



# AGENDA

PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES

Monday, July 19, 2010  
6:30 P.M.  
Meeting Room

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

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

To accomplish this goal the Library will:

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

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

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

## CALL TO ORDER

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

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

Presentation:      Library Director  
Recommendation: Adopt by Motion

4. Oral Communications

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

**TRUSTEE & ORGANIZATIONAL REPORTS**

5. Board President Report - oral

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

6. Trustee Reports

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

7. Placentia Library Friends Foundation Board of Director's Report (President Shkoler)

**CONSENT CALENDAR (Items 8 – 26)**

Presentation: Library Director

Recommendation: Approve by Motion

*Items 8 – 26 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.*

**MINUTES (Item 8)**

8. Minutes of the June 21, 2010 Library Board of Trustees Regular Meeting, and July 1, 2010 Special Meeting. (Receive & File and Approve)

**CLAIMS (Items 9 – 12)**

9. Nonstandard Claims in excess of \$300. (Receive & File and Approve)
10. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)
11. Current Claims and Payroll. (Receive & File and Approve)
12. FY2008-2009 Cash Flow Analysis through June 2010; the Schedule of Anticipated Property Tax Revenues for FY2009-2010 as provided by the Orange County Auditor; and recommendation that no funds be transferred at this time. (Receive & File).

**TREASURER'S REPORTS (Items 13 – 16)**

13. Financial Reports for June 2010 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for June 2010. (Receive & File)
15. Acquisitions Report for June 2010. (Receive & File)

16. Entrepreneurial Activities Report for June 2010. (Receive & File)

**GENERAL CONSENT REPORTS (Items 17 – 19)**

17. Personnel Report for June 2010. (Receive, File, and Ratify Appointments)
18. Circulation Report for June 2010. (Receive & File)
19. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

**STAFF REPORTS (Items 20 – 26)**

20. Library Director's Report for June 2010.
21. Library Services Manager's Report for June 2010.
22. Children's Services Report for June 2010.
23. Literacy / Volunteer Services Report for June 2010.
24. Reference and Adult Services Report for June 2010.
25. Local History Room Report for June 2010.
26. Placentia Library Web Site & Technology Report for June 2010.

**PUBLIC HEARING**

27. Public Hearing for Fines & Fees Policy for Fiscal Year 2010-2011.  
Presentation: Library Director  
Recommendations: Conduct Public Hearing on the Fines & Fees Policy for Fiscal Year 2010-2011 as published; and

Adopt the Placentia Library District Fines and Fees Schedule for Fiscal Year 2010-2011; and

Motion to read Resolution 11-05 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Fines and Fees Schedule for Fiscal Year 2010-2011 of the Placentia Library District of Orange County; and

Motion to adopt Resolution 11-05 by a roll call vote.

**CONTINUING BUSINESS**

28. Employee of the Quarter  
Presentation: President Shkoler
29. Staff Appreciation Dinner  
Presentation: Trustee Wood  
Recommendation: Action to be determined by the Library Board of Trustees.

30. Computer Lab Update  
Presentation: Yesenia Baltierra, Human Resources/Finance Analyst  
Recommendation: Action to be determined by the Library Board of Trustees.

**NEW BUSINESS**

31. California Special Districts Association 2010 Board Elections  
Presentation: Library Director  
Recommendations: 1) Choose a candidate to represent the Placentia Library District's region in Seat B; and  
  
2) Authorize the Library Director to sign, date, complete, and mail the ballot on behalf of the Placentia Library District.
32. California Special Districts Association (CSDA) Proposed Bylaws Amendments  
Presentation: Library Director  
Recommendations: 1) Accept the proposed CSDA Bylaws Amendments as presented; and  
  
2) Authorize the Library Director to complete and submit the ballot on behalf of the Placentia Library District.
33. Automatic Sliding Doors  
Presentation: Library Director  
Recommendation: Action to be determined by the Library Board of Trustees.
34. Date Selection for the August 2010 Library Board of Trustees Meeting.  
Presentation: Library Director  
Recommendation: Action to be determined by the Library Board of Trustees.

**ADJOURNMENT**

35. Agenda Preparation for the August Regular Date Meeting which will be held on Monday, August 16, 2010 unless re-scheduled by the Library Board of Trustees.
36. Review of Action Items.  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
37. Adjourn

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

I, Marisa Timothy, Administrative Assistant, of the Placentia Library District, hereby certify that the Agenda for the July 19, 2010 Meeting of the Library Board of Trustees of the Placentia Library District was posted on July 15, 2010.

\_\_\_\_\_  
Marisa Timothy, Administrative Assistant

MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
June 21, 2010

**CALL TO ORDER** President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on June 21, 2010 at 6:30 P.M.

**ROLL CALL** **Members Present:** President Al Shkoler, Secretary Richard DeVecchio, Trustee Betty Escobosa, Trustee Jean Turner

**Members Absent:** Trustee Gaeten Wood

**Others Present:** Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Roger Hiles, Katherine Matas (departed at 7:55pm), Marisa Timothy; Placentia Library Friends Foundation Vice President Jack Hanley, Brandon Gallagher of By Water Solutions, a COHA Consultancy.

**ADOPTION OF AGENDA** It was moved by Trustee Escobosa and seconded by Trustee Turner to adopt the agenda as presented:

AYES: Shkoler, DeVecchio, Escobosa, Turner

NOES: None

ABSTAIN: None

ABSENT: Wood

**ORAL COMMUNICATION** There was no communication made at this time.

**TRUSTEE REPORTS** President Shkoler reported that he attended the Miss Placentia and Outstanding Teen Bon Voyage event and the Placentia Library Friends Foundation Board Meeting. (Item 5)

Secretary DeVecchio attended the Community Network Meeting and the Chamber mixer event at the Holiday Inn in Fullerton.

Trustee Escobosa had nothing to report.

Trustee Turner attended the Chamber network meeting at the Placentia Linda Hospital, the Chamber mixer event at the Holiday Inn in Fullerton, and the Placentia Library Friend's Foundation's monthly Board Meeting. (Item 6)

**PLFF REPORT** Placentia Library Friends Foundation's Vice President Jack Hanley reported that in May the Foundation generated 117 volunteer hours and earned \$1,900 from the bookstore as well as \$1,200 from the vending machine. They have over \$200,000 in funds and plan to give \$50,000 a year to the Library for the next three years starting July, 2010. (Item 7)

**CONSENT CALENDAR** It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to approve Agenda Items 8-26:

AYES: Shkoler, DeVecchio, Escobosa, Turner

NOES: None

ABSTAIN: None

ABSENT: Wood

**CLAIMS**

Nonstandard Claims in excess of \$300 (Item 9)

Claims forwarded by the Library Director and Library Trustees (Item 10)

Current Claims and Payroll (Item 11)

FY2009-2010 Cash Flow Analysis through May 2010; the Schedule of Anticipated Property Tax Revenues for FY2009-2010 as provided by the Orange County Auditor (Item 12)

**TREASURER'S REPORT**

Financial Reports for May 2010 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)  
Balance Sheet for May 2010 (Item 14)

Acquisitions Report for May 2010 (Item 15)

Entrepreneurial Activities Report for May 2010 (Item 16)

**GENERAL CONSENT**

Personnel Report for May 2010 (Item 17)

Circulation Report for May 2010 (Item 18)

Review of Shared Maintenance Costs with the City of Placentia under the JPA (Item 19)

**STAFF REPORTS**

Library Director's Report for May 2010 (Item 20)

Library Services Manager's Report for May 2010 (Item 21)

Children's Services Report for May 2010 (Item 22)

Literacy / Volunteer Services Report for May 2010 (Item 23)

Reference and Adult Services Report for May 2010 (Item 24)

Local History Room Report for May 2010 (Item 25)

Placentia Library Web Site & Technology Report for May 2010 (Item 26)

**PUBLIC HEARING**

President Shkoler declared the Public Hearing open at 7:05pm. No comments were made. President Shkoler declared the Public Hearing closed at 7:06pm. Library Director Contreras presented the Fiscal Year 2010-2011 Budget for the General Fund with a listing of estimates for needed capital projects. Discussion was made regarding where the funds would be drawn from for the projects. Secretary DeVecchio asked about the funding for Library Materials, if the funding would be restored. Library Director Contreras confirmed that the funds would be restored. Secretary

DeVecchio also inquired about the increase in salaries. Library Director Contreras explained that the limited staff hours, reduced substitute hours, bi-lingual pay, and merit increases were all accounted for in the increase. It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to read Resolution 11-03 by title only: a Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal year 2010-2011 Budget for the Placentia Library District of Orange County: (Item 27)

AYES: Shkoler, DeVecchio, Escobosa, Turner  
NOES: None  
ABSTAIN: None  
ABSENT: Wood

It was moved by Trustee Turner and seconded by Secretary DeVecchio to adopt resolution 11-03 by a roll call vote: (Item 27)

AYES: Shkoler, DeVecchio, Escobosa, Turner  
NOES: None  
ABSTAIN: None  
ABSENT: Wood

**CONTINUING  
BUSINESS**

**STAFF APPRECIATION  
DINNER**

Library Director Contreras provided an update regarding the Staff Appreciation Dinner. She is currently seeking other quotes from alternate venues with the goal of locating a lower cost site. President Shkoler stated that there were concerns expressed for the high cost at the PLFF meeting. Library Director Contreras explained that the higher request amount was due to an expected higher attendance. (Item 28)

**LIBRARY DIRECTOR  
PERFORMANCE  
EVALUATION**

Secretary DeVecchio reported that the Library Director Performance Evaluation Forms to be provided to the Board as well as library staff, the Placentia Library Friends Foundation, and the community at large have been completed and the issuing will be conducted in July and August. He also explained the recommended changes to PLD Policy #2000 and #2170. It was moved by Trustee Escobosa and seconded by Trustee Turner to authorize changes to PLD Policy #2000 – Job Description, Executive Officer, as presented: (Item 29)

AYES: Shkoler, DeVecchio, Escobosa, Turner  
NOES: None  
ABSTAIN: None  
ABSENT: Wood

It was moved by Trustee Turner and seconded by Secretary DeVecchio to authorize changes to PLD Policy #2170 – Performance Evaluation as presented: (Item 29)

AYES: Shkoler, DeVecchio, Escobosa, Turner  
NOES: None  
ABSTAIN: None  
ABSENT: Wood

**COMPUTER LAB  
UPDATE**

Library Services Manager Hiles presented an update on the Computer Lab project including a review of the architectural drawings and a bid provided by Dalke & Sons Construction, Inc. Library Director Contreras thanked Human Resources/Finance Analyst Baltierra's efforts to conduct walkthroughs and gather bids for the project. (Item 30)

**PLD POLICY #6050  
MEETING ROOM**

Library Director Contreras reviewed the proposed revisions to the PLD Policy #6050 to include appropriate updates to match the current application process and equipment available. A comparison of other Library District charges was provided. It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to authorize changes to PLD Policy #6050 – Meeting Room as presented: (Item 31)

AYES: Shkoler, Escobosa, Turner  
NOES: DeVecchio  
ABSTAIN: None  
ABSENT: Wood

**FINES & FEES  
SCHEDULE FOR  
FY 2010-2011**

Library Director Contreras presented the recommended staff changes for the Fiscal Year 2010-2011 Fines and Fees Schedule as were first presented at the May 17, 2010 Library Board of Trustees Regular Meeting. Discussion was made regarding the specific fee changes. It was moved by Trustee Escobosa and seconded by Trustee Turner to authorize the amendment of Placentia Library Distinct Policy #6035 – Fines and Fees Schedule to reflect the changes: (Item 32)

AYES: Shkoler, DeVecchio, Escobosa, Turner  
NOES: None  
ABSTAIN: None  
ABSENT: Wood

It was moved by Trustee Escobosa and seconded by Secretary DeVecchio to set the Fines and Fees Schedule for Fiscal Year 2010-2011 for Public Hearing on Monday, July 19, 2010 at 6:30 p.m.: (Item 32)

AYES: Shkoler, DeVecchio, Escobosa, Turner  
NOES: None  
ABSTAIN: None  
ABSENT: Wood

**NEW  
BUSINESS**

**GANN LIMIT  
RESOLUTION 10-09**

Acting Human Resources/Finance Analyst Baltierra reviewed data regarding the requirements to establish an Appropriations Limitation (Gann Limit) for the 2010-2011 Fiscal Year. It was moved by Secretary DeVecchio and seconded by Trustee Turner to read Resolution 11-04 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for Fiscal Year 2010-2011: (Item 33)

AYES: Shkoler, DeVecchio, Escobosa, Turner  
NOES: None  
ABSTAIN: None  
ABSENT: Wood

It was moved by Trustee Turner and seconded by Secretary DeVecchio to adopt Resolution 11-04 by a roll call vote: (Item 31)

AYES: Shkoler, DeVecchio, Escobosa, Turner  
NOES: None  
ABSTAIN: None  
ABSENT: Wood

**KOHA OPEN SOURCE**

Library Services Manager Hiles introduced Mr. Brandon Gallagher, Brandon



SYSTEM

Gallagher of By Water Solutions, a COHA Consultancy. Mr. Gallagher presented an introduction to the COHA Open Source Integrated Library System and answered questions from the Board. President Shkoler inquired about security issues and it was explained that steps can be taken for security including preference controls. Trustee Escobosa asked about other library usage and the cost. It was moved by Trustee Escobosa and seconded by Trustee Turner to authorize staff to seek further information and get quotes for the COHA system: (Item 34)

AYES: Shkoler, DeVecchio, Escobosa, Turner  
NOES: None  
ABSTAIN: None  
ABSENT: Wood

IT MANAGEMENT &  
NETWORKING  
SERVICE

Library Director Contreras provided comparison information regarding the IT needs of the Library versus the current capabilities and skills of the present IT support. The benefits of outsourcing IT management were also discussed. President Shkoler confirmed that the decision to seek other IT support falls under the authority of the Library Director and no Board vote is needed on such a matter. (Item 35)

DIGITAL SIGNAGE &  
MEDIA

Library Services Manager Hiles presented information and proposals for digital signage systems. The systems could provide program and event information as well as current event data to patrons in a prominent visual location. President Shkoler recommended looking into purchasing the software or subscription service only in order to reduce the cost and further requested that the bid be included in the future flooring project. (Item 36)

PLD POLICY #2010  
HOURS OF WORK  
AND OVERTIME

Library Director Contreras explained the needed changes for PLD Policy #2010 in order that there is clarification regarding recent questions whether district employees who voluntarily elect to attend Board of Trustee Meetings occurring their normal work hours should be able to consider the time as part of their paid work hours. Information regarding other libraries' policies was also provided. It was moved by Trustee Turner and seconded by Trustee Escobosa to authorize a revision of PLD Policy #2010 to include section 2010.5 which allows non-exempt employees to be paid for attendance at Board meetings only when such attendance has been specifically assigned: (Item 37)

AYES: Shkoler, DeVecchio, Escobosa, Turner  
NOES: None  
ABSTAIN: None  
ABSENT: Wood

PLD POLICY #6020  
INTERNET ACCESS  
POLICY

Library Services Manager Hiles explained the need for a maximum daily limit for public computer usage. Currently PLD Policy #6020 – Internet Use Policy establishes a minimum, but no maximum. Additional changes including the renumbering of section 6020.1.7 to 6020.2.8 for consistency with the rest of the policy and renaming the policy to “Public Computer and Internet Access Policy”. It was moved by Trustee Escobosa and seconded by Secretary DeVecchio to authorize a revision of PLD Policy 6020 to read “Each patron is guaranteed thirty (30) minutes of

uninterrupted use per session. Time will be extended automatically in fifteen (15) minute increments if there is no reservation in place. A five (5) minute notice will be given if another patron has reserved that PC. Staff may establish additional time restrictions during peak use periods in order to ensure that all patrons will have an opportunity to use the Internet if they wish to do so. In no case shall an individual's total access allowance for a day be less than sixty (60) minutes or more than one hundred twenty (120) minutes." (Item 38)

AYES: Shkoler, DeVecchio, Escobosa, Turner  
NOES: None  
ABSTAIN: None  
ABSENT: Wood

It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to authorize a renumbering of PLD Policy 6020.1.7 to read 6020.2.8 and to Authorize Placentia Library District Policy 6020 be renamed as "Public Computer and Internet Access Policy": (Item 38)

AYES: Shkoler, DeVecchio, Escobosa, Turner  
NOES: None  
ABSTAIN: None  
ABSENT: Wood

ACCOUNTING  
RECOMENDATIONS

Acting Human Resources-Finance Analyst Baltierra explained the current accounting/banking arrangement for the District, specifically the number of bank accounts currently in place. She expressed that simplification is needed that would also allow for clearer financial reports. It was moved by Trustee Turner and seconded by Trustee Escobosa to approve the closure of County Funds 702, 703, 706, 708 and transfer all balances to a restricted general reserve account within fund 707: (Item 39)

AYES: Shkoler, DeVecchio, Escobosa, Turner  
NOES: None  
ABSTAIN: None  
ABSENT: Wood

It was moved by Secretary DeVecchio and seconded by Trustee Turner to approve the closure of Bank of the West Literacy Fund, COE Checking, and COE Savings, and transfer all balances to GF Savings Money Market Account: (Item 39)

AYES: Shkoler, DeVecchio, Escobosa, Turner  
NOES: None  
ABSTAIN: None  
ABSENT: Wood

It was moved by Secretary DeVecchio and seconded by Trustee Turner to approve closure of CD with Cal National Bank and transfer fund to a restricted general reserve account within Fund 707: (Item 39)

AYES: Shkoler, DeVecchio, Escobosa, Turner  
NOES: None  
ABSTAIN: None  
ABSENT: Wood

CSDA CONFERENCE

Library Director Contreras presented the program information for the upcoming California Special District Association (CSDA) Annual Conference which will be held in Newport Beach from September 20 through

September 23, 2010. President Shkoler and Trustee Escobosa confirmed that they plan to attend the conference. It was determined that attendees would not require accommodations, as they will drive to the event.

**AGENDA  
PREPERATION**

Agenda Preparation for the July Board of Trustees Meeting which will be held on Monday, July 19, 2010 unless re-scheduled by the Library Board of Trustees.

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District on June 21, 2010 adjourned at 8:02 P.M.

**NEXT MEETING**

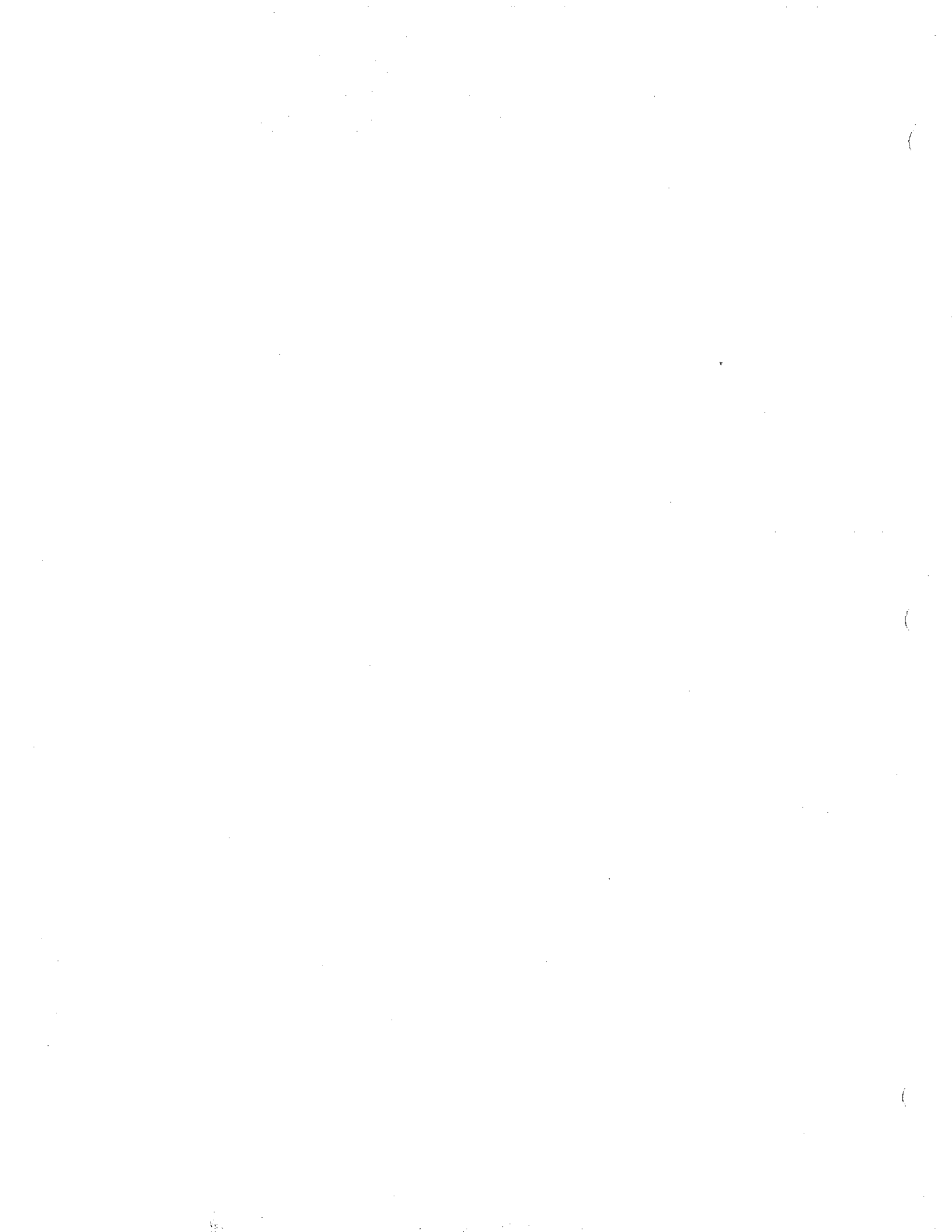
The next meeting will be on July 19, 2010 at 6:30 P.M.

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Richard DeVecchio  
Secretary  
Library Board of Trustees

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Al Shkoler  
President  
Library Board of Trustees



MINUTES  
PLACENTIA LIBRARY DISTRICT  
SPECIAL MEETING OF THE BOARD OF TRUSTEES  
July 1, 2010

**CALL TO ORDER** President Shkoler called the Special Meeting of the Placentia Library District Board of Trustees to order on July 1, 2010 at 3:31 P.M.

**ROLL CALL** **Members Present:** President Al Shkoler, Secretary Richard DeVecchio, Trustee Betty Escobosa, and Trustee Jean Turner, Trustee Gaeten Wood

**Members Absent:** None

**Others Present:** Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Roger Hiles, Marisa Timothy

**ADOPTION OF AGENDA** It was moved by Trustee Wood and seconded by Trustee Turner to adopt the agenda as presented:

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood  
NOES: None  
ABSTAIN: None  
ABSENT: None

**ORAL COMMUNICATION**

There was no oral communication made at this time.

**COMPUTER LAB BID**

Library Director Contreras presented two proposals for the construction of the Computer Lab. She explained that originally three bids were received, yet one contractor dropped out. Staff recommended awarding Hanna Construction the bid as they were most thorough with the project walk-through including bringing sub-contractors on site to view the job. Also, they have had experience with like projects. Discussion was made regarding the two proposals including the itemized costs. Trustee Turner mentioned specific items which should be addressed that were not noted on the proposals and provided further written comments to staff. It was moved by Secretary DeVecchio and seconded by Trustee Wood to award the Computer Lab bid to Hanna Construction by a roll call vote: (Item 5)

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood  
NOES: None  
ABSTAIN: None  
ABSENT: None

Library Director Contreras recommended naming the Computer Lab after the Placentia Library Friends Foundation for their generous funding of the project. It was moved by Trustee Wood and seconded by trustee Turner to Name the Computer Lab the Placentia Library Friends Foundation (PLFF) Computer Lab: (Item 5)

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood  
NOES: None  
ABSTAIN: None  
ABSENT: None

**CLOSED SESSION**

A Closed Session was held to discuss a pending litigation from 3:45 P.M. to 4:00 P.M.

**ADJOURNMENT**

The Special Meeting of the Board of Trustees of the Placentia Library District on June 2, 2010 adjourned at 3:44 P.M.

**NEXT MEETING**

The next meeting will be on July 19th, 2010 at 6:30 P.M.

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Richard DeVecchio  
Secretary  
Library Board of Trustees

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Al Shkoler  
President  
Library Board of Trustees

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Marisa Timothy, Administrative Assistant  
**SUBJECT:** Summary of Non-standard Claims  
**DATE:** July 19, 2010

TYPE	DATE	CLAIM #	AMOUNT
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*NONE*

**TOTAL      \$0**





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Marisa Timothy, Administrative Assistant  
**SUBJECT:** Summary of Claims Forwarded by the Library Director & Trustees  
**DATE:** July 19, 2010

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	7/12/10	5309	\$35,245.19
		<b>TOTAL</b>	<b>\$35,245.19</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Marisa Timothy, Administrative Assistant  
**SUBJECT:** Current Claims and Payroll  
**DATE:** July 19, 2010

**Current Claims**

TYPE	DATE	CLAIM #	AMOUNT
707	07/19/10	5310	\$17,085.45
707	07/19//10	5311	\$5,136.95
707	07/19/10	5312	\$7,639.38
<i>Subtotal for Claims</i>			\$29,861.78

**Payroll**

On Demand Wire	08/12/10	#2	\$40,000.00
<i>Subtotal for Payroll</i>			\$40,000.00

**TOTAL  
CURRENT CLAIMS &  
PAYROLL** \$69,861.78

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 07/19/10  
REPORT NO: 5310

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
VC7210-90 County of Orange P.O. Box 567 Santa Ana, CA 92702	07-01-10 GA 00104	1900	0740		\$ 2,000.00		
VC6155 Best Best & Krieger 3750 University Avenue, Suite 400 Post Office Box 1028 Riverside, CA 92502-1028	07-07-10 631126	1900	0738		\$ 556.34		
VC7824 Southern California Library Cooperative 248 E. Foothill Blvd., Suite 101 Monrovia, CA 91016	07-01-10 IN-08721	1600			\$ 2,824.00		
VC5048 Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814-2865	07-07-10 0004752-IN	0306			\$ 9,989.38		
VC4829 Hoang Computer Services 6765 Westminster Bl. Ste C-PMB 103 Westminster, CA 92683	06-27-10 00432	1900	0739		\$ 951.72		
	06-27-10 00432	1300			\$ 199.99		
					\$ 1,151.71		
VC5465-3 Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	07-02-10 8448400250124877	0700	0702		\$ 165.01		
VC0059-4 Pitney Bowes Purchase Power PO Box 856042 Louisville, KY 40285-6042	06-24-10 8000-9000-0652-5830	1803			\$ 220.01		
VC4882-1 Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	07-01-10 199092	1900	0741		\$ 179.00		
<b>TOTAL REMITTANCE:</b>					\$ 17,085.45		
<p>The claims listed above (totaling \$17,085.45) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

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

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

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

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 07/19/10  
REPORT NO: 5311

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
VC4759 Envisionware 2810 Premiere Pkwy NW Ste 350 Duluth GA 30097-8912	04-29-10 INV-US-4160	1300			\$ 1,133.54		
VC4888 Califa Group 32 W 25th Ave Ste 201 Sant Mateo CA 94403	06-02-10 3626	1600			\$ 400.00		
VC6846-1 Special T. Water Systems, Inc. PO Box 165 Whittier, CA 90608-0165	07-01-10 71498	1300			\$ 33.00		
VC0089-10 Placentia Disposal #676 PO Box 78829 Phoenix, AZ 85062-8829	06-28-10 0676-000479926	1001			\$ 227.93		
VC4802-4 Office Depot PO Box 70025 Los Angeles CA 90074-0025	07-08-10 525357109001	1800	0725		\$ 55.38		
	07-08-10 525357760001	1800	0725		\$ 32.61		
					\$ 87.99		
VC5764 Union Bank of California PARS #6746022400 Union Bank of California - PARS Trustee PO Box 85292 San Diego CA 92186-5292	07-09-10 6746022400	0200			\$ 2,894.49		
VC7820 Robert Housley 4085 Larvin Avenue Cypress, CA 90630	07-09-10 2010-10PLD	1900	0742		\$ 360.00		
<b>TOTAL REMITTANCE:</b>					\$ 5,136.95		
The claims listed above (totaling \$5,136.95) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

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

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

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

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 07/19/10  
REPORT NO: 5312

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
VC0902 Findaway World, LLC 31999 Aurora Road Solon OH 44139	06-23-10	1800	0725				
		33896			\$ 239.95		
InfoUSA Library Sales Division PO Box 3603 Omaha, NE 68103-0603	06-03-10	1600					
		060310KG01			\$ 6,945.00		
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	06-16-10	1800	0725				
		4009420003			\$ 83.20		
	06-17-10	1800	0725				
		4009405007			\$ 22.40		
	06-17-10	1800	0725				
		4009405008			\$ 59.55		
	06-17-10	1800	0725				
		4009405009			\$ 15.19		
	06-17-10	1800	0725				
		4009405010			\$ 21.28		
	06-17-10	1800	0725				
		4009405012			\$ 46.17		
	06-17-10	1800	0725				
		4009405013			\$ 20.35		
	06-17-10	1800	0725				
		4009405014			\$ 18.73		
	06-17-10	1800	0725				
	4009405016			\$ 19.68			
06-17-10	1800	0725					
	4009440343			\$ 20.21			
06-17-10	1800	0725					
	4009440344			\$ 17.59			
06-17-10	1800	0725					
	4009440345			\$ 28.69			
06-25-10	1800	0725					
	0000050597			\$ 10.88			
06-29-10	1800	0725					
	4009458380			\$ 33.35			
06-29-10	1800	0725					
	4009458381			\$ 15.81			
06-29-10	1800	0725					
	4009458382			\$ 21.35			
				\$ 454.43			
<b>TOTAL REMITTANCE:</b>					\$ 7,639.38		

The claims listed above (totalling \$7,639.38) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total:











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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Financial Reports through June 2010 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger  
**DATE:** July 19, 2010

### Summary of Cash and Investments as of June 30, 2010

Cash with Orange County Treasurer Fund 702	10,238.00
Cash with Orange County Treasurer Fund 703	12,208.25
Cash with Orange County Treasurer Fund 706	175,822.59
Cash with Orange County Treasurer Fund 707	1,294,948.84
Cash with Orange County Treasurer Fund 708	11,912.65
County Exempt Checking – Bank of the West	61,705.56
County Exempt Savings – Bank of the West	127,860.93
General Fund Checking – Bank of the West	44,307.97
General Fund Savings – Bank of the West	81,784.66
Literacy Fund Savings – Bank of the West	14,415.95
Payroll Checking – Wells Fargo Bank	62,979.89
Payroll Emergency CD – California National Bank	26,561.72

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); that Placentia Library District has the ability to meet its budgeted expenditures for the next six (6) months; and that the Payroll Emergency Certificate of Deposit is held by California National Bank with an original purchase date of January 27, 2003 and the maturity date is June 27, 2010.

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Jeanette Contreras  
Library Director



PLACENTIA LIBRARY DISTRICT  
YTD REVENUE REPORT  
June 30, 2010

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>TAXES</b>						
6210		Property Taxes - Current Secured	1,593,108	1,756,552	-163,444	110.3%
6220		Property Taxes - Current Unsecured	73,640	71,187	2,453	96.7%
6230		Property Taxes - Prior Secured	0	0	0	100.0%
6240		Property Taxes - Prior Unsecured	940	2,021	-1,081	215.0%
6250		Taxes - Spec Dist Augmentation	7,520	8,035	-515	106.8%
6280		Property Taxes - Curr Supplemental	36,760	16,260	20,500	44.2%
6300		Property Taxes - Prior Supplemental	1,104	6,155	-5,051	557.5%
6540		Penalties & Costs on Delinq Taxes	0	1,646	-1,646	100.0%
<b>REVENUE FROM USE OF MONEY &amp; PROPY</b>						
6610		Interest	21,800	11,210	10,590	51.4%
<b>INTERGOVERNMENTAL REVENUES</b>						
6690		State - Homeowners Property Tax Relief	14,320	15,451	-1,131	107.9%
6970		State - Other	20,000	28,206	-8,206	141.0%
<b>MISCELLANEOUS REVENUES</b>						
7670		Miscellaneous Revenue (Local Revenue)	89,388	35,077	54,311	39.2%
		Passports	40,000	97,753	-57,753	244.4%
		Impact Fees (Restricted)	0	42,732	-42,732	100.0%
		Pass Thru Payment Adj.: City of Placentia	0	1,362	0	
		RDA Tax Sharing Agreement; City of Placentia	0	3,435	0	
		DVD Rental	0	6,752	-6,752	100.0%
		Meeting Room	10,000	7,315	2,685	73.2%
		Test Proctor	0	2,752	0	
7680		6-MO Expired (Outlawed) Checks	0	0	0	100.0%
<b>TOTAL REVENUES FY 09/10:</b>			1,898,580	2,113,900		111.3%

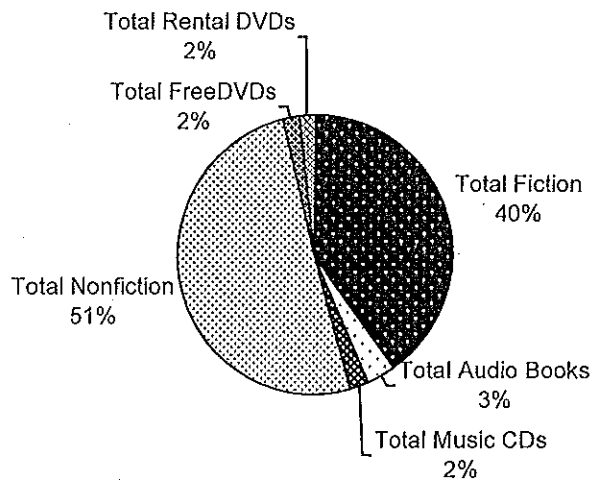
**PLACENTIA LIBRARY DISTRICT**  
**EXPENDITURES REPORT**  
June 30, 2010

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
0100	Salaries & Wages	1,029,376	969,969	0.94	\$59,407
0200	Retirement	110,000	103,710	0.94	\$6,290
0301	Unemployment Insurance	5,000	5,631	1.13	-\$631
0306	Health Insurance*	100,900	89,706	0.89	\$11,194
0308	Dental Insurance*	13,000	11,724	0.90	\$1,276
0309	Life Insurance	11,000	11,644	1.06	-\$644
0310	AD & D Insurance	7,000	5,495	0.79	\$1,505
0319	Vision Insurance*	4,000	1,274	0.32	\$2,726
0350	Workers' Compensation Insurance	10,000	5,880	0.59	\$4,120
	<b>TOTAL</b>	<b>\$1,290,276</b>	<b>\$1,205,032</b>	<b>0.93</b>	<b>\$85,244</b>
<b>SERVICES &amp; SUPPLIES</b>					
0700	Communications*	10,000	17,117	1.71	-\$7,117
0900	Food	1,300	1,026	0.79	\$274
1000	Household Expenses	9,000	8,435	0.94	\$565
1100	Library Insurance	13,000	13,338	1.03	-\$338
1300	Maintenance, Equipment	30,000	22,874	0.76	\$7,127
1400	Maintenance, Buildings & Improvements	17,197	73,667	4.28	-\$56,470
1600	Memberships	1,500	4,677	3.12	-\$3,177
1800	Office Expenses	40,000	34,918	0.87	\$5,082
1803	Postage	5,000	4,878	0.98	\$122
1900	Prof./Specialized Services	134,000	143,806	1.07	-\$9,806
1912	Investment Administrative Fees	2,000	1,000	0.50	\$1,000
2000	Publication and Legal Notices	1,000	0	0.00	\$1,000
2100	Rents and Leases - Equipment	1,500	564	0.38	\$936
2200	Rents & Leases - Buildings & Improvements	73,500	61,313	0.83	\$12,187
2400	Books/Library Materials	160,307	139,795	0.87	\$20,512
2600	Transportation & Travel*	2,000	1,561	0.78	\$439
2700	Meetings	5,000	4,439	0.89	\$561
2800	Utilities	80,000	60,710	0.76	\$19,290
	<b>TOTAL</b>	<b>\$586,304</b>	<b>\$594,118</b>	<b>1.01</b>	<b>-\$7,814</b>
<b>OTHER CHARGES</b>					
3700	Taxes and Assessments	\$7,000	\$0	0.00	\$7,000
	<b>OPERATING EXPENSES</b>	<b>\$1,876,580</b>	<b>\$1,799,150</b>	<b>0.96</b>	<b>\$77,430</b>
<b>FIXED ASSETS &amp; CONTINGENCY FUNDS</b>					
4000	Equipment	\$25,000	\$3,904	0.16	\$21,096
5200	Contingency Funds	\$0	\$0	0.00	\$0
	<b>TOTAL</b>	<b>\$25,000</b>	<b>\$3,904</b>	<b>0.16</b>	<b>\$21,096</b>
<b>TOTAL BUDGET (Fund 707)</b>					
		<b>\$1,908,580</b>	<b>\$1,803,054</b>		<b>\$105,526</b>
707-	General Reserves	\$10,000	\$0	0.00	\$10,000
702-	Equipment & Structural Repair Fund	\$13,072	\$2,584	0.20	\$10,488
703-	Automated Replacement Fund	\$12,369	\$10	0.00	\$12,359
706-	Interest & Sinking Bond Redemption	\$197,268	\$19,020	0.10	\$178,248
708-	Unused Sick Leave Payoff Reserve	\$12,075	\$10	0.00	\$12,065
*Amount includes credits/refunds.					

# Placentia Library District

## ACQUISITIONS REPORT FOR FISCAL YEAR 2009-2010 THROUGH THE MONTH OF JUNE 2010

	<u>Amount</u>	<u>Titles</u>	<u>Volumes</u>
Total Fiction	\$51,087	3,302	4,130
Total Non-Fiction	\$64,605	2,327	4,358
Total Music CDs	\$2,718	146	148
Total Audio Books	\$4,225	54	54
Total Free DVDs	\$2,567	93	93
<u>Total Rental DVDs</u>	<u>\$2,416</u>	<u>87</u>	<u>89</u>
<b>TOTAL MATERIALS</b>	<b>\$127,618</b>	<b>6009</b>	<b>8872</b>



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

ACQUISITIONS REPORT FOR FISCAL YEAR 2009-2010 THROUGH THE MONTH OF JUNE 2010

Prepared by Katie Matas, Acquisitions Librarian

Agenda Item 15  
Page 2 of 2

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Titles Volumes	Amount	Titles Volumes	Amount	Titles Volumes	Value	Titles Volumes	Amount	Titles Volumes
Adult Fiction	\$21,456	1,226 1,478	\$0	0 0	\$21,456	1,226 1,478	\$1,338	50 52	\$22,793	1,276 1,530
Adult Circulating Non-Fiction	\$30,656	1,384 1,405	\$0	0 0	\$30,656	1,384 1,405	\$1,145	44 44	\$31,801	1,428 1,450
Adult Reference	\$1,308	24 24	\$0	0 0	\$1,308	24 24	\$655	8 8	\$1,963	32 32
Adult magazines	\$6,274	128 1,972	\$0	0 0	\$6,274	128 1,972	\$0	0 0	\$6,274	128 1,972
Adult on-line databases	\$10,676	5 0	\$0	0 0	\$10,676	5 0	\$0	0 0	\$10,676	5 0
Total Adult Non-Fiction	\$48,915	1,541 3,402	\$0	0 0	\$48,915	1,541 3,402	\$1,800	52 52	\$50,714	1,593 3,454
TOTAL ADULT PRINT MATERIALS	\$70,370	2,767 4,980	\$0	0 0	\$70,370	2,767 4,980	\$3,137	102 104	\$73,507	2,869 4,984
Adult Music CDs	\$2,375	129 129	\$0	0 0	\$2,375	129 129	\$940	64 64	\$3,315	193 193
Adult Audio Books	\$4,107	52 52	\$0	0 0	\$4,107	52 52	\$72	2 2	\$4,179	54 54
Adult Free DVDs	\$1,748	55 55	\$0	0 0	\$1,748	55 55	\$40	3 3	\$1,788	58 58
Adult Rental DVDs	\$1,610	57 57	\$0	0 0	\$1,610	57 57	\$680	24 24	\$2,290	81 81
TOTAL ADULT NON-PRINT MATERIALS	\$9,840	293 293	\$0	0 0	\$9,840	293 293	\$1,731	103 106	\$11,571	396 399
TOTAL ADULT MATERIALS	\$80,210	3,060 5,173	\$0	0 0	\$80,210	3,060 5,173	\$4,869	205 210	\$85,079	3,265 5,383
Juvenile Fiction	\$21,323	1,421 1,970	\$0	0 0	\$21,323	1,421 1,970	\$103	6 6	\$21,426	1,427 1,976
Young Adult Fiction	\$8,308	655 682	\$0	0 0	\$8,308	655 682	\$188	10 12	\$8,497	665 694
Total Juvenile Fiction	\$29,631	2,076 2,652	\$0	0 0	\$29,631	2,076 2,652	\$292	16 18	\$30,923	2,092 2,670
Juvenile Circulating Non-Fiction	\$12,115	631 752	\$0	0 0	\$12,115	631 752	\$655	36 36	\$12,770	667 788
Young Adult Circulating Non-Fiction	\$2,070	109 110	\$0	0 0	\$2,070	109 110	\$0	0 0	\$2,070	109 110
Juvenile Reference	\$486	29 29	\$2,148	163 163	\$2,634	192 192	\$0	0 0	\$2,634	192 192
Juvenile Magazines	\$622	16 65	\$0	0 0	\$622	16 65	\$0	0 0	\$622	16 65
Juvenile on-line databases	\$399	1 0	\$0	0 0	\$399	1 0	\$0	0 0	\$399	1 0
Total Juvenile Non-Fiction	\$15,691	786 956	\$2,148	163 163	\$17,839	949 1,119	\$665	36 36	\$18,504	985 1,155
TOTAL JUVENILE PRINT MATERIALS	\$45,322	2,862 3,608	\$2,148	163 163	\$47,470	3,025 3,771	\$957	52 54	\$48,427	3,077 3,825
Juvenile Music CDs	\$343	17 19	\$0	0 0	\$343	17 19	\$0	0 0	\$343	17 19
Juvenile Audio Books	\$118	2 2	\$0	0 0	\$118	2 2	\$0	0 0	\$118	2 2
Juvenile Free DVDs	\$819	38 38	\$0	0 0	\$819	38 38	\$28	2 2	\$847	40 40
Juvenile Rental DVDs	\$806	30 32	\$0	0 0	\$806	30 32	\$45	2 2	\$851	32 34
TOTAL JUVENILE NON-PRINT MATERIALS	\$2,086	87 91	\$0	0 0	\$2,086	87 91	\$73	4 4	\$2,159	91 95
TOTAL JUVENILE MATERIALS	\$47,408	2,949 3,699	\$2,148	163 163	\$49,557	3,112 3,862	\$1,029	56 58	\$50,586	3,168 3,920
Total Fiction	\$51,087	3,302 4,130	\$0	0 0	\$51,087	3,302 4,130	\$1,629	66 66	\$52,716	3,368 4,200
Total Non-Fiction	\$64,605	2,327 4,356	\$2,148	163 163	\$66,754	2,490 4,521	\$2,464	88 88	\$69,218	2,578 4,609
Total Music CDs	\$2,718	146 148	\$0	0 0	\$2,718	146 148	\$940	64 64	\$3,658	210 212
Total Audio Books	\$4,225	54 54	\$0	0 0	\$4,225	54 54	\$72	2 2	\$4,297	56 56
Total Free DVDs	\$2,957	93 93	\$0	0 0	\$2,957	93 93	\$68	5 5	\$3,025	98 98
Total Rental DVDs	\$2,416	87 89	\$0	0 0	\$2,416	87 89	\$725	26 26	\$3,140	123 128
TOTAL MATERIALS	\$127,618	6,009 8,872	\$2,148	163 163	\$129,767	6,172 9,035	\$5,888	261 268	\$135,655	6,433 9,303

Outstanding Orders as of June 2010

General Fund \$869  
Adopt-a-book \$0

TOTAL \$869



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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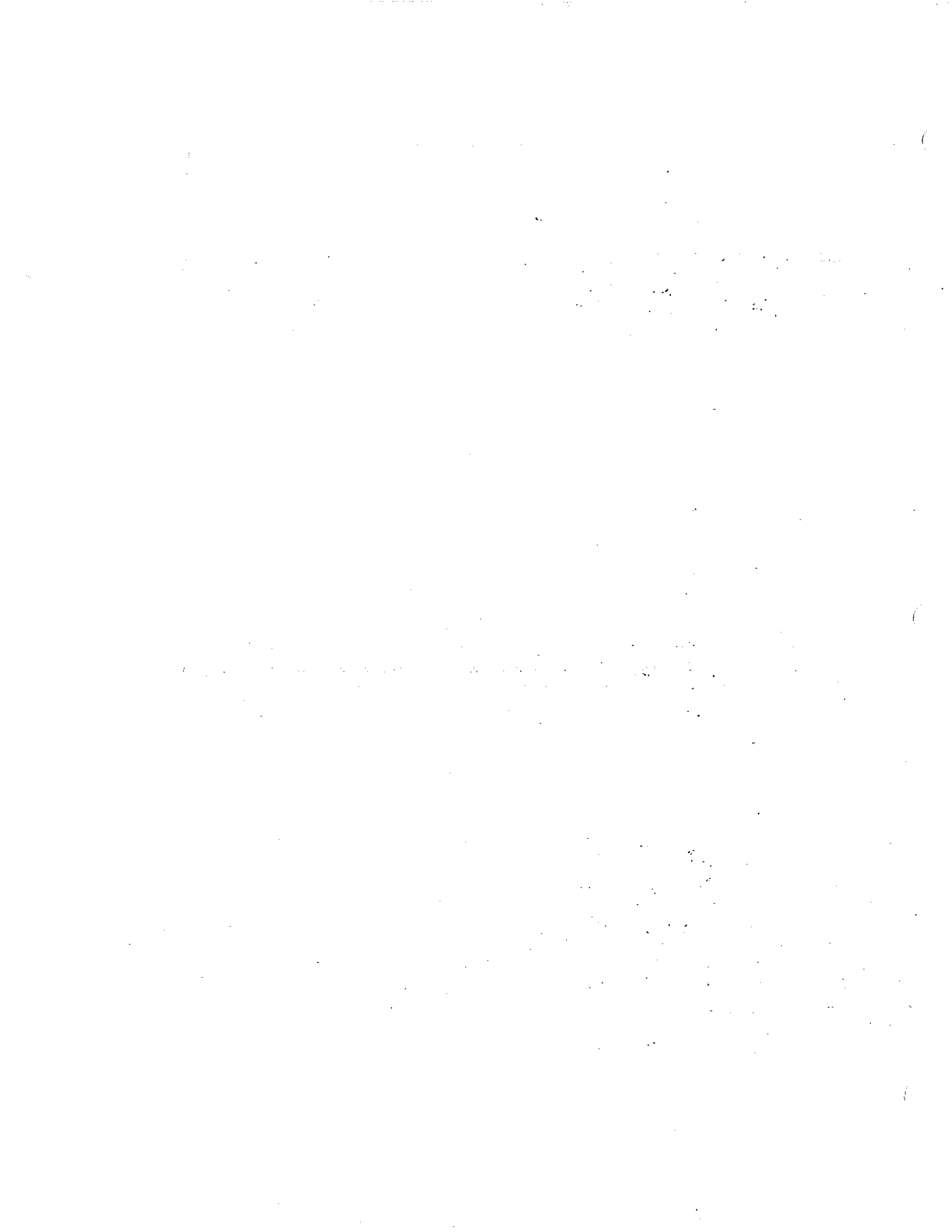
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**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Acting Human Resources/Finance Analyst  
**SUBJECT:** Entrepreneurial Activities Report for June 2010  
**DATE:** July 19, 2010

**June 2010 Net Revenue Summary**

			YTD	YTD
	Jun-10	Jun-09	2009-2010	2008-2009
Passport	6,365.00	12,755.00	84,203.00	71,226.00
Passport Photos	1,010.00	1,960.00	13,550.00	10,540.00
Test Proctor	150.00	350.00	2,752.00	1,360.00
Meeting Room*	455.00	645.00	7,315.00	6,930.00
DVD Rentals	630.00	0.00	6,752.00	0.00
<b>Total</b>	<b>8,610.00</b>	<b>15,710.00</b>	<b>114,572.00</b>	<b>90,056.00</b>

\*09/10 YTD includes checks from the beginning of the FY.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Acting Human Resources/Finance Analyst  
**SUBJECT:** Personnel Report for June 2010  
**DATE:** July 19, 2010

**RESIGNATIONS:**

None

**RETIREMENT:**

None

**APPOINTMENTS:**

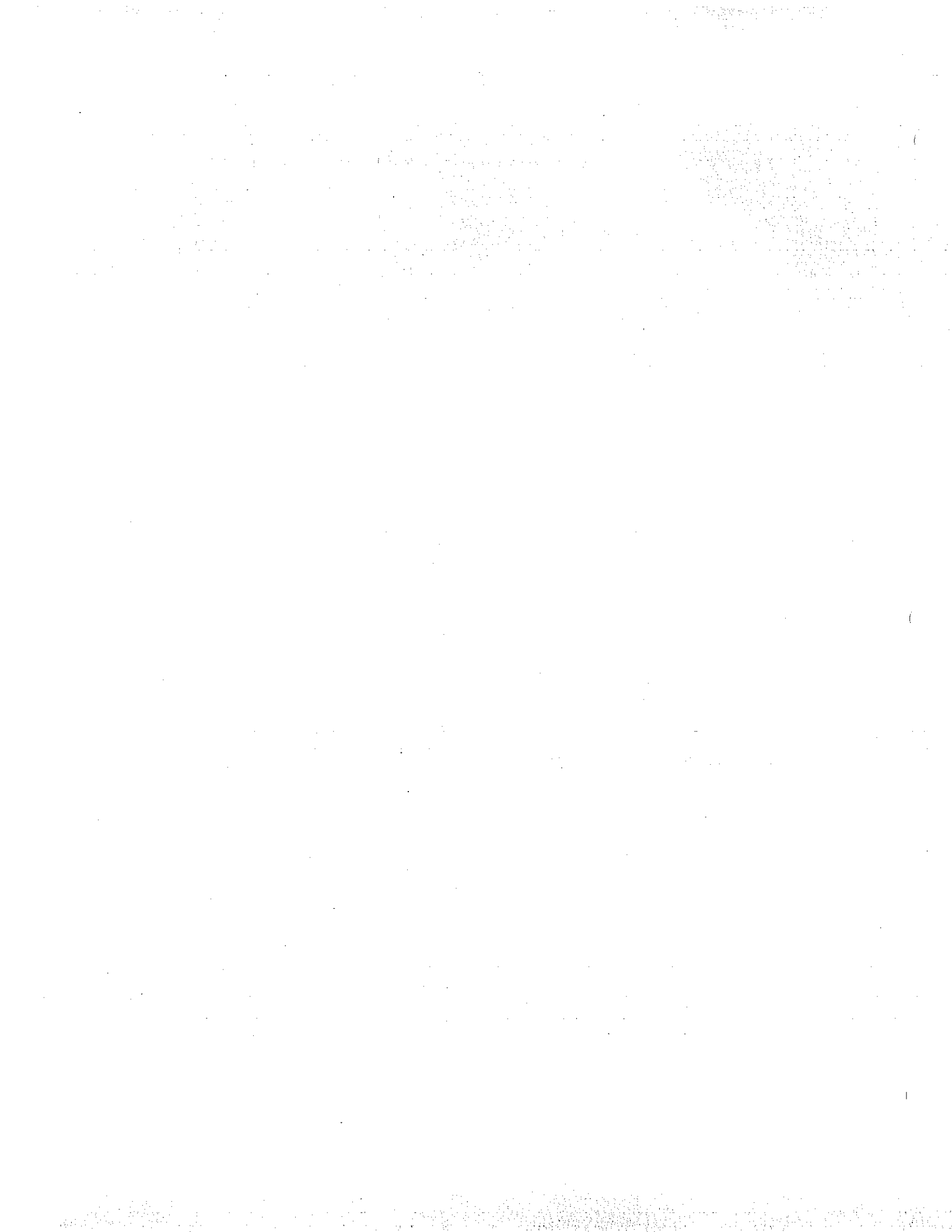
None

**OPEN POSITIONS:**

None

**WORKERS' COMPENSATION LEAVE:**

None



**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** David Ferrari, Circulation Supervisor  
**SUBJECT:** Circulation Activity Report  
**DATE:** July 19, 2010

**MONTHLY STATISTICS**

**June 2010**

<u>CIRCULATION</u>				Y-T-D	Y-T-D	Y-T-D
	Jun 10.	Jun 09.		2009-10	2008-09	% change
NEW PATRON REGISTRATIONS	494	484		4,601	4,453	3.2%
TOTAL CIRCULATION	21,288	23,010		318,411	246,224	17.5%
ATTENDANCE	26,341	27,959		298,374	222,157	25.5%

**PATRON COUNT**

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00	0	616	1,038	698	626	464	3,442
10:00	0	566	1,140	886	648	640	3,880
11:00	0	822	868	890	684	674	3,938
12:00	0	1,014	938	1,008	780	828	4,568
1:00	820	772	852	818	822	700	4,784
2:00	1,016	846	890	1,026	812	782	5,372
3:00	664	928	1,178	1,498	794	686	5,748
4:00	942	996	1,104	1,498	964	894	6,398
5:00	0	810	1,320	1,028	872	0	4,030
6:00	0	696	884	1,044	1,004	0	3,628
7:00	0	734	788	1,192	714	0	3,428
8:00	0	778	862	1,092	734	0	3,446
<b>Total/Day</b>	<b>3,442</b>	<b>9,578</b>	<b>11,862</b>	<b>12,678</b>	<b>9,454</b>	<b>5,668</b>	
							<b>Grand Total 26,341</b>

**PASSPORT SERVICES**

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00	0	0	0	0	0	10	10
10:00	0	0	0	0	0	8	8
11:00	0	0	0	0	0	12	12
12:00	0	0	0	0	0	6	6
1:00	5	0	0	0	0	7	12
2:00	6	0	0	0	0	8	14
3:00	6	11	7	10	8	6	48
4:00	3	7	10	6	4	2	32
5:00	0	10	9	9	6	0	34
6:00	0	7	8	9	7	0	31
7:00	0	8	6	5	4	0	23
8:00	0	3	2	4	2	0	11
<b>Total/Day</b>	20	46	42	43	31	59	
							<b>Grand Total 241</b>

**STAFF ACTIVITY**

- June 3, 2010-Meeting with Yesenia Baltierra to discuss library personnel assignments.
- June 3, 2010-Meeting with Estella Wnek to discuss issues with schedules and weekend program events.
- June 3, 2010-Meeting with Tim Worden to discuss issues with the vending machine.
- June 7, 2010 Meeting with Yesenia Baltierra to discuss library personnel.
- June 10, 2010-Meeting with Estella Wnek to discuss issues for the weekend events.
- June 10, 2010-Meeting with Yesenia Baltierra to discuss library personnel issues.
- June 12, 2010-Meeting with Tim Worden to discuss issues with the vending machine
- June 15,2010-Staff Meeting.
- June 16, 2010-Meeting with Coleen to discuss setup in Meeting Room.
- June 16, 2010-Meeting with Gary Bell to discuss setup for Saturday's reference program.
- June 17,2010-Meeting with Yesenia Baltierra to discuss schedules and personnel issues.
- June 17, 2010-Meeting with Estella Wnek to discuss schedules and weekend programs.
- June 17, 2010-Meeting with Vanita Todker to discuss her performance objective.
- June 24, 2010- Meeting with Yesenia Baltierra to discuss schedules and personnel issues.
- June 24, 2010-Completed and discussed staff evaluations with Yesenia Baltierra.
- June 24, 2010- Meeting with Estella Wnek to discuss program setups.
- June 28, 2010-Circulation Meeting.
- June 29, 2010-Setup Meeting Room for Passport Training.

**ONGOING PROJECTS**

- May 9, 2010-Examined all the fire extinguishers in the library.

**NEW PROJECTS AND ACTIVITIES**

N/A

## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Jeanette Contreras, Library Director  
**FROM:** Marisa Timothy, Administrative Assistant  
**SUBJECT:** City of Placentia Invoices  
**DATE:** July 19, 2010

CITY OF PLACENTIA  
INVOICES

PERIOD COVERED FY2010-2011	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-10	*	*	*	*	*	*	*	*
Aug-10	*	*	*	*	*	*	*	*
Sep-10	*	*	*	*	*	*	*	*
Oct-10	*	*	*	*	*	*	*	*
Nov-10	*	*	*	*	*	*	*	*
Dec-10	*	*	*	*	*	*	*	*
Jan-11	*	*	*	*	*	*	*	*
Feb-11	*	*	*	*	*	*	*	*
Mar-11	*	*	*	*	*	*	*	*
Apr-11	*	*	*	*	*	*	*	*
May-11	*	*	*	*	*	*	*	*
Jun-11	*	*	*	*	*	*	*	*
<b>TOTAL</b>	*	*	*	*	*	*	*	*
<b>AVG</b>	*	*	*	*	*	*	*	*

\* City Billing Not Received

FY2009-2010	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-09	02/03/10	7,927.04	1,605.36	137.25			70.71	9,740.36
Aug-09	02/03/10	7,315.95	1,605.36	134.30			12.79	9,068.40
Sep-09	02/03/10	7,803.57	1,605.36	142.53			12.77	9,564.23
Oct-09	02/03/10	3,853.51	1,605.36	*			12.78	5,471.65
Nov-09	02/03/10	3,835.72	1,605.36	138.05			12.80	5,591.93
Dec-09	02/03/10	3,327.17	1,605.36	132.42			*	5,064.95
Jan-10	05/10/10	3,327.17	1,605.36	132.11			*	5,064.64
Feb-10	05/10/10	3,306.59	1,605.36	132.11			*	5,044.06
Mar-10	05/10/10	3,802.36	1,605.36	142.50			14.39	5,564.61
Apr-10	05/10/10	*	1,605.36	142.50			14.39	1,762.25
May-10	05/10/10	*	1,605.36	142.50			14.44	1,762.30
Jun-10	05/10/10	*	1,605.36	142.50			*	1,747.86
<b>TOTAL</b>		44,499.08	19,264.32	1,518.77			165.07	65,447.24
<b>AVG</b>		4,944.34	1,605.36	138.07			20.63	5,453.93





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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Library Director's Report  
**DATE:** July 19, 2010

### Accomplishments

- Secured \$3,000 from the Placentia Library Friends Foundation (PLFF) for the Summer Reading Program and the Staff Appreciation Dinner.
- Met with the Acting Human Resources/Finance Analyst to provide guidance and assistance on personnel matters.
- Finalized details and specifications for the computer lab proposals.

### Community / Outreach

- Eagle Scout Presentation – June 10<sup>th</sup>.
- Retirement Luncheon for Louise Mazerov, former Buena Park Library Director – June 10<sup>th</sup>.

### Meetings

- Library Board of Trustees meeting – June 2<sup>nd</sup> and 21<sup>st</sup>.
- Summer Reading Celebration – June 3<sup>rd</sup>
- Meeting with Secretary DeVecchio – June 7<sup>th</sup>.
- Meeting with Jonny Rossman, Eagle Scout regarding Children's Archway project – June 30<sup>th</sup>.

### Projects in Progress

- Strategic Plan
- Computer Lab project
- Technology plan
- PLFF Notations / Placentia Quarterly Newsletter
- Summer Reading Celebration

Attended an all-staff social gathering at a bowling alley on June 4<sup>th</sup> and the Children's Bubble Mania program on June 30<sup>th</sup>.

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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Roger Hiles, Library Services Manager  
**SUBJECT:** Library Services Manager Report for June 2010  
**DATE:** JULY 19, 2010

### Activities Report:

#### **Achievements**

Applied for the California Teleconnect Fund discount (currently about 12%) for our Internet access on June 9. Also researched an upgrade path for connectivity when the lab computers come on line and increase the demand for bandwidth.

Researched and wrote five Board agenda items for the June 21 meeting.

Completed a circulation report on the Adult collection on June 23. Adult circulation is up 11% over last year.

Worked with the Children's Librarian on applying for a grant from the Broadcom Foundation to enhance the after-school Homework Club with math tutors. Application submitted on June 30. They will be announcing their funding decisions in the Fall.

Trained several staff to upload and edit photos going into the Library's online photostream.

Arranged for a replacement part to be sent to us for a paperback display that failed under warranty on June 24.

Did training for Adult Services and Children's staff on June 8 for our new "Career Transitions" online resource (available thanks to our membership in the Southern California Library Cooperative).

Worked on day-to-day computer problems in place of the IT technician after budget cuts reduced his availability. Major items this month: Updated anti-virus and anti-adware programs on staff PCs and diagnosed several hardware problems with public PCs.

#### **Projects in Progress**

**Library Email System Training** – I am presenting two hours of hands-on training on the Google Docs online productivity suite to the library staff in a series of seven sessions over June and July. I am also developing a special lesson plan for board members. Email syncing will follow as the implementation wraps up.

**Performance Evaluations** – Worked on performance evaluations for four staff members due in July.

**Public Access Channel** – Contacted Deane Leavenworth, Time Warner Cable Regional Vice President for Government Affairs, and Kristy Hennessey, Time Warner Vice

President for Government Relations in another attempt to repair the Library's Public Access channel. They promise to respond soon.

**Customer Service Review** – Continued regular meetings of the Adult Services and Children's staffs to review and coordinate customer service procedures. Ongoing.

**Collection Management in Adult Collection** – working with Adult Services staff to improve circulation and “browse-ability” of the adult collection by integrating oversized books into the main collection and making room for separate genre collections of fiction (Mystery, Science Fiction, Western). Many older books no longer on the computer were weeded from the oversize shelves.

**Collection Development Plan for Children's Collection** – Continued discussing plan with the Children's Librarian. Due: December

**Computer infrastructure** – Action on computer refresh plan awaits final approval.

**Computer Lab** – “Burn-in” of new lab computers is half done. Printer testing completed. Router purchased. Switch, cabling, and software are awaiting funding.

**History Room** – Continued working with History Room librarian on new program plan. Anticipated completion: Summer 2010.

**Literacy Program** – Program split into an adult literacy program run by Adult Services librarians, and the continuing Homework Club moving to the Children's staff with the reassignment of the Literacy/Volunteer Coordinator there. Working on a new program plan. Anticipated completion: Summer 2010.

**Website Redesign** – Waiting for time to resume working on project. Anticipated project completion: TBD.

**Library Twitter account** – continued updating library Twitter feed.

**Website Updates** – continued updating library website.

**PLFF Twitter and Facebook accounts** – continued updating feeds.

**PLFF Paypal Account and Online Bookstore** – met with Nancy Nancy Lone-Tollefson on setting up an online bookstore for the PLFF. Before setting up the online presence am awaiting volunteer(s) planned to take on the ongoing management of the program. Also working on activating PLFF Paypal account.

## **Meetings**

I met with the Children's Librarian on June 3, 10 & 17.

I chaired the combined Adult Services/Children's Staff meeting on June 8.

I attended the Board of Trustees meetings on June 2 and June 21.

I chaired the Library Staff meeting on June 22.

I chaired the Adult Services Staff meeting on June 23.

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Lori Worden, Children's Librarian  
**SUBJECT:** Children's Services Monthly Activity Report for June 2010  
**DATE:** July 19, 2010

**MONTHLY STATISTICS**

**Childrens Desk  
Activity**

	June 2010	June 2009	Y-T-D 2009-10	Y-T-D* 2008-9	Y-T-D % change
Phone reference:	47	22	335	256	30.86%
In person reference/research:	611	482	6512	6973	-6.61%
Total Reference	<b>658</b>	<b>504</b>	<b>6847</b>	<b>7229</b>	<b>-5.28%</b>
Total Number of Programs	28	29	310	226	37.17%
Total Programs Attendance	2820	1774	12263	7707	59.12%

\*FY08/09 Partial year due to closures and missing statistics

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Read to the Dogs	1	25
F.I.R.S.T. -- Family Interactive Reading and Sharing Time	1	30
Preschool Story Times I & II: 3-6 years	6	130
Pocket Tales: Stories, music, and movement.	3	112
Lap Sit 24 months & younger	2	94
Family Game Day	1	33
6/3 Teen Volunteer Meeting	1	20
6/3 P-TAC Meeting/Grad Party	1	14
6/7 Morse Elem. School SRP Visits	1	554
6/8 Morse Elem. 3 <sup>rd</sup> Grade Tours	3	105

6/9 Melsrose Elem. 2 <sup>nd</sup> Grade Tours	2	120
6/14 Melrose Elem. SRP Visits	1	500
6/23 SRP: Hullabaloo Sing Along Band	1	121
6/24 YA: Beneath the Waves Teen Café	1	16
6/30 SRP: Bubble Mania	1	205
6/30 YA: Ocean Commotion Book Trailer	1	12
6/30 SRP Registrations for Children and Teens	1	729
<b>Total June 2010</b>	<b>28</b>	<b>2,820</b>
<b>Total June 2009</b>	<b>53</b>	<b>1,774</b>
<b>Current FY to date</b>	<b>310</b>	<b>12,263</b>
<b>Previous FY to date</b>	<b>249</b>	<b>8,838</b>

#### Achievements:

- 729 children and teen registered for the Summer Reading Program in June. This is a 7% increase from June 2009 registrations.
- Lori Worden visited all classes at Morse and Melrose Elementary schools to invite the children to participate in the Summer Reading Program.
- Toby Silberfarb joined the Children's Department. She will coordinate the F.I.R.S.T. program and Homework Club.
- Children's staff members decorated the Children's department for the Summer Reading Program on Friday, June 18.
- Lori Worden was notified that the Library has been awarded a \$2,000 Target Grant to continue the Super STAR program.
- Children's staff conducted teen volunteer training sessions in June.
- Lori Worden applied for a Broadcom Foundation grant to add math tutoring to the Homework Club.
- Lori Worden participated as a committee member for the Summer Reading Celebration to be held on August 14.
- Children's staff members attended Google Apps training with Roger Hiles.

#### In Progress:

- Children's staff made plans for Fall activities, including Halloween programs for children and teens, Camp Library, and a SAT testing program for teens.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Toby Silberfarb, Library Assistant Literacy / Volunteers  
**SUBJECT:** Literacy / Volunteer Report for June, 2010  
**DATE:** July 19, 2010

**MONTHLY STATISTICS**

**Volunteer Hours:**

	June 2010	June 2009	Y-T-D 2009-10	Y-T-D* 2008-9	Y-T-D % change
History Room	31	101	438.5	775.5	-43.46%
PLFF	466	454	4265	2559	66.67%
Library (General)	333.5	565	3321	1070	210.37%
Technical	14	3.5	87	3.5	2385.71%
Homework Club*	38	0	848	420	101.90%
H.I.S. House Homework club	0	0	38	0	N/A
Tutors (Adult Literacy)	74	43	471	204	130.88%

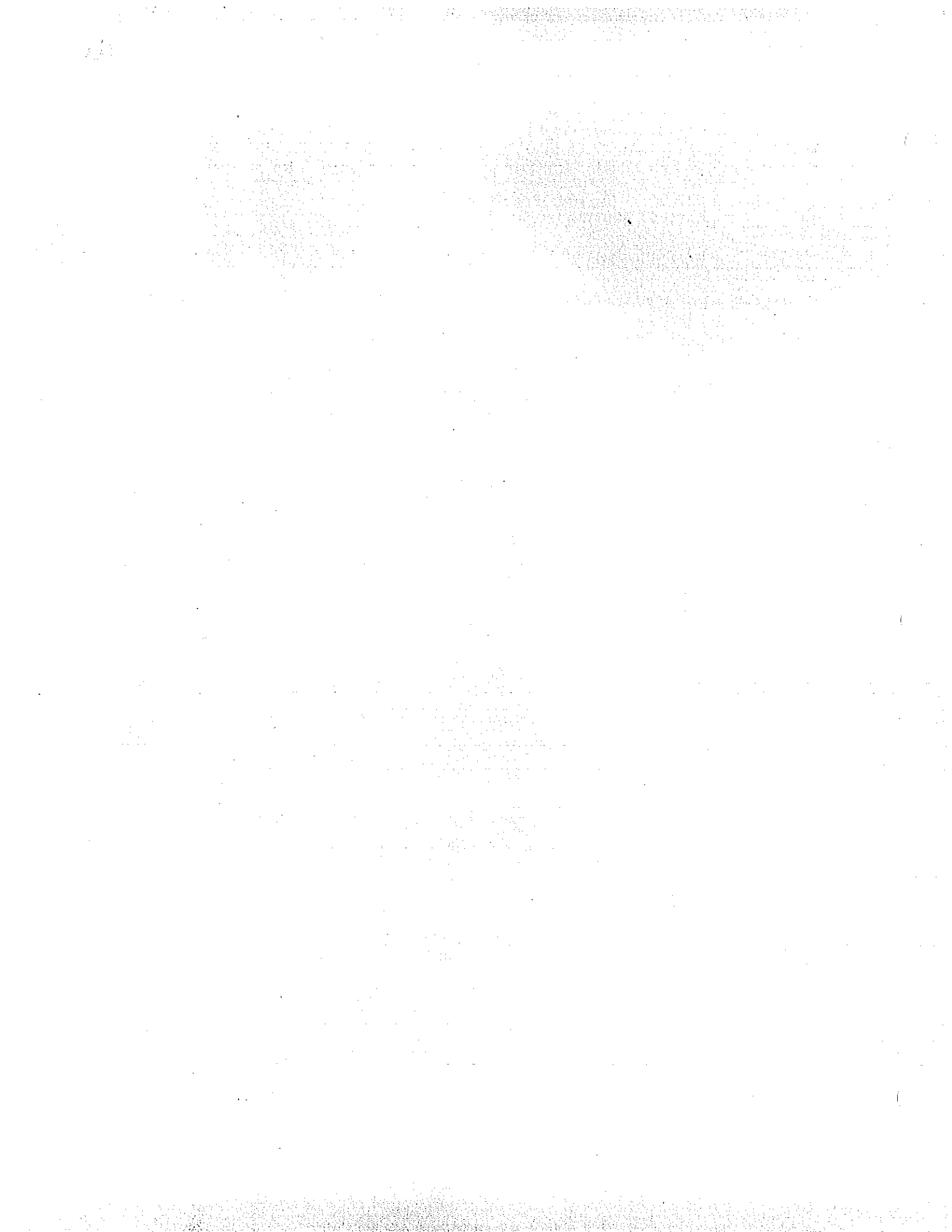
\* HW Club ended 6/10

**Achievements**

- The Tech Volunteer program continues to attract both volunteers and patrons on Wednesday evenings.
- Adult Literacy Services tutor/student pairs continue to meet according to schedule
- Proctored 1 exam for distance learning students.

**Projects in Progress**

- Preparing for my new assignment in the Children's Department.
- Refresher Adult Literacy cross training with Gary
- Training with Lori
- Google Apps training with Roger.





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


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**TO:** Jeanette Contreras, Library Director  
**FROM:** Nadia Dallstream, Adult Services Librarian  
**SUBJECT:** Adult Services Monthly Activity Report for June 2010  
**DATE:** JULY 6, 2010

**MONTHLY STATISTICS****Reference Desk Activity**

	June 2010	June 2009	Y-T-D 2009-10	Y-T-D* 2008-9	Y-T-D % change
Phone reference:	321	239	3913	1953	100.36%
In person reference/research:	1222	1684	15041	13885	8.33%
Guest passes:	44	26	278	109	155.05%
E-mail reference/research:	1	13	2	28	-92.86%
Electronic: databases/Internet/catalog instruction:	15	169	502	1015	-50.54%
Electronic: public computers (desktops):	2889	2766	34568	24392	41.72%
express Internet stations (laptops):	1685	1570	19822	3140	531.27%
Technology: computer/printer troubleshooting:	719	481	8092	3557	127.50%
In library use: ready reference:	22	40	284	319	-10.97%
In library use (cleanup):	3624	3713	41695	27195	53.32%

\*FY08/09 Partial year due to closures and missing statistics

**ACHIEVEMENTS**

- *Nadia Dallstream and Kathy Staymates* updated the book trough for June which is "Rebuild Your Life Month".
- *Nadia Dallstream* changed the book trough to display Science Fiction books.
- *Kathy Staymates* created a bibliography on Raul Dufy for the art bulletin board.
- *Gary Bell* led the June 8<sup>th</sup>, book discussion of *The Help* by Kathryn Stockett. Sixteen people attended the program.

- *Gary Bell* coordinated and led the 2<sup>nd</sup> Name That Tune program as part of the Adult Summer Reading Program on June 26<sup>th</sup>. Eight people attended.
- *Katie Matas* has been tracking the Adult Summer Reading Program statistics.
- *Katie Matas* updated the e-mail notification list for Adult Services and programs.
- *Katie Matas* updated the Astronomy bibliography for the 500s.
- *Nadia Dallstream* continues to update the Library's Facebook account with upcoming events and wall posts.
- *Toby Silberfarb* continues to coordinate the Tech Volunteer Program. Two volunteers continue to assist patrons on Wednesday evenings.
- *Kathy Staymates* continues to update the Librarians' Choice book trough.
- *Gary Bell* weeded the 700s and 900s Oversized collection.

#### TRAINING/WORKSHOPS/CONFERENCES

- *Gary Bell, Nadia Dallstream, Katie Matas and Kathy Staymates* attended the Google Applications Part I Training.

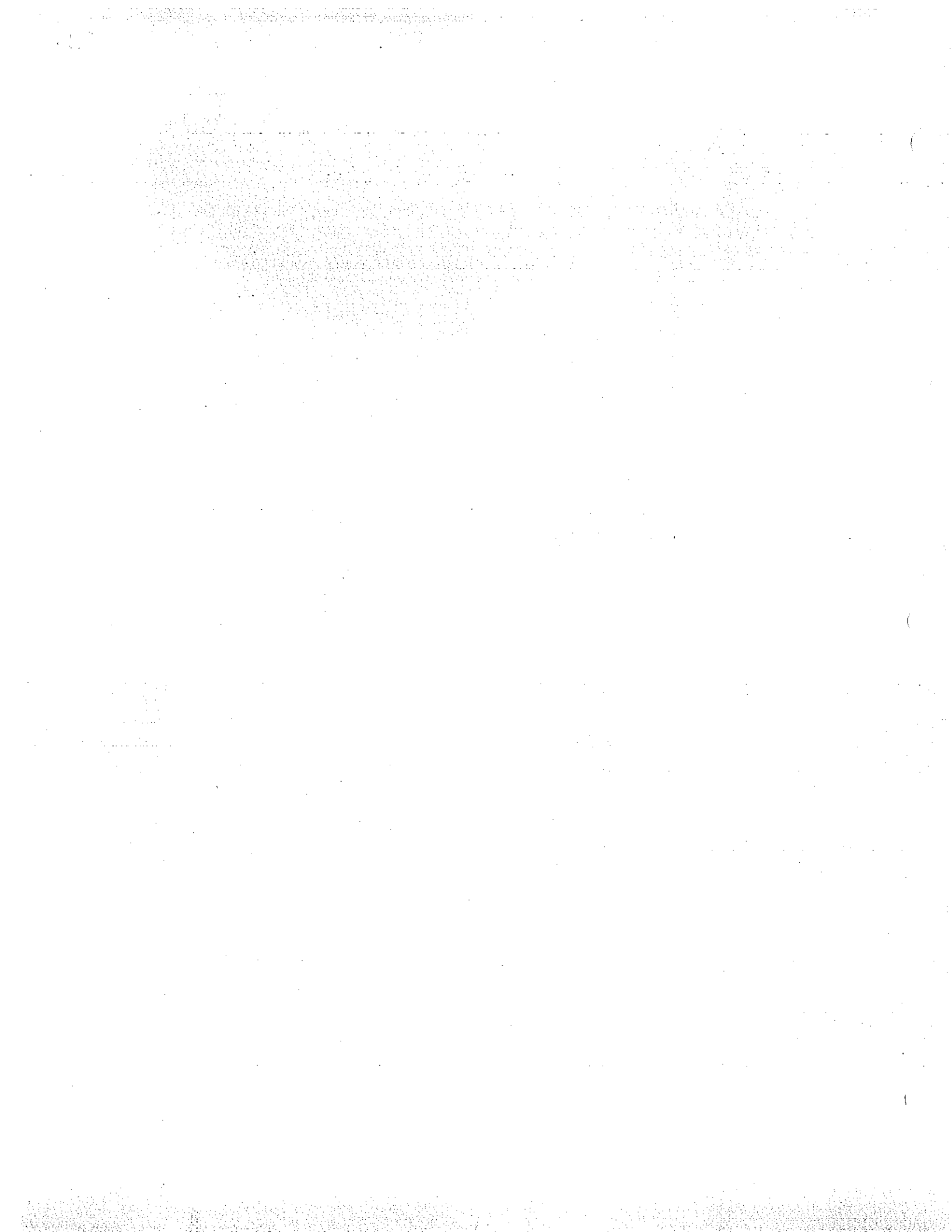
#### MEETINGS

- *Gary Bell, Nadia Dallstream, Katie Matas, Kathy Staymates, Toby Silberfarb* attended the Adult Services and Children's Services Combined Staff Meeting on June 8<sup>th</sup>.
- *Nadia Dallstream* attended a Summer Reading Celebration Committee Meeting on June 10<sup>th</sup>.
- *Nadia Dallstream* co-hosted a staff event on Friday, June 11<sup>th</sup>.
- *Nadia Dallstream* attended a Summer Reading Celebration Committee Meeting on June 17<sup>th</sup>.
- *Nadia Dallstream* chaired a Social Committee Meeting on June 21, 2010.
- *Gary Bell, Nadia Dallstream, Katie Matas and Toby Silberfarb* attended the Library Staff Meeting on June 22, 2010.
- *Gary Bell, Nadia Dallstream, Katie Matas, and Toby Silberfarb* attended the Adult Services Meeting on June 23<sup>rd</sup>.

#### IN PROGRESS

- *Nadia Dallstream* is preparing for a "Book to Movie" event for the Summer Reading Program.
- *Nadia Dallstream* is preparing for a book discussion of *The Art of Racing in the Rain* by Garth Stein for the Summer Reading Program.

- *Kathy Staymates* is preparing for a series of three gardening programs for the Summer Reading Program.
- *Nadia Dallstream and Coleen Wakai* are preparing for an Adult and Teen “Storytelling Workshop” event for the Summer Reading Program.
- *Katie Matas* is preparing for a book discussion of *Eternal on the Water* by Joseph Monninger for the Summer Reading Program.
- *Gary Bell* is preparing for a “Book Trivia” event for the Summer Reading Program.
- *Nadia Dallstream* is weeding Fiction.
- *Katie Matas* will be coordinating the Proctor Service.
- *Nadia Dallstream* will be coordinating the Tech Help Program.
- *Gary Bell* will be coordinating the Adult Literacy Services Program.
- *Nadia Dallstream* is coordinating the August 14<sup>th</sup> Summer Reading Celebration with Fernando Maldonado and Lori Worden.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Gary Bell, History Room Librarian  
**SUBJECT:** Local History Room Monthly Report for June, 2010  
**DATE:** July 19, 2010

**History Room Statistics:**

	June 2010	June 2009	Y-T-D 2009-10	Y-T-D* 2008-9	Y-T-D % change
History Room Visitors	28	9	126	82	53.66%
History Room Volunteer Hours	31	12	461	662.5	-30.42%

**Achievements:**

- I hosted the book discussion of June 8, **The Help** by Kathryn Stockett. Sixteen people attended.
- I completed the weeding of the Oversize 700 section with over 400 titles weeded.
- I hosted, planned, coordinated and played the piano and sang for the second annual "Name that Tune" program, the first in this year's Summer Reading Program's adult events.
- I updated the History Room's listing with the San Jose State University Library's SLIS internship program.
- I assisted patrons in research on the town of Olinda and the Grasseaters sect.
- I provided microfilm of the 1931-32 Placentia News Times to the Fullerton Public Library for use by Tom Pulley of the Orange County Historical Society.
- A digital photo of Chapman gusher # 1 was sent, per a request from Weehawken, New Jersey.
- The Bancroft Books were delivered to Kater-Crafts Bookbinders for rebinding.
- Plans were drawn up and submitted for the reorganization, rearranging and redistribution of items to "brighten" the History Room and its environs.
- The yearbooks for Valencia, Esperanza and Eldorado High Schools were acquired for the History Room's ongoing collection.

**Activity and in Progress:**

- Work continues on the planning of the DVD project.
- The Placentia Round Table Women's Club materials are being collected from the members who used them and arranged in a more efficacious and attainable archive.
- Work continues with volunteers on accessioning, filing, and identifying materials acquired to the archives.
- Pat Irot has relocated materials lent out to the Placentia Round Table Women's Club and is reorganizing the PRT scrapbooks.

**Meetings:**

- I attended 2 Reference meetings and a staff meeting.

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Katie Matas, Librarian, Technical Services  
**SUBJECT:** Technology & Website Report for June 2010  
**DATE:** July 19, 2010

**MONTHLY STATISTICS**

Online database usage:

	June 2010	June 2009	Y-T-D 2009- 10	Y-T-D 2008- 9	Y-T-D % change
Ancestry.com (not renewed for 2010)	0	203	4,943	1,858	166%
General Reference Center	775	27	3,046	336	807%
Newsbank	52	6	564	1,186	-52%
Heritage Quest	516	869	19,866	28,491	-30%
Learning Express	51	1	118	156	-24%
Novelist	12	16	576	303	90%
World Book (began 12/2009)	13	0	607	0	NA
Tumblebooks	416	196	4,932	3,119	58%
Valueline (Statistics for fy2009/10 begin with Dec. 2009. July-Nov are unavailable.)	125	0	1,018	818	24%
Reference USA	60	51	955	672	30%
	<b>2020</b>	<b>1369</b>	<b>36,625</b>	<b>36,939</b>	<b>-1%</b>

**Website traffic for June 2010:**

In June 2010 we had 18,134 visitors to our website. In June 2009 there were 42,326 page hits. Last year we had 17,570 visitors and 46,996 page hits in June.

**STAFF ACTIVITY**

- Katie attended a reference staff meeting.
- Katie attended a reference and children’s staff meeting.
- Katie attended the first of two Google Apps trainings.
- Roger added a new database to the Library’s website. A one year subscription to “Career Transitions” was paid for by SCLC for all member libraries.
- Roger and Katie worked on dividing the 2010/11 materials budget between the various material types and subject areas.
- Katie and Gary worked on weeding the books in the oversized area in preparation of interfiling them in the regular area.

**ONGOING PROJECTS**

- Jesus and Roger continue to update Library events on the website.
- Katie helped patrons and staff with day-to-day computer and copier questions.
- Katie updates the messages on the telephone system.
- Katie updates the messages on the outside digital sign.
- Nadia updates the Library's Facebook account.
- Roger updates the Library's Twitter account.



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Public Hearing on the Fines & Fees Schedule for Fiscal Year 2010-2011  
**DATE:** July 19, 2010

### **BACKGROUND**

Attachment A is the Fines & Fees Schedule for Fiscal Year 2010-2011 as approved by the Library Board of Trustees at its Regular Meeting on June 21, 2010, and scheduled for Public Hearing at the Library Board of Trustees Regular Meeting on July 19, 2010.

### Legal Notices

The Notice of Public Hearing for the Fines & Fees Schedule for Fiscal Year 2010-2011 for the Placentia Library District was sent to the Orange County Register, posted in the Library's public bulletin board and on the Library's website on July 9, 2010. Attachment B is a copy of the Public Notice.

### Public Hearing

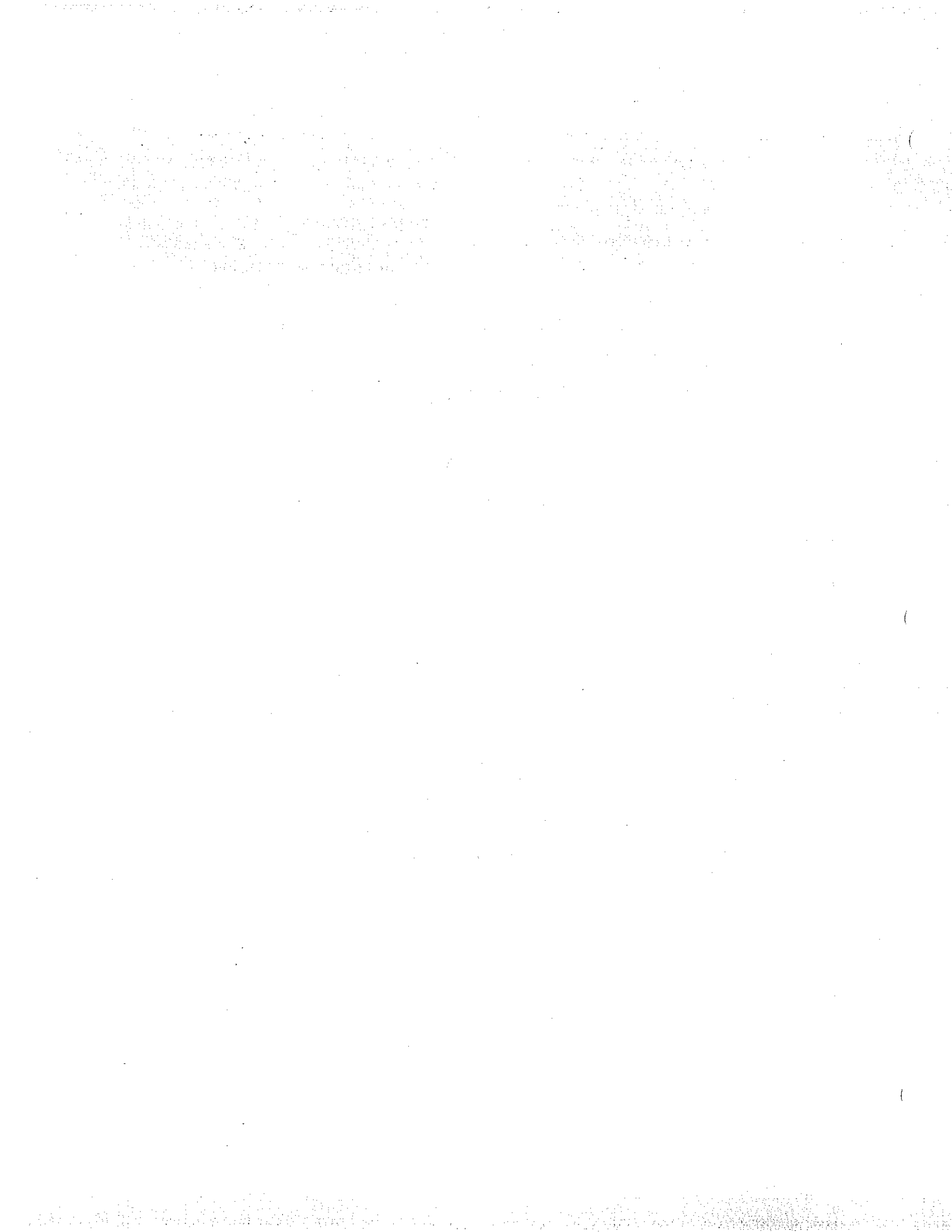
A Public Hearing needs to be conducted for the Fines & Fees Schedule for 2010-2011 Fiscal Year for the Placentia Library District. The guidelines for conducting a Public Hearing are in Attachment C.

### Budget Resolution

The Fines & Fees Schedule for Fiscal Year 2010-2011 for the Placentia Library District needs to be adopted by Resolution 11-05. Attachment D is Resolution 11-05.

### **RECOMMENDATIONS:**

1. Conduct Public Hearing on the Fines & Fees Schedule for Fiscal Year 2010-2011 as published; and
2. Adopt the Placentia Library District Fines & Fees Schedule for Fiscal Year 2010-2011; and
3. Adopt Motion to read Resolution 11-05 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Fines & Fees Schedule for Fiscal Year 2010-2011 of the Placentia Library District of Orange County; and
4. Motion to adopt Resolution 11-05 by a roll call vote.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Fines & Fees Schedule  
**POLICY NUMBER:** 6035

### PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE

Effective October 1, 2007

Adopted August 25, 2003, Revised August 15, 2005, Revised September 17, 2007,  
Revised February 17, 2009, Revised August 17, 2009, Revised June 21, 2010

#### FINES PER DAY

##### DVD's:

New Feature Films .....	\$ 1.00
Old Feature Films.....	\$ 1.00
Mini Series .....	\$ 1.00

All Other Items ..... \$ .20

There is a two day grace period on fines. At the end of the grace period fines are calculated from the date that the item was due, not from the end of the grace period.

#### RENTAL FEE

##### DVD's:

New Feature Films .....	\$ 1.00 For Two (2) Days
Old Feature Films.....	\$ 1.00 Per Week
Mini Series .....	\$ 1.00 Per Week

MAXIMUM FINE PER ITEM .....	MAXIMUM
All Items .....	\$ 20.00

RESERVES & SHELF CHECKS.....	PER ITEM
All Items .....	\$ .50
Interlibrary Loans, actual charges by lending library, plus postage, plus.....	\$ 5.00

#### LOST MATERIALS DEFAULT\*

Cataloged Adult & Children's Books .....	Item Cost + \$ 5.00 .....	\$ 30.00
Uncataloged Paperbacks .....	Item Cost + \$ 5.00 .....	\$ 20.00
Magazines/Pamphlets.....	No Processing Fee.....	\$ 3.00
Cassettes.....	No Processing Fee.....	\$ 10.00
CDs, CD ROMs & Videos .....	Item Cost + \$ 5.00 .....	\$ 20.00
Audio Books (all formats).....	Item Cost + \$ 5.00 .....	\$ 50.00

*\*Default price will be used in the event the item cost is not available. The processing fee of \$5.00 is not part of the default price and needs to be added for the total amount due.*

SPECIAL SERVICES .....	PER ITEM
Headsets.....	\$1.00
Library card replacement.....	\$ 2.00
Fax per document (outgoing or incoming) plus \$ .10 per page .....	\$2.00
Photographs from Placentia History Room, per photo plus actual packaging, postage and/or shipping.....	\$10.00 for non-commercial use; \$75.00 for commercial use
Printing & Photocopy, black ink, per page .....	\$.15
Printing & Photocopy, color, per page .....	\$.50
Passport check preparation.....	\$5.00
Passport Photos.....	\$12.00
Test monitoring, per exam .....	\$50.00

MEETING ROOM

Per hour .....	\$20.00
for non-profit and \$35 for other groups	
Refundable Security Deposit/Cleaning fee .....	\$50.00

Administrative Fee (for cancellation notices less than two weeks in advance).....	\$25.00
After Hour Fee.....	\$25.00
Staff Attendee.....	\$25.00
Set-up fee .....	\$20.00
Clean-up fee .. ..	\$20.00

SURCHARGES

Returned check, up to 30 days .....	\$ 25.00
Returned check, 30th day and over: the greater of 3 times value of check or .....	\$100.00
Report to Collection Agency, per report .....	\$25.00

DAMAGES

Borrowers of materials from Placentia Library District assume full responsibility for their use. Placentia Library District assumes no responsibility for damage to personal property caused by the use of video cassettes, audio cassettes, or other library materials or equipment of any type. *(Adopted by the Library Board of Trustees, January 18, 1993.)*

PLACENTIA LIBRARY DISTRICT

NOTICE OF PUBLIC HEARING  
REGARDING PROPOSED ADOPTION OF RESOLUTION 11-05, THE  
FINES AND FEES SCHEDULE FOR FISCAL YEAR 2010-2011

NOTICE IS HEREBY GIVEN that on July 19, 2010, the Board of Trustees of the Placentia Library District will hold a public hearing in the Meeting Room of the Placentia Library District, 411 East Chapman Avenue, Placentia, CA 92870 as part of the Regular Meeting of the Board at 6:30pm, or as soon thereafter as practicable. The Board will hold the public hearing in order to receive oral and written opinions regarding the proposed adoption of Resolution No. 11-05. Those desiring to comment orally may do so during the hearing. Written comments may be filed at any time prior to conclusion of the public hearing. Any written materials to be submitted to the Board should be addressed to the attention of Jeanette Contreras, Library Director, at the above-mentioned address. Upon conclusion of the hearing, the Board will consider adoption of proposed Resolution No. 11-05, which would establish the Fines and Fees Schedule for Fiscal Year 2010-2011.

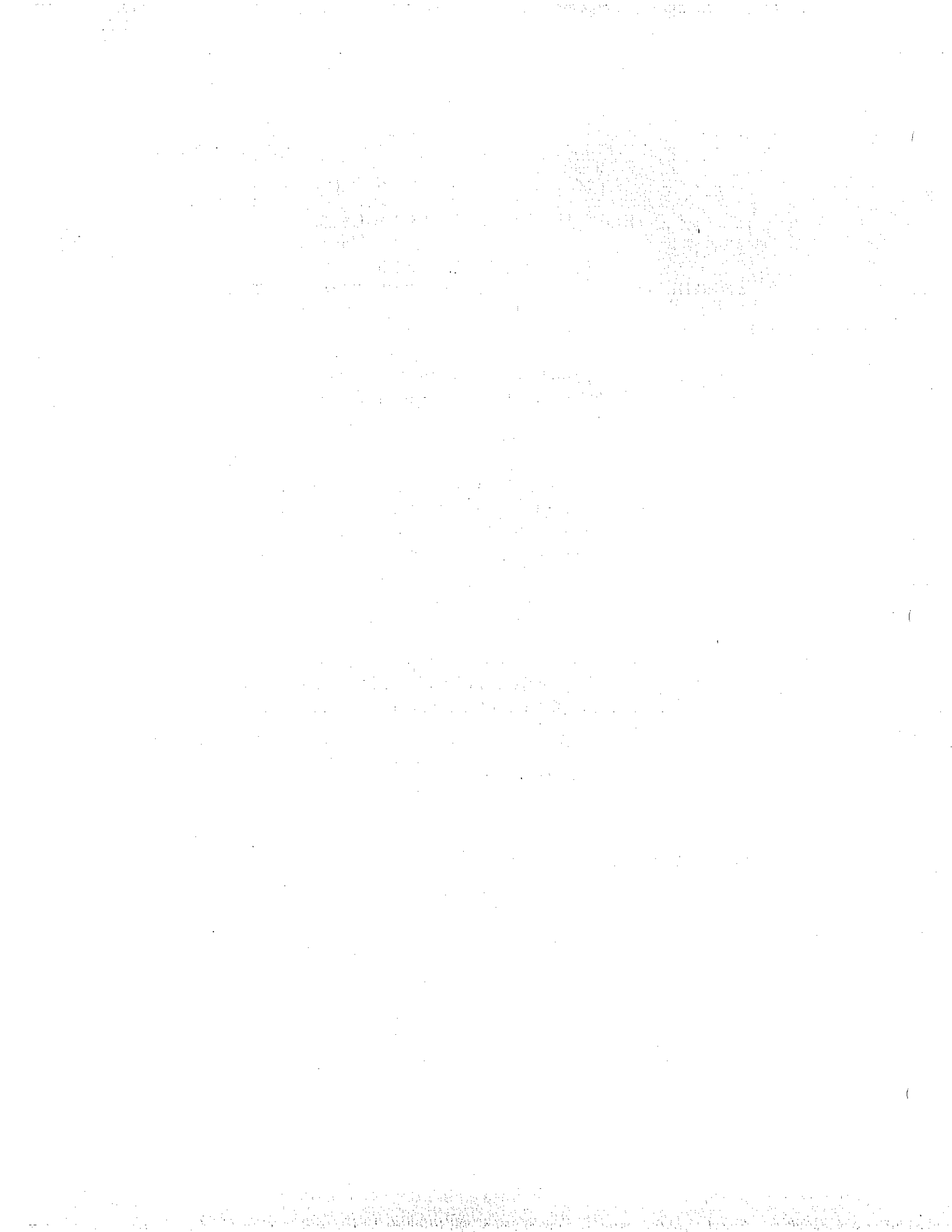
A copy of the full Resolution No. 11-05 and data, as proposed, is available for review in the District offices, at the address set forth above. Copies of the Resolution and data are available by calling the District at (714) 528-1925, extension 200.

DATED: July 9, 2010

POSTED: July 9 through July 19, 2010

PLACENTIA LIBRARY DISTRICT

Marisa Timothy  
Administrative Assistant



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

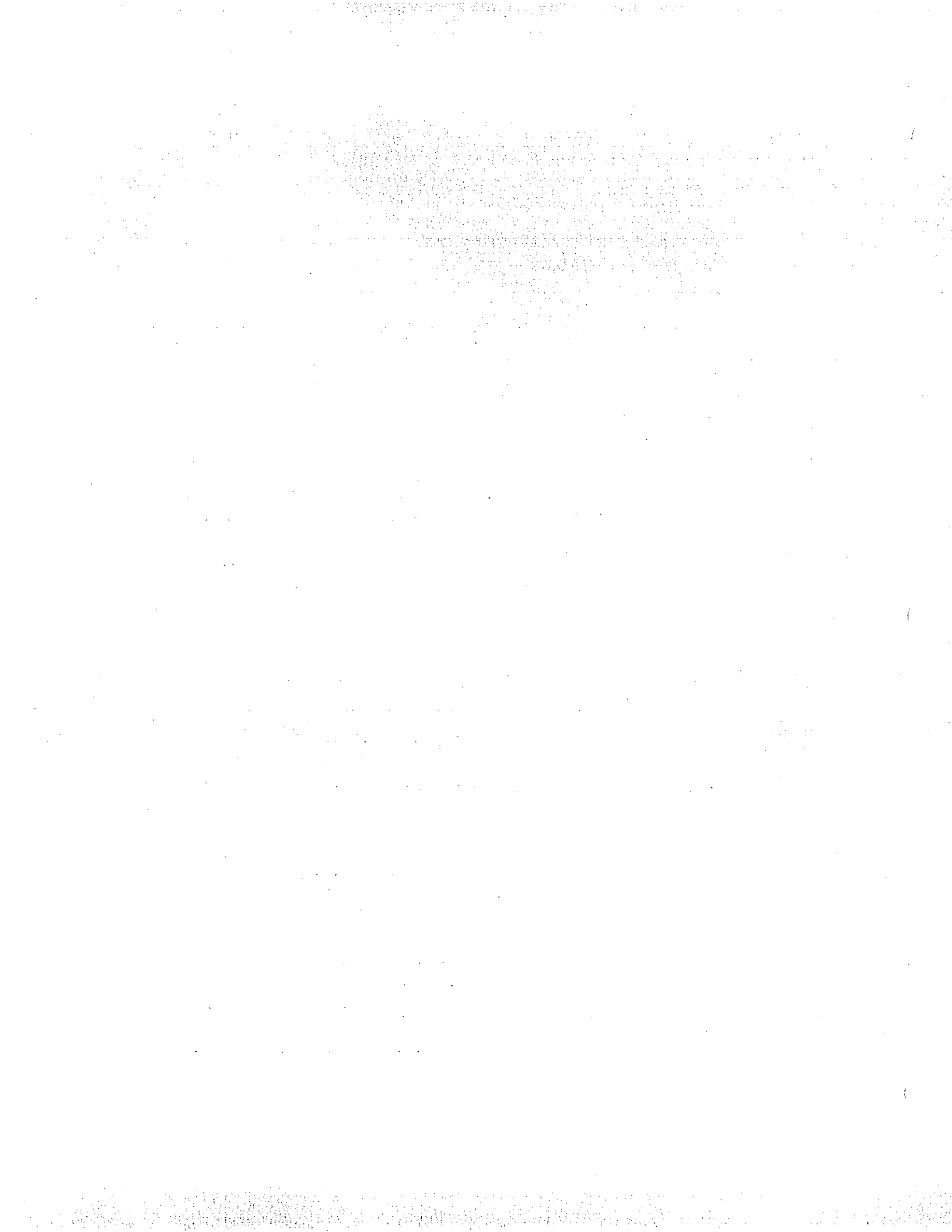
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**TO:** Library Board of Trustees President  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Public Hearing Procedures  
**DATE:** July 19, 2010

### Public Hearing Procedures

1. Announce the Public Hearing topic.
2. Declare the Public Hearing open.
3. Ask for and listen to comments from the public. The Library Board of Trustees should not respond directly to public comments as they will have an opportunity to speak after the hearing.
4. Declare the Public Hearing closed.
5. Process Board discussion on the item.
6. Process motion to read Resolution by Title only.
7. Have the Administrative Assistant read the Resolution Title.
8. Motion to adopt the Resolution by roll call vote.
9. Have the Administrative Assistant conduct the roll call vote.
10. Be sure that the results of the roll call vote are read in to the record.





RESOLUTION 11-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ADOPT  
THE FINES AND FEES SCHEDULE FOR FISCAL YEAR 2010-2011 FOR  
THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

WHEREAS, Section 19645 of the Education Code of the State of California establishes that the Board of Library Trustees shall make and enforce all rules, regulations and bylaws necessary for the administration, government, and protection of the library, and all property belonging to it; and

WHEREAS, Section 19661 of the Education Code of the State of California establishes that for violation of any rule, regulation, or bylaw a person may be fined or excluded from the privileges

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the Placentia Library District Fines and Fees Schedule for Fiscal Year 2010-2011 dated July 19, 2010, and implements such on August 1, 2010.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California    )  
                                  )ss.  
County of Orange     )

I, Richard DeVecchio, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the nineteenth day of July 2010.

IN WITNESS THEREOF, I have hereunto set my hand and seal this nineteenth day of July 2010.

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Richard DeVecchio, Secretary  
Board of Trustees of the Placentia Library District



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Employee of the Quarter Award  
**DATE:** July 19, 2010

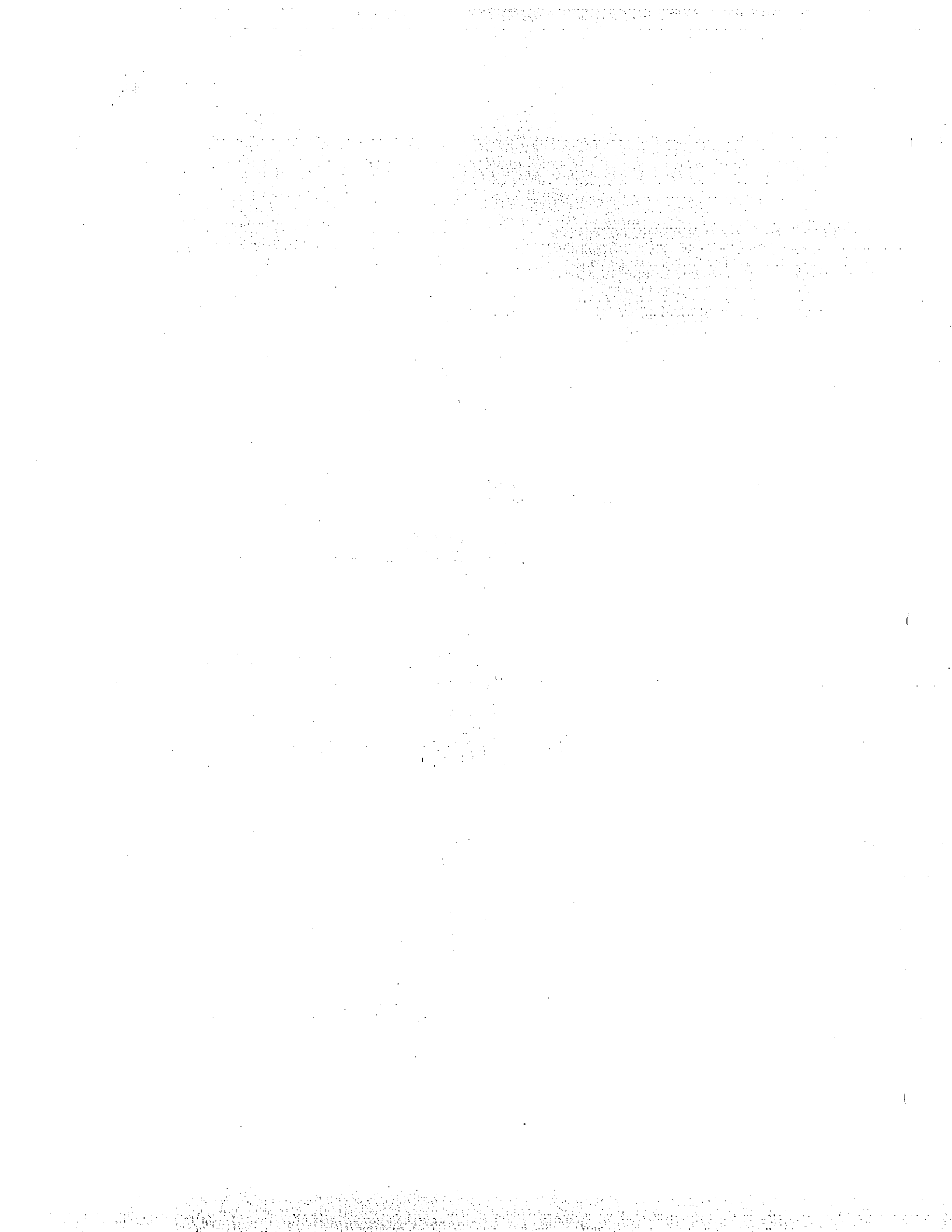
### BACKGROUND

President Shkoler will present the Employee of the Quarter Award to Laura Mitchell, Library Clerk.

Laura's employment with the Placentia Library District started on September 27, 2004 as a substitute Clerk and she continues to be a valuable team player.

During the time that the Library was preparing the budget for Fiscal Year 2010-2011, Laura demonstrated a high level of professionalism. She submitted suggestions to management that were doable and reasonable. She remained objective and didn't think about her personal gain or loss. Instead, her ideas reflected what was in the Library's best interest. Management incorporated a few of Laura's ideas in the presentation of the Fines & Fees Schedule.

Her submission was much appreciated by management. Laura is truly deserving of the Employee of the Quarter award for the months of April – June 2010.



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Gaeten Wood, Trustee  
**SUBJECT:** Staff Appreciation Dinner  
**DATE:** July 19, 2010

### BACKGROUND

The Staff Appreciation Dinner has been traditionally hosted to recognize employees for a job well done. The last dinner was held on November 12, 2009 at the Spadra Ristorante in Fullerton.

The Placentia Library Friends Foundation (PLFF) approved \$2,000 towards this year's appreciation dinner.

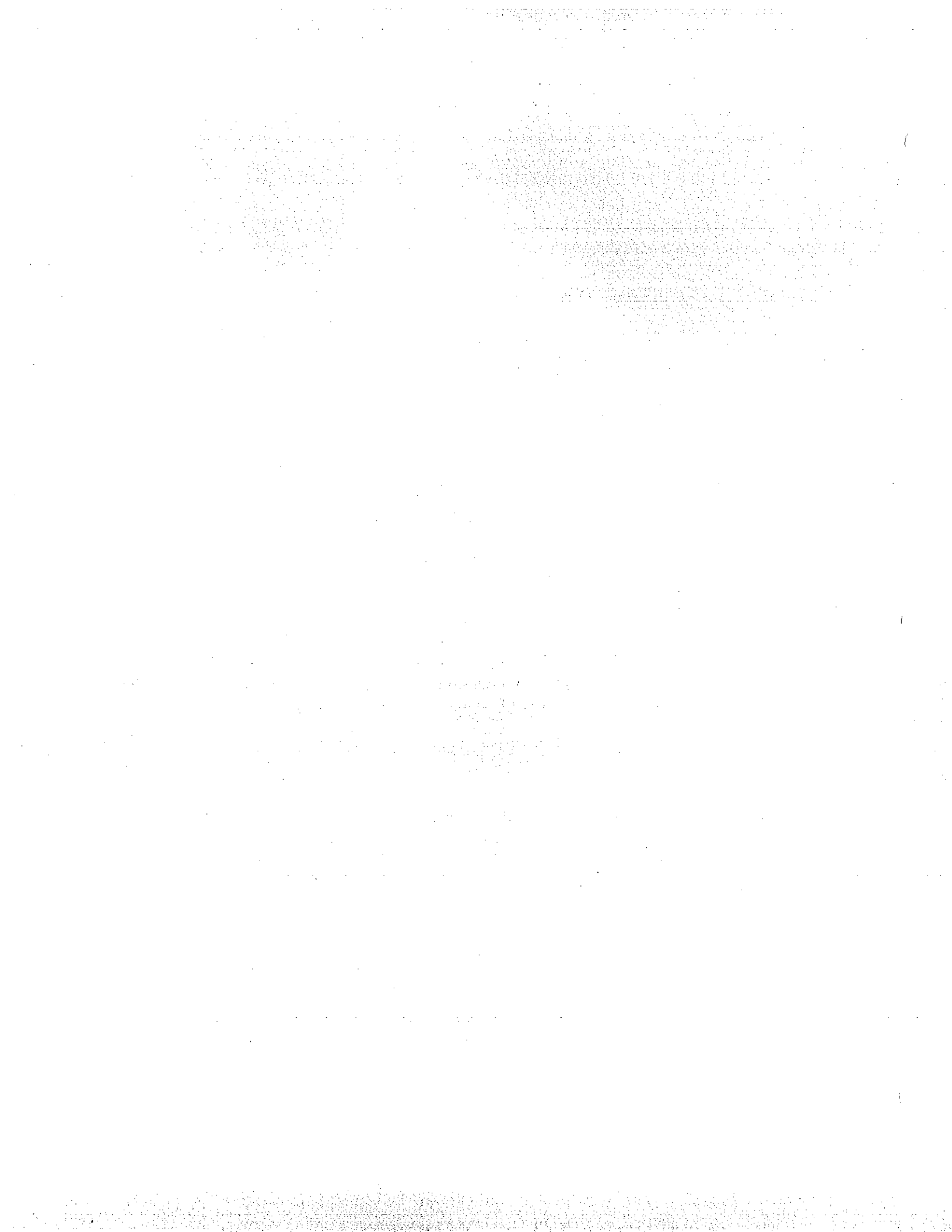
Two possible dates discussed at the May 17, 2010 Library Board of Trustees meeting were Fridays October 22 and November 12, 2010. Staff was asked to obtain quotes from other locations, including the Elks Lodge of Fullerton. Calls were placed to the Elks and the Roundtable Women's Club and to no avail. The quotes received thus far include:

- Marriott Hotel in Fullerton – \$27/person
- Alta Vista Country Club – \$30-\$42/person

Staff recommends the October 22 date as November 12 follows the November 11 holiday.

### RECOMMENDATION:

Action to be determined by the Library Board of Trustees.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Yesenia Baltierra, Human Resources/Finance Analyst  
**SUBJECT:** Computer Lab Update  
**DATE:** July 19, 2010

**BACKGROUND**

**Expenses as of June 15, 2010**

\$3,547.25-Architecture Drawings

\$12,598.36-Equipment

**\$16,145.61-Total**

**Funding**

PLFF (\$3,547.25 Drawings & \$1,004.54 Equipment)

Klein Foundation (\$6,593.82 Equipment)

City of Placentia (\$5,000.00 Equipment)

PLFF Total                   \$ 4,551.79

Other Sources               \$11,593.82

Hanna Construction was awarded the Computer Lab project with a bid of \$69,100. They began work on Friday, July 9<sup>th</sup>. First inspection was conducted on Tuesday, July 13<sup>th</sup>.

On July 12<sup>th</sup>, PLFF approved an additional \$11,100 to cover the construction cost for Hanna Construction. Requests for furniture and software expenses will be presented to PLFF at their August 9<sup>th</sup> meeting.

Expected completion date for the computer lab is September. The lab will be named the "Placentia Library Friends Foundation Computer Lab".

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** California Special Districts Association (CSDA) 2010 Board Elections  
**DATE:** July 19, 2010

**BACKGROUND**

Four candidates have submitted candidate statements for the CSDA Board of Directors, Region 6, Seat B. The candidates are:

- Arlene Schafer, President of the Costa Mesa Sanitary District
- Ruthie Harris, Executive Administrator for the Bonsall Chamber of Commerce
- Shannon G. Hough, President of the Rossmoor Community Services District
- Bob Topolovac, Vice President of the Olivenhain Municipal Water District

Attachment A is the candidates' statements.

**RECOMMENDATIONS**

- 1) Choose a candidate to represent the Placentia Library District's region in Seat B; and
- 2) Authorize the Library Director to sign, date, complete and mail the ballot on behalf of the Placentia Library District.





# Costa Mesa Sanitary District

... an Independent Special District

May 28, 2010

**Board of Directors**  
 Arlene Schafer  
 Robert Ooten  
 Gary Monahan  
 Arthur Perry  
 James Ferryman

TO: CSDA Members – Region 6

**Staff**  
 Scott C. Carroll  
 General Manager

It is an honor and pleasure to serve as a CSDA Board member representing you and I submit this statement as a candidate for re-election for Region 6. I possess excellent experience in the role and would like to continue serving you. As an active CSDA Board member, I served as President, Vice President, Treasurer and Secretary on the CSDA Board and with your support and vote I will be able to continue. I served on the Finance Corporation as Vice President and the Legislation Committee. Presently, I am Chair of the Education Committee, Chair of the Annual CSDA Conference in Orange County. I am on the Fiscal Committee and past Membership Recruitment Chair.

Robin B. Hamers  
 District Engineer  
 (949) 631-1731

I bring a myriad of experience relevant to CSDA, having served the City of Costa Mesa as Mayor, Planning Commissioner, Executive Manager of the Chamber of Commerce, Independent Special Districts of Orange County (ISDOC), President of the Costa Mesa Sanitary District and I serve on the Commission of Orange County LAFCO (former Chair). I serve on WACO and am a presenter at all meetings.

Joan Revak  
 Office Manager  
 Clerk of the District

Along with my experience and background necessary to serve on CSDA, I offer my dedication, enthusiasm and solid track record. My attendance is 100%, an accomplishment I feel is extremely important to serving as a good representative. I am fortunate to have time available to be a dependable and reliable member – I believe in balance.

Alan R. Burns  
 Legal Counsel

I have the support of my Sanitary District Board of Directors and look forward to your vote and support to enable me to continue in my seat on the CSDA Board. I appreciate your support.

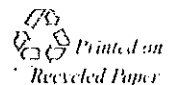
Marcus D. Davis  
 Treasurer

Sincerely,

Phone  
 (949) 645-8400  
 Fax  
 (949) 650-2253

Address  
 628 W. 19th Street  
 Costa Mesa, CA  
 92627-2716

Arlene Schafer  
 President,  
 Costa Mesa Sanitary District  
 Former CSDA President





### **Vice President Ruthie Harris**

Vice President Ruthie Harris was elected to Director in November of 2004. Vice President Harris, Re-elected in 2008, is serving her second four-year term with North County Fire Protection District. She was elected to serve as Vice President of the Board for 2006 and 2010 and served as President for 2008.

Vice President Harris is vitally interested in public safety and acted as a liaison between the Fallbrook Chamber of Commerce and North County Fire Protection District during the 2007 Rice Fire in Fallbrook, California, coordinating public inquiries before, during and after the evacuation. She is committed to the communities served by the District and to working with the Special District to ensure that public safety's voice is not forgotten in Sacramento. She is a fiscal conservative public servant, dedicated to protecting community resources.

### **Background:**

#### **Employment:**

Restaurant Owner  
Exec. Administrator Bonsall Chamber of Commerce

#### **Education:**

Covina High School  
Mt. San Antonio College  
Palomar College

#### **Awards:**

Lioness Of The Year  
Lion Of The Year  
Small Business Of The Year

#### **Community Service/Other Boards:**

Director Harris has been a Lions/Lioness Club member for 25 years, serving as President for four terms. In addition, she has been a member of the Fallbrook Chamber of Commerce for seven years, serving as committee chair for various committees.

**Shannon G. Hough**  
**Candidate Statement**  
**California Special Districts Association Region 6**

My name is Shannon Hough and I am a candidate for the California Special Districts Association (CSDA), Board of Directors, Region 6. Believing that Special Districts perform a critical and important, cost-effective role in California, and, having a passion to serve in a more active role on issues that impact us on a state and local level, election to the CSDA would fulfill my strong desire to work with others around the state in order to make the voices of Special Districts heard at the highest levels possible.

I was elected in 2008 to serve on the Rossmoor Community Services District; I currently serve as the President of the RCSD. Initially, I served as the First Vice President of the RCSD and have served on the Budget and Investment Committee as well as the Personnel Committee. I currently serve on the CSDA Special Task Force Committee.

On a professional level, I have worked as a legislative analyst and a budget analyst for the Hawaii State House of Representatives and Senate. I hold a B.A in Government and International Studies with an emphasis in Political Science from USC. I have always worked in local or state government positions and have a strong passion for issues that local governments face in these challenging times.

I believe my experience and leadership provides me the ability to be an effective voice on the CSDA Board of Directors and that I make an excellent candidate for Region 6. I look forward to the opportunity to work and serve with each of you and ask for your vote.



Bob Topolovac  
Vice President, Board of Directors  
Olivenhain Municipal Water District

"I am honored to have served for the past eleven years as a member of Olivenhain Municipal Water District's Board of Directors. During my tenure, we have demonstrated our commitment to improving local water supplies by completing the Olivenhain Dam & Reservoir, building a 34 MGD membrane water treatment plant, and extensively expanding our recycled water supplies. The areas of my agency's jurisdiction include water distribution and treatment, wastewater collection and treatment, hydroelectricity, and parks and recreation. As such, I am familiar with many different types of special districts and the challenges that we all face. In addition, I serve as a volunteer sheriff on behalf of my community.

Given the state's fiscal crisis, all of California's special districts are facing unprecedented challenges. Dependence on imported water has become cost-prohibitive, and water agencies MUST continue to pursue environmentally responsible, local alternatives. Wastewater districts face regulatory challenges in connection with both treatment and disposal. Fire districts must find ways to continue their vital emergency services in the face of shrinking budgets. All agencies— be they water, wastewater, fire, cemetery or recreation—are facing financial hurdles in these dire economic times. Further, the state has helped itself to our local property tax revenues, further burdening special districts. For these reasons and many more, I feel it is imperative to funnel our collective efforts, influencing our state agencies in making decisions that are both fiscally responsible and in OUR best interests. I look forward to continuing to be a part of CSDA's past excellence and its tradition of representing special districts. I would be honored to be entrusted with your vote."

Vote Bob Topolovac, the candidate with proven leadership and experience.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** California Special Districts Association (CSDA) Proposed Bylaws Amendments

**DATE:** July 19, 2010

**BACKGROUND**

On June 14, 2010, the Placentia Library District received the proposed CSDA Bylaws Amendments. The seven amendments include:

- 1) Independent Special District is changed to "Regular Voting member" throughout the bylaws.
- 2) Updates to the definitions of Regular Voting Member and Associate Member.
- 3) Voting Designee.
- 4) Term of Office.
- 5) Balloting and Election.
- 6) Director Disqualification.
- 7) Standing Committees.

Attachment A is the details for the proposed amendments.

**RECOMMENDATIONS**

- 1) Accept the proposed CSDA Bylaws Amendments as presented; and
- 2) Authorize the Library Director to complete and submit the ballot on behalf of the Placentia Library District.







## Proposed 2010 CSDA Bylaws Updates Major Amendments Summary

### PROPOSED AMENDMENT #1:

Independent Special District (ISD) is changed to "Regular Voting Member" throughout the bylaws.

### PROPOSED AMENDMENT #2:

#### Article II. Membership

CSDA Regular Voting Member and Associate Member definitions were updated. This section was updated in order to clarify that air quality management districts, air pollution control districts, county water agencies or authorities, transit or rapid transit districts, metropolitan water districts, flood control districts and sanitation agencies are voting CSDA members. Associate Member definition was updated to specifically include LAFCOs and Joint Powers Authorities (JPAs).

#### OLD LANGUAGE:

##### A. Regular Voting Members:

Shall be those ISDs given authority to perform, under California law, governmental or proprietary functions within limited boundaries. ISDs do not include the state, city, county, school districts or any entity not defined as an ISD under state law. ISD members have voting privileges and may hold seats on the Board of Directors.

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

Shall be those organizations such as dependent districts, joint power authorities, cities, mutual water companies, improvement associations, and those entities who are not defined as ISDs under California law. Associate members have no voting privileges and may not hold a seat on the Board of Directors.

#### NEW LANGUAGE:

##### A. Regular Voting Members:

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

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

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

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

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

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

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

**PROPOSED AMENDMENT #3:**

**Article II. Section 4, A: Voting Designee**

**This section was updated to state that voting members must be "in good standing."**

**OLD LANGUAGE:**

**A. Voting Designee:**

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

**NEW LANGUAGE:**

**A. Voting Designee:**

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

**PROPOSED AMENDMENT #4:**

**Article III, Section 2: Term of Office:**

This section updates the date that newly elected CSDA Directors take office. Currently, the new Directors take their seat at the CSDA Annual Conference in September. This update would have new directors as "directors-elect" until January 1 and they would take their seat at that time. New Board Officers are currently selected at the Annual Conference and take office immediately. This also updates them to "officers-elect" until January 1 of the following year. These updates bring all of CSDA to a calendar year – committees, budget, officers, directors, etc.

**OLD LANGUAGE:**

**Section 2 Term of Office:**

Directors elected from each of the six (6) regions shall hold staggered three (3) year terms. After the annual election of directors, a meeting of the Board shall be held. The term of office of the newly elected persons shall commence upon being ratified and seated by the Board of Directors, and shall terminate in three (3) years when their successors take office or are appointed and qualified.

**NEW LANGUAGE:**

**Section 2 Term of Office:**

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

**PROPOSED AMENDMENT #5**

**Article III, Section 4: Balloting and Election:**

This adds "Staff will execute a proof of service certifying the date upon which all regular voting members of each region were mailed a ballot." It also consolidates Section A and B into one.

**OLD LANGUAGE:**

**B. Balloting:**

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

The ballot shall contain all nominations accepted and approved by CSDA. A certified affidavit from the Elections & Bylaws Committee will be included, stating all current ISD members in each region were sent a mail ballot.

**C. Election:**

ISD members will be entitled to cast one vote for each of the open seats of directors in their region for which nominations have been accepted and approved by CSDA.

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

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

**NEW LANGUAGE:**

**B. Balloting and Election:**

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

The ballot for each region shall contain all eligible nominees. Staff will execute a Proof of Service certifying the date upon which all regular voting members of each region were mailed a mail ballot.

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

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

## **PROPOSED AMENDMENT #6:**

### **Article III, Section 7: Director Disqualification:**

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

### **OLD LANGUAGE:**

#### **Section 7. Director Disqualification:**

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

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

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

### **NEW LANGUAGE:**

#### **Section 7. Director Disqualification:**

A director shall become disqualified from further service upon the occurrence of the Following:

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

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

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

## **PROPOSED AMENDMENT #7:**

### **Article VI, Section 4: Standing Committees:**

The Audit Committee is a standing committee of CSDA and was inadvertently left off of the last bylaws update. Therefore, the Audit committee is added including language defining the committee's responsibilities.

#### **NEW LANGUAGE:**

##### **I. Audit Committee:**

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

All other changes shown in the proposed 2010 Bylaws are grammatical and/or changes making the Bylaws reflect CSDA's current policy (i.e. Past President is an officer, Legislative Committee serves the Legislative Department (we now have three advocates), etc.

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**You can access the full 2009 bylaws; the 2010 proposed bylaws revisions; this "Major Amendments Summary" page and a sample resolution at [bylaws.csdanet.net](http://bylaws.csdanet.net).**

#### *Contact:*

*Diana Zavala, Executive Assistant  
California Special Districts Association  
1112 I Street, Suite 200  
Sacramento, CA 95814  
(916) 442-7887  
[dianaz@csda.net](mailto:dianaz@csda.net)*

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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Automatic Sliding Doors  
**DATE:** July 19, 2010

### BACKGROUND

At the June 21, 2010 Library Board of Trustees Regular meeting, staff was directed to get some preliminary estimates as to the cost of replacing the automatic sliding doors.

The three unofficial estimates received include:

- |                                                        |          |
|--------------------------------------------------------|----------|
| 1) All American Automatic Door Services Inc. in Corona | \$10,036 |
| 2) Capitol Door Service in Rancho Cucamonga            | \$ 9,100 |
| 3) Doorkeyper Inc in Pasadena                          | \$ 8,266 |

The doors were last serviced in August 2009.

### RECOMMENDATION

Action to be determined by the Library Board of Trustees.





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Date Selection for the August 2010 Library Board of Trustees Meeting  
**DATE:** July 19, 2010

**BACKGROUND**

The Library Board of Trustees Regular meeting date for August is scheduled for August 16, 2010; however, a Board Member has requested consideration for a different date due to a schedule conflict.

Possibilities include:

- Tuesday, August 24
- Wednesday, August 25
- Monday, August 30
- Tuesday, August 31

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.

( )

(

(

**PROOF OF PUBLICATION**

**AFFIDAVIT OF PUBLICATION**

STATE OF CALIFORNIA, )  
 ) ss.  
County of Orange )

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the principal clerk of the Placentia News-Times, a newspaper that has been adjudged to be a newspaper of general circulation by the Superior Court of the County of Orange, State of California, on October 26, 1982, Case No. A-2665 in and for the City of Placentia, County of Orange, State of California; that the notice, of which the annexed is a true printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

**July 15, 2010**

"I certify (or declare) under the penalty of perjury under the laws of the State of California that the foregoing is true and correct":

Executed at Santa Ana, Orange County, California, on

Date: **July 15, 2010**

  
\_\_\_\_\_  
Signature

Placentia News-Times  
625 N. Grand Ave.  
Santa Ana, CA 92701  
(714) 796-2209

**PLACENTIA LIBRARY DISTRICT**  
**NOTICE OF PUBLIC HEARING**  
**REGARDING PROPOSED ADOPTION OF RESOLUTION 11-05, THE**  
**FINES AND FEES SCHEDULE FOR FISCAL YEAR 2010-2011**

NOTICE IS HEREBY GIVEN that on July 19, 2010, the Board of Trustees of the Placentia Library District will hold a public hearing in the Meeting Room of the Placentia Library District, 411 East Chapman Avenue, Placentia, CA 92670 as part of the Regular Meeting of the Board at 6:30pm, or as soon thereafter as practicable. The Board will hold the public hearing in order to receive oral and written opinions regarding the proposed adoption of Resolution No. 11-05. Those desiring to comment orally may do so during the hearing. Written comments may be filed at any time prior to conclusion of the public hearing. Any written materials to be submitted to the Board should be addressed to the attention of Jeanette Contreras, Library Director, at the above-mentioned address. Upon conclusion of the hearing, the Board will consider adoption of proposed Resolution No. 11-05, which would establish the Fines and Fees Schedule for Fiscal Year 2010-2011.

A copy of the full Resolution No. 11-05 and data, as proposed, is available for review in the District offices, at the address set forth above. Copies of the Resolution and data are available by calling the District at (714) 528-1925, extension 200.

DATED: July 9, 2010  
POSTED: July 9 through July 19, 2010

PLACENTIA LIBRARY DISTRICT  
Marisa Timothy  
Administrative Assistant  
Publish: Placentia News Times July 15, 2010 9260896



**AFFIDAVIT OF PUBLICATION**

STATE OF CALIFORNIA, )  
 ) ss.  
County of Orange )

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the principal clerk of the Placentia News-Times, a newspaper that has been adjudged to be a newspaper of general circulation by the Superior Court of the County of Orange, State of California, on October 26, 1982, Case No. A-2665 in and for the City of Placentia, County of Orange, State of California; that the notice, of which the annexed is a true printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

July 15, 2010

"I certify (or declare) under the penalty of perjury under the laws of the State of California that the foregoing is true and correct":

Executed at Santa Ana, Orange County, California, on

Date: July 15, 2010

  
\_\_\_\_\_  
Signature

Placentia News-Times  
625 N. Grand Ave.  
Santa Ana, CA 92701  
(714) 796-2209

**PROOF OF PUBLICATION**

**PLACENTIA LIBRARY DISTRICT**  
**NOTICE OF PUBLIC HEARING**  
**REGARDING PROPOSED ADOPTION OF RESOLUTION 11-05, THE**  
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