

Placentia Library District

AGENDA






PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

Monday, July 18, 2011
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 (Trustee Turner)

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 20, 2011 Library Board of Trustees Regular 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. FY2010-2011 Cash Flow Analysis through June 2011; the Schedule of Anticipated Property Tax Revenues for FY2010-2011 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 2011 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

14. Balance Sheet for June 2011. (Receive & File)

15. Acquisitions Report for June 2011. (Receive & File)

16. Entrepreneurial Activities Report for June 2011. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

17. Personnel Report for June 2011. (Receive, File, and Ratify Appointments)
18. Circulation Report for June 2011. (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 2011.
21. Library Services Manager's Report for June 2011.
22. Children's Services Report for June 2011.
23. Literacy / Volunteer Services Report for June 2011.
24. Reference and Adult Services Report for June 2011.
25. Local History Room Report for June 2011.
26. Placentia Library Web Site & Technology Report for June 2011.

PRESENTATION

27. Employee of the Quarter Recognition
Presentation: Board President
Recommendation: N/A

CONTINUING BUSINESS

28. Legislative Updates
Presentation: Library Director
Recommendation: N/A
29. Discuss Policy for Use of the Placentia Library District's Digital Signage
Presentation: Library Director
Recommendations: 1) Approve the proposed policy as presented inclusive of feedback from the Library Board of Trustees; and,
2) Adopt as Policy #6075 – Digital Signage Policy.
30. Discuss and Review the Naming /Sponsorships of Library Buildings and Departments Proposed Policy
Presentation: Library Director
Recommendations: 1) Approve the proposed policy as presented inclusive of feedback from the Library Board of Trustees; and,
2) Adopt as Policy #6090 – Naming of Library Buildings and Departments
31. Staff Appreciation and Recognition Dinner Update
Presentation: Board President and Library Director

- Recommendations: 1) Authorize the Staff Appreciation and Recognition Dinner to be held on Friday, October 28, 2011 at the Marriott Hotel in Fullerton; and,
- 2) Authorize approximately \$500 to be used for the event and be drawn from the Entrepreneurial Fund.

NEW BUSINESS

32. California Special Districts Association (CSDA) 2011 Board Elections
Presentation: Library Director
Recommendations: 1) Discuss and Select a candidate to serve on CSDA's Board of Directors; and,
- 2) Authorize Board President to sign the Official Election Ballot on behalf of the Placentia Library District.
33. Keyless Restroom Access
Presentation: Business Manager
Recommendations: 1) Discuss the need for a keyless restroom access and related issues based on information presented; and,
- 2) Authorize library staff to seek proposals for a keyless restroom access system.
34. Security Camera System Replacement
Presentation: Business Manager
Recommendations: 1) Discuss the need for a security camera system replacement and related issues based on information presented; and,
- 2) Authorize library staff to seek proposals for a security camera system replacement.
35. Amendment to Resolution 12-01: An Amended Resolution of the Board of Trustees of the Placentia Library of Orange County to Adopt Fiscal Year 2011-2012 Budget for the Placentia Library District of Orange County
Presentation: Business Manager
Recommendations: 1) Motion to read Amended Resolution 12-01 by title only: An Amended Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2011-2012 Budget for the Placentia Library District of Orange County; and,
- 2) Motion to adopt Amended Resolution 12-01 by roll call vote.
36. Liebert Cassidy Whitmore Consortium Training
Presentation: Library Director
Recommendation: Authorize the Placentia Library District to enroll in the Liebert Cassidy Whitmore's Consortium Training to provide quality employment relations training for library staff.
37. Travel Authorization: Library Board of Trustees and Library Director to Attend the California Special District Association (CSDA) Annual Conference in Monterey, California from October 10-13, 2011.
Presentation: Library Director
Recommendations: 1) Determine which Library Board of Trustees will attend the Annual CSDA

Conference in Monterey and authorize staff to proceed with the Early Bird registration; and,

- 2) Determine which Library Board of Trustees will require accommodation and authorize staff to proceed with reservations.

38. Travel Authorization: Administrative Assistant to Attend the California Special District Association (CSDA) Board Secretary/Clerk Certificate Conference in Monterey, California from March 1-2, 2012.

Presentation: Library Director

Recommendation: Authorize Administrative Assistant, Marisa Timothy, to attend the CSDA Board Secretary/Clerk Conference in Monterey, California from March 1-2, 2012.

DISCUSSION ITEMS

39. Placentia Library District Policy 2000 Series

Presentation: Library Director

Recommendations: 1) Discuss and review the proposed changes as presented; and,

2) Revisit the policies at the August meeting with a possible authorization to make the changes as presented.

40. Library Board of Trustees August Meeting

Presentation: Library Director

Recommendation: Discuss and determine whether to cancel the August 15, 2011 Library Board of Trustees regular meeting.

41. Personnel Committee

Presentation: Library Director

Recommendation: Discuss and determine which Library Board of Trustees will serve on the Personnel Committee.

ADJOURNMENT

42. Agenda Preparation for the August Regular Date Meeting which will be held on Monday, August 15, 2011 unless re-scheduled by the Library Board of Trustees.

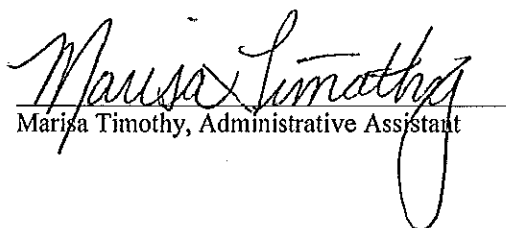
43. Review of Action Items.

No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.

44. Adjourn

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

I, Marisa Timothy, Administrative Assistant, of Placentia Library District, hereby certify that the Agenda for the July 18, 2011 Meeting of the Library Board of Trustees of the Placentia Library District was posted on July 14, 2011.


Marisa Timothy, Administrative Assistant

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
June 20, 2011

CALL TO ORDER President Wood called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on June 20, 2011 at 6:30 P.M.

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

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Nadia Dallstream, Fernando Maldonado, Marisa Timothy, and Lori Worden; Placentia Library Friends Foundation (PLFF) Vice President Ben Boelman, City of Placentia Police Chief Rick Hicks (exit at 7:02pm)

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

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

ORAL COMMUNICATION

There was no oral communication made at this time.

TRUSTEE REPORTS

President Wood reported that she attended the Gordon and Dixie Shaw Children's Library Dedication, the Rotary Cowabunga fundraising event, and the PLFF/Summer Reading Programs Kick-off Breakfast at the Library. (Item 5)

Secretary DeVecchio reported that he participated in the History Room DVD project in helping to create a prologue. He also attended the Gordon and Dixie Shaw Children's Library Dedication at the Library and a photography showing at the Bradford House.

Trustee Escobosa reported that she attended the Gordon and Dixie Shaw Children's Library Dedication event that she thought was well done. She also attended the Miss Placentia/Yorba Linda Bon Voyage Party that was held at the Library.

Trustee Shkoler reported that he attended the Miss Placentia/Yorba Linda Bon Voyage Party and the Rotary Cowabunga fundraising event that did well.

Trustee Turner reported that she attended the Gordon and Dixie Shaw Children's Library Dedication, the Adult Book Discussion, the PLFF monthly meeting, and the Gayle Carline event for her new book. She also thanked the Board for the plant and card sent to her. (Item 6)

PLFF REPORT

PLFF Vice President Ben Boelman announced that he is the new Vice President of PLFF. They have established a new rotation format for their representatives. They are currently working on the Author's Luncheon

with discussions of a possible change of venue. (Item 7)

CONSENT CALENDAR

Trustee Turner recommended corrections to the Minutes as presented. It was moved by Trustee Shkoler and seconded by Trustee Turner to approve Agenda Items 8-26, with the Minutes to be corrected as requested:

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

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)

FY2010-2011 Cash Flow Analysis through May 2011; the Schedule of Anticipated Property Tax

Revenues for FY2010-2011 as provided by the Orange County Auditor (Item 12)

TREASURER'S REPORT

Financial Reports for May 2011 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for May 2011 (Item 14)

Acquisitions Report for May 2011 (Item 15)

Entrepreneurial Activities Report for May 2011 (Item 16)

GENERAL CONSENT

Personnel Report for May 2011 (Item 17)

Circulation Report for May 2011 (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 2011 (Item 20)

Library Services Manager's Report for May 2011 (Item 21)

Children's Services Report for May 2011 (Item 22)

Literacy / Volunteer Services Report for May 2011 (Item 23)

Reference and Adult Services Report for May 2011 (Item 24)

Local History Room Report for May 2011 (Item 25)

Web Site & Technology Report for May 2011 (Item 26)

**CONTINUING
BUSINESS**

**PLD POLICY #6020
PUBLIC COMPUTER
AND INTERNET
ACCESS**

Library Director Contreras presented information and staff insight regarding the current designation of PLD Policy 6020.2.2 that guarantees patrons 30 minutes per computer session with a total access of 120 minutes for the day. Most patrons need more time than this designation which creates issues for both patrons and staff. Discussion was held regarding alternatives to the recommendation to extend the allotted time to 120 minutes of uninterrupted time including the possibility of allowing 60 minutes and/or charging for extending use time. It was moved by Trustee Escobosa and seconded by Trustee Turner to authorize a change in PLD Policy #6020 – Public computer and Internet Access Policy as presented: (Item 28)

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

**EMERGENCY
PREPAREDNESS PLAN**

Business Manager Baltierra explained that in response to the Board's request to Library Staff to present an Emergency Preparedness Plan, management would like to add training, purchase equipment, and obtain supplies to recover library materials, especially History Room Items. Library Director Contreras explained that a collection recovery plan was added to the master plan. Discussion was held regarding the plan presented. President Wood expressed that a good amount of work and material was presented yet it did not designate a defined plan. Library Director Contreras stated that a comprehensive plan would be presented at the September meeting. It was moved by Trustee Shkoler and seconded by Trustee Turner to authorize staff to research the cost for emergency preparedness workshops and trainings and present such information at the Library Board of Trustees September Meeting: (Item 29)

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

**CHIEF OF POLICE
STORYTIME (C.O.P.S.)**

Children's Librarian Lori Worden presented information on the new C.O.P.S. – Chief of Police Storytime to be held at the Library. She explained that in light of the figures of literacy and crime rates provided in the agenda report, the community will benefit from this partnership. Board members asked about the target age group and recommended that elementary school ages be included. Police Chief Hicks expressed his commitment to serve the community through this program. (Item 30)

**RESOLUTION 12-06
WEEKLY CLAIMS**

Library Director Contreras explained the need to update the Weekly Claims Resolution for payment of certain invoices to be expedited in order that late fees are not incurred. Discussion was made regarding the history of the Resolution and authorization. Business Manager Baltierra explained that the use of such Resolution began in 2008 as suggested by a financial consultant. Trustee Turner requested that the Resolution be amended to read "the Library Director with the signatures of two Trustees" in both title and content. It was moved by Trustee Turner and seconded by Trustee Shkoler to approve Resolution 12-06 as presented and to include the recommended amendments: (Item 31)

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner

NOES: None
ABSTAIN: None
ABSENT: None

It was moved by Trustee Shkoler and seconded by Secretary DeVecchio to read Resolution 12-06 by title only: A Resolution of the Board of trustees of the Placentia Library District of Orange County to Authorize The Library Director with the signatures of two Trustees to Approve Weekly Claims As Designated: (Item 31)

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

It was moved by Trustee Shkoler and seconded by Secretary DeVecchio to adopt Resolution 12-06 by a roll call vote: (Item 31)

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

GASB RESOLUTION
12-07

Business Manager Baltierra explained the Governmental Accounting Standards Board's Statement No. 54 that requires specific fund balance categories and classifications for ending fund balances which are: non-spendable, restricted, committed, assigned, and unassigned. Library Director Contreras stated that these classifications were also recommended by PLD's financial consultant and auditor. It was moved by Trustee Shkoler and seconded by Trustee Turner to read Resolution 12-07 by title only: A Resolution of the Board of trustees of the Placentia Library District of Orange County to Establish New Governmental Accounting Standards Board (GASB) No. 54 Regulations for Fund Balances: (Item 32)

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

It was moved by Trustee Shkoler and seconded by Trustee Turner to adopt Resolution 12-07 by a roll call vote: (Item 31)

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

PLD POLICIES #3020-
BUDGET
PREPARATION, #3025-
RESERVES, #3030-
FIXED ASSET
ACCOUNTING, #3050-
INVESTMENT OF
DISTRICT FUNDS

Business Manager Baltierra explained that in order to comply with the Governmental Accounting Standards Board's Statement No. 54 regulations, the district needs to change PLD Policies #3020-Budget Preparation, #3025-Reserves, #3030-Fixed Asset Accounting, and #3035-Investment of District Funds and formally adopt a governmental fund balance before July 1, 2011. It was moved by Trustee Turner and seconded by Trustee Escobosa to authorize changes to PLD Policies #3020-Budget Preparation, #3025-Reserves, #3030-Fixed Asset Accounting, and #3035-Investment of District Funds as presented: (Item 33)

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

**AIR DUCT AND VENT
CLEANING**

**NEW
BUSINESS**

**FY 2011-2012
GANN LIMIT**

Business Manager Baltierra presented the requested bids for air duct and vent cleaning as directed by the Library Board of Trustees at the April 7, 2011 work session. Library Director Contreras explained that in the course of collecting and reviewing bids, it was discovered that Airtek Indoor Air Solutions is the subcontractor for Disaster Kleenup/Better Floors and Restorations. Thus management recommends that the contract be awarded directly to Airtek Indoor Air Solutions. It was moved by Trustee Shkoler and seconded by Trustee Turner to award the contract to Airtek Indoor Air Solutions for service of cleaning the library's air duct and vents: (Item 34)

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

It was moved by Trustee Turner and seconded by Trustee Shkoler to approve the contract by a roll call vote: (Item 34)

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

**CSDA BYLAWS
AMMENDMENTS**

Library Director Contreras presented the CSDA proposed bylaws amendments as provided by Jo MacKenzie, CSDA Board President and Neil McCormick, CSDA Executive Director on June 1, 2011 by memorandum. It was moved by Trustee Shkoler and seconded by Secretary DeVecchio to approve the proposed CSDA bylaws as presented; and authorize President Wood to sign and submit the ballot in behalf on the Placentia Library District: (Item 35)

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

NATIONAL NIGHT OUT

Library Director Contreras provided information on the City of Placentia Police Department's National Night Out event that is to be held on Tuesday, August 2, 2011. Last year PLD participated and provided snow cones to attendees while promoting library services. Library Director Contreras clarified that the funds for the snow cone supplies would come from the entrepreneurial funds. It was determined that President Wood, Trustee Escobosa, Trustee Shkoler, and Trustee Turner would participate at the event this year. (Item 37)

**HERITAGE PARADE
AND FESTIVAL**

Library Director Contreras provided information on the City of Placentia's Heritage Parade and Festival event that is to be held on Saturday, October 15, 2011 with the theme "a Blast from our Past." It was determined that President Wood, Trustee Escobosa, Trustee Turner would participate in the parade this year. Secretary DeVecchio committed to assisting with the booth at the festival. It was moved by Secretary DeVecchio and seconded by Trustee Turner to authorize the Placentia Library District to have a booth at the Heritage Festival on October 15, 2011: (Item 38)

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner

NOES: None
ABSTAIN: None
ABSENT: None

RECRUITMENT
UPDATES

Library Director Contreras provided updates on recruitments for the new open positions of full-time Children's Librarian I and Teen Librarian I with interviews starting next week. (Item 39)

MICROPHONE
OPTIONS FOR BOARD
MEETINGS

Library Director Contreras recommended that three additional microphones and five desk stands be purchased for the library's audio system in response to the Board's direction to research the cost for additional microphones for use during Board meetings. It was moved by Secretary DeVecchio and seconded by Trustee Shkoler to authorize library staff to purchase microphones and accessories for use at the library Board of Trustees meetings and other library-related business: (Item 40)

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

DISCUSSION ITEMS

EMAIL CAMPAIGN &
DRAWING

Library Director Contreras presented data regarding patron use of the library website, computers, and program attendance that demonstrated significant increases in use. She explained the need to collect more patron emails in order to build the online communication base for both email notification, which was implemented in 2009, and programs and services. The proposed way to capture patron emails would be through a drawing for an iPad2. The Placentia Library Friends Foundation approved \$300 for the iPad2 email campaign and drawing at their May 9, 2011 meeting. Additional funding is needed to purchase a new iPad2. There was discussion about the idea of a drawing and the low, thirty-five percent, numbers of emails currently on record. It was moved by Trustee Shkoler and seconded by President Wood to authorize the purchase of an iPad2 for the Email Campaign and Drawing, using entrepreneurial funds: (Item 41)

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

LETTERINGS AND ART
CANVAS FOR
MEETING ROOM

Library Director Contreras presented proofs and a sample art canvas for the Meeting Room in order to have a consistent new look that matched the lobby improvements. Discussion was held regarding the overall appearance of the Meeting Room and the need for a comprehensive re-design of the area.

ADJOURNMENT

The meeting adjourned at 8:19pm for the Board members to view the letterings in the Lobby.

RECONVENE

The meeting reconvened at 8:25pm.

Further discussion was held regarding the options to look at the room overall and commission an interior designer to present ideas. It was moved by Trustee Shkoler and seconded by President Wood to authorize the purchase of lettering to replace the current Circulation Desk letterings

to match the other new lettering at the cost of \$849.81 or less: (Item 42)

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

President Wood confirmed that the motion did not carry. Library Director Contreras confirmed that the staff is to present options for interior design and space planning of the Meeting Room at a future meeting.

STAFF APPRECIATION
DINNER

Library Director Contreras provided updates on the upcoming Staff Appreciation and Recognition Dinner and presented possible dates for the event. It was determined that November 4, 2011 would be the first choice for the event, with October 28, 2011 as a back-up date. She also recommended that gifts distributed that evening be gifted to employees only. President Wood committed to serve as a chairperson for the event. (Item 43)

BUSINESS ITEMS FOR
BOARD
CONSIDERATION

Library Director Contreras presented a listing of business matters that are to be designated to be presented to the Library Board of Trustees for their review and approval as was requested at the May 16, 2011 Library Board of Trustees Meeting. It was moved by Secretary DeVecchio and seconded by Trustee Shkoler to accept the recommended list and agreed by all present yet it was determined that the item was to be formally presented in the future as an agenda item. (Item 44)

AGENDA
PREPARATION

Agenda Preparation for the July Board of Trustees Meeting which will be held on Monday, July 18, 2011 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 20, 2011 adjourned at 8:46 P.M.

NEXT MEETING

The next meeting will be on July 18, 2011 at 6:30 P.M.

Richard DeVecchio
Secretary
Library Board of Trustees

Gaeten Wood
President
Library Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Summary of Non-standard Claims for June 2011
DATE: July 18, 2011

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

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Summary of Claims Forwarded by the Library Director & Trustees
DATE: July 18, 2011

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	06/23/11	5413	\$36,543.10
		TOTAL	\$36,543.10

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Current Claims and Payroll
DATE: July 18, 2011

Current Claims

TYPE	DATE	CLAIM #	AMOUNT
707	7/18/11	5414	\$ 1,025.70
707	7/18/11	5415	\$26,108.72
707	7/18/11	5416	\$ 1,414.01
707	7/18/11	5417	\$ 7,810.33

Subtotal for Claims \$36,358.76

Payroll			
On Demand Wire	07/25/11	31	\$40,000.00
	08/08/11	32	\$40,000.00
	08/22/11	33	\$40,000.00

Subtotal for Payroll \$120,000.00

**TOTAL
CURRENT CLAIMS
& PAYROLL** **\$156,358.76**

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 07/18/11
REPORT NO: 5414

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
VC0615-2 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	06-10-11	2400	0760				
	1081654993				\$38.88		
	06-10-11	2400	0760				
	1081665845				\$67.16		
	06-25-11	2400	0760				
	1081725286				\$28.28		
	06-25-11	2400	0760				
	1081738939				\$116.64		
					\$250.96		
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	06-16-11	2400	0760				
	4009832497				\$13.98		
	06-16-11	2400	0760				
	4009832498				\$20.55		
	06-16-11	2400	0760				
	4009832499				\$36.12		
	06-16-11	2400	0760				
	4009832500				\$21.35		
	06-16-11	2400	0760				
	4009832501				\$20.21		
	06-16-11	2400	0760				
	4009832502				\$14.52		
	06-16-11	2400	0760				
	4009832503				\$200.25		
	06-16-11	2400	0760				
	4009832504				\$15.83		
	06-16-11	2400	0760				
	4009832505				\$36.68		
	06-16-11	2400	0760				
	4009832506				\$36.12		
06-16-11	2400	0760					
4009832507				\$32.45			
06-16-11	2400	0760					
4009832508				\$42.77			
06-16-11	2400	0760					
4009832509				\$24.69			
06-18-11	2400	0760					
4009846814				\$187.80			
60-24-11	2400	0760					
4009855445				\$21.60			
60-24-11	2400	0760					
4009855446				\$20.83			
60-24-11	2400	0760					
4009855447				\$28.99			
					\$774.74		
TOTAL REMITTANCE:					\$1,025.70		
The claims listed above (totaling \$1,025.70) 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: 07/18/11
REPORT NO: 5415

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 Office of The Treasurer-Tax Collector P.O. Box 4005 Santa Ana, CA 92702-4005	07-01-11 GA 00164	1900	0740		\$2,000.00		
VC6397 Citizens Business Bank 701 North Haven Ave., Ste. 250 Ontario, CA 91764	07-01-11 03-095	2200			\$7,044.80		
VC5048 Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814-2865	07-01-11 0008040-IN	0309			\$600.60		
	07-01-11 0008040-IN	0308			\$1,164.84		
	07-01-11 0008040-IN	0310			\$310.96		
	07-01-11 0008040-IN	0306			\$56.62		
	07-01-11 0008040-IN	0319			\$213.35		
	07-07-11 0008098-IN	0306			\$10,175.34		
					\$12,521.71		
VC8326 Richards, Watson & Gershon 355 South Grand Avenue Los Angeles, CA 90071-3101	06-30-11 178637	1900	0738		\$1,100.00		
VC7824 Southern California Library Cooperative 248 E. Foothill Blvd., Suite 101 Monrovia, CA 91016	07-08-11 IN-08924	1600			\$3,007.00		
VC1580 OCLC, Inc. Dept #34299 PO Box 39000 San Francisco, CA 94139	06-30-11 0000114856	2400	0760		\$283.06		
VC4882-1 Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	07-01-11 211491	1900	0741		\$152.15		
TOTAL REMITTANCE:					\$26,108.72		
The claims listed above (totalling \$26,108.72) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 07/18/11
REPORT NO: 5416

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
VC2117 MD Medical Clinics 1300 N. Kraemer Blvd. P.O. Box 66012 Anaheim, CA 92816	07-01-11 00297	0306			\$92.50		
VC5233-2 AT&T PO Box 9011 Carol Stream, IL 60197-9011	07-02-11 000002479618 07-02-11 000002479618	0700 0700	0700 0701		\$112.20 \$279.47 \$391.67		
VC5137 Fed Ex PO Box 7221 Pasadena, CA 91109-7321	07-08-11 7-554-06581	1803			\$26.33		
VC0059-4 Pitney Bowes Purchase Power PO Box 371874 Pittsburgh, PA 15250-7874	06-24-11 8000-9000-0652-5830	1803			\$679.95		
VC000009667 Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	07-05-11 8448400250276198	0700	0702		\$143.70		
VC6846-1 Special T. Water Systems, Inc. PO Box 165 Whittier, CA 90608-0165	07-01-11 71498	1300			\$33.00		
VC0089-10 Placentia Disposal #676 PO Box 78829 Phoenix, AZ 85062-8829	06-21-11 0676-000795355	1001			\$46.86		
TOTAL REMITTANCE:					\$1,414.01		
The claims listed above (totaling \$1,414.01) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 07/18/11
REPORT NO: 5417

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
VC000007198 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	07-14-11	2801					
		60565			\$5,929.08		
	07-14-11	1400	0712		\$1,595.00		
		60565			\$7,524.08		
X03739-3 American Library Association Box 77-6499 Chicago, IL 60678-6499	06-20-11	1600			\$59.00		
		ID# 0263768					
VC0089-10 Placentia Disposal #676 PO Box 78829 Phoenix, AZ 85062-8829	06-30-11	1001			\$227.25		
		0676-000820066					
TOTAL REMITTANCE:					\$7,810.33		
<p>The claims listed above (totaling \$7,810.33) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 07/18/11
REPORT NO: 31

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*07-25-11 Payroll #3 FY11/12	0100			\$ 40,000.00		
TOTAL REMITTANCE:						\$ 40,000.00	

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

Approved by _____ Countersigned by _____ Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 07/18/11
REPORT NO: 32

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*08-08-11 Payroll #4 FY11/12	0100			\$ 40,000.00		
TOTAL REMITTANCE:						\$	40,000.00

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

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 07/18/11
REPORT NO: 33

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707

DEPT: V700

BUDGET CONTROL: 707

UNIT: 0900

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*08-22-11 Payroll #5 FY11/12	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
<p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director


SUBJECT: Financial Reports through June 2011 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

DATE: July 18, 2011

Summary of Cash and Investments as of June 30, 2011

Cash with Orange County Treasurer Fund 707	1,498,399.27
Reserves with Orange County Treasurer Fund 707	388,173.78
General Fund Checking – Bank of the West	118,375.10
General Fund Savings – Bank of the West	363,167.50
Payroll Checking – Wells Fargo Bank	150,993.96
Total Cash and Investments	2,519,109.61

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



Jeanette Contreras
Library Director



PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
June 30, 2011

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	1,668,964	1,741,711	(72,747)	104.4%
6220		Property Taxes - Current Unsecured	61,932	70,695	(8,763)	114.1%
6230		Property Taxes - Prior Secured	0	-	-	100.0%
6240		Property Taxes - Prior Unsecured	0	891	(891)	100.0%
6250		Taxes - Spec Dist Augmentation	3,962	7,951	(3,989)	200.7%
6280		Property Taxes - Curr Supplemental	14,621	18,925	(4,304)	129.4%
6300		Property Taxes - Prior Supplemental	5,847	3,598	2,249	61.5%
6540		Penalties & Costs on Delinq Taxes	1,563	1,129	434	72.2%
REVENUE FROM USE OF MONEY & PROPY						
6610		Interest	8,456	8,872	(416)	104.9%
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	12,476	15,368	(2,892)	123.2%
6970		State - Other	18,844	26,728	(7,884)	141.8%
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)	30,000	33,216	(3,216)	110.7%
		Passports	62,800	98,963	(36,163)	157.6%
		DVD Rental	4,000	7,367	(3,367)	184.2%
		Meeting Room	4,000	8,620	(4,620)	215.5%
		Test Proctor	0	3,550	(3,550)	100%
		FY 09/10 Funds Available	262,713			
TOTAL REVENUES FY 10/11:			2,160,178	2,047,585	2,008,437	94.8%
MISCELLANEOUS REVENUES (Restricted)						
		Impact Fees	0	74,170	(74,170)	100.0%
		Emergency Payroll	0	26,562	(26,562)	100.0%
		City of Placentia Tax Sharing Agreement	0	3,896	(3,896)	100.0%

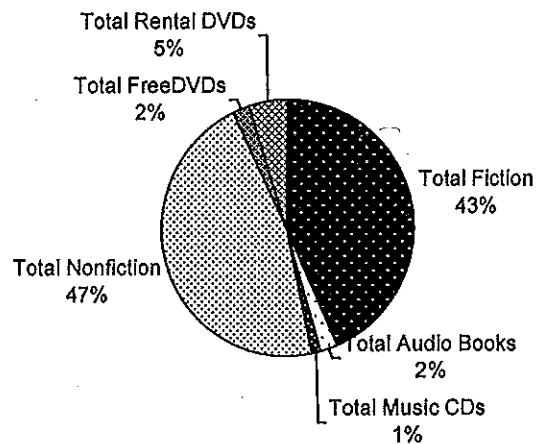
PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
June 30, 2011
100% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,080,094	968,425	0.90	\$111,669
0200	Retirement	77,295	75,156	0.97	\$2,139
0301	Unemployment Insurance	6,000	4,872	0.81	\$1,128
0306	Health Insurance	106,622	122,368	1.15	-\$15,746
306	Employee Assistance Program	787	679	0.86	\$108
0308	Dental Insurance	15,274	14,687	0.96	\$587
0309	Life Insurance	8,324	7,956	0.96	\$368
0310	AD & D Insurance	4,737	4,013	0.85	\$724
0319	Vision Insurance	2,486	2,390	0.96	\$96
0350	Workers' Compensation Insurance	10,000	5,285	0.53	\$4,715
	TOTAL	\$1,311,619	\$1,205,833	0.92	\$105,786
SERVICES & SUPPLIES					
0700	Communications	17,000	7,147	0.42	\$9,853
0900	Food	1,000	1,197	1.20	-\$197
1000	Household Expenses	8,000	11,202	1.40	-\$3,202
1100	Library Insurance	15,000	11,291	0.75	\$3,709
1300	Maintenance, Equipment	25,000	21,010	0.84	\$3,990
1400	Maintenance, Buildings & Improvements	65,000	60,198	0.93	\$4,802
1600	Memberships	4,700	4,508	0.96	\$192
1800	Office Expenses	35,000	37,201	1.06	-\$2,201
1803	Postage	5,000	4,312	0.86	\$688
1900	Prof/Specialized Services	149,100	155,427	1.04	-\$6,327
1912	Investment Administrative Fees	1,500	1,424	0.95	\$76
2000	Publication and Legal Notices	1,000	0	0.00	\$1,000
2100	Rents and Leases - Equipment	1,000	564	0.56	\$436
2200	Rents & Leases - Buildings & Improvements	35,000	49,874	1.42	-\$14,874
2400	Books/Library Materials	150,000	151,504	1.01	-\$1,504
2600	Transportation & Travel	2,000	71	0.04	\$1,929
2700	Meetings	6,500	7,901	1.22	-\$1,401
2800	Utilities	85,000	78,404	0.92	\$6,596
	TOTAL	\$606,800	\$603,236	0.99	\$3,564
OTHER CHARGES					
3700	Taxes and Assessments	\$7,000	\$6,187	0.88	\$813
	OPERATING EXPENSES	\$1,918,419	\$1,815,256	0.95	\$103,163
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$10,000	\$12,358	1.24	-\$2,358
4200	Structures/Improvements	100,000	\$94,578	0.00	\$5,422
5200	Contingency Funds	\$124,759	\$0	0.00	\$124,759
	TOTAL	\$234,759	\$106,937	0.46	\$127,822
TOTAL BUDGET (Fund 707)					
		\$2,160,178	\$1,922,192	0.89	\$237,986
Reserves	General Reserves	\$10,000	\$0	0.00	\$10,000
	702-Equipment & Structural Repair Fund	\$10,265	\$1	0.00	\$10,264
	703-Automated Replacement Fund	\$12,236	\$1	0.00	\$12,235
	706-Interest & Sinking Bond Redemption	\$175,985	\$15	0.00	\$175,970
	708-Unused Sick Leave Payoff Reserve	\$11,939	\$1	0.00	\$11,938
	Impact Fees	\$42,732	\$0	0.00	\$42,732

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2010-2011 THROUGH THE MONTH OF JUNE, 2011

	<u>Amount</u>	<u>Titles</u>	<u>Volumes</u>
Total Fiction	\$65,161	3,942	4,944
Total Non-Fiction	\$69,243	2,103	3,901
Total Music CDs	\$1,799	102	103
Total Audio Books	\$3,145	95	95
Total Free DVDs	\$3,634	133	160
<u>Total Rental DVDs</u>	<u>\$7,325</u>	<u>205</u>	<u>276</u>
TOTAL MATERIALS	\$150,307	6,580	9,479



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 2010-2011 THROUGH THE MONTH OF JUNE 2011

Prepared by Katie Matzes, Acquisitions Librarian

	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	\$17,302	945 973	\$478	8 42	\$17,781	953 1015	\$1,424	51 52	\$19,215	1,004 1,067
Adult Non-Fiction	\$21,887	948 964	\$613	22 45	\$22,499	970 1009	\$485	21 21	\$22,984	991 1,030
Adult Reference	\$919	13 13	\$0	0 0	\$919	13 13	\$210	4 4	\$1,129	17 17
Adult Magazines	\$5,180	97 1719	\$0	0 0	\$5,180	97 1719	\$0	0 0	\$5,180	97 1,719
Adult on-line databases	\$17,549	6 0	\$0	0 0	\$17,549	6 0	\$0	0 0	\$17,549	6 0
Total Adult Non-Fiction	\$45,535	1064 2896	\$613	22 45	\$46,147	1086 2741	\$695	25 25	\$46,842	1111 2766
TOTAL ADULT PRINT MATERIALS	\$62,837	2009 3659	\$1,091	30 87	\$63,928	2039 3756	\$2,129	76 77	\$66,057	2115 3833
Adult Music CDs	\$1,757	100 100	\$0	0 0	\$1,757	100 100	\$398	24 24	\$2,155	124 124
Adult Audio Books	\$2,612	70 70	\$61	2 2	\$2,673	72 72	\$164	3 3	\$2,837	75 75
Adult Free DVDs	\$1,288	41 41	\$45	1 1	\$1,333	42 42	\$0	0 0	\$1,333	42 42
Adult Rental DVDs	\$3,642	133 133	\$0	0 0	\$3,642	133 133	\$230	12 12	\$3,871	145 145
TOTAL ADULT NON-PRINT MATERIALS	\$9,299	344 344	\$106	3 3	\$9,405	347 347	\$792	39 39	\$10,197	386 386
TOTAL ADULT MATERIALS	\$72,136	2353 4013	\$1,197	33 90	\$73,333	2,386 4,103	\$2,921	115 116	\$76,254	2,501 4,219
Juvenile Fiction	\$34,648	1,973 2,942	\$0	0 0	\$34,648	1,973 2,942	\$1,039	78 78	\$35,687	2,051 3,024
Young Adult Fiction	\$13,210	1,024 1,024	\$0	0 0	\$13,210	1,024 1,024	\$341	20 20	\$13,551	1,044 1,044
Total Juvenile Fiction	\$47,858	2,997 3,971	\$0	0 0	\$47,858	2,997 3,971	\$1,380	98 98	\$49,238	3,095 4,073
Juvenile Non-Fiction	\$18,533	930 930	\$1,115	40 40	\$19,648	940 970	\$375	15 15	\$20,023	955 985
Young Adult Non-Fiction	\$2,475	112 114	\$0	0 0	\$2,475	112 114	\$160	9 12	\$2,635	121 126
Juvenile Reference	\$1,705	11 38	\$386	22 22	\$2,071	33 60	\$0	0 0	\$2,071	33 60
Juvenile Magazines	\$597	15 123	\$0	0 0	\$597	15 123	\$0	0 0	\$597	15 123
Juvenile on-line databases	\$399	1 0	\$0	0 0	\$399	1 0	\$0	0 0	\$399	1 0
Total Juvenile Non-Fiction	\$23,709	1039 1205	\$1,481	62 62	\$25,190	1101 1267	\$535	24 27	\$25,725	1125 1294
TOTAL JUVENILE PRINT MATERIALS	\$71,567	4,036 5,176	\$1,481	62 62	\$73,048	4,098 5,238	\$1,914	122 129	\$74,963	4,220 5,367
Juvenile Music CDs	\$42	2 3	\$0	0 0	\$42	2 3	\$20	1 1	\$62	3 4
Juvenile Audio Books	\$553	25 25	\$0	0 0	\$553	25 25	\$0	0 0	\$553	25 25
Juvenile Free DVDs	\$2,346	92 119	\$0	0 0	\$2,346	92 119	\$0	0 0	\$2,346	92 119
Juvenile Rental DVDs	\$3,683	72 143	\$0	0 0	\$3,683	72 143	\$0	0 0	\$3,683	72 143
TOTAL JUVENILE NON-PRINT MATERIALS	\$6,604	191 290	\$0	0 0	\$6,604	191 290	\$20	1 1	\$6,624	192 291
TOTAL JUVENILE MATERIALS	\$78,172	4227 5466	\$1,481	62 62	\$79,653	4289 5528	\$1,934	123 130	\$81,587	4412 5658
Total Fiction	\$65,161	3,942 4,944	\$478	8 42	\$65,639	3950 4986	\$2,813	149 154	\$68,453	4,099 5,140
Total Non-Fiction	\$69,243	2,103 3,901	\$2,094	84 107	\$71,337	2,187 4008	\$1,230	49 52	\$72,567	2,236 4060
Total Music CDs	\$1,799	102 103	\$0	0 0	\$1,799	102 103	\$418	25 25	\$2,217	127 128
Total Audio Books	\$3,145	95 95	\$61	2 2	\$3,206	97 97	\$184	3 3	\$3,370	100 100
Total Free DVDs	\$3,634	133 160	\$45	1 1	\$3,684	134 161	\$0	0 0	\$3,684	134 161
Total Rental DVDs	\$7,322	205 276	\$0	0 0	\$7,322	205 276	\$230	12 12	\$7,552	217 288
TOTAL MATERIALS	\$150,307	6590 9479	\$2,678	95 152	\$152,940	6675 9631	\$4,856	238 246	\$157,796	6813 9877

Outstanding Orders as of June 2011
 Adopt-a-book \$586
 General Fund \$2,522
 TOTAL \$3,088

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Entrepreneurial Activities Report for June 2011
DATE: July 18, 2011

June 2011 Net Revenue Summary

			YTD	YTD
	Jun-11	Jun-10	2010-2011	2009-2010
Passport	6,825.00	6,365.00	81,676.00	84,203.00
Passport Photos	1,620.00	1,010.00	17,287.00	13,550.00
Test Proctor	550.00	150.00	3,550.00	2,752.00
Meeting Room	460.00	455.00	8,620.00	4,845.00
DVD Rentals	705.00	630.00	7,367.00	6,752.00
Total	10,160.00	8,610.00	118,500.00	112,102.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Personnel Report for June 2011
DATE: July 18, 2011

			YTD	YTD
	Jun-11	Jun-10	2010-2011	2009-2010
Separation	0	0	2	1
Retirement	0	0	0	0
Appointments	0	0	1	6
Open Positions	3	0	4	5
Workers' Compensation Leave	0	0	0	0
Total	3	0	7	12

SEPARATION:
None

RETIREMENT:
None

APPOINTMENTS:
None

OPEN POSITIONS:
Library Clerk (30 hours)
(2) Librarian I (40 hours)

WORKERS' COMPENSATION LEAVE:
None



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Circulation Supervisor

SUBJECT: Circulation Activity Report

DATE: July 18, 2011

MONTHLY STATISTICS

June 2011

CIRCULATION				Y-T-D	Y-T-D	Y-T-D
	Jun-11	Jun-10		2010-11	2009-10	% change
New Patron Registrations	409	494		3,989	4,570	-12.7%
Total Circulation	21,356	21,798		219,374	220,477	-0.5%
Total Active Borrowers	9,298	9,577		159,273	171,556	-7.2%
Attendance	25,224	26,341		231,102	298,374	-22.5%
Registered Card Holders	33,823	30,205		386,637	337,793	14.5%
Adult Fiction	3,702	3,672		37,700	38,478	-2.0%
Adult Nonfiction	2,276	2,888		29,810	30,864	-3.4%
Adult Magazines	331	374		4,274	4,373	-2.3%
Adult Music CDs	225	351		4,096	4,807	-14.8%
Adult Audio Books	682	725		7,792	8,201	-5.0%
Adult Free DVDs	363	334		5,114	5,217	-2.0%
Adult Rental DVDs	505	568		5,787	6,710	-13.8%
JV Fiction	8,551	8,497		75,472	73,118	3.2%
YA Fiction	1,250	993		8,343	8,320	0.3%
JV Nonfiction	1,390	1,256		16,168	15,399	5.0%
YA Nonfiction	68	43		540	472	14.4%
JV Magazines	10	16		92	61	50.8%
JV Music CDs	29	46		550	515	6.8%
JV Audio Books	45	49		384	409	-6.1%
JV Free DVDs	938	1,054		9,855	9,711	1.5%
JV Rental DVDs	315	206		2,304	2,104	9.5%

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		840	603	649	807	1,045	3,944
10:00		482	719	605	732	425	2,963
11:00		762	602	1,112	947	558	3,981
12:00		609	565	816	788	740	3,518
1:00	842	858	626	689	935	774	4,724
2:00	974	821	684	992	755	792	5,018
3:00	862	624	876	1,587	849	743	5,541
4:00	772	784	862	672	1,012	917	5,019
5:00		1,169	634	1,403	1,180		4,386
6:00		1,055	845	1,352	1,170		4,422
7:00		906	773	1,058	1,028		3,765
8:00		658	796	709	1,003		3,166
Total/Day	3,450	9,568	8,585	11,644	11,206	5,994	50,447
Grand Total							25,224

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00	0	0	1	1	1	4	7
10:00	0	2	1	0	1	11	15
11:00	0	0	3	1	2	16	22
12:00	0	1	1	1	4	8	15
1:00	9	2	2	4	0	14	31
2:00	15	4	2	0	4	9	34
3:00	19	8	1	2	0	12	42
4:00	0	7	7	5	8	6	33
5:00	0	13	0	9	3	0	25
6:00	0	9	7	3	6	0	25
7:00	0	10	5	0	4	0	19
8:00	0	0	3	1	1	0	5
Total/Day	43	56	33	27	34	80	273
Grand Total							273

STAFF ACTIVITY

- June 02, 2011- Fernando began working on Circulation statistics.
- June 07, 2011- Laura M. attended Summer Reading Celebration meeting.
- June 07, 2011- Fernando attended Supervisor's meeting.
- June 08, 2011- Laura C. met with Yesenia and Fernando to review her evaluation.
- June 08, 2011- Vanita met with Yesenia and Fernando to review her evaluation.
- June 12, 2011- Pages helped PLFF by moving books for the book sale.
- June 14, 2011- Fernando began training Susi; a new Circulation substitute.
- June 14, 2011- Laura M. attended Summer Reading Celebration meeting.
- June 14, 2011- Fernando attended Supervisor's meeting.
- June 15, 2011- Fernando and Susi continued training.
- June 16, 2011- Fernando and Susi continued training.
- June 16, 2011- Tim met with Yesenia and Fernando to review his evaluation.
- June 20, 2011- Fernando attended Board meeting.
- June 20, 2011- Fernando set up the microphones for the Board meeting.
- June 21, 2011- Estella, Jesus, Vanita and Fernando attended all staff meeting.
- June 21, 2011- Fernando attended Supervisor's meeting.
- June 21, 2011- Fernando set up tables for Pre-School Story-time.
- June 22, 2011- Fernando formed part of the interview panel for the Library Aid interviews.
- June 25, 2011- Fernando set up Super Star program tables for Lori.
- June 28, 2011- Fernando attended Supervisor's meeting.
- June 30, 2011- Beatrice, Estella, Saul, Jesus, and Fernando helped Nadia with set up for adult program.
- June 30, 2011- Vanita performed an Indian traditional dance routine for Nadia's adult program.

ONGOING PROJECTS

- Saul Ulloa is working on reducing the number of claims return items on the claims return list.
- Laura M. continues her involvement with the SRP committee in preparation for the event.
- Fernando is working on staff performance evaluations.
- Shelf reading has begun.
- Jesus has begun to upkeep the marquee, web page, and circulation desk PowerPoint display on a daily basis.
- Circulation department continues to shelve books on the patron shelves a maximum of 3 days after they are returned.

NEW PROJECTS AND ACTIVITIES

- Circulation will work with Nadia to shift all the adult DVD's.
- Circulation will review the missing trace item list once a week.
- Fernando and Jesus will work on a Passport marketing campaign.
- Fernando is researching options for keyless restroom access.
- Fernando will begin training with new Library Aide.
- Circulation will be responsible to process new book invoices.
- Circulation will donate lost and found items to His House after 30 days of being unclaimed.
- Circulation will collect money from the copy machine once a week and record it in the register.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: City of Placentia Invoices
DATE: July 18, 2011

CITY OF PLACENTIA
INVOICES

PERIOD COVERED FY2010-2011	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
Jul-10	08/31/10	6,892.73	1,452.50	142.50	14.42	\$8,502.15
Aug-10	10/12/10	6,848.56	1,425.50	142.50	*	\$8,443.56
Sep-10	10/28/10	6,571.73	1,452.50	142.50	*	\$8,166.73
Oct-10	11/23/10	4,688.88	1,452.50	142.50	*	\$6,283.88
Nov-10	12/08/10	3,832.05	1,452.50	142.50	*	\$5,427.05
Dec-10	02/01/11	3,337.15	1,452.50	142.50	*	\$4,932.15
Jan-11	02/15/11	3,412.40	1,452.50	142.50	7.68	\$5,015.08
Feb-11	3/17/11	3,401.08	1,452.50	142.50	7.64	\$5,003.72
Mar-11	05/11/11	3,477.15	1,452.50	142.50	7.64	\$5,079.79
Apr-11	05/11/11	3,620.66	1,452.50	142.50	7.61	\$5,223.27
May-11	7/05/11	3,800.48	1,452.49	142.50	7.61	\$5,403.08
Jun-11	*	*	*	*	*	*
TOTAL		49,882.87	15,977.49	1,567.50	52.60	\$67,480.46
AVG		4,534.80	1,452.49	142.50	4.78	\$6,134.58

* City Billing Not Received

FY2009-2010	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	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	5/10&8/5/10	3,796.14	1,605.36	142.50	14.39	5,558.39
May-10	5/10&8/5/10	3,948.92	1,605.36	142.50	14.44	5,711.22
Jun-10	5/10&7/15/10	7,023.20	1,605.36	142.50	14.41	8,785.47
TOTAL		59,267.34	19,264.32	1,518.77	179.48	\$80,229.91
AVG		4,938.94	1,605.36	138.07	19.94	\$6,685.82



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Director's Report for June 2011
DATE: July 18, 2011

Accomplishments

- Met with supervisors from Adult, Children's and Circulation to provide guidance and assistance on personnel matters including performance evaluations.
- Secured \$3,000 for the Staff Appreciation and Recognition Dinner from the Placentia Library Friends Foundation (PLFF).
- Completed recruitment flyers, selection of interview panel, and interview questions for the Librarian I and Library Aide positions.
- Completed the privacy partition in the ADA restroom.

Community / Outreach

- Nathan Shapell Stadium Dedication at Yorba Linda High School – June 2nd
- Miss Placentia Yorba Linda Bon Voyage – June 9th
- Rotary Fundraiser, Cowabunga – June 17th
- Rotary Demotion Night – June 29th
- Chamber of Commerce New Board Installation – June 30th

Meetings

- Library Board of Trustees meeting – June 20th
- Supervisors/Manager meetings – June 7th, 14th, 21st, 28th
- All Staff meeting – June 21st
- Personnel meetings – June 8th, 9th, 14th, 15th, 21st, 22nd, 29th
- PLFF meetings – June 13th and 21st with PLFF President
- Rotary – May 4th, 11th, 18th, 25th
- Roundtable Women's Club – June 1st

Projects in Progress

- Facility projects –automatic door and plumbing system replacements
- IT staffing and plans
- National Night Out
- Heritage Parade & Festival
- Staff Appreciation and Recognition Dinner

I also attended the "Thank You" breakfast for PLFF on June 20th and the Adult Services program featuring Vanita Todker, Library Aide on June 30th.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Services Manager Report for June 2011
DATE: July 18, 2011

No report available due to vacancy of position.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Lori Worden, Children's Librarian II
SUBJECT: Children's Services Monthly Activity Report for June 2011
DATE: July 18, 2011

MONTHLY STATISTICS

Childrens Desk Activity

	June 2011	June 2010	Y-T-D 2010-11	Y-T-D 2009-10	Y-T-D % change
Phone reference:	59	47	623	335	85.97%
In person reference/research:	868	611	8145	6512	25.08%
Total Reference	927	658	8768	6853	27.94%
Total Number of Programs	23	30	295	312	-5.45%
Total Programs Attendance	2407	2820	14100	12263	14.98%

PROGRAM STATISTICS

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
F.I.R.S.T. – Family Interactive Reading and Sharing Time	1	30
Read to the Dogs	1	25
Preschool Story Times I & II: 3-6 years	4	99
Pocket Tales: Stories, music, and movement.	2	75
Lap Sit 24 months & younger	2	95
P-TAC	1	27
Family Game Day	1	28
Super STAR Storytime	1	11
6/1 Melrose School 2 nd Grade Tour & Story	1	100
6/4 Volunteer Training/Orientation	1	27
6/6-7 Melrose School SRP Visit	1	621
6/7 Volunteer Training/Orientation	1	31

6/9 Melrose School 4 th Grade Tour & Story	1	100
6/14 Tynes School SRP, Tour, & Story	1	125
6/22 SRP Blast Off!	1	97
6/29 Wacky World of Animals	1	166
6/29 Town & Country Preschool Tour & Story	1	21
SRP Registrations	1	729
Total June 2011	23	2,407
Total June 2010	30	2,820
Current FY to date	295	14,100
Previous FY to date	312	12,263

Achievements:

- The Summer Reading program began on June 20 for preschoolers, children, and teens. Children's staff volunteered their time to decorate the department with our "One World, Many Stories" (for children) and "You Are Here" (teen) themes on Friday, June 17.
- Lori Worden is supervising San Jose State library intern Elizabeth Gurba this summer.
- Lori Worden attended the Placentia Library Board of Trustees meeting on June 20.
- Lori Worden coordinated the Placentia Library Friends Foundation breakfast to thank them for their support on June 20.
- Lori Worden visited classes at Melrose and Tynes Elementary schools to encourage students to join the library's summer reading program.
- Lori Worden served on the Librarian I interview panel on June 23.
- Brenda Ramirez and Coleen Wakai were promoted to Librarian I positions in the Children's Department.
- Brenda Ramirez and Lori Worden served on the Summer Reading Celebration planning committee.

In Progress:

- Children's staff are planning the new C.O.P.S. program, a storytime with Police Chief Hicks, which will begin in the Fall.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Katie Matas, Volunteers

SUBJECT: Volunteer Report for June 2011

DATE: July 18, 2011

Volunteer Hours:

	June 2011	June 2010	Y-T-D 2010-11	Y-T-D 2009-10	Y-T-D % change
History Room	72	31	303.5	279	8.78%
PLFF	467	466	1385	1491	-7.11%
Library (General)	1103.5	333.5	1823.25	910	100.36%
Tutors (Computer Literacy)	20.5	14	849	987	-13.98%
Homework Club	13	38	663.25	592	12.04%
Tutors (Adult Literacy)	25	74	52	125.5	-58.57%

STAFF ACTIVITY

- *Lori Worden* is coordinating the young adult volunteer program.
- *Nadla Dallstream* is coordinating the adult volunteer program.
- *Coleen Wakai* led two Volunteer Training Workshops for Summer Reading Program volunteers.
- *Lori Worden, Coleen Wakai and Brenda Ramirez* are actively recruiting volunteers for the Summer Reading Celebration.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Nadia Dallstream, Adult Services Librarian

SUBJECT: Reference and Adult Services Monthly Activity Report for June 2011

DATE: JULY 18, 2011

MONTHLY STATISTICS

Adult Services Programs

		June 2011
June 1, 2011	Computer Workshop: Introduction to Computers	12
June 1, 2011	Government's Role in Education	30
June 14, 2011	Book Discussion: War Beneath the Waves	16
June 14, 2011	Computer Workshop: Beginning Word Processing	11
June 15, 2011	Government's Role in Education	30
June 18, 2011	Local Author: Gayle Carline	35
June 23, 2011	Government's Role in Education	31
June 30, 2011	Destination India: Vanita Todkar	120
		285

Reference Desk Activity

	June 2011	June 2010	Y-T-D 2010-2011	Y-T-D 2009-10	Y-T-D % change
Reference -- in person	1087	1222	12270	15041	-18.42%
Reference -- telephone	403	321	4012	3913	2.53%
Reference -- email/chat	0	1	15	2	100.00%
Technology assistance	445	719	7404	8092	-8.50%
Guest passes	111	44	1905	278	585.25%
Public computer use (desktops)*	1919	2889	35099	34568	1.54%
Public computer use (express laptops)	1879	1685	11098	19822	-44.01%
In library use -- cleanup	4181	3624	41120	41735	-1.47%
Adult Program Attendance	285	0	1189	667	78.26%

**Computers out of service for 2 weeks*

ACHIEVEMENTS

- *Kathy Staymates* created a bibliography and a PowerPoint presentation for the Artists PowerPoint on Paul Gauguin.
- *Katie Matas* weeded the 000s.
- *Gary Bell* created a bibliography for Novel Destinations.
- *Gary Bell* led the June 14th book discussion of *Razor's Edge* by W. Somerset Maugham.
- *Nadia Dallstream* coordinated 2 Computer Workshops.
- *Nadia Dallstream* coordinated 3 programs with the League of Women Voters.
- *Nadia Dallstream* coordinated a Local Author's program featuring Gayle Carline, PLFF Board Member.
- *Kathy Staymates and Nadia Dallstream* coordinated the Destination India program on June 30.
- *Nadia Dallstream* coordinated the Computer Literacy Program. Six students received 22.5 hours of help.
- *Gary Bell* is coordinating the Adult Literacy Program. Nine students received 25 hours of assistance from 5 tutors.

MEETINGS

- *Kathy Staymates* attended 3 Summer Reading Celebration meetings.
- *Nadia Dallstream* attended 4 Managers/Supervisors Meetings.
- *Nadia Dallstream* met with John Alexander from Freegal Music.
- *Katie Matas, Nadia Dallstream and Gary Bell* participated in the PLFF Thank You Breakfast.
- *Nadia Dallstream* attended the June 20th Board Meeting.
- *Nadia Dallstream and Gary Bell* met 4 times to discuss upcoming projects.
- *Katie Matas, Nadia Dallstream and Gary Bell* attended the Staff Meeting on June 21st.

IN PROGRESS

- *Katie Matas* is preparing for the July Book Discussion of *Three Cups of Tea* by Greg Mortenson.
- *Kathy Staymates* is preparing for the Summer Reading Celebration.
- *Nadia Dallstream* is coordinating Computer Workshops and Computer Literacy for July.
- *Nadia Dallstream* is coordinating the Destination Ireland Program.
- *Katie Matas* is keeping track of Adult Summer Reading Program Participation.
- *Kathy Staymates* is weeding Adult Fiction.
- *Gary Bell* is weeding the 700, 800, 900 collections.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Gary Bell, History Room Librarian
SUBJECT: Local History Room Monthly Report for June 2011
DATE: July 18, 2011

History Room Statistics:

	June 2011	June 2010	Y-T-D 2010-11	Y-T-D* 2009-10	Y-T-D % change
History Room Visitors	8	30	108	121	-10.74%
History Room Volunteer Hours	72	31	588.5	510	15.39%

ACHIEVEMENTS

- *Gary Bell* weeded 52 volumes from the History Room collection to be transferred to the circulating collection.
- *Gary Bell* obtained the current yearbooks from Esperanza, El Dorado and Valencia High Schools for the History Room's yearbook collection.
- *Gary Bell* obtained copies of three titles by Gayle Carline for the History Room's local author collection.
- *Gary Bell* provided information and resources to the videographer and History Room committee for the DVD project.
- *Gary Bell* submitted material for the Placentia Quarterly.
- *Gary Bell* met with Chris Jepson, Orange County archivist, regarding banners exhibiting the Yorba brands.

MEETINGS

- *Gary Bell* met with the Historical Homes DVD Committee and videographer 3 times.

IN PROGRESS

- *Gary Bell* continues to update/revise script for the DVD project.
- *Gary Bell* is preparing for the Placentias around the World presentation on August 13, 2011.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Katie Matas, Librarian, Technical Services
SUBJECT: Technology & Website Report for June 2011
DATE: July 18, 2011

MONTHLY STATISTICS

Online database usage:

	<u>June</u> <u>2011</u>	<u>June</u> <u>2010</u>	<u>Y-T-D</u> <u>2010-11</u>	<u>Y-T-D</u> <u>2009-10</u>	<u>Y-T-D</u> <u>% change</u>
General Reference Center	149	775	5,309	3,051	74%
Career Transitions (new for FY10/11)	1	0	271	0	NA
Heritage Quest	1,643	516	8,018	8,423	-5%
Novelist	35	12	656	576	14%
Tumblebooks	223	416	4,598	4,932	-7%
Reference USA	68	60	1,074	955	11%
	<u>2,119</u>	<u>1,779</u>	<u>19,926</u>	<u>17,937</u>	<u>11%</u>

Website traffic for June 2011:

In June 2011 we had 16,224 visitors to our website. In June 2010 there were 30,871 page hits. Last year we had 18,134 visitors and 42,326 page hits in June.

STAFF ACTIVITY

- *Katie Matas* proctored eleven exams.
- *Katie Matas* rolled over the materials budget information in Horizon for the new fiscal year.
- *Katie Matas* helped retrieve statistical information from Horizon for year-end reports.

ONGOING PROJECTS

- *Jesus Diaz* continues to update Library events on the website and the outside digital sign.
- *Katie Matas* helped patrons and staff with day-to-day computer and copier questions.
- *Katie Matas* updates the messages on the telephone system.
- *Nadia Dallstream* updates the Library's Facebook account.
- *Coleen Wakai* updates the Library's Flickr account.
- *Brenda Ramirez* updates the Library's Twitter account.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Employee of the Quarter Award
DATE: July 18, 2011

BACKGROUND

President Wood will present the Employee of the Quarter Award to Timothy Worden, Library Page.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Legislative Updates
DATE: July 18, 2011

SB 87 – STATE BUDGET

Late June 28, 2011 the Assembly and the Senate Democrats successfully passed the State Budget, SB 87, with a solid majority vote – using the powers that the voters bestowed on them when they enacted Proposition 25 (majority vote Budget) in November of 2010. Over the last several weeks, when talks broke down with a group of Republican Senators, known as the “GOP 4,” over extending the current taxes that were set to expire on June 30th, the Democrats and the Governor worked to craft an alternative Budget, known as “Plan C.”

The “Plan C” Budget makes substantial cuts of \$14.6 billion to programs in order to reduce the \$26.6 billion Budget deficit, provides additional resources of \$1.4 billion, a reserve of \$500 million, and assumes new Department of Finance revenue estimates indicating that the tax receipts have continued to grow in the positive by \$4 billion. The Governor had indicated his strong desire to place a tax extension package on a special election September ballot, but with the resistance from the Republican party, he was forced to go in a different direction. There may still be, as the Governor has acknowledged, a desire to go to the ballot in November of 2012 with an initiative to increase state revenues.

What was most surprising about last night’s debate on the Budget bills was the speed with which the legislature dispensed with the Budget bill and 7 related measures, including the so-called “Trigger bills.” (see below) There was only modest, brief debate from the Republican members about the assumption of the new revenues and if they were solid enough, the structure of the “trigger,” and complaints from the Minority Party that they had been “left out of the process.” Assembly Budget Chair, Bob Blumenfield, clearly frustrated said during the debate on the main Budget bill, “You can’t say that the new revenue assumptions (\$4 billion) is not real and then say that the trigger cuts aren’t real. You can’t have it both ways. These are very real cuts.” In the Senate, several of the members of the so-called “GOP 4” rose to express their displeasure that the disintegration of the Budget talks had led to the Budget products on the Floor, which did not include reforms they argued for including pension and regulatory reform as well as a spending cap. Senator Tom Berryhill said that the package was “totally partisan. It’s a sad day. The Governor and the GOP 4 didn’t walk away from talks, but labor did. This is the Majority party protecting the status quo.”

After the conclusion of all of the work in the Senate at approximately 10:30 p.m., the Senate President pro Tem thanked everyone for their thoughtful work on the Budget and said the night’s events caused “mixed feelings. A sense of accomplishment that we passed a Budget on time and addressed the structural deficit. But it was done making cuts that are going to hurt a lot of people...We don’t celebrate tonight. We did it with members who were willing to participate in the process, with the tools we had.” The Assembly received the final bill, an education Budget “trailer bill” from the Senate close to 11 p.m. and passed it on a vote of 51 “ayes” to 25 “noes” and then promptly adjourned, having concluded their work.

The Governor is in receipt of the Budget bill and the "trailer" bills, including the "trigger bills," and is expected to sign them today or tomorrow. NOTE: \$15.2 million in library funding - \$8.5 million for CLSA, \$3 million for the PLF and the maintenance of effort language, and \$3.7 million for literacy, can be found in SB 87. The State Library begins on page 593 of the enrolled version sent to the Governor.

AB 121 -- "TRIGGER BILL"

For the first time in recent memory, the Legislature has passed two measures that would enact very specified mid-year cuts to programs if revenues do not materialize, as anticipated by December 15, 2011. Called "trigger bills," AB 121 is the major bill affecting cuts to UC/CSU, public libraries, K-12 and other programs, while SB 73 is a trigger bill pertaining to health and human services cuts. Specifically, AB 121 proposes eliminating all remaining library funding (\$15,866 million) should the economy not continue to recover and new revenues do not keep pace with expenditures. You will recall that CLA worked very hard to preserve \$15.2 million of the \$30.4 million that the Governor originally proposed for total elimination in his January Budget. The \$15.2 million reflects a compromise that was reached between CLA, the members of the legislature, and Governor Brown's Administration, in order to save funding for the California Library Services Act, the Public Library Foundation, and the literacy program. The passage of AB 121 means that the remaining \$15.2 million would be vulnerable under the "trigger" scenario, and it also calls for the elimination of the California Civil Liberties Public Education Program and the California Newspaper Project, if necessary, bringing the total potential cut to \$15,866 million.

What Is the "Trigger" and How Does It Work?

In a briefing packet that was used by the Democrat caucus, it explains the Trigger as thus:

"If revenues do not grow by at least \$3 billion of the projected \$4 billion, then scaled triggered cuts will occur. The concept of the Trigger is to provide assurances the budget holds together, but provide adequate time for follow up solutions and changes to be made to mitigate negative consequences of the potential cuts."

The language in the legislation notes that: "Not later than December 15, 2011, the Director of Finance shall forecast General Fund revenues for the 2011-12 fiscal year and shall determine whether that revenue forecast or the Legislative Analyst's November 2011 General Fund revenue forecast is higher. The Director of Finance shall notify the Joint Legislative Budget Committee of the determination and the amount of the higher forecast. If the higher revenue forecast determined pursuant to subdivision (a) projects General Fund revenues for the 2011-12 fiscal year of less than \$87,452,500,000, the Director of Finance shall do all of the following on or after January 1, 2012." What then follows is a list of the items that would be cut, such as the library programs, \$200 million more to UC and CSU, \$100 million to In Home Support Services, \$30 million community college fee increase, \$72 million cut to juvenile justice programs, etc. These are considered the "Tier 1" cuts. If additional cuts needed to be made beyond those included in AB 121, a second Tier would be triggered, prompting cuts of \$1.9 billion to K-12 schools to reduce the school year by 7 days (\$1.5 billion), eliminate Home-To-School transportation (\$248 million), and community college apportionments (\$72 million).

Senate Budget Chair, Mark Leno said during the presentation of this bill on the Senate Floor, "Hopefully the trigger will not need to be pulled. We have 40% of it in the bank right now and short of something very dramatic on the U.S. fiscal scene, we [won't have to pull the trigger]." His counterpart in the Assembly, Assemblyman Bob Blumenfield agreed, "This is truly a tale of tears....But we believe the revenue increases will continue." In speaking with several key legislators in the hall last night, they told us they are cautiously optimistic that the state will continue its economic recovery and AB 121 will not have to be invoked.

AB 438 – LIBRARY “OUTSOURCING”BILL (AB438) TO BE HEARD JULY 6TH – BILL HAS BEEN AMENDED AGAIN

As of July 6, 2011, AB 438 by Assemblyman Das Williams passed the Senate Governance and Finance Committee (the former Senate Local Government Committee) on a straight party-line vote of 6 “ayes” to 3 “noes,” with the agreement that the author would take a series of amendments requested by the Chair and Committee staff. The bill would “impose requirements on a city or library district that intends to withdraw from a county free library system and operate libraries with a private contractor.”

The Committee Chair, Senator Lois Wolk, one of the most ardent library supporters in the Senate for many years, had invested a significant amount of personal time doing her own research on AB 438 prior to today’s hearing. Similarly, her Senate Governance and Fiscal Committee Consultant reached out to CLA, the State Library, stakeholders pro and con, and others to obtain all of the background and research information necessary to help the committee make an informed decision on the bill today. As a result, the Committee analysis was very thorough and can be obtained [here](#) for your information. (You can also see a comprehensive list of the AB 438 supporters and opponents at the conclusion of the committee analysis.)

AB 438, as you may recall, is sponsored by the Ventura Reader’s Book Group and supported by SEIU and the California Labor Federation. AB 438 is opposed by the California League of Cities, LSSI, and the California Chamber of Commerce. During debate on the bill, the supporters argued for the protection of jobs and for more public input on the decision to outsource, while the opposition argued that the “practical effect of the bill was to ban cities from contracting out services, which likely means staff layoffs and branch closures.”

At today’s hearing, Senator Wolk stated that she supported the direction of the bill but also noted that it needed to be “tightened up.” She acknowledged that the author had agreed to some amendments, and that she would be working with the author in the coming days to also frame additional amendments to provide for protection for workers affected by contracting out. For those CLA members and interested persons who are actively following the legislation, the amendments, as we understand them, that were agreed to today would:

- 1) Using the June 27th version of the bill, available [here](#)
- 2) Strike lines 6 through 25 of the bill on page 4 (*This language, which would be deleted from the bill would have stated that the contract could not displace city or library district employees or result in lower contractor pay rates or benefits, among other things.*)
- 3) Strike lines 32 and 33 of the bill on page 4 (*This language, which would be deleted from the bill stated, “The potential for future economic risk to the city or library district from potential contractor rate increases shall be minimal.”*)
- 4) Strike lines 1 through 3 of the bill on page 5. (*This language, which would be deleted from the bill, stated that the “potential economic advantage of the contract shall not be outweighed by the public’s interest in having a particular function performed directly by the city or library district.”*)
- 5) The bill will also be amended to limit the term of a library services contract to no more than two years.

6) The provisions of the bill will “sunset” (law will no longer be effective) on January 1, 2014, unless the provisions are extended by the Legislature. (We are informed that talks are underway to potentially extend the January 2014 date to a later year.)

Senator Wolk stated that she wanted to eliminate sections that were “too narrowly drawn.” But she acknowledged several times that the state, and she personally, has a “vested interest in protecting public libraries” and asserted that there may be some safeguards necessary to ensure that interest is upheld. In his closing, Assemblyman Williams thanked the committee for giving the issue so much of their time and attention, and the bill subsequently passed on a vote of 6 “ayes” (all Democrat members) to 3 “noes” (all Republicans). The measure will now head to the Senate Appropriations Committee.

SB 445 – LIBRARY CIRCULATION BILL

Recently SB 445 by Senator Joe Simitian passed the Assembly Governmental Organization Committee on a strong bi-partisan vote of 17 “ayes” to 0 “noes.” The measure seeks to upgrade a 1980 law and a subsequent 1986 law, both sponsored by the California Library Association (CLA), to protect the privacy of patron circulation records at public libraries.

Existing law provides limited privacy protection for “registration and circulation” records, but is largely silent on privacy protection for the many online interactions a patron has at or through their public libraries, including items such as:

- Email or text based communications with a librarian or library staff;
- Online courses;
- Computer research; and,
- Online records of items checked out.

“This simple change ensures that the more than a million Californians who use our public libraries every day will have their personal information protected,” said Simitian. “People use libraries to research sensitive and personal topics; their privacy shouldn’t be compromised.” The change in law was suggested by one of Simitian’s constituents through Simitian’s annual “There Oughta Be A Law” contest. Cupertino resident and library law consultant Mary Minow submitted her winning entry after attending one of Senator Simitian’s Town Hall meetings.

“This bill is a much needed update for library users in California,” said Minow. “The existing law only protected our registration and circulation records. In today's world, we email, text, and chat with librarians online. Library users don't expect that to be part of the public record. I'm delighted that a step for privacy has been made for library patrons in the digital world.”

Senate Bill 445 makes a small but necessary change in state law to ensure that all patron use records are protected equally, and can be disclosed only to the appropriate parties. The California Library Association and its members expressed support of the bill, indicating that change was needed.

“It has become difficult to fit today’s online communications methods used by libraries and their patrons into the existing law. The new language will ensure library users that records of their communications and transactions with their library will remain private and confidential,” said San Jose Public Library Director, Jane Light.

"California has been on the leading edge of privacy legislation for decades. This bill brings an important law into the 21st century. Libraries offer electronic connections to a multitude of invaluable online resources. People who use libraries to access such online resources deserve the same confidentiality they obtain when using the more traditional library resources," said Beth Givens Director of the Privacy Rights Clearinghouse, a non-profit agency dedicated to consumer advocacy. The laws have served library patrons well for over three decades, but are in need of update in order to reflect the changes in technology and the way in which electronic records are kept at the public library.

SB 288 – LOCAL GOVERNMENT: INDEPENDENT SPECIAL DISTRICT

CSDA's sponsored legislation, Senate Bill 288 (Negrete McLeod) was signed into law by Governor Jerry Brown on Thursday, July 7 after passing through the legislature unanimously. SB 288 applies to independent special districts that choose to utilize the county treasurer as the treasurer of the district. Most of these districts are currently limited to a 35 year-old \$1,000 revolving fund to pay district expenditures for ongoing operations. Similar to existing authority vested in mosquito abatement and vector control districts and public cemetery districts, SB 288 authorizes all other independent special districts to establish a revolving fund in an amount not to exceed 110 percent of one-twelfth of a district's adopted budget for that fiscal year. Providing more consistency throughout the enabling acts that govern special districts will improve flexibility and reduce confusion.

SB 931 – USE OF LEGAL COUNSEL

Special districts that hire outside legal counsel or consultants for advice on public employee union activities should be extremely concerned about Senate Bill 931 by Senator Juan Vargas. Specifically, this bill prohibits agencies from using public dollars to pay for outside legal counsel or consultants for the purpose of counseling the public employer about ways to minimize or deter the exercise of public employee union rights. CSDA believes that current law already prohibits public agencies from engaging in "union busting," the cited reason for the bill. The practical effect of this bill, if it were to be signed into law, would be increased challenges by labor resulting in heightened costs to employers to defend themselves.

If this bill is signed into law, special districts who hire outside legal counsel or consultants for advice on public employee union activities could face challenges that the advice they received could "minimize or deter" the exercise of union rights. This would force districts to disclose confidential attorney-client communications. This threat of disclosure would likely deter districts from getting desired advice on some issues, like hiring a consultant to train staff on better employee relations or hiring outside legal counsel for advice on what steps to take if a strike were to occur. SB 931 specifically allows public employers to only hire consultants or counsel to engage in "collective bargaining on behalf of the employer with respect to wages, hours or other terms and conditions of employment."

Special districts rarely have in-house counsel to provide advice on labor relations. Districts rely on hiring outside counsel and consultants as they cannot afford to directly employ legal counsel that specialize in employer-employee relations. SB 931 could jeopardize districts' ability to seek the best advice on employee relations. This bill is currently on the Assembly Floor and may be considered by the full Assembly as early as this Thursday. CSDA is opposed to SB 931.

Attachment A is a copy of SB 87
Attachment B is a copy of AB 121.
Attachment C is a copy of AB 438.
Attachment D is a copy of SB 445.
Attachment E is a copy of SB 288.
Attachment F is a copy of SB 931.

Recommendation

N/A

Senate Bill No. 87

Passed the Senate June 28, 2011

Secretary of the Senate

Passed the Assembly June 28, 2011

Chief Clerk of the Assembly

This bill was received by the Governor this _____ day
of _____, 2011, at _____ o'clock _____M.

Private Secretary of the Governor

SB 87

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CHAPTER _____

An act making appropriations for the support of the government of the State of California and for several public purposes in accordance with the provisions of Section 12 of Article IV of the Constitution of the State of California, to take effect immediately, Budget Bill.

LEGISLATIVE COUNSEL'S DIGEST

SB 87, Leno. 2011–12 Budget.

This bill would make appropriations for support of state government for the 2011–12 fiscal year.

This bill would declare that it is to take effect immediately as a Budget Bill.

Appropriation: yes.

The people of the State of California do enact as follows:

SECTION 1.00. This act shall be known and may be cited as the "Budget Act of 2011."

SEC. 1.50. (a) In accordance with Section 13338 of the Government Code, as added by Chapter 1284 of the Statutes of 1978, and as amended by Chapter 1286 of the Statutes of 1984, it is the intent of the Legislature that this act utilize a coding scheme compatible with the Governor's Budget and the records of the Controller, and provide for the appropriation of federal funds received by the state and deposited in the State Treasury.

(b) Essentially, the format and style are as follows:

(1) Appropriation item numbers have a code which is common to all the state's fiscal systems. The meaning of this common coded item number is as follows:

2720—Organization Code (this code represents the California Highway Patrol)

001—Reference Code (first appropriation for a particular fund for support of each department)

0044—Fund Code (Motor Vehicle Account, State Transportation Fund)

(2) Appropriation items are organized in organization code order.

(3) All the appropriation items, reappropriation items, and reversion items, if any, for each department or entity are adjacent to one another.

(4) Federal funds received by the state and deposited in the State Treasury are appropriated in separate items.

(c) The Department of Finance may authorize revisions to the codes used in this act in order to provide compatibility between the codes used in this act and those used in the Governor's Budget and in the records of the Controller.

(d) Notwithstanding any other provision of this act, the Department of Finance may revise the schedule of any appropriation made in this act where the revision is of a technical nature and is consistent with legislative intent. These revisions may include, but shall not be limited to, the substitution of category for program or program for category limitations, the proper categorization of allocated administration costs and cost recoveries, the distribution of any unallocated amounts within an appropriation and the adjustment of schedules to facilitate departmental accounting operations, including the elimination of categories providing for amounts payable from other items or other appropriations and the distribution of unscheduled amounts to programs or categories. These revisions shall include a certification that the revisions comply with the intent and limitation of expenditures as appropriated by the Legislature.

(e) Notwithstanding any other provision of this act, when the Department of Finance, pursuant to subdivision (d), approves the schedule or revision of any appropriation relating to the elimination of amounts payable, the language authorizing the transfer shall also be eliminated.

SEC. 1.80. (a) The following sums of money and those appropriated by any other sections of this act, or so much thereof as may be necessary unless otherwise provided herein, are hereby appropriated for the use and support of the State of California for the 2011–12 fiscal year beginning July 1, 2011, and ending June 30, 2012. All of these appropriations, unless otherwise provided herein, shall be paid out of the General Fund in the State Treasury.

(b) All capital outlay appropriations and reappropriations, unless otherwise provided herein, are available as follows:

(1) Studies, preliminary plans, working drawings, and minor capital outlay funds are available for expenditure until June 30, 2012.

(2) Construction funds are available for expenditure until June 30, 2014, if allocated through fund transfer or approval to proceed to bid by the Department of Finance by June 30, 2012. Any funds not allocated by June 30, 2012, shall revert on July 1, 2012, to the fund from which the appropriation was made.

(3) All other capital outlay funds are available until June 30, 2014.

(c) Whenever by constitutional or statutory provision the revenues or receipts of any institution, department, board, bureau, commission, officer, employee, or other agency, or any moneys in any special fund created by law therefor, are to be used for salaries, support, or any proper purpose, expenditures shall be made therefrom for any such purpose only to the extent of the amount therein appropriated, unless otherwise stated herein.

(d) Appropriations for purposes not otherwise provided for herein that have been heretofore made by any exis

Assembly Bill No. 121

CHAPTER 41

An act to amend the Budget Act of 2011 by adding Sections 3.94 and 3.97 to that act, relating to the State Budget, to take effect immediately, Budget Bill.

[Approved by Governor June 30, 2011. Filed with
Secretary of State June 30, 2011.]

LEGISLATIVE COUNSEL'S DIGEST

AB 121, Committee on Budget. Budget Act of 2011.

Existing law requires the Legislature to pass a Budget Bill making appropriations for the support of state government for the ensuing fiscal year.

This bill would amend the Budget Act of 2011 to require the Director of Finance to forecast General Fund revenues for the 2011–12 fiscal year by December 15, 2011, and to determine whether that revenue forecast or the Legislative Analyst's November 2011 General Fund revenue forecast is higher. Under this bill, the Director of Finance would be required to make reductions to specified items of appropriation if the higher revenue forecast is less than \$87,452,500,000 and to make additional reductions to specified items of appropriation if the higher revenue forecast is less than \$86,452,500,000.

This bill would also provide that items of appropriation in the Budget Act of 2011 shall be reduced as appropriate to reflect any funds used from the Trial Court Security Account, the Social Services Subaccount, or from other accounts or subaccounts of the Local Revenue Fund 2011, and would require the Director of Finance to allocate the necessary reductions to each item of appropriation to accomplish the reductions required by this bill.

This bill would declare that it is to take effect immediately as a Budget Bill.

The people of the State of California do enact as follows:

SECTION 1. Section 3.94 is added to the Budget Act of 2011, to read:

Sec. 3.94. (a) Not later than December 15, 2011, the Director of Finance shall forecast General Fund revenues for the 2011–12 fiscal year and shall determine whether that revenue forecast or the Legislative Analyst's November 2011 General Fund revenue forecast is higher. The Director of Finance shall notify the Joint Legislative Budget Committee of the determination and the amount of the higher forecast.

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(b) If the higher revenue forecast determined pursuant to subdivision (a) projects General Fund revenues for the 2011–12 fiscal year of less than \$87,452,500,000, the Director of Finance shall do all of the following on or after January 1, 2012:

(1) Reduce Item 0690-102-0001 of Section 2.00 by not more than \$15,000,000.

(2) Reduce Item 4300-101-0001 of Section 2.00 by not more than \$100,000,000.

(3) Reduce Item 5180-111-0001 of Section 2.00 by not more than \$10,000,000.

(4) Reduce Item 5225-001-0001 of Section 2.00 by not more than \$20,000,000.

(5) Reduce Items 6110-194-0001 and 6110-196-0001 of Section 2.00 by not more than \$23,000,000 in the aggregate.

(6) Reduce Item 6120-150-0001 of Section 2.00 by not more than \$450,000.

(7) Reduce Item 6120-160-0001 of Section 2.00 by not more than \$216,000.

(8) Reduce Item 6120-211-0001 of Section 2.00 by not more than \$8,500,000.

(9) Reduce Item 6120-213-0001 of Section 2.00 by not more than \$3,700,000.

(10) Reduce Item 6120-221-0001 of Section 2.00 by not more than \$3,000,000.

(11) Reduce Item 6440-001-0001 of Section 2.00 by not more than \$100,000,000.

(12) Reduce Item 6610-001-0001 of Section 2.00 by not more than \$100,000,000.

(13) Reduce Item 6870-101-0001 of Section 2.00 by not more than \$30,000,000.

(c) If the higher revenue forecast determined pursuant to subdivision (a) projects General Fund revenues for the 2011–12 fiscal year of less than \$86,452,500,000, the Director of Finance, in addition to the reductions specified in subdivision (b), shall do both of the following on or after January 1, 2012:

(1) Reduce Item 6110-111-0001 of Section 2.00 by not more than \$248,000,000.

(2) Reduce Item 6870-101-0001 of Section 2.00 by not more than \$72,000,000.

(d) Within 10 days of any reduction made pursuant to this section, the Director of Finance shall notify the Joint Legislative Budget Committee of the reduction.

SEC. 2. Section 3.97 is added to the Budget Act of 2011, to read:

Sec. 3.97. (a) Items 0250-101-0932 and 0250-111-0001 of Section 2.00 shall be reduced by the Director of Finance, as appropriate, to reflect any funds used from the Trial Court Security Account in the Local Revenue Fund 2011.

(b) Items 5225-001-0001 and 5225-002-0001 of Section 2.00 shall be reduced or offset by the Director of Finance, as appropriate, to (1) reflect any reimbursement of funds received from the Local Revenue Fund 2011 for costs incurred by the Department of Corrections and Rehabilitation for and in relation to the implementation of Chapter 15 of the Statutes of 2011, and (2) to reflect the state savings due to the implementation of Chapter 15 of the Statutes of 2011.

(c) Notwithstanding any other law, and in addition to the reductions authorized by subdivisions (a) and (b), each item of appropriation in Section 2.00 shall be reduced as appropriate to reflect any funds used from the accounts or subaccounts in the Local Revenue Fund 2011 or from the Social Services Subaccount in the Local Revenue Fund pursuant to subdivision (b) of section 17601.20 of the Welfare and Institutions Code. The Director of Finance shall allocate the necessary reductions to each item of appropriation to accomplish the reductions required by this subdivision.

SEC. 3. This act is a Budget Bill within the meaning of subdivision (e) of Section 12 of Article IV of the California Constitution and shall take effect immediately.

AMENDED IN SENATE JUNE 27, 2011
AMENDED IN ASSEMBLY JUNE 1, 2011
AMENDED IN ASSEMBLY MAY 27, 2011
AMENDED IN ASSEMBLY APRIL 4, 2011
AMENDED IN ASSEMBLY MARCH 29, 2011
AMENDED IN ASSEMBLY MARCH 16, 2011
CALIFORNIA LEGISLATURE—2011–12 REGULAR SESSION

ASSEMBLY BILL

No. 438

**Introduced by Assembly Member Williams
(Coauthor: Assembly Member Fuentes)**

February 14, 2011

An act to amend Sections 19104 and 19116 of, and to add Section 19104.5 to, the Education Code, relating to libraries.

LEGISLATIVE COUNSEL'S DIGEST

AB 438, as amended, Williams. County free libraries: withdrawal: use of private contractors.

Existing law provides that the county boards of supervisors may establish and maintain, within their respective counties, county free libraries pursuant to specified provisions of law. Existing law provides that the board of trustees, common council, or other legislative body of any city or the board of trustees of any library district may, on or before January 1st of any year, notify the county board of supervisors that the city or library district no longer desires to be a part of the county free library system, as specified.

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This bill would impose specified requirements if the board of trustees, common council, or other legislative body of a city or the board of trustees of a library district intends to withdraw from the county free library system and operate the city's or library district's library or libraries with a private contractor that will employ library staff to achieve cost savings, *unless the library or libraries are funded only by the proceeds of a special tax imposed by the city or library district.* These requirements would include, but not be limited to, publishing notice of the contemplated action in a specified manner, clearly demonstrating that the contract will result in actual overall cost savings to the city or library district, prohibiting the contract from causing the displacement of city or library district employees, and imposing specified requirements on contracts for library services in excess of \$100,000 annually. The bill would also provide that its provisions do not preclude a city, library district, or local government from adopting more restrictive rules regarding the contracting of public services.

Vote: majority. Appropriation: no. Fiscal committee: no.
State-mandated local program: no.

The people of the State of California do enact as follows:

1 SECTION 1. Section 19104 of the Education Code is amended
2 to read:
3 19104. (a) The board of trustees, common council, or other
4 legislative body of a city or the board of trustees of a library district
5 may, on or before January 1 of any year, notify the county board
6 of supervisors that the city or library district no longer desires to
7 be a part of the county free library system. The notice shall be
8 accompanied by a statement complying with the requirements of
9 Chapter 8 (commencing with Section 54900) of Part 1 of Division
10 2 of Title 5 of the Government Code. The clerk of the board of
11 supervisors shall file the statement with the county assessor and
12 the State Board of Equalization. Thereafter the city or library
13 district shall cease to participate in the benefits of the county free
14 library system, and the property situated in the city or library
15 district shall not be liable for taxes for county free library purposes.
16 (b) If the board of trustees, common council, or other legislative
17 body of a city or the board of trustees of a library district intends
18 to withdraw from the county free library system and operate the
19 city's or the district's library or libraries with a private contractor

1 that will employ library staff to achieve cost savings, the
2 requirements of Section 19104.5 shall apply, *unless the library or*
3 *libraries are funded only by the proceeds of a special tax imposed*
4 *by the city or district pursuant to Article 3.5 (commencing with*
5 *Section 50075) of Chapter 1 of Part 1 of Division 1 of Title 5 of*
6 *the Government Code.*

7 SEC. 2. Section 19104.5 is added to the Education Code, to
8 read:

9 19104.5. (a) If the board of trustees, common council, or other
10 legislative body of a city or the board of trustees of a library district
11 intends to withdraw from the county free library system and operate
12 the city's or the district's library or libraries with a private
13 contractor that will employ library staff to achieve cost savings,
14 all of the following requirements shall apply:

15 (1) At least once a week for four consecutive weeks prior to
16 taking any action, the board of trustees, common council, or other
17 legislative body of the city or the board of trustees of the library
18 district shall publish, in a newspaper designated by it and circulated
19 throughout the city or library district, notice of the contemplated
20 action, giving the date and place of the meeting at which the
21 contemplated action is proposed to be taken.

22 (2) The board of trustees, common council, or other legislative
23 body of a city or the board of trustees of a library district shall
24 clearly demonstrate that the contract will result in actual overall
25 cost savings to the city or library district, provided that, in
26 comparing costs, all of the following occur:

27 (A) The city or library district's additional cost of providing the
28 same services as proposed by the contract shall be included. These
29 additional costs shall include the salaries and benefits of additional
30 staff that would be needed and the cost of additional space,
31 equipment, and materials needed to perform the necessary functions
32 of the library.

33 (B) The city or library district's indirect overhead costs shall
34 not be included unless those costs can be attributed solely to the
35 function in question and would not exist if that function was not
36 performed by the city or library district. For purposes of this
37 subparagraph, "indirect overhead costs" means the pro rata share
38 of existing administrative salaries and benefits, rent, equipment
39 costs, utilities, and materials.

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1 (C) The cost of a contractor providing a service for any
2 continuing city or library district costs that would be directly
3 associated with the contracted function shall be included.
4 Continuing city or library district costs shall include, but not be
5 limited to, costs for inspection, supervision, and monitoring.

6 (3) The contract shall not be approved solely on the basis that
7 savings will result from lower contractor pay rates or benefits.
8 Contracts shall be eligible for approval if the contractor's wages
9 are at the industry's level and do not undercut city or library district
10 pay rates.

11 (4) The contract shall not cause the displacement of city or
12 library district employees. Displacement includes layoff, demotion,
13 involuntary transfer to a new classification, involuntary transfer
14 to a new location requiring a change of residence, and time base
15 reductions. Displacement does not include changes in shifts or
16 days off, nor does it include reassignment to other positions within
17 the same classification and general location or employment with
18 the contractor, so long as wages and benefits are comparable to
19 those paid by the city or library district.

20 (5) The overall cost savings of the contract shall be large enough
21 to ensure that the savings will not be eliminated by private sector
22 and city or library district cost fluctuations that could normally be
23 expected during the contracting period.

24 (6) The amount of the overall cost savings of the contract shall
25 clearly justify the scope and duration of the contract.

26 (7) The contract shall be awarded through a publicized,
27 competitive bidding process.

28 (8) The contract shall include specific provisions pertaining to
29 the qualifications of the staff that will perform the work under the
30 contract, as well as assurances that the contractor's hiring practices
31 meet applicable nondiscrimination standards.

32 (9) The potential for future economic risk to the city or library
33 district from potential contractor rate increases shall be minimal.

34 (10) The contract shall be with a firm. For purposes of this
35 paragraph, a "firm" means a corporation, limited liability company,
36 partnership, nonprofit organization, or sole proprietorship.

37 (11) The contract shall provide that it may be terminated at any
38 time by the city or library district without penalty if *the contractor*
39 *fails to perform and* notice is provided within 30 days of
40 termination.

1 (12) The potential economic advantage of the contract shall not
2 be outweighed by the public's interest in having a particular
3 function performed directly by the city or library district.

4 (13) If the contract is for library services in excess of one
5 hundred thousand dollars (\$100,000) annually, all of the following
6 shall occur:

7 (A) The city or library district shall require the contractor to
8 disclose all of the following information as part of its bid,
9 application, or answer to a request for proposal:

10 (i) A description of all charges, claims, or complaints filed
11 against the contractor with any federal, state, or local administrative
12 agency during the prior 10 years.

13 (ii) A description of all civil complaints filed against the
14 contractor in any state or federal court during the prior 10 years.

15 (iii) A description of all state or federal criminal complaints or
16 indictments filed against the contractor, or any of its officers,
17 directors, or managers, at any time.

18 (iv) A description of any debarments of the contractor by any
19 public agency or licensing body at any time.

20 (B) The city or library district shall include in the contract
21 specific, measurable performance standards and provisions for a
22 performance audit by the city or library district, or an independent
23 auditor approved by the city or library district, to determine
24 whether the performance standards are being met and whether the
25 contractor is in compliance with applicable laws and regulations.
26 The city or library district shall not renew or extend the contract
27 prior to receiving and considering the audit report.

28 (C) The contract shall include provisions for an audit by the
29 city or library district, or an independent auditor approved by the
30 city or library district, to determine whether and to what extent the
31 anticipated cost savings have actually been realized. The city or
32 library district shall not renew or extend the contract ~~prior to~~ *before*
33 receiving and considering the audit report.

34 (b) This section does not preclude a city, library district, or local
35 government from adopting more restrictive rules regarding the
36 contracting of public services.

37 SEC. 3. Section 19116 of the Education Code is amended to
38 read:

39 19116. (a) (1) Sections 19104 and 19105 are not applicable
40 to the withdrawal of a city or library district from the county free

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1 library system in Los Angeles County or Riverside County. The
2 legislative body of a city or the board of trustees of a library
3 district, whose jurisdiction is within the County of Los Angeles
4 or the County of Riverside, may notify the board of supervisors
5 for Los Angeles County or Riverside County, as appropriate, that
6 the city or library district no longer desires to be a part of the
7 county free library system. The notice shall state whether the city
8 or library district intends to acquire property pursuant to
9 subdivision (c). The board of supervisors shall transmit a copy of
10 the notice to the Los Angeles County Assessor or Riverside County
11 Assessor, as appropriate, the Los Angeles County Auditor or
12 Riverside County Auditor, as appropriate, and the State Board of
13 Equalization.

14 (2) If the city's legislative body or the library district's board
15 of trustees intends to withdraw from the county free library system
16 and operate the city's or the district's library or libraries with a
17 private contractor that will employ library staff to achieve cost
18 savings, the requirements of Section 19104.5 shall also apply,
19 *unless the library or libraries are funded only by the proceeds of*
20 *a special tax imposed by the city or district pursuant to Article 3.5*
21 *(commencing with Section 50075) of Chapter 1 of Part 1 of*
22 *Division 1 of Title 5 of the Government Code.*

23 (b) When a city or library district files a notice pursuant to
24 subdivision (a), it shall remain a member of the county free library
25 system until July 1 of the base year or the date on which property
26 is transferred pursuant to subdivision (c), whichever date is later.
27 Upon ceasing to be a member of the county free library system,
28 the city or library district shall not participate in any benefits of
29 the county free library system, and shall assume the responsibility
30 for the provision of library services within its jurisdiction. Unless
31 otherwise agreed by July 1 of the base year in writing by the Board
32 of Supervisors of Los Angeles County or the Board of Supervisors
33 of Riverside County, as appropriate, and the withdrawing city or
34 library district, an amount of property tax revenue equal to the
35 property tax revenues allocated to the county free library pursuant
36 to Article 2 (commencing with Section 96) of Chapter 6 of Part
37 0.5 of Division 1 of the Revenue and Taxation Code in the fiscal
38 year prior to the base year and that were derived from property
39 situated within the boundaries of the withdrawing entity shall be
40 allocated to and used to maintain library services by the

1 withdrawing entity in the base year and, adjusted forward, in each
2 fiscal year thereafter at the same time allocations are made pursuant
3 to Article 2 (commencing with Section 96) of Chapter 6 of Part
4 0.5 of Division 1 of the Revenue and Taxation Code. This
5 subdivision shall not apply to property tax revenues that have been
6 pledged to repay bonded indebtedness of the county free library
7 system.

8 (c) If there are one or more county library facilities within the
9 territorial boundaries of the withdrawing entity at the time the
10 withdrawing entity provides notice pursuant to subdivision (a),
11 the withdrawing entity shall have the right to acquire any or all of
12 those facilities from the county and the county shall, no later than
13 July 1 of the base year, transfer to the withdrawing entity each
14 facility to be acquired and the personal property therein related to
15 the provision of library services. If the facility or personal property
16 was purchased with bond proceeds or other forms of indebtedness,
17 acquisition shall only take place if the withdrawing entity assumes
18 any remaining indebtedness and in no way impairs the repayment
19 thereof. If the withdrawing entity opts not to acquire any facilities
20 or personal property, the county at its discretion may dispose of
21 the facilities or personal property or convert the use of those
22 facilities or personal property, including transferring collections
23 and other personal property to other sites and converting facilities
24 to other purposes. If the withdrawing entity opts to acquire any
25 facilities or personal property, the acquisition prices shall be as
26 follows unless otherwise provided for by statute or contract:

27 (1) Each county library facility which, for the purposes of this
28 section, shall include the real property upon which the facility is
29 located and any fixtures therein and shall not include computer
30 systems and software, shall be transferred for the lesser of:

31 (A) No cost, if the facility was donated to the county by the
32 withdrawing entity.

33 (B) The price paid to the withdrawing entity by the county for
34 the facility, if the county bought the facility from the withdrawing
35 entity. However, if the county constructed capital improvements
36 to the facility after it was bought from the withdrawing entity, the
37 county's total out-of-pocket costs for the capital improvement
38 excluding any costs for routine repairs, restoration, or maintenance,
39 shall be added to the price.

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1 (C) The fair market value of the facility. However, if any portion
2 of the facility was donated to the county by the withdrawing entity
3 or if any moneys were donated by the withdrawing entity ~~towards~~
4 *toward* the county's construction or acquisition of the facility or
5 any portion thereof, the value of the donation shall be subtracted
6 from the fair market value.

7 (2) Any personal property within the facility related to the
8 provision of library services, including books and resource
9 materials, computer systems and software, furniture, and
10 furnishings, shall be transferred for the lesser of:

11 (A) No cost, if the property was donated to the county by the
12 withdrawing entity.

13 (B) The fair market value of the personal property. However,
14 on or before the March 1 preceding the July 1 of the base year, the
15 county librarian may designate collections of resource books and
16 materials that are unique in, and integral to, the county free library
17 system to be special collections. The special collections shall be
18 acquired by the withdrawing entity only upon mutually agreeable
19 terms and conditions.

20 (d) If a facility transferred pursuant to subdivision (c) serves
21 residents of surrounding jurisdictions, the board of supervisors
22 governing the county free library system may require, as a
23 condition of transferring the facility, that the library services
24 provided by the withdrawing entity to its residents also be available
25 on the same basis to the residents of the surrounding jurisdictions.
26 However, if the withdrawing entity contributes to the provision of
27 library services from other city funds, or through taxes,
28 assessments, or fees of its residents, the withdrawing entity may
29 provide additional services to its residents. If the requirement to
30 provide regional services is imposed and, unless otherwise agreed
31 in writing by the county and the withdrawing entity by July 1 of
32 the base year, an amount of property tax revenues equal to the
33 property tax revenues derived from property situated in the
34 surrounding jurisdictions ~~which~~ *that* were, in the fiscal year ~~prior~~
35 ~~to before~~ the base year, allocated to the county free library system
36 pursuant to Article 2 (commencing with Section 96) of Chapter 6
37 of Part 0.5 of Division 1 of the Revenue and Taxation Code shall
38 be allocated to and used to maintain library services by the
39 withdrawing entity in the base year and, adjusted forward, in each
40 fiscal year thereafter at the same time other allocations are made

1 pursuant to Article 2 (commencing with Section 96) of Chapter 6
2 of Part 0.5 of Division 1 of the Revenue and Taxation Code. This
3 subdivision shall not apply to property tax revenues that have been
4 pledged to repay bonded indebtedness. If a surrounding jurisdiction
5 subsequently provides notice of its intent to withdraw from the
6 county free library system pursuant to subdivision (a), on the date
7 the surrounding jurisdiction ceases to participate in the benefits of
8 the county free library system pursuant to subdivision (b), the
9 withdrawing entity shall no longer be required to make library
10 services available to the residents of the surrounding jurisdiction
11 and property tax revenues derived from property situated in the
12 surrounding jurisdiction shall no longer be allocated to the
13 withdrawing entity pursuant to this subdivision.

14 (e) For purposes of this section, the following terms are defined
15 as follows:

16 (1) "Base year" means the fiscal year commencing on the July
17 1 following the December 2 following the date of the notice given
18 pursuant to subdivision (a) of this section.

19 (2) "Fair market value" means:

20 (A) Any value agreed upon by the withdrawing entity and the
21 county.

22 (B) If no agreement as to value is reached by the March 1
23 preceding the July 1 of the base year, the value assigned by an
24 appraiser agreed upon by the withdrawing entity and the county.

25 (C) If no agreement as to the appointment of an appraiser is
26 reached pursuant to subparagraph (B) by the April 1 preceding the
27 July 1 of the base year, the value assigned by an appraiser agreed
28 upon between the withdrawing entity's appraiser and the county's
29 appraiser.

30 (D) If no agreement as to the appointment of an appraiser is
31 reached pursuant to subparagraph (C) by the May 1 preceding the
32 July 1 of the base year, the value assigned by a ~~state-certified~~
33 *state-certified* appraiser designated by the withdrawing entity. The
34 designated appraiser shall provide the appraisal in writing to the
35 county no later than the June 1 preceding the July 1 of the base
36 year.

37 (E) The withdrawing entity shall reimburse the county for any
38 appraisal costs the county incurs in determining the fair market
39 value pursuant to this section.

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- 1 (3) "Surrounding jurisdictions" means cities and library districts
- 2 that are adjacent to the withdrawing entity and tax rate areas in
- 3 unincorporated areas of the county that are wholly or partially
- 4 within the withdrawing entity's sphere of influence, that are within
- 5 the county free library system, and that have no facility within
- 6 their territorial boundaries providing library services at the time
- 7 the withdrawing entity provides notice pursuant to subdivision (a).

O

Senate Bill No. 445

Passed the Senate April 4, 2011

Secretary of the Senate

Passed the Assembly July 5, 2011

Chief Clerk of the Assembly

This bill was received by the Governor this _____ day
of _____, 2011, at _____ o'clock _____ M.

Private Secretary of the Governor

SB 445

— 2 —

CHAPTER _____

An act to amend Section 6267 of the Government Code, relating to public records.

LEGISLATIVE COUNSEL'S DIGEST

SB 445, Simitian. California Public Records Act: library records.

The California Public Records Act requires state and local agencies to make their records available for public inspection and, upon request of any person, to provide a copy of any public record unless the record is exempt from disclosure. The act provides that all registration and circulation records of any library which is in whole or in part supported by public funds are confidential and shall not be disclosed to any person, except as provided.

This bill would, instead, provide that patron use records, as defined, of any library which is in whole or in part supported by public funds shall remain confidential and not be disclosed, except as provided.

The people of the State of California do enact as follows:

SECTION 1. Section 6267 of the Government Code is amended to read:

6267. All patron use records of any library which is in whole or in part supported by public funds shall remain confidential and shall not be disclosed by a public agency, or private actor that maintains or stores patron use records on behalf of a public agency, to any person, local agency, or state agency except as follows:

(a) By a person acting within the scope of his or her duties within the administration of the library.

(b) By a person authorized, in writing, by the individual to whom the records pertain, to inspect the records.

(c) By order of the appropriate superior court.

As used in this section, the term "patron use records" includes the following:

(1) Any written or electronic record, that is used to identify the patron, including, but not limited to, a patron's name, address, telephone number, or e-mail address, that a library patron provides

in order to become eligible to borrow or use books and other materials.

(2) Any written record or electronic transaction that identifies a patron's borrowing information or use of library information resources, including, but not limited to, database search records, borrowing records, class records, and any other personally identifiable uses of library resources information requests, or inquiries.

This section shall not apply to statistical reports of patron use nor to records of fines collected by the library.

Senate Bill No. 288

Passed the Senate April 14, 2011

Secretary of the Senate

Passed the Assembly June 23, 2011

Chief Clerk of the Assembly

This bill was received by the Governor this _____ day
of _____, 2011, at _____ o'clock _____ M.

Private Secretary of the Governor

SB 288

— 2 —

CHAPTER _____

An act to amend Sections 53952 and 53961 of the Government Code, relating to local government.

LEGISLATIVE COUNSEL'S DIGEST

SB 288, Negrete McLeod. Local government: independent special districts.

Existing law authorizes the governing board of a special district, by resolution, to provide for the establishment of a revolving fund, in an amount not to exceed \$1,000, to be used to make change and pay small bills directly, and requires the resolution establishing the fund to make specified designations relating to the purposes for which the fund may be expended, the district officer with authority and responsibility over the fund, the necessity for the fund, and the maximum amount of the fund.

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 sets forth the definition of an independent special district.

This bill would additionally authorize the governing board of an independent special district, as defined, to provide, by resolution, for the establishment of a revolving fund in an amount not to exceed 110% of $\frac{1}{12}$ of the independent special district's adopted budget for that fiscal year, and would require the resolution establishing the fund to make specified designations relating to the purposes for which the fund may be expended, the district officer with authority and responsibility over the fund, the necessity for the fund, and the maximum amount of the fund.

The people of the State of California do enact as follows:

SECTION 1. Section 53952 of the Government Code is amended to read:

53952. (a) The governing board of a special district may, by resolution, provide for the establishment of a revolving fund in an amount not to exceed one thousand dollars (\$1,000) to be used to make change and pay small bills directly. The resolution which

establishes the district revolving fund shall designate all of the following:

- (1) The purposes for which the fund may be expended.
 - (2) The officer of the district who shall have authority to make disbursements from the fund and be responsible for keeping account of all receipts and disbursements from the fund.
 - (3) The necessity for the fund.
 - (4) The maximum amount of the fund.
- (b) In addition to the authority granted by subdivision (a), an independent special district, as defined in Section 56044, may by resolution provide for the establishment of a revolving fund in an amount not to exceed 110 percent of one-twelfth of the district's adopted budget for that fiscal year. The fund may be used to pay any authorized expenditures of the independent special district. The resolution that established the district revolving fund shall conform with the designations required by subdivision (a).

SEC. 2. Section 53961 of the Government Code is amended to read:

53961. The governing board of a mosquito abatement district or a vector control district organized pursuant to the Mosquito Abatement and Vector Control District Law, Chapter 1 (commencing with Section 2000) of Division 8 of the Health and Safety Code, may by resolution provide for the establishment of a revolving fund in an amount not to exceed 110 percent of one-twelfth of the district's adopted budget for that fiscal year. This fund, which shall replace the fund authorized by subdivision (a) of Section 53952, may be used to pay any authorized expenditures of the district. The resolution that established the district revolving fund shall conform with the designations required by subdivision (a) of Section 53952.



AMENDED IN SENATE APRIL 25, 2011

SENATE BILL

No. 931

Introduced by Senator Vargas
(Principal coauthor: Assembly Member Lara)

February 18, 2011

An act to amend Sections 3506, 3519, 3543.5, and 3571 of the Government Code, relating to public employee organizations.

LEGISLATIVE COUNSEL'S DIGEST

SB 931, as amended, Vargas. Public employee organizations.

The Meyers-Milias-Brown Act, the Ralph C. Dills Act, the *provisions commonly referred to as the* Educational Employment Relations Act, and the Higher Education Employer-Employee Relations Act each provide for negotiations concerning wages, hours, and other terms and conditions of employment between a state or local public employer and representatives of recognized employee organizations. Those acts prohibit public employers from, among other things, intimidating, coercing, or discriminating against employees because of their exercise of rights guaranteed under the acts, as specified.

This bill would additionally prohibit public agencies from using public funds to pay outside consultants or legal advisors for the purpose of counseling the public employer about ways to minimize or deter the exercise of rights guaranteed under this chapter. *Under this bill, these provisions would not apply to payments for representation of a public sector employer before any court, administrative agency, or tribunal of arbitration, or for payments for engaging in collective bargaining on behalf of the employer with respect to wages, hours, or other terms and conditions of employment.*

SB 931

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Vote: majority. Appropriation: no. Fiscal committee: no.
State-mandated local program: no.

The people of the State of California do enact as follows:

1 SECTION 1. Section 3506 of the Government Code is amended
2 to read:

3 3506. (a) Public agencies and employee organizations shall
4 not interfere with, intimidate, restrain, coerce or discriminate
5 against public employees because of their exercise of their rights
6 under Section 3502.

7 (b) Public agencies shall not use public funds to pay outside
8 consultants or legal advisors for the purpose of counseling the
9 public employer about ways to minimize or deter the exercise of
10 rights guaranteed under this chapter.

11 (c) *Nothing in this section shall be construed to apply to*
12 *payments for representation of a public sector employer before*
13 *any court, administrative agency, or tribunal of arbitration, or for*
14 *payments for engaging in collective bargaining on behalf of the*
15 *employer with respect to wages, hours, or other terms and*
16 *conditions of employment.*

17 SEC. 2. Section 3519 of the Government Code is amended to
18 read:

19 3519. (a) It shall be unlawful for the state to do any of the
20 following:

21 (a)

22 (1) Impose or threaten to impose reprisals on employees, to
23 discriminate or threaten to discriminate against employees, or
24 otherwise to interfere with, restrain, or coerce employees because
25 of their exercise of rights guaranteed by this chapter. For purposes
26 of this subdivision, "employee" includes an applicant for
27 employment or reemployment.

28 (b)

29 (2) Deny to employee organizations rights guaranteed to them
30 by this chapter.

31 (c)

32 (3) Refuse or fail to meet and confer in good faith with a
33 recognized employee organization.

34 (d)

1 (4) Dominate or interfere with the formation or administration
2 of any employee organization, or contribute financial or other
3 support to it, or in any way encourage employees to join any
4 organization in preference to another.

5 (e)

6 (5) Refuse to participate in good faith in the mediation procedure
7 set forth in Section 3518.

8 (f)

9 (6) Use public funds to pay outside consultants or legal advisors
10 for the purpose of counseling the public employer about ways to
11 minimize or deter the exercise of rights guaranteed under this
12 chapter.

13 (b) *Nothing in this section shall be construed to apply to*
14 *payments for representation of a public sector employer before*
15 *any court, administrative agency, or tribunal of arbitration, or for*
16 *payments for engaging in collective bargaining on behalf of the*
17 *employer with respect to wages, hours, or other terms and*
18 *conditions of employment.*

19 SEC. 3. Section 3543.5 of the Government Code is amended
20 to read:

21 3543.5. (a) It is unlawful for a public school employer to do
22 any of the following:

23 (a)

24 (1) Impose or threaten to impose reprisals on employees, to
25 discriminate or threaten to discriminate against employees, or
26 otherwise to interfere with, restrain, or coerce employees because
27 of their exercise of rights guaranteed by this chapter. For purposes
28 of this subdivision, "employee" includes an applicant for
29 employment or reemployment.

30 (b)

31 (2) Deny to employee organizations rights guaranteed to them
32 by this chapter.

33 (c)

34 (3) Refuse or fail to meet and negotiate in good faith with an
35 exclusive representative. Knowingly providing an exclusive
36 representative with inaccurate information, whether or not in
37 response to a request for information, regarding the financial
38 resources of the public school employer constitutes a refusal or
39 failure to meet and negotiate in good faith.

40 (d)

SB 931

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1 (4) Dominate or interfere with the formation or administration
2 of any employee organization, or contribute financial or other
3 support to it, or in any way encourage employees to join any
4 organization in preference to another.

5 (e)

6 (5) Refuse to participate in good faith in the impasse procedure
7 set forth in Article 9 (commencing with Section 3548).

8 (f)

9 (6) Use public funds to pay outside consultants or legal advisors
10 for the purpose of counseling the public employer about ways to
11 minimize or deter the exercise of rights guaranteed under this
12 chapter.

13 (b) *Nothing in this section shall be construed to apply to*
14 *payments for representation of a public sector employer before*
15 *any court, administrative agency, or tribunal of arbitration, or for*
16 *payments for engaging in collective bargaining on behalf of the*
17 *employer with respect to wages, hours, or other terms and*
18 *conditions of employment.*

19 SEC. 4. Section 3571 of the Government Code is amended to
20 read:

21 3571. (a) It shall be unlawful for the higher education employer
22 to do any of the following:

23 (a)

24 (1) Impose or threaten to impose reprisals on employees, to
25 discriminate or threaten to discriminate against employees, or
26 otherwise to interfere with, restrain, or coerce employees because
27 of their exercise of rights guaranteed by this chapter. For purposes
28 of this subdivision, "employee" includes an applicant for
29 employment or reemployment.

30 (b)

31 (2) Deny to employee organizations rights guaranteed to them
32 by this chapter.

33 (c)

34 (3) Refuse or fail to engage in meeting and conferring with an
35 exclusive representative.

36 (d)

37 (4) Dominate or interfere with the formation or administration
38 of any employee organization, or contribute financial or other
39 support to it, or in any way encourage employees to join any
40 organization in preference to another. However, subject to rules

1 and regulations adopted by the board pursuant to Section 3563, an
2 employer shall not be prohibited from permitting employees to
3 engage in meeting and conferring or consulting during working
4 hours without loss of pay or benefits.

5 (e)

6 (5) Refuse to participate in good faith in the impasse procedure
7 set forth in Article 9 (commencing with Section 3590).

8 (f)

9 (6) Consult with any academic, professional, or staff advisory
10 group on any matter within the scope of representation for
11 employees who are represented by an exclusive representative, or
12 for whom an employee organization has filed a request for
13 recognition or certification as an exclusive representative until
14 such time as the request is withdrawn or an election has been held
15 in which "no representative" received a majority of the votes cast.
16 This subdivision is not intended to diminish the prohibition of
17 unfair practices contained in subdivision (d). For the purposes of
18 this subdivision, the term "academic" shall not be deemed to
19 include the academic senates.

20 (g)

21 (7) Use public funds to pay outside consultants or legal advisors
22 for the purpose of counseling the public employer about ways to
23 minimize or deter the exercise of rights guaranteed under this
24 chapter.

25 (b) *Nothing in this section shall be construed to apply to*
26 *payments for representation of a public sector employer before*
27 *any court, administrative agency, or tribunal of arbitration, or for*
28 *payments for engaging in collective bargaining on behalf of the*
29 *employer with respect to wages, hours, or other terms and*
30 *conditions of employment.*

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Discuss Policy for Use of the Placentia Library District's Digital Signage
DATE: May 16, 2011

BACKGROUND

A proposed policy, Placentia Library District Policy #6075 – Digital Signage Policy was presented to the Library Board of Trustees at the May 16, 2011 regular meeting. The Placentia Library District has a digital signage located at the Check Out desk which is used to promote and publicize library programs, events and services. The digital monitor is one of the most efficient and timely ways of delivering news to our visiting patrons.

At the direction of the Library Board of Trustees, library staff was asked to present an updated draft which incorporated the Library Board of Trustees' suggestions.

Attachment is the updated draft policy for the Library Board of Trustees to consider.

Fiscal Impact: N/A

RECOMMENDATIONS

1. Approve the proposed policy as presented inclusive of feedback from the Library Board of Trustees; and,
2. Adopt as Policy #6075 – Digital Signage Policy

The first part of the document discusses the importance of maintaining accurate records of all transactions. This includes not only sales and purchases but also the various expenses incurred in the course of business. It is essential to ensure that every receipt is properly filed and that the books are balanced regularly.

In addition, the document emphasizes the need for transparency and honesty in all financial dealings. It is important to disclose any potential conflicts of interest and to provide clear explanations for any unusual or large transactions. This helps to build trust with stakeholders and ensures the integrity of the financial reporting process.

Furthermore, the document outlines the various methods used to collect and analyze financial data. This includes the use of spreadsheets, accounting software, and manual calculations. It is important to choose the most appropriate method for the specific needs of the business and to ensure that the data is accurate and reliable.

Finally, the document discusses the importance of reviewing and auditing the financial records. This involves comparing the books against the actual transactions and ensuring that they are in agreement. It also includes a discussion of the role of external auditors and the importance of their findings.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Digital Signage Policy
POLICY NUMBER: 6075

6075.1The Placentia Library District provides digital signage that may be used to promote programs, events, services, and communicate emergency broadcasting instructions to our community. The digital signage is one of the most efficient and timely methods of delivering news to our visiting patrons. The digital signage is located at the Circulation Checkout desk in the lobby area.

6075.2Community partners wishing to promote their programs, events and/or services using the District's digital signage must submit a request to the Library Director for consideration.

6075.2.1Community partners are identified as non-profit organizations and/or government agencies which are not associated with any faith-based community and/or political affiliations.

6075.2.2Current community partners include the Placentia Rotary Club, the Miss Placentia/Yorba Linda Scholarship Program, the Placentia Roundtable Women's Club, the City of Placentia, the Placentia Chamber of Commerce, and the Brea Placentia Yorba Linda Boys and Girls Club.

6075.3Requests for posting event/information must be emailed to the Administrative Assistant and must meet the following requirements:

6075.3.1Submission must include name of event, brief description, dates, times and contact information. This information needs to be embedded in the body of the email or attached as a Word or Publishers document. Photos need to be submitted as a jpeg file.

6075.3.2Submission must include the name of sponsoring agency or organization and contact information for person submitting.

6075.3.3Requests must be submitted at least two (2) months prior to the event.

6075.3.4Approvals are granted at the discretion of the Library Director.

6075.3.5Submissions that do not represent the mission and goals of the District will not be accepted.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Discuss and Review the Naming/Sponsorships of Library Buildings and Departments Proposed Policy
DATE: July 18, 2011

BACKGROUND

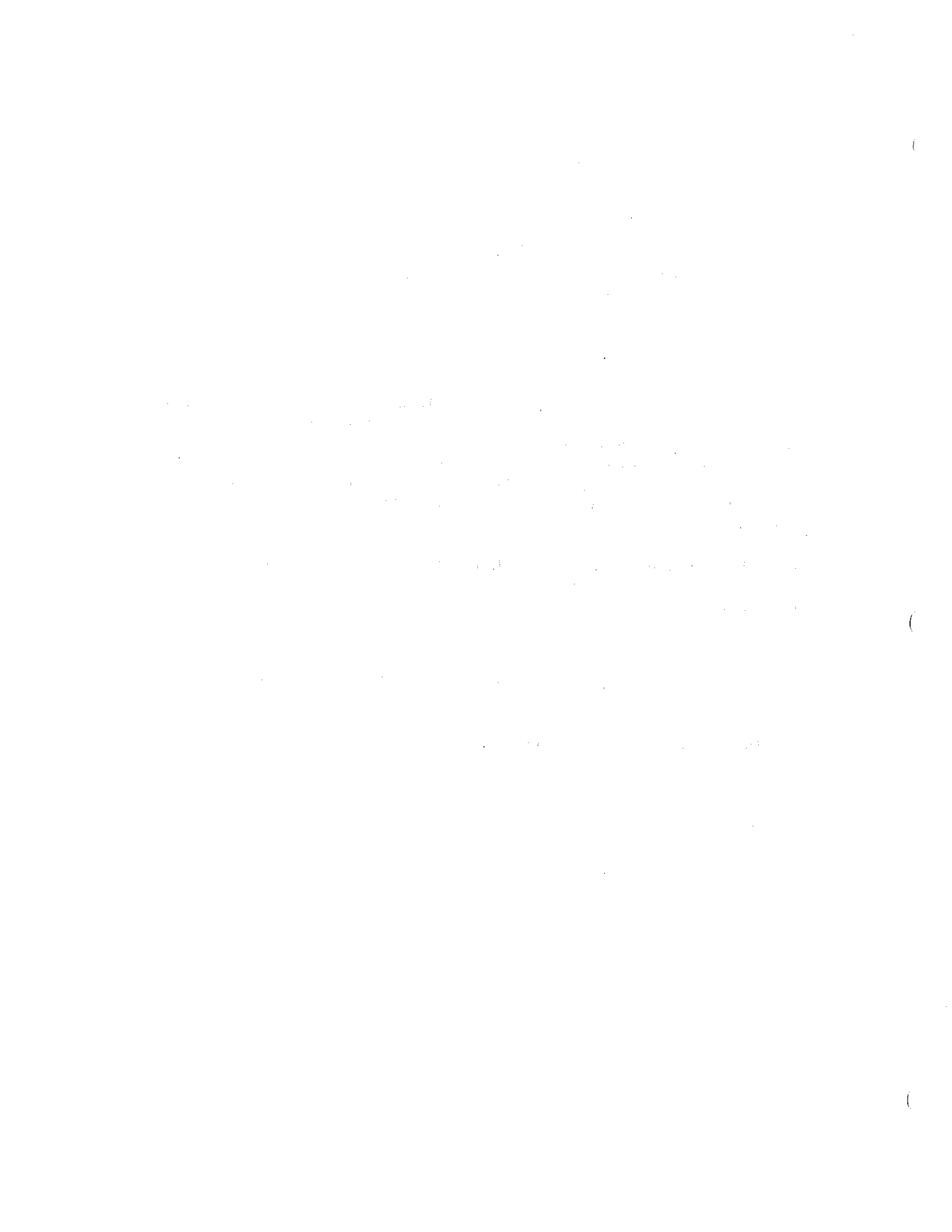
At the April 18, 2011 Library Board of Trustees regular meeting, it was approved to name the Children's Department after Gordon and Dixie Shaw with two Trustees voting against it due to the lack of an established policy regarding the naming of public buildings. The Trustees requested that Library Staff present a policy for the Trustees to review and consider. At the June 16, 2011 Library Board of Trustees regular meeting, library staff presented a proposed policy to be accepted as a first reading. The staff was asked to present an updated version at the July 18, 2011 meeting to include input from the Library Board of Trustees.

Attachment A is the updated draft policy for the Library Board of Trustees to consider.

Fiscal Impact: N/A

RECOMMENDATIONS

1. Approved the proposed policy as presented inclusive of feedback from the Library Board of Trustees; and,
2. Adopt as Policy #6090 –Naming of Library Buildings and Departments



Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Naming of Library Buildings and Departments
POLICY NUMBER: 6090

6090.1 It is the Policy of the Placentia Library Board of Trustees to accept donations for facilities, site amenities, equipment and capital projects, and to recognize donors who make such donations by authorizing the naming of a library building or department.

6090.2 Naming Criteria.

6090.2.1 The Placentia Library District will name library buildings and departments as follows:

6090.2.1.1 When the Library Board of Trustees choose to honor an individual for significant, outstanding contribution in keeping with the nature and mission of the Library.

6090.2.1.2 When the Library Board of Trustees choose to accept the gift of a donor(s) who requests naming rights and who contribute a minimum of 51% of the total project costs, including construction, equipment, furnishings and collections for the building.

6090.2.1.3 No naming opportunities will be considered for corporations or religious entities.

6090.3 Duration and Modification of Naming

6090.3.1 The duration of a donor's name on any building or in any department ordinarily continues for as long as the building or department is used in the same manner or for the purpose for which the naming occurred. Upon demolition, replacement, substantial renovation, redesignation of purpose, or similar modification of a named building or department, the Placentia Library District may deem that the naming period has concluded.

6090.3.2 When a donor's naming period has concluded, the Library Board of Trustees has the rights to rename the building or department, in recognition of new gifts, subject to any specific terms and conditions set forth.

6090.3.2.1 If a donor requests a change to the name of a building or department (e.g., due to divorce), the Placentia Library District will consider the request. If approved, all replacement signage and other related costs shall be at the donor's expense.

6090.3.3 In certain circumstances, the Placentia Library District reserves the right, on reasonable grounds, to revoke and terminate its obligations regarding a naming, with no financial responsibility for returning any received contributions to the donor.

60903.3.1 If the donor's reputation changes substantially so that the continued use of that name may compromise the public trust, dishonor the Placentia Library District's standards, or otherwise be contrary to the best interests of the Placentia Library District, the naming may be revoked.

60903.3.2 Any proposal to rename a building or department or to add a second name in recognition of a gift shall be reviewed by the Library Board of Trustees.

6090.4 Donor means a company or individual who provides the District with funds, products or services.

6090.4.1 Donor Agreement means that agreement between the District and the Donor that details the form, type and duration of any donor recognition.

6090.4.2 District means Placentia Library District.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Staff Appreciation and Recognition Dinner Update
DATE: July 18, 2011

BACKGROUND

At the June 16, 2011 Library Board of Trustees regular meeting, the following decisions were made with regards to the Staff Appreciation and Recognition Dinner:

- Dates selected were November 4, 2011 as first choice and October 28, 2011 as second choice.
- Possible venues to include the Black Gold Country Club in Yorba Linda and the Marriott Hotel in Fullerton.
- President Wood was named event co-chair with Library Director Contreras.

At the July 11, 2011 Placentia Library Friends Foundation meeting, the Board of Directors, approved \$3,000 for the Staff Appreciation and Recognition Dinner.

Black Gold was not available on October 28 and November 4, 2011.

Marriott Hotel was available on October 28, 2011 and has been tentatively reserved. Marriott provided a quote of \$2,522 based on reservations for 60 people. Quote includes grilled vegetable cannelloni, sage chicken entrée with potatoes, tiramisu, with tea, coffee, water, service charge, tax, room rental and stage.

Event will include a dance program with employee participation and door prizes.

Fiscal Impact: Approximately \$500 from the Entrepreneurial Fund.

RECOMMENDATIONS

- 1) Authorize the Staff Appreciation and Recognition Dinner to be held on Friday, October 28, 2011 at the Marriott Hotel in Fullerton; and,
- 2) Authorize approximately \$500 to be used for the event and be drawn from the Entrepreneurial Fund.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: California Special Districts Association (CSDA) 2011 Board Elections
DATE: July 18, 2011

BACKGROUND

Two candidates have submitted candidate statements for the CSDA Board of Directors in Region 6, Seat C. The candidates are:

- Dewey L. Ausmus, North County Cemetery District
- Jeff Leatherman, Valley-Wide Recreation & Park District

Attachment A are the candidates' statements.

RECOMMENDATIONS

- 1) Choose a candidate to represent the Placentia Library District's region six in Seat C;
and
- 2) Authorize the Board President to sign the ballot on behalf of the Placentia Library District.

Dewey L. Ausmus, SDA
North County Cemetery District, Escondido/San Marcos, California

Please re-elect me to the Board of Directors of CSDA. I am dedicated to supporting CSDA's role in educating the general public, legislators and their constituents to the important role that special districts play in California.

Over the past 32 years, I have been fortunate to participate in many of the achievements made by CSDA. From humble beginnings, CSDA has grown into a strong force which is now recognized by State Legislators, Counties and Cities as the voice for all special districts.

As a CSDA Board Member from cemetery districts, I have been a primary source of information and support for the unique operational and financial problems of small special districts. Last year, in an effort to make CSDA membership possible for all special districts, I was a strong advocate for the Boards' decision to lower membership dues for small districts to a more affordable price. I will continue efforts to ensure CSDA educational programs and services meet the needs of and are available to all special districts.

I am currently serving as Vice-President of CSDA and if re-elected, I will continue to bring both diverse experience and strong enthusiasm to the CSDA Board and to be an involved and contributory Director.

Jeff Leatherman
Candidate Statement
California Special Districts Association's Board of Directors, Region 6

As the General Manager of one of the most active and diverse recreation and park districts, I know firsthand the importance of local, independent special districts. I believe my experience in the private and public sectors allows me to be an effective leader for my agency and the future of CSDA. As a member of my community I serve on various community boards and service clubs including the Police Activity League, Sheriff Activity League, Exchange Club of Hemet and San Jacinto, and the Friends of Valley-Wide Foundation.

Government is under the microscope of our communities and local elected leaders. I believe this is an opportunity to show that special districts are efficient, effective, proactive government agencies that can deliver quality services for our communities. The CSDA staff has been working diligently positioning special districts on an equal playing field with cities and counties, and created an opportunity for special districts to positively impact the State of California.

The opportunity to be an advocate for the benefits of local special districts in Southern California as well as the State of California would be a great honor. Our communities have an immense need for quality services and they deserve to receive those services from efficient special districts.

I am a husband, father, and a member of the community I serve. My hope is to represent Region 6 and create local connections that have a state wide impact for special districts in California.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Keyless Restroom Access
DATE: July 18, 2011

BACKGROUND

At the January 17, 2011 Regular Board Meeting, April 7, 2011 Work Session and April 18, 2011 Regular Board Meeting, library staff presented the need to implement a keyless system for the public restrooms by the lobby area. The need was presented based on the following concerns and issues employees encounter with the current restroom access procedure:

- Germs passing on keys from one person to the next.
- Key holder is often returned wet.
- Patrons leave the key inside the restroom.
- Patrons pass the key amongst themselves.
- Patrons experience difficulties opening the door.
- Identification requirement is intrusive and inconvenient for patrons.
- Staff time involved.

The current key system was implemented due to a rash of vandalism and graffiti incidents in both the restrooms by the lobby area. Since the key system implementation, there has been one vandalism incident which was reported to the Police Department. To maintain and provide a clean and safe facility for our patrons, library staff recommends the continuation of a secure access system. The secure access system recommended is a keyless system which would eliminate the above concerns communicated by staff. Examples of keyless systems include, but are not limited to: card access, key pad, or token/coin access. These systems can be further investigated to identify the system that best meets the needs of the library.

Fiscal Impact: \$6,000

RECOMMENDATIONS

1. Discuss the need for keyless restroom access and related issues based on information presented: and,
2. Authorize library staff to seek proposals for a keyless restroom access system.

