



Passport to Progress

Library Board of Trustees

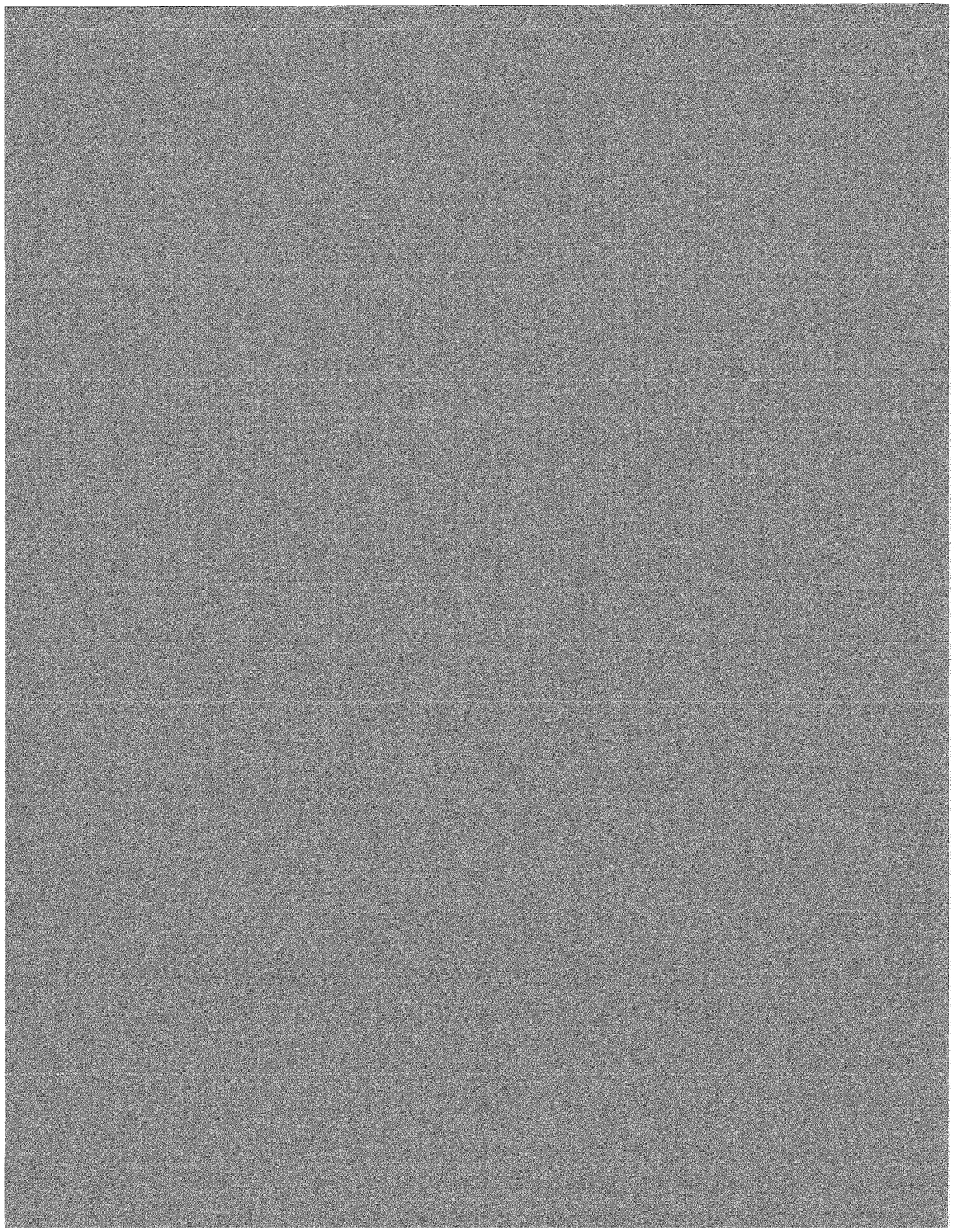
Unusual Meeting

September 29, 2008

6:30 P.M.

**Placentia Library
Library History Room**

Goodson



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. 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

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

6. Review of Action Items.

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

7. Adjourn

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

I, Jeanette Contreras, Library Director for Placentia Library District, hereby certify that the Agenda for the Monday, September 29, 2008 Special Meeting of the Library Board of Trustees of the Placentia Library District was posted on Friday, September 26, 2008.



3. Adoption of Agenda

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

Presentation: Library Director

Recommendation: Adopt by Motion

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

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

CONSENT CALENDAR (Items 8 – 28)

Presentation: Library Director

Recommendation: Approve by Motion

Items 8 - 28 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.

MINUTES (Item 8)

8. Minutes of the August 18th 2008 Library Board of Trustees Regular Meeting and the Special Meeting of August 21, 2008 and Emergency Meeting of September 18, 2008. (Receive & File and Approve)

CLAIMS (Items 9 – 12)

9. Nonstandard Claims in excess of \$300. (Receive & File and Approve)
10. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)
11. Current Claims and Payroll. (Receive & File and Approve)
12. FY2008-2009 Cash Flow Analysis through August 2008; the Schedule of Anticipated Property Tax Revenues for FY2008-2009 as provided by the Orange County Auditor; and recommendation that no funds be transferred at this time. (Receive & File).

TREASURER'S REPORTS (Items 13 – 16)

13. Financial Reports for August 2008 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for August 2008. (Receive & File)
15. Acquisitions Report for August 2008. (Receive & File)
16. Entrepreneurial Activities Report for August 2008. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 22)

17. Personnel Report for August 2008. (Receive, File, and Ratify Appointments)
18. Volunteer Reports for August 2008. (Receive & File)
19. Circulation Report for August 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. (Contreras)
24. Program Committee Report for August 2008. (Goodson)
25. Children's Services Report for August 2008. (Wakai)
26. Placentia Library Literacy Services Report for August 2008. (Goodson)
27. Reference and Adult Services Report for August 2008. (Strazdas)
28. Placentia Library Web Site & Technology Report for August 2008. (Matas)

NEW BUSINESS

29. Get acquainted with the new City Administrator, Mr. Troy Butzlaff

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

30. Restructure of Organization

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

Wed Oct 15

31. Hours of Service Change for Passport Office and Elimination of Notary Services

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

32. Library Services Consultant – Ms. Joanne Hardy

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

33. Library Space Reutilization

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

34. Employee of the Quarter Program

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

35. District Cellular Phones

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

CONTINUING BUSINESS

ADJOURNMENT

36. Agenda Preparation for the October Regular Meeting which will be held on Monday, October 20, 2008 unless re-scheduled by the Library Board of Trustees.

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

38. Adjourn

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

I, Jeanette Contreras, Library Director of Placentia Library District, hereby certify that the Agenda for the September 29, 2008 Unusual Meeting of the Library Board of Trustees of the Placentia Library District was posted on Friday, September 26, 2008.

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
August 18, 2008

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on August 18, 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: Public Services Manager Jim Roberts

Others Present: PLFF Director Ben Boelman, Representative for Robin Masters; former Library Trustee of the Placentia Library District, and Library employee, Alexander Hernandez.

**ADOPTION OF
AGENDA**

It was moved by Trustee Turner and seconded by Trustee Wood to adopt the agenda as presented.

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

**ORAL
COMMUNICATIONS**

It was announced that Robin Masters, former Trustee of the Placentia Library, died on August 5, 2008, of complications after surgery for acute pancreatitis. Robin worked at Covina Library for 23 years and had worked in Southern California libraries since 1973.

**FRIENDS
FOUNDATION
REPORT**

Placentia Library Friends Foundation (PLFF) Board Director, Ben Boelman, informed the Library Board that the PLFF's contract with Stelter Company for internet services will conclude on September 30, 2008. Trustee Turner reported that the vending machine responsibility of picking up the supplies has been transferred to the PLFF Board of Directors. She also reported the Author's Luncheon Committee has extended an invitation to Jamie Lee Curtis, author/actor, to be the featured author for the PLFF 2009 Author's Luncheon and awaiting a response.

TRUSTEE REPORTS

President Shkoler reported that the Library Director employment contract was offered and accepted by Jeanette Contreras effective September 8, 2008.

Trustee Wood attended the Placentia Rotary Club meeting of August 13, 2008.

Trustee Turner has nothing to report at this time.

Secretary DeVecchio attended the Placentia Rotary Club meeting of August 13, 2008.

Trustee Escobosa attended the Placentia Rotary Club meeting of August 13, 2008.

**CONSENT
CALENDAR**

It was moved by Trustee Escobosa and seconded by Secretary DeVecchio approve Agenda Items 8-28:

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

Minutes of the July 21th 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.

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 July 2008

Office General Ledger & Check Registers for July 2008

Acquisitions Report for July 2008

Entrepreneurial Report for July 2008

Collection Agency Report for July 2008

Gifts Report for July 2008

Building Maintenance for July 2008

Personnel Report for July 2008

Volunteer Report for July 2008

Circulation Report for July 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

Director's Report for July 2008

STAFF REPORTS

Program Committee Report for July 2008

Children's Services Report for July 2008

Placentia Library Literacy Services Report for July 2008

Reference and Adult Services Report for July 2008

Placentia Library Web & Technology Report for July 2008

BUDGET FY 08-09

It was moved by Trustee Wood to approve the Budget for Fiscal Year 2008-2009 as presented.

**CEILING
CONTRACT**

Nothing to report at this time.

**ASSEMBLY BILL 983
- Ma**

It was moved by Trustee Escobosa and seconded by Secretary DeVecchio to forward correspondence in response to the proposed Assembly Bill 983 – Ma.

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

CLOSED SESSION

The Board approved the Library Director's, Jeanette Contreras, salary to be \$100,000 per annum effective September 8, 2008.

**AGENDA
PREPARATION**

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

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for August 18, 2008 adjourned at 7:25 P.M.

NEXT MEETING

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 SPECIAL MEETING
August 21, 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.

**ADOPTION OF
AGENDA**

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

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

**ORAL
COMMUNICATIONS**

No public comment.

BUDGET FY 08-09

It was moved by Trustee Wood and seconded by Trustee Turner 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;

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

It was moved by Trustee Wood and seconded by Trustee Escobosa to adopt Resolution 09-03 by a roll call vote;

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

It was moved by Trustee Escobosa and seconded by Trustee Wood to authorize the Chair and Secretary of the Placentia Library District Board of Trustees to sign the Orange County Budget Forms;

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

**AGENDA
PREPARATION**

Agenda Preparation for the September Unusual Board of Trustees Meeting will be held on Monday, September 29, 2008 at 6:30 P.M.

ADJOURNMENT

The Special Meeting of the Placentia Library District for August 21, 2008 adjourned at 4:03 P.M.

Richard DeVecchio
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

**MINUTES
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES EMERGENCY MEETING
September 18, 2008**

ROLL CALL

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

**ADOPTION OF
AGENDA**

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

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

**ORAL
COMMUNICATIONS**

No public comment.

**INTERIOR
PAINTING
CONTRACT**

It was moved by Trustee Wood and seconded by Secretary DeVecchio Turner to award the Library interior painting revised contract to Prowest Painting and Waterproofing, Inc. at cost not to exceed \$27,455.00

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

CLOSED SESSION

Nothing to report at this time.

**AGENDA
PREPARATION**

Agenda Preparation for the September Unusual Board of Trustees Meeting will be held on Monday, September 29, 2008 at 6:30 P.M.

ADJOURNMENT

The Emergency Meeting of the Placentia Library District for September 18, 2008 adjourned at 4:30 P.M.

Richard DeVecchio
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
September 29, 2008

TYPE	REPORT NUMBER	AMOUNT
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None		
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	TOTAL	
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PLACENTIA LIBRARY DISTRICT
 Summary of Claims Forwarded by the Library Director & Trustees
 September 29, 2008

	DATE	CLAIM	FUND	AMT
LIBRARY DIRECTOR				
FUND 707	September 2, 2008	5147	707	18,797.68
	September 11, 2008	5148	707	16,240.98
	September 19, 2008	5149	707	4,473.57
	September 19, 2008	5150	707	45,276.35
	September 19, 2008	5151	707	3,458.28
		CLAIM TOTAL		88,246.86

PLACENTIA LIBRARY DISTRICT
 Current Claims and Payroll
 September 29, 2008

TYPE	REPORT NUMBER	AMOUNT
Claims	5152	5,986.24
	5153	4,438.06
	5154	3,171.25
	Subtotal for Claims	13,595.55
Payroll	10/8/2008	55,472.00
	10/22/2008	55,472.00
	Subtotal for Payroll	110,944.00
TOTAL CURRENT CLAIMS & PAYROLL		124,539.55

Fund Balance Report for Placentia Library District Funds on Deposit with the Orange County Treasurer
Post-Petition Balances (B/S Account 8010 - Cash)
 September 29, 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	150,529.68	11,852.13	189,032.37	855,424.76	11,565.14	1,218,404.08	362,979.32
9/30/2008						0.00	0.00
10/31/2008						0.00	0.00
11/30/2008						0.00	0.00
12/31/2008						0.00	0.00
1/31/2009						0.00	0.00
2/28/2009						0.00	0.00
3/31/2009						0.00	0.00
4/30/2009						0.00	0.00
5/31/2009						0.00	0.00
6/30/2009						0.00	0.00
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Fiscal Year 2007-2008							
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
6/30/2007*	143,300.29	11,282.78	179,951.58	1,099,907.16	11,009.55	1,445,451.36	345,544.20
7/31/2007	143,288.46	11,281.85	179,936.72	1,037,037.44	11,008.64	1,382,553.11	345,515.67
8/31/2007	144,541.01	11,380.47	181,509.63	850,500.39	11,104.87	1,199,036.37	348,535.98
9/30/2007	144,528.71	11,379.50	181,494.19	706,518.63	11,103.93	1,055,024.96	348,506.33
10/31/2007	145,803.61	11,479.88	183,095.17	614,387.66	11,201.88	965,968.20	351,580.54
11/30/2007	145,791.21	11,478.90	173,079.60	640,461.89	11,200.93	982,012.53	341,550.64
12/31/2007	147,059.93	11,578.79	184,672.81	1,175,090.44	11,298.40	1,529,700.37	354,609.93
1/31/2008	147,693.04	11,628.79	185,470.20	1,080,418.86	11,347.19	1,436,558.08	356,139.22
2/28/2008	148,303.62	11,676.86	186,236.95	984,004.71	11,394.11	1,341,616.25	357,611.54
3/31/2008	148,883.14	11,722.49	186,964.69	893,158.90	11,438.63	1,252,167.85	359,008.95
5/30/2008	149,359.77	11,760.01	187,563.23	1,368,667.43	11,475.25	1,728,825.69	360,158.26
6/15/2008	149,810.27	11,795.48	188,128.96	1,291,076.16	11,509.87	1,652,320.74	361,244.58
6/30/2008	150,180.09	11,824.60	188,593.36	932,562.29	11,538.28	1,294,698.62	362,136.33

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: September 29, 2008

Summary of Cash and Investments as of August 31, 2008

Cash with Orange County Treasurer Fund 702	150,529.68
Cash with Orange County Treasurer Fund 703	11,852.13
Cash with Orange County Treasurer Fund 706	189,032.37
Cash with Orange County Treasurer Fund 707	855,424.76
Cash with Orange County Treasurer Fund 708	11,565.14
County Exempt Checking – Bank of the West	16,169.71
County Exempt Savings – Bank of the West	10,956.83
General Fund Checking – Bank of the West	4,209.44
General Fund Savings – Bank of the West	2,627.47
Literacy Fund Savings – Bank of the West	14,311.13
Payroll Checking – Wells Fargo Bank	92,657.00
Payroll Emergency CD – California National Bank	23,624.58

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



Jeanette Contreras
Library Director



12:29 PM
09/23/08
Accrual Basis

Placentia Library District
Balance Sheet
As of August 31, 2008

	Aug 31, 08
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	16,169.71
County Exempt - Savings	10,956.83
General Fund - Checking	4,209.44
General Fund - Savings	2,627.47
Literacy Fund - Savings	14,311.13
Payroll Checking - Wells Fargo	92,657.00
Payroll Checking (CDs)	
0028205565	23,624.58
Total Payroll Checking (CDs)	23,624.58
Total Checking/Savings	164,556.16
Total Current Assets	164,556.16
Fixed Assets	
Building and Improvements	2,029,651.00
Equipment and Furniture	626,490.00
Land	81,498.00
xAccum Depr Bldg Impr	-914,597.00
xxAccum Depr Equip Furn	-584,086.00
Total Fixed Assets	1,238,956.00
TOTAL ASSETS	1,403,512.16
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	1,496.00
Total Other Current Liabilities	116,679.00
Total Current Liabilities	116,679.00
Long Term Liabilities	
Capital lease payable	147,971.62
LaSalle renovatio lease	144,932.12
Total Long Term Liabilities	292,903.74
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	23,977.09
Total Equity	93,929.42
TOTAL LIABILITIES & EQUITY	1,403,512.16



Placentia Library District

TO: Jeanette Contreras, Library Director
FROM: Katie Matas, Librarian *KLM*
DATE: September 29, 2008
SUBJECT: **Acquisitions Report for August, 2008**

There was no acquisitions activity in August.

Entrepenurial Activities Report
 Net Revenue Summary
 August-08

	Aug-08	Aug-07	YTD 2008-2009	YTD 2007-2008
Passport	0.00	11,019.59	7,426.58	27,719.79
Passport Photos	0.00	1,820.00	1,440.00	3,730.00
Notary Public	0.00	350.00	192.50	670.00
Test Proctor	0.00	207.30	180.00	477.30
Total	0.00	13,396.89	9,239.08	32,597.09

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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

RESIGNATIONS:

None

RETIREMENT:

Vernon Napier, Technology Manager. Effective August 15, 2008.

APPOINTMENTS:

Jeannette Contreras, Library Director. Effective September 8, 2008

OPEN POSITIONS:

None

WORKERS' COMPENSATION LEAVE:

None

TO: Jeanette Contreras, Library Director

FROM: Yesenia Gomez

Volunteer Report for August 2008

REGULAR VOLUNTEERS are committed to an on-going program each week.

TEMPORARY VOLUNTEERS are working for a project in school, church, scouts, or court referral cases.

Regular/Temp.Volunteers Hours

	FY 08/09
July	165.00
August	58.00
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	
TOTAL	223.00

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

	August-08	Aug-07	Y-T-D 2008-9	Y-T-D 2007-8	Y-T-D % change
NEW PATRON REGISTRATIONS	0	261	412	304	26.2%
TOTAL CIRCULATION	24,332	21,376	26,129	24,921	4.6%
TOTAL ACTIVE BORROWERS *	18,804	24,660	43,464	24,660	43.3%
TOTAL REGISTERED BORROWERS *	36,911	33,404	73,804	36,911	50.0%
ATTENDANCE	Not Available	49,489	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

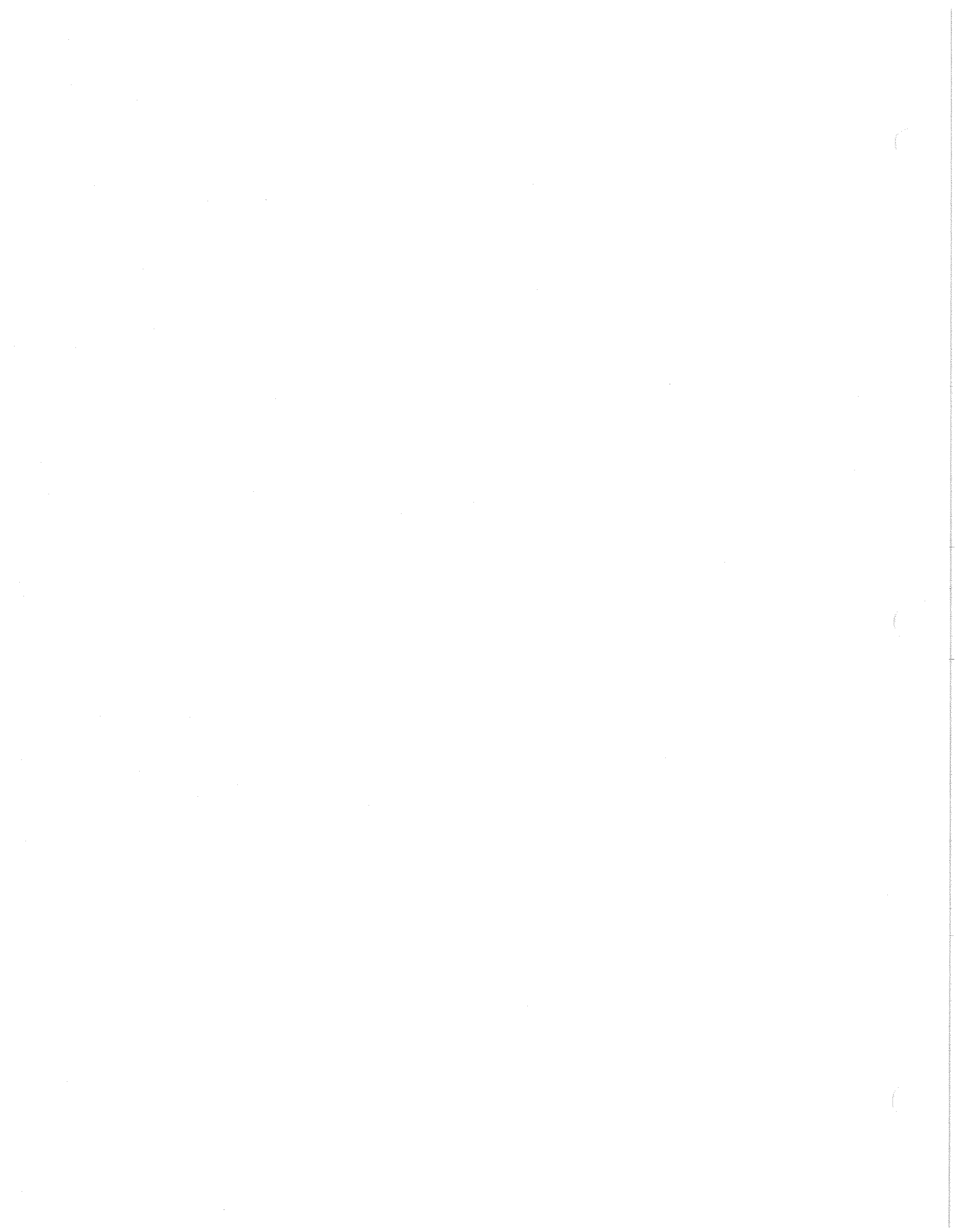
CITY OF PLACENTIA INVOICES

PERIOD COVERED	DATE	S. CA	MAINT/ CIV CTR IRRIGATION					TOTAL
FY2008-2009	INVOICE	EDISON	TURF	GROUNDS	REPAIRS	SEISMIC	CONTROL	
Jul-08	*							
TOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00
AVG		0.00	0.00	0.00	0.00	0.00	0.00	0.00

* Invoice not received by City as of board book print date

PERIOD COVERED	DATE	S. CA	MAINT/ CIV CTR IRRIGATION					TOTAL
FY2007-2008	INVOICE	EDISON	TURF	GROUNDS	REPAIRS	SEISMIC	CONTROL	
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							0.00
Apr-08	05/14/08							0.00
May-08	05/14/08							0.00
Jun-08	05/14/08	7,259.02	2,316.02	145.15	5,604.82	0.00	7.82	15,332.83
TOTAL		50,449.48	13,011.29	1,289.69	8,153.98	0.00	46.52	72,950.96
AVG		10,089.90	2,602.26	257.94	1,630.80	0.00	9.30	14,590.19

SA formula



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Wendy Goodson, Administrative Services Manager
SUBJECT: **Partnerships With Community Organizations for August 2008**
DATE: September 29, 2008

There is no activity to report for the month of August 2008.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Wendy Goodson, Administrative Services Manager
SUBJECT: Active Grant Applications for August 2008
DATE: September 29, 2008

There is no activity to report for the month of August 2008.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: **Library Director's Report**
DATE: September 29, 2008

Activities Report:

Monday, September 8

I received a warm welcome from the Library Board of Trustees and the library staff. I met with several staff to gather information about their job responsibilities and their educational and work experience.

I conducted a walk-through of the Library to see the progress of the construction project.

Tuesday, September 9

I was introduced to the library staff at a staff meeting. I continued to meet with library staff to gather information.

I was introduced to Mr. Danny Eberly from Belfor.

I accepted Literacy Library Assistant Hilda Rivera's resignation. Her last day was September 23, 2008.

Wednesday, September 10

I continued to meet with library staff to gather information.

I met with Ms. Joanne Hardy, the former Interim Director for Fullerton Public Library, to assess the possibility of retaining her consultant services.

I was introduced to Mr. Patrick Hoang.

I had an unscheduled meeting with the Public Services Manager Jim Roberts for approximately 1.5 hours.

Thursday, September 11

I attended an acquisitions meeting with library staff and explained the new book order procedure. Staff will be required to submit their book carts to me every two weeks on Wednesdays. I will review the carts to study the staff's selection pattern. Katie Matas will place the book orders on Sunday. The first book carts for this new order calendar was due on Wednesday, September 17th.

Friday, September 12

I attended the grand re-opening meeting with committee members to plan for the event that is scheduled for Wednesday, October 1st. I also had an offsite meeting with the Library Director of Buena Park Library District, Louise Mazerov, to discuss organizational structure for special district libraries.

Monday, September 15

I met with Mrs. Dixie Shaw. She shared information with me on projects she would like the Library to consider. She gave me a copy of *A Whole New Mind Why Right-Brainers Will Rule the Future* by Daniel H. Pink.

A card enclosed with a \$150 Wal-Mart gift card was sent to Mr. Jim Roberts on Wednesday, September 17, 2008.

I began working with Ms. Yesenia Gomez and Mr. Jesus Diaz to create new business cards for the Library Board of Trustees and library staff.

I attended an Interact meeting at the Valencia High School to give the PREP committee an update on literacy services at the Placentia Library District. Present were Rotary Club President, Mr. Bruce Brown and H.I.S. House Director Teri Niebuhr. I communicated to attendees that the Placentia Library District will continue to provide literacy services to our community. The extent of the services is still being reviewed and the Library would look forward to working with the PREP students in a manner that best meets the Library's vision and the community's needs.

I attended the Friends Foundation meeting and was introduced to the board members and Mrs. Dottie Rogers. Mrs. Rogers will provide pro bono bookkeeping services for the Friends Foundation. I informed the board members that Yesenia will provide the Friends Foundation with a list of tasks she has been performing for the Friends Foundation. While meeting with the Friends Foundation to review her task list, Yesenia will ensure a smooth transition for the Friends Foundation during the transferring of responsibilities period. The intent is for Yesenia to gain library experience which will help her further her education as she works on attaining her MLIS degree. I thanked the Friends Foundation for their continued support and their \$700 donation towards the grand re-opening.

Wednesday, September 17

I met with A New Star Painting Company for a painting bid. After the walk through and discussion of the scope of work and timeline, the company will not be able to participate in the bid process due to time constraints.

I attended the Rotary Club meeting as a guest of the Library Board of Trustees President.

I met with City Administrator Troy Butzlaff and City Administrative Services Director Stephen Pischel to introduce myself. I thanked the City for their supportive partnership with the Placentia Library District and I look forward to working with them and their staff to make Placentia a top-notch City for our residents.

Thursday, September 18

I attended an Emergency Library Board of Trustees meeting to present painting proposals and sought the Board's direction and approval to have the interior of the Library painted. Three bids were received: Prowest Painting and Waterproofing, Inc. for \$20,706, T.A.G. Painting & Decorating for \$27,500 and RMC for \$52,091. The Board awarded the contract to Placentia based Prowest Painting and Waterproofing, Inc.

I met with City Administrator and City Public Works Director to request their assistance in removing and disposing of the jungle gym from the children's area. The City Administrator agreed to provide two staff for a total of six hours to complete the job. Removal occurred on Friday, September 26 at 6:45 a.m. I thanked the City staff for their assistance.

Friday, September 19

I conducted a walk through with Library Board of Trustees members, Richard DeVecchio and Betty Escobosa to share with them the paint color selections. It was requested that the stones aligned with those from the exterior not be painted to preserve the consistent appearances from outside. The stones in the alcoves by the large print and children's areas will be painted.

Saturday, September 20

I met with the painters at 6:00 a.m. to let them in the building. We walked through the building to confirm once again the scope of the work before painting occurred.

The following preparation activities occurred:

- Removed telephone booths
- Discovered soft drywall by the drinking fountain near the main entrance. The softness was caused by the pipes from the men's restroom. A plumber came to investigate and reported no leakage. The moisture was accumulated over time. The painter patched and sealed the hole.
- Removed the large corkboard in the children's area.
- Removed the microfilm files and bookshelf that formerly housed the Haines Criss Cross Directory.
- Library Aide Jazzman Zuniga was injured while pulling a book cart. She was hit by another book cart causing injury to her left ankle. She did not wish to file for worker's compensation at the time. Jazmin was sent to the Library's medical center and dismissed for the day.
- With help from Patrick Hoang, moved and tested the printer/copier. Everything is in working condition.
- Provided pizza and drinks for library staff and volunteers.
- Left at 11:45 a.m. Staff stayed until 8:30 p.m. Wendy was the manager in charge after I had departed.

Sunday, September 21

I arrived at 4:35 a.m. The painters arrived at 6:10 a.m. I again pointed out the stones that were not to be painted. The painters confirmed that they understood the instructions and indicated that the job would be completed by the end of the day. I continued to work on preparing information for the September 29th Board meeting.

The following preparation activities occurred:

- Eleven volunteers including staff arrived to help shelve, clean up, shift materials, and straighten up the Library. Most staff arrived at 1:00 p.m.
- I provided sandwiches for the library staff and volunteers.
- Four staff (David Ferrari, Edythe Finley, Alex Hernandez and Estella Wnek) and I stayed until 11:00 p.m.

Monday, September 22

Opening day. Several patrons were already waiting outside before the Library was opened. The Orange County Register reporter, Eric Neff came by to speak with Board President Al Shkoler and patrons. I was interviewed by Eric Neff to be profiled in the upcoming Placentia News.

I met with Steve Pischel, City Director of Administrative Services, to attain additional information about the District and City's partnership.

Tuesday, September 23

I met with two Friends Foundation members and Yesenia to discuss the transferring of Yesenia's duties to the Friends Foundation. A list of tasks was presented. I communicated with the Friends Foundation that Yesenia will be available to assist in training the Friends Foundation.

Wednesday, September 24

I attended a women's luncheon at the California Special District conference in Irvine with the Library Board of Trustees Betty Escobosa, Jean Turner and Gae Wood. I ended my shift soon after the luncheon.

Thursday, September 25

I met with the Library Board of Trustee President Al Shkoler to review the Board packet for the upcoming September 29th Board meeting.

I worked with Yesenia to mail the grand re-opening invitations and discuss other related details.

Friday, September 26

I met with the painters to go over the areas to be painted including children's and literacy offices, staff work room, break room, staff restrooms and administration. I received three quotes from Prowest for painting of the shelves, ceiling, and wood guards by the circulation desk. I also met with City personnel to ensure the removal and demolishing of the children's jungle gym be completed by 12:00 p.m.

Saturday, September 27, 2008

I arrived at the office at 10:30 a.m. to work on the September 29th Board meeting.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Interim Library Director
SUBJECT: Library Director's Report (supplement)
DATE: September 29, 2008

The Auditor Controller Report (attached) estimate for the District's Fiscal Year 2008-2009 Property Tax Revenue is \$1,808,273.41.

The District's Budget FY 08-09 is based on \$1,848,012.

Given some changes in expenditures and possible deferring of purchases such as equipment, the District should be able to balance.





PLACENTIA LIBRARY DISTRICT
FINANCE DEPT-REVENUE
411 E. CHAPMAN AVE.
PLACENTIA, CA 92670

DAVID E. SUNDSTROM, CPA
AUDITOR-CONTROLLER

Hall of Finance & Records
12 Civic Center Plaza, Room 205
P.O. Box 567
Santa Ana, California 92702-0567

(714) 834-2450 Fax: (714) 834-2569
A/C Tax Unit (714) 834-4437

AUGUST 22, 2008

ESTIMATED 2008-2009 PROPERTY TAX REVENUE
AT68AF-72

FUND/AGENCY FUND DESCRIPTION

707 -707.01 PLACENTIA LIBRARY DIST-GEN FUND

SECURED	1,722,976.52
PUBLIC UTILITY	0.00
HOMEOWNER	15,968.04
UNSECURED	<u>69,328.85</u>
TOTAL	1,808,273.41

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Wendy Goodson, Administrative Services Manager
SUBJECT: **Program Committee Report for August 2008**
DATE: September 29, 2008

There is no activity to report for the month of August 2008.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Coleen Wakai, Children's Library Assistant
SUBJECT: Children's/Young Adult Report for August 2008
DATE: September 29, 2008

The library was closed for the entire month of August due to the July 29, 2009 earthquake damage to the ceiling; the Children's Department took the opportunity to work on these projects:

1. The California Pizza Kitchen Fundraiser, supported by the Placentia Library staff, Board, Friends Foundation, City Hall/Police Department, PYLUSD, City of Commerce, vendors and community/patrons and a little help from our great waiters from CPK! The final check was presented to Jeanette Contreras on September 20, 2008.
2. The department took a day to visit Fullerton Public Library/Hunt, Brea, and Yorba Linda children's and YA sections to network with those libraries regarding their programming/displays, and collections.
3. Joanna Gee was interviewed and hired to do the Children's Lap Sit and will begin that program on October 2, 2008. Brenda Ramirez, Children's Library Assistant, planned for story time sessions every Tuesday morning beginning the week of the Grand Re-opening.
4. The department discussed ideas for creating a young adult space/growth of present collection and plans to begin a Teen Advisory Group (TAG), a social network for teen volunteers.
5. Plans for the final Summer Reading Program (SRP) program were made for the Saturday of the Grand Re-opening week, (now scheduled for October 4, 2008 at 2:00 PM). Children are encouraged to collect their reading rewards. The California Pizza Kitchen will donate pizzas to thank our great teen volunteers. The date for the Teen Volunteer Appreciation Night is pending.
6. Work continues on Children's and YA collection development.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Wendy Goodson, Administrative Services Manager
SUBJECT: Literacy Services Report for August 2008
DATE: September 29, 2008

There is no activity to report for the month of August 2008.

TO: Jeanette Contreras, Library Director

FROM: Mary Strazdas, Librarian

DATE: September 29, 2008

SUBJECT: Reference and Adult Services report for August, 2008

- The July 29 earthquake caused the library to remain closed for the entire month of August into September.
- We had three staff persons (Kathy Staymates, Gary Bell, and Mary Strazdas) who worked when called upon; most activity involved collection development.
- Three programs are being planned for October; three scheduled in July, August, and September had to be postponed.
- The History Room presented the portrait of Frank Morse to Morse School.
- Jeanette Gardner has been digitizing photos for the library collection. She has done 20 for the website and approximately 60 for in-house.
- The new prospectus for the History Room will be presented at the board meeting September 29.

TO: Jeanette Contreras, Library Director

FROM: Mary Strazdas, Librarian

DATE: September 29, 2008

SUBJECT: Reference and Adult Services report for August, 2008

- The July 29 earthquake caused the library to remain closed for the entire month of August into September.
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- The History Room presented the portrait of Frank Morse to Morse School.
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Placentia Library District

TO: Jeanette Contreras, Library Director
 FROM: Katie Matas, Librarian *KM*
 DATE: September 29, 2008
 SUBJECT: **Technology & Website Report for August, 2008**

1. Technical Services Report for August 2008

- Vernon retired on August 7, 2008.
- Jesus and Katie spent some time with Vernon learning to work with the website.
- The website and wireless access were available to the public while the Library was closed.

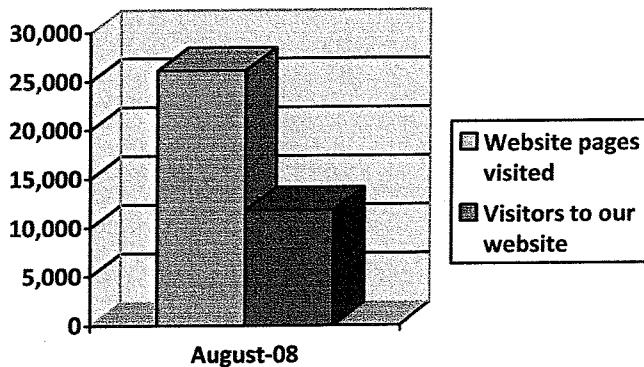
2. Online database usage for August 2007 and August 2008

	August 2008	August 2007	Y-T-D 2008-9	Y-T-D 2007-8	Y-T-D change
Total number of enquiries	3978	6922	6960	16953	-9993

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 August 2008

In August 2008 we had 11,777 visitors to our website. In August 2008 there were 26,097 page hits. A yearly comparison is not available due to the website redesign.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Get Acquainted With the New City Administrator, Mr. Troy Butzlaff**

DATE: September 29, 2008

BACKGROUND

Mr. Troy Butzlaff recently joined the City of Placentia as the new City Administrator. Prior to Placentia, Mr. Butzlaff was the Assistant City Manager for the City of Palm Springs. He was responsible for overseeing the activities and operations for the Administrative Services Departments which include Airport, Finance, Library, and Parks and Recreation. As the former Assistant City Manager for the City of Indian Wells, Mr. Butzlaff administered the City's solid waste and cable television franchises, public information, telecommunications and information systems, advertising and marketing programs for the City. Mr. Butzlaff's experience includes a post as the Assistant to the City Manager for the City of Diamond Bar. He instituted the City of Diamond Bar's electronic bulletin board and information system known as City Online.

Mr. Butzlaff holds a Bachelor of Arts degree in Political Science and a Master degree in Public Administration from the University of La Verne.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Restructure of Organization
DATE: September 29, 2008

BACKGROUND

The purpose of restructuring an organization is to ensure that the Placentia Library District's governance, operations, and processes, are consistent with expected levels of excellence and professionalism. It is also necessary for the restructuring to establish a library structure that clearly defines the roles and responsibilities of each classification as aligned with the District's mission, vision and goals.

Restructuring is a tool that will ensure effective and accurate communication between staff and managers to deliver the best possible services to our patrons. The structure will identify distinctions between the various groups of classifications: Executive/Management, Professional, Paraprofessional and Clerical. Several staff members continued to work out of their job classifications and have performed duties that are in direct violation with the District policy. The restructure will ensure that managers and supervisors have the tools needed to enforce the responsibilities of each staff member as their performance will be reflected on their performance evaluations.

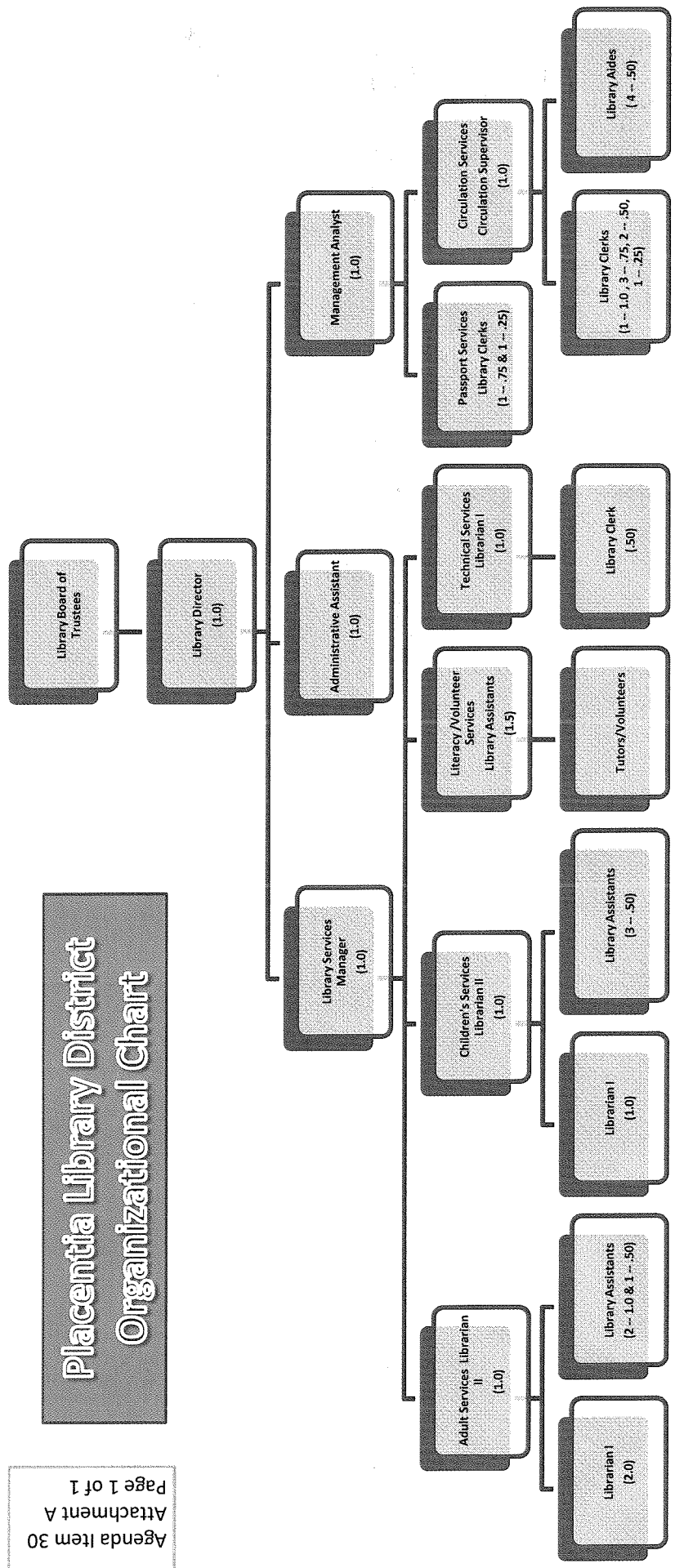
The Placentia Library District needs to realign their business practices by focusing on basic library business –circulation, programming and services for the children and adult members of this community. Literacy will continue to be an element of the Placentia Library District service but not as much emphasis as in previous years. The Placentia Library District needs to go back to the basics. It is essential that the Library retain qualified and high performing employees and separate those that may be hindering the success of the Library.

Attachment A is a proposed organizational chart.

RECOMMENDATION

Approve the restructure of the organization as proposed on Attachment A.

Placentia Library District Organizational Chart



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Hours of Service Change for Passport and Elimination of Placentia Library District Policy #2125 – Notary Public Training and Services
DATE: September 29, 2008

BACKGROUND

The Placentia Library District has been a Passport Acceptance Facility since 1998 and today there are 19 Passport Acceptance facilities within 50 miles from the City of Placentia. Of those, nine are less than five miles from the Placentia Library District; all providing photo services as well. These facilities and their passport hours include:

Facility	Distance from the Library	Passport Hours
Placentia Post Office	0.3	M-F 10am-3pm, Sat. 10am-1pm
Atwood Post Office	1.8	M-F 8:30am-1:30pm
Fullerton Main Post Office	2.3	M, T, Th. 3pm-9pm
Sunkist Station Post Office	3.0	M-F 9am-3pm
Yorba Linda Post Office	3.1	M-F 9am-3pm
Brea Main Post Office	3.6	M-F 8:30am-3pm, Sat. 9am-2pm
Anaheim Hills Station Post Office	4.1	M-F 10am-2pm, Sat. 10am-1pm, appt.
Fullerton Public Library	4.3	M-W 3pm-7pm, Sat. 12pm-4pm
Sunnyhills Station	4.4	M-F 9am-3pm

To provide higher quality customer service and maximize the distribution of library personnel, it is recommended the Placentia Library District adopt an adjustment in hours of service. The proposed hours would be:

Monday – Thursday	3:00 p.m. – 8:30 p.m.	22.0 hours
Saturday	9:00 a.m. – 4:30 p.m.	7.5 hours
Sunday	1:00 p.m. – 4:30 p.m.	7.5 hours

Total Proposed Hours of Service 33.0 hours + by appointment

The Passport Office would close ½ hour before the Library closes, allowing staff to complete the necessary paperwork ensuring applications are mailed the following morning. Historically library staff including the Library Director and managers were all assigned to perform passport duties. The task is of a clerical nature and needs to be assigned to a staff member within the Library Clerk classification. It is a good business practice to have staff available for backup in the event of absences. It would be more efficient and effective to have dedicated staff to perform this duty.

Costs based on proposed hours:

Staffing	\$ 35,976
Supplies	\$ 500
<u>Electricity</u>	<u>\$ 2,368</u>
Total Costs	\$ 38,844
Projected Revenue (Average of 56 applications per week)	\$100,000
<u>Costs</u>	<u>\$ 38,844</u>
Projected Net Profit	\$ 61,156

Discontinue the Notary Services based on costs to the District and need for staff members to cover public desks.

Notary Services

Costs	FY 05-06	FY 06-07	FY 07-08
Staffing	\$ 636	\$ 2,082	\$ 1,487
<u>Certificates & Training</u>	<u>\$ 948</u>	<u>\$ 948</u>	<u>\$ 948</u>
Total Costs	\$1,584	\$3,030	\$2,435
<u>Revenue</u>	<u>\$1,413</u>	<u>\$3,535</u>	<u>\$4,811</u>
Net Profit	\$ (171)	\$ 505	\$2,376

RECOMMENDATION

Approve the Hours of Service Change and Dedicated Staff for the Passport Office and eliminate the Placentia Library District Policy #2125 – Notary Public Training and Services.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: **Library Services Consultant – Ms. Joanne Hardy**
DATE: September 29, 2008

*James Roberts
not needed*

BACKGROUND

The Public Services Manager position will be vacated as a result of Mr. James Roberts' retirement, effective October 1, 2008. The duties of the Public Services Manager have been handled by other library staff, including the Library Director. To effectively lead the Placentia Library District, it is necessary for the Library Director to have adequate time to perform her administrative duties and outreach efforts.

The library staff requires immediate management, direction, and guidance to ensure minimal disruption to public service. A sample of tasks potentially to be performed by the Library Services Consultant in the interim period until the Public Services Manager position is filled will include:

- Directing, coordinating, and reviewing the activities of non-administrative library personnel, resources, equipment, services and programs.
- Managing the Library's programs for adults, young adults, children, literacy and volunteer services. Scheduling staff accordingly for optimum desk coverage.
- Making recommendations to the Library Director regarding procedural changes in compliance with Library policies and developing and communicating those changes to library staff.
- Participating in the recruitment, interview, and selection of library staff and providing performance evaluations.
- Establishing and implementing work procedures and organizing training opportunities for library staff.
- Providing leadership to promote a professional work environment.
- Preparing and submitting monthly reports to the Library Director.

Ms. Joanne Hardy has been working in public libraries for over 26 years, most recently as the Interim Library Director for the Fullerton Public Library. She has excellent managerial skills and is extremely detail-oriented. She is well respected and possesses a strong understanding of the complexities and challenges of library management. Joanne is also a 36 year resident of the City of Placentia.

RECOMMENDATION

Consider entering into a contract with Ms. Joanne Hardy to provide her services as a consultant.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Space Reutilization
DATE: September 29, 2008

BACKGROUND

1. Teen Area

Libraries have overlooked the teen population because they are a smaller percentage of the total population most libraries serve. The American Library Association defines teens as students in junior high and high school. These students are the most challenging to engage in library-related activities and services. A recent study conducted by Pew Internet and American Life Project concluded that 99% of boys and 94% of girls between the ages of 12 – 17 play video games. Game playing is part of the everyday social life for teens and the experiences can be diverse with many video games falling into the categories of sports, puzzles and racing. Video gaming attracts teens.

The teens need a space to call their own; a wholesome place where they can congregate and at the same time be exposed to literature. A teen room would certainly attract teens to the Library and encourage them to participate in teen-related programs offered by the Library. Young adult books, literature and other materials will be near the teen room to promote reading throughout their visits. Rules and procedures for use of the room will be developed by library staff with review and approval by the Library Director.

One possible area for the teen game room is the former office of the Manager of Public Services.

2. Office for Library Assistant, Circulation

The Library Assistant is responsible for the supervision of the Library Clerk II, Library Clerk I, Library Aides, and Library Pages. This job also involves doing performance evaluations as well as possibly counseling and disciplining staff. The current office space for the Library Assistant, Circulation is shared with six other staff members. There is no privacy to conduct personnel tasks and other related activities of a confidential nature. To effectively and efficiently perform the supervisory function of the Library Assistant, Circulation, a private office is needed. One such area is the former volunteer services coordinator's office.

RECOMMENDATION

1. Approve designating an area in the library for a teen room.
2. Approve designating an area in the library as a private office for the Library Assistant, Circulation.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: **Elimination of the Placentia Library District Policy #2040.11-2040.11.3 and Implementation of the Employee of the Quarter Program**
DATE: September 29, 2008

Bring Back in Dec.

BACKGROUND

Under the Placentia Library District Policy #2040.11, the District provides an incentive program for non-exempt employees for the accumulation of sick leave hours. Exempt employees are not eligible for this program. The incentive does not promote performance-based behavior. An employee who never misses a day of work may not necessarily be the most efficient, diligent and friendliest employee. An incentive program that promotes hard work and outstanding performance will be more effective and instills pride in one's accomplishments.

The proposed Employee of the Quarter Program is based on rewarding employees recognized by their peers, supervisors and managers for going above and beyond their job expectations. All employees of the Placentia Library District will be eligible for nomination. An employee can win the award only once in a year.

Final selection will be made by the Library Board of Trustees and the Library Director.

The reward will include cash and the use of the Library Director's parking space for the quarter within the nomination period.

RECOMMENDATION

Approve the discontinuation of the Placentia Library District Policy #2040.11 – 2040.11.3 and adopt the Employee of the Quarter Program.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: **Discontinuation of Cellular Phones for the Library Director, Manger of Public Services, Manager of Technical Services and Administrative Services Manager**
DATE: September 29, 2008

BACKGROUND

Cellular phones have been provided to the Library Director, Manager of Public Services, Manager of Technical Services and the Administrative Services Manager. The phones and e-services are provided by Nextel through the Spring Biz Essential plan – 400 anytime minutes. Each cellular phone costs \$46.99 or \$187.96 per month. The annual cost is \$2,256 which is 50% of the District's telecommunications budget.

The Library will be staffed with at least one supervisor and/or manager in the building at all times. Staff will be required to handle the day-to-day tasks. The Library Director will be available on her personal cellular phone at (714) 623-9624 during emergency situations.

RECOMMENDATION

Approve the discontinuation of the District's cellular phones for the Library Director, Manager of Public Services, Manager of Technical Services and Administrative Services.

