

Passport to Progress

Library Board of Trustees

Regular Meeting

May 18, 2009

6:30 P.M.

**Placentia Library
History Room**

Administration



AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

DATE, TIME & LOCATION

Monday, May 18, 2009






6:30 P.M.

Local History 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 203.*

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 – 28)

Presentation: Library Director

Recommendation: Approve by Motion

Items 8 – 28 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 April 21, 2009 Library Board of Trustees Regular Meeting. (Receive & File and Approve)

CLAIMS (Items 9 – 12)

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

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

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

12. FY2008-2009 Cash Flow Analysis through February 2009; the Schedule of Anticipated Property Tax Revenues for FY2008-2009 as provided by the Orange County Auditor; and recommendation that no funds be transferred at this time. (Receive & File).

TREASURER'S REPORTS (Items 13 – 16)

13. Financial Reports for April 2009 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

14. Balance Sheet for April 2009. (Receive & File)

15. Acquisitions Report for April 2009. (Receive & File)

16. Entrepreneurial Activities Report for April 2009. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 21)

17. Personnel Report for April 2009. (Receive, File, and Ratify Appointments)
18. Circulation Report for April 2009. (Receive & File)
19. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)
20. Status Report on Partnerships with Community Organizations. (Receive & File)
21. Status Report on Active Grant Applications. (Receive & File)

STAFF REPORTS (Items 22 – 28)

22. Library Director's Report.
23. Library Services Manager's Report.
24. Children's Services Report for April 2009.
25. Literacy / Volunteer Services Report for April 2009.
26. Reference and Adult Services Report for April 2009.
27. Local History Room Report for April 2009.
28. Placentia Library Web Site & Technology Report for April 2009.

CONTINUING BUSINESS

29. Budget for Fiscal Year 2009-2010. The Library Board of Trustees will make determinations on revenue, personnel and other expenditure issues for the Fiscal Year 2009-2010 Budget. The Fiscal Year 2009-2010 Budget may be set for Public Hearing.
Presentation: Library Director
Recommendation: Action to be determined by the Library Board of Trustees

NEW BUSINESS

30. Presentation of Revisions for the Placentia Library District Policy #2150 – Compensation.
Presentation: Library Director
Recommendation: Action to be determined by the Library Board of Trustees
31. Revision of the Placentia Library District Organization Chart and Establish Personnel Allocation for Fiscal Year 2009-2010 and adopt as a first reading the new Job Description to implement the new Organization Chart.
Presentation: Library Director
Recommendation: Action to be determined by the Library Board of Trustees

- 32. Establish the Exempt and Non-Exempt Salary Schedules for Fiscal Year 2009-2010, effective, July 1, 2009, and adopt by Resolution 09-10.
Presentation: Library Director
Recommendation: Action to be determined by the Library Board of Trustees

- 33. Entrance design to the Children's & Teen Area.
Presentation: Library Director
Recommendation: Action to be determined by the Library Board of Trustees

CLOSED SESSION

- 34. Closed Session to Discuss a Pending Litigation.
Pursuant to California Government Code Section 54956.9a closed session can be held to discuss a pending litigation.
Presentation: Library Board President will report on the Closed Session
Recommendation: Action to be determined by the Library Board of Trustees

ADJOURNMENT

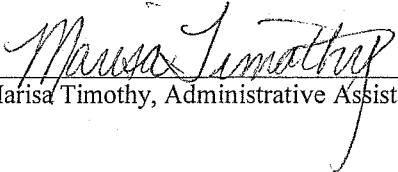
- 35. Agenda Preparation for the June Regular Date Meeting which will be held on Monday, June 15, 2009 unless re-scheduled by the Library Board of Trustees.

- 36. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.

- 37. Adjourn

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

I, Marisa Timothy, Administrative Assistant, of Placentia Library District, hereby certify that the Agenda for the May 18, 2009 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on May 14, 2009.



Marisa Timothy, Administrative Assistant

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
April 21, 2009

CALL TO ORDER

President Shkoler called the Unusual Meeting of the Placentia Library District Board of Trustees to order on April 21, 2009 at 6:34 P.M.

ROLL CALL

Members Present: President Al Shkoler, Secretary Richard DeVecchio Trustees Betty Escobosa, Jean Turner and Gaeten Wood, and Library Director Contreras.

Members Absent: None

Others Present: Library Staff: Yesenia Gomez, Roger Hiles, Marisa Timothy, Lori Worden, Estella Wnek; and Placentia Library Friends Foundation member Jack Hanley.

**ORAL
COMMUNICATION**

President Shkoler recognized "Employee of the Quarter" staff member Estella Wnek for her many years of outstanding service to the library that began in 1979. Also, Placentia Library Friends Foundation member Jack Hanley presented a \$200 check to her.

TRUSTEE REPORTS

President Shkoler attended a farewell luncheon for Interim Librarian Joanne Hardy. Joanne appreciated the luncheon and sent a thank you card to the library. He also attended the National Library Workers Appreciation Day Ice Cream Social, the book discussion for "1,000 Splendid Suns", and the Placentia Library Friends Foundation Annual Meeting at the library. He was at the Placentia Chamber of Commerce's 75th Birthday Breakfast that included a well done history presentation organized by the library's History Room staff and volunteers.

Secretary DeVecchio attended a farewell luncheon for Interim Librarian Joanne Hardy as well as the Placentia Chamber of Commerce's 75th Birthday Breakfast. He participated in the National Library Workers Appreciation Day Ice Cream Social by helping to serve ice cream to the staff. He also attended the Placentia Library Friends Foundation Annual Meeting.

Trustee Escobosa shared about some research she accomplished with a friend on a fundraiser idea called 'Edible Books.' She distributed pictures of the idea in which volunteers create book concepts from edible items and they are then auctioned off silent auction style for an interesting fundraising activity. The event is traditionally held on April, yet can be done anytime. She suggested Halloween time.

Trustee Turner attended a Local Agency Formation Commission

meeting with Library Director Contreras that was focused on district co-ops. Co-ops were explained and discussed as a means to limit expenses by working in partnership with neighboring districts with maintenance and service vendors. She also attended the National Library Workers Appreciation Day Ice Cream Social, the book discussion for "1,000 Splendid Suns", and the Placentia Library Friends Foundation Board and Annual Meetings. She was present at the Placentia Chamber of Commerce's 75th Birthday Breakfast. She was impressed by the History Room presentation given at Placentia Presbyterian Church which she was at and gave thanks to Jeanette Gardener and Gary Bell.

Trustee Wood attended the Placentia Chamber of Commerce's 75th Birthday Breakfast. She was unable to attend the Placentia Library Friends Foundation Annual Meeting due to traveling. She also attended the Placentia Community Network meeting, and announced that she was elected their new President.

**FRIENDS
FOUNDATION
REPORT**

Trustee Turner stated that plans are in full force for the Placentia Library Friends Foundation 2009 Annual Authors' Luncheon. Plans are also being made for an upcoming Doll Show that will feature an American Girls doll clothing sale. A new board member has been appointed. It was noted at the Annual Meeting that the bookstore sales have been increasing up to \$300 for one day.

CONSENT CALENDAR

Secretary DeVecchio requested discussion of Agenda Items 15, 16, 17, 23 and 24. Trustee Escobosa requested discussion on Item 14.

Trustee Escobosa questioned the figure on the Balance Sheet for March 2009 for 'Fines'. Yesenia Gomez confirmed that the figure represented overdue fees. (Item 14)

Secretary addressed the fiction vs. non-fiction ratios on the Acquisitions Report and asked if there was a standard ratio to meet. Library Director Contreras explained that fiction books have a high turn-over while non-fiction titles are more stable and expensive and that the staff is working on the difference. President Shkoler mentioned that the former Interim Director stated the proportions are off. (Item 15)

Secretary DeVecchio commented on the drop in Passport Sales shown on the Entrepreneurial Report for March 2009 and the possible causes. President Shkoler confirmed that the statistics are down about 50%. (Item 16)

Secretary DeVecchio asked about the status of the open position on

the Personnel Report for March 2009. Library Director Contreras said that the position will be filled by the next fiscal year. (Item 17) Secretary DeVecchio remarked on the "many tasks" that were reported on the Library Services Manager's March 2009 Report; that Roger Hiles was managing many important tasks. (Item 23)

Secretary DeVecchio complimented Children's Librarian, Lori Worden, that "so much is done" now for the children and community. President Shkoler agreed and commented on the great participation at the recent Easter Egg Hunt. (Item 24)

It was moved by Trustee Wood and seconded by Trustee Turner to approve Agenda Items 8-28.

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

MINUTES

It was moved by President Shkoler and seconded by Trustee Wood to approve the Minutes of the March 24, 2009 Library Board of Trustees Regular Meeting (Item 8)

AYES:	Shkoler, DeVecchio, Escobosa, 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)

FY2008-2009 Cash Flow Analysis through March 2009; the Schedule of Anticipated Property Tax.

Revenues for FY2008-2009 as provided by the Orange County Auditor; and recommendation that no funds be transferred at this time (Item 12)

**TREASURER'S
REPORT**

Financial Reports for March 2009 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for March 2009 (Item 14)

Acquisitions Report for March 2009 (Item 15)

Entrepreneurial Activities Report for March 2009 (Item 16)

GENERAL CONSENT

Personnel Report for March 2009 (Item 17)

Circulation Report for March 2009 (Item 18)

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

Status Report on Partnerships with Community Organizations (Item 20)

Status Report on Active Grant Applications (Item 21)

STAFF REPORTS

Library Director's Report for March 2009 (Item 22)

Library Services Manager Report for March 2009 (Item 23)

Children's Services Report for March 2009 (Item 24)

Literacy / Volunteer Services Report for March 2009 (Item 25)

Reference and Adult Services Report for March 2009 (Item 26)

Local History Room Report for March 2009 (Item 27)

Placentia Library Web Site & Technology Report for March 2009 (Item 28)

CONTINUING BUSINESS

Library Director Contreras presented the proposed revisions to Library District Policy #4075 which were primarily implemented to designate the corresponding Education Code sections to each item, as further explained by Secretary DeVecchio. It was moved by Trustee Escobosa and seconded by Trustee Wood to approve the proposed revisions (Item 29)

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood

NOES: None

ABSTAIN: None

ABSENT: None

NEW BUSINESS

Lynne Netty of Macias Gini & O'Connell presented the final draft of the Independent Auditor's Report and Annual Financial Statements for the year ended June 30, 2008. She said the final should be available in about one week. She reviewed the Audit Report with all present. She also reviewed the Independent Accountants Report on

Agreed Upon Procedures and pointed out that there was one exception noted as incorrect which was the factor used for population. This caused the appropriation limit to be exceeded by about \$20,000. There were no significant audit findings, no concerns and they received full cooperation from the staff. She expressed that throughout the audit process Library Director Contreras was determined to 'do the right thing', was very conservative, and wanted all information disclosed. Overall the audit was a longer yet smooth process. Library Director Contreras thanked Lynne for her patience and caring approach as well as Yesenia Gomez and Robert Housley for their great efforts to complete the audit.

POLICY CHANGES

Library Director Contreras presented the new title options for the Placentia Library District Policy #2301 Management Analyst open position. The board discussed and considered all the options and concluded that 'Human Resources/Finance Analyst' was the most accurate title. Secretary DeVecchio motioned a vote on the matter. It was moved by Trustee Wood and seconded by Trustee Escobosa to approve the newly designated title of 'Human Resources/Finance Analyst' (Item 31)

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

Library Director Contreras presented her proposed revisions to Placentia Library District Policies #2325 - Library Aide and #2327 - Library Page. She explained that the current required qualifications are related to age and possession of a high school diploma rather than fundamental shelving skills. The current requirement limits well qualified candidates. It was moved by Trustee Wood and seconded by Trustee Escobosa to approve the proposed Required Qualifications of "He/she will possess knowledge of the Dewey and other shelving classifications." (Item 32)

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

**BUDGET PREVIEW
FY 2009-2010**

Library Director Contreras presented a Power Point preview of the proposed budget for the 2009-2010 fiscal year of \$2,072, 523. Salaries, wages, and benefits are to remain relatively unchanged while services and supplies will face a 13% reduction. There were no issues identified with the budget preview. Library Director Contreras will meet with the library staff to solicit their input.

Minutes of Placentia Library District Board of Trustees Unusual Meeting of April 21, 2009, Page 6

**AGENDA
PREPERATION**

Agenda Preparation for the May Board of Trustees Meeting which will be held on Monday, May 18, 2009 unless re-scheduled by the Library Board of Trustees. (Item 34)

ADJOURNMENT

The unusual meeting of the Board of Trustees of the Placentia Library District for April 21, 2009 adjourned at 8:28 P.M. (Item 36)

NEXT MEETING

The May Board of Trustees Meeting will be held on Monday, May 18, 2009 at 6:30 P.M.

Richard DeVecchio
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees



Schedule of Board of Director Meetings

January 2009 - December 2009

January 20

February 17

March 24

April 21

May 18

June 15

July 20

August 17

September 21

October 19

November 16

December 21

All meetings are scheduled to be held at 6:30 p.m.

Dates subject to change.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Summary of Non-standard Claims
DATE: May 14, 2009

TYPE	DATE	CLAIM #	AMOUNT
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NONE

TOTAL

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: May 14, 2009

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	4/28/09	5189	\$50,168.92
	4/28/09	5190	\$4,162.59
		TOTAL	\$54,331.51

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: **Current Claims and Payroll**
DATE: May 15, 2009

Current Claims

TYPE	DATE	CLAIM #	AMOUNT
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NONE

Subtotal for Claims	0.00
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Payroll

No cash transfer; Wells Fargo Account has the funds to cover payroll for the month.

Subtotal for Payroll	0.00
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TOTAL CURRENT CLAIMS & PAYROLL	0.00
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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Acting Human Resources/Finance Analyst

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

DATE: May 18, 2009

	Fiscal Year 2008-2009						
	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
07/31/08	150,895.34	11,880.92	189,491.56	937,880.81	11,593.23	1,301,741.86	363,861.05
8/31/2008	150,529.68	11,852.13	189,032.37	855,424.76	11,565.14	1,218,404.08	362,979.32
9/30/2008	150,882.52	11,879.91	189,475.47	690,320.13	11,592.25	1,054,150.28	363,830.15
10/31/2008	151,227.87	11,907.10	189,909.15	401,502.82	11,618.78	766,165.72	364,662.90
11/30/2008	151,594.31	11,935.95	190,369.32	413,587.42	11,646.93	779,133.93	365,546.51
12/31/2008	11,388.76	11,987.01	191,183.81	878,006.13	11,696.76	1,104,262.47	226,256.34
1/31/2009	11,381.88	11,985.99	191,167.54	825,766.86	11,695.76	1,051,998.03	226,231.17
2/28/2009	11,712.72	12,011.10	191,567.97	698,028.97	11,720.26	925,041.02	227,012.05
3/31/2009	11,884.98	12,049.99	192,188.16	696,225.86	11,758.21	924,107.20	227,881.34
4/30/2009	11,883.97	12,048.97	192,171.81	1,284,113.11	11,757.21	1,511,975.07	227,861.96
5/31/2009						0.00	0.00
6/30/2009						0.00	0.00
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

	Fiscal Year 2007-2008						
	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
6/30/2007*	143,300.29	11,282.78	179,951.58	1,099,907.16	11,009.55	1,445,451.36	345,544.20
7/31/2007	143,288.46	11,281.85	179,936.72	1,037,037.44	11,008.64	1,382,553.11	345,515.67
8/31/2007	144,541.01	11,380.47	181,509.63	850,500.39	11,104.87	1,199,036.37	348,535.98
9/30/2007	144,528.71	11,379.50	181,494.19	706,518.63	11,103.93	1,055,024.96	348,506.33
10/31/2007	145,803.61	11,479.88	183,095.17	614,387.66	11,201.88	965,968.20	351,580.54
11/30/2007	145,791.21	11,478.90	173,079.60	640,461.89	11,200.93	982,012.53	341,550.64
12/31/2007	147,059.93	11,578.79	184,672.81	1,175,090.44	11,298.40	1,529,700.37	354,609.93
1/31/2008	147,693.04	11,628.79	185,470.20	1,080,418.86	11,347.19	1,436,558.08	356,139.22
2/28/2008	148,303.62	11,676.86	186,236.95	984,004.71	11,394.11	1,341,616.25	357,611.54
3/31/2008	148,883.14	11,722.49	186,964.69	893,158.90	11,438.63	1,252,167.85	359,008.95
5/30/2008	149,359.77	11,760.01	187,563.23	1,368,667.43	11,475.25	1,728,825.69	360,158.26
6/15/2008	149,810.27	11,795.48	188,128.96	1,291,076.16	11,509.87	1,652,320.74	361,244.58
6/30/2008	150,180.09	11,824.60	188,593.36	932,562.29	11,538.28	1,294,698.62	362,136.33

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

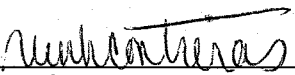
SUBJECT: Financial Reports for March 2009 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

DATE: May 18, 2009

Summary of Cash and Investments as of April 30, 2009

Cash with Orange County Treasurer Fund 702	11,883.97
Cash with Orange County Treasurer Fund 703	12,048.97
Cash with Orange County Treasurer Fund 706	192,171.81
Cash with Orange County Treasurer Fund 707	1,284,113.11
Cash with Orange County Treasurer Fund 708	11,757.21
County Exempt Checking – Bank of the West	29,455.42
County Exempt Savings – Bank of the West	33,620.91
General Fund Checking – Bank of the West	6,346.14
General Fund Savings – Bank of the West	105,872.95
Literacy Fund Savings – Bank of the West	14,384.33
Payroll Checking – Wells Fargo Bank	248,835.15
Payroll Emergency CD – California National Bank	23,624.58

I hereby certify that the investments are in compliance with Placentia Library District Policy 3035 – Investment of District Funds, as adopted by the Library Board of Trustees, and California Government Code Section 53646(b)(1); that Placentia Library District has the ability to meet its budgeted expenditures for the next six (6) months; and that the Payroll Emergency Certificate of Deposit is held by California National Bank with an original purchase date of January 27, 2003 and the maturity date is May 27, 2009.



Jeanette Contreras
Library Director

Placentia Library District
Balance Sheet
 As of April 30, 2009

	<u>Apr 30, 09</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	27,756.57
County Exempt - Savings	33,730.91
General Fund - Checking	5,703.34
General Fund - Savings	100,714.98
Literacy Fund - Savings	14,384.33
Payroll Checking - Wells Fargo	310,660.19
Payroll Checking (CDs)	
0028205565	23,624.58
Total Payroll Checking (CDs)	<u>23,624.58</u>
Total Checking/Savings	<u>516,574.90</u>
Total Current Assets	516,574.90
Fixed Assets	
Building and Improvements	2,029,651.00
Equipment and Furniture	626,490.00
Land	81,498.00
xAccum Depr Bldg Impr	-914,597.00
xxAccum Depr Equip Furn	-584,086.00
Total Fixed Assets	<u>1,238,956.00</u>
TOTAL ASSETS	<u><u>1,755,530.90</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Curr Portion capital lease	20,231.00
Curr Portion La Salle	94,952.00
Total Other Current Liabilities	<u>115,183.00</u>
Total Current Liabilities	115,183.00
Long Term Liabilities	
Capital lease payable	147,971.62
LaSalle renovatio lease	144,932.12
Total Long Term Liabilities	<u>292,903.74</u>
Total Liabilities	408,086.74
Equity	
GF 707 Lease payments/loan	72,448.09
Investment in capital assets	825,653.00
Retained Earnings	3,113.44
Total Capital	68,737.80
Net Income	377,491.83
Total Equity	<u>1,347,444.16</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,755,530.90</u></u>

Placentia Library District
Profit & Loss
 July 2008 through April 2009

Jul '08 - Apr 09

Ordinary Income/Expense

Income

COE Bankcard Deposit	7,424.26
COE Directors Fund (Friends)	500.00
COE Friends - Summer Reading	2,500.00
COE Friends Adult Programming	700.00
COE Friends Contributions	10,000.00
COE Interest	84.53
COE Meeting Room Income	6,020.00
COE Miscellaneous Income	1,496.00
COE Passport Chck Reimbursement	3,974.85
COE Test Proctoring Income	991.00
GF Amazon	10.84
GF Bankcard Deposit	9,036.02
GF Cash Register - Childrens	3.00
GF Cash Register - Copy/Debit	220.28
GF Cash Register - Fines	10,453.58
GF Cash Register - Lost Items	1,072.99
GF Cash Register - Misc.	959.29
GF cash register - Passport Pho	6,810.00
GF Cash Register - Reserves	1,393.63
GF Children's (not at register)	350.00
GF City of Placentia RDA Tax Sh	11,674.89
GF Copier coinbox	3,126.35
GF County Reimbursements	579.97
GF Fed Work Study Reimbursement	4,285.45
GF Interest	305.15
GF Miscellaneous Income	7,537.35
GF Notary	312.50
GF Office Expense Reimbursement	5.48
GF Other Grants	2,000.00
GF Passport Revenue	45,165.00
GF Special Grants	13,200.00
GF State Library Grants	51,960.96
GF State Library Reimbursements	17,177.12
GF State of CA Foundation Funds	18,796.00
GF Trans to raise minimum balan	6,000.00
GF Transfer from Foundation AAB	5,000.00
GF Transfers from County	55,472.00
LIT Interest Inc - Savings	73.20
PA Wire Transfer from County	1,033,024.00

Total Income 1,339,695.69

Expense

COE Bank fees	1,108.97
COE Childn's Summer Rdng Prgm	-6,352.76
COE Children's Other	659.73
COE Credit Card Transactions	0.00
COE Friend's Director's Fund	500.00
COE Friend's Other Activities	675.00
COE Friends Adlt Prgrm Expense	273.12
COE GF Petty Cash Reimb	100.43
COE Library Board Expenses	51.72
COE Life Insurance payment	259.22
COE Medical Reimbursement Polic	1,932.41
COE Meeting Room Maintenance	909.84
COE Meetings & Special Events	234.65
COE Miscellaneous Expense	2,068.41
COE Office Expense	1,413.07
COE Passport Expenses	5,769.14
COE Staff Appreciation	233.62
COE Transfer to GF Checking	6,000.00
COE Trustee Expense	454.27
GF Bank Fees	234.00
GF Bankcard Service Charge	64.80
GF Food	96.59
GF Household Expenses	1,257.02

10:50 AM
05/12/09
Accrual Basis

Placentia Library District
Profit & Loss
July 2008 through April 2009

Agenda Item 14
Page 3 of 5

	<u>Jul '08 - Apr 09</u>
GF Library Materials (books)	4,753.98
GF Library Supplies	126.00
GF Maintenance - Bldg	5,122.30
GF Memberships	249.00
GF Miscellaneous	7,648.10
GF Office Expense	150.00
GF Printing	486.29
GF Prof & Spec Services	15,339.54
GF Registration/trans/travel	234.00
GF Reimbursement-State Library	812.00
GF Transfers to County	44,580.36
GF Travel Staff	15.00
GF Travel Trustees	417.70
GF Uncategorized Expenses	7,044.80
GF Utilities	8,842.16
PA Empl 457 Plan Contribution	44,649.69
PA Empl Optional Benefit	814.10
PA Employee 125 Co-Pay	19,115.59
PA Payroll Taxes	125,829.28
PA Salaries	658,030.72
Total Expense	<u>962,203.86</u>
Net Ordinary Income	<u>377,491.83</u>
Net Income	<u><u>377,491.83</u></u>

PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
April 30, 2009

PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
April 31, 2009

GENERAL Fund 707	REV SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	1,706,335	1,754,491	-48,156	102.8%
6220		Property Taxes - Current Unsecured	67,000	65,379	1,621	97.6%
6230		Property Taxes - Prior Secured	17,500	-	17,500	0.0%
6240		Property Taxes - Prior Unsecured	750	-	750	0.0%
6250		Taxes - Spec Dist Augmentation	6,000	4,482	1,518	74.7%
6280		Property Taxes - Curr Supplemental	53,000	28,728	24,272	54.2%
6300		Property Taxes - Prior Supplemental	1,200	5,804	-4,604	483.7%
6540		Penalties & Costs on Delinq Taxes	0	1,334	-1,334	100.0%
REVENUE FROM USE OF MONEY & PROPY						
6610		Interest	40,000	13,346	26,654	33.4%
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	16,000	7,841	8,159	49.0%
6970		State - Other	90,000	15,316	74,684	17.0%
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)	290,000	30,444	259,556	10.5%
7680		6-MO Expired (Outlawed) Checks	0	274	-274	100.0%
TOTAL REVENUES FY 08/09:			2,287,785	1,927,439		84.2%

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
 April 30, 2009

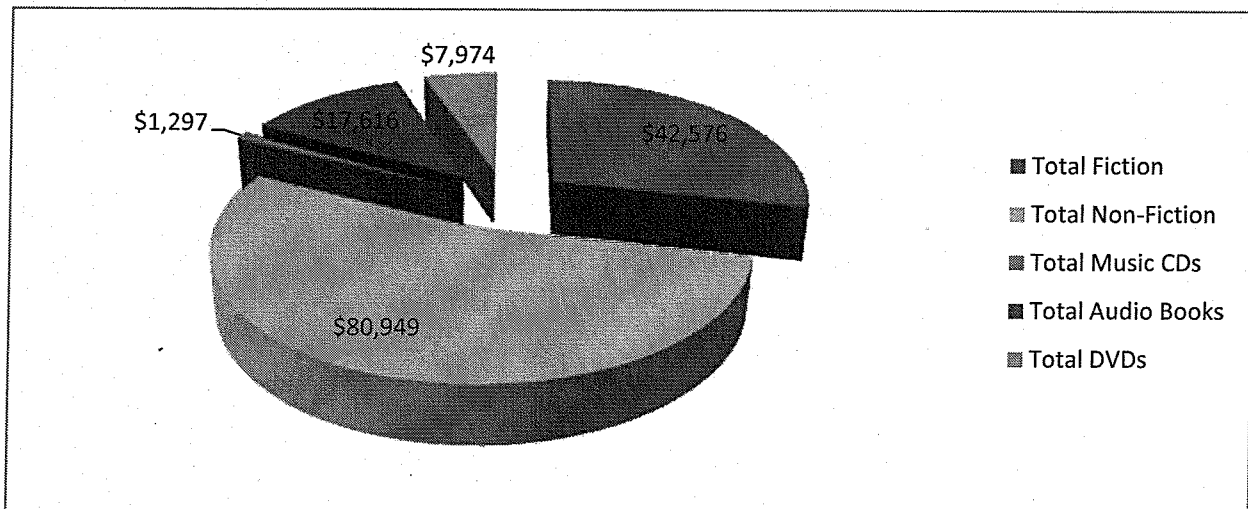
Agenda Item 14
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ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,093,479	1,008,316	0.92	\$85,163
0200	Retirement	171,129	114,692	0.67	\$56,437
0301	Unemployment Insurance	10,000	0	0.00	\$10,000
0306	Health Insurance	88,590	61,946	0.70	\$26,644
0308	Dental Insurance	9,427	5,244	0.56	\$4,183
0309	Life Insurance	10,743	3,223	0.30	\$7,520
0310	AD & D Insurance	4,061	7,126	1.75	-\$3,065
0319	Vision Insurance	2,000	1,056	0.53	\$944
0352	Workers' Compensation Insurance	8,200	6,953	0.85	\$1,247
	TOTAL	\$1,397,629	\$1,208,556	0.86	\$189,073
SERVICES & SUPPLIES					
0700	Communications	13,870	7,863	0.57	\$6,007
0900	Food	1,250	210	0.17	\$1,040
1000	Household Expenses	12,000	7,161	0.60	\$4,839
1100	Library Insurance	15,000	14,054	0.94	\$946
1300	Maintenance, Equipment	42,000	11,721	0.28	\$30,279
1400	Maintenance, Buildings & Improvements	67,250	34,775	0.52	\$32,475
1600	Memberships	1,750	4,417	2.52	-\$2,667
1800	Office Expenses	69,150	18,885	0.27	\$50,265
1803	Postage	5,600	1,859	0.33	\$3,741
1900	Prof./Specialized Services	200,130	53,099	0.27	\$147,031
1912	Investment Administrative Fees	1,000	566	0.57	\$434
2000	Publication and Legal Notices	1,000	91	0.09	\$909
2100	Rents and Leases - Equipment	1,500	596	0.40	\$904
2200	Rents & Leases - Buildings & Improvements	73,456	59,366	0.81	\$14,090
2400	Books/Library Materials	256,000	96,448	0.38	\$159,552
2600	Transportation & Travel	2,000	1,409	0.70	\$591
2700	Meetings	10,000	9,193	0.92	\$807
2800	Utilities	96,500	52,475	0.54	\$44,025
	TOTAL	\$869,456	\$374,187	0.43	\$495,269
OTHER CHARGES					
3700	Taxes and Assessments	\$5,000	\$5,097	1.02	-\$97
	OPERATING EXPENSES	\$2,267,085	\$1,587,840	0.70	\$679,245
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$50,000	\$20,706	0.41	\$29,294
5200	Contingency Funds	\$937,579	\$0	0.00	\$937,579
	TOTAL	\$987,579	\$20,706	0.02	\$966,873
TOTAL BUDGET (Fund 707)					
		\$3,259,664	\$1,608,546		\$1,651,118
707-	General Reserves	\$10,000	\$0	0.00	\$10,000
702-	Equipment & Structural Repair Fund	\$157,395	\$140,854	0.89	\$16,541
703-	Automated Replacement Fund	\$12,382	\$0	0.00	\$12,382
706-	Interest & Sinking Bond Redemption	\$197,590	\$0	0.00	\$197,590
708-	Unused Sick Leave Payoff Reserve	\$12,094	\$0	0.00	\$12,094

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2008-2009 THROUGH THE MONTH OF APR. 2009

	<u>Amount</u>	<u>Titles</u>	<u>Volumes</u>
Total Fiction	\$42,576	2337	3388
Total Non-Fiction	\$80,949	2078	2646
Total Music CDs	\$1,297	70	70
Total Audio Books	\$17,616	162	164
<u>Total Video DVDs</u>	<u>\$7,974</u>	<u>283</u>	<u>317</u>
TOTAL MATERIALS	\$150,412	4930	6585



In addition to the items above, items totaling \$26,686 are currently on order.

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

ACQUISITIONS REPORT FOR FISCAL YEAR 2008-2009 THROUGH THE MONTH OF APRIL 2009
Prepared by Katie Matias, 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	\$26,195	1,281	1,965	\$997	52	55	\$27,192	1333	2018	\$494	22	22	\$27,686	1,355	2,040
Adult Circulating Non-Fiction	\$33,033	1,533	1,583	\$2,001	102	103	\$35,034	1635	1866	\$672	17	17	\$35,706	1,652	1,703
Adult Reference	\$3,933	40	93	\$0	0	0	\$3,933	40	93	\$0	0	0	\$3,933	40	93
Adult magazines	\$7,482	135	523	\$0	0	0	\$7,482	135	523	\$0	0	0	\$7,482	135	523
Adult on-line databases	\$27,650	7	0	\$0	0	0	\$27,650	7	0	\$0	0	0	\$27,650	7	0
Total Adult Non-Fiction	\$72,098	1715	2199	\$2,001	102	103	\$74,099	1817	2302	\$672	17	17	\$74,771	1834	2319
TOTAL ADULT PRINT MATERIALS	\$98,293	2996	4164	\$2,998	154	156	\$101,291	3150	4320	\$1,166	39	39	\$102,457	3189	4359
Adult Music CDs	\$1,259	68	68	\$0	0	0	\$1,259	68	68	\$19	1	1	\$1,278	69	69
Adult Audio Books (incl. Overdrive)	\$17,024	155	155	\$0	0	0	\$17,024	155	155	\$486	10	10	\$17,510	165	165
Adult DVDs	\$7,321	253	269	\$0	0	0	\$7,321	253	269	\$50	3	3	\$7,371	256	272
TOTAL ADULT NON-PRINT MATERIALS	\$25,604	476	492	\$0	0	0	\$25,604	476	492	\$555	14	14	\$26,158	490	506
TOTAL ADULT MATERIALS	\$123,897	3472	4656	\$2,998	154	156	\$126,895	3,626	4,812	\$1,721	53	53	\$128,615	3,679	4,865
Juvenile Fiction	\$13,966	942	1,305	\$1,418	62	65	\$15,384	1004	1370	\$1,809	80	105	\$17,193	1,084	1,475
Juvenile Circulating Non-Fiction	\$3,475	188	197	\$582	37	55	\$4,057	225	252	\$437	23	27	\$4,494	248	279
Juvenile Reference	\$1,979	25	71	\$0	0	0	\$1,979	25	71	\$0	0	0	\$1,979	25	71
Juvenile Magazines	\$415	10	21	\$0	0	0	\$415	10	21	\$0	0	0	\$415	10	21
Juvenile on-line databases	\$399	1	0	\$0	0	0	\$399	1	0	\$0	0	0	\$399	1	0
Total Juvenile Non-Fiction	\$6,268	224	289	\$582	37	55	\$6,850	261	344	\$437	23	27	\$7,287	284	371
TOTAL JUVENILE PRINT MATERIALS	\$20,234	1,166	1,594	\$2,000	99	120	\$22,234	1,265	1,714	\$2,246	103	132	\$24,480	1,368	1,846
Juvenile Music CDs	\$38	2	2	\$0	0	0	\$38	2	2	\$0	0	0	\$38	2	2
Juvenile Audio Books	\$592	7	9	\$0	0	0	\$592	7	9	\$0	0	0	\$592	7	9
Juvenile DVDs	\$654	30	48	\$0	0	0	\$654	30	48	\$30	2	2	\$683	32	50
TOTAL JUVENILE NON-PRINT MATERIALS	\$1,283	39	59	\$0	0	0	\$1,283	39	59	\$30	2	2	\$1,313	41	61
TOTAL JUVENILE MATERIALS	\$21,517	1205	1653	\$2,000	99	120	\$23,517	1304	1773	\$2,276	105	134	\$25,793	1409	1907
Total Fiction	\$40,161	2,223	3,270	\$2,415	114	118	\$42,576	2337	3388	\$2,303	102	127	\$44,879	2439	3515
Total Non-Fiction	\$78,366	1,939	2,488	\$2,583	139	158	\$80,949	2078	2646	\$1,109	40	44	\$82,058	2118	2690
Total Music CDs	\$1,297	70	70	\$0	0	0	\$1,297	70	70	\$19	1	1	\$1,316	71	71
Total Audio Books	\$17,616	162	164	\$0	0	0	\$17,616	162	164	\$486	10	10	\$18,102	172	174
Total Video DVDs	\$7,974	283	317	\$0	0	0	\$7,974	283	317	\$80	5	5	\$8,054	288	322
TOTAL MATERIALS	\$145,414	4677	6309	\$4,998	253	276	\$150,412	4930	6585	\$3,997	158	187	\$154,409	5088	6772

Outstanding Orders as of April 2009

General Fund \$26,686
Adopt-a-book \$0
TOTAL \$26,686

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Acting Human Resources/Finance Analyst
SUBJECT: Entrepreneurial Activities Report for April 2009
DATE: May 18, 2009

Net Revenue Summary

			YTD	YTD
	Apr-09	Apr-08	2008-2009	2007-2008
Passport	10,266.00	15,855.00	49,305.00	126,698.00
Passport Photos	1,340.00	2,770.00	7,060.00	11,252.00
Test Proctor	151.00	90.00	991.00	1,345.00
Total	11,757.00	18,715.00	57,356.00	139,295.00



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Personnel Report for April 2009
DATE: May 15, 2009

RESIGNATIONS:

Joe Queriapa, Library Aide, Part-time (4/16/09)

RETIREMENT:

None

APPOINTMENTS:

Yesenia Baltierra, Acting Human Resources/Finance Analyst (4/24/09)

OPEN POSITIONS:

None

WORKERS' COMPENSATION LEAVE:

None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: David Ferrari

SUBJECT: Circulation Activity Report

DATE: May 11, 2009

MONTHLY STATISTICS

See Agenda Item #19 for Patron Count, Passport Count and Circulation Report

STAFF ACTIVITY

- April 1-Meeting with Yesenia on circulation agendas.
- April 2-Meeting with Yesenia on circulation agendas.
- April 27-Meeting with Yesenia on circulation agendas.
- April 28-Meeting with Yesenia on circulation agendas.
- April 29-Meeting with Yesenia on circulation agendas.
- April 30 Meeting with Yesenia on circulation agendas.
- April 30-Meeting with Jeanette on circulation agendas.

ONGOING PROJECTS

April 30: Examined all the fire extinguishers in the library to be sure they were up to date.

NEW PROJECTS AND ACTIVITIES

N/A

<u>CIRCULATION</u>			Y-T-D	Y-T-D	Y-T-D
	Apr 09.	Apr 08.	2008-9	2007-8	% change
NEW PATRON REGISTRATIONS	356	409	3,619	3,016	16.7%
TOTAL CIRCULATION	21,082	24,361	166,419	215,733	-22.8%
TOTAL ACTIVE BORROWERS *	24,829	23,508	197,945	197,955	-0.01%
ATTENDANCE	26,853	28,883	169,100	262,465	-35.6%

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.	
9:00	0	618	506	672	1,210	498	3504	
10:00	0	620	718	790	998	540	3666	
11:00	0	690	948	756	810	668	3872	
12:00	0	720	640	830	832	818	3840	
1:00	910	592	760	902	866	834	4840	
2:00	882	736	780	778	936	948	5060	
3:00	664	1,256	1,052	1,448	900	914	6214	
4:00	806	1,152	994	1,656	1,396	1,138	7142	
5:00	0	884	1,040	1,092	936	0	3952	
6:00	0	1,360	728	1,326	988	0	4402	
7:00	0	934	764	1,154	898	0	3750	
8:00	0	844	640	994	862	0	3340	
Total/Day	3,242	10,406	11,896	12,398	11,632	6358	53606	26,853 Grand Total

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00	0	0	0	0	0	16	16
10:00	0	0	0	0	0	17	17
11:00	0	0	0	0	0	21	21
12:00	0	0	0	0	0	14	14
1:00	14	0	0	0	0	13	27
2:00	13	0	0	0	0	18	31
3:00	16	13	13	12	12	14	80
4:00	6	11	9	8	13	6	53
5:00	0	12	9	6	12	0	39
6:00	0	12	9	14	9	0	44
7:00	0	7	10	13	16	0	46
8:00	0	6	6	12	7	0	31
Total/Day	49	61	56	65	69	119	419 Grand Total

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: City of Placentia Invoices
DATE: May 15, 2009

CITY OF PLACENTIA
 INVOICES

PERIOD COVERED	DATE	S. CA			MAINT/	CIV CTR	IRRIGATION	
FY2008-2009	INVOICE	EDISON	TURF	GROUNDS	REPAIRS	SEISMIC	CONTROL	TOTAL
Jul-08	07/29/08	6,700.24						6,700.24
Aug-08	08/27/08	14,218.85	1,150.57	259.55				15,628.97
Sep-08	09/26/08	5,128.31	1,150.57	126.90				6,405.78
Oct-08	10/29/08	7,465.13	1,150.57					8,615.70
Nov-08	*		1,150.57	150.27				1,300.84
Dec-08	*			139.83				139.83
Jan-09	*							0.00
Feb-09	*							0.00
Mar-09	*							0.00
Apr-09	*							0.00
May-09								0.00
Jun-09								0.00
TOTAL		33,512.53	4,602.28	676.55	0.00	0.00	0.00	38,791.36
AVG		6,702.51	920.46	135.31	0.00	0.00	0.00	7,758.27

* City Billing Not Received

PERIOD COVERED	DATE	S. CA			MAINT/	CIV CTR	IRRIGATION	
FY2007-2008	INVOICE	EDISON	TURF	GROUNDS	REPAIRS	SEISMIC	CONTROL	TOTAL
Jul-07	07/23/07	5,584.05	1,150.57	136.67	645.55	0.00	0.00	7,516.84
Aug-07	08/22/07	7,054.77	1,440.22	136.67	117.20	0.00	0.00	8,748.86
Sep-07	10/02/07	7,492.80	2,316.02	145.15	107.50	0.00	15.06	10,076.53
Oct-07	11/19/07	7,016.46	1,150.57	145.15	107.50	0.00	0.00	8,419.68
Nov-07	11/19/07	5,287.29	1,186.18	145.15	107.50	0.00	0.00	6,726.12
Dec-07	02/13/08	4,198.61	1,150.57	145.15	107.50	0.00	7.98	5,609.81

Jan-08	02/13/08	3,118.39	1,150.57	145.15	137.50	0.00	7.84	4,559.45
Feb-08	02/13/08	3,438.09	1,150.57	145.45	1,218.91	0.00	7.82	5,960.02
Mar-08	04/01/08	3,757.21	1,150.57	145.15	107.50	0.00	7.82	5,168.25
Apr-08	10/15/08	3,894.06	1,150.57	145.15	107.50	0.00	7.84	5,305.12
May-08	10/15/08	4,063.65	1,150.57	145.15	107.50	0.00	0.00	5,466.87
Jun-08	10/15/08	6,607.52	1,150.57	145.15	107.50	0.00	0.00	8,010.74
TOTAL		61,512.90	15,297.55	1,725.14	2,979.16	0.00	54.36	81,569.11
AVG		5,126.08	1,274.80	143.76	248.26	0.00	4.53	6,797.43

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

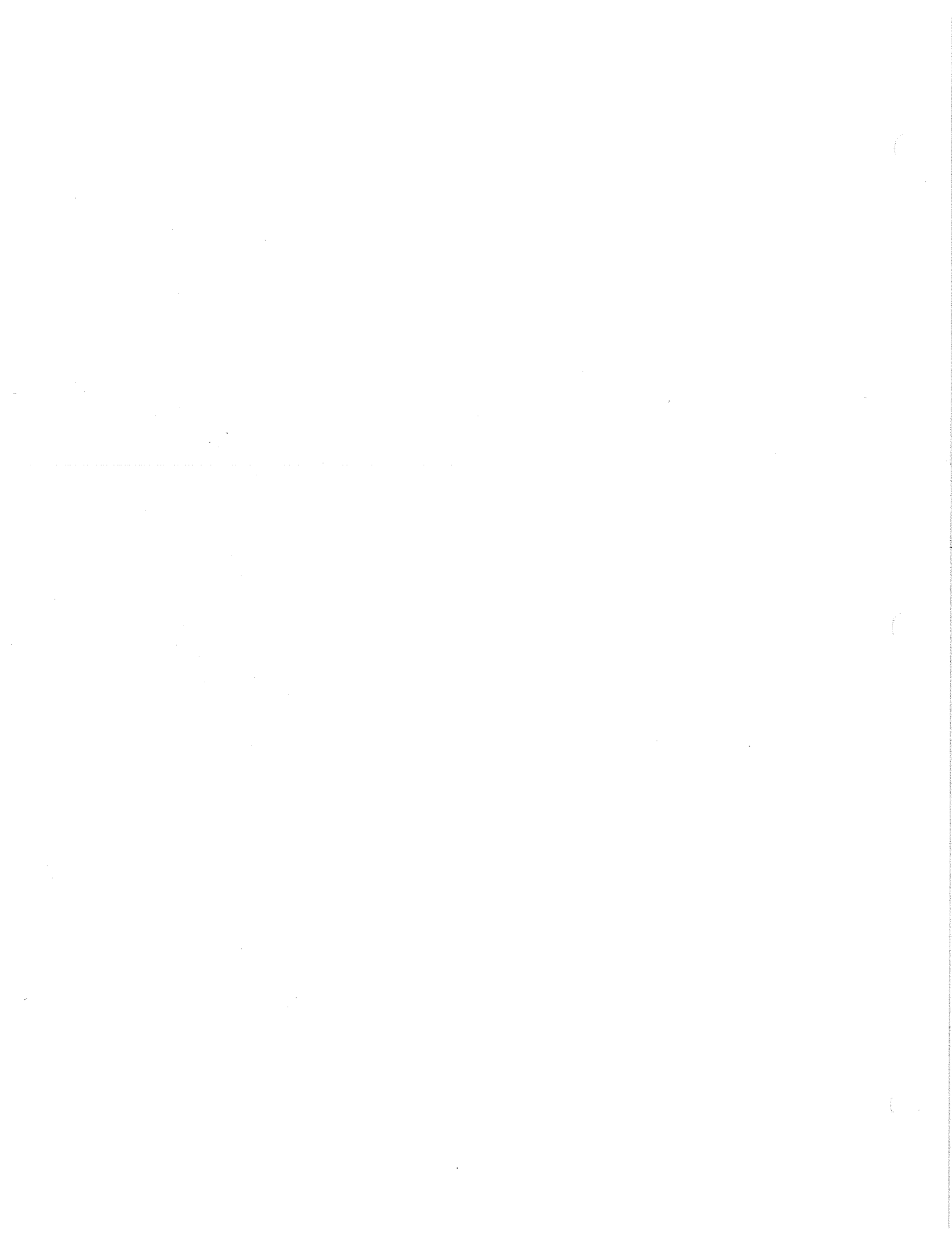
FROM: Yesenia Baltierra, Acting Human Resources/Finance Analyst

SUBJECT: Partnership With Community Organizations for April 2009

DATE: May 18, 2009


📖 Partnership with H.I.S House to provide homework assistance through the Klein Family Foundation grant runs from January 1, 2009 through December 30, 2009. Volunteer tutors, interns, and Federal Work/Study students work at the shelter house to assist the school-aged residents with their homework. The help is available Mondays through Thursdays from 6:30P.M. until 8:15P.M. P.A.S.S. is currently serving between 6 and 10 students during each session. Students are provided with a nourishing snack as well as a homework mentor.

📖 In April, Coleen Wakai visited the classrooms of students participating in the Great Stories Grant at Valencia High School. The students are all remedial 9th grade students in Valencia High School House Program. The students are already busy reading the books that they received as part of this grant collaboration between Placentia Library and Valencia High School. The students are reading the following books: "The Absolutely True Story of a Part-time Indian" by Sherman Alexie, "Black & White" by Paul Volponi, and "Luna" by Julie Peters. Coleen reported that the students have responded very enthusiastically to these stories. Coleen spoke to the students about Placentia Library and also about volunteer opportunities at the library during the summer as part of the P-TAC program. El Camino Real High School also provided this program at their school in partnership with Yorba Linda Library, article available in the *Placentia News Times*, Thursday, May 14, 2009.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Acting Human Resources/Finance Analyst
SUBJECT: **Active Grant Application for April 2009**
DATE: May 18, 2009

 There is no activity to report for the month of April 2009.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Director's Report
DATE: May 18, 2009

Accomplishments

- Presented a preview of the Fiscal Year 2009-2010 budget to the Board of Trustees – April 21st.
- Conducted a “State of the Library” presentation to staff – April 22nd.
- Facilitated a Budget/Safety in-service for staff – May 8th.
- Speaker at the Library and Information Science Students to Encourage Networking (LISSTEN) workshop, part of the San Jose State University MLIS program – May 3rd.
- Secured donations from Ralphs Supermarket (apples, bananas, water bottles and books) and participation from local organizations for the August 15th Summer Reading Celebration event.
- Implemented four express laptop stations for patron use.
- Finalized details for and attended the Placentia Library Friends Foundation (PLFF) Authors' Luncheon event.
- Completed publicity and procured donations for the Authors' Luncheon.
- Repainted restrooms due to vandalism and implemented key accessibility, ensuring a cleaner and healthier facility.
- Began new services with Cintas who will stock and inventory janitorial supplies and maintain all related equipment.

Community / Outreach

- Served on interview panel for the Orange County Public Library system – April 21st
- Served on the Rotary Scholarship Interview Committee – April 29th

Training/Workshop/Conferences

N/A

Meetings

- Library Board of Trustees meeting – March 24th
- Manager/Supervisor meetings – April 21st, 29th, May 5th & 13th
- PLFF Board Meeting – May 11th
- PLFF (Authors' Luncheon) – April 27th, May 4th & 11th
- Rotary – April 22nd, 29th, May 6th & 13th
- City of Placentia staff – April 22nd, May 6th & 7th

Projects in Progress

- Credit card machine issue
- 2009-2010 Budget
- Summer Reading Celebration
- 90th Birthday Celebration
- Website

I also attended the Adult Book Discussion of *Oll!* by Upton Sinclair on May 12th. Discussion was led by Gary Bell.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Roger Hiles, Library Services Manager
SUBJECT: Library Service Manager's Report
DATE: MAY 7, 2009

Activities Report:

Achievements

I repaired the Library's Mail Server, which crashed on April 23. The main email account for the server had apparently not been checked for nine years and had accumulated 330,000 SPAM messages and had run out of disk space. I created a script to delete the SPAM, checked and deleted SPAM from other accounts, deleted some accounts that were no longer needed, reorganized others, turned on the server's SPAM filter, and created a daily download script to prevent SPAM from backing up in the future.

I solicited an updated price quote for the Koha Library Automation system and arranged a site visit from a representative of the Koha hosting company LibLime for May 21..

I solicited a bid for replacement public computer hardware and software from Useful, an innovative company using open source software and virtualized hardware in public computer settings.

I worked with the Library IT assistant to install laptops at the Reference Desk for "express internet use" (15 minutes limit) by our members and other visitors.

I worked with children's staff to finalize choices for the new furniture for the Teen area in the Children's Library.

Projects in Progress

Website redesign – I worked on completing final page designs and on much link checking. Launch was delayed by the need for a credit card to secure hosting and also by the crash of the mail server. New anticipated completion date: May 2009.

Library Technology Plan – working with IT assistant on an inventory that will be the basis for a two-year plan for technology updates.

Computer infrastructure – Use existing equipment and open source software to create a staff domain, shared resources, a common software suite for the staff, and centralized PC management and backup. Anticipated completion date: Sept. 1, 2009.

90th Anniversary Celebration – Working out details of the District's 90th Anniversary Celebration. Anticipated completion date: Sept. 2, 2009.

Historic Photograph Database Migration – Moving the History Room's digitized photograph collection to a free hosting platform. Anticipated completion date: Dec. 31, 2009.

Tech Volunteer training guide – I am working with staff to prepare a training guide for the Tech Volunteers, who are to assist our members in using the public computers in the adult area.

Staff Training – I am preparing a staff in-service for using our subscription databases with members for May.

Library Problems manual – working with staff to prepare a manual for staff use during problem situations. First draft due: June 1, 2009.

Summer Reading Program Celebration – working with staff to plan and organize a major event to mark the end of the summer reading program. Date: Aug. 15, 2009.

Webinars

Could not attend a webinar by the open source library services company Alpha-G due to the crash of our mail server.

Meetings

I attended the SLS Council Meeting in place of the Library Director on April 16 at the Buena Park Library.

I attended the weekly supervisor's meetings with the Library Director.

I attended the Children's staff meeting on April 15

I attended the Adult Services staff meetings on April 7 and 28

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Lori Worden, Children's Librarian
SUBJECT: Children's Services Monthly Activity Report for April, 2009
DATE: May 18, 2009

MONTHLY STATISTICS

Phone reference 12
In person reference/research 527
Total 539

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lap Sit 24 months & younger	4	221
Preschool Story Time I & II: 3-6 years	8	151
Pocket Tales: Stories, music, and movement.	5	203
Read to the Dogs	1	25
P-TAC Meetings	2	18
Family Game Day	1	37
F.I.R.S.T. – Family Interactive Reading and Sharing	1	35
4/3 Glenknoll Elementary Career Day	1	60
4/4 Kaplan SAT/ACT Practice Session	1	14
4/9 Kaplan Results Session	1	28

4/11 Spring Egg Hunt	1	75
4/25 Imagination Celebration: Dramas, Llamas, Enchiladas! Stories and Music with Georgette Baker	1	65
Total April 2009	27	932
Total April 2008	51	2,070
Current FY to date	174	6,427
Previous FY to date	329	10,988

STAFF ACTIVITY

- Coleen Wakai worked with students at Valencia High School as part of the Great Stories Grant.
- Lori Worden participated in Glenknoll Elementary School's annual Career Day event. She shared stories and information about careers in public libraries.
- Lori Worden attended Library Board meeting on April 21.
- Children's staff attended all-staff meeting on April 22.
- Brenda Ramirez planned our Imagination Celebration program, including crafts and publicity.

ONGOING PROJECTS

The children's department presented its regular programs during the month of April:

- Pre-school storytimes
- Pocket Tales: Stories & Music
- Lap Sit Time
- Read to the Dogs
- F.I.R.S.T. family book discussion
- Family Game Day

NEW PROJECTS AND ACTIVITIES

- Children's staff prepared for the Summer Reading Program, "Be Creative @ Your Library" for independent readers, the Summer Read-to-Me program, "Be a Reading Star," and the Young Adult Summer Program, "Creative Expressions for YA."
- Children's staff presented "Celebrate Earth Day" in library display case.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Toby Silberfarb, Library Assistant Literacy / Volunteers
SUBJECT: Literacy / Volunteer Report for April, 2009
DATE: May 4, 2009

MONTHLY STATISTICS

Volunteer Hours:

History Room	179 hrs
PLFF	503 hrs
Library (General)	222 hrs
Homework Club	170 hrs
Tutors (ALS)	<u>49 hrs</u>
Total:	1123 hrs

STAFF ACTIVITY

Viewed 3 webinars as part of Volunteer Match;
Posted volunteer opportunities on the Volunteer Match website;
Followed up on inquiries regarding volunteer opportunities for technology helpers;
Daily duties as reference librarian;
Created a revised handbook for volunteers;
Processed 19 volunteer applications;
Called 19 potential volunteers;
Created and completed certificates of appreciation for all Library volunteers;
Placed 12 H.S. volunteers;
Placed 3 adult volunteers with administration
Processed 4 staff /Friends requests for volunteers;
Processed 1 new intern from U of PHX;
Restocked H.I.S. House P.A.S.S. homework club;
Working on the 2009-2010 application for CLLS continuing programs;
Proctored 2 exams for distance learning students.

ONGOING PROJECTS

Weeding the 300s;
Collection development 300s;
Working on an outline procedural manual for the functions of a Library Assistant,
Literacy Services;
Working on outline of the operations of Literacy/Volunteer Services;
Staffing the H.I.S. House homework program;

NEW PROJECTS AND ACTIVITIES : none

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Roger Hiles, Library Services Manager
SUBJECT: Adult Services Monthly Activity Report for April 2009
DATE: MAY 9, 2009

MONTHLY STATISTICS

Reference Desk Activity

Phone reference:	256
In person reference/research:	1675
Guest passes:	7
E-mail reference/research:	0
Electronic: databases/internet/catalog instruction:	86
Electronic: computer use:	3202
Technology: computer/printer questions or troubleshooting:	705
In library use: ready reference:	146
In library use (cleanup):	3516

STAFF ACTIVITY

Librarians and Library Assistants completed and prepared for future book discussions and programs:

Gary Bell: The program “*Reader's Theatre Workshop*” presented by Danny Oberbeck brought in 18 enthusiastic participants on April 27.
 Completed a flyer for the May Book Discussion (*Oil* by Upton Sinclair).

Nadia Dallstream: The April 18 book discussion for *A Thousand Splendid Suns* had 14 participants.
 Created a handout for the April book discussion.

Toby Silberfarb: Created volunteer recognition certificates for the April volunteer event.
 Completed the ELLI literacy report for the State on April 15.

Kathy Staymates: Prepared a beautiful display (installed May 1) for the May “Bluebirds in Your Neighborhood” program.

ONGOING PROJECTS

Librarians and Library Assistants continued work on the Adult Summer Reading Program “Express Yourself @ Your Library”

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Gary Bell, History Room Librarian
SUBJECT: Local History Room Monthly Report for April, 2009
DATE: May 18, 2009

MONTHLY STATISTICS

Visitors to History Room in April, 2009	9
Visitors to History Room in April, 2008	6
Volunteer Hours	131
Intern Hours	48

STAFF & VOLUNTEER ACTIVITY

- Intern activity has revolved mainly around the time consuming task of auditing photos from the collection for the accuracy of our records. Training of interns has included the teaching of scanning to Angela Santellan and EXCEL techniques to Eva Perry. Both interns are contributing excellent work to History Room processes. Jeanette Gardner continues to scan newly acquired photos that come into our hands. A donation of photos from the city has been accessioned and processed. They have amounted to five new photo albums.
- We have been in frequent contact with the Police Department and the City concerning their effort to create historical displays and we strive to fulfill their requests for photos and materials to give prominence to local history in all city departments.
- Efforts are also being made to find all newsletters (**Notations**) from the past. Some issues have been located in the furnace room.
- Pat Irot and other Placentia Round Table Women's Club members are writing a history of the Club, covering its many decades. Files, scrapbooks, annual reports and other text materials have been consulted from our resources, for this project.
- There have been meetings with Larry de Graaf and Becky, from the Placentia Historical Committee concerning the "history wall" and its implementation.
- The Local Author Display revision in the History Room is almost completed with new arrangements and more eye catching colorful presentation. Jesus Diaz has been very helpful and creative in this venture.
- Roger Hiles, Pat Irot and I met with Chris Lowe concerning the digitization of **Elephant Rides for Free**. We are holding off digitizing from the book for now pending the acquisition of a disc from Chris.
- History materials have been delivered to the Placentia Yorba Linda Unified School District's mail room for distribution to each school. Over thirty schools

have been selected to receive materials. There have been grateful responses from more than a few schools.

- A picture of the Bradford House has come into our collection.
- Donations to the History Room have included a projector and slides from Carl Westberg. These are from longtime Placentia residents Bruce and Marge Horsefal.
- The Rose Drive school photo presentation was acknowledged in the Placentia News Times with an article and picture.
- Information was sought on the Schumachers of Placentia.
- Jeanette Gardner is close to completion of the Eddie Castro oral biography.

Related Activities: I have completed my fourth bibliography, **The Great American Songbook** (biographies)

The Readers Theatre Imagination Celebration participatory program took place on April 26th, with approximately eighteen enthusiastic people in attendance and positive response from all.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Katie Matas, Librarian, Technical Services
SUBJECT: Technology & Website Report for April 2009
DATE: May 18, 2009

MONTHLY STATISTICS

Online database usage:

	April 2009	April 2008	Y-T-D 2008-9	Y-T-D 2007-8	Y-T-D % change	
Ancestry.com	130	1077	1,193	1,168	2%	
Chilton Library (Automobiles)	4	8	71	69	3%	
General Reference Center Opposing Viewpoints (sub.ends Nov 30, 2008 not renewed)	33	134	-	244	776	-69%
Newsbank	66	151	902	783	13%	
Wall Street Journal (cancelled Nov. 1, 2008)						
Heritage Quest	1200	3733	16,402	35,500	-54%	
Learning Express (Learn a test)	3	15	147	122	17%	
Novelist	59	44	276	74	73%	
Tumblebooks	240	237	2,507	3,714	-32%	
MorningStar	40	194	-	1,080	1,366	-21%
Reference USA	136	73	-	544	646	-16%
Value Line	5	260	980	4,098	-76%	
	1916	5926	24,346	48,316	-50%	

Website traffic for April 2009:

In April 2009 we had 16,667 visitors to our website. In April 2009 there were 44,856 page hits. A yearly comparison is not available due to the website redesign.

STAFF ACTIVITY

- Katie made the necessary changes in Horizon to make paperback books requestable.
- Patrick and Roger worked to set up the Express Internet Laptops at the Reference Desk.
- Roger repaired and reorganized the Library's mail server, which crashed on April 23.

ONGOING PROJECTS

- Jesus continues to update Library events on the website.
- Jesus continues to maintain the outside electronic sign.
- Roger Hiles worked on the final pages of the new Library website.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Budget for Fiscal Year 2009-2010. The Library Board of Trustees will make determinations on revenue, personnel and other expenditure issues for the Fiscal Year 2009-2010 Budget. The Fiscal Year 2009-2010 Budget may be set for Public Hearing.

DATE: May 18, 2009

BACKGROUND

The Library Board of Trustees was presented with a preview of the Fiscal Year 2009-2010 at the April 21, 2009 Board meeting. The flat budget was projected at \$2,072,523.

On May 14, 2009, Governor Arnold Schwarzenegger released his annual "May Revision" of the Budget, and proposed two different versions of the "Revise," which are based on the possible outcomes of the May 19th statewide special election. Of impact to the Placentia Library District would be Governor Schwarzenegger's "contingency" plan to borrow \$2 billion from local governments if the May 19th ballot initiatives fail. The Governor's "contingency" May Revision reads:

"\$1.982 billion - Borrowing from Local Government. The May Revision contingency plan proposes to borrow eight percent of the property tax revenues received by cities, counties, and special districts in 2008-09 as authorized in Article XIII of Section 25.5 of the Constitution. Repayment must be made within the next three years. Legislation is also proposed to create a joint powers authority to allow local agencies to borrow against the state repayment as a group."

The "contingency" plan would involve an 8% reduction in property tax revenue for the Placentia Library District. The Fiscal Year 2009-2010 Budget would be reduced by \$163,943 for a projected budget of \$1,908,580.

Attachment A is the Revenue by Source.

Attachment B is the Expenses by Source.

Attachment C is the proposed Revenue Budget for Fund 707.

Attachment D is the proposed Expenditures Budget for Fund 707.

RECOMMENDATIONS:

1. Determine whether to accept the Library Director's recommendations for organizational changes and personnel allocation for Fiscal Year 2009-2010.
2. Approve the Fiscal Year 2009-2010 Budget as presented for a first reading and set it for Public Hearing at the next Regular Meeting of the Library Board of Trustees.

Proposed Budget FY 2009-2010 -- REVENUE
Based on 8% Reduction (State Prop. 1A)

REVENUE BY SOURCE		Actual 2006-07	Actual 2007-08	Adopted Budget 2008-09	Proposed 2009-10 <small>(Presented at 4/23/09 Board Mtg.)</small>	2009-2010 Revision (Minus 8%) <small>(Presented at 5/18/09 Board Mtg.)</small>
6210-00	Property Taxes - Current Secured	1,589,248	1,660,403	1,706,335	1,706,335	1,569,828
-010	Public Utility Secured Taxes (Sub-revenue 01)	22,701	-	34,000	26,000	23,280
6220-00	Property Taxes - Current Unsecured	71,200	72,410	67,000	79,000	73,640
6230-00	Property Taxes - Prior Secured	244,985	-	17,500	-	-
6240-00	Property Taxes - Prior Unsecured	1,692	2,785	750	1,000	940
6250-00	Property Taxes - Special District Augmentation	8,109	8,701	6,000	8,000	7,520
6280-00	Property Taxes - Current Supplemental	92,201	62,856	53,000	41,000	36,760
6300-00	Property Taxes - Prior Supplemental	6,627	-	1,200	1,200	1,104
6320-00	Special Taxes - Com Fac Dist	(204,661)	-	-	-	-
6540-00	Penalties & Costs on Delinquent Taxes	804	-	-	-	-
6610-00	Interest	61,135	47,412	40,000	25,000	21,800
6690-00	State - Homeowners' Property Tax Relief	16,558	16,214	16,000	15,600	14,320
6970-00	State - Other	125,292	89,106	90,000	40,000	20,000
-010	Public Library Fund Grant				18,000	-
-020	Literacy Grant				20,000	-
-030	Direct Loan Reimbursment				2,000	-
7130-00	Other Governmental Agencies	-	-	-	-	-
7670-00	Miscellaneous Revenue	312,821	265,960	290,000	129,388	139,388
-010	Fines & Fees				35,000	
-020	Passports				45,000	
-030	Meeting Room Fees				10,000	
-040	Grants and Donations				24,388	
.050	Friends Foundation				15,000	
7680-00	Six-Month Expired (Stale dated) Checks	409	-	-	-	-
TOTAL REVENUES FY 2009-10		\$2,349,121	\$2,225,847	\$2,321,785	2,072,523	1,908,580

Proposed Budget FY 2009-2010 -- EXPENSE
Based on 8% Reduction (State Prop.1A)

EXPENSES BY SOURCE		Actual 2006-07	Actual 2007-08	Adopted Budget 2008-09	Proposed 2009-10
SALARIES AND EMPLOYEE BENEFITS					
0100	Salaries and Wages	1,051,435	1,235,614	1,093,479	1,029,376
0200	Retirement	144,496	97,635	171,129	110,000
0300	Employee Group Insurance	114,166	129,617	124,821	135,900
0310	Accid Death and Dismemberment Insurance				5,000
0320	Unemployment Benefits				10,000
0350	Workers Compensation	6,732	3,567	8,200	
TOTAL SALARIES AND EMPLOYEE BENEFITS		1,316,829	1,466,433	1,397,629	1,290,276
SERVICES AND SUPPLIES					
0700	Communications	13,693	14,052	13,870	10,000
0900	Food	6,949	2,766	1,250	1,300
1000	Household Expense	22,769	15,958	12,000	9,000
1100	Insurance	13,057	14,924	15,000	13,000
1300	Maintenance - Equipment	47,522	43,320	42,000	30,000
1400	Maintenance - Buildings & Improvements	57,471	60,801	67,250	17,197
1600	Memberships	4,404	6,148	1,750	1,500
1800	Office Expense	59,570	92,089	69,150	40,000
1803	Postage	7,131	5,353	5,600	5,000
J	Professional and Specialized Services	142,061	253,904	200,130	134,000
1912	Investment Administrative Fees	4,979	1,094	1,000	2,000
2000	Publications and Legal Notices	518	489	1,000	1,000
2100	Rents and Leases - Equipment	1,187	1,588	1,500	1,500
2200	Rents and Leases - Buildings & Improvements	118,731	118,732	73,456	73,500
2400	Library Material Expense	234,593	236,207	256,000	160,307
2600	Transportation and Travel - Local Mileage	1,951	4,564	2,000	2,000
2700	Transportation and Travel - Meetings/Conferences	23,201	29,702	10,000	5,000
2800	Utilities	71,944	66,808	96,500	80,000
TOTAL SERVICES AND SUPPLIES		831,731	968,499	869,456	586,304
OTHER CHARGES					
3700	Taxes and Assessments	5,366	6,624	5,000	7,000
TOTAL OTHER CHARGES		5,366	6,624	5,000	7,000
FIXED ASSETS					
4000	Equipment	90,225	31,036	50,000	25,000
TOTAL FIXED ASSETS		90,225	31,036	50,000	25,000
5200	Appropriation for Contingencies			0	0
	Increase or New Reserves				
TOTAL EXPENSES		2,244,151	2,472,592	2,322,085	1,908,580

Placentia Library District
Proposed Revenue Budget for Fund 707 for Fiscal Year 2009/2010
May 18, 2009

Object Code	Category	FY2006-2007 Actual	FY2007-2008 Actual	FY2008-2009 Budget	FY2009-2010 Proposed
6210-00	Current Secured	1,589,248	1,660,403	1,706,335	1,569,828
6210-01	Public Utility	22,701	0	34,000	23,280
6210-04	Teeter Plan - Current Delinquent	0	0	0	0
	SUB-TOTAL CURRENT SECURED	1,611,949	1,660,403	1,740,335	1,593,108
6230-00	Prior Secured	40,324	0	17,500	0
	TOTAL SECURED	1,652,273	1,660,403	1,757,835	1,593,108
6220-00	Current Unsecured	71,199	72,410	67,000	73,640
6240-00	Prior Unsecured	1,692	2,785	750	940
	TOTAL UNSECURED	72,892	75,195	67,750	74,580
6690	HOMEOWNER	16,559	16,214	16,000	14,320
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	1,741,723	1,751,812	1,841,585	1,682,008
6250	SPECIAL DISTRICT AUGMENTATION	8,108	8,701	6,000	7,520
6260/6540	PENALTIES/DELINQUENCIES	0	0	0	0
6280-00	SUPPLEMENTAL - CURRENT	85,692	62,856	53,000	36,760
6300	SUPPLEMENTAL - PRIOR	2,627	0	1,200	1,104
6610-00	INTEREST	55,829	47,412	40,000	21,800
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	152,256	118,969	100,200	67,184
	TOTAL PROPERTY TAX REVENUE	1,893,980	1,870,781	1,941,785	1,749,192
6970	STATE LIBRARY & STATE	125,292	89,106	90,000	20,000
7130	BANKRUPTCY RECOVERY DISTRIBUTION	0	0	0	0
7615	TRANSFER FROM OTHER LIBRARY FUND:	0	0	0	0
7670	LOCAL REVENUE	312,821	265,960	290,000	139,388
7680	6 MO. EXPIRED (OUTLAW) CHECKS	409	0	0	0
	TOTAL REVENUE	2,349,121	2,225,847	2,321,785	1,908,580

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2009-2010
May 18, 2009

OBJECT CODE	DESCRIPTION	FY2006-2007 ACTUAL	FY2007-2008 ACTUAL	FY2008-2009 Budget	FY2009-2010 PROPOSED
0100-00	Salaries & Wages	1,051,435	1,235,614	1,093,479	1,029,376
0200-00	Retirement (Social Security & Pension Contribution)	144,496	97,635	171,129	110,000
0301-00	Unemployment Insurance	125	0	10,000	5,000
0306-00	Health Insurance	94,165	110,653	88,590	105,900
0308-00	Dental Insurance	10,636	11,908	9,427	13,000
0309-00	Life Insurance	1,904	7,681	10,743	11,000
0310-00	Long Term Disability Insurance	4,281	4,600	4,061	7,000
0319-00	Vision Insurance	3,055	2,306	2,000	4,000
	Total Employee Insurance	114,167	137,147	124,821	140,900
0350-00	Workers Compensation - General	6,732	3,567	8,200	10,000
	TOTAL SALARIES & EMPLOYEE BENEFITS	1,316,829	1,466,433	1,397,629	1,290,276
0700-00	Communications - Telephone	4,092	4,845	4,500	4,500
0700-01	Communications - Modem/Fax/T1/DSL	5,811	6,748	5,500	3,000
0700-02	Communications - Internet Access	2,814	1,251	3,120	2,500
	Total Communications	13,693	12,844	13,120	10,000
0900-00	Food - General Fund	960	478	500	1,300
	Total Food	6,949	478	500	1,300
1000-00	Household Expense	22,461	15,629	12,000	8,500
1001-00	Trash	308	329	500	500
	Total Household Expense	22,769	15,958	12,500	9,000
1100-00	Insurance	13,057	14,924	15,000	13,000
1300-00	Maintenance of Equipment - General Fund	6,741	8,207	6,500	30,000
	Total Maintenance of Equipment	47,522	8,207	6,500	30,000
	HVAC	6,348	0	8,000	0
	Carpet Cleaning	0	0	2,750	0
	Groundskeeping, City of Placentia	20,132	0	16,000	0
	Plumbing	1,004	0	5,000	0
	Electrical	7,320	0	10,000	0

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2009-2010
May 18, 2009

OBJECT CODE	DESCRIPTION	FY2006-2007 ACTUAL	FY2007-2008 ACTUAL	FY2008-2009 Budget	FY2009-2010 PROPOSED
	Cleaning Service	14,350	0	19,000	0
	Locksmith	74	0	500	0
	Other	8,243	0	6,000	17,197
1400-00	Total Maintenance of Building & Grounds	57,471	60,801	67,250	17,197
1600-00	Memberships - General Fund	3,654	5,798	1,500	1,500
	Total Memberships	4,404	5,798	1,500	1,500
1700-00	Miscellaneous Expense - General Fund	0	0	0	0
	Total Miscellaneous Expense	0	0	0	0
	Library Supplies	19,526	0	20,000	23,600
	Printing	9,432	0	25,000	500
	Paper	18	0	800	900
	Other Office Supplies	15,219	0	18,000	15,000
1800-00	Total Office Supply Expense - General Fund	44,653	92,089	63,800	40,000
1803-00	Postage Expense - General Fund	7,132	5,203	5,500	5,000
	Total Postage Expense	7,132	5,203	5,500	5,000
	Employee Assistance Program/SDRMA	420	0	630	0
	Pension Fund Operating & Investment Mgmt. Expenses	9,802	0	11,000	10,000
	Anaheim Library Automated Library System	33,274	0	35,000	35,000
	Library Board Consultants & Legal	14,511	0	20,000	30,000
	HCS Computer Services			30,000	20,000
	Tax Collection Services & Fees by Orange County & LAFCO	22,018	0	6,000	18,000
	Medical Exams	2,037	0	4,000	0
	Collection Services - Accounts Receivable	1,530	0	2,000	2,000
	Audit & Accounting Services	8,320	0	10,500	10,000
	Payroll Preparation	3,960	0	8,000	9,000
	Election Expenses	0	0	15,000	0
	Staff Training in Library	0	0	2,000	0
	Grants	0	0	0	0
	Program	0	0	0	0
	Other	12,886	0	20,000	0
1900-00	Total Specialized Services - General Fund	113,707	208,275	164,130	134,000
1912-00	Investment Administrative fees for Orange County	3,046	1,094	1,000	2,000
2000-00	Legal Notices - General Fund	518	489	1,000	1,000
2000-01	Legal Notices - Grants	0	0	0	0
	Total Legal Notices	518	489	1,000	1,000
2100-00	Rents/Leases-Equipment	1,187	1,588	1,500	1,500

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2009-2010
May 18, 2009

OBJECT CODE	DESCRIPTION	FY2006-2007 ACTUAL	FY2007-2008 ACTUAL	FY2008-2009 Budget	FY2009-2010 PROPOSED
2200-00	Semi-Annual Bond Payment, Energy Loan & Civic Center Loa	118,731	118,732	73,456	73,500
2400-00	Special Department Expense - Library Materials	3,500	54	0	130,307
	Special Department Expense - Programs	0	0	0	30,000
	Total Special Department Expense	234,563	54	0	160,307
2600-00	Transportation/Travel - Local Mileage	2,080	4,564	2,000	2,000
2700-00	Transportation/Travel - Meetings, Staff Out of Town	9,371	12,077	3,000	0
2700-01	Transportation/Travel - Meetings, Staff Local	10,192	11,437	3,000	2,000
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,395	2,075	2,500	2,000
2700-03	Transportation/Travel - Meetings, Board Local	1,201	3,797	1,000	1,000
	Total Transportation/Travel - Meetings	23,072	29,387	9,500	5,000
2801-00	Electricity	58,768	24,943	75,000	60,500
2802-00	Gas	7,211	8,929	9,000	8,500
2803-00	Water	5,965	6,098	12,000	11,000
	Total Utilities	71,944	39,969	96,000	80,000
	TOTAL SUPPLIES & SERVICES	831,731	968,499	869,456	586,304
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	5,409	6,624	5,000	7,000
4000-00	Equipment	90,225	25,810	50,000	25,000
	Total Equipment	90,225	25,810	50,000	25,000
4200-00	Structures/Improvements	0	0	0	0
	TOTAL FIXED ASSETS	90,225	25,810	50,000	25,000
4700-00	Payment to Refunded Debt Escrow Ags	0	0	0	0
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0	0	0	0
	TOTAL EXPENSES	2,244,151	2,472,592	2,322,085	1,908,580

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Presentation of revisions for Placentia Library District (PLD) Policy #2150 – Compensation
DATE: May 18, 2009

BACKGROUND

An amendment to the PLD #2150 to include a new lead pay compensation:

The new assignment will be designated as Policy Number 2150.6 Lead Pay which will be identified as:

2150.6 – Lead Pay. The Manager with input from the immediate supervisor identifies the need for a position to perform additional lead duties with a higher level of accountability and responsibility. A written request is submitted to the Administrative Office stating the assignment need, job requirements, staffing, and the additional duties to be performed. The Library Director or his/her designee will approve the need for the lead assignment. Assignment or removal of Lead responsibilities is done at the Library Director's discretion.

Employee(s) who is/are regularly and continuously assigned to a lead assignment which includes two or more positions in the same or lower classifications will be compensated for said duties. The lead pay compensation will be at a rate of a 5% increase above the employee's current base salary. Lead employee(s) will have been with the Placentia Library District for a minimum of five years and in his/her current classification as a full-time employee for a minimum of three years.

2150.6.1 Definition of lead work: Regularly assigned to perform limited supervisory functions over two or more employees within the same or lower job classifications or performs significant lead duties such as:

- assigning, scheduling or reviewing work, providing regular guidance and direction, and conducting training of assigned staff, or
- functioning as the most technically skilled member of the work unit, with significantly higher level responsibilities for conducting and ensuring on-going quality control of team members work, or
- project lead responsibilities involving the coordination and oversight of activities of a major project/program implementation.

Attachment A is the Lead Pay Request form.

RECOMMENDATION:

Approve the Placentia Library District Policy #2150 – Compensation to include the new Lead Pay as Policy #2150.6 and #2150.6.1 with an effective date of May 19, 2009.



**Placentia Library District
Administrative Office**

Agenda Item 30
Attachment A

LEAD PAY REQUEST

INSTRUCTIONS: Manager identifies the need for a position to perform a lead assignment requiring a higher level of accountability and responsibility. Manager completes and sends request to the Administrative Office. Upon approval, selection process is initiated for lead assignment per applicable Personnel Policy Number 2150.

Position Title: _____

Department: _____

Employee Name: _____

Describe assignment to be performed by this position:

Describe the job requirements, staffing, and the additional duties to be performed by the lead position (include higher-level accountabilities and responsibilities to be performed):

Please attach additional pages as needed and organizational chart showing the reporting relationships to this position (include position control numbers of all positions reporting to this position).

Manager Approval: _____

Library Director Approval: _____

TO BE COMPLETED BY THE ADMINISTRATIVE OFFICE:

Lead Assignment approved. Effective Date: _____

Not approved, reason: _____

Library Director Signature: _____ Date: _____



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Revision of the Placentia Library District Organization Chart and Establish Personnel Allocation for Fiscal Year 2009-2010 and adopt as a first reading the new Job Description to implement the new Organization Chart.

DATE: May 18, 2009

BACKGROUND

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

Attachment A is the proposed Job Description for the Facility Maintenance Technician position.

Attachment B is the proposed revised Organization Chart for Fiscal Year 2009-2010 for the Placentia Library District.

Attachment C is the proposed Personnel Allocation Chart that includes the Facility Maintenance Technician position.

RECOMMENDATION:

Action to be determined by the Library Board of Trustees.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Facility Maintenance Technician
POLICY NUMBER: 2310

2305.1 Description: The Facility Maintenance Technician, under the general direction of the Human Resources / Finance Analyst, plans, organizes, oversees, coordinates and reviews a comprehensive program of maintenance, repair and improvement of the District's facilities, including custodial and janitorial maintenance, rodent and pest control, grounds keeping, carpentry, electrical, plumbing, and HVAC activities; determines priorities and monitors completed work; schedules proposed projects and repairs; procures materials; handles special projects.

2305.2 Typical Tasks:

- 2305.2.1** Performs public building maintenance, construction, or landscaping duties and projects.
- 2305.2.2** Performs general maintenance duties, including cleaning and repairs.
- 2305.2.3** Monitors building maintenance projects to ensure timeliness, correctness, and completion.
- 2305.2.4** Recommends development and standardization maintenance and operating procedures and methods to improve the efficiency and effectiveness of facilities maintenance operations.
- 2305.2.5** Inspects District facilities and makes recommendations to modify, improve and/or replace equipment when necessary to support demand and/or improve efficiency.
- 2305.2.6** Performs preventive/predictive maintenance per requirements and performs non-scheduled or emergency maintenance when required.
- 2305.2.7** Performs repairs on HVAC, motors, controls, plumbing, exhaust fans and similar equipment. Calibrate all controls for heating and air conditioning.
- 2305.2.8** Maintains accurate records with regard to annual inspections of equipment and general preventative maintenance.

2305.2.9 Responds to emergencies as required, evaluates building damage, coordinates activities with other responders to provide effective response to protect District property.

2305.2.10 Prepares preliminary time and material cost estimates on proposed projects.

2305.2.11 Performs other related duties as assigned.

2305.3 Required Qualifications: Three years of experience in facility or building maintenance. Technical training and or education in construction, engineering or a field related to the work of facility or building management. Possession of an Associate of Arts degree is highly desirable. Possession of a valid California driver's license and a United States Citizen.

2305.4 Skills and Abilities:

2305.4.1 Knowledge of policies, procedures, equipment, materials and supplies related to the construction, operation, maintenance and repair operations of facility found in District setting, including HVAC maintenance, custodial and janitorial maintenance, rodent and pest control, carpentry, electrical, and plumbing activities.

2305.4.2 Knowledge of safety principles, practices and procedures for building and facility related projects.

2305.4.3 Ability to use power and hand and power tools and materials used in all facets of building maintenance construction, and landscaping work.

2305.4.4 Ability to exercise sound judgment in completing assignments.

2305.4.5 Knowledge of building codes associated with painting, electrical and mechanical equipment.

2305.4.6 Ability to communicate effectively both orally and in writing.

2305.4.7 Ability to establish and maintain cooperative working relationships.

2305.4.8 Ability to understand and follow oral and written instructions.

2305.4.9 Ability to read and write at a level necessary for successful job performance.

2305.4.10 Ability to lift item weighing up to 70 pounds.

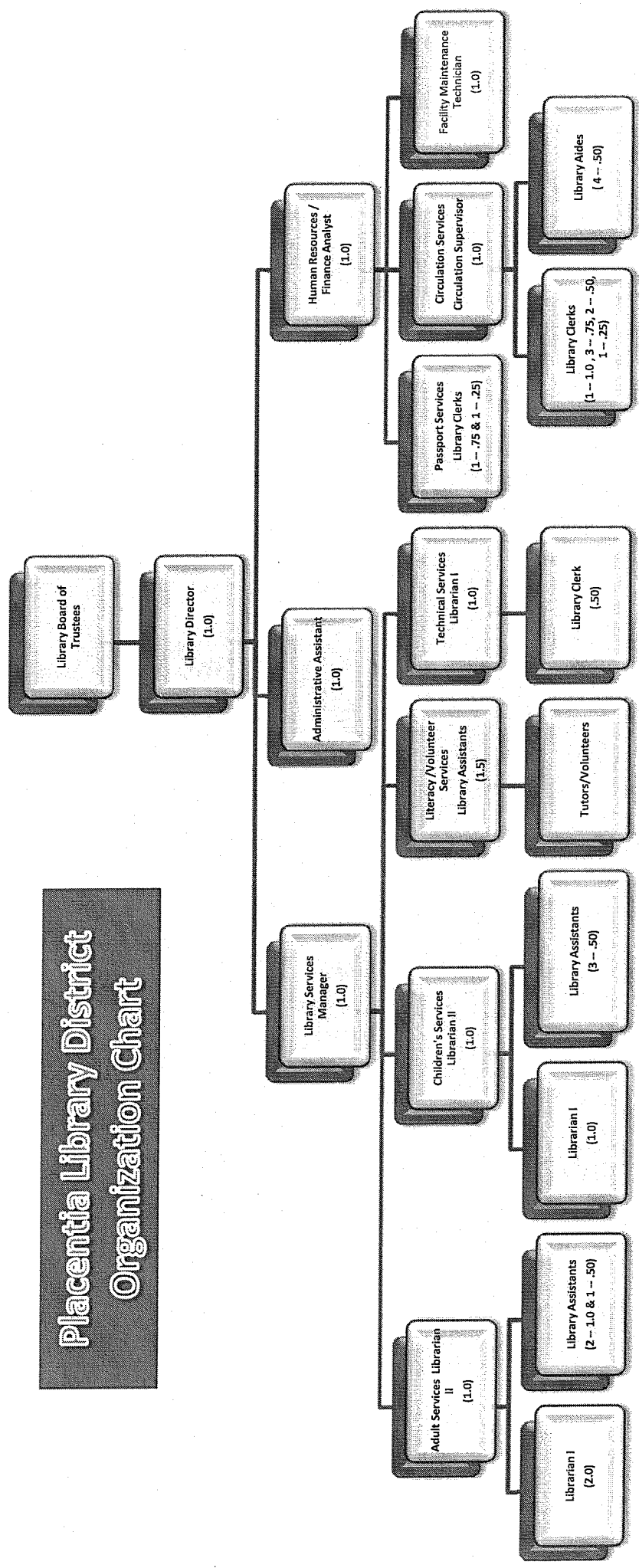
2305.4.11 Ability to use standard office equipment.

2305.6 Working Environment/Conditions:

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. Incumbents must have the physical ability to stand, walk, climb stairs and ladders, stoop, kneel, use both arms, hands and legs. Weekend and evening work and attendance at off-hours meetings and occasional travel are required. May be required to return to work during non-business hours in emergency situations and to perform work on a scheduled stand-by assignment.

2300.7 Fair Labor Standards Act Designation: Non-Exempt.

Placentia Library District Organization Chart



Placentia Library District

Proposed Personnel Allocation for Fiscal Year 2009-2010
Presented to the Library Board of Trustees May 18, 2009

	Admin	Technical	Reference	Children's YA	Circulation Passport	History Room	Literacy Volunteer	TOTAL
Library Director	1.00							1.00
Library Services Manager	1.00							1.00
Human Resources/Finance Analyst	1.00							1.00
Administrative Assistant	1.00							1.00
Facility Maintenance Technician	0.75							0.75
Librarian II				1.00				1.00
Librarian I		1.00	1.75			0.25		3.00
Library Assistant			1.25	1.25			0.25	2.75
Circulation Supervisor					1.00			1.00
Library Clerk I					4.39			4.39
Substitute Librarian			0.37	0.13				0.50
Substitute Clerk					0.75			0.75
Library Aide					2.13			2.13
Page					0.75			0.75
TOTAL	4.75	1.00	3.37	2.38	9.02		0.25	21.02

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Establish the Exempt and Non-Exempt Salary Schedules for Fiscal Year 2009-2010, effective, July 1, 2009, and Adopt by Resolution 09-10.

DATE: May 18, 2009

BACKGROUND

This is the ninth year that Placentia Library District will be operating without a Memorandum of Understanding (MOU) with its staff. The Orange County Employees Association is no longer willing to represent the staff and it has not yet acquired a new representative.

The expired Contract provided for a percentage salary increase for each fiscal year equal to the percent rise, to the nearest tenth (0.1) of one percent, in the cost of living for the period March to March as measured by the Bureau of Labor Statistics Consumer Price Index "All Items" for the Los Angeles-Riverside-Orange County area.

Attachment A is the COLA report.

Attachment B is the Wage and Salary Schedules for Placentia Library District for Fiscal Year 2009-2010, effective July 1, 2009 with a one percent COLA adjustment for all staff, excluding the Library Director and Page positions.

Attachment C is Resolution 09-10 establishing the Wage and Salary Schedules for Placentia Library District for Fiscal Year 2009-2010, effective July 1, 2009.

RECOMMENDATION:

1. Read Resolution 09-10 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Salaries for Employees of the District for Fiscal Year 2009-2010.
2. Adopt Resolution 09-10 by Roll Call Vote.

**CONSUMER PRICE INDICES FOR ALL URBAN CONSUMERS (CPI-U)
LOS ANGELES CMSA
FISCAL YEAR AVERAGES a/
(1982-84=100)**

<u>Fiscal Year</u>	<u>Los Angeles CMSA</u>	<u>% Change</u>
1989-90	131.9	5.4
1990-91	139.0	5.4
1991-92	144.0	3.6
1992-93	148.7	3.3
1993-94	151.3	1.7
1994-95	153.7	1.6
1995-96	155.7	1.3
1996-97	158.8	2.0
1997-98	161.0	1.4
1998-99	164.1	1.9
1999-00	168.5 r/	2.6
2000-01	174.7	3.7
2001-02	179.7	2.8
2002-03	185.0	3.0
2003-04	189.4	2.3
2004-05	197.1	4.1
2005-06	206.9	5.0
2006-07	213.9	3.4
2007-08	221.396	3.5
2008-09 f/	227.6	2.8
2009-10 f/	231.6	1.7
2010-11 f/	237.8	2.7
2011-12 f/	244.7	2.9

f/ Governor's Budget Forecast, November 2008

r/ US, LA and SF CPI revised by BLS, Sept 28, 2000

a/ July to June

NOTE: Beginning with the January 2007 data, indices published by the Bureau of Labor Statistics will be rounded to three decimal places.
The California indices conform to this change

All Urban Consumers: Includes, in addition to wage earners and clerical workers, groups such as professional, managerial, and technical workers, the self-employed, short-term workers, the unemployed, and retirees, and others not in the labor force.

Los Angeles CMSA: Includes the counties of Los Angeles, Orange, Riverside, San Bernardino, & Ventura
California: Weighted average of San Francisco CMSA, Los Angeles CMSA and (from 1965-1986) San Diego indices.

Updated:
January 9,
2009

Filename: bbfycpi

**PLACENTIA LIBRARY DISTRICT
PROPOSED SALARY SCALE FOR
FISCAL YEAR 2009-2010**

**Effective
NON-EXEMPT**

	1	2	3	4	5	6	7	8	9	10
LIBRARY AIDE										
HR	9.25	9.48	9.72	9.96	10.21	10.47	10.73	11.00	11.27	11.83
PP	740.00	758.50	777.46	796.90	816.82	837.24	858.17	879.63	901.62	946.70
AN	19,240.00	19,721.00	20,214.03	20,719.38	21,237.36	21,768.29	22,312.50	22,870.31	23,442.07	24,614.18
MO	1,603.33	1,643.42	1,684.50	1,726.61	1,769.78	1,814.02	1,859.38	1,905.86	1,953.51	2,051.18
LIBRARY CLERK										
HR	13.57	13.91	14.26	14.61	14.98	15.35	15.74	16.13	16.53	17.36
PP	1,085.60	1,112.74	1,140.56	1,169.07	1,198.30	1,228.26	1,258.96	1,290.44	1,322.70	1,388.83
AN	28,225.60	28,931.24	29,654.52	30,395.88	31,155.78	31,934.68	32,733.04	33,551.37	34,390.15	36,109.66
MO	2,352.13	1,875.47	1,922.27	1,970.80	2,019.33	2,661.22	2,727.75	2,795.95	2,865.85	3,009.14
CIRCULATION SUPERVISOR										
HR	15.35	15.73	16.13	16.53	16.94	17.37	17.80	18.25	18.70	19.64
PP	1,228.00	1,258.70	1,290.17	1,322.42	1,355.48	1,389.37	1,424.10	1,459.71	1,496.20	1,571.01
AN	31,928.00	32,726.20	33,544.36	34,382.96	35,242.54	36,123.60	37,026.69	37,952.36	38,901.17	40,846.23
MO	2,660.67	2,727.18	2,795.36	2,865.25	2,936.88	3,010.30	3,085.56	3,162.70	3,241.76	3,403.85
LIBRARY ASSISTANT										
HR	18.23	18.69	19.15	19.63	20.12	20.63	21.14	21.67	22.21	23.32
PP	1,458.40	1,494.86	1,532.23	1,570.54	1,609.80	1,650.05	1,691.30	1,733.58	1,776.92	1,865.76
AN	37,918.40	38,866.36	39,838.02	40,833.97	41,854.82	42,901.19	43,973.72	45,073.06	46,199.89	48,509.88
MO	3,159.87	3,238.86	3,319.83	3,402.83	3,487.90	3,575.10	3,664.48	3,756.09	3,849.99	4,042.49
LIBRARIAN I										
HR	21.54	22.08	22.63	23.20	23.78	24.37	24.98	25.60	26.24	27.56
PP	1,723.20	1,766.28	1,810.44	1,855.70	1,902.09	1,949.64	1,998.38	2,048.34	2,099.55	2,204.53
AN	44,803.20	45,923.28	47,071.36	48,248.15	49,454.35	50,690.71	51,957.98	53,256.93	54,588.35	57,317.77
MO	3,733.60	3,826.94	3,922.61	4,020.68	4,121.20	4,224.23	4,329.83	4,438.08	4,549.03	4,776.48
LIBRARIAN II										
HR	25.10	25.73	26.37	27.03	27.71	28.40	29.11	29.84	30.58	32.11
PP	2,008.00	2,058.20	2,109.66	2,162.40	2,216.46	2,271.87	2,328.66	2,386.88	2,446.55	2,568.88
AN	52,208.00	53,513.20	54,851.03	56,222.31	57,627.86	59,068.56	60,545.27	62,058.91	63,610.38	66,790.90
MO	4,350.67	4,459.43	4,570.92	4,685.19	4,802.32	4,922.38	5,045.44	5,171.58	5,300.86	5,565.91
PAGES										
Starting Wage			6 Months	1 Year	18 Months					
	8.00		8.40	8.82						9.26

Signature _____ : Approved _____
Al Shkoler, President

Effective: _____

**PLACENTIA LIBRARY DISTRICT
PROPOSED SALARY SCALE FOR
FISCAL YEAR 2009-2010**

Effective
EXEMPT

	1	2	3	4	5	6	7	8	9	10
LIBRARY DIRECTOR										
HR										
PP										
AN	100,000.00									
MO										
LIBRARY SERVICES MANAGER										
HR	32.70	33.52	34.36	35.21	36.09	37.00	37.92	38.87	39.84	41.83
PP	2,616.00	2,681.40	2,748.44	2,817.15	2,887.57	2,959.76	3,033.76	3,109.60	3,187.34	3,346.71
AN	68,016.00	69,716.40	71,459.31	73,245.79	75,076.94	76,953.86	78,877.71	80,849.65	82,870.89	87,014.44
MO	5,668.00	5,809.70	5,954.94	6,103.82	6,256.41	6,412.82	6,573.14	6,737.47	6,905.91	7,251.20
HUMAN RESOURCES/ FINANCE ANALYST										
HR	26.27	26.93	27.60	28.29	29.00	29.72	30.47	31.23	32.01	33.61
PP	2,101.60	2,154.14	2,207.99	2,263.19	2,319.77	2,377.77	2,437.21	2,498.14	2,560.60	2,688.63
AN	54,641.60	56,007.64	57,407.83	58,843.03	60,314.10	61,821.96	63,367.50	64,951.69	66,575.48	69,904.26
MO	4,553.47	4,667.30	4,783.99	4,903.59	5,026.18	5,151.83	5,280.63	5,412.64	5,547.96	5,825.35
ADMINISTRATIVE ASSISTANT										
HR	20.97	21.49	22.03	22.58	23.15	23.73	24.32	24.93	25.55	26.83
PP	1,677.60	1,719.54	1,762.53	1,806.59	1,851.76	1,898.05	1,945.50	1,994.14	2,043.99	2,146.19
AN	43,617.60	44,708.04	45,825.74	46,971.38	48,145.67	49,349.31	50,583.04	51,847.62	53,143.81	55,801.00
MO	3,634.80	3,725.67	3,818.81	3,914.28	4,012.14	4,112.44	4,215.25	4,320.63	4,428.65	4,650.08

Signature _____ : Approved _____ : Effective: _____
 Al Shkoler, President

RESOLUTION 09-10

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO ESTABLISH THE SALARIES FOR EMPLOYEES OF THE DISTRICT
FOR FISCAL YEAR 2009-2010

WHEREAS, Section 19469 of the Education Code of the State of California establishes that the Board of Library Trustees shall fix the compensation for all employees.

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the Placentia Library District Salary Scale for Employees for Fiscal Year 2009-2010 dated May 18, 2009, and implements such on July 1, 2009.

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood

NOES: None

ABSENT: None

ABSTAIN: None

State of California)

)ss.

County of Orange)

I, Richard DeVecchio, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a regular Meeting hereof held on the eighteenth day of May, 2009.

IN WITNESS THEREOF, I have hereunto set my hand and seal this eighteenth day of May, 2009.

Richard DeVecchio, Secretary
Placentia Library District Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Portal Design For the Children's & Teen Area
DATE: May 18, 2009

BACKGROUND

The Project is to construct an ornamental portal resembling a shelf of children's books that would divide the children's library from the adult library area. Approximately 35 feet in length, it would extend from the Northwest corner of the central office area and end at the Northeast corner of the Children's Desk. It would be no more than 6 1/2 feet in height (although for design purposes some sections might be lower), and would include wide openings for access to the Children's Library. The east side of the portal would include conduits for electrical and computer cables for a computer cluster envisioned for that area.

Portal Concept

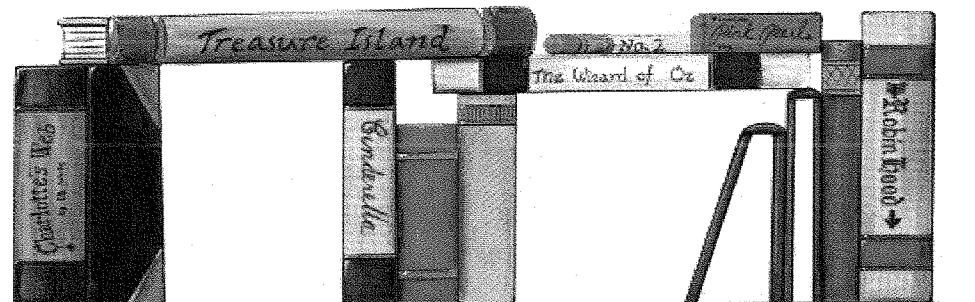


Photo of area with location of proposed portal shown in white



RECOMMENDATION:

Action to be determined by the Library Board of Trustees.

