements and riders, of any insurance policy.

During the term of this agreement, the Firm shall maintain current valid proof of insurance coverage with the District at all times. Proof of renewals shall be filed prior to expiration of any required coverage.

Failure to submit any required evidences of insurance within the required time period shall be cause for termination for default.

In the event the Firm does not maintain current, valid evidence of insurance on file with the District, the District may withhold payment of any moneys owed to the Firm, or which it subsequently owes to the Firm, until proper proof is filed.

Legal Requirements

The following are additional legal requirements of the Firm:

- The proposal, along with this RFP, and all subsequent modifications to either document, will be included as appendices to a final contract.
- The Firm shall not assign, transfer, convey, or otherwise dispose of his contract or his rights, title or interest in the same without previous written consent of the District.
- At all times during the provision of legal services, the Firm shall be an independent contractor, and shall not be deemed to be an employee of the District. The Firm shall have no authority, express or implied, to act on behalf of the District in any capacity whatsoever as an agent, except as the District may specifically provide. The Firm shall not have authority, express or implied, to bind the District to any obligation whatsoever except when the Board of Library Trustees has so authorized the Firm including the representation of District in any litigation to which the District is a party.
- The Firm must convey that no interest presently exists, nor shall any interest, direct or indirect, be acquired which would conflict in any manner with the performance of services pursuant to this RFP.

- Any reports, information, or materials given to or prepared or assembled by the Firm which the District requests to be kept as confidential, shall not be made available to any individual or organization by the Firm without prior approval from the District.
- The Firm is required to comply with all existing state and federal labor laws.

The Firm will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this RFP.

List of Attachments

Attachment A – Statement of Responsibility (Signature Page)

DRAFT

**ATTACHMENT A
STATEMENT OF RESPONSIBILITY (SIGNATURE PAGE)**

This Statement of Responsibility (Signature Page) shall be included with your submittal in order to validate your proposal. Proposals submitted without this page will be deemed non-responsive.

Firm Authorized Representative

Company Name: _____ Date: _____

Representative: _____

Title: _____

Phone: _____

Address: _____

Federal Tax ID: _____

RFP Contact Information (if different than above)

Contact Person: _____ Title: _____

Phone: _____

Email Address: _____

Certifications:

1. Do you agree to comply with specifications, RFP instructions, draft contract requirements and other pertinent references contained in this RFP?

YES NO

2. Do you certify that all statements in the proposal are true? This shall constitute a warranty, which if falsified, shall entitle the District to pursue any remedy authorized by law, and shall include the right, at the option of the District, of declaring any agreement made as a result thereof to be void.

YES NO

3. Do you agree to provide the District with any other information the District determines is necessary for accurate determination of your qualifications to provide services?

YES NO

To the best of my knowledge and belief, the information provided in this initial determination of responsibilities is true and correct.

Authorized Representative: _____ (printed name)

Signature: _____ Date: _____



ALD HR REPORT – BOARD OF DIRECTORS

Month: October 2017

EE/HR Transactions

	Action	Status/Notes
1.	New hire paperwork	Completed
2.	Review of upcoming medical leave for employee	Waiting for medical certification before processing Leave paperwork
3.	Assist with disciplinary process	Completed
4.	Participated in conference call with benefits broker regarding open enrollment	Benefits broker to process information to employees for open enrollment

Current Projects *(Updates shown in red)*

Project	Action	Target Date	Status/Notes
Pulse Survey	Conducted Quarterly	Conducted 9/29/17	Results to be tabulated and included
HR SOP's	Q2: To be revised based on ALD tasks vs. HRN tasks	10/10/17	LC Reviewing/revising with Ryan Updating to Stratex process
Job Descriptions	Mindy/Ryan sending for revisions	10/20/17	HRN to review, make ADA compliant, review for exemption classification
Performance Reviews	HRN to develop based on JD, mesh with Pride in Excellence format	11/22/17	Move review cycle to a focal review date
Compensation	Wage Data – Librarians to conduct market data research JD's – Developed by ALD	12/22/17	See attached Compensation Plan Outline
Management Development/ Training	1. Conducting Effective Performance Appraisals	12/22/17	Other topics TBD
Cultural Development/ Training	DiSC training (Part I & II)	6/2/17	Part II presented
	Condense Values to 5-6; Integrate into documentation, work processes, organizational conventions	7/7/17	Presented to Employees, included Values Exercise
HRIS (Stratex)	Set up training for Phase II	8/1/17	Onboarding, employee files/ transactions
Policy/Procedure	Research on Volunteers and Insurance	7/7/17	Provided Volunteer Manual

PULSE SURVEY NUMBER 3

Question 1 - Culture		Question 2 - Happiness		Question 3 - Recommendations		Question 4 - Obstacles		Question 5 – Right Direction?	
Previous Survey	Current Survey	Previous Survey	Current Survey	Previous Survey	Current Survey	Previous Survey	Current Survey	Previous Survey	Current Survey
95% positive	100% positive	95% happy or somewhat happy	100% happy or somewhat happy	N/A	N/A	50% facing obstacles	30% facing obstacles	85% feel in right direction	100% feel in right direction
Improvement		Improvement		N/A		Large Improvement		Improvement	



7077 Orangetown Ave. Suite 112 • Garden Grove, CA 92841
Voice 714.799.1115 • Fax 714.898.2731
website: www.hrnetworkinc.com

Compensation Development Program

Altadena Library District

I. Job Description/Performance Appraisal Development – 4 Hours

- Development and formatting of job descriptions (ALD)
- Evaluation of jobs for proper classification
- Develop corresponding Performance Appraisals

II. Wage Survey – 2 Hours

- Research salary survey data (ALD)
- Assimilate data and prepare a report
- Compare data against incumbents in positions

III. Wage Scales and Merit Matrix – 6 Hours

- Conduct interview with management on Compensation Philosophy
- Conduct job slotting exercise
- Develop job grade hierarchy
- Develop wage scales
- Develop merit matrix

IV. Compensation Manual – 1 Hour

- Customize Compensation Manual
- Insert applicable forms

V. Management Training (*Included in Management Training*)

- Train management on the compensation program and administration of performance program
- Train managers on conducting effective performance reviews

VI. Roll-Out of Compensation Program (*Included in On-Site Time*)

- Employee Meeting – roll out and explanation of Compensation Program

July Technology News - **REVISED**

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

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

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

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

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

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

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

Miscellaneous Notes:

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

BOARD OF LIBRARY TRUSTEES DIRECTORS UPDATE

DEPARTMENT: District Director
PREPARED BY: Mindy Kittay

MEETING DATE: October 23, 2017
LOCATION: Community Room

Customer comment on Facebook about the amazing Halloween Costume Swap that Yuni (Volunteer Coordinator) put together for the community:

"Thank you so much for the Costume Swap event today! It felt so much less wasteful, to have everyone trade costumes we all already have rather than buy new ones. And it was heartwarming, seeing other children walk away with my kids' outgrown costumes -- we found great options for this year too! The extra activities were a blast as well. Well done!!!! :)"

FRIENDS & FOUNDATION:

The Altadena Library Foundation added four new members last month and the Board elected officers:

Cynthia Carmona – President

Mark Mariscal – Secretary

Susan Bowen – Treasurer

Cushon Bell

Yuni LaFontaine

Gwendolyn McMullins

Lola Warlick-Bryant

The Foundation is actively interviewing additional Board Members.

- **Volunteer Appreciation Event: Please mark your calendar for our Annual Volunteer Appreciation Event – Wednesday November 8, 7pm. The Link to sign up is here:**
<https://www.eventbrite.com/e/volunteer-appreciation-party-tickets-3882294472>

The screenshot shows an Eventbrite event page for a 'Volunteer Appreciation Party' organized by the Altadena Library District. The event is scheduled for Wednesday, November 8th, from 7:00 PM to 9:00 PM PST at the Community Room, Main Library, located at 800 East Mariposa Street, Altadena, CA 91001. The event is free and has a 'REGISTER' button. The description mentions live music by the Gerry Rothschild Band and expresses gratitude to volunteers. A photo of the band is shown at the bottom.

Eventbrite Event Page:

Event Title: Volunteer Appreciation Party
Organized by: Altadena Library District
Date and Time: Wednesday, November 8th | 7:00 - 9:00 PM
Location: Community Room | Main Library
Price: Free
Register: REGISTER

DESCRIPTION:

A Heartfelt **THANK YOU** TO OUR DEDICATED VOLUNTEERS!

Winston Churchill once said, "We make a living by what we get, we make a life by what we give." As a devoted volunteer at Altadena Library, you "make the life" of our Library through your selfless giving. We appreciate all that you have done and want to honor you with a night of gratitude, fun, food, and community!

We are excited to feature live music by the Gerry Rothschild Band (who is also set to play at our February Second Saturday Concert!). Gerry is an Emmy Award winning musician who has played all over the world at events including The Rose Bowl, The Playboy Jazz Festival, and the "Fete Americaine" in Geneva, Switzerland. His television credits include Friends, The Drew Carey Show, and The George Lopez Show.

DATE AND TIME: Wed, November 8, 2017
7:00 PM - 9:00 PM PST
Add to Calendar

LOCATION: Community Room, Main Library
800 East Mariposa Street
Altadena, CA 91001
View Map

FRIENDS ATTENDING: None yet

COMMUNITY CONVERSATIONS:

Altadena Library has made concerted efforts to incorporate the extensive feedback from the Community Conversations and Town Hall, into the improvement of Library programs and the creation of new resources. Internally, a team of dedicated staff, each trained by the Harwood Institute of Public Innovation, are committed to and continue to apply its concepts to their work. The results of this planning is evident in new Library initiatives, including the creation of a digital Community Calendar open for posting from all individuals and entities in Altadena, a new monthly Open Mic Night at the Library spearheaded by a Community Conversation participant, increased partnerships between the Library and community initiatives like Green Circle, and the launch of a fundraising campaign to support the development of a community-oriented, outdoor learning and convening space surrounding the Main Library. Ideas continue to freely flow as new input is received from staff, Library Support Groups and Altadenans. The collaborative nature of this planning process reflects the biggest takeaway of the entire Community Conversations initiative and Harwood training: a renewed partnership and commitment between the Library and its community which puts us in the ideal place to begin the process of preparing for Strategic Planning.

TECHNOLOGY:

- We received through grant funding from the Southern California Library Cooperative, a Mini Lulzbot 3D Printer to add to the FabLab. This now makes four 3D Printers that we offer to the public.
- Website Implementation Team: The team, Mikayla Arevalo, Diana Wong, Naomi Ruiz, Carlene Chiu, Melissa Aldama, Helen Milner, William Ryan Roy and Mindy Kittay met on October 12, 2017. A number of action items were created and the team is planning on meeting again before the end of October. The team will be reviewing library specific web design packages, other firms that specialize in government websites that includes libraries, usability studies and reviewing our Google analytics to determine how our site is being used currently.
- Due to staff focusing on the switch to a new ILS, there has been no progress on the creating of a scanned archive of the Libraries' historical documents. This is not a high priority project and will be completed with the majority of the task being done by volunteers sometime in the future.

STAFF & CULTURE:

- Professional Development Day: What a fantastic Professional Development Day! Thank you to the PDD Implementation Team and the staff that helped to put this together. Attached is the full report from the Exit Survey but here is a summary of the scores.

1 = Not at All Satisfied, 2 = Somewhat Satisfied, 3 = Satisfied, 4 = Very Satisfied, 5 = Completely Satisfied	1	2	3	4	5
Your overall satisfaction with the day?	0	0	0	2	25
The objectives of the training were clearly defined?	0	0	0	10	17
Participation and interaction were encouraged?	0	0	0	1	26
The topics covered were relevant?	0	0	1	4	22
Content and Training will be useful in my work?	0	2	1	6	18
Turning Outward as an Organization with Brian Biery	0	1	2	6	18
Think Critically – Act Creatively with Sangita Shresthova	0	1	1	4	21
Lunch at Arlington Gardens	0	0	0	6	21
Tour of Huntington Library and Gardens	0	0	0	3	24
TOTALS	0	4	5	42	192

- Pulse Survey: The District through HRNETwork has now completed three separate Pulse Surveys. The overview of the third Pulse Survey is below. HRNETwork will be presenting and discussing the process and outcomes.

As I have previously mentioned, I believe that it is in the best interest of the District to create a Personnel Subcommittee which includes a member of the Board of Trustees, and meets monthly to keep the Board apprised of ongoing progress. Personnel Subcommittees are often found in Districts and are an aid in providing a means for ongoing communication.

Question 1 - Culture		Question 2 - Happiness		Question 3 - Recommendations		Question 4 - Obstacles		Question 5 – Right Direction?	
Previous Survey	Current Survey	Previous Survey	Current Survey	Previous Survey	Current Survey	Previous Survey	Current Survey	Previous Survey	Current Survey
95% positive	100% positive	95% happy or somewhat happy	100% happy or somewhat happy	N/A	N/A	50% facing obstacles	30% facing obstacles	85% feel in right direction	100% feel in right direction
Improvement		Improvement		N/A		Large Improvement		Improvement	

MARKETING:

- Coloradoboulevard.net picked up another one of our stories. See it here: <https://coloradoboulevard.net/library-becomes-altadenas-cultural-hub/>
- Best of the Pasadena Weekly: For the first time the Weekly has included Libraries as a category and the Altadena Library District was among excellent company in Altadena



as a Reader Recommended Winner! We can now use this special Logo on all of our marketing.

Congratulations to all the Altadena Best of and Reader Recommended Winners




BEST OF PASADENA 2017

Altadena Hardware*
 Aveson Charter School
 Bulgarini Gelato
 Full Circle Thrift*
 Jackson Stem Dual Language Magnet*
 Meredith M*
 Vanderhoof Veterinary Hospital
 Webster's Community Pharmacy*

READER RECOMMENDED 2017

Altadena Academy of Music*
 Altadena Ale & Wine House
 Altadena Farmers Market*
 Altadena Library District*
 Ace Smoke Shop*
 Altadena Town and Country Club*
 Alan Zorthian Architect*
 The Coffee Gallery Backstage
 Elliot Arts Magnet*
 El Patron Restaurant*
 Mary Falkingham Floral Designs*
 McGinty's Gallery*
 MonteCedro*
 Mountain View Cemetery and Mortuary*
 Odyssey Charter Schools
 Rancho Bar*
 Steve's Pets*
 Tom Sawyer Camps

Thank you for your contribution to the community.



730 E. Altadena Drive
 Altadena, California 91001
 626.794.3988
 office@altadenachamber.org
 www.altadenachamber.org

*Altadena Chamber of Commerce members

TASTE OF 'DENA POST-EVENT REPORT

EVENT SUMMARY

Taste of 'Dena took place on Saturday, September 23rd, from 7:00 - 9:30pm. Over 150 guests gathered in the Main Library to celebrate and raise funds for an important community initiative - the development of an outdoor learning space on the grounds surrounding the Main Library building. Key community stakeholders, elected officials (including Assemblymember Chris Holden and a representative from Senator Anthony Portantino's office), and invested patrons enjoyed delicious tastings from 19 local restaurants, caterers, chefs, wineries, and breweries.

A COLLABORATIVE, COMMUNITY EFFORT

Under the guidance and supervision of Director Mindy Kittay and volunteer Committee Chair Cynthia Carmona, the 50th Anniversary Committee, a group of devoted volunteers and staff, worked tirelessly to bring together this event. Through strategic networking in the community and Altadena's commitment to the Library, the Committee was able to procure many of the event's features as in-kind donations, including the food, wine, and beer tastings from the participating restaurants, as well as the 248 donated bottles of wine for the Wine Pull and gift baskets and lighting.

FINANCIAL OUTCOMES

Since this was the first event of its kind at the Library in many years and given the results of past fundraisers, the 50th Anniversary committee was conservative in their financial expectations. An initial goal of \$1,000 net profit was set early on, but after months of careful spending, solicitations for in-kind donations, and impressive ticket sales, the event expenses were kept very low and our net revenue was much higher than expected.

REVENUE

Sponsorships	\$ 6,000.00
Ticket Sales	5,520.00
Donations	1,625.00
Centerpieces/Merch Sales	220.00
Wine Pull	2,000.00
GROSS TOTAL	\$15,365.00

EXPENSES

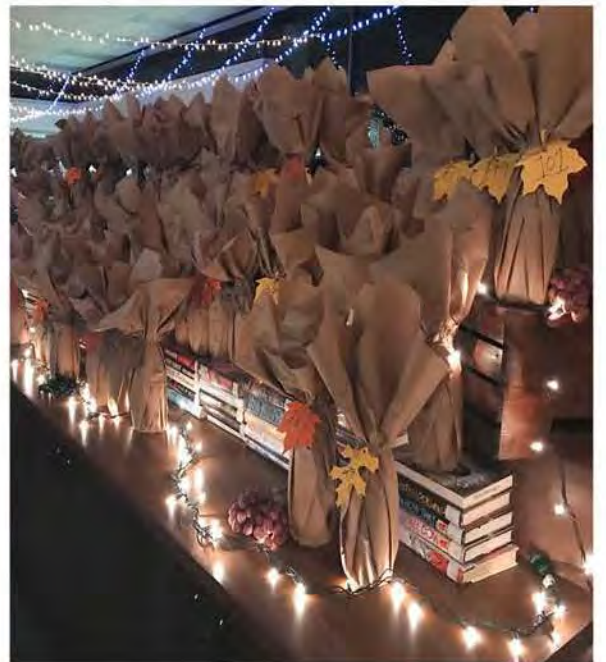
Décor	\$ 388.33
Eventbrite Fees	489.90
Additional Food	408.46
Music/Bands	500.00
Gift Baskets	70.46
Advertising	199.00
GROSS TOTAL	\$ 2,056.15

NET REVENUE: \$13,308.85

“...It was a great event and I was glad to be involved and to work with such a dedicated group. We invited our neighbors and they had a wonderful time and bought 7 bottles of wine and some table decorations!

- Cynthia Kumanchik -”

TASTE - of - 'DENA





April 18, 2005

Altadena Library
Existing Facility Report

Summary

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

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



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

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



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



This is also shown in the limited attic space available to run cabling and power. The building shows signs of numerous roof leaks. Data has been run on top of the roof to new locations apparently due to the space limitations and restrictions involving hazardous materials. **Some roof leaks have been addressed - there are still others that have been difficult to stop.**

Site Planning

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

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

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

Design Issues

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



Changes to Library services since this building was designed and constructed have been dramatic. The information age has changed the way library services are provided to the community. The systems that they require will mean substantial upgrades to the building systems in the Library. Of primary concern are the electrical and communications/data systems for the building. **While we have been able to address data with 1G wifi, Electrical is and will remain a challenge until a full renovation.**

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

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

Hazardous Materials

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





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



ADA Compliance

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

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

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

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



Structural Issues

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



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





Mechanical Systems

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



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

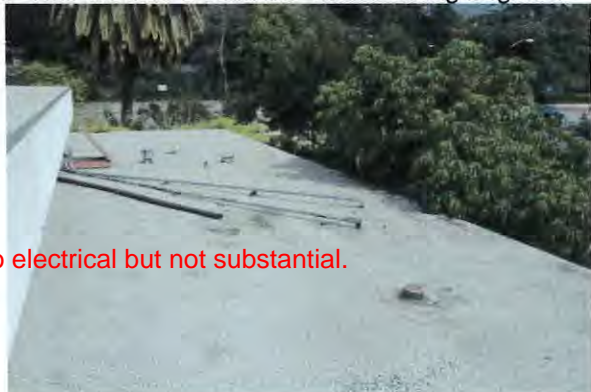
Plumbing Systems

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

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

Electrical and Signal

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



has been done to electrical but not substantial.

The original library design had limited conduiting for all its telecommunications needs. Currently the building is "maxed-out" with respect to power. There is difficulty in running communications cabling through the building due to hazardous materials and limited access to concealed spaces. The ability to provide communication to computers is severely limited due to these issues. The ability to provide wireless communication should be provided throughout the facility to partially address this problem. There should also be a secure system for staff use. Computers however will still require power for operation and the routing difficulties will impact placement. **This was mostly resolved with upgrades to Wifi and 1G.**



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

Resolved - LED Lightening was installed in 2015 throughout the facility

Conclusions

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

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

Submitted

Stephen Finney AIA
CWA AIA Inc.

**ALTADENA LIBRARY DISTRICT
MAJOR PROJECTS**

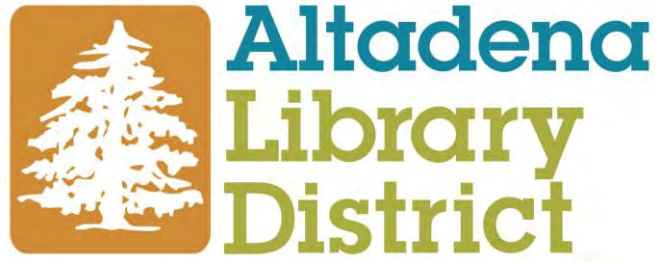
PROJECT DESCRIPTION	PROJECT TIME FRAME	ESTIMATE / TOTAL COST OF PROJECT	STATUS OF PROJECT	NOTES
PARKING LOT RESURFACING	9/12/2017 - 9/14/2017	\$39,515.00 / \$39,370.00	COMPLETED	Job completed on time and in budget. Slurry coat suggested to be applied within 6/12 months to extend life of parking lot.
ROOF LEAK REPAIR	OCTOBER-DECEMBER	\$29K - \$39K	GATHERING INFORMATION FOR BID PACKAGE	Have two bids and seeking third bid.
SOLAR POWER CONVERSION MAIN LIBRARY	TBD		GATHERING INFORMATION FOR BID PACKAGE	Have one bid (no cost to Library), finding similar vendors to provide bids.
SOUTH PERIMETER WALL SAFETY FENCING INSTALL	TBD	\$2K - \$5K	GATHERING INFORMATION FOR BID PACKAGE	Fence needed for safety and liability prevention. Neighbors removed their fence. May need upgrade to wall to make load bearing
WINDOW TINTING AT MAIN LIBRARY	TBD	\$35K	REVIEWING BIDS	Will help with AC and heating cost. Windows now generate a great amount of heat.
LIBRARY PATHWAY CONCRETE REPAIR	TBD	\$9750.00	WAITING FOR APPROVAL	May be addressed as part of the revamp of the exterior gardens of the library.
BRIDGE REPAIR	TBD	Up to \$300K	GATHERING INFORMATION FOR BID PACKAGE	Have engineering plans, requesting at least three options for ways to complete this project and reduce ongoing maintenance
MONUMENT SIGNAGE	TBD	\$25,000 - \$50,000	GATHERING INFORMATION FOR BID PACKAGE	May be done as part of the Gardens Renovation Project.
LANDSCAPE UPGRADE AT MAIN LIBRARY	TBD	Up to \$125K	GATHERING INFORMATION FOR BID PACKAGE	Raising funds Taste of 'Dena, Numerous Grant Applications and possible partial funding from Supervisor Barger
IRRIGATION UPGRADE AT MAIN LIBRARY	TBD	\$40K - \$45K	GATHERING INFORMATION FOR BID PACKAGE	Upgrade of irrigation system will help save up to 40% - 60% of water usage.

**ALTADENA LIBRARY DISTRICT
MAJOR PROJECTS**

PROJECT DESCRIPTION	PROJECT TIME FRAME	ESTIMATE / TOTAL COST OF PROJECT	STATUS OF PROJECT	NOTES
BUILDING EXTERIOR PAINTING AT BRANCH LIBRARY	TBD	\$3K - \$7K	REVIEWING BIDS	Possible funding from ALF
BUILDING INTERIOR PAINTING AT BRANCH LIBRARY	TBD		GATHERING INFORMATION FOR BID PACKAGE	Possible funding from ALF
FLOORING UPGRADE AT BRANCH	TBD		GATHERING INFORMATION FOR BID PACKAGE	Possible funding from ALF
LANDSCAPE UPGRADE AT BRANCH LIBRARY	TBD		GATHERING INFORMATION FOR BID PACKAGE	Possible funding from ALF
IRRIGATION UPGRADE AT BRANCH LIBRARY	TBD		GATHERING INFORMATION FOR BID PACKAGE	Possible funding from ALF
COMMUNITY ROOM WOOD REFINISHING	NOV		ON HOLD TILL NOVEMBER	This project is mostly labor and will be done over a week during the night so as not to disturb ongoing programming.
PAINTING OF OFFICES AT MAIN LIBRARY	TBD		IN PROCESS	Public Services and Director's Office completed.
WINDOW SHADE COVERINGS MAIN LIBRARY OFFICES	OCTOBER / NOVEMBER	\$4K - \$5K	GATHERING INFORMATION FOR BID PACKAGE	Looking at various options with vendor.
NEW AC UNIT ANT BRANCH LIBRARY	10/16/17 – 10/20/17	\$8600.00	IN PROCESS	Will be a one day process. To be done the week of the 16 th of October.

**ALTADENA LIBRARY DISTRICT
MAJOR PROJECTS**

PROJECT DESCRIPTION	PROJECT TIME FRAME	ESTIMATE / TOTAL COST OF PROJECT	STATUS OF PROJECT	NOTES
TREE MAINTENANCE (ongoing)	Fall/Winter	\$3,000 +	BID APPROVED AND AWAITING PROPER START TIME FOR TRIMMING	There are tree(s) on the property that are a potential risk due to their height and shape. These trees must be trimmed and possibly crowned in order to prevent them from uprooting. The appropriate time of year for this is Fall/Winter.
CARPET CLEANING AT MAIN	November 2017	\$3900.00	REVIEWING BIDS	
FACILITIES ASSESSMENT	TBD	\$10K - \$20K	GATHERING INFORMATION FOR BID PACKAGE	Needed for assessment of the main library infrastructure. Will help with future projects of needed renovations.



Professional Development Day Exit Survey 10/9/17

1 = Not at All Satisfied, 2 = Somewhat Satisfied, 3 = Satisfied, 4 = Very Satisfied, 5 = Completely Satisfied	1	2	3	4	5
Your overall satisfaction with the day?	0	0	0	2	25
The objectives of the training were clearly defined?	0	0	0	10	17
Participation and interaction were encouraged?	0	0	0	1	26
The topics covered were relevant?	0	0	1	4	22
Content and Training will be useful in my work?	0	2	1	6	18
Turning Outward as an Organization with Brian Biery	0	1	2	6	18
Think Critically – Act Creatively with Sangita Shresthova	0	1	1	4	21
Lunch at Arlington Gardens	0	0	0	6	21
Tour of Huntington Library and Gardens	0	0	0	3	24
TOTALS	0	4	5	42	192

Were you inspired today? Why/How?

There is so much that we have the capacity to do and its wonderful to feel encouraged to reach far and dream big in our jobs.
Landscape & Ideas
Yes. It gave me ideas on how libraries will continue to be important in our future.
Yes. The staff participation this year – so much better energy!
TOTALLY INSPIRED. With where we are as a country and community the topics covered were the perfect blend of inspiration in life and perspective and inspiration for what’s to come at the library.
Yes – it was nice to bond with everyone.
Yes
It was a good introduction with all staff
Yes the beauty of the Huntington was inspiring, especially the prospect of creating a beautiful peaceful place outside Altadena Library
Turning outward and creativity was inspirational – prompts more reflection.
Yes – beauty of the gardens and future planning
Very enjoyable. I like the creative ? and Huntington tour
Everything
Yes! I think today was a great bonding experience for staff.
Yes. Inspired to engage with my coworkers in more creative ways.
Very impressed with Huntington Library and Gardens tour first time.
Yes to interact more with the community
Learning more about why and how we are turning outward and how it is really affecting the community

I was inspired by the gardens and nature. I was inspired by ideas for an idealistic future!
Communication
Beautiful setting
Yes, looking forward to creating an inspiring outdoor space at the library.
Awesome
Great to see staff working together!
Yes – be more involved
So Amazing! Loved it!

What would you do different or how could the day be improved?

I feel a little like I know more about the Huntington HVAC than library, but this is a minor complaint.
More time at Huntington would be nice but a lot to pack into a day.
Nothing different it was a wonderful day.
Perhaps next year give staff a list of topics to formulate PDD from.
A little more shade in certain parts 😊
Longer sessions on Turning Outward.
I thought the Turning Outward presentation was problematic in that we immediately labeled inward with negative connotations which made people not encouraged to speak.
Start a little later
Wine and Cheese (wink)
Get more inform
Already an improvement over last year
Shorter
None thought it was great
Nothing
Keep up the good work PDD Team. I like the inspiring and original ideas we get to explore.
Nothing
Maybe lunch at the Huntington
Maybe a little later than 8am
Nothing
Maybe less offsite activity
Nothing

Is there anything we covered that you would like to learn more about?

How departments can better work together on some goals that feel so siloed in one area – for example, what role does AS have in supporting PUSD and has that been communicated and how are they being incorporated into the larger goal.
Actual skills to improve work/trainings
The Special Collections
Archives
History
No
Bridging the gap between ideas and teamwork to fulfill ideas
More history about the Huntington Gardens
No
How can we do some program with Sangita to engage the community in thinking about the library and the future.
I'd like to learn more about Sangita's workshops.
No
Yes
N/A

No

Additional Comments?

It was a blessing to be with everyone.
Thank you for a great productive day.
I wish we could have seen the special collections
Thank you very much!
Thank you!
It was a great day overall
Loved it.
Thank you for an inspiring day!
Amazing day!
Lets do this again!!!
Great we should do this kind of thing all – the time
Thank you!
N/A
The program with Sangita was fun! The Huntington was wonderful and the tour informative!

BEST OF PASADENA™



BEST LIBRARY ALTADENA LIBRARY

AS VOTED BY THE READERS OF PASADENA WEEKLY

A handwritten signature in black ink, appearing to read "Kevin Uhrich".

KEVIN UHRICH, EDITOR

PASADENA
Weekly

Friends of the Altadena Library

Date: August 7, 2017
To: Board of Directors - FOAL
From: Mark Mariscal, President, FOAL
Subject: 2017-2018 FOAL Proposed Budget

The proposed budget is as follows:

INCOME:

Year-long Book Sales	\$ 11,000
Membership and Donations	5,000
Last Book Store sales	4,000
Annual Book Sale	<u>7,000</u>
TOTAL INCOME	\$ 27,000

EXPENSES:

FOAL Office and Administration

Tax Attorney	3,976
Printing and mailing	1,500
Costs related to Book Sale	1,000
Misc	300
Sub-total:	\$6,776

Grants and Program Support

Literacy (matching)	10,000
Monthly Newsletter	5,000
Library Materials	2,000
Staff Development	1,000
Annual Vol Recognition	1,000
Annual Emp Recognition	1,000
Poetry and Cookies	1,000
2nd Saturday Program	2,000
Youth Program	1,000
Sub-total:	\$24,000

TOTAL EXPENSES: \$30,776

Budget loss made up from Fund Balance