



AGENDA






PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

Monday, June 17, 2013
6:30 p.m.
History Room

*The Vision of the Placentia Library District is to
inspire exploration, open minds and bring people together.*

The Purpose of the Placentia Library District is to provide services and materials to our ever changing and diverse community.

To accomplish this goal the Library will:

-  Provide a qualified staff to acquire, organize, and maintain a collection of print and non-print materials in an easily accessible facility and assist the public with its use.
-  Provide literacy outreach and services to the community.
-  Provide a special collection to document and preserve Placentia's History and Authors.
-  Present programs and provide technology access to everyone in order to promote reading and lifelong learning.
-  Promote the Library's vision through consistent messages to the public.

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

REPORTS AND DOCUMENTATION: *Supporting documentation is available for review in the Administrative Office at the Placentia Library District, 411 E. Chapman Avenue, Placentia, CA 92870 9:00 a.m. – 6:00 p.m., Monday-Thursday. The Agenda and minutes are available online at www.placentialibrary.org. A copy of the Agenda packet will be available for use during the Board Meetings.*

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

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

3. Adoption of Agenda

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

Presentation: Library Director

Recommendation: Adopt by Motion

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

7. Placentia Library Friends Foundation Board of Director's Report (Secretary Carline)

CONSENT CALENDAR (Items 8 – 23)

Presentation: Library Director

Recommendation: Approve by Motion

Items 8 – 23 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.

MINUTES (Item 8)

8. Minutes of the May 20, 2013 Library Board of Trustees Unusual Date Meeting. (Receive & File and Approve)

CLAIMS (Items 9 – 12)

9. Nonstandard Claims in excess of \$300. (Receive & File and Approve)
10. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)
11. Current Claims and Payroll. (Receive & File and Approve)
12. FY2012-2013 Cash Flow Analysis through May 2013; the Schedule of Anticipated Property Tax Revenues for FY2012-2013 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 13 – 16)

13. Financial Reports for May 2013 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for May 2013. (Receive & File)
15. Acquisitions Report for May 2013. (Receive & File)
16. Entrepreneurial Activities Report for May 2013. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

17. Personnel Report for May 2013. (Receive, File, and Ratify Appointments)
18. Circulation Report for May 2013. (Receive & File)
19. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

STAFF REPORTS (Items 20 – 23)

20. Library Director's Report for May 2013.
21. Children's Services Report for May 2013.
22. Adult Services Report for May 2013.
23. Placentia Library Web Site & Technology Report for May 2013.

OLD BUSINESS

24. Accept and File Corrected Budget Documents
Fiscal Impact: N/A
25. Revisit the DVD Rental Fees
Fiscal Impact: N/A

NEW BUSINESS

26. Discuss the Special District Risk Management Authority (SDRMA) Board of Directors Election and Approve Resolution 14-05.
Fiscal Impact: N/A
27. Award bid to Cheri Davis to provide interior design and project management for the facility remodeling projects.
Fiscal Impact: \$110,000
28. Award contract to Macias Gini & O'Connell to perform the financial audit and Annual Controller's Report for Fiscal Year 2012-2013.
Fiscal Impact: \$14,000
29. Review and Approve the Strategic Planning Consultant Request For Proposal.
Fiscal Impact: \$25,000

30. Authorize the Business Manager to attend the General Manager Leadership Summit.
Fiscal Impact: \$1,000
31. Determine whether to cancel the August 19, 2013 Library Board of Trustees regular meeting.
32. Select a second Trustee to serve on the Personnel Committee to replace former Trustee Escobosa.
33. Accept the Proposed Placentia Library District Policy 2205 – Fingerprinting Policy as a first reading, Approve Resolution 14-05: A Resolution of the Board of Trustees of the Placentia Library District of Orange County, and Determine who is required to go through the Live Scan fingerprinting process.
Fiscal Impact: \$3,000 - \$30,000
34. Authorize an amendment to Resolution 13-03 for the District’s Appropriations Limitations (GANN Limit) at \$3,730,801 for Fiscal Year 2012-2013.

DISCUSSION ITEM

35. Discuss the Placentia Library District Policies 2195 – Tobacco Use & 6065 – Public Behavior Policy
Fiscal Impact: N/A
36. Discuss Development & Technology Tools For Staff
Fiscal Impact: \$3,000
37. Discuss Condition of Fascia Boards
Fiscal Impact: \$15,148

ADJOURNMENT

38. Agenda Preparation for the June Regular Date Meeting which will be held on Monday, July 15, 2013 unless re-scheduled by the Library Board of Trustees.
39. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
40. Adjourn

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

I, Yesenia Baltierra, Business Manager of the Placentia Library District, hereby certify that the Agenda for the June 17, 2013 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on June 12, 2013.



Yesenia Baltierra, Business Manager

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
May 20, 2013

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on May 20, 2013 at 6:32 P.M.

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

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, Fernando Maldonado, Nadia Dallstream and Brittany Johnson

ADOPTION OF AGENDA It was moved by Trustee Minter and seconded by Trustee Martin to adopt the agenda as presented:

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

ORAL COMMUNICATION There was no oral communication made at this time. (Item 4)

Library Director Contreras introduced the newest staff members of the library; Saroo Carrillo, Heather Alexander, Elizabeth (Liz) Marin and Brittany Johnson.

TRUSTEE REPORTS President Shkoler reported that he attended the Oversight Committee, tentative proposal changes include two story shopping center. Also attended the meeting with Click Consulting PLD's new IT Service. (Item 5)

Trustee Minter had nothing to report.

Secretary Carline reported that she attended PLFF meeting on May 13, 2013 she also requested another Trustee sit in for her next PLFF meeting, Trustee Martin agreed to do so.

Trustee Martin reported that she attended the Monte Carlo Madness Annual Fundraiser at HIS House. Will also be providing a tour of the library to HIS House residents.

Trustee DeVecchio reported that he attended the Swazzle puppet show, attended the Community Network meeting and attended the presentation on Hiroshima. (Item 6)

PLFF REPORT Secretary Carline reported that a motion was passed at the May 13, 2013 PLFF meeting to approve \$100,000. Also reported that Jo Ann Sowards is the runner up for PLFF President unless otherwise opposed. (Item 7)

- CONSENT CALENDAR** It was moved by Secretary Carline and seconded by Trustee DeVecchio to approve Agenda Items 8-24:
AYES: Shkoler, Carline, DeVecchio, Martin , Minter
NOES: None
ABSTAIN: None
ABSENT: None
- MINUTES** Minutes of the April 22, 2013 Library Board of Trustees Regular Date Meeting (Item 8)
- CLAIMS** Nonstandard Claims in excess of \$300 (Item 9)

Claims forwarded by the Library Director and Library Trustees (Item 10)

Current Claims and Payroll (Item 11)
- TREASURER'S REPORT** FY2012-2013 Cash Flow Analysis through April 2013; the Schedule of Anticipated Property Tax Revenues for FY2012-2013 as provided by the Orange County Auditor (Item 12)

Financial Reports for April 2013 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for April 2013 (Item 14)

Acquisitions Report for April 2013 (Item 15)

Entrepreneurial Activities Report for April 2013 (Item 16)
- GENERAL CONSENT** Personnel Report for April 2013 (Item 17)

Circulation Report for April 2013 (Item 18)

Review of Shared Maintenance Costs with the City of Placentia under the JPA (Item 19)
- STAFF REPORTS** Library Director's Report for April 2013 (Item 20)

Children's Services Report for April 2013 (Item 21)

Adult Services Report for April 2013 (Item 22)

Web Site & Technology Report for April 2013 (Item 23)

INTRODUCTION

Orange County Reporter, Luke Harold did not attend meeting.

PUBLIC HEARINGS

Regular Meeting was adjourned May 20, 2013 at 7:04 p.m.

**BUDGET FISCAL
YEARS 2013-2015**

Public Hearing was declared open May 20, 2013 at 7:04 p.m.

President Shkoler asked at this time if anyone would like to speak on the budget. None spoke.

Public Hearing closed May 20, 2013 at 7:05 p.m.

Regular Meeting reconvened May 20, 2013 at 7:05 p.m.

Library Director Contreras explained FY2011-2012 collected Property Tax of \$91,050 and is expected to collect Property Tax of \$80,000 for FY2012-2013 which would bring a surplus of \$250,000-350,000 for FY2012-2013. Library Director Contreras also stated the set budgets for the following: \$50,000 – Plumbing \$25,000 – Stratgic Consultant and \$16,000 – IT Services which leaves a balance to carry over that will cover expenditures and allows a surplus to carry to FY2013-2014. Trustee Martin asked question about travel expenses. Library Director Contreras explained increase was due to request from Trustee Minter to send staff to the Public Library Association (PLA) Conference. Trustee Minter expressed concern about book budget, asked if PLFF will offset book budget. Library Director Contreras will request funds for book budget to PLFF.

It was moved by Secretary Carline and seconded by Trustee Martin to adopt Budget Fiscal Year 2013-2015 Resolution 14-01 by roll call (Item 25) :

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

SALARY SCHEDULES

Regular Meeting was adjourned May 20, 2013 at 7:15 p.m.

Public Hearing was declared open May 20, 2013 at 7:15 p.m.

President Shkoler asked at this time if anyone would like to speak on the budget. None spoke.

Public Hearing closed May 20, 2013 at 7:16 p.m.

Regular Meeting reconvened May 20, 2013 at 7:16 p.m.

Trustee Martin asked how salary schedule was established. President Shkoler responded that the salary scale has been in place for many years. Adjustments are based on COLA. Library Director Contreras added that the last change made last year was to add Library Page to a 10 step scale (Item 26)

It was moved by Trustee Minter and seconded Secretary Carline to approve Exempt and Non-Exempt Salary Schedules for Fiscal Year 2013-2015 Resolution 14-02:

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

**FINES & FEES
SCHEDULE**

Regular Meeting was adjourned May 20, 2013 at 7:18 p.m.

Public Hearing was declared open May 20, 2013 at 7:18 p.m.

President Shkoler asked at this time if anyone would like to speak on the budget. None spoke.

Public Hearing closed May 20, 2013 at 7:19 p.m.

Regular Meeting reconvened May 20, 2013 at 7:19 p.m.

Library Director Contreras explained that the only changes being made to the Fines & Fees Schedule is the language. The language change is breakdown fee instead of clean up fee and History Room Photography to add Administrative Maintenance fee. Trustee Minter expressed that she did not agree to charge a fee for the DVDs.

It was moved by Trustee Martin and seconded Secretary Carline to approve Fines and Fees Schedule for Fiscal Year 2013-2015 (Item 27) :

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

NEW BUSINESS

GANN LIMIT

It was moved by Trustee Minter and seconded Trustee Martin to approve Appropriation Limitations (Gann Limit) at \$3,972,409 for Fiscal Year 2013-2014 by Resolution 14-03 by roll call vote:

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

HOLIDAY AND LIBRARY CLOSURE SCHEDULE

It was moved by Trustee Martin and seconded Secretary Carline to approve Holiday and Library Closure Schedule for Fiscal Year 2013-2014 by Resolution 14-04:

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

POLICY 2200

Library Director Contreras recommended an amendment to Policy 2200 to include fingerprinting of staff and volunteers as a pre-employment requirement; especially those in direct contact with children. Library Director seek a legal opinion on retro for current employees. Effective July 1, 2013.

It was moved by Secretary Carline and seconded Trustee DeVecchio to approve amendment to Policy 2200 (Item 30):

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

The Regular Meeting of the Board of Trustees of the Placentia Library District on May 20, 2013 adjourned at 7:35 P.M.

The next meeting will be on June 17, 2013 at 6:30 P.M.

Al Shkoler
President
Library Board of Trustees

Gayle Carline
Secretary
Library Board of Trustees

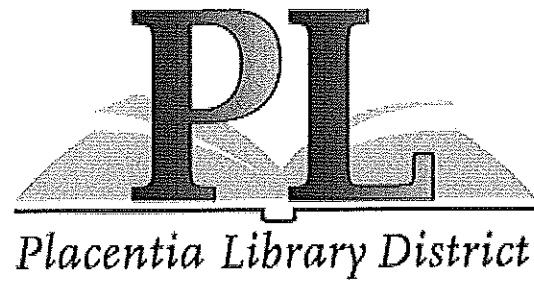


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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Summary of Non-standard Claims for May 2013
DATE: June 17, 2013

TYPE	DATE	CLAIM #	AMOUNT
<i>NONE</i>			
		TOTAL	\$0



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Summary of Claims Forwarded by the Library Director & Trustees
DATE: June 17, 2013

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	05/21/13	5651	\$7,172.70
FUND 707	06/03/13	5652	\$6,818.94
FUND 707	06/04/13	5653	\$2,772.00
		TOTAL	\$16,763.64



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Current Claims and Payroll
DATE: June 17, 2013

Current Claims

TYPE	DATE	CLAIM #	AMOUNT
707	06/17/13	5654	\$5,577.99
707	06/17/13	5655	\$3,971.29
707	06/17/13	5656	\$1,215.12
707	06/17/13	5657	\$6,994.01
707	06/17/13	5658	\$1,920.92
707	06/17/13	5659	\$7,803.71
707	06/17/13	5660	\$10,700.84
707	06/17/13	5661	\$1,046.83
707	06/17/13	5662	\$938.39

Subtotal for Claims *\$40,169.10*

Payroll

On Demand Wire	06/17/13	76	\$40,000.00
On Demand Wire	06/17/13	77	\$40,000.00
On Demand Wire	06/17/13	78	\$40,000.00
On Demand Wire	06/17/13	79	\$40,000.00

Subtotal for Payroll *\$160,000.00*

**TOTAL CURRENT
CLAIMS & PAYROLL** **\$200,169.10**

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/17/13
REPORT NO: 5654
The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4829 Hoang Computer Services 6765 Westminster Bl. Ste C-PMB 103 Westminster, CA 92683	5/24/2013 01099	1900	0739		\$1,400.00		
VC-5048 Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814-2865	5/24/2013 12892	0309 0308 0310 0306 0319	0770		\$570.57 \$1,258.03 \$322.47 \$55.08 \$213.27 \$2,419.42		
(New Vendor) Staffmark ATTN: U.S. Bank P.O. Box 952386 St. Louis, MO 63195	5/16/2013 002115643RB 5/30/2013 0002196098	1900	0748		\$55.00 \$720.00 \$775.00		
VC-4802-4 Office Depot PO Box 70025 Los Angeles CA 90074-0025	5/23/2013 658925146001 5/23/2013 658925579001	1400	0717		\$129.56 \$58.27 \$187.83		
VC-0059-4 Pitney Bowes Purchase Power PO Box 371874 Pittsburgh, PA 15250-7874	5/24/2013 8000900006525830	1803			\$436.90		
(New Vendor) Cintas Corporation #640 P.O. Box 29059 Pheonix, AZ 85038	6/03/2013 640776892	1000			\$196.28		
(New Vendor) Cintas Corporation #640 P.O. Box 29059 Pheonix, AZ 85038	6/10/2013 640780394	1000			\$127.56		
VC-6846-1 Special T. Water Systems, Inc. PO Box 165 Whittier, CA 90608-0165	6/01/2013 56476	1300			\$35.00		
TOTAL REMITTANCE:					\$5,577.99		
The claims listed above (\$ 5,577.99) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/17/13
REPORT NO: 5655

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-12175 Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	6/02/2013 8448400250124877	0700	0702		\$145.26		
VC-12483 Public Agency Retirement Services c/o U.S. Bank National Association Trustee for PARS #6746022400 P.O. Box 511649 Los Angeles, CA 90051-8204	6/10/2013 6746022400	0200			\$2,827.82		
VC-5233-2 AT&T PO Box 9011 Carol Stream, IL 60197-9011	6/02/2013 0000044057599	0700 0700	0700 0701		\$109.82 \$282.60 \$392.42		
(New Vendor) Capitol Door Service So. California 4699 24th Street Sacramento, CA 95822	5/31/2013 17843	1400	0717		\$233.25		
VC-12175 Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	6/05/2013 8448400250276198	0700	0702		\$295.27		
VC-0089-10 Placentia Disposal #676 PO Box 78829 Phoenix, AZ 85062-8829	5/31/2013 0676001479316	1001			\$77.27		
TOTAL REMITTANCE:					\$3,971.29		
The claims listed above (\$3,971.29) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/17/13
REPORT NO: 5656

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	5/08/2013	4010516144	2400	0760	\$14.97		
	5/13/2013	4010518149	2400	0760	\$82.71		
	5/13/2013	4010518150	2400	0760	\$26.89		
	5/13/2013	4010518151	2400	0760	\$125.59		
	5/13/2013	4010518152	2400	0760	\$16.37		
	5/13/2013	4010518153	2400	0760	\$59.37		
	5/13/2013	4010518154	2400	0760	\$84.42		
	5/13/2013	4010518155	2400	0760	\$14.52		
	5/13/2013	4010518156	2400	0760	\$24.91		
	5/13/2013	4010518157	2400	0760	\$45.10		
	5/13/2013	4010518158	2400	0760	\$60.24		
	5/13/2013	4010518159	2400	0760	\$130.99		
	5/13/2013	4010518160	2400	0760	\$14.50		
	5/13/2013	4010518161	2400	0760	\$22.29		
	5/13/2013	4010518162	2400	0760	\$45.50		
	5/13/2013	4010518163	2400	0760	\$14.52		
	5/13/2013	4010518164	2400	0760	\$75.16		
	5/13/2013	4010518165	2400	0760	\$12.00		
	5/13/2013	4010518166	2400	0760	\$81.46		
	5/13/2013	4010518167	2400	0760	\$203.55		
5/13/2013	4010525007	2400	0760	\$10.26			
5/14/2013	4010518661	2400	0760	\$49.80			
TOTAL REMITTANCE:					\$1,215.12		
The claims listed above (\$1,215.12) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/17/13
REPORT NO: 5657

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4997 EBSCO Subscription Services Accounts Receivable PO Box 830625 Birmingham, AL 35283	5/13/2013	2400	0760		\$14.16		
	0064165						
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	5/10/2013	2400	0760		\$54.09		
	90974184						
	5/10/2013	2400	0760		\$32.94		
	90974185						
	5/13/2013	2400	0760		\$46.09		
VC-2775 OverDrive, Inc. PO Box 72117 Cleveland, OH 44192-0002	90979852						
	5/14/2013	2400	0760		\$296.22		
	90981248						
	5/14/2013	2400	0760		\$429.34		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	5/13/2013	2400	0760		\$503.82		
	1148174544957051313						
	5/14/2013	2400	0760		\$513.30		
	1148172349177051413						
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	6/10/2013	2400	0760		\$4,900.00		
	CD-0003792						
	5/14/2013	2400	0760		\$45.43		
	4010518662						
	5/14/2013	2400	0760		\$16.87		
	4010518663						
	5/14/2013	2400	0760		\$25.51		
	4010518664						
	5/14/2013	2400	0760		\$59.82		
	4010518665						
	5/14/2013	2400	0760		\$107.63		
	4010518666						
	5/14/2013	2400	0760		\$38.62		
	4010518668						
	5/14/2013	2400	0760		\$14.52		
4010518669							
5/14/2013	2400	0760		\$108.34			
4010518670							
5/14/2013	2400	0760		\$37.26			
4010518671							
5/14/2013	2400	0760		\$41.66			
4010522036							
5/14/2013	2400	0760		\$137.73			
4010522037							
TOTAL REMITTANCE:					\$6,994.01		
The claims listed above (\$6,994.01) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/17/13
REPORT NO: 5658

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	5/14/2013	2400	0760		\$91.50		
	4010522039						
	5/14/2013	2400	0760		\$1,042.17		
	4010522040						
	5/14/2013	2400	0760		\$28.80		
	4010522041						
	5/14/2013	2400	0760		\$61.89		
	4010522042						
	5/14/2013	2400	0760		\$50.13		
	4010522043						
	5/14/2013	2400	0760		\$97.17		
	4010522044						
	5/14/2013	2400	0760		\$15.70		
	4010522045						
	5/14/2013	2400	0760		\$35.87		
	4010522046						
	5/14/2013	2400	0760		\$18.44		
	4010522047						
	5/14/2013	2400	0760		\$57.41		
	4010522048						
5/14/2013	2400	0760		\$56.19			
4010522049							
5/14/2013	2400	0760		\$21.48			
4010522050							
5/14/2013	2400	0760		\$22.71			
4010522051							
5/15/2013	2400	0760		\$15.73			
4010525228							
5/15/2013	2400	0760		\$15.07			
4010525229							
5/15/2013	2400	0760		\$141.64			
4010525230							
5/15/2013	2400	0760		\$28.85			
4010525231							
5/15/2013	2400	0760		\$22.29			
4010525232							
5/15/2013	2400	0760		\$39.80			
4010525233							
5/15/2013	2400	0760		\$18.32			
4010525234							
5/17/2013	2400	0760		\$22.08			
4010523164							
5/17/2013	2400	0760		\$17.68			
4010526165							
TOTAL REMITTANCE:					\$1,920.92		
The claims listed above (\$1,920.92) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/17/13
REPORT NO: 5659

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	5/17/2013	4010526166	2400	0760	\$300.81		
	5/17/2013	4010526168	2400	0760	\$63.78		
	5/17/2013	4010526169	2400	0760	\$17.67		
	5/17/2013	4010526170	2400	0760	\$23.97		
	5/17/2013	4010526171	2400	0760	\$54.47		
	5/17/2013	4010526172	2400	0760	\$39.16		
	5/17/2013	4010526173	2400	0760	\$22.73		
	5/20/2013	4010531204	2400	0760	\$23.19		
	5/24/2013	W91888490	2400	0760	\$14.51		
					\$560.29		
	VC-2993 Midwest Tape PO Box 820 Holland OH 43528	5/16/2013	90988774	2400	0760	\$46.09	
5/17/2013		90992784	2400	0760	\$19.29		
5/17/2013		90992785	2400	0760	\$244.36		
5/17/2013		90992787	2400	0760	\$146.07		
5/17/2013		90992788	2400	0760	\$112.71		
5/17/2013		90992788	2400	0760	\$183.20		
5/17/2013		90992840	2400	0760	\$118.92		
5/17/2013		90992841	2400	0760	\$870.64		
VC-4888 Califa Group 32 W 25th Ave Ste 201 Sant Mateo CA 94403	5/29/2013	5336	2400	0760	\$572.78		
VC-12061 Library Ideas LLC P.O. Box 2345 Merrifield, VA 22116-2345	5/22/2013	32194	2400	0760	\$5,800.00		
TOTAL REMITTANCE:					\$7,803.71		
The claims listed above (\$7,803.71) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/17/13
REPORT NO: 5660

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	5/30/2013	2400	0760		\$40.93		
	5/24/2013	W92062260	2400	0760	\$72.18		
	5/24/2013	91012319	2400	0760	\$349.81		
	5/24/2013	91012382	2400	0760	\$69.28		
	5/24/2013	91012383	2400	0760	\$79.28		
	5/29/2013	91012384	2400	0760	\$108.27		
	5/29/2013	91017808	2400	0760	\$29.64		
	5/29/2013	91017809	2400	0760	\$39.64		
	5/29/2013	91017841	2400	0760	\$789.03		
	VC-4888 Califa Group 32 W 25th Ave Ste 201 Sant Mateo CA 94403	5/29/2013	5337	2400	0760	\$85.91	
VC-11966 Shmoop University, Inc. PO Box 0935 Los Altos, CA 94023-0935	6/05/2013	801	2400	0760	\$7,800.00		
VC-2775 OverDrive, Inc. PO Box 72117 Cleveland, OH 44192-0002	5/28/2013	1148235824750052813	2400	0760	\$1,728.26		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	5/26/2013	0000055745	2400	0760	\$21.60		
	5/28/2013	4010533793	2400	0760	\$40.39		
	5/28/2013	4010533794	2400	0760	\$101.74		
	5/28/2013	4010533795	2400	0760	\$30.13		
	5/28/2013	4010533795	2400	0760	\$48.98		
	5/28/2013	4010533796	2400	0760	\$54.80		
	5/28/2013	4010533797	2400	0760	\$297.64		
TOTAL REMITTANCE:					\$10,700.84		
The claims listed above (\$10,700.84) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/17/13
REPORT NO: 5661

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	5/28/2013	4010533799	2400	0760	\$13.25		
	5/28/2013	4010533800	2400	0760	\$41.04		
	5/28/2013	4010533801	2400	0760	\$14.52		
	5/28/2013	4010533802	2400	0760	\$61.22		
	5/28/2013	4010533803	2400	0760	\$29.95		
	5/28/2013	4010533804	2400	0760	\$18.61		
	5/28/2013	4010533805	2400	0760	\$126.52		
	5/28/2013	4010533806	2400	0760	\$29.04		
	5/28/2013	4010533807	2400	0760	\$27.70		
	5/28/2013	4010533808	2400	0760	\$74.53		
	5/28/2013	4010533810	2400	0760	\$28.40		
	5/28/2013	4010533811	2400	0760	\$53.55		
	5/28/2013	4010533812	2400	0760	\$22.25		
	5/28/2013	4010533813	2400	0760	\$99.66		
	5/28/2013	4010533814	2400	0760	\$39.08		
	5/28/2013	4010533815	2400	0760	\$116.06		
	5/28/2013	4010534828	2400	0760	\$60.87		
	5/28/2013	4010534829	2400	0760	\$15.72		
	5/28/2013	4010534830	2400	0760	\$36.15		
	5/28/2013	4010534831	2400	0760	\$76.21		
5/28/2013	4010534832	2400	0760	\$41.03			
5/28/2013	4010534833	2400	0760	\$21.47			
TOTAL REMITTANCE:					\$1,046.83		
The claims listed above (\$1,046.83) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/17/13
REPORT NO: 5662

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	5/28/2013	2400	0760		\$29.34		
	4010534834	2400	0760		\$39.08		
	5/28/2013	2400	0760		\$25.91		
	4010534835	2400	0760		\$20.59		
	5/30/2013	2400	0760		\$20.84		
	4010537599	2400	0760		\$22.71		
	5/30/2013	2400	0760		\$19.59		
	4010537601	2400	0760		\$18.92		
	5/30/2013	2400	0760		\$36.01		
	4010537602	2400	0760		\$88.42		
	5/30/2013	2400	0760		\$27.50		
	4010537603	2400	0760		\$36.99		
	5/30/2013	2400	0760		\$71.76		
	4010537604	2400	0760		\$35.87		
	5/30/2013	2400	0760		\$20.19		
	4010537605	2400	0760		\$18.23		
	5/31/2013	2400	0760		\$16.36		
	4010541601	2400	0760		\$44.11		
	5/31/2013	2400	0760		\$48.14		
	4010541602	2400	0760		\$251.74		
5/31/2013	2400	0760		\$892.30			
4010541603	2400	0760		\$46.09			
5/31/2013	2400	0760					
4010541604	2400	0760					
5/31/2013	2400	0760					
4010541605	2400	0760					
5/31/2013	2400	0760					
4010541606	2400	0760					
5/31/2013	2400	0760					
4010541607	2400	0760					
5/31/2013	2400	0760					
4010541854	2400	0760					
11/07/2012	2400	0760					
4010320044	2400	0760					
11/08/2012	2400	0760					
4010322344	2400	0760					
11/08/2012	2400	0760					
4010322345	2400	0760					
11/08/2012	2400	0760					
4010322346	2400	0760					
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	5/31/2013	2400	0760		\$46.09		
TOTAL REMITTANCE:					\$938.39		
The claims listed above (\$938.39) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by

Countersigned by

Attested and/or countersigned by

Page Total:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*06-24-13 Payroll #22 FY12/13	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
<p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

The County Auditor is authorized to draw these checks from:

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

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*06-28-13 Payroll #23 FY12/13	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
<p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*07-08-13 Payroll #01 FY13/14	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
<p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*07-15-13 Payroll #02 FY13/14	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
<p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

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

DATE: June 17, 2013

Fiscal Year 2012-2013							
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
07/31/12	Closed Account	Closed Account	Closed Account	1,469,830.85	Closed Account	1,469,830.85	0.00
8/31/2012	Closed Account	Closed Account	Closed Account	1,349,149.11	Closed Account	1,349,149.11	0.00
9/30/2012	Closed Account	Closed Account	Closed Account	1,303,635.10	Closed Account	1,303,635.10	0.00
10/31/12	Closed Account	Closed Account	Closed Account	1,196,238.15	Closed Account	1,196,238.15	0.00
11/30/2012	Closed Account	Closed Account	Closed Account	1,367,458.84	Closed Account	1,367,458.84	0.00
12/31/2012	Closed Account	Closed Account	Closed Account	1,912,383.33	Closed Account	1,912,383.33	0.00
01/31/13	Closed Account	Closed Account	Closed Account	1,890,404.62	Closed Account	1,890,404.62	0.00
2/28/2013	Closed Account	Closed Account	Closed Account	1,794,179.66	Closed Account	1,794,179.66	0.00
3/31/2013	Closed Account	Closed Account	Closed Account	1,659,289.32	Closed Account	1,659,289.32	0.00
04/30/13	Closed Account	Closed Account	Closed Account	2,109,171.72	Closed Account	2,109,171.72	0.00
5/31/2013	Closed Account	Closed Account	Closed Account	2,053,081.07	Closed Account	2,053,081.07	0.00
6/30/2013	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
Petty Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Reserves	0.00	0.00	0.00	414,789.10	0.00	414,789.10	0.00
Impact Fees	0.00	0.00	0.00	374,419.30	0.00	374,419.30	0.00
Fiscal Year 2011-2012							
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
07/31/11	Closed Account	Closed Account	Closed Account	1,386,098.01	Closed Account	1,386,098.01	0.00
8/31/2011	Closed Account	Closed Account	Closed Account	1,299,446.62	Closed Account	1,299,446.62	0.00
9/30/2011	Closed Account	Closed Account	Closed Account	1,250,450.01	Closed Account	1,250,450.01	0.00
10/31/11	Closed Account	Closed Account	Closed Account	1,076,233.61	Closed Account	1,076,233.61	0.00
11/30/2011	Closed Account	Closed Account	Closed Account	1,096,791.22	Closed Account	1,096,791.22	0.00
12/31/2011	Closed Account	Closed Account	Closed Account	1,731,160.37	Closed Account	1,731,160.37	0.00
01/31/12	Closed Account	Closed Account	Closed Account	1,598,956.35	Closed Account	1,598,956.35	0.00
2/28/2012	Closed Account	Closed Account	Closed Account	1,471,455.26	Closed Account	1,471,455.26	0.00
3/31/2012	Closed Account	Closed Account	Closed Account	1,373,416.79	Closed Account	1,373,416.79	0.00
04/30/12	Closed Account	Closed Account	Closed Account	1,917,693.89	Closed Account	1,917,693.89	0.00
5/31/2012	Closed Account	Closed Account	Closed Account	1,831,410.02	Closed Account	1,831,410.02	0.00
6/30/2012	Closed Account	Closed Account	Closed Account	1,566,215.85	Closed Account	1,566,215.85	0.00
Petty Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Reserves	0.00	0.00	0.00	414,789.10	0.00	414,789.10	0.00
Impact Fees	0.00	0.00	0.00	125,627.48	0.00	125,627.48	0.00



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Financial Reports through May 2013 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger**

DATE: June 17, 2013

Summary of Cash and Investments as of May 31, 2013

Cash with Orange County Treasurer Fund 707	1,514,274.49
Reserves with Orange County Treasurer	414,789.10
Impact Fees with County and Bank of the West (Restricted)	374,419.30
General Fund Checking – Bank of the West	22,382.29
General Fund Savings – Bank of the West	560,592.96
Payroll Checking – Wells Fargo Bank	80,310.10
Total Cash and Investments	2,966,768.24

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



Jeanette Contreras
Library Director



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PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
 May 31, 2013

GENERAL Fund 707	REV SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	1,797,216	1,783,111	14,105	99.2%
6220		Property Taxes - Current Unsecured	76,781	54,828	21,953	71.4%
6230		Property Taxes - Prior Secured	0	-	-	0.0%
6240		Property Taxes - Prior Unsecured	0	-	-	0.0%
6250		Taxes - Spec Dist Augmentation	3,870	8,096	(4,226)	0.0%
6280		Property Taxes - Curr Supplemental	24,602	18,979	5,623	77.1%
6290		Other Taxes	0	3,796	(3,796)	100.0%
6300		Property Taxes - Prior Supplemental	0	1,621	(1,621)	100.0%
6540		Penalties & Costs on Delinq Taxes	1,620	817	803	50.4%
		Sub Total		<u>1,871,248</u>		
REVENUE FROM USE OF MONEY & PROP'Y						
6610		Interest	0	6,095	(6,095)	100.0%
		Sub Total		<u>6,095</u>		
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	16,905	12,558	4,347	74.3%
6970		State - Other	0	-	-	0.0%
7120		Other-In-Lieu Taxes	0	-	-	0.0%
		Sub Total		<u>12,558</u>		
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)				
		Fines & Fees	35,000	31,578	3,422	90.2%
		Passport/Photos	55,000	103,051	(48,051)	187.4%
		Meeting Room Fees	5,500	4,110	1,390	74.7%
		DVD Rentals	5,000	5,656	(656)	113.1%
		Test Proctor	3,000	3,900	(900)	130.0%
		Sub Total		<u>148,295</u>		
7680		6-MO Expired (Outlawed) Checks	0	-	-	0%
		YTD Actual		<u><u>2,038,196</u></u>		
		FY 11/12 Funds Available	70,000	70,000		
TOTAL REVENUES FY 12/13:			2,094,494	2,108,196	(13,702)	100.7%

MISCELLANEOUS REVENUES (Restricted)	Impact Fees	City of Placentia Tax Sharing Agreement				
	0	0	-	-	-	0%
	0	0	-	-	-	0%

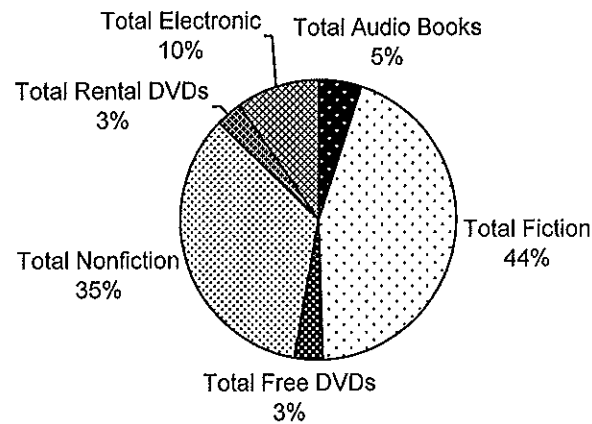
PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
May 31, 2013
92% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,070,862	905,523	0.85	\$165,339
0200	Retirement	37,960	33,406	0.88	\$4,554
0301	Unemployment Insurance	11,000	0	0.00	\$11,000
0306	Health Insurance	166,441	117,906	0.71	\$48,536
0306-0770	Employee Assistance Program	800	640	0.80	\$160
0308	Dental Insurance	15,500	13,695	0.88	\$1,805
0309	Life Insurance	7,400	6,607	0.89	\$793
0310	AD & D Insurance	4,000	3,578	0.89	\$422
0319	Vision Insurance	2,600	2,217	0.85	\$383
0350	Workers' Compensation Insurance	10,000	5,845	0.58	\$4,155
	TOTAL	\$1,326,563	\$1,089,415	0.82	\$237,148
SERVICES & SUPPLIES					
0700	Communications	12,000	7,619	0.63	\$4,381
0900	Food	1,500	2,037	1.36	-\$537
1000	Household Expenses	10,000	10,162	1.02	-\$162
1100	Library Insurance	13,000	11,846	0.91	\$1,154
1300	Maintenance, Equipment	20,000	18,448	0.92	\$1,552
1400	Maintenance, Buildings & Improvements	85,000	24,443	0.29	\$60,557
1600	Memberships	14,000	11,939	0.85	\$2,061
1800	Office Expenses	30,000	33,739	1.12	-\$3,739
1803	Postage	5,000	6,541	1.31	-\$1,541
1900	Prof./Specialized Services	184,900	127,240	0.69	\$57,660
1912	Investment Administrative Fees	1,500	1,047	0.70	\$453
2000	Publication and Legal Notices	1,000	72	0.07	\$928
2100	Rents and Leases - Equipment	500	423	0.85	\$77
2200	Rents & Leases - Buildings & Improvements	30,000	28,179	0.94	\$1,821
2400	Books/Library Materials	211,731	185,148	0.87	\$26,583
2600	Transportation & Travel	2,000	662	0.33	\$1,338
2700	Meetings	9,000	11,246	1.25	-\$2,246
2800	Utilities	97,500	50,078	0.51	\$47,422
	TOTAL	\$728,631	\$530,870	0.73	\$197,761
OTHER CHARGES					
3700	Taxes and Assessments	\$8,300	\$10,366	1.25	-\$2,066
	OPERATING EXPENSES	\$2,063,494	\$1,630,652	0.79	\$432,842
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$21,000	\$12,101	0.58	\$8,899
4200	Structures/Improvements	10,000	\$0	0.00	\$10,000
5200	Contingency Funds	\$0	\$0	0.00	\$0
	TOTAL	\$31,000	\$12,101	0.39	\$18,899
TOTAL BUDGET (Fund 707)					
		\$2,094,494	\$1,642,754	0.78	\$451,740
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$374,419	\$0	0.00	\$374,419

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2012-2013 THROUGH THE MONTH OF MAY 2013

	Amount	Title	Volumes
Total Fiction	\$84,333	5,113	6,122
Total Non-Fiction	\$65,843	2,624	3,938
Total Electronic	\$18,277	56	51
Total Audio Books	\$9,752	223	224
Total Free DVDs	\$6,340	270	285
Total Rental DVDs	\$6,150	213	231
TOTAL MATERIALS	\$190,696	8,499	10,851



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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: Entrepreneurial Activities Report for May 2013

DATE: June 17, 2013

Net Revenue Summary for May 2013

			YTD	YTD
	May-13	May-12	2012-2013	2011-2012
Passport	13,825.00	9,525.00	84,550.00	73,450.00
Passport Photos	2,952.00	1,980.00	18,501.00	15,924.00
Test Proctor	350.00	300.00	3,900.00	3,650.00
Meeting Room	270.00	270.00	4,110.00	6,685.00
DVD Rentals	527.00	598.00	5,655.60	5,999.50
Total	17,924.00	12,673.00	116,716.60	105,708.50



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: Personnel Report for May 2013

DATE: June 17, 2013

			YTD	YTD
	May-13	May-12	2012-2013	2011-2012
Separation	0	0	5	0
Retirement	0	0	0	2
Appointments	0	1	4	7
Open Positions	1	0	6	3
Workers' Compensation Leave	1	0	1	0
Total	2	1	16	12

SEPARATION:
None

RETIREMENT:
None

APPOINTMENTS:
None

OPEN POSITIONS:
Library Aide (20 hrs.)



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Circulation Supervisor

SUBJECT: Circulation Activity Report for May 2013

DATE: June 17, 2013

MONTHLY STATISTICS**May 2013**

<u>CIRCULATION</u>				Y-T-D	Y-T-D	Y-T-D
	May-13	May-12		2012-13	2011-12	% change
New Patron Registrations	238	287		3,287	3,632	-9.5%
Total Circulation	15,802	16,500		183,215	183,942	-0.4%
Total Active Borrowers*	8,797	9,215				
Attendance	21,439	23,195		250,093	260,737	-4.1%
Registered Card Holders*	33,545	30,088				
Adult Fiction	2,661	2,786		30,804	31,201	-1.3%
Adult Nonfiction	1,774	1,920		20,147	21,174	-4.9%
Adult Magazines	187	250		2,472	2,955	-16.3%
Adult Music CDs	157	152		1,863	2,407	-22.6%
Adult Audio Books	606	578		6,156	6,198	-0.7%
Adult Free DVDs	296	299		3,071	3,455	-11.1%
Adult Rental DVDs	433	529		4,554	5,270	-13.6%
Overdrive E-Books	491	196		3,379	1,306	158.7%
Overdrive Audio Books	195	71		1,418	782	81.3%
JV Fiction	5,972	6,242		71,032	70,608	0.6%
YA Fiction	1,033	1,021		12,721	9,417	35.1%
JV Nonfiction	1,365	1,291		14,556	14,112	3.1%
YA Nonfiction	78	84		813	736	10.5%
JV Magazines	13	2		135	42	221.4%
JV Music CDs	14	19		220	308	-28.6%
JV Audio Books	37	30		465	394	18.0%
JV Free DVDs	572	639		6,977	7,759	-10.1%
JV Rental DVDs	187	184		2,173	2,300	-5.5%

* Year to date not applicable.

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		510	630	780	723	503	3,146
10:00		324	642	521	990	541	3,018
11:00		444	574	642	609	1,066	3,335
12:00		520	522	606	655	767	3,070
1:00	799	408	551	489	580	637	3,464
2:00	935	393	548	795	569	974	4,214
3:00	892	476	628	683	813	821	4,313
4:00	698	699	917	866	877	872	4,929
5:00		644	969	938	458		3,009
6:00		780	1,234	1,319	1,417		4,750
7:00		526	610	748	1,027		2,911
8:00		752	723	834	410		2,719
Total/Day	3,324	6,476	8,548	9,221	9,128	6,181	42,878
						* Grand Total	21,439

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

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		1	0	4	3	18	26
10:00		4	1	1	0	18	24
11:00		8	1	7	2	16	34
12:00		2	2	5	3	16	28
1:00	25	5	4	10	1	23	68
2:00	16	6	6	10	7	25	70
3:00	23	6	6	10	13	23	81
4:00	7	11	7	10	18	19	72
5:00		3	18	11	23		55
6:00		1	14	13	14		42
7:00		3	10	18	12		43
8:00		0	2	5	3		10
Total/Day	71	50	71	104	99	158	553
						Grand Total	

STAFF ACTIVITY

May 02, 2013- Staff organized the meeting room for Lap-Sit story time.
May 02, 2013- Staff organized the meeting room for P-Tac.
May 04, 2013- Staff organized the meeting room for Family Flicks.
May 07, 2013- Estella delivered money deposits to the bank.
May 07, 2013- Staff organized chairs in the meeting room for Pre-School story time.
May 08, 2013- Fernando participated in Supervisors meeting.
May 08, 2013- Staff organized chairs in the meeting room for Cops story time.
May 09, 2013- Staff organized the meeting room for Lap-Sit story time.
May 09, 2013- Staff organized the meeting room for P-Tac.
May 18, 2013- Staff organized chairs in the meeting room for Super Star story time.
May 19, 2013- Staff organized the meeting room for Orchid Society.
May 19, 2013- Staff helped with Friends monthly book sale.
May 20, 2013- Saroo, Liz, and Fernando attended board meeting.
May 21, 2013- Estella and Beatrice attended Circulation department meeting.
May 21, 2013- Beatrice, Estella, and Fernando attended all staff meeting.
May 21, 2013- Estella delivered money deposits to the bank.
May 21, 2013- Fernando participated in Supervisors meeting.
May 21, 2013- Staff organized the meeting room for Pre-School story time.
May 23, 2013- Staff organized the meeting room for Lap-Sit story time.
May 23, 2013- Staff organized the meeting room for P-Tac.
May 28, 2013- Estella delivered money deposits to the bank.

ONGOING PROJECTS

Fernando continues to work on staff performance evaluations.
Circulation staff continues to work on shifting project for Adult Services.
Circulation continues to work on a passport marketing campaign.
Circulation continues Library Aide training for Sara and Liz.

NEW PROJECTS AND ACTIVITIES

Fernando will train Laura C. book mending procedures.
Circulation will begin recruitment for one Library Aide.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: City of Placentia Invoices, May 2013
DATE: June 17, 2013

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY2012-2013	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
12-Jul	8/22/2012	2,954.95	1,452.50	142.5	7.68	\$4,557.63
12-Aug	11/29/2012	6,506.97	*	142.5	7.92	\$6,657.39
12-Sep	11/29/2012	6,627.60	1,452.49	142.5	15.7	\$6,785.80
12-Oct	11/29/2012	4,192.58	1,452.49	*	*	\$4,192.58
12-Nov	12/26/2013	3,209.17	*	*	7.76	\$6,121.91
12-Dec	2/12/2013	3,090.82	*	*	15.66	\$3,106.48
13-Jan	*	*	*	*	*	*
13-Feb	*	*	*	*	*	*
13-Mar	3/20/13	2,918.46	4,357.47	285.00	*	\$7,560.93
13-Apr	*	*	*	*	*	*
13-May	5/8/13	3,192.56	*	285.00	15.64	*
13-Jun						
	TOTAL	32,693.11	8,714.95	997.50	70.36	38,982.72
	AVG	2,972.10	792.27	90.68	6.40	3,543.88

* City Billing Not Received

PERIOD COVERED FY2011-2012	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
11-Jul	8/29/2011	6,533.26	1,452.49	142.5	15.2	\$8,143.45
11-Aug	9/15/2011	6,051.07	1,452.50	142.5	*	\$7,646.07
11-Sep	11/8/2011	6,088.46	1,452.50	142.5	7.61	\$7,691.07
11-Oct	1/4/2012	4,031.98	1,452.50	142.5	7.65	\$5,492.13
11-Nov	1/4/2012	3,223.99	1,452.50	142.5	7.65	\$4,684.14
11-Dec	1/31/2012	2,851.32	1,452.50	142.5	7.65	\$4,738.97
12-Jan	2/28/2012	3,052.45	1,452.50	142.5	7.76	\$4,655.21
12-Feb	4/9/2012	3,035.20	1,452.50	142.5	7.72	\$4,637.92
12-Mar	5/7/2012	3,049.37	1,452.50	142.5	7.72	\$4,652.09
12-Apr	6/7/2012	3,028.13	1,452.50	142.5	7.7	\$4,630.82
12-May	6/14/2012	3,346.82	1,452.50	142.5	15.4	\$4,957.22
12-Jun	8/22/2012	5,656.99	1,452.50	142.5	*	\$7,251.99
	TOTAL	\$49,949.04	\$17,430.00	\$1,710.00	\$92.06	\$66,041.21
	AVG	4,162.42	1,452.50	142.5	8.36	5,503.43



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: **Library Director's Report for May 2013**
DATE: June 17, 2013

Accomplishments

- Assisted in the 2nd interviews for the Library Aide recruitment.
- Met with an employee to discuss employee borrowing privileges and library records.
- Met with the Business Manager and Circulation Supervisor to discuss the organizational transition and discuss related matters of concern.
- Met and reviewed the annual performance evaluation with the Business Manager.
- Met with three interior designers to provide background information on the request for proposal.
- Managed the boiler room smoke incident on May 2nd and met with Bear State owner, Mr. Mark Nelson on May 28th to discuss the AC system.
- At Ms. Dixie Shaw's request, met with Ms. Shaw to listen to ideas and suggestions for enhanced library services.
- Met with Click Consulting, current IT consultant and President Shkoler to discuss the transition of work to Click Consulting.

Meetings

- Library Board of Trustees Meeting – May 20th
- Supervisor's Meetings – May 8th, 11th & 21st
- Staff Meeting – May 21st
- Monday huddles – May 6th, 13th
- Employee Recognition Committee – May 1st
- PLFF meeting – May 13th
- Orange County Library Director Meetings – May 7th & 22nd
- Facility RFP – May 1st,
- Rotary Club /Interact / Rotaract – May 1st, 8th, 20th, 22nd, 28th & 29th

Conference/Training/Worshops

- Preventing Workplace Harassment – May 15th

Community Events / Functions

- Served on the Scholarship Committee for the Rotary Club of Placentia – May 1st

Projects in Progress

- Facility Improvement Proposal
- Summer Reading Celebration

Hosted a luncheon for Thy Hoang on May 2nd and attended PLFF's luncheon for the bookstore volunteers on May 24th.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Lori Worden, Children’s Librarian II
SUBJECT: Children’s Services Monthly Activity Report for May 2013
DATE: June 17, 2013

MONTHLY STATISTICS

Childrens Desk Activity

	May 2013	May 2012	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Phone reference:	26	40	377	460	-18.04%
In person reference/research:	715	788	9047	7803	15.94%
Total Reference	741	828	9424	8263	14.05%
Total Number of Programs	40	43	452	411	9.98%
Total Programs Attendance	1387	1376	16170	16805	-3.78%

PROGRAM STATISTICS

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Read to the Dogs	1	30
F.I.R.S.T. – Family Interactive Reading and Sharing Time	1	21
Preschool Story Times I & II: 3-6 years	6	137
C.O.P.S. (Chief of Police Storytime)	1	34
Pocket Tales: Stories, music, and movement.	4	151
Lap Sit 24 months & younger	4	238
R.A.D.D. (Read & Achieve with Dr. Domene)	1	21
P-TAC (Placentia Teen Advisory Committee)	1	18
Family Flicks	1	4
Family Game Day	1	34
Super S.T.A.R.	1	19
Homework Club	16	168

5/21 HIS House Tour	1	10
5/30 SRP School Visit- Morse Elementary	1	502
Total May 2013	40	1,387
Total May 2012	43	1,376
Current FY to date	452	16,170
Previous FY to date	411	16,805

Achievements:

- Children’s staff made plans for the upcoming Summer Reading Program, “Reading is So Delicious!” There will be programs for pre-schoolers , independent readers, and a teen program.
- Brenda Ramirez coordinated with PYLUSD elementary schools for school visits to invite students to join the library’s Summer Reading Program.
- Brenda Ramirez planned the upcoming Summer Reading Program Kick-off program with Adult Services Staff.
- Lori Worden attended meetings with library supervisors and Jeanette Contreras.
- Children’s staff attended the All-Staff meeting.
- Lori Worden trained the new Children’s substitute Heather Alexander.
- Lori Worden interviewed prospective SJSU library intern Jennifer Rydberg.
- Brenda Ramirez planned and conducted pre-school and lapsit storytimes, and the RADD and COPS programs.
- Coleen Wakai supervised the Homework Club and P-TAC meetings.
- Children’s staff purchased books for children and teens, and books in Spanish for children, with Califa funds.

In progress:

- Children’s staff are planning the upcoming PLFF thank –you luncheon; the luncheon will be June 17, from 11:30 – 1:00 p.m.
- Lori Worden is working with library supervisors on plans for the Summer Reading Celebration.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Nadia Dallstream, Librarian II

SUBJECT: Adult Services Monthly Activity Report for May 2013

DATE: JUNE 17, 2013

MONTHLY STATISTICS**Reference Desk Activity**

	May 2013	May 2012	Y-T-D 2012-13	Y-T-D* 2011-12	Y-T-D % change
Reference -- in person	761	869	10642	9131	16.55%
Reference -- telephone	380	332	4016	3075	30.60%
Reference -- email/chat	3	3	25	36	-30.56%
Technology assistance	392	344	4675	3927	19.05%
Guest passes	146	104	1489	1697	-12.26%
Adult and Children's computer use (desktops)	2399	2527	27864	30024	-7.19%
Adult computer usage (desktop)*	2055	2185	23796	25397	0.00%
Public computer use (express laptops)**	674	525	3253	8303	-60.82%
In library use -- cleanup	3175	3621	35704	36280	-1.59%
Adult Program Attendance	153	133	1626	1168	39.21%
Number of Adult Programs	13	7	85	66	28.79%

**Only 1 Express Laptop Available*

***1 Lab Computer Unavailable for Workshops*

Volunteer Hours

	May 2013	May 2012	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
History Room	17.5	0	268	397	-32.49%
PLFF	532	489	4975.25	5025.75	-1.00%
General Library	459.5	546	4161	6432	-35.31%
Technology	22.5	48	896	549.5	63.06%
Homework Club	73	128.5	897	1157.75	-22.52%
Adult Literacy Tutors	82.5	66.5	569.25	631	-9.79%
PTAC	93	104	1468.75	1345.5	9.16%

Total Volunteer Hours	1280	1382	14548.5	15538.5	-6.37%
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Adult Literacy

	May 2013	May 2012	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Number of Tutors	14	10	116	75	54.67%
Number of Students	20	15	161	121	33.06%
Total Number of Participants	34	25	277	196	41.33%

Computer Literacy

	May 2013	May 2012	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Number of Tutors	6	3	44	17	158.82%
Number of Students	7	2	55	29	89.66%
Total Number of Participants	13	5	101	49	106.12%

History Room Activity

	May 2013	May 2012	Y-T-D 2012-13	Y-T-D 2011- 12	Y-T-D % Change
History Room Visitors	10	10	76	87	-12.64%

ACHIEVEMENTS

- *Katie Matas* proctored 7 exams in May.
- *Jeannie Killianey* coordinated 3 computer workshops.
- *Jeannie Killianey* coordinated 2 “Job Skills” workshops.
- *Jeannie Killianey* promoted library services and programs at Registration Day in the Civic Plaza on May 18th.
- *Jeannie Killianey* updated the computer workshop registration procedures effective August 17th.
- *Venessa Faber* drafted collection development policies for the 100s and 200s.
- *Venessa Faber* coordinated and conducted the H.I.S. House tour on May 21st.
- *Venessa Faber* created the Constant Contact e-mail newsletter for June’s events.
- *Venessa Faber* coordinated Conversation Clubs on May 9 & 23rd.
- *Venessa Faber* finalized the Click! Digital Photography workshop publicity materials.
- *Venessa Faber* completed Artist Series slide show and bibliography for the computer lab.
- *Venessa Faber* decorated book troughs for May displays.
- *Katie Matas* led the May Book Discussion on the novel *Next to Love* by Ellen Feldman.
- *Wendy Townsend* continues to write a weekly History Room column for the Placentia News Times.
- *Wendy Townsend* hosted History Room Donation Day.
- *Wendy Townsend* hosted The Battle of Iwo Jima a History Trough Uniforms Memorial Day

- program.
- *Wendy Townsend* completed the Adult Services CALIFA order and an Entertainment DVD's, Audio Books, Large Print and eBooks order.
 - *Wendy Townsend* completed a true crime bibliography.
 - *Wendy Townsend and Venessa Faber* hosted the Volunteer and Literacy Orientations on May 11th.
 - *Wendy Townsend* placed a new One Stop volunteer.
 - *Wendy Townsend and Nadia Dallstream* reviewed History Room photo copyright questions and made a recommendation for the Library's Fines and Fees schedule based on LAPLs model.
 - *Nadia Dallstream* coordinated the H.I.S. House Library Tour.
 - *Nadia Dallstream* renewed databases and reviewed new database options.
 - *Nadia Dallstream* completed one staff performance evaluation.
 - *Nadia Dallstream* updated the Contacts List for all paid databases, Anaheim consortium contacts and IT needs.
 - *Nadia Dallstream* and Fernando Maldonado coordinated the New Item area in Adult Services.
 - *Nadia Dallstream* coordinated the Library's participation in the City's Summer Registration Day event.
 - *Nadia Dallstream* contacted Ebsco regarding magazine subscriptions and terms.
 - *Nadia Dallstream* updated the Performance Worksheet to reflect staff input from the all staff meeting.
 - *Nadia Dallstream* sent out publicity for all May programs and the Summer Reading Program.
 - *Nadia Dallstream* reviewed all publicity for June programs.

MEETINGS

- *Katie Matas* attended the Monday Huddle meetings on May 6th, 13th and 20th.
- *Nadia Dallstream* attended the Supervisor/Manager Meeting on May 7th and May 21st.
- *Wendy Townsend* attended the Placentia Historical Committee meeting on May 28th.
- *Nadia Dallstream and Katie Matas* met on May 8th, 15th and 22nd.
- *Nadia Dallstream and Katie Matas* had their monthly telephone update with Baker & Taylor representatives on May 8th.
- *Nadia Dallstream* met with potential intern from University of Phoenix on May 11th.
- *Jeannie Killianey and Nadia Dallstream* met on May 30th.
- *Nadia Dallstream, Jeannie Killianey, Venessa Faber, Wendy Townsend & Katie Matas* attended the all Staff Meeting on May 21st.
- *Nadia Dallstream* attended the PLD Board Meeting on May 20th.
- *Venessa Faber* conducted exit interviews with 3 CSUF interns to conclude their service.
- *Venessa Faber and Nadia Dallstream* met on May 1st, 8th, 15th, 22nd and 29th.
- *Wendy Townsend and Nadia Dallstream* met on May 2nd and 28th.
- *Venessa Faber* met with Employee Appreciation Committee on May 1st.
- *Venessa Faber and Wendy Townsend* attended the CSUF Fieldwork day on May 14th.
- *Nadia Dallstream* met with Click representatives four times.
- *Nadia Dallstream* and Yesenia Baltierra met with Anaheim representatives on May 29th.

PROFESSIONAL DEVELOPMENT

- *Katie Matas* trained *Venessa Faber* on how to download records from OCLC on May 7th.
- *Jeannie Killianey* attended the Pinterest workshop at Fullerton Public Library on May 30th.
- *Venessa Faber* attended a Mango Languages Webinar on May 7th.

IN PROGRESS

- *Adult Services Staff* is working on the 2013 Adult Summer Reading Program.
- *Wendy Townsend* is working with the History Room volunteers to collect Placentia related news for subject files.
- *Wendy Townsend* is working to collect 2012-2013 yearbooks from local schools.
- *Wendy Townsend* is processing book donations in Horizon.
- *Wendy Townsend* is working on the June book discussion.
- *Wendy Townsend and Venessa Faber* are working on the SRP & SRC Decorations.
- *Wendy Townsend* is researching copyright law as it relates to History Room photographs.
- *Jeannie Killianey* is coordinating four computer workshop sessions for June.
- *Jeannie Killianey* continues to make weekly book selections for Rotary members to be honored with a book plaque.
- *Jeannie Killianey* is working on securing a performer for December 2013.
- *Katie Matas* is weeding the Science Fiction collection.
- *Nadia Dallstream* is working on the Summer Reading Celebration and working with staff on the SRP Kickoff.
- *Adult Services Staff* is coordinating programming for September through June 2014.
- *Venessa Faber* continues to create slideshows and bibliographies for the Art Masters Series.
- *Venessa Faber* and Brenda Ramirez are planning the SRP Kickoff.
- *Venessa Faber* is creating the Fall/Winter 2014 eXPLORE newsletter.
- *Venessa Faber* is recruiting a volunteer to lead the Conversation Club.
- *Venessa Faber* continues to match Literacy volunteers with students.
- *Venessa Faber* is creating the Save the Date and Invitation for the Employee Appreciation Dinner.
- *Nadia Dallstream* is revising the Adult Services Staff Desk Schedule to reflect shared hours with the Children's Department to begin in June.
- *Nadia Dallstream* is working on integrating ebook records into Horizon.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Katie Matas, Librarian I, Technical Services
SUBJECT: Technology & Website Report for May 2013
DATE: June 17, 2013

On-line database usage

	May 2013	Onsite Usage 5/13	Remote Usage 5/13	May 2012	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
General Reference Center	73	41	32	60	776	784	-1%
Biography In Context*	9	5	4	0	275	0	N/A
Opposing Viewpoints*	39	12	27	0	163	0	N/A
Freegal*	448	N/A	N/A	0	3,259	0	N/A
Heritage Quest	404	N/A	N/A	1,711	5,638	8,931	-37%
Novelist	65	N/A	N/A	172	588	667	-12%
Shmoop*	11	N/A	N/A	0	127	0	N/A
Tumblebooks	424	N/A	N/A	587	5,319	4,614	15%
Reference USA	118	N/A	N/A	559	1,554	1558	0%
TOTAL DATABASE USAGE	1,591	58	63	3089	14,729	13,752	7%

* New FY 12/13

Website Traffic

	May 2013	May 2012	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Website visits	21,169	20,120	231,876	222,369	4%
Page Hits	40,051	36,166	427,185	422,739	1%

ACHIEVEMENTS

- *Nadia Dallstream* coordinated IT Repairs and issues.
- *Nadia Dallstream* coordinated the order of new laptops and software for all departments.
- *Laura DeLeon, Fernando Maldonado and Wendy Townsend* updated the Library's website.
- *Saul Ulloa* updated the outside digital sign.
- *Katie Matas* updated the messages on the telephone system.
- *Jeannie Killianey and Brenda Ramirez* updated the Library's Facebook and Twitter Accounts.
- *Coleen Wakai* updated the Library's Flickr Account.
- *Jeannie Killianey* continues to add new pins to the library's Pinterest page.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: **Accept and File Corrected Budget Documents**
DATE: June 17, 2013

BACKGROUND

The Library Board of Trustees approved the 2013-2015 Fiscal Years budget on May 20, 2013. The attached documents reflect corrections and updates not noted last month.

Attachment A – Adult Services Budget Worksheet

Attachment B – Organizational Charts

Attachment C – 2014-2015 Salary Scale

RECOMMENDATION

Accept and file corrected budget documents.

ADULT SERVICES

Statement of Purpose

To serve the public by providing friendly and expeditious access to all materials in various formats, increasing awareness of materials and new technologies and encouraging lifelong learning through materials and programs.

Accomplishments in FY 2012-2013

- *Collection Development:* Researched and selected new online resources for patrons including Freegal, Biography in Context and Opposing Viewpoints; updated and created new bibliographies; added signage, displays and shifted materials to highlight new and featured items; added an audio book leasing plan to increase availability of best seller items.
- *Computer Workshops:* Offered 29 Computer Workshops, expanded reach of program by offering classes for intermediate level students that are taught by Microsoft Certified Instructors, created new and updated materials including handouts for students and pathfinders which will be accessible via the Library website.
- *History Room:* Updated and implemented new policies and procedures to increase availability and access to the collection, recruited and trained volunteers to assist with processing donations and collecting local news, provided free outreach programs for the community, provided weekly photos and articles for the Placentia News-Times, collaborating with the city to hold the 1st Placentia Donation Day Event.
- *Literacy Services:* Implemented new recruitment and training procedures for Adult Literacy tutors that have increased the number of tutors and as a result the number of students has also increased; offered a new Conversation Club that provides English Language Learners who may or may not have a tutor the opportunity to practice listening and speaking in English; updated the Library website and Literacy applications.
- *Professional Development:* All staff have participated in training in Horizon, Reference USA and Baker and Taylor; over 15 additional programs, workshops and webinars have been attended by Adult Services Staff.
- *Programming:* The number of programs offered and the number of participants have increased over 500% in the last 4 years going from 16 to 92 programs and from 300 to 1750 participants.
- *Publicity:* Adult Services staff members designed and formatted the Library's biannual newsletter; updated and expanded the library's social media presence on Facebook, Twitter and Pinterest; established subscription with Constant Contact and staff manages, creates and sends updates via e-mail to Library's contact list; authored and submitted articles that have been printed in the Placentia News-Times.
- *Technical Services:* Identified, addressed and improved the time it takes from ordering materials to making them available to the public; moved to new location and created a more efficient workspace by organizing materials and supplies into a centralized location.
- *Volunteer Services:* Expanded program to include more One Stop workers, and interns from Cal State Fullerton, Val-Tech Program, San Jose State University, University of California-Irvine and University of Phoenix; updated the library website, VolunteerMatch.com and the Library's Volunteer Application.

ADULT SERVICES

Action Plan for FY 2013-2014

- *Collection Development:* Complete weeding of entire Adult Collection. Review online resources; research e-book platforms.
- *Computer Workshops:* Offer 2-4 advanced courses per year to appeal to a wider audience.
- *History Room:* Establish a schedule for converting materials to current standard formats; and apply to one grant each year.
- *Literacy Services:* Increase number of tutors by 5% over by actively recruiting tutors and exploring new recruitment options.
- *Professional Development:* Provide two training opportunities per staff each year; allow time for participation in free webinars, tutorials and onsite training on databases and technology.
- *Programming:* Increase attendance by collaborating with other organizations.
- *Publicity:* Continue to design and format Library's biannual newsletter; continue to update the Library's social media and expand use of Pinterest to gain new followers; send monthly blast emails to promote programs.
- *Technical Services:* Develop a schedule for adding donated and miscellaneous items to the collection; train staff on acquisitions module.
- *Volunteer Services:* Continue working with students to provide placements at the Library; recruit interns from SJSU, CSUF and UCI.

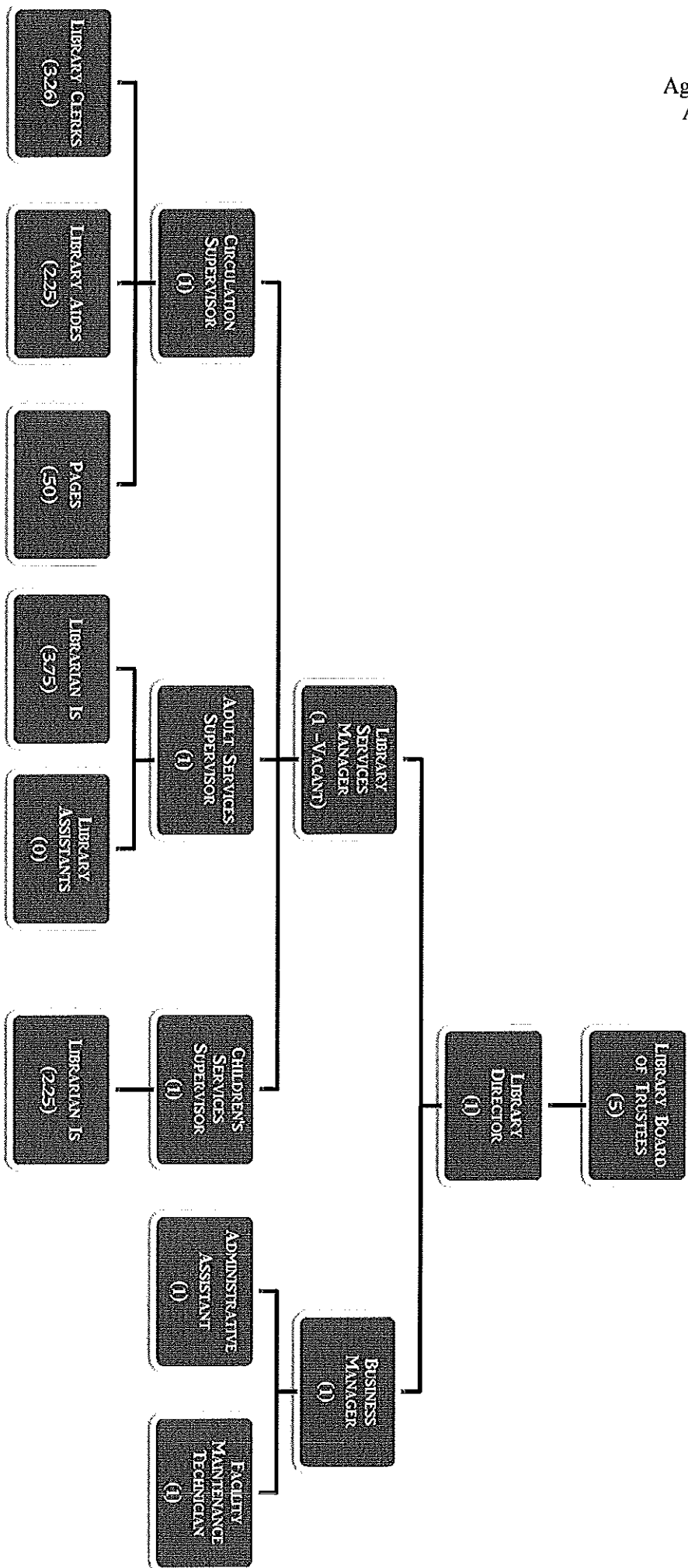
Action Plan for 2014-2015

- *Collection Development:* Create and implement a monthly weeding schedule. Update the website and publicity materials to promote online resources; expand the e-book collection.
- *Computer Workshops:* Provide Computer Workshop Handouts on the Library's website.
- *History Room:* Begin conversion of materials to current standard format starting with VHS; and apply to one grant each year.
- *Literacy Services:* Increase number of tutors by 5% by actively recruiting tutors and exploring new recruitment options.
- *Professional Development:* Provide two training opportunities per staff each year; allow time for participation in free webinars, tutorials and onsite training on databases and technology.
- *Programming:* Offer 4 programs a year that promote the Library's collection and digital resources.
- *Publicity:* Continue to design and format Library's biannual newsletter; continue to update the Library's social media and update the Library's Website Online Resources page to make it more attractive and comprehensive; send monthly blast emails to promote programs to specific groups.
- *Technical Services:* Train staff on updating catalog records to decrease by 50% the amount of time it takes to add new and donated items to the collection.
- *Volunteer Services:* Continue working with students to provide placements at the Library; recruit adult volunteers by offering opportunities for volunteers to use their area of expertise to assist the Library.

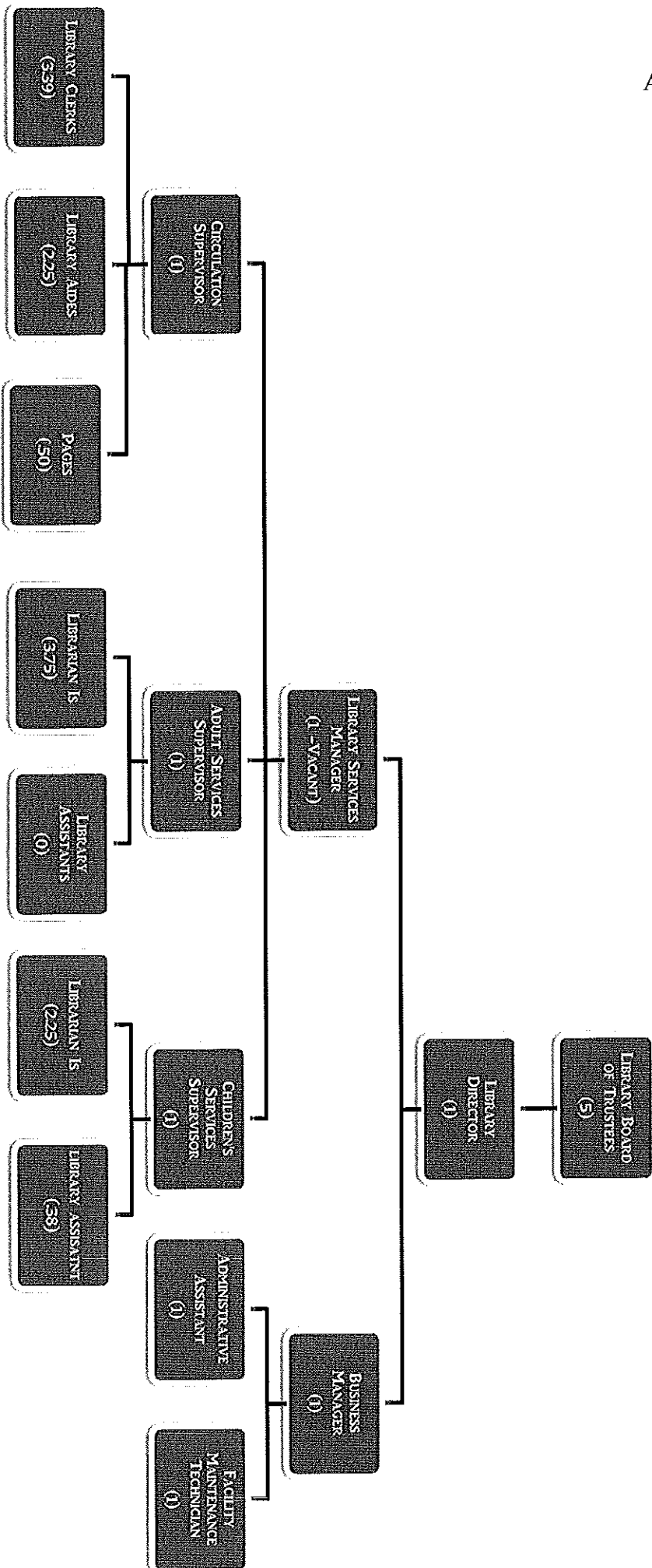
ADULT SERVICES

PERFORMANCE MEASURES	Objective FY 13-14	Objective FY 14-15
Service Levels		
Books (volumes) Added	4,000	4,000
Books (volumes) Held	42,000	41,000
Magazines (volumes) Added	ND	ND
Magazines (volumes) Held	ND	ND
Total Print Items in the Collection	ND	ND
Number of Print Items Per Registered Borrower	ND	ND
Audio Books Added	200	200
Audio Books Held	1,600	1,550
DVDs Added	200	200
Total DVDs	2,800	2,500
CDs Added	50	50
Total CDs	ND	ND
Total Non-Print Items in the Collection	ND	ND
Total Adult Print & Non-Print Items in the Collection	50,000	6,000
Overdrive- Use	5,500	6,000
Adult Databases- Number/Use	5/13,000	6/15,000
Reference Questions (omit directional)	22,000	22,500
Total Adult Coll. Circulation (omit e-books)	78,000	80,000
Adult Programs – Number/Attendance	75/1500	75/1600
Tests Proctored	85	90
History Room Visitors	80	85
History Room Photo Requests – Number	5	5
Community Meetings/Outreach – Number	5	10
Adult Literacy Tutors	30	35
Adult Literacy Students	50	55
Computer Literacy Tutors	12	13
Computer Literacy Students	17	18
Uses of Adult Computers	30,000	31,000
Grants – Submitted/Received	1/1	2/2
Efficiency		
Turnover	1.5	1.75
Cost per item loaned (budget/turnover)	TBD	N/A
Effectiveness		
Total Registered Adult Borrowers	25,000	26,000

PLACENTIA LIBRARY DISTRICT ORGANIZATIONAL CHART FISCAL YEAR 2013-2014



PLACENTIA LIBRARY DISTRICT ORGANIZATIONAL CHART FISCAL YEAR 2014-2015



PLACENTIA LIBRARY DISTRICT
 PROPOSED SALARY SCALE FOR FISCAL YEAR 2014-2015
 NON-EXEMPT

	1	2	3	4	5	6	7	8	9	10
LIBRARY PAGE	HR	8.49	8.70	8.92	9.14	9.37	9.61	9.85	10.09	10.34
	PP	679.20	696.18	713.58	731.42	749.71	768.45	787.66	807.36	827.54
	AN	17,659.20	18,100.68	18,553.20	19,017.03	19,492.45	19,979.76	20,479.26	20,991.24	21,516.02
LIBRARY ATTACHE	HR	10.02	10.27	10.53	10.79	11.06	11.34	11.62	11.91	12.21
	PP	801.60	821.64	842.18	863.24	884.82	906.94	929.61	952.85	976.67
	AN	20,841.60	21,362.64	21,896.71	22,444.12	23,005.23	23,580.36	24,169.87	24,774.11	25,393.47
LIBRARY CLERK	HR	14.40	14.76	15.13	15.51	15.89	16.29	16.70	17.12	17.55
	PP	1,152.00	1,180.80	1,210.32	1,240.58	1,271.59	1,303.38	1,335.97	1,369.37	1,403.60
	AN	29,952.00	30,700.80	31,468.32	32,255.03	33,061.40	33,887.94	34,735.14	35,603.52	36,493.60
CIRCULATION SUPERVISOR	HR	16.29	16.70	17.11	17.54	17.98	18.43	18.89	19.36	19.85
	PP	1,303.20	1,335.78	1,369.17	1,403.40	1,438.49	1,474.45	1,511.31	1,549.10	1,587.82
	AN	33,883.20	34,730.28	35,598.54	36,488.50	37,400.71	38,335.73	39,294.12	40,276.48	41,283.39
FACILITY MAINTENANCE TECHNICIAN	HR	18.50	18.96	19.44	19.92	20.42	20.93	21.45	21.99	22.54
	PP	1,480.00	1,517.00	1,554.93	1,593.80	1,633.64	1,674.48	1,716.35	1,759.25	1,803.24
	AN	38,480.00	39,442.00	40,428.05	41,438.75	42,474.72	43,536.59	44,625.00	45,740.63	46,884.14
LIBRARY ASSISTANT	HR	19.34	19.82	20.32	20.83	21.35	21.88	22.43	22.99	23.56
	PP	1,547.20	1,585.88	1,625.53	1,666.17	1,707.82	1,750.51	1,794.28	1,839.13	1,885.11
	AN	40,227.20	41,232.88	42,263.70	43,320.29	44,403.30	45,513.38	46,651.22	47,817.50	49,012.94
ADMINISTRATIVE ASSISTANT	HR	22.71	23.28	23.86	24.46	25.07	25.69	26.34	27.00	27.67
	PP	1,816.80	1,862.22	1,908.78	1,956.49	2,005.41	2,055.54	2,106.93	2,159.60	2,213.59
	AN	47,236.80	48,417.72	49,628.16	50,868.87	52,140.59	53,444.10	54,780.21	56,149.71	57,553.45
LIBRARIAN I	HR	22.86	23.43	24.02	24.62	25.23	25.86	26.51	27.17	27.85
	PP	1,828.80	1,874.52	1,921.38	1,969.42	2,018.65	2,069.12	2,120.85	2,173.87	2,228.22
	AN	47,548.80	48,737.52	49,955.96	51,204.86	52,484.98	53,797.10	55,142.03	56,520.58	57,933.60
ADULT/CHILDRENS SUPERVISOR	HR	26.63	27.30	27.98	28.68	29.39	30.13	30.88	31.65	32.45
	PP	2,130.40	2,183.66	2,238.25	2,294.21	2,351.56	2,410.35	2,470.61	2,532.38	2,595.69
	AN	55,390.40	56,775.16	58,194.54	59,649.40	61,140.64	62,669.15	64,235.88	65,841.78	67,487.82

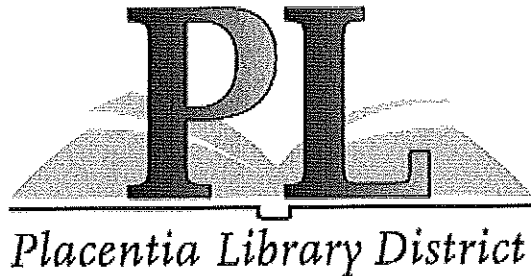
Signature _____

AI Shkolier, President

: Approved

Effective: July 1, 2014

June 17, 2013



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Revisit the DVD Rental Fees
DATE: June 17, 2013

BACKGROUND

The Library Board of Trustees at its Unusual Meeting on February 17, 2009 approved a revision to the Placentia Library District Policy 6035 – Fines and Fees Schedule to include a DVD rental fee of \$1.00 for new releases, 2 day rental and \$1.00 for older and mini series releases, one week rental. Overdue will be \$1.00 per day. Children’s and educational DVDS will remain free of charge.

Policy 6035 – Fines and Fees Schedule was presented as part of the budget presentation for the 2013-2015 Fiscal Years budget on May 20, 2013. Vote passed with one dissension.

At Trustee Minter’s request, the DVD Rental Fees is presented again for further discussion, in relation to the 1978 Opinions of the Attorney General of California.

After receiving comments and opinions from the State Library and the District’s counsel, staff recommends retaining the DVD rental fee.

Attachment A is a copy of the 1978 Opinions of the Attorney General of California.

RECOMMENDATION

Action is to be determined by the Library Board of Trustees.

OPINIONS OF THE
ATTORNEY GENERAL
OF CALIFORNIA

VOLUME 61
1978

WARREN L. HANNA
Editorial Director



**MATTHEW
BENDER**

238 E. 45TH STREET, NEW YORK, N. Y. 10017
450 BANSOME ST., SAN FRANCISCO, CALIF. 94111

CALIFORNIA
STATE LIBRARY
LAW LIBRARY

sector. (*State Board of Pharmacy v. Superior Court, supra*, 78 Cal. App. 3d 641, 644-645.)⁵

Opinion No. CV 78-96—November 21, 1978

SUBJECT: FEES CHARGED FOR PUBLIC LIBRARY SERVICES—Libraries organized under Education Code section 18300 *et seq.*, 18900 *et seq.*, 19100 *et seq.*, 19600 *et seq.*, or Government Code section 39732 may not charge fees for library services rendered to local residents. The authority to require library fees in charter cities or a city and county operating under a charter depends upon the provisions in the charters and ordinances of each city. Counties may not charge fees at county libraries. Statutory prohibitions against charging fees by such libraries extends to all services that may be characterized as "library services."

Requested by: STATE LIBRARIAN

Opinion by: EVELLE J. YOUNGER, Attorney General
Victor D. Sonenberg, Deputy

The Honorable Ethel S. Crockett, State Librarian, has requested an opinion on the following questions:

1. (a) May fees be charged local residents for use of the services and benefits of public libraries organized under Chapters 3, 5, 6, 8, or 9 of Part 11 of Division 1 of Title 1 of the Education Code, commencing with Sections 18300, 18900, 19100, 19400, and 19600 respectively? May such fees be charged for public libraries organized under Government Code section 39732?

As a matter of general legal principle, if there lies general law authority for city or county public libraries other than the code sections cited above, and such general law authority is silent on the question of fees, may such fees be charged?

(b) May such fees be charged for public libraries organized under city, county, or city and county charter provisions? If such fees are permissible for charter jurisdictions, must the authority be explicit in the local charter, or may it be established by ordinance unsupported by specific charter authority?

2. If fees may be charged for some services and benefits and not others, are there certain services for which fees may not be charged? If so, what are they? What criteria are in the law?

⁵ Nothing in this opinion should be construed as forbidding the Department of Justice from providing a court with the assistance of an expert witness where necessary in the public interest, where compatible with the role of the Department of Justice in the field of criminal law, and where such services would not interfere with the performance by the Department of its primary and essential public duties. Such determinations would essentially lie with the Department of Justice.

The conclusions are:

1. (a) Fees may not be charged to local residents for "library services", as defined herein, by libraries that are organized under Education Code section 18300 *et seq.*, 18900 *et seq.*, 19100 *et seq.*, 19400 *et seq.*, 19600 *et seq.*, or Government Code section 39732.

(b) The authority to require library fees in charter cities or a city and county operating under a charter depends upon the provisions in the charters and ordinances of each city. It is not necessary for such authority to be explicitly specified in the city charter. Counties, whether or not chartered, are precluded from charging fees for library services at county libraries.

2. The statutory prohibitions against the charging of fees by such libraries extends to all services that may be characterized as "library services", which in essence constitutes the satisfaction, with library materials, of the patron's informational needs. Such statutes do not preclude the charging of fees by such libraries for other types of optional services that are provided to the public.

ANALYSIS

Public libraries in California may be established under a number of different statutory schemes depending upon the type of governmental entity providing the library service. The code sections specified in the questions refer to libraries established on behalf of unified or union high school library districts (Ed. Code §§ 18300-18571),¹ municipalities (§§ 18900-18965 and Gov. Code § 39732), counties (§§ 19100-19734) and to libraries established under city and county charters.

The first question is whether libraries established under the specified Education Code provisions may charge fees for their services.

The Legislature has abundantly indicated, both by general declarations and specific provisions, its intent that public libraries are to be free.

Exemplifying the general expression of this intent, the Legislature has declared in the California Library Services Act (§§ 18700-18766), providing for state aid and assistance to libraries throughout the state, that "it is in the interest of the people of the state to insure that all people have free and convenient access to all library resources and services that might enrich their lives, . . ." (§ 18701.)

This statute defines a "public library" as one "operated by a . . . public jurisdiction . . . which serves its residents free of charge" (§ 18710(1)), and it declares that "[i]t is the intent of the Legislature to provide all residents with the opportunity to obtain from their public libraries needed materials and informational services by facilitating access to the resources of all libraries in this state." (§ 18702.)

The Legislature thus envisions the local library, serving the public free of charge, as the instrumentality of access to all of the state's library resources. See

¹ Hereafter, all section references, unless otherwise specified, are to the Education Code as renumbered effective April 30, 1977.

also section 19300 where "the Legislature further declares that the public library is a supplement to the formal system of free public education, . . ."

Consonant with this expression of legislative intent to make library services available free of charge through local public libraries, as evidenced in the statutes applicable to libraries generally, there are similar expressions of such intent in the specific statutes in the Education Code, enumerated in the opinion request.² For example, in connection with libraries established by municipalities under the Education Code (§§ 18900-18965), the statute provides: "Every library established pursuant to this chapter shall be forever free to the inhabitants and nonresident taxpayers of the municipality, . . ." (§ 18960.)³ Virtually identical provisions are contained in the statutes establishing unified high school library districts (§ 18322), library districts (§ 19479) and library districts for unincorporated towns and villages (§ 19661).

It is noted that the section in question (§ 18960) authorizes fines for violation of library rules and regulations. In view of the broad authority to promulgate rules and regulations granted by that section to library boards, it would appear to be unnecessary to have specifically authorized the charging of fines unless the phrase "forever free" was used in the sense of otherwise prohibiting monetary charges.

Also pertinent to interpreting the phrase "forever free" is the fact that the privilege of a free library is extended by the section in question to "nonresident taxpayers" as well as to local residents. Here the clear implication is that the nonresident *taxpayers* have already paid for the library services through taxes. Therefore, they should not be charged again for the services. This would reasonably demonstrate that "fees" for using the library were in mind when the Legislature used the phrase, "every library . . . shall be forever free."

While this same language does not appear in the statute establishing libraries for counties (§§ 19100-19180), there is in section 19100 an almost equally explicit statutory expression of intent that such libraries are to be free to county residents. That section provides: "The boards of supervisors of the several counties may establish and maintain, within their respective counties, county *free libraries* pursuant to this chapter." (Emphasis added; see also § 19101.) Further, the fact that the county library statute expressly allows for "a reasonable fee to be collected" from nonresidents of the county "who desire to participate in the services and benefits of the county free library" (§ 19115), without any mention of a fee for residents, clearly confirms the conclusion that such "services and benefits" are to be available to residents without fee, because when "a statute enumerates things upon which it is to operate it is to be construed as excluding from its effect all those not expressly

² Legislative intent with respect to a particular statute may be ascertained from an examination of statutes relating to the same subject matter. (*People v. Hallner* (1954) 43 Cal. 2d 715, 719; *Adoption of Sewall* (1966) 242 Cal. App. 2d 208, 223, 224.)

³ As set forth in full, section 18960 provides:

"Every library established pursuant to this chapter shall be forever free to the inhabitants and nonresident taxpayers of the municipality, subject always to such rules, regulations, and bylaws as may be made by boards of library trustees. Any person who violates any rule, regulations, or bylaw may be fined or excluded from the privileges of the library."

mentioned." (*Capistrano Union High School Dist. v. Capistrano Beach Acreage Co.* (1961) 188 Cal. App. 2d 612, 617.)

Thus, in light of the statutory context outlined above (statutes are to "be construed with reference to the entire statutory system of which it forms a part . . ." *People ex rel Younger v. Superior Court* (1976) 16 Cal. 3d 30, 40), we conclude that the charging of a fee for the services and benefits of those libraries established under the specified Education Code provisions is precluded by the explicit and pervasive legislative directive that such libraries be free. (See 60 Ops. Cal. Atty. Gen. 353 (1977) and 61 Ops. Cal. Atty. Gen. 75 (1978) concerning restraints upon the ability of community college districts to charge fees.)

But the question that then arises is, what are the limits of that legislative directive? Which services or benefits provided by the libraries in question are or are not comprehended within its scope?

In answering this question it is appropriate to first delineate the nature of those transactions that are ordinarily understood to be comprehended by the term "library service."

While there is no definition of this term in the state laws relating to libraries, an instructive definition of "library service" is contained in the federal Library Services and Construction Act (20 U.S.C. §§ 351-364).⁴ In this act "library service" is defined as "the performance of all activities of a library relating to the collection and organization of library materials and to making the materials and information of a library available to a clientele." (20 U.S.C. § 351a(3).) In this same vein the California State Library informs us that "when operating most successfully . . . [a public library] brings people with their information needs, and materials with their capability to answer those needs, together." (Letter to this office dated June 29, 1978.)

This definition and description would appear to be consonant with the declaration in the California Library Services Act, already noted, that "It is the intent of the Legislature to provide all residents with the opportunity to obtain from their public libraries needed materials and informational services . . ." (§ 18702.)

From these pronouncements the following emerges as a reasonable criterion for determining whether a particular transaction constitutes a "library service": If the transaction involves the satisfaction, with library resources, of a patron's request for information (whether for educational, recreational or entertainment purposes), such transaction is a "library service." Other transactions, not involving the furnishing of information, though carried out by a library, would not be a "library service" within the context of the statutes under consideration. Perhaps the essential distinction that is operative here, is between those services which are

⁴ Language of statutes related or similar to the statute under consideration can be a useful interpretive guide. (*Hill v. Hill* (1972) 23 Cal. App. 3d 760, 764; *Reimel v. Alcoholic Bev. etc. Appeals Bd.* (1967) 256 Cal. App. 2d 158, 169; *People v. Vassar* (1962) 207 Cal. App. 2d 318, 323; 2A Sutherland, *Statutory Construction*, (4th Ed.) § 52.03. See also *Friends of Mammoth v. Board of Supervisors* (1972) 8 Cal. 3d 247, 260-61.)

reflective of a library's inherent information providing function and those ancillary services which are not unique to libraries and which can be just as effectively provided in nonlibrary settings. Examples of such nonlibrary services might be the furnishing of meeting rooms, allowing the use of typewriters and copying machines, rental of audiovisual equipment, etc. (See 72 News Notes of California Libraries (No. 2, 1977) p. 17, for a survey of the various services afforded by public libraries.) We would also add that, as commonly understood, an essential characteristic of a library is that its circulating materials are loaned as opposed to being given to patrons; thus providing a patron with tangible materials that he can keep is not a "library service" in the present context.

Having thus delineated "library service," the question remains as to whether all services that can fairly be so characterized are comprehended within the legislative directive that public libraries are to be free.

Examining this directive we note that it is unqualified, providing simply that "all people have free and convenient access to all library resources and services" (§ 18701), and that "[e]very library established pursuant to this chapter shall be forever free to the inhabitants and nonresident taxpayers of the municipality . . ." (§ 18960), and that "the boards of supervisors . . . may establish and maintain . . . county free libraries pursuant to this chapter." By way of contrast, one may note the statutory qualifications placed by Business and Professions Code section 6360 upon the free library service provided by county law libraries. That section declares that a county law library "shall be free to the judiciary, to State and county officials, to members of the State Bar, and to all residents of the county, for the examination of books and other publications at the library or its branches." The statute allows charges for special services and provides that the giving of security for the removal of books may be required from all but judges and county officials. The statute also provides that dues may be charged for book removal to all persons other than judges, county officials and resident attorneys.

As noted, such limitations on the providing of free services are completely absent from the Education Code provisions governing public libraries. "The fact that a provision of a statute on a given subject is omitted from other statutes relating to a similar subject is indicative of a different legislative intent for each of the statutes." (*Hennigan v. United Pacific Ins. Co.* (1975) 53 Cal. App. 3d 1, 8. See also 60 Ops. Cal. Atty. Gen. *supra* at p. 355.)

Therefore, in view of the lack of qualification in the statutory provisions directing that the public libraries established under the statutes specified in the opinion request be free we conclude that the prohibition against fees being charged by such libraries extends to any type of service or benefit which can properly be characterized as a "library service." However, a fee may be charged for any of those services which cannot be so characterized.

We must consider an additional issue with respect to city-established libraries. In addition to the authority to establish public libraries which is afforded to cities by the Education Code provisions considered above, a further specification of

authority is found in section 39732 of the Government Code. That section provides: "The legislative body [of a city] may: (a) Acquire, own, construct, maintain, and operate bus lines, street railways, steam railway spur tracks, telephone and telegraph lines, gas and other works for light, power, and heat, *public libraries*, museums, gymnasiums, parks, and baths . . ." (Emphasis added.)

The issue presented is whether this section authorizes the charging of fees.

In reply we would first note that Government Code section 39732(a) is merely a general enumeration of the public facilities, including libraries, that a city may establish and operate. The section in no way purports to specify the details of operating such facilities. But, on the other hand, the provisions of the Education Code relating to city libraries (§§ 18900-18965) elaborate a detailed scheme for the establishment and operation of such libraries. In view of the fundamental rule of statutory construction "that a special statute dealing expressly with a particular subject controls and takes precedence over a general statute covering the same subject" (*Gillett-Harris-Duranceau & Associates, Inc. v. Kemple* (1978) 83 Cal. App. 3d 214, 222), we conclude that the detailed provisions of the Education Code prevails over the general provisions of the Government Code to the extent that they may be inconsistent.

Further, because of the marked contrast between the unelaborated designation of city libraries in Government Code section 39732 and the extended and detailed provisions for such libraries in the Education Code, Government Code section 39732 cannot be viewed as an independent alternative source of library-establishing authority for cities but must be viewed merely as a collateral confirmation of the grant of authority more fully delineated in the Education Code.

If it were viewed otherwise, local authorities could completely bypass the Education Code's explicit directives for the establishment and operation of public libraries simply by declaring in some manner that the library was being established under the minimal provisions of the Government Code rather than under the Education Code. It cannot be presumed that the Education Code's elaborately devised legislative plan for the establishment and operation of city public libraries was to have so little authoritative significance. Statutes are not to be interpreted in a manner which affords an opportunity for evasion of its provisions. (*Freedland v. Greco* (1955) 45 Cal. 2d 462, 468; *People v. McKale* (1978) 83 Cal. App. 3d 623, 633; *Caball v. Department of Motor Vehicles* (1971) 16 Cal. App. 3d 491, 495.)

The Government Code also provides additional library establishing authority for counties. (Gov. Code §§ 25351, 26150.) Except for the fact that such provisions use the phrase "county free libraries," they are silent with respect to the charging of fees.⁵ The opinion request asks, in effect, whether this silence constitutes legislative acquiescence in such fee charging.

⁵ Government Code section 25351 provides:

"The board may construct, lease, build, rebuild, furnish, refurnish, or repair buildings for a hospital, almshouse, courthouse, jail, historical museum, aquarium, library, art gallery,

We first note that like the Government Code provisions concerning city authority, these Government Code provisions relating to counties are general provisions. Thus, as in the case of cities, the specific and detailed Education Code provisions governing the establishment of county free libraries (§§ 19100-19180) would prevail with respect to the question of fees, especially since the Government Code is silent on this point. But what is more important, these Government Code provisions are directed only to the acquisition, furnishing and repair of county libraries and other county buildings. These provisions do not bear upon the actual conducting of library operations. They are, therefore, not relevant to the question of charging fees for library services. Thus, as in the case of city libraries, the Education Code provisions relating to county free libraries are controlling on the question of charging fees.

At this point we consider the question of whether libraries established by cities and by counties, which are governed by charters, have authority to charge fees.

Central to this issue is the rule that a city which "operates under a charter which contains 'home rule' provisions authorized by the Constitution . . . (Cal. Const., art. XI, § 5; formerly §§ 6, 8, subd. (j).) . . . is empowered to exercise full control over its municipal affairs, unaffected by general laws on the same subject matters and subject only to limitations found in the Constitution and the city charter." (*Rivera v. City of Fresno* (1971) 6 Cal. 3d 132, 135. See also *Simons v. City of Los Angeles* (1976) 63 Cal. App. 3d 455, 467-68.)

Under this rule the establishment of libraries has specifically been held to be a "municipal affair" and thus a charter city is not bound by state statutes in connection with its libraries. (*City of Pasadena v. Paine* (1954) 126 Cal. App. 2d 93, 98.)⁶ Accordingly, the Education Code provisions relating to city libraries are operative only with respect to general law cities and are inapplicable to charter cities. (See *Simmons v. City of Los Angeles, supra*, 63 Cal. App. 3d at pp. 467-68.)

We also note that the authority of charter cities to act with respect to a particular municipal affair does not depend upon specific authorization for such

art institute, exposition building for exhibiting and advertising farming, mining, manufacturing, livestock raising, and other resources of the county, stadium, coliseum, sports arena, or sports pavilion or other building for holding sports events, athletic contests, contests of skill, exhibition, spectacles and other public meetings, and such other public buildings as are necessary to carry out the work of the county government. Library buildings shall be constructed, built, repaired or refurnished only from taxes levied upon property which is a part of the county free library system as defined in Chapter 2, Division 20 of the Education Code."

Government Code section 26150 provides:

"County free libraries may be constructed, leased, built, rebuilt, furnished, refurnished, or repaired pursuant to the Education Code, or pursuant to this part; provided that, in counties wherein a union high school library district maintaining a district free public library was established prior to June 30, 1912, county free libraries shall be constructed, leased, built, rebuilt, furnished, refurnished or repaired pursuant to Section 27264 of the Education Code until such time as the union high school library district elects to become a part of the county free library system."

⁶ A charter city and county, such as San Francisco, has the same autonomy with respect to municipal affairs as does a charter city (Cal. Const., art. XI, § 6; *West Coast Adver. Co. v. San Francisco* (1939) 14 Cal. 2d 516, 520-22. See also *Raisch v. Myers* (1946) 27 Cal. 2d 773, 778-79; *Shewbridge v. Police Commission* (1944) 64 Cal. App. 2d 787, 791.)

action in the charter. As stated in *Madsen v. Oakland Unified Sch. Dist.* (1975) 45 Cal. App. 3d 574, 579: "A charter city retains complete control of municipal affairs, whether or not its charter expressly enumerates a power over the specific municipal affair in question." (See also *West Coast Adver. Co. v. San Francisco*, *supra*, 14 Cal. 2d 516, 522; *Miller v. City of Sacramento* (1977) 66 Cal. App. 3d 863, 867.)

Because of the autonomy possessed by charter cities concerning municipal affairs, it is apparent that in order to determine whether a fee may be charged by a public library operated by a charter city, the ordinances and the charter of that particular city must be examined. Of course, it is not feasible to examine, within the confines of this opinion, the charters and ordinances of all the charter cities. (The impracticability of such an undertaking is indicated in the Report of Subcommittee on Library Problems, Assembly Interim Committee on Education, p. 6, vol. 2, Appx. to Jour. Ass., Reg. Sess. 1957.)

But, while we conclude that charter cities are not subject to state statutes regarding the charging of fees for the services of their libraries, a different conclusion is required with respect to charter counties. The rule with respect to such counties is that their legislation may supersede conflicting state law only as to those matters which are in their charter pursuant to specific authorization in the State Constitution (Cal. Const., art. XI, § 4(g); *Williams v. McClellan* (1953) 119 Cal. App. 2d 138, 141; 61 Ops. Cal. Atty. Gen. 31, 33 (1978)). Since there are no provisions in the Constitution authorizing counties to provide for public libraries (see Assembly Interim Committee on Education, Report of Subcommittee on Library Problems, *supra*, p. 12), counties, whether or not chartered, are governed by the state statutes, noted above, which preclude the charging of fees for "library services" by county-operated libraries.

Finally we note that SB 154 (Stats. 1978, ch. 292), enacted to implement proposition 13 (Cal. Const., art. XIII A), approved at the June 6, 1978 election, makes reference to "county free libraries" in the following provisions which were added to the Government Code:

"16270. The Legislature finds and declares that many special districts have the ability to raise revenue through user charges and fees and that their ability to raise revenue directly from the property tax for district operations has been eliminated by Article XIII A of the California Constitution. It is the intent of the Legislature that such districts rely on user fees and charges for raising revenue due to the lack of the availability of property tax revenues after the 1978-79 fiscal year. Such districts are encouraged to begin the transition to user fees and charges during the 1978-79 fiscal year.

16271. As used in this chapter: . . .

(d) 'Special district' means any agency of the state for the local performance of governmental or proprietary functions within limited boundaries. 'Special district' includes a county service area, a maintenance

district or area, an improvement district or improvement zone, or any other zone or area formed for the purpose of designating an area within which a property tax rate will be levied to pay for a service or improvement benefitting that area.

County free libraries established pursuant to . . . the Education Code; areas receiving county fire protection services pursuant to Section 25643 of the Government Code; and county road districts established pursuant to Chapter 7 (commencing with Section 550) of Division 2 of the Streets and Highways Code, shall be considered 'special districts' for all purposes of this chapter." (Emphasis added; Stats. 1978, ch. 292, § 15; see also Stats. 1978, ch. 332, § 10.)

In finding and declaring that many special districts "have" fee charging ability, it can be seen that the Legislature is referring in these provisions to a fee charging ability of the specified public entities that presently exists. The statute does not establish an ability to charge fees not already possessed by the entity. As has been noted above, county free libraries do have the ability to charge fees to nonresident users (§ 19115) and to charge fees for those services which would not be classified as "library services" as that term has been defined in this opinion. It is the utilization of the existing fee charging ability of county free libraries that the statute seeks to encourage and induce.

Opinion No. CV 78-51—November 22, 1978

SUBJECT: PREKINDERGARTEN SCHOOL ENROLLMENT FOR SUMMER PROGRAM—Elementary and unified school districts are authorized by law to offer a summer school session for pupils prior to their enrollment in the kindergarten school year. State School Fund apportionments for basic and equalization aid are required for attendance for pupils in a summer school session prior to their enrollment in the kindergarten school year, if the curriculum is the kindergarten course of study and the pupils are four years and nine months of age at the beginning of the session.

Requested by: DIRECTOR, DEPARTMENT OF FINANCE

Opinion by: EVELLE J. YOUNGER, Attorney General
Rodney Lilyquist, Jr., Deputy

The Honorable Roy M. Bell, Director of the Department of Finance, has requested an opinion on the following questions:

1. Are elementary and unified school districts authorized by law to offer a summer school session for pupils prior to their enrollment in the kindergarten school year?



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: June 17, 2013

BACKGROUND

On May 7, 2013, SDRMA's Election Committee confirmed the qualification requirements of seven candidates who are seeking a seat on SDRMA's Board of Directors. These candidates are:

- David Aranda (Incumbent) – North of the River Municipal Water District
- Jean Bracy (Incumbent) – Mojave Desert Air Quality Management District
- Muril N. Clift (Incumbent) – Cambria Community Services District
- Dennis Mayo – McKinleyville Community Services District
- Mike Scheafer – Costa Mesa Sanitary District
- Timothy W. Unruh – Kern County Cemetery District No. 1
- John Woolley – Manila Community Services District

The four-year terms for newly elected Directors will begin on January 1, 2014 and end on December 31, 2017.

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 mailed to SDRMA on or before 5:00 p.m., August 27, 2013.

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 up to four (4) candidates to serve on SDRMA's Board of Directors; and,
- 2) Motion to read Resolution 14-05 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 14-05 by a roll call vote; and,
- 4) Authorize President Shkoler and Secretary Carline to sign the Official Election Ballot on behalf of the Placentia Library District.



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

2013 BOARD OF DIRECTORS ELECTION

OFFICIAL ELECTION RESOLUTION 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 four (4) candidates to the SDRMA Board of Directors.

ELECTION PACKET ENCLOSURES

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

SDRMA'S BOARD OF DIRECTORS ELECTION BALLOT INSTRUCTIONS

Notification of nominations for four (4) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in January 2013.

On May 7, 2013, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2012-05 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 four (4) candidates, your agency's governing body must approve the enclosed Official Election Resolution and Ballot. **Ballots containing more than four (4) 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 Tuesday, August 27, 2013 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, 2014 and terminate on December 31, 2017.
6. Important balloting and election dates are:

August 27, 2013 - Deadline for members to return the signed Official Election Resolution and Ballot

August 29, 2013 - Ballots are opened and counted

August 30, 2013 - Election results are announced and candidates notified

September 18, 2013 - Newly elected Directors are introduced at the SDRMA Annual Breakfast to be held in Monterey at the CSDA Annual Conference

October 29-30, 2013 - Newly elected Directors are invited to attend SDRMA Board meeting (Sacramento)

January 2014 - Newly elected Directors are seated and Board officer elections are held

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

OFFICIAL 2013 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS

VOTE FOR ONLY FOUR (4) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than four (4) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than four (4) 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., Tuesday, August 27, 2013. Faxes or electronic transmissions are NOT acceptable.

- MURIL CLIFT (INCUMBENT)**
Director, Cambria Community Services District

- MIKE SCHEAFER**
Director/Vice President, Costa Mesa Sanitary District

- JOHN WOOLLEY**
Director/Finance Officer, Manila Community Services District

- TIM UNRUH**
District Manager, Kern County Cemetery District No. 1

- JEAN BRACY (INCUMBENT)**
Director of Administrative Services, Mojave Desert Air Quality Management District

- DENNIS MAYO**
Director/President, McKinleyville Community Services District

- DAVID ARANDA (INCUMBENT)**
General Manager, North of the River Municipal Water District

ADOPTED this ____ day of _____, 2013 by the Placentia Library District by the following roll call votes listed by name:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST:

APPROVED:

RESOLUTION NO. _____

**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. 2012-05 Establishing Guidelines for Director Elections specifies director qualifications, terms of office and election requirements; and

WHEREAS, Policy No. 2012-05 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)

RESOLUTION 14-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY NOMINATING
(CANDIDATE'S NAME) AS A CANDIDATE FOR APPOINTMENT TO THE
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS

WHEREAS, the Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code, Section 6500 et.se., for the purpose of providing risk management and risk financing for California Special Districts and other local government agencies; and

WHEREAS, the Joint Powers Agreement (JPA) and Bylaws of SDRMA set forth director qualifications, terms of office and direct the establishment of an election policy; and

WHEREAS, the Board of Directors of SDRMA has established procedures and guidelines for the Director Election/Appointment process; and

WHEREAS, the Board of Directors of SDRMA established a policy requiring candidates seeking election/appointment to the SDRMA Board of Directors to be: 1) a board member or full-time management employee meeting specific requirements; and 2) be an active member agency of either SDRMA's property and liability or workers' compensation programs; and 3) be nominated by resolution of their member agency's governing body.

NOW, THEREFORE, BE IT RESOLVED the governing body of the Placentia Library District of Orange County nominates (CANDIDATE'S NAME) its (POSITION TITLE), as a candidate for the Board of Directors of the Special District Risk Management Authority; and further directs that a copy of this resolution be delivered to SDRMA on or before 5:00 p.m. on Tuesday, August 27, 2013.

ADOPTED this seventeenth of June 2013 by the Governing Body of the Placentia Library District of Orange County by the following roll call votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED

ATTEST

Al Shkoler
President, Board of Directors

Gayle Carline
Secretary, Board of Directors

**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)**

Experience and "thinking outside the box".

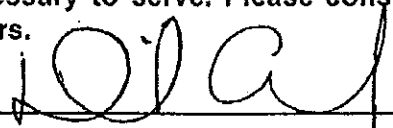
What is your overall vision for SDRMA? (Response Required)

To see the Following:

1. Claims reduced to an unbelievable low number due to education, safety practices, and an overall safety culture promoted by SDRMA and practiced by all Districts.
2. Premium payments reduced by 50% by 2020 due to sound investment and low claims.

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

4-22-13

**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 Jean Bracy, SDA
District/Agency Mojave Desert Air Quality Management District
Work Address 14306 Park Ave., Victorville, CA 92392
Work Phone 760-245-1661

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

I have served on the SDRMA Board of Directors for nearly four years. During this term, the Board has adopted many important programs and policies aimed to provide members cost effective coverage and to support every member's effort to develop safe working environments. During my tenure, the Board voted each year to hold rates flat for the property/liability program; established a multiple-policy discount (5%) for each member who belongs to both the property/liability and the workers compensation programs; created the longevity distribution which shares investment earnings with members who continue with SDRMA programs; established the loss prevention allowance funds which reimburses members for safety-related costs up to \$1,000; launched and enhanced the SDRMA interactive website; strengthened support to California Special Districts Association (CSDA) and the Special District Leadership Foundation (SDLF); provided FREE online training through Target Solutions; and contracted with Company Nurse to provide FREE screening services for work-related injury cases.

I have worked closely with SDRMA for 13 years. I am attracted to its member-focused, pro-active, and positive mission. I would like to see – and be a part of – SDRMA continue this member-centric approach.

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 serving my second term on the Board of Directors for the Special District Leadership Foundation (SDLF), representing the SDRMA. As a member of this Board I have been part of the renewal and expansion of the SDLF programs, including the premier program, District of Distinction, also the Special District Administrator Certificate, the Recognition of Special District Governance, and the newly created District Transparency Certificate of Excellence.

My career experience with special districts has helped me to understand the issues specific to smaller organizations. I have learned what it really means for an organization to do more with less. I have also learned that political realities for special districts are distinct from other forms of governments. As the Director of Administrative Services for the Mojave Desert Air Quality Management District, I am the staff representative to the Governing Board Committees for Budget and Personnel. I am a member of and have chaired the California Air Pollution Control Officers Association (CAPCOA) statewide committees for Fiscal and Human Resource officers. I organized and have chaired the Alternate Fuel Task Force for the Mojave Desert air basin; I have represented the District in the Antelope Valley Clean Cities Coalition.

My working opportunities have crossed several public service types. I served as the Victorville city representative to the Technical Advisory Committee for the Victor Valley Transit Authority and as the City representative and officer on the Executive Committee of the Regional Economic Development Authority. I volunteered four years on the Board of Directors of the Victor Valley Federal Credit Union. For six years, I worked as an adjunct professor at Victor Valley Community College teaching Public Works Administration.

**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?

As professional and as a volunteer, I have a wide range of experiences with organizational structures, long term and vision planning, development of staff and volunteers, and resource and program management. My experience of leading organizational activities and implementing change for growth includes bringing together intergenerational and multicultural groups to achieve common goals.

I am an effective manager with expertise in efficient and productive management implementing process improvements in finance, human resources, risk management, and a wide variety of related administrative and organizational functions. I have led highly skilled teams to support the achievement of overall agency goals and objectives.

I earned a Master's Degree in Public Administration from California State University, San Bernardino

I earned the Special District Administrator Certification from the Special Districts Leadership Foundation

I earned the Recognition of Special District Governance from the Special Districts Leadership Foundation

I earned the Masters Certification in Labor Relations from the California Public Employers Labor Relations Association (CALPELRA)

What is your overall vision for SDRMA?

I want to continue contributing my experience and expertise to SDRMA's overall function to further strengthen and enhance the lines of services provided by SDRMA. I want to be part of the mission to enhance the member's experience through claims management and education that leads to loss prevention.

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

John Brady

Date *February 12, 2013*

**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	Muril N. Clift		
District/Agency	Cambria Community Services District		
Work Address	PO Box 65 – 1316 Tamsen St., Cambria 93428		
Work Phone	805- 927-6223	Home Phone	805- 927-7124

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

It has been an honor and privilege to serve on SDRMA's Board of Directors for the past four years. During that time the Board, through prudent financial management has:

- Held rates stable in a serve recession.
- Instituted longevity bonuses for member loyalty
- Established programs to assist handling and preventing workers compensation claims through the Company Nurse Program and Safety Equipment Reimbursement Program
- Expanded training and professional development opportunities through financing the Targeted Solutions Program and Special Districts Leadership Foundation

I want to continue on the Board to support these programs and seek additional service opportunities to members while providing exceptional value in insurance access.

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)

My background includes a combination of a strong commitment to the concept of the Special District form of government and a 41 year career in the private personal and commercial insurance industry.

In addition to serving the past four years on the SDRMA Board, I currently serve as:

- Director, Cambria Community Services District
- Director, Special Districts Leadership Foundation
- Commissioner, San Luis Obispo County LAFCO
- Member, Special Districts Legislative Committee

I am totally committed to the Special District as the most direct form of local government.

**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)**

Having served on the Boards of several different types of Special Districts – School District, Airport District, Multi Services District and Single Service Agency – gives me an understanding of the different problems faced by districts and the opportunities for SDRMA to provide assistance.

My 41 year career, now retired, in the private personal and commercial insurance industry provides an understanding of the liabilities Districts face and how SDRMA can meet our member's risk management and insurance needs.

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

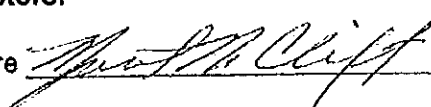
My vision for SDRMA is incorporated in SDRMA's Mission Statement of "providing renewable, efficiently priced risk management services through a financially sound pool to CSDA member districts".

First, I see SDRMA's primary responsibility is to provide as much stability to risk financing as possible maintaining financial security of the risk pool.

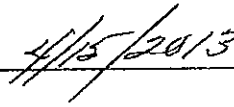
Second, I see SDRMA expanding the risk management services through expanded training and professional development provided to its members.

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



**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 Dennis Mayo

District/Agency McKinleyville Community Services District

Work Address 1656 Sutter Road, McKinleyville, CA
95519

Work Phone (707) 839-3251 Home Phone (707) 832-9334

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

SDRMA on a nuts and bolts level is the single most important Board for Special Districts. Serving ones District is a special trust given by the local electorate. Being elected by ones peer's to serve in the betterment of all Special Districts honors those constituents and allows me to be the voice of my District. I am dedicated to public service and feel my work ethics and experience will be a valuable asset to SDRMA, my District and all our Special Districts.

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)

Currently I am the Board President of McKinleyville Community Services District; Director of Open Beach and Trails; ACWA Region 1 Board Member; JPIA/ACWA Employee Benefit Committee member; Director of membership Moose Lodge No. 208; Legislative analyst for California Commercial Beach Fisherman Association; North Coast Representative for the Blue Ribbon Coalition. Formerly a Humboldt County Planning Commissioner; Vice President McKinleyville Rodeo Association; Lake Earl Grange member; Member of the California State Grange Consumer Committee; Humboldt Bay Harbor District Strategic Plan; Humboldt Bay Municipal Water District Strategic Plan. Member of the Arcata Fire Protection District Fund Coordinator and other Boards and Commissions over the past (40) forty years.

**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)**

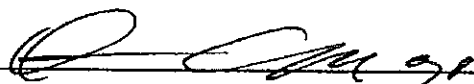
I have a Life and Casualty Insurance experience and worked in the field in my earlier years. I have extensive experience with group dynamic's and the interplay of Workman's Compensation. I have worked on Legislative issues and developed specific language for successful State and Federal Legislation and have negotiated many successful employee contracts. From groups as small as a Rodeo Committee to a twenty million dollar Water District, dotting the "I's" and crossing the "T's" on insurance issues means the difference between success and failure. I have a unique talent working with diverse groups and getting to the heart of an issue.

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

California is in financial crisis. There are local, regional and national pressures that make stewarding the public trust seem almost a nightmare. SDRMA is planted deeply and perhaps unfairly in the middle of that crucible. It is often said that we must think outside the box for creating solutions. The truth is we must think both outside and inside the box to provide the best service for Special Districts in our Districts and our State. It is my hope to bring a powerful and creative energy to this Board and leave no stone unturned to make SDRMA the best it can be.

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

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

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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)

As an insurance professional for over 40 years I have become acutely aware of the need for strong risk management practices and procedures. I work hard to not only manage my own risk, but those of my customers and my Special District. I have a desire to share my skill and expertise with the various Districts in California.

I believe the increasing stress and challenges in risk management for Special Districts need a knowledgeable, committed professional like myself.

My professional life has given me an opportunity to serve various "communities" in a number of ways. Serving on the SDRMA Board is another opportunity to serve, one in which I would be honored to do.

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 have served as a Board Member for a number of non-profit and civic groups and agencies. In almost every experience I have been chosen as Chair or President for those groups. I believe this is a demonstration of my leadership skills. I have received a number of awards for that service.

I founded 2 non-profit organizations dedicated to serving my community. I currently serve on 2 CSDA committees. I am a former City Councilmember for the City of Costa Mesa, former Parks and Recreation Commissioner, and previously served as a CMSD Director.