

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

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

I am a recognized leader and educator in the insurance industry with several awards for my experience in insurance awareness and risk avoidance. I hold a Community College teaching credential in Insurance Education.

State Farm Insurance appointed me at the Legislative Advisor to Assemblywoman Marilyn Brewer. I continue to work as an insurance advisor for State and Federal organizations in legislative affairs and issues.

As a past international officer for Lions Clubs International, I am often consulted on insurance or risk management issues for local Lions Clubs.

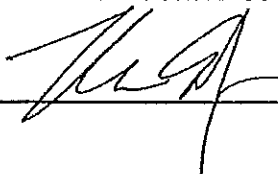
I continue to be the "go to guy" for risk management advice for various local and state groups.

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

Special Districts are faced with many challenges in today's environment, risk management being one of them. There is a definite need for comprehensive plans for reducing risks, which ultimately provided cost benefits to the Districts. My vision for SDRMA is to advise and help implement the types of plans that allow Districts success. At the same time SDRMA needs to provide comprehensive, low cost coverages to protect Districts from the unforeseen circumstances that will happen. SDRMA continues to provide those benefits. I would look forward to being a part of the process of protection for Special Districts.

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

Candidate Signature _____



Date _____

4/15/13

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

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

Nominee/Candidate	<u>Timothy W. Unruh</u>
District/Agency	<u>Kern County Cemetery District No. 1</u>
Work Address	<u>18662 Santa Fe Way/ P O Box 354, Shafter, CA 93263</u>
Work Phone	<u>(661) 746-3921</u> Home Phone <u>(661) 332-3252</u>

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

This is an opportunity to give back to the members of SDRMA; I am especially interested in keeping a small district influence on the board. It is important to maintain a balanced perspective for the decisions that impact all the members of SDRMA.

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

I have been the District Manager for the Kern County Cemetery District for 26 years. I have had various and extensive Board experience as follows:

Locally:

Kern County Special District Association - worked for LAFCo Representation for special districts; Kern County Association of Public Cemeteries; 10 years on local school board and various community boards.

State:

California Special Districts Association-currently on Legislation Committee and 3 years as a Director, one year as Legislation Committee Chair. While on CSDA I met with SDRMA in various joint meetings in an effort to help both organizations in their work together. California Association of Public Cemeteries-on board 10 years, past president and currently as legislation committee chair.

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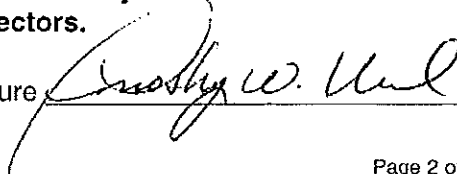
Those that know me, know that I am a people person and will work to make my involvement the best that I can. I have an interest in legislation and currently am on on CSDA Legislation Committee and have been a past chairman of the CSDA Legislation Committee. I have been working on various committees for 30 years and understand that it is important to listen to the needs of the committee and the members.

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

SDRMA has shown a great concern for the special districts in California in their commitment to meeting their insurance needs. This is done by being involved and listening to members. I wish to expand that basic concept by continuing to create education opportunities and create a tool box that districts can use to reduce claims and keep employees safe.

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

Candidate Signature



Date

4-22-2013

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

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

Nominee/Candidate John Woolley

District/Agency Manila Community Services District

Work Address 147 Melvin Lane Arcata, CA 95521

Work Phone 707.498.1371

Home Phone 707.443.6889

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

I was fortunate to be part of the beginnings of SDRMA when it was created in the latter part of the 1980's, then under the name Special District Insurance Agency. From there the focus changed, from not just providing basic insurance, but recognized risk management is the essential service and purpose for the existence of the entity, and therefore, so did the name change to SDRMA. From these experiences on the Board of Directors, I personally grew and became an advocate for its abilities and services. Now retired, but still engaged in community volunteer service, I remain attracted to the work of SDRMA and find the possibility to serve on the Board to be an exciting opportunity, and a position I am sure will be personally fulfilling. The SDRMA Management and Board Team have been providing excellent leadership, maintaining the stability and member services necessary for SDRMA to be successful, and it would be an honor to serve with them.

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

I have had over 30 years experience in various public service positions. Besides serving my community service district for 16 years, I was elected to the Humboldt County Board of Supervisors in 1996, serving 3 terms before stepping down to take a position as Field Representative for Assemblymember Wesley Chesbro, retiring in 2012. During my time on the Board of Supervisors, I was active in creating joint powers authorities, providing vital services in waste management, energy conservation, and other fields, where I was able to bring their risk management needs to SDRMA. I am familiar with the communities of our northwest counties, i.e Humboldt, Del Norte, and Trinity from my experiences with both the Board of Supervisors and the State Assembly. Currently, besides serving on the Manila CSD, I am Board member of our local county wide economic development organization, Redwood Region Economic Development Commission, also a SDRMA member; a member of the Humboldt State University President's Advisory Board, and Board President of the North Coast Cooperative.

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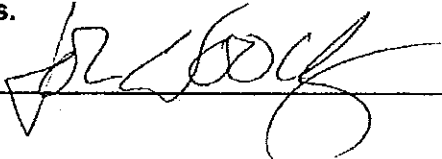
From my previous experiences with SDRMA, I have a good understanding of the organization's policies and procedures that provide a systematic ability to offer excellent coverages and risk management services. From my overall experience in public board service, I am knowledgeable of the understanding required to set policy, review and understand budgets, develop and follow appropriate personnel policies, and other legal Board requirements. I have had a good deal of experience in making presentations. I have good knowledge of the legislative process and can assist in guiding efforts to achieve legislative goals beneficial to SDRMA and its members.

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

Clearly SDRMA has been successful over the years in providing risk management services, attracting and retaining members, providing stable rates, while practicing in a collaborative ability among the Board and Management Team members. It is important to all of SDRMA that these same successes be part of its future endeavors.

At the same time, SDRMA must be mindful of the changes in the risk management world and create responsive business plans that will continue and enhance upon the existing level of services. To do so, SDRMA Board members must remain in good communication with its members; reflecting their concerns and interests, and representing SDRMA wherever possible in their communities. When the Board is considering changes or new level of services, it must remain diligent to protecting its members assets.

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

Candidate Signature  Date 4/23/13



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Award bid to Cheri Davis to provide interior design and project management for the facility remodeling projects.

DATE: June 17, 2013

BACKGROUND

At the June 5, 2013 Work Session, two designers presented their concepts for the remodeling projects.

Ms. Cheri Davis has 18 years of experience and possesses a Bachelor's Degree in Interior Architectural Design from California State University, Long Beach. Ms. Susie Ralls will be working with Ms. Davis on the project. Ms. Ralls has a Bachelor's Degree in Interior Design from the Interior Designer's Institute and is a member of the American Society of Interior Designers. They presented two options titled "Pitter Patter" with more vibrant colors and "Spectrolite" with a relaxing blue color-scheme. Ms. Davis' project is estimated at \$110,000 and would take approximately 2-3 months from start to finish.

Michele Preston has 25 years of interior design experience and possesses a Bachelor's Degree in Housing and Interior Environments from Colorado State University. Ms. Preston's design concept "is to pair the foundation of Placentia with a design that is based on safety, function and timeless touches." The community meeting room was designed under the concept of versatility and Placentia heritage with a rich and traditional look. The concept for the staff lounge was based on functionality with a home feeling. Ms. Preston's project is estimated at \$148,000

Attachment A is the cost estimate from Ms. Cheri Davis.

Attachment B is the cost estimate from Ms. Michele Preston.

Fiscal Impact: \$110,000

RECOMMENDATION

Award bid to Cheri Davis to provide interior design and project management for the facility remodeling projects.

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

ESTIMATED BUDGET FOR WORK LISTED BELOW

5/30/13

MEETING ROOM:

- Demo existing flooring and base
- Strip paneling from back wall
- Demo existing tube lighting and plastic lenses
- Install new lighting
- Retrofit existing light fixtures throughout
- Demo existing air wall, enclosure and two entry doors
- Frame in opening at entrance for new glass door entry
- Install new glass entry doors to meeting room pending plan check approval per fire codes
- Re-locate fire extinguisher currently mounted on air wall enclosure
- Re-paint walls as necessary in lobby where new entry is created to meeting room
- Install new flooring to match existing directly outside entrance to meeting room where air wall enclosure is to be removed
- Install new acoustical tiles in ceiling to match existing as necessary where air wall was removed
- Paint new acoustical tiles at ceiling directly outside entrance to meeting room to blend in with new acoustical tiles
- Demo 1 pair of glass doors at side entry
- Install glass panels where double doors were removed at side entrance
- Install new carpet
- Install new rubber base
- Provide new vinyl designer wall covering on one wall
- Install new projector
- Install new blinds on exterior windows
- Provide new acoustical tiles
- Provide new microwave at existing millwork on rack
- Provide new drywall build out at front of room w/wood veneer wall covering to house new Wall Talker screen
- Provide new wall talkers screen
- Provide new Art
- Build frame around existing kitchen area for new accordion doors to slide into
- Install new accordion doors at kitchen area
- Install new wood strips at ceiling and stain match where old track for air doors existed
- Drywall over stone and brick walls

- Tape float and sand for smooth wall
- Skim coat paneling wall
- Prime and paint

Estimated Total for Labor and Material.....\$70,306.00

MEETING ROOM ALTERNATES:

- Demo existing upper and lower millwork, sink and faucet and according doors
- Install new upper and lower thermo foil cabinets at kitchen area (wood to coordinate with existing ceiling wood)
- Install new solid surface countertop
- Install new sink
- Install new faucet and hookup drain
- Install new backsplash

Estimated Total for Labor and Material.....\$7,980.00

BREAK ROOM:

- Demo existing cabinets in kitchen area
- Demo existing flooring
- Install new circuits as necessary to accommodate new appliances and insta hot
- Add new computer jack as necessary for computer desk
- Patch walls and prep for paint
- Prime and paint
- Provide and install new upper and lower cabinets
- Provide and install new countertop
- Install new backsplash
- Install new sink
- Install new faucet and hookup drain
- Provide new insta hot
- Install new appliances
- Install new flooring
- Install new cove base
- Provide new Art
- Provide new wall graphics
- Provide new furniture
- Install new 2'x4' lenses and install lamps

Estimated Total for Labor and Material.....\$14,950.00

- **Estimated Budget does not include Plans or Permits**
- **Estimated Budget does not include any unforeseen conditions underneath the existing flooring in the Break and Meeting Rooms after removal**
- **Estimated Budget Costs are based on a blanket proposal covering both the Break and Meeting Rooms and shall not be separated based on the estimated pricing**

Quotation

72162 HIGHWAY111 RANCHO MIRAGE, CA 92270

PH. 760-340-1112

FAX 760-340-1833



desert business interiors

Date	Estimate #
6/4/2013	16081

Name / Address

PLACENTIA LIBRARY
411 E. CHAPMAN AVENUE
PLACENTIA, CA 92870

Ship To

PLACENTIA LIBRARY
411 E. CHAPMAN AVENUE
PLACENTIA, CA 92870

Rep
CG

P.O. No.	Terms
	PO/Net 30

line	Item	Qty	Description	Cost	Total
			QUOTE FOR FURNITURE		
1	6621	100	GLOBAL DUET STACK CHAIR COLOR: SEG - SEA GRASS (GREEN)	61.62	6,162.00
2	6624	3	CHAIR DOLLY ALLOWS TO STACK 40H DUET STACKING CHAIRS (BLACK ONLY)	184.47	553.41
3	BX3072RES-FLIP TOP	15	30X72 FLIP TOP TABLES, LOCKING CASTERS TOP: TIGER MAPLE - TMP EDGE: BLACK T-MOLD EDGE LEGS : SI SILVER	461.37	6,920.55
4	B44LEC	1	GLOBAL LECTURN, 17"W X 22"D X 44"H WITH ANGLED PENCIL STAND LAMINATE: TMP TIGER MAPLE FRAME TRIM: SILVER	254.67	254.67
5	DELIVER & INSTALL	1	DELIVERY AND INSTALLATION NORMAL HOURS	1,250.00	1,250.00

			Subtotal
			Sales Tax (9.0%)
			Total

Accepted by _____ Title _____ Date _____

Quotation

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 PH. 760-340-1112
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Rep
CG

P.O. No.	Terms
	PO/Net 30

line	Item	Qty	Description	Cost	Total
6	TERMS	1	<p>Terms and conditions of sale will include (but are not limited to) the following:</p> <p>*Changes to the order after order placement could affect the quoted lead time.</p> <p>*Changes, delays, night & weekend labor and poor site conditions could be subject to additional charges.</p> <p>*Standard payment terms are: Purchase Order, Net 30 day terms.</p> <p>*Payment withheld due to exceptions of punchlist shall be limited to the cost of the respective product up to a maximum of 10% of the entire order.</p> <p>*Additional charges shall apply to re-directed shipment and double handling of product. Desert Business Interiors warranties their furniture for up to one year without charge. For all manufacturer warranties after the initial first year, there will be a service/handling fee starting at \$85.00 for pick up and delivery including all service repairs.</p> <p>*Please check, sign and return final quote with purchase order for verification of specifications to see that all product is as you requested. This product will be manufactured to your specific requirements and cannot be cancelled, returned, refunded, or exchanged once the order has been expedited</p>	0.00	0.00

Subtotal			\$15,140.63
Sales Tax (9.0%)			\$1,362.66
Total			\$16,503.29

Accepted by _____ Title _____ Date _____



72162 HIGHWAY 111 RANCHO MIRAGE, CA 92270
 PH. 760-340-1112
 FAX 760-340-1833

Quotation

Date	Estimate #
6/4/2013	16081

Name / Address

PLACENTIA LIBRARY
 411 E. CHAPMAN AVENUE
 PLACENTIA, CA 92870

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	Subtotal
	Sales Tax (9.0%)
	Total

Accepted by _____ Title _____ Date _____

Bid Proposal without new storage

- Interior Design Concepts Fixed 2500
- Estimated Costs of Construction/Project Management Estimated 81,675
- Estimated Costs of Flooring Concept 1 Estimated 10,553
- Estimated Costs of Flooring Concept 2 Estimated 9,329
- Construction Drawings/3D Realistic Fixed 2,500
- New Tables, Chairs, Rolling racks, based on 100 Estimated 38,000
- Savings of 30 per chair if reupholster instead and new racks not needed.
- Appliances Estimated 6,800
- Shades with low R Value Estimated 2,200
- Presentation Equipment and Flat Screen Estimated 3,000
- Art Collage Estimated 3,500
- Additional designs if needed approved ahead in writing 75.00 hourly
- Permits TBD

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Award Contract for Placentia Library District's Financial Audit, Management Letter and preparation of the Annual Controller's Report for Fiscal Year 2012-2013.

DATE: June 17, 2013

BACKGROUND

Macias Gini & O'Connell has prepared the Placentia Library District's annual financial audit for six years. They have provided superior service and worked with library staff to ensure a transparent and efficient auditing process.

Attachment A is the letter of proposal for Macias Gini & O'Connell to provide the Fiscal year 2012-2013 Financial Audit and the Annual Controller's Report at a cost not to exceed \$14,000. Any additional costs would be discussed with the Library Board of Trustees before being incurred.

Fiscal Impact: \$14,000

RECOMMENDATIONS

1. Award the financial audit and Annual Controller's Report preparation contract for Fiscal year 2012-2013 to Macias Gini & O'Connell for an amount not to exceed \$14,000.
2. Authorize the Library Director to sign the engagement letter.



Certified Public Accountants.

Newport Beach
4675 MacArthur Court, Suite 600
Newport Beach, CA 92660
949.221.0025

Sacramento

Walnut Creek

Oakland

LA/Century City

San Diego

Seattle

April 26, 2013

Board of Trustees
c/o Jeanette Contreras
Placentia Library District
411 E Chapman Avenue
Placentia, California 92870

We are pleased to confirm our understanding of the services we are to provide the Placentia Library District (District) for the year ending June 30, 2013. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of the District as of and for the year ending June 30, 2013. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management’s discussion and analysis (MD&A), to supplement District’s basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to District’s RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management’s Discussion and Analysis.
- 2) Budgetary Comparison Schedule – General Fund
- 3) GASB – required supplementary pension and OPB information

In addition to our audit of the basic financial statement of the District, we will also perform the following:

- 1) Prepare the Annual Financial Transactions Report (State Controller’s Report)
- 2) Agreed upon procedures to review compliance with appropriations limit of Section 1.5 Article XIIB of the California Constitution.

Audit Objective

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. If our opinions on the financial statements are other than unqualified, we will discuss the reasons with you

in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You are also responsible for making all management decisions and performing all management functions; for designating an individual with suitable skill, knowledge, or experience to oversee our assistance with the preparation of your financial statements and related notes and any other nonattest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the District and the respective changes in financial position and where applicable, cash flows, in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations. You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because an audit is designed to provide reasonable, but not absolute, assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

It is our policy to keep records related to this engagement for seven years. However, MGO does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

By your signature below, you acknowledge and agree that upon the expiration of the seven year period MGO shall be free to destroy our records related to this engagement.

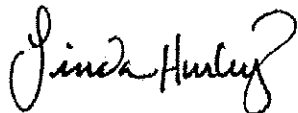
We expect to begin our audit on approximately December 2, 2013 and to issue our reports no later than January 17, 2014. Linda C. Hurley is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses will not exceed \$14,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Professional and certain regulatory standards require us to be independent, in both fact and appearance, with respect to the District in performance of our services. Any discussions that you have with personnel of our Firm regarding employment could pose a threat to our independence. Therefore, you agree to inform us prior to any such discussions, so that we can implement appropriate safeguards to maintain our independence.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,
MACIAS GINI & O'CONNELL LLP

By:



Linda C. Hurley, CPA
Partner

RESPONSE:

This letter correctly sets forth the understanding of the Placentia Library District

By: _____

Title _____

Date: _____

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Review and Approve the Strategic Planning Consultant Request For Proposal.**

DATE: June 17, 2013

BACKGROUND

The Placentia Library District with the help of a strategic consultant produced a strategic plan on May 9, 2006. The plan was to be the roadmap for the Library for the year 2010. Since its completion, the trustees and library staff met on January 28, 2013 to review and discuss the document. The meeting provided an opportunity to assess the Library's budget needs and anticipate new service models and technology programs for our community.

The strategic plan serves a dual purpose as a reality checkpoint and an action plan for library staff. It also enables the public to understand the direction the Library is taking and the strategic implementation for services and programs the Library would like to offer over the next three to five years. The last strategic plan was written over seven years ago.

Library staff recommends the Library Board of Trustees consider procuring a strategic planning consultant. The consultant will facilitate, design, develop, assist in the implementation, and assess a new strategic plan to guide service development and resource allocation to reflect the needs of our community.

At the April 22, 2013 Library Board of Trustees meeting, staff was authorized to proceed with drafting an RFP for a Strategic Planning Consultant.

Attachment A is the proposed RFP.

Fiscal Impact: \$25,000

RECOMMENDATION

Approve the Strategic Planning Consultant Request For Proposal as presented, inclusive of feedback from the Library Board of Trustees.

Date: July 1, 2013

SUBJECT: Request For Proposals (RFP) –Strategic Planning Consultant

Submit Written Bid To: Placentia Library District
Attn.: Library Director
411 E. Chapman Ave.
Placentia, CA 92870
714-528-1925, ext. 203

Written Bids Shall Be Submitted By:

Date: August 1, 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.

It is recognized this Request For Proposal may not identify every possible strategic plan feature that would be of benefit to the Placentia Library District. Thus, bidders are encouraged to identify problems, solutions, or any additional features which would be of benefit to the Placentia Library District and pertinent to their proposals. Bidders are required to provide as much detail as possible in this proposal process regarding scope of services.

INTRODUCTION

The Placentia Library District seeks a consultant to develop a comprehensive strategic plan for the library. Specifically, the Library Board of Trustees expects an action plan that includes goals, measurable objectives, and proposed activities to meet community needs for the next three to five years (2014 – 2019). The plan should also address the implications of the proposed goals for the Library’s collections, technology, staffing and facilities. This plan will examine the community’s growth patterns and demographics, and identify the need for service with respect to future trends and technologies. It will also identify possible funding needs to respond to service demands. The purpose of the strategic plan is to position the Library to proactively provide service to meet changing needs in a cost-effective manner, and to educate stakeholders about library services.

The most recent strategic planning document was developed in 2006.

LIBRARY BACKGROUND

The Placentia Library District owns, operates and maintains its building at 411 E. Chapman Avenue, Placentia, CA 92870. The District is a special district, independent of the City and County. It has four departments: Administration, Circulation, Children’s Services and Adult Services. Placentia Library District is located in Orange County. The District has one 22,800 square feet library serving the 54,518 residents of Placentia, California.

On May 20, 2013, the Library Board of Trustees approved the 2013-2015 Fiscal Year Budget with an operating budget of \$2,132,414 for 2013-2014 and \$2,174,102 for 2014-2015. The Library is open 60 hours per week, six (6) days a week with Friday closures. The Library is anticipated to be open seven (7) days a week beginning July 1, 2014. In 2012, the Library had 351,649 registered card holders with 283,696 visitors. The Library checked out 203,043 items and it currently has a collection size of 120,247. There are 40 public access computers with Internet connections, Microsoft software, and selected computers with wi-fi connectivity.

FINANCIAL RESOURCES

The Placentia Library is an independent special district of local government funded primarily through property tax revenues, approximately (92%), with a small portion (8%) from local revenue sources. Local revenue sources include fines and fees, passport services, test proctoring, meeting room rentals and DVD rentals. The Placentia Library Friends Foundation (PLFF) provides funding to programs not supported by general funds. PLFF is committed to providing \$36,000 to the Library, annually.

PROJECT DESCRIPTION

The Placentia Library District is seeking a professional library consultant to:

- Facilitate the strategic planning process using a standardized methodology effective for public libraries.
- Design an effective method for data gathering and presentation. This may be limited to surveys or could include focus groups, and community meetings, to identify needs over the next three to five year period.
- Facilitate meetings of the planning committee(s).
- Assist in the identification of service priorities, goals, objectives and activities.
- Assist in identifying needs where the current library operation is insufficient to meet the identified service priorities.

The process will gather inputs from the Library Board of Trustees, library staff, and stakeholder as identified by the Library and the Consultant. The development of the strategic plan must include clear and deliberate involvement of the Library Board of Trustees at appropriate stages – as recommended by the Library Director.. The finished strategic plan must be easy to understand, comprehensive in nature, and organized in such a manner that assures full coverage. The strategic plan must create a “roadmap” for Placentia Library District.

The Consultant must demonstrate relevant qualifications by providing recent, and like examples of past clients. The Consultant must demonstrate knowledge and experience working with special districts and the opportunities and challenges therein.

SCOPE OF WORK-General Description

The Consultant will assist the Library Board of Trustees and library staff of the Placentia Library District in developing:

1. Statement of community needs and goals.
2. Measurable objectives and services responsive to community needs and goals.
3. Assessment of facilities, services, technology, and operations.
4. A strategic plan annual evaluation process.
5. Financial resources and sustainability.
6. Collaboration with other community partners.
7. A professional development strategy.
8. Determining current use and projecting future demand as affected by:
 - a. Community needs and the opportunities they offer.
 - b. Future trends in technology.
 - c. Trends affecting the future of public libraries in general.
 - d. Community organizations that either supplement or complement library services.
9. Determining the type of data to be collected, and the appropriate measurement standards to ensure its usefulness in decision-making.
10. Collecting, reviewing and analyzing data and making recommendations based on the data.
11. Evaluating existing policies and operational practices.
12. Evaluating delivery approaches including design, planning, programming, promoting/marketing of library services, physical facility, fiscal policies and staffing.
13. Prioritizing current services and recommended new services to address identified service priorities for the next three to five years.
14. Identifying strategies to build organizational capacity for addressing community needs.
15. Addressing the financial implications of proposed recommendations with respect to the existing and future capital, operational models and budgets.
16. Determining and developing funding strategies for alternate sources including grants and partnerships.

The Consultant will be required to:

1. Conduct initial meetings with the Trustees Board President, Library Director, and Business Manager, to discuss background, to develop the approach and discuss key coverage areas for inclusion in the plan. This group will serve as a steering committee for the strategic plan development.
2. Conduct meetings with agency employees to gather their thoughts and perspectives regarding future agency-wide vision, values, initiatives and strategy. Conduct meeting(s) and/or public forum with other interested agencies and the public to gather broad perspectives regarding the strategic planning process and future Library-wide initiatives.
3. Prepare for a Library Board of Trustees Strategic Planning Workshop. Through interviews or a written questionnaire, receive perspectives and work to focus the Board's ideas on the upcoming strategic planning process. Circulate/address questions/collect/tabulate and analyze the results of the interviews/questionnaire.
4. Conduct Strategic Planning workshop with the Trustees, to include development of the following elements.
 - a. Board derived Mission, Vision and values statements.
 - b. Comprehensive strategic elements that assure proper coverage of all Library functions.
 - c. Preliminary strategies that will plan for the successful achievement of the Library vision.
5. Review and analyze existing data provided by Placentia Library District.
6. Assist Placentia Library District in identifying services to best address new service priorities.
7. Develop quantitative performance measures.
8. Work with the Steering Committee to produce progressive stages of the plan through to final draft. The final draft will have fully developed strategies and action plans to support the District mission, and assure the District vision can be achieved. All areas of Library function will be covered in the strategic plan. The final draft will be presented to the full Board by Consultant for consideration and adoption.
9. Print and provide 25 copies of final strategic plan to the Library and electronic versions of the Strategic Plan in PDF form and WORD formats.

PROJECT TIMELINE

It is anticipated that the project will begin in September 2013, and be fully completed by the end of March 2014.

SELECTION PROCESS

Placentia Library District reserves the right to select a Strategic Planning Consultant based directly on the proposal or to negotiate further with one or more bidders. Placentia Library District reserves the right to reject any and all proposals.

The proposal will be evaluated by the Placentia Library District and the selected Consultant(s) may be asked to make a formal presentation(s) to the Library Board of Trustees and Administration. Evaluation of the proposals will include but not be limited to the following criteria:

- Relevant experience and success in public library planning.
- Cost to complete the process. Please itemize costs in relation to the Preparation Stage, Information Gathering Stage, Design Stage, and the Implementation Stage.
- Ability to meet deadlines and operate within budget.
- Prior experience in working with both public staff committees.

PROPOSAL REQUIREMENTS

Proposals must include the following:

1. A cover letter providing a brief description of the Consultant, name, address, telephone number, email, and fax.
2. Executive summary of the proposal highlights. It should not exceed one page in length while conveying the Consultant's understanding of the purpose and expected outcomes of the project.
3. A list of key personnel who would be involved in the process and their expertise/experience.
4. A summary of the Consultant's overall qualifications and experience. Professional degrees in library and information science, as well as experience in the administration of libraries, are desired. Consultant will demonstrate expertise in library operations, technology and facilities. Evidence of successful experience in planning is crucial to the selection.
5. A work plan that includes a description of the methodology, tasks, timelines, significant milestones and estimated amount of time to complete the project.
6. Exclusions or exceptions – Note any parts of the proposal beyond the expertise of the Consultant.
7. A schedule of costs for providing planning services, including number of personnel to be assigned and their levels, supplies, number of onsite visits and cost per trip, data gathering and analysis, and other costs associated with the planning process.
8. Contact information for at least two (2) previous public libraries and/or special districts for which Consultant has provided strategic planning service.
9. Additional Documentation – Consultants are welcome to provide additional documentation that will assist Placentia Library District in the selection process.

ADDITIONAL INFORMATION

1. Placentia Library District will not reimburse costs of preparing and presenting the Consultant proposals.
2. Placentia Library District reserves the right to cancel the award of contract any time before the execution of the contract by both parties.
3. In cases of disputes over differences of opinions as to the services in the proposal, the decision of the Placentia Library District shall be final.
4. The RFP will be posted on Placentia Library District's website: www.placentialibrary.org.
5. RFPs will be sent to the Library Consultants Directory: <http://www.libraryconsultants.org/> and may be distributed to individual consultants.
6. Questions should be submitted in writing no later than July 22, 2013 and to:

Library Director
Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92870
jcontreras@placentialibrary.org

Proposals must be received in a sealed package appropriately marked with the proposal title and name and address of the Consultant by 5:00 p.m. on Thursday, August 1, 2013. The District will notify the consultants chosen for further consideration within 30 days after the proposal deadline, and will notify all bidders in writing of the outcome of their proposal within 30 days after the final decision is made.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorize the Business Manager to attend the General Manager Leadership Summit.**

DATE: June 17, 2013

BACKGROUND

The Business Manager has requested authorization to attend the California Special Districts Association General Manager Leadership Summit.

The General Manager Leadership Summit will be held in Newport Beach, California from July 14-16, 2013. Topics will include:

- Effective Use of Social Media for Special Districts
- Making the Record: How to Effectively Document Employee Performance
- Discrimination and Disability Claims: What Are Your Duties and Responsibilities
- Managing Ethics in a Crisis
- Public Records Act
- Using Visual Tools to Share Ideas and Solve Problems

Attachment A is the program for the Summit.

Fiscal Impact: \$1,000.

RECOMMENDATION

Authorize Business Manager to attend the General Manager Leadership Summit in Newport Beach, California from July 14-16, 2013.



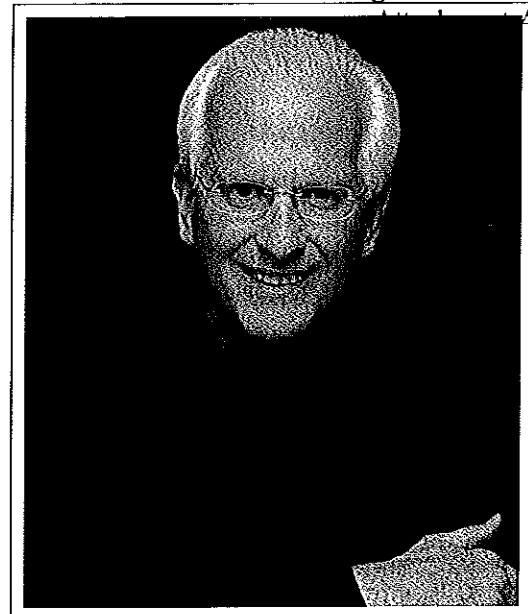
**California Special
Districts Association**
Districts Stronger Together

GENERAL MANAGER LEADERSHIP SUMMIT

A leadership conference for general managers and other management staff in special districts

July 14 - 16, 2013 • Hyatt Regency Newport Beach

NEW CONTENT FOR 2013! REGISTER NOW!



Schedule of Events

SUNDAY, JULY 14

4:00 – 6:00 p.m.
Registration

5:30 – 7:00 p.m.
Welcome Reception

MONDAY, JULY 15

9:00 - 10:30 a.m.
OPENING KEYNOTE AND
CONTINENTAL BREAKFAST
“The Leadership Formula – It’s a
PROCESS, Not an EVENT”

Robert Stevenson

The Leadership program's focus is on practical, insightful and useful skills that help to make relationships work and districts prosper. Designed with the goal of helping organizations thrive in today's marketplace, Stevenson identifies how to start, maintain, and deepen working relationships. This program starts with the nine elements of the Leadership Formula then delves even deeper into the philosophy of relationships. Stevenson addresses courage and challenge, confidence and commitment, compassion and communication, change, cooperation, and control. Participants will be able to: establish rapport, develop respect, recognize effort, provide effective encouragement, deal with differing viewpoints, improve listening skills, and master the skills to gain willing cooperation.

10:30 a.m. – 12:00 p.m.

<<< 90 MINUTE BREAKOUT SESSIONS >>>

Effective Use of Social Media for Special Districts

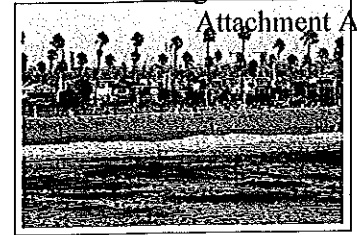
Linda Hunter, Hunter Squared

This panel discussion will focus on how special districts can incorporate social media into their existing community outreach program. We will also discuss the maze of different social media outlets, which ones to use and which ones are not worth the time and effort. We will educate the attendees on: when and why to use social media to reach customers/constituents; how to set up an effective social media program; which social media outlets are most effective for the various special districts; how to build followers and what to share through social media outlets.

Making the Record: How to Effectively Document Employee Performance

George Joseph, Nossaman LLP

Making an effective written record of employee performance management is essential not only to ensure clear communication of expectations, but also to prepare employers and managers to respond to grievances, claims and lawsuits. Through the use of hypothetical situations and interactive discussion, this session will focus on best practices to ensure that documentation achieves these goals and avoids legal pitfalls that can create trouble later on. The objective of the session is to equip managers with documentation strategies that strike an appropriate balance between positive encouragement and direct, effective communication, in three areas: (1) writing effective employee performance appraisals (2) appropriately documenting employee counseling and discipline (3) making an accurate record when investigating employee concerns.



MONDAY, JULY 15 CONTINUED

12:00 – 1:30 p.m.

Networking Lunch

1:30 – 3:00 p.m.

<<< 90 MINUTE BREAKOUT SESSIONS >>>

Optimizing Your District...Strategically!

Brent Ives, BHI Management Consulting

Strategic planning comes in many forms. Find out from the expert how a proper strategic plan that is customized to special districts can smooth out many of the issues or potential issues that districts face today. Brent Ives is a foremost authority in strategic planning for special districts, working across the state with many agencies on this very subject. His unique planning model, customized to special districts, has been incorporated in over 100 California special districts. The class will cover: why a strategic plan is critical to optimizing a district; what a good plan should look like and include; who does what for a proper strategic plan and what a strategic plan will mean to a district, its staff and its Board today and tomorrow.

Building and Maintaining Community Support: Dealing with Difficult Outreach and Communication Challenges

Martin Rauch, Rauch Communication Consultants, Inc.

This session will help you explore your agency's communication approach in normal times and at times of controversy. It includes examples, case studies and tips, as well as time for managers to share their experiences and have their questions answered. We will identify appropriate roles for staff, directors and consultants. Examples will be given for lower-cost outreach techniques, and for measuring outreach program performance. The session will also cover: methods for gaining public support for controversial projects; ways of turning the tide when your agency is under attack; proven guidelines for dealing with vocal activist and opponent groups; techniques for working with the press; using social media and more.

3:00 – 3:30 p.m.

Break and Networking with Exhibitors

3:30 – 4:30 p.m.

<<< 60 MINUTE BREAKOUT SESSIONS >>>

Discrimination and Disability Claims: What Are Your Duties and Responsibilities?

Dennis Timoney, Special District Risk Management Authority and Christine Balbo Reed, Esq. – Partner, Low Ball & Lynch

This session will address new changes with the Department of Fair Employment & Housing Commission (DFEC) and potential exposures public entity employers face today. Under California law how is the term "disability" defined? What are the employer's duties? What does the "Interactive Process" look like? How much does a "Reasonable Accommodation" cost? What "Affirmative Duty" does your entity have? These questions and more will be discussed to assist your agency in developing policies to comply with the new regulations.

What's Up with Public Employees' Pension Reform Act of 2013 (PEPRA)?

Jeff Chang, Chang, Ruthenberg & Long, Attorney

Jeff Chang will provide a high level overview of what is going on as special districts attempt to comply with the Public Employees' Pension Reform Act of 2013, including: important resources for learning more about PEPRA; the status of technical corrections and clarifications to the original legislation; advice and guidance coming from CalPERS on PEPRA; best practices for complying with PEPRA – depending on whether you are in or out of CalPERS and problems and issues not addressed by PEPRA. Bring your questions about PEPRA to make the overall discussion more practical.

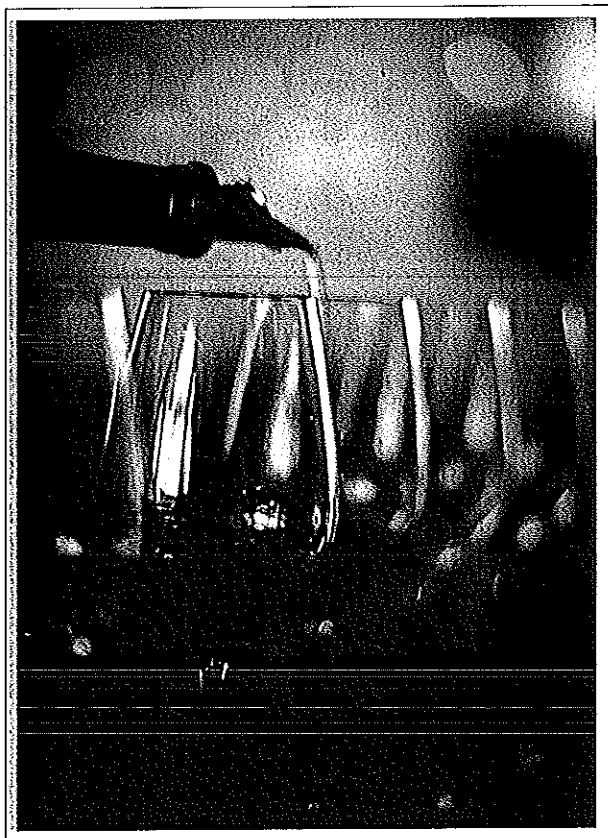
MONDAY FOOD & WINE EXPERIENCE

5:30 – 7:00 p.m.
FOOD & WINE EXPERIENCE RECEPTION
Reception and Networking with the Exhibitors



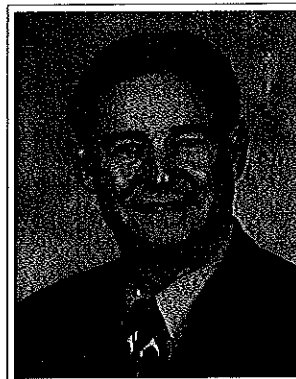
Sponsored by Special District Risk Management Authority

A reception you won't want to miss! The Hyatt will feature some great food and wine pairings featuring fresh local ingredients that reflect the season and local flavors.



TUESDAY, JULY 16

7:30 – 8:30 a.m.
Coffee with the Exhibitors



8:30 – 10:00 a.m.
SDLF SPONSORED KEYNOTE
AND BREAKFAST
**Bringing out the Best in
Your Board: How to Prepare,
Interact and Communicate**
*Brent Ives, BHI Management
Consulting*



Experience tells us there are common issues that can effect optimal board dynamics and the overall organizational health of a district (rogue member, un-focused board, lack of respect for one another and more). This session will review those, discuss examples and provide remedies. *This keynote includes recognition of current Special District Administrators.*

10:00 – 10:30 a.m.
Break and Networking with Exhibitors

10:30 a.m. – 11:30 a.m.
<<< 60 MINUTE BREAKOUT SESSIONS >>>

Managing Ethics in a Crisis

Joan Gladstone, Gladstone International

Ethical decision-making while in the "heat of the moment" is critical to preserving your district's reputation over the long-term. Districts and boards must have the courage to manage media and public pressure in the first critical hours of a crisis without compromising integrity. This session will examine the seven enemies of ethical conduct in a crisis and offer specific leadership concepts. By examining actual cases, you'll learn new ways to guide ethical decision-making the next time you and your board face a major issue or crisis situation. Learning outcomes include: how to achieve consensus when time is of the essence; how to neutralize tension and emotion; ways to develop "crystal ball" thinking to forecast outcomes, assess options and compare consequences and when to seek third-party support to break logjams and add new perspectives.

Bringing out the Best in
Your Board: How to Prepare,
Interact and Communicate
is sponsored by the
Special District Leadership
Foundation.

TUESDAY, JULY 16 CONTINUED

10:30 a.m. – 11:30 a.m.

<<< 60 MINUTE BREAKOUT SESSIONS >>>

Public Records Act – To Disclose or Not Disclose? It's More Complicated Now Than Ever Before

Mark Meyerhoff, Liebert Cassidy Whitmore

With government transparency a top priority in today's political culture, public agencies are facing increasing demands under the Public Records Act (PRA). How do you handle responding to a PRA request that involves potentially thousands of emails that contain confidential information? How do you respond when you know the PRA request is informal discovery? What must a public agency disclose with respect to employee compensation and retiree pension amounts? Come discuss these and other recent PRA related challenges facing your agency. This session is everything you always wanted to know about the PRA but were afraid to ask.

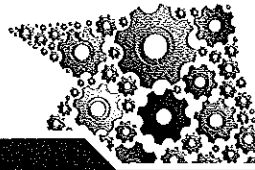


11:30 a.m. – 1:00 p.m.
LUNCHEON

**Mid-Year Legislative Update
Kyle Packham, CSDA Advocacy
and Public Affairs Director**

Kyle will share the latest details on the hottest legislative topics of 2013. This mid-year legislative overview will include a run-down of the critical legislation and public policy issues impacting special districts' revenue, governance and operations. Hear about

CEQA reform, pension reform implementation and "cleanup bills," new opportunities and threats facing property tax revenue and more. Learn what all of this means for your district and how you can work together with CSDA to impact the legislative process in Sacramento.



SDLF

**Special District
Leadership Foundation**



FOR GENERAL MANAGERS AND TOP MANAGEMENT
**Special District Administrator
Certification**

Become a Certified Leader in Special Districts

The Special District Administrator (SDA) Certification is a voluntary designation sought by individuals who strive to be the best in their field. Administrators with various academic and professional backgrounds can be candidates for the program.

The certification examination and study guide were developed through the participation of over 100 volunteer subject matter experts who know about special district administration. Guided by the SDLF Board, Certification and Audit Advisory Committee and under direction by a professional examination development firm, this certification gives successful candidates recognition unmatched by any other program.

The two hour exam covers all key aspects of special district administration including: Governance, Legal Requirements, Policy Development, Ethics in Public Service, Strategic Planning, Public Finance and more. To find out the requirements for taking the Special District Administrator examination visit www.sdlf.org or call 916-231-2939.

The General Manager Leadership Summit qualifies for 16 hours of continuing education toward the Special District Administrator Certification.

TUESDAY, JULY 16 CONTINUED

1:00 – 2:30 p.m.

<<< 90 MINUTE BREAKOUT SESSIONS >>>

Effective GM Performance Evaluation: A Critical Element of the Board/Manager Relationship

Martin Rauch, Rauch Communication Consultants, Inc.

Every board has a responsibility to evaluate their manager effectively, and every manager should insist on a quality process that identifies both good performance and problem areas, as well as provide opportunities for feedback. This session outlines a proven process that gives each board member and the manager an opportunity to hear from each other; incorporates both subjective and objective metrics; provides an opportunity for the manager to lay out his or her accomplishments for the past year; ensures there is policy level direction to clarify the managers goals for the coming year, and links evaluation to the strategic plan and manager's goals for the year. The session includes opportunities to share evaluation experiences, ask questions, and explore broader issues related to board and manager roles and relationships.

I See What You Mean! Using Visual Tools to Share Ideas and Solve Problems

Eris Weaver, Facilitator and Group Process Consultant

As a special district leader, you address complex problems. You are asked to do more work with fewer resources in a constantly changing social and political environment. You juggle the needs of competing constituencies and must communicate a consistent message in settings. Wouldn't it be great if this were easier? It can be! Learn cutting-edge tools to improve your team's creativity, communication and problem solving skills, as well as more effectively communicate your message. These tools can not only save time and money, but boost employee engagement and morale. In this highly participatory workshop, we will briefly review the building blocks of visual communication and then grab markers, sticky notes, and play-dough and get to it! We'll explore mind mapping, graphic recording, kinesthetic modeling, and gamestorming tools. All materials as well as an extensive resource list will be provided. Artistic ability is not required!

2:30 – 3:00 p.m.

Break and Networking with Exhibitors



3:00 – 4:15 p.m.

CLOSING SESSION

Surviving the "Retirement Wave" – 10 Lessons in Growing Our Successors

Dr. Frank Benest, former City Manager of Palo Alto, California, and Senior Advisor for Next Generation Initiatives for the International City/County Management Association.

As a generation of baby-boomer managers retires from local government, there are fewer numbers of Generation Xers ready and able to replace them. Learn about the demographic trends that have contributed to this leadership and brain drain crisis in the public sector and the talent development and succession planning strategies that can address the "Next Generation" challenge. This session will also identify ten lessons learned from succession planning initiatives from local governments around the country.

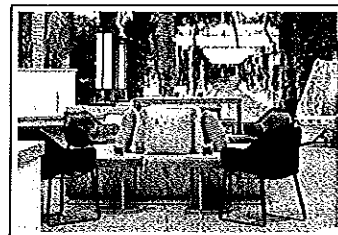
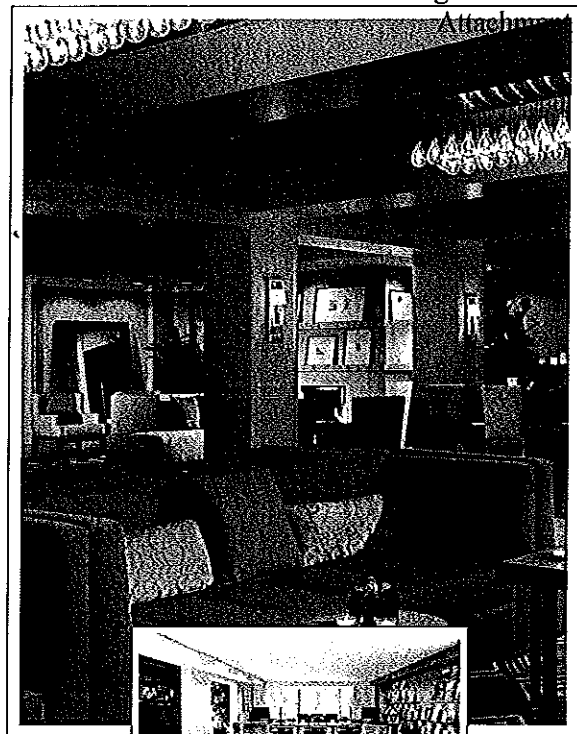
Location

Hyatt Regency Newport Beach

1107 Jamboree Road
 Newport Beach, CA 92660

Room Rate; \$165 single or double occupancy, plus tax, complimentary self-parking and complimentary guest room internet.

Room reservations can be made by calling 1-888-421-1442 and asking for the CSDA General Manager Leadership Summit rate. All room reservations must be guaranteed with a major credit card. The room reservation cut-off is Friday, June 14, however, rooms at the CSDA rate are expected to sell out before this date.



Bring a Guest

Whether your passion is world-class shopping, dining, boating, or performing arts – you'll find it in Newport Beach. Go sailing on beautiful Newport Bay, walk over the bridge to Balboa Island or relax on stellar beaches. The Hyatt Regency Newport Beach also offers a complimentary shuttle to/from Fashion Island and Balboa Island.

Guest Fee (cannot be from a district)

Includes Welcome Reception, Continental Breakfast on Monday and Tuesday, and Food and Wine Experience on Monday for only \$175 at the Early Bird price.

Registration Fees

Early Bird (on or before June 14, 2013):

Member	\$600
Non-Member	\$725
Guest (cannot be from a district)	\$175

Regular (after June 14, 2013):

Member	\$650
Non-Member	\$775
Guest (cannot be from a district)	\$200

Full Conference Registration fees include:

- Welcome Reception on Sunday, July 14
- Keynote sessions
- All breakout sessions
- Continental breakfast on July 15 and 16
- Luncheon on July 15 and 16
- Food & Wine Experience Reception on July 15

Guest registration includes Welcome Reception, continental breakfasts, and Food & Wine Experience Reception only.

If you need special payment arrangements, please contact the CSDA Professional Development Department at 877-924-2732.

CSDA General Manager Leadership Summit Registration Form

Three Ways to Register

- Register online by visiting the General Manager Leadership Summit website at www.csdanet/gmsummit.
- **Fax number:** 916-520.2465. All faxed registration forms must include credit card payment.
- **Mail:** CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment. Checks should be made payable to: California Special Districts Association.

Not sure if you are a member?

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

Name/Title:	
District:	
Address:	
City:	State: ZIP:
Phone:	Fax:
<input type="checkbox"/> Member <input type="checkbox"/> Non-member	Email:
Emergency Contact - Name & Phone:	
Registration Fees	
EARLY BIRD (ON OR BEFORE JUNE 14)	REGULAR (AFTER JUNE 14)
<input type="checkbox"/> CSDA Member \$600	<input type="checkbox"/> CSDA Member \$650
<input type="checkbox"/> Non-Member \$725	<input type="checkbox"/> Non-Member \$775
<input type="checkbox"/> Guest \$175	<input type="checkbox"/> Guest \$200
Breakout Sessions - (Please select the breakout sessions you plan on attending)	
MONDAY, JULY 15 10:30 a.m. – 12:00 p.m. <input type="checkbox"/> Effective use of Social Media for Special Districts <input type="checkbox"/> Making the Record: How to Effectively Document Employee Performance 1:30 – 3:00 p.m. <input type="checkbox"/> Optimizing Your District...Strategically! <input type="checkbox"/> Building and Maintaining Community Support: Dealing with Difficult Outreach and Communication Challenges 3:30 – 4:30 <input type="checkbox"/> Discrimination and Disability Claims: What Are Your Duties and Responsibilities? <input type="checkbox"/> What's Up with Public Employees' Pension Reform Act of 2013 (PEPRA)?	TUESDAY, JULY 16 10:30 a.m. – 11:30 p.m. <input type="checkbox"/> Managing Ethics in a Crisis <input type="checkbox"/> Public Records Act – To Disclose or Not Disclose? It's More Complicated Now Than Ever Before 1:00 – 2:30 p.m. <input type="checkbox"/> Effective GM Performance Evaluation: A Critical Element of the Board/Manager Relationship <input type="checkbox"/> I See What You Mean! Using Visual Tools to Share Ideas and Solve Problems
Payment	
<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express	
Acct. name:	Acct. Number:
Expiration date:	Authorized Signature:
Special needs	
<input type="checkbox"/> Vegetarian <input type="checkbox"/> Other:	
CANCELLATIONS/SUBSTITUTION POLICY: Cancellations must be in writing and received by CSDA no later than June 28, 2013. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after June 28. Substitutions are acceptable and must be done in writing no later than July 9, 2013. Please submit any cancellation notice or substitution request to meganh@cspanet or fax to 916-520-2465.	



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

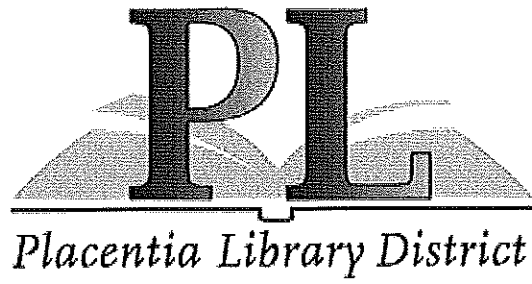
TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Board of Trustees August 19, 2013 Meeting
DATE: June 17, 2013

BACKGROUND

Currently, library staff does not foresee presenting agenda items for the Library Board of Trustees to consider which would require immediate attention. As a result, it is anticipated that the August meeting would only include non-decision making reports such as the consent calendar, staff reports, general consent reports, claims, and treasurer's reports.

RECOMMENDATION

Discuss and determine whether to cancel the August 19, 2013 Library Board of Trustees regular meeting.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Select a Trustee to serve on the Personnel Committee
DATE: June 17, 2013

BACKGROUND

At the December 12, 2012 Library Board of Trustees regular meeting, President Shkoler and former Trustee Escobosa was appointed to serve on the Personnel Committee. Ms. Escobosa resigned in February 2013.

The Personnel Committee is an advisory body to the Library Board of Trustees on matters pertaining to personnel administration and a quasi-judicial review body for hearing employee appeals of certain disciplinary actions. In conducting its business the Library Board of Trustees considers the rights and interests of the Placentia Library District employees, the District administration and the citizens and taxpayers of the Placentia Library District.

The responsibilities of the Personnel Committee include the following:

- The Committee advises on matters concerning the administration of the Placentia Library District personnel rules and regulations;
- The Committee hears administrative appeals from employees with respect to their rights as reflected in the Placentia Library District Policy Manual;
- The Committee considers and hears appeals in respect to such matters involving adverse actions and grievances.
- The Committee chairs the evaluation and recommendation of salary for the Library Director.

The Library Board of Trustees needs to select a replacement to serve on the Personnel Committee with President Shkoler.

RECOMMENDATION

Select a Trustee to serve on the Personnel Committee.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Accept the Proposed Placentia Library District Policy 2205 – Fingerprinting Policy as a first reading, Approve Resolution 14-05: A Resolution of the Board of Trustees of the Placentia Library District of Orange County, and Determine who is required to go through the Live Scan fingerprinting process.

DATE: June 17, 2013

BACKGROUND

At the May 20, 2013 Library Board of Trustees meeting, an amendment to Placentia Library District Policy 2200 – Pre-Employment Requirements was approved. The amendment reflected the requirement of a Live Scan fingerprinting. Staff was directed to seek a legal opinion with regards to who is required to be fingerprinted.

Staff contacted the District’s counsel, the State of California Department of Justice, the Special District Risk Management Authority (SDRMA), and the Placentia Police Department. After a thorough review of the process, it was discovered that the Library must have an Originating Agency Identifier (ORI) code before a Live Scan is conducted. Beyond the ORI requirement, the Library must also establish the following documents:

- Fingerprinting Policy
- State and Federal Resolution
- Employment Statement Regarding the Use of Criminal Justice Information

The Library currently has 39 full-time, part-time & on-call employees, five trustees, and 353 volunteers. The cost to fingerprint all current employees and volunteers is \$28,187. The \$71.00 fee per applicant includes:

- The Department of Justice (DOJ) Report -- \$32.00
- The Federal Bureau of Investigation (FBI) Report -- \$19.00
- The Placentia Police Department -- \$20

Attachment A is the proposed Policy 2205 – Fingerprinting Policy.

Attachment B is the State and Federal Resolution 14-05.

Attachment C is the Employment Statement Regarding the Use of Criminal Justice Information.

Attachment D is the Contract for Subsequent Arrest Notification Service

Attachment E is a Guide to determine who must be fingerprinted.

Fiscal Impact: \$3,000 - \$30,000

RECOMMENDATION

Accept the Proposed Placentia Library District Policy 2205 – Fingerprinting Policy as a first reading, Approve Resolution 14-05: A Resolution of the Board of Trustees of the Placentia Library District of Orange County, and Determine who is required to go through the Live Scan fingerprinting process.

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

RESOLUTION 14-05

**A RESOLUTION OF THE LIBRARY BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY AUTHORIZING THE PLACENTIA LIBRARY
DISTRICT TO OBTAIN STATE SUMMARY CRIMINAL HISTORY INFORMATION OF
EMPLOYEES, TRUSTEES, AND VOLUNTEERS**

WHEREAS, Penal Code Section 11105(b)(10) authorizes cities, counties and districts to access state summary criminal history information for screening employees and volunteers; and

WHEREAS, Penal Code Section 11105(b)(10) states that there be a requirement or exclusion from employment or volunteer activities based on specific criminal conduct on the part of the subject of the record; and

WHEREAS, Penal Code Section 11105(b)(10) requires the city, county or district to specifically authorize access to summary criminal history information for the purpose of screening employees, trustees and volunteers; and

WHEREAS, Public Resources Code Section 5164 prohibits cities, counties and districts to take reasonable steps to determine if a prospective employee, trustee or volunteer has been convicted of any crimes specified in Penal Code Section 11105;

NOW THEREFORE, BE IT RESOLVED, that the Library Director for the Placentia Library District is hereby given authority to obtain summary criminal background information from the California Department of Justice for the purpose of screening employees, trustees and volunteers; and

BE IT FURTHER RESOLVED, that the Library Board of Trustees of the Placentia Library District hereby instructs the Library Director to enact policies and procedures which will govern the administration of received criminal history information and which meet the requirements of the State of California, Department of Justice, Bureau of Criminal Identification and Information, Field Operations and Record Security Section for any agency that maintains or receives criminal history information.

Passed, Approved and adopted this seventeenth day of June, 2013.

APPROVED

ATTEST

Al Shkoler

President, Board of Trustees

Gayle Carline

Secretary, Board of Trustees

**EMPLOYEE STATEMENT REGARDING
THE USE OF CRIMINAL JUSTICE INFORMATION**

As an employee of the Placentia Library District, it may be necessary for you to have access to confidential criminal record information in making employment decisions. Access to such criminal record information is controlled by statute. Misuse of such information may adversely affect the civil rights of prospective employees, trustees or volunteers, and violates the law. Penal Code Section 502 prescribes the penalties relating to computer crimes. Penal Code 11105 and 13300 identify who is permitted access to criminal history information and under what circumstances information may be released. Penal Code Section 11140-11144 and 13301-13305 prescribe penalties for misuse of criminal history information. Governmetn Code Section 6200 prescribes the felony penalties for misuse of public records and California Law Emforceent Telecommunications Systems (CLETS) information. Labor Code Section 432.7 prescribes penalties for misuse of certain criminal record information in employment decisions.

Penal Code Sections 11142 and 13303 state:

Any person authorized by law to receive a record or information obtained from a record who knowingly furnishes the record or information to a person not authorized by law to receive the record or information is guilty of a misdemeanor.

Any employee who is responsible for such misuse of criminal record information may be subject to discipline up to and including immediate termination. Violations of this law my also result in criminal and/or civil action.

I HAVE READ AND UNDERSRTAND THE ABOVE AND "PLACENTIA LIBRARY DISTRICT POLICY FOR CONDUCTING CRIMINAL BACKGROUND CHECKS AND SECURING RECEIVED CRIMINAL HISTORY INFORMATION." I AM AWARE OF THE STATUTES AND POLICIES PERTAINING TO THE MISUSE OF CRIMINAL RECORD INFORMATION.

Signature

Typed/Printed Name of Employee

Date

STATE OF CALIFORNIA
CONTRACT FOR SUBSEQUENT ARREST NOTIFICATION SERVICE

BCII 8049 (orig. 12/98;rev. 10/04)

Department of Justice
Bureau of Criminal Information and Analysis

The agency listed below is authorized to receive state summary criminal history information from the files of the Department of Justice for employment, licensing or certification purposes. this agency further requests that fingerprint transactions submitted for this purposes be retained in Bureau files for California only subsequent arrest notification service pursuant to Section 11105.2 of the California Penal Code. Fingerprint submissions received before the effective date of this contract will not be retained by the Department of Justice.

AGENCY NAME: _____

AGENCY ADDRESS: _____

CITY, STATE, ZIP: _____

ORI NUMBER (if
Applicable) _____

Contact Person: _____ Phone Number: _____

Please retain the following authorized categories:

ALL EMPLOYEES

ALL LICENSES, CERTIFICATIONS OR PERMITS

OTHER (specify)

This agency certifies that to its knowledge, there is no statute or regulation prohibiting this notification, that all requirements for criminal record security and privacy of individuals Penal Code. The agency agrees to immediately return any subsequent arrest notification received from DOJ for any person unknown to the agency. The agency understands that disposition information will only be provided by the DOJ if such information is available in the DOJ's records at the time the subsequent arrest notification is made to the agency.

APPROVED: (Department of Justice area only)

Signature of Agency Representative
Date

Signature of DOJ Representative
Applicant Processing Program
Bureau of Criminal Information and Analysis

Printed Name

Title of Agency Representative

Effective Date

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.

Must Fingerprint	Should Fingerprint	At Discretion of Agency
<p>Classifications: All who are, or will be, involved in the care and security of children, the elderly, or the handicapped or mentally impaired. Can be full or part-time, paid or volunteer; or independent contractors and their employees</p>	<p>Classifications: Those who would be at sites, recreational centers or facilities, and do not have specific contact with children, the elderly, or the handicapped or mentally impaired.</p>	<p>Classifications: Those who could be at sites, recreational centers or facilities, and do not have specific contact with children, the elderly, or the handicapped or mentally impaired.</p>
<p>Settings: Preschool School After School Camps Sports Centers Recreation Centers Recreational Trips</p>	<p>Settings: Schools Camps Pools Beaches and Lakes Sports Centers Recreation Centers Museums Adult Centers</p>	<p>Settings: All</p>
<p>Types: Teachers Coaches Camp Staff Recreatinal Staff Senior Staff Chaperones Drivers Child Care Staff Volunteers Non-Licensed Staff</p>	<p>Types: Lifeguards Docents Other Volunteers Custodians Buildign Attendants Groundskeepers Special Events Staff</p>	<p>Types: Office Staff Equipment Distributors Performers Sports Officials Adult-Only Events Staff Adult-School Teachers Adult-Sports Coaches General Employees General Volunteers</p>

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: **Amended Resolution to Establish the District's Appropriations Limitations (Gann Limit) at \$3,730,801 for Fiscal Year 2012-2013 by Resolution 13-03.**

DATE: June 17, 2013

BACKGROUND

During Fiscal Year 2011-2012 Audit, it was recommended by the auditors that the population and inflation options be stated in the appropriation limit Resolution.

Attachment A reflects the recommendation made by the auditors, please note that the Gann Limitation number for Fiscal Year 2011-2012 did not change due to the recommendation.

Attachment A is Amended Resolution 13-03 establishing the Gann Limitation for Placentia Library District for Fiscal Year 2012-2013 in the amount of \$3,730,801.

RECOMMENDATION

1. Read Amended Resolution 13-03 by Title only: 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.
2. Adopt Amended Resolution 13-03 by Roll Call Vote.

RESOLUTION 13-03

AN AMENDED RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE
APPROPRIATIONS LIMITATION FOR FISCAL YEAR 2012-2013

WHEREAS, the voters of California on November 6, 1979 added Article XIII B to the State Constitution placing various limitations on the appropriations of state and local Governments, as called out in Section 2710 of the Government Code; and

WHEREAS, such law became effective January 1, 1981; and factors that may be used by local jurisdictions in setting their appropriations limit; and

WHEREAS, the Placentia Library District of Orange County has complied with all the provisions of said law in determining the appropriations limit for the fiscal year 2012-2013; and

WHEREAS, the Placentia Library District of Orange County has calculated appropriations limit by using the California Department of Finance price and population information; and

WHEREAS, such information indicates population percentage to be .84 for Placentia and inflation percentage change to be 3.77 for Fiscal Year 2012-2013.

NOW, THEREFORE, BE IT RESOLVED, that Amended Resolution 13-03, dated June 17, 2013 supersedes Resolution 13-03, dated May 24, 2012; and that the appropriations limit be \$3,730,801 for Fiscal Year 2012-2013.

AYES:

NOES:

ABSENT:

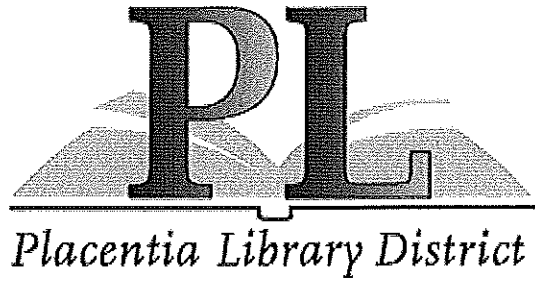
ABSTAIN:

State of California)
)ss.
County of Orange)

I, Gayle Carline, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Amended Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the seventeenth day of June 2013.

IN WITNESS THEREOF, I have hereunto set my hand and seal this seventeenth day of June 2013.

Gayle Carline, Secretary
Placentia Library District Board of Trustees



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Discuss the Placentia Library District Policies 2195 – Tobacco Use & 6065 – Public Behavior Policy

DATE: June 17, 2013

BACKGROUND

The current Placentia Library District policies 2195 & 6065 authorize employees and the public to smoke outside the Library building. The policies do not state the distance from the entrance/exit from which smoking is permitted.

The City of Placentia's practice is 25' from all entrance and exit points.

Staff recommends the following amendments to reflect consistency with the City's practice:

Add "Outdoor smoking is not permitted within 25' from all entrance and exit points" to Policies 2195.1 and 6065.3.

Attachment A is a copy of Policy 2195 – Tobacco Use

Attachment B is a copy of Policy 6065 – Public Behavior Policy

Fiscal Impact: N/A

RECOMMENDATION

Authorize amendments to Placentia Library District Policies 2195 – Tobacco Use & 6065 – Public Behavior Policy, as presented and inclusive of feedback from the Library Board of Trustees.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Tobacco Use
POLICY NUMBER: 2195

2195.1 Ample research exists demonstrating the health hazards of the use of tobacco products, including smoking and the breathing of second-hand smoke. Therefore, in the best interest of the health and safety of employees and the general public, the smoking of tobacco products will be banned completely within Placentia Library.

2195.1.1 The successful implementation of this policy depends upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All individuals on District premises share in the responsibility of adhering to this policy.

2195.2 All District employees will be responsible for advising members of the public who are observed using tobacco products in the Library building of the District's policy on the matter. Said individuals will be asked by staff to refrain from using tobacco products.

2195.2.1 Members of the public who refuse to comply with this policy will be directed by the Librarian in Charge to leave the Library building.

2195.3 District employees who violate this policy will be subject to disciplinary action in accordance with Policy #2260.

2195.4 Extra care should be taken when working around combustible materials.

2195.4.1 Personnel who smoke outside should use extreme caution and dispose of cigarettes in a responsible and safe manner, using ashtrays, etc.

2195.5 Smoking is allowed in non-district vehicles with only one occupant.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Public Behavior Policy
POLICY NUMBER: 6065

Welcome to the Placentia Library District. The Library shall be a clean, pleasant and safe environment for patrons to read, research, select materials, study, attend programs and meetings, and use the computers. The Library Rules of Conduct have been established to protect the rights and safety of Library patrons, volunteers, and staff, and preserve and protect the Library's materials, equipment, facility, and grounds.

For the comfort and safety of patrons, volunteers, and staff, and the protection of Library property, the following actions are example of conduct not allowed on Library property:

- 6065.1 Engaging in any activity prohibited by law.
- 6065.2 Using cell phones, pagers, and other communication devices in a manner that disturbs others. Audible cell phones and pager ringers must be turned off.
- 6065.3 Smoking in the Library.
- 6065.4 Verbally or physically threatening or harassing other patrons, volunteers, or staff, including stalking, staring, lurking, offensive touching, and obscene acts.
- 6065.5 Eating or drinking, except in areas designated for those purposes.
- 6065.6 Carrying firearms and dangerous weapons of any type except by law enforcement officers.
- 6065.7 Being under the influence of alcohol/illegal drugs, and selling, using or possessing alcohol/illegal drugs.
- 6065.8 Using wheeled devices in Library property or on Library grounds, except in designated areas, including use of skateboards, roller-skates, bicycles, motorized or non-motorized scooters, and shopping carts. Motorized ADA assistive devices, wheelchairs, walkers, and strollers are exempt.
- 6065.9 Using restrooms for bathing and/or personal hygiene activities.
- 6065.10 Soliciting or conducting surveys not authorized by the Library.
- 6065.11 Bringing pets or animals, other than service animals necessary for disabilities, into the Library, except as authorized by the Library Director.

- 6065.12 Entering or being in the Library barefoot, without a shirt, with offensive body odor or personal hygiene, or being otherwise attired so as to be disruptive to the Library environment.
- 6065.13 Lying down or sleeping in the restrooms, or on any floor, or couch, table or seat in the Library; having feet on furniture; or blocking aisles, exits or entrances.
- 6065.14 Bringing in articles that measure more than 16"W x 20"H x 12"D.
- 6065.15 Moving Library furniture and/or equipment.

In addition, the following also apply to the Library Rules of Conduct:

- 6065.16 The Library is not responsible for children who are left unattended in or on the grounds of the Library.
- 6065.17 The Library is not responsible for personal items that are lost, stolen or damaged in or on the grounds of the Library.
- 6065.18 There shall be only one person allowed at each public computer workstation unless otherwise authorized by Library staff.
- 6065.19 Unisex restrooms are key accessed and require an ID for usage. Keys are available at the Circulation Desk.

The Placentia Library District reserves the right to restrict the use of its facilities, premises, resources, and/or services to individuals who do not abide by the Library's Rules of Conduct. Noncompliance with the Library's Rules of Conduct may result in an individual being required to leave the library premises or in arrest and prosecution.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Discuss Development & Technology Tools for Staff

DATE: June 17, 2013

BACKGROUND

With hundreds of technology devices on the market and newer ones being introduced nearly every year, librarians face the additional challenge of knowing how to use technology to assist patrons with their informational needs. Most libraries have a program called Tech Petting Zoo.

The idea of a Tech Petting Zoo grew out of multiple conversations with tech directors, teachers, and librarians. The group identified a need to have the opportunity to explore new technology tools first-hand and, most importantly, to have access to experts who could help them see the powerful possibilities of using these tools. The goal is to empower staff with the knowledge and comfort of using the technology devices and tools while serving our patrons.

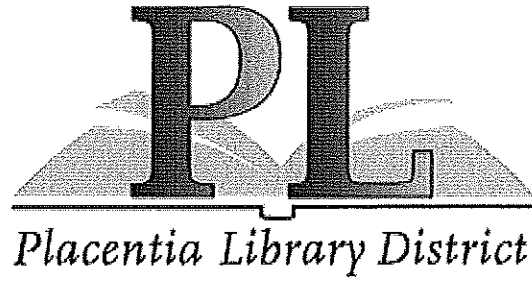
Staff would like to implement a Tech Petting Zoo including the purchase of the following technology devices:

- Samsung Galaxy Phone
- Asus Nexus Tablet
- Kindle Fire Tablet
- Apple ipad
- Barnes & Noble Nook e-reader

Fiscal Impact: \$2,500

RECOMMENDATION

Authorize the implementation of a Tech Petting Zoo and the purchase of technology devices for the purpose of staff development.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Discuss the Condition of Fascia Boards

DATE: June 17, 2013

BACKGROUND

Fascia board is a type of roof trim that is commonly used as an aesthetic function by creating a smooth, even appearance on the edge of the roof. It also protects the roof and the interior of the building from weather damage. The boards can be vulnerable to water damage, which leads to rot, and the rot can spread to the rafters and roofing materials. The entire length of the board does not necessarily need to be replaced; instead, only the damaged portion of need replacement. Regular cleaning of the gutters can help avoid water buildup around the edges of the roof and chunks of material that can become wedged between gutters and fascia boards.

The Library’s fascia boards were installed over 30 years ago and they need attention. The City of Placentia is working on replacing and repairing the fascia boards on the City Hall. Omar Taha Construction is currently performing this work for the City. Mr. Taha provided a quote to the Library for similar work.

Attachment A is a copy of the quote from Omar Taha Construction

Fiscal Impact: \$15,148

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

Library Fascia Wood Improvement
 Construction ITEMS

ITEM NO.	ITEMS WITH UNIT PRICE WRITTEN IN WORDS	QUAN TITY	UNIT	UNIT PRICE	TOTAL
1.	Mobilization	1	LS	\$ 875	\$ 875
2	Remove dry rot boards and fasten loose boards with wood screws embedded 1-1/2 times board thickness	362' 371	LF	\$ 3.5	\$ 1267 \$ 1298
3	Install new redwood boards to match wood striping and finished wood pattern fastened with wood screws embedded 1-1/2 times board thickness	352' 371	LF	\$ 25	\$ 9050 \$ 9275
4	Adjust existing boards with wood screws prior to final prep and painting	412' 403	LF	\$ 1.5	\$ 618 \$ 604
5	Caulk, prime, and paint all fascia board surface area around entire perimeter	774'	LF	\$ 4	\$ 3096
	TOTAL				\$ 14906 \$ 15148

* SCHEDULE - TOTAL PRICES \$ 14,906.00
 * SCHEDULE TOTAL PRICE WRITTEN IN WORDS: Fourteen thousands
Nine hundred six, and 00/100 Dollars.

[Signature]
 OMAR TAHA CONSTRUCTION
 LICENSE# 927287
 ARCHITECTURE / CONTRACTOR
 TEL: (626) 378-6005 / FAX: (626) 967-1206



THE EMERGING STORY OF

CALIFORNIA PUBLIC LIBRARIES

"When I got my library card, that's when my life began."

- Rita Mae Brown

When you step into a library your world just got bigger. Whatever you need to know or understand the Public Library can get you started. Libraries remain a place to turn to for unbiased guidance and direction. Whether you want to learn a subject, advance your career, or ensure your child's success, libraries are the place to start.

THE CHANGING LANDSCAPE

We are living in transformational times. Public Libraries have a chance to fulfill their promise in new and exciting ways.

Society is reorganizing at a rapid pace. Technology is fundamentally changing our lives. What we read, how we learn, and how we find our way is very different. The rise of Google, Wikipedia, and e-books have led to an information revolution.

We need to reframe the story -- from deficit to opportunity. Some might think libraries don't matter too much. In reality, libraries are more important and remarkable than ever. Public Libraries across California are innovating and adapting in creative ways. The future of libraries is an exciting story to share and engage people with.

Our future depends on Public Libraries. Let's be real -- the public library system in California is financially distressed. Libraries have remained resilient -- still doing more with less. Small hotbeds of innovation point to huge untapped potential. To transform our libraries for the 21st century requires sustained investment from the public and private sectors. It's our job as librarians to tell a story that captures the collective imagination.

"You dropped \$150,000 on an education you could have got for a \$1.50 in late charges at the public library!"

- Matt Damon, Good Will Hunting

7 REASONS WHY LIBRARIES MATTER

Libraries are more relevant than ever. Did you know usage of public libraries is at an all-time high in California? It's because libraries are a rare welcoming place and resource for all.

There's just no other public institution like a library:

1 Starting place for whatever you want to be next

2 Economic incubator for job search and small business acceleration

3 Where people often go for help during life transitions and personal reinvention

4 Valued source of free computers and internet access

5 Trusted institution for the preservation of local and cultural history

6 Helps people find information in an increasingly complex world

7 Gathering place and hub for the community (when few if any alternatives exist)

UNDERSTANDING THE ROLE OF LIBRARIANS

Just as Gutenberg reinvented the book, technology is reinventing libraries once again. The information revolution has raised the public's expectations. This means libraries have to digitize their collections, provide e-books, and embrace new technology to stay relevant. Libraries serve the culture they belong to. When the needs of the culture change, libraries must evolve to reflect the context.

People feel overwhelmed by the new dynamics and rules of life. Personal reinvention is on the rise. Whether you're trying to find a new job, learn new technology, or ensure your kids succeed; you're feeling under pressure. In a world of infinite knowledge, people don't know who to trust or what to believe. Moving forward doesn't happen in a straight line.

Librarians have always helped people navigate the world. Information wants to be free, yet making sense of it is another story. That's why the future of libraries goes beyond just digital technology. What happens before and after information is delivered? That's always been the role and value of librarians. Let's promote this bigger story.

"Libraries: The medicine chest of the soul."

- Library at Thebes, inscription over the door

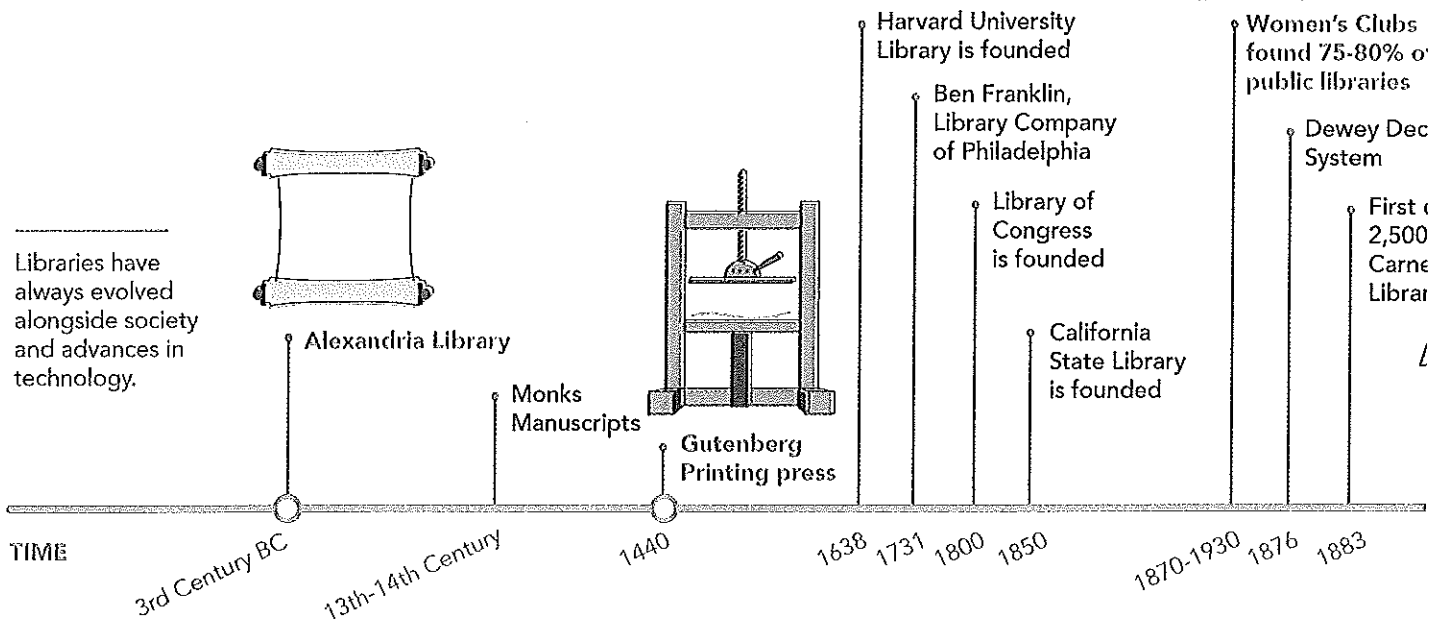


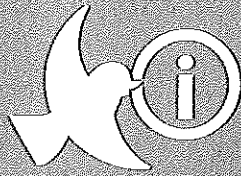
DISCOVER

With infinite sources to choose from, libraries must help people search, filter, and curate information for greatest relevance. Where do you look to find what you're looking for?



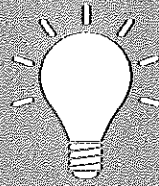
Libraries have always evolved alongside society and advances in technology.





DELIVER

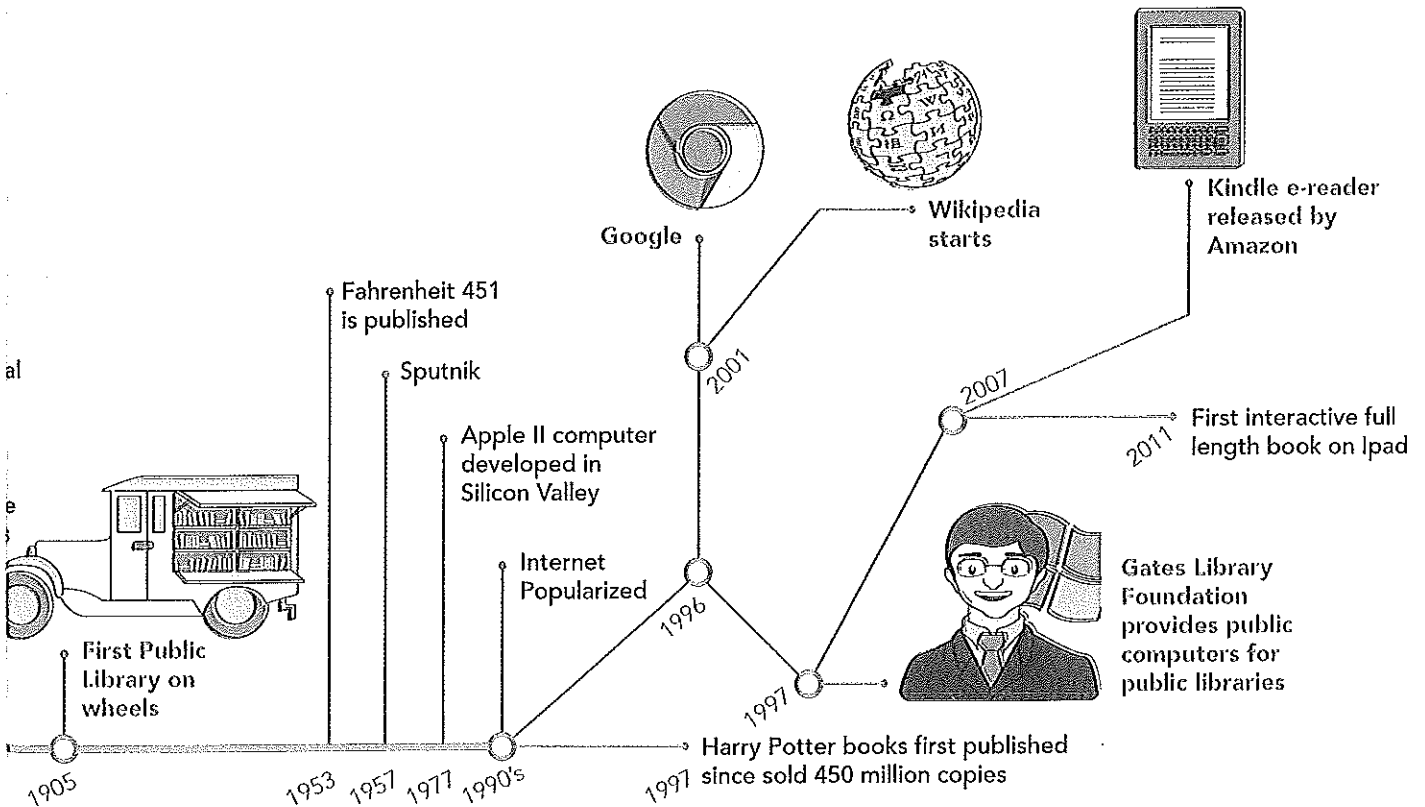
With rising expectations for 24/7 connectivity, libraries must deliver information in the channels and formats the public demands most. How do you receive and consume information?

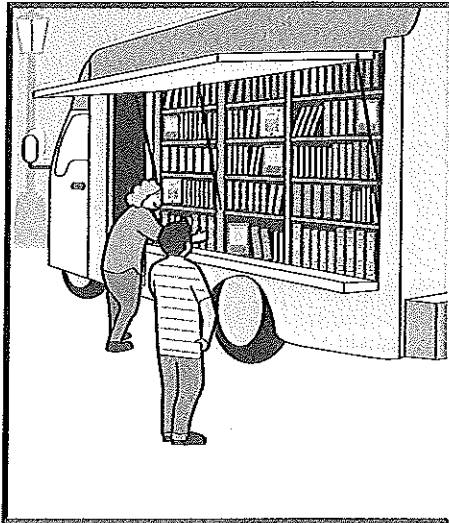


DISCERN

With so many perspectives available on any subject, libraries must help people choose which sources matter most. How do you know what information to trust and pay attention to?

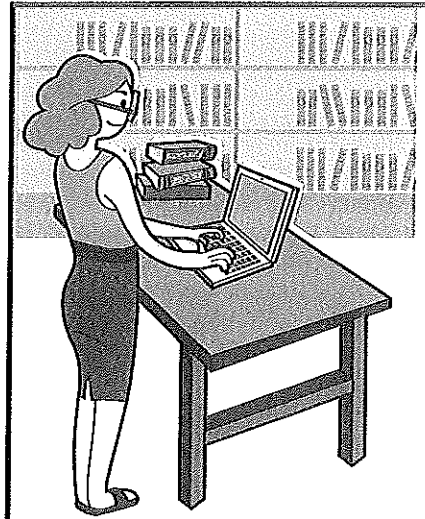
Libraries have always done more than just deliver information. The real story is what happens before and after information gets in people's hands. Librarians help to make sense and meaning of the world.





LIBRARIES CAN BE ANYWHERE

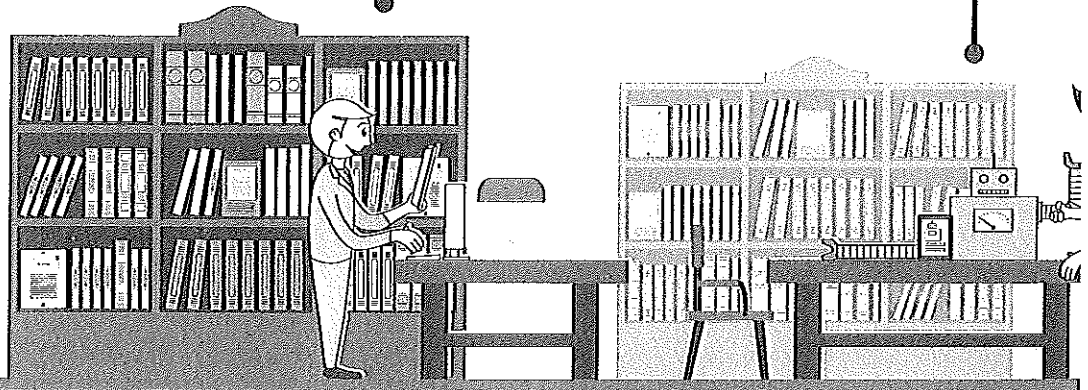
Public libraries are not confined to a physical structure. This expansion includes providing resources electronically, and delivering services beyond the walls through creative outreach. Libraries are offering services via bookmobiles and pop-up libraries (e.g. airstreams that travel around the community offering places for people to come together for programs and services).



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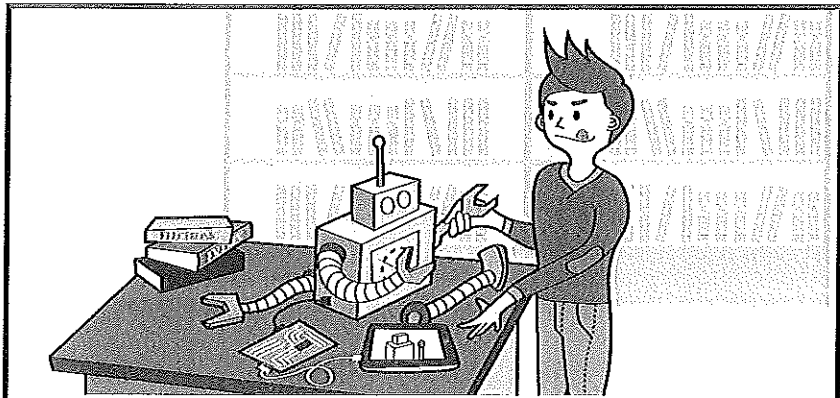


21ST CENTURY LIBRARY



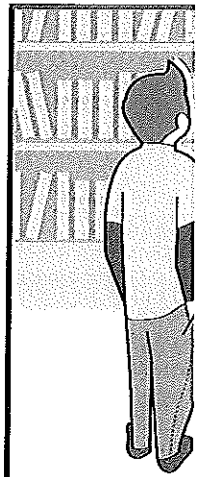
BRINGING LOCAL CONTENT

Public libraries are now collecting, preserving, and connecting people's stories of the community. The Carnegie Public Library says that the library used to bring the world to the community, but now the library brings the community to the world. Through books, sounds, and movies, people are bringing their local history to life and preserving the collective memories of the community for future generations.



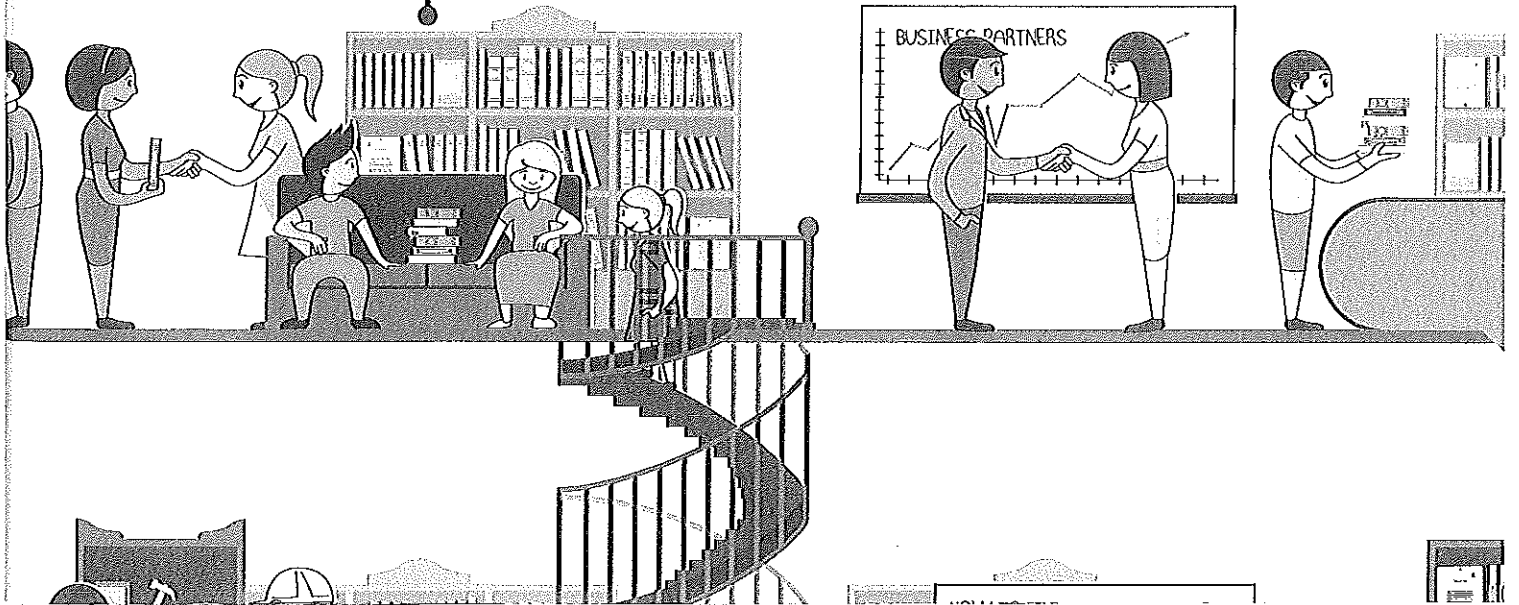
A MAKER SPACE

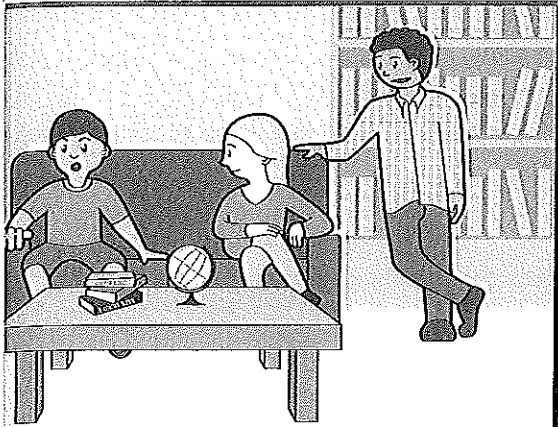
Public libraries are becoming spaces where people can find resources on any hobby for making just about anything they can dream about. Some libraries go so far as sponsoring programs and collections of materials that inspire people to build, assemble, and channel their creative selves.



CONNECTING

Public libraries connect people of all ages. In some cases, they help to assist the workforce by helping the education programs. They are also a hub for cross-sector collaboration.





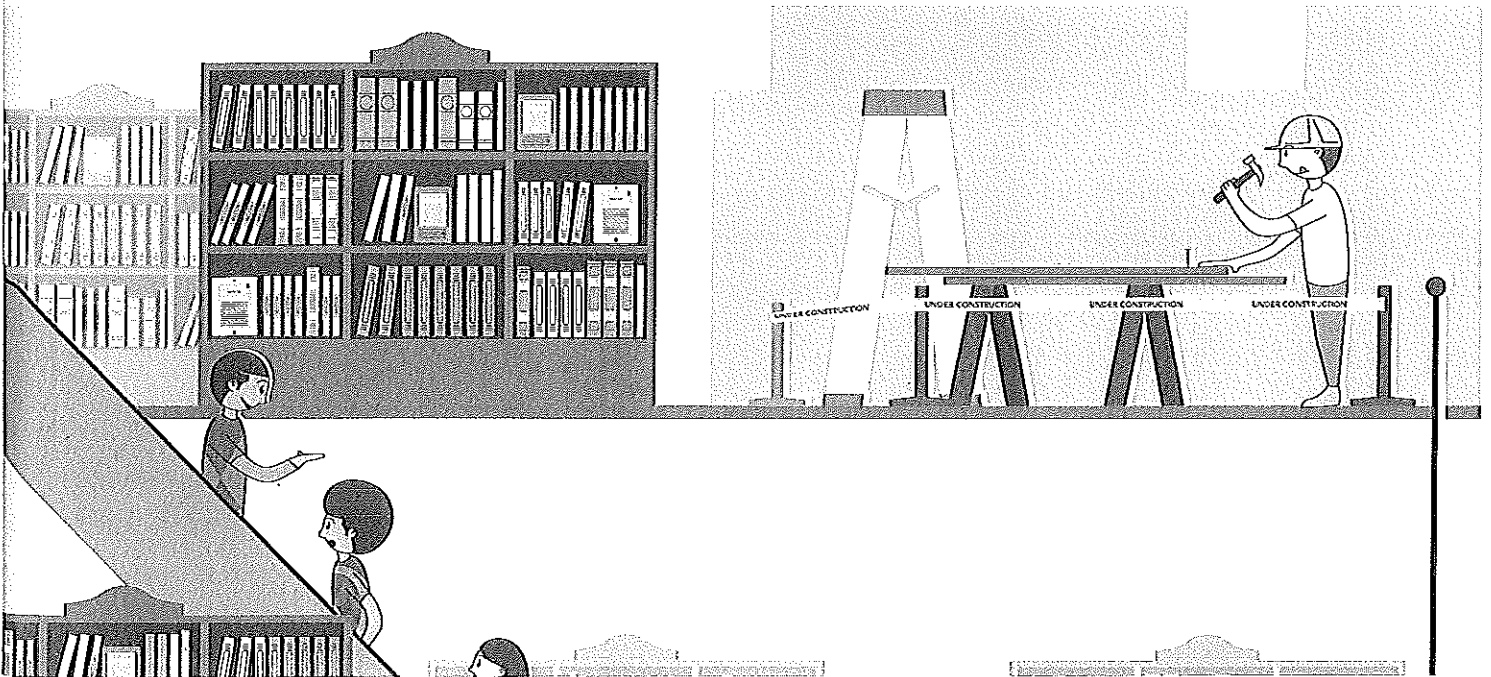
THE COMMUNITY

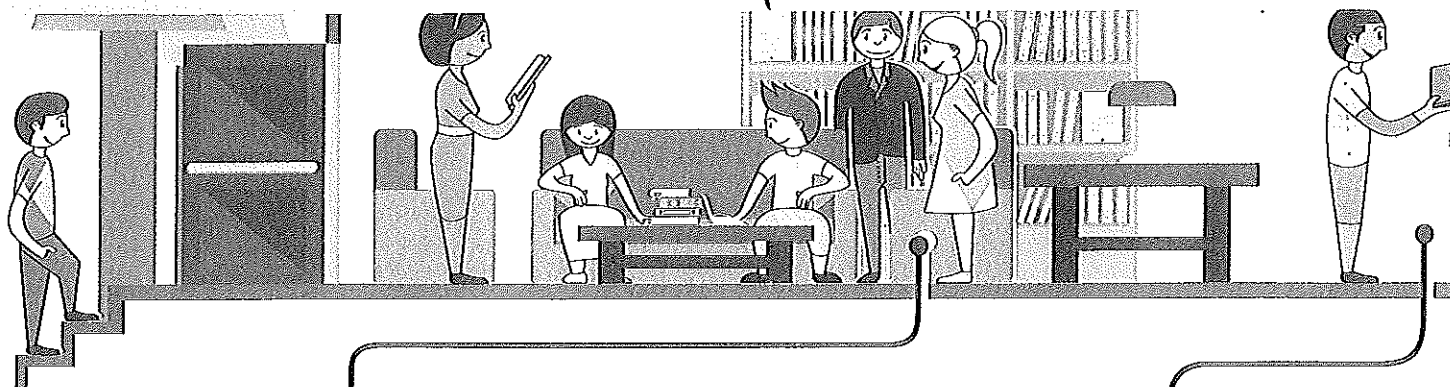
connect a community's resources for the benefit of less populations in need. Others focus on literacy community build successful literacy library is a natural hub and trusted connector for laboration.



ECONOMIC INCUBATOR

Public libraries are hubs for economic development in their communities. They offer materials, programs, and services that support the development of small businesses. Many libraries partner with local government programs to help people start their first business. Libraries also offer jobseekers the resources and skill-building programs they need to find employment.

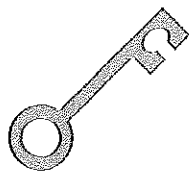




FAMILY GATHERING SPACE
Public libraries offer programs and services that meet the local needs of young and aging families. Parents and caregivers can take their children to story time programs that help build early literacy and school readiness. There are also materials and support groups available for caregivers of aging family members. Libraries offer spaces for families to read, learn, and grow together.

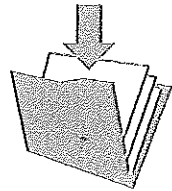
LENDING LIBRARY
Public libraries collect, preserve, and provide access to information and ideas. This extends to books, music, and movies, to resources that can be shared with each other. Lending libraries include those devoted to construction and even subject matter experts.

HERE ARE SOME OF THE KEY ROLES THAT LIBRARIES PLAY WITHIN THEIR COMMUNITIES



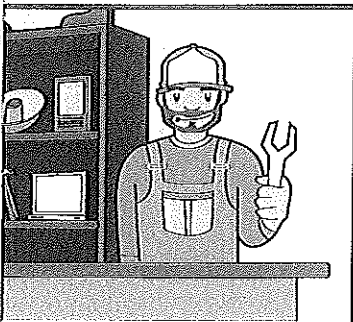
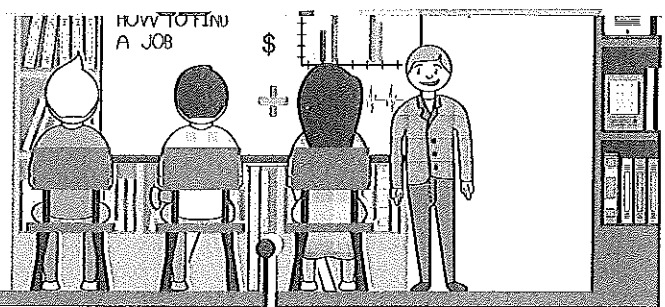
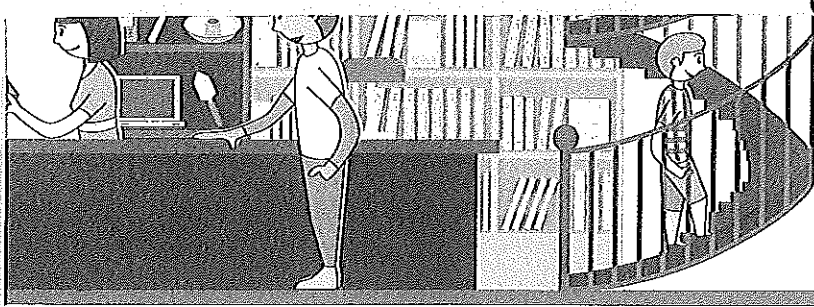
ACCESS

Public libraries are dedicated to democracy and a belief that informed citizens create successful individuals and communities. Libraries ensure access to the material and digital world.

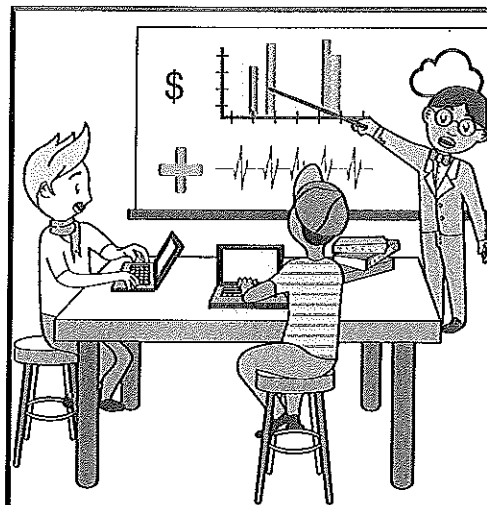


COLLECT

Public libraries collect and preserve local and national memories, so that generations of today have context for the world they live in.



connect people to
beyond just collections of
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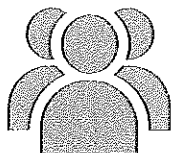
LEARNING HUB

Public libraries support learning throughout a person's lifetime. They offer classes and personal assistance around life literacy including technology, finance, and health. People can use computers to take online courses and complete class projects and assignments. Those who need homework assistance have access to live and online tutors. As learning becomes more social, libraries are an in-demand venue for a range of community topics and issues.



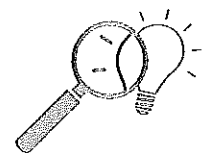
COMMUNITY

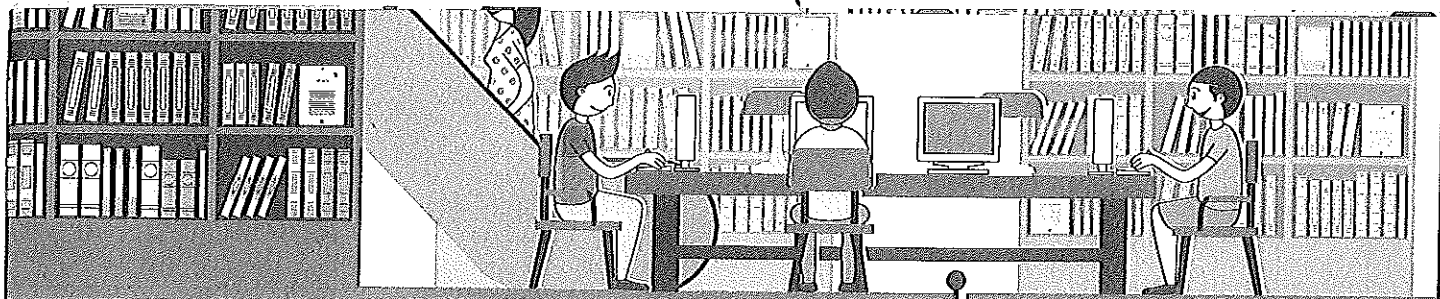
gather our local, state,
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CONNECT

Public Libraries are communication hubs in the community, which connect people, places, and ideas together to build stronger places.





THE CLOUD

Public libraries are embracing the evolving content needs of the public including the rise of mobile devices. These needs include access to digital collections of electronic books, music, historical documents, letters, photos, and more. Libraries continue to create and curate more of these collections to ensure patrons have access in any format to meet their needs.



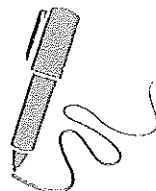
FUTURE INNOVATIONS

Libraries continue to evolve and respond to the unique demands of their community. How is your local library adapting to the changing needs and expectations of your constituents?



DISCOVER

Public Libraries support the discovery of information and ideas that lead to learning, innovation, and growth within the community.



CREATE

Public Libraries are places that help the community to become creators of content. They offer services for telling both fiction and non-fiction stories of the community through words, sounds, and movies.

WHY DID WE CREATE THIS STORY MAP?

"The library connects us with the insight and knowledge... of the greatest minds that ever were, with the best teachers, drawn from the entire planet and from all our history, to instruct us without tiring, and to inspire us to make our own contribution to the collective knowledge of the human species.

I think the health of our civilization, the depth of our awareness about the underpinnings of our culture and our concern for the future can all be tested by how well we support our libraries."

- Carl Sagan, Cosmos

This document celebrates the compelling ways libraries are adapting in the the 21st century. Unfold this Story Map and discover a range of innovations across California Public Libraries. Just as in the world around us, libraries are in the midst of transformation. We face abundant opportunities.

Some people wonder if Public Libraries still matter – in a world beyond books. If judged by our usage, libraries are more relevant than ever. Libraries have always evolved to meet the needs of society. This is why libraries are embracing new technology while staying true to who they've always been: institutions of learning, advancement, and community revitalization. This document is designed to inspire dialogue, collaboration, and re-investment.

This Story Map reflects a range of innovations already taking place. Our goal is to help frame the conversation to increase funding, collaboration, and the collective imagination.

Starting in 2011, key leaders from California's libraries gathered to tell the emerging story.

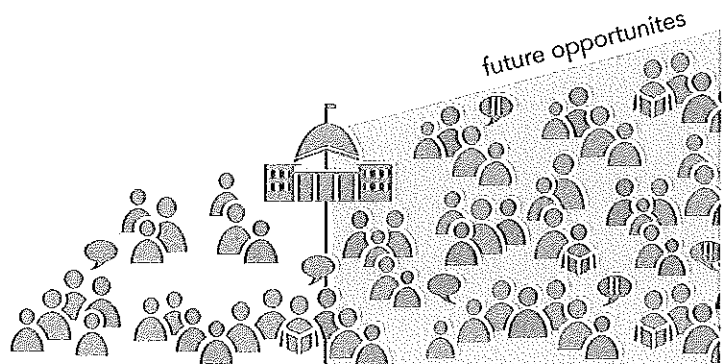
3 months



6 months



We are here



future opportunities

Legislators

HELP US TELL THE BIGGER STORY

This document is just the beginning.

We hope this Story Map inspires more dialogue and investment in your Public Library. Please let us know how your local community and stakeholders respond when you unfold this map and tell your local story.

The story is far from over or complete.

We need your help in collecting more innovation examples and expanding our common language. Together, we must develop a strategic plan for the future of California Public Libraries. Our stakeholders need a vision to inspire the collective imagination.

Help us answer these questions:

- How can we improve the perceived relevance of Public Libraries?
- What innovations and services can make the biggest impact?
- What areas should we target and prioritize for greater investment?

WE NEED YOUR VOICE AND INPUT

Please visit our website and add your voice to the process at www.library.ca.gov/

Who's Behind This Effort?

Commissioned by the California State Library, this effort was championed by leading practitioners across the state including:

Stacey A. Aldrich
*State Librarian of California,
California State Library*

Linda Crowe
*Executive Director, Pacific
Library Partnership*

Rosario Garza
*Executive Director,
Southern California
Library Cooperative*

Luis Herrera
*City Librarian, San Francisco
Public Library*

Jarrid Keller
*Chief Information Officer,
California State Library*

Monique leConge
*Ziesenhenn
Library Director,
Palo Alto City Library*

Gerry Maginnity
*Chief of Library
Development Services,
California State Library*

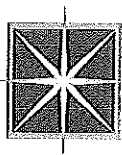
Jan Sanders
*Director, Pasadena
Public Library*

Rivkah Sass
*Library Director,
Sacramento Public Library*

Derek Wolfram
*Deputy County Librarian,
Community Libraries and
Human Resources, Santa Clara
County Library District*

Patty Wong
*County Librarian/Chief
Archivist, Yolo County Library*

Messaging:
Get Storied
Design:
TYTHEdesign



California
STATE LIBRARY
PRESERVING OUR HERITAGE. SHARING OUR FUTURE

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