



Placentia Library District

**Board of Trustees
Unusual Date Meeting**

**February 25, 2013
6:30 P.M.**

**Placentia Library
Meeting Room**

Administration

1911

1912

1913



AGENDA

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Monday, February 25, 2013
6:30 P.M.
Meeting Room

*The Vision of the Placentia Library District is to
inspire exploration, open minds and bring people together.*

The Purpose of the Placentia Library District is to provide services and materials to our ever changing and diverse community.

To accomplish this goal the Library will:

- 📖 Provide a qualified staff to acquire, organize, and maintain a collection of print and non-print materials in an easily accessible facility and assist the public with its use.
- 📖 Provide literacy outreach and services to the community.
- 📖 Provide a special collection to document and preserve Placentia's History and Authors.
- 📖 Present programs and provide technology access to everyone in order to promote reading and lifelong learning.
- 📖 Promote the Library's vision through consistent messages to the public.

AGENDA DESCRIPTIONS: *The Agenda descriptions are intended to give members of the public notice and a general summary of items of business to be transacted or discussed. The Board may take any action which it deems to be appropriate on the Agenda and is not limited in any way by the notice of the recommended action.*

REPORTS AND DOCUMENTATION: *Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 200.*

CALL TO ORDER

1. Call to Order Library Board President
2. Roll Call Recorder
3. Adoption of Agenda

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

Presentation: Library Director

Recommendation: Adopt by Motion

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

7. Placentia Library Friends Foundation Board of Director's Report (Secretary Carline)

CONSENT CALENDAR (Items 8 – 23)

Presentation: Library Director

Recommendation: Approve by Motion

Items 8 – 23 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 January 28, 2013 Library Board of Trustees Unusual Date Meeting and the February 20, 2013 Closed Session Meeting. (Receive & File and Approve)

CLAIMS (Items 9 – 12)

9. Nonstandard Claims in excess of \$300. (Receive & File and Approve)
10. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)
11. Current Claims and Payroll. (Receive & File and Approve)
12. FY2012-2013 Cash Flow Analysis through January 2013; the Schedule of Anticipated Property Tax Revenues for FY2012-2013 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 13 – 16)

13. Financial Reports for January 2013 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

14. Balance Sheet for January 2013. (Receive & File)
15. Acquisitions Report for January 2013. (Receive & File)
16. Entrepreneurial Activities Report for January 2013. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

17. Personnel Report for January 2013. (Receive, File, and Ratify Appointments)
18. Circulation Report for January 2013. (Receive & File)
19. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

STAFF REPORTS (Items 20 – 23)

20. Library Director's Report for January 2013.
21. Children's Services Report for January 2013.
22. Adult Services Report for January 2013.
23. Placentia Library Web Site & Technology Report for January 2013.

OLD BUSINESS

24. Report on Actions taken at the Library Board of Trustees Closed Session Meeting
Presentation: President Shkoler
25. Presentation of Fiscal Year 2011-2012 Financial Audit from Macias Gini & O'Connell.
Presentation: Macias Gini & O'Connell
Recommendation: Receive & File the Fiscal Year 2011-2012 Financial Audit for the Placentia Library District of Orange County.

NEW BUSINESS

26. Notification of Nominations – 2013 Election for the Special District Risk Management Authority (SDRMA) Board of Directors.
Presentation: Library Director
Recommendations: 1) Discuss and determine if any trustee is interested in running for one of the SDRMA Board of Directors vacant seats. If there is an interest,
2) Authorize staff to submit the completed Candidate Statement of Qualification on the trustee's behalf; and
3) Approve Resolution for Candidate Nomination.
27. Travel Authorization: Library Board of Trustees and Library Director to attend the California Association of Library Trustees and Commissioners (CALTAC) the Spring Workshop on March 2, 2013 at the Whittwood Branch Library in Whittier.
Presentation: Library Director
Recommendation: Authorize Library Board of Trustees and Library Director to attend the Spring Workshop on Saturday, March 2, 2013 at the Whittwood Branch Library in Whittier, at a cost of \$20 per person plus mileage, with the expenses to be drawn from the General Fund.

28. Placentia Library District Policy #5000 Series
Presentation: Library Director
Recommendation: Review and discuss the Placentia Library District Policy #5000 Series – Board Meetings.

29. Amendments to Placentia Library Policy #6065 – Library Rules of Conduct and Elimination of Placentia Library Policy #6060 – Patron Behavior & Latchkey Children Policy.
Presentation: Library Director
Recommendations: 1) Authorize amendments to the Placentia Library Policy #6065 – Library Rules of Conduct as presented with inclusion of input from the Library Board of Trustees; and,
2) Authorize the elimination of Placentia Library Policy #6060 – Patron Behavior & latchkey children Policy as presented with inclusion of input from the Library Board of Trustees.

30. Contract with Ms. Debra Reilly, Esquire, to Conduct Investigation into a Personnel Matter.
Presentation: President Shkoler
Recommendation: Approve the contract as presented with Ms. Debra Reilly for investigative services into a personnel matter.

ADJOURNMENT

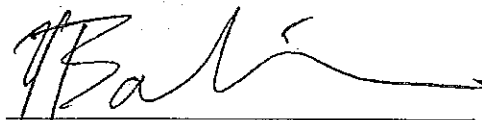
31. Agenda Preparation for the March Regular Date Meeting which will be held on Monday, March 18, 2013 unless re-scheduled by the Library Board of Trustees.

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

33. Adjourn

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

I, Yesenia Baltierra, Business Manager of the Placentia Library District, hereby certify that the Agenda for the February 25, 2013 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on February 21, 2013.



Yesenia Baltierra, Business Manager

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
January 28, 2013

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CALL TO ORDER President Shkoler called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on January 28, 2013 at 6:34 P.M.

ROLL CALL

Members Present: President Al Shkoler, Secretary Gayle Carline, Trustee Richard DeVecchio, Trustee Betty Escobosa, Trustee Elizabeth Minter

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, Jeannie Killianey, Fernando Maldonado, and Lori Worden; guest Joann Hardy, Lori Nicoson, and Gerardo Paras

ADOPTION OF AGENDA

President Al Shkoler requested that agenda item 24 be addressed before Trustees & Organizational Reports. It was moved by Trustee Escobosa and seconded by Secretary Carline to adopt the agenda as presented:

AYES: Shkoler, Carline, DeVecchio, Escobosa, Minter
NOES: None
ABSTAIN: None
ABSENT: None

ORAL COMMUNICATION

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

TRUSTEE REPORTS

President Shkoler thanked Trustee DeVecchio and Trustee Escobosa for their service as pas President and Secretary respectively. (Item 5)

Secretary Carline reported that she attended the California Special District Association's "How to be an Effective Board Member" workshop and Ethics training.

Trustee DeVecchio reported he attended the Community Network Meeting and attended the Homeless Intervention Shelter function.

Trustee Escobosa had nothing to report.

Trustee Minter reported that she attended the California Special District Association's "How to be an Effective Board Member" workshop and Ethics training. (Item 6)

PLFF REPORT

Jo-Anne Martin reported the activities of the PLFF Meeting that included discussing Author's Luncheon tickets selling quickly. (Item 7)

CONSENT CALENDAR It was moved by Trustee Escobosa and seconded by Secretary Carline to approve minutes from December 12, 2012 Special Meeting (Work Session) Minutes:

AYES: Shkoler, Carline, DeVecchio, Escobosa
NOES: None
ABSTAIN: Minter
ABSENT: None

It was moved by Trustee Minter and seconded by Secretary Carline to approve Agenda Items 8-24:

AYES: Shkoler, Carline, DeVecchio, Escobosa, Minter
NOES: None
ABSTAIN: None
ABSENT: None

CLAIMS Nonstandard Claims in excess of \$300 (Item 9)
Claims forwarded by the Library Director and Library Trustees (Item 10)

Current Claims and Payroll (Item 11)

FY2011-2012 Cash Flow Analysis through December 2012; the Schedule of Anticipated Property Tax Revenues for FY2011-2012 as provided by the Orange County Auditor (Item 12)

TREASURER'S REPORT Financial Reports for December 2012 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for December 2012 (Item 14)

Acquisitions Report for December 2012 (Item 15)

Entrepreneurial Activities Report for December 2012 (Item 16)

GENERAL CONSENT Personnel Report for December 2012 (Item 17)

Circulation Report for December 2012 (Item 18)

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

STAFF REPORTS Library Director's Report for December 2012 (Item 20)

Children's Services Report for December 2012 (Item 21)

Adult Services Report for December 2012 (Item 22)

Web Site & Technology Report for December 2012 (Item 23)

PRESENTATION

President Shkoler announced that Jeannie Killianey was named Employee of the Quarter and was presented a proclamation and check from PLFF (Item 24).

NEW BUSINESS

Presentation of Fiscal Year 2011-2012 Financial Audit

Mr. Gerardo Paras, Managing Partner of Macias Gini & O'Connell, presented update and findings of the Fiscal Year 2011-2012 Audit of Financial Transactions for the Placentia Library District and also distributed a draft summary to the Board. He stated that they do not expect to find significant materials. Items pending are clarifying audit questions with management and clarifying two bank confirmations. He stated that there are no new accounting pronouncements and there were significant estimates in depreciation and compensated absences. He also stated that there were no issues or disagreements with management. Mr. Paras confirmed that the biggest issue to be addressed continues to be the consolidation of the District's accounting system. Mr. Paras stated he would present to the Board the final Fiscal Year 2011-2012 Audit of Financial Transactions for the Placentia Library District at the February Board meeting (Item 25).

Midyear Budget Review

Library Director Contreras presented a summary of the state of the current fiscal year budget as of December 31, 2012. She explained that revenue is at 50% as projected for current fiscal year, although Miscellaneous Revenues are down. Expenditures for current fiscal year are below 50%; however, additional expenses are anticipated such as meeting room renovation cost, personnel and election cost (Item 26).

Carpet and Furniture Cleaning Update

Business Manager Baltierra reported that on Friday, January 11, 2013 all of the upholstered chairs were cleaned. On Friday, January 18, 2013 the most noticeable stained areas of the carpet were cleaned. Those areas included: meeting room, History Room, behind the reference desk and entry area to children's department. In addition, two area rugs were cleaned. She also stated that a quote for quarterly cleanings of all carpet areas is expected from vendor (Item 27).

Updates on JPA

Library Director Contreras reported that the City of Placentia representatives have addressed several JPA related concerns such as removal of a tree, trimming of hedges, uneven pavements, parking stops for parking spaces. Library Director Contreras will continue to

work with the City of Placentia representatives to finish addressing JPA related issues such as lighting in the parking lot, ramp by loading dock, repainting of reserved parking spaces and rusted bottom of steel door. President Shkoler questioned the cost of these repairs; Library Director Contreras assured that there would be no additional cost to the District as these items are part of the JPA with the City of Placentia. Library Director Contreras will get confirmation in writing from the City of Placentia that the repairs are at no cost to the District (Item 28).

Selling Pens

Library Director Contreras reported that staff had requested that the PLFF have a pen machine to sell pens by the passport office. Staff reported that pens are not returned when patrons borrow them. PLFF can have a pen machine available to sell pens to be installed by Facility Maintenance Technician if approved by the Board. It was moved by Trustee Escobosa and seconded by Secretary Carline to approve the selling of pens by the PLFF inside the library for patron use (Item 29).

AYES: Shkoler, Carline, DeVecchio, Escobosa, Minter
NOES: None
ABSTAIN: None
ABSENT: None

Travel Authorization

Library Director Contreras provided information on the California State Library hosting a Public Library Director Forum on March 6-7, 2013. Accommodation, travel, and meals are provided by the California State Library, up to \$700 for travel expenses. It was moved by Trustee Minter and seconded by Trustee DeVecchio to authorize Library Director Contreras attend the Public Library Director Forum on March 6-7, 2013 (Item 30).

AYES: Shkoler, Carline, DeVecchio, Escobosa, Minter
NOES: None
ABSTAIN: None
ABSENT: None

**Orange County Local
Area Formation
Commission Municipal
Service Review**

Library Director Contreras presented information on the LAFCO meeting to be held on February 13, 2013 in Santa Ana. Trustee Minter stated she would also be attending. It was moved by Trustee Minter and seconded by Trustee Escobosa to authorize Library Director Contreras attendance to the LAFCO meeting on February 13, 2013 in Santa Ana (Item 31).

AYES: Shkoler, Carline, DeVecchio, Escobosa, Minter
NOES: None
ABSTAIN: None
ABSENT: None

DISCUSSION ITEMS

2006 Strategic Plan
and Staff
Development Day
Summary

Library Director Contreras provided a summary of the Staff Development Day and the December 12, 2012 meetings. Summary is broken down by fiscal year. All present reviewed each item listed and selected if the item was completed or to be completed in fiscal year 13-14 or fiscal year 14-15. Trustee Minter requested additional items to be added to the list such as a salary and benefit survey (Item 32).

Request for Proposals
Facility Improvement
and IT Services

Library Director Contreras provided proposals from bidders for IT Services and facility improvements. Trustee Minter requested an analysis spreadsheet to be created by staff for the IT Services. Trustees discussed proposal range varied and more information needs to be provided. Facility improvement proposals also range in scope of work. Staff will be discussing proposals with bidders. Library Director Contreras will present to the Board at a future meeting (Item 33).

ADJOURNMENT

Agenda Preparation

Agenda Preparation for the February Board of Trustees Meeting to be held on Monday, February 25, 2013 at 6:30 P.M.

Next Meeting

The Unusual Date Meeting of the Board of Trustees of the Placentia Library District on January 28, 2013 adjourned at 7:51 P.M.

The next meeting will be on February 25, 2013 at 6:30 P.M.

Al Shkoler
President
Library Board of Trustees

Gayle Carline
Secretary
Library Board of Trustees

MINUTES
PLACENTIA LIBRARY DISTRICT
CLOSED SESSION MEETING OF THE BOARD OF TRUSTEES
February 20, 2013

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CALL TO ORDER President Shkoler called the Closed Session Meeting of the Placentia Library District (PLD) Board of Trustees to order on February 20, 2013 at 5:00PM.

ROLL CALL Members Present: President Al Shkoler, Secretary Gayle Carline, Trustee Richard DeVecchio, Trustee Elizabeth Minter

Members Absent: Trustee Betty Escobosa

Others Present: Library Staff: Business Manager Yesenia Baltierra; guest Mr. David DeBerry

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

AYES: Shkoler, Carline, DeVecchio, Minter
NOES: None
ABSTAIN: None
ABSENT: Escobosa

President Shkoler introduced Mr. David DeBerry. Mr. DeBerry provided information about his background and experience.

Adjourned open session and entered closed session at 5:05 P.M

Adjourned closed session and entered open session at 5:19 P.M.

It was moved by Secretary Carline and seconded by Trustee Minter to retain the services of Mr. David DeBerry and approve Attorney Client Fee Agreement as presented:

AYES: Shkoler, Carline, DeVecchio, Minter
NOES: None
ABSTAIN: None
ABSENT: Escobosa

Adjourned open session and entered closed session at 5:21 P.M

ADJOURNMENT It was moved by Trustee DeVecchio and seconded by Secretary Carline to adjourn The Closed Session of the Board of Trustees of the Placentia Library District on February 20, 2013 at 5:30 P.M.

Next Meeting The next meeting will be on February 25, 2013 at 6:30 P.M.

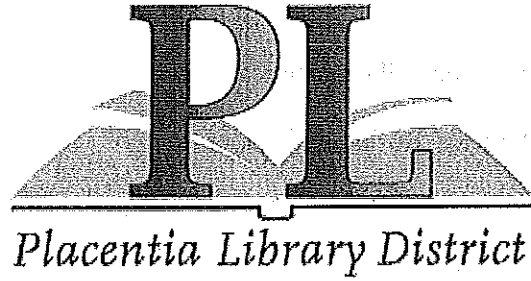
Al Shkoler
President
Library Board of Trustees

Gayle Carline
Secretary
Library Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Summary of Non-standard Claims for January 2013
DATE: February 25, 2013

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Summary of Claims Forwarded by the Library Director & Trustees
DATE: February 25, 2013

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	02/20/13	5604	\$5,592.50
FUND 707	02/20/13	5609	\$25,433.09
FUND 707	02/20/13	5610	\$6,172.65
		TOTAL	\$37,198.24



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Current Claims and Payroll
DATE: February 25, 2013

Current Claims

TYPE	DATE	CLAIM #	AMOUNT
707	02/25/13	5603	\$1,324.78
707	02/25/13	5605	\$540.30
707	02/25/13	5606	\$2,110.99
707	02/25/13	5607	\$2,839.60
707	02/25/13	5608	\$2,478.25
707	02/25/13	5611	\$1,442.81
707	02/25/13	5612	\$1,538.45

Subtotal for Claims \$12,275.18

Payroll

On Demand Wire	02/25/13	67	\$40,000.00
On Demand Wire	02/25/13	68	\$40,000.00

Subtotal for Payroll \$80,000.00

TOTAL CURRENT CLAIMS & PAYROLL \$92,275.18

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/25/13
REPORT NO: 5603

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/17/13	4010392601	2400	0760	\$83.97		
	1/17/13	4010392602	2400	0760	\$24.24		
	1/17/13	4010392603	2400	0760	\$16.40		
	1/17/2013	4010392604	2400	0760	\$115.84		
	1/17/13	4010392605	2400	0760	\$35.38		
	1/17/13	4010392606	2400	0760	\$13.25		
	1/17/13	4010392607	2400	0760	\$14.50		
	1/17/13	4010392608	2400	0760	\$19.55		
	1/17/13	4010392609	2400	0760	\$18.97		
	1/17/13	4010392610	2400	0760	\$116.81		
	1/17/13	4010392611	2400	0760	\$107.31		
	1/17/13	4010392612	2400	0760	\$30.42		
	1/17/13	4010392613	2400	0760	\$41.06		
	1/17/13	4010392614	2400	0760	\$44.14		
	1/17/13	4010392615	2400	0760	\$88.09		
	1/17/13	4010392616	2400	0760	\$15.15		
	1/17/13	4010392617	2400	0760	\$21.21		
	1/17/13	4010392618	2400	0760	\$15.15		
	1/17/13	4010392619	2400	0760	\$155.05		
	1/15/13	4010392620	2400	0760	\$18.68		
1/15/13	4010399462	2400	0760	\$266.90			
1/15/13	4010399409	2400	0760	\$62.71			
TOTAL REMITTANCE:					\$1,324.78		

The claims listed above (totaling \$1,324.78) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

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

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/25/13
REPORT NO: 5605

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1-18-13 4010403819	2400	0760		\$145.02		
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	1-18-13 90697206	2400	0760		\$128.56		
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	1-18-13 90696356	2400	0760		\$39.09		
VC-0615-2 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	1-29-13 1086263482	2400	0760		\$10.80		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1-23-13 4010399414	2400	0760		\$39.08		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1-23-13 4010399415	2400	0760		\$64.42		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1-23-13 4010399416	2400	0760		\$47.63		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1-23-13 4010399417	2400	0760		\$65.70		
TOTAL REMITTANCE:					\$540.30		
The claims listed above (totaling \$540.30) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/25/13
REPORT NO: 5606

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code	DATE	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
Payee Name and Address	INVOICE #						
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1-23-13	4010399418	2400	0760	\$127.57		
	1-23-13	4010399419	2400	0760	\$59.37		
	1-23-13	4010399421	2400	0760	\$24.91		
	1-23-13	4010399422	2400	0760	\$59.85		
	1-23-13	4010399423	2400	0760	\$15.05		
	1-23-13	4010399424	2400	0760	\$11.80		
	1-23-13	4010399424	2400	0760	\$87.80		
	1-23-13	4010399425	2400	0760	\$60.67		
	1-23-13	4010399426	2400	0760	\$12.00		
	1-23-13	4010399427	2400	0760	\$32.23		
	1-23-13	4010399428	2400	0760	\$77.03		
	1-23-13	4010399429	2400	0760	\$20.82		
	1-23-13	4010399430	2400	0760	\$14.52		
	1-23-13	4010399431	2400	0760	\$14.02		
	1-23-13	4010399432	2400	0760	\$14.50		
	1-23-13	4010399433	2400	0760	\$13.76		
	1-23-13	4010399434	2400	0760	\$16.50		
	1-23-13	4010399435	2400	0760	\$249.55		
	1-23-13	4010399436	2400	0760	\$447.60		
	1-23-13	4010399437	2400	0760	\$256.75		
1-23-13	4010399438	2400	0760	\$299.06			
1-23-13	4010399439	2400	0760	\$195.63			
	4010399440						
TOTAL REMITTANCE:					\$2,110.99		

The claims listed above (totaling \$2,110.99) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/25/13
REPORT NO: 5607

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1-23-13		2400	0760	\$600.22		
	4010399441						
	1-23-13		2400	0760	\$233.39		
	4010399442						
	1-23-13		2400	0760	\$73.21		
	4010399443						
	1-24-13		2400	0760	\$72.11		
	4010410597						
	1-25-13		2400	0760	\$135.72		
	4010399461						
	1-25-13		2400	0760	\$42.96		
	4010400565						
	1-25-13		2400	0760	\$18.95		
	4010400566						
	1-25-13		2400	0760	\$14.52		
	4010400567						
	1-25-13		2400	0760	\$119.35		
	4010400568						
	1-25-13		2400	0760	\$20.21		
	4010400569						
1-25-13		2400	0760	\$39.16			
4010400570							
1-25-13		2400	0760	\$14.52			
4010400571							
1-25-13		2400	0760	\$19.46			
4010400572							
1-25-13		2400	0760	\$30.30			
4010400573							
1-25-13		2400	0760	\$81.65			
4010400574							
1-25-13		2400	0760	\$974.44			
4010400575							
1-25-13		2400	0760	\$36.15			
4010401766							
1-25-13		2400	0760	\$19.59			
4010401767							
1-25-13		2400	0760	\$33.69			
4010401768							
1-25-13		2400	0760	\$15.10			
4010401769							
1-25-13		2400	0760	\$18.60			
4010401770							
1-25-13		2400	0760	\$226.30			
4010401771							
TOTAL REMITTANCE:					\$2,839.60		

The claims listed above (totaling \$2,839.60) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/25/13
REPORT NO: 5608

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1-25-13		2400	0760	\$24.24		
	4010403852	2400	0760		\$22.26		
	1-25-13	4010403853	2400	0760	\$13.88		
	1-25-13	4010403854	2400	0760	\$26.65		
	1-25-13	4010403855	2400	0760	\$51.26		
	1-25-13	4010403856	2400	0760	\$15.73		
	1-25-13	4010403857	2400	0760	\$14.52		
	1-25-13	4010403858	2400	0760	\$50.11		
	1-25-13	4010403859	2400	0760	\$11.80		
	1-25-13	4010403860	2400	0760	\$24.32		
	1-25-13	4010403861	2400	0760	\$1,129.05		
	1-25-13	4010403862	2400	0760	\$26.62		
	1-25-13	4010403863	2400	0760	\$166.81		
	1-29-13	4010403864	2400	0760	\$382.36		
	1-29-13	W88495600	2400	0760	\$135.71		
	1-29-13	W88623170	2400	0760	\$16.95		
	1-29-13	W88674440	2400	0760	\$16.95		
	1-29-13	W88674470	2400	0760	\$26.67		
	1-29-13	W88735410			\$2,155.89		
	VC-2993 Midwest Tape PO Box 820 Holland OH 43528	1-24-13		2400	0760	\$39.09	
1-28-13		90707143	2400	0760	\$250.63		
1-28-13		90714903	2400	0760	\$32.64		
1-28-13		90714904	2400	0760	\$322.36		
TOTAL REMITTANCE:					\$2,478.25		

The claims listed above (totaling \$2,478.25) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/25/13
REPORT NO: 5611

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	8-21-12	2400	0760		\$18.15		
	4010242208						
	1-31-13	2400	0760		\$80.81		
	4010418699						
	2-5-13	2400	0760		\$180.52		
	4010423792						
	2-6-13	2400	0760		\$35.28		
	4010414120						
	2-6-13	2400	0760		\$32.12		
	4010414121						
	2-6-13	2400	0760		\$41.67		
	4010413828						
	2-6-13	2400	0760		\$18.34		
	4010413829						
	2-6-13	2400	0760		\$34.71		
	4010413830						
	2-6-13	2400	0760		\$79.15		
	4010413831						
	2-6-13	2400	0760		\$23.35		
	4010413832						
2-6-13	2400	0760		\$30.46			
4010413833							
2-6-13	2400	0760		\$19.55			
4010413834							
2-6-13	2400	0760		\$355.42			
4010413835							
2-6-13	2400	0760		\$41.63			
4010413836							
2-6-13	2400	0760		\$68.15			
4010413837							
2-6-13	2400	0760		\$22.71			
4010413838							
2-6-13	2400	0760		\$27.78			
4010413839							
2-6-13	2400	0760		\$93.43			
4010413840							
2-6-13	2400	0760		\$80.80			
4010413841							
2-6-13	2400	0760		\$68.15			
4010413842							
2-6-13	2400	0760		\$42.15			
4010413843							
2-6-13	2400	0760		\$48.48			
4010413844							
TOTAL REMITTANCE:					\$1,442.81		

The claims listed above (totaling \$1,442.81) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/25/13
REPORT NO: 5612

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	2-6-13		2400	0760	\$37.37		
		4010413845					
	2-6-13		2400	0760	\$14.42		
		4010413846					
	2-6-13		2400	0760	\$18.32		
		4010413847					
	2-6-13		2400	0760	\$164.05		
		4010413848					
	2-6-13		2400	0760	\$40.40		
		4010413849					
	2-6-13		2400	0760	\$20.82		
		4010413850					
	2-6-13		2400	0760	\$296.22		
		4010413851					
	2-6-13		2400	0760	\$27.88		
		4010413852					
	2-6-13		2400	0760	\$17.67		
		4010413853					
	2-8-13		2400	0760	\$77.04		
		4010416065					
2-8-13		2400	0760	\$39.81			
	4010416066						
2-8-13		2400	0760	\$14.52			
	4010416067						
2-8-13		2400	0760	\$21.21			
	4010416069						
2-8-13		2400	0760	\$13.25			
	4010416070						
2-8-13		2400	0760	\$92.08			
	4010416071						
2-8-13		2400	0760	\$84.59			
	4010416073				\$979.65		
VC-2993	1-31-13		2400	0760	\$44.09		
Midwest Tape PO Box 820 Holland OH 43528		90724915					
	1-31-13		2400	0760	\$52.64		
		90724916					
	1-28-13		2400	0760	\$75.28		
		90714906					
					\$172.01		
VC-2775	2-2-13		2400	0760	\$386.79		
OverDrive, Inc. PO Box 72117 Cleveland, OH 44192-0002		1148-195040680-020213					
TOTAL REMITTANCE:					\$1,538.45		
The claims listed above (totaling \$1,538.45) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by

Countersigned by

Attested and/or countersigned by

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/25/13
REPORT NO: 67

The County Auditor Is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*03-1-13 Payroll #13 FY12/13	0100			\$ 40,000.00		
TOTAL REMITTANCE:						\$ 40,000.00	
<p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/25/13
REPORT NO: 68

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*03-11-13 Payroll #14 FY12/13	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

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

DATE: February 25, 2013

	Fiscal Year 2012-2013						
	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
07/31/12	Closed Account	Closed Account	Closed Account	1,469,830.85	Closed Account	1,469,830.85	0.00
8/31/2012	Closed Account	Closed Account	Closed Account	1,349,149.11	Closed Account	1,349,149.11	0.00
9/30/2012	Closed Account	Closed Account	Closed Account	1,303,635.10	Closed Account	1,303,635.10	0.00
10/31/12	Closed Account	Closed Account	Closed Account	1,196,238.15	Closed Account	1,196,238.15	0.00
11/30/2012	Closed Account	Closed Account	Closed Account	1,367,458.84	Closed Account	1,367,458.84	0.00
12/31/2012	Closed Account	Closed Account	Closed Account	1,912,383.33	Closed Account	1,912,383.33	0.00
01/31/13	Closed Account	Closed Account	Closed Account	1,890,404.62	Closed Account	1,890,404.62	0.00
2/28/2013	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
3/31/2013	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
04/30/13	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
5/31/2013	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
6/30/2013	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
Petty Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Reserves	0.00	0.00	0.00	414,789.10	0.00	414,789.10	0.00
Impact Fees	0.00	0.00	0.00	374,419.30	0.00	374,419.30	0.00
	Fiscal Year 2011-2012						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
07/31/11	Closed Account	Closed Account	Closed Account	1,386,098.01	Closed Account	1,386,098.01	0.00
8/31/2011	Closed Account	Closed Account	Closed Account	1,299,446.62	Closed Account	1,299,446.62	0.00
9/30/2011	Closed Account	Closed Account	Closed Account	1,250,450.01	Closed Account	1,250,450.01	0.00
10/31/11	Closed Account	Closed Account	Closed Account	1,076,233.61	Closed Account	1,076,233.61	0.00
11/30/2011	Closed Account	Closed Account	Closed Account	1,096,791.22	Closed Account	1,096,791.22	0.00
12/31/2011	Closed Account	Closed Account	Closed Account	1,731,160.37	Closed Account	1,731,160.37	0.00
01/31/12	Closed Account	Closed Account	Closed Account	1,598,956.35	Closed Account	1,598,956.35	0.00
2/28/2012	Closed Account	Closed Account	Closed Account	1,471,455.26	Closed Account	1,471,455.26	0.00
3/31/2012	Closed Account	Closed Account	Closed Account	1,373,416.79	Closed Account	1,373,416.79	0.00
04/30/12	Closed Account	Closed Account	Closed Account	1,917,693.89	Closed Account	1,917,693.89	0.00
5/31/2012	Closed Account	Closed Account	Closed Account	1,831,410.02	Closed Account	1,831,410.02	0.00
6/30/2012	Closed Account	Closed Account	Closed Account	1,566,215.85	Closed Account	1,566,215.85	0.00
Petty Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Reserves	0.00	0.00	0.00	414,789.10	0.00	414,789.10	0.00
Impact Fees	0.00	0.00	0.00	125,627.48	0.00	125,627.48	0.00



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Page 27**TO:** Library Board of Trustees**FROM:** Jeanette Contreras, Library Director**SUBJECT:** Financial Reports through January 2013 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger**DATE:** February 25, 2013**Summary of Cash and Investments as of January 31, 2013**

Cash with Orange County Treasurer Fund 707	1,351,598.04
Reserves with County and Bank of the West	414,789.10
Impact Fees with County and Bank of the West (Restricted)	374,419.30
General Fund Checking – Bank of the West	16,344.98
General Fund Savings – Bank of the West	516,692.65
Payroll Checking – Wells Fargo Bank	81,352.27
Total Cash and Investments	2,755,196.34

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

 Jeanette Contreras
 Library Director



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PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
 January 31, 2013

GENERAL REV Fund 707 SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES					
6210	Property Taxes - Current Secured	1,797,216	1,007,568	789,648	56.1%
6220	Property Taxes - Current Unsecured	76,781	54,828	21,953	71.4%
6230	Property Taxes - Prior Secured	0	-	-	0.0%
6240	Property Taxes - Prior Unsecured	0	-	-	0.0%
6250	Taxes - Spec Dist Augmentation	3,870	-	3,870	0.0%
6280	Property Taxes - Curr Supplemental	24,602	13,402	11,200	54.5%
6290	Other Taxes	0	1,746	(1,746)	100.0%
6300	Property Taxes - Prior Supplemental	0	1,621	(1,621)	100.0%
6540	Penalties & Costs on Delinq Taxes	1,620	817	803	50.4%
	Sub Total		<u>1,079,981</u>		
REVENUE FROM USE OF MONEY & PROPY					
6610	Interest	0	3,724	(3,724)	100.0%
	Sub Total		<u>3,724</u>		
INTERGOVERNMENTAL REVENUES					
6690	State - Homeowners Property Tax Relief	16,905	7,387	9,518	43.7%
6970	State - Other	0	-	-	0.0%
7120	Other-In-Lieu Taxes	0	-	-	0.0%
	Sub Total		<u>7,387</u>		
MISCELLANEOUS REVENUES					
7670	Miscellaneous Revenue (Local Revenue)				
	Fines & Fees	35,000	19,913	15,087	56.9%
	Passport/Photos	55,000	45,119	9,881	82.0%
	Meeting Room Fees	5,500	3,020	2,480	54.9%
	DVD Rentals	5,000	3,627	1,373	72.5%
	Test Proctor	3,000	2,350	650	78.3%
	Sub Total		<u>74,028</u>		
7680	6-MO Expired (Outlawed) Checks	0	-	-	0%
	YTD Actual		<u><u>1,165,120</u></u>		
	FY 11/12 Funds Available	70,000	70,000		
TOTAL REVENUES FY 12/13:		2,094,494	1,235,120	859,374	59.0%

MISCELLANEOUS REVENUES (Restricted)	Impact Fees	City of Placentia Tax Sharing Agreement			
	0	0	-	-	0%
	0	0	-	-	0%

**PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT**

January 31, 2013
58% of year completed

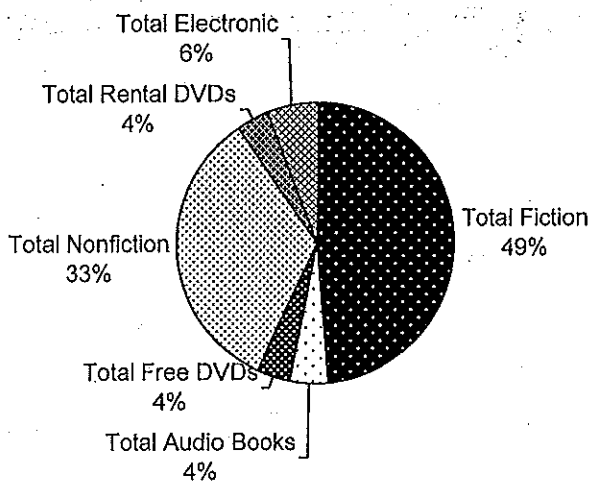
Agenda Item 14

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,070,862	601,298	0.56	\$469,564
0200	Retirement	37,960	20,704	0.55	\$17,256
0301	Unemployment Insurance	11,000	0	0.00	\$11,000
0306	Health Insurance	166,441	66,579	0.40	\$99,862
0306-0770	Employee Assistance Program	800	413	0.52	\$387
0308	Dental Insurance	15,500	8,921	0.58	\$6,579
0309	Life Insurance	7,400	4,264	0.58	\$3,136
0310	AD & D Insurance	4,000	2,275	0.57	\$1,725
0319	Vision Insurance	2,600	1,410	0.54	\$1,190
0350	Workers' Compensation Insurance	10,000	4,460	0.45	\$5,540
	TOTAL	\$1,326,563	\$710,325	0.54	\$616,238
SERVICES & SUPPLIES					
0700	Communications	12,000	5,180	0.43	\$6,820
0900	Food	1,500	882	0.59	\$618
1000	Household Expenses	10,000	6,704	0.67	\$3,296
1100	Library Insurance	13,000	11,846	0.91	\$1,154
1300	Maintenance, Equipment	20,000	13,246	0.66	\$6,754
1400	Maintenance, Buildings & Improvements	85,000	13,794	0.16	\$71,206
1600	Memberships	14,000	11,919	0.85	\$2,081
1800	Office Expenses	30,000	18,918	0.63	\$11,082
1803	Postage	5,000	5,616	1.12	-\$616
1900	Prof./Specialized Services	184,900	17,697	0.10	\$167,203
1912	Investment Administrative Fees	1,500	557	0.37	\$943
2000	Publication and Legal Notices	1,000	72	0.07	\$928
2100	Rents and Leases - Equipment	500	282	0.56	\$218
2200	Rents & Leases - Buildings & Improvements	30,000	21,134	0.70	\$8,866
2400	Books/Library Materials	211,731	76,714	0.36	\$135,017
2600	Transportation & Travel	2,000	354	0.18	\$1,646
2700	Meetings	9,000	10,293	1.14	-\$1,293
2800	Utilities	97,500	35,813	0.37	\$61,687
	TOTAL	\$728,631	\$251,022	0.34	\$477,609
OTHER CHARGES					
3700	Taxes and Assessments	\$8,300	\$10,201	1.23	-\$1,901
	OPERATING EXPENSES	\$2,063,494	\$971,548	0.47	\$1,091,946
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$21,000	\$97	0.00	\$20,903
4200	Structures/Improvements	10,000	\$0	0.00	\$10,000
5200	Contingency Funds	\$0	\$0	0.00	\$0
	TOTAL	\$31,000	\$97	0.00	\$30,903
TOTAL BUDGET (Fund 707)					
		\$2,094,494	\$971,645	0.46	\$1,122,849
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$374,419	\$0	0.00	\$374,419

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2012-2013 THROUGH THE MONTH OF JAN. 2013

	Amount	Title	Volumes
Total Fiction	\$44,287	2672	3008
Total Non-Fiction	\$30,277	1217	1920
Total Electronic	\$5,372	32	31
Total Audio Books	\$4,094	107	107
Total Free DVDs	\$3,565	155	166
Total Rental DVDs	\$3,407	109	120
TOTAL MATERIALS	\$91,003	4292	5352



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

ACQUISITIONS REPORT FOR FISCAL YEAR 2012-2013 THROUGH THE MONTH OF JANUARY 2013

Prepared by Katie Matas, Acquisitions Librarian

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$13,454	676	706	\$1,005	13	94	\$14,459	689	800	\$95	4	4	\$14,554	693	804
Adult Non-Fiction	\$14,014	639	646	\$143	7	7	\$14,157	646	653	\$154	8	8	\$14,311	654	661
Adult Reference	\$498	12	12	\$0	0	0	\$498	12	12	\$156	8	8	\$654	20	20
Adult magazines	\$5,264	90	741	\$0	0	0	\$5,264	90	741	\$0	0	0	\$5,264	90	741
Total Adult Non-Fiction	\$19,775	741	1,399	\$143	7	7	\$19,918	746	1,406	\$310	16	16	\$20,228	764	1,422
TOTAL ADULT PRINT MATERIALS	\$33,230	1,417	2,105	\$1,148	20	101	\$34,378	1,437	2206	\$405	20	20	\$34,783	1,457	2,226
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$685	39	39	\$685	39	39
Adult Audio Books	\$3,459	82	82	\$236	6	8	\$3,735	88	90	\$0	0	0	\$3,735	88	90
Adult Free DVDs	\$1,060	37	41	\$0	0	0	\$1,060	37	41	\$0	0	0	\$1,060	37	41
Adult Rental DVDs	\$2,191	72	72	\$0	0	0	\$2,191	72	72	\$0	0	0	\$2,191	72	72
TOTAL ADULT NON-PRINT MATERIALS	\$6,750	191	195	\$236	6	8	\$6,986	197	203	\$585	39	39	\$7,571	236	242
TOTAL ADULT MATERIALS	\$39,980	1,608	2,300	\$1,384	26	109	\$41,364	1,634	2,409	\$990	59	59	\$42,354	1,693	2,468
Juvenile Fiction	\$21,105	1294	1594	\$14	1	1	\$21,119	1295	1595	\$272	22	23	\$21,391	1317	1618
Young Adult Fiction	\$9,728	702	708	\$0	0	0	\$9,728	702	708	\$70	10	10	\$9,798	712	718
Total Juvenile Fiction	\$30,833	1,996	2,302	\$14	1	1	\$30,847	1,997	2,303	\$342	32	33	\$31,189	2,029	2,336
Juvenile Non-Fiction	\$8,146	381	390	\$0	0	0	\$8,146	381	390	\$50	1	1	\$8,196	382	391
Young Adult Non-Fiction	\$1,781	81	82	\$30	2	2	\$1,811	83	84	\$50	2	2	\$1,861	85	86
Juvenile Reference	\$13	1	1	\$268	15	15	\$281	16	16	\$35	2	2	\$316	18	18
Juvenile Magazines	\$562	13	48	\$0	0	0	\$562	13	48	\$0	0	0	\$562	13	48
Total Juvenile Non-Fiction	\$10,502	476	521	\$298	17	17	\$10,800	493	538	\$103	5	5	\$10,903	498	543
TOTAL JUVENILE PRINT MATERIALS	\$41,335	2,472	2,823	\$512	18	18	\$41,847	2,490	2,841	\$445	37	38	\$42,092	2,527	2,879
Juvenile Music CDs	\$18	1	1	\$0	0	0	\$18	1	1	\$0	0	0	\$18	1	1
Juvenile Audio Books	\$595	25	25	\$0	0	0	\$595	25	25	\$0	0	0	\$595	25	25
Juvenile Free DVDs	\$2,505	118	125	\$0	0	0	\$2,505	118	125	\$0	0	0	\$2,505	118	125
Juvenile Rental DVDs	\$1,216	37	48	\$0	0	0	\$1,216	37	48	\$0	0	0	\$1,216	37	48
TOTAL JUVENILE NON-PRINT MATERIALS	\$4,334	181	199	\$0	0	0	\$4,334	181	199	\$0	0	0	\$4,334	181	199
TOTAL JUVENILE MATERIALS	\$45,669	2,653	3,022	\$512	18	18	\$45,981	2,671	3,040	\$445	37	38	\$46,426	2,708	3,078
On-line databases	\$1,245	2	0	\$0	0	0	\$1,245	2	0	\$0	0	0	\$1,245	2	0
E-books	\$4,127	30	31	\$0	0	0	\$4,127	30	31	\$0	0	0	\$4,127	30	31
E-music	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL ELECTRONIC MATERIALS	\$5,372	32	31	\$0	0	0	\$5,372	32	31	\$0	0	0	\$5,372	32	31
Total Fiction	\$44,287	2,672	3,008	\$1,019	14	95	\$45,306	2,686	3,103	\$437	36	37	\$45,743	2,722	3,140
Total Non-Fiction	\$30,277	1,217	1,920	\$441	24	24	\$30,718	1,241	1,944	\$413	21	21	\$31,131	1,262	1,965
Total Electronic	\$5,372	32	31	\$0	0	0	\$5,372	32	31	\$0	0	0	\$5,372	32	31
Total Audio Books	\$4,094	107	107	\$236	6	8	\$4,330	113	115	\$0	0	0	\$4,330	113	115
Total Free DVDs	\$3,565	155	166	\$0	0	0	\$3,565	155	166	\$0	0	0	\$3,565	155	166
Total Rental DVDs	\$3,407	109	120	\$0	0	0	\$3,407	109	120	\$0	0	0	\$3,407	109	120
TOTAL MATERIALS	\$91,003	4,292	5,352	\$1,696	44	127	\$92,699	4,336	5,479	\$950	57	58	\$93,549	4,393	5,537

Outstanding Orders as of January 2013

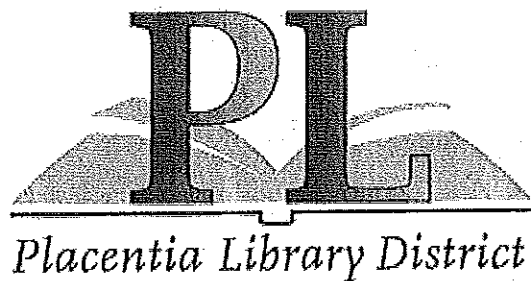
General Fund	\$24,088
Adopt-a-book	\$63
TOTAL	\$24,151

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Entrepreneurial Activities Report for January 2013
DATE: February 25, 2013

Net Revenue Summary for January 2013

			YTD	YTD
	Jan-13	Jan-12	2012-2013	2011-2012
Passport	7,150.00	7,550.00	36,600.00	33,725.00
Passport Photos	1,380.00	1,680.00	8,519.00	7,512.00
Test Proctor	50.00	150.00	2,350.00	2,800.00
Meeting Room	440.00	1,010.00	3,020.00	4,730.00
DVD Rentals	493.00	535.00	3,626.60	3,630.00
Total	9,513.00	10,925.00	54,115.60	52,397.00



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Personnel Report for January 2013
DATE: February 25, 2013

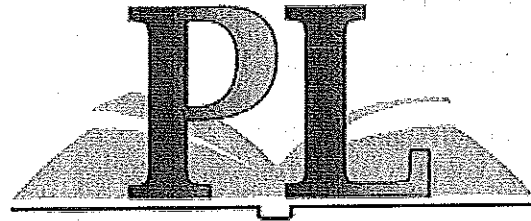
			YTD	YTD
	Jan-13	Jan-12	2012-2013	2011-2012
Separation	1	0	3	0
Retirement	0	0	0	1
Appointments	0	0	1	5
Open Positions	3	1	4	2
Workers' Compensation Leave	1	0	1	0
Total	5	1	9	8

SEPARATION:
 Library Aide (10 hrs.)

RETIREMENT:
 None

APPOINTMENTS:
 None

OPEN POSITIONS:
 Library Page (10 hrs.)
 Library Aide (20 hrs./10 hrs)



Placentia Library District

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Circulation Supervisor
SUBJECT: Circulation Activity Report
DATE: February 25, 2013

MONTHLY STATISTICS

January 2013

CIRCULATION			Y-T-D	Y-T-D	Y-T-D
	Jan-13	Jan-12	2012-13	2011-12	% change
New Patron Registrations	326	365	2,147	2,369	-9.4%
Total Circulation	16,512	17,134	118,455	117,942	0.4%
Total Active Borrowers*	8,612	9,418			
Attendance	23,850	24,897	161,095	163,034	-1.2%
Registered Card Holders*	32,519	28,894			
Adult Fiction	2,959	2,963	20,427	20,488	-0.3%
Adult Nonfiction	1,994	2,027	12,907	13,583	-5.0%
Adult Magazines	197	254	1,666	1,884	-11.6%
Adult Music CDs	154	211	1,233	1,579	-21.9%
Adult Audio Books	596	529	3,757	4,061	-7.5%
Adult Free DVDs	269	306	1,922	2,115	-9.1%
Adult Rental DVDs	380	467	2,874	3,122	-7.9%
Overdrive E-Books	315	166	1,862	636	192.8%
Overdrive Audio Books	133	87	772	511	51.1%
JV Fiction	6,114	6,557	46,275	45,776	1.1%
YA Fiction	1,037	795	8,595	5,955	44.3%
JV Nonfiction	1,505	1,552	8,141	8,013	1.6%
YA Nonfiction	72	79	502	398	26.1%
JV Magazines	13	0	83	28	196.4%
JV Music CDs	15	51	163	191	-14.7%
JV Audio Books	34	35	299	266	12.4%
JV Free DVDs	569	660	4,729	5,219	-9.4%
JV Rental DVDs	202	219	1,429	1,491	-4.2%

* Year to date not applicable.

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		800	768	662	937	694	3,861
10:00		372	626	502	629	642	2,771
11:00		293	466	422	779	740	2,700
12:00		669	639	568	706	953	3,535
1:00	671	416	585	465	659	1,061	3,857
2:00	1,253	488	580	649	732	1,054	4,756
3:00	875	719	760	1,096	930	802	5,182
4:00	836	917	792	1,595	770	761	5,671
5:00		758	1,614	1,568	876		4,816
6:00		883	1,022	1,602	1,188		4,695
7:00		533	776	1,163	963		3,435
8:00		518	485	775	642		2,420
Total/Day	3,635	7,366	9,113	11,067	9,811	6,707	47,699
						* Grand Total	23,850

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

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		0	0	0	0	7	7
10:00		1	0	3	3	1	8
11:00		1	0	1	6	14	22
12:00		1	1	4	0	14	20
1:00	12	3	3	6	3	19	46
2:00	13	6	5	9	2	24	59
3:00	5	4	4	8	4	21	46
4:00	3	2	6	9	1	15	36
5:00		1	0	6	1		8
6:00		3	8	0	4		15
7:00		1	6	4	5		16
8:00		3	0	0	0		3
Total/Day	33	26	33	50	29	115	286
						Grand Total	

STAFF ACTIVITY

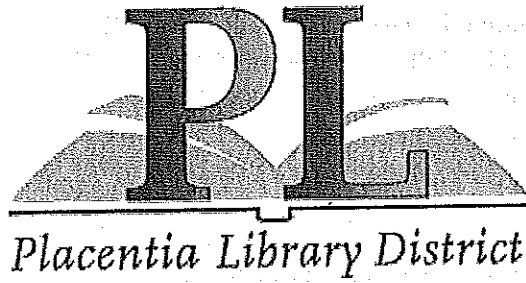
January 08, 2013- Staff organized chairs in the meeting room for Pre-School story time.
January 08, 2013- Fernando participated in supervisors meeting.
January 08, 2013- Estella delivered money deposits to the bank.
January 09, 2013- Staff organized chairs in the meeting room for Cops story time.
January 09, 2013- Staff organized the meeting room for Lap-Sit story time.
January 09, 2013- Staff organized the meeting room for P-Tac.
January 12, 2013- Staff organized the meeting room for Kaplan.
January 12, 2013- Tim compiled and submitted purchase order for vending machines.
January 13, 2013- Staff helped with Friends monthly book sale.
January 15, 2013- Fernando participated in supervisors meeting.
January 17, 2013- Estella delivered money deposits to the bank.
January 19, 2013- Staff organized the meeting room for Family Flicks.
January 22, 2013- Fernando participated in supervisors meeting.
January 22, 2013- Estella delivered money deposits to the bank.
January 26, 2013- Staff organized the meeting room for Family Flicks.
January 26, 2013- Tim compiled and submitted purchase order for vending machines.
January 26, 2013- Staff organized chairs in the meeting room for Super Star story time.
January 28, 2013- Fernando attended board meeting.
January 29, 2013- Fernando participated in supervisors meeting.
January 29, 2013- Estella, Beatrice, and Fernando attended all staff meeting.

ONGOING PROJECTS

Fernando continues to work on staff performance evaluations.
Circulation staff continues performance measure assignment.
Circulation Supervisor continues to participate in next fiscal years' department budget.
Circulation Supervisor along with Business Manager continues recruitment for clerk substitutes.
Circulation continues recruitment for 10 hour library page.

NEW PROJECTS AND ACTIVITIES

Circulation will plan a passport marketing campaign.
Circulation will begin recruitment for 20 hour library aide.
Circulation Supervisor will begin monthly meetings with other supervisors in the consortium.
Circulation department prepares to participate in Passport Day in the USA.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: City of Placentia Invoices, January 2013

DATE: February 25, 2013

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY2012-2013	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
12-Jul	8/22/2012	2,954.95	1,452.50	142.5	7.68	\$4,557.63
12-Aug	11/29/2012	6,506.97	*	142.5	7.92	\$6,657.39
12-Sep	11/29/2012	6,627.60	1,452.49	142.5	15.7	\$6,785.80
12-Oct	11/29/2012	4,192.58	1,452.49	*	*	\$4,192.58
12-Nov	12/26/2013	3,209.17			7.76	\$6,121.91
12-Dec	2/12/2013	3,090.82	*	*	15.66	\$3,106.48
13-Jan	*	*	*	*	*	
13-Feb						
13-Mar						
13-Apr						
13-May						
13-Jun						
	TOTAL	26,582.09	4,357.48	427.5	54.72	\$31,421.79
	AVG	4,430.35	726.25	71.25	9.12	\$5,236.97

* City Billing Not Received

PERIOD COVERED FY2011-2012	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
11-Jul	8/29/2011	6,533.26	1,452.49	142.5	15.2	\$8,143.45
11-Aug	9/15/2011	6,051.07	1,452.50	142.5	*	\$7,646.07
11-Sep	11/8/2011	6,088.46	1,452.50	142.5	7.61	\$7,691.07
11-Oct	1/4/2012	4,031.98	1,452.50	142.5	7.65	\$5,492.13
11-Nov	1/4/2012	3,223.99	1,452.50	142.5	7.65	\$4,684.14
11-Dec	1/31/2012	2,851.32	1,452.50	142.5	7.65	\$4,738.97
12-Jan	2/28/2012	3,052.45	1,452.50	142.5	7.76	\$4,655.21
12-Feb	4/9/2012	3,035.20	1,452.50	142.5	7.72	\$4,637.92
12-Mar	5/7/2012	3,049.37	1,452.50	142.5	7.72	\$4,652.09
12-Apr	6/7/2012	3,028.13	1,452.50	142.5	7.7	\$4,630.82
12-May	6/14/2012	3,346.82	1,452.50	142.5	15.4	\$4,957.22
12-Jun	8/22/2012	5,656.99	1,452.50	142.5	*	\$7,251.99
	TOTAL	\$49,949.04	\$17,430.00	\$1,710.00	\$92.06	\$66,041.21
	AVG	4,162.42	1,452.50	142.5	8.36	5,503.43



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Library Director's Report for January 2013

DATE: February 25, 2013

Accomplishments

- Secured \$1,750 from Placentia Library Friends Foundation (PLFF) for the Children's Easter Eggcitement and Valentine's Day programs.
- Finalized the Spring/Summer issue of the eXPLORE newsletter with Venessa Faber.
- Met with contractors to discuss the facility improvement proposals.
- Completed the deep cleaning of furniture and certain carpet areas project.
- Met and discussed desk needs with the Reference and Circulation staff.
- Met with the City of Placentia and former OCFA Chief, Hugh Wood, to discuss the development of an Emergency Preparedness Plan for the Library.
- Continued to assist PLFF with the Author's Luncheon event.

Meetings

- Library Board of Trustees meetings – January 2nd & 28th
- Supervisor's meeting – January 8th, 15th, 22nd & 29th
- Staff meeting – January 29th
- Monday huddles – January 7th, 14th & 21st
- City of Placentia – January 14th
- PLFF meeting – January 14th
- Rotary Club – January 9th, 16th, 17th, 24th & 30th
- Orange County Library Director's Meeting – January 2nd & 17th
- City of Orange Library Director – January 29th
- Easter Eggcitement – January 15th
- Vendors & Contractors – January 9th, 10th & 16th
- Wells Fargo – January 10th

Conferences/Workshops/Training

- Healthcare Workshop – January 17th

Projects in Progress

- Fiscal Years 2013-2015 Budget
- Facility Improvement & IT Services proposals
- JPA related projects with the City of Placentia

I attended Larry Cummings' retirement luncheon on January 24th.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Lori Worden, Children's Librarian II

SUBJECT: Children's Services Monthly Activity Report for January 2013

DATE: February 25, 2013

MONTHLY STATISTICS

Childrens Desk Activity

	January 2013	January 2012	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Phone reference:	30	72	237	280	-15.36%
In person reference/research:	982	847	5697	4550	25.21%
Total Reference	1012	919	5934	4830	22.86%
Total Number of Programs	46	40	278	244	13.93%
Total Programs Attendance	916	958	9341	9785	-4.54%

PROGRAM STATISTICS

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Read to the Dogs	1	25
F.I.R.S.T. – Family Interactive Reading and Sharing Time	1	12
Preschool Story Times I & II: 3-6 years	8	128
C.O.P.S.	1	22
Pocket Tales: Stories, music, and movement.	4	104
Lap Sit 24 months & younger	4	165
P-TAC	2	38
Family Flicks	3	42
Family Game Day	1	30
Super S.T.A.R.	1	22
Homework Club	18	289

1/12 YA: Kaplan ACT/SAT Practice Test	1	25
1/22 YA: Kaplan Test Results Workshop	1	14
Total January 2013	46	916
Total January 2012	40	958
Current FY to date	278	9,341
Previous FY to date	244	9,785

Achievements:

- Lori Worden conducted the Easter Eggcitement planning meeting on January 15.
- Lori Worden attended a library meeting on January 16 with representatives from Baker & Taylor.
- Lori Worden attended a SCLC "Stress Reduction for Library Workers" workshop on January 22.
- Children's staff members attended a staff Overdrive training session on January 29.
- Lori Worden represented the library at St. Joseph's school for their Catholic Schools Week program thanking community organizations on January 29.
- Lori Worden attended the SCLC Performer's Showcase on January 31.
- Brenda Ramirez conducted Preschool and Lapsit storytimes, the C.O.P.S program, and the Family Flicks program.
- Coleen Wakai conducted P-TAC meetings, the Kaplan ACT/SAT practice testing program for teens, and a Kaplan results workshop for teens and their parents.
- Lori Worden conducted the Super S.T.A.R program.

In progress:

- Children's staff members are making plans for Spring and Summer programming for children and teens.
- Children's staff are purchasing items for the Children's and Young Adult collections.
- Lori Worden is planning the upcoming Easter Eggcitement program with the Eggcitement committee.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Nadia Dallstream, Librarian II

SUBJECT: Adult Services Monthly Activity Report for January 2013

DATE: FEBRUARY 25, 2013

MONTHLY STATISTICS**Reference Desk Activity**

	January 2013	January 2012	Y-T-D 2011-2012	Y-T-D* 2010-11	Y-T-D % change
Reference -- in person	1152	909	6942	5766	20.40%
Reference -- telephone	356	276	2376	1974	20.36%
Reference -- email/chat	1	8	18	22	-18.18%
Technology assistance	410	369	2852	2729	4.51%
Guest passes	125	137	936	1243	-24.70%
Adult and Children's computer use (desktops)	2755	2820	17819	19472	-8.49%
Adult computer usage (desktop)	2198	2426	15343	16613	0.00%
Public computer use (express laptops)*	199	683	2253	6015	-62.54%
In library use -- cleanup	2931	3516	22621	21946	3.08%
Adult Program Attendance**	64	49	1214	670	81.19%
Number of Adult Programs	7	5	48	36	33.33%

*Only 1 Express Laptop Available

**2 Lab Computers Unavailable for Workshops

Adult Services Programs

	January 2013	
January 8, 2013	Book Discussion: Peace Like A River	16
January 5, 2013	Literacy: Tutor Orientation	7
January 8, 2013	Computer Workshop: Introduction to Computers	9
January 10, 2013	Literacy: Conversation Club	13
January 15, 2013	Computer Workshop: Introduction to Computers	9
January 22, 2013	Computer Workshop: Introduction to Computers	8
January 24, 2013	Literacy: Conversation Club	2
	Total Attendance	64

Volunteer Hours

	January 2013	January 2012	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
History Room	27	0	157.25	388	-59.47%
PLFF	449	453	3021.75	3149	-4.04%
General Library	334.25	358.25	2313.5	4427.25	-47.74%
Technology	26.75	172.75	751	376.25	99.60%
Homework Club	109	185	519.25	749.75	-30.74%
Adult Literacy Tutors	57.75	48.25	220.75	286.25	-22.88%
PTAC	108.75	82.75	994.5	751	32.42%
Total Volunteer Hours	1112.5	1300	9291.25	10127.5	-8.26%

Adult Literacy

	January 2013	January 2012	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Number of Tutors	15	6	55	35	57.14%
Number of Students	19	9	73	48	52.08%
Total Number of Participants	34	15	128	83	54.22%

Computer Literacy

	January 2013	January 2012	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Number of Tutors	8	2	20	16	25.00%
Number of Students	10	2	25	15	66.67%
Total Number of Participants	8	4	34	26	30.77%

History Room Activity

	January 2013	January 2012	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % Change
History Room Visitors	2	11	43	57	-24.56%

ACHIEVEMENTS

- *Venessa Faber* weeded the paperback bestsellers.
- *Venessa Faber* led the first two literacy Conversation Club meetings.
- *Venessa Faber* led the Literacy Orientation on January 5th.
- *Venessa Faber* completed the eXPLORE newsletter for March-August 2013.
- *Venessa Faber* led the book discussion on *Peace like a River* on Tuesday, January 8th.
- *Venessa Faber* assisted in 3 computer workshop classes on January 8th, January 15th and January 22nd.
- *Venessa Faber* created schedules for CSUF Interns for assistance in the Literacy programs.
- *Venessa Faber* assisted in READ poster creation for the Board of Trustees.
- *Venessa Faber* designed signage for PLFF's book sales.
- *Venessa Faber* created a slide show and bibliography for the Artist Masters Series and evaluated collection needs thereof.
- *Vanessa Faber* contacted the Orange County Council on Aging to request free catalogs for patrons.
- *Wendy Townsend* led an Overdrive workshop on January 29th for Adult and Children's staff.
- *Wendy Townsend* completed organizing past volunteer records into the current filing system.
- *Wendy Townsend*, Brenda Ramirez and Beatrice Quintanar completed the library signage survey and recommendation report.
- *Wendy Townsend* completed the brochure Placentia Around the World.
- *Wendy Townsend* updated volunteer and internship postings on Volunteer Match, CSUF, UCI and SJSU.
- *Wendy Townsend* began archiving digital copies of the Placentia News-Times and provided instructions and materials for substitute librarians so they can assist with the project.
- *Wendy Townsend* secured Woodie and the Longboards for the Adult Summer Reading Program Event in July.
- *Jeannie Killianey* coordinated 3 computer workshops.
- *Jeannie Killianey* contacted and obtained information from California Connects regarding the possibility of offering Computer Workshops in Spanish.
- *Katie Matas* moved her workspace from the Workroom to the Adult's and Children's Services offices.
- *Katie Matas* created instructions on "How to Upload MARC Records from B&T".
- *Katie Matas and Venessa Faber* completed publicity materials for the Estate Planning Program.
- *Nadia Dallstream* organized the IT materials and the Children's and Staff Office area.
- *Nadia Dallstream* researched e-book options from author J.A. Konrath.
- *Nadia Dallstream* arranged the National Hobby Month display.
- *Nadia Dallstream* reviewed and distributed all February publicity materials.
- *Nadia Dallstream* updated the Calling in Sick Procedure for staff.
- *Nadia Dallstream* coordinated monthly meetings with Anaheim staff to begin in March 2013.
- *Nadia Dallstream* and Fernando Maldonado updated the process for review of audiovisual materials.

- *Nadia Dallstream* contacted Santa Ana College to request technical services interns for the spring semester.
- *Martha Leonard* completed a review of all PYLUSD Library websites and databases.
- *Sally Federman, Wendy Townsend and Venessa Faber* updated the Tax Forms and Help information handouts for patrons.
- *Adult Services Staff* updated the ASRP Donor Request List and submitted it to PLFF for review.
- *Adult Services Staff* completed all print, audiovisual and electronic material orders.

MEETINGS

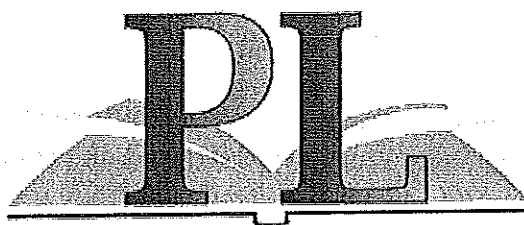
- *Nadia Dallstream* participated in the Talking Text meeting on January 9th.
- *Nadia Dallstream and Wendy Townsend* met on January 3rd, 10th, 17th, 23rd, and 31st.
- *Wendy Townsend* and Lori Worden met with One Stop worker Jennie Aguilar on January 3rd.
- *Katie Matas* attended the weekly huddle meetings on January 7th, 14th, and 21st.
- *Wendy Townsend* attended the Orange County Heritage Coordinating Council meeting on January 8th.
- *Wendy Townsend* met with Brenda Ramirez and Beatrice Quintanar to discuss library signage on January 8th and 14th.
- *Nadia Dallstream* attended the Supervisor/Manager Meetings on January 8, 15, 22 and 29.
- *Katie Matas, Wendy Townsend, Nadia Dallstream* and Jeanette Contreras met on January 9th to discuss the Adult Services Reference Desk area.
- *Nadia Dallstream* met with the Reference USA representative on January 10th.
- *Venessa Faber* met with the Easter Eggcitement committee on January 15th.
- *Nadia Dallstream, Katie Matas* and Lori Worden met with Baker & Taylor representatives on January 16th.
- *Nadia Dallstream* spoke with representatives from Legacy, Gale and SirsiDynix regarding new services on January 17th.
- *Katie Matas* and Lori Worden attended SCLC's Stress Reduction Workshop on January 22nd.
- *Wendy Townsend* attended the Placentia Historical Committee meeting on January 22nd.
- *Venessa Faber* met with Nadia Dallstream on January 23rd and 30th.
- *Nadia Dallstream and Katie Matas* met on January 23rd and 30th.
- *Venessa Faber* met with new CSUF interns on January 28th, 29th, and 30th.
- *Nadia Dallstream and Jeannie Killianey, EOQ*, attended the PLD Board Meeting on January 28th.
- *Nadia Dallstream, Venessa Faber, Katie Matas and Jeannie Killianey* attended the Overdrive Training led by *Wendy Townsend* on January 29th.
- *Nadia Dallstream, Wendy Townsend, Venessa Faber, Katie Matas and Jeannie Killianey* attended the Staff Meeting on January 29th.
- *Wendy Townsend* met with Ashley Vikander UCI Field Study Director on January 31st.
- *Nadia Dallstream* met with a representative from Mergent on January 31st.

PROFESSIONAL DEVELOPMENT

- *Venessa Faber* viewed tutorials on Photoshop Elements.
- *Wendy Townsend* met with Cheri Page at the Fullerton Local History Room on January 29th.

IN PROGRESS

- *Venessa Faber* is planning crafts for the Easter Eggcitement.
- *Venessa Faber* is researching Literacy websites to link to our website.
- *Venessa Faber* continues to create slideshows and bibliographies for the Art Masters Series.
- *Venessa Faber* continues to plan the Summer Reading Kickoff.
- *Adult Services Staff* is working on the 2013 Adult Summer Reading Program.
- *Wendy Townsend* is continuing to fill volunteer positions and verify volunteer hours.
- *Wendy Townsend* is working with the History Room volunteers to scan new photos into the History Room collection and to collect Placentia related news for subject files.
- *Wendy Townsend* is researching grants for History Room projects.
- *Wendy Townsend* is working on the March book discussion.
- *Wendy Townsend* is working on the Ben Berkley's local author visit.
- *Wendy Townsend* is working on Volunteer Appreciation week.
- *Jeannie Killianey* is coordinating 1 workshop for February.
- *Jeannie Killianey* is weeding the 000s collection.
- *Jeannie Killianey* is working on the February book discussion.
- *Jeannie Killianey* continues to monitor and update the library's Facebook page and updates to the Twitter page.
- *Jeannie Killianey* continues to make weekly book selections for Rotary members to be honored with a book plaque.
- *Jeannie Killianey* is working on two bibliographies for dissemination to specific target groups.
- *Katie Matas* is weeding the Science Fiction collection.
- *Nadia Dallstream* is researching materials vendors for foreign language items and leasing plans.
- *Nadia Dallstream* is working on updates for the website's Online Resources page.



Placentia Library District

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Katie Matas, Librarian, Technical Services
SUBJECT: Technology & Website Report for January 2013
DATE: February 25, 2013

MONTHLY STATISTICS**On-line database usage**

	January 2013	Onsite Usage 1/13	Remote Usage 1/13	January 2012	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
General Reference Center	60	41	19	61	476	525	-9%
Biography In Context*	20	20	0	0	160	0	N/A
Opposing Viewpoints*	14	14	0	0	75	0	N/A
Freegal*	390	N/A	N/A	0	1,671	0	N/A
Heritage Quest	535	N/A	N/A	423	4,019	4,154	-3%
Novelist	51	N/A	N/A	56	369	268	38%
Shmoop*	4	N/A	N/A	0	100	0	N/A
Tumblebooks	500	N/A	N/A	567	3,213	2,667	20%
Reference USA	59	N/A	N/A	197	538	473	14%
TOTAL DATABASE USAGE	1,633	75	19	1,304	7,651	5,285	45%

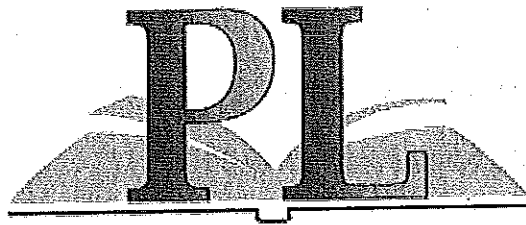
* New FY 12/13

Website Traffic

	January 2013	January 2012	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Website visits	21,585	21,184.00	148,303	147,902	0.3%
Page Hits	41,077	41,453.00	269,584	269,960	-0.1%

ACHIEVEMENTS

- *Nadia Dallstream* coordinated IT Repairs and issues including pricing of needed hardware and software.
- *Al Shkoler and Nadia Dallstream* worked with OGOSense to address website issues.
- *Laura DeLeon, Fernando Maldonado and Wendy Townsend* updated the Library's website.
- *Saul Ulloa* updated the outside digital sign.
- *Katie Matas* updated the messages on the telephone system.
- *Jeannie Killianey* updated the Library's Facebook Account.
- *Brenda Ramirez* updated the Library's Twitter Account.
- *Coleen Wakai* updated the Library's Flickr Account.



Placentia Library District

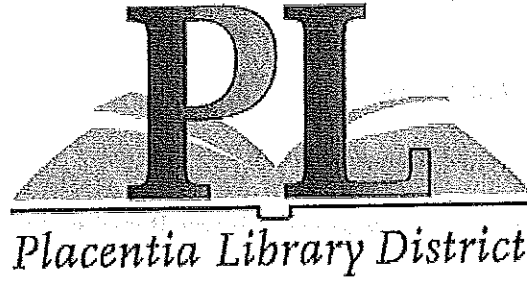
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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Report on Actions taken at the Library Board of Trustees Closed Session Meeting
DATE: February 25, 2013

BACKGROUND

President Shkoler will report on actions taken by the Library Board of Trustees during the Closed Session Meeting on February 20, 2013.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Presentation of Fiscal Year 2011-2012 Financial Audit from Macias Gini & O'Connell.

DATE: February 25, 2013

BACKGROUND

Macias Gini & O'Connell will present the final findings for the Fiscal Year 2011-2012 Audit of Financial Transactions for the Placentia Library District.

Draft reports will be presented at the meeting.

RECOMMENDATION

Receive & File the Financial Audit for Fiscal Year 2011-2012.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Special District Risk Management Authority (SDRMA) Notification of Nominations – 2013 SDRMA Board of Directors

DATE: February 25, 2013

BACKGROUND

Four directors' seats are up for election for the 4-year term which runs January 1, 2014 through December 31, 2017.

Deadline for submitting nomination(s) is Friday, May 3, 2013.

Attachment A includes:

- Notification Letter from SDRMA Chief of Executive Officer
- 2013 Nomination Packet Checklist
- SDRMA Board of Directors Fact Sheet
- SDRMA Board of Directors 2013 Election Schedule
- SDRMA Board of Directors Election Policy No. 2012-05
- Sample Resolution for Candidate Nomination
- Candidate's Statement of Qualifications

RECOMMENDATIONS

- 1) Discuss and determine if any trustees is interested in running for one of the vacant seats. If there is an interest,
- 2) Authorize staff to submit the completed Candidate Statement of Qualification on the trustee's behalf; and
- 3) Approve Resolution for Candidate Nomination.

Notification of Nominations – 2013 Election SDRMA Board of Directors

January 24, 2013

Mr. Richard DeVecchio
Board President
Placentia Library District
411 East Chapman Avenue
Placentia, California 92870-6198

Dear Mr. DeVecchio:

Notice of Nominations for the Special District Risk Management Authority (SDRMA) Board of Directors 2013 Election is being provided in accordance with the SDRMA Sixth Amended and Restated Joint Powers Agreement. The following nomination information is enclosed: Nomination Packet Checklist, Board of Director Fact Sheet, Nomination/Election Schedule, SDRMA Election Policy No. 2012-05, Candidate Nomination Resolution and Candidate Statement of Qualifications.

General Election Information - Four (4) Directors seats are up for election. The nomination filing deadline is Friday, May 3, 2013. Ballots will be mailed to all SDRMA member agencies in mid-May. Mail-in ballots will be due Tuesday, August 27, 2013.

Nominee Qualifications - Nominees must be a member or the agency's governing body or full-time management employee (see SDRMA Election Policy 2012-05, Section 4.1) and be an active member agency of both SDRMA's property/liability and workers' compensation programs. Candidates must be nominated by resolution of their member agency's governing body and complete and submit a "Statement of Qualifications".

Nomination Documents and Information - Nomination documents (Nominating Resolution and Candidates Statement of Qualifications) and nomination guideline information may also be obtained on SDRMA's website at www.sdrma.org. To obtain documents electronically:



From the SDRMA homepage, click on the "2013 Nomination & Election Information" button. All necessary nomination documents and election information may be downloaded and printed.

Term of Office - Directors are elected to 4-year terms. The term of office for the newly elected Directors will begin January 1, 2014 and expire December 31, 2017.

Nomination Filing Deadline - Nomination documents **must be received in SDRMA's office no later than 5:00 P.M. on Friday, May 3, 2013.**

Please do not hesitate to contact SDRMA Chief Financial Officer Paul Frydendal at 800.537.7790, if you have any questions regarding the 2013 SDRMA Board of Director Nominations or the election process.

Sincerely,
Special District Risk Management Authority


Gregory S. Hall, ARM
Chief Executive Officer

SDRMA BOARD OF DIRECTORS NOMINATION AND ELECTION GUIDELINES

January 9, 2013, marked the official commencement of nominations for the SDRMA Board of Directors. Four seats on the Board of Directors are up for election in August 2013.

For your convenience we have enclosed the necessary nomination documents and election process schedule. Please note that some items have important deadlines. All document contained in this packet, as well as additional information regarding SDRMA Board elections are available on our website www.sdrma.org and/or by calling SDRMA Chief Financial Officer Paul Frydendal at 800.537.7790.

- ___ **Attachment One:** **SDRMA Board of Directors Fact Sheet:** SDRMA Board of Directors has established a policy that requires candidates seeking election to the SDRMA Board of Directors to be: 1) a member of the agency's governing body or full-time management employee (per SDRMA Election Policy 2012-05, Section 4.1) of their respective member agency that is currently participating in **both** SDRMA's Property/Liability and Workers' Compensation Programs, and 2) nominated by resolution of the Board of Directors of their respective member agency. This document also reviews the Board of Directors' Role and Responsibilities along with additional information.

- ___ **Attachment Two:** **SDRMA Board of Directors 2013 Election Schedule:** Please review this document for important deadlines.

- ___ **Attachment Three:** **SDRMA Election Policy No. 2012-05:** A Policy of the Board of Directors of the Special District Risk Management Authority establishing guidelines for Director elections.

- ___ **Attachment Four:** **Resolution for Candidate Nomination:** A resolution of the Governing Body of the Agency nominating a candidate for the Special District Risk Management Authority Board of Directors.

- ___ **Attachment Five:** **Candidate Statement of Qualifications:** Please be advised that no statements are endorsed by SDRMA. Candidate statements of qualification will be distributed to the membership with the SDRMA election ballot, "exactly as submitted" by the candidate.

Please complete and return all required nomination and election documents to:

SDRMA Election Committee
C/O Paul Frydendal, CFO
Special District Risk Management Authority
1112 "I" Street, Suite 300
Sacramento, California 95814

SDRMA BOARD OF DIRECTORS FACT SHEET

**SDRMA BOARD OF DIRECTORS
ROLE AND RESPONSIBILITIES**

Special District Risk Management Authority (SDRMA) is a public entity Joint Powers Authority established to provide cost-effective property/liability, worker’s compensation, health benefit coverages and comprehensive risk management programs for special districts and other public agencies and providers of municipal services throughout California. SDRMA is governed by a Board of Directors elected from the membership by the programs’ members.

Number of Board Members 7-Board Members: SDRMA Board of Directors consists of seven Board Members, who are elected at-large from members participating in either program.

Board of Directors’ Role SDRMA Board of Directors provide effective governance by supporting a unified vision, and ensuring accountability, *setting direction based on SDRMA’s mission and purpose, as well as establishing and approving policy to ensure SDRMA meets its obligations and commitment to its members.*

Board of Directors’ Responsibilities *Board Member responsibilities include a commitment to: serve as a part of a unified governance body; govern within Board of Directors’ policies, standards and ethics; commit the time and energy to be effective; represent and make policy decisions for the benefit, and in the best interest, of all SDRMA members; support collective decisions; communicate as a cohesive Board of Directors with a common vision and voice; and operate with the highest standards of integrity and trust.*

Four (4) Seats For this Election 4-Seats: Elections for Directors are staggered and held every two years, four seats during one election and three seats in the following election. Four seats are up for election this year.

Term of Directors 4-Year Terms: Directors are elected for 4-year terms. Terms for directors elected this election begin January 1, 2014 and end on December 31, 2017.

Board Member Travel Reimbursement Board Members are reimbursed for reasonable travel and lodging in accordance with SDRMA Board Policy Manual 2011-04 and applicable laws.

Number of Meetings per Year 8-Board Meetings Annually: Generally not more than one meeting per month, with an average of eight board meetings per year.

Meeting Location SDRMA office in Sacramento, California.

Meeting Dates Typically the first Tuesday afternoon and Wednesday morning of the month.

Meeting Starting Times 4:00 p.m. and 8:00 a.m.: Meetings are from 4:00 p.m. on Tuesday afternoon until 5:30 p.m. and Wednesday from 8:00 a.m. to noon.

Meeting Length 6 - 8 hours: Length of meetings on average.

Average Time Commitment 15 - 20 hours: Commitment per month.

“The mission of Special District Risk Management Authority is to provide renewable, efficiently priced risk financing and risk management services through a financially sound pool to CSDA member districts, delivered in a timely, cost efficient manner, responsive to the needs of the districts.”

**SDRMA BOARD OF DIRECTORS
2013 ELECTION SCHEDULE**



2013 Election Schedule

JANUARY						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
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FEBRUARY						
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APRIL						
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MAY						
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JUNE						
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30						

JULY						
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28	29	30	31			

AUGUST						
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SEPTEMBER						
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OCTOBER						
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NOVEMBER						
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DECEMBER						
S	M	T	W	T	F	S
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22	23	24	25	26	27	28
29	30	31				

TASK TIMELINE

- 1/9 Board approved Election Schedule
- 1/24-25 Mail Notification of Election and Nomination Procedure to Members in January 90 days prior to mailing Ballots (110 actual days)
- 5/03 Deadline to return Nominations
- 5/09 Tentative Election Comm. Reviews Nominations
- 5/15-16 Mail Ballots 60 days prior to ballot receipt deadline (103 actual days)
- 8/27 Deadline to Receive Ballots
- 8/29 Tentative Election Committee Counts Ballots
- 8/30 Election Committee Notifies Successful Candidates and Provides Them With Upcoming Board Meeting Schedule
- 9/18 Directors' Elect Invited to CSDA Annual Conf/SDRMA Breakfast/Super Session
- 10/29-30 Directors' Elect Invited to SDRMA Board Meeting
- 1/2014 Newly Elected Directors Seated and Election of Officers

**SDRMA BOARD OF DIRECTORS
ELECTION POLICY NO. 2012-05**

A POLICY OF THE BOARD OF DIRECTORS OF SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY ESTABLISHING GUIDELINES FOR DIRECTOR ELECTIONS, DIRECTOR APPOINTMENTS, AND CREATION OF A SUPERVISING ELECTION COMMITTEE

- WHEREAS, SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) is a joint powers authority, created pursuant to Section 6500, et. seq. of the California Government Code; and
- WHEREAS, the Board of Directors recognizes that it is in the best interest of the Authority and its members to adopt a written policy for conducting the business of the Board; and
- WHEREAS, establishing guidelines for Director elections and appointments will help ensure a process that is consistent for all nominees and candidates, will promote active participation by SDRMA members in the election/appointment process, and will help ensure election/appointment of the most qualified candidate(s); and
- WHEREAS, the Bylaws provide the Board with the option of conducting the election using a mail-in ballot process; and
- WHEREAS, the Board of Directors of SDRMA has an overriding and compelling interest in insuring the accuracy of the election/appointment process of its Board members through the creation of an election committee;

NOW, THEREFORE, it is the policy of the Board of Directors of SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY, until such policy shall have been amended or rescinded, that the following procedures shall be followed when conducting Director elections or filling a Director vacancy by appointment:

1.0. Election Schedule

- 1.1. Not later than the first Board meeting of each election year, the Board of Directors shall approve an election schedule based on the following criteria and time frames.

2.0. Election Committee

- 2.1. The Board of Directors herein establishes an election committee with the following composition, duties and responsibilities; The five (5) members of the Election Committee shall include two presently sitting members of the Board of Directors of SDRMA whose seats are not up for election, the Chief Financial Officer of SDRMA, and the CPA/auditor regularly used and retained by SDRMA at the time of counting ballots of and for an election to the Board of Directors. For good reason found and stated, the Board of Directors of SDRMA may appoint any CPA/auditor who, in the discretion of the Board of Directors, would appropriately serve the Election Committee. The General Counsel for SDRMA shall also sit as a member of the Election Committee with the additional obligation of providing legal advice to the balance of the Committee as legal questions may arise.

3.0. Member Notification of Election

- 3.1. Authority staff shall provide written notification, of an election for the Board of Directors, to all member agencies during March of each election year. Such written notification shall be provided a minimum of ninety (90) days prior to the distribution of ballots and shall include; (1) the number of Director seats to be filled by election; (2) a copy of this nomination and election procedure; and (3) an outline of nomination/election deadline dates.

4.0. Qualifications

- 4.1. A candidate seeking election, re-election or appointment to SDRMA's Board of Directors must be a member of the Governing Body or a full-time management employee of an SDRMA member participating in both the

Property/Liability and Workers' Compensation Programs. To qualify as a "full-time management employee," the candidate must be a full-time, management-level (as determined by the Governing Body) employee whose wages are reported to the IRS on a "W-2" form. Only one (1) representative from any Member may serve on the Board of Directors at the same time. [Per Bylaws, Article II, (2) (b)]

- 4.2. Each nominated candidate must submit a properly completed and signed "Statement of Qualifications" (required form attached) on or before the filing deadline in June in order for the candidate's name to be placed on the official ballot. A candidate shall provide responses to all questions on the candidate's "Statement of Qualifications". Each nominated candidate's "Statement of Qualifications" must be filed on or before the aforementioned deadline by (1) personal delivery to SDRMA's office; or (2) by U.S. mail received by the SDRMA office. When ballots are mailed to the membership, each candidate's "Statement of Qualifications" form will be distributed to the membership exactly as submitted by the candidate to SDRMA. However, any attachments submitted by the candidate(s) with the Statement of Qualifications will not be sent by SDRMA with the ballots to any members.
- 4.3. If a nominated candidate elects not to use the provided form "Statement of Qualifications," and prepares instead the candidate's own completed form, the candidate's form must include the title "Statement of Qualifications" and contain exactly all information required and requested by the provided form.

NOTE: The candidate's "Statement of Qualifications" form must be submitted as a part of the nominating process. When ballots are mailed to the membership, each candidate's "Statement of Qualifications" form will be distributed "exactly as submitted" to SDRMA, except that any attachments submitted by the candidate will not be sent to any SDRMA members.

- 4.4. A candidate that does not submit a Candidate's Statement of Qualifications which complies with Section 4.2 or 4.3 will be disqualified by the SDRMA Election Committee.

5.0. Nominating Procedure

- 5.1. Candidates seeking election or reelection must be nominated by action of their respective Governing Body. Only one (1) candidate may be nominated per member agency and one (1) candidate shall not represent more than one (1) member agency. A resolution from the candidate's district/agency Governing Body nominating the candidate must be received by the Authority on or before the scheduled date in June. (A sample of the resolution is enclosed). Actual receipt by the Authority on or before the scheduled deadline date in June is required. The resolution nominating the candidate may be hand-delivered to the Authority or sent by U.S. mail. In the event a candidate is nominated by two (2) or more member agencies, he or she shall represent the member agency whose nominating resolution is first received by the Authority. The other member agency or agencies that nominated the candidate shall be entitled to select a replacement nominee as long as a resolution nominating the replacement is received by the Authority prior to the scheduled deadline date.
- 5.2. A member may not nominate a candidate unless that member is participating in both the Property/Liability and Workers' Compensation Programs and is in "good standing" on the date the nominations are due. "Good standing" is defined as no accounts receivable more than ninety (90) days past due.
- 5.3. The Election Committee, as hereinabove defined and comprised, shall review all nominations received from members and will reject any nominations that do not meet all of the qualifications specified and set forth in this policy. Following the Election Committee's review of all nominations, the Election Committee shall direct that a ballot be prepared stating and listing all of the qualified nominees. The ballot of qualified nominees shall be distributed to the membership for election by mail as described below.
- 5.4. Upon verification or rejection of each nominee by the Election Committee, staff will mail acknowledgment to both the nominee and the district/agency of its acceptance or rejection as a qualified nominee for election.

5.5. A nominee requesting that his/her nomination be withdrawn prior to the election, shall submit such requests in writing to SDRMA's office a minimum of three (3) days prior to the scheduled date for mailing the ballots. After that date, all qualified nominees names shall appear on the ballot mailed to the membership.

6.0. Terms of Directors

6.1. The election of directors shall be held in each odd-numbered year. The terms of the directors elected by the Members will be staggered. Four directors will serve four-year terms, to end on December 31 of one odd-numbered year. Three directors will serve four-year terms, to end on December 31 of the alternate off-numbered year. [Per Bylaws, Article II, (3), paragraph 1].

7.0. Campaigning

7.1. SDRMA staff will mail each qualified candidate's "Statement of Qualifications", "exactly as submitted" by the candidate with the ballots to the membership.

7.2. Candidates, at their own expense, may distribute additional information to member agency(s) after the ballots have been mailed and prior to the election.

7.3. SDRMA staff is prohibited from actively promoting a candidate or participating in the election process while on Authority premises.

7.4. SDRMA staff may provide member information, mailing lists, financial reports or operational data and information, that is normally available through the Public Records Act, to candidates to assist them in their research and campaigning. In addition to obtaining such information under the Public Records Act, candidates may request SDRMA staff prepare mailing labels for the distribution of campaign materials to member agencies. Under existing policy, charges will apply for this service. The SDRMA logo is trademarked for use by SDRMA only. Neither the logo, nor any other Trademark of SDRMA may be used in any campaign literature. No campaign literature is to imply support of any candidate by SDRMA.

7.5. SDRMA election mailings to the membership, including ballots and candidates' "Statement of Qualifications", shall be sent via first class mail.

8.0. Limitations on Campaigning

8.1. As used in this section the following terms have the following meanings:

"Campaign Activity" means any activity that expressly advocates the election or defeat of a candidate or provides direct support to a candidate for his or her candidacy. "Campaign activity" does not include the incidental and minimal use of public resources, such as equipment or office space, for campaign purposes or the use of public resources to nominate a candidate or vote in any Board of Directors election.

"Candidate" means an individual who has been nominated by the Member Agency to have his or her name listed on the ballot for election to the Board of Directors.

"Expenditure" means a payment of Member Agency funds that is used for communications that expressly advocate the election or defeat of a clearly identified candidate. "Expenditure" does not include the use of public funds to nominate a candidate or vote in any Board of Directors election.

"Public resources" means any property or asset owned by the Member Agency, including, but not limited to, land, buildings, facilities, funds, equipment, supplies, telephones, computers, vehicles, travel, and Member Agency-compensated time.

- 8.2. An officer, official, employee, or consultant of a Member Agency may not expend or authorize the expenditure of any of the funds of the Member Agency to support or oppose the election or defeat of a candidate for the Board of Directors.
- 8.3. No officer, official, employee, or consultant of a Member Agency shall use or permit others to use public resources for campaign activity.
- 8.4. At any time during an election campaign, if a Member Agency or its officers, officials, employees or consultants violate this section, that Member Agency shall be ineligible to nominate a candidate for the Board of Directors election in which the violation occurred. Any candidate of an offending Member Agency shall be deemed to have withdrawn his or her candidacy. Prior to declaring a Member Agency ineligible to nominate a candidate or a specific candidate's candidacy withdrawn, the Elections Committee shall hold a hearing to determine whether or not a violation of this section occurred. The hearing shall be conducted pursuant to reasonable procedures that the Elections Committee shall prescribe, provided that the affected Member Agency or candidate shall have an opportunity to dispute the violation. At the conclusion of the hearing, the Elections Committee shall determine by a majority vote whether the violation occurred.

9.0. Balloting

- 9.1. A ballot containing nominees for the Board of Directors, accepted and approved by the Election Committee, shall be mailed by first class mail, to each SDRMA member agency, except as provided in Section 9.2 below, no less than sixty (60) days prior to the deadline for receiving ballots and the closing date for voting. Ballots shall show the date and time the ballots must be received in SDRMA's office. A self-addressed, stamped, return envelope shall be mailed with each ballot.
- 9.2. In the event that the number of qualified/approved nominees is equal to or less than the number of director seats up for election, the mailing of the ballots as outlined in Section 9.1 shall be waived.
- 9.3. Only those qualified nominees approved by the Election Committee will be eligible candidates on the ballot. Write-in candidates shall not be accepted.
- 9.4. It is required that the Governing Body of each member vote on behalf of their agency (sample Resolution enclosed) and the ballot MUST be signed by the agency's Presiding Officer.
- 9.5. A member may not vote unless the member was a member of the Authority in "good standing" on or before the nomination due date for the pending election. "Good standing" is defined as no accounts receivable more than ninety (90) days past due.
- 9.6. A member may cast only one (1) vote for the same candidate. By way of example, if there are four (4) candidates on the ballot, a member may not cast two (2) to four (4) votes for any single candidate. Any ballot casting more than one (1) vote for the same candidate will be considered void.
- 9.7. A member may vote by using the official ballot provided by SDRMA, or a copy of SDRMA's original ballot, or a reasonable duplicate prepared by the member agency. Whichever of the three foregoing formats is used, the ballot must contain an original signature and confirmation that the ballot was approved at a public meeting of the agency's Governing Body. Ballots submitted without an original signature and/or without confirmation that the form of the ballot was approved at a public meeting of the agency's Governing Body will be considered void.
- 9.8. Ballots may be returned using either hand-delivered or mailed in ballots - faxed or e-mailed ballots will not be accepted. Mailed in ballots must be addressed to, and hand-delivered ballots must be delivered to, the Special District Risk Management Authority office presently located at 1112 I Street, Suite 300, Sacramento, California 95814-2865.
- 9.9. Any ballot received after the specified deadline will not be counted and will be considered void.

10.0. Election Results

- 10.1. All ballots will be opened and counted at SDRMA's office only after the deadline for receiving ballots. Ballots will be opened by SDRMA's Election Committee, no more than five (5) days after the closing deadline. Candidates receiving the highest number of votes shall be declared the elected director(s).
- 10.2. In the event of a tie, a coin toss shall be used to determine the elected director. The coin toss shall be conducted by the Election Committee at the time and place of the conclusion of counting ballots.

PROCEDURE: In the event more than two (2) candidates tie, the coin toss shall be between two (2) candidates at a time based on the order in which their name appeared on the ballot. This process shall be repeated, as needed, in cases where there are more than two (2) candidates.
- 10.3. Excluding tie votes, within five (5) days after the ballots are opened and tabulated Authority staff shall advise the candidates and their respective agency in writing of the final election results. Copies of the results shall also be mailed/distributed to SDRMA's Board of Directors, staff and consultants and published in the first available CSDA newsletter.
- 10.4. If a director-elect withdraws after the election or fails to accept the Director seat prior to December 31, the Board shall name a new director-elect by going back to the ballots and awarding the seat to the candidate receiving the next highest number of votes during the election.
- 10.5. Staff shall invite newly elected director(s) to attend the Annual Membership meeting and all scheduled Board meeting(s) after confirmation of election results until the director(s) elect assume office. Director(s) elect will be reimbursed for expenses, except for director stipends, in accordance with approved director reimbursement policy (copy of policy shall be provided to newly elected directors).
- 10.6. A member or candidate dissatisfied with the election result may, within ten (10) days after the ballots are opened and tabulated, file with the Authority a written challenge and appeal. The challenge and appeal must clearly set forth the complaint and any and all facts in support of the challenge and appeal. Within ten (10) days after the ballots are opened and tabulated, the challenge and appeal shall be delivered and received by the Authority. Within five (5) days of receipt of the challenge and appeal, the Authority shall deliver the same to the Election Committee for decision. The Election Committee shall have absolute authority for deciding the challenge and appeal. Notice of the decision of the Election Committee shall be provided to the party filing the challenge and appeal within ten (10) days.

11.0. Director Vacancy

- 11.1. If a director vacancy(s) occurs (Note 1), appointment of a replacement director for the balance of the unexpired term will be made by the remaining members of the SDRMA Board. In order to accomplish this in an orderly and consistent manner, when a vacancy(s) of an elected Director(s) occurs, the SDRMA Board of Directors, after discussion and consideration, shall, when deemed appropriate, instruct staff to:
 - a) notify all then member entities that a vacancy has occurred; and
 - b) said notice shall refer to the applicable Article in the By-laws in advising member entities and their eligible candidates of the steps to take to apply for appointment; and
 - c) the SDRMA Board shall establish the closing date for the receipt of applications; and
 - d) candidates shall submit the following, by the date specified in the notice:
 - i) a letter of interest; and
 - ii) a resume, with particular emphasis on the candidate's knowledge of special districts and risk management; and
 - iii) a resolution from, or a letter approved by, the candidate's Governing Body nominating the candidate; and
 - e) the Election Committee shall review all applications received, and shall reject any that do not meet all of the qualifications specified and set forth in this policy; and

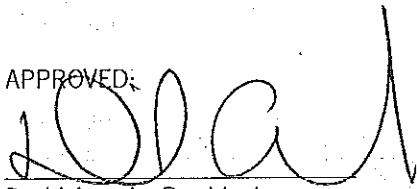
- f) upon verification or rejection of each application by the Election Committee, staff will mail acknowledgement to both the applicant and the district/agency of its acceptance or rejection of the applicant as a qualified candidate for appointment; and
- g) candidates shall be interviewed at the next regularly scheduled meeting of the SDRMA Board of Directors following the date of closure for the applications. Interviews shall be in person, or if an unforeseen emergency arises, the interview may be by telephone at the same scheduled time; and
- h) the SDRMA Board shall make the appointment without undue delay, but need not act at the same meeting.

Note 1: If the Director vacancy occurs within nine (9) months after the date the ballots were counted and certified by the Election Committee or within nine (9) months after a candidate was appointed to fill a vacancy, then the Board shall have the option to interview and appoint the candidate(s) who did not receive sufficient votes to be elected OR to interview and appoint from the pool of candidates from 11.1.g) above. If the Director vacancy occurs in an election year after the Notification of Election is sent to the members, the Board may determine to fill the vacancy by appointing the candidate who receives the next highest number of votes in the election. If the Board determines in its sole discretion that none of these options is appropriate, then staff shall be instructed to proceed with the process described above in steps 11.1 a) to h).

Revised and adopted this 27th day of June 2012, by the Board of Directors of Special District Risk Management Authority, at a regular meeting thereof.

This policy rescinds the previous version of Policy No. 2011-02 which was approved on February 2, 2011 and all other policies inconsistent herewith.

APPROVED:

A handwritten signature in black ink, appearing to read "D. Aranda", written over a horizontal line.

David Aranda, President
Board of Directors

ATTEST:

A handwritten signature in black ink, appearing to read "Gregory S. Hall", written over a horizontal line.

Gregory S. Hall, ARM
Chief Executive Officer

**SAMPLE
RESOLUTION FOR
CANDIDATE NOMINATION**

Available for download in Microsoft Word file format
visit our website at www.sdrma.org

A RESOLUTION OF THE GOVERNING BODY OF THE [AGENCY NAME] NOMINATING
[CANDIDATE'S NAME] AS A
CANDIDATE FOR ELECTION TO THE SPECIAL DISTRICT RISK MANAGEMENT
AUTHORITY BOARD OF DIRECTORS

WHEREAS, the Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code, Section 6500 et.seq., for the purpose of providing risk management and risk financing for California Special Districts and other local government agencies; and

WHEREAS, the Joint Powers Agreement (JPA) and Bylaws of SDRMA set forth director qualifications, terms of office and election requirements; and

WHEREAS, the Board of Directors of SDRMA established procedures and guidelines for the Director Election process; and

WHEREAS, the Board of Directors of SDRMA established a policy requiring candidates seeking election to the SDRMA Board of Directors to be: 1) a member of the agency's governing body or full-time management employee per SDRMA Election Policy 2012-05, Section 4.1 and be an active member agency of both SDRMA's property/liability and workers' compensation programs, and 2) be nominated by resolution of their member agency's governing body, and 3) each nominated candidate must submit a completed and signed "Statement of Qualifications" on or before the May 3 filing deadline in order for the candidate's name to be placed on the official ballot.

NOW, THEREFORE, BE IT RESOLVED:

1. The governing body of [AGENCY NAME] nominates [CANDIDATE'S NAME], its [POSITION TITLE], as a candidate for the Board of Directors of the Special District Risk Management Authority.

2. [ONLY IF CANDIDATE IS NOT A MEMBER OF THE AGENCY'S GOVERNING BODY: The governing body of [AGENCY NAME] has determined that [CANDIDATE'S NAME] is a full-time management employee for purposes of SDRMA Election Policy 2012-05, Section 4.1].

3. The governing body of [AGENCY NAME] further directs that a copy of this resolution be delivered to SDRMA on or before the May 3, 2013 filing deadline.

ADOPTED this [DATE] of [MONTH/YEAR] by the Governing Body of [AGENCY NAME] by the following roll call votes:

AYES: [LIST NAMES of GOVERNING BOARD VOTES]
NAYES: "
ABSTAIN: "
ABSENT: "

APPROVED

ATTEST

President – Governing Body

Secretary

CANDIDATE'S STATEMENT
OF
QUALIFICATIONS

Available for download in Microsoft Word file format
visit our website at www.sdrma.org

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

Page 1

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate _____
District/Agency _____
Work Address _____
Work Phone _____ Home Phone _____

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

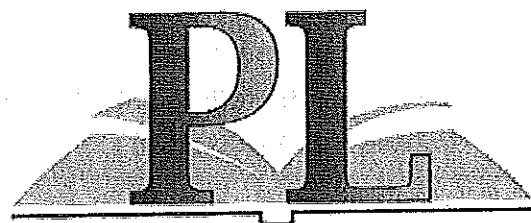
**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)

What is your overall vision for SDRMA? (Response Required)

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____ Date _____



Placentia Library District

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Travel Authorization: Library Board of Trustees and Library Director to attend the California Association of Library Trustees and Commissioners (CALTAC) Spring Workshop on March 2, 2013 at the Whittwood Branch Library in Whittier

DATE: February 25, 2013

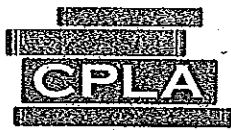
BACKGROUND

The CALTAC Spring workshop in Library Leadership "Guerrilla Advocacy – It's a Jungle Out There!" will be held at the Whittwood Branch Library in Whittier on Saturday, March 2, 2013. The cost for the workshop is \$20 per person plus mileage to be drawn from the General Fund. Attachment A is the agenda for the workshop.

Fiscal Impact: \$20 per attendee

RECOMMENDATION

Authorize Library Board of Trustees and Library Director to attend the Spring Workshop on Saturday, March 2, 2013 at the Whittwood Branch Library in Whittier, at the cost of \$20 per person plus mileage, with the expenses to be drawn from the General Fund.



Doris Lau, President
 c/o P.O. Box 609
 Long Beach, CA 90801

Welcome All TRUSTEES, FRIENDS and FOUNDATION Members to CPLA Workshons

2013 CPLA Workshop in Library Leadership

Guerrilla Advocacy – It’s a Jungle Out There!

North Section Greetings:

BEN OCÓN, City Librarian

DAVID LIM, San Mateo Mayor introduced by DR. ALBERT ACENA, Library Board President

JOHN CHRASTKA, KEYNOTE, founder of EveryLibrary.org

Presenters:

JOE SIMITIAN, Santa Clara Co. Supervisor

ANN MILLER, Community Relations Coordinator, Solano County Library

South Section Greetings:

OWEN NEWCOMER, Whittier Mayor

PAYMANEH MAGHSOUDI, Library Director

JOHN CHRASTKA, KEYNOTE, founder of EveryLibrary.org

Panelists:

MARY HOUSEL of Santa Maria, Guadalupe

DAN ROBLES of Santa Paula, Blanchard

SUE PAUL, Human Resources Director, Pomona

**Greetings from Interim State Librarian, Gerald Maginnity
 And Derek Wolfgram, President, California Library Association**

New views on advocacy for Library Trustees, Commissioners, Friends and Foundations.

Saturday, March 2, 2013 : Whittwood Branch Library, Whittier

Saturday, March 16, 2013 : San Mateo Public Library

PROGRAM

	NORTH	SOUTH
8:45 - 9:00AM	Registration	
9:00 to 9:15AM	Greetings	
9:15 - 9:30AM	Gerald Maginnity, Interim State Librarian	
9:30 - 10:15AM	Keynote Speaker -- John Chrastka	
10:15 - 10:45	<i>Joe Simitian, Supervisor</i>	<i>Mary Housel, Dan Robles, Sue Paul</i>
10:45 - 11:00	Q&A	
11:00 - 11:15	Break	
11:15 - 11:30	<i>Ann Miller</i>	
11:30 - 11:50	Derek Wolfgram, CLA President	
11:50 - 12:30	Break out groups	
12:30 - 12:45	Groups report -- finish.	

Registration Form for NORTHERN WORKSHOP

San Mateo Public Library --- Saturday, March 16, 2013
55 West 3rd Avenue San Mateo, CA 94402 (650) 522-7802

Name: _____ Library System: _____
Address: _____ Position: _____
City, State, Zip: _____ Are you a CPLA Member? yes no
Phone: _____ Fax: _____ Do you wish to share your email address
Email: _____ with other workshop attendees? yes no

Registration Fee (due by 3/2/13) Make checks payable to CPLA and mail to:
CPLA Member \$18 Alan Smith (925) 825-5575
Non-member 20 4823 Boxer Blvd.
Concord, CA 94521

TOTAL _____ NO REFUNDS
Early Bird registration fee \$18 when post marked by March 2, 2013; otherwise \$20.

San Mateo Public Library
55 West 3rd Avenue, San Mateo, CA 94402 (650) 522-7802
<http://tinyurl.com/9wegh47>

From Highway 101: Take the 3rd Avenue exit. Go west about one mile. The library will be on the left side after you cross El Camino Real.

Free parking in Library garage; free street parking with 2-hr. limit on Saturdays

CPLA MEMBERSHIP IS OPEN TO ALL LIBRARY ADVOCATES!
Name _____
Address _____
City State ZIP _____
E-Mail _____
Phone _____ Fax _____
New Renewal Individual Membership: \$25
Group Membership \$23 each (Board = 5 or more members. Fill out a form for each member identifying the library or system, including Library Director).
Please mail this form with payment to: CPLA c/o CLA
248 East Foothill Blvd, Ste. 101, Monrovia, CA 91016-5525
For questions, please contact CPLA President Doris Lau: dklgov@yahoo.com

Whittwood Branch Library
10537 Santa Gertrudes Ave., Whittier, CA 90603 (562) 567-9950
<http://www.cityofwhittier.org/depts/library/whittwood.asp>

East of the 605, South of Whittier Blvd. -- Parking available all around the library

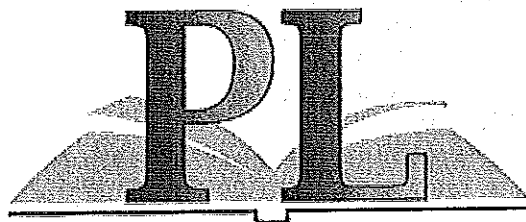
Registration Form for SOUTHERN WORKSHOP

Whittwood Branch Library, Whittier --- Saturday, March 2, 2013
10537 Santa Gertrudes Ave., Whittier, CA 90603 (562) 567-9950

Name: _____ Library System: _____
Address: _____ Position: _____
City, State, Zip: _____ Are you a CPLA Member? yes no
Phone: _____ Fax: _____ Do you wish to share your email address
Email: _____ with other workshop attendees? yes no

Registration Fee (due by 2/16/13) Make checks payable to CPLA and mail to:
CPLA Member \$18 Doris Lau (626) 991-7822
Non-member 20 c/o P.O. Box 609
Long Beach, CA 90801

TOTAL _____ NO REFUNDS
Early Bird registration fee \$18 when post marked by February 16, 2013; otherwise \$20.



Placentia Library District

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Review of the Placentia Library District Policies in the 5000 series: 5010 – Board Meetings, 5020 – Board Meeting Agenda, 5030 – Board Meeting Conduct, 5040 – Board Actions and Decisions, 5050 – Review of Administrative Decisions, 5060 – Minutes of Board Meetings, 5070 – Rules of Order for Board and Committee Meetings

DATE: February 25, 2013

BACKGROUND

Placentia Library District Policy 1010 – Adoption/Amendment/Review of Policies states:

“The Board of Trustees will review each section of the Policy Handbook every other year on the following schedule, beginning December 2006.” Series 4000, Board of Trustees is scheduled for review in 2013.

The Library Director recommends that the Library Board review Series 5000 – Board Meetings at its meeting on February 25, 2013 and establish a schedule to continue discussion, if necessary.

Attachment A is a copy of Series 5000 – Board Meetings

RECOMMENDATION

Review and discuss the Placentia Library District Policy 5000 Series – Board Meetings.

POLICY MANUAL

POLICY TITLE: Board Meetings
POLICY NUMBER: 5010

5010.1 Regular meetings of the Board of Trustees will be held on the first Monday following the eighteenth (18th) of each calendar month at 6:30 P.M. in the Meeting Room of Placentia Library District, 411 East Chapman Avenue, Placentia. The date, time and place of regular Board meetings will be reconsidered annually at the annual organizational meeting of the Board.

5010.1.1 Notification for regularly scheduled meetings of the Library Board of Trustees will be given by the delivery, by District staff, of the Agenda to the address of record as designated by each Trustee, at least seventy-two (72) hours before the meeting. A regularly scheduled meeting is one that falls on the date and time established by the Library Board of Trustees at its December meeting, or at a non-regular date and/or time that has been set by Board action at a regular Library Board meeting.

5010.1.2 Requests to change the date and/or time of a regular meeting that occur after the previous Library Board Meeting, will be made to either the Library Board President or the Library Director. At the instruction of the Library Board President or the Library Director the Administrative Assistant will survey each of the Trustees by telephone or e-mail to check for availability for the proposed date and/or time. The survey results will be forwarded to the Library Board President who will make the final determination about the meeting date and/or time. In the absence of the Library Board President the Library Board Secretary will make this determination.

5010.1.2.1 It is the expectation of the Trustees that there be unanimous consent to any change in date and/or time of a Board meeting. Exceptions to this expectation may be made by the Library Board President or Secretary only for extenuating circumstances.

5010.1.3 The Administrative Assistant will notify each Trustee by telephone or e-mail about the final determination for the meeting date and/or time. The Agenda will be delivered by staff to the address of record as designated by each Trustee, at least seventy-two (72) hours before the meeting. The Agenda notebook for each meeting that was not pre-approved by Library Board action for an unusual date and/or time will use a red cover page and the meeting announcement on the Agenda will note the "Unusual Date and/or Time".

5010.1.4 Except for emergency situations requests to change a Meeting date and/or time to an earlier date and/or time will not be honored if the Meeting date and time have been posted for the public. Posting generally occurs five to six calendar days before the Meeting. Once a Meeting has been posted it may be changed only to a later time and/or date. If an earlier time and/or date is needed a Special Meeting will need to be authorized by the Library Board President and posted and noticed to the media.

5010.2 Special meetings (non-emergency) of the Board of Trustees may be called by the Board President.

5010.2.1 All Trustees, the Library Director, Library Services Manager, Business Manager, and Administrative Assistant will be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification will be in writing, delivered to them at least 24 hours prior to the meeting.

5010.2.2 Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) will be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone during business hours as soon after the meeting is scheduled as practicable.

5010.2.3 An agenda will be prepared as specified for regular Board meetings in Policy #5020 and will be delivered with the notice of the special meeting to those specified above.

5010.2.4 Only those items of business listed in the call for the special meeting will be considered by the Board at any special meeting.

5010.3 Special Meetings (emergency). In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Trustees may hold an emergency special meeting without complying with the 24-hour notice required in 5010.21, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the Library Director, Board President or Board Secretary in the President's absence.

5010.3.1 Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) will be notified by at least one hour prior to the emergency special meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Library Director, or his/her designee, will notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.

5010.3.2 No closed session may be held during an emergency special meeting, and all other rules governing special meetings will be observed with the exception of the 24-hour notice. The minutes of the emergency special meeting, a list of persons the Library Director or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting will be posted for a minimum of ten days in the District office as soon after the meeting as possible. Page

5010.4 Adjourned Meetings. A majority vote by the Board of Trustees may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Trustees are present at any regular or adjourned regular meeting, the Library Director may declare the meeting adjourned to a stated time and place, and he/she will cause a written notice of adjournment to be given to those specified in 5010.2.2 above.

5010.5 Annual Organizational Meeting. The Board of Trustees will hold an annual organizational meeting at its regular meeting in December. At this meeting the Board will elect a President and Secretary from among its members to serve during the coming calendar year, and will appoint the Library Director as the Board's Acting Secretary and Treasurer.

5010.6 The Chairperson of the meetings described herein will determine the order in which agenda items will be considered for discussion and/or action by the Board.

5010.7 The Chairperson and the Library Director will insure that appropriate information is available for the audience at meetings of the Board of Trustees, and that physical facilities for said meetings are functional and appropriate.

POLICY MANUAL

POLICY TITLE: Board Meeting Agenda

POLICY NUMBER: 5020

5020.1 The Library Director, in cooperation with the Board President, will prepare an agenda for each regular and special meeting of the Board of Trustees. Any Trustee may call the Library Director and request any item to be placed on the agenda no later than 2:00 P.M. on the Sunday eight days prior to the meeting date.

5020.2 Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Trustees, subject to the following conditions:

5020.2.1 The request must be in writing and be submitted to the Library Director together with supporting documents and information, if any, no later than 2:00 P.M. on the Sunday eight days prior to the meeting date.

5020.2.2 The Library Director will be the sole judge of whether the public request is or is not a "matter directly related to District business."

5020.2.3 No topic which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy;

5020.2.4 The Board of Trustees has established a five-minute limitation per person on the total time to be devoted to a public request or comment on any given issue at any meeting.

5020.3 This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters that are not on the agenda that a member of the public may wish to bring before the Board. However, the Board will not discuss or take action on such matters at that meeting.

5020.4 At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, will be posted conspicuously for public review within the District office.

5020.4.1 The agenda for a special meeting will be posted at least 24 hours before the meeting in the same location.

POLICY MANUAL

POLICY TITLE: Board Meeting Conduct
POLICY NUMBER: 5030

5030.1 Meetings of the Board of Trustees will be conducted by the Chairperson in a manner consistent with the policies of the District. Policy No. 5070, "Rules of Order for Board and Committee Meetings", will be used as a general guideline for meeting protocol.

5030.2 All Board meetings will commence at the time stated on the agenda and will be guided by same.

5030.3 The conduct of meetings will, to the fullest possible extent, enable Trustees to:

5030.3.1 Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and,

5030.3.2 Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

5030.4 Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Trustees, will be as followed:

5030.4.1 Five minutes may be allotted to each speaker and a maximum of 20 minutes to each subject matter.

5030.4.2 No boisterous conduct will be permitted at any Board meeting. Persistence in boisterous conduct will be grounds for summary termination, by the Chairperson, of that person's privilege of address.

5030.4.3 No oral presentation will include charges or complaints against any District employee, regardless of whether or not the employee is identified in the presentation by name or by another reference that tends to identify. All charges or complaints against employees will be submitted to the Board of Trustees under provisions contained in Policy #1030.

5030.5 Willful disruption of any of the meetings of the Board of Trustees will not be permitted. If the Chairperson finds that there is in fact willful disruption of any meeting of the Board, he/she may order the room cleared and subsequently conduct the Board's business without the audience present.

5030.5.1 In such an event, only matters appearing on the agenda may be considered in such a session.

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5030.5.2 After clearing the room, the Chairperson may permit those persons who, in his/her opinion, were not responsible for the willful disruption to re-enter the meeting room.

5030.5.3 Duly accredited representatives of the news media, whom the Chairperson finds not to have participated in the disruption, will be admitted to the remainder of the meeting.

POLICY MANUAL

POLICY TITLE: Board Actions and Decisions
POLICY NUMBER: 5040

5040.1 Actions by the Board of Trustees include but are not limited to the following:

5040.1.1 Adoption or rejection of regulations or policies;

5040.1.2 Adoption or rejection of a resolution;

5040.1.3 Adoption or rejection of an ordinance;

5040.1.4 Approval or rejection of any contract or expenditure;

5040.1.5 Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel; and,

5040.1.6 Approval or disapproval of matters that require or may require the District or its employees to take action and/or provide services.

5040.2 Action can only be taken by the vote of the majority of the Board of Trustees. Three (3) Trustees represent a quorum for the conduct of business. Actions taken at a meeting where only a quorum is present, therefore, require all three votes to be effective (unless a 4/5 vote is required by policy or other law).

5040.2.1 A member abstaining in a vote is considered as absent for that vote.

5040.2.1.1 Example. If three of five Trustees are present at a meeting, a quorum exists and business can be conducted. However, if one Trustee abstains on a particular action and the other two cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.

5040.2.1.2 Example. If an action is proposed requiring a two-thirds vote and 2 Trustees abstain, the proposed action cannot be approved because 4 of the 5 Trustees would have to vote in favor of the action.

5040.2.1.3 Example. If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, three Trustees must vote in favor of the appointment for it to be approved. If two of the four Trustees present abstain, the appointment is not approved.

5040.3 The Board may give directions that are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the Library Director.

5040.3.1 The Chairperson will determine by consensus a Board directive and will state it for clarification. Should any two Trustees challenge the statement of the Chairperson, a voice vote may be requested.

5040.3.2 A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the Library Director for review and recommendation, etc.).

5040.3.3 Informal action by the Board is still Board action and will only occur regarding matters that appear on the agenda for the Board meeting during which said informal action is taken.

POLICY MANUAL

POLICY TITLE: Review of Administrative Decisions

POLICY NUMBER: 5050

5050.1 The provisions of §1094.6 of the Code of Civil Procedure of the State of California will be applicable to judicial review of all administrative decisions of the Board of Trustees pursuant to the provisions of §1094.5 of said code. The provisions of §1094.6 will prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District, affecting the subject matter of an appeal.

5050.2 This policy affects those administrative decisions rendered by the Board of Trustees governing acts of the District, in the conduct of the District's operations and those affecting personnel operating policies.

5050.3 The purpose of this policy is to ensure efficient administration of the District, and the expeditious review of decisions rendered by the Board of Trustees.

POLICY MANUAL

POLICY TITLE: Minutes of Board Meetings
POLICY NUMBER: 5060

5060.1 The Library Director will keep minutes of all regular and special meetings of the Board.

5060.1.1 Copies of a meeting's minutes will be distributed to Trustees as a part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes will be kept in the Library Administrative Office.

5060.1.2 Unless directed otherwise, an audio tape recording of regular and special meetings of the Board of Trustees will be made. The device upon which the recording is stored will be kept in a fireproof vault or in fire-resistant, locked cabinet for thirty (30) days. Members of the public may inspect recordings of Board meetings without charge on a playback machine that will be made available by the District.

5060.1.3 Motions, resolutions or ordinances will be recorded in the minutes as having passed or failed, and individual votes will be recorded. All resolutions and ordinances adopted by the Board will be numbered consecutively, starting new at the beginning of each fiscal year. In addition to other information that the Board may deem to be of importance, the following information (if relevant) will be included in each meeting's minutes:

- Date, place and type of each meeting;
- Trustees present and absent by name;
- Administrative staff present by name;
- Call to order;
- Time and name of late arriving Trustees;
- Time and name of early departing Trustees;
- Names of Trustees absent during any agenda item upon which action was taken;
- Summarial record of staff reports;
- Summarial record of public comment regarding matters not on the agenda, including names of commentators;
- Approval of the minutes or modified minutes of preceding meetings;
- Approval of financial reports;
- Record by number (a sequential range is acceptable) of all warrants approved for payment;
- Complete information as to each subject of the Board's deliberation;
- Record of the vote of each Trustee on every action item;

Resolutions and ordinances described as to their substantive content and sequential numbering;

Record of all contracts and agreements, and their amendment, approved by the Board; **Page 1**

Approval of the annual budget;

Approval of all polices, rules and/or regulations;

Approval of all dispositions of District assets;

Approval of all purchases of District assets; and,

Time of meeting adjournment.

POLICY MANUAL

POLICY TITLE: Rules of Order for Board and Committee Meetings
POLICY NUMBER: 5070

5070.1 General.

5070.1.1 Action items will be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules - Robert's Rules of Order.

5070.1.1.1 If a Trustee believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the chairperson. If the ruling of the chairperson is not satisfactory to the Trustee, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

5070.2 Obtaining the Floor.

5070.2.1 Any Trustee desiring to speak should address the chairperson and, upon recognition by the chairperson, may address the subject under discussion.

5070.3 Motions.

5070.3.1 Any Trustee, including the chairperson, may make or second a motion. A motion will be brought and considered as follows:

5070.3.1.1 A Trustee makes a motion; another Trustee seconds the motion; and the chairperson states the motion.

5070.3.2 Once the motion has been stated by the chairperson, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the chairperson will call for the vote.

5070.3.2.1 If the public in attendance has had an opportunity to comment on the proposed action, any Trustee may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.

5070.4 Secondary Motions. Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business are considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion. Page 5

5070.4.1 Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Trustees who moved and seconded, or by a new motion and second.

5070.4.2 Motion to Table. A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.

5070.4.3 Motion to Postpone. A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

5070.4.4 Motion to Refer to Committee. A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.

5070.4.5 Motion to Close Debate and Vote Immediately. As provided above, any Trustee may move to close debate and immediately vote on a main motion.

5070.4.6 Motion to Adjourn. A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

5070.5 Decorum.

5070.5.1 The chairperson will take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The chairperson may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the chairperson, or otherwise disrupting the meeting or hearing.

5070.5.2 The chairperson may also declare a short recess during any meeting.

5070.6 Amendment of Rules of Order.

5070.6.1 By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Amendments to Placentia Library Policy #6065 – Library Rules of Conduct and Elimination of Placentia Library Policy #6060 – Patron Behavior & Latchkey Children Policy.

DATE: February 25, 2013

BACKGROUND

At the September 17, 2012 Library Board of Trustees Meeting, library staff presented proposed amendments to policies 6065 – Library Rules of Conduct and 6060 – Patron Behavior & Latchkey Children Policy. The amendments included the following:

6065.3

Current policy: "Smoking in the Library."

Recommended policy: "The use of tobacco products in any form or other harmful substances will not be permitted anywhere on Library property."

6065.16 – 6065.20 (Renumbering) to add a new recommendation for 6065.16

Recommended policy: "Extension cords, Ethernet cable or equipment with exposed wirings."

6065.21 (from Placentia Library Policy #6060)

Recommended policy: "Loud, disorderly or disruptive behavior will not be tolerated. Offenders will be asked to leave the Library after two warnings."

6065.22 (from Placentia Library Policy #6060)

Recommended policy: "Staff may call for Police assistance whenever the person-in-charge believes it is necessary."

6065.23 (from Placentia Library Policy #6060)

Recommended policy: "If a child under age 14 is left unattended after hours and the parents cannot be reached, the Children's Librarian will call local law enforcement to pick up and escort that child to the City of Placentia Police Station."

Most current proposed amendments can be found in Attachment A.

RECOMMENDATIONS

- 1) Authorize amendments to the Placentia Library Policy #6065 – Library Rules of Conduct as presented with inclusion of input from the Library Board of Trustees; and,
- 2) Authorize the elimination of Placentia Library Policy #6060 – Patron Behavior & Latchkey Children Policy as presented with inclusion of input from the Library Board of Trustees; as such policy will be incorporated with Placentia Library Policy #6065 – Library Rules of Conduct.

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Placentia Library District

POLICY HANDBOOK

POLICY TITLE: ~~Public Behavior Policy~~ Library Rules of Conduct
POLICY NUMBER: 6065

Welcome to the Placentia Library District. The Library shall be a clean, pleasant and safe environment for patrons to read, research, select materials, study, attend programs and meetings, and use the computers. The Library Rules of Conduct has been established to protect the rights and safety of Library patrons, volunteers, and staff, and preserve and protect the Library's materials, equipment, facility, and grounds.

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For the comfort and safety of patrons, volunteers, and staff, and the protection of Library property, the following actions are an example of conduct not allowed on Library property:

The following rules help to maintain a comfortable environment for all Library users.

~~6065.1 Listening devices should not be audible to anyone but you.~~ Engaging in any activity prohibited by law.

~~6065.2 The Library is a no cell phone zone.~~ Using cell phones, pagers, and other communication devices in a manner that disturbs others. Audible cell phones and pager ringers must be turned off.

~~6065.3 No running, rowdy behavior or fighting. Video cameras are in use throughout the Library.~~ Smoking in the Library. The use of tobacco products in any form or other harmful substances will not be permitted anywhere on Library property.

~~6065.4 No h~~ Verbally or physically threatening or harassing other patrons, volunteers, or staff, including stalking, staring, lurking, offensive touching, and obscene acts, harassment of Library staff or patrons.

~~6065.5 There is a limit of four people at each study table. Furniture may not be rearranged or moved from one area to another.~~ Eating or drinking, except in designated areas, designated for those purposes.

~~6065.6 Carrying firearms and dangerous weapons of any type except by law enforcement officers.~~ Shirts and shoes are required.

~~6065.7 Only assistive animals are permitted in the building.~~ Being under the influence of alcohol/illegal drugs, and selling, using or possessing alcohol/illegal drugs.

~~6065.8 Bicycling, skateboarding, and roller skating on Library property are a safety hazard to others.~~ Library users are required to carry skateboards, scooters, and roller blades while in the Library.

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