



**Board of Trustees
Regular Meeting**

**June 17, 2013
6:30 P.M.**

**Placentia Library
History Room**

Administration



AGENDA






PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

Monday, June 17, 2013
6:30 p.m.
History Room

*The Vision of the Placentia Library District is to
inspire exploration, open minds and bring people together.*

The Purpose of the Placentia Library District is to provide services and materials to our ever changing and diverse community.

To accomplish this goal the Library will:

-  Provide a qualified staff to acquire, organize, and maintain a collection of print and non-print materials in an easily accessible facility and assist the public with its use.
-  Provide literacy outreach and services to the community.
-  Provide a special collection to document and preserve Placentia's History and Authors.
-  Present programs and provide technology access to everyone in order to promote reading and lifelong learning.
-  Promote the Library's vision through consistent messages to the public.

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

REPORTS AND DOCUMENTATION: *Supporting documentation is available for review in the Administrative Office at the Placentia Library District, 411 E. Chapman Avenue, Placentia, CA 92870 9:00 a.m. – 6:00 p.m., Monday-Thursday. The Agenda and minutes are available online at www.placentialibrary.org. A copy of the Agenda packet will be available for use during the Board Meetings.*

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

1. Call to Order Library Board President
2. Roll Call Recorder

3. Adoption of Agenda

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

Presentation: Library Director

Recommendation: Adopt by Motion

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

7. Placentia Library Friends Foundation Board of Director's Report (Secretary Carline)

CONSENT CALENDAR (Items 8 – 23)

Presentation: Library Director

Recommendation: Approve by Motion

Items 8 – 23 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.

MINUTES (Item 8)

8. Minutes of the May 20, 2013 Library Board of Trustees Unusual Date Meeting. (Receive & File and Approve)

CLAIMS (Items 9 – 12)

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

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

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

12. FY2012-2013 Cash Flow Analysis through May 2013; the Schedule of Anticipated Property Tax Revenues for FY2012-2013 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 13 – 16)

13. Financial Reports for May 2013 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for May 2013. (Receive & File)
15. Acquisitions Report for May 2013. (Receive & File)
16. Entrepreneurial Activities Report for May 2013. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

17. Personnel Report for May 2013. (Receive, File, and Ratify Appointments)
18. Circulation Report for May 2013. (Receive & File)
19. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

STAFF REPORTS (Items 20 – 23)

20. Library Director's Report for May 2013.
21. Children's Services Report for May 2013.
22. Adult Services Report for May 2013.
23. Placentia Library Web Site & Technology Report for May 2013.

OLD BUSINESS

24. Accept and File Corrected Budget Documents
Fiscal Impact: N/A
25. Revisit the DVD Rental Fees
Fiscal Impact: N/A

NEW BUSINESS

26. Discuss the Special District Risk Management Authority (SDRMA) Board of Directors Election and Approve Resolution 14-05.
Fiscal Impact: N/A
27. Award bid to Cheri Davis to provide interior design and project management for the facility remodeling projects.
Fiscal Impact: \$110,000
28. Award contract to Macias Gini & O'Connell to perform the financial audit and Annual Controller's Report for Fiscal Year 2012-2013.
Fiscal Impact: \$14,000
29. Review and Approve the Strategic Planning Consultant Request For Proposal.
Fiscal Impact: \$25,000

30. Authorize the Business Manager to attend the General Manager Leadership Summit.
Fiscal Impact: \$1,000
31. Determine whether to cancel the August 19, 2013 Library Board of Trustees regular meeting.
32. Select a second Trustee to serve on the Personnel Committee to replace former Trustee Escobosa.
33. Accept the Proposed Placentia Library District Policy 2205 – Fingerprinting Policy as a first reading, Approve Resolution 14-05: A Resolution of the Board of Trustees of the Placentia Library District of Orange County, and Determine who is required to go through the Live Scan fingerprinting process.
Fiscal Impact: \$3,000 - \$30,000
34. Authorize an amendment to Resolution 13-03 for the District's Appropriations Limitations (GANN Limit) at \$3,730,801 for Fiscal Year 2012-2013.

DISCUSSION ITEM

35. Discuss the Placentia Library District Policies 2195 – Tobacco Use & 6065 – Public Behavior Policy
Fiscal Impact: N/A
36. Discuss Development & Technology Tools For Staff
Fiscal Impact: \$3,000
37. Discuss Condition of Fascia Boards
Fiscal Impact: \$15,148

ADJOURNMENT

38. Agenda Preparation for the June Regular Date Meeting which will be held on Monday, July 15, 2013 unless re-scheduled by the Library Board of Trustees.
39. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
40. Adjourn

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

I, Yesenia Baltierra, Business Manager of the Placentia Library District, hereby certify that the Agenda for the June 17, 2013 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on June 12, 2013.



Yesenia Baltierra, Business Manager

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
May 20, 2013

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on May 20, 2013 at 6:32 P.M.

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

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, Fernando Maldonado, Nadia Dallstream and Brittany Johnson

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

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

ORAL COMMUNICATION There was no oral communication made at this time. (Item 4)

Library Director Contreras introduced the newest staff members of the library; Saroo Carrillo, Heather Alexander, Elizabeth (Liz) Marin and Brittany Johnson.

TRUSTEE REPORTS President Shkoler reported that he attended the Oversight Committee, tentative proposal changes include two story shopping center. Also attended the meeting with Click Consulting PLD's new IT Service. (Item 5)

Trustee Minter had nothing to report.

Secretary Carline reported that she attended PLFF meeting on May 13, 2013 she also requested another Trustee sit in for her next PLFF meeting, Trustee Martin agreed to do so.

Trustee Martin reported that she attended the Monte Carlo Madness Annual Fundraiser at HIS House. Will also be providing a tour of the library to HIS House residents.

Trustee DeVecchio reported that he attended the Swazzle puppet show, attended the Community Network meeting and attended the presentation on Hiroshima. (Item 6)

PLFF REPORT Secretary Carline reported that a motion was passed at the May 13, 2013 PLFF meeting to approve \$100,000. Also reported that Jo Ann Sowards is the runner up for PLFF President unless otherwise opposed. (Item 7)

- CONSENT CALENDAR** It was moved by Secretary Carline and seconded by Trustee DeVecchio to approve Agenda Items 8-24:
AYES: Shkoler, Carline, DeVecchio, Martin , Minter
NOES: None
ABSTAIN: None
ABSENT: None
- MINUTES** Minutes of the April 22, 2013 Library Board of Trustees Regular Date Meeting (Item 8)
- CLAIMS** Nonstandard Claims in excess of \$300 (Item 9)
Claims forwarded by the Library Director and Library Trustees (Item 10)
Current Claims and Payroll (Item 11)
- TREASURER'S REPORT** FY2012-2013 Cash Flow Analysis through April 2013; the Schedule of Anticipated Property Tax Revenues for FY2012-2013 as provided by the Orange County Auditor (Item 12)
Financial Reports for April 2013 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)
Balance Sheet for April 2013 (Item 14)
Acquisitions Report for April 2013 (Item 15)
Entrepreneurial Activities Report for April 2013 (Item 16)
- GENERAL CONSENT** Personnel Report for April 2013 (Item 17)
Circulation Report for April 2013 (Item 18)
Review of Shared Maintenance Costs with the City of Placentia under the JPA (Item 19)
- STAFF REPORTS** Library Director's Report for April 2013 (Item 20)
Children's Services Report for April 2013 (Item 21)
Adult Services Report for April 2013 (Item 22)
Web Site & Technology Report for April 2013 (Item 23)

INTRODUCTION

Orange County Reporter, Luke Harold did not attend meeting.

PUBLIC HEARINGS

Regular Meeting was adjourned May 20, 2013 at 7:04 p.m.

**BUDGET FISCAL
YEARS 2013-2015**

Public Hearing was declared open May 20, 2013 at 7:04 p.m.

President Shkoler asked at this time if anyone would like to speak on the budget. None spoke.

Public Hearing closed May 20, 2013 at 7:05 p.m.

Regular Meeting reconvened May 20, 2013 at 7:05 p.m.

Library Director Contreras explained FY2011-2012 collected Property Tax of \$91,050 and is expected to collect Property Tax of \$80,000 for FY2012-2013 which would bring a surplus of \$250,000-350,000 for FY2012-2013. Library Director Contreras also stated the set budgets for the following: \$50,000 – Plumbing \$25,000 – Stratgic Consultant and \$16,000 – IT Services which leaves a balance to carry over that will cover expenditures and allows a surplus to carry to FY2013-2014. Trustee Martin asked question about travel expenses. Library Director Contreras explained increase was due to request from Trustee Minter to send staff to the Public Library Association (PLA) Conference. Trustee Minter expressed concern about book budget, asked if PLFF will offset book budget. Library Director Contreras will request funds for book budget to PLFF.

It was moved by Secretary Carline and seconded by Trustee Martin to adopt Budget Fiscal Year 2013-2015 Resolution 14-01 by roll call (Item 25) :

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

SALARY SCHEDULES

Regular Meeting was adjourned May 20, 2013 at 7:15 p.m.

Public Hearing was declared open May 20, 2013 at 7:15 p.m.

President Shkoler asked at this time if anyone would like to speak on the budget. None spoke.

Public Hearing closed May 20, 2013 at 7:16 p.m.

Regular Meeting reconvened May 20, 2013 at 7:16 p.m.

Trustee Martin asked how salary schedule was established. President Shkoler responded that the salary scale has been in place for many years. Adjustments are based on COLA. Library Director Contreras added that the last change made last year was to add Library Page to a 10 step scale (Item 26)

It was moved by Trustee Minter and seconded Secretary Carline to approve Exempt and Non-Exempt Salary Schedules for Fiscal Year 2013-2015 Resolution 14-02:

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

**FINES & FEES
SCHEDULE**

Regular Meeting was adjourned May 20, 2013 at 7:18 p.m.

Public Hearing was declared open May 20, 2013 at 7:18 p.m.

President Shkoler asked at this time if anyone would like to speak on the budget. None spoke.

Public Hearing closed May 20, 2013 at 7:19 p.m.

Regular Meeting reconvened May 20, 2013 at 7:19 p.m.

Library Director Contreras explained that the only changes being made to the Fines & Fees Schedule is the language. The language change is breakdown fee instead of clean up fee and History Room Photography to add Administrative Maintenance fee. Trustee Minter expressed that she did not agree to charge a fee for the DVDs.

It was moved by Trustee Martin and seconded Secretary Carline to approve Fines and Fees Schedule for Fiscal Year 2013-2015 (Item 27) :

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

NEW BUSINESS

GANN LIMIT

It was moved by Trustee Minter and seconded Trustee Martin to approve Appropriation Limitations (Gann Limit) at \$3,972,409 for Fiscal Year 2013-2014 by Resolution 14-03 by roll call vote:

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

**HOLIDAY AND
LIBRARY CLOSURE
SCHEDULE**

It was moved by Trustee Martin and seconded Secretary Carline to approve Holiday and Library Closure Schedule for Fiscal Year 2013-2014 by Resolution 14-04:

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

POLICY 2200

Library Director Contreras recommended an amendment to Policy 2200 to include fingerprinting of staff and volunteers as a pre-employment requirement; especially those in direct contact with children. Library Director seek a legal opinion on retro for current employees. Effective July 1, 2013.

It was moved by Secretary Carline and seconded Trustee DeVecchio to approve amendment to Policy 2200 (Item 30):

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

The Regular Meeting of the Board of Trustees of the Placentia Library District on May 20, 2013 adjourned at 7:35 P.M.

The next meeting will be on June 17, 2013 at 6:30 P.M.

Al Shkoler
President
Library Board of Trustees

Gayle Carline
Secretary
Library Board of Trustees



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Summary of Non-standard Claims for May 2013
DATE: June 17, 2013

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Summary of Claims Forwarded by the Library Director & Trustees
DATE: June 17, 2013

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	05/21/13	5651	\$7,172.70
FUND 707	06/03/13	5652	\$6,818.94
FUND 707	06/04/13	5653	\$2,772.00
		TOTAL	\$16,763.64



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Current Claims and Payroll
DATE: June 17, 2013

Current Claims

TYPE	DATE	CLAIM #	AMOUNT
707	06/17/13	5654	\$5,577.99
707	06/17/13	5655	\$3,971.29
707	06/17/13	5656	\$1,215.12
707	06/17/13	5657	\$6,994.01
707	06/17/13	5658	\$1,920.92
707	06/17/13	5659	\$7,803.71
707	06/17/13	5660	\$10,700.84
707	06/17/13	5661	\$1,046.83
707	06/17/13	5662	\$938.39

Subtotal for Claims *\$40,169.10*

Payroll

On Demand Wire	06/17/13	76	\$40,000.00
On Demand Wire	06/17/13	77	\$40,000.00
On Demand Wire	06/17/13	78	\$40,000.00
On Demand Wire	06/17/13	79	\$40,000.00

Subtotal for Payroll *\$160,000.00*

**TOTAL CURRENT
CLAIMS & PAYROLL** **\$200,169.10**

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/17/13
REPORT NO: 5654

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-4829 Hoang Computer Services 6765 Westminster Bl. Ste C-PMB 103 Westminster, CA 92683	5/24/2013 01099	1900	0739		\$1,400.00		
VC-5048 Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814-2865	5/24/2013 12892	0309 0308 0310 0306 0319	0770		\$570.57 \$1,258.03 \$322.47 \$55.08 \$213.27 \$2,419.42		
(New Vendor) Staffmark ATTN: U.S. Bank P.O. Box 952386 St. Louis, MO 63195	5/16/2013 002115643RB 5/30/2013 0002196098	1900	0748	0748	\$55.00 \$720.00 \$775.00		
VC-4802-4 Office Depot PO Box 70025 Los Angeles CA 90074-0025	5/23/2013 658925146001 5/23/2013 658925579001	1400	0717	0717	\$129.56 \$58.27 \$187.83		
VC-0059-4 Pitney Bowes Purchase Power PO Box 371874 Pittsburgh, PA 15250-7874	5/24/2013 8000900006525830	1803			\$436.90		
(New Vendor) Cintas Corporation #640 P.O. Box 29059 Pheonix, AZ 85038	6/03/2013 640776892	1000			\$196.28		
(New Vendor) Cintas Corporation #640 P.O. Box 29059 Pheonix, AZ 85038	6/10/2013 640780394	1000			\$127.56		
VC-6846-1 Special T. Water Systems, Inc. PO Box 165 Whittier, CA 90608-0165	6/01/2013 56476	1300			\$35.00		
TOTAL REMITTANCE:					\$5,577.99		
The claims listed above (\$ 5,577.99) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/17/13
REPORT NO: 5655

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-12175 Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	6/02/2013 8448400250124877	0700	0702		\$145.26		
VC-12483 Public Agency Retirement Services c/o U.S. Bank National Association Trustee for PARS #6746022400 P.O. Box 511649 Los Angeles, CA 90051-8204	6/10/2013 6746022400	0200			\$2,827.82		
VC-5233-2 AT&T PO Box 9011 Carol Stream, IL 60197-9011	6/02/2013 0000044057599	0700 0700	0700 0701		\$109.82 \$282.60 \$392.42		
(New Vendor) Capitol Door Service So. California 4699 24th Street Sacramento, CA 95822	5/31/2013 17843	1400	0717		\$233.25		
VC-12175 Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	6/05/2013 8448400250276198	0700	0702		\$295.27		
VC-0089-10 Placentia Disposal #676 PO Box 78829 Phoenix, AZ 85062-8829	5/31/2013 0676001479316	1001			\$77.27		
TOTAL REMITTANCE:					\$3,971.29		

The claims listed above (\$3,971.29) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/17/13
REPORT NO: 5656

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	5/08/2013	2400	0760		\$14.97		
	4010516144						
	5/13/2013	2400	0760		\$82.71		
	4010518149						
	5/13/2013	2400	0760		\$26.89		
	4010518150						
	5/13/2013	2400	0760		\$125.59		
	4010518151						
	5/13/2013	2400	0760		\$16.37		
	4010518152						
	5/13/2013	2400	0760		\$59.37		
	4010518153						
	5/13/2013	2400	0760		\$84.42		
	4010518154						
	5/13/2013	2400	0760		\$14.52		
	4010518155						
	5/13/2013	2400	0760		\$24.91		
	4010518156						
	5/13/2013	2400	0760		\$45.10		
	4010518157						
5/13/2013	2400	0760		\$60.24			
4010518158							
5/13/2013	2400	0760		\$130.99			
4010518159							
5/13/2013	2400	0760		\$14.50			
4010518160							
5/13/2013	2400	0760		\$22.29			
4010518161							
5/13/2013	2400	0760		\$45.50			
4010518162							
5/13/2013	2400	0760		\$14.52			
4010518163							
5/13/2013	2400	0760		\$75.16			
4010518164							
5/13/2013	2400	0760		\$12.00			
4010518165							
5/13/2013	2400	0760		\$81.46			
4010518166							
5/13/2013	2400	0760		\$203.55			
4010518167							
5/13/2013	2400	0760		\$10.26			
4010525007							
5/14/2013	2400	0760		\$49.80			
4010518661							
TOTAL REMITTANCE:					\$1,215.12		
The claims listed above (\$1,215.12) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/17/13
REPORT NO: 5657

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-4997 EBSCO Subscription Services Accounts Receivable PO Box 830625 Birmingham, AL 35283	5/13/2013	2400	0760		\$14.16		
	0064165						
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	5/10/2013	2400	0760		\$54.09		
	90974184						
	5/10/2013	2400	0760		\$32.94		
	90974185						
	5/13/2013	2400	0760		\$46.09		
	90979852						
	5/14/2013	2400	0760		\$296.22		
	90981248				\$429.34		
VC-2775 OverDrive, Inc. PO Box 72117 Cleveland, OH 44192-0002	5/13/2013	2400	0760		\$503.82		
	1148174544957051313						
	5/14/2013	2400	0760		\$513.30		
	1148172349177051413						
	6/10/2013	2400	0760		\$4,900.00		
	CD-0003792				\$5,917.12		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	5/14/2013	2400	0760		\$45.43		
	4010518662						
	5/14/2013	2400	0760		\$16.87		
	4010518663						
	5/14/2013	2400	0760		\$25.51		
	4010518664						
	5/14/2013	2400	0760		\$59.82		
	4010518665						
	5/14/2013	2400	0760		\$107.63		
	4010518666						
	5/14/2013	2400	0760		\$38.62		
	4010518668						
	5/14/2013	2400	0760		\$14.52		
	4010518669						
	5/14/2013	2400	0760		\$108.34		
4010518670							
5/14/2013	2400	0760		\$37.26			
4010518671							
5/14/2013	2400	0760		\$41.66			
4010522036							
5/14/2013	2400	0760		\$137.73			
4010522037					\$633.39		
TOTAL REMITTANCE:					\$6,994.01		

The claims listed above (\$6,994.01) 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 _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/17/13
REPORT NO: 5658

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	5/14/2013	4010522039	2400	0760	\$91.50		
	5/14/2013	4010522040	2400	0760	\$1,042.17		
	5/14/2013	4010522041	2400	0760	\$28.80		
	5/14/2013	4010522042	2400	0760	\$61.89		
	5/14/2013	4010522043	2400	0760	\$50.13		
	5/14/2013	4010522044	2400	0760	\$97.17		
	5/14/2013	4010522045	2400	0760	\$15.70		
	5/14/2013	4010522046	2400	0760	\$35.87		
	5/14/2013	4010522047	2400	0760	\$18.44		
	5/14/2013	4010522048	2400	0760	\$57.41		
	5/14/2013	4010522049	2400	0760	\$56.19		
	5/14/2013	4010522050	2400	0760	\$21.48		
	5/14/2013	4010522051	2400	0760	\$22.71		
	5/15/2013	4010525228	2400	0760	\$15.73		
	5/15/2013	4010525229	2400	0760	\$15.07		
	5/15/2013	4010525230	2400	0760	\$141.64		
	5/15/2013	4010525231	2400	0760	\$28.85		
	5/15/2013	4010525232	2400	0760	\$22.29		
	5/15/2013	4010525233	2400	0760	\$39.80		
	5/15/2013	4010525234	2400	0760	\$18.32		
5/17/2013	4010523164	2400	0760	\$22.08			
5/17/2013	4010526165	2400	0760	\$17.68			
TOTAL REMITTANCE:					\$1,920.92		

The claims listed above (\$1,920.92) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/17/13
REPORT NO: 5659

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	5/17/2013	4010526166	2400	0760	\$300.81		
	5/17/2013	4010526168	2400	0760	\$63.78		
	5/17/2013	4010526169	2400	0760	\$17.67		
	5/17/2013	4010526170	2400	0760	\$23.97		
	5/17/2013	4010526171	2400	0760	\$54.47		
	5/17/2013	4010526172	2400	0760	\$39.16		
	5/17/2013	4010526173	2400	0760	\$22.73		
	5/20/2013	4010531204	2400	0760	\$23.19		
	5/24/2013	W91888490	2400	0760	\$14.51		
					\$560.29		
	VC-2993 Midwest Tape PO Box 820 Holland OH 43528	5/16/2013	90988774	2400	0760	\$46.09	
5/17/2013		90992784	2400	0760	\$19.29		
5/17/2013		90992785	2400	0760	\$244.36		
5/17/2013		90992787	2400	0760	\$146.07		
5/17/2013		90992788	2400	0760	\$112.71		
5/17/2013		90992840	2400	0760	\$183.20		
5/17/2013		90992841	2400	0760	\$118.92		
					\$870.64		
VC-4888 Califa Group 32 W 25th Ave Ste 201 Sant Mateo CA 94403	5/29/2013	5336	2400	0760	\$572.78		
VC-12061 Library Ideas LLC P.O. Box 2345 Merrifield, VA 22116-2345	5/22/2013	32194	2400	0760	\$5,800.00		
TOTAL REMITTANCE:					\$7,803.71		

The claims listed above (\$7,803.71) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/17/13
REPORT NO: 5660

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-2993 Midwest Tape PO Box 820 Holland OH 43528	5/30/2013	2400	0760		\$40.93		
	5/24/2013	W92062260 2400	0760		\$72.18		
	5/24/2013	91012319 2400	0760		\$349.81		
	5/24/2013	91012382 2400	0760		\$69.28		
	5/24/2013	91012383 2400	0760		\$79.28		
	5/29/2013	91012384 2400	0760		\$108.27		
	5/29/2013	91017808 2400	0760		\$29.64		
	5/29/2013	91017809 2400	0760		\$39.64		
	5/29/2013	91017841 2400	0760		\$789.03		
	VC-4888 Califa Group 32 W 25th Ave Ste 201 Sant Mateo CA 94403	5/29/2013	5337 2400	0760		\$85.91	
VC-11966 Shmoop University, Inc. PO Box 0935 Los Altos, CA 94023-0935	6/05/2013	801 2400	0760		\$7,800.00		
VC-2775 OverDrive, Inc. PO Box 72117 Cleveland, OH 44192-0002	5/28/2013	1148235824750052813 2400	0760		\$1,728.26		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	5/26/2013	0000055745 2400	0760		\$21.60		
	5/28/2013	4010533793 2400	0760		\$40.39		
	5/28/2013	4010533794 2400	0760		\$101.74		
	5/28/2013	4010533795 2400	0760		\$30.13		
	5/28/2013	4010533796 2400	0760		\$48.98		
	5/28/2013	4010533797 2400	0760		\$54.80		
TOTAL REMITTANCE:					\$10,700.84		
<p>The claims listed above (\$10,700.84) 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:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/17/13
REPORT NO: 5661

The County Auditor is authorized to draw these checks from:

Piacentia Library District
411 E Chapman Ave
Piacentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	5/28/2013	2400	0760		\$13.25		
	4010533799	2400	0760		\$41.04		
	5/28/2013	2400	0760		\$14.52		
	4010533800	2400	0760		\$61.22		
	5/28/2013	2400	0760		\$29.95		
	4010533801	2400	0760		\$18.61		
	5/28/2013	2400	0760		\$126.52		
	4010533802	2400	0760		\$29.04		
	5/28/2013	2400	0760		\$27.70		
	4010533803	2400	0760		\$74.53		
	5/28/2013	2400	0760		\$28.40		
	4010533804	2400	0760		\$53.55		
	5/28/2013	2400	0760		\$22.25		
	4010533805	2400	0760		\$99.66		
	5/28/2013	2400	0760		\$39.08		
	4010533806	2400	0760		\$116.06		
	5/28/2013	2400	0760		\$60.87		
	4010533807	2400	0760		\$15.72		
	5/28/2013	2400	0760		\$36.15		
	4010533808	2400	0760		\$76.21		
5/28/2013	2400	0760		\$41.03			
4010533809	2400	0760		\$21.47			
5/28/2013	2400	0760					
4010533810							
5/28/2013							
4010533811							
5/28/2013							
4010533812							
5/28/2013							
4010533813							
5/28/2013							
4010533814							
5/28/2013							
4010533815							
5/28/2013							
4010534828							
5/28/2013							
4010534829							
5/28/2013							
4010534830							
5/28/2013							
4010534831							
5/28/2013							
4010534832							
5/28/2013							
4010534833							
TOTAL REMITTANCE:					\$1,046.83		
The claims listed above (\$1,046.83) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/17/13
REPORT NO: 5662

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	5/28/2013	2400	0760		\$29.34		
	4010534834	2400	0760		\$39.08		
	5/28/2013	4010534835	2400	0760	\$25.91		
	5/28/2013	4010534836	2400	0760	\$20.59		
	5/30/2013	4010537599	2400	0760	\$20.84		
	5/30/2013	4010537601	2400	0760	\$22.71		
	5/30/2013	4010537602	2400	0760	\$19.59		
	5/30/2013	4010537603	2400	0760	\$18.92		
	5/30/2013	4010537604	2400	0760	\$36.01		
	5/30/2013	4010537605	2400	0760	\$88.42		
	5/31/2013	4010541601	2400	0760	\$27.50		
	5/31/2013	4010541602	2400	0760	\$36.99		
	5/31/2013	4010541603	2400	0760	\$71.76		
	5/31/2013	4010541604	2400	0760	\$35.87		
	5/31/2013	4010541606	2400	0760	\$20.19		
	5/31/2013	4010541607	2400	0760	\$18.23		
	11/07/2012	4010541854	2400	0760	\$16.36		
	11/08/2012	4010320044	2400	0760	\$44.11		
	11/08/2012	4010322344	2400	0760	\$48.14		
	11/08/2012	4010322345	2400	0760	\$251.74		
	4010322346			\$892.30			
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	5/31/2013	2400	0760		\$46.09		
	91025185						
TOTAL REMITTANCE:					\$938.39		
The claims listed above (\$938.39) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by

Countersigned by

Attested and/or countersigned by

Page Total:

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	*06-24-13 Payroll #22 FY12/13	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:

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	*06-28-13 Payroll #23 FY12/13	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:

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	*07-08-13 Payroll #01 FY13/14	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		

The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

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	*07-15-13 Payroll #02 FY13/14	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:

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

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

DATE: June 17, 2013

Fiscal Year 2012-2013							
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
07/31/12	Closed Account	Closed Account	Closed Account	1,469,830.85	Closed Account	1,469,830.85	0.00
8/31/2012	Closed Account	Closed Account	Closed Account	1,349,149.11	Closed Account	1,349,149.11	0.00
9/30/2012	Closed Account	Closed Account	Closed Account	1,303,635.10	Closed Account	1,303,635.10	0.00
10/31/12	Closed Account	Closed Account	Closed Account	1,196,238.15	Closed Account	1,196,238.15	0.00
11/30/2012	Closed Account	Closed Account	Closed Account	1,367,458.84	Closed Account	1,367,458.84	0.00
12/31/2012	Closed Account	Closed Account	Closed Account	1,912,383.33	Closed Account	1,912,383.33	0.00
01/31/13	Closed Account	Closed Account	Closed Account	1,890,404.62	Closed Account	1,890,404.62	0.00
2/28/2013	Closed Account	Closed Account	Closed Account	1,794,179.66	Closed Account	1,794,179.66	0.00
3/31/2013	Closed Account	Closed Account	Closed Account	1,659,289.32	Closed Account	1,659,289.32	0.00
04/30/13	Closed Account	Closed Account	Closed Account	2,109,171.72	Closed Account	2,109,171.72	0.00
5/31/2013	Closed Account	Closed Account	Closed Account	2,053,081.07	Closed Account	2,053,081.07	0.00
6/30/2013	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
Petty Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Reserves	0.00	0.00	0.00	414,789.10	0.00	414,789.10	0.00
Impact Fees	0.00	0.00	0.00	374,419.30	0.00	374,419.30	0.00

Fiscal Year 2011-2012							
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
07/31/11	Closed Account	Closed Account	Closed Account	1,386,098.01	Closed Account	1,386,098.01	0.00
8/31/2011	Closed Account	Closed Account	Closed Account	1,299,446.62	Closed Account	1,299,446.62	0.00
9/30/2011	Closed Account	Closed Account	Closed Account	1,250,450.01	Closed Account	1,250,450.01	0.00
10/31/11	Closed Account	Closed Account	Closed Account	1,076,233.61	Closed Account	1,076,233.61	0.00
11/30/2011	Closed Account	Closed Account	Closed Account	1,096,791.22	Closed Account	1,096,791.22	0.00
12/31/2011	Closed Account	Closed Account	Closed Account	1,731,160.37	Closed Account	1,731,160.37	0.00
01/31/12	Closed Account	Closed Account	Closed Account	1,598,956.35	Closed Account	1,598,956.35	0.00
2/28/2012	Closed Account	Closed Account	Closed Account	1,471,455.26	Closed Account	1,471,455.26	0.00
3/31/2012	Closed Account	Closed Account	Closed Account	1,373,416.79	Closed Account	1,373,416.79	0.00
04/30/12	Closed Account	Closed Account	Closed Account	1,917,693.89	Closed Account	1,917,693.89	0.00
5/31/2012	Closed Account	Closed Account	Closed Account	1,831,410.02	Closed Account	1,831,410.02	0.00
6/30/2012	Closed Account	Closed Account	Closed Account	1,566,215.85	Closed Account	1,566,215.85	0.00
Petty Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Reserves	0.00	0.00	0.00	414,789.10	0.00	414,789.10	0.00
Impact Fees	0.00	0.00	0.00	125,627.48	0.00	125,627.48	0.00



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director


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

DATE: June 17, 2013

Summary of Cash and Investments as of May 31, 2013

Cash with Orange County Treasurer Fund 707	1,514,274.49
Reserves with Orange County Treasurer	414,789.10
Impact Fees with County and Bank of the West (Restricted)	374,419.30
General Fund Checking – Bank of the West	22,382.29
General Fund Savings – Bank of the West	560,592.96
Payroll Checking – Wells Fargo Bank	80,310.10
Total Cash and Investments	2,966,768.24

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
 YTD REVENUE REPORT
 May 31, 2013

Agf Item 14

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	1,797,216	1,783,111	14,105	99.2%
6220		Property Taxes - Current Unsecured	76,781	54,828	21,953	71.4%
6230		Property Taxes - Prior Secured	0	-	-	0.0%
6240		Property Taxes - Prior Unsecured	0	-	-	0.0%
6250		Taxes - Spec Dist Augmentation	3,870	8,096	(4,226)	0.0%
6280		Property Taxes - Curr Supplemental	24,602	18,979	5,623	77.1%
6290		Other Taxes	0	3,796	(3,796)	100.0%
6300		Property Taxes - Prior Supplemental	0	1,621	(1,621)	100.0%
6540		Penalties & Costs on Delinq Taxes	1,620	817	803	50.4%
		Sub Total		1,871,248		
REVENUE FROM USE OF MONEY & PROP'Y						
6610		Interest	0	6,095	(6,095)	100.0%
		Sub Total		6,095		
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	16,905	12,558	4,347	74.3%
6970		State - Other	0	-	-	0.0%
7120		Other-In-Lieu Taxes	0	-	-	0.0%
		Sub Total		12,558		
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)				
		Fines & Fees	35,000	31,578	3,422	90.2%
		Passport/Photos	55,000	103,051	(48,051)	187.4%
		Meeting Room Fees	5,500	4,110	1,390	74.7%
		DVD Rentals	5,000	5,656	(656)	113.1%
		Test Proctor	3,000	3,900	(900)	130.0%
		Sub Total		148,295		
7680		6-MO Expired (Outlawed) Checks	0	-	-	0%
		YTD Actual		2,038,196		
		FY 11/12 Funds Available	70,000	70,000		
TOTAL REVENUES FY 12/13:			2,094,494	2,108,196	(13,702)	100.7%
MISCELLANEOUS REVENUES (Restricted)						
		Impact Fees	0	-	-	0%
		City of Placentia Tax Sharing Agreement	0	-	-	0%

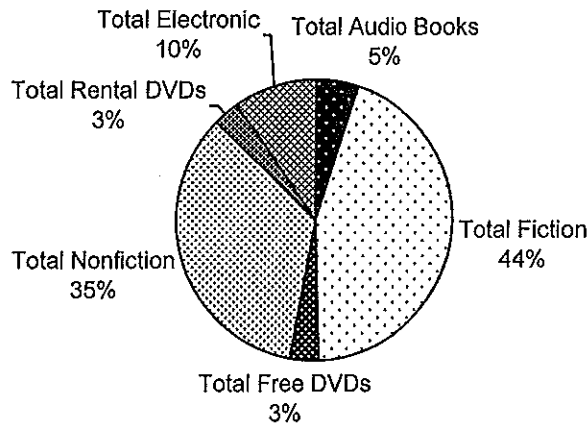
PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
 May 31, 2013
 92% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,070,862	905,523	0.85	\$165,339
0200	Retirement	37,960	33,406	0.88	\$4,554
0301	Unemployment Insurance	11,000	0	0.00	\$11,000
0306	Health Insurance	166,441	117,906	0.71	\$48,536
0306-0770	Employee Assistance Program	800	640	0.80	\$160
0308	Dental Insurance	15,500	13,695	0.88	\$1,805
0309	Life Insurance	7,400	6,607	0.89	\$793
0310	AD & D Insurance	4,000	3,578	0.89	\$422
0319	Vision Insurance	2,600	2,217	0.85	\$383
0350	Workers' Compensation Insurance	10,000	5,845	0.58	\$4,155
	TOTAL	\$1,326,563	\$1,089,415	0.82	\$237,148
SERVICES & SUPPLIES					
0700	Communications	12,000	7,619	0.63	\$4,381
0900	Food	1,500	2,037	1.36	-\$537
1000	Household Expenses	10,000	10,162	1.02	-\$162
1100	Library Insurance	13,000	11,846	0.91	\$1,154
1300	Maintenance, Equipment	20,000	18,448	0.92	\$1,552
1400	Maintenance, Buildings & Improvements	85,000	24,443	0.29	\$60,557
1600	Memberships	14,000	11,939	0.85	\$2,061
1800	Office Expenses	30,000	33,739	1.12	-\$3,739
1803	Postage	5,000	6,541	1.31	-\$1,541
1900	Prof./Specialized Services	184,900	127,240	0.69	\$57,660
1912	Investment Administrative Fees	1,500	1,047	0.70	\$453
2000	Publication and Legal Notices	1,000	72	0.07	\$928
2100	Rents and Leases - Equipment	500	423	0.85	\$77
2200	Rents & Leases - Buildings & Improvements	30,000	28,179	0.94	\$1,821
2400	Books/Library Materials	211,731	185,148	0.87	\$26,583
2600	Transportation & Travel	2,000	662	0.33	\$1,338
2700	Meetings	9,000	11,246	1.25	-\$2,246
2800	Utilities	97,500	50,078	0.51	\$47,422
	TOTAL	\$728,631	\$530,870	0.73	\$197,761
OTHER CHARGES					
3700	Taxes and Assessments	\$8,300	\$10,366	1.25	-\$2,066
	OPERATING EXPENSES	\$2,063,494	\$1,630,652	0.79	\$432,842
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$21,000	\$12,101	0.58	\$8,899
4200	Structures/Improvements	10,000	\$0	0.00	\$10,000
5200	Contingency Funds	\$0	\$0	0.00	\$0
	TOTAL	\$31,000	\$12,101	0.39	\$18,899
TOTAL BUDGET (Fund 707)					
		\$2,094,494	\$1,642,754	0.78	\$451,740
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$374,419	\$0	0.00	\$374,419

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2012-2013 THROUGH THE MONTH OF MAY 2013

	<u>Amount</u>	<u>Title</u>	<u>Volumes</u>
Total Fiction	\$84,333	5,113	6,122
Total Non-Fiction	\$65,843	2,624	3,938
Total Electronic	\$18,277	56	51
Total Audio Books	\$9,752	223	224
Total Free DVDs	\$6,340	270	285
Total Rental DVDs	\$6,150	213	231
TOTAL MATERIALS	\$190,696	8,499	10,851



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 2013

DATE: June 17, 2013

Net Revenue Summary for May 2013

			YTD	YTD
	May-13	May-12	2012-2013	2011-2012
Passport	13,825.00	9,525.00	84,550.00	73,450.00
Passport Photos	2,952.00	1,980.00	18,501.00	15,924.00
Test Proctor	350.00	300.00	3,900.00	3,650.00
Meeting Room	270.00	270.00	4,110.00	6,685.00
DVD Rentals	527.00	598.00	5,655.60	5,999.50
Total	17,924.00	12,673.00	116,716.60	105,708.50



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Personnel Report for May 2013
DATE: June 17, 2013

			YTD	YTD
	May-13	May-12	2012-2013	2011-2012
Separation	0	0	5	0
Retirement	0	0	0	2
Appointments	0	1	4	7
Open Positions	1	0	6	3
Workers' Compensation Leave	1	0	1	0
Total	2	1	16	12

SEPARATION:
None

RETIREMENT:
None

APPOINTMENTS:
None

OPEN POSITIONS:
Library Aide (20 hrs.)



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Circulation Supervisor

SUBJECT: Circulation Activity Report for May 2013

DATE: June 17, 2013

MONTHLY STATISTICS**May 2013**

<u>CIRCULATION</u>	May-13	May-12	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
New Patron Registrations	238	287	3,287	3,632	-9.5%
Total Circulation	15,802	16,500	183,215	183,942	-0.4%
Total Active Borrowers*	8,797	9,215			
Attendance	21,439	23,195	250,093	260,737	-4.1%
Registered Card Holders*	33,545	30,088			
Adult Fiction	2,661	2,786	30,804	31,201	-1.3%
Adult Nonfiction	1,774	1,920	20,147	21,174	-4.9%
Adult Magazines	187	250	2,472	2,955	-16.3%
Adult Music CDs	157	152	1,863	2,407	-22.6%
Adult Audio Books	606	578	6,156	6,198	-0.7%
Adult Free DVDs	296	299	3,071	3,455	-11.1%
Adult Rental DVDs	433	529	4,554	5,270	-13.6%
Overdrive E-Books	491	196	3,379	1,306	158.7%
Overdrive Audio Books	195	71	1,418	782	81.3%
JV Fiction	5,972	6,242	71,032	70,608	0.6%
YA Fiction	1,033	1,021	12,721	9,417	35.1%
JV Nonfiction	1,365	1,291	14,556	14,112	3.1%
YA Nonfiction	78	84	813	736	10.5%
JV Magazines	13	2	135	42	221.4%
JV Music CDs	14	19	220	308	-28.6%
JV Audio Books	37	30	465	394	18.0%
JV Free DVDs	572	639	6,977	7,759	-10.1%
JV Rental DVDs	187	184	2,173	2,300	-5.5%

* Year to date not applicable.

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		510	630	780	723	503	3,146
10:00		324	642	521	990	541	3,018
11:00		444	574	642	609	1,066	3,335
12:00		520	522	606	655	767	3,070
1:00	799	408	551	489	580	637	3,464
2:00	935	393	548	795	569	974	4,214
3:00	892	476	628	683	813	821	4,313
4:00	698	699	917	866	877	872	4,929
5:00		644	969	938	458		3,009
6:00		780	1,234	1,319	1,417		4,750
7:00		526	610	748	1,027		2,911
8:00		752	723	834	410		2,719
Total/Day	3,324	6,476	8,548	9,221	9,128	6,181	42,878
					* Grand Total		21,439

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

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		1	0	4	3	18	26
10:00		4	1	1	0	18	24
11:00		8	1	7	2	16	34
12:00		2	2	5	3	16	28
1:00	25	5	4	10	1	23	68
2:00	16	6	6	10	7	25	70
3:00	23	6	6	10	13	23	81
4:00	7	11	7	10	18	19	72
5:00		3	18	11	23		55
6:00		1	14	13	14		42
7:00		3	10	18	12		43
8:00		0	2	5	3		10
Total/Day	71	50	71	104	99	158	553
							Grand Total

STAFF ACTIVITY

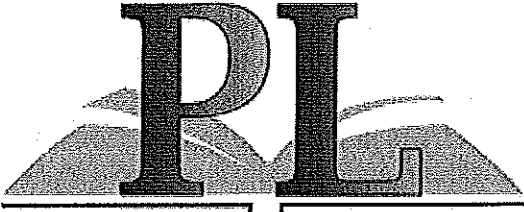
May 02, 2013- Staff organized the meeting room for Lap-Sit story time.
May 02, 2013- Staff organized the meeting room for P-Tac.
May 04, 2013- Staff organized the meeting room for Family Flicks.
May 07, 2013- Estella delivered money deposits to the bank.
May 07, 2013- Staff organized chairs in the meeting room for Pre-School story time.
May 08, 2013- Fernando participated in Supervisors meeting.
May 08, 2013- Staff organized chairs in the meeting room for Cops story time.
May 09, 2013- Staff organized the meeting room for Lap-Sit story time.
May 09, 2013- Staff organized the meeting room for P-Tac.
May 18, 2013- Staff organized chairs in the meeting room for Super Star story time.
May 19, 2013- Staff organized the meeting room for Orchid Society.
May 19, 2013- Staff helped with Friends monthly book sale.
May 20, 2013- Saroo, Liz, and Fernando attended board meeting.
May 21, 2013- Estella and Beatrice attended Circulation department meeting.
May 21, 2013- Beatrice, Estella, and Fernando attended all staff meeting.
May 21, 2013- Estella delivered money deposits to the bank.
May 21, 2013- Fernando participated in Supervisors meeting.
May 21, 2013- Staff organized the meeting room for Pre-School story time.
May 23, 2013- Staff organized the meeting room for Lap-Sit story time.
May 23, 2013- Staff organized the meeting room for P-Tac.
May 28, 2013- Estella delivered money deposits to the bank.

ONGOING PROJECTS

Fernando continues to work on staff performance evaluations.
Circulation staff continues to work on shifting project for Adult Services.
Circulation continues to work on a passport marketing campaign.
Circulation continues Library Aide training for Sara and Liz.

NEW PROJECTS AND ACTIVITIES

Fernando will train Laura C. book mending procedures.
Circulation will begin recruitment for one Library Aide.



Placentia Library District

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: City of Placentia Invoices, May 2013
DATE: June 17, 2013

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY2012-2013	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
12-Jul	8/22/2012	2,954.95	1,452.50	142.5	7.68	\$4,557.63
12-Aug	11/29/2012	6,506.97	*	142.5	7.92	\$6,657.39
12-Sep	11/29/2012	6,627.60	1,452.49	142.5	15.7	\$6,785.80
12-Oct	11/29/2012	4,192.58	1,452.49	*	*	\$4,192.58
12-Nov	12/26/2013	3,209.17	*	*	7.76	\$6,121.91
12-Dec	2/12/2013	3,090.82	*	*	15.66	\$3,106.48
13-Jan	*	*	*	*	*	*
13-Feb	*	*	*	*	*	*
13-Mar	3/20/13	2,918.46	4,357.47	285.00	*	\$7,560.93
13-Apr	*	*	*	*	*	*
13-May	5/8/13	3,192.56	*	285.00	15.64	*
13-Jun						
	TOTAL	32,693.11	8,714.95	997.50	70.36	38,982.72
	AVG	2,972.10	792.27	90.68	6.40	3,543.88

* City Billing Not Received

PERIOD COVERED FY2011-2012	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
11-Jul	8/29/2011	6,533.26	1,452.49	142.5	15.2	\$8,143.45
11-Aug	9/15/2011	6,051.07	1,452.50	142.5	*	\$7,646.07
11-Sep	11/8/2011	6,088.46	1,452.50	142.5	7.61	\$7,691.07
11-Oct	1/4/2012	4,031.98	1,452.50	142.5	7.65	\$5,492.13
11-Nov	1/4/2012	3,223.99	1,452.50	142.5	7.65	\$4,684.14
11-Dec	1/31/2012	2,851.32	1,452.50	142.5	7.65	\$4,738.97
12-Jan	2/28/2012	3,052.45	1,452.50	142.5	7.76	\$4,655.21
12-Feb	4/9/2012	3,035.20	1,452.50	142.5	7.72	\$4,637.92
12-Mar	5/7/2012	3,049.37	1,452.50	142.5	7.72	\$4,652.09
12-Apr	6/7/2012	3,028.13	1,452.50	142.5	7.7	\$4,630.82
12-May	6/14/2012	3,346.82	1,452.50	142.5	15.4	\$4,957.22
12-Jun	8/22/2012	5,656.99	1,452.50	142.5	*	\$7,251.99
	TOTAL	\$49,949.04	\$17,430.00	\$1,710.00	\$92.06	\$66,041.21
	AVG	4,162.42	1,452.50	142.5	8.36	5,503.43



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Director's Report for May 2013
DATE: June 17, 2013

Accomplishments

- Assisted in the 2nd interviews for the Library Aide recruitment.
- Met with an employee to discuss employee borrowing privileges and library records.
- Met with the Business Manager and Circulation Supervisor to discuss the organizational transition and discuss related matters of concern.
- Met and reviewed the annual performance evaluation with the Business Manager.
- Met with three interior designers to provide background information on the request for proposal.
- Managed the boiler room smoke incident on May 2nd and met with Bear State owner, Mr. Mark Nelson on May 28th to discuss the AC system.
- At Ms. Dixie Shaw's request, met with Ms. Shaw to listen to ideas and suggestions for enhanced library services.
- Met with Click Consulting, current IT consultant and President Shkoler to discuss the transition of work to Click Consulting.

Meetings

- Library Board of Trustees Meeting – May 20th
- Supervisor's Meetings – May 8th, 11th & 21st
- Staff Meeting – May 21st
- Monday huddles – May 6th, 13th
- Employee Recognition Committee – May 1st
- PLFF meeting – May 13th
- Orange County Library Director Meetings – May 7th & 22nd
- Facility RFP – May 1st,
- Rotary Club /Interact / Rotaract – May 1st, 8th, 20th, 22nd, 28th & 29th

Conference/Training/Worshops

- Preventing Workplace Harassment – May 15th

Community Events / Functions

- Served on the Scholarship Committee for the Rotary Club of Placentia – May 1st

Projects in Progress

- Facility Improvement Proposal
- Summer Reading Celebration

Hosted a luncheon for Thy Hoang on May 2nd and attended PLFF's luncheon for the bookstore volunteers on May 24th.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Lori Worden, Children’s Librarian II
SUBJECT: Children’s Services Monthly Activity Report for May 2013
DATE: June 17, 2013

MONTHLY STATISTICS

Childrens Desk Activity

	May 2013	May 2012	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Phone reference:	26	40	377	460	-18.04%
In person reference/research:	715	788	9047	7803	15.94%
Total Reference	741	828	9424	8263	14.05%
Total Number of Programs	40	43	452	411	9.98%
Total Programs Attendance	1387	1376	16170	16805	-3.78%

PROGRAM STATISTICS

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Read to the Dogs	1	30
F.I.R.S.T. – Family Interactive Reading and Sharing Time	1	21
Preschool Story Times I & II: 3-6 years	6	137
C.O.P.S. (Chief of Police Storytime)	1	34
Pocket Tales: Stories, music, and movement.	4	151
Lap Sit 24 months & younger	4	238
R.A.D.D. (Read & Achieve with Dr. Domene)	1	21
P-TAC (Placentia Teen Advisory Committee)	1	18
Family Flicks	1	4
Family Game Day	1	34
Super S.T.A.R.	1	19
Homework Club	16	168

5/21 HIS House Tour	1	10
5/30 SRP School Visit- Morse Elementary	1	502
Total May 2013	40	1,387
Total May 2012	43	1,376
Current FY to date	452	16,170
Previous FY to date	411	16,805

Achievements:

- Children’s staff made plans for the upcoming Summer Reading Program, “Reading is So Delicious!” There will be programs for pre-schoolers , independent readers, and a teen program.
- Brenda Ramirez coordinated with PYLUSD elementary schools for school visits to invite students to join the library’s Summer Reading Program.
- Brenda Ramirez planned the upcoming Summer Reading Program Kick-off program with Adult Services Staff.
- Lori Worden attended meetings with library supervisors and Jeanette Contreras.
- Children’s staff attended the All-Staff meeting.
- Lori Worden trained the new Children’s substitute Heather Alexander.
- Lori Worden interviewed prospective SJSU library intern Jennifer Rydberg.
- Brenda Ramirez planned and conducted pre-school and lapsit storytimes, and the RADD and COPS programs.
- Coleen Wakai supervised the Homework Club and P-TAC meetings.
- Children’s staff purchased books for children and teens, and books in Spanish for children, with Califa funds.

In progress:

- Children’s staff are planning the upcoming PLFF thank –you luncheon; the luncheon will be June 17, from 11:30 – 1:00 p.m.
- Lori Worden is working with library supervisors on plans for the Summer Reading Celebration.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Nadia Dallstream, Librarian II

SUBJECT: Adult Services Monthly Activity Report for May 2013

DATE: JUNE 17, 2013

MONTHLY STATISTICS**Reference Desk Activity**

	May 2013	May 2012	Y-T-D 2012-13	Y-T-D* 2011-12	Y-T-D % change
Reference -- in person	761	869	10642	9131	16.55%
Reference -- telephone	380	332	4016	3075	30.60%
Reference -- email/chat	3	3	25	36	-30.56%
Technology assistance	392	344	4675	3927	19.05%
Guest passes	146	104	1489	1697	-12.26%
Adult and Children's computer use (desktops)	2399	2527	27864	30024	-7.19%
Adult computer usage (desktop)*	2055	2185	23796	25397	0.00%
Public computer use (express laptops)**	674	525	3253	8303	-60.82%
In library use -- cleanup	3175	3621	35704	36280	-1.59%
Adult Program Attendance	153	133	1626	1168	39.21%
Number of Adult Programs	13	7	85	66	28.79%

*Only 1 Express Laptop Available

**1 Lab Computer Unavailable for Workshops

Volunteer Hours

	May 2013	May 2012	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
History Room	17.5	0	268	397	-32.49%
PLFF	532	489	4975.25	5025.75	-1.00%
General Library	459.5	546	4161	6432	-35.31%
Technology	22.5	48	896	549.5	63.06%
Homework Club	73	128.5	897	1157.75	-22.52%
Adult Literacy Tutors	82.5	66.5	569.25	631	-9.79%
PTAC	93	104	1468.75	1345.5	9.16%

Total Volunteer Hours	1280	1382	14548.5	15538.5	-6.37%
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Adult Literacy

	May 2013	May 2012	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Number of Tutors	14	10	116	75	54.67%
Number of Students	20	15	161	121	33.06%
Total Number of Participants	34	25	277	196	41.33%

Computer Literacy

	May 2013	May 2012	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Number of Tutors	6	3	44	17	158.82%
Number of Students	7	2	55	29	89.66%
Total Number of Participants	13	5	101	49	106.12%

History Room Activity

	May 2013	May 2012	Y-T-D 2012-13	Y-T-D 2011- 12	Y-T-D % Change
History Room Visitors	10	10	76	87	-12.64%

ACHIEVEMENTS

- *Katie Matas* proctored 7 exams in May.
- *Jeannie Killianey* coordinated 3 computer workshops.
- *Jeannie Killianey* coordinated 2 "Job Skills" workshops.
- *Jeannie Killianey* promoted library services and programs at Registration Day in the Civic Plaza on May 18th.
- *Jeannie Killianey* updated the computer workshop registration procedures effective August 17th.
- *Venessa Faber* drafted collection development policies for the 100s and 200s.
- *Venessa Faber* coordinated and conducted the H.I.S. House tour on May 21st.
- *Venessa Faber* created the Constant Contact e-mail newsletter for June's events.
- *Venessa Faber* coordinated Conversation Clubs on May 9 & 23rd.
- *Venessa Faber* finalized the Click! Digital Photography workshop publicity materials.
- *Venessa Faber* completed Artist Series slide show and bibliography for the computer lab.
- *Venessa Faber* decorated book troughs for May displays.
- *Katie Matas* led the May Book Discussion on the novel *Next to Love* by Ellen Feldman.
- *Wendy Townsend* continues to write a weekly History Room column for the Placentia News Times.
- *Wendy Townsend* hosted History Room Donation Day.
- *Wendy Townsend* hosted The Battle of Iwo Jima a History Trough Uniforms Memorial Day

program.

- *Wendy Townsend* completed the Adult Services CALIFA order and an Entertainment DVD's, Audio Books, Large Print and eBooks order.
- *Wendy Townsend* completed a true crime bibliography.
- *Wendy Townsend and Venessa Faber* hosted the Volunteer and Literacy Orientations on May 11th.
- *Wendy Townsend* placed a new One Stop volunteer.
- *Wendy Townsend and Nadia Dallstream* reviewed History Room photo copyright questions and made a recommendation for the Library's Fines and Fees schedule based on LAPLs model.
- *Nadia Dallstream* coordinated the H.I.S. House Library Tour.
- *Nadia Dallstream* renewed databases and reviewed new database options.
- *Nadia Dallstream* completed one staff performance evaluation.
- *Nadia Dallstream* updated the Contacts List for all paid databases, Anaheim consortium contacts and IT needs.
- *Nadia Dallstream* and Fernando Maldonado coordinated the New Item area in Adult Services.
- *Nadia Dallstream* coordinated the Library's participation in the City's Summer Registration Day event.
- *Nadia Dallstream* contacted Ebsco regarding magazine subscriptions and terms.
- *Nadia Dallstream* updated the Performance Worksheet to reflect staff input from the all staff meeting.
- *Nadia Dallstream* sent out publicity for all May programs and the Summer Reading Program.
- *Nadia Dallstream* reviewed all publicity for June programs.

MEETINGS

- *Katie Matas* attended the Monday Huddle meetings on May 6th, 13th and 20th.
- *Nadia Dallstream* attended the Supervisor/Manager Meeting on May 7th and May 21st.
- *Wendy Townsend* attended the Placentia Historical Committee meeting on May 28th.
- *Nadia Dallstream and Katie Matas* met on May 8th, 15th and 22nd.
- *Nadia Dallstream and Katie Matas* had their monthly telephone update with Baker & Taylor representatives on May 8th.
- *Nadia Dallstream* met with potential intern from University of Phoenix on May 11th.
- *Jeannie Killianey and Nadia Dallstream* met on May 30th.
- *Nadia Dallstream, Jeannie Killianey, Venessa Faber, Wendy Townsend & Katie Matas* attended the all Staff Meeting on May 21st.
- *Nadia Dallstream* attended the PLD Board Meeting on May 20th.
- *Venessa Faber* conducted exit interviews with 3 CSUF interns to conclude their service.
- *Venessa Faber and Nadia Dallstream* met on May 1st, 8th, 15th, 22nd and 29th.
- *Wendy Townsend and Nadia Dallstream* met on May 2nd and 28th.
- *Venessa Faber* met with Employee Appreciation Committee on May 1st.
- *Venessa Faber and Wendy Townsend* attended the CSUF Fieldwork day on May 14th.
- *Nadia Dallstream* met with Click representatives four times.
- *Nadia Dallstream* and Yesenia Baltierra met with Anaheim representatives on May 29th.

PROFESSIONAL DEVELOPMENT

- *Katie Matas* trained *Venessa Faber* on how to download records from OCLC on May 7th.
- *Jeannie Killianey* attended the Pinterest workshop at Fullerton Public Library on May 30th.
- *Venessa Faber* attended a Mango Languages Webinar on May 7th.

IN PROGRESS

- *Adult Services Staff* is working on the 2013 Adult Summer Reading Program.
- *Wendy Townsend* is working with the History Room volunteers to collect Placentia related news for subject files.
- *Wendy Townsend* is working to collect 2012-2013 yearbooks from local schools.
- *Wendy Townsend* is processing book donations in Horizon.
- *Wendy Townsend* is working on the June book discussion.
- *Wendy Townsend and Venessa Faber* are working on the SRP & SRC Decorations.
- *Wendy Townsend* is researching copyright law as it relates to History Room photographs.
- *Jeannie Killianey* is coordinating four computer workshop sessions for June.
- *Jeannie Killianey* continues to make weekly book selections for Rotary members to be honored with a book plaque.
- *Jeannie Killianey* is working on securing a performer for December 2013.
- *Katie Matas* is weeding the Science Fiction collection.
- *Nadia Dallstream* is working on the Summer Reading Celebration and working with staff on the SRP Kickoff.
- *Adult Services Staff* is coordinating programming for September through June 2014.
- *Venessa Faber* continues to create slideshows and bibliographies for the Art Masters Series.
- *Venessa Faber* and Brenda Ramirez are planning the SRP Kickoff.
- *Venessa Faber* is creating the Fall/Winter 2014 eXPLORE newsletter.
- *Venessa Faber* is recruiting a volunteer to lead the Conversation Club.
- *Venessa Faber* continues to match Literacy volunteers with students.
- *Venessa Faber* is creating the Save the Date and Invitation for the Employee Appreciation Dinner.
- *Nadia Dallstream* is revising the Adult Services Staff Desk Schedule to reflect shared hours with the Children's Department to begin in June.
- *Nadia Dallstream* is working on integrating ebook records into Horizon.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Katie Matas, Librarian I, Technical Services

SUBJECT: Technology & Website Report for May 2013

DATE: June 17, 2013

On-line database usage

	May 2013	Onsite Usage 5/13	Remote Usage 5/13	May 2012	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
General Reference Center	73	41	32	60	776	784	-1%
Biography In Context*	9	5	4	0	275	0	N/A
Opposing Viewpoints*	39	12	27	0	163	0	N/A
Freegal*	448	N/A	N/A	0	3,259	0	N/A
Heritage Quest	404	N/A	N/A	1,711	5,638	8,931	-37%
Novelist	65	N/A	N/A	172	588	667	-12%
Shmoop*	11	N/A	N/A	0	127	0	N/A
Ezra's Zillion Books	424	N/A	N/A	587	5,319	4,614	15%
Reference USA	118	N/A	N/A	559	1,554	1,558	0%
TOTAL DATABASE USAGE	1,591	58	63	3089	14,729	13,752	7%

* New FY 12/13

Website Traffic

	May 2013	May 2012	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Website visits	21,169	20,120	231,876	222,369	4%
Page Hits	40,051	36,166	427,185	422,739	1%

ACHIEVEMENTS

- *Nadia Dallstream* coordinated IT Repairs and issues.
- *Nadia Dallstream* coordinated the order of new laptops and software for all departments.
- *Laura DeLeon, Fernando Maldonado and Wendy Townsend* updated the Library's website.
- *Saul Ulloa* updated the outside digital sign.
- *Katie Matas* updated the messages on the telephone system.
- *Jeannie Killianey and Brenda Ramirez* updated the Library's Facebook and Twitter Accounts.
- *Coleen Wakai* updated the Library's Flickr Account.
- *Jeannie Killianey* continues to add new pins to the library's Pinterest page.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Accept and File Corrected Budget Documents
DATE: June 17, 2013

BACKGROUND

The Library Board of Trustees approved the 2013-2015 Fiscal Years budget on May 20, 2013. The attached documents reflect corrections and updates not noted last month.

Attachment A – Adult Services Budget Worksheet

Attachment B – Organizational Charts

Attachment C – 2014-2015 Salary Scale

RECOMMENDATION

Accept and file corrected budget documents.

ADULT SERVICES

Statement of Purpose

To serve the public by providing friendly and expeditious access to all materials in various formats, increasing awareness of materials and new technologies and encouraging lifelong learning through materials and programs.

Accomplishments in FY 2012-2013

- *Collection Development:* Researched and selected new online resources for patrons including Freegal, Biography in Context and Opposing Viewpoints; updated and created new bibliographies; added signage, displays and shifted materials to highlight new and featured items; added an audio book leasing plan to increase availability of best seller items.
- *Computer Workshops:* Offered 29 Computer Workshops, expanded reach of program by offering classes for intermediate level students that are taught by Microsoft Certified Instructors, created new and updated materials including handouts for students and pathfinders which will be accessible via the Library website.
- *History Room:* Updated and implemented new policies and procedures to increase availability and access to the collection, recruited and trained volunteers to assist with processing donations and collecting local news, provided free outreach programs for the community, provided weekly photos and articles for the Placentia News-Times, collaborating with the city to hold the 1st Placentia Donation Day Event.
- *Literacy Services:* Implemented new recruitment and training procedures for Adult Literacy tutors that have increased the number of tutors and as a result the number of students has also increased; offered a new Conversation Club that provides English Language Learners who may or may not have a tutor the opportunity to practice listening and speaking in English; updated the Library website and Literacy applications.
- *Professional Development:* All staff have participated in training in Horizon, Reference USA and Baker and Taylor; over 15 additional programs, workshops and webinars have been attended by Adult Services Staff.
- *Programming:* The number of programs offered and the number of participants have increased over 500% in the last 4 years going from 16 to 92 programs and from 300 to 1750 participants.
- *Publicity:* Adult Services staff members designed and formatted the Library's biannual newsletter; updated and expanded the library's social media presence on Facebook, Twitter and Pinterest; established subscription with Constant Contact and staff manages, creates and sends updates via e-mail to Library's contact list; authored and submitted articles that have been printed in the Placentia News-Times.
- *Technical Services:* Identified, addressed and improved the time it takes from ordering materials to making them available to the public; moved to new location and created a more efficient workspace by organizing materials and supplies into a centralized location.
- *Volunteer Services:* Expanded program to include more One Stop workers, and interns from Cal State Fullerton, Val-Tech Program, San Jose State University, University of California-Irvine and University of Phoenix; updated the library website, VolunteerMatch.com and the Library's Volunteer Application.

ADULT SERVICES

Action Plan for FY 2013-2014

- *Collection Development:* Complete weeding of entire Adult Collection. Review online resources; research e-book platforms.
- *Computer Workshops:* Offer 2-4 advanced courses per year to appeal to a wider audience.
- *History Room:* Establish a schedule for converting materials to current standard formats; and apply to one grant each year.
- *Literacy Services:* Increase number of tutors by 5% over by actively recruiting tutors and exploring new recruitment options.
- *Professional Development:* Provide two training opportunities per staff each year; allow time for participation in free webinars, tutorials and onsite training on databases and technology.
- *Programming:* Increase attendance by collaborating with other organizations.
- *Publicity:* Continue to design and format Library's biannual newsletter; continue to update the Library's social media and expand use of Pinterest to gain new followers; send monthly blast emails to promote programs.
- *Technical Services:* Develop a schedule for adding donated and miscellaneous items to the collection; train staff on acquisitions module.
- *Volunteer Services:* Continue working with students to provide placements at the Library; recruit interns from SJSU, CSUF and UCI.

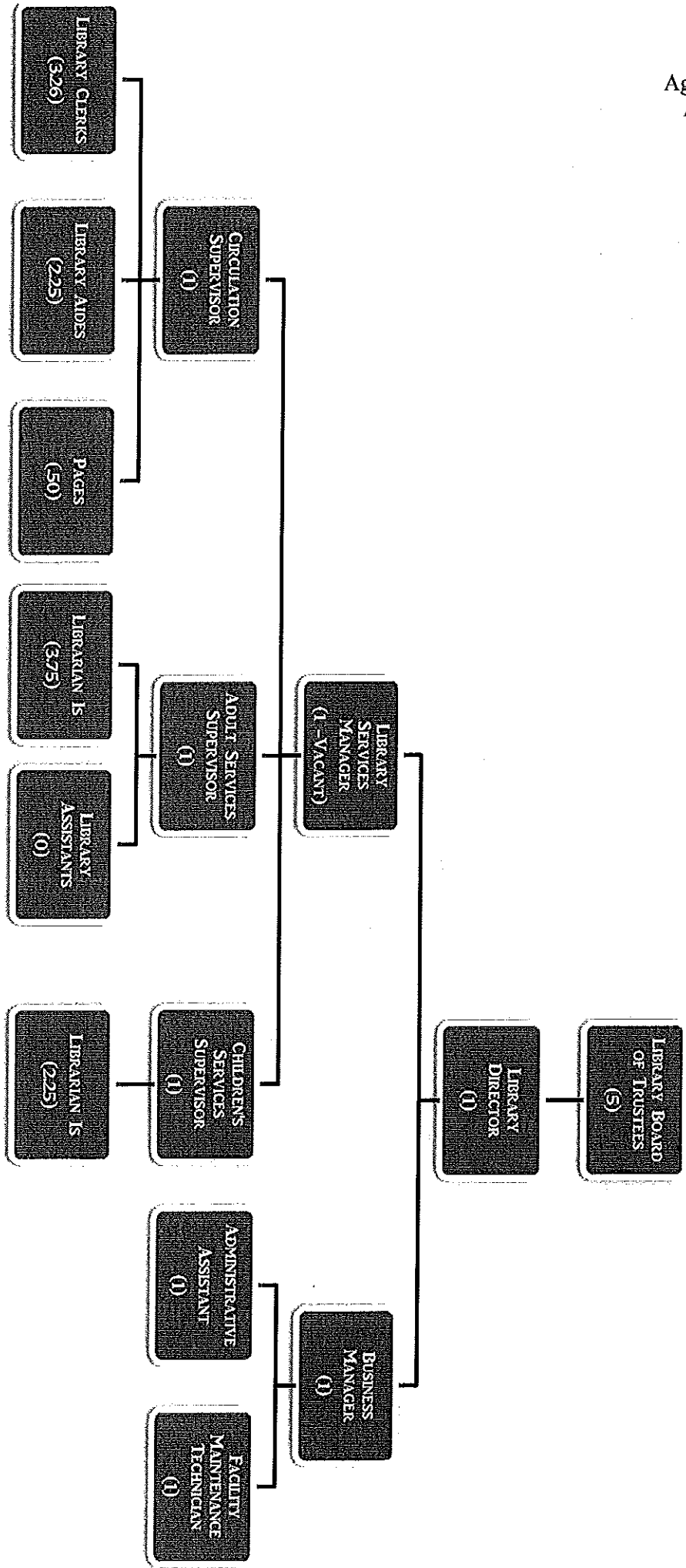
Action Plan for 2014-2015

- *Collection Development:* Create and implement a monthly weeding schedule. Update the website and publicity materials to promote online resources; expand the e-book collection.
- *Computer Workshops:* Provide Computer Workshop Handouts on the Library's website.
- *History Room:* Begin conversion of materials to current standard format starting with VHS; and apply to one grant each year.
- *Literacy Services:* Increase number of tutors by 5% by actively recruiting tutors and exploring new recruitment options.
- *Professional Development:* Provide two training opportunities per staff each year; allow time for participation in free webinars, tutorials and onsite training on databases and technology.
- *Programming:* Offer 4 programs a year that promote the Library's collection and digital resources.
- *Publicity:* Continue to design and format Library's biannual newsletter; continue to update the Library's social media and update the Library's Website Online Resources page to make it more attractive and comprehensive; send monthly blast emails to promote programs to specific groups.
- *Technical Services:* Train staff on updating catalog records to decrease by 50% the amount of time it takes to add new and donated items to the collection.
- *Volunteer Services:* Continue working with students to provide placements at the Library; recruit adult volunteers by offering opportunities for volunteers to use their area of expertise to assist the Library.

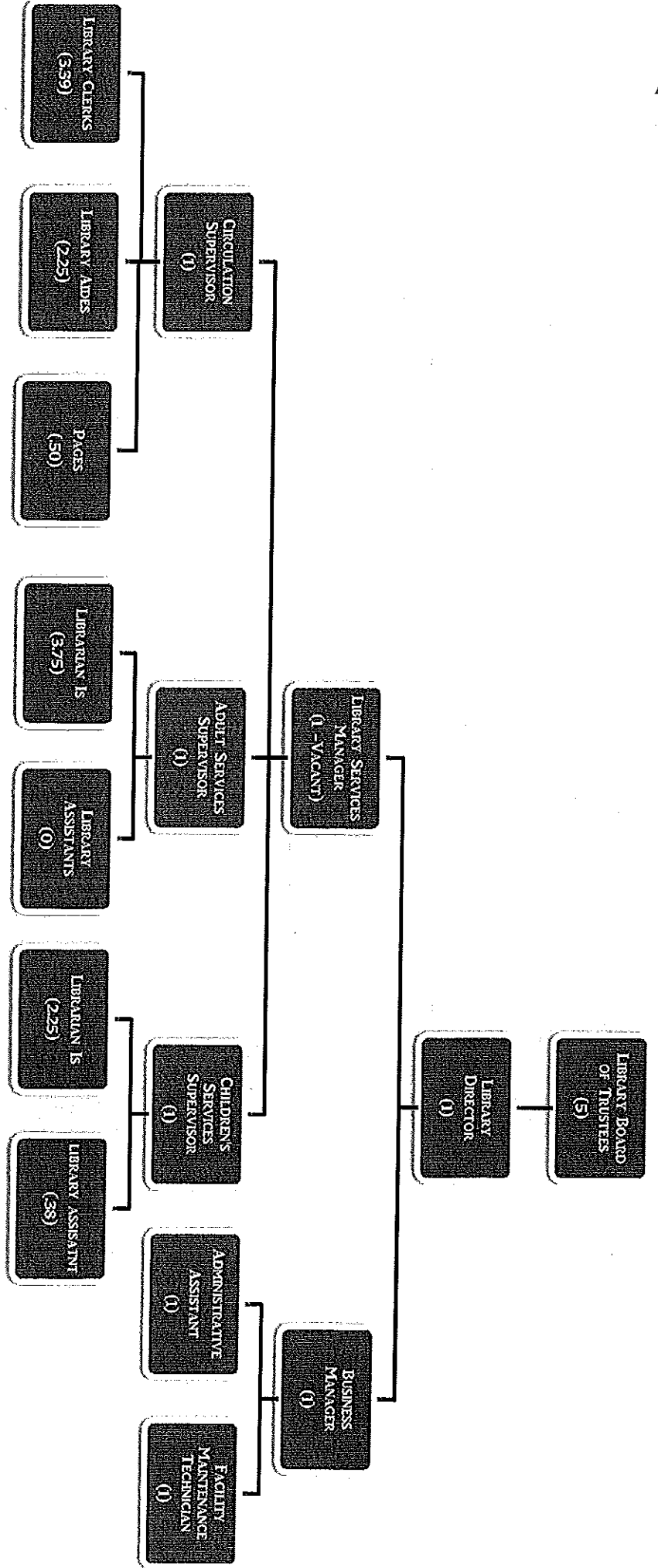
ADULT SERVICES

PERFORMANCE MEASURES	Objective FY 13-14	Objective FY 14-15
Service Levels		
Books (volumes) Added	4,000	4,000
Books (volumes) Held	42,000	41,000
Magazines (volumes) Added	ND	ND
Magazines (volumes) Held	ND	ND
Total Print Items in the Collection	ND	ND
Number of Print Items Per Registered Borrower	ND	ND
Audio Books Added	200	200
Audio Books Held	1,600	1,550
DVDs Added	200	200
Total DVDs	2,800	2,500
CDs Added	50	50
Total CDs	ND	ND
Total Non-Print Items in the Collection	ND	ND
Total Adult Print & Non-Print Items in the Collection	50,000	6,000
Overdrive- Use	5,500	6,000
Adult Databases- Number/Use	5/13,000	6/15,000
Reference Questions (omit directional)	22,000	22,500
Total Adult Coll. Circulation (omit e-books)	78,000	80,000
Adult Programs – Number/Attendance	75/1500	75/1600
Tests Proctored	85	90
History Room Visitors	80	85
History Room Photo Requests – Number	5	5
Community Meetings/Outreach – Number	5	10
Adult Literacy Tutors	30	35
Adult Literacy Students	50	55
Computer Literacy Tutors	12	13
Computer Literacy Students	17	18
Uses of Adult Computers	30,000	31,000
Grants – Submitted/Received	1/1	2/2
Efficiency		
Turnover	1.5	1.75
Cost per item loaned (budget/turnover)	TBD	N/A
Effectiveness		
Total Registered Adult Borrowers	25,000	26,000

PLACENTIA LIBRARY DISTRICT ORGANIZATIONAL CHART FISCAL YEAR 2013-2014



PLACENTIA LIBRARY DISTRICT ORGANIZATIONAL CHART FISCAL YEAR 2014-2015



PLACENTIA LIBRARY DISTRICT
 PROPOSED SALARY SCALE FOR FISCAL YEAR 2014-2015
 NON-EXEMPT

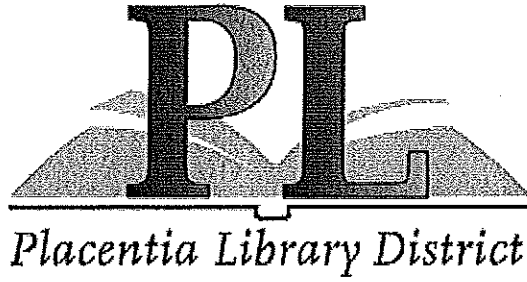
	1	2	3	4	5	6	7	8	9	10
LIBRARY PAGE	HR	8.49	8.70	8.92	9.14	9.61	9.85	10.09	10.34	10.86
	PP	679.20	696.18	713.58	731.42	749.71	768.45	787.66	807.36	827.54
	AN	17,659.20	18,100.68	18,553.20	19,017.03	19,492.45	19,979.76	20,479.26	20,991.24	21,516.02
LIBRARY ATTACHE	HR	1,471.60	1,508.39	1,546.10	1,584.75	1,624.37	1,664.98	1,706.60	1,749.27	1,793.00
	PP	10.02	10.27	10.53	10.79	11.06	11.34	11.62	11.91	12.21
	AN	801.60	821.64	842.18	863.24	884.82	906.94	929.61	952.85	976.67
LIBRARY CLERK	HR	20,841.60	21,362.64	21,896.71	22,444.12	23,005.23	23,580.36	24,169.87	24,774.11	25,393.47
	PP	1,736.80	1,780.22	1,824.73	1,870.34	1,917.10	1,965.03	2,014.16	2,064.51	2,116.12
	AN	17,659.20	18,100.68	18,553.20	19,017.03	19,492.45	19,979.76	20,479.26	20,991.24	21,516.02
CIRCULATION SUPERVISOR	HR	14.40	14.76	15.13	15.51	15.89	16.29	16.70	17.12	17.55
	PP	1,152.00	1,180.80	1,210.32	1,240.58	1,271.59	1,303.38	1,335.97	1,369.37	1,403.60
	AN	29,952.00	30,700.80	31,468.32	32,255.03	33,061.40	33,887.94	34,735.14	35,603.52	36,493.60
FACILITY MAINTENANCE TECHNICIAN	HR	16.29	16.70	17.11	17.54	17.98	18.43	18.89	19.36	19.85
	PP	1,303.20	1,335.78	1,369.17	1,403.40	1,438.49	1,474.45	1,511.31	1,549.10	1,587.82
	AN	33,883.20	34,730.28	35,598.54	36,488.50	37,400.71	38,335.73	39,294.12	40,276.48	41,283.39
LIBRARY ASSISTANT	HR	18.50	18.96	19.44	19.92	20.42	20.93	21.45	21.99	22.54
	PP	1,480.00	1,517.00	1,554.93	1,593.80	1,633.64	1,674.48	1,716.35	1,759.25	1,803.24
	AN	38,480.00	39,442.00	40,428.05	41,438.75	42,474.72	43,536.59	44,625.00	45,740.63	46,884.14
ADMINISTRATIVE ASSISTANT	HR	19.34	19.82	20.32	20.83	21.35	21.88	22.43	22.99	23.56
	PP	1,547.20	1,585.88	1,625.53	1,666.17	1,707.82	1,750.51	1,794.28	1,839.13	1,885.11
	AN	40,227.20	41,232.88	42,263.70	43,320.29	44,403.30	45,513.38	46,651.22	47,817.50	49,012.94
LIBRARIAN I	HR	22.71	23.28	23.86	24.46	25.07	25.69	26.34	27.00	27.67
	PP	1,816.80	1,862.22	1,908.78	1,956.49	2,005.41	2,055.54	2,106.93	2,159.60	2,213.59
	AN	47,236.80	48,417.72	49,628.16	50,868.87	52,140.59	53,444.10	54,780.21	56,149.71	57,553.45
ADULT/CHILDREN'S SUPERVISOR	HR	22.86	23.43	24.02	24.62	25.23	25.86	26.51	27.17	27.85
	PP	1,828.80	1,874.52	1,921.38	1,969.42	2,018.65	2,069.12	2,120.83	2,173.87	2,228.22
	AN	47,548.80	48,737.52	49,955.96	51,204.86	52,484.98	53,797.10	55,142.03	56,520.58	57,933.60
Signature	HR	26.63	27.30	27.98	28.68	29.39	30.13	30.88	31.65	32.45
	PP	2,130.40	2,183.66	2,238.25	2,294.21	2,351.56	2,410.35	2,470.61	2,532.38	2,595.69
	AN	55,390.40	56,775.16	58,194.54	59,649.40	61,140.64	62,669.15	64,235.88	65,841.78	67,487.82
AI Skokoler, President	HR	4,615.87	4,731.26	4,849.54	4,970.78	5,095.05	5,222.43	5,352.99	5,486.81	5,623.99
	PP	26.63	27.30	27.98	28.68	29.39	30.13	30.88	31.65	32.45
	AN	2,130.40	2,183.66	2,238.25	2,294.21	2,351.56	2,410.35	2,470.61	2,532.38	2,595.69

Signature _____ : Approved

AI Skokoler, President

Effective: July 1, 2014

June 17, 2013



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Revisit the DVD Rental Fees
DATE: June 17, 2013

BACKGROUND

The Library Board of Trustees at its Unusual Meeting on February 17, 2009 approved a revision to the Placentia Library District Policy 6035 – Fines and Fees Schedule to include a DVD rental fee of \$1.00 for new releases, 2 day rental and \$1.00 for older and mini series releases, one week rental. Overdue will be \$1.00 per day. Children's and educational DVDS will remain free of charge.

Policy 6035 – Fines and Fees Schedule was presented as part of the budget presentation for the 2013-2015 Fiscal Years budget on May 20, 2013. Vote passed with one dissension.

At Trustee Minter's request, the DVD Rental Fees is presented again for further discussion, in relation to the 1978 Opinions of the Attorney General of California.

After receiving comments and opinions from the State Library and the District's counsel, staff recommends retaining the DVD rental fee.

Attachment A is a copy of the 1978 Opinions of the Attorney General of California.

RECOMMENDATION

Action is to be determined by the Library Board of Trustees.

**OPINIONS OF THE
ATTORNEY GENERAL
OF CALIFORNIA**

VOLUME 61
1978

WARREN L. HANNA
Editorial Director



**MATTHEW
BENDER**

235 E. 45TH STREET, NEW YORK, N. Y. 10017
450 BANSOME ST., SAN FRANCISCO, CALIF. 94111

CALIFORNIA
STATE LIBRARY
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512

ATTORNEY GENERAL'S OPINIONS

[VOLUME 61

sector. (*State Board of Pharmacy v. Superior Court, supra*, 78 Cal. App. 3d 641, 644-645.)⁵

Opinion No. CV 78-96—November 21, 1978

SUBJECT: FEES CHARGED FOR PUBLIC LIBRARY SERVICES—Libraries organized under Education Code section 18300 *et seq.*, 18900 *et seq.*, 19100 *et seq.*, 19600 *et seq.*, or Government Code section 39732 may not charge fees for library services rendered to local residents. The authority to require library fees in charter cities or a city and county operating under a charter depends upon the provisions in the charters and ordinances of each city. Counties may not charge fees at county libraries. Statutory prohibitions against charging fees by such libraries extends to all services that may be characterized as "library services."

Requested by: STATE LIBRARIAN

Opinion by: EVELLE J. YOUNGER, Attorney General
Victor D. Sonenberg, Deputy

The Honorable Ethel S. Crockett, State Librarian, has requested an opinion on the following questions:

1. (a) May fees be charged local residents for use of the services and benefits of public libraries organized under Chapters 3, 5, 6, 8, or 9 of Part 11 of Division 1 of Title 1 of the Education Code, commencing with Sections 18300, 18900, 19100, 19400, and 19600 respectively? May such fees be charged for public libraries organized under Government Code section 39732?

As a matter of general legal principle, if there lies general law authority for city or county public libraries other than the code sections cited above, and such general law authority is silent on the question of fees, may such fees be charged?

(b) May such fees be charged for public libraries organized under city, county, or city and county charter provisions? If such fees are permissible for charter jurisdictions, must the authority be explicit in the local charter, or may it be established by ordinance unsupported by specific charter authority?

2. If fees may be charged for some services and benefits and not others, are there certain services for which fees may not be charged? If so, what are they? What criteria are in the law?

⁵ Nothing in this opinion should be construed as forbidding the Department of Justice from providing a court with the assistance of an expert witness where necessary in the public interest, where compatible with the role of the Department of Justice in the field of criminal law, and where such services would not interfere with the performance by the Department of its primary and essential public duties. Such determinations would essentially lie with the Department of Justice.

The conclusions are:

1. (a) Fees may not be charged to local residents for "library services", as defined herein, by libraries that are organized under Education Code section 18300 *et seq.*, 18900 *et seq.*, 19100 *et seq.*, 19400 *et seq.*, 19600 *et seq.*, or Government Code section 39732.

(b) The authority to require library fees in charter cities or a city and county operating under a charter depends upon the provisions in the charters and ordinances of each city. It is not necessary for such authority to be explicitly specified in the city charter. Counties, whether or not chartered, are precluded from charging fees for library services at county libraries.

2. The statutory prohibitions against the charging of fees by such libraries extends to all services that may be characterized as "library services", which in essence constitutes the satisfaction, with library materials, of the patron's informational needs. Such statutes do not preclude the charging of fees by such libraries for other types of optional services that are provided to the public.

ANALYSIS

Public libraries in California may be established under a number of different statutory schemes depending upon the type of governmental entity providing the library service. The code sections specified in the questions refer to libraries established on behalf of unified or union high school library districts (Ed. Code §§ 18300-18571),¹ municipalities (§§ 18900-18965 and Gov. Code § 39732), counties (§§ 19100-19734) and to libraries established under city and county charters.

The first question is whether libraries established under the specified Education Code provisions may charge fees for their services.

The Legislature has abundantly indicated, both by general declarations and specific provisions, its intent that public libraries are to be free.

Exemplifying the general expression of this intent, the Legislature has declared in the California Library Services Act (§§ 18700-18766), providing for state aid and assistance to libraries throughout the state, that "it is in the interest of the people of the state to insure that all people have free and convenient access to all library resources and services that might enrich their lives, . . ." (§ 18701.)

This statute defines a "public library" as one "operated by a . . . public jurisdiction . . . which serves its residents free of charge" (§ 18710(1)), and it declares that "[i]t is the intent of the Legislature to provide all residents with the opportunity to obtain from their public libraries needed materials and informational services by facilitating access to the resources of all libraries in this state." (§ 18702.)

The Legislature thus envisions the local library, serving the public free of charge, as the instrumentality of access to all of the state's library resources. See

¹ Hereafter, all section references, unless otherwise specified, are to the Education Code as renumbered effective April 30, 1977.

also section 19300 where "the Legislature further declares that the public library is a supplement to the formal system of free public education, . . ."

Consonant with this expression of legislative intent to make library services available free of charge through local public libraries, as evidenced in the statutes applicable to libraries generally, there are similar expressions of such intent in the specific statutes in the Education Code, enumerated in the opinion request.² For example, in connection with libraries established by municipalities under the Education Code (§§ 18900-18965), the statute provides: "Every library established pursuant to this chapter shall be forever free to the inhabitants and nonresident taxpayers of the municipality, . . ." (§ 18960).³ Virtually identical provisions are contained in the statutes establishing unified high school library districts (§ 18322), library districts (§ 19479) and library districts for unincorporated towns and villages (§ 19661).

It is noted that the section in question (§ 18960) authorizes fines for violation of library rules and regulations. In view of the broad authority to promulgate rules and regulations granted by that section to library boards, it would appear to be unnecessary to have specifically authorized the charging of fines unless the phrase "forever free" was used in the sense of otherwise prohibiting monetary charges.

Also pertinent to interpreting the phrase "forever free" is the fact that the privilege of a free library is extended by the section in question to "nonresident taxpayers" as well as to local residents. Here the clear implication is that the nonresident taxpayers have already paid for the library services through taxes. Therefore, they should not be charged again for the services. This would reasonably demonstrate that "fees" for using the library were in mind when the Legislature used the phrase, "every library . . . shall be forever free."

While this same language does not appear in the statute establishing libraries for counties (§§ 19100-19180), there is in section 19100 an almost equally explicit statutory expression of intent that such libraries are to be free to county residents. That section provides: "The boards of supervisors of the several counties may establish and maintain, within their respective counties, county free libraries pursuant to this chapter." (Emphasis added; see also § 19101.) Further, the fact that the county library statute expressly allows for "a reasonable fee to be collected" from nonresidents of the county "who desire to participate in the services and benefits of the county free library" (§ 19115), without any mention of a fee for residents, clearly confirms the conclusion that such "services and benefits" are to be available to residents without fee, because when "a statute enumerates things upon which it is to operate it is to be construed as excluding from its effect all those not expressly

² Legislative intent with respect to a particular statute may be ascertained from an examination of statutes relating to the same subject matter. (*People v. Hallner* (1954) 43 Cal. 2d 715, 719; *Adoption of Sewall* (1966) 242 Cal. App. 2d 208, 223, 224.)

³ As set forth in full, section 18960 provides:

"Every library established pursuant to this chapter shall be forever free to the inhabitants and nonresident taxpayers of the municipality, subject always to such rules, regulations, and bylaws as may be made by boards of library trustees. Any person who violates any rule, regulations, or bylaw may be fined or excluded from the privileges of the library."

mentioned." (*Capistrano Union High School Dist. v. Capistrano Beach Acreage Co.* (1961) 188 Cal. App. 2d 612, 617.)

Thus, in light of the statutory context outlined above (statutes are to "be construed with reference to the entire statutory system of which it forms a part . . ." *People ex rel Younger v. Superior Court* (1976) 16 Cal. 3d 30, 40), we conclude that the charging of a fee for the services and benefits of those libraries established under the specified Education Code provisions is precluded by the explicit and pervasive legislative directive that such libraries be free. (See 60 Ops. Cal. Atty. Gen. 353 (1977) and 61 Ops. Cal. Atty. Gen. 75 (1978) concerning restraints upon the ability of community college districts to charge fees.)

But the question that then arises is, what are the limits of that legislative directive? Which services or benefits provided by the libraries in question are or are not comprehended within its scope?

In answering this question it is appropriate to first delineate the nature of those transactions that are ordinarily understood to be comprehended by the term "library service."

While there is no definition of this term in the state laws relating to libraries, an instructive definition of "library service" is contained in the federal Library Services and Construction Act (20 U.S.C. §§ 351-364).⁴ In this act "library service" is defined as "the performance of all activities of a library relating to the collection and organization of library materials and to making the materials and information of a library available to a clientele." (20 U.S.C. § 351a(3).) In this same vein the California State Library informs us that "when operating most successfully . . . [a public library] brings people with their information needs, and materials with their capability to answer those needs, together." (Letter to this office dated June 29, 1978.)

This definition and description would appear to be consonant with the declaration in the California Library Services Act, already noted, that "It is the intent of the Legislature to provide all residents with the opportunity to obtain from their public libraries needed materials and informational services . . ." (§ 18702.)

From these pronouncements the following emerges as a reasonable criterion for determining whether a particular transaction constitutes a "library service": If the transaction involves the satisfaction, with library resources, of a patron's request for information (whether for educational, recreational or entertainment purposes), such transaction is a "library service." Other transactions, not involving the furnishing of information, though carried out by a library, would not be a "library service" within the context of the statutes under consideration. Perhaps the essential distinction that is operative here, is between those services which are

⁴ Language of statutes related or similar to the statute under consideration can be a useful interpretive guide. (*Hill v. Hill* (1972) 23 Cal. App. 3d 760, 764; *Reimel v. Alcoholic Bev. etc. Appeals Bd.* (1967) 256 Cal. App. 2d 158, 169; *People v. Vassar* (1962) 207 Cal. App. 2d 318, 323; 2A Sutherland, *Statutory Construction*, (4th Ed.) § 52.03. See also *Friends of Mammoth v. Board of Supervisors* (1972) 8 Cal. 3d 247, 260-61.)

reflective of a library's inherent information providing function and those ancillary services which are not unique to libraries and which can be just as effectively provided in nonlibrary settings. Examples of such nonlibrary services might be the furnishing of meeting rooms, allowing the use of typewriters and copying machines, rental of audiovisual equipment, etc. (See 72 News Notes of California Libraries (No. 2, 1977) p. 17, for a survey of the various services afforded by public libraries.) We would also add that, as commonly understood, an essential characteristic of a library is that its circulating materials are loaned as opposed to being given to patrons; thus providing a patron with tangible materials that he can keep is not a "library service" in the present context.

Having thus delineated "library service," the question remains as to whether all services that can fairly be so characterized are comprehended within the legislative directive that public libraries are to be free.

Examining this directive we note that it is unqualified, providing simply that "all people have free and convenient access to all library resources and services" (§ 18701), and that "[e]very library established pursuant to this chapter shall be forever free to the inhabitants and nonresident taxpayers of the municipality . . ." (§ 18960), and that "the boards of supervisors . . . may establish and maintain . . . county free libraries pursuant to this chapter." By way of contrast, one may note the statutory qualifications placed by Business and Professions Code section 6360 upon the free library service provided by county law libraries. That section declares that a county law library "shall be free to the judiciary, to State and county officials, to members of the State Bar, and to all residents of the county, for the examination of books and other publications at the library or its branches." The statute allows charges for special services and provides that the giving of security for the removal of books may be required from all but judges and county officials. The statute also provides that dues may be charged for book removal to all persons other than judges, county officials and resident attorneys.

As noted, such limitations on the providing of free services are completely absent from the Education Code provisions governing public libraries. "The fact that a provision of a statute on a given subject is omitted from other statutes relating to a similar subject is indicative of a different legislative intent for each of the statutes." (*Hennigan v. United Pacific Ins. Co.* (1975) 53 Cal. App. 3d 1, 8. See also 60 Ops. Cal. Atty. Gen. *supra* at p. 355.)

Therefore, in view of the lack of qualification in the statutory provisions directing that the public libraries established under the statutes specified in the opinion request be free we conclude that the prohibition against fees being charged by such libraries extends to any type of service or benefit which can properly be characterized as a "library service." However, a fee may be charged for any of those services which cannot be so characterized.

We must consider an additional issue with respect to city-established libraries. In addition to the authority to establish public libraries which is afforded to cities by the Education Code provisions considered above, a further specification of

authority is found in section 39732 of the Government Code. That section provides: "The legislative body [of a city] may: (a) Acquire, own, construct, maintain, and operate bus lines, street railways, steam railway spur tracks, telephone and telegraph lines, gas and other works for light, power, and heat, *public libraries*, museums, gymnasiums, parks, and baths . . ." (Emphasis added.)

The issue presented is whether this section authorizes the charging of fees.

In reply we would first note that Government Code section 39732(a) is merely a general enumeration of the public facilities, including libraries, that a city may establish and operate. The section in no way purports to specify the details of operating such facilities. But, on the other hand, the provisions of the Education Code relating to city libraries (§§ 18900-18965) elaborate a detailed scheme for the establishment and operation of such libraries. In view of the fundamental rule of statutory construction "that a special statute dealing expressly with a particular subject controls and takes precedence over a general statute covering the same subject" (*Gillett-Harris-Duranceau & Associates, Inc. v. Kemple* (1978) 83 Cal. App. 3d 214, 222), we conclude that the detailed provisions of the Education Code prevails over the general provisions of the Government Code to the extent that they may be inconsistent.

Further, because of the marked contrast between the unelaborated designation of city libraries in Government Code section 39732 and the extended and detailed provisions for such libraries in the Education Code, Government Code section 39732 cannot be viewed as an independent alternative source of library-establishing authority for cities but must be viewed merely as a collateral confirmation of the grant of authority more fully delineated in the Education Code.

If it were viewed otherwise, local authorities could completely bypass the Education Code's explicit directives for the establishment and operation of public libraries simply by declaring in some manner that the library was being established under the minimal provisions of the Government Code rather than under the Education Code. It cannot be presumed that the Education Code's elaborately devised legislative plan for the establishment and operation of city public libraries was to have so little authoritative significance. Statutes are not to be interpreted in a manner which affords an opportunity for evasion of its provisions. (*Freedland v. Greco* (1955) 45 Cal. 2d 462, 468; *People v. McKale* (1978) 83 Cal. App. 3d 623, 633; *Caball v. Department of Motor Vehicles* (1971) 16 Cal. App. 3d 491, 495.)

The Government Code also provides additional library establishing authority for counties. (Gov. Code §§ 25351, 26150.) Except for the fact that such provisions use the phrase "county free libraries," they are silent with respect to the charging of fees.⁵ The opinion request asks, in effect, whether this silence constitutes legislative acquiescence in such fee charging.

⁵ Government Code section 25351 provides:

"The board may construct, lease, build, rebuild, furnish, refurbish, or repair buildings for a hospital, almshouse, courthouse, jail, historical museum, aquarium, library, art gallery,

We first note that like the Government Code provisions concerning city authority, these Government Code provisions relating to counties are general provisions. Thus, as in the case of cities, the specific and detailed Education Code provisions governing the establishment of county free libraries (§§ 19100-19180) would prevail with respect to the question of fees, especially since the Government Code is silent on this point. But what is more important, these Government Code provisions are directed only to the acquisition, furnishing and repair of county libraries and other county buildings. These provisions do not bear upon the actual conducting of library operations. They are, therefore, not relevant to the question of charging fees for library services. Thus, as in the case of city libraries, the Education Code provisions relating to county free libraries are controlling on the question of charging fees.

At this point we consider the question of whether libraries established by cities and by counties, which are governed by charters, have authority to charge fees.

Central to this issue is the rule that a city which "operates under a charter which contains 'home rule' provisions authorized by the Constitution . . . (Cal. Const., art. XI, § 5; formerly §§ 6, 8, subd. (j)). . . is empowered to exercise full control over its municipal affairs, unaffected by general laws on the same subject matters and subject only to limitations found in the Constitution and the city charter." (*Rivera v. City of Fresno* (1971) 6 Cal. 3d 132, 135. See also *Simmons v. City of Los Angeles* (1976) 63 Cal. App. 3d 455, 467-68.)

Under this rule the establishment of libraries has specifically been held to be a "municipal affair" and thus a charter city is not bound by state statutes in connection with its libraries. (*City of Pasadena v. Paine* (1954) 126 Cal. App. 2d 93, 98.)^o Accordingly, the Education Code provisions relating to city libraries are operative only with respect to general law cities and are inapplicable to charter cities. (See *Simmons v. City of Los Angeles, supra*, 63 Cal. App. 3d at pp. 467-68.)

We also note that the authority of charter cities to act with respect to a particular municipal affair does not depend upon specific authorization for such

art institute, exposition building for exhibiting and advertising farming, mining, manufacturing, livestock raising, and other resources of the county, stadium, coliseum, sports arena, or sports pavilion or other building for holding sports events, athletic contests, contests of skill, exhibition, spectacles and other public meetings, and such other public buildings as are necessary to carry out the work of the county government. Library buildings shall be constructed, built, repaired or refurbished only from taxes levied upon property which is a part of the county free library system as defined in Chapter 2, Division 20 of the Education Code."

Government Code section 26150 provides:

"County free libraries may be constructed, leased, built, rebuilt, furnished, refurbished, or repaired pursuant to the Education Code, or pursuant to this part; provided that, in counties wherein a union high school library district maintaining a district free public library was established prior to June 30, 1912, county free libraries shall be constructed, leased, built, rebuilt, furnished, refurbished or repaired pursuant to Section 27264 of the Education Code until such time as the union high school library district elects to become a part of the county free library system."

^o A charter city and county, such as San Francisco, has the same autonomy with respect to municipal affairs as does a charter city (Cal. Const., art. XI, § 6; *West Coast Adver. Co. v. San Francisco* (1939) 14 Cal. 2d 516, 520-22. See also *Raisch v. Myers* (1946) 27 Cal. 2d 773, 778-79; *Shewbridge v. Police Commission* (1944) 64 Cal. App. 2d 787, 791.)

action in the charter. As stated in *Madsen v. Oakland Unified Sch. Dist.* (1975) 45 Cal. App. 3d 574, 579: "A charter city retains complete control of municipal affairs, whether or not its charter expressly enumerates a power over the specific municipal affair in question." (See also *West Coast Adver. Co. v. San Francisco*, *supra*, 14 Cal. 2d 516, 522; *Miller v. City of Sacramento* (1977) 66 Cal. App. 3d 863, 867.)

Because of the autonomy possessed by charter cities concerning municipal affairs, it is apparent that in order to determine whether a fee may be charged by a public library operated by a charter city, the ordinances and the charter of that particular city must be examined. Of course, it is not feasible to examine, within the confines of this opinion, the charters and ordinances of all the charter cities. (The impracticability of such an undertaking is indicated in the Report of Subcommittee on Library Problems, Assembly Interim Committee on Education, p. 6, vol. 2, Appx. to Jour. Ass., Reg. Sess. 1957.)

But, while we conclude that charter cities are not subject to state statutes regarding the charging of fees for the services of their libraries, a different conclusion is required with respect to charter counties. The rule with respect to such counties is that their legislation may supersede conflicting state law only as to those matters which are in their charter pursuant to specific authorization in the State Constitution (Cal. Const., art. XI, § 4(g); *Williams v. McClellan* (1953) 119 Cal. App. 2d 138, 141; 61 Ops. Cal. Atty. Gen. 31, 33 (1978)). Since there are no provisions in the Constitution authorizing counties to provide for public libraries (see Assembly Interim Committee on Education, Report of Subcommittee on Library Problems, *supra*, p. 12), counties, whether or not chartered, are governed by the state statutes, noted above, which preclude the charging of fees for "library services" by county-operated libraries.

Finally we note that SB 154 (Stats. 1978, ch. 292), enacted to implement proposition 13 (Cal. Const., art. XIII A), approved at the June 6, 1978 election, makes reference to "county free libraries" in the following provisions which were added to the Government Code:

"16270. The Legislature finds and declares that many special districts have the ability to raise revenue through user charges and fees and that their ability to raise revenue directly from the property tax for district operations has been eliminated by Article XIII A of the California Constitution. It is the intent of the Legislature that such districts rely on user fees and charges for raising revenue due to the lack of the availability of property tax revenues after the 1978-79 fiscal year. Such districts are encouraged to begin the transition to user fees and charges during the 1978-79 fiscal year.

16271. As used in this chapter: . . .

(d) 'Special district' means any agency of the state for the local performance of governmental or proprietary functions within limited boundaries. 'Special district' includes a county service area, a maintenance

district or area, an improvement district or improvement zone, or any other zone or area formed for the purpose of designating an area within which a property tax rate will be levied to pay for a service or improvement benefitting that area.

County free libraries established pursuant to . . . the Education Code; areas receiving county fire protection services pursuant to Section 25643 of the Government Code; and county road districts established pursuant to Chapter 7 (commencing with Section 550) of Division 2 of the Streets and Highways Code, shall be considered 'special districts' for all purposes of this chapter." (Emphasis added; Stats. 1978, ch. 292, § 15; see also Stats. 1978, ch. 332, § 10.)

In finding and declaring that many special districts "have" fee charging ability, it can be seen that the Legislature is referring in these provisions to a fee charging ability of the specified public entities that presently exists. The statute does not establish an ability to charge fees not already possessed by the entity. As has been noted above, county free libraries do have the ability to charge fees to nonresident users (§ 19115) and to charge fees for those services which would not be classified as "library services" as that term has been defined in this opinion. It is the utilization of the existing fee charging ability of county free libraries that the statute seeks to encourage and induce.

Opinion No. CV 78-51—November 22, 1978

SUBJECT: PREKINDERGARTEN SCHOOL ENROLLMENT FOR SUMMER PROGRAM—Elementary and unified school districts are authorized by law to offer a summer school session for pupils prior to their enrollment in the kindergarten school year. State School Fund apportionments for basic and equalization aid are required for attendance for pupils in a summer school session prior to their enrollment in the kindergarten school year, if the curriculum is the kindergarten course of study and the pupils are four years and nine months of age at the beginning of the session.

Requested by: DIRECTOR, DEPARTMENT OF FINANCE

Opinion by: EVELLE J. YOUNGER, Attorney General
Rodney Lilyquist, Jr., Deputy

The Honorable Roy M. Bell, Director of the Department of Finance, has requested an opinion on the following questions:

1. Are elementary and unified school districts authorized by law to offer a summer school session for pupils prior to their enrollment in the kindergarten school year?



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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 17, 2013

BACKGROUND

On May 7, 2013, SDRMA's Election Committee confirmed the qualification requirements of seven candidates who are seeking a seat on SDRMA's Board of Directors. These candidates are:

- David Aranda (Incumbent) – North of the River Municipal Water District
- Jean Bracy (Incumbent) – Mojave Desert Air Quality Management District
- Muril N. Clift (Incumbent) – Cambria Community Services District
- Dennis Mayo – McKinleyville Community Services District
- Mike Scheafer – Costa Mesa Sanitary District
- Timothy W. Unruh – Kern County Cemetery District No. 1
- John Woolley – Manila Community Services District

The four-year terms for newly elected Directors will begin on January 1, 2014 and end on December 31, 2017.

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 27, 2013.

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 four (4) candidates to serve on SDRMA's Board of Directors; and,
- 2) Motion to read Resolution 14-05 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 14-05 by a roll call vote; and,
- 4) Authorize President Shkoler and Secretary Carline to sign the Official Election Ballot on behalf of the Placentia Library District.



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

2013 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 four (4) candidates to the SDRMA Board of Directors.

ELECTION PACKET ENCLOSURES

- Official Resolution Ballot (Action Required)
- Election Instructions
- Candidate's Statements of Qualifications (7)
- Self-addressed, Stamped Envelope

SDRMA'S BOARD OF DIRECTORS ELECTION BALLOT INSTRUCTIONS

Notification of nominations for four (4) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in January 2013.

On May 7, 2013, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2012-05 Establishing Guidelines for Director Elections. The Election Committee confirmed that seven (7) candidates met the qualification requirements and those names are included on the Official Election Resolution and Ballot.

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

1. The enclosed combined Official Election Resolution and Ballot must be used to ensure the integrity of the balloting process.
2. After selecting up to four (4) candidates, your agency's governing body must approve the enclosed Official Election Resolution and Ballot. **Ballots containing more than four (4) candidate selections will be considered invalid and not counted.**
3. The signed Official Election Resolution and 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 27, 2013 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, 2014 and terminate on December 31, 2017.
6. Important balloting and election dates are:

August 27, 2013 - Deadline for members to return the signed Official Election Resolution and Ballot

August 29, 2013 - Ballots are opened and counted

August 30, 2013 - Election results are announced and candidates notified

September 18, 2013 - Newly elected Directors are introduced at the SDRMA Annual Breakfast to be held in Monterey at the CSDA Annual Conference

October 29-30, 2013 - Newly elected Directors are invited to attend SDRMA Board meeting (Sacramento)

January 2014 - Newly elected Directors are seated and Board officer elections are held

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

**OFFICIAL 2013 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS**

VOTE FOR ONLY FOUR (4) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than four (4) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than four (4) 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 27, 2013. Faxes or electronic transmissions are NOT acceptable.

- MURIL CLIFT (INCUMBENT)**
Director, Cambria Community Services District

- MIKE SCHEAFER**
Director/Vice President, Costa Mesa Sanitary District

- JOHN WOOLLEY**
Director/Finance Officer, Manila Community Services District

- TIM UNRUH**
District Manager, Kern County Cemetery District No. 1

- JEAN BRACY (INCUMBENT)**
Director of Administrative Services, Mojave Desert Air Quality Management District

- DENNIS MAYO**
Director/President, McKinleyville Community Services District

- DAVID ARANDA (INCUMBENT)**
General Manager, North of the River Municipal Water District

ADOPTED this ____ day of _____, 2013 by the Placentia Library District by the following roll call votes listed by name:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST:

APPROVED:

RESOLUTION 14-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY NOMINATING
(CANDIDATE'S NAME) AS A CANDIDATE FOR APPOINTMENT TO THE
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS

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

WHEREAS, the Joint Powers Agreement (JPA) and Bylaws of SDRMA set forth director qualifications, terms of office and direct the establishment of an election policy; and

WHEREAS, the Board of Directors of SDRMA has established procedures and guidelines for the Director Election/Appointment process; and

WHEREAS, the Board of Directors of SDRMA established a policy requiring candidates seeking election/appointment to the SDRMA Board of Directors to be: 1) a board member or full-time management employee meeting specific requirements; and 2) be an active member agency of either SDRMA's property and liability or workers' compensation programs; and 3) be nominated by resolution of their member agency's governing body.

NOW, THEREFORE, BE IT RESOLVED the governing body of the Placentia Library District of Orange County nominates (CANDIDATE'S NAME) its (POSITION TITLE), as a candidate for the Board of Directors of the Special District Risk Management Authority; and further directs that a copy of this resolution be delivered to SDRMA on or before 5:00 p.m. on Tuesday, August 27, 2013.

ADOPTED this seventeenth of June 2013 by the Governing Body of the Placentia Library District of Orange County by the following roll call votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED

ATTEST

Al Shkoler
President, Board of Directors

Gayle Carline
Secretary, Board of Directors

<p>Special District Risk Management Authority Board of Directors Candidate's Statement of Qualifications</p>

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	David Aranda		
District/Agency	North of the River Municipal Water District		
Work Address	4000 Rio Del Norte Street, Bakersfield, CA 93308		
Work Phone	661-393-5411	Home Phone	661-300-1231

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

I would like to be part of a team that continues to make SDRMA the best risk services provider in the State. It is my desire to see SDRMA continue to be responsive to its members and all Special Districts in regard to coverage, education and pricing.

<p>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)</p>

My Board and Committee experience include the following:

- **1998- Present: SDRMA Board**
 - 2000-2006: SDRMA Board President
 - 2010-Present: SDRMA Board President
- **1999-Present: Special District Leadership Foundation**
 - 1999-Present: Served as SDLF Chair
- **Other Board of Director Experiences:**
 - California Special Districts Association Board of Directors
 - California Rural Water Board of Directors

**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)**

Experience and "thinking outside the box".

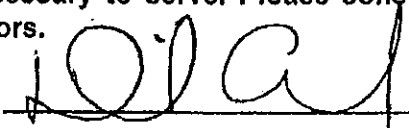
What is your overall vision for SDRMA? (Response Required)

To see the Following:

1. Claims reduced to an unbelievable low number due to education, safety practices, and an overall safety culture promoted by SDRMA and practiced by all Districts.
2. Premium payments reduced by 50% by 2020 due to sound investment and low claims.

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

Candidate Signature



Date

4-22-13

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

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

Nominee/Candidate Jean Bracy, SDA
District/Agency Mojave Desert Air Quality Management District
Work Address 14306 Park Ave., Victorville, CA 92392
Work Phone 760-245-1661

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

I have served on the SDRMA Board of Directors for nearly four years. During this term, the Board has adopted many important programs and policies aimed to provide members cost effective coverage and to support every member's effort to develop safe working environments. During my tenure, the Board voted each year to hold rates flat for the property/liability program; established a multiple-policy discount (5%) for each member who belongs to both the property/liability and the workers compensation programs; created the longevity distribution which shares investment earnings with members who continue with SDRMA programs; established the loss prevention allowance funds which reimburses members for safety-related costs up to \$1,000; launched and enhanced the SDRMA interactive website; strengthened support to California Special Districts Association (CSDA) and the Special District Leadership Foundation (SDLF); provided FREE online training through Target Solutions; and contracted with Company Nurse to provide FREE screening services for work-related injury cases.

I have worked closely with SDRMA for 13 years. I am attracted to its member-focused, pro-active, and positive mission. I would like to see – and be a part of – SDRMA continue this member-centric approach.

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

I am currently serving my second term on the Board of Directors for the Special District Leadership Foundation (SDLF), representing the SDRMA. As a member of this Board I have been part of the renewal and expansion of the SDLF programs, including the premier program, District of Distinction, also the Special District Administrator Certificate, the Recognition of Special District Governance, and the newly created District Transparency Certificate of Excellence.

My career experience with special districts has helped me to understand the issues specific to smaller organizations. I have learned what it really means for an organization to do more with less. I have also learned that political realities for special districts are distinct from other forms of governments. As the Director of Administrative Services for the Mojave Desert Air Quality Management District, I am the staff representative to the Governing Board Committees for Budget and Personnel. I am a member of and have chaired the California Air Pollution Control Officers Association (CAPCOA) statewide committees for Fiscal and Human Resource officers. I organized and have chaired the Alternate Fuel Task Force for the Mojave Desert air basin; I have represented the District in the Antelope Valley Clean Cities Coalition.

My working opportunities have crossed several public service types. I served as the Victorville city representative to the Technical Advisory Committee for the Victor Valley Transit Authority and as the City representative and officer on the Executive Committee of the Regional Economic Development Authority. I volunteered four years on the Board of Directors of the Victor Valley Federal Credit Union. For six years, I worked as an adjunct professor at Victor Valley Community College teaching Public Works Administration.

**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?

As professional and as a volunteer, I have a wide range of experiences with organizational structures, long term and vision planning, development of staff and volunteers, and resource and program management. My experience of leading organizational activities and implementing change for growth includes bringing together intergenerational and multicultural groups to achieve common goals.

I am an effective manager with expertise in efficient and productive management implementing process improvements in finance, human resources, risk management, and a wide variety of related administrative and organizational functions. I have led highly skilled teams to support the achievement of overall agency goals and objectives.

I earned a Master's Degree in Public Administration from California State University, San Bernardino

I earned the Special District Administrator Certification from the Special Districts Leadership Foundation

I earned the Recognition of Special District Governance from the Special Districts Leadership Foundation

I earned the Masters Certification in Labor Relations from the California Public Employers Labor Relations Association (CALPELRA)

What is your overall vision for SDRMA?

I want to continue contributing my experience and expertise to SDRMA's overall function to further strengthen and enhance the lines of services provided by SDRMA. I want to be part of the mission to enhance the member's experience through claims management and education that leads to loss prevention.

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 John Brady Date February 12, 2013

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

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

Nominee/Candidate	Murril N. Clift		
District/Agency	Cambria Community Services District		
Work Address	PO Box 65 – 1316 Tamsen St., Cambria 93428		
Work Phone	805- 927-6223	Home Phone	805- 927-7124

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

It has been an honor and privilege to serve on SDRMA's Board of Directors for the past four years. During that time the Board, through prudent financial management has:

- Held rates stable in a serve recession.
- Instituted longevity bonuses for member loyalty
- Established programs to assist handling and preventing workers compensation claims through the Company Nurse Program and Safety Equipment Reimbursement Program
- Expanded training and professional development opportunities through financing the Targeted Solutions Program and Special Districts Leadership Foundation

I want to continue on the Board to support these programs and seek additional service opportunities to members while providing exceptional value in insurance access.

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)

My background includes a combination of a strong commitment to the concept of the Special District form of government and a 41 year career in the private personal and commercial insurance industry.

In addition to serving the past four years on the SDRMA Board, I currently serve as:

- Director, Cambria Community Services District
- Director, Special Districts Leadership Foundation
- Commissioner, San Luis Obispo County LAFCO
- Member, Special Districts Legislative Committee

I am totally committed to the Special District as the most direct form of local government.

**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)**

Having served on the Boards of several different types of Special Districts – School District, Airport District, Multi Services District and Single Service Agency – gives me an understanding of the different problems faced by districts and the opportunities for SDRMA to provide assistance.

My 41 year career, now retired, in the private personal and commercial insurance industry provides an understanding of the liabilities Districts face and how SDRMA can meet our member's risk management and insurance needs.

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

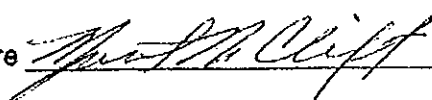
My vision for SDRMA is incorporated in SDRMA's Mission Statement of "providing renewable, efficiently priced risk management services through a financially sound pool to CSDA member districts".

First, I see SDRMA's primary responsibility is to provide as much stability to risk financing as possible maintaining financial security of the risk pool.

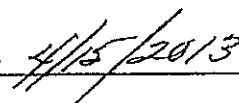
Second, I see SDRMA expanding the risk management services through expanded training and professional development provided to its members.

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



**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 Dennis Mayo

District/Agency McKinleyville Community Services District

Work Address 1656 Sutter Road, McKinleyville, CA
95519

Work Phone (707) 839-3251 Home Phone (707) 832-9334

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

SDRMA on a nuts and bolts level is the single most important Board for Special Districts. Serving ones District is a special trust given by the local electorate. Being elected by ones peer's to serve in the betterment of all Special Districts honors those constituents and allows me to be the voice of my District. I am dedicated to public service and feel my work ethics and experience will be a valuable asset to SDRMA, my District and all our Special Districts.

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)

Currently I am the Board President of McKinleyville Community Services District; Director of Open Beach and Trails; ACWA Region 1 Board Member; JPIA/ACWA Employee Benefit Committee member; Director of membership Moose Lodge No. 208; Legislative analyst for California Commercial Beach Fisherman Association; North Coast Representative for the Blue Ribbon Coalition. Formerly a Humboldt County Planning Commissioner; Vice President McKinleyville Rodeo Association; Lake Earl Grange member; Member of the California State Grange Consumer Committee; Humboldt Bay Harbor District Strategic Plan; Humboldt Bay Municipal Water District Strategic Plan. Member of the Arcata Fire Protection District Fund Coordinator and other Boards and Commissions over the past (40) forty 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)**

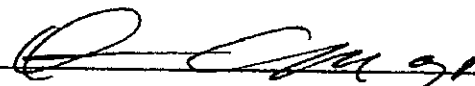
I have a Life and Casualty Insurance experience and worked in the field in my earlier years. I have extensive experience with group dynamic's and the interplay of Workman's Compensation. I have worked on Legislative issues and developed specific language for successful State and Federal Legislation and have negotiated many successful employee contracts. From groups as small as a Rodeo Committee to a twenty million dollar Water District, dotting the "I's" and crossing the "T's" on Insurance issues means the difference between success and failure. I have a unique talent working with diverse groups and getting to the heart of an issue.

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

California is in financial crisis. There are local, regional and national pressures that make stewarding the public trust seem almost a nightmare. SDRMA is planted deeply and perhaps unfairly in the middle of that crucible. It is often said that we must think outside the box for creating solutions. The truth is we must think both outside and inside the box to provide the best service for Special Districts in our Districts and our State. It is my hope to bring a powerful and creative energy to this Board and leave no stone unturned to make SDRMA the best it can be.

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

5.2.13

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

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

Nominee/Candidate Mike Scheafer

District/Agency Costa Mesa Sanitary District

Work Address 1551-B Baker St., Costa Mesa, CA 92626

Work Phone 714 435-0300

Home Phone 714 549-4961

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

As an insurance professional for over 40 years I have become acutely aware of the need for strong risk management practices and procedures. I work hard to not only manage my own risk, but those of my customers and my Special District. I have a desire to share my skill and expertise with the various Districts in California.

I believe the increasing stress and challenges in risk management for Special Districts need a knowledgeable, committed professional like myself.

My professional life has given me an opportunity to serve various "communities" in a number of ways. Serving on the SDRMA Board is another opportunity to serve, one in which I would be honored to do.

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 served as a Board Member for a number of non-profit and civic groups and agencies. In almost every experience I have been chosen as Chair or President for those groups. I believe this is a demonstration of my leadership skills. I have received a number of awards for that service.

I founded 2 non-profit organizations dedicated to serving my community. I currently serve on 2 CSDA committees. I am a former City Councilmember for the City of Costa Mesa, former Parks and Recreation Commissioner, and previously served as a CMSD Director.

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

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

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

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

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

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

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

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

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

Candidate Signature _____



Date _____

4/15/13

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

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

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

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

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

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

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

Locally:

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

State:

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

**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)**

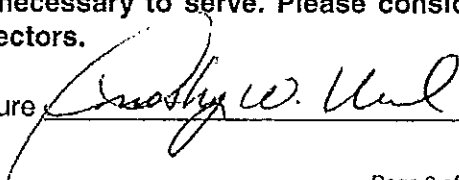
Those that know me, know that I am a people person and will work to make my involvement the best that I can. I have an interest in legislation and currently am on on CSDA Legislation Committee and have been a past chairman of the CSDA Legislation Committee. I have been working on various committees for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

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

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

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

Candidate Signature



Date

4-22-2013

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

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

Nominee/Candidate John Woolley

District/Agency Manila Community Services District

Work Address 147 Melvin Lane Arcata, CA 95521

Work Phone 707.498.1371

Home Phone 707.443.6889

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

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

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

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

**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)**

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

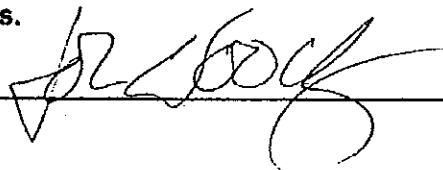
What is your overall vision for SDRMA? (Response Required)

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

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

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

Candidate Signature



Date

4/23/13



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: June 17, 2013

BACKGROUND

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

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

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

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

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

Fiscal Impact: \$110,000

RECOMMENDATION

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

ALONCO Construction

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

Lonny Davis
Cheri Davis, Interior Designer

Phone / Fax 714-870-7660

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

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

ESTIMATED BUDGET FOR WORK LISTED BELOW 5/30/13

MEETING ROOM:

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

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

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

MEETING ROOM ALTERNATES:

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

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

BREAK ROOM:

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

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

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

Quotation

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



Date	Estimate #
6/4/2013	16081

Name / Address

PLACENTIA LIBRARY
 411 E. CHAPMAN AVENUE
 PLACENTIA, CA 92870

Ship To

PLACENTIA LIBRARY
 411 E. CHAPMAN AVENUE
 PLACENTIA, CA 92870

Rep
CG

P.O. No.	Terms
	PO/Net 30

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

Subtotal		
Sales Tax (9.0%)		
Total		

Accepted by _____ Title _____ Date _____

Quotation

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



Date	Estimate #
6/4/2013	16081

Name / Address

PLACENTIA LIBRARY
 411 E. CHAPMAN AVENUE
 PLACENTIA, CA 92870

Ship To

PLACENTIA LIBRARY
 411 E. CHAPMAN AVENUE
 PLACENTIA, CA 92870

Rep
CG

P.O. No.	Terms
	PO/Net 30

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

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

Accepted by _____ Title _____ Date _____

Bid Proposal without new storage

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: June 17, 2013

BACKGROUND

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

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

Fiscal Impact: \$14,000

RECOMMENDATIONS

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



Certified Public Accountants.

Newport Beach
4675 MacArthur Court, Suite 600
Newport Beach, CA 92666
949.221.00

Sacramento

Walnut Creek

Oakland

LA/Century City

San Diego

Seattle

April 26, 2013

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

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

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

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

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

Audit Objective

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

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

Management Responsibilities

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

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

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

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

Audit Procedures—General

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

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

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

Audit Procedures—Internal Control

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

Audit Procedures—Compliance

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

Engagement Administration, Fees, and Other

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

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

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

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

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

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

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

Very truly yours,
MACIAS GINI & O'CONNELL LLP

By:



Linda C. Hurley, CPA
Partner

RESPONSE:

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

By: _____

Title _____

Date: _____

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: June 17, 2013

BACKGROUND

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

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

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

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

Attachment A is the proposed RFP.

Fiscal Impact: \$25,000

RECOMMENDATION

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

Date: July 1, 2013

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

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

Written Bids Shall Be Submitted By:

Date: August 1, 2013

Time: 5:00 p.m., PST

NO EXCEPTIONS

Late submittals will not be considered. Written bids must be received by the time and at the location specified above. Postmarks will not be accepted. Bids addressed to anyone other than the designation specified above under "Submit written Bid to" section will not be accepted.

Note: All submitted bids shall be sealed.

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

INTRODUCTION

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

The most recent strategic planning document was developed in 2006.

LIBRARY BACKGROUND

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

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

FINANCIAL RESOURCES

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

PROJECT DESCRIPTION

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

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

The process will gather inputs from the Library Board of Trustees, library staff, and stakeholder as identified by the Library and the Consultant. The development of the strategic plan must include clear and deliberate involvement of the Library Board of Trustees at appropriate stages – as recommended by the Library Director.. The finished strategic plan must be easy to understand, comprehensive in nature, and organized in such a manner that assures full coverage. The strategic plan must create a “roadmap” for Placentia Library District. Page 112

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

SCOPE OF WORK-General Description

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

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

The Consultant will be required to:

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

PROJECT TIMELINE

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

SELECTION PROCESS

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

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

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

PROPOSAL REQUIREMENTS

Proposals must include the following:

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

ADDITIONAL INFORMATION

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

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

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: June 17, 2013

BACKGROUND

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

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

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

Attachment A is the program for the Summit.

Fiscal Impact: \$1,000.

RECOMMENDATION

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



**California Special
Districts Association**
Districts Stronger Together

GENERAL MANAGER LEADERSHIP SUMMIT

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

July 14 - 16, 2013 • Hyatt Regency Newport Beach

NEW CONTENT FOR 2013! REGISTER NOW!

Schedule of Events

SUNDAY, JULY 14

4:00 – 6:00 p.m.
Registration

5:30 – 7:00 p.m.
Welcome Reception

MONDAY, JULY 15

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

Robert Stevenson

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

10:30 a.m. – 12:00 p.m.

<<< 90 MINUTE BREAKOUT SESSIONS >>>

Effective Use of Social Media for Special Districts

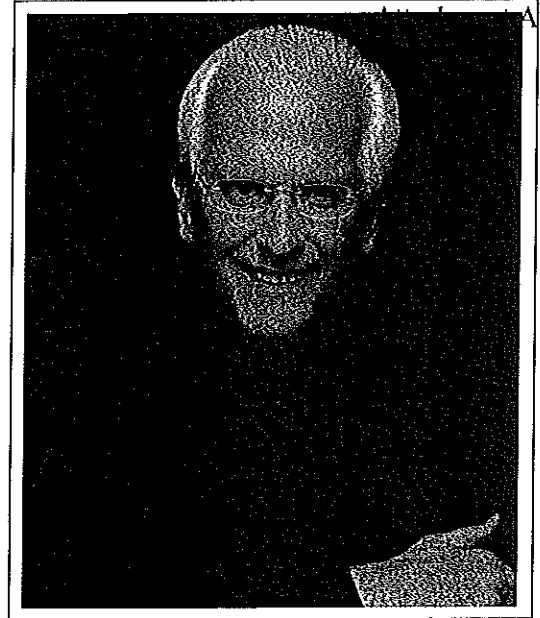
Linda Hunter, Hunter Squared

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

Making the Record: How to Effectively Document Employee Performance

George Joseph, Nossaman LLP

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





MONDAY, JULY 15 CONTINUED

12:00 – 1:30 p.m.

Networking Lunch

1:30 – 3:00 p.m.

<<< 90 MINUTE BREAKOUT SESSIONS >>>

Optimizing Your District...Strategically!

Brent Ives, BHI Management Consulting

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

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

Martin Rauch, Rauch Communication Consultants, Inc.

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

3:00 – 3:30 p.m.

Break and Networking with Exhibitors

3:30 – 4:30 p.m.

<<< 60 MINUTE BREAKOUT SESSIONS >>>

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

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

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

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

Jeff Chang, Chang, Ruthenberg & Long, Attorney

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

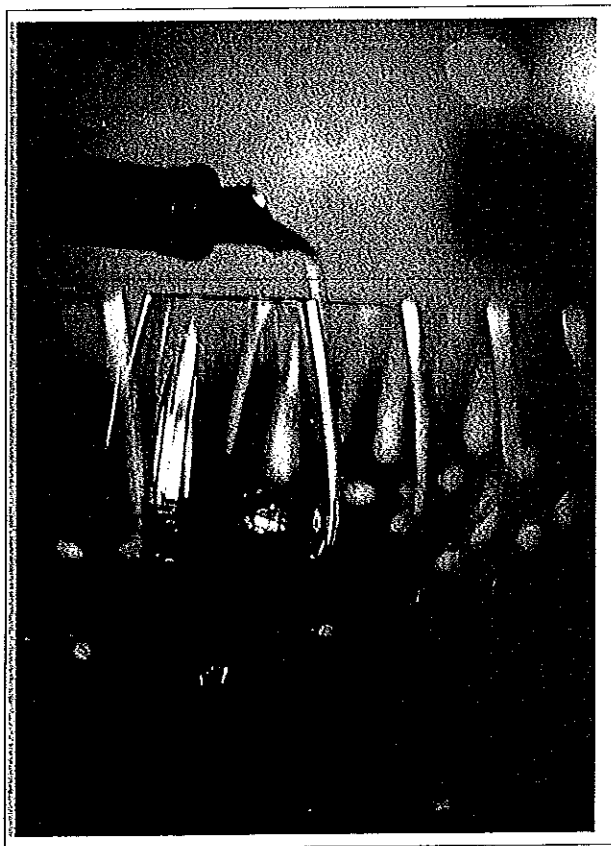
MONDAY FOOD & WINE EXPERIENCE

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



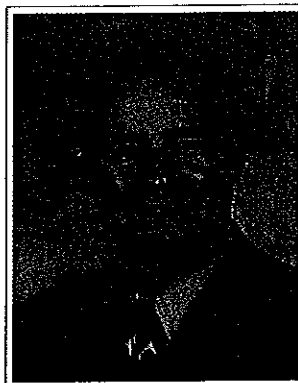
Sponsored by Special District Risk Management Authority

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



TUESDAY, JULY 16

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



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



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

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

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

Managing Ethics in a Crisis

Joan Gladstone, Gladstone International

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

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

TUESDAY, JULY 16 CONTINUED

10:30 a.m. – 11:30 a.m.

<<< 60 MINUTE BREAKOUT SESSIONS >>>

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

Mark Meyerhoff, Liebert Cassidy Whitmore

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



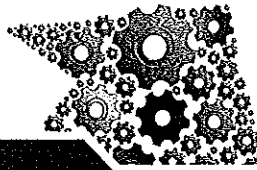
11:30 a.m. – 1:00 p.m.

LUNCHEON

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

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

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



SDLF

Special District Leadership Foundation



FOR GENERAL MANAGERS AND TOP MANAGEMENT
Special District Administrator Certification

Become a Certified Leader in Special Districts

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

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

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

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

TUESDAY, JULY 16 CONTINUED

1:00 – 2:30 p.m.

<<< 90 MINUTE BREAKOUT SESSIONS >>>

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

Martin Rauch, Rauch Communication Consultants, Inc.

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

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

Eris Weaver, Facilitator and Group Process Consultant

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

2:30 – 3:00 p.m.

Break and Networking with Exhibitors



3:00 – 4:15 p.m.

CLOSING SESSION

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

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

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

Location

Hyatt Regency Newport Beach

1107 Jamboree Road
Newport Beach, CA 92660

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

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

Bring a Guest

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

Guest Fee (cannot be from a district)

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

Registration Fees

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

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

Regular (after June 14, 2013):

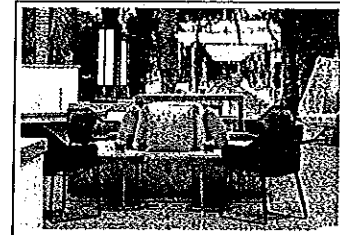
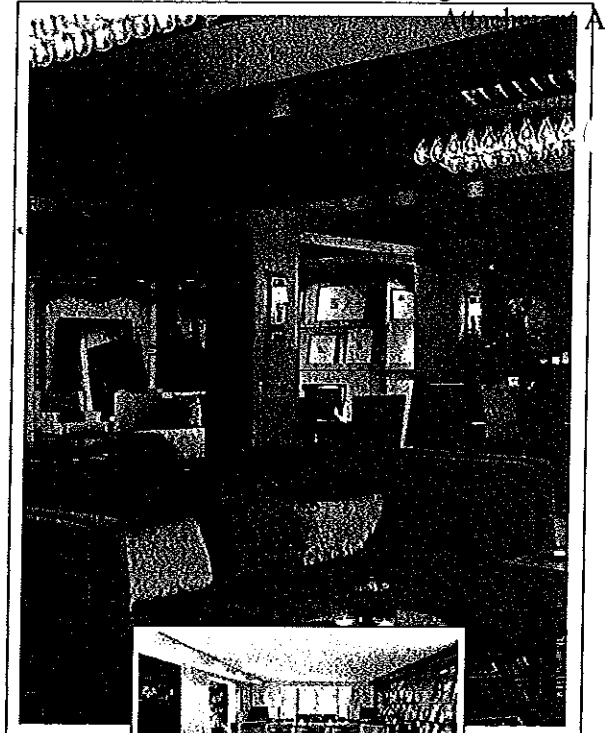
Member	\$650
Non-Member	\$775
Guest (cannot be from a district)	\$200

Full Conference Registration fees include:

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

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

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



CSDA General Manager Leadership Summit Registration Form

Three Ways to Register

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

Not sure if you are a member?

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

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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

BACKGROUND

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

RECOMMENDATION

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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

BACKGROUND

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

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

The responsibilities of the Personnel Committee include the following:

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

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

RECOMMENDATION

Select a Trustee to serve on the Personnel Committee.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: June 17, 2013

BACKGROUND

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

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

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

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

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

Attachment A is the proposed Policy 2205 – Fingerprinting Policy.

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

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

Attachment D is the Contract for Subsequent Arrest Notification Service

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

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

RECOMMENDATION

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

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Fingerprinting Policy
POLICY NUMBER: 2205

2205.1 POLICY STATEMENT

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

2205.2 AUTHORITY

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

2205.3 APPLICABILITY

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

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

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

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

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

2205.3.2.3 Any felony or misdemeanor conviction within 10 years of the date of the employer’s request under subdivision (a), for a violation or attempted violation of Chapter 3 of Title 8 of the California Penal Code (commencing with Section 207), Section 211 or 215, wherein it is charged and proved that the defendant personally used a deadly or dangerous weapon, as provided in subdivision (b) of Section 12022, in the commission of that offense, Section 217.1, Chapter 8 of Title 8 of the Penal Code (commencing with Section 236), Chapter 9 (commencing with Section 240), and for a violation of any of the offenses specified in subdivision (c) of Section 667.5, provided that no record of a misdemeanor conviction shall be transmitted to the requester unless the subject of the request has a total of three or more misdemeanor or felony convictions defined in this section within the immediately preceding 10-year period.

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

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

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

Section 424: Embezzlement and falsification of accounts

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

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

2205.4 ASSIGNMENT RESPONSIBILITY

It is the applicant's responsibility to report any conviction or arrest pending final adjudication to the Placentia Library District. The information shall be included on all employment applications. Once a person has been hired under this procedure, convictions or arrests pending conviction which occur that are in the list specified for that employee under Section 2205.3 above, the employee, trustee or volunteer shall report that conviction or arrest to his or her supervisor who shall forward the information to the Library Director.

2205.5 PROCEDURES

- 2205.5.1 All prospective Placentia Library District employees and volunteers shall be subject to a criminal records check as a condition of employment.
 - 2205.5.1.1 The Placentia Library District shall submit a completed Applicant Fingerprint Card to the Department of Justice accompanied by any other forms or information required by the Department of Justice in order to obtain the criminal background information.
 - 2205.5.1.2 Any information obtained from the Department of Justice and shall be used to determine whether the applicant shall be offered a position with the Placentia Library District.
- 2205.5.2 For any employee, trustee or volunteer who has been hired subsequent to the adoption of the policy, who passed the initial screening, the individual must sign an acknowledgement that conviction of crimes listed in Section 2205.3 above under their job category or determined to be substantially similar by the Placentia Library District Attorney shall be grounds for disciplinary action up to and including termination. Further, any such individual has the responsibility to report any such conviction to the Library Director.
- 2205.5.3 The Placentia Library shall enter into a contract with the Department of Justice so that any subsequent conviction or arrest information concerning an employee or volunteer that was originally hired subject to this policy may be obtained.
 - 2205.5.3.1 Any information about existing employees', trustees' or volunteers' convictions and/or arrests pending adjudication shall be reported to the Library Director.

- 2205.5.3.2 Upon receipt of information regarding a conviction and/or arrest pending adjudication which is specified as not acceptable for the given position in Section 2205.3 above, the Library Director shall evaluate the effect and potential effect of the employee's or volunteer's record or arrest on their position of employment, fellow employees and the public, and shall take appropriate action to maximize public safety and minimize potential liability while respecting the rights of the employee, trustee or volunteer. The District's Attorney shall evaluate the trustee's record or arrest.

2205.6 CONFIDENTIALITY

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

- 2205.6.1 Pursuant to California Penal Code Section 11077 the Attorney General is responsible for the security of Criminal Offender Record Information (CORI) and has the authority to establish regulations to assure the security of CORI from unauthorized disclosures. The following are requirements as prescribed by the State of California, Department of Justice, Bureau of Criminal Identification and Information, Field Operations and Record Security for any agency that maintains or receives history information.
- 2205.6.1.1 Record Security: Any inquiries regarding the release, security or privacy of Criminal Offender Record Information (CORI) are to be resolved by the Library Director.
- 2205.6.1.2 Record Storage: CORI shall be under lock and key and accessible only to the Library Director and the Business Manager who shall be committed to protect CORI from unauthorized access, use or disclosure.
- 2205.6.1.3 Record Dissemination: CORI shall be used only for the purpose for which the Library Director requested it.
- 2205.6.1.4 Record Destruction: CORI and copies of the same shall be destroyed after employment determination has been made in such a way and to the extent that the employee's name can no longer be identified.
- 2205.6.1.5 Record Reproduction: CORI may not be reproduced for dissemination.

- 2205.6.1.6 Training: The Library Director and the Business Manager with access to CORI are required:
 - 2205.6.1.6.1 To read and abide by this policy.
 - 2205.6.1.6.2 To be fingerprinted and have a clearance check completed.
 - 2205.6.1.6.3 To have on file a signed copy of the Employee Statement Regarding the use of Criminal Record Information, which acknowledges an understanding of laws prohibiting misuse of CORI.
- 2205.6.1.7 Penalties: Misuse of CORI is a criminal offense. Violation of this policy regarding CORI may result in suspension, dismissal, and/or criminal or civil prosecution.

2205.7 MONITORING OF THIS PROGRAM

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

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

2205.8 REFERENCES

California Penal Code

RESOLUTION 14-05

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

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

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

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

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

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

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

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

APPROVED

ATTEST

Al Shkoler
President, Board of Trustees

Gayle Carline
Secretary, Board of Trustees

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

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

Penal Code Sections 11142 and 13303 state:

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

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

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

Signature

Typed/Printed Name of Employee

Date

STATE OF CALIFORNIA
CONTRACT FOR SUBSEQUENT ARREST NOTIFICATION SERVICE

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

Department of Justice
Bureau of Criminal Information and Analysis

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

AGENCY NAME: _____

AGENCY ADDRESS: _____

CITY, STATE, ZIP: _____

ORI NUMBER (if Applicable) _____

Contact Person: _____ Phone Number: _____

Please retain the following authorized categories:

ALL EMPLOYEES

ALL LICENSES, CERTIFICATIONS OR PERMITS

OTHER (specify)

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

APPROVED: (Department of Justice area only)

Signature of Agency Representative
Date

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

Printed Name

Title of Agency Representative

Effective Date

GUIDE FOR WHO MUST BE FINGERPRINTED

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

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

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

DATE: June 17, 2013

BACKGROUND

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

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

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

RECOMMENDATION

1. Read Amended Resolution 13-03 by Title only: An Amended Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations for Fiscal Year 2012-2013.
2. Adopt Amended Resolution 13-03 by Roll Call Vote.

RESOLUTION 13-03

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

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

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

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

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

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

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

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

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

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

Gayle Carline, Secretary
Placentia Library District Board of Trustees



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: June 17, 2013

BACKGROUND

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

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

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

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

Attachment A is a copy of Policy 2195 – Tobacco Use

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

Fiscal Impact: N/A

RECOMMENDATION

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

Placentia Library District

POLICY MANUAL

POLICY TITLE: Tobacco Use
POLICY NUMBER: 2195

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

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

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

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

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

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

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

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

Placentia Library District

POLICY MANUAL

POLICY TITLE: Public Behavior Policy
POLICY NUMBER: 6065

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

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

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

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

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

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

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Discuss Development & Technology Tools for Staff

DATE: June 17, 2013

BACKGROUND

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

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

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

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

Fiscal Impact: \$2,500

RECOMMENDATION

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Discuss the Condition of Fascia Boards

DATE: June 17, 2013

BACKGROUND

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

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

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

Fiscal Impact: \$15,148

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

Library Fascia Wood Improvement
 Construction ITEMS

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

* SCHEDULE - TOTAL PRICES \$ 14,906.00

* SCHEDULE TOTAL PRICE WRITTEN IN WORDS: Fourteen thousands
Nine hundred six, and 00/100 Dollars.

Omar
 OMAR TAHA CONSTRUCTION
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 ARCHITECTURE / CONTRACTOR
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