

five-year strategic planning effort. The District serves over 120,000 people with recreation and park services in the East Bay in Northern California. Plan includes input from numerous sources to assure that public needs are clear and integrated into the Plan. Partner agencies and the public also played a key role in gaining perspective in future leveraged associations. Brent is the Principal consultant for this project.

VIDEO TESTIMONIAL FROM RITA AVAILABLE AT-
<http://www.bhiconsulting.com/about-2/>

Tuolumne Utilities District, Mr. Pete Kampa, General Manager, (pkampa@tuolumneutilities.com), 209-536-6485). Project included the development a comprehensive five-year **Strategic Plan** for the District. The nature of the Tuolumne Utilities area in light of this effort created significant visibility with public and partner agencies. The Plan includes sections for both water and sanitary services. All public, employee and partner agencies have provided their input to the Plan through meetings.

Numerous others upon request.

CURRENT BHI PLANNING PROJECTS:

Orange County Sanitation District– 5-year Strategic Plan

Laguna Beach County Water District – 5-year Strategic Plan

Grossmont Healthcare District -- 5-year Strategic Plan

Olivehurst Public Utilities District – 5-year Strategic Plan

Marina Coast Water District – 5-year Strategic Plan

Northstar Community Services District - – 5-year Strategic Plan

West Bay Sanitary District – 5-year Strategic Plan

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Authorize waiving of advertisement fee to the Placentia Police Department

DATE: October 21, 2013

BACKGROUND

The Placentia Library District has considered the process of fingerprinting identified classifications and volunteers. The Placentia Police Department currently charges \$20 per Live Scan fingerprinting plus additional pass through fees of \$32.00 and \$19.00 by the Department of Justice and the Federal Bureau of Investigation, respectively. The Placentia Police Chief has agreed to waive the \$20 fee for 50 applicants in exchange for a free full page advertisement in the Library's eXPLORE newsletter.

The cost for the full page advertisement is \$700. The fingerprinting cost for 50 applicants is \$1,000.

RECOMMENDATION

Authorize waiving of advertisement fee to the Placentia Police Department in exchange for the waiving of the fingerprinting fee (\$20.00) for up to 50 applicants.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Travel Authorization: Librarian I, Teen Services, to attend the Public Library Association (PLA) conference in Indianapolis, IN on March 11-15, 2014.**

DATE: October 21, 2013

BACKGROUND

The Public Library Association conference is held biannually. The 2014 conference will be held in Indianapolis, Indiana on March 11-15. The following are samples of workshops provided at the conference. For a complete listing of programs, please see Attachment A.

- Animation Makerspaces: Handmade animation meets ipad technology
- Better Websites Make Happier People: Web Management Essentials Beyond Visual Design
- Book-to-Action: Expanding the Library's Role in Promoting Civic Engagement
- Throw Out the Map: Sustainable Thinking for the Future of Libraries

Attachment A is a copy of the PLA Program.

Fiscal Impact: \$3,000

RECOMMENDATION

Authorize Librarian I, Teen Services, to attend the PLA conference in Indianapolis, Indiana on March 11-15, 2014.

Creating Lifelong Library Users One School at a Time - PROGRAM ☐	<u>Sarah Batt</u> <u>Tricia Racke</u> <u>Bengel</u> <u>Maggie Jacobs</u>
Public Libraries in the Marketplace: The Business of Digital Content - PROGRAM ☐	<u>Sari Feldman</u> <u>Vailey Oehlke</u> <u>Skip Dye</u> <u>Steve Potash</u>
10 Steps to a Better Library Interior - PROGRAM ☐	<u>Traci Lesneski</u> <u>Lynn Wyman</u>
A Bold Vision from the Top of Pikes Peak: A New Paradigm for Sustainable Services and Facilities - PROGRAM ☐	<u>Paula Miller</u> <u>Joan Frye</u> <u>Williams</u> <u>David Schnee</u>
ABC - Always Be Circulating: How Public Libraries Meet Demand and Increase Use - PROGRAM ☐	<u>Robin Nesbitt</u> <u>Wendy Bartlett</u> <u>Stephanie Chase</u> <u>Alene Moroni</u>
All About Audiobooks: Improving Readers' Advisory for Listeners - PROGRAM ☐	<u>Renee Young</u> <u>Michele Cobb</u> <u>Robin Whitten</u> <u>Kaite Stover</u>
Animation Makerspaces: Handmade Animation Meets iPad Technology - PROGRAM ☐	<u>Kelly Czarnecki</u> <u>Jesse Vieau</u> <u>John Lemmon</u>
Be a Champ! Advocate for Youth - PROGRAM ☐	<u>Rhonda Puntney Gould</u> <u>Marge Loch-Wouters</u>
Beats, Brews, and Bouncy Castles: Defining Your Library's Culture - PROGRAM ☐	<u>Stacie Ledden</u>
Bed Bugs Defense Force Assemble! - PROGRAM ☐	<u>Kevin King</u>
Better Together: Maximizing the Impact of Your Summer Reading Program - PROGRAM ☐	<u>Faith Brautigam</u> <u>Steve Johnson</u> <u>Denise Raleigh</u>
Better Websites Make Happier People: Web Management Essentials Beyond Visual Design - PROGRAM ☐	<u>Richard Kong</u> <u>Anne Slaughter</u> <u>Brodie Austin</u>
Betwixt and Be-Tween: Readers' Advisory and	<u>Abby Johnson</u> <u>Sarah Bean</u>

Programs for Tweens - PROGRAM ☐	<u>Thompson</u> <u>Kate Conklin</u>
Beyond Duct Tape Wallets: Dynamic, Effective, and Community-Centered Teen Programs - PROGRAM ☐	<u>Angie Manfredi</u> <u>Kelly Jensen</u> <u>Andrea Sowers</u> <u>Katie Salo</u>
Beyond Storytime: Positioning Libraries as Statewide Players in Early Learning Public Policy Development - PROGRAM ☐	<u>Neel Parikh</u> <u>Kathleen Reif</u> <u>Susan Yang</u>
Black Belt Librarians: How to Effectively and Safely Inform Patrons of Library Rules - PROGRAM ☐	<u>Susan Wray</u> <u>Warren</u> <u>Graham</u>
Book-to-Action: Expanding the Library's Role in Promoting Civic Engagement - PROGRAM ☐	<u>Sally Thomas</u> <u>Mary Menzel</u> <u>Lori</u> <u>Easterwood</u> <u>Alison McKee</u>
Building Relationships outside the Building: Do You Know Where Your Librarian Is? - PROGRAM ☐	<u>Monique</u> <u>Sugimoto</u> <u>Kathleen</u> <u>Beaseley</u> <u>Chris Brown</u> <u>Ashley Kagan</u>
Ch-ch-changes: Facing the Drastic Changes to Technical Services Head On - PROGRAM ☐	<u>Brooke Sievers</u> <u>Rohini Bokka</u> <u>Robert Moffett</u> <u>Gosia Bylinska</u>
Crafting Excellence: Using Research to Build the Best User Experience - PROGRAM ☐	<u>Rebecca T.</u> <u>Miller</u> <u>Denise M.</u> <u>Davis</u> <u>Aaron Schmidt</u> <u>Barbara Genco</u> <u>Jill Porter</u>
Creating Dynamic Community Service Models the Queens Library Way - PROGRAM ☐	<u>Bridget Quinn-</u> <u>Carey</u> <u>Thomas W.</u> <u>Galante</u> <u>Kelvin Watson</u> <u>Tara Lannen-</u> <u>Stanton</u>
Developing a Staff Competency Program That Works! - PROGRAM ☐	<u>Penny Talbert</u>
Developing Your Library Card Holder Base - PROGRAM ☐	<u>Chris Holt</u>

Difficult Decisions and Tough Times: Policy
Survival Tips - PROGRAM ☐

Sara Dallas
Lauren Moore
Amanda Travis

Dinosaurs, Dogs, and Dump Trucks: Informational
Text for Young Learners - PROGRAM ☐

Cindy Yeager
Lisa Sensale
Yazdian

Diversifying Your Workforce - PROGRAM ☐

Nu'u Fuavai
Elsa Steele
Jo Anderson
Cavinta

Does This Display Make Me Look Fat? The Truth
about Merchandising - PROGRAM ☐

Kathy
Dempsey

Doing Time with Sisters in Crime - PROGRAM ☐

Mary Callahan
Boone
Joyce Saricks
Laura
DiSilverio
Hank Phillippi
Ryan
Frankie Bailey
Cathy Pickens
Lesa Holstine
Diane Kovacs

ECRR 2.0: Using Apps and E-Books in Early
Literacy Programs - PROGRAM ☐

Judy Nelson
Cen Campbell

Edge: Where People Connect, Communities Achieve
- PROGRAM ☐

Alison Saffold

En Ruta al Ingles: Gaming for English Language
Learners - PROGRAM ☐

Rebecca Alcala
Edward Melton

Engagers, Innovators, Life-Long Learners, and
Facilitators: Hiring Staff for the 21st Century Library
- PROGRAM ☐

Thomas Fortin
Jennifer Giltrop
Dale McNeill

Every Child Ready to Read 2 - Does it Really Work?
Evaluating the Program - PROGRAM ☐

Katie Campana
Judy Nelson

Facilities 101: The Secret Life of Your Library
Building - PROGRAM ☐

Michael
Gannon

Falling in Love Again - PROGRAM ☐

John Charles
Sarah MacLean
Marjorie Liu
Julie Ann
Walker
Elizabeth Boyle
Nicole
Burnham
Lori Wilde

Filtering out Internet Censorship: Advocacy, Professional Ethics, and the Law - PROGRAM ☐	<u>Jonathan Kelley</u> <u>Deborah Caldwell-Stone</u> <u>Eric Suess</u> <u>Sarah Houghton</u> <u>Candace Morgan</u>
Five Million and Counting: Serving Patrons with Alzheimer's and Dementia - PROGRAM ☐	<u>Mary Beth Riedner</u> <u>Linda Altmeyer</u> <u>Miriam Lytle</u> <u>Ann Moore</u>
From Repository to Experience: Library Becomes a Verb - PROGRAM ☐	<u>Traci Lesneski</u> <u>Greg Mickells</u>
Getting out from under the Radar - PROGRAM ☐	<u>Sarah Flowers</u> <u>Sara Ryan</u>
Hyperlinked Learning Experiences at Public Libraries: MOOCs & Beyond - PROGRAM ☐	<u>Michael Stephens</u>
Innovation, Outreach, and Partnerships: Ways to Make Your Library Discoverable! - PROGRAM ☐	<u>Peggy Cadigan</u> <u>Tiffany McClary</u>
Inside the Mind of the User - PROGRAM ☐	<u>Amy Luedtke</u>
Instant Recess: Get Moving at the Library - PROGRAM ☐	<u>Melissa McCollum</u> <u>Chikarlo Leak</u> <u>Jesus Mejia</u>
Is Your Library Lean? Employing Lean Principles in Public Libraries - PROGRAM ☐	<u>Steven Potter</u> <u>John Huber</u> <u>Crosby Kemper</u>
It's a Mad Mad Mad [Publishing] World: The Impact of Self-Publishing on the Future of Public Library Collection Development - PROGRAM ☐	<u>Terri Clark</u> <u>David Vinjamuri</u> <u>Janice Schnell</u>
Keep Calm and Carry On: Financial Planning to Avoid Fiscal Pitfalls - PROGRAM ☐	<u>Belvia Gray</u> <u>Jackie Nytes</u> <u>Rebecca Dixon</u> <u>Kostas Poulakidas</u>
Keeping It Real about Going Green - PROGRAM ☐	<u>Susan Baier</u> <u>Jim Allen</u> <u>Floyd Willis</u> <u>Eric Herman</u>

Learner at the Center: Empowerment or Target? - PROGRAM ☐	<u>Maurice Coleman</u> <u>Betha Gutsche</u>
Library + Partners = Community - PROGRAM ☐	<u>Chance Hunt</u> <u>Matthew Hamilton</u>
Library Makerspaces: Building Community through Participatory Learning - PROGRAM ☐	<u>Monica Harris</u> <u>Nate Hill</u> <u>Dara Schmidt</u> <u>Steve Teeri</u>
Library Reality TV: Using Improv Techniques to Transform Customer Service - PROGRAM ☐	<u>Henry Bankhead</u> <u>Heidi Murphy</u> <u>Jenn Laredo</u> <u>Chris Miller</u> <u>Ann Swanberg</u>
Library Resources for Businesses and Job Seekers - PROGRAM ☐	<u>Shannon Scanlan</u> <u>Emily Kornak</u>
Make it Happen Anyhow: Fundraising and Library-Building in Hard Times - PROGRAM ☐	<u>Aspen Walker</u> <u>Amy Long</u> <u>Ridgeway Burns</u>
Makerbox: No Space Required - PROGRAM ☐	<u>Amber Creger</u> <u>Elizabeth Nicholson</u> <u>Phyllis Davis</u> <u>Ann Marie Scandura</u>
Making a Collection Count - PROGRAM ☐	<u>Holly Hibner</u> <u>Mary Kelly</u> <u>Brent Bloechle</u>
Meeting Public Service Expectations by Breaking the Service Model - PROGRAM ☐	<u>Cathy Ziegler</u> <u>Libby Holtmann</u>
Movies for Millennials: Core, Classic, and Cult Videos for 15- to 30-year-olds - PROGRAM ☐	<u>Bill Edminster</u> <u>Jane Halsall</u>
Moving on from Dewey: 10 Steps to Library Transformation - PROGRAM ☐	<u>Debbie Walker</u> <u>Linda Morgan</u>
Off the Shelf: Free Science Programming @ your library - PROGRAM ☐	<u>Davis Cheryl Rowan</u>
Out of the Closet and onto the Shelves: GLBTQ Literature for Today's Teen - PROGRAM ☐	<u>Peter Coyl</u> <u>Joel Nichols</u> <u>Ingrid Abrams</u>

Outcomes + Outreach = Outstanding Summer Reading Programs - PROGRAM ☐	<u>Robert P. Doyle</u> <u>Michelle Wyss</u> <u>Cindy Mediavilla</u>
Outcomes Made Easy: 7 Steps for Success - PROGRAM ☐	<u>Michele Gorman</u>
Partners in Consumer Health Programming - PROGRAM ☐	<u>Celeste Choate</u> <u>Kate Saylor</u>
Peeling Back the Layers: How to Serve the Latino Generations - PROGRAM ☐	<u>Yolanda Cuesta</u>
People with Soft Skills Get More Done and Are More Fun to Work With! - PROGRAM ☐	<u>Sam McBane</u> <u>Mulford</u> <u>Cheryl Gould</u>
PlaySpaces in the Library - PROGRAM ☐	<u>Ryann Uden</u> <u>Shaun Kelly</u> <u>Rory Parilac</u> <u>Kiera Parrott</u>
Queer and Genderqueer Library Services to Kids: Beyond Rainbow Family Storytimes - PROGRAM ☐	<u>Joel Nichols</u>
Read Out LOUD! Active Learning at the Library - PROGRAM ☐	<u>MELISSA DRAGOO</u> <u>Molly Mrozowski</u>
Rejuvenating Technical Services: Finding a Clear Course in a New Materials Flow - PROGRAM ☐	<u>Holbrook Sample</u> <u>Vicki Meehan</u>
Selling Change across Your Organization - PROGRAM ☐	<u>Rebecca Ranallo</u> <u>Tracy Strobel</u> <u>Hallie Rich</u>
Sensory Storytime: All Differently-abled, All Ages, All Inclusive - PROGRAM ☐	<u>Laura Baldassari-</u> <u>Hackstaff</u> <u>Laura Olson</u> <u>Sheila Kerber</u> <u>Ruth Ann Krovontka</u>
Serving Immigrants and Linguistically Diverse Communities - PROGRAM ☐	<u>Mary Givins</u> <u>Judy Anghelescu</u> <u>Jo Anderson</u> <u>Cavinta</u> <u>Tara Foxx-</u>

Shine the Light: Increasing Your Library's Visibility without Increasing Costs - PROGRAM ☐

Signature Events for Small Libraries - PROGRAM ☐

Successful Staff Days - PROGRAM ☐

Technology's Future at Public Libraries: Staying Relevant in the Digital Age - PROGRAM ☐

Teen Fashion Apprentice: A Successful Workforce Development Program for Teens - PROGRAM ☐

The Boomers! Reflecting, Sharing, Learning - PROGRAM ☐

The Future of Digital Inclusion - PROGRAM ☐

The Most Dangerous Idea of All: Change from the Bottom Up - PROGRAM ☐

The Secret is Out: Preserving History at the Three Secret Cities - PROGRAM ☐

Throw Out the Map: Sustainable Thinking for the Future of Libraries - PROGRAM ☐

Tinker with Technology: Simple and Creative Programs for Kids and Teens - PROGRAM ☐

Lupo
Homa Naficy
Marcela
Sánchez

Cindy
Cunningham
Alice Sneary
Rupen Dolasia
Johannes Neuer
Chip Nilges

Cassie Guthrie
Jeff Davignon

Sally Decker
Smith
Marie Thomas
Sheila Urwiler
Richard Kong

Jessica Dorr
Lee Rainie

Angela Haigler
Kelly
Czarnecki
Jimmeka
Anderson

Kathryn Ames
Madeline
Darnell

Maura Marx

Rivkah Sass
Brian Auger

Judy McMakin
Kathy
McNeilly
Jeanette
Mercier
Steven Thomas

Rebekkah
Aldrich

Katie LaMantia
Amanda
Barnett Jacover
Michael
Campagna
Bradley Jones
Renee

Tools for Winning at the Ballot Box - PROGRAM
☐

Neumeier
Janet Piehl
Charles Pace
Melanie
Huggins
Paul Zemitzch

Top 5 of the Nonfiction 5 - PROGRAM ☐

Kaite
Mediatore
Stover
Rebecca Vnuk
Barry Trott
David Wright
Jessica Moyer

Training a Cracker Jack Staff on a Peanuts Budget -
PROGRAM ☐

Cynthia
Lopuszynski
Penny Ramirez
Lauren
Rosenthal
Julie Zukowski

Transform Your Library the SWAT Team Way -
PROGRAM ☐

Kathy Schalk-
Greene
Jayne Beline

Turbo-Charged Pages: How a Quick-Draw,
Smartphone-Toting Rookie Reversed Sluggish
Shelving - PROGRAM ☐

Carmen
Schaben
Tom Moak

Turning Outward to Lead Change in Your
Community: Aspirations - PROGRAM ☐

Deborah
Robertson
Cheryl Gorman
Carlton Sears

Turning Outward to Lead Change in Your
Community: Intentionality - PROGRAM ☐

Deborah
Robertson
Cheryl Gorman
Carlton Sears

Turning Outward to Lead Change in Your
Community: Sustaining Yourself - PROGRAM ☐

Deborah
Robertson
Cheryl Gorman
Carlton Sears

Turning Outward to Lead Change in Your
Community: Turn Quiz - PROGRAM ☐

Deborah
Robertson
Cheryl Gorman
Carlton Sears

Tweaking RDA: Experiences in Making it Work -
PROGRAM ☐

Mary Ann
Abner
Teanna Weeks

Kaite

Under the Radar: Good Reading You May Have Missed - PROGRAM ☑

Mediatore
Stover
Jessica Moyer
Brad Hooper
Nicolette
Warisse
Sosulski
Naphtali Faris
Kelly Fann

Universally Accessible E-Content and Gadgets with Some Tips for How Not to Get Sued - PROGRAM ☑

Mike Marlin
Carli Spina
Brian Charlson
Denise Davis

Want Collaboration? Engage Your Community - PROGRAM ☑

Theresa Jehlik
Cheryl Gould
Sam McBane
Mulford
Linda Trout

Wee Be Jammin': Using Music to Promote Early Childhood Literacy - PROGRAM ☑

Amy Holcomb
Julie Jurgens
Maggie
Masterson
Parry Rigney
Courtney
Schade
Lora Van Marel

Welcome Spaces: Serving Patrons with Autism Spectrum Disorders - PROGRAM ☑

Renee McGrath
Linda Braun

What Do Genealogists Really Want from a Public Library? - PROGRAM ☑

Alice Sneary
Cindy
Cunningham
Reann Poray
Barbara Renick
Curt Witcher

Who We Are, What We Do, and Why it Matters: Establishing Our Distinctive Sense of Purpose - PROGRAM ☑

Valerie Gross

Your Next Book is on Facebook: Using Social Media in Readers' Advisory - PROGRAM ☑

Kaite Stover
Kelly Fann

TUESDAY, MARCH 11

Session Title ▼

Speaker(s) Room Venue Handouts

9:00 AM - 12:30 PM

Leading with Emotional Intelligence: Building Trusting Relationships - PRECONFERENCE ☑

Susan Akers
Lauren Burnett

Put It into Practice: Implement Every Child Ready to Read @ Your Library - PRECONFERENCE ☑

Dorothy Stoltz
Judy Nelson
Cen Campbell
Cindy Christin
Reid Lyon
Wendy Resnik
Mary Seratt

9:00 AM - 5:30 PM

Communicate Change So the Whole Staff Hears You - PRECONFERENCE ☑

Marti Peden

Creating and Sustaining a Culture of Innovation - PRECONFERENCE ☑

Audra Caplan
Paul Meyer

Creating Digital Content 101 - PRECONFERENCE ☑

Pam Smith
Kevin King
Logan MacDonald
Toby Greenwalt
Portia Latalladi

Introductory Python Workshop - PRECONFERENCE ☑

Carli Spina
Toby Greenwalt

The Doctor Is In: Miracle Cures for Sick Boards - PRECONFERENCE ☑

Nancy Davis
Pam Fitzgerald

2:00 PM - 5:30 PM

Discover New Ideas About Early Learning Environments - PRECONFERENCE ☑

Dorothy Stoltz
Susan Anderson-Newham
Cindy Christin
Marisa Conner
Amanda Ellington
Christy Estrovitz

Strategic Momentum: Facilitation Skills to Build Consensus and Accomplish Outcomes - PRECONFERENCE ☑

Susan Akers
Lauren Burnett

WEDNESDAY, MARCH 12

Session Title ▼

Speaker(s)

Room Venue Handouts

9:00 AM - 12:30 PM

How to Ruin Your Library's Reputation in 10 Easy Steps!: PR Essentials - PRECONFERENCE ☑

Rebekkah Aldrich

Managing the Talent: How to Spot 'em, Grow 'em,
and Move 'em Along - PRECONFERENCE ☑

James LaRue
Sharon Morris

Maximizing Patron Outcomes: Gather and Use Data
to Deliver High Value Technology Services. -
PRECONFERENCE ☑

Samantha
Becker
Mike Crandall
Sarah
Washburn

Performance Literacy: Teaching Students How To
Rock Your Library With Stories They Create -
PRECONFERENCE ☑

Brett
Dillingham

StoryCorps @ your library: Enhance Library
Programming Through Oral History Narratives -
PRECONFERENCE ☑

Deborah
Robertson
Virginia
Millington
Elaine Kamlley
Elizabeth Perez

We Geek Advocacy: Using Lessons from Turning the
Page and Geek the Library to Develop Advocacy and
Community Engagement Activities -
PRECONFERENCE ☑

Mary Hirsh
Linn Edvardsen

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Travel Authorization: Library Director to attend the Special District Leadership Academy conference in Napa Valley on November 17-20, 2013.**

DATE: October 21, 2013

BACKGROUND

The Special District Leadership Academy will be held in Napa Valley on November 17-20, 2013. The Library will earn credit incentive points from the Special District Risk Management Authority (SDRMA) for each attendee. In addition, the completion of the Special District Leadership Academy will qualify the attendee for six hours of government training required for the Special District Leadership Foundation District of Distinction Designation.

The Library Director has attended the first of four modules – Building a Foundation for Good Governance. The three remaining modules are:

- Fulfilling Your Districts Mission – Charting the Course (Module 2)
- Show Me the Money! What Do Board Members Need to Know About District Finances? (Module 3)
- Defining Board & Staff Roles and Relationships (Module 4)

Attachment A is a copy the conference program.

Fiscal Impact: \$1,500

RECOMMENDATION

Authorize the Library Director to attend the Special District Leadership Academy in conference in Napa Valley on November 17-20, 2013.



NOVEMBER 17-20, 2013 - NAPA VALLEY MARRIOTT

SPECIAL DISTRICT LEADERSHIP ACADEMY CONFERENCE



*A Comprehensive Governance Conference
for Elected and Appointed Directors/Trustees.*



SDRMA

*presented by
CSDA and
co-sponsored
by SDRMA*

#SDLA2013

SDLA

Participate in the newly formed **Special District Leadership Academy Conference**, where you will complete all four modules of the Academy during the course of two and a half days.

CSDA's **Special District Leadership Academy Conference**. This conference content is based on CSDA's **Special District Leadership Academy (SDLA)** groundbreaking, continuing education program that recognizes the need for the board and general manager to work closely toward a common goal. **SDLA** provides the knowledge base to perform essential governance responsibilities.

CSDA has created this conference to provide new board members with immediate training, offer newly elected board presidents the training they need to lead effectively, and to provide experienced board members with current practices and information about the key concerns facing special districts.

Whether you are new to the board or someone who has served for many years, this conference provides essential tools and information to better govern your district!



SDRMA Credit Incentive Points
Special District Risk Management Authority (SDRMA) is committed to a strategic partnership with our members to provide an excellent program that controls losses and positively impact the overall cost of property/vehicle/workers' compensation coverage through its Credit Incentive Program. Incentive points can be earned based on an agency's attendance at the District Leadership Academy Conference reducing SDRMA members' contribution amount.

“Regardless of tenure, a board member needs to serve their district based upon the best knowledge and understanding available. I have found the Leadership Academy to be an essential tool in accomplishing that duty.”

– Albert Morrisette, Director, Phelan Pinon Hills CSD

Why Attend CSDA's Special District Leadership Academy Conference?

Local boards are the reason, and really the only reason, why local control is local. Special district boards are the voices of the community. The truth is that every elected or appointed public official needs to worry about governance. Governance is what boards do. It is what they bring to the table. Governance is taking the wishes, needs and desires of the community and transforming them into policies that govern the district. Survival of special districts depends in large part on how well boards do their jobs.

Attendees will learn:

- Working as a team: The roles of the board and staff.
- Attributes and characteristics of highly effective boards.
- How culture, norms, values and operating style influence the district.
- Specific jobs the board must perform.
- How individual values, skills and knowledge help to shape how effective boards operate.
- The importance of moving from “I” to “we” as the governance team.
- The board’s role in setting direction for the district.
- The board’s role in finance and fiscal accountability.
- Much more!

Where to stay

Room Reservations

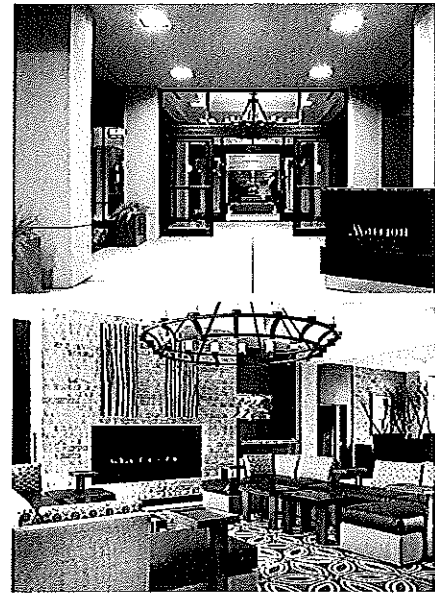
Room reservations are available by calling 1-800-228-9290 and requesting the CSDA Special District Leadership Academy rate of \$149 single/double plus tax.

Room rate is available to conference attendees three days before and three days after the conference, based on availability. All reservations must be accompanied by a first night room deposit or guaranteed with a major credit card. Reservations must be received by October 18, 2013. However, room quantities are limited and may sell out before that date. The first night room and tax becomes non-refundable if a reservation is cancelled after the cut-off date of October 18.

No resort or parking fees!

Napa Valley Marriott Hotel & Spa

3425 Solano Avenue
Napa, CA 94558



SDLIF

SPECIAL DISTRICT LEADERSHIP FOUNDATION

SHOWCASE YOUR COMMITMENT TO EXCELLENCE

Districts of Distinction Accreditation

FOR DIRECTORS AND TRUSTEES

Recognition in Special District Governance

Completion of any of the four modules of the Special District Leadership Academy qualifies attendees for the six hours of governance training required for the Special District Leadership Foundation's District of Distinction Designation.

Completion of all four modules of the Special District Leadership Academy form the basis for the Recognition in Special District Governance, after an additional 10 hours of continuing education are completed.

Schedule of Events

Sunday, November 17

5:30 – 7:30 p.m.
**REGISTRATION AND
NETWORKING RECEPTION**



Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes wine tasting and light appetizers.

Monday, November 18

7:30 a.m.
CONTINENTAL BREAKFAST




8:00 a.m. – 12:00 p.m.
BUILDING A FOUNDATION FOR GOOD GOVERNANCE
David Aranda

In this informational session, the instructor will lay the groundwork for good governance in your district. Attendees will discover:

- Why good governance is important to the well-being of the district.
- The traits of effective directors.
- How to move your board from “I” to “we,” including how to become an effective team, establishing team standards, and the essential conditions for team building.

This session covers Module 1 of the Special District Leadership Academy: Governance Foundations.

 “Clear, concise, relevant materials and dialogue with examples. Extremely useful.” – M. Leffel, Director, Monterey Peninsula Airport District

12:00 – 1:30 p.m.
NETWORKING LUNCHEON (*lunch provided*)



1:30 – 5:00 p.m.
FULFILLING YOUR DISTRICTS MISSION - CHARTING THE COURSE
Brent Ives, BHI Management Consulting

This conference session will highlight the importance of setting the direction for your district. Learn the basics of direction-setting along with how to avoid planning pitfalls. Attendees will walk through the steps of establishing your district’s mission, vision, values and strategic goals and how to communicate those objectives to your constituents.

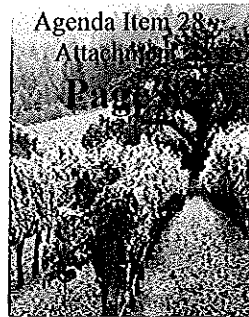
This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership.



5:00 – 6:30 p.m.
SIP AND SAVOR THE NAPA VALLEY EVENING RECEPTION
This hosted reception features wine and food pairings from Executive Chef Brian Whitmer.

Sponsored by 

Enjoy Napa Valley.



Agenda Item 28
Attachment
Page 4

Tuesday, November 19

7:30 a.m.

CONTINENTAL BREAKFAST

8:00 – 10:00 a.m.

GET THE WORD OUT! BEST PRACTICES FOR COMMUNICATION AND OUTREACH

Brent Ives, BHI Management Consulting

This session looks at common communication breakdowns and areas for improvement in public agency communications. We will discuss:

- Identifying audiences.
- Responding to public input.
- Media relations.
- Legislative outreach and advocacy.

This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership.



“Complete program was informative. Time went fast because we were kept involved.”

– R.J. Kelly, Director, Castaic Lake Water Agency

10:00 a.m. – 12:00 p.m.

DEFINING BOARD & STAFF ROLES AND RELATIONSHIPS PART 1

David Aranda

This conference session will teach participants how to determine the human resources health of their district through:

- Identifying the board’s role in human resources.
- Recognizing HR red flags and positive indicators.
- Determining essential HR policies.
- Covering confidentiality and legal liabilities.
- Evaluating the general manager.

This session covers Module 4 of the Special District Leadership Academy: Board’s Role in Human Resources.



“Enjoyed content, very useful. Good presentation and very good organization of materials.”

– D. Wickstron, General Manager, Hilmar County Water District

12:00 – 1:00 p.m.

NETWORKING LUNCHEON *(lunch provided)*

1:00 – 3:00 p.m.

DEFINING BOARD & STAFF ROLES AND RELATIONSHIPS PART 2

David Aranda

3:15 – 5:15 p.m.

REQUIRED ETHICS AB1234 TRAINING

David Warner, Meyers Nave (no additional cost, optional conference event)

This two-hour workshop covers general ethics principles and state laws related to: personal gain by public servants, conflict of interest, bribery and nepotism; gift, travel, and mass mailing restrictions; the Brown Act Open meeting law and the Public Records Act; and more. Participants will earn their AB1234 Certificate.

OPEN EVENING

Wednesday, November 20

8:00 a.m. – 12:00 p.m.

SHOW ME THE MONEY! WHAT DO BOARD MEMBERS NEED TO KNOW ABOUT DISTRICT FINANCES?

David Becker, James Marta & Company, Certified Public Accountants

This session will provide an overview of financial concepts, reports and policies. Attendees will learn:

- How to ask the right questions.
- How to link the finance process to the district mission.
- What is a budget: budget process, budget assessment, communicating budget information to the public.
- How to develop/analyze capital improvement plans and reserve guidelines.

This session covers Module 3 of the Special District Leadership Academy: Board’s Role in Finance and Fiscal Accountability.



“Excellent. Instructor was practical with hands-on experience in the real world.”

– J. Smith, Director, Las Virgenes Municipal Water District

12:00 p.m.

ADJOURN

Special District Leadership Academy Conference Registration Form

(Use one form per registrant)

Three Ways to Register

- **Register online** by visiting the Special District Leadership Academy Conference website at www.csda.net/sdla.
- **Fax number:** 916-520-2465. All faxed registration forms must include credit card payment.
- **Mail:** CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment.
Checks should be made payable to: California Special Districts Association.

Not sure if you are a member?

Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the many benefits of CSDA membership, contact Member Services Director Cathrine Lemaire at cathrine1@csda.net, or call toll-free at 877-924-2732.

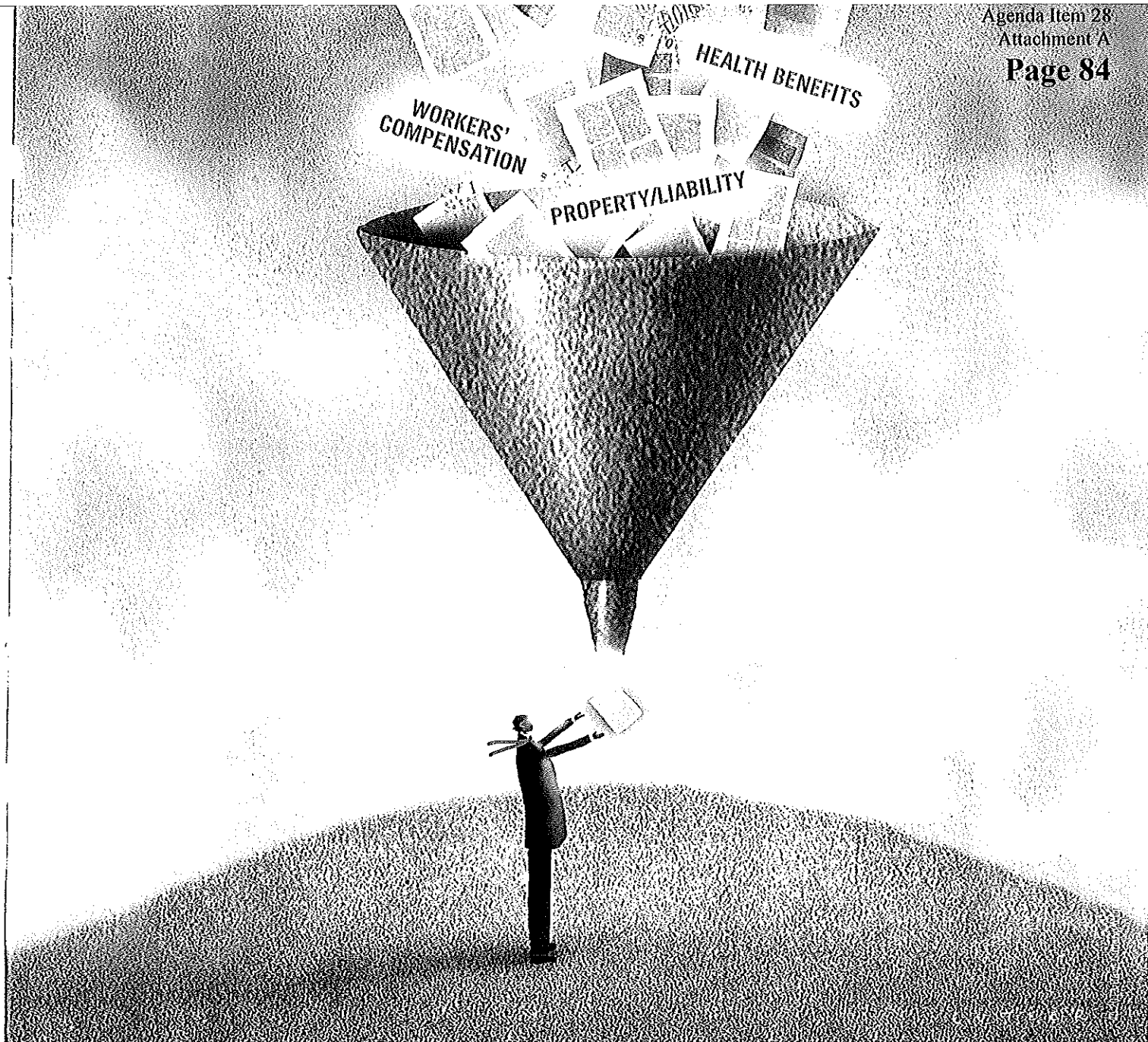
Registration fees include:

- 2.5 days of education and materials
- 2 continental breakfasts
- 2 receptions
- 2 luncheons

Certificate of Completion

At the conclusion of the conference, attendees will be awarded a certificate of completion for the Special District Leadership Academy. Attendees must attend entire conference to receive credit.

Name/Title:		
District:		
Address:		
City:	State:	ZIP:
Phone:	Fax:	
<input type="checkbox"/> Member <input type="checkbox"/> Non-member	Email:	
Emergency Contact - Name & Phone:		
Registration Fees		
EARLY BIRD (ON OR BEFORE OCTOBER 17)		REGULAR (AFTER OCTOBER 17)
<input type="checkbox"/> CSDA Member	\$600	<input type="checkbox"/> CSDA Member
<input type="checkbox"/> Non-Member	\$725	<input type="checkbox"/> Non-Member
<input type="checkbox"/> CSDA Member	\$650	<input type="checkbox"/> Non-Member
<input type="checkbox"/> Non-Member	\$775	
SEND MORE - SAVE MORE! - SPECIAL DISCOUNTED PRICING!		
ADDITIONAL ATTENDEE FROM THE SAME DISTRICT (ON OR BEFORE OCTOBER 17)		ADDITIONAL ATTENDEE FROM THE SAME DISTRICT (AFTER OCTOBER 17)
<input type="checkbox"/> CSDA Member	\$400	<input type="checkbox"/> CSDA Member
<input type="checkbox"/> Non-Member	\$450	<input type="checkbox"/> Non-Member
<input type="checkbox"/> CSDA Member	\$525	<input type="checkbox"/> Non-Member
<input type="checkbox"/> Non-Member	\$575	
Optional Ethics Training		
<input type="checkbox"/> I will be participating in optional ethics training on Tuesday, November 19.		
Payment		
<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express		
Acct. name:	Acct. Number:	
Expiration date:	Authorized Signature:	
Special needs		
<input type="checkbox"/> Vegetarian <input type="checkbox"/> Other:		
CANCELLATIONS/SUBSTITUTION POLICY: Cancellations must be in writing and received by CSDA no later than November 1, 2013. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after November 1. Substitutions are acceptable and must be done in writing no later than November 8, 2013. Please submit any cancellation notice or substitution requests to meganh@csda.net or fax to 916-520-2465.		



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SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Approve a request from the Placentia Historical Committee to name a bookcase in memory of Marie Schmidt**

DATE: October 21, 2013

BACKGROUND

The Placentia Historical Committee submitted a request to name a bookcase, located in the History Room, in memory of a 47 year Placentia resident and History Room volunteer, Marie Schmidt.

Mrs. Schmidt dedicated over 20 years to the development and preservation of the collection in the History Room. Today, the collection in the History Room includes yearbooks, maps, articles and books that capture the history of Placentia. The Placentia Historical Committee has offered to pay 51% of the cost for the naming of the bookcase, with the Library contributing 49%. The estimated cost for the project is \$1,000.

Placentia Library District Policy 6090 – Naming of Library Buildings and Departments naming requests and opportunities need to be presented to the Library Board of Trustees.

Attachment A is a copy of the request from the Placentia Historical Committee.

Attachment B is a copy of Policy 6090 – Naming of Library Building and Departments.

Fiscal Impact: \$500

RECOMMENDATION

Approve a request from the Placentia Historical Committee to name a bookcase in the History Room, in memory of Marie Schmidt.



Placentia Historical Committee



In order to assist the library in providing special collections to preserve Placentia's history and promote life-long learning, we want to help make books easily accessible to the community. We want to assist the library in relocating a bookshelf to the History Room to provide additional space for publications about Placentia by making an already existing bookcase match the interior of the room. To do so, we wish to pay 51 percent of the costs of materials to upgrade the shelving to match the décor. It needs a canopy and cap-ends which costs total approximately \$1,000.

Marie Schmidt moved to Placentia in 1966 and lived here the rest of her life. Along with others, she was instrumental in establishing the Placentia History Room to feature local resources and activities. She served more than twenty years as a volunteer dedicated to the Placentia Library. She helped build the collection that consists of articles, maps, yearbooks, and books that created a chronology of the city's past

Marie was one of the charter members of the city's Historical Committee and continued to serve for over thirty years. Even after she became an emeritus member, Marie continued to support its activities until her death.

- She spearheaded the historical plaque program for the city.



Placentia Historical Committee



- She participated in every Heritage Days celebration by helping decorate floats, working in booths, and generally supporting the activities.
- She was involved with the Placentia Founders Society for many years.
- She was a walking encyclopedia of Placentia's past.
- She researched and wrote the book which identified and provides history for all of Placentia's street names.
- She served as informational guide for the bus tour of the city's historical points of interest.
- She served as a docent for Bradford House and specialized in tours for children.

Given her enthusiasm for plaques in the city, the Historical Committee wants to remember and acknowledge her service to the library with a plaque on the newly refurbished bookcase in the Placentia History Room.

CITY OF PLACENTIA
401 EAST CHAPMAN AVENUE
PLACENTIA, CALIFORNIA 92870

RECEIVED OCT 07 2013

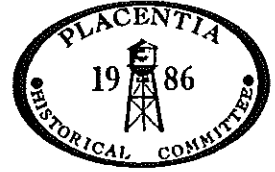
Placentia Library Admin

From her
conversation
w/ Wendy
Townsend,
A join proposal
w/ city + library.

Becky (714) 993-8147
City of Placentia



Placentia Historical Committee



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Placentia *Historical Committee*



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Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Naming of Library Buildings and Departments
POLICY NUMBER: 6090

6090.1 It is the Policy of the Placentia Library Board of Trustees to accept donations for facilities, site amenities, equipment and capital projects, and to recognize donors who make such donations by considering the naming of a library building or department, at the discretion of the Placentia Library District.

6090.2 Naming Criteria.

6090.2.1

The Placentia Library District may name library buildings and departments as follows:

60902.1.1

When the Library Board of Trustees chooses to honor an individual for significant, outstanding contribution in keeping with the nature and mission of the Library.

6090.2.1.2

When the Library Board of Trustees chooses to accept the gift of a donor(s) who requests naming rights and who contribute a minimum of 51% of the total project costs, including construction, equipment, furnishings and collections for the building.

6090.2.1.3

No naming opportunities will be considered for corporations or religious entities.

6090.3 Duration and Modification of Naming

6090.3.1

The duration of a donor's name on any building or in any department ordinarily continues for as long as the building or department is used in the same manner or for the purpose for which the naming occurred and with the approval from the Library Board of Trustees. Upon demolition, replacement, substantial renovation, redesignation of purpose, or similar modification of a named building or department, the Placentia Library District may deem that the naming period has concluded.

6090.3.2 When a donor's naming period has concluded, the Library Board of Trustees has the rights to rename the building or department, in recognition of new gifts, subject to any specific terms and conditions set forth.

6090.3.2.1 If a donor requests a change to the name of a building or department (e.g., due to divorce), the Placentia Library District will consider the request. If approved, all replacement signage and other related costs shall be at the donor's expense.

6090.3.3 In certain circumstances, the Placentia Library District reserves the right, on reasonable grounds, to revoke and terminate its obligations regarding a naming, with no financial responsibility for returning any received contributions to the donor.

60903.3.1 If the donor's reputation changes substantially so that the continued use of that name may compromise the public trust, dishonor the Placentia Library District's standards, or otherwise be contrary to the best interests of the Placentia Library District, the naming may be revoked.

60903.3.2 Any proposal to rename a building or department or to add a second name in recognition of a gift shall be reviewed by the Library Board of Trustees.

6090.4 Donor means a company or individual who provides the District with funds, products or services.

6090.4.1 Donor Agreement means that agreement between the District and the Donor that details the form, type and duration of any donor recognition.

6090.4.2 District means Placentia Library District.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: 2013 Staff Appreciation and Recognition Dinner
DATE: October 21, 2013

BACKGROUND

The Marriott Hotel has been reserved for Friday, October 25, 2013 for the function. The cost for each meal is \$30 which includes a three-course meal with tea, coffee, water, service charge, tax, room rental and stage.

This year's "game show" theme will include games with prizes, door prizes for staff, and centerpieces as prizes for guests. Library staff would like to request \$700 from the entrepreneurial fund to cover expenses that may exceed the Placentia Library Friends Foundation donation.

Fiscal Impact: Approximately \$700 from the Entrepreneurial Fund.

RECOMMENDATION

Authorize approximately \$700 to be used for the event and be drawn from the Entrepreneurial Fund.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Discuss new library hours for Fiscal Year 2014-2015

DATE: October 21, 2013

BACKGROUND

The Library Board of Trustees approved the biannual Fiscal Year 2013-2015 Budget on May 20, 2013. One of the recommendations presented for Fiscal Year 2014-2015 Budget was to open the Library seven days a week.

Current library hours for North Orange County libraries are:

Library	Hours
Anaheim Public Library (Central)	Monday – Friday 10:00 a.m. – 8:00 p.m. Saturday 10:00 a.m. – 6:00 p.m. Sunday Closed
Buena Park Library District	Monday Closed Tuesday – Thursday 10:00 a.m. – 8:00 p.m. Friday & Saturday 10:00 a.m. – 5:00 p.m. Sunday Closed
Fullerton Public Library	Monday – Thursday 10:00 a.m. – 9:00 p.m. Friday & Saturday 10:00 a.m. – 5:00 p.m. Sunday 1:00 p.m. – 5:00 p.m.
City of Orange Public Library	Monday – Wednesday 10:00 a.m. – 9:00 p.m. Thursday – Saturday 10:00 a.m. – 6:00 p.m. Sunday Closed
Placentia Library District	Monday – Thursday 9:00 a.m. – 9:00 p.m. Friday Closed Saturday 9:00 a.m. – 5:00 p.m. Sunday 1:00 p.m. – 5:00 p.m.
Yorba Linda Public Library	Monday – Thursday 9:00 a.m. – 9:00 p.m. Friday & Saturday 9:00 a.m. – 5:00 p.m. Sunday Closed

Library staff recommends the following hours for Fiscal Year 2014-2015, effective June 30, 2014:

- Monday – Thursday 9:00 a.m. – 8:00 p.m.
- Friday & Saturday 9:00 a.m. – 5:00 p.m.
- Sunday 1:00 p.m. – 5:00 p.m.

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Discuss the use of personal heaters and the possible need for a policy.

DATE: October 21, 2013

BACKGROUND

In recent years, library staff have requested purchases of portable space heaters. Electric space heaters, when used properly, can provide an additional degree of comfort over and above our facility's heating system. In addition, the system does not provide the same temperature throughout the building. One area of the library may be colder than the other. This is due to the age of the system.

While the Library wants to provide a certain degree of comfort for our staff, the use of portable space heaters comes with the increased risk of fire and potential injuries. As a precautionary measure, library management recommends establishing and maintaining strict guidelines for the use of these portable space heaters.

RECOMMENDATION

Authorize library staff to develop a policy for the use of portable electric space heaters and present to the Library Board of Trustees at the December 16, 2013 meeting.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Discuss staff's request for use of library properties
DATE: October 21, 2013

BACKGROUND

Recently, library management has received requests from employees to borrow furniture from the Library, for personal use. Currently the Library has no established policy and/or procedure to address such requests. Placentia Library District Policy 6035 – Fines & Fees Schedule does not reflect the rentals of tables and chairs. The Library has continued to support its partners and loan such items for special community events, e.g., Easter Eggcitement.

Library management would like to engage in a discussion with the Library Board of Trustees as to the request from library staff to borrow Library furniture for personal use.

Attachment A is a copy of Policy 6035 – Fines & Fees Schedule.

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Fines & Fees Schedule
POLICY NUMBER: 6035

PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE

Adopted August 25, 2003, Revised August 15, 2005, Revised September 17, 2007,
Revised February 17, 2009, Revised August 17, 2009, Revised June 21, 2010,
Revised July 19, 2010, Revised May 16, 2011 – Effective July 1st, 2012

FINES PER DAY

DVD's:

New Feature Films	\$ 1.00
Old Feature Films.....	\$ 1.00
Mini Series	\$ 1.00
All Other Items.....	\$.20

RENTAL FEE

DVD's (Non-educational):

New Feature Films	\$ 1.00 For Two (2) Days
All Others	\$ 1.00 Per Week

MAXIMUM FINE PER ITEM	MAXIMUM
All Items	\$ 20.00

RESERVES & SHELF CHECKS.....	PER ITEM
All Items	\$.50
Interlibrary Loans, actual charges by lending library, plus postage, plus.....	\$1.00

LOST MATERIALS DEFAULT*

Cataloged Adult & Children's Books	Item Cost + \$ 10.00	\$ 30.00
Uncataloged Paperbacks	Item Cost + \$ 10.00	\$20.00
Magazines/Pamphlets.....	No Processing Fee	\$3.00
Cassettes.....	No Processing Fee.....	\$10.00
CDs, CD ROMs & Videos	Item Cost + \$ 10.00	\$20.00
Audio Books (all formats).....	Item Cost + \$ 10.00	\$50.00
DVDs	Item Cost + \$ 10.00	\$25.00

**Default price will be used in the event the item cost is not available. The processing fee of \$10.00 is not part of the default price and needs to be added for the total amount due.*

SPECIAL SERVICES	PER ITEM
Headsets.....	\$2.00
Library card replacement.....	\$ 2.00
Barcode replacement	\$ 2.00
Book jacket cover/mylar replacement.....	\$ 2.00
CD case replacement	\$ 2.00
Play-away case replacement.....	\$ 3.00
DVD case replacement.....	\$ 2.00
CD from Audio Book replacement	\$ 8.00
Fax per document (outgoing or incoming) plus \$.10 per page.....	\$2.00
Photographs from Placentia History Room, per photo plus actual packaging, postage and/or shipping.....	\$10.00 for non-commercial use; \$75.00 for commercial use
Printing & Photocopy, black ink, per page	\$.15
Printing & Photocopy, color, per page.....	\$.50
Passport Photos.....	\$12.00
Test monitoring, per exam.....	\$50.00

MEETING ROOM

Per hour.....	\$20.00
for non-profit and \$35 for other groups	
Refundable Security Deposit/Cleaning fee.....	\$50.00
Administrative Fee (for cancellation notices less than two weeks in advance).....	\$25.00
After Hour Fee.....	\$25.00
Staff Attendee.....	\$25.00
Set-up fee	\$ 20.00
Clean-up fee	\$ 20.00

SURCHARGES

Returned check, up to 30 days	\$ 25.00
Returned check, 30th day and over: the greater of 3 times value of check or	\$100.00
Report to Collection Agency, per report.....	\$25.00

DAMAGES

All Damages	Item Cost + \$ 10.00	\$ 20.00
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Borrowers of materials from Placentia Library District assume full responsibility for their use. Placentia Library District assumes no responsibility for damage to personal property caused by the use of video cassettes, audio cassettes, or other library materials or equipment of any type. *(Adopted by the Library Board of Trustees, January 18, 1993.)*



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Information on new library programs
DATE: October 21, 2013

BACKGROUND

Library supervisors will provide information on new upcoming library programs.

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Discuss the possibility of a new sound system in the community meeting room

DATE: October 21, 2013

BACKGROUND

President Shkoler requested that the Library Board of Trustees discuss the possibility of having a new sound system in the community meeting room. There is a portable sound system that is used for public meetings and library events and programs. The portable sound system requires an average of 20 minutes of staff time to setup. There is no existing sound system installed in the community meeting room.

Some areas for consideration in discussing the possible need for a sound system in the community room are:

- Microphones
- Automatic and non-automatic mixers
- Power amplifiers
- Loudspeakers
- Electronic signal processing devices
- Audio time delays

A good sound quality is the goal for any meeting facility sound system. It is helpful to discuss the needs of each department as well as the suggestions from the Library Board of Trustees. Sound systems vary in complexities and sizes and knowledge of the system itself and the characteristics of individual components. Library staff does not have the expertise to provide such information. Should the Library Board of Trustees decide to install a new sound system in the community meeting room, library management recommends the bid solicitation process.

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.



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