



## AGENDA

PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING

Monday, July 15, 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](http://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 June 17, 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 June 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 June 2013 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for June 2013. (Receive & File)
15. Acquisitions Report for June 2013. (Receive & File)
16. Entrepreneurial Activities Report for June 2013. (Receive & File)

**GENERAL CONSENT REPORTS (Items 17 – 19)**

17. Personnel Report for June 2013. (Receive, File, and Ratify Appointments)
18. Circulation Report for June 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 June 2013.
21. Children's Services Report for June 2013.
22. Adult Services Report for June 2013.
23. Placentia Library Web Site & Technology Report for June 2013.

**PRESENTATION**

24. President Shkoler will present the Employee of the Quarter Award to Lori Worden.

**OLD BUSINESS**

25. Library Director will provide an update on the Community Meeting Room Remodel Project.
26. Approve Placentia Library District Policy 2205 – Fingerprinting Policy as presented.
27. Review and Approve the Fascia Board Improvement Request for Proposal.  
Fiscal Impact: To be Determined

**NEW BUSINESS**

28. Accept and File the Letter from Mr. Justyn Howard regarding Proposition 1A Securitization Reimbursement.
29. Accept and File Information Technology Assessment Report from Click Consulting.
30. Discuss and Select a Candidate to Serve on the California Special Districts Association 2013 Board in Seat B.
31. Discuss and Decide Which Trustee would be interested in participating in the Orange County Registrar of Voters' Election Academy.

32. Authorize Trustees and the Library Director to attend the Annual California Special District Association Conference in Monterey, California.  
Fiscal Impact: Estimated \$1,500 per attendee
33. Discuss and decide on the Placentia Library Board of Trustees August and September meetings.
34. Library Director will provide information on the Impact Fees Interest.
35. Library Director will provide an update on the Staff Appreciation and Recognition Dinner.
36. Approve the Weekly Claims Resolution 14-07 for Fiscal Year 2013-2014.

**DISCUSSION ITEMS**

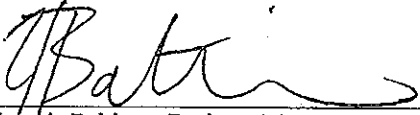
37. Discuss the Development of a Patron Exclusion Policy.
38. Discuss the Egress Door Project in the Children's Department.  
Fiscal Impact: To Be Determined
39. Discuss Replacing the Damaged Carpet by the Reference Desk.  
Fiscal Impact: To Be Determined
40. Discuss and Decide on the Status of the Piano.

**ADJOURNMENT**

41. Agenda Preparation for the September Regular Date Meeting which will be held on Monday, September 16, 2013 unless re-scheduled by the Library Board of Trustees.
42. Review of Action Items.  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
43. Adjourn

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

I, Yesenia Baltierra, Business Manager of the Placentia Library District, hereby certify that the Agenda for the July 15, 2013 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on July 10, 2013.

  
\_\_\_\_\_  
Yesenia Baltierra, Business Manager

MINUTES  
 PLACENTIA LIBRARY DISTRICT  
 REGULAR MEETING OF THE BOARD OF TRUSTEES  
 June 17, 2013

**CALL TO ORDER**                      Président Shkoler called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on June 17, 2013 at 6:36 p.m.

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

**Members Absent:** None

**Others Present:** Library Staff: Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, , PLFF Président Jo Ann Sowards, Fernando Maldonado, Lori Worden, Nadia Dallstream, Brittany Johnson; guests Bill Nelson, Cheri Davis, Susie Rolls and Julie Shigard.

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

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

**ORAL COMMUNICATION**                      Bill Nelson, Trustee of the Orange County Cemetery, was present to ask for the District's vote for the upcoming election. The California Special District Association (CSDA) is divided into 6 regions. We are in region 6 which includes Orange, Riverside, San Diego and Imperial Counties. Ballots were mailed out June 7 and due back August 2.

**TRUSTEE REPORTS**                      Président Shkoler reported that he attended the PLFF Luncheon on 6/17/2013 at Placentia Library also the PLFF Volunteer Luncheon earlier in the month. He also reported that he attended the Design Proposal meeting.

Trustee Minter reported that she attended the PLFF Volunteer Luncheon; she was unable to attend the PLFF Luncheon on 6/17/2013.

Secretary Carline reported that she attended the PLFF Luncheon on 6/17/2013. Secretary Carline sent her husband and son to represent her at the Crab Festival. She also thanked Trustee Martin for attending the PLFF Volunteer Luncheon in her place.

Trustee Martin reported that she attended the PLFF Board Meeting where she sat in for Secretary Carline as well as the PLFF Luncheon on 6/17/2013. She also attended the H.I.S. House residents tour of the library and the Crab Festival for the Rotary Club.

Trustee DeVecchio reported that he attended the Bradford Open House and the PLFF Luncheon on 6/17/2013. (Item 6)

**PLFF REPORT**

PLFF President Sowards gave information on the Annual PLFF meeting that will take place on July 26, 2013. (Item 7)

**CONSENT  
CALENDAR**

It was moved by Secretary Carline and seconded by Trustee Minter to approve Agenda Items 8-23:

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

**MINUTES**

Minutes of the May 20, 2013 Board 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)

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 (Item 12)

**TREASURER'S  
REPORT**

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

Balance Sheet for May 2013 (Item 14)

Acquisitions Report for May 2013 (Item 15)

Entrepreneurial Activities Report for May 2013 (Item 16)

**GENERAL CONSENT**

Personnel Report for May 2013 (Item 17)

Circulation Report for May 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 May 2013 (Item 20)

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

Adult Services Report for May 2013 (Item 22)

Placentia Library Web Site & Technology Report for May 2013 (Item 23)

**OLD BUSINESS**

**Corrected Budget Documents**

Library Director Contreras stated the reclassification of the Librarian I position was effective for the two Library Assistant positions in the Adult Services Department. Trustee DeVecchio also clarified that the Administrative Assistant is also Secretary to Library Director and Business Manager. Library Director Contreras also explained that the Library Aide salary scale did not reflect the 2% COLA for FY13-14 budget; corrected version was made available. (Item 24)

It was moved by Trustee Martin and seconded by Secretary Carline to approve Agenda Item 24:

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

**DVD Rental Fees**

Library Director Contreras contacted the State Library and legal counsel to confirm fees charged for DVD rentals. Based on reviews, opinions of those state above and the low 6% dedication of shelf space used for DVD's it has been understood that it is appropriate to charge a rental fee for 2-day/1-week DVD rentals. It was stated that any and all fees collected are used directly to supplement for newer DVD's. Trustee Minter expressed concerns regarding DVD rental charges through the use of public funds. (Item 25)

**NEW BUSINESS**

**SDRMA Board of Directors Election**

For the upcoming SDRMA election it was requested that the Placentia Library Board of Trustees vote and name four (4) candidates for the election. Board members were able to agree upon three (3) candidates to submit for their votes: David Aranda, Muril Clift and Jean Bracy.

It was motioned by Trustee DeVecchio and seconded by Trustee Minter to approve Agenda Item 26:

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

It was moved by Trustee DeVecchio and seconded by Secretary Carline to adopt Resolution 14-05 by roll call:

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

**Interior Designer**

The Board of Trustees awarded the Interior Design Project to Cheri Davis, who then gave her presentation on remodeling. The project is expected to take three months or less to complete with the hopes that the meeting room will be completed before August 17, 2013.

It was moved by Trustee DeVecchio and seconded by Trustee Martin to approve Agenda Item 27:

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

**Macias Gini & O'Connell**

It was moved by Trustee DeVecchio and seconded by Trustee Martin to award FY 2012/2013 financial audit to Macias Gini & O'Connell for an amount to not exceed \$14,000: (Item 28)

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

**Strategic Planning Consultant**

Trustee DeVecchio requested cost of the 2006 strategic plan; staff will provide information at a later date. It was moved by Trustee Martin and seconded by Trustee DeVecchio to approve the Strategic Planning Consultant Request for Proposal as presented: (Item 29)

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

**General Manager Leadership Summit**

Library Director Contreras requested that the Board of Trustees authorize Business Manager Baltierra to attend the GM Summit in Newport Beach. It was moved by Trustee Minter and seconded by Secretary Carline to authorize Business Manager to attend GM Leadership Summit in Newport Beach: (Item 30)

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



**August Meeting**

Trustee Minter suggested that in mid-July the final decision regarding the cancellation of the August 19, 2013 Library Board of Trustees Regular Meeting should be considered.

It was moved by Trustee Minter and seconded by Trustee DeVecchio to determine the cancellation of the August meeting at the July 15<sup>th</sup> Board meeting: (Item 31)

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

**Personnel Committee**

It was recommended by Trustee DeVecchio that Secretary Carline be appointed to serve on the Personnel committee. There were no objections. (Item 32)

**Proposed Policy 2205  
Fingerprinting Policy**

Library Director Contreras, since the last meeting, has completed all necessary research on implementing Live Scan to the Placentia Library District employees as well as Placentia Library District Volunteers. It was recommended by the attorney that PLD begins implementing Live Scan with employees and volunteers who work directly with children and then move on to other categories as seen fit. The cost per Live Scan is \$71.00. It was asked that Library Director Contreras contact the state in regards to a flat rate fee of \$55.00. However, before the process of implementing Live Scan can begin the Placentia Library District must first seek approval from the State of California.

It was moved by Trustee Martin and seconded by Secretary Carline to rewrite Policy 2205 in anticipation of the approval of the originating agency identifier (ORI) application from the State: (Item 33)

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

**Amendment to  
Resolution 13-03  
GANN Limit**

It was moved by Trustee Minter and seconded by Trustee Martin to adopt Amended Resolution 13-03: An Amended Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations for Fiscal Year 2012-2013 as presented: (Item 34)

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

It was moved by President Shkoler and seconded by Secretary Carline to Adopt Resolution 13-0 by Roll Call Vote:

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

**DISCUSSION ITEMS**

**Policy 2195  
Tobacco Use &  
Policy 6065  
Public Behavior Policy**

Library Director Contreras confirmed with City Hall that their outdoor smoking distance is 25ft from all entrance and/or exit points. It was requested that Placentia Library District implement that same policy.

It was moved by Secretary Carline and seconded by Trustee Minter to adopt Policies 2195.5 and 6065.3 as presented: (Item 35)

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

**Technology Tools**

Library Director Contreras introduced the "Technology Petting Zoo" concept in which Placentia Library District Staff would be allowed to borrow a "smart" device to take home and become familiar with in hopes that they implement that knowledge to better serve Placentia Library patrons. Trustee Martin suggested a policy be put into place regulating the use of these items by staff, as well as having a policy addressing damages. President Shkoler was concerned that once used, these items would become unusable due to technological changes and advancements. The budget for this project is not to exceed \$2,500.

It was moved by Secretary Carline and seconded by Trustee Minter to adopt Agenda Item 36:

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

**Fascia Boards**

It was discussed and agrees that the Fascia Wood Improvement project would need more than the one current bid of \$15,148.00. Trustee Minter explained that the fascia was replaced 10 years ago. A request for proposal will be presented to the Board at the July meeting for review and approval. (Item 37)

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District on June 17, 2013 adjourned at 8:25 p.m.

The next meeting will be on July 15, 2013 at 6:30 p.m.

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Al Shkoler  
President  
Library Board of Trustees

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Gayle Carline  
Secretary  
Library Board of Trustees



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Business Manager  
**SUBJECT:** Summary of Non-standard Claims for June 2013  
**DATE:** July 15, 2013

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Business Manager  
**SUBJECT:** Summary of Claims Forwarded by the Library Director & Trustees  
**DATE:** July 15, 2013

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	07/03/13	5664	\$47,369.99
		<b>TOTAL</b>	<b>\$47,369.99</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Business Manager  
**SUBJECT:** Current Claims and Payroll  
**DATE:** July 15, 2013

**Current Claims**

TYPE	DATE	CLAIM #	AMOUNT
707	07/15/13	5665	\$19,100.09

*Subtotal for Claims* *\$19,100.09*

**Payroll**

On Demand Wire	07/15/13	80	\$40,000.00
On Demand Wire	07/15/13	81	\$40,000.00
On Demand Wire	07/15/13	82	\$40,000.00

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

**TOTAL CURRENT  
CLAIMS & PAYROLL** **\$139,100.09**

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 07/15/13  
REPORT NO: 5665

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-13202 Staffmark ATTN: U.S. Bank P.O. Box 952386 St. Louis, MO 63195	6/27/2013 0002223036	1900	0748		\$691.88		
	7/3/2013 0002227773	1900	0748		\$720.00		
					\$1,411.88		
VC-6846-1 Special T. Water Systems, Inc. PO Box 165 Whittier, CA 90608-0165	7/1/2013 57708	1300			\$35.00		
VC-5048 Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814-2865	7/3/2013 13068	0306			\$14,731.86		
VC-12175 Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	7/2/2013 8448 40 025 0124877	0700	0701		\$439.87		
VC-0089-10 Placentia Disposal #676 PO Box 78829 Phoenix, AZ 85062-8829	6/30/2013 0676-001513968	1001			\$75.00		
	6/30/2013 0676-001510371	1001			\$49.02		
					\$124.02		
VC-7230 County of Orange Office of The Treasurer-Tax Collector P.O. Box 4005 Santa Ana, CA 92702-4005	7/1/2013 GA 00253	1900	0740		\$2,000.00		
VC-5616 Cintas Corporation #640 P.O. Box 29059 Pheonix, AZ 85038	7/8/2013 640794328	1000			\$157.46		
VC-6873-1 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	7/2/2013 13-7-8136	1400	0710		\$200.00		
<b>TOTAL REMITTANCE:</b>					\$19,100.09		
The claims listed above (\$19,100.09) 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:

(7/2009)

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 07/15/13  
REPORT NO: 80

The County Auditor is authorized to draw these checks from:

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

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

\*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*07-29-13 Payroll #03 FY13/14	0100			\$ 40,000.00		
<b>TOTAL REMITTANCE:</b>					\$ 40,000.00		
The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by \_\_\_\_\_

Countersigned by \_\_\_\_\_

Attested and/or countersigned by \_\_\_\_\_

Page Total:

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 07/15/13  
REPORT NO: 81

The County Auditor is authorized to draw these checks from:

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

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

\*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*08-12-13 Payroll #04 FY13/14	0100			\$ 40,000.00		
<b>TOTAL REMITTANCE:</b>					\$ 40,000.00		
The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by \_\_\_\_\_

Countersigned by \_\_\_\_\_

Attested and/or countersigned by \_\_\_\_\_

Page Total:

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 07/15/13  
REPORT NO: 82

The County Auditor is authorized to draw these checks from:

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

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

\*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*09-09-13 Payroll #05 FY13/14	0100			\$ 40,000.00		
<b>TOTAL REMITTANCE:</b>					\$ 40,000.00		
The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by \_\_\_\_\_

Countersigned by \_\_\_\_\_

Attested and/or countersigned by \_\_\_\_\_

Page Total:



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**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:** July 15, 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	2,041,592.77	Closed Account	2,041,592.77	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**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

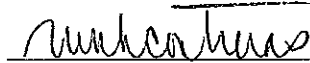
**SUBJECT:** Financial Reports through June 2013 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

**DATE:** July 15, 2013

**Summary of Cash and Investments as of June 30, 2013**

Cash with Orange County Treasurer Fund 707	1,502,786.19
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	20,886.50
General Fund Savings – Bank of the West	535,241.81
Payroll Checking – Wells Fargo Bank	80,342.16
<b>Total Cash and Investments</b>	<b>2,928,465.06</b>

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.



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 Jeanette Contreras  
 Library Director



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**PLACENTIA LIBRARY DISTRICT**  
**YTD REVENUE REPORT**  
 June 30, 2013

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>TAXES</b>						
6210		Property Taxes - Current Secured	1,797,216	1,783,111	14,105	99.2%
6220		Property Taxes - Current Unsecured	76,781	64,601	12,180	84.1%
6230		Property Taxes - Prior Secured	0	-	-	0.0%
6240		Property Taxes - Prior Unsecured	0	925	(925)	0.0%
6250		Taxes - Spec Dist Augmentation	3,870	8,096	(4,226)	0.0%
6280		Property Taxes - Curr Supplemental	24,602	23,401	1,201	95.1%
6290		Other Taxes	0	165,846	(165,846)	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		2,048,418		
<b>REVENUE FROM USE OF MONEY &amp; PROPY</b>						
6610		Interest	0	7,043	(7,043)	100.0%
		Sub Total		7,043		
<b>INTERGOVERNMENTAL REVENUES</b>						
6690		State - Homeowners Property Tax Relief	16,905	14,774	2,131	87.4%
6970		State - Other	0	-	-	0.0%
7120		Other-In-Lieu Taxes	0	-	-	0.0%
		Sub Total		14,774		
<b>MISCELLANEOUS REVENUES</b>						
7670		Miscellaneous Revenue (Local Revenue)				
		Fines & Fees	35,000	35,251	(251)	100.7%
		Passport/Photos	55,000	116,758	(61,758)	212.3%
		Meeting Room Fees	5,500	4,510	990	82.0%
		DVD Rentals	5,000	6,305	(1,305)	126.1%
		Test Proctor	3,000	4,250	(1,250)	141.7%
		Sub Total		167,074		
7680		6-MO Expired (Outlawed) Checks	0	-	-	0%
		YTD Actual		2,237,309		
		FY 11/12 Funds Available	70,000	70,000		
<b>TOTAL REVENUES FY 12/13:</b>			2,094,494	2,307,309	(212,815)	110.2%
<b>MISCELLANEOUS REVENUES (Restricted)</b>						
		Impact Fees	0	-	-	0%
		City of Placentia Tax Sharing Agreement	0	-	-	0%

## PLACENTIA LIBRARY DISTRICT

## EXPENDITURES REPORT

June 30, 2013

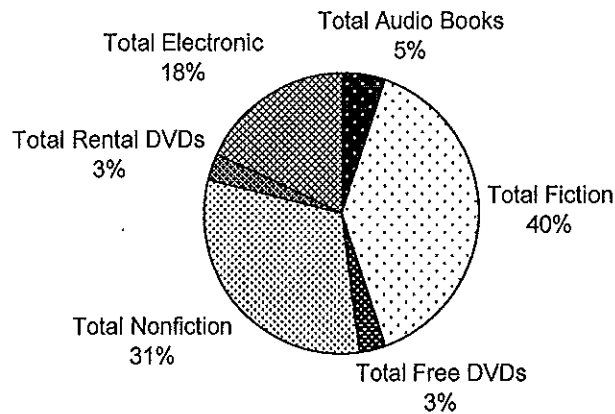
100% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
0100	Salaries & Wages	1,070,862	982,177	0.92	\$88,685
0200	Retirement	37,960	39,015	1.03	-\$1,055
0301	Unemployment Insurance	11,000	0	0.00	\$11,000
0306	Health Insurance	166,441	138,731	0.83	\$27,710
0306-0770	Employee Assistance Program	800	695	0.87	\$105
0308	Dental Insurance	15,500	14,863	0.96	\$637
0309	Life Insurance	7,400	7,177	0.97	\$223
0310	AD & D Insurance	4,000	3,901	0.98	\$99
0319	Vision Insurance	2,600	2,414	0.93	\$186
0350	Workers' Compensation Insurance	10,000	5,845	0.58	\$4,155
	<b>TOTAL</b>	<b>\$1,326,563</b>	<b>\$1,194,817</b>	<b>0.90</b>	<b>\$131,746</b>
<b>SERVICES &amp; SUPPLIES</b>					
0700	Communications	12,000	8,893	0.74	\$3,107
0900	Food	1,500	2,768	1.85	-\$1,268
1000	Household Expenses	10,000	10,457	1.05	-\$457
1100	Library Insurance	13,000	11,846	0.91	\$1,154
1300	Maintenance, Equipment	20,000	19,746	0.99	\$254
1400	Maintenance, Buildings & Improvements	85,000	32,619	0.38	\$52,381
1600	Memberships	14,000	11,939	0.85	\$2,061
1800	Office Expenses	30,000	34,553	1.15	-\$4,553
1803	Postage	5,000	7,632	1.53	-\$2,632
1900	Prof./Specialized Services	184,900	147,890	0.80	\$37,010
1912	Investment Administrative Fees	1,500	1,279	0.85	\$221
2000	Publication and Legal Notices	1,000	72	0.07	\$928
2100	Rents and Leases - Equipment	500	564	1.13	-\$64
2200	Rents & Leases - Buildings & Improvements	30,000	28,179	0.94	\$1,821
2400	Books/Library Materials	211,731	217,144	1.03	-\$5,413
2600	Transportation & Travel	2,000	725	0.36	\$1,275
2700	Meetings	9,000	11,896	1.32	-\$2,896
2800	Utilities	97,500	58,459	0.60	\$39,041
	<b>TOTAL</b>	<b>\$728,631</b>	<b>\$606,661</b>	<b>0.83</b>	<b>\$121,970</b>
<b>OTHER CHARGES</b>					
3700	Taxes and Assessments	\$8,300	\$10,366	1.25	-\$2,066
	<b>OPERATING EXPENSES</b>	<b>\$2,063,494</b>	<b>\$1,811,844</b>	<b>0.88</b>	<b>\$251,650</b>
<b>FIXED ASSETS &amp; CONTINGENCY FUNDS</b>					
4000	Equipment	\$21,000	\$13,038	0.62	\$7,962
4200	Structures/Improvements	10,000	\$49,987	5.00	-\$39,987
5200	Contingency Funds	\$0	\$0	0.00	\$0
	<b>TOTAL</b>	<b>\$31,000</b>	<b>\$63,025</b>	<b>2.03</b>	<b>-\$32,025</b>
<b>TOTAL BUDGET (Fund 707)</b>					
		<b>\$2,094,494</b>	<b>\$1,874,869</b>	<b>0.90</b>	<b>\$219,625</b>
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 JUNE 2013

	<u>Amount</u>	<u>Title</u>	<u>Volumes</u>
Total Fiction	\$85,992	5,178	6,205
Total Non-Fiction	\$67,196	2,682	4,104
Total Electronic	\$39,164	124	115
Total Audio Books	\$10,546	244	245
Total Free DVDs	\$6,404	273	288
Total Rental DVDs	\$6,532	227	245
<b>TOTAL MATERIALS</b>	<b>\$215,834</b>	<b>8,728</b>	<b>11,202</b>



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.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

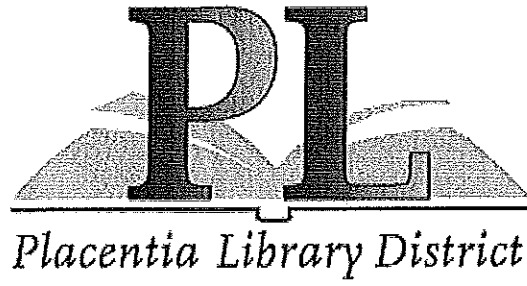
**FROM:** Yesenia Baltierra, Business Manager

**SUBJECT:** Entrepreneurial Activities Report for June 2013

**DATE:** July 15, 2013

**Net Revenue Summary for June 2013**

			YTD	YTD
	Jun-13	Jun-12	2012-2013	2011-2012
Passport	11,175.00	8,025.00	95,725.00	81,475.00
Passport Photos	2,532.00	1,824.00	21,033.00	17,748.00
Test Proctor	350.00	250.00	4,250.00	3,900.00
Meeting Room	400.00	640.00	4,510.00	7,325.00
DVD Rentals	649.00	541.00	6,304.60	6,540.50
<b>Total</b>	<b>15,106.00</b>	<b>11,280.00</b>	<b>131,822.60</b>	<b>116,988.50</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Business Manager  
**SUBJECT:** Personnel Report for June 2013  
**DATE:** July 15, 2013

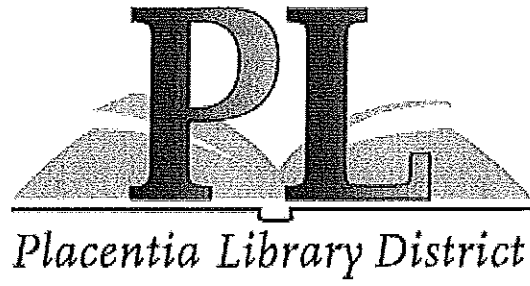
			YTD	YTD
	Jun-13	Jun-12	2012-2013	2011-2012
Separation	0	0	5	0
Retirement	1	0	1	2
Appointments	0	0	6	7
Open Positions	1	0	6	3
Workers' Compensation Leave	1	0	1	0
<b>Total</b>	<b>3</b>	<b>0</b>	<b>19</b>	<b>12</b>

**SEPARATION:**  
None

**RETIREMENT:**  
Library Aide (20 hrs.)

**APPOINTMENTS:**  
None

**OPEN POSITIONS:**  
Library Aide (20 hrs.)



*Placentia Library District*

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


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**TO:** Jeanette Contreras, Library Director

**FROM:** Fernando Maldonado, Circulation Supervisor

**SUBJECT:** Circulation Activity Report

**DATE:** July 15, 2013

**MONTHLY STATISTICS****June 2013**

<b>CIRCULATION</b>				Y-T-D	Y-T-D	Y-T-D
	Jun-13	Jun-12		2012-13	2011-12	% change
New Patron Registrations	398	360		3,685	3,992	-7.7%
Total Circulation	19,855	19,151		203,070	203,093	0.0%
Total Active Borrowers*	8,541	9,173				
Attendance	22,086	22,959		272,179	283,696	-4.1%
Registered Card Holders*	33,993	30,382				
Adult Fiction	2,902	3,106		33,706	34,307	-1.8%
Adult Nonfiction	1,932	1,972		22,079	23,146	-4.6%
Adult Magazines	239	251		2,711	3,206	-15.4%
Adult Music CDs	195	157		2,058	2,564	-19.7%
Adult Audio Books	598	590		6,754	6,788	-0.5%
Adult Free DVDs	301	375		3,372	3,830	-12.0%
Adult Rental DVDs	462	448		5,016	5,718	-12.3%
Overdrive E-Books	462	180		3,841	1,486	158.5%
Overdrive Audio Books	231	52		1,649	834	97.7%
JV Fiction	8,846	7,692		79,878	78,300	2.0%
YA Fiction	1,326	1,553		14,047	10,970	28.0%
JV Nonfiction	1,444	1,366		16,000	15,478	3.4%
YA Nonfiction	79	79		892	815	9.4%
JV Magazines	17	4		152	46	230.4%
JV Music CDs	22	14		242	322	-24.8%
JV Audio Books	43	42		508	436	16.5%
JV Free DVDs	771	794		7,748	8,553	-9.4%
JV Rental DVDs	286	216		2,459	2,516	-2.3%

\* Year to date not applicable.

**PATRON COUNT**

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		571	504	586	547	710	2,918
10:00		670	682	336	792	838	3,318
11:00		629	582	687	526	751	3,175
12:00		585	611	507	568	787	3,058
1:00	1,387	685	517	451	796	854	4,690
2:00	1,394	605	760	941	508	916	5,124
3:00	1,388	677	843	859	701	865	5,333
4:00	1,277	732	543	742	750	865	4,909
5:00		835	534	802	668		2,839
6:00		763	589	888	859		3,099
7:00		851	673	724	928		3,176
8:00		656	605	656	616		2,533
<b>Total/Day</b>	<b>5,446</b>	<b>8,259</b>	<b>7,443</b>	<b>8,179</b>	<b>8,259</b>	<b>6,586</b>	<b>44,172</b>
<b>* Grand Total</b>							<b>22,086</b>

\*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		2	0	0	1	12	15
10:00		3	0	3	0	16	22
11:00		2	0	8	2	15	27
12:00		6	0	5	3	18	32
1:00	24	9	0	8	4	22	67
2:00	22	13	1	4	5	21	66
3:00	16	14	4	10	5	13	62
4:00	11	17	4	5	7	11	55
5:00		5	9	6	9		29
6:00		6	9	6	7		28
7:00		6	6	7	10		29
8:00		0	4	6	5		15
<b>Total/Day</b>	<b>73</b>	<b>83</b>	<b>37</b>	<b>68</b>	<b>58</b>	<b>128</b>	<b>447</b>
<b>Grand Total</b>							<b>447</b>

**STAFF ACTIVITY**

- June 01, 2013- Staff organized the meeting room for SRP Teen Orientation.  
June 03, 2013- Staff organized the meeting room for SRP Volunteer Orientation.  
June 04, 2013- Fernando participated in Supervisors meeting.  
June 06, 2013- Staff organized the meeting room for P-Tac.  
June 06, 2013- Estella delivered money deposits to the bank.  
June 09, 2013- Staff helped with Friends monthly book sale.  
June 09, 2013- Staff organized the meeting room for Orchid Society.  
June 10, 2013- Staff organized the meeting room for PLFF Board meeting.  
June 11, 2013- Staff organized the meeting room for book discussion.  
June 11, 2013- Estella delivered money deposits to the bank.  
June 13, 2013- Fernando participated in recruitment interviews.  
June 13, 2013- Staff organized the meeting room for conversation club.  
June 17, 2013- Staff participated in PLFF brunch.  
June 17, 2013- Fernando and Sara attended board meeting.  
June 18, 2013- Staff organized chairs in the meeting room for Pre-School story time.  
June 18, 2013- Fernando participated in Supervisors meeting.  
June 18, 2013- Saul, Danny, Sara, Laura M., and Beatrice attended Circulation department meeting.  
June 18, 2013- Beatrice, Estella, Liz and Fernando attended all staff meeting.  
June 20, 2013- Staff organized the meeting room for Lap-Sit story time.  
June 20, 2013- Staff organized the meeting room for P-Tac.  
June 20, 2013- Estella delivered money deposits to the bank.  
June 23, 2013- Saroo help with Summer Reading Kick Off event.  
June 25, 2013- Estella delivered money deposits to the bank.  
June 25, 2013- Staff organized the meeting room for Pre-School story time.  
June 27, 2013- Staff organized the meeting room for Lap-Sit story time.  
June 27, 2013- Staff organized the meeting room for P-Tac.  
June 27, 2013- Staff participated in retirement party for Esther.  
June 27, 2013- Estella delivered money deposits to the bank.  
June 28, 2013- Staff organized the meeting room for Family Flicks.

**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. about book mending procedures.  
Circulation will begin training for new 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, June 2013  
**DATE:** July 15, 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	02/12/2013	3,090.82	*	*	15.66	\$3,106.48
13-Jan	*	*	*	*	*	*
13-Feb	*	*	*	*	*	*
13-Mar	03/20/13	2,918.46	4,357.47	285.00	*	\$7,560.93
13-Apr	*	*	*	*	*	*
13-May	05/8/13	3,192.56	*	285.00	15.64	*
13-Jun	06/18/13	3,462.99	*	142.50	7.80	
TOTAL		36,156.10	8,714.95	1,140.00	78.16	38,982.72
AVG		3,013.01	726.25	95.00	6.51	3,248.56

\* 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

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Library Director's Report for June 2013

**DATE:** July 15, 2013

### Accomplishments

- Secured \$103,200 from the Placentia Library Friends Foundation (PLFF) for the facility improvement projects, the Staff Appreciation & Recognition Dinner, and the Employee of the Quarter Award.
- Finalized the contract for an Interior Designer and Alocon Construction for the facility improvement projects.
- Met with Placentia Yorba Linda Unified School District Assistant Superintendent, Candy Plahy, to establish future meetings and discuss future library services that will enhance the Common Core standards for students.
- Worked with Orange County Library Directors to finalize the necessary documentation to re-establish the Santiago Library System.
- Began work on Edge Initiative.

### Meetings

- Library Board of Trustees Meeting – June 5<sup>th</sup> & 17<sup>th</sup>
- Supervisor's Meetings – June 4<sup>th</sup> & 19<sup>th</sup>
- Meetings with Individual Supervisors – June 5<sup>th</sup> & 19<sup>th</sup>
- Staff Meeting – June 18<sup>th</sup>
- Monday huddles – June 3<sup>rd</sup> & 17<sup>th</sup>
- Employee Recognition Committee – June 5<sup>th</sup> & 26<sup>th</sup>
- Newsletter Meeting – June 6<sup>th</sup>
- PLFF Meeting – June 10<sup>th</sup>, 19<sup>th</sup> & 26<sup>th</sup>
- Orange County Library Director Meetings – June 20<sup>th</sup>
- Facility RFP – June 20<sup>th</sup> & 27<sup>th</sup>
- Rotary Club /Interact / Rotaract – June 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 11<sup>th</sup>, & 19<sup>th</sup>

### Conference/Training/Worshops

- Edge Initiative Webinar – June 18<sup>th</sup>

### Community Events / Functions

- Placentia Rotary Club Cowabunga Event – June 1<sup>st</sup>
- Thank You Luncheon for PLFF – June 17<sup>th</sup>
- Retirement Luncheon for Library Aide – June 27<sup>th</sup>

### Projects in Progress

- Policies – Live Scan Fingerprinting & Patron Banning/Suspension of Patrons
- Live Scan Application for an originating agency identifier (ORI)
- Summer Reading Celebration



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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 June 2013  
**DATE:** July 15, 2013

**MONTHLY STATISTICS**

**Childrens Desk Activity**

	<b>June 2013</b>	<b>June 2012</b>	<b>Y-T-D 2012-13</b>	<b>Y-T-D 2011-12</b>	<b>Y-T-D % change</b>
Phone reference: In person reference/research:	49	43	426	503	-15.31%
<b>Total Reference</b>	<b>932</b>	<b>847</b>	<b>10,356</b>	<b>9,110</b>	<b>13.68%</b>
Total Number of Programs	29	27	481	438	9.82%
Total Programs Attendance	3,249	2,924	19,419	19,729	-1.57%

**PROGRAM STATISTICS**

<b>TYPE OF PROGRAM</b>	<b>NUMBER OF PROGRAMS</b>	<b>TOTAL ATTENDANCE</b>
Read to the Dogs	1	25
F.I.R.S.T. – Family Interactive Reading and Sharing Time	1	22
Preschool Story Times I & II: 3-6 years	4	101
Pocket Tales: Stories, music, and movement.	2	60
Lap Sit 24 months & younger	2	91
P-TAC (Placentia Teen Advisory Committee)	2	38
Family Game Day	1	28
Homework Club	4	53
6/1 Teen Volunteer Orientation & Training	1	54
6/3 Teen Volunteer Orientation & Training	1	21
6/3-4 SRP School Visit- Melrose Elementary	2	625
6/5 SRP School Visit- Golden Elementary	1	90

6/5 SRP School Visit- Van Buren Elementary	1	676
6/19 SRP Blastoff!	1	115
6/20 Teen Volunteer Orientation & Training	1	12
6/23 SRP Kickoff!	1	150
6/26 SRP Wild Wonders Animals	1	200
6/27 SRP YA Great Taste Challenge	1	54
6/30 SRP Total Registrations	1	834
<b>Total June 2013</b>	<b>29</b>	<b>3,249</b>
<b>Total June 2012</b>	<b>27</b>	<b>2,924</b>
<b>Current FY to date</b>	<b>450</b>	<b>19,419</b>
<b>Previous FY to date</b>	<b>438</b>	<b>19,729</b>

#### Achievements:

- The Summer Reading Program began on June 17, with 834 children and teens registering in June.
- Staff conducted outreach at Melrose, Golden and Van Buren elementary schools for the Summer Reading Program. Flyers for the Summer Reading Program also went to all of the elementary schools in Placentia in the school district.
- Staff decorated the Children's department with the "Reading is So Delicious" theme on Friday, June 14.
- Children's staff participated in the Summer Reading Program Kick-off event on June 23; we had 55 children and teens sign-up for the program at this event.
- Children's staff hosted the Placentia Library Friends Foundation thank you lunch on June 17. Friends, Board members, and staff attended.
- San Jose State University library school student Jennifer Rydberg began an internship in the department.
- Lori Worden attended the Placentia Library Board meeting on June 17.
- Children's staff attended the All-Staff meeting on June 18.
- Lori Worden attended staff meetings with Jeanette Contreras and library supervisors.
- Children's staff also attended Esther's retirement lunch on June 27.

#### In progress:

- Brenda Ramirez is planning summer programs for children, including a "Teddy Bear's Picnic" and a "Feast for the Eyes" art program.
- Coleen Wakai is planning upcoming summer programs for teens, including the "Iron Chef" and "Le Teen Café" events.
- Staff made plans for Fall and Winter programming for the upcoming eXPLORE newsletter.
- Lori Worden continues to work with Jeanette Contreras and library supervisors to plan this year's Summer Reading Celebration.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Nadia Dallstream, Librarian II

**SUBJECT:** Adult Services Monthly Activity Report for June 2013

**DATE:** JULY 15, 2013

**MONTHLY STATISTICS**

**Reference Desk Activity**

	<b>June 2013</b>	<b>June 2012</b>	<b>Y-T-D 2011-12</b>	<b>Y-T-D* 2010-11</b>	<b>Y-T-D % chang</b>
Reference -- in person	931	918	11573	10049	15.17%
Reference -- telephone	355	342	4371	3417	27.92%
Reference -- e-mail/chat	1	0	26	36	100.00%
Technology assistance	439	341	5114	4268	19.82%
Guest passes	165	151	1654	1848	-10.50%
Adult and Children's computer use (desktops)	2361	2401	30225	32425	-6.78%
Adult computer usage (desktop)	1991	2098	25787	27495	0.00%
Public computer use (express laptops)*	219	250	3472	8553	-59.41%
In-library use: Clean-up	3968	3708	39672	39988	-0.79%
Adult Program Attendance	198	144	1824	1312	39.02%
Number of Adult Programs	8	6	93	72	29.17%

*\*Only 1 Express Laptop Available*

*\*\*1 Lab Computer Unavailable for Workshops*

**Adult Services Programs**

	<b>June 2013</b>
June 4, 2013      Computer Workshop: Beyond the Search Box	10
June 8, 2013      Computer Workshop: Beyond the Search Box	6
June 11, 2013     Book Discussion: The Love Goddess' Cooking School	9
June 11, 2013     Computer Workshop: Microsoft Word: Basics and Beyond	8
June 13, 2013     Literacy: Conversation Club	3
June 18, 2013     Computer Workshop: Microsoft Word: Basics and Beyond	8
June 23, 2013     Summer Reading Kickoff!	150
June 27, 2013     Literacy: Conversation Club	4
<b>8 Adult Programs</b>	<b>Total Program Attendance</b>
	<b>198</b>

**Volunteer Hours**

	June 2013	June 2012	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
History Room	0	26	268	423	-36.64%
PLFF	529.75	528	5505	5553.75	-0.88%
General Library	636.5	425	4797.5	6857	-30.04%
Technology	29.5	120.25	925.5	669.75	38.19%
Homework Club	16.5	18	913.5	1175.75	-22.30%
Adult Literacy Tutors	31.5	56	600.75	687	-12.55%
PTAC	122.25	93.75	1591	1439.25	10.54%
Summer Reading Program	403.25	250	403.25	250	61.30%
<b>Total Volunteer Hours</b>	<b>1,769.25</b>	<b>1,517</b>	<b>16,317.8</b>	<b>17,055.5</b>	<b>-4.33%</b>

**Computer Literacy**

	June 2013	June 2012	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Number of Tutors	5	2	49	17	188.24%
Number of Students	7	3	62	33	87.88%
<b>Total Number of Participants</b>	<b>12</b>	<b>5</b>	<b>113</b>	<b>54</b>	<b>109.26%</b>

**Adult Literacy**

	June 2013	June 2012	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Number of Tutors	12	11	128	86	48.84%
Number of Students	17	13	178	134	32.84%
<b>Total Number of Participants</b>	<b>29</b>	<b>24</b>	<b>306</b>	<b>220</b>	<b>39.09%</b>

**History Room Activity**

	June 2013	June 2012	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
History Room Visitors	9	2	85	89	-4.49%

**ACHIEVEMENTS**

- *Katie Matas* proctored 7 exams in June.
- *Adult Services Staff* submitted requests for Baker and Taylor Custom Carts.
- *Jeannie Killianey* coordinated 4 computer workshops.
- *Jeannie Killianey and Nadia Dallstream* created the SRP display case.
- *Venessa Faber, Jeannie Killianey, Wendy Townsend, Nadia Dallstream, and Katie Matas* decorated the library for the Summer Reading Program on June 14<sup>th</sup>.
- *Venessa Faber* designed a poster for the PLFF Annual Meeting.
- *Venessa Faber* designed 4 directional posters for the PLD Board Meetings.
- *Venessa Faber* coordinated and conducted the SRP Kickoff on June 23<sup>rd</sup>.

- Nadia Dallstream made arrangements with the City of Placentia for use of the Civic Center Plaza and access to electrical outlets for the SRP Kickoff.
- *Venessa Faber* coordinated Conversation Clubs on June 13<sup>th</sup> and June 27<sup>th</sup>.
- *Venessa Faber* created movie coupons for the first 50 adults that participate in SRP.
- *Venessa Faber* completed the Library's Fall/Winter edition of the eXPLORE Newsletter.
- *Venessa Faber* completed the July Artist Series slide show and bibliography.
- *Venessa Faber* decorated book troughs for June displays.
- *Venessa Faber and Wendy Townsend* designed and coordinated the decorations for the lobby and Adult Services area.
- *Wendy Townsend* continues to write a bi-weekly History Room column for the Placentia News Times.
- *Wendy Townsend* completed an audio leasing, e-book and DVD order.
- *Wendy Townsend and Venessa Faber* hosted the Volunteer and Literacy Orientations on June 1<sup>st</sup>, June 3<sup>rd</sup> and June 18<sup>th</sup>.
- *Nadia Dallstream* reviewed and sent out publicity for all June programs.
- *Wendy Townsend* collected the 2012-2013 yearbooks from local schools.
- *Wendy Townsend* hosted the June book discussion.
- *Wendy Townsend* participated in the Library Aide interviews.
- *Wendy Townsend* participated in the SRP Kickoff.
- *Adult Services Staff* reviewed all eXPLORE content for the Fall/Winter 2013 issue.
- *Nadia Dallstream* contacted all database vendors to ensure FY invoices were all sent and received.
- *Nadia Dallstream* completed magazine orders for January through December 2014.
- *Nadia Dallstream, Katie Matas* and Lori Worden coordinated the CALIFA grant book orders.

### MEETINGS

- *Katie Matas* attended the Monday Huddle meetings on June 3<sup>rd</sup> and 17<sup>th</sup>.
- *Nadia Dallstream* attended the Supervisor/Manager Meeting on June 4<sup>th</sup> and June 19<sup>th</sup>.
- *Adult Services Staff* participated in the SRP Training and Decorating Day on June 14<sup>th</sup>.
- *Wendy Townsend* attended the Placentia Historical Committee meeting on June 25<sup>th</sup>.
- *Nadia Dallstream and Katie Matas* met on June 5<sup>th</sup>.
- *Nadia Dallstream and Katie Matas* had their monthly telephone update with Baker & Taylor representatives on June 5<sup>th</sup>.
- *Nadia Dallstream, Katie Matas, Venessa Faber and Wendy Townsend* attended the PLFF appreciation luncheon on June 17<sup>th</sup>.
- *Adult Services Staff* attended the all Staff Meeting on June 18<sup>th</sup>.
- *Adult Services Staff* attended the Adult Services Staff Meeting on June 18<sup>th</sup>.
- *Nadia Dallstream* attended the PLD Board Meeting on June 17<sup>th</sup>.
- *Venessa Faber* met with PLFF members for Annual Meeting signage and Newsletter needs.
- *Venessa Faber and Nadia Dallstream* met on June 5<sup>th</sup>.
- *Venessa Faber, Nadia Dallstream, Jeanette Contreras, and Lori Worden* met to discuss the Newsletter on June 6<sup>th</sup>.
- *Venessa Faber, Brenda Ramirez, Lori Worden, and Nadia Dallstream* met on June 4<sup>th</sup> to discuss the Kickoff.
- *Wendy Townsend and Nadia Dallstream* met on June 13<sup>th</sup> and June 20<sup>th</sup>.
- *Venessa Faber* met with the Employee Appreciation Committee on June 5<sup>th</sup> and June 26<sup>th</sup>.
- *Nadia Dallstream* met with Click representatives twice during the month of June.

- *Nadia Dallstream* and Yesenia Baltierra met with Anaheim and Click representatives on June 24<sup>th</sup>.
- *Wendy Townsend* attended the annual One-Stop agency meeting on June 27<sup>th</sup>.
- *Nadia Dallstream* met with Arthur Sunga, Val Tech Intern 3 times during the month of June.

### PROFESSIONAL DEVELOPMENT

- *Nadia Dallstream* attended the Library Leadership and Management Association (LLAMA) Pre-conference on June 28<sup>th</sup>.
- *Nadia Dallstream* attended the American Library Association (ALA) Conference on June 29<sup>th</sup> and June 30<sup>th</sup>.

### 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 on the Archives.com grant.
- *Wendy Townsend* is working on creating a Placentia Library District Wikipedia page and updating the City of Placentia's Wikipedia page.
- *Jeannie Killianey* is coordinating three computer workshop sessions for July.
- *Jeannie Killianey* is working on the "Grow it Now: Cool Season Vegetables" program for July.
- *Jeannie Killianey* is working on securing a performer for December 2013.
- *Jeannie Killianey* is working on revamping the Computer Workshops sign-up procedures for August.
- *Jeannie Killianey* continues to make weekly book selections for Rotary members to be honored with a book plaque.
- *Katie Matas* is weeding the Science Fiction collection.
- *Nadia Dallstream* is working on the Summer Reading Celebration.
- *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* 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 planning activities and creating the Save the Date Card and invitation for the Employee Appreciation Dinner.
- *Nadia Dallstream* is working on integrating e-book records into Horizon.
- *Nadia Dallstream* is coordinating training for staff and Click on adding tabs to the OPAC.
- *Wendy Townsend* is working on new History Room displays.



**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Katie Matas, Librarian I  
**SUBJECT:** Technology & Website Report for June 2013  
**DATE:** July 15, 2013

**On-line database usage**

	June 2013	Onsite Usage 6/13	Remote Usage 6/13	June 2012	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
General Reference Center	53	36	17	48	829	832	0%
Biography In Context*	3	3	0	0	278	0	N/A
Opposing Viewpoints*	5	3	2	0	168	0	N/A
Freegal*	504	N/A	N/A	0	3,763	0	N/A
Heritage Quest	448	N/A	N/A	726	6,086	9,657	-37%
Novelist	63	N/A	N/A	56	651	723	-10%
Shmoop*	2	N/A	N/A	0	129	0	N/A
Tumblebooks	536	N/A	N/A	777	5,855	5,391	9%
Reference USA	485	N/A	N/A	604	2,039	2162	-6%
<b>TOTAL DATABASE USAGE</b>	<b>2,099</b>	<b>42</b>	<b>19</b>	<b>2211</b>	<b>16,828</b>	<b>15,963</b>	<b>5%</b>

\* New FY 12/13

**Website Traffic**

	June 2013	June 2012	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Website visits	20,923	20,577	252,799	242,946	4%
Page Hits	39,172	37,857	466,357	460,596	1%

**ACHIEVEMENTS**

- *Nadia Dallstream* coordinated IT Repairs and issues.
- *Nadia Dallstream* coordinated the purchase of computer hardware.
- *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.
- *Jeannie Killianey* created two new boards for the library's Pinterest page.
- *Coleen Wakai* updated the Library's Flickr Account.
- *Katie Matas* updated the holiday schedule in Horizon through May 2015.
- *Wendy Townsend* added donated books to Horizon.
- *Venessa Faber, Nadia Dallstream* and Lori Worden sent out an email to inform patrons of our Summer Reading Programs.
- *Nadia Dallstream* worked with Anaheim staff to gain access to all patron e-mails and update our e-mail list and Horizon notification lists.



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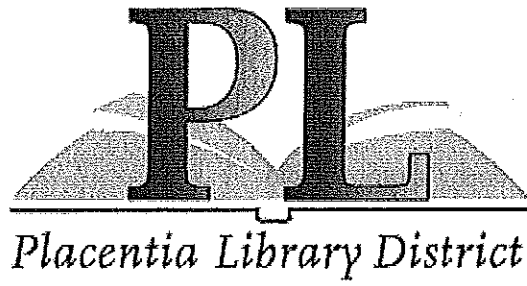
**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Employee of the Quarter Award  
**DATE:** July 15, 2013

President Shkoler will present the Employee of the Quarter Award to Lori Worden, Children's Services Supervisor.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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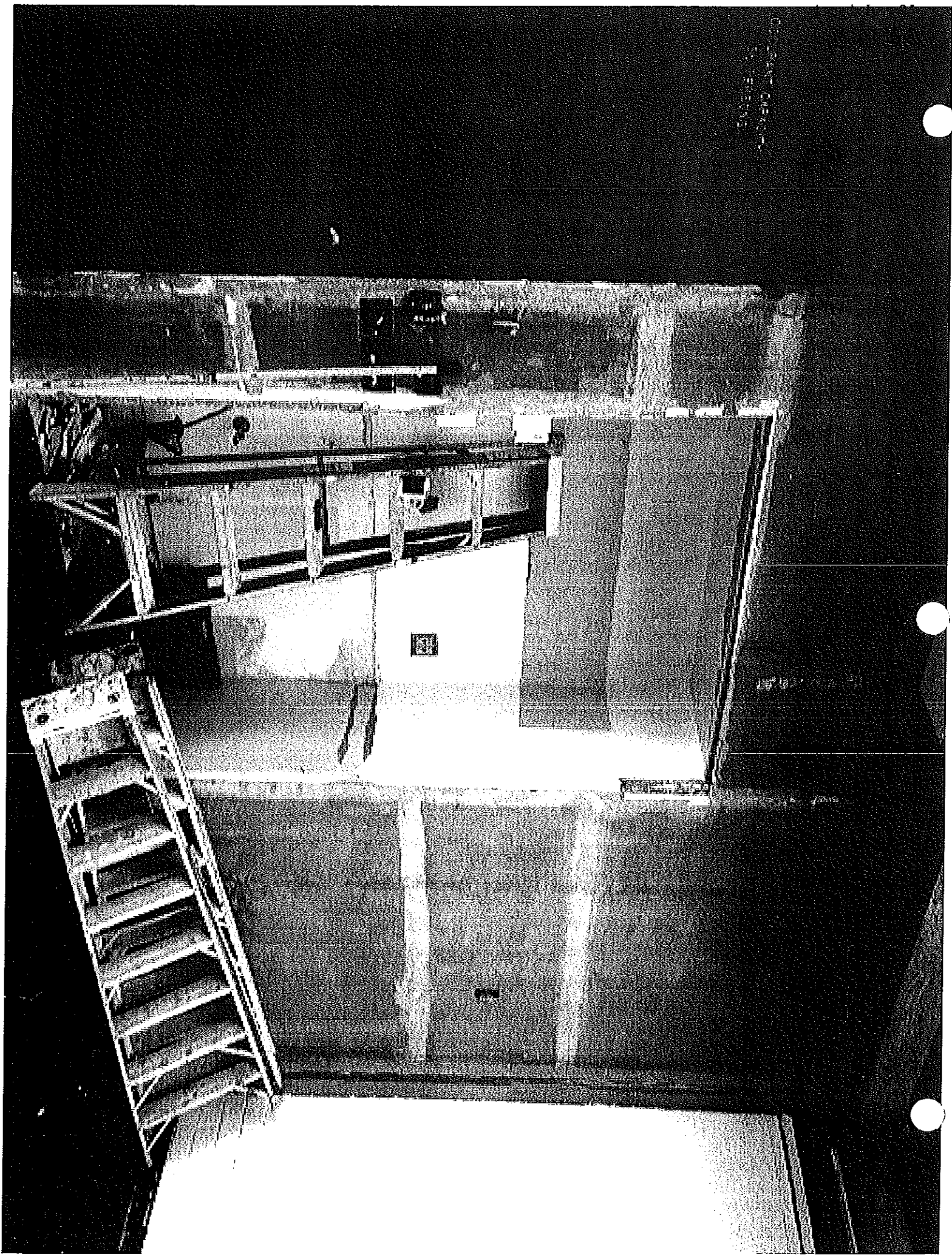
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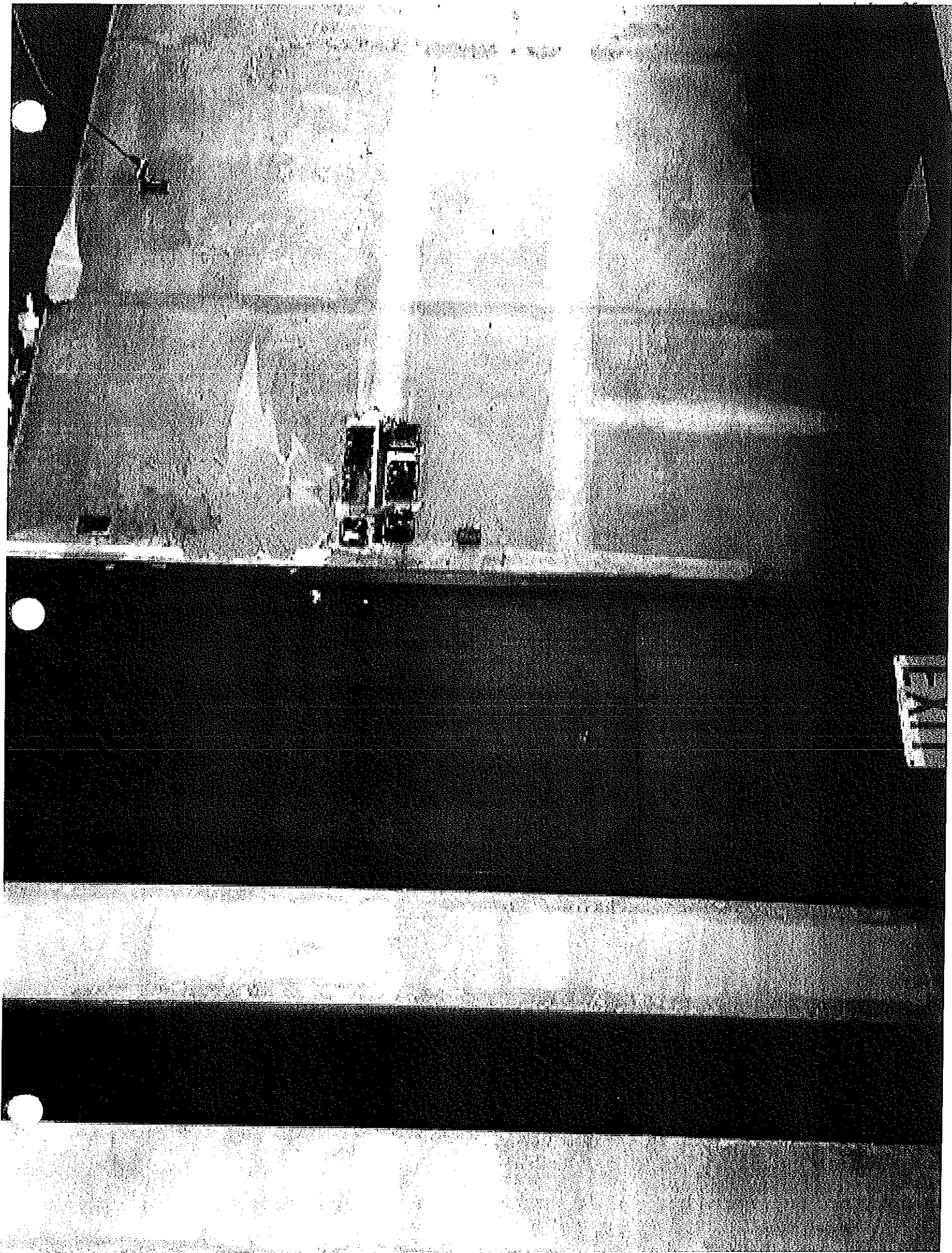
**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Community Meeting Room Remodel Update  
**DATE:** July 15, 2013

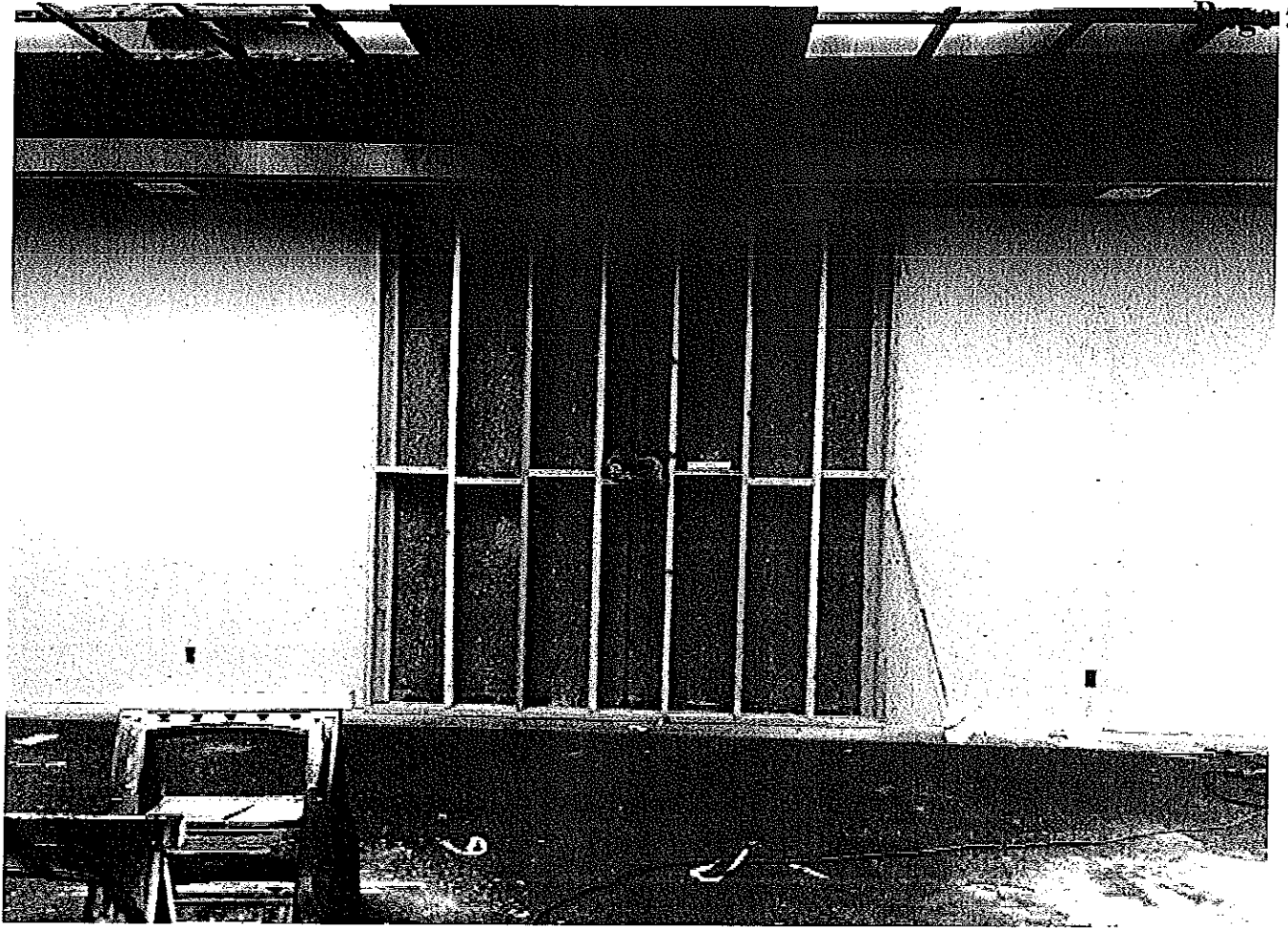
**BACKGROUND**

Library Director will provide an update on the Meeting Room Remodel Project.

Attachment A are photos of the work in progress.









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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Approve the Proposed Placentia Library District Policy 2205 – Fingerprinting Policy as presented.  
**DATE:** June 17, 2013

**BACKGROUND**

At the June 17, 2013 Library Board of Trustees meeting, proposed Policy 2205 – Fingerprinting Policy was presented. Trustees approved Policy 2205 as a first reading. Staff was asked to present recommendations to determine the classifications that need to be fingerprinted.

Attachment A is Policy 2205 – Fingerprinting Policy

Attachment B is the Guide For Who Must Be Fingerprinted

The fingerprinting process will begin upon the Library receiving its originating agency identifier (ORI) number from the State of California.

Fiscal Impact: To Be Determined

**RECOMMENDATION**

Approve the Proposed Placentia Library District Policy 2205 – Fingerprinting Policy and authorize

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Fingerprinting Policy  
**POLICY NUMBER:** 2205

### 2205.1 POLICY STATEMENT

- 2205.1.1 To ensure that the interest of the Placentia Library District, its employees and members of the public are protected and to help minimize potential liability, the Placentia Library District has passed a resolution authorizing it to obtain from the Department of Justice summary criminal background information on applicants for employment and volunteer positions.
- 2205.1.2 The Placentia Library District desires to identify those prospective employees and volunteers who have a criminal history so that information about criminal history can be used in employment decisions.
- 2205.1.3 The Placentia Library District wishes to comply with Public Resources Code Section 5164 which requires that the Placentia Library District take reasonable steps to determine if a prospective employee or volunteer has been convicted of any crimes specified in Penal Code Section 11105.
- 2205.1.4 The Placentia Library District shall not consider a person who has been convicted of a felony or misdemeanor involving moral turpitude eligible for employment or to be a volunteer if the felony or misdemeanor is to a crime specified in Section 2205.3 below as being relevant to the employment in question or in the case of a crime not actually listed it is determined by the Placentia Library District's Attorney to be substantially similar in nature to those listed that a reasonable person would have had notice that such a crime would bar employment.

### 2205.2 AUTHORITY

California Penal Code Section 11105 allows cities, counties and districts to obtain state summary criminal background information from the Department of Justice if the Placentia Library District has given the Director of Personnel authority to obtain such records. The Library Director has such authority pursuant to Resolution No. 14-05 of the Placentia Library District.

### 2205.3 APPLICABILITY

2205.3.1 The Placentia Library District shall obtain criminal background information on all prospective full-time and part-time employees, trustees, and volunteers. The Placentia Library District shall not hire individuals if records show convictions of the following crimes of moral turpitude within ten (10) years of the date of application or after hiring:

- Section 68: Asking for or receiving bribes
- Section 72: Presentation of fraudulent claims
- Section 73, 74: Bribes for appointment to office
- Section 187, 189: Murder
- Section 209: Kidnapping for ransom, extortion or robbery
- Section 211: Robbery: taking personal property in possession of someone by force or fear
- Section 245: Assault with deadly weapon
- Section 261: Rape
- Section 451: Arson of structure, forest land or property
- Section 459: Burglary
- Section 484: Theft
- Section 503: Embezzlement: fraudulent appropriation of property by a person to whom it has been entrusted
- Section 518: Extortion: obtain property by a wrongful use of force or fear or under color of official right

2205.3.2 In addition to Section 2205.31 above, for positions relating to interaction with minors the following areas shall also be grounds to not hire or for discipline up to and including termination:

2205.3.2.1 Violations or attempted violations of Penal Code Sections 20, 261.5, 262, 273a, 273d, or 273.5, 288, or any sex Offense listed in Section 290.

2205.3.2.2 Any crime described in the California Uniform Controlled Substances Act (Division 10, commencing with Section 11000, of the Health and Safety Code), provided that, except as otherwise provided in subdivision (c), no record of a misdemeanor conviction shall be transmitted to the requester unless the subject of the request has a total of three or more misdemeanor or felony convictions defined in this section within the immediately preceding 10-year period.

2205.3.2.3 Any felony or misdemeanor conviction within 10 years of the date of the employer's request under subdivision (a), for

a violation or attempted violation of Chapter 3 of Title 8 of the California Penal Code (commencing with Section 207), Section 211 or 215, wherein it is charged and proved that the defendant personally used a deadly or dangerous weapon, as provided in subdivision (b) of Section 12022, in the commission of that offense, Section 217.1, Chapter 8 of Title 8 of the Penal Code (commencing with Section 236), Chapter 9 (commencing with Section 240), and for a violation of any of the offenses specified in subdivision (c) of Section 667.5, provided that no record of a misdemeanor conviction shall be transmitted to the requester unless the subject of the request has a total of three or more misdemeanor or felony convictions defined in this section within the immediately preceding 10-year period.

2205.3.2.4 Any felony or misdemeanor conviction under Penal Code Section 311, et se., photographic use of children relative to Sexual conduct.

2205.3.3 In addition to those crimes listed in Section 2205.3.1 above, for positions relating to use of public funds and public records, the following shall also be grounds not to hire or for discipline up to and including termination.

Section 115, 1153: Use of false or forged public record; alteration of certified copy of public record

Section 424: Embezzlement and falsification of accounts

Title 13, Chapter 4: Any violation of forgery or counterfeiting

2205.3.4 For positions requiring strict public confidence such as the Library Board of Trustees, the Library Director, and the Business Manager, in addition to Sections 2205.3.1, 2205.3.2 and 2205.3.3 above, any penal code violation which resulted in conviction shall be grounds not to hire and after hiring grounds for discipline up to and including termination.

#### **2205.4 ASSIGNMENT RESPONSIBILITY**

It is the applicant's responsibility to report any conviction or arrest pending final adjudication to the Placentia Library District. The information shall be included on all employment applications. Once a person has been hired under this procedure, convictions

or arrests pending conviction which occur that are in the list specified for that employee under Section 2205.3 above, the employee, trustee or volunteer shall report that conviction or arrest to his or her supervisor who shall forward the information to the Library Director.

## 2205.5 PROCEDURES

- 2205.5.1 All prospective Placentia Library District employees and volunteers shall be subject to a criminal records check as a condition of employment.
- 2205.5.1.1 The Placentia Library District shall submit a completed Applicant Fingerprint Card to the Department of Justice accompanied by any other forms or information required by the Department of Justice in order to obtain the criminal background information.
- 2205.5.1.2 Any information obtained from the Department of Justice and shall be used to determine whether the applicant shall be offered a position with the Placentia Library District.
- 2205.5.2 For any employee, trustee or volunteer who has been hired subsequent to the adoption of the policy, who passed the initial screening, the individual must sign an acknowledgement that conviction of crimes listed in Section 2205.3 above under their job category or determined to be substantially similar by the Placentia Library District Attorney shall be grounds for disciplinary action up to and including termination. Further, any such individual has the responsibility to report any such conviction to the Library Director.
- 2205.5.3 The Placentia Library shall enter into a contract with the Department of Justice so that any subsequent conviction or arrest information concerning an employee or volunteer that was originally hired subject to this policy may be obtained.
- 2205.5.3.1 Any information about existing employees', trustees' or volunteers' convictions and/or arrests pending adjudication shall be reported to the Library Director.
- 2205.5.3.2 Upon receipt of information regarding a conviction and/or arrest pending adjudication which is specified as not acceptable for the given position in Section 2205.3 above, the Library Director shall evaluate the effect and potential effect of the employee's or volunteer's record or arrest on their position of employment, fellow employees and the public, and shall take appropriate action to maximize public safety and minimize potential liability while respecting the

rights of the employee, trustee or volunteer. The District's Attorney shall evaluate the trustee's record or arrest.

## 2205.6 CONFIDENTIALITY

State summary criminal history information is confidential and shall not be disclosed, except to those individuals designated to make employment decisions.

2205.6.1 Pursuant to California Penal Code Section 11077 the Attorney General is responsible for the security of Criminal Offender Record Information (CORI) and has the authority to establish regulations to assure the security of CORI from unauthorized disclosures. The following are requirements as prescribed by the State of California, Department of Justice, Bureau of Criminal Identification and Information, Field Operations and Record Security for any agency that maintains or receives history information.

2205.6.1.1 Record Security: Any inquiries regarding the release, security or privacy of Criminal Offender Record Information (CORI) are to be resolved by the Library Director.

2205.6.1.2 Record Storage: CORI shall be under lock and key and accessible only to the Library Director and the Business Manager who shall be committed to protect CORI from unauthorized access, use or disclosure.

2205.6.1.3 Record Dissemination: CORI shall be used only for the purpose for which the Library Director requested it.

2205.6.1.4 Record Destruction: CORI and copies of the same shall be destroyed after employment determination has been made in such a way and to the extent that the employee's name can no longer be identified.

2205.6.1.5 Record Reproduction: CORI may not be reproduced for dissemination.

2205.6.1.6 Training: The Library Director and the Business Manager with access to CORI are required:

2205.6.1.6.1 To read and abide by this policy.

2205.6.1.6.2 To be fingerprinted and have a clearance check completed.

2205.6.1.6.3 To have on file a signed copy of the Employee Statement Regarding the use of

Criminal Record Information, which acknowledges an understanding of laws prohibiting misuse of CORI.

2205.6.1.7 Penalties: Misuse of CORI is a criminal offense. Violation of this policy regarding CORI may result in suspension, dismissal, and/or criminal or civil prosecution.

**2205.7 MONITORING OF THIS PROGRAM**

The Library Director will monitor compliance with this policy and all other manager and supervisors shall assist the Library Director as needed.

This policy is adopted by the Placentia Library District and shall be effective \_\_\_\_\_.

**2205.8 REFERENCES**

California Penal Code

### **GUIDE FOR WHO MUST BE FINGERPRINTED**

The following table can be used as a guide to help determine which employees, volunteers, and/or applicants can, and must be fingerprinted. All applicants must be 18 years or older.

<b>Must Fingerprint</b>	<b>At Discretion of Agency</b>
<p><b>Classifications:</b></p> <ul style="list-style-type: none"><li>• Library Board of Trustees</li><li>• Employees</li><li>• Placentia Library Friends Foundation (PLFF) Board of Directors</li><li>• Interns</li><li>• Employees from other agencies, e.g., One Stop Center</li></ul>	<p><b>Classifications:</b></p> <ul style="list-style-type: none"><li>• Literacy Tutors</li><li>• Homework Club Tutors</li><li>• Supervisors of third party groups, e.g., Easter Seals Volunteers</li><li>• Read to the Dog Handlers</li><li>• Computer workshop Helpers</li><li>• History Room Volunteers</li><li>• Special Event Volunteers</li><li>• PLFF Volunteers</li></ul>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Review and Approve the Fascia Board Improvement Request for Proposal (RFP)  
**DATE:** July 15, 2013

**BACKGROUND**

At the June 17, 2013 Library Board of Trustees meeting, staff was directed to draft an RFQ to provide improvement to the existing roof trimming fascia boards.

The Library's fascia boards were replaced approximately 10 years ago. The City of Placentia has completed replacing and repairing the fascia boards. Omar Taha Construction performed this work for the City. Mr. Taha provided a quote of \$15,148 to conduct similar work for the Library.

Attachment A is the proposed RFP.

Fiscal Impact: To Be Determined.

**RECOMMENDATION**

Approve the Fascia Board Improvement Request for Proposal (RFP) as presented inclusive of input received from the Library Board of Trustees.

Date: July 29, 2013

**SUBJECT: Request For Proposals (RFP) – Fascia Board Improvement**

Submit Written Bid To: Placentia Library District  
Attn.: Business Manager  
411 E. Chapman Ave.  
Placentia CA 92870  
714-528-1925 x201

Written Bids Shall Be Submitted By:

Date: September 5, 2013

Time: 5:00 p.m., PST

**NO EXCEPTIONS**

Late submittals will not be considered.

Written bids must be received by the time and at the location specified above.

Postmarks will not be accepted. Bids addressed to anyone other than the designation specified above under "Submit written Bid to" section will not be accepted.

**Note: All submitted bids shall be sealed.**

The Placentia Library District of Orange County is requesting proposals from qualified vendors for to provide improvement to the existing roof trimming fascia boards.

The District intends to award a contract to a vendor that is able to provide quality work to its facility at 411 E. Chapman, Placentia, CA 92870 and offers the best value to the District. However, the District reserves the right to reject any or all proposals, in whole or in part, submitted in response to this RFP. The District further reserves the right to negotiate the terms and conditions of any final contract to purchase the item(s) described herein. Questions and requests for further information and/or clarification of the RFP should be directed to the Business Manager:

Yesenia Baltierra  
411 E. Chapman Avenue  
Placentia, CA 92870  
(714) 528-1925 x 201  
ybaltierra@placentialibrary.org

## CONDITIONS

Proposals should be prepared with detail description of work and economically provided a straight forward concise description of the vendors ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing proposal.

Successful bidder will be required to provide invoices for all completed work and submit to Placentia Library District at 411 E. Chapman Avenue, Placentia, CA 92870, Attention: Administration. The Library is open Monday-Thursday from 9:00 a.m. - 9:00 p.m., Saturday from 9:00 a.m. - 5:00 p.m. and Sunday from 1:00 p.m. - 5:00 p.m. The Library is closed on Fridays. The Administration staff is available Monday-Thursday from 9:00 a.m. - 6:00 p.m.

The successful bidder shall submit the appropriate Liability Insurance, a Worker's Compensation policy coverage to the satisfaction of the Placentia Library District.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Business Manager. If the insurance as evidenced by certificates furnished by the Contractor expires or is cancelled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the Placentia Library District Administration Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract.

The term provide, as used herein, is intended to mean "furnish and install"

All materials, equipment, and workmanship shall be guaranteed to be free of defects and shall be operational for 5 years after completion of cleaning and acceptance thereof.

Work is to be performed during staff regular working hours, this may include evenings and weekends or as agreed upon with the Placentia Library District. The Contractor shall provide appropriate barriers and shall protect persons and property from any related injury or damage.

The Contractor is responsible for all related building permit costs.

Work shall be done in conformance to the current editions of the California Building Codes, including any amendments or local requirements established by Orange County and/or the City of Placentia. Procurement of appropriate permits for the work and arrangement of inspections by the authorities having jurisdiction if required. Upon completion of the work, submitted certificates of inspection and acceptance as well as waivers from sub contractors and suppliers liens are required before final payment.

**Bidder is expected to visit and examine the location of the Placentia Library District and the proposed area for the duct and vent cleaning services and its surroundings and obtain all information that may be necessary for preparing the bid at their own interest and cost.**

**SCOPE OF WORK-General Description**

The roof perimeter is approximately 775 lf. with painted wood fascia, gutters and downspouts. The scope of work shall include:

1. Mobilizing of all affected work area.
2. Removing and disposing of existing roofing material and any fascia or deck boards to be replaced.
3. Inspecting and replacing damaged, excessively warped, delaminated, or rotted roof trim.
4. Fastening loose boards with wood screws embedded 1.5 times board thickness.
5. Installing new redwood boards to match wood stripping and finished wood pattern fastened with wood screws embedded 1.5 times board thickness.
6. Adjusting existing boards with wood screws prior to final preparation and painting.
7. Caulking, priming, and painting all fascia board surface area around entire perimeter.

**BID DOCUMENTS**

The proposal shall include all of the following information. Failure to include all of the required information may result in disqualification.

Bidders Qualifications, years in business, experience in providing the level and type of services specified in the proposal.

At least three (3) current references using similar services listed in the proposal. Include company name, contact name and phone number.

Bidder is expected to examine all instructions, forms, terms, and requirements in the RFP document. All proposals will have to be submitted with all pages numbered. The bids must be submitted by Thursday, September 5, 2013 to Administration of Placentia Library District at 411 E. Chapman Avenue, Placentia, CA 92870. Any proposal received after 5:00 p.m. on September 5, 2013, will be rejected and returned unopened to the Bidder.

Thank you for your interest in the Placentia Library District.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Accept and File the Letter from Mr. Justyn Howard regarding Proposition 1A Securitization Reimbursement

**DATE:** July 15, 2013

**BACKGROUND**

The Placentia Library District received a letter from Mr. Howard which provides the amount of reimbursement the District is to expect from the Proposition 1A Securitization Program. The State had borrowed local property tax revenues from government agencies to balance its budget. Pursuant to their borrowing, the taxing entities were to be reimbursed no later than June 13, 2013. Reimbursements included interests.

The Placentia Library District received \$162,050. Staff seeks directions from the Board with regards to allocations of the securitization reimbursement including the following considerations:

- Reserves
- Book Budget
- Cost of Living Allowance Increase
- Benefit Increase
- Capital Improvement Projects, e.g., solar panels
- RFID system

Attachment A is the letter from Mr. Howard.

**RECOMMENDATION**

Accept and File the Letter from Mr. Justyn Howard regarding Proposition 1A Securitization Reimbursement.



EDMUND G. BROWN JR. • GOVERNOR

STATE CAPITOL ■ ROOM 1145 ■ SACRAMENTO CA ■ 95814-4998 ■ WWW.DDF.CA.GOV

May 31, 2013

Honorable John Chiang  
State Controller  
Local Apportionments Section  
Attention: Mr. Kelly Martell  
300 Capitol Mall, Suite 1850  
Sacramento, CA 95814

Dear Controller Chiang:

In accordance with section 100.06 of the Revenue and Taxation Code (RTC), as amended by Chapter 634, Statutes of 2009 (SB 67), the Department of Finance respectfully submits the attached repayment schedule for the reimbursement of taxing entities from which the state borrowed property tax revenues pursuant to Chapter 14, Statutes of 2009 (ABx4 15), and which were not reimbursed by the proceeds of the bonds issued pursuant to ABx4 15.

ABx4 15 authorized the state to borrow local property tax revenues in accordance with Proposition 1A of 2004. ABx4 15 also authorized the issuance of bonds, the proceeds from which were used to reimburse participating taxing entities at the same time that their property tax revenues were borrowed. Taxing entities could receive immediate reimbursement from the bond proceeds, or could wait until 2013 to be repaid with interest. Pursuant to subdivision (e) of RTC section 100.06, the state must repay the taxing entities that were not reimbursed by the ABx4 15 bond proceeds by no earlier than June 6, 2013, and by no later than June 13, 2013.

The attachment provides the necessary repayment information for the taxing entities in question. The repayment amounts include an interest component calculated at the rate of two percent per annum. This interest rate was set by the Director of the Department of Finance on September 25, 2009 pursuant to subdivision (e) of RTC section 100.06. We note a subsequent payment schedule will be provided by the State Treasurer's Office for the retirement of the bonds issued pursuant to ABx4 15.

Please note that the first page of the attached repayment schedule includes county-by-county repayment amounts, which the State Controller's Office should remit to the county auditor-controller. The following pages of the attachment include the repayment amounts by taxing entity, which will be paid by each county auditor-controller to the specified taxing entities within their county.

Honorable John Chiang  
May 31, 2013  
Page 2

If you have any questions or need additional information regarding this matter, please contact Chris Hill, Principal Program Budget Analyst, at (916) 445-1546.

Sincerely,



JUSTYN HOWARD  
Assistant Program Budget Manager

Attachment

cc: Mr. Bill Ashby, Chief Operating Officer, State Controller's Office  
Mr. George Lolas, Chief, Division of Accounting and Reporting, State Controller's Office  
County Auditor-Controllers (see Attachment II)

**Repayment of Loan Receivables to Non Participating Proposition 1A  
Securitization Entities by County**  
(whole dollars)

County	Initial Loan Receivables	Interest Growth Increase 1/	Net Repayment of Loan Receivables by County
Alameda	722,540	48,034	770,574
Alpine			
Amador	168,840	11,224	180,064
Butte	370,654	24,641	395,295
Calaveras	677,998	45,073	723,071
Colusa	135,425	9,003	144,428
Contra Costa	9,371,766	623,029	9,994,785
Del Norte	112,399	7,472	119,871
El Dorado	440,400	29,278	469,678
Fresno	1,929,337	128,261	2,057,598
Glenn	92,357	6,140	98,497
Humboldt	872,533	44,710	917,243
Imperial	209,862	13,951	223,813
Inyo	232,577	15,462	248,039
Kern	8,682,599	577,214	9,259,813
Kings	373,710	24,844	398,554
Lake	397,732	26,441	424,173
Lassen	80,911	5,379	86,289
Los Angeles	7,483,881	497,624	7,981,405
Madera	146,226	9,721	155,947
Marin	1,291,852	85,882	1,377,734
Mariposa	7,125	474	7,599
Mendocino	277,574	18,453	296,027
Merced	253,876	16,878	270,754
Modoc	4,172	277	4,449
Mono	105,218	6,995	112,213
Monterey	1,240,759	82,485	1,323,244
Napa	78,695	5,232	83,927
Nevada	954,359	63,445	1,017,804
Orange	10,162,116	675,671	10,837,687
Placer	2,247,889	149,438	2,397,327
Plumas	311,906	20,735	332,643
Riverside	3,449,829	229,343	3,679,172
Sacramento	2,186,505	145,358	2,331,863
San Benito	145,621	9,681	155,302
San Bernardino	502,383	33,398	535,781
San Diego	2,067,206	137,427	2,204,633
San Francisco			
San Joaquin	1,649,086	109,630	1,758,716
San Luis Obispo	547,325	36,386	583,711
San Mateo	4,443,023	295,370	4,738,393
Santa Barbara	763,458	50,754	814,212
Santa Clara	12,894,104	857,192	13,751,296
Santa Cruz	263,303	17,504	280,807
Shasta	686,111	45,612	731,723
Sierra	40,155	2,669	42,824
Siskiyou	211,040	14,030	225,070
Solano	1,428,432	94,961	1,523,393
Sonoma	573,046	38,096	611,142
Stanislaus	8,628,473	573,616	9,202,089
Sutter	253,774	16,871	270,645
Tehama	125,890	8,369	134,259
Trinity	2,706	180	2,886
Tulare	1,931,003	128,372	2,059,375
Tuolumne	164,773	10,954	175,727
Ventura	1,216,151	80,850	1,297,000
Yolo	124,226	8,258	132,484
Yuba	117,155	7,788	124,943
<b>Statewide Total</b>	<b>93,652,055</b>	<b>6,225,936</b>	<b>99,877,991</b>

1/ Note that interest is calculated at 2 percent for 3.4 years on the first half of the principal balance and 2 percent for 3.1 years on the second half of the principal balance to reflect the two different disbursement dates.



## Orange List of Non-Participating Prop 1A Securitization Entities

Entity	Initial Loan Receivables	Interest Growth Increase	Net Loan Receivables
<b>Countywide Total</b>	<b>10,162,116</b>	<b>675,571</b>	<b>10,837,687</b>
CITY OF CYPRESS CITY	917,534	60,997	978,531
CITY OF DANA POINT	828,057	55,049	883,106
CITY OF LA PALMA	277,581	18,453	296,034
CITY OF SAN CLEMENTE	2,174,699	144,573	2,319,272
CITY OF SEAL BEACH	761,077	49,931	801,008
COSTA MESA SANITARY DISTRICT	17,057	1,134	18,191
CYPRESS RECREATION AND PARK DISTRICT	297,155	19,755	316,910
EL TORO WATER DISTRICT	58,245	3,872	62,117
IRVINE RANCH WATER DISTRICT	2,099,655	139,584	2,239,239
ORANGE COUNTY TRANSIT AUTHORITY	895,047	59,502	954,549
ORANGE COUNTY VECTOR CONTROL	354,865	23,591	378,456
PLACENTIA LIBRARY DISTRICT	151,949	10,101	162,050
ROSSMOOR COMMUNITY SERVICE DISTRICT	70,800	4,707	75,507
ROSSMOOR/LOS ALAMITOS SEWER DISTRICT	27,816	1,849	29,665
SANTA MARGARITA WATER DISTRICT	510,037	33,907	543,944
SOUTH COAST WATER DISTRICT	342,406	22,763	365,169
SILVERADO MODJESKA PARK & RECREATION DISTRICT	2,745	182	2,927
THREE ARCH BAY COMMUNITY SERVICE DISTRICT	74,055	4,923	78,978
TRABUCO CANYON WATER DISTRICT	95,355	6,339	101,694
YORBA LINDA COUNTY WATER DISTRICT	102,192	6,794	108,986
Midway City Sanitary District	113,789	7,565	121,354



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Accept and File Information Technology Report from Click Consulting  
**DATE:** July 15, 2013

**BACKGROUND**

At the April 22, 2013 Library Board of Trustees meeting, Click Consulting was awarded the bid to provide information technology services to Placentia Library District.

Click Consulting was to conduct an assessment of the current technology infrastructure along with recommendations for improvement. Attachment A is the report from Click Consulting.

Mr. Stuart Byus from Click Consulting will be present to answer questions.

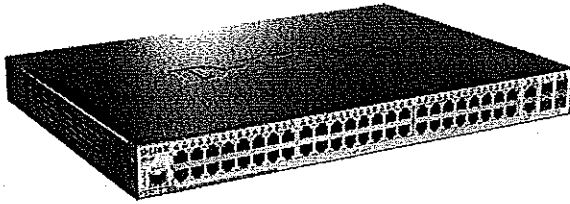
Fiscal Impact: To Be Determined.

**RECOMMENDATION**

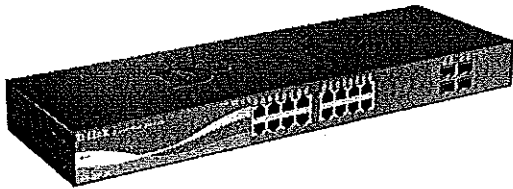
Accept and File Information Technology Report from Click Consulting inclusive of directions from the Library Board of Trustees.

### Placentia Library – Network Recommendations

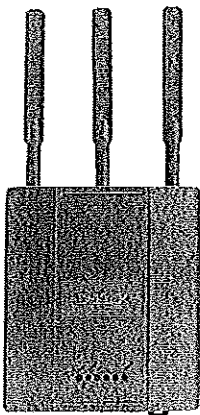
1. Replace Network Hubs with Gigabit Switches. Hubs are different than switches: hub technology is 15+ years old, and sends all traffic that comes in one port, to all ports. There are 2 very old HP Hubs on the production network in the phone closet, and all of the network ports in there maxed out. The Server Room switch below will be used to replace the 3 small Home series switches with a single, large, faster, more reliable model.
  - a. Phone Closet
    - i. 2 x DES-3200-52 - \$749 each = \$1,498



- b. Server Room
      - i. DGS-1500-20 - \$349



2. Upgrade WiFi Access Points – These Wireless Access Points are 5x more powerful than the current units in the Library. They are also more robust, reliable, and can handle more concurrent users. I recommend adding four total access points to ensure sufficient coverage of the entire library, and have a dedicated AP for the new iPad stations.
  - a. 4 x D-Link DAP-2590 - \$299 each = \$1196



3. Use current production Watchguard Firewall for Public WiFi network. The current Firewall for the Public WiFi network is a home use Linksys wireless router. The performance capabilities of the current hardware cannot handle the network load and take full advantage of the faster internet speed. The Watchguard doesn't have content filtering services, so it shouldn't be used as the main Firewall.
4. Purchase and Install Sonicwall, disable existing internet content filter and proxy server. One of the main bottlenecks for internet performance on the production network is the current content filter and proxy server. We need to disable the current configuration, and upgrade to a centralized content filter on a managed Sonicwall Internet Firewall. Not only will this result in much better internet performance, it will also provide a better filtering service to ensure the categories we are blocking updated daily with the newest websites.
  - a. SonicWALL NSA 2400 - \$2,495
  - b. Content Filter: Premium Edition - \$940 /year



5. Backups: Mozy backup was installed, but not working properly. When we first logged into the server, it hadn't backed up in over 6 months. We have installed iDrive online backup (free with MSP plan) and disabled the Mozy backup. In addition to this online data only backup, we recommend to have a local full system backup for each "mission critical" server. The system image backup captures the entire Windows environment, data, settings, everything and allows you to restore the backup to different server hardware, or to a virtual machine. It drastically reduces downtime in the event a server fails.
  - a. Symantec System Recovery 2013 Server Edition
    - i. Recommend purchase 3 licenses: Exchange, Main File and Domain Controller, and the CAT server
      1. 3 x \$929 each = \$2,287
    - ii. External Backup drives for each server running Symantec System Recovery
      1. 3 x 139 each = \$417

**Hardware/Licensing Total: \$9,182**

Other Existing Issues

1. Network design and layout is very bad. There were 4 small network switches connected on the network that were serving no purpose, other than acting as points of failure. Those 4 switches have been removed and put on the shelf. The network is still split into 2 different sub networks with the main PLD Domain controller server acting as the proxy and content filter for both networks. All network traffic is first routed between 2 networks using an old, slow Cisco router, then sent to the Main PLD Server for web proxy, then sent to the Watchguard firewall, and then sent out to the internet. There are 2 extra hops in there that is causing the current bottleneck for the internet speed, and is why we need the Sonicwall and Sonicwall Content Filter Service. We will then be able to get rid of the 2 separate networks, and all traffic will be routed directly out to the internet. This will not affect any connectivity to Anaheim.
  
2. Exchange server free space. The Exchange server is new, and seems to run well. We have had to reboot it a couple times to bring mail service back online however. It only has 50GB of free space out of 150GB. Hard drives are inexpensive, and this server should have been built out with larger hard drives. All the users will need to make sure they archive their email so they stay within their email quota. The email quota's need to be kept small so we don't exceed the storage space on the email server. If we get the Symantec Server Backup, we can then buy 2 large capacity hard drives (\$250 each) and backup/restore the server to the new drives. We can do this off hours, included in the MSP plan. We would then have 2TB (2,000GB) of storage, and could increase the email quota's for all users. This would allow users to store more of their old email on the server, instead of archiving it which is stored on their local PC hard drive.
  
3. RAID adapter battery on Main File/Domain Controller Server needs to be replaced. We have contacted Dell, and are working with them to get this replaced. The RAID adapter is the device that controls the multiple hard drives inside the server. The Battery ensures the data gets written to the drives in the event of a power loss.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Discuss and Select a Candidate to serve on the California Special Districts Association (CSDA) 2013 Board Elections

**DATE:** July 15, 2013

**BACKGROUND**

Two candidates have submitted candidate statements for the CSDA Board of Directors in Region 6, Seat B. The candidates are:

- George McManigle from Rainbow Municipal Water District
- William Nelson (incumbent) from Orange County Cemetery District

Attachment A is the candidates' statements.

**RECOMMENDATION**

Select a Candidate to serve on the California Special Districts Association (CSDA) 2013 Board Elections.



**California Special  
Districts Association**  
*Districts Stronger Together*

## CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

### 2013 BOARD ELECTIONS

#### MAIL BALLOT INFORMATION

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in your Region for Seat B. Each of CSDA's six (6) regional divisions has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your geographic region. Each Regular Member (district) in good standing shall be entitled to vote for one (1) director to represent its region.

We have enclosed the candidate statements for each candidate who submitted one. Please vote for **only one** candidate to represent your region in Seat B and be sure to sign, date and fill in your member district information (*in some regions, there may only be one candidate*). If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 2, 2013**.

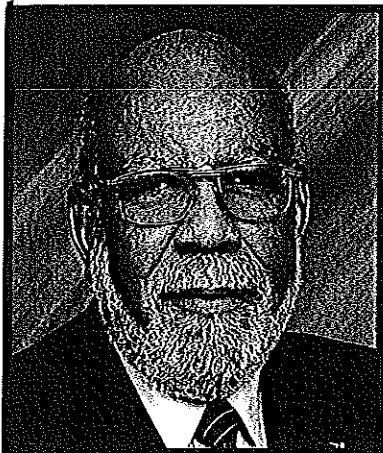
If you do not use the enclosed envelope, please mail in your ballot to:

**California Special Districts Association**  
**Attn: 2012 Board Elections**  
**1112 I Street, Suite 200**  
**Sacramento, CA 95814**

Please contact Charlotte Lowe toll-free at 877.924.CSDA or [charlottel@csgda.net](mailto:charlottel@csgda.net) with any questions.



# Re-Elect Bill Nelson CSDA Board of Directors



## PROVEN EXPERIENCE LEADING SPECIAL DISTRICTS

I am committed to building on CSDA's present foundation of educational programs and legislative advocacy. My enthusiasm, commitment and comprehensive knowledge of special districts bring years of experience to the CSDA Board. It would be an honor to continue serving special districts in Region 6.

### ✓ EXPERIENCED LEADER

### ✓ COMMITTED TO SPECIAL DISTRICTS

### ✓ FISCALLY RESPONSIBLE

### ✓ DEDICATED

#### CSDA EXPERIENCE

- ❖ Served on Board for three years
- ❖ Fiscal Committee 2011-2013
- ❖ Membership Committee 2013

#### DISTRICT EXPERIENCE

- ❖ Appointed to Board of Trustees Orange County Cemetery District in 2003
- ❖ Chair of the Board 2006 & 2010
- ❖ Chair of Finance Committee 2004 to present
  - Developed an investment strategy that yielded additional \$1 million interest income

#### OTHER LEADERSHIP EXPERIENCE

- ❖ Board of Directors - California Association of Public Cemeteries since 2008
- ❖ Board of Directors - Pacific West Association of Realtors - 2004 to 2012
  - President 2007, Treasurer 2005, 2009 & 2011
- ❖ Board of Directors - California Association of Realtors – 2004-2012
  - Served on and Chaired several committees
- ❖ Board of Directors - National Association of Realtors – 2007-2009 & 2011-2012

#### COMMUNITY INVOLVEMENT

- ❖ Orange County Grand Jury 2002-2003
- ❖ Board of Directors - Orange County Grand Jurors Association 2005 to 2011
- ❖ City of Villa Park Investment Advisory Committee- 2008 to present – Chair past two years
- ❖ Villa Park Community Services Foundation – Treasurer – 2010 to present

#### BUSINESS EXPERIENCE

- ❖ Financial Executive for 25 years with Atlantic Richfield Company (ARCO) & Southern Calif. Gas Co.

#### EDUCATION

- ❖ MBA Finance University of Southern California
- ❖ BA Economics California State University Dominguez Hills

## George McManigle – CSDA Board of Directors, Region 6 **Page 82**

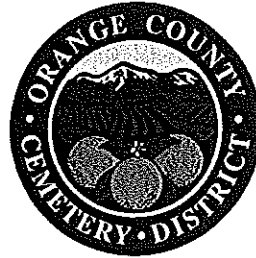
Growers in California are facing many challenges. Since I moved to a seven acre grove in Fallbrook in 1993, production techniques, water availability, cost and returns on crops have been serious issues. Water is now a major concern in the coming years with the water cutbacks. I believe CDSA plays a major role in addressing these issues.

I have served on the Fallbrook Chamber of Commerce board and as president. I have been president of Gold Crown Macadamia Association since 1995, I was elected two terms to the Rainbow Municipal Water District board and have served four years as an alternate on the California Avocado Commission.

My community and agriculture involvement has been to support farming in the area by considering possibilities beyond the status quo like a certified community kitchen. Growers are facing serious issues and I think I can contribute in addressing some of those issues.

George McManigle

Board of Trustees  
Leslie Keane  
William E. Nelson  
Vivien Owen  
Maureen Rivers  
Cynthia Ward



District Office  
25751 Trabuco Road  
Lake Forest, CA 92653  
Phone: (949) 951-9102  
Fax: (949) 951-0236  
www.occemeterydistrict.com

Tim Deutsch  
General Manager

## ORANGE COUNTY CEMETERY DISTRICT

June 11, 2013

Placentia Library District  
Jeanette Contreras, Library Director  
411 E Chapman Avenue  
Placentia, CA 92870-6198

Dear Jeanette,

The purpose of this letter is to ask for your Board's support for the re-election of Bill Nelson to Seat B, Region 6 of the California Special Districts Association (CSDA) Board of Directors. We ask your Board to please vote for Bill Nelson in the upcoming election. CSDA mailed out the ballots on June 7, 2013, and they are due back to CSDA by 5:00 PM on August 2, 2013.

Bill has served on the Orange County Cemetery District (OCCD) Board of Trustees since 2003. During this time Bill has been a valuable member of the Board and served as Chair of the Board in 2006 and 2010. Presently he serves as Vice Chair of the Board and Chair of the Finance Committee and member of the Personnel and Communications & Public Relations Committees.

The OCCD Board initially nominated Bill for the CSDA Board in 2011 and has nominated him for re-election this year. Bill is committed to building on CSDA's present foundation of educational programs and legislative advocacy. His enthusiasm, commitment and comprehensive knowledge of special districts bring years of experience to the CSDA Board.

The OCCD Board respectfully requests that you mark your ballot for Bill Nelson and return it to CSDA by 5:00 PM on August 2, 2013.

Bill's Candidate Statement is attached.

Sincerely,

A handwritten signature in black ink, appearing to be "T. Deutsch", written over a large, loopy oval shape.

Tim Deutsch  
General Manager



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Discuss and Decide which Trustee would be interested in participating in the orange County Registrar of Voters' Election Academy

**DATE:** July 15, 2013

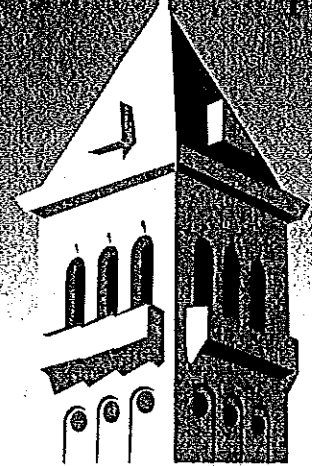
**BACKGROUND**

The Orange County Registrar of Voters is currently accepting applications for its Election Academy, beginning on October 2, 2013. There is no cost to participate in the 8-part program. Each part is approximately three hours and will expand through seven weeks. The educational program is open to the public, and is particularly beneficial to individuals interested in voting, running for office, and the elections process.

Attachment A is the additional information about the Orange County Election Academy.

**RECOMMENDATION**

Decide which Trustee would be interested in participating in the orange County Registrar of Voters' Election Academy.

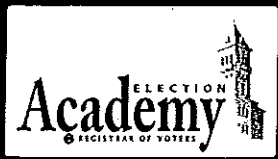
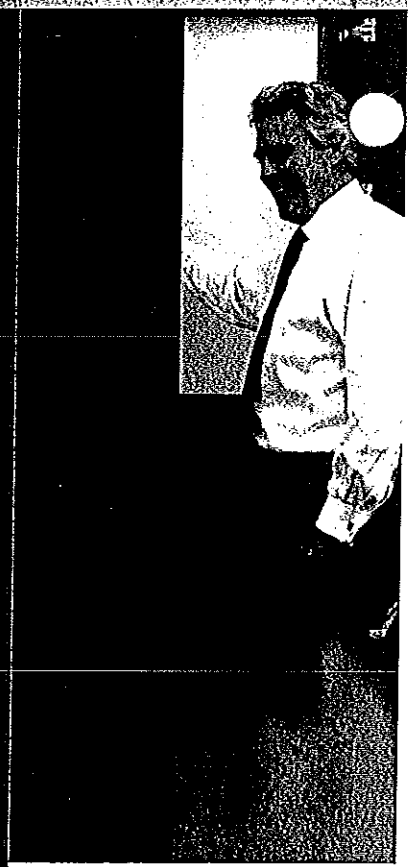


# ORANGE COUNTY ELECTION ACADEMY



**INTERESTED IN ELECTIONS?  
GET READY TO BE INSPIRED.**

The Election Academy is designed to teach participants about elections in Orange County, California. This unique program provides insight on the various components of election management in an interactive classroom setting at the Registrar of Voters' office.



Orange County Registrar of Voters  
1300 South Grand Avenue Building C  
Santa Ana, CA 92705  
714.567.7600  
ocvote.com



## ABOUT THE ORANGE COUNTY ELECTION ACADEMY

The Election Academy is an eight-course academic program designed to teach participants about elections in Orange County, California. Participants will receive comprehensive instruction on the various components of election management in an interactive classroom setting at the Registrar of Voters' office. These classes are open to the public, and will be particularly beneficial to those individuals with an interest in voting, running for office, and the election process. Candidates, campaign staff, volunteers, city clerks, activists, elected officials, and other politically-minded individuals are encouraged to apply.

A signature feature of the Orange County Election Academy is that no more than 40 participants will be accepted into the program at any given time. Participants who are not accepted are welcome to apply for future Election Academy programs.



# Challenge Understanding Impact

**vote [voht] noun:** *a formal expression of opinion or choice, either positive or negative, made by an individual or body of individuals.*

## **Welcome to the Orange County Election Academy**

The business of elections is more complex and more challenging than ever before. Our Election Academy is designed to leave a lasting impact on those who participate in the program. Encompassing all election management functions of the department, a series of highly relevant, hands-on sessions galvanize your understanding of election operations. Not only will you gain knowledge of all key election functions, but you will also have a practical understanding of how they interrelate. Anyone with an interest in the process will be amazed at the level of detail needed to produce a single election.

The result? Greater perspective on the mechanics of how ballots are produced, counted and certified.

Neal Kelley  
Registrar of Voters





# Admission

## Application Process

Those interested in applying for the Election Academy must fill out and submit a completed application form. This can either be done online at [ocvote.com/academy](http://ocvote.com/academy) or by mailing the enclosed application form to:

**Orange County Registrar of Voters  
ATTN: Election Academy  
1300 South Grand Avenue, Building C  
Santa Ana, CA 92705**

Applications are also available for pick-up at the above address.

Applicants will be informed of their acceptance within four weeks of the submission date of their application.

## Attendance

Attendance is mandatory at ALL Election Academy classes. Students may NOT pick and choose which classes they wish to attend. One absence may be permitted if special circumstances exist; excused absences will be evaluated on a case by case basis.

## Cost

There is no cost to attend the Election Academy. It is a complimentary program provided by the Orange County Registrar of Voters.

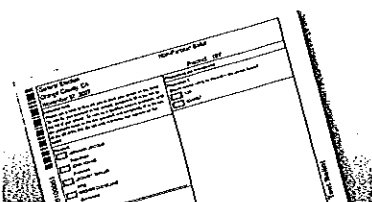
## Location

All classes will take place at the Orange County Registrar of Voters office located at 1300 South Grand Avenue, Building C, Santa Ana.

## Questions

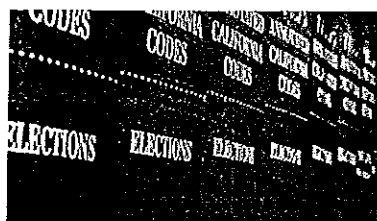
For more information about the Election Academy, visit [ocvote.com/academy](http://ocvote.com/academy), call 714.567.7600, or email [electionacademy@rov.ocgov.com](mailto:electionacademy@rov.ocgov.com).

# Catalog



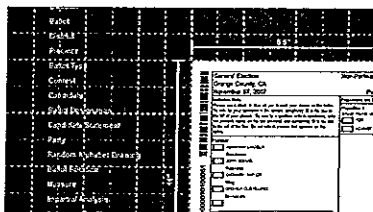
## Course One: From Idea to Ballot Let the Voting Begin

In addition to an overview of the Election Academy, students will learn the fundamentals of candidate filing, including contests on the ballot and requirements specific to being candidates in those contests. Students will also expand their knowledge of candidate statement and ballot designation rules and regulations.



## Course One Continued: From Idea to Ballot Let the Voting Begin

This class will cover many areas of campaign finance, including filing requirements, deadlines, and legal regulations. Students will understand the various campaign finance resources, including Fair Political Practices Commission (FPPC) Regulations, FPPC manuals, and the Political Reform Act. Students will also be trained on how to use NetFile, the Orange County Registrar of Voters' new electronic filing system.



## Course Two Ballot Blueprint

This class will walk students through the process of building a ballot, from start to finish. Students will learn about ballot types, random draw, rotations, translations, recording and producing the audio ballot, and the development of the sample ballot. Students will also have the opportunity to create their own ballot using the Orange County Registrar of Voters' ballot generation software.



## Course Three: Connecting with Voters

This class will feature a media panel of reporters, bloggers, former candidates, and consultants who will discuss media coverage surrounding elections. Students will understand the role and importance of media in campaigns and elections from a variety of perspectives. Students will learn about the tools available for staying in touch and obtaining information, including the ocvote.com website and various social networking websites. This class will also cover the ways that candidates and campaigns can gather and use information that is available at the Orange County Registrar of Voters, such as maps and the voter file.

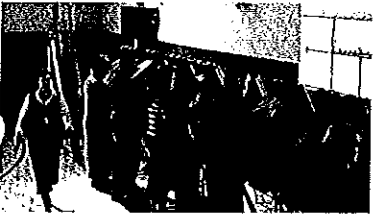


# Catalog



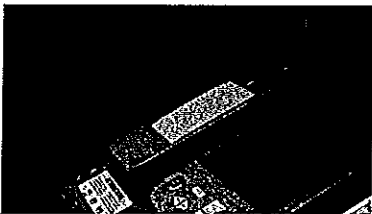
## Course Four: Election Day Countdown

This class will cover the numerous components that go into producing a successful election. Students will gain an understanding of the voter registration process, vote-by-mail ballot processing and statistics, poll worker recruitment and outreach, recruiting poll sites, and early voting. Students will view a demonstration of the equipment used in Orange County to process vote-by-mail ballots.



## Course Five: Election Day

This class will cover the numerous facets of Election Day, and students will walk away with an understanding of the complexity and size of Orange County's operations. Students will learn about Election Day security, the Registrar of Voters Rapid Deployment Team and other in-field personnel, phone banks and voter contact, media and communications, and the various components of the County's Hart Voting System. Students will have the opportunity to participate in a modified poll worker training class, which includes setting up a poll site and processing voters.



## Course Six: Results Making it Count

This class will cover the myriad of activities that occur after the polls have closed on election night. Students will learn about security procedures, the process of closing a poll site, the handling of voting equipment and supplies, and how the office receives and processes ballots. Students will participate in a mock election where they will process ballots and assist in counting votes.



## Course Seven: It's Official Certified and Accurate

This class will walk students through the post-Election Day activities that lead up to the certification of election results. Students will learn about the various state-mandated audits and regulations, how provisional ballots are handled, the rights and responsibilities of election observers, the recount process, and election billing. Students will participate in a demonstration of a One Percent Manual Tally.

## **apply today!**

The Orange County Election Academy is a great way to discover how elections are produced amidst an environment where transparency is a critical component.

Our line-up of courses has something for everyone. Academy class sizes are limited so apply today!

No matter how well  
an election was done  
we always ask,  
"How can we make it better?"

Orange County  
Registrar of Voters

“To provide election management services for the citizens of Orange County to ensure equal access to the election process, protect the integrity of votes, and maintain a transparent, accurate and fair process.”

Mission Statement, Orange County Registrar of Voters



**Orange County Registrar of Voters**  
1300 South Grand Avenue Building C  
Santa Ana, CA 92705  
Phone: 714.567.7600  
Fax: 714.567.7556  
[ocvote.com/academy](http://ocvote.com/academy)



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Authorize Trustees and the Library Director to Attend the California Special District Association (CSDA) Annual Conference in Monterey, California  
**DATE:** July 15, 2013

**BACKGROUND**

The California Special District Association (CSDA) Annual Conference will be held in Monterey, California from September 16-19, 2013. The expense will be drawn from the General Fund.

This year's speakers include:

- Mike Abrashoff, author of *It's Your Ship*
- Malcom Kushner, author of *Leading with Laughter: How U.S. Presidents Use Humor to Relate, Motivate, and Communicate*
- Charles Marshall, author of "The Character Question – How Character Impacts Business and Community"

Attachment A is the conference brochure.

Fiscal Impact: \$1,500 per attendee

**RECOMMENDATION**

Authorize Trustees and the Library Director to Attend the California Special District Association (CSDA) Annual Conference in Monterey, California.



conference registration  
exhibitor prospectus  
sponsorship opportunities

The leadership conference for special districts.  
[conference.csdas.net](http://conference.csdas.net)

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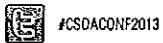
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California Special  
Districts Association  
*Districts Stronger Together*



is leadership conference for special districts.




# 2013 CSDA Annual Conference & Exhibitor Showcase Monterey



**This is the one conference special district leaders can't afford to miss!**

The CSDA Annual Conference & Exhibitor Showcase is the most densely-packed educational and networking experience available to special districts.

- Choose from a variety of breakout sessions from governance to human resources to finance and more
- Visit over 60 exhibitors and preview products and services of use to special districts of all types and sizes during eight exhibit hall hours
- Benefit from the knowledge of three nationally recognized keynote speakers
- Participate in over six hours of breakout session education suited to the needs of your district
- Engage in networking events that expand your contacts and awards events that recognize excellence among special districts throughout the state



**SDRMA Credit Incentive Points**

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points can be earned based on an agency's attendance at the CSDA Annual Conference and Exhibitor Showcase reducing SDRMA member's annual contribution amount.



If you are a special district, this is the only place to learn everything you need to know that relates to special district governance, trends, issues, and legislation. Kudos to CSDA for a job well done.

- KIMBERLY THORNER, OLIVENHAIN MUNICIPAL WATER DISTRICT

### Who Should Attend?


- Board members – directors and trustees
- General managers
- Department managers and supervisors
- Administrative support staff
- Finance managers
- Board secretaries
- Legal counsel
- Consultants
- Suppliers
- Fire/police chief

### Top Ten Reasons to Attend

- CSDA's Annual Conference has a proven record of providing some of the best education opportunities for district staff and elected officials
- Interact with industry experts
- Hear success stories from colleagues
- Learn about challenges and solutions from special district case studies
- Be the first to hear about special district trends
- Gain knowledge and inspiration from nationally recognized speakers
- Attend specialized workshops and sessions designed to address your needs
- Meet one-on-one with industry suppliers who understand your needs
- Attend numerous networking opportunities
- Make new contacts and maintain key relationships
- Earn Credit Incentive Points from the Special District Risk Management Authority (SDRMA)



## Attendees



gain knowledge and inspiration




## Exhibitors



meet with industry suppliers



## Network events



learn from your colleagues



## Sponsors



make key relationships



Join us this September in beautiful Monterey and experience the leadership.



## Attendees



gain knowledge  
and inspiration

### Keynote & Super Session



TUESDAY 9:00 - 10:45 a.m.  
**OPENING KEYNOTE**  
*Mike Abrashoff - Former Navy  
Commander and Author of It's Your Ship*  
An inspiring story of innovative leadership and  
organizational transformation.



TUESDAY 3:15 - 4:30 p.m.  
**SUPER SESSION**  
*Malcom Kushner - Leading with Laughter:  
How U.S. Presidents Use Humor to Relate,  
Motivate, and Communicate - And How  
You Can Too!*

Humor is a powerful leadership tool. It can  
command attention, create rapport and make ideas more  
memorable. It can also relieve tension, defuse conflict and  
motivate people - if it's used appropriately.

More information on page 8.

## Exhibitors

meet with industry  
suppliers

### An Evening at the Aquarium with the Exhibitors

Tuesday, September 17

This year the Annual Conference and Exhibitor Showcase will hold a  
new event at the Monterey Bay Aquarium! Join conference attendees  
on this occasion as they dine amidst all of the incredible sea life the  
aquarium hosts. This is a stellar opportunity to network with CSDA  
members and friends in a unique and beautiful environment.

Each exhibitor registration comes with a ticket to this event and  
additional tickets can be purchased. Tickets include admission to the  
event, dinner, drink tickets, transportation and entertainment.

Optional attendee event.



conference for all special districts.



## Network events



learn from your  
colleagues

### Special District Leadership Foundation: Taste of the City

Wednesday, September 18



At this reception, come and enjoy delicious food and wine from the region while touring the beautiful Museum of Monterey. Network with fellow attendees while enjoying the museum's art and enriching history on Monterey County.

Attendees will also have the opportunity to participate in the SDLF silent auction to raise money for scholarships for the Special District Leadership Academy programs. This year there will again be a wine raffle for the chance to win a deluxe 35 bottle wine cellar fully stocked!

This event was a huge success last year and this year will prove to be no different!

More information on page 10.

## Sponsors



maintain key  
relationships

### SDRMA Sponsored Breakfast and General Session



SDRMA GENERAL SESSION,  
SAFETY AWARDS, KEYNOTE  
Charles Marshall - "The Character  
Question - How Character Impacts  
Business and Community"

Having good character isn't just a good idea, it is the skeleton upon which all your financial, emotional, physical, spiritual, and relational success is built. In a conversational and colloquial manner, Charles manages to deliver difficult principles in a humorous fashion. Charles will share how character is built and reveal the importance of integrity, persistence, courage and discipline in your lives.

**SDRMA**  
Special Districts Management Authority





The CSDA conference was a great experience. I learned relevant and important information that has improved my ability as a board director. Networking opportunities were useful and fun. I will definitely come back next year!

- LIZ BUDA, ISLA VISTA RECREATION AND PARK DISTRICT

# Pre-con events

## PRE-CONFERENCE HIGHLIGHTS MONDAY, SEPTEMBER 16, 2013



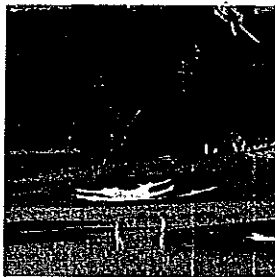
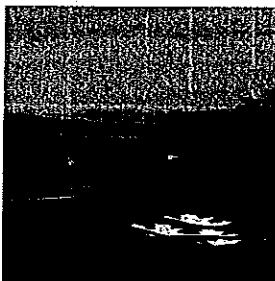
9:00 - 11:00 a.m.  
**SPECIAL DISTRICT ADMINISTRATOR (SDA) EXAM**  
*The Special District Leadership Foundation*  
*(optional - must be scheduled prior to conference)*

9:00 a.m. - 4:00 p.m.

**PRE-CONFERENCE FULL DAY WORKSHOP: SPECIAL DISTRICT LEADERSHIP ACADEMY MODULE 1: GOVERNANCE FOUNDATIONS** - Earn SDRMA CIPs *(pre-registration/payment required)*  
As the core curriculum of CSDA's Special District Leadership Academy, this workshop serves as the "foundation" for the series on effective governance of special districts.  
**\$225 Member \$375 Non-member**

1:00 - 4:30 p.m.

**PRE-CONFERENCE HALF DAY WORKSHOP: COMPREHENSIVE ORGANIZATIONAL ASSESSMENT FOR SPECIAL DISTRICTS** *(pre-registration/payment required)*  
The unique organizational structure of public agencies can present a wide variety of challenges. Brent Ives, noted organizational consultant to California special districts, will present this workshop on how to assess your district. The half-day class focuses on six key areas of the organization, how to assess each and what to do to strengthen or mitigate if issues are indicated. Don't miss this valuable course in how to optimize your District's organizational health.  
**\$150 Member \$200 Non-member**



11:00 a.m. - 5:00 p.m.  
**CSDA ANNUAL GOLF TOURNAMENT**  
*Blackhorse Golf Course*  
*(optional - must register prior to conference)*  
**\$125 includes golf with cart, lunch and prizes!**



12:46 - 4:30 p.m.  
**MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT (MRWMD) TOUR**

*MRWMD has been recognized as one of the "Best Solid Waste Systems in North America."*

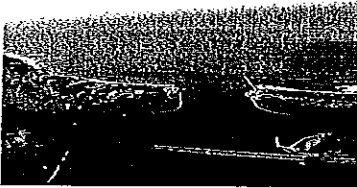
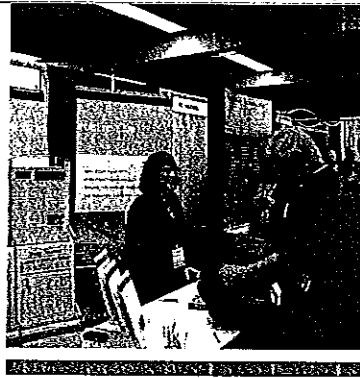
For 60 years, MRWMD has been a leader in the waste management industry with infrastructure, technology and programs in place to maximize waste diversion (reuse and recycling) for the Monterey Peninsula jurisdictions.

The tour will show you a model of a successful integrated waste management system. During the tour you will visit an active landfill and get a close up look at some of the MRWMD resource recovery facilities and programs including:

- A state of the art, Smartform Anaerobic Digester (first of its type in the US)
- A 100,000 sq ft. Materials Recovery Program
- A Landfill Gas to Energy Plant that produces five megawatts of energy
- A compost operation that composts over 20,000 tons of green waste annually
- One of the largest reuse stores in the region, the Last Chance Mercantile

\$25 per person includes transportation to/from hotel

*Only registered CSDA conference attendees or registered guests are eligible to attend. Register early, space is limited.*



11:46 a.m. - 3:46 p.m.  
**ELKHORN SLOUGH SAFARI™ AND MOSS LANDING  
HARBOR DISTRICT TOUR**

Elkhorn Slough Safari™ is an exciting way to visit Elkhorn Slough, where you will see a fantastic variety of wildlife such as playful sea otters, curious harbor seals, sea lions and hundreds of species of birds. The tour will provide excellent opportunities to view and photograph wildlife close at hand.

These two-hour boat cruises include an in-depth look at various aspects of slough ecology, fascinating history and birding in the company of a naturalist guide.

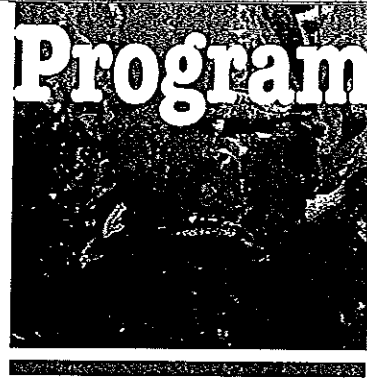
\$48 per person includes transportation to/from hotel and Elkhorn Slough Safari™

**Conference begins!**

**Monday, September 16  
5:30 - 7:30 p.m.  
CSDA Annual  
Conference Begins!**

President's Reception with  
the Exhibitors

all registrants welcome.



The networking opportunities for small districts is absolutely fabulous. Meeting with exhibitors that relate to our business is valuable. Speakers that cause you to think outside the box...priceless.

— YVONNE HILTON, TWAIN HARTE COMMUNITY SERVICES DISTRICT

**TUESDAY, SEPTEMBER 17, 2013**

7:30 a.m. – 3:00 p.m.  
EXHIBITOR SHOWCASE OPEN

7:30 – 8:30 a.m.  
COFFEE WITH THE EXHIBITORS (RAFFLE)



9:00 – 10:46 a.m.  
**OPENING KEYNOTE PRESENTATION**  
*Mike Abrashoff – Former Navy Commander and Author of It's Your Ship*

**IT'S YOUR SHIP**

An inspiring story of innovative leadership and organizational transformation, Mike Abrashoff took command of the worst-performing ship in the fleet and made it #1 by changing his leadership style and the culture—not the crew.

When Mike Abrashoff took command of the USS Benfold, the ship's performance ranked at rock-bottom. Worse—the crew didn't feel safe should they be called into action. Determined to improve performance, but without the power to hire, fire or promote personnel, Abrashoff focused on what he could change: the ship's culture. His innovative approach broke from the traditional command-and-control leadership style and sought to see the ship from the eyes of his crew—creating a guiding set of principles he calls Grassroots Leadership. His results-oriented approach equips organizations with the strategies, tactics and tools necessary to unleash innovation, lead significant change and increase operational performance.

 Continental Breakfast during presentation.

11:00 a.m. – 12:15 p.m.

**(SCHEDULED BREAKOUT SESSIONS)**

- Media Relations: Surviving and Thriving When Dealing with the Media, *Communication Advantage*
- Mandata Reimbursements: What's Still Available and When Will You Get Paid? *Nichols Consulting*
- Understanding the New GASB Pension Standards and What it Means to Your District, *Brown Armstrong Accountancy*
- Best Practices in Board Protocols, Policies & Procedures, *BHI Management Consulting*
- The People's Business – Public Meeting Law (Ralph M. Brown Act) and the Public Records Act, *Liebert Cassidy Whitmore*
- Social Media in the Workplace – A Trap for the Unwary but It's Here to Stay, *Nossaman, LLP*

12:16 – 1:30 p.m.

**LUNCH ON YOUR OWN (EXHIBIT HALL OPEN)**

1:30 – 3:00 p.m.

**EXHIBITOR SHOWCASE FINALE – DESSERT/GRAND PRIZES**



3:16 – 4:30 p.m.  
**SUPER SESSION**

*Malcom Kushner – Leading with Laughter: How U.S. Presidents Use Humor to Relate, Motivate, and Communicate – And How You Can Too!*  
(All registered attendees welcome)

Humor is a powerful leadership tool. It can command attention, create rapport and make ideas more memorable. It can also relieve tension, defuse conflict and motivate people – if it's used appropriately. In this program, you will learn simple, proven humor techniques to become a more effective leader – even if you can't tell a joke.

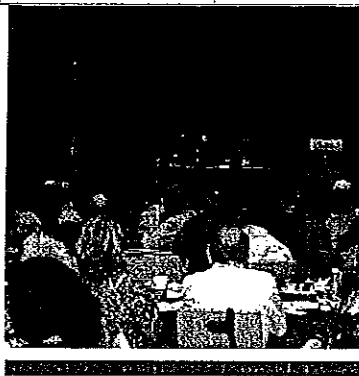
Malcolm and eight former U.S. presidents will show you how:

- Ronald Reagan defused a tough question with humor.
- Richard Nixon created rapport with laughter.
- George Bush demonstrated simple humor techniques.
- Jimmy Carter scored points poking fun at himself.
- Gerald Ford got a 28 second laugh – on purpose!

3:16 – 4:30 p.m.

**SPECIALIZED SESSIONS**

- Mitigating for Species, Water and Other Natural Resource Impacts of Public Agency Projects: A Holistic Approach, *Best Best & Krieger*
- Cellular Antennas on Special District Property: The Opportunity and the Risk, *Best Best & Krieger*
- Navigating Your Way through Bid Protests, *Meyers Hlave*



**7:00 – 9:00 p.m. SPECIAL EVENT!  
AN EVENING AT THE MONTEREY BAY AQUARIUM**

Join other CSDA members and friends as we enjoy a strolling dinner at the Monterey Bay Aquarium. Dine beside the awe-inspiring Kelp Forest exhibit for a diver's eye-view of sardines, leopard sharks, wolf-eels and a host of other fishes as they weave through swaying fronds of kelp, just like they do in the wild. Or experience the elegance of the Marine Mammal Gallery where spectacular life-size models of dolphins and whales swim overhead. You can also choose to sit by the Great Tide Pool doors, where you'll enjoy breathtaking views of Monterey Bay. Then step outside to watch sea life, a sunset or stars from the Great Tide Pool deck.

Be sure to add this optional event to your conference registration. The first 150 registered conference attendees are eligible to purchase tickets at a special reduced rate of only \$55. Regular pricing is \$110. Includes admission to the Monterey Bay Aquarium during the event, dinner, drink tickets, transportation and entertainment.

*(Optional, Limited Space, Register Early!)*

**WEDNESDAY, SEPTEMBER 18, 2013**



**8:30 – 9:00 a.m.**  
**SDRMA SPONSORED FULL PLATED  
BREAKFAST**  
*(All registered attendees welcome)*



**9:00 – 10:45 a.m.**  
**SDRMA GENERAL SESSION,  
SAFETY AWARDS, KEYNOTE**  
**Charles Marshall – "The Character  
Question – How Character Impacts  
Business and Community"**



Having good character isn't just a good idea; it is the skeleton upon which all your financial, emotional, physical, spiritual, and relational success is built. In a conversational and colloquial manner, Charles manages to deliver difficult principles in a humorous fashion. Charles will share how character is built and reveal the importance of integrity, persistence, courage and discipline in your lives.

**11:00 a.m. – 12:00 p.m.**  
**CSDA FINANCE CORPORATION BOARD  
AND ANNUAL MEETING**

**11:00 a.m. – 12:00 p.m.**  
**(SCHEDULED BREAKOUT SESSIONS)**

- Secret Agent: Understanding Potential Liability Exposures to Your Agency from the Acts or Omissions of Employees and Volunteers, *SDRMA*
- AB 1234 Required Ethics Training Part 1, *Meyers Nave*

- The New Normal: Impacts of Recent Court Decisions on Assessments, *Best Best & Krieger and Wildan & Associates*
- California Environmental Quality Act (CEQA) Reform: Threat to Environmental Protection or Long Overdue, *Meyers Nave and City of Dublin*
- Local Agency Formation Commissions 101: A Primer for Special Districts on the Powers and Responsibilities of LAFCOs, *Meyers Nave and California Association of Local Agency Formation Commissions*
- The Great Board – Best Practices for Board Development, *BHI Management Consulting*



**12:15 – 1:30 p.m.**  
**CSDA ANNUAL AWARDS LUNCHEON**  
*(All registered attendees welcome)*

Join us as we celebrate the best of special districts with awards including: Board President of the Year, General Manager of the Year, the prestigious William Hollingsworth Award of Excellence, Chapter of the Year, Special District Leadership Foundation (SDLF) Awards and more!





# Program

This conference gave me insight and solutions to issues that my district is seeking to overcome. I have taken the experience back to my fellow board members in expectation that what I gained will help us serve our community better.

- AL MORRISSETTE, PHELAN PINON HILLS COMMUNITY SERVICES DISTRICT

## WEDNESDAY, SEPTEMBER 18 CONT.

1:46 - 2:46 p.m.

### (SCHEDULED BREAKOUT SESSIONS)

- Workers' Compensation Update - Discussion of Updates in Workers' Compensation Reform and the Effect on Claims Handling Situation, *York Risk Services*
- Liability Claims -- FEHA/CRFA Accommodations and the Good Faith Interaction Process, *SDRAM*
- AB1234 Required Ethics Training Part 2, *Meyers Nave*
- Why You Can't Afford NOT to Prefund OPEBI, *PARS*
- Getting to YES: Gaining Voter & Community Approval to Fund Critical Projects, *The Lew Edwards Group and Godbe Research*
- Pay or Play - Practical Ways to Implement Health Care Reform and Avoid Penalties, *Hanson Bridgett LLP*



3:00 - 4:30 p.m.

### (SCHEDULED BREAKOUT SESSIONS)

- Board Member Liability Issues, *SDRAM*
- Reserves: Prudent Measures to Assure the Long-Term Solvency of Your District, *Panel of CSDA Finance Corporation consultants and special district management staff*
- Working with a Virtual Workforce, *CPS HR Consulting*
- Designing a Public Works Contract that Protects Your District, *ACEC California, Burke Williams Sorensen, and Morris, Polich & Purdy*
- The Exceptional Agency: How to Assure Your Agency's Mission is Fulfilled, *Rauch Communications*
- Can't We All Just Get Along? -- LAFCOs' Power to Initiate Changes of Organization Affecting Special Districts, *California Association of Local Agency Formation Commissions*

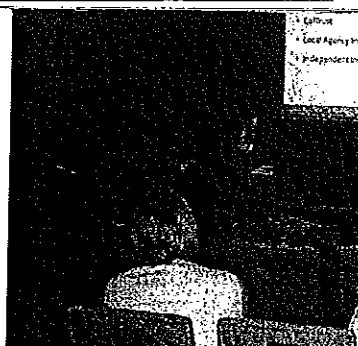


5:30 - 7:30 p.m.  
SPECIAL DISTRICT LEADERSHIP FOUNDATION (SDLF)  
"TASTE OF THE CITY" EVENT  
(All registered attendees welcome)

Join us at a special reception at the Museum of Monterey, just steps away from the Marriott on Custom House Plaza. This museum tells the stories of Monterey County in all its diversity with an emphasis on history, arts, innovation and maritime heritage.

Attendees at this reception will have the opportunity to participate in the Special District Leadership Foundation (SDLF) silent auction to raise funds for scholarships for the Special District Leadership Academy programs.

A special wine raffle will also be held at 7:00 p.m. Be sure to purchase tickets throughout the conference for the chance to win a deluxe 35 bottle wine cellar fully stocked with 35 bottles of wine...almost a \$1000 value. You must be present to win! SDLF is an independent, non-profit organization formed to promote good governance and best practices among California's special districts through certification, accreditation and other recognition programs. The SDLF and its activities are supported through the California Special Districts Association and Special District Risk Management Authority.



**THURSDAY, SEPTEMBER 19, 2013**

8:30 – 10:00 a.m.

**(SCHEDULED BREAKOUT SESSIONS)**

- Chapter Roundtable Discussion
- From Typewriters to iPads: Communication Across Generations, *Mejorada Group*
- Hiring Retired Annuitants: The Impact of the PEPPRA of 2013, *Liebert Cassidy Whitmore*
- Board and Staff Roles in Local Government, *Rauch Communications*
- A Sustainable Competency-Based Training Solution That Works - A District's Perspective, *Union Sanitary District*
- Let's Be Clear: Plain Language for Local Government, *Burke Williams Sorensen*

10:16 a.m. – 12:00 p.m.

**CLOSING BRUNCH**

**LEGISLATIVE ROUNDUP: WHAT 2013 IN THE CAPITOL MEANS FOR YOUR DISTRICT IN 2014**

CSDA's advocacy team will present attendees with the most up-to-date information on the outcome of the biggest state budget and legislative issues impacting special districts in 2013. This year included major proposals on property taxes, new "green" revenue opportunities, updates to CEOA, more transparency and accountability efforts and the implementation of public employee pension reforms. Get all the latest legislative results and learn what they mean for special districts going forward.

**Get recognized - submit nominations**



recognize peers.

**CSDA Recognizes the Best Among Special Districts**

**Do you have a board member, staff member, local chapter or program you feel deserves recognition?**

Each year, CSDA presents various awards during the CSDA Annual Conference and Exhibitor Showcase. There are a number of different categories. Please consider outstanding individuals within your district for individual awards. Chapter awards and district awards are also open for nominations.

Visit the Awards section of our website at [conference.csdanet.net](http://conference.csdanet.net) for more information.

If you have any questions regarding the awards or the awards process, please contact Charlotte Lowe, executive assistant, toll-free at 877.924.2732 or by email at [charlottel@csda.net](mailto:charlottel@csda.net).

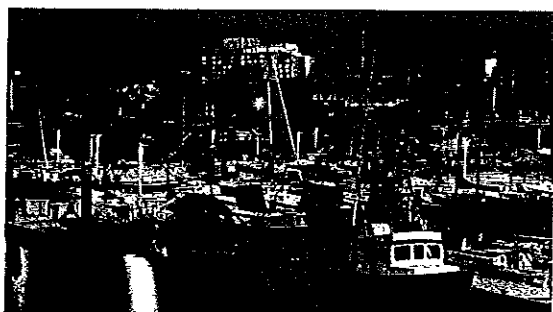
**Deadline for submissions is Friday, August 2, 2013.** All applicants will be notified prior to the Annual Conference of the winner. Winners will be awarded at the CSDA Annual Conference & Exhibitor Showcase in Monterey during the Awards Luncheon on Wednesday, September 18.



The CSDA conference was a great blend of sessions developed to assist our industries and their needs as well as great keynote speakers who were particularly motivating and inspiring to help us breathe new life into our staff positions.

- SHERYL LANDRUM, RESOURCE CONSERVATION DISTRICT OF GREATER SAN DIEGO

# Getting to and staying in Monterey



#### ARRIVING AT MONTEREY AIRPORT

Monterey flights arrive at Monterey Peninsula Airport (MRJ) via international and domestic connecting routes. The airport is situated only 10 minutes from downtown Monterey. The advantage of this small airport is that there are no long waiting lines, and security will be conducted without any hassles to the passengers. Car rentals are available at the airport for the short drive to downtown Monterey. A number of car rental companies are represented. Airfare to Monterey, including cheap flights to Monterey, is readily available online all year round.

You can also book flights to Monterey via the Norman Y. Mineta San Jose International Airport (SJC), which is located just 60 minutes from Monterey.

#### GETTING AROUND MONTEREY

The Monterey Trolley runs continuously on a circular route around downtown Monterey and Cannery Row from mid-morning to early evening. Car rentals are available, and it is advisable to have access to a car in order to enjoy the beautiful scenery surrounding Monterey. Taxicabs and the Monterey-Salinas Transit bus are also available.

Monterey Bay and the Cannery Row area are best explored on foot as there is so much to see and enjoy. Californian sea lions and harbor seals, otters, and pelicans are just a few of the varieties of sea life that you might encounter on your walks.



#### CAR RENTAL DISCOUNT

Enterprise Rent A Car is offering all CSDA conference attendees a special conference discount. You can make reservations online at [www.enterprise.com](http://www.enterprise.com) or call directly to 800-Rent-A-Car. The group code is: NACA 107. Reservations are recommended.

#### HOTEL & LOCATION

**MONTEREY MARRIOTT HOTEL**  
Monterey Marriott Hotel  
350 Calle Principal  
Monterey, CA 93940

To reserve a room at the Monterey Marriott Hotel, either book a room through the conference website, [conference.cgsd.net](http://conference.cgsd.net), or contact the Marriott toll-free at 1-800-268-9432. All reservations must be accompanied by a one night room and tax deposit, guaranteed with a major credit card. Hotel will not hold any reservations unless secured by this deposit. (All major credit cards accepted.) The first night room and tax becomes NON-REFUNDABLE if a reservation is cancelled after the cut-off date of Monday, August 26, 2013.

CSDA room rate: \$165.00 plus tax. When booking your room, please ask for the CSDA group rate.



**MAIN ATTRACTIONS OF MONTEREY**

The Monterey Bay Aquarium with its interactive exhibits is one of the best aquariums in the world. Whale-watching expeditions and harbor cruises in glass-bottomed boats are great ways to enjoy all the sea life. Kayaking, scuba diving, hiking, and biking are all fun attractions as well.


Walk to Cannery Row and stop alongside Monterey Bay where you will encounter cute little sea otters floating on their backs and see Californian sea lions and harbor seals basking in the sun on the rocks. If you want to drive outside of Monterey, the San Francisco Bay Area is nearby.

**SHOPPING, DINING AND NIGHTLIFE IN MONTEREY**


The Del Monte Center is Monterey's largest shopping mall housing many specialty stores. The well-known Cannery Row has many shops offering a diverse range of goods from fashion to souvenirs.

Delicious seafood cuisine is served at numerous restaurants, and some are situated on the Fisherman's Wharf. These are a not-to-be-missed culinary experience. There are plenty of amenities in the Wharf area where one can buy delectable snacks. Downtown Monterey is a great place to go for nightlife, dancing and comedy shows.

## What to do?



explore.



enjoy.

**The most over-used, hyperbolic phrase in the English language has got to be "world class." So we won't use it here, even though we would be more than justified in doing so.**

Suffice to say that Monterey County is a mecca for all things active. By paddle, pedal, foot or golf cart, you're going to have ample opportunity to move and do. Only here, you'll be the central character in a "come to life" postcard that changes by the hour and refuses to be taken for granted. Where it concerns opportunities to be moved by art, music and food, the offering in Monterey County is staggering, with a festival and events calendar that is unrivaled anywhere on the West Coast.



(Please print) All future correspondence will be sent to the key contact.  
One form per attendee.



**ATTENDEE REGISTRATION FORM**  
2013 CSDA Annual Conference and Exhibitor Showcase  
Monterey, California

**THREE WAYS TO REGISTER**

1. ONLINE by visiting the CSDA Annual Conference website at [conference.csdanet.org](http://conference.csdanet.org)
2. FAX your registration form to 916-520-2455. All faxed forms must include payment.
3. MAIL CSDA, 1112 I Street, Suite 203, Sacramento, CA 95814, please include registration form along with payment.  
Check 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 benefits of membership contact Cathrine Lemaire at [clmaire@csdanet.org](mailto:clmaire@csdanet.org) or call toll-free 877-924-2732.

**REGISTRATION FEES INCLUDE:**

- President's Reception with the Exhibitors Monday evening
- Keynote Sessions and Super Session
- Exhibitor Showcase Dessert on Tuesday
- Exhibitor Showcase on Monday and Tuesday
- SDRMA Full Plated Breakfast on Wednesday
- Awards Luncheon on Wednesday
- All Breakout Sessions on Tuesday, Wednesday, and Thursday
- SDF "Taste of the City" Reception
- Closing Brunch on Thursday

Name:		Title:	
District:			
Address:			
City:	State:	Zip:	
Phone:		Fax:	
Email:		Website:	
Emergency Contact:			
Member status: <input type="checkbox"/> Member <input type="checkbox"/> Non-member		<input type="checkbox"/> Vegetarian <input type="checkbox"/> Any Special Needs:	
<b>Conference Registration Fees</b>		<b>Early Bird (before Sept. 14, 9)</b>	<b>Regular (after Aug. 9)</b>
<input type="checkbox"/> CSDA Member - Full Conference	\$525.00	\$675.00	
<input type="checkbox"/> Non-member - Full Conference	\$685.00	\$735.00	
<input type="checkbox"/> Guest - Full Conference (Cannot be from a District) <input type="checkbox"/> Vegetarian	\$250.00	\$300.00	
<input type="checkbox"/> CSDA Member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday	\$250.00 each day	\$275.00 each day	
<input type="checkbox"/> Non-member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday	\$410.00 each day	\$435.00 each day	
<b>Separate Registration Fees</b>		<b>Member</b>	<b>Non-member</b>
<input type="checkbox"/> Pre-Conference Workshop: SDLA Module 1: Governance Foundations - Sept. 16	\$225.00	\$375.00	
<input type="checkbox"/> Pre-Conference Workshop: Comprehensive Organizational Assessment for Special Districts - Sept. 16	\$150.00	\$200.00	
<input type="checkbox"/> CSDA Golf Tournament (includes lunch) - Sept. 16	\$125.00		
<input type="checkbox"/> Monterey Regional Waste Management District Tour - Sept. 16	\$ 25.00 (includes transportation) (limited seating)		
<input type="checkbox"/> Moss Landing Harbor District and Ekhorn Slough Safari - Sept. 16	\$ 48.00 (includes transportation) (limited to 21 attendees)		
<input type="checkbox"/> Evening at the Monterey Bay Aquarium (limited attendees) - Sept. 17	\$ 55.00 (first 150 registered conference attendees - \$110 after 150 attendees)		
<input type="checkbox"/> CSDA Awards Luncheon (Guests only) - Sept. 18	\$ 40.00		
<input type="checkbox"/> SDF "Taste of the City" Reception (Guests only) - Sept. 18	\$ 50.00		
		<b>TOTAL</b>	
Payment type: <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover			
Account name:		Account Number:	
Expiration date:		Authorized Signature:	

**Cancellations/Substitution Policy:** Cancellations must be in writing and received by CSDA not later than August 23, 2013. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after August 23, 2013. Substitutions are acceptable and must be done in writing no later than August 30, 2013. Please submit any cancellation notice or substitution request to [sharon@csdanet.org](mailto:sharon@csdanet.org) or fax to 916-520-2455.  
**Consent to Use Photographic Images:** Registration and attendance at, or participation in, CSDA meeting and other activities constitutes an agreement by the registrant to CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions and audiotapes of such events and activities.

**ATTENDEE BREAKOUT SELECTION FORM**

2013 CSDA Annual Conference and Exhibitor Showcase  
Please indicate the breakout sessions you plan on attending.

**TUESDAY, SEPTEMBER 17, 2013**

11:00 a.m. – 12:15 p.m. – Breakout Sessions

- Media Relations: Surviving and Thriving When Dealing with the Media
- Mandata Reimbursements: What's Still Available and When Will You Get Paid?
- Understanding the New GASB Pension Standards and What it Means to Your District
- Best Practices in Board Protocols, Policies & Procedures
- The People's Business – Public Meeting Law (Ralph M. Brown Act and the Public Records Act)
- Social Media in the Workplace - A Trap for the Unwary but It's Here to Stay

3:15 – 4:30 p.m.

- CSDA Super Session: Leading with Laughter: How U.S. Presidents Use Humor to Relate, Motivate, and Communicate – And How You Can Too!
- Specialized Session: Mitigating for Species, Water and Other Natural Resource Impacts of Public Agency Projects: A Holistic Approach
- Specialized Session: Cellular Antennas on Special District Property: The Opportunity and the Risk
- Specialized Session: Navigating Your Way through Bid Protests

**WEDNESDAY, SEPTEMBER 18, 2013**

11:00 a.m. – 12:00 p.m. – Breakout Sessions

- Secret Agent: Understanding Potential Liability Exposures to Your Agency from the Acts or Omissions of Employees and Volunteers
- AB 1234 Required Ethics Training Part 1
- The New Normal: Impacts of Recent Court Decisions on Assessments
- California Environmental Quality Act (CEQA) Reform: Threat to Environmental Protection or Long Overdue
- Local Agency Formation Commissions 101: A Primer for Special Districts on the Powers and Responsibilities of LAFCOs
- The Great Board – Best Practices for Board Development

1:45 – 2:45 p.m. – Breakout Sessions

- Workers' Compensation Update – Discussion of Updates to Workers' Compensation Reform and the Effect on Claims Handling Situations
- Liability Claims – FEHA/DFRA Accommodations and the Good Faith Interaction Process
- AB 1234 Required Ethics Training Part 2
- Why You Can't Afford NOT to Pre-fund OPEBI
- Getting to YES: Gaining Voter & Community Approval to Fund Critical Projects
- Pay or Play - Practical Ways to Implement Health Care Reform and Avoid Penalties

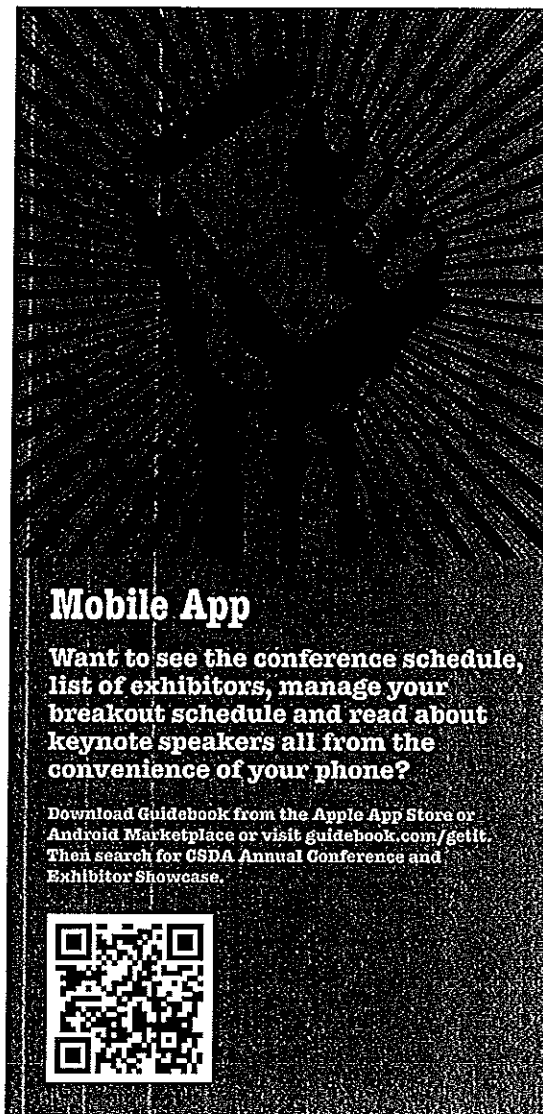
3:00 – 4:30 p.m. – Breakout Sessions

- Board Member Liability Issues
- Reserve: Prudent Measures to Assure the Long-Term Solvency of Your District
- Working with a Virtual Workforce
- Designing a Public Works Contract that Protects Your District
- The Exceptional Agency: How to Assure Your Agency's Mission is Fulfilled
- Can't We All Just Get Along? – LAFCOs' Power to Initiate Changes of Organization Affecting Special Districts

**THURSDAY, SEPTEMBER 19, 2013**

8:30 – 10:00 a.m. – Breakout Sessions


- Chapter Roundtable Discussion
- From Typewriters to iPads: Communication Across Generations
- Hiring Retired Annuitants: The Impact of the PEPRA of 2013
- Board and Staff Roles in Local Government
- A Sustainable Competency-Based Training Solution That Works - A District's Perspective
- Let's Be Clear: Plain Language for Local Government



**Mobile App**

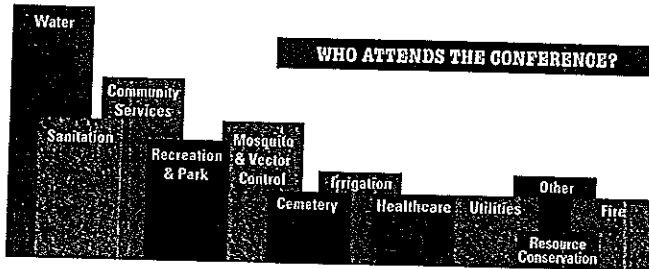
Want to see the conference schedule, list of exhibitors, manage your breakout schedule and read about keynote speakers all from the convenience of your phone?

Download Guidebook from the Apple App Store or Android Marketplace or visit [guidebook.com/getit](http://guidebook.com/getit). Then search for GSDA Annual Conference and Exhibitor Showcase.



156

Gain valuable name recognition and exposure by becoming a sponsor of CSDA's Annual Conference & Exhibitor Showcase.



**SPONSORS**

Maximize your marketing dollars by taking advantage of these sponsorship opportunities today!

All sponsorships include: listing on 2013 sponsor flyer inserted in all attendee bags, level recognition in CSDA Conference Edition of *California Special District* magazine, recognition on "Thank You" page of the onsite guide, company listed on sponsor page of conference website, post-conference attendee list (electronic copy).

\$20,000	<b>Champion:</b> Keynote Speaker Sponsorship
\$5,000	<b>Advocate:</b> (Choose One) Presidents Reception with the Exhibitors, Closing Branch or Conference Mobile App Sponsorship
\$3,000	<b>Supporters:</b> (Choose One) Super Session or Registration Sponsorship <b>SOLD OUT</b>
\$2,500	<b>Friend:</b> (Choose One) Awards Luncheon or Exhibit Hall Dessert Finale Sponsorship
\$1,000	Pre-Conference District Tour Sponsorship (Two Available)
\$300 - \$1000	Annual Golf Tournament Sponsorships
\$750	Exhibitor Grand Prize Card Sponsorship
\$500	(Choose One) Monday, Tuesday, Wednesday Morning Coffee Break Sponsorship

**AQUARIUM SPONSORSHIPS AVAILABLE**

Help bring conference attendees together at this exciting new networking event.

**Kelp Forest Sponsor: Food Station Sponsor - \$5,000** - Individual signage at your sponsored food station, logo recognition on Annual Conference website, company name recognition on Annual Conference mobile app and Annual Conference onsite guide, three additional event tickets

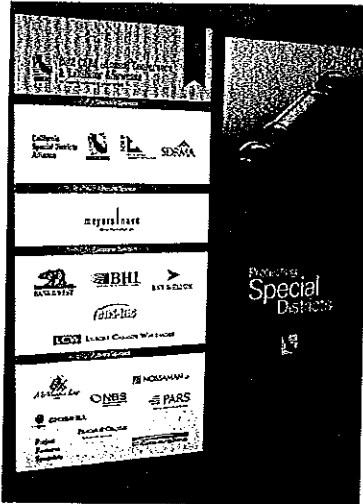
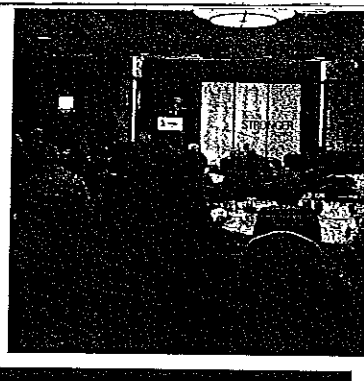
**Open Sea Sponsor: Drink Ticket Sponsor - \$2,500** - company logo on drink tickets, individual company name on tickets, logo recognition on Annual Conference website, company name recognition on Annual Conference mobile app and Annual Conference onsite guide, two additional event tickets

**Sea Otter Sponsor: Entertainment Sponsor - \$1,000** - Individual signage at event entertainment, logo recognition on Annual Conference website, company name recognition on Annual Conference mobile app and Annual Conference onsite guide, one additional event ticket

**Life on the Bay Sponsor: Décor Sponsor - \$1,000** - Individual signage at event near the balloon arch/photo spot, logo recognition on Annual Conference website, company name recognition on Annual Conference mobile app and Annual Conference onsite guide, one additional event ticket

**Wave Sponsor: Transportation Sponsor - \$1,000** - Individual company signage on transportation to and from the Monterey Bay Aquarium, logo recognition on Annual Conference website, company name recognition on Annual Conference mobile app and Annual Conference onsite guide, one additional event ticket


**SOLD OUT**



**Great opportunities!**

Custom sponsorships are available.

Contact Megan Hemming, professional development director toll-free at 877-924-2732 for more information.



recognition & exposure

**HAVE SOMETHING ELSE IN MIND?**  
We are happy to create custom sponsorship packages to meet your marketing needs.

Please contact Megan Hemming, professional development director, at [meganh@cgsda.net](mailto:meganh@cgsda.net) or toll-free at 877-924-2732.





Don't miss this opportunity to develop new relationships, reconnect with existing clients and make valuable contacts. If you only pick one tradeshow to exhibit at this year, this should be it.



**NETWORK WITH KEY DECISION MAKERS FROM SPECIAL DISTRICTS:**

- Board Members – Directors and Trustees
- General Managers
- Department Managers and Supervisors
- Administrative Support Staff
- Finance Managers
- Board Secretaries/Clerks
- Legal Counsel
- Fire/Police Chief



**RECEIVE LOWER RATES AS A MEMBER**

- EXHIBIT BOOTH RATES:**
- \$750 Standard – CSDA Member
  - \$1,000 Corner – CSDA Member
  - \$1,175 Standard – Non-member
  - \$1,375 Corner – Non-member

**WHO SHOULD EXHIBIT?**

Accountants, Architecture and Design Firms, Attorneys/Law Firms, Banks/Financial Advisors/Investment Bankers, Benefits/Retirement Companies, Computer Service Companies, Construction/Design and Planning Consultants, Engineering Firms, Energy Consultants and Suppliers, Environmental Consultants, Government Organizations, Human Resources Consultants, Information/Magazine, Office Suppliers/Distributors, Product Distributors, PR/Marketing Firms, Recruitment Advisors, Research Analysts, Relocation Consultants, Training Services and other companies that provide products/services to districts.

**BECOME AN EXHIBITOR**

Space is limited! Sign Up Today!

Your Exhibitor Booth Includes:

- 8 x 10 Booth Space
- Draped wall with 3' high draped side rails
- An exhibitor identification sign
- Company listing on our conference website
- Pre-Show attendee list for your marketing use
- One ticket to the Evening at the Aquarium (New Networking Event - \$110 value!)
- Two full conference registrations (including meals)
- Opportunity to host an appetizer or dessert tray at your booth during receptions
- Company Name on Exhibitor Card for attendee raffle
- A post-show mailing list of conference attendees
- Exhibitors are encouraged to attend keynote and education sessions
- Listing with link to company website on conference mobile app

**EXHIBITOR TERMS AND CONDITIONS**

- 1. ELIGIBLE EXHIBITS:** Exhibition is restricted to companies that are in good standing with CSDA. CSDA reserves the right to determine the eligibility of any company or product for inclusion in the conference and reserve the right to reject, void or prohibit any exhibit in whole or in part, or any exhibitor or his/her representatives, with or without giving cause.
- 2. NON-ENDORSEMENT:** CSDA does not in any way imply endorsement of any product or service of any exhibitor by entering into the exhibitor contract.
- 3. REFUNDS:** CSDA will provide a refund of 50 percent of the booth rental fees if written notice is received on or before Friday, August 23, 2013. NO refunds issued after August 23, 2013. NO EXCEPTIONS.
- 4. SUBLETTING SPACE:** Exhibitors may neither assign, sublet/sponsor the whole or any part of space allotted without written approval of CSDA. Approval is subject to eligibility as described in Eligible Exhibits.
- 5. CANCELLATION:** CSDA's performance, in whole or part, is subject to acts of God, war (whether declared or not), government regulation or actions, disaster, fire, earthquakes, accidents or other casualty, strikes or threats of strikes, civil disorder, acts or threats of terrorism, government restriction against foreign enemies, curtailment of transportation services or facilities, the unavailability of the contracted facility, lodging or other necessary facilities, or other causes beyond CSDA's control making it illegal, impossible or commercially impracticable to hold the CSDA Annual Conference. CSDA shall immediately notify exhibitors in the event of termination.
- 6. HOLD HARMLESS:** To the fullest extent permitted by law, exhibitors shall indemnify, defend and hold CSDA, its subsidiaries, and their officers, employees and agents, harmless from any and all liability that might result from any cause whatsoever associated with exhibitor's attendance at, exhibition and use of space at the CSDA Annual Conference.
- 7. BOOTH ASSIGNMENTS:** Booths will be assigned on a "first come, first served" basis and in the best interest of the exhibition. Assignment of exhibit space shall be solely at the discretion of CSDA. There is no guarantee that requested spaces shall be assigned. Application for booth space must be made by email or by fax with payment in full. Booths will not be reserved by phone.
- 8. BOOTH INSTALLATION/DISMANTLING:** Union jurisdictions prevail over all setup and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. Any installation of exhibits or displays that requires the use of hand tools, or more than one person, or longer than 30 minutes to install, shall be installed by union labor.
- 9. FIRE, SAFETY AND HEALTH:** The exhibitor agrees to accept full responsibility for compliance with local, city and state Fire, Safety, and Health Ordinances regarding the booth installation and operation of equipment. All exhibit materials and equipment must be reasonably located within the booth and protected by safety guards and devices where necessary to prevent personal accidents.
- 10. INSURANCE:** All exhibitors are responsible for supplying a certificate of insurance by August 23, 2013. The certificate must show that the exhibitor carries no less than \$500,000 of general liability insurance. It is strongly suggested exhibitors arrange all risk coverage.



**EXHIBITOR SHOWCASE APPLICATION AND CONTRACT**

2013 CSDA Annual Conference and Exhibitor Showcase  
Monterey, California

(Please print) All future correspondence will be sent to the key contact.  
One form per attendee.

**ADDITIONAL OPPORTUNITIES:**

- \$300 – Appetizer Tray at the President's Reception
- \$300 – Dessert Tray at Exhibit Hall Grand Finale
- \$250 – Additional Booth Personnel (after the first two)
- \$55 – An Evening at the Monterey Bay Aquarium, September 17, \$55 for the first 150 registered conference attendees, after 150 attendees \$110, limited attendance (networking event) (exhibit booth includes 1) This event is on a first-in basis. You may be contacted if you are not in the first group of 150.
- \$125 – CSDA Annual Golf Tournament, Monday, September 16 at Black Horse Golf Course

**WHO QUALIFIES FOR MEMBER RATES?**

All California Special Districts Association members. Not sure if you are a member? Contact the CSDA office at toll-free 877.924.2732 to find out if you are already a member. It's not too late to become a CSDA member. Simply contact Catherine Lemaire at catherine@cgsda.net or call toll-free at 877.924.2732.

Cancellations: Any cancellation must be made in writing. If notification is received prior to Friday, August 23, 2013, CSDA will refund 50 percent of the amount paid. Cancellations made on or after August 23, 2013 will not be eligible for a refund.

Submission of application does not guarantee a booth assignment. All applications are subject to approval and based on availability. In order to ensure your booth information appears in printed materials all information requested should be submitted no later than Friday, August 23, 2013.

Questions? Contact the Professional Development Department at 877.924.2732.

MAIL along with payment to CSDA – Annual Conference, 1112 I Street, Suite 200, Sacramento, CA 95814 or FAX with credit card payment – 916-520-2455.

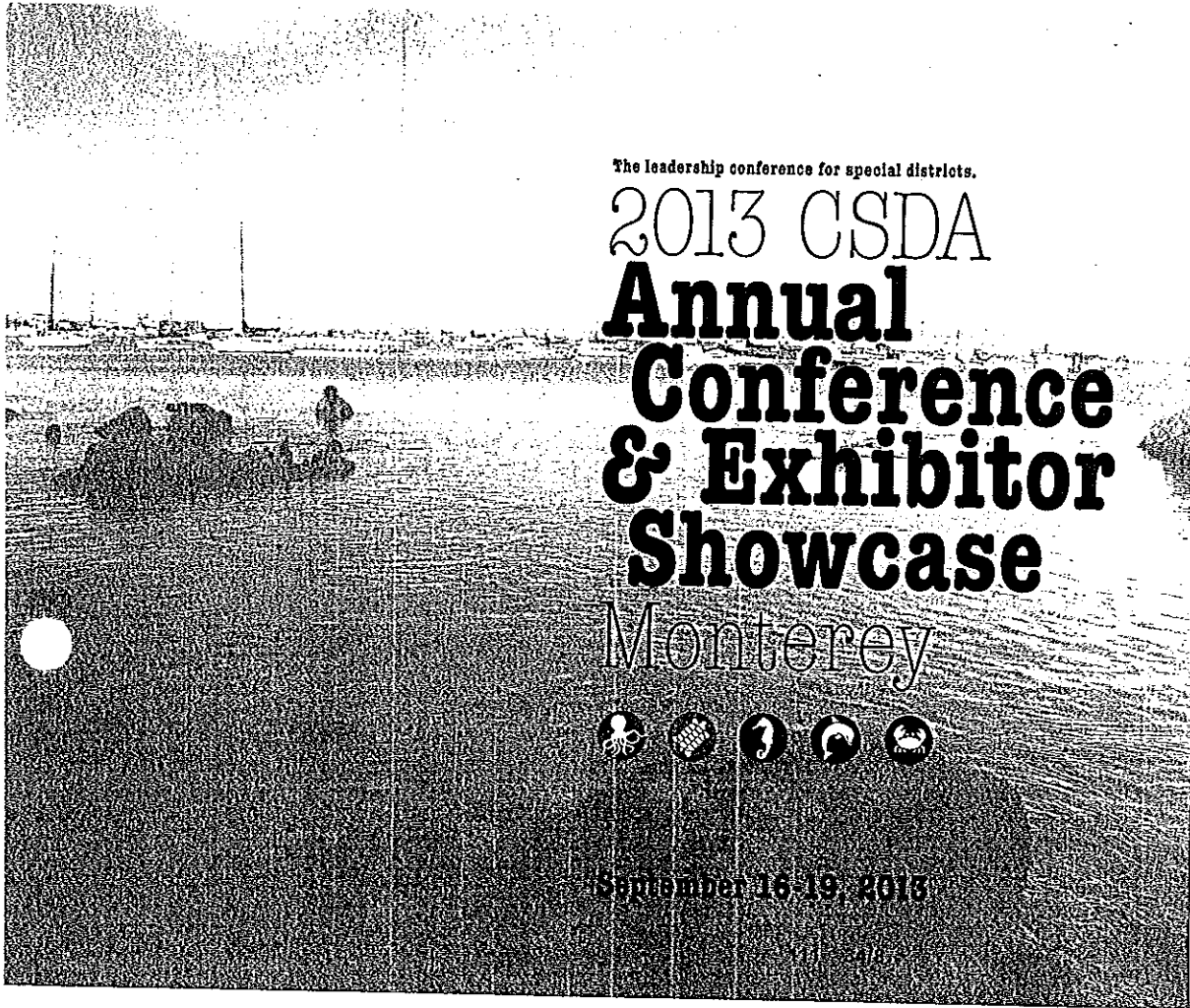
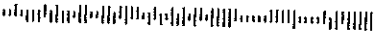
Key Contact:		Title:
Exhibiting Organization:		Number of Booths Requested:
Street Address:		
City:	State:	Zip:
Phone: (for onsite guide)		Fax:
Email:		Website: (for onsite guide)
Booth Personnel: Your booth fee includes two (2) exhibitor name badges (including all meals and attendee activities). You can add additional booth personnel for \$250 per person. Please indicate booth personnel: (Primary and 2nd Booth Exhibitor included)		
Primary Booth Exhibitor:		Title:
Primary Booth Exhibitor Email:		
2nd Exhibitor Name:		Title:
3rd Exhibitor Name (additional \$250):		Title:
4th Exhibitor Name (additional \$250):		Title:
Booth Price		
<input type="checkbox"/> \$ 750.00 standard – CSDA Member <input type="checkbox"/> \$1,175.00 standard – Non-member <input type="checkbox"/> \$1,000.00 corner – CSDA Member <input type="checkbox"/> \$1,375.00 corner – Non-member		30-word company description: (you may attach separately or email to megan@cgsda.net)
Special Requests		
Please list special requests for consideration in booth assignments (i.e. any companies you do not wish to be located next to, etc.):		
Donate a Prize - CSDA encourages all exhibitors to donate a prize to be raffled off by CSDA.		
<input type="checkbox"/> Yes, I will bring:		
Terms and conditions: I have read and will abide by the terms and conditions on this form and in the explanation of exhibitor terms and conditions.		
Authorized Name (print):		Authorized Signature:
Payment Information		
Booth price: \$ _____ Additional Booth Personnel (\$250/person): \$ _____ Appetizer Tray at Booth - Pres. Reception (\$300/tray): \$ _____ Dessert Tray at Booth - Dessert Finale (\$300/tray): \$ _____ Additional Ticket to Aquarium (\$55): \$ _____ CSDA Annual Golf Tournament - Sept. 16 (\$125): \$ _____ Total Assesmt Due: \$ _____		<input type="checkbox"/> Check # _____ <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Amex <input type="checkbox"/> Discover Account number: _____ Name on card: _____ Expiration date: _____ Authorized signature: _____



California Special Districts Association  
1112 I Street, Suite 200  
Sacramento, CA 95814

\*\*\*\*\*3-DIGIT 928  
Jeanette Contreras  
Library Director  
Placencia Library District  
411 E Chapman Ave  
Placencia, 92670-6198

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The leadership conference for special districts.

# 2013 CSDA Annual Conference & Exhibitor Showcase Monterey



September 16-19, 2013



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Library Board of Trustees August and September Meetings  
**DATE:** July 15, 2013

**BACKGROUND**

At the June 17, 2013 Library Board of Trustees meeting, it was decided that President Shkoler and Library Director Contreras would meet to determine the need to meet in August. In addition, the California Special District Association annual conference will be held September 16-19, 2013, which conflicts with the regular scheduled board meeting on September 16, 2013.

It is recommended that there will be no meeting in August 2013.

Alternative dates for the September meeting:

- Tuesday, September 17, 2013
- Monday, September 23, 2013
- Tuesday, September 24, 2013

Attachment A is a calendar for September 2013.

**RECOMMENDATION**

Authorize recommendation as discussed and agreed upon.

## September 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11 BOT	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Mr. Jeff Ferre will provide information on the Library Impact Fees Interest  
**DATE:** July 15, 2013

**BACKGROUND**

On June 26, 2008, the Placentia Library District adopted Resolution 08-10 to establish a Library Facilities Impact Fee. Mr. Ferre from Best Best & Krieger Law represented the District and he will be present to answer questions regarding the Library Impact Fees.

Attachment A is a copy of Resolution 08-10.

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.

## RESOLUTION 08-10

A RESOLUTION OF THE PLACENTIA LIBRARY DISTRICT  
ESTABLISHING A LIBRARY FACILITIES IMPACT FEE

WHEREAS, the facility standards identified in the Placentia Library District's Facility Master Plan, and the projected growth in the District's service population through 2025, indicate that there is a need for the construction, expansion and improvement of library facilities (collectively referred to "Facilities") to accommodate new development in the District's service area. The District's service area includes the boundaries of the City of Placentia; and

WHEREAS, the changing fiscal landscape in the State of California has steadily undercut the financial capacity of local governments, such as the District, to fund public facilities and improvements, such as the Facilities. As a result, the District has determined that it must find alternative sources of revenue to fund the Facilities which are necessary to serve the needs of the projected new development. The District has determined that the most appropriate means to recover the costs of development impacts upon the Facilities is to impose a development impact fee ("Library Facilities Impact Fee") upon applicants who apply to the City for development approval. Said Fee will be imposed and collected by the City in connection with the City's approval of new development; and

WHEREAS, the District finds that the approval of development projects by the City is of special benefit to development project applicants and that development projects constructed by applicants impose a special burden upon the Facilities within the District's service area, which includes the boundaries of the City, and said burden is separate and apart from that of the general public. Therefore, in the interests of fairness to the general public, the District desires to better recover the costs of development impacts upon the Facilities from applicants who have sought the City's approval for development projects. In addition, the District desires to have the City take any and all action that is required of the City to impose and collect the Library Facilities Impact Fee and to deposit and remit the Fee proceeds to the District in accordance with the law and applicable rules and regulations; and

WHEREAS, in 2007, the District adopted a Facility Master Plan which found a need to establish the Library Facilities Impact Fee to generate sufficient funds to pay for the Facilities as further described and recommended in said Facility Master Plan. Detailed descriptions of each of the Facilities, their approximate location, size, approximate time of availability and their estimated costs are also set forth in the Facility Master Plan; and

WHEREAS, the proposed establishment of the Library Facilities Impact Fee is based upon the information contained in a document entitled "Library Facilities Impact Fee Report," most recently dated June 20, 2008 ("Report") which was previously drafted and has been updated beginning in October of 2007. Based on said Report, District has determined a need to establish the Library Facilities Impact Fee ("Fee"); and



WHEREAS, the Report complies with Government Code Section 66001 by establishing the basis for the imposition of fees for new development; and in particular, the Report:

1. Identifies the purpose of the proposed Fee – the purpose is to provide a funding source from new development for capital improvements of library facilities to serve that development. The Fee will advance a legitimate interest of the District by enabling the District to provide library facilities to new development;

2. Identifies the use to which the Fee will be put – the Fee will fund expanded facilities to serve new development. All planned facilities will be located within the District. A potential list of planned facilities is identified in the Report. Specific facilities to be funded by Fee revenues will be identified through the District's Capital Improvement Plan during the annual budget process. The Capital Improvement Plan will identify the size, location, cost and funding sources for each facility, including the share of costs to be funded by the Fee;

3. Demonstrates a reasonable relationship between the Fee's use and the types of projects on which the Fee will be imposed – the Facilities funded by the Fee will expand the existing District-wide network of services accessible to the additional residents and workers associated with new development. Thus, there is a reasonable relationship between all new development District-wide and the use of Fee revenues to fund Facilities located throughout the District;

4. Demonstrates a reasonable relationship between the need for the Facilities and the types of developments on which the Fee is imposed – by calculating facility standards based on the existing facilities for 2007 and the associated service population, new development will only be responsible for its fair share of those Facilities. The Fee will not unfairly burden new development with the cost of Facilities associated with serving existing development;

5. Demonstrates a reasonable relationship between the amount of the Fee and the cost of the Facilities or portions of the Facilities attributable to the developments on which the Fee will be imposed – the reasonable relationship between the amount of the Fee for a specific development project and the cost of the Facilities attributable to that project is based on the estimated size of the service population that the project will accommodate;

WHEREAS, copies of the Report and the Facility Master Plan are on file in the District's offices located at 411 East Chapman Avenue, Placentia, CA 92870 and have been made available for public review in accordance with State law; and

WHEREAS, in accordance with Government Code Sections 6062a, 66016 and 66018, a Notice of a Public Hearing was published in the Placentia News Times, a newspaper of general circulation, on June 19, 2008. A Public Hearing was held on June 26, 2008 at 5:30p.m. or soon thereafter. The purpose of the hearing was to provide the opportunity for members of the public to be heard to protest or support the proposed establishment of the Library Facilities Impact Fee. At least 10 days prior to the public hearing referenced above, the District made available for public inspection the Report and the Facility Master Plan; and

NOW, THEREFORE, the Board of Library Trustees of the Placentia Library District does hereby resolve as follows:

1. Incorporation of Recitals The Recitals set forth above are incorporated herein and made an operative part of this Resolution.
2. Adoption of the Report The Board hereby adopts the Report. The Report is on file at the District offices, at the address set forth above, and is available for public inspection.
3. Adoption of Fee Schedule The Board hereby adopts the Library Facilities Impact Fee Schedule ("Fee Schedule") as set forth in Exhibit "A" attached hereto and incorporated herein by reference.
4. Imposition and Collection of the Fee Unless otherwise stated in the Fee Schedule, the Fee shall be paid to the City at the following times: (a) For residential development - Prior to the date of final inspection, or the date the certificate of occupancy is issued, whichever occurs first. For residential projects containing more than one dwelling unit, the Fee shall be paid prior to the date the first dwelling unit within the project receives its final inspection or certificate of occupancy whichever occurs first; and (b) For commercial, office and industrial development - Prior to the City's issuance of a building permit for any phase of the project.
5. Deposit and Remittance of Fee Proceeds to the District The Fee proceeds shall be deposited and remitted to the District in accordance with the law and applicable rules and regulations. For example, and not by way of limitation, Section 19658 of the Education Code provides that revenue acquired for the purpose of the District and the Facilities shall be paid to the credit of the District and subject only to the order of the Board of Library Trustees.
6. The Fee Is Imposed as a Condition of Development Approval The Fee shall be imposed as a condition of development approval and not as an incident of property ownership. The Board hereby finds that there is a reasonable relationship between the amount of the Fee and the cost of the Facilities or portions of the Facilities attributable to the developments on which the Fee will be imposed. Information regarding the costs of the Facilities for which the Fee is established is available for public review at the District offices. Said information establishes that the amount of the Fee will not exceed the estimated reasonable cost of the Facilities or portions of Facilities attributable to the developments on which the Fee will be imposed.
7. CEQA Compliance The Fee is intended to fund future projects, programs, and capital improvement projects related to the District's Facilities. The Fee does not commit the District to approve any particular project, program, or capital improvement, but will be placed in a separate fund for potential future projects. Accordingly, the Board hereby finds that the Fee is not a "project" for purposes of environmental review under the California Environmental Quality Act ("CEQA"), because the Fee is merely "[t]he creation of [a] government funding mechanism[] or other fiscal activity which do[es] not involve any commitment to any specific project which may

result in a potentially significant physical impact on the environment." (Cal. Code Regs., tit. 14, § 15378, subd. (b)(4); see also *Kauffman & Broad-South Bay, Inc. v. Morgan Hill Unified School District* (1992) 9 Cal.App.4th 464, 476 [holding that the formation of a community facilities district to raise revenue is not a "project" subject to CEQA where the formation of the district did not commit the public agency to any definite course of action].) The Board hereby determines that any activities which are to be funded by the Fees and are "projects" under CEQA shall be subject to full environmental review prior to Board approval. The District Staff are hereby directed to prepare and file a Notice of Exemption, under the California Environmental Quality Act, within 5 days of adoption of this Resolution.

8. Effective Date This Resolution shall take effect and be in full force and effect upon the date of adoption. However, the Fee established hereunder shall first be imposed and collected not less than 60 days from the date of adoption of this Resolution.

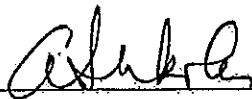
9. Severability If any section, subsection, clause or phrase in this Resolution is for any reason held invalid, the validity of the remainder of this Resolution shall not be affected thereby. The Board hereby declares that it would have passed this Resolution and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses or phrases or the application thereof be held invalid.

**APPROVED AND ADOPTED** this 26<sup>th</sup> day of June, 2008 by the following vote:

AYES:

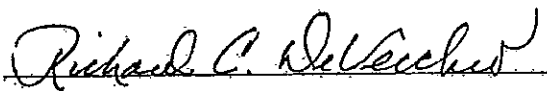
NOES:

ABSTENTIONS:



\_\_\_\_\_  
President of the Library Board of Trustees of  
the Placentia Library District

ATTEST:



\_\_\_\_\_  
Secretary of the Placentia Library District

EXHIBIT "A"  
Fee Schedule

Land Use	Costs per Capita <sup>1</sup>	Density <sup>2</sup>	Fee <sup>1</sup>	Administration Cost <sup>2</sup>	Total Fee <sup>1</sup>	Fee Per Sq. Ft. <sup>3</sup>
<u>Residential</u>						
Single Family	\$406	3.30	\$1,340	\$43	\$1,383	\$0.92
Multi-Family	\$406	2.66	1,080	38	1,118	1.12
<u>Nonresidential</u>						
Commercial	\$ 41	2.10	\$ 86	\$ 18	\$ 104	\$0.10
Office	\$ 41	3.05	125	19	144	0.14
Industrial;	\$ 41	1.40	57	17	74	0.07

<sup>1</sup>Per dwelling unit for residential or per 1,000 square feet for nonresidential.

<sup>2</sup>Library Administrative cost are calculated as two percent of the impact fee. City administrative costs are \$15.92 per fee. Administrative costs include costs for fee studies, collection, accounting, and annual reporting required by the California Government Code.

<sup>3</sup>District wide the historical average single family home square footage is estimated at 1,500 and the historical average multi family home square footage is estimated at 1,000. These estimates are to reflect the existing inventory of homes, which have contributed historically to the library facilities.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Staff Appreciation and Recognition Dinner  
**DATE:** July 15, 2013

**BACKGROUND**

Last year the Staff Appreciation and Recognition Dinner was held on October 26, 2012 at the Marriott Hotel in Fullerton. The evening event included a sit down dinner, door prizes, and a performance by an Elvis impersonator, Mr. George Thomas.

The Library Board of Trustees and the Placentia Library Friends Foundation (PLFF) hosted the dinner. The PLFF approved \$3,000 towards this year's Staff Appreciation and Recognition Dinner. The event will be held Friday, October 25, 2013 at 5:30 p.m. at the Marriott Hotel in Fullerton.

The game show themed event is being planned by the Employee Recognition Committee, consisting of Venessa Faber, Coleen Wakai, Estella Wnek and Library Director Contreras.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Business Manager  
**SUBJECT:** Approve the Weekly Claim Resolution 14-07 for Fiscal Year 2013-2014  
**DATE:** July 15, 2013

**BACKGROUND**

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

The District receives certain invoices on a regular basis and payment on the invoice is delayed pending the monthly Board authorization. In some circumstances, late fees and unnecessary interest charges are incurred because of the delay. As in the past years, adoption of Resolution 14-07 authorizes the Library Director with the signatures of two Trustees for the Placentia Library District to approve claims for payment of the types of expenses listed in Resolution 14-07. The Resolution is necessary to make payments by the County of Orange, thereby avoiding late fees and unnecessary interest charges.

Attachment A is Resolution 14-07.

**RECOMMENDATIONS**

- 1) Approve the Weekly Claims Resolution 14-07 for Fiscal Year 2013/2014 as presented.
- 2) Motion to read Resolution 14-07 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Authorize the Library Director to Approve Weekly Claims As Designated; and
- 3) Motion to adopt Resolution 14-07 by a roll call vote.

RESOLUTION 14-07  
 A RESOLUTION OF THE BOARD OF TRUSTEES  
 OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO  
 AUTHORIZE THE LIBRARY DIRECTOR WITH THE SIGNATURES OF TWO  
 TRUSTEES TO APPROVE WEEKLY CLAIMS AS DESIGNATED

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

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

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

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

NOW, THEREFORE BE IT RESOLVED, that Jeanette Contreras, Library Director with the signatures of two trustees is authorized and directed to execute any and all documents, including, but not limited to, the "claim transmitted for payment" form necessary to effectuate payment by the County of Orange on invoices received on the amended accounts listed herein for the 2013-14 fiscal year thereby avoiding late fees and unnecessary interest charges.

BE IT FURTHER RESOLVED that authorization for payments in excess of the amounts set forth herein during the 2013-14 fiscal year shall require additional authorization by the Board of Trustees.

Southern California Gas Company	\$	9,000.00
Edison and electrical-related expenses		54,500.00
Water and water-related expenses		10,000.00
Refuse disposal & household expenses		12,000.00
Pension contributions		41,644.00
Life Insurance		7,568.00
Dental Insurance		15,917.00
Vision Insurance		2,574.00
Health Insurance		191,608.00
Special District Workers' Compensation Authority		10,000.00
Specialized Services		133,700.00
Telephone and Internet-related expenses		25,000.00



RESOLUTION 14-07  
A RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO  
AUTHORIZE THE LIBRARY DIRECTOR WITH THE SIGNATURES OF TWO  
TRUSTEES TO APPROVE WEEKLY CLAIMS AS DESIGNATED

Office Supplies and Printing expenses	36,872.00
Postage and shipping	5,500.00
Maintenance of Building & Grounds expenses	48,500.00
Transportation, travel, meetings, and related expenses	27,500.00

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California            )  
  )ss.  
County of Orange            )

I, Gayle Carline, Secretary of the Board of Trustees of the Placentia Library District, of Orange County, California, hereby certify that the above and foregoing Resolution was duly and regularly adopted by the said Board of Trustees at a regular meeting thereof, held on the 15th day of July, 2013, and passed by a majority vote of said Board.

IN WITNESS WHEREOF, I have hereunto set my hand this 15th day of July, 2013.

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Gayle Carline, Secretary  
Board of Trustees of the Placentia Library District



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Discuss the Development of a Patron Exclusion Policy  
**DATE:** July 15, 2013

**BACKGROUND**

Libraries have long been an institution which provides access to information that benefits the educational, recreational, social, and research needs of communities they serve. Libraries also must maintain an environment that is safe and healthy in which patrons, volunteers, and staff can be free from harassment, intimidation, and threats to their safety and well-being. Libraries are faced with challenges of patron behavior that must be addressed to ensure the effective delivery of service and full access for patrons using the library. Libraries must maintain an environment that is conducive to all patrons' exercise of their constitutionally protected right to receive information. The American Library Association provides a framework as outlined in its Code of Ethics and the Library Bill of Rights which governs regulations of patron behavior.

In order to protect all library patrons' right of access to library facilities, to ensure the safety of patrons, volunteers, and staff, and to protect library resources and facilities from damage, it is recommended that the Library develop a policy that addresses the guidelines and procedures for excluding patrons from library premises. The policy would embody the principles stated in the Library Bill of Rights as well as guidelines set forth by the American Library Association Code of Ethics.

Attachment A is a proposed draft of a Patron Exclusion Policy.

Attachment B is the American Library Association Code of Ethics.

Attachment C is the Library Bill of Rights.

**RECOMMENDATION**

Authorize staff to present a Patron Exclusion Policy as a first reading at the next Library Board of Trustees meeting.

## **PATRON EXCLUSION POLICY**

According to the Placentia Library District Policy 6065 – Public Behavior Policy, persons who violate the code of conduct will be asked to cease the behavior by library personnel. After being warned, if behavior persists, then the violator will be asked to leave the premises. The first occurrence requiring staff to order person to leave results in the person being excluded from library premises for one month; the second occurrence earns loss of library privileges for two months; the third occurrence merits six months; any future occurrence earns twelve months.

If a person exhibits behavior that violates the code of conduct and constitutes a threat to other library patrons, library volunteers, and/or library staff, then the library can ban a patron from the library premises by following the procedures outlined below:

1. Library staff members have the authority to ban from the library premises for predetermined time periods patrons whose inappropriate behavior has been documented adequately. Staff will refer to and follow the procedures for applying any level of exclusion from the library. This procedure details the process for banning an offending patron for periods less than one year.
2. In the event that a patron's behavior constitutes an imminent serious threat to Library property, other library patrons, volunteers, and/or staff, library personnel may call the police for assistance. The Library Director has the authority to ban from the library premises for a period of twelve months any individual whose behavior is a sufficient threat to the ability of the library to operate in a safe manner or whose behavior prevents staff, volunteers, and/or patrons from using the library services, furniture, facilities and materials for their intended purposes. Permanent and/or indefinite ban will require a decision by the Library Board of Trustees with exception of emergencies or time sensitive occurrences.
3. If an individual who has been excluded attempts to return to the library premises, such an act will be considered trespassing and the police will be called to remove the person from the library premises.
4. Banning or exclusion from library premises denies the patron access to the building, grounds and services of the Placentia Library District as well as from all telephone reference. The patron may still access from an offsite computer the Library's webpage. The individual's library card will be blocked.
5. If the individual who has been banned wishes to appeal this decision, then the notification must be made in writing to the Library Director within ten (10) days from the date of the exclusion. The appeal will be heard at the next regularly scheduled meeting of the Library Board of Trustees. Trustees will decide by a majority vote to uphold the exclusion if the behavior is a sufficient threat to the ability of the library to operate in a safe manner or if the behavior prevents staff and patrons from using the library services, furniture, facilities and materials for their intended use. The ban will be in effect until this vote is taken. Trustees will instruct the Library Director to contact the person making such an appeal by letter and inform him/her of the decision of the Board.

6. It is the sole responsibility of the individual banned for twelve months to apply for reinstatement of library privileges; these are not automatically available at the end of the period of exclusion. The person notifies the Library Director that he/she plans to attend the regular meeting of the Library Board of Trustees to request reinstatement of his/her library privileges. This request may be made only after the twelve months has been completed. The ban will be in effect until this vote is taken. Trustees will instruct the Library Director to contact the person making such an appeal by letter and inform him/her of the decision of the Board.

7. Following the reinstatement by the Library Board of Trustees of a patron whose privileges had been revoked under this policy, it is understood that even one new violation of the Placentia Library District Policy 6065 – Public Behavior Policy can result in the individual being banned for an additional year from the Placentia Library District.

# **Code of Ethics of the American Library Association**

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

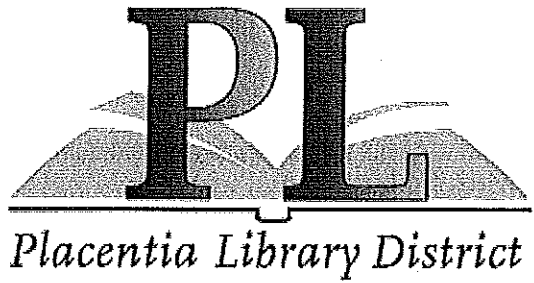
Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

## **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Discuss the Egress Door Project in the Children's Department  
**DATE:** July 15, 2013

**BACKGROUND**

At the June 17, 2013 Library Board of Trustees meeting, staff was directed to obtain an estimate from Cheri Davis and Alonco Construction to install an egress door. Building codes and guidelines recommend that for every room or space with a maximum occupant load of 500, there should be at least two exits. The Library currently has one egress door, located on the east side of the building, behind the mystery collection in the Adult Department.

It is recommended that an egress door be installed in the Children's Department, providing additional an exit point to allow library users to evacuate safely during an emergency. Alonco Construction provided a quote of \$16,260. They are currently working on the community room and staff lounge remodeling projects.

Attachment A is the quote from Alonco Construction.

Fiscal Impact: To be Determined

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.

# **ALONCO Construction**

License No. 838808 Bonded and Insured  
2584 Fender Ave. unit H  
Fullerton, CA 92831

Lonny Davis  
Cheri Davis, Interior Designer

Phone / Fax 714-870-7660

Cell 818-321-3598  
Cell 714-321-3542

Placentia Library  
411 E. Chapman Ave.  
Fullerton, CA 92870

## **CONTRACT FOR WORK LISTED BELOW**

7/07/13

### **Letter of Agreement for Children's Area Exit**

This agreement is made this day of July 7, 2013

#### **BETWEEN the CLIENT**

Jeanette Contreras, Library Director  
Placentia Library,  
411 East Chapman Avenue,  
Placentia, California 92870

#### **And the CONTRACTOR**

Alonco Construction

The **CLIENT** agrees to methods of payment as follows:

1. Total Proposal Cost of \$13,760.00
2. Deposit Fee of \$6,880.00 is required upon initial execution of contract.
3. A progress payment of 80% of the total contract, less the deposit previously paid, will be due by July 29, 2013.
4. A payment of 90% of the total contract, less the deposit previously paid, is due upon substantial completion.
5. A 10% retention billing will be due and payable upon acceptance of all punch list items and waivers from any subcontractors and suppliers, if any.

#### **NEW EXTERIOR DOOR IN CHILDEN'S AREA:**

- Pull carpet back as necessary
- Saw cut through existing wall near computer area to create opening for new 3080 glass emergency exit
- Saw cut floor as necessary for 2 new footings for wing walls at each side of opening
- Tie into existing rebar and add new rebar at footings and for new wing walls
- Pour 2 new footings at each side of door
- Install new block to create wing walls at each side of opening
- Prime and paint new block to match existing
- Install new 3080 glass emergency exit door
- Rework glass at top of door to coordinate with new door
- Re-install carpet
- Haul away trash and debris

**Total for Labor and Material.....\$13,760.00**

**Estimated Total for plans and permits.....\$2,500.00**

- **Contract does not include Plans or Permits**
- **Contract does not include any special deputy inspections or core samples that city may require**
- **Contract does not include any unforeseen conditions underneath the existing flooring**

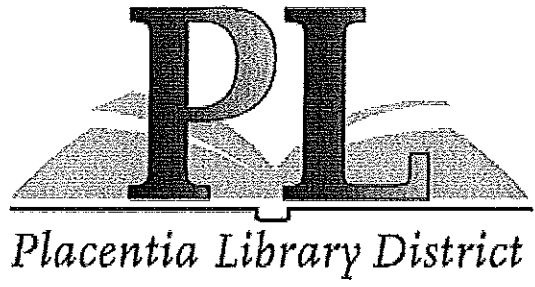
**ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED. ALL WORK TO BE COMPLETED IN A PROFESSIONAL MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATION OR DEVIATION FROM ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS WILL BE EXECUTED ONLY UPON A WRITTEN CHANGE NOTICE, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ORIGINAL ESTIMATE.**

AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
CONTRACTOR

ACCEPTANCE OF PROPOSAL AND CONTRACT PER THE PRICES ABOVE. SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
HOMEOWNER

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
HOMEOWNER



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Discuss Replacing the Damaged Carpet by the Reference Desk  
**DATE:** July 15, 2013

**BACKGROUND**

At the June 17, 2013 Library Board of Trustees meeting, staff was directed to obtain an estimate from Cheri Davis and Alonco Construction for the possible replacement of the stained and damaged carpet behind the Reference Desk. Cost for labor and material is \$1,853, excluding plans and permits and any unforeseen conditions underneath existing flooring.

Attachment A is the quote from Alonco Construction.

Attachment B is a conceptual drawing for the replacement of the carpet.

Fiscal Impact: To be Determined

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.

# **ALONCO Construction**

License No. 838808 Bonded and Insured  
2584 Fender Ave. unit H  
Fullerton, CA 92831

Lonny Davis  
Cheri Davis, Interior Designer

Phone / Fax 714-870-7660

Cell 818-321-3598  
Cell 714-321-3542

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Placentia Library  
411 E. Chapman Ave.  
Fullerton, CA 92870

## **CONTRACT FOR WORK LISTED BELOW** 7/07/13

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### **Letter of Agreement for Reference Desk Carpet**

This agreement is made this day of July 7, 2013

#### **BETWEEN the CLIENT**

Jeanette Contreras, Library Director  
Placentia Library,  
411 East Chapman Avenue,  
Placentia, California 92870

And the **CONTRACTOR**  
Alonco Construction

The **CLIENT** agrees to methods of payment as follows:

1. Total Proposal Cost of \$1,853.00
2. Deposit Fee of \$926.50 is required upon initial execution of contract.
3. A progress payment of 80% of the total contract, less the deposit previously paid, will be due by July 29, 2013.
4. A payment of 90% of the total contract, less the deposit previously paid, is due upon substantial completion.
5. A 10% retention billing will be due and payable upon acceptance of all punch list items and waivers from any subcontractors and suppliers, if any.

#### **REFERENCE DESK CARPET:**

- Pull carpet back as necessary
- Prep floor for new carpet
- Provide and install new Multiplicity carpet
- Haul away trash and debris

**Total for Labor and Material.....\$1,853.00**

- **Contract does not include Plans or Permits**
- **Contract does not include any special deputy inspections or core samples that city may require**
- **Contract does not include any unforeseen conditions underneath the existing flooring**

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED. ALL WORK TO BE COMPLETED IN A PROFESSIONAL MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATION OR DEVIATION FROM ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS WILL BE EXECUTED ONLY UPON A WRITTEN CHANGE NOTICE, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ORIGINAL ESTIMATE.

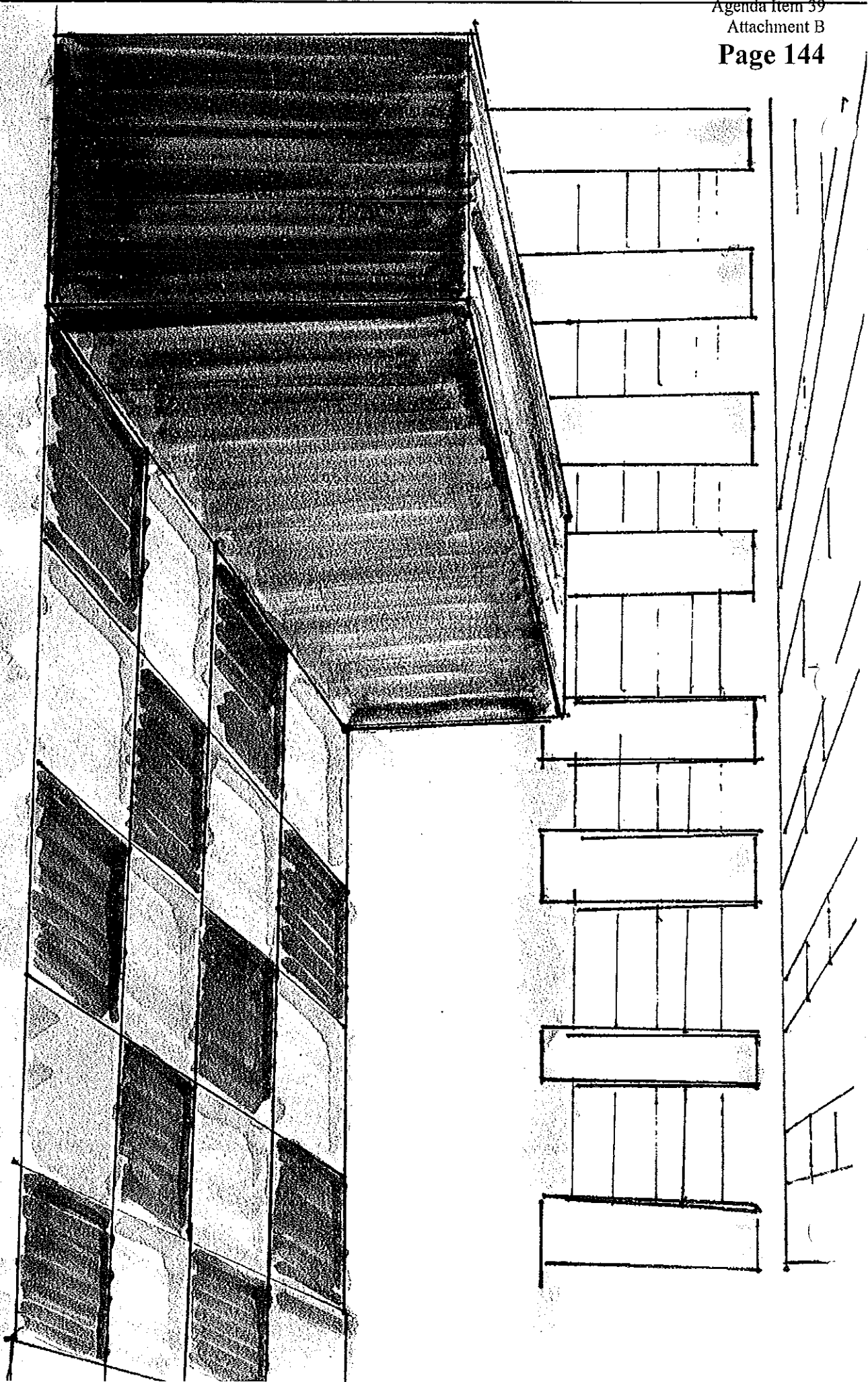
AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
CONTRACTOR

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ACCEPTANCE OF PROPOSAL AND CONTRACT PER THE PRICES ABOVE. SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
HOMEOWNER

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
HOMEOWNER



*Conceptual  
Carpet Replacement  
Reference Area*



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Discuss and Decide on the Status of the Piano  
**DATE:** July 15, 2013

**BACKGROUND**

The Placentia Library District currently has a piano in working condition and is now relocated to the boiler room. It was typically tuned twice a year, the last being on April 27, 2009, by DeCuffa's Piano Tuning & Repair for \$135. It has been used by renters and for library-sponsored programs. A similar piano was listed on craigslist.com for \$300, with no marks or physical damages. It was last used in 2011 by library staff and has not been known to be used by the public in recent years. Aside from the records for the tuning, no other documentation for the piano appear to exist and make/model of piano is nowhere to be found for the piano. Without documentation, the value of the piano remains unclear.

Placentia Library District Policy 3085 – Disposal of Surplus Property or Equipment states the following:

- 3085.1.1 Board of Trustees takes action to declare equipment surplus for any item estimated by the Library Director to be valued at over \$250.
- 3085.1.5 Items including electronic equipment valued at less than \$250 are to be given to Placentia Library Friends Foundation (PLFF) for sale.

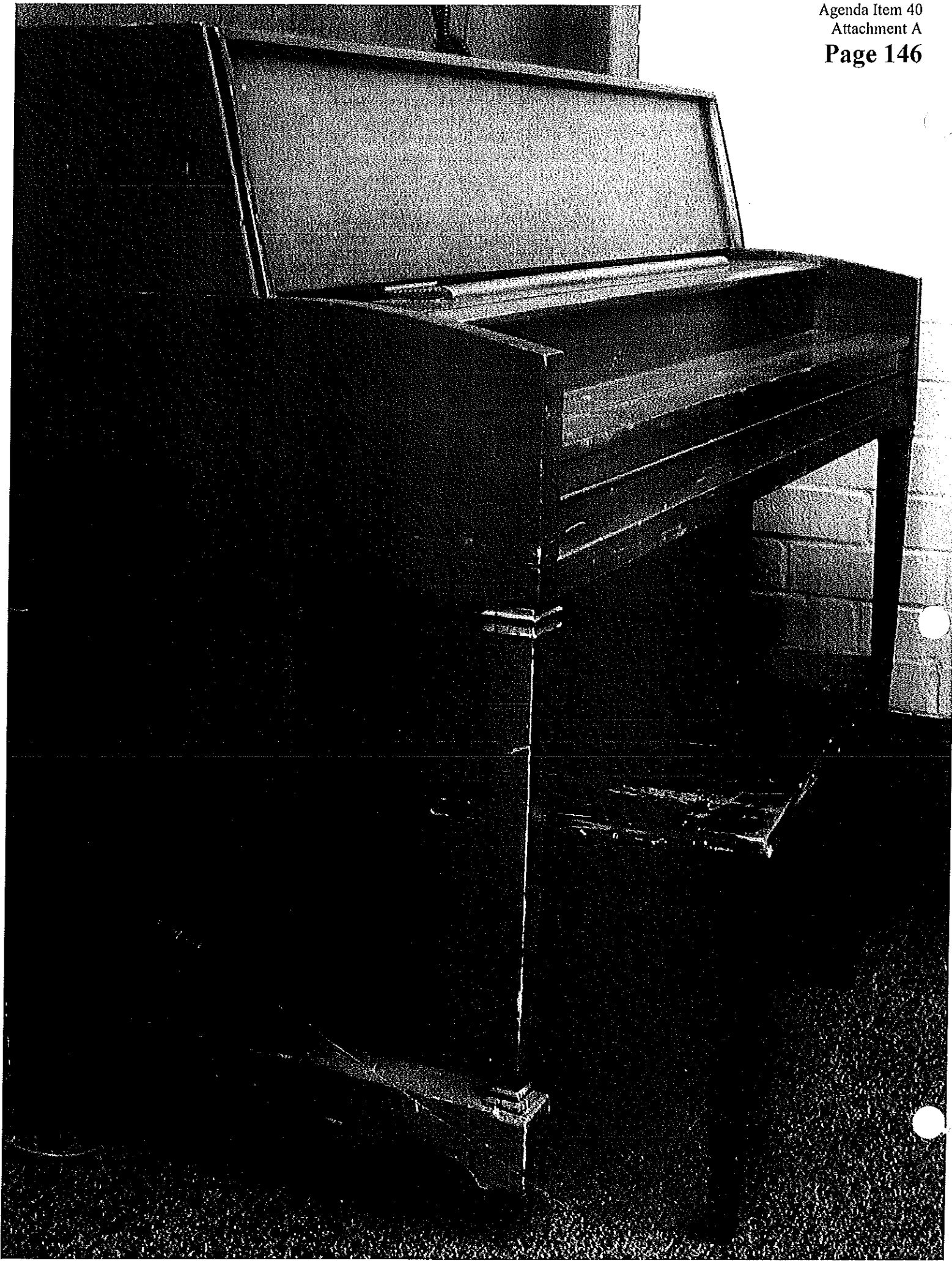
Staff asks for direction from the Library Board of Trustees as to the appropriate action to take with the piano. Options for consideration:

- Keep the piano
- Determine the appropriate value of the piano and sell it
- Replace the piano

Attachment A is a picture of the piano.

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.





# From the Public

Dear Katie & staff,

Thank You very much for my 1st ever raffle prize  
in the public library reading event! So fun!

My Trader Joe's bag - love it!

IT was filled with a cornucopia of yummy  
goodies! Olive oil from Spain - yes ☺

A bag of pasta & organic marinara sauce - yes ☺

Trader Joe's coffee - yes ☺

Loved the bottle of pink lemonade - yum!

Dried mango - wow ☺

Baked cheese crunchies - already gone ☺

Pita bite crackers - I will enjoy soon ☺

Ooh - la - la - Truffle Brownie Mix - looking

forward to baking as soon as it cools down ☺

Thank You!

Linda Anderson