



AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR DATE MEETING








Monday, June 15, 2015
6:30 P.M.
Community Meeting Room

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 May 21, 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 May 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 May 2015 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

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

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

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

GENERAL CONSENT REPORTS (Items 18 – 20)

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

19. Circulation Report for May 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 May 2015.
- 22. Children's Services Report for May 2015.
- 23. Adult Services Report for May 2015.
- 24. Placentia Library Web Site & Technology Report for May 2015.

OLD BUSINESS

- 25. Authorize Placentia Library Friends Foundation's request to amend the naming of the Nancy Lone-Tollefson Bookstore to the dedication of the bookstore in Nancy Lone-Tollefson's memory.

NEW BUSINESS

- 26. Authorize Human Resources Consultant, Michael D. Harary, to conduct a Compensation and Benefits Study for the Placentia Library District for \$10,000.
- 27. Select up to three (3) candidates to serve on the Special District Risk Management Authority Board of Directors for the 2016-2019 terms and approve Resolution 16-02 for the Election of Directors to the Special District Risk Management Authority Board of Directors.
- 28. Authorize an amendment to the Fiscal Year 2015-2016 Budget to transfer \$19,000 from the Professional/Specialized Services budget line item (1900) to the Books/Library Materials budget line item (2400).
- 29. Travel Authorization: Library Director and managers to attend the Annual California Library Association (CLA) Conference in Pasadena, California, November 4-7, 2015.

DISCUSSION

- 30. Discuss and authorize the cancellation of the August 17, 2015 Library Board of Trustees meeting due to lack of business.

ADJOURNMENT

- 31. Agenda Preparation for the July Date Meeting which will be held on Monday, July 20, 2015 unless re-scheduled by the Library Board of Trustees.
- 32. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
- 33. Adjourn

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

I, Diane Warner, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the June 15, 2015 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on June 11, 2015.



Diane Warner, Administrative Assistant



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MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
May 21, 2015

Agenda Item 9
Page 5

CALL TO ORDER

President Shkoler called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on May 21, 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-Business Manager, Diane Warner-Administrative Assistant, Nadia Dallstream-Adult Services Supervisor, Lori Worden-Childrens Services Supervisor and Fernando Maldonado-Circulation Supervisor.

Guests: None

ADOPTION OF AGENDA

It was moved by Trustee Carline and seconded by Secretary Martin 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 annual Volunteer Appreciation Luncheon on April 23rd. (Item 5)

Secretary Martin enjoyed the Volunteer Luncheon and met with our local government officials at the CSDA Legislative Days Conference in Sacramento. (Item 6)

Trustee Carline attended the May 11th PLFF Board meeting and will write a press release for the bookstore re-dedication on August 15, 2015. (Item 6)

Trustee DeVecchio attended the annual Volunteer Luncheon. (Item 6)

Trustee Minter also attended the Volunteer Luncheon. (Item 6)

LIBRARY DIRECTOR REPORT

Library Director Contreras also attended the CSDA Legislative Days Conference in Sacramento from May 18-20. Director Contreras discussed the library's recent letter-writing efforts to Sacramento, in support of a mandated state-wide reimbursement for past library program costs. Placentia Library District expects to receive approximately \$9,100 if reimbursements are approved by Governor Brown. (Item 7)

FRIENDS FOUNDATION REPORT

Ginny Sanatar provided an update on current PLFF activities: Board is preparing for the Nancy Lone-Tollefson bookstore re-dedication on August 15th from 9:30-11:00am. They are actively seeking to grow the PLFF Board by soliciting potential board members to attend upcoming board meetings. PLFF Board has

established a Program Committee to manage procedures for annual events. (Item 8)

CONSENT CALENDAR

Moved by Trustee DeVecchio and seconded by Trustee Carline 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 APRIL 20th
BOARD of TRUSTEES
MEETING**

Minutes for the April 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 – Three (3) claims batches had been approved and forwarded to Orange County for payment. (Item 11)

Current Claims and Payroll – Five (5) claims batches and one (1) payroll batches were approved by the Trustees on May 21st 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 April 2015 for Placentia Library District Accounts on Deposit with the Orange County Treasurer - received and filed. (Item 14)

Balance Sheet for April 2015 - received and filed. (Item 15)

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

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

**GENERAL CONSENT
REPORTS**

Personnel Report for April 2015 – received and filed. (Item 18)

Circulation Report for April 2015 – received and filed. (Item 19)

Review of Shared Maintenance Costs with the City of Placentia through April 2015, under the JPA – received and filed. (Item 20)

STAFF REPORTS

Administration Report for April 2015 (Item 21)
 Children's Services Report for April 2015 (Item 22)
 Adult Services Report for April 2015 (Item 23)
 Placentia Library Web Site & Technology Report for April 2015 (Item 24)

NEW BUSINESS

**Travel Authorization
 Request for CSDA General
 Manager Leadership
 Summit in Newport
 Beach, CA on July 12-15,
 2014**

Library Director Contreras presented a travel request to attend the CSDA General Manager Leadership Summit scheduled for July 12-14 in Newport Beach. Moved for approval by Trustee Minter and seconded by Trustee Carline, and unanimously voted by the Board of Trustees to approve this travel request. Fiscal Impact: \$800. (Item 25)

A roll call vote was taken:

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

**Travel Authorization
 Request for CSDA Annual
 Conference in Monterey,
 CA on September 21-14,
 2014**

Director Contreras presented a travel request for Trustees and Library Director to attend the CSDA Annual Conference in Monterey, CA from September 21-24, 2015. After review and discussion, the Board approved travel for Director Contreras, President Shkoler, Secretary Martin and Trustee Carline. Fiscal Impact: \$1,500 per attendee. (Item 26).

A roll call vote was taken:

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

**Travel Authorization
 Request for Young Adult
 Services Symposium in
 Portland, OR on
 November 6-9, 2014**

Director Contreras presented a travel request for Library Assistant to attend the ALA Young Adult Services Symposium (YALSA) in Portland, OR from November 6-9, 2014. After review and discussion, the Board approved travel to this conference for Fernando Maldonado. Fiscal Impact: \$1,300. (Item 27)

A roll call vote was taken:

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

**Request for \$1,000 for
 Annual Staff Appreciation
 & Recognition Event**

Library Director Contreras requested Board approval to contribute \$1,000 towards the Staff Appreciation & Recognition event on October 30, 2015. PLFF is contributing \$3,500 to the event. Moved by Secretary Martin and seconded by Trustee Minter to approve this request. (Item 28)

A roll call vote was taken:

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

**Resolution 16-01:
Establish the District’s
Appropriations
Limitations (Gann Limit)**

Business Manager Yesenia Baltierra presented Resolution 16-01, which establishes the District’s Appropriations Limitations (Gann Limits) at \$4,157,151 for Fiscal year 2015-2016. Moved by Trustee Carline and seconded by Secretary Martin to approve this recommendation. (Item 29)

A roll call vote was taken:

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

**Approve Contract for
Accounting Services with
Marina Tutty**

Library Director Contreras presented a contract for outsourcing the business manager’s current day-to-day accounting functions to Marina Tutty. Marina is the full-time Business Officer for Buena Park Library District, and will work 10 hours per week for Placentia Library District. After discussion, Trustees requested that a CPA, experienced with GASB regulations, also be engaged to oversee consolidation and transition to an internal library accounting system. Accounts Payable will continue to be provided by the County of Orange through FY 2015-2016. Moved by Trustee Carline and seconded by Trustee Minter to approve a revised contract with Marina Tutty. Director Contreras will provide CPA options at the June 15th Board of Trustees meeting. (Item 30)

A roll call vote was taken:

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

**Discussion: Financial
Options for Possible
Library Renovation for
Centennial Celebration**

As a follow-up to prior library renovation discussions, Library Director Contreras presented a financing option that combines a \$600,000 to \$1,000,000 building loan and the Library Impact Fees which are currently \$412,000. CSDA Finance Corporation, Bank of the West and Jeff Tamkin each provided interest rates for a 15-year loan. A Master Remodel Plan is required to move forward. After discussion, Trustees approved acquiring architectural proposals for a Master Remodel Plan document. (Item 31)

A roll call vote was taken:

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

ADJOURNMENT

The May 21, 2015 Board of Trustees meeting was adjourned at 7:35pm.

The next Board of Trustees meeting will be held on June 15, 2015 at 6:30pm.

Al Shkoler, President
Library Board of Trustees

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: Summary of Non-standard Claims for May 2015
DATE: June 15, 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 Claims Forwarded by the Library Director and Trustees
DATE: June 15, 2015

<u>707 TYPE</u>	<u>DATE</u>	<u>CLAIM #</u>	<u>AMOUNT</u>
PARS	06-04-15	5891	\$ 1,658.62
Misc Vendors	06-04-15	5893	\$ 15,147.86
Misc Vendors	06-04-15	5894	\$ 18,389.32
PARS	06-05-15	5895	\$ 1,558.97
		TOTAL	\$ 36,754.77

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 05/27/12 Page 12

REPORT NO: 5891

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

V644

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-12483 Phase II Systems (PARS) c/o U.S. Bank National Association Trustee for PARS #8748022400 P.O. Box 511649 Los Angeles, CA 90051-8204	05-20-15 6746022400	200			\$1,658.62		
TOTAL REMITTANCE:					\$1,658.62		

The claims listed above totaling \$1,658.62 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.

[Signature]
Approved by

[Signature]
Countersigned by

[Signature]
Attested and/or countersigned by

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/04/15

REPORT NO: 5893

The County Auditor is authorized to draw these checks from:

FUND: 707

DEPT: V700

BUDGET CONTROL: 707

UNIT: 0900

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE	INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DDC NUMBER	SC
VC-1680 OCLC, Inc. Dept #34299 PO Box 39000 San Francisco, CA 94139	03-31-15		1300			\$67.55		
		FY2016 Sub Renewal						
VC-5616 Cintas Corporation #840 P.O. Box 29059 Phoenix, AZ 85038	05-18-15	640387172	1000			\$252.15		
	5-25-15	640390777	1000			\$202.39		
	6-01-15		1000			\$220.36		
VC-6003 NEW Address Golden State Water Company c/o Placentia Library Dist. #29934100008 411 E. Chapman Ave. Placentia, CA 92870	05-22-15		2803			\$1,114.01		
VC-11398 MXTOOLBOX, INC. PO Box 975231 Dallas, TX 75397-5231	05-13-15	171891	1300			\$337.50		
VC-6873-1 Bear State Air Conditioning 3548 Enterprise Dr. Anahelm, CA 92807-1640	5-20-15	15-5-9997	1400	0710		\$373.15		
VC-6002-1 The Gas Company PO Box C Monterey Park, CA 91756	05-22-15		2802			\$520.41		
VC-4882-1 NEW Address Unique Management Services P.O. Box 1624 Jeffersonville, IN 47131-1624	5-1-15		1900	0741		\$223.75		
NEW VENDOR Brea Electric Company 524 East Imperial Hwy. Suite B Brea, CA 92821	05-28-15	22627	1400	0714		\$6,190.00		
	05-28-15	22628	1400	0714		\$3,570.00		
VC-5233-2 AT&T CalNet 2 PO Box 9011 Carol Stream, IL 60197-9011	05-02-15	6545028	0700 0700	0700 0701		\$121.02 \$288.87		
VC-14836 ChrisTOPHER Oriol Graphic Design 310 S. Jefferson St. #17B Placentia, CA 92870	06-2-15		1900	0748		\$1,666.70		
TOTAL REMITTANCE:						\$15,147.86		

The claims listed above totaling \$15,147.86 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.

Gayle Carline
Approved by
Gayle Carline
Print Name

Richard C. DeVecchio
Countersigned by
Richard C. DeVecchio
Print Name

TRINH CONTIGRAS
Attested and/or countersigned by
TRINH CONTIGRAS
Print Name

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/04/15
REPORT NO: 5894

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

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code	DATE	INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-07198 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	05-20-15	62595	2800			\$8,892.88		
			0700	0701		\$17.00		
			1400	0715		\$3,061.33		
			1400	0712		\$2,904.98		
			1400	0712		\$427.50		
VC-0059-4 Pitney Bowes Purchase Power PO Box 371874 Pittsburgh, PA 15260-7874	05-24-15	8000-9000-0652-5830	1803			\$962.97		
VC-5048 Special District Risk Mgmt Auth 1112 I Street, Suite 300 Sacramento, CA 95814-2885	5-26-15	17125	039			\$552.80		
			0308			\$969.71		
			0310	0770		\$360.26		
			0306			\$56.43		
			0319			\$183.46		
TOTAL REMITTANCE:						\$18,389.32		

The claims listed above totaling \$18,389.32 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.

Gayle Carlisle
Approved by
Gayle Carlisle
Print Name

Richard C. DeVecchio
Countersigned by
Richard C. DeVecchio
Print Name

Trinh Contreras
Attested and/or countersigned by
TRINH CONTRERAS
Print Name

LOCALLY GOVERNED DISTRICT
 CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/15/15 Page 15

REPORT NO: 5895

The County Auditor is authorized to draw these checks from:

FUND: 707

DEPT: V700

BUDGET CONTROL: 707

UNIT: 0900

Placentia Library District
 411 E Chapman Ave
 Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-12483 Phase II Systems (PARS) c/o U.S. Bank National Association Trustee for PARS #6746022400 P.O. Box 611649 Los Angeles, CA 90051-8204	06-03-15 6746022400	200			\$1,558.97		
TOTAL REMITTANCE:					\$1,558.97		

The claims listed above totalling \$1,558.97 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.

[Signature]
 Approved by

[Signature]
 Countersigned by

[Signature]
 Attested and/or countersigned by



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: Current Claims and Payroll
DATE: June 15, 2015

Current Claims

<u>TYPE</u>	<u>DATE</u>	<u>CLAIM #</u>	<u>AMOUNT</u>
Baker & Taylor	06-04-15	5892	\$ 67,312.07
Misc Vendors	06-09-15	5896	\$ 43,147.86
Misc Vendors	06-10-15	5897	\$ 23,418.32
<u>Subtotal for Claims</u>			\$ 133,878.25
Payroll			
On Demand Wire	06-22-15	134	\$ 40,000.00
<u>Subtotal for Payroll</u>			\$ 40,000.00
TOTAL CURRENT CLAIMS & PAYROLL			\$ 173,878.25

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/04/15
REPORT NO: 5892

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-4888 Califa Group 32 W 25th Ave Ste 201 Sant Mateo, CA 94403	04-02-15 6645	2400	0760		607.67			
	04-2-15 6646	2400	0760		91.13			
	5-08-15 6705	2400	0760		39,000.00			
	5-11-15 6720	2400	0760		17,650.00			
	5-28-15	2400	0760		743.07			
	VC-4997 - NEW Address EBSCO Information Services Payment Processing Center PO Box 204661 Irvine, TX 75320-4661	06-03-15 388872	2400	0760		795.00		
VC-2776 OverDrive, Inc. PO Box 72117 Cleveland, OH 44192-0002	05-20-15 1148-135811893	2400	0760		1,469.69			
	05-27-15 1148-152707147	2400	0760		1,032.82			
VC-4960-2 Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	05-04-15 85008048	2400	0760		109.54			
	05-05-15 85032044	2400	0760		9.53			
	05-05-15 85035238	2400	0760		4.85			
	05-12-15 85126691	2400	0760		31.31			
	05-14-15 85188491	2400	0760		8.50			
	06-01-15 CM 85485589	2400	0760		(82.07)			
	05-26-15 85370654	2600	0760		41.03			
VC-12061 Library Ideas LLC P.O. Box 2345 Merrifield, VA 22116-2345	05-02-15 43672	2400	0760		5,800.00			
TOTAL REMITTANCE:					67,312.07			
The claims listed above totaling \$67,312.07 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: 06/09/15

REPORT NO: 5896

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-5816 Cintas Corporation #640 P.O. Box 29059 Phoenix, AZ 85038	06-08-15	1000			\$184.67			
VC-4882-1 NEW Address Unique Management Services P.O. Box 1524 Jeffersonville, IN 47131-1524	06-01-15	1900	0741		\$232.70			
VC-0089-10 Republic Services #676 (was Placentia Disposal #676) PO Box 78829 Phoenix, AZ 85062-8829	05-31-15 0676-2214764	1001			\$46.94			
VC-12175 Time Warner Cable PO Box 60074 City of Industry, CA 91716-0074	06-02-15	0700	0702		\$290.64			
VC-1428 Legacy Integrative Solutions 8734 Clota Street, Unit D Downey, CA 90241	06-03-15 12981	1300			\$496.11			
VC-4995 SirsiDynix #774271 4271 Solutions Center Chicago, IL 60677-4002	06-05-15 IVCPS011706	4000			\$41,896.80			
TOTAL REMITTANCE:					\$43,147.86			
The claims listed above totaling \$43,147.86 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: 06/15/15 **Page 21**
REPORT NO: 134

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

The County Auditor is authorized to draw these checks from:

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

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*06-22-15 Payroll #30 FY14/15	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
<p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

(7/2009)



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

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

DATE: June 15, 2015

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	0.00
General Reserves	414,789.10
Impact Fees	459,597.50

Fiscal Year 2013-2014	
07/31/13	2,041,592.77
8/31/2013	1,731,038.74
9/30/2013	1,637,400.49
10/31/13	1,498,226.33
11/30/2013	1,486,892.97
12/31/2013	2,147,271.47
01/31/14	2,066,699.35
2/28/2014	2,039,275.14
3/31/2014	1,979,234.63
04/30/14	2,442,155.17
5/31/2014	2,378,156.46
6/30/2014	2,134,629.15
General Reserves	414,789.10
Impact Fees	406,613.78



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: June 15, 2015

Summary of Cash and Investments as of May 31, 2015

Cash with Orange County Treasurer Fund 707	1,754,748.68
Reserves with Orange County Treasurer	414,789.10
Impact Fees with County and Bank of the West (Restricted)	459,597.50
General Fund Checking – Bank of the West	58,321.82
General Fund Savings – Bank of the West	647,547.40
Payroll Checking – Wells Fargo Bank	224,244.94
Total Cash and Investments	3,559,249.44

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
May 31, 2015
92% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,160,530	998,430	0.86	\$162,100
0200	Retirement	43,351	33,005	0.76	\$10,346
0301	Unemployment Insurance	10,000	0	0.00	\$10,000
0306	Health Insurance	202,476	125,658	0.62	\$76,818
0306-0770	Employee Assistance Program	720	567	0.79	\$153
0308	Dental Insurance	15,523	10,305	0.66	\$5,218
0309	Life Insurance	8,351	5,557	0.67	\$2,794
0310	AD & D Insurance	5,869	3,247	0.55	\$2,622
0319	Vision Insurance	2,600	1,835	0.71	\$765
0350	Workers' Compensation Insurance	23,000	22,478	0.98	\$522
	TOTAL	\$1,472,420	\$1,201,081	0.82	\$271,339
SERVICES & SUPPLIES					
0700	Communications	20,000	12,056	0.60	\$7,944
0900	Food	2,000	1,471	0.74	\$529
1000	Household Expenses	19,000	12,376	0.65	\$6,624
1100	Library Insurance	13,000	12,001	0.92	\$999
1300	Maintenance, Equipment	34,000	22,077	0.65	\$11,923
1400	Maintenance, Buildings & Improvements	93,300	61,626	0.66	\$31,674
1600	Memberships	9,000	7,064	0.78	\$1,936
1700	Miscellaneous Expense	2,000	647	0.32	\$1,353
1800	Office Expenses	44,500	31,243	0.70	\$13,257
1803	Postage	12,000	10,288	0.86	\$1,712
1900	Prof./Specialized Services	176,000	166,196	0.94	\$9,804
1912	Investment Administrative Fees	1,600	1,197	0.75	\$403
2000	Publication and Legal Notices	500	0	0.00	\$500
2100	Rents and Leases - Equipment	1,000	492	0.49	\$508
2200	Rents & Leases - Buildings & Improvements	0	0	0.00	\$0
2400	Books/Library Materials	290,602	169,835	0.58	\$120,767
2600	Transportation & Travel	3,500	508	0.15	\$2,992
2700	Meetings	28,000	22,097	0.79	\$5,903
2800	Utilities	84,000	69,579	0.83	\$14,421
	TOTAL	\$834,002	\$600,754	0.72	\$233,248
OTHER CHARGES					
3700	Taxes and Assessments	\$10,000	\$11,867	1.19	-\$1,867
	OPERATING EXPENSES	\$2,316,422	\$1,813,702	0.78	\$502,720
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$100,000	\$57,004	0.57	\$42,996
4200	Structures/Improvements	20,000	\$5,786	0.29	\$14,214
5200	Contingency Funds	\$0		0.00	\$0
	TOTAL	\$120,000	\$62,790	0.52	\$57,210
TOTAL BUDGET (Fund 707)					
		\$2,436,422	\$1,876,492	0.77	\$559,930
Reserves	General Reserves	\$414,789	\$27,050	0.07	\$387,739
	Impact Fees (Restricted)	\$431,895	\$0	0.00	\$431,895
	Grants	\$35,000	\$63,612	1.82	-\$28,612

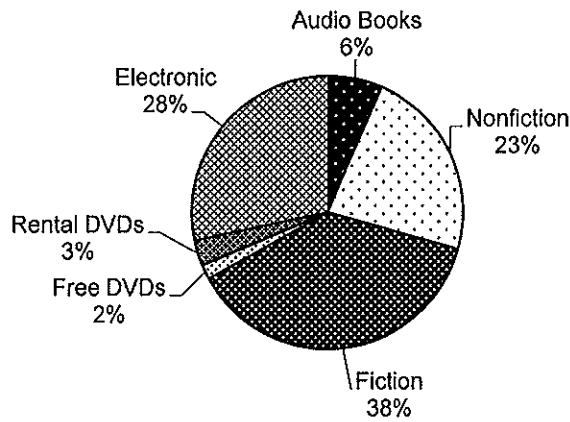
PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
May 31, 2015

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	1,959,489	1,939,340	(20,148.76)	99.0%
6220		Property Taxes - Current Unsecured	55,415	60,192	4,777.22	108.6%
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	12,746	4,077	(8,668.60)	32.0%
6280		Property Taxes - Curr Supplemental	63,204	44,968	(18,236.35)	0.0%
6290		Other Taxes	3,000	10,736	7,736.06	0.0%
6300		Property Taxes - Prior Supplemental	0	614	614.29	100%
6540		Penalties & Costs on Delinq Taxes	975	335	(639.94)	34.4%
		Sub Total	2,094,829	2,060,263	(34,566.08)	98.3%
REVENUE FROM USE OF MONEY & PROPY						
6610		Interest	5,500	6,842	1,342.34	124.4%
		Sub Total	5,500	6,842	1,342.34	124.4%
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	8,454	11,995	3,540.98	141.9%
6970		State - Other	0	-	0.00	0.0%
7120		Other-In-Lieu Taxes	0	-	0.00	0.0%
7130		Other Governmental Agencies	1,761	9,114.00	7,353.00	517.5%
		Sub Total	10,215	21,109	10,893.98	206.6%
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)				
		Newsletter Ads	700	1,100	400.00	157.1%
		Grants	35,000	35,444	443.94	101.3%
		Fines & Fees	40,000	38,621	(1,379.14)	96.6%
		Passport/Photos	125,000	149,448	24,448.00	119.6%
		Meeting Room Fees	4,500	5,480	980.00	121.8%
		DVD Rentals	7,000	6,448	(552.50)	92.1%
		Test Proctor	6,200	6,950	750.00	112.1%
		Sub Total	218,400	243,490	25,090.30	111.5%
7680		6-MO Expired (Outlawed) Checks	0	399	399.00	100%
		YTD Actual	2,328,944	2,331,705	2,760.54	100%
		FY 13/14 Funds Available	107,978	107,978		
		TOTAL REVENUES FY 14/15:	2,436,922	2,439,683	2,760.54	100.1%
MISCELLANEOUS REVENUES						
		Restricted Impact Fees	0	459,597.50	459,597.40	100%
		SLS Account	0	1,095.45	0.00	100%

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2014-2015 THROUGH THE MONTH OF MAY 2015

	<u>Amount</u>	<u>Title</u>	<u>Volumes</u>
Total Fiction	\$68,968	3868	4259
Total Non-Fiction	\$42,121	1679	2442
Total Electronic	\$52,051	689	0
Total Audio Books	\$11,770	263	263
Total Free DVDs	\$3,211	114	117
Total Rental DVDs	\$5,539	227	233
TOTAL MATERIALS	\$183,660	6840	7314



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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Entrepreneurial Activities Report for May 2015
DATE: June 15, 2015

Net Revenue Summary for May 2015

			YTD	YTD
	May-15	May-14	2014-2015	2013-2014
Passport	17,174.00	16,600.00	123,649.00	102,126.00
Passport Photos	3,123.00	3,491.00	25,799.00	22,343.00
Test Proctor	750.00	550.00	6,950.00	6,400.00
Meeting Room	320.00	325.00	5,480.00	3,967.00
DVD Rentals	557.00	494.00	6,447.50	6,092.00
Total	21,924.00	21,460.00	168,325.50	140,928.00



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: Personnel Report for May 2015
DATE: June 15, 2015

			YTD	YTD
	May-15	May-14	2014/2015	2013/2014
Separation	2	0	5	1
Retirement	0	0	0	0
Appointments	2	0	3	2
Open Positions	0	1	1	3
Workers' Compensation Leave	0	0	0	1
Total	4	1	9	7
			YTD	YTD

SEPARATION:
 Laura Cavarubias
 Shawn Robison

RETIREMENT:
 None

APPOINTMENTS:
 Library Clerk: part-time to full-time
 Library Aide: part-time to full-time

OPEN POSITIONS:
 None



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Circulation Supervisor
SUBJECT: Circulation Activity Report
DATE: June 15, 2015

MONTHLY STATISTICS

May 2015

<u>CIRCULATION</u>	May-15	May-14	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
New Patron Registrations	311	347	3,554	3,514	1.1%
Total Circulation	20,457	19,878	237,247	230,542	2.9%
Total Active Borrowers*	8,335	8,307	93,287	92,707	
Attendance	25,861	23,066	293,766	244,223	20.3%
Registered Card Holders*	33,917	32,000	362,606	335,648	
Adult Fiction	2,705	2,604	30,926	30,086	2.8%
Adult Nonfiction	2,309	2,430	26,454	26,744	-1.1%
Adult Magazines	219	278	2,637	2,722	-3.1%
Adult Music CDs	174	108	1,828	2,178	-16.1%
Adult Audio Books	563	532	6,027	6,541	-7.9%
Adult Free DVDs	221	236	2,811	2,960	-5.0%
Adult Rental DVDs	442	350	5,123	4,608	11.2%
JV Fiction	9,249	8,742	110,492	102,269	8.0%
YA Fiction	1,466	1,370	14,974	15,383	-2.7%
JV Nonfiction	1,971	2,008	25,328	24,981	1.4%
YA Nonfiction	89	78	978	1,175	-16.8%
JV Magazines	10	11	114	93	22.6%
JV Music CDs	22	19	367	273	34.4%
JV Audio Books	58	24	496	500	-0.8%
JV Free DVDs	444	578	6,876	7,218	-4.7%
JV Rental DVDs	182	201	2,489	2,301	8.2%
Video Games	15	16	156	118	100.0%

* YTD % change not applicable.

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Total/Hr.
9:00		282	656	511	631	476	629	3,185
10:00		335	704	617	1,008	453	1,024	4,141
11:00		465	525	464	698	387	833	3,372
12:00		318	802	524	640	549	887	3,720
1:00	530	341	956	575	433	509	1,261	4,605
2:00	1,310	387	416	591	512	609	955	4,780
3:00	1,253	766	715	1,223	695	507	734	5,893
4:00	927	578	870	1,177	1,079	925	1,299	6,855
5:00	801	820	953	838	974	686	950	6,022
6:00		690	829	1,018	836			3,373
7:00		818	942	995	900			3,655
8:00		466	573	566	515			2,120
Total/Day								51,721
* Grand Total								25,861

<u>Patron Count</u>	May-15	May-14	Y-T-D 2014-15	Y-T-D 2013-14	% change
	25,861	23,066	293,766	244,224	20.3%

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

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Total/Hr.
9:00		5	5	9	5	7	16	47
10:00		5	4	6	7	7	15	44
11:00		2	5	2	8	11	17	45
12:00		1	3	5	3	2	21	35
1:00	27	6	2	7	6	4	25	77
2:00	34	2	4	8	6	4	35	93
3:00	36	4	3	2	4	7	50	106
4:00	28	5	14	7	8	17	45	124
5:00		7	11	12	11			41
6:00		12	14	7	10			43
7:00		10	7	8	7			32
8:00		0	0	0	0			0
Total/Day								687
Grand Total								

<u>Passport Services</u>	May-15	May-14	Y-T-D 2014-15	Y-T-D 2013-14	% change
	687	664	4,946	4,085	21.1%

STAFF ACTIVITY

- May 01, 2015- Staff organized the meeting room for Chess to Checkers.
- May 05, 2015- Staff organized the meeting room for Pre-School story time.
- May 06, 2015- Fernando attended SLS meeting at Yorba Linda Public Library.
- May 06, 2015- Staff cleared the meeting room for Yoga class.
- May 07, 2015- Fernando attended Anaheim/Placentia Consortium meeting at Anaheim Public Library to discuss Circulation Department updates at both locations.
- May 07, 2015- Staff organized the meeting room for Lap-Sit story time.
- May 07, 2015- Fernando trained other department staff on check-out, check-in, issuing cards, related policies, and manual check-out.
- May 07, 2015- Staff organized the meeting room for P-TAC.
- May 09, 2015- Staff organized the meeting room for Parenting Series: Five Love Languages in Parenting.
- May 11, 2015- Staff organized the meeting room for PLFF board meeting.
- May 11, 2015- Estella delivered money deposits to the bank.
- May 12, 2015- Estella delivered money deposits to the bank.
- May 12, 2015- Staff organized the meeting room for Pre-School story time.
- May 12, 2015- Staff assisted with the Lego Club event set up.
- May 14, 2015- Fernando trained other department staff on cash register procedures, and issuing a Virtual Library Card.
- May 14, 2015- Fernando met with Coleen for Young Adult programming training.
- May 14, 2015- Estella delivered money deposits to the bank.
- May 14, 2015- Staff organized the meeting room for Lap-Sit story time.
- May 15, 2015- Staff organized the meeting room for Chess to Checkers.
- May 16, 2015- Staff organized the meeting room for Family Game Day.
- May 17, 2015- Staff assisted PLFF with the book sale.
- May 18, 2015- Fernando met with Lori to discuss Young Adult Library Assistant responsibilities.
- May 19, 2015- Staff organized the meeting room for Pre-School story time.
- May 20, 2015- Estella delivered money deposits to the bank.
- May 21, 2015- Estella trained other department staff on Meeting Room, Passports, department statistics, and book holds related policies and procedures.
- May 21, 2015- Estella delivered money deposits to the bank.
- May 21, 2015- Staff organized the meeting room for Lap-Sit story time.
- May 21, 2015- Staff organized the meeting room for P-TAC.
- May 21, 2015- Staff organized the meeting room for Board of Trustees meeting.
- May 21, 2015- Fernando attended Board of Trustees meeting.
- May 27, 2015- Estella delivered money deposits to the bank.
- May 26, 2015- Beatrice, Fernando, Estella, Sara, and Laura D. attended all staff meeting.
- May 26, 2015- Beatrice, Laura C., Estella, Laura D., Max and Sara attended department meeting.
- May 28, 2015- Staff organized the meeting room for Teen Orientation and Summer Reading Training.
- May 28, 2015- Estella trained other department staff on lost and claimed returned related policies and procedures.
- May 30, 2015- Staff organized the meeting room for Teen Orientation and Summer Reading Training.
- May 30, 2015- Fernando trained staff on Horizon software, cash register, different types of library cards, Meeting Room, Passports, department statistics, book holds and reserves, amongst all other department related policies.

ONGOING PROJECTS

Circulation department routine tasks have been re-delegated and staff continue training.
Circulation staff continue to practice new Information Desk procedures.

NEW PROJECTS AND ACTIVITIES

Fernando will receive training on Young Adult collection development, and programming from Coleen and Lori.

Tim Worden will attend New Agent Passport training in June, 2015.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: City of Placentia Invoices through May 2015
DATE: June 15, 2015

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2014-2015	INVOICE DATE	SO. CA. EDISON	TURF (Mariposa)	GROUNDS (SA Aquatics)	IRRIGATION AT&T	FACILITY MAINT	TOTAL
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

*City Billing Not Received

PERIOD COVERED FY 2013-2014	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
13-Jul	7/18/2013	6,812.45	1,452.49	142.50	*	\$8,407.44
13-Aug	8/14/2013	7,692.39	1,452.49	*	*	\$9,144.88
13-Sep	*	*	*	*	*	\$0.00
13-Oct	10/2/2013	7,334.43	2,904.98	285.00	15.87	\$10,540.28
13-Nov	11/21/2013	7,469.80	1,452.49	142.50	7.91	\$9,072.70
13-Dec	*	*	*	*	*	\$0.00
14-Jan	1/15/2014	11,909.86	1,452.49	285.00	23.66	\$13,671.01
14-Feb	2/26/2014	3,946.20	4,357.47	430.00	8.27	\$8,741.94
14-Mar	03/25/14	3,595.48	2,904.98	427.50	8.15	\$6,936.11
14-Apr	04/23/14	3,595.48	*	427.50	8.15	4,031.13
14-May	*	*	*	*	*	\$0.00
14-Jun	*	*	*	*	*	\$0.00
	TOTAL	\$ 52,356.09	\$ 15,977.39	\$ 2,140.00	\$ 72.01	\$ 70,545.49
	AVG	5,235.61	1,597.74	214.00	7.21	7,054.55

*No City Billing



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Administration Report for May 2015

DATE: June 15, 2015

Accomplishments

- Implemented the new single-point service desk on May 30th, providing a one-stop information desk for patrons to receive their service at one central location.
- Continue to work with the Placentia Yorba Linda Unified School District (PYLUSD) to explore more opportunities for collaboration
- Conducted Information Desk/Safety Training.
- Completed the promotional recruitments and promoted Yesenia Baltierra and Venessa Faber to the Public Services Manager and Support Services Manager positions, respectively.
- Continue to work with legal counsel contending to labor employment matters.

Meetings

- Library Board of Trustees – May 21
- Staff – May 26
- Friday Huddles – May 1, 8, 15, 22, 29
- PLFF – May 14, 27
- Anaheim Public Library Consortium – May 13
- Santiago Library System – May 19
- California State Library Digital Task Force – May 20
- Dixie Shaw – May 21
- Rotary – May 6, 13, 20, 27
- Placentia Community Network – May 21
- CSDA Legislative Coordinator – May 26

Training/Workshop/Conference

- California Special District Association Legislative Day – May 19-20

Projects in Progress

- E-Rate Program
- District Transparency Certificate of Excellence
- Community of Character Initiative
- Promotional Transition
- Procurement of CPA service
- Centennial Renovation Project
- Bookstore Dedication



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Lori Worden, Children's Services Supervisor

SUBJECT: Children's Services Monthly Activity Report for May 2015

DATE: June 15, 2015

MONTHLY STATISTICS

Children's Reference

	May 2015	May 2014	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
Phone reference:	7	44	483	419	15.27%
In person reference/research:	335	703	8402	8788	-4.39%
Total Reference	342	747	8885	9107	-2.44%
Total Number of Programs	42	45	419	406	3.20%
Total Programs Attendance	1657	2116	16796	16741	0.33%

Achievements:

- Children's staff did outreach at PYLUSD elementary schools to encourage children to join this year's Summer Reading Program at Placentia Library. The program begins June 14.
- Children's staff provided packets to all elementary, junior high, and high school students in Placentia schools in the district for registration in the Summer Reading Program. Students received information about the program, a program registration form, and a library card application. Students in the elementary schools also received a reading log. The library is joining with CLA to promote the #onemillionreaders program this summer to increase the number of students in California participating in summer reading programs.
- Lori Worden attended a Placentia Round Table Women's Club meeting on May 6. Lori chaired the Scholarship committee this year, and presented scholarship awards as part of the Senior Awards Night at Valencia High School on May 26.
- Lori Worden attended the library Board of Trustees meeting on May 21.
- Children's staff attended the May all staff meeting.
- Children's staff completed Information Desk training.
- Lori Worden received Volgistics training (our new software for volunteers).
- Children's staff conducted two training sessions for teens interested in volunteering in the Children's department for the Summer Reading Program.
- Brenda Ramirez planned and conducted the Lapsit and Preschool storytimes.
- Coleen Wakai planned and conducted the P-TAC program, and Homework Club.

In progress:

- Children's staff are making final plans for the Summer Reading Program for children and teens.
- The Children's staff are working on a Collection Development manual for the Children's and Teen collections.

CHILDREN'S PROGRAMS

Number of Programs	May 2015		May 2014		Y-T-D 2014-15		Y-T-D 2013-14		Y-T-D 2013-14		Y-T-D	
	Attendance	Total	Number of Programs	Total Attendance	Total Programs	Total Attendance	Total Programs	Total Attendance	Total Programs	% Change Programs	% Change Attendance	% Change Attendance
Regular Monthly Programs												
1	25		1	35	12	365	11	291		9.09%	25.43%	
*	*		1	26	10	236	10	198		0.00%	19.19%	
6	155		8	226	86	2295	82	2089		4.88%	9.86%	
*	*		1	4	*	*	9	199		N/A	N/A	
1	25		*	*	8	281	*	*		N/A	N/A	
3	85		3	75	43	1256	40	1143		7.50%	9.89%	
6	243		5	300	77	3319	40	2330		92.50%	42.45%	
*	*		1	8	*	*	9	114		N/A	N/A	
2	31		2	45	23	477	19	360		21.05%	32.50%	
2	21		*	*	18	212	*	*		N/A	N/A	
*	*		1	4	6	28	7	60		-14.29%	-53.33%	
1	20		1	20	9	199	9	256		0.00%	-22.27%	
14	136		16	150	133	1898	127	1691		4.72%	12.24%	
Special Programs												
2	720		3	1144	2	720	3	1144		-33.33%	-37.06%	
*	*		1	42	*	*	1	42		N/A	N/A	
2	70		1	37	2	70	1	37		100.00%	89.19%	
2	126		*	*	4	250	5	340		-20.00%	-26.47%	
42	1657		45	2116	419	16796	406	16741		3.20%	0.33%	
gram not held												
totals include program totals from previous months not listed for the current month.												

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Nadia Dallstream, Adult Services Supervisor
SUBJECT: Adult Services Report for May 2015
DATE: June 15, 2015

MONTHLY STATISTICS

Reference Desk Activity

	May 2015	May 2014	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
Reference -- in person	996	676	9,663	8,382	15.28%
Reference -- telephone	327	285	3,664	3,403	7.67%
Reference -- email/chat	5	5	53	27	96.30%
Technology assistance	403	326	5,198	5,831	-10.86%
Guest passes	92	142	1,353	1,807	-25.12%
Adult and Children's computer use (desktops)	2,917	2,287	31,035	26,152	18.67%
Adult computer usage (desktop)	2,360	1,895	25,925	22,416	15.65%
Public computer use (express laptops)	167	98	675	1,139	-40.74%
Adult Program Attendance	134	224	3,112	3,532	-11.89%
Number of Adult Programs	13	12	147	104	41.35%

<u>Adult Services Programs</u>			May
			2015
1	May 6, 2015	Health & Fitness: Yoga (Matas)	19
2	May 9, 2015	Parenting Series: Five Love Languages in Parenting (Faber & Wakai)	10
3	May 9, 2015	Volunteer: Orientation (Townsend & Faber)	48
4	May 9, 2015	Literacy: Orientation (Faber)	8
5	May 12, 2015	Book Discussion: The Curiosity (Matas)	10
6	May 12, 2015	Computer Workshop: Having Fun on the Internet (Killianey)	7
7	May 14, 2015	Literacy: Conversation Club (Faber)	11
8	May 23, 2015	Computer Workshop: iPad Basics (Killianey)	5
9	May 28, 2015	Literacy: Conversation Club (Faber)	9
10	May 31, 2015	Database Instruction: Overdrive	2
11	May 31, 2015	Database Instruction: Freegal	3
12	May 31, 2015	Database Instruction: Hoopla	1
13	May 31, 2015	Database Instruction: Pronunciator	1
Total Attendance:			134

History Room Activity

	May 2015	May 2014	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
History Room Visitors	6	8	121	86	40.70%

Volunteer Hours

	May 2015	May 2014	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
History Room	17.75	0	158.25	36	339.58%
PLFF	555	519	6268.25	6063.25	3.38%
General Library	501	333.25	4595.25	5198.5	-11.60%
Technology	8	12.75	517.5	445	16.29%
Homework Club	96.75	70.75	1001	785.25	27.48%
Adult Literacy Tutors	206.75	76.25	1047.5	745.7	40.47%
PTAC	92.75	127	1591	1511.25	5.28%
Total Volunteer Hours	1478	1139	16348	14784.95	10.57%

Adult Literacy

	May 2015	May 2014
Number of Tutors	24	13
Number of Students	33	18
Total Number of Participants	57	31

Computer Literacy

	May 2015	May 2014
Number of Tutors	5	3
Number of Students	6	3
Total Number of Participants	11	6

Type of Program	Number of Programs May 2015	Attendance May 2015	Number of Programs May 2014	Attendance May 2014	Number of Programs YTD 2014-15	Attendance YTD 2014-15	Number of Programs YTD 2013-14	Attendance YTD 2013-14	Number of Programs YTD % change	Attendance YTD % change
<i>Book Discussions</i>	1	10	1	7	12	158	12	108	0.00%	46.30%
<i>Computer Workshops</i>	2	12	2	22	28	267	32	257	-12.50%	3.89%
<i>Literacy Programs</i>	3	28	3	18	38	178	23	85	65.22%	109.41%
<i>Summer Reading Program</i>	0	0	0	0	0	108	0	88	0.00%	22.73%
<i>Summer Reading Events</i>	0	0	0	0	3	1,202	4	1,974	-25.00%	-39.11%
<i>Database Instruction</i>	4	7	0	0	14	135	4	197	250.00%	-31.47%
<i>Volunteer Programs</i>	1	48	1	39	5	164	4	147	25.00%	11.56%
<i>Health & Fitness Programs</i>	1	19	0	0	28	490	2	22	1300.00%	2127.27%
<i>Parenting Programs</i>	1	10	2	21	8	69	5	61	60.00%	13.11%
<i>Fine Arts Programs</i>	0	0	0	0	6	220	5	193	20.00%	13.99%
<i>Educational Programs-varied topics</i>	0	0	3	117	5	121	13	400	-61.54%	-69.75%
Totals	13	134	12	224	147	3,112	104	3,532	41.35%	-11.89%

ACHIEVEMENTS

- *Jeannie Killianey* instructed the new “iPad Basics” Computer Workshop.
- *Jeannie Killianey* led two training modules for the new Information Desk on May 30th.
- *Wendy Townsend* selected books for Rotary.
- *Venessa Faber* matched 1 new English literacy tutor with 2 students and one new Computer Literacy Tutor to start in June.
- *Venessa Faber* coordinated materials for Summer Reading decorations.
- *Venessa Faber* finalized Kickoff needs.
- *Venessa Faber* proctored 1 exam.
- *Venessa Faber* weeded the 100s and 200s.
- *Venessa Faber* led the Literacy Training on May 26th and 31st.
- *Venessa Faber* created the June Constant Contact email.
- *Wendy Townsend, Jeannie Killianey, Nadia Dallstream, Venessa Faber and Katie Matas* participated in the One Point Service Desk trainings.
- *Wendy Townsend* created and set up Volgistics account.
- *Nadia Dallstream* completed the Adult and Children’s combined desk schedules.
- *Wendy Townsend* promoted ASRP and databases at the City’s Summer Registration on May 16th.
- *Nadia Dallstream* coordinate the schedule for the Information Desk Training Weekend.
- *Nadia Dallstream, Venessa Faber, Wendy Townsend, Jeannie Killianey and Katie Matas* completed the Collection Development Guidelines for Adult Services.
- *Nadia Dallstream* created a yearly weeding schedule.
- *Nadia Dallstream* completed School Library Media Materials Course through SJSU’s MLIS program.
- *Nadia Dallstream* completed one staff yearly performance evaluation.
- *Nadia Dallstream* taught 6 Information Desk training sessions.

MEETINGS

- *Nadia Dallstream, Katie Matas, Wendy Townsend and Venessa Faber* attended the Staff Meeting on May 26th.
- *Katie Matas and Venessa Faber* attended Friday Huddles on May 1st and 8th.
- *Nadia Dallstream, Jeannie Killianey, Katie Matas, Venessa Faber and Wendy Townsend* attended Adult Services department meetings on May 4th.
- *Wendy Townsend* attended the SLS Local History meeting on May 21st.
- *Nadia Dallstream* chaired the SLS Reference and Local History Special Session meeting on May 21st.
- *Wendy Townsend* attended Kiwanis meetings on May 7th, 14th and 21st.
- *Wendy Townsend* attended the Placentia Historical Committee meeting on May 26th.
- *Wendy Townsend, Nadia Dallstream and Lori Worden* met to discuss Volgistics on May 20th.
- *Jeannie Killianey and Nadia Dallstream* met on May 20th.
- *Jeannie Killianey* was interviewed by a Fullerton College student for a class assignment on May 9th.
- *Jeannie Killianey* met with a potential Computer Workshop Instructor on May 20th.
- *Venessa Faber and Coleen Wakai* cross trained for Adult Literacy on May 4th.
- *Venessa Faber* attended the Placentia Round Table Women’s Club meeting on May 6th.
- *Nadia Dallstream* participated in the Baker & Taylor conference call on May 13th.
- *Nadia Dallstream* met with Jesse Coyne to get trained on server access on May 14th.
- *Nadia Dallstream* attended the Summer Reading Celebration meeting on May 14th.

- *Nadia Dallstream* attended the Supervisor/Manager Meeting on April 30th.
- *Nadia Dallstream* attended the May 21st Library Board Meeting.
- *Venessa Faber and Nadia Dallstream* met on May 22nd and 29th.
- *Venessa Faber, Jeanette Contreras, Lori Worden, and Fernando Maldonado* met to discuss #OneMillionReaders on May 15th.

-

PROFESSIONAL DEVELOPMENT

- **Wendy Townsend** attended CLA's Spring Fling webinar Guilty Pleasures. The workshops focused on selecting paperback books and eBooks for the romance genre. The instructors overviewed and identified subgenres, new and upcoming trends in the market, popular authors and notable publishers for future selection. One of the biggest trends noted is that 75% of romance authors are now self-published, and the vast majority of romance readers use eBooks.



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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 May 2015
DATE: June 15, 2015

On-line database usage

	May 2015	Onsite Usage 5/15	Remote Usage 5/15	May 2014	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
Placentia Library Catalog	16,389	N/A	N/A	15,015	174,669	159,491	10%
General Reference Center	46	28	18	202	892	924	-3%
Biography In Context	29	29	0	121	2,058	365	464%
Opposing Viewpoints	52	48	4	319	3,717	1,218	205%
Freegal	1076	N/A	N/A	545	8,224	6,050	36%
Heritage Quest	1,394	N/A	N/A	296	6,807	4,583	49%
Novelist	38	N/A	N/A	27	436	340	28%
Pronunciator (new Sept. 2014)	114	N/A	N/A	N/A	1,068	N/A	N/A
ABC Mouse (new Sept. 2014)	120	N/A	N/A	N/A	710	N/A	N/A
Tumblebooks	231	N/A	N/A	533	2,665	4,737	-44%
Reference USA	281	N/A	N/A	217	2,491	3,692	-33%
Enki (new Oct. 2014)	32	N/A	N/A	N/A	70	N/A	N/A
Hoopla (new May 2015)	194	N/A	N/A	N/A	194	N/A	N/A
Overdrive e-books	842	N/A	N/A	672	8,824	6,416	38%
Overdrive audio books	481	N/A	N/A	259	4,376	2,664	64%
Zinio (new Oct. 2014)	47	N/A	N/A	N/A	238	N/A	N/A
TOTAL DATABASE USAGE	21,366	105	22	18,206	217,439	190,480	14%

**Website
Traffic**

	May 2015	May 2014	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
Website visits	12,293	22,470	160,831	228,051	-29%
Page Hits	20,820	38,935	277,844	423,014	-34%

Computer & Online Resource Use

	May 2015	Y-T-D 2014-15
Placentia Residents	1,215	12,123
Non-Placentia Residents	851	7,839
Total	2,066	19,962

Wifi Use

	May 2015	Y-T-D 2014-15
	1,111	3,850
Total	1,111	3,850

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Amendment to Placentia Library Friends Foundation's (PLFF)
Bookstore Naming Request

DATE: June 15, 2015

BACKGROUND:

At the January 26, 2015 Library Board of Trustees meeting, the Board approved PLFF's request to rename the bookstore from the Placentia Library Friends Foundation Bookstore to the Nancy Lone-Tollefson Bookstore.

PLFF recognizes Nancy's dedication to the bookstore and for her efforts in providing outstanding services to the Placentia Library District. In lieu of the renaming of the bookstore, PLFF now wishes to have the bookstore remain the PLFF Bookstore and dedicate it in Nancy's honor. An event is planned for Saturday, August 15, 2015 in the Community Meeting Room. Additional information will be forthcoming.

Attachment A is the proposed dedicated message for the plaque.

RECOMMENDATION

Authorize PLFF's request to amend the naming of the Nancy Lone-Tollefson Bookstore to a dedication of the bookstore in Nancy Lone-Tollefson's memory.

DEDICATION TO NANCY

The PLFF bookstore is hereby dedicated to the memory of Nancy Lone-Tollefson who through her endless contribution as the Bookstore Manager; PLFF Board member for 15 years; extensive involvement in both Adult and Children's Library programs; and as recipient of Placentia's 2009 Citizen of the Year, we acknowledge her efforts as a tireless volunteer and humble and gracious friend.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorize Human Resources Consultant, Michael D. Harary, to conduct a Classification and Compensation Study**

DATE: June 15, 2015

BACKGROUND

At the April 22, 2013 Library Board of Trustees meeting, the Board directed staff to explore consulting firms to conduct a Classification and Compensation Study. The last study was conducted over five years ago.

The classification and compensation study provides the Library an opportunity to review existing classification and compensation policies and practices, assess external and internal best practices within the industry, and recommend changes to the systems, policies, and practices that will benefit the employees of the Placentia Library District.

In 2013, library staff worked with Mr. Michael Harary to amend the District's job descriptions. Staff recommends procuring Mr. Harary's service to conduct the study and provide consultation for other human resources related services.

Mr. Harary has over 25 years of progressively responsible managerial experience in all aspects of municipal Human Resources. He is currently the Assistant Human Resources Director for the City of Orange. Mr. Harary was also employed with the City of La Mirada. He served as President of the Orange County Division League of California Cities, Employee Relations Committee and Chair for the California Public Agencies Compensation Survey Committee.

Attachment A is Mr. Harary's Proposal.

Attachment B is Mr. Harary's resume.

Fiscal Impact: \$10,000 for Classification and Compensation Study and \$100/hr. for other Human Resources consultation

RECOMMENDATIONS

1. Motion to authorize the procurement of Mr. Michael Harary to conduct a Classification and Compensation Study and provide additional Human Resources consultation; and,
2. Authorization by a roll call vote.

June 10, 2015

Ms. Jeanette Contreras, Library Director
Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92870

Placentia Library District Compensation Study

Dear Jeanette:

Thank you for requesting a proposal for me to conduct a comprehensive salary and benefits survey for the Library District's ten (10) designated classifications among its 12 labor market agencies. The scope of the study will include compensation, retirement contributions, insurance contributions, paid time off benefits, and other forms of compensation as detailed in the attached proposal.

I understand the District's interest in having a sound compensation plan that is acceptable to the Library Board and its employees. The benchmarking process will involve direct comparisons of the 12 approved labor market agencies based upon similar job content and qualifications guidelines for ten (10) jobs.

I appreciate District staff providing me with relevant plan documents for the analysis and would appreciate continued cooperation from District staff to provide further information as needed.

Please contact me at (714) 287-7354 or hararyhr@gmail.com if you have any questions regarding this proposal. I look forward to hearing back from you soon to discuss this in further detail at your convenience.

Sincerely,

Michael D. Harary

Michael D. Harary, HR Consultant
246 Waterwheel Lane
Brea, California 92866
714-287-7354
hararyhr@gmail.com

COMPENSATION ELEMENTS AND BENCHMARK CLASSIFICATIONS AND SURVEY ELEMENTS

A. Elements of Compensation To Be Compared

I propose conducting a comprehensive survey to include four (4) separate types of employee groups including benefits provided for; 1) Executive employees; 2) Management employees; 3) Supervisory employees; and 4) General (Miscellaneous) employees. The total compensation elements that are part of this study are the following:

Base Compensation:

- Level of job match (not comparable, =, <, or >)
- Base salary range minimum and range maximum or flat rate
- Merit increase eligibility period (i.e., 6 months, 1 year, or other)

Premium Compensation/Assignment Pay:

- Bilingual pay
- Lead pay
- Other types of special assignment pays

Health and Welfare Benefits:

- Agency-provided health & welfare benefits including;
 - Medical insurance
 - Medical insurance reimbursements
 - Dental insurance
 - Dental insurance reimbursements
 - Vision insurance
 - Life insurance
 - Accidental death and dismemberment (AD&D) insurance
- Cafeteria plan contributions in lieu of separate health insurance payments

Paid Time Off Benefits:

- Paid vacation benefits, including:
 - Annual vacation accrual by service year(s)
 - Eligibility to use paid vacation time
 - Vacation accrual cap

- Vacation conversion to cash compensation, if any
- Paid sick leave benefits, including:
 - Annual sick leave accrual
 - Sick leave accrual cap
 - Sick leave conversion to cash or other benefits, if any
 - Sick leave payout upon separation
- Paid holiday benefits including:
 - Listing of observed paid holidays
 - Floating holidays provided
- Paid bereavement leave benefits
- Paid jury duty benefits

Retirement and Social Security:

- Participation in Social Security
- Participation in CalPERS
 - Agency retirement contributions made on behalf of employees
 - Employee contributions toward CalPERS retirement
- Participation in other retirement programs similar to Library District (i.e., PARS)
 - Agency retirement contributions made on behalf of employees
 - Employee contributions toward retirement
- Money purchase pension plan contributions
- Agency-provided deferred compensation contributions, if any

Educational Assistance Plans:

- Amount of annual educational assistance funds reimbursable
- Criteria for reimbursement (i.e., grades required for % reimbursement)
- Maximum number of educational units allowed
- Employee payback of educational assistance upon separation
- Courses of study allowed

B. Listing of Benchmark Classifications In Market Analysis

A total of ten (10) benchmark jobs will be surveyed in the analysis as shown below:

Classification Title	Employee Group
Administrative Assistant	General
Librarian I	General
Library Aide	General
Library Assistant	General
Library Clerk	General
Library Page	General
Supervising Librarian	Supervisory
Public Services Manager	Management
Support Services Manager	Management
Library Director	Executive

C. Listing of 12 Survey Agencies to be Included In Market Analysis

A total of 12 survey agencies will be included in the analysis as shown below:

Survey Agency Name
Altadena Library District
City of Anaheim Public Library
City of Buena Park Public Library
City of Fullerton Public Library
City of Huntington Beach Public Library
City of Mission Viejo Public Library
City of Newport Beach Public Library
City of Orange Public Library
City of Yorba Linda Public Library
Orange County Law Library
Orange County Public Library
Palos Verdes Library District

II. SCOPE OF WORK

I. Phase One: Project Planning and Communications

- Initiate and complete project planning meeting** with Library Director regarding survey format, organization, and reporting.

2. **Review market benchmark classifications and organization charts** for the Placentia Library District to ensure full understanding of the latest job definitions, internal reporting relationships, number of classification levels and job families, and other factors.
3. **Study elements of total compensation** provided by management for the purpose of establishing the most appropriate method for organizing and collecting survey data given the District's pay and benefit practices.

II. Phase Two: Job Analysis and Benchmark Job Data Collection

1. **Analyze and recommend any modifications in benchmark job selection** based on the job functions and qualifications guidelines by job family and occupational grouping.
2. **Initiate market analysis of benchmark jobs** in order to present job matches by each benchmark job and agency, showing job modifiers to reflect degree of match given organizational size and job size. Report salary minimum and maximum rates of each range, and salary rates given flat range plans.
3. **Summarize salary survey data for benchmark jobs.**

III. Phase Three: Supplementary Compensation and Benefits Comparisons

Collect and summarize survey data for all fringe benefits as outlined in this proposal for each of the four (4) employee groups (i.e., executive, management, supervisory, and general employees) among the designated 12 survey agencies, for all compensation and benefits categories noted below:

1. **Collect and summarize data including special assignment and bilingual pay if applicable.**
2. **Collect and summarize survey data for insurance benefits including medical, dental, vision, life, AD&D, and cafeteria plan contributions.**
3. **Collect and summarize retirement plan member contributions** including those agencies participating in Social Security, CalPERS, PARS, and/or any other retirement programs. Include member contributions made on behalf of employer, and employee payments toward member contributions and employer contributions, if any.

4. **Collect and summarize paid time off benefits and practices** including vacation, sick leave, holiday, bereavement leave, and jury duty.
5. **Collect and summarize educational assistance** benefits and practices, and other benefits as required.
6. Develop **internal salary relationship charts among non-benchmark classifications** and **recommend pay grade assignments** for all of the City's regular job classifications by highlighting the benchmark jobs.

IV. Phase Four: Present Preliminary and Final Reports

1. **Prepare and present Preliminary Compensation Report** containing study background, methodology, and findings, including an overall of the survey methodology and explanation of any changes associated with the jobs used for benchmarking purposes.
2. **Evaluate questions related to the matching of jobs** from Library Director including benchmark job matching changes since the administration of the last market analysis.
3. **Present Final Compensation Report** documents to Library Director and Library Board, if applicable.

III. PROJECT FEES & LENGTH

The proposed fee for this study is **\$10,000**. This will include an initial deposit of \$2,500 which is due and payable upon initiation of the project, with the balance of \$7,500 due upon project completion. Final product is estimated to be completed and delivered within four (4) months of start date.

Additional Human Resources related consulting services will be provided at the rate of \$100 per hour. This will include, but not be limited to, the following services:

- Review of disciplinary actions
- Assistance with recruitment and selection activities
- Compilation and/or revision of employment related policies
- Classification and compensation issues outside the scope of this study
- Consultation regarding labor issues and other personnel matters
- Additional Human Resources services as requested

Michael D. Harary

246 Waterwheel Lane Brea, California 92821

Cell: (714) 287-7354 | Home: (714) 672-9878 | e-mail: mharary@cityoforange.org

PROFESSIONAL EXPERIENCE Possess close to thirty (30) years of progressively responsible managerial experience in all aspects of municipal Human Resources including:

Employee Relations

Serve as Chief Negotiator during labor contract negotiations with Non-Safety Employee Associations. Serve as Co-Chief Negotiator and provide extensive staff support for contract negotiations with Police and Fire unions. Analyze, revise, interpret, and prepare MOU's for eight (8) represented and two (2) unrepresented bargaining units.

Human Resources Administration

Advise departments regarding employee disciplinary actions, and respond to employee grievances. Compiled employee handbooks, policy manuals, interview guides, and disciplinary reference guides. Conduct comprehensive harassment complaint investigations and develop recommendations. Designed and implemented new performance evaluation forms and systems. Produced employee orientation videos. Develop, implement, and interpret policies to ensure compliance with Federal (i.e., ADA, COBRA, EEO, FLSA, FMLA), and State (i.e., AQMD, Cal-OSHA, DFEH) regulations. Respond to DFEH/EEO discrimination complaints. Responsible for department's annual operating budget of over \$1 million.

Classification and Compensation

Coordinated several comprehensive agency-wide job classification studies. Analyze job classifications and prepare class specifications. Conduct salary surveys; compile and analyze salary data and make salary recommendations for all City positions. Submit and present recommendations for salary and benefits adjustments to City Manager and City Council. Chair a Committee that established an Internet-based regional salary and benefits survey program called CalPACS, now an industry standard for survey data utilized by over 100 Southern California municipalities.

Benefits Administration

Design and develop employee benefit programs. Fulfilled all benefits administration functions. Developed expertise in numerous Cal-PERS retirement program issues including implementing contract amendments and processing disability and service retirements. Established medical insurance, retirement, and paid leave benefit programs for part-time employees. Organized agency-wide special events such as employee wellness events, employee picnics, and rideshare/health fairs.

Recruitment and Selection

Perform all phases of recruitments for a variety of executive and staff positions. Conducted comprehensive promotional and open competitive exams for sworn Police and Fire positions. Screen applicants; coordinate and conduct oral interviews; develop interview questions and guidelines. Develop and administer written examinations, supplemental questionnaires, and skills testing. Streamlined and automated recruitment and selection processes through NeoGOV.

Michael D. Harary

Leadership/Supervision

Over fifteen (15) years of experience in supervising professional and paraprofessional staff. Have led and managed several staff groups including mid-managers and interns, as well as several task forces including one for revising Performance Evaluation systems, and one for enhancing Customer Service programs. Developed and implemented agency-wide employee recognition programs.

Risk Management/Safety Administration

Analyzed workers' compensation and general liability claim trends; made recommendations to minimize claims expenditures and reduce the frequency and severity of claims. Designed workers' compensation and general liability claims databases. Developed and coordinated City-wide employee safety training programs including CPR, First Aid, blood borne pathogens, hearing conservation, DOT drug and alcohol regulations, and ergonomics. Oversee ADA accommodations, return-to-work issues, and fitness-for-duty examinations. Provided extensive staff support to Risk Management Committee.

Training and Development

Assess staff training needs and coordinate applicable employee training seminars. Trained personnel staff from multiple Orange County agencies on updating and utilizing an internet-based salary survey program. Lectured at several undergraduate and graduate Public Administration courses for Cal State Fullerton students. Developed and conducted staff training programs on customer service, performance evaluation, personnel procedures, and disciplinary actions.

Other Skills

Hands-on manager with outstanding oral and written communication and public speaking skills. Creative problem-solver with excellent analytical, interpersonal, and customer service skills. Highly proficient in the utilization of personal computers and Windows-based software including Excel, Word, PowerPoint, E-mail, and Internet. Motivated, productive, and team-oriented.

EMPLOYMENT HISTORY

Assistant Human Resources Director, City of Orange, California April 2009 to Present
Personnel Services Manager, City of Orange, California..... December 2000 to April 2009
Senior Personnel Analyst, City of Orange, California October 1998 to December 2000
Personnel Analyst, City of Orange, California March 1996 to October 1998
Personnel Analyst, City of La Mirada, California July 1989 to March 1996
Administrative Aide/Personnel, City of La Mirada, California..... July 1987 to June 1989
Administrative Intern/Personnel, City of La Mirada, California August 1986 to June 1987

EDUCATION

- *Master of Business Administration Degree, emphasis in Human Resources Management, California State University, Long Beach; December, 1992.*
- *Bachelor of Science Degree in Business Administration, emphasis in Human Resources Management, California State University, Long Beach; May, 1986.*

ACTIVITIES

Served as President of Orange County Division of League of California Cities, Employee Relations Committee. Serve as Chair for the CalPACS (California Public Agencies Compensation Survey) Committee. Recipient of 2005 CalPELRA "Moving Forward Award."



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: June 15, 2015

BACKGROUND

On May 6, 2015, SDRMA's Election Committee confirmed the qualification requirements of four candidates who are seeking a seat on SDRMA's Board of Directors. These candidates are:

- Robert Swan, Director/President of the Groveland Community Services District
- Ed Gray (Incumbent), Director/President of the Chino Valley Independent Fire District
- R. Michael Wright, Director/President of the Los Osos Community Services District
- Sandy Seifert-Raffelson (Incumbent), District Clerk of the Herlong Public Utility District

The four-year terms for newly elected Directors will begin on January 1, 2016 and end on December 31, 2019.

Each agency governing body must select up to three candidates and approve the Official Election Resolution and Ballot. The signed resolution and ballot must be mailed to SDRMA on or before 5:00 p.m., August 25, 2015.

Attachment A is the Official Election Resolution and Ballot Packet which includes:

- Election Ballot Instructions
- Official Resolution and Ballot
- Candidate's Statements of Qualifications

RECOMMENDATIONS

- 1) Discuss and select up to three (3) candidates to serve on SDRMA's Board of Directors; and,
- 2) Motion to read Resolution 16-02 by title only: A Resolution of the Governing Body of the Placentia Library District For the Election of Directors to the Special District Risk Management Authority Board of Directors; and,
- 3) Motion to adopt Resolution 16-02 by a roll call vote; and,
- 4) Authorize President Shkoler and Secretary Martin to sign the Official Election Ballot on behalf of the Placentia Library District.



2015 BOARD OF DIRECTORS ELECTION

OFFICIAL ELECTION RESOLUTION BALLOT ENCLOSED

This is an official election packet that contains items that require ACTION by your Agency's governing body for the selection of up to three (3) candidates to the SDRMA Board of Directors.

ELECTION PACKET ENCLOSURES

- Election Ballot Instructions
- Official Election Resolution Ballot (Action Required)
- Candidate's Statements of Qualifications (4)
- Self-addressed, Stamped Envelope

SDRMA'S BOARD OF DIRECTORS ELECTION BALLOT INSTRUCTIONS

Notification of nominations for three (3) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in January 2015.

On May 6, 2015, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2015-01 Establishing Guidelines for Director Elections. The Election Committee confirmed that four (4) candidates met the qualification requirements and those names are included on the Official Election Resolution Ballot.

Enclosed is the Official Election Resolution Ballot along with a Statement of Qualifications as submitted by each candidate. Election instructions are as follows:

1. The enclosed combined Official Election Resolution Ballot must be used to ensure the integrity of the balloting process.
2. After selecting up to three (3) candidates, your agency's governing body must approve the enclosed Official Election Resolution Ballot. **Ballots containing more than three (3) candidate selections will be considered invalid and not counted.**
3. The signed Official Election Resolution Ballot **MUST** be sealed and received **by mail or hand delivery at SDRMA's office on or before 5:00 p.m. on Tuesday, August 25, 2015 to the address below.** Faxes or electronic transmissions are NOT acceptable. A self-addressed, stamped envelope is enclosed.

Special District Risk Management Authority
Election Committee
1112 "I" Street, Suite 300
Sacramento, California 95814

5. The four-year terms for newly elected Directors will begin on January 1, 2016 and terminate on December 31, 2019.
6. Important balloting and election dates are:

August 25, 2015 - Deadline for members to return the signed Official Election Resolution Ballot

August 26, 2015 - Ballots are opened and counted

August 27, 2015 - Election results are announced and candidates notified

September 23, 2015 - Newly elected Directors are introduced at the SDRMA Annual Breakfast to be held in Monterey at the CSDA Annual Conference

October 28-29, 2015 - Newly elected Directors are invited to attend SDRMA board meeting (Sacramento)

January 2016 - Newly elected Directors are seated and Board officer elections are held

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

RESOLUTION NO. 16-02

**A RESOLUTION OF THE GOVERNING BODY OF THE
Placentia Library District
FOR THE ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT
RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS**

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

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement specifies SDRMA shall be governed by a seven member Board of Directors nominated and elected from the members who have executed the current operative agreement and are participating in a joint protection program; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement Article 7 - Board of Directors specifies that the procedures for director elections shall be established by SDRMA's Board of Directors; and

WHEREAS, SDRMA's Board of Directors approved Policy No. 2015-01 Establishing Guidelines for Director Elections specifies director qualifications, terms of office and election requirements; and

WHEREAS, Policy No. 2015-01 specifies that member agencies desiring to participate in the balloting and election of candidates to serve on SDRMA's Board of Directors must be made by resolution adopted by the member agency's governing body.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Placentia Library District selects the following candidates to serve as Directors on the SDRMA Board of Directors:

(continued)

OFFICIAL 2015 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS

VOTE FOR ONLY THREE (3) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than three (3) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than three (3) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery in the enclosed self-addressed, stamped envelope at SDRMA on or before 5:00 p.m., Tuesday, August 25, 2015. Faxes or electronic transmissions are NOT acceptable.

- ROBERT SWAN**
Director/President, Groveland Community Services District

- ED GRAY (INCUMBENT)**
Director/President, Chino Valley Independent Fire District

- R. MICHAEL WRIGHT**
Director/President, Los Osos Community Services District

- SANDY SEIFERT-RAFFELSON (INCUMBENT)**
District Clerk, Herlong Public Utility District

ADOPTED this ____ day of _____, 2015 by the Placentia Library District by the following roll call votes listed by name:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST:

APPROVED:

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

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

Nominee/Candidate	<u>Robert Swan</u>
District/Agency	<u>Groveland Community Services District</u>
Work Address	<u>P.O. Box 350, Groveland, CA 95321</u>
Work Phone	<u>209-962-7161</u> Home Phone <u>209-962-6535</u>

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

SDRMA's services are particularly important to the successful operation of smaller special districts, such as the one I serve. I would like to contribute what I can to ensuring that SDRMA continues to provide its vital services to its member agencies, prudently and cost-effectively.

Board oversight can be time-consuming. Due to my personal circumstances (retired, single, two hours from Sacramento), I will be able to participate regularly in Board activities.

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

I have been a member of the governing Board of the Groveland Community Services District (water, sewer, fire and parks district) since June 2013. I've served as Board President since January 2014.

Since February of 2010, member of the Board of Pine Cone Performers, a community choral and drama organization.

During 1995 to 2001, I was a delegate to the Institute of Electrical and Electronics Engineers (IEEE) committees working on standards development in the area of wireless communications.

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

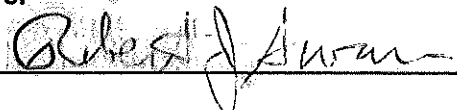
**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

In my work career in the semiconductor industry, I managed business operations and organizations with annual budgets in the range of ten to twenty million dollars, so I have a good working knowledge of budgeting and accounting principles. My academic background (BS in Physics, MS in Computer Science) and work experience have given me a solid understanding of statistical modeling and economic cost-benefit analysis.

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

SDRMA has a well-defined role in providing comprehensive insurance coverage to member agencies. Clearly, continuing this function is central to its future operations. I would like to see continued expansion of the educational and loss-prevention aspects of the operation, as these are the keys to improving cost-effectiveness. However, as an insurance entity, prudent financial management is of paramount importance, and functional expansion must be thoughtfully controlled.

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

Candidate Signature  Date 4-9-15

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

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

Nominee/Candidate Ed Gray

District/Agency Chino Valley Independent Fire District

Work Address 14011 City Center Drive, Chino Hills, CA 91709

Work Phone 909 902-5260

Home Phone 909 9627-4821

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

When appointed to the Board of Directors of SDRMA in November of 2010, and my election to the Board 2012, I made a commitment to be an effective member of the SDRMA team and to work hard to ensure the continued success of the organization. As a Board member, I believe I have shown that I seek to understand issues and use common sense when making decisions. I wish to continue my service to SDRMA, as I can be a positive member of the SDRMA team and an asset to the members, Board and staff.

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

I currently serve on the Board of Directors of the SDRMA and serve as Secretary. I have been an elected Director of the Chino Valley Independent Fire District since 2004. During my tenure, I have served multiple terms as President and Vice-President, and as a member of our Finance, Planning, and Personnel Committees. I have served as Liaison to the City Councils of Chino and Chino Hills and to the San Bernardino County Board of Supervisors. I am also the District's representative and current Chairman of the Citizens Advisory Committee for the California Institution for Men in Chino. I am a member of the Chino Valley Lions Club. I also serve on the Governing Board of the Green Valley Lake Mutual Water Company.

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

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

After serving in the US Army, I enjoyed a lengthy career in law enforcement retiring in 2004 as a Police Lieutenant. I learned early in my career, that to be an effective individual and leader, it was important to actively listen to people; to seek understanding of all sides of an issue; and make decisions based on common sense and "rightness".

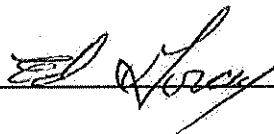
My experience as an elected official has broadened my knowledge and reinforced my belief that decisions must be made based on what is right, and not on what is a personal preference.

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

I see SDRMA as continuing its journey as a successful, effective and efficient service provider through innovation, right thinking and conservative business strategies. I can visualize the organization exploring other avenues of financial endeavors that will benefit our customers.

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

Candidate Signature



Date

3-30-2015

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

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

Nominee/Candidate R MICHAEL WRIGHT
 District/Agency LOS OSOS COMMUNITY SERVICES DISTRICT
 Work Address 2122 9th STREET, LOS OSOS CA 93402
 Work Phone 805-528-9370 Home Phone 805-234-4513

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

WITH 38 YEARS EXPERIENCE IN THE INSURANCE FIELD, I BELIEVE I HOLD THE SKILL SET THAT WILL BENEFIT THE OPERATIONS OF THE SDRMA. I HAVE OWNED AND OPERATED MY OWN INSURANCE AGENCY SUCCESSFULLY AND HAVE SOLD AND SERVICED ALL LINE OF INSURANCE INCLUDING COMMERCIAL AND WORK COMP.

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

I AM CURRENTLY THE PRESIDENT OF THE LOS OSOS CSD. I WAS VICE PRESIDENT THE YEAR BEFORE. BEFORE I WAS ON THE LOS OSOS BOARD, I WAS A MEMBER OF THE LOS OSOS CSD EMERGENCY SERVICES COMMITTEE FOR SIX YEARS.

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

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

LICENSED PROPERTY CASUALTY INSURANCE AGENT
SINCE 1977. OVER 750 HOURS OF INSURANCE
CONTINUING EDUCATION
I ALSO HOLD A 6 AND 63 SECURITIES LICENSE.

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

THE OVERALL VISION OF THE SDRMA IS TO
PROVIDE THE BEST POSSIBLE COVERAGE AND SERVICE
TO ITS MEMBERS AND TO ALSO EDUCATE THEIR MEMBERS
TO ALERT THEM TO COST EFFECTIVE SAFETY PROGRAMS
TO SAFE GUARD THEIR EMPLOYEES HEALTH AND WELFARE.

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

Candidate Signature R. Michael Wright Date April 20, 2015

**Special District Risk Management Authority
Board of Directors
Candidates' State of Qualifications**

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

Nominee/Candidate: Sandy Seifert-Raffelson
 District/Agency: Herlong Public Utility District
 Work Address: 447-855 Plumas St, P O Box 515, Herlong CA 96113
 Work Phone: (530) 827-3150 Home Phone: (530) 254-0234

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

I am a current Board member of SDRMA and feel that I have added my financial background to make better informed decisions for our members. As a Board member, I have learned a lot about insurance issues and look forward to representing small District's and Northern California as a voice on the SDRMA Board. I feel I am an asset to the Board with my degree in business and my 29 years' experience in accounting and auditing. I have audited small districts and know what they need and what they can afford.

I understand the challenges that small District face every day when it comes to managing liability insurance and worker's compensation for a few employees with limited revenues and staff. My education and experience gives me an appreciation of the importance of risk management services and programs, especially for smaller district's that lack expertise with insurance issues on a daily basis.

I feel I am an asset to this Board and would love a chance to stay on the Board for 4 more years.

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

I have worked as the District Clerk for the Herlong PUD for the last 7 years. Before that, I served as the Secretary to the Board of Herlong Utilities, Inc. and Office Administrator. I worked directly with the formation of our District which included working for 2 separate Board's of Directors and the transfer of assets from a public benefit corporation to a special district. As part of the team that worked to form the District I was directly involved with LAFCo, Lassen County Board of Supervisors and County Clerk to establish the District's initial Board of Directors as well as the transfer of multiple permits and closure procedures from multiple agencies for the seamless transition of our District operations. I closed out the Corporation books and established the books for the District transitioning to fund accounting. I have also administered the financial portion of a large capital improvement project with USDA as well as worked on the first ever successful water utility privatization project with the US Army and Department of Defense. I am currently working on HPUD's 2nd loan/grant for 4.8 million with USDA to improve the community's sewer system. I also am the primary administrator of a federal contract for utility services with the Federal Bureau of Prison.

While on the SDRMA Board, I have served on the nomination committee and SRLF Board. I have enjoyed learning and completing my duties on both boards and feel I have been an asset to both. I have served on CSDA's Audit and Financial Committee's for the last 2 years. In the last 20 years I have served on several Boards including school, church, 4-H, County and U.C. Davis.

**Special District Risk Management Authority
Board of Directors
Candidates' State of Qualifications**

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

I have my Bachelors Degree in Business with a minor in Sociology. I have audited Small Districts for 5 years, worked for a Small District for 10 years and have 25 years of accounting experience. I am a good communicator and organizer. I have served on several Boards and feel I work well within groups or special committees. I am willing to go that extra mile to see things get completed.

I believe in recognition for jobs well done. I encourage Incentive programs that get members motivated to participate and strive to do their very best to keep all losses at a minium and reward those with no losses.

I have completed my Certificate for Special District Board Secretary/Clerk Program in both regular and advance coursework through CSDA and co-sponsored by SDRMA. I have completed the CSDA Special District Leadership Academy and Special District Governance Academy. I have helped my small District obtain their District of Transparency and currently we are working on the District of Distinction.

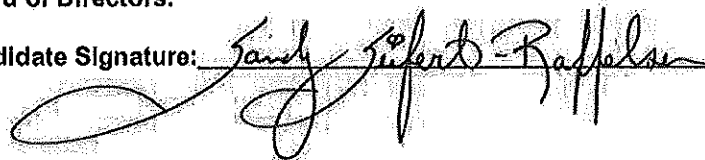
I work for a District in Northeastern California that has under gone major changes from a Cooperative Company to a 501c12 Corporation, to finally a Public Utility District. I have worked with LAFCo to become a District. Also my District is currently working on a consolidation through LAFCo with another small District to better serve our small community. Through past experience I feel I make a great Board member representing the small districts of Northern California and their unique issues and will make decisions that would help all rural/small districts.

What is your overall vision for SDRMA?

For SDRMA to be at the top of the risk management field and have all of the Special Districts in the State utilizing their quality insurance and support at a price all California Special Districts can afford.

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

Candidate Signature:



Date:

4/2/15



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Request to Transfer Funds within the General Fund Accounts

DATE: June 15, 2015

BACKGROUND

The current Fiscal Year 2014-20125 Budget was approved with \$19,000 expenditure for the election. The incumbents ran unopposed which resulted in no cost to the District. Management would like to request a transfer of the election budget from Account 1900 – Specialized Services to Account 2400 – Books/Library Materials which includes programming.

Fiscal Impact: None

RECOMMENDATIONS

1. Authorize a transfer of \$19,000 from Account 1900 – Specialized Services to Account 2400 – Books/Library Materials, as presented; and,
2. Authorization by a roll call vote.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Travel Authorization: Library Director and managers to attend the Annual California Library Association (CLA) Conference in Pasadena, California, November 5-8, 2015**

DATE: June 15, 2015

BACKGROUND

The California Library Association Conference will be November 5-8, 2015 in Pasadena, CA. The theme for this year's conference is "Reimagine/Reinvent" with over 125 great programs and pre-conferences, inspiring speakers, awards honoring the best in our profession, great library vendors, and networking opportunities. For the first time in library conference history there will be a Night Track. Yes, CLA is going "After Dark" on Friday November 7th.

There will also be a full slate of programs from 8:30am through 5:00pm, and a 7:00pm kickoff program featuring library visionary; Ben Bizzle. The "Reimagine/Reinvent" conference will feature keynote speaker, Mr. Daniel Handler. A strong supporter of libraries and literacy efforts, Mr. Handler is the author of the widely popular Series of Unfortunate Events books and creator of the ALA Lemony Snicket Annual Prize for Noble Librarians Faced with Adversity.

Attachment A is additional information.

Fiscal Impact: \$1,000 per attendee

RECOMMENDATIONS

1. Motion to authorize the Library Director and newly appointed managers to attend the 2015 CLA Conference in Pasadena, CA from November 5-8, 2015; and
2. Authorization by a roll call vote.

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GET INVOLVED

PROGRAM

EXHIBITS

REGISTRATION

HOTELS & TRAVEL

23

**November 5-8,
2015**

Starting at 08:00am

**Pasadena
#CLAreimagine**

Join us for a CLA
Preconference in
San Francisco

**CLA
PRECONFERENCES
AT ALA '15 SF!**

You are here: Home / Registration / Dates & Policies

DATES & POLICIES

Registration Dates and Times

Early Bird Registration

Available through 5PM, August 28, 2015

Advance Registration

Available through 5PM, October 9, 2015

Onsite Registration (not available for meal events)

Thursday, November 5: 7:30AM-5:30PM

Friday, November 6: 7:30AM-5:00PM and 6:30PM-8:30PM

CONNECT WITH US

**Reimagine
Reinvent:
CLA 2015 has
gone mobile!**

Download our
mobile guide
on Guidebook.

Payment Policies

Early Bird registrations must be paid in full by check or credit card no later than 5PM, August 28, 2015. Early Bird registrations unpaid as of 9AM, Monday August 31, 2015, will be changed to Advance registrations and the Early Bird discount will be lost.

Advance registrations must be paid in full by check or credit card no later than 5PM, October 9, 2015

Any registrations that remain unpaid as of 9AM, Monday October 12, 2015, will be cancelled.

Cancellation and Refund Policies

All cancellation requests must be submitted in writing to finance@cla-net.org no later than 5PM, October 23, 2015.

Phone requests for cancellations must be followed up with a written request.

No cancellation and/or refund requests will be accepted AFTER the deadline.

Qualifying refunds will be issued after December 1, 2015.

Refunds will be issued in the same format as payment: checks for payments made by check, credit card refund for payments made by credit card. An administrative processing fee of \$25 will be applied to all refunds. Please note: the application of the processing fee may result in no refund being issue.

Conference Badges

Name badges and meal tickets must be picked up onsite at the conference registration desk.

Conference badges must be worn at all times. Entrance to workshops, conference activities, or the Exhibit Hall will not be permitted without the appropriate badge. Lost badges can be reprinted but a small fee may apply.



Attendance Policies

All attendees must be registered to attend conference.


All poster and program presenters are required to obtain a full conference registration by the close of the Early Bird registration period in order to participate at conference. A full one-day registration for the day you are presenting is acceptable; an Exhibit

Tweets

Follow

 **CA Library Assoc.** 19h 
@CallLibAssoc


Congrats to S. Bonner and the Ferguson Public Library for being the LJ Library of the Year. See him in November! conference.cla-net.org/2015.
Expand

 **Grade-Level Reading** 9 Jun
@readingby3rd

Low-income kids deserve #MoreHopefulFutures. Click, read, and share to spread the word: gradelevelreading.net/blog/ @NAEYC #CGIAmerica
Retweeted by CA Library Assoc.

Expand

 **CGI** 9 Jun
@ClintonGlobal

"@readingby3rd commits to moving at least 50K children toward the path to success in school and success in life." - Ralph 

Tweet to @CallLibAssoc

Hall pass does not constitute a full registration.

To maintain a professional atmosphere throughout the conference, as well as to ensure the safety of CLA members, speakers, personnel, and exhibits, CLA does not allow children under the age of 16 years, including infants, in educational programs, conference activities, or in the Exhibit Hall at any time.

Your attendance at the conference constitutes permission to utilize photos and video taken of you at the event for news, promotion, and similar purposes.

BYOB

Don't forget your tote! CLA is a BYOB conference.

Conference Code of Conduct

CLA has adopted a Statement of Appropriate Conduct expected of all attendees, presenters, and exhibitors.

[HOME](#) [ABOUT CLA ANNUAL](#) [PROGRAM & EXHIBITS](#) [GET INVOLVED](#) [HOTELS & TRAVEL](#)
[REGISTRATION](#)

FULL CONFERENCE REGISTRATION

	Early Bird*	Advance**	Onsite***
CLA Member	\$220	\$315	\$350
Special Attendee	\$165	\$260	\$295
Non-Member	\$395	\$490	\$525

NB: The Special Attendee category applies to CLA members only and includes student, retired, transitioning, unemployed, supporting, and voting-trustee members.


ONE-DAY CONFERENCE REGISTRATION

	Early Bird	Advance	Onsite
CLA Member	\$150	\$175	\$200
Non-Member	\$325	\$350	\$375


EXHIBIT HALL PASS

	Early Bird	Advance	Onsite
Exhibit Hall Pass: Multi-Day	\$60	\$60	\$70
Exhibit Hall Pass: One Day	\$30	\$30	\$35


Tweets Follow

 **CA Library Assoc.** 19h
@CallLibAssoc

Congrats to S. Bonner and the Ferguson Public Library for being the LJ Library of the Year. See him in November!
conference.cla-net.org/2015
Expand

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gradelevelreading.net/blog/
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Retweeted by CA Library Assoc.
Expand

 **CGI** 9 Jun
@ClintonGlobal

"@readingby3rd commits to moving at least 50K children toward the path to success in school and success in life." - Ralph

Tweet to @CallLibAssoc



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Library Board of Trustees August 17, 2015 Meeting

DATE: June 15, 2015

BACKGROUND

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

Library staff recommends cancelling the August 17, 2015 Library Board of Trustees meeting.

RECOMMENDATION

Discuss and determine whether to cancel the August 17, 2015 Library Board of Trustees regular meeting.



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