

*Admin-MT*



*Passport to Progress*

# AGENDA






## SPECIAL MEETING PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

DATE, TIME & LOCATION  
Monday, November 23, 2009  
3:45 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 3:53 PM  
Library Board President
2. Roll Call Recorder
3. Adoption of Agenda # |

*dhceder  
DeVecchio  
Turner*

*4B  
JC  
MT*

*absent: Escobasa, Wood*

*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

*M1 Turner  
M2 Del.*

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).*

5. Fiscal Year 2009-2010 Budget Resolution 10-01 Revision

Presentation: Library Director

Recommendations: Approve Revised Resolution 10-01 for Fiscal Year 2009-2010 as presented; and

Motion to read Resolution 10-01 by title only: A Revised 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; and

Motion to adopt Revised Resolution 10-01 by a roll call vote.

6. Fiscal Year 2009-2010 Weekly Claim Resolution 10-06.

Presentation: Library Director

Recommendations: Approve the Weekly Claims Resolution 10-06 for Fiscal Year 2009-2010 as presented; and

Motion to read Resolution 10-06 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Authorize the Library Director to Approve Weekly Claims As Designated; and

Motion to adopt Resolution 10-06 by a roll call vote.

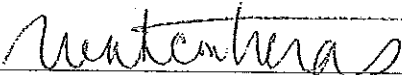
ADJOURNMENT

7. Adjourn

3:59 PM

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

I, Jeanette Contreras, Library Director, of the Placentia Library District, hereby certify that the Agenda for the November 23, 2009 Special Meeting of the Library Board of Trustees of the Placentia Library District was posted on November 21, 2009.

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

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Fiscal Year 2009-2010 Budget Resolution Revision  
**DATE:** November 23, 2009

*MZ RD*  
*MZ*

**BACKGROUND**

At the Unusual Meeting Date of June 16, 2009, the Library Board of Trustees approved the 2009-2010 Fiscal Year Budget along with the Resolution 10-01. The revised Resolution 10-01 is needed by the County of Orange to include the budget amounts allocated for individual budget fund accounts: 702, 703, 706, 707 & 708.

Attachment A is the Revised Resolution 10-01.

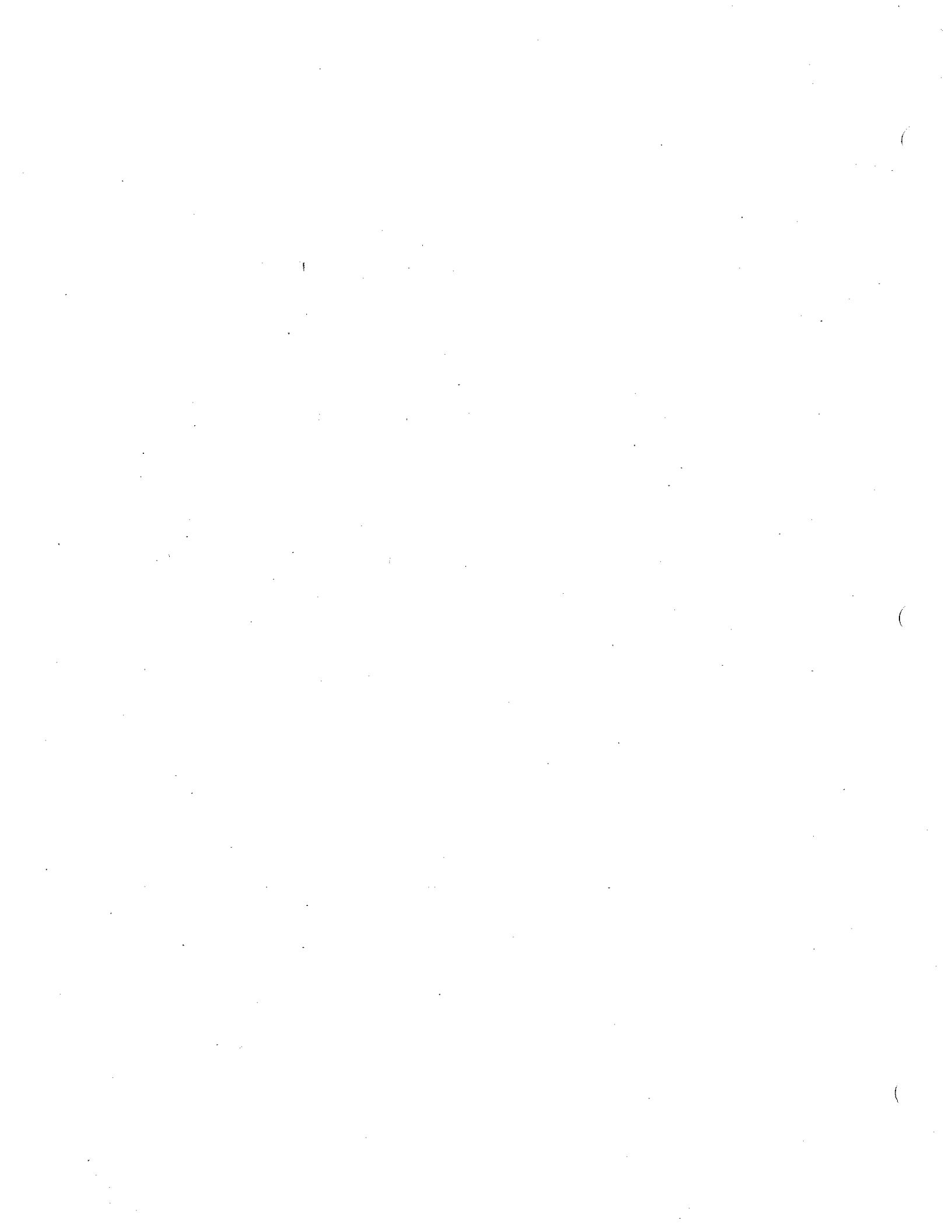
**RECOMMENDATIONS**

1. Approve Revised Resolution 10-01 for Fiscal Year 2009-2010 as presented; and
2. Motion to read Revised Resolution 10-01 by title only: 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; and
3. Motion to adopt Revised Resolution 10-01 by a roll call vote.

*MZ RD*  
*MZ JT*  
*all*  
*MZ RD*  
*MZ JT*

*RD*  
*JT*

*S yes*  
*D yes*  
*E -*  
*T yes*  
*W -*



RESOLUTION 10-01

A REVISED 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

WHEREAS, the preliminary budget for the Placentia Library District of Orange County for Fiscal Year 2009-2010 was adopted at the Regular Meeting of the Board of Trustees on June 10, 2009 and the said resolution revised at the Special Meeting of the Board of Trustees on November 23, 2009; and

WHEREAS, all sources of income have been identified to support said budgets; and

WHEREAS, this revised resolution has identified the sources below; and

THEREFORE BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the budget for Fiscal Year 2009-2010, and implements such on July 1, 2009 as follows: Fund Budget Unit 702 for \$13,072, Fund Budget Unit 703 for \$12,369, Fund Budget Unit 706 for \$ 197,268, Fund Budget Unit 707 for \$2,920,481, and Fund Budget Unit 708 for \$12,075.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California )

)ss.

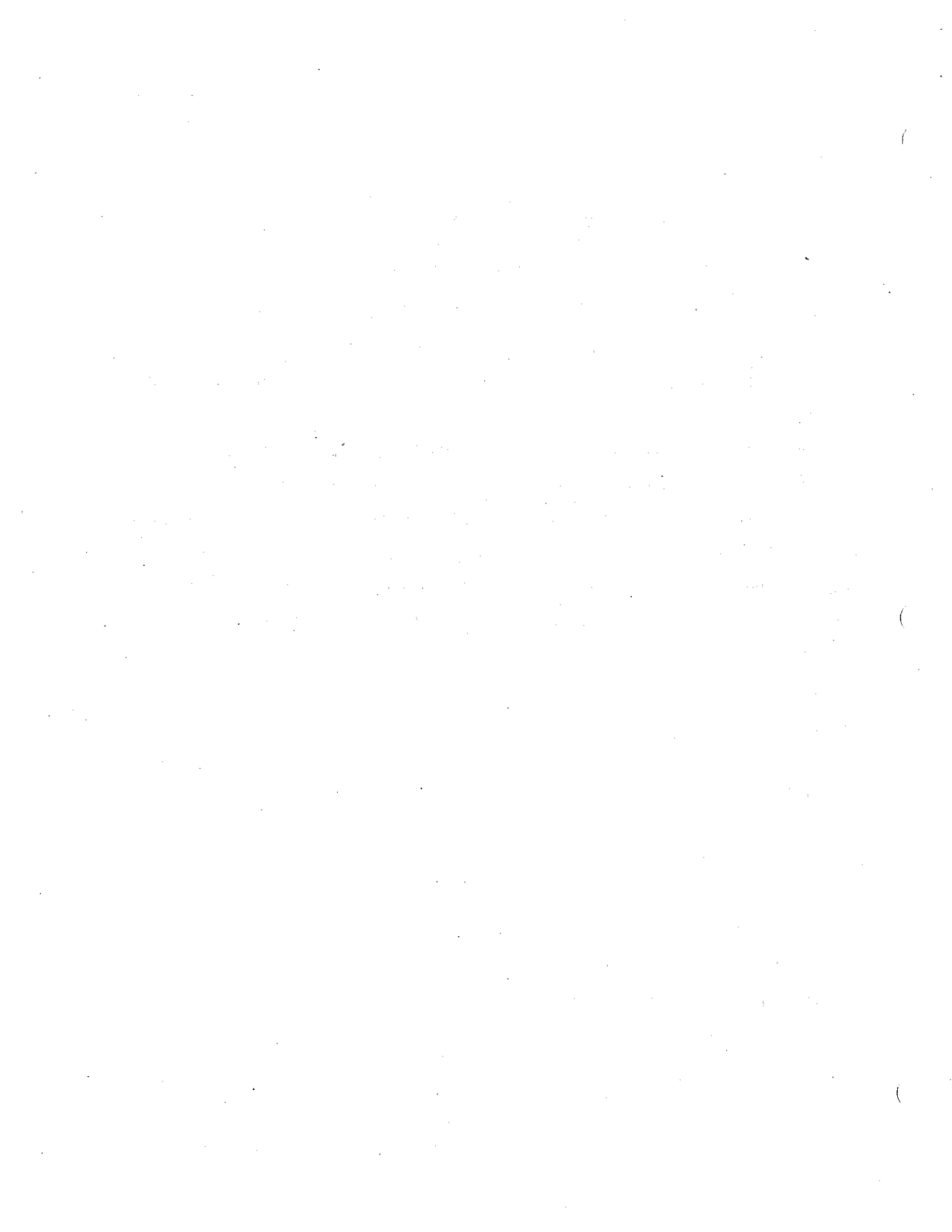
County of Orange )

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 Special Meeting hereof held on the twenty-third day of November 2009.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-third day of November 2009.

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Richard DeVecchio, Secretary  
Board of Trustees of the Placentia Library District



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Fiscal Year 2009-2010 Weekly Claim Resolution 10-06  
**DATE:** November 23, 2009

**BACKGROUND**

At the Regular Board of Trustees Meeting on December 18, 2008, the Library Board of Trustees authorized the Library Director to approve weekly claims as outlined on Resolution 09-06. The Resolution 10-06 presented to the Library Board of Trustees is for the 2009-2010 Fiscal Year Budget.

Attachment A is Resolution 10-06.

**RECOMMENDATIONS**

- 1) Approve the Weekly Claims Resolution 10-06 for Fiscal Year 2009-2010 as presented.
- 2) Motion to read Resolution 10-06 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Authorize the Library Director to Approve Weekly Claims As Designated; and
- 3) Motion to adopt Resolution 10-06 by a roll call vote.

MI JT  
M2 RD  
all  
MI RD  
M2 JT  
all

MI JT  
M2 RD

S yes  
D yes  
E absent  
T yes  
W absent





RESOLUTION 10-06  
A RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO  
AUTHORIZE THE LIBRARY DIRECTOR  
TO APPROVE WEEKLY CLAIMS AS DESIGNATED

1           WHEREAS, the Board of Trustees of the Placentia Library District ("Library")  
2 meets monthly to transact business including but not limited to the authorization of  
3 regular and routine payments of certain invoices;

4           WHEREAS, certain invoices are received on a regular basis and payment on said  
5 invoices is delayed pending Board authorization; and

6           WHEREAS, prompt payment on certain invoices will eliminate late fees and  
7 unnecessary interest charges; and

8           WHEREAS, Library Trustees have authority pursuant to section 19645 of the  
9 Education Code to make and enforce all rules, regulations, and bylaws necessary for  
10 the administration, government, and protection of the Library under its management,  
11 and all property belonging to it.

12           NOW, THEREFORE BE IT RESOLVED, that Jeanette Contreras, Library Director  
13 is authorized and directed to execute any and all documents, including, but not limited  
14 to, the "claim transmitted for payment" form necessary to effectuate payment by the  
15 County of Orange on invoices received on the amended accounts listed herein for the  
16 2009-10 fiscal year thereby avoiding late fees and unnecessary interest charges.

17           BE IT FURTHER RESOLVED that authorization for payments in excess of the  
18 amounts set forth herein during the 2009-10 fiscal year shall require additional  
19 authorization by the Board of Trustees.

20	Southern California Gas Company	\$ 8,500.00
	Edison and electrical-related expenses	50,500.00
21	Water and water-related expenses	5,500.00
22	Refuse disposal & household expenses	7,197.00
	Pension contributions	105,000.00
23	Life Insurance	11,000.00
	Dental Insurance	13,000.00
24	Vision Insurance	4,000.00
25	Health Insurance	105,900.00
	Special District Workers' Compensation Authority	10,000.00
26	Specialized Services	72,000.00
27	Telephone and Internet-related expenses	10,000.00
	Office Depot	15,000.00
28	Postage and shipping	5,000.00
	Plumbing-related expenses	5,000.00
29	HVAC-related expenses	5,000.00
30	Transportation, travel, meetings, and related expenses	7,000.00
31	Printing - related expenses	500.00

RESOLUTION 10-06  
A RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO  
AUTHORIZE THE LIBRARY DIRECTOR  
TO APPROVE WEEKLY CLAIMS AS DESIGNATED

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AYES:

NOES:

ABSENT:

ABSTAIN:

State of California        )  
  )ss.  
County of Orange         )

I, Richard DeVecchio, Secretary of the Board of Trustees of the Placentia Library District, of Orange County, California, hereby certify that the above and foregoing Resolution was duly and regularly adopted by the said Board of Trustees at a regular meeting thereof, held on the 23rd day of November, 2009, and passed by a majority vote of said Board.

IN WITNESS WHEREOF, I have hereunto set my hand this 23rd day of November, 2009.

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Richard DeVecchio, Secretary  
Board of Trustees of the Placentia Library District