



## AGENDA

Board of Library Trustees  
Budget Committee | Altadena Library District  
Virtual – Zoom – November 4, 2021 – 1:00 p.m.

### IMPORTANT NOTICE REGARDING NOVEMBER 4, 2021 BUDGET COMMITTEE MEETING

This meeting will be conducted utilizing teleconference and electronic means consistent with the **State of California Executive Order N-29-20** dated March 17, 2020, regarding the COVID-19 pandemic and Altadena Library District Board of Trustees' Resolution 2021-07. The live stream of the meeting may be viewed by visiting the Altadena Library District's YouTube channel at the following URL <https://www.youtube.com/c/AltadenaLibrary>

**SUBMISSION OF PUBLIC COMMENT:** For those wishing to make Public Comments at the November 4, 2021 Meeting, please submit your comments by email to be read aloud at the meeting. If multiple comments are submitted, only the first comment will be read aloud during the meeting. Email and Electronic Comments submitted online will be accepted up to two (2) hours prior to the start of the meeting. Email comments can be submitted to [hello@altadenalibrary.org](mailto:hello@altadenalibrary.org) with the subject line: "Public Comment". Electronic Comments may also be submitted online at [www.altadenalibrary.org/publiccomment](http://www.altadenalibrary.org/publiccomment). If you wish to make your public comment during the live meeting, please state so in your email or select "Yes – I want to provide this comment in real-time and need the Zoom link" in the online form.

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

If you are unable to submit via email or the online, you can call in to (626) 798-0833 ext. 118, during the corresponding item of the agenda. For public comment on any non-agenda item, please plan to call at 1:00 pm.

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

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

#### I. Call to order

#### II. Open Session

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

**III. Consent Calendar**

The Budget Committee hereby approves the items and recommended actions in the Consent Calendar listed below:

- a. Approval of Minutes – Regular Meeting held May 13, 2021 [Pages 3-5](#)

**IV. Unfinished Business**

- a. None

**V. New Business**

- a. Review and Discussion of ALD Financial Reports Formatting and Content Prepared for ALD Board of Trustees **(Action)** [Pages 6-11](#)
- b. Discussion regarding ALD Financial Operation Strategies for Fiscal Year 2021-22 **(Action)**
- c. Review and Recommendation to Approve New Office Manager Job Description **(Action)** [Pages 12-17](#)

**VI. Announcements & Planning**

- a. Proposed Future Agenda Items

**VII. Adjournment**



## MINUTES

Board of Library Trustees  
Budget Committee | Altadena Library District  
Virtual – Zoom – May 13, 2021 – 3:00 p.m.

### IMPORTANT NOTICE REGARDING MAY 13, 2021 BUDGET COMMITTEE MEETING

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

**SUBMISSION OF PUBLIC COMMENT:** For those wishing to make Public Comments at the May 13, 2021 Budget Committee Meeting, please submit your comments by email or electronically to be read aloud at the meeting. If multiple comments are submitted, only the first comment will be read aloud during the meeting. Email and Electronic Comments submitted online will be accepted up to two (2) hours prior to the start of the meeting. Email comments can be submitted to [hello@altadenalibrary.org](mailto:hello@altadenalibrary.org). Electronic Comments may also be submitted online at [www.altadenalibrary.org/publiccomment](http://www.altadenalibrary.org/publiccomment).

Email and Electronic Comments will be submitted to the standing committee and shall become part of the record of the meeting.

If you wish to make public comment during the live meeting, you can call in to (626) 798-0833 ext. 103, during the corresponding item of the agenda. For public comment on any non-agenda item, please plan to call at 3:00 p.m.

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

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

#### I. Call to order

Trustee Rushmore Cervantes called the meeting to order at 3:06 pm.

#### II. Open Session

##### a. Roll Call

Trustee Cervantes called roll call. Trustee Wilkerson responded as present. Quorum was confirmed.

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

No adjustments were made.

- c. Adoption of Agenda  
The committee adopted the agenda as posted.
- d. Public Comment on Non-Agenda Items  
No public comment made.

**III. Consent Calendar**

**Moved by Trustee Wilkerson to adopt the Consent Calendar.**

**Seconded by Trustee Cervantes. Trustee Cervantes opened the floor for discussion. No discussion followed.**

**Roll Call Vote:**

**Trustee Cervantes: Aye**

**Trustee Wilkerson: Aye**

**Motion passed.**

The Budget Committee hereby approves the items and recommended actions in the Consent Calendar listed below:

- a. Approval of Minutes – Regular Meeting held February 11, 2021

**IV. Unfinished Business**

- a. None

**V. New Business**

- a. Review and Approval of Committee's Recommendation to Adopt the Fiscal Year 2021-2022 Budget to be presented to Board of Trustees for final approval **(Action)**  
Administrative Services Manager, Nicole Fabry, introduced the agenda item by providing an overview of the agenda item report. Ian Berg, from Eide Bailly LLP, reported additional information regarding the Fiscal Year 2021-2022 Budget. The committee discussion ensued.

**Moved by Trustee Wilkerson to recommend the Fiscal Year 2021-022 for approval. Seconded by Trustee Cervantes. Trustee Cervantes opened the floor for discussion. No discussion followed.**

**Roll Call Vote:**

**Trustee Cervantes: Aye**

**Trustee Wilkerson: Aye**

**Motion passed.**

- b. Review and Approval of Budget Committee Meeting Schedule for Fiscal Year 2021-2022 **(Action)**  
District Director, Nikki Winslow, introduced the agenda item by providing an overview of the agenda item report. The committee discussion ensued.

**Moved by Trustee Wilkerson to approve the Budget Committee Schedule for Fiscal Year 2021-2022 for August 5<sup>th</sup>, November 4<sup>th</sup>, February 3<sup>rd</sup>, and May 5<sup>th</sup> at 1:00 pm.**

**Seconded by Trustee Cervantes. Trustee Cervantes opened the floor for discussion. No discussion followed.**

**Roll Call Vote:**

**Trustee Cervantes: Aye**

**Trustee Wilkerson: Aye**

**Motion passed.**



- c. Review of the Adopted Fiscal Year 2021-2022 Budget for the Local Agency Formation Commission for the County of Los Angeles (LAFCO) **(Informational)**  
Administrative Assistant, Diego Gamboa, introduced and presented on the agenda item for informational purposes. The committee discussion ensued.  
**No action taken.**

**VI. Announcements & Planning**

- a. Proposed Future Agenda Items

**VII. Adjournment**

Trustee Cervantes adjourned the meeting at 4:10 pm.



# Revenue & Expense (Unaudited)

## General Fund

August 2021

	August 2021	YTD	FY 2021/22 Adopted Budget	YTD Target 17%
<b>1 REVENUES</b>				
2 Property Taxes & Assessments	\$ 69,295	\$ 72,633	\$ 3,748,200	2%
3 Fines & Fees	6,384	11,889	97,000	12%
4 Interest Income*	(2,449)	(2,449)	4,400	-56%
5 Other Revenues	20	5,020	62,000	8%
6 Transfer In from Capital	-	-	299,000	0%
<b>7 TOTAL REVENUES</b>	<b>73,250</b>	<b>87,093</b>	<b>4,210,600</b>	<b>2%</b>
<b>8 EXPENSES</b>				
<b>9 Salaries &amp; Benefits</b>				
<b>10 Wages</b>				
11 Salaried	54,894	107,032	808,500	13%
12 Hourly	84,624	170,547	1,246,200	14%
<b>13 Total Wages</b>	<b>139,518</b>	<b>277,579</b>	<b>2,054,700</b>	<b>14%</b>
<b>14 Benefits, Retirement &amp; Taxes</b>				
15 Health Insurance - Employee	10,355	21,955	158,400	14%
16 Health Insurance - Retiree	6,265	12,531	77,000	16%
17 Dental Insurance	1,168	2,285	14,500	16%
18 Vision Insurance	377	769	5,000	15%
19 Life Insurance	117	234	1,600	15%
20 Workers' Compensation	-	40,307	40,300	100%
21 CalPERS Retirement (Normal Costs)	14,496	24,445	150,600	16%
22 CalPERS UAL Minimum Payment	-	197,825	197,900	100%
23 Payroll Taxes (District-Paid)	10,621	20,958	164,200	13%
<b>24 Total Benefits, Retirement &amp; Taxes</b>	<b>43,399</b>	<b>321,310</b>	<b>809,500</b>	<b>40%</b>
<b>25 Total Salaries &amp; Benefits</b>	<b>182,917</b>	<b>598,889</b>	<b>2,864,200</b>	<b>21%</b>
<b>26 Operating Expenses</b>				
27 Insurance (Liability, Earthquake)	-	96,571	96,100	100%
28 Utilities	1,861	6,430	61,500	10%
29 Fees	2,051	4,669	54,200	9%
30 Other Operating	7,147	16,852	77,000	22%
31 Facilities, Grounds & Maintenance	12,847	16,392	53,000	31%
32 Structures & Improvements	-	-	25,000	0%
33 Equipment, Furniture & Fixtures	-	-	15,000	0%
34 Staff Development, Training & Travel	616	2,492	26,500	9%
35 Advertising & Marketing	407	1,482	9,000	16%
<b>36 Total Operating Expenses</b>	<b>24,929</b>	<b>144,888</b>	<b>417,300</b>	<b>35%</b>
<b>37 Professional Services</b>				
38 Audit and Financial Consulting	3,050	13,415	60,000	22%
39 Legal Fees	-	372	45,000	1%
40 Consultants - Other	-	-	30,000	0%
<b>41 Total Professional Services</b>	<b>3,050</b>	<b>13,787</b>	<b>135,000</b>	<b>10%</b>



# Revenue & Expense (Unaudited)

## General Fund

August 2021

	August 2021	YTD	FY 2021/22 Adopted Budget	YTD Target 17%
<b>42 Information Technology (IT)</b>				
43 Internet Service / E-Rate	-	-	53,000	0%
44 Technology Equipment	31,045	31,451	35,000	90%
45 Technology Maintenance Fees	4,401	15,098	25,000	60%
46 Technology Consulting	-	-	17,000	0%
47 Telecommunications	587	1,553	9,500	16%
48 Website Development	33	33	500	7%
<b>49 Total Information Technology (IT)</b>	<b>36,066</b>	<b>48,135</b>	<b>140,000</b>	<b>34%</b>
<b>50 Library Materials</b>				
51 Books	10,062	12,815	130,000	10%
52 Downloadables	4,524	11,615	69,000	17%
53 DVD's & Videogames	140	374	33,000	1%
54 Electronic Databases / Subscriptions	1,103	5,284	17,000	31%
55 Periodicals	-	4,385	13,500	32%
56 Audio CD	240	806	8,000	10%
57 Purchase Suggestions	948	1,090	7,000	16%
58 Library of Things	1,123	1,148	6,000	19%
59 Mobile Library Collection	-	-	5,000	0%
<b>60 Total Library Materials</b>	<b>18,140</b>	<b>37,516</b>	<b>288,500</b>	<b>13%</b>
<b>61 Programs</b>				
62 Adult Services	1,158	4,810	15,000	32%
63 Mobile Library	-	-	-	0%
64 Summer Reading	-	-	-	0%
65 Youth Services	4,257	4,603	11,000	42%
66 Teen Services	136	241	6,000	4%
67 Bob Lucas Branch Services	195	243	5,700	4%
68 Literacy Services	-	-	-	0%
69 Volunteer Services	-	210	1,000	21%
<b>70 Total Programs</b>	<b>5,746</b>	<b>10,107</b>	<b>38,700</b>	<b>26%</b>
71 Transfer Out to Capital	-	299,000	299,000	100%
72 Addition to Reserves	-	-	27,900	0%
<b>73 TOTAL EXPENSES</b>	<b>270,848</b>	<b>1,152,322</b>	<b>4,210,600</b>	<b>27%</b>
<b>74 NET REVENUES / (EXPENSES)</b>	<b>\$ (197,599)</b>	<b>\$ (1,065,229)</b>	<b>\$ -</b>	

*\*As of August 2021 interest revenues are negative due to the timing of interest receipts and year-end reporting for cash held with the County of Los Angeles.*



# Revenue & Expense (Unaudited)

## Capital Fund

August 2021

	August 2021	YTD	FY 2021/22 Adopted Budget	YTD Target 17%
<b>1 REVENUES</b>				
2 Use of Reserves	-	-	299,000	0%
3 Transfer In from General	-	299,000	299,000	100%
4 CFD Bond Proceeds	-	-	-	0%
<b>5 TOTAL REVENUES</b>	<b>-</b>	<b>299,000</b>	<b>598,000</b>	<b>50%</b>
<b>6 EXPENSES</b>				
<b>7 Professional Services</b>				
8 Audit and Financial Consulting	-	-	15,000	0%
9 Legal Fees	-	-	-	0%
<b>10 Total Professional Services</b>	<b>-</b>	<b>-</b>	<b>15,000</b>	<b>0%</b>
<b>11 CFD Bond</b>				
12 CFD Bond Issuance Consulting	5,600	5,600	102,000	5%
13 CFD Administration	-	-	15,000	0%
14 CFD Banking Fees	-	-	7,000	0%
15 CFD Project Management	12,628	39,273	160,000	25%
<b>16 Total CFD Bond</b>	<b>18,228</b>	<b>44,873</b>	<b>284,000</b>	<b>16%</b>
17 Transfer Out to General	-	-	299,000	0%
<b>18 TOTAL EXPENSES</b>	<b>18,228</b>	<b>44,873</b>	<b>598,000</b>	<b>8%</b>
<b>19 NET REVENUES / (EXPENSES)</b>	<b>\$ (18,228)</b>	<b>\$ 254,128</b>	<b>\$ -</b>	





# Revenue & Expense (Unaudited)

## Donations and Grants Fund

August 2021

	August 2021	YTD	FY 2021/22 Adopted Budget	YTD Target 17%
<b>1 REVENUES</b>				
<b>2 Donations &amp; Grants</b>				
3 Altadena Library Foundation	\$ -	\$ -	\$ 30,000	0%
4 Friends of the Library	-	15,000	15,000	100%
5 CA Library Literacy Services	-	-	20,000	0%
<b>6 Total Donations &amp; Grants</b>	<b>-</b>	<b>15,000</b>	<b>65,000</b>	<b>23%</b>
<b>7 TOTAL REVENUES</b>	<b>-</b>	<b>15,000</b>	<b>65,000</b>	<b>23%</b>
<b>8 EXPENSES</b>				
<b>9 Wages</b>				
10 Salaried	-	-	15,000	0%
<b>11 Total Wages</b>	<b>-</b>	<b>-</b>	<b>15,000</b>	<b>0%</b>
<b>12 Operating Expenses</b>				
13 Staff Recognition	135	302	4,000	8%
<b>14 Total Operating Expenses</b>	<b>135</b>	<b>302</b>	<b>4,000</b>	<b>8%</b>
<b>15 Programs</b>				
16 Adult Services	-	-	10,000	0%
17 Mobile Library	2,269	2,733	16,000	17%
18 Summer Reading	18	2,211	15,000	15%
19 Youth Services	-	-	-	0%
20 Teen Services	-	-	-	0%
21 Bob Lucas Branch Services	-	-	-	0%
22 Literacy Services	302	512	5,000	10%
23 Volunteer Services	-	-	-	0%
<b>24 Total Programs</b>	<b>2,588</b>	<b>5,456</b>	<b>46,000</b>	<b>12%</b>
<b>25 TOTAL EXPENSES</b>	<b>2,724</b>	<b>5,757</b>	<b>65,000</b>	<b>9%</b>
<b>26 NET REVENUES / (EXPENSES)</b>	<b>\$ (2,724)</b>	<b>\$ 9,243</b>	<b>\$ -</b>	



# Shared Expense (Unaudited)

## District Total

August 2021

	YTD General	YTD Donations & Grants	YTD Combined	FY 2021/22 Adopted Budget	YTD Target 17%
<b>1 EXPENSES</b>					
<b>2 Wages</b>					
3 Salaried	107,032	-	107,032	823,500	13%
4 Hourly	170,547	-	170,547	1,246,200	14%
<b>5 Total Wages</b>	<b>277,579</b>	<b>-</b>	<b>277,579</b>	<b>2,069,700</b>	<b>13%</b>
<b>6 Operating Expenses</b>					
7 Staff Recognition	-	302	302	4,000	8%
<b>8 Total Operating Expenses</b>	<b>-</b>	<b>302</b>	<b>302</b>	<b>4,000</b>	<b>8%</b>
<b>9 Library Materials</b>					
10 Books	12,815	-	12,815	130,000	10%
11 Downloadables	11,615	-	11,615	69,000	17%
12 DVD's & Videogames	374	-	374	33,000	1%
13 Electronic Databases / Subscriptions	5,284	-	5,284	17,000	31%
14 Periodicals	4,385	-	4,385	13,500	32%
15 Audio CD	806	-	806	8,000	10%
16 Purchase Suggestions	1,090	-	1,090	7,000	16%
17 Library of Things	1,148	-	1,148	6,000	19%
18 Mobile Library Collection	-	-	-	5,000	0%
<b>19 Total Library Materials</b>	<b>37,516</b>	<b>-</b>	<b>37,516</b>	<b>288,500</b>	<b>0%</b>
<b>20 Programs</b>					
21 Adult Services	4,810	-	4,810	25,000	19%
22 Mobile Library	-	2,733	2,733	16,000	17%
23 Summer Reading	-	2,211	2,211	15,000	15%
24 Youth Services	4,603	-	4,603	11,000	42%
25 Teen Services	241	-	241	6,000	4%
26 Bob Lucas Branch Services	243	-	243	5,700	4%
27 Literacy Services	-	512	512	5,000	10%
28 Volunteer Services	210	-	210	1,000	21%
<b>29 Total Programs</b>	<b>10,107</b>	<b>5,456</b>	<b>15,562</b>	<b>84,700</b>	<b>18%</b>
<b>30 TOTAL EXPENSES</b>	<b>325,202</b>	<b>5,757</b>	<b>330,959</b>	<b>2,446,900</b>	<b>14%</b>



# Balance Sheet (Unaudited)

District Total

August 2021

1	<b>ASSETS</b>		
2	<b>Cash &amp; Investments</b>		
3	Cash - LA County (Operating Reserve)	\$	1,941,850
4	Cash - LA County		374,510
5	Checking		637,148
6	Money Market		15,766
7	Paypal		731
8	Cash on Hand		850
9	<b>Total Cash &amp; Investments</b>		<b>2,970,855</b>
10	<b>Other Current Assets</b>		
11	Property Tax & Assessments Receivable		92,118
12	Miscellaneous Receivable		37,700
13	Interest Receivable		-
14	<b>Total Other Current Assets</b>		<b>129,817</b>
15	<b>Long-Term Assets</b>		
16	Fixed Assets (Net of Depreciation)		1,148,586
17	Deferred Outflows of Resources		775,707
18	<b>Total Long-Term Assets</b>		<b>1,924,293</b>
19	<b>TOTAL ASSETS</b>		<b>5,024,966</b>
20	<b>LIABILITIES</b>		
21	<b>Current Liabilities</b>		
22	Accounts Payable		65,769
23	Credit Card (UMB)		71,631
24	Payroll and Retirement Liabilities		19,640
25	<b>Total Current Liabilities</b>		<b>157,040</b>
26	<b>Long-Term Liabilities</b>		
26	Vacation Payable		95,837
27	Deferred Inflows of Resources		418,185
29	Net Pension Liability		2,718,477
30	Net OPEB Liability		1,001,372
31	<b>Total Long-Term Liabilities</b>		<b>4,233,871</b>
32	<b>TOTAL LIABILITIES</b>		<b>4,390,911</b>
33	<b>FUND BALANCE</b>		
34	Retained Earnings		1,435,914
35	Net Revenues / (Expenses)		(801,859)
36	<b>TOTAL FUND BALANCE</b>		<b>634,055</b>
37	<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$</b>	<b>5,024,966</b>



**BOARD OF LIBRARY TRUSTEES – CFD COMMITTEE MEETING  
AGENDA ITEM V.C.REPORT FOR NOVEMBER 2021**

**REPORT:** Agenda Item V.c.

**MEETING DATE:** November 4, 2021

**PREPARED BY:** Nikki Winslow

**LOCATION:** Virtual Meeting

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**TITLE: Creating a new Office Manager Job Description**

**BACKGROUND**

The ALD contracted with Koff & Associates in 2020 to complete a Classification and Compensation Study all of positions in the District. All recommendations to both the job classifications, descriptions and recommended salary adjustments were put into effect at the beginning of Fiscal Year 20-21. Based on the study, the human resources and financial oversight functions fell under the Administrative Services Manager position.

The person in that position resigned and left the District on June 25, 2021. We did a recruitment this summer to fill the position. I worked with our accountant Cindy Byerrum of Eide Bailly to review all applicants, set up preliminary phone screenings and then interviews of the candidates. Cindy and I noticed from those that applied that they had backgrounds in higher level positions in other organizations and that our position was a step down or demotion from past work and salaries they had in the past.

We did hire one of the candidates from this recruitment but it was clear quickly that it was not a good fit for the candidate or the District. We believe this was due to the job description and essential functions being too broad to include many of the human resources functions that either I or our HR Consultant with Paychex is now overseeing, including onboarding, performance evaluations and personnel issue oversight.

Cindy and I agreed to create a new position, titled Office Manager, that would have a reduced scope of work and more of an emphasis on the day-to-day accounting, bookkeeping and bill paying that is required in this role. Please see this new job description following this staff report for review.

We ask that the Budget Committee review and provide feedback and ultimately recommend this new job description to the full Board of Trustees. If approved by the Board of Trustees at their meeting on November 22, the position will be posted through the end of this calendar year. We would conduct interviews and plan to onboard the selected candidate in January or February 2022.

**FISCAL IMPACT**

The newly created Office Manager position will remain at the same salary scale as the previous Administrative Services Manager so there is no fiscal impact.

**RECOMMENDATION**

Staff recommends that the Budget Committee review and recommend approval of this new Office Manager job description to the Board of Trustees.

**OFFICE MANAGER****DEFINITION**

Under general direction of the District Director, and with assistance from the consulting CPAs, performs District budgeting, financial, and accounting functions; payroll, office management and risk management programs; performs data gathering and statistical and financial reporting; performs a wide variety of complex analytical and administrative tasks requiring specialized knowledge of library policies and procedures; ensures compliance with relevant laws, standards, and District rules and regulations; provides complex and responsible support to the District Director in areas of expertise; and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the District Director. Supervises staff as assigned.

**CLASS CHARACTERISTICS**

This is a fully qualified journey-level classification responsible for independently performing professional duties in support of the District's budgeting, financial, and accounting functions as well as administration of, payroll, and risk management programs. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

**EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.*

- Oversees collection and disbursement of revenues, petty cash and cash related transactions, refunds, bank deposits, bank transfers, and receipts; reviews, verifies, and processes District expenditures, including invoices, credit card bills, and procurement documents; prepares, processes, prints, and forwards payments to vendors; researches and resolves vendor billing issues and payment discrepancies.
- Oversees the District's budget process in coordination with the District's CPAs, including development of the annual budget and budget amendments for review and approval by the Board of Library Trustees; coordinates and compiles budget requests from all departments; submits budget documents to the District Director for review and consideration; monitors District-wide budget expenditures; presents revenue and expenditure reports to the Library Board of Trustees.
- Performs a variety of tasks in support of the District's accounting programs including accounts payable, accounts receivable, grant funding, compliance, and reporting, and general accounting; may originate and records journal entries; maintains general ledger;; maintains a variety of financial schedules, records, and files; prepares supporting documentation and assists with independent annual audits.
- Proposes and implements policies and procedures that promote the fiscal well-being of the District; alerts the District Director of any potential fiscal problem areas.
- Administers employee benefit programs including insurance, paid leave, retirement, Social Security, open enrollments, Family and Medical Leave (FMLA) requests, and deferred compensation programs; communicates with benefit brokers regarding benefit products and insurance premiums;

- processes payments for insurance, retirement, and deferred compensation benefits; responds to employee inquiries.
- Administers District payroll; collects and reviews employee timecards; inputs and submits payroll data into database; disburses paychecks; may record payroll entries into District's accounting system; serves as primary contact for all payroll issues.
  - Manages programs for general liability, property/casualty, safety, and loss control plans; serves as liaison to insurance companies and service providers to ensure a cost-effective risk management program; establishes and reviews insurance requirements for vendors; interfaces with insurance authority regarding all claims against the District; assists in coordinating employee safety training programs and training on emergency policies and procedures.
  - Responds to internal and external customer needs by providing solutions and/or referrals; greets and assists internal and external customers in a friendly, prompt, and accessible manner; 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; works in conjunction with administration, management, and other District staff to respond to the needs of the public.
  - Interprets complex rules, regulations, contracts, policies, and procedures; applies such interpretation in the performance of assigned responsibilities.
  - Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Modern principles, practices, and methods of public and governmental accounting and financing, including budgeting, general accounting, auditing, financial reporting, and their application to District operations.
- Policies, procedures, practices, and methods related to risk management including workers' compensation and liability claim processing and administration of employee safety programs.
- Principles, practices, and procedures for processing payroll and purchasing functions.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Financial forecasting methods and techniques.
- Complex mathematical and statistical techniques.
- Principles and practices of research, analysis, reporting methods, and data collection.
- Library vendors, trends, and marketplace.
- Effective practices in evaluation and outcomes measurement.
- Principles and procedures of record keeping, document processing, and filing systems.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Perform a variety of professional finance, accounting, and payroll duties such as reviewing, analyzing, recording, and documenting a diverse range of financial transactions and verifying the accuracy of financial data.

- Perform a variety of professional risk management and employee safety functions including review and processing of workers' compensation and liability insurance claims and administering programs to maintain a safe working environment for District employees.
- Maintain confidentiality of sensitive personal information of current and former employees and other matters affecting District financial and human resources administration.
- Conduct complex research projects on a wide variety of finance, accounting, human resources, payroll, and risk management topics.
- Analyze statistical data; evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Prepare clear, complete, and concise statements and reports.
- Understand and analyze accounting, budgeting, and financial statements and reports.
- Develop long and short-term goals and objectives that support the District's business functions including identification of funding sources.
- Manage and improve business processes and operations by ensuring continuity and integration of policies and procedures with the District's mission and strategic plan.
- Plan and monitor expenditures to meet District objectives and compliance; prepare, review, and examine budget documents and reports; audit, reconcile, and balance bank statements.
- Analyze, post, balance, and reconcile financial ledgers, reports, and accounts; ensure proper authorization and documentation for disbursements and other financial transactions.
- Allocate resources, plan procurement, and oversee budgets and contracts to ensure the District's fiscal stability.
- Commit to the principles of intellectual freedom and equal access.
- Make accurate arithmetic, financial, and statistical computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in business administration, public administration, accounting, finance, human resources, or a related field.

Experience:

- Three (3) years of professional experience in finance administration, accounting, human resources administration, or a related field.

**Licenses and Certifications:**



➤ None.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### **ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may encounter challenging interpersonal situations in the course of their work.

### **WORKING CONDITIONS**

Occasional evening and weekend work may be required as job duties demand.