



AGENDA

Regular Meeting Board of Library Trustees | Altadena Library District
Virtual – Zoom –December 14, 2020 – 5:00 p.m.

IMPORTANT NOTICE REGARDING DECEMBER 14, 2020 MEETING

This meeting is being conducted utilizing teleconference and electronic means consistent with the **State of California Executive Order N-29-20** dated March 17, 2020, regarding the COVID-19 pandemic. The live stream of the meeting may be viewed by visiting the Altadena Library District's YouTube channel at the following URL <https://www.youtube.com/c/AltadenaLibrary>

SUBMISSION OF PUBLIC COMMENT: For those wishing to make Public Comments at the December 14, 2020 Meeting, please submit your comments by email to be read aloud at the meeting. If multiple comments are submitted, only the first comment will be read aloud during the meeting. Email and Electronic Comments submitted online will be accepted up to two (2) hours prior to the start of the meeting. Email comments can be submitted to hello@altadenalibrary.org. Electronic Comments may also be submitted online at www.altadenalibrary.org/publiccomment.

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If you wish to make public comment during the live meeting, you can call in to (626) 316-4631, during the corresponding item of the agenda. For public comment on any non-agenda item, please plan to call at 6:00pm.

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.

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I. Call to order

II. 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/or taking action on the following items:

CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Government Code section 54957.6
District designated negotiator: Katie Clark
Unrepresented employee: District Director

III. Open Session

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

IV. Ceremonial Swearing-In of Board Members

- Terry Andruess
- Rushmore Cervantes
- Kameelah Wilkerson

V. Consent Calendar

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

- a. Approval of Minutes – Special Meeting held November 19, 2020 - Pages #4-6
- b. Approval of Minutes – Regular Meeting held November 23, 2020 - Pages #7-11
- c. Departmental Monthly Reports – November 2020 - Pages #12-20
- d. Special Presentation – Service Awards
 - Christopher Kellermeyer – 5 Years of Service
- e. Special Presentation – Bob Lucas Memorial Branch Demonstration Garden
 - Volunteer Recognition

VI. Consideration of Items Removed from the Consent Calendar

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

VII. Reports (Information)

- a. Support Groups
 - Altadena Library Foundation
 - Friends of the Altadena Library
- b. District Director's Report - Pages #21-23
 - Library Operations
 - Statistics
- c. Financial Reports – October 2020 - Pages #24-37
- d. Board of Trustees Standing Committee Reports
 - Budget Committee
- e. Board of Trustees Ad Hoc Committee Reports
 - California Voting Rights Act
 - Public Funding
- f. Liaison Reports
- g. Trustee Reports

VIII. Unfinished Business

- a. Consider and Approve Amendment to District Director Employment Agreement **(Action)**

IX. New Business

- a. ALD 2021 Operational Plan **(Action)** - Pages #38-55
- b. FY 18-19 & FY 19-20 Annual Report **(Information)** - Pages #56-67
- c. Resolution No. 2020-12 – Resolution of the Altadena Library District Board of Trustees, Acting as the Legislative Body of the Altadena Library Community Facilities District No. 2020-1 (Facilities and Services) Declaring the Results of a Special Election in Such Community Facilities District. **(Action)** - Pages #70-76

- d. Ordinance No. 2020-01 of Altadena Library District Board of Trustees, Acting as the Legislative Body of the Altadena Library Community Facilities District No. 2020-1 (Facilities and Services) Authorizing the Levy of Special Tax in Such Community Facilities District. **(Action)** - Pages #77-88

X. Governance

- a. Election of Board Officers **(Action)**
- b. Appointment of 2021 Board Committees
- c. Appointment of 2021 Board Liaisons
- d. Board Orientation and Retreat
 - Friday, January 8, 2021 from 9:00 a.m.-1:00 p.m.

XI. Announcements & Planning

- a. Correspondence
- b. Proposed Future Agenda Items

XII. Adjournment

- a. Adjourn Meeting



MINUTES

Special Meeting Board of Library Trustees | Altadena Library District
Virtual – Zoom – November 19, 2020 – 5:00 p.m.

IMPORTANT NOTICE REGARDING November 19, 2020 MEETING

This meeting is being conducted utilizing teleconference and electronic means consistent with the **State of California Executive Order N-29-20** dated March 17, 2020, regarding the COVID-19 pandemic. The live stream of the meeting may be viewed by visiting the Altadena Library District's YouTube channel at the following URL <https://www.youtube.com/c/AltadenaLibrary>

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I. **Call to order**

Trustee Katie Clark called the meeting to order at 5:01 p.m.

II. **Open Session**

a. Roll Call

Trustee Clark called roll. Trustee Andruess, Trustee Capell, Trustee Kahn, and Trustee Wilkerson responded as present

b. Approval/Reordering of Agenda Items

None.

c. Adoption of Agenda

Moved by Trustee Andruess to adopt the Agenda.

Second by Trustee Wilkerson.

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye
Trustee Kahn: Aye
Trustee Wilkerson: Aye
Trustee Clark: Aye

- d. Public Comment on Non-Agenda Items
None.

III. **Unfinished Business**

IV. **New Business**

- a. Introduction of ALD New General Counsel (Information)
District Director Nikki Winslow introduced Richard Egger from Best Best & Krieger LLP.

- b. Review and Approve Job Description for Marketing and Technology Assistant Position (Action)

Moved by Trustee Capell to approve the Job Description for Marketing and Technology Assistant Position.

Second by Trustee Kahn. Trustee Clark opened floor for discussion.

Discussion ensued.

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Kahn: Aye

Trustee Wilkerson: Aye

Trustee Clark: Aye

- c. Appointment of ALD Board of Trustees Member - **Action**
Trustee Clark provided an overview of the appointment process. Candidates René Amy, Rushmore Cervantes, Cherri L. King, Jervy Tervalon, and Lucy Vergis provided three-minute statements and answered three questions posed by Trustee Clark.

Moved by Trustee Andruess to begin appointment process.

Second by Trustee Capell.

Roll Call Vote:

Trustee Andruess: Lucy Vergis

Trustee Capell: Cherri L. King

Trustee Kahn: Rushmore Cervantes

Trustee Wilkerson: Lucy Vergis

Trustee Clark: Rushmore Cervantes

Trustee Clark opened floor for discussion. Discussion ensued.

Moved by Trustee Andruess to proceed to another vote.

Second by Trustee Kahn.

Roll Call Vote:

Trustee Andruess: Rushmore Cervantes

Trustee Capell: Rushmore Cervantes

Trustee Kahn: Rushmore Cervantes

Trustee Wilkerson: Lucy Vergis

Trustee Clark: Rushmore Cervantes

Rushmore Cervantes was appointed with a majority vote.

- V. **Adjournment**
- a. Adjourn Meeting
Moved by Trustee Kahn to adjourn meeting.
Second by Trustee Andruess.

Motion unanimously carried.

Meeting was adjourned at 6:23 p.m.



MINUTES

Regular Meeting Board of Library Trustees | Altadena Library District
Virtual – Zoom – November 23, 2020 – 5:00 p.m.

IMPORTANT NOTICE REGARDING NOVEMBER 23, 2020 MEETING

This meeting is being conducted utilizing teleconference and electronic means consistent with the **State of California Executive Order N-29-20** dated March 17, 2020, regarding the COVID-19 pandemic. The live stream of the meeting may be viewed by visiting the Altadena Library District's YouTube channel at the following URL <https://www.youtube.com/c/AltadenaLibrary>

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I. **Call to order**

Trustee Clark called the meeting to order at 5:05 p.m. Trustee Clark mentioned the agenda needed to be reordered to accommodate the schedule conflict of speaker.

II. **Open Session**

a. **Roll Call**

Trustee Clark called roll. Trustee Andruess, Trustee Capell, Trustee Kahn, and Trustee Wilkerson responded as present

b. **Approval/Reordering of Agenda Items**

Moved by Trustee Wilkerson to reorder the agenda to take item c. Special Presentation – ALD Audit by Nigro & Nigro, PC prior to closed session.

Seconded by Trustee Kahn.

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Kahn: Aye

Trustee Wilkerson: Aye

Trustee Clark: Aye

c. Adoption of Agenda

Moved by Trustee Capell to adopt the agenda as amended.

Seconded by Trustee Andruess.

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Kahn: Aye

Trustee Wilkerson: Aye

Trustee Clark: Aye

Special presentation of ALD FY19-20 Financial Audit was provided by Paul Kaymark, Nigro & Nigro, PC.

III. Closed Session

The Board of Trustees recessed into closed session at 5:39 p.m. pursuant to the Ralph M. Brown Act (Government Code Section 54960 et seq.) for purposes of the discussing and/or taking action on the following items:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957

TITLE: DISTRICT DIRECTOR

The above closed session item was discussed, with no reportable action.

Trustees returned from closed session and began open session at 6:55 PM.

IV. Open Session (continued)

d. Public Comment on Non-Agenda Items

Public comment was given by Resident, Joe Crowley.

V. Consent Calendar

Moved by Trustee Andruess to accept the Consent Calendar.

Second by Trustee Kahn. Trustee Clark opened floor for discussion.

Discussion ensued.

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Kahn: Aye

Trustee Wilkerson: Aye

Trustee Clark: Aye

a. Approval of Minutes – Regular Meeting held October 26, 2020

b. Departmental Monthly Reports – October 2020

VI. Consideration of Items Removed from the Consent Calendar

None.

VII. Reports (Information)

a. Support Groups

i. Altadena Library Foundation

President Bridget Brewster provided report.

ii. Friends of the Altadena Library

Director Winslow provided report on behalf of President Marne Brown.

Trustee Andrues provided additional information in capacity as liaison.

Trustee Kahn asked Trustee Andrues and Director Winslow to inform Friends of the Altadena Library to develop method to maintain connections virtually.

b. District Director's Report

Director Winslow provided report.

c. Financial Reports – September 2020

Director Winslow provided report.

d. Board of Trustees Standing Committee Reports

i. Budget Committee

Trustee Andrues provided report on behalf of the committee.

e. Board of Trustees Ad Hoc Committee Reports

i. California Voting Rights Act

No report.

ii. Public Funding

No report.

f. Liaison Reports

Trustee Kahn provided Government Liaison report.

g. Trustee Reports

Trustee Kahn provided report and parting words related to departure.

VIII. Unfinished Business

None.

IX. New Business

a. Review and Approval of ALD Personnel Policy - **Action**

Director provided overview. Trustee Kahn recommended formatting edits and amendment to consistency. Trustee Wilkerson asked clarifying question.

Administrative Services Manager Nicole Fabry and Director Winslow provided clarification.

Moved by Trustee Capell to approve ALD Personnel Policy with noted amendments.

Second by Trustee Andrues. Trustee Clark opened floor for discussion.

Roll Call Vote:

Trustee Andrues: Aye

Trustee Capell: Aye

Trustee Kahn: Aye

Trustee Wilkerson: Aye

Trustee Clark: Aye

- b. District Director Compensation - **Action**
Moved by Trustee Wilkerson to table item to December meeting.
Second by Trustee Capell. Trustee Clark opened floor for discussion.
Discussion ensued.
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Kahn: Aye
Trustee Wilkerson: Aye
Trustee Clark: Aye

- c. Review and Approval of 2021 Holidays and Closures – **Action**
 Director Winslow provided overview.
Moved by Trustee Andrues to approve 2021 Holidays and Closures.
Second by Trustee Kahn. Trustee Clark opened floor for discussion.
Discussion ensued.
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Kahn: Aye
Trustee Wilkerson: Aye
Trustee Clark: Aye

- d. Review and Approval of RFP for Facilities Janitorial Services – **Action**
 Director Winslow provided overview. Trustee Capell asked cost and staffing question.
 Trustee Clark asked budgetary question. Director Winslow and Facilities Manager
 Jonathan Arevalo provided responses.
Moved by Trustee Kahn to approve RFP for Facilities Janitorial Services.
Second by Trustee Andrues. Trustee Clark opened floor for discussion.
Discussion ensued.
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Kahn: Aye
Trustee Wilkerson: Aye
Trustee Clark: Aye

- e. 2021 Pay Periods Calendar and 2021 ALD Trustee Meeting Calendar (Information)
 Director Winslow provided overview.

X. **Announcements & Planning**

- a. Correspondence
 None.

- b. Proposed Future Agenda Items
 Trustee Capell recommended the formation of a CFD committee be added to the
 December meeting agenda.

XI. **Adjournment**

- a. Adjourn Meeting
Moved by Trustee Kahn to adjourn meeting.
Second by Trustee Capell.

Motion carried unanimously.

Meeting was adjourned at 8:30 p.m.



**BOARD OF LIBRARY TRUSTEES
ASSISTANT DIRECTOR'S REPORT FOR November 2020**

DEPARTMENT: Adult Services

MEETING DATE: December 14, 2020

PREPARED BY: Viktor Sjöberg

LOCATION: Virtual Meeting

Shifting Service Models

The Altadena Library District moved to an expanded service model on October 5, which included providing limited in person services at both library locations. At the Main Library, the community was able to browse new materials, pick up holds, use computers and printing services in the Community Room. Operating in line with public health orders, the decision was made to suspend in person services starting the week of Thanksgiving. In the 7 weeks that the Community Room was open, we saw 1632 visits. This averages to 49 per day and roughly 10 visitors per hour.

Since we shifted back to exclusively offering Curbside Service on November 23, we saw 83 appointments in 4 days, which represents 53% of the Curbside appointments for the entire month of November (156). This speaks to the flexibility of the library team as well as their ability to communicate the changes to our community, both through customer service interactions and marketing messaging.

Programming Highlights

The Seed Library met virtually on Saturday, November 7th. We had 27 people attend. Brie Wakeland, from the Garden School Foundation, presented on [Gardening from Kitchen Scraps](#). It was noted that we had a higher number of younger participants (18-30) than usual. As *Gardening from Kitchen Scraps* does not require having a yard to participate, this might be why we saw an increase in young urban city residents.

We shared a prerecorded video on [Outdoor Cannabis Cultivation for Beginners](#), presented by local resident Alex Chen. While not a traditional topic covered in libraries, we had identified a community interest in learning more around this skill. Library staff had received many in-person inquiries on the topic and the library has seen a significant increase in the circulation of books on cannabis and cannabis cultivation. To-date the video has received over 260 views.

[Our program with noted L.A. Tarot reader Erin K. Smith](#) on Friday, November 21 went fabulously well, with 56 guests in virtual attendance. Erin gave an outline of Tarot history, an overview of the twenty-two Major Arcana cards, followed by two lively and lovely readings for patrons. We wrapped the event with a Q&A session: an illuminating, funny and moving experience. A shortened version of the event is available through our YouTube Channel.

The Saturday, November 22 edition of the [Altadena Zine Library's Virtual Zine Workshop](#) featured special guest and renowned zine maker Ben Trogdon. Ben spoke with Library Clerk Alice Wynne about his personal history of zine making, all the way from New York City. This program saw the Zine Workshop switch platforms, from Zoom to Instagram Live, which had a positive effect on the attendance, and although Instagram makes it difficult to track exact numbers, an average of 20 users were in attendance and engaged with Ben and Alice throughout the session and 88 users have seen the archived video. By the end of the event, two separate households that had tuned in reported that their children were able to make zines during the program. The Altadena Zine Library's [Instagram account](#) has gained new followers since the event and the zine collection received renewed attention. The Zine Workshops will continue to host special guests every other month on Instagram Live.

New Additions to the Library of Things

This is a perfect time to explore a new interest or hobby and November saw two exciting additions to the Adult Services portion of the [Library of Things](#). Sewing machines and Tarot decks may be put on hold for checkout when our curbside services are reinstated.



**BOARD OF LIBRARY TRUSTEES
CHILDREN'S SERVICES REPORT FOR November 2020**

DEPARTMENT: Youth and Family Services **MEETING DATE:** December 14, 2020

PREPARED BY: Mylinh Hamlington **LOCATION:** Virtual Meeting

Team updates

- Quarece Martinez, our Library Aide for the past four and a half years, left ALD this month for a full-time job with the City of Pasadena. We miss having him around but wish him well in his new position. We are currently in the process of hiring a new Aide, but in the meantime, Ben Eisen, our remaining Aide has picked up a few more hours each week to cover the Aide duties in the library.
- Yvette Casillas joined ALD on December 1st as our new Youth and Family Services Librarian. Yvette received her MLIS from San Jose State in May 2020 and comes to us with over 6 years of experience as a Library Media Assistant in Anaheim Public Schools in addition to various other public services experiences. Her background knowledge and experiences bring a unique perspective and skills that are a fantastic addition to ALD.

Programming Highlights

- Amanda held another successful Yum Yum challenge, raising the number of participants from 3 to 4. They made garlic bread together and requested to have the program run again in December.
- We completed our Fall session of storytimes. We never got more than two participants while presenting live, but regularly got 20-60 views for each storytime on YouTube. As a result of this attendance pattern, we are going to revert to just doing pre-recorded storytime elements and not continue live storytimes.
- We are currently in the planning process for the next session of programming. Exciting programs are in the works!

Collection

- Our team is continuing to work on the Diversity Audit of our collection. I hope that the audit will be fully complete by the end of January.
- While the community room was open for service, more families and children got to experience and check out our VOX audiobooks. A couple of sisters that I talked to about them said that they LOVED the VOX books and that it was nice because their mommy did not have to read to them all the time. I believe that the VOX books will be checked out more frequently as a result of more people getting to experiment and play with them in person.

Committees and Projects

- Amanda created two Music Exploration kits to add to our Library of Things. The kits include instruments that the library already owned and were not going to be used for some time. The kits will be most enjoyed by toddlers and preschoolers who will be able to play with the various drums, bells, and shaker instruments. The kits also include a Putumayo World Playground CD and tips on how to play and information about how important music is for children's development and early literacy.
- Amanda and other members of the EDI team went over the new Personnel Policy from an EDI point of view and made suggestions to Nikki and Nicole that were subsequently implemented.
- Helen Cate completed an OCLC training on Serving Library Users on the Autism Spectrum and learned about some inclusive approaches to programming and library design.
- Helen Cate also attended a Self-Care and Collaboration Workshop for Library Staff and along with Helen M. and Michelle, presented on the workshop during our November All-Staff Meeting.
- Cindy completed her studies at San Jose State and will officially receive her MLIS in December!



**BOARD OF LIBRARY TRUSTEES
TEEN SERVICES REPORT for November 2020**

DEPARTMENT: Teen Services

MEETING DATE: December 14, 2020

PREPARED BY: Isabelle Briggs

LOCATION: Virtual Meeting

HIGHLIGHTS:

After the whirlwind month of October, which featured record-setting programming engagement for Teen Services, November was much quieter. I was out of the office for almost all of the first two weeks, which was quickly followed by the Thanksgiving Holiday.

Teen Services offered 5 programs this month which included Instagram Live videos, YouTube cooking tutorials, kits for pick-up with Nom Nom Club ingredients, and Dungeons & Dragons on Discord. There were 22 live attendees for all programs, and Teen services content was viewed a total of 139 times.

Throughout November I worked in collaboration with team members on planning 2021 operational and departmental goals for Teen services and I am looking forward to sharing more details about those plans soon!



**BOARD OF LIBRARY TRUSTEES
BOB LUCAS BRANCH REPORT FOR November 2020**

DEPARTMENT: Bob Lucas Branch

MEETING DATE: December 14, 2020

PREPARED BY: Diana Wong

LOCATION: Virtual Meeting

Bob Lucas Programming

The Bob Lucas Branch produced four programs this month with the high point being our Adult Craft program led by Michelle, who facilitated a virtual meet up for 10 crafters. Aaron has been developing an exciting plan for 2021 Teen Services with Isabelle this month. He's also been working on creating an internal staff skills map with Viktor for usage next year.

Operation Plan 2021

The BL team spent the month planning for next year and came up with a slate of challenging, actionable goals that revolve around improving the patron experience, strengthening staff capacity, and increasing the number of literacy participants. A few facets include facilitating targeted trainings for the team on current relevant technology and digital media, making contact with potential organizations to share literacy information and introducing new programming for all ages.

Demonstration Garden

The Demonstration Garden workshops concluded this month. A total of 92 volunteers logged in 276 hours towards creating a welcoming, beautiful, and educational space. The Library Facilities team are putting in final touches with landscape lighting and BL staff are labeling plants with the Tongva names and installing a birdbath to provide a year-around water source for animals.

We are also applying to certify our garden as a wildlife habitat through the National Wildlife Federation.

Literacy Services

The Adult Literacy Final Report was submitted earlier in the month to California State Library. A combined total of 40 Adult Literacy and ESL learners participated with our program between July 2019 – June 2020. Our literacy volunteers logged in 652 hours tutoring their learners. Here is an idea of what our learners have made progress towards or achieved in the past year:

- 1 of 5 participants learned the alphabet, letters, and sounds.

- 2 of 5 participants wrote a letter.
- 2 of 2 participants wrote, sent, and received email.
- 1 of 4 participants shared a book with children/family.
- 1 of 1 participant wrote checks to pay their bills.
- 1 of 1 participant applied for and was hired for a job.

Exciting News on the ESL front! Our participants, Lucia V., Raquel O. (pictured below) and Socorro R. voted in their first election this November! Here they are proudly wearing their *Voted* stickers.





**BOARD OF LIBRARY TRUSTEES
FACILITIES REPORT FOR November 2020**

DEPARTMENT: Facilities

MEETING DATE: December 14, 2020

PREPARED BY: Jonathan Arevalo

LOCATION: Virtual Meeting

Facilities Highlights for the Month of November:

The Facilities Department have sustained the following projects during the month of November:

- The book drops at the Main library are being refurbished. The project will be completed in the month of December.
- The outdoor lighted sign at the Main Library is being refurbished. The project will be completed in December.
- Portable touchless hand sanitizers have been installed at both libraries. This will assist in the health safety of both patrons and staff.
- An RFP was approved by the Board for janitorial services that will assist the facilities team in the cleaning maintenance of the Main Library.

Likewise, the volunteer portion of the Demonstration Garden Project (DGP) at the Bob Lucas Library has been completed. Also, finishing touches to the project such as landscape lighting, additional seating, and a water feature are underway.

Again, we greatly appreciate all the hard work that each community volunteer put into this project.



**BOARD OF LIBRARY TRUSTEES
I.T. AND T.S. REPORT for November 2020**

DEPARTMENT: Information Technology

MEETING DATE: December 14, 2020

PREPARED BY: Christopher Kellermeyer

LOCATION: Virtual Meeting

During the closure, I.T. and T.S. continues to support staff, curbside, adjustments to our systems, and materials purchases.

1. T.S. is evaluating a package, called ESP, that integrates with the Baker and Taylor TS360 portal to perform a circulation prediction based upon machine learning algorithms that leverage their data sets out of Collection HQ. More information can be found here: https://www.baker-taylor.com/viewnews.cfm?press_id=365&typ=c
2. T.S. will be coordinating with the Friends of Altadena Library and Baker and Taylor to setup buyback program for weeded materials at 10%; this includes all materials less multimedia, which will continue to be sent to Better World Books upon discard.
3. The wiring component of the 10 GB backbone and infrastructure upgrade has been scheduled to start on December 14th.
4. Establishing contacts for project AIO (all in one) – Directive: Establish universal highspeed access via 5G technologies.

Applied for Mobile Beacon grant to augment Mobile Library project; application is for 10 laptops, 10 hotspots with unlimited service, and \$10k, expected decision early Jan., 2021	Our grant submission for a MakerBot Method via BBVA has been rejected.
Assisting with Library of Things initiatives coming out of other departments.	Evaluating 360 VR camera for multimedia.
Purchased Mavic Air 2 drone for multimedia.	Systems' Updates, Maintenance, Cleaning
Converting Linux Laptops to Windows 10	Continuing to establish z39.50 targets.



**BOARD OF LIBRARY TRUSTEES
DIRECTOR'S REPORT for December 2020**

DEPARTMENT: Administration

MEETING DATE: December 14, 2020

PREPARED BY: Nikki Winslow

LOCATION: Virtual Zoom Meeting

Staffing Updates:

- a) Hires/Promotions: Yvette Casillas – Youth & Family Services Librarian – December 1, 2020
- b) Appointments: None
- c) Transfers: None
- d) Resignations/Terminations/Retirements: None

As I announced at last month's meeting, we are excited to welcome Yvette Casillas to the Altadena Library Team! She started with us on Tuesday, December 1 and has been very busy getting acquainted with her coworkers, the building and the programming and services we are currently offering. She comes to us from working for the Anaheim School District for the past 6 years as a Library Associate for an elementary school. She got her MLIS Degree from San Jose State earlier this year and brings an enthusiasm to work each day. So happy to have her on staff with us!

We had almost 50 applications received for the vacant Library Aide position that closed on November 13. We have screened the applications and have notified applicants that we will conduct interviews when we have a better idea of when they will begin working in the building. It is our goal to have this position filled and a person working with us as soon as we bring staff back to the library buildings.

Curbside Services and Staff Work-At-Home:

Starting on Monday, November 23, we moved back to only offering Curbside Services. The community quickly embraced this change and we had 83 pickups in the last four days of November that we were open alone! Thank you to staff for making this quick pivot in our service delivery.

We were able to offer Curbside Service for two weeks and then the updated Stay Home Order released by Governor Newsom on December 3rd led us to the decision to have all staff work from home starting on Monday, December 7th. Administration felt this was the best way to protect the staff and our patrons from exposure to illness as the cases of COVID were drastically increasing. This increase is predicted to get worse due to the Thanksgiving holiday so the soonest we plan to bring staff back into the buildings to work would be Monday, January 4th but we will continue to assess the situation and ensure that we can safely return to work.

Library Services Extend Beyond Our Building Walls

The **Altadena Library website** is our online library branch... and it is open 24/7! With your Altadena Library card, you can continue to access digital reading platforms and databases anytime, including the following examples:

- **cloudLibrary**: Access to over 140,000 ebooks and audiobooks
- **hoopla**: Movies, music, audiobooks, ebooks, comics and TV shows to enjoy on your computer, tablet, or phone – and even your TV!
- **Tumblebooks**: An online collection of existing picture books with animation, sound, music and narration which you can read or have read to you
- **The New York Times Online**: Courtesy of the California State Library, a daily access code to give you full digital access to The New York Times.
- **A to Z World Foods**: Thousands of international recipes, hundreds of culture and ingredient articles to take your culinary skills to the next level

We encourage members of the community to continue to utilize our limitless resources through the website as well as our YouTube page at www.youtube.com/c/altadenalibrary.

Statistical Update:

System-Wide Statistics	July	August	September	October	November
E-Resource Checkouts	5790	5396	5381	6790	7031
3-D Printouts	41	24	20	20	0
Reference Sessions	60	108	123	332	231
Live Chat Sessions	52	37	61	56	35
Main Library Statistics					
Physical Collections Checkouts	3263	2234	7111	6467	5543
Library of Things	22	34	30	21	40
Print from Home Transactions	0	0	0	0	1
New Patrons	73	59	53	71	48
Bob Lucas Statistics					
Physical Collections Checkouts	186	164	622	603	786
Library of Things	6	10	7	6	6
Print from Home Transactions	0	0	0	0	1
New Patrons	1	3	2	4	1

As you can see, our electronic checkouts continue to climb each month and we anticipate this to be an even bigger number in December with Curbside no longer an option. We are also very excited about the continued interest in the Library of Things checkouts that increase each month as well. Staff will be focusing on expanding the offerings through the Library of Things while at home, as it is our intention to continuously add desired items this is collection that are in demand in the community.

Library Journal Design Institute

As I mentioned in my report last month, we were selected as one of the projects for the Library Journal Design Institute's Design Challenge that took place on November 18. We worked with the Anderson-Brulé Architectural firm on this collaboration. Our challenge took place that morning and we had over 80 participants in the Zoom room to offer feedback and ideas on how programming and services should inform the design of the Main Library. There were four breakout rooms that had the opportunity to create a layout without knowing how things are currently situated. All of us felt the

ideas and suggestions were very beneficial and will be very useful as we embark on the design and renovation plans in the next few years.

Programs & Partnerships



100 Years of Lights – Celebrating CTLA

We are so excited to announce that the lights on Christmas Tree Lane were officially lit on Wednesday, December 2nd at 6:00pm! The lights will be on every evening from 6-12pm through January 7th. I have driven down the lane each night since they were lit and it is still such a magical experience! A big thank you to Facilities Manager Jonathan Arevalo, our liaison to the CTLA Board for his work in this past year with the CTLA members. The Board also created an app to enhance the experience this year so please add it to your device so use as you drive the lane. That can be found at:

<https://christmastreelane.glideapp.io>.

Melissa and Chloé worked with Christmas Tree Lane Association and Altadena Historical Society to produce a series of videos documenting brief glimpses into the history of Christmas Tree Lane. These 13 short vignettes and a compilation movie of all 13 will be published on December 12th in lieu of the annual tree lighting festival that would have normally taken place that evening. We are glad to celebrate their 100-year anniversary with this virtual offering that our community and Christmas Tree Lane visitors can enjoy for years to come!

FRIENDS of the Altadena Library Join the Friends for a virtual celebration of the holiday season on **Sat Dec 19 at 4pm**

For more information, email friends_altadenalibrary@yahoo.com

and share a festive reading, from a Christmas, Hanukkah or Kwanzaa story to a winter poem

Friends of the Altadena Libraries: Please join our wonderful Friends and supporters on **Saturday, December 19th at 4:00pm** to listen to and share a festive reading. This can be a story, poem or other reading that promotes holiday cheer!

Those interested can sign up for the Zoom access by emailing friends_altadenalibrary@yahoo.com.



**BOARD OF LIBRARY TRUSTEES
FINANCE REPORT for October 2020**

DEPARTMENT: Administration

MEETING DATE: December 14, 2020

PREPARED BY: Nicole Fabry

LOCATION: Virtual Meeting

TITLE: Summary Report of Financial Statements for October 2020

OCTOBER 2020 FINANCIAL STATEMENTS

The following financial reports are for the month of October 2020. The financial statements are unaudited. Currently we are at 33.3% of our budget year.

As indicated on the Balance Sheet, actual year-to-date expenditures exceed actual year-to-date revenues reflecting a net income of -\$996,270.25. ALD cash and cash equivalents are \$2,708,728.66.

Total cash with the County is \$2,429,598.22. The total amount required to satisfy District policy of six months' (50%) operating expenses held in reserves is \$1,977,025.

ALD total assets equal \$4,420,522.80.

REVENUE HIGHLIGHTS

Account 4735 – In October 2020 we received \$345,834.77 in grant income from Califa Group to install high-speed broadband.

EXPENDITURE HIGHLIGHTS

Account 7320 – \$4,284.50 was spent on a new sprinkler system at the Branch. \$13,721.50 was spent on electrical upgrades and new flooring in both the Circulation and Assistant Library Director's office.

Account 6150 – \$13,402.95 was paid to Bibliotheca for the District's Cloud Library annual subscription as well as electronic materials purchases for August and September.

Account 7125 – \$5,250.00 was paid to Nigro & Nigro for progress billing on the FY19-20 Financial Audit.

Account 6210 – \$3,000.00 was paid to author Caitlyn Doughty for a highly successful program with the District's Teen Librarian.

PAYMENTS FROM SUPPORT ORGANIZATIONS

None to report.

Altadena Library District
Balance Sheet
As of October 31, 2020

	Oct 31, 20
ASSETS	
Current Assets	
Checking/Savings	
Cash & Cash Equivalents	
Cash in Banks	
1001 · Pacific West - Checking	252,771.91
1002 · Pacific West - MMA	15,762.91
1046 · PayPal	287.93
Total Cash in Banks	268,822.75
Cash on Hand	
1080 · Petty Cash	500.00
1081 · Cash Register - Main	150.00
1082 · Petty Cash - Branch	100.00
1083 · Cash Register - Branch	100.00
Total Cash on Hand	850.00
Cash with County	
1010.00 · Cash in County Treasury	2,429,598.22
1013 · FMV - COLA Funds	9,457.69
Total Cash with County	2,439,055.91
Total Cash & Cash Equivalents	2,708,728.66
Total Checking/Savings	2,708,728.66
Other Current Assets	
Property Tax Receivables (COLA)	
1410 · PT Receivable-Current Unsecured	17,784.05
Total Property Tax Receivables (COLA)	17,784.05
Total Other Current Assets	17,784.05
Total Current Assets	2,726,512.71
Fixed Assets	
Capital Assets	
Accumulated Depreciation	
1800 · Accum Depr (S & I)	(1,163,680.68)
1900 · Accum Depr (FF & E)	(109,838.88)
Total Accumulated Depreciation	(1,273,519.56)
Depreciable Assets	
1550 · Structures & Improvements	1,722,477.96
1700 · Furniture, Fixtures & Equipment	202,498.41
Total Depreciable Assets	1,924,976.37
Non-Depreciable Assets	
1500 · Land	77,280.28
1510 · Artwork	102,500.00
Total Non-Depreciable Assets	179,780.28
Total Capital Assets	831,237.09
Total Fixed Assets	831,237.09

Altadena Library District
Balance Sheet
As of October 31, 2020

	Oct 31, 20
Other Assets	
Deferred Outflows of Resources	
1990 · DOR - Pension Contributions	255,705.00
1991 · DOR - Pension Related	360,027.00
1992 · DOR - OPEB Contributions	128,120.00
1993 · DOR - OPEB Related	118,921.00
Total Deferred Outflows of Resources	862,773.00
Total Other Assets	862,773.00
TOTAL ASSETS	4,420,522.80
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	37,147.24
Total Accounts Payable	37,147.24
Credit Cards	
2009 · UMB Credit Card	32,127.36
Total Credit Cards	32,127.36
Other Current Liabilities	
2005 · Accrued Expenses - Other	4,189.90
2050 · Accrued Vacation Payable	108,056.97
2100 · Payroll Payable	
2100.02 · Salaries & Benefits Payable	12,815.99
2100.03 · CalPers CLASSIC (EE Ded)	1,240.84
2100.04 · CalPers PEPRA (EE Ded)	10,452.95
2100.07 · CalPers 457 (EE Contribution)	445.98
2100.08 · CalPers 457 (EE Loan Repayment)	120.41
2100.09 · Disability Insurance	(232.46)
Total 2100 · Payroll Payable	24,843.71
Total Other Current Liabilities	137,090.58
Total Current Liabilities	206,365.18
Long Term Liabilities	
Deferred Inflows of Resources	
2601 · DIR - Pension Related	216,988.00
2602 · DIR - OPEB Related	340,616.00
Total Deferred Inflows of Resources	557,604.00
2700 · Net Pension Liability	2,504,038.00
2701 · Net OPEB Liability	1,024,083.00
Total Long Term Liabilities	4,085,725.00
Total Liabilities	4,292,090.18
Equity	
3300 · Retained Earnings	1,124,702.87
Net Income	(996,270.25)
Total Equity	128,432.62
TOTAL LIABILITIES & EQUITY	4,420,522.80

Altadena Library District
Profit & Loss
 October 2020

	Oct 20
Ordinary Income/Expense	
Income	
DONATIONS AND GRANTS	
4735 · Designated	345,834.77
Total DONATIONS AND GRANTS	345,834.77
FINES & FEES	
4305 · Fees	87.76
4310 · MFM / Printer Revenue	2.60
Total FINES & FEES	90.36
INTEREST INCOME & ADJUSTMENTS	
4210 · Interest Income (Savings)	0.26
Total INTEREST INCOME & ADJUSTMENTS	0.26
PROPERTY TAXES	
4040 · Prior-Year Unsecured	
4040.00 · Prior Unsecured	(14,502.00)
Total 4040 · Prior-Year Unsecured	(14,502.00)
4200 · Interest Income - County of LA	1,648.09
Total PROPERTY TAXES	(12,853.91)
Total Income	333,071.48
Expense	
CAPITAL EXPENSE	
7320 · Structures & Improvements	18,006.00
Total CAPITAL EXPENSE	18,006.00
FACILITIES, GROUNDS & MAINT.	
7205 · Maintenance Contracts	3,489.04
7210 · Building Maint & Repairs	1,205.88
7220 · Landscape	4,665.47
Total FACILITIES, GROUNDS & MAINT.	9,360.39
LIBRARY MATERIALS	
6115 · Electronic Databases & Subscrip	199.33
6120 · Books	1,755.69
6140 · Periodicals	19.65
6150 · Downloadables	13,402.95
6155 · Library of Things	539.15
Total LIBRARY MATERIALS	15,916.77
OPERATING EXPENSES	
ADVERTISING & MARKETING	
6618 · Recruitment	69.75
6627 · Advertising / Marketing	176.44
Total ADVERTISING & MARKETING	246.19
FEES	
6745 · Banking & Service Fees	5.16
6746 · Payroll Fees	750.00
Total FEES	755.16
INSURANCE	
6430 · Insurance-Gen, Prop, Liab, Eq	233.61
Total INSURANCE	233.61

Altadena Library District
Profit & Loss
October 2020

	Oct 20
STAFF COSTS & PROF. DEVELOPMENT	
6623 · Trustee Prof. Development	15.00
6625 · Training & Education	631.16
6626 · Staff Recognition	35.55
6710 · Meetings & Travel	786.24
	1,467.95
Total STAFF COSTS & PROF. DEVELOPMENT	1,467.95
UTILITIES	
6920 · Electricity	5,729.94
6930 · Natural Gas	40.28
6940 · Water & Sewage	866.85
6950 · Refuse	410.15
	7,047.22
Total UTILITIES	7,047.22
6740 · Postage & Delivery	16.57
6750 · Printing & Reproduction	500.00
6755 · Small Equipment	741.12
6765 · Janitorial Supplies	856.65
6770 · Operating Supplies	4,165.90
6775 · Technical Services Supplies	157.72
6970 · Equipment Lease & Rental	1,675.54
	17,863.63
Total OPERATING EXPENSES	17,863.63
PERSONNEL RELATED EXPENSES	
5000 · SALARIES & WAGES	
5010 · Salaried	64,031.94
5020 · Hourly	73,987.11
	138,019.05
Total 5000 · SALARIES & WAGES	138,019.05
5100 · Employer-Portion Taxes/Benefits	
5120 · Payroll Taxes (ER)	
5250 · FUTA	15.58
5120 · Payroll Taxes (ER) - Other	10,655.15
	10,670.73
Total 5120 · Payroll Taxes (ER)	10,670.73
Total 5100 · Employer-Portion Taxes/Benefits	10,670.73
5200 · Insurance	
5220 · Health Insurance	9,447.18
5221 · Health Insurance - Retirees	5,981.03
5230 · Dental Insurance	1,166.09
5240 · Vision Insurance	398.90
5260 · Life Insurance	117.99
	17,111.19
Total 5200 · Insurance	17,111.19
Total PERSONNEL RELATED EXPENSES	165,800.97
PROFESSIONAL & TECHNICAL	
INFORMATION TECHNOLOGY (IT)	
7170 · Telecommunications	725.27
7180 · Technology Equipment	2,456.54
7185 · Technology Maintenance Fees	122.53
	3,304.34
Total INFORMATION TECHNOLOGY (IT)	3,304.34
PROFESSIONAL SERVICES	
7125 · Audit and Financial Consulting	8,998.30
7130 · Legal Fees	1,179.00
	10,177.30
Total PROFESSIONAL SERVICES	10,177.30
Total PROFESSIONAL & TECHNICAL	13,481.64

Altadena Library District
Profit & Loss
October 2020

	<u>Oct 20</u>
PROGRAMS	
6200 · Youth Services	643.21
6210 · Teen Services	3,112.50
6220 · Adult Services	150.00
6230 · Bob Lucas Branch Services	1,080.60
6240 · Literacy Services	29.30
	<hr/>
Total PROGRAMS	5,015.61
	<hr/>
Total Expense	245,445.01
	<hr/>
Net Ordinary Income	87,626.47
	<hr/>
Net Income	87,626.47
	<hr/> <hr/>

Altadena Library District
Profit & Loss Budget vs. Actual
July through October 2020

	Jul - Oct 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
DONATIONS AND GRANTS				
4705 · Altadena Library Foundation		10,000.00	(10,000.00)	
4710 · Friends of the Library	28,000.00	25,000.00	3,000.00	112.0%
4735 · Designated	346,334.77			
4740 · CA Library Literacy Services		18,000.00	(18,000.00)	
Total DONATIONS AND GRANTS	374,334.77	53,000.00	321,334.77	706.3%
FINES & FEES				
4305 · Fees	307.85	4,000.00	(3,692.15)	7.7%
4310 · MFM / Printer Revenue	7.35	8,000.00	(7,992.65)	0.1%
4340 · Passport Services Fees		90,000.00	(90,000.00)	
4350 · Sales of Products		1,500.00	(1,500.00)	
Total FINES & FEES	315.20	103,500.00	(103,184.80)	0.3%
INTEREST INCOME & ADJUSTMENTS				
4210 · Interest Income (Savings)	0.97	400.00	(399.03)	0.2%
Total INTEREST INCOME & ADJUSTMENTS	0.97	400.00	(399.03)	0.2%
OTHER REVENUE & ADJUSTMENT				
4910 · Miscellaneous Income	27.00			
4915 · Film Rental Revenue	7,142.80	1,000.00	6,142.80	714.3%
4930 · E-Rate Revenue		36,000.00	(36,000.00)	
4940 · Transfer in from Reserves		194,550.00	(194,550.00)	
4999 · Credit Card Rebates		10,000.00	(10,000.00)	
Total OTHER REVENUE & ADJUSTMENT	7,169.80	241,550.00	(234,380.20)	3.0%
PROPERTY TAXES				
4010 · Current-Year Secured				
4010.00 · Current Secured		2,576,000.00	(2,576,000.00)	
Total 4010 · Current-Year Secured		2,576,000.00	(2,576,000.00)	
4020 · Current-Year Unsecured				
4020.00 · Current Unsecured	88,920.24			
4020 · Current-Year Unsecured - Other		86,900.00	(86,900.00)	
Total 4020 · Current-Year Unsecured	88,920.24	86,900.00	2,020.24	102.3%
4030 · Prior-Year Secured				
4030.00 · Prior Secured	(55,521.36)			
4030.05 · Secured Tax Refunds	(966.80)			
Total 4030 · Prior-Year Secured	(56,488.16)			
4040 · Prior-Year Unsecured				
4040.00 · Prior Unsecured	(14,502.00)			
Total 4040 · Prior-Year Unsecured	(14,502.00)			
4050 · Homeowners Exemption		15,300.00	(15,300.00)	
4060 · Special Assessment				
4060.01 · Per Parcel Benefit Assessment	(15,458.20)			
4060 · Special Assessment - Other		846,400.00	(846,400.00)	
Total 4060 · Special Assessment	(15,458.20)	846,400.00	(861,858.20)	(1.8)%
4070 · Supplemental Current				
4010.03 · SB 813 Supplemental	(24,575.02)			
Total 4070 · Supplemental Current	(24,575.02)			
4075 · Supplemental Prior				
4030.03 · SB 813 Redemption	336.93			
Total 4075 · Supplemental Prior	336.93			

Altadena Library District
Profit & Loss Budget vs. Actual
July through October 2020

	Jul - Oct 20	Budget	\$ Over Budget	% of Budget
4080 · Penalties, Interest & Costs-Ref	2,085.20	10,000.00	(7,914.80)	20.9%
4200 · Interest Income - County of LA	(283.09)	21,000.00	(21,283.09)	(1.3)%
Total PROPERTY TAXES	(19,964.10)	3,555,600.00	(3,575,564.10)	(0.6)%
Total Income	361,856.64	3,954,050.00	(3,592,193.36)	9.2%
Expense				
CAPITAL EXPENSE				
7310 · Equipment, Furniture & Fixtures	23,972.02	50,000.00	(26,027.98)	47.9%
7320 · Structures & Improvements	18,006.00	70,000.00	(51,994.00)	25.7%
Total CAPITAL EXPENSE	41,978.02	120,000.00	(78,021.98)	35.0%
FACILITIES, GROUNDS & MAINT.				
7205 · Maintenance Contracts	5,588.28	12,000.00	(6,411.72)	46.6%
7210 · Building Maint & Repairs	3,449.12	30,000.00	(26,550.88)	11.5%
7220 · Landscape	8,369.94	19,000.00	(10,630.06)	44.1%
Total FACILITIES, GROUNDS & MAINT.	17,407.34	61,000.00	(43,592.66)	28.5%
LIBRARY MATERIALS				
6110 · Cataloging Expenses	3,388.01	22,000.00	(18,611.99)	15.4%
6115 · Electronic Databases & Subscrip	13,772.62	30,000.00	(16,227.38)	45.9%
6120 · Books	50,408.67	130,000.00	(79,591.33)	38.8%
6125 · Audio CD	694.64	10,000.00	(9,305.36)	6.9%
6130 · DVD's & Videogames	692.75	45,000.00	(44,307.25)	1.5%
6140 · Periodicals	2,698.56	15,000.00	(12,301.44)	18.0%
6150 · Downloadables	13,991.22	43,000.00	(29,008.78)	32.5%
6155 · Library of Things	804.68	2,000.00	(1,195.32)	40.2%
Total LIBRARY MATERIALS	86,451.15	297,000.00	(210,548.85)	29.1%
MISCELLANEOUS EXPENSE				
7510 · Miscellaneous Expense	400.00			
7540 · Trustee Election		70,000.00	(70,000.00)	
Total MISCELLANEOUS EXPENSE	400.00	70,000.00	(69,600.00)	0.6%
OPERATING EXPENSES				
ADVERTISING & MARKETING				
6618 · Recruitment	196.25	2,500.00	(2,303.75)	7.9%
6627 · Advertising / Marketing	1,848.95	7,000.00	(5,151.05)	26.4%
Total ADVERTISING & MARKETING	2,045.20	9,500.00	(7,454.80)	21.5%
FEES				
6745 · Banking & Service Fees	(55.23)	2,000.00	(2,055.23)	(2.8)%
6746 · Payroll Fees	3,000.00	10,200.00	(7,200.00)	29.4%
7530 · County Tax Collection Fees		33,700.00	(33,700.00)	
Total FEES	2,944.77	45,900.00	(42,955.23)	6.4%
INSURANCE				
6430 · Insurance-Gen, Prop, Liab, Eq	49,027.78	48,800.00	227.78	100.5%
6432 · Earthquake Insurance	33,102.25	33,100.00	2.25	100.0%
Total INSURANCE	82,130.03	81,900.00	230.03	100.3%
STAFF COSTS & PROF. DEVELOPMENT				
6623 · Trustee Prof. Development	15.00	3,000.00	(2,985.00)	0.5%
6625 · Training & Education	2,285.21	15,000.00	(12,714.79)	15.2%
6626 · Staff Recognition	418.36	2,000.00	(1,581.64)	20.9%
6710 · Meetings & Travel	1,340.77	10,000.00	(8,659.23)	13.4%
6730 · Mileage & Parking Reimbursement		2,000.00	(2,000.00)	
Total STAFF COSTS & PROF. DEVELOPMENT	4,059.34	32,000.00	(27,940.66)	12.7%

Altadena Library District
Profit & Loss Budget vs. Actual
July through October 2020

	Jul - Oct 20	Budget	\$ Over Budget	% of Budget
UTILITIES				
6920 · Electricity	16,341.93	40,000.00	(23,658.07)	40.9%
6930 · Natural Gas	112.22	4,000.00	(3,887.78)	2.8%
6940 · Water & Sewage	2,680.15	8,000.00	(5,319.85)	33.5%
6950 · Refuse	2,159.20	7,000.00	(4,840.80)	30.8%
Total UTILITIES	21,293.50	59,000.00	(37,706.50)	36.1%
6620 · Membership Dues & Subscriptions	9,457.94	14,000.00	(4,542.06)	67.6%
6740 · Postage & Delivery	313.13	7,000.00	(6,686.87)	4.5%
6750 · Printing & Reproduction	1,910.00	5,000.00	(3,090.00)	38.2%
6755 · Small Equipment	1,053.09	7,000.00	(5,946.91)	15.0%
6765 · Janitorial Supplies	1,470.23	6,000.00	(4,529.77)	24.5%
6770 · Operating Supplies	8,329.86	15,000.00	(6,670.14)	55.5%
6775 · Technical Services Supplies	773.66	5,000.00	(4,226.34)	15.5%
6780 · Operating Software		1,500.00	(1,500.00)	
6960 · Sales of Products		200.00	(200.00)	
6970 · Equipment Lease & Rental	6,870.95	20,000.00	(13,129.05)	34.4%
Total OPERATING EXPENSES	142,651.70	309,000.00	(166,348.30)	46.2%
PERSONNEL RELATED EXPENSES				
5000 · SALARIES & WAGES				
5010 · Salaried	248,657.82	908,300.00	(659,642.18)	27.4%
5020 · Hourly	351,418.68	974,100.00	(622,681.32)	36.1%
Total 5000 · SALARIES & WAGES	600,076.50	1,882,400.00	(1,282,323.50)	31.9%
5100 · Employer-Portion Taxes/Benefits				
5120 · Payroll Taxes (ER)				
5250 · FUTA	83.86			
5120 · Payroll Taxes (ER) - Other	45,465.45	155,600.00	(110,134.55)	29.2%
Total 5120 · Payroll Taxes (ER)	45,549.31	155,600.00	(110,050.69)	29.3%
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	4,450.20	20,300.00	(15,849.80)	21.9%
5210.02 · CalPers PEPRA (ER Contr)	21,334.42	104,300.00	(82,965.58)	20.5%
5218 · PERS Unfunded	168,617.00	168,700.00	(83.00)	100.0%
Total 5210 · PERS Retirement	194,401.62	293,300.00	(98,898.38)	66.3%
5222 · OPEB Contribution		60,000.00	(60,000.00)	
Total 5100 · Employer-Portion Taxes/Benefits	239,950.93	508,900.00	(268,949.07)	47.2%
5200 · Insurance				
5220 · Health Insurance	37,902.65	132,000.00	(94,097.35)	28.7%
5221 · Health Insurance - Retirees	23,424.12	71,700.00	(48,275.88)	32.7%
5230 · Dental Insurance	3,143.87	13,200.00	(10,056.13)	23.8%
5240 · Vision Insurance	1,887.41	3,900.00	(2,012.59)	48.4%
5260 · Life Insurance	466.42	1,400.00	(933.58)	33.3%
5270 · Workers' Compensation	49,825.96	47,050.00	2,775.96	105.9%
Total 5200 · Insurance	116,650.43	269,250.00	(152,599.57)	43.3%
Total PERSONNEL RELATED EXPENSES	956,677.86	2,660,550.00	(1,703,872.14)	36.0%
PROFESSIONAL & TECHNICAL				
INFORMATION TECHNOLOGY (IT)				
7135 · Technology Consulting		7,000.00	(7,000.00)	
7170 · Telecommunications	3,094.86	10,000.00	(6,905.14)	30.9%
7175 · Internet Service / E-Rate		53,000.00	(53,000.00)	
7180 · Technology Equipment	6,787.90	15,000.00	(8,212.10)	45.3%
7185 · Technology Maintenance Fees	14,397.22	18,000.00	(3,602.78)	80.0%
7190 · Website Development	18.99	500.00	(481.01)	3.8%
Total INFORMATION TECHNOLOGY (IT)	24,298.97	103,500.00	(79,201.03)	23.5%

Altadena Library District
Profit & Loss Budget vs. Actual
July through October 2020

	Jul - Oct 20	Budget	\$ Over Budget	% of Budget
PROFESSIONAL SERVICES				
7125 · Audit and Financial Consulting	31,337.60	60,000.00	(28,662.40)	52.2%
7130 · Legal Fees	18,152.47	60,000.00	(41,847.53)	30.3%
7140 · Architectural & Engineering		50,000.00	(50,000.00)	
7155 · Consultants - Other	27,073.00	100,000.00	(72,927.00)	27.1%
Total PROFESSIONAL SERVICES	76,563.07	270,000.00	(193,436.93)	28.4%
Total PROFESSIONAL & TECHNICAL	100,862.04	373,500.00	(272,637.96)	27.0%
PROGRAMS				
6200 · Youth Services	1,447.82	11,000.00	(9,552.18)	13.2%
6210 · Teen Services	3,340.53	5,500.00	(2,159.47)	60.7%
6220 · Adult Services	795.62	25,000.00	(24,204.38)	3.2%
6230 · Bob Lucas Branch Services	3,539.39	4,500.00	(960.61)	78.7%
6240 · Literacy Services	1,445.24	5,000.00	(3,554.76)	28.9%
6250 · Volunteer Services	29.54	2,000.00	(1,970.46)	1.5%
6260 · Summer Reading	1,100.64	10,000.00	(8,899.36)	11.0%
Total PROGRAMS	11,698.78	63,000.00	(51,301.22)	18.6%
Total Expense	1,358,126.89	3,954,050.00	(2,595,923.11)	34.3%
Net Ordinary Income	(996,270.25)		(996,270.25)	100.0%
Net Income	(996,270.25)		(996,270.25)	100.0%

Altadena Library District
Profit & Loss Prev Year Comparison
July through October 2020

	Jul - Oct 20	Jul - Oct 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
DONATIONS AND GRANTS				
4710 · Friends of the Library	28,000.00		28,000.00	100.0%
4730 · Undesignated		1.00	(1.00)	(100.0)%
4735 · Designated	346,334.77		346,334.77	100.0%
Total DONATIONS AND GRANTS	374,334.77	1.00	374,333.77	37,433,377.0%
FINES & FEES				
4305 · Fees	307.85	1,585.61	(1,277.76)	(80.6)%
4310 · MFM / Printer Revenue	7.35	1,013.50	(1,006.15)	(99.3)%
4340 · Passport Services Fees		39,210.00	(39,210.00)	(100.0)%
4350 · Sales of Products		461.00	(461.00)	(100.0)%
Total FINES & FEES	315.20	42,270.11	(41,954.91)	(99.3)%
INTEREST INCOME & ADJUSTMENTS				
4210 · Interest Income (Savings)	0.97	12.45	(11.48)	(92.2)%
Total INTEREST INCOME & ADJUSTMENTS	0.97	12.45	(11.48)	(92.2)%
OTHER REVENUE & ADJUSTMENT				
4910 · Miscellaneous Income	27.00	4,360.41	(4,333.41)	(99.4)%
4915 · Film Rental Revenue	7,142.80		7,142.80	100.0%
Total OTHER REVENUE & ADJUSTMENT	7,169.80	4,360.41	2,809.39	64.4%
PROPERTY TAXES				
4020 · Current-Year Unsecured				
4020.00 · Current Unsecured	88,920.24	86,918.20	2,002.04	2.3%
Total 4020 · Current-Year Unsecured	88,920.24	86,918.20	2,002.04	2.3%
4030 · Prior-Year Secured				
4030.00 · Prior Secured	(55,521.36)	(30,830.81)	(24,690.55)	(80.1)%
4030.05 · Secured Tax Refunds	(966.80)	(2,921.29)	1,954.49	66.9%
Total 4030 · Prior-Year Secured	(56,488.16)	(33,752.10)	(22,736.06)	(67.4)%
4040 · Prior-Year Unsecured				
4040.00 · Prior Unsecured	(14,502.00)	(9,103.53)	(5,398.47)	(59.3)%
Total 4040 · Prior-Year Unsecured	(14,502.00)	(9,103.53)	(5,398.47)	(59.3)%
4060 · Special Assessment				
4060.01 · Per Parcel Benefit Assessment	(15,458.20)	(14,351.15)	(1,107.05)	(7.7)%
4060.02 · Direct Assessments		402.45	(402.45)	(100.0)%
Total 4060 · Special Assessment	(15,458.20)	(13,948.70)	(1,509.50)	(10.8)%
4070 · Supplemental Current				
4010.03 · SB 813 Supplemental	(24,575.02)	(21,570.24)	(3,004.78)	(13.9)%
Total 4070 · Supplemental Current	(24,575.02)	(21,570.24)	(3,004.78)	(13.9)%
4075 · Supplemental Prior				
4030.03 · SB 813 Redemption	336.93	101.44	235.49	232.2%
Total 4075 · Supplemental Prior	336.93	101.44	235.49	232.2%
4080 · Penalties, Interest & Costs-Ref	2,085.20	1,070.76	1,014.44	94.7%
4200 · Interest Income - County of LA	(283.09)	1,534.17	(1,817.26)	(118.5)%
Total PROPERTY TAXES	(19,964.10)	11,250.00	(31,214.10)	(277.5)%
Total Income	361,856.64	57,893.97	303,962.67	525.0%

Altadena Library District
Profit & Loss Prev Year Comparison
July through October 2020

Expense	Jul - Oct 20	Jul - Oct 19	\$ Change	% Change
CAPITAL EXPENSE				
7310 · Equipment, Furniture & Fixtures	23,972.02	4,939.50	19,032.52	385.3%
7320 · Structures & Improvements	18,006.00	6,381.00	11,625.00	182.2%
Total CAPITAL EXPENSE	41,978.02	11,320.50	30,657.52	270.8%
FACILITIES, GROUNDS & MAINT.				
7205 · Maintenance Contracts	5,588.28	5,262.56	325.72	6.2%
7210 · Building Maint & Repairs	3,449.12	8,063.59	(4,614.47)	(57.2)%
7220 · Landscape	8,369.94	11,479.02	(3,109.08)	(27.1)%
Total FACILITIES, GROUNDS & MAINT.	17,407.34	24,805.17	(7,397.83)	(29.8)%
LIBRARY MATERIALS				
6110 · Cataloging Expenses	3,388.01	8,239.34	(4,851.33)	(58.9)%
6115 · Electronic Databases & Subscrip	13,772.62	18,801.59	(5,028.97)	(26.8)%
6120 · Books	50,408.67	42,580.50	7,828.17	18.4%
6125 · Audio CD	694.64	756.97	(62.33)	(8.2)%
6130 · DVD's & Videogames	692.75	18,828.51	(18,135.76)	(96.3)%
6135 · Processing of Materials	2,698.56	19,584.01	(19,584.01)	(100.0)%
6140 · Periodicals	13,991.22	12,019.57	(9,321.01)	(77.6)%
6150 · Downloadables	804.68	5,000.00	8,991.22	179.8%
6155 · Library of Things	804.68	804.68	804.68	100.0%
Total LIBRARY MATERIALS	86,451.15	125,810.49	(39,359.34)	(31.3)%
MISCELLANEOUS EXPENSE				
7510 · Miscellaneous Expense	400.00	414.30	(14.30)	(3.5)%
Total MISCELLANEOUS EXPENSE	400.00	414.30	(14.30)	(3.5)%
OPERATING EXPENSES				
ADVERTISING & MARKETING				
6618 · Recruitment	196.25	1,763.94	(1,567.69)	(88.9)%
6627 · Advertising / Marketing	1,848.95	1,251.59	597.36	47.7%
Total ADVERTISING & MARKETING	2,045.20	3,015.53	(970.33)	(32.2)%
FEES				
6745 · Banking & Service Fees	(55.23)	710.92	(766.15)	(107.8)%
6746 · Payroll Fees	3,000.00	3,160.00	(160.00)	(5.1)%
Total FEES	2,944.77	3,870.92	(926.15)	(23.9)%
INSURANCE				
6430 · Insurance-Gen, Prop, Liab, Eq	49,027.78	33,011.34	16,016.44	48.5%
6432 · Earthquake Insurance	33,102.25	30,370.00	2,732.25	9.0%
Total INSURANCE	82,130.03	63,381.34	18,748.69	29.6%
STAFF COSTS & PROF. DEVELOPMENT				
6623 · Trustee Prof. Development	15.00	240.00	(225.00)	(93.8)%
6625 · Training & Education	2,285.21	11,668.66	(9,383.45)	(80.4)%
6626 · Staff Recognition	418.36	418.82	(0.46)	(0.1)%
6710 · Meetings & Travel	1,340.77	2,682.29	(1,341.52)	(50.0)%
6730 · Mileage & Parking Reimbursement	739.99	739.99	(739.99)	(100.0)%
Total STAFF COSTS & PROF. DEVELOPMENT	4,059.34	15,749.76	(11,690.42)	(74.2)%
UTILITIES				
6920 · Electricity	16,341.93	18,072.15	(1,730.22)	(9.6)%
6930 · Natural Gas	112.22	152.23	(40.01)	(26.3)%
6940 · Water & Sewage	2,680.15	2,656.70	23.45	0.9%
6950 · Refuse	2,159.20	2,335.48	(176.28)	(7.6)%
Total UTILITIES	21,293.50	23,216.56	(1,923.06)	(8.3)%

Altadena Library District
Profit & Loss Prev Year Comparison
July through October 2020

	Jul - Oct 20	Jul - Oct 19	\$ Change	% Change
6620 · Membership Dues & Subscriptions	9,457.94	9,025.46	432.48	4.8%
6740 · Postage & Delivery	313.13	2,320.06	(2,006.93)	(86.5)%
6750 · Printing & Reproduction	1,910.00	2,209.77	(299.77)	(13.6)%
6755 · Small Equipment	1,053.09	1,872.26	(819.17)	(43.8)%
6765 · Janitorial Supplies	1,470.23	2,359.86	(889.63)	(37.7)%
6770 · Operating Supplies	8,329.86	5,421.33	2,908.53	53.7%
6775 · Technical Services Supplies	773.66	1,378.27	(604.61)	(43.9)%
6780 · Operating Software	427.90	(427.90)	(100.0)%	(100.0)%
6960 · Sales of Products	50.00	50.00	(100.0)%	(100.0)%
6970 · Equipment Lease & Rental	6,870.95	6,613.02	257.93	3.9%
Total OPERATING EXPENSES	142,651.70	140,912.04	1,739.66	1.2%
PERSONNEL RELATED EXPENSES				
5000 · SALARIES & WAGES				
5010 · Salaried	248,657.82	76,741.15	171,916.67	224.0%
5020 · Hourly	351,418.68	414,278.76	(62,860.08)	(15.2)%
Total 5000 · SALARIES & WAGES	600,076.50	491,019.91	109,056.59	22.2%
5100 · Employer-Portion Taxes/Benefits				
5120 · Payroll Taxes (ER)				
5250 · FUTA	83.86	83.86	100.0%	100.0%
5120 · Payroll Taxes (ER) - Other	45,465.45	37,240.38	8,225.07	22.1%
Total 5120 · Payroll Taxes (ER)	45,549.31	37,240.38	8,308.93	22.3%
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	4,450.20	7,047.25	(2,597.05)	(36.9)%
5210.02 · CalPers PEPRA (ER Contr)	21,334.42	20,904.89	429.53	2.1%
5218 · PERS Unfunded	168,617.00	147,894.00	20,723.00	14.0%
Total 5210 · PERS Retirement	194,401.62	175,846.14	18,555.48	10.6%
Total 5100 · Employer-Portion Taxes/Benefits	239,950.93	213,086.52	26,864.41	12.6%
5200 · Insurance				
5220 · Health Insurance	37,902.65	38,666.86	(764.21)	(2.0)%
5221 · Health Insurance - Retirees	23,424.12	21,960.80	1,463.32	6.7%
5230 · Dental Insurance	3,143.87	3,272.92	(129.05)	(3.9)%
5240 · Vision Insurance	1,887.41	1,362.52	524.89	38.5%
5260 · Life Insurance	466.42	476.74	(10.32)	(2.2)%
5270 · Workers' Compensation	49,825.96	31,233.41	18,592.55	59.5%
Total 5200 · Insurance	116,650.43	96,973.25	19,677.18	20.3%
Total PERSONNEL RELATED EXPENSES	956,677.86	801,079.68	155,598.18	19.4%
PROFESSIONAL & TECHNICAL INFORMATION TECHNOLOGY (IT)				
7170 · Telecommunications	3,094.86	2,348.58	746.28	31.8%
7180 · Technology Equipment	6,787.90	6,109.36	678.54	11.1%
7185 · Technology Maintenance Fees	14,397.22	12,862.65	1,534.57	11.9%
7190 · Website Development	18.99	227.01	(208.02)	(91.6)%
Total INFORMATION TECHNOLOGY (IT)	24,298.97	21,547.60	2,751.37	12.8%
PROFESSIONAL SERVICES				
7125 · Audit and Financial Consulting	31,337.60	7,897.08	23,440.52	296.8%
7130 · Legal Fees	18,152.47	23,621.11	(5,468.64)	(23.2)%
7145 · Collection Agency	966.60	966.60	(100.0)%	(100.0)%
7155 · Consultants - Other	27,073.00	14,687.51	12,385.49	84.3%
Total PROFESSIONAL SERVICES	76,563.07	47,172.30	29,390.77	62.3%
Total PROFESSIONAL & TECHNICAL	100,862.04	68,719.90	32,142.14	46.8%

Altadena Library District
Profit & Loss Prev Year Comparison
July through October 2020

	Jul - Oct 20	Jul - Oct 19	\$ Change	% Change
PROGRAMS				
6200 · Youth Services	1,447.82	474.03	973.79	205.4%
6210 · Teen Services	3,340.53	327.36	3,013.17	920.5%
6220 · Adult Services	795.62	5,090.78	(4,295.16)	(84.4)%
6230 · Bob Lucas Branch Services	3,539.39	1,718.99	1,820.40	105.9%
6240 · Literacy Services	1,445.24	2,011.89	(566.65)	(28.2)%
6250 · Volunteer Services	29.54	195.66	(166.12)	(84.9)%
6260 · Summer Reading	1,100.64	2,992.26	(1,891.62)	(63.2)%
Total PROGRAMS	11,698.78	12,810.97	(1,112.19)	(8.7)%
Total Expense	1,358,126.89	1,185,873.05	172,253.84	14.5%
Net Ordinary Income	(996,270.25)	(1,127,979.08)	131,708.83	11.7%
Net Income	(996,270.25)	(1,127,979.08)	131,708.83	11.7%



**BOARD OF LIBRARY TRUSTEES
APPROVAL OF THE ALD OPERATIONAL PLAN 2021**

DEPARTMENT: Administration

MEETING DATE: December 14, 2020

PREPARED BY: Nikki Winslow

LOCATION: Virtual Meeting

TITLE: Review and Approval of the ALD Operational Plan 2021

BACKGROUND:

The ALD Management Team worked with staff to compile an Operational Plan for 2021. Similar to last year, we have organized it support the three service priorities that were identified in our Strategic Plan in 2019. Those are:

- We are Curious
- We are Connectors
- We are Neighbors

This year we chose to organize the plan by department rather than just the three overarching priorities. This was done so that it is clear which department is responsible for each objective and to make it easier to report back to the community and Board as these goals and objectives are completed throughout the year.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the Board review and approve the ALD Operational Plan 2021.



Altadena Library District Operational Plan 2021

The following Operational Plan is reflective of the Altadena Library District’s mission, vision, and values as stated below. This document outlines a plan of action for achieving the three strategic priorities set forth in the District’s Strategic Plan so that the Altadena Libraries can continue to meet the present, future, and ever-evolving needs and interests of its diverse community.

MISSION: We bring people and ideas together

VISION: An Altadena where all are learning, growing, and thriving together

VALUES: Equity, Empathy, Innovation

STRATEGIC PRIORITIES:

We are CURIOUS

We are teachers, learners, and seekers. We are interested in you, your life, your needs, and how we can help. We want to learn from and with our community, and we want to constantly develop, improve, and build our skills to serve you better. We value curiosity and are open to new ideas.

We are CONNECTORS

We lead constructive collaborations and partnerships, break down barriers, connect groups of neighbors, and centralize communication to improve the quality of life for all of us.

We are NEIGHBORS

We are more than eight square miles. We are neighbors helping neighbors, whether it’s on the next block or in the next city. We embody the best of our unique town and our diverse community.

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Administrative Services & Facilities – We are CURIOUS.

Objective #1: Continue professional development and coaching for all ALD Staff.

GOALS	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Implement a monthly Staff Training Schedule including cross-training within departments.	January 2021	December 2021	Database of all training staff is completing, updated monthly.	Staff members attend and report training a minimum of 12 times throughout the year.
Integrate EDI concepts and training in workplans, evaluations, policy and procedure and recruitment practices.	Ongoing		Regular meetings and evaluation by the EDI Team on these processes	An organizational culture that considers EDI concepts in all aspects of operation
Maintain regular workplan meetings with supervisors and direct reports.	Ongoing		Supervisors will track staff progress using the template they prefer.	Annual Evaluations are given on time and are reflective of regular workplans.
All staff evaluations will be completed in a timely and thorough manner.	Ongoing		ALD Evaluation Forms	Forms submitted to Administrative Services by set deadlines
Identify staff technology knowledge gaps against common patron questions/needs to aide in development of a training plan and schedule for staff.	January 2021	Ongoing	Staff and managers will evaluate whether they were able to achieve their self-identified learning objectives.	Staff demonstrate increased knowledge of technology competencies with direct application of learned skills when assisting patrons.

Objective #2: Maintain updated Policies and Procedures.

GOALS	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Establish a cohesive location for all Policy, Procedure, Manuals and centralized staff file management.	January 2021	May 2021	Task staff with trying to find policies or files.	Staff can locate any file they need without hesitation.
Complete the Emergency Policy Manual.	Started June 2020	March 2021	Review and updating done by the EAST.	Review and approval of the Board of Trustees
Update the Filming and Facilities Rental Policy and Fee Schedule.	January 2021	May 20201	Utilize existing policies and compare to similar facilities or organizations to create a competitive fee structure.	Review and approval of the Board of Trustees
Update the ALD Financial Policies.	January 2021	June 2021	Take existing policy and compare to other Special Districts policies, sending all updates to BBK for legal compliance.	Review and approval of the Budget Committee and Board of Trustees
Create new Collection Development Policy.	January 2021	April 2021	Aligning policy with current collection development practices, EDI principles and strategic priorities	Review and approval of the Board of Trustees

Continue updating and creation of all Library Operations policies.	Started June 2020	December 2021	Led by the Assistant Library Director in coordination with the public services Managers, comparing our existing policies with other library systems and updating these	Review and approval of the Board of Trustees
Continue to do a comparative review of similar libraries and districts to evaluate remaining policies needed at the ALD.	Ongoing		Using the policy audit provided by the previous Director, identify new policies to draft and implement.	Review and approval of the Board of Trustees

Administrative Services & Facilities – We are CONNECTORS.

Objective #4: Prepare a plan to maintain service for the community during closure for construction.

GOALS	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Identify alternate sites to offer services and materials.	Once architectural plans are finalized		Ongoing discussion with Management Team as we find an alternate site	Opening an alternate site to offer services during the closure
Draft a plan for staff to work at alternate sites or telework during a closure.	Once architectural plans are finalized		Ongoing discussion with Management Team as we find an alternate site	Finalized schedule and plan to staff the alternate site

Objective #5: Continue to plan for expanded services due to COVID-19.

GOALS	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Work with Management Team to develop Telework Expectations & Remote Work Plans.	Now	Ongoing due to pandemic	Same as in-house evaluations with some minor adjustments	Regularly completed workplans and continued productivity from remote work
Update our Internal Protocols and Service Model as current pandemic restrictions allow.	Now	Ongoing due to pandemic	Verify against State, County and CDC regulations and recommendations and implement accordingly.	Accurate and reliable guidelines and a safe service model

Objective #6: Provide services outside of the existing library buildings to the community.

GOALS	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Build at least 3 little free libraries to be implemented in the community.	March 2021	December 2021	TBD	Little libraries used and placed out in the community

Administrative Services & Facilities – We are NEIGHBORS.

Objective #7: Establish the Community Facilities District.

GOALS	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Coordinate with a Board of Trustees Committee to establish a timeline and process for both building projects.	Once Committee established	Ongoing	Regular open meetings with the CFD Standing Committee and Adhoc Facilities Committee	Established timeline and schedule of work on the building projects
Work with our consultants to sell and cash our bonds to provide necessary funding.	January 2021	Ongoing	Include consultants in the CFD Standing Committee and Adhoc Facilities Meetings to inform the budget needed for the projects.	Appropriately funded projects

Objective #8: Build relationships with local organizations and businesses.

GOALS	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Identify local vendors or businesses from which we can purchase services and goods whenever possible.	Ongoing		Meet with Administrative Services Manager to evaluate which vendors currently used and identify local competitors.	Shift of utilized vendors to more local Altadena businesses where possible, supporting local economy
Strive to negotiate competitive pricing on all contracts or spending.	Ongoing		Less spending on goods and services	Invoices and budget reflect lowered costs
Partnerships with non-profit groups focused on sustainable practices.	January 2021	Ongoing	Monthly updates of program	Partnerships established
Have facilities staff assist and lead outdoor how-to projects.	March 2021	Ongoing	Monthly updates	TBD

Adult Services – We are CURIOUS.

Objective #1: Build a comprehensive Community Asset Map for Altadena.

GOALS	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Complete mapping of existing community connections and identify gaps in our current network.	Oct 2020	February 2021	Review and additions of content by all library staff	The asset map is a library-wide, useful tool and is integrated into all library planning. Staff is continuously adding to the asset map.

Objective #2: Achieve greater organizational clarity through improved internal information resource management.

GOALS	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Full revision and continuous updates to Information Desk Manual (Includes Circulation and Reference) The manual will be created with an anti-discriminatory lens, to ensure the services we provide are equitable.	January 2021	Ongoing (First evaluation in May 2021)	Practicing work from manual from start to finish Staff review of processes and procedures to solicit accurate and most current practices	All steps are described thoroughly, and staff will be able to onboard new staff members and offer internal trainings. Documentation clear enough to allow for self-guided learning

Objective #3: Our role is in service to the interests, curiosity, and challenges of each patron.

GOALS	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Work with Marketing & Community Engagement Manager to develop content and opportunities for online engagement of diverse populations.	January 2021	Ongoing (Initial review in June 2021)	Social media and website analytics, patron feedback	Increased engagement, based on quantitative and qualitative data
Complete weeding of the adult collections in anticipation of building closures.	January 2021	Ongoing (Weeding complete by April 2021)	Koha reports, patron feedback	Circulation numbers increase across adult collections.
Perform a diversity audit of the adult collection.	April 2021	October 2021	Discussions with EDI team collection development subcommittee throughout the process	Collection better represents diverse experiences, voices and perspectives.
Enhance ESL instruction with a dedicated component to practice listening and speaking in English.	January 2021	Ongoing	Ongoing assessment with literacy staff and volunteers	Demonstrated fluency and comfort using English

			Gather base-line data and assess learners quarterly.	
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Adult Services – We are CONNECTORS.

Objective #4: Utilize Community Asset Map for a more connected Altadena.				
GOALS	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Use Community Asset Map to connect neighbors (individuals, businesses and institutions), thereby helping them realize their aspirations.	February 2021	Ongoing (Progress to be evaluated every quarter)	Tracking requests for connections and evaluating the success rate of referrals through ongoing conversations	Positive neighbor feedback Neighbors view Library as a rich resource and the first place to go when starting a new endeavor. Data is collected while maintaining patron privacy.
Utilize Community Asset Map to grow Adult Literacy Program by recruiting learning and tutors.	March 2021	Ongoing	Ongoing communication with partner organization to assess partnership relevance for both parties	10% increase in learners and tutors

Objective #5: Our partnerships with individual community members and local organizations work to enhance the user experience.				
GOALS	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Implement customer service expectations that include organically learning about patron aspirations, needs, and obstacles. (Can be done via phone, chat and email during COVID-19).	January 2021	Ongoing	Thematic tracking of aspirations, concerns, issues and obstacles in weekly Adult Services meetings	Emerging patterns will guide decision making.
In collaboration with the Marketing & Community Engagement Manager, staff will initiate (and be responsive to) community engagement opportunities.	January 2021	Ongoing (Progress to be evaluated every quarter)	Systematic documentation of staff experiences during engagement, including thematic tracking of the aspirations, concerns, issues and obstacles voiced by community	Based on conversations with community members where staff are primarily active listeners, the most relevant priorities of the entire community (not just library users) will drive our decision making.
Partner with Arlington Garden to establish community compost hub at the Bob Lucas Library.	Spring 2021	Ongoing	Monthly tracking of number of participants using compost bin	At least 5 participants/families are regularly utilizing compost bin by December 2021.

Adult Services – We are NEIGHBORS.

Objective #6: Develop and grow Read Local, Shop Local!

GOALS	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
10 thriving business partnerships by June 2021.	December 2020	June 2021 (Evaluation)	Interactions with businesses Track how many library users are using the program.	At least 10 business partnerships are established.
Leverage the benefits of the rewards card to entice more people to sign up for library cards and convert digital cards to physical cards.	January 2021	June 2021	Koha statistics, possible survey	Measurable increase in patrons converting digital cards to physical cards.
<i>Read Local</i> by partnering with local publishers and writers. Establish an equitable and innovative way to engage the community around literacy, reading and self-expression.	Planning starts spring 2021	Fall/Winter 2021 <i>A COVID-19 contingency plan is necessary.</i>	Number of participants, qualitative assessment involving both partners and participants	Wide community participation, including bridging experiences: “forging unexpected connections between diverse collaborators and audience members”

Objective #7: Creative opportunities for neighbors to come together around a shared purpose.

GOALS	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Creation of a community zine, created by and for our community.	December 2020	March 2021	Participation level and popularity of final product. Qualitative assessment involving creators and readers.	Community and library interest in producing additional community zines.
Explore solutions for outdoor programming and other COVID-19 compatible opportunities that deepen neighbors' connections.	January 2021	December 2021	Participation levels and qualitative assessment.	The library is seen as the destination for human connection in Altadena.
Leverage Community Asset Map to identify and support existing community activities that align with the library's vision and strategic priorities.	February 2021	December 2021	Assessing experience of community partners and library staff.	Learning more about the community and ourselves and documenting what we've learned
Continue building the Library of Things collection.	January 2021	December 2021	Circulation statistics, qualitative assessment through building relationships with user base	Increased circulation and engagement

<p>Introduce monthly hands-on learning experiences related to the Demonstration Garden at the Bob Lucas Library. <i>COVID Contingency - Offer virtual pre-recorded programs</i></p>	<p>March 2021</p>	<p>June 2021</p>	<p>Attendance and qualitative assessment</p>	<p>Workshops reach at least 75% attendance.</p>
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I.T. & Technical Services – We are CURIOUS.

Objective #1: Acquire information about our community to guide operations and continue to implement novel technology.				
GOALS	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Work with Administrative Assistant to to create a duplicable system of collecting randomized surveys by census tract using volunteers.	March 2021	September 2021	Quantities attained must be adequate to achieve 95% confidence interval or higher.	Randomized polling in each census tract
Acquire Makerbot Method via grant funding to support 3D printing services.	January 2021	December 2021	N/A	Makerbot Method attained

I.T. & Technical Services – We are CONNECTORS.

Objective #2: Expand technology access for all and foster relationship building through shared technology resources.				
GOALS	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Implement Project All-In-One, facilitation of 5G as a public utility through library resources.	January 2021	December 2021	Correspondence between CSL, Crown Castle, ATC, ALD, and other players	Universal Support from all players; planning in motion for 5G
Install Steelcase Thread Power to optimize library electrical infrastructure.	January 2021	September 2021	Planning, Funding, and Installation	Thread is in the floor and providing electrical power.
Integrate technology systems with community partners under single licensing umbrellas to reduce cost for all community organizations.	January 2021	December 2021	Quantity of Software Relationships	1+ partners over last FY
Provide software on public systems to support local schools and organizations in coordination with the Youth & Family Services department.	January 2021	December 2021	Contact Organizations and Determine Feasibility	1+ partners over last FY

I.T. & Technical Services – We are NEIGHBORS.

Objective #3: Bolster operational efficiency and stewarding of taxpayer dollars.				
GOALS	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Explore drone delivery of materials and implement test flights to improve services to homebound community and increase accessibility to library resources.	January 2021	September 2021	Compare to existing distribution chains' operational efficiency and end user satisfaction.	Drone acquired via Grant and 10 successful missions

Marketing & Community Engagement – We are CURIOUS.

Objective #1: Engage with Altadena to determine updated aspirations and needs of the community, post-COVID-19, to guide both library operations and to share with fellow local stakeholders.

GOALS	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Implement a Community Conversations initiative to assess aspirations, needs, and action priorities of community, especially as it relates to the upcoming building renovations.	January 2021	May 2021	Attendance numbers of meetings Quality of data collected and applicability to overall library knowledge	Involving at least 400 participants in Community Conversations process Distribution of conversations includes evenly spread across Altadena census tracts
Compile reports of both Community Conversations to share with community partners and use internally.	May 2021	June 2021	-	Publication of a report documenting the process, results, and application to library operations
Facilitate a series of engagements or support existing efforts to address key issues that arose in the conversations.	June 2021	November 2021	Number of engagements Depth of relationships with community groups working on the identified issues	At least 2 engagements around identified priorities More ongoing and collaborative relationships with at least 2 new community groups

Objective #2: Inspire curiosity through strategic partnerships and collaborative community engagement opportunities.

GOALS	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Continue to foster balanced, collaborative relationship with Altadena Town Council and Altadena Historical Society around Hidden Histories initiative, resulting in engaging events that illuminate stories of the Altadena community.	January 2021	December 2021	Number of events Surveys collecting feedback from participants and guests at events Views on both landing page and recordings of events	At least 2 large annual events that highlight speakers whose stories have not been told Positive feedback from guests and speakers Regularly growing view/listen count
Implement a regularly posted podcast featuring stories of Altadenans to share Altadena history and experiences.	January 2021	December 2021	Publication schedule Viewership	At least one podcast a month At least 50 listens a month, growing steadily throughout the year

Marketing & Community Engagement – We are CONNECTORS.

Objective #3: Provide a digital, centralized hub of digital resources, news, and stories.				
GOALS	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Engage volunteer and stakeholder support to make Altadena Connections more sustainable and utilized by more of the community.	January 2021	Ongoing	Usage of staff time Amount and quality of volunteer and stakeholder engagements in the process Size of Altadena Connections email list	Majority of story collection is from volunteers or submissions Regular check-ins with partners Steady monthly increase in email list size
Utilize social media and networking to establish Community Calendar as a central hub of Altadena events and the go-to source for community engagements.	April 2021	Ongoing	Monthly views Amount of community submissions	Steadily increasing views Regular communication with community groups about adding their events to calendar External links on partner websites to calendar
Form a network of volunteer experts to make up a Library of Experts for use by individuals and community groups.	February 2021	Ongoing	Tracking requests for connections and evaluating the success rate of referrals through ongoing conversations	Positive neighbor feedback Neighbors view Library as a rich resource and the first place to go when starting a new endeavor.

Objective #4: Streamline internal marketing processes and expand digital marketing presence.				
GOALS	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Hire a Marketing & Technology Assistant to support the marketing function and infrastructure.	January 2021	TBD	-	Hiring of a qualified Assistant
Implement a more regular posting schedule for social media that incorporates all accounts.	March 2021	Ongoing	Amount and breadth of posts	Increased engagement
Integrate departments directly in content development for audience-specific accounts (ie. @AltadenaTeens).	March 2021	Ongoing	Followers and engagements on those pages/accounts Results from posts' calls to action	Steady increase of followers and engagement statistics More meaningful follow-through with audience (event signups, visits to library, checkout of materials)

Objective #5: Foster a culture of volunteerism and provide support for our fundraising groups.

GOALS	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Streamline and expand the adult volunteer onboarding and evaluation process to include background checks and better capturing of volunteer data.	January 2021	March 2021	Files and data in the volunteer database Regular volunteer surveys	All existing and future volunteers have background checks on file. Low attrition and high volunteer satisfaction
Integrating literacy tutors into volunteer recruitment efforts to support overall literacy programming.	February 2021	Ongoing	Location of literacy tutor data Number of literacy tutors	Literacy tutor data transferred to general volunteer database Number of tutors meets demand of literacy learners
Mentorship program for civic engagement-minded individuals to provide experiences in the public sector.	January 2021	Ongoing	Volunteer placement Regular volunteer survey	Acquisition of at least one volunteer for the program Continued interest in public service
Work with support groups to streamline establish balanced schedule of fundraising campaigns supported by library staff with highest possible returns on investment.	January 2021	Ongoing	Friends and Foundation's annual campaign/event plans Existence of a schedule for support group staff support	Staff and support group leaders are aware of a shared plan. Staff regularly implement assigned tasks in support of Friends and Foundation.

Marketing & Community Engagement – We are NEIGHBORS.

Objective #6: Increase District's reach throughout all of Altadena.

GOALS	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Implement at least one marketing campaign per quarter designed to drive library card signups.	January 2021	December 2021	Reports in Koha at beginning of year and again after each campaign	4% increase in library card signups at end of 2021
Maintain and expand the Read Local, Shop Local initiative to maximize relationships with participating businesses and to include more businesses in Altadena.	January 2021	Ongoing	Count of actively involved businesses Approximate count of participating local customers (based on business self-reporting)	Customer visits recorded at all participating businesses

Identify and implement strategies to spread awareness and increase participation in use of the Bob Lucas Memorial Library.	January 2021	Ongoing	Koha and statistics reports Attendance/engagement at Bob Lucas Memorial Library programming and activities	Increase in Bob Lucas Branch library cards and visitors More stable attendance count at Branch events and initiatives
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Objective #7: Implement a mobile library program that extends library services to all of Altadena.

GOALS	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Acquire and modify a vehicle to meet service needs in coordination with the IT and Facilities Managers.	December 2020	January 2021	-	Purchase of a vehicle within budget on time
Develop and implement a balanced matrix of engagements around Altadena to attempt different services with the mobile unit.	January 2021	Ongoing	Contents of the matrix Feedback from engaged community members	Engagements in all census tracts to a variety of audiences Goal and function of engagement varies (activity, materials focus, technology, Wi-Fi) Positive interactions
Compile an evaluation report of first 6 months of service (assessment, summary, adjustments moving forward).	November 2021	December 2021	-	Internal publication of a report evaluating service to be used for future planning by end of year
Create specific social media engagements around Bookmobile in coordination with launch of services to spread awareness for users and potential collaborators.	March 2021	Ongoing	Social media analytics	External posts/tags regarding bookmobile interactions Increase in interest from community groups to engage with bookmobile programming

Objective #8: Create a channel of communication about building updates that engages community in process and highlights improvements and implications for expanded library offerings.

GOALS	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Build an online presence with a stream of updates about building, shares vision for new spaces, and solicits involvement from community.	Depends on start of building project	Ongoing	Awareness in community as judged through digital and in-person conversations with the community	Community members are aware and actively involved in the building process.

Youth & Family Services – We are CURIOUS.

Objective #1: Evaluate our current collections and introduce unique items for circulation.

GOALS	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Add new items to the Library of Things for children and teens.	Started November 2020	December 2021	Number of items added per age group, number of circulations, feedback from patrons	One circulating LOT item for each age group that fits into each of the following categories: STEM, Arts, Lifestyle/Career, Literacy, and Wellness. Each item will circulate at least once within the first three months of availability.
Create themed picture book kits for patron checkout.	January 2021	August 2021	Number of kits created, number of circulations, feedback from patrons	10 picture book kits created and circulating. Each kit will circulate at least once by the end of August 2021
Analyze collection diversity audit and utilize the results.	January 2021	December 2021	Discussion within team on completion of audit and quality of analysis	Completed diversity audit and analysis/evaluation. Best practices established by audit will be implemented to create teen and children's collection development plans. Complete research about additional vendors for books about BIPOC and other diversity.

Objective #2: Revitalize and create new ways for community members to interact with library resources outside of the library building.

GOALS	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Restart or create a new deposit library for children's materials on the West side of Altadena. Partner with Friends of ALD to source materials.	March 2021	August 2021	Track change in number of books monthly. Evaluate partner experience and any patron feedback	Establish one deposit library in the community that is regularly utilized by visitors. When updated monthly, at least one third of the available books will have been dispersed among the community.
Teen Librarian will establish regular schedule of on-site visits to local high schools in order to provide circulation and reference services and promote programming.	September 2021	December 2021	Number of visits, quality of relationship with school administrators, number of student engagements, number of new card holders	Monthly visits to schools with 5 or more interactions with students per visit. 20 new high school student library card holders by end of year.

				<i>*COVID Contingency – At least one virtual visit per month to after school student groups</i>
Outdoor programming at the library and in the community.	May 2021	December 2021	Track number of programs and participants, feedback and evaluation from participants	3 outdoor programs at the main or branch library and 2 outdoor programs in the community. Programs may be synchronous or asynchronous.
Offer 5 Virtual Playdates for Toddlers and Pre-school aged children.	January 2021	May 2021	Number of registrations, feedback and evaluation from participants	60% attendance rate per virtual playdate. Sufficient attendance to hold all 5 playdates.

Youth & Family Services – We are CONNECTORS.

Objective #3: Create lasting partnerships with local schools and childcare facilities.				
GOALS	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Collaborate with Bob Lucas Branch Library staff to research and retrieve contact information for all childcare facilities in Altadena, including home-based centers.	January 2021	March 2021	Measuring completion of list (name of location, name of director, and email or phone number). Keeping track of when list is updated	Comprehensive list that is not missing any information or locations. List is regularly maintained and updated every 6 months.
Contact all schools and childcare facilities, share information about programs and services, and have conversations about their needs.	January 2021	May 2021	Compare the number of contacts that receive a response to the total number of facilities in Altadena. Evaluate the quality and extent of initial conversations.	Establishing a relationship with at least 10 organizations
Deliver outreach services and programs to Altadena schools and childcare facilities.	April 2021	December 2021	Number of visits. Quality of interactions. Invitations to return to facility.	Conduct 2 outreach visits per quarter to schools and daycare facilities. <i>*COVID contingency – virtual programming for children and/or staff members</i>
Work with Marketing & Community Engagement Manager to develop content and opportunities for online engagement of diverse populations.	January 2021	Ongoing (initial review in June 2021)	Social media and website analytics, patron feedback	Increased engagement, based on quantitative and qualitative data

Youth & Family Services – We are NEIGHBORS.

Objective #4: Build partnerships with local foster homes.				
GOALS	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Contact home directors and have discussions about their needs as well as any recommended guidelines and parameters.	January 2021	March 2021	Number of successful discussions. Evaluation of productivity of discussions	Contact all foster homes in the Altadena area. Successfully contact and initiate conversations with all directors.
Conduct group discussions with foster youth about their interests and needs.	January 2021	August 2021	Number of discussions held and number of attendees. Amount of feedback collected. Building relationships with members of the group	Schedule and hold discussions. Discussions are attended by at least 25% of foster youth housed in the contacted homes. Participants are eager to utilize library. <i>*COVID contingency – survey or online interviews</i>
Create and implement a new program or service that is inspired by previous discussions.	March 2021	December 2021	Number of interactions with the service or program. Participant feedback and evaluation. Reflecting on program and improving for future.	Successful creation and implementation of program or service. Established patron engagement or 5 program attendees in the first three months of availability.

Objective #7: Provide parenting resources to the Altadena Community.				
GOALS	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Evaluate current Parenting collection and research and purchase new items as needed.	January 2021	December 2021	Collection reports, researching current titles in collection, researching new titles. Comparing number of checkouts and size of collection before and after	10% increase in circulation for entire collection. Status November 2020, 74 items circulated a total of 682 times in the past two years, average of 9.2 circs per item. 10% increase = appx 10 circs per item in a two-year period
Provide parenting programs and workshops.	June 2021	December 2021	Number of programs, number of participants, feedback from participants, requests for additional parenting programming	Provide one educational parenting program per quarter

Provide programs or services that allow parents to connect and interact with other parents.	June 2021	December 2021	Number of programs and attendees or utilizations of new services. Feedback and requests for similar programs or services	Provide one social based program per quarter for parents <i>*COVID contingency – virtual events</i>
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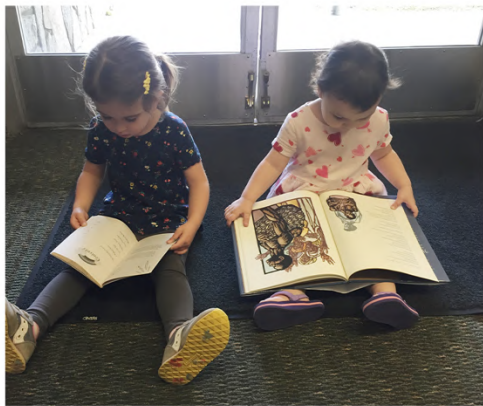
Objective #6: Offer responsive and diverse programming for patrons to learn, grow, connect, and experience.

GOALS	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Offer Cantonese Family storytime at the Bob Lucas Branch Library to introduce the language to the Altadena community. <i>*COVID contingency - Offer short pre-recorded programs online.</i>	June 2021	December 2021	Number of attendees, repeat attendees, feedback and evaluation from patrons	Cantonese Family storytimes are regularly attended by 2-5 children with their caregivers
Restart regular Bilingual English/Spanish Storytimes at the Bob Lucas Branch Library and increase the number of participants. <i>*COVID contingency – Offer additional pre-recorded Spanish offerings for young children online</i>	June 2021	December 2021	Number of attendees, repeat attendees, feedback and evaluation from patrons	Regularly scheduled Bilingual English/Spanish storytimes. Increase average number of child caregiver groups that attend from 2 to 6.
Coordinate outreach efforts between the Bob Lucas Branch Library and the Youth and Family Services team to market and share information about bilingual storytimes with local businesses and the community.	May 2021	December 2021	Number of locations visited, number of patrons referred from those locations	Locate and visit 3 businesses that have many Spanish or Cantonese speaking visitors. Regularly supply these locations with information about upcoming bilingual programs. New visitors to the library referred from those locations.



Annual Report

Altadena Library District



Director's Message



As a Library Director, I am frequently asked, “What is a library?” – a fair question in our ever-evolving world of information and technology. Unfortunately, my answer is rarely satisfying, simply because a library is so many different things to so many different people. I could describe our robust collections of printed books and digital materials, the staples of the most common and traditional view of libraries. I could go on to describe the hundreds of educational classes and hands-on workshops hosted at our libraries each year that inspire people to try new things and build skills. I could attempt to describe the warm, loving, neighborly feeling that overtakes you when you are dancing and laughing alongside community members at concerts and celebrations hosted at our libraries. But none of these would adequately capture all that the Altadena Libraries accomplish as catalysts in the community and places for authentic connection and inspiration that are so rare in these polarizing times.

Over the past several years, it is safe to say that we have collectively lived through tenuous times, and I am proud that despite the challenges we have faced, our Altadena Libraries have unwaveringly continued to fulfill our mission of bringing people and ideas together. Since 2018, we have embarked on and completed a comprehensive strategic planning process. We have taken key steps toward our dream of addressing accessibility issues at both of our libraries to bring our physical buildings into the 21st century while honoring their historical legacy. Our community affirmed that dream when you recently voted to pass Measure Z that will provide the necessary funds to transform our buildings to reflect our values of innovation, empathy, and equity. Amidst our busy schedule of intriguing workshops and engaging experiences for the public, we have expanded our reach and formed valuable community partnerships that allow us to share our services and resources with even more of Altadena. When COVID-19 hit and changed all of our lives, the Altadena Libraries stepped up and became a hub for emergency updates, virtual community gatherings, and educational and cultural enrichment that our community could enjoy while staying safe at home.

So, what is a library? How does a library stay relevant? It adapts to what its community needs it to be. At the Altadena Libraries we strive to always listen to our community and ensure that our offerings are reflective of community needs, and it is through this active listening process that our libraries continuously evolve. Our library district started as a single bookshelf in a local schoolhouse in 1908 – how absolutely thrilling it has been to watch our district expand and become an agent of positive change in Altadena!

Through it all, we are endlessly grateful for supporters like you, who champion our Altadena Libraries in the community and strengthen our ability to be curious, connected neighbors that provide critical resources to our beautiful community. You are the Altadena Libraries. You make what we do possible. Together, we will continue to work toward building an Altadena where all are learning, growing, and thriving together for generations to come.

A handwritten signature in black ink, appearing to read 'Nikki Winslow'. The signature is fluid and cursive.

Nikki Winslow, District Director

BOARD OF TRUSTEES DURING FISCAL YEAR

2018-2019:

Terry Andrues
Ira Bershatsky
Jason Capell
Katie Clark
Betsy Kahn
Gwendolyn McMullins
Armando Zambrano

BOARD OF TRUSTEES DURING FISCAL YEAR

2019-2020:

Terry Andrues
Jason Capell
Katie Clark
Betsy Kahn
Gwendolyn McMullins

Our Why

In late 2019, the Altadena Library District undertook a comprehensive strategic planning process that included the contributions of the Board of Trustees, the community-based Strategic Planning Committee, the Altadena Library District Staff, representatives from the Friends of the Altadena Library and the Altadena Library Foundation, and specific community input from a diverse cross-section of community members, Town Council members, and Altadena Library patrons. From a series of community engagement sessions, focus groups, one-on-one conversations, and a community survey emerged a new mission, vision, values, and strategic framework for the Altadena Library District's future that prioritizes the community's needs and aspirations while honoring the unique characteristics that make Altadena a special community. **The Altadena Libraries bring people and ideas together** to move us toward our vision of **an Altadena where all are learning, growing, and thriving together**. Over the past year and for years to come, the following priorities will guide our work, along with our values of **equity, innovation, and empathy**.

We are **CURIOUS**.

We are teachers, learners, and seekers. We are interested in you, your life, your needs, and how we can help. We want to learn from and with our community, and we want to constantly develop, improve, and build our skills to serve you better. We value curiosity and are open to new ideas.

We are **CONNECTORS**.

We lead constructive collaborations and partnerships, break down barriers, connect groups of neighbors, and centralize communication to improve the quality of life for all of us.

We are **NEIGHBORS**.

We are more than eight square miles. We are neighbors helping neighbors, whether it's on the next block or in the next city. We embody the best of our unique town and our diverse community.



Highlights of the Years

Strategic priorities guide and shape our libraries' services and resources and provide a flexible framework that allows for adapting to any obstacles. While no one could have predicted a global pandemic and its consequences on a local level, the Altadena Libraries have risen to any challenge, continually providing new opportunities for Altadena that spark curiosity, strengthen community connections, and respond to neighbors' needs. The following pages highlight just a handful of the innovative and impactful efforts achieved from 2018 to 2020.

Below: *The Community Room was filled to the brim with community members eager to see Michele Zack and Jeffrey Stewart discuss Alain Locke, Octavia Butler, Charles White, and more*

Love love love this library. They have a section specifically for children... the environment is comfortable, accepting, and open... They have great resources for all levels of reading and all ages. Thank you, Altadena, for such a wonderful library!



JULY 2018

Readers of all ages enjoyed an engaging summer of being transported by stories and experiences to places never before imagined through the **Summer Reading** program themed “Reading Takes You Everywhere!”

Altadena Library District Teen Services was chosen as one of 100 libraries across the country to receive a **Great Stories Club grant** to provide a book club themed “Empathy” for underserved, local teens through a partnership with Day One.

AUGUST 2018

Summer readers gathered to celebrate the end of summer and enjoy the **first outdoor movie screening**, debuting with *The Wizard of Oz*, on a huge screen in the Main Library parking lot.

NOVEMBER 2018

The Youth & Family Services team partnered with Professional Child Development Associates to bring a **Sensory Storytime** to the Altadena Libraries especially for children with Autism Spectrum Disorder and sensory processing difficulties.

JANUARY 2019

The Altadena Libraries introduced a newly designed, user-friendly **website with needed updates** and a variety of new features to improve the patron experience.

The **1,000 Books Before Kindergarten** program launched, inviting families with children ages 0 to 5 years old to take on the challenge of reading 1,000 books and building early literacy skills to prepare young readers for success.

FEBRUARY 2019

A new suite of self-checkout machines powered by state-of-the-art **RFID technology** was unveiled at both libraries.

Hundreds of community members gathered for a special presentation by **historian Michele Zack and 2019 Pulitzer Prize award-winning author Jeffrey Stewart** highlighting the contributions of Altadenans like Charles White and Octavia Butler through the philosophical lens of Alain Locke, the subject of Stewart’s 2019 book.

MARCH 2019

Deposit Libraries were installed at several locations around Altadena to make it easier for busy families and children to access books while running errands.

MAY 2019

The Altadena Libraries became a site of the **Growing Together PASadena initiative**, a network of parents, caregivers, service providers, and early childhood advocates that fosters development of children ages 0-5 and supports families with tools and resources to thrive.



Top: Community members can hone their skills on library sewing machines in the FabLab; Above: Library staff can always be found at local events with resources to share; Left: Self-checkout machines make checkout easy and quick!

This place is a hidden gem with free wifi. There are so many free activities they hold here like eclipse viewing party, movies nights and wine events after hours. Most people forget to use the local library.



Far Left: Shirley Ward and Letitia Wright share stories about growing up in Altadena and their relative Bob Lucas, a local champion of literacy and namesake of the Bob Lucas Memorial Library; Left: Upstream launched Second Saturday concert series with bright lights and reggae jams.

MAY 2019 (continued)

Teens and local comic fans picked up 500 free comics and gathered for the first **Free Comic Book Day**, featuring a panel with a famed illustrator and screenwriter.

Open Studios Art Tour hosted their annual Opening Reception at the Main Library, debuting a collection of Open Studios artists' work on display for library patrons and neighbors.

JUNE 2019

Local tweens (ages 10-12) collaborated on the creation of self-published graphic novels and expanded their writing and illustration skills through the Panel & Pages program, made possible by an **Ezra Jack Keats Foundation mini-grant**.

Summer Reading 2019 kicked off with the **annual Truck Day event**, attended by over 340 parents and children!

JULY 2019

Through the **NASA @ My Library grant**, local adolescents explored the cosmos through innovative STEM programs.

AUGUST 2019

In partnership with the Altadena Town Council and Altadena Historical Society, the first **Hidden**

Right: Families gather around for a in-depth tour of a Los Angeles County Fire Department truck at the annual Truck Day event

Histories event put a spotlight on previously untold stories of Altadena at the Bob Lucas Memorial Branch, overflowing with guests eager to learn the hidden histories of our community.

OCTOBER 2019

Upwards of 370 community members danced the night away to the tunes of Upstream at the launch of the 2019 **Second Saturday concert series**.

NOVEMBER 2019

Community members gathered at **Town Hall meetings** to engage in interactive visioning exercises about the future of the Altadena Libraries and to share inspiration for the new strategic plan.

DECEMBER 2019

Altadena Library District staff were chosen to participate in the **Mental Health Initiative** of the California State Library and California Center for the Book, which included training and support for library staff to assist in providing programs and fostering community partnerships related to

mental health, as well as new books for all age groups on related topics.

JANUARY 2020

Music lovers of all ages enjoyed a concert by the **Mt. Lowe Chamber Players** in the Reading Court of the Main Library, sponsored by the Friends of the Altadena Library.

Altadenans shared ideas for the **architectural planning** process to make critical updates to both library buildings.

A staff-led **Equity, Diversity, and Inclusion (EDI) team** was formed to guide EDI efforts and ensure that EDI concepts are continually incorporated into all District operations.

FEBRUARY 2020

A member of the Youth & Family Services team became certified through the **Abriendo Puertas/Opening Doors** parenting workshop program, thanks to a First Five LA grant.

The Altadena Libraries joined the





cloudLibrary digital consortium, expanding patrons' access to hundreds of thousands of digital titles from ours and other libraries.

FEBRUARY 2020 (continued)

Partnering with local representatives of the **US Census Bureau**, the Altadena Libraries played a vital role in helping spread the word about the census, ensuring that as much of Altadena was counted as possible.

MARCH 2020

In response to community need for centralized updates about COVID-19 and related local resources, the Altadena Libraries



launched an email service called **Altadena Connections**, compiling regular updates from a variety of local news sources to streamline communication and connect neighbors with critical resources.

APRIL 2020

Poets of the Altadena Literary Review and local poetry fans gathered virtually for readings and a virtual version of the annual **Poetry & Cookies event**.

2018-2020 Poets Laureate Hazel Clayton Harrison and Theresa Mei Chuc passed the laurels to new 2020-2022 Poets Laureate Jessica Abughattas and Khadija Anderson.

MAY 2020

The libraries launched **curbside pickup**, fulfilling 566 appointments for 2,125 items in the first month.

JUNE 2020

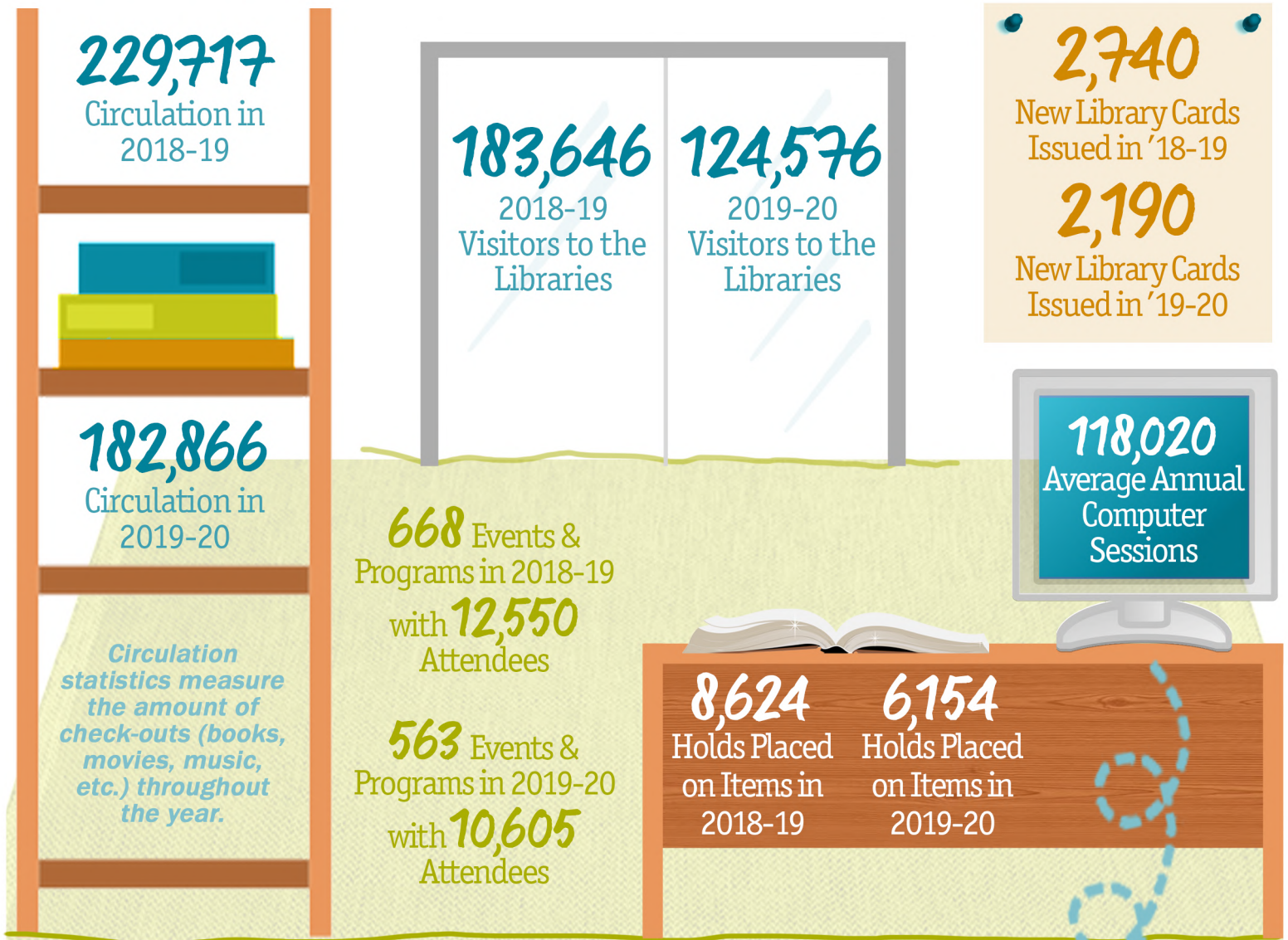
In partnership with Pasadena Literary Alliance, library staff produced 9 videos in the Open Book On Location series featuring **world-renowned authors in conversation**.



Top Left: A video editing class in the FabLab; Top Right: Poets Laureate Harrison and Mei Chuc at Poetry & Cookies 2019; Far Right: A walking tour hosted in partnership with Altadena Historical Society; Above: Staff preparing for curbside pickup

I think the Altadena Library is doing an INCREDIBLE job navigating the pandemic. It's admirable all the ways in which you're striving to keep serving the community.

By the Numbers



When library buildings temporarily closed in March 2020 due to COVID-19, our operations shifted focus to virtual offerings with great success!



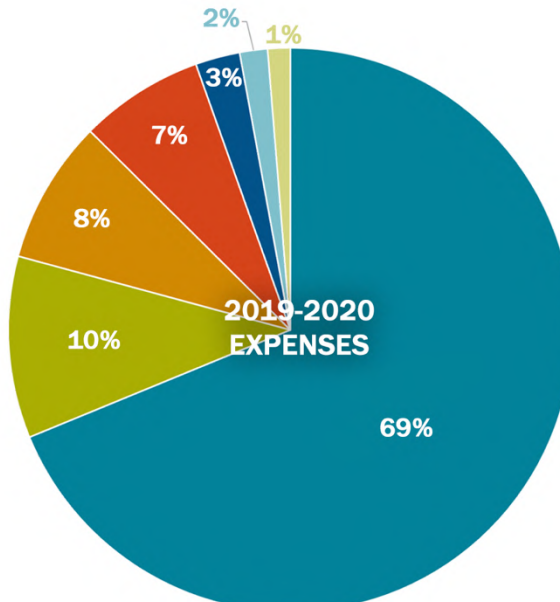
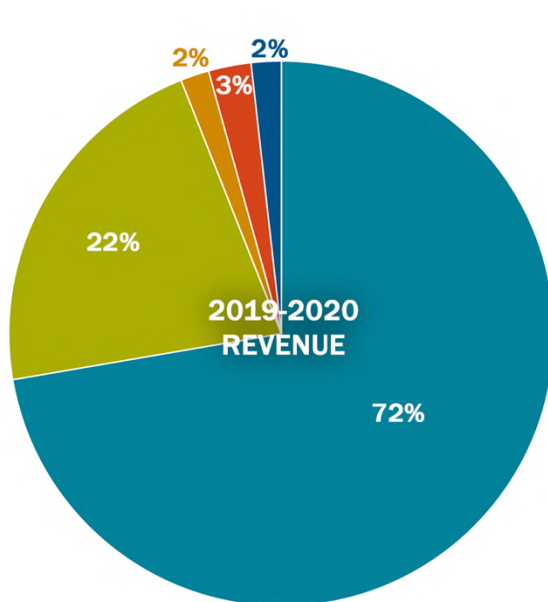
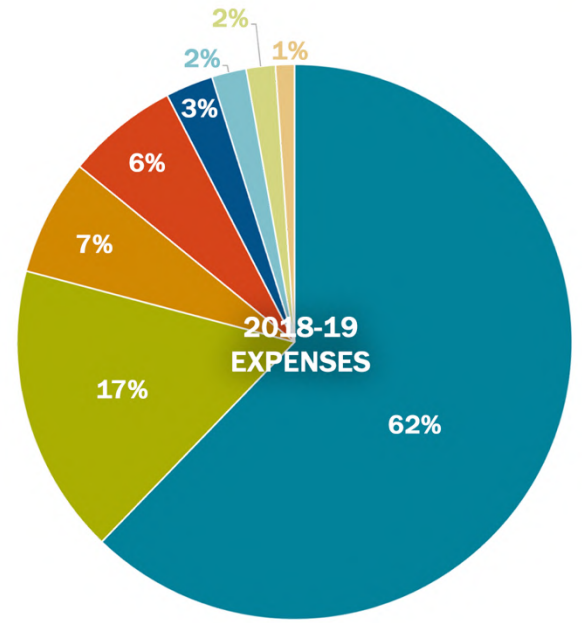
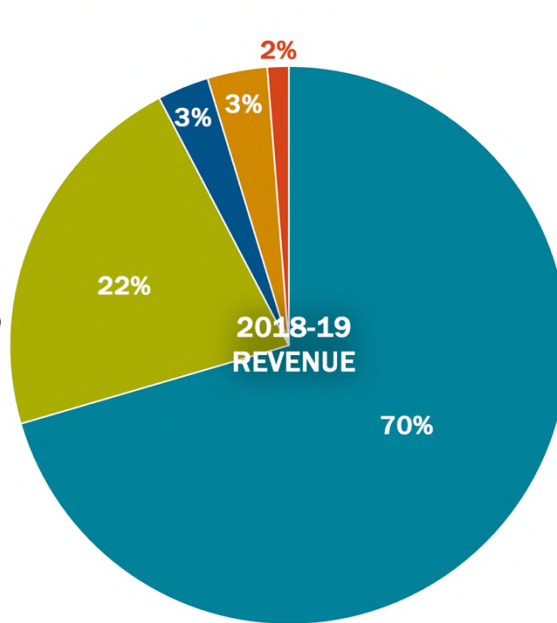
Finances

FISCAL YEAR 2018-19 Revenue (Left)

- Property Taxes (\$2,682,567)
- Parcel Taxes (\$831,231)
- Interest & Misc. (\$113,724)
- Fees & Passports (\$131,994)
- Donations & Grants (\$46,936)

Expenses (Right)

- Personnel Expenses (\$2,406,219)
- Professional & Technical (\$653,722)
- Library Materials (\$262,156)
- Operating Expenses & Misc. (\$252,043)
- Capital & Depreciation (\$107,285)
- Trustee Election (\$77,770)
- Facilities & Maintenance (\$65,691)
- Programs (\$42,632)



FISCAL YEAR 2019-20 Revenue (Left)

- Property Taxes (\$2,830,477)
- Parcel Taxes (\$849,727)
- Interest & Misc. (\$66,428)
- Fees & Passports (\$98,789)
- Donations & Grants (\$69,655)

Expenses (Right)

- Personnel Expenses (\$2,675,493)
- Professional & Technical (\$405,435)
- Library Materials (\$320,087)
- Operating Expenses & Misc. (\$276,902)
- Capital & Depreciation (\$99,431)
- Facilities & Maintenance (\$61,884)
- Programs (\$50,099)

FY18-19 Highlights

Total revenue increased 5.4%, including a property taxes increase of 2.7%. Overall expenses increased 10.7%, due to an unexpected increase in legal fees and settlement expenses, and the net position of the District decreased 5.3%.

FY19-20 Highlights

Donations and Grants increased 48.4% from previous year. Property taxes also increased 4.7%. While overall expenses increased 0.6%, the District's net position increased 2.3%.

Friends of the Altadena Library

Established in 1959, the Friends of the Altadena Library is an organization committed to the support of the Altadena Libraries by stimulating public interest in the District, assisting with funding to purchase materials, and supporting cultural and educational programs. We thank our many Friends below from 2018-2020 for their generosity, enthusiasm, and passion for our libraries!

Emily Abbott	Susan Chorpenning & Ken Okuno	Karen Gibson & Gerry Rothschild	Marsha Klotzie	Steve & Louisa Nagler	Roslyn & Lawrence Scherr
Hafsah Abdus-Shakur	Theodore Clarke	Anita Ghazarian	Kathy Kobayshi & Hal Barron	Rocio Nava	Evan Seidlitz
William Akkutagawa	Cindy Cleary	Danielle Gladding	William & Kathy Korn	Carol Neilson	Hui-Yin Shaw
Ashley Albert	Dawnn Cobb	Thomas & Jeanette Glavich	Susan Krasner	Dannielle Nelson	Scott Siegal
Jennifer Albert	Carolyn S Colasurdo	Tamra Goins	Dale and James Vitale	June Newberry	Andrew Silk
Jamie Albertson	Julia Collins	Dr. Bruce Goldberg	Lacasella	Claire Newman	Dave Singer
Senem Alkac	Marilyn Commodore	Andrew Gonzales	Yuni LaFontaine & Bruce Lamond	Lam Nguyen	Roland & Nancy Siu
Tolga Alkac	Mary Copperud	Robert B. Gounley & Paula J. Delfosse	Timothy LaForge	Karen Nishimoto	R. Skinner
Jannette Allen	John M. Cox	Jackson Gourdikian	Vicki Laidig	George & Cynthia Null	Mary & Roger Smith
Tracey Alsobrook	Kelly Cozy	Phillip & Susan Grant	Mary Lou Langedyke	Chris O'Malley	Brenna Snider
Alvis Alverado	Marcus Crawford	Corinne Grant	Alfonso Larde	Bryant Ortiz	Alice So
Gretchen Anderson	Francesca Creed	John & Janice Green	Dr. Sharon & Andrew Mishlener Laubach	Javier Osoria	Robert Oventile
Warner Anderson	Susan Cross	Jennetta Gregorio	Jennifer Lee	Forrest Robinson Paige Eaves	Sylvia Sollberger
Terry Andruess	Roland & Joyce Crozier	Edwin Gregorio	Natalie Lennon	Rosa Palencia	Maria Sorensen
Anne Armbrust	Sallie Cruise	Fred Grossbard	Mildred Lewis	Phyllis & Dorai Paris	Diana Spagnoli
Carrie Ashby	Noreen Cruz	Andrew Groves	Dennis Ley	Helen Parker	Marie & Robert Spencer
Kimberly Ashley-Robinson	Steve & MaryAnne Cunningham	Ramona Guerra	Lin Li	Matthew Parker	Spencer
Sully Asmundson	Tawny Curtis	Jon and Marcia Hallrasmusen	Fran Linscott	Isabel Parrott	Mary Ann Spicer
Alison S. Axem	Elizabeth Dailey & Wes Cowan	Hallrasmusen	Elaine Lissy	Carla Houser Partma	Clark Stevens
Damon Azali	Dave Datz & Marla Knutsen	Robert Hallwachs	Richard Long	Carmi Paulson	Joy Strayer
Robert Ballou	Bronwyn Dawson	Louise Hamilton	Michael Loria	Haylee Payne	Dale Sumida
Mike Ballou	Derrick Deane	Louise Hamlin	Elpidio Loveranes	Robert Pendleton	Susan Sundberg
Anne Bannon & Michael Holland	Carol DeuPree	Cameell Hanna	Robert & Karen Lynn	Alice Peterson	Chris & Lisa Swan
Danielle Barry	Helen N. Devor	Sayuri Hanna	Jeanene MacLean	Phi Phan	Lois Tandy
Lois Bascom	Helen N. Devor	Bob & Lisa Harrison	Rob MacLean	Tanne Picha	Jason Tao
Laurie Bashan	Dawn Digrius	Larrisa Hart	Barbara Madden	Nancy & George Pine	Warren Telting
Jonathan Bennett	Natasha Disephuis	Lynn Haselton	Marilyn Madsen	Stephanie Pinto	William Tema
Priscilla & Richard Benson	Natasha Disephuis	Robert Hecksher	Kathy Mahaffey	Porter Family	Craig & Nancy Tenney
Stephen Berkman	Estrellita Dixon	Jill Henley	Vahe Mankarian	Howard B Raff	Kenny Thomas
Jessica Berman	Ann & Neal Dougherty	Mary Herbert	Chuck Manning	Gabriela Ramirez	Alice Thompson
David Berry & Erika Schickel	Mary M. Downer	Rubin Hernandez	Melinda Marangi	Michael Rauch	Stan Thompson
Alexis & Jack Bilheimer	Pauline Dutton	Evan Hilgemann	Robert Marin	Gerald Redus	Vickie & Evan Thompson
Cornel Bonca	Mary Elgabalawi	Tomi Horn	Bob Marin	Rachel Rehwald & Jeffrey Merriam	Constance Thornton
Cornel Bonca	Jordan & Judith Ellis	Monica & Tom Hubbard	Mark & Paula Mariscal	Eric Wm. Reid	Mike Timko
Bouroages Family	Katherine Ellis	Dr Barbara Hunt	Sharon Marsh	Christopher Richardson	Benjamin Townsend
Gary Braithwaite	Theosophical Endowment Corp.	Stewart Hunter	Andre Martin	Charles Richardson	James Truitt
Adrienne Bratton	Jesse Espinoza	Bev. A. Huntsberger	Megan Martin	Brian Rico	Sharon Uretz
Bridget Brewster	Janet Fahey	Sumin Hwang	Bob Maschi	Barbara & William Ritchie	Michaela Utengen
Valerie C. Brotherton	Rosa Maria Zaldivar Farrer	Maurizio Iacono	Anita Mawer	Marianna Rivinus	Adam Van Der Heijden
Marne Brown	James & Elizabeth Fleming	Elizabeth Ivers	Mkhael May-Devey & Daniel Devey-May	Allen Robateau	Wesley Velez
Anne Browne	Melissa Flim	Jason & Isaura Jamerson	Rex Mayreis & Joan Kaplan	Walter & Linda Roberts	James Vu
Marie & David Buccolo	Betty Jo Ford	Janet Jarvits	Joe & Judy McCord	Delta Robinson	Chris Walters
George & Mary Buck	Elsie Ford	Renato Jimenez	Laureen A. McCoy	Carlos Rodriguez	Ken Walz
Jean Lynn & L. Albert Buennagel	Marlane Forsberg	Edna Johnson	Marina McLaughlin	Francis Roix	Bill & Barb Little
Jared Burton	Richard Fox	Brian Johnston	Tommy & Gwendolyn McMullins	Art Ronnie	Warren
Gary Bush	Keane Frances	Veronica Jones	Christine Meadows	Aviva & Ben Rosenbloom	Aaron Wasielewski
William & Edith Byerly	Debra Ann Francis	Valerie C Jones	Beth Miller	Rebecca Ross	David Welch
Reynolds Cafferata	Mie & Steven Frautschi	Laura Jones-Barr	Marcia & Jon Miller	Michael Rost	Joshua Wiensch
Cynthia Cannady	Barbara Freberg & Mark Eley	Michele Judd	Rebecca Mitsuse	Nancy & George Rothwell	Patricia Willis
Jason & Isaura Capell	Jacqueline Freeman	Ruth Judkins	Joleo Monsalud	Tom Ruffner	Nikki Winslow
Dr. Sharon M. Carnicke	Jerry Friedman	Betsy & Howard Kahn	Dianne Moore	Timothy Rutt	John Wood
Ellen Carroll	Marcy Froehlich	Deborah Kaplan	Robert Moses	Chris Saccente	Dmitri Yniguez
Charles Case	Steven Furlanetto	Frances Keane	Omar Mostafa	Nicole Sanchez	Glen & Antoinette Younger
Lane Castleberry	Joyce Sumi Futa	James Keane	Margaret Mostue	G. Sanchez	Janet Yovanovich
Lisa Cavelier	Melvin Galvez	Eric Kessler	Van Mowry	Nehanda Sankofara	Michele Zack
Michelle Chan	Steven Hawkins & Anne Garrett	Natasha Khawja	Mark Mueller	Nick Santangelo	Sebastian Zeleph
Kylynn Chaney		Jason Kim	Patricia & Robert Murar	Julie Sauter	
Don Chaput		Anne Kimura	Jane D Murphy	Len Schaustal	
Michael Choban Jr		Carole King	Kathy Musial		
Anne Chomyan		Daniel Kirya			
		Alan Kita			

Altadena Library Foundation

The Altadena Library Foundation is a nonprofit organization with a mission to support and enrich the facilities, resources and services of the Altadena Libraries through fundraising and advocacy. We extend our most sincere gratitude to the following donors to the Foundation in Fiscal Years 2018-2020 and supporters of the annual Taste of 'Dena fundraiser in 2018 and 2019!

AltaEats
Altadena Ale & Wine House
Altadena Grocery Outlet
Altadena Hardware
Terry & Mary Andrués
Anonymous
Anonymous
Anonymous
Jackie & Joshua Ashley
Vanessa Bailey
Supervisor Kathryn Barger
Ramiro Barrera
Kathryn Bean
Cushon Bell
Barbara Benton
Bohland & Kumanchik Families
Boisset Collection
Bottega Louie
Carole Bradley
James Bradley
Bridget Brewster
Mishel Brown Murphy
Marie & David Buccolo
Burrito Express
Claudie Kiti Bustamante
Café de Leche
Elisa Callow, The Urban Forager
Marie Cantor

Jason Cappell
Cynthia Carmona
Casa de Brisa
Marcaine Castillo
Chloé Cavalier d'Esclavelles
Maggie Chatman
Chignon Salon
William Chu – Singpoli
Companies
Janet Chunn
Katie Clark
Laura & Newman Clarke
Cindy Cleary
Coffee Gallery
Zak Cook
Miles Corwin
Craftsman Brewing Company
Phyllis Cremer
David Datz
Leslie Denk & Dan Kaufman
Peter Doms
Alicia Dubois
Pauline Dutton
Marionne Epalle
El Patron
Figuerola Mountain Brewing Co.
Kathy Flores
Fox's Restaurant
Raymond Francis
Friends of the Altadena Library
Amber Gerhardt-Serrano
Karen Gibson
Green Street Restaurant
Roly Gonzalez
Philip Grant
Heiroglyphics Yoga Studio
Greg Hendry
Cheri Herrboldt
Eric Hovanitz
Monica Hubbard
Huntington Library, Art
Museum, & Botanical Gardens
Integrity Lashes
Elizabeth Jackson
Betsy & Howard Kahn
Felita Kealing
Carole King

Kristopher Kosloff
Mindy Kittay
La Bellasera Hotel & Suites
Anita & Vince Lawler
Nora Lee
Le Reve Med Spa
Tina Lerno
Katherine Loughrey
Ouida Lujan
Barbara Madden
Malbec Argentinean Cuisine
Paula & Mark Mariscal
Jennifer McCormick
Gwendolyn & Tommy
McMullins
Gail Meltzer
Melissa Merritt
Ed Meyers
Mission Wines
Mel Morrow
Mother Mala
Patricia & Robert Murar
Natural History Museum of Los
Angeles
Judith Nelson
Scott Neugroschl
Claire Newman
Norton Simon Museum
Nothing Bundt Cakes
Gary Novak
Nuccio's Nurseries
Taylor Oh
Law Offices of Jason Oliver
Lauren O'Neill
One Potato
Orlandini Management
Park Bench Grill
Pasadena Playhouse
Pasadena Symphony & Pops
Grant Paules
James Patric

Trish Pengra
Lois Perkins
Robin Phillips
Tanne Picha
Stephanie Pinto
Pizza of Venice
Jessica Pope
Anthony Portantino
Mikala Rahn
Real Services Corporation
Red Hen Café
Jennifer Roberts
Rosa's Italian Restaurant
Rotary Club of Altadena
Raynald Samoa
Natalie Sanders
Charles Thomas & Sharon
Sand
Susan Schwartz
Amber Serrano
Linda Seyffert
Kaley Smalley Romo
Ellen Snortland
Sarah Soifer
Antonieta Sosa
Wendy Storch
Sweeter Than Honey
The Connected Dancer
Total Wine & More
Trader Joe's
Ron & Cheryl Turkal
Lora Unger
A. Vijayaraghavan
Dina Villani
Judith Wallace
Lola Warlick-Bryant
Jay Weiss
Williams-Sonoma, Inc.
Briegh Winderbaum
Linda World
Zorthian Ranch



Learn more and get involved at
www.altadenalibraryfoundation.org



Looking Ahead

The achievements of the past several years have equipped the Altadena Libraries for momentous transformation in years to come. With a fresh strategic plan reflective of community needs and interests, an imaginative staff and Board of Trustees always working to develop and improve library offerings, and a community of dedicated neighbors passionate about their local libraries, the Altadena Library District is ready to embark on ambitious and innovative projects to become a leader among public libraries and an even more valuable community resource. The essential steps that have been taken, through the conversations with community members and the hiring of an architectural firm to lay out plans for a phased renovation of both library buildings, form a solid foundation from which our building issues can be addressed and our libraries can lead the way into the future.

If you are interested in helping shape the future of the Altadena Library District buildings, contact District Director Nikki Winslow at nwinslow@altadenalibrary.org to join our team of passionate library advocates.

Main Library

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

Bob Lucas Memorial Library & Literacy Center

2659 Lincoln Avenue
Altadena, CA 91001
(626) 798-8338

Digital Library

www.altadenalibrary.org
f i y @altadenalibrary



**BOARD OF LIBRARY TRUSTEES
COMMUNITY FACILITIES DISTRICT FORMATION
RESOLUTION 2020-12 AND ORDINANCE 2020-01**

DEPARTMENT: Administration

MEETING DATE: December 14, 2020

PREPARED BY: Nikki Winslow

LOCATION: Virtual Meeting

TITLE: Resolution Declaring the Results of a Special Election in Altadena Library District CFD No. 2020-1 (2020-12) and Ordinance 2020-01 Authorizing the Levy of a Special Tax in Altadena Library District CFD No. 2020-1

BACKGROUND:

The Altadena Library District completed an Architectural and Design Review and the cost estimates to renovate both the Main Library and the Bob Lucas Memorial Library and Literacy Center are over \$22 million. An Ad Hoc Public Funding Committee was formed, and after several meetings, it was decided that the best option for funding capital projects and operational costs was to form a community facilities district.

On August 3, 2020, the Board of Trustees (the “Board”) adopted Resolution No. 2020-08, forming and establishing Altadena Library District Community Facilities District No. 2020-1 (Facilities and Services) (“CFD No. 2020-1”) pursuant to the Mello-Roos Community Facilities Act of 1982 (“Act”); as well as Resolution 2020-09, deeming it necessary for CFD No. 2020-1 to incur a bonded indebtedness in an amount not to exceed \$24,000,000 for the purpose of financing facilities, as well as Resolution 2020-10 and Resolution 2020-11, calling for a special election to finance certain facilities and services, incur a bonded indebtedness and to establish an appropriations limit (the “Measure”) and requesting consolidation of the Measure with the statewide general election.

The special election for CFD No. 2020-1 was consolidated with the statewide general election and was conducted by the County of Los Angeles on November 3, 2020. The Los Angeles County Registrar-Recorder/County Clerk canvassed the returns of the special election and has certified the results. The Measure received the favorable two-thirds vote of the qualified electors required by the Act. Now that the Measure has passed, if the Board wishes to proceed with authorizing the special tax, the Board will adopt the following:

- **Resolution 2020-12:** A Resolution of the Altadena Library District Board of Trustees, Acting as the Legislative Body of Altadena Library District Community Facilities District No. 2020-1 (Facilities and Services) Declaring the Results of a Special Election in such Community Facilities District (1) attaches the certified election results as an exhibit; (2)

approves such certificate; and (3) directs the Board Secretary to enter the results of the election in the minutes.

- **Ordinance 2020-01:** Ordinance of the Altadena Library District Board of Trustees, Acting as the Legislative Body of Altadena Library District Community Facilities District No. 2020-1 (Facilities and Services) Authorizing the Levy of a Special Tax in Such Community Facilities District; (1) authorizes the levy of special taxes on taxable properties located in CFD No. 2020-1 pursuant to the rate and method of apportionment; (2) authorizes the Board, by resolution, to annually determine the special taxes to be levied; (3) provides that the special taxes shall be collected in the same manner as ad valorem property taxes; and (4) provides that the special taxes shall be secured by a special tax lien which shall continue in force and effect until the special tax ceases to be levied by the Board in the manner provided in the Act.

FISCAL IMPACT: The cost of administering CFD No. 2020-1 will be paid with the special taxes, resulting in no fiscal impact to the Altadena Library District general fund.

STAFF RECOMMENDATION: Staff recommends that the Board adopt Resolution 2020-12 and Ordinance No. 2020-01 to declare the election results and authorize the levy of the special tax.

RESOLUTION NO. 2020-12

A RESOLUTION OF THE ALTADENA LIBRARY DISTRICT BOARD OF TRUSTEES, ACTING AS THE LEGISLATIVE BODY OF ALTADENA LIBRARY DISTRICT COMMUNITY FACILITIES DISTRICT NO. 2020-1 (FACILITIES AND SERVICES) DECLARING THE RESULTS OF A SPECIAL ELECTION IN SUCH COMMUNITY FACILITIES DISTRICT

WHEREAS, pursuant to Section 53325.1 of the California Government Code (the “Government Code”), Altadena Library District (the “Library District”) Board of Trustees (the “Board”) has adopted Resolution No. 2020-08, establishing Altadena Library District Community Facilities District No. 2020-1 (Facilities and Services) (“CFD No. 2020-1”) and the boundaries thereof (the “Resolution of Formation”) and Resolution No. 2020-09 deeming it necessary that a bonded indebtedness be incurred by CFD No. 2020-1 (the “Resolution Deeming it Necessary to Incur Bonded Indebtedness”); and

WHEREAS, pursuant to Sections 53326 and 53351 of the Government Code, the Board submitted to the voters of CFD No. 2020-1 a measure to authorize the levy of special taxes on the property within CFD No. 2020-1 to finance certain facilities and services as specified in the Resolution of Formation and to authorize CFD No. 2020-1 to incur a bonded indebtedness of CFD No. 2020-1 as provided by the Resolution Deeming It Necessary to Incur Bonded Indebtedness; and

WHEREAS, pursuant to Section 53325.7 of the Government Code, the Board submitted to the voters of CFD No. 2020-1 a measure with respect to establishing an appropriations limit for CFD No. 2020-1;

WHEREAS, pursuant to Section 53353.5 of the Government Code, the measures relating to the levy of the special tax, the incurring of bonded indebtedness and establishing an appropriations limit for 2020-1 were combined into a single measure;

WHEREAS, the Board called and scheduled the special election for November 3, 2020, within and for CFD No. 2020-1 on a combined measure with respect to the levy of special taxes on the land within CFD No. 2020-1 to finance facilities and services, incurring a bonded indebtedness of CFD No. 2020-1 in an amount not to exceed \$24,000,000 and establishing an appropriations limit for CFD No. 2020-1 in the amount of \$24,000,000 (the “Measure”);

WHEREAS, the special election was consolidated with the statewide general election and was conducted by the County of Los Angeles (the “County”) pursuant to Division 10, Part 3 of the California Elections Code (the “Elections Code”);

WHEREAS, the Los Angeles County Registrar-Recorder/County Clerk canvassed the returns of the special election and has certified the results (the “Certificate of Election Official”) as attached and made a part hereof as Exhibit A; and

WHEREAS, the vote requirement for the Measure to pass is two-thirds (2/3) of votes cast and the Measure did received the favorable two-thirds (2/3) vote of the qualified electors, and the

Board desires to declare the results of the election in accordance with the provisions of the Elections Code.

NOW, THEREFORE, the Altadena Library District Board of Trustees hereby finds, determines, and resolves as follows:

Section 1. Recitals. The above recitals are true and correct.

Section 2. Approval of Results of Election. The Board hereby receives and approves the Certificate of Election Official setting forth the Measure, the number of votes cast in the election, and the number of votes given for and/or against the Measure. A copy of the Certificate of Election Official is attached hereto, marked Exhibit A referenced and so incorporated.

Section 3. Entry of the Election Results in the Minutes. The Board Secretary is hereby directed, pursuant to the provisions of the Elections Code, to enter in the minutes the results of the election as set forth in the Certificate of the Election Official.

Section 4. Passage and Adoption of Resolution. The Board Secretary shall certify to the passage and adoption of this Resolution and enter it into the book of original resolutions.

Section 5. Effective Date. This Resolution shall become effective upon its adoption.

PASSED AND ADOPTED this 14th day of December, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

APPROVED:

Jason Capell, Board Secretary

Katie Clark, Board President

APPROVED AS TO FORM:

Richard Egger, General Counsel

EXHIBIT A
CANVASS CERTIFICATE AND
STATEMENT OF VOTES CAST
(ATTACHED)

*Los Angeles County
Registrar-Recorder/County Clerk*

Certificate of the Canvass of the Election Returns

I, DEAN C. LOGAN, Registrar-Recorder/County Clerk of the County of Los Angeles, of the State of California, DO HEREBY CERTIFY that pursuant to the provisions of Section 15300 et seq. of the California Elections Code, I did canvass the returns of the votes cast for each elective office and/or measure(s) for

Altadena Library District

at the General Election, held on the 3rd day of November, 2020.

I FURTHER CERTIFY that the Statement of Votes Cast, to which this certificate is attached, shows the total number of ballots cast in said jurisdiction, and that the whole number of votes cast for each candidate and/or measure(s) in said jurisdiction in each of the respective precincts therein, and the totals of the respective columns and the totals as shown for each candidate and/or measure(s) are full, true and correct.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal this 30th day of November, 2020.



Dean Logan
DEAN C. LOGAN
Registrar-Recorder/County Clerk
County of Los Angeles

ALTADENA LIBRARY SPC
MEASURE Z

FINAL OFFICIAL
STATEMENT OF VOTES CAST
BY PRECINCT

LOCATION		REGIS- TRATION	BALLOTS CAST	YES		NO	
ALTADENA - 0200002A	SERIAL 0033		384	249	120		
VOTE BY MAIL			1644	1128	451		
TOTAL		2383	2028	1377	571		
ALTADENA - 0200003A	SERIAL 0034		353	238	99		
VOTE BY MAIL			1449	1100	276		
TOTAL		2220	1802	1338	375		
ALTADENA - 0200007A	SERIAL 0035		341	158	142		
VOTE BY MAIL			1496	922	435		
TOTAL		2239	1837	1080	577		
ALTADENA - 0200008B	SERIAL 0036		424	313	92		
VOTE BY MAIL			1239	872	307		
TOTAL		2109	1663	1185	399		
ALTADENA - 0200016A	SERIAL 0037		339	173	143		
VOTE BY MAIL			1672	1027	529		
TOTAL		2235	2011	1200	672		
ALTADENA - 0200017A	SERIAL 0038		267	187	65		
VOTE BY MAIL			1088	797	233		
TOTAL		1798	1355	964	298		
ALTADENA - 0200019B	SERIAL 0039		256	174	57		
VOTE BY MAIL			998	726	213		
TOTAL		1817	1254	900	270		
ALTADENA - 0200024A	SERIAL 0040		347	260	74		
VOTE BY MAIL			1481	1152	253		
TOTAL		2250	1828	1412	327		
ALTADENA - 0200028A	SERIAL 0041		330	175	143		
VOTE BY MAIL			1784	1232	443		
TOTAL		2375	2114	1407	586		
ALTADENA - 0200030A	SERIAL 0042		255	120	123		
VOTE BY MAIL			1476	925	454		
TOTAL		1955	1731	1045	577		
ALTADENA - 0200039A	SERIAL 0043		439	214	170		
VOTE BY MAIL			1629	985	486		
TOTAL		2580	2066	1199	656		
ALTADENA - 0200051A	SERIAL 0044		309	183	111		
VOTE BY MAIL			1432	1037	335		
TOTAL		2001	1741	1220	446		
ALTADENA - 0200087A	SERIAL 0045		265	179	71		
VOTE BY MAIL			1125	811	269		
TOTAL		1706	1390	990	340		
ALTADENA - 0200088A	SERIAL 0046		367	244	107		
VOTE BY MAIL			1493	1115	317		
TOTAL		2276	1860	1359	424		

FINAL OFFICIAL STATEMENT OF VOTES CAST BY PRECINCT		ALTADENA LIBRARY SPC MEASURE Z									
LOCATION	REGISTRATION	BALLOTS CAST	YES	NO							
ALTADENA - 0200091B		342	240	88							
VOTE BY MAIL	SERIAL 0047	1437	1090	285							
TOTAL		1779	1330	373							
PASADENA - 5150039A*		0	0	0							
VOTE BY MAIL	SERIAL 6494	1	1	0							
TOTAL		1	1	0							
		5									

ALTADENA LIBRARY SPC
MEASURE Z

FINAL OFFICIAL
STATEMENT OF VOTES CAST
BY PRECINCT

LOCATION	REGIST- RATION	BALLOTS CAST	YES		NO	
			YES	NO	YES	NO
PRECINCT TOTAL		5018	3107	1605		
VBM TOTAL		21444	14920	5286		
GRAND TOTAL	32157	26462	18027	6891		

ORDINANCE NO. 2020-01

ORDINANCE OF THE ALTADENA LIBRARY DISTRICT BOARD OF TRUSTEES, ACTING AS THE LEGISLATIVE BODY OF ALTADENA LIBRARY DISTRICT COMMUNITY FACILITIES DISTRICT NO. 2020-1 (FACILITIES AND SERVICES) AUTHORIZING THE LEVY OF A SPECIAL TAX IN SUCH COMMUNITY FACILITIES DISTRICT

WHEREAS, the Altadena Library District (the “Library District”) Board of Trustees (the “Board”) has undertaken proceedings to establish and has established Altadena Library District Community Facilities District No. 2020-1 (Facilities and Services) (“CFD No. 2020-1”) and conducted an election therein and received a favorable vote from the qualified electors authorizing the levy of a special tax in CFD No. 2020-1, all as authorized pursuant to the provisions of the “Mello-Roos Community Facilities Act of 1982,” being Chapter 2.5, Part 1, Division 2, Title 5 of the California Government Code (the “Act”).

NOW, THEREFORE, BE IT ORDAINED by the Altadena Library District Board of Trustees hereby finds, determines, and resolves as follows:

Section 1. The Board does, by passage of this Ordinance, authorize the levy of special taxes on taxable properties located in CFD No. 2020-1 pursuant to the rate and method of apportionment of special tax as set forth in Exhibit A attached hereto and incorporated herein by the reference (the “Rate and Method”).

Section 2. The Board, acting as the legislative body of CFD No. 2020-1, is hereby further authorized, by resolution, to annually determine the special taxes to be levied within CFD No. 2020-1 for the then current year or future tax years; provided, however, the special tax to be levied shall not exceed the maximum special tax authorized to be levied pursuant to the Rate and Method.

Section 3. The special taxes herein authorized to be levied, to the extent possible, shall be collected in the same manner as ad valorem property taxes and shall be subject to the same penalties, procedure, sale and lien priority in any case of delinquency as applicable for ad valorem taxes; provided, however, that the Library District may utilize a direct billing procedure for any special taxes that cannot be collected on the County of Los Angeles tax roll or may, by resolution, elect to collect the special taxes at a different time or in a different manner if necessary to meet its financial obligations.

Section 4. The special taxes authorized to be levied shall be secured by the lien imposed pursuant to Section 3114.5 and 3115.5 of the California Streets and Highways Code, which lien shall be a continuing lien and shall secure each levy of the special tax. The lien of the special tax shall continue in force and effect until the special tax ceases to be levied by the Board in the manner provided in Section 53330.5 of said Government Code.

Section 5. This Ordinance shall become effective upon adoption.

PASSED AND ADOPTED this 14th day of December, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

APPROVED:

Jason Capell, Board Secretary

Katie Clark, Board President

APPROVED AS TO FORM:

Richard Egger, General Counsel

EXHIBIT A
RATE AND METHOD OF APPORTIONMENT FOR
ALTADENA LIBRARY DISTRICT
COMMUNITY FACILITIES DISTRICT NO. 2020-1
(FACILITIES AND SERVICES)
(ATTACHED)

**RATE AND METHOD OF APPORTIONMENT FOR
ALTADENA LIBRARY DISTRICT
COMMUNITY FACILITIES DISTRICT NO. 2020-1
(FACILITIES AND SERVICES)**

A Special Tax, as hereinafter defined, shall be levied on all Assessor's Parcels in the Altadena Library District (the "District") Community Facilities District No. 2020-1 (Facilities and Services) ("CFD No. 2020-1") and collected each Fiscal Year commencing in Fiscal Year 2021/22, in an amount determined by the District or its designee, through the application of the Rate and Method of Apportionment as described below. All real property in CFD No. 2020-1, unless exempted by law or by the provisions hereof, shall be taxed for the purposes, to the extent and in the manner herein provided.

A. DEFINITIONS

The terms hereinafter set forth have the following meanings:

"Accessory Dwelling Unit" means a secondary residential unit of limited size, as defined in California Government Code Section 65852.1 as that may be amended from time to time, that is accessory to a single-unit dwelling located on an Assessor's Parcel.

"Act" means the Mello-Roos Community Facilities Act of 1982, as amended, being Chapter 2.5, Division 2 of Title 5 of the Government Code of the State.

"Administrative Expenses" means the following actual or reasonably estimated costs directly related to the administration of CFD No. 2020-1: the costs of any paying agents/fiscal agents/trustees related to Bond payments (including the fees and expenses of its counsel), banking and management; the costs of computing the Special Tax Requirement, the Special Taxes and of preparing the collection schedules for the Special Taxes; the costs of collecting the Special Taxes, including any charges levied by the County Auditor's Office, Tax Collector's Office or Treasurer's Office; the costs of the District or designee in complying with the disclosure requirements of California law (including the Act) and the federal securities laws; costs of responding to public inquiries regarding the Special Taxes; the costs of the District or designee related to an appeal of the Special Taxes or interpretation of the Rate and Method of Apportionment; amounts needed to pay rebate to the federal government related to Bonds; and the costs of commencing and pursuing to completion any foreclosure action arising from delinquent Special Taxes in the District. Administrative Expenses shall also include an allocable share of the salaries of District staff and an allocable portion of District overhead costs relating to the foregoing, or costs of the District in any way related to the establishment or administration of the District. Administrative Expenses shall also include amounts estimated or advanced by the District or CFD No. 2020-1 for any other administrative purposes of CFD No. 2020-1.

"Apartment Property" means all Assessor's Parcels of Developed Property that consist of Units available for lease or rent in a multi-unit building. Typical County Use Codes include, but are not limited to: 0200, 0201, 0300, 0301, 0400, 0401, 0500, and 0501.

“Assessor’s Data” means the property characteristic data compiled and maintained by the County Assessor for each Assessor’s Parcel, including, but not limited to, Assessor’s Parcel Number, Use Code, Building Square Footage, and Units.

"Assessor’s Parcel" means a lot or parcel shown in an Assessor’s Parcel Map with an assigned Assessor’s Parcel Number.

"Assessor’s Parcel Map" means an official map of the County Assessor of the County designating parcels by Assessor’s Parcel Number.

“Assessor’s Parcel Number” or “APN” means, with respect to an Assessor’s Parcel, that number assigned to such Assessor’s Parcel by the County for purposes of identification.

“Authorized Facilities” means the public facilities authorized to be financed, in whole or in part, by CFD No. 2020-1, including by the proceeds of any CFD No. 2020-1 Bonds. The Special Tax to fund Authorized Facilities may only be levied prior to the Transition Year.

“Authorized Services” means the services authorized to be funded, in whole or in part, by CFD No. 2020-1.

“Board of Trustees” means the District Board of Trustees, acting as the legislative body of CFD No. 2020-1.

“Bonds” means bonds or other debt (as defined in the Act), whether in one or more series, issued or assumed by or on behalf of CFD No. 2020-1 under the Act. Bonds also includes any bonds issued to refinance a previous bond issue.

“Building Square Footage” or “Building Square Feet” or, singularly, **“Building Square Foot”** means the building square footage assigned to each Assessor’s Parcel, which may be determined by (i) referencing Assessor’s Data, (ii) site surveys, and/or (iii) other research by the CFD Administrator.

"CFD Administrator" means an official of the District, or designee thereof, responsible for determining the Special Tax Requirement, and providing for the levy and collection of the Special Taxes.

"CFD No. 2020-1" means Altadena Library District Community Facilities District No. 2020-1 (Facilities and Services).

“Commercial Property – Greater than 10,000 Square Feet” means all Assessor’s Parcels of Developed Property used for non-residential purposes, such as commercial or industrial uses, and contain a structure with 10,000 or more Building Square Feet. Possessory interests are not included in this definition. Typical County Use Codes include, but are not limited to: 1010, 1100, 1101, 1200, 1210, 1400, 1420, 1500, 1700, 1702, 1720, 1900, 1910, 1920, 1922, 2100, 2101, 2110, 2120, 2300, 2302, 2400, 2500, 250L, 2600, 2670, 2900, 3000, 3100, 3300, 3310, 3340, 6400, 6510, 6710, 6800, 7100, 7200, 7202, 7410, 7500, and 7700.

“Commercial Property – Less than 10,000 Square Feet” means all Assessor’s Parcels of Developed Property used for non-residential purposes, such as commercial or industrial uses, and contain a structure with less than 10,000 Building Square Feet. Possessory interests are not included in this definition. Typical County Use Codes include, but are not limited to: 1010, 1100, 1101, 1200, 1210, 1400, 1420, 1500, 1700,

1702, 1720, 1900, 1910, 1920, 1922, 2100, 2101, 2110, 2120, 2300, 2302, 2400, 2500, 250L, 2600, 2670, 2900, 3000, 3100, 3300, 3310, 3340, 6400, 6510, 6710, 6800, 7100, 7200, 7202, 7410, 7500, and 7700.

"County" means the County of Los Angeles.

"Debt Service" means for each Debt Year, the total amount of principal and interest due for any Bonds of CFD No. 2020-1.

"Debt Year" means each 12-month period designated as such, or by a similar term, in the Indenture for each series of Bonds.

"Developed Property" means for each Fiscal Year, all Taxable Property, exclusive of Taxable Contingent Property, for which the County has assigned a Use Code indicating residential or non-residential use and which are not vacant.

"District" means the Altadena Library District.

"Fiscal Year" means the period starting July 1 and ending on the following June 30.

"GIS" or **"Geographic Information System"** means a system designed to capture, store, manipulate, analyze, manage, and present spatial or geographic data.

"Indenture" means the indenture, fiscal agent agreement, resolution, or other instrument pursuant to which Bonds for CFD No. 2020-1 are issued, as modified, amended, and/or supplemented from time to time, and any instrument replacing or supplementing the same.

"Maximum Special Tax" means the Maximum Special Tax determined in accordance with Section C below, that can be levied in any Fiscal Year on any Assessor's Parcel of Taxable Property.

"Outstanding Bonds" means all Bonds that are outstanding under and in accordance with the provisions of the Indenture.

"Property Owner Association Property" means, for each Fiscal Year, any property within the boundaries of CFD No. 2020-1 that is owned by a property owner association, including any master or sub-association, as of January 1 of the prior Fiscal Year.

"Property Type" means either Single Family Residential Property, Apartment Property, Commercial Property – Less than 10,000 Square Feet, Commercial Property – Greater than 10,000 Square Feet, Taxable Contingent Property, or Tax-Exempt Property.

"Proportionately" means for Developed Property that the ratio of the Special Tax levy to the Maximum Special Tax is equal for all Assessors' Parcels of Developed Property within CFD No. 2020-1. For Taxable Contingent Property, "Proportionately" means that the ratio of the actual Special Tax levy to the Maximum Special Tax is equal for all Assessor's Parcels of Taxable Contingent Property within CFD No. 2020-1.

"Public Property" means property within the boundaries of CFD No. 2020-1 owned by, irrevocably offered or dedicated to, or for which an easement for purposes of public right-of-way has been granted to the federal government, the State, the County, the District, or any local government or other public agency,

provided that any property leased by a public agency to a private entity and subject to taxation under Section 53340.1 of the Act shall be taxed and classified according to its use.

“Single Family Residential Property” means all Assessor’s Parcels of Developed Property with a residential structure intended for a single Unit. Typical County Use Codes include, but are not limited to: 0100, 0101, 0102, 0103, 0104, 0106, 0108, 0109, 010C, 010D, 010E, 010H, 0113, 0133, 0800, and 0801.

"Special Tax(es)" means the special tax to be levied in each Fiscal Year on each Assessor’s Parcel of Taxable Property within CFD No. 2020-1 to fund the Special Tax Requirement.

"Special Tax Requirement" means that amount required in any Fiscal Year for CFD No. 2020-1:

Before the Transition Year, to (1) pay Debt Service on all Outstanding Bonds which is due in such Fiscal Year; (2) pay for Authorized Services; (3) pay Administrative Expenses; (4) provide any amount required to establish or replenish a reserve fund in connection with any Bonds; (5) provide any amount required to establish or replenish any operating reserve held by the District for Authorized Services and/or Administrative Expenses; (6) provide an amount equal to reasonably anticipated Special Tax delinquencies based on the delinquency rate for Special Taxes levied in the previous Fiscal Year as determined by the CFD Administrator, as limited by the Act, and without duplicating any amounts described in clauses (4) or (5). The amounts referred to in clauses (1) through (6) of the preceding sentence may be reduced in any Fiscal Year (in the District's sole discretion) by (i) interest earnings on or surplus balances in funds and accounts for Bonds to the extent that such earnings or balances are available to apply against Debt Service pursuant to the Indenture, (ii) proceeds from the collection of penalties associated with delinquent Special Tax, and (iii) any other revenues available to pay Debt Service on the Outstanding Bonds or other indebtedness as determined by the CFD Administrator.

Beginning in the Transition Year, to (1) pay for Authorized Services; (2) pay Administrative Expenses; (3) provide any amount required to establish or replenish any operating reserve held by the District for Authorized Services and/or Administrative Expenses; (4) provide an amount equal to reasonably anticipated Special Tax delinquencies based on the delinquency rate for Special Taxes levied in the previous Fiscal Year as determined by the CFD Administrator, as limited by the Act; less (5) a credit for funds available, if any, to reduce the Special Tax levy.

"State" means the State of California.

“Tax-Exempt Property” means all Assessor’s Parcels within the boundaries of CFD No. 2020-1 which are exempt from the Special Tax pursuant to the Act or Section E below.

“Taxable Contingent Property” means any Assessor’s Parcel that was previously classified and levied as Taxable Property, but has changed ownership or use such that it would subsequently be classified as Property Owner Association Property or Public Property, or other property, as Tax-Exempt Property pursuant to the provisions of Section E.

"Taxable Property" means all Assessor’s Parcels within the boundaries of CFD No. 2020-1 which are not exempt from the Special Tax pursuant to the Act or Section E below.

“Transition Event” means the earlier of (i) Fiscal Year 2055/56 or (ii) the Fiscal Year when the CFD Administrator determines that both of the following events have occurred: (a) all Bonds secured by the levy and collection of the Special Tax in CFD No. 2020-1 have been fully repaid and the District determines that no additional Bonds are to be issued, and (b) all Administrative Expenses from prior Fiscal Years have been paid or reimbursed to the District.

“Transition Year” means the first year in which the CFD Administrator determines that the Transition Event occurred in the prior Fiscal Year.

“Trustee” means the trustee or fiscal agent under the Indenture.

“Undeveloped Property” means all Assessor’s Parcels of used for residential or non-residential purposes, but do not contain any Building Square Footage. Typical County Use Codes include, but are not limited to: 010V, 010X, 100V, 300V, and 770V.

“Unit” means an individual residential living space. The number of Units assigned to each Assessor’s Parcel may be determined by (i) referencing Assessor’s Data, (ii) site surveys and physical unit counts, and/or (iii) other research by the CFD Administrator. An Accessory Dwelling Unit shall not be considered a Unit for the purposes of the Special Tax.

“Use Code” means that code assigned by the County for the purpose of identifying the primary activity for which an Assessor’s Parcel is being used.

“Welfare Exempt Property” means all Assessor’s Parcels within the boundaries of CFD No. 2020-1 that have been granted a welfare exemption pursuant to Section 53340 (c) under the Act under subdivision (g) of Section 214 of the Revenue and Taxation Code by the County.

“Very Low-Income Exemption Form” means a form made available by the District or the CFD Administrator and submitted to the District or CFD Administrator by the owner of an Assessor’s Parcel no later than June 30 each year that, if accepted and approved by the District or the CFD Administrator, shall cause the Assessor’s Parcel owned by the submitter to be designated as Tax-Exempt Property in the following Fiscal Year. The Very Low-Income Exemption Form shall require the applicant to provide (i) the Assessor’s Parcel to which the exemption shall apply, (ii) proof that household income for the calendar year preceding the Fiscal Year for which the form is being filed was less than or equal to the Very Low-Income Limits for the Los Angeles-Long Beach-Glendale, CA HUD Metro FMR Area, or similar Income Limit Area if the Los Angeles-Long Beach-Glendale, CA HUD Metro FMR Area no longer exists in the future, as published by the U.S. Department of Housing and Urban Development, and (iii) an attestation that the owner occupies the Assessor’s Parcel for which the form is being submitted. Proof of household income shall be confirmed by review of the prior years’ tax return of individuals living in the household; copies of all such tax returns must be attached to the Very Low-Income Exemption Form in order for the District or the CFD Administrator to verify household income. A Very Low-Income Exemption Form must be submitted to the District or the CFD Administrator no later than June 30 each year for the Assessor’s Parcel to continue to be eligible for an exemption in the following Fiscal Year.

“Very Low-Income Property” means, in any Fiscal Year, all Assessor’s Parcels within CFD No. 2020-1 for which a Very Low-Income Exemption Form was submitted to the District or the CFD Administrator on or

prior to June 30 of the previous Fiscal Year and has been accepted as valid by the District or the CFD Administrator. All Assessor's Parcels with an approved Very Low-Income Exemption Form shall be classified as Tax-Exempt Property, with the following exception: if, in any Fiscal Year, the aggregate total exemptions related to Very Low-Income Property would exceed \$187,000 (stated in Fiscal Year 2021/22 dollars, and increasing by 2% each July 1 thereafter), the CFD Administrator shall proportionately reduce the amount of the discount from 100% to each Assessor's Parcel of Very Low-Income Property until the aggregate discount equals \$187,000 (stated in Fiscal Year 2021/22 dollars, and increasing by 2% each July 1 thereafter). The Board of Trustees may elect to allow the aggregate total exemptions related to Very Low-Income Property to exceed \$187,000 (stated in Fiscal Year 2021/22 dollars, and increasing by 2% each July 1 thereafter) beginning in the Transition Year and any subsequent Fiscal Year or if funds from another source are made available to the CFD by the District or other party to fund additional exemptions.

B. ASSIGNMENT TO LAND USE CATEGORIES

Each Fiscal Year, the CFD Administrator shall determine the valid Assessor's Parcel Numbers for all Taxable Property within CFD No. 2020-1. If any Assessor's Parcel Numbers are no longer valid from the previous Fiscal Year, the CFD Administrator shall determine the new Assessor's Parcel Number(s) that are in effect for the current Fiscal Year. To the extent Assessor's Parcels of Taxable Property are subdivided, consolidated, or otherwise reconfigured, the Special Tax rates shall be assigned to the new Assessor's Parcel(s) pursuant to Section C.

Each Fiscal Year, all Assessor's Parcels within CFD No. 2020-1 shall be classified as follows:

1. Each Assessor's Parcel shall be determined to be Taxable Property or Tax-Exempt Property.
2. Each Assessor's Parcel of Taxable Property shall be further classified as Developed Property or Taxable Contingent Property. Taxable Property shall be subject to Special Taxes in accordance with the rate and method of apportionment determined pursuant to Sections C and D below.
3. Each Assessor's Parcel of Developed Property and Taxable Contingent Property shall be further classified as Single Family Residential Property, Apartment Property, Commercial Property – Less than 10,000 Square Feet or Commercial Property – Greater than 10,000 Square Feet. For Single Family Residential Property, Commercial Property – Less than 10,000 Square Feet, and Commercial Property – Greater than 10,000 Square Feet, the Building Square Footage for each Assessor's Parcel shall be determined. For Apartment Property, the number of Units for each Assessor's Parcel shall be determined.

C. MAXIMUM SPECIAL TAX RATES

Notwithstanding the below, under no circumstances will the Special Tax levied in any Fiscal Year against any Assessor's Parcel for which an occupancy permit for private residential use has been issued be increased by more than ten percent above the amount that would have been levied in that Fiscal Year had there never been any such delinquency or default by the owner(s) of any other Assessor's Parcel within CFD No. 2020-1.

PRIOR TO THE TRANSITION EVENT

1. Developed Property

The Maximum Special Tax for each Assessor’s Parcel of Developed Property is shown in Table 1.

**TABLE 1
MAXIMUM SPECIAL TAX FOR DEVELOPED PROPERTY
FISCAL YEAR 2021/22**

Property Type	Maximum Special Tax	Per
Single Family Residential Property	\$0.10	Building Square Foot
Apartment Property	115.24	Unit
Commercial Property – Less than 10,000 Square Feet	340.92	Assessor’s Parcel
Commercial Property – Greater than 10,000 Square Feet	460.97	Assessor’s Parcel

On each July 1, commencing on July 1, 2022, the Maximum Special Tax for Developed Property shall be increased by an amount equal to two percent (2%) of the amount in effect for the previous Fiscal Year.

2. Taxable Contingent Property

Maximum Special Tax

The Maximum Special Tax for each Assessor’s Parcel of Taxable Contingent Property shall be assigned as shown in Table 1 according to the previous Taxable Property type and use.

Increase in the Maximum Special Tax

On each July 1, commencing on July 1, 2022, the Maximum Special Tax for Taxable Contingent Property shall be increased by an amount equal to two percent (2%) of the amount in effect for the previous Fiscal Year.

AFTER THE TRANSITION EVENT

The Maximum Special Tax for each Assessor’s Parcel that may be levied in any Fiscal Year after the Transition Event is determined as, an amount equal to 100% of the Maximum Special Tax in the Fiscal Year prior to the Transition Year.

On each July 1 after the Transition Event, the Maximum Special Tax for Developed Property and the Maximum Special Tax for Taxable Contingent Property shall be increased by an amount equal to two percent (2%) of the amount in effect for the previous Fiscal Year.

D. METHOD OF APPORTIONMENT OF THE SPECIAL TAXES

Commencing with Fiscal Year 2021/22 and for each following Fiscal Year, the CFD Administrator shall determine the Special Tax Requirement, and shall levy the Special Tax until the amount of the Special Tax equals the Special Tax Requirement. The Special Tax shall be levied each Fiscal Year as follows:

First: The Special Tax shall be levied Proportionately on each Assessor's Parcel of Developed Property at a

rate up to 100% of the applicable Maximum Special Tax for Developed Property to satisfy the Special Tax Requirement.

Second: If additional monies are needed to satisfy the Special Tax Requirement after the first step has been completed, the Special Tax shall be levied Proportionately on all Taxable Contingent Property at a rate up to 100% of the Maximum Special Tax for Taxable Contingent Property.

E. EXEMPTIONS

No Special Tax shall be levied on Public Property, Property Owner Association Property, Undeveloped Property, or any other property which would not normally receive a property tax bill from the County due to the very-low or zero assessed value of such property. No Special Tax shall be levied on Very Low-Income Property up to a total of \$187,000 (stated in Fiscal Year 2021/22 dollars and increasing by 2% each July 1 thereafter). If the total Special Tax on all Very Low-Income Property exceeds \$187,000 (stated in Fiscal Year 2021/22 dollars, and increasing by 2% each July 1 thereafter), the CFD Administrator shall proportionately reduce the amount of the discount from 100% to each Assessor's Parcel of Very Low-Income Property until the aggregate discount equals \$187,000 (stated in Fiscal Year 2021/22 dollars and increasing by 2% each July 1 thereafter). The Board of Trustees may elect to allow the aggregate total exemptions related to Very Low-Income Property to exceed \$187,000 (stated in Fiscal Year 2021/22 dollars and increasing by 2% each July 1 thereafter) beginning in the Transition Year and any subsequent Fiscal Year or if funds from another source are made available to the CFD by the District or other party to fund additional exemptions. However, should an Assessor's Parcel no longer be classified as Public Property, Property Owner Association Property, Undeveloped Property, Very Low-Income Property, or any other property which would not normally receive a property tax bill from the County due to the very-low or zero assessed value of such property, its tax-exempt status will be revoked. In the case of Public Property and pursuant to Section 53317.3 of the Act, if property not otherwise exempt from the Special Tax levied pursuant to this chapter is acquired by a public entity through a negotiated transaction, or by gift or devise, the special tax shall, notwithstanding Section 53340, continue to be levied on the property acquired and shall be enforceable against the public entity that acquired the property.

Taxable Contingent Property shall be subject to the levy of the Special Tax, assigned to a Property Type in accordance with the use of the property, and shall be taxed Proportionately as part of the second step in Section D above, at up to 100% of the applicable Maximum Special Tax.

As may be required pursuant to the Act, Welfare Exempt Property may be classified as Exempt Property or may be reimbursed for Special Tax levied and paid. In order to receive reimbursement, the property owner must provide documentation of the exemption to the CFD Administrator within one calendar year after having paid the Special Taxes for which an exemption has been granted. A refund of the amount of Special Taxes paid for the Fiscal Year the exemption has been granted will be provided to the property owner of Welfare Exempt Property who was granted the exemption.

F. APPEALS

Any property owner may file a written appeal of the Special Taxes with the CFD Administrator claiming that the amount or application of the Special Taxes is not correct. The appeal must be filed not later than one calendar year after having paid the Special Taxes that are disputed, and the appellant must be current

in all payments of Special Taxes. In addition, during the term of the appeal process, all Special Taxes levied must be paid on or before the payment date established when the levy was made.

The appeal must specify the reasons why the appellant claims the Special Taxes are in error. The CFD Administrator shall review the appeal, meet with the appellant if the CFD Administrator deems necessary, and advise the appellant of its determination.

If the property owner disagrees with the CFD Administrator's decision relative to the appeal, the owner may then file a written appeal with the Board of Trustees whose subsequent decision shall be final and binding on all interested parties. If the decision of the CFD Administrator or subsequent decision by the Board of Trustees requires the Special Taxes to be modified or changed in favor of the property owner, the CFD Administrator shall determine if sufficient Special Tax revenue is available to make a cash refund. If a cash refund cannot be made, then an adjustment shall be made to credit future Special Taxes.

This procedure shall be exclusive and its exhaustion by any property owner shall be a condition precedent to filing any legal action by such owner.

G. INTERPRETATIONS

The Board of Trustees may, by resolution or ordinance, interpret, clarify and/or revise this Rate and Method of Apportionment to correct any inconsistency, vagueness, or ambiguity as it relates to the Special Taxes, method of apportionment, classification of Assessor's Parcels, or any definition used herein, as long as such correction does not materially affect the levy and collection of Special Taxes. In addition, the interpretation and application of any section of this document shall be at the District's discretion.

H. MANNER OF COLLECTION

The Special Taxes shall be collected in the same manner and at the same time as ordinary *ad valorem* property taxes; provided, however, that the CFD Administrator may, at the sole discretion of the District, directly bill the Special Tax, may collect the Special Tax at a different time or in a different manner as necessary to meet its financial obligations, and may covenant to foreclose and may actually foreclose on Assessor's Parcels of Taxable Property that are delinquent in the payment of the Special Tax.

I. PREPAYMENT OF SPECIAL TAX

The Special Tax may not be prepaid.

J. TERM

The Special Tax shall be levied and collected, as needed to fund the Special Tax Requirement, in perpetuity. However, no portion of the Special Tax shall be levied for Authorized Facilities after Fiscal Year 2055/56, which shall be the last Fiscal Year in which the Transition Event may occur: provided, however, that a Special Tax that was lawfully levied for Authorized Facilities in or before Fiscal Year 2055/56 and that remains delinquent may be collected in subsequent years.