



# **Palos Verdes Library District**

**Annual Financial Report**

**For the Fiscal Year Ended June 30, 2019**



**Palos Verdes Library District  
Board of Trustees as of June 30, 2019**

<b>Name</b>	<b>Title</b>	<b>Elected/ Appointed</b>	<b>Current Term</b>
Debby Stegura	President	Elected	2019
Kay C. Jue	Vice President	Elected	2020
Kingston Wong	Secretary	Elected	2020
Brian Campbell	Trustee	Elected	2019
Rosa Kwon Easton	Trustee	Elected	2019

**Jennifer Addington, District Director  
Palos Verdes Library District  
701 Silver Spur Road  
Rolling Hills Estates, California 90274  
(310) 377-9584 [www.pvld.org](http://www.pvld.org)**

**Palos Verdes Library District  
Annual Financial Report  
For the Fiscal Year Ended June 30, 2019**

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# **Financial Section**





## Independent Auditor's Report

Board of Library Trustees  
Palos Verdes Library District  
Palos Verdes, California

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of the Palos Verdes Library District (District) as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

#### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### *Auditor's Responsibility*

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the State Controller's minimum Audit Requirements for California Special Districts. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### *Opinions*

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Palos Verdes Library District as of June 30, 2019, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## Independent Auditor's Report, continued

### *Other Matters*

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3 through 6 and the required supplementary information on pages 30 through 32 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquires, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### *Other Reporting Required by Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued a report dated October 17, 2019, on our consideration of the District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit. That report can be found on pages 33 and 34.

*Fedak & Brown LLP*

**Fedak & Brown LLP**  
Cypress, California  
October 17, 2019



**Palos Verdes Library District**  
**Management's Discussion and Analysis**  
**For the Fiscal Year Ended June 30, 2019**

As management of the Palos Verdes Library District (District), we offer readers of the District's financial statements this narrative overview and analysis of the financial activities and performance of the District for the fiscal year ended June 30, 2019. Please read it in conjunction with additional information that we have furnished in the accompanying basic financial statements, which follow this section.

**Financial Highlights**

- The District's net position decreased 0.9%, or \$99,586, from \$10,626,999 to \$10,527,413, in 2019, from continued operations.
- In 2019, total revenues from all sources increased by 7.6%, or \$683,504, from \$9,008,402 to \$9,691,906.
- In 2019, total expenses from the District's operations increased 3.1%, or \$290,086, from \$9,501,406 to \$9,791,492.

**Using This Financial Report**

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities provide information about the activities and performance of the District using accounting methods similar to those used by private sector companies. The Statement of Net Position includes all of the District's investments in resources (assets) and deferred outflows of resources and the obligations to creditors (liabilities) and deferred inflows of resources. It also provides the basis for computing a rate of return, evaluating the capital structure of the District, and assessing the liquidity and financial flexibility of the District. All of the current year's revenues and expenses are accounted for in the Statement of Activities. These statements measure the success of the District's operations over the past year and can be used to determine the District's net reserves and credit worthiness.

**Government-wide Financial Statements**

**Statement of Net Position and Statement of Activities**

One of the most important questions asked about the District's finances is, "Is the District better off or worse off as a result of this year's activities?" The Statement of Net Position and the Statement of Activities report information about the District in a way that helps answer this question. These statements include all assets, deferred outflows of resources, liabilities, and deferred inflows of resources using the *accrual basis of accounting*, which is similar to the accounting used by most private sector companies. All of the current year's revenues and expenses are taken into account regardless of when the cash is received or paid.

These two statements report the District's *net position* and changes in them. Think of the District's net position – the difference between assets and deferred outflows of resources, and liabilities and deferred inflows of resources – as one way to measure the District's financial health, or *financial position*. Over time, *increases or decreases* in the District's net position are one indicator of whether its *financial health* is improving or deteriorating. You will need to consider other non-financial factors, however, such as changes in the District's property tax base and the types of grants the District applies for to assess the *overall health* of the District.

**Palos Verdes Library District**  
**Management's Discussion and Analysis, continued**  
**For the Fiscal Year Ended June 30, 2019**

**Governmental Fund Financial Statements**

**Balance Sheet and Statement of Revenues, Expenditures, and Changes in Fund Balance**

*Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balance provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

**Notes to the Basic Financial Statements**

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the basic financial statements can be found on pages 13 through 29.

**Condensed Statements of Net Position**

	<b>2019</b>	<b>2018</b>	<b>Change</b>
<b>Assets:</b>			
Assets	\$ 7,075,745	6,408,468	667,277
Capital assets, net	7,682,899	8,433,211	(750,312)
<b>Total assets</b>	<b>14,758,644</b>	<b>14,841,679</b>	<b>(83,035)</b>
<b>Deferred outflows of resources</b>	1,272,073	1,741,230	(469,157)
<b>Total deferred outflows of resources</b>	<b>1,272,073</b>	<b>1,741,230</b>	<b>(469,157)</b>
<b>Liabilities:</b>			
Liabilities	5,503,304	5,681,310	(178,006)
<b>Total liabilities</b>	<b>5,503,304</b>	<b>5,681,310</b>	<b>(178,006)</b>
<b>Deferred inflows of resources</b>	-	274,600	(274,600)
<b>Total deferred inflows of resources</b>	<b>-</b>	<b>274,600</b>	<b>(274,600)</b>
<b>Net position:</b>			
Net investment in capital assets	7,682,899	8,433,211	(750,312)
Unrestricted	2,844,514	2,193,788	650,726
<b>Total net position</b>	<b>\$ 10,527,413</b>	<b>10,626,999</b>	<b>(99,586)</b>

**Palos Verdes Library District**  
**Management's Discussion and Analysis, continued**  
**For the Fiscal Year Ended June 30, 2019**

**Government-wide Financial Analysis**

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the District, assets and deferred outflows of resources of the District exceeded liabilities and deferred inflows of resources by \$10,527,413 as of June 30, 2019.

A portion of the District's net position (73%) reflects its investment in capital assets (net of accumulated depreciation); less any related debt used to acquire those assets that are still outstanding. The District uses these capital assets to operate the library; consequently, these assets are *not* available for future spending.

At the end of fiscal year 2019, the District shows a positive balance in its unrestricted net position of \$2,844,514 that may be utilized in future years.

**Condensed Statements of Activities**

<b>Governmental Activities:</b>	<b>2019</b>	<b>2018</b>	<b>Change</b>
<b>Expenses:</b>			
Library operations	\$ 9,791,492	9,501,406	290,086
<b>Program revenues</b>	997,306	800,231	197,075
<b>General revenues</b>	8,694,600	8,208,171	486,429
<b>Total revenues</b>	9,691,906	9,008,402	683,504
<b>Change in net position</b>	(99,586)	(493,004)	393,418
<b>Net position, beginning of year</b>	10,626,999	11,120,003	(493,004)
<b>Net position, end of year</b>	\$ 10,527,413	10,626,999	(99,586)

The statement of activities shows how the government's net position changes during the fiscal year. In the case of the District, net position decreased by 0.9%, or \$99,586, from \$10,626,999 to \$10,527,413 in fiscal year 2019.

The District's total revenues increased by 7.6%, or \$683,504, from \$9,008,402 to \$9,691,906, in fiscal year 2019, primarily due to increases in property taxes of \$400,812 and operating grants and contributions of \$194,992.

The District's total expenses increased by 3.1%, or \$290,086, from \$9,501,406 to \$9,791,492, in fiscal year 2019, primarily due to increases in salaries and benefits of \$129,488, materials and services of \$93,888, and depreciation of \$66,710.

**Governmental Fund Financial Analysis**

The focus of the District's *governmental fund* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the District's financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of the government's net resources for spending at the end of the fiscal year.

As of June 30, 2019, the District's General Fund reported a fund balance of \$6,743,602. An amount of \$856,341 constitutes the District's *unassigned fund balance*, which is available for spending or designation at the District's discretion. See Note 7 for further discussion.

**Palos Verdes Library District**  
*Management's Discussion and Analysis, continued*  
**For the Fiscal Year Ended June 30, 2019**

**General Fund Budgetary Highlights**

The actual expenditures at year end were \$165,180 less than budgeted. The variance is primarily due to materials and services of \$150,410 less than budget. The actual program revenues at year end were \$164,594 less than budgeted. The variance is primarily due to operating grants and contributions of \$248,159 less than budget; offset by charges and services of \$83,565 more than budget. The actual general revenues at year end were \$282,157 more than budgeted. The variance is primarily due to property taxes of \$253,263 more than budget and interest earnings of \$28,637 more than budget. The General Fund budget to actual comparison schedule can be found on page 30.

**Capital Asset Administration**

At the end of fiscal year 2019, the District's investment in capital assets amounted to \$7,682,899 (net of accumulated depreciation). This investment in capital assets includes land, building and building improvements, and furniture and fixtures. See Note 3 for further information.

	<b>Balance</b>			<b>Balance</b>
	<b>2018</b>	<b>Additions</b>	<b>Deletions</b>	<b>2019</b>
Capital assets:				
Non-depreciable assets	\$ 861,328	109,426	(108,634)	862,120
Depreciable assets	31,582,577	168,830	-	31,751,407
Accumulated depreciation	(24,010,694)	(919,934)	-	(24,930,628)
Total depreciable asset, net	<u>7,571,883</u>	<u>(751,104)</u>	<u>-</u>	<u>6,820,779</u>
Total capital assets, net	<u>\$ 8,433,211</u>			<u>7,682,899</u>

**Conditions Affecting Current Financial Position**

Management is unaware of any conditions, which could have a significant impact on the District's current financial position, net position, or operating results in terms of past, present, and future.

**Requests for Information**

The District's basic financial statements are designed to present users with a general overview of the District's finances and to demonstrate the District's accountability. If you have any questions about the report or need additional information, please contact the Director of Finance and Administration, Julie Mattix, at the Palos Verdes Library District, 701 Silver Spur Road, Rolling Hills Estates, California 90274, or by telephone at (310) 377-9584.

# **Basic Financial Statements**

**Palos Verdes Library District**  
**Statement of Net Position**  
**June 30, 2019**

	<b>2019</b>
<b>Assets:</b>	
Cash and cash equivalents (note 2)	\$ 6,592,380
Accounts receivable	2,123
Accrued interest receivable	24,906
Property taxes receivable	409,854
Prepaid expenses and deposits	46,482
Capital assets, net (note 3)	7,682,899
<b>Total assets</b>	<b>14,758,644</b>
<b>Deferred outflows of resources:</b>	
Deferred pension outflows (note 5)	1,272,073
<b>Total deferred outflows of resources</b>	<b>1,272,073</b>
<b>Liabilities:</b>	
Accounts payable	74,013
Accrued payroll and related expenses	258,130
Compensated absences (note 4)	321,324
Net pension liability (note 5)	4,849,837
<b>Total liabilities</b>	<b>5,503,304</b>
<b>Net position:</b>	
Net investment in capital assets	7,682,899
Unrestricted (note 6)	2,844,514
<b>Total net position</b>	<b>\$ 10,527,413</b>

See accompanying notes to the basic financial statements

**Palos Verdes Library District**  
**Statement of Activities**  
**For the Fiscal Year Ended June 30, 2019**

	<b>2019</b>
<b>Expenses:</b>	
Library operations:	
Salaries and benefits	\$ 6,844,968
Materials and services	2,026,590
Depreciation	919,934
<b>Total expenses</b>	<b>9,791,492</b>
<b>Program revenues:</b>	
Charges for services	473,665
Operating grants and contributions	523,641
<b>Total program revenues</b>	<b>997,306</b>
<b>Net program expense</b>	<b>8,794,186</b>
<b>General revenues:</b>	
Property taxes	8,543,388
Interest earnings	76,163
Other	75,049
<b>Total general revenues</b>	<b>8,694,600</b>
<b>Changes in net position</b>	<b>(99,586)</b>
<b>Net position, beginning of year</b>	<b>10,626,999</b>
<b>Net position, end of year</b>	<b>\$ 10,527,413</b>

See accompanying notes to the basic financial statements

**Palos Verdes Library District**  
**Balance Sheet — Governmental Fund**  
**June 30, 2019**

	<b>General Fund</b>	<b>Reclassifications &amp; Eliminations</b>	<b>Statement of Net Position</b>
<b>Assets:</b>			
Cash and cash equivalents	\$ 6,592,380	-	6,592,380
Accounts receivable	2,123	-	2,123
Accrued interest receivable	24,906	-	24,906
Property taxes receivable	409,854	-	409,854
Prepaid expenses and deposits	46,482	-	46,482
Capital assets, net	-	7,682,899	7,682,899
<b>Total assets</b>	<b>7,075,745</b>	<b>7,682,899</b>	<b>14,758,644</b>
<b>Deferred outflows of resources:</b>			
Deferred pension outflows	-	1,272,073	1,272,073
<b>Total deferred outflows of resources</b>	<b>-</b>	<b>1,272,073</b>	<b>1,272,073</b>
<b>Total assets</b>	<b>\$ 7,075,745</b>	<b>8,954,972</b>	<b>16,030,717</b>
<b>Liabilities:</b>			
Accounts payable	\$ 74,013	-	74,013
Accrued payroll and related expenses	258,130	-	258,130
Compensated absences	-	321,324	321,324
Net pension liability	-	4,849,837	4,849,837
<b>Total liabilities</b>	<b>332,143</b>	<b>5,171,161</b>	<b>5,503,304</b>
<b>Fund balance: (note 7)</b>			
Nonspendable	46,482	(46,482)	-
Assigned	5,840,779	(5,840,779)	-
Unassigned	856,341	(856,341)	-
<b>Total fund balance</b>	<b>6,743,602</b>	<b>(6,743,602)</b>	<b>-</b>
<b>Total liabilities and fund balance</b>	<b>\$ 7,075,745</b>		
<b>Net position:</b>			
Net investment in capital assets		\$ 7,682,899	7,682,899
Unrestricted		2,844,514	2,844,514
<b>Total net position</b>		<b>\$ 10,527,413</b>	<b>10,527,413</b>

See accompanying notes to the basic financial statements



**Palos Verdes Library District**  
**Reconciliation of the Balance Sheet of Governmental**  
**Type Fund to the Statement of Net Position**  
**June 30, 2019**

**Reconciliation:**

<b>Fund balance of governmental funds</b>	\$	6,743,602
Amount reported for governmental activities in the statement of net position is different because:		
Non-current assets and deferred outflows of resources used in governmental activities are not current financial resources and, therefore, are not reported in the governmental funds balance sheet.		
Capital assets, net		7,682,899
Deferred pension outflows		1,272,073
Long-term liabilities and deferred inflows of resources applicable to the District are not due and payable in the current period and, accordingly, are not reported as fund liabilities. All liabilities and deferred inflows of resources, both current and long-term, are reported in the statement of net position.		
Compensated absences		(321,324)
Net pension liability		(4,849,837)
		(5,171,161)
<b>Net position of governmental activities</b>	\$	<b>10,527,413</b>

See accompanying notes to the basic financial statements

**Palos Verdes Library District**  
**Statement of Revenues, Expenditures, and Changes in**  
**Fund Balance — Governmental Fund**  
**For the Fiscal Year Ended June 30, 2019**

	<u>General Fund</u>	<u>Reclassifications &amp; Eliminations</u>	<u>Statement of Activities</u>
<b>Expenditures/Expenses:</b>			
Library operations:			
Salaries and benefits	\$ 6,861,558	(16,590)	6,844,968
Materials and services	2,026,590	-	2,026,590
Capital outlay	169,622	(169,622)	-
Depreciation	-	919,934	919,934
<b>Total expenditures/expenses</b>	<u>9,057,770</u>	<u>733,722</u>	<u>9,791,492</u>
<b>Program revenues:</b>			
Charges for services	473,665	-	473,665
Operating grants and contributions	523,641	-	523,641
<b>Total program revenues</b>	<u>997,306</u>	<u>-</u>	<u>997,306</u>
<b>Net program expense</b>			<u>8,794,186</u>
<b>General revenues:</b>			
Property taxes	8,543,388	-	8,543,388
Interest earnings	76,163	-	76,163
Other	75,049	-	75,049
<b>Total general revenues</b>	<u>8,694,600</u>	<u>-</u>	<u>8,694,600</u>
<b>Total revenues</b>	<u>9,691,906</u>	<u>-</u>	
<b>Net changes in fund balance</b>	634,136	(634,136)	-
<b>Changes in net position</b>	-	(99,586)	(99,586)
<b>Fund balance/Net position, beginning of year</b>	<u>6,109,466</u>	<u>-</u>	<u>10,626,999</u>
<b>Fund balance/Net position, end of year</b>	<u>\$ 6,743,602</u>	<u>-</u>	<u>10,527,413</u>

See accompanying notes to the basic financial statements

**Palos Verdes Library District**  
**Reconciliation of the Statement of Revenues, Expenditures, and Changes in**  
**Fund Balance of Governmental Type Fund to the Statement of Activities**  
**For the Fiscal Year Ended June 30, 2019**

**Reconciliation:**

<b>Net changes in fund balance of governmental fund</b>	\$	634,136
Amount reported for governmental activities in the statement of activities is different because:		
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenses in governmental funds.		
Net change in salaries and benefit		16,590
Governmental funds report capital outlay as expenditures. However, in the statement of activities, the cost of those assets are allocated over their estimated useful lives as depreciation expense. This is the amount by which depreciation exceeded capital outlay in the current period.		
Capital outlay	\$ 169,622	
Depreciation expense	<u>(919,934)</u>	
		<u>(750,312)</u>
<b>Changes in net position of governmental activities</b>	<b>\$</b>	<b><u><u>(99,586)</u></u></b>

See accompanying notes to the basic financial statements

**Palos Verdes Library District**  
**Notes to the Basic Financial Statements**  
**For the Fiscal Year Ended June 30, 2019**

**(1) Reporting Entity and Summary of Significant Accounting Policies**

**A. Organization and Operations of the Reporting Entity**

The Palos Verdes Library District (District) was organized on April 14, 1928, under the Education Code of California, Section 27501. The District collaborates with its community to create environments for learning and inspiration, and to share the unique history of the Peninsula. The District is the community's center for discovery, lifelong learning, and personal enrichment for all. The District is governed by an elected, independent Board of Trustees.

The criteria used in determining the scope of the financial reporting entity is based on the provisions of Governmental Accounting Standards Board No. 14 and 39 (an amendment of No. 14). The District is the primary governmental unit based on the foundation of a separately elected governing board. Component units are legally separate organizations for which the elected officials of the primary government are financially accountable. The District is financially accountable if it appoints a voting majority of the organization's governing body and: 1) It is able to impose its will on that organization, or 2) There is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on, the primary government.

**B. Basis of Accounting and Measurement Focus**

The *basic financial statements* of the District are composed of the following:

- Government-wide financial statements
- Fund financial statements
- Notes to the basic financial statements

***Government-wide Financial Statements***

These statements are presented on an *economic resources* measurement focus and the accrual basis of accounting. Accordingly, all of the District's assets, deferred outflows of resources, liabilities, and deferred inflows of resources including capital assets, are included in the accompanying Statement of Net Position. The Statement of Activities presents changes in net position. Under the accrual basis of accounting, revenues are recognized in the period in which the liability is incurred. The Statement of Activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. The types of transactions reported as program revenues for the District are to be reported in three categories, if applicable: 1) charges for services, 2) operating grants and contributions, and 3) capital grants and contributions. Charges for services include revenues from customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function. Grants and contributions include revenues restricted to meeting the operational or capital requirements of a particular function. Taxes and other items properly not included among program revenues are reported instead as general revenues.

***Fund Financial Statements***

These statements include a Balance Sheet and a Statement of Revenues, Expenditures, and Changes in Fund Balance for all major governmental funds. Incorporated into these statements is a schedule to reconcile and explain the differences in net position in the statements of net position presented in the Government-wide Financial Statements. The District has presented its General Fund as its major fund in this statement to meet the qualifications of GASB Statement No. 34.

**Palos Verdes Library District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2019**

**(1) Reporting Entity and Summary of Significant Accounting Policies, continued**

**B. Basis of Accounting and Measurement Focus, continued**

*Fund Financial Statements, continued*

Governmental funds are accounted for on a spending or *current financial resources* measurement focus and the modified accrual basis of accounting. Accordingly, only current assets and liabilities are included on the Balance Sheet. The Statement of Revenues, Expenditures, and Changes in Fund Balance presents increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Under modified accrual basis of accounting, revenues are recognized in the accounting period in which they become measurable and available to finance expenditures of the current period. Accordingly, revenues are recorded when received in cash, except that revenues subject to accrual (generally 60-days after year-end) are recognized when due. The primary sources susceptible to accrual for the District are property tax, a voter approved parcel tax, interest earnings, investment revenue, and operating and capital grant revenues. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. However, exceptions to this rule include principal and interest on debt, which are recognized when due.

The District reports the following major governmental fund:

**General Fund** – the government’s primary operating fund. It accounts for all financial resources of the District, except those required to be accounted for in another fund when necessary.

**C. Financial Reporting**

The District’s basic financial statements have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP), as applied to governmental entities. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

The District has adopted the following GASB pronouncements in the current year:

In November 2016, the GASB issued Statement No. 83 – *Certain Asset Retirement Obligations*. This Statement (1) addresses accounting and financial reporting for certain asset retirement obligations (AROs), (2) establishes criteria for determining the timing and pattern of recognition of a liability and a corresponding deferred outflow of resources for AROs, (3) requires that recognition occur when the liability is both incurred and reasonably estimable, (4) requires the measurement of an ARO to be based on the best estimate of the current value of outlays expected to be incurred, (5) requires the current value of a government’s AROs to be adjusted for the effects of general inflation or deflation at least annually, and (6) requires disclosure of information about the nature of a government’s AROs, the methods and assumptions used for the estimates of the liabilities, and the estimated remaining useful life of the associated tangible capital assets.

In April 2018, the GASB issued Statement No. 88 – *Certain Disclosures Related to Debt Including Direct Borrowings and Direct Placements*. The primary objective of this Statement is to improve the information that is disclosed in notes to government financial statements related to debt, including direct borrowings and direct placements. It also clarifies which liabilities governments should include when disclosing information related to debt.

This Statement defines debt for purposes of disclosure in notes to financial statements as a liability that arises from a contractual obligation to pay cash (or other assets that may be used in lieu of cash) in one or more payments to settle an amount that is fixed at the date the contractual obligation is established.

**Palos Verdes Library District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2019**

**(1) Reporting Entity and Summary of Significant Accounting Policies, continued**

**C. Financial Reporting, continued**

This Statement requires that additional essential information related to debt be disclosed in notes to financial statements, including unused lines of credit; assets pledged as collateral for the debt; and terms specified in debt agreements related to significant events of default with finance-related consequences, significant termination events with finance-related consequences, and significant subjective acceleration clauses.

For notes to financial statements related to debt, this Statement also requires that existing and additional information be provided for direct borrowings and direct placements of debt separately from other debt.

**D. Assets, Deferred Outflows, Liabilities, Deferred Inflows, and Net Position/Fund Balance**

**1. Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets, deferred outflows of resources, liabilities, and deferred inflows of resources, and disclosures of contingent assets, deferred outflows of resources, liabilities, and deferred inflows of resources at the date of the financial statements and the reported changes in District net position during the reporting period. Actual results could differ from those estimates.

**2. Cash and Cash Equivalents**

Substantially all of the District's cash is invested in interest bearing accounts. The District considers all highly liquid investments with a maturity of three months to be cash equivalents.

**3. Investments and Investment Policy**

The District has adopted an investment policy to deposit funds in financial institutions. Investments are to be made in the following areas:

- Los Angeles County Pooled Surplus Investments
- Checking and savings accounts at local financial institutions

Changes in fair value that occur during a fiscal year are recognized as unrealized gains or losses and reported for that fiscal year. Investment income comprises interest earnings, changes in fair value, and any gains or losses realized upon the liquidation or sale of investments.

**4. Prepaid Expenses**

Certain payments to vendors reflect costs or deposits applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements.

**Palos Verdes Library District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2019**

**(1) Reporting Entity and Summary of Significant Accounting Policies, continued**

**D. Assets, Deferred Outflows, Liabilities, Deferred Inflows, and Net Position/Fund Balance, continued**

**5. Property Taxes**

Property taxes attach an enforceable lien on property as of January 1, each year. Secured property taxes are levied on July 1, and are payable in two installments, on December 10 and April 10. The County of Los Angeles Assessor Office assesses all real and personal property within the County each year. The County of Los Angeles Tax Collector's Office bills and collects the District's share of property taxes. The County of Los Angeles Treasurer's Office remits current and delinquent property tax collections to the District throughout the year. Property tax in California is levied in accordance with Article 13A of the State Constitution at one percent (1%) of countywide assessed valuations.

Property taxes and special assessments receivable at year-end are related to property taxes collected by the County of Los Angeles, which have not been credited to the District's cash balance as of June 30. The property tax calendar is as follows:

Lien date	March 1
Levy date	July 1
Due dates	November 1 and February 1
Collection dates	December 10 and April 10

**6. Capital Assets**

Capital assets are recorded in the government-wide financial statements. Included in capital assets are land, building and building improvements, and furniture and fixtures. District policy has set the capitalization threshold for reporting capital assets at \$5,000. Donated assets are recorded at estimated fair market value at the date of donation. Capital outlay is recorded as expenditures of the General Fund and as assets in the government-wide financial statements to the extent the District's capitalization threshold is met. Depreciation is recorded on a straight-line basis over the estimated useful lives of the assets as follows:

- Building and building improvements – 20 years
- Furniture and fixtures – 3 to 5 years

**7. Deferred Outflows of Resources**

Deferred outflows of resources represent the consumption of resources applicable to future periods.

**8. Compensated Absences**

Compensated absences include vacation and personal time. It is the District's policy to allow vacation pay between ten (10) and twenty (20) working days based on completed years of service. Vacation time may not be used until after the employee successfully completes the first six (6) months of their introductory period. The District's maximum accrual is 240 vacation hours.

It is the District's policy to allow personal pay between four (4) hours and eight (8) working days based on the type of employment (part-time vs. full-time; hourly vs. salaried) and completed years of service. The District's maximum accrual is 64 personal hours.

**9. Deferred Inflows of Resources**

Deferred inflows of resources represent the acquisition of resources applicable to future periods.

**Palos Verdes Library District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2019**

**(1) Reporting Entity and Summary of Significant Accounting Policies, continued**

**D. Assets, Deferred Outflows, Liabilities, Deferred Inflows, and Net Position/Fund Balance, continued**

**10. Pensions**

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions and pension expense, information about the fiduciary net position of the District's California Public Employees' Retirement System (CalPERS) plans (Plans) and addition to/deduction from the Plans' fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

GASB 68 requires that the reported results must pertain to liability and asset information within certain defined timeframes. For this report, the following timeframes are used:

- Valuation Date: June 30, 2017
- Measurement Date: June 30, 2018
- Measurement Period: July 1, 2017 to June 30, 2018

**11. Net Position**

The financial statements utilize a net position presentation. Net position is categorized as follows:

- **Net investment in capital assets** – component of net position consists of capital assets, net of accumulated depreciation and reduced by any debt outstanding against the acquisition, construction, or improvement of those assets.
- **Restricted net position** – component of net position consists of constraints placed on assets reduced by liabilities used through external constraints imposed by creditors, grantors, contributors, or laws or regulations of other governments, or constraints imposed by law through constitutional provisions or enabling legislation.
- **Unrestricted net position** – component of net position is the net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of restricted or net investment in capital assets.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, and then unrestricted resources as they are needed.

**12. Fund Balance**

The financial statements, governmental funds, report fund balance as nonspendable, restricted, committed, assigned, or unassigned based primarily on the extent to which the District is bound to honor constraints on how specific amounts can be spent. Fund balance is categorized as follows:

- **Nonspendable fund balance** – amounts that cannot be spent because they are either (a) not spendable in form, or (b) legally or contractually required to be maintained intact.
- **Restricted fund balance** – amounts with constraints placed on their use that are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions, or enabling legislation.



**Palos Verdes Library District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2019**

**(1) Reporting Entity and Summary of Significant Accounting Policies, continued**

**D. Assets, Deferred Outflows, Liabilities, Deferred Inflows, and Net Position/Fund Balance, continued**

**12. Fund Balance, continued**

- **Committed fund balance** – amounts that can only be used for specific purposes determined by formal action of the District’s highest level of decision-making authority (the Board of Trustees) and that remain binding unless removed in the same manner. The underlying action that imposed the limitation needs to occur no later than the close of the reporting period.
- **Assigned fund balance** – amounts that are constrained by the District’s intent to be used for specific purposes. The intent can be established at either the highest level of decision-making, or by a body or an official designated for that purpose. This is also the classification for residual funds in the District’s special revenue funds.
- **Unassigned fund balance** – the residual classification for the District’s general fund that includes amounts not contained in the other classifications. In other funds, the unassigned classification is used only if expenditures incurred for specific purposes exceed the amounts restricted, committed, or assigned to those purposes.

***Fund Balance Policy***

The Board of Trustees established, modifies, or rescinds fund balance commitments and assignments by passage of an ordinance or resolution. This is done through adoption of the budget and subsequent budget amendments that occur throughout the year.

When both restricted and unrestricted resources are available for use, it is the District’s policy to use restricted resources first, followed by the unrestricted, committed, assigned, and unassigned resources as they are needed.

The District believes that sound financial management principles require that sufficient funds be retained by the District to provide a stable financial base at all times. To retain this stable financial base, the District needs to maintain an unrestricted fund balance in its funds sufficient to fund cash flows of the District and to provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergency nature. Committed, assigned, and unassigned fund balances are considered unrestricted.

The purpose of the District’s fund balance policy is to maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees because of temporary revenue shortfalls or unpredicted one-time expenditures.

**(2) Cash and Cash Equivalents**

Cash and cash equivalents as of June 30, consist of the following:

		<u>2019</u>
Petty cash	\$	2,024
Deposits held with financial institutions		1,860,739
Deposits held with Los Angeles County Treasurer		<u>4,729,617</u>
Total	\$	<u><u>6,592,380</u></u>

**Palos Verdes Library District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2019**

**(2) Cash and Cash Equivalents, continued**

***Authorized Deposits and Investments***

Under provisions of the District's investment policy, and in accordance with Section 53601 of the California Government Code, the District may invest in certain types of investments as listed in Note 1(D)(3) to the financial statements.

***Custodial Credit Risk***

Custodial credit risk for *deposits* is the risk that, in the event of failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The California Government Code and the District's investment policy does not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by public agencies. Of the bank balance, up to \$250,000 is federally insured and the remaining balance is collateralized in accordance with the Code; however, the collateralized securities are not held in the District's name.

Custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The Code and the District's investment policy contain legal and policy requirements that would limit the exposure to custodial credit risk for investments. With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government's indirect investment in securities through the use of mutual funds or government investment pools.

***Cash with the Los Angeles County Pooled Surplus Investments***

Los Angeles County Pooled Surplus Investments complies with the California Government Code Sections 53601 and 53635, and the investment policy adopted by the Board of Supervisors of the County of Los Angeles. The Treasurer and Tax Collector of the County of Los Angeles have delegated the authority to invest funds in the County Treasury.

***Interest Rate Risk***

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. The longer the maturity an investment has, the greater its fair value has sensitivity to changes in market interest rates. The District's investment policy follows the Code as it relates to limits on investment maturities as a means of managing exposure to fair value losses arising from increasing interest rates. As of June 30, 2019, the District's deposit in the Los Angeles County Pooled Surplus Investments had an average of 547 days to maturity for the entire portfolio.

***Credit Risk***

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The Los Angeles County Pooled Surplus Investments is not rated.

**Palos Verdes Library District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2019**

**(3) Capital Assets**

Change in capital assets for the year was as follows:

	<u>Balance</u> <u>2018</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>2019</u>
Non-depreciable assets:				
Land	\$ 392,194	-	-	392,194
Artwork	360,500	-	-	360,500
Construction in progress	108,634	109,426	(108,634)	109,426
Total non-depreciable assets	<u>861,328</u>	<u>109,426</u>	<u>(108,634)</u>	<u>862,120</u>
Depreciable assets:				
Building and building improvements	29,143,130	108,634	-	29,251,764
Furniture and fixtures	2,439,447	60,196	-	2,499,643
Total depreciable assets	<u>31,582,577</u>	<u>168,830</u>	<u>-</u>	<u>31,751,407</u>
Accumulated depreciation:				
Building and building improvements	(21,918,482)	(797,953)	-	(22,716,435)
Furniture and fixtures	(2,092,212)	(121,981)	-	(2,214,193)
Total accumulated depreciation	<u>(24,010,694)</u>	<u>(919,934)</u>	<u>-</u>	<u>(24,930,628)</u>
Total depreciable assets, net	<u>7,571,883</u>	<u>(751,104)</u>	<u>-</u>	<u>6,820,779</u>
Total capital assets, net	<u>\$ 8,433,211</u>			<u>7,682,899</u>

**(4) Compensated Absences**

The District's liability for compensated absences is determined annually. The changes to compensated absences balance were as follows:

	<u>Balance</u> <u>2018</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>2019</u>
\$	<u>312,374</u>	<u>380,302</u>	<u>(371,352)</u>	<u>321,324</u>

**(5) Defined Benefit Pension Plan**

*Plan Descriptions*

All qualified permanent and probationary employees are eligible to participate in the Public Agency Cost-Sharing Multiple-Employer Defined Pension Plan (Plan or PERF C) administered by the California Public Employees' Retirement System (CalPERS). The Plan consists of a miscellaneous risk pool and a safety risk pool, which are comprised of individual employer miscellaneous and safety plans, respectively. Benefit provisions under the Plan are established by State statute and the District's resolution. CalPERS issues publicly available reports that include a full description of the pension plan regarding benefit provisions, assumptions, and membership information that can be found on the CalPERS website or may be obtained from their executive office at 400 P Street, Sacramento, California 95814.

**Palos Verdes Library District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2019**

**(5) Defined Benefit Pension Plan, continued**

***Benefits Provided***

CalPERS provides service retirement and disability benefits, annual cost of living adjustments, and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. Cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

On September 12, 2012, the California Governor signed the California Public Employees' Pension Reform Act of 2013 (PEPRA) into law. PEPRA took effect January 1, 2013. The new legislation closed the District's CalPERS 2.0% at 60 Risk Pool Retirement Plan to new employee entrants effective December 31, 2012. All employees hired after January 1, 2013, are eligible for the District's CalPERS 2.0% at 62 Retirement Plan under PEPRA.

The District participates in the Plan's miscellaneous risk pool. The provisions and benefits for the Plan's miscellaneous pool in effect at June 30, 2019, are summarized as follows:

	<u>Classic</u>	<u>PEPRA</u>
	Prior to	After
	<u>Jan 1, 2013</u>	<u>Jan 1, 2013</u>
Hire date		
Benefit formula	2.0% @ 55	2.0% @ 62
Benefit vesting schedule	5 years service	
Benefit payments	monthly for life	
Retirement age	55 - 60	52 - 57
Monthly benefits, as a percentage of eligible compensation	1.0% to 2.0%	1.0% to 2.0%
Required employee contribution rates	7.00%	6.25%
Required employer contribution rates	10.22%	6.99%

***Contributions***

Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on July 1, following notice of a change in the rate. Funding contributions for the Plan are determined annually on an actuarial basis as of June 30, by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

For the year ended June 30, 2019, contribution recognized as part of pension expense for the Plan were as follows:

	<u>Miscellaneous</u>
Contribution - employer	\$ <u>626,407</u>

**Palos Verdes Library District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2019**

**(5) Defined Benefit Pension Plan, continued**

***Net Pension Liability***

As of June 30, 2019, the District reported net pension liability for its proportionate share of the net pension liability of the Plan as follows:

	<b>Miscellaneous</b>
Proportionate share of net pension liability	\$ 4,849,837

The District's net pension liability for the Plan is measured as the proportionate share of the net pension liability for the miscellaneous risk pool. As of June 30, 2019, the net pension liability of the Plan is measured as of June 30, 2018 (the measurement date). The total pension liability for the Plan's miscellaneous risk pool used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2017 (the valuation date), rolled forward to June 30, 2018, using standard update procedures. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. The District's change in proportionate share of the net pension liability for the Plan's miscellaneous risk pool as of the measurement date June 30, 2018, was as follows:

	<b>Miscellaneous</b>
Proportion - June 30, 2017	0.051122%
Proportion - June 30, 2018	0.050329%
Decrease in proportionate share	-0.000793%

***Deferred Outflows/Inflows of Resources Related to Pensions***

For the year ended June 30, 2019, the District recognized pension expense of \$676,183. As of June 30, 2019, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

<b>Description</b>	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>
Pension contributions subsequent to measurement date	\$ 701,723	-
Differences between actual and expected experience	122,758	-
Change in assumptions	417,392	-
Change in employer's proportion and differences between the employer's contributions and the employer's proportionate share of contributions	6,225	-
Net difference between projected and actual earnings on plan investments	23,975	-
Total	\$ 1,272,073	-

As of June 30, 2019, the District reported \$701,723 as deferred outflows of resources related to contributions subsequent to the measurement date and will be recognized as a reduction of the net pension liability for the year ended June 30, 2020.

**Palos Verdes Library District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2019**

**(5) Defined Benefit Pension Plan, continued**

*Deferred Outflows/Inflows of Resources Related to Pensions, continued*

As of June 30, 2019, other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

<u>Year Ended June 30,</u>	<u>Net Deferred Outflow/ (Inflow)</u>
2019	\$ 466,393
2020	276,753
2021	(129,175)
2022	(43,621)

*Actuarial Assumptions*

The total pension liabilities in the June 30, 2017, actuarial valuations were determined using the following actuarial assumptions and methods:

Valuation date	June 30, 2017
Measurement date	June 30, 2018
Actuarial cost method	Entry Age Normal in accordance with the requirements of GASB Statement No. 68
Actuarial assumption	
Discount rate	7.15%
Inflation	2.50%
Salary increase	Varies by entry age and service
Mortality table*	Derived using CalPERS membership data
Period upon which actuarial experience survey assumptions were based	1997 - 2015
Post-retirement benefit Increase	Contract COLA up to 2.50% until PPPA floor on purchasing power applies; 2.50% thereafter.

\* The mortality table used was developed based on CalPERS specific data. The table includes 15 years of mortality improvements using Society of Actuaries 90 percent of scale MP 2016. For more details on this table, please refer to the December 2017 experience study report (based on CalPERS demographic data from 1997 to 2015) available on the CalPERS website.

**Palos Verdes Library District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2019**

**(5) Defined Benefit Pension Plan, continued**

***Discount Rate***

The discount rate used to measure the total pension liability as of June 30, 2018, for the PERF C was 7.15%. This discount rate is not adjusted for administrative expenses.

The PERF C fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return for those pension plans' investments were applied to all periods of projected benefit payments to determine the total pension liability.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all of the funds' asset classes, expected compound (geometric) returns were calculated over the short term (first 10 years) and the long term (11+ years) using a building-block approach. Using the expected nominal returns for both short term and long term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the rounded single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equal to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses.

The table below reflects long-term expected real rates of return by asset class. The rates of return were calculated using the capital market assumptions applied to determine the discount rate.

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Real Return Years 1 -10</u>	<u>Real Return Years 11+</u>
Global Equity	50.00 %	4.80 %	5.38 %
Global Fixed Income	28.00	1.00	2.62
Inflation Sensitive	0.00	0.77	1.81
Private Equity	8.00	6.30	7.23
Real Asset	13.00	3.75	4.93
Infrastructure and Forestland	0.00	0.00	0.00
Liquidity	1.00	0.00	(0.92)
Total	<u>100.00 %</u>		

***Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate***

The following presents the District's proportionate share of the net pension liability for the Plan, calculated using the discount rate for the Plan, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one-percentage point lower or one-percentage point higher than the current rate.

**Palos Verdes Library District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2019**

**(5) Defined Benefit Pension Plan, continued**

*Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate, continued*

As of June 30, 2019, the District's net pension liability at the current discount rate, using a discount rate that is one-percentage point lower, and using a discount rate that is one-percentage point higher, are as follows:

<b>Description</b>	<b>Discount Rate -1% @ 6.15%</b>	<b>Current Discount Rate @ 7.15%</b>	<b>Discount Rate +1% @ 8.15%</b>
Net pension liability (asset)	\$ 8,150,583	4,849,837	2,125,124

***Pension Plan Fiduciary Net Position***

Detailed information about the pension plan's fiduciary net position is available in separately issued CalPERS financial reports.

**(6) Unrestricted Net Position**

Unrestricted net position is categorized as follows:

<b>Description</b>	<b>2019</b>
Non-spendable net position:	
Prepaid expenses and deposits	\$ 46,482
Spendable net position are designated as follows:	
Unrestricted	2,798,032
<b>Total unrestricted net position</b>	<b>\$ 2,844,514</b>

**(7) Fund Balance**

Fund balance is presented in the following categories: non-spendable, restricted, committed, assigned, and unassigned (See Note 1.D.12 for a description of these categories).

The District's policy assigns fund balance into the following categories:

- Minimum fund balance – six-months of operating expenses as budgeted for the subsequent year to ensure that the District has sufficient cash on hand for the first six months of the fiscal year prior to the receipt of property taxes.
- Emergency reserve fund balance – 5% of total operating revenue and an additional amount, up to 5% of total operating revenue, after the application of the asset replacement fund balance. This reserve is to be used to protect against unplanned events such as emergency purchases, special projects, and situations such as loss of revenue due to an economic down-turn.
- Asset replacement fund balance – the remaining fund balance after deducting the minimum fund balance and emergency reserve fund balance up to the amount budgeted for the subsequent year.



**Palos Verdes Library District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2019**

**(7) Fund Balance, continued**

A detailed schedule of fund balance and their funding composition at June 30, 2019, are as follows:

Description	Amount
<b>Nonspendable:</b>	
Prepaid expenses and deposits	\$ <u>46,482</u>
<b>Assigned:</b>	
Compensated absences	321,324
Minimum balance requirement	4,779,979
Emergency reserve	478,155
Asset replacement	261,321
<b>Total assigned</b>	<b>5,840,779</b>
<b>Unassigned:</b>	
Operations	856,341
<b>Total fund balance</b>	<b>\$ 6,743,602</b>

**(8) Deferred Compensation Savings Plan**

For the benefit of its employees, the District participates in a 457 Deferred Compensation Program (Program). The purpose of this Program is to provide deferred compensation for public employees that elect to participate in the Program. Generally, eligible employees may defer receipt of a portion of their salary until termination, retirement, death, or unforeseeable emergency. Until the funds are paid or otherwise made available to the employee, the employee is not obligated to report the deferred salary for income tax purposes.

Federal law requires deferred compensation assets to be held in trust for the exclusive benefit of the participants. Accordingly, the District is in compliance with this legislation. Therefore, these assets are not the legal property of the District, and are not subject to claims of the District's general creditors. Market value of the plan assets held in trust by Nationwide Retirement Solutions at June 30, 2019, was \$833,331.

**(9) Risk Management**

The District is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District, as a member of the Special District Risk Management Authority (SDRMA), has purchased various insurance policies to manage the potential liabilities that may occur from the previously named sources. SDRMA's purpose is to arrange and administer programs of self-insured losses and to purchase excess insurance coverage. At June 30, 2019, the District participated in the liability and property programs of the SDRMA as follows:

- Property coverage limits of \$1 billion for property, subject to a \$1,000 deductible, per occurrence; \$100 million for boiler and machinery per occurrence; and \$2 million for pollution per occurrence.
- General liability coverage up to \$10 million for bodily injury, property damage, employment benefits, employee and public officials errors and omission, and employment practices liability per occurrence; \$500,000 for public officials personal; and \$1 million for employee and public officials dishonesty.

**Palos Verdes Library District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2019**

**(9) Risk Management, continued**

- Auto liability coverage limits up to \$10 million for auto bodily injury and auto property damage per occurrence; and \$1,000,000 for uninsured motorist.
- Workers' compensation insurance up to the California statutory limits for all work related injuries/illnesses covered by California Law. Employer's liability per occurrence for workers' compensation coverage is \$5 million, subject to the terms, conditions, and exclusions as provided in the Memorandum of Coverage.

Settled claims have not exceeded any of the coverage amounts in any of the last three fiscal years and there were no reductions in the District's insurance coverage during the years ending June 30, 2019, 2018, and 2017. Liabilities are recorded when it is probable that a loss has been incurred and the amount of the loss can be reasonably estimated net of the respective insurance coverage. Liabilities include an amount for claims that have been incurred but not reported (IBNR). There was no IBNR claims payable as of June 30, 2019.

**(10) Governmental Accounting Standards Board Statements Issued, Not Yet Effective**

The Governmental Accounting Standards Board (GASB) has issued several pronouncements prior to the report date, that has effective dates that may impact future financial presentations.

***Governmental Accounting Standards Board Statement No. 84***

In January 2017, the GASB issued Statement No. 84 – *Fiduciary Activities*. The objective of this Statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported.

This Statement establishes criteria for identifying fiduciary activities of all state and local governments. The focus of the criteria generally is on (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. Separate criteria are included to identify fiduciary component units and postemployment benefit arrangements that are fiduciary activities.

This Statement describes four fiduciary funds that should be reported, if applicable: (1) pension (and other employee benefit) trust funds, (2) investment trust funds, (3) private-purpose trust funds, and (4) custodial funds. Custodial funds generally should report fiduciary activities that are not held in a trust or equivalent arrangement that meets specific criteria.

The requirements of this Statement are effective for reporting periods beginning after December 15, 2018. Earlier application is encouraged.

***Governmental Accounting Standards Board Statement No. 87***

In June 2017, the GASB issued Statement No. 87 – *Leases*. The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities.

**Palos Verdes Library District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2019**

The requirements of this Statement are effective for reporting periods beginning after December 15, 2019. Earlier application is encouraged.

**(10) Governmental Accounting Standards Board Statements Issued, Not Yet Effective, continued**

***Governmental Accounting Standards Board Statement No. 89***

In June 2018, the GASB issued Statement No. 89 – *Accounting for Interest Cost incurred Before the End of a Construction Period*. The objectives of this Statement are (1) to enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and (2) to simplify accounting for interest cost incurred before the end of a construction period.

This Statement establishes accounting requirements for interest cost incurred before the end of a construction period. Such interest cost includes all interest that previously was accounted for in accordance with the requirements of paragraphs 5–22 of Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*, which are superseded by this Statement. This Statement requires that interest cost incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred for financial statements prepared using the economic resources measurement focus. As a result, interest cost incurred before the end of a construction period will not be included in the historical cost of a capital asset reported in a business-type activity or enterprise fund.

This Statement also reiterates that in financial statements prepared using the current financial resources measurement focus, interest cost incurred before the end of a construction period should be recognized as an expenditure on a basis consistent with governmental fund accounting principles.

The requirements of this Statement are effective for reporting periods beginning after December 15, 2019. Earlier application is encouraged. The requirements of this Statement should be applied prospectively.

***Governmental Accounting Standards Board Statement No. 90***

In August 2018, the GASB issued Statement No. 90 – *Majority Equity Interests—an amendment of GASB Statements No. 14 and No. 61*. The primary objectives of this Statement are to improve the consistency and comparability of reporting a government’s majority equity interest in a legally separate organization and to improve the relevance of financial statement information for certain component units. It defines a majority equity interest and specifies that a majority equity interest in a legally separate organization should be reported as an investment if a government’s holding of the equity interest meets the definition of an investment. A majority equity interest that meets the definition of an investment should be measured using the equity method, unless it is held by a special-purpose government engaged only in fiduciary activities, a fiduciary fund, or an endowment (including permanent and term endowments) or permanent fund. Those governments and funds should measure the majority equity interest at fair value.

For all other holdings of a majority equity interest in a legally separate organization, a government should report the legally separate organization as a component unit, and the government or fund that holds the equity interest should report an asset related to the majority equity interest using the equity method. This Statement establishes that ownership of a majority equity interest in a legally separate organization results in the government being financially accountable for the legally separate organization and, therefore, the government should report that organization as a component unit.

This Statement also requires that a component unit in which a government has a 100 percent equity interest account for its assets, deferred outflows of resources, liabilities, and deferred inflows of resources at acquisition value at the date the government acquired a 100 percent equity interest in the component unit. Transactions presented in flows statements of the component unit in that circumstance should include only transactions that occurred subsequent to the acquisition.

**Palos Verdes Library District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2019**

**(10) Governmental Accounting Standards Board Statements Issued, Not Yet Effective, continued**

***Governmental Accounting Standards Board Statement No. 90, continued***

The requirements of this Statement are effective for reporting periods beginning after December 15, 2018. Earlier application is encouraged. The requirements should be applied retroactively, except for the provisions related to (1) reporting a majority equity interest in a component unit and (2) reporting a component unit if the government acquires a 100 percent equity interest. Those provisions should be applied on a prospective basis.

***Governmental Accounting Standards Board Statement No. 91***

In May 2019, the GASB issued Statement No. 91 – *Conduit Debt Obligations*. The primary objectives of this Statement are to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. This Statement achieves those objectives by clarifying the existing definition of a conduit debt obligation; establishing that a conduit debt obligation is not a liability of the issuer; establishing standards for accounting and financial reporting of additional commitments and voluntary commitments extended by issuers and arrangements associated with conduit debt obligations; and improving required note disclosures.

This Statement also addresses arrangements—often characterized as leases—that are associated with conduit debt obligations. In those arrangements, capital assets are constructed or acquired with the proceeds of a conduit debt obligation and used by third-party obligors in the course of their activities. Payments from third-party obligors are intended to cover and coincide with debt service payments. During those arrangements, issuers retain the titles to the capital assets. Those titles may or may not pass to the obligors at the end of the arrangements.

This Statement requires issuers to disclose general information about their conduit debt obligations, organized by type of commitment, including the aggregate outstanding principal amount of the issuers' conduit debt obligations and a description of each type of commitment. Issuers that recognize liabilities related to supporting the debt service of conduit debt obligations also should disclose information about the amount recognized and how the liabilities changed during the reporting period.

The requirements of this Statement are effective for reporting periods beginning after December 15, 2020. Earlier application is encouraged.

**(11) Contingencies**

***Grant Awards***

Grant funds received by the District are subject to audit by the grantor agencies. Such audit could lead to requests for reimbursements to the grantor agencies for expenditures disallowed under terms of the grant. Management of the District believes that such disallowances, if any, would not be significant.

***Litigation***

In the ordinary course of operations, the District is subject to claims and litigation from outside parties. After consultation with legal counsel, the District believes the ultimate outcome of such matters, if any, will not materially affect its financial condition.

**(12) Subsequent Events**

Events occurring after June 30, 2019, have been evaluated for possible adjustment to the financial statements or disclosure as of October 17, 2019, which is the date the financial statements were available to be issued. The District is not aware of any other subsequent events that would require recognition or disclosure in the financial statements.

## **Required Supplementary Information**



**Palos Verdes Library District**  
**Budgetary Comparison Schedule – General Fund**  
**For the Fiscal Year Ended June 30, 2019**

**Budgets and Budgetary Data**

	<b>Adopted Original Budget</b>	<b>Board Approved Changes</b>	<b>Revised Budget</b>	<b>Actual Budgetary Basis</b>	<b>Variance Positive (Negative)</b>
<b>Expenditures/Expenses:</b>					
Library operations:					
Salaries and benefits	\$ 6,864,800	-	6,864,800	6,861,558	3,242
Materials and services	2,177,000	-	2,177,000	2,026,590	150,410
Capital outlay	181,150	-	181,150	169,622	11,528
<b>Total expenditures/expenses</b>	<u>9,222,950</u>	<u>-</u>	<u>9,222,950</u>	<u>9,057,770</u>	<u>165,180</u>
<b>Program revenues:</b>					
Charges for services	390,100	-	390,100	473,665	83,565
Operating grants and contributions	771,800	-	771,800	523,641	(248,159)
<b>Total program revenues</b>	<u>1,161,900</u>	<u>-</u>	<u>1,161,900</u>	<u>997,306</u>	<u>(164,594)</u>
<b>General revenues:</b>					
Property taxes	8,290,125	-	8,290,125	8,543,388	253,263
Interest earnings	47,526	-	47,526	76,163	28,637
Other	74,792	-	74,792	75,049	257
<b>Total general revenues</b>	<u>8,412,443</u>	<u>-</u>	<u>8,412,443</u>	<u>8,694,600</u>	<u>282,157</u>
<b>Total revenues</b>	<u>9,574,343</u>	<u>-</u>	<u>9,574,343</u>	<u>9,691,906</u>	<u>117,563</u>
<b>Net changes in fund balance</b>	<u>351,393</u>	<u>-</u>	<u>351,393</u>	<u>634,136</u>	<u>282,743</u>
<b>Fund balance, beginning of year</b>	<u>6,109,466</u>		<u>6,109,466</u>	<u>6,109,466</u>	
<b>Fund balance, end of year</b>	<u>\$ 6,460,859</u>		<u>6,460,859</u>	<u>6,743,602</u>	

**Notes to Required Supplementary Information**

The District follows specific procedures in establishing the budgetary data reflected in the financial statements. Each year the District Director prepares and submits an operating budget to the Board of Trustees for the General Fund no later than June of each year. The basis used to prepare the budget does not differ substantially from the modified accrual basis of accounting. The adopted budget becomes operative on July 1. The Board of Trustees must approve all supplemental appropriations to the budget and transfers between major accounts.

The District presents a comparison of the annual budget to actual results for the General Fund at the functional expenditure-type major object level for financial reporting purposes. The budgeted expenditure amounts represent the adopted budget.

**Palos Verdes Library District**  
**Schedules of the District's Proportionate Share of the Net Pension Liability**  
**As of June 30, 2019**  
**Last Ten Years\***

**Defined Benefit Pension Plan**

Description	6/30/2018	6/30/2017	6/30/2016	6/30/2015	6/30/2014
District's proportion of the net pension liability	0.05033%	0.05112%	0.05145%	0.04690%	0.04986%
District's proportionate share of the net pension liability	\$ 4,849,837	5,069,934	4,452,322	3,218,888	3,102,720
District's covered-employee payroll	3,998,470	3,841,609	3,579,441	3,049,823	2,960,993
District's proportionate Share of the net pension liability as percentage of covered-employee payroll	121.29%	131.97%	124.39%	105.54%	104.79%
Plan's fiduciary net position as a percentage of the total pension liability	75.26%	73.31%	74.06%	83.46%	78.40%

**Notes to the Schedules of the District's Proportionate Share of Net Pension Liability**

**Changes in Benefit Terms**

Public agencies can make changes to their plan provisions, and such changes occur on an ongoing basis. A summary of the plan provisions that were used for a specific plan can be found in the plan's annual valuation report.

**Change of Assumptions and Methods**

In December 2017, the CalPERS Board adopted new mortality assumptions for plans participating in the PERF. The new mortality table was developed from the December 2017 experience study and includes 15 years of projected ongoing mortality improvement using 90% of scale MP 2016 published by the Society of Actuaries. The inflation assumption is reduced from 2.75% to 2.50%.

The assumptions for individual salary increases and overall payroll growth are reduced from 3.00% to 2.75%. These changes will be implemented in two steps commencing in the June 30, 2017 funding valuation. However, for financial reporting purposes, these assumption changes are fully reflected in the results for fiscal year 2018.

In fiscal year 2017, the financial reporting discount rate for the PERF C was lowered from 7.65% to 7.15%. In December 2016, the CalPERS Board approved lowering the funding discount rate used in the PERF C from 7.50% to 7.00%, which is to be phased in over a three-year period (7.50% to 7.375%, 7.375% to 7.25%, and 7.25% to 7.00%) beginning with the June 30, 2016, valuation reports. The funding discount rate includes a 15 basis-point reduction for administrative expenses, and the remaining decrease is consistent with the change in the financial reporting discount rate.

In fiscal year 2015, the financial reporting discount rate was increased from 7.50% to 7.65% resulting from eliminating the 15 basis-point reduction for administrative expenses. The funding discount rate remained at 7.50% during this period, and remained adjusted for administrative expenses.

\* The District has presented information for those years for which information is available until a full 10-year trend is compiled.



**Palos Verdes Library District**  
**Schedules of Pension Plan Contributions**  
**As of June 30, 2019**  
**Last Ten Years\***

**Defined Benefit Pension Plan**

<u>Description</u>	<u>6/30/2019</u>	<u>6/30/2018</u>	<u>6/30/2017</u>	<u>6/30/2016</u>	<u>6/30/2015</u>
Contractually required contribution	\$ 601,723	526,407	492,046	436,015	420,029
Contributions in relation to the actuarially determined contributions	<u>(701,723)</u>	<u>(626,407)</u>	<u>(692,046)</u>	<u>(436,015)</u>	<u>(420,029)</u>
Contribution deficiency (excess)	<u>\$ (100,000)</u>	<u>(100,000)</u>	<u>(200,000)</u>	<u>-</u>	<u>-</u>
Covered-employee payroll	<u>\$ 4,075,562</u>	<u>3,988,470</u>	<u>3,841,609</u>	<u>3,579,441</u>	<u>3,049,823</u>
Contributions as a percentage of covered-employee payroll	17.22%	15.71%	18.01%	12.18%	13.77%

**Notes to the Schedules of Pension Plan Contributions**

\* The District has presented information for those years for which information is available until a full 10-year trend is compiled.

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# **Report on Internal Controls and Compliance**





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## **Independent Auditor's Report on Internal Control Over Financial Reporting And on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards***

Board of Library Trustees  
Palos Verdes Library District  
Palos Verdes, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Palos Verdes Library District (District) as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprises the District's basic financial statements, and have issued our report thereon dated October 17, 2019.

### **Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Independent Auditor's Report on Internal Control Over Financial Reporting  
And on Compliance and Other Matters Based on an Audit of Financial  
Statements Performed in Accordance with *Government Auditing Standards*, continued**

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Fedak & Brown LLP*

**Fedak & Brown LLP**  
Cypress, California  
October 17, 2019