



AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
UNUSUAL DATE MEETING








Thursday, May 21, 2015
6:30 P.M.
Community Meeting Room

Mission Statement:

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

The Centennial Vision Statement:

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

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

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

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

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

1. Call to Order Library Board President

2. Roll Call Recorder

3. Adoption of Agenda

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

Presentation: Library Director
Recommendation: Adopt by Motion

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

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

CONSENT CALENDAR (Items 9 – 24)

Presentation: Library Director

Recommendation: Approve by Motion

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

MINUTES (Item 9)

9. Minutes of the April 20, 2015 Library Board of Trustees Meeting and Work Session. (Receive & File and Approve)

CLAIMS (Items 10 – 13)

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

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

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

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

TREASURER'S REPORTS (Items 14 – 17)

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

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

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

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

GENERAL CONSENT REPORTS (Items 18 – 20)

18. Personnel Report for April 2015. (Receive, File, and Ratify Appointments)
19. Circulation Report for April 2015. (Receive & File)
20. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

STAFF REPORTS (Items 21 – 24)

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

NEW BUSINESS

25. Travel Authorization for the Library Director to Attend the California Special District Association (CSDA) General Manager Leadership Summit in Newport Beach, California, July 12-14, 2015.
Fiscal Impact: \$800 (Fiscal Year 2014-2015)
26. Travel Authorization for Trustees and the Library Director to Attend the California Special District Association (CSDA) Annual Conference in Monterey, California, September 21-24, 2015.
Fiscal Impact: \$1,500 (Fiscal Year 2015-2017)
27. Travel Authorization for Library Assistant to attend the Young Adult Services Symposium in Portland, Oregon, November 6-8, 2015.
Fiscal Impact: \$1,300 (Fiscal Year 2015-2017)
28. Request from Library Director for \$1,000 for the Annual Staff Appreciation & Recognition event.
Fiscal Impact: \$1,000 (Fiscal Year 2015-2017)
29. Establish the District's Appropriations Limitations (Gann Limit) at \$?? for Fiscal Year 2015-2017 by Resolution 15-11.
30. Approve Contract for Accounting Services with Marina Tuilly.
Fiscal Impact: \$24,000 (Fiscal Year 2015-2017)

DISCUSSION

31. Discuss and review finance options for a possible Centennial Celebration renovation.

ADJOURNMENT

32. Agenda Preparation for the June Date Meeting which will be held on Monday, June 15, 2015 unless re-scheduled by the Library Board of Trustees.
33. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
34. Adjourn

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

I, Diane Warner, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the May 21, 2015 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on May 19, 2015.



Diane Warner, Administrative Assistant



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MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
April 20, 2015

Agenda Item 9

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CALL TO ORDER

President Shkoler called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on April 20, 2015 at 6:33pm.

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

Members Absent: None

Staff Present: Jeanette Contreras-Library Director, Yesenia Baltierra-Business Manager, Diane Warner-Administrative Assistant, Nadia Dallstream-Adult Services Supervisor, Lori Worden-Childrens Services Supervisor and Fernando Maldonado-Circulation Supervisor.

Guests: Linda Hurley, accountant/engagement partner for Macias, Gini & O'Connell

ADOPTION OF AGENDA

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

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

ORAL COMMUNICATION

None

TRUSTEE & ORGANIZATIONAL REPORTS

President Shkoler had nothing to report. (Item 5)
Secretary Martin participated at the PLFF meeting on April 13th. (Item 6)
Trustee Carline had nothing to report. (Item 6)
Trustee DeVecchio had nothing to report. (Item 6)
Trustee Minter had nothing to report. (Item 6)

LIBRARY DIRECTOR REPORT

Library Director Contreras received a check for \$5,665 from Dixie Shaw to fund gift baskets for the popular "Wiggles & Giggles" Welcome Baby program. After meeting with Sprint Communications, Director Contreras has determined that costs are too high to plan for a mobile WiFi hot spot at this time, and will revisit feasibility for a future library budget cycle. (Item 7)

FRIENDS FOUNDATION REPORT

Ginny Sanatar invited Trustees, Library Director and Business Manager to attend the annual Volunteer Appreciation Luncheon on April 23rd. Plans are in process to grow the Friends Foundation Board, and for the Nancy Lone-Tollefson Bookstore re-naming event on August 15th. Ginny also informed the Board that Union Bank is interested in providing a Savings Program for children and will email information to the Childrens Services Supervisor. (Item 8)

CONSENT CALENDAR

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

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

**MINUTES of MARCH 23rd
BUDGET WORK SESSION
and TRUSTEES MEETING
MINUTES OF APRIL 7th
BUDGET WORK SESSION**

Minutes for the March 23, 2015 Budget Work Session and Trustees Meetings were received, approved and filed. (Item 9)

Minutes for the April 7, 2015 Budget Work Session 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 – Five (5) claims batches had been approved and forwarded to Orange County for payment. (Item 11)

Current Claims and Payroll – Nine (9) claims batches and three (3) payroll batches were approved by the Trustees on April 20th and forwarded to the County of Orange for payment. (Item 12)

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

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

**TREASURER'S
REPORTS**

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

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

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

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

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

**GENERAL CONSENT
REPORTS**

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

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

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

STAFF REPORTS

Administration Report for March 2015 (Item 21)

Children's Services Report for March 2015 (Item 22)

Adult Services Report for March 2015 (Item 23)

Placentia Library Web Site & Technology Report for March 2015 (Item 24)

PUBLIC HEARINGS

PUBLIC HEARING for and Adoption of the Budget for fiscal year 2015-2017 by Resolution 15-06

Public Hearing opened at 7:10pm. Library Director Contreras presented the revised Budget for fiscal years 2015-2017 based on a projected 4% property tax increase, and incorporating the 2.5% annual COLA requested by the Board of Trustees at their March 23rd meeting. No public comments were presented. Public Hearing closed at 7:20pm. (Item 25)

Moved by Secretary Martin and seconded by Trustee Carline to approve and adopt the budget by Resolution 15-06: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2015-2017 Budget for the Placentia Library District of Orange County. A roll call vote was taken:

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

PUBLIC HEARING for and Adoption of the Exempt and Non-Exempt Salary Schedules for fiscal year 2015-2017 by Resolution 15-07

Public Hearing opened at 7:21pm. Library Director Contreras presented the Exempt and Non-Exempt salary Schedules for fiscal year 2015-2017. No public comments were presented. Public Hearing closed at 7:25pm. (Item 26)

Moved by Trustee Minter and seconded by Trustee Carline to adopt Resolution 15-07: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Establish the Salaries for Employees of the District for Fiscal Year 2015-2017. A roll call vote was taken:

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

PUBLIC HEARING for and Approval of the Placentia Library District Policy 6035 – Fines & Fees Schedule for fiscal year 2015-2017 by Resolution 15-08

Public Hearing opened at 7:26pm. Library Director Contreras presented proposed verbiage and fee changes to Policy 6035 – Fines and Fees Schedule for fiscal year 2015-2017. No public comments were presented. Public Hearing closed at 7:30pm. (Item 27)

Moved by Trustee Minter and seconded by Trustee Carline to approve amended Policy 6035-Fines and Fees Schedule by Resolution 15-08: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Amend the Fines and Fees Schedule for the District for Fiscal Year 2015-2017. A roll call vote was taken:

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

NEW BUSINESS

Presentation of Fiscal Year 2013-2014 Financial Audit

Macias, Gini & O’Connell presented audit findings and financial statements for the Placentia Library District financial audit for Fiscal Year 2013-1014, and made several recommendations, including proper reporting of PLFF grant revenue received and consolidating the District’s two separate County and internal accounting systems to one general ledger system, for accurate accounting

reconciliations. Director Contreras advised of plans to outsource financial accounting functions as part of the District’s 2015-2017 library budget. After discussion, it was unanimously voted by the Board of Trustees to receive and file the financial audit report for fiscal year 2013-2014.

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

Support the Nomination of Jo MacKenzie to the CSDA Board of Directors by Resolution 15-10

Director Contreras presented a request from Jo MacKenzie for support in her bid for Seat A on the CSDA Board of Directors. After review and discussion, the Board approved Ms. MacKenzie’s request for support. (Item 29)

Moved by Trustee DeVecchio and seconded by Secretary Martin to support Jo MacKenzie by Resolution 15-10: A Resolution of the Library Board of Trustees of the Placentia Library District Concurring in the Nomination of Jo MacKenzie to the CSDA Board of Directors. A roll call vote was taken:

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

Establish Holiday and Library Closure Schedule for calendar years 2015-2017 by Resolution 15-09

Director Contreras presented proposed Holiday and Library Closure dates for calendar years 2015-2017, and requested approval to close up to two (2) days per fiscal year for staff training and development. (Item 30)

Moved by Trustee Minter and seconded by Trustee DeVecchio to approve Holiday and Library Closure dates for calendar years 2015-2017 as presented, by Resolution 15-09: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Establish the Holiday and Library Closure Schedule for 2015-2017. A roll call vote was taken:

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

Date Selection for the May 2015 Library Board of Trustees Meeting

Due to scheduling conflicts, Library Director Contreras requested the May Board of Trustees meeting date be changed. After discussion, the Trustees unanimously voted to change the monthly Board Meeting date to Thursday, May 21, 2015. (Item 31)

ADJOURNMENT

The April 20, 2015 Board of Trustees meeting was adjourned at 7:48pm.

The next Board of Trustees meeting will be held on May 21, 2015 at 6:30pm.

Al Shkoler, President
Library Board of Trustees

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: Summary of Non-standard Claims for April 2015
DATE: May 21, 2015

TYPE	DATE	CLAIM #	AMOUNT
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NONE

TOTAL	\$0
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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: Summary of Claims Forwarded by the Library Director and Trustees
DATE: May 21, 2015

<u>707 TYPE</u>	<u>DATE</u>	<u>CLAIM #</u>	<u>AMOUNT</u>
Misc Vendors	04-30-15	5886	\$ 3,461.06
PARS	05-07-15	5888	\$ 1,611.25
Misc Vendors	05-12-15	5889	\$ 21,095.86
		TOTAL	\$ 26,168.17



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: Current Claims and Payroll
DATE: May 21, 2015

Current Claims

<u>TYPE</u>	<u>DATE</u>	<u>CLAIM #</u>	<u>AMOUNT</u>
Baker & Taylor	05-04-15	5882	\$ 1,990.91
Baker & Taylor	05-04-15	5883	\$ 1,297.22
Baker & Taylor	05-04-15	5884	\$ 2,390.91
Misc BOOK Vendors	05-04-15	5885	\$ 5,788.09
Misc BOOK Vendors	05-04-15	5887	\$ 992.07

Subtotal for Claims **\$ 12,459.20**

Payroll			
On Demand Wire	06-08-15	133	\$ 40,000.00

Subtotal for Payroll **\$ 40,000.00**

TOTAL CURRENT CLAIMS & PAYROLL **\$ 52,459.20**

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 05/04/15
REPORT NO: 5882

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	03/30/2015	2400	0760		\$109.33		
	4011187353						
	03/31/2015	2400	0760		\$54.37		
	4011188300						
	04/01/2015	2400	0760		\$21.72		
	4011175387						
	04/01/2015	2400	0760		\$17.28		
	4011175388						
	04/01/2015	2400	0760		\$39.66		
	4011175389						
	04/01/2015	2400	0760		\$168.85		
	4011175390						
	04/01/2015	2400	0760		\$26.17		
	4011175391						
	04/01/2015	2400	0760		\$14.77		
	4011175392						
	04/01/2015	2400	0760		\$39.35		
	4011175393						
	04/01/2015	2400	0760		\$45.63		
	4011175394						
04/01/2015	2400	0760		\$39.68			
4011175395							
04/01/2015	2400	0760		\$23.82			
4011175396							
04/01/2015	2400	0760		\$85.41			
4011175397							
04/01/2015	2400	0760		\$14.79			
4011175398							
04/01/2015	2400	0760		\$13.38			
4011175399							
04/01/2015	2400	0760		\$65.93			
4011175400							
04/01/2015	2400	0760		\$207.88			
4011175401							
04/01/2015	2400	0760		\$557.67			
4011175404							
04/01/2015	2400	0760		\$146.18			
4011175405							
04/01/2015	2400	0760		\$58.53			
4011189479							
04/20/2015	2400	0760		\$218.12			
4011208367							
04/22/2015	2400	0760		\$22.39			
4011197718							
TOTAL REMITTANCE:					\$1,990.91		
The claims listed above totaling \$1,990.91 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: 05/04/15

REPORT NO: 5883

The County Auditor is authorized to draw these checks from:

FUND: 707

DEPT: V700

BUDGET CONTROL: 707

UNIT: 0900

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta, GA 30384-7930	04/13/2015 4011186239	2400	0760		\$21.89			
	04/13/2015 4011186240	2400	0760		\$43.01			
	04/13/2015 4011186241	2400	0760		\$81.36			
	04/13/2015 4011186242	2400	0760		\$14.01			
	04/13/2015 4011186243	2400	0760		\$38.41			
	04/13/2015 4011186244	2400	0760		\$17.94			
	04/13/2015 4011186245	2400	0760		\$22.57			
	04/13/2015 4011186246	2400	0760		\$10.37			
	04/13/2015 4011186247	2400	0760		\$43.72			
	04/13/2015 4011186248	2400	0760		\$15.41			
	04/13/2015 4011186249	2400	0760		\$310.20			
	04/13/2015 4011186250	2400	0760		\$43.70			
	04/13/2015 4011186251	2400	0760		\$42.59			
	04/13/2015 4011186252	2400	0760		\$20.40			
	04/13/2015 4011186253	2400	0760		\$14.80			
	04/13/2015 4011186254	2400	0760		\$303.77			
	04/13/2015 4011186255	2400	0760		\$46.26			
	04/13/2015 4011186256	2400	0760		\$50.91			
	04/13/2015 4011186257	2400	0760		\$37.23			
	04/13/2015 4011186258	2400	0760		\$34.61			
04/13/2015 4011186259	2400	0760		\$25.74				
04/13/2015 4011186260	2400	0760		\$58.32				
TOTAL REMITTANCE:					\$1,297.22			
The claims listed above totaling \$1,297.22 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: 05/04/15
REPORT NO: 5884

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	04/01/2015 4011175402	2400	0760		\$884.42		
	04/01/2015 4011175403	2400	0760		\$452.62		
	04/06/2015 4011176799	2400	0760		\$24.28		
	04/06/2015 4011176800	2400	0760		\$36.48		
	04/06/2015 4011176801	2400	0760		\$119.97		
	04/06/2015 4011176802	2400	0760		\$16.67		
	04/06/2015 4011176803	2400	0760		\$12.26		
	04/06/2015 4011176804	2400	0760		\$41.11		
	04/06/2015 4011176805	2400	0760		\$14.79		
	04/06/2015 4011176806	2400	0760		\$19.98		
	04/06/2015 4011176807	2400	0760		\$14.77		
	04/06/2015 4011176808	2400	0760		\$14.79		
	04/06/2015 4011176809	2400	0760		\$52.84		
	04/06/2015 4011178009	2400	0760		\$21.75		
	04/06/2015 4011178010	2400	0760		\$40.98		
	04/06/2015 4011178011	2400	0760		\$20.47		
	04/06/2015 4011178012	2400	0760		\$356.95		
	04/06/2015 4011178013	2400	0760		\$42.21		
	04/06/2015 4011178014	2400	0760		\$15.41		
	04/06/2015 4011178015	2400	0760		\$105.63		
04/06/2015 4011178016	2400	0760		\$15.41			
04/13/2015 4011201474	2400	0760		\$67.12			
TOTAL REMITTANCE:					\$2,390.91		
The claims listed above totaling \$2,390.91 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: 05/04/15
REPORT NO: 5885

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE	INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	04/06/2015		2400	0760		\$44.27		
		92722092	2400	0760		\$38.87		
	04/06/2015		2400	0760		\$42.82		
		92722093	2400	0760		\$50.74		
	04/06/2015		2400	0760		\$35.53		
		92723171	2400	0760		\$10.78		
	04/06/2015		2400	0760		\$99.32		
		92723173	2400	0760		\$53.61		
	04/21/2015		2400	0760		\$40.92		
		92730690	2400	0760				
VC-2775 OverDrive, Inc. PO Box 72117 Cleveland, OH 44192-0002	04/04/2015		2400	0760		\$1,635.96		
		1148-161853680-040415	2400	0760		\$1,484.13		
	04/21/2015		2400	0760		\$1,387.51		
		1148-134541390-042115	2400	0760		(\$1.87)		
	04/25/2015		2400	0760				
	1148-165105507-042515	2400	0760					
	04/06/2015	AFF-01762						
VC-4960-2 Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	04/06/2015	84616635	2400	0760		\$594.81		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta, GA 30384-7930	04/13/2015	4011186261	2400	0760		\$61.69		
VC-1580 OCLC, Inc. Dept #34299 PO Box 39000 San Francisco, CA 94139	04/06/2015	(JRO)040615/SLM	2400	0760		\$209.00		
TOTAL REMITTANCE:						\$5,788.09		
The claims listed above totaling \$5,788.09 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: 05/04/15
REPORT NO: 5887

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	4-15-15		2400	0760		43.03			
	4-15-15	4011188389	2400	0760		40.97			
	4-15-15	4011188390	2400	0760		21.74			
	4-15-15	4011188391	2400	0760		20.47			
	4-15-15	401118392	2400	0760		142.86			
	4-15-15	4011188393	2400	0760		58.80			
	4-15-15	4011188394	2400	0760		83.18			
	4-15-15	4011188395	2400	0760		44.38			
	4-15-15	4011188396	2400	0760		58.67			
	4-15-15	4011188397	2400	0760		21.48			
	4-15-15	4011188398	2400	0760		93.15			
	4-15-15	4011188399	2400	0760		48.42			
	4-15-15	4011188400							
	VC-2993 Midwest Tape PO Box 820 Holland OH 43528	04-23-15		2400	0760		59.02		
		04-23-15	92771726	2400	0760		124.17		
04-23-15		92773942	2400	0760		131.73			
04-23-15		92773945							
TOTAL REMITTANCE:						992.07			
The claims listed above totaling \$992.07 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.									

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 05/21/15
REPORT NO: 133

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	*06-08-15 Payroll #29 FY14/15	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

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

DATE: May 21, 2015

Fiscal Year 2014-2015	
07/31/14	2,038,031.94
8/31/2014	1,913,894.68
9/30/2014	1,786,383.91
10/31/14	1,582,509.04
11/30/2014	1,546,532.94
12/31/2014	2,237,492.97
01/31/15	2,191,615.06
2/28/2015	2,079,577.11
3/31/2015	1,896,468.01
04/30/15	2,359,500.73
5/31/2015	0.00
6/30/2015	0.00
General Reserves	414,789.10
Impact Fees	442,157.06

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES
TO: LIBRARY BOARD OF TRUSTEES

FROM: Jeanette Contreras, Library Director

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

DATE: May 21, 2015

Summary of Cash and Investments as of April 30, 2015

Cash with Orange County Treasurer Fund 707	1,820,694.15
Reserves with Orange County Treasurer	414,789.10
Impact Fees with County and Bank of the West (Restricted)	442,157.06
General Fund Checking – Bank of the West	61,642.01
General Fund Savings – Bank of the West	623,369.34
Payroll Checking – Wells Fargo Bank	229,333.97
Total Cash and Investments	3,591,985.63

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

Jeanette Contreras
 Library Director



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PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
April 30, 2015

GENERAL REV Fund 707 SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES					
6210	Property Taxes - Current Secured	1,959,489	1,900,047	(59,442.00)	97.0%
6220	Property Taxes - Current Unsecured	55,415	60,192	4,777.22	108.6%
6230	Property Taxes - Prior Secured	0	-	0.00	0.0%
6240	Property Taxes - Prior Unsecured	0	-	0.00	0.0%
6250	Taxes - Spec Dist Augmentation	12,746	4,077	(8,668.60)	32.0%
6280	Property Taxes - Curr Supplemental	63,204	42,165	(21,039.22)	0.0%
6290	Other Taxes	3,000	8,744	5,743.60	0.0%
6300	Property Taxes - Prior Supplemental	0	614	614.29	100%
6540	Penalties & Costs on Delinq Taxes	975	335	(639.94)	34.4%
	Sub Total	2,094,829	2,016,174	(78,654.65)	96.2%
REVENUE FROM USE OF MONEY & PROPY					
6610	Interest	5,500	6,874	1,373.98	125.0%
	Sub Total	5,500	6,874	1,373.98	125.0%
INTERGOVERNMENTAL REVENUES					
6690	State - Homeowners Property Tax Relief	8,454	7,056	(1,398.13)	83.5%
6970	State - Other	0	-	0.00	0.0%
7120	Other-In-Lieu Taxes	0	-	0.00	0.0%
7130	Other Governmental Agencies	1,761	9,114.00	7,353.00	517.5%
	Sub Total	10,215	16,170	5,954.87	158.3%
MISCELLANEOUS REVENUES					
7670	Miscellaneous Revenue (Local Revenue)				
	Newsletter Ads	700	750	50.00	107.1%
	Grants	35,000	42,130	7,129.95	120.4%
	Fines & Fees	40,000	35,635	(4,365.48)	89.1%
	Passport/Photos	125,000	129,151	4,151.00	103.3%
	Meeting Room Fees	4,500	5,160	660.00	114.7%
	DVD Rentals	7,000	5,891	(1,109.50)	84.2%
	Test Proctor	6,200	6,200	0.00	100.0%
	Sub Total	218,400	224,916	6,515.97	103.0%
7680	6-MO Expired (Outlawed) Checks	0	399	399.00	100%
	YTD Actual	2,328,944	2,264,134	(64,809.83)	97%
	FY 13/14 Funds Available	107,978	107,978		
	TOTAL REVENUES FY 14/15:	2,436,922	2,372,112	(64,809.83)	97.3%
MISCELLANEOUS REVENUES					
	Restricted Impact Fees	0	35,543.28	35,543.18	100%
	SLS Account	0	1,095.45	0.00	100%

PLACENTIA LIBRARY DISTRICT

EXPENDITURES REPORT

April 30, 2015

83% of year completed

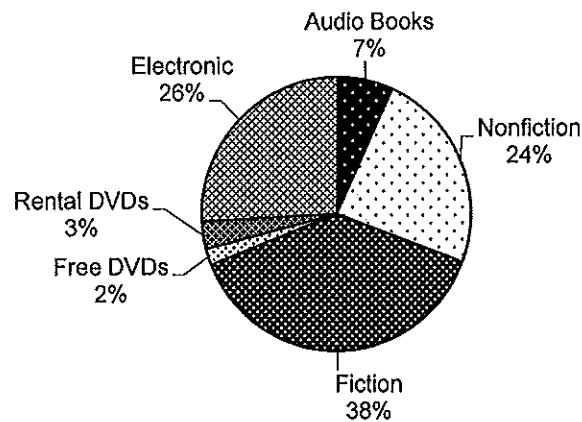
Page 26

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,160,530	915,111	0.79	\$245,419
0200	Retirement	43,351	31,394	0.72	\$11,957
0301	Unemployment Insurance	10,000	0	0.00	\$10,000
0306	Health Insurance	202,476	118,443	0.58	\$84,033
0306-0770	Employee Assistance Program	720	567	0.79	\$153
0308	Dental Insurance	15,523	9,909	0.64	\$5,614
0309	Life Insurance	8,351	5,557	0.67	\$2,794
0310	AD & D Insurance	5,869	3,247	0.55	\$2,622
0319	Vision Insurance	2,600	1,758	0.68	\$842
0350	Workers' Compensation Insurance	23,000	22,478	0.98	\$522
	TOTAL	\$1,472,420	\$1,108,464	0.75	\$363,956
SERVICES & SUPPLIES					
0700	Communications	20,000	12,046	0.60	\$7,954
0900	Food	2,000	1,149	0.57	\$851
1000	Household Expenses	19,000	11,811	0.62	\$7,189
1100	Library Insurance	13,000	12,001	0.92	\$999
1300	Maintenance, Equipment	34,000	21,868	0.64	\$12,132
1400	Maintenance, Buildings & Improvements	93,300	61,501	0.66	\$31,799
1600	Memberships	9,000	6,791	0.75	\$2,210
1700	Miscellaneous Expense	2,000	597	0.30	\$1,403
1800	Office Expenses	44,500	29,618	0.67	\$14,882
1803	Postage	12,000	10,288	0.86	\$1,712
1900	Prof./Specialized Services	176,000	185,971	1.06	-\$9,971
1912	Investment Administrative Fees	1,600	1,090	0.68	\$510
2000	Publication and Legal Notices	500	0	0.00	\$500
2100	Rents and Leases - Equipment	1,000	492	0.49	\$508
2200	Rents & Leases - Buildings & Improvements	0	0	0.00	\$0
2400	Books/Library Materials	290,602	144,034	0.50	\$146,568
2600	Transportation & Travel	3,500	436	0.12	\$3,064
2700	Meetings	28,000	16,896	0.60	\$11,104
2800	Utilities	84,000	67,175	0.80	\$16,825
	TOTAL	\$834,002	\$583,764	0.70	\$250,238
OTHER CHARGES					
3700	Taxes and Assessments	\$10,000	\$11,867	1.19	-\$1,867
	OPERATING EXPENSES	\$2,316,422	\$1,704,095	0.74	\$612,327
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$100,000	\$57,004	0.57	\$42,996
4200	Structures/Improvements	20,000	\$1,997	0.10	\$18,003
5200	Contingency Funds	\$0	\$0	0.00	\$0
	TOTAL	\$120,000	\$59,002	0.49	\$60,998
TOTAL BUDGET (Fund 707)					
		\$2,436,422	\$1,763,097	0.72	\$673,325
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$431,895	\$0	0.00	\$431,895
	Grants	\$35,000	\$62,398	1.78	-\$27,398

Placentia Library District

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

	Amount	Title	Volumes
Total Fiction	\$62,610	3440	3810
Total Non-Fiction	\$39,141	1538	2203
Total Electronic	\$42,210	626	0
Total Audio Books	\$11,085	249	249
Total Free DVDs	\$3,100	111	114
Total Rental DVDs	\$5,349	220	226
TOTAL MATERIALS	\$163,495	6184	6602



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 2014-2015 THROUGH THE MONTH OF APRIL 2015
Prepared by Katie Matas, Acquisitions Librarian

	GENERAL FUND			ADOPT-A-BOOK/GRANT			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$29,080	1256	1252	\$4,889	271	332	\$33,969	1527	1584	\$920	38	38	\$34,589	1565	1622
California Adult Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Adult Fiction	\$29,080	1256	1252	\$4,889	271	332	\$33,969	1527	1584	\$920	38	38	\$34,589	1565	1622
Adult Non-Fiction	\$16,722	762	765	\$5,957	271	279	\$22,679	1033	1044	\$321	18	18	\$23,000	1051	1062
Adult Reference	\$1,890	21	40	\$47	1	1	\$1,937	22	41	\$57	4	4	\$1,994	25	45
Adult magazines	\$5,082	67	688	\$0	0	0	\$5,082	87	688	\$0	0	0	\$5,082	87	688
California Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Adult Non-Fiction	\$23,684	870	1474	\$6,004	272	280	\$29,688	1142	1754	\$388	22	22	\$30,076	1164	1776
TOTAL ADULT PRINT MATERIALS	\$52,764	2126	2726	\$10,893	543	612	\$63,657	2669	3338	\$1,008	60	60	\$64,665	2,729	3,398
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$110	11	11	\$110	11	11
Adult Audio Books	\$10,834	243	243	\$424	11	11	\$11,258	254	254	\$135	3	3	\$11,393	257	257
Adult E-books	\$15,855	419	0	\$633	13	0	\$16,488	432	0	\$0	0	0	\$16,488	432	0
Adult Free DVDs	\$2,165	63	64	\$415	11	11	\$2,581	74	75	\$209	18	18	\$2,790	92	93
Adult Rental DVDs	\$4,657	183	184	\$0	0	0	\$4,657	183	184	\$438	18	18	\$5,095	201	202
TOTAL ADULT NON-PRINT MATERIALS	\$33,512	908	491	\$1,472	35	22	\$34,984	943	513	\$869	50	50	\$35,973	993	563
TOTAL ADULT MATERIALS	\$86,276	3,034	3,217	\$12,365	578	634	\$98,641	3,612	3,851	\$1,997	110	110	\$100,638	3,722	3,961
Juvenile Fiction	\$22,916	1562	1933	\$6,968	449	506	\$29,884	2010	2439	\$684	64	64	\$30,568	2074	2503
California Juvenile Fiction	\$0	0	0	\$1,864	94	114	\$1,958	94	114	\$0	0	0	\$1,958	94	114
Young Adult Fiction	\$10,814	622	625	\$2,488	174	175	\$13,102	796	800	\$374	32	32	\$13,476	828	832
California Young Adult Fiction	\$0	0	0	\$0	0	0	\$0	0	\$0	\$0	0	\$0	\$0	0	0
Total Juvenile Fiction	\$33,530	2184	2558	\$11,320	716	795	\$44,850	2900	3353	\$1,058	96	96	\$45,908	2,996	3,449
Juvenile Non-Fiction	\$12,606	604	615	\$1,863	104	104	\$14,469	708	719	\$0	0	0	\$14,469	708	719
California Juvenile Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	\$0	\$0	0	\$0	\$0	0	0
Young Adult Non-Fiction	\$938	46	47	\$1,188	10	10	\$2,124	56	57	\$93	7	7	\$2,217	63	64
California Young Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	\$0	\$0	0	\$0	\$0	0	0
Juvenile Reference	\$1,305	3	24	\$0	0	0	\$1,305	3	24	\$0	0	0	\$1,305	3	24
Juvenile Reference	\$610	15	43	\$0	0	0	\$610	15	43	\$0	0	0	\$610	15	43
Juvenile Magazines	\$15,457	668	729	\$3,041	114	114	\$18,498	782	843	\$93	7	7	\$18,591	789	850
Total Juvenile Non-Fiction	\$18,969	687	729	\$4,904	128	128	\$23,342	826	847	\$93	7	7	\$23,435	826	847
TOTAL JUVENILE PRINT MATERIALS	\$48,987	2,852	3,287	\$14,361	830	909	\$63,348	3,682	4,196	\$1,151	103	103	\$64,499	3,785	4,298
Juvenile Music CDs	\$142	7	7	\$148	5	5	\$290	12	12	\$0	0	0	\$290	12	12
California Audio Books	\$251	6	6	\$313	7	7	\$564	13	13	\$0	0	0	\$564	13	13
Juvenile E-books	\$2,871	189	0	\$1,600	118	0	\$4,471	317	0	\$0	0	0	\$4,471	317	0
Young Adult Video Games	\$625	13	13	\$0	0	0	\$625	13	13	\$20	1	1	\$645	14	14
Juvenile Free DVDs	\$934	48	50	\$681	32	34	\$1,615	80	84	\$0	0	0	\$1,615	80	84
Juvenile Rental DVDs	\$692	37	42	\$0	0	0	\$692	37	42	\$0	0	0	\$692	37	42
TOTAL JUVENILE NON-PRINT MATERIALS	\$5,515	310	118	\$2,742	162	164	\$8,257	472	164	\$20	1	1	\$8,277	473	165
TOTAL JUVENILE MATERIALS	\$54,502	3162	3405	\$17,103	992	965	\$71,605	4154	4360	\$1,171	104	104	\$72,776	4269	4464
On-line databases	\$17,484	8	0	\$3,238	1	0	\$20,722	9	0	\$0	0	0	\$20,722	9	0
California databases	\$0	0	0	\$0	0	0	\$0	0	\$0	\$0	0	\$0	\$0	0	0
E-books	\$18,726	618	0	\$2,233	131	\$0	\$20,959	749	0	\$0	0	0	\$20,959	749	0
E-movies	\$6,000	0	0	\$0	0	0	\$6,000	0	0	\$0	0	0	\$6,000	0	0
E-music	\$42,210	625	0	\$5,471	132	0	\$47,682	758	0	\$0	0	0	\$47,682	758	0
TOTAL ELECTRONIC MATERIALS	\$84,420	625	0	\$18,742	264	0	\$103,162	807	0	\$0	0	0	\$103,162	807	0
Total Fiction	\$62,610	3440	3810	\$16,209	987	1127	\$78,819	4427	4837	\$1,678	134	134	\$80,497	4561	5071
Total Non-Fiction	\$39,141	1538	2203	\$9,045	386	394	\$48,186	1924	2597	\$481	29	29	\$48,667	1953	2626
Total Electronic	\$42,210	625	0	\$5,471	132	0	\$47,682	758	0	\$0	0	0	\$47,682	758	0
Total Audio Books	\$11,085	249	249	\$737	18	18	\$11,822	267	267	\$135	3	3	\$11,957	270	270
Total Free DVDs	\$3,100	111	114	\$1,066	43	45	\$4,196	154	154	\$309	18	18	\$4,505	172	177
Total Rental DVDs	\$5,349	220	226	\$0	0	0	\$5,349	220	226	\$435	18	18	\$5,784	238	244
Total Materials	\$163,465	6184	6602	\$32,559	1566	1584	\$190,054	7,750	8,186	\$3,038	202	202	\$193,092	7952	8388

Outstanding Orders as of April 2015
 Adopt-a-book \$0
 General Fund \$15,973
 TOTAL \$19,973

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: Entrepreneurial Activities Report for April 2015

DATE: May 21, 2015

Net Revenue Summary for April 2015

			YTD	YTD
	Apr-15	Apr-14	2014-2015	2013-2014
Passport	17,675.00	15,350.00	106,475.00	85,526.00
Passport Photos	3,228.00	3,480.00	22,676.00	18,852.00
Test Proctor	550.00	1,050.00	6,200.00	5,850.00
Meeting Room	755.00	330.00	5,160.00	3,642.00
DVD Rentals	522.00	539.00	5,890.50	5,598.00
Total	22,730.00	20,749.00	146,401.50	119,468.00



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Personnel Report for April 2015
DATE: May 21, 2015

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

SEPARATION: None

RETIREMENT: None

APPOINTMENTS: None

OPEN POSITIONS: None



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Circulation Supervisor
SUBJECT: Circulation Activity Report
DATE: May 21, 2015

MONTHLY STATISTICS

April 2015

<u>CIRCULATION</u>	Apr-15	Apr-14	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
New Patron Registrations	291	276	3,243	3,167	2.4%
Total Circulation	20,096	20,931	216,790	210,664	2.9%
Total Active Borrowers*	8,350	8,314	84,952	84,400	
Attendance	27,079	23,705	267,905	221,157	21.1%
Registered Card Holders*	33,581	31,664	328,689	303,648	
Adult Fiction	2,755	2,625	28,221	27,482	2.7%
Adult Nonfiction	2,332	2,696	24,145	24,314	-0.7%
Adult Magazines	238	268	2,418	2,444	-1.1%
Adult Music CDs	159	213	1,654	2,070	-20.1%
Adult Audio Books	545	525	5,464	6,009	-9.1%
Adult Free DVDs	232	248	2,590	2,724	-4.9%
Adult Rental DVDs	428	420	4,681	4,258	9.9%
JV Fiction	9,161	8,823	101,243	93,527	8.3%
YA Fiction	1,126	1,216	13,508	14,013	-3.6%
JV Nonfiction	1,963	2,544	23,357	22,973	1.7%
YA Nonfiction	93	110	889	1,097	-19.0%
JV Magazines	12	5	104	82	26.8%
JV Music CDs	20	33	345	254	35.8%
JV Audio Books	65	43	438	476	-8.0%
JV Free DVDs	465	624	6,432	6,640	-3.1%
JV Rental DVDs	189	231	2,307	2,100	9.9%
Video Games	4	12	141	102	100.0%

* YTD % change not applicable.

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Total/Hr.
9:00		118	495	386	562	322	636	2,519
10:00		538	1,113	555	1,676	696	661	5,239
11:00		641	745	995	1,432	453	666	4,932
12:00		655	420	716	933	476	762	3,962
1:00	387	537	550	517	692	352	1,364	4,399
2:00	750	558	666	728	636	635	754	4,727
3:00	753	613	744	1,154	668	652	682	5,266
4:00	846	1,020	1,007	1,175	1,142	604	612	6,406
5:00	728	1,117	914	1,369	1,173	838	423	6,562
6:00		632	910	1,135	868			3,545
7:00		776	840	1,126	968			3,710
8:00		742	695	858	596			2,891
Total/Day								54,158
* Grand Total								27,079

<u>Patron Count</u>	Apr-15	Apr-14	Y-T-D 2014-15	Y-T-D 2013-14	% change
	27,079	23,705	267,905	221,158	21.1%

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

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Total/Hr.
9:00		4	0	10	1	11	10	36
10:00		3	3	4	7	7	12	36
11:00		10	1	7	8	7	18	51
12:00		4	1	9	5	1	20	40
1:00	15	9	4	10	11	6	28	83
2:00	14	10	9	10	14	6	19	82
3:00	25	10	11	9	7	12	40	114
4:00	16	14	8	16	13	16	30	113
5:00		14	9	18	9			50
6:00		20	13	25	12			70
7:00		8	5	14	5			32
8:00		0	0	0	0			0
Total/Day								707
Grand Total								707

<u>Passport Services</u>	Apr-15	Apr-14	Y-T-D 2014-15	Y-T-D 2013-14	% change
	707	614	4,259	3,421	24.5%

STAFF ACTIVITY

- April 01, 2015- Estella trained other department staff on Circulation related policies and procedures.
- April 01, 2015- Staff cleared the meeting room for Yoga class.
- April 02, 2015- Estella delivered money deposits to the bank.
- April 02, 2015- Staff organized the meeting room for Lap-Sit story time.
- April 02, 2015- Staff organized the meeting room for P-TAC.
- April 03, 2015- Staff organized the meeting room for Chess to Checkers.
- April 04, 2015- Staff organized the meeting room for Water Management program.
- April 06, 2015- Estella trained other department staff on Circulation related policies and procedures.
- April 07, 2015- Staff organized the meeting room for Pre-School story time.
- April 08, 2015- Staff cleared the meeting room for Yoga class.
- April 08, 2015- Fernando trained other department staff on check-out, check-in, issuing cards, related policies, and manual check-out.
- April 09, 2015- Estella delivered money deposits to the bank.
- April 09, 2015- Staff organized the meeting room for Lap-Sit story time.
- April 11, 2015- Staff organized the meeting room for Parenting Series.
- April 11, 2015- Staff organized the meeting room for Parenting Series: Parenting with Love and Logic.
- April 12, 2015- Staff assisted PLFF with the book sale.
- April 13, 2015- Staff organized the meeting room for PLFF board meeting.
- April 14, 2015- Staff assisted with the Lego Club event set up.
- April 14, 2015- Staff organized the meeting room for Pre-School story time.
- April 14, 2015- Staff assisted with set up of the History Room for the Adult book discussion.
- April 15, 2015- Fernando trained other department staff on check-out, check-in, issuing cards, related policies, and manual check-out.
- April 15, 2015- Staff cleared the meeting room for Yoga class.
- April 15, 2015- Estella delivered money deposits to the bank.
- April 16, 2015- Staff organized the meeting room for Lap-Sit story time.
- April 16, 2015- Staff organized the meeting room for P-TAC.
- April 17, 2015- Staff organized the meeting room for Chess to Checkers.
- April 18, 2015- Staff organized the meeting room for Family Game Day.
- April 20, 2015- Staff organized the meeting room for Board of Trustees meeting.
- April 20, 2015- Fernando attended Board of Trustees meeting.
- April 20, 2015- Estella trained other department staff on Circulation related policies and procedures.
- April 21, 2015- Beatrice, Fernando, Sara, and Laura D. attended all staff meeting.
- April 21, 2015- Beatrice, Laura C., Laura D. and Sara attended department meeting.
- April 21, 2015- Staff organized the meeting room for Pre-School story time.
- April 22, 2015- Staff cleared the meeting room for Yoga class.
- April 23, 2015- Estella delivered money deposits to the bank.
- April 23, 2015- Staff organized the meeting room for Lap-Sit story time.
- April 25, 2015- Staff organized the meeting room for SAT practice test.
- April 25, 2015- Staff organized the meeting room for Super Star story time.
- April 25, 2015- Staff organized the Children's area for El Dia de los Niño's/Children's Day.
- April 27, 2015- Fernando trained other department staff on check-out, check-in, issuing cards, related policies, and manual check-out.

- April 27, 2015- Estella trained other department staff on Circulation related policies and procedures.
- April 28, 2015- Staff organized the meeting room for Pre-School story time.
- April 29, 2015- Estella delivered money deposits to the bank.
- April 29, 2015- Staff cleared the meeting room for Yoga class.
- April 29, 2015- Fernando trained other department staff on check-out, check-in, issuing cards, related policies, and manual check-out.
- April 30, 2015- Staff organized the meeting room for Lap-Sit story time.
- April 30, 2015- Fernando participated in Supervisors meeting.

ONGOING PROJECTS

- Circulation staff continues to add RFID tags to all library items.
- Circulation staff continues single point service desk training.
- Department staff continues self-check-out training.
- Estella and Fernando continue to train other staff on Circulation related subjects for the new single point service desk.

NEW PROJECTS AND ACTIVITIES

- Promotional letters will be mailed to North Orange County travel agencies to promote our passport service.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: City of Placentia Invoices through May 2015
DATE: May 21, 2015

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2014-2015	INVOICE DATE	SO. CA. EDISON	TURF (Mariposa)	GROUNDS (SA Aquatics)	IRRIGATION AT&T	FACILITY MAINT	TOTAL
May-June 2014	7-17-14	12,249.89	1,452.49	142.50	16.36	*	13,861.24
July-Aug 2014	8-13-14	8,722.47	2,904.98	285.00	8.18	*	11,920.63
14-Sep	*	*	1,452.49	*	*	*	1,452.49
14-Oct	10-08-14	8,081.06	1,452.49	285.00	8.57	12,245.32	22,072.44
14-Nov	11-17-14	13,758.60	1,452.49	142.50	16.91	3,061.33	18,431.83
14-Dec	*	3,708.42	1,452.49	*	*	*	5,160.91
15-Jan	1-15-15	7,868.53	1,452.49	427.50	8.38	6,122.66	15,879.56
15-Feb	*	4,123.46	1,452.49	*	8.38	*	5,584.33
15-Mar	03-19-15	*	1,452.49	142.50	16.85	6,122.66	7,734.50
15-Apr	*	*	*	*	*	3,061.33	*
15-May						3,061.33	*
15-Jun							
TOTAL		\$ 58,512.43	\$ 14,524.90	\$ 1,424.50	\$ 83.63	\$ 33,674.63	\$108,220.09
AVG		\$ 5,851.20	\$ 1,452.49	\$ 142.45	\$ 8.36	\$ 3,061.33	\$10,822.00

*City Billing Not Received

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

*No City Billing



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Administration Report for April 2015

DATE: May 21, 2015

Accomplishments

- Met with staff to discuss the Pitch an Idea grant.
- Finalized Fiscal Year 2015-2017 Budget which was adopted by the Library Board of Trustees on April 20, 2015.
- Met with community business, Medpost, to discuss sponsorship opportunities. Medpost will provide first aid station at the Summer Reading Celebration on August 15, 2015.
- Facilitated the Staff Development Day on April 13, 2015 to discuss the budget worksheets and action plans and the mystery shoppers program.
- Recognized staff during National Library Workers Day on April 13, 2015 and Administrative Assistant during Administrative Assistant Day on April 22, 2015.
- Worked with legal counsel to address personnel matter and library impact fees.
- Met with representatives from the Placentia Yorba Linda Unified School District to discuss future collaborative projects.
- Met with library professionals to discuss details for implementing the program.
- Met with Circulation staff to listen to their input regarding their needs and expectations for the new Support Services Manager.
- Met with two staff to address attendance issues.
- Met with Park Place Catering to secure venue location and date for the Staff Appreciation and Recognition event.
- Business Manager served on an interview panel for Newport Beach Public Library.
- Business Manager facilitated first Wellness meeting.

Meetings

- Library Board of Trustees – April 20
- Staff – April 21
- Supervisor's – April 30
- Friday Huddles – April 1, 10, 17, 24
- SLS Executive Council – April 14
- Dixie Shaw – April 16
- Placentia Community Network – April 13
- Rotary – April 1, 8, 15, 22, 29

Training/Workshop/Conference

- Webinar – Leading Local Government

Community Activities

- PLFF Volunteer Thank You Luncheon

Projects in Progress

- Single-Point Service Desk
- E-Rate Program
- District Transparency Certificate of Excellence
- Annual Audit
- Security Camera equipment replacement
- Finance Options for possible Centennial Remodel
- Promotional Management Recruitments

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 2015

DATE: May 21, 2015

MONTHLY STATISTICS

Children's Reference

	April 2015	April 2014	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
Phone reference:	8	39	476	375	26.93%
In person reference/research:	335	832	8067	8085	-0.22%
Total Reference	343	871	8543	8360	2.19%
Total Number of Programs	48	42	377	361	4.43%
Total Programs Attendance	1224	3154	15139	14625	3.51%

Achievements and Activities:

- Children's staff participated in Information Desk training.
- Lori Worden attended a Placentia Round Table Women's Club meeting on April 1.
- Lori Worden attended meetings with Jeanette Contreras and supervisors on April 2 and April 30.
- Lori Worden and Placentia Round Table Women's Club Education committee members awarded 16 college scholarships to deserving students, funded by the Placentia Round Table Women's Club.
- Coleen Wakai is cross training in the Adult Services department.
- Children's staff participated in the Staff Development Day on April 13.
- Lori Worden attended the Placentia Library District Board meeting on April 20.
- Children's staff attended the all-staff meeting on April 21.
- Lori Worden conducted a Children's department Summer Reading program planning meeting on April 21.
- Lori Worden conducted a staff performance evaluation.
- Brenda Ramirez planned and conducted preschool and lapsit storytimes, as well as the El Dia program.
- Coleen Wakai supervised the Homework Club, conducted P-TAC meetings, the Chess to Checkers program for tweens, and planned and conducted a SAT program in collaboration with Kaplan.
- Jennifer Rydberg planned and conducted the F.I.R.S.T. program.

In progress:

- Staff are making plans for the upcoming Summer Reading Program.
- Staff purchased and weeded materials for the Children's and Young Adult collections.

CHILDREN'S PROGRAMS

	April 2015		April 2014		April 2014		Y-T-D 2014-15		Y-T-D 2013-14		Y-T-D 2013-14		Y-T-D	
	Number of Programs	Attendance	Number of Programs	Attendance	Number of Programs	Attendance	Total Programs	Total Attendance	Total Programs	Total Attendance	Total Programs	Total Attendance	% Change Programs	% Change Attendance
Regular Monthly Programs														
Read to the Dogs	1	25	1	25	11	340	10	259	10.00%	31.27%				
F.I.R.S.T.	1	19	1	22	10	236	9	172	11.11%	37.21%				
Preschool Storytimes (3-6 years old)	8	239	8	265	80	2140	74	1863	8.11%	14.87%				
C.O.P.S.	*	*	1	12	*	*	8	195	N/A	N/A				
Lego Club	1	25	*	*	7	256	*	*	N/A	N/A				
Pocket Tales	5	131	4	120	40	1171	37	1068	8.11%	9.64%				
Lap Sit (0-2 years old)	10	461	4	257	71	3076	35	2030	102.86%	51.53%				
R.A.D.D.	*	*	1	7	*	*	8	106	N/A	N/A				
P-TAC (Pheenna Teen Advisory Council)	2	26	*	*	21	446	17	315	23.53%	41.59%				
Twens Chess To Checkers	2	12	*	*	16	191	*	*	N/A	N/A				
Super STAR	1	4	*	*	5	28	6	56	-16.67%	-50.00%				
Family Game Day	1	25	1	18	8	179	9	236	-11.11%	-24.15%				
Homework Club	14	142	14	140	119	1762	111	1541	7.21%	14.34%				
Special Programs														
4/3/14 YA: DIY Jewelry	*	*	1	35	*	*	3	73	N/A	N/A				
4/5/14 Easter Eggement Coloring Contest	*	*	1	56	*	*	1	56	N/A	N/A				
4/7/14 Head Start Outreach Storytime	*	*	2	124	2	124	5	340	-60.00%	-63.53%				
YA: Kaplan PSAT	1	15	1	23	3	80	3	66	0.00%	21.21%				
4/12/14 Easter Eggement	*	*	1	2000	1	2300	1	2000	0.00%	15.00%				
El Día de los Niños	1	100	1	50	1	100	1	50	0.00%	100.00%				
Totals	48	1224	42	3154	377	15139	361	14625	4.43%	3.51%				

* Program not held

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Nadia Dallstream, Adult Services Supervisor

SUBJECT: Adult Services Report for April 2015

DATE: May 21, 2015

MONTHLY STATISTICS**Reference Desk Activity**

	April 2015	April 2014	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
Reference -- in person	1,001	686	8,667	7,706	12.47%
Reference -- telephone	299	233	3,337	3,118	7.02%
Reference -- email/chat	6	1	48	22	118.18%
Technology assistance	450	279	4,795	5,505	-12.90%
Guest passes	107	139	1,261	1,665	-24.26%
Adult and Children's computer use (desktops)	2,843	2,291	28,118	23,865	17.82%
Adult computer usage (desktop)	2,384	1,899	23,565	20,521	14.83%
Public computer use (express laptops)	51	59	508	1,041	-51.20%
Adult Program Attendance	200	91	2,978	3,308	-9.98%
Number of Adult Programs	14	12	134	92	45.65%

Adult Services Programs

	April 2015
April 1, 2015 Health & Fitness: Yoga (Matas)	17
April 4, 2015 Educational: Water Management Know-How for Your Lawn & Garden (Killianey)	30
April 8, 2015 Health & Fitness: Yoga (Matas)	18
April 8, 2015 Literacy: One-to-One Vol. & Lit Orentation (Faber)	1
April 9, 2015 Literacy: Conversation Club (Faber)	8
April 14, 2015 Book Discussion: This is Where I Leave You	18
April 15, 2015 Health & Fitness: Yoga (Matas)	15
April 23, 2015 Literacy: Conversation Club (Faber)	9
April 11, 2015 Parenting Series: Parenting with Love and Logic (Faber)	14
April 21, 2015 Computer Workshop: Introduction to Computers (Killianey)	12
April 22, 2015 Health & Fitness: Yoga (Matas)	17
April 28, 2015 Computer Workshop: Introduction to Computers (Killianey)	13
April 29, 2015 Health & Fitness: Yoga (Matas)	17
April 30, 2015 Database Instruction: Overdrive	11
TOTAL ATTENDANCE:	200

History Room Activity

	April 2015	April 2014	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
History Room Visitors	31	13	115	78	47.44%

Volunteer Hours

	April 2015	April 2014	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
History Room	21	0	140.5	36	290.28%
PLFF	480	494	5713.25	5544.25	3.05%
General Library	457	476.5	4094.25	4865.25	-15.85%
Technology	15.5	29.25	509.5	432.25	17.87%
Homework Club	168.75	76.5	904.25	714.5	26.56%
Adult Literacy Tutors	119.25	92.5	840.75	669.45	25.59%
PTAC	95	76.75	1498.25	1384.25	8.24%
Total Volunteer Hours	1356.5	1245.5	14870	13645.95	8.97%

Adult Literacy

	April 2015	April 2014
Number of Tutors	21	14
Number of Students	29	19
Total Number of Participants	50	33

Computer Literacy

	April 2015	April 2014
Number of Tutors	6	5
Number of Students	5	5
Total Number of Participants	11	10

Type of Program	Number of Programs April 2015	Attendance April 2015	Number of Programs April 2014	Attendance April 2014	Number of Programs YTD 2014-15	Attendance YTD 2014-15	Number of Programs YTD 2013-14	Attendance YTD 2013-14	Number of Programs YTD % change	Attendance YTD % change
Book Discussions	1	18	2	9	11	148	11	101	0.00%	46.53%
Computer Workshops	2	25	3	27	26	255	30	235	-13.33%	8.51%
Literacy Programs	3	18	2	14	35	150	20	67	75.00%	123.88%
Summer Reading Program	0	0	0	0	0	108	0	88	#DIV/0!	22.73%
Summer Reading Events	0	0	0	0	3	1,202	4	1,974	-25.00%	-39.11%
Database Instruction	1	11	2	10	10	128	4	197	150.00%	-35.03%
Volunteer Programs	0	0	0	0	4	116	3	108	33.33%	7.41%
Health & Fitness Programs	5	84	0	0	27	471	2	22	1250.00%	2040.91%
Parenting Programs	1	14	1	16	7	59	3	40	133.33%	47.50%
Fine Arts Programs	0	0	0	0	6	220	5	193	20.00%	13.99%
Educational Programs-varied topics	1	30	2	15	5	121	10	283	-50.00%	-57.24%
Totals	14	200	12	91	134	2,978	92	3,308	45.65%	-9.98%

ACHIEVEMENTS

- *Jeannie Killianey* coordinated 2 computer workshop session dates.
- *Jeannie Killianey* updated the Smart Gardening bibliography, and created a book trough.
- *Jeannie Killianey* created a book trough for National Library Week and sent out social media posts and internal emails to encourage staff, PLFF, and board members to bookmark favorite books to fill up the book trough.
- *Jeannie Killianey* scheduled all 2015 holiday posts for Facebook and Twitter.
- *Wendy Townsend* selected books for Rotary.
- *Venessa Faber* matched 1 new English literacy tutor.
- *Venessa Faber* coordinated materials and presentation board for CSUF's Fieldwork Day.
- *Venessa Faber* proctored 1 exam.
- *Venessa Faber* weeded the paperbacks.
- *Venessa Faber* created the April Constant Contact email.

- *Wendy Townsend, Jeannie Killianey, Nadia Dallstream, Venessa Faber and Katie Matas* participated in the One Point Service Desk trainings.
- *Nadia Dallstream* completed the Adult and Children's combined desk schedules.
- *Nadia Dallstream* worked on the Summer Reading Program Banner with the graphic design artist.
- *Wendy Townsend* sent out annual yearbook donation letter to local schools.
- *Wendy Townsend* facilitated Volunteer Appreciation week treats.
- *Wendy Townsend* created a new display for Painting in the Stacks.
- *Wendy Townsend* attended Placentia Historical Committee's Foodie Flashback Tour on April 18th.
- *Wendy Townsend* received the History Room audio cassette and VHS tapes back from digitization (PCF Grant).
- *Wendy Townsend* posted *Placentia: A Pleasant Place* on YouTube.
- *Wendy Townsend and Venessa Faber* completed the Hoopla trainings.
- *Venessa Faber* submitted an article to CLA's *Briefings* newsletter which was published in their Spring 2015 edition.
- *Nadia Dallstream* completed the Information Desk Training Schedule which includes 27 training sessions for all staff to complete by June 1st.

MEETINGS

- *Nadia Dallstream, Katie Matas, Wendy Townsend and Venessa Faber* attended the Staff Meeting on April 21st and Staff Development Day on April 13th.
- *Katie Matas and Venessa Faber* attended Friday Huddle on April 3rd.
- *Wendy Townsend, Katie Matas, Coleen Wakai and Venessa Faber* attended Enki training on April 23rd.
- *Wendy Townsend and Coleen Wakai* attended CSUF Field Study Internship Day on April 7th.
- *Wendy Townsend* attended Kiwanis meetings on March 2nd, 9th, 16th, 23rd and 30th.
- *Wendy Townsend* attended the Placentia Historical Committee meeting on April 28th.
- *Katie Matas* met with the Ingram representative on April 15th.
- *Jeannie Killianey and Coleen Wakai* discussed Pinterest on April 1st.
- *Venessa Faber and Coleen Wakai* cross trained for Adult Turnover reports and collection development on April 9th.
- *Venessa Faber* attended the Placentia Round Table Women's Club meeting on April 1st and was on the luncheon committee.
- *Nadia Dallstream* attended the April 9th Information Desk meeting.
- *Nadia Dallstream* participated in the Baker & Taylor conference call on April 15th.
- *Nadia Dallstream* led the April 15th PC Reservations training.
- *Nadia Dallstream* attended the Supervisor/Manager Meeting on April 30th.
- *Nadia Dallstream* attended the April 20th Board Meeting.
- *Venessa Faber and Yesenia Baltierra* met to discuss Health & Wellness and Public Relations Committee goals on April 21st.
- *Venessa Faber and Nadia Dallstream* met on April 24th.

PROFESSIONAL DEVELOPMENT

- *Jeannie Killianey* watched the Hoopla training videos. Hoopla provided extensive videos and combined with its easy to use user interface, I feel the provided training materials were more than adequate for me to both promote and explain its functionality to library users. I am curious if the RSS feed "Library News" feature

would allow us to advertise our library programs and services information. I'm excited for May 11 so I can begin using it! Downloading videos versus streaming alone for a few days is a comparatively niche feature, since not all movies/tv shows on Amazon nor iTunes allows this to occur and the costs run from \$2 (on up) to download even when it is allowed.

- **Jeannie Killianey** attended the 20th Annual LA Times Festival of Books at USC on April 18th. I attended three book discussions; Patton Oswalt (author of "Silver Screen Fiend," PLD owned), Young Adult Fiction: Lurking in the Shadows, and Kate Mulgrew ("Born With Teeth: A Memoir," PLD on order). The Oswalt and Mulgrew talks were entertaining and informative in regards to personal anecdotes and stories about their personal and professional lives. The YA panel was interesting about the publishing process (hints/suggestions) and the writer's process. It was fun to be around this huge book event and visit various booths. I was able to pick up a few swag items for the Library, also.
- **Califa Enki Training at Anaheim Public Library on April 23rd**

Wendy: The Enki collection includes primarily nonfiction and Smashword titles (self-published authors). I found there are numerous nonfiction titles with familiar brands (i.e. Everything's guides). These items may be useful to our patrons when answering reference questions relating to specific diet cookbooks or specific personal health topics. Patrons can use Enki in conjunction with the Overdrive App as long as they authorize the device for Adobe Digital Editions. Currently, when new Overdrive users' sign-up they are prompted to create an Overdrive Account which will bypass the need to authorize through Adobe Digital Editions. We will need to notify patrons to also authorize through Adobe Digital Editions if they want to use Enki in conjunction with Overdrive.

Katie: The Enki training included basic search and statistical information. We were encouraged to use the help section of the Enki website. There was some concern voiced about downloading Enki marc records into library catalogs because the libraries' staff was not involved in selecting the titles as they do for their print collections. Evidently there are a number of erotica titles.

Venessa: While I feel the Enki training was not as in depth as I had hoped for in the reports and collection development side of things, it provided me the time to better understand limitations and requirements of the technology. For example, the need of Adobe Digital Editions for new OverDrive users if they would like to use OverDrive as their platform for reading all (Enki and OverDrive) downloaded materials on one interface versus using Enki's BlueFire app to read downloaded Enki items. We concluded that in order to view Enki materials you have to have an Adobe login. Patrons may prefer to keep BlueFire for reading Enki items and OverDrive for reading Southern California Digital Library items separate, but some may prefer to only refer to one app. Just good to know the options, capabilities, and requirements therein. Other than that, topics covered in previous webinar/recordings were shared. It was nice to have the opportunity for hands on group experience with the technology. The group posed questions as they encountered issues or topics that came to mind.



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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 2015
DATE: May 21, 2015

On-line database usage

	April 2015	Onsite Usage 4/15	Remote Usage 4/15	April 2014	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
Placentia Library Catalog	15,460	N/A	N/A	14,741	158,280	144,476	10%
General Reference Center	56	36	20	104	846	722	17%
Biography In Context	16	9	7	76	2,029	244	732%
Opposing Viewpoints	1091	1006	85	153	3,665	899	308%
Freegal	937	N/A	N/A	446	7,148	5,505	30%
Heritage Quest	1,201	N/A	N/A	574	5,413	4,287	26%
Novelist	47	N/A	N/A	27	398	313	27%
Pronunciator (new Sept. 2014)	94	N/A	N/A	N/A	954	N/A	N/A
ABC Mouse (new Sept. 2014)	84	N/A	N/A	N/A	590	N/A	N/A
Tumblebooks	151	N/A	N/A	373	2,434	4,204	-42%
Reference USA	98	N/A	N/A	293	2,210	3,475	-36%
Enki (new Oct. 2014)	5	N/A	N/A	N/A	38	N/A	N/A
Overdrive e-books	874	N/A	N/A	604	7,982	5,744	39%
Overdrive audio books	470	N/A	N/A	227	3,895	2,405	62%
Zinio (new Oct. 2014)	49	N/A	N/A	N/A	191	N/A	N/A
TOTAL DATABASE USAGE	20,633	1,051	112	17,618	196,073	172,274	14%

Website Traffic

	April 2015	April 2014	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
Website visits	10,866	20,324	148,538	205,581	-28%
Page Hits	19,457	35,592	257,024	384,079	-33%

Computer & Online Resource Use

	April 2015	Y-T-D 2014-15
Placentia Residents	1,235	10,908
Non-Placentia Residents	801	6,988
Total	2,036	17,896

Wifi Use

	April 2015	Y-T-D 2014-15
	1,561	2,739
Total	1,561	2,739

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Travel Authorization for the Library Director to attend the California Special District Association (CSDA) General Manager Leadership Summit in Newport Beach, California, July 12-14, 2015.
DATE: May 21, 2015

BACKGROUND

The California Special District Association (CSDA) General Manager Leadership Summit will be held in Newport Beach, California from July 12-14, 2015. The expense will be drawn from the General Fund. Accommodation and transportation will not be needed for this conference.

This year's speakers include Strategist, John Spence and Social Entrepreneur, Matt Tenney.

Attachment A is the schedule for the Summit.

Fiscal Impact: \$800

RECOMMENDATIONS

1. Motion to Authorize the Library Director to attend the California Special District Association (CSDA) General Manager Leadership Summit in Newport Beach, California, July 12-14, 2015.
2. Motion to authorize travel request by a roll call vote.



Speakers



John Spence

Strategist, Consultant, Speaker and Author

Leader of the Future

Monday | 9:00 – 10:30 a.m.

During this keynote, John Spence, one of the top 100 business thought leaders in America, will share with you the latest research on the key elements for being a leader that people willingly follow. He will also talk about how changes in technology and the entrance of Millennials and the next generation (iGeneration) moving into the workforce will have a dramatic impact on how people will lead organizations in the future. This will be a fast-paced and information-intensive keynote with lots of takeaways and items you can implement immediately in order to become a more successful and effective leader.

Watch (<https://www.youtube.com/watch?v=o7wNzK0Vies&feature=youtu.be>)



Matt Tenney
Social Entrepreneur and Author

Serve to Be Great: Leadership Lessons from a Prison, a Monastery and a Board Room
Tuesday | 9:00 – 10:15 a.m.

In this inspiring yet content-rich program, Matt Tenney introduces the power of servant leadership through his story of spending five and a half years confined to military prison for arranging an unauthorized delivery of government funds. Through his experience he learned to be happy with nothing, lived like a monk for over three years, discovered the power of a life devoted to serving others, and co-founded and lead two non-profits.



Kyle Packham
CSDA Advocacy and Public Affairs Director

Mid-Year Legislative Update
Tuesday | 3:00 – 4:00 p.m.

Always an attendee favorite, this session will provide the latest details on the hottest legislative topics of 2015. This mid-year legislative overview will include a run-down of the critical legislation and public policy issues impacting special districtsâ€™ revenue, governance and operations. Hear about pension system stabilization, infrastructure investments, new opportunities and threats facing property tax revenue and more. Learn what all of this means for your district and how you can work together with CSDA to impact the legislative process in Sacramento.

Schedule

Sunday, July 12

Time	Class
8:00 a.m. – 4:00 p.m.	Special Pre-Conference Workshop: So You Want to Be a General Manager?
4:00 – 6:00 p.m.	Registration
4:00 – 6:00 p.m.	Ask the Legal Experts
5:30 – 7:00 p.m.	Welcome Reception

Monday, July 13

Time	Class
8:00 a.m.	Registration Opens
8:00 – 9:00 a.m.	General Session Room Open for Coffee with Exhibitors
9:00 – 10:30 a.m.	Opening Keynote and Continental Breakfast <i>Leader of the Future</i> John Spence
Breakout Sessions	
10:45 a.m. – 12:00 p.m.	Special District Leadership in an Era of VUCA: Volatility, Uncertainty, Complexity, Ambiguity Bill Chiat, Alta Mesa Group, LLC.
	Brown Act Updates & Closed Session Dos and Don'ts Mark Meyerhoff, Liebert Cassidy Whitmore
	Appropriate Use of Succession Planning in a Public Agency Michael Willihnganz and Shelley Langan, Placer County Water Agency

12:15 – 1:15 p.m. Networking Lunch with Exhibitors

Agenda Item 25

Attachment A

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Breakout Sessions

1:30 – 3:00 p.m.

Advanced Leadership Workshop: Creating Your Personal Leadership Philosophy
John Spence

Transforming Organizations through Executive Leadership Development
Paul Danczyk, USC Sol Price School of Public Policy

How to Make the GM Performance Evaluation Process a Benefit to Everyone: Board, Manager and District

Martin Rauch, Rauch Communication Consultants and Mark Meyerhoff, Liebert Cassidy Whitmore

3:00 – 3:30 p.m.

Break and Networking with Exhibitors

Breakout Sessions

3:30 – 4:30 p.m.

Building the Trust – Board and General Manager Relations
Pete Kampa, Kampa Community Solutions

Behind the Scenes Negotiating Secrets for District Managers
Nancy Park, Best Best & Krieger LLP

Saving Time & Money in Your District: Using Tablets in the Field and in the Board Room
Scott Carroll, Costa Mesa Sanitary District

5:00 – 6:30 p.m.

Food & Wine Experience Reception

Tuesday, July 14

Time

Class

8:00 – 9:00 a.m.

General Session Room Open for Continental Breakfast with Exhibitors

9:00 – 10:15 a.m.

General Session Keynote

Serve to Be Great: Leadership Lessons from a Prison, a Monastery and a Board Room

Matt Tenney, Social Entrepreneur and Author

10:15 – 10:45 a.m.

Break and Networking with the Exhibitors

Breakout Sessions

10:45 a.m. – 12:15 p.m.

Crafting New Board Member Orientations that Work!
David Aranda

Disruptive Behavior at Board Meetings: Balancing the Constitutional Rights of Citizens with the Duty to Conduct Meetings in an Orderly Manner

Sean De Burgh, Cota Cole, LLP

Are We Covered for This? Understanding Insurance Coverages and Options in Protecting Your Agency

Dennis Timoney, Special District Risk Management Authority (SDRMA)

12:30 – 1:30 p.m.

Networking Lunch

Agenda Item 25

Attachment A

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Breakout Sessions

1:45 – 2:45 p.m.

Survey Results are In! What Makes a GREAT General Manager?

Brent Ives and David Aranda, BHI Management Consulting

Don't Let One Bad Apple Spoil the Bunch: Dealing with Difficult Employees

Kelly Trainer and Traci Park, Burke Williams & Sorensen LLP

Public Records Act: Leading Your Team through the PRA Obstacle Course

RuthAnn Ziegler, Meyers Nave

3:00 – 4:00 p.m.

Closing Session

Mid-Year Legislative Update

Kyle Packham, CSDA Advocacy and Public Affairs Director

4:00 p.m.

Event Adjourns

Attend

Member

\$ 675 Per Person

Regular (after June 13):

- Member: \$675
- Guest (cannot be from a district):
\$200

Register

([http://members.csda.net/imis15/EventDetail?
EventKey=GMSM071215](http://members.csda.net/imis15/EventDetail?EventKey=GMSM071215))

Early Bird

\$ 625 Per Person

Early Bird (on or before June 13):

- **Member: \$625 Best Value!**
- **Non-Member: \$750**
- **Guest (cannot be from a district): \$175**

Register
([http://members.csda.net/imis15/EventDetail?
EventKey=GMSM071215](http://members.csda.net/imis15/EventDetail?EventKey=GMSM071215))

Non-Member

\$ 800 Per Person

Regular (after June 13):

- **Non-Member: \$800**
- **Guest (cannot be from a district):
\$200**

Register
([http://members.csda.net/imis15/EventDetail?
EventKey=GMSM071215](http://members.csda.net/imis15/EventDetail?EventKey=GMSM071215))

Full Conference Registration fees include Welcome Reception, Keynote sessions, All breakout sessions, Continental breakfast and Luncheon, "Food & Wine Experience" Reception

Guest Fee Includes Welcome Reception, Continental Breakfast on Monday and Tuesday and Food & Wine Experience on Monday for only \$175 at the Early Bird price. (Cannot be from a district or a company that does business with districts.)

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Contact Us



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Travel Authorization for Trustees and the Library Director to Attend the California Special District Association (CSDA) Annual Conference in Monterey, California, September 21-24, 2015.**

DATE: May 21, 2015

BACKGROUND

The California Special District Association (CSDA) Annual Conference will be held in Monterey, California from September 21-24, 2015. The expense will be drawn from the General Fund.

This year's opening keynote speaker is Peter Sheahan, Founder and CEO of ChangeLabs. The General Session will be presented by Michael Bazzell, Computer Security Specialist & Privacy Consultant.

The pre-conference workshops include:

- So You Want to Be a General Manager! -- \$100
- Building Confidence in Public Speaking -- \$225
- Special District Leadership Academy Module 1: Governance Foundations -- \$225
- Communication Strategies for Board Members & General Managers -- \$125

Attachment A is the conference brochure.

Fiscal Impact: \$1,500 per attendee

RECOMMENDATIONS

1. Motion to Authorize Trustees and the Library Director to Attend the California Special District Association (CSDA) Annual Conference in Monterey, California, September 21-24, 2015.
2. Motion to authorize travel request by a roll call vote.



/fresh content/



**California Special
Districts Association**
Districts Stronger Together

Ingredients: 100% California Special Districts Association Annual Conference, keynote speakers, breakout sessions, networking, large exhibit hall, receptions, beautiful location, many learning opportunities, no preservatives

ATTENDEE REGISTRATION

The Leadership Conference for Special Districts

The CSDA Annual Conference & Exhibitor Showcase is the one conference special district leaders can't afford to miss!

Join 600-plus special district professionals and industry experts for a three-day, must-attend education and networking extravaganza.

Participate in Inspiring and motivating keynote sessions. Walk away with strategies, new connections and innovative ideas to move your district forward.

who SHOULD ATTEND?

- Board Members/Trustees
- General Managers
- Fire Chiefs
- Police Chiefs
- Department Managers
- Supervisors
- Administrative Staff
- Finance Managers
- HR Managers
- Board Secretaries
- Legal Counsel
- Consultants
- Suppliers
- Support Staff

why

SHOULD I ATTEND?

- Interact with industry experts
- Hear success stories from colleagues
- Learn about challenges and solutions from special district case studies
- Be the first to hear about special district trends
- Gain knowledge and inspiration from nationally recognized speakers
- Specialized workshops and sessions designed to address your needs
- Meet one-on-one with industry suppliers who understand your needs
- Attend numerous networking opportunities
- Make new contacts and maintain key relationships
- Earn SDRMA Credit Incentive Points

where

IS IT HELD?

Monterey, California

Monterey Marriott Hotel
350 Calle Principal
Monterey, CA 93940
877.901.6632

Monterey Conference Center
One Portola Plaza
Monterey, CA 93940

September 21 – 24, 2015

WOW GROWTH OVER THE YEARS

The CSDA Annual Conference & Exhibitor Showcase has seen significant growth in each aspect of the conference for over a decade!

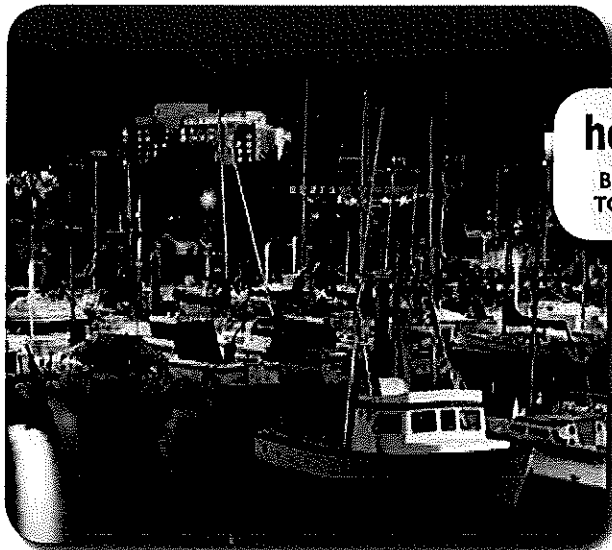
MORE EXHIBITORS

MORE ATTENDEES

MORE PRE-CON EVENTS

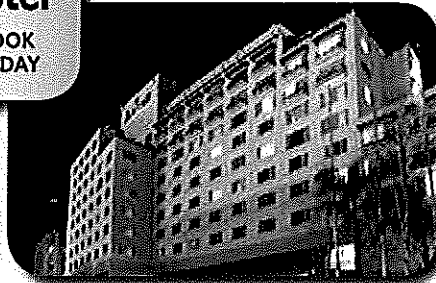
MORE BREAKOUT SESSIONS

2015 ANNUAL
CONFERENCE
SEPTEMBER 21-24
CSDA
Monterey, CA
15



hotel

BOOK
TODAY



Hotel & Location
Monterey Marriott Hotel
350 Calle Principal
Monterey, CA 93940
877.901.6632

Room reservations are available at the Marriott Monterey at the CSDA rate of \$169 plus tax single or double occupancy, which includes complimentary wireless guestroom internet access. Call 877-901-6632 and ask for the California Special Districts Association rate. **The first night room and tax becomes non-refundable if a reservation is cancelled after the cut-off date of September 4, 2015.**



**what
TO DO!**

Just 100 miles south of San Francisco, Monterey's breathtaking scenery, rich history, world-renowned attractions and outdoor adventures invite one to grab life by the moments! Monterey is a dramatic setting for endless choices of activities all within minutes of convenient, charming overnight accommodations. Monterey is named a Top North American Golf Destination and the 2013 Top Ten Wine Travel Destination in the World. The Monterey Bay National Marine Sanctuary is home to favorite marine life that can be observed in one of the most amazing natural environments found anywhere in the United States.
www.seemonterey.com



Pre-Conference WORKSHOPS, EVENTS & TOURS - Sept. 21

pre-registration/payment required for these events

8:00 a.m. – 3:45 p.m.

So You Want to Be A General Manager?

\$100 includes continental breakfast and lunch.

A practical career development workshop for senior executives and emerging leaders in special districts. This action-oriented workshop includes group and panel discussions on: the journey, roles and skill sets of a general manager; identifying general manager opportunities, including positioning yourself for executive recruitment; developing positive relations with the board, staff and peer agency executives; and leadership practices. Limited class size, register early!

Sponsored by CSDA and the Special District Leadership Foundation (SDLF)

9:00 a.m. – 3:00 p.m.

Building Confidence in Public Speaking

CPS HR CONSULTING

\$225 Member • \$375 Non-member

This workshop is designed to help employees improve their public speaking skills in a supportive and non-threatening environment.

As a result of this workshop, students will learn how to: deal with nervousness about speaking in public; improve their presentation skills; prepare the best introduction for their audiences; fine tune their messages; deal with difficult questions; and develop a positive outlook for their next public speaking opportunities.

SDLA

9:00 a.m. – 3:00 p.m.

Special District Leadership Academy Module 1: Governance Foundations - Earn SDRMA CIPs

\$225 Member • \$375 Non-member

As the core curriculum of CSDA's Special District Leadership Academy, this workshop serves as the "foundation" for the series on effective governance of special districts. It is specifically designed for special district board members and meets the requirement for six hours of governance training for Special District Leadership Foundation programs.

12:00 – 3:00 p.m.

Communication Strategies for Board Members & General Managers

BHI MANAGEMENT CONSULTING

\$125 Member • \$175 Non-member

Communication is the fluid of any organization. Poor communications can grind the "heels" of an agency to a halt and are cause for most of the greatest challenges in the work of public agencies. This is why this particular pre-conference workshop is critical for both districts that know they have organizational challenges and those who know enough to believe that good communications are an absolute best practice. The class will deal with the most commonly overlooked and complicated areas of public agency communications. This class is a must for both board members and GMs/administrators who want to drive their agency to the top and avoid unnecessary trouble.

SDLF

Special District Administrator (SDA) Exam

9:00 – 11:00 a.m.

Special District Leadership Foundation

(optional – must be scheduled prior to conference)

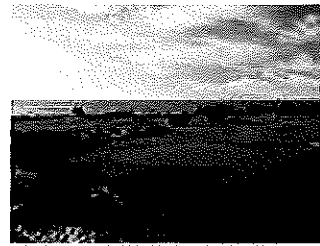
SDRMA
Credit Incentive Points

What are SDRMA Credit Incentive Points?

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points can be earned based on an agency's attendance at the CSDA Annual Conference & Exhibitor Showcase reducing SDRMA member's annual contribution amount.

"The CSDA Conference is the most valuable annual conference of all the ones we attend. If you are a special district, this is the only place to learn everything you need to know that relates to special district governance, trends, issues and legislation. Kudos to CSDA for a job well done."

Kimberly Thorner, SDA
Olivenhain Municipal Water District



10:00 a.m. – 3:00 p.m.
CSDA Annual Golf Tournament
 PACIFIC GROVE GOLF LINKS
 \$95 includes golf with cart, lunch, and prizes!
 Transportation to/from on your own
 Join special district elected officials, staff and business affiliates at this optional fun event.
 Great golf skills are not necessary!



10:00 a.m. – 3:00 p.m.
Elk Horn Slough Safari™ and Moss Landing Harbor District Tour
 \$48 per person includes transportation to/from the hotel. Ekhorn Slough Safari™ is an exciting way to visit Ekhorn Slough, where you will see a fantastic variety of wildlife such as playful sea otters, curious harbor seals, sea lions, and hundreds of species of birds. The tour will provide excellent opportunities to view and photograph wildlife close at hand. These two-hour boat cruises include an in-depth look at various aspects of slough ecology, fascinating history, and birding in the company of a naturalist guide.



12:00 – 3:00 p.m.
Pure Water Monterey
 MONTEREY PENINSULA WATER MANAGEMENT DISTRICT AND MONTEREY REGIONAL WATER POLLUTION CONTROL AGENCY
 \$45 includes transportation and lunch.
 Pure Water Monterey is a multi-benefit, integrated, regional solution that will provide a water recycling model for other regions in California. Using proven, advanced, multi-stage treatment to provide a safe, reliable and sustainable drinking water supply that will comply with or exceed strict state and federal drinking water standards, the project will reduce water taken from the Carmel River and the Seaside Basin. In doing so, it will help meet regulatory orders and enhance water supply reliability by diversifying local water sources. Visit www.purewatermonterey.org for more information.



4:00 – 5:00 p.m.
District NetWorks Meetings
 Designed by local special district leaders to connect and interact with other leaders from throughout the state, come take part in one of our six District NetWorks meetings. No matter where you are in the state, you belong to a district network. Share challenges, solutions and opportunities with your neighboring districts. Learn how you can take part in CSDA's Grassroots Advocacy efforts, meet your new public affairs field coordinator, connect with special district leaders and grow your network!
 Visit www.csdanet/about-csda/district-networks/ for more information.



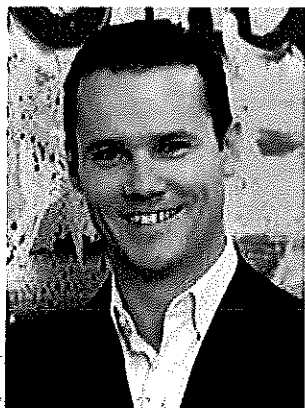
CSDA Annual CONFERENCE BEGINS

5:30 – 7:30 p.m.
President's Reception with the Exhibitors
(all registered attendees welcome)
 Join us as we network with business professionals who provide all types of goods and services to special districts. Enjoy appetizers and refreshments as you meet with CSDA's current Board President Steve Perez and board members from around the state.



Entertainment will feature a CSDA Annual Conference & Exhibitor Showcase favorite - guitarist John Sherry.

Conference Keynote Presenters **PETER SHEAHAN & MICHAEL BAZZELL**



Opening Keynote Presentation
Peter Sheahan, Founder and CEO of ChangeLabs™ and author of six books, including the international bestsellers *FLIP* and *Generation Y*.

FLIP! Creative Strategies for Turning Challenges into Opportunity and Change into Advantage

The fact that special districts face major change is not new to anyone. The more important question is what do we need to do in the face of this change? Whether you are dealing with legislation, new technology...

related to service delivery, or changing constituent expectations - it is crucial that as a leader you take the time to understand the changes and have an approach designed to generate a constructive outcome.

In Peter Sheahan's case-study rich session, he will explore best practices from multiple industries that have experienced similar transformative change, and unpack the key insights from those who benefited from the change compared to those that became victims to it. Specifically, he will discuss:

- The role our assumptions, biases, and beliefs play in blinding us to new opportunities.
- The need to take manageable, intelligent risks to enable new approaches.
- The importance of building a narrative to shape stakeholder perception and drive influence.
- Embracing collaboration to drive transformation through partnerships and community engagement.

Peter Sheahan will be presenting

Tuesday, September 22

9:00 – 10:45 a.m.

Opening Keynote Presentation

FLIP! Creative Strategies for Turning Challenges into Opportunity, and Change into Advantage



Due to Michael's full time job with the FBI, he is not allowed to have any photos published.

SDRMA General Session, Safety Awards, Keynote Presentation
Michael Bazzell

Computer Security Specialist & Privacy Consultant, author of *Hiding from the Internet: Eliminating Personal Online Information and Personal Digital Security: Protecting Yourself from Online Crime*

Hiding from the Internet

This presentation will demonstrate the need to protect yourself from the numerous data brokers who make millions of dollars from your private life. Among other techniques, you will learn to: remove your personal information from public databases and people search websites; create free anonymous mail addresses, email addresses, and telephone numbers; control your privacy settings on social networks and remove sensitive data, use a credit freeze to eliminate the worry of financial identity theft and fraud; and change your future habits to promote complete privacy and anonymity.

Sponsored by

Special District Risk Management Authority (SDRMA)



Michael Bazzell will be presenting

Wednesday, September 23

9:00 – 10:45 a.m.

SDRMA General Session, Safety Awards and Keynote Presentation
Hiding from the Internet

“I had a great experience. The education and information gathered will help me make better and more informed decisions for the citizens in my special district.”

Henry Miller, Trustee
Temecula Public Cemetery District

Recognitions and Scholarships TWO GREAT EVENTS AT CONFERENCE



Submit for Awards!

RECOGNIZE YOUR PEERS

Do you have a board member, staff member, local chapter or program you feel deserves recognition?

Each year, CSDA presents various awards during the CSDA Annual Conference and Exhibitor Showcase. Please consider outstanding individuals within your districts for individual awards. Chapter awards and district awards are also open for nominations. Visit conference.csda.net for more information. If you have any questions regarding the awards or process, please contact Charlotte Lowe, executive assistant, toll-free at 877.924.2732 or by email at charlotte@csda.net. Additional information and forms can be found at www.conference.csda.net.

Deadline for submissions is Friday, August 7, 2015. All applicants will be notified prior to the Annual Conference as to the winner. Winners will be awarded at the CSDA Annual Conference & Exhibitor Showcase during the Awards Luncheon on Wednesday, September 23.

CSDA Annual Awards Luncheon will be held

Wednesday, September 23

12:30 – 2:00 p.m.

Awards include: Board President, General Manager and Chapter of the Year, the prestigious William Hollingsworth Award of Excellence, Special District Leadership Foundation (SDLF) awards and more!

"My overall Impression was that the event was very well organized. Probably the best I have ever attended."

George Emerson, Director
Goleta Sanitary District



Fundraising for Scholarships

SDLF is an independent, non-profit organization formed to promote good governance and best practices among California's special districts through certification, accreditation and other recognition programs.

SDLF and its activities are supported through the California Special Districts Association and Special District Risk Management Authority. SDLF offers a number of scholarships for districts, designed to help special district elected/appointed officials and staff participate in the Foundation's programs and other educational offerings. These scholarships include: Dr. James Kohnen Scholarship, John Yeakley Special District Administrator Scholarship and the Education Allowance Fund. More information can be found at www.sdlf.org

Taste of the City

BBQ, Blues & Brews will be held

Wednesday, September 23

6:00 – 8:00 p.m.

"As a new member, we couldn't be more pleased with the CSDA Annual Conference & Exhibitor Showcase."

Felix Hernandez III, General Manager
Bodega Bay Public Utility District



Program TUESDAY - Sept. 22

all registered attendees & exhibitors welcome to events unless otherwise stated

7:30 a.m. – 6:00 p.m.

Exhibitor Showcase Open

7:30 – 8:45 a.m.

Continental Breakfast with the Exhibitors (RAFFLE)



9:00 – 10:45 a.m.

Opening Keynote Presentation

Peter Sheahan, Founder and CEO of ChangeLabs™ and author of six books, including the international bestsellers *FLIP* and *Generation Y*.
FLIP! Creative Strategies for Turning Challenges into Opportunity and Change into Advantage

11:00 a.m. – 12:00 p.m. (BREAKOUT SESSIONS)

Required Ethics AB 1234 Compliance Training (part 1) MEYERS NAVE

This two-part training covers general ethics principles and state laws related to: personal financial gain by public servants; conflict of interest, bribery and nepotism; gift, travel and mass-mailing restrictions; honoraria; financial interest disclosure and competitive bidding; prohibitions on the use of public resources for personal or political purposes; the Political Reform Act; the Brown Act open meeting law and the California Public Records Act. *Must attend both sessions in order to receive your certificate.*

Ongoing Drought and California's New Sustainable Groundwater Management Act Creates New Challenges for Local Agencies

KRONICK, MOSKOVITZ, TIEDEMAN & GIRARD

With ongoing drought and last year's passage of the Sustainable Groundwater Management Act (SGMA), California special districts are being forced to navigate uncharted legal and technical territory. This session will provide the latest updates on drought management and provide a comprehensive review of the SGMA, which sets an aggressive multi-year timeline for local agencies in groundwater basins throughout the State to coordinate and develop groundwater management plans to achieve sustainability.

The 3 Cs: Using Communications, Consistency and Cooperation to Benefit Your District

DAVID ARANDA

Districts of all shapes and sizes face the difficult task of being efficient, effective leaders for the community. Gain an understanding of how three simple words carry a powerful punch in allowing your district and the board, management and staff to service excellence.

(BREAKOUT SESSIONS CONTINUED)

Smooth Sailing: Navigating an Audit by the State or Federal Government

ALESHIRE & WYNDER LLP

Following an audit from the State Controller on two special districts, the Controller has called for more oversight of California special districts. The controller cited serious failures of the audited districts with respect to financial internal control procedures, comparing such failures to the serious failures in Bell. Learn what they are looking for and how best to navigate through an audit successfully.

New Developments in the Brown Act: What Special Districts Need to Know

LIEBERT CASSIDY WHITMORE

Agencies must know how to comply with the complex set of laws found in the Brown Act, which governs how boards must meet in public. In this session, we will go over common mistakes districts make with the Brown Act, including the intricacies involved with closed sessions, administrative decisions, litigation and settlements. This workshop will also explain the new amendments to the Brown Act addressing transparency, which can pose a challenge for districts.

Design-Build Delivery and Beyond—Alternate Delivery or Alternate Reality in CA Public Works Construction

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

Law has been revised in the past several months to allow, under certain conditions, local agencies and public entities to contract using the design-build method. The goal of this workshop is to educate about the design-build delivery method and the qualifications and legal requirements to implementing such a project in the state of California. Design-build is recognized as an alternative to traditional design-bid-build and this workshop will educate the audience as to the pros and cons of choosing design-build over other delivery methods.

Lunch with the EXHIBITORS

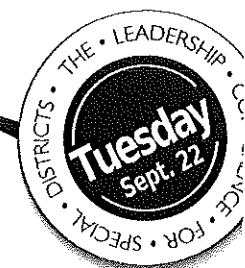


12:00 – 1:45 p.m.

Lunch with the Exhibitors

(all registered attendees welcome)

Attend lunch in the exhibit hall where a deli buffet will be served along with the chef's award winning clam chowder.



2:00 – 3:15 p.m. (BREAKOUT SESSIONS)

Required Ethics AB1234 Compliance Training (part 2)

MEYERS NAVE

Description can be found on Tuesday, Sept. 22 in the 11:00 am time slot.

Must attend both sessions in order to receive your certificate.

Water and Sewer Rates: From Defensibility to Tailor-Made Rate Design

NBS

Setting fair and defensible water and sewer rates requires utility managers to carefully balance a number of competing requirements and objectives.

This session will cover how to go through the rate-setting process and develop a defensible rate structure.

Public Records Pitfalls and How to Avoid Them

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

Come away with an understanding of the basic requirements of the California Public Records Act. The discussion will focus on practical approaches to difficult situations public officials and employees may face in responding to requests for information and records from the public, particularly when controversial or potentially damaging information is requested.

CEQA: What Special Districts Need to Know in 2015 and Beyond

BEST BEST & KRIEGER LLP AND DUDEK AND ASSOCIATES

Most actions taken by special districts need to comply with CEQA. But in the fast-changing world of CEQA litigation, it is difficult to keep up. This panel will address recent changes to CEQA from legislation and 2015 cases.

CalPERS: Strategic Issues Update

CalPERS

Deputy Executive Officer of External Affairs Robert Glazier will share an update on key pension, health, and investment issues that will help guide the way special districts plan for retirement and health care. This session will include a description of CalPERS business functions, customer service and opportunities to engage at all levels before, during and after a policy is set.

Peak GM Performance: Three Perspectives

BHI MANAGEMENT CONSULTING

This seminar presents the results of a broad survey that asks just that question, "What Makes a Great General Manager?" The survey, sent to over 2,000 special district individuals throughout the country, will be presented by Brent Ives and David Aranda of BHI Management Consulting. They will relate their findings to their organizational consultancy with districts in California.

3:30 – 4:30 p.m. (BREAKOUT SESSIONS)

Advanced Media Relationships: When the Going Gets Tough, Step it Up!

COMMUNICATION ADVANTAGE

This session will help special districts elevate their public outreach and media relations skills beyond merely answering questions and stating the facts. We will explore strategically planning messaging for longer-term issues, projects and crises, and proven techniques to handle controversial issues.

Furious 7 (Hundred). A Fast Class on FPPC Compliance

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

The attendee will learn the various ethics and conflict of interest requirements, including legal prohibitions and mandated disclosure obligations under California Law. This breakout will be useful for public officials and employees who are required to file Form 700s.

Negotiating with Employee Organizations – How to Avoid Disasters

BEST BEST & KRIEGER LLP

A summary of legislative changes related to public sector labor relations over the past year and a review of recent decisions from the Public Employment Relations Board affecting how special districts must interact with employee organizations.

Is Your District as Good as it Could Be? What Your Board and Staff Can Do to be Even Better

RAUCH COMMUNICATION CONSULTANTS

How your board, manager and staff can work together as a team to improve every aspect of your district through smart planning, clear internal communication and adherence to proper roles and relationships.

Payments for State Mandates & What Programs are Still Available

NICHOLS CONSULTING

With the State's fiscal outlook improving, the State began making payments for the outstanding programs in October 2014. More programs are expected to be paid this fall with additional and final payments possible in 2016. At this session attendees will learn what payments have been made, what they represent and what payments are likely to be paid in the fall of 2015 and 2016.

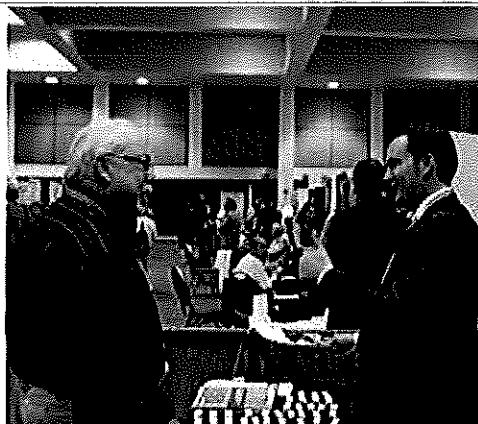
Mix & Mingle in the EXHIBIT Hall

4:30 – 6:00 p.m.

Mix & Mingle in the Exhibit Hall: Grand Prize Drawings

(all registered attendees welcome)

Connect with exhibitors in the exhibit hall for a cocktail and appetizer before you head out to dinner. Be sure to enter for one more chance to win one of our fabulous prizes!



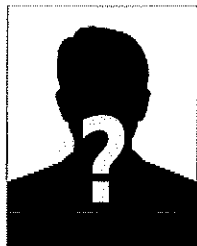
Entertainment by jazz duo Dizzy Burnett and Grover Coe, covering jazz, blues, and popular standards with pizzazz.

Program
WEDNESDAY - Sept. 23

all registered attendees & exhibitors welcome to events unless otherwise stated

8:15 – 9:00 a.m.

SDRMA Sponsored Full Plated Breakfast



9:00 – 10:45 a.m.

SDRMA General Session, Safety Awards, and Keynote Presentation Michael Bazzell,
Computer Security Specialist & Privacy Consultant,
author of *Hiding from the Internet: Eliminating Personal Online Information and Personal Digital Security*,
Protecting Yourself from Online Crime
Hiding from the Internet

11:00 a.m. – 12:15 p.m.

CSDA Finance Corporation Board and Annual Meeting

11:00 a.m. – 12:15 p.m. (BREAKOUT SESSIONS)

Liability - What Exactly is a Dangerous Condition of Public Property?

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA)
This workshop will discuss the legal issues relating to the public entity's statutory duty regarding premises/operations liability exposures. Is every condition dangerous? Does there have to be a physical "defect" to be dangerous? What is a trivial defect? We will discuss current California law and recent court decisions affecting public entity liability.

Rock the Vote without Rocking the Boat: Election Laws

ATKINSON, ANDELSON, LOYA, RUUD & ROMO
This topic covers laws applicable to special district elections, including but not limited to the restriction on the use of district resources for campaigning, validation actions, and ballot measure elections. It will cover the latest cases and statutes that impact such elections.

Informing Solid Board Decisions

KAMPA COMMUNITY SOLUTIONS LLC
This session will provide district board members and managers with the tools necessary to optimize the amount and type of agenda-supporting information provided to the board and public in advance of each meeting so they can prepare to make knowledge-based decisions while providing a solid public record to increase transparency and accountability.

Stop Fraud Before it Starts: Internal Controls and Fraud Prevention for Those Charged With Governance

ROGERS ANDERSON MALODY & SCOTT LLP
This session will cover internal controls and fraud prevention. Attendees will become familiar with internal controls and the control environment, policies and procedures and the evaluation of internal controls, learn causes of fraud and preventing fraud, and learn common types of fraud.

(BREAKOUT SESSIONS CONTINUED)

Building Relationships in the Capitol: A Panel Discussion
CSDA

Do new laws imposed at the Capitol keep impacting your district's budget and operations? How can your district start impacting the State Capitol? Learn some simple steps for building successful relationships with decision-makers in the Capitol and how those relationships can benefit your district! You will be sure to come away from this session with some new dos and don'ts and tips and tricks. We will cover everything from the basics to the more advanced efforts, like branding your district in the Capitol and identifying surrogates.

Affordable Care Act – Planning to Deal with the Pay-or-Play Penalties Effective 1/1/15

HANSON BRIDGETT LLP
Effective 2015, significant tax penalties will apply to large employers who do not offer qualifying health coverage to substantially all full-time employees. Join us for a comprehensive overview of the employer-shared responsibility rules, and what you need to do to comply with the new law to avoid these penalties. Learn what you need to know about how these rules may affect both the financial and administrative aspects of your business operations. We will also discuss the new information reporting requirements that apply beginning in 2016 for coverage offered in 2015.

Strategies to Lower Both Your OPEB and Pension Liabilities
PARS

This session will address the latest funding strategies and trends to reduce both OPEB and pension liabilities. Our expert panel will address questions your district needs to know such as: How can my district reduce its retiree health care obligations? What benefit and funding strategies should my district consider? What options do I have available to lower my pension liabilities and improve my NPL (GASB 68)?

CSDA Annual AWARDS LUNCHEON



12:30 – 2:00 p.m.

CSDA Annual Awards Luncheon

(all registered attendees welcome)

Join us as we celebrate the best of special districts with awards including: Board President, General Manager and Chapter of the Year, the prestigious William Hollingsworth Award of Excellence, Special District Leadership Foundation (SDLF) awards and more!



2:15 – 3:30 p.m. (BREAKOUT SESSIONS)

Building Better Buildings: What to do Before you Begin Construction

CSDA FINANCE CORPORATION, LIEBERT CASSIDY WHITMORE AND WARD YOUNG ARCHITECTURE & PLANNING

Join finance, legal and architecture experts who will help you plan for a successful building project. Attendees will learn: how to select an architect; the process for design; about arranging financing sources and entering into finance agreements; preparing for bidding; an overview of the bidding process including authorization from the board to obtain bids and the notice to proceed; and contractor requirements. Don't put on your hard hat until you attend this session!

Liability – Employment Law Update

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA)

This workshop will discuss the current status of California Employment Law. Between the Legislature and the courts, employment law is subjected to constant change. We will discuss pregnancy disability leave laws; the good faith interactive process; reasonable accommodations and protected leave (FMLA/CFRA).

Workers' Compensation – The Clock is Ticking

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA)

This workshop will discuss the specific statutory time limits involving the notification of a workers' compensation claim and the provision of medical treatment and disability benefits to the injured employee. When does Temporary Disability start? And when does it stop? How long do Permanent Disability payments last?

Financial Leadership: A Guide to Special District Fiscal Health

JAMES MARTA & COMPANY LLP, CPAs

Special district best practices identify specific policies and procedures as contributing to improved special district management. This session aims to promote and facilitate positive change rather than merely codify current accepted practice. We will discuss and share current and best practices for: accounting, auditing and financial reporting, budgeting and fiscal policy, long-term fiscal management, reserves, information technology, and financial leadership. This session is designed to be interactive so participants can share what works and what doesn't given current economic conditions, staffing and management.

SB 854: Administration of Prevailing Wage Requirements on Public Projects

CONTRACTOR COMPLIANCE AND MONITORING

SB 854 is requiring new contract clauses, new registration of public works projects by agencies, new requirements for contractors and new rules and regulations relating to the implementation and delivery of certified payrolls. The DIR will roll out its new eCPR program in May with lots of "new improvement" throughout the year. Come learn about the new requirements and best practices in managing new prevailing wage obligations for agencies.

Can't We All Just Get Along? Keys to Understanding and Working with Your LAFCo

CALAFCo AND MONTEREY LAFCo

Do you ever wonder who LAFCo really is and why they make the decisions they do? As a special district are you represented on your region's LAFCo and a part of that decision-making process? Join us for this fun and informative session in which you will be given the keys to understanding and working with your LAFCo. We will discuss LAFCo authority (the can-do and the cannot-do), share insights on why decisions are made the way they are, and explore the changing landscape of LAFCos and special districts.

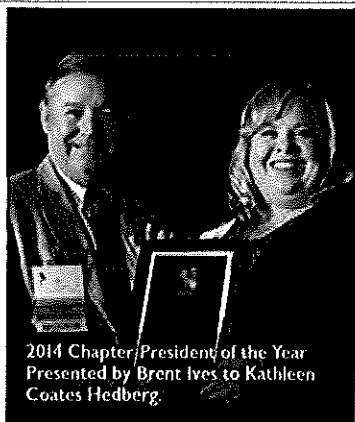
Onboarding the Board: Properly Preparing New Board Members for Service

BHI MANAGEMENT CONSULTING

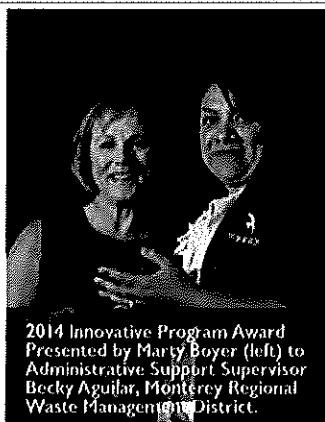
New board members need a good start. Proper and comprehensive orientation to public service, decision making, communications, roles and responsibilities and authorities is crucial as they begin their service to the public. The instructor will provide you with what you ought to know as a new board member, as well as what you should do as an agency to properly prepare for effectively onboarding your new members.

"This conference gave me insight and solutions to issues that my district is seeking to overcome."

Al Morrissette
Phelan Pinon Hills Community Services District



2014 Chapter President of the Year Presented by Brent Ives to Kathleen Coates Hedberg.



2014 Innovative Program Award Presented by Marty Boyer (left) to Administrative Support Supervisor Becky Aguilar, Monterey Regional Waste Management District.



Brent Ives prepares to announce the 2014 Chapter President of the Year award during the Annual Awards Luncheon.

Program
WEDNESDAY - Sept. 23

3:45 – 4:45 p.m. (BREAKOUT SESSIONS)

Brown Act Update – Can We Talk?

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA)

This workshop will focus on how and when board members communicate in order to comply with the Brown Act. Is every communication, regardless of the form or type, subject to the Brown Act? Is an agenda really necessary? Is every document a public record? What is a privileged statement?

GASB Reporting Requirements and Their Impact on Your Special District

MANN URRUTIA NELSON CPAs

The governmental accounting and financial reporting landscape gets more complex each year. Some of the more complex GASB pronouncements have been issued in recent years can have a major impact on your district's finances. This course will provide you with an update of GASB requirements and provide relevant steps you can take to minimize their impact on your district.

Welcome to the Fishbowl: An Interactive Government Ethics Workshop

HANSON BRIDGETT LLP

Come take a turn in the hot seat, try to stump your friends or just watch the show as we take a trip through Ethicsland and the unpredictability of local government. Join us as we practice applying rules concerning conflicts of interest, government transparency and more! This is not your grandma's ethics training.

(BREAKOUT SESSIONS CONTINUED)

Special District Financing and Ballot Measures from A to Z
RICHARDS WATSON GERSHON

Economically-challenging environments call for effective financing solutions. A team of professionals will walk you through the various types of special district financing measures, including special ballot measures, and provides insight into the legal challenges and pitfalls to avoid, as you work through the process of seeking needed revenue to support your work.

Coaching for Performance

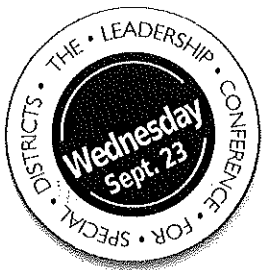
CPS HR CONSULTING

The three keys to successful leadership are knowing your people, getting results and establishing a positive work environment. Coaching is the leadership competency that creates development and growth within all three keys. Coaching is a process that enables learning and development to occur and performance to improve. We will explore this process and how you can improve performance and overcome barriers.

Get the Most Out of Your Board Committees

KAMPA COMMUNITY SOLUTIONS, LLC

Using committees of the board can be one of the most effective time management strategies to keep regular board meetings focused and on task. Committees inform the decisions of the full board by engaging the public in discussions, providing a venue for sharing thoughts and ideas in a less formal setting, and reviewing options and staff recommendations. This session will provide methods to guide management and the board in establishing proven effective committees, defining their roles and responsibilities, and creating operating procedures that really work.



Special District Leadership Foundation (SDLF)

TASTE OF THE CITY

6:00 – 8:00 p.m.

BBQ, Blues & Brews

Join us for an evening of all things awesome...BBQ, Blues and Brews! Sample local BBQ and craft brews while we enjoy the band Bleu, featuring a soulful set list of vintage blues, gospel and Americana music.

This party has a purpose. Attendees at this reception will have the opportunity to participate in the SDLF silent auction to raise funds for scholarships for the Special District Leadership Foundation programs. A special wine raffle will also be held at 7:30 p.m. Be sure to purchase tickets throughout the conference for the chance to win a deluxe 35-bottle wine cellar fully-stocked - almost a \$1,000 value. You must be present to win!



Program THURSDAY - Sept. 24

all registered attendees & exhibitors welcome to events unless otherwise stated

8:30 – 10:00 a.m. (BREAKOUT SESSIONS)

Community Engagement without Breaking the Bank

SCI CONSULTING GROUP

Positive, consistent engagement forms the basis for strong ongoing community support of special districts. There are easy ways to make outreach and education part of the standard operating procedures without hurting a budget.

Chapter Roundtable Discussion

Join CSDA board members and local chapter leaders from across the state to share best practices and discuss issues and opportunities.

Generations in the Workplace

PLACER COUNTY WATER AGENCY

For the first time in history, four and perhaps five generations may be working side-by-side in our organizations. The differing values, beliefs and perspectives that result from this multi-generational workforce can create challenges among employees and for managers. This session will explain generational differences and provide strategies to recruit, retain and engage a productive and motivated workforce.

Disruptive Behavior at Board Meetings: Balancing the Constitutional Rights of Citizens with the Duty to Conduct Meetings in an Orderly Manner

COTA COLE LLP

Board members and district staff are occasionally required to address the disruptive behavior of citizens during board meetings. In addressing disruptive behavior, districts must carefully balance their duty to preserve order and decorum with the constitutional rights of their citizens. This session will address what pitfalls to avoid in dealing with disruptive parties and what the more legally defensible options are for maintaining order at meeting.

Drought Discourse: A Panel Discussion:

KAMPA COMMUNITY SOLUTIONS (MODERATOR), CALIFORNIA STATE WATER RESOURCES CONTROL BOARD – DIVISION OF FINANCIAL ASSISTANCE, METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA AND CALIFORNIA WATER COMMISSION

Join us for a lively panel discussion regarding all things related to the California drought. Learn more about emergency drought legislation, including where the money is dedicated, how to apply for it, and how agencies can be successful in the application process, how drought conditions are affecting all types of special districts, new conservation requirements and more.

Uh-Oh! How to Steer the Ship Back to Safety in Emergency Situations

MEYERS NAVE

Natural disasters, political dramas, personnel issues, and capital projects gone awry are just some possibilities that could plunge a district into emergency mode. We'll provide the tools to navigate these crises with composure, in both short- and long-terms.

10:15 a.m. – 12:00 p.m. (CLOSING BRUNCH)

2015 Legislative Update:

The Impact on Your Special District

CSDA's advocacy team will present attendees with the most up-to-date information on the outcome of the biggest state budget and legislative issues impacting special districts in 2015, as well as a sneak peak of what to expect in 2016. This year included major proposals on property taxes, new "green" local revenue opportunities, mandates, mandates, and the continued implementation of public employee pension reforms. Get all the latest legislative results and learn what they mean for special districts going forward.



Kyle Packham



Christina Lokke



Dillon Gibbons



Jimmy MacDonald

"These conferences are a great, once-a-year opportunity for special district elected officials and managers to share and learn among our peers."

Joe Barget, SDA
Vandenberg Village Community Services District

2015 Conference SCHEDULE AT A GLANCE

Creative Strategies for Turning Challenges into Opportunity
and Change into Advantage

MONDAY, SEPTEMBER 21, 2015	
Registration	8:00 a.m. - 5:00 p.m.
So You Want to Be A General Manager?*	8:00 a.m. - 3:45 p.m.
SDLF: Special District Administrator (SDA) Exam	9:00 - 11:00 a.m.
Building Confidence in Public Speaking*	9:00 a.m. - 3:00 p.m.
Special District Leadership Academy Module I: Governance Foundations*	9:00 a.m. - 3:00 p.m.
Communication Strategies for Board Members and General Managers*	12:00 - 3:00 p.m.
CSDA Annual Golf Tournament*	10:00 a.m. - 3:00 p.m.
Elk Horn Slough Safari™ and Moss Landing Harbor District Tours*	10:00 a.m. - 3:00 p.m.
Pure Water Monterey Tour*	12:00 - 3:00 p.m.
District NetWorks Meetings	4:00 - 5:00 p.m.
President's Reception with the Exhibitors	5:30 - 7:30 p.m.
TUESDAY, SEPTEMBER 22, 2015	
Registration	7:30 a.m. - 5:00 p.m.
Exhibitor Showcase Open	7:30 a.m. - 6:00 p.m.
Continental Breakfast with the Exhibitors	7:30 - 8:45 a.m.
Opening Keynote Presentation: Peter Sheahan - FLIP! Creative Strategies for Turning Challenges into Opportunity and Change into Advantage	9:00 - 10:45 a.m.
Breakout Session Options	11:00 a.m. - 12:00 p.m.
Lunch with the Exhibitors	12:00 - 1:45 p.m.
Breakout Session Options	2:00 - 3:15 p.m.
Breakout Session Options	3:30 - 4:30 p.m.
Mix and Mingle in the Exhibit Hall + Grand Prize Drawing	4:30 - 6:00 p.m.
Exhibit Hall Closes	6:00 p.m.
WEDNESDAY, SEPTEMBER 23, 2015	
Registration	All day
SDRMA sponsored full plated breakfast	8:15 - 9:00 a.m.
SDRMA General Session, Safety Awards and Keynote Presentation: Michael Bazzell - Hiding from the Internet	9:00 - 10:45 a.m.
CSDA Finance Corporation Board Meeting	11:00 a.m. - 12:15 p.m.
Breakout Session Options	11:00 a.m. - 12:15 p.m.
CSDA Annual Awards Luncheon	12:30 - 2:00 p.m.
Breakout Session Options	2:15 - 3:30 p.m.
Breakout Session Options	3:45 - 4:45 p.m.
SDLF Taste of the City Event: BBQ, Blues and Brews	6:00 - 8:00 p.m.
THURSDAY, SEPTEMBER 24, 2015	
Registration	8:00 a.m. - 12:00 p.m.
Breakout Session Options	8:30 - 10:00 a.m.
Closing Brunch: 2015 Legislative Update	10:15 a.m. - 12:00 p.m.

* pre-registration/payment required



2015 Conference ATTENDEE REGISTRATION FORM

one form per attendee, please print

Three Ways to Register:

1. ONLINE by visiting the CSDA Annual Conference website at conference.csdanet
2. FAX your registration form to 916-520-2465. All faxed forms must include payment.
3. MAIL CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814, please include registration form along with payment. Check should be made payable to: California Special Districts Association.

Not sure if you are a member?

Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the benefits of membership contact Cathrine Lemaire at cathrine1@csda.net or call toll-free 877-924-2732.

Registration fee includes:

- President's Reception with the Exhibitors Monday evening
- Keynote Sessions and all Breakout Sessions
- Continental Breakfast with the Exhibitors on Tuesday
- Lunch with the Exhibitors on Tuesday
- Mix and Mingle in the Exhibit Hall on Tuesday
- SDRMA Full Plated Breakfast on Wednesday
- Awards Luncheon on Wednesday
- SDLF "Taste of the City" Reception on Wednesday
- Closing Brunch on Thursday

Name:		Title:		
District:				
Address:				
City:		State:	Zip:	
Phone:		Fax:		
Email:		Website:		
Emergency Contact: ATTENDEE REGISTRATION FORM				
Member status: <input type="checkbox"/> Member <input type="checkbox"/> Non-member		<input type="checkbox"/> Vegetarian <input type="checkbox"/> Any Special Needs:		
Conference Registration Fees		Early Bird (on or before Aug. 14)	Regular (after Aug. 14)	SUBTOTAL
<input type="checkbox"/> CSDA Member - Full Conference		\$550.00	\$600.00	
<input type="checkbox"/> Non-member - Full Conference		\$750.00	\$800.00	
<input type="checkbox"/> Guest - Full Conference (Cannot be from a district/company) <input type="checkbox"/> Vegetarian		\$260.00	\$300.00	
<input type="checkbox"/> CSDA Member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		\$260.00 each day	\$275.00 each day	
<input type="checkbox"/> Non-member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		\$375.00 each day	\$435.00 each day	
Separate Registration Fees		Member	Non-member	SUBTOTAL
<input type="checkbox"/> Pre-Conference Workshop: SDLA Module I: Governance Foundations - Sept. 21		\$225.00	\$375.00	
<input type="checkbox"/> Pre-Conference Workshop: Building Confidence in Public Speaking - Sept. 21		\$225.00	\$375.00	
<input type="checkbox"/> Pre-Conference Workshop: Comm. Strategies for Board Members & Gen. Man. - Sept. 21		\$125.00	\$175.00	
<input type="checkbox"/> Pre-Conference Workshop: So You Want to Be A General Manager? - Sept. 21		\$100.00 (includes breakfast and lunch) (limited to 20 attendees)		
<input type="checkbox"/> Tour: Moss Landing Harbor District and Elkhorn Slough Safari™ - Sept. 21		\$ 48.00 (includes transportation) (limited to 21 attendees)		
<input type="checkbox"/> Tour: Pure Water Monterey, Monterey Peninsula Water Management District and Monterey Regional Water Pollution Control Agency - Sept. 21		\$ 45.00 (includes transportation and lunch)		
<input type="checkbox"/> CSDA Golf Tournament - Sept. 21		\$ 95.00 (includes lunch)		
<input type="checkbox"/> CSDA Awards Luncheon (Guests only) - Sept. 23		\$ 40.00		
<input type="checkbox"/> SDLF "Taste of the City" Reception (Guests only) - Sept. 23		\$ 55.00		
TOTAL				
Payment type: <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover				
Account name:		Account Number:		
Expiration date:		Authorized Signature:		

Cancellations/Substitution Policy: Cancellations must be in writing and received by CSDA not later than August 28, 2015. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after August 28, 2015. Substitutions are acceptable and must be done in writing no later than September 4, 2015. Please submit any cancellation notice or substitution request to sharonf@csda.net or fax to 916-520-2465.

Consent to Use Photographic Images: Registration and attendance at, or participation in, CSDA meeting and other activities constitutes an agreement by the registrant to CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions and audiotapes of such events and activities.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Travel Authorization for a Library Assistant to attend the Young Adult Services Symposium in Portland, Oregon, November 6-8, 2015.
DATE: May 21, 2015

BACKGROUND

The Library Board of Trustees adopted a budget for Fiscal Year 2015-2017. The adopted budget included amendments to the organizational chart and reallocation of personnel. One of the personnel changes is a reassignment for the Circulation Services Supervisor to a Library Assistant, serving the young adult population.

Fernando Maldonado received his B.A. Degree from California State University, Fullerton with an emphasis in Human Communications. Employed by Placentia Library District since 2008, Fernando has nearly 10 years of library experiences. In addition to his supervision experiences, Fernando has also been involved in programming and outreach services.

The Young Adult Services Symposium will be held in Portland, Oregon, November 6-8, 2015. This year's theme, "Bringing it All Together: Connecting Libraries, Teens & Communities" will include several preconferences:

- Supporting Youth Learning Through Sustainable Partnerships
- "Hip Hop Dance and Scratch" Facilitating Connected Learning in Libraries
- Graphic Novels

The symposium will also feature the following programs:

- Customize to Connect – small libraries build participatory learning environments for teens
- Full STEASM Ahead – Lessons Learned From a Library Coding Camp
- If You Build It, They Will Come – Establishing Teen Services in Public Libraries
- MakerSpace Programming without the Space
- Using Digital Literacy Trends with Teens

The expense will be drawn from the General Fund.

Fiscal Impact: \$1,400 per attendee

RECOMMENDATIONS

1. Motion to Authorize Library Assistant to attend the Young Adult Services Symposium in Portland, Oregon, November 6-8, 2015.
2. Motion to authorize travel request by a roll call vote.

YALSA's 2015 Young Adult Services Symposium



[Housing and Travel](#) | [Programs and Special Events](#) | [Registration](#) | [Sponsorship](#)

Join YALSA for the Young Adult Services Symposium! Now held annually, the Symposium has also expanded its focus. Programs will cover the entire spectrum of topics related to providing services for and with young adults, including programming and maintaining young adult collections. Session content is focused around key issues in YALSA's recent [report](#).

The symposium will take place November 6–8, 2015 in Portland, Oregon at the [Hilton](#) with a theme of: Bringing it All Together: Connecting Libraries, Teens & Communities.

Questions? Contact yalisa@ala.org or call 1-800-545-2433, ext. 4390.

News

[Registration](#) now open!

[Preliminary Program](#) Announced

Apply for a [student](#) or [library worker](#) stipend!

[Book your room at the Hilton](#) by October 1! Rooms will not be available after October 1, 2015.

Programs & Special Events



[Home](#) | [Housing and Travel](#) | [Programs and Special Events](#) | [Registration](#) | [Sponsorship](#) |

YALSA's Young Adult Services Symposium will take place Nov. 6-8, 2015, in Portland, Oregon. YALSA will host special events requiring additional registration on Friday, with symposium programs taking place all day on Saturday and for a half-day on Sunday.

All symposium attendees are eligible to receive a continuing education certificate showing the number of contact hours each person received. There will be a sign-up sheet near registration and certificates will be mailed out two weeks following the Symposium.

Friday Preconferences

Preconferences will take place Friday, Nov. 6. Additional registration required.

Supporting Youth Learning Through Building Sustainable Partnerships, Friday, 9:00am-12:00pm, \$79

What do Seattle Public Library, Multnomah County Library, the Pacific Science Center, the Portland Art Museum, Game Education PDX, and the National Writing Project have in common? They've all recognized that working closely with community partners can maximize the impact of their work. However, sometimes it can be difficult to build and sustain those partnerships. In this interactive preconference, discover how you can use the partnership lessons learned by a wide variety of institutions to achieve success in your work for and with teens. You'll find out what not to do as well as what to do and leave with tools for building trust, relationships, collective impact and community outcomes.

Hip Hop Dance and Scratch: Facilitating Connected Learning in Libraries, Friday, 1:30-4:30pm, \$79

Although coding is often viewed as an activity for a tech-savvy minority, creating and expressing oneself with technology are key fluencies for participation in society today. How can we support youth in their creative digital work, both in the physical library space as well as in their community? This hands-on workshop will present an approach for offering interest-driven coding workshops using Scratch (a creative coding environment), based on the connected learning framework. Based on this design experience, we will discuss ways to develop and facilitate connected learning activities for youth in libraries. We will share ideas, resources, and best practices from implementing these workshops, as well as lessons learned. All levels of experience welcome, from newcomers to those experienced using Scratch. Bring a laptop (if available) to this hands-on session. To learn more about Scratch, visit <http://scratch.mit.edu>.

Graphic Novels, Friday, 1:30-4:30pm, \$79

Graphic Novels are often seen as a stepping stone to entice reluctant readers into "real reading", but today's graphic novels deserve much more credit. Come learn about the growing diversity in comics, how to get the right graphic novel into the hands of readers, how librarians can use graphic novels to spark their programming ideas, and how to use graphic novels in the classroom. Hear from librarians, teachers, and creators in this half day event and leave with recommended titles, creators to seek out, and further resources to consult.

Special Events

Author Luncheon, Saturday, 12:00-1:30pm, \$49

Preliminary Program

Customize to connect - small libraries build participatory learning environments for teens

Teens across the country explore educational, professional, and personal passions through a range of service models at public libraries, such as Learning Labs and makerspaces, blending traditional and digital resources. Public libraries in small communities, however, may not yet be connected to resources or networks to provide services that meet unique learning goals or technology practices of youth in their communities. In this interactive workshop, participants will explore programming and partnership practices

essential to establishing unique and technologically relevant learning environments for teens, and begin to build their own action plans for doing so, emphasizing teen participation throughout.

Diverse Teen Fiction: Getting Beyond The Labels

Diverse YA fiction can often be segregated into niches based around tags -- LGBTQIA, Disabled, Latino, etc -- limiting circulation. Join members of the We Need Diverse Books team to discuss how librarians can emphasize the universal, highlight how texts can be "windows" for some and "mirrors" for others, and repurpose tags to maximize circulation. Participants will be presented with a "toolkit," including comparative title strategies, event connections, creative shelf-labeling, and the art of the enticing one-line pitch.

Full STEAM Ahead: Lessons Learned From a Library Coding Camp

During the summer of 2014 Pursuiter.com partnered with two public libraries in the Los Angeles area to host coding camps designed for junior high and high school students. It was Pursuiter's goal to teach the basics of coding via Scratch, a visual programming language, to children who might otherwise not have a chance to learn about the fundamentals of computer science. In this interactive presentation, Crystle Martin and Evan Jones will discuss what went right, what went wrong, and describe what they found out about teaching technical skills in less than optimal venues with limited staff and resources.

If You Build It, They Will Come: Establishing Teen Services in Public Libraries

What does it take to start a new Teen Services Department in the 21st century? For practitioners from public libraries of all shapes and sizes, we'll explore best practices for creating and activating physical, virtual, and cultural spaces for teens. Featuring hands-on activities, we'll draw upon research and experience in a large urban library system and small suburban library district to explore lessons learned and obstacles overcome on the path to comprehensive service for teens.

Lessons from Learning Spaces: Challenges and Opportunities for Maker Programming in Libraries

Makerspaces and learning labs in libraries have generated a great deal of interest over the past few years, but also many questions. Among them, there are issues of professional development, evaluation, sustainability, and institutional philosophies of making. This panel will address how three libraries are approaching these issues as they manage IMLS-funded projects to expand youth-driven, participatory programming within their diverse institutions. With perspectives from large urban, suburban, and rural libraries, the panel will share promising practices, lessons learned, communities of practice, IMLS funded resources and research. The format will allow ample time for audience Q&A.

Maker Space Programming without the Space (or How Hollywood Came to Indiana and Brought a Community Together)

What happens when you combine experts from the community and a small budget and teens with a video camera? Movie Magic, of course. Find out how one small branch library developed a year-long teen program that brought a community together and created original movies written by, directed by, and starring teens. This session is perfect for libraries wanting to engage in Maker Space programs but don't have the space to do so or are looking to develop collaborative teen programming.

Moving On Up: Introducing Middle Schoolers to the YA Collection

A panel of public and school librarians will share ideas for programs and services to transition middle school students to the YA collection. A variety of programs including alternative book club formats, technology based programs, and collaborations with classroom teachers will be included as well as specific ideas for readers' advisory to those caught in the middle.

New Adulthood: Literature & Services for NA Patrons

New Adult literature has been an emerging publishing trend in recent years, featuring protagonists aged 18-25. This genre explores the unique territory that older teens encounter as they become adults: new relationships, shifting dynamics with friends and parents, moving away from home, peer pressure, bullying, college, career, and other life choices. This panel of authors and librarians will discuss the

unique needs of the new adult audience. Attendees will come away with practical ideas about how to best serve patrons in this age bracket, who are often reading from both the YA and NA genres.

Teaching Urban Teens Valuable Skills: A Teen Job Fair

Hosting a Teen Job Fair is a great way to improve the economic success of teens in urban environments. We will discuss our experience in developing and hosting a series of career preparation workshops for teens that culminated in a Teen Job Fair. We will discuss how we encouraged teens to participate as well as how we created partnerships with local businesses in our community.

Teamwork Makes the Dream Work: Connecting School and Public Libraries to Enhance Teen Services

Limitless Libraries works to remove students' barriers to public library resources. In this session, we will describe the ways school and public librarians collaborate to give middle and high school students access to print, digital, and programming resources through Nashville Public Library (NPL). Limitless Libraries staff, NPL's teen services manager, and a local middle school librarian will highlight the most successful portions of the partnership, including delivering materials to schools, collaborative collection development, and offering NPL programming at schools.

Teen Services without Borders

The map of boundaries involved in serving a community's teens can be tricky to navigate. Public libraries, school libraries, youth services, adult services, and branches are just a few of the territories to consider. The Teen Services without Borders panel shines a light on these challenges and offers examples of successful partnerships that cross library, departmental, and district lines. Set your GPS for awesome!

Acting and Beyond: Helping Teens and Libraries Establish Connections through Theatre

Theatre programs can forge lasting connections among librarians, teens, and the community. This session will include a presentation providing details of various theatre programs and performances that we have put on at our own library (and the lasting impact they have had on our teens and the overall community), examples of acting games and exercises, and a practical guide for incorporating theatre into your own teen programming by tailoring it to fit an individual library's capacity, resources, and population. We will also include hands-on group activities that would demonstrate a few acting games and exercises and allot time for a Q&A.

Using Digital Literacy Trends with Teens

The session will cover current digital literacy trends that can be used for teen programs and services. Programs using the Makey Makey, Arduino, and MIT's Scratch website will cover how teens can create, experiment, and succeed in the library. Examples will highlight the "Teen Tech Lab" series at the Mandel Public Library of West Palm Beach. Some of the examples will also include how to create book-related videos, digital art portfolios, stop motion challenges, video game creation, and much more.

Elevating Teen Volunteers to Loftier Roles

Most libraries offer teens opportunities to meet high school service learning graduation requirements, but many teens are looking for experiences beyond stamping books. As teen advocates the library should not only help them to track enough hours, but also provide a quality experience that will enhance their skills and increase the likelihood of future successes. This session will share experiences of libraries who have transformed their teen volunteering programs into opportunities for teens to learn crucial skills and connect with the community while helping their library.

Teens As Parents: Library and Early Literacy Connections

Working with teen parents allows youth services librarians to leverage their expertise in early literacy, building relationships with schools and community organizations, and connecting with young people. This panel of Hennepin County Library staff will share our framework of best practices for reaching teen parents as teens while supporting them as parents. Learn about early literacy education activities designed to engage teen parents, and discuss the challenges and opportunities in working with these young people.

Starting From Scratch: My 18-Month Quest to Fill the Library with Teens, Convert my Colleagues and Keep My Sanity

In March of 2013, Jenn inherited a great YA collection, one weekly program, and an empty "Teen Den." She now averages 200 teens a month at her programs. Jenn will reveal the simple steps she took to change the culture at her library and will share strategies for building and maintaining your teen programs, utilizing your space, and bringing your colleagues on board. There will be a brainstorming session at the end to ensure that everyone leaves confident in the small changes they can make to increase teen comfort and participation at the library.

Paper Presentations

Skin Deep: Hispanic and African American Experiences in Young Adult Literature; Teaching digital, media and information literacies to foster youth at a university curriculum materials library; Writing within Community: How Mentoring Works in Online Fan Fiction

Registration



[Home](#) | [Housing and Travel](#) | [Programs and Special Events](#) | [Registration](#) | [Sponsorship](#)

[Ticketed Events Requiring Additional Registration](#) | [Registration Rates](#) | [Download Badges](#)

Register online now!

What is included with registration?

- Opening session on Friday evening
- Educational programming on Saturday from 8:30am-5pm, and 8:30am-1:00pm on Sunday, with the option to register for additional events Friday.
- Attendees will have access to two free webinars
- A certificate of participation with your contact hours (to receive the certificate, there will be a sign up sheet on site)
- Refreshment breaks mid morning on Saturday and Sunday and an afternoon break on Saturday
- A Symposium bag

Please download and send in this [paper registration form](#) if you are:

- an Oregon Library Association Member (if you are also a YALSA member, you can register online for the same discount)
- paying with a check or purchase order
- a speaker

If you have questions about registration, contact YALSA Program Officer Nichole O'Connor at 1-800-545-2433, ext. 4387 or at noconnor@ala.org. Badge pickup: All badges will need to be picked up onsite in Portland at symposium check-in, beginning Friday morning. [Register now.](#)

Ticketed Events

Preconferences

Supporting Youth Learning Through Building Sustainable Partnerships, Friday, 9:00am-12:00pm, \$79

What do Seattle Public Library, Multnomah County Library, the Pacific Science Center, the Portland Art Museum, Game Education PDX, and the National Writing Project have in common? They've all recognized that working closely with community partners can maximize the impact of their work. However, sometimes it can be difficult to build and sustain those partnerships. In this interactive preconference, discover how you can use the partnership lessons learned by a wide variety of institutions to achieve success in your work for and with teens. You'll find out what not to do as well as what to do and leave with tools for building trust, relationships, collective impact and community outcomes.

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Author Luncheon, Saturday, 12:00-1:30pm, \$49

Symposium Registration Rates

Early Bird Rate runs April 1-September 15, 2015.

\$199 YALSA Personal Member
\$199 Oregon Library Association Members
\$249 ALA Personal Member
\$310 Nonmembers
\$59 Students (enrolled full-time in a library program)

Advanced registration runs September 16 - October 13, 2015.

\$249 YALSA Personal Member
\$249 Oregon Library Association Members
\$299 ALA Personal Member
\$359 Nonmember
\$59 Student (enrolled full-time in a library program)



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: 2015 Staff Appreciation and Recognition Event
DATE: May 21, 2015

BACKGROUND

Library staff will present a request to the Placentia Library Friends Foundation (PLFF) for \$3,500 for the 2015 Staff Appreciation and Recognition Event. PLFF's fund will support part of the program including decorations and door prizes. The Roundtable Women's Club, with catering from Park Place Catering, has been tentatively reserved for Friday, October 30, 2015 for the function. Cost for catering and venue rental is expected to be approximately \$3,100.

Staff requests \$1,000 towards the function to cover the cost for venue rental and decorations. The Committee consists of Business Manager, Yesenia Baltierra, Circulation Services Supervisor, Fernando Maldonado and Librarian, Venessa Faber.

Fiscal Impact: \$1,000

RECOMMENDATIONS

1. Motion to authorize the Staff Appreciation and Recognition Dinner to be held on Friday, October 30, 2015 at the Placentia Roundtable Women's Club; and,
2. Motion to authorize \$1,000 to be used for the function by a roll call.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Yesenia Baltierra, Business Manager

SUBJECT: **Establish the District's Appropriations Limitations (Gann Limit) at \$4,157,151 for Fiscal Year 2015-2016 by Resolution 16-01.**

DATE: May 21, 2015

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 2015-2016.

Attachment C is Resolution 16-01 establishing the Gann Limitation for Placentia Library District for Fiscal Year 2015-2016 in the amount of \$4,157,151.

RECOMMENDATIONS

1. Read Resolution 16-01 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 2015-2016.
2. Adopt Resolution 16-01 by Roll Call Vote.

A. LAST YEAR'S Limit	\$ 3,977,937			
		<u>0.66+ 100</u>	1.0066	1
B. ADJUSTMENT FACTORS		100		1.04505212
1. Population %	0.66%			4.51%
2. Inflation %	3.82%	<u>103.82</u>	1.0382	
		100		
Total Adjustment %	4.51%			
C. ANNUAL ADJUSTMENT \$	\$ 179,214			
D. OTHER ADJUSTMENTS	\$ -			
E. TOTAL AJUSTMENTS	\$ 179,214			
F. CURRENT YEAR LIMIT	\$ 4,157,151			

FY 15/16



DEPARTMENT OF
FINANCE
OFFICE OF THE DIRECTOR

EDMUND G. BROWN JR. ■ GOVERNOR
STATE CAPITOL ■ ROOM 1145 ■ SACRAMENTO CA ■ 95814-4998 ■ WWW.DDF.CA.GOV

May 2015

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, 2015, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2015-16. 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 2015-16 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.legislature.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, 2015.**

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 2015

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 2015-16 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2015-16	3.82

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2015-16 appropriation limit.

2015-16:

Per Capita Cost of Living Change = 3.82 percent
 Population Change = 0.93 percent

Per Capita Cost of Living converted to a ratio: $\frac{3.82 + 100}{100} = 1.0382$

Population converted to a ratio: $\frac{0.93 + 100}{100} = 1.0093$

Calculation of factor for FY 2015-16: $1.0382 \times 1.0093 = 1.0479$

Fiscal Year 2015-16

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2014 to January 1, 2015 and Total Population, January 1, 2015

County City	Percent Change	--- Population Minus Exclusions ---		Total Population
	2014-2015	1-1-14	1-1-15	1-1-2015
Orange				
Aliso Viejo	0.53	49,939	50,204	50,204
Anaheim	0.88	348,352	351,416	351,433
Brea	2.22	42,389	43,328	43,328
Buena Park	0.53	82,330	82,767	82,767
Costa Mesa	1.48	111,513	113,159	113,455
Cypress	0.63	48,874	49,184	49,184
Dana Point	0.52	34,031	34,208	34,208
Fountain Valley	0.58	56,690	57,021	57,021
Fullerton	0.66	140,120	141,042	141,042
Garden Grove	0.48	173,935	174,774	174,774
Huntington Beach	1.21	196,009	198,389	198,389
Irvine	3.18	242,676	250,384	250,384
Laguna Beach	0.59	23,219	23,355	23,355
Laguna Hills	0.47	30,848	30,994	30,994
Laguna Niguel	0.60	64,449	64,836	64,836
Laguna Woods	0.46	16,575	16,652	16,652
La Habra	0.61	61,705	62,079	62,079
Lake Forest	1.19	79,125	80,070	80,070
La Palma	0.47	15,890	15,965	15,965
Los Alamitos	0.46	11,725	11,779	11,779
Mission Viejo	1.40	95,320	96,652	96,652
Newport Beach	0.44	86,870	87,249	87,249
Orange	0.59	139,268	140,094	140,094
Placentia	0.66	52,084	52,427	52,427
Rancho Santa Margarita	0.62	48,823	49,125	49,125
San Clemente	0.82	64,865	65,399	65,399
San Juan Capistrano	0.93	35,891	36,223	36,223
Santa Ana	0.87	332,386	335,264	335,264
Seal Beach	0.45	24,022	24,131	24,684
Stanton	0.68	38,954	39,219	39,219
Tustin	1.60	78,347	79,601	79,601
Villa Park	0.47	5,932	5,960	5,960
Westminster	0.51	91,637	92,106	92,106
Yorba Linda	0.99	67,055	67,719	67,719
Unincorporated	2.10	121,458	124,014	124,014
County Total	1.08	3,113,306	3,146,789	3,147,655

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

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

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

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Approve Contract for Accounting Services with Marina Tutty
DATE: May 21, 2015

BACKGROUND

The Placentia Library District's finances are maintained using two accounting systems as sources of information: the County of Orange's accounting system and the District's accounting system, Quickbooks. The District's auditors have continued to recommend that the District use only one accounting information system to ensure accurate and reliable financial data are reflected in the District's financial reporting process.

The Library Board of Trustees approved the 2015-2017 budget at the April 20th public hearing meeting. The budget included the elimination of the Business Manager position with its duties to be outsourced. One of the primary duties of the Business Manager is accounting. The benefits of outsourcing the accounting operations include efficiency, cost savings, and accounting expertise. The ability to outsource the Business Manager function enabled the District to adopt a balanced budget for Fiscal Year 2015-2017.

During the Business Manager's maternity leave, the Business Officer from Buena Park Library District provided accounting assistance to Placentia Library District. Marina Tutty has a B.A. in Accounting from California State University, Fullerton and has over 15 years of accounting experience. In addition, Ms. Tutty has knowledge and experience in converting to one accounting system for a library district.

Attachment A is the Contract for Accounting Services with Marina Tutty.

Attachment B is Marina Tutty's resume

Fiscal Impact: \$24,000/fiscal year

RECOMMENDATIONS

1. Motion to authorize the Contract for Accounting Services with Ms. Tutty inclusive of input from the Library Board of Trustees; and,
2. Motion to authorize the Contract by a roll call vote.

**AGREEMENT FOR ACCOUNTING SERVICES BETWEEN
THE PLACENTIA LIBRARY DISTRICT AND MARINA
TUTTY**

THIS AGREEMENT is made and effective as of July 1, 2015, between the Placentia Library District, a California independent special district (“District”) and Marina Tutty (“Consultant”).

RECITALS

A. The District has determined that it requires the services of Consultant to provide accounting services.

B. Consultant represents that it has the experience, staff and capability to provide the type of outreach services necessary to assist the District in the accomplishment of the program.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. **TERM.**

This Agreement shall commence on July 1, 2015, and shall remain and continue in effect until tasks described herein are completed, but in no event later than June 30, 2017, unless sooner terminated pursuant to the provisions of this Agreement.

2. **SERVICES.**

Consultant shall perform the services and tasks described and set forth in Exhibit A, attached hereto and incorporated herein as though set forth in full.

3. **PERFORMANCE.**

Consultant shall at all time faithfully, competently and to the best of its ability, experience, and talent, perform all tasks described herein. Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Consultant hereunder in meeting its obligations under this Agreement.

4. **WORK SCHEDULE**

Consultant agrees to provide services onsite at 411 E. Chapman Avenue, Placentia, CA 92870, twice a week, 10-15 hours a week. Consultant agrees to work when an Administrative personnel is available, unless otherwise authorized by the Library Director. In addition, Consultant must attend monthly Library Board of Trustees meetings.

5. PAYMENT.

A. The District agrees to pay Consultant monthly, in accordance with the payment rates of \$35.00 per hour. Tasks to be performed attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks.

B. Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance by the District and approved in writing by the Library Director.

C. Consultant will submit invoices monthly for actual services performed. Invoices shall be submitted between the first and fifteenth business day of each month, for services provided in the previous month. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the District disputes any of Consultant fees it shall give written notice to Consultant within 30 days of receipt of a invoice of any disputed fees set forth on the invoice.

6. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE.

A. The District may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon Consultant at least ten (10) days prior written notice. Upon receipt of said notice, Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the District suspends or terminates a portion of this Agreement such suspension or termination shall not make void or invalidate the remainder of this Agreement.

B. In the event this Agreement is terminated pursuant to this Section, the District shall pay to Consultant the actual value of the work performed up to the time of termination, provided that the work performed is of value to the District. Upon termination of the Agreement pursuant to this Section, Consultant will submit an invoice to the District pursuant to Section 4.

7. DEFAULT OF CONSULTANT.

A. Consultant's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Consultant is in default for cause under the terms of this Agreement, District shall have no obligation or duty to continue compensating Consultant for any work performed after the date of default and can terminate this Agreement immediately by written notice to Consultant. If such failure by Consultant to make progress in the performance of work hereunder arises out of causes beyond Consultant's control, and without fault or negligence of Consultant, it shall not be considered a default.

B. If the Library Director or his or her delegate determines that Consultant is in default in the performance of any of the terms or conditions of this Agreement, it shall serve Consultant with written notice of the default. Consultant shall have (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that Consultant fails to cure its default within such period of time, the District shall have the right,

notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

8. OWNERSHIP OF DOCUMENTS.

A. Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts and other such information required by the District that relate to the performance of services under this Agreement. Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of the District or its designees at reasonable times to such books and records, shall give the District the right to examine and audit said books and records, shall permit the District to make transcripts therefrom as necessary, and shall allow inspection of all work, data, documents, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

B. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files containing data generated for the work, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the District and may be used, reused or otherwise disposed of by the District without the permission of Consultant. With respect to computer files containing data generated for the work, Consultant shall make available to the District, upon reasonable written request by the District, the necessary computer software and hardware for purposes of accessing, compiling, transferring and printing computer files.

C. With respect to the design of public improvements, Consultant shall not be liable for any injuries or property damage resulting from the reuse of the design at a location other than that specified in Exhibit A without the written consent of Consultant.

9. INDEMNIFICATION.

Consultant shall defend, hold harmless and indemnify the District, and their elected officials, officers, employees, servants, designated volunteers, and agents serving as independent contractors in the role of District officials, (collectively, "Indemnitees"), from any claim, demand, damage, liability, loss, cost or expense (collectively, "claims"), including but not limited to death or injury to any person and injury to any property, arising out of, pertaining to, or relating to Consultant's performance of this Agreement. Consultant shall defend Indemnitees in any action or actions filed in connection with any such Damages with counsel of District's choice, and shall pay all costs and expenses, including all District's attorneys' fees and experts' costs actually incurred in connection with such defense. Consultant's duty to defend pursuant to this Paragraph B shall apply independent of any prior, concurrent or subsequent misconduct, negligent acts, errors or omissions of Indemnitees.

10. CONFLICTS OF INTEREST.

Consultant agrees to avoid any conflict of interest between Placentia Library District and any other party to whom it may render consulting services.

11. INDEPENDENT CONTRACTOR.

A. Consultant is and shall at all times remain as to the District a wholly independent contractor. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither the District nor any of their officers, employees, agents, or volunteers shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that it or any of its officers, employees or agents are in any manner officers, employees or agents of the District. Consultant shall not incur or have the power to incur any debt, obligation or liability whatever against the District, or bind the District in any manner.

B. No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement, the District shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for the District. The District shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder.

12. LEGAL RESPONSIBILITIES.

Consultant shall keep itself informed of all local, State and Federal ordinances, laws and regulations which in any manner may affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. Consultant shall at all times observe and comply with all such ordinances, laws and regulations. The District, and its officers and employees, shall not be liable at law or in equity occasioned by failure of Consultant to comply with this section.

13. RELEASE OF INFORMATION.

A. All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without the District's prior written authorization. Consultant, its officers, employees, agents or subcontractors, shall not without written authorization from the Library Director or unless requested by the District Counsel, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement or relating to any project or property located within the District. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives the District notice of such court order or subpoena.

B. Consultant shall promptly notify the District should Consultant, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed there under or with respect to any project or property located within the District. The District retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with the District and to provide the District with the opportunity to review any response to discovery requests provided by Consultant. However, the District's right to review any such response does not imply or mean the right by the District to control, direct, or rewrite said response.

C. The confidentiality provisions of this Contract shall remain in full force and effect after the termination of this Agreement.

14. NOTICES.

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to Federal Express, that provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by Notice. Notice shall be effective upon delivery to the addresses specified below or on the third business day following deposit with the document delivery service or United States Mail as provided above.

To District: Placentia Library District
 411 E. Chapman Avenue
 Placentia, CA 92870
 Attention: Library Director

To Consultant: Marina Tutty
 1525 Shadow Lane
 Fullerton, CA 92831

15. ASSIGNMENT.

Consultant shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the District. Upon termination of this Agreement, Consultant's sole compensation shall be payment for actual services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between the District and Consultant.

16. LICENSES.

At all times during the term of this Agreement, Consultant shall have in full force and effect, all licenses required of it by law for the performance of the services described in this Agreement.

17. GOVERNING LAW.

The District and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with geographic jurisdiction over the District within Orange County, California. In the event such litigation is filed by one party against the other to enforce its rights under this Agreement, the prevailing party, as determined by the Court's judgment, shall be entitled to reasonable attorney fees and litigation expenses for the relief granted.

18. PROHIBITED INTEREST.

No officer, or employee of the District shall have any financial interest, direct or indirect, in this Agreement, the proceeds thereof, Consultant, or Consultant's sub-contractors for this project, during his/her tenure or for one year thereafter. Consultant hereby warrants and represents to the District that no officer or employee of the District has any interest, whether contractual, non-contractual, financial or otherwise, in this transaction, or in the business of Consultant or Consultant's sub-contractors on this project. Consultant further agrees to notify the District in the event any such interest is discovered whether or not such interest is prohibited by law or this Agreement.

19. ENTIRE AGREEMENT.

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material. In the event of a conflict between the provisions of this Agreement and the exhibits hereto, the text of this Agreement shall prevail.

20. AUTHORITY TO EXECUTE THIS AGREEMENT.

The person or persons executing this Agreement on behalf of Consultant warrants and represents that he or she has the authority to execute this Agreement on behalf of Consultant and has the authority to bind Consultant to the performance of its obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

PLACENTIA LIBRARY DISTRICT

Jeanette Contreras
Library Director

ATTEST:

Jo-Anne Martin
Secretary, Board of Trustees

Marina Tutty

EXHIBIT A

TASKS TO BE PERFORMED

- Prepares, manages and oversees the transition and implementation of a one-accounting system (County vs. Internal)
- Maintains and audits District financial records.
- Oversees budget and financial management including budget preparation and monitoring, collection and disbursement of revenues, accounting, financial reporting and auditing, and investment of funds.
- Recommends fiscally advantageous methods to save money for the District.
- Audits accounts for errors, misinformation, fraud and overspending.
- Advises Library Director on tax ramifications of business decisions and the impacts on the District's strategies.
- Provides input in areas such as compensation, benefits, and asset protection.
- Oversees accounts payable and receivable and ensures timely payment.
- Recommends policies and procedures that ensure the fiscal well-being of the District, effective internal control, and compliance with all relevant laws, ordinances, accounting standards, rules and regulations.
- Identifies and investigates variances.
- Prepares financial statements, reports and analyses of the District's budget.
- Attends Library Board of Trustees meetings.
- Ensures proper accounting for fixed assets, revenue and expense accruals.
- Prepares materials for the annual audit and coordinates all activities with the District's independent auditor and completes of the State Controller's Compensation report.
- Oversees the annual audit process.
- Ensures current accounting procedures including internal controls for the purposes of strengthening existing office practices including but not limited to invoicing, bill receipt/coding/payment and vendor record keeping.
- Prepares journal entries on an as-needed basis to ensure continued consistency in accounting practices and to correct errors.
- Provides oversight of bi-weekly recording of payroll.
- Reconciles monthly balances for accounts payable and accounts receivable/revenue, and for each separate bank account.
- Ensures current accounting procedures including internal controls for the purposes of strengthening existing office practices including but not limited to invoicing, bill receipt/coding/payment and vendor record keeping.
- Prepares and maintains a general ledger and accounting system and entries required to meet the GAAP and GASB requirements.
- Monitors grant amounts, unbilled as well as payments received. Prepares monthly receivables report, or as requested, prepares checks.
- Reviews all invoices against services performed and request documentation as needed.
- Prepares annual 1099 forms.
- Provides responses to the Library Director regarding financial questions from Board and staff.

Marina Tutty
 1525 Shadow Lane
 Fullerton, CA, 92831
 (714) 519-3567
 tuttymj@gmail.com

Professional skills

Highly motivated, energetic, detail oriented, results-oriented • Proven ability to take initiative, handle simultaneous tasks and meet deadlines • Good communication and interpersonal skills • Both a leader and a team player•

Experience

Business Officer– Buena Park Library District, Buena Park, CA
 June 2011 to Present.

- Generate Financial Statements and reconcile bank and credit card statements.
- Originates and records all journal entries, and General Ledger account maintenance.
- Payroll administration: inputting and submitting payroll data into online payroll system, disbursing paychecks; recording payroll entries to District's accounting system, preparing and maintaining schedules of paid-time off, part time employees' time, contact for all payroll issues.
- Health Benefit administration: inputting and maintaining employee membership and health coverage; and responding to employee inquiries.
- Primary liaison between the District and State Controller's office, Employment Development Department, Internal Revenue Service, and the District's payroll service.
- Preparation and submission of ad-hoc reports as required by management, monthly Board Package input, budget and forecast.
- Assist with reporting and analysis for annual audit to accounting standards.
- Develop, propose, and implement, with approval, policies and procedures that- promote the fiscal well being of the District, effective internal control, and compliance with all relevant laws, ordinances, accounting standards, rules and regulations
- Prepare annual vendor 1099 and 1096 statements
- Analyze financial performance to identify trends, opportunities, and risks.
- Financial analysis, annual Sales Tax filings and insurance reports.

Senior Accountant – Light Tower Fiber LLC, Boxborough, MA
 November 2007 to December 2009.

- Balance sheet account reconciliations and General Ledger account maintenance
- Preparation and submission of ad-hoc reports as required by management, monthly Board Package input, budget and forecast.
- Assist with reporting and analysis for the monthly close and annual audits to corporate standards.
- Support Operations team with key operational and financial metrics and reports.
- Assists in developing the annual budget and rolling forecast including all Fixed Assets, COGS and OPEX spending.
- Maintaining inventory, fixed asset system and job inventory ledgers.
- Create and provide value added analysis, maintain and continually improve the analysis of key business drivers.
- Analyze financial and operational performance to identify trends, opportunities, and risks.
- Prepare financial and operational benchmark analysis, Property and Sales Tax filings.
- Generate Financial Statements and reconcile intercompany accounts.

Consultant-Senior Accountant -- Robert Half International, Inc., Westborough, MA
 February 2006 to November 2007.

- Companies: Performance Team, Bumble Bee Corp, Friendly Franchise, Inc., Yamaha Corporation of America, CVS/Caremark.
- Financial, audit and operations management contracts.
- Project management long term contracts.

Assistant Controller -- California Friends Homes, Inc., Stanton, CA

January 2000 to August 2005.

- Balance sheet account reconciliations.
- Bank statements reconciliations.
- Monitored/researched general ledger accounts variances.
- Maintained and reconciled fixed assets data base.
- Issued financial statements for two entities.
- Prepared state and federal reports and supporting documentation.
- Performed cost control and cash management.
- Performed month-end procedures and generate Financial Statements.
- Audit accounts payable, receivable and payroll procedures and activities, including third party billing.
- Provided specialized and general analysis support for the management.
- Handled special projects as assigned by management, including Medicare Cost Report.
- Led, trained, and motivated accounting staff.

Accountant -- California Friends Homes, Inc., Stanton, CA

- Improved accounts receivable collection and third party billing.
- Maintained employees' pension data base.
- Administered residents' trust funds according with state and federal regulations, and maintained daily census.
- Reviewed payroll reports and accounts payable check registers.
- Prepared month-end journal entries and adjustments.

Accounting Assistant -- Symcas-TSG, Inc., Fullerton, CA

March 1999 to December 1999.

- Bank statements reconciliations.
- Implemented a new accounting system.
- Analyzed and processed accounts payable, accounts receivable.
- Created time sheets and accounted for billable time for the programmers.
- Maintaining hardware database for the main customers.
- Reviewed financial statements.

Corporate Bookkeeper -- Marie Callender's Pie Shops, Inc., Orange, CA

July 1996 to March 1999.

- Master corporate accounts reconciliations.
- Credit card accounts reconciliations.
- Administered out-of-state liquor accounts.
- Audited daily sales.
- Processed property taxes payments and corporate expenses.
- Journalized entries in general and specialized accounts.
- Performed month-end merge and roll-over procedures at year-end.
- Performed reconciliation of equity and income accounts.

Revenue clerk-- Marie Callender's Pie Shops, Inc., Orange, CA.

- Uploading and auditing daily sales.
- Running daily cash status reports.
- Processing transfers and ACHs.
- Journalized and posted journal entries for the liquor accounts.

Accounts-payable clerk-- Marie Callender's Pie Shops, Inc., Orange, CA.

- Reconciled weekly purchase logs and vendor statements.
- Processed weekly invoices and petty cash for 17 restaurants.
- Processed, audited and researched utilities statements for 146 restaurants nation-wide.
- Prepared and posted month-end accruals.

Education

Bachelor of Arts in Business Administration-Accounting
California State University, Fullerton, California. January 2006.

Certificate in Office Administration - May 1996.

Certificate in Desktop Publishing – May 1996.

Fullerton College, Fullerton, California.

Bachelor of Science in Engineering

Mining University, Petrosani, Romania.

Computer Skills

Proficient in using Microsoft Office, QuickBooks Pro, Vista, ADI, , MDI, Yardi, Ariba, UNIX, AS400, MAS 90 and MAS 500, Oracle, PeopleSoft, Great Planes, Solomon.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Discuss and review Finance Options for a possible Centennial Celebration Renovation.

DATE: May 21, 2015

BACKGROUND

On November 25, 2013, a presentation was made by Jeffrey H. Tamkin, President & CEO of Public Facilities Investment Corporation (PFIC), and Stephen E. Finney, President of CWAAIA. 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 such as shelving, etc. Access and number of toilets drive how big the project can get. Restroom 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 rated 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.

At the May 19, 2014 Library Board of Trustees meeting, staff was directed to explore other financing options to be presented and discussed at the June 16, 2014 meeting. The Library Director spoke with representatives from the Placentia Yorba Linda School District and the Santa Clara County Library District. Each agency provided consultants they have worked with that secured successful bonds and parcel tax for the agencies.

At the June 16, 2014 Library Board of Trustees meeting, Mr. Adam Bauer from Fieldman, Rolaap & Associates presented analysis on general obligation bond. The Library Board of Trustees directed staff to obtain additional information from Mr. Bauer including costs for his service, the processes involved in a bond ballot, and architectural service.

Since June 2014, the District hired TrueNorth Research to design a survey to study the feasibility of a bond. The result was presented to the Library Board of Trustees on March 23, 2015. The results were not favorable for moving forward with a successful library bond.

One option to consider at this point, should the Library Board of Trustees wish to move forward with the Centennial Celebration remodel, is a capital improvement loan offered by CSDA Finance Corporation, PFIC, and Bank of the West.

Attachment A is CSDA's Proposed Lease Purchase.


Attachment B is PFIC's Loan options.

Attachment C is Bank of the West's Loan options.

Fiscal Impact: To be determined

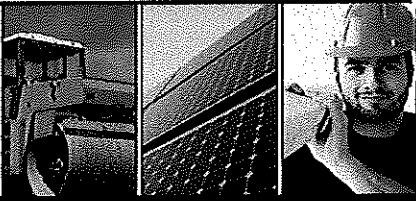
RECOMMENDATION

Actions to be determined by the Library Board of Trustees.



**CSDA
Finance Corporation**

11121 Street, Suite 200
Sacramento, CA 95814
t: 916.442.7887 f: 916.442.7889
www.csdafinance.net



PREPARED BY CSDA FINANCE CORPORATION

DATE: April 9, 2015

PROPOSED LEASE PURCHASE FOR: Placentia Library District

RE: 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.

	Financing Amount	Interest Rate	Term
Payments: Annually in arrears	\$1,000,000	3.65%	15 years

PMT #	Due Date	Rent Payment	To Principal	To Interest	Prepayment Option
1		\$87,753.88	\$51,253.88	36,500.00	
2		87,753.88	53,124.65	34,629.23	
3		87,753.88	55,063.70	32,690.18	
4		87,753.88	57,073.52	30,680.36	
5		87,753.88	59,156.70	28,597.18	738,814.10
6		87,753.88	61,315.92	26,437.96	676,271.86
7		87,753.88	63,553.96	24,199.92	611,446.82
8		87,753.88	65,873.68	21,880.20	544,255.67
9		87,753.88	68,278.06	19,475.82	474,612.05
10		87,753.88	70,770.21	16,983.67	402,426.43
11		87,753.88	73,353.33	14,400.55	327,606.04
12		87,753.88	76,030.72	11,723.16	250,054.70
13		87,753.88	78,805.84	8,948.04	169,672.75
14		87,753.88	81,682.26	6,071.62	86,356.84
15		87,753.88	84,663.57	3,090.31	0.00

TOTALS:	<u>\$1,316,308.20</u>	<u>\$1,000,000.00</u>	<u>\$316,308.20</u>
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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

Placentia Library District of Orange County

Scenario	Term	Amortization	Interest Rate	Payments (mo)	Payments (ann)	Total Interest
Scenario 1	3 year	25 year	3.21%	\$4,853	\$58,236	na
Scenario 2	10 year	25 year	4.30%	\$5,446	\$65,352	na
Scenario 3	10 year	10 year	4.07%	\$10,158	\$121,896	\$218,938
Scenario 4	15 year	15 year	4.21%	\$7,503	\$90,036	\$350,460
Scenario 5	20 year	20 year	4.36%	\$6,251	\$75,012	\$500,280

Interest rates change daily. Final interest rate will be locked when loan documents are ordered.



Jerry Furlong | 949-235-2025 | jerry.furlong@bankofthewest.com



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