



**Library Board of Trustees**

**Unusual Meeting**

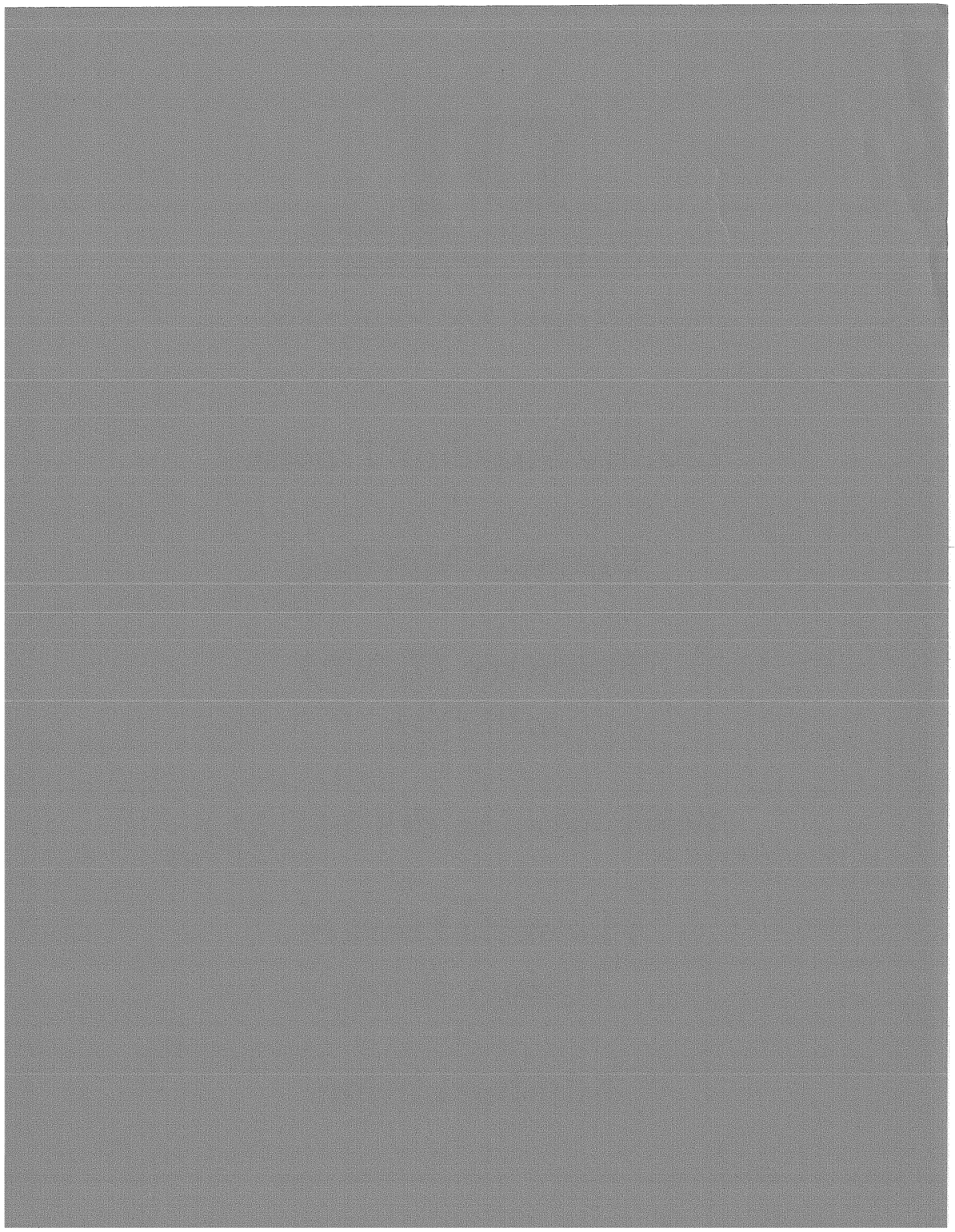
**February 17, 2009  
6:30 P.M.**

**(Work Session @ 5:00 P.M.)**

**Placentia Library  
History Room**

**Administration**







# AGENDA

PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES

UNUSUAL DATE & LOCATION  
WORK SESSION AND REGULAR MEETING

Tuesday, February 17, 2009

5:00 P.M. – Work Session






6:30 P.M. – Regular Meeting

Local History Room

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

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

To accomplish this goal the Library will:

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

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

**REPORTS AND DOCUMENTATION:** *Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 203.*

### CALL TO ORDER

- |    |               |                         |
|----|---------------|-------------------------|
| 1. | Call to Order | Library Board President |
| 2. | Roll Call     | Recorder                |

*Coral Escobedo*





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. Work Session – To discuss the Placentia Library District Policies in the 2000 series:  
2015 – Employee Status, 2020 – Vacations, 2030 – Holidays, 2040 – Sick Leave, 2050 – Bereavement,  
2060 – Jury Duty, 2110 – Health and Welfare Benefits, 2140 – Advancement of Wages.

5. Adjourn

6. Call to Order for Regular Library Board of Trustees Meeting – 6:30 p.m. Library Board President

7. Roll Call Recorder

8. Presentation – Employee of the Quarter

Presentation: Library Board President Al Shkoler

9. 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**

10. 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.*

11. 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.*

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

**CONSENT CALENDAR (Items 13 – 32) 33**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 13 – 32 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 13)**

13. Minutes of the January 20, 2009 Library Board of Trustees Regular Meeting. (Receive & File and Approve)

Handwritten notes: AH - Jess, Richard, his management, Grace - Little Sister D

Handwritten notes: Fri April 17, Jim ca... Sat May 16

**CLAIMS (Items 14 – 17)**

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

**TREASURER'S REPORTS (Items 18 – 21)**

18. Financial Reports for January 2009 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
19. Balance Sheet for January 2009. (Receive & File)
20. Acquisitions Report for January 2009. (Receive & File)
21. Entrepreneurial Activities Report for January 2009. (Receive & File)

**GENERAL CONSENT REPORTS (Items 22 – 26)**

22. Personnel Report for January 2009. (Receive, File, and Ratify Appointments)
23. Circulation Report for January 2009. (Receive & File)
24. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)
25. Status Report on Partnerships with Community Organizations. (Receive & File)
26. Status Report on Active Grant Applications. (Receive & File)

**STAFF REPORTS (Items 27 – 33)**

27. Library Director's Report.
28. Library Services Manager's Report.
29. Children's Services Report for January 2009.
30. Literacy / Volunteer Services Report for January 2009.
31. Reference and Adult Services Report for January 2009.
32. Local History Room Report for January 2009.
33. Placentia Library Web Site & Technology Report for January 2009.



### CONTINUING BUSINESS

34. Discussions of Placentia Library District Policies in the 2000 series: 2015 – Employee Status, 2020 – Vacations, 2030 – Holidays, 2040 – Sick Leave, 2050 – Bereavement, 2060 – Jury Duty, 2110 – Health and Welfare Benefits, 2140 – Advancement of Wages.  
Presentation: Library Director  
Recommendation: Action to be determined by the Library Board of Trustees.
35. Legislative Issues and a Review of the Status of the State Budget and State Library Budget.  
Presentation: Library Director  
Recommendation: Action to be determined by the Library Board of Trustees.
36. Public Library Innovation Grant  
Presentation: Library Director  
Recommendation: Action to be determined by the Library Board of Trustees.
37. Placentia Library Friends Foundation Authors' Luncheon  
Presentation: Library Director

### NEW BUSINESS

38. Redesign of the Placentia Library Website  
Presentation: Library Services Manager  
Recommendation: Action to be determined by the Library Board of Trustees.
39. Revision of Placentia Library District Policy 6050 – Meeting Room Policies and Regulations  
Presentation: Library Director  
Recommendation: Action to be determined by the Library Board of Trustees.
40. Revision of Placentia Library District Policy 6035 – Fines and Fees Schedule  
Presentation: Library Director  
Recommendation: Action to be determined by the Library Board of Trustees.
41. Study Room  
Presentation: Library Director  
Recommendation: Authorize the use of the Teen Room as a study room as presented.
42. Reader of the Quarter Award  
Presentation: Library Director  
Recommendation: Authorize library staff to collaborate with the City and the Placentia Library Friends Foundation to implement the Reader of the Quarter Award, honoring a reader at a City Council meeting.
43. Library's 90<sup>th</sup> Birthday Celebration  
Presentation: Library Services Manager  
Recommendation: Authorize library staff to proceed with program plans for the Library's 90<sup>th</sup> Birthday Celebration as presented.

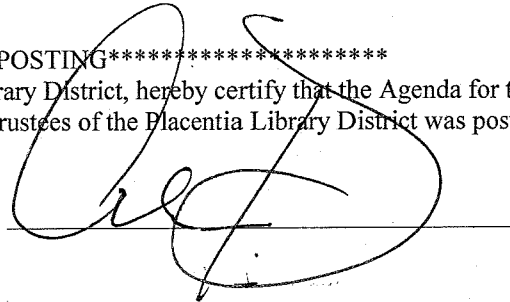
44. Travel Authorizations: Library Board of Trustees and Library Director to attend the California Association of Library Trustees and Commissioners to attend the Spring Workshop on March 14, 2009.  
Presentation: Library Director  
Recommendation: Authorize Library Board of Trustees and Library Director to attend the California Association of Library Trustees and Commissioners to attend the Spring Workshop on Saturday, March 14, 2009 at the Torrance Public Library, at a cost of \$18 per person, with the expenses to be from the General Fund.
45. Appointment of Library Board Representatives on the Placentia Community Network by the Board President.

**ADJOURNMENT**

46. Agenda Preparation for the February Unusual Date Meeting which will be held on Tuesday, March 24, 2009 unless re-scheduled by the Library Board of Trustees.
47. Review of Action Items.  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
48. Adjourn

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

I, Alex Hernandez, Administrative Assistant, of Placentia Library District, hereby certify that the Agenda for the February 17, 2009 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on February 10, 2009.



A large, stylized handwritten signature in black ink, appearing to read 'Alex Hernandez', is written over a horizontal line.



**MINUTES  
PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES SPECIAL MEETING  
January 13, 2009**

**CALL TO ORDER**

President Shkoler called the Special Meeting of the Placentia Library District Board of Trustees to order on January 13, 2009 at 5:15 P.M.

**ROLL CALL**

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

**Members Absent:** None

**Others Present:** Library Staff Roger Hiles, Yesenia Gomez, and Robert Housley.

**ADOPTION OF  
AGENDA**

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

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

**ORAL  
COMMUNICATIONS**

No public comment.

**CLOSED SESSION**

No reportable action at this time.

**AGENDA  
PREPARATION**

Agenda Preparation for the February Unusual Board of Trustees Meeting will be held on Tuesday, February 17, 2009 at 6:30 P.M.

**ADJOURNMENT**

The Special Meeting of the Placentia Library District for January 13, 2009 adjourned at 7:30 P.M.

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Richard DeVecchio  
Secretary  
Library Board of Trustees

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Al Shkoler  
President  
Library Board of Trustees

**MINUTES  
PLACENTIA LIBRARY DISTRICT  
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES  
January 20, 2009**

**CALL TO ORDER**

President Shkoler called the Unusual Meeting of the Placentia Library District Board of Trustees to order on January 20, 2009 at 6:00 P.M.

**ROLL CALL**

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

**Managers Absent:** None

**Others Present:** Nancy Lone-Tollefson and Dean Cassidy. Library Staff, Alexander Hernandez, Roger Hiles, Joanne Hardy, Yesenia Gomez, and Katie Matas.

**ADOPTION OF  
AGENDA**

It was moved by Trustee Betty Escobosa and seconded by Trustee Gae Wood to adopt the Agenda as amended.

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

**ORAL  
COMMUNICATIONS**

No members of the public addressed the Board.

**TRUSTEE REPORTS**

President Shkoler inquired about the Citizen of the Year Breakfast held by the Placentia Chamber of Commerce on Thursday, January 22, 2009 at 7:00 a.m. at the Alta Vista Country Club. President Shkoler had nothing else to report at this time.

Trustee Wood had nothing to report at this time.

Secretary DeVecchio had nothing to report at this time.

Trustee Turner attended the Placentia Library Friends Foundation Meeting.

Trustee Escobosa had nothing to report at this time.

**FRIENDS  
FOUNDATION  
REPORT**

Nancy Lone-Tollefson invited the Library Board to the Placentia Library Friends Foundation Jewel Reception being held on Friday, January 23, 2009 at 6 p.m. in the Placentia Library. She will be hosting the Volunteer Appreciation Brunch on Friday, February 13, 2009 at 9:30 a.m. in the Library Meeting Room. The Authors Luncheon has been postponed to May, the exact date has not been determined.



**CONSENT  
CALENDAR**

It was moved by Trustee Escobosa and seconded by Trustee Wood to approve Agenda Items 8-27:

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

Minutes of the December 15, 2008 Regular Meeting  
Minutes of the December 18, 2008 Special Meeting

Nonstandard Claims in excess of \$300

**CLAIMS**

Claims forwarded by the Library Director and Trustees.

Current Claims and Payroll.

FY2008-2009 Cash Flow Analysis through December 2008; the Schedule of Anticipated Property Tax Revenues for FY2008-2009 as provided by the Orange County Auditor; and recommendation that no funds be transferred at this time.

**TREASURER'S  
REPORT**

Financial Reports for December 2008 for Placentia Library District Accounts on Deposit with the Orange County Treasurer.

Balance Sheet for December 2008.

Acquisitions Report for December 2008.

Entrepreneurial Activities Report for December 2008.

**GENERAL CONSENT  
REPORTS**

Personnel Report for December 2008.

Circulation Report for December 2008.

Review of Shared Maintenance Costs with the City of Placentia under the JPA.

Status Report on Partnerships with Community Organizations.  
Status Report on Active Grant Applications.

**STAFF REPORTS**

Library Director's Report.

Children's Services Report for December 2008.

Literacy / Volunteer Services Report for December 2008.

Reference and Adult Services Report for December 2008.

Local History Room Report for December 2008.

Placentia Library Web Site & Technology Report for December 2008.

**MARCH 2009 BOARD MEETING**

The March 2009 Library Board of Trustees meeting will be held on March 24, 2009 at 6:30 in the Placentia Library Meeting Room.

**LEGISLATIVE ISSUES**

The Library Director discussed how the new lead testing law that will go in affect on February 10, 2009 will affect the Library. At this time, libraries have been instructed not to take any actions as the American Library Association is in communication with Legislators.

**TRAINING AUTHORIZATION**

It was moved by Secretary DeVecchio and seconded by trustee Turner to authorize Yesenia Gomez to attend the "Cash Handling Training Course" workshop, the "Introduction to Quickbooks" workshop, and authorized both the Library Director Jeanette Contreras and Yesenia Gomez to attend the "New Law Updates for 2009" workshop.

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

**DITRICT POLICIES REVIEW**

A work session was scheduled on Tuesday, February 17, 2009 at 5:00 p.m. to review the Placentia Library District Policy 2000 series.

**AGENDA PREPARATION**

Agenda Preparation for the February Unusual Date Meeting which will be held on Tuesday, February 17, 2009 unless re-scheduled by the Library Board of Trustees.

**ADJOURNMENT**

The Unusual Meeting of the Board of Trustees of the Placentia Library District for January 20, 2009 adjourned at 6:46 P.M.

**NEXT MEETING**

February Unusual Meeting will be held on Tuesday, February 17, 2009 at 6:30 P.M.

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Richard DeVecchio  
Secretary  
Library Board of Trustees

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Al Shkoler  
President  
Library Board of Trustees



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Alexander Hernandez, Administrative Assistant  
**SUBJECT:** Summary of Nonstandard Claims  
**DATE:** February 17, 2009

TYPE	REPORT NUMBER	AMOUNT
None		
	TOTAL	



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Alexander Hernandez, Administrative Assistant  
**SUBJECT:** Summary of Claims Forwarded by the Library Director & Trustees  
**DATE:** February 17, 2009

	DATE	CLAIM	FUND	AMT
LIBRARY DIRECTOR				
FUNND 707	01/08/2009	5175	707	\$ 12,581.01
	01/14/2009	5176	707	\$ 121.48

CLAIM TOTAL \$ 12,702.49



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Alexander Hernandez, Administrative Assistant  
**SUBJECT:** Current Claims and Payroll  
**DATE:** February 17, 2009

TYPE	REPORT NUMBER	AMOUNT
Claims	5182	\$4,203.88
	5183	\$3,637.39
Subtotal for Claims		\$7,841.27
Payroll	03/11/09	\$45,000.00
	03/25/09	\$45,000.00
Subtotal for Payroll		\$90,000.00

**TOTAL CURRENT CLAIMS & PAYROLL \$97,841.27**



Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92870

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS							A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC	
X00610-3	01-07-09/4008513788		2400	01		18.59			
Baker & Taylor Books	01-07-09/4008513789		2400	01		18.56			
PO Box 277930	01-07-09/4008513790		2400	01		293.73			
Atlanta GA 30384-7930	01-07-09/4008513791		2400	01		48.86			
	01-07-09/4008513792		2400	01		21.55			
	01-07-09/4008513793		2400	01		71.34			
	01-07-09/4008513794		2400	01		68.14			
	01-07-09/4008513795		2400	01		18.58			
	01-07-09/4008513796		2400	01		76.61			
	01-12-09/4008565733		2400	01		177.04			
	01-15-09/4008494563		2400	01		34.43			
	01-15-09/4008494564		2400	01		21.52			
	01-15-09/4008494565		2400	01		55.70			
	01-15-09/4008494568		2400	01		16.78			
	01-15-09/4008494569		2400	01		162.47			
	01-15-09/4008494570		2400	01		11.07			
	01-15-09/4008494571		2400	01		65.17			
	01-15-09/4008494572		2400	01		92.11			
	01-17-09/4008528874		2400	01		19.18			
	01-17-09/4008528875		2400	01		75.44			
	01-17-09/4008528876		2400	01		19.15			
	01-17-09/4008528877		2400	01		16.82			
	01-17-09/4008528878		2400	01		17.40			
	01-17-09/4008528879		2400	01		95.26			
	01-17-09/4008528880		2400	01		169.44			
	01-17-09/4008528881		2400	01		18.58			
	01-17-09/4008528882		2400	01		159.27			
	01-17-09/4008545924		2400	01		37.73			
	01-17-09/4008545925		2400	01		301.21			
	01-17-09/4008545926		2400	01		33.41			
	01-17-09/4008545927		2400	01		22.07			
	01-17-09/4008545928		2400	01		144.97			
	01-19-09/4008582319		2400	01		70.28			
	01-29-09/4008599649		2400	01		81.31			
	01-30-09/4008567138		2400	01		412.52			
	01-30-09/4008567139		2400	01		13.83			
	01-30-09/4008567140		2400	01		111.75			
	01-30-09/4008567141		2400	01		114.76			
	01-30-09/4008567142		2400	01		282.53			
	01-30-09/4008567143		2401	01		72.95			
	01-30-09/4008567144		2400	01		173.74			
	01-30-09/4008567145		2400	01		104.25			
	02-03-09/4008571782		2400	01		70.17			
	02-03-09/4008571783		2400	01		58.64			
	02-03-09/4008571784		2400	01		18.59			
	02-03-09/4008571785		2400	01		17.99			
	02-03-09/4008571788		2400	01		28.26			
	02-03-09/4008571789		2400	01		30.51			
	02-03-09/4008571790		2400	01		139.62			
						<b>4,203.88</b>			

The claims listed above (totaling \$4203.88) 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 oath or affirmation required by Government Code Section 3102.

APPROVED BY \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_

Page Total

4,203.88

Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92870

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
X02768-1 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	12-18-08/1085842736		2400	05		113.35		
	01-06-09/1085892758		2400	05		79.74		
	01-13-09/1085911468		2400	05		79.74		
	01-23-09/1085962555		2400	05		167.23		
	01-27-09/1085967945		2400	05		88.36		
	01-27-09/1085967946		2400	05		105.60		
						<b>634.02</b>		
X04307-1 Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	01-20-09/41149946		2400	01		23.81		
X04942 Califa Group 32 W 25th Ave Ste 201 Sant Mateo CA 94403	2-4-09/2768		2400	03		1,543.50		
	2-4-09/2769		2403	03		805.35		
						<b>2,348.85</b>		
X02802-1 BBC Audiobooks America PO Box 414190 Boston MA 02241-4190	1-23-09/346029		2400	05		93.71		
X02301 Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	01-16-09/4334571		2400	05		186.63		
	01-23-09/4353104		2400	05		66.54		
						<b>253.17</b>		
X00631 The Gale Group P.O. Box 95501 Chicago, IL 60694-5501	01-07-09/16131328		2400	01		28.40		
	01-14-09/16138113		2400	01		30.99		
	01-26-09/16154363		2400	01		60.26		
	01-26-09/16155469		2400	01		86.96		
						<b>206.61</b>		
X02898 Midwest Tape PO Box 820 Holland OH 43528	01-19-09/1803050		2400	02		6.00		
	01-23-09/5656110		2400	05		92.28		
	01-29-09/1811848		2400	02		2.75		
						<b>101.03</b>		

The claims listed above (totaling \$3,637.39) 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 oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

3,637.39



# County of Orange

## ELECTRONIC FUNDS TRANSFER

### A/P PAYMENT REQUEST AND TRANSMITTAL

Email to: Treasurer-Tax Collector cashmgmt@ttc.ocgov.com or Fax to: 834-2912

Please Pay \$ 45,000.00 on 03 | 11 | 09

Send To: Bank Name: Wells Fargo Bank  
ABA #: 121042882  
Account Name: Placentia Library District  
Account #: 2011939659  
Reference: Payroll #19

Description:

#### Department / Agency

Contact: Trinh Jeanette Contreras, Lib. Director  
Name and Title  
714-528-1925 714-528-8236  
Phone Number FAX Number

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT   
CHECK WRITING

Vendor Code: X05755

DEPARTMENT'S USE -- COMPLETE IN DETAIL												A-C USE
FUND	AGCY	ORG	ACTV	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B S ACCT	AMOUNT	SP CD
707	707			0100	00						42,000.00	
707	707			200	00						3,000.00	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	45,000.00
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			
<b>Auditor-Controller Approvals:</b>		<b>Transaction Reference</b>	
<b>Claims &amp; Disbursing:</b>		Automated Clearing House (CH) _____ Wire Transfer (WT) _____	
Over Limit:	\$100,000 (1)    \$500,000 (2)    \$1,000,000 (3)	Automated Clearing House (IC) _____	
Claims & Disbursing Manager: _____		MW Transaction #: _____	
Check Writing: _____		<b>Treasurer-Tax Collector Information:</b>	
General Ledger Approvals:		Released By / Ref #: _____	
Cash & Expense Budget:	Date:	wrec	



**County of Orange**  
**ELECTRONIC FUNDS TRANSFER**  
**A/P PAYMENT REQUEST AND TRANSMITTAL**

Email to: Treasurer-Tax Collector cashmgmt@ttc.ocgov.com or Fax to: 834-2912

Please Pay \$ 45,000.00 on 03 | 25 | 09

Send To: Bank Name: Wells Fargo Bank  
 ABA #: 121042882  
 Account Name: Placentia Library District  
 Account #: 2011939659  
 Reference: Payroll #20

Description:

Department / Agency

Contact: Trinh Jeanette Contreras, Lib. Director  
Name and Title  
714-528-1925 714-528-8236  
Phone Number FAX Number

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT   
 CHECK WRITING

Vendor Code: X05755

DEPARTMENT'S USE - COMPLETE IN DETAIL												A-C USE	
FUND	AGCY	ORG	ACTV	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B S ACCT	AMOUNT	SP CD	
707	707			0100	00						42,000.00		
707	707			200	00						3,000.00		
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	45,000.00	
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	
<b>Auditor-Controller Approvals:</b> <b>Claims &amp; Disbursing:</b> Over Limit: \$100,000 (1) \$500,000 (2) \$1,000,000 (3) Claims & Disbursing Manager: _____ Check Writing: _____ <b>General Ledger Approvals:</b> Cash & Expense Budget: _____ Date: _____ wrec	<b>Transaction Reference</b> Automated Clearing House (CH): _____ Wire Transfer (WT): _____ Automated Clearing House (IC): _____ MW Transaction #: _____ <b>Treasurer-Tax Collector Information</b> Released By / Ref #: _____





**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Gomez, Development Director  
**SUBJECT:** Fund Balance Report for Placentia Library District Funds on Deposit with Orange County Treasurer  
 Post-Petition Balances (B/S Account 8010-Cash)

**Fiscal Year 2008-2009**

	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
07/31/08	150,895.34	11,880.92	189,491.56	937,880.81	11,593.23	1,301,741.86	363,861.05
8/31/2008	150,529.68	11,852.13	189,032.37	855,424.76	11,565.14	1,218,404.08	362,979.32
9/30/2008	150,882.52	11,879.91	189,475.47	690,320.13	11,592.25	1,054,150.28	363,830.15
10/31/2008	151,227.87	11,907.10	189,909.15	401,502.82	11,618.78	766,165.72	364,662.90
11/30/2008	151,594.31	11,935.95	190,369.32	413,587.42	11,646.93	779,133.93	365,546.51
12/31/2008	11,388.76	11,987.01	191,183.81	878,006.13	11,696.76	1,104,262.47	226,256.34
1/31/2009	11,381.88	11,985.99	191,167.54	825,766.86	11,695.76	1,051,998.03	226,231.17
2/28/2009						0.00	0.00
3/31/2009						0.00	0.00
4/30/2009						0.00	0.00
5/31/2009						0.00	0.00
6/30/2009						0.00	0.00
retty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Fiscal Year 2007-2008**

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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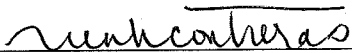
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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Treasurer's Reports for January 2009 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger  
**DATE:** February 17, 2009

**Summary of Cash and Investments as of January 31, 2009**

Cash with Orange County Treasurer Fund 702	11,381.88
Cash with Orange County Treasurer Fund 703	11,985.99
Cash with Orange County Treasurer Fund 706	191,167.54
Cash with Orange County Treasurer Fund 707	825,766.86
Cash with Orange County Treasurer Fund 708	11,695.76
County Exempt Checking – Bank of the West	12,151.65
County Exempt Savings – Bank of the West	25,041.79
General Fund Checking – Bank of the West	36,725.27
General Fund Savings – Bank of the West	65,014.03
Literacy Fund Savings – Bank of the West	14,375.56
Payroll Checking – Wells Fargo Bank	290,707.89
Payroll Emergency CD – California National Bank	23,624.58

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

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



**Placentia Library District  
 Balance Sheet  
 As of January 31, 2009**

	<u>Jan 31, 09</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
County Exempt - Checking	11,087.46
County Exempt - Savings	25,031.37
General Fund - Checking	35,999.32
General Fund - Savings	34,980.27
Literacy Fund - Savings	14,368.79
Payroll Checking - Wells Fargo	135,344.53
Payroll Checking (CDs) 0028205565	<u>23,624.58</u>
<b>Total Payroll Checking (CDs)</b>	<u>23,624.58</u>
<b>Total Checking/Savings</b>	<u>280,436.32</u>
<b>Total Current Assets</b>	280,436.32
<b>Fixed Assets</b>	
Building and Improvements	2,029,651.00
Equipment and Furniture	626,490.00
Land	81,498.00
xAccum Depr Bldg Impr	-914,597.00
xxAccum Depr Equip Furn	-584,086.00
<b>Total Fixed Assets</b>	<u>1,238,956.00</u>
<b>TOTAL ASSETS</b>	<u><u>1,519,392.32</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
Curr Portion capital lease	20,231.00
Curr Portion La Salle	94,952.00
<b>Total Other Current Liabilities</b>	<u>115,183.00</u>
<b>Total Current Liabilities</b>	115,183.00
<b>Long Term Liabilities</b>	
Capital lease payable	147,971.62
LaSalle renovatio lease	144,932.12
<b>Total Long Term Liabilities</b>	<u>292,903.74</u>
<b>Total Liabilities</b>	408,086.74
<b>Equity</b>	
GF 707 Lease payments/loan	72,448.09
Investment in capital assets	825,653.00
Retained Earnings	3,113.44
Total Capital	68,737.80
Net Income	141,353.25
<b>Total Equity</b>	<u>1,111,305.58</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,519,392.32</u></u>



**Placentia Library District**  
**Profit & Loss**  
 July 2008 through January 2009

Jul '08 - Jan 09

Ordinary Income/Expense	
Income	
COE Bankcard Deposit	5,134.26
COE Directors Fund (Friends)	500.00
COE Friends Adult Programming	700.00
COE Friends Contributions	10,000.00
COE Interest	46.99
COE Life Insur Suplmt(EDM)	39.88
COE Meeting Room Income	3,565.00
COE Passport Chck Reimbursement	3,899.85
COE Test Proctoring Income	690.00
GF Bankcard Deposit	2,053.25
GF Cash Register - Copy/Debit	131.53
GF Cash Register - Fines	6,410.52
GF Cash Register - Lost Items	793.14
GF Cash Register - Misc.	701.05
GF cash register - Passport Pho	4,000.00
GF Cash Register - Reserves	793.04
GF City of Placentia RDA Tax Sh	4,840.38
GF Copier coinbox	1,876.35
GF County Reimbursements	579.97
GF Fed Work Study Reimbursement	4,285.45
GF Interest	157.62
GF Miscellaneous Income	3,696.07
GF Notary	312.50
GF Office Expense Reimbursement	5.48
GF Other Grants	2,000.00
GF Passport Revenue	23,855.00
GF State Library Grants	35,000.00
GF State Library Reimbursements	17,177.12
GF Trans to raise minimum balan	6,000.00
GF Transfer from Foundation AAB	5,000.00
LIT Interest Inc - Savings	57.66
PA Wire Transfer from County	499,248.00
<b>Total Income</b>	<b>643,550.11</b>
Expense	
COE Bank fees	532.01
COE Childn's Summer Rdng Prgm	3,609.66
COE Friend's Director's Fund	500.00
COE Friends Adlt Prgrm Expense	266.63
COE Life Insurance payment	279.16
COE Medical Reimbursement Polic	1,584.53
COE Meeting Room Maintenance	774.84
COE Passport Expenses	5,369.70
COE Transfer to GF Checking	6,000.00
GF Bankcard Service Charge	23.95
GF Food	96.59
GF Household Expenses	1,257.02
GF Library Materials (books)	-1,496.00
GF Memberships	249.00
GF Miscellaneous	2,197.50
GF Office Expense	150.00
GF Printing	420.23
GF Registration/trans/travel	30.00
GF Reimbursement-State Library	812.00
GF Transfers to County	44,580.36
GF Travel Staff	15.00
GF Travel Trustees	417.70
PA Empl 457 Plan Contribution	35,032.79
PA Empl Optional Benefit	477.40
PA Employee 125 Co-Pay	11,792.07
PA Employee Life Insurance	19.94

7:18 PM

02/12/09

Accrual Basis

**Placentia Library District**  
**Profit & Loss**  
July 2008 through January 2009

Agenda Item 19  
Page 3 of 5

	<u>Jul '08 - Jan 09</u>
PA Payroll Taxes	125,829.28
PA Salaries	261,375.50
<b>Total Expense</b>	<u>502,196.86</u>
<b>Net Ordinary Income</b>	<u>141,353.25</u>
<b>Net Income</b>	<u><u>141,353.25</u></u>

PLACENTIA LIBRARY DISTRICT  
 YTD REVENUE REPORT  
 JANUARY 31, 2009  
 58.33% of Fiscal Year Completed

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>TAXES</b>						
6210		Property Taxes - Current Secured	1,706,335	1,025,894	680,441	60.1%
6220		Property Taxes - Current Unsecured	67,000	65,379	1,621	97.6%
6230		Property Taxes - Prior Secured	17,500	-	17,500	0.0%
6240		Property Taxes - Prior Unsecured	750	-	750	0.0%
6250		Taxes - Spec Dist Augmentation	6,000	-	6,000	0.0%
6280		Property Taxes - Curr Supplemental	53,000	23,046	29,954	43.5%
6300		Property Taxes - Prior Supplemental	1,200	5,804	-4,604	483.7%
6540		Penalties & Costs on Delinq Taxes	0	1,334	-1,334	100.0%
<b>REVENUE FROM USE OF MONEY &amp; PROP'Y</b>						
6610		Interest	40,000	10,089	29,911	25.2%
<b>INTERGOVERNMENTAL REVENUES</b>						
6690		State - Homeowners Property Tax Relief	16,000	7,841	8,159	49.0%
6970		State - Other	90,000	15,316	74,684	17.0%
<b>MISCELLANEOUS REVENUES</b>						
7670		Miscellaneous Revenue (Local Revenue)	290,000	30,444	259,556	10.5%
7680		6-MO Expired (Outlawed) Checks	0	274	-274	100.0%
<b>TOTAL REVENUES FY 08/09:</b>			<b>2,287,785</b>	<b>1,185,421</b>		<b>51.8%</b>

**PLACENTIA LIBRARY DISTRICT**

EXPENDITURES REPORT

JANUARY 31, 2008

58.33% of Fiscal Year Completed

Agenda Item 19

Page 5 of 5

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
0100	Salaries & Wages	1,093,479	692,498	0.63	\$400,982
0200	Retirement	171,129	100,926	0.59	\$70,203
0301	Unemployment Insurance	10,000	0	0.00	\$10,000
0306	Health Insurance	88,590	34,007	0.38	\$54,583
0308	Dental Insurance	9,427	5,244	0.56	\$4,183
0309	Life Insurance	10,743	2,629	0.24	\$8,114
0310	AD & D Insurance	4,061	6,711	1.65	-\$2,650
0319	Vision Insurance	2,000	772	0.39	\$1,228
0352	Workers' Compensation Insurance	8,200	6,953	0.85	\$1,247
	<b>TOTAL</b>	<b>\$1,397,629</b>	<b>\$849,740</b>	<b>0.61</b>	<b>\$547,889</b>
<b>SERVICES &amp; SUPPLIES</b>					
0700	Communications	13,870	7,824	0.56	\$6,046
0900	Food	1,250	113	0.09	\$1,137
1000	Household Expenses	12,000	5,904	0.49	\$6,096
1100	Library Insurance	15,000	14,054	0.94	\$946
1300	Maintenance, Equipment	42,000	12,291	0.29	\$29,709
1400	Maintenance, Buildings & Improvements	67,250	17,002	0.25	\$50,248
1600	Memberships	1,750	4,009	2.29	-\$2,259
1800	Office Expenses	69,150	17,219	0.25	\$51,931
1803	Postage	5,600	1,859	0.33	\$3,741
1900	Prof./Specialized Services	200,130	33,581	0.17	\$166,549
1912	Investment Administrative Fees	1,000	370	0.37	\$630
2000	Publication and Legal Notices	1,000	91	0.09	\$909
2100	Rents and Leases - Equipment	1,500	596	0.40	\$904
2200	Rents & Leases - Buildings & Improvements	73,456	59,366	0.81	\$14,090
2400	Books/Library Materials	256,000	88,210	0.34	\$167,790
2600	Transportation & Travel	2,000	893	0.45	\$1,107
2700	Meetings	10,000	8,681	0.87	\$1,319
2800	Utilities	96,500	18,963	0.20	\$77,537
	<b>TOTAL</b>	<b>\$869,456</b>	<b>\$291,025</b>	<b>0.33</b>	<b>\$578,431</b>
<b>OTHER CHARGES</b>					
3700	Taxes and Assessments	\$5,000	\$5,097	1.02	-\$97
	<b>OPERATING EXPENSES</b>	<b>\$2,267,085</b>	<b>\$1,145,862</b>	<b>0.51</b>	<b>\$1,121,223</b>
<b>FIXED ASSETS &amp; CONTINGENCY FUNDS</b>					
4000	Equipment	\$50,000	\$20,706	0.41	\$29,294
5200	Contingency Funds	\$937,579		0.00	\$937,579
	<b>TOTAL</b>	<b>\$987,579</b>	<b>\$20,706</b>	<b>0.02</b>	<b>\$966,873</b>
<b>TOTAL BUDGET (Fund 707)</b>					
		<b>\$3,259,664</b>	<b>\$1,166,568</b>		<b>\$2,093,096</b>
707-	General Reserves	\$10,000	\$0	0.00	\$10,000
702-	Equipment & Structural Repair Fund	\$157,395	\$140,854	0.89	\$16,541
703-	Automated Replacement Fund	\$12,382	\$0	0.00	\$12,382
706-	Interest & Sinking Bond Redemption	\$197,590	\$0	0.00	\$197,590
708-	Unused Sick Leave Payoff Reserve	\$12,094	\$0	0.00	\$12,094





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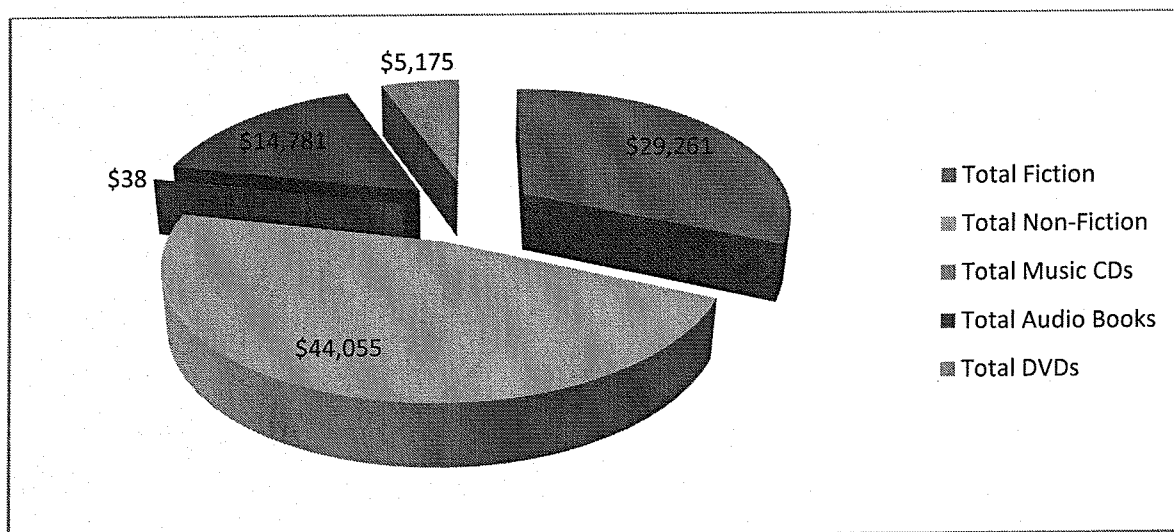
## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Katie Matas, Librarian, Technical Services  
**SUBJECT:** Acquisitions Report  
**DATE:** February 17, 2009

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

	<u>Amount</u>	<u>Titles</u>	<u>Volumes</u>
Total Fiction	\$29,621	1,629	2,129
Total Non-Fiction	\$44,055	1,289	1,213
Total Music CDs	\$38	2	2
Total Audio Books	\$14,781	132	134
<u>Total DVDs</u>	<u>\$5,175</u>	<u>177</u>	<u>209</u>
<b>TOTAL MATERIALS</b>	<b>\$93,670</b>	<b>3,229</b>	<b>3,687</b>



In addition to the items above, items totaling \$15,381 are currently on order.

ACQUISITIONS REPORT FOR FISCAL YEAR 2008-2009 THROUGH THE MONTH OF JANUARY 2009  
Prepared by Katie Matas, Acquisitions Librarian

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$18,769	896	1,100	\$997	52	53	\$19,766	948	1153	\$421	18	18	\$20,187	966	1,171
Adult Circulating Non-Fiction	\$20,428	954	984	\$2,001	102	103	\$22,429	1056	1087	\$296	10	10	\$22,715	1,066	1,097
Adult Reference	\$1,225	24	24	\$0	0	0	\$1,225	24	24	\$0	0	0	\$1,225	24	24
Adult magazines	\$7,078	134	0	\$0	0	0	\$7,078	134	0	\$0	0	0	\$7,078	134	0
Adult on-line databases	\$10,650	3	0	\$0	0	0	\$10,650	3	0	\$0	0	0	\$10,650	3	0
Total Adult Non-Fiction	\$39,382	1115	1008	\$2,001	102	103	\$41,383	1217	1111	\$296	10	10	\$41,688	1227	1121
TOTAL ADULT PRINT MATERIALS	\$58,151	2011	2108	\$2,998	154	156	\$61,149	2165	2264	\$706	28	28	\$61,855	2193	2292
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$19	1	1	\$19	1	1
Adult Audio Books (incl. Overdrive)	\$14,221	126	126	\$0	0	0	\$14,221	126	126	\$466	10	10	\$14,707	136	136
ADULT DVDS	\$4,532	147	161	\$0	0	0	\$4,532	147	161	\$50	3	3	\$4,582	150	164
TOTAL ADULT NON-PRINT MATERIALS	\$18,752	273	287	\$0	0	0	\$18,752	273	287	\$555	14	14	\$19,307	287	301
TOTAL ADULT MATERIALS	\$76,903	2284	2395	\$2,998	154	156	\$79,901	2,438	2,551	\$1,261	42	42	\$81,162	2,480	2,593
Juvenile Fiction	\$9,156	631	942	\$699	50	34	\$9,855	681	976	\$1,693	73	102	\$11,548	754	1,078
Juvenile Circulating Non-Fiction	\$397	25	27	\$524	35	53	\$921	60	80	\$338	17	21	\$1,259	77	101
Juvenile Reference	\$936	1	22	\$0	0	0	\$936	1	22	\$0	0	0	\$936	1	22
Juvenile Magazines	\$415	10	0	\$0	0	0	\$415	10	0	\$0	0	0	\$415	10	0
Juvenile on-line databases	\$399	1	0	\$0	0	0	\$399	1	0	\$0	0	0	\$399	1	0
Total Juvenile Non-Fiction	\$2,148	37	49	\$524	35	53	\$2,672	72	102	\$338	17	21	\$3,009	89	123
TOTAL JUVENILE PRINT MATERIALS	\$11,304	668	991	\$1,223	85	87	\$12,527	753	1,078	\$2,031	90	123	\$14,558	843	1,201
Juvenile Music CDs	\$38	2	2	\$0	0	0	\$38	2	2	\$0	0	0	\$38	2	2
Juvenile Audio Books	\$560	6	8	\$0	0	0	\$560	6	8	\$0	0	0	\$560	6	8
Juvenile DVDS	\$644	30	48	\$0	0	0	\$644	30	48	\$30	2	2	\$674	32	50
TOTAL JUVENILE NON-PRINT MATERIALS	\$1,242	38	58	\$0	0	0	\$1,242	38	58	\$30	2	2	\$1,272	40	60
TOTAL JUVENILE MATERIALS	\$12,546	706	1049	\$1,223	85	87	\$13,769	791	1136	\$2,061	92	125	\$15,829	883	1261
Total Fiction	\$27,925	1,527	2,042	\$1,696	102	87	\$29,621	1,629	2,129	\$2,114	91	120	\$31,735	1,720	2,249
Total Non-Fiction	\$41,530	1,152	1,057	\$2,525	137	156	\$44,055	1,289	1,213	\$623	27	31	\$44,678	1,316	1,244
Total Audio Books	\$38	2	2	\$0	0	0	\$38	2	2	\$19	1	1	\$57	3	3
Total Music CDs	\$14,781	132	134	\$0	0	0	\$14,781	132	134	\$486	10	10	\$15,267	142	144
Total Video DVDS	\$5,175	177	209	\$0	0	0	\$5,175	177	209	\$80	5	5	\$5,255	182	214
TOTAL MATERIALS	\$89,449	2990	3444	\$4,221	239	243	\$93,670	3,229	3,687	\$3,322	134	167	\$96,992	3,363	3,854

General Fund  
\$15,381

Outstanding Orders as of January 2009  
Adopt-a-book  
\$0

TOTAL  
\$15,381

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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Gomez, Development Director  
**SUBJECT:** Entrepreneurial Activities Report for January 2009  
**DATE:** February 17, 2009

Net Revenue Summary				
			YTD	YTD
	Jan-09	Jan-08	2008-2009	2007-2008
Passport	4,740.00	10,672.50	25,049.15	84,710.29
Passport Photos	290.00	1,568.00	3,810.00	3,642.00
Test Proctor	0.00	0.00	690.00	1,165.10
<b>Total</b>	<b>5,030.00</b>	<b>12,240.50</b>	<b>29,549.15</b>	<b>89,517.39</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Alexander Hernandez, Administrative Assistant  
**SUBJECT:** Personnel Report for January 2009  
**DATE:** February 17, 2009

**APPOINTMENTS:**

Roger Hiles, Library Services Manager (FT)

**OPEN POSITIONS:**

Management Analyst (FT)

**WORKERS' COMPENSATION LEAVE:**

None

**TERMINATIONS:**



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** David Ferrari, Circulation Services Supervisor

**SUBJECT:** Circulation Activity Report

**DATE:** February 17, 2009

**MONTHLY STATISTICS**

<b><u>CIRCULATION</u></b>			Y-T-D	Y-T-D	Y-T-D
	Jan 09.	Jan 08.	2008-9	2007-8	% change
NEW PATRON REGISTRATIONS	506	303	2,280	1,910	16.2%
TOTAL CIRCULATION	1,784	22,297	82,127	123,486	-33.5%
TOTAL ACTIVE BORROWERS *	23,546	22,197	124,630	145,433	-14.3%
ATTENDANCE	22,947	27,172	117,176	178,952	-35.5%

**PASSPORT SERVICES**

	Sun	Mon	Tues	Wed	Thu	Sat	Total per hour
9:00	0	0	0	0	0	7	7
10:00	0	0	0	0	0	17	17
11:00	0	0	0	0	0	21	21
12:00	0	0	1	0	4	14	19
1:00	13	2	0	0	0	12	27
2:00	12	1	0	1	0	23	37
3:00	8	11	7	15	8	8	57
4:00	8	10	4	7	5	5	39
5:00	0	1	0	5	0	0	6
6:00	0	8	5	3	4	0	20
7:00	0	7	1	1	2	0	11
8:00	0	1	0	0	3	0	4
<b>Total per day</b>	41	41	18	32	26	107	<b>265</b>
							<b>Grand Total</b>



**PATRON COUNT**

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.	Total div 2
9:00	0	287	493	463	608	523	2374	1187
10:00	0	330	548	474	618	622	2592	1296
11:00	0	347	594	408	444	715	2508	1254
12:00	0	385	496	441	463	907	2692	1346
1:00	1277	396	741	724	776	936	4850	2425
2:00	1054	470	749	1014	612	1059	4958	2479
3:00	1057	613	1056	1257	1390	1029	6402	3201
4:00	1001	789	998	977	823	1208	5796	2898
5:00	0	814	1365	911	966	0	4056	2028
6:00	0	678	875	999	858	0	3410	1705
7:00	0	664	644	880	766	0	2954	1477
8:00	0	749	706	806	1041	0	3302	1651
<b>Total/Day</b>	<b>4389</b>	<b>6522</b>	<b>9265</b>	<b>9354</b>	<b>9365</b>	<b>6999</b>	<b>45894</b>	<b>22,947</b>
								<b>Grand Total</b>

**STAFF ACTIVITY**

- January 6-Meeting with Yesenia about the budget.
- January 10-Meeting with Yesnia about he budget.
- January 13 Meeting with the circulation staff to go over monthly agendas.
- January 14-Meeting with the Library Director and managers to go over budget plan.
- January 20- Meeting with the entire staff to go over several agendas.
- January 23- Meeting with the Library Card Committee discussing the idea of a new library card.
- January 26- Meeting with the entire staff to go over several agendas.
- January 27- Meeting with Roger and Joanne about the situation with shelving.

**ONGOING PROJECTS**

- January 30: Examined all the fire extinguishers in the library to be sure they were up to date.
- January 31- Asked volunteers clean out the boiler room.

**NEW PROJECTS AND ACTIVITIES**

- Updating the Emergency Manual.

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Alexander Hernandez, Administrative Assistant  
**SUBJECT:** City of Placentia Invoices  
**DATE:** February 17, 2009

PERIOD COVERED	DATE INVOICE	S. CA EDISON	TURF GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL	
Jul-08	*			107.50			107.50	
Aug-08	*						0.00	
Sep-08	*						0.00	
Oct-08	*						0.00	
Nov-08	*						0.00	
Dec-08	*						0.00	
Jan-09	*						0.00	
Feb-09							0.00	
Mar-09							0.00	
Apr-09							0.00	
May-09							0.00	
Jun-09							0.00	
<b>TOTAL</b>		0.00	0.00	0.00	107.50	0.00	0.00	107.50
<b>AVG</b>		0.00	0.00	0.00	107.50	0.00	0.00	21.50

\* City Billing Not Received

PERIOD COVERED	DATE INVOICE	S. CA EDISON	TURF GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL	
Jul-07	07/23/07	5,584.05	1,150.57	136.67	645.55	0.00	0.00	7,516.84
Aug-07	08/22/07	7,054.77	1,440.22	136.67	117.20	0.00	0.00	8,748.86
Sep-07	10/02/07	7,492.80	2,316.02	145.15	107.50	0.00	15.06	10,076.53
Oct-07	11/19/07	7,016.46	1,150.57	145.15	107.50	0.00	0.00	8,419.68
Nov-07	11/19/07	5,287.29	1,186.18	145.15	107.50	0.00	0.00	6,726.12
Dec-07	02/13/08	4,198.61	1,150.57	145.15	107.50	0.00	7.98	5,609.81
Jan-08	02/13/08	3,118.39	1,150.57	145.15	137.50	0.00	7.84	4,559.45
Feb-08	02/13/08	3,438.09	1,150.57	145.45	1,218.91	0.00	7.82	5,960.84
Mar-08	04/01/08	3,757.21	1,150.57	145.15	107.50	0.00	7.82	5,168.25
Apr-08	10/15/08	3,894.06	1,150.57	145.15	107.50	0.00	7.84	5,305.12
May-08	10/15/08	4,063.65	1,150.57	145.15	107.50	0.00	0.00	5,466.87
Jun-08	10/15/08	6,607.52	1,150.57	145.15	107.50	0.00	0.00	8,010.74
<b>TOTAL</b>		61,512.90	15,297.55	1,725.14	2,979.16	0.00	54.36	81,569.11
<b>AVG</b>		5,126.08	1,274.80	143.76	248.26	0.00	4.53	6,797.43



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Gomez, Development Director  
**SUBJECT:** **Partnerships With Community Organizations for January 2009**  
**DATE:** February 17, 2009

The Placentia Library District is in partnership with Homeless Intervention Shelter House (H.I.S. House) and Valencia High School.

**Homeless Intervention Shelter House (H.I.S.)**

The partnership with H.I.S. House was made possible through the Klein Family Foundation grant of \$13,000 in support of the Placentia Library Friends Foundation. The Placentia Library Literacy Services (PLLS) maintains a satellite program at the Homeless Intervention Shelter House (H.I.S. House) to provide tutoring and homework help to some of the most disadvantaged students in the area. PLLS tutors through the Federal Work/Study program provides onsite tutoring to students residing at the H.I.S. House. The goal is to provide students with homework assistance, enabling them to succeed with their academic requirements and encouraging them to succeed in school. Due to transportation these students are unable to participate in the P.A.S.S. program which is offered at the Library. Tutors have notebook computers with internet access and the basic school supplies necessary to complete homework assignments. Currently three tutors are in service at the H.I.S. House. Two have prior experiences in tutoring. To date, services are provided three days per week and each session lasts 2 hours. The program runs from January 5, 2009 – December 18, 2009

**Valencia High School**

The partnership with Valencia High School was possible thanks to Great Stories CLUB Grant of \$200. This program will give 75 at-risk students a unique opportunity to read, discuss, and keep three designated titles pertinent to their lives. Peer discussion activities, guided by two library assistants and the high school teacher, will focus on the themes of personal development and self-exploration. The program runs from January 5, 2009-June 1, 2009.



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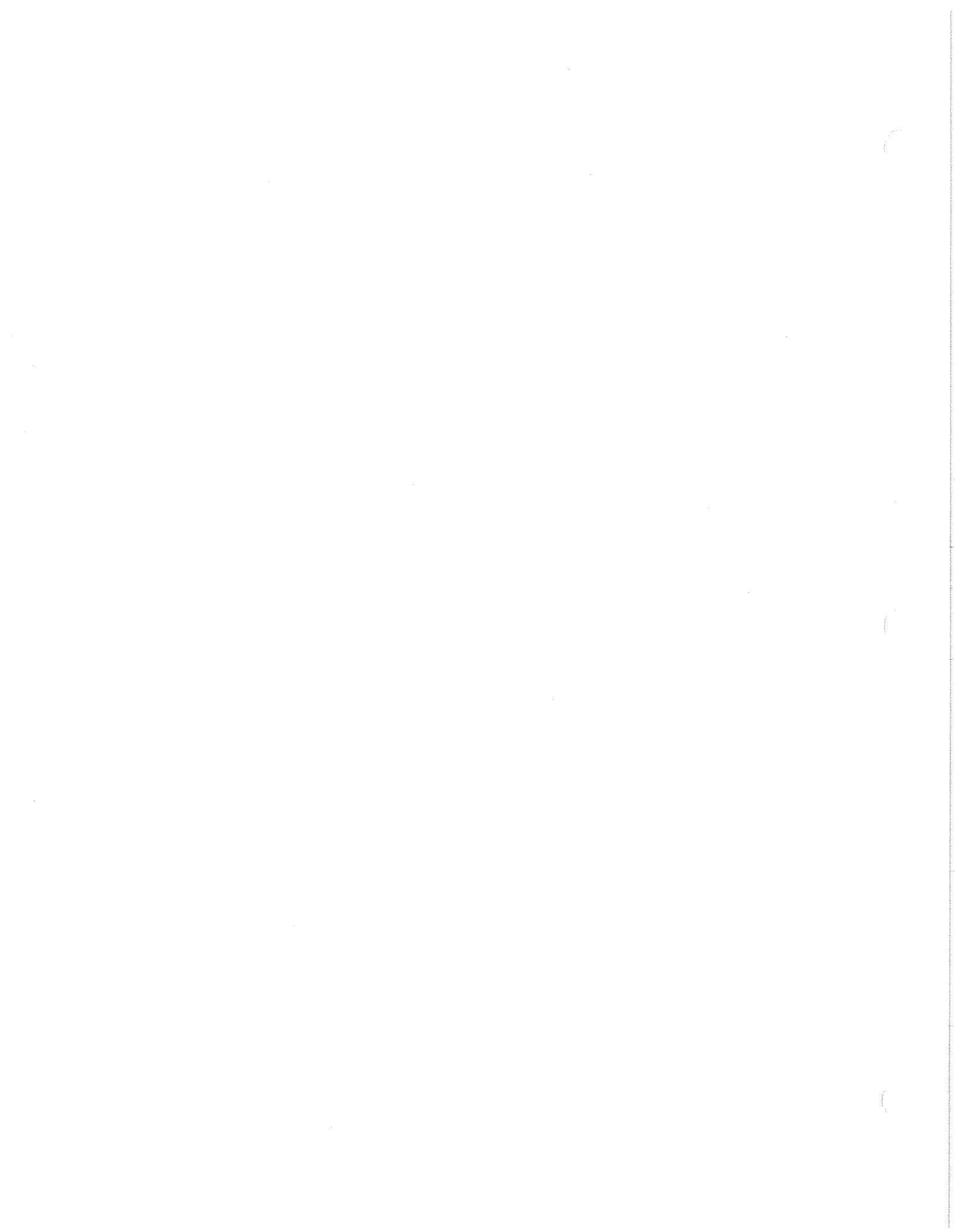
**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Gomez, Development Director  
**SUBJECT:** Active Grant Application for January 2009  
**DATE:** February 17, 2009

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



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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:** February 17, 2009

### Activities Report

Tuesday, January 20, 2009

I facilitated the Manager/Supervisor and all-staff meetings.

I attended the Library Board of Trustees meeting.

I attended the City Council meeting as Marie Schmidt, Local History Room volunteer, was honored for her work with the Historical Society.

Wednesday, January 21, 2009

I attended the Rotary meeting at Alta Vista Country Club.

I met with Mr. David Ferrari, Circulation Supervisor, to discuss a scheduling issue.

I met with Board President Mr. Al Shkoler, Mr. Robert Housely and Ms. Yesenia Gomez to discuss an inquiry from a community resident.

I provided information to Mr. Roger Hiles, Library Services Manager, regarding a possible library program called Living Library.

Thursday, January 22, 2009

I attended the Citizen of the Year Award at the Alta Vista Country Club. Ms. Jeanette Gardner, Local History Room volunteer, was one of the recipients.

Friday, January 23, 2009

I attended the Placentia Library Friends Foundation Jewel Reception, honoring the top donors.

Saturday, January 24, 2009

I attended the Children's Department Lunar New Year program. Secretary DeVecchio and Trustee Turner assisted in handing out the donated red envelopes to participating children.

Monday, January 26, 2009

I facilitated the all-staff meeting.

I attended the first Family Interactive Reading and Sharing Time (F.I.R.S.T.) program. We had 26 people attend.

Tuesday, January 27, 2009

I facilitated the Manager/Supervisor meeting.



Wednesday, January 28, 2009

I attended the Rotary meeting at Alta Vista Country Club.

I attended St. Joseph School's community day, thanking leaders for their contribution to the community. Ms. Lori Worden, Ms. Toby Silberfarb and I represented the Placentia Library.

I met with Board members from the Placentia Library Friends Foundation to plan for the Author's Luncheon event.

Thursday, January 29, 2009

I attended the ISDOC quarterly meeting with Secretary DeVecchio.

Tuesday, February 3, 2009

I facilitated the Manager/Supervisor meeting.

I attended the Board Effectiveness training as facilitated by Ms. Jane Jones.

Wednesday, February 4, 2009

I attended the Rotary meeting at Alta Vista Country Club.

I met with Mr. Robert Housely and Ms. Yesenia Gomez to discuss the budget.

Thursday, February 5, 2009

I attended the Santiago Library System Library Directors meeting at the Orange County Public Library in Santa Ana headquarters.

I attended the Placentia Yorba Linda Unified School District State of the School District presentation at the Yorba Linda Council Chamber.

Saturday, February 7, 2009

I attended and assisted the Miss Placentia Pageant at the Valencia High School Auditorium.

Monday, February 9, 2009

I attended the Placentia Library Friends Foundation Board meeting.

Tuesday, February 10, 2009

I attended the Adult Book Discussion, *The Secret Life of Bees* as led by Kathy Staymates.

I facilitated the Manager/Supervisor meeting.

I attended the Rotary President's Meeting with Board President Mr. Al Shkoler which focused on the training of literacy.

Wednesday, February 11, 2009

I attended the Rotary meeting at Alta Vista Country Club.

Thursday, February 12, 2009

I attended the NOCLA reception with Trustee Turner, honoring elected officials in the North Orange County area at the Richard Nixon library.

Friday, February 13, 2009

I attended the PLFF's volunteer breakfast.

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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's Report  
**DATE:** February 17, 2009

**Activities Report:**

Monday, January 12

I met with Ms. Jeanette Contreras about initial goals.  
I was introduced to most of the library staff.

Tuesday, January 13

I met with Ms. Jeanette Contreras to discuss her wishes for the website redesign.  
I mapped out the content on the existing library website and began working on design concepts.  
I met with Ms. Joanne Hardy about database usage statistics and the budget.  
I attended the Library Trustees meeting and left at 6:45 p.m.

Wednesday, January 14

I spoke by phone with the representative from Newsbank about usage of Newsbank databases.  
I reviewed links to databases on our website, and came up with some suggested changes.  
I installed the Joomla content management software on my workstation to use as a development test bed for the website redesign.  
I began doing Joomla tutorials.  
I attended a budget meeting with the Library Director and library supervisors to discuss budget projections for this fiscal year and next.

Thursday, January 15

I met with Ms. Joanne Hardy about the budget.

Saturday, January 17

I attended Family Gaming Day event  
I met with Ms. Lori Worden and Ms. Joanne Hardy and discussed Children's programming.  
I shadowed Ms. Joanne Hardy at the Reference Desk.

Tuesday, January 20

- I shadowed Ms. Katie Matas at the Reference Desk
- I attended the Managers and supervisors meeting with Library Director
- I attended library staff meeting

Wednesday, January 21

- I shadowed Ms. Nadia Dallstream at the Reference Desk
- I set up menus for the website redesign

Thursday, January 22

- I attended a meeting with Mr. David Ferrari about a commemorative library card for the 90<sup>th</sup> anniversary
- I worked on adding blog and photo gallery features to the new website

Monday, January 26

- I shadowed Ms. Toby Silberfarb at the Reference Desk

Tuesday, January 27

- I attended the Managers and supervisors meeting with Library Director
- I worked on adding online quiz feature to the new website

Wednesday, January 28

- I shadowed Mr. Gary Bell at the Reference Desk
- I worked on tweaking graphics for the new website

Thursday, January 29

- I worked on added content for the new website

Saturday, January 31

- I completed first draft of website redesign and submitted sample pages to Library Director

Monday, February 2

- I met with Library Director to discuss website redesign
- I worked on development website to incorporate requested changes

Tuesday, February 3

- I attended the Managers and supervisors meeting with Library Director
- I spent time working on lessons for staff in-service

Wednesday, February 4

I spoke by phone with the representative from Newsbank about vendor authentication  
I met with Ms. Katie Matas and Mr. David Ferrari to review patron data printed on  
checkout receipts.  
I worked on lessons for staff in-service

Thursday, February 5

I met with Ms. Joanne Hardy to discuss reference desk schedules  
I met with Mr. David Ferrari to discuss a personnel matter  
I worked on lessons for staff in-service

Friday, February 6

I presented half-day in-service on Microsoft Excel (11 library staff members  
attended)  
I presented half-day in-service on Microsoft Publisher (11 library staff members  
attended)

Monday, February 9

I met with Ms. Joanne Hardy and Library Director to discuss budgeting for substitutes  
I met with Ms. Joanne Hardy and Mr. Alex Hernandez to schedule Placentia Arts  
exhibit  
I met with Ms. Katie Matas to discuss circulation statistics reports  
I provided statistics report on DVDs to Library Director  
I was introduced at Library Friends Foundation meeting and left at 7:20 p.m.

Tuesday, February 10

I attended the Managers and supervisors meeting with Library Director  
I attended the Adult Services staff meeting



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Lori Worden, Children's Librarian  
**SUBJECT:** Children's Services Monthly Activity Report for January, 2009  
**DATE:** February 17, 2009

**MONTHLY STATISTICS**

Phone reference 11  
In person reference/research 594  
  
Total 605

<b>TYPE OF PROGRAM</b>	<b>NUMER OF PROGRAMS</b>	<b>TOTAL ATTENDANCE</b>
Lap Sit 24 months & younger	4	92
Story Time I: 6 years & younger	4	72
Story Time II: 6 years & younger	4	66
Pocket Tales: Stories, music, and movement.	4	116
Read to the Dogs event	1	25
P-TAC Meeting	1	11
Lunar New Year Program	1	100
Family Game Day	1	40
Tynes Elementary School 2 <sup>nd</sup> Grade tours	3	63
F.I.R.S.T. – Family Interactive Reading and Sharing	1	24
<b>Total January 2009</b>	<b>24</b>	<b>609</b>

<b>Total January 2008</b>	<b>29</b>	<b>913</b>
<b>Current FY to date</b>	<b>97</b>	<b>4,985</b>
<b>Previous FY to date</b>	<b>203</b>	<b>7,309</b>

### **STAFF ACTIVITY**

January 14: Coleen Wakai participated in an Infopeople online "Gaming Webinar". She gained knowledge about how the library can more effectively host popular and inexpensive gaming programs for families and teens.

January 28: Lori Worden attended a community program at St. Joseph Catholic School in Placentia. Children from all grades thanked community members, including Placentia Library staff, for serving in their city.

January 29: Lori Worden attended the SLS Performer's Showcase at the Yorba Linda Community Center. This annual event gives area librarians an opportunity to preview performers who are available for future library programs.

### **ONGOING PROJECTS**

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

- Pre-school storytimes
- Pocket Tales: Stories & Music
- Lap Sit Time
- Read to the Dogs

### **NEW PROJECTS AND ACTIVITIES**

- 1.) Read to the Dogs moved to the first Monday of the month, beginning January 5.
- 2.) Family Game Day began on Saturday, January 17. Families enjoyed the board and electronic games, as well as snacks. P-TAC volunteers assisted with this program.
- 3.) The Children's department hosted a Lunar New Year's program with the Dragon Dancers, lunar new year stories, crafts, red envelopes for all children, and snacks. The program was very well received and we hope to have a similar program next year.
- 4.) Our new family discussion group, F.I.R.S.T. (Family Interactive Reading and Sharing Time) began on January 26 with 6 families. The families enjoyed sharing the story "Pete's a Pizza", and had a lively discussion. A light meal was served. Children each made a pizza collage craft and a chef's hat!
- 5.) The Mom's Club of Placentia presented the Children's department with \$350.00 to help support its programs. Lori Worden attended the meeting to receive this check.

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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 January, 2009  
**DATE:** February 17, 2009

**MONTHLY STATISTICS**

**Volunteer Hours:**

History Room	181 hrs
PLFF	361 hrs
Library (General)	44 hrs
Homework Club	86 hrs
Tutors (ALS)	24 hrs
Total:	696 hrs

**STAFF ACTIVITY**

Processed 10 volunteer applications;  
Called 10 potential volunteers;  
Processed 6 staff /Friends requests for volunteers;  
Processed 2 returning CSUF FWS Students;  
Processed 3 new FWS from WSU;  
Processed one 120 hour intern from CSUF;  
Attended Volunteer Conference in Torrance on January 27;  
Proctored 4 exams for distance learning students;  
Estimated needs and costs for resumption of service to H.I.S. House [costs are to be funded by the Klein Family grant].

**ONGOING PROJECTS**

Refocusing library efforts for the 3 CLLS grant programs;  
Seeking FWS volunteers for the H.I.S. House homework program;  
Collaborating with Children's Dept to energize FFL services.

**NEW PROJECTS AND ACTIVITIES**

Began planning a proposal to the Draper Family Foundation to fund library assistance through workshops for students seeking employment or post-secondary education (college and trade schools).





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Joanne Hardy, Librarian II – Adult Services  
**SUBJECT:** Reference and Adult Services Monthly Activity Report for January 2009  
**DATE:** February 17, 2009

**MONTHLY STATISTICS**

Reference Desk Activity

Phone reference:	246
In person reference/research:	1968
Guest passes:	3
E-mail reference/research:	1
Electronic: databases/internet/catalog instruction:	99
Electronic: computer use:	3278
Technology: computer/printer questions or troubleshooting:	381
In library use: ready reference:	23
In library use (cleanup):	3369

**STAFF ACTIVITY**

Joanne Hardy:

- Met on Jan. 5, 7, and 14 with management team regarding preparation of the library budget subprograms.
- Met on Jan. 8 with Director and Toby Silverfarb regarding the award of the \$13,000 Klein Family grant. Prepared estimated expenditures for Homework Club at H.I.S. House to be funded by the grant.
- Met on Jan. 6 with Director, Gary Bell and the volunteers of the History Room to identify current and future activities and needs.
- Met on Jan. 6 with Adult Services staff to introduce new procedures, and discuss upcoming projects.
- Advised the Literacy Coordinator regarding the California State Library mid-year report on Literacy services.
- Participated in the Circulation staff meeting on Jan. 13.

- Met on Jan. 17 with Children's Services Librarian II and Roger Hiles to provide briefing on Children's activities.
- Met on Jan. 22 with Technical Services Librarian and Roger Hiles to provide briefing on T.S. activities.
- Participated in the committee meeting on the Library Card Campaign
- Met with Circulation Supervisor and Roger Hiles regarding efficiency in sorting and shelving library materials
- Participated in the management team meetings on Jan. 20 and 27.
- Provided an overview of Adult Services activities at an all-staff meeting Jan. 20
- Consulted on Jan. 31 with two staff members regarding progress toward their assigned Objectives.

Librarians and Library Assistants:

Nadia Dallstream: created and released publicity for the program "Egypt – Land of the Pharaohs, scheduled for Thursday, February 19, 7:00 – 8:00.

Toby Silberfarb: created and published a webliography on the topic of personal finance in a recession. This will supplement the March program on the same subject.

Kathy Staymates completed weeding projects in the DVD and Dewey 400s collections.

Kathy Staymates and Joanne Hardy: created and published a bibliography on Impressionist Painters to accompany Dixie Shaw's bulletin board.

Katie Matas: created and published a bibliography promoting the library's collection in selecting and training dogs. The bibliography also features excellent websites.

### **ONGOING PROJECTS**

In consultation with the reference desk staff, Hardy continued the reorganization of the reference desk and began weeding reference books.

Hardy conferred with the Library's poet laureate, Meredith Lasko, on Jan. 29 to explore additional ideas for a project on poetry for the Imagination Celebration.

Hardy is also making arrangements in connection with Imagination Celebration for a Readers' Theatre workshop geared to adults and older teens.

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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 January 2009  
**DATE:** February 17, 2009

**MONTHLY STATISTICS**

Visitors to History Room in December 2009	13
Visitors to History Room in December 2008	21
Volunteer Hours	121
Intern Hours	10

**STAFF & VOLUNTEER ACTIVITY**

- Intern Eva Perry began inventory of the cabinets in the History Room. The collections to be organized and ultimately digitized include, but are not limited to: Miss Placentia, Kiwanis, Bradford, Key, Mcfadden, Melrose, Gilman, Yorba, Tuffree, Wagner, Kraemer and Ontiveros.
- Marie Schmidt contacted the Con Agra Company to see if they had any memorabilia concerning the Knott's Jam production in Placentia.
- Requests: photo of the intersection of Yorba Linda Blvd. and Kraemer; the city of Placentia's general plan; Valencia and El Dorado High School yearbooks; McFadden family information.
- Researched the Gilbert Kraemer house and family, prompted by the death of Gilbert Kraemer Jr. on January 13<sup>th</sup>, for inclusion in the city council meeting's agenda on January 20<sup>th</sup>.
- City Council presentation of Marie Schmidt's oral history, prepared by Donna Bass. Marie was honored with a standing ovation.
- On January 23 at the Jewel Reception for donors, the History Room staff and volunteers presented a program about resources in the History Room.
- The 1938 flood DVD was presented to St. Joseph's School.
- Three new volumes were added to the History Room collection.

**ONGOING PROJECTS**

Planning for the exhibit case display for Valencia High School's 75<sup>th</sup> anniversary is well underway.



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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 January 2009  
**DATE:** February 17, 2009

**MONTHLY STATISTICS**

Online database usage:

	January 2009	January 2008		Y-T-D 2008-9	Y-T-D 2007-8	Y-T-D % change
Ancestry.com	247	12		609	70	89%
Chilton Library (Automobiles)	10	4		58	42	28%
General Reference Center Opposing Viewpoints (sub.ends Nov 30, 2008 not renewed)	15	36	-	142	451	-69%
Newsbank	13	125		586	489	17%
L.A Times	6	16		54	60	-10%
Wall Street Journal (cancelled Nov. 1, 2008)						
Heritage Quest	693	1623		9,549	26,359	-64%
Learning Express (Learn a test)	24	7		125	89	29%
Novelist	21	13		120	23	81%
Tumblebooks	115	470		1,590	2,866	-45%
MorningStar	84	295	-	940	895	5%
Reference USA	18	53	-	191	351	-46%
Value Line	145	93		847	3,708	-77%
	1391	2747	0	14,811	35,403	

Website traffic for January 2009:

In January 2009 we had 16,836 visitors to our website. In January 2008 there were 45,467 page hits. A yearly comparison is not available due to the website redesign.

#### **STAFF ACTIVITY**

- Roger Hiles worked on updating the design of the Library website.

#### **ONGOING PROJECTS**

- Jesus and Katie continue to update Library events on the website.
- Jesus continues to maintain the outside electronic sign.

Work Session  
5:00  
March 24  
March 24

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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:** Discussions of Placentia Library District Policies in the 2000 series: 2015 – Employee Status, 2020 – Vacations, 2030 – Holidays, 2040 – Sick Leave, 2050 – Bereavement, 2060 – Jury Duty, 2110 – Health and Welfare Benefits, 2140 – Advancement of Wages.

**DATE:** February 17, 2009

### BACKGROUND

The discussion of Placentia Library District policies in the 2000 series: 2015 – Employee Status, 2020 – Vacations, 2030 – Holidays, 2040 – Sick Leave, 2050 – Bereavement, 2060 – Jury Duty, 2110 – Health and Welfare Benefits, 2140 – Advancement of Wages was presented to the Library Board of Trustees at the January 20, 2009 Board meeting. The Board of Trustees asked that the discussion be continued at a future Board meeting.

The Placentia Library District provides certain employee benefits to all regular employees including full-time and part-time employees. These benefits include:

- Vacations – Policy #2020
- Holidays – Policy #2030
- Sick Leave – Policy #2040
- Bereavement – Policy #2050
- Jury Duty – Policy #2060
- Vehicle Cost Reimbursement – Policy #2100
- Health and Welfare – Policy #2110
- Educational Assistance – Policy #2120
- Advancement of Wages – Policy #2140

These benefits will require funding throughout the fiscal years for all employees who work a regular shift of 20-40 hours per week. An estimate of benefits based on current part-time employees of the District, those working 20-39 hours per week, will cost the District approximately \$36,000 per year. This cost does not include policy numbers 2100, 2120 and 2140 and a Cost of Living Adjustment (COLA). Most libraries do not provide benefits to part-time employees and those that do provide them have been grandfathered into the system.

In addition, the current Placentia Library District personnel manual does not provide a clear definition of part-time status. It is necessary for the Policy to encompass a definition that provides the employees with an understanding of part-time status. The definition needs to include the business necessity component enabling the District to fluctuate hours based on business necessity.

The Board may want to consider revisions to policies 2015, 2020, 2030, 2040, 2050, 2060, 2110 and 2140 and/or direct library staff with instructions to proceed accordingly.

### RECOMMENDATIONS

Actions 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:** Legislative Issues and a Review of the Status of the State Budget and State Library Budget  
**DATE:** February 17, 2009

**BACKGROUND:**

Agenda Item 30 contains information about current legislation affecting independent special districts and libraries.

- The Consumer Product Safety Commission has issued a Notice of Stay of Enforcement with regards to the Consumer Product Safety Improvement Act of 2008 (CPSIA), Public Law 110-314. This law would have gone into effect on February 10, 2009, requiring “public, school, academic and museum libraries to either remove all their books or ban all children under 12 from visiting the facilities.” The Stay of Enforcement will remain in effect until February 2010. As instructed by the Santiago Library System, the Library Director will submit a letter to General Counsel Falvey to communicate concerns over CPSIA and its impacts on library services. Copies of the Notice of Stay of Enforcement and letter are included on Agenda Item 30.
- The Library Director received the Public Library Fund (PLF) estimated allocations from the California State Library for fiscal year 2008-2009. The Library received the PLF check from the California State Library on February 11, 2009. Copies of the PLF allocation are included on pages 2 to 25 as part of Agenda Item 35.
- Secretary Richard DeVeChhio and Library Director attended the ISDOC quarterly meeting on January 29, 2009. Lisa Kalustian, Chief Deputy Director from Governor Schwarzenegger’s Office was the guest speaker. She provided the following information:
  - The State’s shortfall will be \$15-\$27 billion through 2010.
  - Federal stimulus package will not solve state credit and budget problems.
  - Details of payments to be paid and payments to be delayed are available on the State Controller’s website at [www.controller.ca.gov](http://www.controller.ca.gov).
  - State employees will have to take two days unpaid leave each month and will receive two less paid holidays.
  - Vehicle registration fee will increase by twelve dollars.
  - Driver’s license fee will increase by three dollars.
  - There are no specific proposals on local funding such as Prop 1A, 42, etc.

The Trustees may want to report on any contact that they have had with Federal, California or Orange County Legislators.

**RECOMMENDATIONS:**

Action to be determined by the Library Board of Trustees.



Billing Code 6355-01-P

**CONSUMER PRODUCT SAFETY COMMISSION**

**Notice of Stay of Enforcement of Testing and Certification  
Requirements**

**AGENCY:** Consumer Product Safety Commission.

**ACTION:** Stay of Enforcement.

**SUMMARY:** This notice announces the decision of the Consumer Product Safety Commission ("CPSC" or "Commission") to stay enforcement of certain provisions of subsection 14(a) of the Consumer Product Safety Act ("CPSA") as amended by section 102(a) of the Consumer Product Safety Improvement Act of 2008 ("CPSIA"), Public Law 110-314. Specifically, the Commission is staying certain of the requirements of paragraphs 14(a)(1), (2), and (3) that otherwise require testing and issuance of certificates of compliance by manufacturers, including importers, of products subject to an applicable consumer product safety rule as defined in the CPSA or similar rule, ban, standard, or regulation under any other Act enforced by the Commission. This stay covers all such requirements with the exception of:

(1) those where testing and certification was required by subsection 14(a) of the CPSA prior to enactment of the CPSIA; and

(2) those requirements, when they become effective, applicable to children's product certifications required to be supported by third party testing for which the Commission has issued requirements for acceptance of accreditation of third party testing laboratories to test for:

- lead paint (effective for products manufactured after December 21, 2008),
- full-size and non-full size cribs and pacifiers (effective for products manufactured after January 20, 2009),
- small parts (effective for products manufactured after February 15, 2009), and
- metal components of children's metal jewelry (effective for products manufactured after March 23, 2009);

and

(3) any and all certifications expressly required by CPSC regulations; and

(4) the certifications required due to certain requirements of

the Virginia Graeme Baker Pool & Spa Safety Act being defined as consumer product safety "rules;" and

- (5) the certifications of compliance required for ATVs in section 42(a)(2) of the CPSA which were added by CPSIA; and
- (6) any voluntary guarantees provided for in the Flammable Fabrics Act ("FFA") or otherwise (to the extent a guarantor wishes to issue one).

This stay will remain in effect until February 10, 2010, at which time the Commission will vote to terminate the stay. This stay does not alter or postpone the requirement that all products meet applicable consumer product safety rules as defined in the CPSA or similar rules, bans, standards, or regulations under any other Act enforced by the Commission.

**EFFECTIVE DATE:** This stay is effective February 10, 2009.<sup>1</sup>

**FOR FURTHER INFORMATION CONTACT:** John "Gib" Mullan, Assistant Executive Director for Compliance and Field Operations, U.S. Consumer Product Safety Commission, 4330 East West Highway, Bethesda, Maryland 20814; e-mail [jmullan@cpsc.gov](mailto:jmullan@cpsc.gov).

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<sup>1</sup> The Commission voted 2-0 to implement the stay. The Commissioners' statements concerning the stay are available on the Commission web site at [www.cpsc.gov](http://www.cpsc.gov).

**SUPPLEMENTARY INFORMATION:**

**I. BACKGROUND:**

The Commission is aware that there is substantial confusion as to which testing and certification requirements of subsection 14(a) of the CPSA apply to which products under the Commission's jurisdiction, what sort of testing is required where the provisions do apply, whether testing is necessary for children's products that may not by their nature contain lead, whether testing to demonstrate compliance must be conducted on the final product rather than on its parts prior to assembly or manufacture, whether manufacturers and importers must issue certificates of compliance to address the labeling requirements under the Federal Hazardous Substance Act ("FHSA"), and what sort of certificate must be issued and by whom. The Commission has received literally thousands of e-mail, telephone, and written inquiries as to how to comply, when to comply, what is required in support of the various certifications, what form the required certificates must take, and who must issue them. Likewise, the Commission has received innumerable inquiries seeking relief from the expense of testing children's products

that either may not contain lead or may be subject to exemptions that the Commission may announce in the near future as a result of ongoing rulemakings either required or permitted by the CPSIA.<sup>2</sup> Commission staff has been unable to respond to many of these inquiries due to the press of its usual regulatory and compliance activities and the additional burden of the very early, multiple statutory deadlines imposed on the agency by the CPSIA, including those necessitating issuance of fourteen proposed and final rules in the six months since CPSIA was signed into law on August 14, 2008. Furthermore, the Commission is operating in fiscal year 2009 with the same level of funding appropriated to it for fiscal year 2008, before the CPSIA as well as two other acts also requiring significant additional Commission efforts - the Virginia Graeme Baker Pool and Spa Safety Act and the Children's Gasoline Burn Prevention Act - were enacted. This funding constraint is a severe handicap on the Commission's ability to staff up to address the numerous new requirements imposed by the CPSIA.

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<sup>2</sup> "Children's products" are defined in section 3(a)(2) of Consumer Product Safety Act, as amended, as consumer products "designed or intended primarily for children 12 years of age or



The Commission has embarked on four rulemakings to address many of these issues<sup>3</sup> as they relate to the lead content of children's products:

- Determinations that certain materials inherently will not exceed the statutory CPSIA limits on the lead content of children's products. 74 FR 2433 (January 15, 2009).
- Exemption of certain electronic devices from otherwise applicable limits on lead in children's products. 74 FR 2435 (January 15, 2009).
- Guidance on determining inaccessibility of components of children's products containing lead. 74 FR 2439 (January 15, 2009).
- Procedures for seeking determinations as to lead content of materials or products and exclusions from otherwise applicable limits on lead content of children's products. 74 FR 2428 (January 15, 2009).

These proposed rules present complex scientific, technical, and

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younger."

<sup>3</sup> The Commission has also requested comments on section 102 of the CPSIA, entitled "Mandatory Third-Party Testing for Certain Children's Products," specifically seeking input on the possibility of testing of component parts rather than the final children's products.

procedural issues that will not be resolved by February 10, 2009, the effective date of CPSIA's initial 600 parts per million ("ppm") limit on the lead content of children's products. Moreover, on that same date - February 10, 2009 - additional sweeping requirements of the CPSIA come into effect, including those related to the phthalates content of children's toys and child care articles, the myriad requirements of the ASTM F963 voluntary toy standard becoming mandatory CPSC consumer product safety standards,<sup>4</sup> and the recently issued CPSIA regulations related to print and catalog advertising of certain children's products.

These extensive changes to the regulatory landscape cut a broad swath through the business community from books to children's apparel to toys and sporting goods to children's electronic products. Many firms making consumer products, especially children's products, are small businesses. Bureau of

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<http://www.cpsc.gov/about/cpsia/ComponentPartsComments.pdf>

<sup>4</sup> To add even further complexity with respect to the F963 toy standard, while the CPSIA explicitly states that the version of F963 as it existed on the date of enactment of CPSIA (August 14, 2008) presumably F963-07, is what becomes mandatory on February 10, 2009, the Commission understands that ASTM either has issued or intends to issue a new version of F963 - F963-08 - in the very near future.

Census data indicates that approximately ninety-eight percent of the domestic manufacturers of toys, dolls and games fall into the Small Business Administration's traditional definition of small business (less than 500 employees), approximately eighty one percent of manufacturers of such products have fewer than twenty employees, and over fifty percent have fewer than five employees. According to the same source, over 99 percent of firms making apparel (including clothing for children and infants) are small businesses. Moreover, the testing and certification requirements affect companies that have not previously been regulated (or did not realize that they could be regulated) by the Commission, such as book publishers and craft makers. These entities too are dominated by small businesses. According to a 2000 survey conducted by the Craft Organization Directors Association, 64 percent of craftspeople worked alone, and nearly all of them employed fewer than 5 people.

The new requirements pose many significant technical challenges. Since the passage of the CPSIA, the Commission's technical staff has had to verify testing methods for total lead in metallic substrates. The staff has also been working

diligently to validate testing methodologies for lead in plastics and other organic substrates to meet the lead content requirements of section 101 of the CPSIA. As soon as those methodologies are confirmed, they will be announced publicly. A method for testing for phthalates was identified by staff, but the extremely tight timeframe precluded meaningful public comment and input from the laboratories that will ultimately have to perform the testing. While the x-ray fluorescence screening method for lead has proven a useful tool, there is presently no similar screening method for preliminary testing for phthalates, although several promising ideas are under development. Finding appropriate screening tests for phthalates is essential given the costly and burdensome destructive testing currently required for the chemical analysis measuring phthalate concentrations. Commission staff needs time to work with laboratories to assure uniform understanding of the testing requirements adequate to support certification of compliance. We also need time to educate the numerous businesses, both big and small, for which this expansion of mandatory regulatory requirements is all new.

Smaller businesses that make up a significant portion of companies manufacturing products under the Commission's jurisdiction do not have laboratory test facilities and must turn to outside labs. The testing required to confirm compliance with requirements of the F963 toy standard ranges from chemical tests for antimony, arsenic, barium, cadmium, and chromium in surface coatings to various acoustic measurements for sound producing toys, tests for surface temperatures in battery operated toys, and tests for breakaway features on cords, straps, and elastic, among other things. To enforce certification on February 10, 2009, without the Commission having identified the labs accredited to do such testing disadvantages these small businesses and could result in these businesses paying for testing twice if the accreditation of the laboratory they choose for testing is not later accepted by the Commission. Also, the Commission has not had enough time or resources to educate the craft and handmade toy businesses on these new standards and testing requirements. While many of the larger manufacturers may already be conducting testing and certification, many smaller companies are only just learning

which CPSIA requirements apply to them. Companies cannot test and certify products when it is still unclear to them what standards apply.

Furthermore, the CPSIA tasks the Commission with issuing a number of additional rules within the first 15 months of enactment addressing testing and certification of compliance of children's products that will help to clarify the responsibilities of importers, manufacturers, distributors, retailers, and testing labs. These include requirements addressing mandatory third party testing to all applicable children's product safety rules<sup>5</sup> due by statute in June 2009, rules addressing auditing of accredited children's product testing laboratories also due in June 2009, and comprehensive rules addressing compliance labeling of consumer products and production testing of children's products subject to third party testing and certification for continued compliance with applicable requirements, including random sampling protocols,

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<sup>5</sup> Children's product safety rule means "a consumer product safety rule under this Act [the CPSA] or similar rule, regulation, standard, or ban under any other Act enforced by the Commission, including a rule declaring a consumer product to be a banned hazardous product or substance." CPSA at § 14(f)(1), as amended by CPSIA §102(b).

required by CPSIA to be issued in November of 2009. These rules will define, among other things, which tests on what products will be required and how frequently those tests will need to be conducted. These answers are needed to ensure that the right tests are run on the right products without unnecessary and expensive testing on products likely to be exempted in some manner by the Commission in the coming months.<sup>6</sup>

The Commission anticipates that when these rules are finalized and our ongoing stakeholder information and education efforts have been in place for sufficient time for the new requirements to become known and understood within the regulated community, implementation of the stayed testing and certification requirements could move forward by Commission action in orderly fashion supported by sound scientific and technical analysis and determinations. Accordingly, the stay

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<sup>6</sup> Because of the tremendous burden all of this has placed on the agency, the Commission staff has been unable to respond to questions from businesses small and large on the general certification requirements for all consumer product safety rules and similar rules which went into effect on November 12, 2008. Indeed, several requests for relief from those provisions have not yet been acted upon by the Commission. This stay provides relief from those certification requirements as well but does not provide any defense or excuse for non-compliance with the underlying standards or bans.

will remain in effect until February 10, 2010, at which time the Commission will vote to terminate the stay. We believe at this time that the stay will give us the time needed to develop sound rules and requirements as well as implement outreach efforts to explain these requirements of the CPSIA and their applicability.

The stay will provide the Commission with the ability to focus in the immediate future on high priority enforcement matters such as those related to cribs, where the Commission has recognized the need for a thorough investigation of what appear to be potentially widespread safety issues (see 73 FR 71570), small parts, and lead in children's metal jewelry. Also, the Commission's technical and scientific staff will be able to focus on areas such as children's wearing apparel and children's books where certain of the pending rulemakings noted above may be able to provide appropriate relief, well in advance of the lifting of this stay, assuming that those industries provide the additional information requested by our staff in a timely manner. Among the children's products issues staff will need to address are bicycles intended or designed primarily for children 12 and under, where spokes and tire inflation valves raise



complex issues related to the lead provisions of CPSIA.

Leaving in place the manufacturer, including importer, certification and testing requirements for lead paint, full-size and non full-size cribs, pacifiers, small parts, and lead in metal components of children's metal jewelry, where laboratory accreditation requirements have been issued by the Commission will provide a high degree of assurance of safety in children's products manufactured during the pendency of the stay and reflects the priorities attached to those products by Congress in the CPSIA. Also, the Commission emphasizes that the stay only applies to testing and certification, not to the sale of products that do not comply with applicable mandatory safety requirements. All children's products must comply with all applicable children's product safety rules, including, but not limited to, the upcoming limits on lead and phthalates in the CPSIA.<sup>7</sup> Failure to comply with all applicable product safety rules as defined in the CPSA or similar rules, bans, standards,

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<sup>7</sup> Children's product safety rule means "a consumer product safety rule under this Act [the CPSA] or similar rule, regulation, standard, or ban under any other Act enforced by the Commission, including a rule declaring a consumer product to be a banned hazardous product or substance." CPSA at § 14(f)(1), as amended by CPSIA §102(b).

or regulations under any other Act enforced by the Commission will remain prohibited in accordance with section 19 of the CPSA as amended by CPSIA.

## II. THE STAY

The United States Consumer Product Safety Commission hereby stays applicability to manufacturers, including importers, of the requirements for testing and certification<sup>8</sup> of products set forth in paragraphs 14(a)(1), (2) and (3) of the CPSA, as amended by subsection 102(a) of CPSIA, with the exception of:

- (1) the requirements of any CPSC regulation, or of subsection 14(a) of the CPSA as it existed prior to amendment by the CPSIA, for product testing and certification, including existing requirements for certification of automatic residential garage door openers, bike helmets, candles with metal core wicks, lawnmowers, lighters, mattresses, and swimming pool slides;<sup>9</sup> and

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<sup>8</sup> By immediate final rule published November 18, 2008 (73 Fed. Reg. 68,328-32), the Commission limited the testing and certification requirement to importers and U.S. domestic manufacturers.

<sup>9</sup> Prior to amendment by the CPSIA, § 14(a) of the CPSA required testing and issuance of a certification for each product subject to a CPSA consumer product safety standard, namely a product subject any requirement of 16 CFR parts 1201 through 1213, e.g., part 1205 for walk-

- (2) the certifications required due to certain requirements of the Virginia Graeme Baker Pool & Spa Safety Act being defined as consumer product safety "rules;" and
- (3) the certifications of compliance required for ATVs in section 42(a)(2) of the CPSA which were added by CPSIA; and
- (4) any voluntary guarantees provided for in the Flammable Fabrics Act ("FFA") or otherwise (to the extent a guarantor wishes to issue one); and
- (5) the requirements on manufacturers, including importers, of children's products to use third party laboratories to test and to certify, on the basis of that testing, compliance of children's products with:
- requirements on the lead content of paint and other surface coatings effective for products manufactured after December 21, 2008;
  - requirements applicable to full-size and non full-size

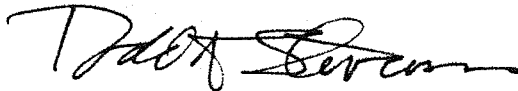
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behind power mowers or part 1211 for automatic residential garage door operators. Certain CPSC regulations themselves require certification of compliance or a statement of conformity. *See, e.g.* 16 CFR part 1633 for flammability (open flame) of mattresses or 16 CFR 1500.17(a)(13)(i)(B) for candles made with metal-cored wicks.

- cribs and pacifiers effective for products manufactured after January 20, 2009;
- requirements concerning small parts effective for products manufactured after February 15, 2009; and
  - requirements on the lead content of metal components of children's metal jewelry effective for products manufactured after March 23, 2009.

This action by the Commission does not stay the requirement that products meet all applicable product safety rules as defined in the CPSA or similar rules, bans, standards, or regulations under any other Act enforced by the Commission.

Dated: February 2, 2009



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Todd A. Stevenson, Secretary  
Consumer Product Safety Commission

February 3, 2009

General Counsel Falvey  
U.S. Consumer Product Safety Commission  
4330 East West Highway  
Bethesda, MD 20814

Dear General Counsel Falvey:

It has come to our attention that the Consumer Product Safety Improvement Act of 2008 has been interpreted to include books as a product that must be tested for lead. While we understand the need to protect children from toxic materials, publishers have already tested the book components and found that the lead levels are lower than the regulations require.

The costs and labor involved in testing every book for compliance are prohibitive for libraries, particularly in the limited time available for compliance. Making these testing regulations apply to books would require both school and public libraries to take drastic steps to come into compliance, namely either banning children from libraries or removing all books intended for children under the age of 12 from their bookshelves.

In order to allow children and families to continue accessing critical library materials, please either exempt books from the Consumer Product Safety Improvement Act of 2008, accept the component tests that have already been done, or exempt all books currently in school and public libraries. This will ensure that our children continue to have access to safe and educational library materials.

Thank you for your consideration.

Sincerely,

Jeanette Contreras  
Library Director

PUBLIC LIBRARY FUND  
 FY 2008/2009  
 (Payment Based on Population)

Public Library	1	2	3	Percentage of Total Population	4	5
	Population FY 08/09	Local Appropriation	Meets MOE Y/N		At 100% Funding Total Cost of PLF Program 1 x \$2.807	Proportionally Funded Allocation 1 x .34048436561
Alameda	75,823	3,090,205	Y	0.0019928	212,835	25,817
Alameda Co.	535,422	30,450,437	Y	0.014072	1,502,930	182,303
Alhambra	89,259	2,983,407	Y	0.0023459	250,550	30,391
Alpine Co.	1,222	288,518	N	0.0000321	0	0
Altadena L.D.	55,209	2,359,952	Y	0.001451	154,971	18,798
Amador Co.	37,943	911,745	Y	0.0009972	106,506	12,919
Anaheim	346,823	11,188,725	Y	0.0091152	973,532	118,088
Arcadia	56,491	2,991,350	Y	0.0014847	158,570	19,234
Azusa City	48,743	1,322,030	Y	0.0012811	136,822	16,596
Banning Library District	30,898	741,726	Y	0.0008121	86,732	10,520
Beaumont L.D.	58,422	850,000	Y	0.0015355	163,990	19,892
Belevedere-Tiburon	11,078	1,345,762	Y	0.0002912	31,096	3,772
Benicia	27,978	1,211,264	Y	0.0007353	78,534	9,526
Berkeley	106,697	13,840,943	Y	0.0028042	299,498	36,329
Beverly Hills	35,983	9,486,252	Y	0.0009457	101,004	12,252
Brawley	26,513	520,705	Y	0.0006968	74,422	9,027
Buena Park L.D.	82,768	1,937,600	Y	0.0021753	232,330	28,181
Burbank	108,029	6,088,280	Y	0.0028392	303,237	36,782
Burlingame	36,382	3,844,215	Y	0.0009562	102,123	12,387
Butte Co.	220,407	2,835,630	Y	0.0057928	618,682	75,045
Calabasas	23,725	1,620,100	Y	0.0006235	66,596	8,078
Calaveras Co.	46,127	586,147	Y	0.0012123	129,478	15,706
Camarena (Calexico)	38,733	836,341	Y	0.001018	108,724	13,188
Carlsbad City	103,811	9,508,842	Y	0.0027284	291,397	35,346
Carmel (Harrison)	4,049	949,011	Y	0.0001064	11,366	1,379
Cerritos	54,870	5,731,740	Y	0.0014421	154,020	18,682
Chula Vista	231,305	6,709,795	Y	0.0060792	649,273	78,756
Coalinga-Huron U.S.D.	29,681	903,120	Y	0.0007801	83,313	10,106
Colton	51,918	1,408,439	Y	0.0013645	145,734	17,677
Colusa Co.	21,910	570,862	Y	0.0005758	61,501	7,460
City of Commerce	13,536	3,337,581	Y	0.0003558	37,996	4,609
Contra Costa Co.	948,097	26,843,424	Y	0.024918	2,661,308	322,812
Corona	147,428	2,865,605	Y	0.0038747	413,830	50,197
Coronado	23,101	2,263,955	Y	0.0006071	64,845	7,866
Covina	49,552	1,407,690	Y	0.0013023	139,092	16,872
Daly City	106,361	3,616,375	Y	0.0027954	298,555	36,214
Del Norte Co.L.D.	29,419	187,847	Y	0.0007732	82,579	10,017
Dixon Public Library District	25,809	1,100,409	Y	0.0006783	72,445	8,787
Downey City	113,379	2,909,998	Y	0.0029798	318,255	38,604
El Centro	43,316	638,898	Y	0.0011384	121,588	14,748
El Dorado Co.	179,722	3,033,118	Y	0.0047235	504,480	61,193
El Segundo	17,002	2,150,050	Y	0.0004468	47,725	5,789
Escondido	143,389	4,022,866	Y	0.0037686	402,493	48,822
Folsom	72,590	2,232,050	Y	0.0019078	203,760	24,716
Fresno Co.	901,417	27,081,843	Y	0.0236912	2,530,279	306,919
Fullerton	137,437	4,167,220	Y	0.0036121	385,786	46,795
Glendale	207,157	8,416,414	Y	0.0054445	581,490	70,534
Glendora	52,362	2,259,099	Y	0.0013762	146,980	17,828
Hayward	149,205	4,148,270	Y	0.0039214	418,818	50,802
Hemet	74,185	1,894,939	N	0.0019497	0	0
Humboldt Co.	132,821	2,510,704	Y	0.0034908	372,829	45,223
Huntington Beach	201,993	5,752,345	Y	0.0053088	566,994	68,775
Imperial	12,752	16,500	Y	0.0003351	35,795	4,342
Imperial Co.	54,844	632,733	Y	0.0014414	153,947	18,674
Inglewood	118,878	4,096,584	Y	0.0031244	333,691	40,476
Inyo Co.	18,152	935,120	Y	0.0004771	50,953	6,180
Irwindale	1,724	494,331	Y	0.0000453	4,839	587

PUBLIC LIBRARY FUND  
 FY 2008/2009  
 (Payment Based on Population)

Agenda Item 35  
 Page 21 of 25

Public Library	1	2	3	Percentage of Total Population	4	5
	Population FY 08/09	Local Appropriation	Meets MOE Y/N		At 100% Funding Total Cost of PLF Program 1 x \$2.807	Proportionally Funded Allocation 1 x .34048436561
Kern Co.	817,517	9,678,388	Y	0.0214861	2,294,770	278,352
Kings Co.	154,434	1,991,726	Y	0.0040589	433,496	52,582
Lake Co.	64,059	803,429	Y	0.0016836	179,814	21,811
Larkspur	12,204	707,517	Y	0.0003207	34,257	4,155
Lassen District	35,757	132,344	Y	0.0009398	100,370	12,175
Lincoln	39,758	1,131,637	Y	0.0010449	111,601	13,537
Livermore	83,604	5,044,390	Y	0.0021973	234,676	28,466
Lodi	63,362	1,642,880	Y	0.0016653	177,857	21,574
Lompoc	66,252	1,108,147	Y	0.0017412	185,969	22,558
Long Beach	492,642	15,576,283	Y	0.0129477	1,382,846	167,737
Los Angeles	4,045,873	121,783,232	Y	0.1063342	11,356,766	1,377,557
Los Angeles Co.	3,671,064	128,791,000	Y	0.0964834	10,304,677	1,249,940
Los Gatos	30,296	2,100,060	Y	0.0007962	85,041	10,315
Madera Co.	150,887	1,756,278	Y	0.0039656	423,540	51,375
Marin Co.	141,860	10,158,179	Y	0.0037284	398,201	48,301
Mariposa Co.	18,406	460,182	Y	0.0004837	51,666	6,267
Mendocino Co.	90,163	1,298,675	Y	0.0023697	253,088	30,699
Menlo Park	31,490	2,081,851	Y	0.0008276	88,392	10,722
Merced Co.	255,250	3,138,516	Y	0.0067085	716,487	86,909
Mill Valley	13,925	1,787,656	Y	0.000366	39,087	4,741
Mission Viejo	98,572	3,269,098	Y	0.0025907	276,692	33,562
Modoc Co.	9,702	299,500	Y	0.000255	27,234	3,303
Mono Co.	13,759	1,053,400	Y	0.0003616	38,622	4,685
Monrovia	39,327	1,513,723	Y	0.0010336	110,391	13,390
Monterey	29,322	3,151,789	Y	0.0007706	82,307	9,984
Monterey Co.	228,808	6,235,823	Y	0.0060136	642,264	77,906
Monterey Park Buggermeyer	64,434	1,875,569	Y	0.0016935	180,866	21,939
Moorpark	36,814	645,194	Y	0.0009676	103,337	12,535
Moreno Valley	183,860	2,470,849	Y	0.0048322	516,095	62,601
Mountain View	73,932	4,858,000	Y	0.0019431	207,527	25,173
Murrieta	100,173	1,980,454	Y	0.0026328	281,186	34,107
Napa City-Co.	130,780	6,780,902	Y	0.0034372	367,099	44,529
National City	61,194	2,741,409	Y	0.0016083	171,772	20,836
Nevada Co.	99,186	2,669,250	Y	0.0026068	278,415	33,771
Newport Beach	84,554	6,344,521	Y	0.0022223	237,343	28,789
Oakland	441,010	24,806,230	Y	0.0115907	1,237,915	150,157
Oceanside	178,806	4,887,706	Y	0.0046994	501,908	60,881
Ontario City	173,690	3,192,935	Y	0.0045649	487,548	59,139
Orange	140,849	4,706,459	Y	0.0037018	395,363	47,957
Orange Co.	1,551,555	43,748,232	Y	0.0407782	4,355,216	528,280
Orland Free	15,023	421,056	Y	0.0003948	42,170	5,115
Oxnard	194,905	5,742,604	Y	0.0051225	547,098	66,362
Pacific Grove	15,472	581,560	N	0.0004066	0	0
Palm Springs	47,251	2,739,206	Y	0.0012419	132,634	16,088
Palmdale City	147,897	2,763,120	Y	0.003887	415,147	50,357
Palo Alto City	63,367	8,080,472	Y	0.0016654	177,871	21,575
Palo Verde Valley L.D.	42,370	149,676	Y	0.0011136	118,932	14,426
Palos Verdes L.D.	69,898	6,420,500	Y	0.0018371	196,204	23,799
Pasadena	148,126	12,276,911	Y	0.0038931	415,790	50,435
Paso Robles	29,934	1,716,600	Y	0.0007867	84,025	10,192
Placentia L.D.	55,204	3,186,091	Y	0.0014509	154,957	18,796
Placer Co.	184,489	5,745,998	Y	0.0048488	517,861	62,816
Pleasanton	69,388	4,219,993	Y	0.0018237	194,772	23,626
Plumas/Sierra Co.	24,297	554,126	Y	0.0006386	68,202	8,273
Pomona	163,405	2,855,646	Y	0.0042946	458,678	55,637
Porterville	51,863	1,041,114	Y	0.0013631	145,579	17,659
Rancho Cucamonga	174,308	4,307,800	Y	0.0045812	489,283	59,349

PUBLIC LIBRARY FUND  
FY 2008/2009  
(Payment Based on Population)

Agenda Item 35  
Page 22 of 25

Public Library	1	2	3	Percentage of Total Population	4	5
	Population FY 08/09	Local Appropriation	Meets MOE Y/N		At 100% Funding Total Cost of PLF Program 1 x \$2.807	Proportionally Funded Allocation 1 x .34048436561
Rancho Mirage	22,082	3,683,498	Y	0.0005804	61,984	7,519
Redlands (A.K. Smiley)	71,807	2,497,687	Y	0.0018872	201,562	24,449
Redondo Beach	67,488	3,693,210	Y	0.0017737	189,439	22,979
Redwood City	77,269	6,869,450	Y	0.0020308	216,894	26,309
Richmond	103,577	5,869,722	Y	0.0027222	290,741	35,266
Riverside	296,842	8,667,243	Y	0.0078016	833,235	101,070
Riverside Co.	1,084,811	16,537,858	Y	0.0285111	3,045,064	369,361
Roseville	109,154	3,659,171	Y	0.0028688	306,395	37,165
Sacramento	1,351,825	35,788,354	Y	0.0355288	3,794,573	460,275
Salinas	150,898	4,532,800	Y	0.0039659	423,571	51,378
San Anselmo	12,601	493,496	Y	0.0003312	35,371	4,290
San Benito Co.	55,910	740,491	Y	0.0014694	156,939	19,036
San Bernardino	205,493	2,890,500	Y	0.0054008	576,819	69,967
San Bernardino Co.	1,196,005	17,485,946	Y	0.0314336	3,357,186	407,221
San Bruno	43,444	1,956,600	Y	0.0011418	121,947	14,792
San Diego	1,336,865	40,306,857	Y	0.0351357	3,752,580	455,182
San Diego Co.	1,067,803	36,275,650	Y	0.0280641	2,997,323	363,570
San Francisco	824,525	84,064,810	Y	0.0216703	2,314,442	280,738
San Jose	989,496	47,045,364	Y	0.0260061	2,777,515	336,908
San Juan Bautista	1,874	50,008	Y	0.0000493	5,260	638
San Leandro	81,851	5,928,585	Y	0.0021512	229,756	27,869
San Luis Obispo City-Co.	239,403	8,595,712	Y	0.006292	672,004	81,513
San Marino	13,455	1,185,195	Y	0.0003536	37,768	4,581
San Mateo	99,533	5,552,961	Y	0.0026159	279,390	33,890
San Mateo Co.	281,246	22,855,827	Y	0.0073917	789,458	95,760
San Rafael	58,235	2,456,440	Y	0.0015305	163,466	19,828
Santa Ana	353,184	5,269,355	Y	0.0092824	991,387	120,254
Santa Barbara	226,549	6,277,145	Y	0.0059542	635,923	77,136
Santa Clara	115,503	6,971,739	Y	0.0030357	324,217	39,327
Santa Clara Co.	426,943	29,610,574	Y	0.011221	1,198,429	145,367
Santa Cruz	207,583	13,386,517	Y	0.0054557	582,685	70,679
Santa Fe Springs	17,790	1,729,200	Y	0.0004676	49,937	6,057
Santa Maria	135,854	2,743,664	Y	0.0035705	381,342	46,256
Santa Monica	91,439	10,041,036	Y	0.0024032	256,669	31,134
Santa Paula (Blanchard) Dist.	29,539	624,046	Y	0.0007763	82,916	10,058
Sausalito	7,503	631,361	Y	0.0001972	21,061	2,555
Shasta Public Libraries	182,236	1,721,032	Y	0.0047896	511,536	62,049
Sierra Madre	11,116	860,757	Y	0.0002922	31,203	3,785
Signal Hill	11,402	373,100	Y	0.0002997	32,005	3,882
Siskiyou Co.	45,971	860,650	Y	0.0012082	129,041	15,652
Solano Co.	372,970	20,502,759	Y	0.0098025	1,046,928	126,991
Sonoma Co.	484,470	16,172,603	Y	0.0127329	1,359,907	164,954
South Pasadena	25,792	1,555,286	Y	0.0006779	72,398	8,782
So. San Francisco	63,744	4,163,583	Y	0.0016753	178,929	21,704
St. Helena	5,924	1,321,381	Y	0.0001557	16,629	2,017
Stanislaus Co.	525,903	9,270,867	Y	0.0138219	1,476,210	179,062
Stockton-San Joaquin Co.	622,298	12,148,132	Y	0.0163553	1,746,790	211,883
Sunnyvale	137,538	7,016,786	Y	0.0036148	386,069	46,830
Sutter Co.	95,878	1,347,751	Y	0.0025199	269,130	32,645
Tehama Co.	62,419	537,253	Y	0.0016405	175,210	21,253
Thousand Oaks	128,650	9,513,114	Y	0.0033812	361,121	43,803
Torrance	148,965	7,476,495	Y	0.0039151	418,145	50,720
Trinity Co.	13,966	295,566	Y	0.0003671	39,203	4,755
Tulare	55,690	843,530	Y	0.0014637	156,322	18,962
Tulare Co.	327,701	2,895,157	Y	0.0086127	919,857	111,577
Tuolumne Co.	56,799	1,048,585	Y	0.0014928	159,435	19,339
Upland	75,137	2,132,250	Y	0.0019748	210,910	25,583



PUBLIC LIBRARY FUND  
 FY 2008/2009  
 (Payment Based on Population)

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 Page 23 of 25

Public Library	1	2	3	Percentage of Total Population	4	5
	Population FY 08/09	Local Appropriation	Meets MOE Y/N		At 100% Funding Total Cost of PLF Program 1 x \$2.807	Proportionally Funded Allocation 1 x .34048436561
Ventura Co.	441,679	11,220,418	Y	0.0116083	1,239,793	150,385
Vernon	95	0	N	0.0000025	0	0
Victorville	107,408	1,054,406	Y	0.0028229	301,494	36,571
Watsonville	58,936	2,881,287	Y	0.001549	165,433	20,067
Whittier	86,945	3,175,473	Y	0.0022851	244,055	29,603
Willows	14,172	262,455	Y	0.0003725	39,781	4,825
Woodland	55,867	1,391,072	Y	0.0014683	156,819	19,022
Yolo Co.	143,199	4,649,962	Y	0.0037636	401,960	48,757
Yorba Linda	68,312	4,539,950	Y	0.0017954	191,752	23,259
Yuba Co.	71,929	750,804	Y	0.0018904	201,905	24,491
	38,048,664			1.00000	\$106,547,240	\$12,924,000

Total Number of Public Libraries: 181

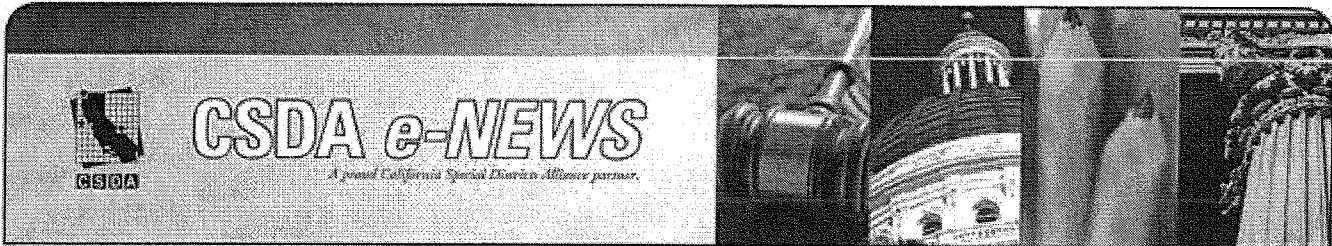
To arrive at Col. 5 percent - divide \$12,924,000 by 37,957,690 (Total Population Minus those ineligible/denied) = \$.34048436561

Total Population	38,048,664
Ineligible/Denied Population : Alpine County P.L., Hemet P.L., Pacific Grove P.L., and Vernon	<u>90,974</u>
	37,957,690

From: Neil McCormick [neilm@csla.net]  
Sent: Monday, February 02, 2009 1:40 PM  
To: jcontreras@placentialibrary.org  
Subject: CSLA e-News for the week of February 2, 2009

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If this email does not display properly, please view our [online version](#).  
To ensure receipt of our email, please add 'CSLA@informz.net' to your address book.



February 2, 2009

**In this issue...**

- [Federal Economic Stimulus Package](#)
- [Budget Countdown](#)
- [New Little Hoover Commission Report on Water](#)
- [2009 CSLA Education Catalog Now Available](#)
- [Register Now for Ethics AB 1234 Compliance Training in Sacramento](#)
- [Ginger Root fills CSLA Board Vacancy in Region 2, Seat A](#)
- [Duraflame Sues Air Board Over Burning Limits](#)
- [Lindsay Council Set to Get Info on Mosquito Control](#)

**Employment**

Here are the latest job opportunities posted on [SpecialDistrictCareers.com](http://SpecialDistrictCareers.com):

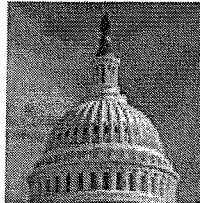
**Director of Administrative Services**  
Napa Sanitation District

**Fire Dispatcher**  
San Ramon Valley Fire Protection District

**Operations Manager**  
Elk Grove Water Service

**General Manager**

**Federal Economic Stimulus Package**



Last week, the House of Representatives passed an \$800-plus-billion economic stimulus plan. If your district has a project that may qualify for funds from the federal economic stimulus plan, CSLA recommends that you have the project descriptions and budgets ready to go by mid-February, if not sooner. [Read more about the economic stimulus plan...](#)

**Budget Countdown**

This Friday could be a quiet day in the world of state workers, as the governor's furlough plan will be implemented. Last week, Governor Arnold Schwarzenegger announced that if state workers did not accept his twice-monthly furlough plan that he would be forced to lay off state workers in order to cut expenses. [Read more about the current budget situation...](#)

**New Little Hoover Commission Report on Water**

The Little Hoover Commission, a government agency that analyzes the performance of other agencies, has issued a new report dedicated to 'improving performance and outcomes at the state water boards.' [Read about this report...](#)

**Education**

**2009 CSLA Education Catalog Now Available**

If you are a CSLA member, you should have received your 2009 CSLA Education Catalog in the mail. We are offering a wide-range of topics including a new workshop entitled "Developing & Updating Essential District Policies." [Read more about this catalog...](#)

**Register Now for Ethics AB 1234 Compliance Training in Sacramento**

Did you know you must renew certification for your AB 1234 Ethics Compliance Training every two years? CSLA has two

**CSLA Calendar**

February 20  
**Ethics AB1234 Compliance Training Sacramento**

February 26-27  
**How to be an Effective Board Member Fresno**

March 5-6  
**How to be an Effective Board Member Riverside**

March 17  
**Special District Leadership Academy: Governance Foundations - Save \$100! Sacramento**

March 19-20  
**Board Secretary/Clerk Training Monterey**

May 5-6  
**Special Districts Legislative Days Sacramento**

Sept 21-24  
**CSLA Annual Conference and**

Lake Shastina Community  
Services District

**Board and Records**

**Secretary**  
North Tahoe Public Utility  
District

**District Manager**  
West Bay Sanitary District

**Public Information Manager**  
Delta Diablo Sanitation  
District

**Water System Operator II**  
Twain Harte Community  
Services District

**Director of Public and  
Legislative Affairs**  
Contra Costa Water District

**District Administrator**  
Arden Park Recreation and  
Park District

**General Manager/Local  
Project Coordinator**  
Easton Community Services  
District

**Utility Services Manager**  
Otay Water District

**District Manager**  
Shasta Mosquito and Vector  
Control District

**General Manager**  
Oceano Community Services  
District

[View the complete list of  
current employment  
opportunities here.](#)

For more information on  
posting employment  
opportunities with CSDA, call  
877.924.CSDA (2732).

ways to assist you. [Read about this training...](#)

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**Membership**

**Ginger Root fills CSDA Board Vacancy in  
Region 2, Seat A**

CSDA is pleased to announce Ms. Ginger Root as our newest CSDA board member representing Region 2. Ms. Root was appointed by the CSDA Board to fill a vacancy in Region 2, Seat A, previously occupied by Larry Brilliant. This seat will be up for regular election this September. [Read more about Ms. Root...](#)

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**In the News**

**Duraflame Sues Air Board Over Burning  
Limits**

The nation's top seller of artificial logs is suing the Bay Area air-quality agency, alleging that it has improperly banned the burning of the popular logs in fireplaces and wood stoves on winter Spare the Air days. [Read more of this story...](#)

**Lindsay Council Set to Get Info on  
Mosquito Control**

Lindsay city officials are scheduled Tuesday to learn the process needed to establish mosquito control services in and around the community. Members of the Local Agency Formation Commission will make a presentation during scheduled City Council meeting. [Read more of this story...](#)

**Spread the e-News!**

If you know of board members or employees from your district who would benefit from receiving CSDA e-News, simply reply to this email and send us their names, titles and email addresses – that ensures they'll begin receiving CSDA e-News every week. For more information, contact Travis Wills at [Travisw@csda.net](mailto:Travisw@csda.net) or (877) 924-CSDA (2732).

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**FAQ**

**When do the CSDA  
Special District  
Leadership Academy  
classes begin?**

[Learn the answer here!](#)

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**Advertisers**

<b>NEED FINANCING?</b>	Saving is Believing
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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:** Public Library Innovation Grant  
**DATE:** February 17, 2009

### **BACKGROUND:**

The Library Board of Trustees authorized library staff to submit an application for the International City/County Management Association (ICMA) Public Library Innovation grant at the December 15, 2008 Library Board of Trustees meeting. The grant is presented to the Library Board of Trustees at the February 17, 2009 meeting to allow for additional questions and/or clarifications.

The ICMA in partnership with the Bill & Melinda Gates Foundation will administer the Public Library Innovation Grants. The purpose for the grant is to strengthen the partnership between the community and the library by providing services to the people that need them the most.

The goals of the ICMA Public Library Innovation Grants are:

- Enable public libraries to join their local government manager in developing and implementing solutions to specific community challenges.
- Build the capacity of the participating local government and library leaders to collaboratively launch and support change and innovation in their public library system.
- Increase ICMA members' understanding and support of the 21<sup>st</sup> century library and their leadership role in promoting the public library system.

In 2009, the ICMA will award grants between \$20,000 and \$60,000 to projects that can be completed within 18 months. The grant will cover most project related expenses such as: staff cost, printing, marketing, supplies, computer hardware/software, multimedia tools, and assistive/adaptive equipment. The grant will not cover expenses such as: construction, general administrative expenses, equipment used by staff only and expenses incurred before the grant agreement is signed.

The proposed project for the Placentia Library District is to implement a computer lab, equipped with twelve laptops to conduct workshops for public and library staff. A computer lab will allow staff to enhance the services provided at the Placentia Library District by helping the community of Placentia to learn how to use technology, apply various applications that will strengthen the community's informational, educational, recreational and research needs. Proposed location of P-Lab has not been finalized. The rendering in the application is optional.

A copy of the grant application can be found on pages 2 to 23 as part of Agenda Item 36.

### **RECOMMENDATIONS:**

Action to be determined by the Library Board of Trustees.





# Public Library Innovation Grants

## 2008 Application

Review the 2008 Application Guidelines & Resources before completing your application. If you do not have the Guidelines, they can be found at [www.icma.org/publiclibrarygrants](http://www.icma.org/publiclibrarygrants). You must submit this form. You may add space as necessary to complete the questions. Your application package should include this application form, the budget spreadsheet and attachments (if applicable).

Placentia / Orange / California

Placentia Library District

Jurisdiction (City/County/Other)

Library Organization

Jeanette Contreras

Project Contact Person

411 E. Chapman Avenue, Placentia, CA

92870

Mailing Address

(714) 528-1925 x203

Zip Code

[jcontreras@placentialibrary.org](mailto:jcontreras@placentialibrary.org)

Phone

Jeanette Contreras, Library Director

Email (Primary Contact)

[jcontreras@placentialibrary.org](mailto:jcontreras@placentialibrary.org)

Chief Administrative Officer/Manager

P-Lab (Computer Lab)

Email (Administrator)

Project Name

Tax ID (if applicable)

Describe your proposed project in 3-5 sentences.

P-Lab will be the only computer lab available to the public in the All-America City, Placentia. P-Lab will have 12 laptop stations that will be used to offer free computer workshops and internet access, with one station designed as an assistive station. P-Lab will contribute to economic stimulation by improving the marketable skills of the community's workforce.

Total amount of Grant funds requested for this project (up to \$60,000): \$53,340

### ORGANIZATIONAL INFORMATION

- Jurisdiction Population: 50,516
- Population served by public library system: 185,000+
- Library Budget: What is your library's annual budget? Please check one.  
 Under \$100K     \$100K-\$300K     Over \$300K
- Library Funding: How is your community's library funded? Property taxes and public library fund

### COMMUNITY OBJECTIVE

5. Community Description: Give a brief description of your community and your local library.

Please see Attachment A.

6. **Community Need:** Include information about a specific community need that will be addressed by this project.

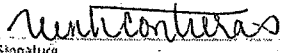
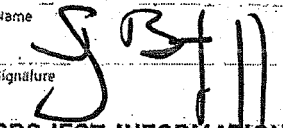
Please see Attachment B.

**LEADERSHIP AND COMMITMENT**

7. **Leadership:** Describe the project team and clearly state what new partnerships or alignments will be formed between the library and the local government/local government departments.

Please see Attachment C.

8. **Commitment:** Below please indicate which two members of the team will participate in all three ICMA Public Library Innovation Grantee Meetings. Attendance is required for all three meetings. ICMA will reimburse travel expenses for two members of each team to participate. By signing below, the following commit to participating in the project and attending all grantee meetings. (Please see the Grant timeline in the Application Guidelines for schedule of grantee meetings.)

Jeanette Contreras or Designee	Library Director	Library / Administration
<small>Name</small>	<small>Title</small>	<small>Organization/Department</small>
		
<small>Signature</small>		
Troy Butzlaff or Designee	City Administrator	City of Placentia / Admini
<small>Name</small>	<small>Title</small>	<small>Organization/Department</small>
		
<small>Signature</small>		

**PROJECT INFORMATION**

9. **Type of Project:** Please check one. This project is a(n):  New project  Expansion of an existing project
10. **Project Narrative:** Please address the following in your project narrative. (Narrative can be completed in a separate document and attached) **Please see Attachment D**
- A. **Project Goals:** List 3 to 5 goals for your project.
  - B. **Project Description:** Give a full description of your project.
  - C. **Technology:** Describe technology that will be used within the project and clearly explain how this will help support project goals.
  - D. **Promotion and Recruitment:** What steps will you take to ensure participation and promote your project?
14. **Project Timeline/Milestones:**
- A. List in chronological order specific action steps you will take to complete this project. You may add rows on a separate sheet if necessary.
  - B. Next to each step, identify who will be responsible for carrying out the step or activity.
  - C. Estimate the date the step will be completed (month and year). Dates should start no earlier than March 2008 and end no later than August 2010.

Please see Attachment E

a. Action #1	b. Responsible Person/Group	c. Date Done
a. Action #2	b. Responsible Person/Group	c. Date Done
a. Action #3	b. Responsible Person/Group	c. Date Done

a. Action #4	b. Responsible Person/Group	c. Date Done
a. Action #5	b. Responsible Person/Group	c. Date Done
a. Action #6	b. Responsible Person/Group	c. Date Done

**15. Project Budget:** Review Appendices B, C, and D in the Application Guidelines & Resources.

**A. Budget Spreadsheet**

Please complete a Project Budget Spreadsheet and include with your application. The budget template is available at [www.icma.org/publiclibrarygrants](http://www.icma.org/publiclibrarygrants). Be sure to note the rate and number of hours used in your personnel calculations.

**B. Budget Narrative**

It is very important that your budget be clear to the review committee. Briefly describe each budget item here.

Please see Attachment F

**EVALUATION**

**16. Evaluation:** What is your evaluation plan? How will you evaluate the impact that your project has on the community? What information will you gather to track this? Describe measures of success for both outputs and outcomes. (Output measures are quantitative and include statistics such as number of youth attending program, books circulated, number of programs held, etc. Outcomes are related to the question of whether or not your effort made a difference and if so, what that difference was. Outcome measures might include changes in attitude or behavior, documentation of knowledge acquired, etc.) Note: Evaluation plans will be finalized with ICMA after grants are awarded.

P-Lab evaluation will include the following:

- o Computer use
- o Workshop attendance
- o Number of workshops conducted
- o Number of library visitors
- o Number of computer card
- o Number of library cards
- o Number of individuals who found employment using P-Lab
- o Pre and post computer workshop surveys
- o Online database hits
- o Feedback and input from the public



**SUSTAINABILITY**

17. **Community Benefit:** Describe what will be left in place as a result of your project? (technology, programs, organizational capacity, community capacity)

The sustainable benefit to the community of Placentia and neighboring cities are:

- o Computer lab equipped with 12 laptops for public use for 57 hours per week - Monday through Thursday 9am-8:30 pm; Saturday 9am-4:30pm; Sunday 1pm-4:30pm.
- o Minimum of 12 workshops conducted in English including MS office applications, email, internet, employment and career marketing skills,
- o Minimum of six workshops conducted in Spanish including MS office applications, email, and internet.
- o SAT and/or PSAT Workshop for students

18. **Leveraging Grant Money:** Explain how you will leverage grant to make the project sustainable after the grant period. (In-kind donations, private investment, community commitments, or other funding sources)

Please see Attachment G.

19. **Attachments:** Please include a list of your attachments here.

- |                                  |                             |
|----------------------------------|-----------------------------|
| A -- Community Objective         | G -- Leveraging Grant Money |
| B -- Community Needs             | H -- Pledge Letters         |
| C -- Leadership and Commitment   | I -- Rendering of P-Lab     |
| D -- Project Narrative           | J -- Existing Equipment     |
| E -- Project Timeline/Milestones |                             |
| F -- Project Budget              |                             |

**APPLICATION SUBMISSION**

Application package should include the application form, project narrative, the budget spreadsheet, and attachments, as applicable.

Submit your application via email or in hard copy format. We request that you please email as much of your application as possible.

**Deliver to:**

Molly Donelan, ICMA Public Library Innovation Grants Manager  
ICMA  
777 North Capitol St, NE  
Suite 500  
Washington, DC 20002  
(202) 962-3645  
publiclibrarygrants@icma.org

The application package must be received by 5:00 p.m. EST on Friday, January 9, 2009.

All applications must be easy to photocopy. Do not staple or bind hard copy applications.

Attachment A  
Community Objective  
P-Lab



## **P-Lab Placentia Library District**

### **Community Objective**

Placentia is a culturally diverse community with a population of 50,516, a figure that has doubled since 1970 and continues to grow. The rate of volunteerism is high and residents participate actively in local government. The community has Blue ribbon and California Distinguished honored schools, a vibrant downtown with many arts and cultural events and programs, neighborhood pride, and an outstanding library that is the heart of Placentia.

Because Placentia is primarily a residential community, with a modicum of small retail businesses and light manufacturing, it houses many workers employed in areas of Los Angeles and Orange counties. The percentage of the city's low socio-economic residents, less than or equal to \$12,616 per capita income, qualified it as a Red Zone in the ORANGE COUNTY 2008-2013 COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY. Improved workplace skills and re-training of Placentia residents will positively impact the broader Southern California community.

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.



## **P-Lab Placentia Library District**

### **Community Needs**

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, it 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, and P-Lab will enable us to meet the broadband connection needs of our patrons. Furthermore P-Lab will help the Library accomplish one of its goals – provide technology access to everyone in order to promote reading and lifelong learning.

The fundamental principles of P-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.

Attachment C  
Leadership and Commitment  
P-Lab



## P-Lab Placentia Library District

### Leadership

- Jeanette Contreras, Library Director – 17 years in public libraries working in all capacities; Bachelor of Arts degree in Business Administration with a Marketing Management emphasis from California State University, Fullerton; Master of Science degree in Library Science from San Jose State University; implemented several successful family programs; managed several projects including digitization and literacy.
- Roger Hiles, Library Services Manager – 15 years of library experience; managed Collection Management, Systems and Technical Services Departments; Associate of Science degree in computer operations from Control Data Institute; Bachelor of Arts degree in Classical Civilization from the University of California, Irvine; Master of Science degree in Library Science from San Jose State University; taught Systems Analysis course for San Jose State University.
- Troy Butzlaff, City Administrator – 13 years plus in government management and administration; Bachelor of Arts degree in Political Science and a Master of Public Administration degree from the University of La Verne; administered telecommunications and information systems; developed award-winning recycling program for Indian Wells.
- Dr. Dennis Smith, Superintendent – 32 years as an educator, 20 of which as a superintendent; named as one of the 100 top educators in North America; in 2004, was named Orange County Superintendent of the Year; Bachelor and Master of Science degrees from Arizona State University; Doctoral Degree in Educational Administration from the University of Arizona.
- Teri Niebuhr, Director of the Homeless Intervention Shelter (H.I.S.) House – Director of H.I.S. House for eight years; a former Program Manager for the Episcopal Service Alliance for three and a half year; Bachelor of Science degree in Human Services with an emphasis on Social Welfare from California State University, Fullerton.

Partnerships – City of Placentia, Placentia Yorba Linda Unified School District, Rotary Club of Placentia, Chamber of Commerce, and HCS Hoang Computer Services.

#### 1. Commitment (to attend three required out-of-state meetings, paid by ICMA)

Jeanette Contreras	Library Director	Placentia Library District
Troy Butzlaff or Designee	City Administrator	City of Placentia

Attachment D  
Project Narrative  
P-Lab



**Project Narrative**

The vision of the Placentia Library District is to inspire exploration, open minds and bring people together. One of the Library's goals is to present programs and provide technology access to everyone in order to promote reading and lifelong learning. In doing so we create a stronger economy for the City of Placentia and the surrounding communities by increasing marketable skills and educational preparation for the residents of Orange County.

The ICMA Grant application is a request for \$53,340 in funding to develop a computer lab at the Placentia Library, located at 411 E. Chapman Avenue. Currently there are no computer labs available in the City of Placentia. P-Lab would be the first and only available computer access in the City of Placentia that is open to the general public. Computer resources are available at other locations in Orange County, including the following:

Locations	Distance from the Placentia Library
o Brea Branch Library	4.7 miles
o Anaheim Public Library	5.9 miles
o Santa Ana Public Library	10.1 miles
o North Orange County Community College	12.5 miles
o Delhi Center	14.3 miles
o Practical Data Processing, Inc.	15.6 miles
o Costa Mesa Technology	16.8 miles
o Huntington Beach Public Library	20.0 miles
o South County Outreach Computer Learning Lab	23.5 miles

As evidenced above, the closest available public computers for the residents of Placentia is nearly five miles from Placentia Library. The Placentia Library currently has 24 computer stations: 11 for adults and 13 for teens and children. Public requests for computer access far exceed the Library's capacity to fill them. P-Lab would feature the latest in computer technology including a much faster and more efficient means of accessing the internet. Twelve laptops would be networked to a printer and scanner. P-Lab would be available to everyone from adults to toddlers, as well as for group use such as local classes from the Placentia Yorba Linda Unified School District.

**A. The goals for P-Lab**

1. Provide 12 laptops stations including one assistive station to the public for 57 hours per week – Monday through Thursday 9am-8:30pm; Saturday 9am-4:30pm; Sunday 1pm-4:30pm.
2. Conduct a minimum of 12 workshops to the public, e.g., Word, Excel, Powerpoint, Publisher, genealogy, business, e-mail, internet, test preparations, etc.
3. Conduct a minimum of six workshops in Spanish to the public, e.g., Word, Excel, Powerpoint, Publisher, genealogy, business, e-mail, internet, etc.
4. Present two in-service training sessions for staff development purposes.
5. Provide reserved computer access to the clients of H.I.S. House, Monday through Thursday between 10:00 a.m. – 4:00 p.m.

Attachment D  
Project Narrative  
P-Lab

B. Project Description

P-Lab will have 12 stations that will be used to offer free computer workshops and internet access, with one station designed as an assistive station. The Library will be required to enclose space for the P-Lab as there is no available space based on the current layout. The intended location is centered in the Library between the Adult and Children's Departments. The lab will be glass enclosed for noise reduction and equipped with the appropriate air ventilation, tables, seating and wiring to make the lab comfortable to users. Library staff and an experienced trainer will provide workshops to the public and staff. Clients of the H.I.S. homeless shelter will be given dedicated time slots to conduct employment research opportunities, including job postings, resume building, etc.

P-Lab will promote literacy and lifetime learning, reinforce educational and vocational goals, promote personal initiative, provide life skills training, promote self-confidence and self-worth, improve decision making skills, and provide enrichment through traditional resources such as staff assistance and advanced technological methods.

C. Technology

- 12 Hewlett-Packard laptops
- 12 licenses for MS Office software
- Firewall
- 1 Hewlett-Packard scanner
- 1 Hewlett-Packard printer
- Internet service
- 1 Buhl Innsbruck electric wall screen
- Online tests, e.g., PSAT & SAT
- Modem
- Dragon Naturally Speaking (adaptive software)
- Jaws for Windows (assistive software)
- Kurzweil 1000 (assistive software)
- ZoomText (assistive software)
- Tracker 2000 mouse emulation (assistive equipment)
- MagicPro (assistive software)
- Keystrokes4 (assistive software)
- Trackball mouse (assistive equipment)

D. Promotion and Recruitment  
Grand Opening Celebration

Word-of-Mouth Marketing

Placentia Library District  
City of Placentia  
H.I.S. House  
Placentia Yorba Linda Unified School District (PYLUSD)  
Placentia Roundtable Women's Club

Newsletters

City of Placentia  
Placentia Library Friends Foundation (PLFF) Notations

Web page

Rotary Club of Placentia  
Placentia Library District  
City of Placentia  
H.I.S. House  
Rotary Club of Placentia  
PYLUSD

Newspapers

Orange County Register  
Placentia News Time  
Los Angeles Times – Orange County Edition  
La Opinion  
Excelsior  
Rumores

Bookmarks

Brochures

Flyers

Attachment E  
Project Timeline / Milestones  
P-Lab



**Project Timeline / Milestones**

ACTIONS	DATE	RESPONSIBLE PARTNER(S)
Secure community partnerships, procure in-kind contributions, obtain construction estimates, research costs and options	March 2009	Placentia Library District
Submit grant application	March 2009	Placentia Library District
Grant announcement by ICMA	March 2009	ICMA
Inform community partners of grant award.	March 2009	Placentia Library District
Work with ADA consultant to meet ADA specifications	March 2009	Placentia Library District ADA Consultant City of Placentia
Provide press releases to media of grant award	March 2009	Placentia Library District City of Placentia
RFPs for construction of P-Lab	March 2009	Placentia Library District City of Placentia
Begin fundraising strategy	March 2009	Placentia Library District City of Placentia PYLUSD H.I.S. House
Design promotional materials including bookmarks, flyers, and brochures.	March 2009	Placentia Library District City of Placentia PYLUSD
Award construction contract	April 2009	Placentia Library District
Begin construction of P-Lab	April 2009	Contractor Placentia Library District City of Placentia



Attachment E  
Project Timeline / Milestones  
P-Lab

Purchase software applications, hardware equipment, tables, chairs, projector screen, and supplies	April 2009	Placentia Library District IT Consultant
Develop workshop courses	April 2009	Placentia Library District PYLUSD H.I.S. House
Attend grantee kick-off	April 2009	Placentia Library District City of Placentia
Complete construction	July 2009	Contractor Placentia Library District
Produce promotional & publicity materials	July 2009	Placentia Library District
Grand Opening / Dedication Celebration	July 2009	Placentia Library District PLFF City of Placentia PYLUSD
Begin workshops for the public	September 2009	Trainer Placentia Library District
Conduct pre-assessment surveys	September 2009	Trainer Placentia Library District
Begin in-service training for staff	October 2009	Trainer Placentia Library District
Begin dedicated hours for H.I.S. House clients	November 2009	H.I.S. House Placentia Library District
Attend second grantee meeting	November 2009	Placentia Library District City of Placentia
Provide SAT workshops	December 2009	PYLUSD Trainer
Conduct six-month project assessment	March 2010	Placentia Library District PYLUSD City of Placentia H.I.S. House

Attachment E  
Project Timeline / Milestones  
P-Lab

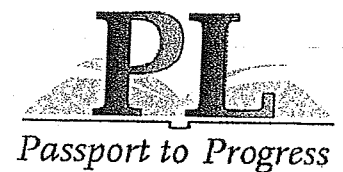
Attend third grantee meeting	August 2010	Placentia Library District City of Placentia
Conduct one-year project summary	September 2010	Placentia Library District PYLUSD City of Placentia H.I.S. House Trainer



<b>15. A. Project Budget P-Lab</b>			
<b>Description</b>	<b>Cost /Unit</b>	<b>Units</b>	<b>Total</b>
<b>Personnel:</b>			
Administration and coordination	\$150	7	\$1,050.00
Outreach and marketing			\$0.00
Other (training)	\$75	100	\$7,500.00
<b>Subtotal</b>			<b>\$8,550.00</b>
<b>Supplies, Material and Equipment</b>			
Hardware	\$700	12	\$8,400.00
Software	\$200	12	\$2,400.00
Supplies	\$5,000	1	\$5,000.00
Internet connectivity	\$100	12	\$1,200.00
Printing and publicity	\$7,000	1	\$7,000.00
Desks	\$800	6	\$4,800.00
Chairs	\$170	12	\$2,040.00
Other (assistive software)	\$3,950	1	\$3,950.00
Other (assistive equipment)	\$1,500	1	\$1,500.00
Other (firewall)	\$2,000	1	\$2,000.00
Other (printer)	\$1,500	1	\$1,500.00
Other (scanner)	\$2,000	1	\$2,000.00
Other (projector screen)	\$1,000	1	\$1,000.00
Other (Filing pedestal)	\$700	1	\$700.00
Other (SAT / PSAT online tests)	\$1,000	1	\$1,000.00
Other (modem)	\$300	1	\$300.00
<b>Subtotal</b>			<b>\$44,790.00</b>
<b>Total</b>			<b>\$53,340.00</b>
Project in-kind (if applicable)	\$58,789	1	\$58,789.00

\*Please note these budget line items are illustrative. Feel free to add or delete lines as needed.

**PLACENTIA LIBRARY DISTRICT**  
**P-LAB**  
**BUDGET SPREADSHEET**



<b>ICMA GRANT</b>	
12 HP laptops @ \$700 each	\$8,400
Trainers (100 hrs. @ \$75/hr.)	\$7,500
Printing and marketing	\$7,000
Computer tables @ \$800 each	\$5,000
Supplies for printer & scanner	\$4,800
12 licenses for MS software @ \$200 each	\$2,400
Chairs @ \$170 each	\$2,040
Firewall	\$2,000
1 scanner	\$2,000
1 printer	\$1,500
Tracker 2000 mouse emulation (assistive equipment)	\$1,400
Jaws for Windows (assistive software)	\$1,300
Internet service @ \$100 per month	\$1,200
ADA consultant	\$1,050
Jurzeil 1000 (assistive software)	\$1,000
Projector screen	\$1,000
Online tests, e.g., PSAT & SAT	\$1,000
Printer & filing pedestal	\$700
ZoomText (assistive software)	\$600
MagicPro (assistive software)	\$500
Modem	\$300
Keystrokes4 (assistive software)	\$300
Dragon Naturally Speaking (assistive software)	\$250
Trackball mouse (assistive equipment)	\$100
<b>TOTAL ICMA GRANT</b>	<b>\$53,340</b>

<b>IN-KIND CONTRIBUTION</b>	
Library & Friends Foundation (staff, projector, office supplies, utilities, construction)	\$35,000
City of Placentia	\$14,044
Placentia Yorba Linda Unified School District (staff)	\$2,745
H.I.S. House (staff)	\$5,000
IT Consultant (staff)	\$2,000
<b>TOTAL IN-KIND CONTRIBUTION</b>	<b>\$58,789</b>

<b>TOTAL COST FOR P-LAB</b>	<b>\$112,129</b>
-----------------------------	------------------

Attachment G  
Leveraging Grant Money  
P-Lab



## **P-Lab Placentia Library District**

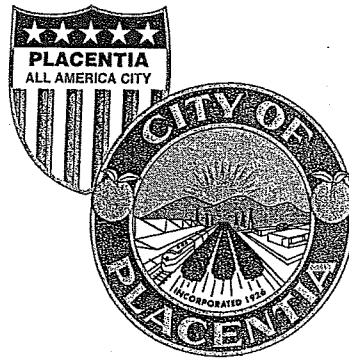
### **Sustainability – Leveraging Grant Money**

The Placentia Library District will incorporate the costs to sustain and continue the computer workshops and P-Lab as part of our library core business to the community. We will also continue to seek funding opportunities and work with local businesses and organizations to support the P-Lab. These funding opportunities may include:

- Klein Family Foundation – \$13,000 (already secured)
- Rotary Club of Placentia
- Placentia Chamber of Commerce
- California State Library, LSTA
- Institute of Museum and Library Services
- American Library Association
- Highsmith Library Innovation Award
- Bill and Melinda Gates Foundation
- Rotary Club of Placentia
- Placentia Roundtable Women's Club
- Target
- AT & T Foundation
- Verizon Foundation
- Placentia Library Friends Foundation
- Jenny Jones Community Grant
- Corporate Sponsorships

*The People are the City*

**Mayor**  
**GREG SOWARDS**  
  
**City Administrator**  
**TROY L. BUTZLAFF**



**Councilmembers:**  
**JOSEPH V. AGUIRRE**  
**SCOTT W. NELSON**  
**CONSTANCE UNDERHILL**  
**JEREMY B. YAMAGUCHI**

*401 East Chapman Avenue - Placentia, California 92870*

January 7, 2009

ICMA  
Advisory Committee  
777 North Capitol St., NE  
Suite 500  
Washington, DC 20002

Dear Advisory Committee:

On behalf of the City of Placentia, I am writing to express my support for the Placentia Library District's ICMA Public Library Innovations Grant application.

The Placentia Library District is a separate special district organized to provide library services to the community. The Placentia Public Library is located in the City's Civic Center complex adjacent to City Hall and the Placentia Police Department. The residents and businesses in Placentia rely on the Library for educational programs, youth and teen activities, internet and computer workshops and training, and adult programs and services.

The City currently partners with the Library on special events and programs to help meet the needs of the more than 50,000 Placentia residents. The Library's strong staff and support groups make the Placentia Library District a tremendous partner in any project or endeavor. The City strongly supports the proposed ICMA Public Library Innovation Grant application and will provide a combination of direct financial and in-kind support to help insure the grant's success.

The City will provide the Placentia Library District a one-time technology grant of \$5,000 to support this project. In addition, the City will make an in-kind contribution of administrative and technical support including providing marketing opportunities in the City's Quarterly Newsletter to promote the Library's P-Lab. Lastly, the City will, to the extent possible, allocate CDBG funds to make the necessary physical changes to their facilities to comply with the Americans with Disabilities Act (ADA).

ICMA Advisory Committee  
January 7, 2009  
Page Two

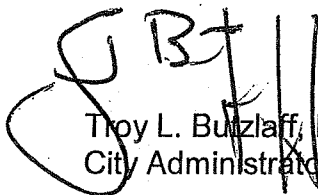
In summary, the City's direct financial and in-kind contribution includes:

• One time technology grant	\$5,000
• IT Support Services (Management Analyst 15 hours @ \$32.94)	\$494
• Assistance with facility renovation permit processing/approval (Chief Building Official 20 hours @ \$51.80)	\$1,036
• Assistance with ADA upgrades by use of CDBG funds	\$6,000
• Project coordination (Director of Administrative Services 20 hours @ \$61.68)	\$1,233
• ¼ page marketing opportunity in City Newsletter	\$281
<b>TOTAL</b>	<b>\$14,044</b>

The City of Placentia looks forward to the continued positive partnership with the Placentia Library District as both agencies work to meet the needs of the community. This ICMA grant will truly be a benefit and asset to both the Library and the community.

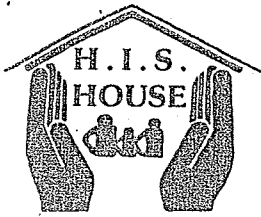
Your consideration of the Placentia Library District's application for their P-Lab is greatly appreciated.

Sincerely,



Troy L. Buzlaff, ICMA-CM  
City Administrator

TLB/SP/mp



Homeless Intervention and Shelter House  
A Transitional Living Center for the Homeless

January 5, 2009

Ms. Jeanette Contreras  
Library Director  
Placentia Library District  
411 E. Chapman Ave  
Placentia, CA 92870

Dear Jeanette:

This letter is being written in support of a computer lab for the Placentia Library. As you know, the adult residents of H.I.S House (Homeless Intervention Shelter) utilize the Placentia Library computers to search for employment. H.I.S. House utilizes the expertise of Career Developer, Kathey Schuster DBA World Wide Words, to assist our clients with resume production and enhancement, how to interview for a job, and assistance with GED preparation. For those clients who are not computer literate, Ms. Schuster also gives short tutorials on how to use a computer. These meetings usually take place at the shelter; however, with only two client computers and no access to the internet the library's computer lab would be an excellent location for our staff and contract personnel to conduct these meetings. The H.I.S. House contract personnel and staff time is valued at \$5,000 per year.

H.I.S. House is a 40 bed transitional shelter for families, singles and couples who are homeless but have the motivation to become self-sufficient with the help of housing, training, counseling and personal support. H.I.S. House offers four to six months of no cost housing and supportive services such as childcare, transportation vouchers, individual counseling, life skill, budget, parenting and career classes. We offer basic needs such as linens, towels, toiletries, some food and clothing. All adults meet weekly with their case managers where they discuss their employment search, short and long term goals and savings progress. During the past year we have experienced an increase need for housing, and also discovered that our clients require more time to secure employment. A computer lab would be a valuable asset to the program participants as well as our career development personnel and staff.

If you should have any questions concerning this letter of support, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Teri Niebuhr".

Teri Niebuhr, Director



# Placentia-Yorba Linda Unified School District

Dennis M. Smith, Ph.D.  
Superintendent

101 E. Orangethorpe Avenue, Placentia, California 92870  
Telephone (714) 996-2550 Fax (714) 524-3034

Board of Education  
Carol Downey  
Karin Freeman  
Judy Miller  
Eric Padgett  
Jan Wagner

January 5, 2009

ICMA  
Advisory Committee  
777 North Capitol St., NE  
Suite 500  
Washington, DC 20002

Re: ICMA Public Library Innovations Grants  
PLACENTIA LIBRARY DISTRICT

Dear Advisory Committee:

On behalf of the Placentia Yorba Linda Unified School District, I am writing to pledge an in-kind contribution to the Placentia Library District's ICMA Public Library Innovations Grant application.

The Placentia Library District has been and continues to be an essential component of our students' academic success. Over the years, the Library has provided onsite tutoring for our students, promoting literacy and reading. The Library has also provided educational programs with professional storytellers and performers stimulating our students' intellectual curiosity and fostering a desire to learn. Our students are constantly looking for internet access and computer workshops outside of schools. They look to their community library, the Placentia Library, to provide them with the needed service. Unfortunately such program and service do not exist. We are excited to participate in the Library's effort to provide our students with a computer lab and workshops.


The Placentia Yorba Linda Unified School District would like to contribute staff time as listed below to promote and participate in the curriculum development of the P-Lab. We pride ourselves in providing top-notch programs to our students. Our schools have received several academic awards as a result of our commitment to provide distinguished quality education experience. The P-Lab will strengthen our mission to "provide quality educational experiences that develop literate, life-long learners who can function productively in and contribute responsibly to a diverse, technological, ever-changing and democratic society" and enable us to move forward with programs to meet our students' computer and internet needs.

The in-kind contribution will include the following individual:

• Superintendent – 5 hours @ 80.00	\$ 400.
• Director of Technology – 10 hours @ \$60.00	\$ 600.
• Teachers, various – 50 hours @ \$25.00 (average teacher's salary)	\$ 1,250.
• Administrative Assistant – 20 hours @ \$24.75	\$ 495.
<b>TOTAL</b>	<b>\$ 2,745.</b>

The Placentia Yorba Linda Unified School District is proud to be a community partner and share the Library's goal to provide a computer lab for the residents of Placentia. If you have any questions, please feel free to contact me at (714) 986-7000 or [dsmith@pylusd.org](mailto:dsmith@pylusd.org).

Sincerely,

  
Dr. Dennis Smith  
Superintendent





December 29, 2008

ICMA  
Advisory Committee  
777 North Capitol St., NE  
Suite 500  
Washington, DC 20002

Re: ICMA Public Library Innovations Grants  
PLACENTIA LIBRARY DISTRICT

Dear Advisory Committee:

I am writing to pledge my in-kind contribution to the Placentia Library District's ICMA Public Library Innovations Grant application.

A computer and network expert for 15 years, I am currently the IT consultant for the Placentia Library District and the Anaheim Public Library. I have been heavily involved in the migration and upgrades of all hardware and software applications for both library systems.

I would like to express my commitment of labor cost to the project, in the amount of \$2,000 as follows:

• Installation and network cabling and testing, 16 hours @ \$100/hr.	\$ 1,600
• <u>Pre-consultant and post-assessment analysis</u>	\$ 400
<b>TOTAL</b>	<b>\$ 2,000</b>

The Placentia Library District continues to focus their efforts in providing quality services and benefits to their patrons. I am proud to partake in the Library's goal to provide a computer lab for the residents of Placentia.

If you have any questions, please feel free to contact me at (714) 936-1447 or [Patrick@phoang.net](mailto:Patrick@phoang.net).

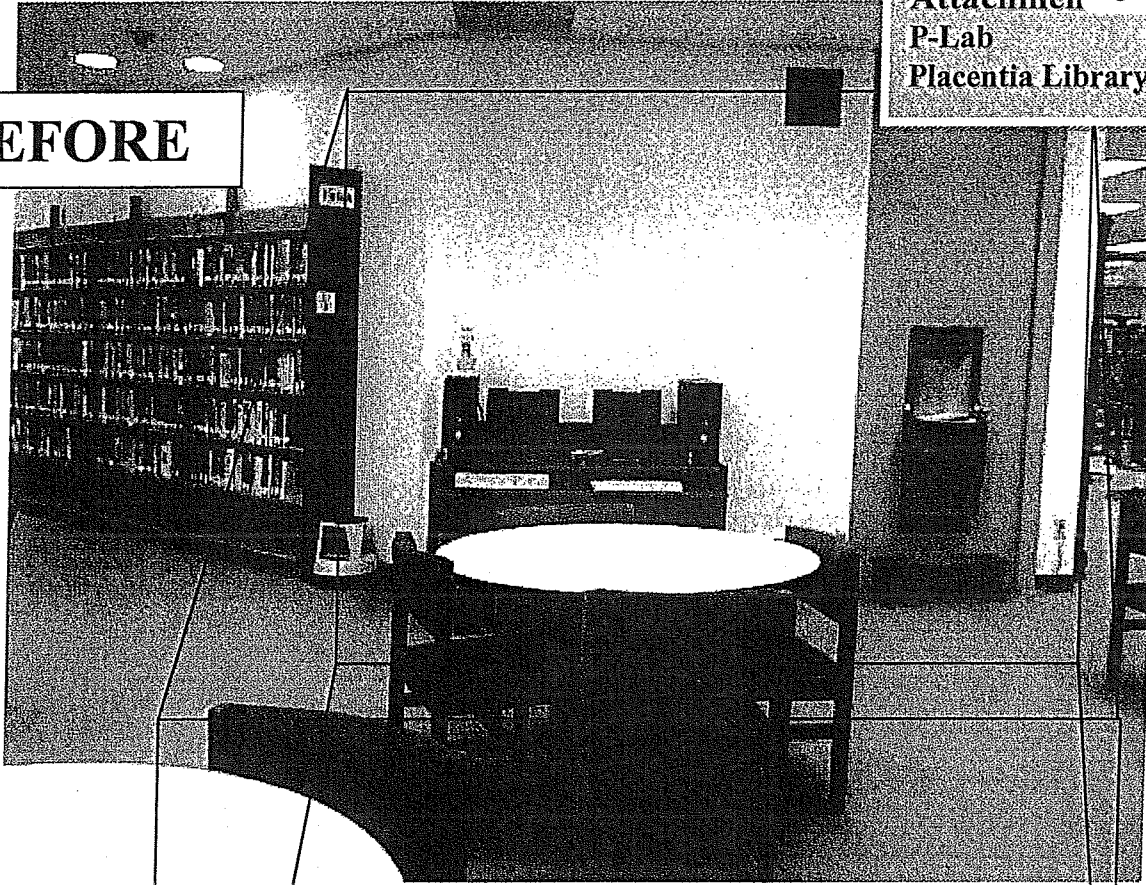
Sincerely,

A handwritten signature in black ink that reads 'Patrick Hoang'. The signature is written in a cursive style with a long, sweeping underline.

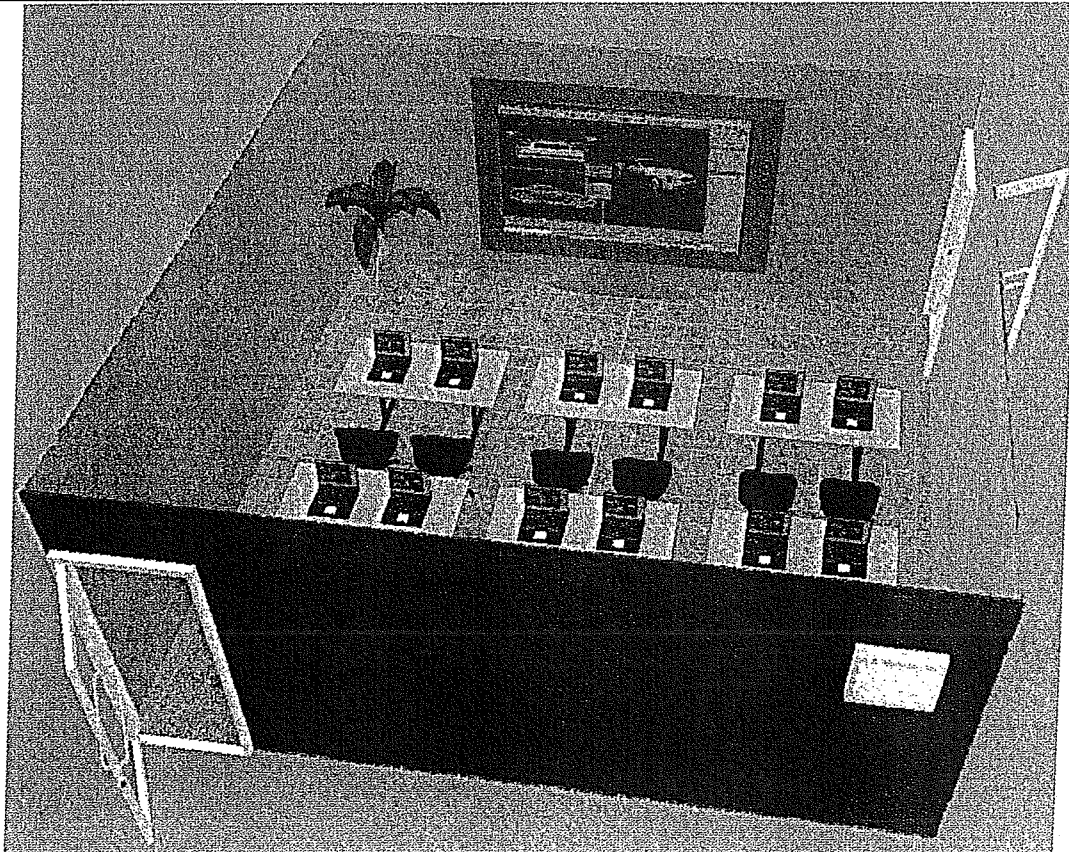
Patrick Hoang  
IT Consultant

**Attachments**  
**P-Lab**  
**Placentia Library District**

**BEFORE**



**AFTER**



**PL**  
*Passport to Progress*

## Existing Equipment



<u>Item</u>	<u>Quantity</u>
Binding Machine	1
Camera (photo ID)	1
Computer Stand	2
Computer, OPAC Desktop (CPU, monitor, keyboard & mouse)	6
Computer, Public Desktop (CPU, monitor, keyboard & mouse)	24
Computer, Staff Desktop (CPU, monitor, keyboard & mouse)	34
Copier, B & W	4
Copier, Color	1
Laptop	2
Microphone, Wireless	2
Printer, B & W	10
Printer, Color	4
Printer, Receipt	3
Projection Screen, Folding/Tripod	1
Projection Screen, Wall Mounted	2
Projector	2
Security Camera, B & W	5
Security System Book & Media Resensitizer	2
Security System Book Desensitizer	4
Security System Gates	1
Telephone Handset	35



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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:** Placentia Library Friends Foundation Authors' Luncheon  
**DATE:** February 17, 2009

**BACKGROUND:**

- The Placentia Library Friends Foundation will be hosting their Authors' Luncheon on Saturday, May 16, 2009 from 10:30 a.m. – 3:30 p.m. at the Alta Vista Country Club.
- The guest speakers will include authors Jo Ann De Matteo, Ann Mauer and Jeri Westerson.
- The Masters of Ceremony will be Mr. Troy Butzlaff, City Administrator.
- Photography will be provided by Board President Al Shkoler.
- Sound system will be provided by Mr. Lee Castner from the City.
- Tickets are \$50 each. Ticket sales and tips support the PLFF Adopt-a-Book program and the Book Endowment Fund.
- Celebrity waiters honor leaders of community organizations.

The planning committee met on Wednesday, January 28, 2009 to discuss responsibilities. Members include PLFF Board President, Carol Fizzard, Board Members Ginny Sanatar, Nadine Blansett, Nancy Lone-Tollefson, and Jack Hanley, and Library Director, Jeanette Contreras. Donation letters have been mailed on February 4, 2009. The committee will meet again on Wednesday, February 18, 2009. Library staff will assist the committee with publicity, books for sale, donation letters, invitations, and securing a videographer.

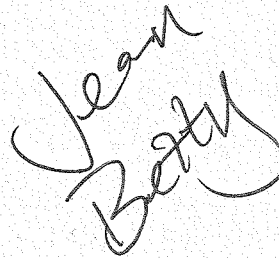


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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Roger Hiles, Library Services Manager  
**SUBJECT:** Website Redesign  
**DATE:** February 17, 2009



### BACKGROUND

The library's website (<http://www.placentialibrary.org/>) runs on an older version of the open source Joomla content management software. As content has been added, the original structure has not kept up with the growth, and violates a few common web usability conventions, which could complicate the patron experience. In addition, several new features (such as site search and a photo gallery) have been requested which would be easier to add as part of a site redesign so that they could be better incorporated into the overall design.

The web site is currently hosted on a library computer that we must manage, maintain and someday replace. Many web sites are professionally hosted by companies that specialize in that service. For example, there are companies that specialize in hosting web sites running on the Joomla content management system. The hosting company would be responsible for guaranteed uptime, loading security patches, backing up the site, and providing 24/7 support. The library would continue to be responsible for content. The dedicated web hosting service has its own virtual server (not shared with other customers) which will result in response times that are often better and is easier to diagnose problems when they occur.

Fiscal Impact: \$100 per month or \$1,200 per year

### RECOMMENDATIONS

- 1) Authorize library staff to proceed with a redesign of the Library's website as presented.
- 2) Authorize the migration of the Library's website to a professional dedicated web hosting service.





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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:** Revision of Placentia Library District Policy 6050 – Meeting Room Policies and Regulations  
**DATE:** February 17, 2009

**BACKGROUND:**

The purpose of the Library Meeting Room is to provide facilities for educational and cultural activities that are a part of the Library program. The rooms are also available to community groups or organizations that are educational or cultural in nature provided that these activities are nonprofit, nonpartisan, and nonsectarian. The Placentia Library District Policy 6050 – Meeting Room Policies and Regulations was last updated on September 20, 2004.

In fiscal year 2007-2008, the Library received 178 reservations for the meeting rooms. The revenue generated was \$6,230.

The current rental fee is \$35.00 for four hours in length and an additional \$10.00 per each hour thereafter. The Library does not charge for equipment, including piano, projector, overhead transparency projector, television, and Santa chair.

Other library districts charge the following:

	Placentia	Altadena	Buena Park	Palos Verdes
Rental Fee Non-Profit	\$35 for 4 hours \$10/hr. thereafter  \$30 for 4 hours if used by the same group at the same time and \$10/hr. thereafter	\$20/hr. or fraction thereof with a minimum charge of three hours	\$25/hr. -- small room \$30/hr. -- boardroom \$35/hr. -- auditorium	Based on a minimum of 3 hours \$10/hr. – open/open \$60/hr. – open/closed  \$60/hr. – closed/open \$95/hr. – closed/closed  \$110/hr. – private/open \$200/hr. – private/closed
Rental Fee Other	\$35 for 4hours \$10/hr. thereafter  \$30 for 4 hours if used by the same group at the same time and \$10/hr. thereafter	\$35/hr. or fraction thereof with a minimum charge of three hours	\$ 45/hr. – small room \$65/hr. – boardroom \$85/hr. – auditorium	Based on a minimum of 3 hours \$60/hr. – open/open \$95/hr. – open/closed  \$110/hr. – closed/open \$150/hr. – closed/closed  \$250/hr. – private/open \$300/hr. – private/closed
Equipment Fee Television Projector	N/A	N/A		VCR/DVD & Projector -- \$25 TV & VCR -- \$25 Slide projector w/screen -- \$25 Wireless microphone -- \$10 Multiple microphones -- \$25 LCD projector -- \$25 OH projector for transp. -- \$25 Piano -- \$30

	Placentia	Altadena	Buena Park	Palos Verdes
Other Fee	Set up -- \$15 HVAC -- \$125/day surcharge for non-exempt renters during non-library hours	N/A	Set up – Non-Profit \$10/hr. – small room \$15/hr. – boardroom \$20/hr. – auditorium  Set up – Other Groups \$20/hr. – small room \$25/hr. – boardroom \$35/hr. – auditorium  Library staff attendance \$25/hr.  Security Deposit/Cleaning \$50/hr.	Administrative Fee (if cancellation notice is less than two weeks) -- \$30

2

**RECOMMENDATIONS:**

- 1) Authorize a revision to the Placentia Library District Policy 6050 – Meeting Room Policies and Regulations to reflect collection of rental fee at the time of application submission, at least two weeks prior to use of the meeting room. The rental fee for applications submitted less than two weeks will be non-refundable.
- 2) Authorize a revision to the Placentia Library District Policy 6050 – Meeting Room Policies and Regulations to reflect a rental fee of \$20 per hour for non-profit organizations and \$50 per hour for other groups.
- 3) Authorize a revision to the Placentia Library District Policy 6050 – Meeting Room Policies and Regulations to reflect equipment rental fee of \$15 per use for the television and projector \$25 per use for the piano and Santa chair.
- 4) Authorize a revision to the Placentia Library District Policy 6050 – Meeting Room Policies and Regulations to reflect an administrative fee of \$25 for cancellation notices less than two weeks.
- 5) Authorize a revision to the Placentia Library District Policy 6050 – Meeting Room Policies and Regulations to reflect a security deposit/cleaning fee of \$50.
- 6) Authorize a revision to the Placentia Library District Policy 6050 – Meeting Room Policies and Regulations to reflect a set up fee of \$15 per hour.
- 7) Authorize a revision to the Placentia Library District Policy 6050 – Meeting Room Policies and Regulations to reflect a change in 6050.22 – “Evening meetings held in the Meeting Room complete all closing requirements and vacate the room by midnight” to “Meeting rooms must be vacated 1/2 hour before the library closes. Exceptions will require approval from the Library Director.”
- 8) Authorize a revision to the Placentia Library District Policy 6050 – Meeting Room Policies and Regulations to the elimination of 6050.24 – “The charge for Meeting and Conference Rooms by the same group will be \$35 for up to four hours and \$10 for each additional hour for each room used.”

4 hrs  
50 min  
75 min  
25 every

9: Bridge Club  
25 50 4 hrs  
J.T.  
G.W.

non-refundable

OK

when

25 14

35 min @ 3 hrs

50 min

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Meeting Room Policy  
**POLICY NUMBER:** 6050

**6050.1** The purpose of the Library Meeting Room is to provide facilities for educational and cultural activities that are a part of the Library program. The room may also be used by community groups or organizations (businesses, realty, and energy) that are educational or cultural in nature provided that these activities are nonprofit, nonpartisan, and nonsectarian. The Board of Trustees has established the following conditions to govern the use of the Meeting Room.

**6050.2** A fee of \$35 (normally paid for the day of the meeting) is charged for each meeting or event held in the Meeting Room not exceeding four (4) hours in length. Meetings or events of more than four (4) hours will be charged an additional \$10.00 per each hour. The fee is waived for those meetings or events sponsored by the Library Staff or Board of Trustees. The fee will also be waived for the Friends of Placentia Library, the City of Placentia, elected public officials for nonpartisan presentations and Red Cross First Aid classes for groups such as Girl Scouts, etc...

**6050.3** Application for use of the room will be made through the office of the Library Director on the form provided for that purpose. The office should be notified 24 hours in advance of any change in a scheduled meeting. No group may reserve the Meeting Room for more than three dates per application without approval by the Library Director.

**6050.4** Cancellation of meetings is a mutual responsibility. Adequate advanced notice would be appreciated. Repeated failure to cancel when use is not made will be cause for forfeiture of further use.

**6050.5** Permission to use the room is not transferable.

**6050.6** Fifty per cent of the membership of any organization granted use of the Meeting Room must be residents of the Placentia Library District. Admission will not be charged by groups using the room, except with the prior approval of the Board of Trustees, but regular fees or club dues may be collected. Exceptions to this rule may be applied to paid registrations necessary to cover expenses for institutes or special programs held in cooperation with the Library.



**6050.7** Upon reasonable notice, the Library reserves the right to require a group to reschedule or relocate within the facility if the Meeting Room is needed for a Library function.

**6050.8** Organizations using the facility are responsible for moving the chairs from the storage area and for arranging them and other furniture. Chairs are to be returned to the storage area after meeting. If the library staff has to set up chairs or return them an additional fee of \$15 is charged.

**6050.9** The person who signs the application form will be deemed an official representative of the group, and liable for any damage to library and facilities. The person signing the application form must be at least 18 years old.

**6050.10** Permission will not be granted for religious services, Sunday school classes, or to formal religious groups and organizations.

**6050.11** Permission to use the facilities will not be granted to an individual or group representing a single political party or political action group except that in the interest of civic enlightenment and public education, use may be granted for political meetings provided all factions are invited and/or represented at the given meeting.

**6050.12** No meetings or activities will be held for the purpose of advancing any doctrine or theory subversive under the Constitution of the United States or the State of California.

**6050.13** Meals may not be served in the Meeting Room. If light refreshments are provided, the kitchenette must be left clean and in accordance with posted kitchen-use rules. The Library does not have supplies available for the serving refreshments.

**6050.14** The Library Director has the authority to require a refundable deposit for cleaning of the carpet if the planned activity has the potential of soiling the carpet beyond normal use.

**6050.15** Alcoholic beverages are prohibited.

**6050.16** The fact that the Board of Trustees gives a group permission to use the Meeting Room in no way constitutes an endorsement of the policies or beliefs of the group by the Board or Library Staff and further, the Board or the Staff will not be held responsible for any action undertaken or administered by any organization.

**6050.17** The meeting Room cannot be used for music rehearsals and similar noise generating activities.

**6050.18** Personal property brought to or into the Meeting Room by any user is done so at the user's risk.

**6050.19** Permits may be revoked by the Library Director whenever there has been a violation of these rules.

**6050.20** The Meeting Room cannot be used for activities for personal profit, or, benefit, except in instances where the objectives of such event are related to the improvement or betterment of the Library. Vending of any article or service will not be permitted.

**6050.21** Evening meetings held in the Meeting Room must complete all closing requirements and vacate the room by midnight.

**6050.22** If a question should arise on the interpretation of these regulations, the matter is subject to the final decision of the Board of Trustees. These regulations may be changed or amended at any time by the Board of Trustees.

**6050.23** Capacity limitations: When used as one room, the maximum capacity will be 139 standing and seating will be limited to 100. When the room is divided, each side will be limited to 50 people.

**6050.24** The charge for Meeting and Conference Rooms by the same group will be \$35 for up to four hours and \$10 for each additional hour for each room used.

**6050.25** It is required when a group needs a key for the Meeting Room, that the responsible party sign the necessary form.

**6050.26** Organizations requiring the presence of a staff member, will incur the cost of that staff member's wages and benefits.

**6050.27** Equipment available for the Meeting Room

**6050.27.1** 74 Chairs

**6050.27.2** 10 Tables (6' x 2 ½')

**6050.27.3** 1 Lectern

**6050.27.4** 3 Wall Screens

**6050.27.5** 1 Laser Pointer

**6050.27.6** Piano

**6050.27.7** Television Set

**6050.27.8** 2 Flags (American and State flag)

**6050.27.9** Writing Board

## MEETING ROOM POLICIES AND REGULATIONS

The purpose of the Library Meeting Room is to provide facilities for educational and cultural activities that are a part of the Library program. The room may also be used by community groups or organizations (business, realty, energy, etc.) that are educational or cultural in nature provided that these activities are nonprofit, nonpartisan, and nonsectarian. The Placentia Library District Board of Trustees has established the following conditions to govern the use of the Meeting Room.

1. Effective September 1, 2003, a fee of \$35.00 (normally paid the day of the meeting) is charged for each meeting or event held in the Meeting Room not exceeding four (4) hours in length. Meetings or events of more than four (4) hours will be charged an additional \$10.00 per each hour. The fee is waived for those meetings or events sponsored by the Library Staff or the Placentia Library District Board of Trustees. The fee will also be waived for the Friends of the Placentia Library, the City of Placentia and elected public officials for nonpartisan presentations and Red Cross First Aid classes for groups such as Girl Scouts, etc.
2. Application for the use of the room shall be made through the Administration Office on the form provided for that purpose. The office should be notified twenty-four (24) hours in advance of any change in a scheduled meeting. No group may reserve the Meeting Room for more than three dates per application.
3. Cancellation of meetings is a mutual responsibility. Adequate advance notice would be appreciated. Repeated failure to cancel when use is not made will be cause for forfeiture of further use.
4. A permit to use the room is not transferable.
5. Fifty percent of the membership of any organization granted use of the Meeting Room must be residents of the Placentia Library District. Admission shall not be charged by groups using the room, except with the prior approval of the board of Trustees, but regular fees or club dues may be collected. Exceptions to this rule may be applied to paid registrations necessary to cover expenses for institutes or special programs held in cooperation with the Library.
6. Upon reasonable notice, the Library reserves the right to require a group to reschedule or relocate within the facility if the Meeting Room is needed for Library Functions.
7. Organizations using the facility are responsible for moving the chairs from the storage area and for arranging them and any other furniture. Chairs are to be returned to the storage area after the meeting. If the Library staff has to set up

chairs or return them, an additional fee of \$15.00 per set up and tear down will be charged.

8. The person who signs the application form will be deemed an official representative of the group, and liable for any damage to the Library and facilities. The person signing the application form must be at least 18 years of age.
9. Permission will not be granted for religious services, Sunday school classes, or to formal religious groups and organizations.
10. Permission to use the facilities will not be granted to an individual or group representing a single political party or political action group except that in the interest of civic enlightenment and public education, use may be granted for political meetings provided all factions are invited and/or represented at the given meeting.
11. No meetings or activities shall be held for the purpose of advancing any doctrine or theory subversive under the Constitution of the United States or the State of California
12. Meals may not be served in the Meeting Room. If light refreshments are provided, the kitchenette must be left clean and in accordance with posted kitchen use rules. The Library does not have supplies available for the serving of refreshments.
13. The Library Director has the authority to require a refundable deposit for cleaning of the carpet if the planned activity has the potential of soiling the carpet beyond normal use.
14. Alcoholic beverages are prohibited.
15. The fact that the Placentia Library District Board of Trustees gives a group permission to use the Meeting Room in no way constitutes an endorsement of the policies or beliefs of the group by the Placentia Library District Board or Library Staff and further, the Board or the Staff will not be held responsible for any action undertaken or administered by any organization.
16. The Meeting Room cannot be used for music rehearsals and similar noise generating activities.
17. Personal property brought to or into the Meeting Room by any user is done so at the user's risk.



18. Permits may be revoked by the Library Director whenever there has been a violation of these rules.
19. The Meeting Room cannot be used for activities for personal profit, or benefit, except in instances where the objectives of such event is related to the improvement or betterment of the Library. Vending of any article or service will not be permitted.
20. Evening meetings held in the Meeting Room must complete all closing requirements and vacate the room by midnight.
21. If a question should arise on the interpretation of these regulations, the matter is subject to the final decision of the Board of Trustees. These regulations may be changed or amended at any time by the Board of Trustees.
22. Capacity limitations: when use as one room, the maximum capacity will be limited to 139 standing or 100 seated persons. When the room is divided, each side will be limited to 50 persons.
23. Effective November 1, 1994, the charge for use of the Meeting and Conference Rooms by the same group at the same time will be \$30.00 for up to four hours and \$10.00 for every additional hour for each room used.
24. It is required when a group needs a key for use of the Meeting Room, that the applicant is to sign the necessary form. When the group has locked up the Meeting Room appropriately, they must leave it in the designated place,
25. Organizations requiring the presence of a library page will incur the cost of the page's wages.
26. Effective, October 1, 1994, a \$125 per day surcharge will be required of non-exempt renters of the Meeting Room for use of the HVAC system on days when the Library has no scheduled hours of public services and the HVAC system is scheduled to be off. This surcharge is in addition to the regular rental fee. Groups wishing to use the Meeting Room without using the HVAC system will not have to pay the surcharge.

J.T. G.W.  
 \$1 per day  
 1 P  
 Overdue

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Revision of Placentia Library District Policy 6035 – Fines and Fees Schedule  
**DATE:** February 17, 2009

**BACKGROUND:**

The Placentia Library District Policy 6035 – Fines and Fees Schedule establishes a formal schedule of user fees and fines for the provision of certain services to the public. Fines are applied as a means of safeguarding the materials in the collection and assuring some controls on the availability of books and information. Fees are assessed based on the staffing costs to provide those services to our users.

It has been the practice of the Library not to charge for DVD rental. The Library spent \$10,279 for DVD purchases last fiscal year, 2007-2008 and the circulation was 33,286. The circulation number does not represent educational DVDs. Thus far this fiscal year, the Library has seen over 11,000 DVD checked out. The DVD collection includes entertainment, educational, and children's.

Neighboring libraries including Anaheim, Yorba Linda, and Fullerton charge for DVD rentals. Please see table below for additional information.

	Placentia	Anaheim	Buena Park	Fullerton	Palos Verdes	Yorba Linda
New Releases	Free	\$2 for 2 days	Free	\$1 for 1 night	\$1 for 2 days	\$1.50 for 10 days
New Children's	Free	\$1 for 2 days	Free	\$1 for 1 night	\$1 for 2 days	\$1.50 for 10 days
Older Popular	Free	\$1 for 2 days	Free	\$1 for 1 week	\$1 for 7 days	\$1.50 for 10 days
Mini Series	Free	\$1 for 1 week	Free	\$1 for 1 week	\$1 for 2 days per set (new releases) \$1 for 1 week per set	\$1.50 for 10 days
VHS	Free	2 for \$1 for 1 week	Free	Free	\$1 for 1 week	\$1.50 for 10 days (for new releases)

Placentia Library continues to provide test monitoring service and the current fee is \$30.00 per exam. Fiscal year 2007-2008, the revenue collected from the service was \$1,568.80. For the current fiscal year, we've received \$690.00. The Anaheim Public Library charges \$50.00 per exam for proctor service.

↑  
 G.W.  
 R.D.

**RECOMMENDATIONS:**

- 1) Authorize a revision to the Placentia Library District Policy 6035 – Fines and Fees Schedule to include a DVD rental of \$1 for 2 days for new releases and \$1 for one week for older and mini series releases. Children’s and educational DVDs will remain free of charge.
- 2) Authorize a revision to the Placentia Library District Policy 6035 – Fines and Fees Schedule to reflect a fee of \$50 per exam for test monitoring.

*Bring Back*

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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:** Reader of the Quarter Award  
**DATE:** February 17, 2009

**BACKGROUND:**

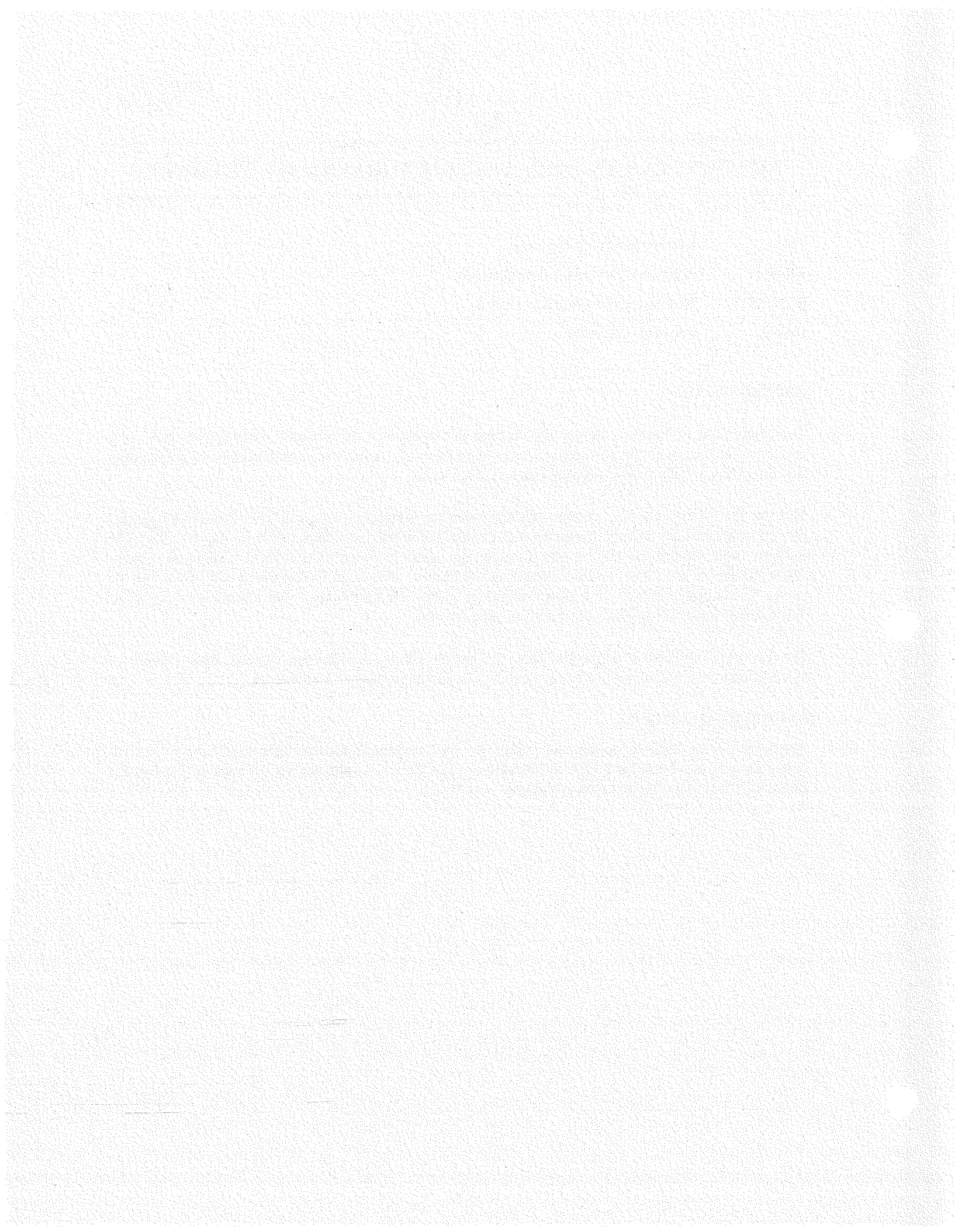
The celebration of literacy, books and reading is the essence of success. Learning to read for a variety of reasons, whether for pleasure or to learn new information is a solid foundation for success. Reading leads people to new explorations and discoveries.

The Reader of the Quarter Award will recognize an individual or group that has made positive literacy contributions through the promotion, participation and advocacy of reading and books. The recipient will exhibit an enthusiasm for reading, sharing books with others, using the library, attending library programs, and/or supporting the library. The hope is that the award will invite the public to celebrate literacy and library activities in the community and call attention to the many outstanding works of literature for the young and the old.

The recipient will be a Placentia Library District library cardholder. Award may consist of recognition at a City Council meeting, a certificate, and a gift card to a bookstore.

**RECOMMENDATIONS:**

Authorize library staff to collaborate with City Hall personnel and the Placentia Library Friends Foundation to move forward with the Reader of the Quarter Award and report back to the Library Board of Trustees at the next Board meeting.





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Roger Hiles, Library Services Manager and Yesenia Gomez, Development Director

**SUBJECT:** 90<sup>th</sup> Anniversary Celebration

**DATE:** February 17, 2009

**BACKGROUND**

Placentia Library District was established on September 2, 1919. The Library had its first facility in January 1920 with a reading room that consisted of 198 books. The Library grew gradually in its first years and resulted in the construction of a library building at 143 South Bradford Avenue. This building was opened in February 1927. The Library is currently located at 411 East Chapman Avenue and was opened in September 1974, fifty-five years after the District's founding.

Placentia Library District's service territory spans approximately seven square miles and serves an estimated population of 50,000 plus. While the library service area is mainly the City of Placentia and the City's one large unincorporated area, the District also provides services to residents all over southern California.

September 2, 2009 will mark the 90<sup>th</sup> anniversary of the Placentia Library District. This milestone is an opportune time for the Library to celebrate its excellence in library services to the many supporters and users of the Library.

**RECOMMENDATIONS**

Authorize library staff to proceed with the planning and preparation of activities as presented on page 2 of agenda item 43.

**90<sup>th</sup> Birthday Celebration Activities**

1) Stage a day-long celebration to mark the anniversary, with a series of events designed to appeal to a broad cross-section of our patrons, including:



RD  
KT

- a.) Recognizing Placentia residents who are 90 years young
- b.) Morning birthday event with a cake
- c.) Gift basket for 90<sup>th</sup> patron in the library
- d.) Lunch adult event with 1920s-theme book discussion
- e.) Late afternoon music event jazz with the high school jazz band
- f.) Afternoon event – 90 years of children’s treasuries and stories
- g.) Evening event for children and teens (including a 90 minute game challenge for families)
- h.) Silent movie screenings at night.

i) Book Mark  
Estimated cost: \$1,000

2) Issue a new “limited edition” anniversary edition library card to publicize the anniversary that would be issued to patrons getting new or replacement cards (while supplies last).

Estimated cost: \$1,550 for 2,000 cards.

1st  
2nd

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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:** **Travel Authorizations for the Library Board of Trustees and the Library Director to attend the California Association of Library Trustees and Commissioners to attend the Spring Workshop on March 14, 2009 at the Torrance Public Library.**  
**DATE:** February 17, 2009

★ A.S.  
M.W.  
J.C.

**BACKGROUND:**

The annual Leadership Workshop in Southern California presented by the California Association of Library Trustees and Commissioners will be held at the Torrance Public Library, 3301 Torrance Boulevard, on Saturday, March 14, 2009 beginning at 9:00 a.m. The cost is \$18 per person. The agenda and cost information is on page 2 of agenda item 44.

The topics for this year's Leadership Workshop are:

- Libraries in the Future with Ms. Joan Frye Williams, Library and Information Technology Consultant, as the speaker.
- Thinking in Future Tense with Ms. Stacey Aldrich, California Deputy State Librarian, as the speaker.

**RECOMMENDATIONS:**

1. Determine which Library Board of Trustees will attend the California Association of Library Trustees and Commissioners Southern California Leadership Workshop on Saturday, March 14, 2009 at the Torrance Public Library and authorize the staff to process the reservations. Expenses to be paid from the General Fund.
2. Authorize the Library Director to attend the California Association of Library Trustees and Commissioners Southern California Leadership Workshop on Saturday, March 14, 2009 at the Torrance Public Library and authorize the staff to process the reservations. Expenses to be paid from the General Fund.





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

*We Welcome All Friends and Foundation Members to CALTAC Workshops*

**2009 CALTAC Workshop in Library Leadership**  
*Library Trustees & Commissioners: Things to Get Smarter About, Soon!*

**Libraries in the Future: Trustees and Commissioners Answer Questions --  
Before Somebody Else Answers For Us!**

Joan Frye Williams, Library and Information Technology Consultant

**Thinking in Future Tense -- from the California State Library**  
Stacey Aldrich, California Deputy State Librarian

Saturday, February 28, 2009 : San Francisco Public Library

Saturday, March 14, 2009 : Torrance Public Library

**PROGRAM**

- 9:00 Registration
- 9:15 Welcome: *Richard K. Moore, CALTAC President*  
San Francisco/Torrance Mayor or representative  
San Francisco/Torrance Library Director
- 9:30 Highlights from Sacramento and the California State Library  
*Stacey Aldrich*
- 9:45 Keynote I: The Future part 1  
*Joan Frye Williams*
- 10:45 Break
- 11:00 Keynote II: The Future part 2  
*Stacey Aldrich*
- 12-12:30 Break out groups – discuss how we can get more involved with supporting our  
libraries in how we deal with future issues
- 12:30-12:45 Groups report conclusions and wrap up  
12:45 Adjournment



**Registration Form for NORTHERN WORKSHOP**

San Francisco Public Library --- Saturday, February 28, 2009  
100 Larkin Street, San Francisco 94102 -- (415) 557-4400

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

**Registration Fee (due by 2/15/08). Make checks payable to CALTAC and mail to:**  
 CALTAC Member \$18 Diana Bautista  
 Non-member 20 2725 Somerset Park Circle  
 San Jose CA 95132

**TOTAL \_\_\_\_\_ NO REFUNDS**

*Early Bird registration fee \$18 when post marked by February 15, 2009; otherwise \$20.*

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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:** Appointment of Library Board Representative for 2009 by the Board President  
**DATE:** February 17, 2009

*Cy. W.  
Richard  
Betty  
Richard  
Alterner*

**BACKGROUND:**

The Placentia Community Network Committee was organized in the mid late 1990s by former City of Placentia Human Services Director and current Library Board of Trustees, Ms. Betty Escobosa. What began as a means to procure assistance for the Christmas Clearing Bureau evolved to "a network of community organizations dedicated to serving our neighborhood." Organizations include the Placentia Historical Committee, H.I.S. House, Placentia Founders' Society, League of Women Voters, Placentia Founders' Society, Villa de Palma, and Boy's Hope/Girl's Hope of California, Inc. The Committee meets monthly on the third Thursday of each month at 12:00 noon in the Community Room of City Hall.

The Library has been a partner with the Placentia Community Network, the Placentia Library Friends Foundation and the Placentia Round Table Women's Club to select and purchase children's literature for the Christmas Clearing Bureau.

**RECOMMENDATIONS:**

Appoint Library Board Representative to attend the Placentia Community Network meetings.

