



Library Board of Trustees

Unusual Meeting

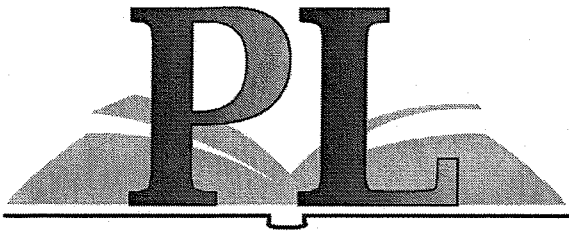
March 24, 2009

6:30 P.M.

**Placentia Library
History Room**

Administration





Passport to Progress

AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

UNUSUAL DATE, TIME & LOCATION

Tuesday, March 24, 2009






6:30 P.M.

Local History Room

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

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

To accomplish this goal the Library will:

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

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

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

CALL TO ORDER

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

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

Presentation: Library Director
Recommendation: Adopt by Motion

Recorder #3

8-8:10 PM switch to Recorder #2

others: break
Yes G. Mary spades
Katie M. Pet Ints
MT

GARY BELL
Family - man, dad, child

motion
second

8-8:10 PM mtg break

Public: did fee - family

Pat - re: fees / wait for agenda item many fees

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

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

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

CONSENT CALENDAR (Items 8 - 28)

Presentation: Library Director
Recommendation: Approve by Motion

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

MINUTES (Item 8)

8. Minutes of the February 17, 2009 Library Board of Trustees Regular 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. FY2008-2009 Cash Flow Analysis through February 2009; the Schedule of Anticipated Property Tax Revenues for FY2008-2009 as provided by the Orange County Auditor; and recommendation that no funds be transferred at this time. (Receive & File).

TREASURER'S REPORTS (Items 13 - 16)

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

post files @ 300 section
book - state of city
@ city hall
re: comm. needs
assignment report
supp information

3x more cell phones over computers
Cal. Tac mtg @
libraries of the future
- electronic/data info
state of fees & update
re: updates
PLFF mtg - budget in place
getting independent
all Bd attendees 'state of the city' breakfast
Egypt mtg fr. Bowers museum
Richard - no additions
Garcia state of city
Cattac: share & return
Placentia Comm. Hkmt mtg:
A simply mtg assistance
by of one-stop
B wine tasting @
Capones
Welcome Reception for mtg
Escobosa - discuss
Turner - discuss
13 2 minutes not attending #8 on TAC

Jeannette to present new titles

Deleccio position needs another title, not Management - comment

GENERAL CONSENT REPORTS (Items 17 - 21)

options = 'Library Analyst' or 'Analyst'

6035 re. trustee policies

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

STAFF REPORTS (Items 22 - 28)

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

re. DVD charge should not pass along burden
 sugg. 1) increase late fees 2) do not buy new
 re. communication of board website - could not find most recent agenda
 comm. should be more than legal req. 2008
 Pat 1/11 (361) Rocks beneath Dr. Placentia re. concern for policy 6035
 many straggles - degree of pat suggest a deposit not another fee

PUBLIC HEARING

- 29. Public Hearing on the Placentia Library District Policy 6035 - Fines and Fees Schedule, DVD Rental Fee

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

CONTINUING BUSINESS

- 30. Reader of the Quarter Award
 Presentation: Library Director
 Recommendation: Action to be determined by the Library Board of Trustees.

NEW BUSINESS

- 31. Review of the Placentia Library District Policies in the 4000 series: 4020 - Attendance at Meetings, 4030 - Reimbursement of Expenses, 4040 - Board President, 4045 - Board Secretary, 4050 - Members of the Board of Trustees, 4060 - Committees of the Board of Trustees, 4070 - Basis of Authority, 4075 - Duties & Responsibilities of Library Trustees, 4077 - Rules for Library Trustees, 4080 - Membership in Associations, 4085 - Support Organizations, 4090 - Training, Education, and Conferences, 4010 - Code of Ethics, 4015 - Voluntary Candidate Expenditure Ceiling, 4017 - Qualifications of Library Trustees, 4018 - Selection & Appointment of Library Trustees

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

March 20, 2009 11:00 AM

Pres schder - public session closed
 PLO - responsibility is to whole library
 one way to get more DVD's - no other sources per katie
 believe in 'free library' - fees are part of it.
 Trustee Escobosa - replacement cost of DVD's? adult use is high
 mn. - good children sed. exempt
 Sec. Deleccio - not inconsistent with other librarians included exemption for ed & children's

32. Accounting Responsibilities From the County of Orange to the District

Presentation: Library Director

Recommendation: Authorize Library staff to handle the processing of claims, cutting checks, mailing payments and other related accounting functions with an effective date of July 1, 2009.

CLOSED SESSION

33. Closed Session to Discuss a Personnel Matter

Pursuant to California Government Code Section 54957 a closed session will be held to discuss a personnel matter.

Presentation: Library Board President will report on the Closed Session

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

ADJOURNMENT

34. Agenda Preparation for the April Regular Date Meeting which will be held on Monday, April 20, 2009 unless re-scheduled by the Library Board of Trustees.

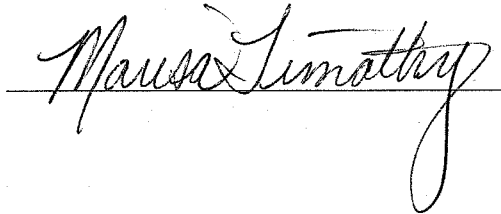
35. Review of Action Items.

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

36. Adjourn

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

I, Marisa Timothy, Administrative Assistant, of Placentia Library District, hereby certify that the Agenda for the March 24, 2009 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on March 20, 2009.



A handwritten signature in cursive script, reading "Marisa Timothy", is written over a horizontal line.

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
February 17, 2009

CALL TO ORDER President Shkoler called the Work Session of the Placentia Library District Board of Trustees to order on February 17, 2009 at 5:00 P.M.

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

Members Absent: None

Others Present: Nancy Lone-Tollefson. Library Staff, Alexander
Hernandez, Roger Hiles, Joanne Hardy, Joanne Hardy, Yesenia
Gomez, Katie Matas, Kathy Staymates, and Esther Guzman.

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

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

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

ADJOURNMENT The Work Session of the Placentia Library District for February 17,
2009 adjourned at 5:37 P.M.

CALL TO ORDER President Shkoler called the Unusual Meeting of the Placentia Library
District Board of Trustees to order on February 17, 2009 at 6:30 P.M.

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

Members Absent: None

Others Present: Nancy Lone-Tollefson. Library Staff, Alexander
Hernandez, Roger Hiles, Joanne Hardy, Joanne Hardy, Yesenia
Gomez, Katie Matas, Kathy Staymates, David Ferrari, and Beatrice
Quintanar.

**EMPLOYEE OF THE
QUARTER**

President Shkoler presented Brenda Ramirez as the employee of the quarter.

**ORAL
COMMUNICATION**

No members of the public addressed the board.

TRUSTEE REPORTS

President Shkoler attended the Placentia Library Friends Foundation along with Trustee Turner and Secretary DeVecchio. Dottie Rogers is the new PLFF treasurer. President Shkoler attended the Miss Placentia competition with Library Director Jeanette Contreras. He also attended the Jewel Reception on January 23, 2009.

Trustee Wood participated in the Little Sisters part of the Miss Placentia competition. She attended the Jewel Reception on January 23, 2009.

Trustee Turner attended the Jewel Reception on January 23, 2009. She also attended the Legislative Alliance program at the Richard Nixon Library.

Trustee Escobosa has nothing to report at this time.

Secretary DeVecchio attended the PLFF meeting. He participated at the Lunar New Year Celebration the library held on January 24, 2009. He attended the ISDOC meeting along with Library Director Jeanette Contreras.

**FRIENDS
FOUNDATION
REPORT**

The Placentia Library Friends Foundation annual meeting will be on April 17, 2009 7:00P.M. The Author's Luncheon will be on Saturday May 16, 2009.

CONSENT CALENDAR

It was moved by Trustee Escobosa and seconded by Trustee Wood to approve Agenda Items 13-33 as amended:

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

Minutes of the January 20, 2009 Library Board of Trustees Regular Meeting and the January 13, 2009 Special Meeting.

CLAIMS

Nonstandard Claims in excess of \$300.

Claims forwarded by the Library Director and Library Trustees.

Current Claims and Payroll.

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

**TREASURER'S
REPORT**

Financial Reports for February 2009 for Placentia Library District Accounts on Deposit with the Orange County Treasurer.

Balance Sheet for February 2009

Acquisitions Report for February 2009.

Entrepreneurial Activities Report for February 2009.

GENERAL CONSENT

Personnel Report for February 2009.

Circulation Report for February 2009.

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

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

STAFF REPORTS

Library Director's Report.

Children's Services Report for February 2009.

Literacy / Volunteer Services Report for February 2009.

Reference and Adult Services Report for February 2009.

Local History Room Report for February 2009.

Placentia Library Web Site & Technology Report for January 2009.

DISTRICT POLICIES

A work session was scheduled on Tuesday, March 24, 2009 at 5:00 p.m. to review the Placentia Library District Policy 2000 series.

LEGISLATIVE ISSUES

Update on the new lead testing law that will go in affect on February 10, 2009.

INNOVATION GRANT

Update on the Public Library Innovation Grant presented to the Board of Trustees at the December 15, 2009 Meeting.

**AUTHOR'S
LUNCHEON**

Update on the Placentia Library Friends Foundation Author's Luncheon.

WEBSITE REDESIGN

It was moved by Trustee Turner and seconded by Trustee Escobosa to proceed with the redesign of the Library's website as presented and the migration of the Library's website to a professional dedicated web hosting service.

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

**MEETING ROOM
POLICY**

It was moved by Trustee Turner and seconded by Trustee Wood to revise Policy 6050 to reflect collection of rental fee at the time of application submission, at least two weeks prior to use of the meeting room. In case of cancelation the rental fee for applications submitted less than two weeks will be non-refundable. An administrative fee of \$25 for cancellation notices less than two weeks. An increase in the rental fee to \$20 per hour for non-profit organizations and \$35 per hour and a minimum of a 3 hour rental for other groups. To implement an equipment rental fee of \$15 per for the television and projector and \$25 per use for the piano and Santa Chair. To require a \$50 refundable deposit/cleaning fee. To reflect a set up fee of \$15 per hour. To reflect a change in 6050.22 to "Meeting room must be vacated when the library closes, a \$25 fee will be incurred every hour after the library is closed. Exceptions will require approval from the Library Director." To eliminate policy 6050.24.

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

It was moved by Trustee Turner and seconded by Secretary DeVecchio to charge the Bridge Club \$50 for 4 hours and \$25 every hour after the library is closed for use of the meeting room.

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

**FINES AND FEES
SCHEDULE**

It was moved by Trustee Turner and seconded by Trustee Wood to revise District Policy 6035 - fines and fees schedule to reflect a DVD rental fee of \$1 for 2 days for new releases, \$1 for one week for older and mini series releases and a \$1 per day fee if overdue. Children's and educational DVD's will remain free of charge.

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

It was moved by Trustee Wood and seconded by Secretary DeVecchio to revise District Policy 6035 to reflect \$50 per exam for test monitoring.

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

STUDY ROOM

It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to authorize the use of the teen room as a group study room.

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

**READER OF THE
QUARTER**

Recommendation will be presented at the March 24, 2009 Board Meeting.

**ANNIVERSARY
CELEBRATION**

It was moved by Secretary DeVecchio and seconded by Trustee Turner to authorize all celebration activities except the purchase of limited addition library cards.

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

CAL TAC WORKSHOP

President Shkoler, Trustee ^{Wood} Turner, and Library Director Jeanette Contreras will be attending the CAL TAC Workshop.

**BOARD
REPRESENTATIVE**

Trustee Wood will represent the Board at the Placentia community Network meeting with Trustee Escobosa and Secretary DeVecchio as alternates.

**AGENDA
PREPERATION**

Agenda Preparation for the February Unusual Date Meeting which will be held on Tuesday, March 24, 2009 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT

The unusual meeting of the Board of Trustees of the Placentia Library District for February 24, 2009 adjourned at 8:18 P.M.

NEXT MEETING

March Unusual Meeting will be held on Tuesday, March 24, 2009 at 6:30 P.M.

Richard DeVecchio
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

4. Oral Communications

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TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

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

CONSENT CALENDAR (Items 8 – 28)

Presentation: Library Director

Recommendation: Approve by Motion

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

MINUTES (Item 8)

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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 February 2009; the Schedule of Anticipated Property Tax Revenues for FY2008-2009 as provided by the Orange County Auditor; and recommendation that no funds be transferred at this time. (Receive & File).

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28. Placentia Library Web Site & Technology Report for February 2009.

PUBLIC HEARING

29. Public Hearing on the Placentia Library District Policy 6035 – Fines and Fees Schedule, DVD Rental Fee
Presentation: Library Director
Recommendation: Action to be determined by the Library Board of Trustees.

CONTINUING BUSINESS

30. Reader of the Quarter Award
Presentation: Library Director
Recommendation: Action to be determined by the Library Board of Trustees.

NEW BUSINESS

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

32. Accounting Responsibilities From the County of Orange to the District

Presentation: Library Director

Recommendation: Authorize Library staff to handle the processing of claims, cutting checks, mailing payments and other related accounting functions with an effective date of July 1, 2009.

CLOSED SESSION

33. Closed Session to Discuss a Personnel Matter

Pursuant to California Government Code Section 54957 a closed session will be held to discuss a personnel matter.

Presentation: Library Board President will report on the Closed Session

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

ADJOURNMENT

34. Agenda Preparation for the April Regular Date Meeting which will be held on Monday, April 20, 2009 unless re-scheduled by the Library Board of Trustees.

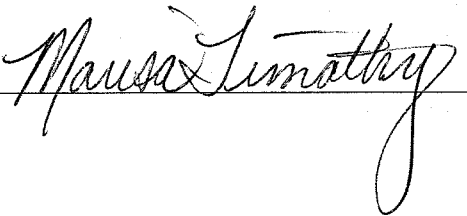
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No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.

36. Adjourn

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

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MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
February 17, 2009

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

Members Absent: None

Others Present: Nancy Lone-Tollefson. Library Staff, Alexander
Hernandez, Roger Hiles, Joanne Hardy, Joanne Hardy, Yesenia
Gomez, Katie Matas, Kathy Staymates, and Esther Guzman.

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

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

WORK SESSION To discuss the Placentia Library District Policies in the 2000 series:
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Sick Leave, 2050 – Bereavement, 2060 – Jury Duty, 2110 – Health and
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2009 adjourned at 5:37 P.M.

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Members Absent: None

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Gomez, Katie Matas, Kathy Staymates, David Ferrari, and Beatrice
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**EMPLOYEE OF THE
QUARTER**

President Shkoler presented Brenda Ramirez as the employee of the quarter.

**ORAL
COMMUNICATION**

No members of the public addressed the board.

TRUSTEE REPORTS

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Trustee Escobosa has nothing to report at this time.

Secretary DeVecchio attended the PLFF meeting. He participated at the Lunar New Year Celebration the library held on January 24, 2009. He attended the ISDOC meeting along with Library Director Jeanette Contreras.

**FRIENDS
FOUNDATION
REPORT**

The Placentia Library Friends Foundation annual meeting will be on April 17, 2009 7:00P.M. The Author's Luncheon will be on Saturday May 16, 2009.

CONSENT CALENDAR

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

Minutes of the January 20, 2009 Library Board of Trustees Regular Meeting and the January 13, 2009 Special Meeting.

CLAIMS

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Placentia Library Web Site & Technology Report for January 2009.

DISTRICT POLICIES

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LEGISLATIVE ISSUES

Update on the new lead testing law that will go in affect on February 10, 2009.

INNOVATION GRANT

Update on the Public Library Innovation Grant presented to the Board of Trustees at the December 15, 2009 Meeting.

AUTHOR'S LUNCHEON

Update on the Placentia Library Friends Foundation Author's Luncheon.

WEBSITE REDESIGN

It was moved by Trustee Turner and seconded by Trustee Escobosa to proceed with the redesign of the Library's website as presented and the migration of the Library's website to a professional dedicated web hosting service.

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

MEETING ROOM POLICY

It was moved by Trustee Turner and seconded by Trustee Wood to revise Policy 6050 to reflect collection of rental fee at the time of application submission, at least two weeks prior to use of the meeting room. In case of cancelation the rental fee for applications submitted less than two weeks will be non-refundable. An administrative fee of \$25 for cancellation notices less than two weeks. An increase in the rental fee to \$20 per hour for non-profit organizations and \$35 per hour and a minimum of a 3 hour rental for other groups. To implement an equipment rental fee of \$15 per for the television and projector and \$25 per use for the piano and Santa Chair. To require a \$50 refundable deposit/cleaning fee. To reflect a set up fee of \$15 per hour. To reflect a change in 6050.22 to "Meeting room must be vacated when the library closes, a \$25 fee will be incurred every hour after the library is closed. Exceptions will require approval from the Library Director." To eliminate policy 6050.24.

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

It was moved by Trustee Turner and seconded by Secretary DeVecchio to charge the Bridge Club \$50 for 4 hours and \$25 every hour after the library is closed for use of the meeting room.

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

**FINES AND FEES
SCHEDULE**

It was moved by Trustee Turner and seconded by Trustee Wood to revise District Policy 6035 - fines and fees schedule to reflect a DVD rental fee of \$1 for 2 days for new releases, \$1 for one week for older and mini series releases and a \$1 per day fee if overdue. Children's and educational DVD's will remain free of charge.

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

It was moved by Trustee Wood and seconded by Secretary DeVecchio to revise District Policy 6035 to reflect \$50 per exam for test monitoring.

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

STUDY ROOM

It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to authorize the use of the teen room as a group study room.

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

**READER OF THE
QUARTER**

Recommendation will be presented at the March 24, 2009 Board Meeting.

**ANNIVERSARY
CELEBRATION**

It was moved by Secretary DeVecchio and seconded by Trustee Turner to authorize all celebration activities except the purchase of limited addition library cards.

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

CAL TAC WORKSHOP

President Shkoler, Trustee Turner, and Library Director Jeanette Contreras will be attending the CAL TAC Workshop.

**BOARD
REPRESENTATIVE**

Trustee Wood will represent the Board at the Placentia community Network meeting with Trustee Escobosa and Secretary DeVecchio as alternates.

**AGENDA
PREPERATION**

Agenda Preparation for the February Unusual Date Meeting which will be held on Tuesday, March 24, 2009 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT

The unusual meeting of the Board of Trustees of the Placentia Library District for February 24, 2009 adjourned at 8:18 P.M.

NEXT MEETING

March Unusual Meeting will be held on Tuesday, March 24, 2009 at 6:30 P.M.

Richard DeVecchio
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Gomez, Development Director
SUBJECT: Summary of Nonstandard Claims
DATE: March 24, 2009

TYPE	REPORT NUMBER	AMOUNT
------	------------------	--------

None

TOTAL

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Gomez, Development Director
SUBJECT: Summary of Claims Forwarded by the Library Director & Trustees
DATE: March 24, 2009

	DATE	CLAIM FUND	AMT
LIBRARY DIRECTOR			
FUND 707	None		

CLAIM TOTAL -

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Gomez, Development Director
SUBJECT: **Current Claims and Payroll**
DATE: March 24, 2009

TYPE	REPORT NUMBER	AMOUNT
Claims	5184	41,979.01
	5185	607.65

Subtotal for Claims 42,586.66

Payroll
No cash transfer, Wells Fargo Account has the funds to cover payroll for the month.

Subtotal for Payroll 0.00

TOTAL CURRENT CLAIMS & PAYROLL 42,586.66

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
X05780 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	7-29-08/59028		2801	00		6,700.24		
	8-27-08/59028		2801	00		14,218.85		
	9-26-08/59028		2801	00		5,128.31		
	10-29-08/59028		2801	00		7,465.13		
	08-01-08/59028		0700	01		7.75		
	09-01-08/59028		0700	01		7.75		
	10-01-08/59028		0700	01		7.75		
	11-01-08/59028		0700	01		7.75		
	12-01-08/59028		0700	01		7.75		
	05-08/59028		1400	00		1,150.57		
	8-08/59028		1400	00		1,150.57		
	10-08/59028		1400	00		1,150.57		
	10-08/59028		1400	00		1,150.57		
	11-08/59028		1400	00		1,150.57		
	8-08/59028		1400	00		259.55		
9-08/59028		1400	00		126.90			
11-08/59028		1400	00		150.27			
12-08/59028		1400	00		139.83			
						39,980.68		
X04905 Legacy Integrative Solutions 1800 Studebaker Rd Suite 700 Cerritos CA 90703	3-6-09/10462		1300	00		189.26		
	2-11-09/10431		1300	00		241.11		
						430.37		
X03739-1 American Library Association Box 77-6499 Chicago, IL 60678-6499	1-31-09/0263768		1600	00		159.00		
X00090-1 Waxie Sanitary Supply P.O. Box 81006 San Diego, CA 92138-1006	1-31-08/227100200		1000	00		706.82		
	2-26-09/71140892		1000	00		292.37		
	3-12-09/71166466		1000	00		187.77		
						1,186.96		
N06749C LRP Dept 170-F, PO Box 24668 West Palm Beach FL 33416-4668	02-02-09/MU186273		1800	00		222.00		

The claims listed above (totaling \$41,979.01) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

41,979.01

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE
REPORT NO

03/24/09
Agenda Item 11
3185
Page 3 of 3

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
X02768-1 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	02-02-09/1085992179		2400	05		105.60		
	2-20/09/1086100719		2400	05		96.98		
	02-13/09/1086062725		2400	05		96.98		
						299.56		
X00613 EBSCO Publishing P.O. Box 562 Ipswich, MA 01938	12-31-08/492002008366		2400	04		72.57		
X00054-1 Brodart Co. P.O. Box 3488 Williamsport, PA. 17705	12-02-08/908962		1800	00		232.52		
	1-20-08/041309		2400	01		3.00		
						235.52		

The claims listed above (totaling \$607.65) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

607.65

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Gomez, Development Director

SUBJECT: Fund Balance Report for Placentia Library District Funds on Deposit with Orange County Treasurer Post-Petition Balances (B/S Account 8010-Cash)

DATE: March 24, 2009

Fiscal Year 2008-2009							
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
07/31/08	150,895.34	11,880.92	189,491.56	937,880.81	11,593.23	1,301,741.86	363,861.05
8/31/2008	150,529.68	11,852.13	189,032.37	855,424.76	11,565.14	1,218,404.08	362,979.32
9/30/2008	150,882.52	11,879.91	189,475.47	690,320.13	11,592.25	1,054,150.28	363,830.15
10/31/2008	151,227.87	11,907.10	189,909.15	401,502.82	11,618.78	766,165.72	364,662.90
11/30/2008	151,594.31	11,935.95	190,369.32	413,587.42	11,646.93	779,133.93	365,546.51
12/31/2008	11,388.76	11,987.01	191,183.81	878,006.13	11,696.76	1,104,262.47	226,256.34
1/31/2009	11,381.88	11,985.99	191,167.54	825,766.86	11,695.76	1,051,998.03	226,231.17
2/28/2009	11,712.72	12,011.10	191,567.97	698,028.97	11,720.26	925,041.02	227,012.05
3/31/2009						0.00	0.00
4/30/2009						0.00	0.00
5/31/2009						0.00	0.00
6/30/2009						0.00	0.00
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

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director


SUBJECT: Financial Reports for February 2009 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

DATE: March 24, 2009

Summary of Cash and Investments as of February 28, 2009

Cash with Orange County Treasurer Fund 702	11,712.72
Cash with Orange County Treasurer Fund 703	12,011.10
Cash with Orange County Treasurer Fund 706	191,567.97
Cash with Orange County Treasurer Fund 707	698,028.97
Cash with Orange County Treasurer Fund 708	11,720.26
County Exempt Checking – Bank of the West	13,618.70
County Exempt Savings – Bank of the West	25,725.79
General Fund Checking – Bank of the West	6,200.13
General Fund Savings – Bank of the West	73,631.79
Literacy Fund Savings – Bank of the West	14,378.32
Payroll Checking – Wells Fargo Bank	325,005.32
Payroll Emergency CD – California National Bank	23,624.58

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



Jeanette Contreras
Library Director

Placentia Library District
Balance Sheet
 As of February 28, 2009

	Feb 28, 09
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	11,087.46
County Exempt - Savings	25,736.37
General Fund - Checking	22,238.32
General Fund - Savings	44,424.21
Literacy Fund - Savings	14,368.79
Payroll Checking - Wells Fargo	145,354.64
Payroll Checking (CDs)	
0028205565	23,624.58
Total Payroll Checking (CDs)	<u>23,624.58</u>
Total Checking/Savings	<u>286,834.37</u>
Total Current Assets	286,834.37
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	<u>1,238,956.00</u>
TOTAL ASSETS	<u>1,525,790.37</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Curr Portion capital lease	20,231.00
Curr Portion La Salle	94,952.00
Total Other Current Liabilities	<u>115,183.00</u>
Total Current Liabilities	115,183.00
Long Term Liabilities	
Capital lease payable	147,971.62
LaSalle renovatio lease	144,932.12
Total Long Term Liabilities	<u>292,903.74</u>
Total Liabilities	408,086.74
Equity	
GF 707 Lease payments/loan	72,448.09
Investment in capital assets	825,653.00
Retained Earnings	3,113.44
Total Capital	68,737.80
Net Income	147,751.30
Total Equity	<u>1,117,703.63</u>
TOTAL LIABILITIES & EQUITY	<u>1,525,790.37</u>

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

Jul '08 - Feb 09

Ordinary Income/Expense
 Income

COE Bankcard Deposit	5,134.26
COE Directors Fund (Friends)	500.00
COE Friends Adult Programming	700.00
COE Friends Contributions	10,000.00
COE Interest	46.99
COE Meeting Room Income	4,240.00
COE Passport Chck Reimbursement	3,974.85
COE Test Proctoring Income	720.00
GF Bankcard Deposit	2,053.25
GF Cash Register - Childrens	3.00
GF Cash Register - Copy/Debit	152.58
GF Cash Register - Fines	7,976.59
GF Cash Register - Lost Items	924.59
GF Cash Register - Misc.	778.38
GF cash register - Passport Pho	4,990.00
GF Cash Register - Reserves	1,001.08
GF City of Placentia RDA Tax Sh	4,840.38
GF Copier coinbox	2,233.35
GF County Reimbursements	579.97
GF Fed Work Study Reimbursement	4,285.45
GF Interest	157.62
GF Miscellaneous Income	3,696.07
GF Notary	312.50
GF Office Expense Reimbursement	5.48
GF Other Grants	2,000.00
GF Passport Revenue	29,945.00
GF State Library Grants	35,000.00
GF State Library Reimbursements	17,177.12
GF Trans to raise minimum balan	6,000.00
GF Transfer from Foundation AAB	5,000.00
LIT Interest Inc - Savings	57.66
PA Wire Transfer from County	610,192.00

Total Income 764,678.17

Expense

COE Bank fees	532.01
COE Childn's Summer Rdng Prgm	3,609.66
COE Credit Card Transactions	13,416.00
COE Friend's Director's Fund	500.00
COE Friends Adlt Prgrm Expense	266.63
COE Life Insurance payment	259.22
COE Medical Reimbursement Polic	1,584.53
COE Meeting Room Maintenance	774.84
COE Passport Expenses	5,444.70
COE Transfer to GF Checking	6,000.00
COE Trustee Expense	270.00
GF Bankcard Service Charge	23.95
GF Food	96.59
GF Household Expenses	1,257.02
GF Library Materials (books)	-1,496.00
GF Maintenance - Bldg	0.00
GF Memberships	249.00
GF Miscellaneous	2,272.50
GF Office Expense	150.00
GF Printing	420.23
GF Registration/trans/travel	30.00
GF Reimbursement-State Library	812.00
GF Transfers to County	44,580.36
GF Travel Staff	15.00
GF Travel Trustees	417.70
PA Empl 457 Plan Contribution	38,929.69
PA Empl Optional Benefit	606.90
PA Employee 125 Co-Pay	13,248.39

10:39 AM
03/20/09
Accrual Basis

Placentia Library District
Profit & Loss
July 2008 through February 2009

Agenda Item 14
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	<u>Jul '08 - Feb 09</u>
PA Payroll Taxes	125,829.28
PA Salaries	356,826.67
Total Expense	<u>616,926.87</u>
Net Ordinary Income	<u>147,751.30</u>
Net Income	<u><u>147,751.30</u></u>

PLACENTIA LIBRARY DISTRICT
 YTD REVENUE REPORT
 February 28, 2009
 67% of Fiscal Year Completed

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	1,706,335	1,025,894	680,441	60.1%
6220		Property Taxes - Current Unsecured	67,000	65,379	1,621	97.6%
6230		Property Taxes - Prior Secured	17,500	-	17,500	0.0%
6240		Property Taxes - Prior Unsecured	750	-	750	0.0%
6250		Taxes - Spec Dist Augmentation	6,000	4,482	1,518	74.7%
6280		Property Taxes - Curr Supplemental	53,000	25,150	27,850	47.5%
6300		Property Taxes - Prior Supplemental	1,200	5,804	-4,604	483.7%
6540		Penalties & Costs on Delinq Taxes	0	1,334	-1,334	100.0%
REVENUE FROM USE OF MONEY & PROPY						
6610		Interest	40,000	11,314	28,686	28.3%
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	16,000	7,841	8,159	49.0%
6970		State - Other	90,000	89,052	948	98.9%
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)	290,000	154,350	135,650	53.2%
7680		6-MO Expired (Outlawed) Checks	0	274	-274	100.0%
TOTAL REVENUES FY 08/09:			2,287,785	1,390,874		60.8%

PLACENTIA LIBRARY DISTRICT

EXPENDITURES REPORT

February 28, 2008

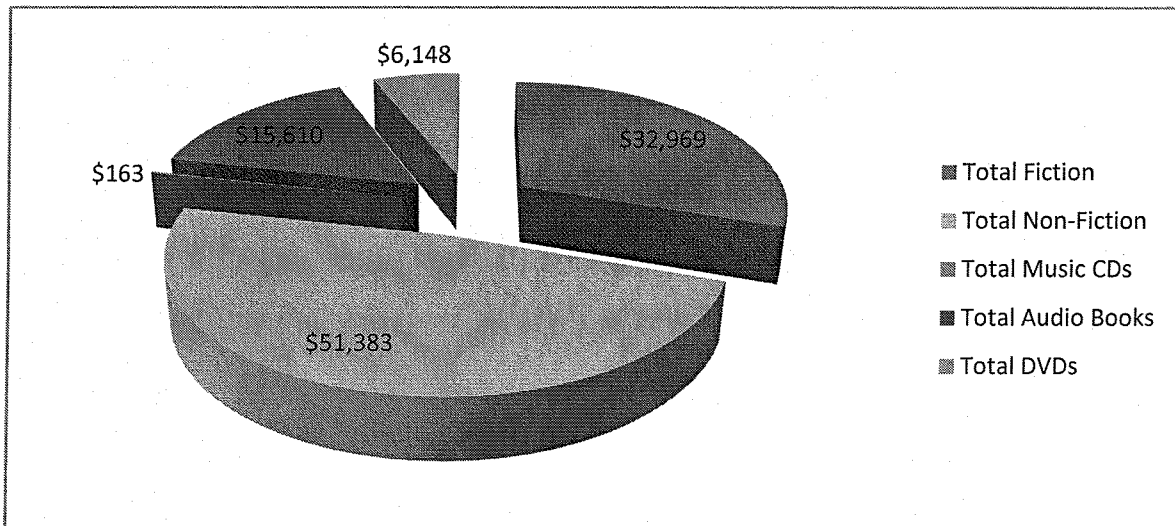
67% of Fiscal Year Completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,093,479	860,961	0.79	\$232,518
0200	Retirement	171,129	108,692	0.64	\$62,437
0301	Unemployment Insurance	10,000	5,013	0.50	\$4,987
0306	Health Insurance	88,590	61,946	0.70	\$26,644
0308	Dental Insurance	9,427	5,244	0.56	\$4,183
0309	Life Insurance	10,743	3,223	0.30	\$7,520
0310	AD & D Insurance	4,061	2,113	0.52	\$1,948
0319	Vision Insurance	2,000	1,056	0.53	\$944
0352	Workers' Compensation Insurance	8,200	653	0.08	\$7,547
	TOTAL	\$1,397,629	\$1,048,902	0.75	\$348,727
SERVICES & SUPPLIES					
0700	Communications	13,870	7,824	0.56	\$6,046
0900	Food	1,250	113	0.09	\$1,137
1000	Household Expenses	12,000	5,821	0.49	\$6,179
1100	Library Insurance	15,000	14,054	0.94	\$946
1300	Maintenance, Equipment	42,000	11,291	0.27	\$30,709
1400	Maintenance, Buildings & Improvements	67,250	17,002	0.25	\$50,248
1600	Memberships	1,750	4,009	2.29	-\$2,259
1800	Office Expenses	69,150	17,219	0.25	\$51,931
1803	Postage	5,600	1,859	0.33	\$3,741
1900	Prof./Specialized Services	200,130	33,647	0.17	\$166,483
1912	Investment Administrative Fees	1,000	446	0.45	\$554
2000	Publication and Legal Notices	1,000	91	0.09	\$909
2100	Rents and Leases - Equipment	1,500	596	0.40	\$904
2200	Rents & Leases - Buildings & Improvements	73,456	59,366	0.81	\$14,090
2400	Books/Library Materials	256,000	88,210	0.34	\$167,790
2600	Transportation & Travel	2,000	893	0.45	\$1,107
2700	Meetings	10,000	8,680	0.87	\$1,320
2800	Utilities	96,500	14,605	0.15	\$81,895
	TOTAL	\$869,456	\$285,724	0.33	\$583,732
OTHER CHARGES					
3700	Taxes and Assessments	\$5,000	\$5,097	1.02	-\$97
	OPERATING EXPENSES	\$2,267,085	\$1,339,722	0.59	\$927,363
FIXED ASSETS & CONTINGENCY FUNDS					
1	Equipment/Building & Machinery	\$50,000	\$20,706	0.41	\$29,294
5200	Contingency Funds	\$937,579		0.00	\$937,579
	TOTAL	\$987,579	\$20,706	0.02	\$966,873
TOTAL BUDGET (Fund 707)					
		\$3,259,664	\$1,360,428		\$1,899,236
707-	General Reserves	\$10,000	\$0	0.00	\$10,000
702-	Equipment & Structural Repair Fund	\$157,395	\$140,854	0.89	\$16,541
703-	Automated Replacement Fund	\$12,382	\$0	0.00	\$12,382
706-	Interest & Sinking Bond Redemption	\$197,590	\$0	0.00	\$197,590
708-	Unused Leave Payoff Reserve	\$12,094	\$0	0.00	\$12,094

Placentia Library District

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

	<u>Amount</u>	<u>Titles</u>	<u>Volumes</u>
Total Fiction	\$32,969	1803	2720
Total Non-Fiction	\$51,383	1521	1589
Total Music CDs	\$163	9	9
Total Audio Books	\$15,610	141	143
<u>Total Video DVDs</u>	<u>\$6,148</u>	<u>212</u>	<u>246</u>
TOTAL MATERIALS	\$101,276	3433	4431



In addition to the items above, items totaling \$20,986 are currently on order.

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

Prepared by Katie Matas, Acquisitions Librarian

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$20,389	987	1,587	\$987	52	53	\$21,386	1039	1640	\$447	19	19	\$21,832	1,058	1,659
Adult Circulating Non-Fiction	\$24,536	1,140	1,183	\$2,001	102	103	\$26,537	1242	1286	\$369	14	14	\$26,906	1,256	1,300
Adult Reference	\$1,225	24	24	\$0	0	0	\$1,225	24	24	\$0	0	0	\$1,225	24	24
Adult magazines	\$7,105	134	125	\$0	0	0	\$7,105	134	125	\$0	0	0	\$7,105	134	125
Adult on-line databases	\$12,999	5	0	\$0	0	0	\$12,999	5	0	\$0	0	0	\$12,999	5	0
Total Adult Non-Fiction	\$45,865	1303	1332	\$2,001	102	103	\$47,866	1405	1435	\$369	14	14	\$48,235	1419	1449
TOTAL ADULT PRINT MATERIALS	\$66,254	2290	2919	\$2,988	154	156	\$69,252	2444	3075	\$815	33	33	\$70,067	2477	3108
Adult Music CDs	\$125	7	7	\$0	0	0	\$125	7	7	\$19	1	1	\$144	8	8
Adult Audio Books (incl. Overdrive)	\$15,048	135	135	\$0	0	0	\$15,048	135	135	\$486	10	10	\$15,534	145	145
Adult DVDs	\$5,495	182	198	\$0	0	0	\$5,495	182	198	\$50	3	3	\$5,545	185	201
TOTAL ADULT NON-PRINT MATERIALS	\$20,668	324	340	\$0	0	0	\$20,668	324	340	\$555	14	14	\$21,223	338	354
TOTAL ADULT MATERIALS	\$86,922	2614	3259	\$2,988	154	156	\$89,920	2,788	3,415	\$1,370	47	47	\$91,290	2,815	3,462
Juvenile Fiction	\$10,165	702	1,015	\$1,418	62	65	\$11,583	764	1080	\$1,693	73	102	\$13,276	837	1,182
Juvenile Circulating Non-Fiction	\$1,054	58	60	\$582	37	55	\$1,636	95	115	\$393	20	24	\$2,029	115	139
Juvenile Reference	\$1,067	10	31	\$0	0	0	\$1,067	10	31	\$0	0	0	\$1,067	10	31
Juvenile Magazines	\$415	10	8	\$0	0	0	\$415	10	8	\$0	0	0	\$415	10	8
Juvenile on-line databases	\$399	1	0	\$0	0	0	\$399	1	0	\$0	0	0	\$399	1	0
Total Juvenile Non-Fiction	\$2,935	79	99	\$582	37	55	\$3,516	116	154	\$393	20	24	\$3,910	136	178
TOTAL JUVENILE PRINT MATERIALS	\$13,100	781	1,114	\$2,000	99	120	\$15,100	880	1,234	\$2,086	93	126	\$17,186	973	1,360
Juvenile Music CDs	\$38	2	2	\$0	0	0	\$38	2	2	\$0	0	0	\$38	2	2
Juvenile Audio Books	\$562	6	8	\$0	0	0	\$562	6	8	\$0	0	0	\$562	6	8
Juvenile DVDs	\$654	30	48	\$0	0	0	\$654	30	48	\$30	2	2	\$683	32	50
TOTAL JUVENILE NON-PRINT MATERIALS	\$1,254	38	58	\$0	0	0	\$1,254	38	58	\$30	2	2	\$1,284	40	60
TOTAL JUVENILE MATERIALS	\$14,354	819	1172	\$2,000	99	120	\$16,353	918	1292	\$2,116	95	128	\$18,470	1013	1420
Total Fiction	\$30,554	1,689	2,602	\$2,415	114	118	\$32,969	1803	2720	\$2,140	92	121	\$35,108	1895	2841
Total Non-Fiction	\$48,800	1,382	1,431	\$2,583	139	158	\$51,383	1521	1589	\$762	34	38	\$52,145	1555	1627
Total Music CDs	\$163	9	9	\$0	0	0	\$163	9	9	\$19	1	1	\$182	10	10
Total Audio Books	\$15,610	141	143	\$0	0	0	\$15,610	141	143	\$486	10	10	\$16,096	151	153
Total Video DVDs	\$8,148	212	246	\$0	0	0	\$8,148	212	246	\$80	5	5	\$8,228	217	251
TOTAL MATERIALS	\$101,276	3433	4431	\$4,998	253	276	\$106,273	3686	4707	\$3,486	142	175	\$109,760	3828	4882

General Fund
\$20,986

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

TOTAL
\$20,986

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Gomez, Development Director
SUBJECT: Entrepreneurial Activities Report for February 2009
DATE: March 24, 2009

Net Revenue Summary				
			YTD	YTD
	Feb-09	Feb-08	2008-2009	2007-2008
Passport	6,190.00	11,285.00	31,239.00	95,995.00
Passport Photos	990.00	2,300.00	4,800.00	5,942.00
Test Proctor	30.00	0.00	720.00	1,165.00
Total	7,210.00	13,585.00	36,759.00	103,102.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Gomez, Development Director
SUBJECT: **Personnel Report for February 2009**
DATE: March 24, 2009

RESIGNATIONS:

None

RETIREMENT:

None

APPOINTMENTS:

None

OPEN POSITIONS:

Management Analyst (FT)

WORKERS' COMPENSATION LEAVE:

None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: David Ferrari
SUBJECT: Circulation Activity Report
DATE: March 9, 2009

MONTHLY STATISTICS

See Agenda Item #19 for Patron Count, Passport Count and Circulation Report

STAFF ACTIVITY

- February 3-Meeting with the director and managers.
- February 10- Meeting with the director and managers.
- February 17-Meeting with the director and managers.
- February 23-Meeting with the entire staff to go over monthly report
- February 24-Meeting with the director and managers.
- February 24- Meeting with the circulation staff to go over several agendas.
- February 25- Meeting with Roger on circulation staff.

ONGOING PROJECTS

February 25: Examined all the fire extinguishers in the library to be sure they were up to date on.

NEW PROJECTS AND ACTIVITIES

Updating the Emergency Manual

<u>CIRCULATION</u>			Y-T-D	Y-T-D	Y-T-D
	Feb 09.	Feb 08.	2008-9	2007-8	% change
NEW PATRON REGISTRATIONS	506	303	2,280	1,910	16.2%
TOTAL CIRCULATION	20,006	20,477	121,560	166,280	-50.4%
TOTAL ACTIVE BORROWERS *	24,001	20,364	148,631	165,797	-16.7%
ATTENDANCE	24,119	25,570	141,295	204,552	-52.7%

Handwritten notes:
~~22%~~
~~10%~~
~~31%~~

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Sat	Total per hour
9:00	0	0	0	0	0	16	16
10:00	0	0	0	0	0	18	18
11:00	0	0	0	0	0	12	12
12:00	0	0	0	0	0	13	13
1:00	16	2	0	0	0	14	31
2:00	19	1	1	0	0	19	39
3:00	14	11	10	10	15	17	76
4:00	9	10	7	9	10	6	48
5:00	0	1	7	9	10	0	32
6:00	0	8	6	6	9	0	24
7:00	0	7	3	6	9	0	21
8:00	0	1	1	3	4	0	9
Total per day	58	41	35	43	57	115	339
							Grand Total

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.	Total div 2
9:00	0	290	426	484	438	768	2406	1203
10:00	0	514	496	364	726	644	2744	1372
11:00	0	482	596	506	476	972	3032	1516
12:00	0	540	510	468	572	1418	3508	1754
1:00	1434	686	584	694	550	916	4864	2432
2:00	1244	606	934	542	526	812	4664	2332
3:00	994	918	1368	1184	1096	1118	6678	3339
4:00	1270	754	1182	1618	950	942	6716	3358
5:00	0	1182	1218	790	1080	0	4270	2135
6:00	0	764	1146	1092	670	0	3672	1836
7:00	0	876	576	774	592	0	2818	1409
8:00	0	688	806	686	686	0	2866	1433
Total/Day	4942	8300	9842	9202	8362	7590	48238	24,119
								Grand Total

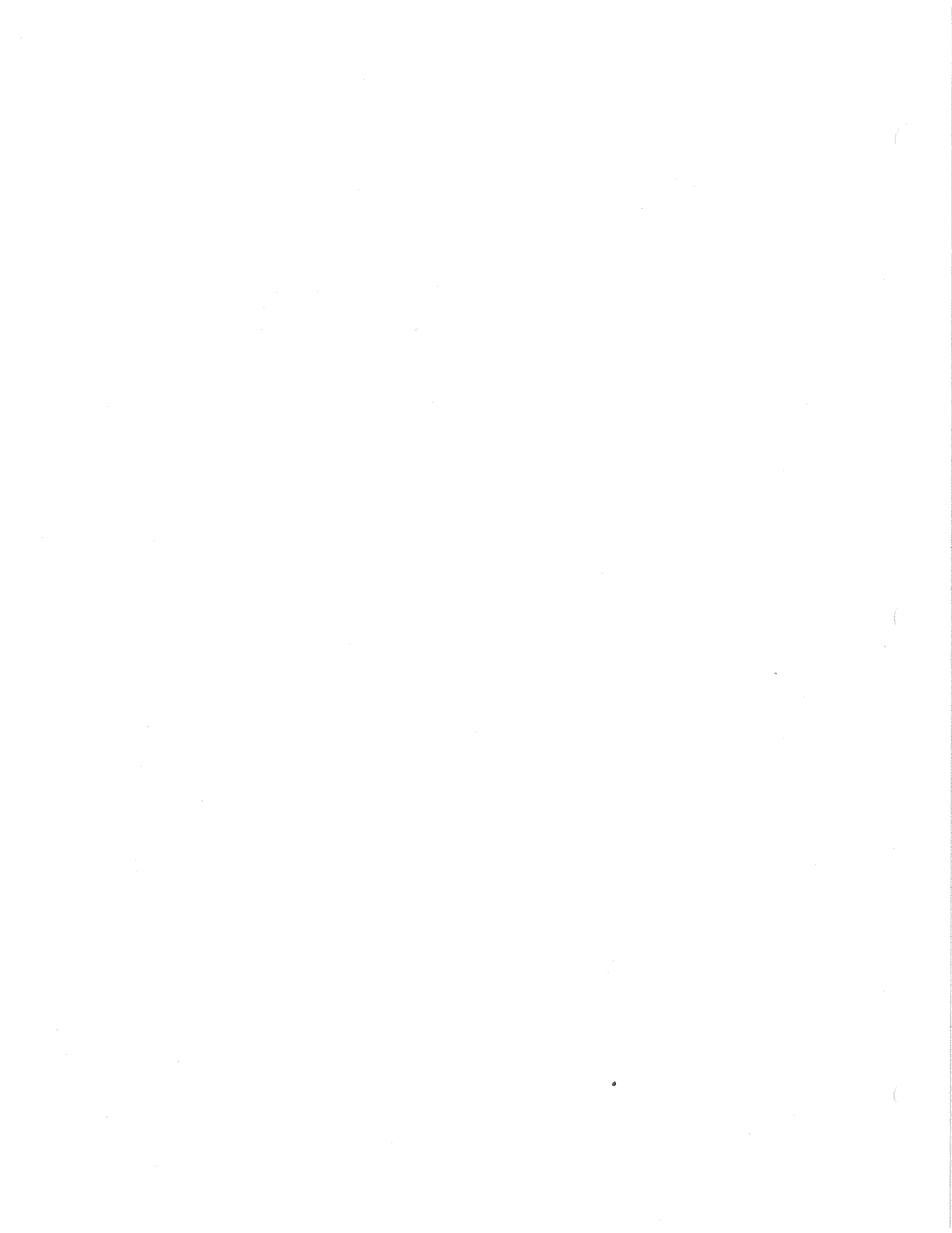
PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Gomez, Development Director
SUBJECT: City of Placentia Invoices
DATE: March 24, 2009

PERIOD COVERED FY2008-2009	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-08	*				107.50			107.50
Aug-08	*							0.00
Sep-08	*							0.00
Oct-08	*							0.00
Nov-08	*							0.00
Dec-08	*							0.00
Jan-09	*							0.00
Feb-09	*							0.00
Mar-09								0.00
Apr-09								0.00
May-09								0.00
Jun-09								0.00
TOTAL		0.00	0.00	0.00	107.50	0.00	0.00	107.50
AVG		0.00	0.00	0.00	107.50	0.00	0.00	21.50



* City Billing Not Received

PERIOD COVERED FY2007-2008	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-07	07/23/07	5,584.05	1,150.57	136.67	645.55	0.00	0.00	7,516.84
Aug-07	08/22/07	7,054.77	1,440.22	136.67	117.20	0.00	0.00	8,748.86
Sep-07	10/02/07	7,492.80	2,316.02	145.15	107.50	0.00	15.06	10,076.53
Oct-07	11/19/07	7,016.46	1,150.57	145.15	107.50	0.00	0.00	8,419.68
Nov-07	11/19/07	5,287.29	1,186.18	145.15	107.50	0.00	0.00	6,726.12
Dec-07	02/13/08	4,198.61	1,150.57	145.15	107.50	0.00	7.98	5,609.81
Jan-08	02/13/08	3,118.39	1,150.57	145.15	137.50	0.00	7.84	4,559.45
Feb-08	02/13/08	3,438.09	1,150.57	145.45	1,218.91	0.00	7.82	5,960.84
Mar-08	04/01/08	3,757.21	1,150.57	145.15	107.50	0.00	7.82	5,168.25
Apr-08	10/15/08	3,894.06	1,150.57	145.15	107.50	0.00	7.84	5,305.12
May-08	10/15/08	4,063.65	1,150.57	145.15	107.50	0.00	0.00	5,466.87
Jun-08	10/15/08	6,607.52	1,150.57	145.15	107.50	0.00	0.00	8,010.74
TOTAL		61,512.90	15,297.55	1,725.14	2,979.16	0.00	54.36	81,569.11
AVG		5,126.08	1,274.80	143.76	248.26	0.00	4.53	6,797.43




PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES


TO: Jeanette Contreras, Library Director
FROM: Yesenia Gomez, Development Director
SUBJECT: Partnership With Community Organizations for February 2009
DATE: March 24, 2009

-  Partnership with H.I.S House to provide homework assistance through the Klein Family Foundation grant.
-  Partnership with the Valencia High School to provide young adult book discussions through the Great Stories grant.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Gomez, Development Director
SUBJECT: Active Grant Application for February 2009
DATE: March 24, 2009

 Draper Family Foundation grant: provide professional guidance to local high school students applying for college, trade school and employment.

 California State Library grant "Get Involved: Powered By Your Library" to raise awareness among public librarians to engage baby boomers in volunteerism.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Director's Report
DATE: March 24, 2009

Accomplishments

- Hired new Administrative Assistant, Ms. Marisa Timothy
- Met new Morse Elementary School principal, Ms. Kathie DiRocco and presented her with 44 copies of *Elephant Rides For Free*; one copy of *Placentia Disaster: The 1938 Flood DVD*; *Placentia, a Pleasant Place*; and *Street Names*.
- Mailed out the Authors' Luncheon invitations.
- Replaced lights by the Circulation desk, the Friends bookstore and sorting room, public area, and the Administrative Office.

Community / Outreach

- I continue to attend the weekly Rotary meetings at the Alta Vista Country Club.
- State of the City Address – February 26th
- Lunch with City Administrator, Mr. Troy Butzlaff – February 23rd
- Lunch with other library directors – February 27th
- Principal For the Day at Tynes Elementary School – March 5th

Training/Workshop/Conferences

- Literacy Orientation for Library Directors in Buena Park – March 6th
- California Association of Library Trustees and Commissioners (CALTAC), "Libraries in the Future" at the Torrance Public Library – March 14th

Meetings

- Placentia Library Friends Foundation (PLFF), Authors' Luncheon – February 18th and March 2nd
- Library Board of Trustees – February 17th
- All Staff Meeting – February 23rd
- Weekly managers meeting
- PLFF Policy Committee – February 18th and March 2nd
- PLFF Board Meeting – March 9th
- Trustee Gae Wood – March 12th

Projects in Progress

- Prepare the budget for fiscal year 2009-2010.
- Website redesign.
- Seek funding opportunities for a computer lab.
- Set meeting with Supervisor Norby and Senator Huff.
- Review health benefit options.
- Begin digitization projects of *Elephant Rides For Free* and *Placentia, a Pleasant Place*.

I also attended various library programs – Egypt, presented by the Bowers Museum Docent group on February 19th; adult book discussion, presented by Toby Silberfarb on March 10th; "Thrift and the Way to Wealth," presented by Diana Cunningham; and storytime, presented by Lori Worden and Brenda Ramirez.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

To: Library Board of Trustees
From: Roger Hiles, Library Services Manager
Subject: **Library Service Manager's Report**
Date: March 24, 2009

Achievements

- I solicited price quotes for a replacement integrated library system from Equinox Software and LibLime, and summarized key points and recommendations in a memo to the Library Director and presentation during the management meeting.
- I created a draft of performance measurements for the Technical Services and Circulation units for use in budget planning.
- I worked with the Library IT assistant to automate start up and shut down of computers in public areas.
- I worked with many members of the Library staff to gather updated website content to use on the next version of the library website.

Staff Training

- I presented the second half of the staff in-service on February 27. I completed the presentations on Microsoft Excel and Publisher and introduced the key concepts of the Library 2.0 movement.

Webinars

- I attended a webinar on the "Customer Focused Library" sponsored by WebJunction on March 17.
- I attended a webinar on Fedora repository software sponsored by Sun Computers on March 18.

Meetings

- I met with Ms. Joanne Hardy about transition issues 2-3 times per week during the reporting period.
- I attended the weekly supervisor's meeting with the Library Director.
- I attended the Children's staff meeting on February 19.
- I attended the monthly library staff meeting on February 23.
- I attended a meeting of the Circulation staff on February 24.
- I met with David Ferrari about performance objectives for the Circulation staff on March 4.
- I attended the Reference staff meeting on March 11.

Projects in Progress

Website redesign – I worked to complete page designs for Adult Services, Children's, Teens, Library policies and computer use. Incorporating new and updated content. Anticipated completion date: April 2009.

Computer infrastructure – Use existing equipment and open source software to create a staff domain, shared resources, a common software suite for the staff,

and centralized PC management and backup. Anticipated completion date:
September 1, 2009.

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

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

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 February, 2009
DATE: March 24, 2009

MONTHLY STATISTICS

Phone reference	13
In person reference/research	651
Total	664

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lap Sit 24 months & younger	4	133
Preschool Story Time I & II: 3-6 years	8	117
Pocket Tales: Stories, music, and movement.	4	151
Read to the Dogs	1	25
P-TAC Meetings	2	17
Valentine's Day Crafts Program	1	40
Family Game Day	1	39
F.I.R.S.T. – Family Interactive Reading and Sharing	1	33
Total February 2009	22	555

Total February 2008	31	1609
Current FY to date	119	5,540
Previous FY to date	234	8,919

STAFF ACTIVITY

Feb. 6: Lori Worden and Coleen Wakai attended an all-day inservice training workshop taught by Roger Hiles for staff to become more familiar with Excel and Publisher capabilities, and how we can make use of these in the Children's department of the library.

Feb. 6: Brenda Ramirez attended an all-day Infopeople workshop. She participated in "Jump and Jive: Storytimes for 2 through 5". Brenda learned techniques she can implement in her storytimes here at the library. There was information about storytime components including fingerplays and nursery rhymes; storytelling; early literacy development; and using puppets, flannel stories and other props for storytime.

Feb. 9: Lori Worden was introduced to members at the Placentia Library Friends Foundation meeting.

Feb. 17: Brenda Ramirez was awarded the library's Employee of the Quarter award at the Library Board meeting. Lori Worden, and other library staff members, as well as the library board were in attendance to congratulate Brenda.

Feb. 23: Lori Worden announced ongoing activities and programs in the Children's department at the library staff meeting.

Feb. 24: Coleen Wakai attended a SLS YA "Share Fair." Participants shared ideas for young adult programs and activities that can be implemented in public libraries. Coleen got lots of good ideas for programs and activities that she can use here at Placentia Library.

Feb. 27: Brenda Ramirez, Coleen Wakai, and Lori Worden attended an all-day inservice training workshop taught by Roger Hiles and Joanne Hardy. Joanne shared techniques about effective reference interviewing techniques, and Roger provided more information and follow-up of his previous computer training workshop.

ONGOING PROJECTS

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

ONGOING PROJECTS

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

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

NEW PROJECTS AND ACTIVITIES

- 1.) A Valentine's Day story and craft program was well attended on Saturday, February 14, from 2:00 – 3:00. P-TAC volunteers assisted with this program, under the coordination of Coleen Wakai.
- 2.) The Children's department staff is planning this year's Summer Reading Program for children, preschoolers, and young adults. There will be a Read-to-Me program for preschoolers; the children's program is "Be Creative @ Your Library"; and the program for teens is "Creative Expressions for Young Adults." Staff planned programs, ordered reading logs and incentives for these programs.
- 3.) Brenda Ramirez and Lori Worden are planning a children's program as part of the Imagination Celebration. Georgette Baker will be entertaining children with a Latin-American themed program at the library on Saturday, April 25, from 2:00-3:30. There will be crafts and snacks for the children after the program. This program is made possible by a Target grant.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Toby Silberfarb, Library Assistant Literacy / Volunteers
SUBJECT: Literacy / Volunteer Monthly Report for February, 2009
DATE: March 11, 2009

MONTHLY STATISTICS

Volunteer Hours:

History Room	138.5 hrs
PLFF	415 hrs
Library (General)	155 hrs
Homework Club	90 hrs
Tutors (ALS)	44 hrs

Total: 842.5 hrs

STAFF ACTIVITY

Processed 12 volunteer applications;
Called 12 potential volunteers;
Processed 5 staff /Friends requests for volunteers;
Processed 2 returning CSUF FWS Student;
Processed 2 new CSUF FWS Students;
Processed 3 new WSU FWS Students;
Proctored 1 exam for distance learning students;
Monitored the needs and progress of the H.I.S. House homework club,
Completed and submitted the CLLS mid-year report.

ONGOING PROJECTS

ALS tutoring pairs;
P.A.S.S. Homework Club

NEW PROJECTS AND ACTIVITIES

Wrote and submitted a grant application for "Get Involved: Powered By Your Library", a statewide initiative of the California State Library to raise awareness among public libraries about how volunteer engagement benefits the library and the community, and how libraries can support volunteers more effectively.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Joanne Hardy, interim Librarian II, Adult Services
SUBJECT: Adult Services Monthly Activity Report for February 2009
DATE: March 24, 2009

MONTHLY STATISTICS (28 day month)

Reference Desk Activity

Phone reference:	221
In person reference/research:	1660
Guest passes:	3
E-mail reference/research:	0
Electronic: databases/internet/catalog instruction:	105
Electronic: computer use:	2841
Technology: computer/printer questions or fixes:	360
In library use: ready reference:	13
In library use (cleanup):	3135

STAFF ACTIVITY

Joanne Hardy:

- Met with the Library Services Manager on Feb. 24 and 26 to provide briefing on various administrative procedures
- Planned the Readers Theatre program for the Imagination Celebration
- Designed the "Poetry Sparks Our Imagination" display for Poetry Month (April) with library's poet laureate
- Conducted a C.O.R.E. (California Opportunities for Reference Excellence) workshop on Feb. 28 for public service staff.
- Prepared information for Administration's use in determining substitute hours, materials funds, and subprogram budgets
- Arranged for tax form distribution at the library
- Led staff in executing the "Stimulus Package" featuring books on related topics.
- Met on Feb. 10 with Adult Services staff to address reference and collection development procedures
- Participated in writing the Draper Foundation grant application
- Prepared articles for the Placentia Quarterly newsletter
- Worked with History Room volunteers on gift books & a dvd to Placentia schools
- Participated in the management team meetings on February 3, 10, 17, 24.

Librarians and Library Assistants completed and prepared for future book discussions and programs:

Nadia Dallstream: the program "Egypt – Land of the Pharaohs", presented by Bowers Museum, brought almost 40 patrons to the library on Thursday, February 19, 7:00 – 8:00.

Nadia Dallstream: created and published a bibliography promoting the library's computer books, and a webliography of Orange County Museums and Places of Interest. The latter has been a very popular item with patrons; multiple printings have been required.

Nadia Dallstream: completed the weeding project in the Dewey 000s collection.

Toby Silberfarb: prepared to lead the March 10 book discussion of *Water for Elephants*.

Toby Silberfarb: planned the program "Thrift and the Way to Wealth", scheduled for Thursday, March 19, 2009 at 7:00.

Katie Matas: created and published a bibliography promoting the library's collection of books, dvds, and websites on the planets.

Kathy Staymates: created the bibliography/webliography on Norman Rockwell, to accompany Dixie Shaw's display for February.

Gary Bell: created the bibliography/webliography on Charles M. Russell, to accompany Dixie Shaw's display coming in March.

ONGOING PROJECTS

Toby Silberfarb wrote and submitted a grant application for a Draper Family Foundation Grant. The focus of the grant is to provide professional guidance to local high school students applying for college, trade school or employment.

The library's recognition of Poetry Month is being coordinated with the Imagination Celebration, since both begin in April. Joanne Hardy and the library's poet laureate, Meredith Laskow, will design the bulletin board near the check-out desk (usually displaying Dixie Shaw's selections) to feature short poems which can be read quickly by patrons waiting in line. The display will be called "Poetry Sparks Our Imagination". A "Poems-To-Go" handout will be available for patrons to take. The Adult Services staff each selected poems which will be submitted to Ms. Laskow for final approval. Ms. Laskow will design the layout of the board, in conjunction with Mrs. Hardy.

Joanne Hardy is developing the Imagination Celebration adult program, "Whisper, Shout, Let It All Out!", which will occur on Sunday, April 26, 1:00 – 4:00. Danny Oberbeck will guide teens and adults through a Readers Theatre participatory experience in which they take a passage of literature and turn it into a performance piece. Gary Bell will be the contact person for this program after Mrs. Hardy leaves.

Nadia Dallstream, Kathy Staymates and Joanne Hardy met to develop the Adult Summer Reading Program. It will follow the same dates as the SRC for children. The theme is "Express Yourself @ Your Library" and will emphasize creative expression. Book reading will be encouraged with weekly raffles for prizes. Programs on Saturdays will feature creativity in music, dance, journaling, cuisine, gardening, and card-making (tentative).

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Gary Bell, History Room Librarian
SUBJECT: Local History Room Monthly Report, February 2009
DATE: **March 24, 2009**

MONTHLY STATISTICS

Visitors to History Room in February 2009	9
Visitors to History Room in February 2008	21
Volunteer Hours	113.5
Intern Hours	25

STAFF & VOLUNTEER ACTIVITY

- On February 9th Pat Irot spoke at the meeting of the Yorba Linda Historical Society.
- A project plan was initiated for distribution of historic items to the public schools. These items include **Elephant Rides for Free, Placentia: a Pleasant Place , Placentia Street Names** and **The 1938 Flood** DVD. The gift package for the schools is awaiting school board approval before it is distributed.
- A letter was drafted and sent to Chris Lowe's publisher requesting permission to digitize **Elephant Rides for Free** for the library's website. Gary spoke with him by phone about this project and he gave his verbal consent.
- Intern Eva Perry is updating our resource list and re-labeling our hanging files.
- Patrons inquired about local authors, high school yearbooks, the Virginia Carpenter file and photo albums.
- Information was provided to the Library Director regarding Tynes School, John O. Tynes and his obituary.
- Local author Larry Myers's book was added to the local author display.
- Volunteer hours were submitted in EXCEL for an Excel/ Publisher exercise derived from staff seminars.
- Requests were made by the Police Department for historic photos. Marie Schmidt responded promptly.
- Pat Irot worked with the Placentia Round Table Women's Club on material pertinent to writing the club's history.
- The display celebrating Valencia High School's 75th anniversary went up February 28th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Katie Matas, Librarian, Technical Services
SUBJECT: Technology & Website Report for February 2009
DATE: March 17, 2009

MONTHLY STATISTICS

Online database usage:

	February 2009	February 2008		Y-T-D 2008-9	Y-T-D 2007-8	Y-T-D % change
Ancestry.com	132	17		741	87	88%
Chilton Library (Automobiles)	5	10		63	52	17%
General Reference Center Opposing Viewpoints (sub.ends Nov 30, 2008 not renewed)	20	131	-	162	582	-72%
Newsbank	90	43		679	532	22%
L.A Times	1	18		55	78	-29%
Wall Street Journal (cancelled Nov. 1, 2008)						
Heritage Quest	478	2782		10,027	29,141	-66%
Learning Express (Learn a test)	5	11		130	100	23%
Novelist	53	2		173	25	86%
Tumblebooks	385	313		1,975	3,179	-38%
MorningStar	61	102	-	1,001	1,103	-9%
Reference USA	134	159	-	325	510	-36%
Value Line	128	238		975	3,733	-74%
	1492	3826		16,306	39,122	-58%

Website traffic for February 2009:

In February 2009 we had 14,821 visitors to our website. In February 2008 there were 42,479 page hits. A yearly comparison is not available due to the website redesign.

STAFF ACTIVITY

- Patrick temporarily installed Publisher on the public computer in the Children's Area for the staff to use for training.
- Roger conducted two computer training sessions for all Reference and some Circulation staff.

ONGOING PROJECTS

- Jesus continues to update Library events on the website.
- Jesus continues to maintain the outside electronic sign.
- Roger Hiles worked on improvements to the Library website.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Public Hearing on the Placentia Library District Policy 6035 – Fines and Fees Schedule
DATE: March 24, 2009

BACKGROUND

The Library Board of Trustees at its Unusual Meeting on February 17, 2009 approved a revision to the Placentia Library District Policy 6035 – Fines and Fees Schedule to include a DVD rental fee of \$1 for 2 days for new releases and \$1 for one week for older and mini series releases. Overdue will be \$1 per day. Children’s and educational DVDS will remain free of charge.

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

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

The Notice of Public Hearing for the Proposed Fines and Fees Schedule was posted on the Library’s website on March 11, 2009 and posted as a legal notice at the Library on March 18, 2009.

RECOMMENDATIONS:

Action to be determined by the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Reader of the Quarter Award
DATE: March 24, 2009

BACKGROUND:

At the Library Board of Trustees meeting on February 17, 2009, the Board was presented with a new program, the Reader of the Quarter Award. The Board asked that library staff provide the Board with eligibility criteria and procedures for the selection, promotion and implementation of the program. The purpose of the award was to recognize an individual or group that has made positive literacy contributions through the promotion, participation and advocacy of reading and books. The recipient will be a Placentia Library District library cardholder. Award may consist of recognition at a City Council meeting, a certificate, and a gift card to a bookstore.

RECOMMENDATIONS:

Action to be determined by the Library Board of Trustees.

READER OF THE QUARTER AWARD

Eligibility

- Must be in grades K-12th.
- Must have a Placentia Library District library card.
- Must have checked out library materials from the Placentia Library within the last three months.
- Must be nominated by a teacher or member of the community.

Criteria

- Participate in the Placentia Library Summer Reading Program or other Placentia Library programs.
- Promote the importance of reading.
- Volunteer at the Placentia Library, the school or in the community.
- Help others to read.
- Share books with others.

Process

- Nominations will be accepted on December 1st, March 1st, June 1st and September 1st and submitted to the Placentia Library Children's Department.
- Nomination forms will be available inside at the Placentia Library Children's Department, online at www.placentialibrary.org, or by calling (714) 528-1906 x212.
- Judging Panel will include a member of the PYLUSD, a community member, and a library staff representative. All decisions are final.

Promotion / Publicity

- Library Website
- Collaboration with the PYLUSD.
- Quarterly Newsletter
- Orange County Register
- OC Kids Magazine

Award

- Certificate
- Recognition at a City Council meeting
- \$25 gift card to Barnes & Noble

READER OF THE QUARTER AWARD



AWARD IS PRESENTED TO

MR. AL SHKOLER
LIBRARY BOARD OF TRUSTEES, PRESIDENT

DATE

MRS. JEANETTE CONTRERAS
LIBRARY DIRECTOR

DATE

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Review of the Placentia Library District Policies in the 4000 series: 4020 – Attendance at Meetings, 4030 – Reimbursement of Expenses, 4040 – Board President, 4045 – Board Secretary, 4050 – Members of the Board of Trustees, 4060 – Committees of the Board of Trustees, 4070 – Basis of Authority, 4075 – Duties & Responsibilities of Library Trustees, 4077 – Rules for Library Trustees, 4080 – Membership in Associations, 4085 – Support Organizations, 4090 – Training, Education, and Conferences, 4010 – Code of Ethics, 4015 – Voluntary Candidate Expenditure Ceiling, 4017 – Qualifications of Library Trustees, 4018 – Selection & Appointment of Library Trustees

DATE: March 24, 2009

BACKGROUND:

The Library Board of Trustees and Library Director attended a “Board Effectiveness” training on February 3, 2009. The training was presented by Jane Jones, former Library Board for the Palos Verdes Library District. As a result of the information provided during the training, the Board sought for clarification and additional information regarding the Education Codes which governs the roles and responsibilities of a Board Member.

Attached are Education Codes 19400-19532, 19600-19614, 19640-19664, 19690, 19700-19702, and 19720-19734 under chapters eight and nine which covers “Library Districts and “Library Districts and Museums in Unincorporated Towns & Villages” respectively.

RECOMMENDATIONS:

Action to be determined by the Library Board of Trustees.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Attendance at Meetings
POLICY NUMBER: 4020

4020.1 Members of the Board of Trustees will attend all regular and special meetings of the Board unless there is good cause for absence.

4020.2 A vacancy will occur if any member ceases to discharge the duty of his/her office for the period of three consecutive months except as authorized by the Board of Trustees.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Reimbursement of Expenses
POLICY NUMBER: 4030

4030.1 Members of the Board of Trustees will be reimbursed for all legitimate expenses incurred in attending any meetings or in making any trips on official business of the Board when so authorized in accordance with Policy #4090. Reimbursement for the cost of the use of a Trustee's vehicle will be on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of the vehicle usage.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Board President
POLICY NUMBER: 4040

4040.1 The President of the Board of Trustees will serve as chairperson at all Board meetings. He/she will have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

4040.2 In the absence of the President, the Secretary of the Board of Trustees will serve as chairperson over all meetings of the Board. If the President and Secretary of the Board are both absent, the remaining members present will select one of themselves to act as chairperson of the meeting.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Board Secretary
POLICY NUMBER: 4045

4040.1 The Secretary of the Board of Trustees will sign the Library Board Minutes and certify all resolutions, grant applications and other documents authorized by the Library Board.

4040.2 The Secretary of the Board of Trustees will serve as chairperson at all Board meetings in the absence of the President. He/she will have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

4040.2.1 If the President and Secretary of the Board are both absent, the remaining members present will select one of themselves to act as chairperson of the meeting.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Members of the Board of Trustees
POLICY NUMBER: 4050

4050.1 Trustees will thoroughly prepare themselves to discuss agenda items at meetings of the Board of Trustees. Information may be requested from staff or exchanged between Trustees before meetings.

4050.1.1 Information that is exchanged before meetings will be distributed through the Library Director, and all Trustees will receive all information being distributed.

4050.2 Trustees will at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.

4050.3 Trustees will defer to the chairperson for conduct of meetings of the Board, but will be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

4050.4 Trustees may request for inclusion into minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).

4050.5 Trustees will abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Trustees should not abstain from the Board's decision-making responsibilities.

4050.6 Requests by individual Trustees for substantive information and/or research from District staff will be channeled through the Library Director.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Committees of the Board of Trustees
POLICY NUMBER: 4060

4060.1 The Board President will appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees will be outlined at the time of appointment, and the committee will be considered dissolved when its final report has been made.

4060.1.1 All meetings of ad hoc committees will conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Trustees.

4060.2 There are no standing committees of the Placentia Library District Board of Trustees.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Basis of Authority
POLICY NUMBER: 4070

4070.1 The Board of Trustees is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Trustees have no individual authority. As individuals, Trustees may not commit the District to any policy, act, or expenditure.

4070.2 Trustees do not represent any fractional segment of the community, but are, rather, a part of the body that represents and acts for the community as a whole.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Duties & Responsibilities of Library Trustees
POLICY NUMBER: 4075

4075.1 The duties and powers of boards of Library Trustees are set forth in the following sections of the Education Code of California, libraries in unincorporated towns and villages, Sections 27501 – 27665.

4075.2 The following duties and responsibilities are prescribed by law:

4075.2.1 The Board manages the affairs of the library district. (In practice, the Board determines policy, and delegates administration to the library director.)

4075.2.2 The Board meets at least once each month, with special meetings subject to call by request of a majority of the Board's membership, or by the president of the Board.

4075.2.3 The Board keeps a record of its proceedings.

4075.2.4 The Board makes and enforces rules and regulations necessary for the administration and protection of libraries and library properties.

4075.2.5 The Board administers trusts, gifts and property received by the library, and may, in some cases, dispose of property for the benefit of the library. It also purchases, builds, or rents, and equips such real property as is necessary for library operations.

4075.2.6 The Board prescribes the duties and powers of the library director and other employees of the library, determines the number of and appoints all officers and employees, and fixes their compensation. The officers and employees hold their offices or positions at the pleasure of the Board.

4075.2.7 The Board purchases necessary library materials and other personal property. The Board may borrow, lend and exchange books by arrangement with other libraries, and may allow non-residents to borrow books upon such conditions as may be prescribed.

4075.2.8 The Board delegates to the library director the rendering of an annual report to the State Librarian on the condition of the library for the period ending June 30 of each year.

4075.2.9 The Board adopts a yearly budget with the advice and assistance of the library director, presents the budget requirements to the appropriating body, and is prepared to explain and justify the allocation of amounts to be spent for the various items in the budget.

4075.2.10 The Board has the power to make a contract with a city or county for library service, and determine the compensation to be paid for such service.

4075.2.11 The Board of library trustees may do and perform any and all other acts and things necessary or proper to carry out the provisions of the Education Code relating to libraries.

4075.3 The closest cooperation and harmony should be maintained between the Library Board and the Library Director. Each should keep the other fully informed of major decisions and actions.

4075.4 As a body elected by the community, the Library Board maintains the ultimate authority for the Library:

4075.4.1 It informs itself about general library objectives and makes plans for the management of the library in the light of these objectives.

4075.4.2 It establishes policies and resolutions in regard to: (a) finances, including the acquisition of funds; (b) property; (c) library equipment and materials; (d) personnel; (e) services, including rules and regulations; and (f) public relations.

4075.4.3 It selects and appoints a qualified library director in whom it has confidence and to whom it gives full support and encouragement to serve as the manager and administrator of the library.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Rules for Library Trustees
POLICY NUMBER: 4077

4077.1 Each Trustee should attend Library Board meetings regularly and carry his/her full share of responsibility. (Govt. Code 1770.)

4077.2 All authority rests with a majority of the Board. It must never be assumed by the President or any other member or group of members.

4077.3 After a policy or regulation has been adopted by a majority vote of the Board, it should receive the unanimous support of all Trustees.

4077.4 The Board is responsible for adequate financial support of the Library and for economical and efficient use of funds.

4077.5 The Board should select a Library Director who will merit and receive the confidence of the Board as a satisfactory administrator of the Library.

4077.6 Directives and recommendations to the Library Director should emanate from a majority of the Board at a regular or duly called special meeting.

4077.7 The Library Director should attend Board meetings except when his/her own salary or other conditions of employment are being discussed.

4077.8 Complaints from the public, staff grievances, and other problems should be taken up at a regular or duly called special meeting of the Board. They should not be handled by individual Trustees.

4077.9 News releases and other releases of information should be made by the Library Director or a designated Board member.

4077.10 Confidential discussions of the board in executive session should be respected.

4077.11 All meetings of the board will be conducted under the laws pertaining to the Brown Act. (Govt. Code 54950 to 54961.)

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Membership in Associations

POLICY NUMBER: 4080

4080.1 The Board of Trustees will ordinarily hold membership in and attend meetings of such national, state, and local associations as may exist which have applicability to the functions of the District, and will look upon such memberships as an opportunity for in-service training.

4080.2 The Board of Trustees will maintain membership for each Trustee and the Library Director in the California Special Districts Association and will insure that annual dues are paid when due.

4080.3 The Board of Trustees will maintain membership for the District in the Independent Special Districts of Orange County and will insure that annual dues are paid when due.

4080.4 The Board of Trustees will maintain membership for each Trustee and the Library Director in the California Association of Library Trustees and Commissioners and will insure that annual dues are paid when due.

4080.5 The Board of Trustees will maintain membership for the Library Board President and each full-time professional librarian in the American Library Association and will insure that annual dues are paid when due.

4080.6 The Board of Trustees will participate in the Orange County Council of Governments and designate a Trustee to attend the monthly meetings.

4080.7 The Board of Trustees will participate in the Orange County Special Districts Selection Committee to elect Special representatives to the Orange County Local Area Formation Commission and its committees.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Support Organizations

POLICY NUMBER: 4085

4085.1 Two independent, not-for-profit organizations have been established by Library supporters to supplement the Library's revenue, public relations activities, programs, and volunteer recruitment.

4085.1.1 Both of these organizations are certified as non-profit corporations by the California Secretary of State, and have been granted 501 (c) (3) status by the Internal Revenue Service. This means that donations to both of these organizations are tax deductible.

4085.1.2 Both organization are managed by Boards of Directors which are self-perpetuating and operate in close cooperation with, but administratively independent of, the Library Board of Trustees.

4085.1.3 The Library Director is an *ex officio* member of both Boards of Directors.

4085.1.4 Placentia's public library is designated as the sole beneficiary of the activities of both of these organizations.

4085.1.5 The Library provides administrative support to both of these organizations through the active participation of the Library Director, Administrative Assistant, and Volunteer Coordinator.

4085.2 Friends of Placentia Library

4085.2.1 The Friends of Placentia Library was established in 1968. Its mission is to foster closer relations between the Placentia Library and the citizens of Placentia, and to support the functions, resources and needs of the Library.

4085.2.2 The Friends of Placentia Library is a membership organization. It conducts day-to-day fundraising through book sales, membership contributions, and special events to fund current-year programs and projects for the Library. The Friends conducts an annual Author's Brunch in support of the Adopt-A-Book program of Placentia Library Foundation.

4085.2.3 Friends of Placentia Library grants and gifts to the Library are coordinated through the Library Director.

4085.2.4 The Library Board of Trustees sends a representative to each Friends of Placentia Library Board Meeting to encourage the Friends in its activities, and to keep an open channel of communication between the two boards.

4085.2.5 The Friends of Placentia Library President or a designated representative is encouraged to attend and make a report at each Library Board of Trustees Regular Meeting.

4085.2.6 The Board of Directors of the Friends of Placentia Library appoints one of its members to the Placentia Library Foundation Board of Directors.

4085.3 Placentia Library Foundation

4085.3.1 Placentia Library Foundation was established in 1994. Its mission is to ensure the future provision of resources and services at Placentia Library District through building and managing endowment and capital funds, and providing grants to the Placentia Library District from these funds. Specific programs supported by the Foundation include: The Library's collection of books, magazines and audiovisual materials; the Library's reference and information services; the Library's facilities and equipment; and special Library projects.

4085.3.2 Placentia Library Foundation is not a membership organization. It raises money through an annual giving campaign for individuals and corporations, and a planned giving program. The main projects of Placentia Library Foundation are the Adopt-A-Book program for the purchase of current-year books and magazines, and the Book Endowment Program for long term financial security. The Foundation offers named endowment programs designed around each donor's specifications. The Foundation also seeks grants in support of Library programs, services, and facilities.

4085.3.3 Placentia Library Foundation grants and gifts to the Library are coordinated through the Library Director.

4085.3.4 The Library Board of Trustees appoints two (2) of its members to the Placentia Library Foundation Board of Directors at the Library Board's December annual meeting each year.

4085.3.5 The Friends of Placentia Library Board of Directors appoints one (1) representative to the Placentia Library Foundation Board of Directors.

4085.3.6 The Placentia Library Foundation Board of Directors appoints additional directors for terms of office specified in the By-laws of the Foundation.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Training, Education, and Conferences
POLICY NUMBER: 4090

4090.1 Members of the Board of Trustees are encouraged to attend educational conferences and professional meetings when the purpose of such activities is to improve District operation. Hence, there is no limit as to the number of Trustees attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

4090.1.1 "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.

4090.2 It is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District.

4090.2.1 The Administrative Assistant is responsible for making arrangements for Trustees for conference and registration expenses and for per diem. Per diem, when appropriate, will include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by Trustees, or which are billed to the District by Trustees, will be submitted to the Administrative Assistant, together with validated receipts.

4090.2.2 Attendance by Trustees of seminars, workshops, courses, professional organization meetings, and conferences will be approved by the President of the Board of Trustees prior to incurring any reimbursable costs.

4090.2.3 Expenses to the District for Board of Trustees' training, education and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth by the Library Director and by:

4090.2.3.1 Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.

4090.2.3.2 Trustees traveling together whenever feasible and economically beneficial.

4090.2.3.3 Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

4090.3 A Trustee will not attend a conference or training event for which there is an expense to the District, if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board. A Trustee will not attend a conference or training event when it is apparent that there is no significant benefit to the District.

4090.4 Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Trustees will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report will detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be available for the future use of other Trustees and staff.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Code of Ethics
POLICY NUMBER: 4010

4010.1 The Board of Trustees of Placentia Library District is committed to providing excellence in legislative leadership that results in the provision of the highest quality of services to its constituents. In order to facilitate the relationship between and among members of the Board of Trustees, the following rules will be observed.

4010.1.1 The dignity, style, values and opinions of each Trustee will be respected.

4010.1.2 Responsiveness and attentive listening in communication is encouraged.

4010.1.3 The needs of the District's constituents should be the priority of the Board of Trustees.

4010.1.4 The primary responsibility of the Board of Trustees is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

4010.1.5 Trustees should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.

4010.1.6 Trustees should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.

4010.1.7 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Trustees takes action, Trustees should commit to supporting said action and not to create barriers to the implementation of said action.

4010.1.8 Trustees should practice the following procedures:

4010.1.8.1 In seeking clarification on informational items, Trustees may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.

4010.1.8.2 In handling complaints from residents and property owners in the District, said complaints should be referred directly to the Library Director.

4010.1.8.3 In handling items related to safety, concerns for safety or hazards should be reported to the Library Director or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.

4010.1.8.4 In presenting items for discussion at Board meetings, see Policy #5020.

4010.1.8.5 In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the Library Director.

4010.1.9 When approached by District personnel concerning specific District policy, Trustees should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.

4010.2 The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

4010.2.1 When responding to constituent requests and concerns, Trustees should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

4010.2.2 Trustees should develop a working relationship with the Library Director wherein current issues, concerns and District projects can be discussed comfortably and openly.

4010.2.3 Trustees should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

4010.2.4 While pursuing the Library's mission, Trustees are responsible for monitoring the District's progress in attaining its goals and objectives.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Voluntary Candidate Expenditure Ceiling
POLICY NUMBER: 4015

4015.1 In accordance with Government Code 85400§ (Proposition 208), the voluntary expenditure ceiling for candidates for the Board of Trustees of Placentia Library District, and controlled committees of such candidates, will be one dollar (\$1) per resident for each election in which the candidate is seeking election to the Board of Trustees.

4015.2 Proposition 208 establishes a two-tiered scheme of campaign contribution limitations applicable to candidates running for local office based on whether the recipient candidate accepts or rejects the voluntary expenditure ceiling established by the local jurisdiction. The decision by a candidate as to whether to accept the ceiling must be made before a candidate accepts any contributions.

4015.2.1 If a candidate for the Board of Trustees elects to abide by the ceiling, he/she may accept contributions from businesses, political action committees (PAC's), or individuals in an amount up to \$250.

4015.2.2 If a candidate for the Board of Trustees elects not to abide by the ceiling, he/she may accept contributions from businesses, political action committees (PAC's), or individuals in an amount up to \$100.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Qualifications of Library Trustees
POLICY NUMBER: 4017

4017.1 Service on a Board of Library Trustees constitutes a public trust. It carries with it the responsibility to render faithful service, and to provide enlightened leadership, which will promote the best library service the community can afford.

4017.2 The Board of Library Trustees should be composed of men and women representing the highest standards of the community. An ideal Board member is an able and dedicated person with integrity, imagination, and enthusiasm, a sense of humor, and love and respect of books. Additional qualities which will enhance the value of an individual as a board member are:

4017.2.1 Understanding of cultural, social and economic conditions in the community.

4017.2.2 Appreciation of the role of the Library as an educational center for the whole community.

4017.2.3 Ability to help make the Library appreciated and respected in the community.

4017.2.4 Availability to give the time and effort required for board and committee meetings.

4017.2.5 Willingness to keep informed on library trends, developments and progress so that the program will constantly grow according to modern requirements.

4017.2.5 Willingness to present the library fiscal, building and program needs to appropriating bodies and the community.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Selection & Appointment of Library Trustees
POLICY NUMBER: 4018

4018.1 Elections are governed by Section 27601 of the California Education Code.

4018.1.1 Elections will be held biennially, in the odd numbered years, at the General Election.

4018.1.2 The Trustees will hold office for a term of four (4) years beginning on the first Friday in December after their election, or in the case of names not appearing on the ballot, appointment by the Orange County Board of Supervisors.

4018.2 Vacancies of Unexpired Term – Notice of Vacancy is announced to the local newspapers and posted in three (3) conspicuous locations. Applications are available in the Library Director's Office. The Library Board will screen all applications and notify the Orange County Board of Supervisors of the selected candidate. The new Trustee will take office following his/her appointment by the Orange County Board of Supervisors. (California Government Code 1780)

EDUCATION CODE SECTION 19400-19532

19400. A library district may be organized, as provided in this chapter. The library district may establish, equip, and maintain a public library for the dissemination of knowledge of the arts, sciences, and general literature and may exercise the powers granted or necessarily implied pursuant to this chapter.

19401. The library district may include incorporated or unincorporated territory, or both, in any one or more counties, so long as the territory of the district consists of contiguous parcels and the territory of no city is divided.

19402. Whenever the formation of a library district is desired, a petition which may consist of any number of instruments, may be presented at a regular meeting of the board of supervisors of the county in which is located the largest proportionate value of the lands within the proposed district as shown by the last equalized county assessment roll. The petition shall specify whether the proposed library district shall be governed by a three-member board of library trustees or by a five-member board of library trustees. The board of supervisors to whom the petition is presented is designated in this chapter as the supervising board of supervisors.

19403. The petition shall be signed by registered voters residing within the proposed library district equal in number to at least 5 percent of the number of votes cast in the territory comprising the proposed district at the last preceding general state election at which a Governor was elected.

19404. The proceedings for the filing and hearing of the petition are governed and controlled by the provisions of Sections 58032, 58033, 58034, 58060, and 58061 of the Government Code.

19405. The proceedings for final hearing of the petition and the formation of the district are governed and controlled by the provisions of Article 4 (commencing with Section 58090), Article 5 (commencing with Section 58130), and Article 7 (commencing with Section 58200) of Chapter 1 of Title 6 of the Government Code.

19406. On the filing of written protests by registered voters residing in the proposed district equal in number to at least 50 percent of the number of votes cast in the territory comprising the proposed district at the last preceding general state election at which a Governor was elected, the proceeding for the formation of the district shall be terminated as provided in Sections 58103 and 58104 of the Government Code.

19407. No library district including territory in more than one county shall be organized under this chapter without the concurrent consent by resolution of each board of supervisors involved, as well as the consent of the governing body of each city to be included.

19420. Within 30 days after the filing with the clerk of the board of supervisors or county board of supervisors of the resolution declaring the organization of the district, the supervising board of supervisors shall appoint the required number of library trustees from the district at large.

19421. The governing board of the district shall be called "the Board of Library Trustees of _____ Library District" (inserting the name of the particular district).

19422. The trustee shall hold office for the term of four years beginning on the last Friday in November next succeeding their appointment or election.

19423. The first board of library trustees appointed or elected in a district shall at their first meeting so classify themselves by lot that their terms shall expire: (a) For three-member boards, one on the last Friday in November of the first odd-numbered calendar year next succeeding his or her appointment or election, and two on the last Friday in November of the second succeeding odd-numbered calendar year. (b) For five-member boards, two on the last Friday in November of the first odd-numbered calendar year next succeeding his or her appointment or election, and three on the last Friday in November of the second succeeding odd-numbered calendar year.

19424. At its first meeting called after the original appointment of the board, and annually thereafter at its first meeting called after the last Friday in November in odd-numbered years, the board shall organize by electing one of its number president, and another one of its number secretary. They shall serve as such for one year or until their successors are elected and qualified.

19425. The board shall cause a proper record of its proceedings to be kept, and at the first meeting of the board of trustees of the library district, it shall immediately cause to be made out and filed with the State Librarian a certificate showing that the library district has been established, with the date thereof, the names of the trustees, and the officers of the board chosen for the current fiscal year.

19426. A vacancy in the board of library trustees shall be filled for the unexpired term by appointment of the supervising board of supervisors.

19427. Each library trustee shall hold office until his successor is elected and qualified.

19428. The board of library trustees shall meet at least once a month, at such time and place as it may fix by resolution.

19429. Special meetings may be called at any time, as follows: (a) A special meeting of a three-member board of library trustees may be called by two trustees, by written notices served upon each member at least 12 hours before the time specified for the meeting. (b) A special meeting of a five-member board of library trustees may be called by three trustees, by written notices served upon each member at least 12 hours before the time specified for the meeting.

19430. (a) For three-member boards, two members constitute a quorum for the transaction of business. (b) For five-member boards, three members constitute a quorum for the transaction of business.

19431. A proposal to increase the number of seats on the board of library trustees from three to five may be initiated in either of the following alternative ways: (a) By a petition signed by registered voters residing within the library district equal in number to at least 5 percent of the total number of votes cast in the library district at the last preceding general state election at which a Governor was elected, and filed with the supervising board of supervisors of the library district. (b) By a resolution adopted by the board of trustees and filed with the supervising board of supervisors.

19432. (a) The supervising board of supervisors, at its option, may conduct a public hearing on a petition or resolution filed pursuant to Section 19431. Notice of the hearing shall be published pursuant to Sections 6060 and 6061. At the hearing, any interested person shall be given an opportunity to present his or her views on the proposal. At the conclusion of the hearing, the supervising board of supervisors may increase the board of library trustees to a five member board. (b) If the board of library trustees is increased from three to five members, the supervising board of supervisors shall appoint the two additional trustees from the district at large, and the trustees shall classify themselves by lot so that their terms shall expire as provided in subdivision (b) of Section 19423.

19460. The board of library trustees shall make and enforce all rules, regulations, and bylaws necessary for the administration, government, and protection of the library under its management, and all property belonging to the district.

19460.5. A district may destroy a record pursuant to Chapter 7 (commencing with Section 60200) of Division 1 of Title 6 of the Government Code.

19461. The board of library trustees shall administer any trust declared or created for the library, and received by gift, devise, or bequest, and hold in trust or otherwise, property situated in this state or elsewhere, and where not otherwise provided, dispose of the property for the benefit of the library.

19462. The board of library trustees shall prescribe the duties and powers of the librarian, secretary, and other officers and employees of the library, determine the number of and appoint all officers and employees, and fix their compensation. The officers and employees shall hold their offices and positions at the pleasure of the board.

19463. The board of library trustees shall purchase necessary books, journals, publications, and other personal property.

19464. The board of library trustees shall purchase real property, and erect or rent and equip, such buildings or rooms, as in its judgment are necessary properly to carry out the provisions of this chapter.

19465. The board of library trustees shall require the Secretary of State and other state officials to furnish the library with copies of any and all reports, laws, and other publications of the state not otherwise disposed of by law.

19466. The board of library trustees shall borrow books from, lend books to, and exchange books with other libraries, and may allow nonresidents of the district to borrow books upon such conditions as the board may prescribe.

19467. The board of library trustees shall borrow money, give security therefore, purchase on contract, and do and perform any and all other acts and things necessary or proper to carry out the provisions of this chapter.

19468. The board of library trustees shall file, through the librarian, on or before the last day of August of each year, a report with the State Librarian at Sacramento giving the condition of its library and the number of volumes contained therein on the 30th day of June preceding. The report shall, in addition to other matters deemed expedient by the board of trustees or the district librarian, contain such statistical and other information as is deemed desirable by the State Librarian. For this purpose the State Librarian may send to the several district librarians instructions or question blanks so as to obtain the material for a comparative study of library conditions in the state.

19469. The board of library trustees shall designate the hours during which the library shall be open for the use of the public.

19470. Annually, at least 15 days before the first day of the month in which county taxes are levied, the board of library trustees of each library district shall furnish to the board of supervisors of the county in which the district or any part thereof is situated, an estimate in writing of the amount of money necessary for all purposes required under this chapter during the next ensuing fiscal year.

19473. The tax shall be computed, entered upon the tax rolls, and collected in the same manner as county taxes are computed, entered, and collected. All money collected shall be paid into the county treasury to the credit of the particular library district fund and shall be paid out on the order of the district board, signed by the president and secretary.

19475. All money acquired by gift, devise, bequest, or otherwise, for the purposes of the library, shall be paid into the county treasury to the credit of the library fund of the district, subject only to the order of the library trustees of the district.

19476. If the payment into the treasury is inconsistent with the terms or conditions of any gift, devise, or bequest, the board of library trustees shall provide for the safety and preservation of the fund, and the application thereof to the use of the library, in accordance with the terms and conditions of the gift, devise, or bequest.

19477. Upon the receipt by the county auditor of an order of the library trustees of the district, he shall issue his warrant upon the county treasurer for the amount stated in the order.

19478. When any warrant is presented to the treasurer for payment and it is not paid for want of funds, the treasurer shall endorse thereon "not paid for want of funds" with the date of presentation and sign his name thereto, and from that time the warrant bears interest at the rate of 6 percent per annum until it is paid or until funds are available for its payment and the county treasurer gives notice to the warrant holder that funds are available for the payment. The giving of the notice is deemed complete upon deposit thereof in the United States mail in a sealed envelope addressed to the warrant holder at his address given by him at the time of presentation of the warrant to the treasurer, with postage thereon fully prepaid and registered.

19479. Every library established under this chapter shall be forever free to the inhabitants and nonresident taxpayers of the library district, subject always to such rules, regulations, and bylaws as may be made by the board of library trustees. For violation of any rule, regulation, or bylaw a person may be fined or excluded from the privileges of the library.

19480. The title to all property acquired for the purposes of the library, when not inconsistent with the terms of its acquisition, or not otherwise designated, vests in the district in which the library is or is to be situated.

19481. Every library district shall be designated by the name and style of ____ Library District (using the name of the district) of ____ County (using the name of the county or counties in which the district is situated). In that name the trustees may sue and be sued, and may hold and convey property for the use and benefit of the district. A number shall not be used as a part of the designation of any library district.

19482. The board of library trustees and the boards of trustees of neighboring library districts, or the governing bodies of neighboring cities, or boards of supervisors of counties in which public libraries are situated, may contract to lend the books of libraries created under this chapter to residents of the counties, neighboring cities, or library districts, upon a reasonable compensation to be paid by the counties, neighboring cities, or library districts.

19483. Anything in Sections 19100 to 19179, inclusive, to the contrary, notwithstanding, the property in any library district created under this chapter subsequent to the establishment of a county free library is subject to taxation for county free library purposes as though the library district had not been created. This section shall not apply to any adjustments in property tax allocations made pursuant to Section 19116.

19500. All claims for money or damages against the district are governed by Part 3 commencing with Section 900) and Part 4 (commencing with Section 940) of Division 3.6 of Title 1 of the Government Code except as provided therein, or by other statutes or regulations expressly applicable thereto.

19510. An election shall be held biennially in each library district for the election of one or more library trustees who shall hold office for four years beginning on the last Friday in November next succeeding his election. This election shall be held in the district on the same day as the school district election as specified in Section 5000 in the odd-numbered years. Trustees shall be nominated in the manner prescribed in Section 5012.

19511. To be qualified to vote at any library district election a person shall be registered to vote in the library district, at least 29 days before the election.

19514. If pursuant to Section 5327 a district election is not held, the board of supervisors of the county in which the district, or the largest part thereof in area, is situated shall at its next regular meeting appoint to the positions of trustee those persons nominated, and such persons shall qualify, take office, and serve exactly as if elected at a general district election. If no person has been nominated, the board of supervisors shall appoint any qualified voter of the district to the position.

19515. Except as otherwise provided in this article, Chapter 3 (commencing with Section 5300) of Part 4 of this division shall govern and control the conduct of elections pursuant to this chapter.

19520. The board of trustees of any library district may, when in their judgment it is deemed advisable, and shall, upon a petition of 50 or more taxpayers and residents of the library district, call an election and submit to the electors of the district, the proposition of whether the bonds of the district will be issued and sold for the purpose of raising money for any or all of the following:

- (a) The purchase of suitable lots.
- (b) Procuring plans and specifications and erecting a suitable building.
- (c) Furnishing and equipping the building and fencing and ornamenting the grounds, for the accommodation of the public library.
- (d) Any or all of the purposes of this chapter.
- (e) Liquidating any indebtedness incurred for the purposes.
- (f) Refunding any outstanding valid indebtedness, evidenced by bonds or warrants of the district.

19521. The bond election shall be called and conducted and the results thereof canvassed, returned, and declared in the manner provided in Chapter 3 (commencing with Section 5300) of Part 4 of this division.

19522. The board of trustees shall set forth in the resolution calling for a bond election the amount and denomination of the bonds, the rate of interest, and the number of years that all or any part of the bonds are to run.

19524. If it appears that two-thirds of the votes cast at the election were cast in favor of issuing the bonds, the board shall enter the fact upon its minutes and shall certify all the proceedings to the supervising board of supervisors. Thereupon the board of supervisors shall issue the bonds of the district, in the number and amount provided in the proceedings, and the district shall be named on the bonds. The bonds shall be paid out of the building fund of the district. The money for the redemption of the bonds and the payment of interest thereon shall be raised by taxation upon the taxable property in the district.

19525. The total amount of bonds issued shall not exceed 5 percent of the assessed value of the property of the district, prior to the 1980-81 fiscal year and shall not exceed 1.25 percent of the assessed value of the district beginning after the 1981-82 fiscal year, as shown by the last equalized assessment roll of the county or counties in which the district is situated.

19526. The supervising board of supervisors by an order entered upon its minutes shall prescribe the form of the bonds and of the interest coupons attached thereto, and shall fix the time when the whole or any part of the principal of the bonds shall be payable, which shall not be more than 40 years from the date thereof.

19527. The bonds shall not bear a greater amount of interest than 6 percent, to be payable annually or semiannually. The bonds shall be sold in the manner prescribed by the board of supervisors, but for not less than par, and the proceeds of the sale thereof shall be deposited in the county treasury to the credit of the building fund of the library district, and shall be drawn out for the purposes for which the bonds were issued as other library money is drawn out.

19528. The board of supervisors of each county in which any part of the district is situated, at the time of making the levy of taxes for county purposes, shall levy a tax for that year upon the taxable property in the district, at the equalized assessed value thereof for that year, for the interest and redemption of the bonds. The tax shall not be less than sufficient to pay the interest of the bonds for that year, and such portion of the principal as is to become due during the year. In any event the tax shall be high enough to raise, annually, for the first half of the term the bonds are to run, a sufficient sum to pay the interest thereon, and during the balance of the term, high enough to pay the annual interest and to pay, annually, a proportion of the principal of the bonds equal to a sum produced by taking the whole amount of the bonds outstanding and dividing it by the number of years the bonds then have to run.

19529. All money levied, when collected, shall be paid into the county treasury to the credit of the library district, and shall be used for the payment of principal and interest on the bonds, and for no other purpose. The principal and interest on the bonds shall be paid by the county treasurer, upon the warrant of the county auditor, out of the fund provided therefore. The county auditor shall cancel and file with the county treasurer the bonds and coupons as rapidly as they are paid.

19530. Whenever any bonds issued under this article remain unsold for the period of six months after having been offered for sale in the manner prescribed by the supervising board of supervisors, the board of trustees of the library district for or on account of which the bonds were issued, or of any library district composed wholly or partly of territory which, at the time of holding the election authorizing the issuance of the bonds, was embraced within the district for or on account of which the bonds were issued, may petition the supervising board of supervisors to cause the unsold bonds to be withdrawn from the market and canceled.

19531. Upon receiving the petition, signed by a majority of the members of the board of

trustees, the supervising board of supervisors shall fix a time for hearing the petition, which shall be not more than 30 days thereafter, and shall cause a notice, stating the time and place of hearing, and the object of the petition in general terms, to be published as provided in this chapter.

19532. At the time and place designated in the notice for hearing the petition, or at any subsequent time to which the hearing is postponed, the supervising board of supervisors shall hear any reasons that are submitted for or against the granting of the petition, and if they deem it for the best interests of the library district named in the petition that the unsold bonds be canceled, they shall make and enter an order in the minutes of their proceedings that the unsold bonds be canceled. Thereupon the bonds, and the vote by which they were authorized to be issued, shall cease to be of any validity whatever.

EDUCATION CODE SECTION 19600-19614

19600. Any unincorporated town or village of this state may establish, equip, and maintain a public library for the dissemination of knowledge of the arts, sciences, and general literature, in accordance with this chapter. Any unincorporated town or village of this state may also establish, equip, and maintain a public museum in accordance with this chapter.

19601. Upon the application, by petition, of 50 or more taxpayers and residents of any unincorporated town or village to the board of supervisors in the county in which the town or village is located, for the formation of a library district, and setting forth the boundaries of the proposed district, the board of supervisors shall, within 10 days after receiving the petition, by resolution, order that an election be held in the proposed district for the determination of the question and shall conduct the election.

19603. Within five days after the district formation election has been called, the legislative body which has called the election shall transmit, by registered mail, a written notification of the election call to the executive officer of the local agency formation commission of the county or principal county in which the territory or major portion of the territory of the proposed district is located. Such written notice shall include the name and a description of the proposed district, and may be in the form of a certified copy of the resolution adopted by the legislative body calling the district formation election.

The executive officer, within five days after being notified that a district formation election has been called, shall submit to the commission, for its approval or modification, an impartial analysis of the proposed district formation. The impartial analysis shall not exceed 500 words in length and shall include a specific description of the boundaries of the district proposed to be

formed. The local agency formation commission, within five days after the receipt of the executive officer's analysis, shall approve or modify the analysis and submit it to the officials in charge of conducting the district formation election.

19604. The board of supervisors or any member or members of the board authorized by the board, or any individual voter or bona fide association of citizens entitled to vote on the district formation proposition, or any combination of such voters and associations of citizens, may file a written argument for or a written argument against the proposed district formation. Arguments shall not exceed 300 words in length and shall be filed with the officials in charge of conducting the election not less than 54 days prior to the date of the district formation election.

19605. If more than one argument for or more than one argument against the proposed district formation is filed with the election officials within the time prescribed, such election officials shall select one of the arguments for printing and distribution to the voters.

In selecting the arguments, the election officials shall give preference and priority in the order named to the arguments of the following:

(a) The board of supervisors or any member or members of the board authorized by the board.

(b) Individual voters or bona fide associations of citizens or a combination of such voters and associations.

19608. The election shall be conducted in accordance with the general election laws of this state, where applicable, without reference to form of ballot or manner of voting, except that the ballots shall contain the words, "For library district," and the voter shall write or print after the words on his ballot the word "Yes," or the word "No."

19610. The election officers shall report the result of the election to the board of supervisors within five days after the election.

19611. If a majority of the votes at the election is in favor of a library district, the board of supervisors shall by resolution, establish the library district, and shall appoint five trustees, who shall be qualified electors and residents within the limits of the district, to be known as a board of library trustees of the town or village for which they are appointed.

19612. Vacancies shall be filled by the board of supervisors by appointment for the unexpired term.

19613. If a majority of the votes cast is against a library district, the board of supervisors shall, by order, so declare, and no other proceedings shall be taken in relation thereto until the expiration of one year from the date of presentation of the petition.

19614. The fact of the presentation of the petition, and the order establishing the library district and making the appointment of the five library trustees, shall be entered in the minutes of the board of supervisors and shall be conclusive evidence of the due presentation of a proper petition, and that each of the petitioners was, at the time of signature and presentation of the petition, a taxpayer and resident of the proposed district, and of the fact and regularity of all prior proceedings of every kind and nature provided for by this article and of the existence and validity of the district.

EDUCATION CODE SECTION 19640-19664

19640. The board of library trustees shall meet at least once a month, at such time and place as it may fix by resolution.

19641. Special meetings may be called at any time by three trustees, by written notices served upon each member at least 12 hours before the time specified for the meeting.

19642. Three members constitute a quorum for the transaction of business.

19643. At its first meeting held after the general district election the board shall organize by electing one of its number president, and another one of its number secretary. They shall serve as such for one year or until their successors are elected and qualified.

19644. The board shall cause a proper record of its proceedings to be kept, and at the first meeting of the board of trustees, it shall immediately cause to be made out and filed with the State Librarian a certificate showing that the library has been established, with the date thereof, the names of the trustees, and the officers of the board chosen for the current fiscal year.

19645. The board of library trustees shall make and enforce all rules, regulations, and bylaws necessary for the administration, government, and protection of the library under its management, and all property belonging to it.

19646. The board of library trustees shall administer any trust declared or created for the library, and receive by gift, devise, or bequest, and hold in trust or otherwise, property situated

in this state or elsewhere, and where not otherwise provided, dispose of the property for the benefit of the library.

19647. The board of library trustees shall prescribe the duties and powers of the librarian, secretary, and other officers and employees of the library, determine the number of and appoint all officers and employees, and fix their compensation. The officers and employees shall hold their offices and positions at the pleasure of the board.

19648. The board of library trustees shall purchase necessary books, journals, publications, and other personal property.

19649. The board of library trustees shall also purchase such real property, and erect or rent and equip, such building or rooms, as in its judgment is necessary to properly carry out the provisions of this chapter.

19650. The board of library trustees may request the appropriate state officials to furnish the library with copies of any and all reports, laws, and other publications of the state not otherwise disposed of by law.

19651. The board of library trustees shall borrow books from, lend books to, and exchange books with other libraries. It shall allow nonresidents to borrow books upon such conditions as it may prescribe.

19652. The board of library trustees shall do and perform any and all other acts and things necessary or proper to carry out the provisions of this chapter.

19653. The board of library trustees shall file, through the librarian, on or before the last day in the month of August of each year, a report with the State Librarian at Sacramento giving the condition of the library and the number of volumes contained therein on the 30th day of June preceding. The report shall, in addition to other matters deemed expedient by the board of trustees or the librarian, contain such statistical and other information as is deemed desirable by the State Librarian. For this purpose the State Librarian may send to the several district librarians instructions or question blanks so as to obtain the material for a comparative study of library conditions in the state.

19654. The board of library trustees shall designate the hours during which the library is open for the use of the public. All public libraries established under this chapter shall be open for the use of the public during every day in the year except on such legal holidays as may be determined by the board of library trustees.

19655. In any library district formed under the provisions of this chapter, which maintains a public library, or which has petitioned for and been granted permission to establish, and intends to maintain a public library in accordance with this chapter, the board of library trustees shall furnish to the board of supervisors of the county in which the library district is situated, each and every year, on or before the first day of September, an estimate of the cost of any or all of the following:

- (a) Leasing temporary quarters.
- (b) Purchasing a suitable lot.
- (c) Procuring plans and specifications and erecting a suitable building.
- (d) Furnishing and equipping the building and fencing and ornamenting the grounds, for the accommodation of the public library.
- (e) Conducting and maintaining the library for the ensuing fiscal year.

19656. The board of library trustees may, when in its judgment it is deemed advisable, and upon the petition of 50 or more taxpayers residing within the library district shall, call an election and submit to the electors of the library district the question of whether the bonds of the library district shall be issued and sold for any or all the purposes of this chapter.

19658. The revenue derived from the tax, together with all money acquired by gift, devise, bequest, or otherwise, for the purposes of the library, shall be paid into the county treasury, to the credit of the library fund of the district in which the tax is collected, subject only to the order of the library trustees of the district. If payment into the treasury is inconsistent with the terms or conditions of any gift, devise, or bequest, the board of library trustees shall provide for the safety and preservation of the fund, and the application thereof to the use of the library, in accordance with the terms and conditions of the gift, devise, or bequest.

19659. Upon the receipt by the county auditor of an order of the library trustees of the district he shall issue his warrant upon the county treasurer for the amount stated in the order.

19660. When any warrant is presented to the treasurer for payment and it is not paid for want of funds the treasurer shall endorse thereon "not paid for want of funds" with the date of presentation and sign his name thereto and from that time the warrant bears interest at the rate of 6 percent per annum until it is paid or until funds are available for its payment and the county treasurer gives notice to the warrant holder that funds are available for payment. The giving of the notice is deemed complete upon deposit thereof in the United States mail in a sealed envelope addressed to the warrant holder at his address given by him at the time of presentation of the warrant to the treasurer, with postage thereon fully prepaid and registered.

19661. Every library established under this chapter shall be forever free to the inhabitants and nonresident taxpayers of the library district, subject always to such rules, regulations, and

bylaws as may be made by the board of library trustees. For any violation of the rules, regulations, or bylaws a person may be fined or excluded from the privileges of the library.

19662. Boards of library trustees and the boards of trustees of neighboring library districts, or the legislative bodies of neighboring municipalities, or boards of supervisors of the counties in which public libraries are situated, may contract to lend the books of the libraries to residents of the counties or neighboring municipalities, or library districts, upon a reasonable compensation to be paid by the counties, neighboring municipalities, or library districts.

19663. The title to all property acquired for the purposes of the libraries, when not inconsistent with the terms of its acquisition, or not otherwise designated, vests in the district in which libraries are, or are to be situated.

19664. Every library district shall be designated by the name and style of ____ Library District, (using the name of the district), of ____ County, (using the name of the county in which the district is situated). In that name the trustees may sue and be sued, and may hold and convey property for the use and benefit of the district. A number shall not be used as a part of the designation of any library district.

EDUCATION CODE SECTION 19690

19690. All claims for money or damages against the district are governed by Part 3 (commencing with Section 900) and Part 4 (commencing with Section 940) of Division 3.6 of Title 1 of the Government Code except as provided therein, or by other statutes or regulations expressly applicable thereto.

EDUCATION CODE SECTION 19700-19702

19700. (a) Except as otherwise provided in this article, the Uniform District Election Law (Part 4 (commencing with Section 10500) of Division 10 of the Elections Code) shall govern and control the conduct of elections pursuant to this chapter. Elections shall be held biennially in the district on the same day as the school district election as specified in Section 5000 in the odd-numbered years.

(b) The trustees shall hold office for the term of four years beginning on the first Friday in December next succeeding their appointment or election.

(c) The members of the first board of library trustees appointed or elected in a district shall, at their first meeting, so classify themselves by lot that their terms shall expire: two on the first

Friday in December of the first odd-numbered calendar year next succeeding their appointment or election, and three on the first Friday in December of the second succeeding odd-numbered calendar year.

19701. The number of library trustees for any library district established under the provisions of this chapter is five.

19702. Every person who is registered to vote in the library district where the election is held at least 29 days before the election, may vote at the election.

EDUCATION CODE SECTION 19720-19734

19720. The board of trustees of any library district may, when in their judgment it is deemed advisable, and shall upon a petition of 50 or more taxpayers and residents of the library district, call an election and submit to the electors of the district the question of whether the bonds of the district shall be issued and sold for the purpose of raising money for any or all of the following:

- (a) The purchase of suitable lots.
- (b) Procuring plans and specifications and erecting a suitable building.
- (c) Furnishing and equipping the building, and fencing and ornamenting the grounds, for the accommodation of the public library.
- (d) Any or all of the purposes of this chapter.
- (e) Liquidating any indebtedness incurred for the purposes.
- (f) Refunding any outstanding valid indebtedness, evidenced by bonds or warrants of the district.

19721. The election shall be called by posting notices, signed by the board, in three of the most public places in the district, for not less than 20 days before the election, and by publishing the notice not less than once a week for three successive weeks in a newspaper published in the district if there is one, or if there is none, in a newspaper published in the county.

19722. The notice shall contain:

- (a) Time and place of holding the election.
- (b) The names of inspectors and judges to conduct the election.
- (c) The hours during the day in which the polls will be open.
- (d) The amount and denomination of the bonds, the rate of interest, and the number of years, not exceeding 40, the whole or any part of the bonds are to be run.

19723. The election shall be conducted in accordance with the provisions relating to the election of trustees, insofar as they are applicable to the election for bonds.

19724. Voting shall be by ballot, without reference to the general election law in regard to form of ballot, or manner of voting, except that the words to appear on the ballot shall be, "Bonds--Yes," and "Bonds--No." Persons voting at the bond election shall put a cross (+) upon their ballots, with pencil or ink, after the words, "Bonds--Yes," or "Bonds--No," as the case may be, to indicate whether they have voted for or against the issuance of the bonds. The ballot shall be handed by the elector voting to the inspector, who shall then, in his presence, deposit the ballot in the ballot box, and the judges shall enter the elector's name on poll list.

19725. On the seventh day after the election, at 8 o'clock p.m., the returns having been made to the board of trustees, the board shall meet and canvass the returns, and if it appears that more than one-half of the votes cast at the election are in favor of issuing the bonds, then the board shall cause an entry of the fact to be made upon its minutes and shall certify to the board of supervisors, all the proceedings had in the premises. Thereupon the board of supervisors shall issue the bonds of the district, to the number and amount provided in the proceedings, payable out of the building fund of the district, naming the district.

19726. The money shall be raised by taxation upon the taxable property in the district, for the redemption of the bonds and the payment of the interest thereon.

19727. The total amount of bonds issued shall not exceed 5 percent of the taxable property of the district, as shown by the last equalized assessment book of the county.

19728. The board of supervisors by an order entered upon its minutes shall prescribe the form of the bonds and of the interest coupons attached thereto, and shall fix the time when the whole or any part of the principal of the bonds shall be payable, which shall not be more than 40 years from the date thereof.

19729. The bonds shall not bear a greater amount of interest than 6 percent, to be payable annually or semiannually. The bonds shall be sold in the manner prescribed by the board of supervisors, but for not less than par, and the proceeds of the sale thereof shall be deposited in the county treasury to the credit of the building fund of the library district, and shall be drawn out for the purposes for which the bonds were issued as other library moneys are drawn out.

19730. The board of supervisors, at the time of making the levy of taxes for county purposes, shall levy a tax for that year upon the taxable property in the district, at the equalized assessed value thereof for that year, for the interest and redemption of the bonds. The tax shall not be less than sufficient to pay the interest of the bonds for that year, and such portion of the

principal as is to become due during the year. In any event the tax shall be high enough to raise, annually, for the first half of the term the bonds have to run, a sufficient sum to pay the interest thereon, and during the balance of the term, high enough to pay the annual interest and to pay, annually, a proportion of the principal of the bonds equal to a sum produced by taking the whole amount of the bonds outstanding and dividing it by the number of years the bonds then have to run.

19731. All money levied, when collected, shall be paid into the county treasury to the credit of the library district, and shall be used for the payment of principal and interest on the bonds, and for no other purpose. The principal and interest on the bonds shall be paid by the county treasurer, upon the warrant of the county auditor, out of the fund provided therefor. The county auditor shall cancel and file with the county treasurer the bonds and coupons as rapidly as they are paid.

19732. Whenever any bonds issued under this article remain unsold for the period of six months after having been offered for sale in the manner prescribed by the board of supervisors, the board of trustees of the library district for or on account of which the bonds were issued, or of any library district composed wholly or partly of territory which, at the time of holding the election authorizing the issuance of the bonds, was embraced within the district for or on account of which the bonds were issued, may petition the board of supervisors to cause the unsold bonds to be withdrawn from market and canceled.

19733. Upon receiving the petition, signed by a majority of the members of the board of trustees, the supervisors shall fix a time for hearing the petition, which shall be not more than 30 days thereafter, and shall cause a notice, stating the time and place of hearing, and the object of the petition in general terms, to be published for 10 days prior to the day of hearing, in some newspaper published in the library district, if there is one, and if there is no newspaper published in the library district, then in a newspaper published at the county seat of the county in which the library district or part thereof is situated.

19734. At the time and place designated in the notice for hearing the petition, or at any subsequent time to which the hearing is postponed, the supervisors shall hear any reasons that are submitted for or against the granting of the petition, and if they deem it for the best interests of the library district that the unsold bonds be canceled, they shall make and enter an order in the minutes of their proceedings that the unsold bonds be canceled. Thereupon the bonds, and the vote by which they were authorized to be issued, shall cease to be of any validity whatever.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Accounting Responsibilities From the County of Orange to the District
DATE: March 24, 2009

BACKGROUND:

The County of Orange is the agency designated to handle the processing of claims, cutting checks and mailing payments on behalf of the Placentia Library District. The cost to the District to handle these accounting functions is approximately \$10,800 per year. In the past library staff has experienced challenges with timely payments, effective communication with County personnel, lack of information, and extra library staff time to research and provide documents establishing proof of payments.

The challenges continue. The Library has QuickBooks, an accounting software currently used by the Administrative staff to process claims and in-house payments. Shifting the accounting responsibilities from the County of Orange to the District will increase flexibility, accuracy, generate reports, and decrease late penalties and redundant efforts.

RECOMMENDATIONS:

Authorize Library staff to handle the processing of claims, cutting checks, mailing payments and other related accounting functions with an effective date of July 1, 2009.

