



## AGENDA

Regular Meeting Board of Library Trustees | Altadena Library District  
Community Room – Main Library – August 26, 2019 – 4:00 p.m.

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

In compliance with the Americans with Disability Act, if you need special assistance to participate in the meeting, please contact Kylynn Chaney at (626) 798-0833 x118 at least 48 hours prior to the meeting so the Altadena Library District may make reasonable arrangements to ensure accessibility to the meeting.

### **1. Call to order, Roll Call, Public Comment on Closed Session Agenda**

### **2. Closed Session**

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

1. PUBLIC EMPLOYMENT APPOINTMENT  
Pursuant to Government Code Section 54957  
TITLE: DISTRICT DIRECTOR

### **3. Recess into Open Session and Public Report of Any Reportable Action from Closed Session (Section 54960 et seq.)**

### **4. Open Session**

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

### **5. Consent Calendar**

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

- Approval of Minutes – Regular Meeting held July 22, 2019 - Pages #3-7
- Approval of Minutes – Special Meeting held July 29, 2019 - Page #8
- Departmental Monthly Reports – July 2019 - Pages # 9-15

### **6. Consideration of Items Removed from the Consent Calendar**

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

**7. Reports (Information)**

- a. Reports of Support Groups
  - (i) Altadena Library Foundation
  - (ii) Friends of the Altadena Library
- b. District Director's Report – July 2019
  - (i) Library General Operations - Pages #16-18
  - (ii) Information Technology Presentation
- c. Financial Reports – June 2019- Pages #19-31
- d. Committee Reports
  - (i) Budget Committee
  - (ii) Facilities Committee
    - Selection of Architectural Consultant (Action)
  - (iii) Executive Search Committee
  - (iv) Strategic Planning Committee
  - (v) California Voting Rights Act Committee
- e. Trustee Reports

**8. Unfinished Business**

- a. Brown Act Refresher (Information)

**9. New Business**

- a. Review and Approval of Updated Records Retention Policy (Action) - Pages #32-66
- b. Review of Electronic Communication Retention Policy (Information) - Pages #67-71
- c. Review and Approval of Library Closures on September 19<sup>th</sup> and 20<sup>th</sup> for Strategic Planning (Action) - Page #72
- d. Resolution to Approve an Amendment to Contract between the Board of Administration California Public Employees' Retirement System and the Board of Trustees Altadena Library District (Action) - Pages #73-80
- e. Resolution Authorizing Investment of Monies in the Local Agency Investment Fund (Action) - Pages #81-83
- f. Review and Approval of Revised Job Description – Building Projects Manager (Action) - Pages 84-88
- g. District Director Salary Revision (Action) - Pages #89-90

**10. Correspondence**

**11. Proposed Future Agenda Items**

**12. Adjournment**

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.



## MINUTES

Regular Meeting Board of Library Trustees | Altadena Library District  
Community Room – Main Library – July 22, 2019 – 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.

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### 1. Call to order

<https://youtu.be/zor7nT-u1EQ?t=2>

### 2. Open Session

#### a. Roll Call

**Trustee McMullins, Trustee Capell, Trustee Clark, Trustee Andruess**

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

**Trustee Andruess noted that the Friends of the Library report will be moved later in the agenda when Claire arrives.**

#### b. Adoption of Agenda

**Motion to Adopt the Agenda by Trustee McMullins**

**Second by Trustee Clark**

**Aye: Trustee McMullins, Trustee Capell, Trustee Clark, Trustee Andruess**

**Absent: Trustee Kahn**

#### c. Public Comment on Non-Agenda Items

**H. Shakur**

### 3. Consent Calendar <https://youtu.be/zor7nT-u1EQ?t=196>

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

- Approval of Minutes – Regular Meeting held June 24, 2019
- Departmental Monthly Reports – June 2019

**Moved by Trustee Clark to approve the consent calendar**

**Second by Trustee McMullins**

**Aye: Trustee McMullins, Trustee Capell, Trustee Clark, Trustee Andruess**

**Absent: Trustee Kahn**

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

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

**5. Reports (Information)**

a. Reports of Support Groups

(i) Altadena Library Foundation

<https://youtu.be/zor7nT-u1EQ?t=725>

**Bridget Brewster reported.**

(ii) Friends of the Altadena Library

b. District Director's Report – June 2019

(i) Bob Lucas Branch Presentation

**Branch Manager Diana Wong presented. Public Services Director Estella Terrazas also provided updates.**

(ii) Update on Earthquake Insurance Policy

<https://youtu.be/zor7nT-u1EQ?t=2051>

**Interim Director Cleary reported.**

(iii) Update on “Millard Canyon at Granite Gate” by George Gardner Symons

<https://youtu.be/zor7nT-u1EQ?t=2238>

**Interim Director Cindy Cleary reported, and presented the professional conservation assessment of the artwork. Trustee Clark asked that this item be brought back to the Board at the mid-year budget review.**

(iv) Personnel Resignations/Transfers/Hires

**Interim Director Cleary reported the personnel updates.**

c. Financial Reports – May 2019 <https://youtu.be/zor7nT-u1EQ?t=2852>

**Business Manager Nicole Fabry reported.**

d. Committee Reports

(i) Budget Committee

(ii) Facilities Committee <https://youtu.be/zor7nT-u1EQ?t=3057>

**Trustee Capell reported the progress of the committee's search for an architect firm.**

(iii) Executive Search Committee <https://youtu.be/zor7nT-u1EQ?t=4241>

**Trustee Andruess reported on the progress of the executive search committee, noting the upcoming special meetings and interviews. He noted that the goal is to have a new Director in September. It was noted there will also be a Special Meeting on August 22<sup>nd</sup> at 3 p.m.**

(iv) Strategic Planning Committee <https://youtu.be/zor7nT-u1EQ?t=5453>

**Trustee Clark noted that there will be a Town Hall meeting on August 15<sup>th</sup>. Trustee Clark reported on the progress of the committee and the tentative schedule outline for the Strategic Planning process.**

(v) California Voting Rights Act Committee

<https://youtu.be/zor7nT-u1EQ?t=5649>

**Trustee Clark noted that Doug Johnson from National Demographics Corporation will be submitting a formal proposal for services.**

**The Board went into recess from 6:45 to 7:01 p.m.**

**Continued Item 5a(ii) Friends of the Altadena Library  
Claire Newman provided her report, noting the Friends upcoming Book Sale in September and Anniversary Celebration in November.**

e. Trustee Reports  
**Trustees Clark, McMullins and Andruess provided reports.**

**6. Unfinished Business**

a. Brown Act Refresher (Information)

Administrative Assistant Kylynn Chaney presented the Brown Act Refresher

b. Response to Staff Association Requests (Information)

<https://youtu.be/zor7nT-u1EQ?t=7030>

Trustee Andruess reported.

**7. New Business**

a. RESOLUTION NO. 2019-05

**Resolution to become Live Scan Applicant Agency (Action)**

<https://youtu.be/zor7nT-u1EQ?t=7190>

**Interim Director Cleary and Business Manager Fabry reported.**

**Moved by Trustee Clark to adopt Resolution 2019-05**

**Second by Trustee Capell**

**Aye: Trustee McMullins, Trustee Capell, Trustee Clark, Trustee Andruess**

**Absent: Trustee Kahn**

b. Request for Proposals - Banking (Action)

<https://youtu.be/zor7nT-u1EQ?t=7477>

Business Manager Fabry reported

**Moved by Trustee Capell to approve the RFP**

**Second by Trustee Clark**

**Aye: Trustee McMullins, Trustee Capell, Trustee Clark, Trustee Andruess**

**Absent: Trustee Kahn**

c. Request for Proposals – Human Resources Services (Action)

<https://youtu.be/zor7nT-u1EQ?t=7722>

**Interim Director Cleary reported**

**Moved by Trustee Clark to approve the RFP**

**Second by Trustee McMullins**

**Aye: Trustee McMullins, Trustee Capell, Trustee Clark, Trustee Andruess**

**Absent: Trustee Kahn**

d. Milestone Awards (Action) <https://youtu.be/zor7nT-u1EQ?t=7908>

**Interim Director Cleary reported.**

**Moved by Trustee Clark to approve the milestone awards**

**Second by Trustee McMullins**

**Aye: Trustee McMullins, Trustee Capell, Trustee Clark, Trustee Andrues**

**Absent: Trustee Kahn**

e. Resolution of Intention to Approve an Amendment to Contract between the Board of Administration California Public Employees' Retirement System and the Board of Trustees Altadena Library District (Action) <https://youtu.be/zor7nT-u1EQ?t=8091>

**Business Manager Fabry reported**

**Moved by Trustee McMullins to adopt the Resolution**

**Second by Trustee Clark**

**Aye: Trustee McMullins, Trustee Capell, Trustee Clark, Trustee Andrues**

**Absent: Trustee Kahn**

f. Library Closure on Saturday, September 28 (Action) <https://youtu.be/zor7nT-u1EQ?t=8410>

**Interim Director Cleary presented the recommendation to the Board that the Library close early for the upcoming Foundation fundraiser**

**Moved by Trustee Clark to approve the recommendation**

**Second by Trustee McMullins**

**Aye: Trustee McMullins, Trustee Capell, Trustee Clark, Trustee Andrues**

**Absent: Trustee Kahn**

g. Review and Approval of Updated Job Description and Title Change: (Action)

1. Library Manager

<https://youtu.be/zor7nT-u1EQ?t=8484>

**Interim Director Cleary reported**

**Moved by Trustee Clark to approve the updated Job Description**

**Second by Trustee McMullins**

**Aye: Trustee McMullins, Trustee Capell, Trustee Clark, Trustee Andrues**

**Absent: Trustee Kahn**

h. Sale of Library Furniture (Action) <https://youtu.be/zor7nT-u1EQ?t=8792>

**Moved by Trustee Clark to approve the sale**

**Second by Trustee McMullins**

**Aye: Trustee McMullins, Trustee Capell, Trustee Clark, Trustee Andrues**

**Absent: Trustee Kahn**

**8. Correspondence**

a. CSDA Take Action Brief

**9. Proposed Future Agenda Items**

**10. Adjournment**

<https://youtu.be/zor7nT-u1EQ?t=9262>

**Motion to adjourn by Trustee McMullins  
Second by Trustee Clark  
Meeting adjourned at 7:58 p.m.**



## MINUTES

Special Meeting Board of Library Trustees | Altadena Library District

Small Meeting Room – Main Library – July 29, 2019 – 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.

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### **1. Call to order, Roll Call, Public Comment**

**Call to Order: 5:04 p.m.**

**Roll Call: Trustee Kahn, Trustee Capell, Trustee Clark, Trustee Andruess, Trustee McMullins**

### **2. Closed Session**

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

1. PUBLIC EMPLOYMENT APPOINTMENT  
Pursuant to Government Code Section 54957  
TITLE: DISTRICT DIRECTOR

**The Board went into closed session from 5:05 to 6:43 p.m.**

### **3. Recess Into Open Session and Public Report of Any Reportable Action From Closed Session**

(Section 54960 et seq.)

**No Reportable Action**

### **4. Adjourn**

**Meeting Adjourned at 6:43 p.m.**





**BOARD OF LIBRARY TRUSTEES  
TECHNICAL SERVICES REPORT for July 2019**

**DEPARTMENT:** Technical Services  
**PREPARED BY:** Carlene Chiu

**MEETING DATE:** August 26, 2019  
**LOCATION:** Community Room

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This month we completed cataloging and processing about 100 children's bilingual books that have been sitting on a shelf downstairs that were from a grant. We started relabeling faded labels with our new fade-proof thermal transfer printer. The relabeling of the call number labels improve the shelf appeal of the books significantly.

The T.S. team worked to reshelv the non-fiction books from the gondolas back into the main non-fiction areas and relocate new books, biographies, large print, DVDs, video games, and the graphic novel sections. The T.S. team also worked with volunteers to shift the books.

Preparations with the collections are underway for the start of the new fiscal year. With the relocation of the books, new "new" locations were created to better describe where the books are located such as for new large print, CDs, world language, and audiobooks. These new locations in Koha will help patrons and staff better locate items. Vicky imputed these new locations in our vendor's (Baker & Taylor's) platform and into Koha. Vicky also imputed the new budget allocations according to book and genre type into Baker & Taylor and Koha.

There were 200 patron-initiated purchase requests made from June to early August! As ordering starts up, these items are given priority.

Lori (Library Clerk I who has a digitization certificate) and I have started to work on the DigiLab project. The goal of this project is to digitize the library archives. We obtained a scanner and an online platform to store and display archival content from the Southern California Library Cooperative.



Lori using the scanner to digitize the library's archives.



## BOARD OF LIBRARY TRUSTEES

### I.T. REPORT for July 2019

**DEPARTMENT:** Information Technology

**MEETING DATE:** July 26, 2019

**PREPARED BY:** Christopher Kellermeyer

**LOCATION:** Community Room

The Library has deployed five of the six IMacs purchased in June at the Main Library. With the 5 units now deployed at the Main Library, the Mac to the Max program on Fridays 1 p.m. to 4 p.m. will be discontinued. Instead, the program will be dedicated to VR demonstration, 3D printing, and technology Q&A. The Macbook Pro's that were received by two different grants between 2016 and 2018 will be deployed to staff to offset the overall cost of replacement of end of life staff workstations; the task of provisioning the Macbook Pro's will likely be completed in September.

The IMac destined for the Bob Lucas Branch has not been deployed due to incompatibility with the public print system in place at the Branch. We are working with our print system vendor to rectify this. After the IMac the Branch IMac is deployed, we will begin the upgrade of the six displaced Dell desktops' hard disk drives to solid state disks; then, replace the public computers in the Children's Department—on to administrative tasks.

There was a collective effort to apply for the Pasadena Community Foundation (PCF) Grant between the Altadena Library Foundation; Library Director Cindy Cleary; Marketing and Community Engagement Manager, Chloe Cavelier; and myself—special thanks to Mark Mariscal of the Library Foundation. The Library Foundation is seeking \$25,000 from PCF to assist in paying for two Microsoft Surface Hub 2S units that would significantly improve upon public collaboration, meeting, and study spaces at the Main Library. The following link will provide an excellent overview of the Surface Hub's capabilities: <https://www.youtube.com/watch?v=pbhNngw3a-Y>

#### Miscellaneous Notes:

- 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.
- The Library is evaluating digital holography for in house and external signage.
- CASF Broadband Adoption Grant is under review by the Grant Determination Committee; as a reminder, this is for 3 MakerBot Method 3D printers with a print supplies cash match and in-kind match via staff/volunteer hours. We have been pushed into the August submission group, and the determination is expected to be rendered in September.



**BOARD OF LIBRARY TRUSTEES  
FACILITIES REPORT for JULY 2019**

**DEPARTMENT: Facilities**

**PREPARED BY:** Jonathan Arevalo

**MEETING DATE: August 26, 2019**

**LOCATION:** Community Room

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**Facilities Highlights for the Month of July:**

The Facilities Department continued in the month of July to work on projects and issues that were brought up in our Facilities Assessment report and the normal day to day operations of the library.

New Bathroom Stall unit (panels, handicap door, hardware) has been replaced and installed in the Boy's bathroom in the Children's library area. Part of 2018 Facilities Report.

New emergency exit door lighting installed over exit doors leading to parking lot.

New outlets installed in facilities storage room and new GFCI's (Ground Fault Circuit Interrupters) outlets have been replaced in men's and women's restrooms. GFCI's upgrades in the public bathrooms was part of the 2108 Facilities Report.

Outdoor water connect and irrigation valve repaired and replaced by staff entrance area. The repair helped to prevent a tripping hazard.

Outdoor park benches in the large grass area by the upper bridge and benches at the reading park area at the west end of parking lot have been restored, refinished and sealed.

New outdoor receptacle Bell Boxes were replaced on the parking light poles and the tree planter at the Main Library parking lot due to vandalism.

As part of the process for the Architectural and Space Planning RFP, proposals were to be submitted to the ALD by July 15<sup>th</sup>. Five Firms responded with proposals and three Firms were select to proceed to the next phase of the RFP process which were interviews. Interviews took place on August 1<sup>st</sup> and results of the interviews will take place at the August Board meeting.

The Bob Lucas staff break room had a power outage and required new power outlets, dedicated circuits and breakers to facilitate the needs required for the staff room and the library as a whole.

Additional outlet receptacles were added to the Literacy Center area at the library.

**BOARD OF LIBRARY TRUSTEES  
BRANCH REPORT for July 2019****DEPARTMENT: Bob Lucas Branch**  
**PREPARED BY: Diana Wong****MEETING DATE: August 26, 2019**  
**LOCATION: Community Room**

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**Library Programs**

July was a great month here at Bob Lucas with 14 programs and 289 participants. We had wild animals, a spunky storyteller and a mad scientist visit the BL branch. But, the highlight of the summer season was brought to us by Leslie Lowes from JPL/NASA. This educator came with a wonderful activity that had kids and their caregivers building stomp rockets to celebrate the 50<sup>th</sup> anniversary of the Apollo Launch. Once the rockets were complete, we walked across the street to the Seventh Adventist Church to launch the bad boys. Our kids built sturdy rockets that flew at least 100 feet into the air. Thanks, Leslie! And as always, big THANKS to our lovely neighbors who always provides their space (inside and outside) available to our library patrons.



Our Family Film Friday brought in 19 movie goers to enjoy ice cream and the newly released *Dumbo* film. Our Adult Crafts program had another good month with 9 participants creating decorative magnets. We hope attendance for this program holds steady into the Fall and Winter season.

The Bob Lucas staff welcomed Aaron Kimbrell to the team this month. He went through a full training and is off to a great start as he is quick to learn library functions and is wonderful with our patrons.

**Literacy Services**

As I mentioned I last month's board report, June concluded the reporting year for literacy. The final report to the state is in the process of being completed, but I would love to share of some preliminary data that I have gathered for the report.

- 77% of active learners set at least one goal for themselves over 2018-2019 year
- 2 of 7 learners have met their goal of learning the alphabet, letters and sounds
- 3 of 9 learners have met their goal of reading a book, newspaper or magazine
- 2 of 6 learners have met their goal of writing a letter

**BOARD OF LIBRARY TRUSTEES  
ADULT SERVICES REPORT for July 2019**

**DEPARTMENT:** Adult Services  
**PREPARED BY:** Katie Sullivan

**MEETING DATE:** August 26, 2019  
**LOCATION:** Community Room

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**Programming Highlights:**

Adult Services offered 13 programs in the month of July with 179 attendees in total. The total amount is lower than other months due to Second Saturday being on hiatus.

One of our largest turn outs this month was "The History of Mars Exploration and My Life as a Martian" where Friends President Dr. Claire Newman talked about the history of Mars Exploration - from how early ideas, including canals and vegetation, were blown away when the first spacecraft images in the '60s showed a desert-like planet, to how we now live in a golden age of Mars science with six spacecraft in orbit, two active missions on the surface, and even more in the planning stages.

We also experimented with more passive programs, including a live stream of the eclipse on July 2. Passive activities at the library include puzzles, adult coloring pages, and chess.

**Information Services:**

The information desk was busy in July fielding 545 reference and 387 technical questions from library users.

**Art on Display:**

Throughout July, the Altadena Libraries have been proud to feature the work of local artists Marcos Reyes & Barney Patterson. Please join us for their reception on August 19, 2019 from 7:30-8:30.



Barney Patterson's Red Passions (left) and Marcos Reyes's (MREY) Untitled (right).







**BOARD OF LIBRARY TRUSTEES  
CHILDREN'S REPORT for July 2019**

**DEPARTMENT: Children's & Family Services**  
**PREPARED BY: Amanda Toledo**

**MEETING DATE: August 26, 2019**  
**LOCATION: Community Room**

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July was a literal blast for children that attended our paper rocket launch program with JPL and a figurative blast for the everyone else! As rockets soared high, so too did our program participation in the final weeks of summer. Summer programming ended July 26<sup>th</sup> and went out strong with a week of storytimes, Harry Potter trivia, and Mad Science.

We hosted 31 programs for 1,079 children and caregivers this July. In June we thought we'd smashed our summer program attendance record with 118 people, but Wild Wonders with their baby alligator, opossum, and hedgehog brought in 129 people who got to pet creatures both scaly and fluffy.

This month we also welcomed Helen Cate to the Children's & Family Services team! Helen began her journey as a library page with the Altadena Library and worked her way up to a clerk position, she joins the department as our new library associate. Helen came into her role with enthusiasm and a can-do attitude. She conducted her first storytime the last week of summer and a patron made note to staff members about how great it was! Helen is currently working on her masters through the San Jose program and is on track to become a wonderful youth services librarian.

In early August we prepared for the return of Fall programming and attended a Back to School night event hosted by Jackson Elementary's PTA group. At the event we were able to speak with 86 people about the services the library offers such as the volunteer-run homework helpers and fun upcoming programs like our end of summer movie August 17<sup>th</sup> and STEM programs through the NASA @ My Library grant.

We'd like to extend a massive thank you to our teen volunteers, the facilities team of Jonathan Arevalo, Gerardo Avila, and Ricardo Loza, as well as Quarece Martinez and Alice Wynne in adult services for helping us power through this busy summer, bringing excellent services to our community while we are short staffed. We received a great compliment from the JPL representative who said, "I'll let people know if you want a well-run and organized event, go to the Altadena Library." Such praise and services would not have been possible without the teamwork and support from them and other incredible staff members!



**BOARD OF LIBRARY TRUSTEES  
VOLUNTEER REPORT for JULY 2019**

**DEPARTMENT: VOLUNTEERS**  
**PREPARED BY:** Yuni LaFontaine

**MEETING DATE:** August, 2019  
**LOCATION:** Community Room

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Thank you to all the volunteers and staff members who helped to keep volunteer activities and engagement running smoothly while I was out of the country for most of July. We are fortunate to have a fabulous and dedicated group of community members, who support our library in many ways.

**Volunteer Hours at The Altadena Library District**

**Total Hours: 338**

<b>Activity</b>	<b>Hours</b>
Altadena Library Board of Trustees	52.5
Altadena Library Foundation Board	4.5
Children's Activities	15
Circulation Office	24
Fab Lab/3D Printing	33
Friends of The Altadena Library	165.5
Shelving Books	26
Summer Programs	13
Summer Reading Sign Ups	3
Taste of Dena Planning	1.5

54 Volunteers worked 338 Hours in the month of July

11 Teen volunteers worked 84 hours in July.

43 Adults worked 254 hours in July.

Each volunteer served an average of 6.259 hours for The Altadena Library District.



## DIRECTOR'S REPORT

August 26, 2019

**SUBJECT:** General Operations

**PREPARED BY:** Cindy Cleary

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### **Personnel:**

Recruitments are underway for a Library Manager for Children and Family Services, a Library Manager for Adult Services, a Library Associate for the Children's Department, and a Library Page. We recently subscribed to *Government Jobs*, a job search engine that is widely used by Federal, State and City agencies. This will substantially extend our reach to potential candidates.

### **24/7 Library:**

E-cards are now available to patrons who would like to access our online products but do not have the time to visit the library. E-cards will allow access to an array of electronic books, magazines, newspapers and databases that assist with general reference, homework, and more.

### **Passport Services:**

We are working with the Passport Services staff to review their business model with the idea of increasing revenue. Anticipated 2018/19 revenue is \$116,745. Costs for salaries and benefits, not including overhead, was \$99,654, with a net of \$17,091. While Altadena's revenue has grown over the last several years from a low of \$67,000 in 2015, we are far below the revenue earned at other comparable libraries.

Over the last several months libraries with passport services were contacted and a comparative analysis was completed revealing that there are measures that ALD can take to increase revenue. To that end the following changes have either been implemented or will be put in place over the next several months:

- Transition to an in-house phone service resulted in fewer misdirected calls and more accurate information being given to patrons.
- Expansion of service to walk-ins
- Signage improvements
- Increased advertising via print, online and social media
- A more prominent presence on the website
- Staff training and development of a cheat sheet outlining all the requirements
- Consideration of certifying additional in-house agents to handle any overflow and cover leaves

With the few changes already in place the first two weeks in August saw a substantial jump in revenue to \$7,465. This is only \$2,264 shy of the monthly average of \$9,729. Kudos to the Passport Services staff!



**Furniture:**

The ergonomic chairs are being enjoyed by staff and we are in the process of selling the surplus. The first sale was held on Saturday, August 17 with approximately \$300 earned on behalf of the Friends of the Altadena Library.



**DIRECTOR'S REPORT**  
August 26, 2019

**SUBJECT:** Statistical Summary–Fiscal Year 2018/19

**PREPARED BY:** Cindy Cleary

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The following is a preliminary summary of statistical indicators for Main and Bob Lucas for fiscal year 2018/19. These statistics are reported annually to the California State Library. The full report, including statistics by site, will be shared with the Board at a later date.

Registered users: 21,975

Book Titles Added: 7,886

Books Added: 11,827

Books Held: 64,618

Library Visits: 183,646

Reference Questions: 3,231

Preschool Programs: 276  
• Attendance: 5,607

School Age Programs: 151  
• Attendance: 2,643

Young Adult Programs: 99  
• Attendance: 686

Adult Programs: 142  
• Attendance: 3614

Offsite Programs: 44  
• Attendance: 1,378

Wireless Sessions: 84,042

Annual Users of Public Internet Computers: 117,311



**BOARD OF LIBRARY TRUSTEES  
STAFF REPORT**

**DEPARTMENT:** Administration

**MEETING DATE:** August 26, 2019

**PREPARED BY:** Nicole Fabry

**LOCATION:** Community Room

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**TITLE: Summary Report of Financial Statements for June 2019**

**June 2019 FINANCIAL STATEMENTS**

The following financial reports are for the month of June 2019. The financial statements are unaudited.

As indicated on this report, actual year-to-date expenditures exceed actual year-to-date revenues reflecting a net income of -\$348,795.73. ALD cash and cash equivalents are \$2,878,723.19.

ALD total assets equal \$4,518,155.13.

**REVENUE HIGHLIGHTS**

In June the District took in \$9,580 in passports revenue, \$1,250 in film rental revenue, and \$45,308.62 in property tax revenue.

Final budget figures for fiscal year 18-19 will be available pending the financial audit.

**PAYMENTS FROM SUPPORT ORGANIZATIONS**

In June 2019 the Friends of the Altadena Library presented a check for \$11,500.

**EXPENDITURE HIGHLIGHTS**

In June 2019 the District made its annual payment to the California Employers' Retiree Benefit Trust (CERBT) in the amount of \$59,000, satisfying our explicit subsidy portion of the Other Post Employment Benefit (OPEB) liability.

**Altadena Library District**  
**Profit & Loss Prev Year Comparison**  
**June 2019**

	Jun 19	Jun 18	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>DONATIONS AND GRANTS</b>				
4710 · Friends of the Library	10,861.75	12,000.00	(1,138.25)	(9.5)%
4730 · Undesignated	5.05		5.05	100.0%
4750 · Cal State Library		1,824.00	(1,824.00)	(100.0)%
<b>Total DONATIONS AND GRANTS</b>	10,866.80	13,824.00	(2,957.20)	(21.4)%
<b>FINES &amp; FEES</b>				
4305 · Fees	1,264.35	337.12	927.23	275.0%
4310 · MFM / Printer Revenue	993.93	291.20	702.73	241.3%
4340 · Passport Services Fees	9,580.00	5,140.00	4,440.00	86.4%
4350 · Sales of Products	45.00	52.00	(7.00)	(13.5)%
<b>Total FINES &amp; FEES</b>	11,883.28	5,820.32	6,062.96	104.2%
<b>INTEREST INCOME &amp; ADJUSTMENTS</b>				
4210 · Chase Bank	1.21	30.96	(29.75)	(96.1)%
4221 · FMV COLA		(36,277.88)	36,277.88	100.0%
<b>Total INTEREST INCOME &amp; ADJUSTMENTS</b>	1.21	(36,246.92)	36,248.13	100.0%
<b>OTHER REVENUE &amp; ADJUSTMENT</b>				
4915 · Film Rental Revenue	1,250.00		1,250.00	100.0%
<b>Total OTHER REVENUE &amp; ADJUSTMENT</b>	1,250.00		1,250.00	100.0%
<b>PROPERTY TAXES</b>				
4010 · Current-Year Secured				
4010.00 · Current Secured		139,274.89	(139,274.89)	(100.0)%
4010.01 · Revenue Residual	27,394.82	25,526.67	1,868.15	7.3%
4010.02 · Statutory Revenue	2,709.56	2,271.68	437.88	19.3%
<b>Total 4010 · Current-Year Secured</b>	30,104.38	167,073.24	(136,968.86)	(82.0)%
4020 · Current-Year Unsecured				
4020.00 · Current Unsecured		15,423.12	(15,423.12)	(100.0)%
<b>Total 4020 · Current-Year Unsecured</b>		15,423.12	(15,423.12)	(100.0)%
4050 · Homeowners Exemption	2,033.75	2,082.30	(48.55)	(2.3)%
4060 · Special Assessment				
4060.01 · Per Parcel Benefit Assessment		33,261.68	(33,261.68)	(100.0)%
<b>Total 4060 · Special Assessment</b>		33,261.68	(33,261.68)	(100.0)%
4070 · Supplemental Current				
4010.03 · SB 813 Supplemental	8,215.56	3,608.93	4,606.63	127.7%
<b>Total 4070 · Supplemental Current</b>	8,215.56	3,608.93	4,606.63	127.7%
4220 · County Interest Allocation	4,954.93	16,855.11	(11,900.18)	(70.6)%
<b>Total PROPERTY TAXES</b>	45,308.62	238,304.38	(192,995.76)	(81.0)%
<b>Total Income</b>	69,309.91	221,701.78	(152,391.87)	(68.7)%
<b>Expense</b>				
<b>CAPITAL EXPENSE</b>				
7310 · Equipment, Furniture & Fixtures	8,518.24		8,518.24	100.0%
7320 · Structures & Improvements	42,007.78		42,007.78	100.0%
7399 · Capitalized Expenditures		(89,983.23)	89,983.23	100.0%
<b>Total CAPITAL EXPENSE</b>	50,526.02	(89,983.23)	140,509.25	156.2%
<b>DEPRECIATION EXPENSE</b>				
7700 · Depreciation Expense		101,176.99	(101,176.99)	(100.0)%
<b>Total DEPRECIATION EXPENSE</b>		101,176.99	(101,176.99)	(100.0)%

**Altadena Library District**  
**Profit & Loss Prev Year Comparison**  
**June 2019**

	Jun 19	Jun 18	\$ Change	% Change
<b>FACILITIES, GROUNDS &amp; MAINT.</b>				
7205 · Maintenance Contracts		3,900.00	(3,900.00)	(100.0)%
7210 · Building Maint & Repairs	6,331.24	3,965.05	2,366.19	59.7%
7220 · Landscape	577.82	478.42	99.40	20.8%
<b>Total FACILITIES, GROUNDS &amp; MAINT.</b>	<b>6,909.06</b>	<b>8,343.47</b>	<b>(1,434.41)</b>	<b>(17.2)%</b>
<b>LIBRARY MATERIALS</b>				
6115 · Electronic Databases & Subscrip	589.39	12,012.96	(11,423.57)	(95.1)%
6120 · Books	16,728.65	64,575.07	(47,846.42)	(74.1)%
6125 · Audio CD	693.83	8,152.55	(7,458.72)	(91.5)%
6130 · DVD's & Videogames	445.79	8,622.66	(8,176.87)	(94.8)%
6135 · Processing of Materials	1,530.21	23,261.56	(21,731.35)	(93.4)%
6140 · Periodicals	1,080.86	1,191.40	(110.54)	(9.3)%
6155 · Library of Things	234.18	234.18	234.18	100.0%
<b>Total LIBRARY MATERIALS</b>	<b>21,302.91</b>	<b>117,816.20</b>	<b>(96,513.29)</b>	<b>(81.9)%</b>
<b>OPERATING EXPENSES</b>				
<b>ADVERTISING &amp; MARKETING</b>				
6618 · Recruitment	173.25		173.25	100.0%
6627 · Advertising / Marketing	577.11	360.52	216.59	60.1%
<b>Total ADVERTISING &amp; MARKETING</b>	<b>750.36</b>	<b>360.52</b>	<b>389.84</b>	<b>108.1%</b>
<b>Fees</b>				
6745 · Banking & Service Fees	120.56	134.26	(13.70)	(10.2)%
6746 · Payroll Fees	790.00	790.00		
<b>Total Fees</b>	<b>910.56</b>	<b>924.26</b>	<b>(13.70)</b>	<b>(1.5)%</b>
<b>STAFF COSTS &amp; PROF. DEVELOPMENT</b>				
6625 · Training & Education		90.00	(90.00)	(100.0)%
6626 · Staff Recognition	(182.47)	64.75	(247.22)	(381.8)%
6710 · Meetings & Travel	334.41	310.27	24.14	7.8%
6730 · Mileage & Parking Reimbursement	411.94	(553.54)	965.48	174.4%
<b>Total STAFF COSTS &amp; PROF. DEVELOPMENT</b>	<b>563.88</b>	<b>(88.52)</b>	<b>652.40</b>	<b>737.0%</b>
<b>UTILITIES</b>				
6920 · Electricity	2,276.16	6,397.37	(4,121.21)	(64.4)%
6930 · Natural Gas	463.56	628.28	(164.72)	(26.2)%
6940 · Water & Sewage	53.45	376.33	(322.88)	(85.8)%
6950 · Refuse	659.45	467.20	192.25	41.2%
<b>Total UTILITIES</b>	<b>3,452.62</b>	<b>7,869.18</b>	<b>(4,416.56)</b>	<b>(56.1)%</b>
6620 · Membership Dues & Subscriptions		292.24	(292.24)	(100.0)%
6740 · Postage & Delivery	625.50	1,207.73	(582.23)	(48.2)%
6750 · Printing & Reproduction		179.54	(179.54)	(100.0)%
6755 · Small Equipment	407.30	2,150.21	(1,742.91)	(81.1)%
6765 · Janitorial Supplies	638.06	4,895.26	(4,257.20)	(87.0)%
6770 · Operating Supplies	1,113.54	3,898.70	(2,785.16)	(71.4)%
6780 · Operating Software	24.99	24.99		
6960 · Sales of Products		134.59	(134.59)	(100.0)%
6970 · Equipment Lease & Rental	(3,350.21)	3,277.57	(6,627.78)	(202.2)%
<b>Total OPERATING EXPENSES</b>	<b>5,136.60</b>	<b>25,126.27</b>	<b>(19,989.67)</b>	<b>(79.6)%</b>
<b>PERSONNEL RELATED EXPENSES</b>				
<b>5000 · SALARIES &amp; WAGES</b>				
5010 · Salaried	17,978.40	53,006.34	(35,027.94)	(66.1)%
5020 · Hourly	133,898.29	163,212.16	(29,313.87)	(18.0)%
5030 · Change in Vacation Payable		19,251.49	(19,251.49)	(100.0)%
<b>Total 5000 · SALARIES &amp; WAGES</b>	<b>151,876.69</b>	<b>235,469.99</b>	<b>(83,593.30)</b>	<b>(35.5)%</b>
5100 · Employer-Portion Taxes/Benefits				
5120 · Payroll Taxes (ER)	11,623.67	16,523.15	(4,899.48)	(29.7)%

**Altadena Library District**  
**Profit & Loss Prev Year Comparison**  
**June 2019**

	Jun 19	Jun 18	\$ Change	% Change
<b>5210 · PERS Retirement</b>				
5210.01 · CalPers CLASSIC (ER Contr)	841.09	4,170.80	(3,329.71)	(79.8)%
5210.02 · CalPers PEPRA (ER Contr)	2,716.60	12,782.46	(10,065.86)	(78.8)%
5218 · PERS Unfunded		7,650.49	(7,650.49)	(100.0)%
5219 · GASB 68 Pension expense (income)		93,565.00	(93,565.00)	(100.0)%
<b>Total 5210 · PERS Retirement</b>	3,557.69	118,168.75	(114,611.06)	(97.0)%
<b>5222 · OPEB Contribution</b>	59,000.00		59,000.00	100.0%
<b>5223 · GASB 75 OPEB Expense</b>		154,721.00	(154,721.00)	(100.0)%
<b>Total 5100 · Employer-Portion Taxes/Benefits</b>	74,181.36	289,412.90	(215,231.54)	(74.4)%
<b>5200 · Insurance</b>				
5220 · Health Insurance	9,641.66	10,839.54	(1,197.88)	(11.1)%
5221 · Health Insurance - Retirees	5,975.61	(68,024.00)	73,999.61	108.8%
5230 · Dental Insurance	1,156.54	1,380.01	(223.47)	(16.2)%
5240 · Vision Insurance	345.50	337.12	8.38	2.5%
5260 · Life Insurance	117.39	138.45	(21.06)	(15.2)%
5270 · Workers' Compensation		3,630.14	(3,630.14)	(100.0)%
<b>Total 5200 · Insurance</b>	17,236.70	(51,698.74)	68,935.44	133.3%
<b>Total PERSONNEL RELATED EXPENSES</b>	243,294.75	473,184.15	(229,889.40)	(48.6)%
<b>PROFESSIONAL &amp; TECHNICAL</b>				
<b>INFORMATION TECHNOLOGY (IT)</b>				
7170 · Telecommunications	1,059.99	1,359.13	(299.14)	(22.0)%
7175 · Internet Service / E-Rate		(26,106.96)	26,106.96	100.0%
7180 · Technology Equipment	2,046.65	5,401.41	(3,354.76)	(62.1)%
7185 · Technology Maintenance Fees		3,010.00	(3,010.00)	(100.0)%
<b>Total INFORMATION TECHNOLOGY (IT)</b>	3,106.64	(16,336.42)	19,443.06	119.0%
<b>PROFESSIONAL SERVICES</b>				
7125 · Audit and Financial Consulting		9,491.60	(9,491.60)	(100.0)%
7130 · Legal Fees	14,917.89	60,085.55	(45,167.66)	(75.2)%
7140 · Architectural & Engineering		7,445.00	(7,445.00)	(100.0)%
7145 · Collection Agency	563.85	474.35	89.50	18.9%
7155 · Consultants - Other	9,007.69	6,103.46	2,904.23	47.6%
<b>Total PROFESSIONAL SERVICES</b>	24,489.43	83,599.96	(59,110.53)	(70.7)%
<b>Total PROFESSIONAL &amp; TECHNICAL</b>	27,596.07	67,263.54	(39,667.47)	(59.0)%
<b>PROGRAMS</b>				
6200 · Youth Services	1,672.03	2,099.32	(427.29)	(20.4)%
6210 · Teen Services	192.41	2,472.81	(2,280.40)	(92.2)%
6220 · Adult Services	1,300.17	3,076.20	(1,776.03)	(57.7)%
6230 · Bob Lucas Branch Services	598.81	41.72	557.09	1,335.3%
6240 · Literacy Services	65.70	115.18	(49.48)	(43.0)%
6260 · Summer Reading	24.95		24.95	100.0%
<b>Total PROGRAMS</b>	3,854.07	7,805.23	(3,951.16)	(50.6)%
<b>Total Expense</b>	358,619.48	710,732.62	(352,113.14)	(49.5)%
<b>Net Ordinary Income</b>	(289,309.57)	(489,030.84)	199,721.27	40.8%
<b>Net Income</b>	<b>(289,309.57)</b>	<b>(489,030.84)</b>	<b>199,721.27</b>	<b>40.8%</b>

**Altadena Library District**  
**Profit & Loss**  
 June 2019

	Jun 19
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>DONATIONS AND GRANTS</b>	
4710 · Friends of the Library	10,861.75
4730 · Undesignated	5.05
<b>Total DONATIONS AND GRANTS</b>	10,866.80
<b>FINES &amp; FEES</b>	
4305 · Fees	1,264.35
4310 · MFM / Printer Revenue	993.93
4340 · Passport Services Fees	9,580.00
4350 · Sales of Products	45.00
<b>Total FINES &amp; FEES</b>	11,883.28
<b>INTEREST INCOME &amp; ADJUSTMENTS</b>	
4210 · Chase Bank	1.21
<b>Total INTEREST INCOME &amp; ADJUSTMENTS</b>	1.21
<b>OTHER REVENUE &amp; ADJUSTMENT</b>	
4915 · Film Rental Revenue	1,250.00
<b>Total OTHER REVENUE &amp; ADJUSTMENT</b>	1,250.00
<b>PROPERTY TAXES</b>	
4010 · Current-Year Secured	
4010.01 · Revenue Residual	27,394.82
4010.02 · Statutory Revenue	2,709.56
<b>Total 4010 · Current-Year Secured</b>	30,104.38
4050 · Homeowners Exemption	2,033.75
4070 · Supplemental Current	
4010.03 · SB 813 Supplemental	8,215.56
<b>Total 4070 · Supplemental Current</b>	8,215.56
4220 · County Interest Allocation	4,954.93
<b>Total PROPERTY TAXES</b>	45,308.62
<b>Total Income</b>	69,309.91
<b>Expense</b>	
<b>CAPITAL EXPENSE</b>	
7310 · Equipment, Furniture & Fixtures	8,518.24
7320 · Structures & Improvements	42,007.78
<b>Total CAPITAL EXPENSE</b>	50,526.02
<b>FACILITIES, GROUNDS &amp; MAINT.</b>	
7210 · Building Maint & Repairs	6,331.24
7220 · Landscape	577.82
<b>Total FACILITIES, GROUNDS &amp; MAINT.</b>	6,909.06
<b>LIBRARY MATERIALS</b>	
6115 · Electronic Databases & Subscrip	589.39
6120 · Books	16,728.65
6125 · Audio CD	693.83
6130 · DVD's & Videogames	445.79
6135 · Processing of Materials	1,530.21
6140 · Periodicals	1,080.86
6155 · Library of Things	234.18
<b>Total LIBRARY MATERIALS</b>	21,302.91

## Altadena Library District

## Profit &amp; Loss

08/21/19

June 2019

Accrual Basis

	Jun 19
<b>OPERATING EXPENSES</b>	
<b>ADVERTISING &amp; MARKETING</b>	
6618 · Recruitment	173.25
6627 · Advertising / Marketing	577.11
<b>Total ADVERTISING &amp; MARKETING</b>	750.36
<b>Fees</b>	
6745 · Banking & Service Fees	120.56
6746 · Payroll Fees	790.00
<b>Total Fees</b>	910.56
<b>STAFF COSTS &amp; PROF. DEVELOPMENT</b>	
6626 · Staff Recognition	(182.47)
6710 · Meetings & Travel	334.41
6730 · Mileage & Parking Reimbursement	411.94
<b>Total STAFF COSTS &amp; PROF. DEVELOPMENT</b>	563.88
<b>UTILITIES</b>	
6920 · Electricity	2,276.16
6930 · Natural Gas	463.56
6940 · Water & Sewage	53.45
6950 · Refuse	659.45
<b>Total UTILITIES</b>	3,452.62
6740 · Postage & Delivery	625.50
6755 · Small Equipment	407.30
6765 · Janitorial Supplies	638.06
6770 · Operating Supplies	1,113.54
6780 · Operating Software	24.99
6970 · Equipment Lease & Rental	(3,350.21)
<b>Total OPERATING EXPENSES</b>	5,136.60
<b>PERSONNEL RELATED EXPENSES</b>	
<b>5000 · SALARIES &amp; WAGES</b>	
5010 · Salaried	17,978.40
5020 · Hourly	133,898.29
<b>Total 5000 · SALARIES &amp; WAGES</b>	151,876.69
<b>5100 · Employer-Portion Taxes/Benefits</b>	
5120 · Payroll Taxes (ER)	11,623.67
<b>5210 · PERS Retirement</b>	
5210.01 · CalPers CLASSIC (ER Contr)	841.09
5210.02 · CalPers PEPRA (ER Contr)	2,716.60
<b>Total 5210 · PERS Retirement</b>	3,557.69
5222 · OPEB Contribution	59,000.00
<b>Total 5100 · Employer-Portion Taxes/Benefits</b>	74,181.36
<b>5200 · Insurance</b>	
5220 · Health Insurance	9,641.66
5221 · Health Insurance - Retirees	5,975.61
5230 · Dental Insurance	1,156.54
5240 · Vision Insurance	345.50
5260 · Life Insurance	117.39
<b>Total 5200 · Insurance</b>	17,236.70
<b>Total PERSONNEL RELATED EXPENSES</b>	243,294.75



Altadena Library District  
Profit & Loss  
June 2019

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	Jun 19
<b>PROFESSIONAL &amp; TECHNICAL</b>	
<b>INFORMATION TECHNOLOGY (IT)</b>	
7170 · Telecommunications	1,059.99
7180 · Technology Equipment	2,046.65
<b>Total INFORMATION TECHNOLOGY (IT)</b>	3,106.64
<b>PROFESSIONAL SERVICES</b>	
7130 · Legal Fees	14,917.89
7145 · Collection Agency	563.85
7155 · Consultants - Other	9,007.69
<b>Total PROFESSIONAL SERVICES</b>	24,489.43
<b>Total PROFESSIONAL &amp; TECHNICAL</b>	27,596.07
<b>PROGRAMS</b>	
6200 · Youth Services	1,672.03
6210 · Teen Services	192.41
6220 · Adult Services	1,300.17
6230 · Bob Lucas Branch Services	598.81
6240 · Literacy Services	65.70
6260 · Summer Reading	24.95
<b>Total PROGRAMS</b>	3,854.07
<b>Total Expense</b>	358,619.48
<b>Net Ordinary Income</b>	(289,309.57)
<b>Net Income</b>	<u>(289,309.57)</u>

**Altadena Library District**  
**Profit & Loss Budget vs. Actual**  
**July 2018 through June 2019**

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>DONATIONS AND GRANTS</b>				
4705 · Altadena Library Foundation	5,000.00	10,000.00	(5,000.00)	50.0%
4710 · Friends of the Library	22,500.00	24,000.00	(1,500.00)	93.8%
4730 · Undesignated	336.20	2,000.00	(1,663.80)	16.8%
4735 · Designated		1,000.00	(1,000.00)	
4740 · CA Library Literacy Services		15,000.00	(15,000.00)	
4750 · Cal State Library	18,000.00	20,000.00	(2,000.00)	90.0%
4755 · HUD Grant				
<b>Total DONATIONS AND GRANTS</b>	<b>45,836.20</b>	<b>72,000.00</b>	<b>(26,163.80)</b>	<b>63.7%</b>
<b>FINES &amp; FEES</b>				
4305 · Fees	4,739.03	6,000.00	(1,260.97)	79.0%
4310 · MFM / Printer Revenue	11,820.11	8,000.00	3,820.11	147.8%
4340 · Passport Services Fees	113,824.95	120,000.00	(6,175.05)	94.9%
4350 · Sales of Products	1,030.00	3,000.00	(1,970.00)	34.3%
4810 · Community Room Fees	580.00		580.00	100.0%
<b>Total FINES &amp; FEES</b>	<b>131,994.09</b>	<b>137,000.00</b>	<b>(5,005.91)</b>	<b>96.3%</b>
<b>INTEREST INCOME &amp; ADJUSTMENTS</b>				
4210 · Chase Bank	168.77	400.00	(231.23)	42.2%
<b>Total INTEREST INCOME &amp; ADJUSTMENTS</b>	<b>168.77</b>	<b>400.00</b>	<b>(231.23)</b>	<b>42.2%</b>
<b>OTHER REVENUE &amp; ADJUSTMENT</b>				
4910 · Miscellaneous Income	1,100.00		1,100.00	100.0%
4915 · Film Rental Revenue	7,050.00	4,000.00	3,050.00	176.3%
4920 · Reimbursements	400.55			
4930 · E-Rate Revenue				
4940 · Transfer in from Reserves				
4999 · Credit Card Rebates	5,000.00	4,600.00	400.00	108.7%
<b>Total OTHER REVENUE &amp; ADJUSTMENT</b>	<b>13,550.55</b>	<b>8,600.00</b>	<b>4,950.55</b>	<b>157.6%</b>
<b>PROPERTY TAXES</b>				
<b>4010 · Current-Year Secured</b>				
4010.00 · Current Secured	2,414,259.34	2,415,000.00	(740.66)	100.0%
4010.01 · Revenue Residual	44,374.42	40,000.00	4,374.42	110.9%
4010.02 · Statutory Revenue	5,419.13		5,419.13	100.0%
<b>Total 4010 · Current-Year Secured</b>	<b>2,464,052.89</b>	<b>2,455,000.00</b>	<b>9,052.89</b>	<b>100.4%</b>
<b>4020 · Current-Year Unsecured</b>				
4020.00 · Current Unsecured	84,437.18	85,000.00	(562.82)	99.3%
4020 · Current-Year Unsecured - Other				
<b>Total 4020 · Current-Year Unsecured</b>	<b>84,437.18</b>	<b>85,000.00</b>	<b>(562.82)</b>	<b>99.3%</b>
<b>4030 · Prior-Year Secured</b>				
4030.00 · Prior Secured	(3,146.18)	35,000.00	(38,146.18)	(9.0)%
4030.01 · Secured Refunds				
4030.02 · Statutory Revenue				
4030.04 · Property Tax Penalties				
4030.05 · Secured Tax Refunds	(40,520.21)	(30,000.00)	(10,520.21)	135.1%
<b>Total 4030 · Prior-Year Secured</b>	<b>(43,666.39)</b>	<b>5,000.00</b>	<b>(48,666.39)</b>	<b>(873.3)%</b>
<b>4040 · Prior-Year Unsecured</b>				
4040.00 · Prior Unsecured	(6,559.01)	10,000.00	(16,559.01)	(65.6)%
<b>Total 4040 · Prior-Year Unsecured</b>	<b>(6,559.01)</b>	<b>10,000.00</b>	<b>(16,559.01)</b>	<b>(65.6)%</b>
4050 · Homeowners Exemption	13,558.28	15,000.00	(1,441.72)	90.4%

**Altadena Library District**  
**Profit & Loss Budget vs. Actual**  
**July 2018 through June 2019**

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
<b>4060 · Special Assessment</b>				
4060.01 · Per Parcel Benefit Assessment	832,799.08	828,000.00	4,799.08	100.6%
4060.02 · Direct Assessments	(1,568.16)		(1,568.16)	100.0%
4060 · Special Assessment - Other				
<b>Total 4060 · Special Assessment</b>	<b>831,230.92</b>	<b>828,000.00</b>	<b>3,230.92</b>	<b>100.4%</b>
<b>4070 · Supplemental Current</b>				
4010.03 · SB 813 Supplemental	38,905.56		38,905.56	100.0%
<b>Total 4070 · Supplemental Current</b>	<b>38,905.56</b>		<b>38,905.56</b>	<b>100.0%</b>
<b>4075 · Supplemental Prior</b>				
4030.03 · SB 813 Redemption	2,591.55	5,000.00	(2,408.45)	51.8%
<b>Total 4075 · Supplemental Prior</b>	<b>2,591.55</b>	<b>5,000.00</b>	<b>(2,408.45)</b>	<b>51.8%</b>
<b>4080 · Penalties, Interest &amp; Costs-Ref</b>	<b>10,988.89</b>	<b>10,000.00</b>	<b>988.89</b>	<b>109.9%</b>
<b>4220 · County Interest Allocation</b>	<b>35,599.52</b>	<b>20,000.00</b>	<b>15,599.52</b>	<b>178.0%</b>
<b>4250 · Change in Property Tax Accrual</b>				
<b>Total PROPERTY TAXES</b>	<b>3,431,139.39</b>	<b>3,433,000.00</b>	<b>(1,860.61)</b>	<b>99.9%</b>
<b>Total Income</b>	<b>3,622,689.00</b>	<b>3,651,000.00</b>	<b>(28,311.00)</b>	<b>99.2%</b>
<b>Expense</b>				
<b>CAPITAL EXPENSE</b>				
7310 · Equipment, Furniture & Fixtures	56,556.94	40,000.00	16,556.94	141.4%
7320 · Structures & Improvements	61,858.78	50,000.00	11,858.78	123.7%
<b>Total CAPITAL EXPENSE</b>	<b>118,415.72</b>	<b>90,000.00</b>	<b>28,415.72</b>	<b>131.6%</b>
<b>FACILITIES, GROUNDS &amp; MAINT.</b>				
7205 · Maintenance Contracts	9,612.84	15,000.00	(5,387.16)	64.1%
7210 · Building Maint & Repairs	31,497.15	25,000.00	6,497.15	126.0%
7220 · Landscape	16,671.56	18,000.00	(1,328.44)	92.6%
<b>Total FACILITIES, GROUNDS &amp; MAINT.</b>	<b>57,781.55</b>	<b>58,000.00</b>	<b>(218.45)</b>	<b>99.6%</b>
<b>LIBRARY MATERIALS</b>				
6110 · Cataloging Expenses	18,454.55	22,000.00	(3,545.45)	83.9%
6115 · Electronic Databases & Subscrip	14,999.44	25,000.00	(10,000.56)	60.0%
6120 · Books	129,534.03	130,000.00	(465.97)	99.6%
6125 · Audio CD	9,207.58	15,000.00	(5,792.42)	61.4%
6130 · DVD's & Videogames	23,543.43	25,000.00	(1,456.57)	94.2%
6135 · Processing of Materials	36,859.24	40,000.00	(3,140.76)	92.1%
6140 · Periodicals	12,358.23	18,000.00	(5,641.77)	68.7%
6150 · Downloadables	15,147.91	18,000.00	(2,852.09)	84.2%
6155 · Library of Things	453.17	5,000.00	(4,546.83)	9.1%
<b>Total LIBRARY MATERIALS</b>	<b>260,557.58</b>	<b>298,000.00</b>	<b>(37,442.42)</b>	<b>87.4%</b>
<b>MISCELLANEOUS EXPENSE</b>				
7510 · Miscellaneous Expense				
7540 · Trustee Election	77,770.45	60,000.00	17,770.45	129.6%
<b>Total MISCELLANEOUS EXPENSE</b>	<b>77,770.45</b>	<b>60,000.00</b>	<b>17,770.45</b>	<b>129.6%</b>
<b>OPERATING EXPENSES</b>				
<b>ADVERTISING &amp; MARKETING</b>				
6618 · Recruitment	577.50	500.00	77.50	115.5%
6627 · Advertising / Marketing	6,447.68	6,500.00	(52.32)	99.2%
<b>Total ADVERTISING &amp; MARKETING</b>	<b>7,025.18</b>	<b>7,000.00</b>	<b>25.18</b>	<b>100.4%</b>

**Altadena Library District**  
**Profit & Loss Budget vs. Actual**  
**July 2018 through June 2019**

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
<b>Fees</b>				
6745 · Banking & Service Fees	2,025.77	2,000.00	25.77	101.3%
6746 · Payroll Fees	9,480.00	12,000.00	(2,520.00)	79.0%
7530 · County Tax Collection Fees	33,235.82	35,000.00	(1,764.18)	95.0%
<b>Total Fees</b>	<b>44,741.59</b>	<b>49,000.00</b>	<b>(4,258.41)</b>	<b>91.3%</b>
<b>INSURANCE</b>				
6430 · Insurance-Gen, Prop, Liab, Eq	26,138.73	45,000.00	(18,861.27)	58.1%
6432 · Earthquake Insurance	18,550.00		18,550.00	100.0%
<b>Total INSURANCE</b>	<b>44,688.73</b>	<b>45,000.00</b>	<b>(311.27)</b>	<b>99.3%</b>
<b>STAFF COSTS &amp; PROF. DEVELOPMENT</b>				
6623 · Trustee Prof. Development	830.60		830.60	100.0%
6625 · Training & Education	7,799.12	12,000.00	(4,200.88)	65.0%
6626 · Staff Recognition	3,130.74	4,500.00	(1,369.26)	69.6%
6710 · Meetings & Travel	6,988.89	10,000.00	(3,011.11)	69.9%
6730 · Mileage & Parking Reimbursement	1,353.63	1,000.00	353.63	135.4%
<b>Total STAFF COSTS &amp; PROF. DEVELOPMENT</b>	<b>20,102.98</b>	<b>27,500.00</b>	<b>(7,397.02)</b>	<b>73.1%</b>
<b>UTILITIES</b>				
6920 · Electricity	30,935.93	35,000.00	(4,064.07)	88.4%
6930 · Natural Gas	4,732.72	5,000.00	(267.28)	94.7%
6940 · Water & Sewage	4,578.08	5,000.00	(421.92)	91.6%
6950 · Refuse	6,137.97	5,000.00	1,137.97	122.8%
<b>Total UTILITIES</b>	<b>46,384.70</b>	<b>50,000.00</b>	<b>(3,615.30)</b>	<b>92.8%</b>
6620 · Membership Dues & Subscriptions	11,932.76	13,000.00	(1,067.24)	91.8%
6628 · Volunteer Recognition	1,329.71			
6740 · Postage & Delivery	7,536.32	9,000.00	(1,463.68)	83.7%
6750 · Printing & Reproduction	5,602.98	10,000.00	(4,397.02)	56.0%
6755 · Small Equipment	5,820.20	10,000.00	(4,179.80)	58.2%
6765 · Janitorial Supplies	7,909.33	10,000.00	(2,090.67)	79.1%
6770 · Operating Supplies	23,016.43	25,000.00	(1,983.57)	92.1%
6780 · Operating Software	2,001.76	1,500.00	501.76	133.5%
6790 · Hardware (Computers / Tech)				
6960 · Sales of Products	222.61	1,000.00	(777.39)	22.3%
6970 · Equipment Lease & Rental	19,767.80	31,000.00	(11,232.20)	63.8%
<b>Total OPERATING EXPENSES</b>	<b>248,083.08</b>	<b>289,000.00</b>	<b>(40,916.92)</b>	<b>85.8%</b>
<b>PERSONNEL RELATED EXPENSES</b>				
<b>5000 · SALARIES &amp; WAGES</b>				
5010 · Salaried	369,501.85	420,500.00	(50,998.15)	87.9%
5020 · Hourly	1,348,449.29	1,254,500.00	93,949.29	107.5%
<b>Total 5000 · SALARIES &amp; WAGES</b>	<b>1,717,951.14</b>	<b>1,675,000.00</b>	<b>42,951.14</b>	<b>102.6%</b>
<b>5100 · Employer-Portion Taxes/Benefits</b>				
5120 · Payroll Taxes (ER)				
5250 · FUTA				
5120 · Payroll Taxes (ER) - Other	138,168.40	137,500.00	668.40	100.5%
<b>Total 5120 · Payroll Taxes (ER)</b>	<b>138,168.40</b>	<b>137,500.00</b>	<b>668.40</b>	<b>100.5%</b>
5120.02 · Soc Security & Medicare, Hourly				
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	23,408.19	24,000.00	(591.81)	97.5%
5210.02 · CalPers PEPRA (ER Contr)	70,725.73	75,000.00	(4,274.27)	94.3%
5218 · PERS Unfunded	116,139.00	116,500.00	(361.00)	99.7%
5210 · PERS Retirement - Other				
<b>Total 5210 · PERS Retirement</b>	<b>210,272.92</b>	<b>215,500.00</b>	<b>(5,227.08)</b>	<b>97.6%</b>

**Altadena Library District**  
**Profit & Loss Budget vs. Actual**  
**July 2018 through June 2019**

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
5222 · OPEB Contribution	59,000.00	40,000.00	19,000.00	147.5%
5251 · SUI, Hourly				
<b>Total 5100 · Employer-Portion Taxes/Benefits</b>	<b>407,441.32</b>	<b>393,000.00</b>	<b>14,441.32</b>	<b>103.7%</b>
<b>5200 · Insurance</b>				
5220 · Health Insurance	119,442.14	129,000.00	(9,557.86)	92.6%
5221 · Health Insurance - Retirees	71,421.15	73,300.00	(1,878.85)	97.4%
5230 · Dental Insurance	14,412.51	15,000.00	(587.49)	96.1%
5240 · Vision Insurance	4,303.80	4,500.00	(196.20)	95.6%
5260 · Life Insurance	1,502.34	1,500.00	2.34	100.2%
5270 · Workers' Compensation	15,272.25	20,000.00	(4,727.75)	76.4%
5280 · Disability Insurance				
<b>Total 5200 · Insurance</b>	<b>226,354.19</b>	<b>243,300.00</b>	<b>(16,945.81)</b>	<b>93.0%</b>
<b>Total PERSONNEL RELATED EXPENSES</b>	<b>2,351,746.65</b>	<b>2,311,300.00</b>	<b>40,446.65</b>	<b>101.7%</b>
<b>PROFESSIONAL &amp; TECHNICAL</b>				
<b>INFORMATION TECHNOLOGY (IT)</b>				
7135 · Technology Consulting		6,000.00	(6,000.00)	
7170 · Telecommunications	6,644.79	8,500.00	(1,855.21)	
7175 · Internet Service / E-Rate	30,611.99	15,000.00	15,611.99	204.1%
7180 · Technology Equipment	18,345.12	25,000.00	(6,654.88)	73.4%
7185 · Technology Maintenance Fees	16,823.96	20,000.00	(3,176.04)	84.1%
7190 · Website Development	913.10	1,500.00	(586.90)	60.9%
<b>Total INFORMATION TECHNOLOGY (IT)</b>	<b>73,338.96</b>	<b>76,000.00</b>	<b>(2,661.04)</b>	<b>96.5%</b>
<b>PROFESSIONAL SERVICES</b>				
7125 · Audit and Financial Consulting	52,434.26	60,000.00	(7,565.74)	87.4%
7130 · Legal Fees	313,026.59	350,000.00	(36,973.41)	89.4%
7131 · Legal Settlement	111,800.00	112,000.00	(200.00)	99.8%
7140 · Architectural & Engineering		50,000.00	(50,000.00)	
7145 · Collection Agency	3,293.60	3,500.00	(206.40)	94.1%
7155 · Consultants - Other	49,692.68	100,000.00	(50,307.32)	49.7%
<b>Total PROFESSIONAL SERVICES</b>	<b>530,247.13</b>	<b>675,500.00</b>	<b>(145,252.87)</b>	<b>78.5%</b>
<b>Total PROFESSIONAL &amp; TECHNICAL</b>	<b>603,586.09</b>	<b>751,500.00</b>	<b>(147,913.91)</b>	<b>80.3%</b>
<b>PROGRAMS</b>				
6200 · Youth Services	10,534.07	12,700.00	(2,165.93)	82.9%
6210 · Teen Services	2,762.18	5,000.00	(2,237.82)	55.2%
6220 · Adult Services	22,103.71	30,000.00	(7,896.29)	73.7%
6230 · Bob Lucas Branch Services	4,796.12	4,500.00	296.12	106.6%
6240 · Literacy Services	2,384.59	2,000.00	384.59	119.2%
6250 · Volunteer Services	25.99		25.99	100.0%
6260 · Summer Reading	24.95		24.95	100.0%
<b>Total PROGRAMS</b>	<b>42,631.61</b>	<b>54,200.00</b>	<b>(11,568.39)</b>	<b>78.7%</b>
<b>Total Expense</b>	<b>3,760,572.73</b>	<b>3,912,000.00</b>	<b>(151,427.27)</b>	<b>96.1%</b>
<b>Net Ordinary Income</b>	<b>(137,883.73)</b>	<b>(261,000.00)</b>	<b>123,116.27</b>	<b>52.8%</b>
<b>Net Income</b>	<b>(137,883.73)</b>	<b>(261,000.00)</b>	<b>123,116.27</b>	<b>52.8%</b>

**Altadena Library District**  
**Balance Sheet**  
 As of August 21, 2019

Aug 21, 19

<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>Cash &amp; Cash Equivalents</b>	
<b>Cash in Banks</b>	
1021 · Chase General Acct...2951	(150,115.68)
1026 · Chase HY Svgs...6883	9,807.82
1041 · Chase HY Svgs...6875	934.97
<b>Total Cash in Banks</b>	(139,372.89)
<b>Cash on Hand</b>	
1080 · Petty Cash	500.00
1081 · Cash Register - Main	150.00
1082 · Petty Cash - Branch	100.00
1083 · Cash Register - Branch	100.00
<b>Total Cash on Hand</b>	850.00
<b>Cash with County</b>	
1010.00 · Cash in County Treasury	3,054,075.75
1013 · FMV - COLA Funds	(36,829.67)
<b>Total Cash with County</b>	3,017,246.08
<b>Total Cash &amp; Cash Equivalents</b>	2,878,723.19
<b>Total Checking/Savings</b>	2,878,723.19
<b>Other Current Assets</b>	
1400 · Property Taxes Rec - Secured	62,808.64
1401 · Parcel Assessment Receivable	30,199.04
1410 · Property Tax Rec - Unsecured	(3,599.09)
<b>Total Other Current Assets</b>	89,408.59
<b>Total Current Assets</b>	2,968,131.78
<b>Fixed Assets</b>	
<b>Capital Assets</b>	
<b>Accumulated Depreciation</b>	
1800 · Accum Depr (S & I)	(1,118,428.14)
1900 · Accum Depr (FF & E)	(15,846.24)
<b>Total Accumulated Depreciation</b>	(1,134,274.38)
<b>Depreciable Assets</b>	
1550 · Structures & Improvements	1,712,098.10
1700 · Furniture, Fixtures & Equipment	79,965.35
<b>Total Depreciable Assets</b>	1,792,063.45
<b>Non-Depreciable Assets</b>	
1500 · Land	77,280.28
1510 · Artwork	102,500.00
<b>Total Non-Depreciable Assets</b>	179,780.28
<b>Total Capital Assets</b>	837,569.35
<b>Total Fixed Assets</b>	837,569.35

**Altadena Library District**  
**Balance Sheet**  
As of August 21, 2019

Aug 21, 19

<b>Other Assets</b>	
Deferred Outflows of Resources	
1990 · DOR - Pension Contributions	180,238.00
1991 · DOR - Pension Related	524,894.00
1993 · DOR - OPEB Related	7,322.00
Total Deferred Outflows of Resources	712,454.00
Total Other Assets	712,454.00
<b>TOTAL ASSETS</b>	<b>4,518,155.13</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	
2010 · UMB Card Services...3219	108,868.89
Total Credit Cards	108,868.89
Other Current Liabilities	
2005 · Other Accrued Expenses	
2050 · Accrued Vacation Payable	70,967.15
Total 2005 · Other Accrued Expenses	70,967.15
2100 · Payroll Payable	
2100.03 · CalPers CLASSIC (EE Ded)	578.52
2100.04 · CalPers PEPPRA (EE Ded)	2,409.92
2100.07 · CalPers 457 (EE Contribution)	581.72
2100.08 · CalPers 457 (EE Loan Repayment)	132.56
2100.09 · Disability Insurance	(184.94)
Total 2100 · Payroll Payable	3,517.78
Total Other Current Liabilities	74,484.93
Total Current Liabilities	183,353.82
Long Term Liabilities	
Deferred Inflows of Resources	
2601 · DIR - Pension Related	274,678.00
Total Deferred Inflows of Resources	274,678.00
2700 · Net Pension Liability	2,302,407.00
2701 · Net OPEB Liability	1,089,770.00
Total Long Term Liabilities	3,666,855.00
Total Liabilities	3,850,208.82
Equity	
3300 · Retained Earnings	1,016,742.04
Net Income	(348,795.73)
Total Equity	667,946.31
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,518,155.13</b>

**RESOLUTION NO. 2019-07**

**A RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF  
THE ALTADENA LIBRARY DISTRICT ADOPTING A RECORDS  
RETENTION SCHEDULE**

**WHEREAS**, Sections 60200 through 60203 of the Government Code provide procedures regulating the retention of special district records and destruction of obsolete records for special districts; and

**WHEREAS**, in October 2006, the Board of Trustees of the Altadena Library District (the "District") approved a Record Retention Policy; and

**WHEREAS**, in order to stay current with continuing changes in records retention statutes and regulations, the District desires to adopt an updated Records Retention Schedule for the orderly retention of District records and the proper disposal of obsolete records.

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

1. The Board of Library Trustees hereby repeals the District's existing Records Retention Policy, approved by the Board of Library Trustees in October, 2006.

2. The District's Records Retention Schedule for Altadena Library District, attached hereto as Exhibit "A," incorporated herein by reference and made a part hereof, is hereby adopted as the official records retention policy of the District.

3. The Board of Library Trustees hereby finds that the Records Retention Schedule for Altadena Library District complies with the California Secretary of State's Local Government Records Management Guidelines, as required under Government Code section 60201, subdivision (b)(2). The Board of Library Trustees further finds that any obsolete records destroyed pursuant to the Records Retention Schedule for Altadena Library District will not adversely affect the District or the public.

4. The Executive Director of the District and his or her designee are authorized to do any and all acts necessary to give effect to and comply with the terms and intent of the Records Retention Schedule for Altadena Library District. The General Manager and his or her designee shall be responsible for the administration of the retention of records and the destruction of obsolete records pursuant to the Records Retention Schedule for Altadena Library District. In addition, the Executive Director and his or her designee are authorized to update or amend the Records Retention Schedule for Altadena Library District as needed, without further approval from the Board of Directors, in order to stay current with federal and State laws, as well as any other regulations, regarding records retention.

5. Pursuant to Government Code sections 53161 and 60200, the Board of Library Trustees hereby authorizes the Executive Director and his or her designee to destroy at any time any duplicate record, paper or document of the District, while the original, whether in paper or electronic format, is retained by the District for the legally required time period.



6. The Executive Director and his or her designee shall have ongoing authority, without further approval needed from the Board of Library Trustees and with the approval of the District's legal counsel provided herein, to authorize destruction of obsolete District records in accordance with the Records Retention Schedule for Altadena Library District .

7. The Board Secretary shall certify to the passage and adoption of this Resolution.

8. This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this 26th day of August, 2019, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

ATTEST:

APPROVED:

\_\_\_\_\_  
Katie Clark, Board Secretary

\_\_\_\_\_  
Terry Andruess, Board President

APPROVED AS TO FORM:

\_\_\_\_\_  
Ruben Duran, General Counsel

**EXHIBIT "A"**

RECORDS RETENTION SCHEDULE FOR ALTADENA LIBRARY DISTRICT

[Attached]

**RECORDS RETENTION SCHEDULE FOR ALTADENA LIBRARY DISTRICT**

Destruction of any record must be authorized by the legislative body. (Gov. Code §§ 60200 - 60204.)

Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Accident/Illness Reports	Administration	Exempt from public disclosure; For Employee Medical Records & Employee Exposure Records regarding exposure to toxic substances or harmful physical agents --includes Material Safety Data Sheets (MSDS)  Does NOT include: records of health insurance claims maintained separate from employer's records; first aid records of one-time treatments for minor injuries; records of employees who worked less than one (1) year if records are given to employee upon termination	GC 6254(c)  8 CCR 3204(d)(1)(A)(B)	Length of employment plus 30 years
Accidents/Damage to District Property	Administration	Risk management administration	CCP 337.15	10 years

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	R&TC	Revenue & Taxation Code (California)		
EC	Elections Code (California)	USC	United States Code		

**RECORDS RETENTION SCHEDULE FOR ALTADENA LIBRARY DISTRICT**

Destruction of any record must be authorized by the legislative body. (Gov. Code §§ 60200 - 60204.)

Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Accounting Records – General Ledger	Finance	General Ledger	CCP 337 Sec. of State Local Gov't. Records Retention Guidelines	Until audited + 4 years  Published articles show 4 – 7 years retention as typical.  Sec. of State Guidelines recommends permanent retention.
Accounting Records – - Permanent Books of Accounts	Finance	Records showing items of gross income, receipts and disbursement (including inventories, per IRS regulations)	26 CFR 1.6001-1(c) & (e)	Permanent
Accounts Payable- Expenses	Finance	Journals, statements, asset inventories, account postings with supporting documents, vouchers; investments, invoices and back-up documents, purchase orders, petty cash, postage, PERS reports, check requests, etc.	CCP 337 26 CFR 31.6001-1(e)(2); Sec. of State Local Gov't Records Mgmt. Guidelines recommendation	Until audited + 4 years

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
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## RECORDS RETENTION SCHEDULE FOR ALTADENA LIBRARY DISTRICT

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Accounts Payable – Employee + Board	Finance	Expense reimbursements to employees & officers; travel expense reimbursements or travel compensation	GC 60201(d)(12)	7 years after date of payment
Accounts Receivable	Finance	Receipts for deposited checks, coins, currency; checks received, reports, investments, receipt books, receipts, cash register tapes, payments for fees, permits, etc.	CCP 337 26 CFR 31.6001-1(e)(2); Sec. of State Local Gov't Records Mgmt. Guidelines recommendation	Until audited + 4 years
Affidavits of Publication / Posting	Administration	Legal notices for public hearings, publication of ordinances, etc.	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	2 years
Agency Report of Consultants (FPPC Form 805)	Administration	Identifies consultants hired by the District who must file Form 700	2 CCR 18734; GC 81009(e)	7 years

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Agency Report of Public Official Appointments (FPPC Form 806)	Administration	Report of additional compensation received by agency officials when appointing themselves to committees, boards or commissions of other public agencies, special districts, joint powers agencies or joint powers authorities. Current report must be posted on the agency's website.	FPPC Reg. 18702.5(b)(3); GC 34090	Recommended retention: Keep a paper copy of report for 2 years after removal from the agency's website
Agenda / Agenda Packets	Administration	Original agendas / special meeting notices / certificates of posting, etc. - Board of Directors meetings	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Current + 2 years
Agenda reports (staff reports)	Administration	Documentation received, created and/or submitted to Board of Directors	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Current + 2 years

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Agreements and Contracts	Administration	Original contracts and agreements and back-up materials, including leases, license agreements, service/maintenance contracts, etc.	CCP 337 CCP 337.2 CCP 343	4 years after termination/ completion
Annual Financial Report	Finance	May include independent auditor analysis	GC 34090  Sec. of State Local Gov't Records Mgmt. Guidelines	Until audited + 7 years
Appraisals	Development	For real property owned by District – Exempt from public disclosure until real estate transaction is complete	GC 34090 GC 6254(h)	2 years

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Articles of Incorporation	Administration	Records of formation, change of organization, or reorganization of the District.	GC 60201	Permanent
Audit Reports	Finance	Financial services; internal and/or external reports	GC 60201 CCP 337, 343 Sec. of State Local Gov't Records Mgmt. Guidelines	Current + 4 years  Sec. of State Guidelines recommends permanent retention
Audit Hearing or Review	Finance	Documentation created and or received in connection with an audit hearing or review	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	2 years
Bank Account Reconciliations	Finance	Bank statements, receipts, certificates of deposit, etc.	26 CFR 31.6001-1(e)(2)	4 years (Sec. of State Guidelines – recommended retention: until audited + 5 years)

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Behested Payment Report (FPPC Form 803)	Finance	FPPC form used by elected officials to disclose payments made at their behest (\$5,000 or more from same source) for legislative, governmental, or charitable purposes.	GC 81009; 82015(b)(2)(B)(iii)	7 years
Bids, Successful	Development	Includes plan and specifications; notices/affidavits.	GC 34090 CCP 337, 337.1	4 years
Bids, Unsuccessful	Development	Unsuccessful bid packages only (Documents should be retained in original format, whether hard copy or electronic)	GC 34090 GC 60201	2 years
Bonds	Finance	Authorization/public hearing records/prospectus/proposals/certificates/notices (transcripts)/registers/statements.	CCP 337.5	Upon cancellation, redemption, or maturity + 10 years
Bonds – Employee (Fidelity Bonds)	Finance	Form of insurance that covers employer (District) for losses resulting from fraudulent acts of specified employees	GC 34090	Current + 2 years

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Bonds – Paid/Cancelled Unsold/Unused Final Development Surety	Finance	<b>Bonds will be retained according to relevant code.</b>		
Budget, Annual	Finance	Annual operating budget approved by legislative body	GC 34090 Sec. of State Local Gov't Records Mgmt. Guidelines	Sec. of State recommends permanent retention . May be revised at a later time.
Cal-OSHA	Administration	Log of work-related injuries & illnesses (Form 300), Annual Summary (Form 300A), Incident reports (Form 301)	LC 6410; 8 CCR 14300.33	5 years
California State Tax Records	Finance	Forms filed annually; quarterly and year-end reports	R&TC 19530 R&TC 19704	6 years

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Checks – District-issued Employee Reimbursement Independent Contractors	Finance	District checks paid – expense reimbursement to employees; payments to independent contractors; etc. Includes check copies; canceled or voided checks; electronic versions of checks	GC 60201(d)(12) CCP 337	7 years
Checks – District-issued Vendors/Other	Finance	District checks paid to vendors; other District payments. Includes check copies; canceled or voided checks; electronic versions of checks.	Sec. of State Local Gov't. Records Mgmt. Guidelines; CCP 337; 26 CFR 31.6001-1(e)(2)	Until audited + 4 years
Circulation Records (Fines & Fees),	Administration	Fines and fees imposed on borrowers of items available in District libraries	GC 34090	Current + 2 years
Claims Filed Against the District	Administration	Government Claims Act – Claims paid/denied (Documents are to be retained in original format, whether hard copy or electronic)	GC 60201(d)(4); GC 34090	Until settled + 2 years

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Conflict of Interest Code	Administration	Conflict of Interest Code – required under Political Reform Act; must be reviewed by July 1st of every even-numbered year and amended if necessary	GC 87300 et seq.	Permanent
Correspondence	Administration	General correspondence regarding District business, including but not limited to letters, email, and text messages; Posts/comments on District-owned social media accounts	GC 34090; Sec. of State Local Gov. Records Mgmt. Guidelines	2 years
Credit Cards, District-owned	Finance	Credit card bills or statements, and other records related to use of District-owned credit cards	26 CFR 31.6001-1(e)(2)	Until audited + 4 years
Deeds, Real Property (Grant Deeds)	Development	File with recorded documents; originals may not be destroyed. (Documents are to be retained in original format, whether hard copy or electronic)	GC 34090 GC 60201(d)	Permanent

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Deferred Compensation Reports	Finance	Finance - pension/retirement funds	29 CFR 516.5 29 CFR 1627.3	3 years
Demographic/ Statistical Data	Administration		GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Current + 2 years
DMV Driver's Records Reports (DMV Pull-Notice System)	Administration	Motor vehicle pulls – Personnel record—Exempt from public disclosure.	GC 34090 GC 6254(c)  VC 1808.1(c)  Sec. of State Local Gov't. Records Mgmt. Guidelines;	Until superseded (should receive new report every 12 months)  Sec. of State recommends until termination + 7 years
Easements, Real Property	Development	File with recorded documents; originals may not be destroyed. (Documents are to be retained in original format, whether hard copy or electronic)	GC 60201(d)(8)	Permanent

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EEOC Records (Equal Employment Opportunity Commission)	Human Resources	Records, reports showing compliance with federal equal employment requirements (EEO-4 Reports, etc.)	29 CFR 1602.30	3 years
Election - Administrative Documents	Administration	Not ballot cards or absentee voter lists/applications.	GC 34090	2 years
Election - Canvass	Administration	Notifications and Publication of Election Records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results; special election results	EC 17304	6 months
Employee Benefits	Administration	Benefit plans (including “cafeteria” and other plans); health insurance programs; records regarding COBRA – extension of benefits for separated employees, insurance policies (health, vision, dental, deferred compensation, etc.)	29 USC 1027 28 CCR 1300.85.1 11 CCR 560 29 CFR 1627.3(b)(2)	For life of plan/policy + 6 years

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Employee Bonds (Fidelity Bonds)	Administration	Form of insurance that covers employer for losses resulting from fraudulent acts of specified employees	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	While employed + 2 years
Employee Files	Administration	Personnel files – Exempt from disclosure	GC 12946 GC 6254(c)  29 CFR 12627.3	While current + 3 years
Employee Information, General	Administration	Name, address, date of birth, occupation	29 CFR 1627.3(a) LC 1174	3 years
Employee Information, Payroll	Administration	Rate of pay and weekly compensation earned (Documents are to be retained in original format, whether hard copy or electronic)	GC 60201 29 CFR 1627.3(a)	7 years

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Employee Information & Applicant Identification Records	Administration	Personnel--Data regarding race, sex, national origin of non-hired applicants & employees  [Employee data must be kept separate from personnel files]	2 CCR 11013(b), (c)(2), (c)(3)	Current + 2 years
Employee Records, Non-safety	Administration	Non-safety employee records may include: Release Authorizations; Certifications; Reassignments; outside employment; commendations, disciplinary actions; terminations; Oaths of Office; evaluations-pre-employee medicals; fingerprints; identification cards (ID's)	29 CFR 1627.3 GC 12946	Length of employment + 3 years
Employee Programs	Administration	Includes EAP and Recognition	GC 34090 GC 12946	Current + 2 years

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Employee Documents, Recruitment	Administration	Alternate lists/logs, ethnicity disclosures, examination materials, examination answer sheets, job bulletins	GC 12946 GC 34090 29 CFR 1602.31 29 CFR 1627.3	Current + 2 years
Employee, Reports	Administration	Employee statistics, benefit activity, liability loss	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Current + 2 years
Employment Applications - Not Hired	Administration	Applications submitted for existing or anticipated job openings, including any records pertaining to failure or refusal to hire applicant	GC 12946 29 CFR 1627.3(b)(1)(i)	2 years
Employment Eligibility Verification (I-9 Forms)	Administration	Federal Immigration and Nationality Act	8 USC 1324a (b)(3)	3 years after date of hire, or 1 year after date of termination, whichever is later
Employment - Personnel (by name)	Administration	Paperwork documenting internal and external training	GC 12946	Length of employment + 2 years
Employment - Surveys and Studies	Administration	Includes classification, wage rates	29 CFR 516.6(a)(2)	2 years

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Employment - Training Records	Administration	Volunteer program training - class training materials, internships	GC 34090 GC 12946	Length of employment + 2 years
Employment - Vehicle Mileage Reimbursement Rates	Administration	Annual mileage reimbursement rates	GC 60201(d)(10)	Until superseded
Environmental Quality Asbestos	Development	Documents, abatement projects, public buildings	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Permanent
Environmental Quality California Environmental Quality Act (CEQA)	Development	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines; CEQA Guidelines	Permanent
Environmental Quality Congestion Management	Development	Ride sharing, trip management	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Completion + 2 years

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Ethics Training Records	Administration	Records required to be kept. Records must show dates that local officials and designated staff satisfied the training requirements and the entity that provided the training	GC 53235.2	5 years after receipt of training
Facility Rental Use	Administration	Applications, correspondence related to use of District property	GC 34090	Current + 2 years
Family and Medical Leave Act	Administration	Records of leave taken, District policies relating to leave, notices, communications relating to taking leave	29 CFR 825.500 GC 12946	While employed +3 years (federal) or 2 years (State)
Federal Tax Records	Finance	May include as attachments copies of Forms 1095-C, 1096, 1099, W-4 and W-2	26 CFR 31.6001.1-4 26 CFR 31.6001-1(e)(2) 29 CFR 516.5-516.6	Current + 4 years
Fixed Assets Inventory	Finance	Reflects purchase date, cost, account number	GC 34090 CCP 337, 343	Until audited + 4 years

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Fixed Assets Surplus Property	Finance	Auction; disposal – Listing of property; sealed bid sales of equipment	GC 34090 CCP 337, 343	Until audited + 4 years
Fund Transfers	Finance	Internal; bank transfers & wires	CCP 337; 26 CFR 31.6001-1(e)(2)	Until audited + 4 years
General Ledgers	Finance	All annual financial summaries--all agencies	GC 34090  CCP 337  Sec. of State Local Gov't Records Mgmt. Guidelines	Until audited + 4 years  Published articles show 4 – 7 years retention as typical.  Sec. of State Guidelines recommends permanent retention
Gift to Agency Report (FPPC Form 801)	Administration	FPPC form showing payment or donation made to the District or to a District official and which can be accepted as being made to the District	2 CCR 18944(c)(3)(F), (G); FPPC Fact Sheet : “Gifts to an Agency – Part 2	Original - retain 7 years; Copy must be posted on agency website
Gifts/Bequests	Finance	Receipts or other documentation	GC 34090	Until completed + 2 years

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Grants - Successful Community Development Block Grant (CDBG); Urban Development; other Federal and State grants	Development	Grant documents and all supporting documents: applications, reports, contracts, project files, proposals, statements, sub-recipient dockets, environmental review, inventory, consolidated plan, etc.	GC 34090 24 CFR 570.502 24 CFR 85.42	Until completed + 4 years
Grants – Unsuccessful	Development	Applications; Documents showing rejection or denial of application	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	2 years
Insurance	Finance	Personnel related	GC 34090	Current + 2 years
Insurance Certificates  Liability/Property	Finance	Liability, performance bonds, employee bonds, property: Insurance certificates filed separately from contracts, includes insurance filed by licensees.  May include liability, property, Certificates of Participation, deferred, use of facilities	GC 34090  Sec. of State Guidelines	Current + 2 years  Sec. of State recommends permanent retention

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Insurance, Risk Management Reports	Finance	Federal OSHA Forms; Loss Analysis Report; Safety Reports; Actuarial Studies	29 CFR 1904.44 GC 34090	5 years (Federal) 2 years (State)
Investment Reports, Transactions	Finance	Summary of transactions, inventory and earnings report	GC 34090 CCP 337  Sec. of State Local Gov't Records Mgmt. Guidelines	Permanent
Invoices	Finance	Invoices from vendors and back-up documents	CCP 337  26 CFR 31.6001-1(e)(2); Sec. of State Local Gov't Records Mgmt. Guidelines recommendation	Until audited + 4 years

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Job Descriptions	Human Resources	Descriptions of duties, qualifications, responsibilities for each position/classification/job title	29 CFR 1627.3	While current + 3 years
Lease Agreement	Administration	Property or equipment	CCP 337 CCP 337.2 CCP 343	Until terminated + 4 years
Legal Notices/Affidavits of Publication	Administration	Notices of public hearings, proof of publication of notices	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	2 years
Legal Opinions	Administration	Confidential – not for public disclosure (attorney-client privilege)	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Until superseded + 2 years
Litigation	Administration	Case files (Documents are to be retained in original format, whether hard copy or electronic)	GC 60201(d)(4)	Until settled or adjudicated + 2 years

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Maintenance Manuals	Administration	Equipment service/maintenance	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Current + 2 years
Maintenance/Repair Records	Administration	Equipment	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	2 years
Marketing, Promotional	Administration	Brochures, announcements, etc.	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Internal - 2 years External – 7 years
Minutes – Board meetings	Administration	Minutes of District Board meetings. Documents may be imaged immediately. (Documents are to be retained in original format, whether hard copy or electronic)	GC 34090, 60201	Permanent

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**RECORDS RETENTION SCHEDULE FOR ALTADENA LIBRARY DISTRICT**

Destruction of any record must be authorized by the legislative body. (Gov. Code §§ 60200 - 60204.)

<b>Type of Record</b>	<b>Category</b>	<b>Description or Example of Record</b>	<b>Legal Authority</b>	<b>Minimum Legal Retention Period</b>
Newsletter, District	Administration	May wish to retain permanently for historic reference.	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	2 years
Notices – Public Meetings	Administration	Special Meetings	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	2 years
Oaths of Office	Administration	Elected and public officials – Board Members	GC 34090 29 USC 1113  Sec. of State Local Gov't Records Mgmt. Guidelines	Length of term/employment plus 6 years
Organizational Chart	Administration	District organizational charts	Sec. of State Local Gov't Records Mgmt. Guidelines	Until Superseded
Passport Application Transmittal	Administration	Documents maintained by Passport Office	GC 34090 GC 60201	2 years

Legal Authority Abbreviations

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Payroll - Federal/State Reports	Finance	Annual W-2's, W-4's, Form 1099s, etc.; quarterly and year-end reports	GC 60201	7 years
Payroll Deduction/ Authorizations	Finance	Finance	29 CFR 516.6(c) GC 60201	While Current + 7 years
Payroll records	Finance	Records that specify compensation paid to employees, officers (Documents are to be retained in original format, whether hard copy or electronic)	GC 60201(d)(12)	7 years after date of payment
Payroll records -employee information	Finance	Records showing employee information/data – names, addresses, etc.	29 CFR 516.5 LC 1174(d)	3 years from date of last entry
Payroll records, terminated employees	Finance	Finance files (Documents are to be retained in original format, whether hard copy or electronic)	29 CFR 516.5 GC 60201(d)(12)	7 years from date of last entry

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Payroll, registers	Finance	Payroll registers, payroll reports (Documents are to be retained in original format, whether hard copy or electronic)  Registers that show labor costs by employee and program	29 CFR 516.5(a) LC 1174(d) GC 60201(d)(12)  Sec. of State Local Gov't Records Mgmt. Guidelines	7 years from date of last payment  Sec. of State recommends permanent retention
Payroll, time cards/sheets	Finance	Employee	29 C.F.R. 516.6; LC 1174; Sec. of State Local Gov't. Records Mgmt. Guidelines	3 years  Sec. of State Guidelines recommendation - Until audited + 6 years
Payroll - Wage Rates / Job Classifications	Finance	Employee records	LC 1197.5(d) LC 1174(d) GC 12946 29 CFR 516.6 29 CFR 1602.4 29 CFR 1627.3	While current + 3 years

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<b>Type of Record</b>	<b>Category</b>	<b>Description or Example of Record</b>	<b>Legal Authority</b>	<b>Minimum Legal Retention Period</b>
PERS - Employee Benefits	Human Resources	PERS Employee Benefit Plan – original document, or copies	29 USC 1027 29 CFR 1627.3(b)(2) GC 34090	6 years  Current + 2 years
Personnel Policies -- Rules and Regulations	Human Resources	Including employee handbooks, employee manuals, and other policies/procedures	29 CFR 516.6 29 CFR 1627.3(a)	Current + 3 years
Personnel Records	Human Resources	Other records (not payroll) – job applications, resumes; records relating to promotion, demotion, transfer, lay-off, termination; results of employment tests, etc.	GC 12946 29 CFR 1627.3	Current + 3 years
Petitions	Administration	Submitted to legislative bodies (not petitions for initiatives, referendums or recalls)	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	2 years

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<b>Type of Record</b>	<b>Category</b>	<b>Description or Example of Record</b>	<b>Legal Authority</b>	<b>Minimum Legal Retention Period</b>
Policies, Administrative	Administration	All policies and procedures, directives rendered by the District not assigned a resolution number	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Current + 2 years
Policies, District Board	Administration	Original policies adopted by the District Board	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Current + 2 years
Press Releases	Administration	Related to District actions/activities.	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	2 years
Procedure Manuals	Administration	Administrative.	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Current + 2 years
Public Records Request	Administration	Requests from the public to inspect or copy public documents	GC 34090 GC 60201(d)(5)	2 years

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<b>Type of Record</b>	<b>Category</b>	<b>Description or Example of Record</b>	<b>Legal Authority</b>	<b>Minimum Legal Retention Period</b>
Purchasing RFQ's, RFP's	Finance	Requests for Qualifications; Requests for Proposals regarding goods and services	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Until audited + 4 years
Purchasing, Requisitions, Purchase Orders	Finance	Original Documents	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines; CCP 337	Until audited + 4 years
Recordings - routine video monitoring, telephone, and radio communications	Administration	Routine daily recording of telephone communications & radio communications; recordings of routine video monitoring, monitoring systems, or building security systems	GC 53160, 53161	Videos - 1 year; Phone & Radio communications - 100 days (destruction must be approved by legislative body and with written consent of agency attorney). If record- ings relate to a claim or pend- ing litigation, they must be preserved until the matter is resolved. If another record of the video recording is kept (written minutes or audio recording), video needs to be kept for only 90 days after the recorded event.

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Recordings, video recordings – meetings of legislative bodies	Administration	Recordings of public meetings made by or at the direction of the District (e.g., Board meetings)	GC 54953.5(b)	Minimum 30 days
Recordings, video or digitally recorded – other events (Duplicate – See Description or Example of Record)	Administration	Other than videos or digital recordings of public meetings; Considered duplicate records if another record of the same event is kept (i.e., written minutes or audio recording)	GC 53161 85 Ops. Cal. Atty. Gen. 256 (2002)	Minimum 90 days after event is recorded; if another record of the same event is kept (e.g., written minutes)
Records Management Disposition/ Destruction Certification	Administration	Documentation of final disposition/ destruction of records	GC 34090, 60201(d)(10)	Permanent
Records Retention Schedules	Administration		GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Current + 4 years
Recruitments and Selection	Administration	Records relating to hiring, promotion, selection for training	29 CFR 1627.3	3 years

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<b>Type of Record</b>	<b>Category</b>	<b>Description or Example of Record</b>	<b>Legal Authority</b>	<b>Minimum Legal Retention Period</b>
Resolutions	Administration	Vital records – may be imaged immediately	GC 60201 GC 34090	Permanent
Returned Checks	Finance	Adjustments-NSF, etc. (not District checks)	GC 34090 CCP 337, 343	Until audited + 4 years
Salary/Compensation Studies, Surveys	Human Resources	Studies or surveys of other agencies regarding wages, salaries and other compensation or benefits	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	While current + 2 years
Settlement Agreements Litigation	Administration	Final, signed/approved settlement agreements for litigation matters, claims, etc.	GC 60201(d)(4)	2 years after signed/approved
Settlement Agreements Workers Compensation	Administration	For Workers Compensation claims – final, signed/approved settlement agreements	8 CCR 10102 8 CCR 15400.2	5 years after signed/approved

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Special District Development	Development	Supporting documents regarding improvement, lighting, underground utility, bonds, taxes and construction)	GC 34090a	Permanent
State Controller	Finance	Annual reports.	GC 34090	2 years
State Tax Records	Finance	Forms filed annually; quarterly and year-end reports	R&TC 19530 R&TC 19704	6 years
Statements of Economic Interest (SEI) - Form 700 (copies) (elected officials)	Administration	Copies of original statements of elected officials forwarded to Fair Political Practices Commission. (Retain hard copy for 2 years, then retain imaged electronic version)	GC 81009(f), (g)	4 years (can image after 2 years)
Statements of Economic Interest Statements (SEI) - Form 700 (originals) - non-elected	Administration	Originals of statements of designated employees (Retain hard copy for 2 years, then retain imaged electronic version)	GC 81009(e), (g)	7 years (can image after 2 years)

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<b>Type of Record</b>	<b>Category</b>	<b>Description or Example of Record</b>	<b>Legal Authority</b>	<b>Minimum Legal Retention Period</b>
Taxes, Special	Finance	Special tax levied by a local agency on a per parcel basis	CCP 338	Until audited + 3 years
Unemployment Insurance Records	Finance	Records relating to unemployment insurance – claims, payments, correspondence, etc.	26 USC 3301-3311; Calif. Unemployment Insurance Code; CCP 343	While current + 4 years
Vouchers - Payments	Finance	Account postings with supporting documents	GC 34090 CCP 337	Until audited + 4 years
Wage Garnishment	Finance	Wage or salary garnishment	CCP 337	Active until garnishment is satisfied; then retain until audited + 4 years
Workers Compensation Files	Finance	Work-injury claims (including denied claims); claim files, reports, etc.	8 CCR 10102	Until the latest of the following dates: 5 years from date of injury; or 1 year from date compensation was last provided; or when all compensation due has been paid.

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# Administrative Policy

## ARTICLE I - PURPOSE

### Section 1.1 General Purpose

The purpose of this policy is to provide clear and concise direction regarding the retention and destruction of records contained in the Altadena Library District ("District") electronic communications systems, including electronic mail (email), text messaging and voicemail.

## ARTICLE II - DEFINITIONS AND SCOPE

### Section 2.1 Definitions

For purposes of this policy, the following definitions shall apply:

- A. **"Electronic device"** shall mean any computer, laptop, cellular phone, tablet, pager, storage device, facsimile, or wireless card.
- B. **"Electronic communication"** shall mean any transmission of information between devices, including any correspondence, writing, text message, calendar invitation, video message, picture, voice-memo, drawing or emoji, by email, text message, voicemail, chat application, social media application, pager message, or any other computer application, software, or platform.
- C. **"Microsoft Teams"** refers to a communications platform within Microsoft Office 365 that combines workplace text messaging, instant messages or chat, video meetings, file storage, and application integration.
- D. **"Official district record"** shall mean any writing, including electronic communication, that contains information relating to the conduct of the public's business prepared, owned, used or retained by the District regardless of physical form or characteristics, and regardless of whether created or transmitted on or by a District-owned device.
- E. **"Text messages"** shall refer to short messages sent electronically usually from one cell phone to another.
- F. **"User"** shall include anyone using computers, Internet, electronic mail, and all other forms of electronic communication or equipment provided by the District regardless of the physical location of the user.

- G. **“Writing”** shall mean any typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof, and any record thereby created, regardless of the manner in which the record has been stored.

## **Section 2.2 General Scope**

This policy applies to all District employees, elected officials, appointed officials, consultants, volunteers, and other non-employees who use electronic communications regarding District business. All such persons shall be referred to throughout this policy as “District personnel.”

## **ARTICLE III – GUIDELINES & PROCEDURES**

Electronic communication generates records that may be recognized as official District records in need of protection and retention in accordance with the California Public Records Act and records retention law.

1. Any electronic communication sent or received by District personnel that could be considered an official District record must be preserved and retained pursuant to the terms of this Policy and any other applicable Federal, State, and local laws.
2. Keep in mind that preliminary drafts, notes, or interagency or intra-agency memoranda which are not retained by the District in the ordinary course of business are generally not considered to be official District records subject to disclosure. District personnel are encouraged to delete documents which are not otherwise required to be kept by law or whose preservation is not necessary or convenient to the discharge of District duties or the conduct of the District’s business.
3. Electronic communications that are owned by the District, but in the possession of consultants and/or contractors must also be retained in accordance with this Policy. Whether such is owned by the District is governed by the agreement between the consultants and/or contractors.
4. It is the responsibility of District personnel, in consultation with the Executive Director and Legal Counsel, to determine if an email or other electronic communication is an official District record which must be retained in accordance with the this Policy, the District’s Board Policies and the District’s Record Retention Schedule. The District Clerk will assist you in making such a determination.
5. District personnel must ensure that any electronic communication that could be considered an official District record is either printed and retained as a hard copy or electronically retained by being “tagged” and electronically filed in accordance with the District’s Records Retention Schedule.
6. Generally, the sender of the electronic communication should be the person responsible for its printing and filing and/or tagging and electronic filing, but persons

responsible for a particular program or project file shall be responsible for retaining all email they send or receive related to that program or project.

### **Section 3.1 - Email Record Retention**

7. The District's Records Retention Schedule requires official District records to be kept a minimum of two years. (See Gov. Code § 60201.) In order to comply with the District's Records Retention Schedule, the District uses an email archiving system which creates and stores a copy of every email that is sent from or received by a District email account for a period of two years, after which each email is automatically deleted from the archive. These archived emails cannot be edited or deleted by Users.
8. At the request of the Legal Counsel or District Clerk, holds can be placed on the email archive which means that the automatic deletion can be suspended for specific email accounts or for emails that meet a specific search criteria. If you have knowledge of a potential hold requirement, then immediately notify the District Clerk or Legal Counsel so the electronic hold can be enabled.

### **Section 3.2 - Electronic Communications Retention (non-email)**

9. Electronic communications, such as text messages, instant messages, and voicemail messages are emerging business tools which shall also be retained in accordance with all applicable federal and State laws.
10. To aid in the retention of text messages, the District has provided all District officials and District staff with an Office 365 account, that includes Microsoft Teams. Messages sent using software from the Office 365 suite are also archived for a period of two years, after which each message within the Office 365 environment is automatically deleted from the archive. These archived messages cannot be edited or deleted by Users. Therefore, in order to ensure proper preservation and retention of text messages, District officials and District staff using text messages to discuss or conduct District business should only use the Office 365 suite.
11. If a District official or District staff uses his/her personal electronic device to send text messages or instant messages to conduct District business, he/she must proactively retain the text message(s) in accordance with the District's Records Retention Schedule. District staff who fail to preserve text messages on personal electronic devices may be subjected to formal disciplinary action, up to and including termination from District employment.

### **Section 3.3 - Managing District Email**

12. Although District staff and District officials are provided access to the District's email system and electronic devices in order to conduct District business, these are not optimal repositories for official District records. Therefore, neither the District's email system nor any District-owned electronic device should be used for the storage or maintenance of electronic communications, including, but not limited to, official District records.

13. Users are allocated a specific amount of disk space in their email boxes to store email and must stay within the allocated size to prevent alerts that interfere with email communication. It is, therefore, the responsibility of District officials and District staff to manage their email and associated folders on a regular basis.
14. To ensure maximum efficiency in the operation of the email system, District staff and District officials are directed to regularly delete email messages that do not pertain to District business from their mailboxes. Examples of such messages are personal emails, email advertisements/ announcements, or newsletters received via email.
15. All deleted emails will be held in a User's "Deleted" folder for at least seven days, the deleted email will be classified as recoverable after being automatically purged from the deleted items folder and may be recoverable for up to 14 days.
16. When determining whether to delete emails, please consider the significance of the attachments. When an email message is being deleted, the attachments to email message should be retained or disposed of according to the content of the attachment itself. Admittedly, many email attachments are simply duplicates of documents that are retained elsewhere or are draft versions of documents that might not be retained by the District after the final version of the document is complete. However, if the attachment to the email is an official District record that must be retained, pursuant to the District's Records Retention Schedule, please preserve the attachment according to the guidelines in paragraph 6 above, and delete the email as planned. If you need help in determining whether an attachment to an email message must be retained, please contact the District Clerk.

### **Section 3.4 - Preserving Electronic Messages**

17. Periodically, the District receives requests for inspection or production of documents pursuant to the Public Records Act, as well as subpoenas, discovery demands, or court orders for documents. In the event such a request or demand includes electronic communications, District personnel who have control over or access to any such communications, upon being made aware of the request or demand, shall use their best efforts, by reasonable means available, to temporarily preserve any such communications until it is determined whether the communication is subject to preservation, public inspection or disclosure. District personnel must contact the District Clerk regarding any such electronic communications that are within their control.
18. Under most circumstances, communications sent electronically are public records, subject to disclosure under the Public Records Act and subject to record retention laws applicable to cities.

### **Section 3.5 - Disaster Recovery**

19. The District performs regular electronic back-ups of the email system for disaster recovery purposes. However, the back-up is not a copy of all District email activity that occurred on the District email server during the back-up period.

**Section 3.6 - Violations**

20. Any person found to have violated this policy may have his or her access to the District's Office 365 suite, or other means of electronic communication on the District network, limited or revoked completely. District personnel who violate this policy may be subjected to formal disciplinary action, up to and including termination from District employment.



## **DIRECTOR'S REPORT**

August 26, 2019

**SUBJECT:** Library Closures: September 19 – 20, 2019

**PREPARED BY:** Cindy Cleary

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The Library seeks approval for all-day closures at Main and Bob Lucas libraries on Thursday, September 19 and Friday, September 20. Thursday and Friday hours at Main are from 10:00 a.m. to 6:00 p.m. Bob Lucas is open from 10:00 a.m. to 8:00 p.m. on Thursdays and 10:00 a.m. to 6:00 p.m. on Fridays.

The purpose of the closures is to allow all staff to participate in strategic planning workshops that are being facilitated by Margaret Sullivan Studios. These workshops are part of a community-wide outreach effort that will lead to the development of a long-term vision for library services. The staff workshops will contribute to the development of strategic themes based on community needs, customer journey mapping, and envisioning exercises that have already captured ideas from a variety of stakeholders. Staff input is essential to this process. If approved, the Marketing and Community Engagement Manager will actively advertise the closures through print, online and social media outlets.

Staff recommends all-day closures on Thursday, September 19 and Friday, September 20 at Main and Bob Lucas to give staff an opportunity to fully participate in the Strategic Planning process. Thank you for your consideration of this request.





**BOARD OF LIBRARY TRUSTEES  
STAFF REPORT**

**DEPARTMENT:** Administration

**MEETING DATE:** August 26, 2019

**PREPARED BY:** Cindy Cleary

**LOCATION:** Community Room

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**TITLE:** Resolution authorizing an Amendment to the Contract between the Board of Administration California Public Employees' Retirement System (CalPERS) and the Board of Library Trustees

**BACKGROUND:**

The District contracts with CalPERS for retirement and health benefits. The contract was initiated in 1969 and included classes of employees that were not eligible for membership.

Per the Retirement Law, classes excluded from membership are Page, Custodian, Gardener, and Library Clerk I.

Upon the District Directors review of the CalPERS Contract and the excluded classes it was determined that the Janitor classification should not be excluded from retirement benefits because it has been made a full-time position. Enrollment for the Janitor would be effective September 24, 2019.

Attached are copies, for exhibit only, of the Signed Resolution of Intention to Approve an Amendment to the Contract, and the Draft Amendment to Contract. Copies of Certification of Compliance with Government Code Section 7507 and Certification of Governing Body's Action for signature.

**FISCAL IMPACT**

The Employer Contribution to said retirement plan would result in a yearly cost of \$3,387.00.

**RECOMMENDATION**

Staff recommends that the Board of Library Trustees review all documents and sign both Certification documents at this meeting.

**RESOLUTION OF INTENTION  
TO APPROVE AN AMENDMENT TO CONTRACT  
BETWEEN THE  
BOARD OF ADMINISTRATION  
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM  
AND THE  
BOARD OF TRUSTEES  
ALTADENA LIBRARY DISTRICT**

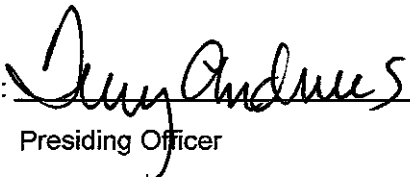
WHEREAS, the Public Employees' Retirement Law permits the participation of public agencies and their employees in the Public Employees' Retirement System by the execution of a contract, and sets forth the procedure by which said public agencies may elect to subject themselves and their employees to amendments to said Law; and

WHEREAS, one of the steps in the procedures to amend this contract is the adoption by the governing body of the public agency of a resolution giving notice of its intention to approve an amendment to said contract, which resolution shall contain a summary of the change proposed in said contract; and

WHEREAS, the following is a statement of the proposed change:

Section 20503 (Removal of the Contract Exclusion of "Custodian", Prospectively Only).

NOW, THEREFORE, BE IT RESOLVED that the governing body of the above agency does hereby give notice of intention to approve an amendment to the contract between said public agency and the Board of Administration of the Public Employees' Retirement System, a copy of said amendment being attached hereto, as an "Exhibit and by this reference made a part hereof.

By:   
Presiding Officer

President  
Title

7-22-19  
Date adopted and approved

(Amendment) CalPERS ID# 3858487037  
CON-302 (Rev. 4/96)



**EXHIBIT**

California  
Public Employees' Retirement System

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**AMENDMENT TO CONTRACT**

**Between the  
Board of Administration  
California Public Employees' Retirement System  
and the  
Board of Trustees  
Altadena Library District**

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The Board of Administration, California Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of the above public agency, hereinafter referred to as Public Agency, having entered into a contract effective January 1, 1969, and witnessed December 10, 1968, and as amended effective April 27, 1993, July 1, 1999, March 27, 2001, September 1, 2001, December 30, 2012 and July 1, 2015 which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

- A. Paragraphs 1 through 13 are hereby stricken from said contract as executed effective July 1, 2015, and hereby replaced by the following paragraphs numbered 1 through 14 inclusive:
1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 55 for classic local miscellaneous members entering membership in the miscellaneous classification on or prior to December 30, 2012, age 60 for classic local miscellaneous members entering membership for the first time in the miscellaneous classification after December 30, 2012, and age 62 for new local miscellaneous members.

PLEASE DO NOT SIGN "EXHIBIT ONLY"

2. Public Agency shall participate in the Public Employees' Retirement System from and after January 1, 1969 making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.
3. Public Agency agrees to indemnify, defend and hold harmless the California Public Employees' Retirement System (CalPERS) and its trustees, agents and employees, the CalPERS Board of Administration, and the California Public Employees' Retirement Fund from any claims, demands, actions, losses, liabilities, damages, judgments, expenses and costs, including but not limited to interest, penalties and attorney fees that may arise as a result of any of the following:
  - (a) Public Agency's election to provide retirement benefits, provisions or formulas under this Contract that are different than the retirement benefits, provisions or formulas provided under the Public Agency's prior non-CalPERS retirement program.
  - (b) Any dispute, disagreement, claim, or proceeding (including without limitation arbitration, administrative hearing, or litigation) between Public Agency and its employees (or their representatives) which relates to Public Agency's election to amend this Contract to provide retirement benefits, provisions or formulas that are different than such employees' existing retirement benefits, provisions or formulas.
  - (c) Public Agency's agreement with a third party other than CalPERS to provide retirement benefits, provisions, or formulas that are different than the retirement benefits, provisions or formulas provided under this Contract and provided for under the California Public Employees' Retirement Law.
4. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:
  - a. Employees other than local safety members (herein referred to as local miscellaneous members).
5. In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:
  - a. **SAFETY EMPLOYEES; AND**
  - b. **PAGE, GARDENER, LIBRARY CLERK I EMPLOYED ON OR AFTER JANUARY 1, 1969.**

PLEASE DO NOT SIGN "EXHIBIT ONLY"

6. Removal of the exclusion of "All Hourly Rated or Hourly Basis Employees Who Are Employed on or After January 1, 1969" pursuant to Section 20503, is declarative of agency's previous interpretation and does not mandate any new classes of employees into membership.
7. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local miscellaneous member entering membership in the miscellaneous classification on or prior to December 30, 2012 shall be determined in accordance with Section 21354 of said Retirement Law subject to the reduction provided therein for Federal Social Security (2% at age 55 Modified and Full).
8. The percentage of final compensation to be provided for each year of credited current service as a classic local miscellaneous member entering membership for the first time in the miscellaneous classification after December 30, 2012 shall be determined in accordance with Section 21353 of said Retirement Law subject to the reduction provided therein for Federal Social Security (2% at age 60 Modified).
9. The percentage of final compensation to be provided for each year of credited prior and current service as a new local miscellaneous member shall be determined in accordance with Section 7522.20 of said Retirement Law (2% at age 62 Supplemental to Federal Social Security).
10. Public Agency elected and elects to be subject to the following optional provisions:
  - a. Section 20042 (One-Year Final Compensation) for classic members only.
  - b. Section 20965 (Credit for Unused Sick Leave).
  - c. Sections 21624, 21626 and 21628 (Post-Retirement Survivor Allowance).
  - d. Section 20503 (To Remove the Exclusion of "All Hourly Rated or Hourly Basis Employees Who Are Employed on or After January 1, 1969", Prospectively from March 27, 2001).
  - e. Section 20475 (Different Level of Benefits): Section 21353 (2% @ 60 Modified formula) is applicable to classic local miscellaneous members entering membership for the first time with this agency in the miscellaneous classification after December 30, 2012.
  - f. Section 20503 (To Remove the Exclusion of Monitor, Prospectively from July 1, 2015).
  - g. Section 20503 (To Remove the Exclusion of Custodian, Prospectively from the effective date of this amendment to contract).

11. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members of said Retirement System.
12. Public Agency shall also contribute to said Retirement System as follows:
  - a. A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.
  - b. A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.
13. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.
14. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

B. This amendment shall be effective on the \_\_\_\_\_ day of \_\_\_\_\_.

BOARD OF ADMINISTRATION  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BOARD OF TRUSTEES  
ALTADENA LIBRARY DISTRICT

BY \_\_\_\_\_  
ARNITA PAIGE, CHIEF  
PENSION CONTRACTS AND PREFUNDING  
PROGRAMS DIVISION  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY \_\_\_\_\_  
PRESIDING OFFICER

\_\_\_\_\_  
Witness Date

Attest:

Clerk



California Public Employees' Retirement System  
 Financial Office | Pension Contracts and Prefunding Programs Division  
 P.O. Box 942703, Sacramento, CA 94229-2703  
 888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | [www.calpers.ca.gov](http://www.calpers.ca.gov)

### Certification of Compliance with Government Code Section 7507

I hereby certify that in accordance with Government Code section 7507, the future annual costs as determined by the California Public Employees' Retirement System for the increase or change in retirement benefit(s) have been made public at a public meeting of the \_\_\_\_\_ of the \_\_\_\_\_

(governing body)

(public agency)

on \_\_\_\_\_ which is at least two weeks prior to the adoption of the Resolution /  
 (date)

Ordinance. Adoption of the retirement benefit increase or change will not be placed on the consent calendar.

\_\_\_\_\_  
 Clerk/Secretary

\_\_\_\_\_  
 Title

Date \_\_\_\_\_



California Public Employees' Retirement System  
 Financial Office | Pension Contracts and Prefunding Programs Division  
 P.O. Box 942703, Sacramento, CA 94229-2703  
 888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | [www.calpers.ca.gov](http://www.calpers.ca.gov)

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### Certification of Governing Body's Action

I hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the

\_\_\_\_\_ of the  
 (governing body)

\_\_\_\_\_ (public agency)

on \_\_\_\_\_  
 (date)

\_\_\_\_\_  
 Clerk/Secretary

\_\_\_\_\_  
 Title





**LIBRARY BOARD OF TRUSTEES**

**STAFF REPORT**

**DEPARTMENT:** Administration

**MEETING DATE:** August 26, 2019

**PREPARED BY:** Cindy Cleary & Nicole Fabry

**LOCATION:** Community Room

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**TITLE:** Request Membership with other Public Agencies in the Local Agency Investment Fund (LAIF)

**BACKGROUND:** The purpose of membership is to invest operating reserves and funds in the treasury, not required for immediate needs, with other public agencies in the Fund.

The District currently invests Property Tax Revenue with LA County. Interest on the account has been between 1.92-2.30% from July 2018 - May 2019. The District receives funds by submitting a two-part Trust Warrant Request to the County Auditor-Controller and receives requested funds as a Direct Deposit. From the time the request is completed and submitted until the funds are deposited takes approximately 10-15 days. There is no online access to the accounts; the County emails a statement mid-month. At this time the County does not offer any other payment request processes, online services, or investment options. The District is limited in the access of funds and liquidity.

LAIF's pooled money investment account has yielded between 1.94-2.40% from July 2018 to June 2019. LAIF allows online access to all investment accounts as well as the capability to both deposit and withdraw funds either online or by phone. If a request is made before 10AM the funds are available the same day.

From LAIF:

"The Local Agency Investment Fund (LAIF), a voluntary program created by statute, began in 1977 as an investment alternative for California's local governments and special districts and it continues today under Treasurer Fiona Ma's administration. The enabling legislation for the LAIF is Section 16429.1 et seq. of the California Government Code.

This program offers local agencies the opportunity to participate in a major portfolio, which invests hundreds of millions of dollars, using the investment expertise of the State Treasurer's Office professional investment staff at no additional cost to the taxpayer.

The LAIF is part of the Pooled Money Investment Account (PMIA). The PMIA began in 1955 and oversight is provided by the Pooled Money Investment Board (PMIB) and an in-house Investment Committee. The PMIB members are the State Treasurer, Director of Finance, and State Controller.

The Local Investment Advisory Board (LIAB) provides oversight for LAIF. The Board consists of five members as designated by statute. The State Treasurer, as Chair, or her designated representative, appoints two members qualified by training and experience in the field of investment or finance, and two members who are treasurers, finance or fiscal officers or business managers employed by any county, city or local district

or municipal corporation of this state. The term of each appointment is two years or at the pleasure of the Treasurer.

All securities are purchased under the authority of Government Code Section 16430 and 16480.4. The State Treasurer's Office takes delivery of all securities purchased on a delivery versus payment basis using a third party custodian. All investments are purchased at market and a market valuation is conducted monthly.

Additionally, the PMIA has Policies, Goals and Objectives for the portfolio to make certain that our goals of Safety, Liquidity and Yield are not jeopardized and that prudent management prevails. These policies are formulated by Investment Division staff and reviewed by both the PMIB and the LIAB on an annual basis.

The State Treasurer's Office is audited by the Bureau of State Audits on an annual basis and the resulting opinion is posted to the State Treasurer's Office website following its publication. The Bureau of State Audits also has a continuing audit process throughout the year. All investments and LAIF claims are audited on a daily basis by the State Controller's Office as well as an internal audit process.

Under Federal Law, the State of California cannot declare bankruptcy, thereby allowing the Government Code Section 16429.3 to stand. This Section states that "moneys placed with the Treasurer for deposit in the LAIF by cities, counties, special districts, nonprofit corporations, or qualified quasi-governmental agencies shall not be subject to either of the following: (a) transfer or loan pursuant to Sections 16310, 16312, or 16313, or (b) impoundment or seizure by any state official or state agency."

During the 2002 legislative session, California Government Code Section 16429.4 was added to the LAIF's enabling legislation. This Section states that "the right of a city, county, city and county, special district, nonprofit corporation, or qualified quasi-governmental agency to withdraw its deposited moneys from the LAIF, upon demand, may not be altered, impaired, or denied in any way, by any state official or state agency based upon the state's failure to adopt a State Budget by July 1 of each new fiscal year."

The LAIF has grown from 293 participants and \$468 million in 1977 to 2,366 participants and \$24.6 billion at the end of June 2019."

Based on the liquidity features of the LAIF program and the overall flexibility of the program, the anticipated rate of return as well as the reduced administrative costs, approval to participate in the Local Agency Investment Fund is recommended.

**FISCAL IMPACT:** All expenses associated with participation in LAIF (the total annual operating expense) are deducted from the gross yield of each respective fund. At present, the total administrative cost for the LAIF fund is 0.33 percent of earnings. The District currently pays the Los Angeles County Treasurer 0.05% of the total amount of funds invested in administrative fees.

There are no out-of-pocket expenses for money invested in LAIF. In addition, there are no transaction costs associated with contributions to, or withdrawals from, the LAIF accounts, or for transfers between LAIF accounts.

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**STAFF RECOMMENDATION:** Staff recommends the Board review and sign the Resolution authorizing enrollment with LAIF.

**RESOLUTION OF ALTADENA LIBRARY DISTRICT**

**AGENCY**  
**ADDRESS 600 E. Mariposa Street, Altadena, CA 91001**

**AGENCY**  
**PHONE NUMBER 626-798-0833**

**AUTHORIZING INVESTMENT OF MONIES**

**IN THE LOCAL AGENCY INVESTMENT FUND**

**WHEREAS**, The Local Agency Investment Fund is established in the State Treasury under Government Code section 16429.1 et. Seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

**WHEREAS**, the Altadena Library District hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code section 16429.1 et. Seq. for the purpose of investment as provided therein is in the best interest of the Altadena Library District.

**NOW THEREFORE, BE IT RESOLVED**, that the Altadena Library District hereby authorizes the deposit of withdrawal of District monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code section 16429.1 et. Seq. for the purpose of investment as provided therein.

**BE IT FURTHER RESOLVED**, as follows:

Section 1. The following District officers holding the title(s) specified herein below **or their successors in office** are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

_____ (NAME)	_____ (NAME)	_____ (NAME)
<u>Board President</u>	<u>District Director</u>	<u>Public Services Director</u>
_____ (TITLE)	_____ (TITLE)	_____ (TITLE)
_____ (SIGNATURE)	_____ (SIGNATURE)	_____ (SIGNATURE)

Section 2. This resolution shall remain in full force and effect until rescinded by the Altadena Library District by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer's Office.

PASSED AND ADOPTED, by the Board of Trustees of Altadena Library District Los Angeles County of State of California on August 26, 2019.

\_\_\_\_\_  
Terry Andruess, President

\_\_\_\_\_  
Katie Clark, Secretary



## **DIRECTOR'S REPORT**

August 26,2019

**SUBJECT:** Job Specification: Building Projects Manager

**PREPARED BY:** Cindy Cleary

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The Library requests approval of the attached job specification for Building Projects Manager.

At the June Board meeting several organizational changes were presented including salary upgrades to the Building Projects Manager position. The upgrade recognized additional supervisory responsibilities resulting from the loss of the Building Maintenance Supervisor position.

The Building Projects Manager position was created to oversee the 2017 renovation and did not have oversight of District staff. Since that time the person in the position has been managing all day-to-day activities related to the maintenance, repair and enhancement of District facilities, including supervision of the related staff. The updated job description recognizes those responsibilities (Core Responsibilities: Facilities and Grounds) in addition to overseeing capital projects as they arise.

Staff recommends approval of the updated job description for Building Projects Manager.

## **DEFINITION**

The Building Projects Manager reports directly to the District Director and is responsible for planning, organizing, and providing direction for all day-to-day activities related to the maintenance, repair and enhancement of District facilities, grounds, and related mechanical, electrical and plumbing (MEP) systems; overseeing contracts and contractors; preparing and monitoring budgets; preparing reports; and managing capital projects. The position supervises staff engaged in facility and landscaping tasks and oversees the work of contractors hired by the District. The position requires continuous collaboration with the staff, library patrons and the community at-large.

## **ESSENTIAL FUNCTIONS OF THE JOB INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:**

### Customer Service:

- Ensures District services are provided with exceptional customer service and the highest levels of ethical standards
- Works in conjunction with Administration, Managers and other staff to respond to the needs of the public
- Creates positive experiences for library patrons by effectively and efficiently performing job tasks
- Presents a positive image of the library in attitude, communications and appearance while performing duties in both public and staff areas
- Greets and assists internal and external customers in a friendly, prompt, and accessible manner
- Responds to internal and external customer needs by providing solutions and/or referrals

### Core Responsibilities (Capital Projects):

- Solicits bids, analyzes prices, selects vendors/suppliers/sub-contractors and negotiates contracts for services related to building projects
- Creates and manages the RFP process for building and maintenance projects as required by District policy
- Develops and administers effective and efficient procedures for procuring services, materials, equipment, and supplies as needed to support District projects related to the facilities
- Executes planning, coordination and implementation of projects, and closes-out/signs-off on completion of facilities projects
- Ensures project completion on time and within budget
- Monitors vendor/contractor compliance to project requirements, budget, timeline, and compliance with building and safety codes
- Secures building permits and licenses, safety inspections as needed
- Apprises staff and the Library Board of Trustees about major project proposals, and reports on status and progress of facilities projects

- Directs and coordinates projects with library staff, community organizations, local government, and external customers as needed
- Performs other duties as required

#### Core Responsibilities (Facilities and Grounds)

- Provides professional assistance to District Director, Library staff, Board of Library Trustees and Library Support Groups
- Supervises staff engaged in performing building maintenance, construction, and landscaping duties and projects
- Develops and forecasts section budgets
- Prepares preliminary time and material cost estimates on proposed projects
- Monitors building maintenance projects
- Performs general maintenance duties
- Works with members of the community on facility and landscaping related projects
- Responds to calls during emergency situations. Evaluates potential building damage and takes necessary steps to protect District property

#### **MINIMUM REQUIREMENTS:**

##### **Knowledge, Skills & Abilities**

##### **Knowledge of:**

- Construction practices and labor and material costs
- Cal/OSHA standards
- Project Management principles and methods
- Sound supervisory practices
- Principles of risk management
- Applicable federal, state, and local laws, codes, regulations; and District policies
- Current trends related to the areas of responsibility

##### **Skills in:**

- Project management
- Evaluating and developing improvements in operations, procedures, policies, or methods
- Communicating effectively, both orally and in writing
- Maintaining effective working relationships with co-workers, patrons, community organizations, volunteer groups, and Board of Library Trustees
- Computer use including internet, email, and Microsoft Office Products. Must be able to learn and become proficient with equipment and software programs as required to effectively and efficiently perform assigned duties

**Ability to:**

- Maintain a safe working environment
- Exercise sound judgment and independent decision making when procuring materials and hiring contractors/services
- Recognize and set priorities, and use initiative and independent judgment in a variety of situations
- Safely operate hand and power tools and materials used in all facets of work
- Tolerate residual dust, mold or foreign substances on a limited basis
- Calculate quantities, times, distances, measures, weights, etc.
- Work well under pressure and meet inflexible deadlines
- Work independently or as part of a team to complete tasks as assigned
- Hold self and others to the highest level of accountability
- Provide exceptional customer service
- Communicate effectively in English

**Other Characteristics****Willingness to:**

Work a flexible schedule including evenings, weekends and holidays. May be required to return to work during non-business hours in emergency situations and to perform work on a scheduled stand-by assignment.

**Work Environment**

Work is performed partially in an office setting with sitting and computer work required, and in the field with occasional exposure to inclement weather conditions, noise, dust, and potentially hazardous materials. Must be able to lift, carry, or push materials weighing up to 40 pounds.

Reasonable accommodations will be made to enable individuals with disabilities to perform the tasks.

**Experience**

- Four years of experience in project management, building maintenance/repair and landscaping, including two years at a supervisory level
- Experience in a district, government or public agency is desirable
- Bilingual in English and Spanish is desirable

**Education/Training**

- Graduation from high school with diploma or GED equivalency. One year of community college level classes is highly desirable

**Licenses (s)/Certifications(s)**

Valid Class C California driver's license

**Note**

An equivalent combination of experience, education and/or training may substitute for the listed minimum requirements

**OTHER INFORMATION:**

**FLSA:** EXEMPT

**Previously Approved: 5/07/2018**

DRAFT





**DIRECTOR'S REPORT**  
August 26, 2019

**SUBJECT:** District Director Salary Revision

**PREPARED BY:** Cindy Cleary

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In May, 2019 Paul Kimura from Avery Associates was engaged to conduct a recruitment process for a permanent District Director. On Thursday, August 22, four candidates were interviewed during a Special Meeting called by the Board of Library Trustees. It is anticipated that a candidate will be selected in closed session during the regular board meeting on Monday, August 26 after which point Mr. Kimura will initiate a contract negotiation. The goal is to appoint a permanent director at the regular board meeting on Monday, September 23.

In recognition that Altadena salaries are below market, Director salaries from thirteen comparable cities were studied. Three of the thirteen are district libraries. As reflected in the attached matrix, the monthly top salary in Altadena is approximately eleven per-cent below the average monthly top salary of the thirteen comparable libraries. The current range in Altadena is \$9,940 - \$12,384. The average range of the thirteen cities is \$9,748 - \$13,875.

Using the average of the thirteen cities, the recommendation is to set a salary range for District Director from \$9,940 to \$13,875. This maintains Altadena's starting salary which is above the average of the other libraries. A salary range, in lieu of salary steps, is standard for many organizations as it gives greater flexibility in determining future salary adjustments.

Cc: Matrix: Library Director Salaries – City Comparisons  
Revised Salary Schedule, FY 2019/20

Library Director Salaries - City Comparisons  
Effective 7/1/2019

<b>City Agency</b>	<b>Monthly - Step 1</b>	<b>Monthly - Top Step</b>	<b>Yearly Range</b>
<b>Altadena</b>	<b>\$9,940</b>	<b>\$12,384</b>	<b>\$119,280-\$148,608</b>
Alhambra	\$10,458	\$13,614	
Arcadia	\$10,443	\$13,042	
Buena Park (District)	\$9,290	\$12,225	
Burbank	\$11,654	\$15,325	
ElSegundo	\$10,640	\$13,186	
Glendale	\$10,377	\$16,640	
Glendora	\$10,731	\$13,401	
Inglewood	\$9,092	\$12,880	
Ontario	\$10,803	\$13,130	
Palos Verdes (District)	N/A	\$14,450	
Pasadena	\$12,735	\$15,918	
Placentia (District)	N/A	\$11,750	
Torrance	\$11,464	\$14,812	
<b>Average Salary Ranges</b>	<b>\$9,748</b>	<b>\$13,875</b>	<b>\$116,976-\$166,500</b>