Passport to Progress

AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

UNUSUAL DATE & LOCATION
Thursday, June 26, 2008
6:30 P.M.
Library Meeting Room

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

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

To accomplish this goal the Library will:

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

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

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

CALL TO ORDER

1.	Call to Order	Library Board President
2.	Roll Call	Administrative Services Manager

3. Adoption of Agenda
This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).
Presentation: Library Director
Recommendation: Adopt by Motion

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

TRUSTEE & ORGANIZATIONAL REPORTS

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

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

7. Placentia Library Friends Foundation Board of Directors Report. (Trustee Turner)

CONSENT CALENDAR (Items 8 – 31)
Presentation: Library Director
Recommendation: Approve by Motion
Items 9 – 43 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.

MINUTES (Item 8)
8. Minutes of the May 12th, 2008 Library Board of Trustees Regular Meeting and the May 22nd, 2008 Special Meeting and the June 3rd, 2008 Special Meeting. (Receive & File and Approve)

CLAIMS (Items 9 – 12)
9. Nonstandard Claims in excess of $300. (Receive & File and Approve)

10. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)

11. Current Claims and Payroll. (Receive & File and Approve)

12. FY2007-2008 Cash Flow Analysis through May 2008; the Schedule of Anticipated PropertyTax Revenues for FY2007-2008 as provided by the Orange County Auditor; and recommendation that no funds be transferred at this time. (Receive & File).

TREASURER'S REPORTS (Items 13 – 16)

13. Financial Reports for May 2008 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

14. Balance Sheet for May 2008. (Receive & File)

15. Acquisitions Report for May 2008. (Receive & File)

16. Entrepreneurial Activities Report for May 2008. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 25)

17. Personnel Report for May 2008. (Receive, File, and Ratify Appointments)

18. Volunteer Reports for May 2008. (Receive & File)

19. Circulation Report for May 2008. (Receive & File)

20. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

21. Status Report on Partnerships with Community Organizations. (Receive & File)

22. Status Report on Active Grant Applications. (Receive & File)

23. Report on the Santiago Library System merger (Receive & File)

24. Barbara Bush Foundation Application Cover Sheet & Budget (Receive & File)

25. Public Agency Retirement Services (PARS) Plan Provisions (Receive & File)

STAFF REPORTS (Items 26 – 31)

26. Library Director's Report. (Katsouleas)

27. Program Committee Report for May 2008. (Roberts)

28. Children's Services Report for May 2008. (Gurkweitz)

29. Placentia Library Literacy Services Report for May 2008. (Roberts)

30. Reference and Adult Services Report for May 2008. (Strazdas)

31. Placentia Library Web Site & Technology Report for May 2008. (Napier)

CONTINUING BUSINESS

32. Report on Actions taken at the Board of Trustees Closed Session of May 22, 2008.

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

33. Library Facilities Impact Fee

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

Read Resolution 08-10 by Title only: A Resolution of the Placentia Library District Establishing a Library Facilities Impact Fee; and

Adopt Resolution 08-10.

34. Approve the Placentia Library District Exempt & Non Exempt Salary Schedules for Fiscal Year 2008-2009, effective July 1, 2008, by adopting Resolution 09-01.

Presentation: Library Director
Recommendation: Read Resolution 09-01 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 2008-2009; and

Rollcall R.D ND

Adopt Resolution 09-01.

35. Placentia Library District Pension Plan

Presentation: Library Director
Recommendation: Read Resolution 09-02 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Approve Public Agency Retirement Services as Plan Administrator for the District Pension Plan; and

Adopt Resolution 09-02.

36. Second Request from Librarian I Phyllis Humple to be granted pro-rata benefits for working 10 hours per week on the grounds that she has been a staff member for more than five years.

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

ADJOURNMENT

37. Agenda Preparation for the July Regular Meeting which will be held on Monday, July 21, 2008 unless re-scheduled by the Library Board of Trustees.

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

39. Adjourn

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

I, Wendy Goodson, Manager of Administrative Services of Placentia Library District, hereby certify that the Agenda for the June 26, 2008 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, June 19, 2008.

6:50pm _____

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL MEETING OF THE BOARD OF TRUSTEES
May 12, 2008

CALL TO ORDER

President Shkoler called the Unusual Meeting of the Placentia Library District Board of Trustees to order on May 12, 2008, at 3:30 P.M.

ROLL CALL

Members Present: President Al Shkoler, Secretary Richard DeVecchio, Trustees Betty Escobosa, Jean Turner and Gaeten Wood and Library Director Elizabeth Minter, Jim Roberts, Vernon Napier, and Wendy Goodson.

Members Absent: None

Managers Absent: None

Others Present: Placentia Library District Staff Gary Bell, Caroline Gurkweitz, Alex Hernandez, Katie Matas.

ADOPTION OF AGENDA

It was moved by Secretary DeVecchio and seconded Trustee Escobosa by to adopt the Agenda excluding Agenda Items 47, 48, & 50.

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

ORAL COMMUNICATIONS

Mr. Arnie Pike, Placentia Resident, addressed the Board to inform them that the Library public restrooms are not wheelchair accessible.

PRESIDENT REPORT

President Shkoler had nothing to report at this time.

TRUSTEES' REPORTS

Secretary DeVecchio reported he attended the Placentia Library Celebrating Author's Event of May 10, 2008.

Trustee Turner that she attended the April Placentia Chamber of Commerce Breakfast, the Placentia Library Friends Foundation April Board Meeting and the Annual Meeting. She also attended the Placentia Library Celebrating Author's Event of May 10, 2008.

Trustee Wood Trustee Turner had nothing to report at this time.

Trustee Escobosa reported that she attended the Placentia Library Friends Foundation Annual Meeting in April.

FRIENDS FOUNDATION (PLFF) REPORT

Trustee Turner reported that she attended the PLFF meeting.

CONSENT CALENDAR

It was moved by Trustee Wood and seconded by Trustee Turner to approve Agenda Items 9-43 excluding items 47, 48, & 50.

MINUTES

Minutes of the March 18, 2008 Library Board of Trustees Regular Meeting and the April 1, 2008 Special Meeting.

CLAIMS

Claims 5101,5102 by Minter/Escobosa, Claims 5103,5104,5105,5106, & 5107 by Minter/Shkoler, 5108,5109,5110,5111, and 5112 by Minter/DeVecchio for a total of Claims forwarded by the Library Director and Library Trustees for Fiscal Year 2007-2008 of $96,364.18 for Fund 707.

Current Claims 5113,5114,5115,5116,5117 & 5118 for a total Current Claims of $88,858.19; and Payrolls #25 (06/04/08) for $59,472.00 and #26 (06/18/08) for $52,472.00 for $111,944.00 for a combined total of $200,802.19 from Fund 707.

FY2007-2008 Cash Flow Analysis through May 19, 2008 and the Schedule of Anticipated Property Tax Revenues for FY2007-2008 as Provided by the Orange County Auditor and recommendation that no funds be transferred at this time.

FINANCIAL REPORTS

Financial Reports for March & April 2008

Office General Ledger & Check Registers for March & April 2008

Acquisitions Report for March & April 2008

Entrepeneurial Report for March & April 2008

Collection Agency Report for March & April 2008

Gifts Report for March & April 2008

GENERAL CONSENT CALENDAR

Building Maintenance for March & April 2008

Personnel Report for March & April 2008

Volunteer Report for March & April 2008

Circulation Report for March & April 2008

Legislative Reports from the California Special Districts Assocation

Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority

Status Report on Partnerships with Community Organizations

Status Report on Active Grant Applications

Poet Laureate Report

Placentia Library District Policies (Series 2300) that were reviewed at the Library Board Work Session on January 15, 2008, passed as a first reading on February 19, 2008 And adopted by the Library Board of Trustees on March 18, 2008

Placentia Library District Policies (Series 2300) that were reviewed at the Library Board Work Session on January 15, 2008, passed as a first reading on February 19, 2008 and adopted by the Library Board of Trustees on March 18, 2008:

2300 – Job Description – Library Director
2303 – Job Description – Manager of Administrative Services
2315 – Job Description – Librarian II
2317 – Job Description – Librarian
2319 – Job Description – Library Assistant
2320 – Job Description – Coordinator of Development and/or Volunteer Services
2321 – Job Description – Clerk II
2323 – Job Description – Clerk I

Placentia Library District Policies (Series 6000) that were reviewed at the Library Board Work Session on January 15, 2008, passed as a first reading on February 19, 2008 and adopted by the Library Board of Trustees on March 18, 2008:

6010 – Materials Selection Policy
6060 -- Patron Behavior and Unattended Children Policy
6067 – Client Service Policy

Council of Independent Special Library Districts Meeting Notes for February 16, 2008.

Public Service Recognition Week, 2008 Awards Nomination Form as submitted to the Greater Los Angeles Federal Executive Board on April 1, 2008, nominating Placentia Library Literacy Services for the Community Service Award Category.

Public Library Staff Education Program Grant Application to the State Library of California for Fiscal Year 2008/2009 for Yesenia Gomez.

Renewal of Placentia Library District Certificate of Deposit at California National Bank that was purchased on January 27,

2003, matured on April 27, 2009 and rolled over for thirteen months at 2.42% until May 27, 2009.

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

STAFF REPORTS

Director's Report for March & April 2008

Program Committee Report for March & April 2008

Children's Services Report for March & April 2008

Placentia Library Literacy Services Report for March & April 2008

Reference and Adult Services Report for March & April 2008

History Room Report for March & April 2008

Placentia Library Web Site Report for March & April 2008

Technology Report for March & April 2008

Publicity Materials produced for March & April 2008

Safety Committee Minutes for March & April 2008

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

LEGISLATIVE ISSUES

Library Director recommended the Board to stayed informed on the current legislation and may take a position on the Library Bond Act.

WORD OF MOUTH MARKETING

Children's Department Caroline Gurkweitz reported that the theme for May is Summer Reading Program.

POLICY SERIES 6030

It was moved by Trustee DeVecchio to adopt Placentia Library District Policies 6060 – Circulation Policy and 6065 – Public Behavior Policy as revised.

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

PENSION PLAN

It was moved by Trustee Wood and seconded by Trustee Turner to Change Placentia Library District's Pension Plan with PARS (Public Agency Retirement Services) with a contribution for Fiscal Year 2008-2009 of 8% for full time and part time employees; authorize the Library Director to notify National Retirement Services of Placentia Library District's decision to change pension plans and service providers; Appoint a Trustee to work with the Library Director, the Manager of Administrative Services and the representative from PARS, to finalize The specific elements of the Government Profit Sharing Plan for Presentation to the Library Board at its Regular Meeting; and authorize The Library Director and Manager of Administrative Services to Coordinate the execution of the Pension Fund changes by roll call vote.

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

Valerie Poole, Human Resources Consultant entered the meeting at 4:15P.M.

SELF-CHECK UNITS

It was moved by Trustee DeVecchio and seconded by Trustee Wood to authorize the Library Director to prepare and release a Request for Quotes for two (2) self-check circulation units.

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

It was moved by Trustee Turner and seconded by Trustee Wood to authorize the Library Director to prepare and present a request to the Placentia Library Friends Foundation Board of Directors for purchasing one of the self-check circulation units for the Library.

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

Jeff Ferre, Best, Best & Krieger Representative entered the meeting at 4:35P.M.

JUNE BOARD MEETING

The Board established June 26, 2008 as the next Board of Trustees Meeting.

IMPACT FEES

It was moved by Trustee Escobosa and seconded by Trustee DeVecchio to file the report provided by Best, Best & Krieger.

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

It was moved by Trustee Turner and seconded by Trustee DeVecchio to Conduct the Public Hearing for the proposed adoption of Resolution 08-10 to Establish a Library Facilities Impact Fee to take place on Thursday, June 26th, 2008 at 6:30P.M. in the Placentia Library Meeting Room of the Placentia Library District; authorize the staff to provide legal notice to the Placentia News Times and to take any and all applicable action to provide notice and publication of the public hearing.

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

STAFF MEETING WITH VALERIE POOLE

It was moved by Trustee DeVecchio and seconded by Trustee Turner to receive and file the quarterly report from Valerie J. Poole, Human Resources Consultant for May 8, 2008.

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

MEDICAL REIMBURSEMENT POLICY

It was moved by Trustee Wood and seconded by Trustee Escobosa to approve renewal of the Deductible/Co-Pay Reimbursement Program for staff who receive District medical benefits, at a rate of $500 per calendar year/pro-rated based on their employment status.

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

AMERICAN LIBRARY ASSOCIATION CONFERENCE

It was moved by Trustee Wood and seconded by Trustee Escobosa to authorize the purchase of tickets @ $50 per person for the American Library Trustee Association (ALTA) Luncheon on Monday, June 30, 2008.

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

SYSTEM ADVISORY BOARD

The Board appointed Glennis Clancy to the System Advisory Board (SAB) Representative for Placentia Library District to the Santiago Library System and its successor organization, for a term from July 1, 2008 to June 30, 2010.

SLS/MCLS

It was moved by Trustee DeVecchio and seconded by Trustee Wood to endorse the merger of the Santiago Library System with the Metropolitan Cooperative Library System effective July 1, 2009.

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

ISDOC SELECTION COMMITTEE

President Shkoler will attend the ISDOC meeting on May 29, 2008 and will cast the vote on behalf of the library district for candidate, Arlene Schafer.

BOARD MEETING AGENDA

It was moved by Trustee Wood and seconded by Trustee Turner to Adopt Placentia Library District Policy 5020 – Board Meeting Agenda as amended.

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

FACILITY ACTIVITIES CALENDAR

The Board established the date of June 26, 2008 at 5:00P.M. as Special Meeting for Facility Activities discussion items.

CLOSED SESSION

The Board went into Closed Session at 6:05P.M.
The Board concluded the Closed Session at 6:45P.M.
No items reported.

The Board went back into Open Session at 6:45P.M.

AGENDA PREPARATION

Agenda Preparation for the June Special Meeting will be held on Thursday, June 26, 2008 at 5:00P.M.

Agenda Preparation for the June Unusual Meeting will be held on Thursday, June 26, 2008 at 6:30 P.M.

ADJOURNMENT

The Unusual Meeting of the Board of Trustees of the Placentia Library District for May 12, 2008 adjourned at 6:45 P.M.

NEXT MEETING

The Library Board Special Meeting will be held on Thursday, June 26, 2008 at 5:00 P.M. in the Library Meeting Room.

The June Unusual Library Board Special Meeting will be held on Thursday, June 26, 2008 at 6:30 P.M. in the Library Meeting Room.

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
May 22, 2008

CALL TO ORDER

President Shkoler called the Unusual Meeting of the Placentia Library District Board of Trustees to order on May 22, 2008, at 2:00 P.M.

ROLL CALL

Members Present: President Al Shkoler, Trustees Betty Escobosa, Jean Turner and Gaeten Wood and Library Director Elizabeth Minter, Vernon Napier, and Wendy Goodson.

Members Absent: Secretary DeVecchio

Managers Absent: Public Services Manager

Others Present: None

ADDED AGENDA ITEMS AFTER ORIGINAL POSTING

It was moved by Trustee Wood and seconded Trustee Escobosa by to adopt the additional agenda items added after the original posting for the May 22, 2008 Special Meeting.

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

ADOPTION OF AGENDA

It was moved by Trustee Wood and seconded by Trustee Turner to adopt the agenda as amended.

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

ORAL COMMUNICATIONS

No members of the public addressed the Board.

ESTABLISH JOB CLASSIFICATION – SYSTEMS ADMINISTRATOR

It was moved by Trustee Turner and seconded by Trustee Wood to establish the position of Placentia Library District Systems Administrator.

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

It was moved by Trustee Turner and seconded by Trustee Wood to adopt Placentia Library District 2300 – Job Description for Systems Administrator as a first reading.

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

It was moved by Trustee Turner and seconded by Trustee Escobosa to adopt the Systems Administrator Salary Scale Step 1, $50,044.80 per annum to Step 10, $64,023.47 per annum.

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

APPOINTMENT OF INTERIM LIBRARY DIRECTOR

It was moved by Trustee Turner and seconded by Trustee Wood to approve the Appointment of the Placentia Library District Interim Library Director, Linda Katsouleas, effective May 27, 2008 at contracted rate of $75.00 per hour, six hours a day, three days per week.

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

SIGNATURE AUTHORITY

It was moved by Trustee Wood and seconded by Trustee Escobosa to approve the addition of Interim Library Director Linda Katsouleas to the Placentia Library District Signature Authority for the County of Orange Signature List for Funds 702, 703, 706, 707, 708; Bank of the West Accounts 664-023272, 664-016995, 664-023298, 664-009305, 664-012929: Wells Fargo Bank Account 201-1939659, Cal National Bank Account 28205565, and District Cal-Card Account 4246040014013058.

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

AGENDA PREPARATION

Agenda item to be added for the June 26, 2008 Special Meeting is Library Facility needs and goals. Agenda Preparation for the June Unusual Meeting will be held on Thursday, June 26, 2008 at 6:30 P.M.

ADJOURNMENT

The Special Meeting of the Board of Trustees of the Placentia Library District for May 22, 2008 adjourned at 2:26 P.M.

NEXT MEETING

A June Library Board Special Meeting will be held on Thursday, June 26, 2008 at 5:00 P.M. in the Library Meeting Room.

The June Library Board Unusual Meeting will be held on Thursday, June 26, 2008 at 6:30P.M in the Library Meeting Room.

Richard DeVecchio Secretary Library Board of Trustees	Al Shkoler President Library Board of Trustees

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL MEETING OF THE BOARD OF TRUSTEES
June 5, 2008

CALL TO ORDER

President Shkoler called the Unusual Meeting of the Placentia Library District Board of Trustees to order on June 5, 2008, at 1:00 P.M.

ROLL CALL

Members Present: President Al Shkoler, Secretary DeVecchio, Trustees Betty Escobosa, Jean Turner and Gaeten Wood and Interim Library Director Linda Katsouleas, Vernon Napier, and Wendy Goodson.

Members Absent: None

Managers Absent: Public Services Manager

Others Present: None

ADOPTION OF AGENDA

It was moved by Trustee Escobosa and seconded by Trustee Wood to adopt the agenda.

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

ORAL COMMUNICATIONS

No members of the public addressed the Board.

IMPACT FEES STATUS

Interim Library Director will meet with Placentia Library City Administrator to discuss the processes for implementation.

DISTRICT SALARIES COST OF LIVING ADJUSTMENT FY08-09

It was moved by Trustee DeVecchio and seconded by Trustee Wood to Approve the Employee Cost of Living Adjustment of 3.3% for Fiscal Year 2008-2009 Salaries for Exempt and Non-Exempt Employees

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

PAYROLL TRANSFER REQUEST

It was moved by Trustee Wood and seconded by Secretary DeVecchio To approve the District Payroll Supplement Transfer Request to fund the Contract Termination terms for Library Director Minter.

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

CLOSED SESSION

The Board went into closed session at 1:16P.M.
The Board concluded the closed session at 2:45P.M.
No reported items.
The Board went back into Open Session at 2:45P.M.

AGENDA PREPARATION

Agenda Preparation for the June Library Board Special Meeting will be held on Thursday, June 26, 2008 at 5:00 P.M.

Agenda Preparation for the June Library Board Unusual Meeting will be held on Thursday, June 26, 2008 at 6:30 P.M.

ADJOURNMENT

The Special Meeting of the Board of Trustees of the Placentia Library District for June 5, 2008 adjourned at 1:15P.M.

NEXT MEETING

A June Library Board Special Meeting will be held on Thursday, June 26, 2008 at 5:00P.M. in the Library Meeting Room.

A June Library Board Unusual Meeting will be held on Thursday, June 26, 2008 at 6:30P.M. in the Library Meeting Room.

Richard DeVecchio
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
June 26, 2008

TYPE	REPORT NUMBER	AMOUNT
None		
	TOTAL	

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director & Trustees
June 26, 2008

	DATE	CLAIM	FUND	AMT
LIBRARY DIRECTOR				
FUND 707	May 12, 2008	5119	707	11,529.51
	May 22, 2008	5120	707	2,284.06
	June 2, 2008	5121	707	14,963.71
	June 2, 2008	5122	707	16,913.42
	June 2, 2008	5123	707	9,011.25
	June 5, 2008	5124	707	15,586.11
	June 14, 2008	5125	707	8,846.56
	June 14, 2008	5126	707	5,829.59
	June 14, 2008	5127	707	10,247.52
	June 14, 2008	5128	707	2,341.54
	June 14, 2008	5129	707	4,155.13
	June 14, 2008	5130	707	11,880.32
		CLAIM TOTAL		113,588.72

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
June 26, 2008

TYPE		REPORT NUMBER	AMOUNT
Payroll		6/12/2008	91,968.00
		6/18/2008 A	8,000.00
		7/2/2008	55,472.00
		7/16/2008	55,472.00
	Subtotal for Payroll		210,912.00
TOTAL CURRENT CLAIMS & PAYROLL			210,912.00

Fund Balance Report for Placentia Library District Funds on Deposit with the Orange County Treasurer

Post-Petition Balances (B/S Account 8010 - Cash)

June 26, 2008

Fiscal Year 2007-2008

	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	TOTAL EXCL GEN FUND
6/30/2007*	143,300.29	11,282.78	179,951.58	1,099,907.16	11,009.55	1,445,451.36	345,544.20
7/31/2007	143,288.46	11,281.85	179,936.72	1,037,037.44	11,008.64	1,382,553.11	345,515.67
8/31/2007	144,541.01	11,380.47	181,509.63	850,500.39	11,104.87	1,199,036.37	348,535.98
9/30/2007	144,528.71	11,379.50	181,494.19	706,518.63	11,103.93	1,055,024.96	348,506.33
10/31/2007	145,803.61	11,479.88	183,095.17	614,387.66	11,201.88	965,968.20	351,580.54
11/30/2007	145,791.21	11,478.90	173,079.60	640,461.89	11,200.93	982,012.53	341,550.64
12/31/2007	147,059.93	11,578.79	184,672.81	1,175,090.44	11,298.40	1,529,700.37	354,609.93
1/31/2008	147,693.04	11,628.79	185,470.20	1,080,418.86	11,347.19	1,436,558.08	356,139.22
2/28/2008	148,303.62	11,676.86	186,236.95	984,004.71	11,394.11	1,341,616.25	357,611.54
3/31/2008	148,883.14	11,722.49	186,964.69	893,158.90	11,438.63	1,252,167.85	359,008.95
5/30/2008	149,359.77	11,760.01	187,563.23	1,368,667.43	11,475.25	1,728,825.69	360,158.26
6/15/2008	149,810.27	11,795.48	188,128.96	1,291,076.16	11,509.87	1,652,320.74	361,244.58
6/30/2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: **Treasurer's Reports for May 2008 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger**

DATE: June 26, 2008

Summary of Cash and Investments as of May 31, 2008

Cash with Orange County Treasurer Fund 702	149,810.27
Cash with Orange County Treasurer Fund 703	11,795.48
Cash with Orange County Treasurer Fund 706	188,128.96
Cash with Orange County Treasurer Fund 707	1,291,076.16
Cash with Orange County Treasurer Fund 708	11,509.87
County Exempt Checking – Bank of the West	20,876.13
County Exempt Savings – Bank of the West	10,901.45
General Fund Checking – Bank of the West	1,437.31
General Fund Savings – Bank of the West	7,748.90
Literacy Fund Savings – Bank of the West	14,301.75
Payroll Checking – Wells Fargo Bank	737.29
Payroll Emergency CD – California National Bank	23,624.58

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

Linda Katsouleas
Interim Library Director

8:29 AM
06/18/08
Accrual Basis

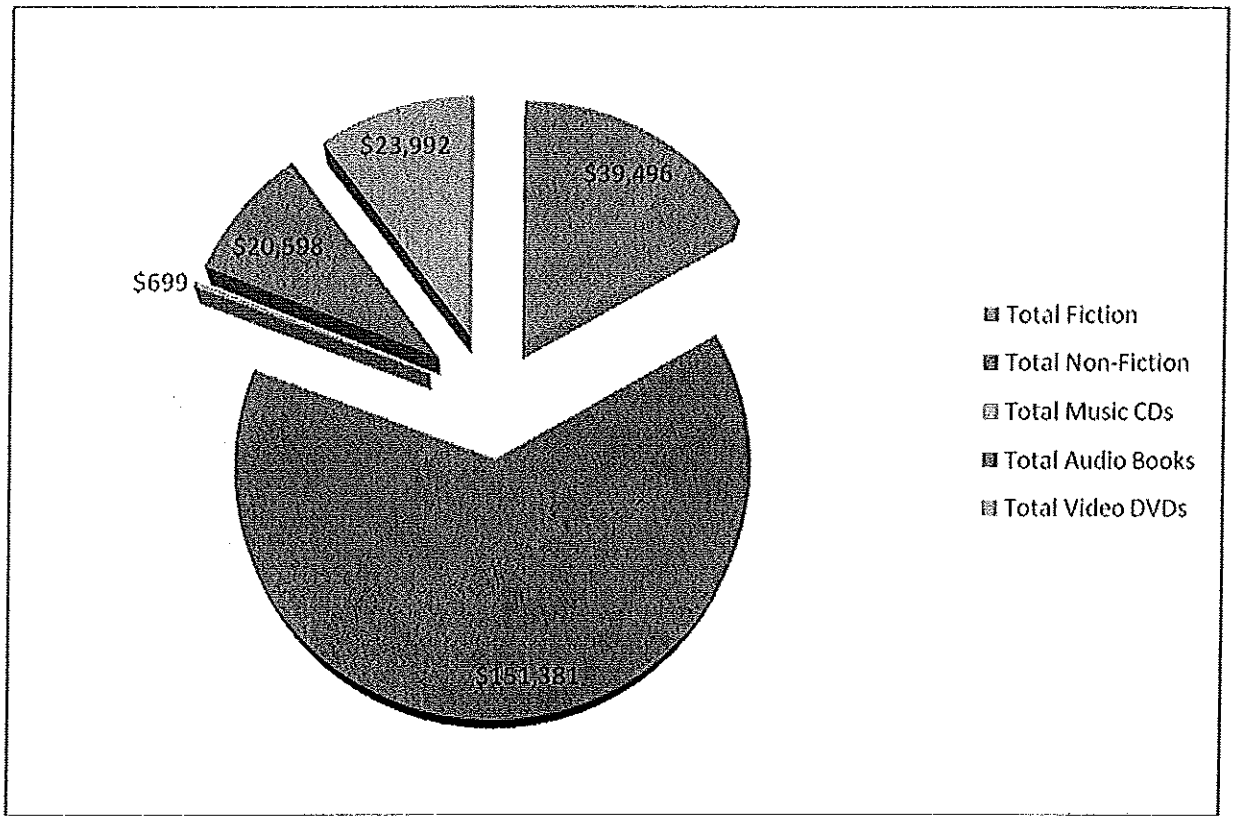
Placentia Library District
Balance Sheet
As of May 31, 2008

	May 31, 08
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	20,876.13
County Exempt - Savings	10,901.45
General Fund - Checking	1,437.31
General Fund - Savings	7,748.90
Literacy Fund - Savings	14,301.75
Payroll Checking - Wells Fargo	737.29
Payroll Checking (CDs)	
0028205565	23,624.58
Total Payroll Checking (CDs)	23,624.58
Total Checking/Savings	79,627.41
Total Current Assets	79,627.41
Fixed Assets	
Building and Improvements	2,029,651.00
Equipment and Furniture	626,490.00
Land	81,498.00
xAccum Depr Bldg Impr	-914,597.00
xxAccum Depr Equip Furn	-584,086.00
Total Fixed Assets	1,238,956.00
TOTAL ASSETS	1,318,583.41
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Curr Portion capital lease	20,231.00
Curr Portion La Salle	94,952.00
Union Dues Payable	1,496.00
Total Other Current Liabilities	116,679.00
Total Current Liabilities	116,679.00
Long Term Liabilities	
Capital lease payable	147,971.62
LaSalle renovatio lease	144,932.12
Total Long Term Liabilities	292,903.74
Total Liabilities	409,582.74
Equity	
GF 707 Lease payments/loan	72,448.09
Investment in capital assets	825,653.00
Retained Earnings	-47,197.16
Total Capital	68,737.80
Net Income	-10,641.06
Total Equity	909,000.67
TOTAL LIABILITIES & EQUITY	1,318,583.41

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2007-2008 THROUGH THE MONTH OF MAY 2008

	Amount	Volumes	Titles
Total Fiction	$39,496	3615	2561
Total Non-Fiction	$151,381	3932	3755
Total Music CDs	$699	76	66
Total Audio Books	$20,598	325	313
Total Video DVDs	$23,992	1138	439
TOTAL MATERIALS	$236,167	9086	7134



Entrepenurial Activities Report
Net Revenue Summary

	May-08	May-07	YTD 2007-2008	YTD 2006-2007
Passport	16,769.19	29,503.77	165,734.83	222,624.97
Passport Photos	725.00	2,430.00	19,915.00	24,888.00
Notary Public	130.00	310.00	2,650.00	3,620.00
Test Proctor	240.00	120.00	1,508.80	1,493.60
Total	17,864.19	32,363.77	189,808.63	252,626.57

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Wendy Goodson, Administrative Services Manager

SUBJECT: **Personnel Report for May 2008**

DATE: June 26, 2008

RESIGNATIONS:

Patricia Fellous-Gibbons, Library Clerk II, (PT), effective May 16, 2008.

APPOINTMENTS:

Linda Katsouleas, Interim Library Diretor, effective May 27, 2008.

OPEN POSITIONS:

Library Clerk II (PT)

WORKERS' COMPENSATION LEAVE:

None

VOLUNTEER REPORT

To: Linda Katsouleas, Acting Director
From: Lois Monroe, Volunteer Coordinator

The following include total hours for Community Service, Children's Department, Bookstore, History Room, and Literacy volunteers.

January	February	March	April	May
1693 hours	1962 hours	1920 hours	1854 hours	1602 hours

Lois/volreport5-'08

Placentia Library District

Circulation report for May 2008

	May 2008	May 2007	Y-T-D 2007-8	Y-T-D 2006-7	Y-T-D % change
NEW PATRON REGISTRATIONS	365	287	3,381	3,694	-9.3%
TOTAL CIRCULATION	22,004	20,709	237,737	210,330	11.5%
TOTAL ACTIVE BORROWERS *	21,906	20,240			
TOTAL REGISTERED BORROWERS **	36,008	32,703			
ATTENDANCE	54,377	65,878	579,301	564,210	2.6%

* Active borrowers have used the Library this month

** Registered borrowers have used the Library within the past 12 months

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY2007-2008	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-07	07/23/07	5,584.05	1,150.57	136.67	645.55	0.00	0.00	7,516.84
Aug-07	08/22/07	7,054.77	1,440.22	136.67	117.20	0.00	0.00	8,748.86
Sep-07	10/02/07	7,492.80	2,316.02	145.15	107.50	0.00	15.06	10,076.53
Oct-07	11/19/07	7,016.46	1,150.57	145.15	107.50	0.00	0.00	8,419.68
Nov-07	11/19/07	5,287.29	1,186.18	145.15	107.50	0.00	0.00	6,726.12
Dec-07	02/13/08	4,198.61	1,150.57	145.15	107.50	0.00	7.98	5,609.81
Jan-08	02/13/08	3,118.39	1,150.57	145.15	137.50	0.00	7.84	4,559.45
Feb-08	02/13/08	3,438.09	1,150.57	145.45	1,218.91	0.00	7.82	5,960.84
Mar-08	*	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Apr-08	*	0.00	0.00	0.00	0.00	0.00	0.00	0.00
May-08	*	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jun-08		0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		43,190.46	10,695.27	1,144.54	2,549.16	0.00	38.70	57,618.13
AVG		8,638.09	2,139.05	228.91	509.83	0.00	7.74	11,523.63

*Figures for Mar, Apr, May were not available at time of print. Will be included in July's Board Materials. WG

Agenda Item 21

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator

DATE: May 12, 2008

SUBJECT: Status of Placentia Library Literacy Services (PLLS) Partnerships with the Community for April 2008.

Provided below is a list of active PLLS partnerships/coalitions in the community.

- Placentia Rotary Reading Enrichment Program (PRREP) is active again this school year. In late September and early October we had sign-ups at El Dorado and Valencia High Schools. We had more than 140 high school students PRREP volunteers last school year.

- We partner with Even Start at Ruby Drive Elementary School, where we offer Spanish literacy classes on Friday mornings during the school year.

- Federal Work Study (FWS) is a partnership among Western State University College of Law, Cal State Fullerton and the Library where qualified FWS students work part-time at the Library and off-site, primarily tutoring children. Cal State Fullerton and PLLS have two additional partnerships: 1. the Intern Program, and 2. Service Learning.

- PLLS is listed as a participating agency for interns with Valencia High School's Val Tech and International Baccalaureate (IB) programs.

- The homework partnership with H.I.S. House began again in September. The homework club is held Mon.-Wed. from 6:30-8 PM. We have nine (9) school-age students enrolled this year.

- The homework club at Topaz Elementary School is for 7th and 8th grade students who attend Tuffree Middle School and are graduates of Topaz. The Topaz-Tuffree Homework Club began on October 8.

- The School District's citizenship class is on hold.

- The Kraemer-Placentia Library Homework Club started on October 8, in Room 402, and has been averaging about 20 students a day. This homework club is held from 3:30-5:30 Mon.-Thurs.

TO: Linda Katsouleas, Library Director

FROM: Jim Roberts, Public Services Manager

Date: June 26, 2008

SUBJECT: Grant Status for May,2008

Source	Date Submitted	Submitted By	ELLI	FFL	Adult Literacy	Spanish Literacy	Children's	Homework Club
Grants Pending								
No new grants are pending								
Barbara Bush Foundation	07/07/07	Ferrari						
Staples Foundation	09/30/07	Ferrari						
TOTAL PENDING								

Source	Amount	Date Submitted	Submitted By	ELLI	FFL	Adult Literacy	Spanish Literacy	Homework Clubs
Grants Received								
CLLS (State Library)	$30,000	08/01/07	PLLS	X	X	X		
Draper Grant	$10,000	3/1/2007	Ferrari					X
Disney Grant	$5,000	9/6/2007	PLLS					X
CLLS (State Library)	$23,729	11/9/2007	PLLS	X	X	X		
TOTAL	$68,729							

Source	Amount	Date Submitted	Submitted By	ELLI	FFL	Adult Literacy	Spanish Literacy	Children's
Grants Denied/Withdrawn								
Pacific Life	35,000	08/27/07	Ferrari					
Pacific Life	$5,000	08/27/07	Ferrari			X		
Irvine Health Found.	7,000	10/07/07	Ferrari					
Rosenthal Fund	3,000	3/1/2007	Ferrari					
Klein Foundation	25,000	7/1/2007	Ferrari			X		
Barbara Bush Foundation	35,000	09/05/07	Ferrari			X		
TOTAL	$110,000							

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Placentia Library District Board of Trustees

FROM: Linda Katsouleas, Library Director

SUBJECT: **Report on proposed Santiago Library System merger with Metropolitan Cooperative Library System and South State System.**

DATE: May 12, 2008

REPORT:

At the meeting of the Santiago Library System on June 12, 2008, the Libraries voted unanimously to move ahead with the proposed consolidation with the other two public library systems in July of 2009. As the Board is aware, this will mean that our library will pay dues for membership in the combined system. The new system will include Orange County, all of Los Angeles County and parts of Ventura County. Two non-system libraries located in Orange County, City of Santa Ana and Huntington Beach may also join. The Library of California will continue with the approval process throughout the year.

Recommendation:

Receive and file.

THE BARBARA BUSH FOUNDATION FOR FAMILY LITERACY
2008 COVER SHEET

Organization Placentia Library District

Project Title Placentia Library Literacy Services

Contact Person Jim Roberts, M.Ed.

Telephone Number (714) 524-8408 Ext. 215

Fax Number (714) 528-8236

Email jroberts@placentialibrary.org

Address 411 East Chapman Avenue

City/State/Zip Placentia, CA 92870

PROJECT SUMMARY

The Placentia Library District has been providing literacy services to the community for more than 30 years. Our programs include homework clubs, classroom tutoring assistance, reading enhancement and literacy programs focusing on bringing families together. Currently, more than 1600 children, adults and families participate in a variety of programs developed in partnership with agencies and organizations throughout Orange County and continue to grow in size each year.

Must be completed by applicant:

Type of Organization: LIB

Target Population: Hispanic, Caucasian, Asian, low-income, homeless adults and children.

Total # of Families to be Served 1300

Age of Children to be Served 5-18

Site Location: Urban X
Rural

Hours Instruction/Week for:
Parents 25
Children 85
Intergenerational Activities: 10

Project Length (mos.) 12
Start-up Date: Sept-Sept.
Budget Requested: $35,000

Develops Family Literacy Project
Expands Existing Family Literacy Project X

This is to certify that all information contained herein is accurate, complete, and current and that the organization I represent meets all the eligibility criteria set forth by the Barbara Bush Foundation for Family Literacy.

Elizabeth Minter
(Authorized Signature)

Elizabeth Minter
(Please type or print)

Executive Director
(Title)

Barbara Bush Foundation for Family Literacy
2008 BUDGET FORM

Project Title: Placentia Library Literacy Services

Organization: Placentia Library District

Direct Costs Requested		**Dollar Amount**
Personnel [list by position and percentage of time (FTE%)]		
Literacy Manager	100%	$15,000
Fringe Benefits Medical, Dental, 401K		$4,500
Contractual Services (list by service, e.g., consultants, etc.) n/a		
Travel Staff Travel		$2,000
Equipment (list by type, e.g., computers, audiovisual, etc.) Printers for Onsite Homework Clubs		$1000
Instructional Materials Books for ELLI Program Purchase of "Monster" Books for GAP program Volunteer Training Workshop Handouts		$7,000
Supplies Office Supplies		$2,000
Software n/a		
Other Homework Club Refreshments		$2,500
	Total Direct Costs	**$35,000**

EXHIBIT "A"
ADOPTION AGREEMENT
TO THE
PARS TRUST AGREEMENT

Member Agency:	Placentia Library District of Orange County
Plan Name:	PARS Defined Contribution Plan
Plan Effective:	July 1, 2008
Plan Administrator:	
Title:	Library Director
Address:	411 East Chapman Avenue Placentia, CA 92870

The above referenced California public agency ("Member Agency") adopts the PARS Trust Agreement, as amended and restated effective 7/1/99, as the trust portion ("Agency Trust") of the above referenced qualified plan ("Plan"), effective as of the date set out above. Pursuant to resolution number _____, dated_____, which authorizes the adoption of the PARS Trust Agreement and names the above referenced individual by position of employment to act on behalf of the Member Agency in all matters relating to the Member Agency's participation in the PARS Trust Program and Agency Trust ("Plan Administrator"), the Plan Administrator certifies the following entities within the Agency Trust:

TRUSTEE:	Union Bank of California, N.A.
TRUST ADMINISTRATOR:	Phase II Systems dba Public Agency Retirement Services
INVESTMENT FIDUCIARY:	Union Bank of California, N.A., acting through its subsidiary Highmark Capital Management, a registered investment adviser.

DRAFT

By: _____ Title: Library Director

Date: _____

ACCEPTED:

Trust Administrator: Phase II Systems dba Public Agency Retirement Services

By: _____ Title: President

Date: _____

Trustee and Investment Fiduciary: Union Bank of California, N.A.

By: _____ Title: _____

Fee Schedule

Trustee/Custodial Fees

All Plan assets..... 0.12% on all incoming contributions

Investment Management Fees

Investment Management Fees are based on the Investment Strategy you select. Following is a list of the investment management fees applicable to each Investment Strategy:

- **HighMark U.S. Treasury Money Market** – Fund level fees only (see prospectus)
- **HighMark U.S. Government Money Market Fund** – Fund level fees only (see prospectus)
- **Short to Intermediate Term Fixed Income Strategy:**

  Union Bank of California, N.A. provides investment management services for the assets actively managed in the PARS Short to Intermediate - Term Fixed Income Account. The annual fee on the account's asset value is prorated and charged monthly*:

.12%	on the first $75,000,000
.10%	on the next $25,000,000
.05%	over $100,000,000

  *Holdings in the Hartford Guaranteed Annuity Contract for which HighMark Capital Management has also been appointed Investment Fiduciary are held in a separate account and are not assessed the investment management fees listed above. Holdings in Highmark Money Market Funds are also not charged at the above rates, but instead are assessed management fees at the fund level as disclosed in the the HighMark Money Market Mutual Fund Prospectus. As of 12/31/2007 the account held $1,017,882.41 in the HighMark 100% US Government Money Market Fund and $140,652,147.50 in other assets.

- **UBOC Stable Value Fund** - Fund level fees only (see disclosure)
- **Diversified Portfolios (Conservative, Moderately Conservative, Moderate, Balanced/ Moderately Aggressive):**

  Per Annum Charges
  All plan assets.....0.60%*

  **waived for plan assets invested in HighMark Funds or the UBOC Stable Value Fund*

  Other Fees

  HighMark Mutual Funds ..... See prospectus and mutual fund disclosure

  Exchange Traded Funds ..... See PARS Investment services agreement

  UBOC Stable Value Fund (Defined Contribution Plans only).....See disclosure

PLAN SPONSOR

PARS Trust	Placentia Library District PARS Defined Contribution Plan
Name of Trust	*Name of Plan*
	Library Director
Name of Authorized Signer for Plan Sponsor	*Title*
Signature of Authorized Signer for Plan Sponsor	*Date*

Investment Strategy Selection and Disclosure Form (DC Plans)

Date:_____

Agency or District: Placentia Library District of Orange County

Plan Name: PARS Defined Contribution Plan

To: HighMark Capital Management, Inc. and Union Bank of California, N.A.

Union Bank of California, N.A. has been or is hereby appointed Investment Manager of the above-referenced Plan. Please invest the assets of the above-referenced Plan and Trust for which you have been appointed Investment Manager in the **(select one of the strategies listed below):**

	Strategy	Investment Objective	Allocation
☐	HighMark U.S. Treasury Money Market Fund	Provide current income with liquidity and stability of principal through investments in short-term U.S. Treasury obligations.	Money Market Fund
☐	HighMark U.S. Government Money Market Fund	Provide current income with liquidity and stability of principal through investments in short-term obligations issued or guaranteed by the U.S. government and its agencies.	Money Market Fund
☐	Short-to-Intermediate Term Fixed Income Strategy	Maximize income consistently with a low level of price volatility.	Fixed Income Fund
☐	UBOC Stable Value Fund	Provide dependable current income and safety of principal through direct investments primarily in Stable Value Instruments or in certain other fixed income or money market obligations.	Fixed Income Fund
☐ ☐	Diversified Portfolios Conservative *HighMark PLUS* Conservative *Index PLUS*	Provide a consistent level of inflation-protected income over the long-term.	Equity: 5-20% Fixed Income: 60-95% Cash: 0-20%
☐ ☐	Moderately Conservative *HighMark PLUS* Moderately Conservative *Index PLUS*	Provide current income with capital appreciation as a secondary objective.	Equity: 20-40% Fixed Income: 50-80% Cash: 0-20%
☐ ☐	Moderate *HighMark PLUS* Moderate *Index PLUS*	Provide current income and moderate capital appreciation.	Equity: 40-60% Fixed Income: 40-60% Cash: 0-20%
☐ ☐	Balanced / Moderately Aggressive *HighMark PLUS* Balanced / Moderately Aggressive *Index PLUS*	Provide growth of principal and income.	Equity: 50-70% Fixed Income: 30-50% Cash: 0-20%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Linda Katsouleas, Interim Library Director

SUBJECT: **Library Director's Report**

DATE: June 26, 2008

Activities Report:

May 21 I was introduced to the staff at the all staff meeting.

May 27 I began my tenure as Interim Director. During the past month I have met with staff and managers to clarify roles and expectations. We have discovered some hazy understanding of FLSA and District policy issues which have been clarified.

I attended a Board meeting on June 22nd, working with the Board to develop the recruitment plan for the new Library District Director.

I attended a PLFF member meeting on May 4th where I expressed the Library's appreciation for their help. I also attended a PLFF Board on May 9th meeting and explained the conflict of interest issues involved in keeping their books. I asked them to please find a member of their group to maintain their financial records.

I attended the library program committee meeting on June 11th and explained that with our budget constraints we would not be able to hire contract entertainers to perform at library programs routinely and the programs which utilized hired performers at the schools would not be reinstated next year. Routine programming not underwritten by donors will be presented by staff as is done in most libraries. I also met with supervisors and encouraged them to utilize current, already trained part time staff to fill behind temporary, unanticipated vacancies.

We maintained a regular weekly schedule of manager's meeting although the lengthy absence of Public Services Manager Jim Roberts on personal business prevented his attendance. These meetings have been very helpful in understanding District operations.

With a part time schedule it is difficult to attend off site meetings and I have not attended any this month.

I met with the Board President several times to define my responsibilities or clarify local practices. We met with the consultant on the Impact Fee proposal on June 11th to refine the process.

At an all staff meeting on June 19th Wendy Goodson, Support Services Manager, and I discussed budget, tardiness, comp-time scheduling and FLSCA with the staff. The PARS representative explained the transition to the new pension fund management to the attendees.

Agenda Item 27

TO: Linda Katsouleas, Library Director

FROM: Jim Roberts, Public Services Manager

DATE: June 26, 2008

SUBJECT: Program Committee Report for the month of May

ADULT SERVICES

	May 06-07	May 07-08	YTD 06-07	YTD 07-08
NUMBER OF PROGRAMS	2	2	12	11
NUMBER OF ATTENDEES	44	48	254	257

CHILDREN'S SERVICES

	May 06-07	May 07-08	YTD 06-07	YTD 07-08
NUMBER OF PROGRAMS	26	51	239	2,036
NUMBER OF ATTENDEES	1,262	2,036	8,890	10,954

PROGRAM COMMITTEE

	May 06-07	May 07-08	YTD 06-07	YTD O7-O8
NUMBER OF MEETINGS	2	2	16	16
NUMBER OF ATTENDEES	18	12	125	145
NEWS RELEASES	2	4	11	11

LITERACY SERVICES

	May 06-07	May 07-08	YTD 06-07	YTD 07-08
Total Tutors	101	49	246	200
Total Students	240	244	342	319
Total Hours	1,331	1,003	14,708	9,426

To: Linda Katsouleas, Interim Library Director

From: Caroline Gurkweitz, Children's Librarian

Date: June 26, 2008

Subject: May 2008 Activities in the Children's Department

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lap Sit 24 months & younger	5	130
Story Time I: 6 years & younger	5	170
Story Time II: 6 years & younger	5	284
Pocket Tales:Stories & Music	4	185
Read to the Dogs event	1	37
Lunch @the Library	1	26
School Outreach Visits	26	698
Total May 2008	47	1,530
Total May 2007	32	1090
Current FY to date	376	12,528
Previous FY to date	271	9,980

REFERENCE STATS MAY 2008				
Board Meeting June 26, 2008				
DATE	IN-PERSON		PHONE	TOTAL
1	65		4	69
closed2				
3	46		4	50
4	27		0	27
5	44		2	46
6	50		3	53
7	47		2	49
8	50		5	55
closed9				
10	41		4	45
11	22		1	23
12	55		5	60
13	55		5	60
14	40		1	41
15	46		4	50
closed16				
17	37		3	40
18	16		0	16
19	49		1	50
20	40		5	45
21	44		3	47
22	51		5	56
closed23				
24	30		2	32
25	20		1	21
closed26				
27	42		3	45
28	70		3	73
29	45		4	49
closed30				
31	20		0	20
TOTAL	1052		70	1122

Agenda Item 29

TO: Linda Katsouleas, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator

DATE: June 28, 2008

SUBJECT: Placentia Library Literacy Services (PLLS) Activities Report for the month of May.

Tutor Training. There was 1 tutor training in May. Three new tutors were trained.

Placentia Rotary Reading Enrichment Program (PRREP).
The PRREP Clubs at El Dorado High School and Valencia High School began again in October. PRREP will end this school year at the end of May

Update on the three off-site PLLS homework clubs. Both the Topaz-Tuffree Homework Club at Topaz Elementary School and the Homeless Intervention Shelter (H.I.S. House) Homework Club were tremendously successful this school year. The Kraemer-Placentia Library Homework Club started in early November. All continued to be extremely successful and ended in May.

English Language and Literacy Intensive (ELLI) Program Update. ELLI started again this school year in mid-October. We are active at three elementary schools--Ruby Drive, Topaz, and Brookhaven. ELLI tutoring is on hiatus until school resumes.

Federal Work Study (FWS). Our FWS partnerships with Financial Aid at Cal State Fullerton and with Western State University College of Law this FY were very strong, and continue to be this school year. We renewed our FWS contract with Cal State Fullerton and Western State last spring for FY 2007/08, and we already have twenty-two (22) FWS tutors from Cal State Fullerton processed in and most of them are tutoring.

TO: Linda Katsouleas, Interim Library Director

FROM: Mary Strazdas, Librarian

DATE: June 17, 2008

SUBJECT: Reference and Adult Services report for May, 2008

- There were two Program Committee meetings during the month.
- Special library displays included the on-going Placentia Round Table Women's Club Bicentennial quilt. The theme for books in the trough was "Gifts from the Garden."
- On February 9 our poet laureate, Meredith Laskow, was hostess to the OLLI poetry class from CSUF and interested patrons. Twenty-two people gathered in the literacy area of the library to read and listen to poetry, much of it written by the OLLI students.
- Paul Montanchez, Health Educator for the Prospect Medical Group, did a program called "Laugh Away Your Stress" at 10:30 a.m. on May 5. It drew about 25 patrons, primarily seniors. He has done a previous nutrition-related series that was popular.
- We showed the anime movie *Spirited Away* at 6:30 p.m. on Monday, May 19. Eight people attended, all older teens and one adult. Minimum age for this film was sixth grade.
- Upcoming confirmed summer programs include "LA Noir," an MCLS Big Box author program with Denise Hamilton and Gary Phillips on Monday, June 10; "Four Greek Islands" with Charlie Frazee on June 16; and two Meredith Laskow programs. She will do a lecture called "Beads Around the World" on Monday, July 21, and follow that with a Saturday workshop featuring bead stringing and the making of earrings on July 26.

SUBJECT: History Room report for May, 2008 Gary Bell

- History Room visitors in May: fiscal year: 2006-2007: 7
- History Room visitors in May: fiscal year: 2007-2008: 8
- The May meeting of the Heritage Historical Committee was held at the Huntington Beach Public Library on May 6th.One of the main topics of interest was the genealogy sources available at that location.
- We hosted our third local author reception on May 10th.The authors were Marie Schmidt, Debra Gilberstadt, Julius Scherzer and Margot Palmgren.
- An open house for city workers was held on May 7th as part of our outreach to the community.
- The Venegas oral history was donated to the History Room by Eddie Castro, a cousin, and Mrs. Venegas visited the History Room .
- The Pacific City Plat Map was mailed to the Huntington Beach Historical Society for their collection, as it is more pertinent to their history than ours.
- Our new volunteer, Vishwa Zaveri, has created new labels for the History Room Files and is a strong asset in the department.

Statistical Comparisons at the Reference Desk
May FY 2007/2008

	2007	2008	YTD 06-07	YTD 07-08
Phone Reference Questions	224	219	2,206	2,562
Desk Reference Questions	2,611	1,925	23,429	29,903
E-Mail Reference Questions	0	0	7	1
Ready Reference	15	14	229	272
Instruction	300	103	2,269	1,991
Computer Use	3,162	3,685	35,382	42,702
Reference Books: In-Library Use	4,150	3,716	41,552	42,954
Patron Database Signups	N/A	N/A	933	N/A

Placentia Library District

TO: Linda Katsouleas, Library Director (interim)

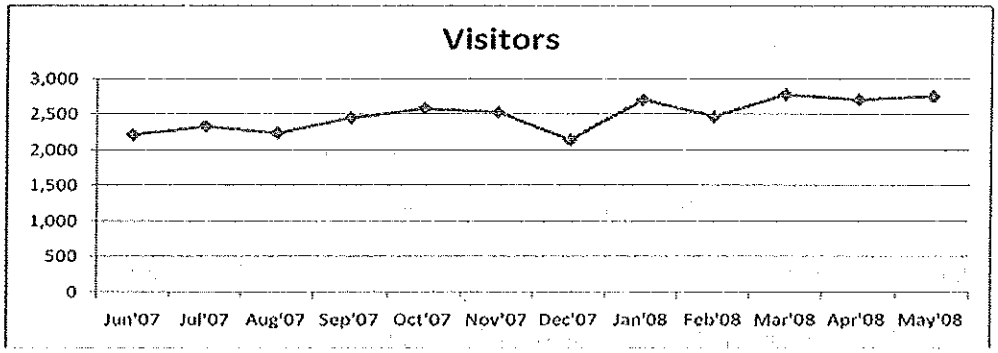
FROM: Vernon Napier, Technical Services Manager

DATE: June 12, 2008

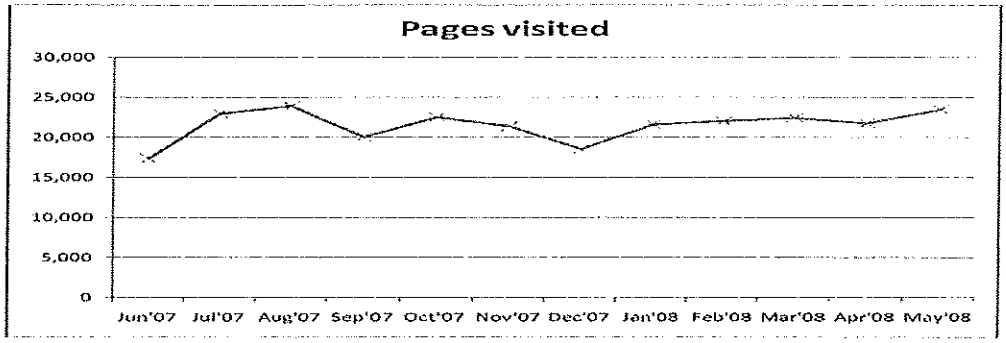
SUBJECT: Website & Technology Report for May, 2008

1. Website traffic for the period June 2007 through May 2008

In May 2008 we had 2,755 visitors to our website.
Over the past 12 months there were 29,953 visitors – an average of 2,496 per month.



In May 2008 there were 23,495 page hits
Over the past 12 months we had 258,245 page hits – an average of 21,520 per month.



Placentia Library District

2. Online database usage for the period June 2007 through May 2008

	May 2008	May 2007	Y-T-D 2007-8	Y-T-D 2006-7	Y-T-D change
Total number of enquires	3518	8074	50869	61520	-10651

In May the number of enquires totalled 3518, well down on the previous May's figure of 8074. This decline is due entirely to a drop in use of the Heritage Quest database. The same database accounts for the difference in the current Year-to-date (50,869) with the same period last year (61,520).

3. Technical Services Report for May 2008

- Replaced the faulty coin/bill acceptor at the Print Station. All working smoothly now.
- Continued development of the new website. Expect to launch early July.
- Relocated the Large Print collection in order to have room to make more large print books available.
- Re-labelled the adult book shelves in order to make finding books easier
- Began converting some important items from VHS to DVD.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Linda Katsouleas, Library Director

SUBJECT: **Report on Actions Taken at the Board of Trustees Closed Session of May 22, 2008**

DATE: June 26, 2008

BACKGROUND

The Board President will report on the Actions taken at the Board of Trustees Closed Session of May 22, 2008.

RECOMMENDATION

Action to be determined by the Library Board of Trustees

RESOLUTION NO. 08-10

A RESOLUTION OF THE PLACENTIA LIBRARY DISTRICT ESTABLISHING A LIBRARY FACILITIES IMPACT FEE

WHEREAS, the facility standards identified in the Placentia Library District's Facility Master Plan, and the projected growth in the District's service population through 2025, indicate that there is a need for the construction, expansion and improvement of library facilities (collectively referred to "Facilities") to accommodate new development in the District's service area. The District's service area includes the boundaries of the City of Placentia; and

WHEREAS, the changing fiscal landscape in the State of California has steadily undercut the financial capacity of local governments, such as the District, to fund public facilities and improvements, such as the Facilities. As a result, the District has determined that it must find alternative sources of revenue to fund the Facilities which are necessary to serve the needs of the projected new development. The District has determined that the most appropriate means to recover the costs of development impacts upon the Facilities is to impose a development impact fee ("Library Facilities Impact Fee") upon applicants who apply to the City for development approval. Said Fee will be imposed and collected by the City in connection with the City's approval of new development; and

WHEREAS, the District finds that the approval of development projects by the City is of special benefit to development project applicants and that development projects constructed by applicants impose a special burden upon the Facilities within the District's service area, which includes the boundaries of the City, and said burden is separate and apart from that of the general public. Therefore, in the interests of fairness to the general public, the District desires to better recover the costs of development impacts upon the Facilities from applicants who have sought the City's approval for development projects. In addition, the District desires to have the City take any and all action that is required of the City to impose and collect the Library Facilities Impact Fee and to deposit and remit the Fee proceeds to the District in accordance with the law and applicable rules and regulations; and

WHEREAS, in 2007, the District adopted a Facility Master Plan which found a need to establish the Library Facilities Impact Fee to generate sufficient funds to pay for the Facilities as further described and recommended in said Facility Master Plan. Detailed descriptions of each of the Facilities, their approximate location, size, approximate time of availability and their estimated costs are also set forth in the Facility Master Plan; and

WHEREAS, the proposed establishment of the Library Facilities Impact Fee is based upon the information contained in a document entitled "Library Facilities Impact Fee Report," dated October 5, 2007 ("Report"). Based on said Report, District has determined a need to establish the Library Facilities Impact Fee ("Fee); and

WHEREAS, the Report complies with Government Code Section 66001 by establishing the basis for the imposition of fees for new development; and in particular, the Report:

1. Identifies the purpose of the proposed Fee – the purpose is to provide a funding source from new development for capital improvements of library facilities to serve that development. The Fee will advance a legitimate interest of the District by enabling the District to provide library facilities to new development;

2. Identifies the use to which the Fee will be put – the Fee will fund expanded facilities to serve new development. All planned facilities will be located within the District. A potential list of planned facilities is identified in the Report. Specific facilities to be funded by Fee revenues will be identified through the District's Capital Improvement Plan during the annual budget process. The Capital Improvement Plan will identify the size, location, cost and funding sources for each facility, including the share of costs to be funded by the Fee;

3. Demonstrates a reasonable relationship between the Fee's use and the types of projects on which the Fee will be imposed – the Facilities funded by the Fee will expand the existing District-wide network of services accessible to the additional residents and workers associated with new development. Thus, there is a reasonable relationship between all new development District-wide and the use of Fee revenues to fund Facilities located throughout the District;

4. Demonstrates a reasonable relationship between the need for the Facilities and the types of developments on which the Fee is imposed – by calculating facility standards based on the existing facilities for 2007 and the associated service population, new development will only be responsible for its fair share of those Facilities. The Fee will not unfairly burden new development with the cost of Facilities associated with serving existing development;

5. Demonstrates a reasonable relationship between the amount of the Fee and the cost of the Facilities or portions of the Facilities attributable to the developments on which the Fee will be imposed – the reasonable relationship between the amount of the Fee for a specific development project and the cost of the Facilities attributable to that project is based on the estimated size of the service population that the project will accommodate;

WHEREAS, copies of the Report and the Facility Master Plan are on file in the District's offices located at 411 East Chapman Avenue, Placentia, CA 92870 and have been made available for public review in accordance with State law; and

WHEREAS, in accordance with Government Code Sections 6062a, 66016 and 66018, a Notice of a Public Hearing was published in The Placentia News Times, a newspaper of general circulation on June 19, 2008. A Public Hearing was held on June 26, 2008 at 6:30 P.M. or soon thereafter. The purpose of the hearing was to provide the opportunity for members of the public to be heard to protest or support the proposed establishment of the Library Facilities Impact Fee. At least 10 days prior to the public hearing referenced above, the District made available for public inspection the Report and the Facility Master Plan.; and

NOW, THEREFORE, the Board of Library Trustees of the Placentia Library District does hereby resolve as follows:

1. Incorporation of Recitals The Recitals set forth above are incorporated herein and made an operative part of this Resolution.

2. Adoption of the Report The Board hereby adopts the Report. The Report is on file at the District offices, at the address set forth above, and is available for public inspection.

3. Adoption of Fee Schedule The Board hereby adopts the Library Facilities Impact Fee Schedule ("Fee Schedule") as set forth in Exhibit "A" attached hereto and incorporated herein by reference.

4. Imposition and Collection of the Fee Unless otherwise stated in the Fee Schedule, the Fee shall be paid to the City at the following times:

(a) For residential development - Prior to the date of final inspection, or the date the certificate of occupancy is issued, whichever occurs first. For residential projects containing more than one dwelling unit, the Fee shall be paid prior to the date the first dwelling unit within the project receives its final inspection or certificate of occupancy whichever occurs first. The Fee shall only be collected from residential development projects where new dwelling units are created as a result. The Fee shall not be charged to projects merely involving the replacement, reconstruction, improvement or expansion of pre-existing residential units but where no dwelling units are created (ie: room additions, replacement or reconstruction after fire, earthquake or disaster, home improvements or refurbishments, etc.). However, the addition of a second unit, "granny flat," or other additional dwelling unit shall be subject to the Fee.

(b) For commercial, office and industrial development – Prior to the City's issuance of a building permit for any phase of the project. The Fee shall not be charged to projects merely involving the replacement, reconstruction or improvement of pre-existing commercial/industrial square footage (ie: replacement or reconstruction after fire, earthquake or disaster, improvements or refurbishments, etc.) However, to the extent that a replacement, reconstruction or improvement project results in greater square footage than pre-existing, the Fee shall be charged upon the additional square footage.

5. Deposit and Remittance of Fee Proceeds to the District The Fee proceeds shall be deposited and remitted to the District in accordance with the law and applicable rules and regulations. For example, and not by way of limitation, Section 19568 of the Education Code provides that revenue acquired for the purpose of the District and the Facilities shall be paid to the credit of the District and subject only to the order of the Board of Library Trustees.

6. The Fee Is Imposed as a Condition of Development Approval The Fee shall be imposed as a condition of development approval and not as an incident of property ownership. The Board hereby finds that there is a reasonable relationship between the amount of the Fee and the cost of the Facilities or portions of the Facilities attributable to the developments on which the Fee will be imposed. Information regarding the costs of the Facilities for which the Fee is established is available for public review at the District offices. Said information establishes that the amount of the Fee will not exceed the estimated reasonable cost of the Facilities or portions of Facilities attributable to the developments on which the Fee will be imposed.

7. CEQA Compliance The Fee is intended to fund future projects, programs, and capital improvement projects related to the District's Facilities. The Fee does not commit the District to approve any particular project, program, or capital improvement, but will be placed in a separate fund for potential future projects. Accordingly, the Board hereby finds that the Fee is not a "project" for purposes of environmental review under the California Environmental Quality Act ("CEQA"), because the Fee is merely "[t]he creation of [a] government funding mechanism[] or other fiscal activity which do[es] not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment." (Cal. Code Regs., tit. 14, § 15378, subd. (b)(4); see also *Kauffman & Broad-South Bay, Inc. v. Morgan Hill Unified School District* (1992) 9 Cal.App.4th 464, 476 [holding that the formation of a community facilities district to raise revenue is not a "project" subject to CEQA where the formation of the district did not commit the public agency to any definite course of action].) The Board hereby determines that any activities which are to be funded by the Fees and are "projects" under CEQA shall be subject to full environmental review prior to Board approval. The District Staff are hereby directed to prepare and file a Notice of Exemption, under the California Environmental Quality Act, within 5 days of adoption of this Resolution.

8. Effective Date This Resolution shall take effect and be in full force and effect upon the date of adoption. However, the Fee established hereunder shall first be imposed and collected not less than 60 days from the date of adoption of this Resolution.

APPROVED AND ADOPTED this 26thday of June, 2008 by the following vote:

AYES:
NOES:
ABSTENTIONS:

_____
Al Shkoler, President
President of the Library Board of Trustees of the Placentia Library District

ATTEST:

_____
Richard DeVecchio, Ed.D.
Secretary of the Placentia Library District

EXHIBIT "A"
Fee Schedule

Land Use	Costs per Capita[1]	Density[2]	Fee[1]	Administration Cost[2]	Total Fee[1]	Fee Per Sq. Ft.[3]
Residential						
Single Family	$372	3.30	$1,228	$25	$1,253	$0.84
Multi-Family	$372	2.66	990	20	1,010	1.01
Nonresidential						
Commercial	$ 37	2.10	$ 78	$ 2	$ 80	$0.08
Office	$ 37	3.05	113	2	115	0.12
Industrial;	$ 37	1.40	52	1	53	0.05

[1]Per dwelling unit for residential or per 1,000 square feet for nonresidential.

[2]Two percent of the impact fee. Administrative costs include such as costs for fee studies, collection, accounting, and annual reporting required by the California Government Code.

[3]District wide the historical average single family home square footage is estimated at 1,500 and the historical average multi family home square footage is estimated at 1,000. These estimates are to reflect the existing inventory of homes, which have contributed historically to the library facilities.

RESOLUTION 09-01

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 2008-2009

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 2008-2009 dated June 29, 2008, and implements such on July 1, 2008.

AYES: Shkoler, DeVecchio, Escobosa, Turner Wood

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 twenty-sixth day of June 2008.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-sixth day of June 2008.

Richard DeVecchio, Secretary
Placentia Library District Board of Trustees

RESOLUTION NO. _09-02_____

PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
ORANGE COUNTY, CALIFORNIA
ADOPTION OF THE PARS DEFINED CONTRIBUTION PLAN,
REPLACING IN FULL THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
MONEY PURCHASE PENSION PLAN

WHEREAS it was determined to be in the best interest of the Placentia Library District of Orange County ("District") and its employees to adopt the Placentia Library District of Orange County Money Purchase Pension Plan, amended and restated effective July 1, 2002 ("Money Purchase Plan").

WHEREAS National Retirement Services is the recordkeeper for the Placentia Library District of Orange County Money Purchase Pension Plan and First American Trust served as Trustee for the Money Purchase Plan;

WHEREAS Public Agency Retirement Services through the PARS Trust has made available a PARS Defined Contribution Plan qualifying under Section 401(a) of the Internal Revenue Code;

WHEREAS the District is eligible to become a member of the Public Agency Retirement System Trust ("PARS Trust") for the purpose of providing tax qualified retirement benefits; and

WHEREAS the District desires to continue in providing a qualified pension plan, but to replace the existing Money Purchase Plan administered by National Retirement Services with the PARS Defined Contribution Plan, and appoint PARS as Trust Administrator and recordkeeper and replace First American Trust with Union Bank of California as Trustee.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The governing Board of Trustees of the District, being a member of the PARS Trust and pursuant to the District's authority to amend the existing Money Purchase Plan, does hereby adopt the PARS Defined Contribution Plan, replacing the Money Purchase Plan in full, effective July 1, 2008;

2. The governing Board of Trustees of the District hereby terminates the administrative services agreements of National Retirement Services and First American Trust effective June 30, 2008;

3. The governing Board of Trustees of the District hereby appoints PARS as Trust Administrator and recordkeeper and Union Bank of California as Trustee for the PARS Defined Contribution Plan and PARS Trust effective July 1, 2008;

4. The governing Board of Trustees of the District hereby authorizes the transfer of plan assets held in the Money Purchase Plan from First American Trust to Union Bank of California;

5. The governing Board of Education of the District hereby appoints the Library Director, or his/her successor or his/her designee as the District's Plan Administrator for the PARS Defined Contribution Plan and PARS Trust;

6. The District's Plan Administrator is hereby authorized to implement the PARS Defined Contribution Plan, execute the PARS Plan and PARS Trust legal documents on behalf of the District and to take whatever additional actions are necessary to maintain the District's participation in PARS Defined Contribution Plan and PARS Trust and to maintain compliance of any relevant regulation issued or as may be issued; therefore, authorizing him/her to take whatever additional actions are required to administer the District's PARS Defined Contribution Plan and PARS Trust.

AYES: NOES: ABSENT: ABSTAIN:

STATE OF CALIFORNIA
COUNTY OF ORANGE
_Richard DeVecchio_____, the Secretary of the Board of Trustees of the Placentia Library District of Orange County, California, hereby certifies that the above foregoing resolution was duly and regularly adopted by the said District at a regular meeting thereof held on the 26th of June 2008, and passed by a _____ vote of said Board.
IN WITNESS WHEREOF I have hereunto set my hand seal this 26th of June 2008.

_____
Secretary of the Board of Trustees

MEMORANDUM

Date: March 21, 2008

To: Elizabeth Minter, Library Director

From: Phyllis Humple, Part-time Children's Librarian PH

Subject: Holiday Pay

Pursuant to my memo of April 19, 2007, same subject, I again ask that you and the Board revisit my request to receive compensation for holiday pay.

As you know, my compensation plan is currently based exclusively on the hours and days I work with no additional consideration for me on days when the library is closed due to holiday.

I recognize that current policy does not provide benefits for employees of the Library who work less than 20 hours per week. I request an exception to the policy be made for me at this time. I also recognize that the Board previously had concerns that this approval could set a precedent for other employees working less than a 20-hour week. For the entire time I have been employed at Placentia Library (six and a half years), I know of no other permanent part-time employees working less than 20 hours. In any event, if you and the Board would agree to a new policy, it could be worded to state that "after five years (or six years) as a part-time employee working under 20 hours, said employee could be eligible to receive such benefits as holiday pay on a pro-rata basis".

As I stated in my memo last year, I ask that you please reconsider my request based on my excellent performance and strong sense of commitment to the Placentia Library District. I trust you will give this important matter the consideration it deserves and am hopeful you will rule in my favor.

My work schedule is as follows:

Monday: 3 hours – 2:30 pm – 5:30 pm

Wednesday: 4 hours - 2:00 pm - 6:00 pm

Thursday: 4 hours - 9:45 am -1:45 pm

Thank you for your time and attention to this matter.