



AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

DATE, TIME & LOCATION

Monday, May 17, 2010

6:30 P.M.

Meeting Room

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

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

To accomplish this goal the Library will:

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

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

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

CALL TO ORDER

present AS, PD, BE, JT, GW

staff: JC, RH, YB, MT, KM, TS

1. Call to Order Library Board President

2. Roll Call Recorder *(#1/A back-up)*

3. Adoption of Agenda ** # 2/G1*

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 PD
m2 BE all*

KM - \$29 / Attachment B re: 4th of July, sugg close on Monday

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.

AG - trip to Vegas, Rotary Annual Fundraiser @ Chamber RCFOT

RD - nothing to report

BE - attended Superstar program @ Dorado senior projects

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.

ST - LIFE Annual mtg @ BC mtg @ BK DISC @ ABWA GW - Rotary Fundraiser

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

ST - Friends did chose a broker for funds reffered

TY to PFF to have a table for fun' B Day card.

CONSENT CALENDAR (Items 8 - 26)

Presentation: Library Director

Recommendation: Approve by Motion

Items 8 - 26 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.

m2 JT all w/ recommended amendment to 4 1/2 p minutes

MINUTES (Item 8)

8. Minutes of the Library Board of Trustees Special Meeting/Budget Work Session April 15, 2010, Regular Meeting April 19, 2010, and Special Meeting April 26, 2010. (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 April 2010; the Schedule of Anticipated Property Tax Revenues for FY2009-2010 as provided by the Orange County Auditor; and recommendation that no funds be transferred at this time. (Receive & File).

BE - 16 & 26 AS - 20 JT - 8 nominate -> endorse

TREASURER'S REPORTS (Items 13 - 16)

13. Financial Reports for April 2010 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

14. Balance Sheet for April 2010. (Receive & File)

15. Acquisitions Report for April 2010. (Receive & File)

16. Entrepreneurial Activities Report for April 2010. (Receive & File)

all @ PFF Annual mtg

GENERAL CONSENT REPORTS (Items 17 – 19)

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

STAFF REPORTS (Items 20 – 26)

20. Library Director's Report for April 2010. *AB re: strategic planning mtg @ BP*
21. Library Services Manager's Report for April 2010.
22. Children's Services Report for April 2010.
23. Literacy / Volunteer Services Report for April 2010.
24. Reference and Adult Services Report for April 2010.
25. Local History Room Report for April 2010.
26. Placentia Library Web Site & Technology Report for April 2010. *BE - re: Ancestry.com
KM - only avail*

CONTINUING BUSINESS

27. Adopt Budget for Fund 707, the General Fund, for Fiscal Year 2010-2011 and set a Public Hearing for Monday, June 21, 2010 at 6:30 p.m.

Presentation: Library Director

Recommendations: Adopt the Budget for Fund 707 for Fiscal Year 2010-2011; and

Set Public Hearing on Monday, June 21, 2010 at 6:30 p.m. ✓

NEW BUSINESS

28. Gann Amendment Resolution 10-09 for Fiscal Year 2009-2010.

Presentation: Library Director

Recommendations: Read Resolution 10-09 by Title only: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Amend the Appropriations Limitation for Fiscal Year 2009-2010 and supersedes Resolution 10-04;

Adopt Resolution 10-09 By a Roll Call Vote.

29. Establish the Holiday and Library Public Services Schedule for Calendar years 2010 and 2011 and Adopt by Resolution 11-01.

Presentation: Library Director

Recommendations: Read Resolution 11-01 by Title only: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Establish the Holiday and Library Closure for Calendars 2010 and 2011; and

Adopt Resolution 11-01.

30. Establish Fines and Fees Schedule for Fiscal Year 2010-2011 and set a Public Hearing for Monday, June 21, 2010 at 6:30 p.m.

Presentation: Library Director

Recommendations: Adopt as a first reading the Fines and Fees Schedule for Fiscal Year 2010-2011; and

Authorize the amendment of Placentia Library District Policy 6035 – Fines and Fees Schedule to reflect the changes; and

Set Public Hearing on Monday, June 21, 2010 at 6:30 p.m.

31. Establish Salary Schedules for Library Personnel for Fiscal Year 2010-2011, effective July 1, 2010 and Adopt by Resolution 11-02.

Presentation: Library Director

Recommendations: Read Resolution 11-02 by Title only: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Establish the Salaries for Employees of the District for Fiscal Year 2010-2011; and

Adopt Resolution 11-02.

32. Staff Appreciation Dinner

Presentation: Trustee Wood

Recommendation: Action to be determined by the Library Board of Trustees.

ADJOURNMENT

33. Agenda Preparation for the June Regular Date Meeting which will be held on Monday, June 21, 2010 unless re-scheduled by the Library Board of Trustees.

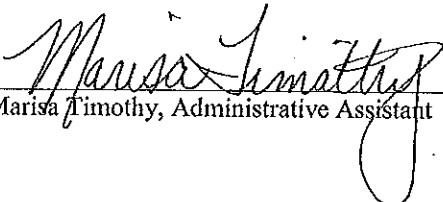
34. Review of Action Items.

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

35. Adjourn 8:02 PM

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

I, Marisa Timothy, Administrative Assistant, of the Placentia Library District, hereby certify that the Agenda for the May 17, 2010 Meeting of the Library Board of Trustees of the Placentia Library District was posted on May 12, 2010.


Marisa Timothy, Administrative Assistant

MINUTES
PLACENTIA LIBRARY DISTRICT
SPECIAL MEETING/BUDGET WORK SESSION
OF THE BOARD OF TRUSTEES
April 15, 2010

CALL TO ORDER

President Shkoler called the Special Meeting/Budget Work Session of the Placentia Library District Board of Trustees to order on April 15, 2010 at 3:00 P.M.

ROLL CALL

Members Present: President Al Shkoler, Secretary Richard DeVecchio, Trustee Betty Escobosa, Trustee Jean Turner, and Trustee Gaeten Wood (arrived at 3:30pm).

Members Absent: None.

Others Present: Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Nadia Dallstream, Roger Hiles, Katherine Matas, Marisa Timothy, Estella Wnek, Lori Worden

**ADOPTION OF
AGENDA**

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

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

**ORAL
COMMUNICATION**

There was no oral communication made at this time.

**BUDGET
WORK SESSION**

Library Director Contreras presented a PowerPoint presentation with a review of the Fiscal Year 09-10 Budget including projected ending figures. The presentation then focused on the Proposed Fiscal Year 2010-2011 Budget that represented an estimated 5% decrease in property tax revenues and consideration of the \$82,000 of unbudgeted items accrued in FY 09-10. The County of Orange is predicting a 3.72 decrease in property tax revenue, while the League of Cities predicts a 3.6 decrease. The projected revenue figures versus the proposed budget result in a \$144,000 difference. Many of the recommended cuts were: no COLA, a 4% employee contribution to PARS, elimination of Ancillary benefits for part-time employees working 20 hours and less per week, work force reduction, and a 40% reduction of the book and program budget. Library Director Contreras explained that these are cuts that would be necessary to avoid cutting library hours. Furthermore, in order to maintain the workforce as is, the following would be necessary: a 5% pay-cut, a minimum of five furlough days, a 4% PARS employee contribution, resulting in a total 10% pay-cut. Board members asked for specifics on the figures provided. Director Contreras explained that of the \$144,000 amount, \$43,000 would be absorbed under the Supplies & Services category and \$100,000 would be absorbed in Salaries. She also explained that the eleven percent increase for Specialized Services reflected the projected costs for the new computer lab, necessary hardware upgrades for library staff, and upcoming election costs. (Item 5)

**AGENDA
PREPERATION**

Agenda Preparation for the May Board of Trustees Meeting which will be held on Monday, May 17th, 2010 unless re-scheduled by the Library Board of Trustees. Per Trustee Escobosa's request, a Special Meeting will be scheduled for Board voting on the LAFCO representatives.

ADJOURNMENT

The Special Meeting/Budget Work Session of the Board of Trustees of the Placentia Library District on April 15, 2010 adjourned at 3:51 P.M.

NEXT MEETING

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

Richard DeVecchio
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
April 19, 2010

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on April 19, 2010 at 6:32 P.M.

ROLL CALL

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

Members Absent: None.

Others Present: Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Nadia Dallstream, Roger Hiles, Marisa Timothy; Placentia Library Friends Foundation Vice President Jack Hanley.

ADOPTION OF AGENDA

It was moved by Trustee Wood and seconded by Trustee Turner to adopt the agenda as presented:

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

ORAL COMMUNICATION

Local Agency Formation Commission (LAFCO) candidates for Regular Special District Member, Richard Freschi and John Withers and candidate for Alternate Special District Member, Charlie Wilson spoke regarding their qualifications and goals for the open positions of LAFCO.

TRUSTEE REPORTS

President Shkoler reported that he attended the city's Easter Eggcitement Program that was supported by Placentia Rotary. The attendance was not strong due to lack of promotion. There are plans to have a coalition with the Library and the City for this event next year. (Item 5)

Secretary DeVecchio attended the National Library Worker's Day Ice Cream Social for the Library Staff.

Trustee Escobosa also attended the National Library Worker's Day Ice Cream Social for the Library Staff. She also attended the community Network Meeting where she learned about All Charities, an organization that fixes and sells donated cars for non-profit organizations. She also was at the opening of the new Friendly Center in Placentia.

Trustee Turner attended the Placentia Library Friend's Foundation's Volunteer Brunch held on March 19th as well as their monthly Board Meeting. She also attended the monthly Chamber of Commerce Breakfast where she learned about Facebook and Twitter. She was happy to learn that the library is using both of these. She was at the Adult Book Discussion, Play Reading, and Human Library programs at the Library. She was also part of the National Library Worker's Day Ice Cream Social for the Library Staff. She attended the chambers ribbon-cutting ceremony for a local restaurant as well as the opening of the new Friendly Center in Placentia.

Trustee Wood attended the National Library Worker's Day Ice Cream Social for the Library Staff. (Item 6)

PLFF REPORT

Jack Hanley of the Placentia Library Friends Foundation reported that their Annual Meeting will be held on Friday, April 23rd with guest speaker, local author, Gayle Carline. The final net amount reported for this year's Author's Luncheon is \$8,300, with 137 attendees. 572 volunteer hours were recorded for March. They are considering how to distribute their funds that are now available. (Item 7)

CONSENT CALENDAR

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

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood

NOES: None

ABSTAIN: None

ABSENT: None

CLAIMS

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

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

Current Claims and Payroll (Item 11)

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

TREASURER'S REPORT

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

Acquisitions Report for March 2010 (Item 15)

Entrepreneurial Activities Report for March 2010 (Item 16)

GENERAL CONSENT

Personnel Report for March 2010 (Item 17)

Circulation Report for March 2010 (Item 18)

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

STAFF REPORTS

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

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

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

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

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

Local History Room Report for March 2010 (Item 25)

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

PRESENTATION

President Shkoler presented The Employee of the Quarter Award to Edgar Morales Pineda for his outstanding service to the Library during the last Quarter. (Item 27)

**CONTINUING
BUSINESS**

**PERFORMANCE EVAL.
FORM FOR DIRECTOR**

Secretary DeVecchio presented three Library Director Performance Evaluation forms, revised with input from staff. The forms were simplified and customized for the Board of Trustees, Staff, and the Placentia Library Friends Foundation (PLFF). President Shkoler, Trustee Wood, and Trustee Escobosa expressed confidence in the new formats. President Shkoler confirmed that Secretary DeVecchio can proceed with the revised forms and implement any input he receives from PLFF. (Item 28)

**COMPUTER LAB
PROJECT**

Library Director Contreras provided an update on the status of the Computer Lab project. The hardware has been purchased and the architect selected. Upon completion of the drawings, due the end of April, the Library will begin the Request for Proposals process for the construction of the computer lab. (Item 29)

**AB 1234 MANDATORY
ETHICS TRAINING**

Library Director Contreras provided information to the Board for the AB 1234 Mandatory Ethics Training that is due to be completed by September, 2010. A free webinar is available through CSDA as well as a self-guided program available through the County. (Item 30)

**STATE DISABILITY
INSURANCE**

Library Director Contreras reviewed the history of exploring State Disability coverage for employees, including a survey that was conducted. The staff response to the survey was over 80% no. Staff member Nadia Dallstream expressed that regardless of staff input, Short-Term disability coverage is important. Also, when the survey was distributed, the percentage of deduction given was 2.2% rather than 1.1%. The Board recommended that a new survey be done with the new figure. It was moved by Trustee Escobosa and seconded by Trustee Turner to direct Administrative staff to investigate an option for short term disability coverage through a private insurance company that would allow the option to be elective/optional: (Item 31)

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood

NOES: None

ABSTAIN: None

ABSENT: None

**NEW
BUSINESS**

AB 155

Library Director Contreras presented a draft letter addressed to Senator Dave Cox opposing Assembly Bill 155 regarding Municipal Bankruptcy proceedings. It was moved by Trustee Turner and seconded by Trustee Wood to authorize Library Director Contreras to submit a Letter of

Opposition to AB 155 as presented, including the recommended corrections: (Item 30)

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

COI CODE:
RESOLUTION 10-08

Library Director Contreras presented Resolution 10-08: "A Resolution of the Placentia Library District of Orange County Adopting a Conflict of Interest Code Which Supersedes All Prior Conflict of Interest Codes and Amendments Previously Adopted". It was moved by Trustee Escobosa and seconded by Trustee Turner to read Resolution 10-08 by title only: (Item 33)

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

It was moved by Trustee Turner and seconded by Secretary DeVecchio to adopt Resolution 10-08: "A Resolution of the Placentia Library District of Orange County Adopting a Conflict of Interest Code Which Supersedes All Prior Conflict of Interest Codes and Amendments Previously Adopted" by a roll call vote: (Item 33)

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

PROPOSED
FY 2010-2011
BUDGET

Library Director Contreras presented a PowerPoint presentation of the Proposed Fiscal Year 2010-2011 Budget that included two additional options, A & B. Option A represented a 6% decrease in expenses and an 8% decrease in salaries & wages, including elimination of one full-time employee, a 4% employee contribution to PARS, and elimination of health and ancillary benefits for employees working less than 30 hours per week. Option B represented a 0% decrease in expenses and an 11% decrease in salaries and wages, including reducing six part-time employee hours, an 8% employee contribution to PARS, and elimination of health and ancillary benefits for all part-time employees. Option B included reduced library hours, from sixty to 56 hours per week. The proposed budget represented a 6% decrease in salaries & wages, including elimination of two part-time positions, a 4% employee contribution to PARS, and elimination of health and ancillary benefits for employees working less than 30 hours per week. Discussion was held regarding specific issues including predictions of decreases in tax revenues, possible elimination of merit increases, contingency funds, book/materials funds, and the possibility of furlough days. It was moved by Trustee Turner and seconded by Secretary DeVecchio to eliminate proposed Option B from consideration: (Item 34)

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

It was moved by president Shkoler and seconded by Trustee Wood to

direct Library Director Contreras to proceed with budget planning based on a 4% reduction on tax revenues: (Item 34)

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

**AGENDA
PREPERATION**

Agenda Preparation for the May Board of Trustees Meeting which will be held on Monday, May 17th, 2010 unless re-scheduled by the Library Board of Trustees. (Item 35) Per Trustee Escobosa's request, a Special Meeting will be scheduled for Board voting on the LAFCO representatives.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District on April 19, 2010 adjourned at 8:25 P.M.

NEXT MEETING

The next meeting will be on May 17th, 2010 at 6:30 P.M.

Richard DeVecchio
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

MINUTES
PLACENTIA LIBRARY DISTRICT
SPECIAL MEETING OF THE BOARD OF TRUSTEES
April 26, 2010

- CALL TO ORDER** President Shkoler called the Special Meeting of the Placentia Library District Board of Trustees to order on April 26, 2010 at 4:04 P.M.
- ROLL CALL**
- Members Present:** President Al Shkoler, Secretary Richard DeVecchio, Trustee Betty Escobosa, Trustee Jean Turner, and Trustee Gaeten Wood
- Members Absent:** None
- Others Present:** Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Gary Bell, Nadia Dallstream, Roger Hiles, Katherine Matas, and Marisa Timothy
- ADOPTION OF AGENDA** It was moved by Trustee Escobosa and seconded by Trustee Turner to adopt the agenda as presented:
- AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood
NOES: None
ABSTAIN: None
ABSENT: None
- ORAL COMMUNICATION** There was no oral communication made at this time.
- CONTINUING BUSINESS**
- LAFCO NOMINATIONS** Library Director Contreras presented the information provided by LAFCO on the candidates for the Regular and Alternates Special District Members of the upcoming election to be held on Thursday, April 29th. It was moved by Trustee Escobosa and seconded by Secretary DeVecchio to ~~nominate~~ *endorse* Richard Freschi for the Regular Special District Member of LAFCO:
- AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood
NOES: None
ABSTAIN: None
ABSENT: None
- endorse* It was moved by Trustee Escobosa and seconded by Trustee Turner to ~~nominate~~ Shawn Dewane for the Alternate Special District Member of LAFCO:
- AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood
NOES: None
ABSTAIN: None
ABSENT: None
- President Shkoler volunteered to attend the election at the upcoming ISDOC Quarterly Luncheon and vote on behalf of the Board. (Item 5)
- BUDGET WORK SESSION** Library Director Contreras reported new information from the City of Placentia's consultant that predicts a 10% reduction in property tax revenue for the upcoming fiscal year. Questions were asked regarding the difference in the estimated percentages and it was explained that the new numbers were specific to Placentia rather than the county at large. President Shkoler and Secretary DeVecchio suggested waiting on cuts and adjustments until a final figure was provided by the county. Library Director Contreras explained that it would be detrimental to wait, as mid-

year cuts could be devastating rather than making proactive plans. Trustee Wood asked if workforce reduction would be necessary. Library Director Contreras clarified that even based on a 5% revenue decrease, it would be necessary to reduce the workforce, either two part-time positions or one full-time position. Trustee Turner asked about the idea of reducing Library hours. Trustee Wood added that any option cannot be eliminated at this time, there should be consideration of closing on Saturdays. Trustee Escobosa suggested that all other cuts except positions be considered. Library Director Contreras again clarified that it is unrealistic to not consider workforce reduction based on a 5% revenue decrease. At the conclusion of the discussion, President Shkoler asked that all possible cuts be considered and presented to the Board in the future. (Item 6)

ADJOURNMENT

The Special Meeting of the Board of Trustees of the Placentia Library District on April 26, 2010 adjourned at 4:51 P.M.

NEXT MEETING

The next meeting will be on May 17th, 2010 at 6:30 P.M.

Richard DeVecchio
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees





**BOARD OF TRUSTEES
MEETING CALENDAR**

January 2010 – December 2010

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Summary of Non-standard Claims
DATE: May 17, 2010

TYPE	DATE	CLAIM #	AMOUNT
<i>NONE</i>			
		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: May 17, 2010

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	04/28/10	5294	\$10,806.73
	04/28/10	5295	\$ 2,059.14
		TOTAL	\$12,865.87



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Current Claims and Payroll
DATE: May 17, 2010

Current Claims

TYPE	DATE	CLAIM #	AMOUNT
707	05/17/10	5296	\$4,204.78
707	05/17/10	5297	\$ 7,790.32
707	05/17/10	5298	\$ 1,305.39
707	05/17/10	5299	\$ 1,029.98
707	05/17/10	5300	\$12,070.78

Subtotal for Claims \$26,401.25

Payroll

None

Subtotal for Payroll \$0.00

**TOTAL
CURRENT CLAIMS &
PAYROLL** **\$26,401.25**

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 05/17/10
REPORT NO: 5296

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code	DATE	OBJT	DEPT	REPT	AMOUNT	DOC NUMBER	SC
Payee Name and Address	INVOICE #	REV/ BS ACCT	OBJT	CATG			
VC5764 Union Bank of California PARS #6746022400 Union Bank of California - PARS Trustee PO Box 85292 San Diego CA 92186-5292	05-03-10 6746022400	0200			\$ 2,865.13		
VC7820 Robert Housley 4085 Larwin Avenue Cypress, CA 90630	04-30-10 2010-08PLD	1900	0742		\$ 288.75		
VC1426 Legacy Integrative Solutions 8734 Clela Street, Unit D Downey, CA 90241	04-21-10 10850	1300			\$ 746.44		
VC0059-4 Pitney Bowes Purchase Power PO Box 856042 Louisville, KY 40285-6042	04-25-10 8000-9000-0652-5830	1803			\$ 230.28		
VC4802-4 Office Depot PO Box 70025 Los Angeles CA 90074-0025	04-26-10 517004815001	1800	0725		\$ 74.18		
TOTAL REMITTANCE:					\$ 4,204.78		
<p>The claims listed above (totalling \$4,204.78) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 05/17/10
REPORT NO: 5297

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC4888 Califa Group 32 W 25th Ave Ste 201 San Mateo CA 94403	04-15-10 3464	2400	0760		\$ 805.35		
VC0479-1 Gale P.O. Box 95501 Chicago, IL 60694-5501	03-30-10 16722352 04-22-10 16756312	2400 2400	0760 0760		\$ 5,996.39 \$ 356.72 \$ 6,353.11		
VC4997 EBSCO Subscription Services PO Box 92901 Los Angeles, CA 90009-2901	04-13-10 0061457	2400	0760		\$ 18.97		
(needs vendor#) The H.W. Wilson Company 950 University Avenue Bronx, NY 10452-4297	04-26-10 04443199	2400	0760		\$ 202.75		
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	04-13-10 4009341252 04-13-10 4009341253 04-13-10 4009341254 04-13-10 4009341255 04-13-10 4009341256 04-13-10 4009341257 04-13-10 4009341258 04-13-10 4009341259 04-13-10 4009341260 04-13-10 4009341261 04-13-10 4009341262 04-13-10 4009341263	2400 2400	0760 0760		\$ 33.39 \$ 33.35 \$ 19.77 \$ 21.63 \$ 22.45 \$ 26.48 \$ 41.35 \$ 65.67 \$ 72.13 \$ 19.70 \$ 29.35 \$ 24.87 \$ 410.14		
TOTAL REMITTANCE:					\$ 7,790.32		

The claims listed above (totaling \$7,790.32) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

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

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 05/17/10
REPORT NO: 5298

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	04-13-10		2400	0760			
		4009341264			\$ 62.86		
	04-13-10		2400	0760			
		4009341265			\$ 20.79		
	04-13-10		2400	0760			
		4009341266			\$ 60.40		
	04-13-10		2400	0760			
		4009341267			\$ 277.81		
	04-13-10		2400	0760			
		4009341268			\$ 201.49		
	04-13-10		2400	0760			
		4009341269			\$ 18.44		
	04-13-10		2400	0760			
		4009341270			\$ 14.62		
	04-13-10		2400	0760			
		4009341271			\$ 157.35		
	04-13-10		2400	0760			
		4009341272			\$ 16.79		
	04-13-10		2400	0760			
		4009341273			\$ 80.71		
	04-13-10		2400	0760			
		4009341274			\$ 33.98		
	04-13-10		2400	0760			
	4009341275			\$ 119.44			
04-20-10		2400	0760				
	4009362835			\$ 23.58			
04-26-10		2400	0760				
	4009389383			\$ 21.71			
04-27-10		2400	0760				
	4009353534			\$ 21.35			
04-27-10		2400	0760				
	4009353536			\$ 37.25			
04-27-10		2400	0760				
	4009353537			\$ 13.34			
04-27-10		2400	0760				
	4009353538			\$ 18.73			
04-27-10		2400	0760				
	4009353539			\$ 16.51			
04-27-10		2400	0760				
	4009353540			\$ 40.67			
04-27-10		2400	0760				
	4009353541			\$ 16.48			
04-27-10		2400	0760				
	4009353542			\$ 31.09			
					\$ 1,305.39		
TOTAL REMITTANCE:					\$ 1,305.39		
<p>The claims listed above (totaling \$1,305.39) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 05/17/10
REPORT NO: 5299

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	04-27-10	2400	0760				
	4009353543				\$ 21.35		
	04-27-10	2400	0760				
	4009353544				\$ 137.34		
	04-27-10	2400	0760				
	4009353545				\$ 40.68		
	04-27-10	2400	0760				
	4009353546				\$ 30.08		
	04-27-10	2400	0760				
	4009353547				\$ 79.76		
	04-27-10	2400	0760				
	4009353548				\$ 14.62		
	04-27-10	2400	0760				
	4009353549				\$ 56.45		
	04-27-10	2400	0760				
	4009353550				\$ 14.62		
	04-27-10	2400	0760				
	4009353551				\$ 14.62		
	04-27-10	2400	0760				
	4009353552				\$ 40.65		
	04-28-10	2400	0760				
	4009367574				\$ 19.68		
	04-28-10	2400	0760				
4009367575				\$ 59.75			
04-28-10	2400	0760					
4009367577				\$ 51.95			
04-28-10	2400	0760					
4009367578				\$ 77.30			
04-28-10	2400	0760					
4009367579				\$ 18.44			
04-28-10	2400	0760					
4009367580				\$ 36.12			
04-28-10	2400	0760					
4009367581				\$ 78.30			
04-28-10	2400	0760					
4009367582				\$ 21.32			
04-28-10	2400	0760					
4009367583				\$ 29.44			
04-28-10	2400	0760					
4009367584				\$ 187.51			
				\$ 1,029.98			
TOTAL REMITTANCE:					\$ 1,029.98		

The claims listed above (totaling \$1,029.98) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 05/17/10
REPORT NO: 5300

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6155 Best Best & Krieger 3750 University Avenue, Suite 400 Post Office Box 1028 Riverside, CA 92502-1028	05-05-10 627140	1900	0738		\$ 647.39		
VC5048 Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814-2865	05-05-10 0004083-IN	0306			\$ 9,989.38		
VC4882-1 Unique Management Services 119 E. Maple St. Jeffersonville, IN. 47130	05-01-10 194883	1900	0741		\$ 161.10		
VC4829 Hoang Computer Services 6765 Westminster Bl. Ste C-PMB 103 Westminster, CA 92683	05-05-10 00410	1900	0739		\$ 250.00		
	05-05-10 00410	1300			\$ 124.74		
					\$ 374.74		
VC5465-3 Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	05-02-10 8448400250124877	0700	0702		\$ 160.26		
VC5233-2 AT&T Payment Center Sacramento, CA 95887-0001	04-20-10 0000013325697	0700	0701		\$ 509.52		
VC0089-10 Placentia Disposal #676 PO Box 78829 Phoenix, AZ 85062-8829	04-28-10 0676-00411693	1001			\$ 195.39		
VC6846-1 Special T. Water Systems, Inc. PO Box 165 Whittier, CA 90608-0165	05-01-10 7795	1300			\$ 33.00		
TOTAL REMITTANCE:					\$ 12,070.78		
<p>The claims listed above (totaling \$12,070.78) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total: _____

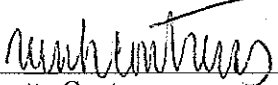
PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Financial Reports through April 2010 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger
DATE: May 17, 2010

Summary of Cash and Investments as of April 30, 2010

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

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



Jeanette Contreras
Library Director

PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
 April 30, 2010

GENERAL REV Fund 707 SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES					
6210	Property Taxes - Current Secured	1,593,108	1,650,384	-57,276	103.6%
6220	Property Taxes - Current Unsecured	73,640	65,192	8,448	88.5%
6230	Property Taxes - Prior Secured	0	-	0	100.0%
6240	Property Taxes - Prior Unsecured	940	-	940	0.0%
6250	Taxes - Spec Dist Augmentation	7,520	4,171	3,349	55.5%
6280	Property Taxes - Curr Supplemental	36,760	12,297	24,463	33.5%
6300	Property Taxes - Prior Supplemental	1,104	6,155	-5,051	557.5%
6540	Penalties & Costs on Delinq Taxes	0	1,646	-1,646	100.0%
REVENUE FROM USE OF MONEY & PROP'Y					
6610	Interest	21,800	7,993	13,807	36.7%
INTERGOVERNMENTAL REVENUES					
6690	State - Homeowners Property Tax Relief	14,320	7,726	6,594	53.9%
6970	State - Other	20,000	26,236	-6,236	131.2%
MISCELLANEOUS REVENUES					
7670	Miscellaneous Revenue (Local Revenue)	89,388	28,014	61,374	31.3%
	Passports	40,000	77,001	-37,001	192.5%
	Impact Fees (Restricted)	0	42,732	-42,732	100.0%
	Pass Thru Payment Adj.; City of Placentia	0	1,362		
	RDA Tax Sharing Agreement; City of Placentia	0	3,435		
	DVD Rental	0	5,009	-5,009	100.0%
	Meeting Room	10,000	3,665	6,335	100.0%
	Test Proctor	0	2,502		
7680	6-MO Expired (Outlawed) Checks	0	-	0	100.0%
TOTAL REVENUES FY 09/10:		1,898,580	1,945,519		102.5%

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
April 30, 2010

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,029,376	821,730	0.80	\$207,646
0200	Retirement	110,000	87,986	0.80	\$22,014
0301	Unemployment Insurance	5,000	5,597	1.12	-\$597
0306	Health Insurance	100,900	78,965	0.78	\$21,935
0308	Dental Insurance	13,000	10,194	0.78	\$2,806
0309	Life Insurance	11,000	10,323	0.94	\$677
0310	AD & D Insurance	7,000	4,783	0.68	\$2,217
0319	Vision Insurance	4,000	1,818	0.45	\$2,182
0350	Workers' Compensation Insurance	10,000	5,880	0.59	\$4,120
	TOTAL	\$1,290,276	\$1,027,276	0.80	\$263,000
SERVICES & SUPPLIES					
0700	Communications	10,000	10,569	1.06	-\$569
0900	Food	1,300	925	0.71	\$375
1000	Household Expenses	9,000	7,030	0.78	\$1,970
1100	Library Insurance	13,000	13,338	1.03	-\$338
1300	Maintenance, Equipment	30,000	17,560	0.59	\$12,440
1400	Maintenance, Buildings & Improvements	17,197	62,241	3.62	-\$45,044
1600	Memberships	1,500	4,518	3.01	-\$3,018
1800	Office Expenses	40,000	25,537	0.64	\$14,463
1803	Postage	5,000	4,008	0.80	\$992
1900	Prof./Specialized Services	134,000	127,977	0.96	\$6,023
1912	Investment Administrative Fees	2,000	722	0.36	\$1,278
2000	Publication and Legal Notices	1,000	0	0.00	\$1,000
2100	Rents and Leases - Equipment	1,500	423	0.28	\$1,077
2200	Rents & Leases - Buildings & Improvements	73,500	28,179	0.38	\$45,321
2400	Books/Library Materials	160,307	117,809	0.73	\$42,498
2600	Transportation & Travel	2,000	1,475	0.74	\$525
2700	Meetings	5,000	3,493	0.70	\$1,507
2800	Utilities	80,000	51,557	0.64	\$28,443
	TOTAL	\$586,304	\$477,359	0.81	\$108,945
OTHER CHARGES					
3700	Taxes and Assessments	\$7,000	\$0	0.00	\$7,000
	OPERATING EXPENSES	\$1,876,580	\$1,504,635	0.80	\$371,945
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$25,000	\$2,862	0.11	\$22,138
5200	Contingency Funds	\$0	\$0	0.00	\$0
	TOTAL	\$25,000	\$2,862	0.11	\$22,138
TOTAL BUDGET (Fund 707)					
		\$1,908,580	\$1,507,497		\$401,083
707-	General Reserves	\$10,000	\$0	0.00	\$10,000
702-	Equipment & Structural Repair Fund	\$13,072	\$2,583	0.20	\$10,489
703-	Automated Replacement Fund	\$12,369	\$9	0.00	\$12,360
706-	Interest & Sinking Bond Redemption	\$197,268	\$19,005	0.10	\$178,263
708-	Unused Sick Leave Payoff Reserve	\$12,075	\$9	0.00	\$12,066

PLACENTIA LIBRARY DISTRICT

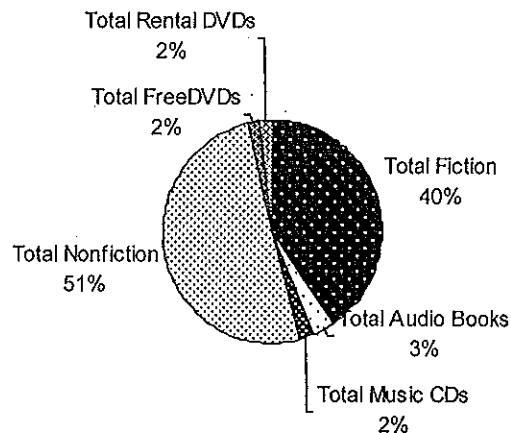
TO: Jeanette Contreras, Library Director

FROM: Katie Matas, Technical Services Librarian

SUBJECT: ACQUISITIONS REPORT FOR FISCAL YEAR 2009-2010 THROUGH THE MONTH OF APR. 2010

DATE: May 17, 2010

	Amount	Titles	Volumes
Total Fiction	\$50,214	3,266	4,084
Total Non-Fiction	\$62,480	2,271	3,978
Total Music CDs	\$2,718	146	148
Total Audio Books	\$4,225	54	54
Total Free DVDs	\$2,567	93	93
<u>Total Rental DVDs</u>	<u>\$2,416</u>	<u>87</u>	<u>89</u>
TOTAL MATERIALS	\$124,620	5,917	8,446



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

ACQUISITIONS REPORT FOR FISCAL YEAR 2009-2010 THROUGH THE MONTH OF APRIL 2010
 Prepared by Katie Matas, Acquisitions Librarian

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$20,902	1,206	1,452	\$0	0	0	\$20,902	1,206	1,452	\$1,081	40	42	\$21,983	1,246	1,494
Adult Circulating Non-Fiction	\$29,750	1,349	1,371	\$0	0	0	\$29,750	1,349	1,371	\$918	37	37	\$30,668	1,386	1,408
Adult Reference	\$942	20	20	\$0	0	0	\$942	20	20	\$325	4	4	\$1,267	24	24
Adult magazines	\$6,263	128	1,659	\$0	0	0	\$6,263	128	1,659	\$0	0	0	\$6,263	128	1,659
Adult on-line databases	\$10,102	3	0	\$0	0	0	\$10,102	3	0	\$0	0	0	\$10,102	3	0
Total Adult Non-Fiction	\$47,056	1,500	3,050	\$0	0	0	\$47,056	1,500	3,050	\$1,243	41	41	\$48,300	1,541	3,091
TOTAL ADULT PRINT MATERIALS	\$67,959	2,706	4,502	\$0	0	0	\$67,959	2,706	4,502	\$2,324	81	83	\$70,283	2,787	4,585
Adult Music CDs	\$2,375	129	129	\$0	0	0	\$2,375	129	129	\$940	64	64	\$3,315	193	193
Adult Audio Books	\$4,107	52	52	\$0	0	0	\$4,107	52	52	\$35	1	1	\$4,142	53	53
Adult Free DVDs	\$1,748	55	55	\$0	0	0	\$1,748	55	55	\$40	3	3	\$1,788	58	58
Adult Rental DVDs	\$1,610	57	57	\$0	0	0	\$1,610	57	57	\$523	30	30	\$2,202	87	90
TOTAL ADULT NON-PRINT MATERIALS	\$9,840	293	293	\$0	0	0	\$9,840	293	293	\$1,607	98	101	\$11,447	391	394
TOTAL ADULT MATERIALS	\$77,799	2,999	4,795	\$0	0	0	\$77,799	2,999	4,795	\$3,932	179	184	\$81,730	3,178	4,979
Juvenile Fiction	\$21,026	1,407	1,952	\$0	0	0	\$21,026	1,407	1,952	\$27	2	2	\$21,053	1,409	1,954
Young Adult Fiction	\$8,286	653	680	\$0	0	0	\$8,286	653	680	\$137	7	9	\$8,423	660	689
Total Juvenile Fiction	\$29,312	2,060	2,632	\$0	0	0	\$29,312	2,060	2,632	\$164	9	11	\$29,476	2,069	2,643
Juvenile Circulating Non-Fiction	\$11,876	617	734	\$0	0	0	\$11,876	617	734	\$648	35	35	\$12,524	652	769
Young Adult Circulating Non-Fiction	\$2,070	109	110	\$0	0	0	\$2,070	109	110	\$0	0	0	\$2,070	109	110
Juvenile Reference	\$456	28	28	\$2,148	163	163	\$2,605	191	191	\$0	0	0	\$2,605	191	191
Juvenile Magazines	\$622	16	56	\$0	0	0	\$622	16	56	\$0	0	0	\$622	16	56
Juvenile on-line databases	\$389	1	0	\$0	0	0	\$389	1	0	\$0	0	0	\$389	1	0
Total Juvenile Non-Fiction	\$15,423	771	928	\$2,148	163	163	\$17,572	934	1,091	\$648	35	35	\$18,219	969	1,126
TOTAL JUVENILE PRINT MATERIALS	\$44,735	2,881	3,560	\$2,148	163	163	\$46,884	2,994	3,723	\$812	44	46	\$47,695	3,033	3,769
Juvenile Music CDs	\$343	17	19	\$0	0	0	\$343	17	19	\$0	0	0	\$343	17	19
Juvenile Audio Books	\$118	2	2	\$0	0	0	\$118	2	2	\$0	0	0	\$118	2	2
Juvenile Free DVDs	\$819	38	38	\$0	0	0	\$819	38	38	\$0	0	0	\$819	38	38
Juvenile Rental DVDs	\$806	30	32	\$0	0	0	\$806	30	32	\$0	0	0	\$806	30	32
TOTAL JUVENILE NON-PRINT MATERIALS	\$2,086	87	91	\$0	0	0	\$2,086	87	91	\$0	0	0	\$2,086	87	91
TOTAL JUVENILE MATERIALS	\$46,822	2,918	3,651	\$2,148	163	163	\$48,970	3,081	3,814	\$812	44	46	\$49,782	3,125	3,860
Total Fiction	\$50,214	3,266	4,084	\$0	0	0	\$50,214	3,266	4,084	\$1,245	49	53	\$51,459	3,315	4,137
Total Non-Fiction	\$62,480	2,271	3,978	\$2,148	163	163	\$64,628	2,434	4,141	\$1,881	76	76	\$66,519	2,510	4,217
Total Music CDs	\$2,718	146	146	\$0	0	0	\$2,718	146	146	\$940	64	64	\$3,658	210	212
Total Audio Books	\$4,225	54	54	\$0	0	0	\$4,225	54	54	\$35	1	1	\$4,260	55	55
Total Free DVDs	\$2,567	93	93	\$0	0	0	\$2,567	93	93	\$40	3	3	\$2,607	96	96
Total Rental DVDs	\$2,416	87	89	\$0	0	0	\$2,416	87	89	\$593	30	33	\$3,009	117	122
TOTAL MATERIALS	\$124,620	5,917	8,445	\$2,148	163	163	\$126,768	6,080	8,609	\$4,743	223	230	\$131,512	6,903	8,936

Outstanding Orders as of April 2010
 Adopt-a-book \$100

General Fund \$4,460

TOTAL \$4,560

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Acting Human Resources/Finance Analyst
SUBJECT: Entrepreneurial Activities Report for April 2010
DATE: May 17, 2010

April 2010 Net Revenue Summary

	Apr-10	Apr-09	YTD 2009-2010	YTD 2008-2009
Passport	9,370.00	10,266.00	66,346.00	47,646.00
Passport Photos	1,530.00	1,340.00	10,655.00	7,160.00
Test Proctor	150.00	150.00	2,502.00	960.00
Meeting Room	475.00	1,565.00	4,140.00	5,875.00
DVD Rentals	589.00	0.00	5,598.00	0.00
Total	12,114.00	13,321.00	89,241.00	61,641.00

BE - meeting room? Rental rates dropped
Comments from community - rates too high

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Acting Human Resources/Finance Analyst
SUBJECT: Personnel Report for April 2010
DATE: May 17, 2010

RESIGNATIONS:

None

RETIREMENT:

None

APPOINTMENTS:

None

OPEN POSITIONS:

None

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: May 17, 2010

MONTHLY STATISTICS

April 2010

<u>CIRCULATION</u>	Apr 10.	Apr 09.		Y-T-D 2009-10	Y-T-D 2008-09	Y-T-D % change
NEW PATRON REGISTRATIONS	360	356		3,781	3,582	5.3%
TOTAL CIRCULATION	18,572	21,082		278,756	166,449	40.3%
ATTENDANCE	24,185	26,583		247,451	195,953	20.8%

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00	0	866	790	634	860	770	3,920
10:00	0	594	628	554	826	776	3,378
11:00	0	668	718	668	730	752	3,536
12:00	0	688	606	610	868	806	3,578
1:00	746	860	588	712	746	938	4,590
2:00	762	576	536	812	858	808	4,352
3:00	724	840	872	908	1,048	836	5,228
4:00	816	908	888	934	1,248	650	5,444
5:00	0	1,116	884	888	958	0	3,846
6:00	0	1,024	754	1,078	1,370	0	4,226
7:00	0	792	670	846	942	0	3,250
8:00	0	654	676	772	920	0	3,022
Total/Day	3,048	9,586	8,610	9,416	11,374	6,336	
							Grand Total 24,185

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00	0	0	0	0	0	14	14
10:00	0	0	0	0	0	10	10
11:00	0	0	0	0	0	12	12
12:00	0	0	0	0	0	16	16
1:00	13	0	0	0	0	11	24
2:00	10	0	0	0	0	18	28
3:00	9	15	11	13	13	12	73
4:00	7	14	11	8	14	9	63
5:00	0	15	7	8	11	0	41
6:00	0	11	6	7	10	0	34
7:00	0	10	7	9	8	0	34
8:00	0	6	4	5	6	0	21
Total/Day	39	71	46	50	62	102	
							Grand Total 370

STAFF ACTIVITY

- April 1, 2010-Meeting with Yesenia Baltierra to discuss personnel assignments.
- April 1, 2010-Meeting with Lori Worden to discuss set-up for Children's program.
- April 1, 2010-Meeting with Estella Wnek to discuss schedules.
- April 5, 2010-Meeting with Yesenia Baltierra to discuss schedules.
- April 8, 2010-Meeting with Yesenia Baltierra to discuss personnel assignments.
- April 14,2010-Meeting with Coleen Wakai to discuss set-up for P-TAC program.
- April 15, 2010-Meeting with Yesenia Baltierra to discuss personnel issues.
- April 15, 2010-Meeting with Beatrice Quintanar to review workroom supplies.
- April 15, 2010-Meeting with Estella Wnek to discuss schedules and program set-up's.
- April 18, 2010-Meeting with Shawn Robison to review passport office supplies.
- April 19, 2010-Meting with Coleen Wakai to discuss set-up for P-TAC program.
- April 20, 2010-Staff Meeting.
- April 22, 2010- Meeting with Yesenia Baltierra to discuss library tasks and set-up for PLFF Annual Meeting.
- April 22, 2010- Meeting with Estella Wnek to discuss program set-up's.
- April 26, 2010-Circulation Meeting.
- April 29, 2010-Meeting with Yesenia Baltierra to discuss personnel project.
- April 29, 2010-Meeting with Estella Wnek to discuss schedules and program set-up's.

ONGOING PROJECTS

- April 15, 2010-Examined all the fire extinguishers in the library.
- April 22, 2010-Submitted Direct Loans to Yesenia Baltierra.

NEW PROJECTS AND ACTIVITIES

N/A

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: City of Placentia Invoices
DATE: May 17, 2010

CITY OF PLACENTIA
 INVOICES

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

* City Billing Not Received

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Director's Report
DATE: May 17, 2010

AS - attend strategic planning mtg @ BP

Accomplishments

- Presented proposed budget for fiscal year 2010-2011 to the Library Board of Trustees.
- Secured \$6,000 from the Placentia Library Friends Foundation (PLFF) for the Summer Reading Celebration and the lobby furniture.
- Continued to meet with managers to prepare for and discuss the budget for fiscal year 2010-2011.
- Finalized the performance evaluation tool for the Library Director with Secretary DeVecchio.
- Met with the Acting Human Resources/Finance Analyst to provide guidance and assistance on personnel matters.
- Collaborated with the City and finalized new layout for the Library's pages in the Quarterly Newsletter.
- Assisted the PLFF with their Annual Meeting.

Community / Outreach

- Rotary Club of Placentia weekly meetings – April 14th, 21st & 28th.
- American Business Women Association (ABWA) – April 27th, honoring Lori Worden, Children's Librarian II
- Placentia Roundtable Women's Club – April 7th.

Training/Workshop/Conferences

- Strategic Planning at the Buena Park Library District – April 29th.

Meetings

- Library Board of Trustees meeting – April 15th, 19th & 26th.
- All Staff Meeting – April 20th.
- Manager's Meeting – April 1st, 6th, 13th, 15th, 21st & 29th.
- PLFF – April 12th.

Projects in Progress

- Strategic Plan
- Computer Lab project
- Technology plan
- FY 2010-2011 budget
- Summer Reading Celebration

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Roger Hiles, Library Services Manager
SUBJECT: Library Services Manager Report for April 2010
DATE: MAY 17, 2010

Activities Report:

Achievements

- Participated in the PLFF Annual Meeting and Reception on April 23.
- Produced a variety of scenarios and reports for the budget process.
- Worked with Gary Bell on an LSTA digitization grant application.
- Worked with Lori Worden on a Target grant application.
- Worked with Nadia Dallstream on a Xerox grant letter.
- Worked with Lori Worden and Katie Matas to maximize the number of Children's DVDs available to browsers by creating a "By Request" collection for slow circulating Adult DVD titles in the staff workroom. Protective cases from these were then shifted to Children's titles awaiting cases and they were moved to the Children's area.
- Created a YouTube channel for the library.
- Edited two videos to add titles and credits and posted them to YouTube.
- Produced a plan for relocating AV and magazine shelving as part of the plan for the computer lab.
- Worked on day-to-day computer problems in place of the IT technician after budget cuts reduced his availability (7 hours).

Projects in Progress

- Library Email System** – created one more introductory memo on features of the new system. Working on mail syncing. Also working on lessons for hands-on training. Due: May.
- Library Statistics Survey** – Gathering 23 budget and other numbers from each of 10 local libraries for use in our budget process. Awaiting time to process numbers. Due: May.
- Customer Service Review** – Continued regular meetings of the Adult Services and Children's staffs to review and coordinate customer service procedures.
- Library Photostream** – continued adding photos to Flickr account. Prepared web links and training sheet for staff. Staff "photo people" training will be in May.

History Room Database Migration – Working on hosting system for digitized newspapers, and have arranged for harvesting of content with outgoing host.

Computer infrastructure – Developed plan to retire all 8 year old staff computers as part of this year's computer refresh plan. Working with service company to get bids for centralizing staff printers.

Computer Lab – Preparing for “burn-in” of new equipment. Met with IT tech to order switch and router.

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

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

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

Library Twitter account – continued updating library twitter feed.

PLFF Twitter and Facebook accounts – continued updating feeds.

PLFF Paypal Account – setting up account so the PLFF can accept online donations. Anticipated completion: May 2010.

Training

I viewed a webinar on cloud computing and libraries presented by Andrew Pace of OCLC on April 27.

Meetings

I met with the Children's Librarian on April 1, 8, 15 & 29.

I chaired the combined Adult Services/Children's Staff meeting on April 13.

I attended the Board of Trustees meeting on April 19.

I attended the Library Staff meeting on April 20.

I chaired the Adult Services Staff meeting on April 28.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Lori Worden, Children's Librarian
SUBJECT: Children's Services Monthly Activity Report for April 2010
DATE: May 17, 2010

MONTHLY STATISTICS

	April 2010	April 2009	Y-T-D 2009-10	Y-T-D* 2008-9	Y-T-D % change
Phone reference:	26	12	257	222	15.77%
In person reference/research:	554	527	5,342	5,963	-10.41%
Total Reference	580	539	5,599	6,185	5.35%
Total Number of Programs	26	27	257	175	46.86%
Total Programs Attendance	893	932	8,592	5,296	62.24%

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

TYPE OF PROGRAM	NUMBER OF PROGRAMS	TOTAL ATTENDANCE
Lap Sit 24 months & younger	5	198
Preschool Story Times I & II: 3-6 years	8	149
Pocket Tales: Stories, music, and movement.	4	183
Read to the Dogs	1	25
P-TAC Meetings	3	33
Family Game Day	1	40
F.I.R.S.T. – Family Interactive Reading and Sharing Time	1	32
Super S.T.A.R.	1	30
4/3 2 nd Annual Egg Hunt	1	200
4/20 Teen Talk It Up Book Discussion	1	3
Total April 2010	26	893
Total April 2009	27	932
Current FY to date	257	8,592
Previous FY to date	174	6,427

Achievements:

- Brenda Ramirez began an on-line Infopeople training class on “Storytimes for Children 2 and Under.”
- Coleen Wakai conducted the first YA book discussion group, “Talk it Up.”
- Coleen Wakai attended a YA author workshop on April 29 presented by SCLC.
- Lori Worden hosted an SCLC Children’s meeting here on April 8.
- Lori Worden attended the ABWA Placentia Chapter annual dinner as an honoree with her family, Library Director, Jeanette Contreras, and Library Trustees Betty Escobosa and Jean Turner.

In Progress:

- Children’s staff continued to make plans for the summer reading program for children and teens.
- Brenda Ramirez planned the Children’s Book Day program for May 1.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Toby Silberfarb, Library Assistant Literacy / Volunteers
SUBJECT: Literacy / Volunteer Report for April, 2010
DATE: May 17, 2010

MONTHLY STATISTICS

Volunteer Hours:

	April 2010	April 2009	Y-T-D 2009-10	Y-T-D* 2008-9	Y-T-D % change
History Room	28	131	435.5	805.5	-46.00%
PLFF	491	0	4290	2105	103.80%
Library (General)	284	185	3271.5	505	547.82%
Technical	12	0	85	0	N/A
Homework Club	189	158	999	420	137.86%
H.I.S. House Homework club	0	0	38	0	N/A
Tutors (Adult Literacy)	89	55	486	161	201.86%

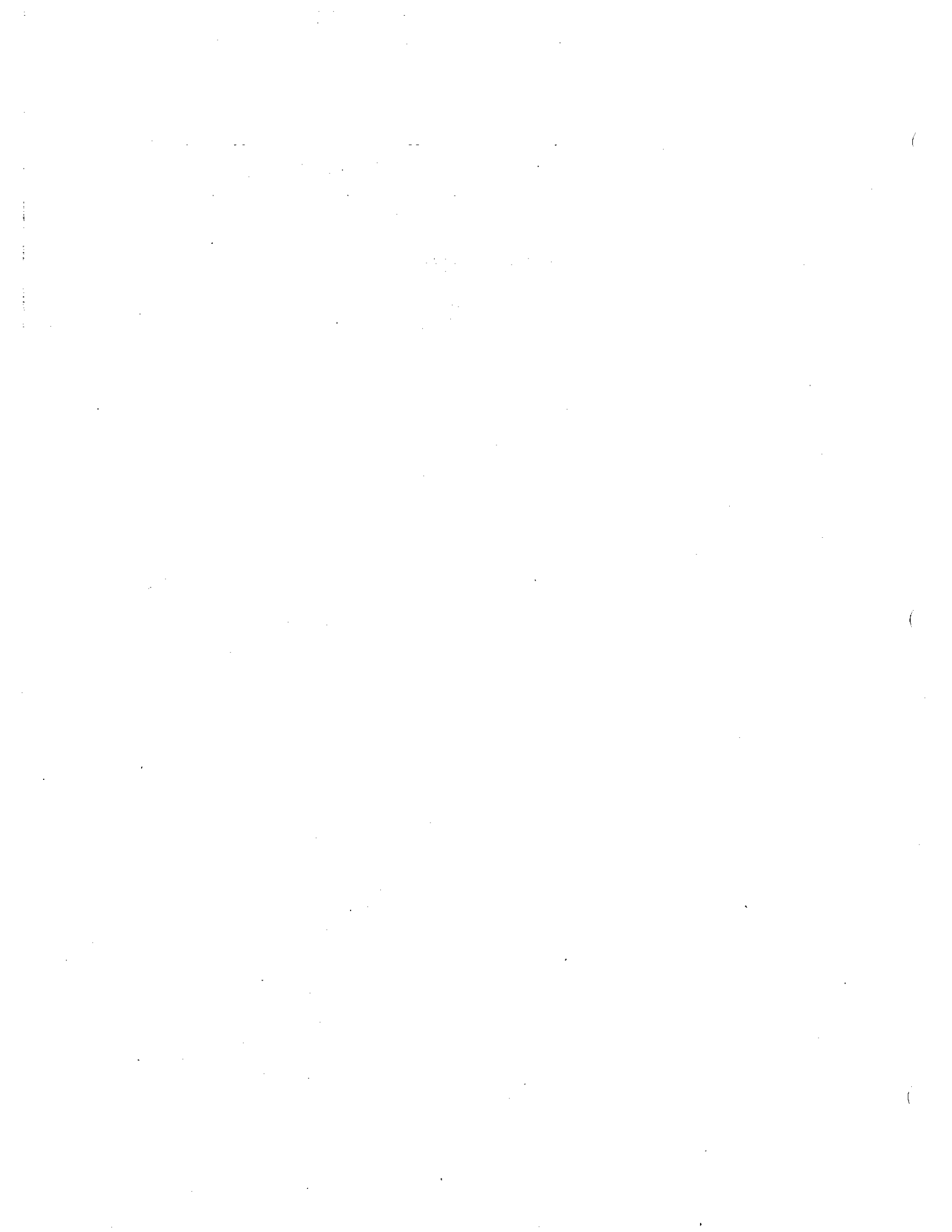
**FY08/09 Partial year due to closures and missing statistics*

Achievements

- The Tech Volunteer program continues to attract both volunteers and patrons on Wednesday evenings.
- Led a book discussion on the novel Still Alice by Lisa Genova
- Adult Literacy Services tutor/student pairs continue to meet according to schedule.
- Attended a webinar about common grant applications.
- The on-site homework club has been averaging 10 to 15 students everyday.
- Proctored 2 exams for distance learning students.
- Helped 110 children in the homework club.
- Completed weeding the 300's.

Projects in Progress

- Planning a Summer Reading Program book discussion on the novel Eternal on the Water by Joseph Monninger for August 10, 2010.
- Investigating possible funding sources for Adult Literacy Program materials.
- Planning for the Adult Summer Reading Film program on July 10 (20,000 Leagues Under the Sea).



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Nadia Dallstream, Adult Services Librarian
SUBJECT: Adult Services Monthly Activity Report for April 2010
DATE: MAY 17, 2010

MONTHLY STATISTICS

Reference Desk Activity

	April 2010	April 2009	Y-T-D 2009-10	Y-T-D* 2008-9	Y-T-D % change
Phone reference:	381	256	3,219	1,475	118.24%
In person reference/research:	1,343	1,675	12,512	10,517	18.97%
Guest passes:	36	7	199	57	249.12%
E-mail reference/research:	1	0	1	2	-50.00%
Electronic: databases/Internet/catalog instruction:	52	86	456	677	-32.64%
Electronic: public computers (desktops): express Internet stations (laptops):	2,829	3,202	28,855	18,860	53.00%
Technology: computer/printer troubleshooting:	1,869	0	16,627	0	N/A
	682	705	6,578	2,595	153.49%
In library use: ready reference:	18	146	238	239	-0.42%
In library use (cleanup):	3,399	3,516	34,270	19,769	73.35%

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

ACHIEVEMENTS

- *Gary Bell* coordinated and co-hosted (with Jean Turner) the April 3rd, Play Reading Program of "A Star Ain't Nothing but a Hole in Heaven" by Judi Ann Mason. Seven people attended the program.
- *Kathy Staymates* prepared a "Poetry to Go" bulletin board display, booklet and book trough for April which is National Poetry Month. Fifty booklets were distributed and over 20 poetry books were checked out.

- *Toby Silberfarb* led the April 13th, book discussion of **Still Alice** by Lisa Genova. 13 people attended the program.
- *Gary Bell* submitted a grant application for an LSTA digitization project.
- *Nadia Dallstream* continues to update the Library's Facebook account with upcoming events and wall posts.
- *Toby Silberfarb* continues to coordinate the Tech Volunteer Program. Two volunteers continue to assist patrons on Wednesday evenings.
- *Kathy Staymates* continues to update the Librarians' Choice book trough.
- *Kathy Staymates* continues to update the Paperback Non-Fiction book trough.
- *Toby Silberfarb* completed weeding of the 300's and 300's Oversized Collections.

TRAINING/WORKSHOPS/CONFERENCES

- *Toby Silberfarb* attended a webinar, "How to Use the Common Grant Application" on April 7, 2010.
- *Katie Matas* listened to a webcast on technology in computer labs.

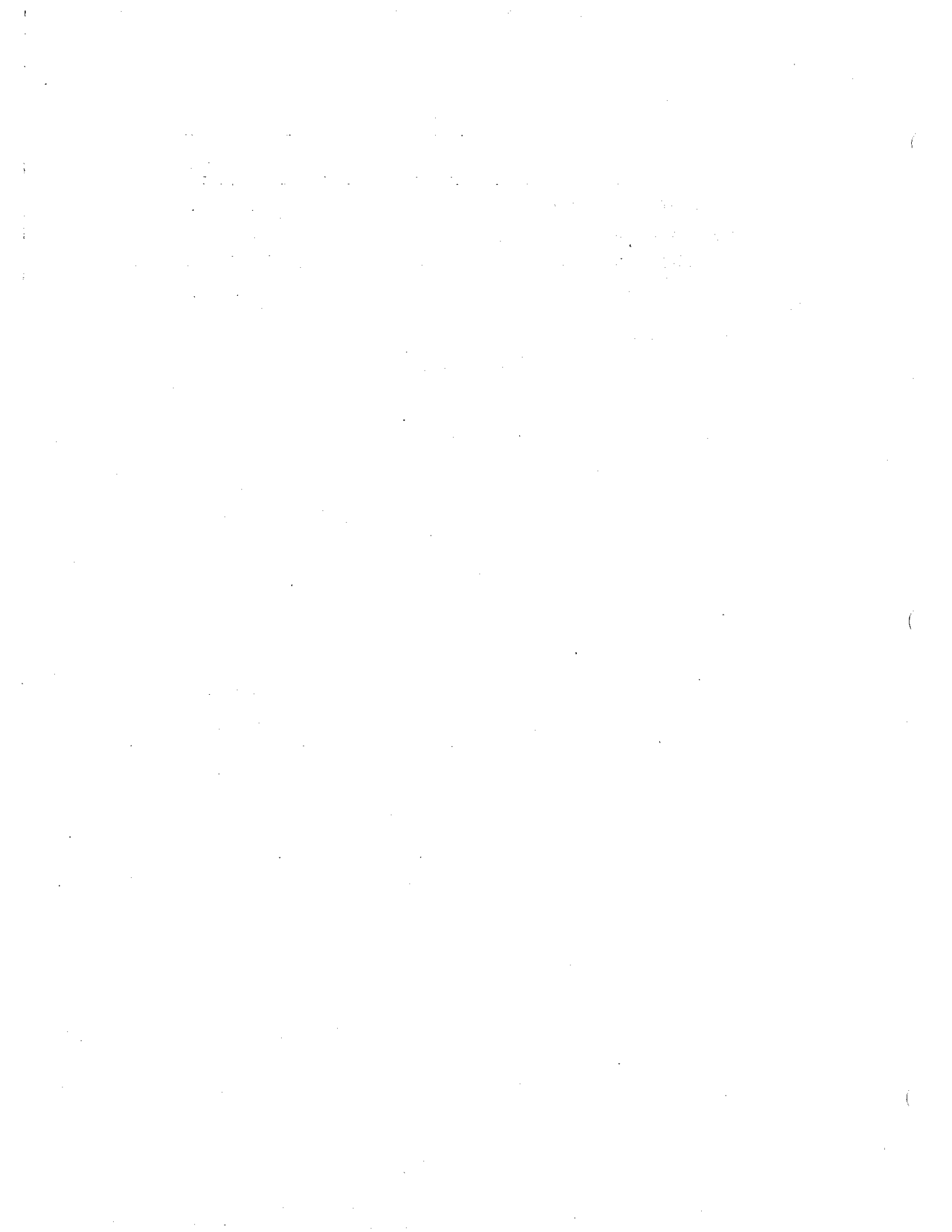
MEETINGS

- *Gary Bell, Nadia Dallstream, Katie Matas, Kathy Staymates, Toby Silberfarb* attended the Adult Services and Children's Services Combined Staff Meeting on April 13th.
- *Nadia Dallstream and Katie Matas* attended the Placentia Library District Work Session on April 15th.
- *Nadia Dallstream* chaired a Social Committee on April 19th.
- *Nadia Dallstream* attended the Placentia Library District Board Meeting on April 19th.
- *Gary Bell, Nadia Dallstream and Toby Silberfarb* attended the Library Staff Meeting on April 20, 2010.
- *Gary Bell, Nadia Dallstream, Katie Matas, Kathy Staymates, Toby Silberfarb* attended the Adult Services Meeting on April 28th.

IN PROGRESS

- *Gary Bell* is preparing for the May 5th, Play Reading of "Sex Please, I'm Sixty"
- *Kathy Staymates* is preparing for the May 11th, book discussion of **The Road** by Cormac McCarthy.

- *Katie Matas* is researching a staff development grant.
- *Nadia Dallstream* is working on a grant application for the Xerox Corporation.
- *Nadia Dallstream* is preparing for the “Reading and Raffle” portion of the Summer Reading Program.
- *Nadia Dallstream* is working on a programs and materials budget for the Summer Reading Program.
- *Gary Bell* is preparing for a “Name That Tune” event for the Summer Reading Program.
- *Nadia Dallstream and Coleen Wakai* are preparing for an Adult and Teen “Storytelling Workshop” event for the Summer Reading Program.
- *Toby Silberfarb* is preparing for a “Book to Movie” event for the Summer Reading Program.
- *Toby Silberfarb* is preparing for a book discussion event for the Summer Reading Program.
- *Kathy Staymates* is preparing for a series of three gardening programs for the Summer Reading Program.
- *Gary Bell* is preparing for a “Book Trivia” event for the Summer Reading Program.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Gary Bell, History Room Librarian
SUBJECT: Local History Room Monthly Report for April, 2010
DATE: May 17, 2010

History Room Statistics:

	April 2010	April 2009	Y-T-D 2009-10	Y-T-D* 2008-9	Y-T-D % change
History Room Visitors	15	9	98	62	58.06%
History Room Volunteer Hours	28	131	435.5	805.5	-46.00%

Achievements:

- I hosted and participated, with Jean Turner, in the fourth play reading of the year: **A Star Ain't Nothin but a Hole in Heaven** by Judi Ann Mason.
- I completed and sent a grant application to the California State Library.
- I worked with the Placentia Historical Committee on completion of the historic display for City Hall.
- I assisted patrons in research on the history of Atwood.
- I submitted two articles for the next edition of **Notations**.
- I reviewed my work on the metadata for photos migrated from Content-DM to Flickr to edit, clarify and check for accuracy.
- Contact was made with Dr. Rick Jones of El Dorado High School to speak on local history in U. S. History class.

In Progress:

- Work continues on the planning of the DVD project.
- Work continues with volunteers on accessioning, filing, and identifying materials acquired to the archives.

Meetings:

- I attended 2 Reference meetings, a staff meeting and portions of two Board meetings.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Katie Matas, Librarian, Technical Services

SUBJECT: Technology & Website Report for April 2010

DATE: May 17, 2010

MONTHLY STATISTICS

Online database usage:	April 2010	April 2009	Y-T-D 2009-10	Y-T-D 2008-9	Y-T-D % change
Ancestry.com (not renewed for 2010)	0	130	4,943	1,639	202%
General Reference Center	825	33	4,764	244	1852%
Newsbank	65	66	450	911	-51%
Heritage Quest	3,444	1,200	17,418	18,513	-6%
Learning Express	6	3	66	152	-57%
Novelist	31	59	510	273	87%
World Book (began 12/2009)	143	0	506	0	NA
Tumblebooks	520	240	4,099	2,707	51%
Valueline (Statistics for fy2009/10 begin with Dec. 2009. July-Nov are unavailable.)	not available	5	591	818	-28%
Reference USA	80	136	798	600	25%
	5,114	1,872	34,145	25,857	32%

Website traffic for April 2010:

In April 2010 we had 17,154 visitors to our website. In April 2009 there were 41,054 page hits. Last year we had 16,667 visitors and 44,856 page hits in April.

STAFF ACTIVITY

- Katie learned to add and delete messages on the outside digital sign and eliminated the recurring incorrect message.
- Katie listened to a webcast on technology in library computer labs.
- Katie helped patrons and staff with day-to-day computer and copier questions.
- Katie attended the PLFF annual meeting.
- With the help of volunteers, Katie moved low circulating adult educational DVDs to a "by request only" collection housed in the workroom to free up security cases for use on juvenile DVDs.
- The Children's Staff decided to eliminate the books on audio cassette collection. Katie deleted the records from Horizon as a batch to save Circulation staff time in the discard process.

ONGOING PROJECTS

- Jesus and Roger continue to update Library events on the website.
- Katie updates the messages on the outside digital sign.
- Nadia updates the Library's Facebook account.
- Roger continues to work on the new Library email system.
- Roger continues to work on the new website design.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees *JC-like presentation*
FROM: Jeanette Contreras, Library Director
SUBJECT: Adopt Budget for Fund 707, the General Fund, for Fiscal Year 2010-2011 and set a Public Hearing for Monday, June 21, 2010 at 6:30 p.m.
DATE: May 17, 2010

*MI RD
M2 BE*

BACKGROUND

The proposed Fiscal Year 2010-2011 Budget for Fund 707, the General Fund was presented to the Library Board of Trustees on April 15, 19 and 26, 2010.

The Library Director will make a powerpoint presentation for the proposed Fiscal Year 2010-2011 Budget based on a 5% property tax reduction.

*roll call
AS - yes
RD - yes
BE - yes
JT - yes
GW - yes*

The Budget will be set for a Public Hearing on Monday, June 21, 2010 at 6:30 p.m.

Attachment A is the proposed Revenue for Fiscal Year 2010-2011 Budget.

Attachment B is the proposed Expenditures for Fiscal Year 2010-2011 Budget.

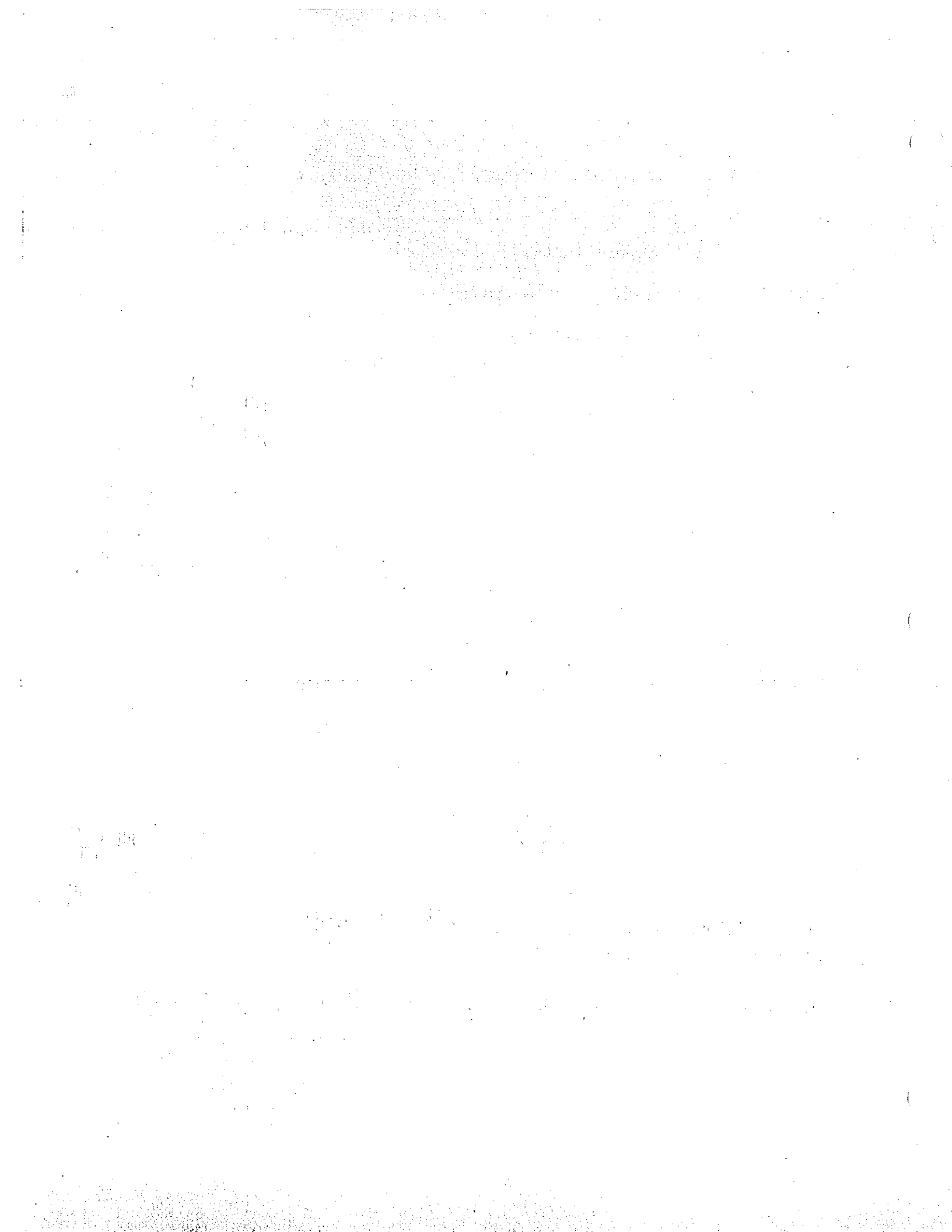
RECOMMENDATION:

- 1) Adopt the Budget for Fund 707 for Fiscal Year 2010-2011; and
- 2) Set the Budget for Fiscal Year 2010-2011 for Public Hearing on Monday, June 21, 2010 at 6:30 p.m.

*- MI GW
M2 JT
all*

*JC - 1,908 - Revenue plan/as budgeted = 76,500 surplus
RD - rev. reductions approved?*

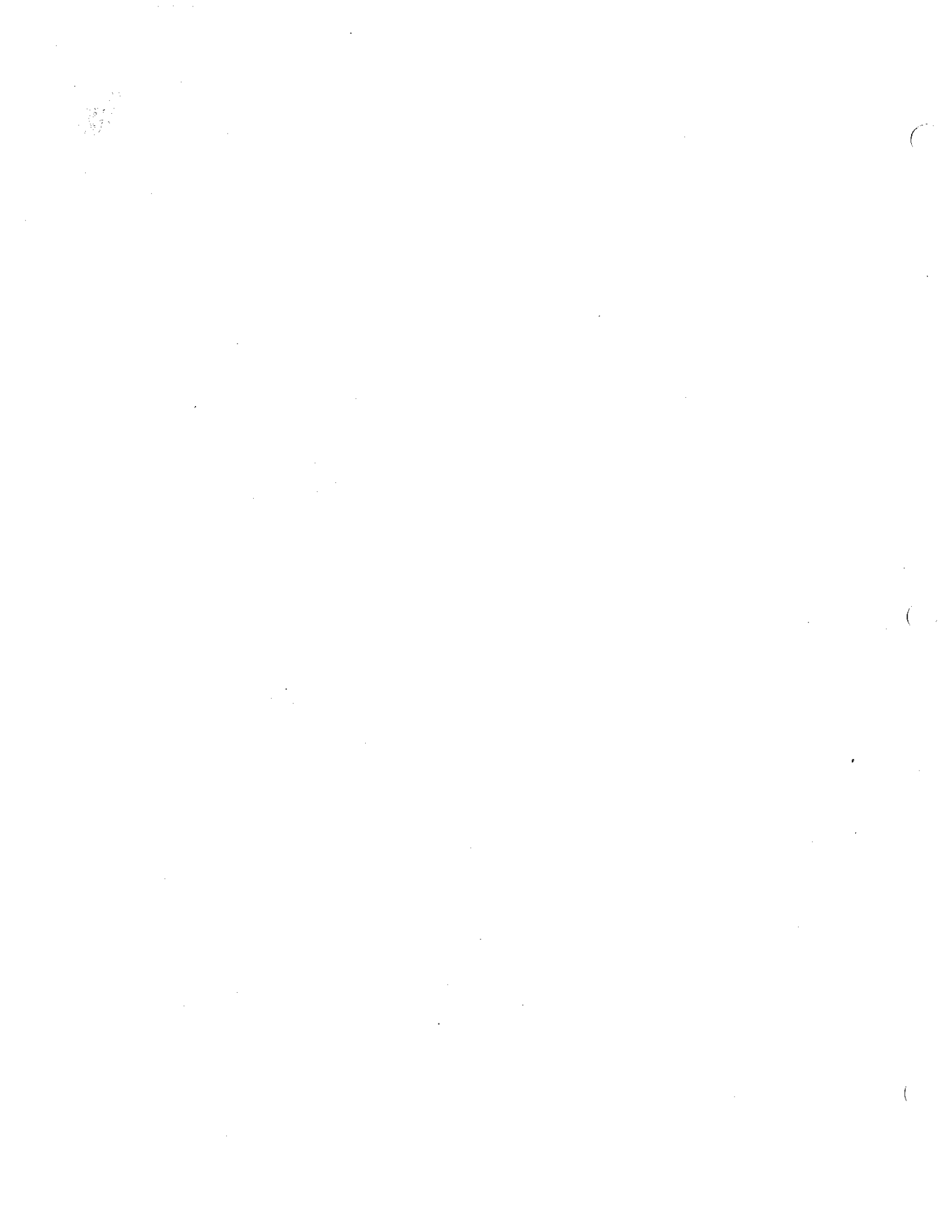
*Proj. Revenue 1,905,144, based on 5% reduction → salaries 69%
rec. no hold staffing no fir layoffs
yes merit
no COLA*



Placentia Library District

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

Object Code	Category	FY2007-2008 Actual	FY2008-2009 Budget	FY2009-2010 Adopted	FY2009-2010 Estimated	FY 2010-2011 Proposed
6210-00	Current Secured	1,660,403	1,706,335	1,569,828	1,707,795	1,573,327
6210-01	Public Utility	0	34,000	23,280	21,000	20,082
6210-04	Teeter Plan - Current Delinquent	0	0	0	0	0
	SUB-TOTAL CURRENT SECURED	1,660,403	1,740,335	1,593,108	1,728,795	1,593,409
6230-00	Prior Secured	0	17,500	0	0	0
	TOTAL SECURED	1,660,403	1,757,835	1,593,108	1,728,795	1,593,409
6220-00	Current Unsecured	72,410	67,000	73,640	20,000	67,624
6240-00	Prior Unsecured	2,785	750	940	0	0
	TOTAL UNSECURED	75,195	67,750	74,580	20,000	67,624
6690	HOMEOWNER	16,214	16,000	14,320	15,235	14,569
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	1,751,812	1,841,585	1,682,008	1,764,030	1,675,602
6250	SPECIAL DISTRICT AUGMENTATION	8,701	6,000	7,520	0	
66540	PENALTIES/DELINQUENCIES	0	0	0	0	
6280-00	SUPPLEMENTAL - CURRENT	62,856	53,000	36,760	20,370	19,480
6300	SUPPLEMENTAL - PRIOR	0	1,200	1,104		
6610-00	INTEREST	47,412	40,000	21,800	15,600	14,918
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	118,969	100,200	67,184	35,970	34,398
TOTAL PROPERTY TAX REVENUE		1,870,781	1,941,785	1,749,192	1,800,000	1,710,000
6970	STATE LIBRARY & STATE	89,106	90,000	20,000	26,000	18,844
7130	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0	0	0	
7615	TRANSFER FROM OTHER LIBRARY FUNDS	0	0	0	0	
7670	LOCAL REVENUE	265,960	290,000	139,388		
	Fines & Fees				32,000	30,000
	Passports				79,000	62,800
	Meeting Room Fees				4,000	4,000
	DVD Rentals				5,100	3,000
TOTAL STATE & LOCAL REVENUE					120,100	118,644
SURPLUS FROM 2009-2010 FISCAL YEAR						76,500
7680	6 MO. EXPIRED (OUTLAW) CHECKS	0	0	0	0	
TOTAL REVENUE		2,225,847	2,321,785	1,908,580	1,946,100	1,905,144



PLACENTIA LIBRARY DISTRICT

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

Agenda Item 27

Attachment B

Page 1 of 1

OBJECT CODE	DESCRIPTION	FY2007-2008 ACTUAL	FY2008-2009 ACTUAL	FY2009-2010 Adopted	FY2009-2010 YE Estimation	FY 2010-2011 PROPOSED
0100	Salaries & Wages	1,235,614	913,830	1,029,376	990,000	1,080,094
0200	Retirement (Pension Contribution)	97,635	66,601	110,000	91,000	77,295
0301	Unemployment Insurance	0	5,013	5,000	7,000	6,000
0306	Health Insurance	110,653	92,468	100,900	97,000	106,622
0308-0319	Ancillary Benefits	29,494	21,625	35,000	41,000	31,608
0350	Workers Compensation - General	3,567	9,039	10,000	10,000	10,000
	TOTAL SALARIES & EMPLOYEE BENEFITS	1,476,963	1,108,576	1,290,276	1,236,000	1,311,619
0700	Communications	12,844	9,621	10,000	14,000	17,000
0900	Food	478	210	1,300	1,100	500
1000	Household Expense	15,958	12,484	9,000	8,000	8,000
1100	Insurance	14,924	14,053	13,000	13,500	14,700
1300	Maintenance of Equipment	8,207	28,870	30,000	26,000	25,000
1400	Maintenance of Building & Grounds	60,801	40,253	17,197	67,000	65,000
1600	Memberships	5,798	4,647	1,500	5,000	4,700
1700	Miscellaneous Expense	0	12,581	0	0	0
1800	Office Supply Expense	92,089	43,770	40,000	35,000	30,000
1803	Postage Expense	5,203	2,289	5,000	5,000	5,000
1900	Specialized Services - General Fund	208,275	126,753	134,000	145,000	149,100
1912	Investment Administrative fees for Orange County	1,094	831	2,000	1,500	1,500
2000	Legal Notices	489	165	1,000	0	1,000
2100	Rents/Leases-Equipment	1,588	1,086	1,500	1,000	1,000
2200	Semi-Annual Bond Payment, Energy Loan & Civic Center	118,732	66,410	73,500	35,000	35,000
2400	Library Materials/Program	158,658	175,629	160,307	145,000	105,525
2600	Transportation/Travel - Local Mileage	4,564	1,325	2,000	2,500	2,000
2700	Transportation/Travel - Meetings, Conferences, Training	4,564	9,511	5,000	5,000	6,500
2800	Utilities	39,969	50,635	80,000	74,000	85,000
	TOTAL SUPPLIES & SERVICES	754,234	601,122	586,304	583,600	556,525
3700	Taxes, Assessments (Sales Tax & Sewer Assessment)	6,624	5,097	7,000	7,000	7,000
4000	Equipment (Fixed Asset)	25,810	0	25,000	3,000	10,000
4200	Structures/Improvements (Fixed Asset)	0	20,706	0	30,000	0
5200	Contingencies/Reserves	0	0	0	10,000	20,000
	TOTAL EXPENSES	\$2,237,821	\$1,714,795	\$1,908,580	\$1,869,600	\$1,905,144
Estimated Revenue					\$1,946,100	\$1,905,144
Revenue - Expense					\$76,500	\$0

May 17, 2010

RD - increase in salaries & wages?
 Retirement? YB ↓ per PARS, on-call staff - JC per policy, 20 or more only
 - working on credit fr: correction
 Grounds
 2600 & 2700 - increase?
 JC - in past funds in

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Acting Human Resources/Finance Analyst

SUBJECT: Establish Amendment for the Appropriations Limitations (Gann Limit) at \$3,529,400 for Fiscal Year 2009-2010 by Resolution 10-09.

DATE: May 17, 2010

*MZ
M2*

BACKGROUND

At the Library Board of Trustees Meeting held on January 25, 2010, Lynne Netty of Macias, Gini & O'Connell, presented the draft reports for the Fiscal Year 2008/2009 Financial Audit of Financial Transactions for the Placentia Library District.

She reported that the GANN amount adopted for FY 2007/2008 was overstated by \$22,023 and adjustments were not made to the subsequent fiscal year budget. It was recommended that the GANN amount for FY 2009/2010 be amended to correct the overstatement.

Attachment A is Resolution 10-09 establishing an amendment for the Gann Limitation for Placentia Library District for Fiscal Year 2009-2010 in the amount of \$3,529,400.

RECOMMENDATION

*m1 GW
m2 RD all*

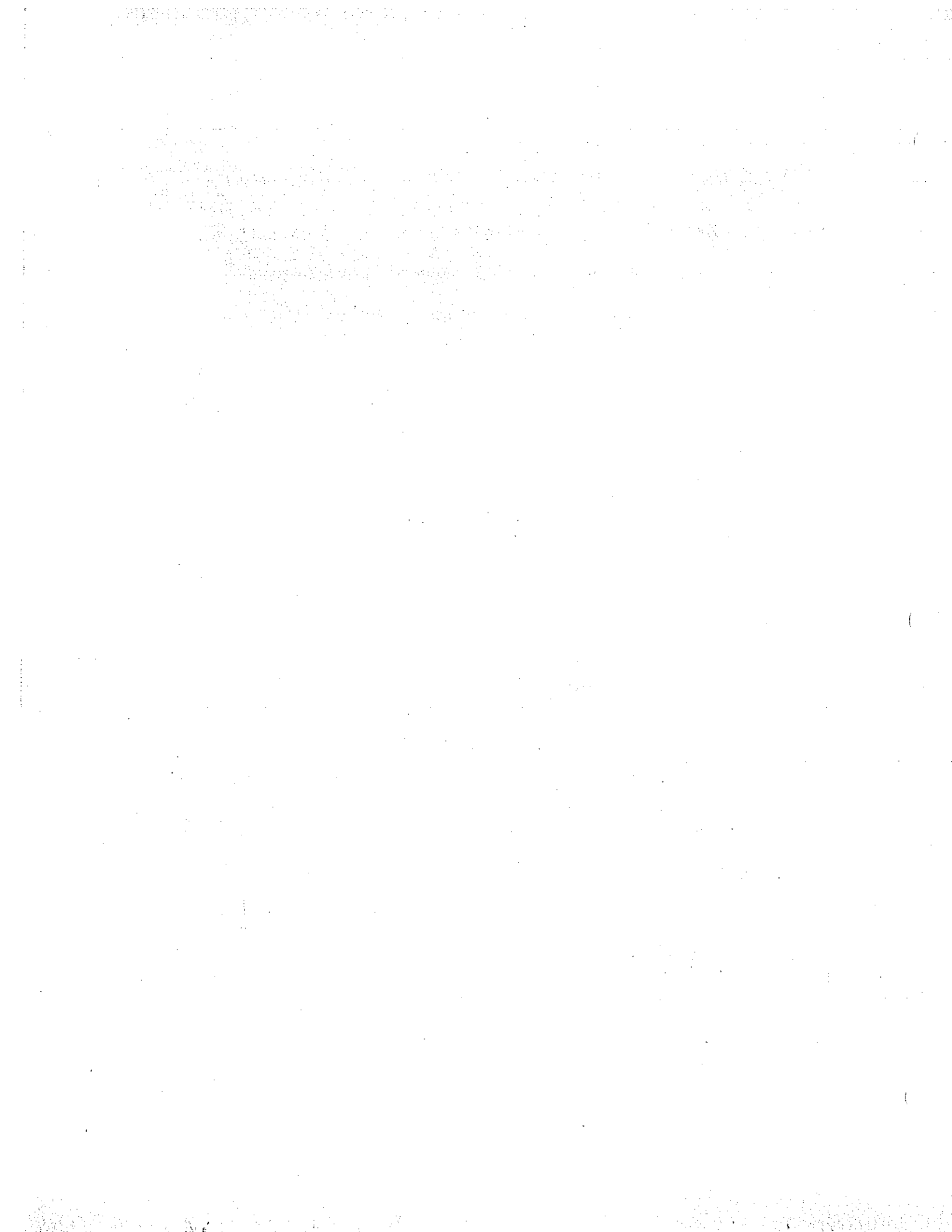
1. Read Resolution 10-09 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish Amendment for the Appropriations Limitation for Fiscal Year 2009-2010.
2. Adopt Resolution 10-09 by Roll Call Vote.

roll call

*m2 JT
m2 GW*

*AB - yes
RD - yes
BE - yes
JT - yes
GW - yes*

BE - Gann limit?



RESOLUTION 10-09

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH
AMENDMENT OF 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 \$3,529,400 for Fiscal Year 2009-2010.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)

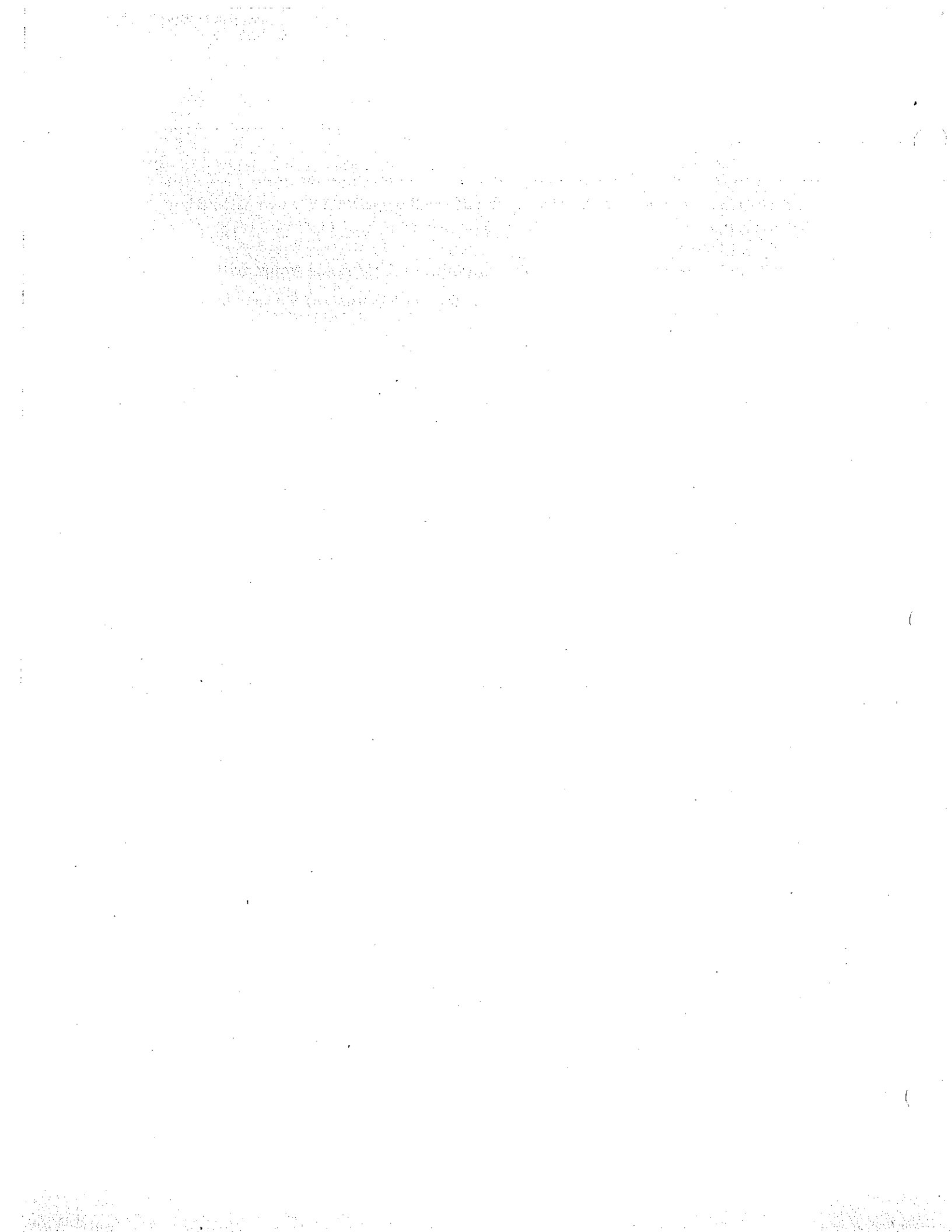
)ss.

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 May 2010.

IN WITNESS THEREOF, I have hereunto set my hand and seal this
seventeenth day of May 2010.

Richard DeVecchio, Secretary
Placentia Library District Board of Trustees



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Establish the Holiday and Library Closure Schedule for Calendar Years 2010 and 2011 and Adopt by Resolution 11-01.
DATE: May 17, 2010

BACKGROUND

The Placentia Library District Policy #2030 establishes the following days as paid holidays:

- New Years Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

Attachment A is the Placentia Library District Policy #2030 – Holidays.

Attachment B is the proposed Holiday and Library Closure Schedule for calendar years 2010 and 2011.

Attachment C is Resolution 11-01.

RECOMMENDATION

1. Determine and adopt the Holiday and Library Closure Schedule for Calendar Years 2010 and 2011.
2. Read Resolution 11-01 by Title Only: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Establish the Holiday and Library Closure for Calendar Years 2010 and 2011.
3. Adopt Resolution 11-01 by a roll call vote.

M1 RD all
M2 JT

1 (#2)
2 (#3) M1 JT
M2 GW all

3 M1 GW all
M2 JT

AS - yes
RD - yes
BB - yes
JT - yes
GW - yes

1-A
* see #3 on back

✓ maintain holidays ~~remove 2 floating holidays~~

JT - withdrawn motion

#1

JC - July 4th - paid holiday

recc: ^{closed} July 5th - non-paid holiday

M1 - JT
M2 - GW

yes

JT
GW

no

RD

BE

AS

RD - protocol to act on now? with staff recc.?

#2

Holiday/Closure schedule
as proposed

M1 RD
M2 JT all

#3

Adopt as presented:
Floating Holidays
- Eliminate ②

M1 JT
M2 GW

AS - yes
RD - no
TE - yes
JT - yes
GW - yes

Discussion: RD - okay if cannot be accrued

AS - in favor as cost-cutting measure

#4

RD re 2030.6
eliminate
and receive at least
two far-day weekends...

M1 RD
M2 none

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Holidays
POLICY NUMBER: 2030

2030.1 This policy will apply to all regular full-time and part-time employees who work twenty hours or more per week.

2030.2 The following days will be recognized and observed as paid holidays:

New Years Day
President's Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Christmas Eve Day
Christmas Day
New Year's Eve Day

2 Floating Holidays, one accrued in April and one accrued in October, each on the second pay period of the month.

2030.3 All regular work will be suspended and employees will receive one-day's pay for each of the holidays listed above. An employee is eligible for any paid holiday if he/she works the day before and the day after said holiday. Eligibility is also granted if the employee is on vacation or has notified his/her supervisor and the Library Director and received permission to be absent from work on that specific day or days.

2030.4 Holiday hours are based on an eight hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of holiday hours.

2030.5 When a holiday falls on an employee's day off or when the Library is closed, the employee will request any day during the work week of the holiday, approved by his/her scheduling supervisor, to compensate for this holiday.

RD

2030.6 When a holiday occurs on a Monday, the full-time and regular part-time staff will be subject to different work schedules for that work week so that each full-time and regular part-time staff member will work at least one holiday weekend per year and receive at least two four-day weekends per year. The scheduling supervisors will strive to give each full-time and regular part-time staff member who works on a holiday weekend, two days off in succession during the week with the Monday holiday.

2030.7 Any employee who works on any of the holidays listed above, excluding floating holidays, will be paid for all hours worked at the rate of time and one-half (1½) the regular rate of pay, or as otherwise specified under Policy #2010, "Hours of Work and Overtime."

② eliminate floating holidays

KM - ② 'floating' holidays came from orig. holidays :

- ① Day after Thanksgiving
- ② Admissions Day - Sept 9th

JT - Easter?

RD - July 5th - Library should not be closed

AS - should be closed Mon. July 5th -

YB - paid day does not matter

Placentia Library District Holiday and Library Closure Schedule 2010

New Year's Day	Friday	January 1
President's Day	Monday	February 15
Easter*	Sunday	April 4
Memorial Day	Monday	May 31
Independence Day	Sunday	July 4
Labor Day	Monday	September 6
Veteran's Day	Thursday	November 11
Thanksgiving Day	Thursday	November 25
Christmas Eve Day	Friday	December 24
Christmas Day	Saturday	December 25
New Year's Eve Day	Friday	December 31

*Denotes non-paid holiday.

Placentia Library District Holiday and Library Closure Schedule 2011

New Year's Day	Saturday	January 1
President's Day	Monday	February 17
Easter*	Sunday	April 24
Memorial Day	Monday	May 30
Independence Day	Monday	July 4
Labor Day	Monday	September 5
Veteran's Day	Friday	November 11
Thanksgiving Day	Thursday	November 24
Christmas Eve Day	Saturday	December 24
Christmas Day	Sunday	December 25
New Year's Eve Day	Saturday	December 31

*Denotes non-paid holiday.

RESOLUTION 11-01

**A RESOLUTION OF THE LIBRARY BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE
HOLIDAY AND LIBRARY CLOSURE SCHEDULE
FOR CALENDAR YEARS 2010 AND 2011**

WHEREAS, Section 19469 of the Education Code of the State of California establishes that the Library Board of Trustees shall designate the hours during which the Library shall be open for the use of the public;

BE IT RESOLVED, that the Placentia Library District of Orange County Library Board of Trustees established its Holiday Schedule for Calendar Years 2010 and 2011 dated May 17, 2010

AYES:

NOES:

ABSENT:

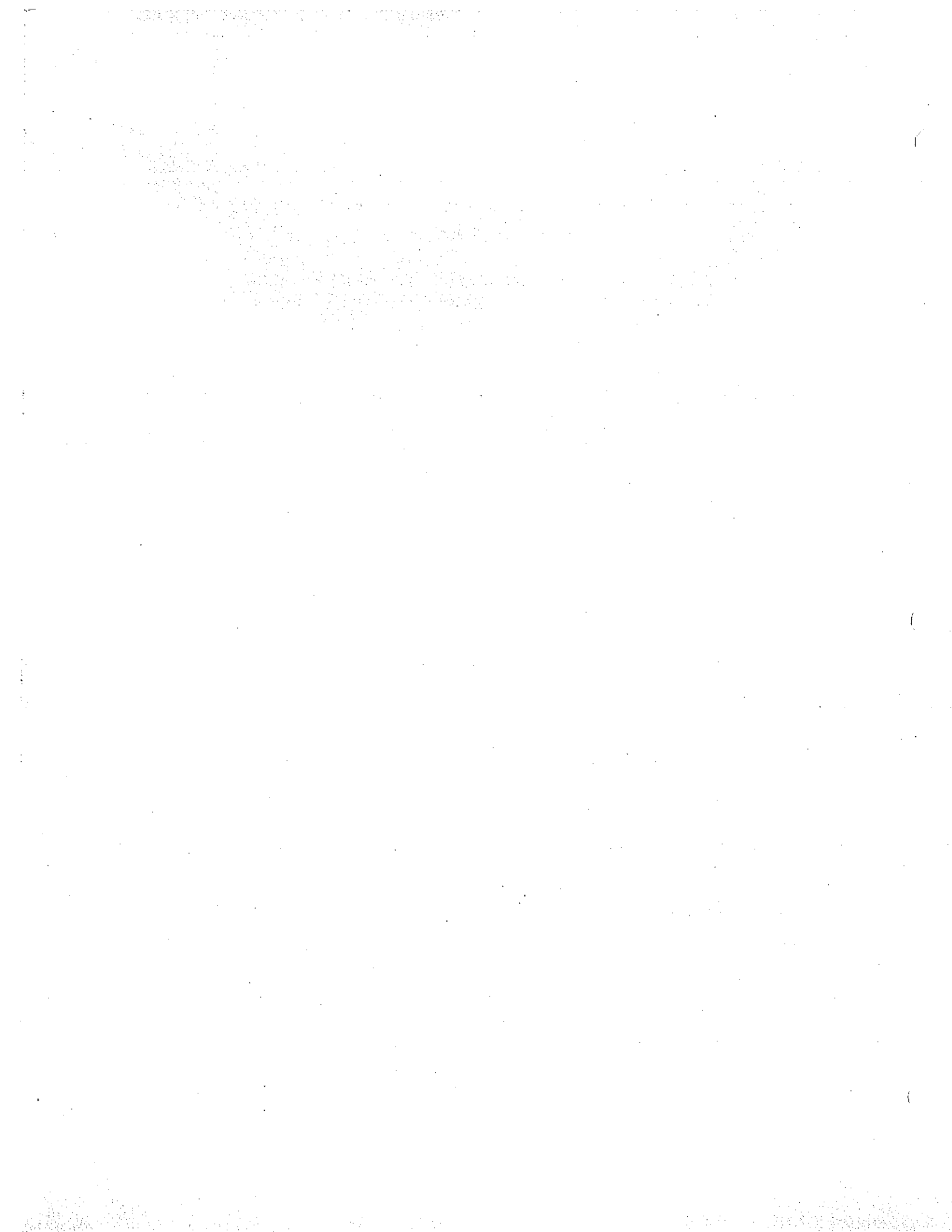
ABSTAIN:

State of California)
)ss.
County of Orange)

I, Richard DeVecchio, Secretary of the Library 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 Library Board of Trustees at the Unusual Date Meeting hereof held on the seventeenth day of May 2010.

IN WITNESS THEREOF, I have hereunto set my hand and seal this seventeenth day of May 2010.

Richard DeVecchio, Secretary
Placentia Library District Board of Trustees



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Establish Fines and Fees Schedule for Fiscal Year 2010-2011 and set Public Hearing for Monday, June 21, 2010 at 6:30 p.m.

DATE: May 17, 2010

*per AS
Postpone - table
until next month*

BACKGROUND

Attachment A is the Placentia Library District Policy #6035 – Fines & Fees Schedule, adopted August 25, 2003 and revised August 15, 2005, August 20, 2007 and February 17, 2009.

Staff is recommending the following changes for Fiscal Year 2010-2011, effective July 5, 2010:

- Copies & printing – from .10 to .15
- Passport pictures – from \$10 to \$12
- Maximum fines – from \$10 to \$20
- Lost Materials Default Charge – for Cataloged Hardcover from \$20 to \$40, Un-cataloged Paperbacks from \$5 to \$20; and all media from \$15 to \$20
- Returned checks – from \$30 to \$25
- Report to Collection Agency – from \$15 to \$25
- History Room reproductions – from a flat \$7.50 fee to \$10 for non-commercial use and \$75 for commercial use
- Meeting Room rental – make available to for-profit businesses

*MZ
M2*

RECOMMENDATION:

- 1) Adopt as a first reading the Fines and Fees Schedule for Fiscal Year 2010-2011; and
- 2) Authorize the amendment of Placentia Library District Policy 6035 – Fines and Fees Schedule to reflect the changes; and
- 3) Set the Fines and Fees Schedule for Fiscal Year 2010-2011 for Public Hearing on Monday, June 21, 2010 at 6:30 p.m.

*MZ
M2*

*MZ
M2*

Handwritten text, possibly a signature or date, located in the upper left quadrant of the page.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Fines & Fees Schedule
POLICY NUMBER: 6035

PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE Adopted August 25, 2003, Revised August 15, 2005

FINES PER DAY

All Items \$.20

There is a two day grace period on fines. At the end of the grace period fines are calculated from the date that the item is due, not from the end of the grace period.

MAXIMUM FINE PER ITEM MAXIMUM

All Items \$ 10.00

RESERVES & SHELF CHECKS PER ITEM

All Items \$.50

Interlibrary Loans, actual charges by lending library, plus postage, plus..... 5.00

LOST MATERIALS DEFAULT*

Cataloged Adult & Children's Books Item Cost + \$ 5.00 \$ 20.00

Uncataloged Paperbacks Item Cost + \$ 5.00 5.00

Magazines/Pamphlets..... No Processing Fee..... 3.00

Cassettes..... No Processing Fee..... 10.00

CDs, CD ROMs & Videos Item Cost + \$ 5.00 15.00

Audio Books (all formats)..... Item Cost + \$ 5.00 50.00

**Default price will be used in the event the item cost is not available. The processing fee of \$5.00 is not part of the default price and needs to be added for the total amount due.*

SPECIAL SERVICES PER ITEM

Library card replacement..... \$ 2.00

Cleaning CD/DVD, next business day service..... 2.00

Cleaning CD/DVD, expedited same day service 5.00

Fax per document (outgoing or incoming) plus \$.10 per page 2.00

Laminating, per sheet 1.00

Notary services, per signature 10.00

Printing, black ink, per page..... .10

Photocopy, black ink, per page15

Printing & Photocopy, color, per page..... 1.00

Passport check preparation..... 2.00

Test monitoring, per exam 30.00

MULTIPURPOSE ROOM.....	PER DAY
Up to four hours	\$ 35.00
Additional hours, in four hour increments	35.00
Set-up & clean-up combination	30.00
Set-up fee	20.00
Clean-up fee ..	20.00

SURCHARGES

Returned check, up to 30 days	\$ 30.00
Returned check, 30th day and over: the greater of 3 times value of check or	100.00
Report to Collection Agency, per report	15.00

DAMAGES

Borrowers of materials from Placentia Library District assume full responsibility for their use. Placentia Library District assumes no responsibility for damage to personal property caused by the use of video cassettes, audio cassettes, or other library materials or equipment of any type. *(Adopted by the Library Board of Trustees, January 18, 1993.)*

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Fines & Fees Schedule
POLICY NUMBER: 6035

PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE

Effective September 1, 2007

Adopted August 25, 2003, Revised August 15, 2005, Revised August 20, 2007

FINES PER DAY

All Items \$.20

There is a two day grace period on fines. At the end of the grace period fines are calculated from the date that the item is due, not from the end of the grace period.

MAXIMUM FINE PER ITEM MAXIMUM

All Items \$ 10.00

RESERVES & SHELF CHECKS PER ITEM

All Items \$.50

Interlibrary Loans, actual charges by lending library, plus postage, plus..... 5.00

LOST MATERIALS DEFAULT*

Cataloged Adult & Children's Books Item Cost + \$ 5.00 \$ 20.00

Uncataloged Paperbacks Item Cost + \$ 5.00 5.00

Magazines/Pamphlets..... No Processing Fee..... 3.00

Cassettes..... No Processing Fee..... 10.00

CDs, CD ROMs & Videos..... Item Cost + \$ 5.00 15.00

Audio Books (all formats)..... Item Cost + \$ 5.00 50.00

**Default price will be used in the event the item cost is not available. The processing fee of \$5.00 is not part of the default price and needs to be added for the total amount due.*

SPECIAL SERVICES PER ITEM

Library card replacement..... \$ 2.00

Cleaning CD/DVD, next business day service..... 2.00

Cleaning CD/DVD, expedited same day service 5.00

Fax per document (outgoing or incoming) plus \$.10 per page 2.00

Laminating, per sheet 1.00

Notary services, per signature	10.00
Printing & Photocopy, black ink, per page, paid by cash or credit/debit card	0.10
Printing & Photocopy, black ink, per page, paid by Library Card deposit account	0.08
Printing & Photocopy, color, per page, paid by cash or credit/debit card.....	0.50
Printing & Photocopy, color, per page, paid by Library Card deposit account.....	0.45
Passport check preparation.....	2.00
Test monitoring, per exam	30.00

MULTIPURPOSE ROOM.....	PER DAY
Up to four hours	\$ 35.00
Additional hours, in four hour increments	35.00
Set-up & clean-up combination	30.00
Set-up fee	20.00
Clean-up fee	20.00

SURCHARGES

Returned check, up to 30 days	\$ 30.00
Returned check, 30th day and over: the greater of 3 times value of check or	100.00
Report to Collection Agency, per report	15.00

DAMAGES

Borrowers of materials from Placentia Library District assume full responsibility for their use. Placentia Library District assumes no responsibility for damage to personal property caused by the use of video cassettes, audio cassettes, or other library materials or equipment of any type. *(Adopted by the Library Board of Trustees, January 18, 1993.)*

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Fines & Fees Schedule
POLICY NUMBER: 6035

PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE

Effective October 1, 2007

Adopted August 25, 2003, Revised August 15, 2005, Revised September 17, 2007,
Revised February 17, 2009

FINES PER DAY

DVD's:

New Feature Films	\$ 1.00
Old Feature Films	\$ 1.00
Mini Series	\$ 1.00
All Other Items	\$.20

There is a two day grace period on fines. At the end of the grace period fines are calculated from the date that the item was due, not from the end of the grace period.

RENTAL FEE

DVD's:

New Feature Films	\$ 1.00 For Two (2) Days
Old Feature Films	\$ 1.00 Per Week
Mini Series	\$ 1.00 Per Week

MAXIMUM FINE PER ITEM	MAXIMUM
All Items	\$ 10.00

RESERVES & SHELF CHECKS	PER ITEM
All Items	\$.50
Interlibrary Loans, actual charges by lending library, plus postage, plus	5.00

LOST MATERIALS DEFAULT*

Cataloged Adult & Children's Books	Item Cost + \$ 5.00	\$ 20.00
Uncataloged Paperbacks	Item Cost + \$ 5.00	5.00
Magazines/Pamphlets	No Processing Fee	3.00
Cassettes	No Processing Fee	10.00
CDs, CD ROMs & Videos	Item Cost + \$ 5.00	15.00
Audio Books (all formats)	Item Cost + \$ 5.00	50.00

**Default price will be used in the event the item cost is not available. The processing fee of \$5.00 is not part of the default price and needs to be added for the total amount due.*

SPECIAL SERVICES	PER ITEM
Library card replacement	\$ 2.00
Fax per document (outgoing or incoming) plus \$.10 per page	2.00
Laminating, per sheet	1.00
Photographs from Placentia History Room, per photo plus actual packaging, postage and/or shipping.....	7.50
Printing & Photocopy, black ink, per page, paid by cash or credit/debit card.....	0.15
Printing & Photocopy, black ink, per page, paid by Library Card deposit account.....	0.10
Printing & Photocopy, color, per page, paid by cash or credit/debit card	0.50
Printing & Photocopy, color, per page, paid by Library Card deposit account	0.45
Passport check preparation	5.00
Test monitoring, per exam	50.00

MULTIPURPOSE ROOM	PER DAY
Up to four hours.....	\$ 35.00
Additional hours, in four hour increments.....	35.00
Refundable Deposit/Cleaning fee	50.00
Set-up & clean-up combination	30.00
Set-up fee.....	20.00
Clean-up fee... ..	20.00

SURCHARGES

Returned check, up to 30 days	\$ 30.00
Returned check, 30th day and over: the greater of 3 times value of check or	100.00
Report to Collection Agency, per report.....	15.00

DAMAGES

Borrowers of materials from Placentia Library District assume full responsibility for their use. Placentia Library District assumes no responsibility for damage to personal property caused by the use of video cassettes, audio cassettes, or other library materials or equipment of any type.
(Adopted by the Library Board of Trustees, January 18, 1993.)

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Establish the Exempt and Non-Exempt Salary Schedules for Fiscal Year 2010-2011, effective, July 1, 2010, and Adopt by Resolution 11-02.
DATE: May 17, 2010

BACKGROUND

Employees of the Placentia Library District received a 1% cost of living adjustment (COLA) in the 2009-2010 Fiscal Year. The COLA for the period March to March as measured by the Bureau of Labor Statistics Consumer Price Index "All Items" for the Los Angeles-Riverside-Orange County areas, indicates a negative average COLA. As a result, management recommends no changes to the current salary schedule for the 2010-2011 Fiscal Year.

Attachment A is the COLA report from the U.S. Department of Labor.

Attachment B is the Wage and Salary Schedules for Placentia Library District for Fiscal Year 2010-2011, effective, July 1, 2010 with no COLA adjustment for all staff.

Attachment C is Resolution 11-02 establishing the Wage and Salary Schedules for Placentia Library District for Fiscal Year 2010-2011, effective July 1, 2010.

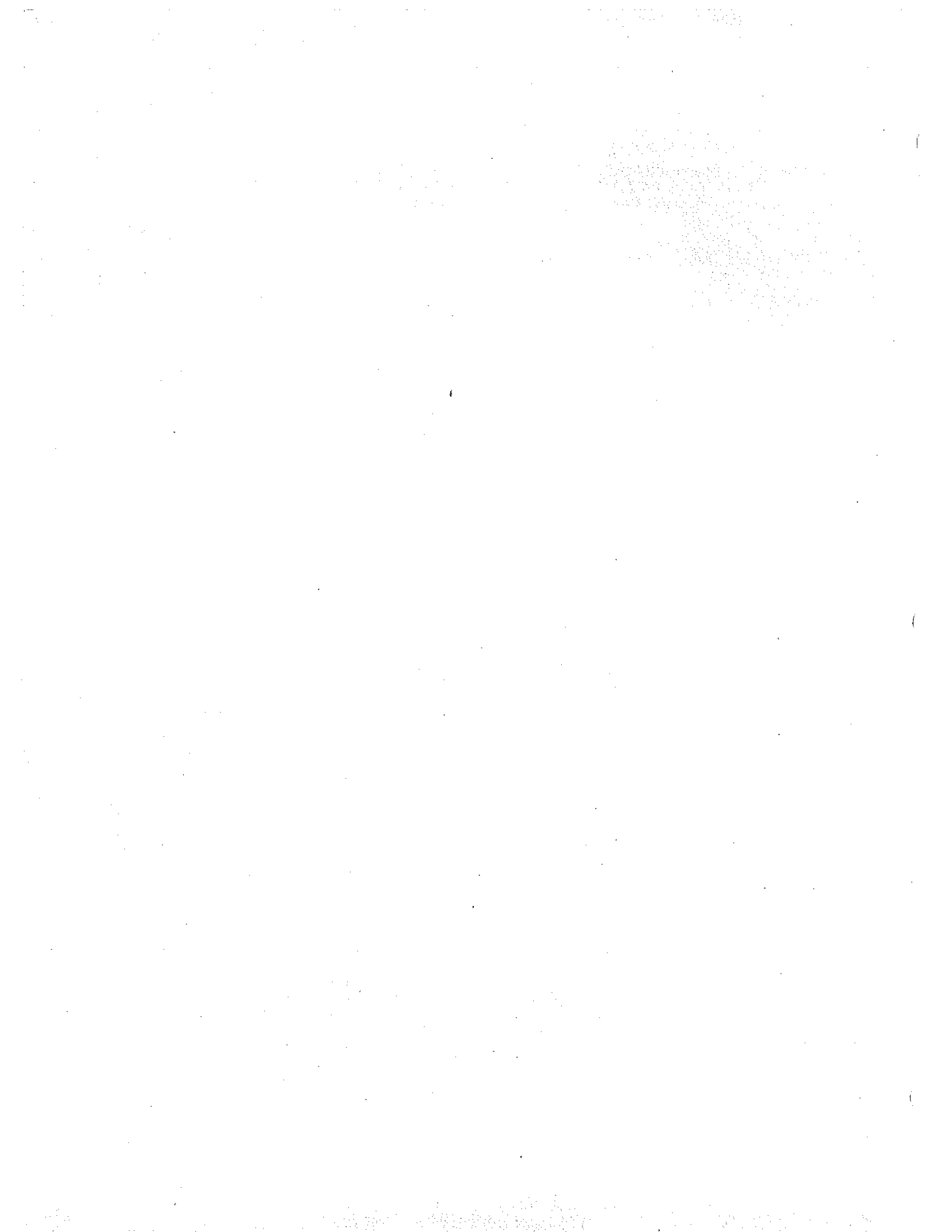
RECOMMENDATION:

1. Read Resolution 11-02 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Salaries for Employees of the District for Fiscal Year 2010-2011.
2. Adopt Resolution 11-02 by Roll Call Vote.

*m7 GW
m2 JT*

*AS - yes
RD - yes
BE - yes
JT - yes
GW - yes*

*m7 GW
m2 BE all*



**Consumer Price Index - All Urban Consumers
Original Data Value**

Agenda Item 31
Attachment A
Page 1 of 2

Series Id: CUURA421SA0, CUUSA421SA0

Not Seasonally Adjusted

Area: Los Angeles-Riverside-Orange County, CA

Item: All items

Base: 1982-84=100

Years: 2000 to 2010

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2000	167.9	169.3	170.7	170.6	171.1	171.0	171.7	172.2	173.3	173.8	173.5	173.5	171.6	170.1	173.0
2001	174.2	175.4	176.2	176.6	177.5	178.9	178.3	178.4	178.8	178.3	178.1	177.1	177.3	176.5	178.2
2002	178.9	180.1	181.1	182.2	182.6	181.9	182.2	183.0	183.4	183.7	184.0	183.7	182.2	181.1	183.3
2003	185.2	186.5	188.2	187.6	186.4	186.3	186.3	186.9	188.2	187.8	187.1	187.0	187.0	186.7	187.2
2004	188.5	190.1	191.5	191.9	193.3	193.7	193.4	193.1	194.5	196.3	196.9	195.2	193.2	191.5	194.9
2005	195.4	197.4	199.2	201.1	201.5	200.7	201.4	203.1	205.8	206.9	205.6	203.9	201.8	199.2	204.5
2006	206.0	207.5	208.5	210.5	212.4	211.1	211.4	211.9	212.9	211.4	211.1	210.6	210.4	209.3	211.6
2007	212.584	214.760	216.500	217.845	218.596	217.273	217.454	217.330	217.697	218.696	219.943	219.373	217.338	216.260	218.416
2008	220.918	221.431	223.606	224.625	226.651	229.033	229.886	228.484	227.449	226.159	222.229	219.620	225.008	224.377	225.638
2009	220.719	221.439	221.376	221.693	222.522	223.906	224.010	224.507	225.226	225.264	224.317	223.643	223.219	221.943	224.495
2010	224.610	224.620	225.483												

**Consumer Price Index - All Urban Consi
12-Month Percent Change**

Agenda Item 31
Attachment A
Page 2 of 2

Series CUJURA421SA0, CUUSA421SA0
Not Seasonally Adjusted
Area: Los Angeles-Riverside-Orange County,
Item: All items
Base 1982-84=100
Years: 2000 to 2010

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annua	HALF	HALF2
2000	2.3	2.9	3.5	2.4	2.9	3.4	3.6	3.5	3.6	3.9	3.8	3.7	3.3	2.9	3.7
2001	3.8	3.6	3.2	3.5	3.7	4.6	3.8	3.6	3.2	2.6	2.7	2.1	3.3	3.8	3.0
2002	2.7	2.7	2.8	3.2	2.9	1.7	2.2	2.6	2.6	3.0	3.3	3.7	2.8	2.6	2.9
2003	3.5	3.6	3.9	3.0	2.1	2.4	2.3	2.1	2.6	2.2	1.7	1.8	2.6	3.1	2.1
2004	1.8	1.9	1.8	2.3	3.7	4.0	3.8	3.3	3.3	4.5	5.2	4.4	3.3	2.6	4.1
2005	3.7	3.8	4.0	4.8	4.2	3.6	4.1	5.2	5.8	5.4	4.4	4.5	4.5	4.0	4.9
2006	5.4	5.1	4.7	4.7	5.4	5.2	5.0	4.3	3.4	2.2	2.7	3.3	4.3	5.1	3.5
2007	3.2	3.5	3.8	3.5	2.9	2.9	2.9	2.6	2.3	3.5	4.2	4.2	3.3	3.3	3.2
2008	3.9	3.1	3.3	3.1	3.7	5.4	5.7	5.1	4.5	3.4	1.0	0.1	3.5	3.8	3.3
2009	-0.1	0.0	-1.0	-1.3	-1.8	-2.2	-2.6	-1.7	-1.0	-0.4	0.9	1.8	-0.8	-1.1	-0.5
2010	1.8	1.4	1.9												

PLACENTIA LIBRARY DISTRICT
PROPOSED SALARY SCALE FOR FISCAL YEAR 2010-2011
NON-EXEMPT

	1	2	3	4	5	6	7	8	9	10
LIBRARY AIDE										
HR	9.25	9.48	9.72	9.96	10.21	10.47	10.73	11.00	11.27	11.83
PP	740.00	758.50	777.46	796.90	816.82	837.24	858.17	879.63	901.62	946.70
AN	19,240.00	19,721.00	20,214.03	20,719.38	21,237.36	21,768.29	22,312.50	22,870.31	23,442.07	24,614.18
MO	1,603.33	1,643.42	1,684.50	1,726.61	1,769.78	1,814.02	1,859.38	1,905.86	1,953.51	2,051.18
LIBRARY CLERK										
HR	13.57	13.91	14.26	14.61	14.98	15.35	15.74	16.13	16.53	17.36
PP	1,085.60	1,112.74	1,140.56	1,169.07	1,198.30	1,228.26	1,258.96	1,290.44	1,322.70	1,388.83
AN	28,225.60	28,931.24	29,654.52	30,395.88	31,155.78	31,934.68	32,733.04	33,551.37	34,390.15	36,109.66
MO	2,352.13	1,875.47	1,922.27	1,970.80	2,019.33	2,661.22	2,727.75	2,795.95	2,865.85	3,009.14
CIRCULATION SUPERVISOR										
HR	15.35	15.73	16.13	16.53	16.94	17.37	17.80	18.25	18.70	19.64
PP	1,228.00	1,258.70	1,290.17	1,322.42	1,355.48	1,389.37	1,424.10	1,459.71	1,496.20	1,571.01
AN	31,928.00	32,726.20	33,544.36	34,382.96	35,242.54	36,123.60	37,026.69	37,952.36	38,901.17	40,846.23
MO	2,660.67	2,727.18	2,795.36	2,865.25	2,936.88	3,010.30	3,085.56	3,162.70	3,241.76	3,403.85
FACILITY MAINTENANCE TECHNICIAN										
HR	17.43	17.87	18.31	18.77	19.24	19.72	20.21	20.72	21.24	21.77
PP	1,394.40	1,429.26	1,464.99	1,501.62	1,539.16	1,577.64	1,617.08	1,657.50	1,698.94	1,741.41
AN	36,254.40	37,160.76	38,089.78	39,042.02	40,018.07	41,018.53	42,043.99	43,095.09	44,172.47	45,276.78
MO	3,021.20	3,096.73	3,174.15	3,253.50	3,334.84	3,418.21	3,503.67	3,591.26	3,681.04	3,773.06
LIBRARY ASSISTANT										
HR	18.23	18.69	19.15	19.63	20.12	20.63	21.14	21.67	22.21	23.32
PP	1,458.40	1,494.86	1,532.23	1,570.54	1,609.80	1,650.05	1,691.30	1,733.58	1,776.92	1,865.76
AN	37,918.40	38,866.36	39,838.02	40,833.97	41,854.82	42,901.19	43,973.72	45,073.06	46,199.89	48,509.88
MO	3,159.87	3,238.86	3,319.83	3,402.83	3,487.90	3,575.10	3,664.48	3,756.09	3,849.99	4,042.49
LIBRARIAN I										
HR	21.54	22.08	22.63	23.20	23.78	24.37	24.98	25.60	26.24	27.56
PP	1,723.20	1,766.28	1,810.44	1,855.70	1,902.09	1,949.64	1,998.38	2,048.34	2,099.55	2,204.53
AN	44,803.20	45,923.28	47,071.36	48,248.15	49,454.35	50,690.71	51,957.98	53,256.93	54,588.35	57,317.77
MO	3,733.60	3,826.94	3,922.61	4,020.68	4,121.20	4,224.23	4,329.83	4,438.08	4,549.03	4,776.48
LIBRARIAN II										
HR	25.10	25.73	26.37	27.03	27.71	28.40	29.11	29.84	30.58	32.11
PP	2,008.00	2,058.20	2,109.66	2,162.40	2,216.46	2,271.87	2,328.66	2,386.88	2,446.55	2,568.88
AN	52,208.00	53,513.20	54,851.03	56,222.31	57,627.86	59,068.56	60,545.27	62,058.91	63,610.38	66,790.90
MO	4,350.67	4,459.43	4,570.92	4,685.19	4,802.32	4,922.38	5,045.44	5,171.58	5,300.86	5,565.91
PAGES										
Starting Wage	8.00		6 Months		1 Year		18 Months			
			8.40		8.82		9.26			

Signature _____ : Approved
 Al Shkolter, President

Effective: July 1, 2010

May 17, 2010

**PLACENTIA LIBRARY DISTRICT
PROPOSED SALARY SCALE FOR
FISCAL YEAR 2010-2011
EXEMPT**

Agenda Item 31
Attachment B
Page 2 of 2

	1	2	3	4	5	6	7	8	9	10
LIBRARY DIRECTOR										
HR										
PP										
AN	104,500.00									
MO										
LIBRARY SERVICES MANAGER										
HR	32.70	33.52	34.36	35.21	36.09	37.00	37.92	38.87	39.84	41.83
PP	2,616.00	2,681.40	2,748.44	2,817.15	2,887.57	2,959.76	3,033.76	3,109.60	3,187.34	3,346.71
AN	68,016.00	69,716.40	71,459.31	73,245.79	75,076.94	76,953.86	78,877.71	80,849.65	82,870.89	87,014.44
MO	5,668.00	5,809.70	5,954.94	6,103.82	6,256.41	6,412.82	6,573.14	6,737.47	6,905.91	7,251.20
HUMAN RESOURCES/ FINANCE ANALYST										
HR	26.27	26.93	27.60	28.29	29.00	29.72	30.47	31.23	32.01	33.61
PP	2,101.60	2,154.14	2,207.99	2,263.19	2,319.77	2,377.77	2,437.21	2,498.14	2,560.60	2,688.63
AN	54,641.60	56,007.64	57,407.83	58,843.03	60,314.10	61,821.96	63,367.50	64,951.69	66,575.48	69,904.26
MO	4,553.47	4,667.30	4,783.99	4,903.59	5,026.18	5,151.83	5,280.63	5,412.64	5,547.96	5,825.35
ADMINISTRATIVE ASSISTANT										
HR	20.97	21.49	22.03	22.58	23.15	23.73	24.32	24.93	25.55	26.83
PP	1,677.60	1,719.54	1,762.53	1,806.59	1,851.76	1,898.05	1,945.50	1,994.14	2,043.99	2,146.19
AN	43,617.60	44,708.04	45,825.74	46,971.38	48,145.67	49,349.31	50,583.04	51,847.62	53,143.81	55,801.00
MO	3,634.80	3,725.67	3,818.81	3,914.28	4,012.14	4,112.44	4,215.25	4,320.63	4,428.65	4,650.08

Signature _____ : Approved _____ Effective: July 1, 2010

Al Shkoler, President

RESOLUTION 11-02

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO ESTABLISH THE SALARIES FOR EMPLOYEES OF THE DISTRICT
FOR FISCAL YEAR 2010-2011

WHEREAS, Section 19469 of the Education Code of the State of California establishes that the Board of Library Trustees shall fix the compensation for all employees.

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the Placentia Library District Salary Scale for Employees for Fiscal Year 2010-2011 dated May 17, 2010, and implements such on July 1, 2010.

AYES:

NOES:

ABSENT:

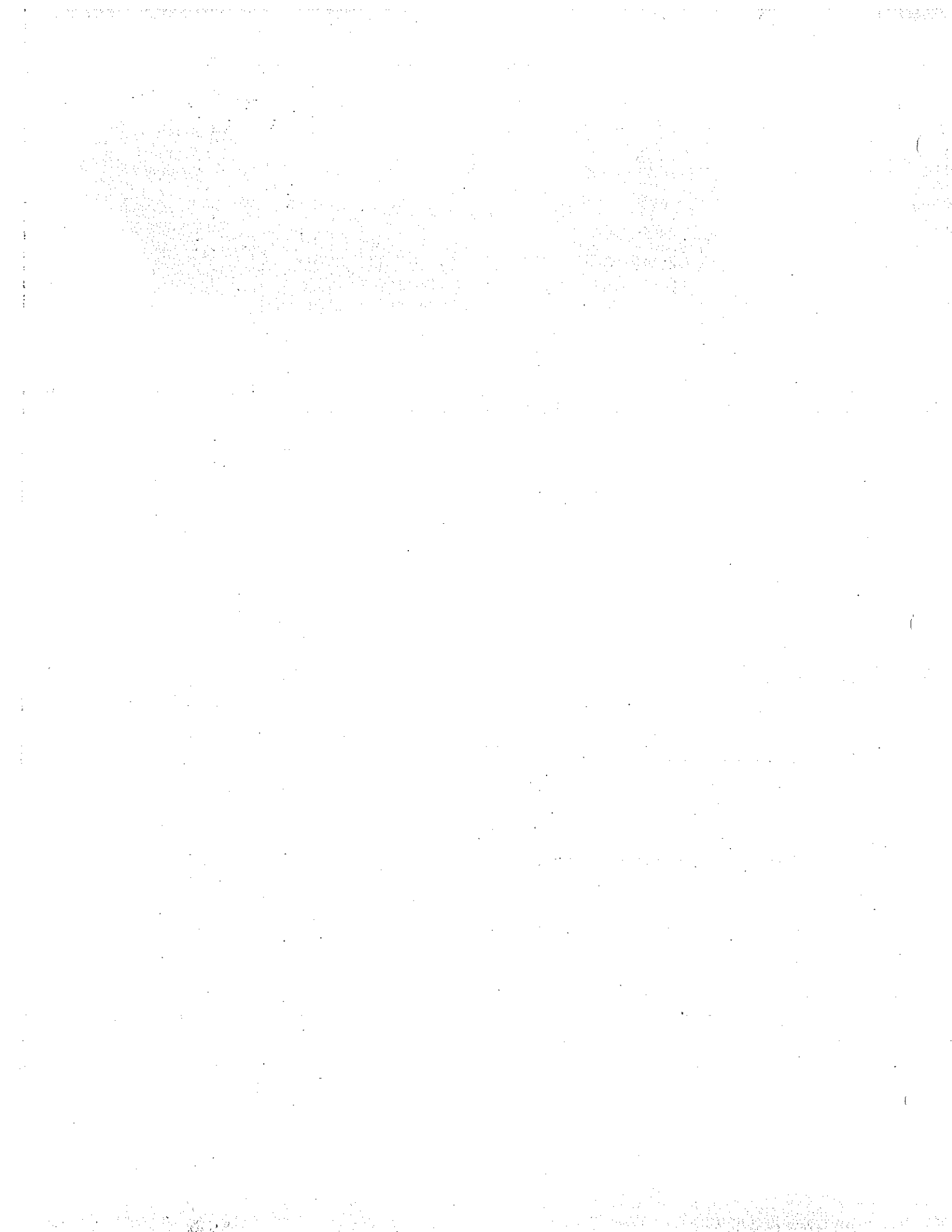
ABSTAIN:

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 May, 2010.

IN WITNESS THEREOF, I have hereunto set my hand and seal this seventeenth day of May, 2010.

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



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Gaeten Wood, Trustee
SUBJECT: Staff Appreciation Dinner
DATE: May 17, 2010

BACKGROUND

The Staff Appreciation Dinner has been traditionally hosted to recognize employees for a job well done. The last dinner was held on November 12, 2009 at the Spadra Ristorante in Fullerton. The evening event included a buffet dinner, door prizes, and a performance by a magician. Katie Matas and Estella Wnek were honored for their 30 years of service to the Placentia Library District.

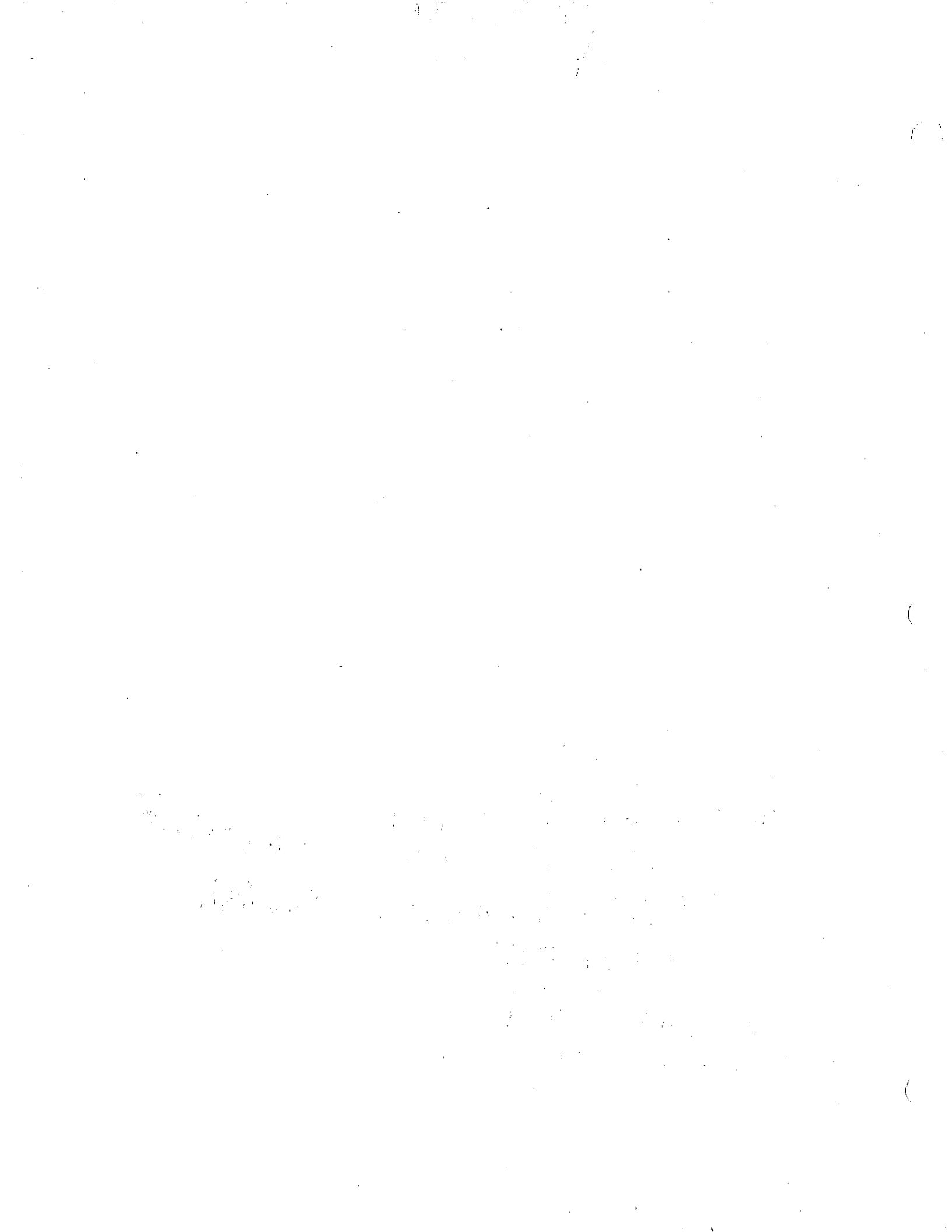
The Library Board of Trustees and the Placentia Library Friends Foundation (PLFF) hosted the dinner. The PLFF donated \$1,500 towards the appreciation dinner.

Possible dates for the 2010 Staff Appreciation Dinner need to be discussed.

RECOMMENDATION:

Action to be determined by the Library Board of Trustees.

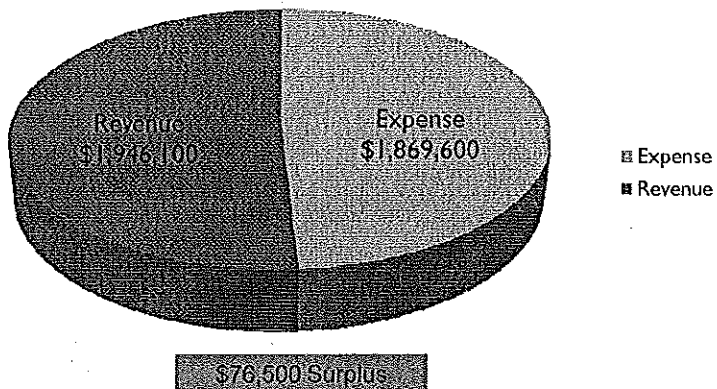
JC - last year @ spadra = \$30/person
Marriott @ CSUF = \$27/person
Date needed
Staff suggested Friday night. - Nov. 5 ~~12~~/19
- present to PLFF
Oct. 1/8 ~~15~~ ~~22~~ ↙
JH - ball-park figure?
JT - more mixing



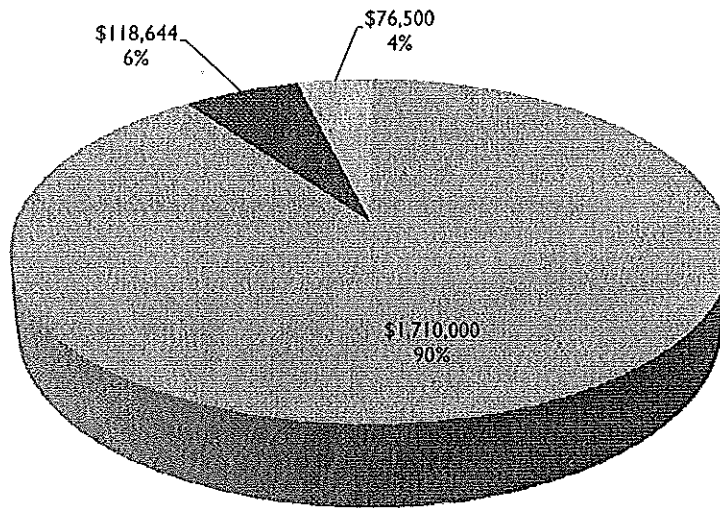
PLACENTIA LIBRARY DISTRICT
FISCAL YEAR 2010-2011 BUDGET PRESENTATION

LIBRARY BOARD OF TRUSTEES MEETING
May 17, 2010

FY 2009-2010 Estimates

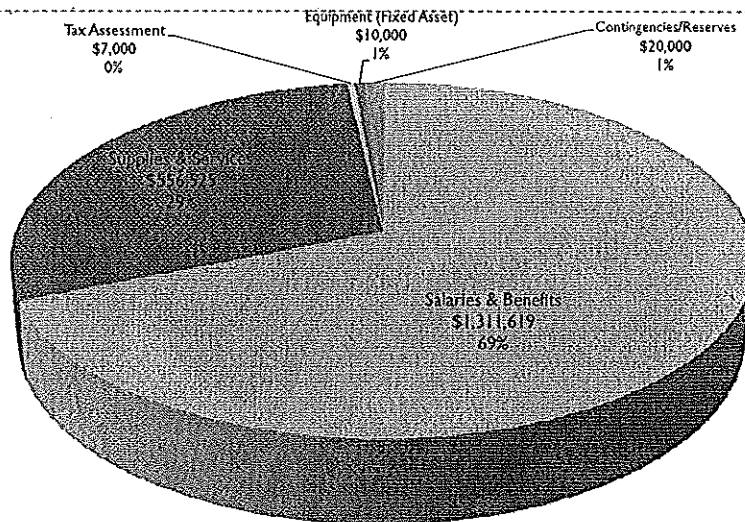


Revenue Projection for Fiscal Year 2010-2011 Budget - \$1,905,144



■ Property Tax ■ Local Revenue ■ Surplus FY 09-10

Expenditure Projection for Fiscal Year 2010-2011 Budget



■ Salaries & Benefits ■ Supplies & Services ■ Tax Assessment ■ Equipment (Fixed Asset) ■ Contingencies/Reserves

Cost Saving Options From Salaries & Benefits

Merit Increase	Health & Ancillary Benefits		PARS		Pay Cut		Furlough	
\$ 17,746	20 Hour PTE	\$ 13,131	8%	No savings	8%	\$ 88,797	24 days (9% pay cut)	\$102,184
	30 Hour PTE	\$ 24,267	7%	\$ 9,514	7%	\$ 77,697	12 days (5% pay cut)	\$ 51,092
	40 Hour FTE	\$ 100,462	6%	\$ 19,028	6%	\$ 66,598	10 days (4% pay cut)	\$ 42,690
			5%	\$ 28,543	5%	\$ 55,498	5 days (2.5% pay cut)	\$ 21,345
			4%	\$ 39,044	4%	\$ 44,399	4 days (2% pay cut)	\$ 17,076
			3%	\$ 47,571	3%	\$ 33,299	3 days (1.5% pay cut)	\$ 12,807
			2%	\$ 57,086	2%	\$ 22,199	2 days (1% pay cut)	\$ 8,538
			1%	\$ 66,600	1%	\$ 11,100	1 day (0.5% pay cut)	\$ 4,269



EMPLOYEE SURVEY RESULTS

	Yes	No
▶ Merit Increase	46%	54%
▶ Furlough	62%	38%
▶ 5% pay cut	15%	85%
▶ 4% pay cut	12%	88%
▶ 3% pay cut	12%	88%
▶ 2% pay cut	27%	73%
▶ 1% pay cut	42%	58%
▶ PARS	33%	67%
▶ Health benefits 20 hrs.	13%	87%
▶ Elimination of 2 PTE / book budget	15%	85%
▶ Elimination of 1 FTE / book budget	12%	88%

only
yes



Summary for Fiscal Year 2010-2011

- **New Computer Lab**
- **No change in Library Hours - 60 hours per week**
- **No change in Service Level**
- **Children's Programs/Services (17)**
 - Lapsit, Super STAR, Preschool Storytime, Pocket Tales, Read to the Dogs, F.I.R.S.T.: Family Game Day, Summer Reading Programs, Camp Library, Lunar New Year, Valentine Day, Craft, Easter Egg Hunt, El día de los Niños, Halloween Spooky Tales, Holiday Stories & Crafts, Volunteers, Homework Club
- **Teen programs/Services (5)**
 - P. IAC, book discussions, Summer Reading Program, Teens Make It & Take It, Lo Teen, Café Placenta
- **Adult programs/Services (7)**
 - Book discussion, Celtic Christmas, Summer Reading Programs, Poetry Reading, Living Library, Bowers Museum, Adult Literacy
- **No change in Staffing Level** 26 total
 11 FTE & 17 PTE
- **No change in Health & Ancillary Benefits**
 Retirement, Medical, Dental, Vision, Life Insurance, LTD & Employee Assistance
- **No COLA**
- **Merit Increases will apply**
- **34% Reduction in Book Budget - \$105,525**
- **History Room & Passport Office will remain open during all library hours, on an as-needed basis.**
- **Fees & Fines Schedule Changes**

*

Costly to have staff always there

* PLFF expressed interest to support Book Budget
 to PLFF/Jack H.
 RD - Collection is most important
 GW - re 34% cut, how prioritized?
 JC - funding is allocated re: usage/care.
 AB - funds for front tile?
 JC - yes, for this FY
 RD - I would not replace if we were facing major cuts.
 JC - PLFF favors books, not capital imp. projects
 AS - Computer Room plans? status?
 JC - PLFF advisor input/revisions/questions
 JT - view preliminary drawings?