



AGENDA

(Revised June 13, 2012)






PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Monday, June 18, 2012
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 – 24)

Presentation: Library Director

Recommendation: Approve by Motion

Items 8 – 24 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.

MINUTES (Item 8)

8. Minutes of the May 24, 2012 Library Board of Trustees Regular Meeting and the May 24, 2012 Work Session 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. FY2011-2012 Cash Flow Analysis through May 2012; the Schedule of Anticipated Property Tax Revenues for FY2011-2012 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 13 – 16)

13. Financial Reports for May 2012 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

14. Balance Sheet for May 2012. (Receive & File)

15. Acquisitions Report for May 2012. (Receive & File)

16. Entrepreneurial Activities Report for May 2012. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

17. Personnel Report for May 2012. (Receive, File, and Ratify Appointments)
18. Circulation Report for May 2012. (Receive & File)
19. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

STAFF REPORTS (Items 20 – 24)

20. Library Director's Report for May 2012.
21. Library Services Manager's Report for May 2012. (No report due to vacancy).
22. Children's Services Report for May 2012.
23. Adult Services Report for May 2012.
24. Placentia Library Web Site & Technology Report for May 2012.

PUBLIC HEARINGS

25. Public Hearing for the Fines & Fees Schedule for Fiscal Year 2012-2013.

Presentation: Library Director

Recommendations: 1) Conduct Public Hearing on the Fines & Fees Schedule for Fiscal Year 2012-2013 as published; and,

2) Finalize Placentia Library District Fines & Fees Schedule for Fiscal Year 2012-2013; and,

3) Read Resolution 13-05 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Fines & Fees Schedule for Fiscal Year 2012-2013 for the Placentia Library District of Orange County; and,

4) Adopt Resolution 13-05 by a roll call vote.

CONTINUING BUSINESS

26. Finalize the list of Library needs that may be funded through the Placentia Library Friends Foundation (PLFF).

Presentation: Library Director

Recommendation: Approve the three projects – meeting room improvement, backup generator, and staff lounge improvement and present them to PLFF.

NEW BUSINESS

27. Travel Authorization: Library Board of Trustees and Library Director to Attend the California Special District Association (CSDA) Annual Conference in San Diego, California from October September 24 - 27, 2012.
Presentation: Library Director
Recommendations: 1) Determine which Library Board of Trustees will attend the Annual CSDA Conference in San Diego 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.
28. Conflict of Interest Code Resolution 13-06.
Presentation: Library Director
Recommendations: 1) Read Resolution 13-06 by title only: A Resolution of the Placentia Library District of Orange County Adopting a Conflict of Interest Code Which Supersedes All Prior Conflict of Interest Codes and Amendments Previously Adopted; and,

2) Adopt Resolution 13-06 by a roll call vote.
29. Personnel Committee
Presentation: Library Director
Recommendation: Discuss and determine which Library Board of Trustees will serve on the Personnel Committee.
30. Heritage Parade and Festival
Presentation: Library Director
Recommendations: 1) Determine which Library Board of Trustees would like to participate in the Heritage Parade on October 13, 2012; and,

2) Authorize the Placentia Library District to have a booth at the Heritage Festival on October 13, 2012.
31. Weekly Claims Resolution 13-07
Presentation: Business Manager
Recommendations: 1) Read Resolution 13-07: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Authorize the Library Director to Approve Weekly Claims as Designated; and,

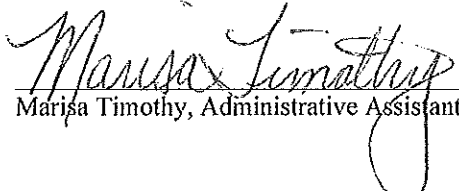
2) Adopt Resolution 13-07 by a roll call vote.
32. Library Board Meeting for the Month of August.
Presentation: Library Director
Recommendation: Discuss and determine whether to cancel the August 20, 2012 Library Board of Trustees regular meeting.
33. Travel Authorization: Library Director to Attend the General Manager Leadership Summit in Napa, California from July 15-17, 2012.
Presentation: Library Director
Recommendation: Authorize Library Director to attend the General Manager Leadership Summit in Napa, California from July 15-17, 2012.

ADJOURNMENT

- 34. Agenda Preparation for the June Regular Date Meeting which will be held on Monday, July 16, 2012 unless re-scheduled by the Library Board of Trustees.
- 35. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
- 36. Adjourn

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

I, Marisa Timothy, Administrative Assistant of the Placentia Library District, hereby certify that the Revised Agenda for the June 18, 2012 Meeting of the Library Board of Trustees of the Placentia Library District was posted on June 13, 2012.



Marisa Timothy, Administrative Assistant



MINUTES



MINUTES
 PLACENTIA LIBRARY DISTRICT
 WORK SESSION OF THE BOARD OF TRUSTEES
 May 24, 2012

CALL TO ORDER President DeVecchio called the Work Session Meeting of the Placentia Library District (PLD) Board of Trustees to order on May 24, 2012 at 5:32PM.

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

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, Administrative Assistant Marisa Timothy

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

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

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

PLACENTIA LIBRARY FRIENDS FOUNDATION (PLFF) REQUEST FOR LIST OF LIBRARY NEEDS Library Director Contreras explained that PLFF had requested that the Board provide a list of Library needs that may be funded through PLFF and, as directed by the Board, staff gathered cost estimates of possible projects. She reviewed the revised list of projects as was created from input from the April 16th Regular Board Meeting. Items listed and commented on were: Meeting Room improvement, Pollster, Library Strategist, Carpet Replacement, Café, Solar Panels, Staff Lounge Improvement, An Electronic Marquee, Shelves for Young Adult collection, Library Renovation, PLFF Bookstore expansion/improvement, Armed Chairs, Furniture Re-upholstery, and Background Music. Trustee Shkoler suggested that a back-up generator for the Library also be considered. Trustee Wood asked if PLFF had a preference as to how they would like their funds spent. Trustee Turner confirmed that they would like to see the Meeting Room renovated. There was discussion regarding the possible changes and upgrades that could be done to the room. After further review of potential projects and costs, President DeVecchio confirmed that the top three projects to be provided to PLFF are: 1. Meeting Room improvement, 2. Generator purchase, 3. Staff Lounge improvement. Library Director Contreras proposed to discuss the three projects with PLFF. Trustee Shkoler recommended that the Board President and one other Trustee participate also. It was determined that President DeVecchio and Trustee Shkoler would participate in discussions with a possible PLFF Ad-Hoc Committee in order that the final proposed projects may be presented at their next Board Meeting.

Minutes of Placentia Library District Board of Trustees Work Session of May 24, 2012

ADJOURNMENT The Work Session of the Board of Trustees of the Placentia Library District on May 24, 2012 adjourned at 6:15 P.M.

NEXT MEETING The next meeting will be on May 24, 2012 at 6:30 P.M.

Richard DeVecchio
President
Library Board of Trustees

Betty Escobosa
Secretary
Library Board of Trustees

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
May 24, 2012

CALL TO ORDER President DeVecchio called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on May 24, 2012 at 6:34 P.M.

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

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Venessa Faber, Fernando Maldonado, Marisa Timothy, and Lori Worden; Placentia Library Friends Foundation(PLFF) Board Member Gayle Carline; Assemblyman Chris Norby's Field Representative Chris Nguyen (arrived at 6:42)

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

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

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

TRUSTEE REPORTS President DeVecchio reported that interviews were held for the open Library Board of Trustees seat and Gayle Carline was selected by the Board. (Item 5)

Secretary Escobosa had nothing to report.

Trustee Shkoler provided an update on the health condition of his wife.

Trustee Turner reported that she attended the PLFF Board Meeting.

Trustee Wood had nothing to report. (Item 6)

PLFF REPORT PLFF Board Member Gayle Carline reported that PLFF will be opening a Pay Pal account for online donations and purchase of Author's Luncheon tickets. (Item 7)

STAFF INTRODUCTION Library Director Contreras introduced new employee Venessa Faber to the Board. Venessa provided information on her work experience and personal interests.

CONSENT CALENDAR

It was moved by Trustee Shkoler and seconded by Trustee Turner to approve Agenda Items 8-24: (Item 8)

AYES: DeVecchio, Escobosa, Shkoler, Turner, Wood

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)

FY2011-2012 Cash Flow Analysis through April 2012; the Schedule of Anticipated Property Tax

Revenues for FY2011-2012 as provided by the Orange County Auditor (Item 12)

TREASURER'S REPORT

Financial Reports for April 2012 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for April 2012 (Item 14)

Acquisitions Report for April 2012 (Item 15)

Entrepreneurial Activities Report for April 2012 (Item 16)

GENERAL CONSENT

Personnel Report for April 2012 (Item 17)

Circulation Report for April 2012 (Item 18)

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

STAFF REPORTS

Library Director's Report for April 2012 (Item 20)

Information Technology Report for April 2012 (Item 21)

Children's Services Report for April 2012 (Item 22)

Adult Services Report for April 2012 (Item 23)

Web Site & Technology Report for April 2012 (Item 24)

PRESENTATION

President DeVecchio recognized Trustee Gaeten Wood for her 14 years of service and presented her with proclamations from Supervisor Shawn Nelson and U.S. Congressman Ed Royce. Also, Chris Nguyen, Field Representative for Assemblyman Chris Norby, presented a proclamation recognizing her service to the community. President DeVecchio also presented the traditional New York Library Lions bookends to Trustee Wood. Trustee Wood expressed that she enjoyed learning and meeting people in the community that she considers family. (Item 25)

**PUBLIC HEARING FOR
BUDGET FOR FY 12-13**

Library Director Contreras presented the Proposed Fiscal Year 2012-2013 Budget for the General Fund. A Public Hearing was conducted. No comments were made. Resolution 13-01: A Resolution of the Board of Trustees of Placentia Library District of Orange County to Adopt Fiscal Year 2012-2013 Budget for the Placentia Library District was read by title only. It was moved by Trustee Shkoler and seconded by Secretary Escobosa to adopt resolution 13-01 by a roll call vote: (Item 26)

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

**SALARY SCHEDULES
FOR FY 2012-2013**

Library Director Contreras presented the Proposed Fiscal Year 2012-2013 Salary Schedules for Exempt and Non-Exempt employees. A Public Hearing was conducted. No comments were made. Resolution 13-02: A Resolution of the Board of Trustees of Placentia Library District of Orange County to Establish the Salaries for Employees of the District for Fiscal Year 2012-2013 was read by title only. It was moved by Trustee Shkoler and seconded by Secretary Escobosa to adopt resolution 13-02 by a roll call vote: (Item 27)

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

**NEW BUSINESS
GANN LIMIT FOR FY
2012-2013**

Business Manager Baltierra presented the Proposed District's Appropriations Limitations (Gann Limit) at \$3,730,801 for Fiscal Year 2012-2013. Resolution 13-03: A Resolution of the Board of Trustees of Placentia Library District of Orange County to Establish the Appropriations for Fiscal Year 2012-2013 was read by title only. It was moved by Trustee Shkoler and seconded by Secretary Escobosa to adopt resolution 13-03 by a roll call vote: (Item 28)

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

**HOLIDAY & LIBRARY
CLOSURE SCHEDULE**

Library Director Contreras presented the Proposed Holiday and Library Closure Schedule for Calendar Years 2012-2013. Resolution 13-04: A Resolution of the Library Board of Trustees of Placentia Library District of Orange County to Establish the Holiday and Library Closure Schedule for Calendar Years 2012 and 2013 was read by title only. It was moved by Trustee Shkoler and seconded by Trustee Turner to adopt resolution 13-03 by a roll call vote: (Item 29)

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

FINES & FEES
SCHEDULE

Library Director Contreras presented the Proposed Fines & Fees Schedule for Fiscal Year 2012-2013. She explained that the single change to the Schedule would be to add a \$2 Book Jacket/Mylar replacement fee. It was moved by Trustee Wood and seconded by Trustee Shkoler to approve the PLD Policy #6035-Fines and Fees Schedule as a first reading and set it for a Public Hearing at the June 18, 2012 Regular Meeting of the Library Board of Trustees: (Item 30)

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

PLD NEWSLETTER

Library Director Contreras summarized the history of the staff recommendation for the District to have its own newsletter publication. She added that the publication allowed for more pages of information and possible advertising revenue. Four bids were presented with the recommendation that the bid be awarded to Staples, Inc. There was discussion regarding the production process, printing dates, content, and advertising policy. Trustee Shkoler requested that Board approval be obtained prior to printing. It was moved by Secretary Escobosa and seconded by Trustee Wood to award the bid to Staples, Inc. to produce two newsletters per year for the Placentia Library District as presented in the proposal: (Item 31)

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

BOARD REQUESTS

There were no Board requests made at this time.

AGENDA
PREPARATION

Agenda Preparation for the June Board of Trustees Meeting which will be held on Thursday, June 18, 2012 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District on May 24, 2012 adjourned at 7:11 P.M.

NEXT MEETING

The next meeting will be on June 18, 2012 at 6:30 P.M for the Regular Board Meeting.

Richard DeVecchio
 President
 Library Board of Trustees

Betty Escobosa
 Secretary
 Library Board of Trustees

CLAIMS



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Summary of Non-standard Claims for April 2012
DATE: June 18, 2012

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



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: June 18, 2012

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	05/24/12	5513	\$ 581.40
FUND 707	06/04/12	5514	\$ 6,765.68
		TOTAL	\$ 7,347.08

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Current Claims and Payroll
DATE: June 18, 2012

Current Claims

TYPE	DATE	CLAIM #	AMOUNT
707	6/18/12	5515	\$ 1,310.56
707	6/18/12	5516	\$ 1,903.81
707	6/18/12	5517	\$ 1,035.68
707	6/18/12	5518	\$ 18,440.06
707	6/18/12	5519	\$54,886.38
<i>Subtotal for Claims</i>			\$77,576.49
Payroll			
On Demand Wire	7/02/12	55	\$40,000.00
	7/16/12	56	\$40,000.00
<i>Subtotal for Payroll</i>			\$80,000.00
TOTAL			
CURRENT CLAIMS			
& PAYROLL			\$157,576.49

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/18/12
REPORT NO: 5515

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-0615-2 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	05-18-12	2400	0760				
	1084137167				\$45.15		
	05-18-12	2400	0760				
	1084153575				\$45.15		
					\$90.30		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	05-08-12	2400	0760				
	4010166053				\$73.59		
	05-10-12	2400	0760				
	4010149647				\$28.93		
	05-10-12	2400	0760				
	4010149648				\$16.77		
	05-10-12	2400	0760				
	4010149649				\$28.25		
	05-10-12	2400	0760				
	4010149650				\$42.32		
	05-10-12	2400	0760				
	4010149651				\$15.11		
	05-10-12	2400	0760				
	4010149652				\$80.01		
	05-10-12	2400	0760				
	4010149653				\$35.79		
	05-10-12	2400	0760				
	4010149654				\$27.47		
	05-10-12	2400	0760				
	4010149656				\$217.30		
05-10-12	2400	0760					
4010149657				\$59.81			
05-10-12	2400	0760					
4010149658				\$73.11			
05-10-12	2400	0760					
4010149659				\$89.62			
05-10-12	2400	0760					
4010149660				\$117.36			
05-10-12	2400	0760					
4010149661				\$15.11			
05-10-12	2400	0760					
4010149662				\$91.68			
05-10-12	2400	0760					
4010149663				\$74.30			
05-10-12	2400	0760					
4010149664				\$11.12			
05-10-12	2400	0760					
4010149665				\$122.61			
					\$1,220.26		
TOTAL REMITTANCE:					\$1,310.56		
The claims listed above (totaling \$1,310.56) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/18/12
REPORT NO: 5516

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY		
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	05-10-12	4010149666	2400	0760	\$46.85			
	05-10-12	4010149667	2400	0760	\$13.22			
	05-10-12	4010149668	2400	0760	\$123.37			
	05-10-12	4010149669	2400	0760	\$246.25			
	05-10-12	4010149670	2400	0760	\$25.60			
	05-10-12	4010149671	2400	0760	\$48.34			
	05-10-12	4010149672	2400	0760	\$20.54			
	05-10-12	4010149673	2400	0760	\$141.47			
	05-10-12	4010149674	2400	0760	\$42.82			
	05-10-12	4010149675	2400	0760	\$76.49			
	05-10-12	4010149676	2400	0760	\$34.65			
	05-10-12	4010149677	2400	0760	\$457.96			
	05-10-12	4010149678	2400	0760	\$24.86			
	05-15-12	4010172562	2400	0760	\$5.21			
	05-16-12	4010171085	2400	0760	\$45.43			
	05-18-12	4010163341	2400	0760	\$20.07			
	05-18-12	4010163343	2400	0760	\$183.35			
	05-18-12	4010163345	2400	0760	\$44.27			
	05-18-12	4010163346	2400	0760	\$236.43			
	05-18-12	4010163347	2400	0760	\$16.35			
	05-18-12	4010163348	2400	0760	\$22.21			
	05-18-12	4010163350	2400	0760	\$28.07			
						\$1,903.81		
	TOTAL REMITTANCE:					\$1,903.81		

The claims listed above (totaling \$1,903.81) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/18/12
REPORT NO: 5517

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	05-18-12	2400	0760				
	4010163351				\$29.57		
	05-18-12	2400	0760				
	4010163352				\$136.29		
	05-18-12	2400	0760				
	4010163353				\$33.08		
	05-18-12	2400	0760				
	4010165765				\$20.02		
	05-18-12	2400	0760				
	4010165767				\$68.30		
	05-31-12	2400	0760				
	4010178554				\$37.97		
	05-31-12	2400	0760				
	4010178555				\$19.65		
	05-31-12	2400	0760				
	4010178556				\$42.91		
	05-31-12	2400	0760				
	4010178558				\$40.12		
	05-31-12	2400	0760				
	4010178559				\$28.19		
	05-31-12	2400	0760				
	4010178561				\$15.69		
	06-04-12	2400	0760				
4010174868				\$21.16			
06-04-12	2400	0760					
4010174869				\$26.43			
06-04-12	2400	0760					
4010174870				\$33.62			
06-04-12	2400	0760					
4010174871				\$35.79			
06-04-12	2400	0760					
4010174872				\$23.49			
06-04-12	2400	0760					
4010174874				\$221.17			
06-04-12	2400	0760					
4010174875				\$16.33			
06-04-12	2400	0760					
4010174876				\$72.48			
06-04-12	2400	0760					
4010174877				\$13.71			
06-04-12	2400	0760					
4010174878				\$85.34			
06-04-12	2400	0760					
4010174879				\$14.37			
					\$1,035.68		
TOTAL REMITTANCE:					\$1,035.68		
The claims listed above (totaling \$1,035.68) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/18/12
REPORT NO: 5518

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	06-04-12 4010174880	2400	0760		\$16.38		
VC-5048 Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814-2865	06-04-12 0011348-IN	0306			\$12,044.03		
VC-0000007198 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	06-07-12 61153	2801			\$3,028.12		
	06-07-12 61153	1400	0712		\$1,595.00		
	06-07-12 61153	0700	0701		\$7.70		
					\$4,630.82		
VC-0000009667 Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	06-13-12 8448 40 025 0124877	0700	0702		\$124.92		
VC-4829 Hoang Computer Services 6765 Westminster Bl. Ste C-PMB 103 Westminster, CA 92683	06-04-12 00877	1900	0739		\$550.00		
N30459 Raco Industries 5480 Creek Road Cincinnati, OH 45242	05-23-12 IN367710	4000			\$814.75		
VC-0089-10 Placentia Disposal #676 PO Box 78829 Phoenix, AZ 85062-8829	05-31-12 0676-001118392	1001			\$226.16		
VC-6846-1 Special T. Water Systems, Inc. PO Box 165 Whittier, CA 90608-0165	06-01-12 71498	1300			\$33.00		
TOTAL REMITTANCE:					\$18,440.06		

The claims listed above (totaling \$18,440.06) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/18/12
REPORT NO: 5519

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4739 ADT Security Services Inc. P.O. Box 371967 Pittsburgh, PA 15250-7967	06-07-12 72992352	4000			\$48,352.82		
VC-0000009667 Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	06-14-12 8448 40 025 0276198	0700	0702		\$145.26		
VC-4882-1 Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	06-01-12 223747	1900	0741		\$161.10		
(needs vendor #) Freedom Orange County Information PO Box 100052 Pomona, CA 91189-0052	05-01-12 1001012916	2000	0755		\$277.20		
(needs vendor#) Library Ideas LLC P.O. Box 2345 Merrifield, VA 22116-2345	06-01-12 26163	2400	0760		\$5,950.00		
TOTAL REMITTANCE:					\$54,886.38		
The claims listed above (totaling \$54,886.38) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/18/12
REPORT NO: 55

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	*07-02-12 Payroll #01 FY12/13	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: 06/18/12
REPORT NO: 56

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	*07-16-12 Payroll #02 FY12/13	0100			\$ 40,000.00		
TOTAL REMITTANCE:						\$ 40,000.00	
<p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

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

DATE: June 18, 2012

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

Fiscal Year 2010-2011							
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
07/31/10	10,238.00	12,208.25	175,822.59	1,294,948.84	11,912.65	1,505,130.33	210,181.49
8/31/2010	10,247.60	12,219.70	175,987.40	1,147,931.12	11,923.82	1,358,309.64	210,378.52
9/30/2010	10,247.60	12,219.70	175,987.40	1,094,842.08	11,923.82	1,305,220.60	210,378.52
10/31/10	10,255.08	12,228.62	176,115.81	907,612.87	11,932.52	1,118,144.90	210,532.03
11/30/2010	10,262.42	12,237.38	176,241.92	806,290.04	11,941.06	1,016,972.82	210,682.78
12/31/2010	10,262.42	12,237.38	176,241.92	1,419,527.63	11,941.06	1,630,210.41	210,682.78
01/31/11	10,255.95	12,229.66	176,241.92	1,124,243.74	11,933.53	1,334,904.80	210,661.06
2/28/2011	10,263.29	12,238.42	176,256.88	1,129,723.81	11,942.07	1,340,424.47	210,700.66
3/31/2011	10,263.29	12,238.42	176,256.88	1,333,588.78	11,942.07	1,544,289.44	210,700.66
04/30/11	0.00	0.00	0.00	1,798,444.61	0.00	1,798,444.61	0.00
5/31/2011	0.00	0.00	0.00	1,654,684.19	0.00	1,654,684.19	0.00
6/30/2011	0.00	0.00	0.00	1,498,399.27	0.00	1,498,399.27	0.00
Petty Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Reserves	0.00	0.00	0.00	388,173.78	0.00	388,173.78	0.00
Impact Fees	0.00	0.00	0.00	66,684.20	0.00	66,684.20	0.00

TREASURER'S REPORT



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

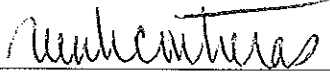
SUBJECT: Financial Reports through May 2012 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

DATE: June 18, 2012

Summary of Cash and Investments as of May 31, 2012

Cash with Orange County Treasurer Fund 707	1,831,410.02
Reserves with Orange County Treasurer Fund 707	414,789.10
Impact Fees with Orange County Treasurer (Restricted)	125,627.48
General Fund Checking -- Bank of the West	6,111.74
General Fund Savings -- Bank of the West	703,997.64
Payroll Checking -- Wells Fargo Bank	146,423.12
Total Cash and Investments	3,228,359.10

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
 May 31, 2012

GENERAL Fund 707	REV SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	1,730,412	1,739,832	(9,420)	100.5%
6220		Property Taxes - Current Unsecured	69,801	59,390	10,411	85.1%
6230		Property Taxes - Prior Secured	0	-	-	0.0%
6240		Property Taxes - Prior Unsecured	0	-	-	0.0%
6250		Taxes - Spec Dist Augmentation	0	3,979	(3,979)	0.0%
6280		Property Taxes - Curr Supplemental	22,366	8,149	14,217	36.4%
6300		Property Taxes - Prior Supplemental	0	1,834	(1,834)	0.0%
6540		Penalties & Costs on Delinq Taxes	0	810	(810)	0.0%
		Sub Total		<u>1,813,995</u>		
REVENUE FROM USE OF MONEY & PROPY						
6610		Interest	0	6,961	(6,961)	0.0%
		Sub Total		<u>6,961</u>		
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	15,368	12,875	2,493	83.8%
6970		State - Other	0	4,377	(4,377)	0.0%
		Sub Total		<u>17,252</u>		
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)				
		Fines & Fees	60,000	32,528	27,472	54.2%
		Passport	60,000	89,374	(29,374)	149.0%
		Meeting Room Fees	7,000	6,685	315	95.5%
		DVD Rentals	5,500	6,000	(500)	109.1%
		Test Proctor	2,000	3,650	(1,650)	182.5%
		Sub Total		<u>138,236</u>		
7680		6-MO Expired (Outlawed) Checks	0		-	0%
		YTD Actual		<u><u>1,976,444</u></u>		
		FY 10/11 Funds Available	110,000	110,000		
TOTAL REVENUES FY 11/12:			2,082,447	2,086,444	(3,997)	100.2%
MISCELLANEOUS REVENUES (Restricted)						
		Impact Fees	0	216,110	(216,110)	0%
		City of Placentia Tax Sharing Agreement	0	-	-	0%

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
 May 31, 2012
 92% of year completed

Agenda Item 14

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,006,657	840,120	0.83	\$166,537
0200	Retirement	77,589	49,474	0.64	\$28,115
0301	Unemployment Insurance	15,000	10,972	0.73	\$4,028
0306	Health Insurance	146,979	106,089	0.72	\$40,890
0306-0770	Employee Assistance Program	822	578	0.70	\$244
0308	Dental Insurance	16,028	14,381	0.90	\$1,647
0309	Life Insurance	7,928	6,126	0.77	\$1,802
0310	AD & D Insurance	4,308	3,411	0.79	\$897
0319	Vision Insurance	2,734	2,211	0.81	\$523
0350	Workers' Compensation Insurance	10,500	3,358	0.32	\$7,142
	TOTAL	\$1,288,545	\$1,036,720	0.80	\$251,825
SERVICES & SUPPLIES					
0700	Communications	13,000	6,640	0.51	\$6,360
0900	Food	1,000	1,429	1.43	-\$429
1000	Household Expenses	13,000	9,499	0.73	\$3,501
1100	Library Insurance	15,000	11,929	0.80	\$3,071
1300	Maintenance, Equipment	20,000	15,851	0.79	\$4,149
1400	Maintenance, Buildings & Improvements	131,400	22,795	0.17	\$108,605
1600	Memberships	12,000	12,524	1.04	-\$524
1800	Office Expenses	28,486	25,430	0.89	\$3,056
1803	Postage	4,000	3,838	0.96	\$162
1900	Prof./Specialized Services	107,500	94,466	0.88	\$13,034
1912	Investment Administrative Fees	1,500	886	0.59	\$614
2000	Publication and Legal Notices	1,000	0	0.00	\$1,000
2100	Rents and Leases - Equipment	500	423	0.85	\$77
2200	Rents & Leases - Buildings & Improvements	35,000	28,179	0.81	\$6,821
2400	Books/Library Materials	236,736	174,576	0.74	\$62,160
2600	Transportation & Travel	2,000	1,300	0.65	\$700
2700	Meetings	11,000	9,119	0.83	\$1,881
2800	Utilities	85,000	54,135	0.64	\$30,865
	TOTAL	\$718,122	\$473,018	0.66	\$245,104
OTHER CHARGES					
3700	Taxes and Assessments	\$7,000	\$8,139	1.16	-\$1,139
	OPERATING EXPENSES	\$2,013,667	\$1,517,877	0.75	\$495,790
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$25,000	\$8,457	0.34	\$16,543
4200	Structures/Improvements	20,000	\$1,950	0.10	\$18,050
5200	Contingency Funds	\$23,780	\$0	0.00	\$23,780
	TOTAL	\$68,780	\$10,407	0.15	\$58,373
TOTAL BUDGET (Fund 707)					
		\$2,082,447	\$1,528,284	0.73	\$554,163
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$124,017	\$0	0.00	\$124,017

ACQUISITIONS REPORT FOR FISCAL YEAR 2011-2012 THROUGH THE MONTH OF MAY 2012

Prepared by Katie Matas, 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	\$22,609	1,165	1,279	\$854	31	61	\$23,463	1,196	1,340	\$511	18	29	\$23,974	1,214	1,369
Adult Non-Fiction	\$23,546	1038	1062	\$436	11	34	\$23,982	1049	1096	\$118	5	5	\$24,100	1,054	1,101
Adult Reference	\$1,064	20	20	\$0	0	0	\$1,064	20	20	\$225	3	3	\$1,289	23	23
Adult magazines	\$4,454	89	1317	\$0	0	0	\$4,454	89	1317	\$0	0	0	\$4,454	89	1,317
Adult on-line databases	\$28,080	9	0	\$0	0	0	\$28,080	9	0	\$0	0	0	\$28,080	9	0
Total Adult Non-Fiction	\$57,143	1156	2399	\$436	11	34	\$57,579	1167	2433	\$343	8	8	\$57,922	1175	2441
TOTAL ADULT PRINT MATERIALS	\$79,752	2321	3678	\$1,290	42	95	\$81,042	2363	3773	\$854	26	37	\$81,896	2389	3810
Adult Music CDs	\$26	1	1	\$0	0	0	\$26	1	1	\$1,206	68	68	\$1,232	69	69
Adult Audio Books	\$3,080	88	92	\$142	6	6	\$3,222	94	98	\$0	0	0	\$3,222	94	98
Adult Free DVDs	\$1,563	59	84	\$0	0	0	\$1,563	59	84	\$75	4	4	\$1,638	63	88
Adult Rental DVDs	\$4,084	132	140	\$0	0	0	\$4,084	132	140	\$95	4	4	\$4,169	136	144
TOTAL ADULT NON-PRINT MATERIALS	\$8,752	280	317	\$142	6	6	\$8,894	286	323	\$1,366	76	76	\$10,260	362	399
TOTAL ADULT MATERIALS	\$88,504	2601	3995	\$1,432	48	101	\$89,936	2,649	4,096	\$2,220	102	113	\$92,156	2,751	4,209
Juvenile Fiction	\$41,602	2,379	3,392	\$0	0	0	\$41,602	2,379	3,392	\$87	14	14	\$41,689	2,393	3,406
Young Adult Fiction	\$20,407	1,490	1,524	\$140	7	9	\$20,547	1,497	1,533	\$0	2	2	\$20,547	1,499	1,535
Total Juvenile Fiction	\$62,009	3,869	4,916	\$140	7	9	\$62,149	3,876	4,925	\$87	16	16	\$62,236	3,892	4,941
Juvenile Non-Fiction	\$23,532	926	1,092	\$321	14	14	\$23,853	940	1,106	\$20	1	1	\$23,873	941	1,107
Young Adult Non-Fiction	\$4,642	190	194	\$153	7	7	\$4,795	197	201	\$0	0	0	\$4,795	197	201
Juvenile Reference	\$1,686	9	41	\$184	3	3	\$1,870	12	44	\$41	4	4	\$1,911	16	48
Juvenile Magazines	\$585	14	72	\$0	0	0	\$585	14	72	\$0	0	0	\$585	14	72
Juvenile on-line databases	\$10,837	6	0	\$0	0	0	\$10,837	6	0	\$0	0	0	\$10,837	6	0
Total Juvenile Non-Fiction	\$41,282	1,145	1,399	\$658	24	24	\$41,940	1,169	1,423	\$61	5	5	\$42,001	1,174	1,428
TOTAL JUVENILE PRINT MATERIALS	\$103,291	5,014	6,315	\$798	31	33	\$104,089	5,045	6,348	\$148	21	21	\$104,237	5,066	6,369
Juvenile Music CDs	\$328	18	18	\$0	0	0	\$328	18	18	\$0	0	0	\$328	18	18
Juvenile Audio Books	\$898	31	31	\$0	0	0	\$898	31	31	\$0	0	0	\$898	31	31
Juvenile Free DVDs	\$3,111	130	162	\$0	0	0	\$3,111	130	162	\$0	0	0	\$3,111	130	162
Juvenile Rental DVDs	\$2,344	45	84	\$0	0	0	\$2,344	45	84	\$0	0	0	\$2,344	45	84
TOTAL JUVENILE NON-PRINT MATERIALS	\$6,681	224	295	\$0	0	0	\$6,681	224	295	\$0	0	0	\$6,681	224	295
TOTAL JUVENILE MATERIALS	\$109,972	5238	6610	\$798	31	33	\$110,770	5269	6643	\$148	21	21	\$110,918	5290	6664
Total Fiction	\$84,618	5,034	6,195	\$994	38	70	\$85,612	5,072	6,265	\$598	34	45	\$86,209	5,106	6,310
Total Non-Fiction	\$98,425	2,301	3,798	\$1,094	35	58	\$99,519	2,336	3,856	\$404	13	13	\$99,923	2,349	3,869
Total Music CDs	\$354	19	19	\$0	0	0	\$354	19	19	\$1,206	68	68	\$1,560	87	87
Total Audio Books	\$3,978	119	129	\$142	6	6	\$4,120	125	129	\$0	0	0	\$4,120	125	129
Total Free DVDs	\$4,674	189	246	\$0	0	0	\$4,674	189	246	\$75	4	4	\$4,749	193	250
Total Rental DVDs	\$6,428	177	224	\$0	0	0	\$6,428	177	224	\$85	4	4	\$6,513	181	228
TOTAL MATERIALS	\$198,476	7839	10605	\$2,230	79	134	\$200,705	7918	10739	\$2,368	123	134	\$203,073	8041	10873

Outstanding Orders as of May 2012

General Fund \$7,120

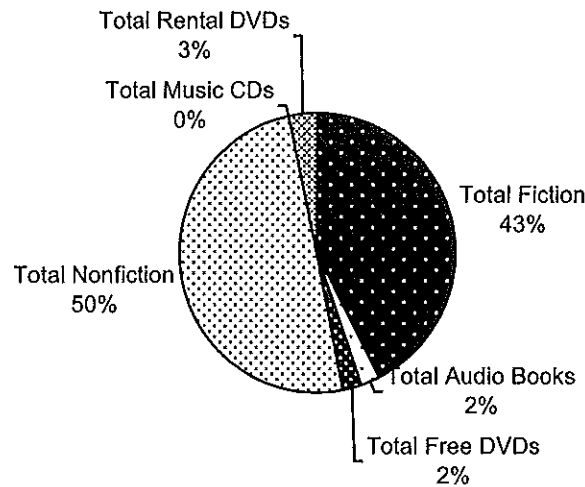
Adopt-a-book \$1,250

TOTAL \$8,370

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2011-2012 THROUGH THE MONTH OF APR. 2012

	<u>Amount</u>	<u>Titles</u>	<u>Volumes</u>
Total Fiction	\$84,618	5,034	6,195
Total Non-Fiction	\$98,425	2,301	3,798
Total Music CDs	\$354	19	19
Total Audio Books	\$3,978	119	123
Total Free DVDs	\$4,674	189	246
<u>Total Rental DVDs</u>	<u>\$6,428</u>	<u>177</u>	<u>224</u>
TOTAL MATERIALS	\$198,476	7839	10605



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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: Entrepreneurial Activities Report for May 2012

DATE: June 18, 2012

Net Revenue Summary May 2012

			YTD	YTD
	May-12	May-11	2011-2012	2010-2011
Passport	9,525.00	8,475.00	73,450.00	74,661.00
Passport Photos	1,980.00	1,644.00	15,924.00	15,667.00
Test Proctor	300.00	500.00	3,650.00	2,900.00
Meeting Room	270.00	495.00	6,685.00	7,824.00
DVD Rentals	598.00	457.00	5,999.50	6,626.51
Total	12,673.00	11,571.00	105,708.50	107,678.51

GENERAL CONSENT REPORTS



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: Personnel Report for May 2012

DATE: June 18, 2012

			YTD	YTD
	May-12	May-11	2011-2012	2010-2011
Separation	0	0	0	2
Retirement	0	0	2	0
Appointments	1	0	7	2
Open Positions	0	3	3	4
Workers' Compensation Leave	0	0	0	0
Total	1	3	12	8

SEPARATION:

None

RETIREMENT:

None

APPOINTMENTS:

Venessa Faber, Library Assistant (40 hours)

OPEN POSITIONS:

None

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: June 18, 2012

MONTHLY STATISTICS

May 2012

CIRCULATION				Y-T-D	Y-T-D	Y-T-D
	May-12	May-11		2011-12	2010-11	% change
New Patron Registrations	287	299		3,632	3,580	1.5%
Total Circulation	16,500	16,887		183,892	198,018	-7.7%
Total Active Borrowers	9,215	9,176		103,617	103,276	0.3%
Attendance*	23,195	21,410		260,737	206,827	26.1%
Registered Card Holders**	30,088	33,589		321,267	352,814	-8.9%
Adult Fiction	2,786	3,193		31,237	35,108	-11.0%
Adult Nonfiction	1,920	2,389		21,215	26,623	-20.3%
Adult Magazines	250	328		2,955	3,473	-14.9%
Adult Music CDs	152	252		2,407	3,657	-34.2%
Adult Audio Books	578	622		6,196	7,373	-16.0%
Adult Free DVDs	299	288		3,455	3,757	-8.0%
Adult Rental DVDs	529	401		5,272	5,657	-6.8%
Overdrive E-Books***	196	35		1,306	193	576.7%
Overdrive Audio Books***	71	39		782	249	214.1%
JV Fiction	6,242	5,672		70,570	69,682	1.3%
YA Fiction	1,021	870		9,416	7,999	17.7%
JV Nonfiction	1,291	1,370		14,112	14,908	-5.3%
YA Nonfiction	84	47		736	439	67.7%
JV Magazines	2	8		42	46	-8.7%
JV Music CDs	19	37		308	374	-17.6%
JV Audio Books	30	27		393	312	26.0%
JV Free DVDs	639	661		7,759	9,269	-16.3%
JV Rental DVDs	184	210		2,300	2,119	8.5%

* Begun patron count mid-February 2011 due to flooring project. ** Inactive accounts removed August 2011.

*** First ever recorded Overdrive subscription was in February 2011.

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		599	714	625	661	528	3,127
10:00		312	1,275	563	1,176	482	3,808
11:00		404	805	613	689	656	3,167
12:00		445	744	670	435	513	2,807
1:00	745	503	591	651	553	640	3,683
2:00	1,149	354	958	615	804	761	4,641
3:00	700	484	921	959	601	681	4,346
4:00	664	732	1,081	1,143	1,086	835	5,541
5:00		705	1,065	1,193	1,207		4,170
6:00		812	1,183	1,373	1,269		4,637
7:00		609	831	907	977		3,324
8:00		513	958	915	753		3,139
Total/Day	3,258	6,472	11,126	10,227	10,211	5,096	46,390
					* Grand Total		23,195

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

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		1	7	1	1	3	13
10:00		1	1	1	0	15	18
11:00		3	3	0	1	15	22
12:00		2	2	3	4	11	22
1:00	26	2	2	2	3	11	46
2:00	17	1	5	5	0	12	40
3:00	6	3	4	3	4	18	38
4:00	4	3	9	9	8	14	47
5:00		7	15	9	11		42
6:00		6	10	6	10		32
7:00		10	14	6	6		36
8:00		8	3	5	9		25
Total/Day	53	47	75	50	57	99	381
							Grand Total

STAFF ACTIVITY

May 01, 2012- Fernando participated in supervisors meeting.
May 01, 2012- Staff organized chairs in the meeting room for Pre-School story time.
May 02, 2012- Fernando had weekly meeting with Jesus to discuss assignments.
May 03, 2012- Staff organized the meeting room for Lap-Sit story time.
May 03, 2012- Staff organized the meeting room for P-Tac.
May 08, 2012- Staff organized chairs in the meeting room for Pre-School story time.
May 08, 2012- Fernando participated in supervisors meeting.
May 09, 2012- Staff organized chairs in the meeting room for Cops story time.
May 10, 2012- Staff organized the meeting room for Lap-Sit story time.
May 10, 2012- Fernando had weekly meeting with Jesus to discuss assignments.
May 15, 2012- Fernando participated in supervisors meeting.
May 15, 2012- Staff organized chairs in the meeting room for Pre-School story time.
May 16, 2012- Fernando attended Info-People Workshop in Ontario, California.
May 17, 2012- Staff organized the meeting room for Lap-Sit story time.
May 17, 2012- Staff organized the meeting room for P-Tac.
May 20, 2012- Laura C. and Tim helped with the monthly book sale.
May 22, 2012- Fernando participated in supervisors meeting.
May 22, 2012- Staff organized chairs in the meeting room for Pre-School story time.
May 24, 2012- Fernando attended board meeting.
May 24, 2012- Staff organized the meeting room for Lap-Sit story time.
May 26, 2012- Staff organized the meeting room for Super Star story time.
May 29, 2012- Larry, Beatrice, and Estella attended all staff meeting.
May 31, 2012- Laura C., Jesus, Tim, and Laura M. attended Circulation Department meeting.
May 31, 2012- Fernando facilitated Circulation department meeting.
May 31, 2012- Staff completed shifting, and re-organization of History room.

ONGOING PROJECTS

Fernando continues to work on staff performance evaluations.
Staff is inspecting the public restrooms hourly.
Various staff is assigned restroom monitor between 2:00-5:00 p.m. Monday through Thursday.

NEW PROJECTS AND ACTIVITIES

Fernando and Jesus will work on a Passport marketing campaign.
Fernando will try and collect food donations for the Summer Reading Event.
Fernando will work with the Orange County Health Department to obtain a food handling permit for Summer Reading Celebration.
Circulation staff will do a walkthrough of the History room once a week, and shelve read the collection.
Circulation staff will review cushion seats after volunteers use them in the afternoons.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Marisa Timothy, Administrative Assistant

SUBJECT: City of Placentia Invoices

DATE: June 18, 2012

CITY OF PLACENTIA INVOICES

PERIOD COVERED	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
FY2011-2012						
11-Jul	8/29/2011	6,533.26	1,452.49	142.50	15.20	\$8,143.45
11-Aug	9/15/11	6,051.07	1,452.50	142.50	*	\$7,646.07
11-Sep	11/08/11	6,088.46	1,452.50	142.50	7.61	\$7,691.07
11-Oct	01/04/12	4,031.98	1,452.50	142.50	7.65	\$5,492.13
11-Nov	01/04/12	3,223.99	1,452.50	142.50	7.65	\$4,684.14
11-Dec	01/31/12	2,851.32	1,452.50	142.50	7.65	\$4,738.97
12-Jan	02/28/12	3,052.45	1,452.50	142.50	7.76	\$4,655.21
12-Feb	04/09/12	3,035.20	1,452.50	142.50	7.72	\$4,637.92
12-Mar	05/07/12	3,049.37	1,452.50	142.50	7.72	\$4,652.09
12-Apr	*	*	*	*	*	*
12-May	*	*	*	*	*	*
12-Jun						
TOTAL		\$37,917.10	\$13,072.49	\$1,282.50	\$68.96	\$49,201.18
AVG		4,213.01	1,452.49	142.50	7.66	5,466.79

*** City Billing Not Received**

FY2010-2011	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
10-Jul	8/31/2010	6,892.73	1,452.50	142.50	14.42	\$8,502.15
10-Aug	10/12/2010	6,848.56	1,425.50	142.50	*	\$8,443.56
10-Sep	10/28/2010	6,571.73	1,452.50	142.50	*	\$8,166.73
10-Oct	11/23/2010	4,688.88	1,452.50	142.50	*	\$6,283.88
10-Nov	12/8/2010	3,832.05	1,452.50	142.50	*	\$5,427.05
10-Dec	2/1/2011	3,337.15	1,452.50	142.50	*	\$4,932.15
11-Jan	2/15/2011	3,412.40	1,452.50	142.50	7.68	\$5,015.08
11-Feb	3/17/2011	3,401.08	1,452.50	142.50	7.64	\$5,003.72
11-Mar	5/11/2011	3,477.15	1,452.50	142.50	7.64	\$5,079.79
11-Apr	5/11/2011	3,620.66	1,452.50	142.50	7.61	\$5,223.27
11-May	7/5/2011	3,800.48	1,452.49	142.50	7.61	\$5,403.08
11-Jun	*	*	*	*	*	*
TOTAL		49,882.87	15,977.49	1,567.50	52.6	\$67,480.46
AVG		4,534.80	1,452.49	142.5	4.78	\$6,134.58



STAFF REPORTS

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Director's Report for April 2012
DATE: June 18, 2012

Accomplishments

- Worked with the Placentia Rotary Club and the Interact Club to finalize details for the Benefit Concert.
- Discussed strategy and responses to the Orange County Grand Jury Report with the California Special District Association (CSDA).
- Attended a meeting to review an upcoming Orange County Grand Jury Report, not the "Let There Be Light" report.
- Met with the Library Director from Anaheim Public Library to further discuss the current shared ILS database.
- Met with the City of Placentia's Administrative Services Director to further discuss the Benefit Concert, the History Room, and the Library Impact Fees.
- Finalized and presented the Fiscal Year 2012-2013 Budget.

Meetings

- Library Board of Trustees Meeting – May 7th, May 24th
- Meetings with Individual Trustee – May 2nd, May 24th,
- Manager's meeting – April 10th, 17th, 24th
- Staff Meeting – May 15th
- Placentia Library Friends Foundation – May 14th
- Rotary Meetings – May 2nd, 9th, 16th, 22nd, 23rd,
- Placentia Roundtable Women's Club – April 4th
- VHS Interact Club – April 11th, 23rd, 26th
- CSDA Telephone – May 7th
- LAFCO Meeting – May 9th

Community Events / Functions

- Rotary Family Day – May 19th
- Valencia High School Senior Night – May 29th

Projects in Progress

- Summer Reading Celebration
- Strategic Plan

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Services Manager Report for May 2012
DATE: June 18, 2012

Report is not available due to position vacancy.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Lori Worden, Children's Librarian II

SUBJECT: Children's Services Monthly Activity Report for May 2012

DATE: June 18, 2012

MONTHLY STATISTICS**Childrens Desk Activity**

	May	May	Y-T-D	Y-T-D	Y-T-D
	2012	2011	2011-12	2010-11	% change
Phone reference:	40	77	460	604	-23.84%
In person reference/research:	788	703	7803	7854	-0.65%
Total Reference	828	780	8263	8458	-2.31%
Total Number of Programs	43	29	411	272	51.10%
Total Programs Attendance	1376	1706	16805	11693	43.72%

PROGRAM STATISTICS

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Read to the Dogs	1	30
F.I.R.S.T. – Family Interactive Reading and Sharing Time	1	14
Preschool Story Times I & II: 3-6 years	8	268
Pocket Tales: Stories, music, and movement.	4	123
C.O.P.S.	1	31
Lap Sit 24 months & younger	4	225
P-TAC	2	42
Family Game Day	1	33
Super S.T.A.R.	1	18
Homework Club	18	148
5/17 Wagner Preschool Visit	1	36

		Page 37
5/31 Tynes School Visit (SRP)	1	408
Total May 2012	43	1,376
Total May 2011	29	1,706
Current FY to date	411	16,805
Previous FY to date	272	11,693

Achievements:

- Lori Worden attended a SCLC Children's Interest Group meeting on May 9.
- Lori Worden and Coleen Wakai attended an Infopeople Leading From Any Position follow-up training session on May 19.
- Lori Worden attended weekly supervisors/ managers meetings with Jeanette Contreras.
- Brenda Ramirez and Lori Worden conducted school visits at Wagner preschool and Tynes Elementary school.

In progress:

- Children's staff made final preparations for the Summer Reading Program for children and teens. Staff will visit elementary schools to invite children to join our Summer Reading program and to read and visit the library during the summer.
- Coleen Wakai made plans for the Night Images photography contest for teens. Teens may submit their photographs between June 2 and July 7. Judging will be in July.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Nadia Dallstream, Librarian II

SUBJECT: Adult Services Monthly Activity Report for May 2012

DATE: JUNE 18, 2012

MONTHLY STATISTICS

Adult Services Programs

		May 2012
May 1, 2012	Computer Workshop: Introduction to Computers (Part 2.1)	7
May 2, 2012	Play Reading: The Waiting Room	1
May 3, 2012	Placentia: A Pleasant Place at the Senior Center	80
May 8, 2012	Computer Workshop: Introduction to Computers (Part 2.2)	4
May 8, 2012	Book Discussion: Crocodile on the Sandbank	10
May 12, 2012	Volunteer @ the Placentia Library: Orientation	28
May 15, 2012	Computer Workshop: Introduction to Computers (Part 2.3)	3
		133

Reference Desk Activity

	May 2012	May 2011	Y-T-D 2011-12	Y-T-D* 2010-11	Y-T-D % change
Reference -- in person	869	844	9131	11183	-18.35%
Reference -- telephone	332	298	3075	3609	-14.80%
Reference -- email/chat	3	11	36	15	140.00%
Technology assistance	344	500	3927	6959	-43.57%
Guest passes	104	162	1697	1794	-5.41%
Adult and Children's computer use (desktops)	2527	3144	30024	33180	-9.51%
Adult computer usage (desktop)*	2185	0	25397	0	0.00%
Public computer use (express laptops)	525	805	8303	9219	-9.94%
In library use -- cleanup	3621	2987	36280	36939	-1.78%
Adult Program Attendance*	133	35	1168	904	29.20%

**No data available for FY 10-11*

***Only 2 available for FY 11-12*

Volunteer Hours

	May 2012	May 2011	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
History Room	0	34	262.5	523.5	-49.86%
PLFF	489	497	5025.75	5000	0.52%
General Library	546	316	6432	4054.25	58.65%
Technology	48	12	542.5	415.75	30.49%
Homework Club	128.5	124	1157.75	934.5	23.89%
Adult Literacy Tutors	66.5	27	618	657	-5.94%
PTAC	104	0	1345.5	984.5	36.67%
Total Volunteer Hours	1382	1010	11744.5	10297	14.06%

History Room Activity

	May 2012	May 2011	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % Change
History Room Visitors	10	11	87	100	-13.00%
History Room Volunteers	0	3	12	33	0.00%

Adult Literacy Services

	May 2012	May 2011
Number of Tutors	10	0
Number of Students	15	0
Total Number of Participants	25	0

**No data for FY 2010-2011*

Computer Literacy Services

	May 2012	May 2011
Number of Tutors	2	
Number of Students	3	
Total Number of Participants	5	

**No data for FY 2010-2011*

ACHIEVEMENTS

- *Jeannie Killianey* coordinated 3 Computer Workshops.
- *Jeannie Killianey* assisted in 1 Computer Workshop.
- *Jeannie Killianey* led the book discussion for Elizabeth Peters' *Crocodile on the Sandbank*.
- *Jeannie Killianey* is coordinating the Computer Literacy tutoring program.
- *Jeannie Killianey* created the publicity for both the SRP & Elvis programs.
- *Jeannie Killianey* created spreadsheets for Elvis Presley Fan Clubs and local community centers to advertise our Summer Reading Program events.
- *Katie Matas* proctored 6 exams.
- *Katie Matas* coordinated the May 2nd Play Reading of *The Waiting Room*.
- *Katie Matas* weeded the adult nonfiction paperback collection.
- *Nadia Dallstream, Katie Matas, Jeannie Killianey and Wendy Townsend* solicited local businesses for prizes for the Adult Summer Reading Program.
- *Katie Matas* prepared publicity for the Saturday movies.
- *Wendy Townsend* weeded the entertainment DVD's and shifted the Audio Books & DVD's to make room for New Non-Fiction.
- *Nadia Dallstream and Wendy Townsend* attended the Placentia Day at the Senior Center and showed the "Placentia: A Pleasant Place" film.
- *Wendy Townsend* organized the May Volunteer Orientation, 28 potential volunteers attended.
- *Nadia Dallstream* completed Wendy Townsend's Probationary Performance Evaluation.
- *Nadia Dallstream* completed Jeannie Killianey's Probationary Performance Evaluation.
- *Nadia Dallstream* completed a Performance Self-Evaluation.
- *Nadia Dallstream* secured a year-long contract for 3 Gale Databases.
- *Nadia Dallstream, Katie Matas and Al Shkoler* established access to Freegal and finalized the User Agreement.
- *Nadia Dallstream* completed the Adult Services program calendar for FY 11/12.

MEETINGS

- *Nadia Dallstream and Wendy Townsend* met 3 times.
- *Nadia Dallstream, Venessa Faber, Jeannie Killianey, Katie Matas, Wendy Townsend* attended the Adult Services Department meeting.
- *Nadia Dallstream, Katie Matas, Wendy Townsend* attended the staff meeting on May 22nd.
- *Wendy Townsend* attended the Heritage Coordinating Council meeting on May 15th.
- *Nadia Dallstream* attended the Placentia Community Network Meeting on May 17th.
- *Nadia Dallstream* attended 4 Manger/Supervisor Meetings.
- *Venessa Faber and Nadia Dallstream* met 2 times.
- *Nadia Dallstream and Wendy Townsend* attended the Troy High School Tech Fair on May 22nd.
- *Katie Matas* trained Nadia Dallstream on the invoice approval process.

IN PROGRESS

- *Jeannie Killianey* is coordinating and creating instructional materials for two Computer Workshops for June.
- *Jeannie Killianey* continues to monitor and update the library's Facebook page.
- *Jeannie Killianey* is weeding the educational DVDs.
- *Katie Matas* is working with a volunteer to complete the shifting of the fiction book shelves.
- *Wendy Townsend* is continuing to fill volunteer positions and verify volunteer hours.
- *Wendy Townsend* is working on an oral history of Jeremy B. Yamaguchi.
- *Wendy Townsend* is working on the June Book Discussion.
- *Nadia Dallstream, Venessa Faber, Jeannie Killianey, Katie Matas and Wendy Townsend* are working on the Summer Reading Program.
- *Nadia Dallstream* is working on Katie Matas' Performance Evaluation.
- *Nadia Dallstream* is working on Venessa Faber's Objectives and coordinating training.
- *Venessa Faber* is coordinating the Adult Literacy and Computer Literacy Programs.
- *Nadia Dallstream, Venessa Faber, Jeannie Killianey, Katie Matas and Wendy Townsend* are working on a Fall/Winter Newsletter.
- *Nadia Dallstream* is working on updating the website with Jesus Diaz.
- *Nadia Dallstream* is coordinating a staff training day with Anaheim Library.
- *Nadia Dallstream, Venessa Faber, Jeannie Killianey, Katie Matas and Wendy Townsend* are coordinating programs for September 2012 through February 2013.
- *Katie Matas* is compiling and organizing information for the OC Grand Jury Report.
- *Nadia Dallstream and Katie Matas* will be training Venessa Faber and Sally Federman on reference responsibilities.
- *Nadia Dallstream and Jeannie Killianey* are preparing for the Elvis program on June 21st.
- *Katie Matas* is coordinating the PLFF Thank You Breakfast for Monday, June 18th at 8 a.m.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Katie Matas, Librarian, Technical Services
SUBJECT: Technology & Website Report for May 2012
DATE: June 18, 2012

MONTHLY STATISTICS

On-line database usage

	May 2012	May 2011	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
General Reference Center	60	725	555	4,284	-87%
Heritage Quest	1,711	1,867	8,087	7,664	6%
Novelist	172	27	621	388	60%
Tumblebooks	587	291	3,882	3,072	26%
Reference USA	559	94	1,462	852	72%
TOTAL DATABASE USAGE			14,607	16,260	-10%

Website Traffic

	May 2012	May 2011	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
Website visits	20,120	19,463	222,369	205,193	8%
Page Hits	36,166	36,798	423,772	398,484	6%

ACHIEVEMENTS

- *Jesus Diaz* updated the Library's website.
- *Jesus Diaz* updated the outside digital sign.
- *Katie Matas* updated the messages on the telephone system.
- *Jeannie Killianey* updated the Library's Facebook Account.
- *Brenda Ramirez* updated the Library's Twitter Account.
- *Coleen Wakai* updated the Library's Flickr Account.



PUBLIC HEARINGS



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Public Hearing for the Fines & Fees Schedule for Fiscal Year 2012-2013
DATE: June 18, 2012

BACKGROUND

The Fiscal Year 2012-2013 Fines & Fees Schedule was presented to and reviewed by the Library Board of Trustees at its May 24, 2012 Unusual Date Meeting and scheduled for Public Hearing at the Library Board's June 18, 2012 Regular Meeting.

Legal Notices

The Notice of Public Hearing for the Proposed Fines & Fees Schedule for Fiscal Year 2012-2013 for the Placentia Library District was posted in the Library's public bulletin board and on the Library's website on June 7, 2012. It was published in the Placentia News Times on June 14, 2012.

Public Hearing

A Public Hearing needs to be conducted for the Proposed Fines & Fees Schedule for 2012-2013 Fiscal Year for the Placentia Library District. The guidelines for conducting a Public Hearing are in Attachment A.

Budget Resolution

The Fiscal Year 2012-2013 Fines & Fees Schedule needs to be adopted by Resolution 13-05.

Attachment B is Resolution 13-05.

RECOMMENDATIONS

1. Conduct Public Hearing on the Fines & Fees Schedule for Fiscal Year 2012-2013 as published.
2. Finalize Placentia Library District Fines & Fees Schedule for Fiscal Year 2012-2013.
3. Read Resolution 13-05 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Fines & Fees Schedule for Fiscal Year 2012-2013 for the Placentia Library District of Orange County.
4. Motion to adopt Resolution 13-05 by a roll call vote.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees President
FROM: Jeanette Contreras, Library Director
SUBJECT: Public Hearing Procedures
DATE: June 18, 2012

Public Hearing Procedures

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

RESOLUTION 13-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ADOPT
THE FINES AND FEES SCHEDULE FOR FISCAL YEAR 2012-2013 FOR
THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

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

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

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the Placentia Library District Fines and Fees Schedule for Fiscal Year 2012-2013 dated June 18, 2012, and implements such on July 1, 2012.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)

)ss.

County of Orange)

I, Betty Escobosa, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the eighteenth day of June 2012.

IN WITNESS THEREOF, I have hereunto set my hand and seal this eighteenth day of June 2012.

Betty Escobosa, Secretary
Board of Trustees of the Placentia Library District



CONTINUING BUSINESS



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Finalize the list of Library needs that may be funded through the Placentia Library Friends Foundation (PLFF).

DATE: June 18, 2012

BACKGROUND

At the May 24, 2012 Work Session, the Library Board of Trustees along with library staff discussed possible projects which may be funded through PLFF. The projects are listed below.

- Meeting room improvement
- Pollster
- Library strategists
- Carpet replacement
- Café
- Solar panels
- Staff lounge improvement
- Electronic marquee
- Shelves for the young adult collection

The decision was to present three projects to PLFF for their funding consideration. The three projects are:

- 1) Meeting room improvement
- 2) Backup generator
- 3) Staff lounge improvement

RECOMMENDATION

Approve the three projects – meeting room improvement, backup generator, and staff lounge improvement and present them to PLFF.



NEW BUSINESS

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: **Travel Authorization: Library Board of Trustees and Library Director to Attend the California Special District Association (CSDA) Annual Conference in San Diego, California from October September 24 - 27, 2012.**
DATE: June 18, 2012

BACKGROUND

The California Special District Association (CSDA) Annual Conference will be held in San Diego, California from September 24 – 27, 2012. The expense will be drawn from the General Fund.

To secure a discount rate for accommodation and ensure accommodation at the hosted hotel, this travel authorization request is presented before the conference program and event information is available. For several years, staff made reservations before the early bird deadline and the hosted hotel has consistently been sold out. The program is expected to be available in July.

Fiscal Impact: \$1,500 per attendee

RECOMMENDATIONS

1. Determine which Library Board of Trustees will attend the Annual CSDA Conference in San Diego and authorize staff to proceed with the Early Bird registration.
2. Determine which Library Board of Trustees will require accommodation and authorize staff to proceed with reservations.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Conflict of Interest Code Resolution 13-06
DATE: June 18, 2012

BACKGROUND

Under the Political Reform Act, all public agencies are required to adopt a Conflict of Interest Code. The Code designates positions required to file a Statement of Economic Interests, Form 700, and assigns disclosure categories specifying the types of interests to be reported. The Form 700 is a public document intended to alert public officials and the public to the types of financial interests that may create conflict of interest.

The Conflict of Interest Code for the Placentia Library District has not been updated. In addition, consultants working for the Placentia Library District are also required to complete the Form 700 and there are no documents for existing consultants in the District's files. Designees will file under two disclosure categories:

- OC-01 All interests in real property in Orange County, the authority or the District as applicable, as well as investments, business positions and sources of income (including gifts, loans, and travel payments). This category applies to the Library Board of Trustees, the Library Director, the Library Services Manager, the Business Manager, and Legal Counsel.
- OC-30 Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest category in the code subject to limitations. This category applies to current consultants for Placentia Library District including IT, legal, and financial consultants.

Attachment A is Resolution 13-06: A Resolution of the Placentia Library District of Orange County Adopting a Conflict of Interest Code Which Supersedes All Prior Conflict of Interest Codes and Amendments Previously Adopted.

RECOMMENDATIONS

- 1) Read Resolution 13-06 by title only: A Resolution of the Placentia Library District of Orange County Adopting a Conflict of Interest Code Which Supersedes All Prior Conflict of Interest Codes and Amendments Previously Adopted.
- 2) Adopt Resolution 13-06 by a roll call vote.

Resolution Number 13-06

RESOLUTION OF THE PLACENTIA LIBRARY DISTRICT
OF ORANGE COUNTY
ADOPTING A CONFLICT OF INTEREST CODE
WHICH SUPERSEDES ALL PRIOR CONFLICT OF
INTEREST CODES AND AMENDMENTS
PREVIOUSLY ADOPTED

WHEREAS, the Political Reform Act of 1974, Government Code Section 81000 et. seq. ("the Act"), requires a local government agency to adopt a Conflict of Interest Code pursuant to the Act; and

WHEREAS, the Placentia Library District of Orange County has previously adopted a Conflict of Interest Code and that Code now requires updating; and

WHEREAS, amendments to the Act have in the past and foreseeably will in the future require conforming amendments to be made to the Conflict of Interest Code; and

WHEREAS, the Fair Political Practices Commission has adopted a regulation, Title 2, California Code of Regulations, Section 18730, which contains terms for a standard model Conflict of Interest Code, which, together with amendments thereto, may be adopted by public agencies and incorporated by reference to save public agencies time and money by minimizing the actions required of such agencies to keep their codes in conformity with the Political Reform Act.

NOW THEREFORE, BE IT RESOLVED:

Section 1. The terms of Title 2, California Code of Regulations, Section 18730 (Attachment A) and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, together with Exhibits A and B in which members and employees are

designated and disclosure categories are set forth, constitute the Conflict of Interest Code of Placentia Library District.

Section 2. The provisions of all Conflict of Interest Codes and Amendments thereto previously adopted by Placentia Library District of Orange County and hereby superseded.

Section 3. The Filing Officer is hereby authorized to forward a copy of this Resolution to the Clerk of the Orange County Board of Supervisors for review and approval by the Orange County Board of Supervisors as required by California Government Code Section 87303.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, Betty Escobosa, Secretary of the Board of Trustees of the Placentia Library District, of Orange County, California, hereby certify that the above and foregoing Resolution was duly and regularly adopted by the said Board of Trustees at a regular meeting thereof, held on the 18th day of June, 2012, and passed by a majority vote of said Board.

IN WITNESS WHEREOF, I have hereunto set my hand this 18th day of June, 2012.

Betty Escobosa, Secretary
Board of Trustees of the Placentia Library District

ATTACHMENT A
CONFLICT OF INTEREST CODE FOR THE
PLACENTIA LIBRARY DISTRICT
OF ORANGE COUNTY

The Political Reform Act, Government Code Sections 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Section 18730) which contains the terms of a standard Conflict of Interest Code, which may be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the Conflict of Interest Code of the Placentia Library District of Orange County.

Designated employees shall file statements of economic interests with the Placentia Library District of Orange County Political Reform Act Filing Officer/Administrative Assistant who will make the statements available for public inspection and reproduction (Government Code Section 82008).

Upon receipt of the statements of the members of the Library Board of Trustees, the Library Director, the Library Services Manager, Legal Counsel and the Business Manager, the Placentia Library District of Orange County's Filing Officer shall make and retain a copy and forward the original of these statements to the Clerk of the Orange County Board of Supervisors, who is the Filing Officer for those designated positions.

Statements for all other designated employees and consultants will be retained by the Placentia Library District of Orange County's Filing Officer.

EXHIBIT A
PLACENTIA LIBRARY DISTRICT
OF ORANGE COUNTY

LIST OF DESIGNATED POSITIONS
CONFLICT OF INTEREST CODE

Designated Positions	Disclosure Categories
Library Trustee	OC-01
Library Director	OC-01
Library Services Manager (vacant)	OC-01
Business Manager	OC-01
Legal Counsel	OC-01
Consultant	OC-30

EXHIBIT B
PLACENTIA LIBRARY DISTRICT
OF ORANGE COUNTY

Disclosure Category	Disclosure Description
OC-01	All interests in real property in Orange County, the authority or the District as applicable, as well as investments, business positions and sources of income (including gifts, loans, and travel payments).
OC-30	Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest category in the code subject to the following limitation: The Library Director may determine that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure required. The determination of disclosure is a public record and shall be filed with the Form 700 and retained by the Filing Officer for public inspection.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Personnel Committee
DATE: June 18, 2012

BACKGROUND

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

The responsibilities of the Personnel Committee include the following:

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

Trustee Wood was one of two trustees who served on the Personnel Committee and due to her resignation, the Library Board of Trustees needs to identify which trustee will serve on the Personnel Committee. It is a best practice to rotate the responsibilities of the Personnel Committee.

RECOMMENDATION

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Heritage Parade and Festival
DATE: June 18, 2012

BACKGROUND

The theme for the 48th Annual Placentia Heritage Festival and Parade is "Pride of Placentia." The event will be held on October 13, 2012 at Tri-City Park with a parade route on Kraemer, starting on Morse Street. The event draws over 20,000 people and includes a pancake breakfast from the Rotary Club of Placentia, car show, craft fair, entertainment and much more.

The Placentia Library District has had a booth at the festival and has participated in the parade. There is no charge for a display booth. The Library hosted a booth last year with Secretary DeVecchio and library staff. A basket was raffled off. The booth was visited by many who walked away with informational brochures about library programs and services as well as information about the Placentia Library Friends Foundation. We would like to raffle a basket again this year to obtain information that can be used to promote and publicize library programs and services.

Fiscal Impact: \$500 for balloons, basket, and parade posters.

RECOMMENDATIONS

- 1) Determine which Library Board Trustees would like to participate in the Heritage Parade on October 13, 2012; and,
- 2) Authorize the Placentia Library District to have a booth at the Heritage Festival on October 13, 2012.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Weekly Claims Resolution 13-07
DATE: June 18, 2012

BACKGROUND

At each regular Board of Trustees meeting the Board of Trustees is presented with the financial claims (invoices) for purchases of materials, supplies, services, utilities, and projects for warrants issued for payment through the County of Orange. This process provides the Board of Trustees the opportunity to review the expenses of the District.

The District receives certain invoices on a regular basis and payment on the invoice is delayed pending the monthly Board authorization. In some circumstances, late fees and unnecessary interest charges are incurred because of the delay. As in the past years, adoption of Resolution 13-07 gives the Library Director with the signature of two trustees, authorization to approve claims for payment of the types of expenses listed in Resolution 13-07. The Resolution is necessary to effectuate payment by the County of Orange; thereby, avoiding late fees and unnecessary interest charges.

Attachment A is Resolution 13-07.

Fiscal Impact: N/A

RECOMMENDATIONS

- 1) Approve the Weekly Claims Resolution 13-07 for Fiscal Year 2012/2013 as presented.
- 2) Read Resolution 13-07 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; and
- 3) Adopt Resolution 13-07 by a roll call vote.

RESOLUTION 13-07
 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

WHEREAS, the Board of Trustees of the Placentia Library District ("District") meets monthly to transact business including but not limited to the authorization of regular and routine payments of certain invoices;

WHEREAS, certain invoices are received on a regular basis and payment on said invoices is delayed pending Board authorization; and

WHEREAS, prompt payment on certain invoices will eliminate late fees and unnecessary interest charges; and

WHEREAS, Library Trustees have authority pursuant to section 19645 of the Education Code to make and enforce all rules, regulations, and bylaws necessary for the administration, government, and protection of the District under its management, and all property belonging to it.

NOW, THEREFORE BE IT RESOLVED, that Jeanette Contreras, Library Director with the signatures of two trustees is authorized and directed to execute any and all documents, including, but not limited to, the "claim transmitted for payment" form necessary to effectuate payment by the County of Orange on invoices received on the amended accounts listed herein for the 2012-13 fiscal year thereby avoiding late fees and unnecessary interest charges.

BE IT FURTHER RESOLVED that authorization for payments in excess of the amounts set forth herein during the 2012-13 fiscal year shall require additional authorization by the Board of Trustees.

Southern California Gas Company	\$	9,000.00
Edison and electrical-related expenses		75,000.00
Water and water-related expenses		13,500.00
Refuse disposal & household expenses		10,000.00
Pension contributions		37,960.00
Life Insurance		7,400.00
Dental Insurance		15,500.00
Vision Insurance		2,600.00
Health Insurance		166,441.00
Special District Workers' Compensation Authority		10,000.00

RESOLUTION 13-07
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

Specialized Services	184,900.00
Telephone and Internet-related expenses	12,000.00
Office Supplies and Printing expenses	30,000.00
Postage and shipping	5,000.00
Maintenance of Building & Grounds expenses	85,000.00
Transportation, travel, meetings, and related expenses	11,000.00

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, Betty Escobosa, Secretary of the Board of Trustees of the Placentia Library District, of Orange County, California, hereby certify that the above and foregoing Resolution was duly and regularly adopted by the said Board of Trustees at a regular meeting thereof, held on the 18th day of June, 2012, and passed by a majority vote of said Board.

IN WITNESS WHEREOF, I have hereunto set my hand this 18th day of June, 2012.

Betty Escobosa, Secretary
Board of Trustees of the Placentia Library District

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Library Board of Trustees August Meeting

DATE: June 18, 2012

BACKGROUND

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

RECOMMENDATION

Discuss and determine whether to cancel the August 20, 2012 Library Board of Trustees regular meeting.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: **Travel Authorization: Library Director to Attend the General Manager Leadership Summit in Napa, California from July 15-17, 2012.**
DATE: June 18, 2012

BACKGROUND

The General Manager Leadership Summit is being held from July 15-17 in Napa, California. The summit is hosted by the California Special District Association. The expense will be drawn from the General Fund.

Attachment A is the schedule for the summit.

Fiscal Impact: \$1,300

RECOMMENDATION

Authorize Library Director to attend the General Manager Leadership Summit in Napa, California from July 15-17, 2012.

Schedule

Sunday, July 15

3:00 – 5:00 p.m.
Registration

5:30 – 7:00 p.m.
Hosted Welcome Reception

Monday, July 16

8:00 a.m.
Registration Opens

8:00 – 9:00 a.m.
Coffee with the Exhibitors



9:00 – 10:30 a.m.
Opening Keynote and Continental Breakfast
Leading up -- The Pivotal Roles that GMs Play in Governance Excellence

Jim Brown, Consulting Partner, Strive!

Boards cannot afford to settle for dysfunction in today's world of governance. Rather, they must continually strive to drive results through collaborative efforts in order to succeed. And this isn't always easy to achieve. The truth is that no one feels the pain of a poor board more than the GM. When you spend countless hours every week pouring yourself into leading an organization – without clarity and without competence in the boardroom – it's like working with a blindfold and handcuffs. Sadly, in the massive amount of advice available on how to go about implementing success in the boardroom, astonishingly few pieces address the role of the general manager. GMs need to be aware of how they are unwittingly making board dysfunction possible – perhaps even likely - and what steps they can take to turn it around.



The Imperfect Board Member: Discovering the Seven Disciplines of Governance Excellence by Jim Brown

Since its release in September 2006, *The Imperfect Board Member* continues to inspire and equip board leaders across North America and around the world.

Now in its seventh printing, this compelling book in fable format has attracted the attention of leaders in every domain. It stands as the third highest selling book of all time on the topic of boards. The renowned leader and author, Dr. Stephen R. Covey, so appreciated the book himself that he declared, "The Imperfect Board Member is a splendid book, rich with wisdom and insight. The disciplines outlined go well beyond the 'quick fix' checklists to the broader purpose of the board and the character of the leaders. Given its wonderfully accessible style, this book will surely become a staple for board leaders intent on 'sharpening their saws' and developing a healthy, synergistic board."

The Imperfect Board Member is available for pre-order through the CSDA bookstore. Order your copy today and pick it up at registration. [Order Here](#)

10:30 a.m. – 12:00 p.m. | 90 Minute Breakout Sessions

Pension Reform: Balancing the Budget – Your Options and What Others Are Doing

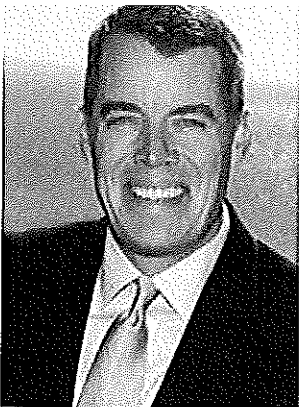
David Lamoureux, Deputy Chief Actuary, CalPERS, Jeff Chang, Chang Ruthenberg and Long, Kyle Packham and Iris Herrera, CSDA

This session will provide an update on the latest changes to California's pension laws, including the rules for hiring annuitants and new PERS regulations defining compensation. We will discuss available strategies and pitfalls to avoid while reducing liability for pension benefits, implementing pension tiers, sharing pension costs with employees, eliminating "spiking," vested rights, and meeting and conferring obligations for changes to pension benefits.

Reducing Liability Exposures in Your District

Dennis Timoney, Chief Risk Officer, SDRMA

Hindsight is always 20/20. But there are certain 'Best Practices' that all general managers can use to identify, plan and avoid potential claims and possible litigation from normal operational exposures. In this session we will discuss exposures faced by general managers, including the single largest exposure to your agency—your employees! We will discuss California Government Code immunities available to your agencies to limit liability exposures in day to day operations. Risk transfer techniques, waiver/hold harmless agreements and working effectively with your board will be some of the topics up for discussion.



12:00 – 1:30 p.m.

Lunch and Keynote: Vital Principles for Public Participation: Tools to Engage the Community and Other Stakeholders

Pete Peterson, Davenport Institute

In an era of tightened budgets and ever-increasing public scrutiny, agencies must be more proactive in engaging their communities in significant policy decisions. This information-rich presentation offers vital principles for public participation, along with a brief survey of the top online engagement platforms. Pete Peterson will bring his experiences in consulting with municipalities ranging from Bell, California (post-corruption) to a year-long public process in a Northern California water district.

1:30 – 3:00 p.m. | 90 Minute Breakout Sessions

Getting the Most Out of Your Meetings – A Strategic Approach

Brent Ives, BHI Management Consulting

Every meeting we have with the board should be strategic. The integration of agenda efficiency, policy consideration, overall purpose and strategy in each meeting provide the opportunity for us to make the most of each meeting. This starts early in good staff preparation, board training, Chairman/President orientation and having an overall plan for the agency. This session will show you how all of these work together in making our meetings as useful, productive and efficient as possible.

Policy & Procedure Review and Writing

Harry Ehrlich, Project Resource Specialists

Are your district policies current and workable? Properly drafted and updated, fiscal, personnel and operating policies are a fundamental requirement for effective management of special districts. Increasingly complex laws, regulations and court decisions are placing added pressure on districts' managers to have functional, focused policies and procedures in place. This program will explore the practical basis for developing and maintaining an acceptable policy framework for your district.

3:00 – 3:30 p.m.

Break and Networking with the Exhibitors



3:30 – 5:00 p.m.

Super Session

Upgrade to Free – Top Tech Tools for General Managers and District Staff Today

Beth Ziesenis, Your Nerdy Best Friend

Today's mobile technology gives you a billion options for staying connected and productive, but how can you figure out which tech products are the best for you and your staff?

Your Nerdy Best Friend, also known as author Beth Ziesenis, navigates through the chaos of apps, software and gadgets to help you discover the top technology tools that will help you stay productive on the go. And best of all, the tools she shares are all either free or cheap, perfect for any budget. In this session, you'll discover:

- Personal productivity tools to keep you on track
- Web- and smartphone-based solutions that you can access on the go
- Top tools for meetings, committee work and project management
- Time-saving, budget-conscious tools that don't require an IT degree to figure out!

5:30 – 7:00 p.m.

Wine & Food Experience

Hosted Reception and Networking with the Exhibitors

Experience the diversity and depth of Napa Valley wines while tasting paired foods from Executive Chef Brian Whitmer. Visit wine stations staffed by winery experts; learn the flavor dynamics when wines are selected to compliment specific foods and experience the collaboration of chef and wine maker firsthand.



Sponsored by Special District Risk Management Authority

Tuesday, July 17

7:30 – 8:30 a.m.

Coffee with the Exhibitors – Napa Valley Ballroom



8:30 - 10:00 a.m.

Keynote and Continental Breakfast: The Role of the Leader - Communicating Vision and Setting Goals

Steve Swafford, Leadership Outfitters

Great leaders have vision so they can clearly see the defined direction ahead. However, visions only become reality when they are communicated, embraced and followed by a clear plan of action. In this program, participants will examine how to create and communicate a compelling vision; explore the tension between vision and reality; and understand S.M.A.R.T.E.R. goals. *This Keynote also includes recognition of current SDAs.*



Sponsored by Special District Leadership Foundation (SDLF)

10:00 – 10:30 a.m.

Break and Networking with the Exhibitors

10:30 a.m. – 12:00 p.m. | 90 Minute Breakout Sessions

Management's Discussion & Analysis – Effectively Communicating Results

David Becker, CPA, James Marta & Company

This session not only helps you understand what is required to be included in your management discussion and analysis, but how to communicate results that demonstrate where your organization has been, where you stand now and expectations for the future. Use graphs and charts to better understand the financial trends and direction of the organization.

Bargaining, Labor Relations, Public Policy Making and the Effective Organization: Is There a Better Way?

Steve Barber, Barber & Gonzales Consulting Group

For many organizations the conventional approach to labor relations, contract negotiations, and policy-making in the face of constricting resources has brought on conflict, instability, and the public's alienation. There is a better way to do business not only in contract negotiations, but otherwise as well. This "better way" is based upon the principles of negotiation and conflict resolution found in the best-selling book *Getting To Yes*.

This session not only provides a glimpse of these principles and elements but also addresses the purposeful steps necessary to provide for legitimate and lasting cultural change in labor relations, workplace management/supervision, and ongoing organizational imperatives.

12:00 – 1:30 p.m.

Lunch and Keynote: Ask the Experts: Legal Updates and Q & A

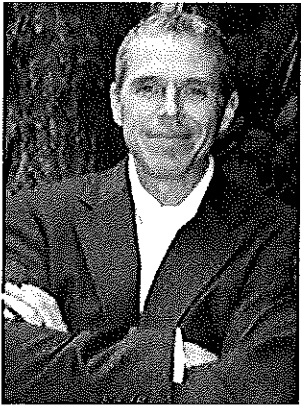
David Warner, Meyers Nave, Suzanne Solomon, Liebert Cassidy Whitmore and Jeff Chang, Chang Ruthenberg and Long

1:30 – 3:00 p.m.

Round Table Discussion by District Type

3:00 – 3:30 p.m.

Break and Networking with the Exhibitors



3:30 – 5:00 p.m.

Closing Session: A Practical Approach To Ethical Leadership

Steve Swafford, Leadership Outfitters

This program investigates individual and environmental issues that affect our decision-making process. Discover how these decisions are directly correlated with the four quadrants of the Life Balance model. Participants will address the definitions of ethical leadership, what ethical behavior looks like on the job, how to inspire, and values-based decision-making.