



AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

DATE, TIME & LOCATION

Monday, August 17, 2009

6:30 P.M.

Meeting Room

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

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

To accomplish this goal the Library will:

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

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

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

CALL TO ORDER

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

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

Presentation: Library Director
Recommendation: Adopt by Motion

✓ Esther Guzman
✓ Eddy Finley
✓ Vanita Todker
✓ Carol Fizzara
✓ Katie Matas

Wood - absent

M1 JT
M2 RD

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

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

C.F. - fund computer lab; Doll Show Nov. 1; Foundation min. to file

CONSENT CALENDAR (Items 8 - 28)

Presentation: Library Director MIRD
Recommendation: Approve by Motion HL JT

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

MINUTES (Item 8)

- 8. Minutes of the June 16, 2009 Library Board of Trustees Regular Meeting and the June 23 and 30, 2009 Library Board of Trustees Special Meetings. (Receive & File and Approve)

CLAIMS (Items 9 - 12)

- 9. Nonstandard Claims in excess of \$300. (Receive & File and Approve)
- 10. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)
- 11. Current Claims and Payroll. (Receive & File and Approve)
- 12. FY2008-2009 Cash Flow Analysis through July 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 13 - 16)

- 13. Financial Reports for May 2009 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
- 14. Balance Sheet for June & July 2009. (Receive & File)
- 15. Acquisitions Report for June & July 2009. (Receive & File)
- 16. Entrepreneurial Activities Report for June & July 2009. (Receive & File)

AS
VH 75th B 2009

RD
ISOC

BE
Facility Maintenance
Emergency #15
JT

GENERAL CONSENT REPORTS (Items 17 – 21)

17. Personnel Report for June & July 2009. (Receive, File, and Ratify Appointments)
18. Circulation Report for June & July 2009. (Receive & File)
19. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)
- ✦ 20. Status Report on Partnerships with Community Organizations. (Receive & File)
21. Status Report on Active Grant Applications. (Receive & File)

STAFF REPORTS (Items 22 – 28)

22. Library Director's Report for June & July 2009.
- ✦ 23. Library Services Manager's Report for June & July 2009.
24. Children's Services Report for June & July 2009.
25. Literacy / Volunteer Services Report for June & July 2009.
- ✦ 26. Reference and Adult Services Report for June & July 2009.
- ✦ 27. Local History Room Report for June & July 2009.
28. Placentia Library Web Site & Technology Report for June & July 2009.

CONTINUING BUSINESS

29. Employee of the Quarter Recognition
Presentation: Board President
30. Accounting Services with the County of Orange
Presentation: Library Director
Recommendation: Authorize the County of Orange to continue to handle the Library's accounting services.
31. Revision proposal for the Placentia Library District Policy#6050 – Meeting Room
Presentation: Library Director
Recommendation: Authorize a revision to the Placentia Library District Policy #6050 as presented.
32. Legislative Issues
Presentation: Library Director
Recommendation: Action to be determined by the Library Board of Trustees

NEW BUSINESS

33. Living Library Program
Presentation: Library Services Manager

34. Date for the September Library Board of Trustees Meeting
Presentation: Library Director
Recommendation: Action to be determined by the Library Board of Trustees
35. Award Contract for Placentia Library District's Financial Audit, Management Letter and preparation of the Annual Controller's Report for Fiscal Year 2008-2009.
Presentation: Library Director
Recommendation: Award the financial audit and Annual Controller's Report preparation contract for Fiscal Year 2008-2009 to Macias Gini & O'Connell for an amount not to exceed \$10,500.

Authorize the Library Director to sign the engagement letter dated August 4, 2009.
36. Special District Risk Management Authority (SDRMA) 2009 Board of Directors Election Ballot
Presentation: Library Director
Recommendation: Select four (4) candidates.

Motion to read Resolution 10-03 by title only: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County for the Election of Directors to the Special District Management Authority Board of Directors.

Motion to adopt Resolution 10-03 by a roll call vote.
37. Establish the District's Appropriations Limitation (GANN Limit) at \$3,551,788 for Fiscal year 2009-2010 by Resolution 10-04.
Presentation: Acting Human Resources / Finance Analyst
Recommendation: Motion to read Resolution 10-04 by Title only: A Resolution of the Library Board of Trustees of the Placentia library District of Orange County to Establish the Appropriations Limitation for Fiscal year 2009-2010.

Motion to adopt Resolution 10-04 by a roll call vote.
38. Revision proposal for the Placentia Library District Policy #2150 – Compensation
Presentation: Library Director
Recommendation: Authorize a revision to the Placentia Library District Policy #2150 as presented.
39. Revision proposal for the Placentia Library District Policy #3085 – Disposal of Surplus
Presentation: Library Services Manager
Recommendation: Authorize a revision to the Placentia Library District Policy #3085 as presented.
40. Staff Appreciation Dinner
Presentation: Library Director
Recommendation: Action to be determined by the Library Board of Trustees.

CLOSED SESSION

41. Closed Session to Discuss a Personnel Matter.
Pursuant to California Government Code Section 54957 a closed session can be held to discuss a personnel matter.

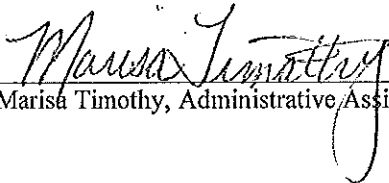
Presentation: Library Board President will report on the Closed Session
Recommendation: Action to be determined by the Library Board of Trustees

ADJOURNMENT

42. Agenda Preparation for the June Regular Date Meeting which will be held on Monday, September 21, 2009 unless re-scheduled by the Library Board of Trustees.
43. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
44. Adjourn

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

I, Marisa Timothy, Administrative Assistant, of Placentia Library District, hereby certify that the Agenda for the August 17, 2009 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on August 12, 2009.



Marisa Timothy, Administrative Assistant

Adj. 8:25 pm

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
June 16, 2009

CALL TO ORDER

President Shkoler called the Unusual Meeting of the Placentia Library District Board of Trustees to order on June 16, 2009 at 6:31 P.M.

ROLL CALL

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

Members Absent: None

Others Present: Library Staff: Yesenia Gomez, Roger Hiles, Marisa Timothy, Ginny Sanatar of the Placentia Library Friends Foundation and Substitute Librarian Mary Strazdas.

**ORAL
COMMUNICATION**

There was no communication made at this time.

TRUSTEE REPORTS

President Shkoler led a tour though the new 'Teen Zone' and thanked Ginny Sanatar of the Placentia Library Friends Foundation for their donation to fund the new furniture and décor. He reported that he attended the Bon Voyage Party for Miss Placentia and Miss Teen Placentia that was hosted by the Placentia Chamber of Commerce, and stated that the contestants have a chance of doing well.

Secretary DeVecchio attended a 45th Anniversary event at Placentia United Methodist Church and presented a framed proclamation from the library.

Trustee Escobosa attended the Placentia Library Friends Foundation Board meeting that included a slide show presented by Library Director Jeanette Contreras. It was a good meeting that prepared for the new officers. She also attended the Bon Voyage Party for Miss Placentia and Miss Teen Placentia that was hosted by the Placentia Chamber of Commerce.

Trustee Turner attended a reception at the library that recognized the employees that recently graduated along with President Shkoler and Secretary DeVecchio. She also attended the Adult Book Discussion on '19 Minutes'; it was an event that was well done and had a good turn-out.

Trustee Wood attended the Placentia Chamber of Commerce's Network Meeting. The group is working on a community calendar.

**FRIENDS
FOUNDATION
REPORT**

Ginny Sanatar of the Placentia Library Friends Foundation reported that the net profit for the Annual Authors' Luncheon was over \$7,500. The Foundation is now focusing on the upcoming fundraiser in the fall, a doll boutique. New officers have been elected and their fiscal year will be

changed to match the library's. The Commercial Committee has new ideas for building business support. Also, the Foundation has re-introduced the computer room plan and is considering making a \$50,000 donation to the library to fund the project. (Item 7)

CONSENT CALENDAR

President Shkoler requested a review of Items 14 and 15. Trustee Escobosa also requested discussion of items 14 as well as item 23. And Trustee Wood requested discussion of Items 22, 23, and 24. Regarding Items 14 and 15, President Shkoler questioned the difference in the totals on the reports. Yesenia Baltierra explained that it represents the two accounting systems: County and In-house. President Shkoler requested that the Balance Sheets and Reports be re-titled to designate each system. Regarding Item 22, Trustee Wood inquired about the meetings held regarding patron complaints. Director Contreras explained that they were regarding a patron who wanted to make a donation to the library, yet did not get assistance from multiple employees, he was redirected. All donors will now be directed to Administration. Regarding Item 23, Trustee Escobosa asked for more information on the 'Living Library' program. Director Contreras presented examples of different groups who are invited to interact and build community through understanding. Library Services Manager Hiles added that there is a designated format. It was moved by Trustee Escobosa and seconded by Trustee Turner to approve Agenda Items 8-28.

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

President Shkoler moved to amend the motion to include corrected Meeting Minutes.

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

CLAIMS

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

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

Current Claims and Payroll (Item 11)

FY2008-2009 Cash Flow Analysis through May 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. (Item 12)

TREASURER'S REPORT

Financial Reports for May 2009 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for May 2009
(Item 14)

Acquisitions Report for May 2009 (Item 15)

Entrepreneurial Activities Report for May 2009 (Item 16)

GENERAL CONSENT

Personnel Report for May 2009 (Item 17)

Circulation Report for May 2009 (Item 18)

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

Status Report on Partnerships with Community Organizations (Item 20)

Status Report on Active Grant Applications (Item 21)

STAFF REPORTS

Library Director's Report for May 2009 (Item 22)

Library Services Manager Report for May 2009 (Item 23)

Children's Services Report for May 2009 (Item 24)

Literacy / Volunteer Services Report for May 2009 (Item 25)

Reference and Adult Services Report for May 2009 (Item 26)

Local History Room Report for May 2009 (Item 27)

Placentia Library Web Site & Technology Report for May 2009 (Item 28)

PUBLIC HEARING

Substitute Librarian Mary Strazdas commented that she hates to see materials cuts to the budget and suggested that donors might fill the gap. She also asked about the action to add building maintenance staff. Discussion was made regarding the materials cut and that in comparison to neighboring libraries, it is the smallest reduction. President Shkoler confirmed that the building maintenance position is included in the proposed budget. It was moved by Trustee Wood and seconded by Trustee Turner to read by title Resolution 10-01, A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2009-2010 Budget for the Placentia Library District of Orange County. The resolution was read by title by the recorder. It was moved by President Shkoler and seconded by Trustee Turner to approve Resolution 10-01. Resolution 10-01 was approved by a roll call vote by all present: (Item 29)

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood

NOES: None

ABSTAIN: None

ABSENT: None

Library Director Contreras presented a slide show review of the last fiscal year and thanked the Board, staff and Library Substitute Mary Strazdas for all of their efforts and input toward all of the past accomplishments. President Shkoler thanked Library Director Contreras.

NEW BUSINESS

Library Director Contreras presented the Request from MOMS Club South and North regarding Meeting Room rental fees. She requested that the fees be waived or reduced as these groups' goals are to gather and fund-raise, including supporting the library. It was proposed that a decision on fee waivers or reductions for the Meeting Room be postponed until further information is gathered including a complete list of drop out groups due to recent fee changes. (Item 30)

Library Director Contreras presented the proposed Holiday and Library Closure Schedules for Calendar Years 2009 and 2010. It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to read by title only Resolution 10-02. The resolution was read by title by the recorder. It was moved by Trustee Turner and seconded by Trustee Wood to approve Resolution 10-02. Resolution 10-02 was approved by a roll call vote by all present: (Item 31)

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

Library Director Contreras presented the Engagement Letter with Mr. Robert Housley and the needs for his financial and accounting services. It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to approve the Engagement Letter with Mr. Robert Housley with a not to exceed \$6,000.00 designation: (Item 32)

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

Library Director Contreras presented Library Board of Trustee Meeting date options as she will be on vacation beginning July 19th. It was moved by Trustee Wood and seconded by Secretary DeVecchio to hold no meeting in July unless an emergency meeting was needed: (Item 33)

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

Library Director Contreras presented information on the California Special District Association Conference. Discussion regarding costs and participation was made. President Shkoler, Trustee Escobosa, and

Trustee Wood expressed an interest in attending. Library Director Contreras was asked to attend as well. Staff was authorized to make reservations for members to attend the event.

CLOSED SESSION

A closed session was held to discuss a pending litigation and personnel matter. (Item 35)

**AGENDA
PREPERATION**

Agenda Preparation for the August Board of Trustees Meeting which will be held on Monday, August 17, 2009 unless re-scheduled by the Library Board of Trustees. (Item 36)

ADJOURNMENT

The unusual meeting of the Board of Trustees of the Placentia Library District for June 16, 2009 adjourned at 8:02 P.M. (Item 38)

NEXT MEETING

The July Board of Trustees Meeting will not be held. The next meeting will be on Monday, August 17, 2009 at 6:30 P.M.

Richard DeVecchio
Secretary
Library Board of Trustees

Al Shkoier
President
Library Board of Trustees

MINUTES
PLACENTIA LIBRARY DISTRICT
SPECIAL MEETING OF THE BOARD OF TRUSTEES
June 23, 2009

CALL TO ORDER

President Shkoler called the Special Meeting of the Placentia Library District Board of Trustees to order on June 23, 2009 at 4:00 pm.

ROLL CALL

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

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras,
Acting Human Resources/Finance Analyst Yesenia Baltierra,
Administrative Assistant Marisa Timothy; and Bob Turner.

**ORAL
COMMUNICATION**

No oral communication was made at this time.

AGENDA ITEMS

Library Director Contreras presented the proposals for the ADA restroom project. She listed the contractors who presented bids and the total cost amounts. Bob Turner shared his review of the proposals. A tour of the women's restroom to be renovated occurred. Library Director Contreras clarified that per policy 3042, regarding the hiring of contractors, selection should be based on experience and qualification. Secretary DeVecchio moved to go with Dalke Construction subject to contract finalization of issues discussed. Trustee Wood seconded the motion. (Item 5)

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

Library Director Contreras presented the proposed revision for the Placentia Library District Policy #2030 – Holidays. Discussion of total paid holidays in the past was made, of alternating between the total of 12 and 13 days. President Shkoler explained some of the past history regarding Martin Luther King Day. Trustee Escobosa would like to maintain 12 paid holidays to include Martin Luther King Day and remove one floating paid holiday. President Shkoler asked Yesenia Baltierra, Acting Human Resource/Finance Analyst, for her input. Library Director Contreras again reviewed the holidays as listed on the proposed revision. They are: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, and New Year's Eve Day (10) with 2 floating paid holidays. Trustee Turner moved to amend Policy #2030.2 to remove Martin Luther King Day. This would reflect the recent Board vote on June 16th regarding holidays. Trustee Wood seconded the motion.

AYES: Shkoler, DeVecchio, Turner, Wood
NOES: Escobosa

ABSTAIN: None
ABSENT: None

ADJOURNMENT

The special meeting of the Board of Trustees of the Placentia Library District on June 23, 2009 adjourned at 5:10 pm.

Richard DeVecchio, Ed.D.
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

MINUTES
PLACENTIA LIBRARY DISTRICT
SPECIAL MEETING OF THE BOARD OF TRUSTEES
June 30, 2009

CALL TO ORDER

President Shkoler called the Special Meeting of the Placentia Library District Board of Trustees to order on June 30, 2009 at 4:00 pm.

ROLL CALL

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

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras

**ORAL
COMMUNICATION**

No oral communication was made at this time.

**MOTION TO ADOPT
AGENDA**

Trustee Wood moved to adopt the agenda. Trustee Escobosa seconded the motion.

AGENDA ITEMS

Library Director Contreras presented the proposal to award the bid to Dalke Construction for the ADA restroom project. Secretary DeVecchio moved to award the bid to Dalke Construction and authorize Library Director Jeanette Contreras to sign a contract. Trustee Wood seconded the motion. (Item 5)

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

ADJOURNMENT

The special meeting of the Board of Trustees of the Placentia Library District on June 30, 2009 adjourned at 4:11 pm.

Richard DeVecchio, Ed.D.
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

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Schedule of Library Board of Trustees Meetings

January 2009 - December 2009

January 20

February 17

March 24

April 21

May 18

June 15

July 20

August 17

September 21

October 19

November 16

December 21

All meetings are scheduled to be held at 6:30 p.m.

Dates subject to change.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Summary of Non-standard Claims
DATE: August 17, 2009

TYPE	DATE	CLAIM #	AMOUNT
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NONE

TOTAL 0

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Summary of Claims Forwarded by the Library Director & Trustees
DATE: August 17, 2009

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	6/01/09	5198	\$12,935.34
	6/01/09	5199	\$13,467.30
	6/02/09	5200	\$19,490.59
	6/02/09	5201	\$3,419.90
	6/02/09	5202	\$2,507.26
	6/04/09	5203	\$4,858.09
	6/05/09	5204	\$3,492.03
	6/05/09	5205	\$5,373.81
	6/05/09	5206	\$11,501.46
	6/08/09	5207	\$5,356.23
	6/09/09	5208	\$6,615.00
	6/13/09	5209	\$13,596.01
		TOTAL	\$102,613.02

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Current Claims and Payroll for June & July 2009
DATE: August 17, 2009

Current Claims

TYPE	DATE	CLAIM #	AMOUNT
707	8/11/09	5210	\$1,278.34
Subtotal for Claims			\$1,278.34

Payroll

Electronic Funds Transfer	08/14/09	#3	\$43,000.00
Electronic Funds Transfer	8/17/09	#4	\$43,000.00
Electronic Funds Transfer	8/31/09	#5	\$43,000.00
Electronic Funds Transfer	9/14/09	#6	\$43,000.00
Electronic Funds Transfer	9/28/09	#7	\$43,000.00
Subtotal for Payroll			\$215,000.00

TOTAL
CURRENT CLAIMS & PAYROLL \$216,278.34

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 08/11/09
REPORT NO: 5210

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code	DATE	OBJT	DEPT	REPT	AMOUNT	DOC	SC
Payee Name and Address	INVOICE #	REV/ BS ACCT	OBJT	CATG			
X00610-3 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	05-26-09	2400	076		141.38		
	06-12-09	0000048988					
		4008757380			48.65		
	06-25-09	4008850981			22.93		
	05-29-09	4008773690			19.68		
	05-29-09	4008773691			18.41		
	05-29-09	4008773692			29.27		
	05-29-09	4008773693			31.40		
	05-29-09	4008773694			38.17		
	05-29-09	4008773695			20.36		
	05-29-09	4008773696			195.06		
	05-29-09	4008773697			47.40		
	05-29-09	4008773698			42.60		
	05-29-09	4008773699			14.62		
	05-29-09	4008773700			59.17		
	05-29-09	4008773701			82.02		
	05-29-09	4008773702			66.65		
	05-29-09	4008773703			143.08		
	05-29-09	4008773704			18.73		
	05-29-09	4008773705			74.90		
05-29-09	4008773706			96.34			
05-29-09	4008773707			14.62			
05-29-09	4008773708			17.84			
05-29-09	4008773709			35.06			
TOTAL REMITTANCE:					1,278.34		

The claims listed above (totaling \$1,278.34) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:



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

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

Please Pay \$ 43,000.00 on 08/17/2009

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

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

Send To: Bank Name: Wells Fargo Bank
ABA #: 121042882
Account Name: Placentia Library District
Account #: 2011939659
Reference: Payroll #4

Description:

Department / Agency

Contact: Trinh Jeanelle Contreras, Library Director
Name and Title
(714) 528-1925 | (714) 528-8236
Phone Number FAX Number

AUDITOR COPY SUBMITTED TO: A/C ACTS PAYABLE
A/C CHECK WRITING

Vendor/Customer Code: vc-6532

DEPARTMENT'S USE -- COMPLETE IN DETAIL									
FUND	DEPT	BUDGET CTRL	UNIT	OBJ REV BSA	SUB OBJ SUB REV SUB BSA	DEPT OBJ DEPT REV DEPT BSA	JOB NUMBER	AMOUNT	
707	v700	707	0900	0100				\$40,000.00	
707	v700	707	0900	200				\$3,000.00	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO								TOTAL PAYMENT	\$43,000.00

I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY <i>[Signature]</i>	EXPENDITURES AUTHORIZED AND APPROVED BY <i>[Signature]</i> August 10, 2009	APPROVED DAVID E. SUNDSTROM, AUDITOR-CONTROLLER
CLAIMANT	DATE	AUTHORIZED SIGNER
		DATE
		DEPUTY
		DATE

PLEASE DO NOT WRITE BELOW THIS LINE - FOR INTERNAL USE ONLY

Auditor-Controller Approvals: Claims & Disbursing: Over Limit: <u>\$100,000 (1)</u> <u>\$500,000 (2)</u> <u>\$1,000,000 (3)</u> Claims & Disbursing Management: Check Writing: _____	Transaction Reference MDW Transaction #: _____ Treasurer-Tax Collector Information: Released By / Ref #: _____
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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Financial Reports through July 2009 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger
DATE: August 17, 2009

Summary of Cash and Investments as of July 31, 2009

Cash with Orange County Treasurer Fund 702	12,694.73
Cash with Orange County Treasurer Fund 703	12,090.80
Cash with Orange County Treasurer Fund 706	192,839.01
Cash with Orange County Treasurer Fund 707	1,009,148.10
Cash with Orange County Treasurer Fund 708	11,798.03
County Exempt Checking – Bank of the West	36,947.02
County Exempt Savings – Bank of the West	54,417.30
General Fund Checking – Bank of the West	39,641.54
General Fund Savings – Bank of the West	66,814.43
Literacy Fund Savings – Bank of the West	14,393.40
Payroll Checking – Wells Fargo Bank	113,670.73
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, 2010.



Jeanette Contreras
Library Director

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
July 31, 2009

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,093,479	1,048,316	0.96	\$45,163
0200	Retirement	171,129	139,331	0.81	\$31,798
0301	Unemployment Insurance	10,000	9,816	0.98	\$184
0306	Health Insurance	88,590	94,401	1.07	-\$5,811
0308	Dental Insurance	9,427	8,889	0.94	\$538
0309	Life Insurance	10,743	5,261	0.49	\$5,482
0310	AD & D Insurance	4,061	6,029	1.48	-\$1,968
0319	Vision Insurance	2,000	1,706	0.85	\$294
0352	Workers' Compensation Insurance	8,200	9,039	1.10	-\$839
	TOTAL	\$1,397,629	\$1,322,788	0.95	\$74,841
SERVICES & SUPPLIES					
0700	Communications	13,870	9,621	0.69	\$4,249
0900	Food	1,250	210	0.17	\$1,040
1000	Household Expenses	12,000	12,318	1.03	-\$318
1100	Library Insurance	15,000	14,054	0.94	\$946
1300	Maintenance, Equipment	42,000	28,870	0.69	\$13,130
1400	Maintenance, Buildings & Improvements	67,250	40,253	0.60	\$26,997
1600	Memberships	1,750	4,647	2.66	-\$2,897
1800	Office Expenses	69,150	43,770	0.63	\$25,380
1803	Postage	5,600	2,289	0.41	\$3,311
1900	Prof./Specialized Services	200,130	112,552	0.56	\$87,578
1912	Investment Administrative Fees	1,000	927	0.93	\$73
2000	Publication and Legal Notices	1,000	166	0.17	\$834
2100	Rents and Leases - Equipment	1,500	1,087	0.72	\$413
2200	Rents & Leases - Buildings & Improvements	73,456	66,411	0.90	\$7,045
2400	Books/Library Materials	256,000	190,292	0.74	\$65,708
2600	Transportation & Travel	2,000	893	0.45	\$1,107
2700	Meetings	10,000	8,756	0.88	\$1,244
2800	Utilities	96,500	53,968	0.56	\$42,532
	TOTAL	\$869,456	\$591,083	0.68	\$278,373
OTHER CHARGES					
3700	Taxes and Assessments	\$5,000	\$5,097	1.02	-\$97
	OPERATING EXPENSES	\$2,267,085	\$1,918,968	0.85	\$348,117
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$50,000	\$20,706	0.41	\$29,294
5200	Contingency Funds	\$937,579	\$0	0.00	\$937,579
	TOTAL	\$987,579	\$20,706	0.02	\$966,873
TOTAL BUDGET (Fund 707)					
		\$3,259,664	\$1,939,674		\$1,319,990
707-	General Reserves	\$10,000	\$0	0.00	\$10,000
702-	Equipment & Structural Repair Fund	\$157,395	\$140,930	0.90	\$16,465
703-	Automated Replacement Fund	\$12,382	\$12	0.00	\$12,370
706-	Interest & Sinking Bond Redemption	\$197,590	\$192	0.00	\$197,398
708-	Unused Sick Leave Payoff Reserve	\$12,094	\$12	0.00	\$12,082

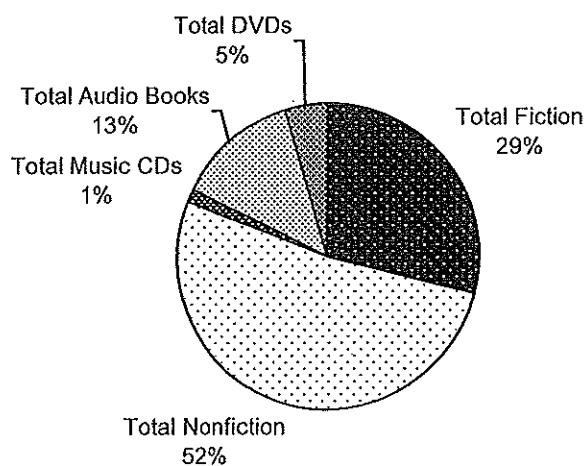
PLACENTIA LIBRARY DISTRICT
 YTD REVENUE REPORT
 July 31, 2009

GENERAL FUND 707	REV SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	1,706,335	1,778,497	-72,162	104.2%
6220		Property Taxes - Current Unsecured	67,000	70,704	-3,704	105.5%
6230		Property Taxes - Prior Secured	17,500	-	17,500	0.0%
6240		Property Taxes - Prior Unsecured	750	4,193	-3,443	559.1%
6250		Taxes - Spec Dist Augmentation	6,000	8,394	-2,394	139.9%
6280		Property Taxes - Curr Supplemental	53,000	34,250	18,750	64.6%
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%
REVENUE FROM USE OF MONEY & PROPPY						
6610		Interest	40,000	18,499	21,501	46.2%
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	16,000	15,682	318	98.0%
6970		State - Other	90,000	15,316	74,684	17.0%
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)	290,000	30,444	259,556	10.5%
7680		6-MO Expired (Outlawed) Checks	0	1,682	-1,682	100.0%
TOTAL REVENUES FY 08/09:			2,287,785	1,984,800		86.8%

Placentia Library District

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

	<u>Amount</u>	<u>Titles</u>	<u>Volumes</u>
Total Fiction	\$50,832	2854	4159
Total Non-Fiction	\$98,198	2390	3384
Total Music CDs	\$2,320	127	127
Total Audio Books	\$23,038	267	269
<u>Total Video DVDs</u>	<u>\$8,467</u>	<u>302</u>	<u>336</u>
TOTAL MATERIALS	\$182,855	5940	8275

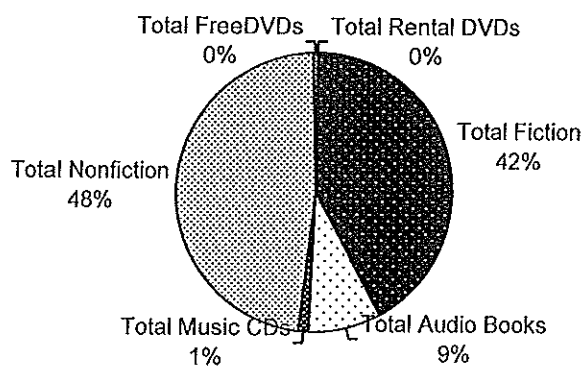


The figures on this report reflect items and invoices received through the end of the month. Invoices paid during the month are shown on the Financial report rather than the Acquisitions report.

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2009-2010 THROUGH THE MONTH OF JULY 2009

	<u>Amount</u>	<u>Titles</u>	<u>Volumes</u>
Total Fiction	\$7,346	381	417
Total Non-Fiction	\$8,407	356	514
Total Music CDs	\$194	10	10
Total Audio Books	\$1,516	19	19
Total Free DVDs	\$85	3	3
<u>Total Rental DVDs</u>	<u>\$0</u>	<u>0</u>	<u>0</u>
TOTAL MATERIALS	\$17,547	769	963



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

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

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Titles	Amount	Titles	Amount	Titles	Value	Titles	Amount	Titles
Adult Fiction	\$30,713	1,573	\$997	52	\$31,710	1625	\$713	30	\$32,423	1,655
Adult Circulating Non-Fiction	\$36,703	1,705	\$2,001	102	\$38,704	1807	\$717	18	\$39,420	1,825
Adult Reference	\$3,992	42	\$0	0	\$3,992	42	\$175	2	\$4,167	44
Adult magazines	\$7,482	135	\$0	0	\$7,482	135	\$0	0	\$7,482	135
Adult on-line databases	\$37,989	11	\$0	0	\$37,989	11	\$0	0	\$37,989	11
Total Adult Non-Fiction	\$86,166	1893	\$2,001	102	\$88,167	1995	\$692	20	\$88,059	2015
TOTAL ADULT PRINT MATERIALS	\$116,879	3466	\$2,998	154	\$119,877	3620	\$1,605	50	\$121,482	3670
Adult Music CDs	\$2,282	125	\$0	0	\$2,282	125	\$248	16	\$2,530	141
Adult Audio Books (incl. Overdrive)	\$22,390	259	\$0	0	\$22,390	259	\$486	10	\$22,875	269
Adult DVDs	\$7,814	272	\$0	0	\$7,814	272	\$70	4	\$7,884	276
TOTAL ADULT NON-PRINT MATERIALS	\$32,485	656	\$0	0	\$32,485	656	\$804	30	\$33,289	686
TOTAL ADULT MATERIALS	\$149,365	4122	\$2,998	154	\$152,362	4,276	\$2,409	80	\$154,771	4,356
Juvenile Fiction	\$17,704	1,167	\$1,418	62	\$19,122	1,229	\$1,886	85	\$21,008	1,314
Juvenile Circulating Non-Fiction	\$6,639	321	\$582	37	\$7,220	358	\$540	30	\$7,760	388
Juvenile Reference	\$1,996	26	\$0	0	\$1,996	26	\$0	0	\$1,996	26
Juvenile Magazines	\$415	10	\$0	0	\$415	10	\$0	0	\$415	10
Juvenile on-line databases	\$399	1	\$0	0	\$399	1	\$0	0	\$399	1
Total Juvenile Non-Fiction	\$9,449	358	\$582	37	\$10,031	395	\$540	30	\$10,571	425
TOTAL JUVENILE PRINT MATERIALS	\$27,153	1,525	\$2,000	99	\$29,153	1,624	\$2,426	115	\$31,579	1,739
Juvenile Music CDs	\$38	2	\$0	0	\$38	2	\$0	0	\$38	2
Juvenile Audio Books	\$648	8	\$0	0	\$648	8	\$0	0	\$648	8
Juvenile DVDs	\$654	30	\$0	0	\$654	30	\$30	2	\$683	32
TOTAL JUVENILE NON-PRINT MATERIALS	\$1,340	40	\$0	0	\$1,340	40	\$30	2	\$1,370	42
TOTAL JUVENILE MATERIALS	\$28,493	1565	\$2,000	99	\$30,493	1664	\$2,456	117	\$32,949	1781
Total Fiction	\$48,417	2,740	\$2,415	114	\$50,832	2854	\$2,599	115	\$53,431	2969
Total Non-Fiction	\$95,615	2,251	\$2,583	139	\$98,198	2390	\$1,432	50	\$99,630	2440
Total Music CDs	\$2,320	127	\$0	0	\$2,320	127	\$248	16	\$2,568	143
Total Audio Books	\$23,038	267	\$0	0	\$23,038	267	\$486	10	\$23,524	277
Total Video/DVDs	\$8,467	302	\$0	0	\$8,467	302	\$100	5	\$8,567	308
TOTAL MATERIALS	\$177,857	5687	\$4,998	253	\$182,855	5940	\$4,864	197	\$187,720	6137

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Acting Human Resources/Finance Analyst

SUBJECT: Entrepreneurial Activities Report for June & July 2009

DATE: August 17, 2009

June 2009 Net Revenue Summary

			YTD	YTD
	Jun-09	Jun-08	2008-2009	2007-2008
Passport	12,755.00	9,403.00	72,885.00	150,081.25
Passport Photos	1,960.00	1,960.00	10,440.00	15,602.00
Test Proctor	350.00	90.00	1,391.00	1,615.00
Total	15,065.00	11,453.00	84,716.00	167,298.25

July 2009 Net Revenue Summary

			YTD	YTD
	Jul-09	Jul-08	2009-2010	2008-2009
Passport	6,745.00	6,107.00	6,745.00	6,107.00
Passport Photos	1,260.00	1,440.00	1,260.00	1,440.00
Test Proctor	300.00	150.00	300.00	150.00
Total	8,305.00	7,697.00	8,305.00	7,697.00



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Personnel Report for June & July 2009
DATE: August 17, 2009

RESIGNATIONS:

Kayla Kawile, Library Page (10 hours)

RETIREMENT:

None

APPOINTMENTS:

Library Page, Part Time (10 hours)

OPEN POSITIONS:

Facility Maintenance Technician (30 Hours)

WORKERS' COMPENSATION LEAVE:

None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: David Ferrari, Circulation Supervisor
SUBJECT: Circulation Activity Report
DATE: August 17, 2009

MONTHLY STATISTICS

June 2009

CIRCULATION				Y-T-D	Y-T-D	Y-T-D
	Jun 09.	Jun 08.		2008-9	2007-8	% change
NEW PATRON REGISTRATIONS	484	414		4,453	3,795	14.8%
TOTAL CIRCULATION	23,010	23,680		209,071	261,417	-20.0%
ATTENDANCE	27,959	28,079		222,157	316,958	-29.9%

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00	0	502	734	840	750	560	3,386
10:00	0	998	940	908	868	630	4,344
11:00	0	1,066	1,034	838	978	774	4,690
12:00	0	926	1,190	890	882	850	4,738
1:00	978	780	1,124	800	856	888	5,426
2:00	1,000	1,238	1,080	616	890	946	5,770
3:00	1,234	1,290	1,286	816	920	806	6,352
4:00	918	1,170	1,060	920	940	950	5,958
5:00	0	1,146	1,176	868	846	0	4,036
6:00	0	1,018	940	960	866	0	3,784
7:00	0	1,110	846	888	864	0	3,708
8:00	0	1,080	992	890	764	0	3,726
Total/Day	4130	12324	12,402	10,234	10,424	6,404	55,918
							Grand Total 27,959

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00	0	0	0	0	0	12	12
10:00	0	0	0	0	0	17	17
11:00	0	0	0	0	0	14	14
12:00	0	0	0	0	0	17	17
1:00	11	0	0	0	0	13	24
2:00	11	0	0	0	0	14	25
3:00	15	30	18	17	19	11	110
4:00	4	19	15	14	16	7	75
5:00	0	22	22	17	12	0	73
6:00	0	19	17	10	9	0	55
7:00	0	17	14	15	11	0	57
8:00	0	13	7	9	7	0	36
Total/Day	41	120	93	82	74	105	
							Grand Total 515

STAFF ACTIVITY

- June 1, 2009-Meeting with Yesenia to discuss Circulation Agendas.
- June 8, 2009- Meeting with Yesenia to discuss Circulation Agendas.
- June 15, 2009- Meeting with Yesenia to discuss Circulation Agendas.
- June 19, 2009- Meeting with Yesenia to discuss Circulation Agendas.
- June 22, 2009-Started training new Page
- June 23, 2009- Meeting with Yesenia to discuss Circulation Agendas.
- June 23, 2009-Meeting with Circulation staff to discuss Circulation Agendas.

July 2009

<u>CIRCULATION</u>	July 09	July 08		Y-T-D 2009-10	Y-T-D 2008-9	Y-T-D % change
NEW PATRON REGISTRATIONS	449	412		449	412	8.2%
TOTAL CIRCULATION	21,932	24,332		21,932	24,432	-9.9%
ATTENDANCE	27,920	24,123		7,920	24,123	13.1%

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00	0	716	940	1,044	1,026	370	4,096
10:00	0	754	944	954	1,096	438	4,186
11:00	0	784	816	962	1,132	390	4,084
12:00	0	1,076	840	922	1,246	478	4,562
1:00	468	1080	1,116	948	1,286	526	5,424
2:00	694	970	1,294	1,188	1,258	506	5,910
3:00	644	1,040	976	1,140	1,254	512	5,566
4:00	534	950	1,022	1,262	1,176	478	5,422
5:00	0	882	798	1,136	1,058	0	3,874
6:00	0	850	860	1,312	1,038	0	4,060
7:00	0	818	912	1,128	806	0	3,664
8:00	0	784	832	984	1,136	0	3,736
Total/Day	2,340	10,704	11,350	13,512	13,512	3,698	54,584
							Grand Total 27,292

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00	0	0	0	0	0	6	6
10:00	0	0	0	0	0	7	7
11:00	0	0	0	0	0	5	5
12:00	0	0	0	0	0	3	3
1:00	6	0	0	0	0	5	11
2:00	6	0	0	0	0	7	13
3:00	6	11	11	14	11	5	58
4:00	4	9	8	11	9	4	44
5:00	0	8	7	11	8	0	34
6:00	0	8	5	10	7	0	30
7:00	0	7	5	12	6	0	30
8:00	0	4	4	6	4	0	18
Total/Day	22	47	40	64	45	41	
							Grand Total 259

STAFF ACTIVITY

July 6, 2009-Meeting with Yesenia to discuss Circulation Agendas.
July 13, 2009- Meeting with Yesenia to discuss Circulation Agendas.
July 20, 2009- Meeting with Yesenia to discuss Circulation Agendas.
July 20, 2009- Meeting with Yesenia to discuss Circulation Agendas.
July 28, 2009- Meeting with Yesenia to discuss Circulation Agendas.
July 28, 2009-Meeting with Circulation staff to discuss Circulation Agendas.

ONGOING PROJECTS

N/A

NEW PROJECTS AND ACTIVITIES

Updating the Emergency Manual

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: City of Placentia Invoices
DATE: August 17, 2009

CITY OF PLACENTIA
INVOICES

PERIOD COVERED FY2008-2009	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-08	07/29/08							
Aug-08	08/27/08	6,700.24	1,150.57	259.55				15,628.97
Sep-08	09/26/08	14,218.85	1,150.57	126.90				6,405.78
Oct-08	10/29/08	5,128.31	1,150.57					8,615.70
Nov-08	*	7,465.13	1,150.57	150.27				1,300.84
Dec-08	*	Included		139.83				139.83
Jan-09	*							0.00
Feb-09	*							0.00
Mar-09	*							0.00
Apr-09	*							0.00
May-09	*							0.00
Jun-09	*							0.00
TOTAL		33,512.53	4,602.28	676.55	0.00	0.00	0.00	38,791.36
AVG		8,378.14	1150.57	169.14	0.00	0.00	0.00	7,758.28

* City Billing Not Received

PERIOD COVERED FY2007-2008	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-07	07/23/07	5,584.05	1,150.57	136.67	645.55	0.00	0.00	7,516.84
Aug-07	08/22/07	7,054.77	1,440.22	136.67	117.20	0.00	0.00	8,748.86
Sep-07	10/02/07	7,492.80	2,316.02	145.15	107.50	0.00	15.06	10,076.53
Oct-07	11/19/07	7,016.46	1,150.57	145.15	107.50	0.00	0.00	8,419.68
Nov-07	11/19/07	5,287.29	1,186.18	145.15	107.50	0.00	0.00	6,726.12
Dec-07	02/13/08	4,198.61	1,150.57	145.15	107.50	0.00	7.98	5,609.81
Jan-08	02/13/08	3,118.39	1,150.57	145.15	137.50	0.00	7.84	4,559.45
Feb-08	02/13/08	3,438.09	1,150.57	145.45	1,218.91	0.00	7.82	5,960.84
Mar-08	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
TOTAL		61,512.90	15,297.55	1,725.14	2,979.16	0.00	54.36	81,569.11
AVG		5,126.08	1,274.80	143.76	248.26	0.00	4.53	6,797.43

CITY OF PLACENTIA
INVOICES

PERIOD COVERED FY2009-2010	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-09	*							*
Aug-09								
Sep-09								
Oct-09								
Nov-09								
Dec-09								
Jan-10								
Feb-10								
Mar-10								
Apr-10								
May-10								
Jun-10								
TOTAL								*
AVG								

* City Billing Not Received

PERIOD COVERED FY2008-2009	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-08	07/29/08							
Aug-08	08/27/08	6,700.24	1,150.57	259.55				15,628.97
Sep-08	09/26/08	14,218.85	1,150.57	126.90				6,405.78
Oct-08	10/29/08	5,128.31	1,150.57					8,615.70
Nov-08	*	7,465.13	1,150.57	150.27				1,300.84
Dec-08	*	Included		139.83				139.83
Jan-09	*							0.00
Feb-09	*							0.00
Mar-09	*							0.00
Apr-09	*							0.00
May-09	*							0.00
Jun-09	*							0.00
TOTAL		33,512.53	4,602.28	676.55	0.00	0.00	0.00	38,791.36
AVG		8,378.14	1150.57	169.14	0.00	0.00	0.00	7,758.28


PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Acting Human Resources/Finance Analyst
SUBJECT: Partnership With Community Organizations for June & July 2009
DATE: August 17, 2009

- 📖 Partnership with H.I.S House to provide homework assistance through the Klein Family Foundation grant runs from January 1, 2009 through December 30, 2009. At this time the homework assistance is on hold, it will resume when Fall classes start.
- 📖 Coleen Wakai and Brenda Ramirez each paid a visit to Mr. Chung's 9th grade English class and observed students writing about the Great Stories titles and beginning their final projects relating to the stories. A culminating activity was planned for a walking field trip to the Placentia Library. Twelve of the Valencia House teens were able to come to the Library. Ms. Wakai gave students a tour of the library and Ms. Ramirez gave brief instruction about the databases and electronic resources available through the Library's website. The teens shared pizza and sodas with the Library staff and Mr. Chung. Three copies of the Great Stories titles that were signed by the author were raffled off to the teens. Photographs were taken and a press release was sent to the Orange County Register.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Acting Human Resources/Finance Analyst
SUBJECT: Active Grant Application for June & July 2009
DATE: August 17, 2009

 There is no activity to report for the month of June & July 2009.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Director's Report
DATE: August 17, 2009

Accomplishments

- Completed the Teen Zone.
- Assisted children's staff in decorating the department for the Summer Reading program kickoff.
- Finalized details for the Summer Reading Celebration.
- Secured \$4,970 from the Placentia Library Friends Foundation (PLFF) for a lectern, ellison die cuts, Summer Reading Celebration event, and the Folklorico program.
- Began the ADA restroom project with an anticipated completion date of August 13th.
- Procured and secured assistance from the Rotary Club of Placentia to assist with a few maintenance assignments.

Community / Outreach

- Miss Placentia mock interview – June 8th.
- Miss Placentia farewell reception – June 15th.
- Orange County Flyers' baseball game, Placentia Night – June 19th.
- Placentia Yorba Linda Unified School District Board meeting to present History Room materials – June 23rd.
- Valencia High School 75th Anniversary – June 28th.
- Chamber of Commerce mixer – July 9th.
- Rotary Club of Placentia demotion night – July 10th.
- Habitat for Humanity – July 11th.
- Summer Concert to promote the Summer Reading Celebration event – July 16th.

Training/Workshop/Conferences

N/A

Meetings

- Library Board of Trustees meeting – June 16th and Special meetings on June 23rd & 30th.
- Manager/Supervisor meetings – June 30th, July 7th & 14th.
- All Staff meeting – June 17th.
- PLFF Board Meeting – July 13th.
- Rotary – June 17th, 24th and July 1st, 8th & 15th.
- Staff
 - Roger Hiles, performance evaluation – July 16th.
 - Lori Worden, programming – June 25th.
- MOMS Club South, meeting room rental – June 1st.
- Dalke Construction – June 1st & 24th.
- Pauline Nino from Wells Fargo – June 3rd.
- Joanna Velasco regarding children's programming – June 10th.
- Captain Ward Smith, Rotary volunteerism – June 18th.
- History Room staff and volunteers – July 13th.

Projects in Progress

- 90th Birthday Celebration
- Computer Lab project
- Website

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Roger Hiles, Library Services Manager
SUBJECT: Library Service Manager's Report
DATE: AUGUST 17, 2009

Activities Report for June & July:

Achievements

Met with each Adult Services librarian and with the Librarian II in Children's to evaluate their performance over the past year and their goals for the next. Distributed individualized work plans.

Created a plan for a new managed public computing environment involving new reservation, print control, and PC management software, with new coin/bill payment hardware. Solicited a price quote for the package.

Created a plan for a managed computer solution for the new Computer Lab. Solicited a price quote for the new hardware, software, and management costs.

Created a plan for centralizing staff printers and copiers through use of the library network to save money on repair costs and consumables. Solicited a preliminary price quote from our existing printer/copier maintenance vendor.

Worked Sunday night, June 14 to help set up for the Summer Reading Program.

Worked with contract IT assistant to complete a detailed inventory of our public computers as part of a grant follow-up for the Gates Foundation.

Created detailed specifications for the Summer Reading Carnival, including task assignments, maps of physical locations, and timetable of events.

Assembled the new book display table (and am eagerly awaiting the new Maintenance Technician!)

Completed two-part In-Service on Collection management for the Adult Services staff (will present to the Children's staff in the Fall).

Created a budget allocation for the adult materials budget based on circulation and collection needs.

Drafted guidelines for a Person-in-Charge procedure to provide a clear chain of command at times when managers or supervisors are not on duty. Worked with the HR/Finance Analyst and the new Lead Librarian on implementation and scheduling.

Projects In Progress

Website redesign – Working on site migration. Anticipated completion date: September 2009.

Library Technology Plan – working on a two-year plan for technology to help guide hardware and software updates. Anticipated completion date: August 2009.

Computer infrastructure – Use existing equipment and open source software to create a staff domain, shared resources, a common software suite for the staff, and centralized PC management and backup. Anticipated completion date: September 2009.

Summer Reading Program Celebration – working with staff to plan and organize a major event to mark the end of the summer reading program. Date: Aug. 15, 2009.

90th Anniversary Celebration – Working out details of the District's 90th Anniversary Celebration. Anticipated completion date: Sept. 2, 2009.

Living Library Program – Project plan and timeline completed.

Historic Photograph Database Migration – Moving the History Room's digitized photograph collection to a free hosting platform. Anticipated completion date: Dec. 31, 2009.

Staff Training – I am preparing a staff in-service for using our subscription databases for Reference services for September 23 & 30th.

Training Lead Librarian – Training the new Lead Librarian in Adult Services to take on desk scheduling and other coordination functions. Anticipated completion date: August 30, 2009.

Library Problems manual – working with staff to prepare a manual for staff use during problem situations. First draft due: September 2009.

Reference Collection weeding – ongoing work with Adult Services staff to focus the Adult Reference Collection on items that meet contemporary needs.

Webinars

Open Source Open Libraries webinar from InfoPeople – attended latest in a series on July 21.

Meetings

I attended the Trustees meeting on June 16.

I attended the weekly supervisor's meetings with the Library Director.

I attended the Adult Services staff meetings on June 30 and July 27.

I attended a meeting with the History Room volunteers, the Library Director and the History Room librarian to begin discussing a strategic plan for the History Room on July 13.

I attended the inaugural meeting of the Southern California Library Cooperative council on July 23.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Lori Worden, Children's Librarian
SUBJECT: Children's Services Monthly Activity Reports for June and July, 2009
DATE: August 17, 2009

JUNE MONTHLY STATISTICS

Phone reference 22
In person reference/research 482

Total 504

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lap Sit 24 months & younger	4	106
Preschool Story Time I & II: 3-6 years	10	331
Pocket Tales: Stories, music, and movement.	4	208
Read to the Dogs	1	25
P-TAC Meetings	2	15
Family Game Day	1	45
F.I.R.S.T. – Family Interactive Reading and Sharing	1	28
6/30 SRP Be Creative @ Your Library Registrations	1/month	469
6/30 YA Book Reviews	1/month	33
6/30 Read to Me Registrations	1/month	177
6/11 Valencia H.S. House Students Tour	1	12
6/18 SRP John Abrams Animal Magic Show	1	212

6/25 SRP Unmask Your Dance Talents	1	90
6/23 YA Embellish	1	11
6/30 YA Zany Zine	1	12
Total June 2009	53	1,774
Total June 2008	19	1,580
Current FY to date	249	8,838
Previous FY to date	395	14,108

JULY MONTHLY STATISTICS

Phone reference	18
In person reference/research	450
Total	468

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lap Sit 24 months & younger	5	162
Preschool Story Time I & II: 3-6 years	8	193
Pocket Tales: Stories, music, and movement.	5	253
Read to the Dogs	1	30
P-TAC Meetings	1	11
Family Game Day	1	41
F.I.R.S.T. – Family Interactive Reading and Sharing Time	1	20
7/2 SRP Create Your Own Artwork	1	121
7/2 SRP Hill of Hope (special SRP Artwork session)	1	45
7/7 YA Le Teen Café	1	23
7/9 SRP Be a Creative Cook	1	108
7/9 SRP Hill of Hope (special SRP Cooking session)	1	45
7/14 YA Art of Cartooning	1	12

7/16 SRP Be Creative With Paper Crafts	1	84
7/21 YA PLD Commercial	1	5
7/23 SRP Mime & Comedy Show	1	122
7/28 YA Challenge Your Mind	1	6
7/30 SRP Movie Day: H. S. Musical 3	1	46
7/30 SRP Be Creative @ Your Library Registrations	1/month	193
7/30 YA Book Reviews	1/month	60
7/30 Read to Me Registrations	1/month	108
Total July 2009	36	1,688
Total July 2008	8	1,199
Current FY to date	36	1,688
Previous FY to date	8	1,199

STAFF ACTIVITY

- Lori Worden participated as a judge for the annual Science Fair at St. Joseph's school in Placentia on June 2.
- Coleen Wakai and Brenda Ramirez presented library tours and information to students from Valencia High School who participated in this year's Great Stories grant on June 11. Coleen Wakai and Brenda Ramirez also hosted a pizza lunch for the students at the library.
- Lori Worden presented tours to 3rd grade classes at Tynes Elementary School on June 8 and June 10.
- Children's staff planned this year's Summer Reading Breakfast kick-off to thank the Placentia Library Friends Foundation for their support of library summer reading programs. Kick-off breakfast was June 15.
- Children's and Library staff, including Jeanette Contreras and Roger Hiles, decorated the Children's department after closing on June 14 to prepare for this year's Summer Reading Program.
- Summer Reading program for children and teens began June 15. Themes were "Be Creative @ Your Library" for children; "Be A Reading Star" for preschoolers; and "YA Creative Expressions" for teens. Children and teens received small prizes for reading and writing book reviews of library books read during the summer.
- Children's staff presented a Be Creative @ Your Library display in library display case.

- Lori Worden met with Letty Gali of "Hill of Hope" a local non-profit organization which works with "at risk" youth. Children from this group participated in the Summer Reading Program and attended library programs during June and July.
- Lori Worden attended a SLS – OC Children's Services Division Interest Group Meeting, at Anaheim Public Library, on July 9.

ONGOING PROJECTS

The children's department presented its regular programs during the month of June and July:

- Pre-school storytimes
- Pocket Tales: Stories & Music
- Lap Sit Time
- Read to the Dogs
- F.I.R.S.T. family book discussion
- Family Game Day

NEW PROJECTS AND ACTIVITIES

- Summer Reading Program began June 15.
- Children's programs were conducted every Thursday @ 2:00.
- Young Adult programs were conducted on Tuesdays @ 2:00.
- Lori Worden met with Joanna Keating-Velasco to discuss the new storytime for children with autism, Super S.T.A.R. Storytime, to begin in September.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Toby Silberfarb, Library Assistant Literacy / Volunteers

SUBJECT: Literacy / Volunteer Report for June, 2009

DATE: August 17, 2009

MONTHLY STATISTICS	June	July
Volunteer Hours:		
History Room	101 hrs	NA
PLFF	454 hrs	NA
Library (General)	565 hrs	385.5
Technical	3.5 hrs	0
Homework Club (ending 5/14)	0 hrs	0
Tutors (ALS)	43 hrs	6.0
Total:	1380 hrs	391.5

STAFF ACTIVITY**JUNE:**

Attended OneStop Host agency orientation meeting;
 Interviewed a OneStop volunteer candidate;
 Hired the OneStop volunteer to assist administration;
 Posted technical volunteer job description on Volunteer Match website;
 Followed up on inquiries regarding volunteer opportunities for technology helpers;
 Interviewed 2 potential technical volunteers;
 Recruiting potential volunteers for SRP Celebration;
 Posted the SRP Celebration Finale on Volunteer Match;
 Called 28 potential volunteers;
 Assembled a list of 20 volunteers for SRP Carnival;
 Placed 2 library volunteers;
 Placed 1 new ALS tutor pair;
 Preparing for "Kitchen Creativity" SRP event;
 Proctored 6 exams for distance learning students.

JULY:

Recruited volunteers for SRP Carnival;
 Contacted 37 volunteers;
 Proctored 5 exams for distance learning students;
 Started weeding reference 300's;
 Presented "Kitchen Creativity" workshop as part of SRP

ONGOING PROJECTS

Daily duties as a reference librarian;

Collection development 300s;

Recruiting volunteers

Planning a Spanish Language program for Fall/Winter

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Roger Hiles, Library Services Manager
SUBJECT: Adult Services Monthly Activity Report for June/July 2009
DATE: AUGUST 17, 2009

MONTHLY STATISTICS - JUNE

Reference Desk Activity

Phone reference:	202
In person reference/research:	1610
Guest passes:	18
E-mail reference/research:	0
Electronic: databases/Internet/catalog instruction:	85
Electronic: public computers (desktops):	3401
express Internet stations (laptops):	1301
Technology: computer/printer questions or troubleshooting:	762
In library use: ready reference:	18
In library use (cleanup):	4377

MONTHLY STATISTICS - JULY

Reference Desk Activity

Phone reference:	224
In person reference/research:	1423
Guest passes:	16
E-mail reference/research:	0
Electronic: databases/Internet/catalog instruction:	43
Electronic: public computers (desktops):	2922
express Internet stations (laptops):	1351
Technology: computer/printer questions or troubleshooting:	650
In library use: ready reference:	16
In library use (cleanup):	4503

STAFF ACTIVITY (meetings attended; who has worked on what)

- *Nadia Dallstream* developed Adult Summer Reading Program Guidelines, Frequently Asked Questions, raffle tickets, bookmarks, posters and flyers.
- *Nadia Dallstream* has coordinated, publicized and produced the seven weekly programs for the Adult Summer Reading Program.
- *Gary Bell* presented **Name That Tune** presented on June 20
- *Nadia Dallstream* presented OC Salsa Dance Lessons' **Do You Wanna Dance** program on June 27
- *Kathy Staymates* presented **Find Your Inner Voice** on July 11
- *Toby Silberfarb* presented **Kitchen Creativity** on July 18
- *Nadia Dallstream* presented Tall Mouse's **Make Your Own Greeting Cards** program on July 25
- *Nadia Dallstream* presented Barbara Keller Designs' program **Discover Your Decorating Style** on August 1
- *Kathy Staymates* presented **Express Yourself in Your Garden** on August 8
- *Kathy Staymates and Nadia Dallstream* created 7 bibliographies that correspond with the Saturday Adult Summer Reading Programs.
- *Nadia Dallstream* attended an all-day workshop on "Big Box Programming" on June 22.
- *Kathy Staymates* organized and created a display in the exhibit case for July 2009 to publicize the Adult Summer Reading Program.
- *Nadia Dallstream* has created format, guidelines and PowerPoint presentations for a "Book Trivia" game for the Summer Reading Celebration on August 15.
- *Gary Bell, Nadia Dallstream, Katie Matas, Toby Silberfarb, Kathy Staymates and Lori Worden* have contributed trivia questions for the "Book Trivia" game .

ONGOING PROJECTS

- *Nadia Dallstream*: Updating of E-mail List and Publicity List
- *Gary Bell*: creating a bibliography for the 90th Birthday Celebration on September 2.
- *Gary Bell, Nadia Dallstream, Katie Matas, Toby Silberfarb, Kathy Staymates and Roger Hiles* are weeding the Adult Reference Collection.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Gary Bell, History Room Librarian
SUBJECT: Local History Room Monthly Report for June/July 2009
DATE: August 17, 2009

MONTHLY STATISTICS

Visitors to History Room in June/July, 2009	15
Visitors to History Room in June/July, 2008	36
Volunteer Hours June/July	180
Intern Hours June/July	12

STAFF & VOLUNTEER ACTIVITY

- Marie Schmidt has itemized and recorded the books in the Bancroft collection to determine which volumes need repair.
- I prepared a letter of evaluation for intern Eva Perry and mailed it to her.
- I wrote a letter to local author Margot Palmgren concerning her fourth book and arranged a time for her to visit. She came to the History Room and donated her new book for the local author collection.
- Patrick, our technical consultant, explained to the history personnel the new "H" drive on the computer for storing history room files and data.
- Eleanor Rankin used the History Room resources to do research on the history of the Placentia Round Table.
- A meeting was arranged to discuss History Room issues and goals for the coming year.
- A third letter was sent to Chris Lowe requesting his written permission to digitize **Elephant Rides for Free**, and to inquire about the disc he promised us.
- Information was sought on the Yorba Cemetery and 1980s and 1990s Valencia annuals.
- Rick Aguirre made several visits to the History Room to conduct research for his speech at the Valencia High School 75th anniversary celebration. He donated a copy of his speech to the History Room for our archives.
- City Hall continues to be assisted in their historical displays by resources from the History Room.
- A display pertaining to local schools is being planned.
- A program is being prepared on "Placentia Around the World." This program can be adapted for all ages and groups and will utilize a Power Point Presentation.
- Materials continue to be accessioned and added to the collection archives.

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- Photographs continue to be collected and scanned.
- Work has begun on the scanning of negatives in our collection.
- Progress continues on the outside wall of the History Room, with plaques being made to designate the original library and the first settlers, with a quote from the Bradford Avenue Library that reads “No one need be alone where noble books are found.”
- Norma Tuffree's daughter did research in the Tuffree files, perusing letters, documents and other papers from her family's archives.
- Steve Manassero donated a copy of Valencia Uno with a clipping of a Kraemer daughter's wedding. I spoke with him about possibly doing an oral history, as he is a longtime member of the community and a native Placentian.
- Valencia High School yearbooks were sought for the years 1953 and 1954.
- Mary Ann Felipe Morales sought information on her father who was a Placentia resident and provider of the adobe bricks from the Ontiveros adobe. We discussed the possible obtainment of Yorba adobe artifacts including shards of pottery, adobe bricks and flat-head nails. These artifacts will be referred to other historical entities.
- I attended a July meeting with Jeanette Contreras, Roger Hiles, Jeanette Gardner, Pat Irot, Pat Jertberg and Marie Schmidt to discuss History Room issues and concerns, as well as goals for the coming year.
- At the end of July, written permission was received from Chris Lowe to digitize **Elephant Rides for Free**. He also provided the disc with which to implement the digitization.

In Other Library Activities

- I played the piano for the adult summer reading program event, “Name that Tune.” Eighteen persons attended and guessed at tunes in five categories: Disney songs; commercial jingles; songs from movies; Broadway show tunes; and artists and their hits. The response was quite positive with requests for a repeat program in the future.
- A student from Valencia High School “shadowed me” for four hours on the reference desk as part of a school project in career choices. She received an A on the project.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Katie Matas, Librarian, Technical Services
SUBJECT: Technology & Website Report for June/July 2009
DATE: August 17, 2009

MONTHLY STATISTICS

Online database usage:

	June 2009	June 2008		Y-T-D 2008-9	Y-T-D 2007-8	Y-T-D % change
Ancestry.com	203	969		1,396	3,307	-58%
Chilton Library (Automobiles)	0	15		71	88	-19%
General Reference Center Opposing Viewpoints (sub.ended 11/08)	27	106		336	905	-63%
Newsbank Wall Street Journal (cancelled 11/08)	6	301		1,177	1,156	2%
Heritage Quest (May and June)	2188	1908		18,590	37,408	-50%
Learning Express (Learn a test)	1	12		151	145	4%
Novelist	16	7		306	89	71%
Tumblebooks	196	245		2,919	4,209	-31%
MorningStar	33	184		1,113	1,593	-30%
Reference USA	51	187		565	908	-38%
Value Line	0	289		980	4,520	-78%
	2721	4223		27,604	54,328	-49%

	July 2009	July 2008		Y-T-D 2009- 10	Y-T-D 2008-9	Y-T-D % change
Ancestry.com	246	452		246	452	-46%
General Reference Center	19	10		19	10	47%
Newsbank	32	361		31	361	-91%
Heritage Quest	3316	4802		3,316	4,802	-31%
Learning Express (Learn a test)	1	19		1	19	-95%
Novelist	37	54		37	54	-31%
Tumblebooks	370	325		370	325	12%
MorningStar	100	270		100	270	-63%
Reference USA	86	111		86	111	-23%
Value Line (July's # will be included in the August report)	NA	297			297	
	4207	6701		4,206	6,701	-37%

Website traffic for June and July 2009:

In June 2009 we had 17,570 visitors to our website. In July 2009 we had 18,012 visitors to our website. In June 2009 there were 46,996 page hits. In July 2009 there were 45,413 page hits. Last year we had 14,831 visitors and 41,177 page hits in July.

STAFF ACTIVITY

- Katie made the necessary changes in Horizon to prepare for the change from free to rental DVDs.
- The Library's website was disabled by hackers on July 24. It was repaired on the same day.
- The Library's network was down for most staff users for 2 hours on the morning of August 4 due to the failure of a network service on a server. Connectivity was restored and the service was restarted.

ONGOING PROJECTS

- Jesus continues to update Library events on the website.
- Jesus continues to maintain the outside electronic sign.
- Roger Hiles worked on the final pages of the new Library website.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Employee of the Quarter Presentation – Katie Matas
DATE: August 17, 2009

BACKGROUND

Katie Matas has been an employee of the Placentia Library District for over 32 years. She is currently the Technical Services Librarian. Throughout the years, she has held many different positions, starting as a Library Page to Clerk to Library Assistant. Her assignments included circulation, literacy, reference and she's also assisted in the children's department.

Recently, she was instrumental in ensuring a smooth process for the implementation of the new DVD rental program. Katie collaborated with the Anaheim Public Library and worked with the Library Services Manager to discuss the details including publicity for institutionalizing the new fee schedule.

Katie was nominated by the Library Services Manager.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Accounting Services with the County of Orange
DATE: August 17, 2009

BACKGROUND

At the March 24, 2009 Library Board of Trustees meeting, the Library Director had presented a request for the consideration of transferring the accounting responsibilities from the County of Orange to in-house.

It was decided to defer the agenda item to July 2009. There was no meeting in July.

Administrative staff recommends that the accounting services continue to be handled by the County of Orange.

RECOMMENDATIONS:

Authorize the County of Orange to continue to handle the Placentia Library District's accounting services.

no action
re-address end of FY

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Revision proposal for the Placentia Library District Policy #6050 – Meeting Room
DATE: August 17, 2009

BACKGROUND

At the February 17, 2009 Library Board of Trustees Unusual Date meeting, the Trustees voted to revise the meeting room policy which includes new fees for rental of the room and equipment, administrative fees, cancellation fees and a minimum of three hour rental.

A request from the MOMS south club was presented to the Library Board of Trustees at the June 30, 2009 special meeting, asking for a fee waiver and/or discount. The Trustees asked that staff provide additional information regarding meeting room rental since the implementation of the new policy, including number of groups who no longer utilize the meeting room and requests from groups who have voiced their concerns about paying the revised fees.

The following is a list of organizations that have used the meeting room regularly in the past, yet no longer use the room due to an increase in fees:

Founders Park Homeowners Association	Quarterly	non-profit
MOMS Club of Placentia North	Monthly	non-profit
MOMS Club of Placentia South	Monthly	non-profit
Team Women (also had no Friday use conflict)	2/Month	non-profit

The following is a list of organizations that have used the meeting room regularly in the past, yet no longer use the room. The reason for the discontinued use has not been confirmed:

The American Stroke Association
Bradford Court Community Homeowners Association
Broadmoor Homeowners Association
League of Women Voters

Attachment A is the proposed revision for the Placentia Library District Policy #6050.

RECOMMENDATION:

Authorize a revision to the Placentia Library District Policy #6050 – Meeting Room, as presented, effective immediately.

M1 JT
M2 RD

M1 - BE → policy accept w/ except. 6050.10
of non profit / nonprofit.
M2 - none

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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 \$20 per hour for non-profit organizations and \$35 per hour for other groups is charged for each meeting or event held in the Meeting Room ~~with a minimum of three (3) hours in length.~~ The fee will be collected at time of application, and must be submitted at least two (2) weeks prior to use of the meeting room. The rental fee for applications submitted less than two (2) weeks will be non-refundable. An administrative fee of \$25 will be incurred for cancellation notices less than two week in advance. 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, and elected public officials for nonpartisan presentations.

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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 at least two (2) weeks prior to use of the meeting room. 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 per hour 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 serving refreshments.

6050.14 There is a \$50 refundable deposit/cleaning fee required at time of application.

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

6050.18 Permits may be revoked by the Library Director whenever there has been a violation of these rules.

6050.19 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.

6050.20 Meeting rooms must be vacated when the library closes, a \$25 fee will be incurred every hour after the library is closed. Exceptions will require approval from the Library Director.

6050.21 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.

6050.22 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.

6050.23 Organizations requiring the presence of a staff member, will incur the cost of that staff member's wages and benefits.

6050.24 Equipment available for the Meeting Room

6050.24.1 74 Chairs

6050.24.2 10 Tables (6' x 2 ½')

6050.24.3 1 Lectern

6050.24.4 3 Wall Screens

6050.24.5 1 Laser Pointer

6050.24.6 Piano (\$25 Rental Fee)

6050.24.7 Television Set (\$15 Rental Fee)

6050.24.8 2 Flags (American and State flag)

6050.24.9 Writing Board

6050.24.10 Santa Chair (\$25 Rental Fee)

6050.24.11 Projector (\$15 Rental Fee)

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Legislative Issues
DATE: August 17, 2009

2 options
1) adjust budget
2) apply for hardship -
others take on burden
→ securitization - for
take 8% this fiscal year
or state pays for
1/20 2013
@ .09 = 9,000
get money
(info interest)

BACKGROUND

Budget

On July 28, 2009, Governor Arnold Schwarzenegger signed the state budget which authorized almost \$2 billion to be borrowed from local governments through the suspension of Proposition 1A. The county auditors will be directed to reduce the 2009-2010 property tax allocations to each government agency by an amount equal to 8% of the total property tax revenues received by these agencies. The shift will occur in the two installments from the County, once before January 15, 2010 and the second before May 1, 2010. The agencies will be repaid by the state directly in 2013, with interest, at a rate not to exceed 6%, to be set by the Department of Finance.

Agencies in danger of bankruptcy, or unable to provide core services, are allowed to apply for the "extreme hardship" provision, for a reduction or elimination of their property tax suspension. The deadline to apply for the exemption is October 15, 2009. The Department of Finance makes the final determination by November 15, 2009. If a local agency in a county is granted a hardship exemption, the local agencies in that county would have more than 8% of their property tax proportionately shifted to the state.

Please refer to Attachment A for Proposition 1A Suspension FAQs from the California State Districts Association (CSDA).

During this period libraries across the State of California were asked to submit letters and/or contact their elected officials to communicate their budget hardships from the suspension of Proposition 1A.

Please refer to Attachment B for Senator Bob Huff's reply to the Placentia Library District's letter regarding the borrowing of local government property tax.

Future Visit From Assemblyman Michael Duvall

Assemblyman Duvall is scheduled for a "meet & greet" with the Library Board of Trustees at the October 19, 2009 meeting. Another date can be arranged if October does not work.

RECOMMENDATION:

Action to be determined by the Library Board of Trustees.

submit request for securitization?
M1 JT
M2 RD



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

Proposition 1A Suspension FAQ

Prop 1A Suspension

Q: When was the Prop 1A suspension approved by the governor?

A: Governor Arnold Schwarzenegger signed AB x4 14 and AB x4 15 on July 28, 2009.

Q: Where can I find the bill language that authorizes the suspension of Prop 1A?

A: AB x4 14 is the bill that suspends Prop 1A. AB x4 15 is the bill that lays out the repayment language and loan securitization mechanism. Click on the bills to see the full language.

Q: Which special districts are affected by the Prop 1A suspension?

A: Any special district that receives property tax money.

Q: How much property tax revenue can I expect to be diverted?

A: It will be an 8 percent shift of your total 2008-09 property tax revenues.

Q: Does this affect any special taxes or assessments that we receive?

A: No, this shift only affects your property tax revenues.

Q: Is the 8 percent borrowing calculated before or after the current ERAF shifts?

A: The 8 percent shift of your property tax is calculated *after* your ERAF shifts.

Q: When is the state required to repay special district, city and county property tax money?

A: The State Constitution requires the state to repay the borrowed property tax money within three years with interest.

Q: Will next year's property taxes be affected by this year's Prop 1A suspension?

A: No, this is a one-time borrow that will only affect property taxes in the 2009-10 fiscal year.

Q: When can the state borrow property tax revenue again?

A: According to Prop 1A, the state can borrow again as soon as the first loan is repaid, but no more than twice in a ten year period.

Q: When will we see the reduction in our property tax revenues?

A: You will see a reduction in your property tax revenues when you receive your property taxes as dispersed by the county auditor. The county auditor is required to shift the 8 percent property tax revenue in two installments, once before January 15, 2010, and again after the first transfer but no later than May 1, 2010.

Q: Will the revenues be automatically reduced or will our district need to write a check to the state?

A: The county auditor will automatically reduce your share of property tax revenues this year.

Q: Where are the funds being transferred?

A: The funds will be transferred to the Supplemental Revenue Augmentation Fund (SRAF). Funds in SRAF can be used to reimburse the state for the costs of providing health care, trial court, correctional, or other state-funded services and costs.

Q: What guarantees are there that the state will repay us within three years?

A: There are a few provisions that compel the state to repay local entities in time. First, the state constitution explicitly says that the state must repay local entities within three years and with interest. Second, the Prop 1A repayment has been granted priority payment after education obligations and debt service on general obligation bonds. Third, AB x4 15 allows for an expedited court process if the state has not fully repaid local governments by June 30, 2013.

Q: Are there any exemptions to the Prop 1A suspension?

A: There is a hardship exemption provision that allows any local entity facing extreme hardship because of the Prop 1A shift to apply to the Department of Finance for a hardship exemption. The Director of Finance may consider granting a full or partial decrease in the property tax amount shifted based on certain factors, including, but not limited to, (1) whether the local agency is the subject of a current bankruptcy proceeding or whether the property tax shift would likely cause the local agency to seek bankruptcy protection; and (2) whether the local agency has any financial reserves and whether the full property tax shift would impair the ability of the local agency to provide a basic level of core public services.

Q: How does my district apply for a hardship exemption?

A: A written request must be received by the Director of Finance by October 15, 2009. The Director of Finance must approve or reject the requests for a hardship exemption by November 15, 2009. The Director of Finance may not grant decreases in the suspension amount that totals more than 10 percent of the combined total shift of property tax per county.

Q: Does a hardship exemption affect other agencies in the county?

A: Yes. If a local agency in a county is granted a hardship exemption, then the property tax amount exempted from the shift must be proportionately distributed to all the other local agencies in the county. In this circumstance, the local entities in that county would have more than 8 percent of their property tax shifted to the state.

Q: So should our district expect more than an 8 percent shift of our property tax revenues?

A: Not exactly. The hardship exemption will only be granted at the discretion of the Director of Finance and currently he would like to see if the loan securitization

mechanism is successful in replacing the diverted property tax revenues. If the loan securitization mechanism sells 100 percent of the bonds from the participating local agencies then no hardship exemptions would be necessary.

Loan Securitization Mechanism

Q: Who is the entity administering the loan securitization program?

A: The California Statewide Communities Development Authority (CA Communities) is a joint powers authority that has been designated by the state to administer the Prop 1A securitization program. CA Communities is sponsored by the California State Association of Counties and the League of California Cities and has joined with CSDA to make the Prop 1A securitization program available to special districts, cities and counties across the state.

Q: How does the program work?

A: The state will issue Prop 1A receivables to any special district, city or county that they shift property tax from. Those local entities can join the CA Communities' loan securitization program and exchange their Prop 1A receivables for cash. CA Communities will sell bonds to finance the purchase price of the receivables and all the proceeds from the sale will be evenly distributed to the local agencies participating in the program. The bonds would be repaid from the state's repayment to local agencies in 2013.

Q: Does my district have to participate?

A: No. It is an option for those local entities that wish to replace their property tax loss.

Q: Does CA Communities have any experience with this type of program?

A: Yes. CA Communities conducted a similar securitization program for cities and counties when the state borrowed Vehicle License Fee revenues in 2005.

Q: How does my district join?

A: Applications and a final timeline are being developed. For now, you can sign up to receive additional information at www.cacommunities.org. In addition, CSDA will keep our members up-to-speed with any new developments.

Q: Are there any restrictions to joining?

A: No. CA Communities is required to accept any local entity affected by the suspension, regardless of the amount of property tax revenue lost.

Q: Is there a cost to join CA Communities for the Prop 1A loan securitization program?

A: Most likely there will be no cost to join but details are in the works.

Q: Are there any downsides to participating in the Prop 1A loan securitization program?

A: From what we can see, no. The state will pay for the borrowing interest incurred and the costs of issuance required for each agency to participate. It is intended that local

agencies participating will receive 100 percent of their respective Prop 1A receivable, although the final results will depend on bond market conditions.

Other Options

Q: What are my district's options other than participating in the Prop 1A loan securitization program?

A: A district can opt to not join CA Communities if they feel that they can absorb the loss in property tax revenue this year.

Q: What can I expect to happen if my district does not join CA Communities?

A: If your district can sustain an 8 percent property tax shift this year, and your district chooses not to participate in CA Communities' loan securitization program, then the district can expect to be repaid directly from the state by June 30, 2013, with interest.

Q: What is the interest rate for those entities that choose not to participate in the Prop 1A loan securitization program?

A: The interest rate will be determined by the Director of Finance by September 28, 2009 and must be higher than the Pooled Money Investment Board interest rate but no greater than 6 percent. If your district can sustain the property tax shift, this can be viewed as an investment opportunity.

Note: CSDA is working with the League of California Cities, the California State Association of Counties, CA Communities and the Department of Finance on amendments to AB x4 15. Our proposed amendments tighten the repayment language and increase the flexibility for local entities to secure a loan through the loan securitization program and also contain other technical clean-up language. If these amendments are approved by the legislature and the governor, some provisions may change slightly. CSDA will alert members of any changes or new developments.

CAPITOL OFFICE
STATE CAPITOL, ROOM 3048
SACRAMENTO, CA 95814
TEL (916) 651-4029
FAX (916) 324-0922

DISTRICT OFFICE
20888 AMAR RD., SUITE 205
WALNUT, CA 91789
TEL (909) 598-3981
FAX (909) 598-6459

WEBSITE
WWW.SENATE.CA.GOV/HUFF

California State Senate

SENATOR
BOB HUFF

TWENTY-NINTH SENATE DISTRICT



August 10, 2009

Mr. Al Shkoler
1120 Cypress Point Drive
Placentia, CA 92870-4105

Dear Mr. Shkoler:

Thank you for contacting me with your concern about local government funding. As the dust settles from our recent marathon budget propping-up session, I want to detail what has happened with regards to local government dollars. Let me assure you up-front that my highest priority was and remains protecting local governments' funding.

Going into session, there were several bills that were aimed at taking money from local government.

1. There was a \$1 billion take from Highway User Tax Account (HUTA)
[AB X4 - 30].
2. There was \$2 billion to be borrowed from property tax revenues per the terms of Proposition 1A of 2004 [AB X4 - 14 and AB X4 - 15]
3. There was \$1.7 billion to be taken from redevelopment agencies [AB X4 - 26]

There was another bill in the mix that wasn't getting much attention, but it was related to extending the life of Redevelopment Agencies (RDA) by 40 years, and devoting 10% of those new increment funds to the state in exchange for the time extension. The state would then be able to bond against that revenue stream. This bill was referred to as the "RDA Securitization" bill (AB X4 - 27).

While RDA Securitization was seen as beneficial to cities with redevelopment agencies, the Big 5 configured it in such a way that it could possibly benefit all cities. Initially, if the RDA Securitization was able to generate \$7.4 billion, the state would not take the HUTA or Prop 1A funds. A deadline of December 1st was established to make a decision about whether there were enough RDAs participating, or whether \$3 billion in HUTA and Prop 1A funds would be taken as originally planned.

During session, some others and I were able to negotiate HUTA as a loan, instead of a theft, and put the \$1.7 billion of RDA funds being taken, behind the RDA securitization triggering mechanism. Meaning, if the RDA securitization generated \$7.4 billion by December 1, as many of us felt it would, no money would be taken from local

Agenda Item 32
COMMITTEE Attachment B
EDUCATION Page 1 of 3
VICE-CHAIR
TRANSPORTATION
AND HOUSING
VICE-CHAIR
BUDGET AND FISCAL REVIEW
NATURAL RESOURCES
AND WATER
PUBLIC SAFETY

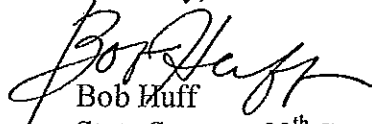
government. If it did not generate enough revenue by December 1, HUTA would be treated as a loan, with a timetable to be paid back. I also learned during the course of the evening, that a Joint Power Authority (JPA) has been formed related to Prop 1A funds, and cities can borrow from this JPA to offset any Prop 1A funds the state borrows from them. In addition, ABX4 15 includes a repayment mechanism that includes the state funding ALL costs of local government borrowing. Meaning, there might be a 6 week lag due to the loan process, but because the state is paying the interest, it is a wash. Under this scenario cities will get their property tax revenues, just through a slightly modified process. I talked with one of my city managers who verified this.

In exchange for these negotiated significant improvements, I cast a vote to borrow the Prop 1A funds. I did not vote to take or borrow HUTA, and I did not vote to take \$1.7 billion of RDA funds. I did support the RDA Securitization, because I believe that is a huge win for cities that have RDAs, and if enough of them voluntarily extend the life of their project areas, NO HUTA, NO RDA, AND NO PROP 1A FUNDS WOULD BE TAKEN, period. I felt that was a huge win for us.

The Senate finished its business around 6:45 a.m. on the 24th, having sent our bills over to the Assembly for concurrence. As they continued to meet until mid-afternoon, there were a few things done differently over there. What is notable to local government is that they killed the HUTA take/borrow. They were able to work a deal with the Governor for him to use the built-in reserve, and to line-item veto a few more things Big 5 were not able to agree on. Unfortunately, the Assembly did not take up the RDA Securitization bill. At the time of this writing, I have not been able to find out why. But with that stalling in the Assembly, and if it is not taken up again in August when we come back from summer break, the state will borrow property taxes under Prop 1A (\$2 billion) and take RDA funds (\$1.7 billion). Of course, you will still be able to borrow against the Prop 1A funds as I outlined above, but the RDA money will be gone.

I hope this clarifies what action was taken on the budget, as opposed to confusing you further. If you have any questions, please contact my Sacramento office at 916-651-4029.

Sincerely,



Bob Huff

State Senator, 29th Senate District

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California State Senate

SENATOR
BOB HUFF

TWENTY-NINTH SENATE DISTRICT

EDUCATION
VICE-CHAIR
TRANSPORTATION
AND HOUSING
VICE-CHAIR
BUDGET AND FISCAL REVIEW
NATURAL RESOURCES
AND WATER
PUBLIC SAFETY



July 14, 2009

Ms. Jeanette Contreras, Library Director
Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92870-6198

Dear Ms. Contreras:

Thank you for contacting me regarding your concern about proposals to "borrow" local governments' property tax revenue from special districts as a way to help remedy the budget crisis. I appreciate you taking the time to write me on issues mattering most to you.

As a former local elected official, I know how important these dollars are, especially to special districts. With the State facing a \$26.3 billion budget deficit, many sectors and programs are threatened with elimination and cuts, but stealing from local government is not the answer. The Governor and legislators, including myself, are faced with difficult decisions of which programs are most vital and necessary considering the State's fiscal health. Unfortunately, the State cannot support all programs during this economic crisis. What these decisions will ultimately include is as yet unknown. These decisions that face us will certainly be painful and difficult to make, but I can assure you taking local government property tax revenue is not in the cards for me. Rest assured, your thoughts on this issue were logged and will be taken into account as we debate the budget throughout the summer.

Once again, thank you for contacting me with your concern about this issue. If I may be of further assistance on this or any other state-related matter, please do not hesitate to contact me at either of my offices. It is an honor to represent you in the State Senate.

Sincerely,

A handwritten signature in black ink that reads "Bob Huff".

Bob Huff
Senator, 29th Senate District

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Roger Hiles, Library Services Manager
SUBJECT: Living Library Program
DATE: August 17, 2009

BACKGROUND

The ideas behind the Living Library are simple – that a personal conversation can break down prejudices and preconceptions and that dialogue fosters understanding and tolerance. Living Books are volunteers from various groups, or who have a compelling story to share, and who can be “checked out” by a Reader for the opportunity to speak personally and in private in a structured, protected, free space within a limited time and without any further commitment.

The program will take place on March 6, 2010 in the library meeting room and will be open to all ages (members under 18 will need parental approval). A Placentia Library card will be required.

Living Books will be chosen based on input from members, consultation with community organizations and availability. In past Living Libraries, Living Books have included animal rights activists, ex-gang members, ex-homeless persons, and retired police officers.

The Living Library concept originated in Denmark in 2000 as part of a campaign to discourage youth violence. Popular in Europe as part of human rights education programs, the concept has spread to 27 countries, including the United States. Living Library programs have either been held or are being planned for public libraries in cities across the country, including Santa Monica, Houston, Seattle, Tucson, San Antonio, and Las Vegas.

Attachment A is the proposed timeline for the Living Library program.

Attachment B is the proposed flyer for the Living Library program.

Disabled Community



THE LIVING LIBRARY PROGRAM

TIMELINE OF ACTIONS

PROPOSED EVENT DATE: Saturday, March 6, 2010 (11:00am-4:00pm)

- | | |
|---------------------|---|
| 10/26/09 | <p>Create a Living Library committee (members from both Adult and Children's Services)</p> <p>Brainstorm community organizations to contact both for input in selecting Books, and in supplying Books</p> <p>Prepare sample letters and dialogs</p> <p>Reserve Meeting rooms</p> |
| 11/09/09 | <p>Create flyer and submit to Roger for approval</p> <p>Create poster and submit to Roger for approval</p> <p>Write Press Release and submit to Roger for approval</p> <p>Create parental permission form for website</p> <p>Create member assessment form</p> <p>Create plan for volunteers needed</p> <p>Give program information to Jesus and Toby (for website and community calendar)</p> <p>Give volunteer requirements to Toby to post on VolunteerMatch</p> |
| 11/09/09 – 12/07/09 | <p>Contact community organizations to build an interest list</p> |
| 12/14/09 | <p>Finalize list of Book subjects</p> |
| 01/04/10 – 01/30/10 | <p>Contact community organizations to solicit Book volunteers</p> |
| 02/01/10 | <p>Finalize list of Books (with backups if possible)</p> |
| 02/03/10 | <p>Submit the press releases to the standard Publicity Outlets, and also contact local schools and colleges to promote the program.</p> |

- 02/03/10 Jesus will update the website with the program information
- Jesus will post the permission form on the website
- Toby will update the Community Calendar with the program information.
- Post copies of flyer and poster around the library
- 02/06/10 Send an e-mail invitation to those on library mailing lists (Possibly use the Horizon email notification system)
- Print member assessment forms
- Give David the room set-up instructions for the program
- 02/15/10 – 02/20/10 Confirm participation details with "Living Books" (and backups)
- 02/27/10 Volunteer orientation and training
- Purchase water for Books (if necessary)
- 03/03/10 Send Books an e-mail map with parking instructions (also acts as an additional reminder)
- 03/06/10 9:00 & 10:00: Announce event on Twitter feed
 9:00-10:00: Setup, also volunteers posted
 10:00 a.m. : Reservations begin at 10am
 11:00 a.m. : Brief description of the program (program coordinator)
 11:00-4:00 : Checkouts
 4:00-5:00 : Cleanup and collection of assessment forms

PLAYERS:

Program coordinator: Roger Hiles
Committee: TBD (Proposing Roger, Yesenia, Lori, Nadia)
"Living Books": TBD
Roger Hiles: Approval
Jesus & Toby: website and community calendar submissions
Circ staff: room setup

RESOURCES NEEDED:

Supplies: stock for posters & flyer, water for Books, assessment forms
Room set-up: Tables, chairs, microphone

**Homosexual, Male Nanny,
Muslim, Policeman,
Refugee, Ex-Gang Member..**

**Visit the LIVING Library
and take out your
prejudice!**

Placentia Library

March 6, 2010

411 East Chapman
Placentia, CA 92670
(714) 528-1906
www.placentialibrary.org

PL



LIVING Library
Take out a prejudice!

In the Living Library books are people. The shelves are full of people who belong to groups who frequently face prejudices in society. In the Living Library you can take out your own worst prejudice - Choose from our catalogue!

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Date for the September Library Board of Trustees Meeting
DATE: August 17, 2009

BACKGROUND

The next Library Board of Trustees regular meeting is scheduled for September 21, 2009. The California Special Districts Association (CSDA) annual conference will be held that week. President Shkoler, Trustee Wood and Library Director Contreras will be attending the conference.

The Library Board of Trustees will need to decide on another date for the September meeting or cancel the meeting. Alternate dates include:

- Monday, September 14th. This is the same night as the Placentia Library Friends Foundation Board meeting.
- Tuesday, September 15th — *Bd Mtg @ 6:30pm*
- Wednesday, September 16th
- Monday, September 28th
- Tuesday, September 29th
- Wednesday, September 30th

RECOMMENDATION:

Action to be determined by the Library Board of Trustees.

*Oct. mtg not 19th
~~Bd. Mtg~~
Tues, Oct. 13th*

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Award Contract for Placentia Library District's Financial Audit, Management Letter and preparation of the Annual Controller's Report for Fiscal year 2008-2009.

DATE: August 17, 2009

BACKGROUND

At the August 20, 2007 Library Board of Trustees meeting, the Trustees selected Moreland & Associates, Inc., to prepare its annual financial audit beginning with Fiscal Year 2006-2007. Moreland & Associates has provided the last four audits.

Attachment A is the letter of proposal dated August 4, 2009 for Macias Gini & O'Connell (formerly Moreland & Associates) to provide the Fiscal year 2008-2009 Financial Audit and the Annual Controller's Report at a cost not to exceed \$10,500. Any additional costs will be discussed with the Library Board of Trustees before they are incurred.

RECOMMENDATIONS:

1. Award the financial audit and Annual Controller's Report preparation contract for Fiscal year 2008-2009 to Macias Gini & O'Connell for an amount not to exceed \$10,500.
2. Authorize the Library Director to sign the engagement letter dated August 4, 2009.

M1 - BE
M2 - RD

*rcvd
8/4 mt*



MACIAS GINI & O'CONNELL LLP
Certified Public Accountants & Management Consultants

NEWPORT BEACH
1201 Dove Street, Suite 680
Newport Beach, CA 92660
949.221.0025

SACRAMENTO

OAKLAND

WALNUT CREEK

LOS ANGELES

SAN MARCOS

SAN DIEGO

August 4, 2009

Ms. Jeanette Contreras
Library Director
Placentia Library District
411 E. Chapman Avenue
Placentia, California 92870

Dear Ms. Contreras:

In accordance with your request, we are presenting this proposal to prepare the Annual Financial Report of Financial Transactions (State Controller's Report) for the Placentia Library District for the year ended June 30, 2009. The report will be provided to you in draft form with sufficient time to review, prior to submission to the State Controller's office. We will finalize and electronically submit the City State Controller's Report by October 16, 2009. Our fees for preparing this report will be \$1,050.

Thank you for this opportunity to serve you. Please call at your convenience if you have any questions about our proposal. Kindly acknowledge acceptance of our proposal by signing a copy of this letter and returning it for our files.

Very truly yours,

Macias Gini & O'Connell,

Lynne Netty
Lynne Netty, Audit Manager

ACCEPTANCE OF PROPOSAL

BY: _____

DATE: _____



MACIAS GINI & O'CONNELL LLP
Certified Public Accountants & Management Consultants

August 4, 2009

Board of Trustees
c/o Jeanette Contreras
Library Director
Placentia Library District
411 E. Chapman Avenue
Placentia, California 92870

We are pleased to confirm our understanding of the services we are to provide the Placentia Library District for the year ended June 30, 2009. We will audit the financial statements of the governmental activities and the major fund which collectively comprise the basic financial statements of the Placentia Library District as of and for the year ended June 30, 2009. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to accompany the Placentia Library District's basic financial statements. As part of our engagement, we will apply certain limited procedures to the Placentia Library District's RSI. These limited procedures will consist principally of inquiries of management regarding the methods of measurement and presentation, which management is responsible for affirming to us in its representation letter. Unless we encounter problems with the presentation of the RSI or with procedures relating to it, we will disclaim an opinion on it. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Budgetary Comparison Schedules for the General Fund
3. GASB – required supplementary pension information

Audit Objective

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the basic financial statements taken as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. If our opinions on the financial statements are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You are also responsible for making all management decisions and performing all management functions; for designating an individual with suitable skill, knowledge, or experience to oversee our assistance with the preparation of your financial statements and related notes and any other nonattest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

Agenda Item 35
Attachment B
Page 1 of 3
NEWPORT BEACH
1201 Dove Street, Suite 680
Newport Beach, CA 92660
949.221.0025

SACRAMENTO

OAKLAND

WALNUT CREEK

LOS ANGELES

SAN MARCOS

SAN DIEGO

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities and the major fund of the the Placentia Library District and the respective changes in financial position and where applicable, cash flows, in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because an audit is designed to provide reasonable, but not absolute, assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Placentia Library District's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

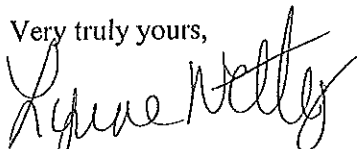
Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We expect to begin our audit on approximately November 17, 2009 and to issue our reports no later than January 31, 2010. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses will not exceed \$10,500. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the Placentia Library District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Lynne Netty, Audit Manager

RESPONSE:

This letter correctly sets forth the understanding of the Placentia Library District

By: _____

Title: _____

Date: _____

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Special District Risk Management Authority (SDRMA) 2009 Board of Directors Ballot
DATE: August 17, 2009

BACKGROUND

The Special District Risk Management Authority (SDRMA) is conducting an election for four seats on its Board of Directors.

Please refer to Attachment A for the election instruction information as provided by SDRMA.

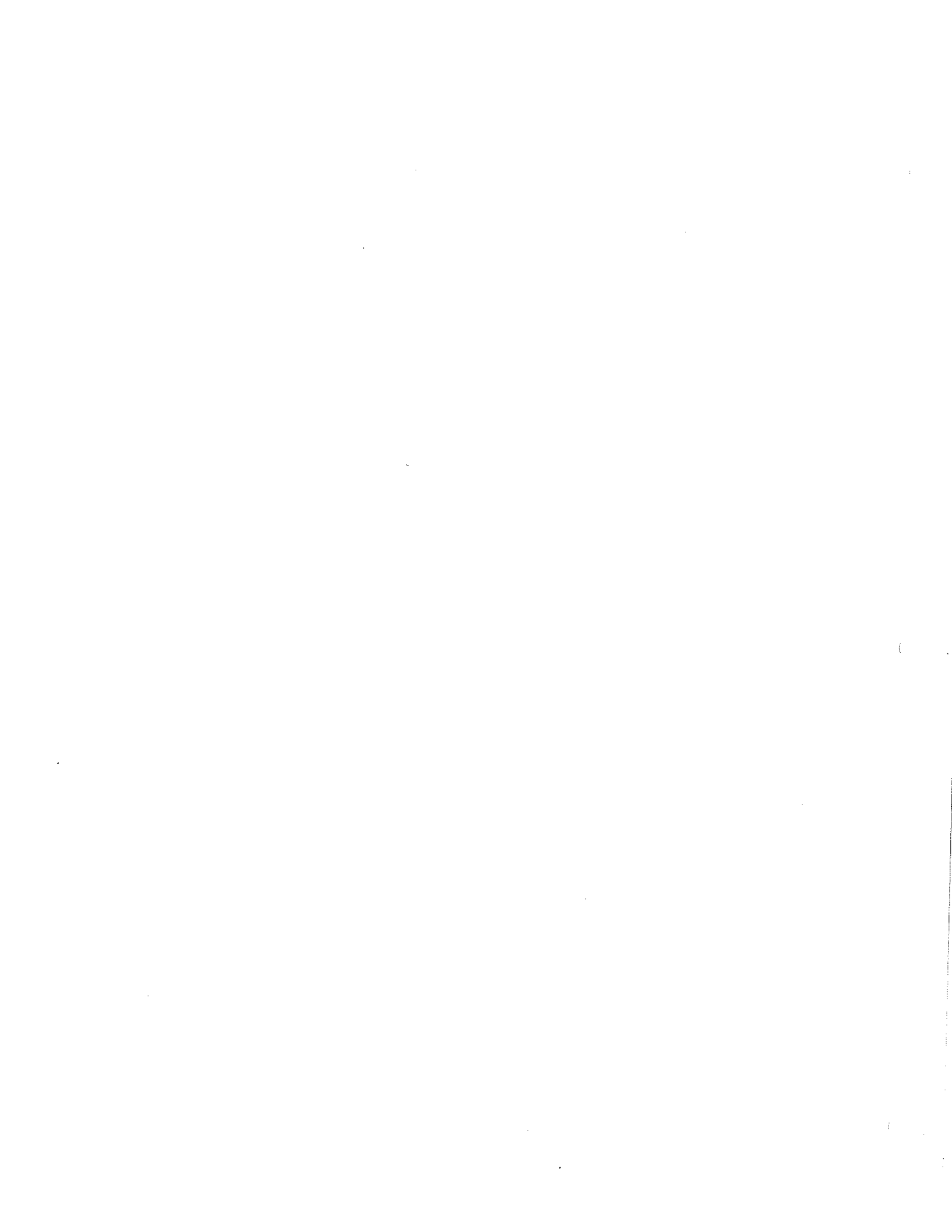
Please refer to Attachment B for information about the candidates as provided by SDRMA.

Please refer to Attachment C for the Resolution 10-03: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County for the Election of Directors to the Special District Management Authority Board of Directors.

RECOMMENDATIONS:

1. Select four (4) candidates.
2. Motion to read Resolution 10-03 by title only: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County for the Election of Directors to the Special District Management Authority Board of Directors.
3. Motion to adopt Resolution 10-03 by a roll call vote.

RD
JT



rac 4/30

**SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
2009 BOARD OF DIRECTORS ELECTION**

**OFFICIAL ELECTION
RESOLUTION BALLOT
ENCLOSED**

This is an official election packet that concerns items that require ACTION by your Agency's governing body for the selection of up to four (4) candidates to the SDRMA Board of Directors.

**ELECTION PACKET
ENCLOSURES**

- Official Resolution Ballot (Action Required)
- Election Instructions
- Candidate's Statements of Qualifications (3)
- Self-addressed Standard Envelope

Placencia Library Building
Attention: Jeanette Contreras, Library Director

RESOLUTION NO. 10-03

**A RESOLUTION OF THE GOVERNING BODY OF THE
Placentia Library District
FOR THE ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT
RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS**

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

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement specifies SDRMA shall be governed by a seven member Board of Directors nominated and elected from the members who have executed the current operative agreement and are participating in a joint protection program; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement Article 7 - Board of Directors specifies that the procedures for director elections shall be established by SDRMA's Board of Directors; and

WHEREAS, SDRMA's Board of Directors approved Policy No. 2007-06 Establishing Guidelines for Director Elections specifies director qualifications, terms of office and election requirements; and

WHEREAS, Policy No. 2007-06 specifies that member agencies desiring to participate in the balloting and election of candidates to serve on SDRMA's Board of Directors must be made by resolution adopted by the member agency's governing body.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Placentia Library District selects the following candidates to serve as Directors on the SDRMA Board of Directors:

RD
BE

MI BE

(continued)

TW=

**OFFICIAL 2009 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS**

VOTE FOR ONLY FOUR (4) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than four (4) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than four (4) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery in the enclosed self-addressed, stamped envelope at SDRMA on or before 5:00 p.m., Thursday, September 10, 2009. Faxes or electronic transmissions are NOT acceptable.

- ROBIN A. PRIDEAUX**
Board Secretary, Cuyama Community Services District
- JEAN BRACY, SDA**
Director of Administrative Services, Mojave Desert Air Quality Management District
- ED GRAY**
Board Member, Chino Valley Independent Fire District
- DAVID ARANDA (INCUMBENT)**
General Manager, Stallion Springs Community Services District
- VINCENT C. FERRANTE**
Commissioner, Moss Landing Harbor District
- MURIL N. CLIFT, CPCU, CLU**
Director, Cambria Community Services District
- ALLISON VOIGT HAMAKER**
Finance Director, El Dorado Hills Community Services District
- JOHN C. YEAKLEY (INCUMBENT)**
General Manager, Bear Valley Community Services District

ADOPTED this _____ day of _____, 2009 by the _____ following roll call votes listed by name:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

APPROVED:

ATTEST:



Special District Risk
Management Authority

Maximizing Protection.
Minimizing Risk.

1112 I Street, Suite 300
Sacramento, California 95814-2865
T 916.231.4141
F 916.231.4111
Toll-free 800.537.7790
www.sdrma.org

ELECTION INSTRUCTIONS FOR SDRMA'S BOARD OF DIRECTORS

Notification of nominations for four (4) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in March 2009. Nominations were received for eight (8) candidates by the June 10, 2009 filing deadline.

SDRMA's Election Committee reviewed and confirmed that all eight (8) candidates' met the qualification requirements and submitted nomination documents in accordance with SDRMA's Policy No. 2007-06 Establishing Guidelines for Director Elections.

Enclosed is the Official Election Resolution Ballot along with a Statement of Qualifications as submitted by each candidate. Election instructions are as follows:

1. The enclosed combined Official Election Resolution and Ballot must be used to ensure the integrity of the balloting process.
2. After selecting up to four (4) candidates, your agency's governing body must approve the enclosed Official Election Resolution Ballot.
3. **Resolution ballots containing more than four (4) candidate selections will be considered invalid and not counted.**
4. Signed resolution ballots **MUST** be sealed and received by mail or hand delivery at SDRMA's office on or before 5:00 p.m. on Thursday, September 10, 2009. Faxes or electronic transmissions are NOT acceptable. A self-addressed, stamped envelope is enclosed to return the Election Resolution Ballot:

Special District Risk Management Authority
Election Committee
1112 "I" Street, Suite 300
Sacramento, California 95814

5. The four-year terms for newly elected Directors will begin on January 1, 2010 and terminate on December 31, 2013.
6. Important balloting and election dates are:

September 10, 2009 – Deadline for members to return completed ballots

September 11, 2009 – Ballots are opened and counted

September 14 - 18, 2009 - Election results are announced and candidates notified

September 23, 2009 – Newly elected Directors are introduced at the SDRMA Annual Meeting/Breakfast to be held in Indian Wells at the CSDA Annual Conference

January 2010 – Newly elected Directors are seated and Board officer elections are held

Please do not hesitate to call SDRMA's Chief Executive Officer Jim Towns toll-free at 800.537.7790 if you have any questions regarding the election and balloting process.

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

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

Nominee/Candidate ROBIN A. PRIDEAUX
District/Agency CUYAMA COMMUNITY SERVICES DISTRICT
Work Address P.O. BOX 77 NEW CUYAMA, CA. 93254-0077
Work Phone _____ Home Phone (661)766-2626

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

My name is Robin Prideaux and I would like to be considered for the vacancy position on the board. I am qualified in that I am currently serving as Secretary on the Cuyama Community Services District Board and the other members of our board unanimously chose me to represent our township on the Risk Management Board; I would be honored to serve. Having been in several diverse management and ownership positions in the past, I realize how important it is to be aware and prepared for various situations that may arise. As a representative I could not only add my experience, enthusiasm and analytical input, but bring back with me helpful and forward-thinking ideas for cautionary procedures from the other members and guests.

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

My business management experience and public service work has led me to apply for this challenging and interesting position. In addition, I have a degree from El Camino College with an emphasis in psychology of marketing, and continued interdisciplinary studies of psychology and consumer behavior at Cal State University Dominguez Hills. My minor was in the arts and I soon became involved in professional ensemble groups culminating with a nomination to the Student Council as Commissioner of Fine Arts. During my two semesters in office one of my significant accomplishments was to commission a bronze statue for the art patio that still stands today entitled "Girl With Book". I was the student representative to the calendar committee and helped decide on term lengths and holidays for the college. I taught orchestra to children in Los Angeles elementary schools and chorus for the Manhattan Rec. Dept. I also was chairman of public relations for the first festival del camino for benefit that successfully ended with a profit.

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

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

FOR MANY YEARS I WAS A BUS DRIVER FOR SANTA BARBARA METRO. Quick decisions had to be made constantly involving the well-being of my passengers. Many risk/prevention measures were used to avoid encountering accidents or injury during that time. Being alert and aware as well as handling every situation independently and safely, kept me from injury or lawsuit as I operated my own delivery businesses. My employees were taught "SAFETY FIRST". I am currently donating time assisting with the Cuyama Community Services District as a secretary and board member. I am also working

with the Cuyama Recreation Department in their fourth of July celebration.
General Comments / Statements (Response Optional)

I am semi-retired and would welcome the opportunity to serve you with educated and confident decisions while asking the hard questions that need to be asked. Thank you in advance for your time and consideration for my nomination to the SDRMA Board of Directors.

I certify that I am a Board member or a full-time management employee for the agency from which I have been nominated. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature Robina A. Prudeaux Date 05/31/09

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

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

Nominee/Candidate	Jean Bracy, SDA		
District/Agency	Mojave Desert Air Quality Management District		
Work Address	14306 Park Avenue, Victorville, CA 92392		
Work Phone	760-245-1661	Home Phone	760-946-1882

Why do you want to serve on the SDRMA Board of Directors?

I believe I can complement the current board composition with a representative perspective from the regulatory community. The regulatory community has specific risk issues that vary among agencies whose primary mission is delivery of important community services. For nearly 20 years, I've worked for public agencies.

My approach to organizational management is drawn from a wide variety of experience. During my career I have been responsible to conduct the business of the agency in a manner that measures and manages risk. I've worked closely with SDRMA for several years, and I am attracted to its aggressive and positive mission.

I want to contribute my experience to SDRMA's overall function to further strengthen and enhance the lines of services provided by SDRMA.

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

As the Director of Administrative Services for the Mojave Desert Air Quality Management District, I am the staff representative to the Governing Board Budget and Personnel Committees. I am a member of and have chaired the California Air Pollution Control Officers Association (CAPCOA) statewide committees for Fiscal and Human Resource officers. I represent the District on the Mobile Source Emissions Reduction Committee evaluating proposed projects for grant awards. I organized and currently chair the Alternate Fuel Task Force for the Mojave Desert air basin; I represent the District in the Antelope Valley Clean Cities Coalition.

While employed with the City of Victorville, I served as the City representative to the Technical Advisory Committee for the Victor Valley Transit Authority and as the City representative and officer on the Executive Committee of the Regional Economic Development Authority.

I volunteered four years on the Board of Directors of the Victor Valley Federal Credit Union. For six years, I worked as an adjunct professor at Victor Valley Community College teaching Public Works Administration. I have worked on the statewide Resolutions Committee for the California Baptist Convention and served as the regional representative for developing statewide women's programs. I am actively involved in a local community service organization and for many years in that capacity have been involved with a wide range of experiences in designing organizational growth, strengthening the core structure, long term and vision planning, development of staff and volunteers, and resource and program management.

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

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

As professional and as a volunteer, I have a wide range of experiences with organizational structures, long term and vision planning, development of staff and volunteers, and resource and program management. My experience of leading organizational activities and implementing change for growth includes bringing together intergenerational and multicultural groups to achieve common goals.

I am an effective manager with expertise in efficient and productive management implementing process improvements in finance, human resources, risk management, and a wide variety of related administrative and organizational functions. I have led highly skilled teams to support the achievement of overall agency goals and objectives.

In the two years since I last ran for office, I have earned the prestigious Special District Administrator designation and completed course work for the CALPELRA Masters Certification in Labor Relations. I was accepted into the graduate program at California State University, San Bernardino and by the end of 2009 I expect to graduate with a Masters in Public Administration.

General Comments / Statements

I believe in SDRMA's stated mission. My agency is a strong supporter of the risk pool concept and particularly SDRMA. From our claims experience I presented the topic, "*The Good, The Bad, The Ugly. Leadership: A Management Case Study,*" at the CSDA Annual Conference in September 2006, where I was able to demonstrate our agency's positive experience with SDRMA's expert management of our claims.

I am attracted to the passion and energy expressed by SDRMA staff and Board in their aggressive and confident approach to the mission of SDRMA. I want to contribute to SDRMA's objective and its future.

I certify that I am a Board member or a full-time management employee for the agency from which I have been nominated. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature John Polacy Date May 14, 2009

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

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

Nominee/Candidate Ed Gray
District/Agency Chino Valley independent Fire District
Work Address 14011 City Center Drive Chino Hills, California 91709
Work Phone (909) 902-5260 Home Phone (909) 627-4821

Why do you want to serve on the SDRMA Board of Directors?

Having served as a Governing Board Member of the Chino Valley Independent Fire District and having served over 28 years as a law enforcement professional, I would bring to SDRMA the experience and knowledge that I believe would add value to the organization as it continues to develop innovative programs to assist its' members.

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

I have been an elected member of the Chino valley Independent Fire District since 2004. I have served as Board President, Vice-President and served on the Districts Finance, Planning, and Emergency Medical Services Committees. I have also served as Chair of the Chino Valley Public Agencies Committee and been District Liaison to the cities of Chino and Chino Hills to the 4th. District County Supervisor.
I also serve on the Citizens Oversight Committee of the Chino Valley School District and the Citizens Advisory Committee of the California Department of Corrections California Institute for Men.
I also am a member of our local Lions Club and serve as a Director.

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

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

Having spent my entire professional life in the public sector I understand the importance of working effectively with others so an organization may achieve positive results. I believe I am an "effective listener" which gives me the ability to understand an issue and then make an informed decision. I am a proponent of team work and getting stakeholders involved in issues.

General Comments / Statements

Should I be fortunate enough to be chosen to join the Board of the SDRMA, I can pledge to you I will work to continue the great service that SDRMA has been providing its' members and take any opportunity that could further enhance member benefits.

I certify that I am a Board member or a full-time management employee for the agency from which I have been nominated. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature

Ed Brown

Date JUNE 8, 2009

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

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

Nominee/Candidate DAVID AYANDA
District/Agency Stallion Springs C.S.D.
Work Address 28500 Stallion Springs Dr
Work Phone 661-822-3268 Home Phone 661-300-1231

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

I want to work as a team in obtaining the best coverage at the best price for all Districts.

I also want to be part of the effort that prevents claims by safety training, accident prevention, developing a safe work place

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

I have served on SDRMA's Board for over few years. I understand the governance structure as well as the various factors that affect workers compensation, property, liability and health insurance rates.

As a faculty member that teaches CSDA education programs throughout the state, I am very aware of issues facing all independent special districts.

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

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

Experience, A listening ear, in touch with all Districts
And a desire to do what is best!

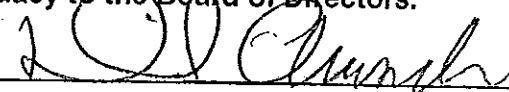
General Comments / Statements (Response Optional)

As a General Manager for a multipurpose community
services District, I understand many issues that
arise in regard to the various types of Districts
and their insurance needs.

As a Board member on a JPA I understand
the Governance Structure that allows an organization
to move forward in a positive manner.

I certify that I am a Board member or a full-time management employee for the agency from which I have been nominated. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4-23-09

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

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

Nominee/Candidate	Vincent C. Ferrante		
District/Agency	Moss Landing Harbor District		
Work Address	7881 Sandholdt Road		
Work Phone	831.633.5417	Home Phone	831.449.2409

Why do you want to serve on the SDRMA Board of Directors?

I have been involved in Special District fiscal planning and risk management and have an interest and desire to support sound fiscal policies and promote quality risk management services to special districts throughout the state.

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

I have served as an elected official on the Moss Landing Harbor District (MLHD) Board of Harbor Commissioners since 2003. This requires constant budgeting vigilance and action responsive to constituent needs. I have served as Chair of the MLHD Liveboard Committee, Vice Chair of the MLHD Budget Committee and Property Improvement Committee. In that capacity I gained in-depth knowledge of rules and regulations governing special districts as well as consensus-building among committee members.

I have served on the following California Special District Association:

1. Membership & Retention
2. Budget/Fiscal
3. By-Laws

I was appointed to the Monterey County Overall Economic Development Commission by the County Board of Supervisors and serve as Vice Chair of its Grants and Finance Committee. By this appointment, the County Board has demonstrated confidence in my fiscal abilities, experience and insight.

I am currently serving on the Monterey County Special District Association and was elected Secretary/Treasurer for 2009.

I have also served as a Director on the Central Coast Federal Credit Union Board where I gained knowledge of the needs of the community and small and large businesses, in addition to Federal Banking regulations and reporting. Other committee involvement includes Vice Chair of the Salinas, California

Sister City Organization (of which I was named Member of the Year in 2005), Trustee of the Salinas, California Sons of Italy in America Lodge and Chair of the City of Monterey's annual Festa Italia Festival Parade.

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

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

I have experience and/or training in project management, report preparation, public speaking, strategic planning, budget analysis and preparation, risk management, health benefits and retirement plans. Being on committees and working with others toward common goals requires a willingness to listen and exercise flexibility. My analytical skills are thorough and enable me to make informed decisions.

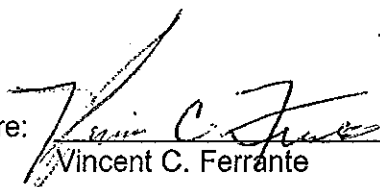
General Comments / Statements

I have completed the CSDA Special District Governance Academy and have taken courses through the Institute for Local Government. I am confident I will be a diligent and valuable member of the Board.

I will dedicate myself to the vision and goals of the SDRMA and I look forward to the opportunity to be a contributing member serving on this Board.

I certify that I am a Board member or a full-time management employee for the agency from which I have been nominated. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature:


Vincent C. Ferrante

Date: March 25 - 2009

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

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

Nominee/Candidate Muril N. Clift, CPCU, CLU
District/Agency Cambria Community Services District
Work Address PO Box 1799, Morro Bay, CA 93443-1799
Work Phone 805 772-6101 Home Phone 805 927-7124

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

I desire a position on the SDRMA Board because I see it as an expansion of my commitment to Special Districts and commitment to the concept of member controlled risk management services.

I believe current California legislation makes it very difficult for any new city to incorporate. As a result, I believe the Special District will become the dominate model for local governing bodies.

The degree to which any organization can bring a diversified service to the public is often controlled by the availability of insurance protection and risk management services. SDRMA is uniquely situated and qualified to provide the services Special Districts need to provide for their constituents. I look forward to being part of the member support organization needed by an expanding world of Special Districts.

For 38+ years I have been involved in the commercial insurance marketplace. A marketplace characterized by the competing interests of the insurance sellers, consumers and insurance companies. Brokers whose major concern is commission income. Consumers whose major concerns are availability and price. Companies whose major concerns are premium volume and profitability. Lacking in all areas is a commitment to loyalty.

SDRMA as a member organization starts with the commitment of loyalty to its members, mitigating the competitive forces driving the commercial insurance market. I find this commitment of loyalty between the members and service providers a healthy solution to the cyclic problems inherit in meeting insurance needs. It is my desire to encourage this type of solution to the risks faced by Special Districts by serving on the Board of SDRMA

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

Currently serving as a Director of Cambria Community Services District, serving on the Finance Committee, Governmental Relations Committee and Forest Service Committee. Current term expires 12/2012. Previous elected Board experience includes: (1) Elected Trustee of Kern County High School District. District composed of 17 high schools at the time. (2) Elected Director of Santa Maria Public Airport District. District administered a 2200 acre airport, industrial and agriculture facility. Served as District President and member of many committees.

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

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

I bring 38+ years of insurance experience in personal and commercial lines insurance. I understand the risks faced by community organizations and the insurance needs of employees. I hold advanced insurance degrees of Chartered Property and Casualty Underwriter and Chartered Life Underwriter. Additionally I have completed over 1000 hours of continuing education in the insurance field.

I am experienced in the political field and understand how elected bodies think and act. I have been elected to three different boards in my career and served on several appointed advisory committees. I have served on political action committees representing the positions of the insurance company. I have authored insurance code legislation and managed the bill through the California legislature, spending many hours "walking the halls" of the California Assembly and Senate.

General Comments / Statements (Response Optional)

I believe I would bring a diverse background to the SDRMA Board of Directors.

First, I have a strong commitment to the Special District as the ultimate form of local control of community functions.

Second, with experience on three different types of Special Districts, a school district, an airport district and a multi-task community service district I believe I can represent the diversity of districts that make up SDRMA.

Third, my experience in the general insurance market place provides a unique understanding of the needs of organizations and their employees. My extensive experience in marketing insurance could be helpful in representing the benefits of SDRMA to potential members.

Fourth, I understand and have experience with the political influences that affect the insurance marketplace.

Finally, I have the desire and time to serve and believe a position on the Board of Directors of SDRMA would be an opportunity to put to use my experiences.

I certify that I am a Board member or a full-time management employee for the agency from which I have been nominated. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

5/7/2009

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

Nominee/Candidate Allison Voigt Hamaker
District/Agency El Dorado Hills Community Services District
Work Address 1021 Harvard Way, El Dorado Hills, CA 95762
Work Phone (916) 614-3207 Home Phone (916) 388-1938

Why do you want to serve on the SDRMA Board of Directors?

The SDRMA influences the activities and safety of the public. By serving on the Board, I will be able to keep abreast of the current issues affecting both my agency and others served by SDRMA while advancing the mission of my agency and the sister agencies we represent.

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

I've held positions on several boards and committees, both small and large:
Landscaping and Lighting Assessment District Oversight Committee at CRPD, coordinator
American Society of Women Accountants Sacramento Valley Chapter ten years, past president
Committee Chair four years for Troop 40 and Troop 941 of the Boy Scouts of America
Faculty Curriculum Committee at American River College, student representative
Accounting Society CSUS three years, past president
Committee chair of my congregation's Activities Committee and president of Children's Primary

What special skills, talents, or experience (include volunteer experience) do you have?

I bring organizational skills, preparation in the topics to be discussed, interest in my fellow committee members, a sense of humor, and the ability to distill the essence of the conversation to clarify and summarize the ideas of the group.

General Comments/Statements:

It was my responsibility as a staff member at a past employer to manage liability claims, write liability claim staff reports for the Board of Directors, and to prepare the agency for the risk management pool representatives' annual visit. I enjoy this work and this topic, and look forward to being a part of SDRMA.

I certify that I am a Board member or a full-time management employee for the agency from which I have been nominated. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature Allison V. Hamaker Date 5/20/2009

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

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

Nominee/Candidate John C. Yeakley
District/Agency Bear Valley CSD
Work Address 28999 South Lower Valley Road, Tehachapi, CA 93561
Work Phone (661) 821-4428 Home Phone (661) 397-4519

Why do you want to serve on the SDRMA Board of Directors?

I have served on the SDRMA Board since March of 1999. I have served as vice president since January, 2002. During that time, I have seen SDRMA expand significantly. In 1999, SDRMA had 238 members in its property liability program and SDWCA had 73 members in its Workers Comp program. In July, 2003 SDWCA merged with SDRMA and the combined organization now has 429 members in the property liability program and 339 members in the workers comp program. During the same period, assets have increased from \$20 million to \$116 million. Retained earnings have increased from \$7 million to \$32 million. Over that time, SDRMA has also branched out into the area of employee health benefits (2006) and currently has 51 agencies (approx 1200 employees) enrolled in that program. A very visible result of this growth is SDRMA's purchase in 2004 of its own building in downtown Sacramento. SDRMA currently occupies most of the third floor, rents the remainder of the building and realizes approximately \$400,000 annually in rental income. I am very proud to have been a part of this dramatic growth. I am also proud to have been a part of the board which recently made the decision to reduce rates by 15% for the 2009/2010 program year. I would be honored to have the opportunity to continue serving on this board.

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

As previously mentioned, I have ten years of experience on the SDRMA board of directors. I have also served for fourteen years on the Tehachapi Water Availability Preservation Committee, seven years on the Greater Tehachapi Fire Safe Council, and have served on ACWA's Groundwater Committee and Safe Drinking Water Subcommittee.

As General Manager of the Bear Valley CSD, I regularly assist the board of directors in the administration of several standing committees and have (as required or requested) organized and administered ad hoc committees of the board and/or of citizens of the district.

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

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

Substantial military and civilian experience in general management, contract administration/negotiation, project management, energy and environmental issues. Licensed professional engineer in California and Oregon. Certified Special District Administrator and CSDA recognition in Special District Governance. I was a member of the working group appointed by the Senate Committee on Local Government to rewrite the laws affecting Community Services Districts in 2004 (SB 135).

As General Manager for the Bear Valley CSD, I am responsible for providing services relating to: water, wastewater, solid waste, roads, drainage, police, park & recreation, mail/postal services, mosquito abatement and pine bark beetle control.

General Comments / Statements

Background:

26 years, United States Navy Construction Forces including combat construction (Seabees), base maintenance, and construction management. Vietnam veteran. Enlisted in 1967, retired in 1993 as a Lieutenant Commander, Civil Engineer Corps. Took employment with Bear Valley CSD shortly after retiring.

Education:

AAS (Diesel Technology)	Oregon Technical Institute	1967
BS(Mechanical Engineering)	University of Washington	1976
BS(Business and Management)	University of Maryland	1980
MS(Petroleum Engineering)	University of Texas	1981

Organizations:

Toastmasters International, Veterans of Foreign Wars, Fleet Reserve Association, Vietnam Veterans of America, National Rifle Association, California Rifle and Pistol Association

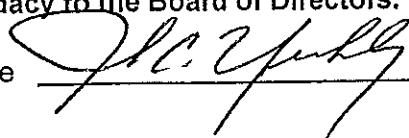
Hobbies & Interests:

Fishing, firearms, judo, scuba, cribbage, outdoors and fitness

Personal:

Age 62; married 38 years, reside in Bakersfield with wife, daughter and grandkids (ages 16, 14, 7, 2, and 1).

I certify that I am a Board member or a full-time management employee for the agency from which I have been nominated. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature  Date 5-6-09

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Acting Human Resources/Finance Analyst
SUBJECT: Establish the District's Appropriations Limitations (Gann Limit) at \$3,551,788 for Fiscal Year 2009-2010 by Resolution 10-04.
DATE: August 17, 2009

09-07

BACKGROUND

Each year California local jurisdictions are required to establish an Appropriations Limitation (Gann Limit) for the next fiscal year.

Attachment A shows the calculation of the annual Gann Limitation using the information provided by California Department of Finance.

Attachment B is the background information from the California Department of Finance for Fiscal Year 2009-2010.

Attachment C is Resolution 10-04 establishing the Gann Limitation for Placentia Library District for Fiscal Year 2009-2010 in the amount of \$3,551,788.

RECOMMENDATION

1. Read Resolution 10-04 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations for Fiscal Year 2009-2010.
2. Adopt Resolution 10-04 by Roll Call Vote.

08-09

Res

RD
JT

RD
JT

TW Absent

Wtbl.

M1 RD

M2 JT

Adopt. M1 RD

JT

Placentia Library District
 Gann Limitation Worksheet
 August 17, 2009

	2006-2007	2007-2008	2008-2009	2009-2010
"Price Factor" expressed as a ratio (provided by CA. Dept. Finance)	1.0396	1.0442	1.0072	1.0103
"Population Change Factor" For City of Placentia (provided by CA. Dept. Finance)	1.0218	1.012	1.0429	1.0062
Multiply "Price Factor Ratio" times "Change Factor Ratio" to calculate "Growth Factor"	1.06226328	1.0567304	1.05040888	1.01656386
Multiply "Growth Factor" times previous year's Gann Limitation for current year's Gann Limitation	\$ 3,147,673	\$ 3,326,242	\$ 3,493,915	\$ 3,551,788

"Price Factor" expressed as a ratio (provided by CA. Dept. Finance)
 "Population Change Factor" For City of Placentia (provided by CA. Dept. Finance)
 Multiply "Price Factor Ratio" times "Change Factor Ratio" to calculate "Growth Factor"
 Multiply "Growth Factor" times previous year's Gann Limitation for current year's Gann Limitation



DEPARTMENT OF
FINANCE

ARNOLD SCHWARZENEGGER, GOVERNOR

915 L STREET ■ SACRAMENTO CA ■ 95814-3706 ■ WWW.DOF.CA.GOV

May 2009

Dear Fiscal Officer:

Subject: Price and Population Information

Appropriations Limit

The California Revenue and Taxation Code, Section 2227, mandates the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2009, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2009-2010. Enclosure I provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2009-2010 appropriations limit. Enclosure II provides city and unincorporated county population percentage changes, and Enclosure IIA provides county and incorporated areas summed population percentage changes. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. Consult the Revenue and Taxation Code, Section 2228, for further information regarding the appropriation limit. You can access the Code from the following website: "<http://www.leginfo.ca.gov/calaw.html>" check box: "Revenue and Taxation Code" and enter 2228 for the search term to learn more about the various population change factors available to special districts to calculate their appropriations limit. Article XIII B, Section 9(C), of the State Constitution exempts certain special districts from the appropriations limit calculation mandate. Consult the following website: "http://www.leginfo.ca.gov/const/article_13B" for additional information. Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this issue should be referred to their respective county for clarification, or to their legal representation, or to the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. Revenue and Taxation Code Section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2009.**

Please Note: Prior year's city population estimates may be revised.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

MICHAEL C. GENEST
Director
By:

ANA J. MATOSANTOS
Chief Deputy Director

Enclosure

May 2009

Enclosure I

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost-of-living factor to compute their appropriation limit by a vote of their governing body. The cost-of-living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the 2009-2010 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2009-2010	0.62

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2009-2010 appropriation limit.

2009-2010:

Per Capita Cost of Living Change = 0.62 percent
 Population Change = 1.11 percent

Per Capita Cost of Living converted to a ratio: $\frac{0.62 + 100}{100} = 1.0062$

Population converted to a ratio: $\frac{1.11 + 100}{100} = 1.0111$

Calculation of factor for FY 2009-2010: $1.0062 \times 1.0111 = 1.0174$

Enclosure II
Annual Percent Change in Population Minus Exclusions
January 1, 2008 to January 1, 2009 and Total Population, January 1, 2009

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2008-2009	1-1-08	1-1-09	1-1-2009
Orange				
Aliso Viejo	1.04	45,212	45,683	45,683
Anaheim	0.90	345,349	348,467	348,467
Brea	0.67	39,910	40,176	40,176
Buena Park	1.18	82,416	83,385	83,385
Costa Mesa	2.70	112,918	115,965	116,479
Cypress	0.64	49,330	49,647	49,647
Dana Point	0.70	36,825	37,082	37,082
Fountain Valley	1.10	57,675	58,309	58,309
Fullerton	0.46	136,992	137,624	137,624
Garden Grove	1.38	172,335	174,715	174,715
Huntington Beach	0.67	201,127	202,480	202,480
Irvine	2.38	207,848	212,793	212,793
Laguna Beach	0.73	25,025	25,208	25,208
Laguna Hills	0.46	33,280	33,434	33,434
Laguna Niguel	0.92	66,591	67,201	67,201
Laguna Woods	0.62	18,363	18,477	18,477
La Habra	0.72	62,370	62,822	62,822
Lake Forest	0.46	77,983	78,344	78,344
La Palma	0.62	16,105	16,205	16,205
Los Alamitos	0.63	12,141	12,217	12,217
Mission Viejo	0.46	99,781	100,242	100,242
Newport Beach	2.40	84,231	86,252	86,252
Orange	0.97	140,270	141,634	141,634
Placentia	1.03	51,405	51,932	51,932
Rancho Santa Margarita	0.31	49,551	49,704	49,704
San Clemente	1.04	67,616	68,316	68,316
San Juan Capistrano	0.67	36,624	36,870	36,870
Santa Ana	1.18	351,521	355,662	355,662
Seal Beach	0.14	25,809	25,845	25,913
Stanton	0.95	39,108	39,480	39,480
Tustin	1.47	73,743	74,825	74,825
Villa Park	0.72	6,231	6,276	6,276
Westminster	0.71	92,627	93,284	93,284
Yorba Linda	0.79	67,866	68,399	68,399
Unincorporated	-1.01	120,694	119,480	119,480
County Total	1.02	3,106,872	3,138,435	3,139,017

(*) Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

RESOLUTION 10-04

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE
APPROPRIATIONS LIMITATION FOR FISCAL YEAR 2009-2010

WHEREAS, the voters of California on November 6, 1979 added Article XIII B to the State Constitution placing various limitations on the appropriations of state and local Governments, as called out in Section 2710 of the Government Code; and

WHEREAS, such law became effective January 1, 1981; and factors that may be used by local jurisdictions in setting their appropriations limit; and

WHEREAS, the Placentia Library District of Orange County has complied with All the provisions of said law in determining the appropriations limit for the fiscal year 2009-2010.

NOW, THEREFORE, BE IT RESOLVED, that the appropriations limit be \$3,551,788 for Fiscal Year 2009-2010.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, Richard DeVecchio, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the seventeenth day of August 2009.

IN WITNESS THEREOF, I have hereunto set my hand and seal this
seventeenth day of August 2009.

Richard DeVecchio, Secretary
Placentia Library District Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Acting Human Resources/Finance Analyst
SUBJECT: Placentia Library District Policy #2150-Compensation
DATE: August 17, 2009

BACKGROUND

The Placentia Library District Policy #2150.5 states that employees in all classification are eligible to be tested for Spanish bi-lingual pay. The test includes both verbal and written Spanish and is administered by a consultant selected by the Library Director. Staff members who pass the test will receive a five per cent addition to their regular pay rate effective the date that he/she completes the test. Employees that accept bi-lingual pay will be required to provide translation services to clients and for other staff members. To better serve our community in addition to translations staff members accepting bilingual pay should be able to conduct bilingual programs, workshops and presentations. As a result library management is proposing a revision per attachment A.

Attachment A is the revised proposal for the Placentia Library District Policy #2150.5-Compensation.

RECOMMENDATION

Authorize a revision to the Placentia Library District Policy #2150.5 as presented.

M1 - BE

M2 - JT

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Compensation
POLICY NUMBER: 2150

2150.1 This policy will apply to all District employees.

2150.2 Compensation at Hiring.

2150.2.1 New Employees. All newly appointed employees will be paid at the first step of the salary range for the position to which the employee is appointed except as provided elsewhere herein.

2150.2.2 Advanced Step Hiring. If the Library Director finds that a qualified applicant cannot be successfully recruited at the first step of the salary range, he/she may authorize an appointment at an advanced step of the salary range.

2150.2.3 Former Employees. A person who previously held a full-time position from which the person was separated in good standing may, when re-employed in a position with the same or lower pay range than held at separation, be appointed at the same salary rate which was paid at the effective date of the person's termination, or the nearest lower applicable step for the range to which the person is appointed, provided such re-employment occurs within twelve (12) months from the date of said termination.

2150.3 Merit Advancement within Range.

2150.3.1 Performance Evaluation Required. The Library Director will authorize a merit advancement within the salary range only after evaluating the employee's performance review as submitted by the employee's supervising manager and determining that it is satisfactory. This determination will be noted on a performance evaluation form to be placed in the employee's file, with a copy given to the employee.

2150.3.2 Period of Employment Required for Merit Advancement. Unless otherwise specified herein, each employee will, in addition to receiving a satisfactory performance evaluation, complete the following required time of employment to be eligible to receive a merit increase:

2150.3.2.1 New Employees. A person hired as a new employee will have a merit advancement date which is six (6) months following the appointment date.

2150.3.2.2 Promotion or Demotion. An employee who is promoted or demoted will have a new merit advancement date that will be one year from the date of promotion or demotion.

2150.3.2.3 Voluntary Demotion. An employee who voluntarily demotes to a position at a lower salary range will have no change in merit advancement date.

2150.3.2.4 Change-in-Range Allocation. If the salary range for an employee's position is changed, the employee's merit advancement date will not change.

2150.3.2.5 Position Reclassification. An employee whose position is reclassified to a position having the same or lower salary range will have no change in merit advancement date. An employee whose position is reclassified to a position having a higher salary range will have a new merit advancement date which is one year following the effective date of the position reclassification.

2150.3.2.6 Non-Merit Step Adjustments. An employee whose salary step is adjusted to a higher step for reasons other than regular merit advancement will have a new merit advancement date effective one year from the date of said adjustment.

2150.3.3 Effective Date. An employee's merit increase will take place on the day on which his/her merit advancement date falls. The Library Director may delay authorizing the merit advancement up to 90 days beyond the employee's merit advancement date without affecting the normal merit advancement date if performance is not satisfactory. If authorization for a merit advancement is delayed beyond 90 days from the employee's merit advancement date, the employee will not be eligible for a merit increase until his/her next normal merit advancement date.

2150.4 Promotion. Employees promoted to a position with a higher salary range may be paid either at the minimum rate of the new range or at the nearest higher rate that the employee would otherwise be entitled to on the date the promotion is effective, whichever is greater, provided that an employee promoted to a salary range in excess of one range above his/her former range will receive no less than five per cent (5%), at the same step, in rate.

2150.5 Bi-Lingual Pay. Employees in all classifications are eligible to be tested for Spanish bi-lingual pay, as determined by the Library Director. The test includes both verbal and written Spanish and is administered by a consultant selected by the Library Director. Staff members who pass the test will receive a five per cent addition to their regular pay rate effective the date that he/she completes the test. Employees who accept bi-lingual pay will be required to provide translation and programming services for clients and for other staff members. Employees will be required to conduct bilingual workshops, programs and presentations.

2150.5.1 Bi-lingual pay is available for any language spoken by more than 10% of the population of Placentia Library District as shown by the United States Census.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Roger Hiles, Library Services Manager

SUBJECT: Revision proposal for the Placentia Library District Policy #3085 – Disposal of Surplus Property

DATE: August 17, 2009

BACKGROUND

Placentia Library District Policy #3085 – Disposal of Surplus Property was last revised in 2004. For items valued over \$250, it calls for a Board action to declare the item surplus, followed by advertising and a sealed bid process. Items valued at less than \$250 can be declared surplus by the Library Director, and are then subject to a similar sealed bid process. In addition, the policy has a separate section for disposing of electronic equipment. If in working order, such equipment is to be offered to area charities, otherwise are to be subject to the sealed bid process for disposition.

The staff proposes to leave in place the policy for items valued over \$250, but permit items valued at less than \$250 to be given to the Placentia Library Friends Foundation for sale. Items not sold by the PLFF could be offered to other government agencies or charities at the discretion of the Library Director, or if unwanted, be discarded or recycled as appropriate. In addition, Electronic equipment would be treated the same as other items.

Attachment A is the proposed revision for the Placentia Library District Policy #3085 – Disposal of Surplus Property.

RECOMMENDATION

Authorize a revision to the Placentia Library District Policy #3085 – Disposal of Surplus Property, as presented.

M1 - BE
M2 - RD

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Disposal of Surplus Property or Equipment DRAFT REVISION
POLICY NUMBER: 3085

3085.1 Disposition of Surplus Equipment

3085.1.1 Board of Trustees takes action to declare equipment surplus for any item estimated by the Library Director to be valued at over \$250.

3085.1.2 Item is advertised for sale with notation of location/hours/days it can be seen and deadline date for submission of sealed bids. (Advertisement also notes that the District reserves the right to reject any or all bids, and that equipment is sold AS IS).

3085.1.3 Sealed bids are opened at the next Regular Board Meeting and action is taken by the Board to accept or reject the highest bid.

3085.1.4 Bidders are notified of Board's action.

~~**3085.1.5** Items estimated by the Library Director to be valued at \$250 or less may be sold by advertisement for sealed bids on the public bulletin board by the Library entrance, given to a 501 (c) (3) organization or discarded at the discretion of the Library Director.~~

***3085.1.5** Items estimated by the Library Director to be valued at \$250 or less are to be given to the Placentia Library Friends Foundation to sell.*

***3085.1.6** Items not wanted by the Placentia Library Friends Foundation may be given to another governmental agency or non-profit organization at the discretion of the Library Director.*

***3085.1.7** Items not taken by the Placentia Library Friends Foundation, governmental agency or non-profit organization will be discarded or recycled as appropriate.*

3085.2 Disposition of used books and other items from the Library's collection.

3085.2 Used books and other items from the Library's collection are given to the Friends of the Placentia Library Placentia Library Friends Foundation to sell.

3085.2.2 Items not wanted by the ~~Friends of the Placentia Library~~ *Placentia Library Friends Foundation* may be given to another governmental agency or non-profit organization at the discretion of the Library Director.

3085.2.2 Items not taken by the ~~Friends of the Placentia Library~~ *Placentia Library Friends Foundation*, governmental agency or non-profit organization will be discarded or recycled as appropriate.

3085.3 ~~Disposition of electronic equipment.~~

~~3085.3.1~~ Electronic items not in working condition will be discarded or recycled in accordance with California and Orange County regulations.

~~3085.3.2~~ Electronic items in working condition will be offered to area 501 (c) (3) organizations on condition that they pick up the items at the Library. Items not being picked up may be discarded in accordance with California and Orange County regulations or sold by advertisement for sealed bids on the public bulletin board by the Library entrance.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Staff Appreciation Dinner
DATE: August 17, 2009

BACKGROUND

The Staff Appreciation Dinner has been traditionally hosted to recognize employees for a job well done. The last dinner was held on October 7, 2007 at the home of Dr. & the late Mrs. Allan Stark. Due to business matters which required immediate attention and transitional changes, the dinner was not held in 2008.

The Library Board of Trustees and the Placentia Library Friends Foundation hosted the dinner.

A decision needs to be made as to whether or not to host one for 2009 and identify the chairperson for the event.

RECOMMENDATIONS:

Action to be determined by the Library Board of Trustees.

M1 R10
M2 BE



PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

Monday, August 17, 2009






Meeting Room

Closed Session

*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.

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PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
July 31, 2009

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages - 40,000 ⁰⁰	1,093,479	1,048,316	0.96	\$45,163
0200	Retirement - 3,000	171,129	139,331	0.81	\$31,798
0301	Unemployment Insurance + \$2,837.39	10,000	12,653	1.27	-\$2,653
0306	Health Insurance <i>parttime enrollment reimbursement, 5 new enrollments</i>	88,590	94,401	1.07	-\$5,811
0308	Dental Insurance	9,427	8,889	0.94	\$538
0309	Life Insurance	10,743	5,261	0.49	\$5,482
0310	AD & D Insurance - 2,837.39	4,061	3,192	0.79	\$869
0319	Vision Insurance	2,000	1,706	0.85	\$294
0352	Workers' Compensation Insurance <i>1 claim</i>	8,200	9,039	1.10	-\$839
	TOTAL	\$1,397,629	\$1,322,788	0.95	\$74,841
SERVICES & SUPPLIES					
0700	Communications	13,870	9,621	0.69	\$4,249
0900	Food	1,250	210	0.17	\$1,040
1000	Household Expenses	12,000	12,318	1.03	-\$318
1100	Library Insurance	15,000	14,054	0.94	\$946
1300	Maintenance, Equipment	42,000	28,870	0.69	\$13,130
1400	Maintenance, Buildings & Improvements	67,250	40,253	0.60	\$26,997
1600	Memberships	1,750	4,647	2.66	-\$2,897
1800	Office Expenses	69,150	43,770	0.63	\$25,380
1803	Postage	5,600	2,289	0.41	\$3,311
1900	Prof./Specialized Services	200,130	112,552	0.56	\$87,578
1912	Investment Administrative Fees	1,000	927	0.93	\$73
2000	Publication and Legal Notices	1,000	166	0.17	\$834
2100	Rents and Leases - Equipment	1,500	1,087	0.72	\$413
2200	Rents & Leases - Buildings & Improvements	73,456	66,411	0.90	\$7,045
2400	Books/Library Materials	256,000	190,292	0.74	\$65,708
2600	Transportation & Travel	2,000	893	0.45	\$1,107
2700	Meetings	10,000	8,756	0.88	\$1,244
2800	Utilities	96,500	53,968	0.56	\$42,532
	TOTAL	\$869,456	\$591,083	0.68	\$278,373
OTHER CHARGES					
3700	Taxes and Assessments	\$5,000	\$5,097	1.02	-\$97
	OPERATING EXPENSES	\$2,267,085	\$1,918,968	0.85	\$348,117
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$50,000	\$20,706	0.41	\$29,294
5200	Contingency Funds	\$937,579	\$0	0.00	\$937,579
	TOTAL	\$987,579	\$20,706	0.02	\$966,873
TOTAL BUDGET (Fund 707)					
		\$3,259,664	\$1,939,674		\$1,319,990
707-	General Reserves	\$10,000	\$0	0.00	\$10,000
702-	Equipment & Structural Repair Fund	\$157,395	\$140,930	0.90	\$16,465
703-	Automated Replacement Fund	\$12,382	\$12	0.00	\$12,370
706-	Interest & Sinking Bond Redemption	\$197,590	\$192	0.00	\$197,398
708-	Unused Sick Leave Payoff Reserve	\$12,094	\$12	0.00	\$12,082

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Proposition 1A Securitization Program

Overview

California Communities Announces Proposition 1A Securitization Program For Cities, Counties, and Special Districts

On July 28, 2009, Governor Arnold Schwarzenegger signed the 2009-2010 California State Budget (the "Budget"), pursuant to which cities, counties, and special districts ("local governments") will be required to lend property tax revenues to the State, with the promise of repayment in three years.

As part of the Budget package, local governments have the opportunity to receive the monies being borrowed by the State upfront through a securitization financing offered by California Communities, a joint powers authority sponsored by the League of California Cities and California State Association of Counties. California Communities will issue bonds securitizing the future payments by the State and remit the proceeds of the bonds to the local governments who opt to participate in the securitization. The State will then repay the bondholders, to pay off the outstanding bonds including interest costs.

Structuring, timing, and application details of the program are currently being determined, and will be updated at this website as they become available. In the meantime, California Communities requests that local agencies wishing to learn more about participation in the program complete the brief contact information survey below.

Local governments that have further questions at this time may contact the following California Communities representatives: James Hamill at (800) 635-3993, extension 216, Richard Watson at (800) 635-3993, extension 217 or Michael Chin at (800) 635-3993, extension 224.

Please read the FAQs for additional information.

On-line Request for More Information

For more information on this program, please complete the [Request for Information Form](#).

Request for Proposals for Underwriters

Proposals to provide underwriting services should be received no later than 5:00 pm on Wednesday, August 12, 2009 PDT. Please download the PDF file below for details:

Download: RFP for Underwriting Services

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PROPOSITION 1A SECURITIZATION FREQUENTLY ASKED QUESTIONS

What is Proposition 1A Securitization?

On July 28, 2009, the California legislature and Governor Arnold Schwarzenegger passed the state budget and approved a provision allowing the state to borrow eight percent of the amount of property tax revenue apportioned to cities, counties and special districts. Under the provision, the state will be required to repay those obligations by June 30, 2013.

The provision also created an option for California local public agencies to relieve the burden of loaning the state property tax revenues. The provision, called Proposition 1A Securitization, authorizes the California Statewide Communities Development Authority (California Communities) to purchase the receivable due to local agencies from the State.

How does Proposition 1A Securitization work?

The legislation for the Proposition 1A Securitization authorizes cities, counties and special districts to sell their state repayment obligations to California Communities. In a simultaneous transaction, California Communities will issue bonds and remit the cash proceeds to the participating local public agencies. Bondholders will receive their repayment from the state at a later date. The legislation requires that local agencies participating in the securitization program will receive 100% of their respective Prop 1A receivables.

How much does it cost a public agency to participate in Proposition 1A Securitization Program?

There is no cost to participate in Proposition 1A Securitization Program. All interest costs and costs of the securitization will be paid by the state.

When can my agency expect to receive payment?

Depending upon cleanup legislation expected in the California legislature, California Communities is targeting completion of the securitization transaction for November or early December, 2009, which would result in payment to participating local public agencies prior to transfer of the first installment of property taxes. Should the legislature not pass the anticipated legislative amendments, however, California Communities' next opportunity to securitize will likely be March, 2010.

Is participation in Proposition 1A Securitization Program voluntary?

Yes. The Proposition 1A Securitization provision creates the option for cities, counties and special districts to receive early payment on their obligations from the state. No public agency is required to securitize.

What are our options if we decide not to participate in Proposition 1A Securitization Program?

Public agencies that do not participate in Proposition 1A Securitization Program can expect to receive repayment plus interest from the state for its obligations by June 30, 2013. The interest rate to be paid by the state to local public agencies will be set by the State of California Director of Finance on or before September 28, 2009. That amount must be higher than the current Pooled Money Investment Account rate, but no higher than 6%.

Has California Communities conducted a program like this before?

Yes. In 2005, California Communities conducted a similar bond securitization program for local agencies when the state borrowed Vehicle License Fee (VLF) revenues from cities and counties. California Communities securitized \$455 million in VLF payments due from the state to provide advance repayment to 146 participating cities and counties.

How is Prop 1A Securitization different from the VLF financing that California Communities conducted?

Under the VLF financing program in 2005, local agencies in California were required to cover the costs of issuance and pay the interest cost. As a result, local agencies only received about 93 cents on the dollar from their loans to the state. Under the proposed Proposition 1A Securitization program, the state will pay for the borrowing interest incurred and the costs of issuance required for each agency to participate. The legislation requires that local agencies participating in the securitization program will receive 100% of their respective Prop 1A receivables.

Do I need to become a member of California Communities to participate in Proposition 1A Securitization?

No, public agencies are free to participate in the program without becoming members of California Communities.

Does a public agency incur any liability by participating in Proposition 1A Securitization?

No. The bonds issued by California Communities are not obligations of any of the local agency program participants.. The California Communities joint powers agreement expressly provides that California Communities is an entity separate and apart from the participating public agencies, and "its debts, liabilities and obligations do not constitute debts, liabilities or obligations of any party to the joint powers agreement." Participating public agencies are not responsible for any repayment of debt, nor are they named in any of the bond documents.

What is California Communities?

The California Statewide Communities Development Authority, known as CSCDA or California Communities, is a joint powers authority sponsored by the League of California Cities and the California State Association of Counties.

California Communities was created by the California State Association of Counties and the League of California Cities in 1988 to enable local government and eligible private entities access to low-cost, tax-exempt financing for

projects that provide a tangible public benefit, contribute to social and economic growth and improve the overall quality of life in local communities throughout California.

Who are the Commissioners of California Communities?

The Commission is made up of local government representatives appointed by elected officials through the California State Association of Counties and the League of California Cities executive committees.

How much public benefit financing has California Communities issued on behalf of its Program Participants?

California Communities has issued more than \$40.2 billion through 1,212 financings since 1988 and consistently ranks in the top 10 of more than 3,000 nationwide public issuers of tax-exempt debt, as measured by annual issuance amount.

Previous public benefit projects have included financing more than \$700 million in public infrastructure projects, \$122 million in lease obligations for local governments to acquire equipment, vehicles, and computer technology among other needs, and \$397 million of pension obligation bonds to provide an alternative finance mechanism for unfunded liabilities.

###



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California Statewide Communities Development Authority

Proposition 1A Securitization Program

Request for Information Form

Please enter the following information:

Please Note:

Filling out this form does not commit an agency to participate in the program, but will allow California Communities to send directly to you further details as they become available.

Yes, our local agency may be interested in participating in the California Communities Proposition 1A Securitization Program. Please use the following contact information to provide us more details as they become available:

Name of Agency:

Primary Contact:

First Name

Last Name

Title:

Street Address:

Suite:

City:

State:

Zip Code:

Phone Number:

ext.

Fax Number:

E-mail:

Anticipated Size of State Proposition 1A Receivable:

Additional comments:



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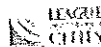
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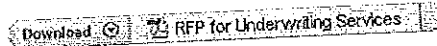


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California Statewide Communities Development Authority

Proposition 1A Securitization Program

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Name of Agency:

Primary Contact:

First Name

Last Name

Title:

Street Address:

Suite:

City:

State:

Zip Code:

Phone Number:

ext.

Fax Number:

E-mail:

Anticipated Size of State Proposition 1A Receivable:

Additional comments:

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