



Honoring the past, cultivating the present, empowering the future

AGENDA
Regular Meeting

Board of Library Trustees – Altadena Library District
Community Room – Main Library - **April 23, 2018** – 5:00 p.m.

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

1) CALL TO ORDER

2) ROLL CALL:

- a) Ira Bershatsky
- b) Betsy Kahn
- c) Gwendolyn McMullins
- d) Armando Zambrano

3) ADOPTION OF AGENDA

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

4) PUBLIC COMMUNICATION

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

5) PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS

- a) **HIRES/PROMOTIONS: Abel Sepulveda - Temporary to Regular PT Employee - March 12**
- b) **APPOINTMENTS:**
- c) **RESIGNATIONS AND TERMINATIONS:**
- d) **TRANSFERS AND PROMOTIONS: Deysi Flores - PT Library Page to PT Library Clerk I - March 12**

6) FINANCIAL REPORTS

- a) **Financial reports for February 2018 (INFORMATION/ACTION) (10 Minutes) Page #3-13**
Recommended Action: The Board of Library Trustees hereby receives and files the Financial Reports.

7) CONSENT CALENDAR (5 Minutes)

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

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

- i) Approval of minutes – Special meeting held March 29, 2018, Page # 14-17
- ii) Approval of minutes – Special meeting held April 12, 2018, Page # 18-19
- iii) Statistical Reports – YTD – March 2018, Page # 20-23
- iv) Departmental Monthly Reports – March 2018, Page # 24-43
- v) District Director's Report – March 2018, Page # 44-48

8) CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

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

9) NEW BUSINESS

- a) Election of Officers (INFORMATION/ACTION) **Page # 49-51**
- b) Auditor Proposals for Consideration (INFORMATION/ACTION)**Page # 52-74**

- c) Appointment of Liaisons to Friends of the Altadena Library and Altadena Library Foundation (INFORMATION/ACTION)
- d) Resolution 201804 - DECLARING THAT GOVERNING BODY MEMBERS AND VOLUNTEERS SHALL BE DEEMED TO BE EMPLOYEES OF THE DISTRICT FOR THE PURPOSE OF PROVIDING WORKERS' COMPENSATION COVERAGE FOR SAID CERTAIN INDIVIDUALS WHILE PROVIDING THEIR SERVICES (INFORMATION/ACTION) **Page # 75-76**
- e) Resolution 201805 - Establishing Candidate Statement Policies **Page # 77-78**
- f) Replacement of Trustee to Serve on Budget Subcommittee (INFORMATION/ACTION)

10) OLD BUSINESS

- a) Potential May Board of Trustees Meeting Date(s) (INFORMATION/ACTION)
- b) Compensation Adjustment for Acting District Director (INFORMATION/ACTION) Page # 79-80

11) CORRESPONDENCE, Page #

12) REPORTS OF SUPPORT GROUPS (5 minutes)

- a) Altadena Library Foundation
- b) Friends of the Altadena Library

13) REPORTS OF TRUSTEES

14) AGENDA ITEMS FOR FUTURE AGENDAS

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

15) ADJOURNMENT

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

Altadena Library District
Profit & Loss Prev Year Comparison
July 2017 through February 2018

	Jul '17 - Feb 18	Jul '16 - Feb 17	\$ Change	% Change
Ordinary Income/Expense				
Income				
DONATIONS AND GRANTS				
4710 · Friends of the Library	12,000.00	20,000.00	(8,000.00)	(40.0)%
4730 · Undesignated	667.65	16,931.00	(16,263.35)	(96.1)%
4735 · Designated		1,250.00	(1,250.00)	(100.0)%
4740 · CA Library Literacy Services	18,000.00	26,300.00	(8,300.00)	(31.6)%
4750 · Cal State Library	18,281.00	13,500.00	4,781.00	35.4%
4755 · HUD Grant		43,263.64	(43,263.64)	(100.0)%
Total DONATIONS AND GRANTS	48,948.65	121,244.64	(72,295.99)	(59.6)%
FINES & FEES				
4305 · Fees	4,471.91	13,477.70	(9,005.79)	(66.8)%
4310 · MFM Revenue	4,506.78	4,541.95	(35.17)	(0.8)%
4340 · Passport Services Fees	66,873.69	45,845.00	21,028.69	45.9%
4350 · Sales of Products	3,173.43	3,173.43		100.0%
Total FINES & FEES	79,025.81	63,864.65	15,161.16	23.7%
INTEREST INCOME & ADJUSTMENTS				
4210 · Chase Bank	1,589.74	834.35	755.39	90.5%
Total INTEREST INCOME & ADJUSTMENTS	1,589.74	834.35	755.39	90.5%
OTHER REVENUE & ADJUSTMENT				
4910 · Miscellaneous Income	1,200.00	257.88	942.12	365.3%
4999 · Rewards & Incentives	5,539.05	2,000.00	3,539.05	177.0%
Total OTHER REVENUE & ADJUSTMENT	6,739.05	2,257.88	4,481.17	198.5%
REVENUES				
Property Taxes				
4010 · Current-Year Secured				
4010.00 · Current Secured	1,154,825.94	1,217,109.85	(62,283.91)	(5.1)%
4010.01 · Revenue Residual	18,120.28	19,260.94	(1,140.66)	(5.9)%
4010.02 · Statutory Revenue	2,271.68	2,027.10	244.58	12.1%
4010.03 · SB 813 Supplemental	36,804.03	27,487.63	9,316.40	33.9%
4010 · Current-Year Secured - Other	286,873.78		286,873.78	100.0%
Total 4010 · Current-Year Secured	1,498,895.71	1,265,885.52	233,010.19	18.4%
4020 · Current-Year Unsecured				
4020.00 · Current Unsecured	13,448.30		13,448.30	100.0%
4020 · Current-Year Unsecured - Other	61,418.95	71,057.05	(9,638.10)	(13.6)%
Total 4020 · Current-Year Unsecured	74,867.25	71,057.05	3,810.20	5.4%
4030 · Prior-Year Secured				
4030.00 · Prior Secured	(31.86)	5,112.32	(5,144.18)	(100.6)%
4030.01 · Secured Refunds		(20,720.55)	20,720.55	100.0%
4030.02 · Statutory Revenue		939.04	(939.04)	(100.0)%
4030.03 · SB 813 Redemption	3,019.24	675.21	2,344.03	347.2%
4030.05 · Prop Taxes Secured Refunds	(26,348.54)		(26,348.54)	(100.0)%
4030 · Prior-Year Secured - Other	12,000.80	9,744.01	2,256.79	23.2%
Total 4030 · Prior-Year Secured	(11,360.36)	(4,249.97)	(7,110.39)	(167.3)%
4050 · Homeowners Exemption	6,888.79	7,007.94	(119.15)	(1.7)%
4060 · Special Assessment				
4060.01 · Per Parcel Benefit Assessment	515,143.28	463,958.92	51,184.36	11.0%
4060.02 · Direct Assessments		2,566.94	(2,566.94)	(100.0)%
Total 4060 · Special Assessment	515,143.28	466,525.86	48,617.42	10.4%
4080 · Penalties, Interest & Costs-Ref	8,412.63	11,498.41	(3,085.78)	(26.8)%
4220 · County Interest Allocation	3,736.69	448.17	3,288.52	733.8%
Total Property Taxes	2,096,583.99	1,818,172.98	278,411.01	15.3%
Total REVENUES	2,096,583.99	1,818,172.98	278,411.01	15.3%
Total Income	2,232,887.24	2,006,374.50	226,512.74	11.3%
Expense				
PERSONNEL RELATED EXPENSES				
5000 · SALARIES & WAGES				
5010 · Salaried	246,397.59	766,303.98	(519,906.39)	(67.9)%
5020 · Hourly	749,426.00	199,810.72	549,615.28	275.1%
Total 5000 · SALARIES & WAGES	995,823.59	966,114.70	29,708.89	3.1%

Altadena Library District
Profit & Loss Prev Year Comparison
July 2017 through February 2018

	Jul '17 - Feb 18	Jul '16 - Feb 17	\$ Change	% Change
5100 · Employer-Portion Taxes/Benefits				
5120 · Payroll Taxes (ER)	81,629.07	50,422.38	31,206.69	61.9%
5120.01 · Soc Security & Medicare, Salary	(1,380.13)	20,486.21	(21,866.34)	(106.7)%
5120.02 · Soc Security & Medicare, Hourly		5,930.34	(5,930.34)	(100.0)%
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	18,414.78	14,677.33	3,737.45	25.5%
5210.02 · CalPers PEPRA (ER Contr)	51,086.57	16,549.62	34,536.95	208.7%
5211 · PERS Retirement 2% @ 55		85,323.82	(85,323.82)	(100.0)%
5212 · PERS Retirement 2% @ 60		792.10	(792.10)	(100.0)%
5213 · PERS Retirement 2% @ 62		9,129.11	(9,129.11)	(100.0)%
5218 · PERS Unfunded	61,203.92		61,203.92	100.0%
5210 · PERS Retirement - Other		258.37	(258.37)	(100.0)%
Total 5210 · PERS Retirement	130,705.27	126,730.35	3,974.92	3.1%
5222 · OPEB Contribution		81,669.00	(81,669.00)	(100.0)%
5250 · FUTA	5,621.30	112.01	5,509.29	4,918.6%
5251 · SUI, Hourly		697.64	(697.64)	(100.0)%
Total 5100 · Employer-Portion Taxes/Benefits	216,575.51	286,047.93	(69,472.42)	(24.3)%
5200 · Insurance				
5220 · Health Insurance	78,875.57	79,284.57	(409.00)	(0.5)%
5221 · Health Insurance - Retirees	50,331.08	44,460.49	5,870.59	13.2%
5230 · Dental Insurance	7,922.38	10,988.23	(3,065.85)	(27.9)%
5240 · Vision Insurance	1,883.56	3,342.18	(1,458.62)	(43.6)%
5260 · Life Insurance	838.41	963.60	(125.19)	(13.0)%
5270 · Workers' Compensation	13,110.30	17,802.97	(4,692.67)	(26.4)%
5280 · Disability Insurance	(349.95)	298.32	(648.27)	(217.3)%
Total 5200 · Insurance	152,611.35	157,140.36	(4,529.01)	(2.9)%
Total 'PERSONNEL RELATED EXPENSES	1,365,010.45	1,409,302.99	(44,292.54)	(3.1)%
CAPITAL				
7310 · Equipment, Furniture & Fixtures	8,076.25	24,605.55	(16,529.30)	(67.2)%
7320 · Structures & Improvements	123,395.75	47,687.05	75,708.70	158.8%
Total CAPITAL	131,472.00	72,292.60	59,179.40	81.9%
FACILITIES, GROUNDS & MAINTENAN				
7205 · Maintenance Contracts	3,505.31	4,146.87	(641.56)	(15.5)%
7210 · Building Maint & Repairs	9,753.16	15,273.05	(5,519.89)	(36.1)%
7220 · Landscape	8,165.92	16,295.92	(8,130.00)	(49.9)%
Total FACILITIES, GROUNDS & MAINTENAN	21,424.39	35,715.84	(14,291.45)	(40.0)%
LIBRARY MATERIALS				
6110 · Cataloging Expenses	13,477.52	11,584.82	1,892.70	16.3%
6115 · Electronic Databases & Subscrip	15,170.58	17,658.77	(2,488.19)	(14.1)%
6120 · Books	63,495.42	55,358.77	8,136.65	14.7%
6125 · Audio CD	8,346.53	11,933.73	(3,587.20)	(30.1)%
6130 · DVD's & Videogames	16,162.42	16,752.50	(590.08)	(3.5)%
6135 · Processing of Materials	21,699.36	22,834.18	(1,134.82)	(5.0)%
6140 · Periodicals	12,617.11	10,374.40	2,242.71	21.6%
6150 · Downloadables	11,077.83	13,632.90	(2,555.07)	(18.7)%
Total LIBRARY MATERIALS	162,046.77	160,130.07	1,916.70	1.2%
MISCELLANEOUS EXPENSE				
7510 · Miscellaneous Expense	368.47	3,624.10	(3,255.63)	(89.8)%
Total MISCELLANEOUS EXPENSE	368.47	3,624.10	(3,255.63)	(89.8)%
OPERATING EXPENSES				
6430 · Insurance-Gen, Prop, Liab, Eq	38,693.92	41,467.61	(2,773.69)	(6.7)%
6620 · Membership Dues & Subscriptions	9,492.01	12,360.00	(2,867.99)	(23.2)%
6625 · Training & Education	5,630.24	4,810.96	819.28	17.0%
6626 · Recruitment, Gifts and Memorial	1,008.78	2,836.53	(1,827.75)	(64.4)%
6627 · Advertising / Marketing	3,213.95	17,328.97	(14,115.02)	(81.5)%
6710 · Meetings & Travel	4,470.44	8,180.56	(3,710.12)	(45.4)%
6730 · Mileage & Parking Reimbursement	482.62	416.64	65.98	15.8%
6740 · Postage & Delivery	4,872.44	3,209.08	1,663.36	51.8%
6745 · Banking & Service Fees	1,297.64	921.40	376.24	40.8%
6746 · Payroll Fees	6,345.00	9,519.38	(3,174.38)	(33.4)%
6750 · Printing & Reproduction	12,092.34	2,937.37	9,154.97	311.7%
6755 · Equipment, Furniture, Fixtures	4,223.23	5,952.35	(1,729.12)	(29.1)%
6765 · Janitorial Supplies	11,805.17	6,931.40	4,873.77	70.3%
6770 · Operating Supplies	9,443.26	20,267.34	(10,824.08)	(53.4)%
6780 · Operating Software	2,186.34	249.00	1,937.34	778.1%

Altadena Library District
Profit & Loss Prev Year Comparison
July 2017 through February 2018

	Jul '17 - Feb 18	Jul '16 - Feb 17	\$ Change	% Change
6790 · Hardware (Computers / Tech)	(249.00)	459.03	(708.03)	(154.2)%
6920 · Electricity	23,924.90	22,371.27	1,553.63	6.9%
6930 · Natural Gas	1,768.91	3,043.28	(1,274.37)	(41.9)%
6940 · Water & Sewage	4,049.71	3,566.61	483.10	13.6%
6950 · Refuse	3,096.07	2,476.25	619.82	25.0%
6960 · Products for Resale	3,219.47	436.60	2,782.87	637.4%
6970 · Equipment Lease & Rental	10,482.47	8,237.60	2,244.87	27.3%
7530 · Direct Assessments/Admin Costs	10,084.06	27,677.23	(17,593.17)	(63.6)%
Total OPERATING EXPENSES	171,633.97	205,656.46	(34,022.49)	(16.5)%
PROFESSIONAL & TECHNICAL				
7125 · Audit and Financial Consulting	26,321.98	28,412.50	(2,090.52)	(7.4)%
7130 · Legal Fees	7,621.10	16,212.98	(8,591.88)	(53.0)%
7135 · Technology Consulting		1,078.80	(1,078.80)	(100.0)%
7140 · Architectural & Engineering		5,000.00	(5,000.00)	(100.0)%
7145 · Collection Agency	1,557.30	680.20	877.10	129.0%
7155 · Consultants - Other	54,474.21	21,396.79	33,077.42	154.6%
7170 · Telecommunications	4,036.02	(696.86)	4,732.88	679.2%
7175 · Internet Service	30,194.71	29,852.10	342.61	1.2%
7180 · Technology Equipment	34,449.94	44,794.53	(10,344.59)	(23.1)%
7185 · Technology Maintenance Fees	14,677.58	42,170.64	(27,493.06)	(65.2)%
7190 · Website Development	858.00	360.00	498.00	138.3%
7199 · County Tax Collection Fees	30,029.36		30,029.36	100.0%
Total PROFESSIONAL & TECHNICAL	204,220.20	189,261.68	14,958.52	7.9%
PROGRAMS				
6200 · Youth Services	4,489.11	3,574.63	914.48	25.6%
6210 · Teen Services	3,933.72	1,463.45	2,470.27	168.8%
6220 · Adult Services	18,431.21	7,337.32	11,093.89	151.2%
6230 · Bob Lucas Branch Services	1,848.75	1,047.57	801.18	76.5%
6240 · Literacy Services	1,719.75	84.35	1,635.40	1,938.8%
Total PROGRAMS	30,422.54	13,507.32	16,915.22	125.2%
Total Expense	2,086,598.79	2,089,491.06	(2,892.27)	(0.1)%
Net Ordinary Income	146,288.45	(83,116.56)	229,405.01	276.0%
Net Income	146,288.45	(83,116.56)	229,405.01	276.0%

Altadena Library District
Profit & Loss
 July 2017 through February 2018

Jul '17 - Feb 18

Ordinary Income/Expense		
Income		
DONATIONS AND GRANTS		
4710 · Friends of the Library	12,000.00	
4730 · Undesignated	667.65	
4740 · CA Library Literacy Services	18,000.00	
4750 · Cal State Library	18,281.00	
Total DONATIONS AND GRANTS		48,948.65
FINES & FEES		
4305 · Fees	4,471.91	
4310 · MFM Revenue	4,506.78	
4340 · Passport Services Fees	66,873.69	
4350 · Sales of Products	3,173.43	
Total FINES & FEES		79,025.81
INTEREST INCOME & ADJUSTMENTS		
4210 · Chase Bank	1,589.74	
Total INTEREST INCOME & ADJUSTMENTS		1,589.74
OTHER REVENUE & ADJUSTMENT		
4910 · Miscellaneous Income	1,200.00	
4999 · Rewards & Incentives	5,539.05	
Total OTHER REVENUE & ADJUSTMENT		6,739.05
REVENUES		
Property Taxes		
4010 · Current-Year Secured		
4010.00 · Current Secured	1,154,825.94	
4010.01 · Revenue Residual	18,120.28	
4010.02 · Statutory Revenue	2,271.68	
4010.03 · SB 813 Supplemental	36,804.03	
4010 · Current-Year Secured - Other	286,873.78	
Total 4010 · Current-Year Secured		1,498,895.71
4020 · Current-Year Unsecured		
4020.00 · Current Unsecured	13,448.30	
4020 · Current-Year Unsecured - Other	61,418.95	
Total 4020 · Current-Year Unsecured		74,867.25
4030 · Prior-Year Secured		
4030.00 · Prior Secured	(31.86)	
4030.03 · SB 813 Redemption	3,019.24	
4030.05 · Prop Taxes Secured Refunds	(26,348.54)	
4030 · Prior-Year Secured - Other	12,000.80	
Total 4030 · Prior-Year Secured		(11,360.36)
4050 · Homeowners Exemption		
4050 · Homeowners Exemption	6,888.79	
4060 · Special Assessment		
4060.01 · Per Parcel Benefit Assessment	515,143.28	
Total 4060 · Special Assessment		515,143.28
4080 · Penalties, Interest & Costs-Ref		
4080 · Penalties, Interest & Costs-Ref	8,412.63	
4220 · County Interest Allocation		
4220 · County Interest Allocation	3,736.69	
Total Property Taxes		2,096,583.99
Total REVENUES		2,096,583.99
Total Income		2,232,887.24

Altadena Library District
Profit & Loss
 July 2017 through February 2018

Jul '17 - Feb 18

Expense	
'PERSONNEL RELATED EXPENSES	
5000 · SALARIES & WAGES	
5010 · Salaried	246,397.59
5020 · Hourly	749,426.00
Total 5000 · SALARIES & WAGES	995,823.59
5100 · Employer-Portion Taxes/Benefits	
5120 · Payroll Taxes (ER)	
5120.01 · Soc Security & Medicare, Salary	(1,380.13)
5210 · PERS Retirement	
5210.01 · CalPers CLASSIC (ER Contr)	18,414.78
5210.02 · CalPers PEPRA (ER Contr)	51,086.57
5218 · PERS Unfunded	61,203.92
Total 5210 · PERS Retirement	130,705.27
5250 · FUTA	5,621.30
Total 5100 · Employer-Portion Taxes/Benefits	216,575.51
5200 · Insurance	
5220 · Health Insurance	78,875.57
5221 · Health Insurance - Retirees	50,331.08
5230 · Dental Insurance	7,922.38
5240 · Vision Insurance	1,883.56
5260 · Life Insurance	838.41
5270 · Workers' Compensation	13,110.30
5280 · Disability Insurance	(349.95)
Total 5200 · Insurance	152,611.35
Total 'PERSONNEL RELATED EXPENSES	1,365,010.45
CAPITAL	
7310 · Equipment, Furniture & Fixtures	8,076.25
7320 · Structures & Improvements	123,395.75
Total CAPITAL	131,472.00
FACILITIES, GROUNDS & MAINTENAN	
7205 · Maintenance Contracts	3,505.31
7210 · Building Maint & Repairs	9,753.16
7220 · Landscape	8,165.92
Total FACILITIES, GROUNDS & MAINTENAN	21,424.39
LIBRARY MATERIALS	
6110 · Cataloging Expenses	13,477.52
6115 · Electronic Databases & Subscrip	15,170.58
6120 · Books	63,495.42
6125 · Audio CD	8,346.53
6130 · DVD's & Videogames	16,162.42
6135 · Processing of Materials	21,699.36
6140 · Periodicals	12,617.11
6150 · Downloadables	11,077.83
Total LIBRARY MATERIALS	162,046.77
MISCELLANEOUS EXPENSE	
7510 · Miscellaneous Expense	368.47
Total MISCELLANEOUS EXPENSE	368.47

Altadena Library District
Profit & Loss
July 2017 through February 2018

Jul '17 - Feb 18

OPERATING EXPENSES	
6430 · Insurance-Gen, Prop, Liab, Eq	38,693.92
6620 · Membership Dues & Subscriptions	9,492.01
6625 · Training & Education	5,630.24
6626 · Recruitment, Gifts and Memorial	1,008.78
6627 · Advertising / Marketing	3,213.95
6710 · Meetings & Travel	4,470.44
6730 · Mileage & Parking Reimbursement	482.62
6740 · Postage & Delivery	4,872.44
6745 · Banking & Service Fees	1,297.64
6746 · Payroll Fees	6,345.00
6750 · Printing & Reproduction	12,092.34
6755 · Equipment, Furniture, Fixtures	4,223.23
6765 · Janitorial Supplies	11,805.17
6770 · Operating Supplies	9,443.26
6780 · Operating Software	2,186.34
6790 · Hardware (Computers / Tech)	(249.00)
6920 · Electricity	23,924.90
6930 · Natural Gas	1,768.91
6940 · Water & Sewage	4,049.71
6950 · Refuse	3,096.07
6960 · Products for Resale	3,219.47
6970 · Equipment Lease & Rental	10,482.47
7530 · Direct Assessments/Admin Costs	10,084.06
Total OPERATING EXPENSES	171,633.97
PROFESSIONAL & TECHNICAL	
7125 · Audit and Financial Consulting	26,321.98
7130 · Legal Fees	7,621.10
7145 · Collection Agency	1,557.30
7155 · Consultants - Other	54,474.21
7170 · Telecommunications	4,036.02
7175 · Internet Service	30,194.71
7180 · Technology Equipment	34,449.94
7185 · Technology Maintenance Fees	14,677.58
7190 · Website Development	858.00
7199 · County Tax Collection Fees	30,029.36
Total PROFESSIONAL & TECHNICAL	204,220.20
PROGRAMS	
6200 · Youth Services	4,489.11
6210 · Teen Services	3,933.72
6220 · Adult Services	18,431.21
6230 · Bob Lucas Branch Services	1,848.75
6240 · Literacy Services	1,719.75
Total PROGRAMS	30,422.54
Total Expense	2,086,598.79
Net Ordinary Income	146,288.45
Net Income	146,288.45

Altadena Library District
Profit & Loss Budget vs. Actual
 July 2017 through February 2018

	Jul '17 - Feb 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
DONATIONS AND GRANTS				
4710 · Friends of the Library	12,000.00	20,000.00	(8,000.00)	60.0%
4730 · Undesignated	667.65		667.65	100.0%
4735 · Designated		1,100.00	(1,100.00)	
4740 · CA Library Literacy Services	18,000.00	26,300.00	(8,300.00)	68.4%
4750 · Cal State Library	18,281.00		18,281.00	100.0%
4755 · HUD Grant				
Total DONATIONS AND GRANTS	48,948.65	47,400.00	1,548.65	103.3%
FINES & FEES				
4305 · Fees	4,471.91	14,000.00	(9,528.09)	31.9%
4310 · MFM Revenue	4,506.78	7,500.00	(2,993.22)	60.1%
4340 · Passport Services Fees	66,873.69	80,000.00	(13,126.31)	83.6%
4350 · Sales of Products	3,173.43			
Total FINES & FEES	79,025.81	101,500.00	(22,474.19)	77.9%
INTEREST INCOME & ADJUSTMENTS				
4210 · Chase Bank	1,589.74		1,589.74	100.0%
4221 · FMV COLA		3,000.00	(3,000.00)	
Total INTEREST INCOME & ADJUSTMENTS	1,589.74	3,000.00	(1,410.26)	53.0%
OTHER REVENUE & ADJUSTMENT				
4910 · Miscellaneous Income	1,200.00		1,200.00	100.0%
4940 · Transfer in from Reserves		350,000.00	(350,000.00)	
4999 · Rewards & Incentives	5,539.05	3,000.00	2,539.05	184.6%
Total OTHER REVENUE & ADJUSTMENT	6,739.05	353,000.00	(346,260.95)	1.9%
REVENUES				
Property Taxes				
4010 · Current-Year Secured				
4010.00 · Current Secured	1,154,825.94		1,154,825.94	100.0%
4010.01 · Revenue Residual	18,120.28		18,120.28	100.0%
4010.02 · Statutory Revenue	2,271.68		2,271.68	100.0%
4010.03 · SB 813 Supplemental	36,804.03		36,804.03	100.0%
4010 · Current-Year Secured - Other	286,873.78	2,118,250.62	(1,831,376.84)	13.5%
Total 4010 · Current-Year Secured	1,498,895.71	2,118,250.62	(619,354.91)	70.8%
4020 · Current-Year Unsecured				
4020.00 · Current Unsecured	13,448.30		13,448.30	100.0%
4020 · Current-Year Unsecured - Other	61,418.95	74,263.00	(12,844.05)	82.7%
Total 4020 · Current-Year Unsecured	74,867.25	74,263.00	604.25	100.8%
4030 · Prior-Year Secured				
4030.00 · Prior Secured	(31.86)		(31.86)	100.0%
4030.01 · Secured Refunds				
4030.02 · Statutory Revenue				
4030.03 · SB 813 Redemption	3,019.24		3,019.24	100.0%
4030.04 · Property Tax Penalties				
4030.05 · Prop Taxes Secured Refunds	(26,348.54)			
4030 · Prior-Year Secured - Other	12,000.80	10,600.00	1,400.80	113.2%
Total 4030 · Prior-Year Secured	(11,360.36)	10,600.00	(21,960.36)	(107.2)%
4040 · Prior-Year Unsecured				
4040.00 · Prior Unsecured				
Total 4040 · Prior-Year Unsecured				
4050 · Homeowners Exemption				
4050 · Homeowners Exemption	6,888.79	7,725.00	(836.21)	89.2%
4060 · Special Assessment				
4060.01 · Per Parcel Benefit Assessment	515,143.28	802,160.99	(287,017.71)	64.2%
4060.02 · Direct Assessments				
Total 4060 · Special Assessment	515,143.28	802,160.99	(287,017.71)	64.2%

Altadena Library District
Profit & Loss Budget vs. Actual
 July 2017 through February 2018

	Jul '17 - Feb 18	Budget	\$ Over Budget	% of Budget
4080 · Penalties, Interest & Costs-Ref	8,412.63	10,000.00	(1,587.37)	84.1%
4090 · RDA ABx126 Income		26,500.00	(26,500.00)	
4220 · County Interest Allocation	3,736.69	500.00	3,236.69	747.3%
Total Property Taxes	2,096,583.99	3,049,999.61	(953,415.62)	68.7%
Total REVENUES	2,096,583.99	3,049,999.61	(953,415.62)	68.7%
Total Income	2,232,887.24	3,554,899.61	(1,322,012.37)	62.8%
Expense				
'PERSONNEL RELATED EXPENSES				
5000 · SALARIES & WAGES				
5010 · Salaried	246,397.59	373,972.29	(127,574.70)	65.9%
5020 · Hourly	749,426.00	1,169,448.66	(420,022.66)	64.1%
Total 5000 · SALARIES & WAGES	995,823.59	1,543,420.95	(547,597.36)	64.5%
5100 · Employer-Portion Taxes/Benefits				
5120 · Payroll Taxes (ER)	81,629.07	118,071.70	(36,442.63)	69.1%
5120.01 · Soc Security & Medicare, Salary	(1,380.13)		(1,380.13)	100.0%
5120.02 · Soc Security & Medicare, Hourly				
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	18,414.78		18,414.78	100.0%
5210.02 · CalPers PEPRA (ER Contr)	51,086.57		51,086.57	100.0%
5211 · PERS Retirement 2% @ 55				
5212 · PERS Retirement 2% @ 60				
5213 · PERS Retirement 2% @ 62				
5218 · PERS Unfunded	61,203.92	91,806.00	(30,602.08)	66.7%
5210 · PERS Retirement - Other		85,179.46	(85,179.46)	
Total 5210 · PERS Retirement	130,705.27	176,985.46	(46,280.19)	73.9%
5222 · OPEB Contribution				
5250 · FUTA	5,621.30	144,000.00	(144,000.00)	
5251 · SUI, Hourly		40,128.94	(40,128.94)	100.0%
Total 5100 · Employer-Portion Taxes/Benefits	216,575.51	479,186.10	(262,610.59)	45.2%
5200 · Insurance				
5220 · Health Insurance	78,875.57	126,000.00	(47,124.43)	62.6%
5221 · Health Insurance - Retirees	50,331.08	75,600.00	(25,268.92)	66.6%
5230 · Dental Insurance	7,922.38	14,000.00	(6,077.62)	56.6%
5240 · Vision Insurance	1,883.56	4,000.00	(2,116.44)	47.1%
5260 · Life Insurance	838.41	2,000.00	(1,161.59)	41.9%
5270 · Workers' Compensation	13,110.30	20,000.00	(6,889.70)	65.6%
5280 · Disability Insurance	(349.95)	2,500.00	(2,849.95)	(14.0)%
Total 5200 · Insurance	152,611.35	244,100.00	(91,488.65)	62.5%
Total 'PERSONNEL RELATED EXPENSES	1,365,010.45	2,266,707.05	(901,696.60)	60.2%
CAPITAL				
7310 · Equipment, Furniture & Fixtures	8,076.25		8,076.25	100.0%
7320 · Structures & Improvements	123,395.75	350,000.00	(226,604.25)	35.3%
Total CAPITAL	131,472.00	350,000.00	(218,528.00)	37.6%
FACILITIES, GROUNDS & MAINTENAN				
7205 · Maintenance Contracts	3,505.31	18,000.00	(14,494.69)	19.5%
7210 · Building Maint & Repairs	9,753.16	20,000.00	(10,246.84)	48.8%
7220 · Landscape	8,165.92	15,000.00	(6,834.08)	54.4%
Total FACILITIES, GROUNDS & MAINTENAN	21,424.39	53,000.00	(31,575.61)	40.4%
LIBRARY MATERIALS				
6110 · Cataloging Expenses	13,477.52	20,000.00	(6,522.48)	67.4%
6115 · Electronic Databases & Subscrip	15,170.58	16,500.00	(1,329.42)	91.9%
6120 · Books	63,495.42	160,000.00	(96,504.58)	39.7%
6125 · Audio CD	8,346.53	18,000.00	(9,653.47)	46.4%
6130 · DVD's & Videogames	16,162.42	23,000.00	(6,837.58)	70.3%
6135 · Processing of Materials	21,699.36	35,000.00	(13,300.64)	62.0%
6140 · Periodicals	12,617.11	12,500.00	117.11	100.9%
6150 · Downloadables	11,077.83	20,000.00	(8,922.17)	55.4%
Total LIBRARY MATERIALS	162,046.77	305,000.00	(142,953.23)	53.1%

Altadena Library District
Profit & Loss Budget vs. Actual
 July 2017 through February 2018

	Jul '17 - Feb 18	Budget	\$ Over Budget	% of Budget
MISCELLANEOUS EXPENSE				
7510 · Miscellaneous Expense	368.47		368.47	100.0%
7520 · Refunds/Parcel		1,000.00	(1,000.00)	
Total MISCELLANEOUS EXPENSE	368.47	1,000.00	(631.53)	36.8%
OPERATING EXPENSES				
6430 · Insurance-Gen, Prop, Liab, Eq	38,693.92	42,000.00	(3,306.08)	92.1%
6620 · Membership Dues & Subscriptions	9,492.01	13,000.00	(3,507.99)	73.0%
6625 · Training & Education	5,630.24	12,000.00	(6,369.76)	46.9%
6626 · Recruitment, Gifts and Memorial	1,008.78	5,000.00	(3,991.22)	20.2%
6627 · Advertising / Marketing	3,213.95	20,000.00	(16,786.05)	16.1%
6710 · Meetings & Travel	4,470.44	10,000.00	(5,529.56)	44.7%
6730 · Mileage & Parking Reimbursement	482.62	800.00	(317.38)	60.3%
6740 · Postage & Delivery	4,872.44	9,000.00	(4,127.56)	54.1%
6745 · Banking & Service Fees	1,297.64	2,000.00	(702.36)	64.9%
6746 · Payroll Fees	6,345.00	12,000.00	(5,655.00)	52.9%
6750 · Printing & Reproduction	12,092.34	11,000.00	1,092.34	109.9%
6755 · Equipment, Furniture, Fixtures	4,223.23	10,000.00	(5,776.77)	42.2%
6765 · Janitorial Supplies	11,805.17	13,000.00	(1,194.83)	90.8%
6770 · Operating Supplies	9,443.26	30,000.00	(20,556.74)	31.5%
6780 · Operating Software	2,186.34	3,000.00	(813.66)	72.9%
6785 · Computer Supplies				
6790 · Hardware (Computers / Tech)	(249.00)		(249.00)	100.0%
6920 · Electricity	23,924.90	37,000.00	(13,075.10)	64.7%
6930 · Natural Gas	1,768.91	5,500.00	(3,731.09)	32.2%
6940 · Water & Sewage	4,049.71	5,600.00	(1,550.29)	72.3%
6950 · Refuse	3,096.07	4,500.00	(1,403.93)	68.8%
6960 · Products for Resale	3,219.47	5,000.00	(1,780.53)	64.4%
6970 · Equipment Lease & Rental	10,482.47	15,424.00	(4,941.53)	68.0%
7530 · Direct Assessments/Admin Costs	10,084.06	35,000.00	(24,915.94)	28.8%
Total OPERATING EXPENSES	171,633.97	300,824.00	(129,190.03)	57.1%
PROFESSIONAL & TECHNICAL				
7125 · Audit and Financial Consulting	26,321.98	75,000.00	(48,678.02)	35.1%
7130 · Legal Fees	7,621.10	5,000.00	2,621.10	152.4%
7135 · Technology Consulting		1,500.00	(1,500.00)	
7140 · Architectural & Engineering		5,000.00	(5,000.00)	
7145 · Collection Agency	1,557.30	1,800.00	(242.70)	86.5%
7155 · Consultants - Other	54,474.21	74,000.00	(19,525.79)	73.6%
7170 · Telecommunications	4,036.02	3,500.00	536.02	115.3%
7175 · Internet Service	30,194.71	4,000.00	26,194.71	754.9%
7180 · Technology Equipment	34,449.94	15,000.00	19,449.94	229.7%
7185 · Technology Maintenance Fees	14,677.58	32,000.00	(17,322.42)	45.9%
7190 · Website Development	858.00	18,000.00	(17,142.00)	4.8%
7199 · County Tax Collection Fees	30,029.36			
Total PROFESSIONAL & TECHNICAL	204,220.20	234,800.00	(30,579.80)	87.0%
PROGRAMS				
6200 · Youth Services	4,489.11	10,000.00	(5,510.89)	44.9%
6210 · Teen Services	3,933.72	5,500.00	(1,566.28)	71.5%
6220 · Adult Services	18,431.21	23,068.56	(4,637.35)	79.9%
6230 · Bob Lucas Branch Services	1,848.75	3,000.00	(1,151.25)	61.6%
6240 · Literacy Services	1,719.75	2,000.00	(280.25)	86.0%
Total PROGRAMS	30,422.54	43,568.56	(13,146.02)	69.8%
Total Expense	2,086,598.79	3,554,899.61	(1,468,300.82)	58.7%
Net Ordinary Income	146,288.45		146,288.45	100.0%
Net Income	146,288.45		146,288.45	100.0%

Altadena Library District
Balance Sheet
 As of February 28, 2018

Feb 28, 18

ASSETS	
Current Assets	
Checking/Savings	
Cash & Cash Equivalents	
Cash & Investments	
1080 · Petty Cash	607.00
Total Cash & Investments	607.00
Cash In Bank	
1021 · Chase General Acct...2951	150,777.10
1026 · Chase HY Svgs...6883	27,857.51
1041 · Chase HY Svgs...6875	433,218.13
1045 · Cash HUD Checking...2969	320,000.33
Total Cash In Bank	931,853.07
Cash with County	
1010.00 · Cash in County Treasury	2,226,084.64
1013 · FMV - COLA Funds	(551.79)
Total Cash with County	2,225,532.85
Total Cash & Cash Equivalents	3,157,992.92
Total Checking/Savings	3,157,992.92
Other Current Assets	
1400 · Property Taxes Receivable	(9,721.09)
1401 · Parcel Assessment Receivable	14,414.96
Total Other Current Assets	4,693.87
Total Current Assets	3,162,686.79
Fixed Assets	
Capital Assets	
Accumulated Depreciation	
1800 · Accum Depr (S & I)	(1,055,179.72)
1900 · Accum Depr (FF & E)	(624,015.44)
Total Accumulated Depreciation	(1,679,195.16)
Depreciable Assets	
1550 · Structures & Improvements	1,638,708.10
1700 · Furniture, Fixtures & Equipment	709,469.89
Total Depreciable Assets	2,348,177.99
Non-Depreciable Assets	
1500 · Land	77,280.28
1510 · Artwork	102,500.00
Total Non-Depreciable Assets	179,780.28
Total Capital Assets	848,763.11
Total Fixed Assets	848,763.11
Other Assets	
Deferred Outflows of Resources	
1990 · DOR - Employer Contributions MD	161,019.00
1993 · DOR - Diff in Experience	4,379.00
Total Deferred Outflows of Resources	165,398.00
Prepays	
1076 · Prepaid Items & Deposits	235.35
Total Prepays	235.35

Altadena Library District
Balance Sheet
As of February 28, 2018

	Feb 28, 18
1992 · DOR Diff in Proportions	61,372.00
1995 · DOR Diff in Earnings	279,772.00
Total Other Assets	506,777.35
TOTAL ASSETS	4,518,227.25
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	50,499.15
Total Accounts Payable	50,499.15
Credit Cards	
2200 · Credit Cards	
2200.01 · UMB Card Services...3219	(7,586.01)
Total 2200 · Credit Cards	(7,586.01)
Total Credit Cards	(7,586.01)
Other Current Liabilities	
2030 · GASB 45 OPEB Liability	
2100 · Payroll Payable	(18,314.34)
2100.01 · Payroll Liabilities (EE)	24,488.80
2100.03 · CalPers CLASSIC (EE Ded)	(1,004.21)
2100.05 · Accrued Vacation Payable	51,715.66
2100.08 · CalPers 457 (EE Loan Repayment)	(56.97)
Total 2100 · Payroll Payable	75,143.28
Total Other Current Liabilities	56,828.94
Total Current Liabilities	99,742.08
Long Term Liabilities	
Deferred Inflows of Resources	
2602 · DIR - Diff in Contributions	129,502.00
2603 · DIR - Changes in Proportions	135,502.00
2604 · DIR - Changes in Assumptions	53,754.00
Total Deferred Inflows of Resources	318,758.00
2700 · Net Pension Liability	1,966,172.00
Total Long Term Liabilities	2,284,930.00
Total Liabilities	2,384,672.08
Equity	
3300 · Retained Earnings	
Net Income	1,987,266.72
	146,288.45
Total Equity	2,133,555.17
TOTAL LIABILITIES & EQUITY	4,518,227.25



Honoring the past, cultivating the present, empowering the future

MINUTES

Special Meeting

Board of Library Trustees – Altadena Library District
Community Room – Main Library - **March 29, 2018** – 6:04 p.m.

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

1) CALL TO ORDER

<https://youtu.be/9aQdB8Czazg?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=5>

2) ROLL CALL:

<https://youtu.be/9aQdB8Czazg?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=12>

- a) Ira Bershatsky
- b) Betsy Kahn
- c) Gwendolyn McMullins
- d) John McDonald, President - **Absent**
- e) Armando Zambrano

3) ADOPTION OF AGENDA

<https://youtu.be/9aQdB8Czazg?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=57>

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

Public Comment:

Rene Amy
Dale Gronemeier

MOTION by: Trustee McMullins to Adopt the Agenda

Second by: Trustee Bershatsky

Aye: Trustee McMullins, Trustee Bershatsky, Trustee Zambrano, Trustee Kahn

No:

Abstain:

4) PUBLIC COMMUNICATION

<https://youtu.be/9aQdB8Czazg?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=552>

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

Public Comment:

Mark Mariscal
Jennifer Lee
Rene Amy
Dale Gronemeier
Skip Hickambottom
Anne Chomyn
Dean Lee

5) PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS

<https://youtu.be/9aQdB8Czazg?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=1488>

- a) **HIRES/PROMOTIONS:**
- b) **APPOINTMENTS:**
- c) **RESIGNATIONS AND TERMINATIONS:** Adriana Muro - Library Associate - February 8, 2018
- d) **TRANSFERS AND PROMOTIONS:** Amanda Toledo - Library Clerk I to Library Associate - February 28, 2018

Ryan Roy reported.

6) FINANCIAL REPORTS

<https://youtu.be/9aQdB8Czazg?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=1548>

- a) Financial reports for January 2018 (INFORMATION/ACTION) (10 Minutes) Page #
Recommended Action: The Board of Library Trustees hereby receives and files the Financial Reports.

Ryan Roy reported.

MOTION by McMullins to receive and file the financial reports.

Second by: Trustee Kahn

Aye: Trustee McMullins, Trustee Bershatsky, Trustee Zambrano, Trustee Kahn

No:

Abstain:

7) CONSENT CALENDAR (5 Minutes)

<https://youtu.be/9aQdB8Czazg?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=1640>

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

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

- i) Approval of minutes – Regular meeting held March 7, 2018,
- ii) Statistical Reports – YTD – February 2018 ,
- iii) Departmental Monthly Reports – February 2018,
- iv) Human Resources Update – Written Report by HRNetwork – February 2018
- v) District Director's Report – February 2018,

MOTION by Kahn to remove item i

Second by: Trustee McMullins

Aye: Trustee McMullins, Trustee Bershatsky, Trustee Zambrano, Trustee Kahn

No:

Abstain:

Public Comment:

Mark Mariscal

Rene Amy

MOTION by McMullins to approve the remainder of the consent calendar without item i.

Second by: Trustee Kahn

Aye: Trustee McMullins, Trustee Bershatsky, Trustee Zambrano, Trustee Kahn

No:

Abstain:

8) CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

<https://youtu.be/9aQdB8Czazg?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=1992>

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

Public Comment: Mark Mariscal

MOTION by McMullins to correct the minutes to add Trustee Kahn's Vote.

Second by: Trustee Bershatsky

Aye: Trustee McMullins, Trustee Bershatsky, Trustee Zambrano, Trustee Kahn

No:

Abstain:

Motion by Trustee McMullins to approve the minutes with the correction

Second by: Trustee Zambrano

Aye: Trustee McMullins, Trustee Bershatsky, Trustee Zambrano, Trustee Kahn

No:

Abstain:

9) NEW BUSINESS

10) OLD BUSINESS

<https://youtu.be/9aQdB8Czazg?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=2365>

- a) Update from Ad hoc Committee for Bylaws Review (INFORMATION/ACTION) (5 Minutes),
Public Comment: Skip Hickambottom

Trustee McMullins provided an update and invited the public and staff to attend the meeting.

- b) Update on Budget Memo & Midyear Budget Adjustment (INFORMATION/ACTION)
<https://youtu.be/9aQdB8Czazg?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=2773>

Public Comment: Mark Mariscal
The Board went into recess at 6:58 p.m.
The Board went into session at 7:06 p.m.

Public Comment: Rene Amy
Mark Mariscal

Motion by Trustee Bershatsky to approve the budget amendment
Second by: Trustee McMullins
Aye: Trustee McMullins, Trustee Bershatsky, Trustee Zambrano, Trustee Kahn
No:
Abstain:

- c) Consideration of Purchase of Gondola Shelving per Midyear Budget Adjustment (INFORMATION/ACTION)
<https://youtu.be/9aQdB8Czazg?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=3863>
Public Comment: Rene Amy, Mark Mariscal

Deferred to next meeting

- d) Update on Project Plan for Bob Lucas Branch Library Upgrades (INFORMATION/ACTION)
<https://youtu.be/9aQdB8Czazg?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=4230>
e) Update on Salary Comparison and Wage Scale Revisions by HRNetwork, (INFORMATION/ACTION)
<https://youtu.be/9aQdB8Czazg?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=4346>

Public Comment: Mark Mariscal

- f) Compensation Adjustment for Acting District Director (INFORMATION ONLY)
Public Comment: Dale Gronemeier
<https://youtu.be/9aQdB8Czazg?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=4814>

g) RFP Process for a New Auditor (INFORMATION/ACTION)
<https://youtu.be/9aQdB8Czazg?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=5010>

h) Additional legal counsel (INFORMATION/ACTION)
<https://youtu.be/9aQdB8Czazg?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=5070>

Public Comment: Dale Gronemeier, Rene Amy, Mark Mariscal

The Board went into Recess at 7:50 p.m.
The Board went into session at 7:56 p.m.

Motion by: Trustee Bershatsky to delegate Acting District Director Ryan Roy to draft an RFP for legal counsel.

Second by: Trustee McMullins

Aye: Trustee McMullins, Trustee Bershatsky, Trustee Zambrano, Trustee Kahn
No:
Abstain:

- i) Quote for Adding Volunteers to Worker's Compensation Coverage – SDRMA (INFORMATION/ACTION)
<https://youtu.be/9aQdB8Czazg?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=6030>

Public Comment: Rene Amy

Public Comment- Karen Gibson
<https://youtu.be/9aQdB8Czazg?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=6425>

11) CORRESPONDENCE, Page #

12) REPORTS OF SUPPORT GROUPS (5 minutes)

<https://youtu.be/9aQdB8Czazg?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=6555>

- a) Altadena Library Foundation
- b) Friends of the Altadena Library

<https://youtu.be/9aQdB8Czazg?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=6702> Public Comment
Marge Nichols

13) REPORTS OF TRUSTEES

<https://youtu.be/9aQdB8Czazg?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=6939>

Trustee Bershatsky
Trustee McMullins
Trustee Zambrano

Public Comment: Dale Gronemeier

14) CLOSED SESSION The Board went into closed session at 8:21 p.m.

<https://youtu.be/9aQdB8Czazg?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=7277>

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

- a) PENDING LITIGATION
Pursuant to Government Code Section 54956.9
TITLE: Melloney Collier vs. Altadena Library District, Case No. BC682812

<https://youtu.be/9aQdB8Czazg?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=7289>

15) RECESS BACK INTO OPEN SESSION

The board came out of closed session at 9:01 p.m.

16) PUBLIC REPORT OF ANY REPORTABLE ACTION FROM CLOSED SESSION. (Section 54960 et seq.)

No Action was taken by the board.

17) AGENDA ITEMS FOR FUTURE AGENDAS

<https://youtu.be/9aQdB8Czazg?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=7373>

- a) This is an opportunity for Board members to request that items be placed on future agendas.
Christmas tree lane association –

18) ADJOURNMENT

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

Motion by: Trustee Kahn to adjourn the meeting.

Second by: Trustee McMullins

Aye: Trustee Bershatsky, Trustee Kahn, Trustee Zambrano, Trustee McMullins

No:

Abstain:

Meeting adjourned at 9:05 p.m.



Honoring the past, cultivating the present, empowering the future

MINUTES

Special Meeting

Board of Library Trustees – Altadena Library District
Community Room – Main Library - **April 12, 2018** – 4:03 p.m.

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

1) CALL TO ORDER

<https://youtu.be/F18exKj8AVY?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=6>

2) ROLL CALL:

- a) Ira Bershatsky
- b) Betsy Kahn
- c) Gwendolyn McMullins
- d) Armando Zambrano

<https://youtu.be/F18exKj8AVY?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=20>

3) PUBLIC COMMUNICATION

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

Mark Mariscal

Rene Amy

Dale Gronemeier

<https://youtu.be/F18exKj8AVY?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=33>

4) NEW BUSINESS

- a) Resignation of Board Member, discussion, and approval to advertise open Board seat (**INFORMATIONAL/ACTION**)

<https://youtu.be/F18exKj8AVY?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=732>

Public Comment:

Mark Mariscal

Rene Amy

Dale Gronemeier

Motion by: Trustee Zambrano to approve the advertisement for the Open Board Seat

Second by: Trustee McMullins

Aye: Trustee Bershatsky, Trustee Kahn, Trustee McMullins, Trustee Zambrano

No:

Abstain:

Approved.

- b) Consideration of and approval for dissemination of RFP for additional legal services (INFORMATIONAL/ACTION)

<https://youtu.be/F18exKj8AVY?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=1602>

Public Comment:

Mark Goldschmidt

H. Shakur

Mark Mariscal

Rene Amy

Dale Gronemeier

Steve Lamb

Motion by Trustee Zambrano to approve the dissemination of the RFP for additional legal services according to the District's financial policies.

Second by: Trustee Bershatsky

Aye: Trustee Bershatsky, Trustee Kahn, Trustee McMullins, Trustee Zambrano

No:

Abstain:

5) ADJOURNMENT

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

<https://youtu.be/F18exKj8AVY?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=3524>

Motion by: Trustee McMullins to adjourn the meeting.

Second by: Trustee Zambrano

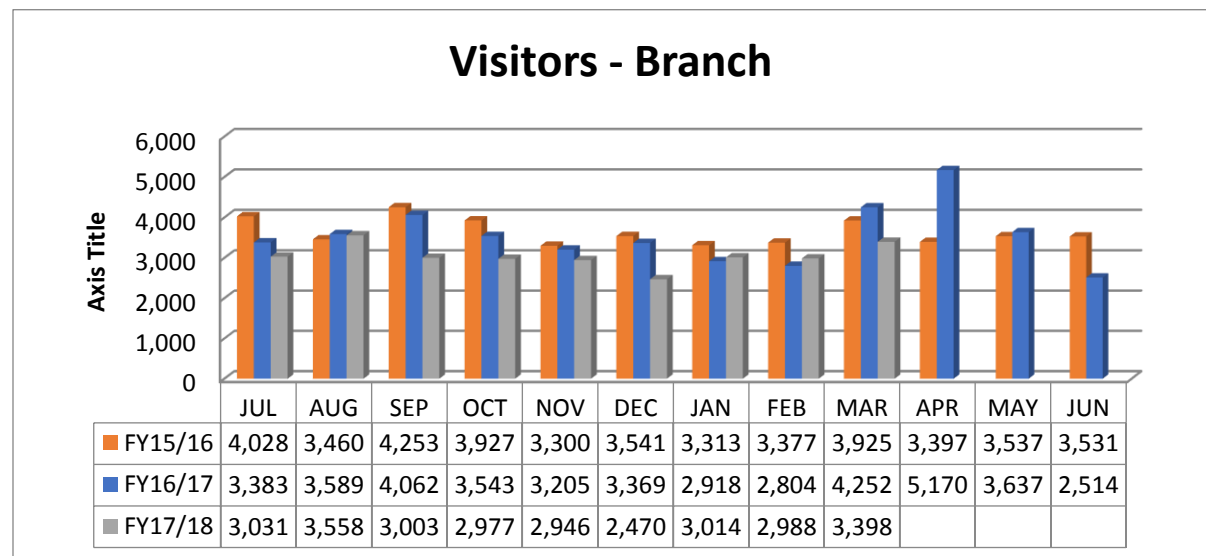
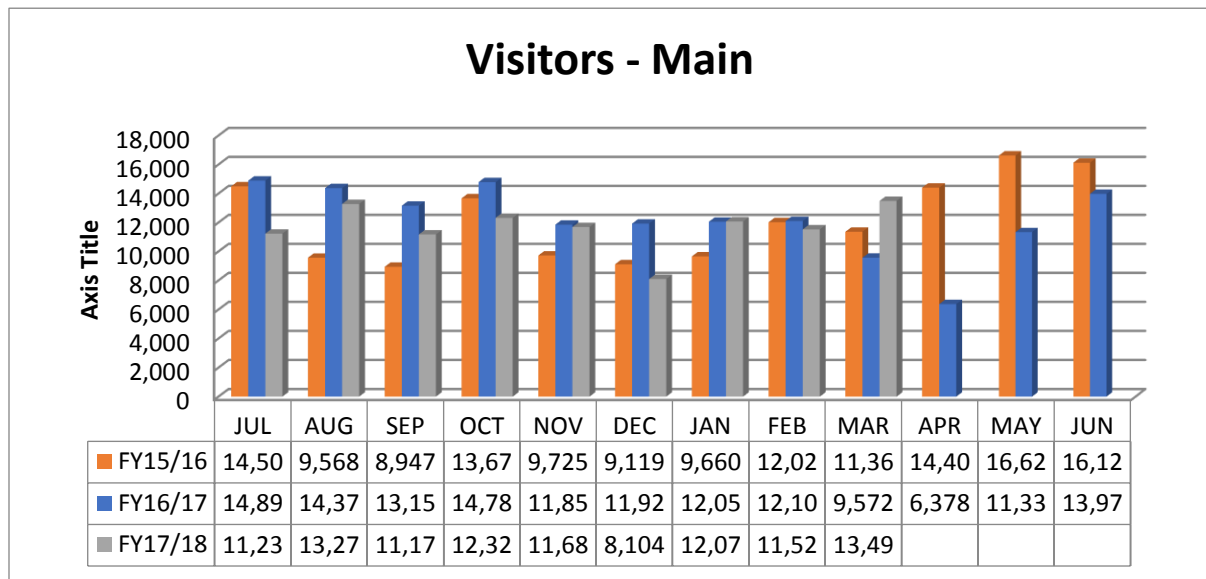
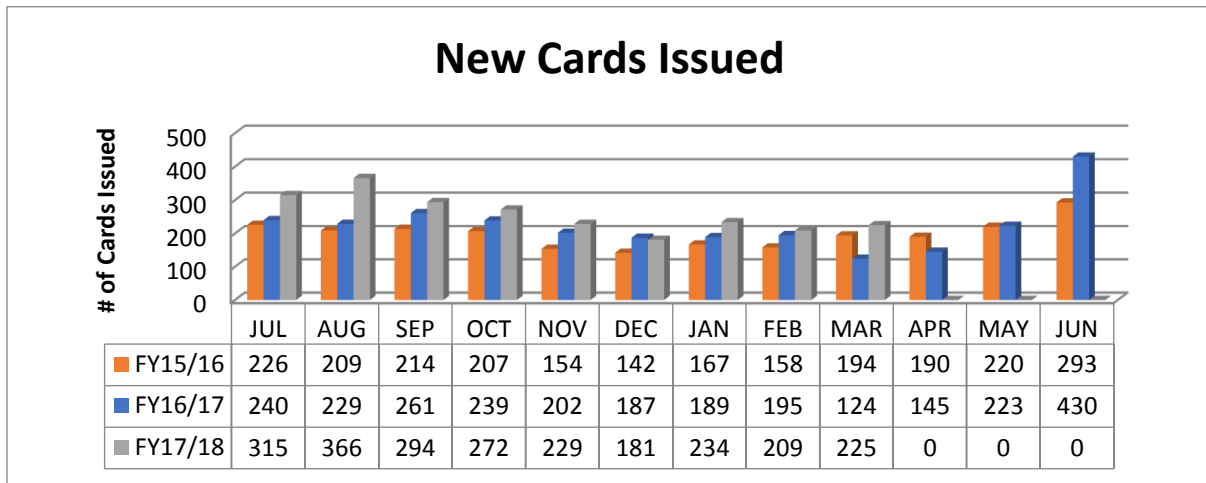
Aye: Trustee Bershatsky, Trustee Kahn, Trustee McMullins, Trustee Zambrano

No:

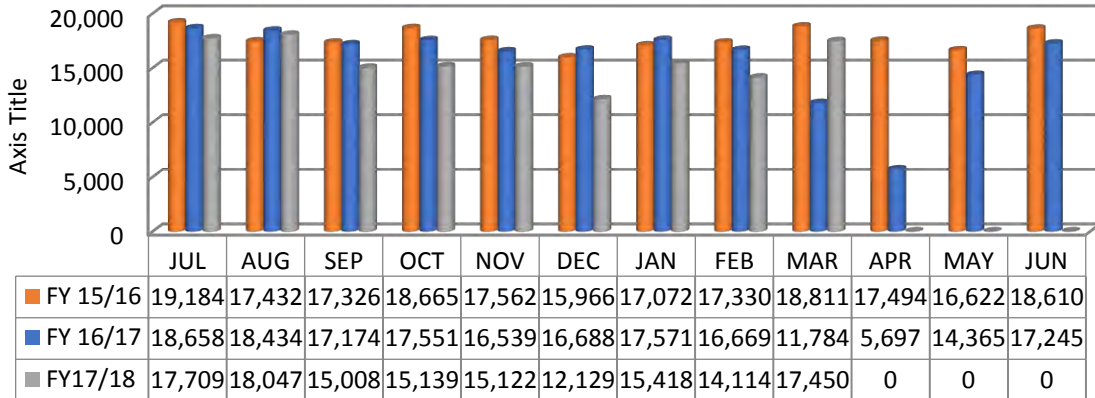
Abstain:

Meeting adjourned at 5:02 p.m.

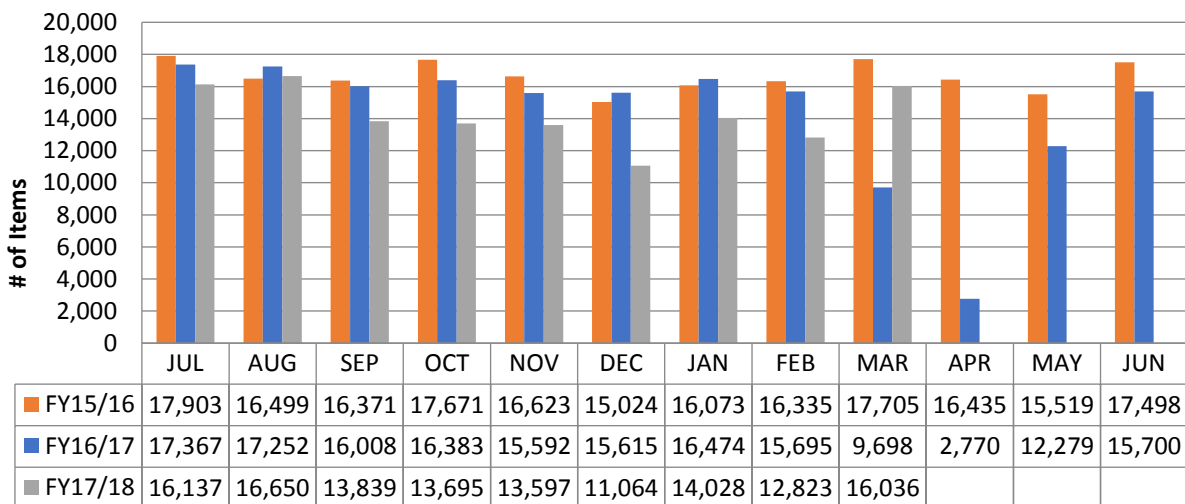
Statistical Graphs for the Month of March 2018



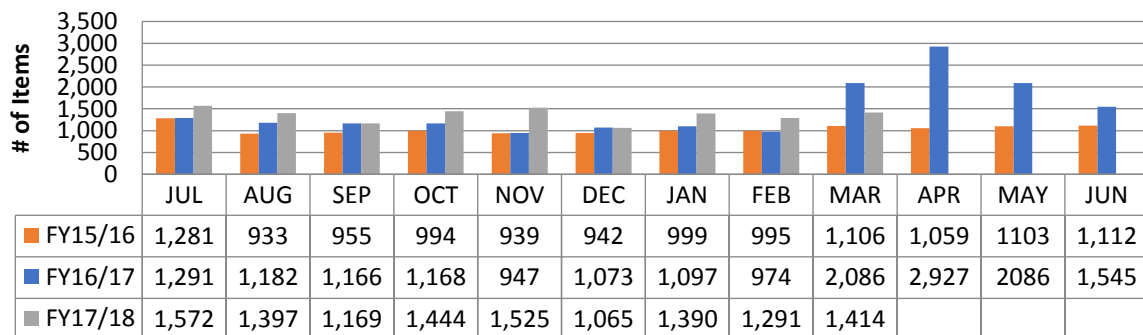
Items Checked Out



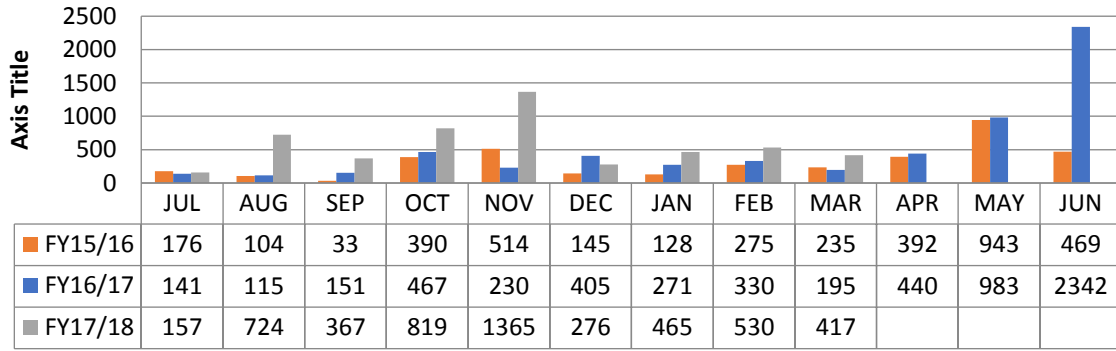
Circulation Main



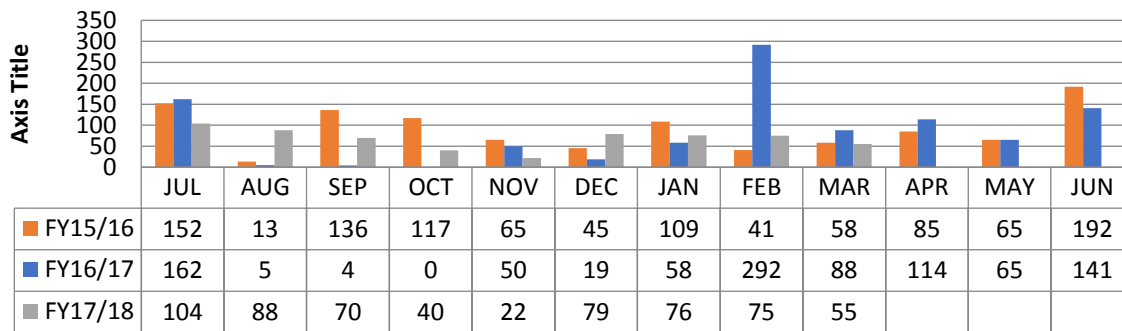
Circulation Branch



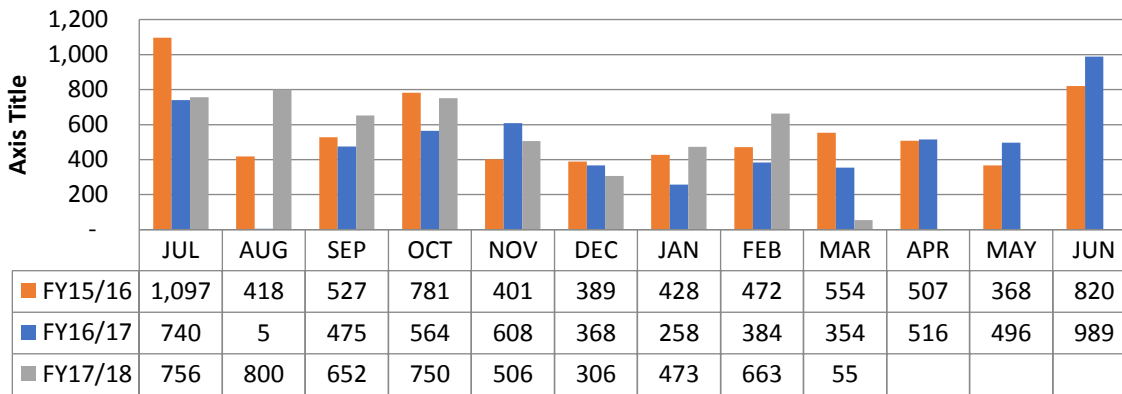
Adult Program Attendance



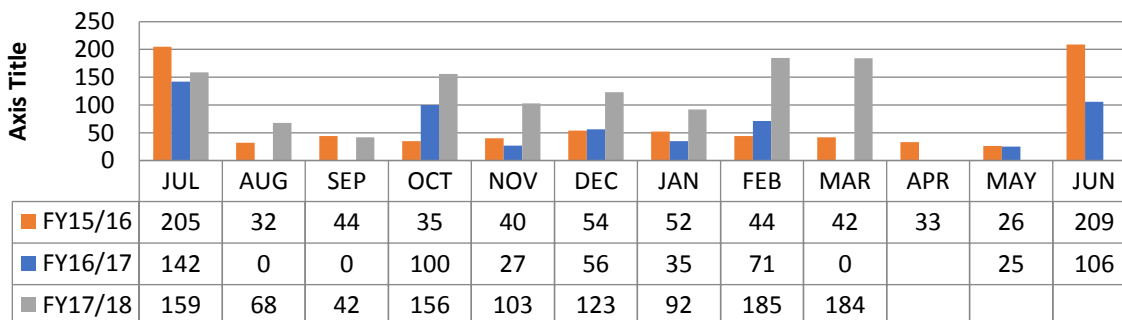
Young Adult Program Attendance



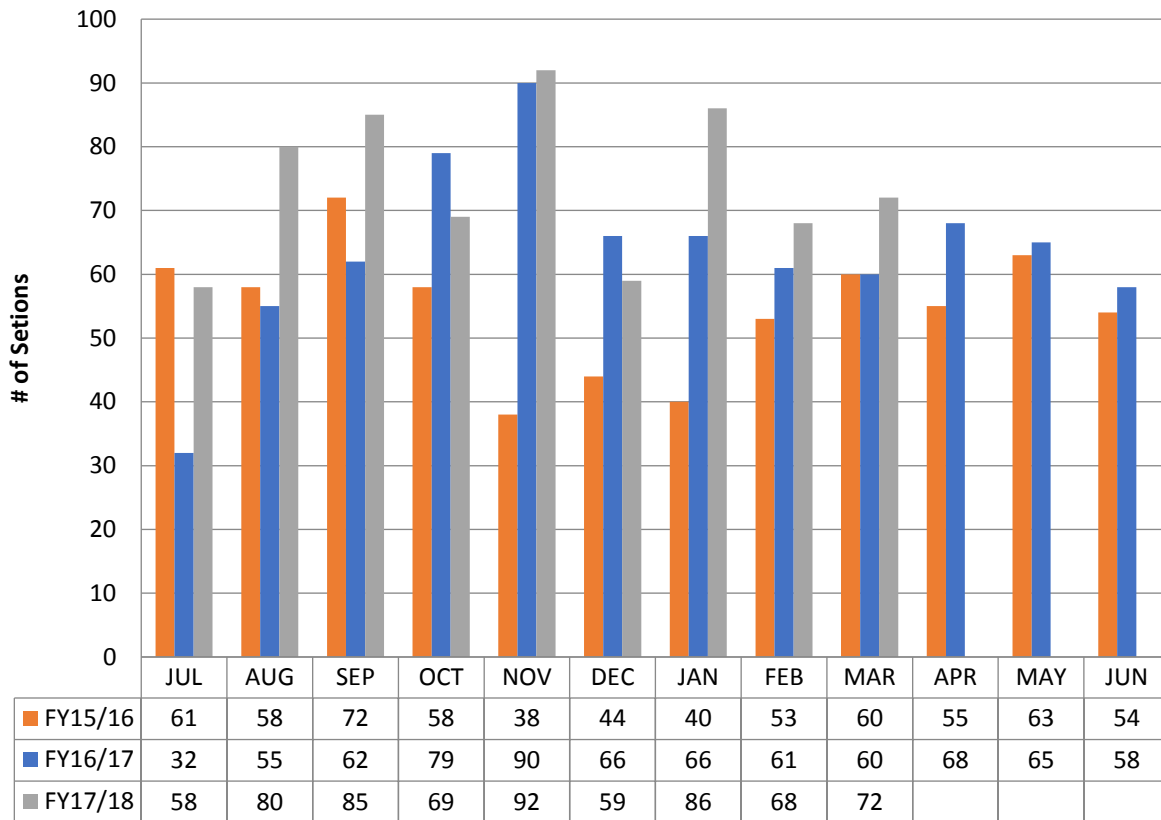
Childrens Program Attendance



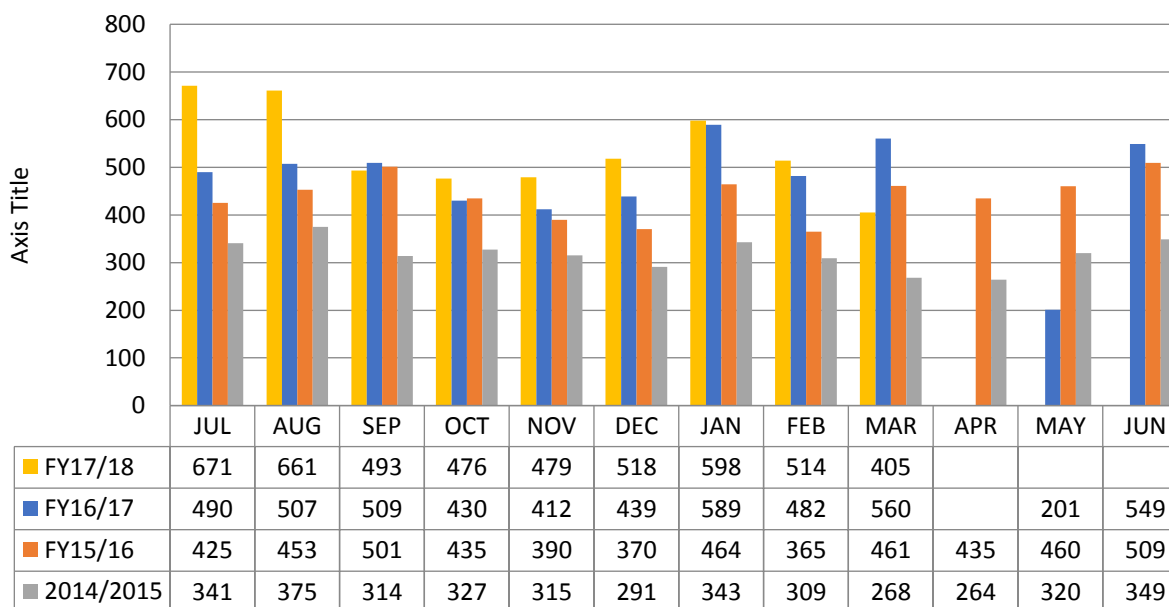
Branch Program Attendance



Literacy Tutor Sessions



eBook Circulation



Volunteer Report March 2018

Spring Brings Youth volunteers

As the Spring begins our volunteer program is seeing an increase in the young people of our community doing service hours to complete their school year obligations, to gain experience, and as an opportunity to learn new skills. They bring enthusiasm and energy to all their contributions around the library. Preparing for Second Saturday, washing toys, helping with tech, teaching chess and gardening are just a few of the many activities that our young volunteers have engaged in for our library.

This March we continued the long tradition of Girl Scouts volunteering at The Altadena Library. The exuberant Troop 3201 planted pumpkins, popcorn and sunflowers in the garden area beside the parking lot. We look forward to their continued presence as they return to monitor and tend to the seedlings they planted. We especially look forward to enjoying the pumpkins with all of the families at the library. As seen below, in a photos of Girl Scouts volunteering in 1962 and this March, Altadena Library has long enjoyed the benefits of our ongoing collaborations with other community organizations.



The volunteer program is supported by the foundation of responsibility that was long ago established by so many dedicated Altadena community members.

Statistics

This March 70 volunteers did 364 hours of volunteer service for The Altadena Library.

Altadena Library Foundation	2
Bob Lucas Branch	9
Children's Programs	1.5
Easter Seals	13
Fab Lab/3D Printing	27.5
Friends of The Altadena Library	106.5
Gardening	45
Tech	6
Literacy Tutor	83.5
Other	21
Second Saturday	15
Shelf Reading	4
Shelving	19.5
Technology	10.5
TOTAL	364

Board Report March 2018

Teen Services

March was an exciting month for Teen Services! We kicked off on March 1st with our regular DIY club where teens made candy airplanes while chatting with a local author. Gwen Katz came with her book *Among the Red Stars*. Seven different teens and one adult came to learn a little bit about the Night Witches, and elite force of Russian female pilots during World War II.



Teens returned to our regularly scheduled cooking club making Chocolate Chip Cookies! Several teens worked together to make one giant cookie!

Gaming is incredibly important to the teens of Altadena! This is evidenced through attendance at our monthly Game Day programs along with the impromptu gaming sessions held throughout the week. On at least 10 different occasions, the teens requested to play with our video game systems.

Teen Maker Exploration, FabLab open hours for teens, has continued to be a resounding success! We have a regular group of teens who comes and prints a variety of objects on the 3D printers. Over time, they have become more proficient with the printers often setting up and resizing their prints by themselves.



As always, I try to put up a display in the Teen Space, and March's display focused on a book bracket for March Madness. 32 books were selected using circulation data and teens visiting the library. By the end of the month, we were down to our final 2 selections. *The Hunger Games* faced off against the graphic novel *Naruto*.

I had the opportunity to attend Aveson School's high school and middle school assemblies. This was a great opportunity to share the programs and services that the

library provides to a large group of potential patrons. I also gave them information about volunteering to fulfill any service hours they might have in the future.

An architectural class from Waldorf school visited the library for a tour and information about the building. I included historical information as well as current information about the services the library has to offer. Many students expressed interest in attending the library events as well as studying here. This is a great opportunity as we are so close to this school.

I attended a webinar about summer reading programs and the best way to capture data about the success of summer reading. As the summer reading team works to finalize plans, it will be useful to me as we evaluate our success and plan for the future.

March Technology News

The Library received a Scannx – scansnap sv600 system from SCLC; certain Libraries have opted into the program to receive this free equipment to digitizing material. The only requirement to meet is to share the resources digitized. The Scannx workstation has been deployed to Collection Development department. Altadena Library District is waiting for word from SCLC that the material sharing portal is live.

Five bids have come in for the RFID RFP. Management is in the process of reviewing the bids, and we will select two vendors to perform special live demonstrations. A decision will be made by April 3rd.

The new virtual machine host server has been deployed. We are in the process of migrating existing virtual machines to the new server; this process is now at 75% completion.

Three additional public desktops were purchased for the Main Library to fill in the empty spots on existing computer tables. These units are expected to be deployed in April. Also, two of the units will have 3D-NAND solid state hard drives to evaluate the performance boon; if successful, the Library District may install these drives into the public desktops when they go end of life, keeping the units speed on par with other Libraries, and drastically reducing replacement costs in three years.

Miscellaneous Notes:

A wireless microphone transmitter was purchased to be used in conjunction with the portal PA.

The Library is adjusting server resources to carve out space for an open source alternative to Past Perfect, which will house the scanned historical documents.

The Library is in the process of moving local storage into the cloud for redundancy and availability.

All Libraries Illuminated equipment is deployed, and the programming committee is planning usage.

The iCell unit has been reskinned, and the process for updating the content has been established. We are in the process of generating content, and will deploy the iCell after testing the new content.

MARKETING & COMMUNICATIONS REPORT

SOCIAL MEDIA STATS

Facebook – Primary Page – 1,345 Likes

(Statistics between March 20 and April 16)

1,147	Reach (The number of people who saw any of our page posts)
292	Page Views (The number of people that viewed our page and any of its sections)
598	Post Engagement (The number of times people have engaged with our posts through Likes, Comments, Shares, and more)
105	Video Views (The number of times the videos on our page have been viewed, for 3 seconds or less)
22	New Page Likes

Facebook – Youth Services – 403 Likes

(Statistics between March 20 and April 16)

164	Reach (The number of people who saw any of our page posts)
22	Page Views (The number of people that viewed our page and any of its sections)
63	Post Engagement (The number of times people have engaged with our posts through Likes, Comments, Shares, and more)

Instagram – 542 Followers (Increase of 45 followers from last month)

(Statistics between February 14 and March 14)

333	Reach (The number of unique accounts that saw our posts)
295	Average Post Impressions (The average number of times each post has been seen)

Twitter – 116 Followers

EMAIL MARKETING (“This Week @ Altadena Libraries”)

(Statistics as of April 16)

Mar. 16	“Poetry Time, Website Coding, Drive-In...”	16.23% opened
Mar. 23	“Movie Day, Open Mic Night, Zine Making...”	16.39% opened
Mar. 30	“Michele Zack Reading, Mystery Authors...”	16.67% opened
Apr. 6	“Chickens, Film, BookMobile, Sounds of...”	15.80% opened
Apr. 13	“Sounds of New Orleans, Poetry Fun...”	15.08% opened

HIGHLIGHT

#LibrariesLead + National Library Week

April 8 – 14 was National Library Week (NLW), and to highlight our Library’s involvement in the community,



we did a social media countdown using our own design modifications to the American Library Association’s NLW logo (left) paired with photos from different programs and events at the Library. Each post highlighted a different value and aspect of our Library’s role in the community as a leader (ie. Community, Lifelong Learning, Innovation, Technology), and each post exceeded our average post impressions and engagement (see examples below)!



Custom buttons were created with the Library’s button-maker that the public was invited to wear proudly throughout the week!

The highlight of our National Library Week social media was our coverage of the Library's table at the Altadena Farmers Market and National BookMobile Day. Using a donated "Book Bike" as a prop around our table, we captured photos of the community engaging with our table, checking out books at *the Market*, and enjoying our story time on the grass. The Library's presence was definitely noticed and appreciated! A plan is being developed to allow the Library to be present at the Farmers Market monthly, and metric reports with specific goals will be required of staff to track the ROI for our time at the Market.



Collection Development Highlights – March 2018

March marched in with many exciting things happening related to the library's collections. On the first Friday of the month, Carlene and Melissa participated in Read Across America Day at two of our local public schools. Our Programming Committee was thinking of ways to promote this literacy initiative, so I reached out to filmmaker Dawn O'Keefe whom I knew volunteers with Reading Partners. Reading Partners invited members of the community to read with them at PUSD schools. It is a wonderful feeling to know that we are giving back to the community and finding ways to help children get excited about reading.



To enable Carlene and Melissa to participate required getting coverage for their Friday morning desk shifts; therefore, Mark substituted at the desk. Mark states, "I had a great two-hour desk shift, a rarity for me as a "downstairs" staff member. I made many book, service, and program recommendations, all of which seemed to go over very nicely."

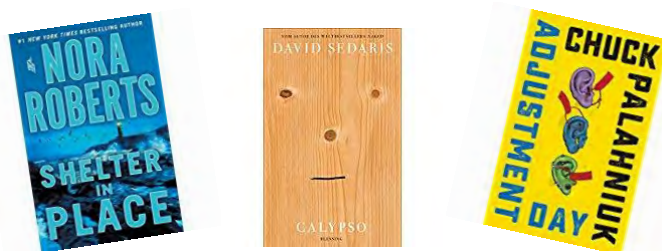
Another way the Altadena library gives back to the community is by donating some of our discarded material to local organizations. In March, via Collaborate Pasadena, we gave a box of children's books to a local organization. Selena worked on sorting through our books to create a nice selection to donate.

Our monthly materials display in the Adult area focused on Women's History Month,







the Academy Awards, and Springtime Reads!

Our journey of becoming the first library to use ByWater Solutions' Koha acquisition module with our materials vendor, Baker & Taylor, continues. As we shift into this new ordering software we need to verify that each step in the process works properly. Ever patient Vicky states, "Christopher and I have been communicating with B&T and Koha regarding our EDI invoices, they still do not show the correct shipping cost, so I have been manually changing it to the correct amount." Another problem we encountered involves the method in which B&T sends us information about new releases from authors that are on our Standing Order program. March was the magic month for getting this situation resolved, as Vicky reports, "I finally received the carts for our AY titles from B&T for the months of April-June and they now have been uploaded to our catalog. Our patrons can now see any future titles from best-selling/popular authors and place holds on those titles." So everyone, go ahead and place your holds on your favorite authors of fiction!



In July the CD Team started processing Interlibrary Loans, previously a function of a former staff person, and it has been a bit of a learning curve for the team. Vicky "lead an ILL meeting with the CD team plus Carlene; this was a refresher meeting and I think we all benefited from it. Thank you to Selena for taking notes."

This list shows some DVDs and books our patrons are borrowing from other libraries.

Media Type	Title
	This old boat
	Caliquila
	AutoCAD 2018 and AutoCAD LT 2018 : essentials
	Jekyll & Hyde

Stella participated in the Children's Clerk Interviews, and, I am happy we were able to promote from within our existing library staff.

Selena worked on a project for the Children's Department. Selena states she changed, "100's of books from juvenile non-fiction to our new section of Beginner Reader Non-fiction, along with printing all new labels, changing their shelving location, changing the information on each MARC record and on each record in the catalog."

Next month we will work on changing the Branch's collection.

I am also happy to report that the staff at Bob Lucas are starting to convert DVDs from the old bulky cases to the slimline cases we use at Mariposa, enabling more shelf space for DVDs and Blu-rays.



The case on the left is much slimmer.

The slimmer cases also create a better display.

Also, to provide a more consistent look between the two library locations, the Bob Lucas staff swapped out old bookends and book easels for the sleek black ones used at Main.

On March 13th, Diana and I attended a Harwood Workspace at the Sacramento Public Library where we got to work with other California libraries participating in the Community Conversations initiatives.



I attended a webinar sponsored by the Association for Library Collections & Technical Services about the Library of Congress's work on the Bibframe initiative.

What is Bibframe you ask? Bibframe is a new method of data exchange that will eventually replace the current method of imputing bibliographic data, creating catalog records (as displayed), into a much more logical format.

0 1 2 3 4 5 6 7 8 9

100 ? - MAIN ENTRY--PERSONAL NAME

4 Relator code

a Personal name

d Dates associated with a name

e Relator term

q Fuller form of name

110 ? - MAIN ENTRY--CORPORATE NAME

4 Relator code

a Corporate name or jurisdiction name as entry element

b Subordinate unit

e Relator term

111 ? - MAIN ENTRY--MEETING NAME

4 Relator code

a Meeting name or jurisdiction name as entry element

c Location of meeting

d Date of meeting

e Subordinate unit


j Relator term

130 ? - MAIN ENTRY--UNIFORM TITLE

While Ryan and Jonathan enjoyed their vacations, I met with about 25 staff members of the Criminal Minds television show to firm up plans for the March 14th filming in the library. While I did not speak with every crew member, I got to answer a lot of questions regarding library art, hours, parking lot availability, books the TV crew could use in the shots, and the library layout!



To conclude I am thrilled to report that the number of patrons submitting purchase suggestions continues to climb, and in March we had 134 requests! Thank goodness Carlene is now working part-time in Collection Development, as she helped put many of the suggested titles into shopping carts on Baker & Taylor's Website, and, in Amazon, for Vicky to order.



Purchase Suggestion Form

Please Print Legibly

- Author _____
- Title _____
- Date _____
- Your Name _____
- Library Card No. _____
- Phone (____) _____
- Email _____

Item Requesting

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Book	E Book	Audio Book	Music CD	Large Type
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Spanish	DVD	Video Game	

If we are unable to purchase the Item, do you want us to borrow it from another library?

Yes (\$1.50 Fee) No Thanks

Submitted by: Estella Terrazas, Collection Development Manager

Happy Spring from the Children's Department!

We've had an incredibly busy month here on the west side of the building.

In March 2018, we hosted 18 programs for children aged 0-5, serving 457 patrons. We had 14 programs for elementary aged students, reaching 98 patrons. And we had visits to or from 5 schools, totaling 70 students.

We heard from a family who recently moved to Altadena from Spain, who were so happy to have a Spanish-language story time to bring their children to, so they can retain their Spanish skills. And a parent who is also a speech pathologist came to Toddler Story Time and gave Ms. Amanda great feedback on her use of songs in Story Time.

This month, we hosted a special Drive In Movie for kids. Over the past few months, staff has been helping us to collect decent-sized cardboard boxes ("Boxes that a small child can fit into") and on Monday, March 19, we turned them over to toddlers, preschoolers, early elementary students, and their parents. They created amazing cars (one of which could go 10,000,000,000 miles per hour) out of boxes, paper plates, tape, egg cartons—the results were creative, inventive, and pretty adorable. We kept the lights dim and the sound low, and then turned on Toy Story while the kids hung out in their cars. We got excellent feedback from parents and kids, and overall feel the event was a huge success. We look forward to hosting another Drive In Movie in the future!

We also continue to work on our collection. The past few months we have spent going through our Juvenile Non Fiction collection. We first weeded by circulation—if items had not been checked out in 3 years, they were pulled and considered for weeding. However, nonfiction cannot be weeding just based on circulation and use. The age of the materials must be taken into consideration. After weeding for circulation, we organized a list of the collection by publication date. This gave us an overview of the collection based on the age our items. Despite the heavy, deep weeding we have done over the past 18 months, our non fiction section continues to be a challenge.

For instance, we have approximately 6,500 Juvenile Non Fiction items at the Main Library. If we were to weed everything that was published before 2007—so all items that are over 10 years old—we would remove over half of our collection. However, CREW standards indicate that, generally speaking, non fiction items should be no more than 3 years old. It will be a long process to bring this collection up to speed, but we are committed to that process—and it's safe to say that we have made a huge amount of progress since December 2016.

In more administrative news, we'd like to welcome and congratulate Deysi Flores, our new PT Clerk!! Deysi had previously been the Page in Children's, and we're very happy to have her enthusiasm, spirit, and work ethic at the reference desk.

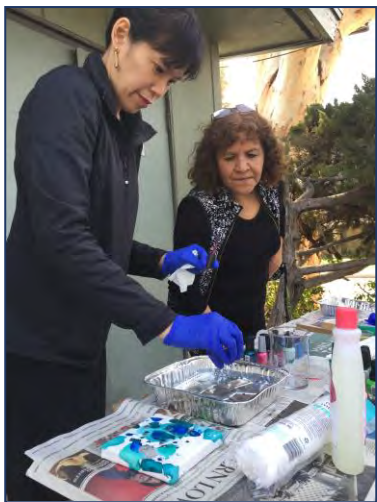
Now, we are gearing up for Summer Reading, Truck Day, and a couple of other large programming endeavors that are just coming up over the horizon, including some big early literacy initiatives. Keep an eye out!

Bob Lucas Branch | March 2018 Report

Library News

Programs

The highly anticipated **Adult Crafts** program launched this month to a small, enthusiastic group of women! The craft event was led by our long-term staff member, Michelle H., who taught our patrons the difficult art of water marbling using a small, stretch canvas. Our participants were very happy with their masterpieces. We are looking forward to next month as patrons will try their hand at resist-art, a technique that uses a layering effect with paint.



Adult crafts on a Friday morning! Great way to start the weekend!

While March was rainy, the Bob Lucas Branch received a healthy number of visitors, both regular patrons, as well as, new faces! Our **Storytimes** consisted of songs and stories related to the weather and springtime. We made a variety of creatures this month-- octopi for our babies and bunnies, ducks and caterpillars for our toddlers. Our monthly **Crafternoons** involved a special chocolatey treat! We combined a painting craft with a treasure hunt for leprechaun's gold. The educational aspect of this craft involved learning about the different types of materials available at the library and their locations. When the kids were ready to hunt for their treasure, each child was given a couple slips of paper with a location listed on each. They then looked for the different location throughout the library and found their gold chocolates.



First, kids painted a leprechaun's hat and black pot. Then, they looked for gold to fill their tummies!

3D printing Open Hours continue to receive patrons who are interested in the technology. We have made so many objects using the Lulzbot since February—requests run the gamut as we have printed bookmarks, dogs, dragons and the ever-popular race car. **Movie Day** was well received again this month with 12 movie goers who munched on popcorn while watching *Ferdinand*.



(L) Our Toddler made a slime chick for Easter. (R) Several generations enjoy Toddler Storytime.

Professional Development

The Branch Manager attended the Harwood Open Space Workshop in Sacramento this month. The half-day workshop gave the opportunity to learn about the Harwood practices being conducted at numerous public libraries in the state. A very helpful part of the workshop was a session where different libraries had the opportunity to talk in groups about the outcomes of doing the community conversations and how they have responded to the priority areas.

Bob Lucas Library Survey

All month long, patrons were invited to complete a general survey of the Bob Lucas Library. The survey gauged patron satisfaction on programs, facilities, resources and operations. Our patrons had the option of filling out a paper survey or completing the survey online. We received 142 responses to the survey and we are happy to report that 98% of the responses reported that they receive excellent customer service at the Bob Lucas Library.* Bob Lucas staff strive to go above and beyond the call of duty when serving the public on a daily basis and we are thrilled to learn that our patrons are having a positive experience at our library. The valuable data gathered from the survey will be used to inform our decisions affecting services, programs and resources at the Bob Lucas Library.

Literacy Services News

Our literacy students are hitting big milestone this month as they work toward reaching their literacy goals. Student A began the literacy program August 2017 with learning the alphabet. His tutor reports that Student A is now able to read short passages without help. Next month, they are starting the next level of books for adult literacy learners. Another tutor says that her student is making “noticeable progress” and “showing more confidence” since starting in February 2018. It is thrilling to hear the impact of our literacy services for adults who struggle with low literacy. We congratulate our learners who have put some much work and commitment to working towards their goals. We also thank our volunteers for their time, patience and talent to help improve the community.

*Question 8 of the survey used a Likert scale to assess the statement: “The Bob Lucas Library provides excellent customer service”. From 141 responses, 78% Strongly Agree with the statement and 19.9% Agree with the statement. The two percentages were calculated to get the percentage listed above.

Bob Lucas Memorial Library and Literacy Center Survey

We are looking for ways to improve your experience at the Bob Lucas Library and would love to hear your thoughts. Please take a moment to answer this survey about the library.

1. What is your age?

- a. 12 & under b. 13-17 years b. 18-25 years c. 26-35 years d. 36-45 years e. 46-55 years f. +56 years

2. What is your preferred language? _____

3. Do you have an Altadena Library Card? Yes No

4. How often do you visit the Bob Lucas library?

- a. First time today b. Everyday c. 1-4 times/week d. Few times a month e. Less than once a month

5. What do you do at the Bob Lucas library? (Circle all that apply)

- | | | |
|------------------------------|------------------------|---------------------------------------|
| a. Check out books | f. Use the Computer | k. Volunteer |
| b. Check out DVDs | g. Print from computer | l. Attend ESL class/Literacy Tutoring |
| c. Read/Work/Study | h. Copy a document | m. Other |
| d. Attend Storytime or Craft | i. Fax a document | _____ |
| e. Use 3D Printer | j. Use Wi-Fi | _____ |

6. I would visit the Bob Lucas library more if it was open:

- a. Before 10am b. After 6pm c. Saturday d. Sunday e. Sat & Sun f. Current hours meet my needs

7. How do you typically find out about our library programs?

- a. Library website b. Library Newsletter c. Social Media d. Flyers e. Friends f. Other _____

8. The Bob Lucas Library provides excellent customer service.

- a. Strongly Agree b. Agree c. Neutral d. Disagree e. Strongly Disagree

9. Tell us what do you like most about the Bob Lucas Library? Our service? Our programs? Anything else?

10. Tell us what you wish the Bob Lucas Library could have that it does not already have?

Thank you for taking time to complete our survey. If you have any questions, please contact Diana Wong, Library Branch Manager at 626-798-0833 x. 104.

Encuesta de la Biblioteca Bob Lucas y el Centro de Alfabetización

Estamos buscando la manera de mejorar tu experiencia en la biblioteca Bob Lucas y nos gustaria saber que piensas. Por favor toma un momento para contestar esta encuesta acerca de la biblioteca.

1. Cuantos años tienes?

- a) 12 y bajo b)13-17 c) 18-25 d) 26-35 e) 36-45 f) 46-55 g) +56

2. Cual es tu idioma preferido? _____

3. Tienes una tarjeta de la biblioteca? Si No

4. Cada cuando visitas la biblioteca?

- a) Primera vez b) Todos los días c) 1-4 Veces por semana d) Una vez al mes e) Algunas veces al mes

5. Que haces en la biblioteca Bob Lucas? (Marca todas las que apliquen)

- | | | |
|---|-------------------------------------|---|
| a. Pido libros prestados | f. Uso la computadora | k. Soy voluntario |
| b. Pido DVDs prestados | g. Inprimo copias de la computadora | l. Asisto a Clases de Ingles y
Tutoria de Alfabetización |
| c. Leo/ Trabajo/Estudio | h. Copeo documentos | m. Otro _____ |
| d. Asísto a la Hora de Cuentos/
Manualidades | i. Envio Documentos de fax | _____ |
| e. Uso la impresora 3D | j. Uso el Wi-Fi | _____ |

6. Me gustaria visitar mas la biblioteca si se abriera. (Marca todas las que apliquen)

- a. Antes de las 10:00am b. Después de las 6:00pm c. Sabados d. Domingos
e. Sabados/ Domingos f. Las horas actuales satisfacen mis necesidades

7. Como te enteras de nuestros programas? (Marca todas las que apliquen)

- a. Sitio Web b. Boletin de Noticias c. Medios Sociales d. Folletos e. Amigos f.Otro_____

8. La biblioteca Bob Lucas proveé un excelente servicio al cliente?

- a. Muy de acuerdo b. De acuerdo c. Neutral d. Desacuerdo e. En total desacuerdo

9. Díganos que es lo que mas te gusta de la biblioteca Bob Lucas ?

10. Díganos que te gustaría que la biblioteca tenga que todabia no lo tiene?

Gracias por completar nuestra encuesta si tienes preguntas favor de contactar a Diana Wong al 626-798-0833 x 104.

Bob Lucas Library Survey Responses for Questions #9 & #10

9. Tell us what you like most about the Bob Lucas Library? Our service? Our programs? Anything else?

We received 115 responses for this open-ended narrative question and here are some of the responses:

“Great Staff always very helpful, I've been coming here for a few years. Love this Branch.”

“The staff is the best part!! My first visit was in the summer, and I am so pleased to have storytime offered here! Staff is warm and welcoming, assist in getting us the right books to meet our development needs. WE LOVE DIANA & MICHELLE <3 <3”

“customer service @ bob lucas is impeccable”

“My entire family visits the Bob Lucas library on a regular basis. We find your service to be very attentive and your programs are often very helpful and creative.”

“Storytime is so fun- thanks for the crafts & learning all the babies names!”

“The customer service, it's close to my home, it's clean, & quiet. I can get help anytime I need. Clerks are very friendly & helpful.”

“staff is very kind they help they are friendly they make me feel home. Bob Lucas is my house #2. I'm happy I learn a lot.”

“Service, location, and ease of use.”

“I am completely satisfied with the services provided by the staff at the Bob Lucas branch of the Altadena Public Library, their professionalism is a definite breath of fresh air, I am extremely delighted and internally appreciative of the service I have received.”

10. Tell us what you wish the Bob Lucas Library could have that it does not already have?

We received 87 responses for this open-ended narrative question and here are some responses:

“MORE BOOKS - MORE HOURS OPEN OPEN ON SATURDAY AND SUNDAY WOULD BE A DREAM COME TRUE!”

“more movie night with popcorn :) thanks”

“Small selection of books for a book sale?”

“I think it has everything and more.”

“I think this place is perfect. I like it just the way it is.”

“adult classes- art etc.”

“Extended hrs M-F”

“Advertise!”

“Spanish classes?/conversation?”

“Crafts for adults, spanish storytime for children, more events for families”

“Books, readings, programs, events for the LGBT community”

*Question 8 of the survey used a Likert scale to assess the statement: “The Bob Lucas Library provides excellent customer service”. From 141 responses, 78% Strongly Agree with the statement and 19.9% Agree with the statement. The two percentages were calculated to get the percentage listed above.

Adult Services - Monthly Report March 2018

Program, Events, and Displays

We had a plethora of activities in March. We had a student, Kiera, from Pasadena High School's App Academy teach a class about how to build a website using HTML and CSS. Using the Library's laptops, the program was a success.

When asked, "What did you like most about the program?" a participant said, "It was a fun and interesting introduction to html & CSS. I wish this class could continue for 6-8 sessions. I'd like to learn more and practice to make a complete website." When asked, "What could the library do to improve your learning?" a participant said, "More sessions of the same program would be fantastic!" I'm happy to see the effort the library makes to provide classes, workshops, concerts..."



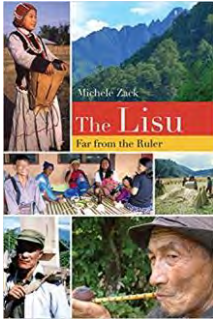
We also had an encore showing of Ellen Snortland's film, *Beauty Bites Beast* in honor of International Woman's Day on March 8th.



March was also Brain Injury Awareness Month. To raise awareness, local author and brain injury survivor Lauren Marks read from her memoir, *A Stitch of Time*. Podcast host, Khanisha Foster, facilitated an engaging Q&A session.



The audience enjoyed the Latin tunes of DeRumba as part of our Second Saturday concert series.



Local author, Michele Zack, introduced her new book, *The Lisu: Far from the Ruler* to an enthralled audience.

This month's 4x4 Art Workshop was taught by Alma Rosa who showed adults and teens how to create zines.



In conjunction, we displayed zines made by students of the CHIME Institute. Students shared their feelings and ideas About friendship in short stories and zines. The CHIME Institute, a nonprofit organization established in 1990, is a national leader in the development and implementation of a unique model of inclusive education.



Melissa and Carlene participated in Read Across America this year. Melissa read to students at Franklin Elementary School while Carlene read to students at Roosevelt Elementary School. It was great reading to the kids and seeing their smiles as well as getting to see the school campuses.



The Read Across America assembly at Franklin Elementary School.

Other programs:

- The No Guilt Book Club
- Chess Club Nights
- Open Mic Night
- Seed Library
- Storytelling Jam Workshops
- Computer Classes

Behind the Scenes

We facilitated *Criminal Minds* filming that features our beautiful Main Library. Decorations were added to give the library a South Western feel since the episode takes place in New Mexico.



In a series of meetings, the Adult Summer Reading Program is being planned out. The program this year looks to be a particularly engaging with a variety of activities and incentives to appeal to new and old participants. Stay tuned!

The Adult Services staff members also brainstormed programs for the Illuminate Grant and discussed project outcome evaluations with IT Manager, Christopher.

We held 36 hours of adult open Fab Lab, staffed by our volunteers and Kate! As a result, there have been many lovely creations. A local resident and library regular created this wonderful Caesar pencil holder:



**BOARD OF LIBRARY TRUSTEES
DIRECTOR'S REPORT**

DEPARTMENT: District Director
PREPARED BY: Ryan Roy

MEETING DATE: April 23, 2018
LOCATION: Community Room

FY 2018-19 BUDGET PROCESS:

- On March 22nd, the Budget Committee met to discuss the mid-year budget adjustment. Also discussed in that meeting was the actions necessary for moving forward with the FY 2018-19 Budget planning. We discussed the possibility of convening a Budget Workshop, consisting of the Budget Committee and other inter-departmental library staff to map out budget options for the coming fiscal year.
 - At this time, I have reached out to library department heads for feedback regarding their budget areas, ahead of an anticipated Budget Workshop.
 - The resignation of Trustee McDonald has left an open seat on the Board's Budget Subcommittee, which is an integral part of the Budget Committee. It is currently on the agenda for the April 23, 2018, Library Board of Trustees meeting to fill the open seat on the Budget Subcommittee. Once that seat has been filled, we can schedule the Budget Workshop and move forward with planning the FY 2018-19 Budget.

FACILITIES:

- On Sunday, April 15th, Perma-Cast Paving returned to ALD to "slurry seal" the surface of the Main library parking lot. A slurry seal is applied to preserve and protect the underlying pavement structure; to seal any cracks; and to provide a fresh, new driving surface. This was done to compliment the resurfacing that was completed in September of 2017.

COMMUNITY CONVERSATIONS INITIATIVE:

- On Tuesday, April 17th, I was proud to present to the Altadena Town Council a document reviewing the accomplishments of the Altadena Library's Community Conversations initiative, which began in late 2016 and culminated in the April 2017 Town Hall Meeting, where a synthesis of the data gleaned from those 23 conversations was presented. Since then, much has been done to reach out beyond the walls of the library, engage with our community, and take action on the key community priorities that were identified through the Community Conversations. This progress – which is a testament to the diligent efforts of Altadena Library staff and to the community's enthusiastic response to the initiative – is summarized in the "Year in Review" document that follows:



**Altadena
Libraries**

A YEAR IN REVIEW:

COMMUNITY CONVERSATIONS

In early 2017, Altadena Library District launched its Community Conversations initiative, inspired by the American Library Association's Libraries Transforming Communities movement and Harwood Institute's Turning Outward approach. Since the first round of conversations across the community and a Town Hall Meeting, significant progress has taken place both within the Library and out in the community. Learn more about the initiative and its methodology and read the comprehensive report at www.altadenalibrary.org/community-conversations.



COMING TOGETHER TO MAKE **CHANGE**

Within the Library

A team of Library staff dedicated to carrying on the mission of the Community Conversations and the vision of the Turning Outward approach continues to meet regularly, with the responsibility for implementing and documenting new programs and services at the Library which are a direct result of our community's feedback.

In Our Community

The Altadena Library District actively seeks opportunities for partnership with external community organizations. Several Community Conversations with stakeholders of Altadena's community groups have resulted in the tracking of progress, collaboration on upcoming projects and the reduction of duplication of efforts.



CASE STUDY: Lennart Brings an Open Mic Night Back to Altadena

Lennart Andersson had only lived in Altadena a year when his wife and he gathered at a neighbor's home for a Community Conversation. A musician and advocate for the arts, Lennart discovered a common interest with his neighbors at the Community Conversation in restarting an Open Mic Night in Altadena, and the Main Library was the perfect venue at which to launch! Since August 2017, Lennart has facilitated and hosted a monthly Open Mic Night at the Library, giving hundreds of talented locals a venue to share and develop their performance skills. *The Library's Open Mic Night takes place the last Tuesday of every month. Stop by and enjoy the talented performers, including Lennart and his wife!*

COMMUNITY CONVERSATIONS RESULTS WITHIN THE LIBRARY

These are just a few of our accomplishments. If you want to learn about more, email hello@altadenalibrary.org today!

- ▶ The Library launched a digital community calendar where anyone can post their community events.
- ▶ Altadena Farmers Market now hosts an ongoing, seasonal storytime with our Children's Librarian.
- ▶ In November 2017, the Library hosted a block party featuring live music, food trucks, and tables for community organizations.
- ▶ The Altadena Library Foundation hosted its first Taste of 'Dena fundraiser to support the development of an outdoor space around the Main Library that will help promote mobility and walkability in the community.
- ▶ Bilingual story times started at both the Main Library and the Bob Lucas Memorial Branch.
- ▶ Free printing is available for Neighborhood Associations and Watches in Altadena.
- ▶ The Library supports the Safe Streets Altadena initiative with event space and support.
- ▶ Altadena Library was chosen by the Pacific Library Partnership and NorthNet Library System as one of the libraries to be provided with assistance in partnering with local school districts to create a local Student Success Initiative, getting a library card in every student's hands.
- ▶ The CONNECT newsletter from the Library is now available in Spanish.
- ▶ The Library's Second Saturdays now feature young, up-and-coming acts as openers.
- ▶ A partnership between Altadena Library and Seed Library of Los Angeles formed a Seed Library for Altadena and now provides monthly programs.
- ▶ A Volunteer Coordinator was hired at the Library to increase volunteer opportunities for the community.
- ▶ In partnership with San Gabriel Valley Literacy Council, the Bob Lucas Branch offered free civics classes for the U.S. citizenship exam.
- ▶ Partnering with LA County Dept. of Business & Consumer Affairs, the Library offered small business and entrepreneurship workshops.
- ▶ The community used the Main Library as a polling location for the Altadena Town Council Elections, and candidates used space in the Library newsletter for their statements.
- ▶ A relationship has formed between the District and Repair Café to host an upcoming event in spring of 2018.
- ▶ Library staff has spent time building relationships with Collaborate PASadena's work groups that serve PUSD schools in Altadena.
- ▶ The Library's Teen programs have expanded significantly, including a series of SAT test prep workshops.
- ▶ From being Turned Outward and being present at Parks After Dark, staff met a local chess expert who volunteered to create a now hugely popular all-ages Chess Night.

CASE STUDY:

Dorothy Brings Passion for Mobility to Town Council

Dorothy "Dot" Wong has always been passionate about her community. A resident of Altadena for 15 years, Dorothy attended Altadena Library's Town Hall Meeting in April 2017, and after meeting the other residents dedicated to bettering the community at her priority action group's table, she realized that "[she] would love to make a difference in Altadena," specifically as a member of Altadena Town Council. Just a few short months later, she ran and was elected to represent Census Tract 4603.01. Already Dorothy is working to create a community master plan with a strong focus on mobility, greening, and protecting open space, while keeping Altadena funky! *Keep an eye out for Dorothy on the trails or at the Library – she is always inspired by meeting people who share her love of Altadena!*



This is just the tip of the iceberg...

These results are just a handful of examples of the ripples caused by the Community Conversations. Just as the Harwood-trained team within the Library continues to develop action plans in response to community feedback, we encourage Altadenans to continue meeting and engaging in aspirational conversations as neighbors. If you are interested in any of the priority areas listed in our Community Conversations report, please email hello@altadenalibrary.org and we can connect you with ways to get involved at the Library and with community groups.



Tell us what your neighborhood or organization has accomplished since the start of the Community Conversations: Visit www.altadenalibrary.org/community-conversations to take a survey to let us know what you have achieved in the past year, and let's celebrate the progress in Altadena together!



*"I have the privilege to live here
AND responsibility. It's interlocking.*

*I'm not just lodging here; it's
a commitment."*

– COMMUNITY CONVERSATION PARTICIPANT –



@AltadenaLibrary

(626) 798-0833

hello@altadenalibrary.org

**600 E. Mariposa Street, Altadena
2659 Lincoln Avenue, Altadena**



**BOARD OF LIBRARY TRUSTEES
STAFF REPORT**

DEPARTMENT: Administration

MEETING DATE: March 29, 2018

PREPARED BY: Kylynn Chaney

LOCATION: Community Room

TITLE: Election of Officers to Fill Unexpired Term

BACKGROUND:

Pursuant to the Altadena Library Board of Trustees Bylaws:

Section B, #2: **Vacancies:** A resignation, death, or other cause creating a vacancy in one of the offices shall be filled by a majority vote of the Board at the next Regular Board meeting. The term of office shall be for the unexpired term.

Trustee Adalila Zelada-Garcia was voted in as Secretary at the November 2017 Board Meeting and Resigned in January of 2018. The Trustee voted in as Secretary will fill the unexpired term until November 2018.

Trustee John McDonald was voted in as President at the November 2017 Board Meeting and Resigned in March of 2018. The Trustee voted in as President will fill the unexpired term until November 2018.

VOTING:

The Board will vote by individual Ballot, with the Votes being announced and recorded in the Meeting Minutes.

IRA BERSHATSKY
ELECTION OF OFFICERS
BALLOT - APRIL 23, 2018

PRESIDENT:

- Bershatsky
- Kahn
- McMullins
- Zambrano

IRA BERSHATSKY
ELECTION OF OFFICERS
BALLOT - APRIL 23, 2018

SECRETARY:

- Bershatsky
- Kahn
- McMullins
- Zambrano

BETSY KAHN
ELECTION OF OFFICERS
BALLOT - APRIL 23, 2018

PRESIDENT:

- Bershatsky
- Kahn
- McMullins
- Zambrano

BETSY KAHN
ELECTION OF OFFICERS
BALLOT - APRIL 23, 2018

SECRETARY:

- Bershatsky
- Kahn
- McMullins
- Zambrano

GWENDOLYN MCMULLINS
ELECTION OF OFFICERS
BALLOT - APRIL 23, 2018

PRESIDENT:

- Bershatsky
- Kahn
- McMullins
- Zambrano

GWENDOLYN MCMULLINS
ELECTION OF OFFICERS
BALLOT - APRIL 23, 2018

SECRETARY:

- Bershatsky
- Kahn
- McMullins
- Zambrano

ARMANDO ZAMBRANO
ELECTION OF OFFICERS
BALLOT - November 27, 2017

PRESIDENT:

- Bershatsky
- Kahn
- McMullins
- Zambrano

ARMANDO ZAMBRANO
ELECTION OF OFFICERS
BALLOT - November 27, 2017

SECRETARY:

- Bershatsky
- Kahn
- McMullins
- Zambrano

DRAFT



**BOARD OF LIBRARY TRUSTEES
STAFF REPORT**

DEPARTMENT: Finance

MEETING DATE: April 23, 2018

PREPARED BY: Ryan Roy

LOCATION: Community Room

TITLE: Audit Services Proposals for Consideration

BACKGROUND: Per the Altadena Library District Financial Policies and Procedures Manual, the contract for an independent auditor is set for a three-year term. Our current auditor was contracted in 2015, and thus the contract expires in 2018.

Platinum Consulting Group issued the RFP for audit services on behalf of ALD in March. The proposals were due March 30th. Only one proposal was received, from Nigro & Nigro, PC.

Platinum Consulting Group reviewed the proposal and has endorsed the selection of Nigro & Nigro, PC, as the accountancy firm with which to contract for ALD's annual audit.

RECOMMENDATION

Staff recommends that the Board vote to approve awarding the 2018-2021 audit contract to Nigro & Nigro, PC.

**PROPOSAL FOR PROFESSIONAL AUDIT SERVICES
Altadena Library District**

**For the Fiscal Years Ending
June 30, 2018-2020
(with option to renew 2021 & 2022)**



Respectfully Submitted by:

Peter Glenn, CPA

Nigro & Nigro, PC

pglenn@nncpas.com

Murrieta Office: 25220 Hancock Ave. Suite 400, Murrieta, CA 92562 • P: (951) 698-8783 • F: (951) 699-1064
Oakland Office: 333 Hegenberger Rd., Suite 388, Oakland, CA 94621 • P: (844) 557-3111 • F: (844) 557-3444

Let's Work Together!



*By applying our financial expertise,
we partner with our clients to build
valuable relationships that inspire success.*

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March 26, 2018

Ryan Roy
Altadena Library District
600 East Mariposa Street
Altadena, CA 91001

Dear Mr. Roy:

Thank you for the opportunity to submit this proposal to provide auditing services for the Altadena Library District. Our understanding of the work to be done is: the annual audit of the District's financial statements for fiscal years 2018-20. Based on our history with water districts and close proximity to the District, I believe our firm would be a great fit, and we would develop a great working relationship. Our staff works hard to help ensure our audits are completed with the highest level of service and meet all deadlines.

Although many people think that all special districts function in the same manner, we know that's not the case. The audit leadership team we've assigned to your district, including myself, will take the time to learn the intricacies of your organization. We find that by delving deep into our client's structure and operations we are able to make recommendations that are not only useful, but also practical to implement.

At Nigro & Nigro, PC, our greatest strengths correspond to your most critical needs; we possess the full spectrum of resources needed to most effectively help the District's management team and Board members meet their goals – all at a very competitive rate. We believe we are your best choice.

- **Credibility, Reputation, and Resources of a Large Firm** without sacrificing the small-firm touch. Our CPAs and consultants can help you analyze and address financial, operational, and regulatory issues so you can focus attention on serving your citizens. We were originally formed in 1999, and now perform annual audits for approximately 60 public agencies annually.
- **State-Wide Reach with Local Presence.** At Nigro & Nigro, we have the benefit of having the resources of a state-wide firm while serving you from our Murrieta office. We also have an office in Oakland for additional resources.
- **Efficiency.** Our use of portal software allows you to upload audit documentation at any time, which will minimize disruption to your staff and enable timely completion of all deliverables.
- **An Efficient and Effective Work Plan.** We currently serve over 60 governmental entities state-wide, which enables our staff to understand the scope of the audit. We also understand the District's complexities, not just from a compliance standpoint but also from an operational point of view. We have developed an effective work plan that takes into consideration your needs for high quality audit services, as well as timely deliverables. As a result of our efficient work plan, we commit to meeting your deadlines to complete our auditing services within the time period you specify.

- **Thought Leadership.** Members of our firm have been actively involved as presenters in numerous industry conferences and programs, including the ACSA Professional Development Committee, CASBO, and CSBA. We have incorporated our experience with these committees into our audit framework.
- **Engagement Team.** We know that quality people drive quality results, which is why our commitment to you starts with the engagement team members who are selected based on their experience, focus on serving local government agencies, and who are the best fit for you. Each of the District's engagement team members have completed and exceeded the mandatory requirement for continuing professional education hours as requested in the RFP. Peter Glenn, Partner, will be the main contact for the District regarding this project.
- **A Focus on Providing Consistent, Dependable Service to Government Entities.** Nigro & Nigro is organized by industry, affording our clients with industry-specific expertise supplemented by valuable local service and insight. Therefore, the District will enjoy the service of members of our Governmental Audit Services Team who have experience with similar governmental entities and understand the issues and environment critical to you. You will not have to train our auditors.

You may have many options in selecting a professional audit firm. By choosing Nigro & Nigro, you will gain value-added accounting and operational insights. We are the right fit for the District, as we have the expertise and depth of resources within our firm to offer you exceptional service while maintaining a sincere and honest relationship. We understand the work, we are committed to meeting your deadlines, and we would like the opportunity to be your auditors. We also commit to meeting or exceeding your expectations.

Thank you once again for the opportunity to present our qualifications. If you have any questions about our offerings, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Peter Glenn', with a long horizontal line extending to the right.

Peter Glenn, CPA
Audit Services Partner



FIRM QUALIFICATIONS & EXPERIENCE

Experience

Nigro & Nigro team members are highly trained in governmental accounting and auditing, which sets us apart as being able to add value beyond the basic attest engagement. We are comfortable working with clients of various sizes. Within the past five years, we have worked with numerous governmental clients with revenues ranging from \$200,000 to over \$300 million.

Prior to any audit engagement, our engagement team leader will meet with the Board, Audit Committee and Management to gain a full understanding of the philosophy, objectives and policies for operating the organization, as well as to discuss significant business, regulatory and accounting matters that will affect the audit. At the conclusion of the audit, we will communicate the results of the audit with the Board, Audit Committee and Management.

Areas of specialization include:

- Audit and Review Services
- Government Auditing Standards & Single Audits
- Annual Report of Financial Transactions
- Agreed Upon Procedures Engagements
- Comprehensive Annual Financial Report (CAFR) development

License to Practice in California

The firm and its entire CPA staff hold licenses to practice in the State of California. The Firm's CPA's are all members in good standing with the California Society of CPA's and the AICPA. We will assign a California licensed CPA as the auditor in charge of the audit.

Statement of Independence

Our standards require that we be without bias with respect to your operations. The Firm is independent of all entities listed in the RFP, as defined by auditing standards generally accepted in the United States of America and the U.S. General Accounting Office's "Governmental Auditing Standards". In addition, the Firm shall give the District written notice of any relevant professional relationships entered into during the period of this agreement.

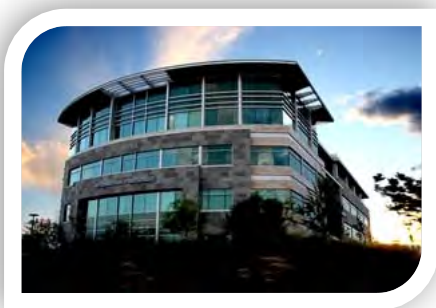
The Firm has had no prior engagements with the District, nor are there any personal or organizational conflicts of interest as prohibited by law.

FIRM QUALIFICATIONS & EXPERIENCE (CONTINUED)

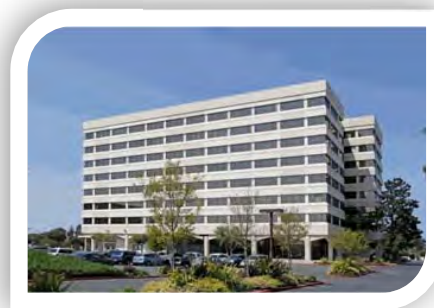
Size and Location of Offices

The firm was originally established in 1999, and for the next eleven years operated under the name of Nigro, Nigro & White. In August 2010, the firm changed back to its original name of Nigro & Nigro and added a third partner. In 2013, we opened our second office in Northern California in order to better serve our growing client base of school districts in the San Francisco Bay Area. The Firm now has five partners and a professional staff of 19 accountants and expects to add more in the coming years as we continue to grow. We are a full service firm, providing audit and review, tax, consulting, and accounting services to local government, non-profit organizations, charter schools, commercial businesses and homeowners' associations. The office serves clients of all sizes and industries, however, we focus on government agencies, just like yours.

We are prepared to do what it takes to provide the extra level of service required to maintain a long-term business relationship.



MURRIETA OFFICE



OAKLAND OFFICE

Size of Our Firm

Firm-wide, we have the following staffing for our governmental audit services:

Position	Number of Employees	Number of Licensed CPA's
Partner*	5	5
Manager	1	1
Supervisor	3	1
Senior	5	1
Associates	4	-
Support Staff	2	-
Total	20	8

**Although the term "partner" is used throughout this proposal to avoid confusion, the firm is organized as a Professional Corporation, and the firm's owners are "shareholders."*

FIRM QUALIFICATIONS & EXPERIENCE (CONTINUED)

Range of Activities Performed

- Audit services for more than 80 local educational agencies
 - Includes charter schools, school districts, county offices, and JPAs
- Financial and performance audits under Prop. 39 for school districts
- Consulting and other services for numerous other agencies and not-for-profits
- Tax services for individuals, corporations, and non-profit organizations

Peer Review

Our firm’s most recently issued peer review report can be found under the "Additional Documents" section of the proposal. A firm can receive a “Fail”, “Pass with Deficiencies”, or a “Pass” rating. We are proud to report that the peer review opinion is “Pass”, which indicates that our firm complies with the stringent quality control standards set by the AICPA, the national professional organization of CPAs. As required by our membership in the Government Audit Quality Center (GAQC), the peer review included selection of a sample of governmental audit engagements.

PARTNER/SUPERVISORY/STAFF QUALIFICATIONS & EXPERIENCE

Importance of Certified Public Accountants (CPAs)

Approximately 30% of accountants in the State of California are CPAs. At Nigro & Nigro, our percentage is much higher - 8 of our 20 accountants are CPAs. We understand that the CPA designation is a valuable credential for advancing a career in accounting and auditing. It demonstrates the in-depth knowledge of accounting principles and practices, including applicable laws and regulations. In addition, a CPA license is widely respected as a gauge of quantitative skills and high standards of professionalism.

An accountant cannot do the same work as a Certified Public Accountant, whereas a CPA can do all work of an accountant. A CPA is generally trusted more than an accountant in financial matters. Even if an accountant’s views are valued, the last word is always from a Certified Public Accountant.

Staffing Chart

Listed on the following pages are the resumes of the management team that will be assigned to your audit. As mentioned previously, our staff members have considerable governmental audit experience. This gives us a pool to draw on in addition to the group listed.

Name	Role	Years of Experience	Estimated Hours for Project	Estimated Number of Days On-Site
Peter Glenn, CPA	Lead Partner	7	10	1
Jeff Nigro, CPA, CFE	Review Partner	26	2	-
Faith Kondrit	Audit Supervisor	3	30	3
Jessica Berry, CPA	Senior Accountant	2	30	3
Various	Staff Accountants	-	30	3
Various	Clerical	-	6	-

Peter Glenn, CPA

Lead Audit Partner

Peter joined the firm in 2011 after nearly three years of previous public accounting and auditing experience. Peter is our choice for new governmental audit clients, having successfully worked on each of the Firm's clients since beginning with the Firm. His main responsibilities include assistance in the preliminary planning of audit work, review of assistants' work, and performing audit procedures in more complex audit areas.

Audit Services:

Peter Glenn began his auditing career with Nigro & Nigro in 2011, participating in audits of special districts, LEAs, other governmental audits, and agreed-upon procedure engagements. Prior to joining the firm, he worked for three years at another public accounting firm, developing his auditing skills. He has previously been the in-charge accountant for some of the firm's largest clients.

Consulting Services:

Mr. Glenn has experience in a variety of governmental accounting issues, derived from his auditing experience at the firm. He regularly consults with clients in areas of:

Special District Accounting:

- Internal controls
- Financial reporting & GASB 34
- Annual report of financial transactions

Financial Reporting:

- Uniform Guidance
- Performance Audits
- Year-end closing procedures
- Cash flows
- Budget development and projections
- Multi-Year projections

Other Agencies Served:

- Riverside County Open Space and Park District
- Cahuilla Band of Indians
- Murrieta Valley Cemetery District



Education:

Bachelor of Science, Business Administration, Accounting
California State University,
San Marcos, 2008, Magna Cum Laude

Licenses and Certifications:

- Certified Public Accountant, California License No. 109796

Continuing Education:

- GFOA Annual Conference
- AICPA Advanced Topics in Single Audit
- SSC Finance & Management Conferences
- Government Accounting & Auditing Conference
- In-house training for audit staff (presenter)



Jeff Nigro, CPA, CFE

Review Partner

Jeff has more than 27 years of experience auditing governmental agencies including special districts. This experience, garnered from nine years with a major local audit firm and now as a founding partner at Nigro & Nigro since 1999, is in addition to his real world experience as a Fiscal Services Manager in a district. In addition to his extensive knowledge of governmental accounting and financial issues, Jeff has a passion for helping clients to establish and maintain sound anti-fraud programs and procedures.

Audit Services:

Jeff Nigro was a Senior Audit Manager with a southern California CPA firm that specializes in K-12 audits for the first nine years of his career. He then moved to a school district fiscal management position to acquire hands-on experience before starting his own firm in 1999. Mr. Nigro is an expert in all aspects of governmental auditing and accounting, having worked on a variety of assignments and issues.

Consulting Services:

Mr. Nigro has experience in a variety of governmental accounting issues, garnered from his public accounting experience and experience as the Fiscal Services Manager at Lake Elsinore Unified School District. He regularly consults with clients in areas of:

Special District Accounting:

- Internal controls
- Financial reporting & GASB 34, 68, and 74/75
- Assistance with CAFR preparation
- Annual report of financial transactions

Financial Reporting:

- Year-end closing procedures
- Capital assets and depreciation schedules
- Long term debt schedules
- GASB 34 and 75 implementation

Other Governmental Agencies Recently Served:

- Central Basin Municipal Water District
- Mission Resource Conservation District
- Riverside County Park & Open Space District

Other Areas:

- Audits of Indian Tribes
- ASB accounting
- Bond programs



Education:

Bachelor of Business Administration,
Accounting
California State University, Fullerton,
1991

Licenses and Certifications:

- Certified Public Accountant, California License No. 64822
- Certified Fraud Examiner
- School Business Management Certificate, California State University, Fullerton

Professional Affiliations:

- Association of Certified Fraud Examiners

Continuing Education:

- GFOA Annual Conference
- CASBO Annual Conference (past presenter)
- SSC Finance & Management Conferences
- ACSA School Business Academy (presenter)
- Government Accounting & Auditing Conference
- In-house training for audit staff (presenter)
- Annual CFE Fraud Conference



Faith Kondrit

Audit Supervisor

Faith joined the firm in 2015 after interning with Nigro and Nigro, PC while still in college. She continues to hone her skills and expand her knowledge on the ever-changing world of accounting by staying up-to-date on new pronouncements and their effects. In 2018, she was promoted to the position of Audit Supervisor. Faith will work under the general direction of the partner and manager.

Audit Services:

Faith began her auditing career with Nigro & Nigro in 2015, participating in audits of LEAs, other governmental audits and agreed-upon procedure engagements. She has successfully navigated her way to becoming one of the most knowledgeable members of our audit team, and has earned her the respect of clients and colleagues. Her friendly demeanor puts her clients at ease, but her customer-oriented approach to the audit is what her clients have come to appreciate the most.

Consulting Services:

Ms. Kondrit has experience in a variety of governmental accounting issues, derived from his auditing and consulting experience at the Firm. She regularly consults with clients in areas of:

Financial Reporting:

- Capital assets and depreciation schedules
- Agreed upon procedures
- Prop. 39 Bond Performance audits

Governmental Agencies Recently Served:

- Elsinore Valley Cemetery District
- Lake Cuyamaca Recreation and Park District
- Antelope Valley Schools Transportation Agency



Education:

Bachelor of Science, Accounting
California Baptist University, 2015

Professional Affiliations:

- American Institute of Certified Public Accountants (AICPA)

Continuing Education:

- School District Conference
- CASBO Annual Conference
- In-house training for audit staff (presenter)

PARTNER/SUPERVISORY/STAFF QUALIFICATIONS & EXPERIENCE


Training & Resources

The Firm is committed to a continuing professional education program, which emphasizes the areas of expertise of each member of our professional staff. The Firm is required to comply with the *Government Auditing Standards* for each professional practicing in the area of governmental accounting and auditing. We are committed to follow those standards, which result in quality audit services, including continuing education for all staff of 60-80 hours each year, specifically in school districts and governmental auditing. As required by *Government Auditing Standards*, all governmental audit staff receives the required continuing education in the area of governmental auditing and accounting. These policies are monitored internally, reviewed annually and certified periodically by independent peer review.

Library facilities are maintained which include current professional literature and specific information for the industries that we serve. The Firm library is also reviewed as part of the external quality review program. The Firm has in-house training programs specific to our school district clients. We also perform auditing and accounting updates for our clients that are organized by our staff. These practices ensure the quality of our staff over the term of the engagement.

Our staff participates in activities relating to government accounting and reporting issues through our membership and involvement with the following organizations:

- a. American Institute of CPA's Governmental Audit Quality Center
- b. California Society of CPAs
- c. Government Finance Officers Association (GFOA)
- d. California Special Districts Association (CSDA)
- e. Government Accounting Standards Board (GASB)
- f. Association of Certified Fraud Examiners (ACFE)



We recognize that our most important product is prompt and effective service.

Through our participation in these organizations and continuing education provided by them, the Firm continues to stay abreast of all current governmental accounting and reporting issues. Some of the professional education our audit team members have either presented at or attended in the last two years include:

- SSC Annual Finance and Management Conference
- SSC Governor's Budget Workshop
- CSDA Annual Conference
- GFOA Annual Conference
- Various other governmental workshops

We recognize that our most important product is prompt and effective service. We believe the District should work with its CPA firm throughout the entire year. We are available at any time throughout the year to provide any assistance you may need.

REFERENCES

We currently conduct nearly 60 government audits each year and have well rounded experience with local governmental agencies. We are excited for the opportunity to devote our attention to you and your specific needs. Below is a partial list of some similar governmental clients we have audited within the past two years.

Organization Name:	Mission Resource Conservation District
Contact Person:	Judith Mitchell, District Manager
Address:	1588 South Mission Road, Suite 100 Fallbrook, CA 92028
Phone:	(760) 728-1332
Project(s):	Financial Statement Audits

Organization Name:	Temecula-Elsinore-Anza-Murrieta Resource Conservation District
Contact Person:	Rose Corona, President
Address:	PO Box 2078 Temecula, CA 92593
Phone:	(951) 387-8992
Project(s):	Financial Statement Audits

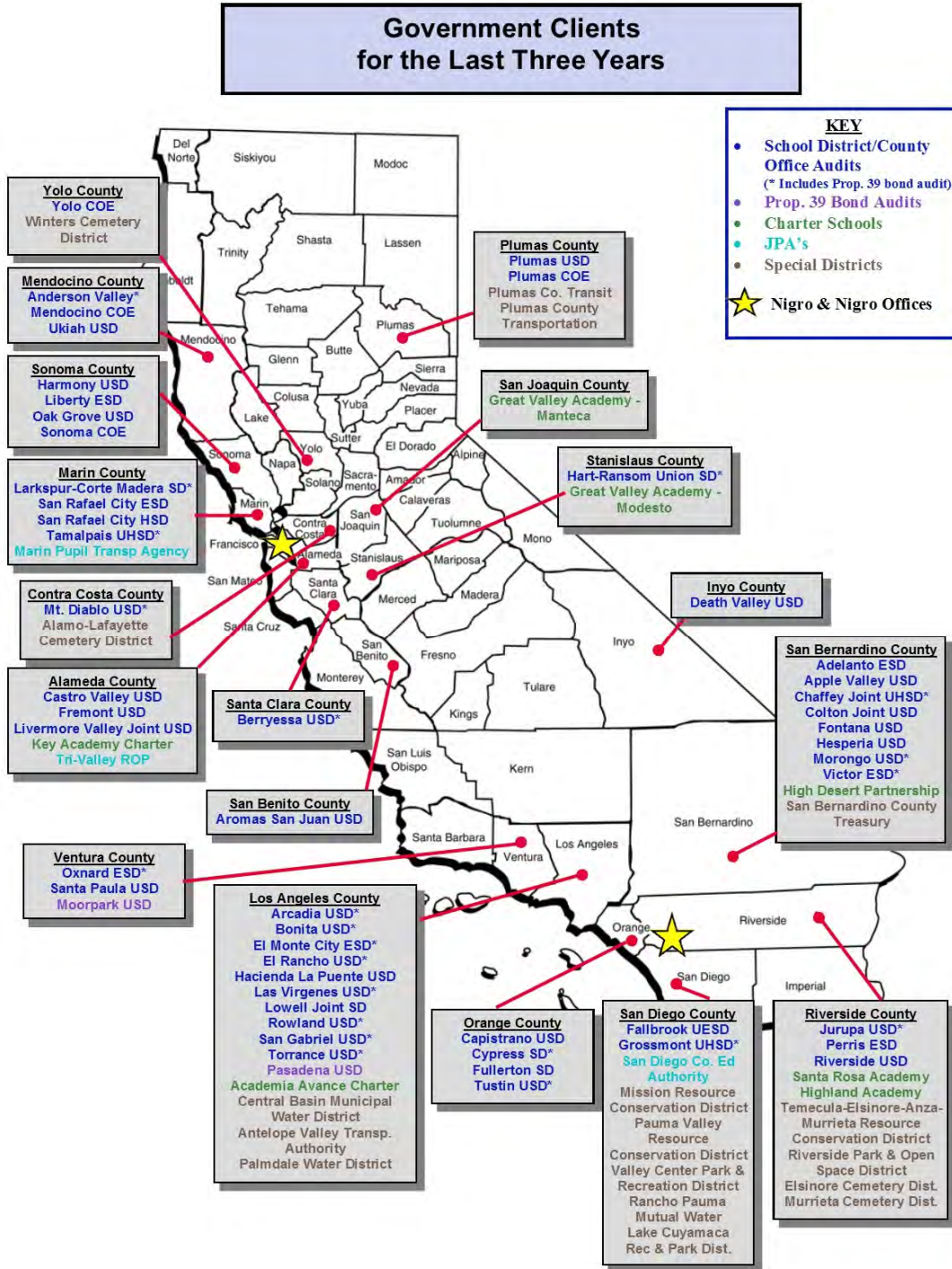
Organization Name:	Lake Cuyamaca Recreation & Park District
Contact Person:	Ann Stone, Administrator
Address:	15027 Highway 79 Julian, CA 92036
Phone:	(619) 447-8123
Project(s):	Financial Statement Audits

Organization Name:	Pauma Valley Community Services District
Contact Person:	Mindy Houser, Administrator
Address:	33129 Cole Grade Road Pauma Valley, CA 92061
Phone:	(760) 742-1909

Organization Name:	Central Basin Municipal Water District
Contact Person:	Richard Aragon, Former Finance Director (currently with Rancho California Water District)
Phone:	(951) 296-6900
Project(s):	Financial Statement Audits

REFERENCES (CONTINUED)

In addition to the valued clients listed on the previous page, we work with many more clients, as shown below. Our client retention history has been excellent and several of the clients have been clients for nearly ten years.



SPECIFIC AUDIT APPROACH

We will audit the basic financial statements of the District for the year ended June 30, 2018, in accordance with the following standards:

- Auditing Standards Generally Accepted in the United States of America
- *Government Auditing Standards*, issued by the Comptroller General of the United States
- Minimum Audit Requirements and Reporting Guidelines for Special Districts

Our audit will be for the purpose of expressing an opinion on the basic financial statements, and will include such auditing procedures as considered necessary to accomplish this purpose. We will also provide an "in-relation-to" opinion on any other supplemental information and statistical schedules. We anticipate issuing the following reports:

- Independent Auditors' Report on the basic financial statements.
- Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*.

In addition, we will provide the District with a management letter that will give written appraisals of its accounting and related systems. This letter will identify any control deficiencies, significant control deficiencies or material weaknesses that are identified during the audit. We will work with management before audit fieldwork and during the course of the audit to assess internal controls and review mitigating controls in place in an effort to reduce the control deficiencies, significant control deficiencies and material weaknesses that need to be reported to management in writing, assuming there are mitigating controls in place. The letter will also offer recommendations for the elimination of weaknesses that we identify, and we will suggest any methods we discover to help improve efficiency and effectiveness.

We will schedule an appearance with the Board and the Audit Committee that allows an opportunity for us to present the audit and management letter. This is an excellent time for the District to resolve any questions it has regarding our audit or management letter. As mentioned earlier, the value in hiring our Firm comes from not only the audit, but from our experience and the education, we can provide. We hope that as questions or concerns arise throughout the year, the District staff will contact us and draw on our knowledge and experience.

Non-significant deficiencies discovered during the audit process shall be reported in a separate letter to management, the Board and the Audit Committee, which shall be referred to in the report(s) on internal controls. This separate letter also informs the Board and the Audit Committee of the following:

- 1) The auditor's responsibility under auditing standards generally accepted in the United States of America.
- 2) Significant accounting policies.
- 3) Management judgments and accounting estimates.
- 4) Significant audit adjustments.
- 5) Other information in documents containing audited financial statements.
- 6) Disagreements with management.
- 7) Management consultation with other accountants.
- 8) Major issues discussed with management prior to retention.
- 9) Difficulties encountered in performing the audit.

All working papers and reports will be retained at the Firm's expense for a minimum of seven (7) years, unless the Firm is notified in writing by the District of the need to extend the retention period.

SPECIFIC AUDIT APPROACH (CONTINUED)

Segmentation of Engagement

STEP 1: Planning

Our goal in preliminary fieldwork is to gain a thorough understanding of your internal controls, processes and procedures. Our goal is to accomplish as much interim fieldwork as possible so that our stay during final fieldwork is kept to a minimum. Our preliminary work focuses on planning and internal control documentation.

STEP 2: Interim Field Work

Internal Control Documentation

Our internal control documentation usually occurs during interim fieldwork. Our documentation process will be as follows:

- 1) Gather or update documentation for significant processes defined in our preliminary fieldwork.
- 2) Perform a "walk-through" of these significant processes.
- 3) Ask "what can go wrong" questions.
- 4) Identify controls in place. This will include both preventative and detective controls.
- 5) Evaluate the design of internal controls.
- 6) Decide whether to test and rely on controls.
- 7) Summarize preliminary fieldwork and submit management letter of all areas of concern.

STEP 3: Final Fieldwork

We assess risks, design procedures and obtain evidence to support financial statement amounts and disclosures during final fieldwork. Our Firm utilizes a methodology designed specifically for special districts. Our process emphasizes continuous communication with our staff.

Assess Risks and Design Procedures

As outlined in the risk based statements of audit standards (SAS 104 to 111), our Firm uses a risk-based approach to the audit. Our procedures to assess risks and design procedures are as follows:

- 1) Assess risk of material misstatement from errors or fraud based on internal controls combined with inherent risk of significant accounts.
- 2) Design procedures to test controls if considered necessary.
- 3) Design procedures to test details of account balances and classes of transactions based on risk.

Interim and Year End Testing

- 1) Perform tests of controls if considered necessary.
- 2) Perform tests of details of account balances and classes of transactions.
- 3) Evaluate quality and sufficiency of audit evidence.
- 4) Evaluate misstatements.

STEP 4: Audit Completion

Preparation of Audit Report and Management Letter

After reviewing the financial statements, notes and required supplementary schedules, we will agree the data to our working papers and provide a thorough review of all information by using written Firm standards and checklists. We will also review and incorporate any statistical data. This will verify appropriate presentation and disclosure. We will also at this time prepare our management letter that identifies financial trends and recommendations for improvement, reports required communications to the governing board, and discusses change in the environment in which the District operates.

SPECIFIC AUDIT APPROACH (CONTINUED)

Level of Staff / Number of Hours Assigned to Each Segment

We will provide a detailed audit plan and prepare a list of schedules upon proposal acceptance. The following table summarizes our proposed segmentation of the engagement by date, segment, and level of staff:

Date/Segment	Total Hours				Total
	Partner	Supervisor	Senior	Staff	
May/June					
Preliminary planning and fieldwork	1	1	1	1	4
May/June					
Interim fieldwork	3	14	14	14	45
September/October					
Final fieldwork, report preparation, review, finalization, and presentation	6	15	15	15	51
Total hours	<u>10</u>	<u>30</u>	<u>30</u>	<u>30</u>	<u>100</u>

AUDIT FEES

2017-18

STAFF LEVEL	EST. HOURS	HOURLY RATE	TOTAL
Engagement Partner	10	\$ 190	\$ 1,900
Supervisor	20	\$ 120	\$ 2,400
Senior	30	\$ 100	\$ 3,000
Staff	30	\$ 90	\$ 2,700
TOTAL AUDIT HOURS	<u>90</u>		
Clerical	10	\$ 50	\$ 500
GRAND TOTAL	<u>100</u>		<u>\$ 10,500</u>

2018-19

STAFF LEVEL	EST. HOURS	HOURLY RATE	TOTAL
Engagement Partner	10	\$ 190	\$ 1,900
Supervisor	20	\$ 120	\$ 2,400
Senior	30	\$ 100	\$ 3,000
Staff	30	\$ 90	\$ 2,700
TOTAL AUDIT HOURS	<u>90</u>		
Clerical	10	\$ 50	\$ 500
GRAND TOTAL	<u>100</u>		<u>\$ 10,500</u>

AUDIT FEES (CONTINUED)

2019-20

<u>STAFF LEVEL</u>	<u>EST. HOURS</u>	<u>HOURLY RATE</u>	<u>TOTAL</u>
Engagement Partner	10	\$ 190	\$ 1,900
Supervisor	20	\$ 120	\$ 2,400
Senior	30	\$ 100	\$ 3,000
Staff	30	\$ 90	\$ 2,700
TOTAL AUDIT HOURS	90		
Clerical	10	\$ 50	\$ 500
GRAND TOTAL	100		\$ 10,500

2020-21

<u>STAFF LEVEL</u>	<u>EST. HOURS</u>	<u>HOURLY RATE</u>	<u>TOTAL</u>
Engagement Partner	10	\$ 195	\$ 1,948
Supervisor	20	\$ 123	\$ 2,460
Senior	30	\$ 103	\$ 3,075
Staff	30	\$ 92	\$ 2,768
TOTAL AUDIT HOURS	90		
Clerical	10	\$ 50	\$ 500
GRAND TOTAL	100		\$ 10,750

2021-22

<u>STAFF LEVEL</u>	<u>EST. HOURS</u>	<u>HOURLY RATE</u>	<u>TOTAL</u>
Engagement Partner	10	\$ 200	\$ 2,000
Supervisor	20	\$ 125	\$ 2,500
Senior	30	\$ 105	\$ 3,150
Staff	30	\$ 95	\$ 2,850
TOTAL AUDIT HOURS	90		
Clerical	10	\$ 50	\$ 500
GRAND TOTAL	100		\$ 11,000

ADDITIONAL INFORMATION

Client Testimonial

"Nigro and Nigro have been my audit and accounting professionals for 15 years, at four school districts. They have consistently provided high quality, top value expert services. Their interactions with everybody at my District - Board members, accounting office team, site staff- are always positive, professional and helpful. They work together with my team to provide the highest quality financial information for decision making to our District leaders and our community."

*Susan Cross Hume, CPA, CIA, CGMA
Assistant Superintendent, Business Services
Bonita Unified School District*

Fraud Hotline



Throughout the audit process, we will make available our fraud hotline reporting service at no additional charge over the period of the contract to ensure the District has an effective anti-fraud program.



ADDITIONAL DOCUMENTS

Affirmation and Authorization

Please sign and include this page with your proposal.

NAME OF BIDDER: Peter Glenn, CPA

TITLE: Partner

FIRM NAME: Nigro & Nigro, PC

STREET ADDRESS: 25220 Hancock Ave. #400

CITY, ZIP Murrieta, CA 92562

FEDERAL TAX I.D. 30-0636241

TELEPHONE NUMBER: 951-698-8783

FAX NUMBER: 951-699-1064

E-MAIL ADDRESS pglenn@nncpas.com

The undersigned declares that he/she is authorized to enter into an agreement on behalf of the above named Company.

Signature:



A handwritten signature in blue ink, appearing to read 'Peter Glenn', is written above a horizontal line.



POWELL & **S**PAFFORD, INC.
CERTIFIED PUBLIC ACCOUNTANTS

Jessie C. Powell, CPA (Ret.)
Patrick D. Spafford, CPA

Licensed by the California Board of Accountancy
Member: American Institute of Certified Public Accountants

SYSTEM REVIEW REPORT

To the Owners of
Nigro & Nigro, P.C.
and the Peer Review Committee of the CalCPA Peer Review Program

We have reviewed the system of quality control for the accounting and auditing practice of Nigro & Nigro, P.C. (the firm) in effect for the year ended August 31, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*.

In our opinion, the system of quality control for the accounting and auditing practice of Nigro & Nigro, P.C. in effect for the year ended August 31, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Nigro & Nigro, P.C. has received a peer review rating of *pass*.

February 10, 2015

447 Missouri Court • Redlands, CA 92373 • P.O. Box 8847 • Redlands, CA 92375
Telephone 909-792-1852 • Fax 909-792-2015



**BOARD OF LIBRARY TRUSTEES
STAFF REPORT**

DEPARTMENT: Administration

MEETING DATE: April 23, 2018

PREPARED BY: Kylynn Chaney

LOCATION: Community Room

TITLE: Resolution 201804 – Establishing Candidate Statement Policies

BACKGROUND:

Pursuant to the Altadena Library District Board of Trustees Bylaws:

Section A, #3:

Candidate Statements for District Elections: “The District requires payment to the County of Los Angeles in advance of each candidate's pro rata share of the printing, handling, and mailing costs of the candidate's statement included in the voter's sample ballot pamphlet. If the actual cost exceeds the estimate, the District will bill each candidate for the coverage after the election. The maximum word limitation for the candidate's statement is 200 words.”

Elections Code Section 13307 permits a local agency to require payment in advance of each candidate’s pro rata share of the printing, handling, and mailing costs of the candidate statement as a condition to having it included in the sample ballot pamphlet mailed to voters and a local agency may limit a candidate’s statement to 200 words as set forth in the election code.

RECOMMENDATION:

The Board pass a new resolution for the current Election year.



**ALTADENA LIBRARY DISTRICT
RESOLUTION No. 201804
ESTABLISHING CANDIDATE STATEMENT POLICIES**

WHEREAS, Elections Code Section 13307 permits a local agency to require payment in advance of each candidate's pro rata share of the printing, handling, and mailing costs of the candidate statement as a condition to having it included in the sample ballot pamphlet mailed to voters and

WHEREAS, a local agency may limit a candidate's statement to 200 words as set forth in the election code, therefore be it

RESOLVED, that the Altadena Library District, as a local agency, hereby adopts a policy which requires that the candidate's pro rata share of printing, handling and mailing costs be paid by the candidate at the time of filing and which sets a maximum of 200 words on the candidate's statement on the November ballot of Trustees election.

PASSED, APPROVED AND ADOPTED by the Governing Board of Trustees of the Altadena Library District, Los Angeles County, State of California this 23rd day of April 2018, by the following vote:

AYES:

NOES:

ABSENT:

DATED: April 23, 2018

President,

Secretary,

Attested

Ryan Roy, Acting District Director



**BOARD OF LIBRARY TRUSTEES
STAFF REPORT**

DEPARTMENT: Administration

MEETING DATE: April 23, 2018

PREPARED BY: Kylynn Chaney

LOCATION: Community Room

TITLE: Workers' Compensation Resolution for Governing Body Member and/or Volunteer Coverage

BACKGROUND:

Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a Resolution by the Governing Body of the agency so declaring, be deemed to be an employee for workers' compensation purposes. Thus, if such resolution is adopted, and the volunteer is injured while performing duties for the agency, the volunteer is entitled to receive workers' compensation benefits and their exclusive remedy for recovery against the agency is through the Workers' Compensation system.

Such Governing Body members and/or volunteers may be covered for workers' compensation benefits only if a Resolution to that effect is adopted by the Governing Body pursuant to Labor Code § 3363.5 and a copy of the Resolution is filed with SDRMA.

FISCAL IMPACT

The amount the District pays for this coverage is calculated each year by payroll reconciliation and is determined by the current state minimum wage.

Currently, with an average of 350 volunteer hours per month, and the minimum wage of 11.00, the approximate fiscal impact is \$836.22. If volunteer hours remain the same, this amount would increase to 874.23 as of January 1st, 2019 due to the increase in minimum wage.

RECOMMENDATION

Staff Recommends That the Board Vote on Resolution 201805, Resolution of The Governing Body of The Altadena Library District, Declaring That Governing Body Members and Volunteers Shall Be Deemed to Be Employees of The District for The Purpose of Providing Workers' Compensation Coverage for Said Certain Individuals While Providing Their Services.

RESOLUTION No. 201805

RESOLUTION OF THE GOVERNING BODY OF
THE ALTADENA LIBRARY DISTRICT,
DECLARING THAT GOVERNING BODY MEMBERS AND VOLUNTEERS SHALL
BE DEEMED TO BE EMPLOYEES OF THE DISTRICT FOR THE PURPOSE OF
PROVIDING WORKERS' COMPENSATION COVERAGE FOR SAID CERTAIN
INDIVIDUALS WHILE PROVIDING THEIR SERVICES

WHEREAS, the Altadena Library District utilizes the services of Governing Body Members and Volunteers;
and

WHEREAS, Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a resolution by the Governing Body of the agency so declaring, be deemed to be an employee of the agency for the purpose of Division 4 of said Labor Code while performing such services; and

WHEREAS, the Governing Body wishes to extend Workers' Compensation coverage as provided by State law to the following designated categories of persons as indicated by a checkmark in the box to the left of the descriptions:

- All Members of the Governing Body of the [Altadena Library District] as presently or hereafter constituted and/or
- All persons performing voluntary services without pay other than meals, transportation, lodging or reimbursement for incidental expenses
- Individuals on Work-study programs
- Interns
- Other Volunteers
- _____
[designate]

NOW, THEREFORE, BE IT RESOLVED, that such persons coming within the categories specified above, including the duly elected or appointed replacements of any Governing Body Member and other designated individuals be deemed to be employees of the Altadena Library District for the purpose of Workers' Compensation coverage as provided in Division 4 of the Labor Code while performing such service. However, said Governing Body Members and other designated individuals will not be considered an employee of the Altadena Library District for any purpose other than for such Workers' Compensation coverage, nor grant nor enlarge upon any other right, duty, or responsibility of such Governing Body Members or other designated individuals, nor allow such persons to claim any other benefits or rights given to paid employees of the Altadena Library District.

PASSED, APPROVED AND ADOPTED this April 23, 2018 by the following vote:

AYES:

NOES:

ABSENT:

President,

Secretary,

Attested:

Ryan Roy, Acting District Director



**BOARD OF LIBRARY TRUSTEES
STAFF REPORT**

DEPARTMENT: Finance

MEETING DATE: April 23, 2018

PREPARED BY: Nicole Fabry

LOCATION: Community Room

TITLE: Correction of Compensation Adjustment for Acting District Director from meeting held on March 7, 2018.

BACKGROUND:

On March 7, 2018, the Altadena Library District Board of Trustees approved a temporary compensation adjustment for Ryan Roy for the duration of his tenure as Acting District Director, effective immediately and retroactive to January 25, 2018.

The Board intended to approve an increase from Public Services Director Step 5 (\$45.75 per hour) to District Director Step 1 (\$53.55 per hour). However, the Personnel Action Form signed at the Board meeting incorrectly listed Ryan Roy's current step as Public Services Director Step 4.

A new Personnel Action Form has been provided for signature with the correct information.

FISCAL IMPACT

The increase to the budget for the remaining fiscal year (January 25 through June 30, 2018) is an additional \$6,864.00.

RECOMMENDATION

It is recommended that the Board rescind the motion made at the March 7, 2018, meeting. Subsequently, the Board can vote to approve the attached Personnel Action Form for Ryan Roy effective January 25, 2018.



ALTADENA LIBRARY DISTRICT

Personnel Action Form

Employee Name Ryan Roy		Social Security Number	Department Administration		
Current Status	Step 5	Class Title Public Services Director	Monthly \$ 7,930.29	Biweekly \$ 3,660.00	Hourly \$ 45.75
New Status	Step 1	Class Title District Director (Acting)	Monthly \$ 9,282.00	Biweekly \$ 4,284.00	Hourly \$53.55
Use this section to report NEW EMPLOYMENT		Use this section to report SEPARATION	Use this section to report OTHER ACTION		
Probation _____		Resignation _____	Promotion _____		
Part-time _____		Retirement _____	Transfer _____		
Seasonal _____		Dismissal _____	Salary Increase X		
Other _____		Probationary Period Unsatisfactory _____	Probationary Period Satisfactory _____		
		Other _____	Suspension _____		
			Leave w/o pay _____		
			Cost of Living Increase _____		
			Other _____		
Effective Date:**		Effective Date:**	Effective Date:** 1/25/2018		
Explanation of personnel action shown above: (MUST BE COMPLETED)					
Ryan was named Acting District Director in the January 25, 2018, Special Meeting of the Altadena Library Board of Trustees.					
Employee Signature		Trustee Signature	Trustee Signature		
Date:		Date:	Date:		

** Effective date is the first payroll period of the month

Personnel File _____

Payroll File _____

Employee Copy _____