



Library Board of Trustees

Regular Meeting

**August 18, 2008
6:30 P.M.**

**Placentia Library
Meeting Room**

Goodson

AGENDA






SPECIAL MEETING PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Thursday, August 21, 2008
4:00 P.M.

Placentia Library Meeting Room

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.*

1. Roll Call

Recorder

AS
RO
BE
JT
GN

2. Adoption of Agenda

M1 BT
M2 GN

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

3. Oral Communications

At this time, in accordance with California Government Code Section 54954.3, members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board.

In accordance with Library Board Policy adopted on April 13, 1992, presentations by the public are limited to 5 minutes per person.

In accordance with California Government Code Section 54954.3, 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 by Government Code Section 54954.2(b).

4. FY2008-2009 District Budget Resolutions

Presentation: Interim Library Director
Recommendation: Motion to read Resolution 09-03 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2008-2009 Budgets for the Placentia Library District of Orange County; and

Motion to adopt Resolution 09-03 by a roll call vote; and

Authorize the Chair and Secretary of the Placentia Library District Board of Trustees to sign the Orange County Budget Forms.

M1 GW
M2 JT
M1 GW RD
M2 BE
M4 - BE
M2 GW

5. Closed Session to Discuss a Personnel Matter

Pursuant to California Government Code Section 54957 a closed session will be held to discuss a personnel matter.

Presentation: Library Board President will report on the Closed Session
Recommendation: Action to be determined by the Library Board of Trustees

ADJOURNMENT

6. Agenda Preparation for the September Unusual Meeting, which will be held on Tuesday, September 23, 2008 at 6:30P.M.
7. Review of Action Items.

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

8. Adjourn

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

I, Wendy Goodson, Administrative Services Manager for Placentia Library District, hereby certify that the Agenda for the Thursday, August 21, 2008 Special Meeting of the Library Board of Trustees of the Placentia Library District was posted on Tuesday, August 19, 2008.



2. Adoption of Agenda

Richard Gae

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

3. Oral Communications

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Action may not be taken on items not on the Agenda except in emergencies or as otherwise authorized by Government Code Section 54954.2(b).

none

4. Discussion - Library Director Vacancy

Presentation: Interim Library Director
Recommendation: Action to be determined by the Board of Trustees

5. Closed Session to Discuss a Personnel Matter

*Review of expectations w/ finalist with Board.
no action taken*

Pursuant to California Government Code Section 54957 a closed session will be held to discuss a personnel matter.

Presentation: Library Board President will report on the Closed Session
Recommendation: Action to be determined by the Library Board of Trustees

al Sheskey announced the interim Director instructed to consult with the District's legal counsel on personnel matters.

ADJOURNMENT

6. Agenda Preparation for the August Regular Meeting, which will be held on Monday, August 18, 2008 at 6:30P.M.

none

7. Review of Action Items.

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

AGENDA

SPECIAL MEETING PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES






Saturday, August 16, 2008

10:00 A.M.

Placentia Library Meeting Room

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.

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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.*

1. Roll Call

Recorder

Presentation: Library Director
Recommendation: Adopt by Motion

3. Oral Communications

At this time, in accordance with California Government Code Section 54954.3, members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board.

In accordance with Library Board Policy adopted on April 13, 1992, presentations by the public are limited to 5 minutes per person.

In accordance with California Government Code Section 54954.3, 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 emergency or as otherwise authorized by Government Code Section 54954.2(b).

4. Award of interior painting contract

M1 - 6W
M2 - RAD
as usual
sealer & primer

Presentation: Library Director
Recommendation: Action to be determined by the Board of Trustees

5. Award of children's department furniture disposal contract

Presentation: Library Director
Recommendation: Action to be determined by the Board of Trustees

6. Closed Session to Discuss a Personnel Matter

Pursuant to California Government Code Section 54957 a closed session will be held to discuss a personnel matter.

Presentation: Library Board President
Recommendation: Action to be determined by the Library Board of Trustees

ADJOURNMENT

7. Agenda Preparation for the September Regular Meeting, which will be held on Monday, September 29, 2008 at 6:30P.M.

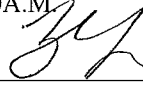
8. Review of Action Items.

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

9. Adjourn

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

I, Wendy Goodson, Administrative Services Manager for Placentia Library District, hereby certify that the Agenda for the Thursday, September 18, 2008 Emergency Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, September 18, 2008 at 11:00A.M.



Board & Administrator

FOR ADMINISTRATORS ONLY

July 2008 Vol. 24, No. 11

Editor: Jeff Stratton

Performance planning and review takes the pain out of administrator evaluation

New approach delivers better results

Too often, it seems board members would rather have a root canal than conduct the administrator's performance appraisal, said Executive Director Stephen Hansen (Vancouver, British Columbia).

That mind-set can create trouble. That's because the administrator's evaluation is frequently ignored or left to the last minute, Hansen said. "When the board doesn't provide an appraisal for several years, that's a significant problem and also a missed opportunity," he said.

What's even worse is a board that leaves the evaluation alone for years and then zaps the administrator when there is a problem, Hansen said.

A Performance Planning and Review process can eliminate problems like these while increasing dialogue and discussion about the exec's performance, Hansen said, pointing out that he doesn't know of any successful organization where the board doesn't have a solid relationship with its administrator.

Traditional Evaluation vs. Performance Planning and Review	
Traditional Evaluation:	PPR:
Looks back	Looks ahead
Summative	Formative
Episodic	Ongoing
Judgmental	Collaborative
Source: Stephen Hansen, executive director, British Columbia School Trustees Association. ■	

PPR, which Hansen characterizes as a new way to approach assessment, has an annual three-step circular cycle, he said.

1. Begin with Performance Planning, to develop Key Results and Key Competencies the executive director should demonstrate.
2. Engage in Ongoing Communication throughout the year.
3. Participate in Review and Learning, the feedback portion of PPR.

The PPR approach creates confidence between the board and administrator, said Hansen. "It's something you use if you want to keep your administrator and build confidence," he said.

PPR requires approximately 10-12 hours of meeting time between the board and administrator each

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Board & Administrator

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From The Board Doctor®

Did board members qualify as employees in terminated exec's lawsuit?

If the board wrongfully terminates your employment, you certainly have the option of pursuing legal recourse. A recent U.S. Circuit Court of Appeals decision, however, suggests executive directors at smaller nonprofit organizations may not have any success pursuing federal claims for wrongful termination, arguing that the organization's board members are employees.

Fred Fichman was executive director at the nonprofit Media Center. After the board fired him, Fichman sued the Media Center for allegedly violating the Age Discrimination in Employment Act and the Americans with Disabilities Act.

A Nevada federal judge dismissed the case on grounds that the court lacked jurisdiction over the employment dispute because the Media Center did not have enough employees for either federal law to apply. Under the ADEA, employers must have 20 or more employees on the payroll, while the ADA requires at least 15.

Fichman appealed and argued that the Media Center's nine-member board along with about 80 content producers should be considered employees for purposes of ADEA and ADA coverage.

The U.S. Court of Appeals for the Ninth Circuit confirmed that the court could not exercise jurisdiction under either statute. To support its decision, the court noted that the board was an unpaid, voluntary body. The board, not the Media Center, selected its own members. In addition, the board was self-governed by its own bylaws, made policy, and supervised the executive director.

Case name: *Fichman v. Media Center*; U.S. Court of Appeals for the Ninth Circuit., No. 05-16653, January 14, 2008.

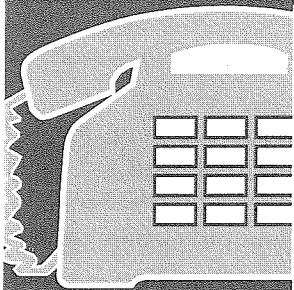
Sincerely,

Jeff Stratton jeff_stratton@msn.com;
(515) 963-7972

P.S. I'd like to hear from long-time readers in advance of B&A's upcoming 25th anniversary of publication ■

Board Issues Hotline

(515) 963-7972



Assemble the board orientation manual with strategic intent

Most executive directors spend hours developing an orientation manual for new board members. I've reviewed many of them over the years and have come to realize that how the materials are arranged in the manual can drive home important messages.

An example: What should appear after the manual's table of contents? Most execs place the organization's mission statement there, and that makes good sense. Ensuring

achievement of the organization's mission is the board's first responsibility.

But what should follow the organization's mission statement in the orientation manual? Emphasize the importance of the board's work in meeting the mission by placing the board's meeting attendance policy on the facing page. You will strategically connect presence at meetings with the board's key job of ensuring that the organization's mission is being met. ■

Executive pay increases with size of board

As board size increases, so does the size of the administrator's paycheck. That's a general finding from Board & Administrator's 2008 Nonprofit Executive Compensation Report.

You'll note in the chart below that administrators who work with a board of 6-10 members earn, on average, \$84,433. As board size increases through the next three board-size categories, the executive director's av-

erage pay increases \$5,000, \$19,000 and \$6,000 respectively.

In the chart, you'll also find data on median pay, average raise for the past 12 months, and average raise expected in the next 12 months all compared to board size.

The average salary for executives responding to B&A's survey was \$94,811 and the salary median was \$92,900. ■

# Board members	Avg. salary	Median salary	Avg. raise past 12 months	Avg. raise next 12 months
0-5	\$104,695	\$108,902	4.3%	4.8%
6-10	\$84,433	\$82,000	4.6%	4.4
11-15	\$89,615	\$92,900	6%	3.9%
16-25	\$109,233	\$107,500	5.3%	4.7%
25+	\$115,562	\$91,131	4.2%	3.9%

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Is there a connection between board size and administrators' benefits?

The chart below shows comparative data for executive director benefits and the size of the board they work with. You'll find information on average value of the fringe benefits

package, average monthly vehicle stipend and average bonus (for administrators who reported receiving a monthly vehicle stipend and annual bonus). ■

# Board members	Avg. fringe benefits	Avg. stipend	Avg. bonus
0-5	*	\$400	\$19,000
6-10	\$18,172	\$507	\$3,700
11-15	\$16,153	\$577	\$4,190
16-25	\$19,525	\$484	\$10,100
25+	\$31,700	\$450	\$3,367

* No data

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Board & Administrator for Administrators Only

Publisher
Kenneth F. Kahn

V. P. Editorial
Claude J. Werder

Executive Editor
Candace Gallo

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Sr. Marketing Director
Dana Eynon

Product Group Manager
Virginia Charleston

Publications Director
Roberta J. Crusemire

Production Director
Joseph Ciocca

Editor

Jeff Stratton
For editorial inquiries, call Jeff at (515) 963-7972
Fax: (515) 963-7972
E-mail: jeff_stratton@msn.com

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Continued from page 1

year, excluding the individual time the board and administrator invest.

Here's more on each step in the cycle:

Step 1. During Performance Planning, agree on three to four Key Results the board would like the administrator to achieve. These should be based on the organization's goals and priorities as identified by the board, ideally during a board self-appraisal, Hansen said.

In addition, set three Key Competencies the board wants its administrator to exhibit. Key Competencies include skills in areas like planning, governance and organizational management that require more description than a yes/no checklist evaluation approach to assessment, Hansen said.

"The board and administrator should agree on the results and competencies at a session where the board defines its priorities for the administrator to achieve," Hansen said. Performance planning should result in items with a reasonable expectation of being achieved by year's end, he said.

You can find an example of a Key Competency below, and an example of a Key Result in this month's report to your board.

Step 2. During the Ongoing Communication phase of PPR, the exec provides regular feedback to the board on the Key Results and Competencies. During these sessions, the board should provide positive reinforcement to the administrator for results and suggestions for areas that require improvement. Ongoing communication sessions should occur over the course of the year, Hansen said.

Administrator Keven Elder, Saanichton, British Columbia, said he and his board meet in one-hour closed sessions two or three times throughout the year prior to their regular meetings. "I update the board on my progress and the challenges I'm facing with the Key Results and Competencies," he said.

As a side benefit, staff now view closed sessions as a natural event, because the board and Elder meet regularly in closed session for the PPR discussions. "These meetings have rid us of suspicions in the office about personnel issues," Elder said.

Step 3. Review and Learning. During the final step, the board gathers data and assesses the administrator's performance on Key Results and Competencies. The board and administrator discuss successes and areas to be developed, and then incorporate what was learned during the cycle into its plans for next year's PPR cycle.

Step three should result in a co-written narrative report that summarizes the process and its results, Hansen said. The report would satisfy any contractual provision requiring an evaluation of the executive, he said.

If PPR is conducted properly, the administrator shouldn't have to rebut the contents in the final report, Hansen said, because an issue would have been addressed much earlier in the PPR process. "If you have a surprise at the end of the PPR cycle, something went wrong," he said.

For information, contact Hansen at shansen@bcsta.org. ■

Sample Key Competency No. 1

Values and Ethics of Leadership: The Administrator will:

- Model appropriate values, ethics and morality.
- Balance community demands in the interest of those we serve.

Indicators of Success

1. The administrator will adhere to the core values to which he and the board aspire, namely compassion, fairness, honesty, responsibility and respect.
2. The administrator will demonstrate that he recognizes and responds appropriately to issues requiring an assessment of and action related to matters of morality, or "right versus wrong."

Evidence (referenced to indicator numbers)

Source: Adapted from Stephen Hansen, executive director, British Columbia School Trustee's Association. ■

Key on board communications when money gets tighter

If you haven't already, you can expect to feel the U.S. economic downturn at your organization. You'll probably notice it most as contributions to fundraising appeals fail to meet goals, because people are worried about their own pocketbook issues.

Veteran nonprofit execs say that when you face a financial crunch, your handling of financial information to the board can build board confidence and trust. Consider these reporting strategies:

- **Provide financial education.** CEO Linda Doyle (Ames, Iowa) said that a part of each May retreat with her board is devoted to financial education. The review orients new members and gives a refresher to vets. The organization's CFO explains how to read balance sheets and income statements.

Executive Director Pamela Mott (Sayre, Penn.) said her organization uses the accrual method of accounting. "Sometimes that is confusing to board members, so I will bring in our accountant to our meeting to answer questions."

- **Get an early start on budget development.** Administrator Stephen Kleinsmith (Nixa, Mo.) said he begins gathering data for the coming year's budget right after the board approves it. "This helps us constantly revise information as more factors become known," he said.

- **Include the finance committee's meeting minutes in the board's meeting packet.** Mott said detailed explanation of variances in the minutes answers many board questions in advance of meetings.

- **Provide accurate financial figures.** When numbers are consistently incorrect or projected incorrectly, trust is eroded at the board level, said Administrator Lowell Billings (Chula Vista, Calif.). "The overall pattern of projections must be solid," he said. "That means a lot of work must be done up-front to check and recheck assumptions and conditions."

- **Give clear variance explanations.** Administrator Susan Fahle (Chula Vista, Calif.) said you need to show the reason the numbers have changed — higher product costs, additional personnel, state or federal funding level variations. "Board confidence builds when the explanation for changes is logical and presented in plain language," she said.

- **Develop trust via individual meetings with board members.** Administrator Donna Morelle

(Cumberland, R.I.) said there must be trust between board members, the administrator and her management team. "Consistency and clarity in communicating financial information is the key," she said.

"I find it helpful to invite board members in individually to discuss our finances periodically," Morelle said. "That helps me be certain that I understand any areas of question or concern on their minds."

- **Use a multi-year comparison sheet to illustrate the organization's financial history.** Administrator Mike Pettibone (Monroe, Ind.) shares a 5-Year Comparison update with his board on a monthly basis. The chart compares MTD revenue, YTD revenue, MTD expended and YTD expended, the unencumbered balance and the percent encumbered, and year-end cash balances for the current year and preceding four years.

He uses this report to explain unusual expenditures in the 5-Year Comparison. "We just had to replace a \$10,000 water heater and I noted which fund [the] money would be drawn from to pay for it," Pettibone said.

- **Educate, educate, educate on current issues.** Pettibone uses an annual state of the organization report to clarify the financial status. He explains the purpose of each of the organization's general funds, its recent history, and any current developments. In his report this spring, Pettibone wrote: "We've experienced a growth in students with special transportation needs, primarily wheel chairs; that growth has caused the purchase of additional buses." ■

Financial strategies build board trust

The following reports and methods keep board members current on the organization's financial situation, said Administrator Stephen Kleinsmith (Nixa, Mo.).

- Monthly administrator's report at board meeting.
- Monthly financial statement.
- Monthly administrator's updates/reports for the board.
- Board retreats/study sessions, twice a year.
- Yearly budget study session.
- Annual audit report. ■

Funding News

The Caring Institute

Scope: Inspired by the example of Mother Teresa, the Caring Institute was founded in 1985 to honor and promote the values of caring, integrity and public service. The organization celebrates individuals who devote their lives in service of the disadvantaged, the poor, the disabled and the dying. Nominations are invited, describing individuals who have demonstrated selflessness, exhibited a long-term commitment to service and society, and have had a significant impact on the lives of others.

Deadline: Sept. 28.

Funds: Recipients are flown to Washington, D.C., honored at a special ceremony, and inducted into the Hall of Fame for Caring Americans. Young adult recipients are given an education scholarship.

Eligibility: Anyone may submit a nomination.

Contact: National Caring Awards, Caring Institute, 228 Seventh St., S.E., Washington, DC 20003, e-mail, info@caringinstitute.org, Internet, www.caringinstitute.org. ■

Cruise Industry Charitable Foundation

Scope: The Cruise Industry Charitable Foundation focuses its philanthropic efforts on programs designed to improve the quality of life in communities served by the industry in the areas of civic and community development; job creation and training; educational opportunities for youth that improve literacy, teach basic life skills, and promote good citizenship; public health programs; and environmental preservation.

Deadline: Submit applications at the beginning of the year or the beginning of each quarter.

Funds: Grants are limited to three years.

Eligibility: Nonprofit organizations with 501(c)(3) tax-exempt status.

Contact: Cruise Lines International Association Inc., 910 S.E. 17th St., Suite 400, Fort Lauderdale, FL 33316; Attn: Cynthia Colenda, e-mail, oklewicz@alcalde-fay.com; Internet, www.cruising.org/industry/cruise-industry.cfm. ■

A Room of Her Own Foundation

Scope: A Room of Her Own Foundation was established in 2000 to provide innovative arts patron-

age for women writers and artists, and to writers and artists. This year the foundation will bestow the annual Gift of Freedom Award to a female writer of fiction, creative nonfiction, poetry or playwriting.

Deadline: Oct. 31.

Funds: The award is \$50,000 over two years. The grant winner must commit to a specific goal that will result in a finished work.

Eligibility: Applicants must be U.S. citizens living in the United States during the grant period.

Contact: AROHO, P.O. Box 778, Placitas, NM 87043; e-mail, info@aroomofherownfoundation.org; Internet, www.aroomofherownfoundation.org. ■

American Foundation for Suicide Prevention

Scope: The American Foundation for Suicide Prevention, which is dedicated to research on and prevention of suicide, will fund research grants across disciplines — from psychiatry to health services administration — to probe the causes of suicide and factors related to suicide risk, or to test treatment and interventions to prevent suicide.

Deadline: June 15 and Dec. 15 for all categories.

Funds: Up to \$100,000 over two years for Distinguished Investigator Grants and Standard Research Grants; \$75,000 over two years for Standard Research Grants; up to \$85,000 over two years for Young Investigator Grants; up to \$100,000 over two years for Postdoctoral Research Fellowships (a \$42,000 stipend in the first year and \$46,000 in the second, with a \$6,000 a year institution allowance); and up to \$30,000 for one or two years for Pilot Grants.

Eligibility: For Distinguished Investigator Grants and Standard Research Grants, investigators at the level of associate professor or higher with an established record of research and publication on suicide; for Standard Research Grants, investigators at any level; for Young Investigator Grants, recipients are at the level of assistant professor or lower; and for Postdoctoral Research Fellowships, recipients have a Ph.D. or M.D., or other doctoral degree within the preceding six years and have not had more than three years of fellowship support.

Contact: Tracey Auster, (212) 363-3500, ext.15; Internet, www.afsp.org. ■

Tips From The Trenches

Short-term committees have advantage over standing committees

Nonprofit consultant Terrie Temkin, of CoreStrategies4Nonprofits, said organizations that use short-term ad hoc committees formed for a specific purpose have the opportunity to build more community engagement.

"This approach allows you to use more people from the community," Temkin said.

If your organization uses very broad-based committees, like a development committee, that uses the same five board members for the full year, you lose the chance to engage more and different types of citizens with your organization.

But if you put together an ad hoc committee to research new trends in fundraising events, disband it and then pull together groups to produce two different events, you've introduced many more people to your organization, Temkin said.

"That gives them a chance to become passionate about what you do," she said.

For information, corestrategies4nonprofits.com. ■

Build contacts when you give a speech

In *10 Tips to Help You Conquer Your Fear of Public Speaking*, consultant Richard Male suggests distributing a sign-up sheet when you have a speaking engagement. Why? You'll generate names to put on the organization's mailing list to receive your newsletter and stay current with developments.

"When speaking to a small to mid-sized audience, pass around a sign-up sheet and ask the members to provide their name, e-mail address and mailing address," Male advises.

For information, www.richardmale.com. ■

Build credibility with the board, day-by-day

The title "Executive Director" does not automatically confer credibility.

Point: You have to earn that every day, every week and every year.

Administrators should understand the importance of being honest and up-front with the board.

That's how you build credibility and board trust in your leadership ability. ■

Keep the president informed

Plan on at least two face-to-face contacts per week with the board's chair and you'll not only keep her informed, but boost relations. Two ideas:

1. An in-person, midweek report. On Wednesday, get together to update the chair on the issues she's concerned with and the progress you are making.

2. An end of week summary. Consider stopping by the chair's house or business on Saturday for a review of the week. You'll have a chance to brief her in-depth on any issues that have popped up since the middle of the week. ■

Help the board build a team with the administrator

Ask your board to work with you to develop a set of rules, or "norms," for maintaining an effective relationship. The board should consider norms like:

- Hold regular board workshops to focus on board roles and relationships with the administrator.
- "Break bread together." Do this regularly to better know each other on a personal/human level.
- Commit to attending training sessions together.
- Act as a team member, not an individual.
- Ask questions of the administrator before the board meeting, so staff can be prepared. Never play "Stump the Executive Director."
- Attend the organization's functions and be seen with the executive director. People need to perceive you as a team.
- Compliment your administrator and administrative staff, both publicly and privately.
- Never criticize in public.
- Set fair and reasonable compensation levels for the administrative staff. The board shouldn't lose a good administrator over a couple thousand dollars.
- Forgo incivility.
- Don't make promises the board can't keep.
- Avoid "running interference" for others, either individuals or special interest groups. ■

Board Committee Mission worksheet

Each year, the board should discuss the mission of each standing committee. If the committee no longer serves its purpose, disband it. If a board committee has lost its focus, or is meddling in operational issues, redefine it, so that the board gets maximum value from its work. Start this process by having each standing committee complete the Board Committee Mission worksheet.

1. What are the goals and objectives for this committee?

Goal A:

Goal B:

Goal C:

2. How many committee members are needed?

3. Meetings:

How often?

When?

How many?

How announced?

Where held?

4. Budget:

How much was needed last year?

How much will be needed this year?

6. What goals and objectives did the committee accomplish last year?

7. What goals were not accomplished? Should they be kept on the committee's agenda this year?

8. With what other committees did you interact? Was the work duplicative?

9. How did you submit committee reports to the full board? How often?

10. What didn't you understand about your committee?

11. What changes to the committee would you like to see made?

12. Which board members would make productive contributions to this committee? ■

Board & Administrator

FOR ADMINISTRATORS ONLY

August 2008 Vol. 24, No. 12

Editor: Jeff Stratton

Recruit with "due diligence" to screen out potential problems

Form 990 changes drive need for stringent selection practices

If you've paid attention to the changes the IRS has made to its Form 990, you know that the form requires more disclosure of board members' potential conflicts of interest.

Frank Kurre, national managing partner of Grant Thornton's not-for-profit industry practice, said this heightened interest by the IRS requires organizations to take a due diligence approach to the screening and selection of potential board members.

"Nonprofits around the country have sustained reputational damage over the last few years because they didn't realize that their board members had a direct or indirect relationship with the same people doing business with the organization," Kurre said.

The draft instructions for the 2008 Form 990 define a conflict of interest: "A conflict of interest arises when a person of authority over an orga-

nization, such as an officer, director or manager, may benefit financially from a decision he or she could make in such capacity, including indirect benefits such as to family members or businesses with which the person is closely associated."

The IRS is interested in the relationships board members have not only with each other or members of management but also with outside vendors who do business with the organization, Kurre said. "I've seen a situation where a member of the organization's board is also the personal legal counsel to the organization's president," Kurre said. "There has to be independence at the board level from management."

Due diligence will also help the board screen out potential members who don't understand their role and may cause disruptions to board teamwork, Kurre said.

Kurre said organizations should use procedures like the following when screening new board members:

- Assess whether the candidate has any existing relationships that could lessen her ability to be objective and independent. Relationships to consider include those with existing board members or the staff, Kurre said. "That's an important question to ask because the conflict-of-interest information being sought on the IRS Form 990 has been significantly revised," Kurre said. You should inquire

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Board & Administrator

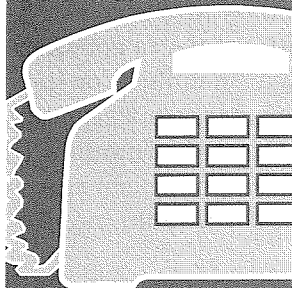
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Board Issues Hotline

(515) 963-7972



From The Board Doctor

Form 990 draft instructions target board member conflicts

The Internal Revenue Service has issued its draft instructions for the 2008 Form 990 (www.irs.gov/charities/article/0,,id=181091,00.html).

Steven T. Miller, commissioner, Internal Revenue Service recently called the redesigned Form 990's governance section the "crown jewel" in the efforts of the IRS to promote good governance. "I believe that poor governance leads to wasted assets, inefficient use of assets, and loss of public trust in the sector," he said.

"Over the past year, we have said repeatedly that we care because a well-governed organization is more likely to be compliant, while poor governance can easily lead to trouble," Miller said.

What's the message to nonprofit execs? Keep your board and its governance committee informed and educated about changes to the Form 990 and the coming final instructions.

In Section B of Part VI Governance, Management, and Disclosure, for example, the 990's draft instructions provide some insight into how the IRS thinks a nonprofit should handle board members' conflicts of interest. The instructions:

- **State what a conflict of interest policy should contain:** "A conflict of interest policy defines conflicts of in-

terest, identifies the classes of individuals within the organization covered by the policy, facilitates disclosure of information that may help identify conflicts of interest, and specifies procedures to be followed in managing conflicts of interest."

- **Define "conflict of interest."**
- **Ask whether board members are required to disclose annually their interests that could give rise to a conflict.** The instructions also suggest that this disclosure include a list of family members, business or investment holdings, and transactions or affiliations with other businesses and organizations.

- **Ask for a description of how the organization enforces its COI policy.** The draft instructions say the description should state which members are covered under the policy, the level at which decisions are made about whether a conflict exists, and the level at which actual conflicts are reviewed. The draft instructions also would require the organization to explain the restrictions imposed on board members who do have a conflict (refrain from deliberations and voting about the issue at stake in a transaction).

Sincerely,

Jeff Stratton (jeff_stratton@msn.com); (515) 963-7972 ■

Execs share mileage reimbursement rates

Gas prices are going through the roof, so nonprofit executives should consider asking for more generous mileage reimbursement rates during their next salary and benefits discussion.

The IRS 2008 standard mileage rates for the use of a car (including vans, pickups or panel trucks) is 50.5 cents per mile for business miles driven. A quick poll of execs who read *Board & Administrator* shows many accept lower mileage reimbursement for

business-related driving—the same rate as staff in the organization: 1) A Canby, Ore., CEO receives reimbursement of 35 cents a mile; 2) Executive Director Fred Roberts (Alexander, Ill.) said he is reimbursed 34 cents a mile; and 3) Administrator Stacy Wigfield (Eau Claire, Wis.) negotiated a \$300 a month allowance from her board; \$200 is an auto allowance, and \$100 is for high-speed Internet access at home, she said. ■

Male execs more likely to have annual evaluations

The chart below shows that male administrators receive an annual performance evaluation from their board at a higher rate than do female executives. Seventy-six percent of men receive an annual performance evaluation from their board, while 69% of women do. In addition, a higher percentage of women receive their evaluation every 2-3 years.

Other highlights:

- Women who receive an annual

evaluation earn, on average, \$85,986 with a median salary of \$84,000; men, \$107,297, with a median of \$101,500

- Men who receive an annual appraisal manage a budget of \$10.5 million; women, \$4.1 million.

- Men who receive their appraisal annually have, on average, 26 years of experience with 13 years in their current position; women have, on average, 21 years of experience with 11 of that in their current job.

	Annually	Every 2-3 yrs
Male	76%	12%
Female	69%	16%

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Can a board make decisions in executive session?

If your board enters into executive sessions for decision-making, it should do so with some rules in place. Here are some ways to ensure executive sessions are well handled.

1. **Ensure you have by-laws language on executive sessions in place and a board policy.** Have an attorney review your by-laws language and policy on executive sessions. There should be a clear statement about why the board will hold an executive session.

2. **Don't exclude the executive.** Executive sessions that exclude the administrator are not healthy to the board-administrator relationship. They can damage trust between the board and executive director.

3. **Use executive sessions judiciously.** Overuse of executive sessions can make employees suspicious about

what is taking place ("Who are they talking about?"). That is not conducive to a healthy workplace. In addition, boards should operate in a transparent fashion. Overuse of executive sessions defeats that.

4. **Keep minutes of the executive session,** but provide them to the board confidentially.

5. **Enter executive session with a purpose.** Reasons might include but are not limited to:

Assessing, rewarding or disciplining individuals; meetings where the information being discussed may compromise the relationship of the nonprofit with others or the relationship with stakeholders; labor issues and human resources issues; personal health information regarding an individual; and matters related to civil or criminal proceedings. ■

Board & Administrator for Administrators Only

Publisher
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Sr. Marketing Director
Dana Eynon

Product Group Manager
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Roberta J. Crusemire

Production Director
Joseph Ciocca

Editor

Jeff Stratton

For editorial inquiries,
call Jeff at (515) 963-7972

Fax: (515) 963-7972

E-mail: jeff_stratton@msn.com

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Create a program committee to prevent micromanagement

Beware of the standing board program committee that doesn't understand its job. Administrators know that if the program committee doesn't have a well-defined purpose, they tend to become micromanagers that get in the way of staff, productivity and progress.

More than 30 years ago, CEO Reno Berg (Ames, Iowa) had a board that wanted to establish a program committee with the purpose of reviewing all matters related to the organization's programs, no matter how small. "I told the board that if this was how they wanted to operate, they could hire someone else to direct the organization," he said.

But executive directors can receive valuable assistance from a program committee by concentrating board attention on strategic and policy matters facing the organization's programs. Here's how:

1. Give the committee a proper name, one that won't create confusion. Berg's board has a "program development" committee. Its purpose is to review any new programs or directions that staff would propose, he said.

"This committee does not consider program expansions, only new programs that we currently do not operate," Berg said.

President/CEO Gretchen Lawson (Kealakekua, HI) said her board's program services committee has a very clear job: "The committee reviews any new program initiatives we may be considering so that there is thorough discussion before it gets to the full board with a recommendation," she said.

2. Write clear duties and responsibilities for the committee. At Executive Director Ann Graff's organization (Marshall, Mo.), the program committee oversees program and facilities issues. It has these duties:

- Work with the executive director and designated staff to develop agency programs and services.
- Advise the board on strategic operational matters of the corporation.
- Review, monitor and evaluate all programs

through consultation with the executive director to ensure contract compliance.

- Conduct any evaluations that may be required by federal and state funding sources.
- Work with the executive director and designated staff to review needs for corporate facilities.

3. Suggest a change in focus. When a standing board committee involves itself too much in operational matters, tweak the committee's purpose. Executive Director Darrell Wilson (Redmond, Ore.) suggests focusing the committee's work on resource development. "That would include planning how to obtain things that are currently unaffordable," he said.

4. Don't use a program committee. What makes board members passionate at many organizations is the programs. But that doesn't mean you have to have a program committee. Executive Director Patti Manus (Hope, Ark.) said her board doesn't use one. "Because of interest expressed from members, we usually offer a report that has human interest information about each of our service areas," Manus said.

5. Reorganize the committee each year. Because committees work closer to programs than the full board does, they need a certain amount of preventive maintenance so that they don't meddle. That's doubly true for a program-type committee. Reorganize your committees each year and you and the board chair will have a chance to state the committee's responsibilities and limits of their authority. ■

In upcoming issues

Next month, *Board & Administrator* will celebrate its 25th year of publication. We'll take a look at some classic board relations strategies from the early days that still work well today.

Please contact me at jeff_stratton@msn.com if you are a long-time reader of *B&A*.

Jeff Stratton

Editor ■

Continued from page 1

not only about a candidate's relationships with existing board members and their personal and family relationships, but also who they sit with on other boards, he said.

- Discuss the candidate's approach to board service. Topics to be covered, Kurre said, include commitment to the mission and a willingness to serve on a committee and to attend board and committee meetings.

"Sometimes board members come to the board with a personal agenda," Kurre said. "They want to bring in their friends to profit from the connection to the organization, sometimes they are making a power play and want to be chair of the board, or they want to act as management on a daily basis.

"If they don't understand your governance philosophy or will cause major disruption to the

board, you don't want them on the board."

Inquire whether your candidates have served on other nonprofit boards. In addition to seeking information about their length of service and leadership positions, Kurre suggests asking board members and staff from that organization about their performance as a board member.

"Ask about why they were on the board for a short period of time or what they believe the board member's role is," Kurre said.

Kurre suggests that reference checks should be handled by whoever might have a connection to the organization. "Call several people and get a feel for the candidate's service on that board," he said.

See the Board Member Profile on page 8 for a tool you can use to assess potential new board members.

Contact Kurre at Frank.Kurre@gt.com. ■

Give full consideration to the benefits a candidate brings

Frank Kurre, national managing partner of Grant Thornton's not-for-profit industry practice, said the board's screening of potential new members should not only include a full discussion of matters like the potential monetary contribution a member could bring or the list of valuable contacts, but also specialized areas of knowledge.

For instance, "one of the clients we work with was facing construction issues but had no one with construction experience on the board, so I suggested to the president that he needed that [skill] in a member," Kurre said. ■

Build trust with long-term record on financial communication

Executive Director Mike Sweeney (Sutter Creek, Calif.) has 20 years of experience explaining financial challenges to a nonprofit board under his cap. Here are some of his strategies for getting through tough times:

- **Issue "reminders."** There are times you have to remind the board of what's happening in a given month, Sweeney said. "In December, we were giving out holiday bonuses to staff, so I had to remind the board that we still had good year-to-date numbers and that in January we would be back on track," he said.

- **Explain that depreciation doesn't mean cash flow is a problem.** "I've told the board that depreciation isn't really money out the door in a given month," Sweeney said. "Yes, you have to put aside money for replacements and renovations, but in a given month your cash flow is fine if you are down \$10,000 and your depreciation for that month is \$11,000."

- **Color-code financial information.** Sweeney said he uses highlighters to draw board members' attention to the line items he'll discuss that month. "It gets everybody's attention on the same line," he said. ■

Funding News

Kaiser Family Foundation

Scope: The Kaiser Family Foundation's Kaiser Media Fellowships Program will award mini-fellowships to print, radio, television and online journalists (and freelancers) to research and report on global health issues, with a particular focus on HIV/AIDS, tuberculosis and malaria. The program aims to encourage in-depth reporting of local or international health, social, economic, political and cultural implications on major public health issues and on the response to such challenges. Priority will be given to projects that are otherwise unlikely to be undertaken or completed, focus on unreported or underreported issues, and are highly likely of reaching a mass audience.

Deadline: October 2008. The foundation advises checking the Web site for the specific date.

Funds: Each fellow will be awarded up to \$10,000, based on estimated project needs.

Eligibility: The program is for journalists who work for English-language news organizations — publication, broadcast or online posting — with target audiences in North America or Europe. For example, this would include an African journalist reporting for a British news organization, or the Delhi bureau chief of a Canadian newspaper.

Contact: Penny Duckham, Kaiser Media Fellowships Program, Kaiser Family Foundation, 2400 Sand Hill Road, Menlo Park, CA 94025; e-mail, pduckham@kff.org; Internet, www.kff.org/mediafellows/minifellows.cfm. ■

Ford Foundation

Scope: The 70-year-old Ford Foundation's mission is to reduce poverty and injustice and promote democratic values, international cooperation and human achievement. The grantmaker receives about 44,000 proposals and makes about 2,000 grants yearly for projects that cover the globe in regions where Ford has its 13 international offices — scattered from Santiago to Beijing — and elsewhere. Awards may include grants, recoverable grants, loans and loan guarantees to support carefully targeted projects to address site-specific needs within three broad programs: asset building and community development; peace and social justice; and knowledge, creativity and freedom. In the U.S.,

projects focus on region-specific needs in 13 areas: arts and culture; civil society; community development; development finance and economic security; education and scholarship; environment and development; governance; HIV/AIDS; human rights; media; religion, society and culture; sexuality and reproductive health; and workforce development.

Deadline: Applications are considered throughout the year. After determining an idea falls within the foundation's interest areas, a prospective applicant may e-mail an initial inquiry, following a Web-based process that walks a grant-hopeful through the decision process. Responses should arrive within six weeks, indicating the suitability of the proposal. If the idea succeeds, a relevant program officer gets in touch to discuss the project in greater detail and help shape a full proposal. The approval process can take three months or more, depending on the scope and complexity of the project.

Funds: Funding varies widely, but typically less than 3 percent of inquiries result in a grant. For the United States, the foundation estimates awards totaling \$161 million and averaging \$338,435.

Eligibility: Activities must be charitable, educational or scientific as defined by the IRS.

Contact: Ford Foundation, 320 East 43rd St., New York, NY 10017; phone, (212) 573-5000; program staff, phone numbers and e-mail addresses are listed by region and area at www.fordfound.org. ■

Wallace Global Fund

Scope: The Wallace Global Fund, named for the former secretary of agriculture and vice president under Franklin D. Roosevelt, is dedicated to promoting an informed and engaged citizenry, fighting injustice, and protecting the diversity of nature and natural systems. The foundation supports national and global activities.

Deadline: Grant review and processing is ongoing and usually takes one to three months.

Funds: Grants range from \$2,000 to \$400,000 and average \$50,000.

Eligibility: U.S. applicants must be nonprofit organizations with 501(c)(3) tax-exempt status.

Contact: Phone (202) 452-1530; e-mail, tkroll@wgf.org; Internet, www.wgf.org. ■

Tips from the Trenches

Present 'hot' planning issues to the board

To keep the board in touch with its planning responsibilities, regularly give them a list of 10 hot issues affecting your organization and industry.

Then ask the board to select three of the issues they'd like to learn more about. Follow up with more detailed information on the issues the board selects. ■

Perk up the board's meetings

In *Ways to Liven up your Board Meetings—and your Board*, consultant Gail Perry offers suggestions like these:

- Have the board interview the CEO. Ask her what keeps her up at night.
- Be creative with the agenda. Look for ways to humanize presentations to give them more life.
- Focus on problems. By doing so, you will tap into board members' natural skill sets and provide them with interesting meeting work.

For information, www.guidestar.com, www.gailperry.com. ■

Use special meetings to define board's role

It's important to keep roles well-defined. Several times each year, hold a special meeting to inform the board about what's happening at the organization. The one-hour gathering should feature staff presentations that focus on programs and services.

The sessions should have a positive effect on how board members view their role in the scheme of your entire operation. Board members will come to understand that what happens at board meetings is a small slice of the whole. They will understand exactly what it takes to keep the organization running smoothly and observe that staff members are functioning and doing their job. This should eliminate the urge to get involved in staff issues. ■

Give the board a quick parliamentary procedure quiz

Here are three true or false questions to keep the

board educated about parliamentary procedure.

1. A board president votes only in case of a tie.
2. At a meeting with four members present, a motion is made and seconded. The vote is 2-2. The motion is defeated.
3. On important questions before the board, you may limit the length of discussion on a motion.

Key: 1. False; 2. True; 3. True

Source: Indiana School Boards Association, Parliamentary Procedure Quiz, www.isba-ind.org. ■

Make the board mentor program effective

Three suggestions for improving your board mentor program:

1. Pair by mutual interest. Two board members who share an interest in planning, for example, will offer a better pairing than one who finds finance fascinating and one who is interested in programs.
2. Attend a function together. A veteran board member can make things more comfortable by making introductions to staff, clients and stakeholders.

3. Have the mentor impart a sense of history. Some new board members think the organization's history began with their election. A veteran mentor should always offer perspective on the nonprofit's history with the issues it faces. ■

Personalize mailings to boost results

If your board members write appeals or thank you notes for gifts received, suggest they personalize their writing.

Consultant Jerold Panas suggests strategies like these to personalize mailings:

- Refer to last year's gift.
- Talk about connection to the organization. "If possible, talk about the prospect's days on the football team or in the marching band."

"In every situation, tell how much you know about the probable donor," Panas wrote. "It binds him or her to the institution."

For information, icg@instituteforgiving.org. ■

Board Member Profile

Thank you for your interest in our board. We look forward to having you share your experience, skills and background with us. By providing us with the following information, you will assist us in creating a partnership that is mutually beneficial.

Name:

Home Address:

Home Phone:

Office Address:

(Please mark the address you would like us to use for mail and other written communication)

Office Phone:

E-Mail:

How are you familiar with our organization? Do you have any relationships with current board members or employees?

What would you hope to help us accomplish as a member of the board?

How do you view the role of a board member? Discuss your approach to governance and commitment and the importance of meeting attendance.

What specific skills or experience would you most like to share with us as a potential board member?

Educational background (please include schools/institutions, city/state, degree(s) — also continuing education):

What is your current occupation? (Please include a brief statement of duties.)

Boards on which you serve or have served:

Organization:

Type of Involvement:

Community and professional organizations:

Organization:

Type of Involvement:

Please provide the names of three references not affiliated with our organization:

- 1.
- 2.
- 3.

Which specific committees interest you?

- Finance Fund Development Personnel
 Membership New Program Development
 Public Relations Other (Please describe below) ■

2. 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

3. Oral Communications

At this time, in accordance with California Government Code Section 54954.3, members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board.

In accordance with Library Board Policy adopted on April 13, 1992, presentations by the public are limited to 5 minutes per person.

In accordance with California Government Code Section 54954.3, 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 by Government Code Section 54954.2(b).

4. Discussion - Library Director Vacancy

Presentation: Interim Library Director
Recommendation: Action to be determined by the Board of Trustees

5. Closed Session to Discuss a Personnel Matter

Pursuant to California Government Code Section 54957 a closed session will be held to discuss a personnel matter.

Presentation: Library Board President will report on the Closed Session
Recommendation: Action to be determined by the Library Board of Trustees

ADJOURNMENT

6. Agenda Preparation for the August Regular Meeting, which will be held on Monday, August 18, 2008 at 6:30P.M.

7. Review of Action Items.

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

8. Adjourn

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

I, Wendy Goodson, Administrative Services Manager for Placentia Library District, hereby certify that the Agenda for the Saturday, August 16, 2008 Special Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, August 14, 2008.







AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

REGULAR DATE & LOCATION

Monday, August 18, 2008






6:30 P.M.

Library 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 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).

AS.
RD.
BE.
JT GW

17
16
28

Presentation: Library Director
Recommendation: Adopt by Motion

MM J.T.
M2 = GW.

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).

- Robin Martin
- Ben Budman
Stetler
cancellation

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report

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

attndd Chlr Mgr, Board selected new director, Jeannette Canteras, Sep 8, 2009

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.

BE None RD: no report
JT None G.W Rotary

7. Placentia Library Friends Foundation Board of Director's Report (Trustee Turner)

possible author?
Janice Lee Curtis

CONSENT CALENDAR (Items 8 - 28)

M1 = BE
M2 = RD

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 July 21st 2008 Library Board of Trustees Regular Meeting, the July 31st 2008 Library Board of Trustees Emergency Meeting, the August 4th, 2008 Library Board of Trustees Emergency Meeting, the August 12th, 2008 Library Board of Trustees Emergency 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. FY2007-2008 Cash Flow Analysis through May 2008; the Schedule of Anticipated Property Tax Revenues for FY2007-2008 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 July 2008 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
- 14. Balance Sheet for July 2008. (Receive & File)
- 15. Acquisitions Report for July 2008. (Receive & File)
- 16. Entrepreneurial Activities Report for July 2008. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 22)

- 17. Personnel Report for July 2008. (Receive, File, and Ratify Appointments)
- 18. Volunteer Reports for July 2008. (Receive & File)
- 19. Circulation Report for July 2008. (Receive & File)
- 20. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)
- 21. Status Report on Partnerships with Community Organizations. (Receive & File)
- 22. Status Report on Active Grant Applications. (Receive & File)

STAFF REPORTS (Items 23 – 28)

- 23. Library Director's Report. (Katsouleas)
- 24. Program Committee Report for July 2008. (Roberts)
- 25. Children's Services Report for July 2008. (Ramirez, Wakai)
- 26. Placentia Library Literacy Services Report for July 2008. (Roberts)
- 27. Reference and Adult Services Report for July 2008. (Strazdas, Roberts)
- 28. Placentia Library Web Site & Technology Report for July 2008. (Matas)

CONTINUING BUSINESS

- 29. Budget FY 2008-2009

AI/Gae/LK - comte
no presented
Presented: Interim Library Director
Recommendation: Action to be determined by Board of Trustees

GW
RD

- 30. Ceiling Replacement Contract

Presented: Interim Library Director
Recommendation: Action to be determined by Board of Trustees

NEW BUSINESS

ML - BE
M2 - RD

- 31. Assembly Bill 983, Ma

Presented: Interim Library Director
Recommendation: Action to be determined by Board of Trustees

CLOSED SESSION

- 32. Closed Session to Discuss a Personnel Matter

Pursuant to California Government Code Section 54957 a closed session will be held to discuss a personnel matter.

Presentation: Library Board President will report on the Closed Session
Recommendation: Action to be determined by the Library Board of Trustees

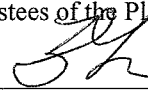
ADJOURNMENT

- 33. Agenda Preparation for the September Unusual Meeting which will be held on Tuesday, September 23, 2008 unless re-scheduled by the Library Board of Trustees.
- 34. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
- 35. Adjourn

Aug. 21 @ 4pm

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

I, Wendy Goodson, Administrative Services Manager of Placentia Library District, hereby certify that the Agenda for the August 18, 2008 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, August 14, 2008.



**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
July 21, 2008**

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on July 21, 2008 at 6:30 P.M.

ROLL CALL **Members Present:** President Al Shkoler, Secretary DeVecchio, Trustees Betty Escobosa, Jean Turner and Gaeten Wood and Interim Library Director Linda Katsouleas.

Members Absent: None

Managers Absent: None

Others Present: None

ORAL COMMUNICATIONS None at this time.

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

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

ORAL COMMUNICATIONS No members of the public addressed the Board.

TRUSTEE REPORTS President Shkoler attended the Chamber Mixer of July 10th. He also attended the Library's Top 25 Donor Reception on July 18th.

Trustee Wood has nothing to report at this time.

Trustee Turner attended the Placentia Library Friends Foundation meeting of July 14th and the Library's Top 25 Donor Reception on July 18th.

Secretary DeVecchio attended the Placentia Library Friends Foundation (PLFF) meeting of July 14th.

Trustee Escobosa attended the Library's Top 25 Donor Reception on July 18th.

FRIENDS FOUNDATION REPORT Trustee Turner reported that PLFF is trying secure possible authors for next years Author's Luncheon.

Minutes, Placentia Library District Board of Trustees, Special Meeting of July 21, 2008, Page 2.

**CONSENT
CALENDAR**

It was moved by Secretary Turner and seconded by Trustee Wood
approve Agenda Items 8-28:

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

Minutes of the Regular Meeting for June 26th, 2008.

Claims forwarded by the Library Director and Trustees.

Current Claims and Payroll.

FY2007-2008 Cash Flow Analysis through June 26, 2008 and the
Schedule of Anticipated Property Tax Revenues for FY2007-2008 as
Provided by the Orange County Auditor and recommendation that no
funds be transferred at this time.

Financial Reports for June 2008

Office General Ledger & Check Registers for June 2008

Acquisitions Report for June 2008

Entrepreneurial Report for June 2008

Collection Agency Report for June 2008

Gifts Report for June 2008

Building Maintenance for June 2008

Personnel Report for June 2008

Volunteer Report for June 2008

Circulation Report for June 2008

Review of Shared Maintenance Costs with the City of Placentia
under the Joint Powers Authority

Status Report on Partnerships with Community Organizations

Status Report on Active Grant Applications

STAFF REPORTS

Director's Report for June 2008

Program Committee Report for June 2008

Children's Services Report for June 2008

Minutes, Placentia Library District Board of Trustees, Special Meeting of July 21, 2008, Page 3.

Placentia Library Literacy Services Report for June 2008

Reference and Adult Services Report for June 2008

Placentia Library Web & Technology Report for June 2008

**JANITORIAL
SERVICES
CONTRACT**

It was moved by Secretary DeVecchio and seconded by Trustee Wood to approve awarding the janitorial services contract to C&B Enterprises, Inc. for Fiscal Year 2008-2009 to begin on August 1, 2008.

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

**JOB DESCRIPTION
REVISION –
LIBRARIAN I &
LIBRARIAN II**

It was moved by Secretary DeVecchio and seconded by Trustee Wood to approve the revisions & amendments to the Placentia Library District Policies 2315 – Librarian I & 2317 – Librarian II.

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

**BUDGET FY 2008-
2009**

Interim Library Director presented the proposed District Budget for FY 2008-2009. The Board President postponed budget approval for a later date.

CLOSED SESSION

No actions reported.

**AGENDA
PREPARATION**

Agenda Preparation for the August Regular Meeting will be held on Monday, August 18, 2008 at 6:30 P.M.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for July 21, 2008 adjourned at 7:22 P.M.

NEXT MEETING

An August Regular Meeting will be held on Monday, August 18, 2008 at 6:30P.M.

Richard DeVecchio
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

**MINUTES
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES EMERGENCY MEETING
July 31, 2008**

ROLL CALL

Members Present: President Al Shkoler, Secretary Richard DeVecchio, Trustees Betty Escobosa, Jean Turner and Gaeten Wood; and Interim Library Director Linda Katsouleas, and Administrative Services Manager Wendy Goodson.

**ADOPTION OF
AGENDA**

It was moved by Trustee Wood and seconded by Trustee Escobosa to adopt the Agenda as printed.

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

**ORAL
COMMUNICATIONS**

No public comment.

**DISCUSSION &
SUMMARY OF
EARTHQUAKE OF
JULY 29, 2008**

Interim Library Director Katsouleas informed the Board that the District's regular roof contractor, RMC, Inc. came in immediately after the earthquake, surveyed the damage and submitted an estimate for repair for ceiling only. Zimmer Electric Inc. submitted estimates for lighting repairs. The Board directed Library Director to solicit additional bids for the repair work. The Library will remain closed to the public until necessary repairs are completed.

**AGENDA
PREPARATION**

Agenda Preparation for the August Board of Trustees Regular Meeting will be held on Monday, August 18, 2008 at 6:30 P.M.

ADJOURNMENT

The Emergency Meeting of the Placentia Library District for July 31, 2008 adjourned at 1:40 P.M.

Richard DeVecchio
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
August 18, 2008

TYPE	REPORT NUMBER	AMOUNT
------	------------------	--------

None

TOTAL

PLACENTIA LIBRARY DISTRICT
 Summary of Claims Forwarded by the Library Director & Trustees
 August 18, 2008

	DATE	CLAIM	FUND	AMT
LIBRARY DIRECTOR				
FUND 707	July 29, 2008	5139	707	2,903.67
	July 29, 2008	5140	707	3,948.55
	July 29, 2008	5141	707	2,611.22
	July 31, 2008	5142	707	6,527.74
	August 12, 2008	5143	707	7,873.80
		CLAIM TOTAL		23,864.98



PLACENTIA LIBRARY DISTRICT
 Current Claims and Payroll
 August 18, 2008

TYPE	REPORT NUMBER	AMOUNT
Claims	5144	3,916.54
	5145	8,596.84
	5146	2,092.02
Subtotal for Claims		14,605.40
Payroll	8/27/2008	55,472.00
	9/10/2008	55,472.00
	9/24/2008	55,472.00
Subtotal for Payroll		166,416.00
TOTAL CURRENT CLAIMS & PAYROLL		181,021.40

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

August 18, 2008

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							
9/30/2008							
10/31/2008							
11/30/2008							
12/31/2008							
1/31/2009							
2/28/2009							
3/31/2009							
4/30/2009							
5/31/2009							
6/30/2009							
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: Elizabeth D. Minter, Library Director

SUBJECT: Treasurer's Reports for July 200⁸~~9~~ for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

DATE: August 18, 2008

Summary of Cash and Investments as of July 31, 2008

Cash with Orange County Treasurer Fund 702	150,895.34
Cash with Orange County Treasurer Fund 703	11,880.92
Cash with Orange County Treasurer Fund 706	189,491.56
Cash with Orange County Treasurer Fund 707	937,880.81
Cash with Orange County Treasurer Fund 708	11,593.23
County Exempt Checking – Bank of the West	16,279.15
County Exempt Savings – Bank of the West	10,956.83
General Fund Checking – Bank of the West	5,052.39
General Fund Savings – Bank of the West	2,515.63
Literacy Fund Savings – Bank of the West	14,311.13
Payroll Checking – Wells Fargo Bank	73,775.72
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 CD is held by California National Bank and was purchased on January 27, 2003 and the maturity date is May 27, 2009.

Linda Katsouleas
Interim Library Director

10:01 AM
 08/14/08
 Accrual Basis

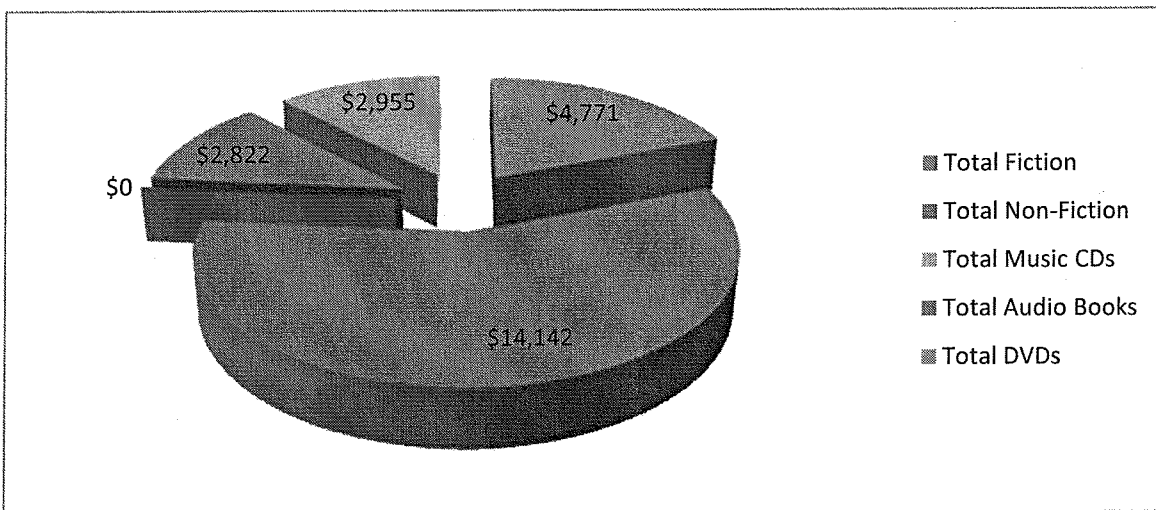
**Placentia Library District
 Balance Sheet
 As of July 31, 2008**

	<u>Jul 31, 08</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	16,279.15
County Exempt - Savings	10,956.83
General Fund - Checking	5,052.39
General Fund - Savings	2,515.63
Literacy Fund - Savings	14,311.13
Payroll Checking - Wells Fargo	73,775.72
Payroll Checking (CDs) 0028205565	<u>23,624.58</u>
Total Payroll Checking (CDs)	<u>23,624.58</u>
Total Checking/Savings	<u>146,515.43</u>
Total Current Assets	146,515.43
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	<u>-584,086.00</u>
Total Fixed Assets	<u>1,238,956.00</u>
TOTAL ASSETS	<u><u>1,385,471.43</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Curr Portion capital lease	20,231.00
Curr Portion La Salle	94,952.00
Union Dues Payable	<u>1,496.00</u>
Total Other Current Liabilities	<u>116,679.00</u>
Total Current Liabilities	116,679.00
Long Term Liabilities	
Capital lease payable	147,971.62
LaSalle renovatio lease	<u>144,932.12</u>
Total Long Term Liabilities	<u>292,903.74</u>
Total Liabilities	409,582.74
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	<u>5,936.36</u>
Total Equity	<u>975,888.69</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,385,471.43</u></u>

Placentia Library District

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

	<u>Amount</u>	<u>Titles</u>	<u>Volumes</u>
Total Fiction	\$4,771	230	280
Total Non-Fiction	\$14,142	308	309
Total Music CDs	\$0	0	0
Total Audio Books	\$2,822	42	42
<u>Total DVDs</u>	<u>\$2,955</u>	<u>91</u>	<u>95</u>
TOTAL MATERIALS	\$24,690	671	726



In addition to the items above, items totaling \$18,565 are currently on order.

Entrepenurial Activities Report
Net Revenue Summary
July-08

	Jul-08	Jul-07	YTD 2008-2009	YTD 2007-2008
Passport	7,426.58	16,700.20	7,426.58	16,700.20
Passport Photos	1,440.00	1,910.00	1,440.00	1,910.00
Notary Public	192.50	320.00	192.50	320.00
Test Proctor	180.00	270.00	180.00	270.00
Total	9,239.08	19,200.20	9,239.08	19,200.20

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Wendy Goodson, Administrative Services Manager
SUBJECT: Personnel Report for Jul 2008
DATE: August 18, 2008

RESIGNATIONS:

NONE

APPOINTMENTS:

Sheyenne Baker, Library Clerk II (PT)
Brenda Ramirez, Library Assistant – Children’s (PT)
Colleen Wakai, Library Assistant – Children’s (PT)

OPEN POSITIONS:

Library Director

WORKERS’ COMPENSATION LEAVE:

None

Prepared by: Wendy Goodson

**PLACENTIA LIBRARY DISTRICT
Circulation Report – July 2008**

	July 2008	July 2007	Y-T-D 2008-9	Y-T-D 2007-8	Y-T-D % change
NEW PATRON REGISTRATIONS	412	304	412	304	
TOTAL CIRCULATION	24,332 3	24,921	24,332	24,921	
TOTAL ACTIVE BORROWERS *	24,878	24,660	24878	24660	
TOTAL REGISTERED BORROWERS *	33,171	36,911	33171	36911	
ATTENDANCE	54,779	48,245	54,779	48,245	11.9%


* Active borrowers have used the Library this month
Registered borrowers have used the Library within the past 12 months

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY2007-2008	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION 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	5,960.84
Mar-08	05/14/08	3,757.21	1,150.57	145.15	107.50	0.00	0.00	5,160.43
Apr-08	*	0.00	0.00	0.00	0.00	0.00	0.00	0.00
May-08	*	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jun-08	*	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jul-08	*							
TOTAL		46,947.67	11,845.84	1,289.69	2,656.66	0.00	38.70	62,778.56
AVG		9,389.53	2,369.17	257.94	531.33	0.00	7.74	12,555.71

* Waiting for City Invoices from April forward to current.

TO: Linda Katsouleas, Library Director


FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: August 18, 2008

SUBJECT: Status of Placentia Library Literacy Services (PLLS) Partnerships with the Community for July 2008.

Provided below is a list of active PLLS partnerships/coalitions in the community.

- ◆ Placentia Rotary Reading Enrichment Program (PRREP) is on hold for the summer. We had more than 140 high school students PRREP volunteers from El Dorado and Valencia High Schools last school year.
- ◆ Our partnership with Even Start at Ruby Drive Elementary School is on hold for the summer
- ◆ Federal Work Study (FWS) is a partnership among Western State University College of Law, Cal State Fullerton and the Library where qualified FWS students work part-time at the Library and off-site, primarily tutoring children. Cal State Fullerton and PLLS have two additional partnerships: 1. the Intern Program, and 2. Service Learning. These are all on hold for the summer
- ◆ PLLS is listed as a participating agency for interns with Valencia High School's Val Tech and International Baccalaureate (IB) programs.
- ◆ The homework partnership with H.I.S. House is on hold for the summer.
- ◆ Because of budget constraints, the homework clubs at Topaz Elementary School Kraemer Middle School will be cancelled next school year.

TO: Elizabeth Minter, Library Director
 FROM: Jim Roberts, Public Services Manager 
 DATE: August 18, 2008
 SUBJECT: Program Committee Report for the month of March.

ADULT SERVICES

	Jul 07-08	Jul 08-09	YTD 07-08	YTD 08-09
NUMBER OF PROGRAMS	2	2	12	11
NUMBER OF ATTENDEES	90	25	290	234

CHILDREN'S SERVICES

	Jul 07-08	Jul 08-09	YTD 07-08	YTD 08-09
NUMBER OF PROGRAMS	26	8	26	26
NUMBER OF ATTENDEES	1,041	1,609	5,887	8,918

PROGRAM COMMITTEE

	Jul 07-08	Jul 08-09	YTD 07-08	YTD 08-09
NUMBER OF MEETINGS	2	2	18	18
NUMBER OF ATTENDEES	18	12	107	133
NEWS RELEASES	2	2	11	13

LITERACY SERVICES

	Jul 07-08	Jul 08-09	YTD 07-08	YTD 08-09
Total Tutors	84	84	246	200
Total Students	240	206	342	319
Total Hours	1,331	1,300	14,708	8,423

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Linda Katsouleas, Interim Library Director

SUBJECT: Library Director's Report

DATE: August 13, 2008

Activities Report:

Throughout July and the first half of August I continued work with the budget and the changes the reduction wrought. The Finance Committee met on July 30th and reviewed the revised budget. It will be presented at the August 18th meeting.

As part of the budget reduction we are developing procedures to use all staff time more efficiently. Yesenia has developed a master desk schedule. Special schedules have been changed and all staff will be working at the times the public most needs service. Supervisors are responsible for checking with Yesenia and finding a way to mitigate staff absences before granting leave.

The end of July brought the earthquake and a great deal of change. The staff did an excellent job of handling the immediate crisis. No one was injured. We began the process of locating vendors and moving toward repairs. The building was declared undamaged by City inspectors; however the acoustic tiles in the ceiling fell down or partially fell down, creating a public safety hazard. Staff was sent home and the library was closed July 29. Some staff has been brought back to the building to manage the materials which continue to be returned and to clean up some areas such as the store room.

Both staff and the Board President were interviewed by the press. Additional press releases were sent out. Because of the increasing complexity of the ceiling reconstruction, we had several Board meetings to review proposed contracts and the Board chose the lowest bidder, Belfor Property Restoration, to complete the ceiling repair.

The Director search continued through mid August. The selection process required several meetings and many emails as the Board prepared criteria for resume review, discussed candidates to be asked to interviews and developed questions and schedules for interviews. In addition staff members were recruited and staff questions were developed for their part in the director selection interviews.


To: Linda Katsouleas, Interim Library Director
 From: Brenda Ramírez, Children's Library Assistant
 Date: for Board Meeting, August 18, 2008
 Subject: **June 2008 Activities in the Children's Department**



TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lap Sit 24 months & younger	0	0
Story Time I: 6 years & younger	0	0
Story Time II: 6 years & younger	0	0
Pocket Tales: Stories, music, and movement.	3/4 (due to vacation & earthquake)	111
Read to the Dogs event	0 (due to earthquake)	0
Summer Reading Program Events	4	844
Summer Reading Program Registrations	1/mo.	244 (as of 7/29/08)
Total July 2008	8	1,199
Total July 2007	26	1,517
Current FY to date	8	1,199
Previous FY to date	26	1,517

CHILDREN'S REFERENCE STATS JULY 2008			
Board Meeting August 18, 2008			
DATE	IN-PERSON	PHONE	TOTAL
1	31	2	33
2	43	3	46
3	33	2	35
closed 4	0	0	0
5	27	0	27
6	8	0	8
7	35	5	40
8	40	2	42
9	22	0	22
10	62	4	66
closed 11	0	0	0
12	21	0	21
13	22	1	23
14	43	1	44
15	48	2	50
16	46	4	50
17	46	6	52
closed 18	0	0	0
19	50	2	52
20	19	0	19
21	41	5	46
22	42	3	45
23	50	3	53
24	26	1	27
closed 25	0	0	0
26	16	0	16
27	11	1	12
28	36	4	40
29	7	0	7
30	0	0	0
31	0	0	0
TOTAL	825	51	876

TO: Linda Katsouleas, Library Director

FROM: Toby Silberfarb, Assistant Literacy Coordinator 

DATE: August 18, 2008

SUBJECT: **Placentia Library Literacy Services (PLLS) Activities Report for the month of July.**

Tutor Training. There was no tutor training in July.

Placentia Rotary Reading Enrichment Program (PRREP).

The PRREP Clubs at El Dorado High School and Valencia High School will begin again in October 2008.

Update on the three off-site PLLS homework clubs. Depending on intern and Federal Work Study recruitment, H.I.S. House may be the only off-site homework club next school year.

English Language and Literacy Intensive (ELLI) Program Update. ELLI is on hold for the summer.

Federal Work Study (FWS). Our FWS partnerships with Financial Aid at Cal State Fullerton and with Western State University College of Law this FY were very strong, and continued to be this school year. We have already renewed our FWS contracts with Cal State Fullerton and Western State for FY 2008/09.

Placentia Library District

TO: Linda Katsouleas, Library Director (interim)
 FROM: Katie Matas, Librarian
 DATE: August 18, 2008
 SUBJECT: **Technology & Website Report for July, 2008**

1. Technical Services Report for July 2008

- Much of July was spent preparing for Vernon's retirement.
- Jesus and Katie will keep the website up to date with input from staff.
- The Library will contract with Patrick to keep our staff and public computers running smoothly.

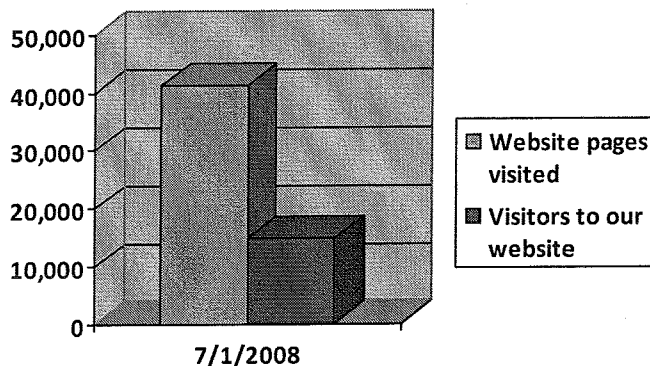
2. Online database usage for July 2007 and July 2008

	July 2008	July 2007	Y-T-D 2008-9	Y-T-D 2007-8	Y-T-D change
Total number of enquiries	2982	10031	2982	10031	-7049

Last year there was a particularly heavy use of the genealogical research database Heritage Quest. The drop off in use of this database accounts for the decline in the year-to-date totals.

3. Website traffic for July 2008

In July 2008 we had 14,831 visitors to our website. In July 2008 there were 41,177 page hits.



PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2008-2009
July 16, 2008

OBJECT CODE	DESCRIPTION	FY2005-2006 ACTUAL	FY2006-2007 ACTUAL	FY2007-2008 BUDGETED 9 months	FY2008-2009 PROPOSED	FY2008-2009 PROPOSED	
0100-00	Salaries & Wages	896,272	1,051,435	1,171,248	962,802	1,093,479	1,189,827.00
0200-00	Retirement (Social Security & Pension Contribi	116,518	144,496	183,664	75,877	171,129	216,195.00
0301-00	Unemployment Insurance	3,113	125	0	0	10,000	0.00
0306-00	Health Insurance	112,736	94,165	105,000	75,334	88,590	114,125.00
0308-00	Dental Insurance	11,058	10,636	11,000	8,825	9,427	12,085.00
0309-00	Life Insurance	1,497	1,904	1,000	5,831	10,743	6,935.00
0310-00	Long Term Disability Insurance	3,975	4,281	4,052	3,452	4,061	4,878.00
0319-00	Vision Insurance	2,983	3,055	2,550	1,740	2,000	4,074.00
	Total Employee Insurance	132,249	114,167	123,602	95,182	124,822	142,097.00
0350-00	Workers Compensation - General	10,028	6,732	8,000	3,567	8,200	7,000.00
	TOTAL SALARIES & EMPLOYEE BENEFIT	1,158,179	1,316,829	1,486,514	1,137,427	1,397,630	1,555,119.00
0700-00	Communications - Telephone	4,176	4,092	4,000	3,555	4,500	4,500.00
0700-01	Communications - Modem/Fax/TV/DSL	7,068	5,811	5,200	4,771	5,500	5,500.00
0700-02	Communications - Internet Access	0	2,814	3,800	1,251	3,120	3,120.00
0700-05	Communications - Cataloging Access	2,371	0	0	0	0	0.00
0700-07	Communications - ELLI Grant	0	0	0	0	0	0.00
0700-08	Communications - Adult Literacy	1,381	977	1,400	889	750	1,200.00
	Total Communications	14,995	13,693	14,400	10,466	13,870	14,320.00
0900-00	Food - General Fund	663	960	500	319	500	500.00

PLACENTIA LIBRARY DISTRICT
 Proposed Expenditures Budget for Fund 707 for Fiscal Year 2008-2009
 July 16, 2008

OBJECT CODE	DESCRIPTION	FY2005-2006 ACTUAL	FY2006-2007 ACTUAL	FY2007-2008 BUDGETED 9 months	FY2007-2008 PROPOSED	FY2008-2009 PROPOSED
0900-07	Food - ELLI Grant	0	0	0	0	0.00
0900-08	Food - Adult Literacy	949	5,583	4,500	1,514	750
0900-09	Food - Family Literacy	483	406	0	0	0.00
	Total Food	2,094	6,949	5,000	1,833	1,250
1000-00	Household Expense	16,816	22,461	15,000	10,063	12,000
1001-00	Trash	0	308	0	0	500
	Total Household Expense	16,816	22,769	15,000	10,063	12,500
1100-00	Insurance	12,282	13,057	13,750	14,924	15,000
1300-00	Maintenance of Equipment - General Fund (Ot	4,331	6,741	7,500	5,744	6,500
1300-01	Maintenance of Equipment - General Fund (Co	24,540	39,732	37,500	27,896	35,000
1300-07	Maintenance of Equipment - ELLI Grant	0	0	0	0	0.00
1300-08	Maintenance of Equipment - Adult Literacy	-335	1,049	500	898	500
1300-09	Maintenance of Equipment - Family Literacy/L	0	0	0	0	0.00
	Total Maintenance of Equipment	28,536	47,522	45,500	34,537	42,000
	HVAC	11,927	6,348	7,500	7,559	8,000
	Carpet Cleaning	0	0	2,750	1,658	2,750
	Groundskeeping, City of Placentia	22,833	20,132	16,000	14,389	16,000
	Plumbing	3,653	1,004	2,500	3,395	5,000
	Electrical	568	7,320	7,000	6,371	10,000
	Cleaning Service	15,800	14,350	18,000	10,525	19,000
	Locksmith	757	74	1,000	0	500
	Other (includes fire alarms & seismic retrofit pr	2,573	8,243	8,000	2,098	6,000
	Total Maintenance of Building & Grounds	58,110	57,471	62,750	45,994	67,250
1400-00	Memberships - General Fund	3,518	3,654	4,000	5,968	1,500
1600-07	Memberships - ELLI Grant	0	0	0	0	0.00
1600-08	Memberships - Adult Literacy	300	750	1,000	180	250

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2008-2009
July 16, 2008

OBJECT CODE	DESCRIPTION	FY2005-2006	FY2006-2007	FY2007-2008	FY2007-2008	FY2008-2009	FY2008-2009
		ACTUAL	ACTUAL	BUDGETED 9 months	BUDGETED 9 months	PROPOSED	PROPOSED
1600-09	Memberships - Family Literacy	150	0	0	0	0	0.00
	Total Memberships	3,968	4,404	5,000	6,148	1,750	5,500.00
1700-00	Miscellaneous Expense - General Fund	0	0	0	0	0	0.00
1700-07	Miscellaneous Expense - ELLI Grant	0	0	0	0	0	0.00
1700-08	Miscellaneous Expense - Adult Literacy	0	0	0	0	0	0.00
1700-09	Miscellaneous Expense - Family Literacy	0	0	0	0	0	0.00
	Total Miscellaneous Expense	0	0	0	0	0	0.00
	Library Supplies	22,538	19,526	22,000	25,741	20,000	22,000.00
	Printing	10,465	9,432	14,000	23,581	25,000	25,000.00
	[Unassigned]	217	0	0	0	0	0.00
	Publications	948	75	1,100	849	250	500.00
	Paper	748	18	700	633	800	800.00
	Drinking Water Service	281	384	350	293	350	350.00
	Other Office Supplies	21,666	15,219	20,000	16,130	18,000	18,000.00
1800-00	Total Office Supply Expense - General Fund	56,862	44,653	58,150	67,227	64,400	66,650.00
1800-07	Literacy - ELLI Grant	0	0	0	0	0	0.00
	Printing	5,268	1,086	2,000	1,813	1,500	2,000.00
	Publications	0	2,484	2,500	213	250	500.00
	Paper	0	0	0	0	0	0.00
	Other Office Supplies	3,207	11,333	3,000	3,155	3,000	3,000.00
1800-08	Total Adult Literacy Office Supply Expense	8,475	14,904	7,500	5,181	4,750	5,500.00
1800-09	Family Literacy Supply Expense/LSCA Grant E	0	0	2,000	0	0	0.00
	Total Office Expense	65,337	59,557	67,650	72,408	69,150	72,150.00

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2008-2009
July 16, 2008

OBJECT CODE	DESCRIPTION	FY2005-2006 ACTUAL	FY2006-2007 ACTUAL	FY2007-2008 BUDGETED 9 months	FY2008-2009 PROPOSED	FY2008-2009 PROPOSED	
1803-00	Postage Expense - General Fund	6,388	7,132	6,800	4,227	5,500	6,000.00
1803-01	Postage Expense - LSCA II Grant	0	0	0	0	0	0.00
1803-08	Postage Expense - Adult Literacy	0	0	100	150	100	100.00
1803-09	Postage Expense - Family Literacy/LSCA Grant	0	0	0	0	0	0.00
	Total Postage Expense	6,388	7,132	6,900	4,377	5,600	6,100.00
	Employee Assistance Program/SDRMA	385	420	1,200	292	630	675.00
	Pension Fund Operating & Investment Mgmt. F	6,449	9,802	11,000	9,017	11,000	11,000.00
	Anaheim Library Automated Library System	30,431	33,274	32,000	1,122	35,000	32,000.00
	Library Board Consultants & Legal	9,261	14,511	10,000	10,545	20,000	20,000.00
	HCS Computer Services					30,000	0.00
	Clipping Service	450	450	600	315	0	600.00
	Tax Collection Services & Fees by Orange Cou	1,033	22,018	10,000	4,328	6,000	6,000.00
	Advertising (including WEB site)	4,199	4,499	5,000	5,791	5,000	7,000.00
	Medical Exams	2,121	2,037	2,000	2,677	4,000	3,000.00
	Collection Services - Accounts Receivable	1,522	1,530	2,000	1,199	2,000	2,000.00
	Audit & Accounting Services	9,140	8,320	10,000	8,650	10,500	9,000.00
	Payroll Preparation	5,071	3,960	5,500	6,098	8,000	8,000.00
	Election Expenses	0	0	0	0	15,000	13,000.00
	Staff Training in Library	0	0	4,000	0	2,000	2,000.00
	Other	30,001	12,886	14,000	25,586	20,000	20,000.00
1900-00	Total Specialized Services - General Fund	100,063	113,707	107,300	152,158	169,130	134,275.00
1900-01	Specialized Services - Partnerships for Change/	3,084	5,953	5,000	4,317	5,000	5,000.00
1900-07	Specialized Services - ELLI Grant	0	0	0	0	0	0.00
1900-08	Specialized Services - Adult Literacy	12,106	17,645	14,000	17,604	14,000	14,000.00
1900-09	Specialized Services - Family Literacy/LSCA G	0	0	0	0	0	0.00

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2008-2009
July 16, 2008

OBJECT CODE	DESCRIPTION	FY2005-2006 ACTUAL	FY2006-2007 ACTUAL	FY2007-2008 BUDGETED 9 months	FY2008-2009 PROPOSED	FY2008-2009 PROPOSED	
1900-18	Tax Collection Services & Fees by Orange Cou	11,717	6,690	9,000	10,716	12,000	12,000.00
	Total Specialized Services	126,970	143,994	135,300	184,795	200,130	165,275.00
1912-00	Investment Administrative fees for Orange Cou	726	3,046	3,000	720	1,000	1,000.00
2000-00	Legal Notices - General Fund	0	518	1,000	489	1,000	1,000.00
2000-01	Legal Notices - Grants	0	0	0	0	0	0.00
	Total Legal Notices	0	518	1,000	489	1,000	1,000.00
2100-00	Rents/Leases-Equipment	639	1,187	1,800	1,256	1,500	1,800.00
2200-00	Semi-Annual Bond Payment, Energy Loan & C	86,917	118,731	110,300	111,687	73,456	73,456.00
2300-00	Small Tools/Instruments	0	0	0	0	0	0.00
2400-00	Special Department Expense - Miscellaneous	26	3,500	0	54	0	0.00
2400-01	Special Department Expense- Books	99,053	123,751	245,760	95,107	255,000	255,677.00
2400-02	Special Department Expense - Video	2,365	35,059	0	8,514	0	0.00
2400-03	Special Department Expense - Electronic	15,113	39,552	0	33,972	0	0.00
2400-04	Special Department Expense - Periodicals	8,961	6,832	0	7,942	0	0.00
2400-05	Special Department Expense - Audio	15,845	23,743	0	11,717	0	0.00
2400-07	Special Department Expense - ELLI Grant	0	0	0	408	0	0.00
2400-08	Special Department Expense - Adult Literacy	9,376	2,126	2,000	755	1,000	2,000.00
2400-09	Special Department Expense - Family Literacy	0	0	0	0	0	0.00
	Total Special Department Expense	150,740	234,563	247,760	158,468	256,000	257,677.00
2600-00	Transportation/Travel - Local Mileage	0	2,080	2,500	1,272	2,000	2,000.00
2700-00	Transportation/Travel - Meetings, Staff Out of	3,703	9,371	10,500	8,079	3,000	10,500.00
2700-01	Transportation/Travel - Meetings, Staff Local	20,439	10,192	7,500	6,348	3,000	7,500.00

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2008-2009
July 16, 2008

OBJECT CODE	DESCRIPTION	FY2005-2006 ACTUAL	FY2006-2007 ACTUAL	FY2007-2008 BUDGETED 9 months	FY2008-2009 PROPOSED	FY2008-2009 PROPOSED
2700-02	Transportation/Travel - Meetings, Board Out of	380	1,395	3,000	2,075	3,000.00
2700-03	Transportation/Travel - Meetings, Board Local	1,169	1,201	1,500	3,414	1,500.00
2700-04	Transportation/Travel - Meetings, LSCA II Gra	0	0	0	0	0.00
2700-07	Transportation/Travel - Meetings, ELLI Grant	0	0	0	0	0.00
2700-08	Transportation/Travel - Meetings - Adult Litera	688	912	1,000	185	1,000.00
2700-09	Transportation/Travel - Meetings - Family Liter	0	0	0	0	0.00
	Total Transportation/Travel - Meetings	26,379	23,072	23,500	20,101	23,500.00
2801-00	Electricity	40,301	58,768	65,000	43,190	65,000.00
2802-00	Gas	10,782	7,211	9,000	7,618	9,000.00
2803-00	Water	4,528	5,965	6,000	4,913	6,000.00
	Total Utilities	55,612	71,944	80,000	55,721	80,000.00
	TOTAL SUPPLIES & SERVICES	656,509	831,688	841,110	735,549	836,528.00
3700-00	Taxes, Assessments (Sales Tax & Sewer Assess	8,894	5,409	6,000	4,063	5,000.00
4000-00	Equipment	17,893	90,225	50,000	21,650	40,000.00
4000-07	Equipment - ELLI Grant	0	0	0	0	0.00
4000-08	Equipment - CLC Grant	4,548	0	0	5,226	0.00
4000-09	Equipment - Gates Foundation Grant	0	0	0	0	0.00
4000-11	Equipment	0	0	0	0	0.00
	Total Equipment	22,440	90,225	50,000	26,876	40,000.00
4200-00	Structures/Improvements		0		0	
	TOTAL EQUIPMENT EXPENSE	22,440	90,225	50,000	26,876	50,000.00
4700-00	Payment to Refunded Debt Escrow Ags	1,499				
4807	OPERATING TRANSFER TO ANOTHER DI	0	0	0	0	

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2008-2009
July 16, 2008

OBJECT CODE	DESCRIPTION	FY2005-2006 ACTUAL	FY2006-2007 ACTUAL	FY2007-2008 BUDGETED 9 months	FY2008-2009 PROPOSED	FY2008-2009 PROPOSED
5600	INVESTMENT POOL LOSS	0	0	0	0	
	TOTAL EXPENSES	1,847,522	2,244,151	2,383,624	1,903,915	2,436,647.00
	ELLI Grant Summary Object Code 07	0	5,953	0	4,317	5,000.00
	CLC Summary Object Code 08	37,487	0	32,000	408	0.00
	FFL Grant Summary Object Code 09	633	43,945	2,000	32,583	25,800.00
	Partnerships for Change Grant/Spanish Literacy	3,084	406	5,000	0	0.00
	TOTAL LITERACY (Excluding Personnel)	38,120	50,304	34,000	37,307	30,800.00
	Revenues	2,080,449	2,181,388			2,436,647.00
	Balance	232,927	-62,763			0.00
						2,322,086



PROPERTY RESTORATION

CA License #810553

Service Contract

Contract No. 0001

The Service Contract (the Contract) is entered into on this 13 day of August, 2008, by and between BELFOR USA, Inc. (BELFOR) and Pleasantia Library ("Customer").

1. **Scope of Services.** BELFOR hereby agrees to act as Contractor and furnish all labor, materials, equipment, and subcontracted items reasonably necessary to complete the work described in the SCOPE OF WORK (Exhibit A). Belfor and Customer may make changes in the work to be performed hereunder by written CHANGE ORDER agreed to by both parties.
2. **Term.** This contract shall commence on the date hereof and shall continue until the services to be performed pursuant to the SCOPE OF WORK and any applicable CHANGE ORDER have been completed, unless otherwise terminated by the Customer.
3. **Price.** Work performed hereunder shall be priced as indicated in the BELFOR Rate Schedule (Exhibit B), plus any applicable taxes.
4. **Pay Authorization.** If customer possesses insurance coverage applicable to the Work, Customer authorizes each insurance carrier providing that coverage to make payment directly to BELFOR for performance of the Work.
5. **Invoicing and Payment.** BELFOR shall submit to Customer itemized invoice(s) setting forth the total amounts due in accordance with the Rate Schedule for services utilized in performance of the Scope of Work.

Customer will pay BELFOR fees and charges for the Work, together with all applicable federal, state or local taxes, in accordance with the following schedule:

- A. \$ _____ on or before _____
- B. \$ _____ on or before _____
- C. The balance of BELFOR's fees and charges for the Work will be paid within 30 days from the Customer's receipt of the final invoice.

If payments are not received within 30 days, Customer agrees to pay all costs of collections up to and including court costs, reasonable attorney's fees and interest charges at the lesser of: 1) 1.5% per month, or 2) the maximum lawful interest rate.

6. **Responsibility for Payment.** Customer agrees to make payment to BELFOR for services rendered hereunder in the amounts and on the terms specified above, regardless of whether Customer is entitled to reimbursement for such costs from his/her or from some other person's or entity's insurance carrier or any other source.

BELFOR

PROPERTY RESTORATION

CA License #810553

7. **Best Efforts.** BELFOR and Customer acknowledge that the property which is the subject of the WORK has been involved in a fire, flood, or other catastrophe. BELFOR will perform the Work on a "best efforts" basis, but cannot, and therefore does not, guarantee that any of the property will be operational or free from defect following completion of the work.
8. **Limited Warranty** All work performed by BELFOR decontamination technicians is warranted for one year against the return of corrosion and contamination resulting from defects in workmanship.
9. **Causes Beyond Control.** If any circumstance or event which is beyond the reasonable control of BELFOR delays the performance of any of BELFOR's obligations under this agreement or makes any of those obligations impossible to perform, BELFOR will not have any liability for that delay or non-performance.
10. **Consents and Permits.** Any federal, state, or local permits or consents required for the performance of the Work are the responsibility of the Customer; provided that, if made a part of the Work, BELFOR may obtain such permits and consents at Customer's expense. Both BELFOR and Customer will comply with all applicable governmental regulations, statutes, laws, and ordinances.
11. **Disposal.** Disposal of any Hazardous Material (including specimens or samples) or any property that contains Hazardous Material, performed by BELFOR under this Agreement will be made in the name of the Customer and under any applicable generator number or other identification assigned by the Customer.
12. **Indemnity.** Each party agrees to indemnify and hold harmless the other party hereto and the other party's shareholders, directors, officers, employees and agents, from and against any and all claims, demands, causes of action and liabilities of any nature, whether for damages to property, and/or the conditions to which this Contract pertains, to the extent that any such claim, demand, cause of action and/or liability is attributable to the breach of contract, negligence or other fault of the indemnifying party.
13. **Confidential Information.** BELFOR and Customer mutually agree to maintain in confidence and will not, directly or indirectly disclose or use, either during or after the term of this Agreement, any proprietary or confidential information belonging to the other party, whether it is in written or permanent form, except to the extent necessary to perform the Services until such time as said information has become public knowledge.
14. **Jurisdiction, Venue and Governing Law.** The parties hereby irrevocably consent to the jurisdiction of the courts of the State in which the work is performed and any federal court located in such State in connection with any action or proceeding arising out of or relating to this contract, any document or instrument delivered pursuant to, in connection with, or simultaneously with this contract, or a breach of this contract or any such document or instrument. The parties also hereto consent that venue of any action brought under this agreement shall be in the County in which the work is performed. This contract shall be construed in accordance with the laws of the State in which the work is performed, without giving effect to conflict of laws.

BELFOR (●)

PROPERTY RESTORATION

CA License #810553

- 15. **Attorneys Fees.** In the event that either party to this Agreement commences legal action against the other party, the prevailing party shall be entitled to recover reasonable attorneys' fees and court costs.
- 16. **No Consequential Damages.** No party shall in any action or proceeding or otherwise assert any claim for consequential damages against any other party to this contract on account of any loss, cost, damage or expense which such party may suffer or incur because of any act or omission of any other party to this contract or its agents or employees in the performance of a party's obligations under this contract, or any other cause of action (including negligence) arising out of or related to transactions in connection with this contract, or otherwise, and each party expressly waives any such claims.
- 17. **Entire Agreement.** This Contract and the Exhibits hereto comprise the complete agreement of the parties respecting the services to be performed. No engagements, promises, representations, or warranties have been made by either party except as is expressly stated in this Contract and its Exhibits, and the parties hereby expressly disclaim all implied warranties. All modifications to this Contract shall be in writing, signed by both parties hereto.
- 18. **Attachments.** The following documents are attached and incorporated herein by reference:
 - Exhibit A, Scope of Work
 - Exhibit B, Rate Schedule
 - Advance Work Authorization
 - Change Order

Agreed to and accepted this 13 day of August, 2008.

BELFOR USA, INC.

NAME: Mitchell Louino
 SIGNATURE: [Signature]
 TITLE: Project Manager

CUSTOMER

NAME: AL SHKOLER
 SIGNATURE: [Signature]
 TITLE: President

[Signature]
[Signature]

[District letterhead]

[Date]

The Honorable Arnold Schwarzenegger
Governor, State of California
State Capitol Building
Sacramento, CA 95814

Re: Assembly Bill 983 (Ma)—Request for veto

Dear Governor Schwarzenegger:

The [District name] opposes Assembly Bill 983 by Assembly Member Fiona Ma. AB 983 requires local public agencies, before entering into a contract for a project, to provide full, complete and accurate plans and specifications and estimates of cost. [Some info about the district.]

Simply put, perfection is not achievable. This bill puts unrealistic expectations on local public agencies and has the potential to greatly increase costs incurred by the local public agency and the public through design delays and litigation on projects. Requiring “full, complete and accurate” estimates of cost raises concern, because “estimates” implies an uncertainty about the actual and definitive value. Cost estimates are typically based on historical data and are used as a reference point only, not a definitive number. Additionally, in emergencies or otherwise urgent projects, contractors need to operate quickly based on plans and specifications that may not be fully complete because of time constraints.

Case law in public construction law still holds that a bidder must prove an intentional misrepresentation or active concealment of the plans and specifications by the public entity in order for the contractor to recover against the public entity. This bill eliminates this standard which limits the liabilities of public agencies regarding the reliability and accuracy of plans. AB 983 limits design professional liability in such instances and transfers this liability to the local public agency bidding the job.

Many special districts are not staffed with construction experts and rely on the expertise of architects, engineers and other design professionals to ensure the accuracy and completeness of plans and specifications. However, AB 983 forces a district to guarantee to a contractor the accuracy of these very plans it receives from the engineer or architect, but the district is unable to seek a defense from the engineer or architect if the contractor asserts the plans are inaccurate. Costs to constituents and the agency would increase because of delays, additional burdens and lawsuits.

For these reasons, we oppose AB 983 and respectfully request that you veto this legislation.

Cordially,

[Your name]
[Your title]

CC: Thomas Vu, CSDA: 916.442.7889

[District letterhead]

[Date]

The Honorable Arnold Schwarzenegger
Governor, State of California
State Capitol Building
Sacramento, CA 95814

Re: Assembly Bill 983 (Ma)—Request for veto

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Cordially,

[Your name]
[Your title]

CC: Thomas Vu, CSDA: 916.442.7889

