

Legal Name: Altadena Library District

Project Title: Settlement Class Fund: Mobile Meeting & Collaboration Presentation Podium

Project Summary: Altadena Library District proposes the purchase of an Audio-Visual mobile media system, the Nomad LT Q Multimedia Podium, to enhance the events, programs, and meetings presented to the community we serve. The Nomad LT Q Multimedia Podium is an all-in-one presentation station that is fully mobile and includes built-in computer, sound system, and projector. With the additional purchase of a collapsible projection screen, this would allow the library to organize meetings and events throughout the main library facility and the surrounding grounds. The total cost of the project is \$18,240, will take six weeks to two months to implement and will last six to ten years.

Management Contact: Mindy Kittay, Library Director, Altadena Library District, mkittay@altadenalibrary.org, 626-798-0833

Administrative Contact: William Roy, Director, Public Services Department, wroy@altadenalibrary.org, 626-798-0833

Financial Contact: Tina Wallin, Director, Finance, twallin@altadenalibrary.org, 626-798-0833

Project Description

Altadena Library District is an independent special district in Los Angeles County sandwiched between the city of Pasadena to the south and the San Gabriel Mountains to the north and serves about 53,000 people. The Altadena Library District serves a unique role even among libraries. As Altadena is an unincorporated community, there are no municipal or civic buildings for the community that offer a focal point for services. The Main Library and small branch library are two of the only public places for community activities and programming. As such, the Library hosts over 300 community educational programs and events each year, with attendance of over 10,000. We are always looking for more ways to reach out to the community.



The Library facilities are compact and includes a moderate-sized community room in the Main Library. This room, which seats approximately 100, is not always adequate to our needs. In addition, the Library was built in the 1960s and is not yet fully ADA compliant. The purchase of a Mobile Meeting & Collaboration Presentation Cart will allow us to implement more extensive programming throughout the library and the surrounding grounds and allow us to better serve our community.

Currently, our indoor events primarily take place in our community room. It is equipped with a medium-sized fixed projection screen, a projector, and a sound system – all individual components.



The Nomad LT Q Multimedia Podium is a mobile unit that includes a compact PC with monitor and keyboard/mouse, a touchscreen control system, pre-wired media cables, document camera, an internal sound system with built-in speakers, document camera/projector, and microphone.

With the Mobile Meeting & Collaboration Presentation Podium and a collapsible projection screen, we will be able to host larger and more varied events and meetings. The document camera will be especially helpful with events that require hands-on demonstration, such as classes on

cell phone applications and arts-based programming such as jewelry making. The Podium could be placed in the central reading area of the library or used in the Children's or Teen spaces. It could be moved into the board room for meetings and presentations. It could even be used outside for larger events.

The cost of the Mobile Meeting & Collaboration Presentation Podium is contained in its purchase price. Once the equipment is paid for and delivered, it should have a lifespan of six to ten years with minimal upgrades which can be implemented by our IT department and funding for which will come out of general funds.

After each program or event, we always conduct exit surveys to measure attendees' opinion. We will continue to do so once the Mobile Meeting & Collaboration Presentation Podium is deployed and will add specific question as regards the upgraded audio/visual equipment's use during the event. After three months of use, we will review the exit survey

data to determine how the Podium has been received and how we might make better use of the equipment. We will do this again after six months of use.

The Library District rents out its facilities to local organizations and entities for a small fee. The addition of the Nomad LT Q Multimedia Podium will make the Altadena Library District even more attractive to the local small business community which has requested additional tools for meetings and presentations.



Project Line-Item Budget

No.	Equipment	Per Item	Total
1	Nomad LT Q Multimedia Podium	\$17,994	\$17,994
1	Large Portable Projection Screen (115" x 64")	\$245	\$245
TOTAL:			\$18,239

Project Budget Justification

The price of the Nomad LT Q Multimedia Podium includes the podium, computer, and audio/visual equipment. We need to purchase projection screen in order to make best use of the Nomad's ability to be moved. No other sources of funding are available. William Roy, the public services director, will oversee the purchase and day-to-day management of the podium unit. Christopher Kellermeier, our IT manager, will be in charge of podium installation and upkeep. All staff will be trained in its use.

Equipment Purchase Plan and Timeline
Month 1

Order Nomad LT Q Multimedia Podium

Month 2

Receive Nomad LT Q Multimedia Podium and implement its use

Month 5

Evaluate event exit survey data. Determine best practices for the Podium

Month 11

Review exit survey data, evaluate how Podium is being used,
and determine how better to manage its use

Other Documents
Key Staff Resume
District Director

Mindy Kittay has been in this position for 1.6 years. She is responsible for the operation and continuous improvement of the District, operation of both the main library and the branch library, all management and administrative functions associated with the operations including planning, budgeting, facilities, community and public relations. She reports to the Board of Trustees. Previously Mindy was part of the leadership for the Anythink Libraries in Colorado and worked on the design and creation of a nationally award-winning library district known for its innovation and for providing experiential programming.

IT Manager

Christopher Kellermeyer has 22 years of experience in information technology and has been with the Library for one year. His experience runs the gamut with six years' experience in management. He knows two programming languages and three scripting languages. He is knowledgeable across all commercial platforms (hardware and applications), including four virtualization platforms. He has experience building Koha open source ILS from the ground up and III-Millennium. He has a master's degree in Business Administration.

Public Services Director

William Roy has been with the library for one year and has over 16 years' experience working with libraries, 12 of those as a department manager or library administrator. He has experience with several Integrated Library Systems, including software by SirsiDynix, The Library Corporation, and Innovative Interfaces, Inc. He has specialized knowledge of digital media lab management, promotional filmmaking, and non-linear video editing. He holds a master's degree in Library & Information Science.

Finance/HR Director

Tina Wallin has been in this position for four years. She is responsible for operations, finance, accounting, human resources, and risk management functions for the district. Previously, she served as the finance and human resource assistant for four years. Tina's background is in project management/administration. She has completed numerous finance and HR-related training courses. She holds a bachelor's degree in Art History.