



## AGENDA

Regular Meeting Board of Library Trustees | Altadena Library District  
Virtual – Zoom – July 26, 2021 – 5:00 p.m.

### IMPORTANT NOTICE REGARDING JULY 26, 2021 MEETING

This meeting will be 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:** Public Comments at the July 26, 2021 Meeting, could be submitted by email to be read aloud at the meeting. If multiple comments were submitted, only the first comment was read aloud during the meeting. Email and Electronic Comments submitted online were accepted up to two (2) hours prior to the start of the meeting. Email comments could be submitted to [hello@altadenalibrary.org](mailto:hello@altadenalibrary.org). Electronic Comments could also be submitted online at [www.altadenalibrary.org/publiccomment](http://www.altadenalibrary.org/publiccomment).

Email and Electronic Comments were submitted to the legislative body and shall become part of the record of the meeting.

Public comment made during the live meeting, called in to (626) 798-0833 x 118, during the corresponding item of the agenda. Public comment on any non-agenda item, called at 5:00 p.m.

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

In compliance with the Americans with Disability Act, if you need special assistance to participate in the meeting, please contact Library Administration at (626) 798-0833 x 103 at least 48 hours prior to the meeting so the Altadena Library District may make reasonable arrangements to ensure accessibility to the meeting.

#### I. Call to order

#### II. Open Session

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

#### III. Consent Calendar

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

- a. Approval of Minutes – Regular Meeting held June 28, 2021 [Pages 3-9](#)

#### IV. Consideration of Items Removed from the Consent Calendar

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

- V. **Department Updates & Special Presentations (Informational)**
  - a. Department Update Reports – May 2021 [Pages 10-20](#)
  
- VI. **Reports (Informational)**
  - a. Support Groups
    - Altadena Library Foundation [Page 21](#)
    - Friends of the Altadena Library [Page 22](#)
  - b. District Director's Report [Pages 23-27](#)
    - Library Operations
    - Statistics
  - c. Financial Reports – April 2021 [Pages 28-41](#)
  - d. Board of Trustees Standing Committee Reports
    - Budget Committee
    - CFD Committee
  - e. Board of Trustees Ad Hoc Committee Reports
    - Facilities Committee [Page 42](#)
    - Redistricting Committee
  - f. Liaison Reports [Pages 43-56](#)
  - g. Trustee Reports
  
- VII. **Unfinished Business**
  - a. None
  
- VIII. **New Business**
  - a. Review of ALD 2021 Operational Plan Mid-Year Update (**Informational**) [Pages 57-76](#)
    - Mid-Year ALD Operating Plan Review – Presentation [Pages 77-88](#)
  - b. Review and Approval of ALD's Code of Conduct (**Action**) [Pages 89-92](#)
  - c. Resolution and Adoption of ALD's Community Facilities District No. 2021-01 Declaration of Intent to Use Tax-Exempt Bonds for Reimbursement of Expenditures Prior to Bond Issuance (**Action**) [Pages 93-95](#)
  - d. Review and Approval of ALD's Project Emergency Connectivity Fund Technology Purchase (**Action**) [Pages 96-97](#)
  - e. Review and Approval of ALD's Salary Schedule (**Action**) [Page 98](#)
  - f. Review and Approval of Professional Development Consultant (**Action**) [Pages 99-106](#)
  
- IX. **Governance**
  
- X. **Announcements & Planning**
  - a. Correspondence
  - b. Proposed Future Agenda Items
  
- XI. **Adjournment**
  - a. Adjourn Meeting



## AGENDA

Regular Meeting Board of Library Trustees | Altadena Library District  
Virtual – Zoom – June 28, 2021 – 5:00 p.m.

### IMPORTANT NOTICE REGARDING JUNE 28, 2021 MEETING

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#### I. Call to order

The meeting was called to order by Trustee Katie Clark at 5:04 pm.

#### II. Open Session

##### a. Roll Call

Trustee Clark called roll. Trustee Andruess, Trustee Capell, and Trustee Cervantes responded as present. Trustee Wilkerson joined the meeting at 5:54 pm.

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

The Board decided to move agenda items VI.d.2 and VI.f. – Government Liaison Report before agenda item VI.a.

##### c. Adoption of Agenda

**Moved by Trustee Andruess to adopt the Agenda with requested changes.  
Seconded by Trustee Cervantes.**

**Roll Call Vote:**  
**Trustee Andruess: Aye**  
**Trustee Capell: Aye**  
**Trustee Cervantes: Aye**  
**Trustee Wilkerson: Not present**  
**Trustee Clark: Aye**  
**Motion passed.**

- d. Public Comment on Non-Agenda Items  
No public comment made.

**III. Consent Calendar**

**Moved by Trustee Andruess to approve the Consent Calendar.**

**Seconded by Trustee Cervantes. Trustee Katie Clark opened floor for discussion.**

**Roll Call Vote:**

**Trustee Andruess: Aye**  
**Trustee Capell: Aye**  
**Trustee Cervantes: Aye**  
**Trustee Wilkerson: Not present**  
**Trustee Clark: Aye**

**Motion passed.**

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

- a. Approval of Minutes – Regular Meeting held May 24, 2021  
b. Approval of Minutes – Special Meeting held June 10, 2021

**IV. Consideration of Items Removed from the Consent Calendar**

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

**V. Department Updates & Special Presentations (Informational)**

- a. Department Update Reports – May 2021  
Multiple Trustees provided kudos and comments of appreciation for Altadena Library staff's work.
- b. California Library Association – Presentation  
The presentation was a video recording of the multiple ALD staff providing an overview of their experience and what they learned from attending the California Library Association virtual conference.

**VI. Reports (Informational)**

- a. Support Groups
- Altadena Library Foundation  
President Bridget Brewster provided report.
  - Friends of the Altadena Library  
President Sallie Cruise provided report.
- b. District Director's Report  
District Director Nikki Winslow provided report.
- c. Financial Reports – April 2021  
District Director Nikki Winslow provided report.

- d. Board of Trustees Standing Committee Reports
  - Budget Committee  
No report.
  - CFD Committee  
[Agenda item discussed before VI.a, per agenda rearrangement.]  
Trustee Andrues provided report.
- e. Board of Trustees Ad Hoc Committee Reports
  - Facilities Committee  
Trustee Capell provided report.
  - Redistricting Committee  
No report.
- f. Liaison Reports  
[Government Liaison Report discussed after VI.f.2 and before VI.a, per agenda rearrangement.] Trustee Andrues provided Government Liaison report.

\*\*Trustee Andrues left the meeting at 5:58 pm.\*\*

- g. Trustee Reports  
No report.

## VII. Unfinished Business

- a. None

## VIII. New Business

- a. Review and Approval of Recommendation for Bond Underwriting Services Request for Proposals (RFP) **(Action)**  
District Director, Nikki Winslow introduced the item by reviewing the process for the recommendation and main points of the report.  
**Moved by Trustee Cervantes to authorize the District Director to contract with Hilltop Securities for Bond Underwriting Services. Seconded by Trustee Capell. Trustee Katie Clark opened floor for discussion. No discussion followed.**  
**Roll Call Vote:**  
Trustee Andrues: Not present  
Trustee Capell: Aye  
Trustee Cervantes: Aye  
Trustee Wilkerson: Aye  
Trustee Clark: Aye  
**Motion passed.**
- b. Review and Approval of Recommendation for Community Facilities District (CFD) Administration RFP **(Action)**  
District Director, Nikki Winslow introduced the item by reviewing the process for the recommendation and main points of the report.  
**Moved by Trustee Wilkerson to authorize the District Director to contract with NBS for CFD Administration Services. Seconded by Trustee Cervantes. Trustee Katie Clark opened floor for discussion. No discussion followed.**  
**Roll Call Vote:**  
Trustee Andrues: Not present  
Trustee Capell: Aye  
Trustee Cervantes: Aye

**Trustee Wilkerson: Aye**  
**Trustee Clark: Aye**  
**Motion passed.**

- c. Review and Approval of Tier 3 Seismic Evaluation Services RFP **(Action)**  
District Director, Nikki Winslow introduced the item by reviewing the process for the recommendation and main points of the report.

**Moved by Trustee Capell to approve the Tier 3 Seismic Evaluation Services RFP and authorize the District Director in coordination with the Ad-Hoc Facilities Committee and Rachlin Partners to evaluate the proposals and contract with a qualified firm to complete the specified scope of work with that contract not to exceed \$40,000. Seconded by Trustee Cervantes. Trustee Katie Clark opened floor for discussion. No discussion followed.**

**Roll Call Vote:**

**Trustee Andruess: Not present**

**Trustee Capell: Aye**

**Trustee Cervantes: Aye**

**Trustee Wilkerson: Aye**

**Trustee Clark: Aye**

**Motion passed.**

- d. Review and Approval of Hazardous Material Consulting Services RFQ **(Action)**  
District Director, Nikki Winslow introduced the item by reviewing the process for the recommendation and main points of the report.

**Moved by Trustee Cervantes to approve the RFQ for the initial studies within the Hazardous Materials Consulting Services and to further authorize the District Director in coordination with the Ad-Hoc Facilities Committee and Rachlin Partners to compile a list of qualified firms that will be available to the District as needed and to contract with a qualified firm for an initial study in an amount not to exceed \$25,000. Seconded by Trustee Wilkerson. Trustee Katie Clark opened floor for discussion. No discussion followed.**

**Roll Call Vote:**

**Trustee Andruess: Not present**

**Trustee Capell: Aye**

**Trustee Cervantes: Aye**

**Trustee Wilkerson: Aye**

**Trustee Clark: Aye**

**Motion passed.**

- e. Review and Approval of ALD's Driver Policy **(Action)**  
District Director, Nikki Winslow introduced the item by reviewing the process for the recommendation and main points of the report.

**Moved by Trustee Capell to approve the new ALD Driver Policy as it appears in the agenda package. Seconded by Trustee Cervantes. Trustee Katie Clark opened floor for discussion. No discussion followed.**

**Roll Call Vote:**

**Trustee Andruess: Not present**

**Trustee Capell: Aye**

**Trustee Cervantes: Aye**

**Trustee Wilkerson: Aye**

**Trustee Clark: Aye**

**Motion passed.**

- f. Resolution to Prepare New Tax Roll **(Action)**  
 District Director, Nikki Winslow introduced the item by reviewing the process for the recommendation and main points of the report.  
**Moved by Trustee Cervantes to approve the Resolution 2021-02 as it appears in the agenda package. Seconded by Trustee Cervantes. Trustee Katie Clark opened floor for discussion. No discussion followed.**  
**Roll Call Vote:**  
 Trustee Andruess: Not present  
 Trustee Capell: Aye  
 Trustee Cervantes: Aye  
 Trustee Wilkerson: Aye  
 Trustee Clark: Aye  
**Motion passed.**
- g. Review and Approval of ALD's Property and Earthquake Insurance **(Action)**  
 District Director, Nikki Winslow introduced the item by reviewing the process for the recommendation and main points of the report.  
**Moved by Trustee Cervantes to approve the quote from Lloyds for fiscal year 2021-22. Seconded by Trustee Wilkerson. Trustee Katie Clark opened floor for discussion. No discussion followed.**  
**Roll Call Vote:**  
 Trustee Andruess: Not present  
 Trustee Capell: Aye  
 Trustee Cervantes: Aye  
 Trustee Wilkerson: Aye  
 Trustee Clark: Aye  
**Motion passed.**
- h. Review and Approval of ALD's Gann Appropriations Limit **(Action)**  
 District Director, Nikki Winslow introduced the item by reviewing the process for the recommendation and main points of the report.  
**Moved by Trustee Capell to review and accept the appropriation limit, as it appears in the package and approve the appropriation limit for fiscal year 21-22. Seconded by Trustee Cervantes. Trustee Katie Clark opened floor for discussion. No discussion followed.**  
**Roll Call Vote:**  
 Trustee Andruess: Not present  
 Trustee Capell: Aye  
 Trustee Cervantes: Aye  
 Trustee Wilkerson: Aye  
 Trustee Clark: Aye  
**Motion passed.**
- i. Review and Approval of ALD's Salary Schedule for Fiscal Year 2021-2022 **(Action)**  
 District Director, Nikki Winslow introduced the item by reviewing the process for the recommendation and main points of the report.  
**Moved by Trustee Cervantes to approve the ALD Salary Schedule for Fiscal Year 2021-22. Seconded by Trustee Capell. Trustee Katie Clark opened floor for discussion. No discussion followed.**  
**Roll Call Vote:**  
 Trustee Andruess: Not present  
 Trustee Capell: Aye

**Trustee Cervantes: Aye**  
**Trustee Wilkerson: Aye**  
**Trustee Clark: Aye**  
**Motion passed.**

- j. Review and Approval of Updated ALD's Information Technology Manager's Job Description and New Marketing Specialist Position and Job Descriptions **(Action)**  
District Director, Nikki Winslow introduced the item by reviewing the process for the recommendation and main points of the report.

**Moved by Trustee Wilkerson to approve the two job descriptions as they appear in the package. Seconded by Trustee Cervantes. Trustee Katie Clark opened floor for discussion. No discussion followed.**

**Roll Call Vote:**

**Trustee Andruess: Not present**  
**Trustee Capell: Aye**  
**Trustee Cervantes: Aye**  
**Trustee Wilkerson: Aye**  
**Trustee Clark: Aye**

**Motion passed.**

- k. Review and Approval of Main Library Closure for Filming between July 14<sup>th</sup> and August 2<sup>nd</sup> **(Action)**  
District Director, Nikki Winslow introduced the item by reviewing the process for the recommendation and main points of the report.

**Moved by Trustee Cervantes to authorize the Director to close the Main Library for up to three days between the range of July 14<sup>th</sup> and August 2<sup>nd</sup> for filming with strong preference that we minimize any impact to the public and keep that closure to one day, if possible. Seconded by Trustee Wilkerson. Trustee Katie Clark opened floor for discussion. No discussion followed.**

**Roll Call Vote:**

**Trustee Andruess: Not present**  
**Trustee Capell: Aye**  
**Trustee Cervantes: Aye**  
**Trustee Wilkerson: Aye**  
**Trustee Clark: Aye**

**Motion passed.**

- l. Review and Approval of Board of Trustees Meeting Calendar for Fiscal Year 2021-2022 **(Action)**  
District Director, Nikki Winslow introduced the item by reviewing the process for the recommendation and main points of the report.

**Moved by Trustee Capell to approve the Board of Trustees Meeting Calendar for Fiscal Year 2021-22. Seconded by Trustee Cervantes. Trustee Katie Clark opened floor for discussion. No discussion followed.**

**Roll Call Vote:**

**Trustee Andruess: Not present**  
**Trustee Capell: Aye**  
**Trustee Cervantes: Aye**  
**Trustee Wilkerson: Aye**  
**Trustee Clark: Aye**

**Motion passed.**



**IX. Governance**

- a. Review and Provide Feedback on Board Report Template  
The Board reviewed and provided feedback on the Board Report Template.

**X. Announcements & Planning**

- a. Correspondence
- b. Proposed Future Agenda Items

**XI. Adjournment**

- a. Adjourn Meeting  
Trustee Clark adjourned the meeting at 7:18 pm.



**BOARD OF LIBRARY TRUSTEES  
ASSISTANT DIRECTOR'S REPORT FOR JULY 2021**

**DEPARTMENT:** Adult Services

**MEETING DATE:** July 26, 2021

**PREPARED BY:** Viktor Sjöberg

**LOCATION:** Virtual Meeting

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### **Inspire Harmony – Three Community Dinners**

Over three Thursday nights in June, more 200 community members gathered in the parking lots outside both libraries to discuss their aspirations for our community, the current challenges and their vision for Altadena Libraries. The outdoor events were called Inspire Harmony, and also included a free dinner for everyone in attendance (purchased by the library through one of our Read Local, Shop Local partner restaurants) as well as a concert performance by a local musical group. Our Youth and Family Services staff provided story times for the younger attendees during the conversation portions of the evenings. The format of the community conversations was based on the Harwood Institute for Public Innovation framework, which also helped lay the foundation for our most recent strategic plan.





For many attendees, this was the first in-person event since the start of the pandemic, and it was quite remarkable and touching to see neighbors interacting and discussing the things that really matter to them. The attendees were divided up in smaller circular pods, so that we had no more than five households in each conversation, and so that we were able to create a socially distanced environment for everyone.

A full report on these events and our other recent community conversation activity is forthcoming. The number one theme that emerged throughout our small group conversations is that people are looking for opportunities and spaces for community gathering. Many expressed a desire to continue meeting in this manner and having conversations with their neighbors about important topics. We are currently investigating the scalability of the format and looking for ways that we may make Inspire Harmony an on-going program.



## New Garden Beds at the Main Library

You have probably noticed new garden beds blooming with veggies and herbs along the edge of the parking lot at the Main Library. Staff spent a morning in June planting and connecting after a year of being separated on and off due to Stay at Home orders. We are currently developing future programs for the gardens, and we are inviting you to enjoy the sights and smells in the meantime.



## Seed Library

Our June Seed Library was on ***Regenerative Gardening***. This workshop was led by Jessica Handy who will also be leading an in-person workshop at Bob Lucas in July. This program was well attended with 40+ people. Here is [the link](#) to view the workshop.



**BOARD OF LIBRARY TRUSTEES  
CHILDREN'S SERVICES REPORT FOR JUNE 2021**

**DEPARTMENT:** Youth and Family Services

**MEETING DATE:** July 26, 2021

**PREPARED BY:** Mylinh Hamlington

**LOCATION:** Virtual Meeting

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### **General Updates**

- We hired Fin Lee to fill our open Library Assistant position. They started on July 7<sup>th</sup>, and everyone is very excited to have them on our team!
- Yvette has been on a cleaning and organizing spree. In addition to organizing the YFS office and Children's services desk, she organized the supply room with the help of Isabelle and Mikayla and cleaned and organized the kitchen with Mikayla. Yvette has also created a Children's Services Desk Manual to assist YFS staff as well as other library staff members who may be helping patrons in the children's area.

### **Programs and Services**

- The Virtual Programming grant programs, First Page Fridays and Family Book Club kicked off in June. The Family Book Club was held virtually in June with good attendance and will be shifted to an in-person program in July.
- The Mario Kart and Animal Crossing Nintendo Switch programs have gotten consistent attendance throughout June. We adjusted the Mario Kart program to be an in-person program where participants bring their own Switches or use ones from the library to compete together. Parents have expressed that they really love this format for their kids as it gets them out of the house and allows them to socialize and make friends in a safe way while still playing video games.
- Parents and caregivers have let staff know that they are really enjoying having programming outside and hope that it will continue in some fashion even when we start doing indoor programming regularly.
- Outdoor Family Storytime has been very well attended. We were able to fit in 65 attendees for our first storytime and have averaged around 35 attendees since then.
- Aaron Kimbrell and I took the Curiosity Connection to Charles White Park for a Youth and Family Services park pop-up. We talked to a few families, gave out owls, and checked out books to families and kids. It was fun to be able to interact with patrons in a new location and talk to them about the exciting things that are happening for our library.
- Helen Cate and I prepped a Nintendo Switch to be added to the Library of Things for patron circulation. It has been continuously checked out since being made available at the start of June.
- Helen Cate also created a fun video promoting our Spoon Puppets for Tik Tok and it has had over 700 views so far.

## Children's Area and Collection

- The Children's Area has been very busy since we re-opened. We have been creating a lot of new cards for families who are either new to the community or have children who were born in the past year and a half who have not been able to visit the library until now.
- Our VOX books (books with digital recordings of the stories) are continuing to be very popular. As we work towards phasing out our CD & Book kits and replacing them with VOX books, it is great to see how many people are enjoying this new format and are excited to see additional titles added.
- The picture book Read with Me kits are now available for checkout at the Main, Bob Lucas, and Mobile Library branches. Staff have found that they are easy to recommend to parents and families are excited to read the books in the kits. Yvette and I are working on creating a few French language Read with Me kits to add to our collection.

## Community

- Yvette spoke to the [J3 Foundation](#)'s Cozy Reading Club to talk to them about the Altadena Library District and the Our Summer program as well as other services and programs that we provide for kids. Her virtual visit went well, and the children enjoyed talking to her. After the visit, she received a wonderful thank you letter from their program director, Valerie Jauregui. The text from that thank you letter is below:

*Hello Yvette,*

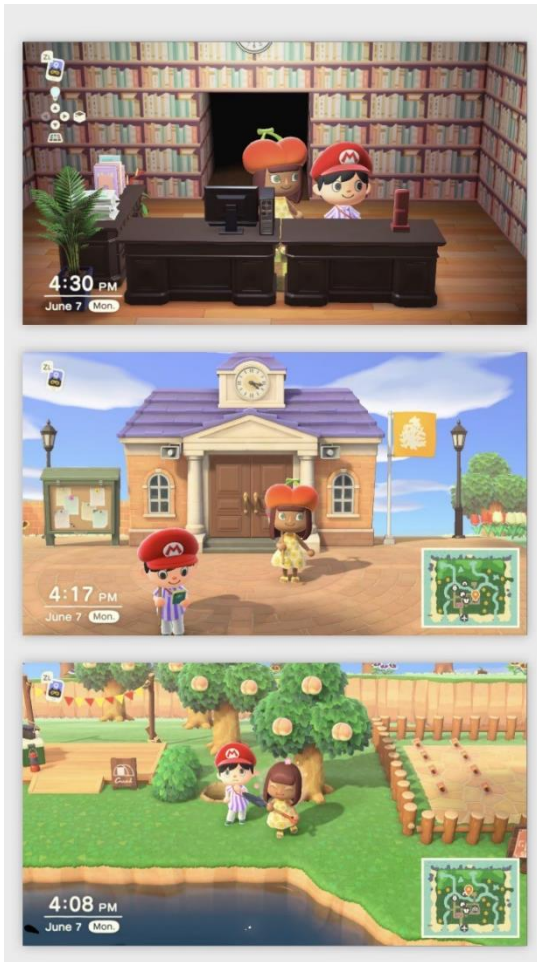
*Thank you so much for your phenomenal presentation last week about the Altadena Library at the J3 Cozy Reading Club. You fired up our students so much, all during the talk they were chatting to the teachers about how amazing and special your program is.*

*Thank you for being such an important and active member of the community through your involvement in the library. You maintain an outstanding program and department and we are so grateful for the resources you shared with us. We have communicated these to our families through our parent portal and hope that you may be seeing some J3 students at the library very soon.*

*Thank you again, and enjoy the rest of your summer.*

*Sincerely,  
Valerie*

**Photos on next page.**



Screenshots from our Animal Crossing Island



An outdoor Mario Kart tournament



Outdoor Storytime

**BOARD OF LIBRARY TRUSTEES  
TEEN SERVICES REPORT for JUNE 2021**

**DEPARTMENT:** Teen Services

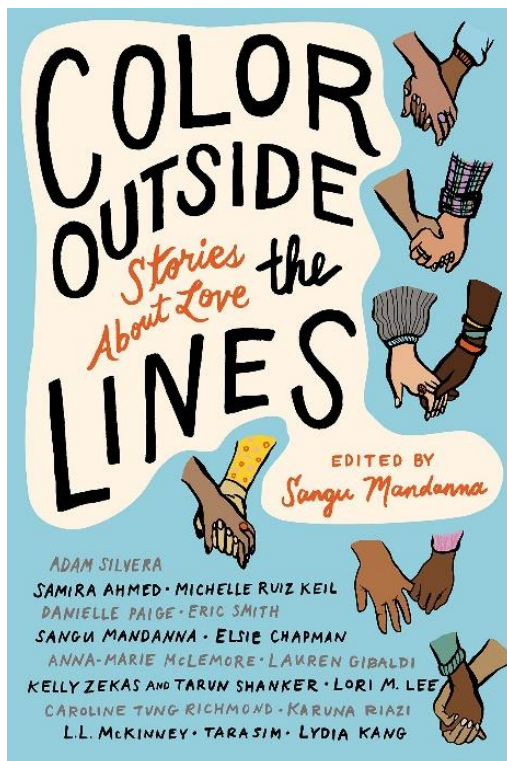
**MEETING DATE:** July 26, 2021

**PREPARED BY:** Isabelle Briggs

**LOCATION:** Virtual Meeting

**HIGHLIGHTS:**

- June was the start of Our Summer programming and the distribution of our kits! All 116 kits comprising the Adventure Book and a giveaway book were distributed within the first two weeks of Our Summer. This year's giveaway book was *Color Outside the Lines: Stories About Love* edited by Sandu Mandanna, a compilation of short stories by YA authors about interracial relationships. 60 teen kits were given away over the course of our two kick-off dates with drive-by distribution. Additionally, Bourne Family Services and Five Acres, two STRTP facilities in Altadena, picked up a total 28 teen kits.



- This month's teen programs included two in-person options, the Teen Zine Workshop and the Vibe Picnic, as well as virtual programs like "All Around Altadena" on Instagram and Dungeons& Dragons hosted, as ever, on Discord. There was a total of 26 participants this month. The Instagram series "All Around Altadena" featured trips to Charles White Park and The Bunny Museum. If you are interested in the history and legacy of either, check out AltadenaTeens on Instagram for the saved videos!
- Other highlights include a trip to Arlington Garden in Pasadena to plan an upcoming teen/zine/mobile library event at the park, which will be an all-ages program in September. A new teen volunteer program is will also be starting shortly and planning was done on that structure. Teen Services joined the Curiosity Connection at the first Altadena Farmer's Market of the season and it was a blast! Great to see new and familiar faces outside of the library again.





**BOARD OF LIBRARY TRUSTEES  
BOB LUCAS BRANCH REPORT FOR JUNE 2021**

**DEPARTMENT:** Bob Lucas Branch

**MEETING DATE:** July 26, 2021

**PREPARED BY:** Diana Wong

**LOCATION:** Virtual Meeting

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### **Bob Lucas Branch Services**

- **From the Garden**, a monthly program where presenters are invited to talk about gardening, plants and health, kicked off this month at the BL branch. We welcomed **Kat High**, who discussed the ethnobotanic history of California Indians for 14 participants. *Jessica Handy*, a registered dietician will be discussing gardening and health in July, so register for a seat soon!
- The **Curiosity Connection** made its first appearance at the Charles White Park for our summer **Stories in Motion** program for little ones and families. A total of 62 participated in stories and high-energy activities. Afterwards, they visited the mobile library to checkout books and sign up for library cards.
- **Craft Hour with Michelle** took place at Loma Alta Park with 8 folks attending the program. Michelle will be at the park again in July for another craft, so sign up!
- As we are keeping with the outward model, the library is trying to provide books to families where they are at. In this effort, Michelle and Modesta established a **Deposit Library** at Lucy's Place, where diners are able to pick out books to take home. They are working on setting up a second location.
- June 17<sup>th</sup> **Inspire Harmony** event at the Bob Lucas brought in over 60 folks to dine, converse and connect. Thank you to Los Primos for the food and stylish watermelon carvings.

### **Adult Literacy Services**

- **Reading Brings Joy** started this month and we have built a core group of 6 participants who are attending every Friday morning to read together at Charles White Park. Each learner is taking turns reading out loud to the group, using language, improving listening comprehension and vocabulary and building self-confidence.
- **ESL** continues to go strong as they meet weekly in the Native Plant Garden to build their basic English skills. On the tutoring end, many learners and tutors are still meeting virtually, but multiple pairs have returned to the library to meet. Tuesday and Thursday mornings are the busiest.

## Demonstration Gardens

- Our volunteer crew of Master Gardeners began maintenance of the gardens at both branches this month. The library is grateful for the 6 local gardeners who are devoting 1-2 hours weekly to care for our green spaces.
- While mostly everything looks good in our Edible Garden, it looks like our squash plants have succumb to mildew and sadly, the pumpkins that are growing may not make it to full maturity. AND—a gopher arrived and took down a tomato plant! Luckily, we are growing enough for the gopher and the public to enjoy. And, once things die out, our gardeners will replace with new plantings. What to look out for next: BEETS.

Lots of outdoor programming!





**BOARD OF LIBRARY TRUSTEES  
I.T. & TECHNICAL SERVICES REPORT FOR JUNE 2021**

**DEPARTMENT:** Technical Services

**MEETING DATE:** July 26, 2021

**PREPARED BY:** Christopher Kellermeyer

**LOCATION:** Virtual Meeting

- Project AIO– discovery on the feasibility of 5G as a utility for all of Altadena is complete; the possibility of such an implementation is 5 to 10 years out due to hardware costs.
- \$7 billion has been set aside for ERate community broadband initiatives; we are in the process of applying for this Emergency Connectivity Fund to acquire 40 new laptops and sixteen 5G T-Mobile hotspots.
- We will be receiving 12 new Chromebook via SCLC for free, delayed to July; these will be added to our Chromebook fleet available for checkout to ‘Good Neighbor’ patrons.
- T.S.is working with MyLibro to develop an app as a point of confluence for all our digital resources such as:

Service / Database	
Trumba Calendar - Public and Library Event Calendars	Ebsco
Koha ILS 20.05	atozworldfood
Flipster	Brainfuse
Proquest	Tumblebooks
CloudLibrary	Gale
Hoopla	SenseSource -People Counter
Enki	Facebook
Novelist	Instagram
Tawk.to - chat	Twitter
<a href="http://www.altadenalibrary.org">Website - www.altadenalibrary.org</a>	

- T.S. is reviewing potential databases via Gale to improve our career and forms offerings to the public; this will also decrease administrative overhead, loss, and spatial footprint.



**BOARD OF LIBRARY TRUSTEES  
FACILITIES REPORT FOR JUNE 2021**

**DEPARTMENT: Facilities**  
**PREPARED BY: Jonathan Arevalo**

**MEETING DATE: July 26, 2021**  
**LOCATION: Virtual Meeting**

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**Facilities Highlights for the Month of June**

All the great gardening work being done at the Bob Lucas Branch Library inspired us to establish a vegetable garden here at the Main library. From the pictures below you can see the transformation of the south side of the parking lot what it looks like today.

I would like to thank all participating staff and volunteers that helped with this project.



An awning was installed to the Mobile library Van. It will be a great addition for our many outdoor programs.





**BOARD OF LIBRARY TRUSTEES  
ALTADENA LIBRARY FOUNDATION REPORT FOR JULY 2021**

**REPORT:** Altadena Library Foundation

**MEETING DATE:** July 26, 2021

**PREPARED BY:** Bridget Brewster, *President*

**LOCATION:** Virtual Meeting

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I'm thrilled to share with you that your Altadena Library Foundation has hired its first employee! Dawn Digrius Smith will serve as our part time Foundation Manager beginning August 2. We know that this investment of resources will help us grow our organization as we address our donor base issues and give greater attention to donor relationships. Dawn has been serving as a Foundation Director since January, so this also means we just lost another Director.

We welcomed two new Directors to our Foundation Board, Jervey Tervalon and Emily Abbott. Both of these individuals bring strong skill sets and real enthusiasm for the work we do and hold the Altadena Library in highest esteem. The Board Affairs Committee is preparing for a Meet and Greet for other potential Directors.

Our Marketing Committee continues with plans for *Taste of 'Dena*. There is a zoom meeting scheduled for Tuesday, July 27 at 7:00pm for anyone interested in being a part of planning for this annual event. We know the more people we can involve in creating this event, the more amazing it will be. Anyone who's interested in helping with this can visit the library website and click on the Foundation tab to notify us or email me at [admin@altadenlibraryfoundation.org](mailto:admin@altadenlibraryfoundation.org). As stated before, this year *Taste of 'Dena* will be held outside in the parking lot of the main library on Saturday, September 25. We will be sending an eblast save-the-date soon.

We also formed an Ad Hoc Bylaws Committee assigned to specifically focus on term limits for Officers and will make recommendations for our September meeting.

The Quarterly President's Meeting with Nikki Winslow, Katie Clark and Sallie Cruise was enlightening and exciting. As we look to the future, we are all in agreement about the essential need to communicate positively and cooperatively in order to keep our neighbors well informed.



**BOARD OF LIBRARY TRUSTEES  
FRIENDS OF THE ALTADENA LIBRARY REPORT FOR JULY 2021**

**REPORT:** Friends of the Altadena Library

**MEETING DATE:** July 26, 2021

**PREPARED BY:** Sallie Cruise, *President*

**LOCATION:** Virtual Meeting

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During the Summer months of July and August, the Friends take a Summer Hiatus and have no scheduled Board Meetings. Their next scheduled meeting is the first Saturday of the month, September 4, if we are still meeting virtually. If not, then that date might change back to the first Monday of the month, September 6.

This month has seen our emergence from the Pandemic and are again accepting book donations from the public, we have opened the Bookstore and are holding our first Booksale on Saturday, July 31. Come on down and visit us then if you have the time.

Since the Library has been open and we have been able to get in the Bookroom, the level of dedication from the Bookroom people has continued where it left off. One Friend works daily to ensure that every book that comes through is determined for it's value and placed accordingly. This means we have a separate income stream from selling books online. Then another income stream for better books in the Bookstore, and then, of course, the Booksales themselves, where we also encourage membership, our other income stream.

The other bookroom attendees work several days a week organizing, moving and boxing the books (that includes cutting the boxes down half the time). It is hard work and it is astonishing the amount that gets done as we can only have a small amount of people in the bookroom at one time. And others stock and sort the Book Store.

All during the pandemic, staff at the library have reported a deluge of inquiries about when we will be able to take book donations again and since we have allowed it, we have had a huge number of books arrive. Books have a strange, magical property that makes it almost unthinkable to just throw them out so people will always rather donate them.

We would like to give our thanks to the Library staff who help us and try and make our jobs easier and never make us feel that we are underfoot when sometimes we probably are! They are wonderful people and we are proud to work beside them.



**BOARD OF LIBRARY TRUSTEES  
DIRECTOR'S REPORT for JULY 2021**

**DEPARTMENT:** Administration

**MEETING DATE:** July 26, 2021

**PREPARED BY:** Nikki Winslow

**LOCATION:** Virtual Zoom Meeting

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**Staffing Updates:**

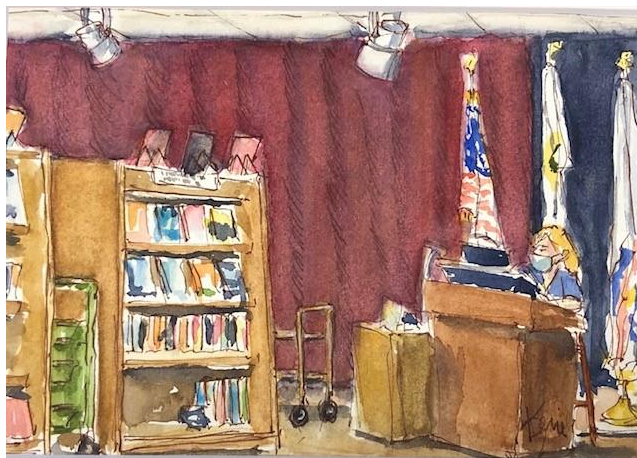
- a) Hires/Promotions: Fin Lee – Youth & Family Services Assistant – July 7, 2021
- b) Appointments: None
- c) Transfers: None
- d) Resignations/Retirements/Terminations: Helen Cate – Youth & Family Services Assistant – July 31, 2021



Welcome to our new Youth & Family Services (YFS) Assistant Fin Lee! They started with ALD on Wednesday, July 7<sup>th</sup> and has had a busy first few weeks!

Fin Minjee Lee (they/them) is a Queer, first-generation Korean-American. An illustrator by trade, they also have a passion for serving the public. Born and raised in the SGV, they've worked with diverse communities in cities like Los Angeles, San Francisco, Oakland, and Portland. They've worked with LA County Library, Toolworks (working with adults with developmental/physical disabilities), Portland Children's Museum (programs), PNCA library, and even Disneyland, amongst other roles. They are currently completing their MLIS degree at San José State University and has received a Library Technology & Digitization Skills for Libraries & Cultural Heritage Institutions certifications from Pasadena City College. We are so happy to have them as part of the ALD Team!

As we gained one staff member in YFS, we sadly also are saying goodbye to another part of that team. Helen Cate, who started with us in September 2017, has been an active employee in both the Adult Services and YFS departments. She has a natural ability at programming and connecting with the patrons visiting the library. She finished her MLIS last year, showing great perseverance to get through her schoolwork, hold her part-time position with us and weather the pandemic storm. Her positive attitude has been so important in the tough past year and a half and she is going to be greatly missed. Best of luck to her on her future endeavors!



*"Helen the Librarian" by Keni Arts painted back in April 2021 while we only had the Community Room open.*

## COVID-19 Safety Protocol Updates

We updated our COVID Prevention Plan and released it to staff on July 2, 2021. We were able to lift the mask mandate at both of our libraries based on CDC, State of California and Cal-OSHA guidance. As an employer we were required to verify vaccination status or have staff self-attest to being vaccinated to not wear a mask when in the two library buildings. Signage was placed at the entrances informing patrons that by not wearing a mask they were self-attesting to being vaccinated as well. This was the case for approximately 2 weeks.

On July 17, LA County reinstated its mask mandate for all public indoor spaces so we updated our COVID Prevention Plan and all signage to reflect this change to protocol. I am very grateful to the staff for their flexibility as these updates continue to come in and for adhering to the guidelines. Our patrons have also been patient as these changes continue to be made and are following staff direction without any issues. We will continue to work with our Paychex HR Consultant to make sure we are abiding by all state and county orders.

### Statistical Update:

System-Wide Statistics FY20-21	July	August	September	October	November	December	January	February	March	April	May	June	
E-Resource Checkouts	6,313	5,897	5,587	5,215	5,058	3,635	4,852	4,959	4,657	4,589	4,373	5,691	
3-D Printouts	41	24	20	20	0	0	0	0	0	0	0	0	
Reference Sessions	60	108	123	332	231	114	128	114	133	163	244	311	
Live Chat Sessions	52	37	61	56	35	23	14	34	38	29	17	21	
<b>Main Library Statistics</b>													
Physical Collections Checkouts	3,263	4,650	7,111	6,467	5,543	1,234	1	1	4,891	5,348	6,173	12,040	
Library of Things	22	34	30	21	40	22	0	0	40	88	78	64	
Print from Home Transactions	0	0	0	0	1	0	0	0	0	0	0	0	
New Patrons	73	59	53	71	48	44	47	62	68	98	120	211	
<b>Bob Lucas Statistics</b>													
Physical Collection Checkout	186	382	622	603	786	101	1	1	207	676	1,002	1,062	
Library of Things	6	10	7	6	6	4	0	0	1	24	26	19	
Print from Home Transactions	0	0	0	0	1	0	0	0	2	1	0	0	
New Patrons	0	0	0	0	0	0	0	0	0	7	13	20	
<b>Passport Services</b>													
	CLOSED				Open 11/1-24	CLOSED							
Passports Processed					60				116	115	105	121	
Passport Photo Sessions					0				0	0	0	0	
Phone Calls Received					150				609	917	945	823	

### Bond Issuance Process

The Bond Issuance team has been assembled through four Request For Proposal (RFP) processes this year. This team is composed of:

- Municipal Advisor: **Urban Futures**
- Bond Counsel: **Best, Best & Krieger**
- Bond Underwriting Services: **Hilltop Securities**
- CFD Administration: **NBS**

This team had its kickoff meeting on July 12, along with Diego and I. As our first time meeting, introductions were done and then a quick overview of what each firm will be doing as part of the process and the potential timeline to complete this work. We are planning to have a Special Presentation by this team at both the CFD Committee meeting on August 11, and then to the full Board of Trustees at their regular meeting on August 23. Below is a draft Financing Schedule that Doug Anderson, our Municipal Advisor, put together for an initial look at the process.





**(DRAFT) Financing Schedule (July 15, 2021)**

**Altadena Library District  
Community Facilities District No. 2020-1  
Special Tax Bonds, Issue of 2021**

JULY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jul. 12	Kick-off call (via Zoom)	All
Jul. 16	Agenda deadline for July 26 <sup>th</sup> Board meeting	BC/ALD
<b>Jul. 26</b>	<b>Board meeting – approval of reimbursement resolution</b>	BC/ALD
Wk. of Jul. 26	Initial draft legal documents to be distributed	BC
Wk. of Aug. 2	Initial draft Preliminary Official Statement (POS) distributed	DC
Wk. of Aug. 9	Draft CFD data tables distributed	STC
Aug. 13	Agenda deadline for August 23 <sup>rd</sup> Board meeting	BC/MA/ALD
Wk. of Aug. 16	Revised draft POS and documents distributed	BC/DC
<b>Aug. 23</b>	<b>Board meeting – approval of Debt Policy, Tax and Disclosure policies</b>	BC/MA/ALD
Wk. of Aug. 23	Draft Credit Presentation distributed	UW/MA
Wk. of Sept. 13	Presentation to Rating Agency	All
Wk. of Sept. 13	CFD Committee meeting to review documents	BC/MA/ALD
Sept. 17	Agenda deadline for September 27 <sup>th</sup> Board meeting	BC/MA/UW/ALD
<b>Sept. 27</b>	<b>Board meeting – approval of bond issuance and documents</b>	BC/MA/UW/ALD
Sept. 29	Due Diligence call (Time TBD)	DC/ALD/MA
Wk. of Oct. 4	Print/Post POS	UW/MA/ALD/DC
Wk. of Oct. 11	Pre-pricing and Pricing	All
Wk. of Oct. 25	Pre-closing and Closing	All

## Programs & Engagement



### **Grocery Outlet Owners Farewell**

We were sad to say farewell to former Grocery Outlet owners Michell and Mario Guajardo at an event organized by Victoria Knapp from Altadena Town Council and Mark Mariscal with Rotary, ALF and FOAL (and many other groups I'm sure!). The Guajardos were only residents of Altadena for 3 years but made a HUGE impact on the community. ALF President Bridget Brewster and I spoke about our extreme appreciation for their partnership on Taste of Dena and other library events, as well as their support of the Measure Z campaign last year. There were more than 12 people that spoke about

this amazing couple – it was a very emotional event. Thank you to Innovations Librarian Aaron Kimbrell for bringing the Curiosity Connection to represent ALD and to Christopher for setting up and managing the PA system that we offered for use at the event.



### **Farnsworth Park Summer Concert Series**



I was so excited to attend my first concert at the beautiful Farnsworth Park venue – what an amazing space! The Kings of 88 kicked off this concert series on July 10<sup>th</sup>, performing hits by Elton John, Billy Joel and many other artists that feature piano in their songs. I attended with Bridget Brewster and it was wonderful to see our former employee Serena Alegria, as well as current staff Helen Milner, Isabelle Briggs and Alice Wynne having a great time (pictured above on the left). Another big thanks to Aaron and Mikayla Arevalo for bringing the Curiosity Connection and also working a table throughout the event spreading the news about library happenings to all concert attendees.

**Altadena Chamber of Commerce Awards Dinner**

Congratulations to Mark Mariscal on being named the 2020 Person of the Year by the Altadena Chamber of Commerce. Mark is one of the most active volunteers in local organizations that I have even known! He is currently the Treasurer of our Foundation Board, on the Friends of the Altadena Libraries Board member, past-President of the Rotary Club and much more! He has a long history of being a super library advocate and tells people about ALD and all that we do everywhere he goes. ALD purchased a table for the dinner that was held on July 16. Thank you to Trustee Cervantes, Bridget Brewster and Dawn Smith (ALF President and Board member), Sallie Cruise and her husband (FOAL President), Viktor Sjöberg and his wife, and Administrative Assistant Diego Gamboa for attending and networking with community members and stakeholders.



*(L to R) Mark Mariscal, Bridget Brewster, Sallie Cruise, Diego Gamboa and Viktor Sjöberg*



**BOARD OF LIBRARY TRUSTEES  
FINANCE REPORT for JULY 2021**

**DEPARTMENT:** Administration

**MEETING DATE:** July 26, 2021

**PREPARED BY:** Nikki Winslow

**LOCATION:** Virtual Meeting

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**TITLE: Summary Report of Financial Statements for May 2021**

**May 2020 FINANCIAL STATEMENTS**

The following financial reports are for the month of May 2021. The financial statements are unaudited. Currently we are at 91.6% of our budget year.

As indicated on this report, actual year-to-date expenditures exceed actual year-to-date revenues reflecting a net income of -\$221,816.16. ALD cash and cash equivalents are \$4,073,176.46.

Total cash with the County is \$3,524,684.85. 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 \$5,886,857.12.

**REVENUE HIGHLIGHTS**

4030-4200 Property Taxes – the District saw an overall addition of \$29,337.02 to our property tax income.

4735 Designated – in May the District received a total of \$17,770 in grants for purchasing mini iPads kits for YFS programming and to administer the Mapping Teen Altadena grant. The grants were provided by the California State Library and California Humanities, respectively.

4340 – a total of \$4,095 was received in Passports revenue for both checks and deferred credit card payments.

**EXPENDITURE HIGHLIGHTS**

7205 Maintenance Contracts – Spent \$5017.88 on HVAC preventative maintenance and service.

6120-6155 Library Materials - Spent \$38,083.85 on library materials as we approached the close of the fiscal year, on both digital and print collections.

6260 – Summer Reading: Spent \$3201.89 on Summer Reading programming supplies and kits.

6270 – Mobile Library: Spent \$3820.08 to prepare the Mobile Library Unit for its June launch, including purchase of a power generator, shelving and the van wrapping services.

**PAYMENTS FROM SUPPORT ORGANIZATIONS**

No payments to report.

**Altadena Library District**  
**Balance Sheet**  
As of May 31, 2021

	May 31, 21
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>Cash &amp; Cash Equivalents</b>	
<b>Cash in Banks</b>	
1001 · Pacific West - Checking	531,297.62
1002 · Pacific West - MMA	15,764.75
1046 · PayPal	579.24
<b>Total Cash in Banks</b>	547,641.61
<b>Cash on Hand</b>	
1080 · Petty Cash	500.00
1081 · Cash Register - Main	150.00
1082 · Petty Cash - Branch	100.00
1083 · Cash Register - Branch	100.00
<b>Total Cash on Hand</b>	850.00
<b>Cash with County</b>	
1010.00 · Cash in County Treasury	3,515,227.16
1013 · FMV - COLA Funds	9,457.69
<b>Total Cash with County</b>	3,524,684.85
<b>Total Cash &amp; Cash Equivalents</b>	4,073,176.46
<b>Total Checking/Savings</b>	4,073,176.46
<b>Other Current Assets</b>	
<b>Property Tax Receivables (COLA)</b>	
1400 · PT Receivable-Current Secured	85,594.68
1410 · PT Receivable-Current Unsecured	(1,179.01)
<b>Total Property Tax Receivables (COLA)</b>	84,415.67
1430 · Parcel Assessment Receivable	35,254.90
<b>Total Other Current Assets</b>	119,670.57
<b>Total Current Assets</b>	4,192,847.03
<b>Fixed Assets</b>	
<b>Capital Assets</b>	
<b>Accumulated Depreciation</b>	
1800 · Accum Depr (S & I)	(1,163,680.68)
1900 · Accum Depr (FF & E)	(109,838.88)
<b>Total Accumulated Depreciation</b>	(1,273,519.56)
<b>Depreciable Assets</b>	
1550 · Structures & Improvements	1,722,477.96
1700 · Furniture, Fixtures & Equipment	202,498.41
<b>Total Depreciable Assets</b>	1,924,976.37
<b>Non-Depreciable Assets</b>	
1500 · Land	77,280.28
1510 · Artwork	102,500.00
<b>Total Non-Depreciable Assets</b>	179,780.28
<b>Total Capital Assets</b>	831,237.09
<b>Total Fixed Assets</b>	831,237.09

**Altadena Library District**  
**Balance Sheet**  
As of May 31, 2021

	May 31, 21
<b>Other Assets</b>	
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
<b>Total Deferred Outflows of Resources</b>	<b>862,773.00</b>
<b>Total Other Assets</b>	<b>862,773.00</b>
<b>TOTAL ASSETS</b>	<b>5,886,857.12</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2000 · Accounts Payable	6,885.30
<b>Total Accounts Payable</b>	<b>6,885.30</b>
Credit Cards	
2009 · UMB Credit Card	45,934.65
<b>Total Credit Cards</b>	<b>45,934.65</b>
<b>Other Current Liabilities</b>	
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)	(743.75)
2100.04 · CalPers PEPRA (EE Ded)	(306.10)
2100.07 · CalPers 457 (EE Contribution)	395.98
2100.08 · CalPers 457 (EE Loan Repayment)	0.36
2100.09 · Disability Insurance	(253.68)
<b>Total 2100 · Payroll Payable</b>	<b>11,908.80</b>
<b>Total Other Current Liabilities</b>	<b>124,155.67</b>
<b>Total Current Liabilities</b>	<b>176,975.62</b>
<b>Long Term Liabilities</b>	
Deferred Inflows of Resources	
2601 · DIR - Pension Related	216,988.00
2602 · DIR - OPEB Related	340,616.00
<b>Total Deferred Inflows of Resources</b>	<b>557,604.00</b>
2700 · Net Pension Liability	2,504,038.00
2701 · Net OPEB Liability	1,024,083.00
<b>Total Long Term Liabilities</b>	<b>4,085,725.00</b>
<b>Total Liabilities</b>	<b>4,262,700.62</b>
<b>Equity</b>	
3300 · Retained Earnings	1,124,702.87
Net Income	499,453.63
<b>Total Equity</b>	<b>1,624,156.50</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,886,857.12</b>

**Altadena Library District**  
**Profit & Loss Budget vs. Actual**  
**July 2020 through May 2021**

	Jul '20 - May 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>DONATIONS AND GRANTS</b>				
4705 · Altadena Library Foundation	32,000.00	32,000.00		100.0%
4710 · Friends of the Library	28,000.00	28,000.00		100.0%
4730 · Undesignated	50.00		50.00	100.0%
4735 · Designated	377,989.88	346,000.00	31,989.88	109.2%
4740 · CA Library Literacy Services	21,219.00	21,000.00	219.00	101.0%
4750 · Cal State Library				
<b>Total DONATIONS AND GRANTS</b>	<b>459,258.88</b>	<b>427,000.00</b>	<b>32,258.88</b>	<b>107.6%</b>
<b>FINES &amp; FEES</b>				
4305 · Fees	689.59	1,000.00	(310.41)	69.0%
4310 · MFM / Printer Revenue	161.04	1,000.00	(838.96)	16.1%
4340 · Passport Services Fees	13,370.00	25,000.00	(11,630.00)	53.5%
4350 · Sales of Products		1,000.00	(1,000.00)	
4810 · Community Room Fees				
<b>Total FINES &amp; FEES</b>	<b>14,220.63</b>	<b>28,000.00</b>	<b>(13,779.37)</b>	<b>50.8%</b>
<b>INTEREST INCOME &amp; ADJUSTMENTS</b>				
4210 · Interest Income (Savings)	2.81		2.81	100.0%
<b>Total INTEREST INCOME &amp; ADJUSTMENTS</b>	<b>2.81</b>		<b>2.81</b>	<b>100.0%</b>
<b>OTHER REVENUE &amp; ADJUSTMENT</b>				
4910 · Miscellaneous Income	1,584.91			
4915 · Film Rental Revenue	16,892.80	7,000.00	9,892.80	241.3%
4930 · E-Rate Revenue		36,000.00	(36,000.00)	
4940 · Transfer in from Reserves		25,950.00	(25,950.00)	
4999 · Credit Card Rebates		10,000.00	(10,000.00)	
<b>Total OTHER REVENUE &amp; ADJUSTMENT</b>	<b>18,477.71</b>	<b>78,950.00</b>	<b>(60,472.29)</b>	<b>23.4%</b>
<b>PROPERTY TAXES</b>				
4010 · Current-Year Secured				
4010.00 · Current Secured		2,704,000.00	(2,704,000.00)	
4010 · Current-Year Secured - Other	2,726,040.40			
<b>Total 4010 · Current-Year Secured</b>	<b>2,726,040.40</b>	<b>2,704,000.00</b>	<b>22,040.40</b>	<b>100.8%</b>
4020 · Current-Year Unsecured				
4020.00 · Current Unsecured	88,920.24			
4020 · Current-Year Unsecured - Other		86,900.00	(86,900.00)	
<b>Total 4020 · Current-Year Unsecured</b>	<b>88,920.24</b>	<b>86,900.00</b>	<b>2,020.24</b>	<b>102.3%</b>
4030 · Prior-Year Secured				
4030.00 · Prior Secured	(16,283.95)			
4030.05 · Secured Tax Refunds	(26,564.41)			
<b>Total 4030 · Prior-Year Secured</b>	<b>(42,848.36)</b>			
4040 · Prior-Year Unsecured				
4040.00 · Prior Unsecured	(10,884.62)			
4040 · Prior-Year Unsecured - Other	0.01			
<b>Total 4040 · Prior-Year Unsecured</b>	<b>(10,884.61)</b>			
4050 · Homeowners Exemption	10,924.66	15,300.00	(4,375.34)	71.4%
4060 · Special Assessment				
4060.01 · Per Parcel Benefit Assessment	880,067.83	875,400.00	4,667.83	100.5%
4060 · Special Assessment - Other				
<b>Total 4060 · Special Assessment</b>	<b>880,067.83</b>	<b>875,400.00</b>	<b>4,667.83</b>	<b>100.5%</b>
4070 · Supplemental Current				
4010.03 · SB 813 Supplemental	28,943.63			
<b>Total 4070 · Supplemental Current</b>	<b>28,943.63</b>			
4075 · Supplemental Prior				
4030.03 · SB 813 Redemption	5,078.88			
<b>Total 4075 · Supplemental Prior</b>	<b>5,078.88</b>			

**Altadena Library District**  
**Profit & Loss Budget vs. Actual**  
**July 2020 through May 2021**

	Jul '20 - May 21	Budget	\$ Over Budget	% of Budget
4080 · Penalties, Interest & Costs-Ref	13,754.08	10,000.00	3,754.08	137.5%
4200 · Interest Income - County of LA	9,014.94	6,000.00	3,014.94	150.2%
<b>Total PROPERTY TAXES</b>	<b>3,709,011.69</b>	<b>3,697,600.00</b>	<b>11,411.69</b>	<b>100.3%</b>
<b>Total Income</b>	<b>4,200,971.72</b>	<b>4,231,550.00</b>	<b>(30,578.28)</b>	<b>99.3%</b>
<b>Expense</b>				
<b>CAPITAL EXPENSE</b>				
7310 · Equipment, Furniture & Fixtures	69,195.41	76,000.00	(6,804.59)	91.0%
7320 · Structures & Improvements	366,976.69	385,000.00	(18,023.31)	95.3%
<b>Total CAPITAL EXPENSE</b>	<b>436,172.10</b>	<b>461,000.00</b>	<b>(24,827.90)</b>	<b>94.6%</b>
<b>FACILITIES, GROUNDS &amp; MAINT.</b>				
7205 · Maintenance Contracts	14,300.19	14,000.00	300.19	102.1%
7210 · Building Maint & Repairs	8,377.13	20,000.00	(11,622.87)	41.9%
7220 · Landscape	20,180.66	24,000.00	(3,819.34)	84.1%
<b>Total FACILITIES, GROUNDS &amp; MAINT.</b>	<b>42,857.98</b>	<b>58,000.00</b>	<b>(15,142.02)</b>	<b>73.9%</b>
<b>LIBRARY MATERIALS</b>				
6110 · Cataloging Expenses	3,388.01	6,000.00	(2,611.99)	56.5%
6115 · Electronic Databases & Subscrip	14,968.60	28,000.00	(13,031.40)	53.5%
6120 · Books	135,312.21	127,200.00	8,112.21	106.4%
6125 · Audio CD	8,533.38	9,500.00	(966.62)	89.8%
6130 · DVD's & Videogames	15,869.36	19,950.00	(4,080.64)	79.5%
6140 · Periodicals	13,528.87	15,000.00	(1,471.13)	90.2%
6150 · Downloadables	70,879.75	77,350.00	(6,470.25)	91.6%
6155 · Library of Things	1,706.71	4,000.00	(2,293.29)	42.7%
<b>Total LIBRARY MATERIALS</b>	<b>264,186.89</b>	<b>287,000.00</b>	<b>(22,813.11)</b>	<b>92.1%</b>
<b>MISCELLANEOUS EXPENSE</b>				
7510 · Miscellaneous Expense	400.00			
7540 · Trustee Election	94,297.50	120,000.00	(25,702.50)	78.6%
<b>Total MISCELLANEOUS EXPENSE</b>	<b>94,697.50</b>	<b>120,000.00</b>	<b>(25,302.50)</b>	<b>78.9%</b>
<b>OPERATING EXPENSES</b>				
<b>ADVERTISING &amp; MARKETING</b>				
6618 · Recruitment	856.50	1,500.00	(643.50)	57.1%
6627 · Advertising / Marketing	5,572.75	7,000.00	(1,427.25)	79.6%
<b>Total ADVERTISING &amp; MARKETING</b>	<b>6,429.25</b>	<b>8,500.00</b>	<b>(2,070.75)</b>	<b>75.6%</b>
<b>FEES</b>				
6745 · Banking & Service Fees	256.65	1,000.00	(743.35)	25.7%
6746 · Payroll Fees	8,702.56	10,200.00	(1,497.44)	85.3%
7530 · County Tax Collection Fees	41,460.33	36,400.00	5,060.33	113.9%
<b>Total FEES</b>	<b>50,419.54</b>	<b>47,600.00</b>	<b>2,819.54</b>	<b>105.9%</b>
<b>INSURANCE</b>				
6430 · Insurance-Gen, Prop, Liab, Eq	50,017.18	48,800.00	1,217.18	102.5%
6432 · Earthquake Insurance	33,102.25	33,100.00	2.25	100.0%
<b>Total INSURANCE</b>	<b>83,119.43</b>	<b>81,900.00</b>	<b>1,219.43</b>	<b>101.5%</b>
<b>STAFF COSTS &amp; PROF. DEVELOPMENT</b>				
6623 · Trustee Prof. Development	521.70	500.00	21.70	104.3%
6625 · Training & Education	5,615.48	5,000.00	615.48	112.3%
6626 · Staff Recognition	1,687.20	2,000.00	(312.80)	84.4%
6710 · Meetings & Travel	2,156.46	3,000.00	(843.54)	71.9%
6730 · Mileage & Parking Reimbursement	10.81	1,000.00	(989.19)	1.1%
<b>Total STAFF COSTS &amp; PROF. DEVELOPMENT</b>	<b>9,991.65</b>	<b>11,500.00</b>	<b>(1,508.35)</b>	<b>86.9%</b>
<b>UTILITIES</b>				
6920 · Electricity	35,290.80	41,000.00	(5,709.20)	86.1%
6930 · Natural Gas	5,401.32	5,500.00	(98.68)	98.2%
6940 · Water & Sewage	6,463.86	7,000.00	(536.14)	92.3%
6950 · Refuse	5,007.75	5,500.00	(492.25)	91.1%
<b>Total UTILITIES</b>	<b>52,163.73</b>	<b>59,000.00</b>	<b>(6,836.27)</b>	<b>88.4%</b>



**Altadena Library District**  
**Profit & Loss Budget vs. Actual**  
**July 2020 through May 2021**

	Jul '20 - May 21	Budget	\$ Over Budget	% of Budget
6620 · Membership Dues & Subscriptions	17,316.25	14,000.00	3,316.25	123.7%
6740 · Postage & Delivery	1,527.58	2,000.00	(472.42)	76.4%
6750 · Printing & Reproduction	5,895.46	6,000.00	(104.54)	98.3%
6755 · Small Equipment	3,841.75	4,000.00	(158.25)	96.0%
6765 · Janitorial Supplies	4,861.81	9,000.00	(4,138.19)	54.0%
6770 · Operating Supplies	14,274.04	19,000.00	(4,725.96)	75.1%
6775 · Technical Services Supplies	2,064.67	3,000.00	(935.33)	68.8%
6780 · Operating Software	484.83	500.00	(15.17)	97.0%
6960 · Sales of Products		200.00	(200.00)	
6970 · Equipment Lease & Rental	19,631.52	20,000.00	(368.48)	98.2%
<b>Total OPERATING EXPENSES</b>	<b>272,021.51</b>	<b>286,200.00</b>	<b>(14,178.49)</b>	<b>95.0%</b>
<b>PERSONNEL RELATED EXPENSES</b>				
<b>5000 · SALARIES &amp; WAGES</b>				
5010 · Salaried	695,549.91	783,300.00	(87,750.09)	88.8%
5020 · Hourly	986,137.95	1,099,100.00	(112,962.05)	89.7%
<b>Total 5000 · SALARIES &amp; WAGES</b>	<b>1,681,687.86</b>	<b>1,882,400.00</b>	<b>(200,712.14)</b>	<b>89.3%</b>
<b>5100 · Employer-Portion Taxes/Benefits</b>				
5120 · Payroll Taxes (ER)	134,278.40	155,600.00	(21,321.60)	86.3%
<b>5210 · PERS Retirement</b>				
5210.01 · CalPers CLASSIC (ER Contr)	25,094.65	25,300.00	(205.35)	99.2%
5210.02 · CalPers PEPRA (ER Contr)	88,367.00	99,300.00	(10,933.00)	89.0%
5218 · PERS Unfunded	168,617.00	168,700.00	(83.00)	100.0%
<b>Total 5210 · PERS Retirement</b>	<b>282,078.65</b>	<b>293,300.00</b>	<b>(11,221.35)</b>	<b>96.2%</b>
<b>5222 · OPEB Contribution</b>				
		60,000.00	(60,000.00)	
<b>Total 5100 · Employer-Portion Taxes/Benefits</b>	<b>416,357.05</b>	<b>508,900.00</b>	<b>(92,542.95)</b>	<b>81.8%</b>
<b>5200 · Insurance</b>				
5220 · Health Insurance	109,308.44	132,000.00	(22,691.56)	82.8%
5221 · Health Insurance - Retirees	67,482.29	71,700.00	(4,217.71)	94.1%
5230 · Dental Insurance	12,062.32	12,200.00	(137.68)	98.9%
5240 · Vision Insurance	4,609.67	4,900.00	(290.33)	94.1%
5260 · Life Insurance	1,340.69	1,400.00	(59.31)	95.8%
5270 · Workers' Compensation	49,825.96	49,850.00	(24.04)	100.0%
<b>Total 5200 · Insurance</b>	<b>244,629.37</b>	<b>272,050.00</b>	<b>(27,420.63)</b>	<b>89.9%</b>
<b>Total PERSONNEL RELATED EXPENSES</b>	<b>2,342,674.28</b>	<b>2,663,350.00</b>	<b>(320,675.72)</b>	<b>88.0%</b>
<b>PROFESSIONAL &amp; TECHNICAL</b>				
<b>INFORMATION TECHNOLOGY (IT)</b>				
7135 · Technology Consulting				
7170 · Telecommunications	8,454.28	9,500.00	(1,045.72)	89.0%
7175 · Internet Service / E-Rate	25,567.78	53,000.00	(27,432.22)	48.2%
7180 · Technology Equipment	30,138.07	25,000.00	5,138.07	120.6%
7185 · Technology Maintenance Fees	20,750.04	18,500.00	2,250.04	112.2%
7190 · Website Development	316.92	500.00	(183.08)	63.4%
<b>Total INFORMATION TECHNOLOGY (IT)</b>	<b>85,227.09</b>	<b>106,500.00</b>	<b>(21,272.91)</b>	<b>80.0%</b>
<b>PROFESSIONAL SERVICES</b>				
7125 · Audit and Financial Consulting	58,839.30	90,000.00	(31,160.70)	65.4%
7130 · Legal Fees	35,529.63	45,000.00	(9,470.37)	79.0%
7140 · Architectural & Engineering				
7145 · Collection Agency				
7155 · Consultants - Other	27,771.15	66,700.00	(38,928.85)	41.6%
<b>Total PROFESSIONAL SERVICES</b>	<b>122,140.08</b>	<b>201,700.00</b>	<b>(79,559.92)</b>	<b>60.6%</b>
<b>Total PROFESSIONAL &amp; TECHNICAL</b>	<b>207,367.17</b>	<b>308,200.00</b>	<b>(100,832.83)</b>	<b>67.3%</b>

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Accrual Basis

**Altadena Library District**  
**Profit & Loss Budget vs. Actual**  
**July 2020 through May 2021**

	Jul '20 - May 21	Budget	\$ Over Budget	% of Budget
<b>PROGRAMS</b>				
6200 · Youth Services	7,128.91	4,600.00	2,528.91	155.0%
6210 · Teen Services	5,626.14	5,500.00	126.14	102.3%
6220 · Adult Services	5,075.30	10,000.00	(4,924.70)	50.8%
6230 · Bob Lucas Branch Services	5,914.00	6,400.00	(486.00)	92.4%
6240 · Literacy Services	6,029.53	7,550.00	(1,520.47)	79.9%
6250 · Volunteer Services	788.55	1,000.00	(211.45)	78.9%
6260 · Summer Reading	6,961.62	10,000.00	(3,038.38)	69.6%
6270 · Mobile Library	4,016.61	2,750.00	1,266.61	146.1%
<b>Total PROGRAMS</b>	41,540.66	47,800.00	(6,259.34)	86.9%
<b>Total Expense</b>	3,701,518.09	4,231,550.00	(530,031.91)	87.5%
<b>Net Ordinary Income</b>	499,453.63		499,453.63	100.0%
<b>Net Income</b>	<b>499,453.63</b>		<b>499,453.63</b>	<b>100.0%</b>

**Altadena Library District**  
**Profit & Loss**  
**May 2021**

	May 21
Ordinary Income/Expense	
Income	
<b>DONATIONS AND GRANTS</b>	
4735 · Designated	17,770.00
<b>Total DONATIONS AND GRANTS</b>	17,770.00
<b>FINES &amp; FEES</b>	
4305 · Fees	33.18
4310 · MFM / Printer Revenue	0.57
4340 · Passport Services Fees	4,095.00
<b>Total FINES &amp; FEES</b>	4,128.75
<b>INTEREST INCOME &amp; ADJUSTMENTS</b>	
4210 · Interest Income (Savings)	0.27
<b>Total INTEREST INCOME &amp; ADJUSTMENTS</b>	0.27
<b>OTHER REVENUE &amp; ADJUSTMENT</b>	
4910 · Miscellaneous Income	1,357.91
<b>Total OTHER REVENUE &amp; ADJUSTMENT</b>	1,357.91
<b>PROPERTY TAXES</b>	
4030 · Prior-Year Secured	
4030.00 · Prior Secured	7,138.90
4030.05 · Secured Tax Refunds	(3,920.43)
<b>Total 4030 · Prior-Year Secured</b>	3,218.47
4050 · Homeowners Exemption	4,498.39
4060 · Special Assessment	
4060.01 · Per Parcel Benefit Assessment	1,755.73
<b>Total 4060 · Special Assessment</b>	1,755.73
4070 · Supplemental Current	
4010.03 · SB 813 Supplemental	15,646.54
<b>Total 4070 · Supplemental Current</b>	15,646.54
4075 · Supplemental Prior	
4030.03 · SB 813 Redemption	724.29
<b>Total 4075 · Supplemental Prior</b>	724.29
4080 · Penalties, Interest & Costs-Ref	2,511.34
4200 · Interest Income - County of LA	982.26
<b>Total PROPERTY TAXES</b>	29,337.02
<b>Total Income</b>	52,593.95
Expense	
<b>FACILITIES, GROUNDS &amp; MAINT.</b>	
7205 · Maintenance Contracts	5,017.88
7210 · Building Maint & Repairs	636.26
7220 · Landscape	1,321.34
<b>Total FACILITIES, GROUNDS &amp; MAINT.</b>	6,975.48
<b>LIBRARY MATERIALS</b>	
6120 · Books	19,906.19
6125 · Audio CD	726.97
6140 · Periodicals	1,677.05
6150 · Downloadables	15,168.58
6155 · Library of Things	605.06
<b>Total LIBRARY MATERIALS</b>	38,083.85

**Altadena Library District**  
**Profit & Loss**  
**May 2021**

	May 21
<b>OPERATING EXPENSES</b>	
<b>ADVERTISING &amp; MARKETING</b>	
6618 · Recruitment	140.25
6627 · Advertising / Marketing	126.33
<b>Total ADVERTISING &amp; MARKETING</b>	<b>266.58</b>
<b>FEES</b>	
6745 · Banking & Service Fees	(226.78)
6746 · Payroll Fees	814.10
<b>Total FEES</b>	<b>587.32</b>
<b>STAFF COSTS &amp; PROF. DEVELOPMENT</b>	
6625 · Training & Education	135.00
6626 · Staff Recognition	64.08
6710 · Meetings & Travel	129.29
6730 · Mileage & Parking Reimbursement	10.81
<b>Total STAFF COSTS &amp; PROF. DEVELOPMENT</b>	<b>339.18</b>
<b>UTILITIES</b>	
6930 · Natural Gas	380.76
6940 · Water & Sewage	472.23
6950 · Refuse	367.23
<b>Total UTILITIES</b>	<b>1,220.22</b>
6740 · Postage & Delivery	779.08
6750 · Printing & Reproduction	500.00
6755 · Small Equipment	30.08
6765 · Janitorial Supplies	306.00
6770 · Operating Supplies	720.16
6775 · Technical Services Supplies	641.20
6780 · Operating Software	49.98
6970 · Equipment Lease & Rental	1,734.21
<b>Total OPERATING EXPENSES</b>	<b>7,174.01</b>
<b>PERSONNEL RELATED EXPENSES</b>	
<b>5000 · SALARIES &amp; WAGES</b>	
5010 · Salaried	67,734.53
5020 · Hourly	86,213.19
<b>Total 5000 · SALARIES &amp; WAGES</b>	<b>153,947.72</b>
<b>5100 · Employer-Portion Taxes/Benefits</b>	
5120 · Payroll Taxes (ER)	11,664.50
<b>5210 · PERS Retirement</b>	
5210.01 · CalPers CLASSIC (ER Contr)	3,683.85
5210.02 · CalPers PEPRA (ER Contr)	12,286.81
<b>Total 5210 · PERS Retirement</b>	<b>15,970.66</b>
<b>Total 5100 · Employer-Portion Taxes/Benefits</b>	<b>27,635.16</b>
<b>5200 · Insurance</b>	
5220 · Health Insurance	11,419.07
5221 · Health Insurance - Retirees	6,265.31
5230 · Dental Insurance	1,415.63
5240 · Vision Insurance	474.18
5260 · Life Insurance	132.00
<b>Total 5200 · Insurance</b>	<b>19,706.19</b>
<b>Total PERSONNEL RELATED EXPENSES</b>	<b>201,289.07</b>

Altadena Library District  
Profit & Loss  
May 2021

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	<u>May 21</u>
<b>PROFESSIONAL &amp; TECHNICAL</b>	
<b>INFORMATION TECHNOLOGY (IT)</b>	
7170 · Telecommunications	761.45
7180 · Technology Equipment	1,570.02
7185 · Technology Maintenance Fees	4,656.03
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<b>Total INFORMATION TECHNOLOGY (IT)</b>	6,987.50
<b>PROFESSIONAL SERVICES</b>	
7125 · Audit and Financial Consulting	3,557.70
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<b>Total PROFESSIONAL SERVICES</b>	3,557.70
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<b>Total PROFESSIONAL &amp; TECHNICAL</b>	10,545.20
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<b>PROGRAMS</b>	
6200 · Youth Services	229.59
6210 · Teen Services	1,361.61
6220 · Adult Services	465.94
6230 · Bob Lucas Branch Services	192.12
6240 · Literacy Services	659.02
6250 · Volunteer Services	412.25
6260 · Summer Reading	3,201.89
6270 · Mobile Library	3,820.08
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<b>Total PROGRAMS</b>	10,342.50
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<b>Total Expense</b>	274,410.11
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<b>Net Ordinary Income</b>	(221,816.16)
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<b>Net Income</b>	<u><u>(221,816.16)</u></u>

**Altadena Library District**  
**Profit & Loss Prev Year Comparison**  
**July 2020 through May 2021**

	Jul '20 - May 21	Jul '19 - May 20	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>DONATIONS AND GRANTS</b>				
4705 · Altadena Library Foundation	32,000.00	10,800.00	21,200.00	196.3%
4710 · Friends of the Library	28,000.00	34,500.00	(6,500.00)	(18.8)%
4730 · Undesignated	50.00	22.17	27.83	125.5%
4735 · Designated	377,989.88		377,989.88	100.0%
4740 · CA Library Literacy Services	21,219.00	18,000.00	3,219.00	17.9%
<b>Total DONATIONS AND GRANTS</b>	459,258.88	63,322.17	395,936.71	625.3%
<b>FINES &amp; FEES</b>				
4305 · Fees	689.59	3,936.98	(3,247.39)	(82.5)%
4310 · MFM / Printer Revenue	161.04	8,415.43	(8,254.39)	(98.1)%
4340 · Passport Services Fees	13,370.00	85,015.00	(71,645.00)	(84.3)%
4350 · Sales of Products		1,252.00	(1,252.00)	(100.0)%
<b>Total FINES &amp; FEES</b>	14,220.63	98,619.41	(84,398.78)	(85.6)%
<b>INTEREST INCOME &amp; ADJUSTMENTS</b>				
4210 · Interest Income (Savings)	2.81	47.28	(44.47)	(94.1)%
<b>Total INTEREST INCOME &amp; ADJUSTMENTS</b>	2.81	47.28	(44.47)	(94.1)%
<b>OTHER REVENUE &amp; ADJUSTMENT</b>				
4910 · Miscellaneous Income	1,584.91	6,779.22	(5,194.31)	(76.6)%
4915 · Film Rental Revenue	16,892.80		16,892.80	100.0%
4930 · E-Rate Revenue				
4999 · Credit Card Rebates		10,000.00	(10,000.00)	(100.0)%
<b>Total OTHER REVENUE &amp; ADJUSTMENT</b>	18,477.71	16,779.22	1,698.49	10.1%
<b>PROPERTY TAXES</b>				
4010 · Current-Year Secured				
4010.00 · Current Secured		2,576,019.39	(2,576,019.39)	(100.0)%
4010 · Current-Year Secured - Other	2,726,040.40		2,726,040.40	100.0%
<b>Total 4010 · Current-Year Secured</b>	2,726,040.40	2,576,019.39	150,021.01	5.8%
4020 · Current-Year Unsecured				
4020.00 · Current Unsecured	88,920.24	86,918.20	2,002.04	2.3%
<b>Total 4020 · Current-Year Unsecured</b>	88,920.24	86,918.20	2,002.04	2.3%
4030 · Prior-Year Secured				
4030.00 · Prior Secured	(16,283.95)	(6,534.69)	(9,749.26)	(149.2)%
4030.05 · Secured Tax Refunds	(26,564.41)	(35,476.15)	8,911.74	25.1%
<b>Total 4030 · Prior-Year Secured</b>	(42,848.36)	(42,010.84)	(837.52)	(2.0)%
4040 · Prior-Year Unsecured				
4040.00 · Prior Unsecured	(10,884.62)	(6,056.28)	(4,828.34)	(79.7)%
4040 · Prior-Year Unsecured - Other	0.01		0.01	100.0%
<b>Total 4040 · Prior-Year Unsecured</b>	(10,884.61)	(6,056.28)	(4,828.33)	(79.7)%
4050 · Homeowners Exemption	10,924.66	11,280.82	(356.16)	(3.2)%
4060 · Special Assessment				
4060.01 · Per Parcel Benefit Assessment	880,067.83	849,324.69	30,743.14	3.6%
4060.02 · Direct Assessments		402.45	(402.45)	(100.0)%
<b>Total 4060 · Special Assessment</b>	880,067.83	849,727.14	30,340.69	3.6%
4070 · Supplemental Current				
4010.03 · SB 813 Supplemental	28,943.63	24,479.89	4,463.74	18.2%
<b>Total 4070 · Supplemental Current</b>	28,943.63	24,479.89	4,463.74	18.2%
4075 · Supplemental Prior				
4030.03 · SB 813 Redemption	5,078.88	4,219.31	859.57	20.4%
<b>Total 4075 · Supplemental Prior</b>	5,078.88	4,219.31	859.57	20.4%
4080 · Penalties, Interest & Costs-Ref	13,754.08	10,319.93	3,434.15	33.3%
4200 · Interest Income - County of LA	9,014.94	28,448.23	(19,433.29)	(68.3)%
<b>Total PROPERTY TAXES</b>	3,709,011.69	3,543,345.79	165,665.90	4.7%
<b>Total Income</b>	4,200,971.72	3,722,113.87	478,857.85	12.9%

**Altadena Library District**  
**Profit & Loss Prev Year Comparison**  
**July 2020 through May 2021**

	Jul '20 - May 21	Jul '19 - May 20	\$ Change	% Change
<b>Expense</b>				
<b>CAPITAL EXPENSE</b>				
7310 · Equipment, Furniture & Fixtures	69,195.41	23,486.56	45,708.85	194.6%
7320 · Structures & Improvements	366,976.69	58,481.86	308,494.83	527.5%
<b>Total CAPITAL EXPENSE</b>	<b>436,172.10</b>	<b>81,968.42</b>	<b>354,203.68</b>	<b>432.1%</b>
<b>FACILITIES, GROUNDS &amp; MAINT.</b>				
7205 · Maintenance Contracts	14,300.19	11,140.88	3,159.31	28.4%
7210 · Building Maint & Repairs	8,377.13	27,677.13	(19,300.00)	(69.7)%
7220 · Landscape	20,180.66	15,248.16	4,932.50	32.4%
<b>Total FACILITIES, GROUNDS &amp; MAINT.</b>	<b>42,857.98</b>	<b>54,066.17</b>	<b>(11,208.19)</b>	<b>(20.7)%</b>
<b>LIBRARY MATERIALS</b>				
6110 · Cataloging Expenses	3,388.01	10,375.21	(6,987.20)	(67.4)%
6115 · Electronic Databases & Subscrip	14,968.60	20,532.92	(5,564.32)	(27.1)%
6120 · Books	135,312.21	120,131.65	15,180.56	12.6%
6125 · Audio CD	8,533.38	4,140.44	4,392.94	106.1%
6130 · DVD's & Videogames	15,869.36	30,859.63	(14,990.27)	(48.6)%
6135 · Processing of Materials	41,226.63	41,226.63	(41,226.63)	(100.0)%
6140 · Periodicals	13,528.87	15,065.60	(1,536.73)	(10.2)%
6150 · Downloadables	70,879.75	30,414.79	40,464.96	133.0%
6155 · Library of Things	1,706.71	9.84	1,696.87	17,244.6%
<b>Total LIBRARY MATERIALS</b>	<b>264,186.89</b>	<b>272,756.71</b>	<b>(8,569.82)</b>	<b>(3.1)%</b>
<b>MISCELLANEOUS EXPENSE</b>				
7510 · Miscellaneous Expense	400.00	560.21	(160.21)	(28.6)%
7540 · Trustee Election	94,297.50	94,297.50	94,297.50	100.0%
<b>Total MISCELLANEOUS EXPENSE</b>	<b>94,697.50</b>	<b>560.21</b>	<b>94,137.29</b>	<b>16,803.9%</b>
<b>OPERATING EXPENSES</b>				
<b>ADVERTISING &amp; MARKETING</b>				
6618 · Recruitment	856.50	2,029.19	(1,172.69)	(57.8)%
6627 · Advertising / Marketing	5,572.75	5,221.99	350.76	6.7%
<b>Total ADVERTISING &amp; MARKETING</b>	<b>6,429.25</b>	<b>7,251.18</b>	<b>(821.93)</b>	<b>(11.3)%</b>
<b>FEES</b>				
6745 · Banking & Service Fees	256.65	1,606.64	(1,349.99)	(84.0)%
6746 · Payroll Fees	8,702.56	7,940.00	762.56	9.6%
7530 · County Tax Collection Fees	41,460.33	38,986.24	2,474.09	6.4%
<b>Total FEES</b>	<b>50,419.54</b>	<b>48,532.88</b>	<b>1,886.66</b>	<b>3.9%</b>
<b>INSURANCE</b>				
6430 · Insurance-Gen, Prop, Liab, Eq	50,017.18	33,011.34	17,005.84	51.5%
6432 · Earthquake Insurance	33,102.25	30,370.00	2,732.25	9.0%
<b>Total INSURANCE</b>	<b>83,119.43</b>	<b>63,381.34</b>	<b>19,738.09</b>	<b>31.1%</b>
<b>STAFF COSTS &amp; PROF. DEVELOPMENT</b>				
6623 · Trustee Prof. Development	521.70	240.00	281.70	117.4%
6625 · Training & Education	5,615.48	11,744.94	(6,129.46)	(52.2)%
6626 · Staff Recognition	1,687.20	2,916.04	(1,228.84)	(42.1)%
6710 · Meetings & Travel	2,156.46	9,560.40	(7,403.94)	(77.4)%
6730 · Mileage & Parking Reimbursement	10.81	1,750.94	(1,740.13)	(99.4)%
<b>Total STAFF COSTS &amp; PROF. DEVELOPMENT</b>	<b>9,991.65</b>	<b>26,212.32</b>	<b>(16,220.67)</b>	<b>(61.9)%</b>
<b>UTILITIES</b>				
6920 · Electricity	35,290.80	30,597.67	4,693.13	15.3%
6930 · Natural Gas	5,401.32	3,968.29	1,433.03	36.1%
6940 · Water & Sewage	6,463.86	6,227.82	236.04	3.8%
6950 · Refuse	5,007.75	5,411.94	(404.19)	(7.5)%
<b>Total UTILITIES</b>	<b>52,163.73</b>	<b>46,205.72</b>	<b>5,958.01</b>	<b>12.9%</b>

**Altadena Library District**  
**Profit & Loss Prev Year Comparison**  
**July 2020 through May 2021**

	Jul '20 - May 21	Jul '19 - May 20	\$ Change	% Change
6620 · Membership Dues & Subscriptions	17,316.25	10,149.61	7,166.64	70.6%
6740 · Postage & Delivery	1,527.58	8,007.10	(6,479.52)	(80.9)%
6750 · Printing & Reproduction	5,895.46	2,209.77	3,685.69	166.8%
6755 · Small Equipment	3,841.75	3,319.77	521.98	15.7%
6765 · Janitorial Supplies	4,861.81	6,245.02	(1,383.21)	(22.2)%
6770 · Operating Supplies	14,274.04	13,457.49	816.55	6.1%
6775 · Technical Services Supplies	2,064.67	3,866.26	(1,801.59)	(46.6)%
6780 · Operating Software	484.83	1,632.38	(1,147.55)	(70.3)%
6960 · Sales of Products		86.78	(86.78)	(100.0)%
6970 · Equipment Lease & Rental	19,631.52	20,340.68	(709.16)	(3.5)%
<b>Total OPERATING EXPENSES</b>	<b>272,021.51</b>	<b>260,898.30</b>	<b>11,123.21</b>	<b>4.3%</b>
<b>PERSONNEL RELATED EXPENSES</b>				
<b>5000 · SALARIES &amp; WAGES</b>				
5010 · Salaried	695,549.91	315,396.74	380,153.17	120.5%
5020 · Hourly	986,137.95	1,240,634.13	(254,496.18)	(20.5)%
<b>Total 5000 · SALARIES &amp; WAGES</b>	<b>1,681,687.86</b>	<b>1,556,030.87</b>	<b>125,656.99</b>	<b>8.1%</b>
<b>5100 · Employer-Portion Taxes/Benefits</b>				
5120 · Payroll Taxes (ER)	134,278.40	128,946.53	5,331.87	4.1%
<b>5210 · PERS Retirement</b>				
5210.01 · CalPers CLASSIC (ER Contr)	25,094.65	20,357.59	4,737.06	23.3%
5210.02 · CalPers PEPPRA (ER Contr)	88,367.00	68,437.71	19,929.29	29.1%
5218 · PERS Unfunded	168,617.00	147,894.00	20,723.00	14.0%
<b>Total 5210 · PERS Retirement</b>	<b>282,078.65</b>	<b>236,689.30</b>	<b>45,389.35</b>	<b>19.2%</b>
<b>Total 5100 · Employer-Portion Taxes/Benefits</b>	<b>416,357.05</b>	<b>365,635.83</b>	<b>50,721.22</b>	<b>13.9%</b>
<b>5200 · Insurance</b>				
5220 · Health Insurance	109,308.44	110,388.59	(1,080.15)	(1.0)%
5221 · Health Insurance - Retirees	67,482.29	60,391.31	7,090.98	11.7%
5230 · Dental Insurance	12,062.32	13,640.30	(1,577.98)	(11.6)%
5240 · Vision Insurance	4,609.67	3,205.27	1,404.40	43.8%
5260 · Life Insurance	1,340.69	1,252.06	88.63	7.1%
5270 · Workers' Compensation	49,825.96	31,233.41	18,592.55	59.5%
<b>Total 5200 · Insurance</b>	<b>244,629.37</b>	<b>220,110.94</b>	<b>24,518.43</b>	<b>11.1%</b>
<b>Total PERSONNEL RELATED EXPENSES</b>	<b>2,342,674.28</b>	<b>2,141,777.64</b>	<b>200,896.64</b>	<b>9.4%</b>
<b>PROFESSIONAL &amp; TECHNICAL INFORMATION TECHNOLOGY (IT)</b>				
7135 · Technology Consulting		3,500.00	(3,500.00)	(100.0)%
7170 · Telecommunications	8,454.28	9,212.46	(758.18)	(8.2)%
7175 · Internet Service / E-Rate	25,567.78	31,611.58	(6,043.80)	(19.1)%
7180 · Technology Equipment	30,138.07	9,194.33	20,943.74	227.8%
7185 · Technology Maintenance Fees	20,750.04	22,417.86	(1,667.82)	(7.4)%
7190 · Website Development	316.92	361.45	(44.53)	(12.3)%
<b>Total INFORMATION TECHNOLOGY (IT)</b>	<b>85,227.09</b>	<b>76,297.68</b>	<b>8,929.41</b>	<b>11.7%</b>
<b>PROFESSIONAL SERVICES</b>				
7125 · Audit and Financial Consulting	58,839.30	31,163.91	27,675.39	88.8%
7130 · Legal Fees	35,529.63	49,151.64	(13,622.01)	(27.7)%
7140 · Architectural & Engineering		51,503.75	(51,503.75)	(100.0)%
7145 · Collection Agency		2,004.80	(2,004.80)	(100.0)%
7155 · Consultants - Other	27,771.15	72,870.51	(45,099.36)	(61.9)%
<b>Total PROFESSIONAL SERVICES</b>	<b>122,140.08</b>	<b>206,694.61</b>	<b>(84,554.53)</b>	<b>(40.9)%</b>
<b>Total PROFESSIONAL &amp; TECHNICAL</b>	<b>207,367.17</b>	<b>282,992.29</b>	<b>(75,625.12)</b>	<b>(26.7)%</b>



**Altadena Library District**  
**Profit & Loss Prev Year Comparison**  
**July 2020 through May 2021**

	Jul '20 - May 21	Jul '19 - May 20	\$ Change	% Change
<b>PROGRAMS</b>				
6200 · Youth Services	7,128.91	7,139.59	(10.68)	(0.2)%
6210 · Teen Services	5,626.14	1,028.75	4,597.39	446.9%
6220 · Adult Services	5,075.30	16,813.56	(11,738.26)	(69.8)%
6230 · Bob Lucas Branch Services	5,914.00	2,682.76	3,231.24	120.4%
6240 · Literacy Services	6,029.53	2,710.76	3,318.77	122.4%
6250 · Volunteer Services	788.55	1,456.80	(668.25)	(45.9)%
6260 · Summer Reading	6,961.62	5,732.94	1,228.68	21.4%
6270 · Mobile Library	4,016.61		4,016.61	100.0%
<b>Total PROGRAMS</b>	41,540.66	37,565.16	3,975.50	10.6%
<b>Total Expense</b>	3,701,518.09	3,132,584.90	568,933.19	18.2%
<b>Net Ordinary Income</b>	499,453.63	589,528.97	(90,075.34)	(15.3)%
<b>Net Income</b>	499,453.63	589,528.97	(90,075.34)	(15.3)%



**BOARD OF LIBRARY TRUSTEES  
AD-HOC FACILITIES COMMITTEE REPORT FOR JUNE 2021**

**COMMITTEE:** Ad-hoc Facilities Committee

**MEETING DATE:** July 26, 2021

**PREPARED BY:** Rachlin Partners

**LOCATION:** Virtual Meeting

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Since our last board meeting the team has continued our weekly Monday meetings with a focus on the following:

- a. Distribution of the Community Focus Group description and application procedure to community groups. The community groups have been emailed, and the information has been posted on the ALD website, shared with Facebook groups, and on social media. The deadline for applications is July 30.
- b. Tier 3 Seismic Evaluation RFP – issued on 6/29/21; proposals are due on 7/23/21.
- c. RFQ for HazMat evaluation and study – issued on 7/6/21; proposals are due on 7/30/21.
- d. Offsite Facilities – the committee continues to discuss and plan for potential temporary facilities if either library needs to be closed for a significant amount of time during construction, we look forward to involving the Community Focus Group in this discussion in the near future.

The team has also begun weekly Friday meetings to discuss programming needs for the Main Library, reviewing the outcomes of the 2020 Design Challenge and working as a group to develop consensus on one or more space planning options.



**BOARD OF LIBRARY TRUSTEES  
LIAISON REPORT FOR JULY 2021**

**REPORT:** Altadena Library Foundation

**MEETING DATE:** July 26, 2021

**PREPARED BY:** Trustee Rushmore Cervantes **LOCATION:** Virtual Meeting

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The Altadena Library Foundation (ALF) Board of Directors held its regularly scheduled meeting on July 14, 2021, wherein then discussed a number of topics, including:

- Debriefed on the successful of their Donor Recognition event which was held on June 13<sup>th</sup>
- Had extensive discussions regarding the upcoming Taste of 'Dena event which will be held on Saturday, September 25<sup>th</sup>, from 7:00 to 9:30 p.m. in the Altadena Library parking lot. They continue to seek sponsors and are actively developing the program.
- The Foundation is in regular communication with the Pasadena Outlook, Pasadena Now and Pasadena Independent to highlight the ALF events and garner support.
- Released their quarterly e-newsletter in June.
- Reviewed the Foundation's financial assets and their calendar year balance sheet which, as of July 14, 2021, reflects revenues exceeding their expenditures.
- The Foundation reiterated that, beyond the recent success in securing and/or assisting the ALD in securing grants, they will continue to fundraise for the Curiosity Connection.
- Hired Dawn Smith, a former ALF Director, as their Foundation Manager.
- Filled two vacant ALF Director positions (Emily Abbott & Jervey Tervalon) and continue to seek other interested candidates.



**BOARD OF LIBRARY TRUSTEES  
LIAISON REPORT FOR JULY 2021**

**REPORT:** Government Liaison

**MEETING DATE:** July 26, 2021

**PREPARED BY:** Trustee Terry Andrues

**LOCATION:** Virtual Meeting

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**July 16, 2021**

The big legislative news for our library is that Governor Gavin Newsom signed SB-129, a bill that sets the State budget for fiscal year 2021-22. Aided by effective lobbying by CSDA and support from dozens of State and Federal legislators, the bill has allocated \$100 million for the fiscal support of special districts that were affected by the pandemic. The bill also calls for the formation of a plan by which special districts may apply for the funds by September 1, 2021.

The Altadena Library will also receive a one-time line-item allocation of \$250,000 for infrastructure repair. Special thanks for State Assemblymember Chris Holden for making this budget request. Details can be found in this link:

<https://a41.asmdc.org/press-releases/20210628-assemblymember-chris-holden-scores-local-victories-latest-budget-update>

Excerpts of the budget bill that have a direct impact on libraries and Special Districts are contained in the text below. Passages that may have a direct impact on the Altadena Library are highlighted. The complete Legislative Counsel's Digest can be found at the following link:

[Bill Text - SB-129 Budget Act of 2021. \(ca.gov\)](#)

LEGISLATIVE COUNSEL'S DIGEST – [Approved by Governor July 12, 2021. Filed with Secretary of State July 12, 2021.]

SB 129, Skinner. Budget Act of 2021.

The Budget Act of 2021 made appropriations for the support of state government for the 2021–22 fiscal year.

This bill would amend the Budget Act of 2021 by amending, adding, and repealing items of appropriation and making other changes.

This bill would declare that it is to take effect immediately as a Budget Bill.

**DIGEST KEY**

Vote: majority Appropriation: yes Fiscal Committee: yes Local Program: no

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**BILL TEXT**

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SEC. 214.

Item 6120-011-0001 of Section 2.00 of the Budget Act of 2021 is amended to read:

6120-011-0001—For support of California State Library and California Library Services Board ..... 26,322,000

Schedule:

- (1) 5310-State Library Services ..... 21,856,000
- (2) 5312-Library Development Services ..... 1,876,000
- (3) 5314-Information Technology Services ..... 2,890,000
- (4) Reimbursements to 5310-State Library Services ..... -300,000

Provisions:

1. Of the funds appropriated in Schedule (1), \$835,000 and 6.0 positions are available on a one-time basis to support the creation of disaster preparedness plans to protect at-risk art, historically and culturally significant collections that are publicly and privately held among California’s underserved and underrepresented communities. This funding shall be available for encumbrance or expenditure until June 30, 2025.
2. Of the funds appropriated in Schedule (1), \$1,861,000, of which \$1,641,000 is available on a one-time basis, shall be available to support a pilot project to implement new assistive technologies and to expand access to those resources by visually-impaired Californians. The California State Library is encouraged to collaborate with the Braille Institute of America in Los Angeles to implement this pilot project.
3. Of the funds appropriated in Schedule (1), \$2,100,000, of which \$1,640,000 is available on a one-time basis, shall be available to support the establishment of an online digital database of government documents and records. The California State Library is encouraged to collaborate with the Institute of Governmental Studies at the University of California, Berkeley, and the University of California, Los Angeles, Library on establishing and maintaining the online digital database.

4. \$111,000 of the funds appropriated in Schedule (1), and \$703,000 of the funds appropriated in Schedule (3) of which \$500,000 is available on a one-time basis, shall be available to support improvements and maintenance of the State Grants Portal pursuant to Chapter 5.2 (commencing with Section 8333) of Division 1 of Title 2 of the Government Code.
5. Of the funds appropriated in Schedule (2), \$1,148,000 shall be available for administrative support of new library programs.

SEC. 215.

Item 6120-161-0001 of Section 2.00 of the Budget Act of 2021 is amended to read:

6120-161-0001—For local assistance, California State Library, Local Library Infrastructure Grants and Community Development Support ..... 485,600,000

Schedule:

(1) 5312-Library Development Services ..... 485,600,000

Provisions:

1. (a) Of the funds appropriated in this item, \$439,000,000 is available on a one-time basis to support an equity-focused matching infrastructure grant program to support local library maintenance, capital projects, broadband and technology upgrades, and purchasing of devices.
- (b) For purposes of distributing grants, the California State Library shall prioritize project requests submitted by local libraries located in high-poverty areas of the state. No grant amount shall exceed \$10,000,000.
- (c) The California State Library shall prioritize grants for life-safety and other critical maintenance and infrastructure projects. The California State Library may support more significant modernization and construction capital projects, other infrastructure projects, and device purchases only if funding remains after supporting life-safety and other critical projects.
- (d) The California State Library shall require a local library jurisdiction to match state funds on a dollar-for-dollar basis. The California State Library may reduce the amount of required matching funds if the requesting local library jurisdiction can demonstrate that it is financially unable to provide the required matching funds. Upon receipt and assessment of these requests, the California State Library may lower the matching requirement, as follows:

- (1) For each library with local operating income per capita (LIPC) of more than \$40, no reduction in local match is allowed.
  - (2) For each library with an LIPC between \$40 and \$15.01, the local match may be reduced by half.
  - (3) For each library with an LIPC of \$15 or less, the local match may be eliminated.
- (e) The funds appropriated in this item shall be available for encumbrance or expenditure until June 30, 2024. The California State Library shall submit a report to the Department of Finance and the Legislature by April 1 each year through 2024. The report submitted by April 1, 2022, shall list the grant recipients, the state grant amount each jurisdiction received, the local match each jurisdiction contributed, and a description of each funded project. Subsequent annual reports shall provide a status report on each supported project, including the project completion date.
- 2. Of the funds appropriated in this item, \$26,500,000 shall be available to support the acquisition of property for the San Francisco Chinatown Media and Arts Collaborative.
  - 3. Of the funds appropriated in this item, \$2,400,000 shall be available to support facilities restoration at Logan Heights Library in San Diego.
  - 4. Of the funds appropriated in this item, \$500,000 shall be available to support a one-time capital supplement for the Richmond Community Youth Center of San Francisco.
  - 5. (a) Of the funds appropriated in this item, \$10,000,000 shall be available for Outreach Grants to Ethnic Media Program. The California State Library shall work in consultation with the Commission on Asian Pacific Islander American Affairs, to provide grants to media outlets that primarily serve non-English speaking populations, communities of color, or both; or are considered to be ethnic media outlets. These funds shall support the public awareness efforts of the grants provided in Item 5180-151-0001.
  - (b) Up to 5 percent of the funds appropriated in this item may be used for administrative costs.
  - (c) The funds appropriated in this item shall be available for encumbrance or expenditure until June 30, 2024.

6. Of the funds appropriated for this item, \$6,000,000 shall be available for the Inland Congregations United for Change Parent and Youth Civic Engagement. The California State Library shall work in consultation with the State Department of Social Services to allocate these funds. If the funds are unable to be distributed through the California State Library, this funding may be transferred to another entity to distribute the funding for the intended purpose stated in this provision.
  
7. Of the funds appropriated for this item, \$1,000,000 shall be available for the Jewish Family and Children’s Services Holocaust Center. The California State Library shall work in consultation with the State Department of Social Services to allocate these funds. If the funds are unable to be distributed through the California State Library, this funding may be transferred to another state entity to distribute the funding for the intended purpose stated in this provision.
  
8. Of the funds appropriated for this item, \$200,000 shall be available for the California Center for Civic Participation. The California State Library shall work in consultation with the State Department of Social Services to allocate these funds. If the funds are unable to be distributed through the California State Library, this funding may be transferred to another state entity to distribute the funding for the intended purpose stated in this provision.

SEC. 260.

Item 9210-101-0001 of Section 2.00 of the Budget Act of 2021 is amended to read:

9210-101-0001—For local assistance, Local Government Financing	100,000,000
.....	

Schedule:

- |  |             |
|--|-------------|
| (1) 7540-Aid to Local Government ..... | 100,000,000 |
|--|-------------|

Provisions:

1. The amount appropriated in this item shall be available to provide fiscal relief to independent special districts that have encountered unanticipated costs or loss of revenue due to the COVID-19 public health emergency and that have not received other forms of fiscal relief from the state or federal government.
  
2. The Department of Finance, in consultation with the California Special Districts Association, shall develop a plan to distribute the funding provided in this item by September 1, 2021, and



shall notify the Joint Legislative Budget Committee of the plan. The plan shall provide to each qualifying district that applies for relief a prorated share of the amount appropriated in this item, with each district's share based on its proportionate share of revenue losses reported by all qualifying districts from all fund sources between the 2018–19 and 2019–20 fiscal years, as reported by the district to the department. Applicant districts shall self-attest to the accuracy of all information reported to the department for purposes of this item. Upon completion of application reviews, the department shall order the Controller to remit funds to each county auditor-controller for all qualifying districts in each county. The county auditor-controller shall disburse these funds to each qualifying district within 30 days of receipt from the Controller.

3. Up to 5 percent of the funds appropriated in this item may be used for state operations purposes undertaken by the Department of Finance in association with this activity.
4. The Department of Finance shall report to the Joint Legislative Budget Committee on the distribution of the funding provided in this item no later than July 31, 2022. The report shall include, but is not limited to, (1) which districts received funding and (2) how much funding each district received.
5. The Office of State Audits and Evaluations shall be authorized to obtain the information reported pursuant to Provision 2 by districts that apply for funding under this item. Districts shall agree to, and fully cooperate with, such audits and evaluations as a condition of receipt of funds. If the Office of State Audits and Evaluations determines that a district misreported information described in Provision 2, the Department of Finance shall order the district to return all funds received pursuant to this item to a special deposit in the State Treasury.

#### SEC. 273.

Section 19.56 is added to the Budget Act of 2021 (Assembly Bill 128 of 2021), to read:

#### SEC. 19.56.

(a) (1) The amounts appropriated pursuant to this section reflect legislative priorities.

(2) Unless otherwise specified, the funds appropriated in this section shall not be disbursed for any project prior to September 30, 2021. Future legislation may, but is not required to, specify further details concerning the manner of disbursement of these funds.

(b) The amounts specified in this subdivision are hereby appropriated from the General Fund as follows:

#### Workforce and Economic Development

(1) \$5,000,000 to the City of Long Beach for the Center for Inclusive Business and Workforce Development.

(2) \$3,500,000 to the City and County of San Francisco for SF Live and Asian and Pacific Islander community business recovery.

(3) \$8,000,000 to the Oakland Fund for Public Innovation for the California Entrepreneurship Capital in the Community Initiative.

(4) \$1,300,000 to the County of Kern for the Mexican American Opportunity Foundation Skill Center.

(5) \$1,500,000 to the City of Pomona for the Learning Centers at Fairplex.

#### Transportation and Infrastructure

(6) \$16,500,000 to finalize dissolution of the North Coast Rail Authority and make plans for reuse of its assets.

(7) \$10,000,000 to Santa Clara Valley Transportation Authority for worker support and facility improvements.

(8) \$300,000 to the City of Goleta for signaled pedestrian crosswalks.

(9) \$800,000 to the City of La Mirada for a pedestrian bridge at Creek Park.

(10) \$823,000 to the City of San Diego for the Pedestrian Path Woodman Street, Reo Drive Streetlights, 54th Street Pedestrian Path, Rolando Park V-Calming Devices.

(11) \$1,200,000 to the County of Sacramento for the Interstate 80 Walerga Park sound wall.

(12) \$8,500,000 to the City of Inglewood for the Market Street Streetscape Improvement Program and the Market Street Facade and Tenant Improvement Program.

(13) \$2,000,000 to the City of Lawndale for local roadway safety improvements.

(14) \$2,000,000 to the County of Kings for the Kettleman City Pedestrian Bridge.

(15) \$5,000,000 to the City of Los Angeles for the Colorado Bridge Undercrossing East Bank River Way Project.

(16) \$5,000,000 to the City of Redwood City for the Ferry Terminal.

(17) \$8,000,000 to the City of San Jose for the Warm Springs Quiet Zone.

(18) \$10,000,000 to the City of Glendale for the Glendale Narrows Bridge.

(19) \$10,000,000 to the City of Compton for the Center Ave. Green Street Improvement.

(20) \$11,000,000 to the City of Los Angeles for the Potrero Canyon Pacific Coast Highway Pedestrian Bridge.

(21) \$7,200,000 to the City of Fremont for the Mission Boulevard Interchange Modernization Project.

(22) \$5,000,000 to the City of Modesto for infrastructure improvements to County Islands located within the city limits.

(23) \$3,500,000 to the City of Vista for the Civic Center Solar Project.

(24) \$3,000,000 to the City of Atascadero for downtown infrastructure enhancement for the City of Atascadero.

(25) \$2,500,000 to the City of Emeryville for site remediation of former Corporation Yard to prepare site for affordable housing project.

(26) \$1,500,000 to the City of Glendora to retrofit streetlights.

#### Health and Human Services

(27) \$4,200,000 to the City and County of San Francisco for Department of Public Health for a Drug Sobering Center.

- (28) \$3,000,000 to the City of San Diego for the Murphy Canyon Child Care Facility.
- (29) \$2,000,000 to the City of San Pablo to enable the city's participation in the countywide alternative policing and mental health program.
- (30) \$2,000,000 to the County of Orange for health and human services and housing program data sharing platform.
- (31) \$90,000 to Northeast Valley Health.
- (32) \$103,000 for the County of San Bernardino for Community Health Association Inland Southern Region, Medical Assistant Workforce Development Program.
- (33) \$5,000,000 for the County of Orange for the Be Well OC Campus in Irvine.
- (34) \$1,000,000 for The Children's Clinic (TCC) for capital support for the new TCC Family Health and Wellness site in Cambodia Town in Long Beach.
- (35) \$2,000,000 for the City and County of San Francisco for Meals on Wheels SF and the Mission Food Hub.
- (36) \$3,700,000 to the Monument Crisis Center for support acquisition of a building and parking area.
- (37) \$2,000,000 to First 5 Solano.
- (38) \$5,000,000 for the County of San Joaquin for Oasis City Center Food Distribution Program.
- (39) \$335,000 for the San Bernardino County Department of Public Health for San Bernardino Unified School District partnership: mental health Multi-Tiered System of Support funding.
- (40) \$2,000,000 for the County of Humboldt for upstream investments for the North Coast Healthcare System: creation of a Crisis Residential Care (CRT) center.

#### Parks, Recreation, and Resources

- (41) \$500,000 to the City of Pacifica to repair the Pacifica Municipal Pier.
- (42) \$8,400,000 to the City of San Diego for the City of San Diego: Ocean Beach Pier Renovation.
- (43) \$3,800,000 to the City of Sunnyvale for the Evelyn Avenue Multiuse Trail.
- (44) \$100,000 to the City of San Diego for the Mission Trails Regional Park, Trail System Management and Youth Camp Programs.
- (45) \$100,000 to the City of La Mesa for the community master plan for a new park.
- (46) \$125,000 to the City of Orinda for the San Pablo Creek Pedestrian Trail.
- (47) \$150,000 to the City of La Mesa for MacArthur Park.
- (48) \$230,000 to the City of La Mesa for the Kahlken Field restroom construction.
- (49) \$230,000 to the City of La Mesa for Collier Park.
- (50) \$238,000 to the City of Lafayette for the Safe Pathway for Children Trail.
- (51) \$250,000 to the City of Stockton for Dentoni Park.
- (52) \$400,000 to the City of La Puente for the La Puente Park security system.
- (53) \$400,000 to the City of Lemon Grove for Berry Street Park restrooms.
- (54) \$424,000 to the City of San Diego for the Chollas Lake electrical upgrades.

- (55) \$500,000 to the Los Angeles Neighborhood Land Trust for the Wishing Tree Park.
- (56) \$600,000 to the City of Menlo Park for the Haven Avenue Streetscape Project.
- (57) \$600,000 to the City of Oceanside for the Brooks Street Pool rehabilitation.
- (58) \$600,000 to the City of Vista for the Brengle Terrace Park well.
- (59) \$700,000 to the City of Galt for Walker Park.
- (60) \$850,000 to the City of Long Beach for Bixby Park.
- (61) \$1,200,000 to the City of Long Beach for El Dorado Regional Park youth softball and baseball fields.
- (62) \$1,300,000 to the City of Rancho Murieta for Rancho Murieta Community Services District: water infrastructure projects.
- (63) \$5,000,000 to the City of Los Angeles for Rio de Los Angeles Park, Farmers Market.
- (64) \$1,500,000 to the County of San Bernardino for Ayala Park.
- (65) \$1,500,000 to the City of Corcoran for a new water well.
- (66) \$2,000,000 to the City of Los Angeles for Salazar Park renovations.
- (67) \$2,294,000 to the City of Dublin for the Iron Horse Natural Park and Open Space.
- (68) \$3,000,000 to the Herald Fire Protection District for equipment purchases.
- (69) \$3,000,000 to the City of Carson for Carriage Crest Park improvements.
- (70) \$3,300,000 to the Conejo Recreation and Park District for deferred maintenance and operational assistance.
- (71) \$4,000,000 to the Fulton-El Camino Park District for improvements to Bohemian Park.
- (72) \$4,000,000 to Daly City for Margate Park.
- (73) \$4,400,000 to the City of Los Angeles for Southeast San Fernando Valley Roller and Skateboard Rink in Sun Valley.
- (74) \$4,750,000 to the City of Half Moon Bay for the Carter Park Renovation Project.
- (75) \$5,000,000 to the City of Vista for the Old Taylor Street Fire Station replacement.
- (76) \$3,100,000 to the City of San Diego for the Southcrest green infrastructure project, which will treat storm water runoff entering the Chollas Creek.
- (77) \$4,800,000 to the City and County of San Francisco for the Recreation and Park Department for the Buchanan Mall project between McAllister Street and Fulton Street.
- (78) \$7,750,000 to the City of Pacifica for the Esplanade Infrastructure Seawall Project.
- (79) \$8,000,000 to the Midpeninsula Regional Open Space District for Cloverdale Ranch.
- (80) \$8,000,000 to the County of Orange for the Banning Ranch Project.
- (81) \$750,000 to the City of Lake Elsinore for aquatic ecosystem restoration.
- (82) \$10,000,000 to the Tulelake Irrigation District for Klamath River Basin habitat and ecosystem protection and water fowl morbidity prevention.
- (83) \$800,000 to the City of Bell for community facilities, park, or recreational facilities construction, acquisition, or improvements.

- (84) \$800,000 to the City of Cudahy for community facilities, park, or recreational facilities construction, acquisition, or improvements.
- (85) \$800,000 to the City of Hawaiian Gardens for community facilities, park, or recreational facilities construction, acquisition, or improvements.
- (86) \$2,000,000 to the City of Lakewood for community facilities, park, or recreational facilities construction, acquisition, or improvements.
- (87) \$1,500,000 to the City of Lynwood for community facilities, park, or recreational facilities construction, acquisition, or improvements.
- (88) \$800,000 to the City of Maywood for community facilities, park, or recreational facilities construction, acquisition, or improvements.
- (89) \$200,000 to the County of Kern for the Boron Community Swimming Pool Restoration Project.
- (90) \$1,250,000 to the City of Paramount for community facilities, park, or recreational facilities construction, acquisition, or improvements.
- (91) \$2,000,000 to the City of South Gate for community facilities, park, or recreational facilities construction, acquisition, or improvements.
- (92) \$2,800,000 to the City of Reedley for the Olson/Kings River sewer main replacement.
- (93) \$1,050,000 to the City of Rialto for Lake Rialto wastewater treatment.
- (94) \$2,000,000 to the County of Santa Clara to the Consumer and Environmental Protection Agency for litter abatement removal.
- (95) \$18,000,000 to the San Diego Water Authority for the San Vicente Pump Station.
- (96) \$15,000,000 to the San Luis Rey Water Authority for infrastructure, equipment, access, and restoration.
- (97) \$10,000,000 to the East Bay Regional Park District for dead tree removal.
- (98) \$10,000,000 to the County of Santa Clara to purchase the Laguna Seca property .
- (99) \$2,000,000 to Midpeninsula Regional Open Space District to complete the plans, specifications, and estimates phase of the Highway 17 Wildlife and Trail Crossing Project.
- (100) \$6,000,000 for the City of Baldwin Park for parks funding.
- (101) \$2,000,000 to the City of Fremont to restore the nursery, the President's House, and visitors' facility at the California Nursery Historical Park.
- (102) \$2,900,000 to the City of Fremont to build out a panhandle park to connect to a bicycle and pedestrian pathway between the existing Central Park and a bicycle and pedestrian pathway.
- (103) \$8,500,000 to the City of Long Beach for MacArthur Park rehabilitation.
- (104) \$350,000 to the City of Maywood for an accessible playground pursuant to the federal Americans with Disabilities Act.
- (105) \$10,000,000 to the City of Redondo Beach for Redondo Beach Seaside Lagoon rehabilitation.
- (106) \$1,500,000 to the Mission Trails Regional Park Foundation for a pedestrian bridge.
- (107) \$1,500,000 to the City of Westminster for the Mendez Freedom Trail.

- (108) \$14,500,000 to the City of Irvine for the completion of the Jeffrey Open Space Trail.
- (109) \$250,000 to the County of Contra Costa for the Moraga Adobe for Friends of Joaquin Moraga Adobe for preservation of the oldest surviving building in the county.
- (110) \$2,160,000 for the Alameda County Flood Control and Water Conservation District for Stiver's Lagoon Marsh restoration.
- (111) \$1,000,000 for the Marin Municipal Water District for drinking water infrastructure.
- (112) \$7,000,000 for Coachella Water District for Avenue 66 Transmission Main in Mecca and East Coachella Valley.
- (113) \$6,500,000 to the City of Inglewood for Market Street Streetscape Improvement Program and Market Street Facade and Tenant Improvement Program.
- (114) \$935,000 to the City of Montebello for the Rio Hondo Coastal Spreading Grounds fence replacement.
- (115) \$5,000,000 to the City of Oxnard for a full-service aquatics center in South Oxnard.
- (116) \$5,400,000 to the City of Stockton for the City of Stockton Aquatic Facility.
- (117) \$5,000,000 to the City of Tracy for the Multi-Generational Recreation Center.
- (118) \$500,000 to the County of Riverside for the Imperial County Local Agency Formation Commission and the Riverside County Local Agency Formation Commission to conduct a study on Imperial Irrigation District.

#### Arts and Culture

- (119) \$1,000,000 to the Chinese Cultural Center of San Francisco for anti-Asian hate grants.
- (120) \$800,000 to the City of Downey for the Space Shuttle Inspiration restoration.
- (121) \$8,000,000 to the City of Glendale for the creation of Rockhaven History Museum.
- (122) \$400,000 to the City of Pittsburg for the historic California Theater renovation.
- (123) \$1,100,000 to the City of Pomona for Kids World Pomona.
- (124) \$6,040,000 to the City of Santa Ana and Discovery Cube of Orange County for Santa Ana youth facilities.
- (125) \$3,500,000 to the Del Mar Fairgrounds for an operating shortfall.
- (126) \$2,600,000 to the City of Los Angeles for Discovery Cube Los Angeles.
- (127) \$300,000 to the City of Bakersfield for Hope Village.
- (128) \$300,000 to the City of Los Angeles for the Little Tokyo Service Center, Terasaki Budokan.
- (129) \$352,000 to the City of Brea for the Boys and Girls Club database.
- (130) \$500,000 to the City of Los Angeles for the Weingart East Los Angeles YMCA Community Development Center.
- (131) \$750,000 to the City of Lodi for Tony Zupo Field.
- (132) \$1,000,000 to the City of Glendale for the Lark Musical Society Cultural Annex.
- (133) \$1,000,000 to the City of Hayward for the South Hayward Youth Family Center Project.
- (134) \$1,000,000 to the City of San Bernardino for the Garcia Center for the Arts.

- (135) \$1,500,000 to the City of West Sacramento for community reinvestment.
- (136) \$1,600,000 to the City of Pasadena for Pasadena Playhouse HVAC upgrades.
- (137) \$2,000,000 to the City of Los Angeles for the Chinese American Museum Unity Garden.
- (138) \$2,000,000 to the City of Sacramento for Planting Justice.
- (139) \$2,000,000 to the City of Millbrae for the Millbrae Recreation Center.
- (140) \$2,500,000 to the City of Anaheim for the Family YMCA.
- (141) \$2,500,000 to the City of Covina for the Covina Recreation Village.
- (142) \$2,500,000 to the City of San Diego for the Billie Jean King Tennis Court renovation.
- (143) \$3,000,000 to the County of Santa Barbara for the Foothills Forever Project.
- (144) \$3,700,000 to the City of San Diego for building renovations to the Casa del Prado.
- (145) \$4,000,000 to the City of Los Angeles for the Self Help Graphics and Art Capital Campaign.
- (146) \$4,200,000 to the City of Whittier for the LGBTQ+ Regional Hub.
- (147) \$5,000,000 to the City of Torrance for the World War II Japanese American Incarceration Memorial.
- (148) \$5,000,000 to the City and County of San Francisco for Improvements to Peace Plaza at Buchanan Center Mall, Japantown.
- (149) \$3,000,000 to Sacramento Municipal Utility District Museum of Science and Curiosity for Public Health Program and Educational Exhibit.
- (150) \$1,800,000 to the City of Sacramento for the Sacramento Fairytale Town for expansion.
- (151) \$7,000,000 to the City of Riverside for the preservation of the Harada House.
- (152) \$13,500,000 to the City of Sacramento for community reinvestment.
- (153) \$14,900,000 to the City of Los Angeles for restoration of the Breed Street Shul.
- (154) \$1,000,000 to the City of Sacramento for the Sacramento LGBT Community Center for capital improvements and costs.
- (155) \$5,000,000 to the Orange County Sustainability Decathlon.
- (156) \$1,050,000 to the County of Santa Barbara and the City of Carpinteria for the Old Venoco abandoned pipeline cleanup.
- (157) \$500,000 to the City of Los Angeles – Alliance for Community Empowerment for capital improvements.
- (158) \$150,000 to Champions in Service.
- (159) \$60,000 to Vida Mobile Clinic.
- (160) \$100,000 to New Directions for Youth.
- (161) \$10,000,000 to the City of Oakland for the Oakland MACRO Project.
- (162) \$10,000,000 to the City of Bell Gardens for the Laguna Nueva Project. An additional \$2,000,000 in prior-year funding is reappropriated for this purpose.
- (163) \$300,000 for the City of San Diego for improvements to the Ed Brown Center.

- (164) \$2,200,000 for the City of Antioch for renovation of the Nick Rodriguez Community Center and Senior Center.
- (165) \$3,500,000 for the County of Los Angeles for Chinatown Service Center.
- (166) \$5,000,000 for RRYSE Youth Program Capitol for the initial operation costs for new youth facility providing mental health, trauma mitigation, tutoring, and job placement services for low-income Richmond and Contra Costa County youth.
- (167) \$3,000,000 for Culver City for New Earth Organization.
- (168) \$2,000,000 for the West Bay Filipino Multi-Service Center for building rehabilitation.
- (169) \$1,000,000 for the City of Sausalito for North Bay Children's Center.
- (170) \$1,000,000 for the City of Rialto for International Healing Outdoor Facility at Rialto Unified School District.
- (171) \$5,000,000 for the City of Benicia for Kyle Hyland Foundation.
- (172) \$5,000,000 for Math Science Nucleus.
- (173) \$1,000,000 for the County of San Mateo for the Big Lift Early Learning Initiative.
- (174) \$2,750,000 for the City of Fullerton for Hunt Library restoration.
- (175) \$1,000,000 for the County of Imperial for resources for the public library system.
- (176) \$250,000 for the Altadena Library District for infrastructure improvements and other needs.
- (177) \$500,000 for the City of Azusa for a library outdoor classroom and learning center.
- (178) \$1,000,000 for the City of Larkspur for Larkspur Library.
- (179) \$1,000,000 for the City of San Rafael for the San Rafael Library.
- (180) \$1,000,000 for the County of Sonoma for Roseland Library.
- (181) \$4,000,000 for the City of Pasadena for a Pasadena Central Library seismic retrofit study.





**BOARD OF LIBRARY TRUSTEES  
AGENDA ITEM VIII.A. REPORT FOR JULY 2021**

**DEPARTMENT:** Administration

**MEETING DATE:** July 26, 2021

**PREPARED BY:** Nikki Winslow

**LOCATION:** Virtual Meeting

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**TITLE:** ALD 2021 Operational Plan Mid-Year Update

**BACKGROUND:** ALD embarked on a Strategic Planning process in the middle of 2019. From this plan, three Strategic Priorities were identified, which were:

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

The Management Team presented our ALD 2021 Operational Plan to the Board for their review and approval at their January 25, 2021 meeting. It was organized to address all three of our Strategic Priorities with clear objectives and evaluation methods for each objective. We have updated the plan for the Board's review to reflect the status of each of these objectives. As you can see in the following pages, the ALD have achieved a lot in the first six months of this year, especially knowing we worked from home all of January and February.

Please see the following pages for this updated information.



## Altadena Library District Operational Plan 2021- Mid-Year Update

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	MID-YEAR UPDATE (THRU 6/30/21)
Implement a monthly Staff Training Schedule including cross-training within departments.	January 2021	December 2021	Database of all training staff is completing, updated monthly.	Implemented Project READY in January 2021 as a monthly training. Need to work to expand cross-training within departments.
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	Management Team is working one module ahead and discussing the Project READY curriculum during individual and departmental meetings.
Maintain regular workplan meetings with supervisors and direct reports.	Ongoing		Supervisors will track staff progress using the template they prefer.	Managers have been meeting with direct reports on a weekly, monthly or bi-monthly schedule.
All staff evaluations will be completed in a timely and thorough manner.	Ongoing		ALD Evaluation Forms	Managers have been adhering to set deadlines and all evaluations have been reviewed by at least one other manager before
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.	Peer-led training for basic Excel, Word, Telephone/Chat, and E-book platforms completed in April 2021. Post-training evaluations indicated desire for follow-up trainings to reinforce skills and further build on existing knowledge.

Objective #2: Maintain updated Policies and Procedures.				
GOALS	START	END	EVALUATION METHOD	MID-YEAR UPDATE (THRU 6/30/21)
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.	Progress has been made in terms of file organization for policy and procedure, but this is an ongoing effort.
Complete the Emergency Policy Manual.	Started June 2020	March 2021	Review and updating done by the EAST.	Manual completed on time.
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.	Updated and approved by the BOT in February 2021. Additional updates to it were identified by our Administrative Assistant so may have to go back to the BOT again. Need to update procedures

				around this and the agreements we have in place.
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.	In progress.
Create new Collection Development Policy.	January 2021	April 2021	Aligning policy with current collection development practices, EDI principles and strategic priorities	Updated Collection Development Policy approved by Board of Trustees April 2021.
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	The team has met their goal of presenting one policy per month for Board approval.
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.	Audit complete. Utilizing spreadsheet to track and monitor of all library policies.

## 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	MID-YEAR UPDATE (THRU 6/30/21)
Identify alternate sites to offer services and materials.	Once architectural plans are finalized		Ongoing discussion with Management Team as we find an alternate site	Waiting to identify alternate sites based on direction from Rachlin Partners, our Capital Project Management firm.
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	Waiting for direction from Rachlin Partners on closure dates to prepare a plan.

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

<b>GOALS</b>	<b>START</b>	<b>END</b>	<b>EVALUATION METHOD</b>	<b>MID-YEAR UPDATE (THRU 6/30/21)</b>
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	Managers are meeting one-on-one with direct reports on either a weekly, monthly or bi-monthly schedule. Teleworking expectations were created and being adhered to.
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.	Posted LA County protocols and guidelines at all entrances. Updating our COVID-19 Prevention Plan as needed.

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

<b>GOALS</b>	<b>START</b>	<b>END</b>	<b>EVALUATION METHOD</b>	<b>MID-YEAR UPDATE (THRU 6/30/21)</b>
Build at least 3 little free libraries to be implemented in the community.	March 2021	December 2021	TBD	Collaborating with local Scout troop in building six Little Free Libraries for the Altadena area, with a plan to install the libraries at local parks and other locations in the community.

**Administrative Services & Facilities – We are NEIGHBORS.**

**Objective #7: Establish the Community Facilities District.**

<b>GOALS</b>	<b>START</b>	<b>END</b>	<b>EVALUATION METHOD</b>	<b>MID-YEAR UPDATE (THRU 6/30/21)</b>
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	Went through RFP process in early 2020, hiring Rachlin Partners as our Capital Project Management Firm. Working with them on the timeline process for both building projects through weekly meetings with them and the Facilities Committee.
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.	Went through 4 RFP processes this year in coordination with the CFD Committee and BOT to hire all consultants for the Bond Issuance process. Completion by October 2021.

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

GOALS	START	END	EVALUATION METHOD	MID-YEAR UPDATE (THRU 6/30/21)
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.	Instead of using large online retailers, Vroman's is now our backup choice for materials purchasing when our main vendor is not the ideal option. Local independent restaurants were utilized for our Inspire Harmony events. Gift cards are purchased from local businesses.
Strive to negotiate competitive pricing on all contracts or spending.	Ongoing		Less spending on goods and services	All purchasing staff
Partnerships with non-profit groups focused on sustainable practices.	January 2021	Ongoing	Monthly updates of program	Partnering with SLOLA and CA Master Gardeners to form a volunteer crew to help with on-going maintenance of gardens at both branches.  Collaborating with Arlington Gardens to administer the Green Spaces grant and offer programming around composting, waste diversion and gardening.
Have facilities staff assist and lead outdoor how-to projects.	March 2021	Ongoing	Monthly updates	Facility staff has come along side by assisting in various gardening projects at both the Bob Lucas and Main libraries.

**Adult Services – We are CURIOUS.**

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

GOALS	START	END	EVALUATION METHOD	MID-YEAR UPDATE (THRU 6/30/21)
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	Initial mapping complete. Determining next steps in terms of increasing usability. Currently working on migrating the data into ZoHo, a customer relationship management database.

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

<b>GOALS</b>	<b>START</b>	<b>END</b>	<b>EVALUATION METHOD</b>	<b>MID-YEAR UPDATE (THRU 6/30/21)</b>
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	Work was initiated during the Work at Home period but has slowed down due to competing priorities. We have recently reinitiated this work.

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

<b>GOALS</b>	<b>START</b>	<b>END</b>	<b>EVALUATION METHOD</b>	<b>MID-YEAR UPDATE (THRU 6/30/21)</b>
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	Staff started the “10 things you can do with your library card” project and developed the spotlights on community organizations for National Library Week.
Complete weeding of the adult collections in anticipation of building closures.	January 2021	Ongoing (Weeding complete by April 2021)	Koha reports, patron feedback	Completed in February.
Perform a diversity audit of the adult collection.	April 2021	October 2021	Discussions with EDI team collection development subcommittee throughout the process	Staff has completed training and is currently developing the strategy for the audit.
Enhance ESL instruction with a dedicated component to practice listening and speaking in English.	January 2021	Ongoing	Ongoing assessment with literacy staff and volunteers	Beginning and Advanced Conversation Groups established in January 2021 and are meeting regularly in-person.

## Adult Services – We are CONNECTORS.

Objective #4: Utilize Community Asset Map for a more connected Altadena.				
GOALS	START	END	EVALUATION METHOD	MID-YEAR UPDATE (THRU 6/30/21)
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	This work was initiated in the spring and is from this point on a key component of our program planning.
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	Posted flyers at specific locations listed in Community Asset Map. Increase in ESL participants directly related to the canvassing of flyers.

Objective #5: Our partnerships with individual community members and local organizations work to enhance the user experience.				
GOALS	START	END	EVALUATION METHOD	MID-YEAR UPDATE (THRU 6/30/21)
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	Staff is more familiar with the Harwood approach and is discussing ways to solicit community input during day-to-day interactions. No formalized tracking mechanism in place yet.
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	Staff participated in the three Inspire Harmony sessions in June. A report on 2021 community conversations is forthcoming.
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	Applied for Green Spaces grant to install a Community Compost Bin in February 2021. ALD/Arlington Garden Collaboration awarded from LA Compost with full support



				of installation and servicing of a Community Compost bin at the Bob Lucas branch in June 2021. Anticipated installation to begin in Fall 2021.
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## Adult Services – We are NEIGHBORS.

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

GOALS	START	END	EVALUATION METHOD	MID-YEAR UPDATE (THRU 6/30/21)
10 thriving business partnerships by June 2021.	December 2020	June 2021 (Evaluation)	Interactions with businesses Track how many library users are using the program.	23 active business partnerships. More work to be done in terms of relationship building with existing partners to ensure that the program is anchored.
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	No data at this point.
<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	Initial planning has started.

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

GOALS	START	END	EVALUATION METHOD	MID-YEAR UPDATE (THRU 6/30/21)
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.	Submission period is open. Publication scheduled for September.
Explore solutions for outdoor programming and other COVID-19 compatible opportunities that deepen neighbors' connections.	January 2021	December 2021	Participation levels and qualitative assessment.	Adult Craft sessions held at Loma Alta Park in June and July 2021 with registrations hitting capacity. Core group of crafters developed during virtual craft sessions and participants continued to join subsequent sessions when program transitioned to in-person.

				Reading Brings Joy is a summer outdoor reading group that meet weekly at Charles White Park to build fluency, vocabulary and confidence in adult literacy participants. Reading group will be offered during the Fall programming season as participants have responded positively to activity and demand for the continuation of the program.
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.	We have utilized the Asset Map to identify assets to deepen relationships with and we have shared more information on their work with the community through spotlighting them on social media.
Continue building the Library of Things collection.	January 2021	December 2021	Circulation statistics, qualitative assessment through building relationships with user base	LoT Team formed, and an internal proposal process has been created. Hiking backpacks were added in April.
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>	March 2021	June 2021	Attendance and qualitative assessment	<i>From the Garden</i> programs commenced March 2021. One pre-recorded video was posted on ALD's YouTube channel and 1 in-person program has been offered. Four additional in-person programs are scheduled to take place during the Summer and Fall programming seasons.

## 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	MID-YEAR UPDATE (THRU 6/30/21)
Work with Administrative Assistant 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.	In a holding pattern until Volunteer Program reboots.

Acquire Makerbot Method via grant funding to support 3D printing services.	January 2021	December 2021	N/A	Will request viability review by management team; will recommend funding set aside to be redirected to Library App project.
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## I.T. & Technical Services – We are CONNECTORS.

<b>Objective #2: Expand technology access for all and foster relationship building through shared technology resources.</b>				
<b>GOALS</b>	<b>START</b>	<b>END</b>	<b>EVALUATION METHOD</b>	<b>MID-YEAR UPDATE (THRU 6/30/21)</b>
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	Determined to not be feasible at this time due to price barriers to entry and inadequate vendor infrastructure.
Install Steelcase Thread Power to optimize library electrical infrastructure.	January 2021	September 2021	Planning, Funding, and Installation	On Hold Until Building Renovations Completed
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	Still working with new community partner relationships to identify overlapping resources in coming months.
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	MOU template is under review by YFS.

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

<b>Objective #3: Bolster operational efficiency and stewarding of taxpayer dollars.</b>				
<b>GOALS</b>	<b>START</b>	<b>END</b>	<b>EVALUATION METHOD</b>	<b>MID-YEAR UPDATE (THRU 6/30/21)</b>
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 model applicable for this service has been identified; Continuing to pursue grant opportunities to undertake drone delivery.

## 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	MID-YEAR UPDATE (THRU 6/30/21)
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	Altogether, 260 community members were able to participate in Community Conversations from January 1 through June 30. Report forthcoming.
Compile reports of both Community Conversations to share with community partners and use internally.	May 2021	June 2021	-	Report forthcoming.
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	N/A

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

GOALS	START	END	EVALUATION METHOD	MID-YEAR UPDATE (THRU 6/30/21)
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	Have met with Hidden Histories team and have identified opportunities for engagement. Unfortunately, recent staff turnover is forcing us to reconsider the timing.
Implement a regularly posted podcast featuring stories of Altadenans to share Altadena history and experiences.	January 2021	December 2021	Publication schedule Viewership	The podcast has adhered to the monthly publication schedule. Recent staff turnover is having us to reprioritize, and the podcast is going on hiatus in August.

## Marketing & Community Engagement – We are CONNECTORS.

Objective #3: Provide a digital, centralized hub of digital resources, news, and stories.				
GOALS	START	END	EVALUATION METHOD	MID-YEAR UPDATE (THRU 6/30/21)
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	The library has joined the Altadena Town Council's recently formed Communication Committee and is hoping to make the Altadena Connections a shared priority for the stakeholders.
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	See previous goal update.
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	No update, forced to reprioritize due to staff turnover.

Objective #4: Streamline internal marketing processes and expand digital marketing presence.				
GOALS	START	END	EVALUATION METHOD	MID-YEAR UPDATE (THRU 6/30/21)
Hire a Marketing & Technology Assistant to support the marketing function and infrastructure.	January 2021	TBD	-	Decision was made to hire an Innovations Librarian to support the Marketing & Community Engagement Manager instead.
Implement a more regular posting schedule for social media that incorporates all accounts.	March 2021	Ongoing	Amount and breadth of posts	Doubled posting frequency from early 2020; engagement remains similar; working to continue trying new strategies.

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	YFS now has access to main Instagram account to share Growing Together PASadena updates
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**Objective #5: Foster a culture of volunteerism and provide support for our fundraising groups.**

<b>GOALS</b>	<b>START</b>	<b>END</b>	<b>EVALUATION METHOD</b>	<b>MID-YEAR UPDATE (THRU 6/30/21)</b>
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	Currently using Zoho, a client relationship management tool to streamline all ALD volunteer onboarding activities. Existing volunteers have been imported from previous tracking system.
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 participant data has been entered into centralized database and Literacy Coordinator is regularly utilizing tool to manage literacy activity. ESL learner data will be added into database and will regularly use for record keeping by end of Fall 2021.
Mentorship program for civic engagement-minded individuals to provide experiences in the public sector.	January 2021	Ongoing	Volunteer placement Regular volunteer survey	No progress; reassessing viability of project
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	Regular meetings held with Foundation; on track for upcoming planning.

## Marketing & Community Engagement – We are NEIGHBORS.

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

GOALS	START	END	EVALUATION METHOD	MID-YEAR UPDATE (THRU 6/30/21)
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	665 new card signups since January 1 (3% increase)
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)	23 active partnerships as of 6/30.
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	Stories in Motion at Charles White Park sees healthy attendance of at least 30 participants during each session.

### Objective #7: Implement a mobile library program that extends library services to all of Altadena.

GOALS	START	END	EVALUATION METHOD	MID-YEAR UPDATE (THRU 6/30/21)
Acquire and modify a vehicle to meet service needs in coordination with the IT and Facilities Managers.	December 2020	January 2021	-	Acquired Ford Transit van in May 2021. Modifications to van include full vehicle wrap, installation of fixed shelving and awning.
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	Innovations Librarian created and utilizes a database to schedule and track summer events and library programming with the mobile unit.
Compile an evaluation report of first 6 months of service (assessment, summary, adjustments moving forward).	November 2021	December 2021	-	N/A

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	Generated engagement through social media posts on Facebook and Instagram. Mobile library posts have averaged 142 views per posting, and amount that is equal to or greater than most other library posts.
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<b>Objective #8: Create a channel of communication about building updates that engages community in process and highlights improvements and implications for expanded library offerings.</b>				
<b>GOALS</b>	<b>START</b>	<b>END</b>	<b>EVALUATION METHOD</b>	<b>MID-YEAR UPDATE (THRU 6/30/21)</b>
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	Website Building Projects page published on January 13 with opportunities for passive feedback collection. As of April 1, we had received 51 responses to questionnaire about experiences in library spaces from paid social media boost to Altadena residents.

## Youth & Family Services – We are CURIOUS.

<b>Objective #1: Evaluate our current collections and introduce unique items for circulation.</b>				
<b>GOALS</b>	<b>START</b>	<b>END</b>	<b>EVALUATION METHOD</b>	<b>MID-YEAR UPDATE (THRU 6/30/21)</b>
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	New Kits in circulation for children: Instrument Exploration, Spoon Puppet Kits, Nintendo Switch. New kits in circulation for teens: Ghost Hunter Kit, digital cameras and recording devices (coming soon)
Create themed picture book kits for patron checkout.	January 2021	August 2021	Number of kits created, number of circulations, feedback from patrons	30 kits have been created and are in circulation. More than half of the kits have been checked out at any given time. Working on creating 4-5 French Language kits.



Analyze collection diversity audit and utilize the results.	January 2021	December 2021	Discussion within team on completion of audit and quality of analysis	Continuing to work on completing the Diversity Audit. Most collections are complete, just need to finish Picture Books and Non-Fiction.
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<b>Objective #2: Revitalize and create new ways for community members to interact with library resources outside of the library building.</b>				
<b>GOALS</b>	<b>START</b>	<b>END</b>	<b>EVALUATION METHOD</b>	<b>MID-YEAR UPDATE (THRU 6/30/21)</b>
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	BL Staff established new Deposit Library location in Jun 2021 at Lucy's Place, a diner located on the West side. BL staff working on establishing second location.
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	Teen Librarian has initiated a partnership with the librarian at Muir and is planning on establishing a regular schedule once the school year starts.
Outdoor programming at the library and in the community.	May 2021	December 2021	Track number of programs and participants, feedback and evaluation from participants	Family Storytimes, Bilingual Storytime, a Magic Show performance, and Mario Kart Tournaments have been held outside the Main Library Branch. Stories in Motion is being offered at Charles White Park. Programs have been well attended with attendee numbers varying between 10 and 65
Offer 5 Virtual Playdates for Toddlers and Pre-school aged children.	January 2021	May 2021	Number of registrations, feedback and evaluation from participants	Virtual Playdates offered monthly between January through May 2021 developed a core group of children and caregivers. At least 8 attendees participated in the final 3 programs.

## Youth & Family Services – We are CONNECTORS.

Objective #3: Create lasting partnerships with local schools and childcare facilities.				
GOALS	START	END	EVALUATION METHOD	MID-YEAR UPDATE (THRU 6/30/21)
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	YFS and BL staff researched and created a spreadsheet listing 12 childcare facilities in Altadena. Next steps will be to utilize this spreadsheet to share information about the library with these facilities.
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.	Partnerships and virtual visits since January: Jackson Elementary reading challenge, J3 Foundation virtual visit, partnership in the works with the librarian for Eliot and Washington Middle Schools.
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.	Outreach and virtual visits have taken place with Jackson Elementary and the J3 Foundation. Additional visits will take place in the coming school year.
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	The YFS Librarian has access to the ALD Instagram page and has started sharing updates from partner organizations and about YFS programming.

## Youth & Family Services – We are NEIGHBORS.

Objective #4: Build partnerships with local foster homes.				
GOALS	START	END	EVALUATION METHOD	MID-YEAR UPDATE (THRU 6/30/21)
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	The Teen Librarian has had conversations with program coordinators and directors from Bourne Family Services and 5 Acres. These led to summer partnerships with both organizations

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	Bourne Family Services is planning a visit to the library in the near future. Informal conversations with the residents will be possible during this visit.
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.	Partnered with 5 Acres to provide their residents with summer reading kits and a tracker for their summer reading program. Bourne Family Services is planning a visit to the library to get library cards and check out items.

**Objective #5: Provide parenting resources to the Altadena Community.**

<b>GOALS</b>	<b>START</b>	<b>END</b>	<b>EVALUATION METHOD</b>	<b>MID-YEAR UPDATE (THRU 6/30/21)</b>
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	The Parenting collection has been weeded down and will be passed to Adult Services to fold into their non-fiction collection. There will be a rotating display of parenting materials in the children's area.
Provide parenting programs and workshops.	June 2021	December 2021	Number of programs, number of participants, feedback from participants, requests for additional parenting programming	Held two parenting workshops this summer led by the education director at Young and Healthy Pasadena. We had 0 attendees for the first workshop and 4 attendees for the second.
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	A Parent Café was planned for July but the program was cancelled due to low registration.

**Objective #6: Offer responsive and diverse programming for patrons to learn, grow, connect, and experience.**

<b>GOALS</b>	<b>START</b>	<b>END</b>	<b>EVALUATION METHOD</b>	<b>MID-YEAR UPDATE (THRU 6/30/21)</b>
<p>Offer Cantonese Family storytime at the Bob Lucas Branch Library to introduce the language to the Altadena community.</p> <p><i>*COVID contingency - Offer short pre-recorded programs online.</i></p>	June 2021	December 2021	Number of attendees, repeat attendees, feedback and evaluation from patrons	Planning for Cantonese storytime has commenced and will offer weekly at BL during the Fall programming session.
<p>Restart regular Bilingual English/Spanish Storytimes at the Bob Lucas Branch Library and increase the number of participants.</p> <p><i>*COVID contingency – Offer additional pre-recorded Spanish offerings for young children online</i></p>	June 2021	December 2021	Number of attendees, repeat attendees, feedback and evaluation from patrons	Held a Bilingual English/Spanish storytime outdoors at Main on 7/14. There were 16 participants. Planning on offering two bilingual storytimes a month for the district, one at Main and one at Bob Lucas.
<p>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.</p>	May 2021	December 2021	Number of locations visited, number of patrons referred from those locations	Action will be taken in August to promote Fall storytimes.



# Operational Plan Mid Year Update

 **Viktor Sjöberg**, Assistant Library Director

*Bringing PEOPLE + IDEAS together for an Altadena  
where all are learning, growing, and thriving together*

# Administrative Services & Facilities

## Key accomplishments:

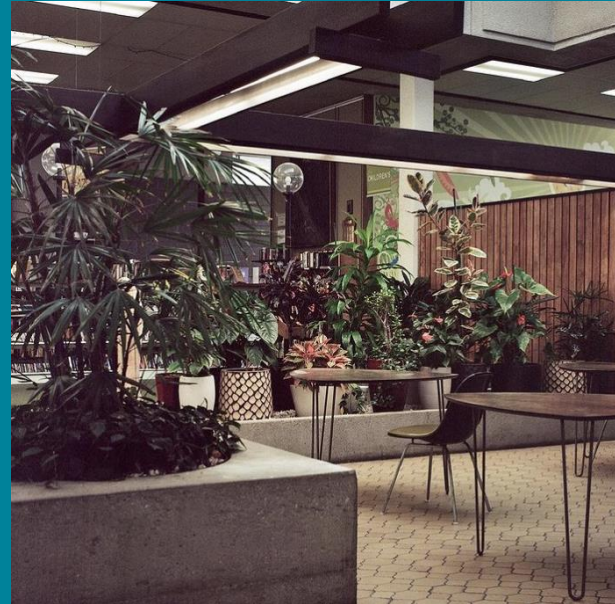
- All staff studying the Project Ready modules, improving their knowledge about race, racism, and racial equity
- Collaborating with local Scout troop in building six Little Free Libraries and installing them
- Went through 5 RFP processes this year in coordination with the Facilities and CFD Committees and BOT to hire all consultants



# Administrative Services & Facilities

## In progress:

- Updating the ALD Financial Policies.
- Ongoing work related to the two building renovations



# Adult Services

## Key accomplishments:

- Led planning and execution of the three Inspire Harmony sessions in June.
- Compost bin installation at Bob Lucas through grant from LA Compost.
- Read Local, Shop Local: 23 active business partnerships.
- Weeding of the adult collections completed.





# Adult Services

## In progress:

- Diversity Audit: Staff has completed training and is currently developing the strategy for the audit.
- Full revision and continuous updates to Information Desk Manual.
- Building a community asset database.



# I.T. & Technical Services

## Key accomplishments:

- Provide software on public systems to support local schools and organizations in coordination with the Youth & Family Services department – MOU under review.
- Drone delivery of materials – drone model identified, pursuing grant opportunities.



# I.T. & Technical Services

## In progress/reconsidering:

- Collecting randomized surveys by census tract using volunteers – waiting for volunteer program to return.
- 5G as a public utility through library resources – not feasible at this time.
- Install Steelcase Thread Power to optimize library electrical infrastructure – on hold until building projects have been completed.



# Marketing & Community Engagement

## Key accomplishments:

- Altogether, 260 community members were able to participate in Community Conversations from January 1 through June 30.
- Streamlined and expanded the adult volunteer onboarding and evaluation process to include background checks and better capturing of volunteer data.
- Acquired van in May 2021. Completed full vehicle wrap, installation of fixed shelving and awning.



# Marketing & Community Engagement

## In progress/reconsidering:

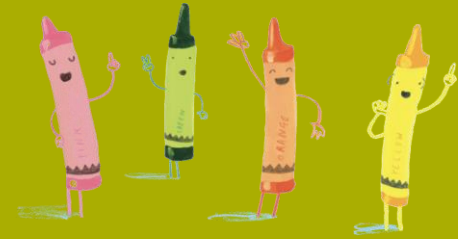
- Recent staff turnover is having us to reprioritize staff commitment, and the podcast is going on hiatus in August.
- The library has joined the Altadena Town Council's recently formed Communication Committee and is hoping to make the Altadena Connections a shared priority for the stakeholders.
- Library of Experts: no progress, forced to reprioritize due to staff turnover.



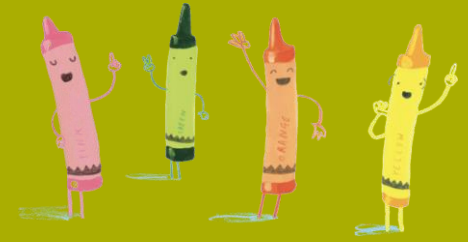
# Youth & Family Services

## Key accomplishments:

- 30 themed picture book kits created, circulating well.
- Bob Lucas staff established new Deposit Library location in Jun 2021 at Lucy's Place, a diner located on the west side..
- Built partnerships with local foster homes and launched our first program.
- New Library of Things kits in circulation for children: Instrument Exploration, Spoon Puppet Kits, Nintendo Switch. Ghost Hunter Kit in circulation for Teens.



# Youth & Family Services



## In progress:

- Creating relationships with all childcare facilities in Altadena, including home-based centers.
- Teen Librarian has initiated a partnership with the librarian at Muir and is planning on establishing a regular schedule once the school year starts.
- Continuing to work on completing the Diversity Audit.



# THANK YOU!

We bring **PEOPLE + IDEAS** together for an Altadena where all are learning, growing, and thriving together







**BOARD OF LIBRARY TRUSTEES  
AGENDA ITEM VIII.B REPORT FOR JULY 2021**

**REPORT:** Agenda Item VIII.b.

**MEETING DATE:** July 26, 2021

**PREPARED BY:** Viktor Sjöberg

**LOCATION:** Virtual Zoom Meeting

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**TITLE:** Review and Approve the Updated Code of Conduct

**BACKGROUND:**

The Altadena Library District's current Code of Conduct starts off with a "list of prohibited actions and behaviors while on library premises", and instead of focusing our policy on prohibited conduct and the things that we would like to avoid, we have rewritten the document to take a more neighborly approach; we are utilizing our code of conduct to communicate the expected behavior while visiting our libraries. In addition to this, we have clarified the language throughout to aid both staff and visitors, and incorporated references to newly created policies (Unattended Children, Food & Drink, Animals in the Library).

**FISCAL IMPACT**

None.

**RECOMMENDATION**

Staff recommends that the Board of Trustees review and approve the revised Code of Conduct.



**ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL**

**SUBJECT: CODE OF CONDUCT**

**SECTION: GENERAL ADMINISTRATION**

**BOARD APPROVED:**

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**Code of Conduct**

The Altadena Library District (hereinafter referred to as the Library) prides itself on providing a safe and enjoyable experience to all community members, offering an atmosphere conducive to everyone's right to unimpeded and enjoyable library use. Towards this end, all community members are expected to comply with the Code of Conduct while visiting the Altadena Libraries.

General Expectations:

1. Visitors are expected to abide to local, state, and federal laws as well as public health guidelines.
2. Visitors are to act safely and respectfully, interact with library staff and other library visitors in a civil manner, and follow the directions of staff. Examples of unacceptable behaviors include:
  - I. Verbally or physically threatening or harassing behaviors, including but not limited to stalking, staring, lurking, and obscene or offensive acts.
  - II. Possessing firearms or weapons.
  - III. Being under the influence, selling, soliciting, possessing, or using alcohol and/or illegal drugs.
  - IV. Petitioning, soliciting, conducting surveys, or selling merchandise without the express permission of the District Director.
  - V. Disturbing others by exhibiting a strong or offensive odor due to, but not limited to, hygiene, perfumes/colognes, and or/foods.
  - VI. Destroying, damaging, defacing, misusing, or illegally removing Library materials or property.
3. Maintain a volume of conversations and/or electronic devices at an acceptable level as to not disrupt or interfere with others use of the library.
4. Smoking or vaping is allowed outside and should take place at least twenty feet from any library entrance or exit.
5. Children should be supervised at all times while on library property in accordance with the Unattended Children policy.



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

### SUBJECT: CODE OF CONDUCT

### SECTION: GENERAL ADMINISTRATION

### BOARD APPROVED:

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6. Consuming food and drink are allowed, except when using library computers and devices. Consumption should be in accordance with the Food & Drink policy.
7. Appropriate clothing, including shirts, pants, shoes or articles of clothing of a similar nature, are required while using library facilities.
8. Service animals are allowed in the library. Please see Animals in the Library policy.
9. With the exception of news coverage, requests for professional photography must be authorized by the District Director per the “Filming and Photography at the Altadena Library District Policy”. Photographers will ask subjects for permission prior to photographing, videotaping, or recording them.
10. Personal belongings must be in the possession of the owner and placed in a manner that does not interfere with staff or patron use of the building, walkways, furniture, or equipment. The Library is not responsible for items lost, stolen, or damaged on library premises.
11. Visitors are to use library property, spaces, and furniture for their intended purposes. Examples of inappropriate usage include, but are not limited to:
  - I. Sleeping for extended periods of time. This rule does not apply to children under four years of age.
  - II. Using public restrooms or other points of access to water on library premises for bathing or personal hygiene or laundering personal belongings.
  - III. Obstructing entrances, exits, seating areas, aisles, walkways, or other paths of travel.
  - IV. Monopolizing library space and furniture for personal use, blocking others from usage.
12. Bicycles and large carts should be parked outside the library building by the designated bike rack. Wheelchairs and strollers are allowed to be used inside if transporting an individual. Other mobility devices, like skateboards, roller skates, rollerblades, hover boards, must be carried while inside the building.
13. Using staff telephones except when a minor has a need to call their guardian, or, in the event of an emergency.



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT: CODE OF CONDUCT**

**SECTION: GENERAL ADMINISTRATION**

**BOARD APPROVED:**

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### **Enforcement**

Individuals who are not following the Code of Conduct will be asked to comply with the policy. Those who continue to violate the policies may be asked to leave the library and may have their library privileges suspended. It is within library staff's discretion to take appropriate action regarding individual visitors' compliance with library policy. In any situation where the safety or welfare of a visitor or staff is believed to be at risk, law enforcement will be contacted.

The Altadena Library District reserves the right to restrict the use of its facilities and premises to persons who do not abide by the Library's Code of Conduct.

Library staff may ask persons who are exhibiting behavior that does not adhere to the Code of Conduct to modify their behavior appropriately.

Library patrons violating this Code of Conduct and failing to comply after one warning will be required to leave the Library for the remainder of the day. Individuals who are asked to leave shall do so within five (5) minutes.

Based on the severity of the situation, the Library may revoke library privileges or suspend access to all library services and property for multiple days or up to one year or may result in criminal prosecution if the conduct constitutes a violation of local, state or federal law.

The Altadena Library District's Monitor (security officer), a library manager, or the Person-In-Charge has the authority to escort individuals who do not abide by the Code of Conduct off the property.

Individuals who enter the library before the return date listed on the suspension notice are subject to arrest for trespass under California Penal Code Section 602.

### **Appeal Process**

A person suspended from the library for a period of more than one (1) day may appeal the decision in writing to the District Director within ten (10) days from the date of suspension/revocation of library privileges. Submit requests for administrative review to [hello@altadenalibrary.org](mailto:hello@altadenalibrary.org) or by mail to Altadena Library District, 600 E Mariposa St., Altadena, CA 91001. Suspension of privileges will remain in force during the review period.



**BOARD OF LIBRARY TRUSTEES  
AGENDA ITEM VIII.C. REPORT FOR JULY 2021**

**REPORT:** Agenda Item VIII.c.

**MEETING DATE:** July 26, 2021

**PREPARED BY:** Nikki Winslow

**LOCATION:** Virtual Meeting

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**TITLE:**

RESOLUTION OF THE ALTADENA LIBRARY DISTRICT BOARD OF TRUSTEES, ACTING FOR ITSELF AND IN ITS CAPACITY AS THE LEGISLATIVE BODY OF ALTADENA LIBRARY DISTRICT COMMUNITY FACILITIES DISTRICT NO. 2020-1 (FACILITIES AND SERVICES) DECLARING ITS INTENT TO ISSUE TAX-EXEMPT BONDS TO BE USED TO REIMBURSE THE ALTADENA LIBRARY DISTRICT FOR EXPENDITURES TO BE MADE PRIOR TO THE ISSUANCE OF SUCH BONDS

**BACKGROUND:**

The Altadena Library District (the "Library District") formed Altadena Library District Community Facilities District No. 2020-1 (Facilities and Services) ("CFD No. 2020-1") for the purpose of financing certain facilities and services and authorized the issuance of bonds of CFD No. 2020-1 in an amount not to exceed \$24,000,000 (the "CFD No. 2020-1 Bonds"). A portion of the proceeds of the CFD No. 2020-1 Bonds will finance the structural improvements, repairs to building systems, upgrades to meet current building codes, and accessibility for seniors, people with disabilities, and strollers at both the Main Library and the Bob Lucas Memorial Branch (the "Project"). The Library District expects to incur certain expenditures for the Project prior to the issuance of the CFD No. 2020-1 Bonds and expects to pay for such expenditures from certain moneys on hand.

Pursuant to Section 1.150-2(d) of the Regulations of the United States Department of the Treasury, the Library District may reimburse the amounts advanced by the Library District for the Project if not later than 60 days after payment of the original expenditure of an amount advanced by the Library District, the Board of Trustees adopts an official intent to reimburse the expenditure of such advanced amount, and such reimbursement occurs not later than 18 months after the later of the date of the original expenditure is paid or the date the Project is placed in service, but in no event more than three (3) years after the original expenditure is paid.

**FISCAL IMPACT:**

None. Approval of Resolution No. 2021-03 will allow the Library District to be reimbursed for expenditures relating to the Project.

**RECOMMENDATION:**

Approve Resolution No. 2021-03 so the Library District may be reimbursed with proceeds from the CFD No. 2020-1 Bonds for amounts advanced for the Project.

**RESOLUTION NO. 2021-03**

**A RESOLUTION OF THE ALTADENA LIBRARY DISTRICT BOARD OF TRUSTEES, ACTING FOR ITSELF AND IN ITS CAPACITY AS THE LEGISLATIVE BODY OF ALTADENA LIBRARY DISTRICT COMMUNITY FACILITIES DISTRICT NO. 2020-1 (FACILITIES AND SERVICES) DECLARING ITS INTENT TO ISSUE TAX-EXEMPT BONDS TO BE USED TO REIMBURSE THE ALTADENA LIBRARY DISTRICT FOR EXPENDITURES TO BE MADE PRIOR TO THE ISSUANCE OF SUCH BONDS**

**WHEREAS**, the Altadena Library District (the “Library District”) Board of Trustees (the “Board”) did previously conduct proceedings to form and did form Altadena Library District Community Facilities District No. 2020-1 (Facilities and Services) (“CFD No. 2020-1”) pursuant to the terms and provisions of the “Mello-Roos Community Facilities Act of 1982,” as amended, being Chapter 2.5, Part 1, Division 2, Title 5 of the Government Code of the State of California (the “Act”), for the purposes of financing certain facilities (the “Facilities”) and services described in Resolution No. 2020-08 (the “Resolution of Formation”); and

**WHEREAS**, the Library District and CFD No. 2020-1 desire and intend to finance the Facilities in furtherance of their public purposes (collectively, the “Project”); and

**WHEREAS**, the Library District, on behalf of CFD No. 2020-1, expects to cause the execution, delivery and sale of tax-exempt bonds, in one or more series, for the purpose of financing all or a portion of the Project in a principal amount of not more than \$24,000,000 (the “Obligations”); and

**WHEREAS**, pursuant to Section 1.150-2(d) of the Regulations of the United States Department of the Treasury (the “Regulations”), the Library District may reimburse the amounts advanced by the Library District for the Project if not later than 60 days after payment of the original expenditure of an amount advanced by the Library District, the Board adopts an official intent to reimburse the expenditure of such advanced amount, and such reimbursement occurs not later than 18 months after the later of the date of the original expenditure is paid or the date the Project is placed in service, but in no event more than three (3) years after the original expenditure is paid; and

**WHEREAS**, the Library District expects to incur certain expenditures relating to the Project and to pay for such expenditures from certain moneys on hand prior to the execution of the Obligations; and

**WHEREAS**, the Library District reasonably expects to use a portion of the proceeds of the Obligations to reimburse the Library District for expenditures made prior to the date the Obligations are entered into.

**NOW, THEREFORE**, the Altadena Library District Board of Trustees, acting for itself and in its capacity as the legislative body of Altadena Library District Community Facilities District No. 2020-1 (Facilities and Services), hereby finds, determines, and resolves as follows:

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

Section 2. Declaration of Official Intent This Board declares that it is the intent of the Library District and CFD No. 2020-1 that the Library District will be reimbursed the amounts advanced by the Library District from its General Fund for the design, construction, acquisition, installation and equipping of the Project from the proceeds of the sale of the Obligations.

Section 3. Expected Maximum Principal Amount. The Obligations shall be issued in an expected maximum principal amount not to exceed \$24,000,000. The Obligations are expected to be issued by CFD No. 2020-1 for the purpose of providing tax-exempt financing for the Project.

Section 4. Other Approvals. The adoption of this Resolution shall not bind the Library District and CFD No. 2020-1 to proceed with execution and delivery of the Obligations until and unless all other necessary actions and approvals are taken or received in accordance with all applicable laws.

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

PASSED AND ADOPTED this 26th day of July, 2021, 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



**BOARD OF LIBRARY TRUSTEES  
AGENDA ITEM VIII.D. REPORT FOR JULY 2021**

**REPORT:** Agenda Item VIII.d.

**MEETING DATE:** July 26, 2021

**PREPARED BY:** Christopher Kellermeier

**LOCATION:** Virtual Meeting

**TITLE:** ALD's Project Emergency Connectivity Fund (ECF) Technology Purchase

**BACKGROUND:**

ALD has applied for subsidies via the Emergency Connectivity Fund (ECF) to upgrade the laptop and mobile hotspot fleet that are part of the Library of Things, entitled **Project ECF**. The ECF grant follows the same application, compliance, and reporting channels as E-Rate, which is funding from the Federal Communications Commission's (FCC) Universal Service Fund provides discounts for telecommunications, Internet access, and internal connections to eligible schools and libraries.

This newly released emergency funding will cover up to \$400 per laptop purchased, \$250 per mobile hotspot purchased, and the associated cellular connectivity fees (up to one year). ECF's filing window opened on June 29, 2021 and closes on August 13, 2021, to purchase eligible equipment and services between July 1, 2021 and June 30, 2022. ALD's application has been submitted and is requesting funding for forty laptops and sixteen 5G T-Mobile hotspots. This project is essential, as we have many end-of-life public laptops that must be replaced and will significantly upgrade our public hotspots from 4G to 5G, which have proven to significantly reduce speed and capacity.

We need to purchase this eq

ECF Details: <https://www.fcc.gov/emergency-connectivity-fund-fags>

**PERCENT COMPLETE: 0%**

Estimated purchase date: 7-27-21 through 7-30-21

Estimated deployment: 8-9-21

**BARRIERS & SOLUTIONS:**

The ECF funding commitment has not been approved and will not be until at least September 2021; it could take as long as March 2022 to be notified of approval, although we were very early to apply so anticipate a much earlier response. Even without grant funding, this equipment needs to be replaced, especially as we are expanding our outreach in the community and checking out these Library of Things items consistently.

**FISCAL IMPACT:**

The upfront costs to purchase this equipment are:

- 40 laptops: \$28,260.03 and the



- 16 5G hot spots: is \$11,088.00 and our
- E-rate Consultant fee of \$1799.84,

The total upfront cost is \$41,147.87.

The accounts affected by this bulk purchase are:

- 7180 – Technology Equipment: \$33,636.03 (budgeted \$35,000)
- 7185 – Technology Maintenance Fees: \$5,712.00 (budgeted \$25,000)
- 7135 – Technology Consulting: \$1,799.84 (budgeted \$17,000)

If the grant request is approved, the potential reimbursement ALD could receive is:

- Hot spots & One Year of service: \$9712.00
- Laptops: \$16,000

The total potential benefit from grant approval could be \$25,712.00. If this is the case, we would only be expending \$15,435.87 for the 40 laptops and 16 5G hot spots, including one year of service.

**RECOMMENDATION:**

The District Director and I.T. & Technical Services Manager recommends the ALD Board of Trustees approve to spend up to \$45,000 for Project ECF to replace end-of-life equipment.



**Altadena Library District Salary Schedule FY21-22**  
**Board Approved 2% COLA**  
**Effective July 1, 2021**

District Director	Salary falls into the following range:					
Monthly	11,666.58	-	-	-	-	14,889.84
Annual	139,998.99	-	-	-	-	178,678.13

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
<b>Assistant Library Director</b>	47.64	50.02	52.52	55.14	57.90	60.80
Monthly	8256.76	8669.60	9103.08	9558.23	10036.14	10537.95
Annual	99081.09	104035.15	109236.90	114698.75	120433.69	126455.37
<b>IT &amp; Technical Services Manager</b>	46.47	48.80	51.24	53.80	56.49	59.31
Monthly	8055.37	8458.14	8881.05	9325.10	9791.36	10280.92
Annual	96664.48	101497.70	106572.59	111901.22	117496.28	123371.09
<b>Administrative Services Manager / Facilities Manager / Library Manager / Marketing &amp; Community Engagement Manager</b>	37.21	39.07	41.03	43.08	45.23	47.49
Monthly	6450.17	6772.67	7111.31	7466.87	7840.22	8232.23
Annual	77401.99	81272.09	85335.70	89602.48	94082.60	98786.73
<b>Librarian / Marketing Specialist</b>	32.09	33.69	35.38	37.15	39.00	40.95
Monthly	5561.96	5840.06	6132.06	6438.66	6760.59	7098.62
Annual	66743.49	70080.67	73584.70	77263.94	81127.13	85183.49
<b>Administrative Assistant</b>	26.99	28.34	29.76	31.25	32.81	34.45
Monthly	4679.08	4913.04	5158.69	5416.62	5687.45	5971.83
Annual	56148.98	58956.43	61904.25	64999.46	68249.44	71661.91
<b>Facilities Maintenance Worker / Library Assistant</b>	23.86	25.05	26.30	27.62	29.00	30.45
Monthly	4135.63	4342.41	4559.53	4787.50	5026.88	5278.22
Annual	49627.52	52108.89	54714.34	57450.06	60322.56	63338.69
<b>Library Technician</b>	21.62	22.70	23.83	25.02	26.27	27.59
Monthly	3746.67	3934.01	4130.71	4337.24	4554.11	4781.81
Annual	44960.08	47208.09	49568.49	52046.91	54649.26	57381.72
<b>Facilities Monitor / Library Clerk</b>	19.58	20.56	21.59	22.67	23.80	24.99
Monthly	3394.30	3564.02	3742.22	3929.33	4125.79	4332.08
Annual	40731.62	42768.20	44906.61	47151.94	49509.53	51985.01
<b>Library Aide</b>	15.30	16.06	16.87	17.71	18.59	19.52
Monthly	2651.62	2784.20	2923.41	3069.58	3223.06	3384.22
Annual	31819.47	33410.45	35080.97	36835.02	38676.77	40610.61

Updated July 1, 2021



**BOARD OF LIBRARY TRUSTEES  
AGENDA ITEM VIII.F. REPORT JULY 2021**

**REPORT:** Agenda Item VIII.f.

**MEETING DATE:** July 26, 2021

**PREPARED BY:** Nikki Winslow

**LOCATION:** Virtual Meeting

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**TITLE:** Review and Approval of Professional Development Training Consultant

**BACKGROUND**

Professional development was identified as a priority during our Strategic Planning in 2019 and been incorporated into our Operational Plans in 2020 and 2021. Last year ALD managers planned and conducted two successful Professional Development Days in July and October 2020. We did not spend any money on consultants or trainers in these efforts.

With all of the changes and transitions this past year, due to the pandemic, multiple staff vacancies and recruitments, embarking on the building renovation projects and more, we would like to work with North Star Consulting to focus on organizational health and leadership development this fiscal year. Assistant Director Viktor Sjöberg has worked with Jennifer Coyle, owner of North Star Consulting, in the past and believes her experience and expertise is a perfect fit for the development work we are hoping to achieve. This includes intensive work with the Management Team to start, development and facilitation of our Professional Development Day with all staff on October 11, 2021, potentially some individualized executive or leadership coaching for directors or managers, and Trustee coaching and retreat facilitation. Once we begin training with Jennifer, we will have a better sense of which aspects of her scope of work we want to contract for but wanted to include any potential training to the Board to approve.

**FISCAL IMPACT**

As outlined in page 5 of the North Star Scope and Proposal, the maximum expense for all training provided is not to exceed \$26,500. We have budgeted \$15,000 for Staff Training and Education, \$2,000 for Trustee Professional Development, and \$7,500 for Meetings & Travel. Depending on the work we end up doing with North Star, we can make adjustments if needed to these budget lines during the mid-year updates.

**RECOMMENDATION**

Staff recommends that the Board authorizes the District Director to contract with North Star Consulting for professional development services.

Altadena Libraries  
Leadership Team Building &  
Executive Coaching

## Proposal

Thank you for the opportunity to support the Altadena Libraries! As I understand it, you are in a period of high transition and growth - both from a venue perspective and a team perspective. This is an ideal time to focus on the development of healthy team dynamics and alignment, goal clarity and outcomes. I wanted to take this opportunity to map out the process we endorse for senior leaders of dynamic, development oriented organizations.

North Star Consulting’s recommended approach utilizes the Patrick Lencioni’s, *Five Dysfunctions of a Team* model, focused on **Senior Leadership Team Alignment**. Specifically, this process will support the Altadena Libraries’ Leadership in achieving the following organizational and individual benefits:

Organization	Individuals
A clear organizational culture (vision and values) that provide guidance for all team members	Enhanced leadership skills
Clear, strategic organizational goals that cascade throughout the team	A deeper sense of professional satisfaction as the individuals are clear on targets (clients, work products, goals, etc.)
Enhanced internal communication and organizational alignment	More effective use of time and resources
A more nimble, adaptable and resilient organization	Access to coach/strategic thinking partner
Expedited goal attainment	A process that can be replicated for exponential growth
The ability to navigate and leverage conflict for effective problem-solving	Membership in an effective, cohesive, high performing team

## Road Map: Leadership Alignment

This work is typically conducted over a period four to six months, via four workshops. The goals are to (1) build a cohesive, aligned team, (2) create clarity around organization’s direction and the team’s priorities and (3) leverage members’ individual expertise to deliver on goals and priorities. The strategies and tactics include the following:

- MBTI training: to fuel understanding of our own and each member's unique strengths and challenges and to significantly enhance communication (a big part of the first workshop)
- Monthly retreats to strengthen and fuel cohesion, strategy, trust, communication, alignment and accountability
- One-on-one development support if/as needed

Collectively, senior leaders will answer these questions:

- Why do we exist?
- How do we behave?
- What do we do?
- How will we succeed?
- What's most important, right now?

Specific topics/activities during the workshops covered include:

- The competitive advantage of organizational health
- Alignment assessment: to gauge current levels of alignment and create a deep awareness of the need for "the work"
- Building trust: to create an environment where all are comfortable sharing ideas/challenges/asking for help/etc.
- Mastering conflict: excellent outcomes are generally the result of collaborative effort; this often requires healthy debate. It's important to understand each member's comfort level with conflict, and to develop an effective strategy for garnering all points of view. Diversity of thought is powerful
- Achieving commitment - eliminating the "passive commitment" pitfall from the culture is key to true buy-in. The group will learn how to identify this common issue, to ensure the team delivers on the decisions that have been made
- Goal alignment: define over-arching organizational goal and collaborate on how to support those goals on a divisional level
- Accountability: develop a system for honing in on the key issues and holding one another accountable for progress (even in the face of heavy workloads, etc.)
- Focusing on results
- Overcommunicating clarity through cascading communication

This is a layered process. We will work on all of the above items at each off-site, and over time, the team gets tighter and better.

## **Myers Briggs Type Indicator (MBTI) Assessments and Debriefs**

A foundational piece of the alignment work revolves around growing self-awareness and understanding of one another's preferences related to things like communication, decision-making and learning styles. We use the MBTI assessment tool to fuel that work. Prior to the start of the workshops, I would provide assessments and debriefs for each member of the team. During our team sessions (especially in workshop #1), we would explore ways of leveraging individual results to fuel high value for the team.

## **Additional Organizational Support**

### **Staff Development Day (10/11/21)**

I understand you are planning for your Staff Development Day on 10/11/21. It would be my honor to contribute through content development and facilitation. As we discussed, I think it makes great sense to align Staff's development around the same learning areas the Leadership Team is working on. This ensures consistency, fuels deep learning and promotes expedient goal attainment. Should you decide it makes sense to work together, we will formalize plans for the day as it gets closer. For now, rest assured I have put a hold on 10/11/21 to accommodate whatever arrangement works best.

### **Board Support**

I understand you have new board members that may benefit from support to help their assimilation and integration within the organization. I also understand that some of your board members will be stepping into expanded leadership roles in the future. It would be my pleasure to support their development in these areas through coaching.

Additionally, I would be pleased to support the Board through content design and facilitation of their Annual Retreat. Details related to timing and content can be worked out as we progress in our work together.

**Pricing**

The following outlines relevant pricing. Note: I am outlining the pricing for both virtual and in-person workshops for your Leadership Team Alignment sessions. My recommendation is for in-person sessions; the team building component of that format is far better. That said, the world has been unpredictable for the past many months, and there are varying levels of comfort with in-person gatherings, so I'd like you to have options.

Virtual Alignment Workshops	In-Person Workshops
Four (4) workshops total	Four (4) workshops total
2-3 hours each (there will be guided pre-work in advance of some sessions to maximize our time in this format)	4 hours each
Via Zoom	Conducted on-site
<b>Price: \$1500/each; \$6000 total</b>	<b>Price: \$2000/each; \$8000 total</b>

MBTI Assessment + 1:1 Debrief \$250/person

**Coaching**

Spot Coaching (usually 2-3 sessions) \$250/hour

- Performance issues
- Support for personnel issues
- Outplacement
- Role readiness
- Personnel issues

**Executive Coaching**

Coaching support like this is typically allocated to senior leaders of high potential employees/performers to maximize performance (to help them get ready to advance; to support them in a new role; to help them lead). Engagements are highly tailored to individual goals, styles and preferences. A standard coaching engagement is 6 months (but it can vary as needed). Support includes:

Intake Process \$2000

1. Coaching goal questionnaire to identify individual goals and objectives
2. Feedback interviews with six to eight individuals to gain understanding of perceptions, strengths, opportunities and communication style
3. Goal setting meeting, leveraging the insights collected steps 1-

Coaching

\$600/month

- 4. An average of two one-hour coaching meetings a month, conducted through a combination of phone, video chat and in person meetings
- 5. Tailored development resources to be delivered between sessions, including articles, Ted Talks, podcasts and other content. Both content and format of the resources are curated for each individual, based on specific goals and preferences
- 6. On demand text and email access is included in all engagements. This provides an opportunity for quick check-ins, encouragement, spontaneous problem solving and strategy development

### Cost Estimate

4 Leadership Alignment Workshops (in person)	\$8,000
MBTI Assessments/Debriefs for Leadership Team 6 team members @ \$250/each <i>Note: Viktor Sjoberg has previously completed this process</i>	\$1,500
6 months of Executive Coaching for Director/Team Leader	\$5,000
Staff Development Day: 10/11/21; 9 am - 3 pm Curriculum development Facilitation	\$3,000
Board Support As needed spot coaching @ \$5000 <ul style="list-style-type: none"> <li>• Estimating 20 hours of spot coaching @ \$250/hour</li> </ul> Retreat design and facilitation @ \$4,000 (note: this estimate based on full day retreat; this will be amended to reflect actual retreat length) <ul style="list-style-type: none"> <li>• ½ day - \$2000</li> <li>• Full day - \$4000</li> </ul>	\$9,000
<b>ESTIMATE TOTAL</b>	<b>\$26,500</b>

### Peripheral Costs/Travel

I understand and share your organization’s commitment to being an excellent steward of taxpayer resources. I will always look for opportunities to facilitate workshops and meetings during timeframes when I will already be in the area. In the event this is not possible, I will invoice for travel related expenses (includes: airfare, hotel, rental car, mileage to/from Miami airport and meals). In this case I will make cost containment my highest priority when making arrangements.



## North Star Consulting

North Star Consulting is a full-service management and leadership development firm providing highly customized coaching and training solutions, including:

- Leadership and alignment training
- Executive coaching & consulting
- Staff development
- Team alignment/conflict management
- Onboarding program design and implementation
- Comprehensive service excellence initiatives
- Process improvement initiatives

### Jennifer Coyle, President

With a proven track record of helping companies, teams and individuals achieve their highest levels of performance, Jennifer Coyle brings a unique mix of experience to her role as founder and president of North Star Consulting. Jennifer's approach focuses on working collaboratively with her clients to achieve outcomes that are measurable and sustainable, typically in the areas of improved leadership performance, increased team alignment and cohesion, organizational health and, ultimately, excellence.

### Education & Training

- B.A in Philosophy/Theology - Georgetown University
- MS Ed. in Training & Development - Florida International University
- Essentials of Executive Leadership - University of Chicago's Booth School of Business
- Lean/Six Sigma Black Belt
- MBTI/MMTIC Master Practitioner
- Diversity & Inclusion - ESSEC Business School
- Quality Service Expert - Disney
- Innovation - Northwestern/Kellogg School of Management

### Coaching Credentials

- MS Ed. in Executive Coaching - University of Miami
- Executive Coaching Certificate - Harvard University
- Coaching Mastery Certification - Accelerating Coach Excellence
- Journey to Mastery Facilitator - Work alongside Google's former Head of Leadership and Talent Development (David Peterson) to develop senior business coaches around the world
- International Coaching Federation - Professional Certified Coach
- Virtuoso Coach Member - exclusive "invitation only" executive coach mentor group dedicated to elevating the caliber of the global professional coaching industry towards excellence

## References

- City of Carlsbad, CA
  - Judy von Kalinowski, Director of Human Resources
    - [Judy.VonKalinowski@carlsbadca.gov](mailto:Judy.VonKalinowski@carlsbadca.gov); (760) 473-4670
  - Suzanne Smithson, Library & Cultural Arts Director
    - [Suzanne.Smithson@carlsbadca.gov](mailto:Suzanne.Smithson@carlsbadca.gov); (760) 434-2876
- City of San Marcos
  - Jack Griffin, City Manager
    - [jgriffin@san-marcos.net](mailto:jgriffin@san-marcos.net); (760) 744-1050, ext. 3115
  - Michelle Bender, Deputy City Manager
    - [mbender@san-marcos.net](mailto:mbender@san-marcos.net); (760) 744-1050, ext. 3134
- JPW Communications (public sector communications firm)
  - Jenny Windle, Founder & President
    - [jenny@jpwcomm.com](mailto:jenny@jpwcomm.com); (760) 683-8395, ext. 700
  - Susanne Bankhead, VP Client Affairs
    - [susanne@jpwcomm.com](mailto:susanne@jpwcomm.com); (760) 683-8395, ext. 706
- The Jacobs Center for Neighborhood Innovation
  - Christie Marcella, Executive Director
    - [cmarcella@jacobscenter.org](mailto:cmarcella@jacobscenter.org); (619) 527-6161, ext. 120