



AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
October 26, 2015
Community Meeting Room








UNUSUAL DATE MEETING
6:30 P.M.

Mission Statement:

Placentia Library District provides lifelong learning and reading opportunities that inspire, open minds, and bring our community together.

The Centennial Vision Statement:

The Vision of the Trustees is intended to help celebrate the 100-year anniversary of the District.

-  We will be the place where the community “sees and experiences” the technical edge and premier programming.
-  We will renovate and expand our Library.
-  We will remain financially self-sufficient.
-  We will seek strong community support.
-  We will reach our community with an active marketing plan.
-  We will increase the percentage of our operating budget that supports establishing the premier collection in Orange County.
-  We will plan for maintaining our qualified and professional staff.

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

REPORTS AND DOCUMENTATION: *Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 200.*

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

1. Call to Order Library Board President
2. Roll Call Recorder
3. Adoption of Agenda

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

Presentation: Library Director
Recommendation: Adopt by Motion

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

8. Placentia Library Friends Foundation Board of Director's Report

CONSENT CALENDAR (Items 9 – 24)

Presentation: Library Director

Recommendation: Approve by Motion

Items 9 – 24 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.

MINUTES (Item 9)

9. Minutes of the September 28, 2015 Library Board of Trustees Meeting. (Receive & File and Approve)

CLAIMS (Items 10 – 13)

10. Nonstandard Claims in excess of \$300. (Receive & File and Approve)

11. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)

12. Current Claims and Payroll. (Receive & File and Approve)

13. FY2014-2015 Cash Flow Analysis through August 2015; the Schedule of Anticipated Property Tax Revenues for FY2014-2015 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 14 – 17)

14. Financial Reports for September 2015 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

15. Balance Sheet for September 2015. (Receive & File)

16. Acquisitions Report for September 2015. (Receive & File)

17. Entrepreneurial Activities Report for September 2015. (Receive & File)

GENERAL CONSENT REPORTS (Items 18 – 20)

18. Personnel Report for September 2015. (Receive, File, and Ratify Appointments)

19. Circulation Report for September 2015. (Receive & File)

20. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

STAFF REPORTS (Items 21 – 24)

21. Administration Report for September 2015.
22. Children's Services Report for September 2015.
23. Adult Services Report for September 2015.
24. Placentia Library Web Site & Technology Report for September 2015.

CLOSED SESSION

25. President Shkoler will report on Actions taken at the Library Board of Trustees Closed Session Meeting.

OLD BUSINESS

26. Adopt Resolution 16-03: A Resolution of the Board of Trustees of the Placentia Library District of Orange County Approving the Amendments to Placentia Library District Policy 2040 – Sick Leave for Part-Time, Seasonal, Extra-Help, and Temporary Employees Working Less Than 20 Hours.
27. Adopt Resolution 16-04: A Resolution of the Board of Trustees of the Placentia Library District of Orange County Adopting the Placentia Library District Policy 4071 – Legislative Policy Positions.

NEW BUSINESS

28. Authorize reinstatement of ISDOC membership.
29. Travel Authorization to attend the Public Library Association (PLA) conference in Denver, Colorado on April 5-9, 2016.
30. Library Director Contreras will provide an update on Staff Development Day, December 4, 2015.
31. Discuss and authorize the Library Director to sign an agreement with Liebert Cassidy Whitmore to provide labor and employment legal services.

ADJOURNMENT

32. Agenda Preparation for the November Regular Date Meeting which will be held on Monday, November 16, 2015 unless re-scheduled by the Library Board of Trustees.
33. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
34. Adjourn

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

I, Diane Warner, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the October 26, 2015 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on October 22, 2015.



Diane Warner, Administrative Assistant



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MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
September 28, 2015

CALL TO ORDER

President Shkoler called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on September 28, 2015 at 6:32pm.

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

Members Absent: None

Staff Present: Jeanette Contreras, Library Director; Yesenia Baltierra, Public Services Manager; Venessa Faber, Support Services Manager; Diane Warner, Administrative Assistant.

Guests: Marc Davis of DavisFarr CPA Services, Marina Tutty, Financial Consultant for Placentia Library District and Coleen Wakai, Librarian I.

ADOPTION OF AGENDA

It was moved by Trustee Minter and seconded by Trustee Carline to adopt the agenda as presented:

AYES: Shkoler, Martin, Carline, DeVecchio, Minter

NOES: None

ABSENT: None

ORAL COMMUNICATION

None

TRUSTEE & ORGANIZATIONAL REPORTS

President Shkoler attended the Friends Foundation Bookstore Dedication to Nancy Lone-Tollefson on August 15th. He participated at the California Special District Association (CSDA) Conference in Monterey, CA where he attended a very interesting workshop titled "What Makes a Good Board?" and feels our Library Board meets all criteria. (Item 5)

Secretary Martin also attended the CSDA Conference in Monterey, along with the Library's Summer Reading Celebration and Bookstore Dedication, PLFF Annual Meeting, and the H.I.S. House BBQ event. (Item 6)

Trustee Carline enjoyed the CSDA Conference in Monterey, where they presented very good speakers and workshops. She share feedback on a new law, Section 508, requiring library websites to be visually ADA-compliant. Library Director will confirm the Library website is ADA-compliant.(Item 6)

Trustee DeVecchio also attended the Friends Foundation Bookstore Dedication to Nancy Lone-Tollefson. (Item 6)

Trustee Minter thought the Friends Foundation Bookstore Dedication to Nancy Lone-Tollefson was very nicely done. (Item 6)

LIBRARY DIRECTOR REPORT

Library Director Contreras enjoyed attending a General Managers Workshop at the CSDA Conference in Monterey, CA. She reported that the library received a \$30,000 Literacy Grant, we now have CENIC Broadband and approval for an e-Rate reimbursement of \$10,000 in telecommunications costs. The Library has

purchased the eCivis Grant Database to assist staff in locating additional grant funding. Director Contreras will meet with City management staff regarding drought issue and plans for landscaping the civic center area. (Item 7)

FRIENDS FOUNDATION REPORT

Ginny Sanatar provided an update on current PLFF activities: the Nancy Lone-Tollefson Bookstore Dedication was very well attended with thoughtful speakers. PLFF gave out 10 boxes of books at the Summer Reading Celebration. Lisa See will be the guest author at the 2016 Author’ Luncheon event on March 5th. The Jewel Reception is schedule for October 16th. Due to a low turn-out for their annual Membership Meeting, future member meetings will be combined with a PLFF Board meeting. (Item 8)

CONSENT CALENDAR

Moved by Trustee DeVecchio and seconded by Secretary Martin to approve Agenda Items 9-24, and a roll call vote was held.

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

MINUTES of July 20th BOARD of TRUSTEES MEETING

Minutes for the July 20, 2015 Board of Trustees Meeting were received, approved and filed. (Item 9)

CLAIMS

Nonstandard Claims in excess of \$300 – none (Item 10)

Claims Forwarded by the Library Director and Trustees – Thirteen (13) claim batches and one (1) payroll claim for July and August were approved and forwarded to Orange County for payment. (Item 11)

Current Claims and Payroll – Two (2) claim batches and two (2) payroll claims were approved by the Trustees and forwarded to the County of Orange for payment. (Item 12)

Moved by Trustee Carline and seconded by Secretary Martin to receive, file and approve the Forwarded Claims, Current Vendor and Book Claims, and Payroll reports.

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

TREASURER’S REPORTS

Fund Balance Report for Fund 707 on Deposit with Orange County Treasurer Post-Petition Balances (B/S Account 8010-Cash) report was received and filed. (Item 13)

Financial Reports through July and August 2015 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger - received and filed. (Item 14)

Balance Sheets for July and August 2015 - received and filed. (Item 15)

Acquisitions Report for July and August 2015 – received and filed. (Item 16)

Entrepreneurial Activities Report for July and August 2015 – received and filed. (Item 17)

GENERAL CONSENT REPORTS

Personnel Report for July and August 2015 – received and filed. (Item 18)
Circulation Report for July and August 2015 – received and filed. (Item 19)
Review of Shared Maintenance Costs with the City of Placentia through August 2015, under the JPA – received and filed. (Item 20)

STAFF REPORTS

Administration Report for July and August 2015 (Item 21)
Children’s Services Report for July and August 2015 (Item 22)
Adult Services Report for July and August 2015 (Item 23)
Placentia Library Website Technology Report - July and August 2015 (Item 24)

NEW BUSINESS

California State Library Literacy Services Grant

Library Director Contreras presented an overview of the California Literacy Services grant awarded to Placentia Library District this month. The Library received a grant for \$30,000 which will be used to provide professional literacy services to the Placentia community and to H.I.S. House participants, under the leadership of Yesenia Baltierra, Public Services Manager. Coleen Wakai, the Literacy Coordinator shared details about this one-on-one adult tutoring and assessment program. (Item 25)

Universal Service Program for Schools and Libraries (e-Rate)

Library Director Contreras provided a report on the Universal Service Program for Schools and Libraries, also known as the “e-Rate” program. Library staff submitted an e-Rate application for telecommunications reimbursement for filtering programs installed on all public computers, in compliance with the Children’s Internet Protection Act (CIPA). Placentia Library District received notification on September 14th that we have been awarded 60% of our telecommunications and internet services cost through the e-Rate program. Venessa Faber, Support Services Manager, will oversee the e-Rate program with assistance from the District’s IT consultant, Click Consulting. (Item 26)

Travel Authorization for Board Secretary/Clerk Conference on October 18-20, 2015

Library Director Contreras presented a travel request for the Library Director and Administrative Assistant to attend the CSDA 2015 Board Secretary/Clerk Conference in South Lake Tahoe, CA from October 18-20. Administrative Assistant Diane Warner will participate in the First-Time Attendee program and Library Director Contreras will attend the Advanced program. Placentia Library District has received a CSDA Education Scholarship of \$1,050 to cover registration costs. After review and discussion, the Board approved travel to this conference. Fiscal Impact: \$700 per attendee. Moved for approval by Secretary Martin and seconded by Trustee Carline. (Item 27)

A roll call vote was taken:

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

Travel Authorization for USC Defining New Metrics for Library Success Symposium on October 1-2, 2015

Library Director Contreras presented a travel request for the Support Services Manager and Library Director to attend the University of Southern California Defining New Metrics for Library Success Symposium on October 1-2, 2015. After review and discussion, the Board approved travel to this conference. Fiscal Impact: \$700 per attendee. Moved for approval by Trustee Minter and seconded by Secretary Martin. (Item 28)

A roll call vote was taken:

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

Authorize Amendment to Resolution 15-06: Adopt Fiscal Years 2015-2017 Budget

Library Director Contreras presented an Amendment to Resolution 15-06 which approved the Fiscal Year 2015-2017 Budget on April 20, 2015. Since then, the County of Orange Auditor Controller's Office now requires that we use budget reports dated August 1, 2015 to complete budget numbers for Fund 707. The Amended Resolution 15-06 reflects corrected FY 2015-16 numbers for Fund 707 as requested by the County of Orange Auditor Controller's Office. Moved for approval by Trustee DeVecchio and seconded by Trustee Carline. (Item 29)

A roll call vote was taken:

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

Authorize Marc Davis of DavisFarr CPAs to provide CPA / Investment Services to the District

Library Director Contreras presented the contract for CPA services to be provided by Marc Davis of DavisFarr for CPA services from October 1, 2015 through September 30, 2017. In addition to review of financial documents, Director Contreras recommends the CPA's responsibilities include reviewing the District's investment policy, making recommendations to enhance the District's investments, and meet with the Library Board of Trustees twice a year to discuss the District's investments. Moved for approval by Trustee Minter and seconded by Secretary Martin, of a consulting contract not to exceed \$10,000 in total payments. (Item 30)

A roll call vote was taken:

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

Proposed Placentia Library District Policy 4017 – Legislative Policy Positions

Library Director Contreras proposed new Policy 4017 to address the District's response to legislative policy issues. CSDA provided several Model Policy descriptions to consider when developing a legislative policy. Director Contreras recommends the Trustees approve Model Policy Four. Moved for first reading by Trustee Minter and seconded by Trustee DeVecchio. Final version of policy will be presented at the October 2015 board meeting. (Item 31)

A roll call vote was taken:

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

March 23, 2015 Motion for Trustee Minter’s Travel Authorization to the 2015 ALA Conference

Library Director Contreras presented the reimbursement request from Trustee Minter for expenses related to her attending the ALA conference on June 21-24, 2015. After review and discussion, the Board approved the additional reimbursement and an amendment to the March 23, 2015 minutes to reflect the reimbursement to Trustee Minter for hotel accommodations, meals, and car mileage, per her request. Fiscal Impact: \$773 in additional reimbursements. It was also decided by the Board that prior to any future travel, reimbursement requests will be clearly delineated as to the expenses for which the Library is responsible. Moved for approval by Trustee DeVecchio and Seconded by Trustee Carline. (Item 32)

A roll call vote was taken:

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

Amendments to Placentia Library District Policy 2040 – Sick Leave, Catastrophic Leave-Sharing Program

Library Director Contreras presented recommended changes to Policy 2040 – Sick Leave as a result of AB1522, the Healthy Workplaces, Healthy Families Act of 2014. Library Director Contreras also recommended updates to the Catastrophic Leave-Sharing Program for further clarification to staff. Trustees requested that some policy verbiage be revised and wanted more time to review the documentation for this agenda item. Trustees voted to table further discussion until the October board meeting. (Item 33)

Select Date for October Trustees Meeting

Due to a schedule conflict with the CSDA Board Secretary/Clerk Conference on October 21st, Library Director Contreras requested the October Board of Trustees meeting be re-scheduled to Monday, October 26, 2015. Date change was approved by Trustees. (Item 34)

ADJOURNMENT

The Unusual Date September 28, 2015 Board of Trustees meeting was adjourned at 7:42pm.

The next Board of Trustees meeting will be held on October 26, 2015 at 6:30pm.

Al Shkoler, President
Library Board of Trustees

Jo-Anne W. Martin, Secretary
Library Board of Trustees



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: Summary of Non-standard Claims for SEPTEMBER 2015
DATE: October 26, 2015

TYPE	DATE	CLAIM #	AMOUNT
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NONE

		TOTAL	\$0
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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Diane Warner, Administrative Assistant

SUBJECT: Summary of OCTOBER Claims Forwarded by the Library Director and Trustees

DATE: October 26, 2015

<u>707 TYPE</u>	<u>DATE</u>	<u>CLAIM #</u>	<u>AMOUNT</u>
Misc Vendors	10-13-15	5924	\$ 3,769.68
Misc Vendors	10-13-15	5925	\$ 3,677.92
PARS	10-13-15	5926	\$ 1,514.54
		TOTAL	<u>\$ 8,962.14</u>

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

DATE: 10/13/15

REPORT NO: 5924

The County Auditor is authorized to draw these checks from:

FUND: 707

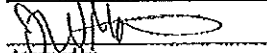
DEPT: V700

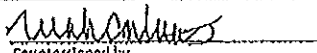
BUDGET CONTROL: 707


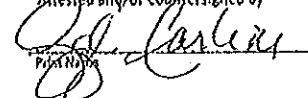
UNIT: 0900

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE	INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPY CATG	AMOUNT	DOC NUMBER	SC
VC-7447 Staples Advantage Dept LA PO Box 83489 Chicago, IL 60689-3689	9/05/15		1800	0728		\$13.81		
	9/05/15	3277152733	1800	0728		\$42.18		
	9/12/15	3277152732	1800	0728		\$166.30		
	9/5/15	3277616614	1800	0728		\$83.15		
		3277152735						
VC-8873-1 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1040	9/21/2015		1400	0710		\$205.30		
	9/15/2015	15-9-10356	1600	9710		\$210.00		
VC-0089-10 Republic Services #876 (was Placentia Disposal #670) PO Box 78820 Phoenix, AZ 85062-8820	9/21/2015		1001			\$49.74		
		0676-002317990						
VC-5948 Special District Risk Mgmt Auth 1112 I Street, Suite 300 Sacramento, CA 95814-2885	9/24/2015		0309			\$552.80		
		17776	0308			\$1,051.82		
			0310			\$378.28		
			0306	0770		\$56.43		
			0319			\$199.88		
						\$2,239.21		
N27842 Sholds Consulting Group Inc. 1636 30th Street Sacramento, CA 95810	9/1/2015	1516-2	1900	076		\$224.60		
VC-12613 Tyco Integrated Security / Keystone P.O. Box 371987 Pittsburgh, PA 15260-7997	09/03/15	24872761	1300			\$241.47		
VC-12176 Time Warner Cable PO Box 60074 City of Industry, CA 91718-0074	9/25/2015	0914-1013	0700	0702		\$203.92		
VC-4169 Dick's Lock & Safe / Randy Fovits 650 N. Rose Dr. #014 Placentia, CA 92809	9/10/2015	42805	1400	0716		\$237.66		
TOTAL REMITTANCE:						\$4,007.34		

The claims listed above totaling \$4,007.34 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.


Approved by
J.W. Martin
Print Name


Countersigned by
Frank J. Contreras
Print Name


Attested and/or countersigned by

Print Name

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

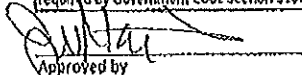
Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

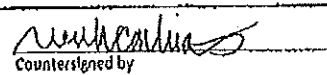
DATE: 10/13/15
REPORT NO: 5925

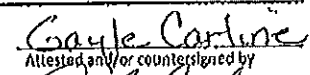
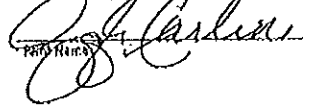
The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY		
Vendor Code Payee Name and Address	DATE	INVOICE #	OBJT REV/ US ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
NEW Vendor Glasby Maintenance Supply Co. 110 E. Orangeflorpa Ave, Anahelm, CA 92801	09/30/15	262897A	1000			\$65.13		
VO-0451 Pitney Bowes PO Box 371898 Pittsburgh, PA 15250-7898	10/3/2015	391600	2100			\$177.66		
VO-9481 Dewey Post Control P.O. Box 7114 Pasadena, CA 91109-7214	10/01/2015	9686492	1400	0717		\$128.00		
VO-6818 Cintas Corporation #640 P.O. Box 29059 Phoenix, AZ 86038	10/12/15	610459858	1000			\$236.00		
	9/14/15	610446347	1000			\$174.62		
	9/21/15	610449687	1000			\$316.48		
	9/28/15	610453082	1000			\$214.58		
	10/05/15	610456437	1000			\$318.09		
VO-0088-10 Republic Services #878 (was Placentia Disposal #678) PO Box 78829 Phoenix, AZ 85062-8829	08/31/2014	0676-001040618	1001			\$46.96		
VO-8003 NEW Address Golden State Water Company c/o Placentia Library Dist. - Cust #29934100 411 E. Chapman Ave. Placentia, CA 92870	9/22/2015	0819-0917	2803			\$1,319.47		
VO-8002-1 The Gas Company PO Box C Monterey Park, CA 91766	9/22/2015	081915-091815	2802			\$200.16		
VO-0059-4 Pitney Bowes Purchase Power PO Box 371874 Pittsburgh, PA 15250-7874	9/24/2015	0652-5830	1803			\$651.98		
VO-8708 Minivon Press 310 E Orangeflorpa Ave Unit L Placentia, CA 92870	9/25/2015	30869	1800	0728		\$64.79		
TOTAL REMITTANCE:						\$3,913.92		

The claims listed above totaling \$3,913.92 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.


Approved by
J.W. Martin
Print Name


Countersigned by
Tom J. Williams
Print Name


Attested and/or countersigned by

Print Name

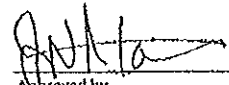
LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

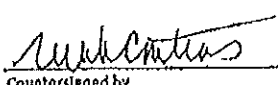
Placentia Library District
411 E Chapman Ave
Placentia, CA 92870


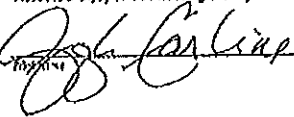
DATE: 10/13/15
REPORT NO: 5926
The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBIT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-12483 Phase II Systems (PARS) c/o U.S. Bank National Association Trustee for PARS #0740022400 P.O. Box 611040 Los Angeles, CA 90051-8204	10-07-15	200			\$1,514.54		
TOTAL REMITTANCE:					\$1,514.54		

The claims listed above totalling \$1,514.54 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.


Approved by
JO ANNE MARTIN
Title


Countersigned by
Trinh J. Contreras
Title


Attested and/or countersigned by

Title

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: Current Claims and Payroll
DATE: October 26, 2015

Current Claims

<u>TYPE</u>	<u>DATE</u>	<u>CLAIM #</u>	<u>AMOUNT</u>
Baker & Taylor	10-26-15	5927	1,292.05
Midwest Tape	10-26-15	5928	1,142.90
Baker & Taylor	10-26-15	5929	13,502.55
<u>Subtotal for Claims</u>			\$ 15,937.50

Payroll

On Demand Wire	10-26-15	141	\$ 40,000.00
On Demand Wire	10-26-15	142	\$ 40,000.00
On Demand Wire	10-26-15	143	\$ 40,000.00
<u>Subtotal for Payroll</u>			\$ 120,000.00

TOTAL CURRENT CLAIMS & PAYROLL **\$ 135,937.50**

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 10/26/15
REPORT NO: 5927

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE	INVOICE #	OBIT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta, GA 30384-7930	09/11/15		2400	0760		\$21.72		
		4011338219						
	09/11/15		2400	0760		\$63.96		
		4011338220						
	09/11/15		2400	0760		\$14.68		
		4011338221						
	09/11/15		2400	0760		\$19.84		
		4011338222						
	09/11/15		2400	0760		\$73.35		
		4011338223						
	09/11/15		2400	0760		\$66.21		
		4011338224						
	09/11/15		2400	0760		\$24.52		
		4011338225						
	09/11/15		2400	0760		\$42.87		
		4011338226						
	09/11/15		2400	0760		\$109.43		
		4011338228						
	09/11/15		2400	0760		\$85.11		
		4011338229						
	09/11/15		2400	0760		\$145.81		
		4011338230						
	09/11/15		2400	0760		\$16.66		
	4011338238							
09/11/15		2400	0760		\$117.25			
	4011338239							
09/15/15		2400	0760		\$23.85			
	4011331667							
09/15/15		2400	0760		\$20.48			
	4011331668							
09/23/15		2400	0760		\$21.74			
	4011344365							
09/23/15		2400	0760		\$43.47			
	4011344366							
09/23/15		2400	0760		\$42.21			
	4011344367							
09/23/15		2400	0760		\$83.61			
	4011344368							
09/23/15		2400	0760		\$110.61			
	4011344369							
09/23/15		2400	0760		\$61.51			
	4011344371							
09/23/15		2400	0760		\$83.16			
	4011344372							
TOTAL REMITTANCE:						\$1,292.05		
The claims listed above totalling \$1,292.05 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.								

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Print Name _____

Print Name _____

Print Name _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 10/26/15
REPORT NO: 5928

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta, GA 30384-7930	10/1/2015 K01034334F	2400	0760		\$13,134.70		
	09/23/15 4011344380	2400	0760		\$37.11		
	09/23/15 4011344381	2400	0760		\$62.24		
	09/24/15 4011356611	2400	0760		\$182.74		
VC-xxxx NEW Vendor Rowman & Littlefield Publishing Group P.O. Box 62193 Baltimore, MD 21284-2193	9/14/15 09953053	2400	0760		\$85.76		
TOTAL REMITTANCE:							
<p>The claims listed above totalling \$xxxx.xx are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Print Name _____

Print Name _____

Print Name _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 10/26/15
REPORT NO: 5929

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY		
Vendor Code Payee Name and Address	DATE INVOICE #	QBIT REV/ BS ACCT	DEPT OBIT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VC-2003 Midwest Tape PO Box 820 Holland OH 43528	09/17/2015	2400	0760		\$43.09			
	09/17/2015	93222351	2400	0760	\$66.09			
	09/17/2015	93222352	2400	0760	\$39.64			
	09/17/2015	93222353	2400	0760	\$24.64			
	09/18/2015	93222355	2400	0760	\$53.68			
	09/18/2015	93226426	2400	0760	\$79.92			
	09/18/2015	93226427	2400	0760	\$33.29			
	09/18/2015	93226429	2400	0760	\$36.09			
	09/23/2015	93240798	2400	0760	\$56.09			
	09/24/2015	93242618	2400	0760	\$79.92			
	09/24/2015	93245370	2400	0760	\$55.68			
	09/24/2015	93245372	2400	0760	\$33.29			
	09/25/2015	93245373	2400	0760	\$36.09			
	09/25/2015	93250459	2400	0760	\$72.18			
	09/30/2015	93250521	2400	0760	\$43.68			
	09/30/2015	93262624	2400	0760	\$147.24			
	09/30/2015	93262625	2400	0760	\$33.29			
	10/02/2015	93262628	2400	0760	\$87.18			
	10/02/2015	93274766	2400	0760	\$82.18			
	10/02/2015	93274768	2400	0760	\$39.64			
		93274790						
	TOTAL REMITTANCE:					\$1,142.90		
	<p>The claims listed above totalling \$1,142.90 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Print Name _____

Print Name _____

Print Name _____

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Marina Tutty

SUBJECT: Fund Balance Report for Placentia Library District Fund 707 on Deposit with Orange County Treasurer Post-Petition Balances (B/S Account 8010-Cash)

DATE: October 26, 2015

Fiscal Year 2015-2016	
07/31/14	2,039,958.86
8/31/2014	1,964,131.43
9/30/2014	1,814,121.60
10/31/14	
11/30/2014	
12/31/2014	
01/31/15	
2/28/2015	
3/31/2015	
04/30/15	
5/31/2015	
6/30/2015	
General	
Reserves	414,789.10
Impact Fees	492,572.50

Fiscal Year 2014-2015	
07/31/14	2,038,031.94
8/31/2014	1,913,894.68
9/30/2014	1,786,383.91
10/31/14	1,582,509.04
11/30/2014	1,546,532.94
12/31/2014	2,237,492.97
01/31/15	2,191,615.06
2/28/2015	2,079,577.11
3/31/2015	1,896,468.01
04/30/15	2,359,500.73
5/31/2015	2,293,555.26
6/30/2015	2,039,958.86
General	
Reserves	414,789.10
Impact Fees	459,597.50



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Financial Reports through September 2015 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

DATE: October 26, 2015

Summary of Cash and Investments as of September 30, 2015

Cash with Orange County Treasurer Fund 707	1,172,764.17
Reserves with Orange County Treasurer	414,789.10
Impact Fees with County and Bank of the West (Restricted)	492,572.50
General Fund Checking – Bank of the West	47,065.71
General Fund Savings – Bank of the West	760,201.94
Payroll Checking – Wells Fargo Bank	46,182.43
Total Cash and Investments	2,933,575.85

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

Jeanette Contreras
Library Director



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PLACENTIA LIBRARY DISTRICT

EXPENDITURES REPORT

September 30, 2015

17% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,227,447	191,004	0.16	\$1,036,443
0200	Retirement	46,549	11,172	0.24	\$35,377
0301	Unemployment Insurance	0	0	0.00	\$0
0306	Health Insurance	210,543	50,211	0.24	\$160,332
0306-0770	Employee Assistance Program	715	50	0.07	\$665
0308	Dental Insurance	12,833	3,073	0.24	\$9,760
0309	Life Insurance	7,320	1,658	0.23	\$5,662
0310	AD & D Insurance	4,627	1,172	0.25	\$3,455
0319	Vision Insurance	2,526	583	0.23	\$1,943
0350	Workers' Compensation Insurance	12,000	16,936	1.41	-\$4,936
	TOTAL	\$1,524,560	\$275,859	0.18	\$1,248,701
SERVICES & SUPPLIES					
0700	Communications	23,000	2,919	0.13	\$20,081
0900	Food	2,000	0	0.00	\$2,000
1000	Household Expenses	20,000	5,030	0.25	\$14,970
1100	Library Insurance	15,000	11,813	0.79	\$3,187
1300	Maintenance, Equipment	32,000	6,352	0.20	\$25,648
1400	Maintenance, Buildings & Improvements	106,700	13,721	0.13	\$92,979
1600	Memberships	9,000	1,179	0.13	\$7,821
1700	Miscellaneous Expense	2,500	545	0.22	\$1,955
1800	Office Expenses	48,000	20,865	0.43	\$27,135
1803	Postage	14,000	4,414	0.32	\$9,586
1900	Prof./Specialized Services	206,100	38,812	0.19	\$167,288
1912	Investment Administrative Fees	1,700	238	0.14	\$1,462
2000	Publication and Legal Notices	500	0	0.00	\$500
2100	Rents and Leases - Equipment	1,100	188	0.17	\$912
2200	Rents & Leases - Buildings & Improvements	0	0	0.00	\$0
2400	Books/Library Materials	294,174	6,195	0.02	\$287,979
2600	Transportation & Travel	4,500	140	0.03	\$4,360
2700	Meetings	19,500	6,589	0.34	\$12,911
2800	Utilities	87,500	22,819	0.26	\$64,682
	TOTAL	\$887,274	\$141,818	0.16	\$745,456
OTHER CHARGES					
3700	Taxes and Assessments	\$11,000	\$0	0.00	\$11,000
	OPERATING EXPENSES	\$2,422,834	\$417,678	0.17	\$2,005,156
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$60,000	\$16,463	0.27	\$43,537
4200	Structures/Improvements	10,000	\$0	0.00	\$10,000
5200	Contingency Funds	\$0	\$0	0.00	\$0
	TOTAL	\$70,000	\$16,463	0.24	\$53,537
TOTAL BUDGET (Fund 707)					
		\$2,492,834	\$434,141	0.17	\$2,058,693
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$406,614	\$0	0.00	\$406,614
	Grants	\$35,000	\$13,298	0.00	\$21,702



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PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
September 30, 2015

GENERAL Fund 707	REV SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	2,037,868	28,647	(2,009,221.30)	1.4%
6220		Property Taxes - Current Unsecured	57,632	45,965	(11,667.29)	79.8%
6230		Property Taxes - Prior Secured	0	-	0.00	0.0%
6240		Property Taxes - Prior Unsecured	0	-	0.00	0.0%
6250		Taxes - Spec Dist Augmentation	13,256	-	(13,256.00)	0.0%
6280		Property Taxes - Curr Supplemental	65,732	5,311	(60,420.61)	0.0%
6290		Other Taxes	3,120	-	(3,120.00)	0.0%
6300		Property Taxes - Prior Supplemental	0	1,034	1,034.46	100%
6540		Penalties & Costs on Delinq Taxes	1,014	312	(701.74)	30.8%
		Sub Total	2,178,622	81,270	(2,097,352.48)	3.7%
REVENUE FROM USE OF MONEY & PROPY						
6610		Interest	5,720	1,956	(3,764.45)	34.2%
		Sub Total	5,720	1,956	(3,764.45)	34.2%
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	8,792	-	(8,792.00)	0.0%
6970		State - Other	0	-	0.00	0.0%
7120		Other-In-Lieu Taxes	0	-	0.00	0.0%
7130		Other Governmental Agencies	2,000	-	(2,000.00)	0.0%
		Sub Total	10,792	-	(10,792.00)	0.0%
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)				
		Newsletter Ads	700	-	(700.00)	0.0%
		Grants	45,000	11,299	(33,701.00)	25.1%
		Fines & Fees	45,000	22,454	(22,546.30)	49.9%
		Passport/Photos	125,000	33,847	(91,153.00)	27.1%
		Meeting Room Fees	5,000	1,270	(3,730.00)	25.4%
		Test Proctor	7,000	2,063	(4,937.00)	29.5%
		Sub Total	227,700	70,933	(156,767.30)	31.2%
7680		6-MO Expired (Outlawed) Checks	0	-	0.00	0%
		YTD Actual	2,422,834	154,158	(2,268,676.23)	6%
		FY 14/15 Funds Available	70,000			
		TOTAL REVENUES FY 15/16:	2,492,834	154,158	(2,338,676.23)	6.2%
MISCELLANEOUS REVENUES						
		Restricted Impact Fees	0	32,975	32,975.00	100%
		SLS Account	0	-	0.00	100%

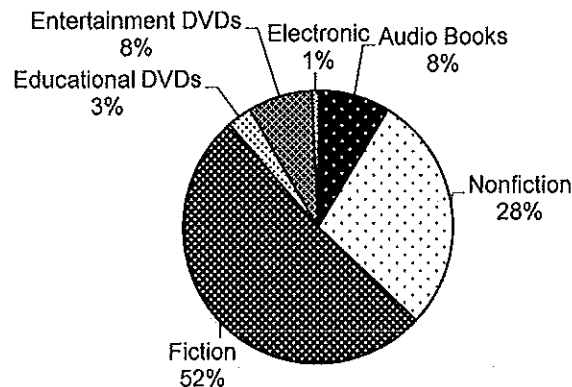


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Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2015-2016 THROUGH THE MONTH OF AUG 2015

	YTD 2015/16	YTD 2015/16	YTD 2015/16	YTD 2014/15	YTD 2014/15	YTD 2014/15
	Amount	Titles	Volumes	Amount	Titles	Volumes
Total Fiction	\$ 20,833	1303	1502	\$ 23,546	1566	1693
Total Non-Fiction	\$ 11,465	462	630	\$ 13,879	571	813
Total Electronic	\$ 312	7	0	\$ 10,306	150	0
Total Audio Books	\$ 3,457	78	78	\$ 2,955	70	70
Total Educational DVDs	\$ 1,185	35	36	\$ 2,163	92	95
Total Entertainment DVDs	\$ 3,085	97	134	\$ 1,507	62	64
YTD TOTAL MATERIALS	\$ 40,337	1982	2380	\$ 54,356	2511	2735
Budget	\$249,174			\$255,602		
% Spent YTD	16%			21%		



The spent amounts on this report reflect items and invoices received through the end of the month. Budget amounts are regular budget dollars. Spent amounts include regular budgeted dollars as well as adopt-a-book and grant dollars. Invoices paid during the month are shown on the Financial Report rather than the Acquisitions report.

ACQUISITIONS REPORT FOR FISCAL YEAR 2015-2016 THROUGH THE MONTH OF SEPTEMBER 2015
Prepared by Katie Matas, Acquisitions Librarian

	GENERAL FUND			ADOPT-A-BOOK/GRANT			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$7,368	437	486	\$0	0	0	\$7,368	437	486	\$0	0	0	\$7,368	437	486
California Adult Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Adult Fiction	\$7,368	437	486	\$0	0	0	\$7,368	437	486	\$0	0	0	\$7,368	437	486
Adult Non-Fiction	\$6,418	277	284	\$0	0	0	\$6,418	277	284	\$0	0	0	\$6,418	277	284
Adult Reference	\$327	9	9	\$0	0	0	\$327	9	9	\$0	0	0	\$327	9	9
Adult magazines	\$648	1	136	\$0	0	0	\$648	1	136	\$0	0	0	\$648	1	136
California Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Adult Non-Fiction	\$7,393	287	429	\$0	0	0	\$7,393	287	429	\$0	0	0	\$7,393	287	429
TOTAL ADULT PRINT MATERIALS	\$14,761	724	915	\$0	0	0	\$14,761	724	915	\$0	0	0	\$14,761	724	915
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Audio Books	\$3,130	70	70	\$0	0	0	\$3,130	70	70	\$0	0	0	\$3,130	70	70
Adult E-books	\$312	7	0	\$0	0	0	\$312	7	0	\$0	0	0	\$312	7	0
SLS Adult E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Educational DVDs	\$1,153	33	34	\$0	0	0	\$1,153	33	34	\$0	0	0	\$1,153	33	34
Adult Entertainment DVDs	\$1,561	48	61	\$0	0	0	\$1,561	48	61	\$0	0	0	\$1,561	48	61
TOTAL ADULT NON-PRINT MATERIALS	\$6,156	158	165	\$0	0	0	\$6,156	158	165	\$0	0	0	\$6,156	158	165
TOTAL ADULT MATERIALS	\$20,917	882	1,080	\$0	0	0	\$20,917	882	1,080	\$0	0	0	\$20,917	882	1,080
Juvenile Fiction	\$9,859	595	742	\$0	0	0	\$9,859	595	742	\$0	0	0	\$9,859	595	742
California Juvenile Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Fiction	\$3,606	271	274	\$0	0	0	\$3,606	271	274	\$0	0	0	\$3,606	271	274
California Young Adult Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Juvenile Fiction	\$13,465	866	1,016	\$0	0	0	\$13,465	866	1,016	\$0	0	0	\$13,465	866	1,016
Juvenile Non-Fiction	\$3,305	135	147	\$0	0	0	\$3,305	135	147	\$0	0	0	\$3,305	135	147
California Juvenile Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Non-Fiction	\$767	40	42	\$0	0	0	\$767	40	42	\$0	0	0	\$767	40	42
California Young Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Magazines	\$0	0	12	\$0	0	0	\$0	0	12	\$0	0	0	\$0	0	12
Total Juvenile Non-Fiction	\$4,072	175	201	\$0	0	0	\$4,072	175	201	\$0	0	0	\$4,072	175	201
TOTAL JUVENILE PRINT MATERIALS	\$17,537	1,041	1,217	\$0	0	0	\$17,537	1,041	1,217	\$0	0	0	\$17,537	1,041	1,217
Juvenile Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Audio Books	\$327	8	8	\$0	0	0	\$327	8	8	\$0	0	0	\$327	8	8
Juvenile E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
SLS Juvenile E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Video Games	\$928	20	20	\$0	0	0	\$928	20	20	\$0	0	0	\$928	20	20
Juvenile Educational DVDs	\$32	2	2	\$0	0	0	\$32	2	2	\$0	0	0	\$32	2	2
Juvenile Entertainment DVDs	\$1,524	49	73	\$0	0	0	\$1,524	49	73	\$0	0	0	\$1,524	49	73
TOTAL JUVENILE NON-PRINT MATERIALS	\$2,811	79	103	\$0	0	0	\$2,811	79	103	\$0	0	0	\$2,811	79	103
TOTAL JUVENILE MATERIALS	\$20,348	1,120	1,320	\$0	0	0	\$20,348	1,120	1,320	\$0	0	0	\$20,348	1,120	1,320
On-line databases	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
E-books	\$312	7	0	\$0	0	0	\$312	7	0	\$0	0	0	\$312	7	0
SLS E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
E-readers	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Excesses	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL ELECTRONIC MATERIALS	\$312	7	0	\$0	0	0	\$312	7	0	\$0	0	0	\$312	7	0
Total Fiction	\$20,853	1303	1502	\$0	0	0	\$20,853	1303	1502	\$0	0	0	\$20,853	1303	1502
Total Non-Fiction	\$11,465	462	630	\$0	0	0	\$11,465	462	630	\$0	0	0	\$11,465	462	630
Total Electronic	\$312	7	0	\$0	0	0	\$312	7	0	\$0	0	0	\$312	7	0
Total Audio Books	\$3,457	78	78	\$0	0	0	\$3,457	78	78	\$0	0	0	\$3,457	78	78
Total Educational DVDs	\$1,185	35	36	\$0	0	0	\$1,185	35	36	\$0	0	0	\$1,185	35	36
Total Entertainment DVDs	\$3,085	97	134	\$0	0	0	\$3,085	97	134	\$0	0	0	\$3,085	97	134
TOTAL MATERIALS	\$40,337	1,982	2,330	\$0	0	0	\$40,337	1,982	2,330	\$0	0	0	\$40,337	1,982	2,330

General Fund: \$32,081
 Adopt-a-book: \$116
 Outstanding Orders as of September 2015: \$32,197
 TOTAL: \$32,197

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Marina Tutty

SUBJECT: Entrepreneurial Activities Report for September 2015

DATE: October 26, 2015

Net Revenue Summary for September 2015

	Sept-15	Sept-14	YTD 2015-2016	YTD 2014-2015
Passport	8,075.00	7,450.00	27,625.00	23,725.00
Passport Photos	1,812.00	1,908.00	6,622.00	6,159.00
Test Proctor	338.00	300.00	2,063.00	2,750.00
Meeting Room	720.00	350.00	1,270.00	1,315.00
Total	10,945.00	10,008.00	37,580.00	33,949.00



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: Personnel Report for **SEPTEMBER 2015**
DATE: October 26, 2015

			YTD	YTD
	Sept-15	Sept-14	2015-2016	2014-2015
Separation	0	0	0	0
Retirement	0	0	0	0
Appointments	0	0	0	0
Open Positions	0	1	0	1
Workers' Compensation Leave	0	0	0	0
Total	0	1	0	1

SEPARATION: None
RETIREMENT: None
APPOINTMENTS: None
OPEN POSITIONS: None



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Venessa Faber, Support Services Manager
SUBJECT: Circulation Activity Report: **September 2015**
DATE: **October 26, 2015**

<u>CIRCULATION</u>	Sept. 15	Sept. 14	M-T-M		Y-T-D	Y-T-D	Y-T-D
			% change		2015-16	2014-15	% change
New Patron Registrations	388	364			57,108	1,100	5091.6%
Total Circulation	19,082	21,524			19,082	21,524	-11.3%
Attendance	26,515	27,412			53,987	50,308	7.3%
Registered Card Holders*	35,610	33,770	5.4%				
Adult Fiction	3,102	3,029			10,188	9,578	6.4%
Adult Nonfiction	2,160	2,190			7,167	7,944	-9.8%
Adult Magazines	231	225			764	841	-9.2%
Adult Music CDs	214	145			483	325	48.6%
Adult Audio Books	681	498			1,357	1,115	21.7%
Adult DVDs**	1,567	661			4,638	2,243	106.8%
JV Fiction	10,583	10,156			24,822	24,222	2.5%
YA Fiction	1,322	1,273			3,649	3,532	3.3%
JV Nonfiction	1,869	1,943			4,276	4,817	-11.2%
YA Nonfiction	92	101			224	232	-3.4%
JV Magazines	1	5			3	13	-76.9%
JV Music CDs	25	29			43	77	-44.2%
JV Audio Books	51	30			124	82	51.2%
JV DVDs**	1,189	887			2,766	2,472	11.9%
Video Games	27	17			67	37	100.0%

* YTD % change not applicable.

**As of July 1, 2015 all DVDs are free.

PATRON COUNT

Sep-15	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		197	353	317	398	209	243	1,717
10:00		241	464	390	405	289	332	2,121
11:00		204	418	362	353	240	394	1,971
12:00		227	329	391	281	278	397	1,903
1:00	573	184	299	502	274	300	363	2,495
2:00	494	263	562	703	375	352	343	3,092
3:00	535	562	854	844	589	509	313	4,206
4:00	391	508	811	869	625	339	199	3,742
5:00		466	700	676	454			2,296
6:00		321	533	603	364			1,821
7:00		144	301	325	231			1,001
DAY TOTALS	1,993	3,317	5,624	5,982	4,349	2,516	2,584	26,365

Sept. 2015	Sept. 2014	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
26,365	27,412	79,115	82,409	-4%

1 Day Closed: Monday, Sept. 7 for Labor Day.

PASSPORTS

Sept. 2015	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		4	0	1	2	2	5	14
10:00		2	0	4	2	3	13	24
11:00		1	0	2	3	4	11	21
12:00		2	4	1	0	8	13	28
1:00	12	3	5	5	4	3	21	53
2:00	14	4	5	4	2	4	17	50
3:00	9	2	6	5	2	8	14	46
4:00	2	4	3	7	1	3	7	27
5:00		6	8	5	4			23
6:00		6	11	4	5			26
7:00		3	6	0	3			12
DAY TOTALS	37	37	48	38	28	35	101	324

Sept. 2015	Sept. 2014	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
324	298	1042	949	9%

TEST PROCTORING

September 2015	September 2014	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
7	6	39	55	-29%

STAFF ACTIVITY

Katie attended Friday Huddles on September 4th and 25th.
 Katie, Venessa, Estella, Laura, and Tim attended the Staff Meeting on September 29th.
 Venessa, Yesenia, and Katie met to discuss reporting formats on September 30th.
 Staff refilled vending machine on September 2, 5, 9, 12, 14, 16, 19, 21, 23, 28 and 30th.
 Staff completed vending order form around September 8th and September 22nd.
 Venessa attended Friday Huddles on September 4th, 11th, 18th, and 25th.
 Venessa attended Rotary meetings on September 2nd, 9th, 16th, and 30th and was inducted as a member.
 Venessa attended the SLS Circulation Meeting in Santa Ana on September 9th.
 Venessa attended the Managers Meeting on September 10th.
 Venessa met with Bibliotheca Representatives for phone conferences on September 11th and 24th.
 Venessa and Yesenia met on September 11th to discuss e-Rate.
 Venessa attended the APL/PLD Consortium Meeting on September 14th.
 Venessa and Click Consultant, Jesse, attended the Mobile Circ. Training at Anaheim Public Library on September 14th.
 Venessa provided a training to Library Services Staff on weeding and turnover reports in Horizon on September 24th.
 Venessa attended e-Civis webinar on September 29th.

ONGOING PROJECTS

Tim posted and shared news, events and photos to library social media, including Facebook, Twitter and Instagram.
 As Library Services Staff continue to weed, Sara is working through processing discards.

NEW PROJECTS AND ACTIVITIES

Katie began training Lori to back-up test proctor.
 Katie began training Laura, Sara, and Intern Dani on receiving and processing new books in Horizon.
 Tim took photos of Fall displays for library social media.
 Eric will begin full responsibility of Constant Contact email generation and submission.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: City of Placentia Invoices for SEPTEMBER 2015
DATE: October 26, 2015

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2015-2016	INVOICE DATE	SO. CAL EDISON	TURF (Mariposa)	GROUNDS (SA Aquatics)	IRRIGATION AT&T	FACILITY MAINT	<u>TOTAL</u>
July-Aug 2015	8-13-15	20,450.37	4,357.47	427.50	*	6,122.66	31,358.00
15-Sep	*	*	*	*	*	*	*
15-Oct							
15-Nov							
15-Dec							
16-Jan							
16-Feb							
16-Mar							
16-Apr							
16-May							
16-Jun							

**TOTAL
AVG**

**City Billing
Not Received*

PERIOD IN FY 2014-2015	INVOICE DATE	SO. CAL EDISON	TURF	GROUNDS	IRRIGATION CONTROL	FACILITY MAINT	<u>TOTAL</u>
May-June 2014	7-17-14	12,249.89	1,452.49	142.50	16.36	*	13,861.24
July-Aug 2014	8-13-14	8,722.47	2,904.98	285.00	8.18	*	11,920.63
14-Sep	*	*	1,452.49	*	*	*	1,452.49
14-Oct	10-08-14	8,081.06	1,452.49	285.00	8.57	12,245.32	22,072.44
14-Nov	11-17-14	13,758.60	1,452.49	142.50	16.91	3,061.33	18,431.83
14-Dec	*	3,708.42	1,452.49	*	*	*	5,160.91
15-Jan	1-15-15	7,868.53	1,452.49	427.50	8.38	6,122.66	15,879.56
15-Feb	*	4,123.46	1,452.49	*	8.38	*	5,584.33
15-Mar	03-19-15	*	1,452.49	142.50	16.85	6,122.66	7,734.50
15-Apr	*	*	*	*	*	3,061.33	*
15-May	05-20-15	8,892.88	2,904.98	427.50	17.00	3,061.33	15,303.69
15-Jun	*	*	*	*	*	3,061.33	*
	TOTAL	\$ 67,405.31	\$ 17,429.88	\$ 1,852.50	\$ 100.63	\$ 36,735.96	\$117,401.62
	AVG	\$ 6,127.76	\$ 1,452.49	\$ 142.45	\$ 8.39	\$ 3,339.64	\$ 9,783.47



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Administration Report for September 2015

DATE: October 26, 2015

Accomplishments

- Submitted and awarded a scholarship from the Special District Leadership Foundation for attendance to the California Special District Association (CSDA) Board Secretary Conference.
- Continue to work with Police Chief on hosting an Active Shooter session at the Staff Development Day.
- Addressing personnel policy-related issues.
- Visited Dixie Shaw, giving her Trustee and staff's best wishes.

Meetings

- Library Board of Trustees – September 28
- All-Staff – September 29
- Administrative Assistant – September 1, 8, 15, 29
- Friday Huddles – September 11, 18, 25
- PLFF – September 14, 29, 30
- California State Library Digital Task Force – September 28

Professional Development

- CSDA Conference – September
- So You Want to Be a General Manager Pre-Conference

Community Events

- A Foodie History of Downtown Placentia (Part of the Local History Lecture Series) – September 9

Upcoming Projects

- Heritage Parade & Festival
- Staff Appreciation Dinner & Recognition
- Staff Development Day
- Jewel Reception
- CSDA District Distinction Award
- Centennial Remodel Project
- Special District Administrator Certification Examination



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Public Services Manager
SUBJECT: Children's Services Report for September 2015
DATE: October 26, 2015

MONTHLY STATISTICS

	September 2015	September 2014	Y-T-D 2015-2016	Y-T-D 2014-2015	Y-T-D % change
Reference—in person	890	995	1,279	2,566	-50.16%
Reference--telephone	58	63	114	150	-24.00%
Total Reference	948	1,058	1,393	2,716	-48.71%
Total Number of Programs	30	49	83	101	-17.82%
Total Programs Attendance	768	1,255	4,210	5,164	-18.47%

Children's Services Programs

	September 2015 Number of Programs	September 2015 Total Attendance	September 2014 Number of Programs	September 2014 Total Attendance	Y-T-D 2015-16 Total Programs	Y-T-D 2015-16 Total Attendance	Y-T-D 2014-15 Total Programs	Y-T-D 2014-15 Total Attendance	Y-T-D 14/15 - 15/16 % Change Programs	Y-T-D 14/15 - 15/16 % Change Attendance
Regular Monthly Programs										
Read to the Dogs	1	20	1	15	3	45	3	82	-96.34%	-45.12%
F.I.R.S.T.	1	10	1	28	3	34	3	68	-95.59%	-50.00%
Preschool Storytimes (3-6 years old)	10	175	10	236	20	459	22	602	-96.68%	-23.75%
Lego Club*	0	0	1	117	0	0	7	117	-100.00%	-100.00%
Pocket Tales	5	119	4	105	11	318	10	323	10.00%	-1.55%
Lap Sit (0-2 years old)	8	355	8	293	20	809	11	677	81.82%	19.50%
P-TAC (Placentia Teen Advisory Council)	2	26	3	59	6	78	7	124	-14.29%	-37.10%
Tweens Chess To Checkers	1	14	2	29	3	43	2	51	50.00%	-15.69%
Family Game Day	1	15	1	20	2	30	2	44	0.00%	-31.82%
Homework Club*	0	0	14	191	0	0	14	191	-100.00%	-100.00%
Special Programs										
Teen Volunteer Thank You Party*	0	0	1	34	0	0	1	34	-100.00%	-100.00%
Head Start Storytime Site Visit	0	0	2	124	0	0	2	124	-100.00%	-100.00%
Wiggles and Giggles	1	34	0	0	1	34	0	0	100.00%	100.00%
Totals	30	768	48	1,251	83	4,210	100	5,160	-17.00%	-18.41%

* Program not held

YTD totals include program totals from previous months not listed for the current month.

ACHIEVEMENTS

- Lori Worden and Yesenia Baltierra submitted a Curiosity Creates grant application on September 25th.
- Fernando Maldonado trained Tim Worden on trouble shooting the vending machines on September 18th.
- Yesenia Baltierra submitted the Summer Reading Program survey on September 16th.

MEETINGS

- Yesenia Baltierra and Brenda Ramirez met on September 2nd.
- Yesenia Baltierra and Lori Worden met on September 7th, 10th, 17th and 22nd to discuss Curiosity Creates grant.
- Yesenia Baltierra and Fernando Maldonado attended Huddle meeting on September 4th, 18th, and 25th.
- Fernando Maldonado attended the SLS YA/ Teen Services Committee Meeting on September 23, 2015.
- Yesenia Baltierra and Jennifer Rydberg met on September 18th.

PROFESSIONAL DEVELOPMENT

- Brenda Ramirez attended, Promoting Creativity in Childhood, a California State Library ELF 2.0 webinar on September 2nd.
- Lori Worden received Proctoring procedures training from Katie Matas on September 10th.
- Fernando Maldonado, Brenda Ramirez and Lori Worden attended collection development report training on September 24, 2015.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Public Services Manager

SUBJECT: Adult Services Report for September 2015

DATE: October 26, 2015

MONTHLY STATISTICS

	September 2015	September 2014	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
Reference -- in person	529	862	1951	2805	-30.45%
Reference -- telephone	115	322	389	1003	-61.22%
Reference -- email/chat	4	2	16	6	166.67%
Technology assistance	352	567	647	1477	-56.19%
Guest passes	78	131	221	401	-44.89%
Adult and Children's computer use (desktops)	3619	2919	10655	8342	27.73%
Adult computer usage (desktop)	2678	2421	7792	7108	9.62%
Public computer use (express laptops)	74	25	142	116	22.41%
Adult Program Attendance	271	208	1439	1666	-13.63%
Number of Adult Programs	26	15	59	35	68.57%

History Room Activity

	September 2015	September 2014	Y-T-D 2015-2016	Y-T-D 2014-15	Y-T-D % change
History Room Visitors	22	8	32	31	3.23%

Volunteer Hours

	September 2015	September 2014	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
History Room	26.25	17.75	55.75	21.75	156.32%
PLFF	447	605	1606.75	1795.5	-10.51%
General Library	312	379.5	1495	1076.25	38.91%
Technology	15	56.75	25	178	-85.96%
Homework Club	71.25	113.5	71.25	113.5	-37.22%
Adult Literacy	165.97	81.25	366.72	164.5	122.93%
PTAC	55.5	148.75	200.63	450.25	-55.44%
Total Volunteer Hours	1092.97	1402.5	4887.2	4969	-1.65%

Adult Services Programs

Type of Program	Number of Programs September 2015	Attendance September 2015	Number of Programs September 2014	Attendance September 2014	Number of Programs YTD FY 15-16	Attendance YTD FY 15-16	Number of Programs YTD FY 14-15	Attendance YTD FY 14-15	Number of Programs YTD % change	Attendance YTD % change
Book Club	1	12	1	13	3	29	3	35	0.00%	-20.69%
Computer Workshops	3	19	3	31	8	54	9	71	-12.50%	-31.48%
Literacy Programs	6	53	3	12	11	86	9	33	18.18%	61.63%
Summer Reading Program	0	0	0	0	2	517	0	108	100.00%	79.11%
Summer Reading Events	0	0	0	0	1	38	3	1,202	-200.00%	-3063.16%
Database Instruction	2	14	1	19	5	35	11	52	-120.00%	-48.57%
Volunteer Programs	0	0	0	0	1	31	1	32	0.00%	-3.23%
Health & Fitness Programs	5	49	4	80	7	83	4	80	42.86%	3.61%
Parenting Programs	1	0	1	14	1	0	2	14	-100.00%	-100.00%
Art Programs	1	20	1	21	1	20	1	21	0.00%	-5.00%
Educational Programs	3	82	1	18	3	82	1	18	66.67%	78.05%
Outreach	4	22	0	0	18	464	0	0	100.00%	100.00%
Totals	26	271	15	208	61	1439	44	1,666	27.87%	-15.77%

<u>Adult Literacy</u>		
	Sept. 2015	Sept. 2014
Number of Tutors	17	15
Number of Students	25	21
Total Number of Participants	42	36

<u>Computer Literacy</u>		
	Sept. 2015	Sept. 2014
Number of Tutors	2	3
Number of Students	2	5
Total Number of Participants	4	8

ACHIEVEMENTS

- Jeannie Killianey updated the October Artist series slideshow and bibliography.
- Jeannie Killianey finished weeding the 300s.
- Wendy Townsend selected books for Rotary.
- Wendy Townsend completed schedules for the month of October.
- Wendy Townsend coordinated a new Santa Ana Tech Intern and an EPP participant.
- Wendy Townsend led a tour of the library for the Muckenthaler staff on September 1st
- Wendy Townsend finished weeding the paperbacks.

MEETINGS

- Wendy Townsend attended the all staff meeting on September 29th.
- Wendy Townsend, Coleen Wakai and Jeannie Killianey attended the Public Services Team Meeting on September 14th.
- Wendy Townsend attended Kiwanis meetings on September 3rd, 10th, 17th & 24th.
- Wendy Townsend attended the Placentia Historical Committee meeting on September 22nd.
- Wendy Townsend and Yesenia Baltierra met on September 15th and 21st.
- Wendy Townsend met with Bob Franz to discuss a History Room display and coordinate a history of the Blue Bird program for the History Room on September 1st.
- Wendy Townsend met with Fernando Maldonado on September 10th to discuss financial literacy programs.
- Coleen Wakai and Yesenia Baltierra met to discuss Literacy program on September 14th, 15th, and 21st.
- Coleen Wakai met with 2 new computer literacy tutors to provide orientation and training September 12th, 19th, and 23rd.
- Coleen Wakai met with Literacy tutor from CSUF September 3rd, 10th, and 17th.
- Yesenia Baltierra and Katie Matas attended conference call meeting with Baker and Taylor on September 9th.
- Yesenia Baltierra met with Jeanette Contreras on September 3rd.
- Yesenia Baltierra attended Library Management Team meeting on September 10th.
- Yesenia Baltierra met with Venessa Faber on September 22nd.
- Yesenia Baltierra met with Diane Warner on September 24th.
- Yesenia Baltierra attended conference call meeting with Zinio on September 25th.
- Yesenia Baltierra met with Venessa Faber and Katie Matas on September 30th.

PROFESSIONAL DEVELOPMENT

- Yesenia Baltierra attended The State Library's Career Online High School pilot program webinar on September 2nd.
- Yesenia Baltierra attended How to Get the Most from Your Library Budget webinar training on September 9th.
- Yesenia Baltierra and Coleen Wakai attended a Collection Development report training on September 24th.
- Yesenia Baltierra attended eCivis webinar training on September 29th.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Katie Matas, Librarian I
SUBJECT: Placentia Library Website & Technology Report for September 2015
DATE: October 26, 2015

On-line database usage

	September 2015	Onsite Usage 9/15	Remote Usage 9/15	September 2014	Y-T-D 2015- 16	Y-T-D 2014- 15	Y-T-D % change
Placentia Library Catalog	14,675	N/A	N/A	16,757	44,460	55,668	-20%
General Reference Center	50	29	21	56	95	145	-34%
Biography In Context	85	84	1	30	126	49	157%
Opposing Viewpoints	86	83	3	21	124	47	164%
Freegal	1,209	N/A	N/A	622	3,374	1,808	87%
Heritage Quest	921	N/A	N/A	429	3,465	1,970	76%
Novelist	69	N/A	N/A	41	222	163	36%
Public Library Core Collection Nonfiction (new June 2015 staff use only)	177	N/A	N/A	N/A	578	N/A	N/A
Pronunciator (new Sept. 2014)	119	N/A	N/A	184	386	184	N/A
ABC Mouse (new Sept. 2014)	39	N/A	N/A	22	236	22	N/A
Tumblebooks	56	N/A	N/A	369	532	786	-32%
Reference USA	228	N/A	N/A	276	476	676	-30%
Enki (new Oct. 2014)	2	N/A	N/A	N/A	8	N/A	N/A
Hoopla (new May 2015)	158	N/A	N/A	N/A	463	N/A	N/A
Overdrive e-books	997	N/A	N/A	731	3,098	2,488	25%
Overdrive audio books	533	N/A	N/A	358	1,618	1,096	48%
Zinio (new Oct. 2014)	107	N/A	N/A	NA	233	N/A	N/A
TOTAL DATABASE USAGE	19,511	196	25	19,896	59,494	65,102	-9%

Website Traffic

	August 2015	August 2014	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
Website visits	12,949	22,555	26,306	45,992	-43%
Page Hits	22,000	37,129	44,356	77,501	-43%

**Computer & Online Resource
 Use**

	September 2015	September 2014	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
Placentia Residents	1367	1,242	4,102	3,137	31%
Non-Placentia Residents	935	809	2,883	1,918	50%
Total	2302	2,051	6,985	5,055	38%

Wifi Use

	September 2015	Y-T-D 2015-16
Total	2,198	5,915

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Report on Actions taken at the Library Board of Trustees Closed Session Meeting

DATE: October 26, 2015

President Shkoler will report on actions taken by the Library Board of Trustees during the Closed Session Meeting on October 26, 2015.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Adopt Resolution 16-03: A Resolution of the Board of Trustees of the Placentia Library District of Orange County Approving the Amendments to the Placentia Library District Policy 2040 – Sick Leave for Part-Time, Seasonal, Extra-Help, and Temporary Employees Working Less Than 20 Hours.

DATE: October 26, 2015

BACKGROUND

The Placentia Library Board of Trustees had approved amendments to Placentia Library District Policy 2040 – Sick Leave to offer the Catastrophic Leave Sharing Program and reflect the requirement of the Healthy Workplaces, Healthy Families Act of 2014 (AB 1522) on March 10, 2010 and March 23, 2015 respectively.

Policy 2040 – Sick Leave was presented on September 28, 2015 with recommended amendments and adoption of Resolution 16-03: A Resolution of the Board of Trustees of the Placentia Library District of Orange County Approving the Amendments to Placentia Library District Policy 2040 – Sick Leave for Part-Time, Seasonal, Extra-Help, and Temporary Employees Working Less Than 20 Hours.

The Library Board of Trustees asked staff to present the agenda item for further discussion at the October meeting.

Recommended amendments can be found on Attachment A as noted in **bold** letterings.

Attachment B is Resolution 16-03.

RECOMMENDATIONS

1. Read Resolution 16-03 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County Approving the Amendments to the Placentia Library District Policy 2040 – Sick Leave for Part-Time, Seasonal, Extra-Help, and Temporary Employees Working Less Than 20 Hours.

2. Adopt Amendments to Policy 2040 – Sick Resolution 16-03 by a Roll Call Vote.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Sick Leave
POLICY NUMBER: 2040

2040.1 This policy will apply to regular employees in all classifications **with the exception of Policies 2040.1.1-2040.1.6 which applies to all part-time, seasonal, extra-help and temporary employees working less than 20 hours per week.**

2040.1.1 AB 1522 – Healthy Workplaces, Healthy Families Act of 2014

In compliance with AB 1522, the Healthy Workplace Healthy Family Act of 2014, employees of the District who work 30 or more days within a year from the commencement of their employment are entitled to accrue paid sick days at a rate of “no less than one [1] hour for every 30 hours worked.” This means that a full-time employee who works 40 hours per week would be entitled to accrue up to 8.6 days of paid sick time off per year. The total number of accrued sick days will depend on the number of hours per week that an employee is normally scheduled to work.

2040.1.2 Employees receiving sick leave accruals can use up to three days/24 hours (whichever is greater) in a 12-month period. Employees will continue to accrue to an ongoing accrual cap of six days/48 hours (whichever is greater) which will then carryover each 12-month period.

2040.1.3 Employees can begin using paid sick leave on the 90th day of employment. This 90 day time period began to run on January 1, 2015. Therefore, current employees who have been employed for over 90 days on July 1, 2015 will be entitled to use paid sick leave going forward as accrued. If an employee separates prior to the requisite 90 days of employment, he/she will still have to work the remaining balance of the 90 days before being eligible to use paid sick leave.

2040.1.4 Employees are required to use up to two (2) hours of paid sick leave at a time as a minimum increment of use.

2040.1.5 Employees are not entitled to cash out any unused paid sick leave at the time of separation of employment.

2040.1.6 Paid sick leave benefits shall remain in effect until modified, terminated, or rescinded by the Placentia Library Board of Trustees, or by changes to applicable State or Federal law.

2040.2 Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease of the employee, or because of illness in his/her immediate family. In addition, dentist and doctor appointments and prescribed sickness prevention measures will be subject to sick leave provided prior notice is provided to the employee's supervisor and/or the Library Director.

2040.3 Full time regular employees will earn sick leave at the rate of one working day per month. Regular part-time employees working 20 or more hours per week will receive a pro-rata allocation of sick leave.

2040.4 Sick leave is accrued at the second pay period of each month.

2040.6 Sick leave is not a privilege that an employee may use at his/her discretion, but will be allowed only in case of necessity and actual sickness or disability of the employee, or because of illness in his/her immediate family.

2040.6.1 The definition of "immediate family" will be the same as specified in Section 2050.3 of the *Bereavement Leave* policy (#2050).

2040.7 In order to receive compensation while on sick leave, the employee will notify his/her supervisor prior to the time for beginning the regular work day, or as soon thereafter as practical.

2040.8 A medical release from the treating physician is required for all absences of three or more work days, regardless of the sick leave balance; however the District reserves the right to request a medical release form for any absence taken.

2040.9 Illness while on paid vacation will be charged to vacation leave.

2040.10 The District provides a sick leave payoff plan upon resignation or retirement as follows:

2040.10.1 After ten (10) years of employment, twenty (20) percent of accumulated sick leave will be paid at the current salary.

2040.10.2 After fifteen (15) years of employment, thirty (30) percent of accumulated sick leave will be paid at the current salary.

2040.10.3 After twenty (20) years of employment, forty-five (45) percent of accumulated sick leave will be paid at the current salary.

2040.10.4 The maximum accumulated sick leave for this purpose is five hundred (500) hours before calculations.

2040.10.5 Sick leave payoff will be based on the amount of time employed in the District's salaried classifications.

2040.11 A pregnant employee will be permitted to work as long as she is able to safely perform the duties of her position as recommended by her attending physician.

2040.11.1 A pregnant employee will be allowed to be absent for the period during which, in the opinion of her attending physician, she is temporarily disabled because of pregnancy, miscarriage, abortion, childbirth and recovery. The total absence for disability leave may not exceed the amount of time specified by law and certified by the attending physician.

2040.11.2 At the completion of the disability leave the employee may request leave under the provisions of the California Family Medical Leave Act. The total absence for family medical leave may not exceed the amount of time specified by law.

2040.11.3 The employee may use sick leave and vacation for physician-certified disability absences and/or California Family Medical Leave Act absences and shall be granted leave of absence without pay to the extent required to reach the amount of time specified by law.

2040.11.4 An employee returning to work at the end of disability leave and/or California Family Medical Leave Act absences will return to the same position or a comparable position with no loss of salary or benefits.

2040.12 Employees are eligible to request leave under the provisions of the California Family Medical Leave Act.

2040.12.1 When an employee elects to use the provisions of the California Family Medical Leave Act the time absent runs concurrently with the Federal Family Medical Leave Act for a maximum of twelve (12) weeks.

2040.12.2 The employee may use sick leave and vacation for the California Family Medical Leave Act and shall be granted leave of absence without pay to the extent required to reach the amount of time specified by law.

2040.12.3 An employee returning to work at the end of a California Family Medical Leave Act absence will return to the same position or a comparable position with no loss of salary or benefits.

2040.13 Placentia Library District offers a Catastrophic Leave-Sharing Program to give full-time and regular part-time employees a chance to support their colleagues who are facing a major health crisis, whether their own or that of a family member. The program allows

employees to provide assistance in the form of donated leave. It is developed as a part of the District's efforts to create a caring environment. While the program establishes a mechanism for leave transfers, participation is entirely voluntary.

2040.13.1 Qualifying Situations: In order for an employee to receive donated leave from another employee, the following requirements must be met:

2040.13.1.1

Receiving Employee must:

- * be an employee of the Placentia Library District;
- * be in a position that accrues leave;
- * have passed the waiting period to use leave;
- * have exhausted all full-pay leave credits earned pursuant to the applicable Placentia Library District policies;
- * be on an approved leave of absence;
- * submit a Catastrophic Leave Request Form.

Not have received any formal disciplinary action for excessive absenteeism during the 12 month period immediately preceding the request for catastrophic leave.

Have completed the probationary period and is eligible to accrue.

2040.13.1.2

The Receiving Employee's Absence must be due to:

- * the employee's own medically certified "serious health condition" and be out more than 15 calendar days; or
- * the medically certified "serious health condition" of the employee's spouse, domestic partner, parent, child, sibling, grandparent, or grandchild (or in-law or step-relative in one of these relationships).

Definition of Serious health condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves:

- a. **Any period of incapacity or treatment connected with inpatient care (e.g., an overnight stay) in a hospital, hospice, or residential medical care facility; or**
- b. **A period of incapacity requiring absence of more than three calendar days from work, school, or other regular daily activities that also involve**

continuing treatment by (or under the supervision of) a licensed health care provider; or

- c. Any period of incapacity due to pregnancy, or for prenatal care; or
- d. Any period of incapacity or treatment due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.); or
- e. A period of incapacity that is permanent or long-term due to a condition for which treatment may be effective (e.g., Alzheimer's, stroke, terminal disease, etc.); or
- f. Any absence to receive multiple treatments (including any period of recovery) by, or referral by, a licensed health care provider (e.g., chemotherapy, physical therapy, dialysis, etc.)

An eligible recipient may receive no more than 1 month or 184 hours of donated leave, whichever is greater, in a rolling twelve-month period beginning with the date of the first Request for Donations form.

2040.13.1.3

Donating Employee must:

- * be an employee of the Placentia Library District;
- * be in a position that accrues leave;
- * have passed the waiting period to use leave;
- * have accrued sufficient vacation leave to cover the donation (leave may not be donated prior to accrual);
- * submit a Catastrophic Leave Donation Form.

2040.13.2 Nature of Donations. Donations must be:

- * anonymous. Management will not identify the donor; the donor may choose to self-identify;
- * approved by both the donor's and the recipient's department;
- * entirely voluntary;
- * donated in increments of ½ hour, not to exceed 8 hours per request and 40 hours per year.

2040.13.3 Process. The following steps need to be taken to assure proper processing of leave donations:

2040.13.3.1

Receiving Employee Initiates Request. The prospective recipient must submit the Catastrophic Leave Request Form to Administration, indicating the number of hours to be

donated. The form must be accompanied by a physician's statement that documents that a serious illness exists, and estimates the length of the illness. Leave can only be donated and accepted for the month in which it will be used. It cannot be donated in advance.

2040.13.3.2 Administration will verify eligibility with managers and/or supervisors for both the donating and receiving employee.

2040.13.3.3 Administration will prepare the appropriate adjustments directly against employee balances. There is no financial impact at the time of donation. The impact will only be seen at the time of usage.

2040.13.3.4 Administration will notify the donor and recipient in writing that the debit or credit has taken place.

2040.13.4 Special Considerations

Employees may seek Catastrophic Leave Donations under the following circumstances, not to exceed 40 hours per calendar year:

- **To care for a catastrophically ill or injured family member;**
- **To deal with the death of a family member; or**
- **To address a catastrophic casualty loss suffered due to a terrorist attack, fire, or natural disaster.**

2040.13.5 Termination of Catastrophic Leave. Catastrophic Leave terminates when:

- * the recipient receives any type of disability pay (LTD, Workers' Compensation)
- * the recipient and/or donor terminates employment with the District.
- * the District terminates the recipient and/or donor.
- * the need no longer exists (based on physician's recommendation).



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RESOLUTION 16-03

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY APPROVING THE
AMENDMENTS TO THE PLACENTIA LIBRARY DISTRICT POLICY 2040 – SICK LEAVE
FOR PART-TIME, SEASONAL, EXTRA-HELP, AND TEMPORARY EMPLOYEES
WORKING LESS THAN 20 HOURS.

WHEREAS, On September 10 2014, the State of California has enacted the Healthy Workplaces, Healthy Families Act of 2014 (AB 1522); and,

WHEREAS, the AB 1522 paid sick leave provisions are to take effect July 1, 2015; and,

WHEREAS, the Placentia Library Board of Trustees approved the inclusion of AB 1522 in its Policy 2040 – Sick Leave on March 23, 2015; and,

WHEREAS, part-time, seasonal, extra-help, and temporary employees working less than 20 hours are not covered by existing benefits resolution nor benefits policy; and,

WHEREAS, the Placentia Library Board of Trustees adopts amendments to Policy 2040 – Sick Leave.

NOW, THEREFORE, BE IT RESOLVED by the Placentia Library Board of Trustees that:

1. Employees receiving sick leave accruals can use up to three days/24 hours (whichever is greater) in a 12-month period. Employees will continue to accrue to an ongoing accrual cap of six days/48 hours (whichever is greater) which will then carryover each 12-month period; and,
2. Employees can begin using paid sick leave on the 90th day of employment. This 90 day time period began to run on January 1, 2015. Therefore, current employees who have been employed for over 90 days on July 1, 2015 will be entitled to use paid sick leave going forward as accrued. If an employee separates prior to the requisite 90 days of employment, he/she will still have to work the remaining balance of the 90 days before being eligible to use paid sick leave; and,
3. Employees are required to use up to two (2) hours of paid sick leave at a time as a minimum increment of use; and,
4. Unused sick leave accrual will not be carried over to the following fiscal year; and,
5. Employees are not entitled to cash out any unused paid sick upon termination, resignation, retirement, or other separation from the District; and,
6. Paid sick leave benefits shall remain in effect until modified, terminated, or rescinded by the Placentia Library Board of Trustees, or by changes to applicable State or Federal law; and,

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, Jo-Anne W. Martin, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the twenty-eighth day of September 2015.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-eighth day of September 2015.

Jo-Anne W. Martin, Secretary
Placentia Library District Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Adopt Resolution 16-04: A Resolution of the Board of Trustees of the Placentia Library District of Orange County Adopting the Placentia Library District Policy 4071 – Legislative Policy Positions.

DATE: October 26, 2015

BACKGROUND

Policy 4071 – Legislative Policy Positions was presented to the Library Board of Trustees at the September 28, 2015 meeting. Staff was asked to review the policy for editing purposes for possible adoption of the policy at the October meeting.

Attachment A is the proposed Policy 4071 – Legislative Policy Positions.

Attachment B is Resolution 16-04.

RECOMMENDATION

Adopt Resolution 16-04: A Resolution of the Board of Trustees of the Placentia Library District of Orange County Adopting the Placentia Library District Policy 4071 – Legislative Policy Positions.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Legislative Policy Positions

POLICY NUMBER: 4071

PURPOSE

The Placentia Library is committed to providing excellent library services, which foster lifelong learning for everyone who visits. The District will actively support or oppose legislative measures that would negatively impact or impede the success of its operations, patrons, staff, volunteers, and governing body while serving in the best interest of the stakeholders. The purpose of Policy 4071 is to establish a policy on how the District adopts positions on bills and who is authorized to sign the position letter.

POLICY

The policy authorizes the Library Director, under consultation with the Board President, to adopt bill positions consistent with policy principles set by the Library Board of Trustees. This model gives staff the flexibility to adopt positions on legislation based on approved set policy principles as determined by the Library Board of Trustees, as follows:

- The District will support legislation that affirms that publicly funded libraries remain directly accountable to the public they serve; therefore, the District will oppose the shifting of policymaking and management oversight of library services for the public to the private for-profit sector.
- The District will support legislation that enhances the District's ability to provide equal and free access to technology and related applications in accordance to District policies.
- The District will oppose legislation that conflicts with the Library Bill of Rights, as adopted by the American Library Association.
- The District will oppose any property tax redistribution formula that is not fair and equitable.
- The District will oppose legislation that is detrimental to the well-being of district personnel, including, but not limited to, compensation and benefits.

The Library Director or his/her Designee shall provide communication to the Library Board of Trustees on all legislation position letters submitted on behalf of the Placentia Library District.

RESOLUTION 16-04

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY ADOPTING PLACENTIA LIBRARY DISTRICT
POLICY 4071 – LEGISLATIVE POLICY POSITIONS

WHEREAS, the Placentia Library District (the "District") is a member of the California Special Districts Association (CSDA) which has recommended that special districts develop a policy to identify a process for which the District can submit a letter of support or opposition to a legislation; and,

WHEREAS, the Placentia Library District Policy 4071 – Legislative Policy Positions provides such guidance on legislative policy positions and priorities throughout the year, during the legislative session and when CSDA and or the District have identified bills that require a Call to Action; and,

WHEREAS, the Placentia Library Board of Trustees has determined that adoption of the proposed Policy 4071 – Legislative Policy Positions is in the best interests of the District and its citizens and desires to adopt such policy;

NOW, THEREFORE, BE IT RESOLVED the governing body of the Placentia Library District of Orange County approved Policy 4071 – Legislative Policy Positions as presented.

ADOPTED this twenty-sixth day of October 2015 by the Governing Body of the Placentia Library District of Orange County by the following roll call votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED

ATTEST

Al Shkoler
President, Board of Directors

Jo-Anne Martin
Secretary, Board of Directors



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Authorize reinstatement of Independent Special Districts of Orange County (ISDOC) Membership

DATE: October 26, 2015

BACKGROUND

ISDOC is a membership association that represents the interests and provides advocacy on behalf of Orange County's 25 independent special districts. The District discontinued its membership due to an increase in membership from \$50 to \$200 per year. At the time of the decision in 2009, minimal issues and attention to library services were presented or discussed at the quarterly meetings; hence, further reasons for discontinuing membership.

In 2015, the California Special Districts Association (CSDA) hired Public Affairs Coordinators to support its members on a regional basis. Chris Palmer is the Public Affairs Coordinator serving the Southern Network which includes Placentia Library District. Since the hiring of Mr. Palmer and under ISDOC's current leadership, focus and emphasis has heightened on independent libraries.

Library Director Contreras recommends reinstating membership with ISDOC.

Fiscal Impact: \$200/year

RECOMMENDATIONS

1. Authorize Library Director Contreras to sign documents for Placentia Library District to reinstate its membership to ISDOC; and
2. Authorize reinstatement of membership by a roll-call; and,
3. Determine a primary and alternate to represent the Placentia Library District at ISDOC meetings.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Travel Authorization to attend the Public Library Association (PLA) conference in Denver, Colorado on April 5-9, 2016.

DATE: October 26, 2015

BACKGROUND

The Public Library Association conference is held biannually. The 2016 conference will be held in Denver, Colorado on April 5-9, 2016. The following are samples of workshops provided at the conference.

We will submit a video to PLA for a scholarship opportunity which includes free registration, four nights hotel, and up to \$500 reimbursement for travel to and from the conference. The 60-second video telling must demonstrate how attending the PLA 2016 Conference will help the individual BE EXTRAORDINARY, this year's theme. The top six videos, as determined by PLA, will be posted to the PLA Facebook Page for voting beginning November 13, 2015. Two winners will be selected.

For a complete listing of programs, please see Attachment A.

Fiscal Impact: \$2,800/person

RECOMMENDATIONS

1. Determine who will attend the Public Library Association Conference; and
2. Authorize travel request as presented by a roll call.

PLA 2016

SCHEDULE-AT-A-GLANCE

Tuesday, April 5

7:30 a.m.–5:00 p.m. Registration
9:00 a.m.–5:00 p.m. Preconferences

Wednesday, April 6

7:30 a.m.–5:00 p.m. Registration
9:00 a.m.–12:00 p.m./1:00 p.m. Preconferences
10:30 a.m.–11:30 a.m. Special Event
2:30 p.m.–4:00 p.m. Opening Session
4:00 p.m.–6:30 p.m. Exhibits Opening Reception

Thursday, April 7

7:30 a.m.–5:30 p.m. Registration
8:15 a.m.–9:15 a.m. BIG IDEAS Session
9:30 a.m.–5:00 p.m. Exhibits Open
9:30 a.m.–10:45 a.m. Coffee Break in Exhibit Hall
10:45 a.m.–11:45 a.m. Programs
12:00 p.m.–1:30 p.m. Author Lunches
2:00 p.m.–3:00 p.m. Programs
3:00 p.m.–4:00 p.m. Coffee Break in Exhibit Hall
4:00 p.m.–5:00 p.m. Programs
6:00 p.m.–8:30 p.m. Audio Publishers Association Dinner

Friday, April 8

7:30 a.m.–4:00 p.m. Registration
8:15 a.m.–9:15 a.m. BIG IDEAS Session
9:30 a.m.–4:00 p.m. Exhibits Open
9:30 a.m.–10:45 a.m. Coffee Break in Exhibit Hall
10:45 a.m.–11:45 a.m. Programs
12:00 p.m.–1:30 p.m. Author Lunches
2:00 p.m.–3:00 p.m. Programs
3:00 p.m.–4:00 p.m. Exhibits Closing Reception
4:00 p.m.–5:00 p.m. Programs
5:00 p.m.–6:30 p.m. All Conference Reception

Saturday, April 9

8:00 a.m.–10:00 a.m. Registration
8:15 a.m.–9:15 a.m. BIG IDEAS Session
9:30 a.m.–10:30 a.m. Programs
10:45 a.m.–11:45 a.m. Programs
12:00 p.m.–1:00 p.m. Closing Session



Extraordinary Speakers

Expect to be inspired and energized by the extraordinary sessions taking place at PLA 2016.

Additional events and details to be announced! Visit www.placonference.org for up-to-date information.



Opening Session with Anderson Cooper

WEDNESDAY, APRIL 6,
2:30-4:00 P.M.

Anderson Cooper is the anchor of CNN's *Anderson Cooper 360°*, a nightly newscast that goes beyond the headlines—keeping politicians and policy makers honest with in-depth reporting and investigations. The show airs weeknights at 8:00pm ET on CNN. Since the start of his career in 1992, Cooper has covered nearly all major news events around the world, often reporting from the scene. Most recently, he has extensively covered the conflicts in Syria and Egypt, the NSA surveillance programs, the Boston Marathon bombing, and the Sandy Hook shootings.



Cooper has also played a pivotal role in CNN's political and election coverage and has anchored from conventions and moderated several presidential debates. In October 2012 Cooper moderated CNN's Republican debate from Las Vegas. In addition to his shows on CNN Cooper is also a regular correspondent for CBS's *60 Minutes*. At CNN and *60 Minutes* Cooper has won numerous major journalism awards. Cooper helped lead CNN's Peabody Award winning coverage of Hurricane Katrina and DuPont award winning coverage of the 2004 tsunami. Additionally, he has been awarded 8 Emmy Awards, including two for

his coverage of the earthquake in Haiti, and an Edward R Murrow award.

Dispatches from the Edge, Cooper's memoirs about covering wars and disasters, topped the *New York Times'* bestseller list and other bestseller charts.

Before joining CNN, Cooper was an ABC News correspondent and host of the network's reality program *The Mole*. Cooper anchored ABC's off-beat overnight newscast *World News Now*, and was a correspondent for *World News Tonight* as well as *20/20*. Cooper joined ABC from Channel One News, where he served as chief international correspondent. During that time, he reported and produced stories, often on his own, from conflicts in Bosnia, Cambodia, Haiti, Israel, Myanmar, Russia, Rwanda, Somalia, and South Africa. Channel One News was a school television network seen daily in more than 12,000 classrooms nationwide. Cooper graduated from Yale University in 1989 with a Bachelor of Arts degree in political science. He also studied Vietnamese at the University of Hanoi. Cooper is based in New York City.

PLA thanks HarperCollins Publishers for its support of this event.

Closing Session with Tig Notaro

SATURDAY, APRIL 9,
12:00-1:00 P.M.

Most recently, Amazon ordered a semiautobiographical



comedy pilot for Tig to star in, co-write/create, and executive produce. Tig is teaming up with Diablo Cody, who is set to co-write, along with Louis CK, who is executive producing and directing. Tig's stand-up special, *Boyish Girl Interrupted*, premiered on HBO in August 2015. A documentary feature was made about the comedian following a series of devastating life events, entitled *Tig*. The film opened to a standing ovation at Sundance in 2015 and premiered globally as a Netflix Original documentary that July. Tig is returning for the second season of the critically acclaimed series *Transparent* on Amazon this fall. In 2016, Harper Collins will be releasing Tig's memoir.

In 2014, Tig was nominated for a Grammy Award for her sophomore release, *LIVE*, which sold over 100,000 units in just six weeks. This album is a stand-up set delivered just days after she was diagnosed with stage II bilateral breast cancer. Tig has since announced her cancer to be in remission. Tig remains a favorite on *Conan* and *This American Life*, tours internationally, and enjoys bird watching with her partner at their home in Los Angeles.

PLA thanks HarperCollins Publishers for its support of this event.

PLA All Conference Reception

FRIDAY, APRIL 8, 5:00-6:30 P.M.

Get your groove on and party hard at this fun conference celebration, featuring local Denver entertainment! Join your fellow attendees in blowing off some steam after an extraordinary week of conference-going. Who can say no to a great party?

BIG IDEAS Series— Back by popular demand!

Because our goal is to send you home from Conference bursting with new ideas and knowledge, we're featuring something special each day—a BIG idea—something that impacts and empowers the way you think, act, and work. So be sure to join us Thursday, Friday, and Saturday mornings for these extraordinary, all-attendee sessions featuring thought-provoking speakers and presenters.



BIG IDEAS with Vernā Myers

THURSDAY, APRIL 7, 8:15-9:15 A.M.



Starting things off in a BIG way is Vernā Myers, author of the best-selling books *Moving Diversity Forward: How to Move From Well-Meaning to Well-Doing* and *What If I Say the Wrong Thing?* 25

Habits for Culturally Effective People. Myers rose out of Baltimore's working class to become a Harvard-trained lawyer, entrepreneur, author, and cultural innovator. Her dynamic, laugh-out-loud speeches inspire audiences to go further—to move beyond leveling the playing field to create a new field altogether—and empower people of all backgrounds to contribute at their highest levels. For the last two decades, Myers and her team of consultants have helped eradicate barriers of race, gender, ethnicity, and sexual orientation at elite international law firms, Wall Street powerhouses, and the 10,000 member Fire Department of New York, with the aim of establishing a new, more productive, and just status quo.

BIG IDEAS with Sherry Turkle

FRIDAY, APRIL 8, 8:15-9:15 A.M.



Sherry Turkle has spent the last 30 years studying the psychology of people's relationships with technology. She is the Abby Rockefeller Mauzé Professor of the Social Studies of Science

and Technology at MIT. A licensed clinical psychologist, she is the founder and director of the MIT Initiative on Technology and Self. Turkle is the author of five books and three edited collections, including a trilogy of three landmark studies on our relationship with digital culture: *The Second Self*, *Life on the Screen* and most recently, *Alone Together*. A recipient of a Guggenheim and Rockefeller Humanities Fellowship, she is a featured media commentator and a Fellow of the American Academy of Arts and Sciences.

PLA thanks Penguin for its support of this event.

BIG IDEAS to be announced

SATURDAY, APRIL 9, 8:15-9:15 A.M.

We have one final BIG IDEAS speaker to announce! Be sure to visit www.placonference.org for the latest details.

Author Events

Take a break and have a literary meal with renowned and award-winning authors.

Additional Author Events to be announced! Visit www.placonference.org for up-to-date events.



Adult Author Lunch to be announced

THURSDAY, APRIL 7, 12:00-1:30 P.M.

Stay tuned! We have another extraordinary Adult Author Lunch to announce.

Children's Author Lunch to be announced

THURSDAY, APRIL 7, 12:00-1:30 P.M.

Stay tuned! We have an extraordinary Children's Author to announce.

Audio Publishers Association Dinner

THURSDAY, APRIL 7, 6:00-8:30 P.M.

A PLA Conference favorite, be sure to register for this special evening of engaging authors, audio voices, and delicious food.



Tavia Gilbert, an acclaimed narrator of more than 300 full-cast and multi-voice audiobooks for virtually every publisher in the industry, is a six-time Audie nominee and the recipient of six Earphones Awards and a ListenUp Award. With frequent inclusion on Best of Year and Annual Top Ten lists, Tavia is a trusted and increasingly sought-after actress for work across every genre, from children's and YA, to literary fiction, non-fiction, and genre fiction. Tavia is a producer, singer, and a writer of personal essay and memoir. *Library Journal* said this of the highly-acclaimed actress: "as close as you can get to a full cast narration with a solo voice."

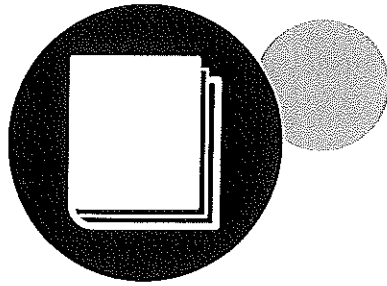
George Guidall has recorded over 900 unabridged novels, bringing a consistent artistry to his readings and delighting listeners for over 20 years. His narrations of classics such as *Crime and Punishment* and *The Iliad* as well as best sellers like *Snow Falling on Cedars* and Lillian Jackson Braun's *Cat Who...* series have set a standard for excellence recognized throughout the audiobook industry. In addition to his award-winning work as an audiobook narrator, Guidall has also enjoyed a forty-year career in the theatre, including starring roles on Broadway in such plays as *Chapter Two*, *Cafe Crown*, *Alone Together*, and *Cold Storage*.



Johnny Heller is an award winning actor and teacher with over 25 years of experience in the industry in voice over, stage, television, and stand-up comedy. He has narrated over 500 titles for adults, young adults, and children—working in almost every genre. Heller is a 2005 and 2009 Audie Award Winner, a double nominee in 2015, a 2014 Nominee for Best Male Narrator, a double nominee in 2012 and was named a Best Voice of 2008-2011 and 2014, and a *Publishers Weekly* Listen Up Award Winner 2008-2013. A winner of over 20 Earphone Awards, *AudioFile Magazine* named Heller one of the top 50 voices of the 20th Century.

Ruth Reichl is the bestselling author of *Tender at the Bone* and *Comfort Me with Apples*. She was Editor in Chief of *Gourmet Magazine* from 1999 to 2009. Before that she was the restaurant critic of





both *The New York Times* and the *Los Angeles Times*, where she was also named food editor. As co-owner of The Swallow Restaurant from 1974 to 1977, she played a part in the culinary revolution that took place in Berkeley, California. In 2007, Reichl was named *Adweek's* Editor of the Year and received the Missouri Honor Medal for Distinguished Service in Journalism. Reichl also received the 2008 Matrix Award for Magazines from New York Women in Communications, Inc., and has been honored with 6 James Beard Awards.

PLA thanks the Audio Publishers Association; Blackstone Audio; Books on Tape, an imprint of Penguin Random House Audio; HarperAudio; and Recorded Books for their support of this event.

Adult Author Lunch with Arianna Huffington

FRIDAY, APRIL 8, 12:00-1:30 P.M.

Arianna Huffington is the chair, president, and editor-in-chief of the Huffington Post Media Group, and author of fourteen books. In May 2005, she launched *The Huffington Post*, a news and blog site that quickly became one of the most widely-read, linked to, and frequently-cited media brands on the Internet. In 2012, the site won a Pulitzer Prize for national reporting.



She has been named to *Time Magazine's* list of the world's 100 most influential people and the *Forbes* Most Powerful Women list. Originally from Greece, she moved to England when she was 16 and graduated from Cambridge University with an M.A. in economics. At 21, she became president of the famed debating society, the Cambridge Union.

Photo of Ruth Reichl courtesy of Elena Aboud.

Her 14th book, *Thrive: The Third Metric to Redefining Success and Creating a Life of Well-Being, Wisdom, and Wonder* debuted at #1 on the New York Times Bestseller list and was released in paperback in March 2015. Her new book, on the science, history and mystery of sleep, will be published in April 2016.

PLA thanks Random House for its support of this event.

**We Need Diverse Books
 Young Adult Author Lunch**



FRIDAY, APRIL 8, 12:00-1:30 P.M.

PLA is pleased to partner with We Need Diverse Books (weneeddiversebooks.org) to bring a panel of YA authors to the conference. This lunch program will be moderated by I.W. Gregorio and feature E.E. Charlton Trujillo (Stonewall winner for *Fat Angie*) among other authors to be announced. Don't miss this unique opportunity!

PLA thanks We Need Diverse Books for its support of this event.

TICKETS purchase with conference registration

EVENT	COST
Adult Author Lunch with Arianna Huffington	\$50
Adult Author Lunch to be announced	\$50
Audio Publishers Association Dinner	\$75
Children's Author Lunch to be announced	\$50
Young Adult Author Lunch with We Need Diverse Books	\$50

Preconferences

Preconferences offer in-depth education for public library administrators, managers, staff, and trustees. Separate registration is required. See rates at the bottom of page 19.

#1 Community Publishing at Your Public Library: Create a Collaborative E-book FULL DAY; TUES., APRIL 5, 9:00 A.M.-5:00 P.M.

Your library can become involved in helping local authors reach a worldwide audience using the free tools of e-book self-publishing. Employing examples of projects at Los Gatos Library and at Topeka and Shawnee County Public Library, this program will encourage participants to work together with their entire community by engaging writers in collaborative projects that teach the skills of self-publishing and result in experienced and published authors. Learn how hands-on self-publishing programs promote your library.

Henry Bankhead, Los Gatos (Calif.) Library;
Lissa Staley, Topeka and Shawnee County (Kans.)
Public Library

#2 Designed for Experience: Reimagining Spaces and Services FULL DAY; TUES., APRIL 5, 9:00 A.M.-5:00 P.M.

What if we designed our physical libraries with learning--not shelving--at their core? This simple question led one library (and its team of awesome experts) to create an unconventional framework for reimagining its spaces and services. In this highly interactive session, participants will explore the customer activities and outcomes that can drive library design. Using a fun and participatory methodology, participants will create spaces that help customers learn, create, and share.

Melanie Huggins, Richland Library, Columbia, S.C.;
Margaret Sullivan, Margaret Sullivan Studio,
New York, N.Y.

#3 So You Want to Be a Director? FULL DAY; TUES., APRIL 5, 9:00 A.M.-5:00 P.M.

Have you recently accepted a directorship or are you contemplating moving into a library director role? Discover the tools and tactics you need to traverse the pitfalls of being a new director from leaders who have done it successfully. Whether you're stressed about creating a budget, anxious about resolving HR issues, unsure how to work with your board or local government, or losing sleep over the idea of strategic planning, this preconference is for you. Participants will gain the knowledge, skills, and confidence to fearlessly face the challenges of library directorship.

David Singleton, Charlotte Mecklenburg Library,
Charlotte, N.C.; Marcia Warner, Grand Rapids (Mich.)
Public Library

#4 Stepping Up to Extraordinary: Using Core Values to Inform Public Library Leadership FULL DAY; TUES., APRIL 5, 9:00 A.M.-5:00 P.M.

This interactive preconference is designed for leaders at all levels of a public library. Whether you are a new director facing significant change, a mid-career manager who's looking for ways to step up, or nearing the end of your career and seeking ways to find more meaning in your work, this session is for you. Participants will identify core values, reflect on defining situations that instill those values, consider how core values can be applied to everyday work, and discover strategies for navigating values conflicts. Participants will engage in a variety of individual, paired, and group activities that give them more clarity on core values, more confidence and commitment to using values with intention,

and a deeper sense of meaning and purpose in their work.

Sharon Morris, Colorado State Library, Denver, Colo.

#5 Think, Do, Show: Practical Techniques for Analyzing, Using, and Visualizing Data to Improve Practice and Demonstrate Impact FULL DAY; TUES., APRIL 5, 9:00 A.M.-5:00 P.M.

Libraries collect a lot of data: circulation, program attendance, user satisfaction, etc. In this preconference, you will learn how to go beyond simply collecting and reporting on these numbers. Through a series of interactive exercises, you will discover how to analyze your data, use your results to inform your strategic planning, management, and communication with stakeholders, and visually present your statistics in infographics and other formats to demonstrate your library's impact.

Denise Davis, Sacramento (Calif.) Public Library;
Linda Hofschre, Colorado State Library, Denver,
Colo.; Jamie LaRue, LaRue and Associates
Consulting, Castle Rock, Colo.; Zeth Lietzau,
Denver (Colo.) Public Library; Rochelle Logan,
Highlands Ranch, Colo.; Jon D. Solomon,
Englewood (Colo.) Public Library; Nicolle Steffen,
Colorado State Library; Meghan Wanucha,
Colorado State Library; Sara Wright, Berthoud
(Colo.) Community Library District

Presented by the Colorado Association of Libraries (CAL)

#6 Keeping Peace in the Library: Best Practices for Providing Service to Patrons Experiencing Homelessness HALF DAY; TUES., APRIL 5, 2:00-5:00 P.M.

Does your library serve a large number of persons experiencing homelessness? We know from public health experts that a large number of that population experience mental health issues. How do you provide the best possible service for them while ensuring the comfort and safety of all library patrons? This session will look at the situation from a holistic viewpoint, including the perspectives of security, law enforcement, mental health, and library professionals. Attendees will come away with the latest information and great strategies for success.

Elissa Hardy, Denver (Colo.) Public Library;
Scot Hopkins, Frederick County (Md.) Sheriff's

Department; Bob Knowles, Denver Public Library; Sydney McCoy, Frederick County (Md.) Public Libraries

#7 Powerful Summers: Library-Community-School Partnerships
HALF DAY; TUES., APRIL 5, 2:00-5:00 P.M.

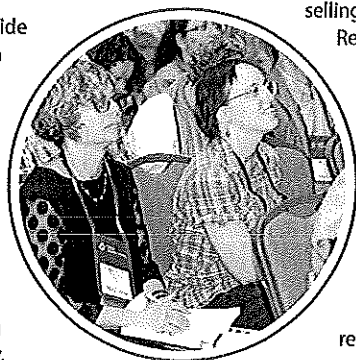
This interactive preconference explores strategies and partnerships for summer learning. Find out how summer learning experts, schools, community partners and libraries are working together to address the challenge of summer learning loss by maximizing summer opportunities for youth. Join the conversation on piloting new partnerships, identifying outcomes and exploring new models for summer. Share your experience and get advice, as participants craft a vision for summer. This interactive session will build on research conducted by the Urban Libraries Council (ULC) in partnership with the National Summer Learning Association (NSLA) with funding from the Institute of Museum and Library Services (IMLS).

Angela Goodrich, Urban Libraries Council, Washington, D.C.; Katie Willse, National Summer Learning Association, Baltimore, Md.

#8 Teach Adults Anything and Do It Right
HALF DAY; TUES., APRIL 5, 2:00-5:00 P.M.

From e-mail to knitting to financial planning, customers are expecting libraries to provide high quality instruction on the things that matter to them. Creating engaging, effective lesson plans can be a challenge; designing an entire curriculum is even more daunting. This workshop will teach you how to create truly extraordinary classes using instructional design theory. You'll leave with a lesson plan template and a great class that works for you and your customers.

Simone Groene-Nieto, Denver (Colo.) Public Library; Squee LeIgh, Denver Public Library



#9 Emerging Adults in Our Libraries: Who Are They and How Do We Find Them?
HALF DAY; WED., APRIL 6, 9:00 A.M.-12:00 P.M.

The term emerging adults is a recently identified demographic in library services that encompasses ages 18-25 and can include up to age 30. The four librarians will present the findings from their national research, identifying service trends and gaps in delivery, and will also include best practices and ways to garner support from library administration for serving this population. Interactive activities and an action plan exercise will help attendees come away with concrete ideas for their own libraries.

Laura Liang, New York (N.Y.) Public Library; Jessica Snow, Boston (Mass.) Public Library; Vikki Terrile, Queens (N.Y.) Library; Julie Winkelstein, University of Tennessee, Knoxville, Tenn.

#10 Every Child Ready to Read: The Spirit of Collaboration
HALF DAY; WED., APRIL 6, 9:00 A.M.-12:00 P.M.

The ultimate goal of this preconference is to spark curiosity about how we can best serve families through community cooperation and collaboration using Every Child Ready to Read (ECRR). Join colleagues to discuss how ECRR is helping the library redefine its role to better collaborate with parents and child-serving agencies, in order to best serve children birth through age eight. The New York Times best-selling author and children's advocate,

Regina Calcaterra, will join a panel of librarians and educators in exploring how to develop extraordinary partnerships among early childhood allies—parents, caregivers, agencies, schools, and public officials—and promote talking, singing, reading, writing, and playing in order to help children get ready to learn to read. Come

prepared to share your experiences and learn how other libraries incorporate Every Child Ready to Read into partnership efforts. No matter your starting point, this preconference will offer tips, conversations, and inspiration to reach out and engage families.

Regina Calcaterra, NY Times best-selling author and children's advocate; Beth Crist, Colorado State Library, Denver, Colo.; Holly Henley, Arizona State Library, Phoenix, Ariz.; Susan Mitchell, Carroll County (Md.) Public Schools; Maren Ostergard, King County (Wash.) Library System; Dorothy Stoltz, Carroll County (Md.) Public Library; Krista Tokarz, Cuyahoga County (Ohio) Public Library

#11 Practical Community Engagement
HALF DAY; WED., APRIL 6, 9:00 A.M.-12:00 P.M.

Carrie Andrew, Library Director at Norwood Public Library and James Vallejos, Senior Librarian at the Hadley Branch Library, Denver Public Library, will talk about their use of the Harwood community engagement model in drastically different ways – one in rural Western Slope Colorado, in preparation for a new library building; and one in urban Denver, working to engage the Vietnamese community. Using the Libraries Transforming Communities model, they will share their lessons learned as well as engage attendees in the Harwood Community Model exercises.

Carrie Andrew, Norwood (Colo.) Public Library; James Vallejos, Denver (Colo.) Public Library

Presented by the Colorado Association of Libraries (CAL)

#12 Project Outcome Enrollment Workshop: Simple Tools to Measure Our True Impact on the People We Serve
HALF DAY; WED., APRIL 6, 9:00 A.M.-1:00 P.M.

At this preconference, PLA will convene public library representatives and introduce them to Project Outcome and how it helps them measure the impact of their services. Library leaders from PLA's Project Outcome Task Force will kick off the session by describing their experience in pilot-testing outcome measurement in seven core service areas. Attendees will learn how to deploy outcome measures in their libraries, collect and use resulting data, and leverage the project support network to ensure successful adoption.

Carolyn Anthony, Skokie (Ill.) Public Library; Denise Davis, Sacramento (Calif.) Public Library; Crystal Schimpf, Kixal

This preconference is free, but registration is limited and available by application only. Visit www.placonference.org for more information.

Programs

The array of professional development programs are the highlight of PLA Conference. Nearly 100 extraordinary programs fill eight tracks and offer attendees so much to choose from!

We're shaking things up this conference by introducing new, **Extraordinary Tracks!** Want to narrow your search? Visit www.placonference.org to search for programs by keywords and tags.



Note: This is a preliminary schedule and is subject to change. Check www.placonference.org for updates and more information.

Broadcast – *Tell your story.*

Programs in the **BROADCAST** track will provide participants with tools, strategies, and ideas for effective marketing, advocacy, and diffusion of information.

- Book Buzz: What's New in Children's and YA Publishing
- Crossover Appeal: Books that Work for Teens and Adults
- Every Person Is A Book, Every Life Tells A Story
- Get Outside the Lines: Reintroducing Your Library to the Community
- Giving Your Community Back its Voices: Making Your Oral History Collections Fully Accessible
- LibraryReads Best in Debut Authors
- LibraryReads Mystery Authors Revealed
- Lights, Camera, Advocacy: Digital Storytelling for Your Library
- Making Progress in Digital Content
- Top 5 of the Nonfiction 5
- What's Your Elevator Speech? The Message Matters
- Who are the Persons Experiencing Homelessness in My Library?

Challenge – *Push boundaries.*

Programs in the **CHALLENGE** track will show participants how to use risk to their advantage and provide ways to overcome fear and achieve positive results.

- A Different Way of Doing Business: Cross-Functional Strategic Initiative Teams
- Accessibility from Every Angle
- Beyond Bad Covers, Poor Copyediting and Questionable Content: How to Deal with the Self-Publishing Onslaught

- De-Identifying Patron Data to Balance Privacy and Insight
- Don't Worry... We're Only Going to Change Everything
- How Two Libraries Quit Summer Reading and You Can, Too
- OUT @ the Library: Innovative LGBTQ Programming the Library
- Puff, Puff, Lend: Cannabis Culture and the Library Collection
- Shhhh! Don't Tell My Mom: Reader's Advisory that Everyone Can Live With
- Strong Girls School: Create a Program Addressing Gender Bias, Inequality, and Self-Esteem Building for Girls
- Tech to Go: Circulating Nontraditional Items
- The Changing Landscape of Library Privacy

Collaborate – *Share success.*

Programs in the **COLLABORATE** track will offer participants inspiration, examples, and the "how-to's" of successful connections both within and outside of the library.

- <Code> at Your Library: Preparing Your Current and Future Workforce
- Better Together: Civic Engagement and Civic Dialogues
- Connect, Crowdsource, and Kickstart: Make Dream Projects a Reality
- Disasters Bring Out the Best in Us: Providing Community Support When it is Needed Most
- Engaged and Inclusive: Institutional Approaches to Racial Equity and Social Justice
- Eric Carle Meets Rachel Carson: 21st Century Environmental Literacy
- Extraordinarily Engaged: How Three Libraries are Transforming Their Communities

- Extraordinary at Any Size: Tips for Keeping Your Library Relevant and Your Community Engaged for Every Size Library
- Guiding Ohio Online: Working With AmeriCorps to Strengthen Technology Skills in Rural Library Communities
- It Happened in My Town: Collaboration in Crisis
- Making the Grade at Each Stage with School Outreach
- Networking for Wallflowers
- Services to Those Who Serve: Library Programs for Veterans and Active Duty Military Families
- So a Planner and a Librarian Walk Into a Bar...
- Teen Asset Mapping: A Community Development Approach to Teen Services Expansion

Imagine – *Think big.*

Programs in the **IMAGINE** track will examine current trends and emerging realities to explore the larger questions and issues about the future of libraries.

- Aspen Institute's "Rising to the Challenge: Re-Envisioning Public Libraries" in Action
- Bubbler @ Madison Public Libraries: A System-Wide Approach to Learning through Making
- Dragons in the Library: Tabletop Gaming and the Public Library
- Inside the 2015 New Landmark Libraries
- Libraries = Education: Reclaiming Our Purpose for the 21st Century
- Middle Childhood Matters: Revitalizing Services and Programs for School Age Children



- Open to All: Serving the Gay, Lesbian, Bisexual and Transgender (GLBT) Community In your Library
- Safe in the Stacks: Public Libraries Serving LGBTQ Homeless Youth
- Storytime Manifesto: Early Literacy Awareness and Advocacy
- The Intentional Makerspace: A New Framework for Making and Learning In Libraries
- This Ain't Your Grandma's Library...Or Is It? Serving Older Adults in a Changing World
- TV White Spaces: Expanding Broadband Internet Access In Your Community
- Where the Black and Brown Boys Aren't (and Why)

Invent – *Design, test, repeat.*

Programs in the INVENT track will provide participants with ideas to invoke the creative spirit in their libraries and inspire innovation and solution-focused thinking.

- {Your Community Here}: Engaging Audiences and Artists with Local Digital Collections
- AnyAbility: Taking Ordinary Service for Adults with Disabilities to an Extraordinary Level
- Creative Merchandising Strategies for Libraries
- Cultural Connections: Celebrating Diversity with Picture Books and Poetry
- Design Thinking at Your Library: Try Try Again
- Leamos (Let's Read) at the Library: Using Web-Based Curriculum to Engage Latino Families
- Merchandising Master Class: Youth Materials and the Art/Science Behind Extraordinary Displays
- Score! Engaging Sports Fans at Your Library

- Steal This UX: Improving Your Collection With Content Strategy and User Testing
- Sustainable Connected Learning for Youth
- Taking It Personally: Creating Human Connection in a Virtual World
- Tech Assistance for Cutting Edge Communities
- The Visible Library: Exposing Collections Through Linked Data
- Walking the Literary Landscape: Using Mobile Apps to Connect Literature to Your Community

Lead – *Inspire, listen, empower.*

Programs in the LEAD track will provide participants with the information and tools needed to build healthy organizations that innovate and excel.

- Building a Better Board to Support Your Library
- Creating a New Support Organization: Lessons Learned that You Can Apply, Too
- Developing Truly Effective Performance Evaluations
- Following the Leadership Academies
- Hospitality: The Essential Ingredient
- Library Board Wars and Power Plays: How to Resolve, Avoid, and Do it Right!
- Never Leave Internal Communications to Chance
- One Community, Many Faces: Building a Diverse Staff
- Organizational Health: Capitalizing on Your Most Important Asset
- Put Learning First: Developing a Staff Learning Philosophy
- Tame Your Digital Strategy
- Trauma-Informed Care and the Library
- We Are Tech Workers: Cultivating a Library Technoculture

Plan – *Invest with purpose.*

Programs in the PLAN track will provide participants with insight, guidance, and support for setting and tracking goals and initiatives.

- Beyond Bilingual Storytime and ESL: Digging Deeper Into Your Spanish

- Speaking Community
- Blowing Up The PLDS: Measuring Impact
- Building for the Future Today: Broadband Planning
- Data Driven Collections: Right-Sizing Library Collections
- Designing for Patron Behaviors
- Developing a Holistic Collection Development Policy
- E-rate Evolution: Getting from Policy to Practical
- Immigration Reform: Is Your Library Ready?
- Making Waves with Research: Lessons from RIPL Participants
- Stress Tests: Conducting Strategic Analyses of Services and Programs to Guide Libraries of the Future
- The One-Page Strategic Plan: Is It Real? Is It Right For You?
- The Power of Performance: The PLA Performance Measures Initiative
- The Power of Performance 2: Project Outcome Enrollment Primer
- Weed? In Denver? Collection Maintenance at DPL and Fort Worth

Play – *Energize and engage.*

Programs in the PLAY track will provide participants with the opportunity to discover new concepts, skills, and fun ways to build better libraries.

- 52 Weeks of STEM at Your Library
- Bite-Sized Staff Training: Transform Staff Development for Busy Employees
- Blast Off with San Jose Public Library's Maker[Space]Ship!
- Everything Is Awesome! Reimagining Library UX
- Play Your Way to an Engaged Staff
- Read & Reach: Promoting Physical Activity in Storytime Programs
- The Studio Experience: Creating a Makerspace for Ages 0-108
- Think Outside the Box by Going Inside the Box
- View from the Director's Chair: Filmmaking for Teens

PUBLIC LIBRARY ASSOCIATION 2016 CONFERENCE PROGRAMS

- **[Your Community Here]: Engaging Audiences and Artists with Local Digital Collections**
Presenters: Kelly Hiser, Rabble; Alex Carruthers, Edmonton Public Library; Guy Hankel, Madison Public Library
Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout **Track:** Invent **Tags:** Collections/Tech Services, Emerging Technologies, Innovation, Local History, Special Collections, Transforming Libraries
- **52 Weeks of STEM at Your Library** **Presenters:** Heather Beverley, Cook Memorial Public Library District; Heather Thompson, Cook Memorial Public Library District
Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout **Track:** Play **Tags:** Serving Youth, Children's Services, Programming/Services, Young Adult Services, Youth Services
- **A Different Way of Doing Business: Cross-Functional Strategic Initiative Teams**
Presenters: Anne Kemmerling, Denver Public Library
Concurrent Program Session Low interaction: single speaker/panel with Q&A at the end of the program **Track:** Challenge **Tags:** Administration/Management, Administration and Management, Organizational Change, Public Services, Strategic Planning
- **Accessibility from Every Angle** **Presenters:** Renee Grassi, Glen Ellyn Public Library; Holly Jin, Skokie Public Library
Concurrent Program Session Low interaction: single speaker/panel with Q&A at the end of the program **Track:** Challenge **Tags:** Serving Youth
- **AnyAbility: Taking Ordinary Service for Adults with Disabilities to an Extraordinary Level**
Presenters: Suzanne McGowan, Anythink Libraries; Hannah Martinez, Anythink Libraries; Marsha Marcilla, Anythink Libraries; Janet Lemle, North Metro Community Services, Inc
Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout **Track:** Invent **Tags:** Serving Adults, Adult Services, Collaboration, Programming/Services, Special Needs Populations, Transforming Libraries
- **Aspen Institute's "Rising to the Challenge: Re-Envisioning Public Libraries" in Action**
Presenters: Susan Hildreth, Peninsula Library System; Gina Millsap, Topeka and Shawnee County Public Library; Kendall Wiggan, Connecticut State Library
Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout **Track:** Imagine **Tags:** Administration/Management, Administration and Management, Innovation, Organizational Change, Partnerships, Transforming Libraries

- **Better Together: Civic Engagement and Civic Dialogues** Presenters: Susan Benton, Urban Libraries Council; Diana Brawley Sussman, Carbondale Public Library; Amita Lonial, Skokie Public Library; Miriam Anderson Lytle, Gail Borden Public Library District
Concurrent Program Session Low interaction: single speaker/panel with Q&A at the end of the program Track: Collaborate Tags: Administration/Management
- **Beyond Bad Covers, Poor Copyediting and Questionable Content: How to Deal with the Self-Publishing Onslaught** Presenters: Patti Thorn, BlueInk Review
Concurrent Program Session Low interaction: single speaker/panel with Q&A at the end of the program Track: Challenge Tags: Collections/Tech Services, Acquisitions, Assessment and Evaluation, Trends and Forecasting
- **Beyond Bilingual Storytime and ESL: Digging Deeper into Your Spanish Speaking Community** Presenters: Leslie McNabb, San Diego Public Library; Adriana (Ady) Huertas, San Diego Public Library; Simone Groene-Nieto, Denver Public Library
Concurrent Program Session High interaction: facilitated discussion; small group discussion; hands-on activity Track: Plan Tags: Marketing/Advocacy, Collaboration, Diversity, International Issues, Outreach Services, Transforming Libraries
- **Bite-Sized Staff Training: Transform Staff Development for Busy Employees**
Presenters: Julia Huprich, Georgia Public Library Service
Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout Track: Play Tags: Administration/Management, Administration and Management, Distance Learning, Leadership, Professional Development, Training
- **Blast Off with San Jose Public Library's Maker[Space]Ship!** Presenters: Erin Berman, San Jose Public Library
Concurrent Program Session High interaction: facilitated discussion; small group discussion; hands-on activity Track: Play Tags: Spaces and Places, Emerging Technologies, Hot Topics, Innovation, Mobile Technology, Technology
- **Blowing Up The PLDS: Measuring Impact** Presenters: Stephanie Chase, Hillsboro Public Library; Katina Jones, Mid-Continent Public Library; Heather Robertson, Calgary Public Library
Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout Track: Plan Tags: Administration/Management, Assessment and Evaluation, Research and Statistics, Transforming Libraries, Trends and Forecasting
- **Book Buzz: What's New in Children's and YA Publishing** Presenters: Victoria Stapleton, Little, Brown Books for Young Readers; Lucy DelPriore, Macmillan Children's Publishing Group; Dina Sherman, Disney; Jodie Cohen, Listening Library
Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout Track: Broadcast Tags: Serving Youth, Children's Services, Collection Development, Young Adult Literature, Young Adult Services, Youth Services
- **Bubbler @ Madison Public Libraries: A System-Wide Approach to Learning through Making**
Presenters: Trent Miller, Madison Public Library; Jesse Vieau, Madison Public Library; Alexandra

Lakind, University of Wisconsin- Madison

Concurrent Program Session High interaction: facilitated discussion; small group discussion; hands-on activity **Track:** Imagine **Tags:** Spaces and Places, Equity of Access, Facilitation, Innovation, Partnerships, Transforming Libraries

- **Building a Better Board to Support Your Library** **Presenters:** sue hall, friends of the saint paul public library
Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout **Track:** Lead **Tags:** Leadership, Advocacy, Foundations, Friends Groups, Fundraising, Leadership
- **Building for the Future Today: Broadband Planning** **Presenters:** Emily Almond, Georgia Public Library Service; Marijke Visser, ALA OITP - Office for Information Technology Policy; Wendy Knapp, Indiana State Library
Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout **Track:** Plan **Tags:** Administration/Management, Hot Topics, Legislation, Strategic Planning, Technology, Transforming Libraries
- **Code at Your Library: Preparing Your Current and Future Workforce** **Presenters:** Michelle Jeske, Denver Public Library; Julie Scoskie, Louisville Free Public Library; Zeth Lietzau, Denver Public Library
Concurrent Program Session **Track:** Collaborate **Tags:** Technology
- **Community Publishing at Your Public Library: Create a Collaborative E-book**
Presenters: Henry Bankhead, Los Gatos Library; Lissa Staley, Topeka and Shawnee County Public Library
Full Day Preconference **Tags:** Civic Engagement, Collaboration, E-books, Partnerships, Transforming Libraries
- **Connect, Crowdsource, and Kickstart: Make Dream Projects a Reality** **Presenters:** Emily Meloche, Chelsea District Library
Concurrent Program Session Low interaction: single speaker/panel with Q&A at the end of the program **Track:** Collaborate **Tags:** Collections/Tech Services, Digitization, Fundraising, Local History, Project Management, Special Collections
- **Creating a New Support Organization: Lessons Learned that You Can Apply, Too**
Presenters: Karen Beach, Charlotte Mecklenburg Library Foundation
Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout **Track:** Lead **Tags:** Administration/Management, Administration and Management, Foundations, Friends Groups, Fundraising, Partnerships
- **Creating Community Conversations about Homelessness** **Presenters:** Lisa Lindsay, Fresno County Public Library
Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout **Track:** Broadcast **Tags:** Serving Adults, Diversity, Equity of Access, Outreach Services, Social Change, Urban Libraries
- **Creative Merchandising Strategies for Libraries** **Presenters:** Stacie Ledden, Anythink Libraries; David Vinjamuri, Thirdway Brand Trainers

Concurrent Program Session High interaction: facilitated discussion; small group discussion; hands-on activity **Track:** Invent **Tags:** Marketing/Advocacy, Collaboration, Collection Development, Innovation, Marketing, Transforming Libraries

- **Crossover Appeal: Books that Work for Teens and Adults** **Presenters:** Becca Worthington, Association of American Publishers

Concurrent Program Session Low interaction: single speaker/panel with Q&A at the end of the program **Track:** Broadcast **Tags:** Collections/Tech Services, Collection Development, Readers' Advisory, Young Adult Literature

- **Cultural Connections: Celebrating Diversity with Picture Books and Poetry**

Presenters: Sylvia Vardell, Texas Woman's University; Janet Wong, Pomelo Books; Ally Garcia, Clearview Library District; Nancy Bo Flood, Boyds Mills Press; Marianne Follis, Valley Ranch (Irving) Public Library

Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout **Track:** Invent **Tags:** Serving Youth, Children's Literature, Children's Services, Diversity, Programming/Services, Readers' Advisory

- **Data Driven Collections: Right-Sizing Library Collections** **Presenters:** Debra Lambert, Indianapolis Public Library

Concurrent Program Session Low interaction: single speaker/panel with Q&A at the end of the program **Track:** Plan **Tags:** Collections/Tech Services, Budget Planning and Finance, Collection Development, Innovation, Strategic Planning, Trends and Forecasting

- **De-identifying Patron Data to Balance Privacy and Insight** **Presenters:** Jim Loter, The Seattle Public Library; Emily Morton-Owens, The Seattle Public Library

Concurrent Program Session Low interaction: single speaker/panel with Q&A at the end of the program **Track:** Challenge **Tags:** Marketing/Advocacy, Integrated Library Systems (ILS), Knowledge Management, Marketing, Privacy, Research and Statistics

- **Design Thinking at Your Library: Try Try Again** **Presenters:** Sharon Fung, San Jose Public Library - Rose Garden; Nancy Donnell, San Jose Public Library - Rose Garden; Erik Berman, San Jose Public Library Dr. Martin Luther King Jr.; Margaret Hatanaka, Rancho Cucamonga Library Services

Concurrent Program Session High interaction: facilitated discussion; small group discussion; hands-on activity **Track:** Invent **Tags:** Leadership, Collaboration, Innovation, Organizational Change, Programming/Services, Transforming Libraries

- **Designed for Experience: Reimagining Spaces and Services** **Presenters:** Melanie Huggins, Richland Library; Margaret Sullivan, Margaret Sullivan Studio

Full Day Preconference **Tags:** Buildings and Facilities, Innovation, Other Service Design, Programming/Services, Transforming Libraries

- **Designing for Patron Behaviors** **Presenters:** Kim Gile, Johnson County Library; Jill Eyres, Group 4 Architecture

Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout **Track:** Plan **Tags:** Spaces and Places, Assessment and Evaluation, Innovation, Public Services, Special Needs Populations, Trends and Forecasting

- **Developing a Holistic Collection Development Policy** **Presenters:** Michele Paladines, Oak Park Public Library; Elizabeth Marszalik, Oak Park Public Library
Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout **Track:** Plan **Tags:** Collections/Tech Services, Administration and Management, Collection Development, Strategic Planning
- **Developing Truly Effective Performance Evaluations** **Presenters:** Amy Hartman, Toledo-Lucas County Public Library; Meg Delaney, Toledo-Lucas County Public Library
Concurrent Program Session Low interaction: single speaker/panel with Q&A at the end of the program **Track:** Lead **Tags:** Staffing, Administration and Management, Assessment and Evaluation, Human Resources, Personnel and Staffing, Professional Development
- **Disasters Bring Out the Best in Us: Providing Community Support When it is Needed Most** **Presenters:** Siobhan Champ-Blackwell, National Library of Medicine; Elizabeth Norton, National Library of Medicine; Dan Wilson, Claude Moore Health Sciences Library, University of Virginia Health System
Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout **Track:** Collaborate **Tags:** Leadership, Civic Engagement, Disaster Planning, Leadership, Outreach Services, Transforming Libraries
- **Don't Worry... We're Only Going to Change Everything** **Presenters:** Detlev Pansch, Barrington Area Library; Joe Huberty, Engberg Anderson; Anders Dahlgren, Library Planning Associates
Concurrent Program Session Low interaction: single speaker/panel with Q&A at the end of the program **Track:** Challenge **Tags:** Spaces and Places, Buildings and Facilities, Hot Topics, Programming/Services, Strategic Planning, Transforming Libraries
- **Dragons in the Library: Tabletop Gaming and the Public Library** **Presenters:** Tiffany Polfer, Fresno County Public Library; James Tyner, Fresno County Public Library - Gillis Branch
Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout **Track:** Imagine **Tags:** Marketing/Advocacy, Games and Gaming, Partnerships, Popular Culture, Social Media, Young Adult Services
- **E-rate Evolution: Getting from Policy to Practical** **Presenters:** Emily Almond, Georgia Public Library Service; Marijke Visser, ALA OITP - Office for Information Technology Policy; Wendy Knapp, Indiana State Library
Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout **Track:** Plan **Tags:** Administration/Management, Hot Topics, Legislation, Strategic Planning, Technology, Transforming Libraries
- **Emerging Adults in Our Libraries: Who are They and How Do We Find Them?** **Presenters:** Jessica Snow, Boston Public Library; Laura Liang, New York Public Library; Vikki Terrile, Queens Library; Julie Winkelstein, University of Tennessee, Knoxville
Half Day Preconference **Tags:** Adult Services, Hot Topics, Organizational Change, Popular Culture, Young Adult Services

- **Engaged and Inclusive: Institutional Approaches to Racial Equity and Social Justice**
Presenters: Sarah Lawton, Madison Public Library; Tariq Saqqaf, City of Madison
Concurrent Program Session High interaction: facilitated discussion; small group discussion; hands-on activity **Track:** Collaborate **Tags:** Leadership, Civic Engagement, Diversity, Equity of Access, Organizational Change, Social Change
- **Eric Carle Meets Rachel Carson: 21st Century Environmental Literacy** **Presenters:** Tracy LaStella, Middle Country Public Library; Christie Chandler-Stahl, Rakow Branch, Gail Borden Public Library; Erin Francoeur, Shasta Public Libraries; Kadry Dale, Anythink Wright Farms
Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout **Track:** Collaborate **Tags:** Serving Youth, Collaboration, Partnerships, Special Needs Populations, Transforming Libraries, Youth Services
- **Every Child Ready to Read: The Spirit of Collaboration** **Presenters:** Susan Mitchell, Carroll County Public Schools; Beth Crist, Colorado State Library; Maren Ostergard, King County Library System; Dorothy Stoltz, Carroll County Public Library; Krista Tokarz, Cuyohoga County Public Library; Regina Calcaterra, ; Holly Henley,
Half Day Preconference **Tags:**
- **Every Person Is A Book, Every Life Tells A Story** **Presenters:** Tatiana Calhamer, Gail Borden Public Library District; Tina Viglucci, Gail Borden Public Library District
Concurrent Program Session Low interaction: single speaker/panel with Q&A at the end of the program **Track:** Broadcast **Tags:** Serving Adults, Civic Engagement, Diversity, Local History, Partnerships, Programming/Services
- **Everything is Awesome! Reimagining Library UX** **Presenters:** David Schnee, Group 4 Architecture, Research + Planning; Carson Block, Carson Block Consulting Inc.; Nate Hill, Chattanooga Public Library; Tim Kambitsch, Dayton Metro Library
Concurrent Program Session High interaction: facilitated discussion; small group discussion; hands-on activity **Track:** Play **Tags:** Spaces and Places, Buildings and Facilities, Innovation, Transforming Libraries, User Experience (UX)
- **Extraordinarily Engaged: How Three Libraries are Transforming Their Communities**
Presenters: Amber Williams, Spokane County Library District; Erica Freudenberger, Red Hook Library; Mary Davis Fournier, American Library Association; Cindy Fesemyer, Columbus Public Library
Concurrent Program Session Low interaction: single speaker/panel with Q&A at the end of the program **Track:** Collaborate **Tags:** Leadership, Civic Engagement, Hot Topics, Leadership, Organizational Change, Transforming Libraries
- **Extraordinary at Any Size: Tips for Keeping Your Library Relevant and Your Community Engaged for Every Size Library** **Presenters:** Madeleine Ildefonso, Los Angeles Public Library/Wilshire Branch; Aileen Luppert, Spokane County Library District; Randall Studstill, San Jose Public Library/Tully Community Branch Library; Mary Davis Fournier, Public Programs Office, ALA
Concurrent Program Session Low interaction: single speaker/panel with Q&A at the end of the

program **Track:** Collaborate **Tags:** Administration/Management, Administration and Management, Assessment and Evaluation, Leadership, Organizational Change, Transforming Libraries

- **Following the Leadership Academies** **Presenters:** Elizabeth Kelson-Huber, Colorado Library Consortium; Amy Boese, Ramsey County Library; Nancy Levin, Heights Library; Suzanne McGowan, Anythink Libraries
Concurrent Program Session Low interaction: single speaker/panel with Q&A at the end of the program **Track:** Lead **Tags:** Leadership
- **Get Outside the Lines: Reintroducing Your Library to the Community** **Presenters:** Stacie Ledden, Anythink Libraries; Abby Carpenter, Florence-Lauderdale Public Library; Jacqueline Murphy, Colorado State Library
Concurrent Program Session High interaction: facilitated discussion; small group discussion; hands-on activity **Track:** Broadcast **Tags:** Marketing/Advocacy, Collaboration, Innovation, Marketing, Programming/Services, Transforming Libraries
- **Giving Your Community Back its Voices: Making Your Oral History Collections Fully Accessible** **Presenters:** Adam Speirs, Douglas County History Research Center Douglas County Libraries; Cyns Nelson, Carnegie Branch Library For Local History, Boulder Public Library; Tammi Moe, Pueblo City-County Library District
Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout **Track:** Broadcast **Tags:** Collections/Tech Services, Digitization, Local History, Metadata, Special Collections, Technology
- **Guiding Ohio Online: Working With AmeriCorps to Strengthen Technology Skills in Rural Library Communities** **Presenters:** Evan Struble, State Library of Ohio; Mandy Knapp, State Library of Ohio
Concurrent Program Session Low interaction: single speaker/panel with Q&A at the end of the program **Track:** Collaborate **Tags:** Staffing, Administration and Management, Human Resources, Personnel and Staffing, Technology, Training
- **Hospitality: The Essential Ingredient** **Presenters:** Pam Smith, Anythink
Concurrent Program Session Low interaction: single speaker/panel with Q&A at the end of the program **Track:** Lead **Tags:** Leadership, Innovation, Leadership, Organizational Change, Other Hospitality, Transforming Libraries
- **How Two Libraries Quit Summer Reading and You Can, Too** **Presenters:** Jessica Manis, Park City Library; Lindsey Patrick, Nashville Public Library; Candy Markie, Park City Library
Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout **Track:** Challenge **Tags:** Serving Youth, Adult Services, Children's Services, Innovation, Programming/Services, Young Adult Services
- **Immigration Reform: Is Your Library Ready?** **Presenters:** Angelica Fortin, San Diego County Library; Fumiko Osada, San Diego County Library; Luis Guerra, UFW Foundation
Concurrent Program Session Low interaction: single speaker/panel with Q&A at the end of the program **Track:** Plan **Tags:** Serving Adults, Adult Services, Civic Engagement, Equity of Access, Multicultural Services, Programming/Services

- **Inside the 2015 New Landmark Libraries** **Presenters:**
Concurrent Program Session **Track:** Imagine **Tags:** Spaces and Places
- **It Happened in My Town: Collaboration in Crisis** **Presenters:** Miriam Anderson Lytle, Gail Borden Public Library District; Patty Bateman, Aurora Public Library; George Noe, ; Paula Watson-Lakamp, Poudre River Public Library District; Aiden Street, Pioneer Library System
Concurrent Program Session Low interaction: single speaker/panel with Q&A at the end of the program **Track:** Collaborate **Tags:** Leadership
- **Keeping Peace in the Library: Best Practices for Providing Service to Patrons Experiencing Homelessness** **Presenters:** Sydney McCoy, Frederick County Public Libraries; Scot Hopkins, Frederick County Sherriff's Department; Bob Knowles, Denver Public Library; Elissa Hardy, Denver Public Library
Half Day Preconference **Tags:** Adult Services, Buildings and Facilities, Urban Libraries
- **Leamos (Let's Read) at the Library: Using Web-Based Curriculum to Engage Latino Families** **Presenters:** Cathay Reta, Azusa City Library; Mari Riddle, Centro Latino for Literacy
Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout **Track:** Invent **Tags:** Serving Adults, Adult Services, Innovation, Literacy, Multicultural Services, Technology
- **Libraries = Education: Reclaiming Our Purpose for the 21st Century** **Presenters:** Valerie Gross, Howard County Library System
Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout **Track:** Imagine **Tags:** Leadership, Leadership, Marketing, Public Relations, Transforming Libraries, Trends and Forecasting
- **Library Board Wars and Power Plays: How to Resolve, Avoid, and Do it Right!** **Presenters:** Sally Reed, United for Libraries; Paul Mills, Fountaindale Public Library; Nancy Bolt, Nancy Bolt & Associates; Peggy Danhof, Fountaindale Public Library; Dierdre Brennan, Reaching Across Illinois Library System
Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout **Track:** Lead **Tags:** Administration/Management, Administration and Management, Leadership, Trustees
- **LibraryReads Best in Debut Authors** **Presenters:** Tina Jordan, Association of American Publishers
Concurrent Program Session Low interaction: single speaker/panel with Q&A at the end of the program **Track:** Broadcast **Tags:** Marketing/Advocacy, Collection Development, Marketing, Public Programs, Readers' Advisory
- **LibraryReads Mystery Authors Revealed** **Presenters:** Tina Jordan, Association of American Publishers
Concurrent Program Session Low interaction: single speaker/panel with Q&A at the end of the program **Track:** Broadcast **Tags:** Marketing/Advocacy, Collection Development, Partnerships, Programming/Services, Readers' Advisory

- **Lights, Camera, Advocacy: Digital Storytelling for Your Library** Presenters: Crystal Schimpf, Kixal, LLC; Ginny Mies, TechSoup
Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout Track: Broadcast Tags: Marketing/Advocacy, Advocacy, Hot Topics, Other Storytelling, Technology
- **Making Progress in Digital Content** Presenters: Carolyn Anthony, Skokie Public Library
Concurrent Program Session Low interaction: single speaker/panel with Q&A at the end of the program Track: Broadcast Tags: Technology
- **Making the Grade at Each Stage with School Outreach** Presenters:
Concurrent Program Session Track: Collaborate Tags: Serving Youth
- **Making Waves with Research: Lessons from RIPL Participants** Presenters: Jon D. Solomon, Englewood Public Library; John K. DeBacher, Wisconsin Dept. of Public Instr., Division for Libraries and Technology; Penny Hummel, Penny Hummel Consulting; Sarilda Tacket, Jackson District Library; Sara Wright, Berthoud Community Library District
Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout Track: Plan Tags: Marketing/Advocacy, Advocacy, Assessment and Evaluation, Marketing, Research and Statistics, Strategic Planning
- **Merchandising Master Class: Youth Materials and the Art/Science Behind Extraordinary Displays** Presenters: Mary Schreiber, Cuyahoga County Public Library; Elisabeth Gattullo Marrocolla, Darien Library; Cheryl Lee, Northside Branch Library, City of Santa Clara; Wendy Bartlett, Cuyahoga County Public Library
Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout Track: Invent Tags: Collections/Tech Services, Administration and Management, Collection Development, Hot Topics, Trends and Forecasting, Youth Services
- **Middle Childhood Matters: Revitalizing Services and Programs for School Age Children** Presenters: Peggy Thomas, Toronto Public Library; Diane Banks, Toronto Public Library; Cheryl Skovronek, Toronto Public Library
Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout Track: Imagine Tags: Serving Youth, Children's Services, Collaboration, Innovation, Strategic Planning, Transforming Libraries
- **Networking for Wallflowers** Presenters: Amy Fisher, Mid-Continent Public Library; Morgan Perry, Mid-Continent Public Library
Concurrent Program Session High interaction: facilitated discussion; small group discussion; hands-on activity Track: Collaborate Tags: Leadership, Leadership, Networking, Outreach Services
- **Never Leave Internal Communications to Chance** Presenters: Art Glover, Douglas County Libraries; Patti Owen-DeLay, Douglas County Libraries; Amber DeBerry, Douglas County Libraries
Concurrent Program Session High interaction: facilitated discussion; small group discussion; hands-on activity Track: Lead Tags: Staffing, Administration and Management, Human Resources, Personnel and Staffing

- **One Community, Many Faces: Building a Diverse Staff** Presenters: Marcellus Turner, Seattle Public Library; Patricia Uttaro, Monroe County Library System
Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout Track: Lead Tags:
- **Open to All: Serving the Gay, Lesbian, Bisexual and Transgender (GLBT) Community in your Library** Presenters: Peter Coyl, Dallas Public Library; Ann Symons, N/A; Deborah Sica, Alameda County Library
Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout Track: Imagine Tags: Marketing/Advocacy, Advocacy, Diversity, Equity of Access, Hot Topics, Other GLBT Issues
- **Organizational Health: Capitalizing on Your Most Important Asset** Presenters: Candelaria Mendoza, San Antonio Public Library; Roberta Sparks, San Antonio Public Library
Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout Track: Lead Tags: Administration/Management, Administration and Management, Organizational Change, Professional Development
- **OUT @ the Library: Innovative LGBTQ Programming the Library** Presenters: Jared Mills, The Seattle Public Library; Misha Stone, The Seattle Public Library
Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout Track: Challenge Tags: Marketing/Advocacy, Advocacy, Children's Services, Diversity, Young Adult Services
- **Play Your Way to an Engaged Staff** Presenters: Connie Behe, ImagineIF Libraries; Kim Crowley, ImagineIF Libraries
Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout Track: Play Tags: Administration/Management, Administration and Management, Hot Topics, Innovation, Leadership
- **Powerful Summers: Library-Community-School Partnerships** Presenters: Angela Goodrich, Urban Libraries Council; Katie Wilse, National Summer Learning Association
Half Day Preconference Tags: Children's Services, Equity of Access, Organizational Change, Partnerships, Youth Services
- **Practical Community Engagement** Presenters: Carrie Andrew, Norwood Public Library; James Vallejos, Denver Public Library
Half Day Preconference Tags:
- **Project Outcome Enrollment Workshop: Simple Tools to Measure our True Impact on the People We Serve** Presenters: Denise Davis, Sacramento Public Library; Carolyn Anthony, Skokie Public Library; Crystal Schimpf, Kixal, LLC
Half Day Preconference Tags: Advocacy, Assessment and Evaluation, Organizational Change, Programming/Services, Strategic Planning
- **Puff, Puff, Lend: Cannabis Culture and the Library Collection** Presenters: Derrick Mason, Pueblo Library; Aaron Bock, Anythink Libraries; Jen Hendzlik, Anythink Libraries

Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout **Track:** Challenge **Tags:** Serving Adults, Collection Development, Hot Topics, Programming/Services, Resource Sharing, Trends and Forecasting

- **Put Learning First: Developing a Staff Learning Philosophy** **Presenters:** Susan Lyon, Richland Library; Thomas Lide, Richland Library

Concurrent Program Session High interaction: facilitated discussion; small group discussion; hands-on activity **Track:** Lead **Tags:** Staffing, Facilitation, Organizational Change, Personnel and Staffing, Resource Sharing, Training

- **Read & Reach: Promoting Physical Activity in Storytime Programs** **Presenters:** Mary Grace Flaherty, SILS - University of North Carolina; Starr LaTronica, Four County Library System; Faith Burns, University of North Carolina

Concurrent Program Session High interaction: facilitated discussion; small group discussion; hands-on activity **Track:** Play **Tags:** Serving Youth, Children's Literature, Children's Services, Programming/Services, Public Programs, Youth Services

- **Safe in the Stacks: Public Libraries Serving LGBTQ Homeless Youth** **Presenters:** Julie Winkelstein, University of Tennessee; Jama Shelton, True Colors Fund

Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout **Track:** Imagine **Tags:** Serving Youth, Equity of Access, Outreach Services, Partnerships, Special Needs Populations, Young Adult Services

- **Score! Engaging Sports Fans at Your Library** **Presenters:** Nathan Hohl, Topeka and Shawnee County Public Library

Concurrent Program Session Low interaction: single speaker/panel with Q&A at the end of the program **Track:** Invent **Tags:** Serving Adults, Games and Gaming, Innovation, Librarianship, Programming/Services, Transforming Libraries

- **Services to Those Who Serve: Library Programs for Veterans and Active Duty Military Families** **Presenters:** Lorie Roy, School of Information, The University of Texas at Austin; Kristen Mulvihill, San Diego County Library; Frances Rickard, University of Texas at Austin School of Information; Jennifer Taft, Harnett County Library; Cynthia Olney, National Network of Libraries of Medicine Outreach Evaluation Resource Center, Health Sciences Libr

Concurrent Program Session Low interaction: single speaker/panel with Q&A at the end of the program **Track:** Collaborate **Tags:** Serving Adults, Adult Services, Collaboration, Outreach Services, Programming/Services, Special Needs Populations

- **Shhhh! Don't Tell My Mom: Reader's Advisory that Everyone Can Live With** **Presenters:** Jessica Liddell, Grand Rapids Public Library; Monica Samuelsson, Kent District Library
Concurrent Program Session High interaction: facilitated discussion; small group discussion; hands-on activity **Track:** Challenge **Tags:** Serving Youth, Advocacy, Collection Development, Diversity, Information Literacy, Readers' Advisory

- **So a Planner and a Librarian Walk Into a Bar?** **Presenters:** Sarah Lawton, Madison Public Library; Catherine Duarte, Madison Public Library

Concurrent Program Session Medium interaction: single speaker/panel with questions or audience

participation throughout **Track:** Collaborate **Tags:** Spaces and Places, Buildings and Facilities, Civic Engagement, Collaboration, Community Surveys, Equity of Access

- **So You Want to Be a Director?** **Presenters:** Marcia Warner, ; David Singleton, Charlotte Mecklenburg Library
Full Day Preconference **Tags:**
- **Steal This UX: Improving Your Collection With Content Strategy and User Testing**
Presenters: Annabelle Mortensen, Skokie Public Library; Stephanie Anderson, Darien Library
Concurrent Program Session Low interaction: single speaker/panel with Q&A at the end of the program **Track:** Invent **Tags:** Collections/Tech Services, Collection Development, User Experience (UX)
- **Stepping Up to Extraordinary: Using Core Values to Inform Public Library Leadership**
Presenters: Sharon Morris, Colorado State Library
Full Day Preconference **Tags:** Administration and Management, Core Values, Leadership, Networking, Organizational Change, Other Public Administration
- **Storytime Manifesto: Early Literacy Awareness and Advocacy** **Presenters:** Heidi Dolamore, San Jose Public Library; Patrick Remer, Contra Costa County Library
Concurrent Program Session High interaction: facilitated discussion; small group discussion; hands-on activity **Track:** Imagine **Tags:** Serving Youth, Advocacy, Children's Services, Collaboration, Programming/Services, Strategic Planning
- **Stress Tests: Conducting Strategic Analyses of Services and Programs to Guide Libraries of the Future** **Presenters:** Joel Nichols, Free Library of Philadelphia; Nathaniel Eddy, Free Library of Philadelphia; Sara Moran, Free Library of Philadelphia; Autumn McClintock, Free Library of Philadelphia
Concurrent Program Session High interaction: facilitated discussion; small group discussion; hands-on activity **Track:** Plan **Tags:** Administration/Management, Organizational Change, Strategic Planning, Transforming Libraries
- **Strong Girls School: Create a Program Addressing Gender Bias, Inequality, and Self-Esteem Building for Girls** **Presenters:** Nancy Evans, Levittown Public Library
Concurrent Program Session Low interaction: single speaker/panel with Q&A at the end of the program **Track:** Challenge **Tags:** Serving Youth, Programming/Services, Social Change, Young Adult Services, Youth Services
- **Sustainable Connected Learning for Youth** **Presenters:** Megan Barrett, Cuyahoga County Public Library; Rebecca Ranallo, Cuyahoga County Public Library
Concurrent Program Session Low interaction: single speaker/panel with Q&A at the end of the program **Track:** Invent **Tags:** Serving Youth, Civic Engagement, Innovation, Programming/Services, Transforming Libraries, Young Adult Services
- **Taking it Personally: Creating Human Connection in a Virtual World** **Presenters:** Alison Kastner, Multnomah County Library
Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout **Track:** Invent **Tags:** Serving Adults, Innovation, Programming/Services, Readers' Advisory, Technology, Transforming Libraries

- **Tame Your Digital Strategy** **Presenters:** Toby Greenwalt, Carnegie Library of Pittsburgh; Anastasia Diamond-Ortiz, Cleveland Public Library
Concurrent Program Session **Track:** Lead **Tags:**
- **Teach Adults Anything and Do It Right** **Presenters:** Simone Groene-Nieto, Denver Public Library; Squee Leigh, Denver Public Library
Half Day Preconference **Tags:** Continuing Education, Instruction, Programming/Services, Technology, Training
- **Tech Assistance for Cutting Edge Communities** **Presenters:** Nick Taylor, Arapahoe Libraries; Oliver Sanidas, Arapahoe Library District; Tracy Treece, Denver Public Library
Concurrent Program Session Low interaction: single speaker/panel with Q&A at the end of the program **Track:** Invent **Tags:** Administration/Management, Innovation, Technology, Training, Transforming Libraries, Trends and Forecasting
- **Tech to Go: Circulating Nontraditional Items** **Presenters:** Suzanne Wulf, Indian Prairie Public Library; Mikael Jacobsen, Skokie Public Library; Samantha Chada, Sandusky Library
Concurrent Program Session Low interaction: single speaker/panel with Q&A at the end of the program **Track:** Challenge **Tags:** Collections/Tech Services, Collection Development, Emerging Technologies, Innovation, Technology, Trends and Forecasting
- **Teen Asset Mapping: A Community Development Approach to Teen Services Expansion**
Presenters: Kristin Grabarek Roper, Denver Public Library; Michelle Jeske, Denver Public Library; Nikki Van Thiel, Denver Public Library; Corinne Jackamore, Denver Public Library; Kellie Cannon, Denver Public Library
Concurrent Program Session Low interaction: single speaker/panel with Q&A at the end of the program **Track:** Collaborate **Tags:** Serving Youth, Civic Engagement, Community Surveys, Programming/Services, Strategic Planning, Young Adult Services
- **The Changing Landscape of Library Privacy** **Presenters:** Deborah Caldwell-Stone, ALA Office for Intellectual Freedom
Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout **Track:** Challenge **Tags:** Administration/Management, Administration and Management, Guidelines and Standards, Hot Topics, Privacy, Technology
- **The Intentional Makerspace: A New Framework for Making and Learning in Libraries**
Presenters: Tim Carrigan, Institute of Museum and Library Services
Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout **Track:** Imagine **Tags:** Spaces and Places, Emerging Technologies, Innovation, Other Making and Learning, Programming/Services, Transforming Libraries
- **The One-Page Strategic Plan: Is It Real? Is It Right For You?** **Presenters:** Kendra Trachta, Sno-Isle Libraries
Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout **Track:** Plan **Tags:** Administration/Management, Assessment and Evaluation, Organizational Change, Strategic Planning, Transforming Libraries

- **The Power of Performance 2: Project Outcome Enrollment Primer** Presenters: Emily Plagman, Public Library Association
Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout Track: Plan Tags: Administration/Management, Advocacy, Assessment and Evaluation, Organizational Change, Programming/Services, Strategic Planning
- **The Power of Performance: The PLA Performance Measures Initiative** Presenters: Denise Davis, Sacramento Public Library; Carolyn Anthony, Skokie Public Library
Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout Track: Plan Tags: Administration/Management, Advocacy, Assessment and Evaluation, Organizational Change, Programming/Services, Strategic Planning
- **The Studio Experience: Creating a Makerspace for Ages 0-108** Presenters: Catherine Odson, Anythink Libraries; Janet Hollingsworth, Anythink Libraries; Sandra Brown, Anythink Libraries
Concurrent Program Session High interaction: facilitated discussion; small group discussion; hands-on activity Track: Play Tags: Spaces and Places, Adult Services, Children's Services, Hot Topics, Transforming Libraries, Young Adult Services
- **The Visible Library: Exposing Collections Through Linked Data** Presenters: Rachel Fewell, Denver Public Library; Logan MacDonald, Anythink Libraries; Susan Allen, Worthington Libraries; Rachael Collins, Edmonton Public Library
Concurrent Program Session Track: Invent Tags: Technology
- **Think Outside the Box by Going Inside the Box** Presenters: Mikael Jacobsen, Skokie Public Library; Amy Holcomb, Skokie Public Library; Lori Pulliam, Oak Park Public Library
Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout Track: Play Tags: Spaces and Places, Hot Topics, Innovation, Programming/Services, Project Management, Transforming Libraries
- **Think, Do, Show: Practical Techniques for Analyzing, Using, and Visualizing Data to Improve Practice and Demonstrate Impact** Presenters: Jamie LaRue, LaRue and Associates Consulting; Meghan Wanucha, Colorado State Library; Linda Hofschire, Colorado State Library; Rochelle Logan, ; Nicolle Steffen, Colorado State Library; Zeth Lietzau, Denver Public Library; Sara Wright, Berthoud Community Library District; Jon D. Solomon, Englewood Public Library; Denise Davis, Sacramento Public Library
Full Day Preconference Tags:
- **This Ain't Your Grandma's Library... Or is It? Serving Older Adults in a Changing World** Presenters: Wendy Pender, King County Library System
Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout Track: Imagine Tags: Serving Adults, Adult Services, Outreach Services, Partnerships, Programming/Services, Trends and Forecasting
- **Top 5 of the Nonfiction 5** Presenters: Kaite Stover, The Kansas City Public Library; Rebecca Vnuk, Booklist; David Wright, Seattle Public Library; Barry Trott, Williamsburg Regional Library; Craig Clark, Clark Free Library

Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout **Track:** Broadcast **Tags:** Collections/Tech Services, Adult Services, Collection Development, Hot Topics, Public Services, Readers' Advisory

- **Trauma-Informed Care and the Library** **Presenters:** Ann Schwab, Denver Public Library; Elissa Hardy, Denver Public Library

Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout **Track:** Lead **Tags:** Staffing, Equity of Access, Professional Development, Public Services, Urban Libraries, Youth Services

- **TV White Spaces: Expanding Broadband Internet Access in Your Community** **Presenters:** Don Means, Gigabit Libraries Network; John Gavin, Delta County Library System; Kerry Ingersoll, Manhattan (KS) Public Library; Richard Kong, Skokie Public Library

Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout **Track:** Imagine **Tags:** Technology

- **View from the Director's Chair: Filmmaking for Teens** **Presenters:** Lynette Pitrak, Downers Grove Public Library; Dale Galiniak, 259

Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout **Track:** Play **Tags:** Serving Youth, Programming/Services, Technology, Young Adult Services

- **Walking the Literary Landscape: Using Mobile Apps to Connect Literature to Your Community** **Presenters:** Tom Cole, Charlotte Mecklenburg Public Library; Keith Gorman, The University of North Carolina at Greensboro; Kathelene Smith, The University of North Carolina at Greensboro

Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout **Track:** Invent **Tags:** Spaces and Places, Civic Engagement, Collaboration, Local History, Mobile Technology, Outreach Services

- **We Are Tech Workers: Cultivating a Library Technoculture** **Presenters:** Pam Saliba, Markham Public Library; Andrea Cecchetto, Markham Public Library

Concurrent Program Session Low interaction: single speaker/panel with Q&A at the end of the program **Track:** Lead **Tags:** Staffing, Innovation, Leadership, Organizational Change, Training, Transforming Libraries

- **Weed? In Denver?: Collection Maintenance at DPL and Fort Worth** **Presenters:** Deborah Duke, Fort Worth Library; Rachel Fewell, Denver Public Library

Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout **Track:** Plan **Tags:** Collections/Tech Services, Collection Development, Guidelines and Standards, Partnerships, Public Services, Technical Services

- **What's Your Elevator Speech? The Message Matters** **Presenters:** Patrick Sweeney, EveryLibrary; John Chrastka, EveryLibrary

Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout **Track:** Broadcast **Tags:** Marketing/Advocacy, Legislation, Marketing, Other POLITICS, Public Relations, Social Change

- **Where the Black and Brown Boys Aren't (and Why)** Presenters: Nichole Shabazz, Cleveland Public Library; Phyllis Hunter, Phyllis C. Hunter Consulting, Inc.
Concurrent Program Session Medium interaction: single speaker/panel with questions or audience participation throughout Track: Imagine Tags: Serving Youth, Advocacy, Children's Services, Diversity, Literacy, Multicultural Services

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Staff Development Day Update
DATE: October 26, 2015

BACKGROUND

Library staff meet twice a year to participate in the discussion and preparation of the budget. All staff are encouraged to attend, including substitutes. The Library Board of Trustees approved closures on two Fridays to conduct the Staff Development Day events.

The purpose of the Staff Development Day is to ensure that the Placentia Library District provides opportunities for all staff to be engaged and involved in the discussion and preparation of the budget and related issues and concerns. The Placentia Library District recognizes the importance of staff input and the success of teamwork with the goal of providing excellent library services to our community.

The next SDD will be on Friday, December 4, 2015 which will include a hands-on Active Shooter session with the Placentia Police Department.

Fiscal Impact: \$500



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Discuss and authorize the Library Director to sign an agreement with Liebert Cassidy Whitmore to provide labor and employment legal services.

DATE: October 26, 2015

BACKGROUND

Liebert Cassidy Whitmore (LCW) is a full service labor, employment and education law firm that has represented public sectors for 30 years. The firm's attorneys participate in providing excellent training programs for which they are known for throughout the state. The District has sent library staff to attend these training in previous years.

The firm has over 70 attorneys in four offices in Los Angeles, San Francisco, Fresno, and San Diego. Their attorneys are known for working with clients to avoid legal problems in the first instance. They have extensive experience defending clients in court and jury trials and mandate proceedings touching on every aspect of employment, labor and education law.

Attachment A is a copy of the Agreement.

Attachment B is a copy of LCW's resume.

Fiscal Impact: \$190 - \$325/hr.

RECOMMENDATIONS

1. Authorize the Placentia Library District to enter into an agreement with Liebert Cassidy Whitmore to provide labor and employment legal services by a roll call; and,
2. Authorize the Library Director to sign the agreement with Liebert Cassidy Whitmore.

AGREEMENT FOR SPECIAL SERVICES

This Agreement is entered into between the law firm of LIEBERT CASSIDY WHITMORE, A Professional Corporation (“Attorney”), and the PLACENTIA LIBRARY DISTRICT (“District”).

1. Conditions

This Agreement will not take effect, and Attorney will have no obligation to provide services, until District returns a properly signed and executed copy of this Agreement.

2. Attorney’s Services

Attorney agrees to provide District with consulting, representational and legal services pertaining to employment relations matters, including representation in negotiations and in administrative and court proceedings, as requested by District or otherwise required by law.

3. Fees, Costs, Expenses

District agrees to pay Attorney the sums billed monthly for time spent by Attorney in providing the services, including reasonable travel time.

The current range of hourly rates for Attorney time is from One Hundred Ninety to Three Hundred Twenty-Five Dollars (\$190.00 - \$325.00), and from Seventy-Five to One Hundred Fifty Dollars (\$75.00 - \$150.00) for time of paraprofessional and litigation support staff. Attorney reviews its hourly rates on an annual basis and, if appropriate, adjusts them effective July 1. Attorney will provide the District with written notification of any adjustment in the range of rates. Attorneys, paraprofessional and litigation support staff bill their time in minimum units of one-tenth of an hour.

District agrees to reimburse Attorney for necessary costs and expenses incurred by Attorney on behalf of District. Attorney bills photocopying charges at Fifteen Cents (\$0.15) per page and facsimile charges at Fifty Cents (\$0.50) per page. A Public Agency Fee Schedule is attached to this Agreement.

Payment by District against monthly billings is due upon receipt of statements, and is considered delinquent if payment is not received within thirty (30) days of the date of the invoice.

The California Business & Professions Code requires us to inform you whether we maintain errors and omissions insurance coverage applicable to the services to be rendered to you. We hereby confirm that the firm does maintain such insurance coverage.

4. **Arbitration of Professional Liability or Other Claims**

Disputes. If a dispute between District and Attorney arises over fees charged for services, the controversy will be submitted to binding arbitration in accordance with the rules of the California State Bar Fee Arbitration Program, set forth in California Business and Professions Code, sections 6200 through 6206. The arbitrator or arbitration panel shall have the authority to award to the prevailing party attorneys' fees, costs and interest incurred. Any arbitration award may be served by mail upon either side and personal service shall not be required.

If a dispute arises between District and Attorney over any other aspect of the attorney-client relationship, including, without limitation, a claim for breach of professional duty, that dispute will also be resolved by arbitration. It is understood that any dispute as to any alleged breach of professional duty (that is, as to whether any legal

services rendered under this agreement were allegedly unnecessary, unauthorized, omitted entirely, or were improperly, negligently or incompetently rendered) will be determined by submission to arbitration as provided by California law, and not by a lawsuit or resort to court process except as California law provides for judicial review of arbitration proceedings. **Both parties to this agreement, by entering into it, are giving up their constitutional right to have any such dispute decided in a court of law before a jury, and instead are accepting the use of arbitration.** Each party is to bear its own attorney's fees and costs.

5. File Retention

After our services conclude, Attorney will, upon District's request, deliver the file for the matter to District, along with any funds or property of District's in our possession. If District requests the file for the matter, Attorney will retain a copy of the file at the District's expense. If District does not request the file for this matter, we will retain it for a period of seven (7) years after this matter is closed. If District does not request delivery of the file for this matter before the end of the seven (7) year period, we will have no further obligation to retain the file and may, at our discretion, destroy it without further notice to District. At any point during the seven (7) year period, District may request delivery of the file.

6. Assignment

This Agreement is not assignable without the written consent of District.

7. Independent Contractor

It is understood and agreed that Attorney, while engaged in performing the terms of this Agreement, is an independent contractor and not an employee of District.

8. Authority

The signators to this Agreement represent that they hold the positions set forth below their signatures, and that they are authorized to execute this Agreement on behalf of their respective parties and to bind their respective parties hereto.

9. Term

This Agreement is effective October 1, 2015, ongoing and may be modified by mutual agreement of the parties. This agreement shall be terminable by either party upon thirty (30) days written notice.

LIEBERT CASSIDY WHITMORE,
A Professional Corporation

PLACENTIA LIBRARY DISTRICT

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

I. PUBLIC AGENCY FEE SCHEDULE

Hourly Rates (As of Agreement Effective Date)

Partners	\$325.00
Of Counsel	\$285.00
Associates	\$190.00 - \$265.00
Paraprofessionals & Litigation Support	\$75.00 - \$150.00

II. COST SCHEDULE

1. Photocopies	\$0.15 per copy
2. Facsimile Transmittal	\$0.50 per page

LCW LIEBERT CASSIDY WHITMORE

Firm Resume

A PROFESSIONAL LAW CORPORATION

EMPLOYMENT LAW | LABOR RELATIONS | EDUCATION LAW | MANAGEMENT TRAINING

www.lcwlegal.com

With offices in Los Angeles, San Francisco, Fresno, and San Diego, Liebert Cassidy Whitmore provides services for a majority of cities, counties and community colleges as well as a substantial number of school districts in California. The Firm is a full service employment and labor relations law firm providing expert consultation, representation, litigation, negotiation and investigation services to public agency management. In addition, the Firm produces a wide-range of dynamic management training workshops and seminars in employment and labor relations issues to cities, counties, courts, special districts, schools, community college districts, and state universities.

Negotiation Services

Members of Liebert Cassidy Whitmore have successfully negotiated thousands of labor agreements for cities, counties, special districts and school and college districts. The agreements negotiated on behalf of these and other public employers, depending upon the particular philosophy and circumstances of a given agency, have run the gamut from brief understandings limited to benefit items to comprehensive labor agreements that define substantially all terms of employment. These comprehensive MOU's, through management rights, waivers and "zipper" type clauses, provide protection to management's ability to manage the agency. Members of the firm are experienced in collaborative/interest based bargaining techniques as well as the more traditional labor negotiations approach.

In addition to conducting negotiations for public employers, we continually work with public agencies that employ staff personnel to do their own negotiations. This arrangement has involved all aspects of consultation and related services, including writing initial bargaining proposals, reviewing counter-proposals, providing training and advice concerning negotiating strategies, and giving general advice when particular problems arise.

Negotiating Impasses

Services provided by members of the firm have included direct participation, as well as general consultation in hundreds of mediation, fact-finding and arbitration proceedings.

Strikes

We have worked with many public sector clients in contingency planning for job actions and in assisting them in strike-related activities. A firm partner co-authored the "Management Strike Handbook" published by the International Personnel Management Association.

Contract Administration and Grievance Handling

The firm has extensive experience in the area of grievance administration, ranging from giving advice at the administrative levels of the grievance process through litigating arbitration cases.

Public Employment Relations Board Representation

Members of the firm have had many years of experience representing our clients in all phases of PERB proceedings, from consultation and responses to Unfair Labor Practice claims through PERB hearings and court appeals. A firm partner served as counsel to the PERB Board's first Chairperson as well as serving as a PERB Administrative Law Judge. Another firm partner served as a representative of the League of California Cities and the California Association of Counties in the legislative and administrative proceedings in connection with the PERB assuming jurisdiction over local agency employment relations.

Our Approach to Negotiations

- We work with and for the chief administrative official and his/her designated staff, and through him/her with the Governing Body. We provide professional advice to assist the agency in determining its policy goals and objectives, which then become our goals and objectives; we see our job as applying our best efforts and skills to achieving them.
- We believe in carefully organizing for negotiations, with goals and objectives kept well in mind. The negotiating process, we believe, consists of definable stages, from preparatory activities to the preliminary bargaining phases, "hard bargaining," and finally to agreement, impasse procedure, or work action. Each stage of the process requires an organized approach in order to maximize the chances of attaining bargaining objectives.
- Our philosophy is not one of "union busting," but rather one of using a professional approach that seeks to achieve and maintain professional relationships, notwithstanding the adversarial aspects of the process.
- We call to the attention of our clients that in return for agreeing to competitive benefit adjustments, it is reasonable for them to seek to contractually protect and maximize their management discretion to set standards of service and retain the prerogative to direct, assign, and stimulate employees to meet them.
- We see the conclusion of negotiations as the beginning for establishing a constructive employer-employee organization-employee relations structure, which

requires management training and ongoing involvement with agency management on our part.

- While one member of the firm handles a particular negotiating unit, at least one other designated attorney will be kept advised so that at all times the client has access to an attorney who is familiar with the status of the situation in each bargaining unit.

Local Agency Employment Law Services

We have worked closely with city attorneys, county counsels and general counsels, and have directly handled the representation for our local agency clients in literally hundreds of legal proceedings before civil service and personnel boards, arbitrators, the Public Employment Relations Board (PERB), state and federal EEO and other administrative agencies and the courts. These proceedings have covered the full spectrum of employer-employee relations matters, including such matters as civil service appeals, recognition and unit representation matters, unfair labor practice charges and related negotiating issues, employment discrimination matters, pension and disability issues, wrongful termination and Fair Labor Standards Act claims.

Investigations Practice Group

The firm's Investigation Practice Group specializes in investigating allegations of discrimination, harassment and other misconduct. Our investigative practice primarily serves private sector employers and public sector agencies that are not already firm clients. However, we also represent current clients on a case-by-case basis depending upon the specific facts and allegations at issue.

Because of confidentiality issues, we do not identify those employers for whom we have conducted outside investigations. We have conducted investigations for organizations in the hospitality, legal and trade industries as well as public sector agencies.

We continue to publish articles and present workshops on the topic of investigations. Our workshops identify the key components of a successful investigation including how and when to begin an investigation, who should conduct the investigation, how to maintain confidentiality, how to organize and execute an effective investigation, and how to evaluate the facts and take corrective action once the investigation is completed.

Audit Services

By virtue of the public agency background of members of the firm, we have extensive experience in developing local agency Employer-Employee Relations Resolutions/Ordinances and personnel policies and procedures. A firm partner developed the League of California Cities Sample Employer-Employee Relations and Personnel Policies and Procedures Ordinances. The firm does extensive work in reviewing agency civil service/personnel policies and rules to assure continuing consistency with the ever-changing dictates of EEO and affirmative action, labor relations and other laws and administrative regulations.

Members of the firm conduct comprehensive audits regarding agency's compliance with the Fair Labor Standards Act (FLSA). Additionally, the firm publishes a comprehensive guide, "Fair Labor Standards Act: A Public Sector Compliance Guide," that serves as a reference to agencies across the country.

To learn more about the FLSA Audits, log onto www.FLSAaudit.com where you can find detailed information about what an FLSA audit entails.

Retirement Practice

The firm provides advice and counsel to public agencies regarding the laws and regulations of public employee retirement plans, including PERS, the County 1937 Retirement Act, and local agency retirement laws, as well as on retiree health insurance issues. The firm defends public agencies that are sued regarding retirement issues, defends public agencies and their employees and retired employees in retirement in cases where PERS acts to reduce benefits, and represents public agencies in disability and industrial disability retirement appeals. The firm helps agencies defend against PERS and other retirement board audits and, where necessary, files administrative appeals to challenge any negative audit findings.

Members of the firm advise on all issues related to PERS, 1937 Act and STRS benefits. For example, we provide advice and counsel to clients regarding retirement formulas, the rules on reportable compensation, PERS and 37 Act contract amendments, disability retirement procedures and obligations, service credit, GASB issues, unfunded liabilities, retiree health benefits, vested rights and elected official benefits.

Retirement issues have major impacts on agency labor relations. The firm provides strategy and guidance during negotiations in regards to retirement benefits, including acting as chief negotiator. We review agency policies and collective bargaining agreements/memoranda of understanding to ensure that they comply with applicable law.

We represent agencies in retirement related administrative appeals and litigation, and have assisted agencies defend claims of underfunding as well as fiduciary obligations.

Litigation Services

Liebert Cassidy Whitmore attorneys strive to prevent employment disputes before they arise through education, training, audits, advice, planning, and cooperative employer-employee relations. When employment disputes do arise, our defense efforts are designed to meet each client's particular needs, goals, and budget.

We specialize in representing public agencies in the defense of legal actions and enjoy the reputation of a results-oriented, successful litigation firm. We are experts in all phases of litigation in both federal and state courts: pleading, discovery, motion practice, alternative dispute resolution, settlement and trial.

Our particular expertise is the defense of public agencies in actions brought by employees, former employees, applicants or other individuals alleging employment related claims such as violations of the California Fair Employment and Housing Act; Federal Civil Rights Acts (*e.g.*, section 1981 and 1983 claims); Americans with Disabilities Act; Age Discrimination in Employment Act; Fair Labor Standards Act; Meyers-Milias-Brown Act; Family and Medical Care Leave Acts; wrongful termination; and violation of state and/or federal constitutional rights such as due process, First Amendment and privacy rights.

The firm's attorneys have handled a number of cases that have culminated in jury trials resulting in defense verdicts. These cases included claims for violation of constitutional rights; violation of the Age Discrimination in Employment Act; violation of the disability provisions contained in the Fair Employment and Housing Act; reverse discrimination; sex discrimination; sexual harassment; national origin discrimination; age discrimination; intentional infliction of emotional distress and retaliation claims under both state and federal laws.

Consulting and Training Services

One of the firm's greatest sources of accomplishment comes from its record of success in counseling and advising its clients on the best ways to avoid becoming a party to adversary proceedings. We were "pioneers" in the training field by creating "consortiums" of agencies. The thirty-three Employment Relations Consortiums (ERCs) are comprised of over 500 cities, counties, schools, community college districts,

and state universities as well as other public sector agencies.

As part of our ERC services, we provide ongoing training on current developments in labor relations and personnel law on subjects including negotiation strategies; performance evaluations; disciplinary actions; employment discrimination, including harassment and ADA issues; Family and Medical Care Leave Acts; violence in the workplace; effective supervision; grievance administration; law enforcement issues and special workshops for governing board members. Experience over the years confirms that not only have the member agencies found the consulting and training services helpful, but an invaluable opportunity for the exchange of ideas and information between agency management.

The firm provides individual training services to public agencies on a half-day or full-day basis. We customize these training programs to the precise needs of the client. For example, we have provided on-site training programs to employees and/or supervisors and managers of over one hundred agencies last year.

Members of the firm make presentations on employment relations law issues to a variety of professional organizations including:

American Arbitration Association
American Bar Association
Association of California Community College Administrators
Association of California School Administrators
Association of California Water Agencies
Association of Chief Business Officials
Association of Chief Human Resources Officers for Community College Districts
Association of Legal Administrators
California Association of Joint Powers Authorities
California Association of Independent Schools
California Association of Public Retirement Systems
California Charter Schools Association
California Community College Internal Auditors
California Community College Student Affairs Association
California Council of School Attorneys
California County Counsels Association
California Fire District Association
California Law Enforcement Association of Records Supervisors
California Municipal Finance Officers
California Peace Officers Standards and Training (POST) Academy
California Police Chiefs Association
California Public Employer Labor Relations Association

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California Sanitation Risk Management Authority
California School Boards Association
California Society of Municipal Finance Officers
California Special Districts Association
California State Association of Counties
California State Bar Labor and Employment Law Section
California State Sheriffs Association
Center for Collaborative Solutions
Chief Instructional Officers and Chief Student Services Officers
City Attorneys Association of Los Angeles County
College and University Personnel Association
Community College League of California
County Personnel Administrators Association of California
Fire Districts Association of California
International Personnel Management Association
League of California Cities
Los Angeles County Bar Association Labor and Employment Law Symposium
National Employment Law Institute
National Higher Education Law and Policy Institute
National Institute of Municipal Law Officers
National Public Employer Labor Relations Association
Public Agency Risk Management Association
Public Risk Management Association
Professionals in Human Resources Association
Southern California Labor Relations Council
Southern California Personnel Management Association

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