

## AGENDA

PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES  
REGULAR DATE MEETING

Monday, May 19, 2014  
6:30 P.M.  
Meeting 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:** *Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 200.*

**PLEDGE OF ALLEGIANCE**      Library Board President

**CALL TO ORDER**

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

3. Adoption of Agenda

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

Presentation:      Library Director  
Recommendation:      Adopt by Motion

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

*His House event*  
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

*JM - FF luncheon + Clifton an with ceremony*  
*EM - DCLC GC Clifton + RDV - none*  
The Trustees make announcements of general interest to the community and the Library Board of Trustees, and report on meetings attended on behalf of the Board of Trustees.

7. Library Director Report

*FF new pres - 2007/Member thello Trues Bunny Lynch*  
*VP - Bunker - now Pres. Jewel - Sept. 27*  
*(outside)*

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

CONSENT CALENDAR (Items 9 - 24)

Presentation: Library Director  
Recommendation: Approve by Motion

*EM/RDV*  
*(5) days*

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

MINUTES (Item 9)

9. Minutes of the April 21, 2014 Library Board of Trustees Meeting. (Receive & File and Approve)

CLAIMS (Items 10 - 13)

- 10. Nonstandard Claims in excess of \$300. (Receive & File and Approve)
- 11. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)
- 12. Current Claims and Payroll. (Receive & File and Approve)
- 13. FY2013-2014 Cash Flow Analysis through April 2014; the Schedule of Anticipated Property Tax Revenues for FY2013-2014 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 14 - 17)

14. Financial Reports for April 2014 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

*MA* (15) Balance Sheet for April 2014. (Receive & File)

16. Acquisitions Report for April 2014. (Receive & File)

17. Entrepreneurial Activities Report for April 2014. (Receive & File)

**GENERAL CONSENT REPORTS (Items 18 – 20)**

- JM (18.) Personnel Report for April 2014. (Receive, File, and Ratify Appointments)
19. Circulation Report for April 2014. (Receive & File)
20. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

**STAFF REPORTS (Items 21 – 24)**

21. Library Director's Report for April 2014.
22. Children's Services Report for April 2014.
23. Adult Services Report for April 2014.
- JM (24.) Placentia Library Web Site & Technology Report for April 2014.

**CONTINUING BUSINESS**

25. Continue discussion of a possible Library renovation for the Centennial Event.

**NEW BUSINESS**

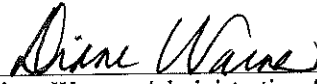
26. Establish the District's Appropriations Limitations (Gann Limit) at \$3,977,937 for Fiscal Year 2014-2015 by Resolution 15-01.
27. Authorize amendments to the 2014-2015 Salary Schedule to reflect the new California minimum wage requirements.
28. Authorize contracting custodial services to the City of Placentia.
29. Approve the 2014 Proposed California Special District Association (CSDA) Bylaws amendments as proposed by the CSDA Board of Directors.
30. Select a candidate to serve as an alternate for the special district member of the Orange County Local Agency Formation Commission (LAFCO).

**ADJOURNMENT**

31. Agenda Preparation for the June Date Meeting which will be held on Monday, June 16, 2014 unless re-scheduled by the Library Board of Trustees.
32. Review of Action Items.  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
33. Adjourn

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

I, Diane Warner, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the May 19, 2014 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on May 15, 2014



\_\_\_\_\_  
Diane Warner, Administrative Assistant

MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
April 21, 2014

**CALL TO ORDER**

President Shkoler called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on April 21, 2014 at 6:32 p.m.

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

**Members Absent:** None

**Others Present:** Library Director Jeanette Contreras, Administrative Assistant Diane Warner, Nancy Hawkins of the Placentia Library Friends Foundation (PLFF), and Lori Worden, Children's Services Supervisor. Guests included: Stuart Byus and Jeff Lenning of Click Consulting; James Fisler, LAFCO Special Districts candidate for 2014-15, and Dave Noll Business Development Manager for Bibliotheca RFID system

**ADOPTION OF AGENDA**

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

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

**ORAL COMMUNICATION**

James Fisler, of Costa Mesa, introduced himself to the Board as the incumbent candidate for re-election to LAFCO (Local Agency Formation Commission), as the Special District Alternate Member. He also complimented Placentia Library's Trustees and Staff on the variety of services we offer and what a very nice library we have. (Item 4)

**TRUSTEE & ORGANIZATIONAL REPORTS**

President Shkoler attended several library and community events from March 18-April 20, including: the Easter Eggcitement Spring Carnival, PLD's History Room Dedication to Marie Schmidt, State of the City Luncheon, and the Library fundraiser at Craftsman Wood Fired Pizza. He commented that public attendance at the Easter Carnival has grown year over year. (Item 5)

Secretary Minter attended the Easter Eggcitement Spring Carnival, PLD's History Room Dedication and the State of the City Luncheon.

Trustee Carline attended the memorial for Larry Benner and the April Friends Foundation Board meeting.

Trustee Martin also attended the Easter Eggcitement Spring Carnival, PLD's History Room Dedication.

Trustee DeVecchio attended the State of the City Luncheon, and commented that he has some concerns about Placentia's financial future. (Item 6)

**LIBRARY DIRECTOR REPORT**

Director Contreras shared feedback and updates from attending the Computers In Libraries Conference in Washington DC and other business matter.

- Trend reports show the technology has changed the way libraries operate and the types of services offered.
- Overall, 80% of users nationwide love their libraries.
- "Maker Space" workshops were highly promoted with hands-on demonstrations.
- Nationwide, public libraries are also used for after-hours events and activities, options to partner with local schools to facilitate common core standards requirements.
- Craftsman Pizza Fundraiser collected \$300 for our Library.
- PLD Staff Development Day is April 25, 2014. Workshop's focus is customer-focused exercises and team-building activities.

**PLFF BOARD UPDATE**

Nancy Hawkins represented the Friends Foundation and shared dates for the Volunteer Luncheon, Annual Friends Member Meeting and Jewel Reception. Board is actively recruiting for new PLFF Board Members to replace those who recently resigned. (Item 8)

**CONSENT CALENDAR**

It was moved by Trustee Carline and seconded by Trustee Martin to approve Agenda Items 9-24:

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

**MINUTES FOR MAR-17 TRUSTEES MEETING**

Meeting Minutes were received, approved and filed. (Item 9)

**CLAIMS**

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

Claims Forwarded by the Library Director and Trustees – nine (9) claims batches were approved by the Trustees and forwarded to Orange County for payment between March 27 and April 3, 2014. Moved by Secretary Minter and seconded by Trustee Carline to receive approve the claims already submitted. (Item 11)

Moved by Secretary Minter and seconded by Trustee Martin to receive, file and approve the Current Claims and Payroll reports. (Item 12)

FY 2013-3014 Cash Flow Analysis through March 2014; the Schedule of Anticipated Property Tax Revenues for FY 2013-2014 as provided by the Orange County Auditor – received and filed (Item 13)

**TREASURER'S REPORT**

Financial Reports for March 2014 for Placentia Library District Accounts on Deposit with the Orange County Treasurer – received and filed (Item 14)

Balance Sheet for March 2014 – received and filed (Item 15)

Acquisitions Report for March 2014 – received and filed (Item 16)

Entrepreneurial Activities Report for March 2014 – received and filed (Item 17)

**GENERAL CONSENT REPORTS**

Personnel Report for March 2014 – Library Aide position was filled internally (Item 18)

Circulation Report for March 2014 – received and filed. Trustees are pleased with the increase in circulation usage by teens, and Director mentioned that school districts are gearing up to meet common core requirements. Schools also have direct access to library databases. (Item 19)

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

Public Agency Retirement Services (PARS) Financial Statement and Audit Report - received and filed. (Item 21)

Moved by Trustee Carline and seconded by Trustee Martin to accept the general consent reports.

**STAFF REPORTS**

Library Director's Report for March 2014 (Item 22)

Children's Services Report for March 2014 (Item 23)

Adult Services Report for March 2014 (Item 24)

**CONTINUING BUSINESS**

Web Site & Technology Report for March 2014 (Item 25)

**Library District Policy 600 Series**

Review of revised District Policy 6000 Series Amendments  
Director Contreras presented the revisions to the District Policy 6000 Series as requested by Trustee DeVecchio and Secretary Minter at the March 17 trustees meeting. After discussion, the Trustees voted to approve the policy updates. (Item 26)

It was moved by and seconded to approve the Policy 6000 updates, with the exception of Policy 6035.

AYES: Shkoler, Minter, Martin, Carline, DeVecchio

NOES: None

Secretary Minter objected to the DVD fee under policy 6035. A Roll Call vote was taken.

AYES: Shkoler, Martin, Carline, DeVecchio

NOES: Minter

**Library Renovation**

Continued discussion about pursuing a renovation or expansion of the Library building in preparation for the 2019 Centennial event. Library renovation was a popular topic requested during the recent public survey. Renovation will be discussed as part of the PLD 5-year Strategic Plan, recognizing financial constraints which may affect this project moving forward. Secretary Minter requested information from CSDA about available financing options, including the Library Impact Fee and/or a property tax increase supported by the community. (Item 27)

It was moved by President Shkoler and seconded by Trustee Martin to request outside consultant presentations for financial options to expand the library building by 2019.

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

**NEW BUSINESS**

**CLICK CONSULTING  
Contract Renewal**

Stuart Byus (technical account manager) and Jeff Lenning (president) presented the renewal contract for PLD's 2014-15 information technology services and website support from Click Consulting. Library Director and Trustees are very pleased with the work provided by Click Consulting over the past year and the IT contract was approved for renewal.

1. Moved by Secretary Minter and seconded by Trustee DeVecchio to authorize contract renewal for Click consulting to provide information technology services and web support at \$48,000 per year.
2. Moved by Secretary Minter and seconded by Trustee DeVecchio authorize transfer of \$20,000 from budget line item 4000 Total Equipment to 1900-0739 Computer Services for Fiscal Year 2014-15 for information technology services and web support. (Item 28)

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

**"Serving With A  
Purpose" Conference**

After a brief discussion, none of the Trustees plan to attend this Conference on Ontario, CA on May 22, 2014. (Item 29)

**Service Club  
Membership for  
Library Staff**

Director Contreras shared the importance of the Library being represented at community organizations who contribute their time and financial support for library events. A request was made for Trustees to approve staff participation in the Women's Round Table, Placentia Rotary Club and the Kiwanis Club, to foster a working relationship with Placentia community partners. (Item 30)



Moved by Trustee DeVecchio and seconded by Trustee Carline to allocate \$1,500 annually for administration and library supervisors to participate at these organizations.

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

**Bibliotheca RFID System**

Dave Noll of Bibliotheca presented information on Radio Frequency Identification (RFID) technology for self-service check out systems. RFID computer tags read data via high-frequency radio waves and replace the electro-magnetic tape (tattle tape) currently being used. RFID enables a library to copy existing library barcode data onto a computer chip tag used to turn security off/on during check out and return. Tagged materials can be read by hand-held devices, staff stations and patron check-out kiosks. Modernizes library services and minimizes library theft and missing item issues. Trustees reviewed proposals and voted to move forward with the RFID technology over two fiscal years, 2013-14 and 2014-15. (Item 31)

It was moved by Trustee Carline and seconded by Trustee DeVecchio to implement the RFID system with two check-out stations. Secretary Minter requested that the materials tagging process begin in May 2014. RFID Project completion is expected by June 2015. A Roll Call vote was taken.

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

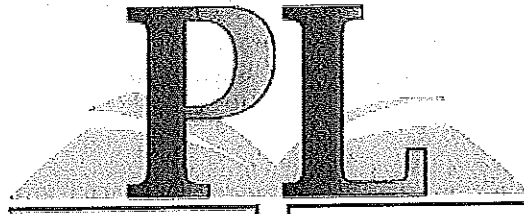
**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District on April 21, 2014 adjourned at 8:05pm.

The next meeting will be held on May 19, 2014 at 6:30 p.m.

\_\_\_\_\_  
Al Shkoler  
President  
Library Board of Trustees

\_\_\_\_\_  
Elizabeth Minter  
Secretary  
Library Board of Trustees



*Placentia Library District*

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Diane Warner, Administrative Assistant  
**SUBJECT:** Summary of Non-standard Claims for April 2014  
**DATE:** May 19, 2014

TYPE	DATE	CLAIM #	AMOUNT
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*NONE*

		<b>TOTAL</b>	<b>\$0</b>
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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Diane Warner, Administrative Assistant  
**SUBJECT:** Summary of Claims Forwarded by the Library Director & Trustees  
**DATE:** May 19, 2014

TYPE	DATE	CLAIM#	AMOUNT
707	5-14-14	5759	\$ 17,988.68
707	5-14-14	5760	\$ 11,861.02
<b>TOTAL</b>			<b>\$ 29,849.70</b>

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

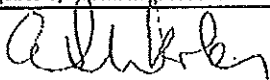
DATE: 05/06/14  
REPORT NO: 5759

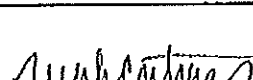
The County Auditor is authorized to draw these checks from:

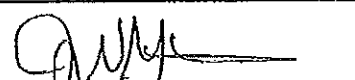
Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

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-12061 Library Ideas LLC P.O. Box 2346 Merrifield, VA 22116-2346	4-25-14	38213	2400	0760		\$5,800.00		
VC-4888 Califa Group 32 W 25th Ave Ste 201 Sant Mateo CA 94403	4-25-14	5971	2400	0760		\$601.42		
	4-25-14	5972	2400	0760		\$90.20		
(New Vendor #) Brea Electric Company 624 East Imperial Hwy. Suite B Brea, CA 92821	4-17-14	20751	1400	0714		\$394.64		
	4-03-14	20686	1400	0714		\$240.00		
VC-2775 OverDrive, Inc. PO Box 72117 Cleveland, OH 44192-0002	2-26-14	1148-234101050	2400	0760		\$115.04		
	2-27-14	1148-145709490	2400	0760		\$579.79		
VC-2775 OverDrive, Inc. PO Box 72117 Cleveland, OH 44192-0002	2-26-14	1148-150011890	2400	0760		\$59.99		
	2-27-14	1148-145125167	2400	0760		\$1,614.97		
VC-2775 OverDrive, Inc. PO Box 72117 Cleveland, OH 44192-0002	2-27-14	1148-134935963	2400	0760		\$211.85		
	2-27-14	1148-1148-202728153	2400	0760		\$340.70		
VC-2775 OverDrive, Inc. PO Box 72117 Cleveland, OH 44192-0002	3-18-14	1148201703253	2400	0760		\$1,742.51		
VC-7210-90 County of Orange Auditor-Controller P.O. Box 587 Santa Ana, CA 92702	4-03-14	CB0552	1900	0740		\$6,103.00		
VC-0089-10 Placentia Disposal #878 PO Box 78820 Phoenix, AZ 85082-8829	3-31-14	0676-001768454	1001			\$94.57		
<b>TOTAL REMITTANCE:</b>						<b>\$17,988.68</b>		
The claims listed above totaling \$17,988.68 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: 05/06/14  
REPORT NO: 5760

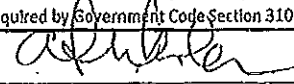
The County Auditor is authorized to draw these checks from:


Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

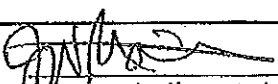
FUND: 707  
DEPT: V700  
BUDGET CONTROL: 707  
UNIT: 0900

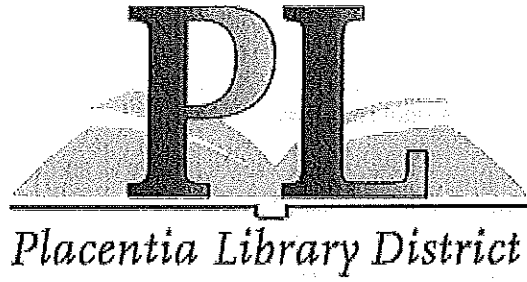
APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-5048 Special District Risk Mgmt Authority 1112 I Street, Suite 300 Sacramento, CA 95814-2865	4-07-14 14658	0306			\$9,135.12		
VC-13356 Click Consulting, Inc. 18017 Sky Park Circle, Suite C Irvine, CA 92614	4-21-14 18249	1900	0739		\$1,849.00		
VC-1428 Legacy Integrative Solutions 8734 Clota Street, Unit D Downey, CA 90241		1300 4000			\$785.00		
					\$91.80		
					\$876.90		
<b>TOTAL REMITTANCE:</b>					<b>\$11,861.02</b>		

The claims listed above totalling \$11,861.02 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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Diane Warner, Administrative Assistant  
**SUBJECT:** Current Claims and Payroll  
**DATE:** May 19, 2014

**Current Claims**

<u>TYPE</u>	<u>DATE</u>	<u>CLAIM #</u>	<u>AMOUNT</u>
707	05/06/14	5756	1,605.60
707	05/06/14	5757	4,945.82
707	05/06/14	5758	696.55

*Subtotal for Claims* **\$ 7,247.97**

**Payroll**

On Demand Wire	5/19/14	101	40,000
On Demand Wire	5/19/14	102	40,000
On Demand Wire	5/19/14	103	40,000

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

**TOTAL CURRENT CLAIMS & PAYROLL** **\$127,247.97**

LOCALLY GOVERNED DISTRICT  
 CLAIMS TRANSMITTED FOR PAYMENT

DATE: 05/06/14  
 REPORT NO: 5756

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	4-04-14		2400	0760		\$206.15		
		4010831810						
	4-04-14		2400	0760		\$18.28		
		4010831811						
	4-07-14		2400	0760		\$27.11		
		4010834503						
	4-07-14		2400	0760		\$19.59		
		4010834504						
	4-07-14		2400	0760		\$83.31		
		4010834506						
	4-07-14		2400	0760		\$19.46		
		4010834507						
	4-07-14		2400	0760		\$20.44		
		4010834508						
	4-07-14		2400	0760		\$11.13		
		4010834509						
	4-07-14		2400	0760		\$16.81		
		4010834510						
	4-08-14		2400	0760		\$15.72		
		4010838110						
4-08-14		2400	0760		\$13.88			
	4010838111							
4-08-14		2400	0760		\$14.52			
	4010838112							
4-08-14		2400	0760		\$15.75			
	4010838113							
4-08-14		2400	0760		\$41.65			
	4010838114							
4-08-14		2400	0760		\$43.39			
	4010838116							
4-08-14		2400	0760		\$12.00			
	4010838117							
4-08-14		2400	0760		\$13.88			
	4010838118							
4-08-14		2400	0760		\$15.15			
	4010838119							
4-08-14		2400	0760		\$889.22			
	4010838120							
4-09-14		2400	0760		\$27.17			
	4010838052							
4-09-14		2400	0760		\$42.49			
	4010840602							
2-21-14		2400	0760		\$38.50			
	4010767316							
<b>TOTAL REMITTANCE:</b>						<b>\$1,605.60</b>		

The claims listed above totaling \$1,605.60 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

*[Signature]*  
 Approved by

*[Signature]*  
 Countersigned by

Attested and/or countersigned by

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 05/06/14  
REPORT NO: 5757


The County Auditor is authorized to draw these checks from:

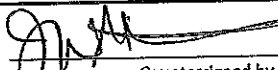
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FUND: 707  
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UNIT: 0900

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VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta, GA 30384-7930	4-10-14		2400	0760		\$18.57		
		4010840603						
	4-10-14		2400	0760		\$14.52		
		4010840605						
	4-10-14		2400	0760		\$14.52		
		4010840606						
	4-10-14		2400	0760		\$7.03		
		4010840607						
	4-10-14		2400	0760		\$21.13		
		4010840608						
	4-10-14		2400	0760		\$2,964.00		
		4010840609						
	4-10-14		2400	0760		\$67.28		
		4010840610						
	4-10-14		2400	0760		\$46.75		
		4010840611						
	4-10-14		2400	0760		\$351.72		
		4010840612						
	4-10-14		2400	0760		\$242.69		
		4010840613						
4-14-14		2400	0760		\$59.89			
	4010841744							
4-14-14		2400	0760		\$14.52			
	4010841746							
4-14-14		2400	0760		\$15.15			
	4010841747							
4-14-14		2400	0760		\$482.15			
	4010841748							
4-14-14		2400	0760		\$48.12			
	4010850403							
4-17-14		2400	0760		\$89.84			
	4010848901							
4-17-14		2400	0760		\$43.55			
	4010848902							
4-17-14		2400	0760		\$115.28			
	4010848904							
4-17-14		2400	0760		\$33.10			
	4010848905							
4-17-14		2400	0760		\$113.43			
	4010848906							
4-17-14		2400	0760		\$169.96			
	4010848907							
4-17-14		2400	0760		\$12.62			
	4010848908							
<b>TOTAL REMITTANCE:</b>						<b>\$4,945.82</b>		

The claims listed above totaling \$4,945.82 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: 05/06/14  
REPORT NO: 5758

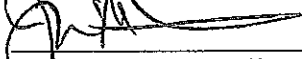
The County Auditor is authorized to draw these checks from:

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	DATE	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
Payee Name and Address	INVOICE #							
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta, GA 30384-7930	4-17-14	2400	0760		\$14.52			
	4-17-14	4010848909	2400	0760	\$24.91			
	4-17-14	4010848910	2400	0760	\$54.26			
	4-17-14	4010848911	2400	0760	\$67.56			
	4-17-14	4010848912	2400	0760	\$20.21			
	4-17-14	4010848913	2400	0760	\$122.15			
	4-21-14	4010853090	2400	0760	\$9.63			
	4-24-14	4010855345	2400	0760	\$23.58			
	4-24-14	4010855346	2400	0760	\$61.27			
	4-24-14	4010855347	2400	0760	\$134.99			
	4-24-14	4010855348	2400	0760	\$24.62			
	4-24-14	4010855349	2400	0760	\$13.86			
	4-24-14	4010855350	2400	0760	\$30.13			
	4-24-14	4010855351	2400	0760	\$17.05			
	4-24-14	4010855352	2400	0760	\$67.01			
	3-28-14	4010855353	2400	0760	\$10.80			
		0057119						
<b>TOTAL REMITTANCE:</b>					<b>\$696.55</b>			
<p>The claims listed above totalling \$695.55 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

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 05/19/14  
REPORT NO: 101

The County Auditor is authorized to draw these checks from:

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

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

\*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*06-02-14 Payroll #24 FY13/14	0100			\$ 40,000.00		
<b>TOTAL REMITTANCE:</b>					\$ 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: \_\_\_\_\_

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 05/19/14  
REPORT NO: 102

The County Auditor is authorized to draw these checks from:

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

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

\*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	*06-09-14 Payroll #25 FY13/14	0100			\$ 40,000.00		
<b>TOTAL REMITTANCE:</b>						\$ 40,000.00	
The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

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

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

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

Page Total:

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 05/19/14  
REPORT NO: 103

The County Auditor is authorized to draw these checks from:

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

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

\*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*06-16-14 Payroll #26 FY13/14	0100			\$ 40,000.00		
<b>TOTAL REMITTANCE:</b>					\$ 40,000.00		
The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

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

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

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

Page Total:



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Yesenia Baltierra, Business Manager

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

**DATE:** May 19, 2014

Fiscal Year 2013-2014	
07/31/13	2,041,592.77
8/31/2013	1,731,038.74
9/30/2013	1,637,400.49
10/31/13	1,498,226.33
11/30/2013	1,486,892.97
12/31/2013	2,147,271.47
01/31/14	2,066,699.35
2/28/2014	2,039,275.14
3/31/2014	1,979,234.63
04/30/14	2,442,155.17
5/31/2014	
6/30/2014	
Petty Cash	0.00
General Reserves	414,789.10
Impact Fees	374,419.30

Fiscal Year 2012-2013	
07/31/12	1,469,830.85
8/31/2012	1,349,149.11
9/30/2012	1,303,635.10
10/31/12	1,196,238.15
11/30/2012	1,367,458.84
12/31/2012	1,912,383.33
01/31/13	1,890,404.62
2/28/2013	1,794,179.66
3/31/2013	1,659,289.32
04/30/13	2,109,171.72
5/31/2013	2,053,081.07
6/30/2013	2,041,592.77
Petty Cash	0.00
General Reserves	414,789.10
Impact Fees	374,419.30



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Financial Reports through April 2014 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

**DATE:** May 19, 2014

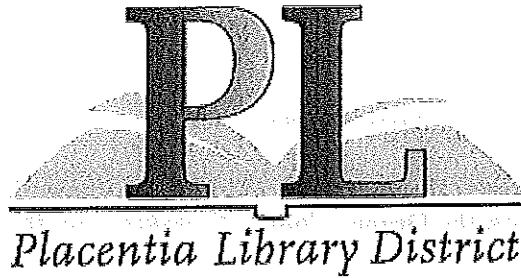
**Summary of Cash and Investments as of April 30, 2014**

Cash with Orange County Treasurer Fund 707	1,903,348.59
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	36,895.08
General Fund Savings – Bank of the West	562,681.22
Payroll Checking – Wells Fargo Bank	37,509.01
<b>Total Cash and Investments</b>	<b>3,329,642.30</b>

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

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Jeanette Contreras  
Library Director



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PLACENTIA LIBRARY DISTRICT  
YTD REVENUE REPORT  
April 30, 2014

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>TAXES</b>						
6210		Property Taxes - Current Secured	1,833,161	1,792,499	(40,662.31)	97.8%
6220		Property Taxes - Current Unsecured	78,317	55,299	(23,018.07)	70.6%
6230		Property Taxes - Prior Secured	0	-	0.00	0.0%
6240		Property Taxes - Prior Unsecured	0	-	0.00	0.0%
6250		Taxes - Spec Dist Augmentation	3,947	4,216	269.21	106.8%
6280		Property Taxes - Curr Supplemental	25,094	35,000	9,905.55	139.5%
6290		Other Taxes	0	1,608	1,607.63	100.0%
6300		Property Taxes - Prior Supplemental	0	639	639.11	100.0%
6540		Penalties & Costs on Delinq Taxes	1,652	313	(1,338.77)	19.0%
		<b>Sub Total</b>	<b>1,942,171</b>	<b>1,889,573</b>	<b>(52,597.65)</b>	<b>97.3%</b>
<b>REVENUE FROM USE OF MONEY &amp; PROPY</b>						
6610		Interest	0	5,304	5,304.32	100.0%
		<b>Sub Total</b>	<b>0</b>	<b>5,304</b>	<b>5,304.32</b>	<b>100.0%</b>
<b>INTERGOVERNMENTAL REVENUES</b>						
6690		State - Homeowners Property Tax Relief	17,243	7,107	(10,136.00)	41.2%
6970		State - Other	0	-	0.00	0.0%
7120		Other-In-Lieu Taxes	0	-	0.00	0.0%
7130		Other Governmental Agencies	0	1,761.04	1,761.04	100.0%
		<b>Sub Total</b>	<b>17,243</b>	<b>8,868</b>	<b>(8,374.96)</b>	<b>51.4%</b>
<b>MISCELLANEOUS REVENUES</b>						
7670		Miscellaneous Revenue (Local Revenue)				
		Newsletter Ads	0	1,100	1,100.00	100.0%
		PLFF Grants	0	170,773	170,772.56	100.0%
		Fines & Fees	45,000	30,939	(14,061.11)	68.8%
		Passport/Photos	70,000	104,378	34,378.00	149.1%
		Meeting Room Fees	8,000	3,642	(4,358.00)	45.5%
		DVD Rentals	6,000	5,598	(402.00)	93.3%
		Test Proctor	4,000	5,850	1,850.00	146.3%
		<b>Sub Total</b>	<b>133,000</b>	<b>322,279</b>	<b>189,279.45</b>	<b>242.3%</b>
7680		6-MO Expired (Outlawed) Checks	0	-	0.00	0%
		<b>YTD Actual</b>	<b>2,092,414</b>	<b>2,226,025</b>	<b>133,611.16</b>	<b>106%</b>
		<b>FY 12/13 Funds Available</b>	<b>40,000</b>	<b>40,000</b>		
		<b>TOTAL REVENUES FY 12/13:</b>	<b>2,132,414</b>	<b>2,266,025</b>	<b>133,611.16</b>	<b>106.3%</b>
<b>MISCELLANEOUS REVENUES (Restricted)</b>						
		Impact Fees	0	-	0.00	0%
		City of Placentia Tax Sharing Agreement	0	-	0.00	0%

## PLACENTIA LIBRARY DISTRICT

## EXPENDITURES REPORT

April 30, 2013

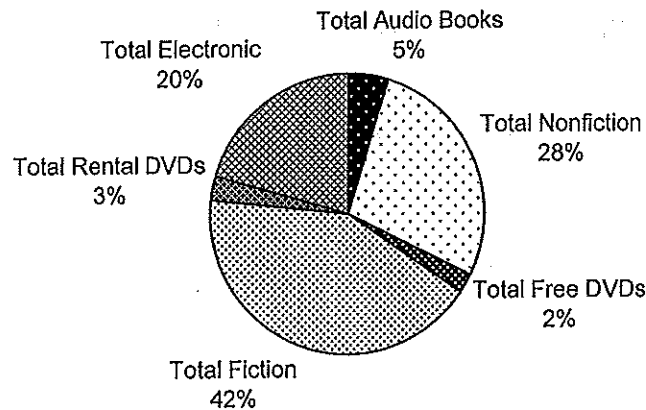
83% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
0100	Salaries & Wages	1,077,523	846,986	0.79	\$230,537
0200	Retirement	41,644	26,854	0.64	\$14,790
0301	Unemployment Insurance	9,000	0	0.00	\$9,000
0306	Health Insurance	190,893	120,553	0.63	\$70,340
0306-0770	Employee Assistance Program	715	424	0.59	\$291
0308	Dental Insurance	15,917	12,132	0.76	\$3,785
0309	Life Insurance	7,568	6,292	0.83	\$1,276
0310	AD & D Insurance	4,008	3,829	0.96	\$179
0319	Vision Insurance	2,574	1,694	0.66	\$880
0350	Workers' Compensation Insurance	10,000	6,083	0.61	\$3,917
	<b>TOTAL</b>	<b>\$1,359,842</b>	<b>\$1,024,847</b>	<b>0.75</b>	<b>\$334,995</b>
<b>SERVICES &amp; SUPPLIES</b>					
0700	Communications	25,000	8,449	0.34	\$16,551
0900	Food	2,000	2,091	1.05	-\$91
1000	Household Expenses	12,000	10,002	0.83	\$1,998
1100	Library Insurance	12,000	11,122	0.93	\$878
1300	Maintenance, Equipment	25,000	18,581	0.74	\$6,419
1400	Maintenance, Buildings & Improvements	48,500	49,866	1.03	-\$1,366
1600	Memberships	12,000	6,208	0.52	\$5,792
1700	Miscellaneous Expense	500	305	0.61	\$195
1800	Office Expenses	38,872	33,487	0.86	\$5,385
1803	Postage	5,500	9,145	1.66	-\$3,645
1900	Prof./Specialized Services	163,700	171,191	1.05	-\$7,491
1912	Investment Administrative Fees	1,500	1,105	0.74	\$395
2000	Publication and Legal Notices	500	0	0.00	\$500
2100	Rents and Leases - Equipment	1,000	771	0.77	\$229
2200	Rents & Leases - Buildings & Improvements	15,000	14,090	0.94	\$910
2400	Books/Library Materials	162,000	144,366	0.89	\$17,634
2600	Transportation & Travel	5,000	4,770	0.95	\$230
2700	Meetings	30,500	10,762	0.35	\$19,738
2800	Utilities	73,500	67,869	0.92	\$5,631
	<b>TOTAL</b>	<b>\$634,072</b>	<b>\$564,180</b>	<b>0.89</b>	<b>\$69,892</b>
<b>OTHER CHARGES</b>					
3700	Taxes and Assessments	\$8,500	\$9,526	1.12	-\$1,026
	<b>OPERATING EXPENSES</b>	<b>\$2,002,414</b>	<b>\$1,598,553</b>	<b>0.80</b>	<b>\$403,861</b>
<b>FIXED ASSETS &amp; CONTINGENCY FUNDS</b>					
4000	Equipment	\$55,000	\$18,574	0.34	\$36,426
4200	Structures/Improvements	75,000	\$70,237	0.94	\$4,763
5200	Contingency Funds	\$0		0.00	\$0
	<b>TOTAL</b>	<b>\$130,000</b>	<b>\$88,811</b>	<b>0.68</b>	<b>\$41,189</b>
<b>TOTAL BUDGET (Fund 707)</b>					
		<b>\$2,132,414</b>	<b>\$1,687,364</b>	<b>0.79</b>	<b>\$445,050</b>
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$374,419	\$0	0.00	\$374,419
	PLFF Grants	\$0	\$83,923	0.00	-\$83,923

# Placentia Library District

## ACQUISITIONS REPORT FOR FISCAL YEAR 2013-2014 THROUGH THE MONTH OF APR. 2014

	<u>Amount</u>	<u>Title</u>	<u>Volumes</u>
Total Fiction	\$64,741	3632	4224
Total Non-Fiction	\$42,558	1838	2620
Total Electronic	\$31,482	371	362
Total Audio Books	\$7,251	180	182
Total Free DVDs	\$3,469	136	148
Total Rental DVDs	\$4,627	176	184
<b>TOTAL MATERIALS</b>	<b>\$154,128</b>	<b>6333</b>	<b>7720</b>



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

ACQUISITIONS REPORT FOR FISCAL YEAR 2013-2014 THROUGH THE MONTH OF APRIL 2014

Prepared by Katie Matas, Acquisitions Librarian

	GENERAL FUND			ADOPT-A-BOOKGRANT			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$25,983	1216	1267	\$7,535	212	256	\$63,518	1428	1523	\$1,131	80	84	\$34,649	1508	1607
California Adult Fiction	\$0	0	0	\$279	10	10	\$279	10	10	\$0	0	0	\$279	10	10
Total Adult Fiction	\$25,983	1216	1267	\$7,814	222	266	\$63,797	1438	1533	\$1,131	80	84	\$34,928	1518	1617
Adult Non-Fiction	\$19,279	896	900	\$912	20	57	\$20,191	916	957	\$841	36	36	\$21,032	952	993
Adult Reference	\$1,062	161	162	\$0	0	0	\$1,062	161	162	\$1,064	22	22	\$2,126	183	184
Adult magazines	\$4,277	85	772	\$0	0	0	\$4,277	85	772	\$0	0	0	\$4,277	85	772
California Adult Non-Fiction	\$0	0	0	\$1,560	72	72	\$1,560	72	72	\$0	0	0	\$1,560	72	72
Total Adult Non-Fiction	\$24,618	1142	1834	\$2,472	92	129	\$27,090	1234	1963	\$1,905	58	58	\$28,995	1292	2021
TOTAL ADULT PRINT MATERIALS	\$50,601	2358	3101	\$10,286	314	395	\$90,887	2672	3496	\$3,036	138	142	\$63,923	2,810	3,638
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$1,107	87	87	\$1,107	87	87
Adult Audio Books	\$6,486	153	155	\$511	12	12	\$6,997	165	167	\$0	0	0	\$6,997	165	167
Adult Free DVDs	\$1,600	46	58	\$0	0	0	\$1,600	46	58	\$49	4	4	\$1,649	50	62
Adult Rental DVDs	\$3,461	187	137	\$338	14	14	\$3,799	151	151	\$975	75	75	\$4,674	226	226
TOTAL ADULT NON-PRINT MATERIALS	\$11,547	336	350	\$849	26	26	\$12,396	362	376	\$2,031	166	166	\$14,427	528	542
TOTAL ADULT MATERIALS	\$62,148	2,694	3,451	\$11,135	340	421	\$73,283	3,034	3,872	\$5,067	304	308	\$78,350	3,338	4,180
Juvenile Fiction	\$26,719	1548	2082	\$544	43	43	\$27,263	1591	2125	\$2,081	250	250	\$29,384	1841	2375
California Juvenile Fiction	\$0	0	0	\$459	27	27	\$459	27	27	\$0	0	0	\$459	27	27
Young Adult Fiction	\$12,039	868	875	\$0	0	0	\$12,039	868	875	\$363	44	44	\$12,402	912	919
California Young Adult Fiction	\$0	0	0	\$109	6	7	\$109	6	7	\$0	0	0	\$109	6	7
Total Juvenile Fiction	\$38,758	2416	2957	\$1,212	76	77	\$39,970	2492	3034	\$2,394	294	294	\$42,364	2,786	3,328
Juvenile Non-Fiction	\$14,999	641	669	\$948	49	50	\$15,847	690	719	\$281	29	29	\$16,128	719	748
California Juvenile Non-Fiction	\$0	0	0	\$395	15	15	\$395	15	15	\$0	0	0	\$395	15	15
Young Adult Non-Fiction	\$654	34	34	\$0	0	0	\$654	34	34	\$77	5	5	\$731	39	39
California Young Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Reference	\$1,686	8	36	\$0	0	0	\$1,686	8	36	\$149	12	12	\$1,835	20	48
Juvenile Magazines	\$801	13	47	\$0	0	0	\$801	13	47	\$0	0	0	\$801	13	47
Total Juvenile Non-Fiction	\$17,940	696	786	\$1,244	64	66	\$19,184	760	852	\$507	46	46	\$19,691	808	898
TOTAL JUVENILE PRINT MATERIALS	\$56,698	3,112	3,743	\$2,456	140	143	\$59,154	3,252	3,886	\$2,901	340	340	\$62,055	3,592	4,226
Juvenile Music CDs	\$440	22	24	\$0	0	0	\$440	22	24	\$0	0	0	\$440	22	24
Juvenile Audio Books	\$765	27	27	\$0	0	0	\$765	27	27	\$0	0	0	\$765	27	27
Young Adult Video Games	\$0	0	0	\$740	18	18	\$740	18	18	\$0	0	0	\$740	18	18
Juvenile Free DVDs	\$1,869	90	90	\$0	0	0	\$1,869	90	90	\$272	19	19	\$2,141	109	109
Juvenile Rental DVDs	\$1,166	39	47	\$0	0	0	\$1,166	39	47	\$48	3	3	\$1,214	42	50
TOTAL JUVENILE NON-PRINT MATERIALS	\$4,240	178	188	\$740	18	18	\$4,980	196	206	\$320	22	22	\$5,300	218	228
TOTAL JUVENILE MATERIALS	\$60,938	3,290	3,931	\$3,196	158	161	\$64,194	3,448	4,092	\$3,221	362	362	\$67,355	3,810	4,454
On-line databases	\$17,572	8	0	\$0	0	0	\$17,572	8	0	\$0	0	0	\$17,572	8	0
E-books	\$8,110	362	362	\$0	0	0	\$8,110	362	362	\$0	0	0	\$8,110	362	362
EMUSIC	\$5,800	1	0	\$0	0	0	\$5,800	1	0	\$0	0	0	\$5,800	1	0
TOTAL ELECTRONIC MATERIALS	\$31,482	371	362	\$0	0	0	\$31,482	371	362	\$0	0	0	\$31,482	371	362
Total Fiction	\$64,741	3632	4224	\$9,026	298	343	\$73,767	3930	4567	\$3,525	374	378	\$77,292	4304	4945
Total Non-Fiction	\$42,588	1838	2520	\$3,716	156	195	\$46,274	1994	2815	\$2,412	104	104	\$48,686	2098	2919
Total Electronic	\$31,482	371	362	\$0	0	0	\$31,482	371	362	\$0	0	0	\$31,482	371	362
Total Audio Books	\$7,251	180	182	\$511	12	12	\$7,762	192	194	\$0	0	0	\$7,762	192	194
Total Free DVDs	\$3,469	136	148	\$0	0	0	\$3,469	136	148	\$321	23	23	\$3,790	159	171
Total Rental DVDs	\$4,627	176	184	\$338	14	14	\$4,965	190	198	\$923	78	78	\$5,888	268	276
TOTAL MATERIALS	\$154,128	6333	7720	\$13,591	480	564	\$167,719	6,813	8,284	\$7,181	578	583	\$174,900	7392	8867

Outstanding Orders as of April 2014

Adopt-a-book  
\$11,915

General Fund  
\$4,038

TOTAL  
\$16,013



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

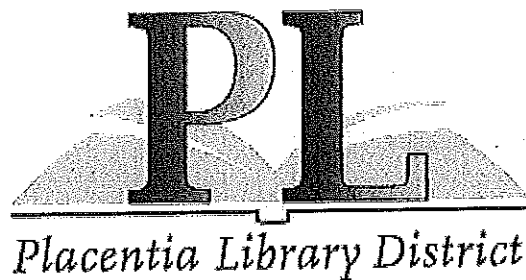
**FROM:** Yesenia Baltierra, Business Manager

**SUBJECT:** Entrepreneurial Activities Report for April 2014

**DATE:** May 19, 2014

**Net Revenue Summary for April 2014**

			YTD	YTD
	Apr-14	Apr-13	2013-2014	2012-2013
Passport	15,350.00	15,375.00	85,526.00	70,725.00
Passport Photos	3,480.00	3,204.00	18,852.00	15,549.00
Test Proctor	1,050.00	400.00	5,850.00	3,550.00
Meeting Room	330.00	200.00	3,642.00	3,840.00
DVD Rentals	539.00	642.00	5,598.00	5,128.60
<b>Total</b>	<b>20,749.00</b>	<b>19,821.00</b>	<b>119,468.00</b>	<b>98,792.60</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Business Manager  
**SUBJECT:** Personnel Report for April 2014  
**DATE:** May 19, 2014

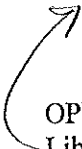
			YTD	YTD
	Apr-14	Apr-13	2013-2014	2012-2013
Separation	1	1	2	5
Retirement	0	0	0	0
Appointments	✓ 2	0	3	1
Open Positions	✓ 0	3	3	5
Workers' Compensation Leave	0	1	1	1
<b>Total</b>	<b>3</b>	<b>5</b>	<b>9</b>	<b>12</b>

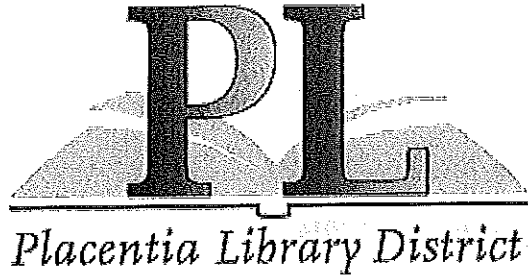
**SEPARATION:**  
 Library Aide (20 hours)

**RETIREMENT:**  
 None

**APPOINTMENTS:**  
 None

**OPEN POSITIONS:**  
 Library Aide (20 hours)





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Fernando Maldonado, Circulation Supervisor  
**SUBJECT:** Circulation Activity Report  
**DATE:** May 19, 2014

**MONTHLY STATISTICS**

April 2014

CIRCULATION	Apr-14	Apr-13	Y-T-D	Y-T-D	Y-T-D
			2013-14	2012-13	% change
New Patron Registrations	276	325	3,167	3,049	3.9%
Total Circulation*	20,931	17,557	196,938	167,426	15.0%
Total Active Borrowers**	8,314	8,472			
Attendance	23,705	24,343	221,157	226,253	-2.3%
Registered Card Holders**	31,664	33,320			
Adult Fiction	2,625	2,654	27,084	28,147	-3.8%
Adult Nonfiction	2,696	1,993	23,104	18,373	25.7%
Adult Magazines	268	195	2,350	2,285	2.8%
Adult Music CDs	213	124	2,000	1,706	17.2%
Adult Audio Books	525	596	5,983	5,550	7.8%
Adult Free DVDs	248	352	2,721	2,776	-2.0%
Adult Rental DVDs	420	549	4,246	4,122	3.0%
Overdrive E-Books	614	396	5,756	2,888	99.3%
Overdrive Audio Books	227	192	2,394	1,223	95.7%
JV Fiction	8,823	6,602	88,779	65,069	36.4%
YA Fiction	1,216	1,283	13,119	11,688	12.2%
JV Nonfiction	2,544	1,726	21,023	13,195	59.3%
YA Nonfiction	110	102	995	738	34.8%
JV Magazines	5	18	74	122	-39.3%
JV Music CDs	33	7	246	206	19.4%
JV Audio Books	43	45	466	428	8.9%
JV Free DVDs	624	674	6,529	6,405	1.9%
JV Rental DVDs	231	221	2,074	1,989	4.3%
Video Games	12	0	102	0	900.0%

\* In-House counts were added to total circulation and all item types.

\*\*Year to date not applicable.

**PATRON COUNT**

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		1,341	804	609	1,107	2,066	5,927
10:00		495	584	491	473	540	2,583
11:00		476	695	450	363	691	2,675
12:00		667	778	547	723	686	3,401
1:00	483	539	462	538	499	1,078	3,599
2:00	641	489	626	554	511	516	3,337
3:00	771	859	988	1,122	475	582	4,797
4:00	638	929	1,038	1,023	886	665	5,179
5:00		1,007	1,498	1,069	1,119		4,693
6:00		1,029	1,039	1,304	936		4,308
7:00		767	909	1,267	1,019		3,962
8:00		705	926	784	533		2,948
<b>Total/Day</b>							47,409
<b>* Grand Total</b>							<b>23,705</b>

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

**PASSPORT SERVICES**

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		1	4	1	2	14	22
10:00		1	4	2	4	24	35
11:00		1	8	2	3	15	29
12:00		3	7	2	5	19	36
1:00	24	9	13	5	8	24	83
2:00	24	12	13	7	6	23	85
3:00	19	17	15	14	10	19	94
4:00	15	19	12	16	12	15	89
5:00		11	6	14	11		42
6:00		6	17	16	16		55
7:00		9	0	13	9		31
8:00		6	0	6	1		13
<b>Total/Day</b>	82	95	99	98	87	153	614
<b>Grand Total</b>							<b>614</b>

**STAFF ACTIVITY**

- April 01, 2014- Staff organized the meeting room for Pre-School story time.
- April 01, 2014- Staff organized the history room for Real Teens/Real Talk.
- April 01, 2014- Estella delivered money deposits to the bank.
- April 03, 2014- Staff organized the meeting room for Book Discussion.
- April 03, 2014- Staff organized the meeting room for Teens: DIY Jewelry 101.
- April 03, 2014- Staff organized the meeting room for Lap-Sit story time.
- April 05, 2014- Staff organized the meeting room for Parenting Series.
- April 08, 2014- Staff organized the meeting room for Book Discussion.
- April 08, 2014- Staff organized the meeting room for Pre-School story time.
- April 08, 2014- Staff organized the history room for Real Teens/Real Talk.
- April 08, 2014- Fernando participated in Supervisors meeting.
- April 09, 2014- Staff organized the meeting room for Cops story time.
- April 10, 2014- Estella delivered money deposits to the bank.
- April 10, 2014- Fernando attended the State of the City.
- April 10, 2014- Staff organized the meeting room for Lap-Sit story time.
- April 10, 2014- Staff organized the history room for Real Teens/Real Talk.
- April 12, 2014- Circulation staff assisted with Eggcitement preparations.
- April 12, 2014- Staff organized the meeting room for Kaplan SAT practice test.
- April 13, 2014- Staff helped with Friends monthly book sale.
- April 14, 2014- Staff organized the meeting room for PLFF board meeting.
- April 14, 2014- Fernando participated in Strategic Planning discussion.
- April 15, 2014- Estella delivered money deposits to the bank.
- April 15, 2014- Staff organized the meeting room for Pre-School story time.
- April 15, 2014- Staff organized the history room for Real Teens/Real Talk.
- April 17, 2014- Staff organized the meeting room for Lap-Sit story time.
- April 17, 2014- Staff organized the history room for Real Teens/Real Talk.
- April 17, 2014- Fernando began training for new Library Aide.
- April 17, 2014- Fernando attended Placentia Community Network meeting.
- April 17, 2014- Estella delivered money deposits to the bank.
- April 19, 2014- Staff organized the meeting room for Self Defense program.
- April 21, 2014- Fernando attended Board meeting.
- April 22, 2014- Estella, Beatrice, Eric and Fernando attended all staff meeting.
- April 22, 2014- Laura D., Estella, Beatrice, Eric, and Victor attended Circulation Department meeting.
- April 22, 2014- Staff organized the meeting room for Pre-School story time.
- April 22, 2014- Staff organized the history room for Real Teens/Real Talk.
- April 22, 2014- Fernando participated in Supervisors meeting.
- April 24, 2014- Staff organized the meeting room for RADD story time.
- April 24, 2014- Staff organized the meeting room for Lap-Sit story time.
- April 24, 2014- Staff organized the history room for Real Teens/Real Talk.
- April 24, 2014- Staff organized the meeting room for Family Violence program.
- April 25, 2014- Estella, Beatrice, Laura D., Max, Victor, Sara, Laura C., Eric, Danny, and Fernando attended Staff Development Day.
- April 26, 2014- Staff organized the meeting room for Super Star story time.
- April 26, 2014- Staff organized the Childrens room for El Dia de los Ninos/Children's Day program.
- April 29, 2014- Staff organized the meeting room for Pre-School story time.

**ONGOING PROJECTS**

Fernando continues to work on staff performance evaluations.

Circulation continues to assist Adults with program registrations.

Circulation staff continues to participate in Strategic Planning.

Fernando continues to assist with SRC event planning.

Fernando continues training for new Library Aide.

**NEW PROJECTS AND ACTIVITIES**

Circulation staff will assist Children's with Wiggles and Giggles program.

Fernando will attend consortium meeting in May.



**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

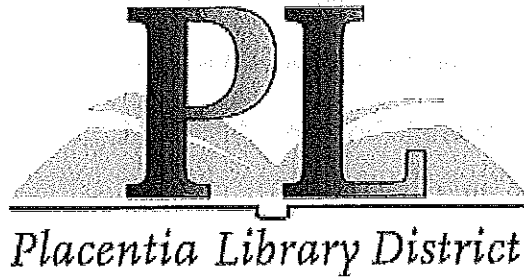
**TO:** Jeanette Contreras, Library Director  
**FROM:** Diane Warner, Administrative Assistant  
**SUBJECT:** City of Placentia Invoices - April 2014  
**DATE:** May 19, 2014

**CITY OF PLACENTIA INVOICES**

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

\* City Billing Not Received

PERIOD COVERED FY 2012-2013	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	3/20/2013	2,918.46	4,357.47	285	*	\$7,560.93
13-Apr	*	*	*	*	*	*
13-May	5/8/2013	3,192.56	*	285	15.64	*
13-Jun	6/18/2013	3,462.99	*	142.5	7.8	3,613.29
	<b>TOTAL</b>	<b>\$36,156.10</b>	<b>\$8,714.95</b>	<b>\$1,140.00</b>	<b>\$78.16</b>	<b>\$38,982.72</b>
	<b>AVG</b>	<b>3,013.01</b>	<b>726.25</b>	<b>95</b>	<b>6.51</b>	<b>3,248.56</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Library Director's Report for April 2014  
**DATE:** May 19, 2014

**Accomplishments**

- Provide assistance with the Easter Eggcitement event.
- Continue to work with the City of Placentia to provide custodial service during the Facility Maintenance Technician's absences.
- Planned, organized and facilitated the Staff Development Day including securing speakers and presenters for the in-service.
- Continue to handle facility, personnel and purchasing functions during the Business Manager's maternity leave.

**Meetings**

- Library Board of Trustees meeting – April 21<sup>st</sup>
- Staff meeting – April 22<sup>nd</sup>
- Monday huddles – April 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup> & 28<sup>th</sup>
- PLFF meetings – April 14<sup>th</sup> & 16<sup>th</sup>
- Supervisor's meetings – April 17<sup>th</sup>
- City of Placentia – April 16<sup>th</sup>
- Click Consulting – April 15<sup>th</sup>
- Strategic Planning Consultant – April 14<sup>th</sup>
- Irvine Deputy Police Chief – April 23<sup>rd</sup>

**Community Events / Functions**

- Easter Eggcitement – April 12<sup>th</sup>
- Friends Craftsman Fundraiser – April 16<sup>th</sup>
- Craftsman Ribbon Cutting – April 22<sup>nd</sup>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Lori Worden, Children's Services Supervisor  
**SUBJECT:** Children's Services Monthly Activity Report for April 2014  
**DATE:** May 19, 2014

**MONTHLY STATISTICS**

**Childrens Desk Activity**

	April 2014	April 2013	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
Phone reference:	39	29	375	351	6.84%
In person reference/research:	832	829	8085	8332	-2.96%
<b>Total Reference</b>	<b>871</b>	<b>858</b>	<b>8360</b>	<b>8683</b>	<b>-3.72%</b>
Total Number of Programs	42	45	374	412	-9.22%
Total Programs Attendance	3154	1278	14625	14783	-1.07%

**PROGRAM STATISTICS**

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Read to the Dogs	1	25
F.I.R.S.T.	1	22
Preschool Story Times I & II: 3-6 years	8	265
C.O.P.S.	1	12
Pocket Tales: Stories, music, and movement.	4	120
Lap Sit 24 months & younger	4	257
R.A.D.D.	1	7
Family Game Day	1	18
Homework Club	14	140
4/3 YA: DIY Jewelry	1	35
4/5 Easter Eggcitement Coloring Contest	1	56
4/7 Head Start Storytime (site visits)	2	124

4/12 YA: Kaplan PSAT	1	23
4/12 Easter Eggcitement	1	2,000
4/26 El Día de los Niños	1	50
<b>Total April 2014</b>	<b>42</b>	<b>3,154</b>
<b>Total April 2013</b>	<b>45</b>	<b>1,278</b>
<b>Current FY to date</b>	<b>365</b>	<b>14,625</b>
<b>Previous FY to date</b>	<b>412</b>	<b>14,783</b>

**Achievements:**

- Lori Worden attended final Easter Eggcitement planning meetings.
- Lori Worden attended a SLS meeting.
- Lori Worden attended the State of the City address and luncheon.
- Lori Worden and Brenda Ramirez participated in conducting the Easter Eggcitement event with other community partners and volunteers.
- Lori Worden completed purchases and planning for the upcoming Wiggles and Giggles program for parents with new babies.
- Lori Worden interviewed SJSU student Maria Espinoza. She is planning to complete her internship in the Children's department this summer.
- Lori Worden attended the April Placentia Library Board of Trustees meeting.
- Coleen Wakai and Lori Worden participated in the Staff Development Day.

**In progress:**

- Children's staff members are making plans for upcoming Fall and Winter programming for children and teens.
- Staff members are spending PLFF gift funds for materials.
- Brenda Ramirez is planning school visits and outreach for the upcoming Summer Reading program.

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Nadia Dallstream, Adult Services Supervisor  
**SUBJECT:** Adult Services Report for April 2014  
**DATE:** May 19, 2014

**MONTHLY STATISTICS**

**Reference Desk Activity**

	April 2014	April 2013	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
Reference -- in person	686	1,124	7,706	9,881	-22.01
Reference -- telephone	233	446	3,118	3,636	-14.25
Reference -- email/chat	1	4	22	28	-21.43
Technology assistance	279	507	5,505	4,283	28.53
Guest passes	139	150	1,665	1,343	23.98
Adult and Children's computer use (desktops)	2,291	2,533	23,865	25,465	-6.28
Adult computer usage (desktop)	1,899	2,154	20,521	21,741	-5.61
Public computer use (express laptops)	59	127	1,041	2,579	-59.64
Adult Program Attendance	196	79	1,919	1,473	30.28
Number of Adult Programs	13	9	94	72	30.56

**Adult Services Programs**

	April 2014
April 3, 2014 Book to Action Discussion (Townsend)	4
April 5, 2014 Parenting Series: Parenting With Love & Logic (Federman)	16
April 7, 2014 ReferenceUSA and your Business (Matas)	4
April 7, 2014 Uncover the Hidden Job Market (Matas)	6
April 8, 2014 Book Discussions: <i>Billy Lynn's Long Halftime Walk</i> (Townsend)	5
April 8, 2014 Computer Workshop: Introduction to Computers (Matas)	10
April 10, 2014 Adult Conversation Club (Federman)	8
April 15, 2014 Computer Workshop: Introduction to Computers (Matas)	9
April 19, 2014 Introduction to Self Defense (Townsend)	14
April 22, 2014 Computer Workshop: Introduction to Computers (Matas)	8
April 24, 2014 Adult Conversation Club (Federman)	6
April 24, 2014 What is Family Violence and How Can We Prevent It? (Townsend)	1
<b>Total Program Attendance</b>	<b>91</b>

**Volunteer Hours**

	<b>April 2014</b>	<b>April 2013</b>	<b>Y-T-D 2013-14</b>	<b>Y-T-D 2012-13</b>	<b>Y-T-D % change</b>
History Room	0	28	36	250.5	-85.63%
PLFF	494	461	5544.25	4443.25	24.78%
General Library	476.5	560.5	4865.25	3701.5	31.44%
Technology	29.25	55	432.25	873.5	-50.52%
Homework Club	76.5	89.25	714.5	824	-13.29%
Adult Literacy Tutors	92.5	91.5	669.45	486.75	37.53%
PTAC	76.75	110	1357.25	1375.75	-1.34%
<b>Total Volunteer Hours</b>	<b>1245.5</b>	<b>1395.25</b>	<b>15099.45</b>	<b>11955.25</b>	<b>26.30%</b>

**History Room Activity**

	<b>April 2014</b>	<b>April 2013</b>	<b>Y-T-D 2013-14</b>	<b>Y-T-D 2012-13</b>	<b>Y-T-D % change</b>
History Room Visitors	13	10	78	66	18.18%

**Adult Literacy**

	<b>April 2014</b>
Number of Tutors	14
Number of Students	19
<b>Total Number of Participants</b>	<b>33</b>

**Computer Literacy**

	<b>April 2014</b>
Number of Tutors	5
Number of Students	5
<b>Total Number of Participants</b>	<b>10</b>

**ACHIEVEMENTS**

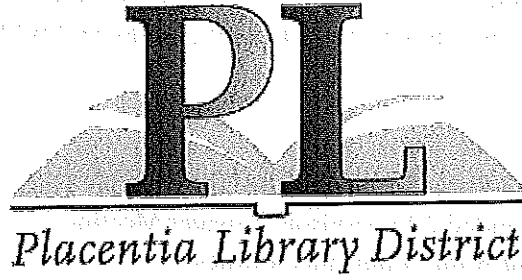
- *Katie Matas & Heather Alexander* created new book trough displays.
- *Wendy Townsend* completed a Family Violence Resources bibliography and Book to Action Display, programs and service project.
- *Wendy Townsend* completed weeding the 900s, Entertainment DVD's and Large Print collections.
- *Wendy Townsend* completed staff and patron instructions and research tips for using the History Room computer.
- *Wendy Townsend's* CLA conference proposal for the Library History Interest Group was accepted into the 2014 CLA Conference: *When History and Technology Collide*.
- *Katie Matas* completed weeding the fiction collection.
- *Katie Matas* coordinated and hosted two ReferenceUSA presentations, one for local businesses and one for job hunters.
- *Wendy Townsend* attended CSUF Human Services Fieldwork Day on April 16<sup>th</sup>.



- *Jeannie Killianey* published a Mommy Librarian article for the *Placentia News-Times*.
- *Jeannie Killianey* completed weeding the biography collection.
- *Jeannie Killianey* created a new book trough display and bibliography for the May Bluebirds program.

#### MEETINGS

- *Nadia Dallstream and Katie Matas* attended the Monday Huddle meeting on April 14<sup>th</sup>, 21<sup>st</sup> and 28<sup>th</sup>.
- *Nadia Dallstream* attended 2 Supervisor/Manager Meeting.
- *Nadia Dallstream and Katie Matas* met 4 times.
- *Nadia Dallstream, Katie Matas and Wendy Townsend* attended the Staff Meeting on April 22<sup>nd</sup>.
- *Jeannie Killianey and Nadia Dallstream* met 1 time.
- *Jeannie Killianey and Brenda Ramirez* met 1 time to plan out the display case for SRP.
- *Nadia Dallstream* attended the Strategic Planning Meeting on March 24<sup>th</sup>.
- *Nadia Dallstream, Wendy Townsend, Katie Matas, Venessa Faber, Jeannie Killianey, and Heather Alexander* participated in the Staff Development Meeting on April 25<sup>th</sup>.
- *Wendy Townsend, Katie Matas, Nadia Dallstream and Jeannie Killianey* attended Adult Services meetings on April 2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup> and 30<sup>th</sup>.
- *Wendy Townsend* participated in the Librarian interviews at Buena Park Library on April 14<sup>th</sup>.
- *Nadia Dallstream* attended the State of the City Meeting on April 10<sup>th</sup>.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Katie Matas, Librarian I  
**SUBJECT:** Placentia Library Website & Technology Report for April 2014  
**DATE:** May 19, 2014

**On-line database usage**

	April 2014	Onsite Usage 4/14	Remote Usage 4/14	April 2013	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
Placentia Library Catalog	14,741	N/A	N/A	14,091	144,476	177,801	-19%
General Reference Center	104	89	15	91	722	703	3%
Biography In Context	76	46	30	54	244	187	30%
Opposing Viewpoints	153	119	34	42	899	143	529%
Freegal	446	N/A	N/A	382	5,505	3,464	59%
Heritage Quest	574	N/A	N/A	471	4,287	5,234	-18%
Novelist	27	N/A	N/A	78	313	523	-40%
Shmoop	3	N/A	N/A	10	215	116	85%
Tumblebooks	373	N/A	N/A	437	4,204	4,895	-14%
Reference USA	293	N/A	N/A	214	3,475	1436	142%
<b>TOTAL DATABASE USAGE</b>	<b>16,790</b>	<b>254</b>	<b>79</b>	<b>15,870</b>	<b>164,340</b>	<b>194,502</b>	<b>-16%</b>

**Website Traffic**

	April 2014	April 2013	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
Website visits	20,324	22,185	205,581	212,582	-3%
Page Hits	35,592	41,078	384,079	386,101	-1%



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Continue Discussion of a possible Library Renovation for the Centennial Event  
**DATE:** May 19, 2014

**BACKGROUND**

A presentation was made by Jeffrey H. Tamkin, President & CEO of Public Facilities Investment Corporation (PFIC) and Stephen E. Finney, President of CWAAIA at the November 25, 2013 Library Board of Trustees meeting. The firm provided the Trustees with introductory information regarding capital improvement projects such as a building renovation and/or expansion. Mr. Finney provided a presentation, displaying various library projects CWAAIA has completed and are currently working on. Mr. Finney spoke about the module concept for PLD, which would allow the Library to remain open during construction. The second floor was deemed unacceptable due to cost and complete closure of the Library. Mr. Finney estimates the cost would be \$300-\$350 per square foot plus internal improvement costs like shelving, etc. Access and number of toilets drive how big the project can get. Restrooms costs are typically the most expensive per square foot.

In 2007, a Facility Master Plan was developed "to determine the long term library facility requirements to serve the needs of the Placentia Library District." The Facility Master Plan was based on a 44,680 square foot library from the current 22,800 square foot building. The District conducted a community survey last month and one of the highest rating critical elements was library renovation and expansion. Patrons have indicated that the library was old and outdated. The Placentia Library will be celebrating its centennial in 2019, and the existing building is nearly 40 years old. The Library Board of Trustees needs to determine if a renovation should be pursued as part of the Centennial Celebration.

At the April 21, 2014 Library Board of Trustees meeting, staff was directed to contact the California Special District Association (CSDA) for financing options for a possible renovation. After reviewing the District's current and past three budgets and audits, CSDA Finance Corporation concluded the District qualifies for a \$5M capital improvement project. In addition, staff also contacted PFIC for additional financing consideration. A \$5M loan from CSDA Finance Corporation would result in an annual loan payment of \$376,099 at a 4.25% interest rate on a 20-year term. PFIC offers a 3.74% interest rate for the same 20-year term with an annual loan payment of \$368,116; a variance of 2.2% or \$7,983 annually or \$159,660 for 20 years.

Attachment A is the financing options from CSDA Finance Corporation.

Attachment B is the financing options from PFIC.


Fiscal Impact: To be determined

**RECOMMENDATION**

Actions to be determined by the Library Board of Trustees.


*JC recommends pursuing a Bond or parcel property tax as well as this loan -*

*GC/JM - (5) ayes to move forward  
 (5) ayes EM/RdV - LD to get qualified rep for Bond financing discussion*



**CSDA Finance Corporation**

1112 I Street, Suite 200  
Sacramento, CA 95814  
t: 916.442.7087 f: 916.442.7889  
www.csdafinance.net



PREPARED BY CSDA FINANCE CORPORATION

DATE: May 1, 2014

PROPOSED LEASE PURCHASE FOR: Placentia Library District

RE: Capital improvement project

NOTE: TERMS ARE BASED UPON LEASE BEING BANK QUALIFIED

Purchase Option amount is exclusive of the rental payment due on same date.

Interest rate quote is valid for an acceptance within 15 days and lease funding within 60 days.

	<b>Financing Amount</b>	<b>Interest Rate</b>	<b>Term</b>
Payments: Annually in arrears	<b>\$5,000,000</b>	<b>4.25%</b>	<b>20 years</b>

PMT #	Due Date	Rent Payment	To Principal	To Interest	Purchase Option
1		\$376,099.17	\$163,599.17	212,500.00	
2		376,099.17	170,552.13	205,547.04	
3		376,099.17	177,800.60	198,298.57	
4		376,099.17	185,357.13	190,742.04	
5		376,099.17	193,234.80	182,864.37	4,212,192.57
6		376,099.17	201,447.28	174,651.89	4,005,709.11
7		376,099.17	210,008.79	166,090.38	3,790,450.10
8		376,099.17	218,934.17	157,165.00	3,566,042.58
9		376,099.17	228,238.87	147,860.30	3,332,097.74
10		376,099.17	237,939.02	138,160.15	3,088,210.24
11		376,099.17	248,051.43	128,047.74	2,833,957.53
12		376,099.17	258,593.61	117,505.56	2,568,899.08
13		376,099.17	269,583.84	106,515.33	2,292,575.64
14		376,099.17	281,041.16	95,058.01	2,004,508.45
15		376,099.17	292,985.40	83,113.77	1,704,198.42
16		376,099.17	305,437.28	70,661.89	1,391,125.20
17		376,099.17	318,418.37	57,680.80	1,064,746.37
18		376,099.17	331,951.15	44,148.02	724,496.45
19		376,099.17	346,059.07	30,040.10	369,785.90
20		376,099.17	360,766.73	15,332.44	0.00

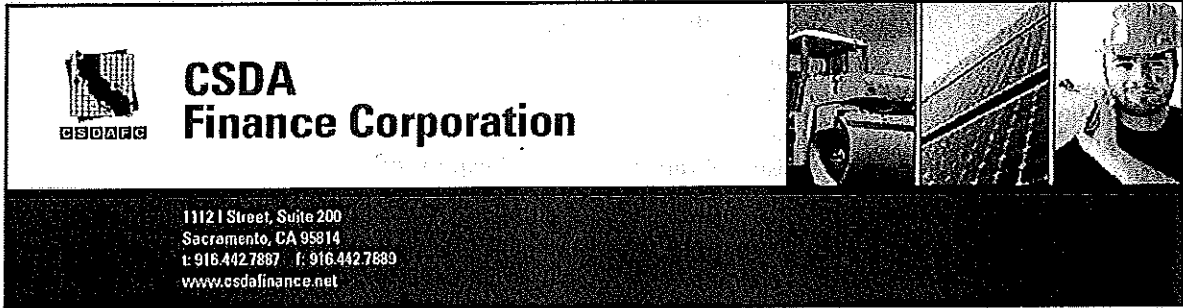
TOTALS: \$7,521,983.40      \$5,000,000.00      \$2,521,983.40

Approved and agreed to: Placentia Library District

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_



**CSDA Finance Corporation**  
1112 I Street, Suite 200  
Sacramento, CA 95814  
t: 916.442.7887 f: 916.442.7889  
www.csdafinance.net

PREPARED BY CSDA FINANCE CORPORATION DATE: May 1, 2014

PROPOSED LEASE PURCHASE FOR: Placentia Library District

RE: Capital improvement project

NOTE: TERMS ARE BASED UPON LEASE BEING BANK QUALIFIED

Purchase Option amount is exclusive of the rental payment due on same date.

Interest rate quote is valid for an acceptance within 15 days and lease funding within 60 days.

	<b>Financing Amount</b>	<b>Interest Rate</b>	<b>Term</b>
Payments: Annually in arrears	<b>\$5,000,000</b>	<b>3.90%</b>	<b>15 years</b>

PMT #	Due Date	Rent Payment	To Principal	To Interest	Purchase Option
1		\$446,566.66	\$251,566.66	195,000.00	
2		446,566.66	261,377.76	185,188.90	
3		446,566.66	271,571.49	174,995.17	
4		446,566.66	282,162.78	164,403.88	
5		446,566.66	293,167.13	153,399.53	3,731,158.03
6		446,566.66	304,600.65	141,966.01	3,418,942.37
7		446,566.66	316,480.07	130,086.59	3,094,550.30
8		446,566.66	328,822.80	117,743.86	2,757,506.93
9		446,566.66	341,646.88	104,919.78	2,407,318.87
10		446,566.66	354,971.11	91,595.55	2,043,473.49
11		446,566.66	368,814.99	77,751.67	1,665,438.12
12		446,566.66	383,198.77	63,367.89	1,272,659.38
13		446,566.66	398,143.52	48,423.14	864,562.27
14		446,566.66	413,671.12	32,895.54	440,549.38
15		446,566.66	429,804.27	16,762.39	0.00

TOTALS: \$6,698,499.90 \$5,000,000.00 \$1,698,499.90

Approved and agreed to: Placentia Library District

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

**Jeanette Contreras**

---

**From:** Jeff Tamkin <Jeff@tamkin.com>  
**Sent:** Wednesday, May 14, 2014 4:33 PM  
**To:** Jeanette Contreras  
**Cc:** Kyle Hines  
**Subject:** RE: Proposed Library remodel and expansion

Jeanette

Here is the information that you requested:

<u>15 years</u>	<u>20 years</u>	<u>30 years</u>
\$2,000,000 loan amount	\$2,000,000	\$2,000,000
\$182,331/yr annual payment	\$152,064/yr	\$134,202/yr
\$4,000,000	\$4,000,000	\$4,000,000
\$354,749/yr	\$295,859/yr	\$261,737/yr
\$5,000,000	\$5,000,000	\$5,000,000
\$441,389/yr	\$368,116/yr	\$326,085/yr
3.4% interest rate	3.74%	4.02%

Hope this helps and call with any questions

Best

Jeff

**From:** Jeanette Contreras [mailto:jcontreras@placentialibrary.org]  
**Sent:** Wednesday, May 14, 2014 4:05 PM  
**To:** Jeff Tamkin  
**Subject:** RE: Proposed Library remodel and expansion

*Thank you, Jeff.*

**Jeanette Contreras, Library Director**  
PLACENTIA LIBRARY DISTRICT  
411 E. CHAPMAN AVENUE  
PLACENTIA, CA 92870  
(714) 528-1925  
[WWW.PLACENTIALIBRARY.ORG](http://WWW.PLACENTIALIBRARY.ORG)



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Yesenia Baltierra, Business Manager

**SUBJECT:** Establish the District's Appropriations Limitations (Gann Limit) at \$3,977,937 for Fiscal Year 2014-2015 by Resolution 15-01.

**DATE:** May 19, 2014

**BACKGROUND**

Each year California local jurisdictions are required to establish an Appropriations Limitation (Gann Limit) for the next fiscal year.

Attachment A shows the calculation of the annual Gann Limitation using the information provided by California Department of Finance.

Attachment B is the background information from the California Department of Finance for Fiscal Year 2014-2015.

Attachment C is Resolution 15-01 establishing the Gann Limitation for Placentia Library District for Fiscal Year 2014-2015 in the amount of \$3,977,937.

**RECOMMENDATIONS**

1. Read Resolution 15-01 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations for Fiscal Year 2014-2015.
2. Adopt Resolution 15-01 by Roll Call Vote.

A. LAST YEAR'S Limit	\$ 3,972,409			
		<u>0.37+ 100</u>	1.0037	1
B. ADJUSTMENT FACTORS		100		1.00139149
1. Population %	0.37%			0.14%
2. Inflation %	-0.23%	<u>99.77</u>	0.9977	
		100		
Total Adjustment %	0.14%			
C. ANNUAL ADJUSTMENT \$	\$ 5,528			
D. OTHER ADJUSTMENTS	\$ -			
E. TOTAL AJUSTMENTS	\$ 5,528			
F. CURRENT YEAR LIMIT	\$ 3,977,937			

FY 14/15



DEPARTMENT OF  
**FINANCE**  
OFFICE OF THE DIRECTOR

EDMUND G. BROWN JR. - GOVERNOR  
STATE CAPITOL ■ ROOM 1146 ■ SACRAMENTO CA ■ 95814-4998 ■ WWW.DOF.CA.GOV

May 2014

Dear Fiscal Officer:

**Subject: Price and Population Information**

**Appropriations Limit**

The California Revenue and Taxation Code, section 2227, mandates the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2014, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2014-15. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2014-15 appropriations limit. Attachment B provides city and unincorporated county population percentage change. Attachment C provides population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

**Population Percent Change for Special Districts**

Some special districts must establish an annual appropriations limit. Consult the Revenue and Taxation Code section 2228 for further information regarding the appropriations limit. Article XIII B, section 9(C), of the State Constitution exempts certain special districts from the appropriations limit calculation mandate. The Code and the California Constitution can be accessed at the following website: <http://leginfo.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this issue should be referred to their respective county for clarification, or to their legal representation, or to the law itself. No state agency reviews the local appropriations limits.

**Population Certification**

The population certification program applies only to cities and counties. Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. Finance will certify the higher estimate to the State Controller by June 1, 2014.

**Please Note:** Prior year's city population estimates may be revised.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

MICHAEL COHEN  
Director  
By:

KEELY M. BOSLER  
Chief Deputy Director

Attachment

May 2014

Attachment A

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2014-15 appropriation limit is:

Fiscal Year (FY)	Per Capita Personal Income (Inflation)	Percentage change over prior year
2014-15		-0.23

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2014-15 appropriation limit.

2014-15:

Per Capita Cost of Living Change = -0.23 percent  
Population Change = 0.95 percent

Per Capita Cost of Living converted to a ratio:  $\frac{-0.23 + 100}{100} = 0.9977$

Population converted to a ratio:  $\frac{0.95 + 100}{100} = 1.0095$

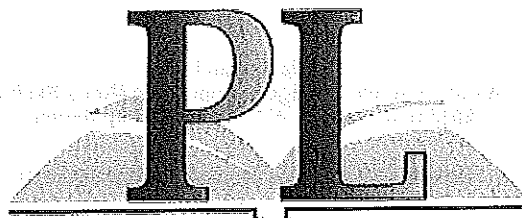
Calculation of factor for FY 2014-15:  $0.9977 \times 1.0095 = 1.0072$

Fiscal Year 2014-15

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2013 to January 1, 2014 and Total Population, January 1, 2014**

County City	Percent Change	Population Minus Exclusions		Total Population
	2013-2014	1-1-13	1-1-14	1-1-2014
<b>Orange</b>				
Allso Viejo	0.84	49,533	49,951	49,951
Anahelm	0.51	348,536	348,288	348,305
Brea	2.55	41,341	42,397	42,397
Buena Park	0.38	82,035	82,344	82,344
Costa Mesa	0.36	111,120	111,524	111,846
Cypress	0.58	48,602	48,886	48,886
Dana Point	0.40	33,902	34,037	34,037
Fountain Valley	0.81	56,244	56,702	56,702
Fullerton	1.20	138,466	140,131	140,131
Garden Grove	0.45	173,182	173,953	173,953
Huntington Beach	1.12	193,836	195,999	195,999
Irvine	4.88	231,383	242,651	242,651
Laguna Beach	0.41	23,131	23,225	23,225
Laguna Hills	0.39	30,737	30,857	30,857
Laguna Niguel	0.50	64,138	64,480	64,460
Laguna Woods	0.38	16,519	16,581	16,581
La Habra	0.75	61,255	61,717	61,717
Lake Forest	0.53	78,723	79,139	79,139
La Palma	0.38	15,836	15,898	15,898
Los Alamitos	0.77	11,639	11,729	11,729
Mission Viejo	0.58	94,789	95,334	95,334
Newport Beach	0.39	86,534	86,874	86,874
Orange	0.26	138,913	139,279	139,279
Placentia	0.37	51,900	52,094	52,094
Rancho Santa Margarita	0.47	48,606	48,834	48,834
San Clemente	0.40	64,615	64,874	64,874
San Juan Capistrano	1.52	35,361	35,900	35,900
Santa Ana	0.47	330,407	331,953	331,953
Seal Beach	0.33	23,948	24,027	24,591
Stanton	0.40	38,808	38,983	38,983
Tustin	0.37	78,071	78,360	78,360
Villa Park	0.47	5,907	5,935	5,935
Westminster	0.42	91,272	91,652	91,652
Yorba Linda	0.84	66,512	67,069	67,069
Unincorporated	0.78	120,533	121,473	121,473
<b>County Total</b>	<b>0.93</b>	<b>3,084,324</b>	<b>3,113,088</b>	<b>3,113,991</b>

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.



Placentia Library District

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RESOLUTION 15-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE  
APPROPRIATIONS LIMITATION FOR FISCAL YEAR 2014-2015

WHEREAS, the voters of California on November 6, 1979 added Article XIIB 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 2014-2015; 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 .37 for Placentia and inflation percentage change to be -0.23 for Fiscal Year 2014-2015.

NOW, THEREFORE, BE IT RESOLVED, that Resolution 15-01, dated May 19, 2014; and that the appropriations limit be \$3,977,937 for Fiscal Year 2014-2015. JM/EM

AYES: 5

NOES:

ABSENT:

ABSTAIN:

State of California    )  
                                  )ss.  
County of Orange    )

I, Elizabeth D. Minter, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the nineteenth day of May 2014.

IN WITNESS THEREOF, I have hereunto set my hand and seal this nineteenth day of May 2014.

---

Elizabeth D. Minter, Secretary  
Placentia Library District Board of Trustees



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Authorize Amendments to the 2014-2015 Salary Schedule to reflect the new California minimum wage requirements.  
**DATE:** May 19, 2014

**BACKGROUND**

At its May 20, 2013 Regular Meeting, the Library Board adopted the 2013-2015 Fiscal Years budget inclusive of the changes to the Salary Schedule, reflecting a 2% COLA.

Effective July 1, 2014, the minimum wage in California is \$9.00 per hour. Most employers in California are subject to both the federal and state minimum wage laws. When there are conflicting requirements in the laws between the federal and state minimum wage, the employer must follow the stricter standard; that is, the one that is the most beneficial to the employee. Current Federal minimum wage is \$7.25 per hour.

The District's current salary schedule reflects an \$8.49 per hour for the Page classification. In compliance with California minimum wage requirements, the salary schedule needs to be amended to reflect the new minimum wage of \$9.00 per hour.

Library Aide classification hourly rate is increased from \$10.02 to \$10.62 in order to re-establish the spread between the maximum rate for the Page classification at \$9.00 to the beginning rate for the Library Aide classification.

Attachment A is the amended Salary Schedule for Non-Exempt Classifications.

**RECOMMENDATION**

Authorize Amendments to the 2014-2015 Salary Schedule to reflect the new California minimum wage requirements.

*Row/Em*

*Bayo*

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

	1	2	3	4	5	6	7	8	9	10
<b>LIBRARY PAGE</b>										
HR	9.00	9.23	9.46	9.69	9.93	10.18	10.44	10.70	10.97	11.51
PP	720.00	738.00	756.45	775.36	794.75	814.61	834.98	855.85	877.25	921.11
AN	18,720.00	19,188.00	19,667.70	20,159.39	20,663.38	21,179.96	21,709.46	22,252.20	22,808.50	23,948.93
MO	1,560.00	1,599.00	1,638.98	1,679.95	1,721.95	1,765.00	1,809.12	1,854.35	1,900.71	1,995.74
<b>LIBRARY AIDE</b>										
HR	10.62	10.89	11.16	11.44	11.72	12.02	12.32	12.62	12.94	13.59
PP	849.60	870.84	892.61	914.93	937.80	961.24	985.28	1,009.91	1,035.16	1,086.91
AN	22,089.60	22,641.84	23,207.89	23,788.08	24,382.79	24,992.35	25,617.16	26,257.59	26,914.03	28,259.73
MO	1,840.80	1,886.82	1,933.99	1,982.34	2,031.90	2,082.70	2,134.76	2,188.13	2,242.84	2,354.98
<b>LIBRARY CLERK</b>										
HR	14.40	14.76	15.13	15.51	15.89	16.29	16.70	17.12	17.55	18.42
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	1,473.78
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	38,318.28
MO	2,496.00	1,875.47	1,922.27	1,970.80	2,019.33	2,823.99	2,894.59	2,966.96	3,041.13	3,193.19
<b>CIRCULATION SUPERVISOR</b>										
HR	16.29	16.70	17.11	17.54	17.98	18.43	18.89	19.36	19.85	20.84
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	1,667.21
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	43,347.56
MO	2,823.60	2,894.19	2,966.54	3,040.71	3,116.73	3,194.64	3,274.51	3,356.37	3,440.28	3,612.30
<b>FACILITY MAINTENANCE TECHNICIAN</b>										
HR	18.50	18.96	19.44	19.92	20.42	20.93	21.45	21.99	22.54	23.67
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	1,893.40
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	49,228.35
MO	3,206.67	3,286.83	3,369.00	3,453.23	3,539.56	3,628.05	3,718.75	3,811.72	3,907.01	4,102.36
<b>LIBRARY ASSISTANT</b>										
HR	19.34	19.82	20.32	20.83	21.35	21.88	22.43	22.99	23.56	24.74
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	1,979.37
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	51,463.58
MO	3,352.27	3,436.07	3,521.98	3,610.02	3,700.28	3,792.78	3,887.60	3,984.79	4,084.41	4,288.63
<b>ADMINISTRATIVE ASSISTANT</b>										
HR	22.71	23.28	23.86	24.46	25.07	25.69	26.34	27.00	27.67	29.05
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	2,324.27
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	60,431.13
MO	3,936.40	4,034.81	4,135.68	4,239.07	4,345.05	4,453.68	4,565.02	4,679.14	4,796.12	5,035.93
<b>LIBRARIAN I</b>										
HR	22.86	23.43	24.02	24.62	25.23	25.86	26.51	27.17	27.85	29.25
PP	1,828.80	1,874.52	1,921.38	1,969.42	2,018.65	2,069.12	2,120.85	2,173.87	2,228.22	2,339.63
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	60,830.28
MO	3,962.40	4,061.46	4,163.00	4,267.07	4,373.75	4,483.09	4,595.17	4,710.05	4,827.80	5,069.19
<b>ADULT/CHILDREN'S SUPERVISOR</b>										
HR	26.63	27.30	27.98	28.68	29.39	30.13	30.88	31.65	32.45	34.07
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	2,725.47
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	70,862.22
MO	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	5,905.18

Signature \_\_\_\_\_

: Approved

Al Shkoler, President

Effective: July 1, 2014

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Authorize Contracting Custodial Services to the City of Placentia

**DATE:** May 19, 2014

**BACKGROUND**

On May 8, 2009, managers met with the library staff to solicit ideas for the Fiscal Year 2009-2010 budget. The items that received the highest votes through the light voting process included a facility maintenance position. Currently, the Library uses eight different vendors to provide maintenance services including electrical, janitorial, locksmith, plumbing, water system, window cleaning, roof maintenance, carpet cleaning and furniture cleaning.

The Library Board of Trustees approved the Facility Maintenance Technician position at the May 18, 2009 meeting. The majority of the tasks currently performed by the full-time position includes:

- Vacuuming, sweeping, and mopping of floors throughout facility.
- Dusting and cleaning of table tops, counters, walls, windows, glass displays, meeting rooms, break rooms, and office areas.
- Cleaning restrooms including sinks, toilets, floors, and restocking soap, toilet paper, and paper towel dispensers.
- Emptying trash bins.
- Light maintenance tasks such as changing light bulbs, cleaning small stains, assembling furniture and hanging pictures.

The City of Placentia submitted a proposal to provide custodial service to the Placentia Library District. The proposal includes the above tasks and the following personnel:

- 2 weekday staff – 20 hours/week = 40 hours/week
- 2 weekend staff – 6 hours/week = 12 hours/weekend

The City of Placentia proposes an annual cost of \$36,736. The Facility Maintenance Technician position is currently compensated at \$61,098, a difference of \$24,362. Contracting custodial services will possibly save the District over \$121,000 over a five-year period.

Attachment A is the proposal for custodial service from the City of Placentia.

Fiscal Impact: Estimated annual savings of \$24,362

Jm/Em *B. Ayres*

**RECOMMENDATION**

Authorize Contracting Custodial Services to the City of Placentia, effective July 1, 2014.

CITY OF PLACENTIA  
FACILITY MAINTENANCE SERVICES

The frequency and need for custodial service and facility maintenance and repairs will be determined by mutual agreement of both the Placentia Library District and City of Placentia. Custodial services along with facility maintenance and repairs will encompass the duties outlined below. The City of Placentia will invoice the Placentia Library District bi-weekly based on actual hours worked for Maintenance Works and Facility Technicians at the hourly rates indicated below. The Public Works Superintendent will also provide assessments of facility issues and provide recommendations to use Maintenance Aides, Facility Technicians, or hire licensed contractors for any work beyond regular custodial services.

Custodial Services – Rate of \$14 per hour per staff member.

City Maintenance Aides will provide custodial services for the library building including:

- Vacuuming, sweeping, and mopping of floors throughout facility
- Dusting and cleaning of table tops, counters, walls, windows, glass displays, meeting rooms, break rooms, and office areas along with light graffiti removal of those areas
- Cleaning all restrooms in the facility (staff, general public, and children's area) including sinks, toilets, floors, and restocking soap, toilet paper, and paper towel dispensers
- Emptying all trash and recycle receptacles
- Other light maintenance items as requested if time permits such as changing light bulbs, cleaning small stains, assemble furniture, hang pictures, etc.
- Placentia Library District will provide all supplies needed for custodial services as outlined, Maintenance Aide will keep inventory of supplies

Facility Maintenance and Repairs – Rate of \$40 per hour per staff member

City Facility Technicians will provide additional assistance above and beyond regular custodial services including:

- Repairing or replacing light fixtures
- Light electrical, plumbing, or mechanical system repairs
- Non-structural wall patching, repairs, and painting

On – Call Custodial Work or Facility Repairs

Any additional custodial work or facility repairs that are beyond the regular set custodial schedule or during weekends will be charged at a minimum of two (2) hours for our on-call Maintenance Workers. Examples could include, but are not limited to:

- Unexpected spill or clean up needed in a restroom that occurs on a weekend
- A window is broken after hours and needs to be cleaned up and boarded up immediately for safety and security reasons
- A toilet or plumbing issues occurs on a weekend

**City of Placentia Public Works Part-Time Salary Estimate  
 Maintenance Aide Positions - Custodial Services  
 FY 2014 - 2015**

**Facility Maintenance (433654-5005)**  
 Maintenance Aide Week Day

Salary	Hours/Week	Weeks	# Staff	Compensation
\$ 14.00	20	50	2	\$ 28,000.00

**Fleet Operations (433658-5005)**  
 Maintenance Aide Weekend

Salary	Hours/Week	Weeks	# Staff	Compensation
\$ 14.00	6	52	2	\$ 3,736.00

**Total Part-time Salaries for Maintenance Aide Positions \$ 36,736.00**

Cost estimate provides two (2) Maintenance Aides that will each work Monday - Friday four (4) hours per day and Saturday and Sunday three (3) hours per day. A total of twenty-six hours (26) hours per week per Maintenance Aide will be provided for a total of fifty-hours (52) per week of custodial services.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Approve the 2014 Proposed California Special District Association (CSDA) Bylaws Amendments as proposed by the CSDA Board of Directors

**DATE:** May 19, 2014

**BACKGROUND**

CSDA has proposed a change in its current bylaws which includes the following highlighted recommendations for consideration:

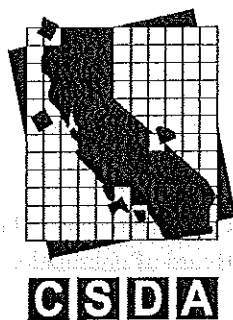
- General clean-up to reflect updates and organizational changes over the last 3 years.
- Clarifying language to the CSDA Board of nomination and election process.
- Updates to various committee definitions and titles.
- CSDA affiliated chapter clarification.

The completed proposed bylaw changes can be found online at [www.csdanet.org/bylaws](http://www.csdanet.org/bylaws).

Attachment A is the full proposed changes to CSDA's Bylaws as indicated in mark-up.

**RECOMMENDATIONS**

- 1) Approve the proposed CSDA Bylaws Amendments as presented; and, EM/BC (B)
- 2) Authorize President Shkoler to sign the ballot on behalf of the Placentia Library District.



# **BYLAWS**

## **California Special Districts Association**

### **Approved Bylaw Revision Dates:**

- Revised 1996**
- Revised 1999**
- Revised 2004**
- Revised October 1, 2009**
- Revised August 2, 2010**
- Revised August 1, 2011**



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**ARTICLE I – GENERAL**

**Section 1. Purpose:**

In addition to the general and specific purposes set forth in the Articles of Incorporation of the California Special Districts Association (CSDA), CSDA will provide outreach, education, and member services, and shall generate legislative advocacy for member interests. CSDA will interact with the government associations and groups that support or oppose its membership's interests.

**Section 2. CSDA Regions/Networks:**

The state of California shall be divided along county boundaries into six (6) voting regions/networks. The areas of the regions/networks have been determined by the Board of Directors of CSDA.

- Exhibit A.....Map of the six (6) regions/networks of CSDA.
- Exhibit B.....Names of the counties within the six (6) regions.

**Section 3. Principal Office:**

The principal business office of CSDA shall be located in Sacramento, California.

**ARTICLE II – MEMBERSHIP**

**Section 1. Qualification of Membership:**

There may be several classes of membership in the CSDA, as determined by the Board of Directors. The following classes have been adopted:

**A. Regular Voting Members:**

Regular voting members shall be any public agency formed pursuant to either general law or special act for the local performance of governmental and/or proprietary functions within limited boundaries, and which meets any one of the following criteria:

1. Meets the definition of "independent special district" set forth in Government Code Section 56044 by having a legislative body all of whose members are elected, or which members are appointed to fixed terms; or
2. A public agency whose legislative body is composed of representatives of two or more other public agencies. Such representatives may be either members of the legislative body or designated employees of such other public agencies. Public agencies which qualify as regular members pursuant to these criteria include, but are not limited to the following public agencies: (a) air quality management districts; (b) air pollution control districts; (c) county water agencies or authorities; (d) transit or rapid transit districts, or transportation authorities; (e) metropolitan water districts; (f) flood control and/or water conservation districts; (g) sanitation agencies.

Regular voting members do not include the state, cities, counties, school districts, community college districts, dependent districts, or joint powers authorities. Dependent districts are defined as those special districts whose legislative body is composed exclusively of members of a Board of Supervisors of a single county or city council of a single city, LAFCOs, joint powers authorities or the appointees of such legislative bodies with no fixed terms.

Regular voting members have voting privileges and may hold seats on the Board of Directors.

**B. Associate Non-Voting Members:**

Shall be those organizations such as dependent districts, cities, mutual water companies, and those public agencies that do not satisfy the criteria for regular voting membership specified in Section A above.

Associate members have no voting privileges and may not hold a seat on the Board of Directors.

**C. Business Affiliate Members:**

Shall be those persons or organizations that provide services to special districts and/or have evidenced interest in the purposes and goals of CSDA. Business Affiliates have no voting privileges and may not hold a seat on the Board of Directors.

**D. Liaison Representatives:**

~~Members of CSDA, who hold memberships in other organizations which have shown an interest in the purposes of CSDA, may request the Board of Directors to appoint a non-voting liaison representative from the interested organization to participate in activities conducted by CSDA. Non-inclusive examples of said organizations are recreation and park, fire, cemetery, and mosquito abatement/vector control.~~

~~The Board of Directors may invite the non-voting liaison representatives to attend CSDA meetings and participate in CSDA committees at the discretion of the Board. Liaison representatives have no voting privileges and may not hold a seat on the Board of Directors.~~

**Section 2. Membership Application:**

Application for membership to CSDA will be directed to staff, who will determine if the applicant's interest and purpose is in common with CSDA. If the applicant meets the requirements of membership, the Board of Directors shall approve the new member by a majority vote of the Board. Acceptance to membership shall authorize participation in CSDA activities as specified in these Bylaws.

**Section 3. Membership Dues:**

The membership dues of CSDA shall be established annually by a majority vote of the Board of Directors at a scheduled Board meeting. Authority to adjust the dues shall remain with the Board of Directors.

**Section 4. Membership Voting:**

Matters to be voted upon by the membership shall be determined by the Board of Directors in accordance with these Bylaws. Only those matters of which proper notice was given by CSDA may be voted upon.

**A. Voting Designee:**

In accordance with these Bylaws, regular voting members in good standing shall have voting privileges. The governing body of each regular voting member shall designate by resolution, one representative from their respective district who shall have the authority to exercise the right of the regular voting member to vote. Such voting designee shall be a Board member or managerial employee of the member regular voting member. Each regular voting member shall file such resolution with CSDA.

**B. Voting Authorization:**

Those regular voting members who have paid the required dues as set by the Board of Directors are members in good standing. Each regular voting member in good standing

shall be entitled to one vote on all matters brought before the membership for vote at any meeting or mail ballot.

**Section 5. Membership Quorum:**

**A. Meeting Quorum:**

Twenty-five (25)-voting designees, as defined in Article II, Section 4, officially designated by each regular voting member present at any annual or special meeting of the CSDA shall constitute a quorum. Absentee ballots ~~shall~~ will not be accepted.

**B. Mailed Ballot Quorum:**

Mail ballots received from ~~twenty-five~~ (25) voting designees shall constitute a quorum.

**Section 6. Membership Meetings:**

**A. Annual Business Meeting:**

The annual business meeting of the members shall be held at the Annual CSDA Conference at such time and place as determined by the Board of Directors. Written notice of the annual business meeting shall include all matters that the Board intends to present for action and vote by the members.

Written notice of any annual meeting of the members of CSDA, via mail and/or electronic delivery, and/or facsimile shall be sent to each regular voting member in good standing, at least 45 days in advance of the designated date of such meeting. The notice shall include the time and place, and all matters the Board of Directors intends to present for action and vote by the members.

**B. Special Meetings:**

Special meetings of the members may be called at any time by the President, by a majority of the Board of Directors, or by a majority of at least a quorum of the members. Written notice shall include all matters the Board of Directors intends to present for action and vote by the members.

Written notice of any special meeting of the members of CSDA, via mail and/or electronic delivery, and/or facsimile shall be sent to each regular voting member in good standing, at least ten days in advance of the designated date of such meeting. The notice shall include the time and place, and all matters intended to be presented for action and vote by the members.

**C. Notice of Meetings:**

~~Written notice of any annual or special meeting of the members of CSDA, via mail and/or electronic delivery, and/or facsimile shall be sent to each regular voting member in good standing, not later than forty-five (45) days in advance of the designated date of such meeting. The notice shall include the time and place, and all matters the Board of Directors intends to present for action and vote by the members.~~

**D.C. Mail Ballot:**

The Board of Directors may at its discretion authorize the voting upon any issue, by written ballot mailed to each regular voting member in good standing. Such ballot shall be mailed by first class mail, at least not later than forty-five (45) days in advance of the date the CSDA has designated for the return of the ballot by each member to CSDA.

**E.D. Majority Vote:**

A majority of votes cast or ballots received ~~vote of all regular voting members voting~~ shall be necessary to carry any matter voted upon, provided a quorum of members has voted in person or by mail ballot. Voting by proxy ~~shall~~ will not be allowed.

**Section 7. Termination of Membership:**

Any member delinquent in the payment of dues for a period of three (3) months after said dues are due and payable, shall be notified in writing of such arrearage, and shall be given written notice of possible termination. If such delinquent dues remain unpaid for forty-five (45) days after said notice, the delinquent member shall automatically cease to be a member of CSDA.

A delinquent member may be restored to membership by making written application to the Board of Directors of the CSDA. Such reinstatement shall be at the discretion of the Board.

## ARTICLE III – DIRECTORS

### Section 1. Number of Directors:

The authorized number of elected directors to serve on the Board of Directors shall be eighteen (18). Each regular voting member agency shall be limited to one seat on the Board.

There shall be three (3) directors elected from each of the six (6) CSDA regions/networks. Directors elected from each of the six (6) regions/networks shall hold staggered three (3)-year terms. The three directors serving a term of office from a region/network shall be elected from three (3) different regular voting member agencies located in that region/network.

### Section 2 Term of Office:

Directors elected from each of the six (6) regions/networks shall hold staggered three (3)-year terms. After the annual election of directors, a meeting of the Board shall be held to ratify the election results. The term of office of the newly elected persons shall commence on the following January 1 and shall terminate in three (3)-years.

### Section 3. Nomination of Directors:

Nomination shall be by region/network. Any regular voting member in good standing is eligible to nominate one person from their district to run for director of CSDA. The director nominee shall be a board member of the district or a managerial employee as defined by that district's Board of Directors. Nomination of the director designee shall be made by a resolution or minute action of the regular voting member's Board of Directors. Only one individual from each regular voting member district may be nominated to run at each election. In the event an incumbent does not re-run for his/her seat, the nomination period for that region/network shall be extended by ten days.

The CSDA staff, in conjunction with the Elections and Bylaw Committee, will review all nominations received and accept all that meet the qualifications set by these Bylaws. A slate of each region's/network's qualified nominees will be submitted by mail ballot, to that region's/network's regular voting membership for election pursuant to Article III, Section 4

### Section 4. Election of Directors:

The Election and Bylaws Committee shall have primary responsibility for establishing and conducting elections. The Committee may enforce any regulation in order to facilitate the conduct of said elections. Voting for directors shall be by the regular voting members from the region/network from which they are nominated ~~six (6) regions and shall be conducted by mail.~~

The Election and Bylaws Committee shall meet each year to review, with staff, the regions/networks where election of directors will be necessary. The Committee will coordinate, with staff, the dates nomination requests shall be mailed to the regular voting members, theand officially date for the nomination requests to be received at the CSDA office, and will set the date of the election.

#### A. Written Notice:



Written notice requesting nominations of candidates for election to the Board of Directors shall be sent first class mail to each regular member on the date specified by the Election and Bylaws Committee, which shall be at least ~~one hundred and twenty (120)~~ days prior to the election. The nominations must be received by the CSDA before the established deadline which shall be no later than ~~sixty (60)~~ days prior to the election. Nominations received after the deadline date shall be deemed invalid.

**B. Balloting and Election:**

Voting for directors shall be by mail.

After the nomination period for directors is closed, a mailed ballot specifying the certified nominees in each region/network shall be distributed to each regular voting member in that region/network ~~good standing~~ by first class mail. Each such regular member in each region/network shall be entitled to cast one vote for each of that region's/network's open seats on the Board.

The ballot for each region/network shall contain all nominations accepted and approved by CSDA staff. In the event there is only one nomination in a region/network, the nominee shall automatically assume the Seat up for election and a ballot shall not be mailed. Staff will execute a Proof of Service certifying the date upon which all regular voting members of each region/network were mailed a mail-ballot.

Ballots shall be returned by mail to the principal business address of CSDA prior to the close of business (5:00 pm) on the designated election date, which shall be at least ~~forty-five (45)~~ days prior to the ~~annual business meeting of the members held at the Annual Conference.~~ Ballots received after the specified date shall not be counted.

All ballots shall remain sealed until opened in the presence of the Election and Bylaws Committee chairperson or his/her designee.

**Section 5. Event of Tie:**

In the event of a tie vote, a supplemental mail ballot containing only the names of those candidates receiving the same number of votes shall be mailed to each regular voting member in the region/network where the tie vote occurred.

Those mail ballots received prior to the close of business (5:00 pm) on the date designated by the Election and Bylaws Committee shall be considered valid and counted. All supplemental mail ballots received after the designated date will be deemed invalid. All such ballots shall remain sealed until opened in the presence of the Committee chair or his/her designee.

In the event the supplemental mail ballot results in a tie vote, the successful candidate will be chosen by a drawing by lot.

**Section 6. Director Vacancy:**

In the event of a director vacating his/her seat on the Board of Directors, an individual who meets the qualifications as specified in these Bylaws may be appointed or elected to complete the director's unexpired term.

**A. Two or Three Vacant Seats in the Same Region/Network:**

In the event more than one seat on the CSDA Board of Directors in any one region/network is vacant at the same time, such vacancies shall be filled by election. A mail ballot shall be prepared; listing all nominees for that region/network accepted and approved pursuant to Article III, Section 4 of these Bylaws

Regular Mmembers of each region/network shall be entitled to cast one vote for each open seat in that region/network. The candidate receiving the most votes will be elected to the vacant seat with the longest remaining term. The candidate receiving the second highest number of votes will be elected to fill the vacant seat with the second longest remaining term. The candidate receiving the third highest number of votes will be elected to fill the vacant position with the third longest remaining term.

**B. Vacancy During Nomination Period:**

In the event of a vacancy occurring "during" the nomination period prior to the annual election, the vacancy shall be filled by election. Written notification of the vacancy and request for nominations shall be sent to each regular member in the region/network in which the vacancy occurred. Nominations will be accepted for ~~the~~ such vacant seat ~~and which~~ shall be placed on the mail ballot for election in that region/network.

**C. Vacancy After Nomination Period:**

In the event of a vacancy occurring "after" the nomination period has closed, at the discretion of the CSDA Board, the vacancy may remain unfulfilled until the next regularly scheduled election or may shall be filled by appointment. Should the CSDA Board choose to fill the vacancy by appointment, Notification of the vacancy and request for nominations shall be sent to all regular members in the region/network in which the vacancy occurred.

The region's/network's existing directors sitting on the CSDA Board shall interview all interested candidates of that region/network and bring a recommendation to the CSDA Board of Directors of the CSDA. The Board shall make the appointment to fill the unexpired term of the vacated Board position.

**Section 7. Director Disqualification:**

- A. A director shall become disqualified from further service upon the occurrence of the following:

A director's district is no longer a member of the CSDA; a director is no longer a board member or an employee of a member district; and/or a director shall resign.

Any officer or director may resign at any time by giving written notice to the President or ~~CEO~~ Executive Director. Any such resignation shall take effect at the date of the receipt of such notice or at any time specified therein.

- B. The position of a director may be declared vacant by a majority vote of the CSDA Board of Directors when a director shall ~~fails~~ to attend three (3) consecutive meetings of the Board, ~~without prior notice to the Board President.~~

**Section 8. Powers of Directors:**

Subject to the limitations of these Bylaws, the Articles of Incorporation, and the California General Nonprofit Corporation Law, all corporate powers of the CSDA shall be exercised by or under the authority of the Board of Directors.

## ARTICLE IV – DIRECTOR MEETINGS

### Section 1. Place of Meetings:

Meetings of the Board of Directors shall be held in the state of California, at such places as the Board may determine.

### Section 2. Ratification Meeting:

Following the election of Directors, the Board shall hold a meeting at such time and place as determined by the Board for the purpose of ratifying the newly elected directors and to transact other business of the CSDA.

### Section 3. Organization Meeting:

After the ratification meeting, an organizational meeting of the Board shall be held at such time and place as determined by the Board for the purpose of electing the officers of the Board of Directors and the transaction of other business of the CSDA.

### Section 4. Planning Session:

~~As directed by the Board of Directors~~ Before the end of each calendar year, a special Strategic Planning Meeting shall be held by the Board of Directors to review and evaluate the plans, policies and activities related to the business interests of CSDA.

### Section 5. Regular Meetings:

The dates of the regular meetings of the Board of Directors shall be ratified at the ~~last~~ first Board meeting of the previous year. The meetings shall be held at such time and place as the Board may determine. The dates and places of the Board meetings shall be published in the CSDA's publications for the benefit of the members.

### Section 6. Special Meetings:

A special meeting of the Board of Directors, for any purpose, may be called at any time by the President or by any group of seven ~~(7)~~ directors.

Such meetings may be held at any place designated by the Board of Directors. In the event directors are unable to personally attend the special meeting, teleconferencing means will be made available.

Notice of the time and place of special meetings shall be given personally to the directors, or sent by written or electronic communication. All written notices shall be sent at least ten ~~(10)~~ days prior to the special meeting and electronic notices ~~at least~~ not less than five ~~(5)~~ days prior.

### Section 7. Quorum:

A quorum of the Board of Directors for the purpose of transacting business of the CSDA shall consist of ten ~~(10)~~ directors. A majority vote among at least ten ~~(10)~~ directors present at a duly noticed meeting shall constitute action of the Board of Directors.

**Section 8. Official Records:**

All official records of the meetings of the CSDA shall be maintained at the principal business office of the CSDA.

## ARTICLE V – OFFICERS

### Section 1. Number and Selection:

The officers of the CSDA shall be the President, Vice President, Secretary, Treasurer and the Immediate Past President. The officers shall be elected annually from the then current members of the Board of Directors without reference to regions/networks. All officers shall be subordinate and responsible to the CSDA Board of Directors and shall serve the CSDA without compensation.

Each shall hold office for the term of one (1)-year, or until resignation or disqualification.

The Board of Directors may appoint such other officers as the business of the CSDA may require. Each of the appointed officers shall hold office for such period, have such authority, and perform such duties as are provided in these Bylaws or as the Board of Directors may determine.

### Section 2. Duties of the President:

The President shall be the chief officer of the CSDA and shall, subject to the approval of the Board of Directors, give supervision and direction to the business and affairs of the CSDA.

The President shall preside at all Board of Director and membership meetings. The President shall be an ex-officio member of all Standing Committees. The President and shall recommend appoint appointment of committee chairs and vice-chairs and members of the Standing Committees. ~~Such appointments are subject to ratification confirmation by the Board of Directors.~~

The President shall have the general powers, duties and management usually vested in the office of the president of a corporation. The President shall have such other powers and duties as may be prescribed by these Bylaws or by the vote of the Board of Directors.

### Section 3. Duties of the Vice President:

In the absence of, or disability of the President, the Vice President shall perform all of the duties of the President. When so acting, the Vice President shall have all the powers of the President, and be subject to all the restrictions upon the President.

The Vice President shall be ~~the chair of the Planning Committee and an ex-officio member of all of the Standing Committees.~~

### Section 4. Duties of the Secretary:

The Secretary or a designee appointed by the Board of Directors shall give notice of meetings to the Board of Directors, and notices of meetings to the members as provided by these Bylaws.

The Secretary or such designee shall record and keep all motions and resolutions of the Board. A record of all meetings of the Board and of the members shall be maintained. All written records of the Secretary shall be kept at the business office of the CSDA.

A list of the membership of the CSDA shall be maintained by the Secretary or such designee. Such record shall contain the name, address and type of membership, of each member. The date of membership shall be recorded, and in the event the membership ceases, the date of termination.

The Secretary or such designee shall perform such other duties as may be required by law, by these Bylaws, or by the Board of Directors.

**Section 5. Duties of the Treasurer:**

The Treasurer or a designee appointed by the Board of Directors shall keep and maintain adequate and correct accounts of the properties and the business transactions of the CSDA, including accounts of its assets, liabilities, receipts, disbursements, gains and losses. The books of account shall at all times be open to inspection by any director or member of the CSDA.

The Treasurer or such designee shall be responsible to cause the deposit of all moneys of the CSDA, and other valuables in the name and to the credit of the CSDA, with such depositories as may be designated by the Board of Directors.

The Treasurer or such designee, shall disburse, or cause to be disbursed by such persons as authorized by resolution of the Board of Directors, the funds of the CSDA, as ordered by the Board of Directors.

The Treasurer or such designee shall serve as chair of the CSDA Fiscal Committee. The Treasurer shall render to the President and the Board of Directors an account of all financial transactions and the financial condition of the CSDA at each Board meeting and on an annual basis, or upon request of the Board.

The Treasurer or such designee shall, after the close of the fiscal year of the CSDA, cause an annual audit of the financial condition of the CSDA to be done.

The Treasurer or such designee shall perform such other duties as may be required by law, by these Bylaws, or by the Board of Directors.

**Section 6. Disbursement of Funds:**

No funds shall be disbursed by the CSDA unless at the check, draft or other evidence of such disbursement has been shall be executed on behalf of the CSDA by such persons authorized by resolution of the Board of Directors.

**Section 7. Removal of Officers:**

Officers of the Board may be removed with or without cause at any meeting of the Board of Directors by the affirmative vote of a majority of the Board of Directors present at such meeting.

## ARTICLE VI – COMMITTEES

### Section 1. Creation of Committees Structure:

The Board of Directors by a majority vote may create one or more committees to serve at the pleasure of the Board, and have such authority as provided by the Board of Directors.

Each committee shall have a chair and a vice-chair who shall be directors of the Board of Directors. Appointment of two (2) or more directors to the committees shall be by a majority vote of the Board. Each committee shall have at least two Board members and no more than nine Board members. Directors may be appointed as alternate members of a committee, in the event of an absent committee member.

Other members of any committee may include designees of regular, associate or professional Business Affiliate members, and liaison representatives from other organizations pursuant to Article II, Section 1 to be approved by majority vote of the CSDA Board of Directors.

### Section 2. Committee Actions:

All actions of any committee of the CSDA shall be governed by and taken in accordance with the provisions of these Bylaws. All committees shall serve at the pleasure of the Board and have such authority as provided by the Board of Directors. Minutes of each committee meeting shall be kept and each committee shall present a report to the Board of Directors at each scheduled Board meeting.

No committee may take any final action on any matter that, under these Bylaws, or under the California Nonprofit Public Benefit Corporation Law, also requires approval of the members of the CSDA.

All committees, regardless of Board resolution, are restricted from any of the following actions as imposed by the California Nonprofit Public Benefit Corporation Law:

No committee may: Fill vacancies on the Board of Directors or on any committee that has authority of the Board; create any other committees of the Board or appoint the members of the committees of the Board.

No committee may fix compensation of the directors for serving on the Board or on any committee; expend corporate funds to support a nominee for director; or approve any contract or transaction to which CSDA is a party and in which one or more of its directors has a material financial interest.

No committee may amend or repeal Bylaws or adopt new Bylaws or amend or repeal any resolution of the Board that by its express terms is not subject to amendment or repeal.

### Section 3. Committee Meetings:

Meetings of the committees of the CSDA shall be held in accordance with the provisions of these Bylaws. The time and place for regular meetings of such committees may be determined



by the Board or by such committees. Special meetings of the committees may be called by the chair of such committee, or by the Board of Directors.

**Section 4. Standing Committees:**

Standing Committees of the CSDA shall be advisory in nature except for the Finance Corporation (see Section 4D). The Standing Committees are: Executive, Education Professional Development, Elections and Bylaw, Finance Corporation, Fiscal, Legislative, Membership Recruitment Member Services and Planning and Audit.

The President shall recommend the appointment of committee officers and members of each Standing Committee except the Executive Committee. All committee members are subject to ratification by the Board of Directors.

**A. Executive Committee:**

The Executive Committee shall consist of all officers of the CSDA. Members shall include the President, Vice President, Secretary, Treasurer and the immediate Ppast Ppresident of the CSDA. If the immediate Ppast Ppresident is no longer a member of the Board of Directors, a previous past president may be appointed. If there are no directors who have served as president in the past, the President shall appoint a current director to serve as a member of the Executive Committee.

Subject to these Bylaws and approval of the Board of Directors, the Executive Committee shall have full power, authority and responsibility for the operation and function of the CSDA.

**B. Professional Development Education Committee:**

The Education Professional Development Committee shall plan, organize and direct CSDA the education professional development programs and events of the CSDA. The Committee shall organize the Annual Conference and the Special District Legislative Days. A public relations program shall be maintained by the Committee.

**C. Election and Bylaws Committee:**

The Election and Bylaws Committee shall be responsible for conducting all elections for of the CSDA Board of Directors as provided in these Bbylaws. The Committee shall annually review the Bbylaws and shall be responsible for membership vote on any bylaw changes and approval of election materials.

**D. Finance Corporation Committee:**

The Finance Corporation Committee shall serve as the Board of Directors of the CSDA Finance Corporation a California non profit public benefit corporation organized to provide financial assistance to CSDA members in acquiring, constructing and financing various public facilities and equipment for the use and benefit of the public. The Finance Corporation Committee is not an advisory committee, but has all of the powers described in the CSDA Finance Corporation Bylaws, which are incorporated herein by this reference. Such powers include the powers to manage and control the business affairs of the corporation, to approve policies for the corporation's operations, and to

enter into all contracts necessary to provide financial assistance to CSDA members and be responsible for oversight of the programs of the CSDA Finance Corporation.

**E. Fiscal Committee:**

The Treasurer shall serve as the chair of the Fiscal Committee and shall, with the Committee, be responsible for oversight of all the financial transactions of the CSDA. An annual budget shall be prepared reviewed by the committee and shall be ratified by the Board of Directors.

The Fiscal Committee shall assist the Planning Committee in the continuing development of the CSDA's "Strategic Plan".

**F. Legislative Committee:**

The Legislative Committee shall be responsible for the development of the CSDA's legislative agenda. The Committee shall review, direct and assist the CSDA Advocacy and Public Affairs Legislative-Department with legislative and public policy issues.

**G. Member Services Membership and Recruitment Committee:**

The Membership and Recruitment Member Services Committee shall be responsible for recruitment and recommendation of new members to the CSDA Board of Directors. All new members shall be ratified by the Board of Directors.

**H. Planning Committee:**

The Planning Committee in conjunction with the Fiscal Committee shall be responsible for the continuing development of the "Strategic Plan" of the CSDA. The "Strategic Plan" shall be reviewed and monitored. The Committee shall recommend revisions and/or additions to the Board of Directors for ratification.

**I.H. Audit Committee:**

The Audit Committee is responsible for maintaining and updating internal controls. The Committee selects the Auditor for Board of Director approval and provides guidance to the auditors on possible audit and fraud risks. The Committee reviews the audit and management letter and makes recommendation to the Board of Directors for action.

**Section 5. Ad Hoc Committees:**

The President may appoint other Ad Hoc Committees and their officers as may be determined necessary for the proper operation of the CSDA. The Standing Committees and the Ad Hoc Committees shall plan and authorize such programs as may be directed by the Board of Directors.

The Ad Hoc Committees shall be advisory in nature and shall be composed of at least two ~~(2)~~ members of the Board of Directors. Other members of such committees may include designees of regular, associate or professional members, liaison representatives of other organizations, or members of the public, as approved by the Board of Directors.

**Section 6. Special Committee of the Board:**

A Special Committee may be granted authority of the Board as a Committee of the Board, as required by the California Nonprofit Public Benefit Corporation Law, provided by a specific resolution adopted by a majority of the Board of Directors then in office. In such case, the Special Committee shall be composed exclusively of two (2) or more directors, but less than a quorum of the Board of Directors.

## ARTICLE VII – INDEMNIFICATION

### **Section 1. Right of Indemnity:**

To the fullest extent permitted by law, the CSDA shall defend, indemnify and hold harmless both its past and present directors, officers, employees and other persons described in Section 5238(a) of the California Corporations Code, against any and all actions, expenses, fines, judgments, claims, liabilities, settlements and other amounts reasonably incurred by them in connection with any "proceeding", as that term is used in the Section 5238(a) of the California Corporations Code.

"Expenses", as used in these Bylaws, shall have the same meaning as in Section 5238(a) of the California Corporations Code.

### **Section 2. Approval of Indemnity:**

On written request to the Board by any person seeking indemnification under Section 5238(b) or Section 5238(c) of the California Corporations Code, the Board shall promptly determine under Section 5238(e) of the California Corporations code whether the applicable standard of conduct set forth in Section 5238(b) or Section 5238(c) has been met, and if so, the Board shall authorize indemnification.

If the Board cannot authorize indemnification because the number of directors who are parties to the proceeding with respect to which indemnification is sought prevents the formation of a quorum of directors who are not parties to that proceeding, the Board shall promptly call a meeting of the members.

At the request for indemnification meeting, the members shall determine under Section 5238(e) of the California Corporations Code whether the applicable standard or conduct set forth in Section 5238(b) or Section 5238(c) has been met, and, if so, the members present at the meeting in person or by proxy shall authorize indemnification.

### **Section 3. Insurance:**

The CSDA shall have the right to purchase and maintain insurance to the full extent permitted by law, on behalf of its officers, directors, employees, and agents, against any liability asserted against or incurred by any officer, director, employee or agent in such capacity, or arising out of the officer's, director's, employee's, or agent's status as such.

### **Section 4. Liability:**

No member, individual, director, or staff member of the CSDA shall be personally liable to the CSDA's creditors, or for any indebtedness or liability. Any and all creditors shall look only to the CSDA's assets for payment.

## **ARTICLE VIII – LOCAL CHAPTERS**

### **Section 1. Purpose:**

The purpose of local chapters is to provide a local forum of members for the discussion, consideration and interchange of ideas concerning matters relating to the purposes and powers of special districts and the CSDA.

The local chapters may meet to discuss issues bearing upon special districts and the CSDA. The chapters may make recommendations to the CSDA's Board of Directors.

### **Section 2. Organization:**

The regular voting members of the CSDA are encouraged to create and establish local chapters. In order to be recognized as a CSDA Chapter, each Chapter must approve and execute a Chapter Affiliation Agreement in order to obtain the right to use the CSDA name, logo, membership mailing list, intellectual property, endorsements, and CSDA staff support and technical assistance in conducting Chapter activities. The terms and conditions of the Chapter Affiliation Agreement are incorporated herein by this reference.

Each chapter formed prior to August 1, 2011, including but not limited to of the following existing chapters must have at least one (1) CSDA member in their membership at all times: Alameda, Butte, Contra Costa, Kern, Marin, Monterey, Orange (ISDOC), Placer, Sacramento, San Bernardino, San Diego, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara and Ventura. ~~These existing chapters are strongly encouraged to have all district members as CSDA members, however the existing local chapter may include members of~~ Such existing chapters may include as members local organizations, districts and professionals who are not members of the CSDA.

New chapters formed after August 1, 2011, are required to have 100 percent of their special district members as be current members of CSDA members in order to be a chapter affiliate of CSDA. ~~The existing~~ Such local chapters may include members of local organizations and professionals who are not members of CSDA.

Local chapters shall be determined to be affiliates of the CSDA upon approval and execution of the Chapter Affiliation Agreement by the local chapter and approval and ratification of the Chapter Affiliation Agreement by the CSDA Board of Directors of the CSDA. The chapters shall be required to provide updated membership lists to the CSDA at least annually.

CSDA and its local chapters shall not become or be deemed to be partners or joint ventures with each other by reason of the provisions of these Bylaws or the Chapter Affiliation Agreement.

### **Section 3. Rules, Regulations and Meetings:**

Each local chapter shall adopt such rules and regulations, meeting place and times as the membership of such local chapter may decide by majority vote. Rules and regulations of the local chapter shall not be inconsistent with the Articles of Incorporation or Bylaws of the CSDA.

### **Section 4. Financing of Local Chapters:**

No part of the CSDA's funds shall be used for the operation of the local chapter affiliates. The CSDA is not responsible for the debts, obligations, acts or omissions of theits local chapters.

**Section 5. Legislative Program Participation:**

Local chapters may function as a forum in regard to federal, state and local legislative issues. The chapters may assist the CSDA in the distribution of information to their members.

## ARTICLE IX – AMENDMENTS TO THE BYLAWS

### Section 1. Amendment Proposals:

Any regular voting member in good standing may propose changes to these Bylaws. The proposed amendments shall be reviewed by the Board of Directors and submitted to the Election and Bylaws Committee for their study.

After examination by the Election and Bylaws Committee and upon resolution of the Board of Directors the amendment proposals may be submitted for vote at the Annual Business meeting of the members held by the CSDA, at a specially called meeting, or by a mailed ballot.

### Section 2. Amendment Membership Meeting:

Prior notice in writing of the proposed amendment/s to these Bylaws shall be given by the Board of Directors to the regular voting members, not later than ~~forty-five (45)~~ days in advance of the amendment meeting.

Electronic copies of the proposed amendment/s shall be available on the CSDA website for the regular voting members prior to the meeting. Copies of the proposed amendments shall be available for the voting members at the amendment meeting, ~~upon advance requests.~~

### Section 3. Mailed Amendment Ballot:

When a mailed ballot is utilized to amend these Bylaws, the ballot shall include all amendments and matters the Board of Directors intends to present for action and vote by the members and shall be mailed by the CSDA to all regular voting members in good standing. ~~The~~ Such ballot shall be mailed by first class mail, not later than ~~forty-five (45)~~ days in advance of the date the CSDA has designated for the receipt of the ballot.

The amendment ballot must be received by the CSDA, no later than the established deadline date and time. Ballots received after the specified deadline will be deemed invalid

### Section 4. Amendment Ratification:

#### A. Membership Meeting:

The proposed Bylaw amendments shall be deemed adopted by a majority vote of all regular voting members present at a membership meeting, at which a quorum, as defined in Article 2, Section 5 of these Bylaws, of the members is present.

#### B. Mailed Ballot:

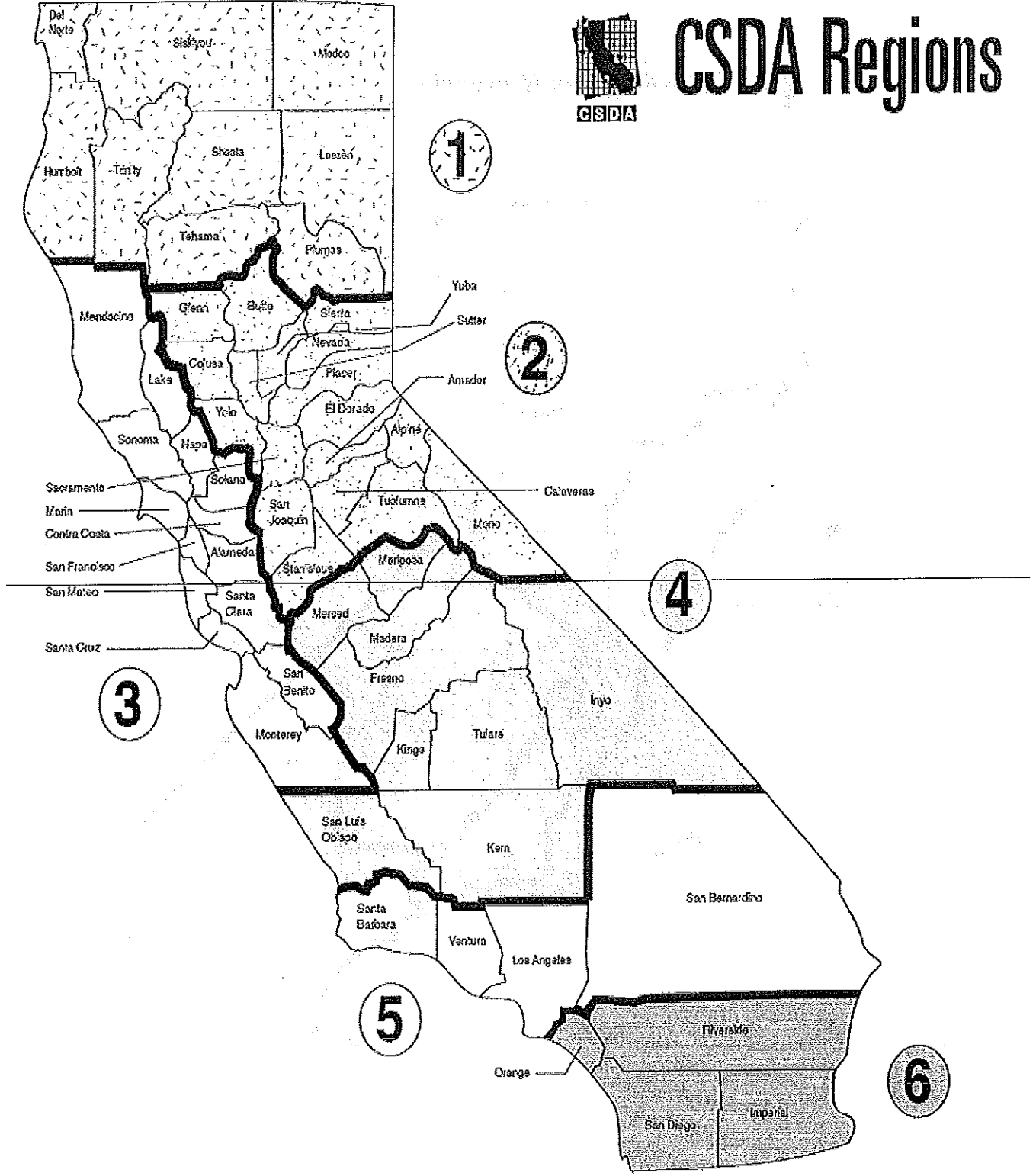
The proposed Bylaw amendment/s shall be deemed adopted when ballots have been returned by a quorum of the regular voting members, and have been approved by a majority vote of the mail ballots returned.

**EXHIBITS A/B**



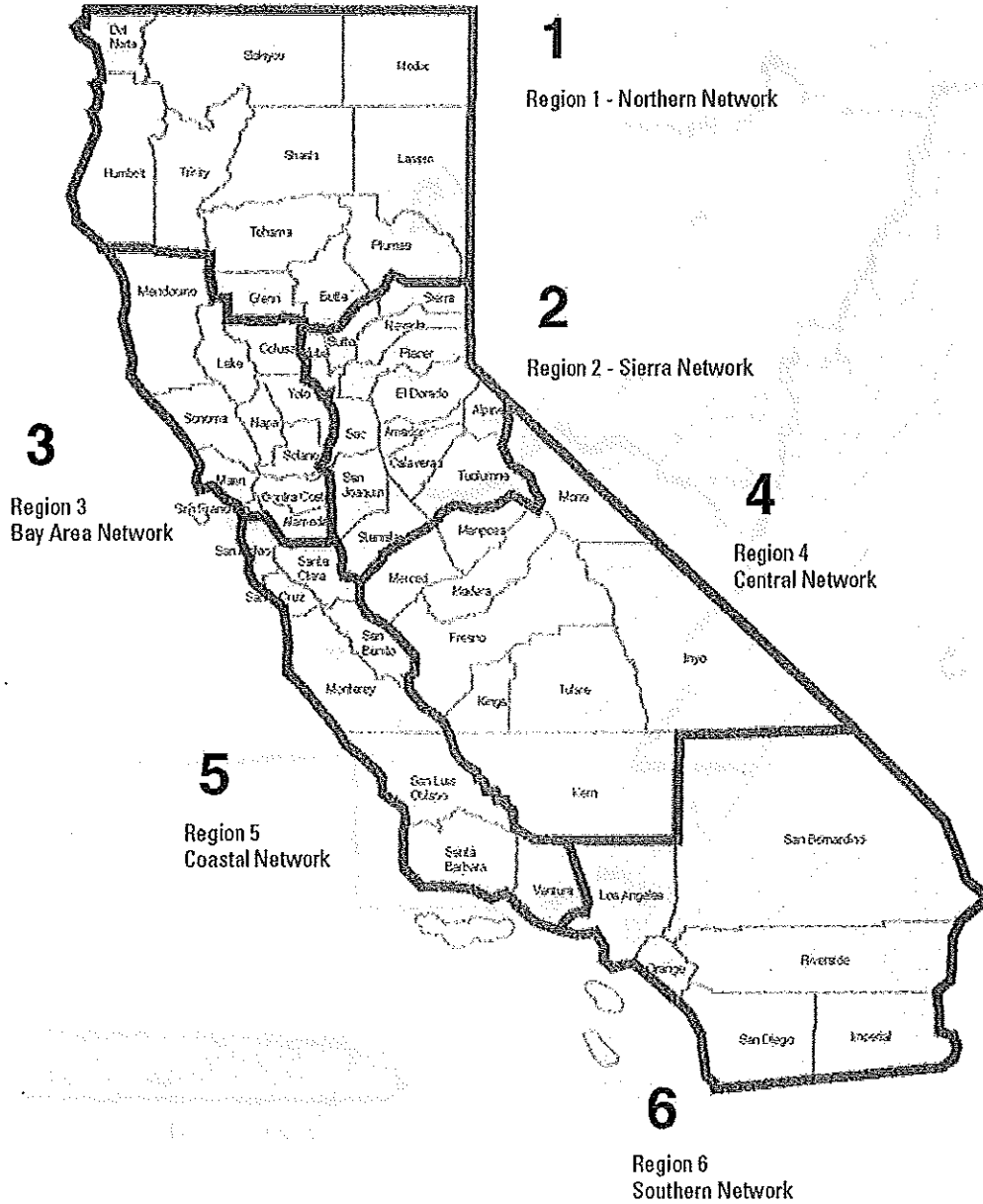


# CSDA Regions





# 2015 Regions/Networks



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Select a Candidate to Serve as an Alternate for the Special District Member of the Orange County Local Agency Formation Commission (LAFCO)

**DATE:** May 19, 2014

**BACKGROUND**

LAFCO has received two nominations for the Special District Alternate Seat:

- James Fisler, Mesa Water District Board Member – Incumbent
- Richard Freschi, Serrano Water District Board Member

In accordance with Government Code Section 56332(c) and the Bylaws of the Orange County Independent Special District Selection Committee, the ballot and declaration, prepared by the LAFCO Executive Officer, have been transmitted to each independent special district presiding officer.

The ballot and declaration of qualification to vote for the alternate seat are due to the LAFCO Executive Director by 3:00 p.m. on Friday, June 13, 2014.

The Library Board of Trustees needs to select a candidate for the Special District Alternate Seat.

Attachment A is additional information on the candidates' background and experience.

**RECOMMENDATIONS**

1) Select a candidate to serve as an Alternate for the Special District Member of LAFCO; and,

2) Authorize President Shkoler to sign the Ballot and the Declaration of Qualification to Vote on behalf of the Placentia Library District.

① RdV/JM      ⑤ [Signature]

② gc/RdV      ⑤

# Re-Elect James R. Fisler LAFCO Special Districts Alternate Member 100

## James R. Fisler - President Mesa Water District



James (Jim) R. Fisler was appointed to the Mesa Water District (Mesa Water®) Board of Directors in August 2009, elected in 2010 and re-elected in 2012, and is currently the Board President.

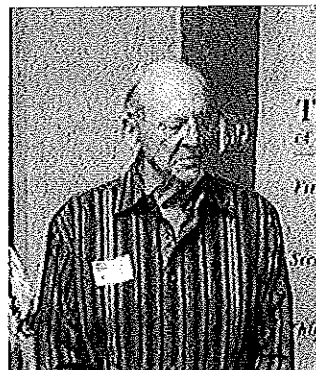
In addition to serving as President of Mesa Water District and being LAFCO's incumbent Special District Alternate member, James Fisler currently is serving on the ACWA Local Government Committee, Finance Advisory Committee for the City of Costa Mesa, is a Board member of the Costa Mesa Friends of the Libraries, and is a Board member of the Costa Mesa Senior Center. Previously, James Fisler served as a Parks and Recreation Commissioner for the City of Costa Mesa and as a Planning Commissioner for the City of Costa Mesa and is a graduate of the Costa Mesa Citizens Police Academy.

Since March 2010, President Fisler has also served as President of the Mesa Water District Improvement Corporation, a California non-profit public benefit corporation formed to assist Mesa Water in financing specific improvements to the District's water system. Previously for Mesa Water, President Fisler served on the District's Engineering & Operations, Finance, Executive, IT Ad Hoc, and Public Information Committees.

After attending LAFCO meetings for over a year as Mesa Water District's liaison to LAFCO, President Fisler developed an interest in serving on the commission and was elected in 2011 to the Local Agency Formation Commission of Orange County (OC LAFCO) as special district alternate. Additionally he serves as Mesa Water District liaison to the Independent Special Districts of Orange County (ISDOC).

James Fisler is committed to LAFCO's mission of fostering orderly development and governance, promoting the efficient delivery of services, facilitating constructive changes in governmental structure and boundaries, and serving as a resource for local governments and citizens and would be honored to receive your vote and continue to serve as the Special District Alternate to OCLAFCO.

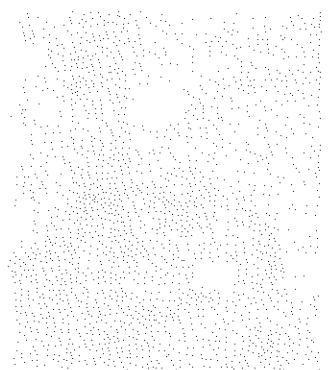
## **Rich Freschi, Serrano Water District**



### Background

- Serrano Water District – Director, Division 1
- Independent Special Districts of Orange County (ISDOC) – First Vice President
- Paine Webber – Vice President of Prudential Securities
- EPCO – President
- Villa Park City – Former Mayor & Councilmember
- Villa Park Rotary – Member

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**DECLARATION OF QUALIFICATION TO VOTE**

Al Shkoler  
Placentia Library District  
411 East Chapman Avenue  
Placentia, CA 92870  
[ashkoler@placentialibrary.org](mailto:ashkoler@placentialibrary.org)

**FILE COPY**

I, Al Shkoler,\* hereby attest that  
\*\*has been authorized by the Board of  
Trustees Placentia Library Dist. to vote in the Orange County Special  
District Selection Committee election.

The Board also designated \_\_\_\_\_\*\*\*as the alternate  
voting member.

Name and Title\*: Al Shkoler, President

Signature\*: Al Shkoler, President

Date: 5/19/14

\*Must be signed by either Board President or Board Secretary

\*\* Must be a member of the Board

\*\*\*Must be a member of the Board

**Completed forms must be received by LAFCO prior to 3 PM, Tuesday, June 13, 2014. Forms must be delivered to Orange County LAFCO by:**

- (1) Email at: [cemery@oclafco.org](mailto:cemery@oclafco.org), or
- (2) Mail at: Orange County LAFCO  
12 Civic Center Plaza, Room 235  
Santa Ana, CA 92701  
Attn: Carolyn Emery, or
- (3) FAX at: (714) 834-2643, Attn: Carolyn Emery

REGISTRATION AND FILING INFORMATION

1. Name of the registrant  
2. Address of the registrant  
3. State of incorporation  
4. Date of incorporation

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5. Name and address of the transfer agent  
6. Name and address of the registrar  
7. Name and address of the fiscal agent  
8. Name and address of the legal counsel

9. Name and address of the independent members of the board of directors  
10. Name and address of the independent members of the audit committee

11. Name and address of the independent members of the compensation committee  
12. Name and address of the independent members of the nominating committee

13. Name and address of the independent members of the diversity committee  
14. Name and address of the independent members of the sustainability committee



**BALLOT**

**ALTERNATE SPECIAL DISTRICT MEMBER**

Local Agency Formation Commission  
Term of Office Expires 06/30/2014

**FILE COPY**

Placentia Library District  
*Print Name of District*

**Certification of Voting Member**

I, Al Skoler, hereby certify that I am:  
*Print Name Here*

the presiding officer of the above named district.

a member of the Board of the above-named district designated to vote in the absence of the presiding officer pursuant to G.C. §56332(a). I have submitted proof of this designation to the Executive Officer of LAFCO.

Al Skoler  
*Signature*

5/29/14  
*Date*

<b>CANDIDATES FOR ALTERNATE SPECIAL DISTRICT MEMBER OF LAFCO:</b> (Check one ONLY.)	
<input checked="" type="checkbox"/>	<i>James Fidler, Mesa Water District</i>
<input type="checkbox"/>	<i>Rich Freschi, Serrano Water District</i>
<input type="checkbox"/>	Abstain

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## Jeanette Contreras

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**From:** Cheryl Carter-Benjamin <ccarter-benjamin@oclafco.org>  
**Sent:** Tuesday, April 22, 2014 12:58 PM  
**To:** Al Shkoler  
**Cc:** Jeanette Contreras; chair@oclafco.org; Carolyn Emery  
**Subject:** Ballot and Declaration of Qualification to Vote  
**Attachments:** SHKOLER.pdf

**Importance:** High

Dear Special District Presiding Officers and General Managers:

Please find enclosed the Ballot and the Declaration of Qualification to Vote form for the Orange County LAFCO Alternate Special District seat that will expire on June 30, 2014.

LAFCO has received two nominations for the Special District Alternate Seat: the current incumbent **James Fisler, Mesa Water District Board Member**, and **Richard Freschi, Serrano Water District Board Member**. In accordance with Government Code Section 56332(c) and the Bylaws of the Orange County Independent Special District Selection Committee, the ballot and declaration, prepared by the LAFCO Executive Officer, are being transmitted to each independent special district presiding officer. The ballot and declaration of qualification to vote for the alternate seat are due to the LAFCO Executive Officer by **3:00 p.m. on Friday, June 13, 2014**. Ballot and declaration forms may be returned by email to [cemery@oclafco.org](mailto:cemery@oclafco.org) or mailed to the LAFCO offices at 12 Civic Center Plaza, Room 235, Santa Ana, CA 92701.

If anyone would like to observe the opening and tabulation of the ballots at the LAFCO office, please contact Carolyn Emery and we will make the appropriate arrangements. Election results will be announced by June 16, 2014.

Should you have any questions regarding the election process, please contact the Executive Officer Carolyn Emery or Cheryl Carter-Benjamin at (714) 834-2556.

Best regards,

*Carolyn Emery*

Executive Officer  
**ORANGE COUNTY LAFCO**  
[cemery@oclafco.org](mailto:cemery@oclafco.org)  
714.834.2556

*Cheryl Carter-Benjamin*

Office Manager / Commission Clerk  
**ORANGE COUNTY LAFCO**  
[ccarter-benjamin@oclafco.org](mailto:ccarter-benjamin@oclafco.org)  
714.834.2556



Item	Description	Priority
1	Review and update the current list of members.	High
2	Conduct a survey of member satisfaction.	Medium
3	Develop a new strategic plan for the next five years.	High
4	Improve the organization's financial management.	Medium
5	Enhance the organization's public relations.	Medium

The following table provides a summary of the current list of members. The table includes the member's name, contact information, and the date of their last meeting. The information is current as of the date of this report.

Name	Address	Phone	Last Meeting
John Doe	123 Main St, Anytown, CA 90001	(555) 123-4567	10/15/2023
Jane Smith	456 Elm St, Anytown, CA 90001	(555) 234-5678	10/15/2023
Bob Johnson	789 Oak St, Anytown, CA 90001	(555) 345-6789	10/15/2023
Alice Brown	101 Pine St, Anytown, CA 90001	(555) 456-7890	10/15/2023
Charlie White	202 Cedar St, Anytown, CA 90001	(555) 567-8901	10/15/2023

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

**FILE COPY**

**MEMORANDUM**

**DATE:** April 25, 2014

**TO:** California Special Districts Association (CSDA) Voting Members

**FROM:** Noelle Mattock, CSDA Board President  
Neil McCormick, CEO

**SUBJECT:** Proposed CSDA Bylaws Updates

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The CSDA Board of Directors has approved the attached recommended updates to the CSDA Bylaws to bring forward to CSDA voting members for consideration.

Highlights to the recommended updates include:

- General clean-up to reflect updates and organizational changes over the last 3 years
- Clarifying language to the CSDA Board nomination and election process
- Updates to various committee definitions and titles
- CSDA affiliated chapter clarification

The full proposed changes to CSDA's Bylaws are indicated in mark-up form for your review and can be found online at [www.csda.net/bylaws](http://www.csda.net/bylaws).

As a voting member in good standing, once your district has reviewed the proposed CSDA Bylaws updates, please use the enclosed official ballot to cast your vote by mail in favor or not in favor of the changes.

**Completed ballots must be received by Friday, June 13, 2014 at 5:00 pm to be counted.** Only official and fully completed ballots returned via regular mail to the CSDA office will be counted. The results of the Bylaws ballot will be announced in the CSDA e-News and on the CSDA website. If approved by the membership, the updated Bylaws will take effect on July 1, 2014.

If you have any questions or require printed copies, please contact Charlotte Lowe, Executive Assistant at [charlottel@csda.net](mailto:charlottel@csda.net) or (916) 442-7887.

**Thank you for your participation and continued support of CSDA!**

**California Special Districts Association**

1112 I Street, Suite 200  
Sacramento, CA 95814  
toll-free: 877.924.2732  
t: 916.442.7887  
f: 916.442.7889  
[www.csda.net](http://www.csda.net)

*A proud California Special Districts Alliance partner*

Special District Risk Management Authority  
1112 I Street, Suite 300  
Sacramento, CA 95814  
toll-free: 800.537.7790  
f: 916.231.4111

CSDA Finance Corporation  
1112 I Street, Suite 200  
Sacramento, CA 95814  
toll-free: 877.924.2732  
f: 916.442.7889

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California Special  
Districts Association  
*Districts Stronger Together*

MAIL BALLOT FOR PROPOSED  
BYLAWS AMENDMENT

**Shall the 2014 Proposed CSDA Bylaws  
Amendments be Adopted?**

Yes  
 No

CSDA Member District Name: Al Shkoler

Authorized Signature: *Al Shkoler*  
(GM or Board President)

View current CSDA Bylaws and proposed new bylaws at [csda.net/bylaws](http://csda.net/bylaws)  
Must be received by June 13, 2014. CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814  
(If you require a hard copy of either of the above listed bylaws or have questions, please call Charlotte Lowe,  
CSDA Executive Assistant at (877) 924-CSDA.) If approved, bylaws will become effective July 1, 2014.

*Mailed 5/28/14*



10/10/10

10/10/10

10/10/10

10/10/10