
PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Lori Worden, Children's Librarian II

SUBJECT: Chief of Police Storytime (C.O.P.S.) – New Children's Program

DATE: June 20, 2011

Background

The inability to read and write well may not be a direct cause of criminal behavior, but low literacy and crime are related. People with low literacy skills usually have equally inadequate problem-solving skills and tend to be less active citizens than other people. They are less likely to get involved in community activities like sports, school groups, church groups, and so on. As a result, they often feel isolated and vulnerable, and many of them feel like outcasts. This may partly explain why people who have low literacy are statistically more likely to be involved in crime - either as the offender or the victim. It may also help to explain why crime rates are higher in neighborhoods where a high percentage of people have low literacy.

According to the National Assessment of Adult Literacy, two-thirds of students who cannot read proficiently by the end of the 4th grade will end up in jail or on welfare. Studies have also shown the following correlation between reading and crimes:

- 85% of all juveniles who interface with the juvenile court system are functionally illiterate.
- More than 60% of all prison inmates are functionally illiterate.
- Over 70% of inmates in America's prisons cannot read above a fourth grade level.
- Penal institution records show that inmates have a 16% chance of returning to prison if they receive literacy help, as opposed to 70% who receive no help. This equates to taxpayer cost of nearly \$50,000 per year per juvenile offenders.

With literacy and other training, people return to their communities with a more positive self-image. They feel proud of what they have achieved, and their new skills and self-esteem help them avoid one of the main causes of criminal activity - unemployment.

In light of these figures, Placentia's Police Chief, Rick Hicks, would like to partner with the Placentia Library District to offer a monthly reading program for our families. He is prepared to conduct a 30-minute monthly storytime with the assistance from the Children's Department who will select reading materials for Chief Hicks. The program may include crafts and music, providing families opportunity to release the creativity within them. Chief Hicks is passionate about promoting healthy minds and keeping children away from drugs and crimes. He recognizes the value of books and reading and can attest to the positive outcomes they bring.

C.O.P.S. is a partnership between the Placentia Library District and the Placentia Police Department; a partnership where intellectual drive joins solid strength to create a winning team.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Weekly Claims Resolution 12-06
DATE: June 20, 2011

BACKGROUND

At each regular Board of Trustees meeting the Board of Trustees is presented with the financial claims (invoices) for purchases of materials, supplies, services, utilities, and projects for warrants issued for payment through the County of Orange. This process provides the Board of Trustees the opportunity to review the expenses of the District.

The District receives certain invoices on a regular basis and payment on the invoice is delayed pending the monthly Board authorization. In some circumstances, late fees and unnecessary interest charges are incurred because of the delay. As in the past years, adoption of Resolution 12-06 gives the Library Director for the Placentia Library District, authorization to approve claims for payment of the types of expenses listed in Resolution 12-06. The Resolution is necessary to effectuate payment by the County of Orange; thereby, avoiding late fees and unnecessary interest charges.

Attachment A is Resolution 12-06.

Fiscal Impact: N/A

RECOMMENDATIONS

- 1) Approve the Weekly Claims Resolution 12-06 for Fiscal Year 2011/2012 as presented.
- 2) Motion to read Resolution 12-06 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Authorize the Library Director to Approve Weekly Claims As Designated; and
- 3) Motion to adopt Resolution 12-06 by a roll call vote.

RESOLUTION 12-06
 A RESOLUTION OF THE BOARD OF TRUSTEES
 OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO
 AUTHORIZE THE LIBRARY DIRECTOR
 TO APPROVE WEEKLY CLAIMS AS DESIGNATED

WHEREAS, the Board of Trustees of the Placentia Library District ("District") meets monthly to transact business including but not limited to the authorization of regular and routine payments of certain invoices;

WHEREAS, certain invoices are received on a regular basis and payment on said invoices is delayed pending Board authorization; and

WHEREAS, prompt payment on certain invoices will eliminate late fees and unnecessary interest charges; and

WHEREAS, Library Trustees have authority pursuant to section 19645 of the Education Code to make and enforce all rules, regulations, and bylaws necessary for the administration, government, and protection of the District under its management, and all property belonging to it.

NOW, THEREFORE BE IT RESOLVED, that Jeanette Contreras, Library Director is authorized and directed to execute any and all documents, including, but not limited to, the "claim transmitted for payment" form necessary to effectuate payment by the County of Orange on invoices received on the amended accounts listed herein for the 2011-12 fiscal year thereby avoiding late fees and unnecessary interest charges.

BE IT FURTHER RESOLVED that authorization for payments in excess of the amounts set forth herein during the 2011-12 fiscal year shall require additional authorization by the Board of Trustees.

Southern California Gas Company	\$	9,000.00
Edison and electrical-related expenses		70,500.00
Water and water-related expenses		11,000.00
Refuse disposal & household expenses		8,000.00
Pension contributions		77,295.00
Life Insurance		8,324.00
Dental Insurance		15,274.00
Vision Insurance		2,486.00
Health Insurance		107,409.00
Special District Workers' Compensation Authority		10,000.00
Specialized Services		149,100.00
Telephone and Internet-related expenses		17,000.00
Office Supplies and Printing expenses		35,000.00

RESOLUTION 12-06

A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO
AUTHORIZE THE LIBRARY DIRECTOR
TO APPROVE WEEKLY CLAIMS AS DESIGNATED

Postage and shipping	5,000.00
Maintenance of Building & Grounds expenses	65,000.00
Transportation, travel, meetings, and related expenses	8,500.00

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, Richard DeVecchio, Secretary of the Board of Trustees of the Placentia Library District, of Orange County, California, hereby certify that the above and foregoing Resolution was duly and regularly adopted by the said Board of Trustees at a regular meeting thereof, held on the 20th day of June, 2011, and passed by a majority vote of said Board.

IN WITNESS WHEREOF, I have hereunto set my hand this 20th day of June, 2011.

Richard DeVecchio, Secretary
Board of Trustees of the Placentia Library District

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Yesenia Baltierra, Business Manager
SUBJECT: GASB Resolution 12-07
DATE: June 20, 2011

BACKGROUND

The Governmental Accounting Standards Board (GASB) has issued its Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. The requirements for this statement are intended to improve financial reporting by providing fund balance categories and classifications that will be more easily understood. The categories are more clearly defined to make the nature and extent of the constraints placed on a government's fund balance more transparent. The GASB 54 required reclassifications of the ending fund balances categories are: nonspendable, restricted, committed, assigned and unassigned.

General Fund 707 and 9850 General Reserves have unassigned categories since money remaining in other fund are automatically designated or assigned for the purposes of that fund. Below is the list of the recommended classifications for the Placentia Library District's special funds:

702-Equipment & Structural Repair Fund-Assigned Fund
703-Automated Replacement -Assigned Fund
706-Interest & Sinking Bond Redemption-Assigned Fund
708-Unused Sick Leave Payoff Reserve-Assigned Fund
9850-General Reserves –Unassigned Fund
Impact Fees-Restricted by California Environmental Quality Act (CEQA)
Emergency Payroll-Assigned Fund

There is no direct fiscal impact for implementation of GASB Statement No. 54. These new classifications are to be used for external formal financial reporting documents, such as the annual audited financial reports and changing of notes to the financial statements to properly reflect the policy and fund components.

Attachment A is GASB No. 54 Fact Sheet.

Attachment B is Resolution 12-07.

Fiscal Impact: N/A

RECOMMENDATIONS

1. Read Resolution 12-07 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish New Governmental Accounting Standards Board (GASB) No. 54 Regulations for Fund Balances.
2. Motion to Adopt Resolution 12-07 by a roll call vote.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for ensuring transparency and accountability in financial operations. This section also highlights the role of internal controls in preventing errors and fraud.

2. The second part of the document focuses on the implementation of robust risk management strategies. It outlines various risk assessment techniques and provides guidance on how to identify, evaluate, and mitigate potential risks. The text stresses the need for a proactive approach to risk management to protect the organization's assets and reputation.

3. The third part of the document addresses the importance of effective communication and reporting. It discusses the need for clear and concise communication channels and the role of regular reporting in keeping stakeholders informed. This section also touches upon the importance of maintaining confidentiality and data security.

4. The fourth part of the document discusses the importance of continuous improvement and monitoring. It emphasizes that organizations should regularly review their processes and procedures to identify areas for improvement. This section also highlights the role of key performance indicators (KPIs) in measuring organizational success and progress.

5. The fifth part of the document discusses the importance of compliance with relevant laws and regulations. It outlines the various legal and regulatory requirements that organizations must adhere to and provides guidance on how to ensure compliance. This section also highlights the consequences of non-compliance and the importance of staying up-to-date with changes in the regulatory environment.

6. The sixth part of the document discusses the importance of ethical conduct and corporate social responsibility (CSR). It emphasizes that organizations should operate in a transparent and ethical manner, taking into account the interests of all stakeholders. This section also highlights the role of CSR in enhancing the organization's reputation and long-term sustainability.

7. The seventh part of the document discusses the importance of employee training and development. It emphasizes that organizations should invest in their employees and provide them with the necessary training and resources to perform their jobs effectively. This section also highlights the role of employee development in driving organizational growth and innovation.

8. The eighth part of the document discusses the importance of maintaining accurate financial statements and reports. It emphasizes that organizations should ensure that their financial statements are prepared in accordance with applicable accounting standards and regulations. This section also highlights the role of external auditors in verifying the accuracy of financial statements.

9. The ninth part of the document discusses the importance of maintaining accurate tax records and filings. It emphasizes that organizations should ensure that they are compliant with all applicable tax laws and regulations. This section also highlights the role of tax professionals in providing guidance on tax matters.

10. The tenth part of the document discusses the importance of maintaining accurate legal records and filings. It emphasizes that organizations should ensure that they are compliant with all applicable legal requirements and regulations. This section also highlights the role of legal counsel in providing guidance on legal matters.



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GASB - Governmental Accounting Standards Board
Statements of the Governmental Accounting Standards Board (GASBS)
No. 54: Fund Balance Reporting and Governmental Fund Type Definitions

Statement No. 54 of the Governmental Accounting Standards Board

Fund Balance Reporting and Governmental Fund Type Definitions

February 2009

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Status

Issued: February 2009

Effective Date: For periods beginning after June 15, 2010

Affects: Will supersede NCGAS 1, Summary Statement of Principles No. 3 ¶26 ¶, ¶118 ¶, ¶120, and ¶121
Will amend NCGAS 1, ¶30, ¶91 ¶, and ¶119
Will supersede NCGAI 3, ¶10 ¶
Will amend NCGAI 3, ¶11
Will amend NCGAI 6, ¶4 and ¶5 ¶

Will amend GASBS 14, ¶78 ☐
Will supersede GASBS 25, fn15 ☐
Will supersede GASBS 33, fn13 ☐
Will amend GASBS 33, fn9 ☐
Will supersede GASBS 34, ¶84 ☐
Will amend GASBS 34, ¶37 ☐, ¶64 ☐, ¶65, fn24, and
fn38
Will supersede GASBS 43, fn11 ☐
Will amend GASBS 44, ¶12 ☐
Will supersede GASBI 4, fn3 ☐ and fn6
Will amend GASBI 4, ¶4 and ¶7
Will amend GASBI 6, ¶16 ☐

Affected by: No other pronouncements

Primary Will be codified in 1300 ☐ and 1800 ☐
Codification
Section
Reference:

Summary

The objective of this Statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions. This Statement establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds.

The initial distinction that is made in reporting fund balance information is identifying amounts that are considered *nonspendable*, such as fund balance associated with inventories. This Statement also provides for additional classification as restricted, committed, assigned, and unassigned based on the relative strength of the constraints that control how specific amounts can be spent.

The *restricted* fund balance category includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation. The *committed* fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. Amounts in the *assigned* fund balance classification are intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed. *Unassigned* fund balance is the residual classification for the government's general fund and includes all

spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

Governments are required to disclose information about the processes through which constraints are imposed on amounts in the committed and assigned classifications.

Governments also are required to classify and report amounts in the appropriate fund balance classifications by applying their accounting policies that determine whether restricted, committed, assigned, and unassigned amounts are considered to have been spent. Disclosure of the policies in the notes to the financial statements is required.

This Statement also provides guidance for classifying stabilization amounts on the face of the balance sheet and requires disclosure of certain information about stabilization arrangements in the notes to the financial statements.

The definitions of the general fund, special revenue fund type, capital projects fund type, debt service fund type, and permanent fund type are clarified by the provisions in this Statement. Interpretations of certain terms within the definition of the special revenue fund type have been provided and, for some governments, those interpretations may affect the activities they choose to report in those funds. The capital projects fund type definition also was clarified for better alignment with the needs of preparers and users. Definitions of other governmental fund types also have been modified for clarity and consistency.

The requirements of this Statement are effective for financial statements for periods beginning after June 15, 2010. Early implementation is encouraged. Fund balance reclassifications made to conform to the provisions of this Statement should be applied retroactively by restating fund balance for all prior periods presented.

How the Changes in This Statement Will Improve Financial Reporting

The requirements in this Statement will improve financial reporting by providing fund balance categories and classifications that will be more easily understood. Elimination of the *reserved* component of fund balance in favor of a *restricted* classification will enhance the consistency between information reported in the government-wide statements and information in the governmental fund financial statements and avoid confusion about the relationship between reserved fund balance and restricted net assets. The fund balance classification approach in this Statement will require governments to classify amounts consistently, regardless of the fund type or column in which they are presented. As a result, an amount cannot be classified as restricted in one fund but unrestricted in another. The fund balance disclosures will

give users information necessary to understand the processes under which constraints are imposed upon the use of resources and how those constraints may be modified or eliminated. The clarifications of the governmental fund type definitions will reduce uncertainty about which resources can or should be reported in the respective fund types.

Unless otherwise specified, pronouncements of the GASB apply to financial reports of all state and local governmental entities, including general purpose governments; public benefit corporations and authorities; public employee retirement systems; and public utilities, hospitals and other healthcare providers, and colleges and universities. Paragraph 3 discusses the applicability of this Statement.

Introduction

1. National Council on Governmental Accounting (NCGA) Statement 1, *Governmental Accounting and Financial Reporting Principles*, paragraphs 118–121 ^Q, established the fund balance classifications for governmental funds. Statement No. 34, *Basic Financial Statements— and Management's Discussion and Analysis—for State and Local Governments*, retained those classification requirements. Research conducted after implementation of Statement 34, however, found considerable differences in how governments interpret and apply the standards for fund balance reporting. The differences existed, in part, because certain terms were not well defined, which affected the amounts that were reported as reserved and unreserved fund balances. Consequently, many users have been receiving inconsistent and noncomparable information which reduced its usefulness and led to confusion as to what the information presented in fund balance reporting actually communicated. These concerns were exacerbated by two additional factors. First, different interpretations of certain aspects of the definitions of governmental fund types reduced the comparability of the governmental fund financial statements, because the funds used and the purposes for using them varied significantly from government to government. Second, the introduction of restricted net assets under Statement 34 led to confusion regarding its relationship to reserved fund balance.

2. The objective of this Statement is to improve the usefulness, including the understandability, of governmental fund balance information. This Statement provides more clearly defined categories to make the nature and extent of the constraints placed on a government's fund balance more transparent. It also clarifies the existing governmental fund type definitions to improve the comparability of governmental fund financial statements and help financial statement users to better understand the purposes for which governments have chosen to use particular funds for financial reporting.

Standards of Governmental Accounting and Financial Reporting

Scope and Applicability of This Statement

3. This Statement establishes accounting and financial reporting standards for all governments that report governmental funds. It establishes criteria for classifying fund balances into specifically defined classifications and clarifies definitions for governmental fund types.

4. This Statement supersedes NCGA Statement 1, "Summary Statement of the Principles—Types of Funds," and paragraphs 26, 118, 120, and 121; NCGA Interpretation 3, *Revenue Recognition—Property Taxes*, paragraph 10; GASB Statement No. 25, *Financial Reporting for Defined Benefit Pension Plans and Note Disclosures for Defined Contribution Plans*, footnote 15; GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*, footnote 13; GASB Statement 34, paragraph 84; GASB Statement No. 43, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*, footnote 11; and GASB Interpretation No. 4, *Accounting and Financial Reporting for Capitalization Contributions to Public Entity Risk Pools*, footnotes 3 and 6. In addition, this Statement amends NCGA Statement 1, paragraphs 30, 91, and 119; NCGA Interpretation 3, paragraph 11; NCGA Interpretation 6, *Notes to the Financial Statements Disclosure*, paragraphs 4 and 5; GASB Statement 33, footnote 9; GASB Statement 34, paragraphs 37, 64, and 65 and footnotes 24 and 38; GASB Statement No. 44, *Economic Condition Reporting: The Statistical Section*, paragraph 12; GASB Interpretation 4, paragraphs 4 and 7; and GASB Interpretation No. 6, *Recognition and Measurement of Certain Liabilities and Expenditures in Governmental Fund Financial Statements*, paragraph 16.

Governmental Fund Reporting

Fund Balance Reporting

5. Fund balance for governmental funds should be reported in classifications that comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Some governments may not have policies or procedures that are comparable to those policies that underlie the classifications discussed in paragraphs 10–16 and therefore would not report amounts in all possible fund balance classifications.

Nonspendable Fund Balance

6. The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b)

legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash, for example, inventories and prepaid amounts. It also includes the long-term amount of loans and notes receivable, as well as property acquired for resale. However, if the use of the proceeds from the collection of those receivables or from the sale of those properties is restricted, committed, or assigned, then they should be included in the appropriate fund balance classification (restricted, committed, or assigned), rather than nonspendable fund balance. The corpus (or principal) of a permanent fund is an example of an amount that is legally or contractually required to be maintained intact.

7. For purposes of reporting net assets, Statement 34, paragraph 35, requires amounts that are “required to be retained in perpetuity” to be classified as “nonexpendable” within the restricted net asset category. For fund balance reporting purposes, however, those amounts should be classified as nonspendable rather than restricted.

Restricted Fund Balance

8. Except as provided for in paragraph 7, amounts that are restricted to specific purposes, pursuant to the definition of *restricted* in paragraph 34 of Statement 34, as amended by Statement No. 46, *Net Assets Restricted by Enabling Legislation* ^Q, should be reported as *restricted fund balance*. Fund balance should be reported as restricted when constraints placed on the use of resources are either: impact fee

a. Externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or

b. Imposed by law through constitutional provisions or enabling legislation.

9. *Enabling legislation*, as the term is used in this Statement, authorizes the government to assess, levy, charge, or otherwise mandate payment of resources (from external resource providers) and includes a *legally enforceable* requirement that those resources be used only for the specific purposes stipulated in the legislation. *Legal enforceability* means that a government can be compelled by an external party—such as citizens, public interest groups, or the judiciary—to use resources created by enabling legislation only for the purposes specified by the legislation.

Committed Fund Balance

10. Amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government’s highest level of decision-making authority should be reported as committed fund balance. Those committed amounts cannot be used for any other

purpose unless the government removes or changes the specified use by taking the same type of action (for example, legislation, resolution, ordinance) it employed to previously commit those amounts. The authorization specifying the purposes for which amounts can be used should have the consent of both the legislative and executive branches of the government, if applicable. Committed fund balance also should incorporate contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

11. In contrast to fund balance that is restricted by enabling legislation, as discussed in paragraph 9, amounts in the committed fund balance classification may be redeployed for other purposes with appropriate due process, as explained in paragraph 10. Constraints imposed on the use of *committed* amounts are imposed by the government, separate from the authorization to raise the underlying revenue. Therefore, compliance with constraints imposed by the government that *commit* amounts to specific purposes is not considered to be legally enforceable, as defined in paragraph 9.

12. The formal action of the government's highest level of decision-making authority that commits fund balance to a specific purpose should occur prior to the end of the reporting period, but the amount, if any, which will be subject to the constraint, may be determined in the subsequent period.

Assigned Fund Balance

13. Amounts that are constrained by the government's *intent* to be used for specific purposes, but are neither restricted nor committed, should be reported as assigned fund balance, except for stabilization arrangements, as discussed in paragraph 21. Intent should be expressed by (a) the governing body itself or (b) a body (a budget or finance committee, for example) or official to which the governing body has delegated the authority to assign amounts to be used for specific purposes.

14. Both the committed and assigned fund balance classifications include amounts that have been constrained to being used for specific purposes by actions taken by the government itself. However, the authority for making an assignment is not required to be the government's highest level of decision-making authority. Furthermore, the nature of the actions necessary to remove or modify an assignment is not as prescriptive as it is with regard to the committed fund balance classification. Constraints imposed on the use of assigned amounts are more easily removed or modified than those imposed on amounts that are classified as committed. Some governments may not have both committed and assigned fund balances, as not all governments have multiple levels of decision-making authority.

15. Assigned fund balance includes (a) all remaining amounts (except

for negative balances, as discussed in paragraph 19) that are reported in governmental funds, other than the general fund, that are not classified as nonspendable and are neither restricted nor committed and (b) amounts in the general fund that are intended to be used for a specific purpose in accordance with the provisions in paragraph 13. By reporting particular amounts that are not restricted or committed in a special revenue, capital projects, debt service, or permanent fund, the government has *assigned* those amounts to the purposes of the respective funds. Assignment within the general fund conveys that the intended use of those amounts is for a specific purpose that is narrower than the general purposes of the government itself. However, governments should not report an assignment for an amount to a specific purpose if the assignment would result in a deficit in unassigned fund balance.

16. An appropriation of existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance. As discussed in paragraph 15, assignments should not cause a deficit in unassigned fund balance to occur.

Unassigned Fund Balance

17. Unassigned fund balance is the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund. The general fund should be the only fund that reports a positive unassigned fund balance amount. In other governmental funds, if expenditures incurred for specific purposes exceeded the amounts restricted, committed, or assigned to those purposes, it may be necessary to report a negative unassigned fund balance, as discussed in paragraph 19.

Classifying Fund Balance Amounts

18. Fund balance classifications should depict the nature of the net resources that are *reported* in a governmental fund. An individual governmental fund could include nonspendable resources and amounts that are restricted, committed, or assigned, or any combination of those classifications. Typically, the general fund also would include an unassigned amount. A government should determine the composition of its ending fund balance by applying its accounting policies regarding whether it considers restricted or unrestricted amounts to have been spent when an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available. Similarly, within unrestricted fund balance, the classification should be based on the government's accounting policies regarding whether it considers committed, assigned, or unassigned amounts to have been spent when an expenditure is incurred for

purposes for which amounts in any of those unrestricted fund balance classifications could be used. If a government does not establish a policy for its use of unrestricted fund balance amounts, it should consider that committed amounts would be reduced first, followed by assigned amounts, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

19. The amount that should be reported as nonspendable fund balance, as described in paragraph 6, should be determined before classifying amounts in the restricted, committed, and assigned fund balance classifications, as discussed in paragraph 18. In a governmental fund other than the general fund, expenditures incurred for a specific purpose might exceed the amounts in the fund that are restricted, committed, and assigned to that purpose and a negative residual balance for that purpose may result. If that occurs, amounts assigned to other purposes in that fund should be reduced to eliminate the deficit. If the remaining deficit eliminates all other assigned amounts in the fund, or if there are no amounts assigned to other purposes, the negative residual amount should be classified as *unassigned* fund balance. In the general fund, a similar negative residual amount would have been eliminated by reducing unassigned fund balance pursuant to the policy described in paragraph 18. A negative residual amount should not be reported for restricted, committed, or assigned fund balances in any fund.

Stabilization Arrangements

20. Some governments formally set aside amounts for use in emergency situations or when revenue shortages or budgetary imbalances arise. Those amounts are subject to controls that dictate the circumstances under which they can be spent. Many governments have formal arrangements to maintain amounts for budget or revenue stabilization,¹ working capital needs, contingencies or emergencies, and other similarly titled purposes. The authority to set aside those amounts generally comes from statute, ordinance, resolution, charter, or constitution. Stabilization amounts may be expended only when certain specific circumstances exist. The formal action that imposes the parameters for spending should identify and describe the specific circumstances under which a need for stabilization arises. Those circumstances should be such that they would not be expected to occur routinely. For example, a stabilization amount that can be accessed "in an emergency" would not qualify to be classified within the committed category because the circumstances or conditions that constitute an emergency are not sufficiently detailed, and it is not unlikely that an "emergency" of some nature would routinely occur. Similarly, a stabilization amount that can be accessed to offset an "anticipated revenue shortfall" would not qualify unless the shortfall was quantified and was of a magnitude that would distinguish it from other revenue shortfalls that occur during the normal course of governmental operations.

¹ Throughout this Statement, the term *stabilization* is used to refer to economic stabilization, revenue stabilization, budgetary stabilization, and other similarly intended (including "rainy-day") arrangements.

21. For the purposes of reporting fund balance, stabilization is considered a *specific purpose*, as discussed in paragraph 5. Stabilization amounts should be reported in the general fund as restricted or committed if they meet the criteria set forth in paragraphs 8–11, based on the source of the constraint on their use. Stabilization arrangements that do not meet the criteria to be reported within the restricted or committed fund balance classifications should be reported as *unassigned* in the general fund. A stabilization arrangement would satisfy the criteria to be reported as a separate special revenue fund only if the resources derive from a specific restricted or committed *revenue* source, as required by paragraph 30.

Displaying Fund Balance Classifications on the Face of the Balance Sheets

22. Amounts for the two components of nonspendable fund balance—(a) not in spendable form and (b) legally or contractually required to be maintained intact—as described in paragraph 6, may be presented separately, or nonspendable fund balance may be presented in the aggregate. Restricted fund balance may be displayed in a manner that distinguishes between the major restricted purposes, or it may be displayed in the aggregate. Similarly, specific purposes information for committed and assigned fund balances may be displayed in sufficient detail so that the major commitments and assignments are evident to the financial statement user, or each classification may be displayed in the aggregate.

Fund Balance Disclosures

Fund Balance Classification Policies and Procedures

23. Governments should disclose the following about their fund balance classification policies and procedures in the notes to the financial statements:

a. For *committed* fund balance: (1) the government's highest level of decision-making authority and (2) the formal action that is required to be taken to establish (and modify or rescind) a fund balance commitment

b. For *assigned* fund balance: (1) the body or official authorized to assign amounts to a specific purpose and (2) the policy established by the governing body pursuant to which that authorization is given

c. For the classification of fund balances in accordance with paragraph 18: (1) whether the government considers restricted or unrestricted amounts to have been spent when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available and (2) whether committed, assigned, or unassigned amounts are considered to have been spent when an expenditure is incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

Reporting Encumbrances

24. For governments that use encumbrance accounting, significant encumbrances should be disclosed in the notes to the financial statements by major funds and nonmajor funds in the aggregate in conjunction with required disclosures about other significant commitments. Encumbered amounts for specific purposes for which resources already have been restricted, committed, or assigned should not result in separate display of the encumbered amounts within those classifications. Encumbered amounts for specific purposes for which amounts have not been previously restricted, committed, or assigned should not be classified as unassigned but, rather, should be included within committed or assigned fund balance, as appropriate, based on the definitions and criteria in paragraphs 10-16.

Details of Fund Balance Classifications Displayed in the Aggregate

25. If nonspendable fund balance is displayed in the aggregate on the face of the balance sheet, amounts for the two nonspendable components should be disclosed in the notes to the financial statements. If restricted, committed, or assigned fund balances are displayed in the aggregate, specific purposes information, as required in paragraph 22, should be disclosed in the notes to the financial statements. Governments may display the specific purpose details for some classifications on the face of the balance sheet, as discussed in paragraph 22, and disclose the details for other classifications in the notes to the financial statements.

Stabilization Arrangements

26. Governments that establish stabilization arrangements, even if an arrangement does not meet the criteria to be classified as restricted or committed, should disclose the following information in the notes to the financial statements:

- a. The authority for establishing stabilization arrangements (for example, by statute or ordinance)
- b. The requirements for additions to the stabilization amount

c. The conditions under which stabilization amounts may be spent

d. The stabilization balance, if not apparent on the face of the financial statements.

Minimum Fund Balance Policies

27. If a governing body has formally adopted a minimum fund balance policy (for example, in lieu of separately setting aside stabilization amounts), the government should describe in the notes to its financial statements the policy established by the government that sets forth the minimum amount.

Governmental Fund Type Definitions

28. Governmental fund types include the general fund, special revenue funds, capital projects funds, debt service funds, and permanent funds, as discussed in paragraphs 29–35.

General Fund

29. The general fund should be used to account for and report all financial resources not accounted for and reported in another fund.

Special Revenue Funds

30. Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The term *proceeds of specific revenue sources* establishes that one or more specific restricted or committed revenues should be the foundation for a special revenue fund. Those specific restricted or committed revenues may be initially received in another fund and subsequently distributed to a special revenue fund. Those amounts should not be recognized as revenue in the fund initially receiving them; however, those inflows should be recognized as revenue in the special revenue fund in which they will be expended in accordance with specified purposes. Special revenue funds should not be used to account for resources held in trust for individuals, private organizations, or other governments.

31. The restricted or committed proceeds of specific revenue sources should be expected to continue to comprise a substantial portion of the inflows reported in the fund.² Other resources (investment earnings and transfers from other funds, for example) also may be reported in the fund if those resources are restricted, committed, or assigned to the specified purpose of the fund. Governments should discontinue reporting a special revenue fund, and instead report the fund's remaining resources in the general fund, if the government no longer expects that a substantial portion of the inflows will derive from

restricted or committed revenue sources.

² For revolving loan arrangements that are initially funded with restricted grant revenues, the consideration may be whether those restricted resources continue to comprise a substantial portion of the *fund balance* in the fund's balance sheet.

32. Governments should disclose in the notes to the financial statements the purpose for each major special revenue fund—identifying which revenues and other resources are reported in each of those funds.

Capital Projects Funds

33. Capital projects funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. Capital projects funds exclude those types of capital-related outflows financed by proprietary funds or for assets that will be held in trust for individuals, private organizations, or other governments.

Debt Service Funds

34. Debt service funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest. Debt service funds should be used to report resources if legally mandated. Financial resources that are being accumulated for principal and interest maturing in future years also should be reported in debt service funds.

Permanent Funds

35. Permanent funds should be used to account for and report resources that are restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs—that is, for the benefit of the government or its citizenry. Permanent funds do not include private-purpose trust funds, which should be used to report situations in which the government is required to use the principal or earnings for the benefit of individuals, private organizations, or other governments.

Effective Date and Transition

36. The requirements of this Statement are effective for financial statements for periods beginning after June 15, 2010. Early implementation is encouraged. Fund balance reclassifications made to conform to the provisions of this Statement should be applied retroactively by restating fund balance for all prior periods presented.

RESOLUTION 12-07
A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO
ESTABLISH NEW GOVERNMENTAL ACCOUNTING STANDARDS BOARD
(GASB) 54 REGULATIONS FOR FUND BALANCES

I, Richard DeVecchio, Secretary of the Board of Trustees of the Placentia Library District, of Orange County, California, hereby certify that the above and foregoing Resolution was duly and regularly adopted by the said Board of Trustees at a regular meeting thereof, held on the 20th day of June, 2011, and passed by a majority vote of said Board.

IN WITNESS WHEREOF, I have hereunto set my hand this 20th day of June, 2011.

Richard DeVecchio, Secretary
Board of Trustees of the Placentia Library District

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Placentia Library District Policies #3020-Budget Preparation, #3025-Reserves, #3030-Fixed Asset Accounting and #3035-Investment of District Funds
DATE: June 20, 2011

BACKGROUND

To comply with GASB 54 regulations, the District needs to reflect changes to Placentia Library District Policies #3020-Budget Preparation, #3025-Reserves, #3030-Fixed Asset Accounting and #3035-Investment of District Funds and formally adopt a governmental fund balance policy prior to July 1, 2011.

Attachment A is Placentia Library District Policy #3020-Budget Preparation

Attachment B is Placentia Library District Policy #3025-Reserves

Attachment C is Placentia Library District Policy #3030-Fixed Asset Accounting

Attachment D is Placentia Library District Policy #3035-Investment of District Funds

RECOMMENDATION

Authorize changes to the Placentia Library District Policies #3020, #3025, #3030, and 3035 as presented to conform with current GASB laws.



Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Budget Preparation
POLICY NUMBER: 3020

3020.1 An annual budget proposal will be prepared by the Library Director.

3020.2 A preliminary budget estimate will be presented to the Library Board of Trustees no later than April of each year.

3020.3 The proposed annual budget as will be reviewed and adopted as a first reading by the Board at its regular meeting in ~~May~~June and set for public hearing in ~~June~~July.

3020.4 The proposed annual budget as amended by the Board during its review will be adopted at its regular meeting in ~~June~~July following the public hearing.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Reserves
POLICY NUMBER: 3025

3025.1 The purpose of this policy is to define the purpose and use of undesignated retained earnings.

3025.2 At the end of each fiscal year the Library Director will review fund balances in all District accounts. The Library Director will then recommend to the Library Board of Trustees a transfer of funds into reserves in compliance with this policy.

3025.3 The first priority is the Fund Balance for Placentia Library District General Fund 707 on deposit with the Orange County Auditor. It will include an amount equal to seventy-five percent (75%) of the current year's operating budget. This allows for a six month operating reserve as required by California Government Code Section 53646 (B)(3) and 5% of total operating revenue to protect against unplanned events such as emergency purchases, special project and situations such as a loss of revenue due to an economic down-turn.

3025.4 Funds in excess of those needed to maintain General Fund 707 will be allocated to one of the reserved other funds as recommended by the Library Director and authorized by the Library Board of Trustees during the budget process.

~~**3025.5** Placentia Library District Fund 702 on deposit with the Orange County Auditor will be used for structural repair. Fund 702 will have a maximum balance of \$1,500,000.~~

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~~**3025.6** Placentia Library District Fund 703 on deposit with the Orange County Auditor will be used for automation replacement or upgrades. Fund 703 will have a maximum balance of \$250,000.~~

~~**3025.7** Placentia Library District Fund 706 on deposit with the Orange County Auditor will be used for bond redemption and debt management. Fund 706 will have a maximum balance of \$250,000.~~

~~**3025.8** Placentia Library District Fund 708 on deposit with the Orange County Auditor will be used for employee sick leave payoff. Fund 708 will have a maximum balance of \$75,000.~~

~~**3025.5** Placentia Library District Emergency Payroll Fund on deposit with a financial institution located in the City of Placentia as selected by the Library Board of Trustees will be used for meeting payroll expenses whenever funds are not available from the Orange County Treasurer. The Emergency Payroll Fund will have a maximum balance of three payroll transfers for the current fiscal year or \$100,000, whichever is greater.~~

3025.56 Placentia Library District ~~General County Exempt Fund~~ checking and savings on deposit with a financial institution selected by the Library Board of Trustees will be used for managing gifts, meeting room, passport check processing, test proctoring and other miscellaneous income and expenses. Tax revenues will not be deposited into the ~~General County Exempt Fund~~ checking or savings. The ~~General Fund County Exempt~~ checking and savings accounts combined will have a maximum balance of \$500,000 each. ~~County Exempt Funds~~ in excess of the maximum balance may be invested by the Library Board of Trustees to be used for the purpose designated at the time of the investment or transferred to the County of Orange reserved investment pool.

3025.7 ~~Placentia Library District Literacy Fund~~ on deposit with a financial institution selected by the Library Board of Trustees will be used for managing gifts and miscellaneous income and expenses for the Placentia Library District Literacy Program. The ~~Literacy Fund~~ will have a maximum balance of \$50,000. ~~Literacy Funds~~ in excess of the maximum balance may be invested by the Library Board of Trustees to be used for the purpose designated at the time of the investment.

3025.68 In cases of financial emergency the Placentia Library District Library Board of Trustees may transfer funds from any of the reserve funds to Placentia Library District General Fund 707.

3025.7 Government Accounting Standards Board (GASB) Statement 54 In February 2009, the Government Accounting Standards Board published Statement No. 54, which established accounting and financial reporting standards for all governments that report governmental funds. This statement divides the fund balance into five classifications:

3025.7.1 Nonspendable Fund Balance includes amounts that cannot be spent because they are either (1) not in spendable form or (b) legally or contractually required to be maintained intact. The "not in spendable form" criterion includes items that are not expected to be converted to cash, e.g., inventories and prepaid amounts.

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3025.7.2 Restricted Fund Balance includes amounts that have constraints that are either (1) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or (2) imposed by law through constitutional provisions or enabling legislations.

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3025.7.3 Committed Fund Balance includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision making authority.

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3025.7.4 Assigned Fund Balance includes amounts that are constrained by the government's "intent" to be used for specific purposes, but are neither restricted nor committed except for stabilization arrangements. Intent should be expressed by (1) the governing body itself or (2) a body (a budget or finance committee, for example) or official to which the governing body has delegated the authority to assign amounts to be used for specific purposes.

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3025.7.5 Unassigned Fund Balance is the residual classification for the general fund. This classification represents the fund balance that has not been assigned to other funds and that has not been restricted, committed or assigned to specific purposes within the general fund. In other

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governmental funds, if expenditures incurred for specific purposes exceeded the amounts restricted, committed, or assigned to those purposes, it may be necessary to report a negative unassigned fund balance.

3025.7.6 In addition to the new five fund balance classifications, GASB 54 also makes clear the definition of special revenue – for financial reporting purposes, a special revenue fund may only be established around one or more revenue sources that are restricted or committed to purposes other than capital projects or debt service.

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3025.7.7 Only General Fund 707 and 9850 General Reserves has an unassigned category since money remaining in any other fund is automatically designated or assigned to the purposes of that fund. Below is the list of the Placentia Library District's special funds and their expected ending fund balance classifications.

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702-Equipment & Structural Repair Fund-Assigned Fund

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703-Automated Replacement -Assigned Fund

706-Interest & Sinking Bond Redemption-Assigned Fund

708-Unused Sick Leave Payoff Reserve-Assigned Fund

9850-General Reserves –Unassigned Fund

Impact Fees-Restricted by California Environmental Quality Act (CEQA)

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Emergency Payroll-Assigned Fund

3025.7.8 Unassigned fund, 9850-General Reserves will be used to protect against unplanned events such as emergency purchases, special project and situations such as a loss of revenue due to an economic down-turn or as designated by the Board of Trustees.

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3025.7.9 Library Director is authorized to assign resources and ending fund balances as applicable to all funds classified as Assigned Funds and Unassigned Funds.

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Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Fixed-Asset Accounting
POLICY NUMBER: 3030

3030.1 The purpose of this policy is to ensure proper accounting control resulting in the maintaining of accurate financial reports of fixed assets.

3030.2 An accounting, or inventory, of all fixed assets will be conducted on an annual basis. After the conclusion of said inventory, the Library Director will certify its completeness and report the results thereof to the Board of Directors at its regular meeting in January~~August~~.

3030.3 Applicable purchases for inclusion in said accounting will be the following:

3030.3.1 Equipment and tools that individually have an original total cost of more than \$5,000;

3030.3.2 All land and building acquisitions regardless of price; and,

3030.3.3 Additions or major improvements to the District's service infrastructure.

3030.4 When any item defined in Section 3030.3.1 above is received, a tag with a unique identification number will be affixed to said item, and the number recorded in the permanent inventory records.

3030.5 Permanent inventory records will be maintained in either a paper file or electronic (computer data base) format. Said records will be updated whenever a change in the status of a particular fixed asset occurs (e.g., original purchase, sale, destruction, loss, theft, etc.).

3030.6 Information to be maintained in said inventory records will include at least the following:

3030.6.1 Asset number;

3030.6.2 Description;

3030.6.3 Manufacturer's serial number;

3030.6.4 Storage location;

3030.6.5 Original cost;

3030.6.6 Acquisition date;

3030.6.7 Life expectancy; and,

3030.6.8 Classification code (e.g., office equipment, electronic, etc.).

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Investment of District Funds
POLICY NUMBER: 3035

3035.1 PREMISE

The Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (California Government Code (CGC) §53600.6 and §53630.1); and,

Government Code Sections 5921 and 53601, et seq., allow the legislative body of a local agency to invest surplus monies not required for the immediate necessities of the local agency; and,

The treasurer or fiscal officer of a local agency is required to annually prepare and submit a statement of investment policy and such policy, and any changes thereto, is to be considered by the local agency's legislative body at a public meeting (CGC §53646(a)).

For these reasons, and to ensure prudent and responsible management of the public's funds, it is the policy of Placentia Library District to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all statutes governing the investment of Placentia Library District's funds.

3035.2 SCOPE

This investment policy applies to all financial assets of Placentia Library District. These funds are accounted for in the Independent Annual Financial Report and include:

Demand Account:	Investments:
General Fund	Local Agency Investment Fund
_____ County Exempt Fund	
_____ Literacy Fund	
_____ Payroll Fund	

3035.3 PRUDENCE

Investments will be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own

affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials will be the "prudent investor" standard (CGC §53600.3) and will be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence will be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations for expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

3035.4 OBJECTIVES

As specified in CGC §53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives of the investment activities, in priority order, will be:

3035.4.1 Safety: Safety of principal is the foremost objective of the investment program. Investments of Placentia Library District will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

3035.4.2 Liquidity: The investment portfolio will remain sufficiently liquid to enable Placentia Library District to meet all operating requirements which might be reasonably anticipated.

3035.4.3 Return on Investments: The investment portfolio will be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

3035.5 DELEGATION OF AUTHORITY

California Education Code Section 19658 Provides that the revenue from the tax, together with all money acquired by gift, devise, bequest, or otherwise, for the purposes of the library, will be aid into the county treasury, to the credit of the library fund of the district in which the tax is collected, subject only to the order of the library trustees of the district. If payment into the treasury is inconsistent with the terms or conditions of any gift, devise, or bequest, the board of library trustees will provide for the safety and preservation of the fund, and the application thereof to the use of the library, in accordance with the terms and conditions of the gift, devise or bequest.

Authority to manage the investment program is derived from California Government Code Sections 53600, et seq. Management responsibility for the investment program is hereby delegated to the Library Director, who will establish written procedures for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, PSA repurchase agreements, wire transfer agreements, collateral/depository agreements and banking services contracts, as appropriate. Such procedures will include explicit delegation of authority to persons responsible for investment transactions. No person may

engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Library Director. The Library Director will be responsible for all transactions undertaken and will establish a system of controls to regulate the activities of subordinate officials. Under the provisions of California Government Code §53600.3, the Library Director is a trustee and a fiduciary subject to the prudent investor standard.

3035.6 ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process will refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

3035.7 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Library Director will maintain a list of financial institutions, selected on the basis of credit worthiness, financial strength, experience and minimal capitalization authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness that are authorized to provide investment and financial advisory services in the State of California. No public deposit will be made except in a qualified public depository as established by state laws.

For brokers/dealers of government securities and other investments, the Library Director will select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the Library Director will have received from said firm a signed Certification Form. This form will attest that the individual responsible for Placentia Library District's account with the firm has reviewed Placentia Library District's Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to Placentia Library District that are appropriate under the terms and conditions of the Investment Policy.

3035.8 AUTHORIZED AND SUITABLE INVESTMENTS

Placentia Library District is empowered by California Government Code §53601, et seq., to invest in the following:

3035.8.1 Bonds issued by Placentia Library District.

3035.8.2 United State Treasury Bills, Notes & Bonds.

3035.8.3 Registered state warrants or treasury notes or bonds issued by the State of California.

3035.8.4 Bonds, notes, warrants or other evidence of debt issued by a local agency within the State of California, including pooled investment accounts sponsored by the

State of California, County Library Directors, other local agencies or Joint Powers Agencies.

3035.8.5 Obligations issued by agencies or instrumentalities of the United States Government.

3035.8.6 Bankers' acceptances with a term not to exceed 270 days. Not more than 40% of surplus funds can be invested in bankers' acceptances and no more than 30% of surplus funds can be invested in the ~~bankers~~ banker's acceptances of any single commercial bank.

3035.8.7 Prime commercial paper of U.S. corporations with assets greater than \$500 million, with a term not to exceed 180 days and the highest ranking issued by Moody's Investors Service (Moody's) or Standard & Poor's Corporation (S&P). Commercial paper cannot exceed 15% of total surplus funds, provided that, if the average maturity of all commercial paper does not exceed 31 days, up to 30% of surplus funds can be invested in commercial paper.

3035.8.8 Negotiable certificates of deposit issued by federally or state chartered banks or associations. Not more than 30% of surplus funds can be invested in certificates of deposit.

3035.8.9 Repurchase/reverse repurchase agreements of any securities authorized by this section. Securities purchased under these agreements will be no less than 102% of market value. (See special limits in CGC §53601.i.)

3035.8.10 Medium term notes (not to exceed 5 years) of U.S. corporations rated "A" or better by Moody's or S&P. Not more than 30% of surplus funds can be invested in medium term notes.

~~**3035.8.11** Shares~~ **3035.8.11** Shares of beneficial interest issued by diversified management companies (money market mutual funds) investing in the securities and obligations authorized by this Section. Such funds must carry the highest rating of at least two of the three largest national rating agencies. Not more than 15% of surplus funds can be invested in money market mutual funds.

3035.8.12 Funds held under the terms of a trust indenture or other contract or agreement may be invested according to the provisions of those indentures or agreements.

3035.8.13 Collateralized bank deposits with a perfected security interest in accordance with the Uniform Commercial Code (UCC) or applicable federal security regulations.

3035.8.14 Any mortgage pass-through security, collateralized mortgage obligation, mortgaged backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass-through certificate or consumer receivable backed bond of a maximum maturity of five years. Securities in this category must be rated AA or better

by a nationally recognized rating service. Not more than 30% of surplus funds may be invested in this category of securities.

3035.8.15 Any other investment security authorized under the provisions of CGC §5922 and §53601. (Also, see CGC §53601 for a detailed summary of the limitations and special conditions that apply to each of the above listed investment securities. CGC §53601 is included by reference in this investment policy.)

3035.8.15.1 Prohibited Investments. Under the provisions of CGC §53601.6 and §53631.5, Placentia Library District will not invest any funds covered by this Investment Policy in inverse floaters, range notes, interest-only strips derived from mortgage pools or any investment that may result in a zero interest accrual if held to maturity.

3035.9 COLLATERALIZATION

All certificates of deposits must be collateralized by U.S. Treasury Obligations. Collateral must be held by a third party trustee and valued on a monthly basis. The percentage of collateralization on repurchase and reverse repurchase agreements will adhere to the amount required under CGC §53601(i)(2).

3035.10 SAFEKEEPING AND CUSTODY

All security transactions entered into by Placentia Library District will be conducted on delivery-versus-payment (DVP) basis. All securities purchased or acquired will be delivered to Placentia Library District by book entry, physical delivery or by third party custodial agreement as required by CGC §53601.

3035.11 DIVERSIFICATION

Placentia Library District will diversify its investments by security type and institution. It is the policy of Placentia Library District to diversify its investment portfolio. Assets will be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of securities. Diversification strategies will be determined and revised periodically. In establishing specific diversification strategies, the following general policies and constraints will apply:

3035.11.1 Portfolio maturities will be matched versus liabilities to avoid undue concentration in a specific maturity sector.

3035.11.2 Maturities selected will provide for stability of income and liquidity.

3035.11.3 Disbursement and payroll dates will be covered through maturities investments, marketable U.S. Treasury bills or other cash equivalent instruments such as money market mutual funds.

3035.12 REPORTING

In accordance with CGC §53646(b)(1), the Library Director will submit to each member of the Board of Directors a monthly~~quarterly~~ investment and cash report. The report will include a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values and the current market values of each component of the portfolio, if applicable, including funds managed for Placentia Library District by third party contracted managers. The report will also include the source of the portfolio valuation, if applicable. As specified in CGC §53646 (e), if all funds are placed in LAIF, FDIC-insured accounts and/or in a county investment pool, the foregoing report elements may be replaced by copies of the latest statements from such institutions. The report must also include a certification that: (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy; and, (2) Placentia Library District will meet its expenditure obligations for the next six months as required by CGC §53646(b)(2) and (3), respectively. The Library Director will maintain a complete and timely record of all investment transactions.

3035.13 INVESTMENT POLICY REVIEW

This Investment Policy will be reviewed on an annual basis, and the Board of Trustees must approve modifications.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Review and Discuss Air Duct and Vent Cleaning Bids
DATE: June 20, 2011

BACKGROUND

At the April 7, 2011 Library Board of Trustees work session, Library Staff was directed to post a Request For Proposal for Duct and Vent cleaning. The Library received three proposals from licensed professional air duct and vent cleaning companies. The cleaning will be scheduled according to work and office areas and will require approximately 10 business days to complete.

Attachment A is the quote from Airtek Indoor Air Solutions -- \$9,500.00

Attachment B is the quote from Disaster Kleenup/Better Floor and Restorations -- \$10,625.00

Attachment C is the quote from Emercon Construction, Inc. -- \$9,953.20

Fiscal Impact: \$11,000.00 to be drawn from the General Fund.

RECOMMENDATIONS

1. Award contract to Disaster Kleenup/Better Floors and Restorations for service of cleaning the library's air duct and vents as described in Disaster Kleenup/Better Floors and Restorations bid dated February 17, 2011; and
2. Approve contract by a roll call vote.



The HVAC Inspection, Maintenance
and Restoration Association



Customer Billing Information

Name	Placentia Public Library		
Address	411 East Chapmand Avenue		
City	Placentia	State	CA Zip 92870
Phone	714-528-1925	Fax	
Contact	Edgar Pineda	Email	epineda@placentialibrary.org

Project Information

Name	Placentia Public Library		
Address	411 East Chapmand Avenue		
City	Placentia	State	CA Zip 92870
Phone	714-528-1925	Mobile	714-414-6838
Fax		Email	epineda@placentialibrary.org
Contact	Edgar Pineda		

Service

Duct Cleaning	\$9,500.00
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Details

Estimated Start Date:	Total Amount:	\$9,500.00
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SCOPE OF WORK: CLEANING AND SANITIZING OF 2 AIR HANDLER UNITS AND THE ASSOCIATED DUCT WORK.

LOCATION: ADMINISTRATION AREAS AND OFFICES, MEETING ROOMS, RESTROOMS, LOBBY, ADULT AND CHILDREN LIBRARY,
(ALL ROOMS 1-11 OF THE FLOOR PLAN LEGEND)

PROCEDURES:

Cleaning of the air ducts:

- a) Cut access into the ductwork as needed for proper cleaning. Cover any access points at the completion of the job to current SMACNA standards.
- b) Hand vacuuming and brushing the interior of the ductwork using our rotating brush, cable equipment, and H.E.P.A collection negative air equipment as needed.
- c) Brush and vacuum all turning vanes and air dampers to remove dirt and debris and return them back to their original position.
- d) Fogging any externally insulated ductwork with an EPA approved sanitizer during the cleaning as needed.
- e) Remove where necessary any supply and return registers and hand clean. (All supply and return registers will be hand cleaned and if removed, will be returned to original locations).
- f) All work is completed and certified per N.A.D.C.A. standards. (National Air Duct Cleaners Association)

Air Handler(s) Cleaning:

- a) Hand vacuum the interior surfaces of the return and supply plenums and supply fan(s) of the associated Air Handler unit (furnace, a/c unit).
- b) Clean A/C coil with H.E.P.A vacuums and high pressure air. If the coil(s) are heavily impacted with debris a low volume high pressure wet wash will be introduced.
- c) Repair any minor damages to insulation with in the air handlers.

Protection to property:

- a) Cover sensitive areas with plastic drop cloths including furniture ,computers, etc. and put down cloth pads on hardwood floors.
- b) All books will be covered and protected during project work hours.

Completion of work day:

- a) Remove all protective drop cloths and pads.
- b) Vacuum floors if necessary.
- c) Dispose of any debris generated during work in customers appropriate waste area.

Option 1:

work to be done with in 2 fridays, 10-12 hours per friday. start time will be 8am each work day.

Option 2:

work to be done with in 3 fridays, 8 hours per friday. start time will be 8am each work day.

Cost-A) For the 1 air handler and associated duct work feeding the adult library, childrens library and audio visual work room = \$5700.00

Cost-B) For the 1 air handler and associated duct work feeding the adminstration areas, lobby, meeting room and all other areas and rooms not in cost A = \$3800.00

1. Air-Tek will be permitted free and timely access to all areas and equipment requiring service and will be permitted to start and to stop equipment as necessary to perform those services. All of the work performed will be performed during Air-Tek's normal working hours or a charge for overtime service will be invoiced.
2. All materials and parts used in the performance of these services are guaranteed by the manufacturer and subject to the terms of their limited warranty. Air-Tek guarantees its technical service labor in regards to the specific repairs noted for 30 days. Any new repairs in the future will be serviced at our regular service rates.
3. Customer has 72 hours to cancel this agreement. After this period, all deposits will be forfeited.
4. Air-Tek will use normal care in performing this service, but shall not be liable for failure to discover conditions necessitating repairs or replacements, nor shall any inspections be construed as an approval or guarantee of the equipment.
5. Customer shall be responsible for all taxes applicable to service or materials. Air-Tek will not be liable for any loss, damage, or delay caused by the unavailability of equipment, materials or machinery, shipping delays, labor actions, lockouts, civil authority, insurrections or riot, action of the elements, nature, or any other force beyond its control. Air-Tek will in no way be responsible for loss of use, loss of profit, increased operating or maintenance expenses, claims of customers, tenants or clients, or for any special, indirect or consequential damages.
6. If Air-Tek must commence legal action to recover amounts payable under this contract, our customer will be liable for all court and attorney costs.
7. Air-Tek must be supplied with all pertinent material safety data sheets (MSDS) according to Osha's hazard communication standards. Air-Tek requires notification from our customer about any areas in the subject facility which may present a hazard of any type to our company representatives. Any hazardous materials will be removed by a licensed abatement company.
8. Customer shall, to the fullest extent permitted by law, indemnify and hold harmless Air-Tek and its employees from and against all claims, damages, losses, expenses, and attorney's fees arising out of or resulting from performance of work under this agreement provided that such claim, damage, or loss is caused in whole or in part by any active or passive act or omission by our customer.
9. Air-Tek will fully comply with the federal regulations mandated by Section 608 of the 1992 Federal Clean Act.
10. Price quotes above are based upon present condition and that the proposal will be accepted within 30 days. All work will be in compliance with local codes and manufacturer's recommendations. Customer is responsible for any applicable permits.
11. As a condition of performance, payments are to be made on a progress basis. Invoice payment must be made within thirty (10) days of receipt. Any alterations or deviation from the above proposal involving extra cost of materials or labor will become an extra charge over the sum stated above. This proposal will become a binding Agreement only after acceptance by customer and approval by an officer of contractor as evidenced by their signature below. This Agreement sets forth all terms and conditions binding upon the parties here to on the last page here of, and no person has the authority to make claim, representation, promise or condition n behalf of Contractor which is not expressed herein.

_____	_____
Customer Signature	Date
_____	_____
Customer (Print)	Date

_____	_____
AirTek Representative Signature	Date
Tony Olguin	5/4/2011
_____	_____
AirTek Representative (Print)	Date

"THREE DAY RIGHT TO CANCEL"

Project: _____

Enter Date of Transaction

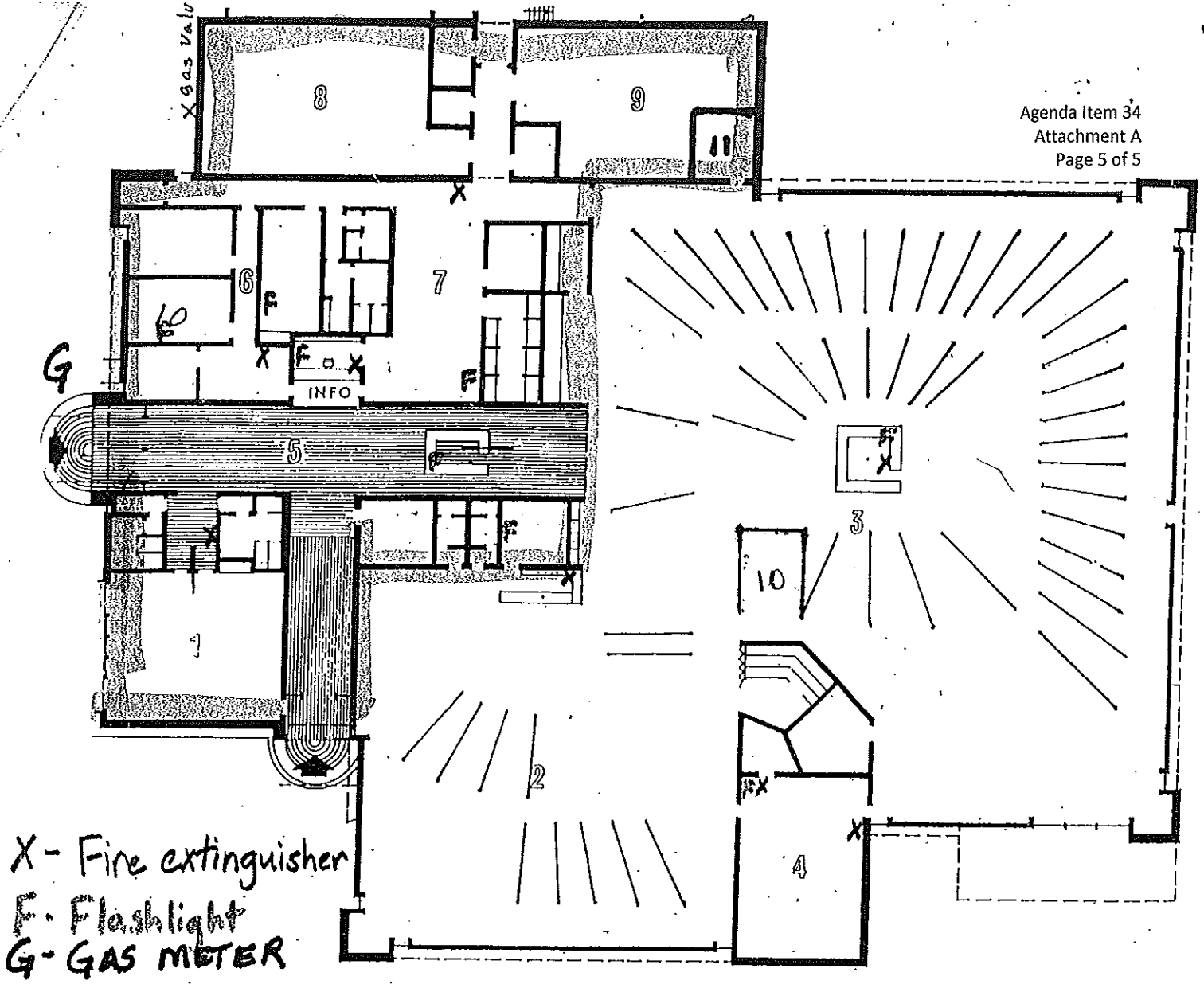
You, the Buyer, have the right to cancel this contract within three (3) business days. You may cancel by e-mailing, mailing, faxing, or delivering a written notice to the contractor at the contractor's place of business by midnight of the third business day after you received a signed and dated copy of the contract that includes this notice. Include your name, your address, and the date you received the signed copy of the contract and this notice.

If you cancel, the contractor must return to you anything paid within 10 days of receiving the notice of cancellation. For your part, you must make available to the contractor at your residence, in substantially as good condition as you received it, any goods delivered to you under the contract or sale. Or, you may, if you wish, comply with the contractor's instructions on how to return the goods at the contractor's expense and risk. If you do make the goods available to the contractor and the contractor does not pick them up within 20 days of the date of your notice and cancellation, you may keep them without any further obligation. If you fail to make the goods available to the contractor, or if you agree to return the goods to the contractor and fail to do so, then you remain liable for performance of all obligations under the contract.

To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a fax, to Alliance, 8390 Juniper Creek Lane, San Diego, CA 92126, fax 858-430-0680 or e-mail to dianejones@air-tek.net, not later than midnight of _____ (Date)

I hereby cancel this transaction. _____ (Date).

(Customer's Signature)



X - Fire extinguisher
F - Flashlight
G - GAS METER

10 Computer Lab.



FLOOR PLAN

LEGEND

- 1 /MEETING ROOM
- 2 CHILDREN LIBRARY
- 3 ADULT LIBRARY
- 4 AUDIO-VISUAL WORK ROOM
- 5 LOBBY
- 6 ADMINISTRATIVE OFFICES
- 7 WORK ROOM
- 8 MECHANICAL EQUIPMENT ROOM

PLACENTIA
PUBLIC LIBRARY

LACENTIA, CALIFORNIA

STACK LOCATIONS 2-87

|| California Room





Disaster Kleenup / Better Restorations

Client: Placentia Library
Property: 411 E. Chapman Ave.
Placentia, CA 92870

Operator Info:
Operator: AMANDA

Estimator: Chad Laffoon Business: (714) 524-8500 x 111

Reference:
Company: Better Floors & Restorations

Type of Estimate: <NONE>
Date Entered: 2/18/2011 Date Assigned: 2/17/2011
Date Est. Completed: 2/18/2011 Date Job Completed:

Price List: CAOG7X_FEB11
Restoration/Service/Remodel
Estimate: 47253-DUCTCLN
File Number: 47277

The attached estimate represents labor and materials to clean all duct runs, register covers and air handler units. Bid has been broken out as requested to reflect costs for the main public areas and employee back office areas. Job duration will be approximately 5-10 days. Work can be performed after hours Monday-Thursday or Fridays for the provided bid price.

Fee Summary:

Duct Cleaning Services Total: \$10,625.00



47253-DUCTCLN

Library

Duct Cleaning

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
145. Duct Cleaning (Main library -Public Areas)	1.00 EA	0.00	6,262.00	6,262.00
146. Duct Cleaning (Office Areas and Main Entry Hallways) Yellow marked areas on diagram supplied	1.00 EA	0.00	4,363.00	4,363.00
Totals: Duct Cleaning				10,625.00
Total: Library				10,625.00
Line Item Totals: 47253-DUCTCLN				10,625.00

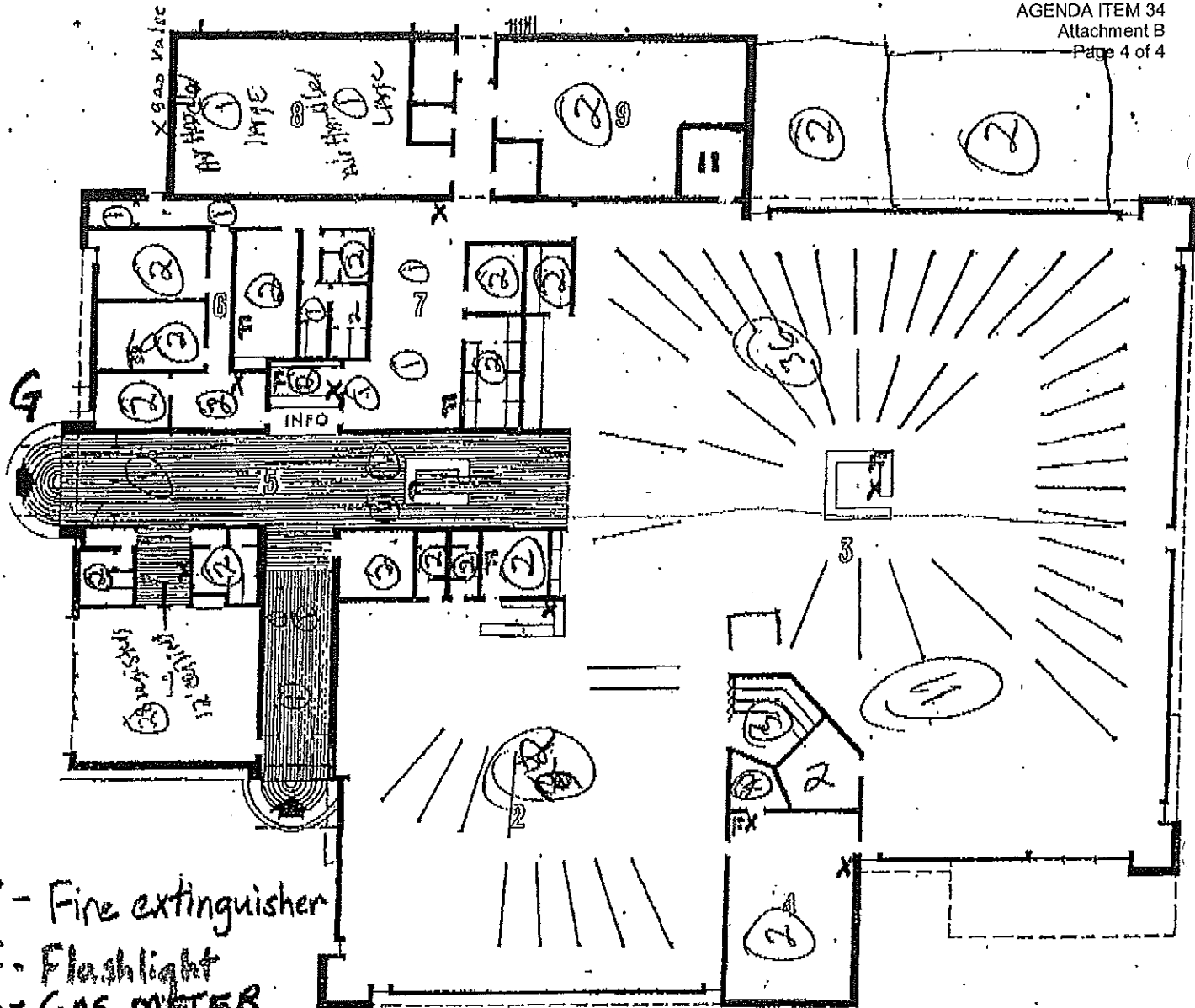


Disaster Kleenup / Better Restorations

Summary

Line Item Total	10,625.00
Replacement Cost Value	<u>\$10,625.00</u>
Net Claim	<u>\$10,625.00</u>

Chad Laffoon



X - Fire extinguisher
 F - Flashlight
 G - GAS METER

12' CEILING
 (#) = DUCTS
 2 AIR HANDLERS
 (VERY LARGE)



FLOOR PLAN

NORTH

LEGEND

- 1 / MEETING ROOM
- 2 CHILDREN LIBRARY
- 3 ADULT LIBRARY
- 4 AUDIO-VISUAL WORK ROOM
- 5 LOBBY
- 6 ADMINISTRATIVE OFFICES
- 7 WORK ROOM

PLACENTIA PUBLIC LIBRARY

PLACENTIA, CALIFORNIA

STACK LOCATIONS 2-87

Emercon Construction, Inc.

2906 E. Coronado Street
Anaheim, CA 92806
(714) 630-9615
(714) 630-6071 FAX
Contractors License #525903

Client: Placentia Library
Property: 411 E. Chapman
Placentia, CA 92870

Contact 1: (714) 528-1906 x 203

Operator Info:

Operator: EMERCON

Estimator: Joseph F. Gildner Jr.
Position: Estimating & Sales
Company: Emercon Construction, Inc.
Business: 2906 E. Coronado St.
Anaheim, CA 92806

Business: (714) 630-9615 x 136

Type of Estimate:

Date Entered: 2/8/2011

Date Assigned:

Price List: CAOG7X_FEB11
Labor Efficiency: Restoration/Service/Remodel
Estimate: C4789JGC

NOTE: THIS ESTIMATE INCLUDES ONLY THE WORK OUTLINED IN THE ABOVE TYPED SCOPE. ANY ADDITIONAL WORK WILL BE CONSIDERED SUPPLEMENTAL TO THIS BID AND BILLED AS SUCH. PRICE OF MATERIAL IS SUBJECT TO CHANGE BASED ON MARKET CONDITIONS.

NOTE: THIS BID IS EFFECTIVE FOR 30 DAYS FROM DATE OF ESTIMATE.

Emercon Construction, Inc.

2906 E. Coronado Street
Anaheim, CA 92806
(714) 630-9615
(714) 630-6071 FAX
Contractors License #525903

C4789JGC

C4789JGC

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
<p>HVAC Overview: The following is an estimate to clean the existing ducting for the two heating and air conditioning systems which provide climate control for the facility located at the above listed job location. We have provided one price for the system for the offices and a second price for the main library area. Considerations for the pricing of the estimate are as follows. There is a tremendous amount of ducting. Access is limited. Each of the main trunk lines contains at least one fire damper. Damper turning veins at each elbow and damper quadrants in each branch run. Most of the returns for the offices are ducted. Some of the returns for the main library area are ducted and some of them are wild. This means the area over the ceiling is acting as a plenum allowing air to be drawn over the ceiling back to the air handler. Where the returns are wild the grills will be cleaned and the intake of the system will be cleaned but without removing all of the ceiling tiles it is not possible to clean the entire area over the ceiling. Keeping clean filters will keep any debris from being circulated through out the ducted portions of the system. The library is closed on Fridays. We would suggest doing the project in two phases. The first for the office areas and the second for the remaining portion of the library. This estimate is not based upon prevailing wage and to keep costs to a minimum the work will be performed during regular hours on Friday when the library is closed.</p>				
Total: C4789JGC				0.00

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
<p>NOTE: The HVAC system will need to be cleaned in conjunction with the cleaning outlined in the following scope of work. Prices quoted are for cleaning performed during normal business hours.</p>				
Totals: Main Level				0.00

Heat, Vent, & Cool

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
63. Clean ductwork - Interior	1.00 EA	0.00	4,141.60	4,141.60
<p>Work description: Remove and clean all the supply and return grills for this system. Disassemble and clean all of the main trunk lines and branch runs for both the supply and return ducting for this system. Disassemble and clean the existing air handler which provides air distribution for this area of the building. Reassemble the system. Install new filters and test the operation of the system.</p>				
65. Clean ductwork - Interior	1.00 EA	0.00	5,811.60	5,811.60
<p>Work Description: Remove and clean all of the supply and return grills for this system. Disassemble and clean all of the main trunk lines and branch runs for all of the supply and return ducting for this system. Disassemble and clean the existing air handler which provides air distribution for this area of the building. reassemble the system. Install new filters and test the operation of the system.</p>				
Totals: Heat, Vent, & Cool				9,953.20
Line Item Totals: C4789JGC				9,953.20

Emercon Construction, Inc.

2906 E. Coronado Street
Anaheim, CA 92806
(714) 630-9615
(714) 630-6071 FAX
Contractors License #525903

Summary

Line Item Total	9,953.20
Replacement Cost Value	\$9,953.20
Net Claim	\$9,953.20

Joseph F. Gildner Jr.
Estimating & Sales

Emercon Construction, Inc.

2906 E. Coronado Street
Anaheim, CA 92806
(714) 630-9615
(714) 630-6071 FAX
Contractors License #525903

Recap by Category

Items	Total	%
CLEANING	9,953.20	100.00%
Subtotal	9,953.20	100.00%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: California Special District Association (CSDA) Bylaws Amendments

DATE: June 20, 2011

Background

CSDA has proposed a change in its current bylaws, in particular, Article VIII – Local Chapters. Under Section 2, Organizations, the amendment reads:

The Regular voting members of the CSDA are encouraged to create and establish local chapters. Each of the following existing chapters must have at least one (1) CSDA member in their membership at all times: Alameda, Butte, Contra Costa, Kern, Marin, Monterey, Orange (ISDOC), Placer, Sacramento, San Bernardino, San Diego, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara and Ventura. These existing chapters are strongly encouraged to have all district members as CSDA members, however, the existing local chapter may include members of local organizations, districts and professionals who are not members of CSDA.

New chapters formed after {DATE OF BYLAWS UPDATE} are required to have 100 percent of their district members as CSDA members in order to be a chapter affiliate of CSDA. The existing local chapter may include members of local organizations and professionals who are not members of CSDA.

Local chapters shall be determined to be affiliates of the CSDA upon approval and ratification by the Board of Directors of the CSDA. The chapter shall be required to provide updated membership lists to the CSDA at least annually.

CSDA and its local chapters shall not become or deem to be partners or joint ventures with each other by reason of the provisions of these Bylaws.

The proposed changes will not affect any existing CSDA chapter or its members. The change is for newly formed chapters only and would require these new chapters to have 100% of their members as dues paying members of CSDA.

Attachment A is a copy of the memorandum from Jo MacKenzie, CSDA Board President and Neil McCormick, CSDA Executive Director regarding the proposed bylaws amendments.

Recommendations

- 1) Approve the proposed CSDA Bylaws Amendments as presented; and,
- 2) Authorize President Wood to sign and submit the ballot on behalf of the Placentia Library District.



MEMORANDUM

DATE: June 1, 2011

TO: California Special Districts Association (CSDA) Voting Members

FROM: Jo MacKenzie, CSDA Board President
Neil McCormick, CSDA Executive Director

SUBJECT: Proposed CSDA Bylaws Amendments

The CSDA Board of Directors has approved that attached recommended changes to the CSDA Bylaws to bring forward to CSDA voting members for consideration.

These recommended changes only affect one section of the bylaws (Article VIII – Local Chapters) as indicated in the attached document. The main reason for the proposed change to the bylaws is to require all newly formed chapters to have 100% of their members as dues paying members of the state association (CSDA) as well.

Approving this bylaws change will not affect any existing CSDA chapter or its members. This is for newly formed chapters only.

CSDA strongly encourages all chapters to promote membership in CSDA at the statewide level as it significantly helps in supporting the wide variety of efforts by the association throughout California and delivered on behalf of all districts. Ultimately, CSDA is trying to build and strengthen the relationship and connection between the statewide organization and chapters so we can better work together, communicate and have consistency in membership which makes us stronger.

The proposed changes are indicated in mark-up form on the attached excerpt from the Bylaws. A full version of the current CSDA bylaws can be found online at www.csda.net/bylaws.

Once your district has reviewed the proposed CSDA bylaws updates, please use the enclosed official ballot with the prepaid postage to cast your vote by mail in favor or not in favor of the changes. **Completed ballots must be received by Friday, July 29, 2011 at 5:00 pm to be counted.** Only official and fully completed ballots returned via regular mail will be counted. The results of the Bylaws ballot will be announced in the CSDA e-News and on the CSDA website -- www.csda.net. If approved, the updated bylaws will take effect on August 1, 2011.

If you have any questions or require hard copies of any of these documents, you may contact Charlotte Lowe, Executive Assistant at charlottel@csda.net or (916) 442-7887.

Thank you for your participation and continued support of CSDA!

ARTICLE VIII – LOCAL CHAPTERS

Section 1. Purpose:

The purpose of local chapters is to provide a local forum of members for the discussion, consideration and interchange of ideas concerning matters relating to the purposes and powers of special districts and the CSDA.

The local chapters may meet to discuss issues bearing upon special districts and the CSDA. The chapters may make recommendations to the CSDA's Board of Directors.

Section 2. Organization:

The regular voting members of the CSDA are encouraged to create and establish local chapters. Each of the following existing chapters must have at least one (1) CSDA member in their membership at all times: Alameda, Butte, Contra Costa, Kern, Marin, Monterey, Orange (ISDOC), Placer, Sacramento, San Bernardino, San Diego, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara and Ventura. These existing chapters are strongly encouraged to have all district members as CSDA members, however, the existing local chapter may include members of local organizations, districts and professionals who are not members of the CSDA.

New chapters formed after {DATE OF BYLAWS UPDATE} are required to have 100 percent of their district members as CSDA members in order to be a chapter affiliate of CSDA. The existing local chapter may include members of local organizations and professionals who are not members of CSDA.

Local chapters shall be determined to be affiliates of the CSDA upon approval and ratification by the Board of Directors of the CSDA. The chapters shall be required to provide updated membership lists to the CSDA at least annually.

CSDA and its local chapters shall not become or deem to be partners or joint ventures with each other by reason of the provisions of these Bylaws.

Section 3. Rules, Regulations and Meetings:

Each local chapter shall adopt such rules and regulations, meeting place and times as the membership of such local chapter may decide by majority vote. Rules and regulations of the local chapter shall not be inconsistent with the Articles of Incorporation or Bylaws of the CSDA.

Section 4. Financing of Local Chapters:

No part of the CSDA's funds shall be used for the operation of the local chapter affiliates. The CSDA is not responsible for the debts, obligations, acts or omissions of its local chapters.

Section 5. Legislative Program Participation:

Local chapters may function as a forum in regard to federal, state and local legislative issues. The chapters may assist the CSDA in the distribution of information to their members.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Special District Risk Management Authority (SDRMA) Election Resolution and Ballot

DATE: June 20, 2011

Background

On May 10, 2011, SDRMA's Election Committee confirmed the qualification requirements of seven candidates who are seeking for a seat on SDRMA's Board of Directors. These candidates are:

- Sandy Raffelson, District Clerk from Herlong Public Utility District
- Emery Ross, Director from Mariposa County Resource Conservation District
- Mike Scheafer, Director/Secretary from Costa Mesa Sanitary District
- Incumbent Edmund K. Sprague, Board President from Olivenhain Municipal Water District
- Incumbent Ed Gray, Director from Chino Valley Independent Fire District
- Bethzabe Yanez, Board President from East Palo Alto Sanitary District
- Terry Burkhardt, Board President from Bighorn-Desert View Water Agency

The four-year terms for newly elected Directors will begin on January 1, 2012 and end on December 31, 2015.

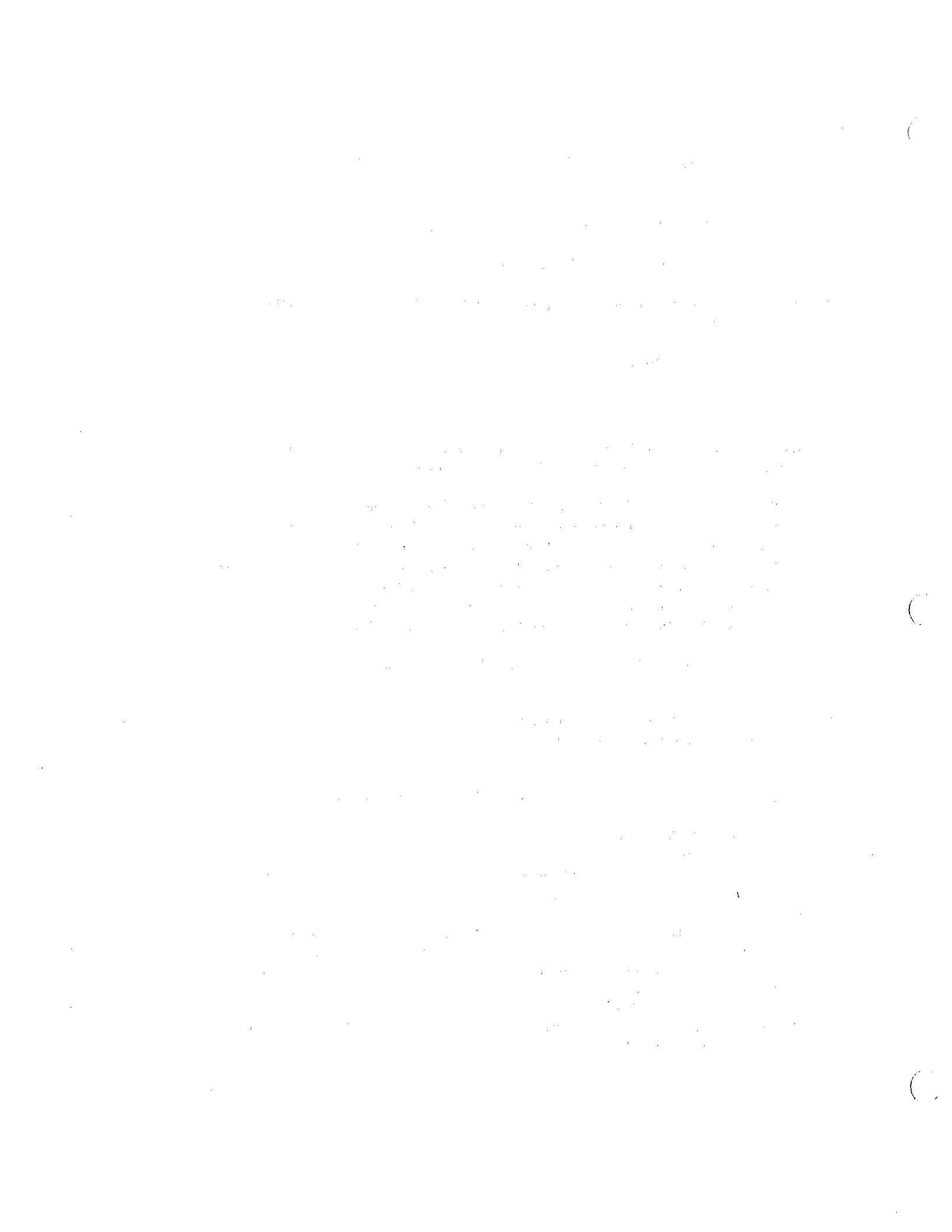
Each agency governing body must select up to three candidates and approve the Official Election Resolution and Ballot. The signed resolution and ballot must be mail to SDRMA on or before 5:00 p.m., September 6, 2011.

Attachment A is the Official Election Resolution and Ballot Packet which includes:

- Election Ballot Instructions
- Official Resolution and Ballot
- Candidate's Statements of Qualifications

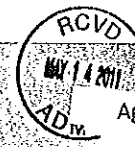
Recommendations

- 1) Discuss and select three candidates to serve on SDRMA's Board of Directors; and,
- 2) Motion to read Resolution 12-08 by title only: A Resolution of the Governing Body of the Placentia Library District For the Election of Directors to the Special District Risk Management Authority Board of Directors; and,
- 3) Motion to adopt Resolution 12-08 by a roll call vote; and,
- 4) Authorize President Wood and Secretary DeVecchio to sign the Official Election Ballot on behalf of the Placentia Library District.





SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY



Agenda Item 36
Attachment A
Page 1 of 18

OFFICIAL ELECTION RESOLUTION AND BALLOT ENCLOSED

This is an official election packet that contains items that require ACTION by your Agency's governing body for the selection of up to three (3) candidates to the SDRMA Board of Directors.

ELECTION PACKET ENCLOSURES

- Election Ballot Instructions
- Official Resolution and Ballot (Action Required)
- Candidate's Statements of Qualifications (7)
- Self-addressed, Stamped Envelope

SDRMA'S BOARD OF DIRECTORS ELECTION BALLOT INSTRUCTIONS

Notification of nominations for three (3) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in January 2011.

On May 10, 2011, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2011-02 Establishing Guidelines for Director Elections. The Election Committee confirmed that seven (7) candidates met the qualification requirements and those names are included on the Official Election Resolution and Ballot.

Enclosed is the Official Election Resolution and Ballot along with a Statement of Qualifications as submitted by each candidate. Election instructions are as follows:

1. The enclosed combined Official Election Resolution and Ballot must be used to ensure the integrity of the balloting process.
2. After selecting up to three (3) candidates, your agency's governing body must approve the enclosed Official Election Resolution and Ballot. **Ballots containing more than three (3) candidate selections will be considered invalid and not counted.**
3. The signed Official Election Resolution and Ballot **MUST** be sealed and received **by mail or hand delivery at SDRMA's office on or before 5:00 p.m. on Friday, September 16, 2011 to the address below.** Faxes or electronic transmissions are NOT acceptable. A self-addressed, stamped envelope is enclosed.

Special District Risk Management Authority
Election Committee
1112 "I" Street, Suite 300
Sacramento, California 95814

5. The four-year terms for newly elected Directors will begin on January 1, 2012 and terminate on December 31, 2015.
6. Important balloting and election dates are:

September 16, 2011 - Deadline for members to return the signed Official Election Resolution and Ballot
September 20, 2011 - Ballots are opened and counted
September 21, 2011 - Election results are announced and candidates notified
October 12, 2011 - Newly elected Directors are introduced at the SDRMA Annual Meeting/Breakfast to be held in Monterey at the CSDA Annual Conference
November 2, 2011 - Invite newly elected Board members to attend SDRMA Board meeting (Sacramento)
January 2012 - Newly elected Directors are seated and Board officer elections are held

Please do not hesitate to call SDRMA's Chief Executive Officer Greg Hall at 800.537.7790 if you have any questions regarding the election and balloting process.

RESOLUTION NO. 12-08

**A RESOLUTION OF THE GOVERNING BODY OF THE
Placentia Library District
FOR THE ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT
RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS**

WHEREAS, 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, SDRMA's Sixth Amended and Restated Joint Powers Agreement specifies SDRMA shall be governed by a seven member Board of Directors nominated and elected from the members who have executed the current operative agreement and are participating in a joint protection program; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement Article 7 - Board of Directors specifies that the procedures for director elections shall be established by SDRMA's Board of Directors; and

WHEREAS, SDRMA's Board of Directors approved Policy No. 2011-02 Establishing Guidelines for Director Elections specifies director qualifications, terms of office and election requirements; and

WHEREAS, Policy No. 2011-02 specifies that member agencies desiring to participate in the balloting and election of candidates to serve on SDRMA's Board of Directors must be made by resolution adopted by the member agency's governing body.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Placentia Library District selects the following candidates to serve as Directors on the SDRMA Board of Directors:

(continued)

OFFICIAL 2011 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS

VOTE FOR ONLY THREE (3) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than three (3) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than three (3) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery in the enclosed self-addressed, stamped envelope at SDRMA on or before 5:00 p.m., Friday, September 16, 2011. Faxes or electronic transmissions are NOT acceptable.

- SANDY RAFFELSON**
District Clerk, Herlong Public Utility District
- EMERY ROSS**
Director, Mariposa County Resource Conservation District
- MIKE SCHEAFER**
Director/Secretary, Costa Mesa Sanitary District
- EDMUND K. SPRAGUE (INCUMBENT)**
Board President, Olivenhain Municipal Water District
- ED GRAY (INCUMBENT)**
Director, Chino Valley Independent Fire District
- BETHZABE YANEZ**
Board President, East Palo Alto Sanitary District
- TERRY BURKHART**
Board President, Bighorn-Desert View Water Agency

ADOPTED this ____ day of _____, 2011 by the Placentia Library District by the following roll call votes listed by name:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST:

APPROVED:

**Special District Risk Management Authority
Board of Directors
Candidates' State of Qualifications**

Agenda Item 36
Attachment A
Page 5 of 18

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA

Nominee/Candidate: Sandy Raffelson
District/Agency: Herlong Public Utility District
Work Address: 448-805 Pole Line Rd, P O Box 515, Herlong CA 96113
Work Phone: (530) 827-3150 Home Phone: (530) 254-0234

Why do you want to serve on the SDRMA Board of Directors?

I think it would be a great experience to serve on the Board and I could give Northern California and Small District's a voice on the Board. I feel I would be an asset to the Board with my degree in business and my 25 years experience in accounting and auditing. I have audited small districts and know what they need and what they can afford.

I understand the challenges that small District face every day when it comes to managing liability insurance and worker's compensation for a few employees with limited revenues and staff. My education and experience gives me an appreciation of the importance of risk management services and programs, especially for smaller district's that lack expertise among staff because of not dealing with claims on a day to day basis to be proficient in it.

I feel I could be an asset to this Board and would love a chance to try.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)

I am currently the District Clerk for the Herlong PUD Board of Directors for the last 3 years, before that serving as the Secretary to the Board of Herlong Utilities, Inc. I worked directly with the formation of our District which included working for 2 separate Board's of Directors and the transfer of assets from a public benefit corporation to a special district. As part of the team that worked to form the District I was directly involved with LAFCo, Lassen County Board of Supervisors and County Clerk to establish the District's initial Board of Directors as well as the transfer of multiple permits and closure procedures from multiple agencies for the seamless transition of our District operations. I closed out the Corporation books and established the books for the District transitioning to fund accounting. I have also administered the financial portion of a large capital improvement project as well as worked on the first ever successful water utility privatization project with the US Army and Department of Defense. I also am the primary administrator of a federal contract for utility services with the Federal Bureau of Prison.

In the last 15 years I have served on several Boards in Logan and Lassen County. I have served 4 years on a Preschool Board that during that time the school purchase property and moved the Preschool to a better location, hired a new Director and 2 new teachers.

I have served as PTA President for 2 years for a private K-8th grade school. After resigning from PTA President, I accepted a Board member position for 4 years during which time we hired 1 principal and 2 teachers, purchased computer lab equipment enough for all student, upgraded water system in building and purchased insulated windows to keep children warm and heating cost down.

**Special District Risk Management Authority
Board of Directors
Candidates' State of Qualifications**

I was nominated for Treasurer for Lassen County 4H Council, at which time I was also on several committees including Fair, Scholarship, Grant and Fundraising. I served as Treasurer for 3 years, paying all bills, reimbursing funds, making all deposits and did all bookkeeping for the Board. I also transformed the books from the 60's to the current age by setting the Council books up on a Bookkeeping Software and designing Financial Statements everyone could understand.

I am currently Lassen County Horse Show Manager for a 2 day horse show with over 100 classes. Also this is my 9th year putting together the Lassen County 4H/FFA Horse Show for the Community. This includes all fundraising/donations to run the shows, purchasing all awards, getting staff to help with shows, and managing the show on the event date.

What special skills, talents, or experience (including volunteer experience) do you have?

I have my Bachelors Degree in Business with a minor in Sociology. I have audited Small Districts for 5 years, worked for a Small District for 4 years and have 25 years of accounting experiences. I am a good communicator and organizer. I have served on several Boards and feel I work well within groups or special committees. I am willing to go that extra mile to see things get completed.

I believe in recognition for jobs well done. I encourage Incentive programs that get members motivated to participate and strive to do their very best to keep all losses at a minimum and reward those with no losses.

I have completed my Certificate for Special District Board Secretary/Clerk Program through CSDA and co-sponsored by SDRMA and California Special District Alliance. I have completed several of the SDRMA's Target Safety courses and CSDA courses. I am currently working on my completion of the CSDA Special District Leadership Academy and will complete these courses on April 28th, 2011.

I work for a District in Northeastern California that has undergone major changes from a Cooperative Company to a 501c12 Corporation, to finally a Public Utility District. I have worked with LAFCo to become a District. Through past experience I hope to make a great Board member representing the small districts of Northern California and their growing pains and make decisions that would help all rural/small districts.

What is your overall vision for SDRMA?

I appreciate the way the Board and staff has worked hard to make SDRMA programs affordable for small district and I would like to help continue in this direction. I would also like to grow the education program to help keep claims down and if claims are down than each district would benefit by less cost.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature: _____

Jandy Raffelson

Date: _____

3/30/11

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate Emery Ross
District/Agency Mariposa County Resource Conservation District
Work Address 5009 Fairgrounds Road, P. O. Box 746, Mariposa, CA 95338
Work Phone 209-966-3431 Home Phone 209-852-2606

Why do you want to serve on the SDRMA Board of Directors?

- To gain more knowledge about the SDRMA and what factors affect the decisions it renders.
- To assist in maintaining SDRMA as a top-notch organization, from a Board member perspective.

What Board or committee experience do you have that would help you to be an effective Board member? (SDRMA or any other organization)

- Appointed to the Board of Directors of the Mariposa County Resource Conservation District in June 2010; served as an Associate Director for 1-1/2 years.
- Currently President of the Board of Directors of the Lake Don Pedro Community Services District; have served on the LDPCSD Board since 2008.

What special skills, talents or experience (including volunteer experience) do you have?

- 15 years experience working for a public agency with 250 employees where there was much exposure to risk management from all sides. During my years as a manager, worked with County District Attorney, judges and County Counsel.
- Work experience with family law firm.
- Independent columnist for local newspaper for past 7 years; ag editor.
- Cattle rancher in Mariposa County for past 18 years.

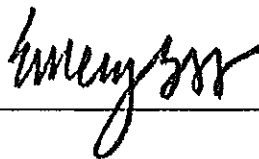
What is your overall vision for SDRMA?

See SDRMA broaden its existing resource capability in the area of training for elected officials and special district staff in order to reduce future exposure.

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____

A handwritten signature in black ink, appearing to read "L. Meyer" or similar, written over a horizontal line.

Date _____

MAY-2-2011

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

Agenda Item 36
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This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate Mike Scheafer

District/Agency Costa Mesa Sanitary District

Work Address 1551-B Baker St, Costa Mesa, CA 92626

Work Phone 714-435-0300

Home Phone 714-549-4961

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

I believe I have the qualifications and experience that enable me to assess the needs of Special Districts in risk management areas. I enjoy being able to help manage the risks of my customers, and would look forward to bringing that attitude and ability to Special Districts. I feel a commitment to serving a broad base of constituents and being able to provide a service if I can. Personally I enjoy examining the issues faced by Districts and then being able to provide help with solutions.

I believe serving on the SDRMA Board of Directors presents challenges and opportunities that will help me grow as a Director of my Special District.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

Former and current Special District Director, former City Councilmember City of Costa Mesa. Active in Lions Clubs International as a Past District Governor and member of several local, state and international committees. Service on several non profit boards of directors: Boys and Girls Clubs, Little League Baseball, AYSO, Costa Mesa Senior Center, others. Have served as President of all boards that I have been a member of.

Former member of Western Insurance Information Service, having served as a public speaker for that organization. I hold a community college teaching credential in Insurance Education.

Former instructor for AD Banker, Insurance Education. Taught California pre licensing classes as well as California Department of Insurance Continuing Education classes.

Participant and speaker for the insurance industry in both Sacramento and Washington DC. Served as political liaison for State Farm Insurance.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

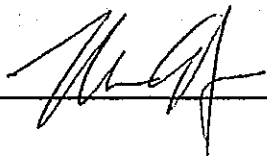
In almost every board that I have associated with I have been asked to take a leadership role, either on the board or as a speaker for that organization. I possess a skill in public speaking and interaction with people. I enjoy public speaking, especially for organizations and causes where I feel I can provide a service. I have years of volunteer experience in insurance, sports, youth activities, public service and other areas.

What is your overall vision for SDRMA? (Response Required)

I would look forward to continuing the excellent work that SDRMA currently does. I would like to be a part of expanding and marketing the work of SDRMA. As a Director I appreciate the need to manage the risk that we all face. My vision would be to continue that work, but look for ways to make sure that all Special Districts are aware of the service provided by SDRMA.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____



Date _____

4/11/11

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

Teamwork is critical when working together as a board, and I have proven as a member of Carlsbad Fire Department and OMWD's Board of Directors that my exemplary ability to work as part of a larger team is a valuable resource in pursuit of common goals. Compromise in the boardroom, however, is only effective when balanced with the ability to communicate one's informed position. This never-ceasing desire for maintaining my willingness to learn on behalf of my constituents is evidenced through my pursuit of a masters degree in Public Administration, as well as Special District Administrator certification through the Special District Leadership Academy. Just as important is sharing this knowledge with others; I ably convey lessons as a Battalion Chief with Carlsbad Fire, as a fire service instructor at Palomar College, as an Assistant Scoutmaster with Boy Scout Troop 2000, and as a volunteer with the Carlsbad Boys & Girls Club and Elfin Forest Recreational Reserve.

What is your overall vision for SDRMA? (Response Required)

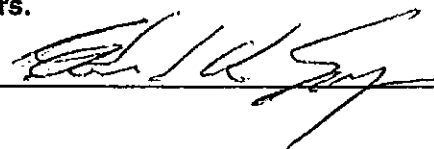
SDRMA is widely respected in the special district community for its commitment to risk management, insurance, safety, and service to its members. Even during my relatively brief tenure on OMWD's Board of Directors, I have witnessed SDRMA constantly striving to improve the services that it offers, and I hope to assist SDRMA in continuing and enhancing the level of service that it provides.

This is not to say that SDRMA shouldn't continue to explore opportunities to improve; streamlining of the CIP program by which to offer more competitive base-level premiums is one area that may be examined. Another area is ensuring that the package of services SDRMA provides is competitive with that of other providers; SDRMA may consider a program through which instructors visit job sites for specific trainings when a Target Safety module may not be sufficient.

However, the groundwork for effective administration of SDRMA has clearly already been set by the board, and I hope to continue the strong tradition of exemplary service to its members.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4/20/11

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

Agenda Item 36
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This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate **Edmund K. Sprague**
District/Agency **Olivenhain Municipal Water District**
Work Address **1966 Olivenhain Road, Encinitas, CA 92024**
Work Phone **(760) 753-6466** Home Phone **(760) 484-4404**

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

I have made a career-long commitment to safety and risk management, as a firefighter since 1986, emergency planner since 1993, and president of Olivenhain Municipal Water District's Board of Directors for the last three years, to which I was recently named to another term as president. My experience developing oversight standards and risk management assessment programs across several public agencies, combined with 14 years of leadership experience, is invaluable to a greater understanding of the field of risk management and my ability to properly navigate challenges faced by those in the industry.

Thankfully, I have been able to share my extensive knowledge and give back to the community in my capacity serving the customers of OMWD. A founding member of SDRMA, OMWD's commitment to safety far exceeds simply meeting minimum requirements, and this commitment has been renewed annually by the Board of Directors as part of our "Safety Has No Quitting Time" program. We have taken advantage of the Target Safety program since its inception, and have found it a cost-effective and valuable tool in providing employees with the training that they need to continually operate as safely as possible. Board members and management also routinely attend SDRMA trainings and events. Our commitment has yielded an unmatched lost-time injury rate and an exceptional experience modification factor—among the best in the state—proving that SDRMA has acted wisely in rewarding agencies such as ours with discounted premiums. OMWD has invested its trust in SDRMA, and SDRMA has most prudently returned the favor.

SDRMA's commitment to safety and risk management is just as extraordinary as at OMWD, and my successful track record of managing risk across agencies and disciplines provides me with a unique opportunity to positively contribute to the guidance of an organization as committed to risk management as I am.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

The lion's share of my board-level experience is as president of OMWD's Board of Directors. During my tenure, OMWD has responded to the economic crisis of the last several years by dedicating ourselves like never before to the efficient expenditure of public funds. The board enacted policies such as the "Holding the Line" program, a unique cost-containing initiative that recently earned CSDA's Innovative Program of the Year award. The Special District Leadership Foundation recognized OMWD as a District of Distinction based on our sound fiscal and administrative policies, also recognized by the Government Finance Officers Association of the US and Canada for Excellence in Financial Reporting. Further, I serve as an elected councilmember of the La Costa Heights School Site Council, which oversees budgets and planning for supplemental educational programs. I am proud of my successes in leading such fiscally prudent public organizations, and I look forward to sharing these same principles at SDRMA.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

Agenda Item 36
Attachment A
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This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate Ed Gray
District/Agency Chino Valley Independent Fire District
Work Address 14011 City Center Drive Chino Hills, California 91709
Work Phone (909) 902-5260 Home Phone (909) 627-4821

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

When appointed to the Board of Directors of SDRMA in November of 2010, I made a commitment to be an effective member of the SDRMA team and to work hard to ensure the continued success of the organization. Although I have been on the Board a short time, I believe I have shown that I seek to understand issues and use common sense when making decisions. I wish to continue my service to SDRMA as I can be a positive member of the SDRMA team and an asset to the members, board and staff.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I currently serve on the Board of Directors of the SDRMA. I have been an elected Director of the Chino Valley Independent Fire District since 2004. During my tenure, I have served multiple terms as President and Vice-President, and as a member of our Finance, Planning and Personnel Committees. I have served as Liaison to the City Councils of Chino and Chino Hills and to the San Bernardino County Board of Supervisors. I am also the District's representative and current Chairman of the Citizens Advisory Committee for the California Institution for Men in Chino. I serve on the Citizens Oversight Committee to the Chino Valley Unified School District and am a member of the Chino Valley Lions Club.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

Agenda Item 36
Attachment A
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**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

After serving in the US Army, I enjoyed a lengthy career in law enforcement retiring in 2004 as a Police Lieutenant. I learned early in my career, that to be an effective individual and leader, it was important to actively listen to people; to seek understanding of all sides of an issue; and make decisions based on common sense and "rightness".

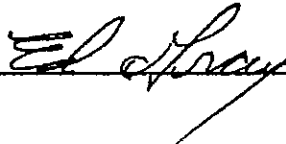
My experience as an elected official has broadened my knowledge and reinforced my belief that decisions must be made based on what is right, and not on what is a personal preference.

What is your overall vision for SDRMA? (Response Required)

I see SDRMA as continuing its' journey as a successful, effective and efficient service provider through innovation, right thinking and conservative business strategies. I can visualize the organization exploring other avenues of financial endeavors that will benefit our customers.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

APRIL 21, 2011

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

Agenda Item 36
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This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate Bethzabe Yanez
District/Agency East Palo Alto Sanitary District
Work Address 901 Weeks Street, East Palo Alto, CA 94303
Work Phone 650-325-9021 Home Phone

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

I want to serve on the SDRMA Board because risk management is one of the most important challenges facing our agency today. I've been involved in public service in various capacities in my community for the past ten (10) years and I've come to understand the importance of transparency, accountability, and fiscal responsibility. Managing risk is crucial to the success or failure of any Public Agency.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I'm currently serving as Board President on the East Palo Alto Sanitary District Board of Directors. In my position, I'm responsible for agenda preparation and the conduct of Regular Board meeting. I also serve on the District Finance Committee responsible for approving all district warrants and advising District Management on issues coming before the board. In these positions I have learned the art of negotiations and compromise to get projects developed and implemented that serve the best interest of our community. If selected, I bring my skills and commitment to the SDRMA Board.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

I offer the following skill set, that I feel will benefit the SDRMA Board if selected: Past President of the East Palo Alto YMCA, City of East Palo Alto Traffic & Transportation Commission, Board Member of the Mouton Mental Health Center, Owner Operator of Gaston & Betsy Catering Service. Also, I'm bilingual and have used my skills as an interpreter for various city agencies.

What is your overall vision for SDRMA? (Response Required)

I see the future of SDRMA as a primary source of education to member agencies leading the way in developing strategies that we can use to meet the risk management challenges of the future. While I believe the services currently being offered both crucial and important, I feel the ability to identify future agency needs and the education of member agencies is priority number one.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4.26.11

Special District Risk Management Authority

Board of Directors

Candidate's Statement of Qualifications

Nominee/Candidate: Terry Burkhart
District/Agency: Bighorn-Desert View Water Agency
Work Address: 622 Jemez Trail, Yucca Valley, CA 92284

Why do you want to serve on the SDRMA Board of Directors?

I believe my thirty four years experience in the insurance industry, primarily in agency commercial departments, can be of value to SDRMA. I enjoy working with my current Board of Directors and expect SDRMA to be interesting, challenging, and educational.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)

Currently I am President, Bighorn-Desert View Water Agency Board of Directors, in the second year of a two year term. Other Boards include Johnson Valley Improvement Association, nine years as board member or officer; Business and Professional Women (BPW), North Orange County BPW, board member and all offices; BPW Regional board – secretary.

Instructor for Insurance Educational Association for twelve years.

Completed Special District Leadership Academy

Completed Special District Institute three part course.

Committees: BDVWA – Planning, Legislative, Engineering, Grants & Security – chair

Various ad hoc committees: Reche Basin Recharge Project

Financial/Budget

Commissioner, Mojave Pipeline Commission

Representative to Mojave Water Agency Technical Advisory
Committee

What special skills, talents or experience (including volunteer experience) do you have?
34 years in insurance industry, much as agency Commercial Department Manager. Did policy analysis for risk management consultant for large international company. Experience noted above.

What is your overall vision for SDRMA?

The name speaks for itself: "Risk Management" must be the essential goal. Providing education to clients on avoidance of loss, mitigation of loss, as a means of achieving safety goals. Prompt response to client loss situations, working with the client to control/minimize loss, and where applicable prevent future loss is vital. Satisfied clients are apt to pay more attention to loss prevention information provided them.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature  Date 4-29-2011

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: National Night Out
DATE: June 20, 2011

Background

National Night Out is an annual event designed to:

- Heighten crime and drug prevention awareness
- Generate support for, and participation in, local anticrime programs
- Strengthen neighborhood spirit and police-community partnerships
- Send a message to criminals letting them know that neighborhoods are organized and fighting back

This year marks the 28th Annual National Night Out and the local event will be held on Tuesday, August 2, 2011 in the CVS parking lot on Kraemer and Yorba Linda Boulevard.

The Placentia Library District participated in the event last year with Trustee Shkoler and Library Staff, promoting library services and programs as well as providing snow cones to visitors. The Library's participation solidifies its commitment to working with community partners such as the Police Department and maintains its visibility with the community.

Fiscal Impact: \$50 for snow cone supplies

Recommendation

Determine which Library Board Trustees would like to participate in the National Night Out on August 2, 2011.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Heritage Parade and Festival
DATE: June 20, 2011

Background

The theme for the 47th Annual Placentia Heritage Festival and Parade is "A Blast From Our Past." The event will be held on October 15, 2011 at Tri-City Park with a parade route on Kraemer, starting on Morse Street. The event draws over 20,000 people and includes a pancake breakfast from the Rotary Club of Placentia, car show, craft fair, entertainment and much more.

The Placentia Library District has had a booth at the festival and has participated in the parade. There is no charge for a display booth. The Library hosted a booth last year with Secretary DeVecchio and library staff. A basket was raffled off. The booth was visited by many who walked away with informational brochures about library programs and services as well as information about the Placentia Library Friends Foundation. We would like to raffle a basket again this year to obtain information that can be used to promote and publicize library programs and services.

Attachment A is the Booth Application.

Fiscal Impact: \$400 for balloons, basket, and parade posters.

Recommendations

- 1) Determine which Library Board Trustees would like to participate in the Heritage Parade on October 15, 2011; and,
- 2) Authorize the Placentia Library District to have a booth at the Heritage Festival on October 15, 2011.



"A Blast From Our Past"

Non-Profit Organization Display - Rules and Regulations

- Heritage Festival date and time: **October 15, 2011, 10:00 a.m. – 3:30 p.m.**
- Heritage Festival location: Tri-City Park, 2301 N. Tuffree Blvd., intersection of Golden Ave. and Kraemer Blvd.
- All applicants will receive a postcard confirming that the Heritage Festival Committee has received your application.
- All accepted and approved Vendors will receive a registration packet approximately one week prior to the event.
- Included in the registration packet will be:
 - An assigned specific arrival and set-up time. Vendors arriving prior to their assigned time will not be permitted to enter the display area until their assigned time.
 - Specific entry and exit directions and instructions.
 - A parking pass for **one** vehicle per 10' x 10' space.
 - Specific check in and check out procedures for the event
- Vehicles must be out of the display area AND booths completely set up by 9:30 a.m.
- No vehicles will be allowed to enter Tri-City Park after 9:30 a.m.
- Tri-City Park is closed to all vehicle traffic between 9:30 a.m. and 4:15 p.m., vendors are required to stay for the entire event.
- The distribution of items containing religious, political, or obscene language will not be permitted.
- Upon conclusion of the event, each vendor is responsible for the breakdown and clean-up of ALL supplies brought to the event including the surrounding area of each 10' x 10' space.
- Each booth space will be a ten-foot by ten-foot (10' x 10') space only. Canopies are available at an extra charge.
- **Vendors are responsible for providing their own tables and chairs.**
- No refunds for booths or canopy rentals will be granted on or after **September 1 2011. NO EXCEPTIONS!**
- Booth space locations and numbering change each year.
- The Heritage Festival Committee reserves the right to refuse any vendor from setting up their booth until all requirements are met. In the event a vendor refuses to conform to the rules/requirements the vendor may be asked to leave with no refunds granted.



47th Annual Placentia Heritage Festival & Parade

"A Blast From Our Past"

Agenda Item 38:
Attachment A:
Page 2 of 3

Non-Profit Organization Display Booth Application
(Local schools, churches, youth and civic groups)

****THIS EVENT WILL BE HELD RAIN OR SHINE****

Non-Profit Organization _____ Non-Profit # _____

Contact Person _____ Title _____

Address _____ City, Zip _____

Phone _____ Best time to call _____

A. Items to be displayed or distributed (No booth fee): _____

B. Items to be sold or fees to be collected, no food sales (\$30.00 booth fee): _____

A. Booth Space – (10' x 10')	Quantity _____	Total no charge
B. Booth Space – (10'x10') @ \$30.00	Quantity _____	Total \$ _____
Canopy Rental - \$60.00 per (10' x 10')	Quantity _____	Total \$ _____
Additional Booth Space – (10'x10') @ \$30.00	Quantity _____	Total \$ _____
Electrical Hook-up- \$40.00		Total \$ _____

Limited electricity is available; first come first serve basis

** Tables and chairs are not provided**

Total Amount Due \$ _____

(Even if you have participated in the past you must fill out application and turn in by the due date)

FULL PAYMENT DUE AT TIME OF BOOTH SPACE RESERVATION

Please make checks payable to: City of Placentia.

Please mail fees and application to:

City of Placentia
Attn: Community Services Department-Heritage
c/o Veronica Ortiz
401 E. Chapman Avenue
Placentia, CA 92870

Applications will be accepted subject to space availability and must be postmarked by application deadline of Thursday, September 8, 2011. Any incomplete information will result in the return of your application.

The applicant is an authorized agent of the group submitting this application and is 21 years or older, has read the application/event rules and regulations and hereby accepts responsibility for said rules and regulations.

Signature: _____ Date: _____

(See Reverse)

**PLACENTIA HERITAGE FESTIVAL & PARADE
INDEMNIFICATION AGREEMENT AND COVENANT NOT TO SUE**

In consideration for permission to participate in the PLACENTIA HERITAGE FESTIVAL & PARADE to occur on **October 15, 2011**, _____, the undersigned hereby covenant and agree to indemnify, defend and save harmless Placentia Heritage Festival Committee, the City of Placentia, the Tri-City Park Authority, each of their officers, directors, members, agents, servants, volunteers, representatives and employees, and all other participants in the Placentia Heritage Festival & Parade from ANY and all claims, demands or liability which the aforementioned parties may sustain as a result of ANY claims, demands, cause of action, costs of judgments and/or other occurrences which may arise from the undersigned's participation in the PLACENTIA HERITAGE FESTIVAL & PARADE.

The undersigned on behalf of himself/herself, his/her sponsoring group or organization, his/her heirs and assigns, further (1) assumes the risk of any and all personal injuries and property damage which the undersigned may suffer as a result of participation in the parade or festivities; (2) waives his/her right to sue the aforementioned parties relating to any parade and festival activities; and (3) covenants with the aforementioned parties to forever refrain from instituting, pressing or in any way aiding any claim, demand or cause of action, for damages, costs, loss of services, expenses or compensation for, on account of, or in any way arising from or hereafter to arise from the undersigned's participation in the said parade and festivities. This covenant is intended by the parties to be a waiver of California Civil Code Section 1542 which reads as follows:

"A general release does not extend to claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known by him must have materially affected his settlement with the debtor."

I agree to abide by all the standards and rules set forth by the organizers of this event. Any activity deemed detrimental by the staff may cause expulsion from the venue.

Signature

Date

Sponsor Group

Home Phone

Owner () Representative ()

Business Phone

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Recruitment Updates
DATE: June 20, 2011

Library Director will provide an update on the recruitments of the Librarian I and Library Aide positions.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Review and Discuss Microphone Options Library Board of Trustees Meetings
DATE: June 20, 2011

Background

At the Library Board of Trustees regular meeting on May 16, 2011, library staff was directed to provide microphones for use during the meetings. A microphone was set up for the trustees and library staff to use plus another microphone for the public. Library staff received additional direction to research the costs for additional microphones and stands.

The Library currently has a Shure microphone system that includes two hand held microphones and two wireless microphones. In addition to the Shure system, the Library also has a podium with an attached microphone. This can be used for the public during the meetings.

Library staff recommends purchasing three additional microphones, five desk stands and cables. The current Shure system can only be set up for up to five microphones.

Fiscal Impact: \$400.00

Recommendation

Authorize library staff to purchase microphones and accessories for use at the Library Board of Trustees meetings and other library-related business.

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Discuss a Marketing Opportunity to Promote Library Services and Programs Through an Email Campaign and Drawing

DATE: June 20, 2011

Background

Library staff presented a request to the Placentia Library Friends Foundation for \$800 towards a purchase of an ipad2. The ipad2 would be used for a drawing to solicit email addresses from current and potential library users. Internet is a fast growing marketing medium and it makes more sense to invest in online marketing as it's an inexpensive means to promote and publicize an organization's business directly to prospective and existing customers.

Email is a viable medium to promote and highlight library programs and services. The ease of distribution, relatively inexpensive cost, delivery of relevant information directly to users, and effective vehicle for "real time" marketing are some reasons for using email to communicate information. Email notices would also allow the Placentia Library District to engage their users' attention and encourage user feedback. Online marketing such as email is an optimal medium for communicating with customers which has the power to generate huge results. The potential can be unlimited.

Compared to the fiscal year 2008-2009, the 2009-2010 fiscal year has experienced the following increases:

- 9% increase in website visitors; 186,543 to 205,811.
- 49% increase in computer usage; 27,532 to 54,390.
- 59% increase in children's program attendance; 7,707 to 12,263.

What all this means is that users are visiting the Library's website to access information, including information about the Library's programs and services. In 2009, the Library began email notification to patrons who provided their email addresses; thereby, reducing postage costs to mail out late notices. We estimate that perhaps less than 35% of our registered borrowers have provided us with their email addresses.

The ipad2 drawing would give us an opportunity to increase our communication with the public and share with them the many exciting programs and services we offer. We certainly do not wish for them to miss out on any event that the Placentia Library District has to offer.

At its May 9, 2011 meeting PLFF approved \$300 for the ipad2 email campaign and drawing. Though other tablets are available for less, the ipad2 is the current technology trend which will strengthen the participation of the email campaign and drawing. Additional funding is needed in order to purchase an ipad2.

Fiscal Impact: \$400.00 - \$500.00

Recommendation

Consider authorizing the purchase of an Ipad2 for the Email Campaign and Drawing, using entrepreneurial funds.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Discuss Letterings and Art Canvas for the Meeting Room
DATE: June 20, 2011

Background

New letterings were installed in the Library which has enhanced the professional appeal of our Library. In keeping with the consistency of the new look, it is recommended that the Library install letterings and art canvas depicting the various programs and services we offer, in the meeting room.

The current "Welcome to Placentia Library District" letterings by the Circulation Desk can be moved to the meeting room along with the art canvas. New letterings would be ordered and installed for the Circulation Desk.

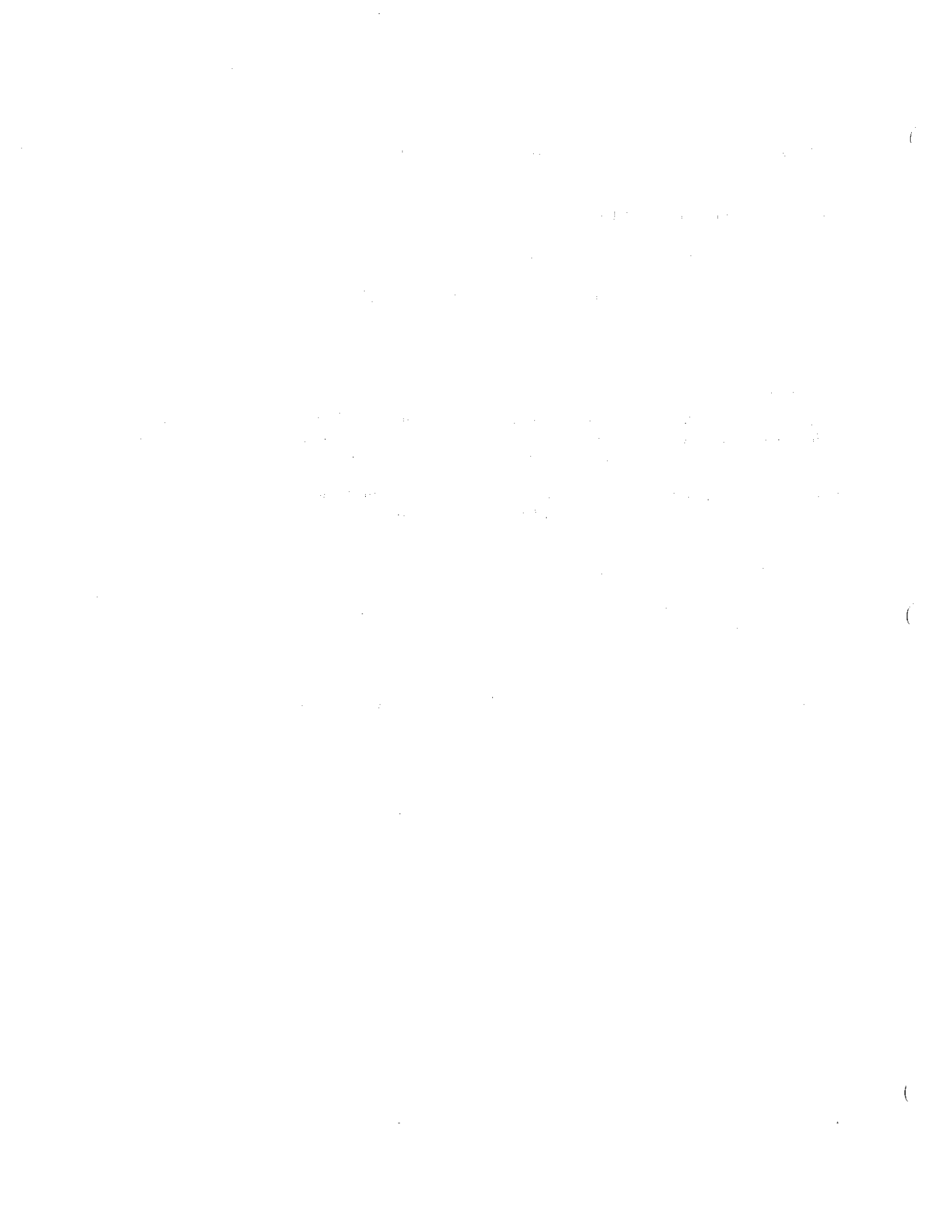
Attachment A is a quote for the 7" letterings.

Attachment B is a sample of a canvas and letterings displayed on a wall.

Fiscal Impact: \$1,050.00 for four (4) art canvas and letterings

Recommendation

Consider authorizing the letterings and art canvas for the meeting room as presented.



TRANSMITTE :

Please fax back Approval or
Changes to (714) 446-9822 A.S.A.P.

FOR YOUR APPROVAL

X

\$ 19.50	EPCH
X 33	LETTERS
<hr/>	
\$ 643.50	TAX
\$ 56.31	
\$ 150.00	INSTALL
<hr/>	
\$ 849.81	

Agenda Item 42
Attachment A
Page 1 of 1

* YOU NEED TO HAVE YOUR MAINT. GUY REMOVE
OLD LETTERS, PATCH & FILL HOLES AND
REPAINT AREA! IF I DO ADD \$250.00!
MARK'S

7" WELCOME TO PLACENTIA LIBRARY DISTRICT

20'

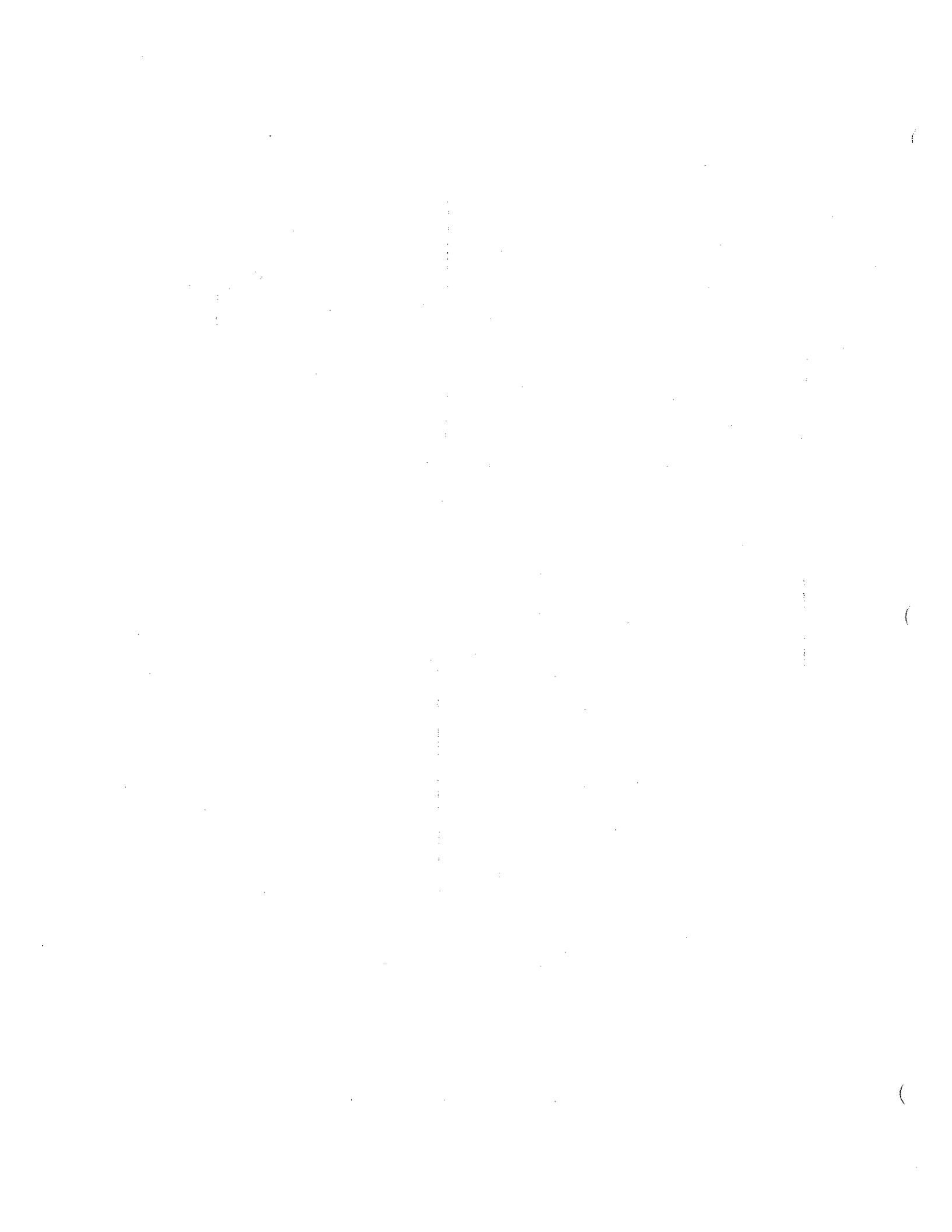
Jun 01 11 09:21a RONSMTILLING

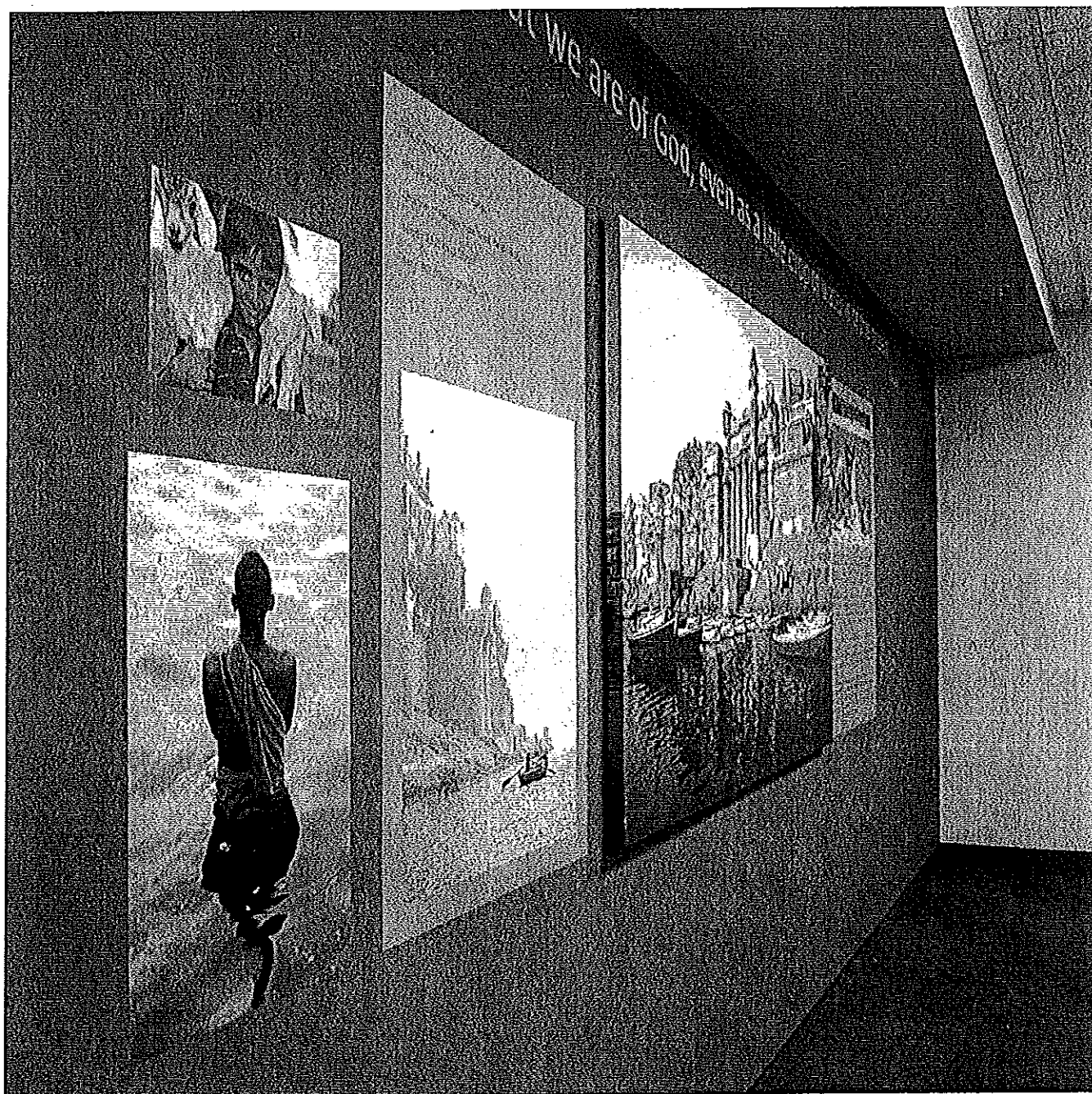
AXED 10:15 AM
Thank You

JUN 01 2011

Ron Smithling

Signs by Ron
Ron Smithling (714) 256-1001
2016 E. Beechwood Ave.
Fullerton, CA 92835





PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Staff Appreciation and Recognition Dinner
DATE: June 20, 2011

Background

The staff appreciation and recognition dinner has been traditionally hosted to recognize employees for a job well done. The last dinner was held on October 22, 2010 at the Marriott Hotel in Fullerton. The evening event included a sit down dinner, door prizes, and a performance by the Saint Twins, mind readers.

The Library Board of Trustees and the Placentia Library Friends Foundation (PLFF) hosted the dinner. The PLFF donated \$2,000 towards the appreciation and recognition dinner. A request for fund was presented to PLFF asking for \$2,000 for the 2011 dinner which they will consider increasing to \$3,000 due to an increase in cost and anticipated attendance.

Possible Friday dates for the 2011 staff appreciation and recognition dinner include:

- October 7, 14, 21, 28
- November 4

October 15, 2011 is the Heritage Parade and Festival.

Fiscal Impact: \$500.00 - \$700.00

Recommendations

- 1) Determine which date from the dates presented, to have the Staff Appreciation and Recognition Dinner; and,
- 2) Determine which Library Board of Trustees would like to serve as Chairperson for the Staff Appreciation and Recognition Dinner; and,
- 3) Authorize Chairperson and the Library Director to begin planning for the Staff Appreciation and Recognition Dinner.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Business Items For the Library Board of Trustees to Consider
DATE: June 20, 2011

Background

At the May 16, 2011 Library Board of Trustees meeting, Library staff was directed to present a list of business items that are to be presented to the Trustees to review and approval.

The following Placentia Library District policies validate the request made by the Board of Trustees at its May 16, 2011 meeting.

- 4010.1 – Code of Ethics, the Board of Trustees of Placentia Library District is committed to providing excellence in legislative leadership that results in the provision of the highest quality of services to its constituents.
- 4075.2.4 – Duties & Responsibilities of Library Trustees, the Board makes and enforces rules and regulations necessary for the administration and protection of libraries and library properties.
- 4075.4.2 – Duties & Responsibilities of Library Trustees, it establishes policies and resolutions in regard to: (a) finances, including the acquisition of funds; (b) property; (c) library equipment and materials; (d) personnel; services, including rules and regulations; and (f) public relations.

Seeking input from the Board of Trustees on business related matters solidifies the adherence of Placentia Library District Policy 4075.3 – Duties & Responsibilities of Library Trustees, the closest cooperation and harmony should be maintained between the Library Board and the Library Director. Each should keep the other fully informed of major decisions and actions.

Library staff recommends that the following business matters be presented to the Library Board of Trustees for their review and approval.

- Budget
 - Revenue
 - Expenditures
 - Strategic Plan
 - Mission Statement
 - Goals & Objectives
- Policies
 - General
 - Personnel
 - Financial
 - Board of Trustees
 - Library Operations
- Contracts
 - Independent Consultants
 - Construction
 - Other Services

- Political Positions
 - Bill Support or Opposition
- Facility Expansions/Renovations/Improvements
 - Furnishings
 - Signage
 - Interior Design
 - Space Planning
 - Color Scheme
 - Décor
 - Exterior Design
- Marketing
 - Merchandise
 - Press Releases
 - Newsletters
 - Branding
 - Website
 - Logo
 - Slogan

Fiscal Impact: N/A

Recommendation

Determine what items need to be presented to the Library Board of Trustees for Review and Approval.