

## AGENDA






PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES

DATE, TIME & LOCATION  
Monday, April 19, 2010  
6:30 P.M.  
Meeting Room

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

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

To accomplish this goal the Library will:

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

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

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

### CALL TO ORDER

1. Call to Order                      Library Board President

2. Roll Call                              Recorder

3. Adoption of Agenda

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

Presentation:      Library Director

Recommendation: Adopt by Motion

4. Oral Communications

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

**TRUSTEE & ORGANIZATIONAL REPORTS**

5. Board President Report - oral

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

6. Trustee Reports

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

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

**CONSENT CALENDAR (Items 8 – 26)**

Presentation: Library Director

Recommendation: Approve by Motion

*Items 8 – 26 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 March 15, 2010 Library Board of Trustees Regular Meeting. (Receive & File and Approve)

**CLAIMS (Items 9 – 12)**

9. Nonstandard Claims in excess of \$300. (Receive & File and Approve)
10. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)
11. Current Claims and Payroll. (Receive & File and Approve)
12. FY2008-2009 Cash Flow Analysis through March 2010; the Schedule of Anticipated Property Tax Revenues for FY2009-2010 as provided by the Orange County Auditor; and recommendation that no funds be transferred at this time. (Receive & File).

**TREASURER'S REPORTS (Items 13 – 16)**

13. Financial Reports for March 2010 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for March 2010. (Receive & File)
15. Acquisitions Report for March 2010. (Receive & File)
16. Entrepreneurial Activities Report for March 2010. (Receive & File)

**GENERAL CONSENT REPORTS (Items 17 – 19)**

17. Personnel Report for March 2010. (Receive, File, and Ratify Appointments)
18. Circulation Report for March 2010. (Receive & File)
19. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

**STAFF REPORTS (Items 20 – 26)**

20. Library Director's Report for March 2010.
21. Library Services Manager's Report for March 2010.
22. Children's Services Report for March 2010.
23. Literacy / Volunteer Services Report for March 2010.
24. Reference and Adult Services Report for March 2010.
25. Local History Room Report for March 2010.
26. Placentia Library Web Site & Technology Report for March 2010.

**CONTINUING BUSINESS**

27. Employee of the Quarter Award  
Presentation: Library Board of Trustees, President
28. Performance Evaluation Form for the Library Director  
Presentation: Library Board of Trustees, Secretary  
Recommendation: Action to be determined by the Library Board of Trustees.
29. Computer Lab Update. The Library Director will provide information and status on the computer lab project.  
Presentation: Library Director  
Recommendation: Action to be determined by the Library Board of Trustees.

**NEW BUSINESS**

30. AB 1234 Mandatory Ethics Training for the Library Board of Trustees.  
Presentation: Library Director  
Recommendation: Action to be determined by the Library Board of Trustees.
31. State Disability Insurance  
Presentation: Library Director  
Recommendation: 1) Offer State Disability Insurance through employee contribution of 1.1% of their salary; or,  
  
2) Do not offer State Disability Insurance based on the responses received from employees; and/or

3) Direct staff to provide an analysis on the short term disability benefit at a future meeting.

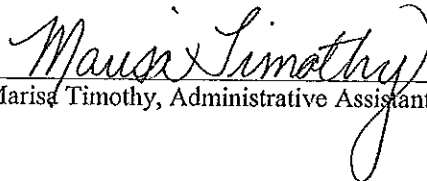
32. Assembly Bill 155 – Municipal Bankruptcy Bill  
Presentation: Library Director  
Recommendation: Authorize the Library Director to submit a letter of opposition on AB155 on behalf of the Placentia Library District as presented.
33. Conflict of Interest Resolution.  
Presentation: Library Director  
Recommendation: Motion to read Resolution 10-08 by title only: A Resolution of the Placentia Library District of Orange County Adopting a Conflict of Interest Code Which Supersedes All Prior Conflict of Interest Codes and Amendments Previously Adopted.  
  
Motion to adopt Resolution 10-08 by a roll call vote.
34. Review of Proposed Fiscal Year 2010-2011 Budget.  
Presentation: Library Director  
Recommendation: Action to be determined by the Library Board of Trustees.

**ADJOURNMENT**

35. Agenda Preparation for the May Regular Date Meeting which will be held on Monday, May 17, 2010 unless re-scheduled by the Library Board of Trustees.
36. Review of Action Items.  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
37. Adjourn

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

I, Marisa Timothy, Administrative Assistant, of the Placentia Library District, hereby certify that the Agenda for the April 19, 2010 Meeting of the Library Board of Trustees of the Placentia Library District was posted on April 15, 2010.

  
\_\_\_\_\_  
Marisa Timothy, Administrative Assistant

MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
March 15, 2010

**CALL TO ORDER** President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on March 15, 2010 at 6:34 P.M.

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

**Members Absent:** None.

**Others Present:** Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Gary Bell, Katherine Matas, Marisa Timothy; Placentia Library Friends Foundation Vice President Jack Hanley.

**ADOPTION OF AGENDA** It was moved by Trustee Escobosa and seconded by Trustee Turner to adopt the agenda as presented:

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

**ORAL COMMUNICATION**

There was no oral communication at this time.

**TRUSTEE REPORTS**

President Shkoler reported that he attended the State of the City Breakfast, the recent NOCLA meeting, and a CalTac workshop held at San Marino Library. He was a celebrity host at the Placentia Library Friends Foundation's (PLFF) Annual Author's Luncheon, a nice event that raised a good amount of money. (Item 5)

Secretary DeVecchio attended the NOCLA event hosted at the Richard Nixon Library. He was also at the State of the City Breakfast at which he thought the mayor did an outstanding job. He is currently working on the Library Director Evaluation Form that will be presented at the next Board meeting.

Trustee Escobosa attended the State of the City Breakfast and attended the PLFF Annual Author's Luncheon as a celebrity host.

Trustee Turner attended the State of the City Breakfast. She was a celebrity host at the PLFF Annual Author's Luncheon and attended their monthly meeting. She also attended the Adult Book Discussion and Play Reading at the library.

Trustee Wood was a celebrity host at the PLFF Author's Luncheon and enjoyed the new silent auction of wonderful baskets. She was also at the State of the City Breakfast. She attended the Explore Africa program at the library and hopes that more ethnic programs will be offered in the future. (Item 6)

**PLFF REPORT**

Jack Hanley of the Placentia Library Friends Foundation reported on the

funds raised for the month of January and that the total volunteer hours was 508. The Author's Luncheon earned a net amount of approximately \$8,500 to \$9,000. He invited the Board to attend their Volunteer Brunch that will be held at the library on Friday, March 19 (Item 7)

**CONSENT CALENDAR**

It was moved by Trustee Turner and seconded by Secretary DeVecchio to approve Agenda Items 8-26.

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

**CLAIMS**

Nonstandard Claims in excess of \$300 (Item 9)

Claims forwarded by the Library Director and Library Trustees (Item 10)

Current Claims and Payroll (Item 11)

FY2009-2010 Cash Flow Analysis through February 2010; the Schedule of Anticipated Property Tax Revenues for FY2009-2010 as provided by the Orange County Auditor (Item 12)

**TREASURER'S REPORT**

Financial Reports for February 2010 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)  
Balance Sheet for February 2010 (Item 14)

Acquisitions Report for February 2010 (Item 15)

Entrepreneurial Activities Report for February 2010 (Item 16)

**GENERAL CONSENT**

Personnel Report for February 2010 (Item 17)

Circulation Report for February 2010 (Item 18)

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

**STAFF REPORTS**

Library Director's Report for February 2010 (Item 20)

Library Services Manager's Report for February 2010 (Item 21)

Children's Services Report for February 2010 (Item 22)

Literacy / Volunteer Services Report for February 2010 (Item 23)

Reference and Adult Services Report for February 2010 (Item 24)

Local History Room Report for February 2010 (Item 25)

Placentia Library Web Site & Technology Report for February 2010 (Item 26)

**PRESENTATION**

Library Director Jeanette Contreras presented a Fiscal Year 2009-2010 Midyear Budget PowerPoint report. She stated that the overall spending was at about 57% of the budget and that some adjustments may be needed for property tax decreases and the additional ancillary benefits coverage. Updates including the accomplishments and goals of library departments including Adult Services, Children's Services, Circulation Services, Literacy/Volunteer Service, and Technical Services were reported. Questions and concerns regarding a decrease of funds were voiced along with a request from President Shkoler for an exact report on the budget status at this time in order to confirm that this year's budget will be met and to make appropriate plans for next fiscal year. (Item 31)

**CONTINUING  
BUSINESS**

**PLD POLICY #2040**

Library Director Contreras presented her recommended revisions to PLD Policy 2040- Sick Leave. She explained that the proposed revisions were a result of a meeting held with both management and library staff. Library staff Katherine Matas expressed her concern for part-time employees possibly not receiving sick leave as for many the position is their only employment. It was moved by Secretary DeVecchio and seconded by Trustee Turner to not adopt proposed revision #1, to policy 2040.3 with the amendment of adding 'working less than 30 hours' to the last line after "Regular part-time employees": (Item 27)

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

The motion was amended and moved by Trustee Wood and seconded by Trustee Escobosa to not adopt proposed revision #1, to policy 2040.3: (Item 27)

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

It was moved by Trustee Turner and seconded by Trustee Escobosa to adopt proposed revision #2, to Policy 2040.3 to read "Illness while on paid vacation will be charged to vacation" and eliminate Policies 2040.9.1-2040.9.3: (Item 27)

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

It was moved by Trustee Escobosa and seconded by Trustee Wood to adopt proposed revision #3. No vote was made. It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to adopt proposed revision #3, to Policy 2040.10 with the amendment to eliminate "death", to read "The District provides a sick leave payoff plan upon resignation or retirement" : (Item 27)

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

It was moved by Trustee Turner and seconded by Secretary DeVecchio to adopt proposed revision #4, elimination of Policies 2040.11-2040.11.3, and proposed revision #5, elimination of Policies 2040.12-2040.12.3: (Item 27)

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

It was moved by Trustee Turner and seconded by Trustee Wood to adopt proposed revision #6, inclusion of "Catastrophic Leave" to Policy 2040 as presented: (Item 27)

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

PLD POLICY #2321

Library Director Contreras presented the proposed changes to Placentia Library District's Policy 2321 – Job Description – Circulation Supervisor. She explained the changes were needed in order to reflect the current and past responsibilities of a Circulation Supervisor and to be in alignment with the restructure of the Organization on October 22, 2008. Secretary DeVecchio voiced his concerns regarding using the term 'manage' for a position that is not managerial and suggested changing the wording to 'supervise'. There was discussion regarding different views of the term. It was moved by Secretary DeVecchio and seconded by Trustee Wood to adopt the proposed revisions to Policy 2321 as presented with the changes noted in discussion, specifically replacing 'managing' with 'supervising': (Item 28)

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

**NEW  
BUSINESS**

CSDA  
Call for Nominations

President Shkoler recommended that no nomination be made for the California Special District Association Board of Directors seat. No vote was made. (Item 29)

Fire Alarm System  
Replacement

Library Director Contreras gave an update on the status of the current library fire alarm system. Due to the age and condition of the fire panel and the smoke detectors, management is requested that a contract be awarded to a vendor to replace the whole system. Discussion and review of four vendor proposals was made; Acting Human Resources/Finance Analyst Yesenia Baltierra answered specific questions regarding the differences of the bids. President Shkoler asked where the funding would come from. Director Contreras stated there should be available funds in the General Fund. It was moved by Trustee Wood and seconded by Trustee Turner to award the contract for complete system replacement and system maintenance to ADT Security Services, Inc. and direct Library Director Contreras to locate appropriate funds: (Item 30)

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



ABSENT: None

**AGENDA  
PREPERATION**

Agenda Preparation for the April Board of Trustees Meeting which will be held on Monday, April 19, 2010 unless re-scheduled by the Library Board of Trustees. (Item 32)

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District on March 15, 2010 adjourned at 9:10 P.M.

**NEXT MEETING**

The next meeting will be on April 19, 2010 at 6:30 P.M.

\_\_\_\_\_  
Richard DeVecchio  
Secretary  
Library Board of Trustees

\_\_\_\_\_  
Al Shkoler  
President  
Library Board of Trustees





**BOARD OF TRUSTEES  
MEETING CALENDAR**

January 2010 – December 2010

<b>MONTH</b>	<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
January	25	6:30 p.m.	Meeting Room
February	16	6:30 p.m.	Meeting Room
March	15	6:30 p.m.	Meeting Room
April	19	6:30 p.m.	Meeting Room
May	17	6:30 p.m.	Meeting Room
June	21	6:30 p.m.	Meeting Room
July	19	6:30 p.m.	Meeting Room
August	16	6:30 p.m.	Meeting Room
September	20	6:30 p.m.	Meeting Room
October	18	6:30 p.m.	Meeting Room
November	15	6:30 p.m.	Meeting Room
December	20	6:30 p.m.	Meeting Room

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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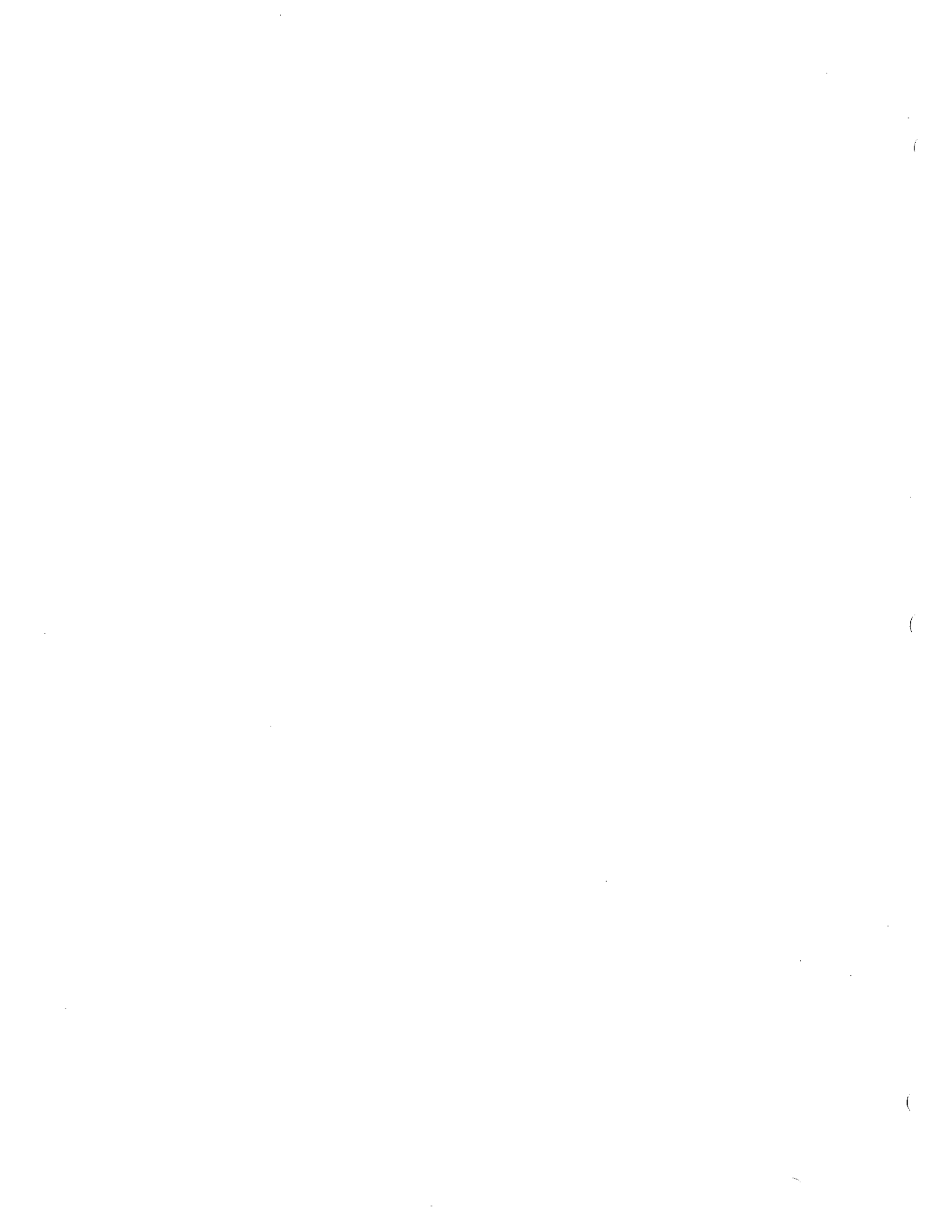
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**TO:** Jeanette Contreras, Library Director  
**FROM:** Marisa Timothy, Administrative Assistant  
**SUBJECT:** Summary of Non-standard Claims  
**DATE:** April 19, 2010

TYPE	DATE	CLAIM #	AMOUNT
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*NONE*

		<b>TOTAL</b>	<b>\$0</b>
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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Marisa Timothy, Administrative Assistant  
**SUBJECT:** Summary of Claims Forwarded by the Library Director & Trustees  
**DATE:** April 19, 2010

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	03/22/10	5281	\$2,690.96
	03/22/10	5282	\$ 830.52
	03/22/10	5283	\$ 653.97
	03/22/10	5284	\$5,698.38
	04/12/10	5285	\$1,495.60
		<b>TOTAL</b>	<b>\$11,369.43</b>





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Marisa Timothy, Administrative Assistant  
**SUBJECT:** Current Claims and Payroll  
**DATE:** April 19, 2010

**Current Claims**

TYPE	DATE	CLAIM #	AMOUNT
707	04/19/10	5286	\$38,843.66
707	04/19/10	5287	\$ 1,946.58
707	04/19/10	5288	\$ 1,304.79
707	04/19/10	5289	\$ 2,830.91
707	04/19/10	5290	\$ 776.07
707	04/19/10	5291	\$ 754.59
707	04/19/10	5292	\$ 1,611.84
707	04/19/10	5293	\$ 1,411.50

*Subtotal for Claims* \$49,479.94

**Payroll**

On Demand Wire	05/06/10	#23	\$40,000.00
On Demand Wire	05/20/10	#24	\$40,000.00

*Subtotal for Payroll* \$80,000.00

**TOTAL  
CURRENT CLAIMS &  
PAYROLL** \$129,479.94

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/19/10  
REPORT NO: 5286

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	DEPT	REPT	AMOUNT	DOC NUMBER	SC
Payee Name and Address	INVOICE #	REV/ BS ACCT	OBJT	CATG			
VC4591 Gaylord Bros., Inc. P. O. Box 4901 Syracuse, NY 13221-4901	02-02-10 1393935	1800	0725		\$ 11.99		
VC0059-4 Pitney Bowes Purchase Power PO Box 856042 Louisville, KY 40285-6042	03-24-10 8000-9000-0652-5830	1803			\$ 404.33		
VC5764 Union Bank of California PARS #6746022400	04-07-10 #6746022400	0200			\$ 5,511.48		
Union Bank of California - PARS Trustee PO Box 85292 San Diego CA 92186-5292	04-08-10 #6746022400	0200			\$ 2,862.21		
					\$ 8,373.69		
VC5048 Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814-2865	04-06-10 0003992-IN	0306			\$ 9,989.38		
	04-01-10 0003962-IN	0309			\$ 6,440.07		
	04-01-10 0003962-IN	0308			\$ 1,264.81		
	04-01-10 0003962-IN	0310			\$ 2,100.88		
	04-01-10 0003962-IN	1900			\$ 665.98		
	04-01-10 0003962-IN	0319			\$ 227.98		
					\$ 20,689.10		
VC6397 Citizens Business Bank 701 North Haven Ave., Ste. 250 Ontario, CA 91764	04-01-10 #03-095	2200			\$ 7,044.80		
VC6155 Best Best & Krieger 3750 University Avenue, Suite 400 Post Office Box 1028 Riverside, CA 92502-1028	04-02-10 625014	1900	0738		\$ 1,881.00		
VC7820 Robert Housley 4085 Larwin Avenue Cypress, CA 90630	02-02-10 2010-07PLD	1900	0742		\$ 438.75		
<b>TOTAL REMITTANCE:</b>					\$ 38,843.66		
<p>The claims listed above (totaling \$38,843.66) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by

Countersigned by

Attested and/or countersigned by

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/19/10  
REPORT NO: 5287

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
VC4802-4 Office Depot PO Box 70025 Los Angeles CA 90074-0025	04-01-10 514709212001	1800	0725		\$ 400.23		
VC4829 Hoang Computer Services 6765 Westminster Bl. Ste C-PMB 103 Westminster, CA 92683	03-23-10 00395	1900	0739		\$ 1,000.00		
X06115 Par 6 2121 W. Imperial Hwy, Suite #E448 La Habra, CA 90631	03-09-10 35 03-25-10 36	1900 1900	0739 0739		\$ 180.00 \$ 180.00 \$ 360.00		
VC4156 Dick's Lock & Safe 650 N. Rose #614 Placentia, CA 92806	03-16-10 33888	1400	0716		\$ 153.35		
VC6846-1 Special T. Water Systems, Inc. PO Box 165 Whittier, CA 90608-0165	04-01-10 6482	1300			\$ 33.00		
<b>TOTAL REMITTANCE:</b>					\$ 1,946.58		
<p>The claims listed above (totaling \$1,946.58) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by \_\_\_\_\_

Countersigned by \_\_\_\_\_

Attested and/or countersigned by \_\_\_\_\_

Page Total:

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/19/10  
REPORT NO: 5288

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
VC0679-1 Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	03-04-10	2400	0760		\$ 107.67		
	4792241						
VC0615-2 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	03-05-10	2400	0760		\$ 94.61		
	1088427395						
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	02-26-10	2400	0760		\$ 46.24		
	W39130090						
	03-05-10	2400	0760		\$ 18.69		
	W40125240						
	03-10-10	2400	0760		\$ 10.88		
	W251769DM						
	03-01-10	2400	0760		\$ 31.79		
	4009314281						
	03-04-10	2400	0760		\$ 55.29		
	4009303862						
	03-04-10	2400	0760		\$ 369.79		
	4009303863						
	03-04-10	2400	0760		\$ 105.82		
	4009303864						
	03-04-10	2400	0760		\$ 73.70		
	4009303865						
	03-04-10	2400	0760		\$ 151.89		
	4009303866						
	03-04-10	2400	0760		\$ 24.69		
	4009303867						
	03-05-10	2400	0760		\$ 20.35		
	4009260516						
	03-05-10	2400	0760		\$ 36.90		
	4009260517						
	03-05-10	2400	0760		\$ 34.58		
	4009260518						
	03-05-10	2400	0760		\$ 41.33		
	4009260519						
	03-05-10	2400	0760		\$ 19.56		
	4009260520						
	03-05-10	2400	0760		\$ 40.65		
	4009260521						
	03-05-10	2400	0760		\$ 20.36		
	4009260522						
<b>TOTAL REMITTANCE:</b>					\$ 1,102.51		
<b>TOTAL REMITTANCE:</b>					\$ 1,304.79		
<p>The claims listed above (totaling \$1,304.79) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by \_\_\_\_\_

Countersigned by \_\_\_\_\_

Attested and/or countersigned by \_\_\_\_\_

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/19/10  
REPORT NO: 5289

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
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	03-05-10	2400	0760				
	4009260523	2400	0760		\$ 27.58		
	03-05-10	2400	0760				
	4009260524	2400	0760		\$ 354.32		
	03-05-10	2400	0760				
	4009260525	2400	0760		\$ 355.92		
	03-05-10	2400	0760				
	4009260526	2400	0760		\$ 202.31		
	03-05-10	2400	0760				
	4009260527	2400	0760		\$ 347.51		
	03-05-10	2400	0760				
	4009260528	2400	0760		\$ 181.42		
	03-05-10	2400	0760				
	4009260529	2400	0760		\$ 191.37		
	03-08-10	2400	0760				
	4009325134	2400	0760		\$ 53.65		
	03-08-10	2400	0760				
	4009324463	2400	0760		\$ 127.20		
	03-09-10	2400	0760				
	4009326820	2400	0760		\$ 250.65		
	03-10-10	2400	0760				
	4009303873	2400	0760		\$ 18.06		
	03-10-10	2400	0760				
4009303874	2400	0760		\$ 41.32			
03-10-10	2400	0760					
4009303875	2400	0760		\$ 19.70			
03-10-10	2400	0760					
4009303876	2400	0760		\$ 31.00			
03-10-10	2400	0760					
4009303877	2400	0760		\$ 55.25			
03-10-10	2400	0760					
4009303878	2400	0760		\$ 16.96			
03-10-10	2400	0760					
4009303879	2400	0760		\$ 158.21			
03-10-10	2400	0760					
4009303880	2400	0760		\$ 323.47			
03-10-10	2400	0760					
4009303881	2400	0760		\$ 127.95			
03-10-10	2400	0760					
4009303882	2400	0760		\$ 263.86			
03-10-10	2400	0760					
4009303883	2400	0760		\$ 953.78			
03-16-10	2400	0760					
4009302679					\$ 17.06		
					\$ 2,830.91		
<b>TOTAL REMITTANCE:</b>					\$ 2,830.91		
The claims listed above (totaling \$2,830.91) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by \_\_\_\_\_

Countersigned by \_\_\_\_\_

Attested and/or countersigned by \_\_\_\_\_

Page Total:

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/19/10  
REPORT NO: 5290

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
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	03-16-10	2400	0760				
	4009336117	2400	0760		\$ 25.28		
	03-19-10	2400	0760				
	4009299137	2400	0760		\$ 14.53		
	03-19-10	2400	0760				
	4009299138	2400	0760		\$ 17.84		
	03-19-10	2400	0760				
	4009299139	2400	0760		\$ 20.97		
	03-19-10	2400	0760				
	4009299140	2400	0760		\$ 17.98		
	03-19-10	2400	0760				
	4009299141	2400	0760		\$ 13.98		
	03-19-10	2400	0760				
	4009299142	2400	0760		\$ 21.63		
	03-19-10	2400	0760				
	4009299143	2400	0760		\$ 21.09		
	03-19-10	2400	0760				
	4009299145	2400	0760		\$ 101.08		
	03-19-10	2400	0760				
	4009299146	2400	0760		\$ 56.04		
03-19-10	2400	0760					
4009299147	2400	0760		\$ 16.96			
03-19-10	2400	0760					
4009299148	2400	0760		\$ 120.13			
03-19-10	2400	0760					
4009299149	2400	0760		\$ 48.01			
03-19-10	2400	0760					
4009299150	2400	0760		\$ 33.93			
03-19-10	2400	0760					
4009299151	2400	0760		\$ 15.25			
03-19-10	2400	0760					
4009299152	2400	0760		\$ 53.64			
03-19-10	2400	0760					
4009299153	2400	0760		\$ 20.25			
03-19-10	2400	0760					
4009299154	2400	0760		\$ 14.60			
03-19-10	2400	0760					
4009299155	2400	0760		\$ 30.06			
03-19-10	2400	0760					
4009299156	2400	0760		\$ 151.47			
03-19-10	2400	0760					
4009299157	2400	0760		\$ 22.39			
03-19-10	2400	0760					
4009299158				\$ 35.56			
				\$ 776.07			
<b>TOTAL REMITTANCE:</b>					\$ 776.07		
The claims listed above (totaling \$776.07) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by \_\_\_\_\_

Countersigned by \_\_\_\_\_

Attested and/or countersigned by \_\_\_\_\_

Page Total:

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/19/10  
REPORT NO: 5291

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
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	03-18-10	2400	0760				
	4009323313				\$ 129.65		
	03-19-10	2400	0760				
	4009299159				\$ 28.36		
	03-19-10	2400	0760				
	4009299160				\$ 103.47		
	03-19-10	2400	0760				
	4009299161				\$ 129.80		
	03-19-10	2400	0760				
	4009299162				\$ 18.73		
	03-19-10	2400	0760				
	4009299163				\$ 134.98		
	03-19-10	2400	0760				
	4009299164				\$ 141.71		
	03-19-10	2400	0760				
	4009299165				\$ 36.22		
	03-19-10	2400	0760				
	4009299166				\$ 67.31		
	03-19-10	2400	0760				
	4009299167				\$ 18.73		
	03-26-10	2400	0760				
	W252463DM				\$ 29.28		
	03-26-10	2400	0760				
	W252464DM				\$ 18.69		
	03-23-10	2400	0760				
4009346086				\$ 6.57			
03-26-10	2400	0760					
W252477DM				\$ 61.02			
03-26-10	2400	0760					
W252478DM				\$ 115.35			
03-30-10	2400	0760					
4009355353				\$ 12.49			
04-02-10	2400	0760					
4009326945				\$ 19.07			
04-02-10	2400	0760					
4009326946				\$ 31.25			
04-02-10	2400	0760					
4009326947				\$ 19.73			
04-02-10	2400	0760					
4009326948				\$ 12.52			
04-02-10	2400	0760					
4009326949				\$ 11.23			
04-02-10	2400	0760					
4009326950				\$ 18.44			
					\$ 754.59		
<b>TOTAL REMITTANCE:</b>					<b>\$ 754.59</b>		

The claims listed above (totaling \$754.59) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by \_\_\_\_\_

Countersigned by \_\_\_\_\_

Attested and/or countersigned by \_\_\_\_\_

Page Total:

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/19/10  
REPORT NO: 5292

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
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	04-02-10	2400	0760				
	4009326951	2400	0760		\$ 24.14		
	04-02-10	2400	0760				
	4009326952	2400	0760		\$ 27.93		
	04-02-10	2400	0760				
	4009326953	2400	0760		\$ 230.80		
	04-02-10	2400	0760				
	4009326954	2400	0760		\$ 19.70		
	04-05-10	2400	0760				
	4009324465	2400	0760		\$ 22.47		
	04-05-10	2400	0760				
	4009324466	2400	0760		\$ 27.66		
	04-05-10	2400	0760				
	4009324467	2400	0760		\$ 53.04		
	04-05-10	2400	0760				
	4009324468	2400	0760		\$ 19.13		
	04-05-10	2400	0760				
	4009324469	2400	0760		\$ 19.08		
	04-05-10	2400	0760				
	4009324470	2400	0760		\$ 19.73		
	04-05-10	2400	0760				
	4009324471	2400	0760		\$ 18.44		
	04-05-10	2400	0760				
4009324472	2400	0760		\$ 16.51			
04-05-10	2400	0760					
4009324473	2400	0760		\$ 315.79			
04-05-10	2400	0760					
4009324474	2400	0760		\$ 97.90			
04-05-10	2400	0760					
4009324475	2400	0760		\$ 253.06			
04-05-10	2400	0760					
4009324476	2400	0760		\$ 435.57			
04-05-10	2400	0760					
4009324477	2400	0760		\$ 141.20			
04-05-10	2400	0760					
4009324478	2400	0760		\$ 96.32			
04-06-10	2400	0760					
4009320263	2400	0760		\$ 19.70			
04-06-10	2400	0760					
4009320264	2400	0760		\$ 39.30			
04-06-10	2400	0760					
4009320265	2400	0760		\$ 18.06			
04-06-10	2400	0760					
4009320266				\$ 21.35			
					\$ 1,611.84		
<b>TOTAL REMITTANCE:</b>					\$ 1,611.84		
The claims listed above (totaling \$1,611.84) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by \_\_\_\_\_

Countersigned by \_\_\_\_\_

Attested and/or countersigned by \_\_\_\_\_

Page Total:



LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/19/10  
REPORT NO: 5293

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
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	04-06-10	2400	0760				
	4009320267	2400	0760		\$ 104.26		
	04-06-10	4009320268	2400	0760		\$ 38.16	
	04-06-10	4009320269	2400	0760		\$ 28.83	
	04-06-10	4009320270	2400	0760		\$ 51.96	
	04-06-10	4009320271	2400	0760		\$ 39.44	
	04-06-10	4009320273	2400	0760		\$ 24.87	
	04-06-10	4009320274	2400	0760		\$ 268.72	
	04-06-10	4009320275	2400	0760		\$ 22.42	
	04-06-10	4009320276	2400	0760		\$ 40.08	
	04-06-10	4009320277	2400	0760		\$ 33.31	
	04-06-10	4009320278	2400	0760		\$ 340.74	
	04-06-10	4009320279	2400	0760		\$ 61.03	
	04-06-10	4009320280	2400	0760		\$ 15.19	
	04-06-10	4009320281	2400	0760		\$ 17.84	
	04-06-10	4009320282	2400	0760		\$ 85.29	
	04-06-10	4009320283	2400	0760		\$ 69.84	
	04-06-10	4009320284	2400	0760		\$ 15.25	
	03-23-10	4009364106	2400	0760		\$ 16.38	
	03-24-10	W40313220	2400	0760		\$ 20.51	
	W40782790				\$ 22.77		
					\$ 1,316.89		
VC0615-2 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	03-26-10	1088565124	2400	0760		\$ 94.61	
<b>TOTAL REMITTANCE:</b>					\$ 1,411.50		

The claims listed above (totaling \$1,411.50) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by \_\_\_\_\_

Countersigned by \_\_\_\_\_

Attested and/or countersigned by \_\_\_\_\_

Page Total:





County of Orange  
**On Demand Wire**  
**A/P PAYMENT REQUEST AND TRANSMITTAL**

Email to: Treasurer-Tax Collector at: cashmgmt@tfc.ocgov.com or Fax to: (714) 834-2912

Please Pay \$ 40,000.00 on 05/20/2010

Transaction Reference (select one):  Automated Clearing House (ACH)  Wire Transfer (WT)

A WT will have a settlement date that is the same as the date on the ODW form. An ACH will have a settlement date of one business day after the date on the form.

Send To: Bank Name: Wells Fargo Bank  
ABA #: 121042882  
Account Name: Placentia Library District  
Account #: 2011939659  
Reference: Payroll #24

Description: Placentia Library District's Payroll.

Department / Agency

Contact: Trinh Jeanette Contreras  
Name and Title  
(714) 528-1925 (714) 579-1082  
Phone Number FAX Number

CODE	DEPT	ID
AUDITOR COPY SUBMITTED TO:	A/C ACTS PAYABLE	<input checked="" type="checkbox"/>
	A/C CHECK WRITING	<input type="checkbox"/>

Vendor/Customer Code: vc-6532

DEPARTMENT'S USE -- COMPLETE IN DETAIL									
FUND	DEPT	BUDGET CTRL	UNIT	OBJ REV BSA	SUB OBJ SUB REV SUB BSA	DEPT OBJ DEPT REV DEPT BSA	JOB NUMBER	AMOUNT	
707	v700	707	0900	0100				\$40,000.00	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO							TOTAL PAYMENT	\$40,000.00	
I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY				EXPENDITURES AUTHORIZED AND APPROVED BY			APPROVED DAVID E. SUNDSTROM, AUDITOR-CONTROLLER		
CLAIMANT	DATE	AUTHORIZED SIGNER		DATE	DEPUTY	DATE			

PLEASE DO NOT WRITE BELOW THIS LINE - FOR INTERNAL USE ONLY	
<p><b>Auditor-Controller Approvals:</b></p> <p><b>Claims &amp; Disbursing:</b> Over Limit: <u>\$100,000 (1)</u> <u>\$500,000 (2)</u> <u>\$1,000,000 (3)</u></p> <p><b>Claims &amp; Disbursing Management:</b></p> <p><b>Check Writing:</b></p>	<p><b>Transaction Reference</b></p> <p>MDW Transaction #:</p> <p><b>Treasurer-Tax Collector Information:</b></p> <p>Released By / Ref #:</p>







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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

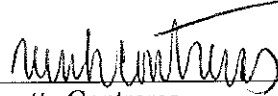
**SUBJECT:** Financial Reports through April 2010 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

**DATE:** May 17, 2010

**Summary of Cash and Investments as of April 30, 2010**

Cash with Orange County Treasurer Fund 702	10,225.55
Cash with Orange County Treasurer Fund 703	12,194.29
Cash with Orange County Treasurer Fund 706	175,621.51
Cash with Orange County Treasurer Fund 707	1,239,836.52
Cash with Orange County Treasurer Fund 708	11,899.03
County Exempt Checking – Bank of the West	55,370.52
County Exempt Savings – Bank of the West	111,882.30
General Fund Checking – Bank of the West	88,772.52
General Fund Savings – Bank of the West	151,353.24
Literacy Fund Savings – Bank of the West	14,413.55
Payroll Checking – Wells Fargo Bank	153,653.07
Payroll Emergency CD – California National Bank	26,368.05

I hereby certify that the investments are in compliance with Placentia Library District Policy 3035 – Investment of District Funds, as adopted by the Library Board of Trustees, and California Government Code Section 53646(b)(1); that Placentia Library District has the ability to meet its budgeted expenditures for the next six (6) months; and that the Payroll Emergency Certificate of Deposit is held by California National Bank with an original purchase date of January 27, 2003 and the maturity date is June 27, 2010.

  
\_\_\_\_\_  
Jeanette Contreras  
Library Director





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Financial Reports through March 2010 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

**DATE:** April 19, 2010

**Summary of Cash and Investments as of March 31, 2010**

Cash with Orange County Treasurer Fund 702	10,226.51
Cash with Orange County Treasurer Fund 703	12,195.33
Cash with Orange County Treasurer Fund 706	175,636.43
Cash with Orange County Treasurer Fund 707	831,048.06
Cash with Orange County Treasurer Fund 708	11,900.04
County Exempt Checking – Bank of the West	54,456.55
County Exempt Savings – Bank of the West	103,162.50
General Fund Checking – Bank of the West	97,803.68
General Fund Savings – Bank of the West	148,292.27
Literacy Fund Savings – Bank of the West	14,412.37
Payroll Checking – Wells Fargo Bank	139,428.24
Payroll Emergency CD – California National Bank	26,368.05

I hereby certify that the investments are in compliance with Placentia Library District Policy 3035 – Investment of District Funds, as adopted by the Library Board of Trustees, and California Government Code Section 53646(b)(1); that Placentia Library District has the ability to meet its budgeted expenditures for the next six (6) months; and that the Payroll Emergency Certificate of Deposit is held by California National Bank with an original purchase date of January 27, 2003 and the maturity date is June 27, 2010.




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Jeanette Contreras  
Library Director



**PLACENTIA LIBRARY DISTRICT**  
**YTD REVENUE REPORT**  
 March 31, 2010

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>TAXES</b>						
6210		Property Taxes - Current Secured	1,593,108	1,095,107	498,001	68.7%
6220		Property Taxes - Current Unsecured	73,640	65,192	8,448	88.5%
6230		Property Taxes - Prior Secured	0	-	0	100.0%
6240		Property Taxes - Prior Unsecured	940	-	940	0.0%
6250		Taxes - Spec Dist Augmentation	7,520	4,171	3,349	55.5%
6280		Property Taxes - Curr Supplemental	36,760	12,297	24,463	33.5%
6300		Property Taxes - Prior Supplemental	1,104	6,155	-5,051	557.5%
6540		Penalties & Costs on Delinq Taxes	0	1,646	-1,646	100.0%
<b>REVENUE FROM USE OF MONEY &amp; PROPY</b>						
6610		Interest	21,800	7,300	14,500	33.5%
<b>INTERGOVERNMENTAL REVENUES</b>						
6690		State - Homeowners Property Tax Relief	14,320	7,726	6,594	53.9%
6970		State - Other	20,000	26,236	-6,236	131.2%
<b>MISCELLANEOUS REVENUES</b>						
7670		Miscellaneous Revenue (Local Revenue)	99,388	22,089	77,299	22.2%
		Passports	40,000	66,101	-26,101	165.3%
		Impact Fees (Restricted)	0	47,528	-47,528	100.0%
		DVD Rental	0	5,009	-5,009	100.0%
		Meeting Room	0	3,665	-3,665	100.0%
7680		6-MO Expired (Outlawed) Checks	0	-	0	100.0%
<b>TOTAL REVENUES FY 09/10:</b>			<b>1,908,580</b>	<b>1,370,221</b>		<b>71.8%</b>

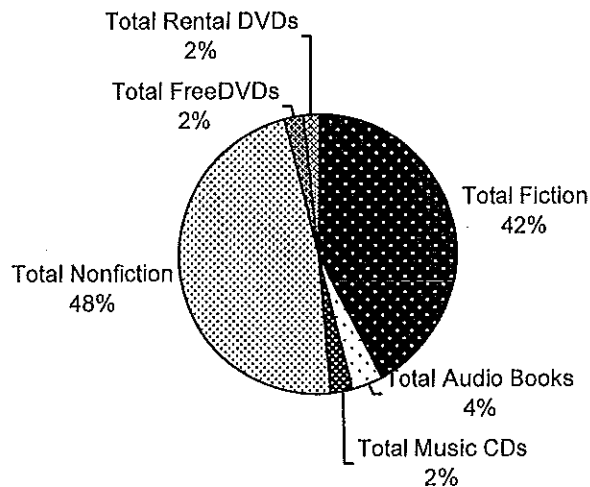
**PLACENTIA LIBRARY DISTRICT**  
**EXPENDITURES REPORT**  
March 31, 2010

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
0100	Salaries & Wages	1,029,376	748,140	0.73	\$281,236
0200	Retirement	110,000	79,613	0.72	\$30,387
0301	Unemployment Insurance	5,000	5,140	1.03	-\$140
0306	Health Insurance	100,900	67,495	0.67	\$33,405
0308	Dental Insurance	13,000	8,929	0.69	\$4,071
0309	Life Insurance	11,000	3,883	0.35	\$7,117
0310	AD & D Insurance	7,000	2,682	0.38	\$4,318
0319	Vision Insurance	4,000	1,590	0.40	\$2,410
0350	Workers' Compensation Insurance	10,000	4,325	0.43	\$5,675
	<b>TOTAL</b>	<b>\$1,290,276</b>	<b>\$921,796</b>	<b>0.71</b>	<b>\$368,480</b>
<b>SERVICES &amp; SUPPLIES</b>					
0700	Communications	10,000	15,013	1.50	-\$5,013
0900	Food	1,300	905	0.70	\$395
1000	Household Expenses	9,000	5,724	0.64	\$3,276
1100	Library Insurance	13,000	13,338	1.03	-\$338
1300	Maintenance, Equipment	30,000	17,527	0.58	\$12,473
1400	Maintenance, Buildings & Improvements	17,197	61,484	3.58	-\$44,287
1600	Memberships	1,500	4,518	3.01	-\$3,018
1800	Office Expenses	40,000	25,222	0.63	\$14,778
1803	Postage	5,000	3,592	0.72	\$1,408
1900	Prof./Specialized Services	134,000	110,429	0.82	\$23,571
1912	Investment Administrative Fees	2,000	642	0.32	\$1,358
2000	Publication and Legal Notices	1,000	0	0.00	\$1,000
2100	Rents and Leases - Equipment	1,500	282	0.19	\$1,218
2200	Rents & Leases - Buildings & Improvements	73,500	21,134	0.29	\$52,366
2400	Books/Library Materials	160,307	112,542	0.70	\$47,765
2600	Transportation & Travel	2,000	1,360	0.68	\$640
2700	Meetings	5,000	2,294	0.46	\$2,706
2800	Utilities	80,000	45,480	0.57	\$34,520
	<b>TOTAL</b>	<b>\$586,304</b>	<b>\$441,487</b>	<b>0.75</b>	<b>\$144,817</b>
<b>OTHER CHARGES</b>					
3700	Taxes and Assessments	\$7,000	\$0	0.00	\$7,000
	<b>OPERATING EXPENSES</b>	<b>\$1,876,580</b>	<b>\$1,363,283</b>	<b>0.73</b>	<b>\$513,297</b>
<b>FIXED ASSETS &amp; CONTINGENCY FUNDS</b>					
4000	Equipment	\$25,000	\$2,862	0.11	\$22,138
5200	Contingency Funds	\$0	\$0	0.00	\$0
	<b>TOTAL</b>	<b>\$25,000</b>	<b>\$2,862</b>	<b>0.11</b>	<b>\$22,138</b>
<b>TOTAL BUDGET (Fund 707)</b>		<b>\$1,908,580</b>	<b>\$1,366,145</b>		<b>\$542,435</b>
707-	General Reserves	\$10,000	\$0	0.00	\$10,000
702-	Equipment & Structural Repair Fund	\$13,072	\$2,582	0.20	\$10,490
703-	Automated Replacement Fund	\$12,369	\$8	0.00	\$12,361
706-	Interest & Sinking Bond Redemption	\$197,268	\$18,990	0.10	\$178,278
708-	Unused Sick Leave Payoff Reserve	\$12,075	\$8	0.00	\$12,067

# Placentia Library District

## ACQUISITIONS REPORT FOR FISCAL YEAR 2009-2010 THROUGH THE MONTH OF MAR. 2010

	<u>Amount</u>	<u>Titles</u>	<u>Volumes</u>
Total Fiction	\$47,544	3,136	3,936
Total Non-Fiction	\$53,490	2,173	3,700
Total Music CDs	\$2,718	146	148
Total Audio Books	\$4,225	54	54
Total Free DVDs	\$2,343	83	83
<u>Total Rental DVDs</u>	<u>\$2,298</u>	<u>84</u>	<u>84</u>
<b>TOTAL MATERIALS</b>	<b>\$112,617</b>	<b>5,676</b>	<b>8,005</b>



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 2009-2010 THROUGH THE MONTH OF MARCH 2010

Prepared by: Kate Mettas, Acquisitions Librarian

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Titles	Amount	Titles	Amount	Titles	Value	Titles	Amount	Titles
Adult Fiction	\$19,426	1,141	\$0	0	\$19,426	1,141	\$841	30	\$20,268	1,171
Adult Circulating Non-Fiction	\$28,608	1,294	\$0	0	\$28,608	1,294	\$798	32	\$29,407	1,326
Adult Reference	\$942	20	\$0	0	\$942	20	\$325	4	\$1,267	24
Adult magazines	\$6,245	128	\$0	0	\$6,245	128	\$0	0	\$6,245	128
Adult Rental DVDs	\$3,300	1	\$0	0	\$3,300	1	\$0	0	\$3,300	1
Adult on-line databases	\$93,094	1,443	\$0	0	\$93,094	1,443	\$1,123	36	\$94,218	1,479
Total Adult Non-Fiction	\$58,521	2,584	\$0	0	\$58,521	2,584	\$1,965	66	\$60,486	2,650
TOTAL ADULT PRINT MATERIALS	\$58,521	2,584	\$0	0	\$58,521	2,584	\$1,965	66	\$60,486	2,650
Adult Music CDs	\$2,375	129	\$0	0	\$2,375	129	\$940	64	\$3,315	193
Adult Audio Books	\$4,107	52	\$0	0	\$4,107	52	\$36	1	\$4,142	53
Adult Free DVDs	\$1,658	52	\$0	0	\$1,658	52	\$40	3	\$1,698	55
Adult Rental DVDs	\$1,610	57	\$0	0	\$1,610	57	\$358	20	\$1,977	77
TOTAL ADULT NON-PRINT MATERIALS	\$9,750	290	\$0	0	\$9,750	290	\$1,393	88	\$11,143	378
TOTAL ADULT MATERIALS	\$68,270	2,874	\$0	0	\$68,270	2,874	\$3,347	154	\$71,618	3,028
Juvenile Fiction	\$20,124	1,363	\$0	0	\$20,124	1,363	\$27	2	\$20,151	1,365
Young Adult Fiction	\$7,993	632	\$0	0	\$7,993	632	\$94	5	\$8,087	637
Total Juvenile Fiction	\$28,117	1,995	\$0	0	\$28,117	1,995	\$121	7	\$28,238	2,002
Juvenile Circulating Non-Fiction	\$10,945	580	\$0	0	\$10,945	580	\$303	16	\$11,248	596
Young Adult Circulating Non-Fiction	\$1,973	105	\$0	0	\$1,973	105	\$0	0	\$1,973	105
Juvenile Reference	\$456	28	\$2,148	163	\$2,605	191	\$0	0	\$2,605	191
Juvenile Magazines	\$622	16	\$0	0	\$622	16	\$0	0	\$622	16
Juvenile on-line databases	\$399	1	\$0	0	\$399	1	\$0	0	\$399	1
Total Juvenile Non-Fiction	\$14,395	730	\$2,148	163	\$16,544	893	\$303	16	\$16,847	909
TOTAL JUVENILE PRINT MATERIALS	\$42,512	2,725	\$2,148	163	\$44,661	2,888	\$424	23	\$45,085	2,911
Juvenile Music CDs	\$343	17	\$0	0	\$343	17	\$0	0	\$343	17
Juvenile Audio Books	\$118	2	\$0	0	\$118	2	\$0	0	\$118	2
Juvenile Free DVDs	\$685	31	\$0	0	\$685	31	\$0	0	\$685	31
Juvenile Rental DVDs	\$688	27	\$0	0	\$688	27	\$0	0	\$688	27
TOTAL JUVENILE NON-PRINT MATERIALS	\$1,854	77	\$0	0	\$1,854	77	\$0	0	\$1,854	77
TOTAL JUVENILE MATERIALS	\$44,347	2,802	\$2,148	163	\$46,495	2,965	\$424	23	\$46,919	2,988
Total Fiction	\$47,544	3,135	\$0	0	\$47,544	3,136	\$962	37	\$48,506	3,173
Total Non-Fiction	\$63,490	2,173	\$2,148	163	\$65,638	2,336	\$1,426	52	\$67,064	2,388
Total Music CDs	\$2,718	146	\$0	0	\$2,718	146	\$0	0	\$2,718	146
Total Audio Books	\$4,225	54	\$0	0	\$4,225	54	\$35	1	\$4,260	55
Total Free DVDs	\$2,343	83	\$0	0	\$2,343	83	\$40	3	\$2,383	86
Total Rental DVDs	\$2,298	84	\$0	0	\$2,298	84	\$358	20	\$2,656	104
TOTAL MATERIALS	\$112,617	5,676	\$2,148	163	\$114,766	5,839	\$3,771	177	\$118,537	6,016

General Fund \$9,984  
Adopt-a-book \$100  
Outstanding Orders as of March 2010 \$0

TOTAL \$10,084

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Acting Human Resources/Finance Analyst  
**SUBJECT:** Entrepreneurial Activities Report for March 2010  
**DATE:** April 19, 2010

**March 2010 Net Revenue Summary**

	Mar-10	Mar-09	YTD 2009-2010	YTD 2008-2009
Passport	12,715.00	7,800.00	56,976.00	37,380.00
Passport Photos	1,970.00	920.00	9,125.00	5,820.00
Test Proctor	102.00	120.00	2,352.00	810.00
Meeting Room	475.00	245.00	3,665.00	4,310.00
DVD Rentals	623.00	0.00	5,009.00	0.00
<b>Total</b>	<b>15,885.00</b>	<b>9,085.00</b>	<b>77,127.00</b>	<b>48,320.00</b>





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Acting Human Resources/Finance Analyst  
**SUBJECT:** Personnel Report for March 2010  
**DATE:** April 19, 2010

**RESIGNATIONS:**

None

**RETIREMENT:**

None

**APPOINTMENTS:**

None

**OPEN POSITIONS:**

None

**WORKERS' COMPENSATION LEAVE:**

None



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** David Ferrari, Circulation Supervisor  
**SUBJECT:** Circulation Activity Report  
**DATE:** April 19, 2010

**MONTHLY STATISTICS**

**March 2010**

<u>CIRCULATION</u>	Mar 10.	Mar 09.		Y-T-D 2009-10	Y-T-D 2008-09	Y-T-D % change
NEW PATRON REGISTRATIONS	367	473		3,421	3,226	5.7%
TOTAL CIRCULATION	19,290	23,857		242,872	145,417	40.1%
ATTENDANCE	28,573	24,119		223,266	169,100	24.3%

**PATRON COUNT**

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00	0	992	734	744	526	54	3,550
10:00	0	750	822	834	692	672	3,770
11:00	0	838	810	1,026	724	728	4,126
12:00	0	698	798	894	412	692	3,494
1:00	992	734	786	846	736	976	5,070
2:00	1,450	846	946	920	668	926	5,756
3:00	932	834	988	1,046	746	944	5,490
4:00	924	934	1,146	836	1,184	956	5,980
5:00	1180	1,326	1,248	1,264	1,020	0	6,038
6:00	0	1,324	1,402	1,344	1,060	0	5,130
7:00	0	1,408	1,288	1,568	938	0	5,202
8:00	0	946	988	944	662	0	3,510
<b>Total/Day</b>	<b>5,479</b>	<b>11,630</b>	<b>11,956</b>	<b>12,266</b>	<b>9,368</b>	<b>6,448</b>	
							<b>Grand Total 28,573</b>

**PASSPORT SERVICES**

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00	0	0	0	0	0	18	18
10:00	0	0	0	0	0	16	16
11:00	0	0	0	0	0	14	14
12:00	0	0	0	0	0	18	18
1:00	22	0	0	0	0	19	41
2:00	24	0	0	0	0	19	43
3:00	19	20	18	10	13	18	98
4:00	12	17	16	12	10	8	75
5:00	0	18	15	11	8	0	52
6:00	0	19	12	10	9	0	50
7:00	0	13	9	8	9	0	39
8:00	0	9	8	6	7	0	30
<b>Total/Day</b>	<b>77</b>	<b>96</b>	<b>78</b>	<b>57</b>	<b>56</b>	<b>130</b>	
							<b>Grand Total 494</b>

**STAFF ACTIVITY**

- March 1, 2010-Meeting with Yesenia Baltierra to discuss Circulation Agendas.
- March 12, 2010-Meeting with Estella Wnek to discuss Circulation Agendas.
- March 4, 2010-Meeting with Yesenia Baltierra to discuss Circulation Agendas.
- March 4, 2010-Meeting with Estella Wnek to discuss Circulation Agendas.
- March 11, 2010-Meeting with Yesenia Baltierra to discuss Circulation Agendas.
- March 11, 2010-Meeting with Estella Wnek to discuss Circulation Agendas.
- March 17, 2010-Meeting with Library Card Campaign Committee.
- March 17, 2010-Meet with Shawn Robison to discuss Performance Evaluation.
- March 22, 2010-Circulation Meeting.
- March 25, 2010-Meeting with Yesenia Baltierra to discuss Circulation Agendas.
- March 25, 2010-Meeting with Estella Wnek to discuss Circulation Agendas.
- March 31, 2010-Meeting with Yesenia Baltierra to discuss Circulation Agendas.

**ONGOING PROJECTS**

- March 16-Examined all the fire extinguishers in the library to be sure they are up to date.

**NEW PROJECTS AND ACTIVITIES**

- March 17-Meeting with Library Card Campaign Committee.

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Marisa Timothy, Administrative Assistant  
**SUBJECT:** City of Placentia Invoices  
**DATE:** April 19, 2010

CITY OF PLACENTIA  
INVOICES

PERIOD COVERED FY2009-2010	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-09	02/03/10	7,927.04	1,605.36	137.25			70.71	9,740.36
Aug-09	02/03/10	7,315.95	1,605.36	134.30			12.79	9,068.40
Sep-09	02/03/10	7,803.57	1,605.36	142.53			12.77	9,564.23
Oct-09	02/03/10	3,853.51	1,605.36	*			12.78	5,471.65
Nov-09	02/03/10	3,835.72	1,605.36	138.05			12.80	5,591.93
Dec-09	02/03/10	3,327.17	1,605.36	132.42			*	5,064.95
Jan-10	*	*	*	*			*	*
Feb-10	*	*	*	*			*	*
Mar-10	*	*	*	*			*	*
Apr-10								
May-10								
Jun-10								
<b>TOTAL</b>		<b>34,062.96</b>	<b>9,632.16</b>	<b>684.55</b>			<b>121.85</b>	<b>44,501.52</b>
<b>AVG</b>		<b>5,677.16</b>	<b>1,605.36</b>	<b>136.91</b>			<b>24.37</b>	<b>7,416.92</b>

\* City Billing Not Received

PERIOD COVERED FY2008-2009	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-08	07/29/08	*	*	*	*	*		
Aug-08	08/27/08	6,700.24	1,150.57	259.55	*	*		8,110.36
Sep-08	09/26/08	14,218.85	1,150.57	126.90	*	*		15,496.32
Oct-08	10/29/08	5,128.31	1,150.57		*	*		6,278.88
Nov-08	*	7,465.13	1,150.57	150.27	*	*		8,765.97
Dec-08	8/20/09	*	1,150.57	*	*	*		1,150.57
Jan-09	8/20/09	3,613.69	1,150.57	134.24	*	*	7.67	4,906.17
Feb-09	8/20/09	*	1,150.57	145.42	*	*	7.70	1,303.69
Mar-09	8/20/09	3,236.95	1,150.57	136.67	*	*	7.70	4,531.89
Apr-09	8/20/09	4,187.79	1,150.57	137.17	*	*	7.78	5,483.31
May-09	08/20/09	4,700.35	1,150.57	137.17	*	*	7.75	5,995.84
Jun-09	08/20/09	7,534.05	1,150.57	137.25	*	*		8,821.87
<b>TOTAL</b>		<b>56,785.36</b>	<b>12,656.27</b>	<b>1,504.47</b>			<b>38.60</b>	<b>\$70,844.87</b>
<b>AVG</b>		<b>6,309.49</b>	<b>1,150.57</b>	<b>150.45</b>			<b>7.72</b>	<b>\$6,440.45</b>



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Library Director's Report  
**DATE:** April 19, 2010

### Accomplishments

- Attended the Public Library Conference.
- Submitted request for \$6,000 from the Placentia Library Friends Foundation (PLFF) for the Summer Reading Celebration and the lobby furniture.
- Met with the Children's Librarian II to provide assistance and guidance on personnel matters.
- Continued to meet with managers to prepare for and discuss the budget for fiscal year 2010-2011.
- Continued to work with Secretary DeVecchio on the performance evaluation tool for the Library Director.
- Submitted nomination for Lori Worden for the American Business Women's Association Award.

### Community / Outreach

- Rotary Club of Placentia weekly meetings – March 10<sup>th</sup>, 17<sup>th</sup> and April 7<sup>th</sup>.
- PLFF Volunteer Breakfast – March 19<sup>th</sup>.
- Eggcitement – April 3<sup>rd</sup>.
- Placentia Roundtable Women's Club – April 7<sup>th</sup>.

### Training/Workshop/Conferences

- Workshop with the State Librarian – March 12<sup>th</sup>.
- CALTAC workshop – March 13<sup>th</sup>.
- Public Library Conference – March 23<sup>rd</sup> – 27<sup>th</sup>.
- Financing Capital Projects Webinar – March 31<sup>st</sup>.

### Meetings

- ETCO Homes – March 4<sup>th</sup>.
- Library Board of Trustees meeting – March 15<sup>th</sup>.
- SLCS Library Director's meeting – March 18<sup>th</sup>.
- All Staff Meeting – March 20<sup>th</sup>.
- Manager's Meeting – March 16<sup>th</sup>, 17<sup>th</sup>, 30<sup>th</sup> and April 1<sup>st</sup>.
- Secretary Devecchio – April 7<sup>th</sup>.
- PLFF – April 12<sup>th</sup>.

### Projects in Progress

- Strategic Plan
- Computer Lab project
- Website
- Technology plan
- FY 2010-2011 budget





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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Roger Hiles, Library Services Manager  
**SUBJECT:** Library Services Manager Report for March 2010  
**DATE:** APRIL 19, 2010

### Activities Report:

#### Achievements

Participated in the annual Author's Luncheon on March 6, 2010.

Hosted Human Library Program on March 20, 2010. 26 people attended, and made 51 checkouts of the "Living Books". Feedback was extremely positive.

Replaced Library email system in four days, working through the weekend from March 26 to March 29.

Revised Adult Services, Children's Services, and Literacy/Volunteers board reports to include historical statistics. Compiled statistics and created spreadsheets to track them. Began training staff in their use for future board reports.

Worked on day-to-day computer problems in place of the IT technician after budget cuts reduced his availability (11 hours).

#### Projects in Progress

**Library Statistics Survey** – Gathering 23 budget and other numbers from each of 10 local libraries for use in our budget process. Phoned libraries, working with their staff to produce or locate these statistics. Some libraries have supplied existing reports, out of which I am extracting the data. Due: April.

**Customer Service Review** – Held first joint meeting of Adult Services and Children's staff to review and coordinate customer service procedures. Ongoing meetings each month.

**Website Redesign** – Continued working to add new content to development site. Anticipated project completion: June 2010.

**Library Photostream** – continued adding photos to Flickr account. Prepared web links and training sheet for staff. Staff "photo people" training will be in April.

**History Room Database Migration** – Working on hosting system for digitized newspapers, and have arranged for harvesting of content with outgoing host. Meanwhile, History Room librarian has completed adding metadata to digitized photographs on their new platform.

**Collection Shifting** – Working with Adult Services and Circulation staff on plan to separate out genre fiction to create browse-able sections for Mystery, Science Fiction, and Western books. Also working on plan to integrate most oversize books into main nonfiction sections and move media shelving to make room for computer lab..

**Computer infrastructure** – Prepared staff computer replacement information for budget request (to continue multi-year refresh). Working with vendors to get bids for centralizing staff printers. Also planning for move of rack into new Server Room.

**Computer Lab** – Unpacked and inventoried new lab hardware. “Burn-in” of new equipment will be in April. Met with IT consultant to select switch and router.

**History Room** – continued working with History Room librarian on new program plan. Anticipated completion: Spring 2010.

**Literacy Program** – continued working with Literacy/Volunteer Coordinator on a new program plan. Anticipated completion: Spring 2010.

**Library Problems manual** – working with staff to prepare a manual for staff use during problem situations. Next meeting: April 2010.

**Library Twitter account** – continued updating library twitter feed.

**PLFF Twitter and Facebook accounts** – created accounts and have been posting updates.

**PLFF Paypal Account** – setting up account so the PLFF can accept online donations. Anticipated completion: April 30, 2010.

### **Training**

I completed 6 TargetSafety.com online safety courses in March.

### **Meetings**

I chaired Human Library meetings on March 3, 10, & 17.

I meet with the Children's Librarian on March 4, 11, 18 & 25.

I met with the architect of the Computer Lab on March 24.

I chaired the Adult Services Staff meeting on March 24.

I attended the Managers' Budget meeting on April 1.

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Lori Worden, Children's Librarian  
**SUBJECT:** Children's Services Monthly Activity Report for March 2010  
**DATE:** April 19, 2010

**MONTHLY STATISTICS**

**Childrens Desk Activity**

	March 2010	March 2009	Y-T-D 2009-10	Y-T-D* 2008-9	Y-T-D % change
Phone reference:	35	18	231	210	10.00%
In person reference/research:	642	638	4,788	5,436	-11.92%
<b>Total Reference:</b>	<b>677</b>	<b>656</b>	<b>5,019</b>	<b>5,646</b>	<b>-1.92%</b>
Total Number of Programs	29	28	231	148	56.08%
Total Programs Attendance	1,241	794	7,699	4,364	76.42%

\*FY08/09 Partial year due to closures and missing statistics

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lap Sit 24 months & younger	4	210
Preschool Story Times I & II: 3-6 years	10	211
Pocket Tales: Stories, music, and movement.	5	181
Read to the Dogs	1	40
P-TAC Meetings	1	16
Family Game Day	1	25
F.I.R.S.T. -- Family Interactive Reading and Sharing Time	1	22
Super S.T.A.R.	1	29
3/2 & 5 Read Across America (Rose Dr. , Tynes, & Melrose El. )	3	495
3/13 Teens Make It-Take It Workshop	1	12

**Achievements:**

- Brenda Ramirez and Lori Worden attended the Placentia Library Friends Foundation author's lunch. Brenda Ramirez, Coleen Wakai, and Lori Worden also donated a gift basket with a beach theme for the silent auction.
- Lori Worden read to students at Melrose Elementary, Rose Dr. Elementary, and Tynes Elementary schools for Read Across America week.
- Coleen Wakai conducted a teen craft program, "Make it and Take it," on March 13.
- Coleen Wakai and Lori Worden attended Daniel Pink's lecture at the Orange County Performing Arts Center on March 15. His topic was "The Creative Edge: Innovation, Education and the Changing World of Work."
- Lori Worden gave Spanish-speaking parents information about library services and programs through the "English Language Advisory Committee," Placentia-Yorba Linda Unified School District.

**In Progress:**

- Children's staff made plans for the summer reading program for children and teens.
- Brenda Ramirez is working on plans for Children's Day, Book Day, a program for children, on May 1.
- Coleen Wakai is making plans for the first "Talk it Up" teen book discussion group on April 20.
- Lori Worden made plans for the Spring crafts, stories, and egg hunt program on April 3.

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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Toby Silberfarb, Library Assistant Literacy / Volunteers  
**SUBJECT:** Literacy / Volunteer Report for March, 2010  
**DATE:** April 19, 2010

### MONTHLY STATISTICS

#### Volunteer Hours:

	March 2010	March 2009	Y-T-D 2009-10	Y-T-D* 2008-9	Y-T-D % change
History Room	54	157	407.5	674.5	-39.58%
PLFF	500	502	4299	2105	104.23%
Library (General)	315	210	2987.5	505	491.58%
Technical	22	0	73	0	N/A
Homework Club	212	158	810	420	92.86%
H.I.S. House Homework club	4	0	38	0	N/A
Tutors (Adult Literacy)	67	55	397	161	146.58%

*\*FY08/09 Partial year due to closures and missing statistics*

#### Achievements

- HIS House Homework Club has been on-going.
- The Tech Volunteer program continues to attract both volunteers and patrons on Wednesday evenings.
- Adult Literacy Services tutor/student pairs continue to meet according to schedule.
- The on-site homework club has been averaging 10 to 15 students everyday.
- Proctored 2 exams for distance learning students.
- Helped 207 children in the homework club.

#### Projects in Progress

- Planning for the April 13 book discussion of the novel Still Alice by Lisa Genova.
- Collection development for the 300s in the circulating and reference adult collections.
- Collection development in Spanish language non-fiction.
- Weeding 300s collection.
- Participation in webinars that focus on community outreach.
- Planning a Summer Reading Program book discussion for July 10, 2010.



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Roger Hiles, Library Services Manager  
**SUBJECT:** Adult Services Monthly Activity Report for March 2010  
**DATE:** APRIL 19, 2010

### MONTHLY STATISTICS

#### Reference Desk Activity

	March 2010	March 2009	Y-T-D 2009-10	Y-T-D* 2008-9	Y-T-D % change
Phone reference:	380	240	2,838	1,219	132.81%
In person reference/research:	1,293	1,919	11,169	8,842	26.32%
Guest passes:	37	15	163	50	226.00%
E-mail reference/research:	0	0	0	2	-100.00%
Databases/Internet/catalog instruction:	55	119	404	591	-31.64%
Public computers (desktops):	3,077	3,355	26,026	15,658	66.22%
Public Computers (laptops):	1,732	0	14,758	0	N/A
Computer/printer troubleshooting:	598	394	5,896	1890	211.96%
In library use (ready reference):	27	17	220	93	136.56%
In library use (cleanup):	4,147	4,206	30,871	16,253	89.94%

\*FY08/09 Partial year due to closures and missing statistics

### ACHIEVEMENTS

- *Gary Bell* coordinated and co-hosted (with Jean Turner) the March 3<sup>rd</sup>, Play Reading Program of *Season's Greetings* by Alan Ayckbourn. Eight people attended the program.
- *Nadia Dallstream* applied for the Public Library Staff Education Program LSTA grant.
- *Nadia Dallstream* put a new display of books into the book trough for the book discussions.
- *Nadia Dallstream* continues to update the Library's Facebook account with upcoming events and wall posts.

- *Nadia Dallstream, Roger Hiles and Kathy Staymates* coordinated, organized and facilitated the Human Library program on March 20. There were 14 “Living Books”, 26 readers, 8 volunteers, 1 videographer (from CSUF). Over 51 checkouts were made. All feedback was extremely positive and many expressed an interest in participating in the program again in the future.
- *Toby Silberfarb* continues to coordinate the Tech Volunteer Program. Two volunteers continue to assist patrons on Wednesday evenings.
- *Kathy Staymates* prepared a “Poetry to Go” bulletin board display, booklet and book trough for April which is National Poetry Month.
- *Kathy Staymates* continues to update the Librarians’ Choice book trough.
- *Kathy Staymates* created and made copies of a bibliography for March’s Art Bulletin Board on Vincent Van Gogh.
- *Kathy Staymates* led the March 9<sup>th</sup>, book discussion of *A Zookeeper’s Wife* by Diane Ackerman. Six people attended the program.
- *Gary Bell, Nadia Dallstream, Katie Matas, Toby Silberfarb and Kathy Staymates* submitted the final book orders for the fiscal year.

#### TRAINING/WORKSHOPS/CONFERENCES

- *Nadia Dallstream* attended the “Creative Edge” workshop at Segerstrom Hall on March 15, 2010.

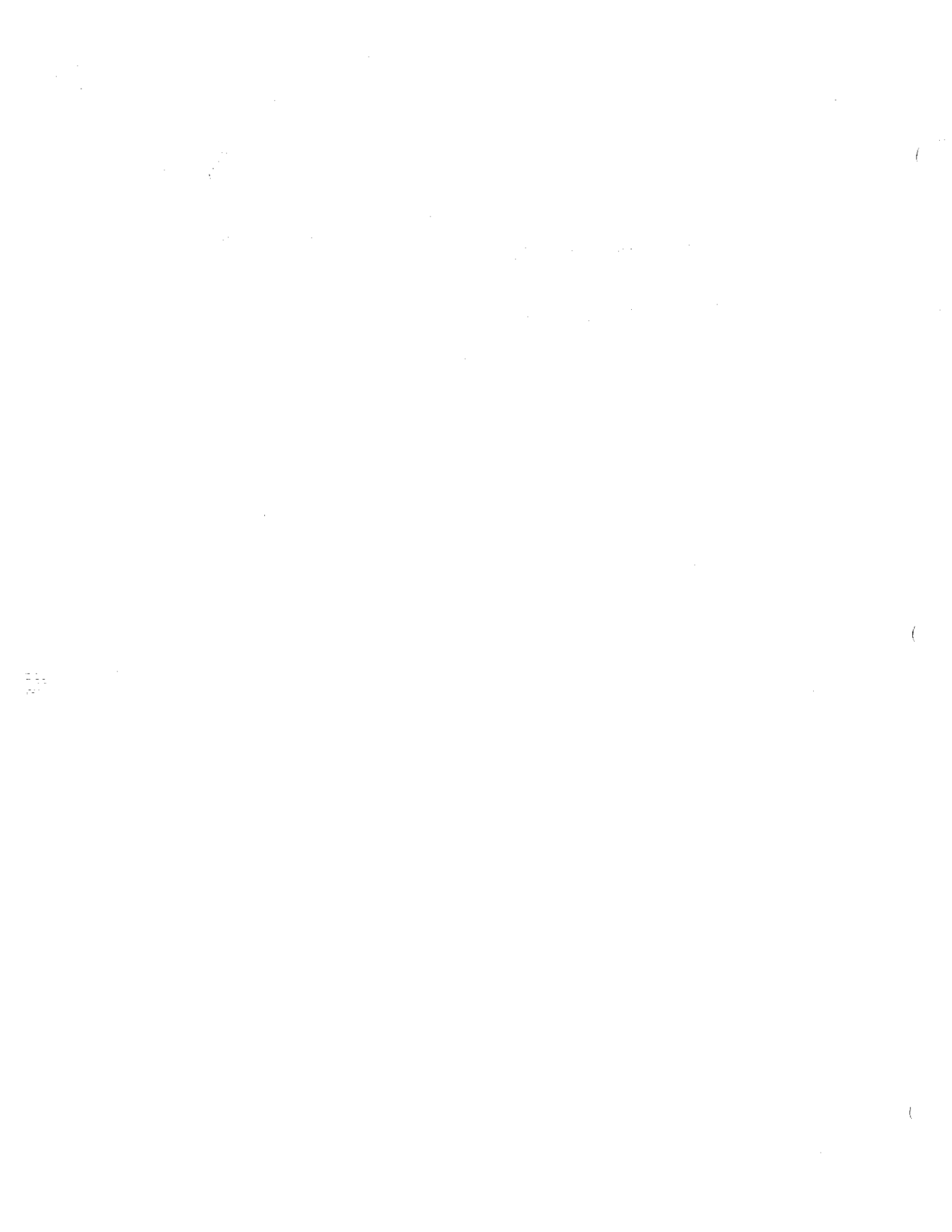
#### MEETINGS

- *Nadia Dallstream, Roger Hiles and Kathy Staymates* attended a planning meeting for the Human Library program on March 3.
- *Nadia Dallstream, Roger Hiles and Kathy Staymates* attended a planning meeting for the Human Library program on March 10.
- *Gary Bell, Nadia Dallstream, Katie Matas* attended the Library Staff Meeting on March 16, 2010.
- *Nadia Dallstream, Roger Hiles and Kathy Staymates* attended a planning meeting for the Human Library program on March 17.
- *Nadia Dallstream* chaired a Social Committee on March 22.
- *Gary Bell, Nadia Dallstream, Katie Matas, Kathy Staymates, Toby Silberfarb* attended the Adult Services Staff Meeting on March 24<sup>th</sup>.



**IN PROGRESS**

- *Gary Bell* continued working on a grant application for an LSTA digitization project.
- *Gary Bell* is preparing for the April 7<sup>th</sup>, Play Reading of “A Star Ain’t Nothing but a Hole in Heaven” by Judi Ann Mason.
- *Gary Bell* is preparing for a “Name That Tune” event for the Summer Reading Program.
- *Katie Matas* is researching a staff development grant.
- *Nadia Dallstream* is working on a grant application from the Xerox Corporation.
- *Nadia Dallstream* is preparing for the “Reading and Raffle” portion of the Summer Reading Program.
- *Nadia Dallstream* is working on a programs and materials budget for the Summer Reading Program.
- *Nadia Dallstream and Coleen Wakai* are preparing for an Adult and Teen “Storytelling Workshop” event for the Summer Reading Program.
- *Toby Silberfarb* is preparing for a “Book to Movie” event for the Summer Reading Program.
- *Toby Silberfarb* is preparing for the April 13<sup>th</sup>, book discussion of Still Alice by Lisa Genova.
- *Kathy Staymates* is preparing for a series of three gardening programs for the Summer Reading Program.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Gary Bell, History Room Librarian  
**SUBJECT:** Local History Room Monthly Report for March 2010  
**DATE:** April 19, 2010

**MONTHLY STATISTICS**

Visitors to History Room in March, 2010	12
Visitors to History Room in March, 2009	4
Volunteer Hours March 2010	54
Volunteer Hours March 2009	133

**ACHIEVEMENTS**

- I hosted and participated, with Jean Turner, in the third play reading of the year: **Season's Greetings** by Alan Ayckbourn.
- I submitted two articles for the next edition of **Notations**.
- I completed the migration of over 230 photographs from Content DM to Flickr and updated the metadata on the photographs.
- I provided information to the Library Director on oral history personages.
- I provided assistance in the History Room to inquiries on segregation in Orange County and provided materials for use in Kraemer Middle School's 50<sup>th</sup> anniversary celebration.
- Completed captions for the rotating picture file at the circulation desk.
- Helped Kathy Frazee of the Placentia Historical Committee use History Room sources for her work on the completion of Eddie Castro's oral history.
- Organized oral history interview of Vick Knight by Donna Bass in the History Room on March 23<sup>rd</sup>. Mr. Knight was here for the 50<sup>th</sup> anniversary of Kraemer Middle School where he was the first principal.
- Received the **Placentia Packinghouse Oral History Project** by Amanda Tewes and Kathy Frazee to the History Room. This is the basis for the "Packed Up, Squeezed Out" presentation and DVD in our collection.
- Received Frances Bowen Root's **The Orange Belt** and she provided a free copy as well.

**MEETINGS**

- Attended the Library Staff Meeting on March 16, 2010.
- Attended the Adult Services Staff Meeting on March 24th.

**IN PROGRESS**

- I submitted my work on a grant narrative to the library services manager for approval and advisement.
- Continued working with volunteers as they enter and update files and provide information for photographs, ephemera and incoming materials.
- Continued work on the new DVD project, Historic Spots Around Placentia.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Katie Matas, Librarian, Technical Services  
**SUBJECT:** Technology & Website Report for March 2010  
**DATE:** April 19, 2010

**MONTHLY STATISTICS**

Online database usage:

	March 2010	March 2009	Y-T-D 2009-10	Y-T-D 2008-9	Y-T-D % change
Ancestry.com (not renewed for 2010)	0	322	4,943	1,509	228%
General Reference Center	129	49	3,939	211	1767%
Newsbank	60	157	385	845	-54%
Heritage Quest	2,334	5,175	13,974	17,313	-19%
Learning Express	5	14	60	149	-60%
Novelist	65	44	479	214	124%
World Book (began 12/2009)	117	0	363	0	NA
Tumblebooks	815	292	3,579	2,467	45%
Valueline (Statistics for fy2009/10 begin with Dec. 2009. July-Nov are unavailable.)	266	0	591	813	-27%
Reference USA	63	83	718	464	35%
	<b>3,854</b>	<b>6,136</b>	<b>29,031</b>	<b>23,985</b>	<b>21%</b>

**Website traffic for March 2010:**

In March 2010 we had 18,128 visitors to our website and 42,567 page hits. Last year we had 17,377 visitors and 47,077 page hits in March.

**STAFF ACTIVITY**

- Katie gave Nadia and Roger an overview of reports available in Horizon.
- Roger and Katie met with Patty Brown Finie from Gale.
- Katie met with Kevin Block from BBC Audiobooks America.
- Roger implemented a new email system, and Roger and Katie adjusted staff Outlook clients to work with the new system.
- Katie changed the time on the Library phone system and updated the phone messages.
- Katie helped patrons and staff with day-to-day computer and copier questions.
- Roger worked 11 hours on day-to-day computer problems in place of the IT technician, whose hours have been cut back.

**ONGOING PROJECTS**

- Jesus and Roger continue to update Library events on the website.
- Nadia updates the Library's Facebook account.
- Jesus continues to maintain the outside electronic sign.
- Roger continues to work on the new Library website design.
- Roger updates the Library's Twitter account.
- Roger updates the PLFF's Facebook and Twitter accounts.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Employee of the Quarter Award  
**DATE:** April 19, 2010

**BACKGROUND**

President Shkoler will present the Employee of the Quarter Award to Edgar Morales Pineda.

Edgar was hired on September 3, 2009 as a Facility Maintenance Technician. Edgar received two certificates. The first certificate in Electronics and Photography from El Camino College, and the second certificate in Business Management from Santa Ana College. Edgar has over 28 years of building maintenance experience including project management, supervision, purchasing, scheduling, plumbing, electrical, and housekeeping.

One nomination read:

“Edgar was a tremendous help in cleaning out and organizing the library Equipment Room. This included extensive physical work of relocating items (sometimes in the rain) and preparing the Administration Storage Room to be a secure location – interior construction. His efforts were a significant cost savings to the library and done with exceptional service and teamwork.”

Management is happy to select Edgar Morales Pineda for the Employee of the Quarter.





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Performance Evaluation Form for the Library Director  
**DATE:** April 19, 2010

**BACKGROUND**

At the direction of the Library Board of Trustees, Secretary DeVecchio and Library Director Contreras were assigned to develop a feedback tool to solicit input from stakeholders regarding the performance of the Library Director.

The evaluation form was presented to the Library Board of Trustees at the February 16, 2010 meeting. The decision made was to bring the form back in April for further discussion. The form was sent out to staff to be returned to Administration on March 25<sup>th</sup> with their suggestions. Six forms were received.

Secretary DeVecchio will make the presentation.

The following are three forms revised and created with feedback from staff:

Attachment A - Library Director Performance Evaluation – TRUSTEES (*Blue*)

Attachment B - Library Director Performance Evaluation – STAFF (*Green*)

Attachment C - Library Director Performance Evaluation – PLACENTIA LIBRARY FRIENDS FOUNDATION (*Cream*)

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.



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PLACENTIA LIBRARY DISTRICT

**Performance Evaluation  
Library Director**



Library Director Performance Evaluation - TRUSTEES

**STAFF AND COMMUNITY RELATIONS**

Please respond to each item below by placing a mark (√ or x) in the column that best fits your perception. Your comments are extremely valuable.	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	N/A
<ul style="list-style-type: none"> <li>Initiates and responds to community expectations associated with programming and library development.</li> </ul>						
<ul style="list-style-type: none"> <li>Seeks input and is open to views emanating from staff, PLFF, and community partners.</li> </ul>						
<ul style="list-style-type: none"> <li>Supports staff by providing and making available development and training beyond that required for daily work performance.</li> </ul>						
<ul style="list-style-type: none"> <li>Communicates in a manner that is professional and appropriate for the intended audience.</li> </ul>						
<ul style="list-style-type: none"> <li>Effectively listens and responds to staff, PLFF, and community partners.</li> </ul>						
<ul style="list-style-type: none"> <li>Is an excellent representative of the library to the community at large and to PLFF.</li> </ul>						

**PRODUCTIVITY AND RESOURCE MANAGEMENT**

Please respond to each item below by placing a mark (√ or x) in the column that best fits your perception. Your comments are extremely valuable.	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	N/A
<ul style="list-style-type: none"> <li>Establishes priorities and manages time and resources effectively.</li> </ul>						
<ul style="list-style-type: none"> <li>Plans, organizes, follows through and ensures that work is completed and objectives are met in a timely manner.</li> </ul>						
<ul style="list-style-type: none"> <li>Delegates tasks as appropriate.</li> </ul>						
<ul style="list-style-type: none"> <li>Demonstrates leadership in carrying out actions required by the library's long-range plan.</li> </ul>						
<ul style="list-style-type: none"> <li>Ensures compliance with budgetary guidelines.</li> </ul>						
<ul style="list-style-type: none"> <li>Recommends and implements actions to adjust staffing and materials to meet fiscal responsibilities.</li> </ul>						
<ul style="list-style-type: none"> <li>Demonstrates flexibility in adapting to changes in workload, schedule, library programs and procedures.</li> </ul>						

Library Director Performance Evaluation - TRUSTEES

**QUALITY OF WORK PERFORMANCE**

Please respond to each item below by placing a mark (√ or x) in the column that best fits your perception. Your comments are extremely valuable.	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	N/A
<ul style="list-style-type: none"> <li>Articulates the mission and goals of the library.</li> </ul>						
<ul style="list-style-type: none"> <li>Inspires others to contribute to the mission and helps them to understand their role in achieving the mission.</li> </ul>						
<ul style="list-style-type: none"> <li>Behavior and communication supports the library's mission, long-range plan, and policies.</li> </ul>						
<ul style="list-style-type: none"> <li>Accepts constructive criticism and responsibility for own actions and behaviors.</li> </ul>						
<ul style="list-style-type: none"> <li>Sets high, yet attainable, expectations for self and others. Is goal-oriented.</li> </ul>						
<ul style="list-style-type: none"> <li>Identifies and shares opportunities for improving quality of service and implements positive changes in policy and procedure.</li> </ul>						
<ul style="list-style-type: none"> <li>Solicits staff involvement and input in communication and decision making. Exhibits effective listening skills.</li> </ul>						
<ul style="list-style-type: none"> <li>Ensures that staff are adequately trained to perform assigned duties. Develops, implements and supports staff orientation and training programs. Maintains proper documentation.</li> </ul>						
<ul style="list-style-type: none"> <li>Follows up on incident reports, safety issues and customer complaints. Takes corrective action.</li> </ul>						

Library Director Performance Evaluation - TRUSTEES

**SERVICE EXCELLENCE**

Please respond to each item below by placing a mark (✓ or x) in the column that best fits your perception. Your comments are extremely valuable.	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	N/A
<ul style="list-style-type: none"> <li>Creates and supports a cooperative environment in which all personnel are helpful and courteous.</li> </ul>						
<ul style="list-style-type: none"> <li>Responsive to internal and external customers. Demonstrates courteous and cooperative behavior toward patrons and community members.</li> </ul>						
<ul style="list-style-type: none"> <li>Respects individual dignity in the process of conflict resolution.</li> </ul>						
<ul style="list-style-type: none"> <li>Promotes teamwork. Considers the impact of policy and procedure changes on overall operations of library.</li> </ul>						
<ul style="list-style-type: none"> <li>Creates a work environment that is positive and rewarding. Recognizes individual and team accomplishments.</li> </ul>						
<ul style="list-style-type: none"> <li>Communicates in a timely, thorough and direct manner.</li> </ul>						
<ul style="list-style-type: none"> <li>Demonstrates ability to identify problems and determine information needed to develop solutions. Confronts difficult issues and situations positively and effectively.</li> </ul>						
<ul style="list-style-type: none"> <li>Provides recognition to staff for positive work performance. Promotes a sense of value and feeling of appreciation.</li> </ul>						
<ul style="list-style-type: none"> <li>Follows through on commitments.</li> </ul>						

**Comments**

Please list additional comments as well as suggestions for improvement and future development.

Comments:

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Signature

Date

Library Director Performance Evaluation – STAFF

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PLACENTIA LIBRARY DISTRICT

**Performance Evaluation  
Library Director**

This Performance Evaluation Form is being used to gather information about our Library Director's performance from those with whom she interacts, including community members and library staff. Input from you will assist us in the evaluation process and help identify strengths as well as areas for performance improvement.

Please support the performance review process by completing this form. Each item asks you to indicate an opinion with a check mark in the right-hand column. If you do not feel you have the knowledge to accurately rate a standard, please check the "N/A" column.

Please provide specific, objective comments, especially as related to areas of particular strength or performance improvement. Your written comments provide richness and clarity to your ratings and can be extremely valuable in interpreting overall ratings. They also serve as a resource in creating professional development and performance goals. Results will be summarized prior to presentation to the Library Director. **Confidentiality will be maintained.**

Return the completed form, sealed in the attached envelope to Marisa Timothy, Administrative Assistant by \_\_\_\_\_.

Thank you in advance for your assistance.

\_\_\_\_\_  
Al Shkoler, President  
Library Board of Trustees

\_\_\_\_\_  
Date

Please respond to each item below by placing a mark (✓ or x) in the column that best fits your perception. Your comments are extremely valuable.	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	N/A
• Seeks input and is open to views emanating from staff.						
• Supports staff by providing and making available development and training beyond that required for daily work performance.						
• Communicates in a manner that is professional and appropriate for the intended audience.						
• Effectively listens and responds to staff.						
• Creates and supports a cooperative environment in which all personnel are helpful and courteous.						
• Promotes teamwork. Considers the impact of policy and procedure changes on overall operations of library.						
• Recognizes individuals and team accomplishments.						
• Creates a work environment that is positive and rewarding.						
• Communicates in a timely, thorough and direct manner.						
• Demonstrates ability to identify problems and determine information needed to develop solutions. Confronts difficult issues and situations positively and effectively.						
• Provides recognition to staff for positive work performance. Promotes a sense of value and feeling of appreciation.						

**Comments**

Please list additional comments as well as suggestions for improvement and future development.

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Signature (optional)

Date



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Computer Lab Update  
**DATE:** April 19, 2010

### BACKGROUND

Computer technology continues to play an increasingly important role at the Placentia Library. It provides access to a great number of new and useful information resources; it allows more efficient communication with users and staff and it broadens the scope of services and programs that the Placentia Library can offer.

When the Placentia Library conducted a community survey in 2007, respondents wanted more access to computers. The result validated what staff had anticipated – a computer lab providing additional computer stations and workshops to address the public's educational, recreational, research, and information needs. The Library is experiencing a high increase in computer usage and internet access usage, and the new computer lab will enable us to meet the broadband connection needs of our patrons.

The fundamental principles of the computer lab will be to support:

- Increased accessibility and flexibility in the delivery of information through technology.
- Public education in technology and online services
- Increased efficiency of library operations supported by technology.
- Increased staff and patron satisfaction and functionality through technology.
- Staff training in the use of all technological enhancements implemented.

The Placentia Library Friends Foundation (PLFF) understood the need and approved \$50,000 to begin the computer lab project. Without the PLFF's commitment, the computer lab project would not have been realized and computer and internet accessibility to our patrons would remain at the bare minimum. In addition, the Library also received \$7,000 from the Klein Family Foundation and \$5,000 from the City of Placentia, to be invested in the computer lab project.

The hardware has been purchased and the architect selected. Wayne Tani Architects, located in Placentia with over 25 years of experience, will provide the architectural drawings by the end of April. Upon completion of the drawings, the Library will begin the Request For Proposals process for construction of the computer lab.

### RECOMMENDATION

Action to be determined by the Library Board of Trustees.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** AB 1234 Mandatory Ethics Training for the Library Board of Trustees  
**DATE:** April 19, 2010

**BACKGROUND**

All board members whose districts provide reimbursements and/or stipends are required to take the Ethics Training as stipulated by AB 1234 every two years. New members need to take the training no later than one year from the first day of service with the District.

Currently, there is one member who has recently completed the Ethics Training/AB 1234 and four members who will need to retake the training before September, 2010.

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** State Disability Insurance

**DATE:** April 19, 2010

**BACKGROUND**

An employee had inquired management regarding the possibility of providing State Disability Insurance (SDI) as a benefit to all employees. As a result of the inquiry, a survey was conducted to seek feedback from staff. Over 80% of the responses were "no" to SDI. The interested employee asked that the benefit be presented to the Library Board of Trustees nonetheless.

The California SDI benefit is a partial wage-replacement insurance plan for California employees. The SDI programs are funded through employee payroll deductions and provides affordable, short-term benefits to eligible employees. Employees covered by SDI are covered by two programs: Disability Insurance and Paid Family Leave.

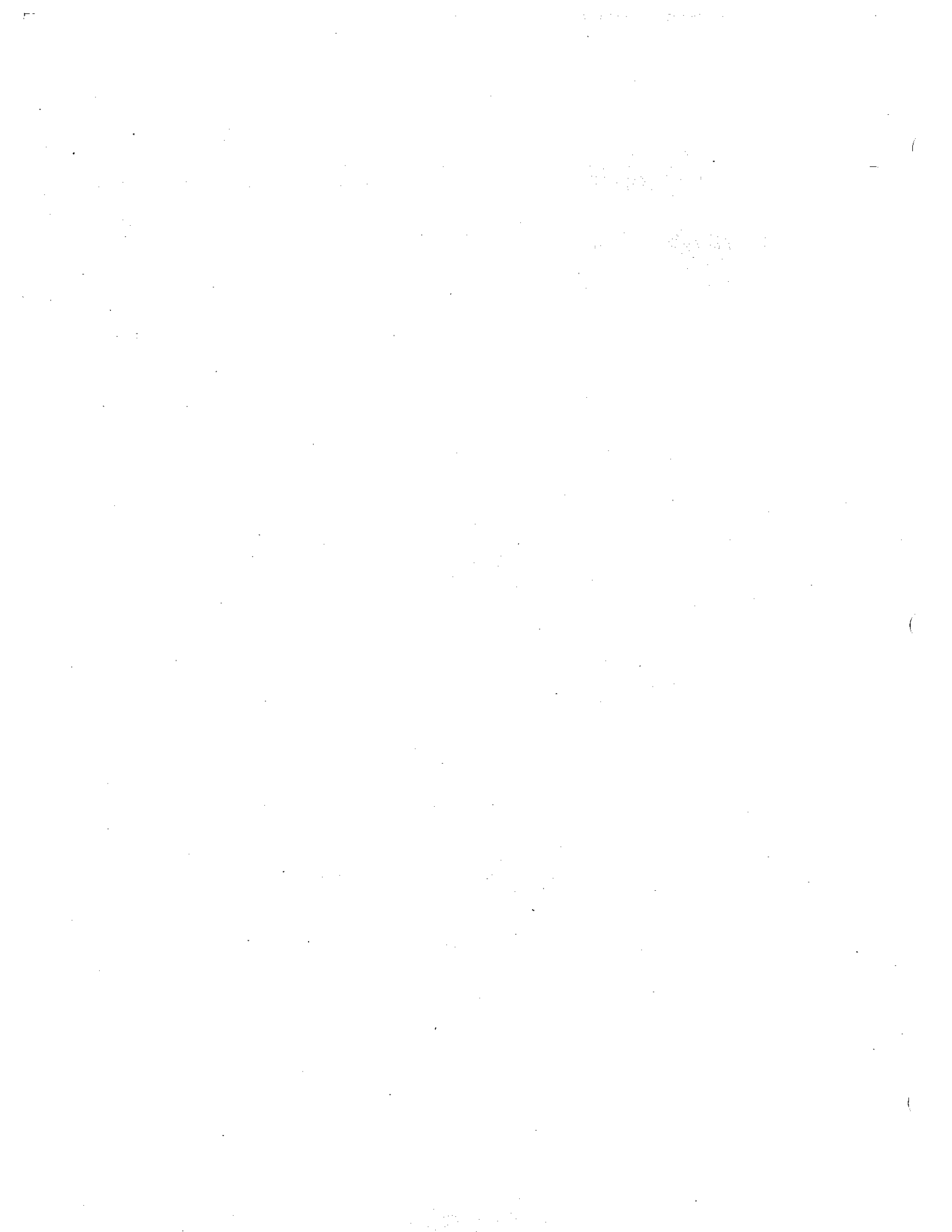
There are three disability insurance plans: State Plan, Voluntary Plan and Elective Coverage.

The SDI Withholding Rate for 2010 is 1.1 percent. The annual cost to our current employees would be:

- Managers – \$631- \$1,150
- Librarians – \$630 - \$700
- Library Assistants – \$270 - \$560
- Library Clerks – \$130 - \$437
- Library Aids – \$111 - \$135
- Library Pages – \$50

**RECOMMENDATION**

- 1) Offer State Disability Insurance through employee contribution of 1.1% of their annual salary; or,
- 2) Do not offer State Disability Insurance based on the responses received from employees; and/or
- 3) Direct staff to provide an analysis on the possibility of a short term disability benefit at a future meeting.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Assembly Bill 155 – Municipal Bankruptcy Proceedings  
**DATE:** April 19, 2010

**BACKGROUND**

Assembly Member Tony Mendoza (D-Norwalk), representing the 56<sup>th</sup> District, introduced AB 155 which was passed by the Assembly Local Government Committee with a 4-2 vote in 2009.

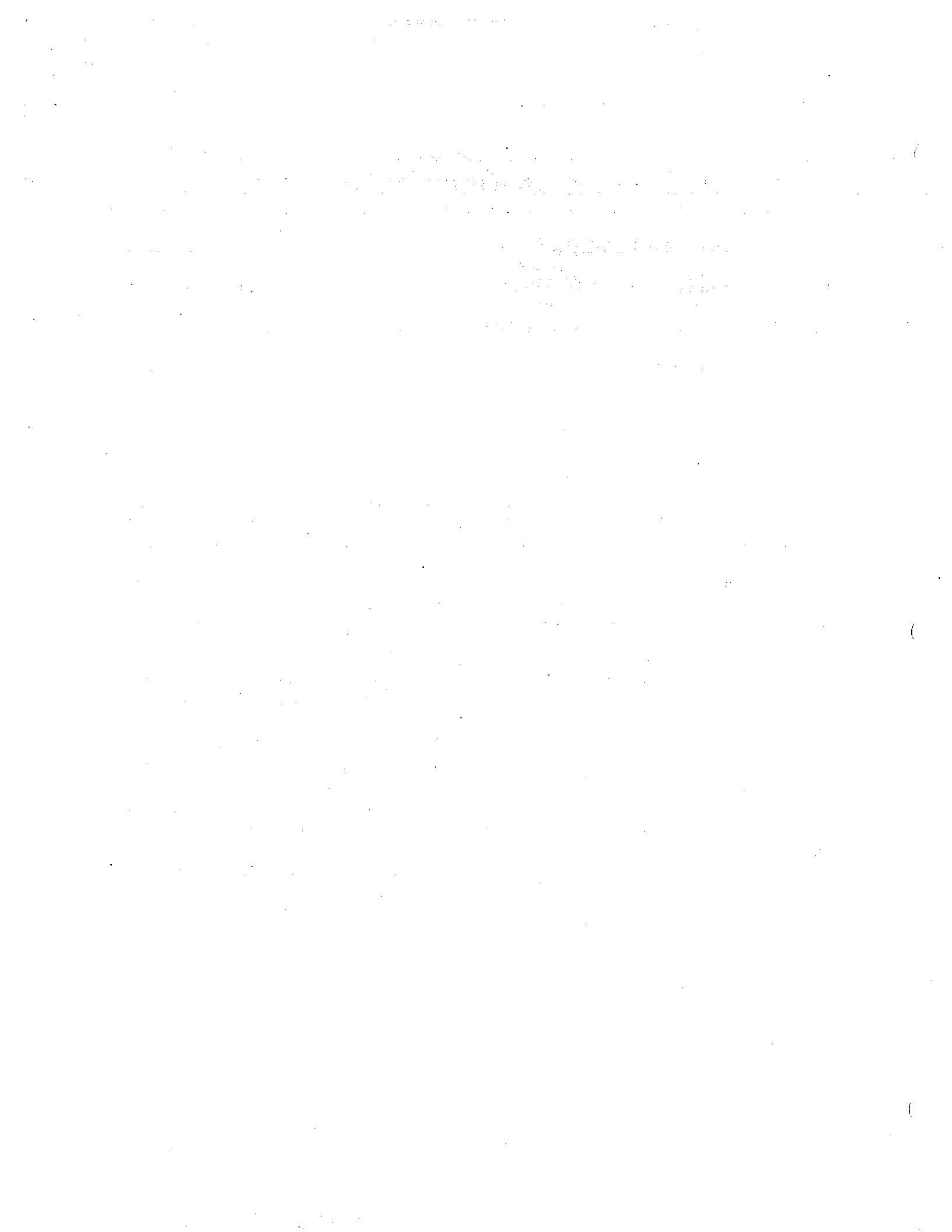
Under the bill, local government would have to obtain approval from the California Debt and Investment Advisory Commission (CDIAC) before filing for bankruptcy. The commission consists of the state treasurer, the Governor or the Director of Finance, the State Controller, two local government finance officials, two Assembly Members, and two Senators. Local agencies must provide CDIAC with a proposed plan for restructuring debt and other financial obligations to avert a fiscal crisis; an itemization of creditors that may be impaired or may seek damages as a result of the proposed restructuring; and any supporting documentation that the local agency deems appropriate to provide or is requested, CDIAC will “do all that it deems necessary” to evaluate the local agency’s fiscal condition, including providing recommendations for actions to be taken by the local agency to avert fiscal insolvency. CDIAC may impose terms and conditions on a local agency prior to receiving approval to seek bankruptcy protection. Assembly Member Mendoza refused to accept amendments that would have allowed a local agency to override the decision of CDIAC, but committed to work on the bill and bring it back to the Committee for concurrence in Senate amendments.

AB 155 is supported by a number of unions, including the California Professional Firefighters and CDF Firefighters Local 2881, both of whom are co-sponsoring the bill. The California State Association of Counties, the League of California Cities, the Regional Council of Rural Counties, the Urban Counties Caucus and other individual local agencies all have opposed the bill. The California Association of Counties and the League of Cities are leading the opposition.

AB 155 now moves to the Assembly Appropriations Committee for hearing on Wednesday, April 21. Attachment A is the Letter of Opposition.

**RECOMMENDATION**

Authorize the Library Director to submit a Letter of Opposition to AB 155 as presented.





April 15, 2010

The Honorable Dave Cox  
Chair, Senate Local Government Committee  
State Capitol, Room 5046  
Sacramento, CA 95814

**Re: Assembly Bill 155 (Mendoza)—Oppose**

**Fax: 916.322.0298**

Dear Senator Cox:

On behalf of the board members of the Placentia Library District, I am writing to oppose Assembly Bill 155 by Assembly Member Tony Mendoza. Placentia Library District was established in 1919 and built its library the following year. The current 22,800 square foot building is almost 35 years old and despite a recent community survey showing support for public access computers and training, the Library was unable to provide a much needed computer lab. The Library has over 185,000 registered borrowers and loans averaging 19,000 library items per month. The Library offers wi-fi service, book discussions for adults and families, family game days, storytimes, online databases with an emphasis in genealogy and heritage research, a local history room, literacy services, passport services, meeting rooms, and monthly exhibits and displays.

AB 155 requires local governments, including special districts, to first gain approval from the California Debt and Investment Advisory Commission (CDIAC) before filing for bankruptcy. We oppose this bill for a number of reasons:

- What happens if CDIAC does not approve the bankruptcy filing and the special district still faces extreme financial difficulties? Bankruptcy is meant to give an entity some breathing room to restructure its debt and stay its financial obligations, but still continue to operate. Would the district simply dissolve, leaving constituents with no services or forcing the county or another district to pick up the services?
- AB 155 places the government entity and the constituents it serves at more risk than any bankruptcy. It places the district at further risk of default, creditors at risk of not getting paid, citizens without services, and the state with potential liability for damages and debts of that district. *This bill has potentially huge costs for local governments, our constituents and the state.*
- The proponents of the bill assert that a local government entity would want to file for bankruptcy to merely break labor contracts, thus justifying the need for this bill. This cannot be done now, however, because the filing goes to a federal bankruptcy judge to determine whether the local entity is indeed insolvent and thus may file for bankruptcy. Federal bankruptcy judges are impartial and are bankruptcy experts as they only handle bankruptcy cases. This is a safeguard for every group involved. CDIAC cannot offer anything beyond what bankruptcy judges currently provide.

- The decision to file for bankruptcy is not an easy one to make, nor is it particularly popular with local voters. It is the last option our special district would ever want to make. However, this responsibility should fall on the shoulders of the special district board members. This difficult decision should be made by elected officials on the local level, not by state-level public officials.

In summary, bankruptcy is not a decision our special district would consider lightly. In fact, for a locally elected official, filing for bankruptcy would be politically catastrophic and would be the very last option considered. The current system provides for a fair and impartial process where an experienced bankruptcy judge makes the determination that the district or other local entity is, in fact, insolvent and may enter bankruptcy. Requiring CDIAC, an entity not experienced with bankruptcy, to be the gatekeeper as to whether a local government may file for bankruptcy is duplicative and does not add anything constructive to the process. This bill is unnecessary and leaves many questions unanswered.

For these reasons, we respectfully oppose AB 155 and ask the committee to oppose it as well.

Sincerely,

Jeanette Contreras  
Library Director

CC: Office of Assembly Member Mendoza, fax: 916.319.2156  
Senator Kehoe, vice chair, Senate Local Government, fax: 916.327.2188  
Senator Aanestad, member, Senate Local Government, fax: 916.445.7750  
Senator DeSaulnier, member, Senate Local Government, fax: 916.445.2527  
Senator Price, member, Senate Local Government, fax: 916.445.8899  
Senator Huff, State Senator, fax: 916.324.0922  
Office of Assembly Member Norby, fax: 916.319.2172  
California Special Districts Association, fax: 916.442.7889

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Conflict of Interest Code Resolution  
**DATE:** April 19, 2010

**BACKGROUND**

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

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

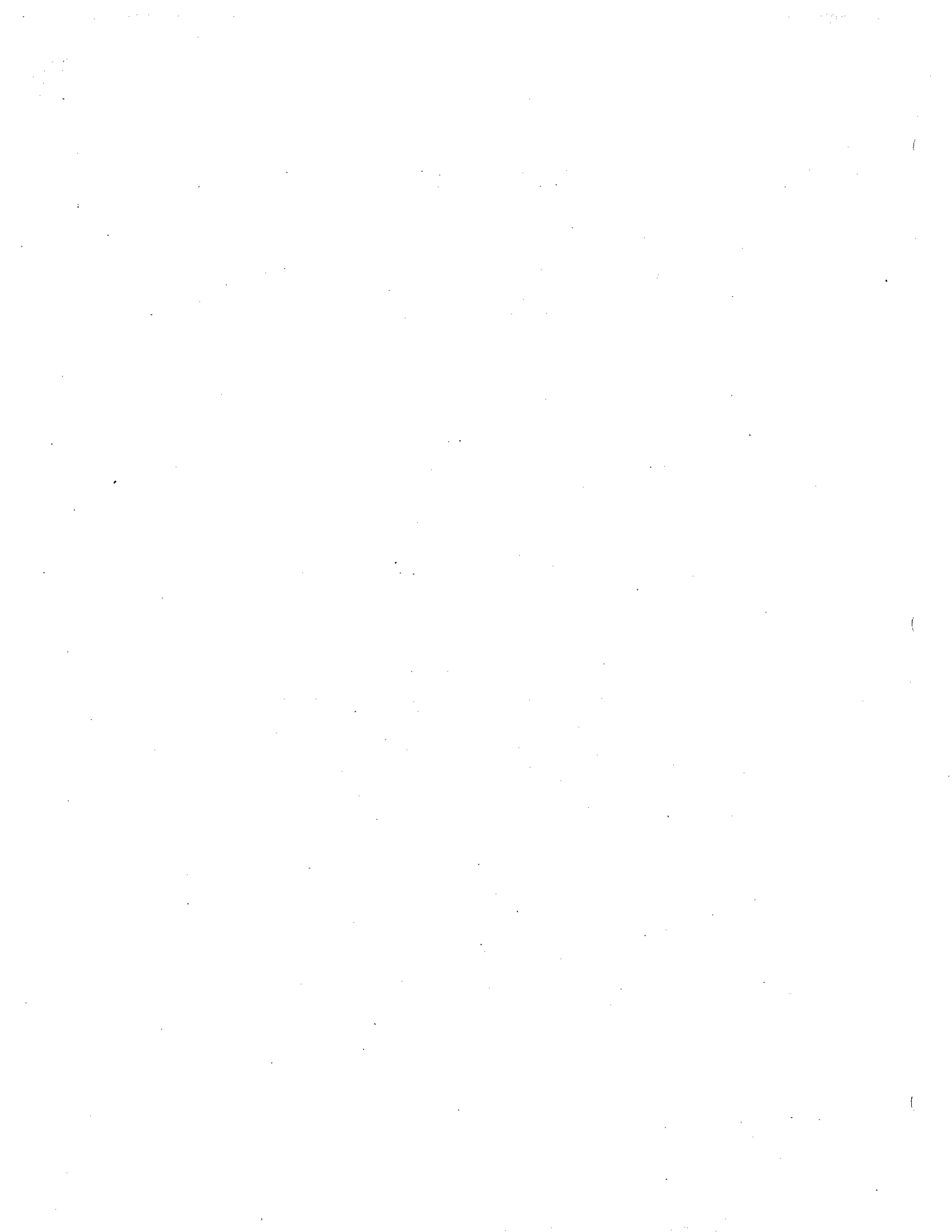
OC-01 All interests in real property in Orange County, the authority or the District as applicable, as well as investments, business positions and sources of income (including gifts, loans, and travel payments). This category applies to the Library Board of Trustees, the Library Director, the Library Services Manager, the Human Resources/Finance Analyst, and Legal Counsel.

OC-30 Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest category in the code subject to limitations. This category applies to current consultants for Placentia Library District including IT, legal, and financial consultants.

Attachment A is Resolution 10-08: A Resolution of the Placentia Library District of Orange County Adopting a Conflict of Interest Code Which Supersedes All Prior Conflict of Interest Codes and Amendments Previously Adopted.

**RECOMMENDATION**

- 1) Motion to read Resolution 10-08 by title only: A Resolution of the Placentia Library District of Orange County Adopting a Conflict of Interest Code Which Supersedes All Prior Conflict of Interest Codes and Amendments Previously Adopted.
- 2) Motion to adopt Resolution 10-08 by a roll call vote.



Resolution Number 10-08

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

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

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

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

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

NOW THEREFORE, BE IT RESOLVED:

Section 1. The terms of Title 2, California Code of Regulations, Section 18730 (Attachment A) and any amendments to it duly adopted by the Fair Political Practices Commission are hereby

incorporated by reference and, together with Exhibits A and B in which members and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of Placentia Library District.

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

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

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California            )  
  )ss.  
County of Orange            )

I, Richard DeVecchio, Secretary of the Board of Trustees of the Placentia Library District, of Orange County, California, hereby certify that the above and foregoing Resolution was duly and regularly adopted by the said Board of Trustees at a regular meeting thereof, held on the 19th day of April, 2010, and passed by a majority vote of said Board.

IN WITNESS WHEREOF, I have hereunto set my hand this 19th day of April, 2010.

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Richard DeVecchio, Secretary  
Board of Trustees of the Placentia Library District  
**ATTACHMENT A**

**CONFLICT OF INTEREST CODE FOR THE  
PLACENTIA LIBRARY DISTRICT  
OF ORANGE COUNTY**

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

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

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

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

**EXHIBIT A**

**PLACENTIA LIBRARY DISTRICT  
OF ORANGE COUNTY**

**LIST OF DESIGNATED POSITIONS  
CONFLICT OF INTEREST CODE**

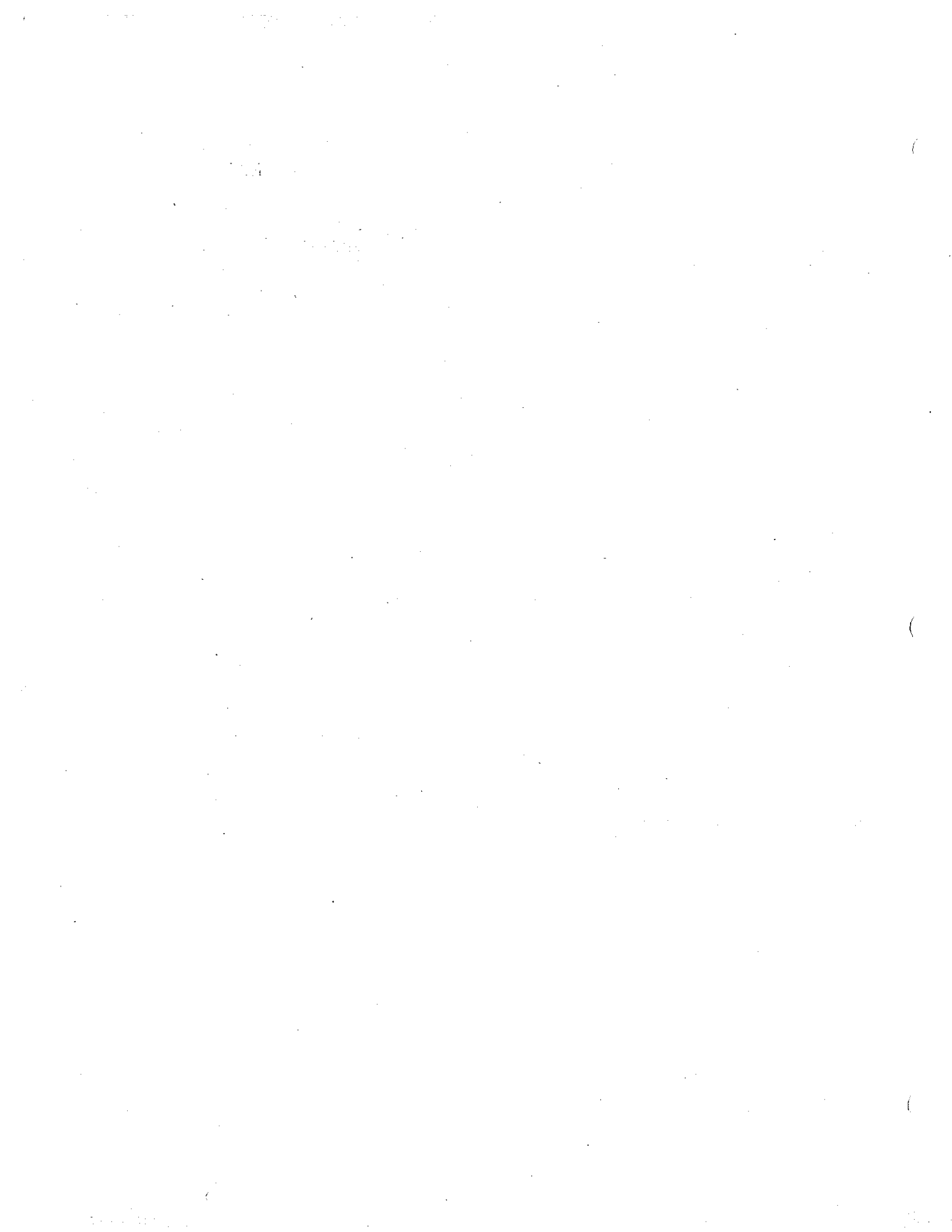
<b>Designated Positions</b>	<b>Disclosure Categories</b>
Library Trustee	OC-01
Library Director	OC-01
Library Services Manager	OC-01
Human Resources/Finance Analyst	OC-01
Legal Counsel	OC-01
Consultant	OC-30



**EXHIBIT B**

**PLACENTIA LIBRARY DISTRICT  
OF ORANGE COUNTY**

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



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Review of Proposed Fiscal Year 2010-2011 Budget  
**DATE:** April 19, 2010

### BACKGROUND

At the April 15, 2010 Budget Work Session, the Library Director presented a proposed budget for Fiscal Year (FY) 2010-2011 for the Placentia Library District. The proposed budget of \$1,789,008 is based on an expected decrease in property tax revenue. It reflects a \$139,511 reduction based on the projected expenses for FY 2010-2011. The Orange County Assessor's office predicts a 2.37% decrease and the League of Cities estimates a 3.6% drop in property tax revenue.

The reduction consists of a 6% or \$38,712 reduction in expenses and an 8% or \$100,799 reduction in salaries and wages.

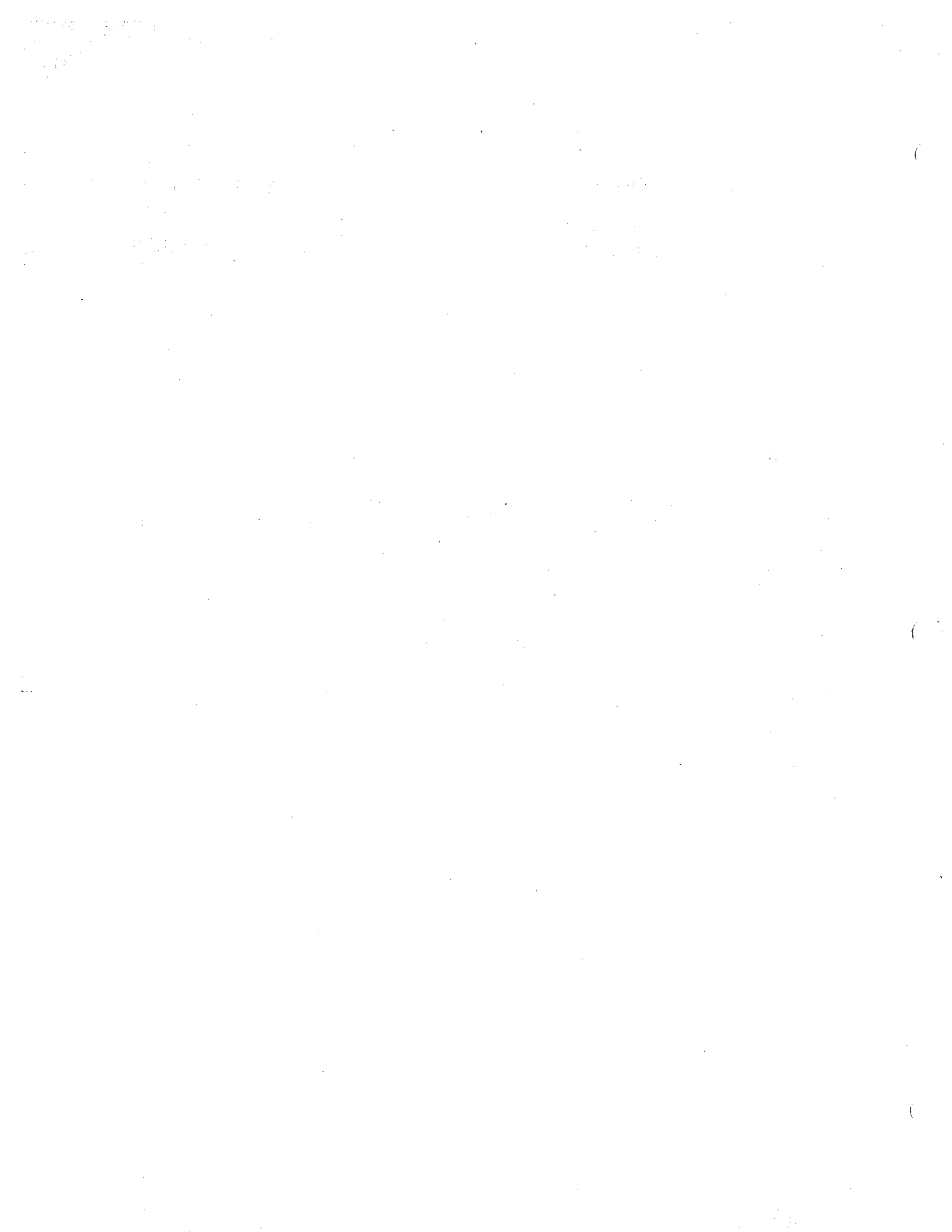
Attachment A is the Proposed Revenue Budget for FY 2010-2011.

Attachment B is the Proposed Expenditures Budget for FY 2010-2011.

Attachment C is the powerpoint presentation of the Proposed Budget for FY 2010-2011.

### RECOMMENDATION

Action to be determined by the Library Board of Trustees.



# Placentia Library District

Proposed Revenue Budget for Fund 707 for Fiscal Year 2010/11

Agenda Item 34

Attachment A

Page 1 of 1

Object Code	Category	FY2007-2008 Actual	FY2008-2009 Budget	FY2009-2010 Adopted	FY2009-2010 Estimated	FY 2010-2011 Proposed
6210-00	Current Secured	1,660,403	1,706,335	1,569,828	1,603,776	1,533,691
6210-01	Public Utility	0	34,000	23,280	21,000	20,082
6210-04	Teeter Plan - Current Delinquent	0	0	0	0	0
	SUB-TOTAL CURRENT SECURED	1,660,403	1,740,335	1,593,108	1,624,776	1,553,773
6230-00	Prior Secured	0	17,500	0	0	0
	TOTAL SECURED	1,660,403	1,757,835	1,593,108	1,624,776	1,553,773
6220-00	Current Unsecured	72,410	67,000	73,640	70,714	67,624
6240-00	Prior Unsecured	2,785	750	940	0	0
	TOTAL UNSECURED	75,195	67,750	74,580	70,714	67,624
6690	HOMEOWNER	16,214	16,000	14,320	15,235	14,569
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	1,751,812	1,841,585	1,682,008	1,710,725	1,635,966
6250	SPECIAL DISTRICT AUGMENTATION	8,701	6,000	7,520	0	
67 5540	PENALTIES/DELINQUENCIES	0	0	0	0	
6280-00	SUPPLEMENTAL - CURRENT	62,856	53,000	36,760	20,370	19,480
6300	SUPPLEMENTAL - PRIOR	0	1,200	1,104		
6610-00	INTEREST	47,412	40,000	21,800	15,600	14,918
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	118,969	100,200	67,184	35,970	34,398
	TOTAL PROPERTY TAX REVENUE	1,870,781	1,941,785	1,749,192	1,746,695	1,670,364
6970	STATE LIBRARY & STATE	89,106	90,000	20,000	19,630	18,844
7130	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0	0	0	
7615	TRANSFER FROM OTHER LIBRARY FUNDS	0	0	0	0	
7670	LOCAL REVENUE	265,960	290,000	139,388		
	Fines & Fees				30,000	30,000
	Passports				70,000	60,800
	Meeting Room Fees				4,000	5,000
	DVD Rentals				5,500	4,000
	Total				109,500	99,800
7680	6 MO. EXPIRED (OUTLAW) CHECKS	0	0	0	0	

<b>TOTAL REVENUE</b>		<b>2,225,847</b>	<b>2,321,785</b>	<b>1,908,580</b>	<b>1,875,825</b>	<b>1,789,008</b>
FY09/10 Revenue Budget		4/15/2010 7:52 PM				



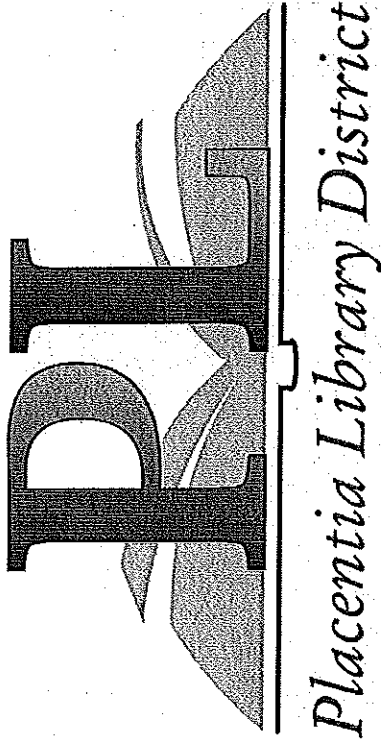
**PLACENTIA LIBRARY DISTRICT**

Proposed Expenditures Budget for Fund 707 for Fiscal Year 2010/2011

OBJECT CODE	DESCRIPTION	FY2007-2008 ACTUAL	FY2008-2009 ACTUAL	FY2009-2010 Adopted	FY2009-2010 YE Estimation	FY 2010-2011 PROJECTED	FY2010-2011 PROPOSED
0100	Salaries & Wages	1,235,614	913,830	1,029,376	1,004,560	1,080,094	1,019,049
0200	Retirement (Pension Contribution)	97,635	66,601	110,000	74,000	77,295	36,913
0301	Unemployment Insurance	0	5,013	5,000	7,000	6,000	19,759
0306	Health Insurance	110,653	92,468	100,900	121,000	106,622	99,895
0308-0319	Ancillary Benefits	29,494	21,625	35,000	41,000	31,608	25,204
0350	Workers Compensation - General	3,567	9,039	10,000	10,000	10,000	10,000
	<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>1,476,963</b>	<b>1,108,576</b>	<b>1,290,276</b>	<b>1,257,560</b>	<b>1,311,619</b>	<b>1,210,820</b>
0700	Communications	12,844	9,621	12,000	19,000	17,000	17,000
0900	Food	478	210	1,300	1,100	500	500
1000	Household Expense	15,958	12,484	9,000	6,500	8,000	8,000
1100	Insurance	14,924	14,053	13,000	13,500	14,700	14,700
1300	Maintenance of Equipment	8,207	28,870	30,000	23,000	25,000	20,000
1400	Maintenance of Building & Grounds	60,801	40,253	17,197	65,000	65,000	64,000
1600	Memberships	5,798	4,647	1,500	4,700	4,700	6,500
1700	Miscellaneous Expense	0	12,581	0	0	0	0
1800	Office Supply Expense	92,089	43,770	40,000	28,000	30,000	32,300
1803	Postage Expense	5,203	2,289	5,000	5,000	5,000	4,000
1900	Specialized Services - General Fund	208,275	126,753	134,000	135,000	133,000	151,624
1912	Investment Administrative fees for Orange County	1,094	831	2,000	1,500	1,500	2,000
1910	Legal Notices	489	165	1,000	0	1,000	1,000
2100	Rents/Leases-Equipment	1,588	1,086	1,500	1,000	1,000	1,000
2200	Semi-Annual Bond Payment, Energy Loan & Civic Center	118,732	66,410	73,500	70,000	35,000	35,000
2400	Library Materials/Program	158,658	175,629	158,307	145,000	150,000	90,064
2600	Transportation/Travel - Local Mileage	4,564	1,325	2,000	2,500	2,000	2,000
2700	Transportation/Travel - Meetings, Conferences, Training	4,564	9,511	5,000	5,500	6,500	6,500
2800	Utilities	39,969	50,635	80,000	74,000	85,000	85,000
	<b>TOTAL SUPPLIES &amp; SERVICES</b>	<b>754,234</b>	<b>601,122</b>	<b>586,304</b>	<b>600,300</b>	<b>584,900</b>	<b>541,188</b>
3700	Taxes, Assessments (Sales Tax & Sewer Assessment)	6,624	5,097	7,000	7,000	7,000	7,000
4000	Equipment (Fixed Asset)	25,810	0	25,000	0	5,000	10,000
4200	Structures/Improvements (Fixed Asset)	0	20,706	0	0	0	0
5200	Contingencies/Reserves	0	0	0	10,000	20,000	20,000
	<b>TOTAL EXPENSES</b>	<b>\$2,237,821</b>	<b>\$1,714,795</b>	<b>\$1,883,580</b>	<b>\$1,874,860</b>	<b>\$1,928,519</b>	<b>\$1,789,008</b>
<b>Estimated Revenue</b>					<b>\$1,875,825</b>	<b>\$1,789,008</b>	
<b>Revenue - Expense</b>					<b>\$965</b>	<b>\$0</b>	







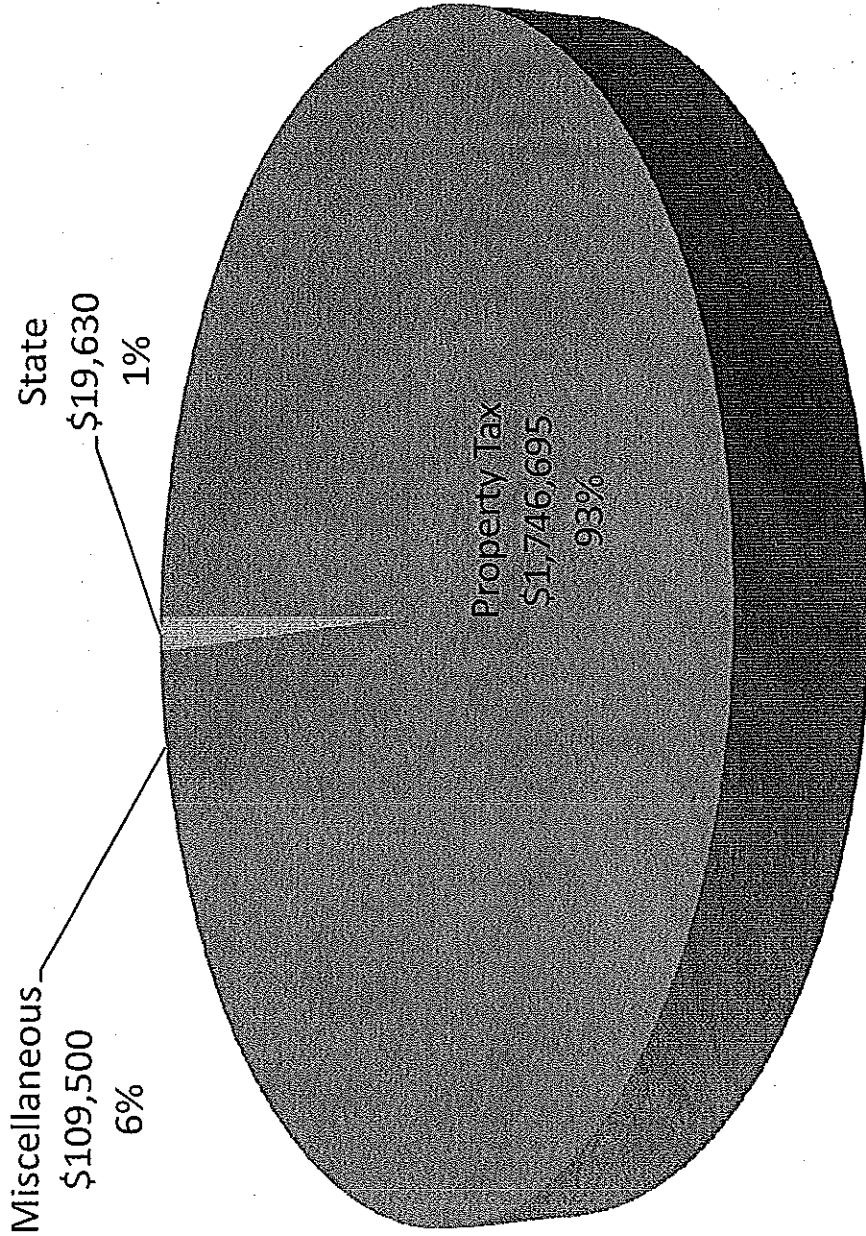
# Review of Proposed Budget

Fiscal Year 2010-2011

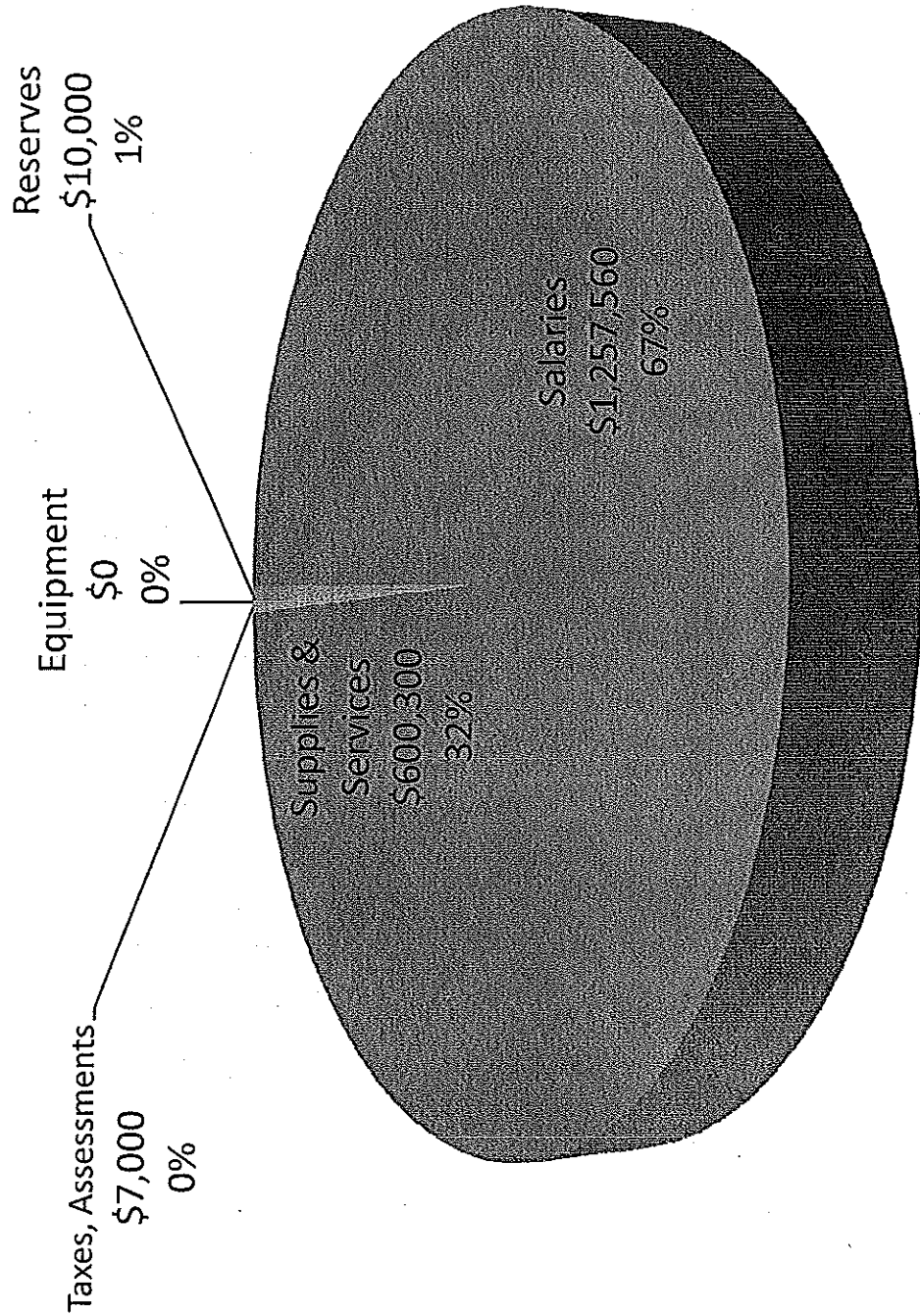
Library Board of Trustees Regular Meeting

April 19, 2010

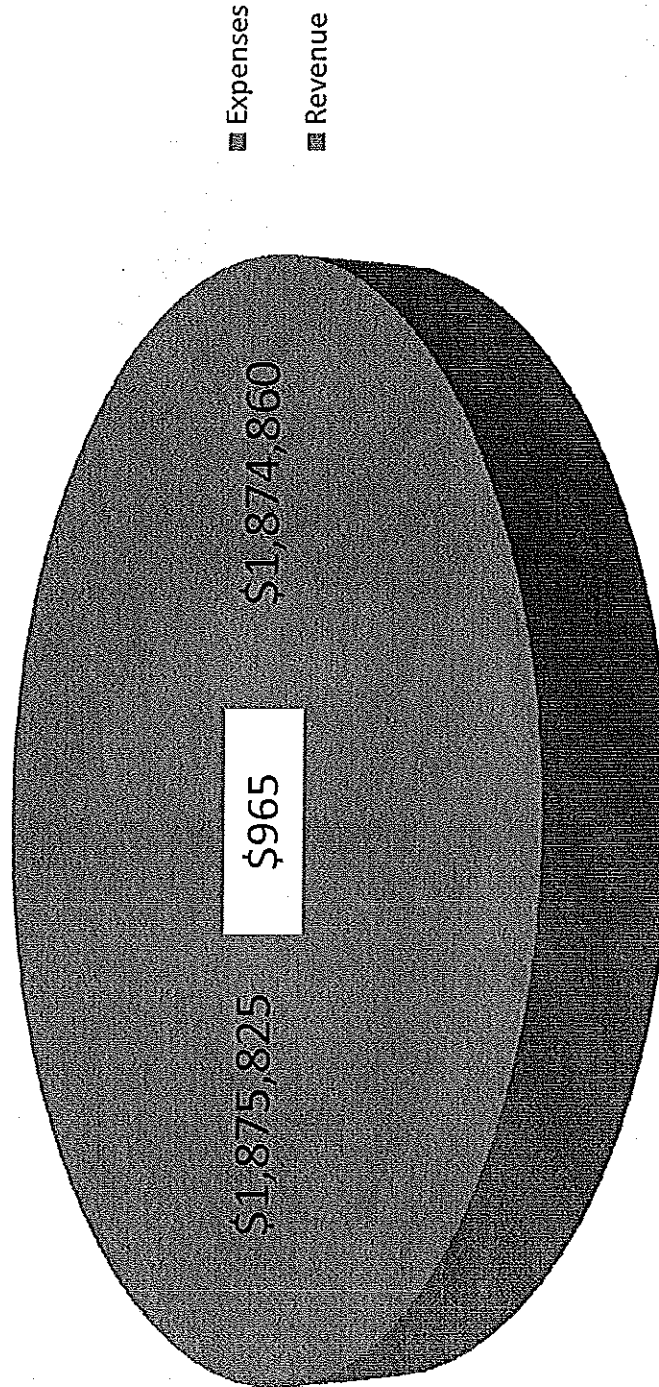
**Fiscal Year 2009-2010 Estimated Budget  
Revenue – \$1,875,825**



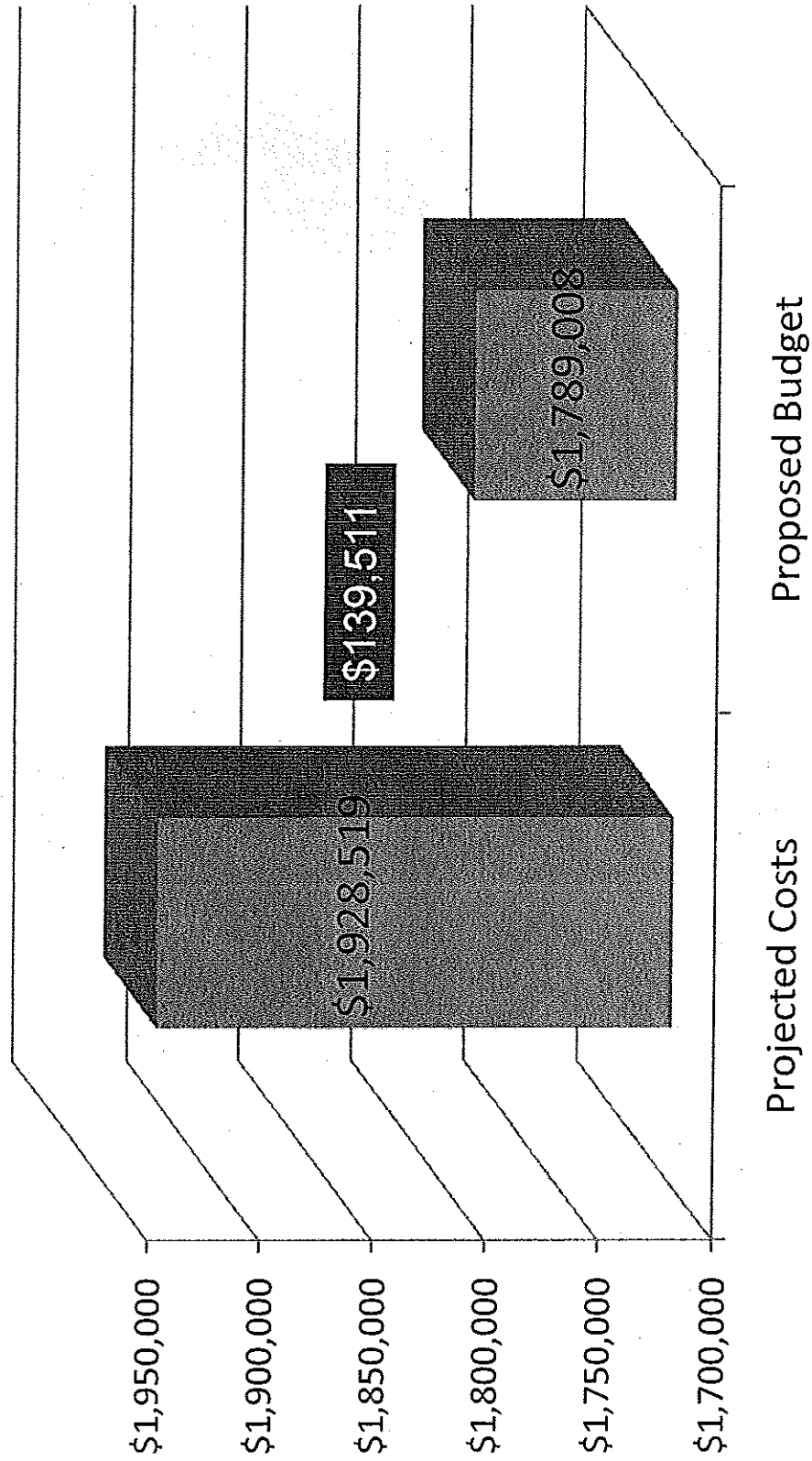
# Fiscal Year 2009-2010 Estimated Budget Expenses – \$1,874,860



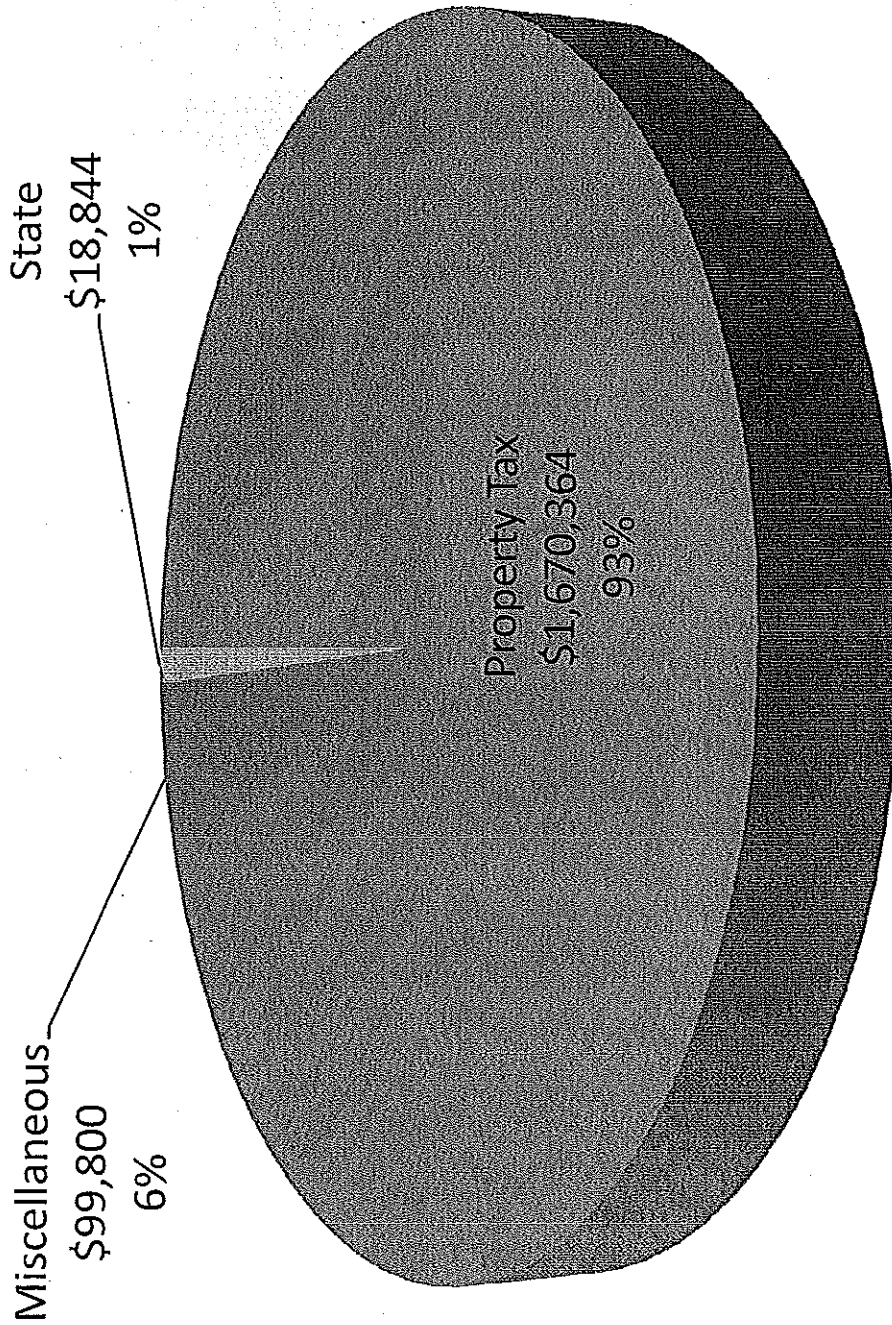
# Fiscal Year 2009-2010 Projected Budget Revenue/Expenses



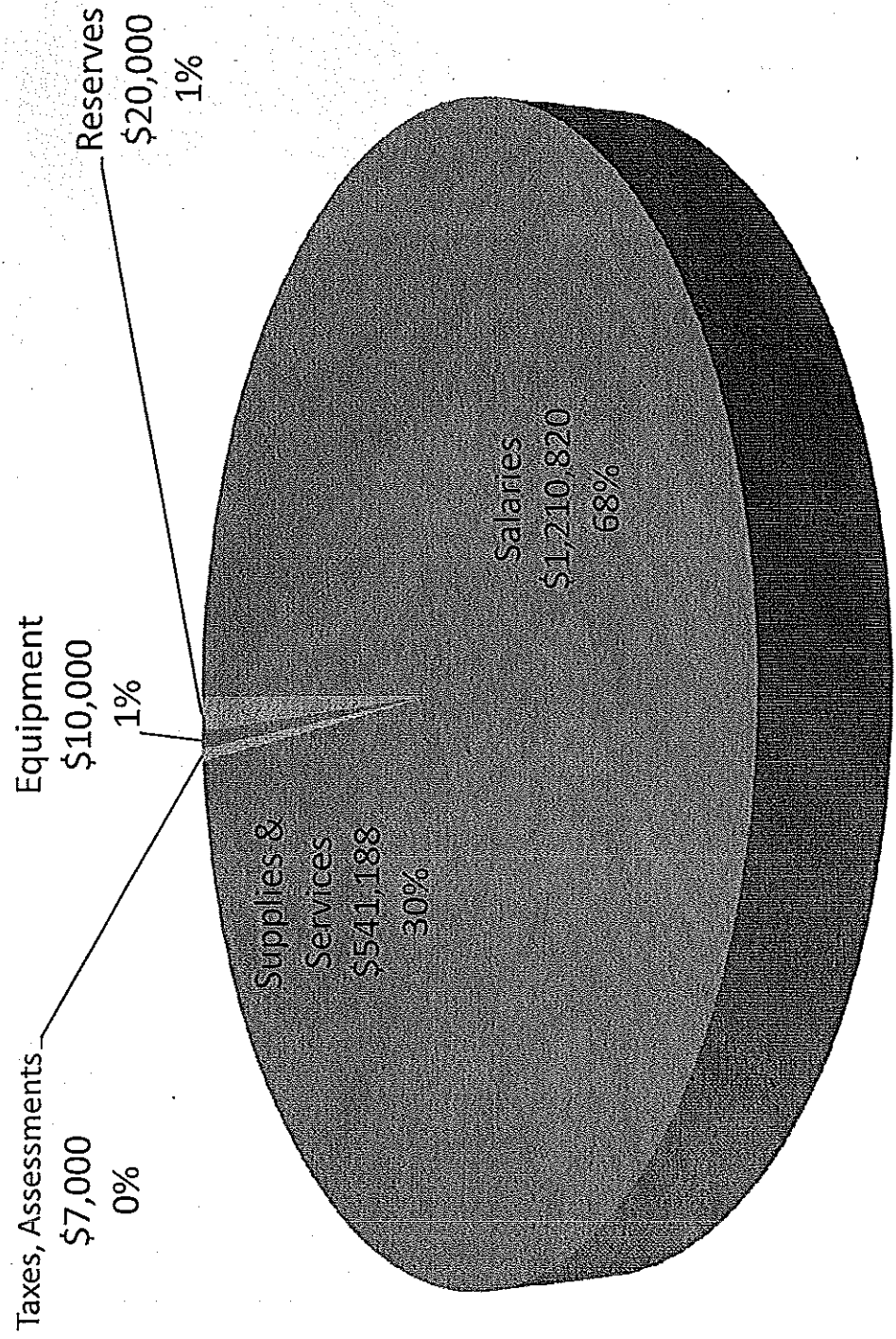
# Fiscal Year 2010-2011 Budget



# Fiscal Year 2010-2011 Proposed Budget Projected Revenue – \$1,789,008



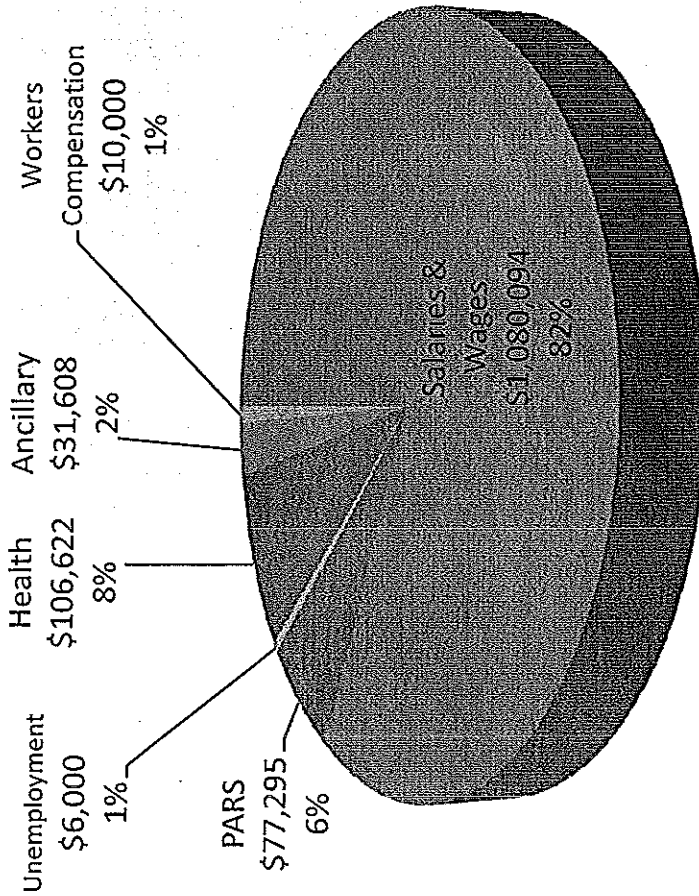
# Fiscal Year 2010 - 2011 Proposed Budget Expenses – \$1,789,008



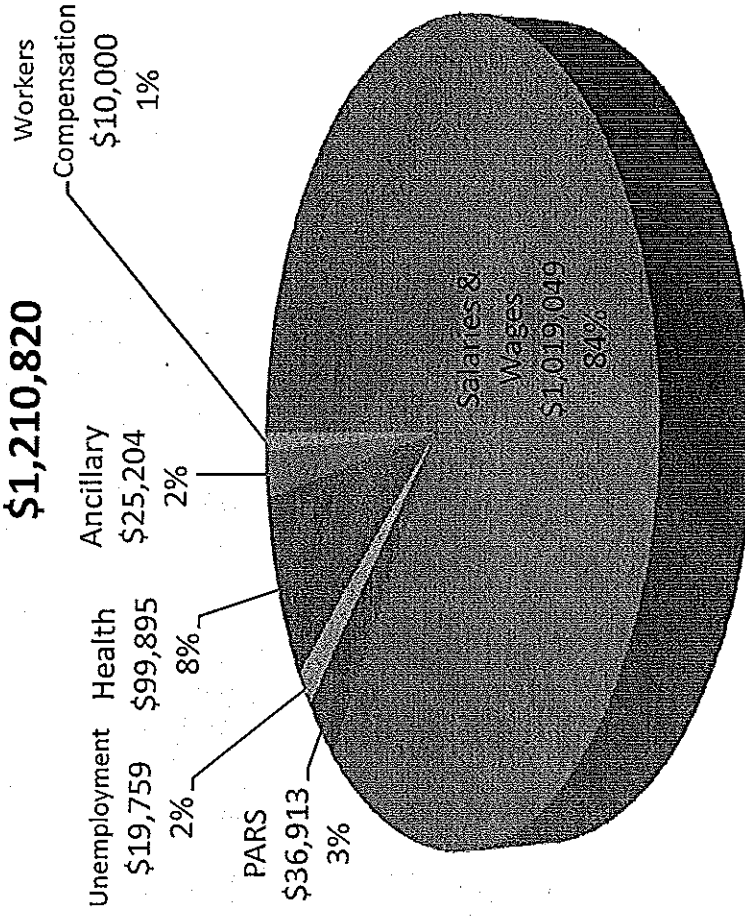
# Fiscal Year 2010-2011 Budget

## Salaries & Wages

**Projected Costs**  
**\$1,311,619**



**Proposed Budget**  
**\$1,210,820**





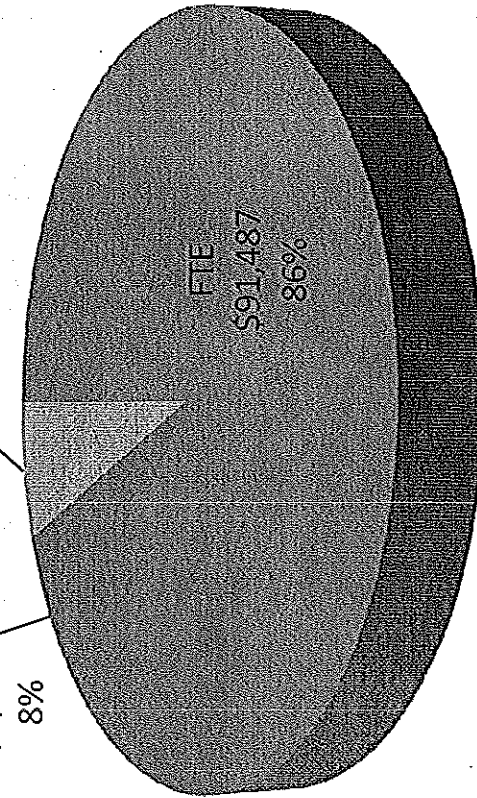
# Fiscal Year 2010-2011

## Health Benefit Costs

**Projected Costs**  
**\$106,622**

PTE 30  
 Hour \$8,408  
 8%

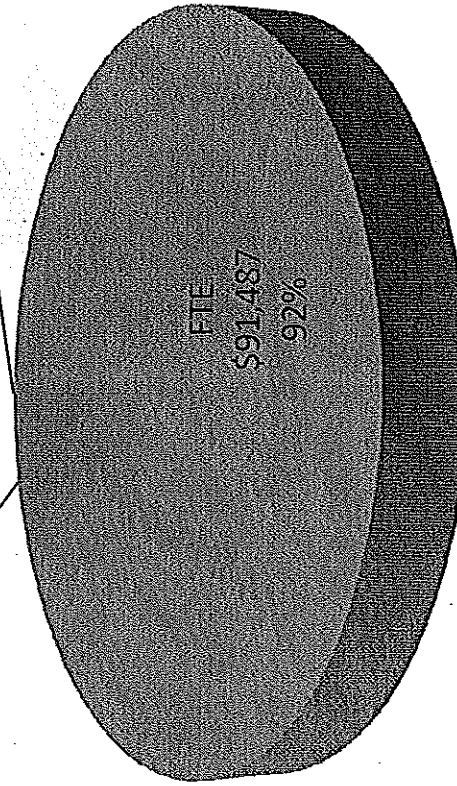
PTE 20  
 Hour \$6,727  
 6%



**Proposed Budget**  
**\$99,895**

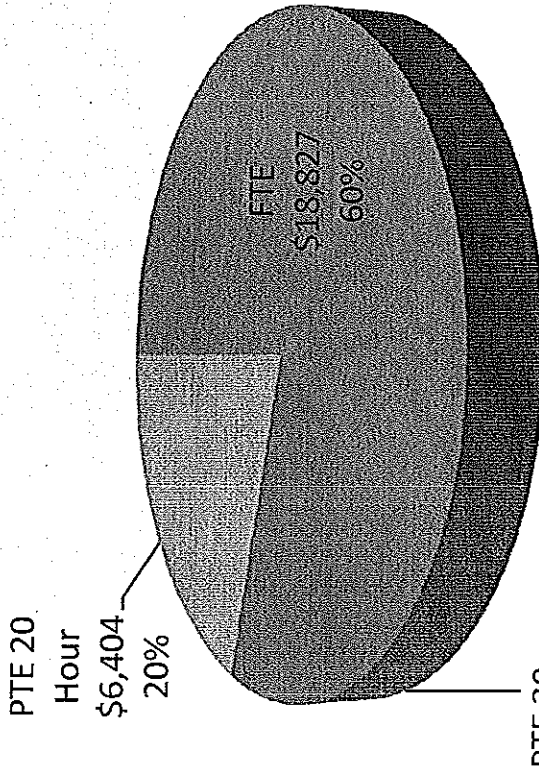
PTE 30  
 Hour \$8,408  
 8%

PTE 20  
 Hour \$0  
 0%

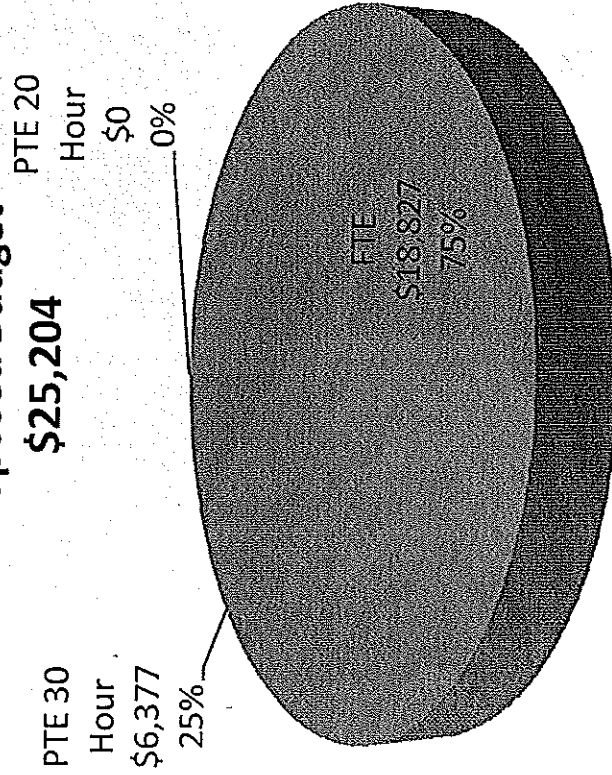


# Fiscal Year 2010-2011 Ancillary Benefit Costs

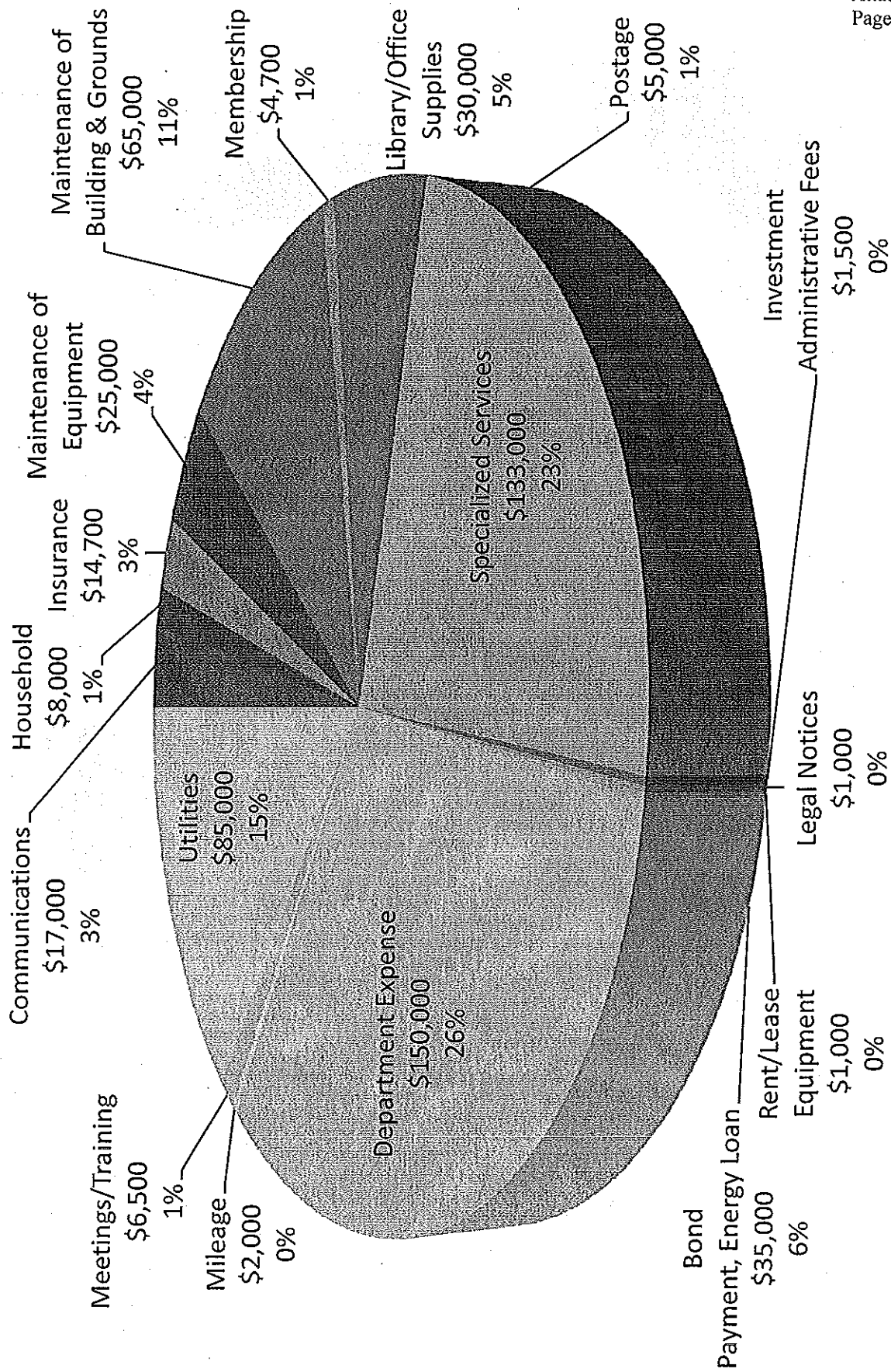
**Projected Costs**  
**\$31,608**



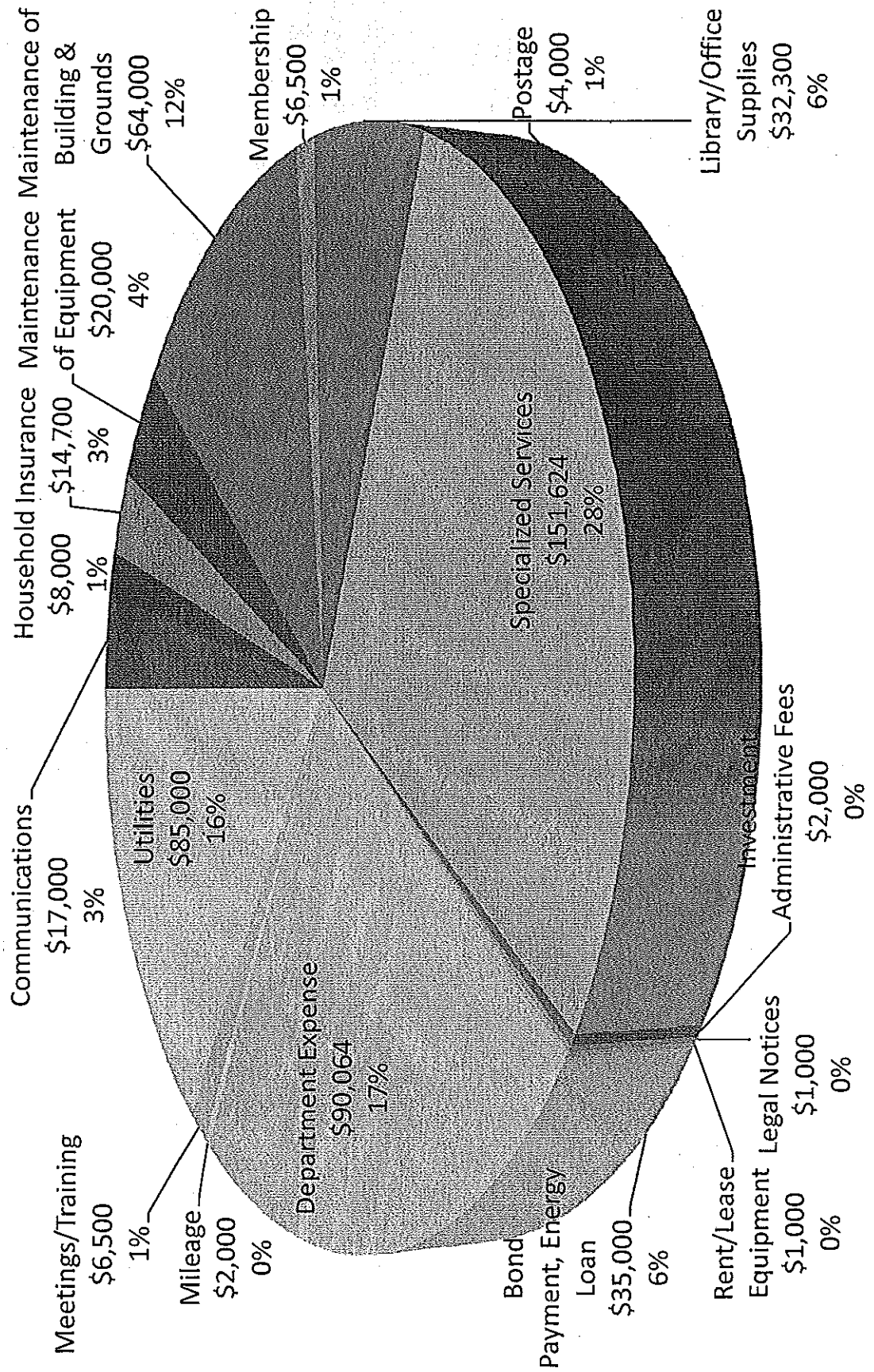
**Proposed Budget**  
**\$25,204**



# Fiscal Year 2010-2011 Projected Budget Supplies & Services – \$584,900

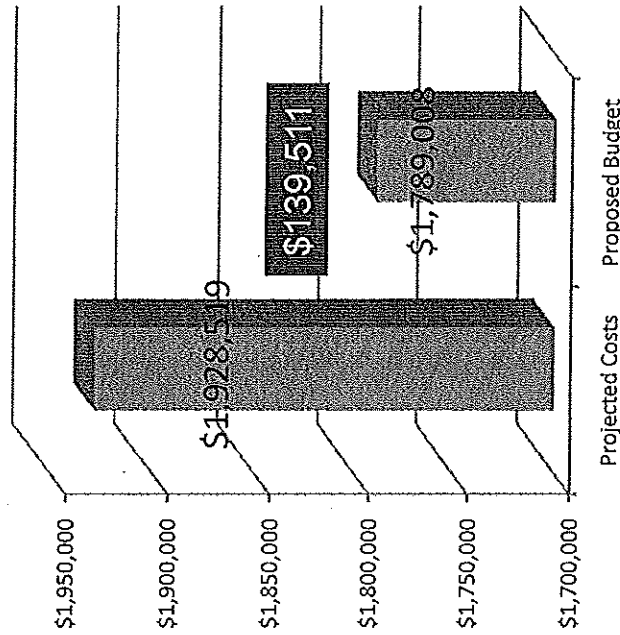


# Fiscal Year 2010-2011 Proposed Budget Supplies & Services – \$541,188



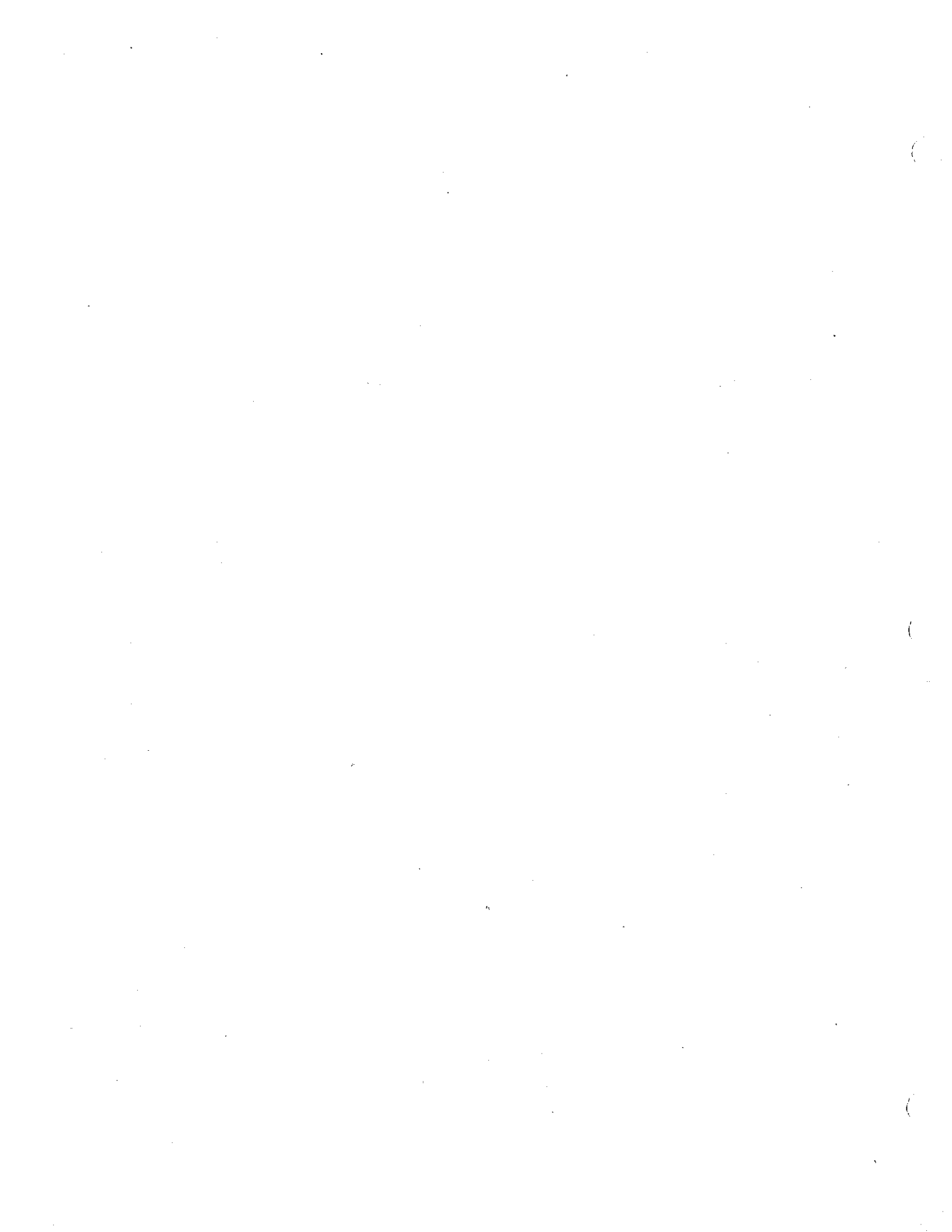
# Summary of Fiscal Year 2010-2011 Proposed Budget

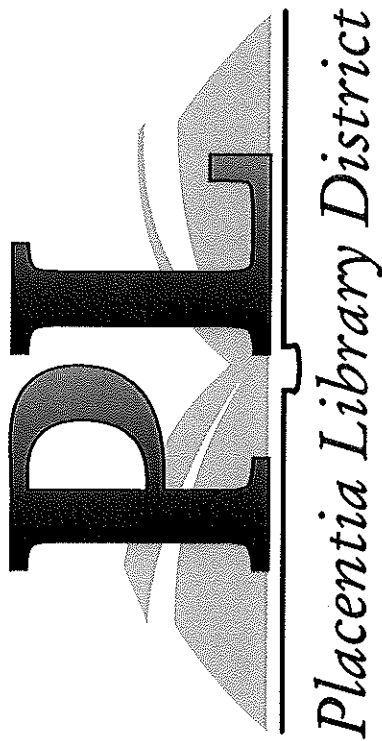
- No reduced library hours – Open 60 hours/week.
- Increase in computer and internet access.
- 6% decrease in expenses – \$38,712
  - Decrease in materials/programs – \$59,936
  - Decrease in maintenance of equipment – \$5,000
  - Decrease in maintenance of building & grounds – \$1,000
  - Decrease in postage – \$1,000
  - Increase in membership (CSDA & SCLC) – (\$1,800)
  - Increase in office supply expense – (\$2,300)
  - Increase in equipment (fixed asset) – (\$5,000)
  - Increase in investment administrative fees – (\$500)
  - Increase in specialized services – (\$18,624)



- 8% decrease in salaries & wages – \$100,799
  - Apply 4% employee contribution to PARS – \$40,382
  - Eliminate health & ancillary benefits for employees working less than 30 hours – \$13,131
  - Eliminate 2 part-time positions + \$10,000 substitute hours + merit increase – \$61,045
  - Increase in unemployment benefit due to workforce reduction – (\$13,759)
- No COLA.

- Policy changes – PLD #2110, 6035, 6050





# Review of Proposed Budget

Fiscal Year 2010-2011

Library Board of Trustees Regular Meeting

April 19, 2010

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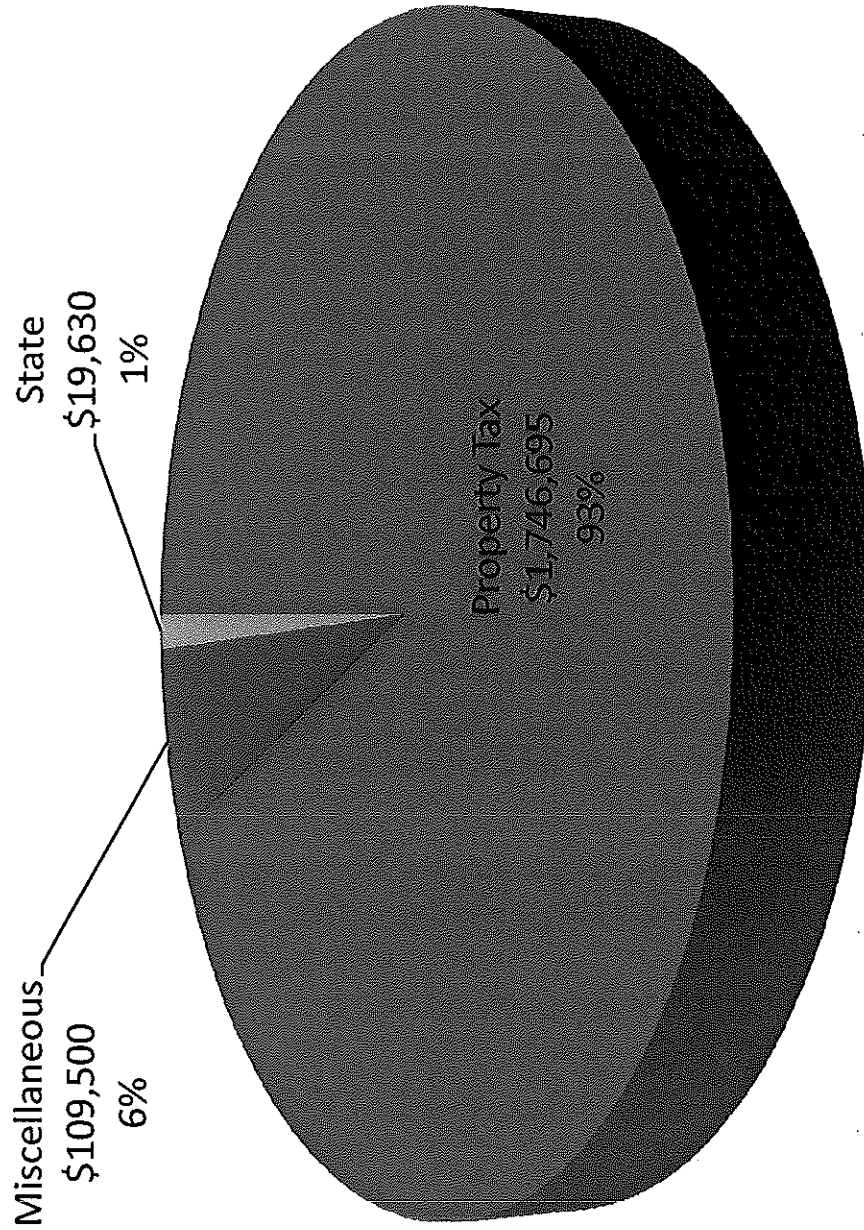
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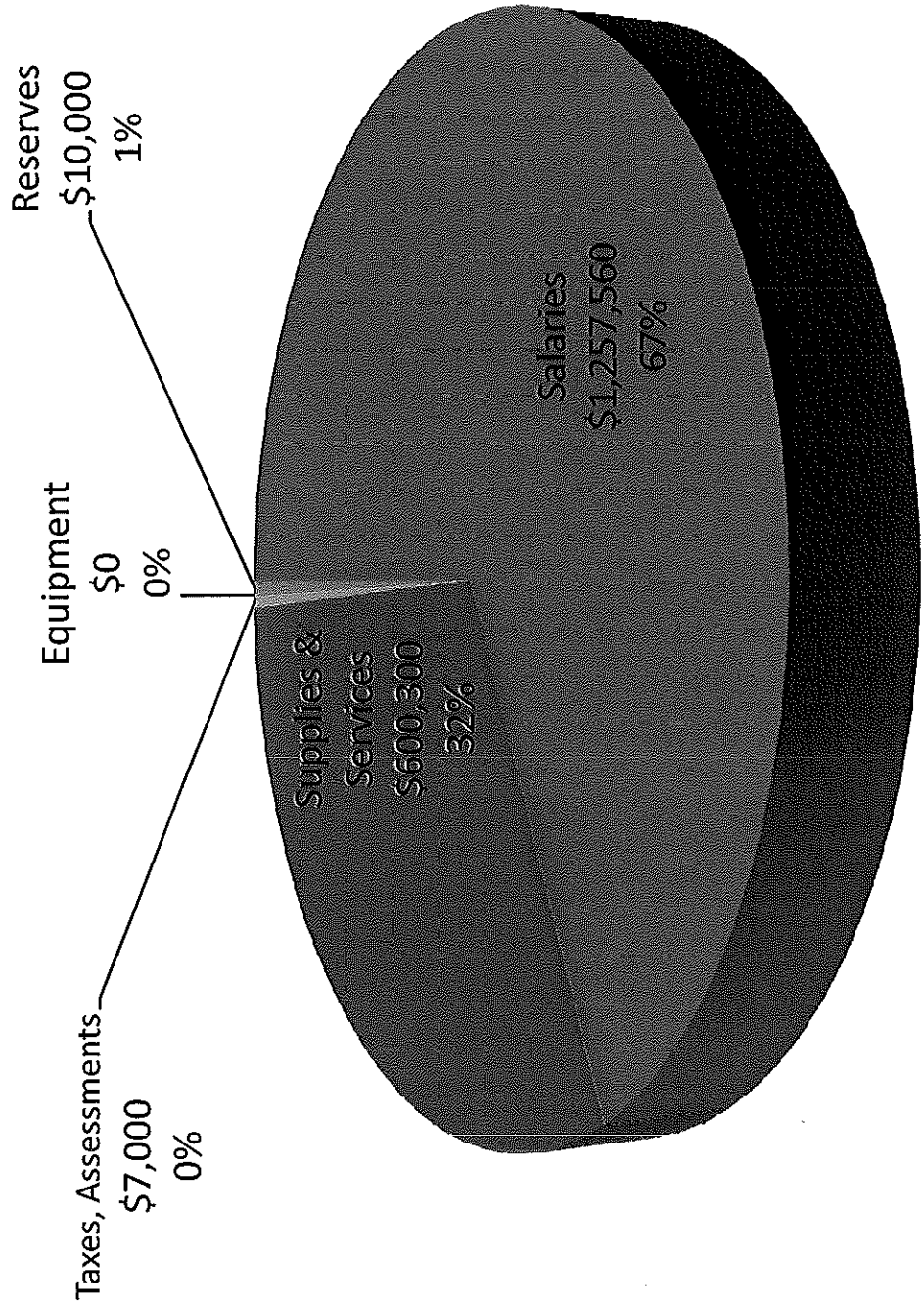


**Fiscal Year 2009-2010 Estimated Budget  
Revenue – \$1,875,825**



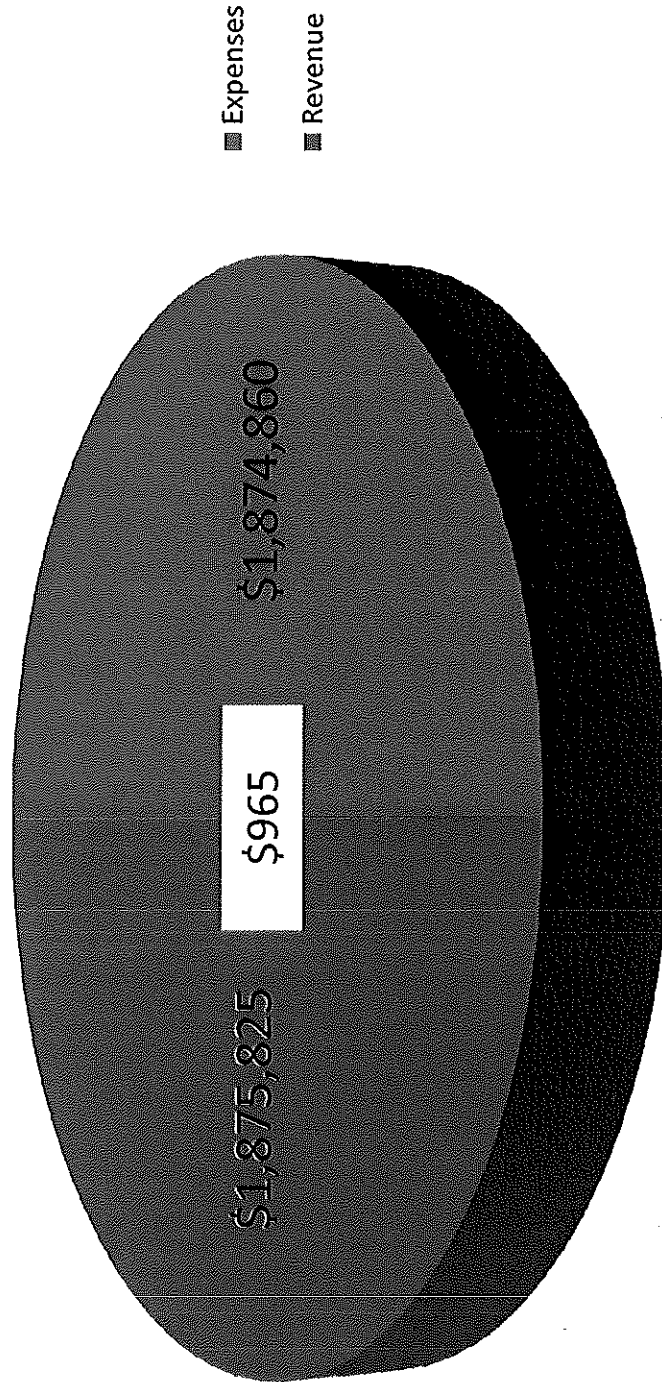


# Fiscal Year 2009-2010 Estimated Budget Expenses – \$1,874,860



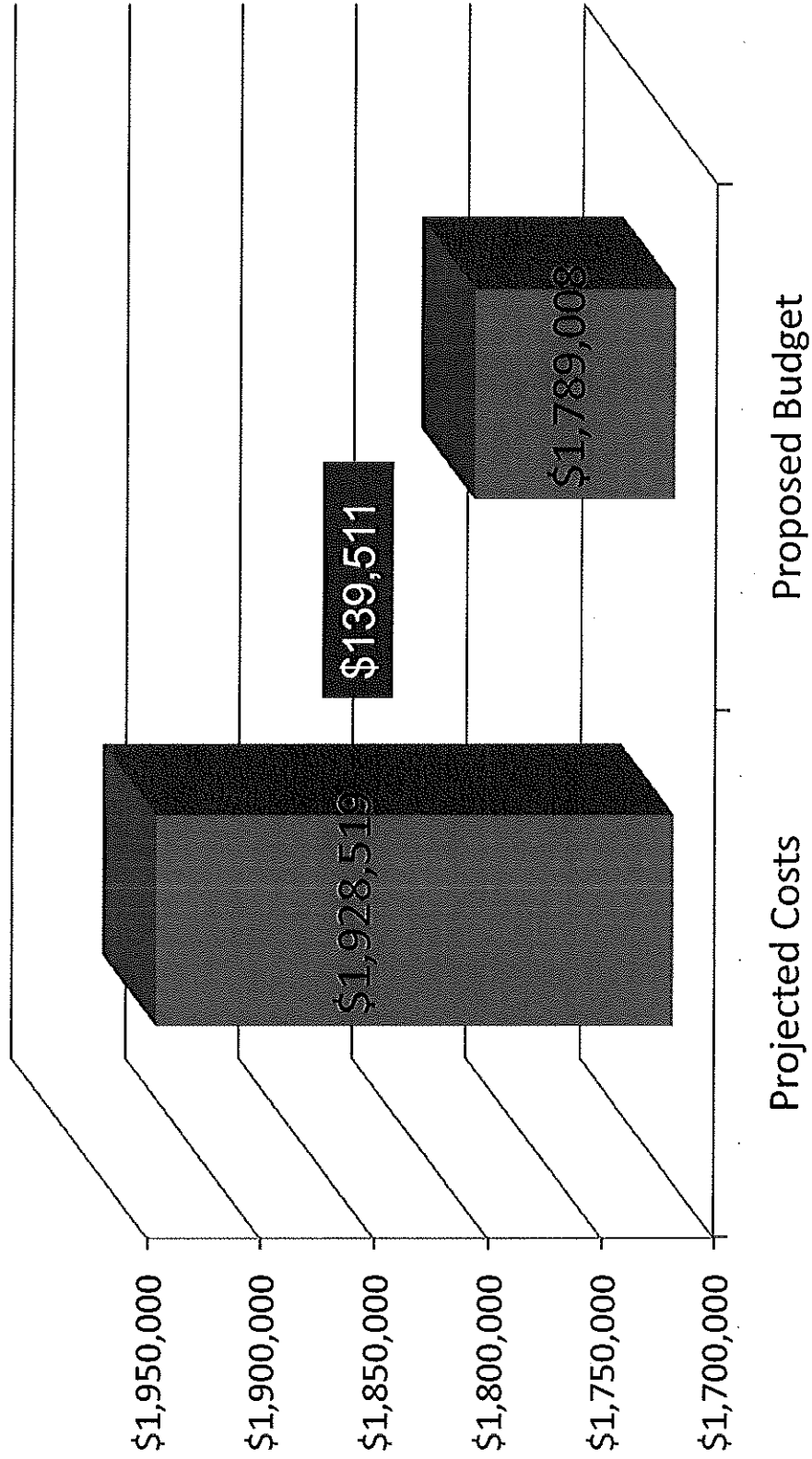


# Fiscal Year 2009-2010 Projected Budget Revenue/Expenses





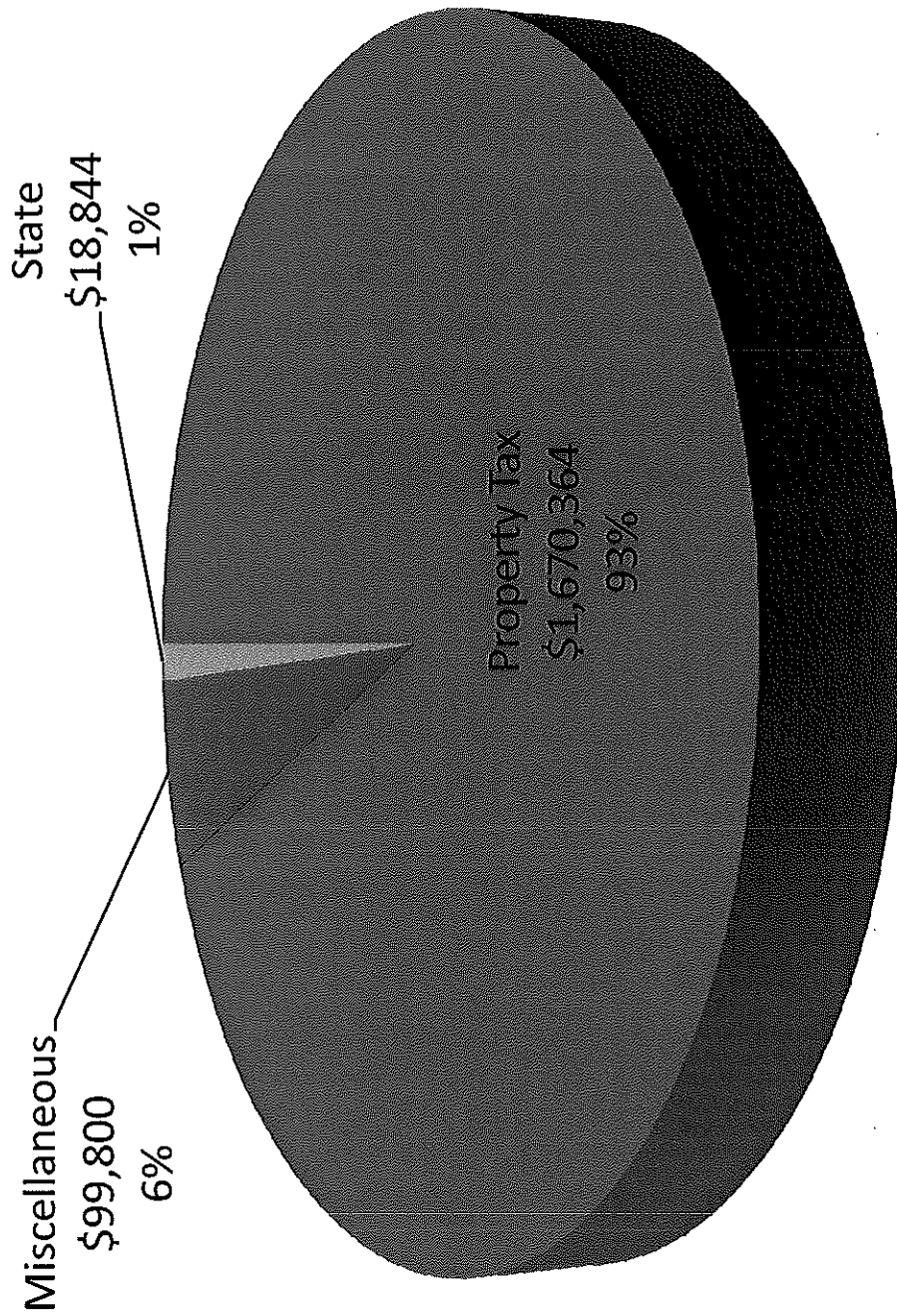
# Fiscal Year 2010-2011 Budget





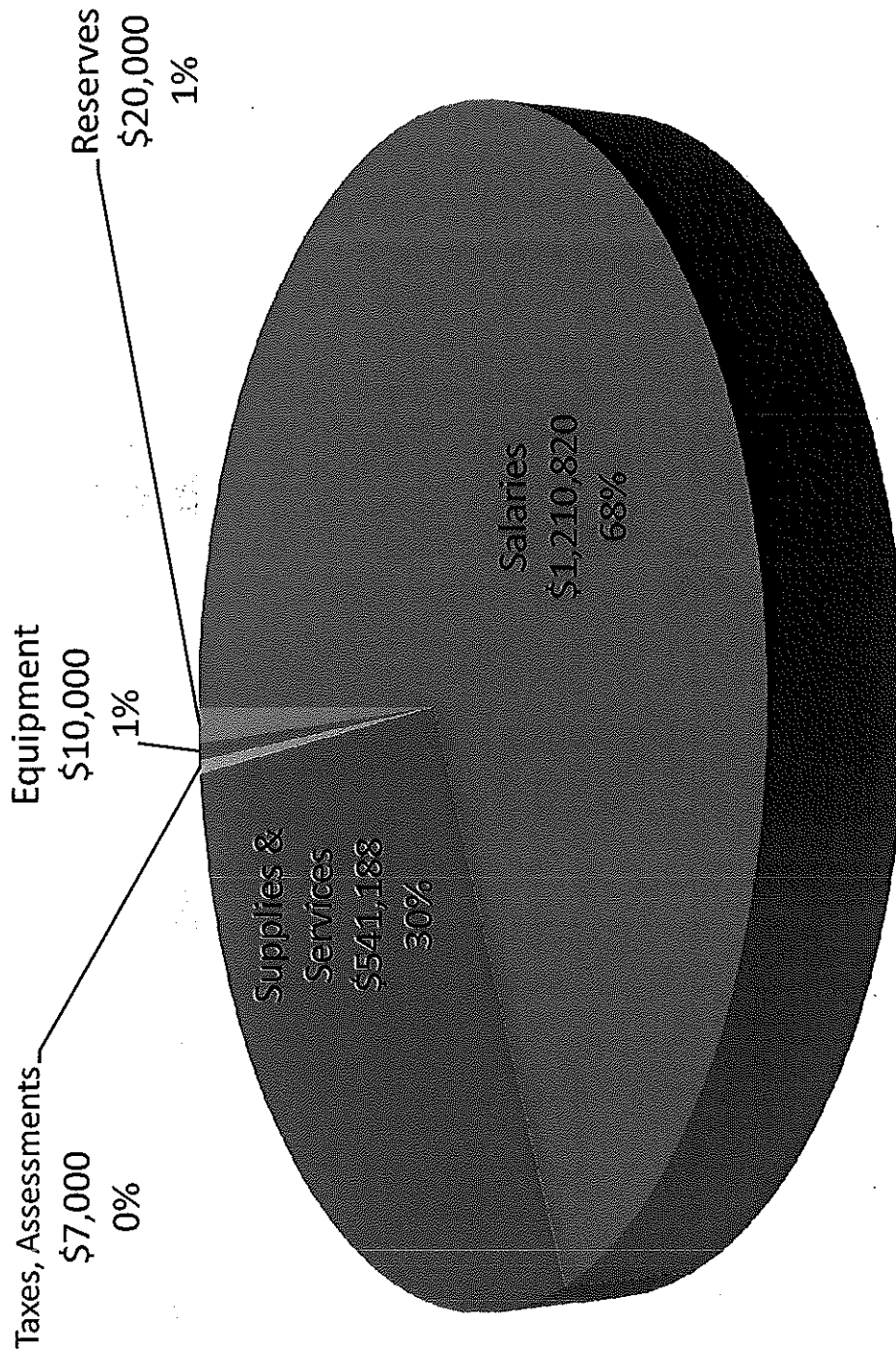


# Fiscal Year 2010-2011 Proposed Budget Projected Revenue – \$1,789,008





# Fiscal Year 2010 - 2011 Proposed Budget Expenses – \$1,789,008

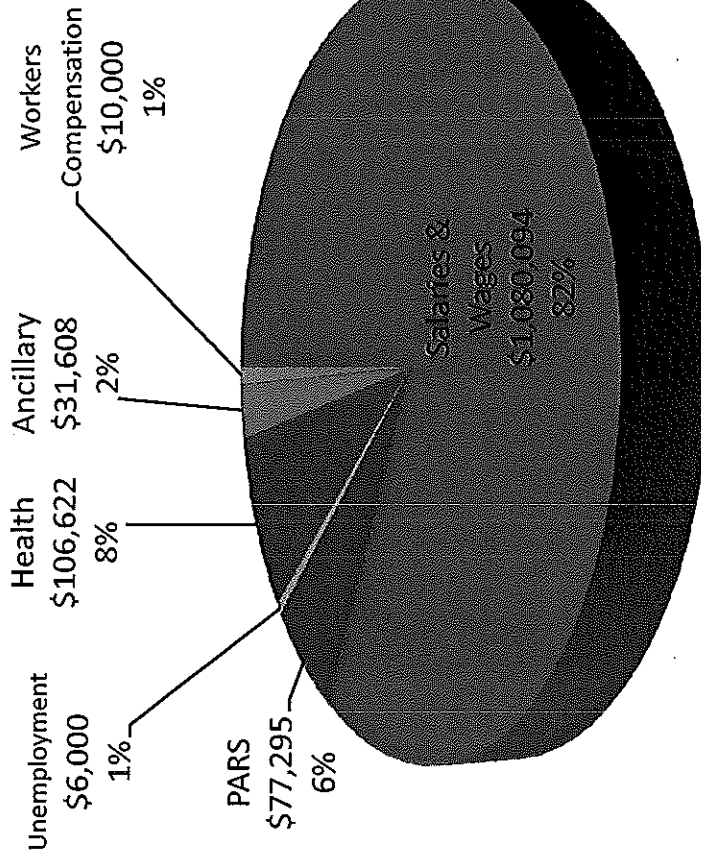




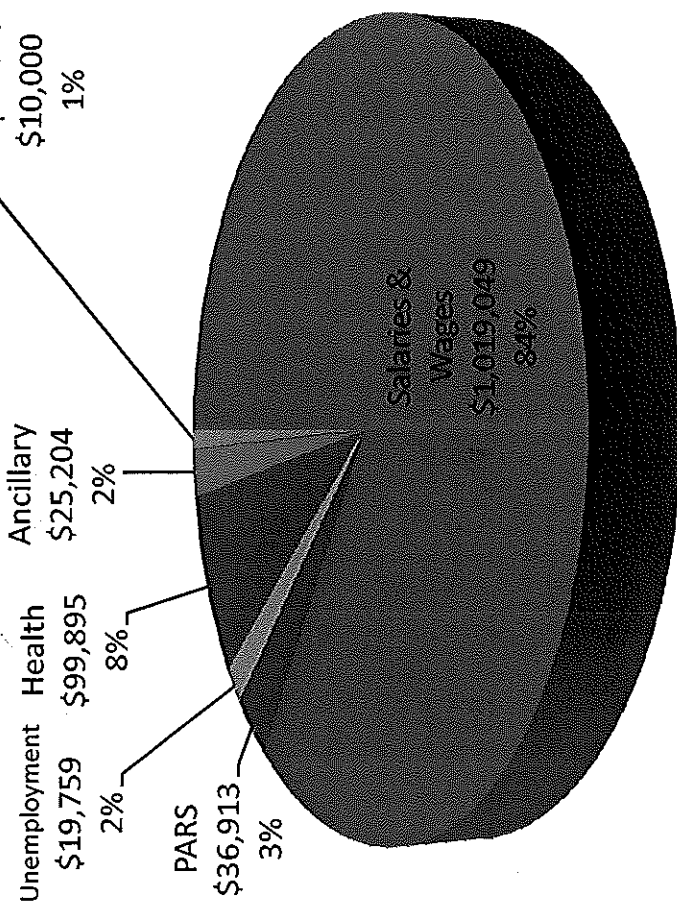
# Fiscal Year 2010-2011 Budget

## Salaries & Wages

**Projected Costs**  
**\$1,311,619**



**Proposed Budget**  
**\$1,210,820**





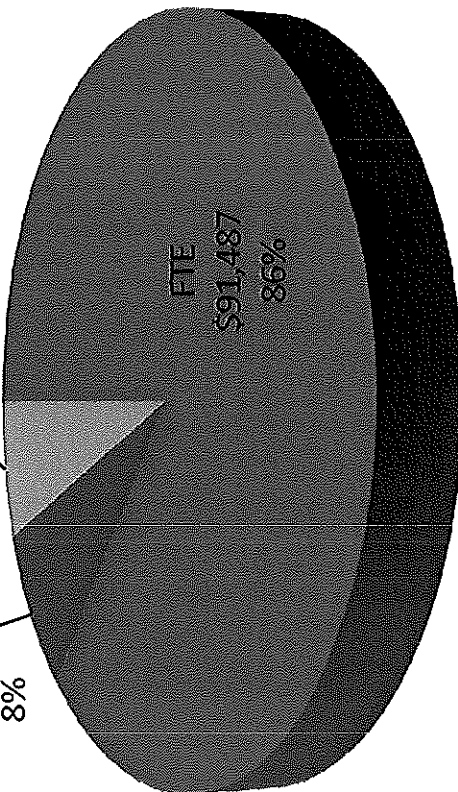
# Fiscal Year 2010-2011

## Health Benefit Costs

**Projected Costs**  
**\$106,622**

PTE 30  
 Hour \$8,408  
 8%

PTE 20  
 Hour \$6,727  
 6%

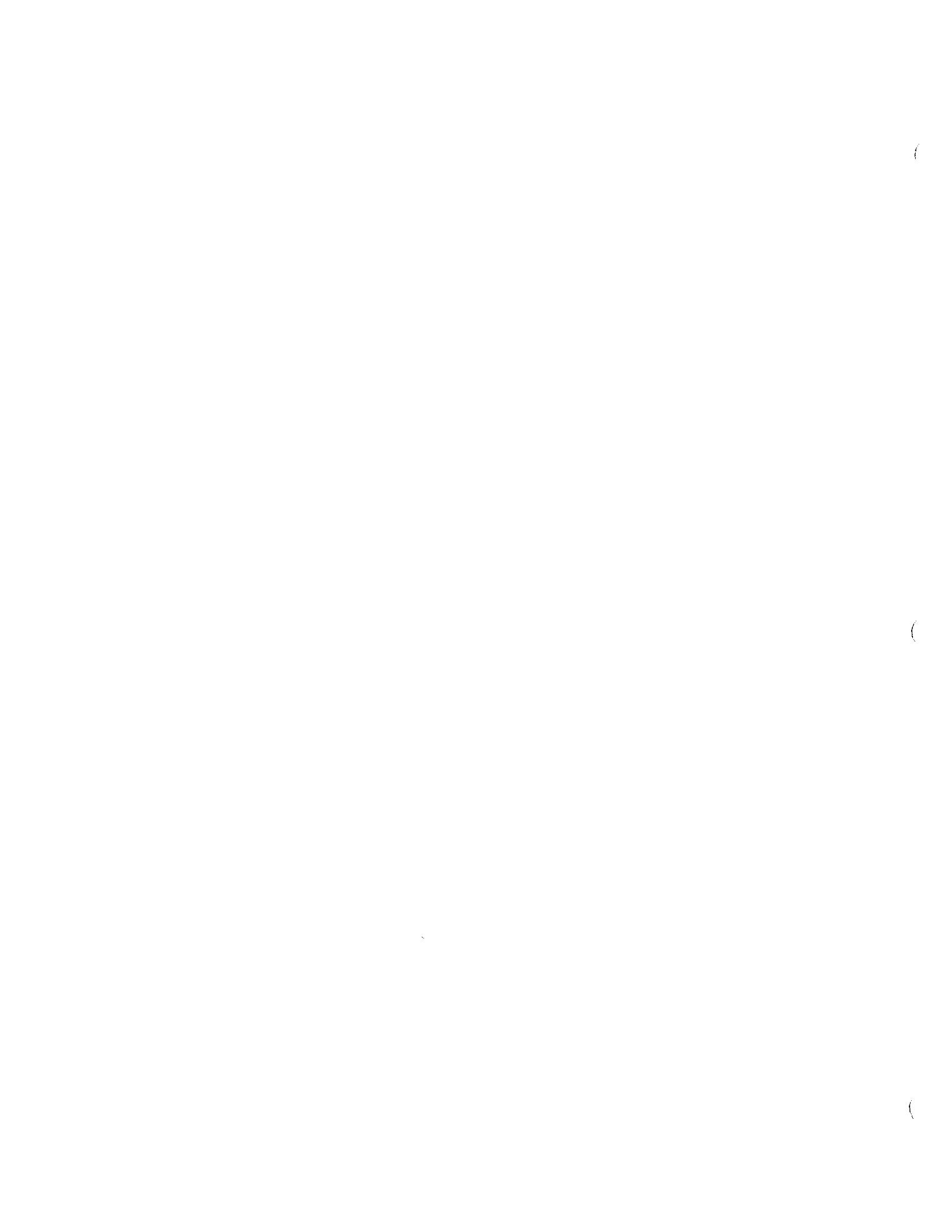


**Proposed Budget**  
**\$99,895**

PTE 30  
 Hour \$8,408  
 8%

PTE 20  
 Hour \$0  
 0%







# Fiscal Year 2010-2011 Ancillary Benefit Costs

## Projected Costs

**\$31,608**

PTE 20  
Hour  
\$6,404  
20%

FTE  
\$18,827  
60%

PTE 30  
Hour  
\$6,377  
20%

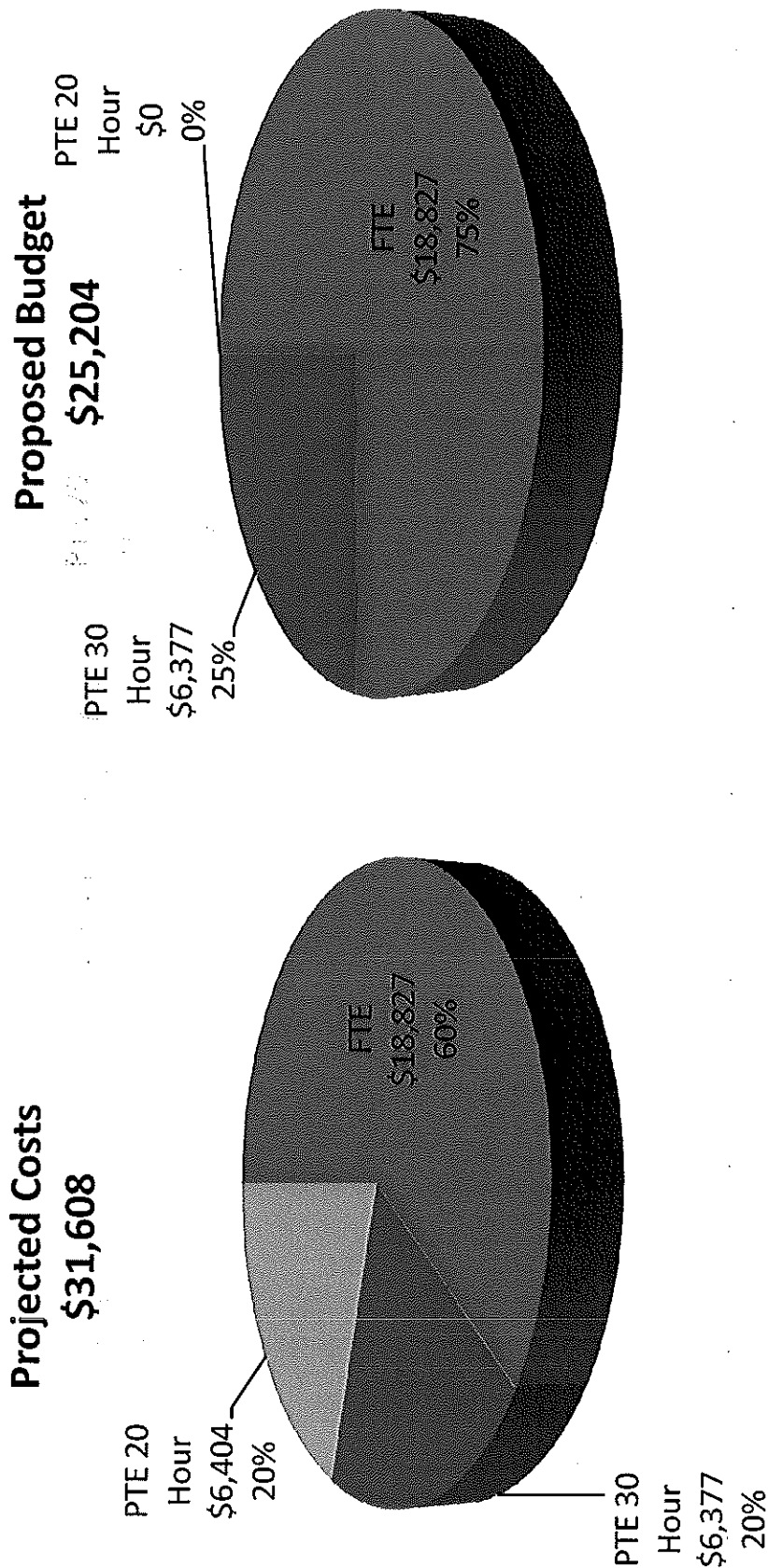
## Proposed Budget

**\$25,204**

PTE 20  
Hour  
\$0  
0%

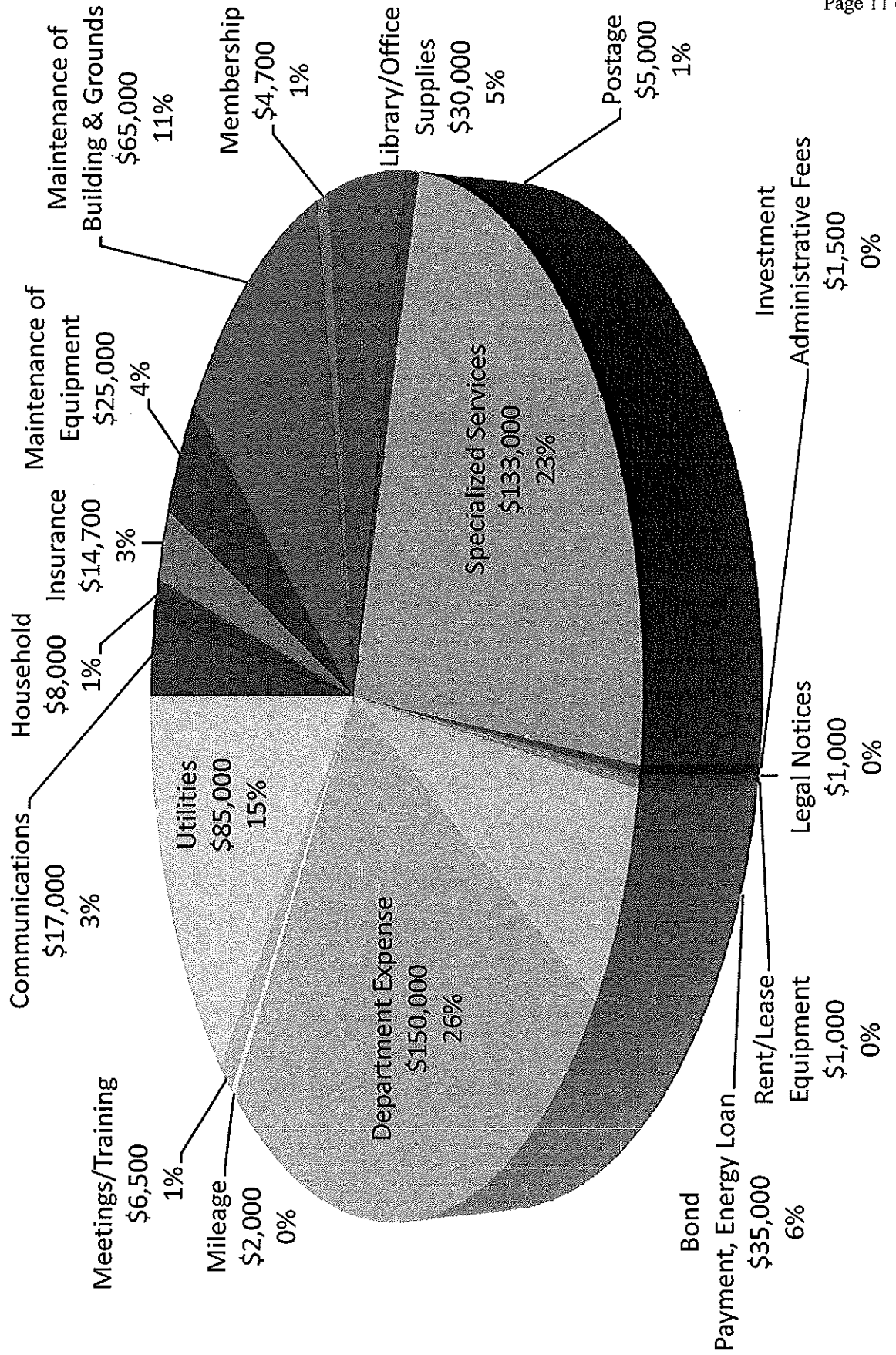
PTE 30  
Hour  
\$6,377  
25%

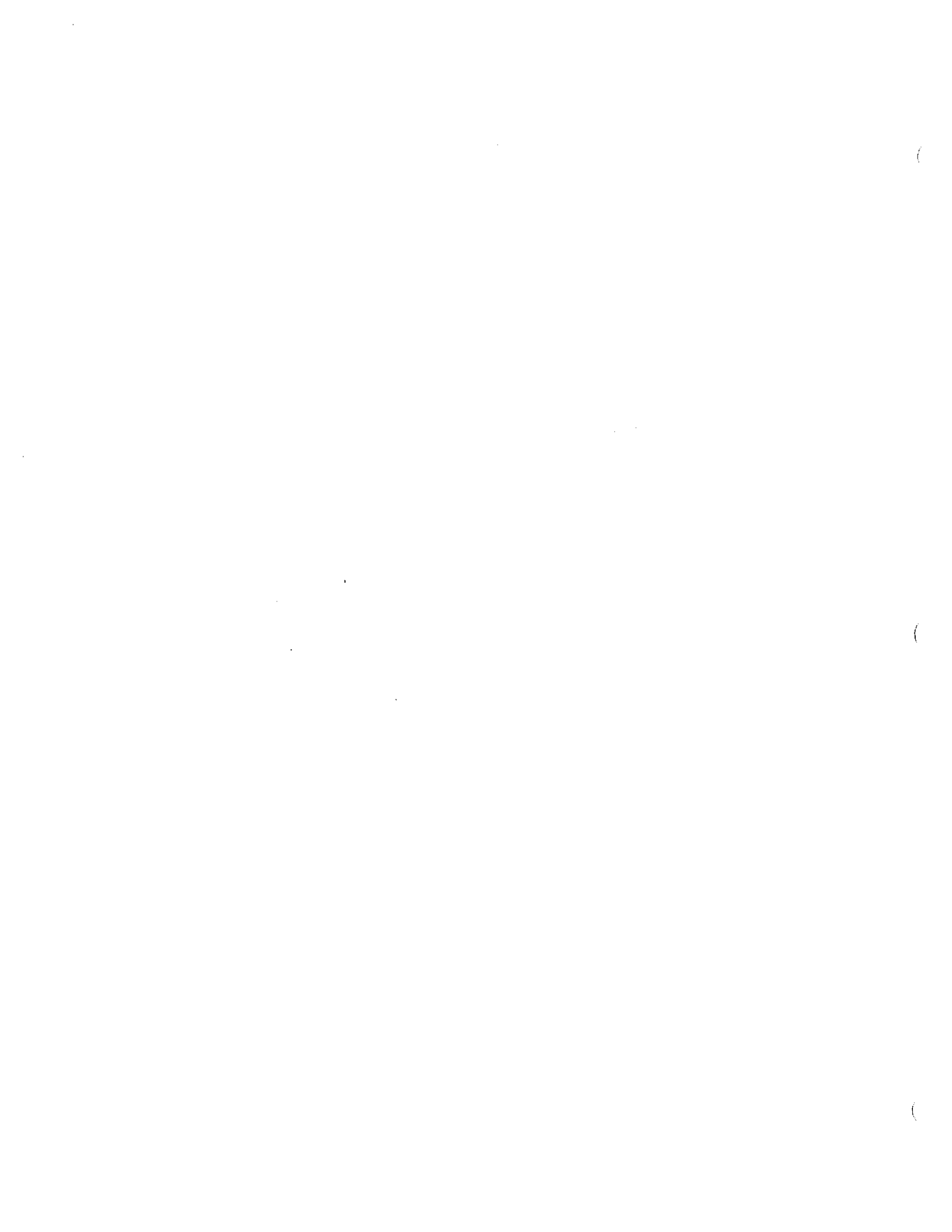
FTE  
\$18,827  
75%



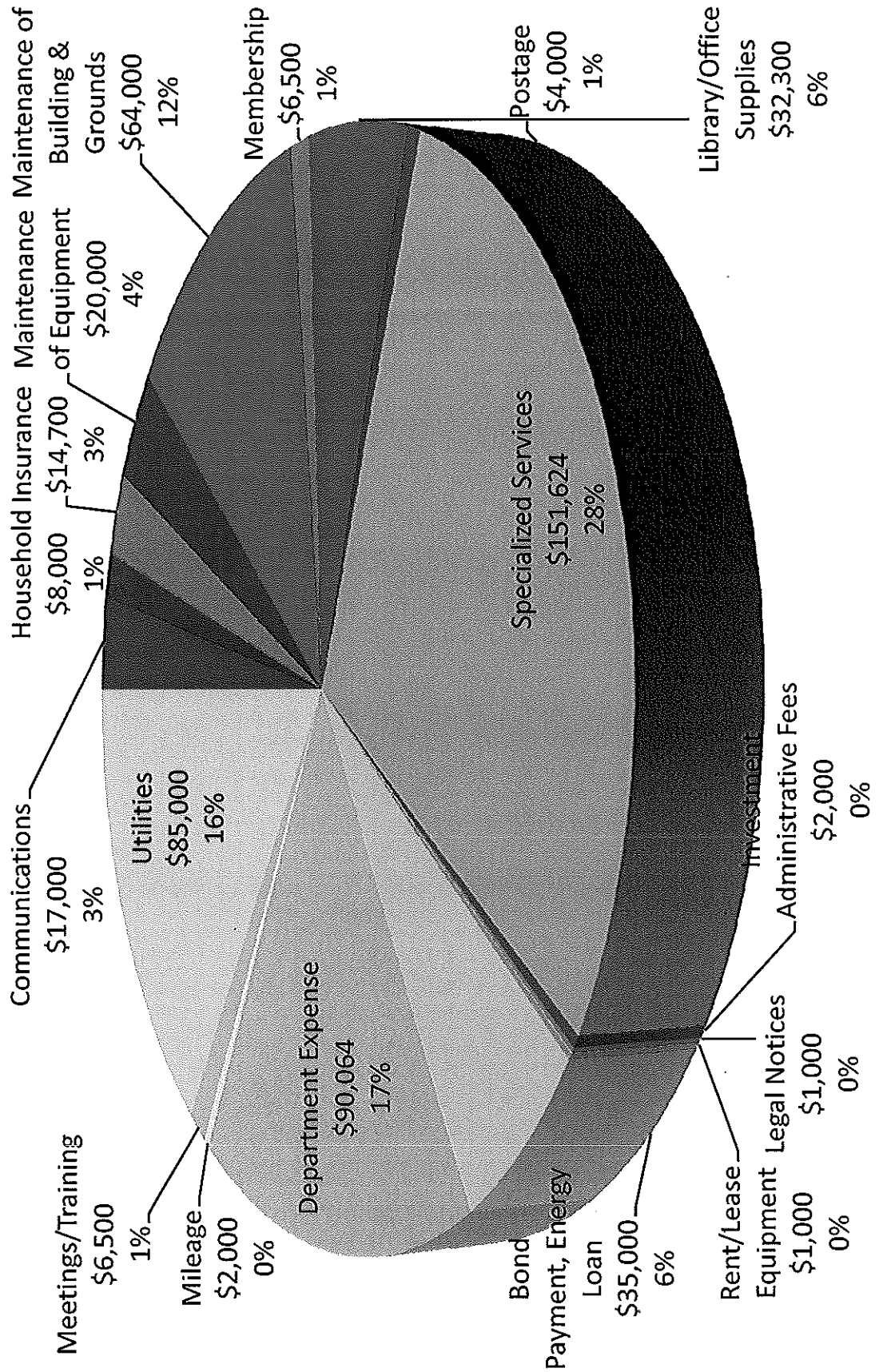


# Fiscal Year 2010-2011 Projected Budget Supplies & Services – \$584,900





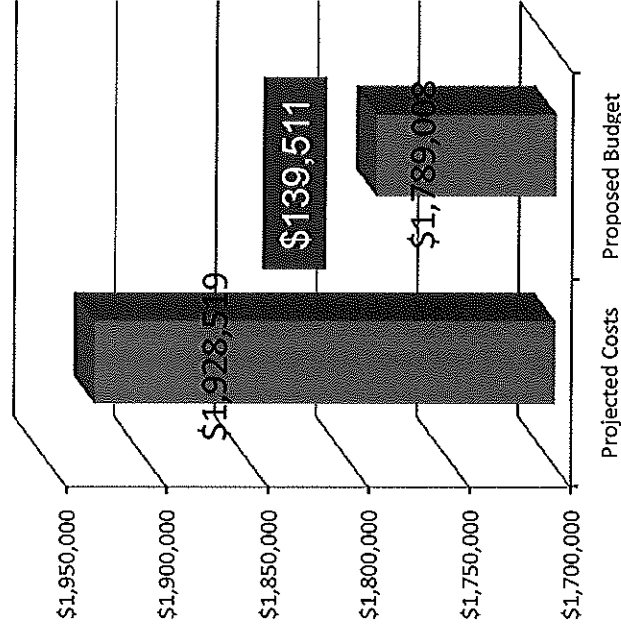
# Fiscal Year 2010-2011 Proposed Budget Supplies & Services – \$541,188





# Summary of Fiscal Year 2010-2011 Proposed Budget

- No reduced library hours – Open 60 hours/week.
- Increase in computer and internet access.
- 6% decrease in **expenses** – \$38,712
  - Decrease in materials/programs – \$59,936
  - Decrease in maintenance of equipment – \$5,000
  - Decrease in maintenance of building & grounds – \$1,000
  - Decrease in postage – \$1,000
  - Increase in membership (CSDA & SCLC) – (\$1,800)
  - Increase in office supply expense – (\$2,300)
  - Increase in equipment (fixed asset) – (\$5,000)
  - Increase in investment administrative fees – (\$500)
  - Increase in specialized services – (\$18,624)
- 8% decrease in **salaries & wages** – \$100,799
  - Apply 4% employee contribution to PARS – \$40,382
  - Eliminate health & ancillary benefits for employees working less than 30 hours – \$13,131
  - Eliminate 2 part-time positions + \$10,000 substitute hours + merit increase – \$61,045
  - Increase in unemployment benefit due to workforce reduction – (\$13,759)



- No COLA.
- Policy changes – PLD #2110, 6035, 6050

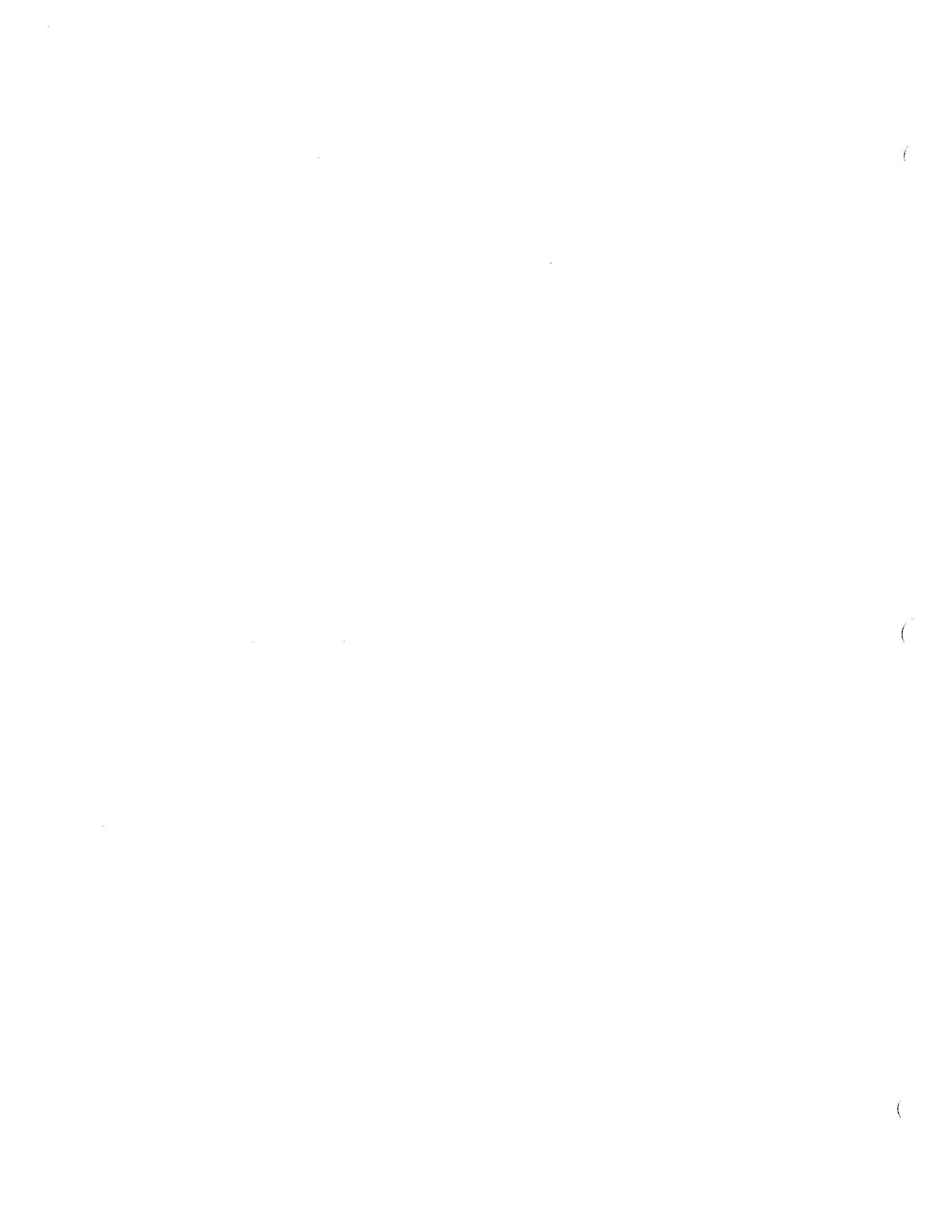




# Comparison of Options

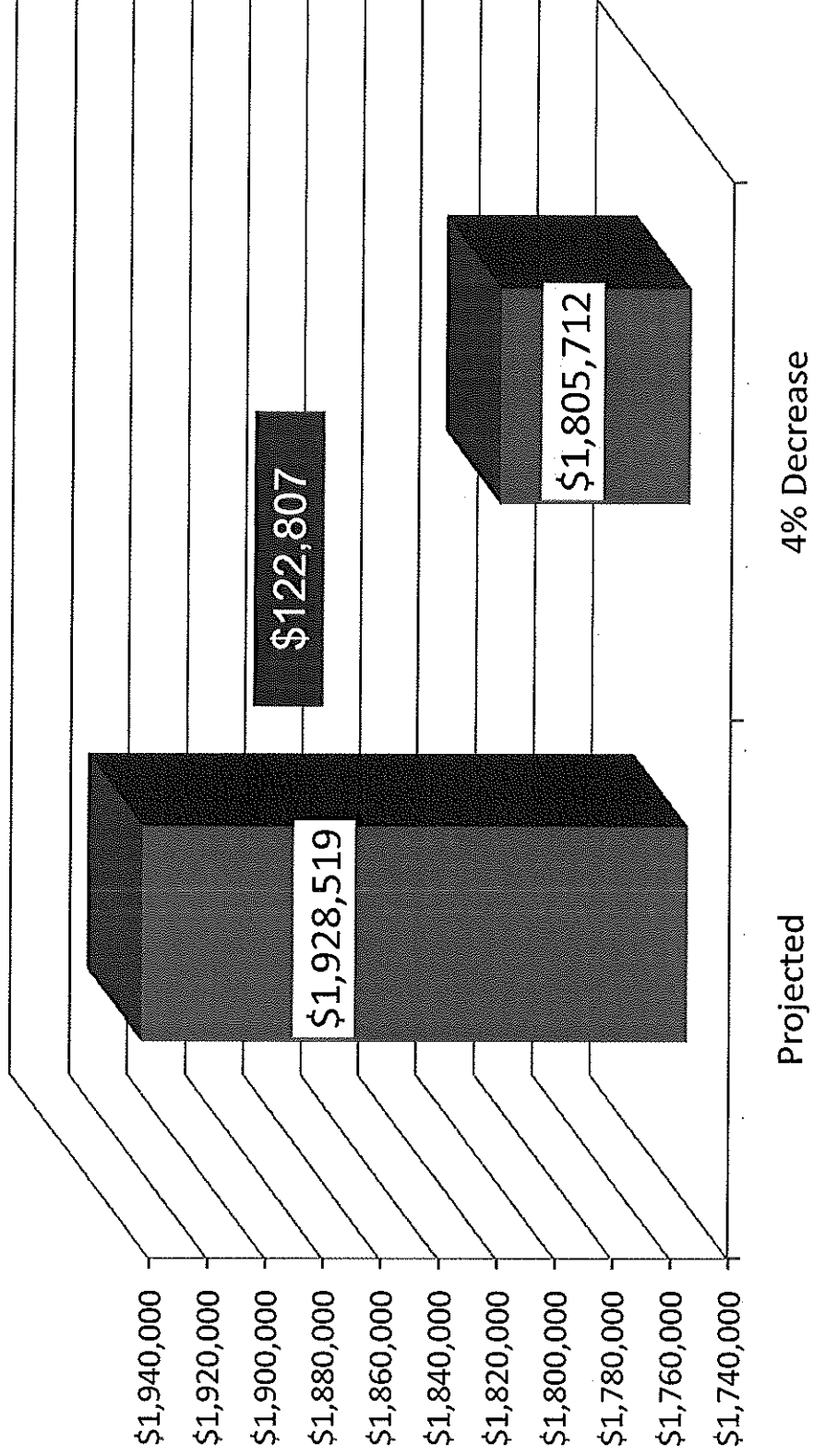
Budget – \$1,789,008

Proposed (\$139,511)	A (\$139,511)	B (\$141,512)
6% decrease in expenses – \$38,712 •40% decrease in materials budget	6% decrease in expenses - \$37,790 •39% decrease in materials budget	0% decrease in expenses
8% decrease in salaries & wages – \$100,799 •Eliminate 2 PTE •Employee contributes 4% PARS •Eliminate health & ancillary benefits for employees working less than 30 hours •Merit applies	8% decrease in salaries & wages -- \$101,721 •Eliminate 1 FTE •Employee contributes 4% PARS •Eliminate health & ancillary benefits for employees working less than 30 hours •Merit applies	11% decrease in salaries & wages -- \$141,512 •No workforce reduction •Reduce 6 PTE hours •Employee contributes 8% PARS •Eliminate health & ancillary benefits for all part-time employees •No merit
No reduced library hours – Open 60 hours/week.	No reduced library hours – Open 60 hours/week.	Closed Sunday – Open 56 hours/week.
Increase in computer and internet access.	Increase in computer and internet access.	Increase in computer and internet access.
No COLA	No COLA	No COLA
Policy Changes	Policy Changes	Policy Changes



# Fiscal Year 2010-2011 Budget

## 4% Decrease in Property Tax



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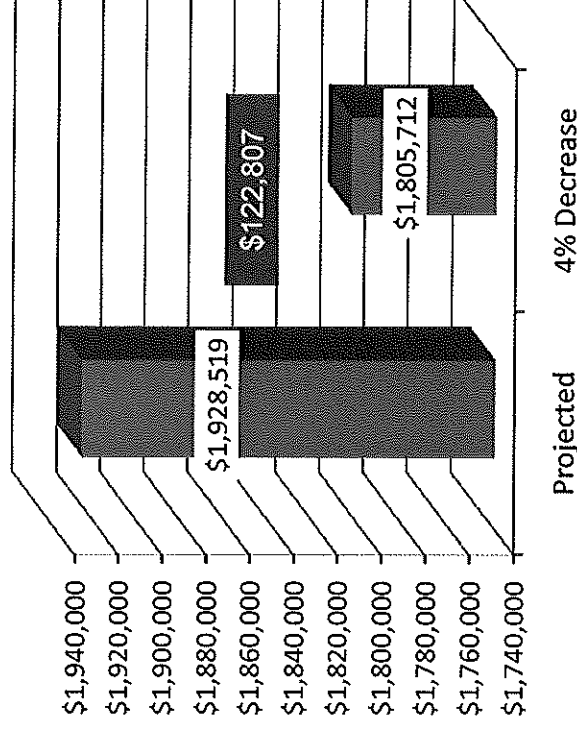
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# Summary of Fiscal Year 2010-2011 Budget

## 4% Decrease in Property Tax

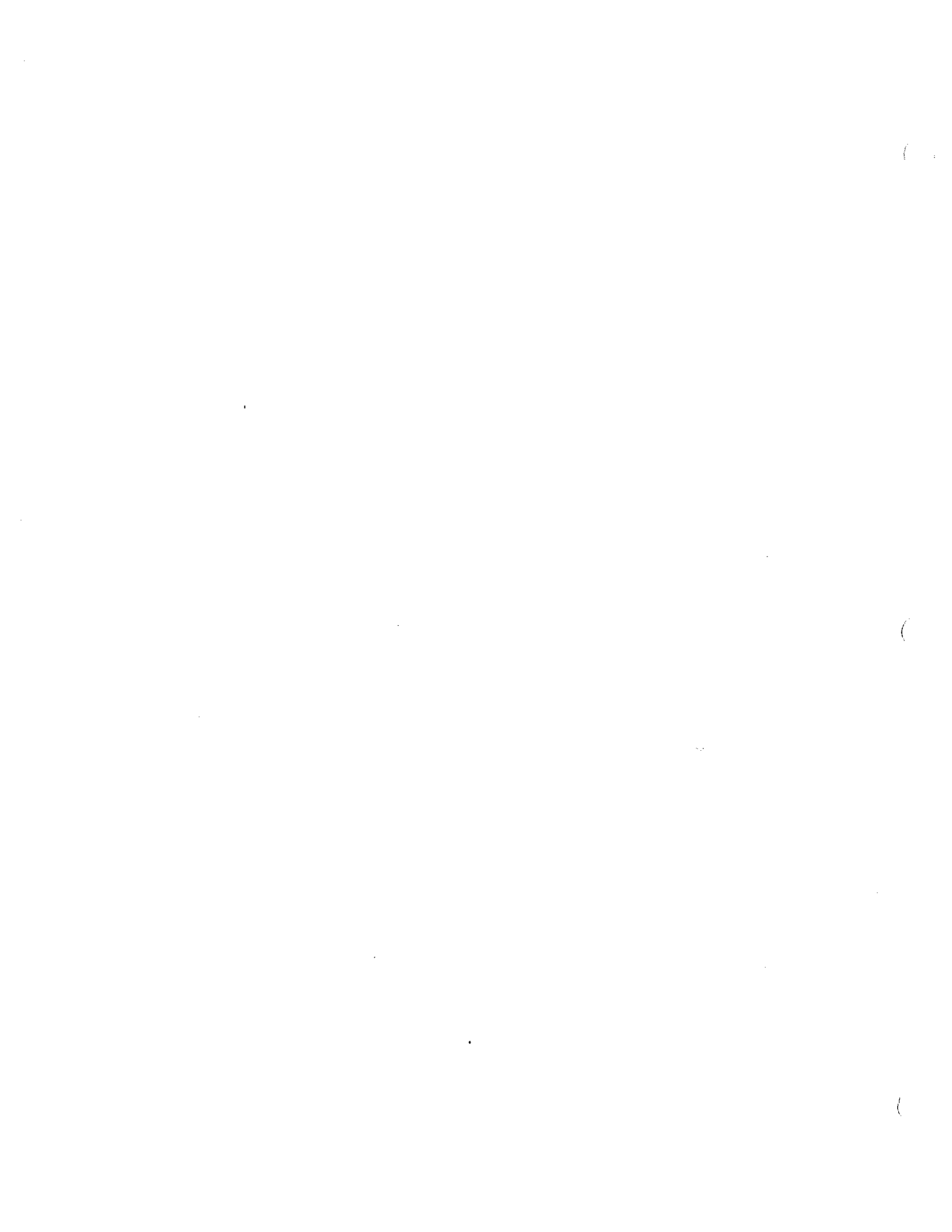
- No reduced library hours – Open 60 hours/week.
- Increase in computer and internet access.
- 4% decrease in expenses – \$22,008
  - Decrease in materials/programs – \$43,232
  - Decrease in maintenance of equipment – \$5,000
  - Decrease in maintenance of building & grounds – \$1,000
  - Decrease in postage – \$1,000
  - Increase in membership (CSDA & SCLC) – (\$1,800)
  - Increase in office supply expense – (\$2,300)
  - Increase in equipment (fixed asset) – (\$5,000)
  - Increase in investment administrative fees – (\$500)
  - Increase in specialized services – (\$18,624)
- 8% decrease in salaries & wages – \$100,799
  - Apply 4% employee contribution to PARS – \$40,382
  - Eliminate health & ancillary benefits for employees working less than 30 hours – \$13,131
  - Eliminate 2 part-time positions and apply \$10,000 substitute hours + merit increase – \$61,045
  - Increase in unemployment benefit due to workforce reduction – (\$13,759)
- No COLA.
- Policy changes – PLD #2110, 6035, 6050





## Programs Supported by PLFF -- \$16,470

Program	Donation	Attendance	Cost Per Person
Celtic Christmas	\$ 800	75	\$ 10.67
Bowers Museum	\$ 25	15	\$ 1.67
Ballet Folklórico	\$ 170	75	\$ 2.27
Human Library	\$ 100	26	\$ 3.85
Diabetes Awareness	\$ 25	0	\$ 25.00
Teen Make It & Take It	\$ 100	12	\$ 8.33
Le Teen Café	\$ 200	80	\$ 2.50
Talk It Up	\$ 100	20	\$ 5.00
P-TAC	\$ 300	360	\$ .83
Egg Hunt	\$ 200	200	\$ 1.00
El Dia de los Niños	\$ 100	100	\$ 1.00
Snow Day	\$ 2,700	250	\$ 10.80
Valentine's Day	\$ 150	100	\$ 1.50
Camp Library	\$ 700	60	\$ 11.67
F.I.R.S.T.	\$ 600	300	\$ 2.00
Lunar New Year	\$ 100	130	\$ .77
Winter Wonderland	\$ 100	60	\$ 1.67
Summer Reading Program (all departments)	\$ 5,000	1,210	\$ 4.13
Summer Reading Carnival (all departments)	\$ 5,000	715	\$ 7.00





**RESOLUTION IN SUPPORT OF  
RICH FRESCHI FOR REGULAR LAFCO COMMISSIONER AND  
SHAWN DEWANE FOR ALTERNATE LAFCO COMMISSIONER**

WHEREAS, the Independent Special Districts of Orange County (ISDOC) Selection Committee has been called for April 29, 2009 at 12:00 pm in the Joint Board Room of the Municipal Water District of Orange County/Orange County Water District, 18700 Ward Street, Fountain Valley, CA; and

WHEREAS, this meeting will be held for the election of a Regular Special District Member and Alternate Special District Member to the Local Agency Formation Commission; and

WHEREAS, Rich Freschi is a member of the Serrano County Water District and, therefore, qualified to serve as a representative of a Special District on the LAFCo Board; and

WHEREAS, Shawn Dewane is a member of the Mesa Consolidated Water District and, therefore, qualified to serve as a representative of a Special District on the LAFCo Board; and

WHEREAS, Rich Freschi is seeking the Regular Special District Member position and Shawn Dewane is seeking the Alternate Special District Member position; and

WHEREAS, the Board of Directors of Serrano County Water District has nominated Rich Freschi to serve as the Regular Special District Member with Board Resolution \_\_\_\_\_, which is attached; and

WHEREAS, the Board of Directors of Mesa Consolidated Water District has nominated Shawn Dewane to serve as the Alternate Special District Member with Board Resolution \_\_\_\_\_, which is attached; now therefore, be it

RESOLVED, that the Board of Directors of \_\_\_\_\_ supports the candidacy of Rich Freschi for Regular Special District Member and Shawn Dewane as the Alternate Special District Member; and be it further

RESOLVED, that the Board of Directors of \_\_\_\_\_ directs their representative to the ISDOC Selection Committee to vote for Rich Freschi for Regular Special District Member and Shawn Dewane as the Alternate Special District Member.



**Ed Royce**  
*Member of Congress*

March 18, 2010

Shawn Dewane  
274 Albert Place  
Costa Mesa, CA 92627

Dear Shawn,

I am writing to urge Mesa Consolidated Water District to cast its vote for Rich Freschi for LAFCO representative at the upcoming April 29 Independent Special Districts of Orange County meeting. Rich Freschi and Shawn Dewane's election as regular member and alternate representing ISDOC on Orange County LAFCO will bring a much needed infusion of new blood on the LAFCO Board.

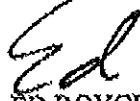
Rich Freschi has a wealth of experience. A successful businessman and entrepreneur, Rich has devoted recent years to full time public service. Rich served as a member of the Villa Park City Council for twelve years. He served as Mayor in 1998 and 2005. He was appointed in 2009 to the Santa Ana Regional Water Quality Control Board by Governor Schwarzenegger. Rich serves as an elected member of the Serrano Water District and of course currently serves as first Vice President of ISDOC.

I am concerned about the current effort to dismember the Municipal Water District of Orange County. The creation of a new duplicative water agency will drive up costs for both North and South County residents. Unfortunately, ISDOC's current LAFCO representatives have been sympathetic to this South County power play.

Please cast your vote in a way to insure ISDOC's representation to LAFCO better represents the wishes of a majority of its members.

Thank you for your consideration.

Sincerely,

  
ED ROYCE  
Member of Congress

POST OFFICE BOX 2525 • ORANGE, CA 92859 • (714) 634-2340

PAID FOR AND AUTHORIZED BY THE ROYCE CAMPAIGN COMMITTEE • ID# C-00200863



Former Villa Park Mayor Richard Freschi is a full time public servant.

A former CEO of two companies, including a California Biomedical Co. which he successfully "took public", Freschi concluded his private sector experiences as an executive for six years in financial planning.

Today, Freschi serves as First Vice President of ISDOC. He also serves as a Director of the Serrano Water District. In January of 2009 Governor Arnold Schwarzenegger appointed Rich Freschi as a member of the Santa Ana Regional Water Quality Control Board. Freschi is also a member of the Water Advisory Committee of Orange County.

A resident of Villa Park for nearly 40 years, Freschi served on the City Council for 12 years (1996-2008). He served as the city's Mayor in 1998 and 2005. During his tenure he served as a Director to both the OC Sanitation District and as a Trustee to the OC Vector Control District. He also served as an alternate Director to the Orange County Fire Authority.

Active in his community, Freschi is a member of the Rotary Club of Orange and the Elks Lodge of Orange. Freschi is a member of the Newport Beach Chapter of the American Legion and serves on the Leadership Council of St. Joseph of Orange. Freschi has given much back to his community and has served as a former director of the Providence Speech and Hearing Center. He is also a former member of the Orange Unified School District Advisory Committee. In recognition of his community service Rich Freschi is a past recipient of the Soroptomist Man of the Year Award.

Director Freschi is a second generation Californian who attended the University of California at Berkeley and received his Bachelor of Science from Armstrong University. He is the father of two and grandfather of five. His beloved wife of over 40 years, Joy passed away six years ago.





DANA ROHRBACHER  
MEMBER OF CONGRESS  
FORTY-SIXTH DISTRICT  
CALIFORNIA

March 22, 2010

Shawn Dewane  
274 Albert Place  
Costa Mesa, CA 92627

Dear Shawn,

I am pleased to endorse both yourself and Rich Freschi to serve as ISDOC'S representatives on the Orange County LAFCO. I'm sure that both you and Rich will do an outstanding job in representing Special District's needs at the Orange County LAFCO Board.

All the best,

A handwritten signature in cursive script that reads "Dana".

Dana

