

Placentia Library District

AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
UNUSUAL DATE MEETING








Monday, February 23, 2015
6:30 P.M.
Community Meeting Room

Mission Statement:

Placentia Library District provides lifelong learning and reading opportunities that inspire, open minds, and bring our community together.

The Centennial Vision Statement:

The Vision of the Trustees is intended to help celebrate the 100-year anniversary of the District.

-  We will be the place where the community “sees and experiences” the technical edge and premier programming.
-  We will renovate and expand our Library.
-  We will remain financially self-sufficient.
-  We will seek strong community support.
-  We will reach our community with an active marketing plan.
-  We will increase the percentage of our operating budget that supports establishing the premier collection in Orange County.
-  We will plan for maintaining our qualified and professional staff.

AGENDA DESCRIPTIONS: *The Agenda descriptions are intended to give members of the public notice and a general summary of items of business to be transacted or discussed. The Board may take any action which it deems to be appropriate on the Agenda and is not limited in any way by the notice of the recommended action.*

REPORTS AND DOCUMENTATION: *Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 200.*

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

1. Call to Order Library Board President
2. Roll Call Recorder

3. Adoption of Agenda

This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).

Presentation: Library Director
Recommendation: Adopt by Motion

4. Oral Communications

Members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board. Presentations by the public are limited to 5 minutes per person. Members of the public are also permitted to address the Library Board of Trustees on specific Agenda Items before and at the time that an Item is being considered by the Board. Action may not be taken on items not on the Agenda except in emergencies or as otherwise authorized. Reference: California Government Code Sections 54954.3, 54954.2(b).

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

The President makes announcements of general interest to the community and the Library Board of Trustees as well as conducting any ceremonial matters.

6. Trustee Reports

The Trustees make announcements of general interest to the community and the Library Board of Trustees, and report on meetings attended on behalf of the Board of Trustees.

7. Library Director Report

8. Placentia Library Friends Foundation Board of Director's Report

CONSENT CALENDAR (Items 9 – 24)

Presentation: Library Director

Recommendation: Approve by Motion

Items 9 – 24 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.

MINUTES (Item 9)

9. Minutes of the January 26, 2015 Library Board of Trustees Meeting and Work Session. (Receive & File and Approve)

CLAIMS (Items 10 – 13)

10. Nonstandard Claims in excess of \$300. (Receive & File and Approve)

11. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)

12. Current Claims and Payroll. (Receive & File and Approve)

13. FY2014-2015 Cash Flow Analysis through January 2015; the Schedule of Anticipated Property Tax Revenues for FY2014-2015 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 14 – 17)

14. Financial Reports for January 2015 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

15. Balance Sheet for January 2015. (Receive & File)

16. Acquisitions Report for January 2015. (Receive & File)

17. Entrepreneurial Activities Report for January 2015. (Receive & File)

GENERAL CONSENT REPORTS (Items 18 – 20)

18. Personnel Report for January 2015. (Receive, File, and Ratify Appointments)

19. Circulation Report for January 2015. (Receive & File)
20. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

STAFF REPORTS (Items 21 – 24)

21. Library Director's Report for January 2015.
22. Children's Services Report for January 2015.
23. Adult Services Report for January 2015.
24. Placentia Library Web Site & Technology Report for January 2015.

NEW BUSINESS

25. Authorize amendments to Placentia Library District Policy 2040 as presented, inclusive of feedback from the Library Board of Trustees.
26. Authorize amendments to Placentia Library District Policy 2110 as presented, inclusive of feedback from the Library Board of Trustees.
27. Travel Authorization for Trustees and the Library Director to Attend the Special District Legislative Days in Sacramento, California, May 19-20, 2015.
28. Travel Authorization: Library Board of Trustees and Business Manager to attend the California Public Library Advocates (CPLA) Spring Workshop on March 14, 2015 at the Redondo Beach Public Library.

DISCUSSION

29. Review and discuss the Request for Proposal (RFP) for Independent Audit Services.
30. Review and discuss Placentia Library District Policy 5000 Series.
31. Discuss and determine if any Trustees is interested in running for one of the vacant seats.

ADJOURNMENT

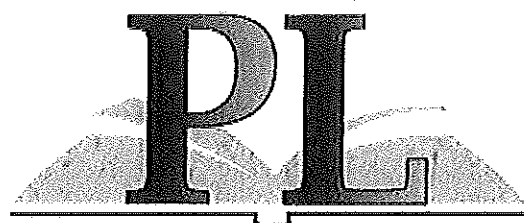
32. Agenda Preparation for the March Date Meeting which will be held on Monday, March 16, 2015 unless re-scheduled by the Library Board of Trustees.
33. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
34. Adjourn

*****CERTIFICATION OF POSTING*****

I, Diane Warner, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the February 23, 2015 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on February 19, 2015



Diane Warner, Administrative Assistant



Placentia Library District

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MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
January 26, 2015

Agenda Item 9

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CALL TO ORDER

President Shkoler called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on January 26, 2015 at 6:32pm.

Members Present: President Al Shkoler, Secretary Jo-Anne Martin, Trustee Gayle Carline, Trustee Richard DeVecchio, Trustee Elizabeth Minter

Members Absent: None

Staff Present: Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, Administrative Assistant Diane Warner, Nadia Dallstream-Adult Services Supervisor and Lori Worden-Childrens Services Supervisor.

Guest: Adam Bauer - Fieldman, Rolapp and Associates

ADOPTION OF AGENDA

It was moved by Trustee Carline and seconded by Secretary Martin to adopt the agenda as presented:

AYES: Shkoler, Martin, DeVecchio, Carline, Minter

NOES: None

ABSENT: None

ORAL COMMUNICATION

None

TRUSTEE & ORGANIZATIONAL REPORTS

President Shkoler had no activities to report. (Item 5)

Secretary Martin attended the Holiday Community Chorus event at the library, and is coordinating a tee-time for 4 golfers as a silent auction item for the Author's Luncheon. (Item 6)

Trustee Carline attended the Jan 12th PLFF Board meeting and is the Friends Foundation's liaison with guest authors, P.D. Lyle and Jan Burke, for the 2015 Author's Luncheon. (Item 6)

Trustee DeVecchio renewed his AB1234 Ethics certification through January 2017. (Item 6)

Trustee Minter attended the memorial for Ben Boelman, a long-time PLFF Board member. She also enjoyed a visit with past PLD Board trustee Peggy Dinsmore and her husband, Jim. (Item 6)

LIBRARY DIRECTOR REPORT

Director Contreras joined the CSDA Professional Development Committee, and is on a sub-committee to determine the opening speaker for the 2015 CSDA Conference in Monterey, CA. In early January, Director Contreras attended a grant-writing workshop on obtaining federal and state grants through Congressman Royce's Office. Trustees are invited to attend the promotional ceremony for Chief of Police Ward Smith on February 5th and a Farewell

Reception on February 12th for City Administrator, Troy Butzlaff. The annual State of the City Luncheon is Feb 26th, and all Trustees plan to attend. Flowers were sent to Marge Boelman, to honor Ben. (Item 7)

FRIENDS FOUNDATION REPORT

Ginny Sanatar represented the Friends Foundation, and shared an update on ticket sales for the 2015 Authors Luncheon. Ginny also discussed PLFF's request to rename the Friends Bookstore in honor of Nancy Lone-Tollefson. (Item 8)

CONSENT CALENDAR

Moved by Trustee Minter and seconded by Trustee DeVecchio to approve Agenda Items 9-24, and a roll call vote was held.

AYES: Shkoler, Martin, Carline, DeVecchio, Minter

NOES: None

ABSENT: None

MINUTES OF DEC 15th TRUSTEES MEETING

Minutes for the December 15, 2014 Trustees Meeting were received, approved and filed. (Item 9)

CLAIMS

Nonstandard Claims in excess of \$300 – none (Item 10)

Claims Forwarded by the Library Director and Trustees – Four (4) misc. vendor and PARS claim batches had been approved and forwarded to Orange County for payment. (Item 11)

Current Claims and Payroll – Six (6) book claim batches and three (3) payroll batches were approved by the Trustees on January 26th and forwarded to the County of Orange for payment. (Item 12)

Moved by Trustee Carline and seconded by Secretary Martin to receive, file and approve the Forwarded Claims, Current Vendor and Book Claims, and Payroll reports.

AYES: Shkoler, Martin, Carline, DeVecchio, Minter

NOES: None

ABSENT: None

TREASURER'S REPORTS

FY2014-2015 Cash Flow Analysis through December 2014, and the Schedule of Anticipated Property Tax Revenues for FY 2014-2015 as provided by the Orange County Auditor were received and filed. (Item 13)

Financial Reports through December 2014 for Placentia Library District Accounts on Deposit with the Orange County Treasurer were received and filed. (Item 14)

Balance Sheet for December 2014 – received and filed. (Item 15)

Acquisitions Report for December 2014 – received and filed. (Item 16)

Entrepreneurial Activities Report for December 2014 – received and filed. (Item 17)

**GENERAL CONSENT
REPORTS**

Personnel Report for December 2014 – received and filed. (Item 18)
 Circulation Report for December 2014 – received and filed. (Item 19)
 Review of Shared Maintenance Costs with the City of Placentia through January 2015, under the JPA – received and filed. (Item 20)

STAFF REPORTS

Library Director's Report for December 2014 (Item 21)
 Children's Services Report for December 2014 (Item 22)
 Adult Services Report for December 2014 (Item 23)
 Placentia Library Web Site & Technology Report for December 2014 (Item 24)

NEW BUSINESS**Update on Possible
General Obligation
Measure**

Mr. Adam Bauer provided the Board of Trustees with an update on the Bond process. A phone survey has been developed by True North with input from PLD staff, to randomly canvass Placentia residents regarding their support of a General Obligation Bond for the library renovation project. Phone surveys will be conducted from February 1-8, 2015 on a sample size of 400 Placentia households. The survey will provide data to determine the viability of moving forward with a General Obligation Bond, consisting of 4 scenarios and based on the 2014 renovation cost study. The maximum amount of a Bond measure would be \$23 million, and will be based on what property tax rate the voter base would approve. Survey results will be presented at the February Trustees meeting for a Go or No-Go decision from the Board. Library Director confirmed that District budget reserves will cover survey costs. (Item 25)

**PLFF Board Request to
Rename the Friends
Bookstore in honor of
Nancy Lone-Tollefson**

Library Director Contreras presented a request from the Friends Foundation Board to re-name the Friends Bookstore in honor of Nancy Lone-Tollefson and her dedication to Placentia Library's Friends Bookstore. The naming request meets the requirements of Policy 6090: Naming of Library Buildings and Departments. Ginny Sanatar confirmed that costs to update signage will be paid by PLFF funds. The unveiling will be presented on Saturday, August 15, 2015 at the beginning of the annual Summer Reading Celebration event. (Item 26)

After discussion as to signage layout, the Board approved the request. Moved for approval by Trustee Minter and seconded by Secretary Martin, to authorize renaming the Friends Bookstore as the "Nancy Lone-Tollefson Bookstore."

AYES: Shkoler, Martin, Carline, DeVecchio, Minter
 NOES: None
 ABSENT: None

**Travel Authorization for
Library Director to Attend
the Future of Libraries
Conference on Feb 5-6,
2015 at USC, Los Angeles**

Library Director Contreras requested approval to attend the "Future of Libraries: Do We Have Five Years to Live?" Conference at USC on Feb 5-6, 2015. Presentations will address significant challenges facing library leaders, along with interactive problem-solving. Fiscal Impact is \$650. (Item 27)

Moved for Board approval by Trustee Minter and seconded by Secretary Martin to authorize Library Director’s attendance and one-night’s lodging for Library Director. A roll call vote was taken:

AYES: Shkoler, Martin, Carline, DeVecchio, Minter
NOES: None
ABSENT: None

Travel Authorization to Attend the American Library Assn Annual Conference in San Francisco, CA on June 25-30, 2015

Library Director Contreras requested approval for Library Trustees and/or Business Manager to attend the American Library Association (ALA) Annual Conference in San Francisco, CA on June 25-30, 2015. Key issues to be covered include: library innovation and transformation, impact and potential of new technologies, community engagement and best practices on a range of library-related concerns. Fiscal Impact is \$2,300 per attendee. (Item 28)

Moved for Board approval by Secretary Martin and seconded by Trustee DeVecchio to authorize attendance by Trustees and Business Manager. Attendees include: Trustee Carline and Yesenia Baltierra. Trustee Minter is already attending on behalf of her employer. PLD will cover the lodging and meal costs for Trustee Minter. A roll call vote was taken:

AYES: Shkoler, Martin, Carline, DeVecchio, Minter
NOES: None
ABSENT: None

ADJOURNMENT

The January 26, 2015 Board of Trustees meeting was adjourned at 7:15pm.

Library Director Contreras requested Board approval to move date of the February Trustees meeting to February 23, 2015. Moved for Board approval by Trustee DeVecchio and seconded by Trustee Carline.

AYES: Shkoler, Martin, Carline, DeVecchio, Minter
NOES: None
ABSENT: None

The next Board of Trustees meeting will be on February 23, 2015 at 6:30 p.m.

Al Shkoler
President
Library Board of Trustees

Jo-Anne W. Martin
Secretary
Library Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: Summary of Non-standard Claims for January 2014
DATE: February 23, 2015

TYPE	DATE	CLAIM #	AMOUNT
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NONE

TOTAL	\$0
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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: Summary of Claims Forwarded by the Library Director and Trustees
DATE: February 23, 2015

<u>707 TYPE</u>	<u>DATE</u>	<u>CLAIM #</u>	<u>AMOUNT</u>
PARS	02-03-15	5838	\$ 1,603.08
PARS	02-12-15	5840	\$ 1,654.09

TOTAL \$ 3,257.17



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: Current Claims and Payroll
DATE: February 23, 2015

Current Claims

<u>TYPE</u>	<u>DATE</u>	<u>CLAIM #</u>	<u>AMOUNT</u>
Baker & Taylor	02-23-15	5842	\$ 1,666.15
Baker & Taylor	02-23-15	5843	\$ 1,715.69
Baker & Taylor	02-23-15	5844	\$ 1,532.43
Baker & Taylor	02-23-15	5846	\$ 1,071.55
Baker & Taylor	02-23-15	5847	\$ 1,534.61
Midwest Tape	02-23-15	5845	\$ 1,706.67
Misc BOOK Vendors	02-23-15	5848	\$ 4,103.24
Misc Vendors	02-23-15	5849	\$ 3,844.74

Subtotal for Claims **\$ 17,175.08**

Payroll

On Demand Wire	02-27-15	124	\$ 40,000.00
On Demand Wire	03-06-15	125	\$ 40,000.00
On Demand Wire	03-16-15	126	\$ 40,000.00

Subtotal for Payroll **\$ 120,000.00**

TOTAL CURRENT CLAIMS & PAYROLL **\$ 137,175.08**

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/23/15
REPORT NO: 5842

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VC-4218-4 Baker & Taylor Books PO Box 277930 Allanta, GA 30384-7930	12-31-14	4011084538	2400	0760	\$16.69			
	12-31-14	4011084539	2400	0760	\$36.42			
	12-31-14	4011084540	2400	0760	\$39.35			
	12-31-14	4011084541	2400	0760	\$10.77			
	12-31-14	4011084542	2400	0760	\$17.32			
	12-31-14	4011084543	2400	0760	\$73.41			
	12-31-14	4011084544	2400	0760	\$14.79			
	12-31-14	4011084545	2400	0760	\$21.74			
	12-31-14	4011084548	2400	0760	\$33.41			
	12-31-14	4011084550	2400	0760	\$40.97			
	12-31-14	4011084551	2400	0760	\$68.84			
	12-31-14	4011084552	2400	0760	\$11.64			
	12-31-14	4011084553	2400	0760	\$1,011.47			
	12-31-14	4011084554	2400	0760	\$16.64			
	12-31-14	4011084555	2400	0760	\$34.64			
	12-31-14	4011085806	2400	0760	\$20.47			
	12-31-14	4011085807	2400	0760	\$21.12			
	12-31-14	4011085808	2400	0760	\$13.52			
	12-31-14	4011085809	2400	0760	\$20.48			
	12-31-14	4011085811	2400	0760	\$18.87			
12-31-14	4011085812	2400	0760	\$32.78				
12-31-14	4011085814	2400	0760	\$90.81				
TOTAL REMITTANCE:					\$1,666.15			
The claims listed above totalling \$1,666.15 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.								

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/23/15
REPORT NO: 5843

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE	INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta, GA 30384-7930	12-31-14		2400	0760		\$21.12		
		4011085813						
	12-31-14		2400	0760		\$16.70		
		4011089633						
	12-31-14		2400	0760		\$20.45		
		4011089634						
	12-31-14		2400	0760		\$16.67		
		4011089635						
	12-31-14		2400	0760		\$62.66		
		4011089636						
	12-31-14		2400	0760		\$124.06		
		4011089637						
	12-31-14		2400	0760		\$28.90		
		4011089638						
	12-31-14		2400	0760		\$47.13		
		4011089639						
	12-31-14		2400	0760		\$17.72		
		4011089640						
	12-31-14		2400	0760		\$36.49		
		4011089642						
12-31-14		2400	0760		\$93.49			
	4011089643							
12-31-14		2400	0760		\$17.23			
	4011089645							
12-31-14		2400	0760		\$15.98			
	4011089646							
12-31-14		2400	0760		\$34.46			
	4011089647							
12-31-14		2400	0760		\$153.73			
	4011089648							
01-02-15		2400	0760		\$95.71			
	4011101259							
01-07-15		2400	0760		\$16.67			
	4011091756							
01-07-15		2400	0760		\$17.32			
	4011091757							
01-07-15		2400	0760		\$92.05			
	4011091758							
01-07-15		2400	0760		\$143.45			
	4011091759							
01-07-15		2400	0760		\$174.84			
	4011091760							
01-07-15		2400	0760		\$468.86			
	4011091761							
TOTAL REMITTANCE:						\$1,715.69		
The claims listed above totalling \$1,715.69 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.								

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/23/15
REPORT NO: 5844

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE	INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta, GA 30384-7930	01-07-15	4011091762	2400	0760		\$404.80		
	01-07-15	4011091763	2400	0760		\$17.23		
	01-07-15	4011091764	2400	0760		\$224.78		
	01-07-15	4011091765	2400	0760		\$134.52		
	01-07-15	4011091766	2400	0760		\$46.89		
	01-07-15	4011091766	2400	0760		\$20.31		
	01-07-15	4011096726	2400	0760		\$21.72		
	01-07-15	4011096727	2400	0760		\$19.25		
	01-07-15	4011096728	2400	0760		\$22.49		
	01-07-15	4011096729	2400	0760		\$37.39		
	01-07-15	4011096730	2400	0760		\$106.05		
	01-07-15	4011096731	2400	0760		\$39.71		
	01-07-15	4011096732	2400	0760		\$9.90		
	01-07-15	4011096733	2400	0760		\$29.58		
	01-07-15	4011096734	2400	0760		\$15.37		
	01-07-15	4011096735	2400	0760		\$56.59		
	01-07-15	4011096736	2400	0760		\$19.20		
	01-07-15	4011096737	2400	0760		\$115.12		
	01-07-15	4011096738	2400	0760		\$77.20		
	01-07-15	4011096739	2400	0760		\$14.71		
01-07-15	4011096740	2400	0760		\$38.37			
01-07-15	4011096741	2400	0760		\$61.25			
01-07-15	4011096742	2400	0760					
TOTAL REMITTANCE:						\$1,532.43		
The claims listed above totaling \$1,532.43 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.								

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/23/15
REPORT NO: 5846

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta, GA 30384-7930	01-16-15	2400	0760		\$19.73			
	01-16-15	4011103184	2400	0760	\$30.22			
	01-16-15	4011103185	2400	0760	\$23.01			
	01-16-15	4011111029	2400	0760	\$21.75			
	01-16-15	4011111030	2400	0760	\$19.84			
	01-16-15	4011111034	2400	0760	\$30.52			
	01-16-15	4011111035	2400	0760	\$8.62			
	01-16-15	4011111036	2400	0760	\$14.80			
	01-16-15	4011111037	2400	0760	\$57.46			
	01-16-15	4011111038	2400	0760	\$200.45			
	01-16-15	4011111039	2400	0760	\$245.63			
	01-16-15	4011111040	2400	0760	\$370.03			
	01-16-15	4011111041	2400	0760	\$129.62			
	01-16-15	4011111042	2400	0760	-\$100.13			
		CM0002646997						
	TOTAL REMITTANCE:					\$1,071.55		
	The claims listed above totaling \$1,071.55 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/23/15
REPORT NO: 5847

The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE	INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta, GA 30384-7930	01-07-15		2400	0760		\$44.07		
	01-07-15	4011096743	2400	0760		\$8.59		
	01-12-15	4011096744	2400	0760		\$183.51		
	01-15-15	4011110402	2400	0760		\$287.16		
	01-16-15	4011114212	2400	0760		\$40.97		
	01-16-15	4011103166	2400	0760		\$21.12		
	01-16-15	4011103167	2400	0760		\$15.37		
	01-16-15	4011103168	2400	0760		\$84.48		
	01-16-15	4011103169	2400	0760		\$127.44		
	01-16-15	4011103170	2400	0760		\$92.13		
	01-16-15	4011103171	2400	0760		\$24.89		
	01-16-15	4011103172	2400	0760		\$130.96		
	01-16-15	4011103173	2400	0760		\$29.58		
	01-16-15	4011103174	2400	0760		\$101.68		
	01-16-15	4011103175	2400	0760		\$64.55		
	01-16-15	4011103176	2400	0760		\$91.09		
	01-16-15	4011103177	2400	0760		\$15.32		
	01-16-15	4011103178	2400	0760		\$34.94		
	01-16-15	4011103179	2400	0760		\$35.44		
	01-16-15	4011103180	2400	0760		\$33.28		
01-16-15	4011103181	2400	0760		\$17.23			
01-16-15	4011103182	2400	0760		\$50.81			
		4011103183						
TOTAL REMITTANCE:						\$1,534.61		
The claims listed above totaling \$1,534.61 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.								

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/23/15
REPORT NO: 5845

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	09-26-14	2400	0760		\$39.64		
	92204508	2400	0760		\$31.64		
	09-26-14	92204509	2400	0760	\$102.18		
	12-24-14	92457102	2400	0760	\$198.20		
	12-24-14	92457106	2400	0760	\$28.29		
	12-24-14	92457108	2400	0760	\$66.58		
	12-31-14	92465467	2400	0760	\$64.28		
	12-31-14	92465469	2400	0760	\$87.18		
	01-06-15	92476929	2400	0760	\$39.64		
	01-06-15	92477071	2400	0760	\$48.29		
	01-07-15	92480633	2400	0760	\$48.58		
	01-07-15	92480635	2400	0760	\$46.09		
	01-07-15	92482043	2400	0760	\$193.56		
	01-07-15	92482044	2400	0760	\$34.64		
	01-09-15	92487255	2400	0760	\$19.64		
	01-12-15	92494045	2400	0760	\$90.98		
	01-12-15	92494047	2400	0760	\$56.09		
	01-14-15	92500038	2400	0760	\$118.27		
	01-14-15	92500039	2400	0760	\$135.16		
	01-14-15	92500350	2400	0760	\$178.36		
	01-19-15	92508608	2400	0760	\$51.09		
	01-20-15	92515033	2400	0760	\$28.29		
	01-20-15	92515035					
TOTAL REMITTANCE:					\$1,706.67		
The claims listed above totaling \$1,706.67 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/23/15

REPORT NO: 5848

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707

DEPT: V700

BUDGET CONTROL: 707

UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY			
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC		
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	01-20-15	92515036	2400	0760	\$28.49				
	01-22-15	92521258	2400	0760	\$59.74				
	01-22-15	92521259	2400	0760	\$25.29				
	01-23-15	92524466	2400	0760	\$138.27				
VC-2775 OverDrive, Inc. PO Box 72117 Cleveland, OH 44192-0002	12-20-14	1148-184539070	2400	0760	\$327.30				
	01-01-15	H-0025821	2400	0760	\$3,000.00				
	01-14-15	1148-123810900	2400	0760	\$491.61				
VC-4960-2 Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	01-19-15	83224755	2400	0760	\$32.54				
TOTAL REMITTANCE:					\$4,103.24				
The claims listed above totaling \$4,103.24 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.									

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/19/15

REPORT NO: 5849

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-2616 Cintas Corporation #640 P.O. Box 29059 Phoenix, AZ 85038	2-09-15 640337156	1000			\$200.21		
	2-16-15 640340704	1000			\$199.89		
VC-1426 Legacy Integrative Solutions 8734 Clea Street, Unit D Downey, CA 90241	2-05-15 12868	4000			\$163.08		
		1300			\$435.32		
					\$598.40		
VC-12175 Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	02-02-15 8448-40-025-0124877	0700	0702		\$290.64		
VC-11398 MXTOOLBOX, INC. PO Box 975231 Dallas, TX 75397-5231	02-10-15 154412	1300			\$337.50		
VC-0089-10 Republic Services #676 (was Placentia Disposal #676) PO Box 78829 Phoenix, AZ 85082-8829	01-31-15 676-002087000	1001			\$47.66		
VC-8709 Minuteman Press 310 E Orangethorpe Ave Unit L Placentia CA 92870	2-09-15 29944	1800	0728		\$248.40		
VC-6873-1 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	2-03-15	1400	0710		\$210.00		
VC-14836 ChrisTOPHER Oriel Graphic Design 310 S. Jefferson St. #17B Placentia, CA 92870	2-05-15 February Graphics	1900	0748		\$833.33		
VC-12479 Staples National Advantage Dept SNA PO Box 415256 Boston, MA 02241-5256	1-24-15 8032942865	1800	0728		\$138.50		
	1-24-15 3254858953	1800	0725		\$107.18		
	1-24-15 3254858965	1800	0728		\$474.85		
	1-24-15 3254858971	1800	0728		\$71.26		
	1-24-15 3254858968	1800	0728		\$86.92		
TOTAL REMITTANCE:					\$3,844.74		

The claims listed above totaling \$3,844.74 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/23/15
REPORT NO: 124

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*02-27-15 Payroll #20 FY14/15	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/23/15
REPORT NO: 125

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*03-06-15 Payroll #21 FY14/15	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
<p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/23/15
REPORT NO: 126

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*03-16-15 Payroll #22 FY14/15	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: Fund Balance Report for Placentia Library District Fund 707 on Deposit with Orange County Treasurer Post-Petition Balances (B/S Account 8010-Cash)

DATE: February 23, 2015

Fiscal Year 2014-2015	
07/31/14	2,038,031.94
8/31/2014	1,913,894.68
9/30/2014	1,786,383.91
10/31/14	1,582,509.04
11/30/2014	1,546,532.94
12/31/2014	2,237,492.97
01/31/15	2,191,615.06
2/28/2015	0.00
3/31/2015	0.00
04/30/15	0.00
5/31/2015	0.00
6/30/2015	0.00
General	
Reserves	414,789.10
Impact Fees	433,513.66

Fiscal Year 2013-2014	
07/31/13	2,041,592.77
8/31/2013	1,731,038.74
9/30/2013	1,637,400.49
10/31/13	1,498,226.33
11/30/2013	1,486,892.97
12/31/2013	2,147,271.47
01/31/14	2,066,699.35
2/28/2014	2,039,275.14
3/31/2014	1,979,234.63
04/30/14	2,442,155.17
5/31/2014	2,378,156.46
6/30/2014	2,134,629.15
General	
Reserves	414,789.10
Impact Fees	406,613.78



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Financial Reports through January 2015 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger
DATE: February 23, 2015

Summary of Cash and Investments as of January 31, 2015

Cash with Orange County Treasurer Fund 707	1,652,808.48
Reserves with Orange County Treasurer	414,789.10
Impact Fees with County and Bank of the West (Restricted)	433,513.66
General Fund Checking – Bank of the West	63,784.24
General Fund Savings – Bank of the West	565,292.40
Payroll Checking – Wells Fargo Bank	69,969.32
Total Cash and Investments	3,200,157.20

I hereby certify that the investments are in compliance with Placentia Library District Policy 3035 – Investment of District Funds, as adopted by the Library Board of Trustees, and California Government Code Section 53646(b)(1); and that Placentia Library District has the ability to meet its budgeted expenditures for the next six (6) months.

Jeanette Contreras
Library Director



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PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT

January 31, 2015

58% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,160,530	567,566	0.49	\$592,964
0200	Retirement	43,351	21,681	0.50	\$21,670
0301	Unemployment Insurance	10,000	0	0.00	\$10,000
0306	Health Insurance	202,476	81,600	0.40	\$120,876
0306-0770	Employee Assistance Program	720	398	0.55	\$322
0308	Dental Insurance	15,523	7,116	0.46	\$8,407
0309	Life Insurance	8,351	3,899	0.47	\$4,452
0310	AD & D Insurance	5,869	2,166	0.37	\$3,703
0319	Vision Insurance	2,600	1,231	0.47	\$1,369
0350	Workers' Compensation Insurance	23,000	16,776	0.73	\$6,224
	TOTAL	\$1,472,420	\$702,432	0.48	\$769,988
SERVICES & SUPPLIES					
0700	Communications	20,000	9,161	0.46	\$10,839
0900	Food	2,000	416	0.21	\$1,584
1000	Household Expenses	19,000	7,940	0.42	\$11,060
1100	Library Insurance	13,000	12,001	0.92	\$999
1300	Maintenance, Equipment	34,000	19,929	0.59	\$14,071
1400	Maintenance, Buildings & Improvements	93,300	36,701	0.39	\$56,599
1600	Memberships	9,000	6,701	0.74	\$2,300
1700	Miscellaneous Expense	2,000	422	0.21	\$1,578
1800	Office Expenses	44,500	14,931	0.34	\$29,569
1803	Postage	12,000	5,749	0.48	\$6,251
1900	Prof./Specialized Services	176,000	91,334	0.52	\$84,666
1912	Investment Administrative Fees	1,600	722	0.45	\$878
2000	Publication and Legal Notices	500	0	0.00	\$500
2100	Rents and Leases - Equipment	1,000	325	0.32	\$675
2200	Rents & Leases - Buildings & Improvements	0	0	0.00	\$0
2400	Books/Library Materials	290,602	102,799	0.35	\$187,803
2600	Transportation & Travel	3,500	219	0.06	\$3,281
2700	Meetings	28,000	19,353	0.69	\$8,647
2800	Utilities	84,000	52,692	0.63	\$31,308
	TOTAL	\$834,002	\$381,394	0.46	\$452,608
OTHER CHARGES					
3700	Taxes and Assessments	\$10,000	\$2,784	0.28	\$7,216
	OPERATING EXPENSES	\$2,316,422	\$1,086,609	0.47	\$1,229,813
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$100,000	\$53,317	0.53	\$46,683
4200	Structures/Improvements	20,000	\$1,997	0.10	\$18,003
5200	Contingency Funds	\$0	\$0	0.00	\$0
	TOTAL	\$120,000	\$55,314	0.46	\$64,686
TOTAL BUDGET (Fund 707)					
		\$2,436,422	\$1,141,923	0.47	\$1,294,499
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$431,895	\$0	0.00	\$431,895
	Grants	\$35,000	\$56,046	1.60	-\$21,046

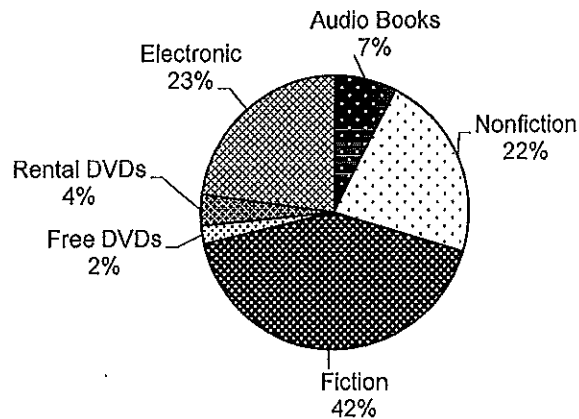
YTD REVENUE REPORT
January 31, 2015

GENERAL REV Fund 707 SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES					
6210	Property Taxes - Current Secured	1,959,489	1,097,626	(861,863.01)	56.0%
6220	Property Taxes - Current Unsecured	55,415	60,192	4,777.22	108.6%
6230	Property Taxes - Prior Secured	0	-	0.00	0.0%
6240	Property Taxes - Prior Unsecured	0	-	0.00	0.0%
6250	Taxes - Spec Dist Augmentation	12,746	-	(12,746.00)	0.0%
6280	Property Taxes - Curr Supplemental	63,204	27,765	(35,438.66)	0.0%
6290	Other Taxes	3,000	8,744	5,743.60	0.0%
6300	Property Taxes - Prior Supplemental	0	614	614.29	100%
6540	Penalties & Costs on Delinq Taxes	975	335	(639.94)	34.4%
	Sub Total	2,094,829	1,195,277	(899,552.50)	57.1%
REVENUE FROM USE OF MONEY & PROP'Y					
6610	Interest	5,500	4,330	(1,169.85)	78.7%
	Sub Total	5,500	4,330	(1,169.85)	78.7%
INTERGOVERNMENTAL REVENUES					
6690	State - Homeowners Property Tax Relief	8,454	7,056	(1,398.13)	83.5%
6970	State - Other	0	-	0.00	0.0%
7120	Other-In-Lieu Taxes	0	-	0.00	0.0%
7130	Other Governmental Agencies	1,761	9,114.00	7,353.00	517.5%
	Sub Total	10,215	16,170	5,954.87	158.3%
MISCELLANEOUS REVENUES					
7670	Miscellaneous Revenue (Local Revenue)				
	Newsletter Ads	700	350	(350.00)	50.0%
	Grants	35,000	20,291	(14,708.80)	58.0%
	Fines & Fees	40,000	25,971	(14,029.27)	64.9%
	Passport/Photos	125,000	68,994	(56,006.00)	55.2%
	Meeting Room Fees	4,500	3,925	(575.00)	87.2%
	DVD Rentals	7,000	4,348	(2,652.50)	62.1%
	Test Proctor	6,200	4,500	(1,700.00)	72.6%
	Sub Total	218,400	128,378	(90,021.57)	58.8%
7680	6-MO Expired (Outlawed) Checks	0	399	399.00	100%
	YTD Actual	2,328,944	1,344,155	(984,789.05)	58%
TOTAL REVENUES FY 14/15:					
		2,436,922	1,452,133	(984,789.05)	59.6%
MISCELLANEOUS REVENUES					
	Restricted Impact Fees	0	26,900	26,899.88	100%
	SLS Account	0	1,095.45	0.00	100%

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2014-2015 THROUGH THE MONTH OF JAN. 2015

	<u>Amount</u>	<u>Title</u>	<u>Volumes</u>
Total Fiction	\$47,292	2308	2508
Total Non-Fiction	\$25,208	965	1418
Total Electronic	\$25,884	254	0
Total Audio Books	\$8,436	194	194
Total Free DVDs	\$2,468	93	94
Total Rental DVDs	\$4,172	165	171
TOTAL MATERIALS	\$113,460	3979	4385



The figures on this report reflect items and invoices received through the end of the month. Invoices paid during the month are shown on the Financial Report rather than the Acquisitions report.

ACQUISITIONS REPORT FOR FISCAL YEAR 2014-2015 THROUGH THE MONTH OF DECEMBER 2014

Prepared by Katia Matas, Acquisitions Librarian

	GENERAL FUND			ADOPT-A-BOOK/GRANT			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$23,846	841	805	\$4,889	271	1137	\$28,735	1112	1137	\$516	32	32	\$29,251	1144	1169
Califia Adult Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Adult Fiction	\$23,846	841	805	\$4,889	271	1137	\$28,735	1112	1137	\$516	32	32	\$29,251	1144	1169
Adult Non-Fiction	\$11,944	536	539	\$5,857	271	279	\$17,901	807	818	\$244	15	15	\$18,145	822	833
Adult Reference	\$1,791	17	26	\$47	1	1	\$1,838	18	37	\$22	2	2	\$1,860	20	39
Adult magazines	\$5,005	86	492	\$0	0	0	\$5,005	86	492	\$0	0	0	\$5,005	86	492
Califia Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Adult Non-Fiction	\$18,740	639	1057	\$5,004	272	280	\$24,744	911	1347	\$266	17	17	\$25,010	928	1364
TOTAL ADULT PRINT MATERIALS	\$42,586	1480	1872	\$10,893	543	612	\$53,479	2023	2484	\$782	49	49	\$54,261	2,072	2,533
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$110	11	11	\$110	11	11
Adult Audio Books	\$8,185	188	188	\$424	11	11	\$8,609	199	199	\$70	2	2	\$8,679	201	201
Adult E-books	\$7,576	204	0	\$633	13	0	\$8,209	217	0	\$0	0	0	\$8,209	217	0
Adult Free DVDs	\$1,598	47	47	\$415	11	11	\$2,013	58	58	\$129	15	15	\$2,142	73	73
Adult Rental DVDs	\$3,498	141	142	\$0	0	0	\$3,498	141	142	\$405	16	16	\$3,903	157	158
TOTAL ADULT NON-PRINT MATERIALS	\$20,857	580	377	\$1,472	35	22	\$22,329	615	369	\$714	44	44	\$23,043	659	443
TOTAL ADULT MATERIALS	\$63,443	2,060	2,249	\$12,365	578	634	\$75,808	2,638	2,853	\$1,496	93	93	\$77,304	2,731	2,976
Juvenile Fiction	\$15,996	1082	1315	\$5,968	448	506	\$22,964	1530	1821	\$684	64	64	\$23,648	1594	1885
Califia Juvenile Fiction	\$0	0	0	\$1,864	94	114	\$1,864	94	114	\$374	32	32	\$10,312	591	595
Young Adult Fiction	\$7,450	385	388	\$2,488	174	175	\$9,938	559	563	\$0	0	0	\$9,938	559	563
Califia Young Adult Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Juvenile Fiction	\$23,446	1467	1703	\$11,320	716	795	\$34,766	2183	2498	\$1,058	96	96	\$35,824	2,279	2,594
Juvenile Non-Fiction	\$5,485	290	297	\$1,853	104	104	\$7,338	394	401	\$0	0	0	\$7,338	394	401
Califia Juvenile Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Non-Fiction	\$359	20	20	\$1,188	10	10	\$1,547	30	30	\$75	4	4	\$1,622	34	34
Califia Young Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Reference	\$14	1	1	\$0	0	0	\$14	1	1	\$0	0	0	\$14	1	1
Juvenile Magazines	\$610	15	33	\$0	0	0	\$610	15	33	\$0	0	0	\$610	15	33
Total Juvenile Non-Fiction	\$646	326	351	\$3,041	114	114	\$9,509	440	465	\$75	4	4	\$9,584	444	469
TOTAL JUVENILE PRINT MATERIALS	\$29,914	1,793	2,054	\$14,361	830	909	\$44,275	2,623	2,963	\$1,133	100	100	\$45,408	2,723	3,063
Juvenile Music CDs	\$122	6	6	\$148	5	5	\$270	11	11	\$0	0	0	\$270	11	11
Juvenile Audio Books	\$251	6	6	\$313	7	7	\$564	13	13	\$0	0	0	\$564	13	13
Juvenile E-books	\$824	42	0	\$1,600	118	0	\$2,424	160	0	\$0	0	0	\$2,424	160	0
Young Adult Video Games	\$30	1	1	\$0	0	0	\$30	1	1	\$20	1	1	\$50	2	2
Juvenile Free DVDs	\$870	46	47	\$681	32	34	\$1,551	78	81	\$0	0	0	\$1,551	78	81
Juvenile Rental DVDs	\$674	24	29	\$0	0	0	\$674	24	29	\$0	0	0	\$674	24	29
TOTAL JUVENILE NON-PRINT MATERIALS	\$2,771	125	89	\$2,742	162	46	\$5,513	287	135	\$20	1	1	\$5,533	288	136
TOTAL JUVENILE MATERIALS	\$32,685	1918	2143	\$17,103	992	955	\$49,788	2910	3098	1,153	101	101	\$50,941	3011	3199
Online databases	\$17,484	8	0	\$3,238	1	0	\$20,722	9	0	\$0	0	0	\$20,722	9	0
Califia databases	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
E-books	\$8,400	246	0	\$2,233	\$131	\$0	\$10,633	377	0	\$0	0	0	\$10,633	377	0
Ezraite	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL ELECTRONIC MATERIALS	\$25,884	254	0	\$5,471	132	0	\$31,356	386	0	\$0	0	0	\$31,356	386	0
Total Fiction	\$47,292	2308	2508	\$16,209	987	1127	\$63,501	3295	3635	\$1,574	128	128	\$65,075	3423	3763
Total Non-Fiction	\$25,208	965	1416	\$9,045	386	394	\$34,253	1351	1812	\$341	21	21	\$34,594	1372	1833
Total Electronic	\$25,884	254	0	\$5,471	132	0	\$31,356	386	0	\$0	0	0	\$31,356	386	0
Total Audio Books	\$8,436	184	184	\$737	18	18	\$9,173	212	212	\$70	2	2	\$9,243	214	214
Total Free DVDs	\$2,468	93	94	\$1,096	43	45	\$3,564	136	139	\$129	15	15	\$3,693	151	154
Total Rental DVDs	\$4,172	165	171	\$0	0	0	\$4,172	165	171	\$495	16	16	\$4,667	181	187
TOTAL MATERIALS	\$113,460	3979	4385	\$32,559	1566	1584	\$146,019	5,545	5,969	\$2,519	182	182	\$148,538	5727	6151

Outstanding Orders as of January 2015

Adopt-a-book \$0

General Fund \$20,655

TOTAL \$20,655

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Entrepreneurial Activities Report for January 2015
DATE: February 23, 2015

Net Revenue Summary for January 2015

	Jan-15	Jan-14	YTD 2014-2015	YTD 2013-2014
Passport	13,125.00	9,325.00	56,175.00	44,126.00
Passport Photos	2,712.00	2,124.00	12,819.00	9,684.00
Test Proctor	300.00	250.00	4,500.00	3,950.00
Meeting Room	570.00	460.00	3,925.00	2,872.00
DVD Rentals	588.00	541.00	4,347.50	3,938.00
Total	17,295.00	12,700.00	81,766.50	64,570.00



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Personnel Report for January 2015
DATE: February 23, 2015

			YTD	YTD
	Jan-15	Jan-14	2014/2015	2013/2014
Separation	0	0	1	0
Retirement	0	0	0	0
Appointments	0	1	1	3
Open Positions	0	0	1	2
Workers' Compensation Leave	0	1	0	1
Total	0	2	3	6

SEPARATION:
None

RETIREMENT:
None

APPOINTMENTS:
None

OPEN POSITIONS:
None



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Circulation Supervisor

SUBJECT: Circulation Activity Report

DATE: February 23, 2015

MONTHLY STATISTICS

January 2015

CIRCULATION				Y-T-D	Y-T-D	Y-T-D
	Jan-15	Jan-14		2014-15	2013-14	% change
New Patron Registrations	354	326		2,299	2,301	-0.1%
Total Circulation	21,251	20,536		154,711	147,058	5.2%
Total Active Borrowers*	8,476	8,445		59,705	59,283	
Attendance	26,914	22,756		183,930	150,783	22.0%
Registered Card Holders*	32,644	30,811		228,841	209,529	
Adult Fiction	2,765	2,531		20,099	19,870	1.2%
Adult Nonfiction	2,353	2,541		17,040	16,476	3.4%
Adult Magazines	207	230		1,713	1,673	2.4%
Adult Music CDs	130	176		1,116	1,312	-14.9%
Adult Audio Books	560	609		3,842	4,329	-11.2%
Adult Free DVDs	252	331		1,965	2,033	-3.3%
Adult Rental DVDs	480	444		3,373	2,967	13.7%
Overdrive E-Books	770	713		5,415	3,780	43.3%
Overdrive Audio Books	373	283		2,573	1,610	59.8%
Enki**	5	0		30	0	N/A
Zinio**	39	0		64	0	N/A
JV Fiction	9,246	8,767		73,159	66,294	10.4%
YA Fiction	1,271	1,263		9,975	10,138	-1.6%
JV Nonfiction	2,684	2,440		16,313	15,085	8.1%
YA Nonfiction	66	89		686	757	-9.4%
JV Magazines	13	4		77	64	20.3%
JV Music CDs	42	9		242	185	30.8%
JV Audio Books	40	42		293	336	-12.8%
JV Free DVDs	624	569		4,959	4,747	4.5%
JV Rental DVDs	195	172		1,744	1,478	18.0%
Video Games	15	11		126	42	100.0%

* YTD % change not applicable. **Enki & Zinio not offered in 2013; YTD 13/14 and % change is not applicable.

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Total/Hr.
9:00		202	388	289	284	276	593	2,032
10:00		355	870	436	1,475	410	854	4,400
11:00		378	395	679	706	375	961	3,494
12:00		501	721	491	600	552	1,063	3,928
1:00	187	516	359	522	443	660	1,051	3,738
2:00	1,133	433	620	662	559	594	1,137	5,138
3:00	1,035	727	690	1,332	791	813	1,554	6,942
4:00	956	932	1,026	800	937	785	1,081	6,517
5:00	751	802	1,115	1,095	1,029	1,298	670	6,760
6:00		1,121	1,529	1,005	1,714			5,369
7:00		782	976	893	913			3,564
8:00		482	318	568	578			1,946
Total/Day								53,828
* Grand Total								26,914

<u>Patron Count</u>	Jan-15	Jan-14	Y-T-D 2014-15	Y-T-D 2013-14	% change
	26,914	22,756	183,930	150,783	22.0%

*The patron count equipment counts each patron once every time they walk in & out of the library therefore, the grand total reflected is smaller than the total because the total is divided by two.

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Total/Hr.
9:00		0	2	6	4	12	19	43
10:00		3	0	3	6	14	16	42
11:00		5	3	1	4	8	15	36
12:00		2	4	3	4	18	20	51
1:00	26	3	6	5	7	10	21	78
2:00	13	4	5	3	9	12	29	75
3:00	20	5	6	3	4	13	32	83
4:00	0	7	2	4	4	13	25	55
5:00		3	15	5	16			39
6:00		6	1	7	3			17
7:00		0	2	0	4			6
8:00		0	0	0	0			0
Total/Day								525
Grand Total								

<u>Passport Services</u>	Jan-15	Jan-14	Y-T-D 2014-15	Y-T-D 2013-14	% change
	525	373	2,247	1,765	27.3%

STAFF ACTIVITY

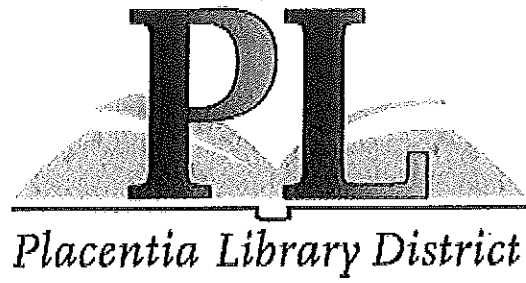
January 06, 2015- Staff organized the meeting room for Pre-School story time.
January 06, 2015- Estella delivered money deposits to the bank.
January 07, 2015- Staff cleared the meeting room for Yoga class.
January 08, 2015- Estella delivered money deposits to the bank.
January 08, 2015- Staff organized the meeting room for Lap-Sit story time.
January 10, 2015- Staff organized the meeting room for Toddlers and Tantrums.
January 11, 2015- Staff assisted PLFF with the book sale.
January 12, 2015- Staff organized the meeting room for PLFF board meeting.
January 13, 2015- Estella delivered money deposits to the bank.
January 13, 2015- Staff assisted with the Lego Club event set up.
January 13, 2015- Staff organized the meeting room for Pre-School story time.
January 14, 2015- Staff cleared the meeting room for Yoga class.
January 15, 2015- Staff organized the meeting room for Lap-Sit story time.
January 15, 2015- Staff organized the meeting room for P-Tac.
January 15, 2015- Staff organized the meeting room for Placentia Teen Writers.
January 16, 2015- Staff organized the meeting room for Chess to Checkers.
January 17, 2015- Staff organized the meeting room for Kaplan Practice ACT/SAT tests.
January 20, 2015- Staff organized the meeting room for Pre-School story time.
January 20, 2015- Estella delivered money deposits to the bank.
January 21, 2015- Staff cleared the meeting room for Yoga class.
January 22, 2015- Estella delivered money deposits to the bank.
January 22, 2015- Staff organized the meeting room for Lap-Sit story time.
January 24, 2015- Staff organized the meeting room for Super Star story time.
January 26, 2015- Staff organized the meeting room for Board of Trustees meeting.
January 26, 2015- Fernando attended Board of Trustees meeting.
January 27, 2015- Beatrice, Estella, Laura D., and Sara attended all staff meeting.
January 27, 2015- Staff organized the meeting room for Pre-School story time.
January 28, 2015- Staff cleared the meeting room for Yoga class.
January 29, 2015- Staff organized the meeting room for Lap-Sit story time.
January 29, 2015- Fernando participated in Supervisors meeting.

ONGOING PROJECTS

Fernando continues to assist in budget discussions.
Circulation staff continues to add RFID tags to all library items.

NEW PROJECTS AND ACTIVITIES

Department staff will work on a Passport Marketing Campaign.
Fernando will assist on Single Point Service desk training for staff.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: City of Placentia Invoices through February 2015
DATE: February 23, 2015

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2014-2015	INVOICE DATE	SO. CA. EDISON	TURF (Mariposa)	GROUNDS (SA Aquatics)	IRRIGATION AT&T	FACILITY MAINT	TOTAL
May-June 2014	7-17-14	12,249.89	1,452.49	142.50	16.36	*	13,861.24
July-Aug 2014	8-13-14	8,722.47	2,904.98	285.00	8.18	*	11,920.63
14-Sep	*	*	*	*	*	*	*
14-Oct	10-08-14	8,081.06	*	285.00	8.57	12,245.32	20,619.95
14-Nov	11-17-14	13,758.60	*	142.50	16.91	3,061.33	16,979.34
14-Dec	*	*	*	*	*	*	*
15-Jan	1-15-15	7,868.53	*	427.50	8.38	6,122.66	14,427.07
15-Feb	*	*	*	*	*	*	*
15-Mar							
15-Apr							
15-May							
15-Jun							
	TOTAL	\$ 50,680.55	\$ 4,357.47	\$ 1,282.50	\$ 58.40	\$ 21,429.31	\$ 77,808.23
	AVG	\$5,490.10	\$0.00	\$162.86	\$6.01	\$3,061.33	\$9,135.29

*City Billing Not Received

PERIOD COVERED FY 2013-2014	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
13-Jul	7/18/2013	6,812.45	1,452.49	142.50	*	\$8,407.44
13-Aug	8/14/2013	7,692.39	1,452.49	*	*	\$9,144.88
13-Sep	*	*	*	*	*	\$0.00
13-Oct	10/2/2013	7,334.43	2,904.98	285.00	15.87	\$10,540.28
13-Nov	11/21/2013	7,469.80	1,452.49	142.50	7.91	\$9,072.70
13-Dec	*	*	*	*	*	\$0.00
14-Jan	1/15/2014	11,909.86	1,452.49	285.00	23.66	\$13,671.01
14-Feb	2/26/2014	3,946.20	4,357.47	430.00	8.27	\$8,741.94
14-Mar	03/25/14	3,595.48	2,904.98	427.50	8.15	\$6,936.11
14-Apr	04/23/14	3,595.48	*	427.50	8.15	4,031.13
14-May	*	*	*	*	*	\$0.00
14-Jun	*	*	*	*	*	\$0.00
	TOTAL	\$ 52,356.09	\$ 15,977.39	\$ 2,140.00	\$ 72.01	\$ 70,545.49
	AVG	5,235.61	1,597.74	214.00	7.21	7,054.55

*No City Billing



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Director's Report for January 2015
DATE: February 23, 2015

Accomplishments

- Continued to work with Dr. McLarney from TrueNorth Research to develop a community survey.
- Sent letters to community leaders to form a Facility Master Plan Committee.
- Assisted the Placentia Library Friends Foundation (PLFF) with the Celebrity Host assignment and mailed invitations to for prospective hosts to serve at the Author's Luncheon fundraiser.
- Secured \$9,550 from PLFF for children's and adult programs.
- Attended the California Special District Association (CSDA) Professional Development Committee in Sacramento. Will assist in selecting the opening session speaker for the CSDA conference in September.
- Provided guidance for staff with completion of grants.

Meetings

- Library Board of Trustees meeting – January 26
- Supervisor's meeting – January 29
- Friday Huddles – January 2, 16, 23, 30
- PLFF – January 12
- Orange Library Director – January 19
- City of Placentia – January 28

Training/Workshop/Conference

- Webinar – Annual Employment Law Update



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Lori Worden, Children's Services Supervisor
SUBJECT: Children's Services Monthly Activity Report for January 2015
DATE: February 23, 2015

MONTHLY STATISTICS**Children's Reference**

	January 2015	January 2014	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
Phone reference:	59	31	352	259	35.91%
In person reference/research:	910	669	6072	5456	11.29%
Total Reference	969	700	6424	5715	12.41%
Total Number of Programs	44	39	237	233	1.72%
Total Programs Attendance	1173	953	8967	9427	-4.88%

Achievements:

- Brenda Ramirez is participating in a "Programming on a Budget" Infopeople course.
- Coleen Wakai is participating in a "Core Reference Fundamentals" course.
- Brenda Ramirez planned and conducted Preschool and Lapsit storytimes.
- Brenda Ramirez is planning this year's Easter Eggcitement, in coordination with the Placentia Rotary Club, the City of Placentia, the Placentia Round Table Women's Club, and the Placentia Round Table Women's Club.
- Coleen Wakai planned and conducted P-TAC meetings, teen writing workshops, and a Kaplan SAT testing program.
- Jennifer Rydberg conducted the tween Chess to Checkers program, and the FIRST program.
- Lori Worden attended the monthly Round Table Women's Club meeting on January 7.
- Lori Worden attended the Placentia Community Network on January 15.
- The Mom's Club of Placentia presented a library display about the club and activities.
- Brenda Ramirez and Lori Worden attended the Performer's Showcase on January 22 with other area librarians to meet library entertainers.
- Lori Worden conducted a Children's staff meeting.
- Lori Worden attended the Library Board of Trustees meeting on January 26.
- Children's staff attended the all-staff meeting on January 27. Children's staff also planned a celebration after the meeting for Jennifer Rydberg, who recently graduated from San Jose State University with her Master of Library and Information Science (MLIS).
- Lori Worden met with Pat Irot, a member of the Placentia Round Table Women's Club, to discuss this year's scholarship program sponsored by the Round Table.
- Coleen Wakai is beginning cross-training in the Adult Services department.
- Venessa Faber is beginning cross-training in the Children's Services department.

In progress:

- Children's staff are planning upcoming events, including the Valentine's Day program and Easter Eggcitement program.
- Children's staff are purchasing items for the children's and young adult collections.

CHILDREN'S PROGRAMS

	January 2015		January 2014		January 2014-15		Y-T-D 2013-14		Y-T-D 2013-14		Y-T-D		Y-T-D	
	Number of Programs	Attendance	Number of Programs	Attendance	Total Programs	Total Attendance	Total Programs	Total Attendance	Total Programs	Total Attendance	% Change Programs	% Change Attendance	Total Programs	Total Attendance
Regular Monthly Programs														
Read to the Dogs	1	25	1	25	8	245	7	189	0.142857143	29.63%				
F.L.R.S.T.	1	10	1	12	7	167	6	107	0.166666667	56.07%				
Preschool Storytimes (3-5 years old)	8	190	8	188	56	1443	50	1224	0.12	17.89%				
C.O.P.S.	*	*	1	12	*	*	5	159	N/A	N/A				
Lego Club	1	40	*	*	4	256	*	*	N/A	N/A				
Pocket Tales	2	150	4	101	27	917	25	698	0.08	0.313755582				
Lap Sit (0-2 years old)	8	349	4	221	45	2248	23	1257	0.956521739	0.788385044				
R.A.D.D.	*	*	1	14	*	*	5	77	N/A	N/A				
P-TAC (Placencia Teen Advisory Council)	1	18	1	23	15	334	15	246	0	0.337725771				
Tweens Chess To Checkers	1	24	*	*	10	120	*	*	N/A	N/A				
Super STAR	1	8	1	12	3	24	4	54	-0.25	-0.555555556				
Family Game Day	1	22	1	24	5	99	6	136	-0.166666667	-0.272058824				
Homework Club	15	242	14	177	77	1159	69	1018	0.115942029	0.138306876				
Special Programs														
1/15, 22, 29/15 Pens Are Mightier Than Swords	3	60	*	*	4	95	*	*	0	0				
1/17/15 Kaplan Practice ACT/SAT	1	35	*	*	2	135	*	*	N/A	N/A				
1/13/14 Head Start Site Visit	*	*	2	144	*	*	2	144	N/A	N/A				
Totals	44	1173	39	953	237	8967	233	9427	0.01716738	-0.04879601				

* Program not held

YTD totals include program totals from previous months not listed for the current month.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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TO: Jeanette Contreras, Library Director
FROM: Nadia Dallstream, Adult Services Supervisor
SUBJECT: Adult Services Report for January 2015
DATE: February 23, 2015

MONTHLY STATISTICS**Reference Desk Activity**

	January 2015	January 2014	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
Reference -- in person	767	802	6013	5465	10.03%
Reference -- telephone	376	314	2254	2238	0.71%
Reference -- email/chat	1	3	22	10	120.00%
Technology assistance	471	331	3383	4662	-27.43%
Guest passes	115	174	964	1136	-15.14%
Adult and Children's computer use (desktops)	2895	2481	19374	16537	17.16%
Adult computer usage (desktop)	2409	2102	16226	14420	12.52%
Public computer use (express laptops)	58	69	331	829	-60.07%
Adult Program Attendance	164	95	2418	2793	-13.43%
Number of Adult Programs	19	9	90	56	60.71%

Adult Services Programs

	January 2015
January 7, 2015 Health & Fitness: Yoga (Matas)	17
January 8, 2015 Literacy: Conversation Club (Faber)	5
January 10, 2015 Parenting Series: Toddlers and Tantrums (Faber)	9
January 12, 2015 Volunteer: Orientation (Faber)	1
January 13, 2015 Literacy: English Literacy Orientation (Faber)	1
January 13, 2015 Book Discussion: A Fault in Our Stars (Cunningham)	16
January 14, 2015 Health & Fitness: Yoga (Matas)	20
January 14, 2015 Literacy: Computer Literacy Orientation (Faber)	1
January 17, 2015 Computer Workshop: Introduction to Computers (Killianey)	11
January 19, 2015 Literacy: Volunteer Orientation & English Literacy Orientation (Faber)	1
January 21, 2015 Health & Fitness: Yoga (Matas)	18
January 22, 2015 Literacy: Conversation Club (Faber)	10
January 24, 2015 Literacy: Tutor Meeting (Faber)	3
January 24, 2015 Computer Workshop: Introduction to Computers (Killianey)	8
January 25, 2015 Camembert & Canvas (Townsend)	21
January 27, 2015 Literacy: Volunteer Orientation & English Literacy Orientation (Faber)	3
January 28, 2015 Health & Fitness: Yoga (Matas)	17
January 28, 2015 Literacy: CSUF Intern Interview	1
January 28, 2015 Literacy: Volunteer Orientation & English Literacy Orientation (Faber)	1
January 31, 2015 Database Instruction: Overdrive (Reference Staff)	10
	174

Volunteer Hours

	January 2015	January 2014	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
History Room	18.25	0	82	33.5	144.78%
PLFF	520	512.5	3777.75	3628.25	4.12%
General Library	429.25	414.25	2528.25	3474.25	-27.23%
Technology	60.5	40.25	434	316.25	37.23%
Homework Club	93.25	92.5	544.75	471	15.66%
Adult Literacy Tutors	113.5	51.5	544	429.2	26.75%
PTAC	125.25	93	1108	1006.5	10.08%
Total Volunteer Hours	1360	1204	10188	9358.95	8.86%

History Room Activity

	January 2015	January 2014	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
History Room Visitors	14	5	71	50	42.00%

Adult Literacy

	Jan 2015	Jan 2014
Number of Tutors	18	8
Number of Students	27	12
Total Number of Participants	45	20

Computer Literacy

	Jan 2015	Jan 2014
Number of Tutors	6	5
Number of Students	8	5
Total Number of Participants	14	10

ACHIEVEMENTS

- *Jeannie Killianey* finished weeding the Adult Educational DVDs, Spanish Educational DVDs, and the Spanish Non-Fiction collections.
- *Jeannie Killianey* scheduled FB & Twitter posts for all 2015 PLFF book sale dates.
- *Jeannie Killianey* submitted 1 Mommy Librarian article for the Placentia News-Times.
- *Wendy Townsend* selected books for Rotary.
- *Wendy Townsend* coordinated Camembert & Canvas on January 25th.
- *Wendy Townsend* sent out SRP donation letters.
- *Wendy Townsend* updated internship listing to reflect fingerprinting requirement.
- *Venessa Faber* decorate the large display case for PLFF's Author's Luncheon.
- *Venessa Faber* created a new book trough display for Staff Pics.
- *Venessa Faber* matched 1 new English literacy tutor and 1 new computer tutor.
- *Venessa Faber* interviewed 1 CSUF student for possible internship.
- *Venessa Faber* went to the PYLUSD resource center to use Die Cut machines to prep for SRP decorations.
- *Nadia Dallstream* completed a staff Performance Evaluation.
- *Nadia Dallstream* completed the Spring Program Registration Form and Procedures.

MEETINGS

- *Nadia Dallstream, Katie Matas and Venessa Faber* attended the Staff Meeting on January 27th.
- *Katie Matas and Venessa Faber* attended Friday Huddles on January 16th and 30th.
- *Jeannie Killianey and Nadia Dallstream* met 1 time.
- *Wendy Townsend, Katie Matas, Jeannie Killianey, Nadia Dallstream and Venessa Faber* attended Adult Services Department meetings on January 5th and 12th.
- *Wendy Townsend* attended Kiwanis meetings on December 4th, 11th, and 18th.
- *Venessa Faber* attended Placentia Round Table Women's Club on January 7th.
- *Venessa Faber and Coleen Wakai* met to discuss Literacy on January 19th.
- *Venessa Faber and Lori Worden* met on Jan. 13th to discuss crosstraining.
- *Venessa Faber* met with PLFF Board Member Lisa Pacheco on Jan 21st to design the Author's Luncheon program.
- *Venessa Faber and Nadia Dallstream* met 2 times.
- *Nadia Dallstream* met Library Director on January 7th.
- *Nadia Dallstream* met with department supervisors on January 13th to discuss the One-Point Service Desk.
- *Nadia Dallstream* met with the Business Manager on January 27th to discuss RFID.
- *Nadia Dallstream, Katie Matas and Wendy Townsend* reviewed the process of ordering items for the Overdrive collection.
- *Nadia Dallstream* attended a Manager/Supervisors Meeting on January 29th.
- *Katie Matas and Wendy Townsend* met to learn the book ordering process.
- *Wendy Townsend* attended the Placentia Community Foundation meeting on January 26th.
- *Wendy Townsend* attended the Placentia Historical Committee Meeting on January 27th.
- *Wendy Townsend* attended the Heritage Coordinating Council Meeting on January 13th.
- *Jeannie Killianey* met with one Computer Workshop Instructor to discuss upcoming workshops.
- *Jeannie Killianey* met with one student to discuss mentoring his senior project.

PROFESSIONAL DEVELOPMENT

- *Wendy Townsend, Venessa Faber, Nadia Dallstream, Diane Cunningham* completed the "Active Shooter: What You Can Do" webinar.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Katie Matas, Librarian I
SUBJECT: Placentia Library Website & Technology Report for January 2015
DATE: February 23, 2015

On-line database usage

	January 2015	Onsite Usage 1/15	Remote Usage 1/15	January 2014	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
Placentia Library Catalog	14,395	N/A	N/A	12,255	55,981	52,101	7%
General Reference Center	69	50	19	107	564	385	46%
Biography In Context	72	51	21	31	2,447	1,799	36%
Opposing Viewpoints	108	108	0	36	4,140	2,097	97%
Freegal	710	N/A	N/A	539	2,545	2,358	8%
Heritage Quest	180	N/A	N/A	402	1,322	3,079	-57%
Novelist	21	N/A	N/A	25	167	217	-23%
Pronunciator (new Sept. 2014)	89	N/A	N/A	N/A	473	N/A	N/A
ABC Mouse (new Sept. 2014)	130	N/A	N/A	N/A	247	N/A	N/A
Tumblebooks	234	N/A	N/A	438	1,730	2,982	-42%
Reference USA	124	N/A	N/A	374	1,627	2,331	-30%
TOTAL DATABASE USAGE	16,132			14,207	71,243	67,349	6%

Computer & Online Resource Use

	January 2015	Y-T-D 2014-15
Placentia Residents	1,136	7,437
Non-Placentia Residents	740	4,740
Total	1,876	12,177

Website Traffic

	January 2015	January 2014	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
Website visits	11,517	21,549	114,980	143,553	-19.9%
Page Hits	19,735	40,927	199,316	272,290	-26.8%



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Authorize Amendments to Placentia Library District Policy 2040 -- Sick

DATE: February 23, 2015

BACKGROUND

On September 10, 2014, Governor Brown signed AB 1522 into law. The “Healthy Workplace Healthy Family Act of 2014” requires many California employers to provide paid sick leave benefits to their employees.

Although the new law is not effective until July 1, 2015, employers in California will need to begin reviewing their sick leave or paid time off policies and payroll and wage statement practices regarding such time off. The law also requires changes to the employer’s new-hire employee notice, a different workplace-posting requirement, and recordkeeping mandates.

The law requires the following:

1. Employees who work 30 or more days within a year from the commencement of their employment are now entitled to accrue paid sick days at a rate of “no less than one [1] hour for every 30 hours worked.” This means that a full-time employee who works 40 hours per week would be entitled to accrue up to 8.6 days of paid sick time off per year. The total number of accrued sick days will depend on the number of hours per week that an employee is normally scheduled to work.
2. Employers may choose to limit the employee’s annual use of paid sick leave benefits to 24 hours or 3 days per year. Similarly, the employer may choose to limit the annual amount of accrued paid sick leave to 48 hours or 6 days per year. In other words, although a full-time employee working 40 hours per week can accrue up to 8.6 paid sick days, the employer may cap the amount of paid sick benefits used to 24 hours or 3 days and limit the overall annual accrual amount to 48 hours or 6 days.
3. The rate of pay for paid sick leave is the employee’s regular hourly wage (which includes commission or piece rate pay), and employers must pay out sick leave benefit payments to employees no later than the payday for the next payroll period after the sick leave was taken.

4. Employers are required to provide written notice on the designated pay dates that sets forth the amount of paid sick leave benefits available to the employee. This notice may be given to the employee on either the itemized wage statement or a separate written document.

Exceptions to AB 1522 are employees covered by qualifying collective bargaining agreements, In-Home Supportive Services providers, and certain employees of air-carriers are not covered by this law.

Employers must comply with the Healthy Workplace Healthy Family Act of 2014 (AB 1522) by:

- Displaying poster on paid sick leave (Spanish) (Vietnamese) where employees can read it easily.
- Providing written notice to employees with sick leave rights (Spanish) (Vietnamese) at the time of hire.
- Providing at least 24 hours or three days of paid sick leave for each eligible employee to use per year.
- Allowing eligible employees to use accrued paid sick leave upon reasonable request.
- Showing how many days of sick leave an employee has available. This must be on a pay stub or a document issued the same day as a paycheck.
- Keeping records showing how many hours have been earned and used for three years.

Employees of the Placentia Library District are not represented by a union, therefore, not a bargaining unit. The current sick policy provides sick leave for employees working 20 hours or more. The new law will require the Placentia Library District to provide sick time for all its current and future employees, including on-call library clerks, aides, pages, library assistants, and librarians. Since the enactment of AB 1522, Placentia Library District has worked with its payroll services, Paychex, to adhere to the above compliance. Administration has also allocated appropriate funding in the 2015-2017 Budget to meet the requirements of AB 1522.

There are many ambiguities with AB 1522 and unfortunately the State does not have answers until the law is challenged and at which time, interpretation of the law will be provided.

Attachment A is the approved amendments to Placentia Library District Policy 2040 – Sick.

Attachment B is a copy of AB 1522, the Healthy Workplace Healthy Family Act of 2014.

RECOMMENDATION

Authorize amendments to Placentia Library District Policy 2040 – Sick as presented, inclusive of feedback from the Library Board of Trustees and to be effective July 1, 2015.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Sick Leave
POLICY NUMBER: 2040

2040.1 This policy will apply to regular employees in all classifications.

2040.2 Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures will be subject to sick leave provided prior notice is provided to the employee's supervisor and the Library Director.

2040.3 Full time regular employees will earn sick leave at the rate of one working day per month. Regular part-time employees working 20 or more hours per week will receive a pro-rata allocation of sick leave.

2040.4 Sick leave is accrued at the second pay period of each month.

2040.6 Sick leave is not a privilege that an employee may use at his/her discretion, but will be allowed only in case of necessity and actual sickness or disability of the employee, or because of illness in his/her immediate family.

2040.6.1 The definition of "immediate family" will be the same as specified in Section 2050.3 of the *Bereavement Leave* policy (#2050).

2040.7 In order to receive compensation while on sick leave, the employee will notify his/her supervisor prior to the time for beginning the regular work day, or as soon thereafter as practical.

2040.8 A medical release from the treating physician is required for all absences of three or more work days, regardless of the sick leave balance; however the District reserves the right to request a medical release form for any absence taken.

2040.9 Illness while on paid vacation will be charged to vacation leave.

2040.10 The District provides a sick leave payoff plan upon resignation or retirement as follows:

2040.10.1 After ten (10) years of employment, twenty (20) percent of accumulated sick leave will be paid at the current salary.

2040.10.2 After fifteen (15) years of employment, thirty (30) percent of accumulated sick leave will be paid at the current salary.

2040.10.3 After twenty (20) years of employment, forty-five (45) percent of accumulated sick leave will be paid at the current salary.

2040.10.4 The maximum accumulated sick leave for this purpose is five hundred (500) hours before calculations.

2040.10.5 Sick leave payoff will be based on the amount of time employed in the District's salaried classifications.

2040.11 A pregnant employee will be permitted to work as long as she is able to safely perform the duties of her position as recommended by her attending physician.

2040.11.1 A pregnant employee will be allowed to be absent for the period during which, in the opinion of her attending physician, she is temporarily disabled because of pregnancy, miscarriage, abortion, childbirth and recovery. The total absence for disability leave may not exceed the amount of time specified by law and certified by the attending physician.

2040.11.2 At the completion of the disability leave the employee may request leave under the provisions of the California Family Medical Leave Act. The total absence for family medical leave may not exceed the amount of time specified by law.

2040.11.3 The employee may use sick leave and vacation for physician-certified disability absences and/or California Family Medical Leave Act absences and shall be granted leave of absence without pay to the extent required to reach the amount of time specified by law.

2040.11.4 An employee returning to work at the end of disability leave and/or California Family Medical Leave Act absences will return to the same position or a comparable position with no loss of salary or benefits.

2040.12 Employees are eligible to request leave under the provisions of the California Family Medical Leave Act.

2040.12.1 When an employee elects to use the provisions of the California Family Medical Leave Act the time absent runs concurrently with the Federal Family Medical Leave Act for a maximum of twelve (12) weeks.

2040.12.2 The employee may use sick leave and vacation for the California Family Medical Leave Act and shall be granted leave of absence without pay to the extent required to reach the amount of time specified by law.

2040.12.3 An employee returning to work at the end of a California Family Medical Leave Act absence will return to the same position or a comparable position with no loss of salary or benefits.

2040.13 Placentia Library District offers a Catastrophic Leave-Sharing Program to give full-time and regular part-time employees a chance to support their colleagues who are facing a major health crisis, whether their own or that of a family member. The program allows employees to provide assistance in the form of donated leave. It is developed as a part of the District's efforts to create a caring environment. While the program establishes a mechanism for leave transfers, participation is entirely voluntary.

2040.13.1 Qualifying Situations: In order for an employee to receive donated leave from another employee, the following requirements must be met:

2040.13.1.1 Receiving Employee must:

- * be an employee of the Placentia Library District;
- * be in a position that accrues leave;
- * have passed the waiting period to use leave;
- * have exhausted all full-pay leave credits earned pursuant to the applicable Placentia Library District policies;
- * be on an approved leave of absence;
- * submit a Catastrophic Leave Request Form.

2040.13.1.2 The Receiving Employee's Absence must be due to:

- * the employee's own medically certified "serious health condition" and be out more than 15 calendar days; or
- * the medically certified "serious health condition" of the employee's spouse, domestic partner, parent, child, sibling, grandparent, or grandchild (or in-law or step-relative in one of these relationships).

2040.13.1.3 Donating Employee must:

- * be an employee of the Placentia Library District;
- * be in a position that accrues leave;
- * have passed the waiting period to use leave;
- * have accrued sufficient vacation leave to cover the donation (leave may not be donated prior to accrual);
- * submit a Catastrophic Leave Donation Form.

2040.13.2 Nature of Donations. Donations must be:

- * anonymous. Management will not identify the donor; the donor may choose to self-identify;
- * approved by both the donor's and the recipient's department;
- * entirely voluntary;
- * donated in increments of ½ hour, not to exceed 8 hours per request and 40 hours per year.

2040.13.3 Process. The following steps need to be taken to assure proper processing of leave donations:

- 2040.13.3.1** Receiving Employee Initiates Request. The prospective recipient must submit the Catastrophic Leave Request Form to Administration, indicating the number of hours to be donated. The form must be accompanied by a physician's statement that documents that a serious illness exists, and estimates the length of the illness. Leave can only be donated and accepted for the month in which it will be used. It cannot be donated in advance.
- 2040.13.3.2** Administration will verify eligibility with managers and/or supervisors for both the donating and receiving employee.
- 2040.13.3.3** Administration will prepare the appropriate adjustments directly against employee balances. There is no financial impact at the time of donation. The impact will only be seen at the time of usage.
- 2040.13.3.4** Administration will notify the donor and recipient in writing that the debit or credit has taken place.

2040.13.4 Termination of Catastrophic Leave. Catastrophic Leave terminates when:

- * the recipient receives any type of disability pay (LTD, Workers' Compensation)
- * the recipient and/or donor terminates employment with the District.
- * the District terminates the recipient and/or donor.
- * the need no longer exists (based on physician's recommendation).



AB-1522 Employment: paid sick days. (2013-2014)

Assembly Bill No. 1522

CHAPTER 317

An act to amend Section 2810.5 of, and to add Article 1.5 (commencing with Section 245) to Chapter 1 of Part 1 of Division 2 of, the Labor Code, relating to employment.

[Approved by Governor September 10, 2014. Filed with Secretary of State September 10, 2014.]

LEGISLATIVE COUNSEL'S DIGEST

AB 1522, Gonzalez. Employment: paid sick days.

Existing law authorizes employers to provide their employees paid sick leave.

This bill would enact the Healthy Workplaces, Healthy Families Act of 2014 to provide that an employee who, on or after July 1, 2015, works in California for 30 or more days within a year from the commencement of employment is entitled to paid sick days for prescribed purposes, to be accrued at a rate of no less than one hour for every 30 hours worked. An employee would be entitled to use accrued sick days beginning on the 90th day of employment. The bill would authorize an employer to limit an employee's use of paid sick days to 24 hours or 3 days in each year of employment. The bill would prohibit an employer from discriminating or retaliating against an employee who requests paid sick days. The bill would require employers to satisfy specified posting and notice and recordkeeping requirements. The bill would define terms for those purposes.

The bill would require the Labor Commissioner to enforce these requirements, including the investigation, mitigation, and relief of violations of these requirements. The bill would authorize the Labor Commissioner to impose specified administrative fines for violations and would authorize the commissioner or the Attorney General to recover specified civil penalties against an offender who violated these provisions on behalf of the aggrieved, as well as attorney's fees, costs, and interest.

The bill would not apply to certain categories of employees that meet specified requirements.

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

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

SECTION 1. The Legislature finds and declares the following:

- (a) Nearly every worker in the State of California will at some time during the year need some time off from work to take care of his or her own health or the health of family members.
- (b) Many workers in California do not have any paid sick days, or have an inadequate number of paid sick days, to care for their own health or the health of family members.
- (c) Low-income workers are significantly less likely to have paid sick time than other workers.
- (d) Providing workers time off to attend to their own health care and the health care of family members will

ensure a healthier and more productive workforce in California.

(e) Paid sick days will have an enormously positive impact on the public health of Californians by allowing sick workers paid time off to care for themselves when ill, thus lessening their recovery time and reducing the likelihood of spreading illness to other members of the workforce.

(f) Paid sick days will allow parents to provide personal care for their sick children. Parental care ensures children's speedy recovery, prevents more serious illnesses, and improves children's overall mental and physical health.

(g) Providing paid sick days is affordable for employers and good for business.

(h) Employers who provide paid sick days enjoy greater employee retention and reduce the likelihood of employees coming to work sick. Studies have shown that costs of decreased productivity caused by sick workers exceed the costs of employee absenteeism.

(i) Many adults have significant elder care responsibilities requiring them to take time off from work or to work reduced hours.

(j) Employees frequently lose their jobs or are disciplined for taking sick days to care for sick family members or to recover from their own illnesses.

(k) Workers whose jobs involve significant contact with the public, such as service workers and restaurant workers, are very unlikely to have paid sick days. Often, these workers have no choice but to come to work when they are ill, thereby spreading illness to coworkers and customers.

(l) Domestic violence and sexual assault affect many persons without regard to age, race, national origin, sexual orientation, or socioeconomic status.

(m) Domestic violence is a crime that has a devastating effect on families, communities, and the workplace. It impacts productivity, effectiveness, absenteeism, and employee turnover in the workplace. The National Crime Survey estimates that 175,000 days of work each year are missed due to domestic violence.

(n) Survivors of domestic violence and sexual assault may be vulnerable at work when trying to end an abusive relationship because the workplace may be the only place where the perpetrator knows to contact the victim. Studies show that up to one-half of domestic violence victims experience job loss. Forty percent reported on-the-job harassment. Nearly 50 percent of sexual assault survivors lose their jobs or are forced to quit in the aftermath of the assaults.

(o) Affording survivors of domestic violence and sexual assault paid sick days is vital to their independence and recovery.

SEC. 2. In enacting this act, it is the intent of the Legislature to do the following:

(a) Ensure that workers in California can address their own health needs and the health needs of their families by requiring employers to provide a minimum level of paid sick days including time for family care.

(b) Decrease public and private health care costs in California by enabling workers to seek early and routine medical care for themselves and their family members and to address domestic violence or sexual assault.

(c) Protect employees in California from losing their jobs while they use sick days to care for themselves or their families.

(d) Provide economic security to employees in California who take time off from work for reasons related to domestic violence or sexual assault.

(e) Safeguard the welfare, health, safety, and prosperity of the people of and visitors to California.

SEC. 3. Article 1.5 (commencing with Section 245) is added to Chapter 1 of Part 1 of Division 2 of the Labor Code, to read:

Article 1.5. Paid Sick Days

245. (a) This article shall be known and may be cited as the Healthy Workplaces, Healthy Families Act of 2014.

(b) The provisions of this article are in addition to and independent of any other rights, remedies, or procedures available under any other law and do not diminish, alter, or negate any other legal rights, remedies, or procedures available to an aggrieved person.

245.5. As used in this article:

(a) "Employee" does not include the following:

(1) An employee covered by a valid collective bargaining agreement if the agreement expressly provides for the wages, hours of work, and working conditions of employees, and expressly provides for paid sick days or a paid leave or paid time off policy that permits the use of sick days for those employees, final and binding arbitration of disputes concerning the application of its paid sick days provisions, premium wage rates for all overtime hours worked, and regular hourly rate of pay of not less than 30 percent more than the state minimum wage rate.

(2) An employee in the construction industry covered by a valid collective bargaining agreement if the agreement expressly provides for the wages, hours of work, and working conditions of employees, premium wage rates for all overtime hours worked, and regular hourly pay of not less than 30 percent more than the state minimum wage rate, and the agreement either (A) was entered into before January 1, 2015, or (B) expressly waives the requirements of this article in clear and unambiguous terms. For purposes of this subparagraph, "employee in the construction industry" means an employee performing onsite work associated with construction, including work involving alteration, demolition, building, excavation, renovation, remodeling, maintenance, improvement, repair work, and any other work as described by Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and other similar or related occupations or trades.

(3) A provider of in-home supportive services under Section 14132.95, 14132.952, or 14132.956 of, or Article 7 (commencing with Section 12300) of Chapter 3 of Part 3 of Division 9 of, the Welfare and Institutions Code.

(4) An individual employed by an air carrier as a flight deck or cabin crew member that is subject to the provisions of Title II of the federal Railway Labor Act (45 U.S.C. 181 et seq.), provided that the individual is provided with compensated time off equal to or exceeding the amount established in paragraph (1) of subdivision (b) of Section 246.

(b) "Employer" means any person employing another under any appointment or contract of hire and includes the state, political subdivisions of the state, and municipalities.

(c) "Family member" means any of the following:

(1) A child, which for purposes of this article means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status.

(2) A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.

(3) A spouse.

(4) A registered domestic partner.

(5) A grandparent.

(6) A grandchild.

(7) A sibling.

(d) "Health care provider" has the same meaning as defined in paragraph (6) of subdivision (c) of Section 12945.2 of the Government Code.

(e) "Paid sick days" means time that is compensated at the same wage as the employee normally earns during regular work hours and is provided by an employer to an employee for the purposes described in Section 246.5.

246. (a) An employee who, on or after July 1, 2015, works in California for 30 or more days within a year from

the commencement of employment is entitled to paid sick days as specified in this section.

(b) (1) An employee shall accrue paid sick days at the rate of not less than one hour per every 30 hours worked, beginning at the commencement of employment or the operative date of this article, whichever is later.

(2) An employee who is exempt from overtime requirements as an administrative, executive, or professional employee under a wage order of the Industrial Welfare Commission is deemed to work 40 hours per workweek for the purposes of this section, unless the employee's normal workweek is less than 40 hours, in which case the employee shall accrue paid sick days based upon that normal workweek.

(c) An employee shall be entitled to use accrued paid sick days beginning on the 90th day of employment, after which day the employee may use paid sick days as they are accrued.

(d) Accrued paid sick days shall carry over to the following year of employment. However, an employer may limit an employee's use of paid sick days to 24 hours or three days in each year of employment. This section shall be satisfied and no accrual or carry over is required if the full amount of leave is received at the beginning of each year, in accordance with subdivision (e).

(e) An employer is not required to provide additional paid sick days pursuant to this section if the employer has a paid leave policy or paid time off policy, the employer makes available an amount of leave that may be used for the same purposes and under the same conditions as specified in this section, and the policy does either of the following:

(1) Satisfies the accrual, carry over, and use requirements of this section.

(2) Provides no less than 24 hours or three days of paid sick leave, or equivalent paid leave or paid time off, for employee use for each year of employment or calendar year or 12-month basis.

(f) (1) Except as specified in paragraph (2), an employer is not required to provide compensation to an employee for accrued, unused paid sick days upon termination, resignation, retirement, or other separation from employment.

(2) If an employee separates from an employer and is rehired by the employer within one year from the date of separation, previously accrued and unused paid sick days shall be reinstated. The employee shall be entitled to use those previously accrued and unused paid sick days and to accrue additional paid sick days upon rehiring.

(g) An employer may lend paid sick days to an employee in advance of accrual, at the employer's discretion and with proper documentation.

(h) An employer shall provide an employee with written notice that sets forth the amount of paid sick leave available, or paid time off leave an employer provides in lieu of sick leave, for use on either the employee's itemized wage statement described in Section 226 or in a separate writing provided on the designated pay date with the employee's payment of wages. The penalties described in this article for a violation of this subdivision shall be in lieu of the penalties for a violation of Section 226.

(i) An employer has no obligation under this section to allow an employee's total accrual of paid sick leave to exceed 48 hours or 6 days, provided that an employee's rights to accrue and use paid sick leave under this section are not otherwise limited.

(j) An employee may determine how much paid sick leave he or she needs to use, provided that an employer may set a reasonable minimum increment, not to exceed two hours, for the use of paid sick leave.

(k) The rate of pay shall be the employee's hourly wage. If the employee in the 90 days of employment before taking accrued sick leave had different hourly pay rates, was paid by commission or piece rate, or was a nonexempt salaried employee, then the rate of pay shall be calculated by dividing the employee's total wages, not including overtime premium pay, by the employee's total hours worked in the full pay periods of the prior 90 days of employment.

(l) If the need for paid sick leave is foreseeable, the employee shall provide reasonable advance notification. If the need for paid sick leave is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable.

(m) An employer shall provide payment for sick leave taken by an employee no later than the payday for the next regular payroll period after the sick leave was taken.

Item 25
Attachment B

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246.5. (a) Upon the oral or written request of an employee, an employer shall provide paid sick days for the following purposes:

(1) Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member.

(2) For an employee who is a victim of domestic violence, sexual assault, or stalking, the purposes described in subdivision (c) of Section 230 and subdivision (a) of Section 230.1.

(b) An employer shall not require as a condition of using paid sick days that the employee search for or find a replacement worker to cover the days during which the employee uses paid sick days.

(c) (1) An employer shall not deny an employee the right to use accrued sick days, discharge, threaten to discharge, demote, suspend, or in any manner discriminate against an employee for using accrued sick days, attempting to exercise the right to use accrued sick days, filing a complaint with the department or alleging a violation of this article, cooperating in an investigation or prosecution of an alleged violation of this article, or opposing any policy or practice or act that is prohibited by this article.

(2) There shall be a rebuttable presumption of unlawful retaliation if an employer denies an employee the right to use accrued sick days, discharges, threatens to discharge, demotes, suspends, or in any manner discriminates against an employee within 30 days of any of the following:

(A) The filing of a complaint by the employee with the Labor Commissioner or alleging a violation of this article.

(B) The cooperation of an employee with an investigation or prosecution of an alleged violation of this article.

(C) Opposition by the employee to a policy, practice, or act that is prohibited by this article.

247. (a) In each workplace of the employer, the employer shall display a poster in a conspicuous place containing all the information specified in subdivision (b). The Labor Commissioner shall create a poster containing this information and make it available to employers.

(b) The poster shall state all of the following:

(1) An employee is entitled to accrue, request, and use paid sick days.

(2) The amount of sick days provided for by this article.

(3) The terms of use of paid sick days.

(4) That retaliation or discrimination against an employee who requests paid sick days or uses paid sick days, or both, is prohibited and that an employee has the right under this article to file a complaint with the Labor Commissioner against an employer who retaliates or discriminates against the employee.

(c) An employer who willfully violates the posting requirements of this section is subject to a civil penalty of not more than one hundred dollars (\$100) per each offense.

247.5. An employer shall keep for at least three years records documenting the hours worked and paid sick days accrued and used by an employee, and shall allow the Labor Commissioner to access these records pursuant to the requirements set forth in Section 1174. An employer shall make these records available to an employee in the same manner as described in Section 226. If an employer does not maintain adequate records pursuant to this section, it shall be presumed that the employee is entitled to the maximum number of hours accruable under this article, unless the employer can show otherwise by clear and convincing evidence.

248.5. (a) The Labor Commissioner shall enforce this article, including investigating an alleged violation, and ordering appropriate temporary relief to mitigate the violation or to maintain the status quo pending the completion of a full investigation or hearing.

(b) (1) If the Labor Commissioner, after a hearing that contains adequate safeguards to ensure that the parties are afforded due process, determines that a violation of this article has occurred, he or she may order any

appropriate relief, including reinstatement, backpay, the payment of sick days unlawfully withheld, and the payment of an additional sum in the form of an administrative penalty to an employee or other person whose rights under this article were violated.

Item 25
Attachment B
Page 64

(2) If paid sick days were unlawfully withheld, the dollar amount of paid sick days withheld from the employee multiplied by three, or two hundred fifty dollars (\$250), whichever amount is greater, but not to exceed an aggregate penalty of four thousand dollars (\$4,000), shall be included in the administrative penalty.

(3) If a violation of this article results in other harm to the employee or person, such as discharge from employment, or otherwise results in a violation of the rights of the employee or person, the administrative penalty shall include a sum of fifty dollars (\$50) for each day or portion thereof that the violation occurred or continued, not to exceed an aggregate penalty of four thousand dollars (\$4,000).

(c) Where prompt compliance by an employer is not forthcoming, the Labor Commissioner may take any appropriate enforcement action to secure compliance, including the filing of a civil action. In compensation to the state for the costs of investigating and remedying the violation, the commissioner may order the violating employer to pay to the state a sum of not more than fifty dollars (\$50) for each day or portion of a day a violation occurs or continues for each employee or other person whose rights under this article were violated.

(d) An employee or other person may report to the Labor Commissioner a suspected violation of this article. The commissioner shall encourage reporting pursuant to this subdivision by keeping confidential, to the maximum extent permitted by applicable law, the name and other identifying information of the employee or person reporting the violation. However, the commissioner may disclose that person's name and identifying information as necessary to enforce this article or for other appropriate purposes, upon the authorization of that person.

(e) The Labor Commissioner or the Attorney General may bring a civil action in a court of competent jurisdiction against the employer or other person violating this article and, upon prevailing, shall be entitled to collect legal or equitable relief on behalf of the aggrieved as may be appropriate to remedy the violation, including reinstatement, backpay, the payment of sick days unlawfully withheld, the payment of an additional sum, not to exceed an aggregate penalty of four thousand dollars (\$4,000), as liquidated damages in the amount of fifty dollars (\$50) to each employee or person whose rights under this article were violated for each day or portion thereof that the violation occurred or continued, plus, if the employer has unlawfully withheld paid sick days to an employee, the dollar amount of paid sick days withheld from the employee multiplied by three; or two hundred fifty dollars (\$250), whichever amount is greater; and reinstatement in employment or injunctive relief; and further shall be awarded reasonable attorney's fees and costs, provided, however, that any person or entity enforcing this article on behalf of the public as provided for under applicable state law shall, upon prevailing, be entitled only to equitable, injunctive, or restitutionary relief, and reasonable attorney's fees and costs.

(f) In an administrative or civil action brought under this article, the Labor Commissioner or court, as the case may be, shall award interest on all amounts due and unpaid at the rate of interest specified in subdivision (b) of Section 3289 of the Civil Code.

(g) The remedies, penalties, and procedures provided under this article are cumulative.

(h) An employer shall not be assessed any penalty or liquidated damages under this article due to an isolated and unintentional payroll error or written notice error that is a clerical or an inadvertent mistake regarding the accrual or available use of paid sick leave. In reviewing for compliance with this section, the factfinder may consider as a relevant factor whether the employer, prior to an alleged violation, has adopted and is in compliance with a set of policies, procedures, and practices that fully comply with this section.

249. (a) This article does not limit or affect any laws guaranteeing the privacy of health information, or information related to domestic violence or sexual assault, regarding an employee or employee's family member. That information shall be treated as confidential and shall not be disclosed to any person except to the affected employee, or as required by law.

(b) This article shall not be construed to discourage or prohibit an employer from the adoption or retention of a paid sick days policy more generous than the one required herein.

(c) This article does not lessen the obligation of an employer to comply with a contract, collective bargaining agreement, employment benefit plan, or other agreement providing more generous sick days to an employee

than required herein.

(d) This article establishes minimum requirements pertaining to paid sick days and does not preempt, limit, or otherwise affect the applicability of any other law, regulation, requirement, policy, or standard that provides for greater accrual or use by employees of sick days, whether paid or unpaid, or that extends other protections to an employee.

SEC. 4. Section 2810.5 of the Labor Code is amended to read:

2810.5. (a) (1) At the time of hiring, an employer shall provide to each employee a written notice, in the language the employer normally uses to communicate employment-related information to the employee, containing the following information:

(A) The rate or rates of pay and basis thereof, whether paid by the hour, shift, day, week, salary, piece, commission, or otherwise, including any rates for overtime, as applicable.

(B) Allowances, if any, claimed as part of the minimum wage, including meal or lodging allowances.

(C) The regular payday designated by the employer in accordance with the requirements of this code.

(D) The name of the employer, including any "doing business as" names used by the employer.

(E) The physical address of the employer's main office or principal place of business, and a mailing address, if different.

(F) The telephone number of the employer.

(G) The name, address, and telephone number of the employer's workers' compensation insurance carrier.

(H) That an employee: may accrue and use sick leave; has a right to request and use accrued paid sick leave; may not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and has the right to file a complaint against an employer who retaliates.

(I) Any other information the Labor Commissioner deems material and necessary.

(2) The Labor Commissioner shall prepare a template that complies with the requirements of paragraph (1). The template shall be made available to employers in such manner as determined by the Labor Commissioner.

(3) If the employer is a temporary services employer, as defined in Section 201.3, the notice described in paragraph (1) must also include the name, the physical address of the main office, the mailing address if different from the physical address of the main office, and the telephone number of the legal entity for whom the employee will perform work, and any other information the Labor Commissioner deems material and necessary. The requirements of this paragraph do not apply to a security services company that is licensed by the Department of Consumer Affairs and that solely provides security services.

(b) An employer shall notify his or her employees in writing of any changes to the information set forth in the notice within seven calendar days after the time of the changes, unless one of the following applies:

(1) All changes are reflected on a timely wage statement furnished in accordance with Section 226.

(2) Notice of all changes is provided in another writing required by law within seven days of the changes.

(c) For purposes of this section, "employee" does not include any of the following:

(1) An employee directly employed by the state or any political subdivision thereof, including any city, county, city and county, or special district.

(2) An employee who is exempt from the payment of overtime wages by statute or the wage orders of the Industrial Welfare Commission.

(3) An employee who is covered by a valid collective bargaining agreement if the agreement expressly provides for the wages, hours of work, and working conditions of the employee, and if the agreement provides premium wage rates for all overtime hours worked and a regular hourly rate of pay for those employees of not less than 30 percent more than the state minimum wage.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorize Amendments to the Placentia Library District Policy 2110
– Health and Welfare Benefits**

DATE: February 23, 2015

BACKGROUND

Prior to July 1, 2008, the Placentia Library District provided a money purchase pension plan to its eligible employees, as stated in Policy 2110 – Health and Welfare Benefits. The plan was managed by National Retirement Services.

The District currently provides eligible employees a defined contribution plan through the Public Agency Retirement Services (PARS), replacing the money purchase pension plan. Policy 2110 – Health and Welfare Benefits does not reflect the PARS plan.

Attachment A is the recommended amendments to Placentia Library District Policy 2110 – Health and Welfare Benefits.

RECOMMENDATION

Authorize amendments to the Placentia Library District Policy 2110 – Health and Welfare Benefits as presented, inclusive of feedback from the Library Board of Trustees and effective immediately.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Health and Welfare Benefits
POLICY NUMBER: 2110

2110.1 Medical Expense Insurance. The District provides health, hospital, vision, dental and disability insurance to cover non-occupational injuries and sickness for regular full time and part-time employees working twenty or more hours per week. The scope of coverage and the payment of premiums are subject to periodic review and revision by the Board of Directors.

2110.1.1 Exempt Employees Premium. The District pays the premium for all exempt employees and family, if applicable, for medical, dental, and vision coverage. Long-term accidental death and dismemberment insurance is paid for by the District for the employee only.

2110.1.2 Non-Exempt Employees Premium. The District pays the premium for the non-exempt employee only on medical, dental, vision, accidental death and dismemberment coverage for full-time and a pro-rata payment for regular part-time employees. Spouse and family coverage is available at the employee's expense for all policies except family long-term accidental death and dismemberment coverage.

2110.1.3 Deductible/Co-Pay Reimbursements. All employees enrolled in medical and/or dental coverage are eligible to receive deductible/co-pay reimbursements for the following conditions. Regular part-time employees enrolled in medical and/or dental coverage are eligible to receive pro-rata reimbursements. The maximum reimbursement for full-time employees is \$300 per medical plan year (January to December).

2110.0.3.1 Medical Insurance Reimbursement of:

(a) \$300 annual deductible. The Employee must submit receipt(s) from the care provider(s) that include the name and address of the provider, the date of the care and the amount paid to the provider.

(b) \$15.00 co-pay for physician office visit. The Employee must submit a receipt from the physician's office that includes the name and address of the provider, the date of the visit and the amount paid to the provider.

(c) \$15.00 co-pay for physical therapy. The Employee must submit a receipt from the physical therapist's office that includes the name and address of the provider, the date of the visit and the amount paid to the provider.

2110.1.3.2 Dental Insurance Reimbursement of 50% of employee's portion for "Major" procedures. Employee must submit "Explanation of Benefits" statement from Plan Provider and an itemized receipt from the dentist's office. Orthodontia, cosmetic and/or any elective work is not reimbursable.

2110.2 Workers' Compensation Insurance. All District employees will be insured against injuries received while on the job as required by State law.

2110.3 Life Insurance. Life Insurance in the amount of \$100,000 is provided for all full-time and regular part-time employees working twenty hours per week or more. The carrier reduces the amount of coverage after age sixty-five.

2110.4 Social Security and Medicare. Placentia Library District participates in Social Security and Medicare for all employees.

2110.5 PARS Defined Benefit Retirement Plan.

2110.5.1 Upon achieving eligibility as defined in the Plan, employees will be enrolled in the District's Defined Benefit Retirement Plan.

2110.5.2 The District contributes four per cent of an employee's annual salary to the Plan. There is no employee contribution to the Defined Benefit Retirement Plan.

2110.5.3 Employees are vested in the Defined Benefit Retirement Plan at a rate of twenty per cent per year for the first five full fiscal years of employment, and beginning in year six are fully vested.

2110.65 Deferred Compensation/457 Plan.

2110.6.1 Regular employees in all job classifications are eligible to participate in one of the Deferred Compensation Plans /457 Plans designated by the Library Board of Trustees.

2110.6.2 The Library does not make any contributions to a Deferred Compensation/457 Plan on the employee's behalf.

2110.6.3 Participation in the Deferred Compensation/457 Plan program is voluntary and the employee must process the application and manage the investments.

2110.6.4 Contributions to the Deferred Compensation/457 Plan are made with pre-tax dollars through payroll deduction.

2110.6.5 Individual staff members may request through the Library Director that the Library Board of Trustees approve additional 457 Plans.

2110.6.6 Information about all of the 457 Plans currently approved by the Library Board of Trustees is available from the office of Administrative Services.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Travel Authorization: Library Board of Trustees and Library Director to attend the Special District Legislative Days in Sacramento, California, May 19-20, 2015.

DATE: February 23, 2015

BACKGROUND

Special Districts Legislative Days is a two-day legislative conference, organized by the California Special District Association that features a dynamic lineup of speakers and activities. Representatives from all types of special districts attend this event to ensure the successful delivery of the essential local services special districts provide to millions of people statewide.

It is an opportunity to hear from and interact with some of California's key elected officials and leading policy experts on the most important issues currently facing special districts, meet with legislators, and exchange ideas with other special district leaders, both in the Capitol and at a private legislative reception.

Fiscal Impact: \$600/person

RECOMMENDATION

Authorize Library Board of Trustees and Library Director to attend the Special District Legislative Days in Sacramento, California, May 19-20, 2015.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Travel Authorization: Library Board of Trustees and Business Manager to attend the California Public Library Advocates (CPLA) Spring Workshop on March 14, 2015 at the Redondo Beach Public Library**

DATE: February 23, 2015

BACKGROUND

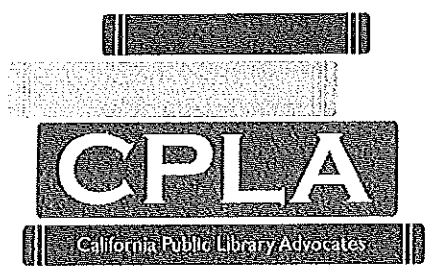
The CPLA Spring workshop, "Desire to Aspire," will be held at the Redondo Beach Public Library on March 14, 2015. The cost for the workshop is \$25 per person plus mileage to be drawn from the General Fund.

Attachment A is additional information about the workshop.

Fiscal Impact: \$25 per attendee

RECOMMENDATION

Authorize Library Board of Trustees and Business Manager to attend the California Public Library Advocates (CPLA) Spring Workshop on March 14, 2015 at the Redondo Beach Public Library.



2015 Spring Workshop

Desire To Aspire

Helping our libraries achieve greater
success in the community

Southern CA: Redondo Beach Public Library

303 N. Pacific Coast Hwy **Saturday, March 14:** 9:00 am—1:00 pm

Keynote CLA President Robert Karatsu

Northern CA: Saratoga Community Library

13650 Saratoga Avenue, **Saturday, March 28:** 9:30 am—1:30 pm

Keynote Susan Hildreth, Executive Director of the Peninsula Library System
and past IMLS Director, Washington DC.

***CA State Librarian Greg Lucas will be joining us at both workshops.*

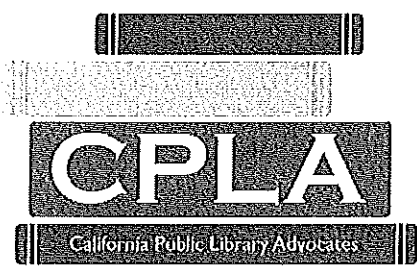
Inspiring presentations, roundtable breakouts,
networking opportunities, remarks by local and state elected officials,
refreshments and much more!

We look forward to seeing you in March!

***Strengthening California Libraries
through Advocacy and Education***

www.CPLAdvocates.org

Questions? Please contact Robin Hoklotubbe, President of CPLA
Robinhoklotubbe @ aol.com



2015 Spring Workshop

Desire To Aspire

Helping our libraries achieve
greater success in the community

Registration Form for Spring Workshop

South or **North** (please circle one)

Name: _____

Library System: _____

Full Address: _____

Position: _____ Phone: _____

Email: _____

Registration Fee: \$18.00 for CPLA members , \$25.00 for non-members
(if received **2 weeks** before the workshop)

\$30.00 for members and non-members if paying day of workshop

Make checks payable to CPLA and mail to: Robin Hoklotubbe

23743 Valencia Blvd, Santa Clarita, CA 91355

Please use one form for each attendee and/or membership. Sorry, no refunds

Want to join or renew your CPLA membership?

No problem! Complete the additional information below:

New ____ Renewal ____

Trustee/Commissioner/library staff/director: Individual Membership: \$25

Trustee/Commissioner Group Membership: \$23 each

(Board = 5 or more members)

For a limited time, an exclusive and introductory fee of \$50 will cover all board members of your **Friends or Foundation group.**

Total amount for workshop: _____

Total amount for membership : _____



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Review and Discuss the Request for Proposals (RFP) for Placentia Library District's Financial Audit, Management Letter and preparation of the Annual Controller's Report for Multiple Fiscal Years.

DATE: February 23, 2015

BACKGROUND

At its meeting on June 16, 2014 the Library Board of Trustees requested that a Request for Proposals be develop for procurement of auditing services to prepare government audits in compliance with GASB for the District. The District's current audit firm, Macias Gini & O'Connell has been preparing the District's annual audits since 2008 when they completed the fiscal year 2007-2008 audit. The cost for their service is \$15,000.

The District received three proposals with fees ranging from \$12,000 - \$22,000. Below is a comparison:

Company	Location	Qualifications	Clients	Fees
Fechter & Company	Sacramento	- 73 combined years of experiences - 4 CPAs	- Marin County	2015 -- \$10,500
			- San Luis Obispo County	2016 -- \$10,700
			- Fulton-El Camino Recreation & Parks District	2017 -- \$10,900
				2018 -- 2.5% increase
			- South Lake County Fire Protection District	2019 -- 2.5% increase
				Plus Direct engagement costs -- \$800

Nigro & Nigro	Murrieta & Emeryville	- 42 combined years of experiences - 10 CPAs	- Central Basin Municipal Water District - Riverside County Regional Park & Open-Space District - Elsinore-Murrieta-Anza Resource Conservation District	2015 -- \$14,800 2016 -- \$14,800 2017 -- \$14,800 2018 -- \$15,200 2019 -- \$15,600
White Nelson Diehl Evans LLP	Irvine, Carlsbad, Escondido	- 120 employees	- Orange County Water District - Cypress Recreation and Park District - City of Huntington Beach - City of Irvine - City of Mission Viejo - City of Tustin	2015 -- \$18,980 2016 -- \$19,550 2017 -- \$20,135 2018 -- \$20,740 2019 -- \$21,360

Attachment A is the proposal from Fechter & Company.

Attachment B is the proposal from Nigro & Nigro.

Attachment C is the proposal from White Nelson Diehl Evans LLP.

RECOMMENDATIONS

1. Award the contract for audit services for three Fiscal Years to ?? for \$???
2. Roll Call Vote.
3. Authorize the Library Director to sign the contract.

Proposal for Fiscal Auditing Services

Placentia Library District

June 30, 2015, 2016, 2017

With the option for two one-year extensions

October 31, 2014

Fechter & Company
Certified Public Accountants
1870 Avondale Avenue Suite 4
Sacramento, CA 95825

Contact: Craig R. Fechter, CPA
T (916) 333-5360 F (916) 244-0116
Email: Cfechter@Fechtercpa.com

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October 31, 2014

Yesenia Baltierra, Business Manager
Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92870

Dear Ms. Baltierra:

Fechter & Company, Certified Public Accountants, is pleased to present our proposal to provide audit or review services to the Carmichael Recreation & Park District (the District). The Statement of Firm Qualifications and the credentials listed in the resumes of our team will demonstrate our qualifications, competence, and capacity to perform the audit services requested within the time frame required by the District.

This proposal is an irrevocable offer valid for 60 days after the date of the proposal. I am authorized to represent and to obligate the firm contractually to the District. I am located at 1870 Avondale Avenue, Suite 4, Sacramento, CA 95825, and you can contact me by telephone at (916) 333-5360.

Thank you for considering our proposal. We look forward to a long and successful working relationship with you and your management team.

Very Truly Yours,

A handwritten signature in black ink, appearing to read 'Craig Fechter', written in a cursive style.

Craig R. Fechter, CPA, President
Fechter & Company, Certified Public Accountants

Firm Profile

Fechter & Company, CPAs is a professional corporation formed in April 2005. We provide finance consulting and auditing services to governmental and non-profit entities. We specialize in serving agencies with annual budgets of less than \$25 million.

Fechter & Company is based in Sacramento, with a staff of 4 certified public accountants. Our relatively small practice offers several advantages to you:

- Experienced auditors perform all audit procedures from initial planning meetings through fieldwork to financial statement preparation.
- You receive a high level of personal service with easy access to professionals who can answer your questions and facilitate the audit process.
- Because the firm president performs and supervises on-site fieldwork, the turnaround time from the end of our fieldwork to the report draft is typically only 10 days.
- Working with the same auditors from year to year greatly reduces the time your staff spends familiarizing us with your business procedures. Your audit process becomes increasingly efficient.
- Fechter & Company is pleased to note that Mr. Lamar Edwards, who is of African American descent, is a non-equity partner.

Licensing and Independence

- Our firm is licensed as a certified public accounting firm in the state of California.
- Each CPA in our firm meets the independence requirements of the American Institute of Certified Public Accountants and the Government Auditing Standards, 2003 revision, published by the U.S. General Accounting Office.
- Our firm has had no disciplinary action taken or pending since its inception in 2005.
- There are no conflicts of interest with the District or its personnel.
- We will continue to maintain requisite insurance coverage—professional liability, workers compensation, business occupancy and auto insurance—throughout the course of our engagement. Our policy carries standard coverages of \$1,000,000/\$2,000,000.

Quality Controls

Engagement Partner and Staff for This Assignment

Mr. Craig Fechter will lead the audit while Mr. Scott German and Mr. David Fechter will assist with the fieldwork. Complete resumes are attached to this proposal.

Mr. Fechter takes annual courses on the Governmental Accounting & Audit Update. He completed a course in the implementation of the new Auditing Standards (SAS 108-114) in 2011. He also serves on the accounting advisory board for UC Davis Extension and teaches a course, which serves as a source of continuing professional education.

We have recognized the District's need for staff consistency. You will deal with the same principal each year on the audit – Mr. Craig Fechter, CPA. He will be on site for each day of fieldwork for each year our firm performs your audit.

Internal Quality Control Procedures

- Each member of our firm meets the continuing education and external quality control review requirements contained in the Government Auditing Standards, 2003 revision, published by the U.S. General Accounting Office.
- Each audit staff is required to complete annual update courses for both Government/A-133 and non-profit audits. These courses, which together comprise 26 hours of continuing education, help our audit staff maintain awareness of technical changes in both regular and single audits.
- During the years our firm is not peer reviewed, we conduct annual internal reviews. A principal inspects 4 randomly selected audits and makes notations and recommendations in the same manner as an external peer review. This helps to keep our working papers and audit processes fresh.
- Prior to being released, each audit is reviewed by a partner who is not involved with the audit or the client. This independent partner makes observations and suggestions as to additional audit procedures that should be performed. For new clients, a second partner reviews our audit planning memorandum prior to our beginning the fieldwork in order to ascertain why certain procedures were selected while others were not.

Although our audit staff is extremely experienced, we continually strive to improve our audit quality, from the planning stages to the final report. We actively encourage all staff to suggest new or different procedures.

Technology and Security

We maximize both efficiency and security by using technology recognized as standard in the accounting industry. These are some examples:

- **Microsoft Office Applications**
Since most of our clients use Microsoft applications, we likewise use the programs, which enable us to collaborate on projects.
- **Engagement CS**
We use Engagement CS paperless auditing system to cut processing time and costs. All information can be uploaded to our secure file transfer website.
- **Biometric User Security**
All staff computers are protected with biometric access restrictions.
- **Data Storage**
All data is backed up to our local server daily through our secure VPN. In addition, our server data is backed up daily off-site.
- **Our firm subscribes to approximately a dozen industry periodicals and newsletters. We proactively inform our clients about potential changes in related accounting legislation and standards so they can quickly assess the impact on their organizations. In addition, we offer an annual Government Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) update course to our clients at no additional charge.**

References

Special Districts Audited

Approximately 70 percent of our firm's revenues are derived from governmental and non-profit audits under *Government Auditing Standards* as published by the U.S. General Accounting Office. Current clients and services performed are as follows:

Sunrise Recreation & Park District

Scope of audit: Fechter & Company, CPAs was engaged to provide a special district financial statement and single audit of Sunrise Recreation & Parks District under Government Auditing Standards and OMB A-133.

Services provided: Audit of the financial statements, single audit, management letter, and report on internal control structure.

Engagement partner: Craig R. Fechter, CPA

Contact:

Lee Hollingsworth, Finance Director
7801 Auburn Blvd.
Citrus Heights, CA 95610
916-725-1585

Greater Vallejo Recreation District

Scope of audit: Fechter & Company, CPAs was engaged to provide a special district financial statement audit of Greater Vallejo Recreation & Parks District under Government Auditing Standards and OMB A-133.

Services provided: Audit of the financial statements, single audit, management letter, and report on internal control structure.

Engagement partner: Craig R. Fechter, CPA

Contact:

Romi Selfaison, Finance Director
Great Vallejo Recreation District
395 Amador Street
Vallejo, CA 94590
707-648-4600

References (continued)

Mission Oaks Recreation & Park District

Scope of audit: Fechter & Company, CPAs was engaged to provide a financial statement audit for the Mission Oaks Recreation & Park District under Government Auditing Standards and OMB A-133.

Services provided: Audit of the financial statements, management letter and report on internal control structure.

Engagement partner: Craig R. Fechter, CPA

Contact:

Cindy Paredes-Banville, Finance Director
3344 Mission Avenue
Carmichael, CA 95608
916-488-2810

Specific Audit Approach

The District requests that the auditor express an opinion on the fair presentation of its financial statements in accordance with accounting principles generally accepted in the United States of America. We propose that the engagement be divided into the following segments:

Phase I

- Initial planning and preparation
- Preliminary analysis, report preparation, cash and other confirmations
- Information gathering
- Evaluating internal controls

Phase II

- Fieldwork
- Post-field-work activities (e.g., follow-up on pending items, collection of confirmation letters, etc.)

Phase III

- Report finalization and final analysis
- Report delivery and Board of Directors presentation

Initial Planning and Preparation

As the first step in our planning and preparation phase, we will meet with the staff of your company to establish a working relationship. We expect this meeting will involve the District's manager and its controller.

We will deliver a Prepared-by-Client list (PBC), which details the items we will need to perform the audit. We will resolve any ambiguities or questions we or the District might have about the services we are to perform.

We will gather contact information for the District's bankers, attorneys, prior accountant, and other relevant parties, and make inquiries as required by *Government Auditing Standards*.

We will examine prior year's financial statements to develop audit plans for each significant balance sheet and income statement account.

Specific Audit Approach (continued)

Preliminary analysis

The primary focus of an audit is to develop expectations and compare actual financial results against those expectations. We will compare the current year's results with budgetary expectations to identify any areas of material misstatement.

Report Preparation

Unlike other firms, we prepare financial statements prior to field work. Doing so allows us to focus on the overall financial position of the organization and limits our testing of clearly insignificant areas.

Cash and Other Confirmations

We will confirm cash with the bank, any material year-end accounts or grants receivable, grants or donations received during the year, debt outstanding at the end of the year, and any other financial transaction that we consider material to the financial statements as a whole. The decision to confirm a statement item depends on the materiality of the item, the susceptibility of the item to misstatement, or the likelihood of fraud.

Information Gathering

We will obtain the information requested in the PBC along with any associated report required.

1. Testing statistical samples

During sample selection we consider three questions: (1) purpose of the test—attribute or balance testing, (2) susceptibility of the population or process to fraud or misstatement, and (3) size of transactions—small and numerous, or large and infrequent.

2. Testing revenues and disbursements

In testing revenues and disbursements, we determine that the attribute being tested is applied to the transaction as approved by the District's Management and Board; we do not determine whether a balance is valued properly. For example, our sample for disbursements test has two purposes—attributes testing, and control testing. In attribute testing we see whether the amounts posted to the general ledger agree with the invoices and canceled checks. Since disbursements have the potential for defalcation, we check for any suspect or significant transactions that appear to be out of place in your detailed general ledger. We may select 20 items based on the results of a random number generator, and select another 20 to 40 items by scanning the detailed general ledger. The result is an overall sample of 40 to 60 invoices to confirm compliance

Specific Audit Approach (continued)

with board-approved procedures. We determine sample sizes in accordance with the objective of the test, the population to be sampled, and the risk associated with that population. The sample size also depends on the size of the population and whether or not we will be able to properly stratify populations into individually significant and individually insignificant items.

3. Examining the District's internal control structure
Among the items included in the PBC is a questionnaire regarding internal controls. We will review the completed questionnaires and compare them with procedures the District has established for actions such as purchasing, cash and check collections, inventorying fixed assets, billing, payroll disbursement, and budgeting. We will then audit each area of internal control that will materially affect the audit.
4. Determining pertinent laws and regulations
We will examine items such as grant agreements to determine their effect on the District, and audit them if necessary. We will also examine pertinent ordinances to determine whether the District is in compliance.
5. Assessing risk
Generally accepted auditing standards require that we assess the risks of material misstatement and fraud. After analyzing internal controls and evaluating potential weaknesses, we will determine which areas of the audit carry the risk of material misstatement, and take steps to mitigate that risk.
6. Testing for functionality of internal controls
We will conduct random tests on a year-to-year basis to determine the functionality of the District's internal controls. We will randomly select customers and trace each step of each payment into the system over the course of a year. We will audit any area of potential weakness with a specifically designed test.
7. New GASB Standards
Our firm proactively examines prospective GASB Standards and will inform District personnel about changes to the standards so appropriate provisions can be made well ahead of time. The recent standard that affects many governments is GASB 68. It does not appear that it will affect the District because the District appears to be covered by a defined contribution plan.

Specific Audit Approach (continued)

With the assistance of Company personnel, we will test the balances resulting from the following procedures:

- Cash deposits
- Internal control of disbursements
- Payroll
- Revenues
- Inventory control
- Billing and collections
- Unrecorded liabilities

We will also discuss with the Board any specific concerns or procedures they want performed.

Post-fieldwork Activities

Once we complete our fieldwork, we will resolve any pending items and ensure that all requested third-party confirmations have been received. After the District has reviewed the financial statements and any proposed adjusting journal entries, we will obtain signed representation letters from the District and from its counsel that confirm or explain any pending litigation against the District and its effect on the audited financial statements.

Report Finalization and Final Analysis

Prior to finalizing the financial statements, we will perform a second comparison of current year results with prior year results, and budgetary expectations to actual results. Performing these tests subsequent to the audit work provides additional assurance that the financial statements are free of material misstatement.

Report Delivery and Board of Directors Presentation

We will deliver our report in person to the Board of Directors. We will also attend a board meeting to answer questions that the Board may have. Our aim is to create an open line of communication between our firm and your organization so the Board feels comfortable asking for help with any questions or issues that may arise during the year.

Specific Audit
Approach (continued)

GASB 68 Implementation

One of the most current pressing issues facing most governments is that of GASB 68 implementation.

Audit Timeline

Audit Timeline

Because the firm president performs and supervises on-site fieldwork, the turnaround time from the end of our fieldwork to the report draft is typically only 10 days. Completion of the final audit report depends on how promptly the District's staff is able to provide needed reports and confirmations. The typical turnaround is within 3 weeks. The following table shows our timeline for completing the major tasks of the audit.

Phase	Audit Task	Estimated Timeline
I	Entrance conference	July 2015
	Initial planning and audit planning Prepared-by-Client list Information from bankers, attorneys Prior year's statements	July 2015
	Preliminary analysis Report preparation Cash and other confirmations Internal controls Information gathering Statistical sampling and testing Revenues and disbursements Internal controls Laws and regulations Risk assessment Functionality testing	August 2015
II	Fieldwork: 4 days Cash deposits Internal control of disbursements Payroll Revenues Inventory control Billing and collections Unrecorded liabilities	September 2015
	Post-fieldwork activities Thrd-party confirmations	September 2015
III	Report finalization and final analysis Final analysis	October 2015
	Report draft delivery Final report delivery	October 2015

Compensation

Proposed Fee Schedule for 2014

June 30, 2015 Financial Statement Audit \$10,500

June 30, 2016 Financial Statement Audit \$10,700

June 30, 2017 Financial Statement Audit \$10,900

Direct engagement costs (e.g.): \$800

Travel

Administrative and printing

Proposed Fee Schedule for future years

We propose a fee increase of 2.5 percent for the two subsequent audits should the District choose to extend the contract. Total direct engagement costs for each year will not exceed \$800 annually.

Qualifications

More detailed resumes are available upon request.

Craig R. Fechter, CPA

Fechter & Company, Certified Public Accountants

Classification: President

Years of Experience: 13

Mr. Fechter is the president of Fechter & Company, Certified Public Accountants.

Academic Background

Master of Science in Taxation at Golden Gate University, 2012

Bachelor of Science in Business Administration, Accountancy, California State University at Sacramento, 2001

Professional Certifications and Affiliations

Certified Public Accountant

Member California Society of Certified Public Accountants

Member American Institute of Certified Public Accountants

Adjunct Professor of Accounting, University of California, Davis Extension

Executive Committee, Big Brothers Big Sisters of the Greater Sacramento Area

Scoutmaster, Boy Scouts of America, Troop 320

Facilities, Transportation & Finance Committee, San Juan Unified School District

Past Finance Committee Chair, San Juan Education Foundation

Relevant Experience

Since his graduation from Sacramento State in 2001, Mr. Fechter has worked for two regional CPA firms. During college, he worked for a local sole practitioner. Mr. Fechter has performed financial statement audits of numerous counties and local government agencies, including other non-profit agencies. He has performed these audits in the capacity of both a staff auditor, lead auditor, and engagement partner.

Qualifications (continued)

Financial Statement Audits

Mr. Fechter has participated in the following audits in the capacity of engagement partner:

Greater Vallejo Recreation & Parks District
Sunrise Recreation & Parks District
Mission Oaks Recreation & Parks District
Arden Manor Recreation & Parks District
Fulton-El Camino Recreation & Parks District
Pleasant Hill Recreation & Park District
South Lake County Fire Protection District

References for the above clients, who worked exclusively with Mr. Fechter, are available upon request.

Single Audit Act Compliance Audits

Mr. Fechter has participated in the following single audits in the capacity of lead auditor:

Marin County
MAAP, Inc.
San Joaquin County
Stanislaus County
Sierra County
San Luis Obispo County
Lassen County

Continuing Professional Education

Mr. Fechter takes annual courses on the Governmental Accounting & Audit Update. He has recently completed a course in the implementation of the new Auditing Standards (SAS 108-114). He also serves on the accounting advisory board for UC Davis Extension and teaches a course, which serves as a source of CPE for Mr. Fechter.

Mr. Fechter is an accomplished public speaker and published author. He has taught CPE courses for the American Society of Women Accountants (Sacramento chapter). He is also the author of accounting-related articles published by *Comstock's Magazine* and *The Nugget*, the journal of the Sacramento District Dental Society.

Qualifications
(continued)

David W. Fechter, CPA
Fechter & Company, Certified Public Accountants

Classification: Audit Senior

Years of Experience: 35

Mr. David Fechter is an audit Senior in the firm of Fechter & Company, Certified Public Accountants.

Academic Background:

Mr. Fechter received his Bachelor of Science in Business Management from California State University at Sacramento in 1971.

Professional Certifications/Accomplishments:

Certified Public Accountant

Enrolled Agent

Relevant Experience

Californation Department of Health and Human Services
Audit Manager (33 years)

Coordinated reviews of Medi-Cal care audit reports conducted in conformance with the Yellow Book, responsible for supervising 8 auditors in the performance of the reviews. Mr. Fechter was responsible for coordinating and completing the audits, appeals, and finalization.

Fechter & Company, CPAs
Senior Auditor (2 years)

Conducted a variety of audits in accordance with the Yellow Book and governmental auditing standards.

Participated in fraud investigations.

Qualifications
(continued)**Scott German, CPA**
Fechter & Company, Certified Public Accountants

Classification: Partner
Years of Experience: 20

Academic Background

Mr. German received his Bachelor of Science in Accounting from California State University at Sacramento.

Professional Certifications and Affiliations

Certified Public Accountant
Board Member and Treasurer, California Hospice Association
Treasurer, St. Francis of Assisi Catholic Elementary School Parent Club and School Advisory District

Relevant Experience

KPMG Peat Marwick
Audit Manager (6 years)

Provided audit and business consulting to real estate, construction, and non-profit clients. Representative clients include California Dental Association, American Red Cross, United Way.

California's Optometric Association
Director of Business Services

Acted as chief financial officer, human resources, and general business manager. Oversight for financial reporting for five related entities and liaison for one for-profit wholly owned subsidiary.

California Association for Coordinated Transportation
Contract Chief Financial Officer

Assisted with budgets, grant proposals and cost allocations for contacts with the State of California

Fechter & Company, CPAs

Mr. German is a partner in the firm and has been with the firm for two years. He is the lead partner on the Sylvan Cemetery District engagement.

Continuing Professional Education

Mr. German has taken a variety of accounting and auditing courses, the most pertinent of which is the annual Governmental Accounting & Auditing Update published by the American Institute of Certified Public Accountant.

Robert C. White, Senior Accountant, CPA Candidate
Fechter & Company, Certified Public Accountants**Classification:** Senior Accountant**Years of Experience:** 5

Mr. Robert White is a Senior Accountant in the firm of Fechter & Company, Certified Public Accountants.

Academic Background:

Mr. White graduated in 2006 from California State University of Sacramento with a Bachelor of Science degree in Business Administration, with a concentration in Accountancy.

Relevant Experience:

Majority of Mr. White's public accounting experience is related to providing auditing services in order to issue year-end audited financial statements for the following type of entities:

- Special districts (Water, Fire, and Cemetery)
- Counties
- Cities
- Banks

Fechter & Company, CPAs**Senior Accountant**

Conducted a variety of audits in accordance with the Yellow Book and governmental auditing standards.

**PROPOSAL FOR INDEPENDENT AUDIT SERVICES
Placentia Library District**

**For the Fiscal Years Ending
June 30, 2015 - 2017
(with options for 2018 & 2019)**



A PROFESSIONAL ACCOUNTANCY CORPORATION

Respectfully Submitted by:

Jeff Nigro, CPA, CFE
Nigro & Nigro, PC
jnigro@nncpas.com

Murrieta Office: 25220 Hancock Ave. Suite 400, Murrieta, CA 92562 • P: (951) 698-8783 • F: (951) 699-1064
Emeryville Office: 1900 Powell St. Suite 600, Emeryville, CA 94608 • P: (844) 557-3111 • F: (844) 557-3444



PROPOSAL FOR AUDITING SERVICES

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October 29, 2014

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Yesenia Baltierra
Business Manager
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92870

Dear Ms. Baltierra:

Nigro & Nigro, PC is pleased to respond to your request for proposal for professional auditing services for fiscal years ending June 30, 2015 through 2017. In this proposal, we believe that you will find that our firm is not only highly qualified to perform the audit for the Placentia Library District, but is prepared to do what it takes to *provide the extra level of service* required to maintain a long-term business relationship.

Our firm specializes in local governmental audits. We are a regional California firm that was established in 1999 and audits over 50 local governmental agencies annually. The firm partners also have past governmental experience from prior CPA firms. My commitment to you is that we will provide outstanding customer service.

We are committed to meeting all requirements and timelines for the successful completion of the engagement. Upon concluding the contract terms, we will hold a pre-audit meeting and set forth specific work plans and due dates for each major audit area. Regular progress meetings will be held and any issues will be resolved timely and before the release of the final reports.

Communication - A component of our firm's operations is a philosophy that we strive to exceed clients' customer service expectations by open communications and teamwork. This means:

- A clear audit plan is shared well before year end
- An exit conference that addresses audit issues, but offers suggestions to make your work easier
- Phone calls and emails will be returned promptly
- No additional charges for routine questions throughout the year
- No additional charges for advice and assistance
- Guidance on GASB pronouncements and compliance issues
- Selecting mutually convenient audit dates and adhering to District timelines
- Management letters sent at the conclusion of both interim and year-end field work
- Attending meetings of the Board and making any necessary presentations

Expertise and Experience of Our Team - We believe that our experience with government agencies in California is greater than many other firms.

- We currently audit over 50 government agencies in the State of California.
- Our 17 dedicated audit staff members devote 90% of their time to government audit services.
- In total, we spend over 20,000 hours annually serving local governments.

Education and Resources - The Firm is committed to providing a team environment that fosters growth and development through a training and learning environment.

- As a member of the Governmental Audit Quality Center, we are committed to adhering to the highest quality standards by voluntarily agreeing to the Center membership requirements, which include designating a partner responsible for the quality of our governmental audit practice, establishing quality control programs, performing annual internal inspection procedures, and making our peer review report publicly available.
- We require our audit staff to be graduates of a recognized university in the fields of Business Administration, Accounting and Auditing or equivalent.

Audit Approach - Our approach to an audit is heavily dependent on technology and communication.

- We have had a completely paperless audit process since 2008 for 100 percent of our clients.
- We use technology to share and collaborate on documents. This saves our clients time in providing information for the audit.
- We consider the auditors to be a part of your finance team. We approach the audit with an objective approach, but with the goal of helping our clients to operate as efficiently as possible.

We are most proud of the fact that in the past year, most of our governmental audit clients chose to renew their audit contracts with our firm - even those that were required to go out to bid. In some cases, we were selected even though we were the highest bid, but our clients recognized the value that they receive for the dollars that they spend. And we are the only firm among our most common competitors to have never filed a delinquent report with the State Controller's Office.

I would welcome the opportunity to meet with you to discuss our proposal, we and appreciate this opportunity to present our Firm for your consideration. It is understood that the District reserves the right to reject this proposal and that this proposal is a firm and irrevocable offer for sixty (60) days from the date of the proposal.

Sincerely,



Jeffrey Nigro, CPA, CFE
Audit Services Partner



PROPOSAL FOR AUDITING SERVICES

QUALIFICATIONS OF THE FIRM

Experience

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

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

Areas of specialization include:

- Audit and Review Services
- Government Auditing Standards & OMB Circular A-133 Audits
- Annual Report of Financial Transactions
- Agreed Upon Procedures Engagements
- Comprehensive Annual Financial Report (CAFR) preparation

Size and Location of Offices

The firm was originally established in 1999, and for the next eleven years operated under the name of Nigro Nigro & White. In August 2010, the firm changed back to its original name of Nigro & Nigro and added a third partner. In 2013, we opened our second office in Emeryville in order to better serve our growing client base of school districts in the San Francisco Bay Area. The Firm now has four partners and a professional staff of 15 accountants in its Murrieta office and expects to add more in the coming years as we continue to grow. We are a full service firm, providing audit and review, tax, consulting, and accounting services to local government, non-profit organizations, charter schools, commercial businesses and homeowners associations.

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

The office serves clients of all sizes and industries, but our focus is on governmental agencies just like you.



Murrieta Office



Emeryville Office



QUALIFICATIONS OF THE FIRM (continued)

Range of Activities Performed

- Audit services for more than 50 governmental agencies
 - Includes special districts, school districts, county offices, and JPAs
- Consulting and other services for numerous other agencies
- Tax services for individuals, corporations, and non-profit organizations.

Size of Our Firm

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

Position	Number of Employees	Number of Licensed CPA's
Partner *	4	4
Audit Manager	1	1
Audit Supervisor	2	2
Audit Senior	6	3
Audit Junior/Intern	5	-
Support Staff	4	-
Total	22	10

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

Experience in Auditing Computerized Systems

Our audit client base is almost exclusively made up of local governments, which means that we are eminently qualified to audit financial information in the various systems used. We are familiar with pulling necessary reports from the system and assist staff accordingly. We will evaluate your internal controls over your IT department and make necessary recommendations. Our entire audit staff is qualified to evaluate and make recommendations for improvements to any of your systems.

Our audit client base is almost exclusively local governments, which means that we are eminently qualified to audit financial information in the various systems used.



QUALIFICATIONS OF THE FIRM (continued)

References

We are well versed in government audits and have well rounded experience with local governmental agencies and are excited for the opportunity to devote our attention to you and your specific needs. Below is a list of five governmental clients audited within the past five years. Jeff Nigro was the engagement partner on each of the engagements listed.

Central Basin Municipal Water District

6252 Telegraph Road	Richard Aragon, Finance Director
Commerce, California 90040	Project(s): Financial Statement Audits &
(323) 201-5514	CAFR Development
	Since 2012-13

Riverside County Regional Park & Open-Space District

4600 Crestmore Road	Megan Gomez
Riverside, California 92509	Project(s): Financial Statement Audits
(951) 955-9053	Since 2010-11

Mission Resource Conservation District

PO Box 1777	Judith Mitchell
Fallbrook, California 92088	Project(s): Financial Statement Audits
(760) 728-1332	Since 2010-11

Elsinore-Murrieta-Anza Resource Conservation District

21535 Palomar Street, Suite A	Vicki Long, President
Wildomar, California 92595	Project(s): Financial Statement Audits
(951) 609-0066	Since 2008-09

In addition to the valued clients listed above, we work with many more governmental clients. Our client retention history has been excellent.



QUALIFICATIONS OF THE FIRM (continued)

Partner, Supervisory, and Staffing Qualifications & Experience

Importance of Certified Public Accountants (CPAs)

Approximately 30% of accountants in the State of California are CPAs. At Nigro & Nigro, our percentage is almost double - 10 of our 15 accountants are CPAs, with two more awaiting certification from the State Board. We understand that the CPA designation is a valuable credential for advancing a career in accounting and auditing. It demonstrates the in-depth knowledge of accounting principles and practices, including applicable laws and regulations. In addition, a CPA license is widely respected as a gauge of quantitative skills and high standards of professionalism.

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



Staff Continuity

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

Effective service relies on a strong-working relationship between clients and our staff. For this reason we do our best to ensure a consistent audit team is working on the engagement not only throughout the year, but in each subsequent year. This helps enable us to best respond to the specific needs of our clients, and will prevent your staff from feeling like they must "train" new auditors each year.

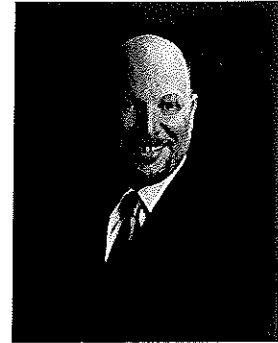
Our firm has been fortunate to experience less than typical turnover for a typical CPA firm. The average length of time a typical auditor has been employed by the firm is around four years. We find that our employees enjoy coming into work every day, which in turn provides a much better client experience.

Meet Your Audit Leadership Team

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

Jeffrey Nigro, CPA, CFE Partner

"As the partner on the audit, I will make myself available to you at all times. Our commitment is to provide an outstanding customer service experience."



Jeff has over 23 years of experience auditing school districts, county offices of education and special districts. This experience, garnered from nine years with a major local audit firm and now as a founding partner at Nigro & Nigro since 1999, is in addition to his real world experience as a Fiscal Services Manager in a large unified school district. In addition to his extensive knowledge of school business and financial issues, Jeff has a passion for helping clients to establish and maintain sound anti-fraud programs and procedures.

Local Educational Agency Audits:

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

Consulting Services:

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

Training:

- Accounting workshops and training
- Governmental accounting
- Fraud prevention and detection

Financial Reporting:

- OMB Circular A-133 Audits
- Performance Audits
- Year-end closing procedures
- Cash flows
- Budget development and projections
- Multi-Year projections

Other Areas:

- Anti-fraud program implementation
- Enrollment projections
- Asset safeguard and control

Education:

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

Licenses and

Certifications:

- Certified Public Accountant, California
- Certified Fraud Examiner
- School Business Management Certificate, California State University, Fullerton

Professional Affiliations:

- California Association of School Business Officials (CASBO) Eastern Section, Associate Member
- Association of Certified Fraud Examiners

Continuing Education:

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

Kevin Brejnak, CPA, CFE Review Partner

"As the review partner on the audit, I will ensure that our firm's stringent quality control procedures are adhered to, assuring you of an audit of the highest quality."



Kevin will be the audit review partner. Kevin joined the firm in 2007, and has worked almost exclusively on the audits of school agencies. In addition to his school business know-how, Kevin regularly participates on fraud investigation engagements after obtaining his Certified Fraud Examiners certificate. His involvement as a partner will help ensure the quality of the audit. Kevin has nearly six years of audit experience, focusing primarily on school districts. Kevin demonstrates a practical approach to problem solving, which provides clients with sensible solutions.

Audit Services:

Kevin Brejnak began his auditing career with Nigro & Nigro in 2007, participating in audits of LEAs, Nonprofit organizations, agreed-upon procedure engagements and fraud investigations. Kevin was recently named a partner in January, 2013 and has been the in-charge accountant for San Rafael City Schools for the past five years, and partner for the last year.

Consulting Services:

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

Attendance Accounting:

- Site attendance internal controls
- Attendance reporting

Financial Reporting:

- Year-end closing procedures
- Capital assets and depreciation schedules
- Long term debt schedules
- GASB 34 and 45 implementation

Other Areas:

- ASB accounting
- Bond program accounting and auditing matters
- Fraud prevention and detection
- Internal control procedures

Education:

Bachelor of Science in Business Administration, Accounting
California State University,
San Marcos, 2007

Licenses and Certifications:

- Certified Public Accountant, California
- Certified Fraud Examiner

Professional Affiliations:

- California Association of School Business Officials (CASBO) Eastern Section, Associate Member
- CASBO Financial Professional Council Member
- Association of Certified Fraud Examiners

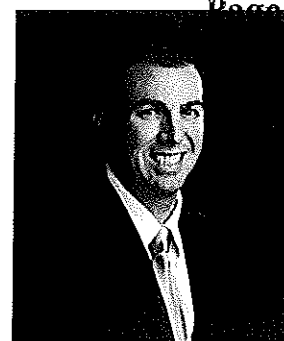
Continuing Education:

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



James Whittington, CPA, CFE, CGFM Senior Manager

"My personable nature, responsiveness, and unique combination of experience makes me a valuable member of the audit team."



James joined the firm in 2008, and has been an accountant in charge for a variety of local governmental agencies. James has worked over the last several years with the Firm's largest clients. James has also worked as an AB 1200 Coordinator at Riverside County Office of Education. He is technology savvy, provides clear, concise explanations to our clients, and enjoys assisting clients with the most difficult and complex accounting challenges. James will manage the audit team, act as the liaison between District staff and the auditing firm, and will have the day-to-day responsibility of reviewing and performing audit functions.

Audit Services:

James began his auditing career with Nigro & Nigro in 2008, participating in audits of LEAs, other governmental audits and agreed-upon procedure engagements. In addition, he brings with him experience as a former AB1200 Fiscal Coordinator for a large County Office of Education in Southern California.

Consulting Services:

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

Financial Reporting:

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

Other Areas:

- Accounting & workshops
- Bond program accounting and auditing matters
- Internal control procedures
- Interim reporting
- Multi-year projections
- Cash flow projections
- Forensic accounting investigations
- Litigation support services

Education:

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

Licenses and Certifications:

- Certified Public Accountant, California
- Certified Fraud Examiner
- Certified Government Financial Manager

Professional Affiliations:

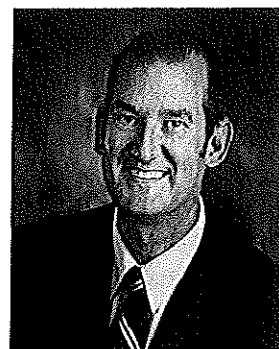
- California Association of School Business Officials (CASBO) San Diego/Imperial Section, Associate Member
- Association of Certified Fraud Examiners (ACFE)
- Association of Government Accountants (AGA)
- American Institute of Certified Public Accountants (AICPA)

Continuing Education:

- Government Accounting & Auditing Conference
- SSC Finance & Management Conferences
- In-house training for audit staff (presenter)
- Annual CFE Fraud Conference

Peter Glenn, CPA Supervisor

"I enjoy being a significant contributor to the audit team. I bring a receptive, professional, and inquisitive approach to each job in addition to my sharp rapier wit!"



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

Audit Services:

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

Consulting Services:

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

Financial Reporting:

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

Special District Accounting:

- Internal controls
- Financial reporting & GASB 34
- Assistance with CAFR preparation
- Annual report of financial transactions

Other Governmental Agencies Recently Served:

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

Education:

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

Licenses and Certifications:

- Certified Public Accountant, California

Professional Affiliations:

- American Institute of Certified Public Accountants (AICPA)
- California Association of School Business Officials (CASBO) Eastern Section, Associate Member

Continuing Education:

- School District Conference
- CASBO Annual Conference
- SSC Finance & Management Conferences
- Government Accounting & Auditing Conference
- In-house training for audit staff (presenter)



QUALIFICATIONS OF THE FIRM (continued)

Partner, Supervisory, and Staffing Qualifications & Experience

Training & Resources

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

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

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

- a. American Institute of CPA's Governmental Audit Quality Center (GAQC)
- b. California Society of CPAs (CalCPA)
- c. California Special Districts Association (CSDA)
- d. Government Finance Officers Association (GFOA)
- e. California Society of Municipal Finance Officers (CSMFO)
- f. Government Accounting Standards Board (GASB)
- g. California School Boards Association (CSBA)
- h. California Association of School Business Officials (CASBO)

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

Through our participation in these organizations and continuing education provided by them, the Firm continues to stay abreast of all current governmental accounting and reporting issues.

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

Training Programs / Continuing Education

The Firm's program of staff development includes several days of focused training in the audit of government agencies. We also believe that one-on-one training on-the-job is essential for staff development and our program of quality control. Our partners personally train each staff auditor. We also provide opportunities to staff to attend professional training provided by outside providers, such as the California Society of CPAs, CSDA, CSMFO, and GFOA.



QUALIFICATIONS OF THE FIRM (continued)

Statement of Independence

Our standards require that we be without bias with respect to your operations. The Firm is independent of Placentia Library District and its component units, as defined by auditing standards generally accepted in the United States of America and the U.S. General Accounting Office's "Governmental Auditing Standards".

Licensed to Practice in California

The firm and its entire CPA staff hold licenses to practice in the State of California. The Firm's CPA's are all members in good standing with the California Society of CPA's and the AICPA.

Peer Review

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

Past Performance / Disciplinary Action

The Firm has not had any State desk reviews or field reviews of its audits in the last five years. We also have had no disciplinary action taken or pending against the Firm during the past five years with state regulatory bodies or professional organizations. All of our audit reports for the past three years have been accepted by the State Controller's Office. The Firm had one audit engagement selected for a federal quality control review by the U.S. Department of Education, who determined that our audit was performed in accordance with generally accepted auditing standards, Government Auditing Standards, and OMB Circular A-133.

Insurance

The Firm shall procure and maintain the insurance required, for the duration of the contract, insurance against claims for injuries to persons or damages to property arising from or in connection with the performance of the work performed as set forth in the RFP. A copy of our certificate of insurance is provided under the "Requested Documents" section of this proposal.



PROPOSAL FOR AUDITING SERVICES

TECHNICAL APPROACH

Specific Audit Approach

We will audit the basic financial statements of the District for the year ended June 30, 2014 in accordance with the following standards:

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

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

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

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

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

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

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



TECHNICAL APPROACH (continued)

Specific Audit Approach (continued)

The Firm has been paperless since 2008. In addition, we have a trial balance and financial reporting software for producing financial statements that are directly linked to your trial balance, which we will download from your system at the start of the audit. Likewise, we expect to extract various other information from your accounting system and other various electronic spreadsheets that the District staff have prepared.

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

Segmentation of Engagement / Schedule

STEP 1: Planning (February - March)

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



Meetings

We will conduct a pre-audit meeting with the Business Office and the Audit Committee to understand any particular issues the District is currently undergoing and to communicate our preliminary fieldwork.

Planning

We envision the following process during preliminary fieldwork:

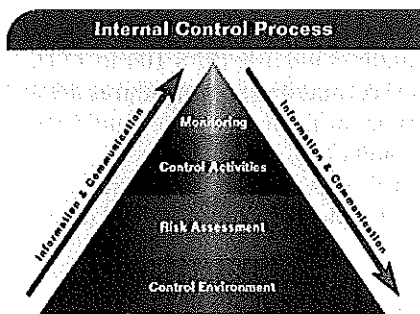
- 1) Establish understanding of services to be performed.
- 2) Complete our client acceptance procedures and address any independence issues.
- 3) Document our understanding of your entity and compile risks identified.
- 4) Document significant processes and activities.
- 5) Perform required fraud "brainstorming" with audit team.
- 6) Conduct interviews with management and others within the District regarding their knowledge of fraud and the risks of fraud.
- 7) Assess risk of material misstatement arising from errors or fraud at entity level.
- 8) Agree on timing and deliverables through an entrance meeting.
- 9) Develop overall audit strategy.



TECHNICAL APPROACH (continued)

Segmentation of Engagement / Schedule (continued)

STEP 2: Interim Field Work (April - May)



Internal Control Documentation

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

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

STEP 3: Final Fieldwork (August - September)

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





TECHNICAL APPROACH (continued)

Segmentation of Engagement (continued)

STEP 3: Final Fieldwork (August - September) (continued)

Assess Risks and Design Procedures

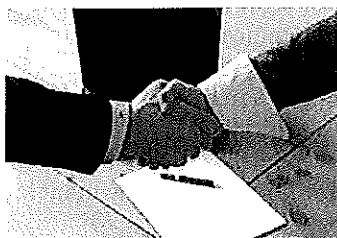
As outlined in the risk based suite of audit standards (SAS 104 to 111), our Firm uses a risk-based approach to the audit. Our procedures to assess risks and design procedures are as follows:

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

Interim and Year End Testing

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

STEP 4: Audit Completion (October)



Preparation of Audit Report and Management Letter

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

Audit Completion

After the previous segments mentioned are complete, we will be ready to finalize our audit. During this stage we will complete the following procedures:

- 1) Complete subsequent events review procedures and review legal and representation letters.
- 2) Complete final overall analytical review procedures.
- 3) Conduct exit conference to communicate and clarify any potential significant deficiencies and material weaknesses.
- 4) Draft findings.
- 5) Issue audit opinion.
- 6) Assemble audit documentation.



TECHNICAL APPROACH (continued)

Additional Information

Client Testimonial

"As Superintendent of Schools for California's fourth largest county, maintaining the fiscal integrity of our 23 local school districts as well as the Riverside County Office of Education is an extremely high priority-especially during this deep, protracted economic recession. Our organization depends on the high caliber professional accountancy services provided by *Nigro and Nigro*. Their staff are experts in the field of public education finance and accounting. They offer a wide range of services including from annual audits, customized professional development workshops, fraud investigation and fiscal analysis. I would highly recommend *Nigro and Nigro* for professional accountancy services."

***"I would highly
recommend Nigro and
Nigro for professional
accountancy services."***

*Kenneth M. Young,
Riverside County Superintendent of Schools*

Fraud Hotline

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



FEES

APPENDIX A

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE AUDIT OF THE FINANCIAL STATEMENTS**

2014-15 FISCAL YEAR

	<u>Hours</u> (1)	<u>Standard Hourly Rates</u> (2)	<u>Quoted Hourly Rates</u> (3)	<u>Total</u> (1) x (3)
Partners	12	\$190	\$180	\$2,160
Managers	16	\$140	\$130	\$2,080
Supervisory Staff	42	\$120	\$110	\$4,620
Staff (Senior)	40	\$100	\$ 90	\$3,600
Other (specify) Staff Accountant	24	\$ 85	\$ 75	\$1,800
Clerical	6	\$ 60	\$ 50	\$ 300
Subtotal	140			\$14,560
Out-of-pocket expenses:				\$ 240
Other (specify)				
Total all-inclusive maximum price for FY <u>2014-15</u> (note 2)				\$14,800

Note:

- 1) The rate quoted (column 3) should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.
- 2) A separate schedule should be prepared for each of the first three (3) years and a summary indicating the percent modification for the fourth and fifth year, if the engagement is extended.

APPENDIX A

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE AUDIT OF THE FINANCIAL STATEMENTS**

2015-16 FISCAL YEAR

	<u>Hours</u> (1)	<u>Standard Hourly Rates</u> (2)	<u>Quoted Hourly Rates</u> (3)	<u>Total</u> (1) x (3)
Partners	12	\$190	\$180	\$2,160
Managers	16	\$140	\$130	\$2,080
Supervisory Staff	42	\$120	\$110	\$4,620
Staff (Senior)	40	\$100	\$ 90	\$3,600
Other (specify) Staff Accountant	24	\$ 85	\$ 75	\$1,800
Clerical	6	\$ 60	\$ 50	\$ 300
Subtotal	140			\$14,560
Out-of-pocket expenses:				\$ 240
Other (specify)				
Total all-inclusive maximum price for FY <u>2015-16</u> (note 2)				\$14,800

Note:

- 1) The rate quoted (column 3) should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.
- 2) A separate schedule should be prepared for each of the first three (3) years and a summary indicating the percent modification for the fourth and fifth year, if the engagement is extended.

APPENDIX A

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE AUDIT OF THE FINANCIAL STATEMENTS**

2016-17 FISCAL YEAR

	<u>Hours</u> (1)	<u>Standard Hourly Rates</u> (2)	<u>Quoted Hourly Rates</u> (3)	<u>Total</u> (1) x (3)
Partners	12	\$190	\$180	\$2,160
Managers	16	\$140	\$130	\$2,080
Supervisory Staff	42	\$120	\$110	\$4,620
Staff (Senior)	40	\$100	\$ 90	\$3,600
Other (specify) Staff Accountant	24	\$ 85	\$ 75	\$1,800
Clerical	6	\$ 60	\$ 50	\$ 300
Subtotal	140			\$14,560
Out-of-pocket expenses:				\$ 240
Other (specify)				
Total all-inclusive maximum price for FY <u>2016-17</u> (note 2)				\$14,800

Note:

- 1) The rate quoted (column 3) should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.
- 2) A separate schedule should be prepared for each of the first three (3) years and a summary indicating the percent modification for the fourth and fifth year, if the engagement is extended.

APPENDIX A

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE AUDIT OF THE FINANCIAL STATEMENTS**

2017-18 **FISCAL YEAR**
(Option Year 1)

	<u>Hours</u> (1)	<u>Standard Hourly Rates</u> (2)	<u>Quoted Hourly Rates</u> (3)	<u>Total</u> (1) x (3)
Partners	12	\$195	\$185	\$2,214
Managers	16	\$144	\$133	\$2,132
Supervisory Staff	42	\$123	\$113	\$4,736
Staff (Senior)	40	\$103	\$ 92	\$3,690
Staff Accountant	24	\$ 87	\$ 77	\$1,845
Other (specify) Clerical	6	\$ 62	\$ 51	\$ 308
Subtotal	140			\$14,924
Out-of-pocket expenses:				\$ 276
Other (specify)				\$15,200
Total all-inclusive maximum price for FY <u>2017-18</u> (note 2)				

Note:

- 1) The rate quoted (column 3) should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.
- 2) A separate schedule should be prepared for each of the first three (3) years and a summary indicating the percent modification for the fourth and fifth year, if the engagement is extended.

APPENDIX A

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE AUDIT OF THE FINANCIAL STATEMENTS**

2018-19 **FISCAL YEAR**
(Option Year 2)

	<u>Hours</u> (1)	<u>Standard Hourly Rates</u> (2)	<u>Quoted Hourly Rates</u> (3)	<u>Total</u> (1) x (3)
Partners	12	\$200	\$189	\$2,269
Managers	16	\$147	\$137	\$2,185
Supervisory Staff	42	\$126	\$116	\$4,854
Staff (Senior)	40	\$105	\$ 95	\$3,782
Staff Accountant	24	\$ 89	\$ 79	\$1,891
Other (specify) Clerical	6	\$ 63	\$ 53	\$ 315
Subtotal	140			\$15,297
Out-of-pocket expenses:				\$ 303
Other (specify)				
Total all-inclusive maximum price for FY <u>2018-19</u> (note 2)				\$15,600

Note:

- 1) The rate quoted (column 3) should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.
- 2) A separate schedule should be prepared for each of the first three (3) years and a summary indicating the percent modification for the fourth and fifth year, if the engagement is extended.

REQUESTED DOCUMENTS



POWELL & SPAFFORD, LLP
CERTIFIED PUBLIC ACCOUNTANTS

Jessie C. Powell, CPA
Patrick D. Spafford, CPA

Members of the California Certified Public Accountancy
Member American Institute of Certified Public Accountants

System Review Report

To the Shareholders
Nigro & Nigro, A Professional Accountancy Corporation
and the Peer Review Committee of the California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Nigro & Nigro, A Professional Accountancy Corporation (the firm) in effect for the year ended August 31, 2011. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

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

In our opinion, the system of quality control for the accounting and auditing practice of Nigro & Nigro, A Professional Accountancy Corporation in effect for the year ended August 31, 2011, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency (ies)* or *fail*. Nigro & Nigro, A Professional Accountancy Corporation has received a peer review rating of *pass*.

February 1, 2012



**CAMICO MUTUAL INSURANCE COMPANY
DECLARATIONS
ACCOUNTANTS PROFESSIONAL LIABILITY INSURANCE POLICY**

Policy Number: CAL108511-04

Effective Date: 08/12/2014 at 12:01 A.M. Standard time at the address shown below
Expiration Date: 08/12/2015 at 12:01 A.M. Standard time at the address shown below
Retroactive Date: 08/12/2010

Item 1 - Named Insured: Nigro & Nigro, PC
Item 2 - Business Address: 25220 Hancock Avenue, Suite 400
Murrieta, CA 92562

Item 3 - Limits of Liability: \$1,000,000 Per Claim
\$3,000,000 Policy Aggregate
Item 4 - Deductibles: \$25,000 Per Claim Deductible

Item 5 - Total Premium: \$17,986

Item 6 - The policy consists of this Declarations page, and the following policy forms and endorsements:

PL-1000-A	06/08	Accountants Professional Liability Insurance Policy
PL-1043-A	02/12	Supplemental Policy Benefits and Liberalization
PL-2001-A (CA)	02/12	State Endorsement - California
PL-1026-A	01/11	Limited Coverage for Known Claims
PL-1007-A	08/05	Exclusion - Claims Following Insureds Suit for Fees
PL-1032-A	08/05	Additional Insured Endorsement

PLEASE READ THESE DECLARATIONS, THE POLICY AND ENDORSEMENTS CAREFULLY.

CAMICO Mutual Insurance Company

Authorized Representative

(ORIGINAL)

PLACENTIA LIBRARY DISTRICT

PROFESSIONAL AUDITING
SERVICES PROPOSAL

FOR THE THREE YEARS ENDING JUNE 30, 2017

(WITH AN OPTION FOR EACH OF THE TWO YEARS
ENDING JUNE 30, 2018 AND JUNE 30, 2019)



Submitted By:



TITLE PAGE

RFP Subject: Certified Audit on Placentia Library District
For the Three Years Ending June 30, 2017
(With an Option for Each of the Two Years
Ending June 30, 2018 and June 30, 2019)

Name of Proposer: White Nelson Diehl Evans LLP
Certified Public Accountants and Consultants

Local Address: 2875 Michelle Drive, Suite 300
Irvine, CA 92606-5165

Telephone: (714) 978-1300

Fax: (714) 978-7893

Federal Identification Number: 33-0686301

California CPA License Number: PAR 6123

Website: www.wndecpa.com

Email: dmunoz@wndecpa.com

Contact Persons: Daphnie Munoz, CPA
Partner

Nitin P. Patel, CPA
Partner

Date: October 31, 2014

PLACENTIA LIBRARY DISTRICT

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PLACENTIA LIBRARY DISTRICT

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WHITE NELSON DIEHL EVANS LLP
Certified Public Accountants & Consultants

October 31, 2014

Ms. Yesenia Baltierra
Business Manager
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92870

Dear Ms. Baltierra:

We are pleased to present our proposal to serve as independent auditors for the Placentia Library District. We have prepared this information in accordance with the guidelines set forth in your request for proposal.

Why We Are The Best Qualified Firm

We consider ourselves to be the best-qualified firm to perform auditing services for the Placentia Library District. Please consider these qualifications:

- A significant part of our practice is devoted to providing professional services to the governmental industry and over the past year, the firm provided services to approximately 100 governmental organizations and on an annual basis our firm issues over 150 reports on audits of governmental agencies including, Special Districts, Cities, the Successor Agency to Redevelopment Agencies, and Joint Power Authorities.
- Our firm has devoted a substantial amount of time and resources in order to provide governmental agencies with quality audits. Our knowledge of the industry is best demonstrated by the fact that our clients who apply for the "Outstanding Award in Financial Reporting" issued by the California Society of Municipal Finance Officers (CSMFO) and the "Certificate of Achievement in Financial Reporting" issued by the Government Finance Officers Association (GFOA) consistently receive these awards. A list of these clients is presented on page 6 of this proposal.
- We are in a professional alliance with BDO Seidman, a National Accounting Firm, and a network of accounting firms allowing us the ability to provide quality attestation services. The BDO Alliance provides us access to BDO's personnel and technical resources which allows White Nelson Diehl Evans LLP to deliver the range of services and capabilities of a large national firm, including the use of specialists to support the needs of our clients.
- We are a full service CPA firm. Our Consulting Services Department can provide the District with a variety of services, including investment policy compliance reviews, litigation support, dispute resolution services, and consulting on a wide array of governmental issues.
- Our audits include extensive use of information technology as described in detail on page 7 of this proposal.

Why We Are The Best Qualified Firm (Continued)

- We understand that we provide a service to the District. We are committed to providing an effective and efficient audit that will meet the proposed timing of the project deliverables by assigning experienced governmental auditors. Understanding the size of the Placentia Library District and the scope of work requested in the proposal, we are proposing an engagement team with extensive governmental audit experience. The staffing plan includes Daphnie Munoz, CPA, the engagement partner with 16 years of experience and Joseph Ludin, CPA a supervisor with 5 years of experience who will be on-site supervising the audit fieldwork. We are confident that the proposed staffing plan with an engagement team experienced in governmental audits and who are familiar with municipal procedures will result in an effective and efficient audit that meets the project timing and deliverables requirements with minimum disruption to your staff.

The scope of our services for the three years ending June 30, 2017 would be as follows:

- A financial audit of the basic financial statements of the Placentia Library District in accordance with auditing standards generally accepted in the United States of America, Government Auditing Standards and the minimum audit requirements as set forth by the Office of the State Controller.
- A management letter containing any comments or recommendations resulting from our review of the systems of internal controls in connection with the financial audits.
- A report communicating information related to the audit to those in charge of governance at the conclusion of the audits.
- Preparation of the District's State Controller's Report.
- An agreed-upon procedures review of the calculation of the City's GANN Appropriations Limit (GANN), as required by Section 1.5 of Article XIII B of the California Constitution.

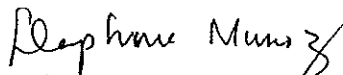
We make a commitment to deliver all necessary reports based on the timetable presented herein on page 16. Also, a more detailed discussion of our understanding of the work to be performed is set forth on pages 16 through 22.

Our goal is to provide the District with the highest quality of service, including basic financial statements which meet all required reporting standards. We are confident that our service and experience will be of benefit to the District and will provide added value over and above the performance of the audit itself. Throughout the year, you should feel comfortable in calling us for advice regarding accounting and auditing matters, as we are never too busy to meet the needs of our clients.

We thank the District for the opportunity to present our proposal. Please feel free to contact me, or Mr. Nitin P. Patel, CPA at (714) 978-1300 if you have any questions. This proposal constitutes a firm and irrevocable offer for 60 days from the date of this letter. Mr. Patel and I are authorized to represent our firm, and bind the firm to a contract.

Very truly yours,

WHITE NELSON DIEHL EVANS LLP


Daphnie Munoz, CPA
Engagement Partner



FIRM PROFILE AND QUALIFICATIONS

LICENSING AND INDEPENDENCE

Our firm, and all of our certified personnel, are properly licensed to practice public accounting in California.

Also, we meet the independence requirements of "Government Auditing Standards", as published by the U.S. General Accountability Office. We have no conflict of interest with the District and will provide written notice to the District of any professional relationships contemplated with the District during our term as auditors. We have not provided auditing or any other services to the District during the past five years.

INSURANCE

The firm has the following insurance coverage:

<u>Insurance Type</u>	<u>Each Occurrence Limit</u>	<u>Aggregate Limit</u>	<u>Deductible</u>
Umbrella Policy	\$ 4,000,000	\$ 4,000,000	\$ 10,000
General Liability	1,000,000	2,000,000	-
Auto Liability - Hired & Nonowned	1,000,000	1,000,000	-
Workers' Compensation	1,000,000	1,000,000	-
Professional Liability	5,000,000	10,000,000	75,000

SIZE AND LOCATION OF THE FIRM

White Nelson Diehl Evans LLP is a California accounting firm with offices in Irvine, Carlsbad and Escondido.



Our firm has approximately 120 employees, which includes 23 partners with separate assurance and tax departments. Your District would be served by the assurance department from our Irvine office, which has approximately 45 professional staff members, including 11 partners and 12 managers. The Irvine Office assurance department staff with governmental experience consists of four partners, five managers, three supervisors, eleven seniors and ten staff accountants.

White Nelson Diehl Evans LLP has extensive experience in providing auditing, accounting and consulting services in the governmental sector. Over twenty thousand hours per year are devoted to this area of our practice for over 100 governmental units including special districts, cities, successor agencies, nonprofit corporations and joint power authorities.



RANGE OF ACTIVITIES

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White Nelson Diehl Evans LLP is a full service CPA firm. We offer a broad range of services, including:

Certified Audits	Tax Planning and Consulting
Compilations and Reviews	Income Tax Preparation and Representation
Agreed-Upon Procedure Reviews	Consulting Services
Financial Services	Litigation Support Services

Our specific services available to governmental agencies are more fully set forth in this proposal.

PARTICIPATION IN "QUALITY REVIEW" PROGRAMS

In July 2012, our firm underwent a quality review, by an independent CPA firm, under provisions of the AICPA Quality Review Program. This review is required every three years and covered our audits of governmental agencies. A final report dated August 3, 2012 with a pass rating on our systems and procedures was received. A copy of the independent CPA firm's report is included herein at Attachment II. Accordingly, we are confident that our current auditing standards and techniques meet all existing requirements.

No regulatory action has ever been taken against any office of our firm due to substandard work. We had no significant deficiencies noted in any federal or state desk reviews over the past three years.

EDUCATION PROGRAMS

White Nelson Diehl Evans LLP has a formal continuing education program. All firm auditors are required to obtain 80 hours of continuing education every two years in the accounting and auditing area as required by Government Auditing Standards, and at least 24 hours of government related continuing education courses. Our staff is continually expanding their knowledge of the governmental industry through our in-house training programs, programs offered by the AICPA, GFOA, the California Society of Certified Public Accountants and other professional organizations, and through on-the-job training.

Noted below is a description of certain in-house education courses taken by our partners and staff to meet the governmental continuing education requirements. All personnel involved with governmental auditing are required to attend these courses.

- Understanding the Risk Assessment Standards
- Understanding of GASB Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments
- Understanding, and Auditing, Deposits and Investments of California Governmental Units
- Understanding GASB Statements 43 and 45 related to Other Post Employment Benefits
- Reviews of Internal Controls in Accordance With Statements on Auditing Standards
- Assessing Audit Risk and Materiality in Conducting An Audit
- Consideration of Fraud in a Financial Statement Audit
- Computer Auditing in the Governmental Environment
- The Single Audit - New Provisions under OMB Circular A-133
- Laws and Regulations in the Government Sector
- Understanding GASB Statement 54 related to Fund Balance Reporting and Governmental Fund Type Definitions
- Understanding GASB Statement 65 related to reporting of Deferred Outflows and Deferred Inflows of Resources
- Understanding the new GASB Pension Standards



PARTICIPATION IN PROFESSIONAL ORGANIZATIONS

Our partners and staff are actively involved in professional organizations in the governmental accounting field. Noted below is a summary of our participation in various national and California governmental organizations.

AICPA

Our firm is a member of the AICPA Governmental Audit Quality Center. The Center is a firm-based voluntary membership Center whose primary purpose is to promote the importance of quality governmental audits to purchasers of governmental audit services. The Center provides members with an online forum tool for sharing best practices, as well as discussions on audit, accounting, and regulatory issues. As a member of the Center, the firm receives updates on changes in auditing and accounting standards that effect governmental audits. The quality control partner is required to attend an annual web cast to discuss auditing and reporting issues effecting governmental audits. Our firm uses the resources of the Center to maintain the quality of our governmental audits.

GFOA, GASB and FASB

Our firm is an associate member of the Government Finance Officers Association of the United States and Canada (GFOA).

Also, we have web based access to the latest pronouncements issued by the Governmental Accounting Standards Board (GASB) and the Financial Accounting Standard Board (FASB), including Interpretations, Technical Pronouncements and Newsletters. We regularly analyze these pronouncements and advise our governmental clients of changes in accounting rules.

CSMFO

Our Irvine office partners and our Director of Consulting Services are associate members of the California Society of Municipal Finance Officers (CSMFO). Our personnel regularly attend local CSMFO chapter meetings throughout Southern California, and the annual statewide conference. We often provide public speakers for these meetings.

CSCPA

Several partners and principals of the firm have been members of the Governmental Accounting and Auditing (GAA) Committee of the Orange County Chapter of the California Society of Certified Public Accountants (CSCPA). Mr. Patel, Mr. Ludin and Mr. Morgan have each served as chairman of this committee. Firm personnel have been involved over the years in preparing position papers issued for professional organizations on governmental accounting matters. Currently, Mr. Patel and Mr. Callanan are members of the State Governmental Accounting and Auditing Committee.

GFOA AND CSMFO AWARD PROGRAMS

The partner and manager will be involved in all phases of report preparation or review. Reporting checklists will be used to assure compliance with all reporting requirements. In addition, another member of the firm, not associated with the audit, and with extensive governmental auditing and accounting experience, will review each financial statement audited and related reports. Based on the high quality of our review process, we have been able to assist various clients in obtaining the GFOA "Certificate of Achievement for Excellence in Financial Reporting" or the "Outstanding Award" for financial reporting from CSMFO. The recent clients that have received the awards are:

Cities:

Alhambra
Bellflower
Beverly Hills
Buena Park
Burbank
Camarillo
Campbell
Costa Mesa
Cypress
Downey
Fountain Valley
Fullerton
Goleta
Highland
Irvine
Lake Forest
Lakewood
Lancaster
Newport Beach
Palm Desert
Pico Rivera
Port Hueneme

Cities (Continued):

Rancho Palos Verdes
Rancho Santa Margarita
San Buenaventura
San Fernando
San Gabriel
San Juan Capistrano
Sanger
Signal Hill
Stanton
Tustin
West Covina
Westminster

Special Districts:

Costa Mesa Sanitary District
Inland Empire Utilities Agency
Las Virgenes Municipal Water District
Olivenhain Municipal Water District
Orange County Water District
Otay Water District
Rancho California Water District
Santa Ana Watershed Project Authority
Yorba Linda Water District



COMPUTER AUDITING CAPABILITIES

White Nelson Diehl Evans LLP uses technology to make the audit process more effective. We utilize a paperless audit software, ProSystem fx Engagement, which allows us to manage our audit documentation electronically. Some of the benefits of paperless audit are:

- Receive the District's schedules in either hard copy or electronic format.
- Import and integrate trial balance data from virtually any accounting system. We avoid the time and expense of keying in account numbers, descriptions and account balances. We simply take your electronic trial balance and import it directly into our audit software.
- Create our own lead sheets, which can include prior year balances. This helps us to easily identify significant fluctuations between fiscal years.
- CAFR schedules are linked to trial balances. CAFR is updated automatically for any last minute journal entries, if any.

Our approach includes using IDEA (Interactive Data Extraction and Analysis) which is a data analysis software that can be used to analyze large amounts of information. It allows the firm to extract data from the District's accounting records to tailor specific audit tests based on risk assessments. Some audit procedures that IDEA can be utilized for are:

- Mechanical accuracy of worksheets or general ledgers.
- Exception and gap/completeness testing for missing check numbers.
- Cross checking different data bases for common information such as employee names.
- Duplicate testing of invoice numbers.
- Completeness of general ledger balances.

The firm also has document management software which allows our clients to access our web portal. We utilize the web portal to transfer data files that are confidential or too large to be sent by e-mail.

PARTNER, SUPERVISORY AND STAFF QUALIFICATIONS AND EXPERIENCE

AUDIT TEAM

The audit team assembled consists of individuals who have extensive experience auditing governmental agencies and are familiar with municipal accounting. In addition, each team member's skill and experience developed working in other industries our firm serves can be applied to the individual requirements of the Placentia Library District.

The personnel assigned to the engagement team are as follows:

The engagement partner will be Ms. Daphnie Munoz, CPA. Ms. Munoz has over 15 years of experience with audits of local governments. She will be involved with all phases of the audit including (a) the planning phase of the audit to assess risks related to the audit (b) a final review of all the work papers and financial reports, and (c) attending any meetings with District's management and District Board of Trustees at the conclusion of the audit. She will be responsible for assuring that all work for the District is performed in a complete and timely manner.

Mr. Nitin P. Patel, CPA, will be the Technical Review Partner and will perform a quality review of all reports issued in connection with the audit. Mr. Patel has over 28 years of experience with audits of local governments. He will also consult on the accounting treatment of unusual transactions or audit issues.

The audit supervisor will be Mr. Joseph Ludin, CPA. Mr. Ludin has over 5 years of public accounting experience. He will be onsite supervising staff accountants and performing the fieldwork including performing tests of internal controls, substantive tests of account balances, and analytical tests. He will also draft the financial statements and various reports required for this engagement.

Resumes for the above partners and personnel are included at pages 9 through 11.

COMMITMENT RELATED TO PERSONNEL

We make a commitment to retain the same personnel on the District from year to year, except where such personnel leave the firm, or where the change is approved by the District. If a staff member is replaced, we make a commitment to replace that person with staff of at least equal experience.

NONDISCRIMINATION POLICY

Our firm has a policy to provide equal employment opportunities to all qualified persons without regard to race, color, age, sex, religion, national origin or handicap.

DAPHNIE MUNOZ, CPA



Position
Engagement Partner

Education
De La Salle University, Philippines
Bachelor of Science in Accounting, 1995

Licensing
Certified Public Accountant in California since 2001.

Professional Organizations

American Institute of Certified Public Accountants
California Society of Certified Public Accountants
California Society of Municipal Finance Officers (CSMFO)

Range of Experience

Has been with the firm since 1998 with emphasis in governmental accounting and financial reporting.

Other experience includes providing consulting services for governmental agencies including special internal control reviews, and transient occupancy tax reviews of city hotels/motels.

CSMFO Report Reviewer for Award Program.

GFOA Report Reviewer for Award Program - Certificate of Achievement for Excellence in Financial Reporting.

Speaker on numerous presentations of accounting, auditing, tax and personnel topics at in-house training programs and instructor at firm's in-house governmental accounting and auditing seminars.

Experience includes of audits of various governmental agencies including cities, successor agencies/redevelopment agencies, water districts, other special districts, non-profit corporations and joint power authorities, including:

Cities:

- Alhambra
- Buena Park
- Burbank
- Diamond Bar
- Downey
- Goleta
- Healdsburg
- Highland
- Huntington Beach
- Irvine
- Lake Elsinore
- Lancaster
- Mission Viejo
- Newport Beach
- Oceanside
- Palm Desert
- Pico Rivera
- San Buenaventura
- San Fernando
- Sanger
- Santa Clarita
- Tustin
- West Covina
- Westminster

Special Districts:

- Chino Basin Desalter Authority
- Coachella Valley Association of Governments
- Downey Cemetery District
- El Toro Water District
- Inland Empire Regional Composting Authority
- Inland Empire Utilities Agency
- Laguna Beach County Water District
- Las Virgenes Municipal Water District
- Midway City Sanitary District
- Municipal Water District of Orange County
- Orange County Water District
- Rancho California Water District
- South Coast Water District
- Ventura Port District
- Yorba Linda Water District

Continuing Professional Education

Total hours were 164 in the last three years, of which 124 hours were for meeting the requirements of the Government Audit Standards.



NITIN P. PATEL, CPA



Position

Technical Review Partner

Education

University of California at Irvine
Bachelor of Arts in Economics
California State University at Long Beach
Masters of Accounting Program

Licensing

Certified Public Accountant in California since 1988

Professional Organizations

American Institute of Certified Public Accountants
California Society of Certified Public Accountants
California Society of Municipal Finance Officers (CSMFO) - Associate Member
Governmental Accounting and Auditing Committee of Orange County - Committee Chairman (2001-2002)
California Governmental Accounting and Auditing Committee Member

Range of Experience

Has been with the firm since 1986 with emphasis in governmental accounting and financial reporting and is responsible for firm's in-house governmental accounting and auditing training programs.

Experience includes supervision of over one hundred audits of governmental agencies including cities, successor agencies/redevelopment agencies, non-profit corporations, joint powers authorities and special districts.

CSMFO Report Reviewer for Award Program.

GFOA Report Reviewer for Award Program - Certificate of Achievement for Excellence in Financial Reporting.

Other experience includes providing consulting services for governmental agencies including special internal control reviews, cost allocation plans, cable television rate reviews, reviews of City Treasurer operations and transient occupancy tax reviews of city hotels/motels.

Mr. Patel was the engagement partner on the following local government audits in 2013:

Cities:

Alhambra
Artesia
Bellflower
Burbank
Costa Mesa
Cypress
Gilroy
Lake Forest
Newport Beach
Palm Desert
Port Hueneme
Rialto
San Gabriel
Sanger
Stanton
Westminster

Special Districts:

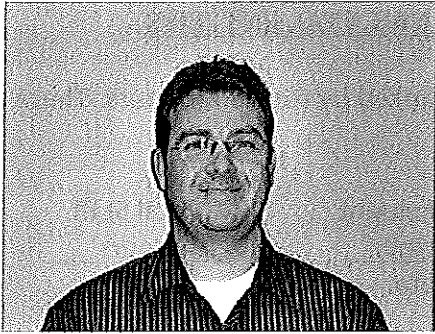
Chino Basin Desalter Authority
Costa Mesa Sanitary District
Cypress Recreation and Park District
El Toro Water District
Inland Empire Regional Composting Authority
Inland Empire Utilities Agency
La Habra Heights County Water District
La Puente Valley County Water District
Las Virgenes Municipal Water District
Otay Water District
Rancho California Water District
South Coast Water District
Yorba Linda Water District

Continuing Professional Education

Total hours were 150 in the last three years, of which 125 hours were for meeting the requirements of the Government Audit Standards.



JOSEPH LUDIN, CPA



Position

Audit Supervisor

Education

California Polytechnic, San Luis Obispo, California
Bachelor of Business Administration and Marketing, 2001

Licensing

Certified Public Accountant in California since June 2013

Range of Experience

Mr. Ludin has been with the firm since July 16, 2009. Mr. Ludin has performed all phases of local governmental audits including cities, successor agencies/redevelopment agencies, single audit of federal grants, special districts, compliance audits and agreed-upon procedures engagements. As an audit senior, he is involved with planning the audit, performing fieldwork for all aspects of the audit, supervising staff accountants and preparation of financial statements. Mr. Ludin served as the Audit Senior on the following local government audits in 2013:

City of Camarillo
City of Costa Mesa
City of Fountain Valley
City of Goleta
City of Sanger

El Toro Water District
La Habra Heights County Water District
Surfside Colony Storm Water
Protection District
Surfside Colony Community
Services District

In recent years, Mr. Ludin has also been involved with the following governmental clients:

City of Avalon
City of Downey
City of Huntington Beach
City of Irvine
City of La Habra Heights
City of Lake Elsinore
City of San Buenaventura
City of Westminster

Rancho California Water District
Sunset Beach Sanitary District

Continuing Professional Education

Total hours were 121 in the last three years, of which 121 hours were for meeting the requirements of the Government Audit Standards.



FIRM EXPERIENCE WITH GOVERNMENTAL ENTITIES Page 142

SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENTAL ENTITIES

Your request for proposal called for three similar engagements, ranked by total staff hours. These are set forth below:

<u>District</u>	<u>Engagement Partner</u>	<u>Total Staff Hours</u>
South Coast Water District	Patel	185
Yorba Linda Water District	Patel	170
Midway City Sanitary District	Munoz	120

Certified audits were performed on the financial statements of all of these special districts and their component units over the past year.

South Coast
Water District
Ms. Carolyn Rynda
Director of Finance
949-342-1147

Yorba Linda
Water District
Ms. Delia Lugo
Finance Manager
714-701-3040

Midway City
Sanitary District
Mr. Robert Housley
Director of Finance
714-893-3553

A complete list of similar engagements for the past five years is included in Attachment I of this proposal.

SPECIAL DISTRICT CLIENT REFERENCES

One means of judging the high quality of our auditing services would be contact with some of our clients over the past year. We are including the names and phone numbers of the special district clients as presented in Attachment I of this proposal. We encourage you to contact any of these individuals and verify our level of service.



SPECIAL DISTRICT EXPERIENCE

Noted below is a listing of special districts audited by our firm in recent years:

Borrego Water District	Olivenhain Municipal Water District
Chino Basin Desalter Authority	Orange County Vector Control District
Costa Mesa Sanitary District	Orange County Water District
Cypress Recreation and Park District	Otay Water District
Downey Cemetery District	Padre Dam Municipal Water District
El Toro Water District	Rancho California Water District
Grossmont Healthcare District	Rowland Water District
Inland Empire Regional Composting Authority	Santa Ana Watershed Project Authority
Inland Empire Utilities Agency	South Coast Water District
La Habra Heights County Water District	South County Regional Wastewater Authority
La Puente Valley County Water District	Sunset Beach Sanitary District
Laguna Beach County Water District	Surfside Colony Stormwater Drainage District
Lake Elsinore and San Jacinto Joint Powers Authority	Surfside Community Services District
Las Virgenes Municipal Water District	Vallecitos Water District
Leucadia Wastewater District	Valley Wide Recreation and Park District
Midway City Sanitary District	Ventura Port District
Municipal Water District of Orange County	Yorba Linda Water District

ENTERPRISE FUND EXPERIENCE

Most cities audited by our firm have a water utility enterprise fund. Noted below is a partial listing of other enterprise funds audited by our firm in recent years:

<u>City</u>	<u>Enterprise</u>
Alhambra	Water, Sewer, Storm Drain, Sanitation, Golf Course
Avalon	Harbor, Sewer, Saltwater, Solidwaste, Hospital
Bellflower	Water
Beverly Hills	Water, Solidwaste, Wastewater, Stormwater
Burbank	Water Reclamation, Sewer, Golf, Electric Utility Water Utility, Refuse Collection and Disposal
Camarillo	Water, Sanitary, Solidwaste, Transit
Cypress	Sewer
Downey	Water, Sewer, Golf Course, Transit System
Gilroy	Water, Sewer
Fountain Valley	Water, Solidwaste
Hesperia	Water, Sewer
Lakewood	Water
Lancaster	Power Authority
Newport Beach	Water, Sewer
Oxnard	Water, Wastewater, Environmental Resource, Performing Arts and Convention Center, Housing Authority, Golf Course
Palm Desert	Golf Course
Pico Rivera	Water, Sports Arena, Golf
Port Hueneme	Water, Wastewater, Solidwaste, Housing
Rancho Palos Verdes	Water Quality Flood Protection
Rialto	Airport, Cemetery, Recreation, Wastewater, Water
San Buenaventura	Water, Sewer
Sanger	Water, Sewer, Disposal, Ambulance
Signal Hill	Water
Stanton	Sewer
Tustin	Water
West Covina	Simulator, Computer
Westminster	Water

SINGLE AUDIT EXPERIENCE

We perform single audit services for most of our cities that receive federal funds as required by OMB Circular A-133. In recent years, Single Audits were performed for the following special districts and cities.

Special Districts:

- Inland Empire Utilities Agency
- Las Virgenes Municipal Water District
- Olivenhain Municipal Water District
- Orange County Water District
- Rancho California Water District
- Valley Wide Recreation and Park District

Cities:

- | | |
|--------------------------|--------------------------------|
| City of Alhambra | City of Lakewood |
| City of Artesia | City of Lancaster |
| City of Bellflower | City of Newport Beach |
| City of Beverly Hills | City of Oxnard |
| City of Burbank | City of Palm Desert |
| City of Camarillo | City of Pico Rivera |
| City of Campbell | City of Port Hueneme |
| City of Costa Mesa | City of Rancho Palos Verdes |
| City of Cypress | City of Rancho Santa Margarita |
| City of Downey | City of Rialto |
| City of Fountain Valley | City of San Buenaventura |
| City of Gilroy | City of San Gabriel |
| City of Goleta | City of Sanger |
| City of Hawaiian Gardens | City of Signal Hill |
| City of Hesperia | City of Stanton |
| City of Highland | City of Tustin |
| City of La Habra Heights | City of West Covina |
| City of Lake Forest | City of Westminster |

NONPROFIT CORPORATIONS AND JOINT POWER AUTHORITIES

Noted below is a partial listing of nonprofit corporations and joint power authorities audited by our firm over the past year. Some of these entities are "component units" which are combined into the basic financial statements of governmental organizations which exercise oversight responsibility.

- | | |
|--|--|
| AIDS Services Foundation - Orange County | Downey Public Financing Corporation |
| Age Well Senior Services, Inc. | Las Virgenes-Triunfo Joint Powers Authority |
| Anaheim District of the Churches
of the Nazarene | Palm Desert Recreational Facilities Corporation |
| Annunciation Byzantine Catholic Church
of Anaheim | Pomona-Walnut-Rowland Joint
Water Line Commission |
| Cal State L.A. Metrolink Authority | Public Cable Television Authority |
| California Transplant | Southeast Area Animal Control Authority |
| Casa de las Campanas | United Cerebral Palsy Association |
| Costa Mesa Community Foundation | Valencia Heights Water Company |
| | Westview Services, Inc. 403(b) Plan |



SCOPE OF WORK, TIMING AND AUDIT APPROACH Page 146

ENTITY TO BE INCLUDED IN AUDIT

Placentia Library District

REPORTS TO BE ISSUED AND DUE DATES

	<u>Due Dates</u>
Placentia Library District:	
Financial Statement	November 15
State Controller's Report	As Required by the SCO
Management Letter	November 15
Audit Committee Letter	November 15
Report on Compliance with Article XIII B	
Appropriation Limit	November 15

AUDIT TIMING

Assuming that the District's books are closed and ready for examination and that all necessary schedules and documents are available for our use by September 1st each year, the suggested time schedule for the various phases of the audit would be approximately as follows:

	<u>Completed By</u>
Entrance conference with key District staff. Discussion of any prior audit concerns and the performance of interim work.	June 30
Interim audit fieldwork and management review	June 30
Final audit fieldwork and management review	October 15
Deliver Final Reports	See above

COMMITMENT TO DELIVER REPORTS ON A TIMELY BASIS

If all books and records, schedules and documents are made available to us by September 1st, we make a commitment to have audit team members available and to provide all reports by the due dates specified above.



AUDITS TO BE IN ACCORDANCE WITH GAAS AND OTHER REQUIREMENTS Page 147

We will audit the financial statements of the District. The financial statements of all entities where the District exercises oversight will be combined with the District's financial statements, in accordance with GASB requirements. Our audit will be in accordance with auditing standards generally accepted in the United States of America as set forth by the AICPA, and will include such auditing procedures as we consider necessary under the circumstances. We will apply certain limited procedures, which consist principally of inquiries of management regarding methods of measurement and presentation of required supplementary information. However, we do not audit such information and do not express an opinion on it. Any supplemental financial statements will be subjected to auditing procedures as we consider necessary in relation to the financial statements taken as a whole. The scope of our audit will not include any statistical information, and we will not express an opinion concerning it.

Our audits will conform with the guidelines set forth in the AICPA's Industry Audit Guide, Audits of State and Local Governmental Units. Also, each examination will comply with the standards for financial and compliance audits contained in the Government Auditing Standards, issued by the U.S. General Accounting Office, the provisions of the Single Audit Act and the provisions of the U.S. Office of Management and Budget (OMB) Circular A-133.

AUDIT APPROACH

- Our audit approach is tailored to meet the technical requirements while maintaining professional skepticism without forgetting that we provide a service. The following aspects of our audit approach will add additional value to the audit services.
- On a first year engagement, we will assign experienced staff auditors including the in-charge field auditor having at least 3 years of experience. All other staff will have at least 1 year of experience. You will not spend time training our auditors.
- Whenever possible, we will use same format for audit supporting schedules used in prior years for the current year audit. This will reduce time spent by the District staff in dealing with the audit when a different audit firm is chosen.
- Throughout the year we are available as a resource to our clients in researching technical questions, dealing with new pronouncements, reviewing complex financial entries and helping with any other issues as they arise.
- The work papers will be reviewed by the manager or partner as field work is being completed to minimize additional questions after the fieldwork is completed.

Our firm uses a governmental audit program which will be modified to the Placentia Library District's operations to accommodate specific client circumstances. Our audit programs are organized by the financial statement approach and general procedures. The requirements by the Standards for assessing risk are utilized to modify the audit programs to focus on the higher risk areas of the financial statements.



AUDIT APPROACH (CONTINUED)

1. Audit Planning Procedures and Interim Fieldwork:

Gather information about the District and its environment, including internal control:

- Preaudit conference with the District to establish process of communication between the audit team and District staff.
- Establish scope of working and timing of fieldwork.
- Evaluate the design of internal controls that are relevant to the audit and determine whether the control, either individually or in combination is capable of effecting, preventing or detecting and correcting material misstatements.
- Determine that the controls have been implemented, that is, that the controls exist and that the District is using it.
- Specific areas to review include:
 - Accounts payable/cash disbursements
 - Accounts receivable/cash receipts
 - Payroll disbursements
 - Utility billing process
 - Investment compliance
 - Property and equipment
- Review of minutes of the Placentia Library District.
- Review of important contracts and debt agreements.

2. Final Audit Work:

During the final audit work, we will assess “risk” of material misstatement based on understanding of the District’s audit environment, including its internal control, to identify account balances to audit that appear in the District’s financial statements. Our work may include:

- Confirmation of cash and investments balances and testing of bank reconciliations.
- Confirm significant receivable balances or review subsequent cash receipts to verify receivable balance.
- Search for unrecorded liabilities.
- Testing of interfund balances and transfers.
- Test capital asset additions and depreciation expense.
- Confirm long-term debt balances and review the accounting treatment of debt issued or refunded.
- Test support for other significant assets or liabilities.
- Analytical procedures on balance sheet and revenue and expenditure accounts, to evaluate and explain unusual fluctuations from prior year balances or current year budgeted amounts.
- Review of attorney letters for significant legal matters affecting the District’s financial position.

The audit workpapers will be reviewed by our management team as the work is being performed in the field so that at the conclusion of the fieldwork we are able to report any adjustments or findings. An exit conference will be held to review any significant adjustments or findings.

APPROACH TO INTERNAL CONTROL

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Our understanding of the internal controls will be completed by completing narratives and checklists for various processes related to internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, Government Auditing Standards, and OMB Circular A-133.

SINGLE AUDIT APPROACH

The single audit will be performed in accordance with all the requirements of the Single Audit Act Amendments of 1996, OMB Circular A-133, Government Auditing Standards issued by the GAO (the "Yellow Book") and AICPA Statement on Auditing Standards No. 117, "Compliance Audits".

Our audit will include tests of transactions related to major federal award programs for compliance with applicable laws and regulations and the provisions of contracts and grant agreements. Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by use. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit.

SINGLE AUDIT APPROACH (CONTINUED)

We will perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

We will plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of the applicable procedures described in the OMB Circular A-133 "Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the District's major programs and any specific requirements of ARRA funds. The purpose of those procedures will be to express an opinion on the District's compliance with requirements applicable to major programs in our report on compliance issued pursuant to OMB Circular A-133.

When we begin the single audit, we will identify the Major and Nonmajor Federal Financial Assistance Programs of the District. Each Major and Nonmajor program will be identified as either a low risk or high risk program. Programs to be tested will be selected based on our assessment of risk for each program.

We will identify the types of activities that are either specifically allowed or prohibited by the laws, regulations, and contract or grant agreements pertaining to the programs and document an understanding of the internal controls the District has to provide reasonable assurance that federal awards are expensed only for allowable activities or costs.

We will select a sufficient number of transactions to support a low level of assessed control risk. If no exceptions in the function of key controls are noted, we will conclude that a low level of control risk was achieved. If weaknesses in the internal controls are noted, we will modify our audit program as needed.

As part of our single audit, we will request that the District assist in completing the Data Collection Form. The form will assist us in identifying the federal programs which will be required to be tested.

DETERMINING LAWS AND REGULATIONS SUBJECT TO AUDIT

Under provisions of AICPA Statement on Auditing Standards No. 117, management of the District is responsible for identifying to its outside auditors any laws and regulations which would have a significant effect on the audit. This would include federal laws (such as federal grant regulations), State laws (such as permitted investments under the California Government Code) and local laws (such as restrictions on special revenues levied by the District). After our selection as auditors, we will consult with District officials regarding these matters, to determine what laws and regulations need to be evaluated in connection with our audit. If a District is not able to identify specific laws and regulations that effect it, we have references (California Government Code and Health and Safety Code) to the more common laws, rules and regulations in our standard audit programs for the usual activities of a Special District which will assist us in identifying laws and regulations to review in the audit.

METHOD OF SAMPLING

Our approach is to utilize random sampling based in our testing of the internal control systems related to cash receipts, cash disbursements, payroll and utility billings. Based on a statistical conclusion used by the firm our sample sizes can range from 25 to 60 transactions for each system. A random sample selection allows each item in the population of an equal chance of being selected. In addition, for disbursements, we may select a stratified sample of all transactions over a specified dollar amount for review.

ANALYTICAL PROCEDURES

Analytical procedures are used in the planning and final stages of the audit. In the planning phase, we use analytical procedures to identify unusual financial transactions and comparing relationships to expected results. We compare current year information to the prior years for balance sheet items, revenues and expenses. In the final stages of the audit, the financial statements are reviewed to identify expected relationships such as comparing debt paid to expenditures recorded on governmental funds, transfers between funds, depreciation expense, etc. For all significant relationships identified, explanations are obtained as to why the situation occurred and additional audit procedures are applied to resolve any concerns.

MANAGEMENT LETTERS

In connection with each audit, a complete review of internal controls will be made of all significant accounting procedures. Our firm uses an internal control questionnaire, computer systems questionnaire and narration to gain an understanding of the internal control process as part of our audit. We will identify weaknesses and after discussion with the appropriate District staff, we will submit a management letter which will identify weaknesses observed during these reviews and throughout the audit. The management letter will also assess the effect of the management letter comments on the financial reporting process and recommend steps towards eliminating the weaknesses.

POTENTIAL AUDIT PROBLEMS

We do not anticipate any significant potential audit problems. If any potential audit problems are identified, we will immediately discuss them with the District's management. Our approach is to coordinate the resolution of any problems with the District's management. Considering our experience with auditing governmental entities and resources, we expect minimal disruption to the District's management in resolving any identified audit problems.

RETENTION OF AND ACCESS TO AUDIT WORKPAPERS

In accordance with provisions of OMB Circular A-133, GAO requirements, and the California Board of Accountancy, our audit workpapers will be maintained for at least seven years after the date of the report. These workpapers will be made available as necessary to your cognizant audit agency (or its designee), to GAO representatives, or to any other federal or state agency needing access to the workpapers. Also, our firm will respond to any reasonable inquiries of successor auditors and we will allow any successor auditors to review our workpapers.



OTHER PROFESSIONAL SERVICES

We will be available for any other professional assistance you require to research and answer accounting and reporting problems raised by the District, regardless of the time of year. Such assistance may include, but is not limited to, tax questions, the review of bond documents, cost allocation programs and employee benefit programs. We also will keep the District informed of new developments affecting municipal finance and reporting, changes in grant rules and regulations, etc. We will be available for training sessions on any accounting matters, and we will be available to attend District Board of Directors meetings as needed.

IRREGULARITIES AND ILLEGAL ACTS

We will make an immediate, written report of all irregularities, illegal acts or indications of illegal acts of which we become aware, to the Board of Trustees.

SEGMENTATION OF THE AUDIT HOURS, BY PARTNER AND STAFF LEVEL

	<u>Partners</u>	<u>Managers/ Supervisors</u>	<u>Staff</u>	<u>Clerical</u>	<u>Total</u>
Placentia Library District:					
Audit	16	40	75	4	135
State Controller's Report	1	3	10	1	15
Appropriation Limit	1	-	3	-	4
TOTAL HOURS	18	43	88	5	154

SEGMENTATION OF THE AUDIT HOURS, BY PHASES OF THE AUDIT

	<u>Partners</u>	<u>Managers/ Supervisors</u>	<u>Staff</u>	<u>Clerical</u>	<u>Total</u>
Planning	-	4	8	-	12
Interim Fieldwork	1	12	16	-	29
Final Fieldwork and review	17	27	64	5	113
Total Hours	18	43	88	5	154



DISCUSSION OF RELEVANT ACCOUNTING ISSUES Page 153

GASB STATEMENT NO. 66

GASB Statement No. 66, Technical Corrections - 2013 - an amendment of GASB Statements No. 10 and No. 62, is effective for periods beginning after December 15, 2013. This Statement removes the provision that limits fund-based reporting of an entity's risk financing activities to the general fund and the internal service fund type. As a result, governments should base their decisions about the fund type classification on the nature of the activity to be reported. This Statement also modifies the specific guidance on accounting for (1) operating lease payments that vary from a straight-line basis, (2) the difference between the initial investment (purchase price) and the principal amount of a purchased loan or group of loans, and (3) servicing fees related to mortgage loans that are sold when the stated service fee rate differs significantly from a current (normal) servicing fee rate. These changes clarify how to apply Statement No. 13, "Accounting for Operating Leases with Scheduled Rent Increases" and result in guidance that is consistent with the requirements in Statement No. 48, "Sales and Pledges of Receivables and Future Revenues and Intra-Entity Transfers of Assets and Future Revenues", respectively.

GASB STATEMENT NO. 67

GASB Statement No. 67, Financial Reporting for Pension Plans, is effective for periods beginning after June 15, 2013. This Statement improves the financial reporting by state and local governmental pension plans. This Statement replaces the requirements of GASB Statement No. 25, Financial Reporting for Defined Benefit Pension Plans and Note Disclosures for Defined Contribution Plans, and GASB Statement No. 50, Pension Disclosures, as they relate to pension plans administered through trusts. For defined benefit pension plans, this Statement establishes standards of financial reporting for separately issued financial reports and specifies the required approach to measuring the pension liability of employers and nonemployer contributing entities for benefits provided through the pension plan, about which information is required to be presented. The Statement also details the note disclosure requirements for defined contribution pension plans administered through trusts.

GASB STATEMENT NO. 68

GASB Statement No. 68, Accounting and Financial Reporting for Pensions, is effective for periods beginning after June 15, 2014. This Statement improves the accounting and financial reporting by state and local governments for pension plans. This Statement replaces the requirements of GASB Statement No. 27, Accounting for Pensions by State and Local Governmental Employers, and GASB Statement No. 50, Pension Disclosures, as they relate to pensions that are provided through pension plans administered as trusts. This Statement establishes standards for measuring and recognizing liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures. For defined benefit pensions, this Statement identifies the methods and assumptions that should be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service. Note disclosures and required supplementary information requirements about pensions are also addressed.

GASB STATEMENT NO. 69

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GASB Statement No. 69, Government Combinations and Disposals of Government Operations, is effective for government combinations and disposals of government operations occurring in financial reporting periods beginning after December 15, 2013. This Statement establishes accounting and financial reporting standards related to government combinations and disposals of government operations. The term, *government combinations*, includes mergers, acquisitions, and transfers of operations.

GASB STATEMENT NO. 70

GASB Statement No. 70, Accounting and Financial Reporting for Nonexchange Financial Guarantees, is effective for periods starting after June 15, 2013. The objective of the Statement is to improve accounting and financial reporting by state and local governments that extend and receive nonexchange financial guarantees. The objective of the Statement is to improve the recognition, measurement, and disclosure guidance for state and local governments that have extended or received financial guarantees that are nonexchange transactions.

GASB STATEMENT NO. 71

GASB Statement No. 71, Pension Transition for Contributions Made Subsequent to the Measurement Date, an amendment of GASB Statement No. 68 are required to be applied simultaneously with the provisions of Statement 68. The requirements of the Statement will eliminate the source of a potential understatement of restated beginning net position and expense in the first year implementation of Statement 68 in the accrual-basis financial statements of employers and nonemployer contributing entities.

WORK REQUIRED BY DISTRICT STAFF

Our fixed annual fees contemplate that conditions satisfactory to the normal progress and completion of the examination will be encountered and that District accounting personnel will furnish the agreed-upon assistance in connection with the audit. However, if unusual circumstances are encountered which make it necessary for us to do additional work, we shall report such conditions to the responsible District officials and provide the District with an estimate of the additional accounting fees involved.

Noted below is a listing of work required by District staff to assist in the audit.

1. Technical assistance in familiarizing our staff with:
 - The flow of information through the various departments and accounting systems.
 - Reports generated by your accounting system.
 - The system of internal controls.
 - Controls established to monitor compliance with federal grants.
2. Preparation of trial balances for all funds, after posting of all year end journal entries.
3. Preparation of schedules supporting all major balance sheet accounts, and selected revenue and expenditure accounts.
4. Typing of all confirmation requests.
5. Pulling and refiling of all supporting documents required for audit verification.
6. Assistance with the preparation of the financial statements and notes to the financial statements.
7. Preparation of the management's discussion and analysis, transmittal letter and all statistical tables for the financial statements.

FEES AND HOURLY RATES

MAXIMUM FEES

Our maximum fees for the five years ending June 30, 2019 will be as follows:

	Option Periods				
	Fiscal Year 2014-15	Fiscal Year 2015-16	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19
Placentia Library District:					
Audit	\$ 16,855	\$ 17,360	\$ 17,880	\$ 18,420	\$ 18,970
State Controller's Report	1,630	1,680	1,730	1,780	1,835
Appropriation Limit	495	510	525	540	555
Total	\$ 18,980	\$ 19,550	\$ 20,135	\$ 20,740	\$ 21,360

COMPOSITION OF CURRENT AUDIT FEE

Our proposed fee for the year ending June 30, 2015 is computed as follows:

	HOURS	STANDARD HOURLY RATES	QUOTED HOURLY RATES	TOTAL FY 14-15
Partners	18	\$ 350	\$ 240	\$ 4,320
Manager/Supervisors	43	225	160	6,880
Staff	88	110	85	7,480
Clerical	5	90	60	300
Subtotal	154			18,980
Out - of - pocket expenses:				
Transportation, meals and lodging				-
Total all - inclusive maximum price				\$ 18,980



HOURLY RATES FOR SPECIAL SERVICES

If the District wishes us to perform consulting or other services outside the scope of the services described herein, a separate written request from the District will be required. Our hourly rates for these services during each year under the basic contract will be as follows:

	<u>Option Period</u>				
	<u>Fiscal Year 2014-15</u>	<u>Fiscal Year 2015-16</u>	<u>Fiscal Year 2016-17</u>	<u>Fiscal Year 2017-18</u>	<u>Fiscal Year 2018-19</u>
Partners	\$ 240	\$ 247	\$ 255	\$ 262	\$ 270
Managers/Supervisors	160	165	170	175	180
Staff	85	88	90	93	96
Clerical	60	62	64	66	68



CONSULTING SERVICES DEPARTMENT

OVERVIEW OF SERVICES PROVIDED

White Nelson Diehl Evans LLP offers a wide range of consulting services to governmental agencies. This section of our proposal summarizes the primary types of services provided by the firm.

The firm's Director of Consulting Services is Mr. William S. Morgan, CPA. Mr. Morgan has over thirty years of experience in providing accounting, auditing and consulting services to California special districts, cities, counties, successor agencies/redevelopment agencies, water districts, joint power authorities and nonprofit corporations. Many of the firm's consulting projects are planned, supervised and reviewed by Mr. Morgan.

Our firm provides the following types of services:

- Governmental Tax Consulting
- Performance and Operational Studies
- Redevelopment Consulting Services
- Reviews of City Treasurer Operations
- Cable Television and Broadband Consulting Services
- Reviews of Solid Waste Haulers and Assistance With Trash Rate Negotiations
- Litigation Support and Dispute Resolution Services
- Fraud Investigations
- Hotel/Motel Transient Occupancy Tax Reviews
- Business License Operation Reviews

With regard to these engagements, we intend to perform limited procedures reviews in connection with each assignment, in accordance with the AICPA's attestation standards. Under the provisions of the attestation standards, the District will designate what specific procedures it wishes to have performed. We will then perform those procedures and report on our findings. This type of engagement will not constitute a certified audit in accordance with auditing standards generally accepted in the United States of America. Such special services are not part of our standard fee arrangements and would be subject to a separate fee quotation.



ATTACHMENT I
CURRENT SPECIAL DISTRICT REFERENCES
AND
LIST OF SPECIAL DISTRICT ENGAGEMENTS
PERFORMED IN THE LAST 5 YEARS

CURRENT SPECIAL DISTRICT REFERENCES

One means of judging the high quality of our auditing and accounting services would be contact with some of our existing clients. We are including the names, addresses and phone numbers of our special district clients over the past year. We encourage you to contact any of these individuals.

Borrego Water District

Ms. Kim Pittman
Administration Manager
806 Palm Canyon Drive
Borrego Springs, CA 92004
760-726-5856

Chino Basin Desalter Authority

Mr. Michael Chung
CFO/Treasurer
2151 S. Haven Avenue, Ste 202
Ontario, CA 91761
909-218-3230

Costa Mesa Sanitary District

Ms. Wendy Davis
Finance Manager
628 West 19th Street
Costa Mesa, CA 92627
714-293-8928

Cypress Recreation and Park District

Mr. Matt Burton
Assistant Finance Director
5275 Orange Avenue
Cypress, CA 90630
714-229-6718

Downey Cemetery District

Mr. Thad Phillips
Executive Director
11111 Brookshire Avenue
Downey, CA 90241
562-904-7102

Grossmont Healthcare District

Mr. Tom Saiz
CFO
9001 Wakarusa Street
La Mesa, CA 91942
619-825-5050

Inland Empire Regional
Composting Authority

Inland Empire Utilities Agency
Mr. Suresh Malkani
Accounting Manager
6075 Kimball Avenue, Bldg A
Chino, CA 91708
909-993-1899

La Habra Heights County
Water District

Ms. Tammy Wagstaff
Finance Director
1271 North Hacienda Boulevard
La Habra Heights, CA 90631
562-697-6769

La Puente Valley County
Water District

Mr. Greg Galindo
General Manager
112 North First Street
La Puente, CA 91744
626-330-2126

Laguna Beach County Water
District

Mr. Robert Westphal
Manager of Finance
306 Third Street
Laguna Beach, CA 92652
949-494-1041

Lake Elsinore & San Jacinto
Joint Powers Authority
Santa Ana Watershed Project
Authority

Ms. Karen Williams
CFO
1165 Sterling Avenue
Riverside, CA 92503
951-354-4231

Las Virgenes Municipal
Water District

Mr. Joseph Lillio, MPA
Finance Manager
4232 Las Virgenes Road
Calabasas, CA 93102
818-251-2100

Leucadia Wastewater District

Mr. Paul Bushee
General Manager
1960 La Costa Avenue
Carlsbad, CA 92009
760-753-0155

Midway City Sanitary District

Mr. Robert Housley
Director of Finance
14451 Cedarwood Avenue
Westminster, CA 92683
714-893-3553

Olivenhain Municipal
Water District

Ms. Rainy Selamat
Finance Manager
1966 Olivenhain Road
Encinitas, CA 92024
760-753-6466

Orange County Vector Control
District

Ms. Sea Shelton
Director of Administrative Services
13001 Garden Grove Boulevard
Garden Grove, CA 92843

Otay Water District

Mr. Joe Beachem
Finance Manager, Tresasury
and Accounting Services
2554 Sweetwater Springs Blvd.
Spring Valley, CA 91978
619-670-2212

Padre Dam Municipal
Water District

Ms. Karen Jassoy
CFO/Director of Finance
9300 Fanita Parkway
Santee, CA 92071
619-448-3111

Rancho California Water District

Mr. Jeff Armstrong
CFO/Treasurer
42135 Winchester Road
Temecula, CA 92589
951-296-6900

Rowland Water District

Mr. Sean Henry
Finance Officer
3021 S. Fullerton Road
Rowland Heights, CA 91748
562-697-1726

South Coast Water District

Ms. Carolyn Rynda
Director of Finance
31592 West Street
Laguna Beach, CA 92651
949-342-1147

South County Regional Wastewater
Authority

Ms. Christina Turner
Finance Director
7351 Rosanna Street
Gilroy, CA 95020
408-846-0750

Sunset Beach Sanitary District
Surfside Colony Stormwater
Drainage District

Surfside Community Services
District

Ms. Chris Montana
District Clerk
Post Office Box 1185
Sunset Beach, CA 90742
562-493-9932

Vallecitos Water District

Mr. Tom Scaglione
Assistant Treasurer
201 Vallecitos De Oro
San Marcos, CA 92069
760-744-0460

Valley Wide Recreation and
Park District

Mr. Sam Goepf
Acting General Manager
Post Office Box 907
San Jacinto, CA 92582
951-654-1505

Ventura Port District

Ms. Gloria Adkins
Accounting Manager
1603 Anchors Way Drive
Ventura, CA 93001
805-654-8538

Yorba Linda Water District

Ms. Delia Lugo
Finance Manager
1717 E. Miraloma Avenue
Placentia, CA 92870
714-701-3040

LIST OF SPECIAL DISTRICT ENGAGEMENTS

We have listed below the special districts which were under contract with us during the past five fiscal years.

Client Name	Period of Service	
	From	To
Borrego Water District	2006	Present
Chino Basin Desalter Authority	2011	Present
Coachella Valley Association of Governments	2001	2009
Coachella Valley Conservation Commission	2009	2009
Costa Mesa Sanitary District	2005	Present
Cypress Recreation and Park District	2012	Present
Downey Cemetery District	1987	2013
El Toro Water District	2008	2013
Grossmont Healthcare District	2011	Present
Inland Empire Regional Composting Authority	2011	Present
Inland Empire Utilities Agency	2011	Present
La Habra Heights County Water District	2002	Present
La Puente Valley County Water District	1986	Present
Laguna Beach County Water District	2002	Present
Lake Elsinore and San Jacinto Joint Powers Authority	2013	Present
Las Virgenes Municipal Water District	2007	2013
Leucadia Wastewater District	2010	Present
Midway City Sanitary District	2012	Present
Municipal Water District of Orange County	2007	2011
Olivenhain Municipal Water District	2009	Present
Orange County Vector Control District	2013	Present
Orange County Water District	2006	2010
Otay Water District	2009	2013
Padre Dam Municipal Water District	2009	Present
Puente Basin Water Agency	2005	2011
Rancho California Water District	2012	Present
Rowland Water District	2007	Present
Santa Ana Watershed Project Authority	2013	Present
South Coast Water District	2011	Present
South County Regional Wastewater Authority	2013	Present
Sunset Beach Sanitary District	1986	Present
Surfside Colony Stormwater Drainage District	2010	Present
Surfside Community Services District	2010	Present
Vallecitos Water District	2010	Present
Valley Wide Recreation and Park District	1986	Present
Ventura Port District	2011	Present
Victor Valley Wastewater Reclamation Authority	2007	2009
Walnut Valley Water District	2002	2011
Yorba Linda Water District	2008	Present

Substantially all of the above engagements were performed through the firm's Irvine office.

ATTACHMENT II
RESULTS OF OUTSIDE QUALITY REVIEW



System Review Report

August 3, 2012

To the Owners of
White Nelson Diehl Evans, LLP
and the Peer Review Committee of the CA Society of CPAs

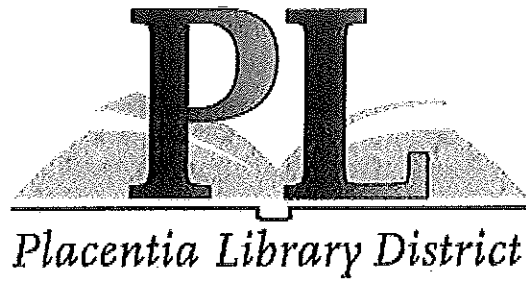
We have reviewed the system of quality control for the accounting and auditing practice of White Nelson Diehl Evans, LLP (the firm) in effect for the year ended March 31, 2012. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under the *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of White Nelson Diehl Evans, LLP in effect for the year ended March 31, 2012, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. White Nelson Diehl Evans, LLP has received a peer review rating of *pass*.

Heidenreich & Heidenreich

Heidenreich & Heidenreich, CPAs, PLLC



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Review of the Placentia Library District Policies in the 5000 series: 5010 – Board Meetings, 5020 – Board Meeting Agenda, 5030 – Board Meeting Conduct, 5040 – Board Actions and Decisions, 5050 – Review of Administrative Decisions, 5060 – Minutes of Board Meetings, 5070 – Rules of Order for Board and Committee Meetings
DATE: February 23, 2015

BACKGROUND

Placentia Library District Policy 1010 – Adoption/Amendment/Review of Policies states:

“The Board of Trustees will review each section of the Policy Handbook every other year on the following schedule, beginning December 2006.” The Library Director recommends that the Library Board review Series 5000 – Board Meetings at its meeting on February 23, 2015 and establish a schedule to continue discussion, if necessary.

Attachment A is a copy of Series 5000 – Board Meetings

RECOMMENDATION

Review and discuss the Placentia Library District Policy 5000 Series – Board Meetings.



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Placentia Library District

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POLICY MANUAL

POLICY TITLE: Board Meetings
POLICY NUMBER: 5010

5010.1 Regular meetings of the Board of Trustees will be held on the first Monday following the eighteenth (18th) of each calendar month at 6:30 P.M. in the Meeting Room of Placentia Library District, 411 East Chapman Avenue, Placentia. The date, time and place of regular Board meetings will be reconsidered annually at the annual organizational meeting of the Board.

5010.1.1 Notification for regularly scheduled meetings of the Library Board of Trustees will be given by the delivery, by District staff, of the Agenda to the address of record as designated by each Trustee, at least seventy-two (72) hours before the meeting. A regularly scheduled meeting is one that falls on the date and time established by the Library Board of Trustees at its December meeting, or at a non-regular date and/or time that has been set by Board action at a regular Library Board meeting.

5010.1.2 Requests to change the date and/or time of a regular meeting that occur after the previous Library Board Meeting, will be made to either the Library Board President or the Library Director. At the instruction of the Library Board President or the Library Director the Administrative Assistant will survey each of the Trustees by telephone or e-mail to check for availability for the proposed date and/or time. The survey results will be forwarded to the Library Board President who will make the final determination about the meeting date and/or time. In the absence of the Library Board President the Library Board Secretary will make this determination.

5010.1.2.1 It is the expectation of the Trustees that there be unanimous consent to any change in date and/or time of a Board meeting. Exceptions to this expectation may be made by the Library Board President or Secretary only for extenuating circumstances.

5010.1.3 The Administrative Assistant will notify each Trustee by telephone or e-mail about the final determination for the meeting date and/or time. The Agenda will be delivered by staff to the address of record as designated by each Trustee, at least seventy-two (72) hours before the meeting. The Agenda notebook for each meeting that was not pre-approved by Library Board action for an unusual date and/or time will use a red cover page and the meeting announcement on the Agenda will note the "Unusual Date and/or Time".

5010.1.4 Except for emergency situations requests to change a Meeting date and/or time to an earlier date and/or time will not be honored if the Meeting date and time have been posted for the public. Posting generally occurs five to six calendar days before the Meeting. Once a Meeting has been posted it may be changed only to a later time and/or date. If an earlier time and/or date is needed a Special Meeting will need to be authorized by the Library Board President and posted and noticed to the media.

5010.2 Special meetings (non-emergency) of the Board of Trustees may be called by the Board President.

5010.2.1 All Trustees, the Library Director, Library Services Manager, Business Manager, and Administrative Assistant will be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification will be in writing, delivered to them at least 24 hours prior to the meeting.

5010.2.2 Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) will be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone during business hours as soon after the meeting is scheduled as practicable.

5010.2.3 An agenda will be prepared as specified for regular Board meetings in Policy #5020 and will be delivered with the notice of the special meeting to those specified above.

5010.2.4 Only those items of business listed in the call for the special meeting will be considered by the Board at any special meeting.

5010.3 Special Meetings (emergency). In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Trustees may hold an emergency special meeting without complying with the 24-hour notice required in 5010.21, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the Library Director, Board President or Board Secretary in the President's absence.

5010.3.1 Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) will be notified by at least one hour prior to the emergency special meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Library Director, or his/her designee, will notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.

5010.3.2 No closed session may be held during an emergency special meeting, and all other rules governing special meetings will be observed with the exception of the 24-hour notice. The minutes of the emergency special meeting, a list of persons the Library Director or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting will be posted for a minimum of ten days in the District office as soon after the meeting as possible.

5010.4 Adjourned Meetings. A majority vote by the Board of Trustees may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Trustees are present at any regular or adjourned regular meeting, the Library Director may declare the meeting adjourned to a stated time and place, and he/she will cause a written notice of adjournment to be given to those specified in 5010.2.2 above.

5010.5 Annual Organizational Meeting. The Board of Trustees will hold an annual organizational meeting at its regular meeting in December. At this meeting the Board will elect a President and Secretary from among its members to serve during the coming calendar year, and will appoint the Library Director as the Board's Acting Secretary and Treasurer.

5010.6 The Chairperson of the meetings described herein will determine the order in which agenda items will be considered for discussion and/or action by the Board.

5010.7 The Chairperson and the Library Director will insure that appropriate information is available for the audience at meetings of the Board of Trustees, and that physical facilities for said meetings are functional and appropriate.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Board Meeting Agenda
POLICY NUMBER: 5020

5020.1 The Library Director, in cooperation with the Board President, will prepare an agenda for each regular and special meeting of the Board of Trustees. Any Trustee may call the Library Director and request any item to be placed on the agenda no later than 2:00 P.M. on the Sunday eight days prior to the meeting date.

5020.2 Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Trustees, subject to the following conditions:

5020.2.1 The request must be in writing and be submitted to the Library Director together with supporting documents and information, if any, no later than 2:00 P.M. on the Sunday eight days prior to the meeting date.

5020.2.2 The Library Director will be the sole judge of whether the public request is or is not a "matter directly related to District business."

5020.2.3 No topic which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy;

5020.2.4 The Board of Trustees has established a five-minute limitation per person on the total time to be devoted to a public request or comment on any given issue at any meeting.

5020.3 This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters that are not on the agenda that a member of the public may wish to bring before the Board. However, the Board will not discuss or take action on such matters at that meeting.

5020.4 At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, will be posted conspicuously for public review within the District office.

5020.4.1 The agenda for a special meeting will be posted at least 24 hours before the meeting in the same location.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Board Meeting Conduct
POLICY NUMBER: 5030

5030.1 Meetings of the Board of Trustees will be conducted by the Chairperson in a manner consistent with the policies of the District. Policy No. 5070, "Rules of Order for Board and Committee Meetings", will be used as a general guideline for meeting protocol.

5030.2 All Board meetings will commence at the time stated on the agenda and will be guided by same.

5030.3 The conduct of meetings will, to the fullest possible extent, enable Trustees to:

5030.3.1 Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and,

5030.3.2 Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

5030.4 Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Trustees, will be as followed:

5030.4.1 Five minutes may be allotted to each speaker and a maximum of 20 minutes to each subject matter.

5030.4.2 No boisterous conduct will be permitted at any Board meeting. Persistence in boisterous conduct will be grounds for summary termination, by the Chairperson, of that person's privilege of address.

5030.4.3 No oral presentation will include charges or complaints against any District employee, regardless of whether or not the employee is identified in the presentation by name or by another reference that tends to identify. All charges or complaints against employees will be submitted to the Board of Trustees under provisions contained in Policy #1030.

5030.5 Willful disruption of any of the meetings of the Board of Trustees will not be permitted. If the Chairperson finds that there is in fact willful disruption of any meeting of the Board, he/she may order the room cleared and subsequently conduct the Board's business without the audience present.

5030.5.1 In such an event, only matters appearing on the agenda may be considered in such a session.

5030.5.2 After clearing the room, the Chairperson may permit those persons who, in his/her opinion, were not responsible for the willful disruption to re-enter the meeting room.

5030.5.3 Duly accredited representatives of the news media, whom the Chairperson finds not to have participated in the disruption, will be admitted to the remainder of the meeting.

Placentia Library District

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POLICY MANUAL

POLICY TITLE: Board Actions and Decisions
POLICY NUMBER: 5040

5040.1 Actions by the Board of Trustees include but are not limited to the following:

5040.1.1 Adoption or rejection of regulations or policies;

5040.1.2 Adoption or rejection of a resolution;

5040.1.3 Adoption or rejection of an ordinance;

5040.1.4 Approval or rejection of any contract or expenditure;

5040.1.5 Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel; and,

5040.1.6 Approval or disapproval of matters that require or may require the District or its employees to take action and/or provide services.

5040.2 Action can only be taken by the vote of the majority of the Board of Trustees. Three (3) Trustees represent a quorum for the conduct of business. Actions taken at a meeting where only a quorum is present, therefore, require all three votes to be effective (unless a 4/5 vote is required by policy or other law).

5040.2.1 A member abstaining in a vote is considered as absent for that vote.

5040.2.1.1 Example. If three of five Trustees are present at a meeting, a quorum exists and business can be conducted. However, if one Trustee abstains on a particular action and the other two cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.

5040.2.1.2 Example. If an action is proposed requiring a two-thirds vote and 2 Trustees abstain, the proposed action cannot be approved because 4 of the 5 Trustees would have to vote in favor of the action.

5040.2.1.3 Example. If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, three Trustees must vote in favor of the appointment for it to be approved. If two of the four Trustees present abstain, the appointment is not approved.

5040.3 The Board may give directions that are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the Library Director.

5040.3.1 The Chairperson will determine by consensus a Board directive and will state it for clarification. Should any two Trustees challenge the statement of the Chairperson, a voice vote may be requested.

5040.3.2 A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the Library Director for review and recommendation, etc.).

5040.3.3 Informal action by the Board is still Board action and will only occur regarding matters that appear on the agenda for the Board meeting during which said informal action is taken.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Review of Administrative Decisions
POLICY NUMBER: 5050

5050.1 The provisions of §1094.6 of the Code of Civil Procedure of the State of California will be applicable to judicial review of all administrative decisions of the Board of Trustees pursuant to the provisions of §1094.5 of said code. The provisions of §1094.6 will prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District, affecting the subject matter of an appeal.

5050.2 This policy affects those administrative decisions rendered by the Board of Trustees governing acts of the District, in the conduct of the District's operations and those affecting personnel operating policies.

5050.3 The purpose of this policy is to ensure efficient administration of the District, and the expeditious review of decisions rendered by the Board of Trustees.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Minutes of Board Meetings
POLICY NUMBER: 5060

5060.1 The Library Director will keep minutes of all regular and special meetings of the Board.

5060.1.1 Copies of a meeting's minutes will be distributed to Trustees as a part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes will be kept in the Library Administrative Office.

5060.1.2 Unless directed otherwise, an audio tape recording of regular and special meetings of the Board of Trustees will be made. The device upon which the recording is stored will be kept in a fireproof vault or in fire-resistant, locked cabinet for thirty (30) days. Members of the public may inspect recordings of Board meetings without charge on a playback machine that will be made available by the District.

5060.1.3 Motions, resolutions or ordinances will be recorded in the minutes as having passed or failed, and individual votes will be recorded. All resolutions and ordinances adopted by the Board will be numbered consecutively, starting new at the beginning of each fiscal year. In addition to other information that the Board may deem to be of importance, the following information (if relevant) will be included in each meeting's minutes:

- Date, place and type of each meeting;
- Trustees present and absent by name;
- Administrative staff present by name;
- Call to order;
- Time and name of late arriving Trustees;
- Time and name of early departing Trustees;
- Names of Trustees absent during any agenda item upon which action was taken;
- Summarial record of staff reports;
- Summarial record of public comment regarding matters not on the agenda, including names of commentators;
- Approval of the minutes or modified minutes of preceding meetings;
- Approval of financial reports;
- Record by number (a sequential range is acceptable) of all warrants approved for payment;
- Complete information as to each subject of the Board's deliberation;
- Record of the vote of each Trustee on every action item;

Resolutions and ordinances described as to their substantive content and sequential numbering;

Record of all contracts and agreements, and their amendment, approved by the Board;

Approval of the annual budget;

Approval of all polices, rules and/or regulations;

Approval of all dispositions of District assets;

Approval of all purchases of District assets; and,

Time of meeting adjournment.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Rules of Order for Board and Committee Meetings
POLICY NUMBER: 5070

5070.1 General.

5070.1.1 Action items will be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules - Robert's Rules of Order.

5070.1.1.1 If a Trustee believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the chairperson. If the ruling of the chairperson is not satisfactory to the Trustee, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

5070.2 Obtaining the Floor.

5070.2.1 Any Trustee desiring to speak should address the chairperson and, upon recognition by the chairperson, may address the subject under discussion.

5070.3 Motions.

5070.3.1 Any Trustee, including the chairperson, may make or second a motion. A motion will be brought and considered as follows:

5070.3.1.1 A Trustee makes a motion; another Trustee seconds the motion; and the chairperson states the motion.

5070.3.2 Once the motion has been stated by the chairperson, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the chairperson will call for the vote.

5070.3.2.1 If the public in attendance has had an opportunity to comment on the proposed action, any Trustee may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.

5070.4 Secondary Motions. Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business are considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

5070.4.1 Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Trustees who moved and seconded, or by a new motion and second.

5070.4.2 Motion to Table. A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.

5070.4.3 Motion to Postpone. A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

5070.4.4 Motion to Refer to Committee. A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.

5070.4.5 Motion to Close Debate and Vote Immediately. As provided above, any Trustee may move to close debate and immediately vote on a main motion.

5070.4.6 Motion to Adjourn. A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

5070.5 Decorum.

5070.5.1 The chairperson will take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The chairperson may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the chairperson, or otherwise disrupting the meeting or hearing.

5070.5.2 The chairperson may also declare a short recess during any meeting.

5070.6 Amendment of Rules of Order.

5070.6.1 By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Special District Risk Management Authority (SDRMA) Notification of Nominations – 2015 SDRMA Board of Directors

DATE: February 23, 2015

BACKGROUND

Three (3) directors' seats are up for election for the 4-year term which runs January 1, 2016 through December 31, 2019.

Deadline for submitting nomination(s) is Friday, May 1, 2015.

Attachment A includes:

- Notification Letter from SDRMA Chief of Executive Officer
- 2015 Nomination Packet Checklist
- SDRMA Board of Directors Fact Sheet
- SDRMA Board of Directors 2015 Election Schedule
- SDRMA Board of Directors Election Policy No. 2015-01
- Sample Resolution for Candidate Nomination
- Candidate's Statement of Qualifications

RECOMMENDATIONS

- 1) Discuss and determine if any trustees is interested in running for one of the vacant seats; and,
- 2) Approve Resolution for Candidate Nomination; and,
- 3) Authorize staff to submit the completed Candidate Statement of Qualification on the Trustee's behalf.

Special District Risk
Management Authority

Maximizing Protection.
Minimizing Risk.

1112 I Street, Suite 300
Sacramento, California 95814-2865
T 916.231.4141
T 800.537.7790
F 916.231.4111
www.sdrma.org



Notification of Nominations – 2015 Election SDRMA Board of Directors

January 23, 2015

Mr. Al Shkoler
Board President
Placentia Library District
411 East Chapman Avenue
Placentia, California 92870-6198

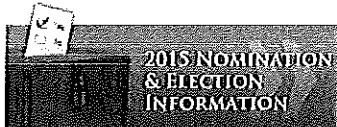
Dear Mr. Shkoler:

Notice of Nominations for the Special District Risk Management Authority (SDRMA) Board of Directors 2015 Election is being provided in accordance with the SDRMA Sixth Amended and Restated Joint Powers Agreement. The following nomination information is enclosed: Nomination Packet Checklist, Board of Director Fact Sheet, Nomination/Election Schedule, SDRMA Election Policy No. 2015-01, Sample Resolution for Candidate Nomination and Candidate Statement of Qualifications.

General Election Information - Three (3) Directors seats are up for election. The nomination filing deadline is Friday, May 1, 2015. Ballots will be mailed to all SDRMA member agencies in mid-May. Mail-in ballots will be due Tuesday, August 25, 2015.

Nominee Qualifications - Nominees must be a member or the agency's governing body or full-time management employee (see SDRMA Election Policy 2015-01, Section 4.1) and be an active member agency of **both** SDRMA's property/liability and workers' compensation programs. Candidates must be nominated by resolution of their member agency's governing body and complete and submit a "Statement of Qualifications".

Nomination Documents and Information - Nomination documents (Nominating Resolution and Candidates Statement of Qualifications) and nomination guideline information may also be obtained on SDRMA's website at www.sdrma.org. To obtain documents electronically:



From the SDRMA homepage, click on the "2015 Nomination & Election Information" button. All necessary nomination documents and election information may be downloaded and printed.

Term of Office - Directors are elected to 4-year terms. The term of office for the newly elected Directors will begin January 1, 2016 and expire December 31, 2019.

Nomination Filing Deadline - Nomination documents **must be received in SDRMA's office no later than 5:00 P.M. on Friday, May 1, 2015.**

Please do not hesitate to contact SDRMA Chief Operating Officer Paul Frydendal at 800.537.7790, if you have any questions regarding the 2015 SDRMA Board of Director Nominations or the election process.

Sincerely,
Special District Risk Management Authority


Gregory S. Hall, ARM
Chief Executive Officer

2015 Nomination Packet Checklist



SDRMA BOARD OF DIRECTORS NOMINATION AND ELECTION GUIDELINES

January 8, 2015, marked the official commencement of nominations for the SDRMA Board of Directors. Three seats on the Board of Directors are up for election in August 2015.

For your convenience we have enclosed the necessary nomination documents and election process schedule. Please note that some items have important deadlines. All document contained in this packet, as well as additional information regarding SDRMA Board elections are available on our website www.sdrma.org and/or by calling SDRMA Chief Operating Officer Paul Frydendal at 800.537.7790.

___ **Attachment One:** **SDRMA Board of Directors Fact Sheet:** SDRMA Board of Directors has established a policy that requires candidates seeking election to the SDRMA Board of Directors to be: 1) a member of the agency's governing body or full-time management employee (per SDRMA Election Policy 2015-01, Section 4.1) of their respective member agency that is currently participating in both SDRMA's Property/Liability and Workers' Compensation Programs, and 2) nominated by resolution of the Board of Directors of their respective member agency. This document also reviews the Board of Directors' Role and Responsibilities along with additional information.

___ **Attachment Two:** **SDRMA Board of Directors 2015 Nomination/Election Schedule:** Please review this document for important deadlines.

___ **Attachment Three:** **SDRMA Election Policy No. 2015-01:** A Policy of the Board of Directors of the Special District Risk Management Authority establishing guidelines for Director elections.

___ **Attachment Four:** **Sample Resolution for Candidate Nomination:** A resolution of the Governing Body of the Agency nominating a candidate for the Special District Risk Management Authority Board of Directors.

___ **Attachment Five:** **Candidate Statement of Qualifications:** Please be advised that no statements are endorsed by SDRMA. Candidate statements of qualification will be distributed to the membership with the SDRMA election ballot, "exactly as submitted" by the candidate.

Please complete and return all required nomination and election documents to:

SDRMA Election Committee
C/O Paul Frydendal, COO
Special District Risk Management Authority
1112 "I" Street, Suite 300
Sacramento, California 95814

Attachment One



SDRMA BOARD OF DIRECTORS FACT SHEET

Fact Sheet



SDRMA BOARD OF DIRECTORS ROLE AND RESPONSIBILITIES

Special District Risk Management Authority (SDRMA) is a public entity Joint Powers Authority established to provide cost-effective property/liability, worker's compensation, health benefit coverages and comprehensive risk management programs for special districts and other public agencies and providers of municipal services throughout California. SDRMA is governed by a Board of Directors elected from the membership by the programs' members.

Number of Board Members	7-Board Members: SDRMA Board of Directors consists of seven Board Members, who are elected at-large from members participating in either program.
Board of Directors' Role	SDRMA Board of Directors provide effective governance by supporting a unified vision, and ensuring accountability, <i>setting direction based on SDRMA's mission and purpose, as well as establishing and approving policy to ensure SDRMA meets its obligations and commitment to its members.</i>
Board of Directors' Responsibilities	<i>Board Member responsibilities include a commitment to: serve as a part of a unified governance body; govern within Board of Directors' policies, standards and ethics; commit the time and energy to be effective; represent and make policy decisions for the benefit, and in the best interest, of all SDRMA members; support collective decisions; communicate as a cohesive Board of Directors with a common vision and voice; and operate with the highest standards of integrity and trust.</i>
Three (3) Seats For this Election	3-Seats: Elections for Directors are staggered and held every two years, four seats during one election and three seats in the following election. Three seats are up for election this year.
Term of Directors	4-Year Terms: Directors are elected for 4-year terms. Terms for directors elected this election begin January 1, 2016 and end on December 31, 2019.
Board Member Travel Reimbursement	Board Members are reimbursed for reasonable travel and lodging in accordance with SDRMA Board Policy Manual 2014-06 and applicable laws and are allowed to claim a stipend of \$100 per meeting day.
Number of Meetings per Year	8-Board Meetings Annually: Generally not more than one meeting per month, with an average of eight board meetings per year.
Meeting Location	SDRMA office in Sacramento, California.
Meeting Dates	Typically the first Wednesday afternoon and Thursday morning of the month.
Meeting Starting Times	4:00 p.m. and 8:00 a.m.: Meetings are from 4:00 p.m. on Wednesday afternoon until 5:30 p.m. and Thursday from 8:00 a.m. to noon.
Meeting Length	6 - 8 hours: Length of meetings on average.
Average Time Commitment	15 - 20 hours: Commitment per month.

"The mission of Special District Risk Management Authority is to provide renewable, efficiently priced risk financing and risk management services through a financially sound pool to CSDA member districts, delivered in a timely, cost efficient manner, responsive to the needs of the districts."
Special District Risk Management Authority | A Property/Liability, Workers' Compensation and Health Benefits Program

Attachment Two



**SDRMA BOARD OF DIRECTORS
2015 NOMINATION/ELECTION SCHEDULE**



2015 Nomination/Election Schedule

TASK TIMELINE	
1/8	Board approved Election Schedule
1/22-23	Mail Notification of Election and Nomination Procedure to Members in January 90 days prior to mailing Ballots (97 actual days)
5/1	Deadline to return Nominations
5/7	Tentative Election Comm. Reviews Nominations
5/13-14	Mail Ballots 60 days prior to ballot receipt deadline (104 actual days)
8/25	Deadline to Receive Ballots
8/27	Tentative Election Committee Counts Ballots
8/28	Election Committee Notifies Successful Candidates and Provides Them With Upcoming Board Meeting Schedule
9/23	Directors' Elect Invited to CSDA Annual Conf/SDRMA Breakfast/Super Session
10/28-29	Directors' Elect Invited to SDRMA Board Meeting
1/20/16	Newly Elected Directors Seated and Election of Officers

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Attachment Three



**SDRMA BOARD OF DIRECTORS
ELECTION POLICY NO. 2015-01**

Policy No. 2015-01

A POLICY OF THE BOARD OF DIRECTORS OF SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY ESTABLISHING GUIDELINES FOR DIRECTOR ELECTIONS, DIRECTOR APPOINTMENTS, AND CREATION OF A SUPERVISING ELECTION COMMITTEE

- WHEREAS, SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) is a joint powers authority, created pursuant to Section 6500, et. seq. of the California Government Code; and
- WHEREAS, the Board of Directors recognizes that it is in the best interest of the Authority and its members to adopt a written policy for conducting the business of the Board; and
- WHEREAS, establishing guidelines for Director elections and appointments will help ensure a process that is consistent for all nominees and candidates, will promote active participation by SDRMA members in the election/appointment process, and will help ensure election/appointment of the most qualified candidate(s); and
- WHEREAS, the Bylaws provide the Board with the option of conducting the election using a mail-in ballot process; and
- WHEREAS, the Board of Directors of SDRMA has an overriding and compelling interest in insuring the accuracy of the election/appointment process of its Board members through the creation of an election committee;

NOW, THEREFORE, it is the policy of the Board of Directors of SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY, until such policy shall have been amended or rescinded, that the following procedures shall be followed when conducting Director elections or filling a Director vacancy by appointment:

1.0. Election Schedule

- 1.1. Not later than the first Board meeting of each election year, the Board of Directors shall approve an election schedule based on the following criteria and time frames.

2.0. Election Committee

- 2.1. The Board of Directors herein establishes an election committee with the following composition, duties and responsibilities; The five (5) members of the Election Committee shall include two presently sitting members of the Board of Directors of SDRMA whose seats are not up for election, the Chief Operating Officer of SDRMA, and the CPA/auditor regularly used and retained by SDRMA at the time of counting ballots of and for an election to the Board of Directors. For good reason found and stated, the Board of Directors of SDRMA may appoint any CPA/auditor who, in the discretion of the Board of Directors, would appropriately serve the Election Committee. The General Counsel for SDRMA shall also sit as a member of the Election Committee with the additional obligation of providing legal advice to the balance of the Committee as legal questions may arise.

3.0. Member Notification of Election

- 3.1. Authority staff shall provide written notification, of an election for the Board of Directors, to all member agencies during January of each election year. Such written notification shall be provided a minimum of ninety (90) days prior to the distribution of ballots and shall include; (1) the number of Director seats to be filled by election; (2) a copy of this nomination and election procedure; and (3) an outline of nomination/election deadline dates.

4.0. Qualifications

- 4.1. A candidate seeking election, re-election or appointment to SDRMA's Board of Directors must be a member of the Governing Body or a full-time management employee of an SDRMA member participating in both the Property/Liability and Workers' Compensation Programs. To qualify as a "full-time management employee,"

the candidate must be a full-time, management-level (as determined by the Governing Body) employee whose wages are reported to the IRS on a "W-2" form. Only one (1) representative from any Member may serve on the Board of Directors at the same time. [Per Bylaws, Article II, (2) (b)]

- 4.2. Each nominated candidate must submit a properly completed "Statement of Qualifications" (required form attached) with an original signature (electronic signatures are not acceptable) on or before the filing deadline in May in order for the candidate's name to be placed on the official ballot. A candidate shall provide responses to all questions on the candidate's "Statement of Qualifications". Each nominated candidate's "Statement of Qualifications" must be filed in SDRMA's office on or before the aforementioned deadline by: (1) personal delivery; (2) U.S. mail; or (3) courier. When ballots are mailed to the membership, each candidate's "Statement of Qualifications" form will be distributed to the membership exactly as submitted by the candidate to SDRMA. However, any attachments submitted by the candidate(s) with the Statement of Qualifications will not be sent by SDRMA with the ballots to any members.
- 4.3. If a nominated candidate elects not to use the provided form "Statement of Qualifications," and prepares instead the candidate's own completed form, the candidate's form must include the title "Statement of Qualifications" and contain exactly all information required and requested by the provided form.

NOTE: The candidate's "Statement of Qualifications" form must be submitted as a part of the nominating process. When ballots are mailed to the membership, each candidate's "Statement of Qualifications" form will be distributed "exactly as submitted" to SDRMA, except that any attachments submitted by the candidate will not be sent to any SDRMA members.

- 4.4. A candidate who does not submit a Candidate's Statement of Qualifications that complies with Section 4.2 or 4.3 will be disqualified by the SDRMA Election Committee.

5.0. Nominating Procedure

- 5.1. Candidates seeking election or reelection must be nominated by action of their respective Governing Body. Only one (1) candidate may be nominated per member agency and one (1) candidate shall not represent more than one (1) member agency. A resolution from the candidate's district/agency Governing Body nominating the candidate must be received by the Authority on or before the scheduled date in May. (A sample of the resolution is enclosed). Actual receipt by the Authority on or before the scheduled deadline date in May is required. The resolution nominating the candidate may be hand-delivered to the Authority or sent by U.S. mail. In the event a candidate is nominated by two (2) or more member agencies, he or she shall represent the member agency whose nominating resolution is first received by the Authority. The other member agency or agencies that nominated the candidate shall be entitled to select a replacement nominee as long as a resolution nominating the replacement is received by the Authority prior to the scheduled deadline date.
- 5.2. A member may not nominate a candidate unless that member is participating in both the Property/Liability and Workers' Compensation Programs and is in "good standing" on the date the nominations are due. "Good standing" is defined as no accounts receivable due to SDRMA which is more than ninety (90) days past due.
- 5.3. No earlier than the day after the deadline for receipt of nominations, the Election Committee, as hereinabove defined and comprised, shall review all nominations received from members, and will reject any nominations that do not meet all of the qualifications specified and set forth in this policy. The Election Committee's decisions regarding the qualification of nominees are final. Following the Election Committee's review of all nominations, the Election Committee shall direct that a ballot be prepared stating and listing all of the qualified nominees. The ballot of qualified nominees shall be distributed to the membership for election by mail as described below.
- 5.4. Upon verification or rejection of each nominee by the Election Committee, staff will mail acknowledgment to both the nominee and the district/agency of its acceptance or rejection as a qualified nominee for election.

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- 5.5. A nominee requesting that his/her nomination be withdrawn prior to the election, shall submit such requests in writing to SDRMA's office a minimum of three (3) days prior to the scheduled date for mailing the ballots. After that date, all qualified nominees names shall appear on the ballot mailed to the membership.

6.0. Terms of Directors

- 6.1. The election of directors shall be held in each odd-numbered year. The terms of the directors elected by the Members will be staggered. Four directors will serve four-year terms, to end on December 31 of one odd-numbered year. Three directors will serve four-year terms, to end on December 31 of the alternate off-numbered year. [Per Bylaws, Article II, (3), paragraph 1].

7.0. Campaigning

- 7.1. SDRMA staff will mail each qualified candidate's "Statement of Qualifications", "exactly as submitted" by the candidate with the ballots to the membership.
- 7.2. Candidates, at their own expense, may distribute additional information to member agency(s) after the ballots have been mailed and prior to the election.
- 7.3. SDRMA staff is prohibited from actively promoting a candidate or participating in the election process while on Authority premises.
- 7.4. SDRMA staff may provide member information, mailing lists, financial reports or operational data and information, that is normally available through the Public Records Act, to candidates to assist them in their research and campaigning. In addition to obtaining such information under the Public Records Act, candidates may request SDRMA staff prepare mailing labels for the distribution of campaign materials to member agencies. Under existing policy, charges will apply for this service. The SDRMA logo is trademarked for use by SDRMA only. Neither the logo, nor any other Trademark of SDRMA may be used in any campaign literature. No campaign literature is to imply support of any candidate by SDRMA.
- 7.5. SDRMA election mailings to the membership, including ballots and candidates' "Statement of Qualifications", shall be sent via first class mail.

8.0. Limitations on Campaigning

- 8.1. As used in this section the following terms have the following meanings:

"Campaign Activity" means any activity that expressly advocates the election or defeat of a candidate or provides direct support to a candidate for his or her candidacy. "Campaign activity" does not include the incidental and minimal use of public resources, such as equipment or office space, for campaign purposes or the use of public resources to nominate a candidate or vote in any Board of Directors election.

"Candidate" means an individual who has been nominated by the Member Agency to have his or her name listed on the ballot for election to the Board of Directors.

"Expenditure" means a payment of Member Agency funds that is used for communications that expressly advocate the election or defeat of a clearly identified candidate. "Expenditure" does not include the use of public funds to nominate a candidate or vote in any Board of Directors election.

"Public resources" means any property or asset owned by the Member Agency, including, but not limited to, land, buildings, facilities, funds, equipment, supplies, telephones, computers, vehicles, travel, and Member Agency-compensated time.

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- 8.2. An officer, official, employee, or consultant of a Member Agency may not expend or authorize the expenditure of any of the funds of the Member Agency to support or oppose the election or defeat of a candidate for the Board of Directors.
- 8.3. No officer, official, employee, or consultant of a Member Agency shall use or permit others to use public resources for campaign activity.
- 8.4. At any time during an election campaign, if a Member Agency or its officers, officials, employees or consultants violate this section, that Member Agency shall be ineligible to nominate a candidate for the Board of Directors election in which the violation occurred. Any candidate of an offending Member Agency shall be deemed to have withdrawn his or her candidacy. Prior to declaring a Member Agency ineligible to nominate a candidate or a specific candidate's candidacy withdrawn, the Elections Committee shall hold a hearing to determine whether or not a violation of this section occurred. The hearing shall be conducted pursuant to reasonable procedures that the Elections Committee shall prescribe, provided that the affected Member Agency or candidate shall have an opportunity to dispute the violation. At the conclusion of the hearing, the Elections Committee shall determine by a majority vote whether the violation occurred.

9.0. Balloting

- 9.1. A ballot containing nominees for the Board of Directors, accepted and approved by the Election Committee, shall be mailed by first class mail, to each SDRMA member agency, except as provided in Section 9.2 below, no less than sixty (60) days prior to the deadline for receiving ballots and the closing date for voting. Ballots shall show the date and time the ballots must be received in SDRMA's office. A self-addressed, stamped, return envelope shall be mailed with each ballot.
- 9.2. In the event that the number of qualified/approved nominees is equal to or less than the number of director seats up for election, the mailing of the ballots as outlined in Section 9.1 shall be waived.
- 9.3. Only those qualified nominees approved by the Election Committee will be eligible candidates on the ballot. Write-in candidates shall not be accepted.
- 9.4. It is required that the Governing Body of each member vote on behalf of their agency (sample Resolution enclosed) and the ballot MUST be signed by the agency's Presiding Officer.
- 9.5. A member may not vote unless the member was a member of the Authority in "good standing" on or before the nomination due date for the pending election. "Good standing" is defined as no accounts receivable due to SDRMA which is more than ninety (90) days past due.
- 9.6. A member may cast only one (1) vote for the same candidate. By way of example, if there are four (4) candidates on the ballot, a member may not cast two (2) to four (4) votes for any single candidate. Any ballot casting more than one (1) vote for the same candidate will be considered void.
- 9.7. A member may vote by using the official ballot provided by SDRMA, or a copy of SDRMA's original ballot, or a reasonable duplicate prepared by the member agency. Whichever of the three foregoing formats is used, the ballot must contain an original signature and confirmation that the ballot was approved at a public meeting of the agency's Governing Body. Ballots submitted without an original signature and/or without confirmation that the form of the ballot was approved at a public meeting of the agency's Governing Body will be considered void.
- 9.8. Ballots may be returned using either hand-delivered or mailed in ballots - faxed or e-mailed ballots will not be accepted. Mailed in ballots must be addressed to, and hand-delivered ballots must be delivered to, the Special District Risk Management Authority office presently located at 1112 I Street, Suite 300, Sacramento, California 95814-2865.
- 9.9. Any ballot received after the specified deadline will not be counted and will be considered void.

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10.0. Election Results

- 10.1. All ballots will be opened and counted at SDRMA's office only after the deadline for receiving ballots. Ballots will be opened by SDRMA's Election Committee, no more than five (5) days after the closing deadline. Candidates receiving the highest number of votes shall be declared the elected director(s).
- 10.2. In the event of a tie, a coin toss shall be used to determine the elected director. The coin toss shall be conducted by the Election Committee at the time and place of the conclusion of counting ballots.

PROCEDURE: In the event more than two (2) candidates tie, the coin toss shall be between two (2) candidates at a time based on the order in which their name appeared on the ballot. This process shall be repeated, as needed, in cases where there are more than two (2) candidates.
- 10.3. Excluding tie votes, within five (5) days after the ballots are opened and tabulated Authority staff shall advise the candidates and their respective agency in writing of the final election results. Copies of the results shall also be mailed/distributed to SDRMA's Board of Directors, staff and consultants and published in the first available CSDA newsletter.
- 10.4. If a director-elect withdraws after the election or fails to accept the Director seat prior to December 31, the Board shall name a new director-elect by going back to the ballots and awarding the seat to the candidate receiving the next highest number of votes during the election.
- 10.5. Staff shall invite newly elected director(s) to attend the Annual Membership meeting and all scheduled Board meeting(s) after confirmation of election results until the director(s) elect assume office. Director(s) elect will be reimbursed for expenses, except for director stipends, in accordance with approved director reimbursement policy (copy of policy shall be provided to newly elected directors).
- 10.6. A member or candidate dissatisfied with the election result may, within ten (10) days after the ballots are opened and tabulated, file with the Authority a written challenge and appeal. The challenge and appeal must clearly set forth the complaint and any and all facts in support of the challenge and appeal. Within ten (10) days after the ballots are opened and tabulated, the challenge and appeal shall be delivered and received by the Authority. Within five (5) days of receipt of the challenge and appeal, the Authority shall deliver the same to the Election Committee for decision. The Election Committee shall have absolute authority for deciding the challenge and appeal. Notice of the decision of the Election Committee shall be provided to the party filing the challenge and appeal within ten (10) days.

11.0. Director Vacancy

- 11.1. If a director vacancy(s) occurs (Note 1), appointment of a replacement director for the balance of the unexpired term will be made by the remaining members of the SDRMA Board. In order to accomplish this in an orderly and consistent manner, when a vacancy(s) of an elected Director(s) occurs, the SDRMA Board of Directors, after discussion and consideration, shall, when deemed appropriate, instruct staff to:
 - a) notify all then member entities that a vacancy has occurred; and
 - b) said notice shall refer to the applicable Article in the By-laws in advising member entities and their eligible candidates of the steps to take to apply for appointment; and
 - c) the SDRMA Board shall establish the closing date for the receipt of applications; and
 - d) candidates shall submit the following, by the date specified in the notice:
 - i) a letter of interest; and
 - ii) a resume, with particular emphasis on the candidate's knowledge of special districts and risk management; and
 - iii) a resolution from, or a letter approved by, the candidate's Governing Body nominating the candidate; and
 - e) the Election Committee shall review all applications received, and shall reject any that do not meet all of the qualifications specified and set forth in this policy; and
 - f) upon verification or rejection of each application by the Election Committee, staff will mail

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- acknowledgement to both the applicant and the district/agency of its acceptance or rejection of the applicant as a qualified candidate for appointment; and
- g) candidates shall be interviewed at the next regularly scheduled meeting of the SDRMA Board of Directors following the date of closure for the applications. Interviews shall be in person, or if an unforeseen emergency arises, the interview may be by telephone at the same scheduled time; and
 - h) the SDRMA Board shall make the appointment without undue delay, but need not act at the same meeting.

Note 1: If the Director vacancy occurs within nine (9) months after the date the ballots were counted and certified by the Election Committee or within nine (9) months after a candidate was appointed to fill a vacancy, then the Board shall have the option to interview and appoint the candidate(s) who did not receive sufficient votes to be elected OR to interview and appoint from the pool of candidates from 11.1.g) above. If the Director vacancy occurs in an election year after the Notification of Election is sent to the members, the Board may determine to fill the vacancy by appointing the candidate who receives the next highest number of votes in the election. If the Board determines in its sole discretion that none of these options is appropriate, then staff shall be instructed to proceed with the process described above in steps 11.1 a) to h).

Revised and adopted this 7th day of January 2015, by the Board of Directors of Special District Risk Management Authority, at a regular meeting thereof.

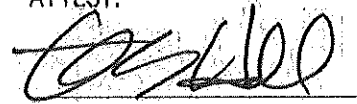
This Policy No. 2015-01 supercedes Policy No. 2013-05 and all other policies inconsistent herewith.

APPROVED:



David Aranda, President
Board of Directors

ATTEST:



Gregory S. Hall, ARM
Chief Executive Officer

**SAMPLE
RESOLUTION FOR
CANDIDATE NOMINATION**

Available for download in Microsoft Word file format
visit our website at www.sdrma.org

[AGENCY NAME]
RESOLUTION NO.

**A RESOLUTION OF THE GOVERNING BODY OF THE [AGENCY NAME] NOMINATING
[CANDIDATE'S NAME] AS A
CANDIDATE FOR ELECTION TO THE SPECIAL DISTRICT RISK MANAGEMENT
AUTHORITY BOARD OF DIRECTORS**

WHEREAS, the Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code, Section 6500 et.seq., for the purpose of providing risk management and risk financing for California Special Districts and other local government agencies; and

WHEREAS, the Joint Powers Agreement (JPA) and Bylaws of SDRMA set forth director qualifications, terms of office and election requirements; and

WHEREAS, the Board of Directors of SDRMA established procedures and guidelines for the Director Election process; and

WHEREAS, the Board of Directors of SDRMA established a policy requiring candidates seeking election to the SDRMA Board of Directors to be: 1) a member of the agency's governing body or full-time management employee per SDRMA Election Policy 2015-01, Section 4.1 and be an active member agency of both SDRMA's property/liability and workers' compensation programs, and 2) be nominated by resolution of their member agency's governing body, and 3) each nominated candidate must submit a completed and signed "Statement of Qualifications" on or before the May 1 filing deadline in order for the candidate's name to be placed on the official ballot.

NOW, THEREFORE, BE IT RESOLVED:

1. The governing body of [AGENCY NAME] nominates [CANDIDATE'S NAME], its [POSITION TITLE], as a candidate for the Board of Directors of the Special District Risk Management Authority.

2. [ONLY IF CANDIDATE IS NOT A MEMBER OF THE AGENCY'S GOVERNING BODY: The governing body of [AGENCY NAME] has determined that [CANDIDATE'S NAME] is a full-time management employee for purposes of SDRMA Election Policy 2015-01, Section 4.1].

3. The governing body of [AGENCY NAME] further directs that a copy of this resolution be delivered to SDRMA on or before the May 1, 2015 filing deadline.

ADOPTED this [DATE] of [MONTH/YEAR] by the Governing Body of [AGENCY NAME] by the following roll call votes:

AYES: [LIST NAMES of GOVERNING BOARD VOTES]

NAYES: "

ABSTAIN: "

ABSENT: "

APPROVED

ATTEST

President – Governing Body

Secretary

CANDIDATE'S STATEMENT OF QUALIFICATIONS

Available for download in Microsoft Word file format
visit our website at www.sdrma.org



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