



## AGENDA

### PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Monday, December 20, 2010  
6:30 P.M.  
Meeting Room

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

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

To accomplish this goal the Library will:

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

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

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

#### CALL TO ORDER

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

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

Presentation:      Library Director  
Recommendation: Adopt by Motion

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)

#### **CONSENT CALENDAR (Items 8 – 26)**

Presentation: Library Director  
Recommendation: Approve by Motion

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

#### **MINUTES (Item 8)**

8. Minutes of the November 15, 2010 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. FY2010-2011 Cash Flow Analysis through November 2010; the Schedule of Anticipated Property Tax Revenues for FY2010-2011 as provided by the Orange County Auditor. (Receive & File).

#### **TREASURER'S REPORTS (Items 13 – 16)**

13. Financial Reports for November 2010 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for November 2010. (Receive & File)
15. Acquisitions Report for November 2010. (Receive & File)
16. Entrepreneurial Activities Report for November 2010. (Receive & File)

**GENERAL CONSENT REPORTS (Items 17 – 19)**

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

**STAFF REPORTS (Items 20 – 26)**

20. Library Director's Report for November 2010.
21. Library Services Manager's Report for November 2010.
22. Children's Services Report for November 2010.
23. Literacy / Volunteer Services Report for November 2010.
24. Reference and Adult Services Report for November 2010.
25. Local History Room Report for November 2010.
26. Placentia Library Web Site & Technology Report for November 2010.

**OLD BUSINESS**

27. Placentia Library Policies #2020 – Vacations; #2050 – Bereavement Leave; #2060 – Jury Duty; #2070 – Continuity of Service; #2110 – Health and Welfare Benefits  
Presentation: Library Director  
Recommendation: Authorize revisions to Placentia Library District Policies #2020, #2050, #2060, #2070 and #2110 as presented.

**NEW BUSINESS**

28. Election of Board Officers:  
*Incumbents are indicated in parentheses.*  
President (*Shkoler*)  
Secretary (*DeVecchio*)  
  
Presentation: Library Director  
Recommendation: Elect a Library Board President and a Library Board Secretary for 2011
29. Appointment of Library Board Representatives for 2011 by the Board President:  
*Incumbents are in parentheses.*  
  
Representative to Special District Local Area Formation Commission (LAFCO) Selection Committee (*Trustee Turner and Secretary DeVecchio as alternate*)  
  
Representative to the Orange County Council of Governments (*Trustee Wood*)  
  
Representative to the Placentia Library Friends Foundation (PLFF) (*Trustee Turner*)

Representative to the Placentia Community Network (*Trustee Escobosa and Secretary DeVecchio as alternate*)

Presentation: Library Director  
Recommendation: Elect Board Representatives for 2011.

30. Selection of Date and Time for Regular Board Meetings for 2011: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustees Regular Meeting Dates for Calendar Year 2011. Staff recommendation is that the Library Board meet on the third Tuesday of January and February and the third Monday of March, April, May, June, July, August, October, November and December.

Presentation: Library Board President  
Recommendations: 1) Determine the regular meeting dates and time for 2011; and

2) Read Resolution 11-06 by Title only. A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2011; and

3) Adopt Resolution 11-06.

31. Library Board of Trustees Agenda Material – Electronic Option

Presentation: Library Director  
Recommendations: 1) Authorize the Placentia Library District to move to electronic distribution of agenda packets for both regular and special meetings of the Library Board of Trustees; and,  
2) Adopt a common tablet platform for the Library Board of Trustees and Administrative Staff.

32. Agreement Letter with Linda Katsouleas to Provide Administrative Support

Presentation: Library Director  
Recommendation: Authorize the Library Director to sign the Agreement Letter between the Placentia Library District and Linda Katsouleas to provide Administrative Support.

33. Computer Upgrades and Replacements

Presentation: Library Director  
Recommendation: Authorize additional memory to public PCs and replacements for staff PCs as presented.

34. Staff Development Day

Presentation: Library Director

35. Linking Libraries to Help Haiti Project

Presentation: Library Director

36. Candidate Nomination for the Local Agency Formation Commission (LAFCO)

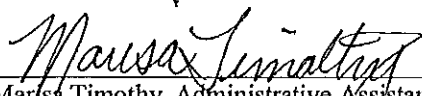
Presentation: Library Director  
Recommendations: 1) Determine which Library Board of Trustees would be interested in serving on the LAFCO Board; and,  
2) Authorize staff to submit nomination form.

**ADJOURNMENT**

37. Agenda Preparation for the December Regular Date Meeting which will be held on Monday, January 17, 2011 unless re-scheduled by the Library Board of Trustees.
38. Review of Action Items.  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
39. Adjourn

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

I, Marisa Timothy, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the December 20, 2010 Meeting of the Library Board of Trustees of the Placentia Library District was posted on December 15, 2010.

  
\_\_\_\_\_  
Marisa Timothy, Administrative Assistant



MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
November 15, 2010

**CALL TO ORDER**

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on November 15, 2010 at 6:32 P.M.

**ROLL CALL**

Members Present: President Al Shkoler, Secretary Richard DeVecchio, Trustee Betty Escobosa (arrived at 6:42 pm), Trustee Jean Turner, Trustee Gaeten Wood

**Members Absent:** None

**Others Present:** Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra (departed at 7:07pm/returned at 7:12pm), Nadia Dallstream (arrived at 7:25 pm), Roger Hiles, Marisa Timothy; Placentia Library Friends Foundation (PLFF) Vice President Jack Hanley.

**ADOPTION OF AGENDA**

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

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

**ORAL COMMUNICATION**

Library Director Contreras announced that refreshments were offered in recognition of the recent re-elections of President Shkoler and Trustee Escobosa. The meeting was adjourned at 6:35pm for time to enjoy the refreshments and re-convened at 6:38pm.

**TRUSTEE REPORTS**

President Shkoler reported that he attended the Placentia Community Prayer Breakfast, the PLFF Meeting, and the Staff Appreciation Dinner. He thanked Trustee Wood, Library Director Contreras, and PLFF Vice President Jack Hanley for their work and support for the event. He also participated in the recent Board of Trustees general election. (Item 5)

Secretary DeVecchio reported his attendance the PLFF meeting.

Trustee Escobosa reported her participation at the Shake Out Drill at the Library. She suggested that walkie-talkies be purchased for staff use during such drills and in true emergencies.

Trustee Turner reported her attendance at the Placentia Community Prayer Breakfast, the Adult Play Reading at the Library, and the PLFF monthly meeting.

Trustee Wood reported her attendance at the Placentia Community Prayer Breakfast and the Staff Appreciation Dinner that was also attended by all of the Board members. (Item 6)

**PLFF REPORT**

PLFF Vice President Jack Hanley announced that the plans for the Author's Luncheon are well underway. He also reported the book store earnings for

the month of October totaled over \$400, the General Fund account is at \$12,700 and their investment account is at \$161,000. (Item 7)

**CONSENT CALENDAR**

It was moved by Secretary DeVecchio and seconded by Trustee Wood to approve Agenda Items 8-26:

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

**CLAIMS**

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

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

Current Claims and Payroll (Item 11)

FY2010-2011 Cash Flow Analysis through October 2010; the Schedule of Anticipated Property Tax Revenues for FY2010-2011 as provided by the Orange County Auditor (Item 12)

**TREASURER'S REPORT**

Financial Reports for October 2010 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for October 2010 (Item 14)

Acquisitions Report for October 2010 (Item 15)

Entrepreneurial Activities Report for October 2010 (Item 16)

**GENERAL CONSENT**

Personnel Report for October 2010 (Item 17)

Circulation Report for October 2010 (Item 18)

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

**STAFF REPORTS**

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

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

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

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

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

Local History Room Report for October 2010 (Item 25)

Web Site & Technology Report for October 2010 (Item 26)



**CONTINUING  
BUSINESS**

**PLD POLICY #6050 –  
MEETING ROOM  
POLICY**

Library Director Contreras reviewed the past discussion at the October Board meeting regarding Placentia Library District (PLD) Policy #6050 – Meeting Room Policy that focused on the issue of for-profit activities and organizations. She presented the proposed recommended revisions to the policy to allow these activities and groups. There was discussion about the new trend for libraries to operate as community centers and potential additional revenues. Further revisions were also recommended. It was moved by Secretary DeVecchio and seconded by Trustee Wood to approve the recommended changes including the noted additional revisions to PLD Policy #6050: (Item 27)

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

**PROPOSED SOCIAL  
MEDIA POLICY**

Library Director Contreras presented a revised draft Placentia Library District Policy #2275 – Social Media Policy that was created by an ad-hoc committee. President Shkoler requested copies of the policies that referred to within the draft policy. Time was taken to review the draft policy and additional copies of referenced policies provided as requested. President Shkoler commented that the policy was broad and asked about who was responsible for particular activities. Library Services Manager Hiles explained that the term “the Library” designates the existing management structure. President Shkoler clarified that the policy would be adopted as a final policy and is to be reviewed in one year. It was moved by Trustee Escobosa and seconded by Trustee Turner to adopt PLD Policy #2275- Social Media Policy by a roll call vote: (Item 28).

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

**NEW  
BUSINESS**

**AMENDMENT TO  
RESOLUTION 11-03  
FY 2010-2011  
BUDGET**

Acting Human Resources/Finance Analyst Baltierra explained that an amendment of Resolution 11-03 was necessary as the budget number for fund 707 provided previously was entered incorrectly. The amount now includes the available balance from the previous fiscal year. It was moved by Secretary DeVecchio and seconded by Trustee Turner to read resolution 11-03 by title only: An Amended Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2010-2011 Budget for the Placentia Library District of Orange County. The Resolution was read by title only. It was moved by Trustee Wood and seconded by Trustee Turner to adopt amended Resolution 11-03 by a roll call vote: (Item 29)

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

**TRAVEL  
AUTHORIZATION**

Library Director Contreras presented information on the upcoming California State Library “Library Leaders – Community Conveners” workshop and explained the majority of the cost for her to attend is covered by a LSTA grant. She explained that additional travel expenses of

less than \$200 would cover lodging and per diem costs. It was moved by Secretary DeVecchio and seconded by Trustee Wood to authorize Library Director Contreras to attend the Library Leaders – Community Conveners Workshop in Sacramento, California on December 6<sup>th</sup> and 7<sup>th</sup> at a cost not to exceed \$200: (Item 30)

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

**AGENDA  
PREPERATION**

Agenda Preparation for the November Board of Trustees Meeting which will be held on Monday, December 20, 2010 unless re-scheduled by the Library Board of Trustees.

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District on November 15, 2010 adjourned at 7:39 P.M.

**NEXT MEETING**

The next meeting will be on December 20, 2010 at 6:30 P.M.

\_\_\_\_\_  
Richard DeVecchio  
Secretary  
Library Board of Trustees

\_\_\_\_\_  
Al Shkoler  
President  
Library Board of Trustees

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Marisa Timothy, Administrative Assistant  
**SUBJECT:** Summary of Non-standard Claims for October 2010  
**DATE:** December 20, 2010

TYPE	DATE	CLAIM #	AMOUNT
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*NONE*

		<b>TOTAL</b>	<b>\$0</b>
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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Marisa Timothy, Administrative Assistant  
**SUBJECT:** Summary of Claims Forwarded by the Library Director & Trustees  
**DATE:** December 20, 2010

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	11/22/10	5340	\$ 4,114.24
	11/30/10	5341	\$ 5,165.02
		<b>TOTAL</b>	<b>\$ 9,279.26</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Marisa Timothy, Administrative Assistant  
**SUBJECT:** Current Claims and Payroll  
**DATE:** December 20, 2010

**Current Claims**

TYPE	DATE	CLAIM #	AMOUNT
707	12/20/10	5342	\$46,029.64
707	12/20/10	5343	\$2,837.69
707	12/20/10	5344	\$906.48
707	12/20/10	5345	\$4,159.76
707	12/20/10	5346	\$1,475.20
707	12/20/10	5347	\$3,333.51
707	12/20/10	5348	\$12,835.55

*Subtotal for Claims* \$71,577.83

**Payroll**

On Demand Wire	12/27/10	15	\$40,000.00
	1/10/11	16	\$40,000.00

*Subtotal for Payroll* \$80,000.00

**TOTAL  
CURRENT CLAIMS &  
PAYROLL** \$151,577.83

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/20/10  
REPORT NO: 5342

The County Auditor is authorized to draw these checks from:

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
(needs vendor#) TS Carpet & Design Center 320 Orangethorpe Ave., Suites A & B Placentia, CA 92870	11-08-10	4200 1			\$ 29,341.03		
(needs vendor #) Serg Electric 132 Orange Grove Avenue Placentia, CA 92870	12-07-10	4200 477			\$ 980.00		
(needs vendor#) Diego Pirona 2411 W. Whittier Blvd. La Habra, CA 90631	12-07-10	4200 12-07-10			\$ 810.00		
VC0000007198 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	11-23-10	2801 60044			\$ 4,688.88		
	11-23-10	1400 60044	0712		\$ 1,595.00		
					\$ 6,283.88		
VC5764 Union Bank of California PARS #6746022400 Union Bank of California - PARS Trustee PO Box 85292 San Diego CA 92186-5292	12-02-10	0200 6746022400			\$ 5,763.11		
VC5048 Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814-2865	12-01-10	0309 0005417-IN			\$ 660.66		
	12-01-10	0308 0005417-IN			\$ 1,225.67		
	12-01-10	0310 0005417-IN			\$ 357.86		
	12-01-10	1900 0005417-IN			\$ 62.58		
	12-01-10	0319 0005417-IN			\$ 220.85		
					\$ 2,527.62		
(needs vendor#) Anthem Blue Cross L and H PO Box 54010 Los Angeles, CA 90054-0010	12-01-10	0308 ID#637A75490			\$ 324.00		
<b>TOTAL REMITTANCE:</b>					\$ 46,029.64		

The claims listed above (totaling \$46,029.64) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by \_\_\_\_\_

Countersigned by \_\_\_\_\_

Attested and/or countersigned by \_\_\_\_\_

Page Total:

(7/2009)



LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/20/10  
REPORT NO: 5343

The County Auditor is authorized to draw these checks from:

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC4995 SirsiDynix #774271 4271 Solutions Center Chicago, IL 60677-4002	07-31-10 INVMT00000018649A	1900	0739		\$ 643.08		
VC5233-2 AT&T PO Box 989048 West Sacramento, CA 95798-9048	11-02-10 000001739095 11-02-10 000001739095	0700	0700		\$ 105.76 \$ 293.04 \$ 398.80		
VC6003 Golden State Water Company PO Box 9016 San Dimas CA 91773-9016	11-22-10 312083-9	2803			\$ 538.38		
VC6846-1 Special T. Water Systems, Inc. PO Box 165 Whittier, CA 90608-0165	12-01-10 71498	1300			\$ 33.00		
VC0059-4 Pitney Bowes Purchase Power PO Box 371874 Pittsburgh, PA 15250-7874	11-24-10 8000-9000-0652-5830	1803			\$ 221.24		
VC4829 Hoang Computer Services 6765 Westminster Bl. Ste C-PMB 103 Westminster, CA 92683	11-25-10 00514	1900	0739		\$ 325.00		
VC4802-4 Office Depot PO Box 70025 Los Angeles CA 90074-0025	11-18-10 541583970001 11-24-10 542342071001 12-02-10 543209623001	1800	0725		\$ 91.28 \$ 72.17 \$ 274.37 \$ 437.82		
VC5851-2 Waxie Sanitary Supply P.O. Box 81006 San Diego, CA 92138-1006	11-22-10 72313772	1000			\$ 240.37		
<b>TOTAL REMITTANCE:</b>					\$ 2,837.69		

The claims listed above (totaling \$2,837.69) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by \_\_\_\_\_

Countersigned by \_\_\_\_\_

Attested and/or countersigned by \_\_\_\_\_

Page Total:

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/20/10  
REPORT NO: 5344

The County Auditor is authorized to draw these checks from:

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
(needs vendor#) Center Point Large Print 600 Brooks Road PO Box 1 Thorndike, ME 04986-0001	11-01-10 883218	2400	0760		\$ 128.82		
VC0615-2 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	11-05-10 1080421434	2400	0760		\$ 22.57		
	11-11-10 108045945	2400	0760		\$ 77.72		
	11-11-10 1080454933	2400	0760		\$ 30.72		
	11-12-10 1080462238	2400	0760		\$ 81.84		
					\$ 212.85		
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	11-03-10 W52400010	2400	0760		\$ 17.29		
	11-03-10 W52448010	2400	0760		\$ 20.51		
	11-03-10 W52905890	2400	0760		\$ 61.53		
	11-15-10 W52621650	2400	0760		\$ 30.91		
	11-17-10 W53358640	2400	0760		\$ 18.90		
	11-26-10 W53913220	2400	0760		\$ 45.53		
	11-01-10 40096172775	2400	0760		\$ 30.62		
	11-02-10 4009576477	2400	0760		\$ 85.51		
	11-02-10 4009592247	2400	0760		\$ 18.73		
	11-08-10 4009592253	2400	0760		\$ 61.28		
	11-08-10 4009592254	2400	0760		\$ 23.83		
	11-08-10 4009592255	2400	0760		\$ 24.49		
	11-08-10 4009592256	2400	0760		\$ 42.56		
	11-08-10 4009592257	2400	0760		\$ 83.12		
					\$ 564.81		
<b>TOTAL REMITTANCE:</b>					\$ 906.48		

The claims listed above (totalling \$906.48) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by \_\_\_\_\_

Countersigned by \_\_\_\_\_

Attested and/or countersigned by \_\_\_\_\_

Page Total:

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/20/10  
REPORT NO: 5345

The County Auditor is authorized to draw these checks from:

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC0902 Findaway World, LLC 31999 Aurora Road Solon OH 44139	12-08-10 42817	1800	0725		\$ 273.54		
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	11-08-10 4009592258	2400	0760		\$ 41.94		
	11-08-10 4009592259	2400	0760		\$ 37.46		
	11-08-10 4009592260	2400	0760		\$ 41.77		
	11-08-10 4009592261	2400	0760		\$ 93.43		
	11-08-10 4009592262	2400	0760		\$ 46.40		
	11-08-10 4009592263	2400	0760		\$ 1,325.99		
	11-08-10 4009592264	2400	0760		\$ 898.75		
	11-08-10 4009592265	2400	0760		\$ 98.25		
	11-08-10 4009592266	2400	0760		\$ 20.58		
	11-08-10 4009592267	2400	0760		\$ 172.79		
	11-08-10 4009592268	2400	0760		\$ 231.24		
	11-08-10 4009592269	2400	0760		\$ 54.85		
	11-08-10 4009592270	2400	0760		\$ 37.70		
	11-08-10 4009592271	2400	0760		\$ 112.44		
	11-08-10 4009625725	2400	0760		\$ 284.50		
	11-10-10 4009604533	2400	0760		\$ 13.34		
	11-10-10 4009604534	2400	0760		\$ 22.88		
	11-10-10 4009604535	2400	0760		\$ 85.16		
	11-10-10 4009604536	2400	0760		\$ 140.07		
	11-10-10 4009604537	2400	0760		\$ 126.68		
<b>TOTAL REMITTANCE:</b>					\$ 4,159.76		

The claims listed above (totaling \$4,159.76) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by \_\_\_\_\_

Countersigned by \_\_\_\_\_

Attested and/or countersigned by \_\_\_\_\_

Page Total:

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/20/10  
REPORT NO: 5346

The County Auditor is authorized to draw these checks from:

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	11-10-10	2400	0760				
	4009604538				\$ 15.25		
	11-10-10	2400	0760				
	4009604539				\$ 97.09		
	11-10-10	2400	0760				
	4009604540				\$ 93.27		
	11-10-10	2400	0760				
	4009604541				\$ 15.21		
	11-10-10	2400	0760				
	4009604543				\$ 187.55		
	11-10-10	2400	0760				
	4009604544				\$ 105.94		
	11-10-10	2400	0760				
	4009604545				\$ 19.60		
	11-10-10	2400	0760				
	4009604546				\$ 243.37		
	11-10-10	2400	0760				
	4009604547				\$ 81.65		
	11-10-10	2400	0760				
	4009604548				\$ 13.98		
	11-10-10	2400	0760				
	4009604549				\$ 49.49		
	11-10-10	2400	0760				
4009604550				\$ 25.50			
11-10-10	2400	0760					
4009608412				\$ 20.97			
11-10-10	2400	0760					
4009608413				\$ 20.99			
11-10-10	2400	0760					
4009608414				\$ 22.23			
11-10-10	2400	0760					
4009608415				\$ 18.70			
11-10-10	2400	0760					
4009608416				\$ 48.03			
11-10-10	2400	0760					
4009608417				\$ 12.54			
11-10-10	2400	0760					
4009608419				\$ 76.28			
11-10-10	2400	0760					
4009608420				\$ 129.08			
11-10-10	2400	0760					
4009608421				\$ 32.45			
11-10-10	2400	0760					
4009608422				\$ 146.03			
					\$ 1,475.20		
<b>TOTAL REMITTANCE:</b>					\$ 1,475.20		

The claims listed above (totaling \$1,475.20) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by \_\_\_\_\_

Countersigned by \_\_\_\_\_

Attested and/or countersigned by \_\_\_\_\_

Page Total:

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/20/10  
REPORT NO: 5347

The County Auditor is authorized to draw these checks from:

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	11-10-10	2400	0760		\$ 140.04		
	4009608423	2400	0760		\$ 318.93		
	11-10-10	2400	0760		\$ 138.74		
	4009608424	2400	0760		\$ 170.60		
	11-10-10	2400	0760		\$ 421.75		
	4009608425	2400	0760		\$ 324.84		
	11-10-10	2400	0760		\$ 120.39		
	4009608426	2400	0760		\$ 380.66		
	11-10-10	2400	0760		\$ 29.73		
	4009608427	2400	0760		\$ 12.14		
	11-10-10	2400	0760		\$ 19.01		
	4009608428	2400	0760		\$ 42.59		
	11-10-10	2400	0760		\$ 417.02		
	4009608429	2400	0760		\$ 106.81		
	11-10-10	2400	0760		\$ 26.72		
	4009608430	2400	0760		\$ 14.52		
	11-10-10	2400	0760		\$ 13.21		
	4009608431	2400	0760		\$ 170.82		
	11-15-10	2400	0760		\$ 212.87		
	4009634377	2400	0760		\$ 9.90		
	11-17-10	2400	0760		\$ 180.82		
	4009601915	2400	0760		\$ 61.40		
	11-17-10	2400	0760		\$ 3,333.51		
	4009618702	2400	0760				
	11-22-10	2400	0760				
4009641945	2400	0760					
11-23-10	2400	0760					
4009621547	2400	0760					
11-23-10	2400	0760					
4009621548	2400	0760					
11-23-10	2400	0760					
4009621549	2400	0760					
11-23-10	2400	0760					
4009621550	2400	0760					
11-23-10	2400	0760					
4009621551	2400	0760					
11-23-10	2400	0760					
4009621552	2400	0760					
11-23-10	2400	0760					
4009621553	2400	0760					
11-23-10	2400	0760					
4009621554	2400	0760					
11-23-10	2400	0760					
4009621555	2400	0760					
<b>TOTAL REMITTANCE:</b>					\$ 3,333.51		

The claims listed above (totaling \$3,333.51) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by \_\_\_\_\_

Countersigned by \_\_\_\_\_

Attested and/or countersigned by \_\_\_\_\_

Page Total:

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/20/10  
REPORT NO: 5348

The County Auditor is authorized to draw these checks from:

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	11-23-10	2400	0760				
	4009621556				\$ 57.37		
	11-23-10	2400	0760				
	4009621557				\$ 17.81		
	11-23-10	2400	0760				
	4009621558				\$ 101.19		
	11-23-10	2400	0760				
	4009621559				\$ 98.65		
	11-23-10	2400	0760				
	4009621560				\$ 40.95		
	11-23-10	2400	0760				
	4009621561				\$ 29.24		
	11-23-10	2400	0760				
4009621562				\$ 32.32			
11-23-10	2400	0760					
4009621563				\$ 20.48			
11-23-10	2400	0760					
4009621564				\$ 42.22			
11-23-10	2400	0760					
4009642792				\$ 14.77			
				\$ 455.00			
VC5077-2 Macias, Gini & O'Connell 3000 S Street, Suite 300 Sacramento, CA 95816	12-07-10	1900	0742				
	160151				\$ 7,035.25		
(needs vendor#) Promodealer.com 7101 N. Ridgeway Ave. Lincolnwood, IL 60712	12-13-10	1800	0728				
	20-184				\$ 1,204.30		
(needs vendor#) California Special Districts Association 11121 I Street, Suite 200 Sacramento, CA 95814	11-15-10	1600					
	473				\$ 4,141.00		
<b>TOTAL REMITTANCE:</b>					\$ 12,835.55		

The claims listed above (totaling \$12,835.55) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by \_\_\_\_\_

Countersigned by \_\_\_\_\_

Attested and/or countersigned by \_\_\_\_\_

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/20/10  
REPORT NO: 15

The County Auditor is authorized to draw these checks from:

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

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

\*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*12-27-10 Payroll #15	0100			\$ 40,000.00		
<b>TOTAL REMITTANCE:</b>					\$ 40,000.00		
<p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by \_\_\_\_\_

Countersigned by \_\_\_\_\_

Attested and/or countersigned by \_\_\_\_\_

Page Total:

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/20/10  
REPORT NO: 16

The County Auditor is authorized to draw these checks from:  
FUND: 707  
DEPT: V700  
BUDGET CONTROL: 707  
UNIT: 0900

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

\*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*01-10-11 Payroll #16	0100			\$ 40,000.00		
<b>TOTAL REMITTANCE:</b>					\$ 40,000.00		
<p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by \_\_\_\_\_

Countersigned by \_\_\_\_\_

Attested and/or countersigned by \_\_\_\_\_

Page Total:







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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Financial Reports through November 2010 for the Placentia Library District  
Accounts on Deposit with the Orange County Treasurer and the Placentia Library  
District General Ledger

**DATE:** December 20, 2010

**Summary of Cash and Investments as of November 30, 2010**

Cash with Orange County Treasurer Fund 702	10,262.42
Cash with Orange County Treasurer Fund 703	12,237.38
Cash with Orange County Treasurer Fund 706	176,241.92
Cash with Orange County Treasurer Fund 707	806,290.04
Cash with Orange County Treasurer Fund 708	11,941.06
General Fund Checking – Bank of the West	75,800.56
General Fund Savings – Bank of the West	254,602.44
Payroll Checking – Wells Fargo Bank	106,821.37
<b>Total Cash and Investments</b>	<b>1,454,197.19</b>

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); and that Placentia Library District has the ability to meet its budgeted expenditures for the next six (6) months.



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



**PLACENTIA LIBRARY DISTRICT**  
**YTD REVENUE REPORT**  
 November 30, 2010

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>TAXES</b>						
6210		Property Taxes - Current Secured	1,668,964	125,225	1,543,739	7.5%
6220		Property Taxes - Current Unsecured	61,932	46,948	14,984	75.8%
6230		Property Taxes - Prior Secured	0	-	0	100.0%
6240		Property Taxes - Prior Unsecured	0	-	0	100.0%
6250		Taxes - Spec Dist Augmentation	3,962	-	3,962	0.0%
6280		Property Taxes - Curr Supplemental	14,621	6,212	8,409	42.5%
6300		Property Taxes - Prior Supplemental	5,847	3,598	2,249	61.5%
6540		Penalties & Costs on Delinq Taxes	1,563	1,129	434	72.2%
<b>REVENUE FROM USE OF MONEY &amp; PROPTY</b>						
6610		Interest	8,456	2,144	6,312	25.4%
<b>INTERGOVERNMENTAL REVENUES</b>						
6690		State - Homeowners Property Tax Relief	12,476	-	12,476	0.0%
6970		State - Other	18,844	4,080	14,764	21.6%
<b>MISCELLANEOUS REVENUES</b>						
7670		Miscellaneous Revenue (Local Revenue)	30,000	19,921	10,079	66.4%
		Passports	62,800	30,948	31,852	49.3%
		DVD Rental	4,000	2,995	1,005	74.9%
		Meeting Room	4,000	3,380	620	84.5%
		Test Proctor	0	700	0	100%
		FY 09/10 Funds Available	262,713			
<b>TOTAL REVENUES FY 10/11:</b>			<b>2,160,178</b>	<b>247,279</b>		<b>11.4%</b>
<b>MISCELLANEOUS REVENUES (Restricted)</b>						
		Impact Fees	0	23,952	0	100.0%
		Emergency Payroll	0	26,562	0	100.0%

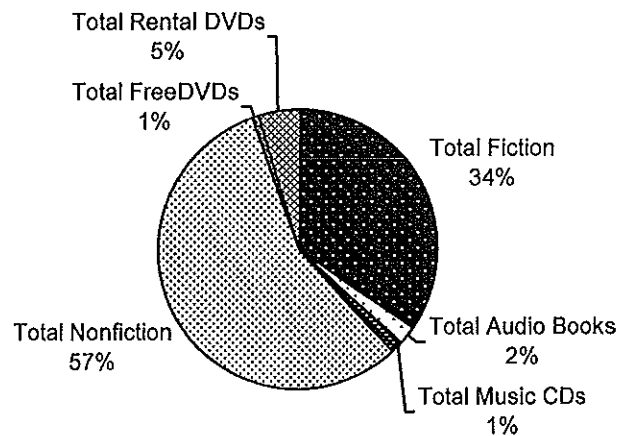
**PLACENTIA LIBRARY DISTRICT**  
**EXPENDITURES REPORT**  
 November 30, 2010

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
0100	Salaries & Wages	1,080,094	410,674	0.38	\$669,420
0200	Retirement	77,295	27,384	0.35	\$49,911
0301	Unemployment Insurance	6,000	464	0.08	\$5,536
0306	Health Insurance	106,622	63,225	0.59	\$43,397
306	Employee Assistance Program	787	313	0.40	\$474
0308	Dental Insurance	15,274	6,737	0.44	\$8,537
0309	Life Insurance	8,324	3,303	0.40	\$5,021
0310	AD & D Insurance	4,737	1,789	0.38	\$2,948
0319	Vision Insurance	2,486	1,097	0.44	\$1,389
0350	Workers' Compensation Insurance	10,000	2,842	0.28	\$7,158
	<b>TOTAL</b>	<b>\$1,311,619</b>	<b>\$517,828</b>	<b>0.39</b>	<b>\$793,791</b>
<b>SERVICES &amp; SUPPLIES</b>					
0700	Communications	17,000	2,209	0.13	\$14,791
0900	Food	1,000	342	0.34	\$658
1000	Household Expenses	8,000	4,197	0.52	\$3,803
1100	Library Insurance	15,000	11,291	0.75	\$3,709
1300	Maintenance, Equipment	25,000	12,179	0.49	\$12,821
1400	Maintenance, Buildings & Improvements	65,000	6,769	0.10	\$58,231
1600	Memberships	4,700	4,483	0.95	\$217
1800	Office Expenses	35,000	9,134	0.26	\$25,866
1803	Postage	5,000	1,537	0.31	\$3,463
1900	Prof./Specialized Services	149,100	19,984	0.13	\$129,116
1912	Investment Administrative Fees	1,500	456	0.30	\$1,044
2000	Publication and Legal Notices	1,000	0	0.00	\$1,000
2100	Rents and Leases - Equipment	1,000	141	0.14	\$859
2200	Rents & Leases - Buildings & Improvements	35,000	35,785	1.02	-\$785
2400	Books/Library Materials	150,000	44,996	0.30	\$105,004
2600	Transportation & Travel	2,000	0	0.00	\$2,000
2700	Meetings	6,500	3,580	0.55	\$2,920
2800	Utilities	85,000	38,435	0.45	\$46,565
	<b>TOTAL</b>	<b>\$606,800</b>	<b>\$195,518</b>	<b>0.32</b>	<b>\$411,282</b>
<b>OTHER CHARGES</b>					
3700	Taxes and Assessments	\$7,000	\$6,187	0.88	\$813
	<b>OPERATING EXPENSES</b>	<b>\$1,918,419</b>	<b>\$719,533</b>	<b>0.38</b>	<b>\$1,198,886</b>
<b>FIXED ASSETS &amp; CONTINGENCY FUNDS</b>					
4000	Equipment	\$10,000	\$0	0.00	\$10,000
4200	Structures/Improvements	100,000	\$0	0.00	\$100,000
5200	Contingency Funds	\$124,759	\$0	0.00	\$124,759
	<b>TOTAL</b>	<b>\$234,759</b>	<b>\$0</b>	<b>0.00</b>	<b>\$234,759</b>
<b>TOTAL BUDGET (Fund 707)</b>					
		<b>\$2,160,178</b>	<b>\$719,533</b>	<b>0.33</b>	<b>\$1,440,645</b>
Reserves	General Reserves	\$10,000	\$0	0.00	\$10,000
	702-Equipment & Structural Repair Fund	\$10,265	\$1	0.00	\$10,264
	703-Automated Replacement Fund	\$12,236	\$1	0.00	\$12,235
	706-Interest & Sinking Bond Redemption	\$175,985	\$15	0.00	\$175,970
	708-Unused Sick Leave Payoff Reserve	\$11,939	\$1	0.00	\$11,938
	Impact Fees	\$42,732	\$0	0.00	\$42,732

# Placentia Library District

## ACQUISITIONS REPORT FOR FISCAL YEAR 2010-2011 THROUGH THE MONTH OF NOV. 2010

	<u>Amount</u>	<u>Titles</u>	<u>Volumes</u>
Total Fiction	\$18,514	1,243	1,559
Total Non-Fiction	\$30,448	925	1,609
Total Music CDs	\$732	42	42
Total Audio Books	\$1,272	34	34
Total Free DVDs	\$366	12	16
<u>Total Rental DVDs</u>	<u>\$2,561</u>	<u>80</u>	<u>100</u>
<b>TOTAL MATERIALS</b>	<b>\$53,893</b>	<b>2336</b>	<b>3360</b>



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





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Acting Human Resources/Finance Analyst  
**SUBJECT:** Entrepreneurial Activities Report for November 2010.  
**DATE:** December 20, 2010

**November 2010 Net Revenue Summary**

	Nov-10	Nov-09	YTD 2010-2011	YTD 2009-2010
Passport	3,350.00	3,993.00	25,876.00	26,579.00
Passport Photos	708.00	720.00	5,072.00	4,585.00
Test Proctor	150.00	350.00	700.00	1,450.00
Meeting Room	800.00	370.00	3,380.00	2,175.00
DVD Rentals	588.00	545.00	2,995.00	2,650.00
<b>Total</b>	<b>5,596.00</b>	<b>5,978.00</b>	<b>38,023.00</b>	<b>37,439.00</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Acting Human Resources/Finance Analyst  
**SUBJECT:** Personnel Report for November 2010  
**DATE:** December 20, 2010

November 30, 2010

			YTD	YTD
	Nov-10	Nov-09	2010-2011	2009-2010
Resignations	1	0	1	1
Retirement	0	0	0	0
Appointments	0	4	0	6
Open Positions	0	0	0	5
Workers' Compensation Leave	0	0	0	0
<b>Total</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>12</b>

**RESIGNATIONS:**

Roger Hiles, Library Services Manager (40 hours)

**OPEN POSITIONS:**

None

**RETIREMENT:**

None

**WORKERS' COMPENSATION LEAVE:**

None

**APPOINTMENTS:**

None



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** David Ferrari, Circulation Supervisor  
**SUBJECT:** Circulation Activity Report for November 2010  
**DATE:** December 20, 2010

**MONTHLY STATISTICS**

**November 2010**

<u>CIRCULATION</u>			Y-T-D	Y-T-D	Y-T-D
	Nov 10.	Nov 09	10-11	09-10	% chng
New Patron Registration	341	320	1,771	1,992	-11.1%
Total Circulation	17,844	17,196	94,597	92,869	1.8%
Total Active Borrowers	18,800	16,803	94,171	92,837	1.4%
Attendance	23,273	23,013	104,154	127,823	-18.5%
Adult Fiction	2,848	2,865	15,991	16,602	-3.7%
Adult Nonfiction	2,314	2,515	13,570	12,405	9.4%
Adult Magazines	307	332	2,290	1,820	25.8%
Adult Music CDS	389	360	2,002	1,778	12.6%
Adult Audio Books	621	560	3,280	3,543	-7.4%
Adult Free DVDS	279	530	2,732	1,749	56.2%
Adult Rental DVDS	518	553	2,373	2,746	-13.6%
JV Fiction	6,721	6,123	31,588	31,742	-0.5%
YA Fiction	652	440	2,937	3,848	-23.7%
JV Nonfiction	1,351	1,100	5,585	5,787	-3.5%
YA Adult Nonfiction	38	52	222	175	26.9%
JV Magazines	6	7	62	26	138.5%
JV Music CDS	49	57	334	187	78.6%
JV Audio Books	13	32	178	135	31.9%
JV Free DVDS	710	737	4,437	4,499	-1.4%
JV Rental DVDS	188	117	777	913	-14.9%

**PATRON COUNT**

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00	0	862	800	574	416	494	3,146
10:00	0	924	798	580	308	632	3,242
11:00	0	1,016	760	580	212	858	3,426
12:00	0	710	876	634	296	914	3,430
1:00	1,154	876	820	722	336	812	4,720
2:00	870	1,232	1,050	698	348	838	5,036
3:00	768	1,248	1,124	860	330	1,066	5,396
4:00	1,034	1,152	1,198	796	414	1,022	5,616
5:00	0	1,148	1,196	1,000	422	0	3,766
6:00	0	960	972	850	524	0	3,306
7:00	0	922	834	718	390	0	2,864
8:00	0	690	858	744	306	0	2,598
<b>Total/Day</b>	<b>3,826</b>	<b>11,740</b>	<b>11,286</b>	<b>8,756</b>	<b>4,302</b>	<b>6,636</b>	
							<b>Grand Total</b> <b>23,273</b>

**PASSPORT SERVICES**

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00	0	0	0	0	0	4	4
10:00	0	0	0	0	0	4	4
11:00	0	0	0	0	0	5	5
12:00	0	1	0	1	2	4	8
1:00	2	0	2	4	0	7	15
2:00	2	3	2	5	2	6	20
3:00	2	4	1	2	3	4	16
4:00	3	3	2	3	3	6	20
5:00	0	4	2	5	3	0	14
6:00	0	3	3	4	2	0	12
7:00	0	3	2	5	1	0	11
8:00	0	3	0	2	0	0	5
<b>Total/Day</b>	<b>9</b>	<b>24</b>	<b>14</b>	<b>31</b>	<b>16</b>	<b>40</b>	
							<b>Grand Total</b> <b>134</b>

**STAFF ACTIVITY**

Nov 2, 2010-David Ferrari met with the Social Media Committee to discuss the Social Media Policy.

Nov 3, 2010- David Ferrari met with Coleen Wakai to discuss setup for YA group.

Nov 4, 2010- David Ferrari met with Estella Wnek to discuss schedules and weekend programs.

Nov 4, 2010- David Ferrari met with Yesenia Baltierra to discuss library personnel issues.

Nov 9, 2010- David Ferrari met with Nadia Dallstream to discuss Reference program for Saturday.

Nov 10, 2010- David Ferrari met with Yesenia Baltierra to discuss library personnel issues.

Nov 10, 2010- David Ferrari met with Estella Wnek to discuss schedules and weekend programs.

Nov 14, 2010-Beatrice Quintanar attended Social Committee Meeting.

Nov 15, 2010-David Ferrari set up for Library Board of Trustees Meeting.

Nov 16, 2010-Staff Meeting.

Nov 17, 2010- David Ferrari met with Beatrice Quintanar to discuss her work objectives.

Nov 18, 2010 David Ferrari met with Yesenia Baltierra to discuss library personnel issues.

Nov 18, 2010- David Ferrari met with Estella Wnek to discuss schedules and weekend programs.

Nov 24, 2010- David Ferrari met with Yesenia Baltierra to discuss library personnel issues.

Nov 24, 2010- David Ferrari met with Estella Wnek to discuss schedules.

Nov 29, 2010-Circulation Meeting.

Nov 30, 2010- David Ferrari met with Yesenia Baltierra to discuss library personnel issues.

Nov 30, 2010- David Ferrari met with Estella Wnek to discuss schedules.

**ONGOING PROJECTS**

Nov 15, 2010-Examined all the fire extinguishers in the library.

**NEW PROJECTS AND ACTIVITIES**

N/A





**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Marisa Timothy, Administrative Assistant  
**SUBJECT:** City of Placentia Invoices  
**DATE:** December 20, 2010

CITY OF PLACENTIA  
INVOICES

PERIOD COVERED FY2010-2011	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
Jul-10	08/31/10	6,892.73	1,452.50	142.50	14.42	\$8,502.15
Aug-10	10/12/10	6,848.56	1,425.50	142.50	*	\$8,443.56
Sep-10	10/28/10	6,571.73	1,452.50	142.50	*	\$8,166.73
Oct-10	11/23/10	4,688.88	1,452.50	142.50	*	\$6,283.88
Nov-10	*	*	*	*	*	*
Dec-10	*	*	*	*	*	*
Jan-11	*	*	*	*	*	*
Feb-11	*	*	*	*	*	*
Mar-11	*	*	*	*	*	*
Apr-11	*	*	*	*	*	*
May-11	*	*	*	*	*	*
Jun-11	*	*	*	*	*	*
<b>TOTAL</b>		25,001.90	5,702.00	570.00	14.42	\$31,396.32
<b>AVG</b>		6,250.47	1,452.50	142.50	14.42	\$7,849.08

\* City Billing Not Received

FY2009-2010	DATE INVOICE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
Jul-09	02/03/10	7,927.04	1,605.36	137.25	70.71	9,740.36
Aug-09	02/03/10	7,315.95	1,605.36	134.30	12.79	9,068.40
Sep-09	02/03/10	7,803.57	1,605.36	142.53	12.77	9,564.23
Oct-09	02/03/10	3,853.51	1,605.36	*	12.78	5,471.65
Nov-09	02/03/10	3,835.72	1,605.36	138.05	12.80	5,591.93
Dec-09	02/03/10	3,327.17	1,605.36	132.42	*	5,064.95
Jan-10	05/10/10	3,327.17	1,605.36	132.11	*	5,064.64
Feb-10	05/10/10	3,306.59	1,605.36	132.11	*	5,044.06
Mar-10	05/10/10	3,802.36	1,605.36	142.50	14.39	5,564.61
Apr-10	5/10&8/5/10	3,796.14	1,605.36	142.50	14.39	5,558.39
May-10	5/10&8/5/10	3,948.92	1,605.36	142.50	14.44	5,711.22
Jun-10	5/10&7/15/10	7,023.20	1,605.36	142.50	14.41	8,785.47
<b>TOTAL</b>		59,267.34	19,264.32	1,518.77	179.48	\$80,229.91
<b>AVG</b>		4,938.94	1,605.36	138.07	19.94	\$6,685.82



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Library Director's Report for November 2010  
**DATE:** December 20, 2010

### Accomplishments

- Met with the Acting Human Resources/Finance Analyst to provide guidance and assistance on personnel matters.
- Began annual audit with Macias Gini & O'Connell.
- Secured \$3,600 from the Placentia Library Friends Foundation (PLFF) for library programs.
- Assisted PLFF with corporate sponsorships for the Author's Luncheon.
- Finalized approval for the re-flooring project.
- Began discussion with committee regarding a Staff Development Day.
- Met with the Children's, Adult Services, and Administrative staff to discuss their needs due to the resignation of the Library Services Manager.

### Meetings

- Library Board of Trustees meetings – November 3<sup>rd</sup> (work session) and 15<sup>th</sup>
- Manager's meeting – November 9<sup>th</sup> & 16<sup>th</sup>
- Staff meeting – November 16<sup>th</sup>
- Placentia Round Table Women's Club meeting – November 3<sup>rd</sup> and 17<sup>th</sup> (Board meeting)
- Rotary Weekly meetings – November 3<sup>rd</sup>, 17<sup>th</sup> and 23<sup>rd</sup> (Board meeting)
- Meeting with President Shkoler – November 23<sup>rd</sup> & 29<sup>th</sup>
- PLFF Meeting – November 8<sup>th</sup>
- PLFF Author's Luncheon meeting – November 18<sup>th</sup>
- Be Active (El Dorado High School) – November 18<sup>th</sup>
- Meeting with Children's and Adult Services Staff – November 29<sup>th</sup>

### Community Events / Functions

- Prayer Breakfast – November 10<sup>th</sup>

### Projects in Progress

- Re-Flooring Project
- Strategic Plan
- Technology/IT Plan
- Organizational Changes
- Author's Luncheon



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Roger Hiles, Library Services Manager  
**SUBJECT:** Library Services Manager Report for November 2010  
**DATE:** DECEMBER 20, 2010

### Activities Report:

#### **Achievements**

Prepared a timeline for migration to the Useful public computer and printer management system on November 8.

Prepared a timeline for migrating to the Koha Library Automation system on November 17.

Prepared program information and photographs for submission to the Placentia Quarterly on November 22.

Prepared a survey of the computer tablet market and an agenda item with recommendations for the Trustees on November 30.

Worked on day-to-day computer problems in place of the IT technician. Major item this month: troubleshooting of Envisionware PC management software problems following installation of new version. Estimated time: 12 hours.

#### **Projects in Progress**

**Library Email System Training** – Email syncing will be scheduled as the implementation wraps up.

**Collection Management in Adult Collection** – working with Adult Services staff to improve circulation and “browse-ability” of the adult collection. Shifting books in the adult section continues, with 700s adjusted in November.

**Computer Workshops** – Preparing for the December 2<sup>nd</sup> workshop on Computer Basics, and also drafting training materials for the December 11<sup>th</sup> workshop.

**Customer Service Review** – Continued regular meetings of the Adult Services and Children's staffs to review and coordinate customer service procedures. Ongoing.

**Collection Development Plan for Children's Collection** – Continued discussing plan with the Children's Librarian. Due: December

**Computer infrastructure** – Action on computer refresh plan awaits final approval.

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

**Website Redesign** – Waiting for time to resume working on project. Anticipated project completion: TBD.

**Library Twitter account** – continued updating library Twitter feed.

**Website Updates** – continued updating library website.

**PLFF Twitter and Facebook accounts** – continued updating feeds.

**PLFF Online Bookstore** – Set up of online bookstore is awaiting availability of PLFF volunteer.

#### **Webinars**

Viewed the Infopeople “Strategic Reality Check” webinar on November 1.

#### **Meetings**

I attended the Board of Trustees meetings on November 15.

I attended the Library Staff meeting on November 16.

I met with the Children's Librarian on November 10, 13 and 24.

I chaired the combined Reference Staff meeting on November 24.

**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 November 2010  
**DATE:** December 20, 2010

**MONTHLY STATISTICS**

**Childrens Desk Activity**

	November 2010	November 2009	Y-T-D 2010-11	Y-T-D 2009-10	Y-T-D % change
Phone reference:	60	23	267	110	142.73%
In person reference/research:	683	515	3378	2439	38.50%
<b>Total Reference</b>	<b>743</b>	<b>538</b>	<b>3645</b>	<b>2555</b>	<b>42.66%</b>
Total Number of Programs	27	24	132	134	-1.49%
Total Programs Attendance	781	792	5243	4452	17.77%

**PROGRAM STATISTICS**

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
F.I.R.S.T. – Family Interactive Reading and Sharing Time	1	24
Read to the Dogs	1	20
Preschool Story Times I & II: 3-6 years	10	214
Pocket Tales: Stories, music, and movement.	4	134
Lap Sit 24 months & younger	2	135
P-TAC	2	25
Family Game Day	1	28
Super STAR Storytime	1	34
11/16 Cub Scouts Tour	1	15

11/17 Tynes School Tour	3	75
11/20 In-N-Out Cover-to-Cover Reading Program	1	77
<b>Total November 2010</b>	<b>27</b>	<b>781</b>
<b>Total November 2009</b>	<b>24</b>	<b>792</b>
<b>Current FY to date</b>	<b>132</b>	<b>5,243</b>
<b>Previous FY to date</b>	<b>134</b>	<b>4,452</b>

**Achievements:**

- Children's staff presented a library display for "Aviation History Month."
- Coleen Wakai attended the SCLC YA librarian's meeting on November 4.
- The In-n-Out "Cover to Cover" Reading Club ended on Nov. 20. A total number of 237 children participated in the program during October and November. Children ages 4-12 received an In-n-Out hamburger certificate for every 5 library books they checked out from Placentia Library and read.
- Lori Worden attended Placentia's Rotary Prayer Breakfast on November 10.
- Lori Worden conducted library tours to a Cub Scout group on November 16, and all Tynes Elementary School 2<sup>nd</sup> grade classes on November 17.
- Lori Worden participated as a judge for literature entries in this year's PYLUSD PTA Reflections program.
- Emily Otis, a San Jose State library school student intern, completed 135 hours in the Children's/ YA departments. Children's staff supervised Emily in all aspects of work in the Children's and Young Adult departments.
- Brenda Ramirez planned and conducted Preschool and Lapsit storytimes.
- Toby Silberfarb planned and conducted the FIRST program and Homework Help.

**In Progress:**

- Staff made plans for December events, including Winter Wonderland Crafts on December 11, and a Teen Café event On December 16.
- Staff is working on a Collection Development plan for the Children's department and the Young Adult department. Lori Worden again met with Roger Hiles in November to discuss the plan.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Toby Silberfarb, Library Assistant Children's / Volunteers  
**SUBJECT:** Volunteer Report for November 2010  
**DATE:** December 20, 2010

**Volunteer Hours:**

	<b>November 2010</b>	<b>November 2009</b>	<b>Y-T-D 2009-10</b>	<b>Y-T-D 2008-9</b>	<b>Y-T-D % change</b>
History Room	37	49	214.5	127	68.90%
PLFF	467	494	2280	1040	119.23%
Library (General)	278	213	2391.5	517	362.57%
Technical	28	12	61.25	22	178.41%
Homework Club	88	86	270	212	27.36%
H.I.S. House Homework club	4	4	14	14	0.00%
Tutors (Adult Literacy)	34	63	128	137	-6.57%
PTAC	135		216		N/A

**Achievements:**

- Supervised the Placentia Achieves School Success (P.A.S.S.) homework club.

**Projects in Progress:**

- Mentoring 2 interns from Cal State Fullerton.
- Processing Federal Work/Study volunteers from Western State University College of Law.
- Supervising 2 One-Stop adult volunteers.



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Nadia Dallstream, Adult Services Librarian  
**SUBJECT:** Reference and Adult Services Monthly Activity Report for November 2010  
**DATE:** DECEMBER 20, 2010

### MONTHLY STATISTICS

#### Reference Desk Activity

	November 2010	November 2009	Y-T-D 2010-11	Y-T-D* 2009-10	Y-T-D % change
Reference -- in person	1119	1193	5425	6351	-14.58%
Reference -- telephone	341	325	1680	1430	17.48%
Reference -- email/chat	0	0	1	0	100.00%
Technology assistance	754	510	3457	3115	10.98%
Guest passes	209	11	726	55	1220.00%
Public computer use (desktops)	2889	2649	14234	14434	-1.39%
Public computer use (express laptops)	926	1817	5991	8276	-27.61%
In library use -- cleanup	3482	3348	17969	16775	7.12%

### ACHIEVEMENTS

- *Nadia Dallstream* updated the book trough for November to showcase Employment Resources.
- *Kathy Staymates* updated two book troughs for November to showcase Winter Tales and Winter Holidays.
- *Kathy Staymates* continues to update the Librarians' Choice book trough.
- *Kathy Staymates* put a Santa display in the small display case.
- *Kathy Staymates* created a bibliography featuring Johannes Vermeer for Dixie Shaw's Artists Bulletin Board.
- *Gary Bell* and Jean Turner led the November 3 play reading of *On Golden Pond* by Ernest Thompson. Nine people attended the program.
- *Roger Hiles* taught the Introduction to Word Processing with Google Docs computer workshop on Saturday, November 6. Six people attended.
- *Katie Matas* led the November 9 book discussion of *The No. 1 Ladies Detective Agency* by Alexander McCall Smith. Eight people attended the program.
- *Kathy Staymates* coordinated and taught the Memoir Writing Workshop on November 13. Fifteen people attended.

- *Nadia Dallstream* coordinated and taught the Introduction to E-Mail Workshop on November 13. Five people attended.
- *Kathy Staymates* weeded the 400s.
- *Kathy Staymates* weeded 300-349s.
- *Kathy Staymates, Katie Matas and Roger Hiles* have shifted the 400s, 500s, 600s, and 700s.
- *Nadia Dallstream* continues to update the Library's Facebook account with upcoming events and wall posts.
- *Nadia Dallstream* is coordinating the Tech Volunteer Program. Eight volunteers are available to assist patrons on Wednesday evenings. Eighteen people received Tech Help and 28 hours of assistance.

### MEETINGS

- *Kathy Staymates, Katie Matas and Gary Bell* attended the Adult Services and Children's Services Combined Staff Meeting on October 12.
- *Nadia Dallstream* attended a Social Committee Meeting on November 3.
- *Kathy Staymates, Katie Matas, and Gary Bell* attended the Reference and Children's Staff Meeting on November 9.
- *Nadia Dallstream* attended a Social Committee Meeting on November 10.
- *Katie Matas, Nadia Dallstream and Gary Bell* attended the Staff Meeting on November 16.
- *Kathy Staymates, Katie Matas and Gary Bell* attended the Reference Staff Meeting on November 24.

### IN PROGRESS

- *Nadia Dallstream* is preparing a brochure on computer workshops.
- *Kadia Dallstream* is working with volunteers to provide overflow computer workshops.
- *Nadia Dallstream* is preparing to teach a computer workshop on Saturday, December 11 "Free Software for Home and Office."
- *Gary Bell* is preparing for a Play Reading of *The Night Thoreau Spent in Jail* on December 1 at 9 a.m.
- *Gary Bell* is preparing for the annual Celtic Christmas program on December 16<sup>th</sup>.
- *Nadia Dallstream* is preparing for a book discussion of *The Five People You Meet in Heaven* by Mitch Albom.
- *Nadia Dallstream* is weeding Fiction.
- *Kathy Staymates, Katie Matas, and Roger Hiles* are shifting the 100s, 200s, and 300s.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Gary Bell, History Room Librarian  
**SUBJECT:** Local History Room Monthly Report for November 2010  
**DATE:** December 20, 2010

	<b>November 2010</b>	<b>November 2009</b>	<b>Y-T-D 2009-10</b>	<b>Y-T-D* 2008-9</b>	<b>Y-T-D % change</b>
History Room Visitors	6	6	6036	6033	0.05%
History Room Volunteer Hours	37	49	70	198	-64.65%

**Achievements:**

- Forty-three additional photographs were provided to the Historical Committee for the History Wall at City Hall, which was unveiled on November 22<sup>nd</sup>. The History Room's resources are the foundation for the successful accomplishment of this endeavor.
- The Yorba Linda Library was provided with two of the Yorba brands banners for their history resources.
- The boxes of local newspapers were returned to the History Room archives.
- Two students were tested and connected with Adult Literacy tutors.
- Reorganizing of the materials of the Placentia Round Table is completed.

**Activity and in Progress:**

- Work continues on the planning of the DVD project.
- Volunteers continue with archiving, filing, and providing input for computer inventorying.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Katie Matas, Librarian, Technical Services  
**SUBJECT:** Technology & Website Report for November 2010  
**DATE:** December 20, 2010

**MONTHLY STATISTICS**

Online database usage:

	November 2010	November 2009	Y-T-D 2010- 11	Y-T-D 2009- 10	Y-T-D % change
General Reference Center	266	331	1,013	734	38%
Career Transitions (new for FY10/11)	75	0	254	0	NA
Heritage Quest	640	651	2,795	3,623	-23%
Novelist	52	42	326	247	32%
World Book (began 12/2009)	57	0	236	0	NA
Tumblebooks	619	264	1,749	1,210	45%
Reference USA	42	71	402	412	-2%
	<b>1751</b>	<b>1359</b>	<b>6,775</b>	<b>6,226</b>	<b>9%</b>

**Website traffic for November 2010:**

In November 2010 we had 19,112 visitors to our website. In November 2009 there were 35,332 page hits. Last year we had 15,849 visitors and 36,611 page hits in November.

**STAFF ACTIVITY**

- Katie attended a reference department meeting, a reference and children's meeting and a staff meeting.
- Katie led the November book discussion on the book "No. 1 Ladies Detective Agency". There were eight participants.
- Katie proctored three exams.
- Katie reinstalled Horizon on two of the staff computers to enable more staff members to generate statistical reports.
- Katie participated in the committee planning the upcoming staff development day.

**ONGOING PROJECTS**

- Jesus continues to update Library events on the website.
- Katie helped patrons and staff with day-to-day computer and copier questions.
- Katie updates the messages on the telephone system.
- Katie updates the messages on the outside digital sign.
- Nadia updates the Library's Facebook account.
- Roger continues to update the Library's Flickr and Twitter accounts.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Placentia Library Policies #2020 – Vacations; #2050 – Bereavement Leave; #2060 – Jury Duty; #2070 – Continuity of Service; #2110 – Health and Welfare Benefits  
**DATE:** December 20, 2010

**BACKGROUND**

These policies currently provide benefits to probationary and regular employees in all classifications. At the November 16, 2009 Library Board of Trustees meeting, the Board approved to remove “probationary” from the Placentia Library District Policy #2040 – Sick Leave.

Staff recommends the removal of “probationary” from Placentia Library District Policies #2020, #2050, #2060, #2070, and #2110 for consistency of all benefits-related policies.

Attachment A – Policy #2020 – Vacations  
Attachment B – Policy #2050 – Bereavement Leave  
Attachment C – Policy #2060 – Jury Duty  
Attachment D – Policy #2070 – Continuity of Service  
Attachment E – Policy #2110 – Health and Welfare Benefits

**RECOMMENDATION**

Authorize revisions to Placentia Library District Policies #2020, #2050, #2060, #2070 and #2110 as presented.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Election of Board Officers  
**DATE:** December 20, 2010

**BACKGROUND**

The following positions need to be elected:

- President (Incumbent is President Shkoler, 12 years)
- Secretary (Incumbent is Secretary DeVecchio, 3 years)

**RECOMMENDATION**

Elect a Library Board President and a Library Board Secretary for 2011.



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Appointment of Library Board Representatives for 2011 by the Board President  
**DATE:** December 20, 2010

### BACKGROUND

The following positions need to be appointed:

*Incumbents are in parentheses.*

Representative to Special District Local Area Formation Commission (LAFCO)  
Selection Committee (*Trustee Turner and Secretary DeVecchio as alternate*)

Representative to the Orange County Council of Governments (*Trustee Wood*)

Representative to the Placentia Library Friends Foundation (PLFF) (*Trustee Turner*)

Representative to the Placentia Community Network (*Trustee Escobosa and Secretary DeVecchio as alternate*)

### RECOMMENDATION

Appoint Library Board Representatives for 2010.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Selection of Date and Time for Regular Board Meetings for 2011: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2011.  
**DATE:** December 20, 2010

**BACKGROUND**

The current date and time is the third Monday of each month at 6:30 p.m.

The third Monday of February is Presidents' Day. This is an observed holiday for the District. It is recommended that the Library Board meet on the fourth Monday of February (2<sup>8</sup><sup>th</sup>) in lieu of February 21<sup>st</sup>, and the third Monday of January, March, April, May, June, July, August, September, October, November and December.

Please refer to Attachment A for recommended dates.

Attachment B is Resolution 11-06: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2011.

**RECOMMENDATIONS**

1. Determine the regular meeting dates and time for 2011.
2. Read Resolution 11-06 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2011.
3. Adopt Resolution 11-06.





## PLACENTIA LIBRARY BOARD MEETING CALENDAR

January 2011 – December 2011

<b>MONTH</b>	<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
January	17	6:30 p.m.	Meeting Room
February	28	6:30 p.m.	Meeting Room
March	21	6:30 p.m.	Meeting Room
April	18	6:30 p.m.	Meeting Room
May	16	6:30 p.m.	Meeting Room
June	20	6:30 p.m.	Meeting Room
July	18	6:30 p.m.	Meeting Room
August	15	6:30 p.m.	Meeting Room
September	19	6:30 p.m.	Meeting Room
October	17	6:30 p.m.	Meeting Room
November	21	6:30 p.m.	Meeting Room
December	19	6:30 p.m.	Meeting Room

RESOLUTION 11-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY  
TO ESTABLISH THE BOARD OF TRUSTEES REGULAR MEETING DATES  
FOR CALENDAR YEAR 2011

WHEREAS, Placentia Library District is an independent special library district established under the provisions of California Education Code Sections 19600-19664;

WHEREAS, Section 54954 of the Government Code of the State of California requires that the Board of Library Trustees shall provide, by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body, the time and place for holding regular meetings;

BE IT RESOLVED, that the Placentia Library District of Orange County Board Of Trustees establishes the third Monday of each month at 6:30 P.M., except for established date of February 28, 2011, the Regular Board Meeting for Calendar Year 2011, dated December 20, 2010.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California )

)ss.

County of Orange )

I, Richard DeVecchio, Secretary of the Board of Trustees of the Placentia Library District Of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the Twentieth Day of December 2010.

IN WITNESS THEREOF, I have hereunto set my hand and seal this Twentieth Day of December 2010.

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Richard DeVecchio, Secretary  
Placentia Library District Board of Trustees

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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Library Board of Trustees Agenda Material – Electronic Option  
**DATE:** December 20, 2010

### BACKGROUND

The Placentia Library District currently provides hard copies of the Library Board of Trustees Agenda packets at the public desk and additional copies during the meetings. The agenda material for the Library Board of Trustees meetings is also included on the District's website. Reducing the number of agenda books prepared for each meeting reduces labor and supply costs.

Other public agencies have converted to a paperless option for their agenda packets which have resulted in a cost savings to those agencies.

Tablet computers represent a mid-point between smart phones and netbooks and can work with wireless data networks to extend the power of computing into new areas of life. Using a touchscreen instead of a hardware keyboard, and designed as personal web-surfing, and media playback devices, tablets also function as e-readers, either through included software or add-ons. This combination of portability and decreasing costs has caused many organizations to take advantage of this technology to push in-house publishing onto electronic formats and distribute copies electronically. Agenda documents and meeting materials, which can be the most complex documents produced by an organization, can be reproduced and distributed electronically for a fraction of the cost of traditional print methods. A common e-reader facilitates training and simplifies use of the new formats.

### Cost Analysis:

- Paper Option (staff costs for printing, collating and distributing printed packets)
  - 11 Regular meetings \$ 3,487
  - 6 Special meetings \$ 408
  - Estimated cost for 2010 \$ 3,895
  
- Electronic Option (staff costs for electronic formatting and distribution)
  - 11 Regular meetings \$ 748
  - 6 Special meetings \$ 150
  - Estimated cost for 2010 \$ 898
  
- **Estimated Annual Savings \$ 2,997**

The Apple iPad is the market-leading tablet with a 10-inch touchpad and wi-fi connectivity. This device is also a personal media player and web-surfing platform. It works as an ereader as well. The iPad is able to integrate with the District's Microsoft Exchange email server to provide off-site access to emails and calendar options. The Apple iPad offers a wide variety of storage capabilities that would allow for the storage and retrieval of agenda reports including supporting documentations and presentations. The prices range from \$499 - \$830. The devices would be assigned to the five Library Board of Trustees, Administrative Staff, and one backup for a total of 10.

Attachment A is a list of various tablet options.

Attachment B is the various iPad options.

Attachment C are responses from other public agencies regarding paperless option.

Fiscal Impact: \$5,000 - \$8,300

#### **RECOMMENDATIONS**

- 1) Authorize the Placentia Library District to move to electronic distribution of agenda packets or both regular and special meetings of the Library Board of Trustees; and,
- 2) Adopt a common tablet platform for the Library Board of Trustees and Administrative Staff.

**Apple iPad**

Market-leading tablet with a 10 inch touchpad and wi-fi connectivity (3G optional). A personal media player and web-surfing platform, it also works as an ereader.

Prices: \$499-\$830

**Archos 5** (available in models with 8 GB, 16 GB, 32 GB, 160 GB, or 500 GB in memory)

The Android-based Archos 5 is a great video player with a 5 inch screen, but reviewers have found its other tablet features to be disappointing.

Prices: \$200-\$545

**Archos 9 PC Tablet**

This Windows 7-based tablet with a 9-inch touchscreen is considered slow and underpowered.

Price: \$449.99

**Barnes & Noble Nook Color**

The tablet of ebook readers, the Nook Color has a 7-inch color touch-screen and wi-fi connectivity at half the price of the iPad.

Price: \$249.00

**Coby Kyros MID7015**

Android-based tablet with a 7-inch touchscreen, includes ereader software, supports 1080p HD video and has an HDMI port so it can be connected to a TV display.

Price: \$195

**CTL 2goPad SL10**

This 10 inch tablet does the expected tablet functions, but which runs Windows 7 instead of Android.

Includes webcam.

Price: \$550

**Dell Streak**

A 5-inch Android-based "pocket tablet" is essentially a slightly larger smart phone, and has the expected media playback and web-surfing capabilities, and also works as a voice phone. Includes dual cameras.

Price: \$550, or \$250 with carrier contract (ATT)

**Entourage eDGe**

The Entourage Edge combines an Android-based tablet computer and an ebook reader into a single device. Aimed at the student market, it successfully answers the call for an e-book reader designed for textbooks and academics, but casual readers will find the device awkward to handle (weighing in at 3 pounds) and complicated to operate. Includes webcam.

Price: \$549

**HP Slate 500**

A 9-inch Windows 7 tablet with a relatively large amount of internal storage. Includes dual cameras.

Price: \$799

**ICANI 10" Tablet PC**

Android-based tablet with 10 inch touchscreen, webcam and wi-fi.

Price: \$499

**Lenovo IdeaPad S10-3t**

The Lenovo IdeaPad S10-3t is a convertible Netbook that can be flipped over into tablet mode. Reviewers have complained about lackluster performance and touchscreen problems.

Price: \$650

**Netbook Navigator Nav 9 Slate PC**

Windows 7-based tablet with a 9 inch screen. The budget touchscreen has been faulted for mushy responses, and Windows 7's translation to the tablet world remains a work in progress.

Price: \$599

**Samsung Galaxy Tab**

The Galaxy Tab is a beautiful 7-inch Android-based tablet with good media playback support and web access through both wi-fi and 3G. Includes dual cameras.

Price: \$400 (Sprint) or \$600 (T-Mobile), plus monthly data plan.

**Tegatech Tega v2**

A dual-boot tablet with a 10 inch touchscreen, the Tega v2 can be booted into Windows 7 or Android, so users can use Android-based apps or Windows programs as needed. Includes webcam. Also sold as the **Viewsonic Viewpad 10**.

Price: \$800

**Toshiba Libretto W105**

The Libretto has dual 7-inch touchscreens (similar to the Acer Iconia) that runs Windows 7. The dual monitors can work together to create one larger virtual screen.

Price: \$2,199.00

**Viewsonic Viewpad 7**

Android-based tablet with 7-inch screen, includes built-in support for Google Mobile Services (such as Google Voice and Gmail).

Price: \$565

**Viewsonic Viewpad 10**

See Tegatech Tega v2.

**Zenithink ePad**

A 10-inch Android-based tablet which includes 1080p video support.

Price: \$260

**Apple Store**  
1-800-MY-APPLE | Chat  
Search Store

Show iPad iPad

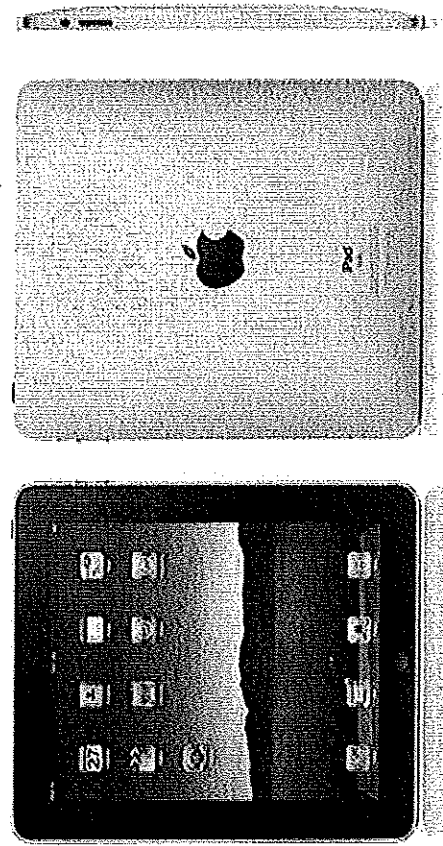
# iPad

A magical and revolutionary product at an unbelievable price.



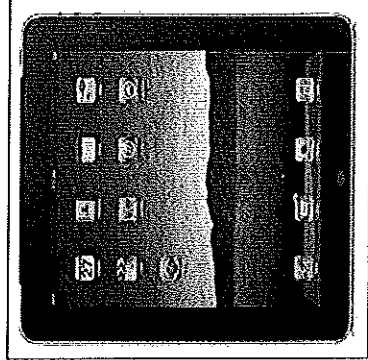
## Select your iPad.

- Wi-Fi**
- 16GB<sup>1</sup>** Ships: 7-10 business days Free Shipping \$499.00
- 32GB<sup>1</sup>** Ships: 7-10 business days Free Shipping \$599.00
- 64GB<sup>1</sup>** Ships: 7-10 business days Free Shipping \$699.00
- Wi-Fi + 3G** 3G data plan sold separately. Learn more
- 16GB<sup>1</sup>** Ships: 7-10 business days Free Shipping \$529.00
- 32GB<sup>1</sup>** Ships: 7-10 business days Free Shipping \$729.00
- 64GB<sup>1</sup>** Ships: 7-10 business days Free Shipping \$829.00



Wi-Fi | Wi-Fi + 3G

## Data Charges (Need for 3G)



## AT&T 3G Data Plans for iPad

Data per month	Price per month
250 MB	\$14.99
★ 2 GB	\$25.00





**PAPERLESS AGENDA INQUIRY FOR CITY COUNCIL MEMBERS**

City	Devices Offered to provide Council with paperless agenda packet	Who downloads the agenda packet to the equipment, staff or each councilmember?	Has Council adopted a policy for the use of electronic equipment during a public body meeting?	Did you realize cost savings associated with producing paperless agenda packets, specifically printing costs?	Did you realize cost savings related to staff time in assembling paperless agenda packets for your Council?	Is this experience satisfying? If not, what could you have done differently, if anything?
<b>Brentwood</b>	City issued laptops- most councilmembers do not use it. Use touch screens at the Council meetings so they do not need to bring any equipment with them.	Councilmembers are responsible for downloading their own agenda packets. Staff sends them a link when ready.	Not specifically for agenda packet.	Initial cost savings was paper costs, went from making 30 paper packets to 1	Huge time savings as it only needs to be uploaded once.	Process works very well and all staff members and members of the public also download the agenda packet.
<b>Buelton</b>	City issued laptop. Staff sends a broadcast email (below) and they click on the agenda and/or packet and download it (PDF format). <i>"The Joint CC/PC agenda and packet for the meeting of 7-22-10 are available on the City's website."</i>	Each councilmember downloads onto their City issued laptop. They also have City issued wireless units at home.	No.	Saving on printing/copying costs and spending on laptops/software. upgrades as needed.	Definitely less time to put together-absorbed two positions and am now doing Personnel in addition to CC duties.	Process works very well. Bookmark all agenda items and attachments so it's easy to move around. Secure the packet so no one can tamper with it. Because the agenda is built in Acrobat, it is completely searchable which is nice. It would be difficult to go back to paper packets at this point.
<b>Clayton</b>	Councilmembers use their own personal computers for use at meetings.	Each councilmember downloads onto their personal computer. CCO provides them the packet on a flash drive in case there are any problems.	No.	Yes.	Yes!!	Yes.
<b>Chico</b>	Not providing paperless agenda packets at this time.		Yes. See attached			

City	Devices Offered to provide Council with paperless agenda packet	Who downloads the agenda packet to the equipment, staff or each councilmember?	Has Council adopted a policy for the use of electronic equipment during a public body meeting?	Did you realize cost savings associated with producing paperless agenda packets, specifically printing costs?	Did you realize cost savings related to staff time in assembling paperless agenda packets for your Council?	Is this experience satisfying? If not, what could you have done differently, if anything?
<b>Downey</b>	Laptops provided at Council dais. Packets are downloaded to flash drives and provided to Councilmembers.	Assistant City Manager downloads the packets to the laptops located in the Chambers. Laptops do <u>not</u> have Internet access.	No.			
<b>Hollister</b>	Councilmembers use re-cycled City laptops or bring their own. CCO scans packet into Laserfiche, bookmarks the agenda packet, and burns it to CD's that are provided to Council and some staff.	Councilmembers.	No. Laptops do not have access to the Internet.	Yes	Yes. This method is much faster.	Absolutely. Took time to bring it forward but it was worth it.
<b>Huntington Beach</b>	City issued iPads. IT staff supports the equipment. iPads containing fully agenda packet are provided to Council prior to the meeting, and after the meeting, they are expected to leave them at the dais.	CCO staff. Agenda packets are heavily bookmarked. Ipad allows Councilmembers to take notes.	No, but in the works.	Yes	Yes	Just embarking on this journey but expect it to be very successful.

City	Devices Offered to provide Council with paperless agenda packet	Who downloads the agenda packet to the equipment, staff or each councilmember?	Has Council adopted a policy for the use of electronic equipment during a public body meeting?	Did you realize cost savings associated with producing paperless agenda packets, specifically printing costs?	Did you realize cost savings related to staff time in assembling paperless agenda packets for your Council?	Is this experience satisfying? If not, what could you have done differently, if anything?
Portola Valley	Laptops (first time at August 25 meeting). iPad is under consideration-still researching software requirements to support Ipad.	CCO emails link to Council and staff to the PDF file that contains the entire packet. Council brings the electronic packet (with notes) on a thumb drive and brings to Chambers to upload to their laptop prior to the meeting complete with notes. CC also uploads the packet to the laptop (minus individual notes). Note feature is available on the laptops in Council Chambers for Council to take notes during the meeting.	In the works.	Some monetary savings but more on paper and time savings.	Infancy stage of "paperless agenda packets." Undoubtedly will save time but won't be able to quantify until a few packets are produced.	Will report back at later date.
Redwood City			Yes. See Attached			
Sacramento	Netbooks, iPad, and portable laptops	Available on shared drive and Council Assistants capture for their councilmembers. Senior staff actually gets their own ePackets.	No. Rules are the same as any other communication.	Efficiency in citywide staff time is the bigger bang.	Time spent now is providing better product for all rather than just providing service for councilmembers (bookmarking/linking). See attachment	Very satisfying. Ongoing process that will continue to improve the product and digital delivery choices. Initiative went well.
Saratoga	City provides laptops for Council's use at the dais.	IT staff downloads packet on the laptops.	Yes See attachment	Yes	Yes	Very satisfying; however, required some adjusting on the part of several councilmembers that were not computer savvy.

City	Devices Offered to provide Council with paperless agenda packet	Who downloads the agenda packet to the equipment, staff or each councilmember?	Has Council adopted a policy for the use of electronic equipment during a public body meeting?	Did you realize cost savings associated with producing paperless agenda packets, specifically printing costs?	Did you realize cost savings related to staff time in assembling paperless agenda packets for your Council?	Is this experience satisfying? If not, what could you have done differently, if anything?
Watsonville	Sony EReaders since 5/09. Will be switching to iPads as soon as received from vendor.	City Clerk staff. CCO maintains control of the iPads.	No, but probably will.	See attached staff report to Council.	Yes. Able to eliminate 8 hours of duplication that it took the Admin. Assistant every other Friday.	Councilmembers do not like EReaders because they are small and black and white. CC has tested iPads and they are wonderful.

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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Engagement Letter With Ms. Linda Katsouleas  
**DATE:** December 20, 2010

### **BACKGROUND**

Ms. Linda Katsouleas was employed by the Placentia Library District in June 2008 as the Interim Library Director until the position was filled in September 2008.

Ms. Katsouleas has a strong public library services administrative background, including directorships at the Newport Beach Public Library and the Buena Park Library District. Her extensive knowledge of innovative and effective library management skills have served the Placentia Library District very well in 2008.

The Placentia Library District wishes to enter into an engagement with Ms. Katsouleas to provide administrative support during the Library Director's maternity leave.

Attachment A is the proposed Engagement Letter between the District and Ms. Katsouleas.

### **RECOMMENDATION**

Authorize the Library Director to sign the Agreement Letter between the Placentia Library District and Ms. Linda Katsouleas to provide Administrative Support.



# Linda Katsouleas

428 W. Malvern Avenue, Fullerton, CA 92832

1. The following information is intended to outline the services and limitations of services to be rendered by Linda Katsouleas (Consultant) to Placentia Library District (Client). Consultant agrees to provide a wide range of services dealing with professional library and business administration, governmental business matters including training and attendance of meetings. At all times, you as the client will determine the scope of the services and will be responsible for directing us in implementing all decisions. The Client will be responsible for providing all working materials needed to perform the services requested. The Client is solely responsible for accurate and timely submission of any and all documents to their respective organization (State, Federal, Grants et cetera). The Consultants does not at any time provide legal services of any type and the Client agrees that the Consultant has no responsibility to do so.
2. The Client acknowledges and agrees to pay for the professional services of the Consultant pursuant to the following current professional fee schedule:
  - Consulting at \$75.00 per hour
  - Reimbursement for materials, the Client will reimburse the Consultant at the actual cost of materials needed to perform the services as requested by the Client;
3. The Consultant shall provide the client with a monthly billing for services rendered and the client agrees to pay for services rendered during that period upon receipt of said billing.
4. In the event the client becomes delinquent in the payment of its obligation, the parties acknowledge that the Consultant shall have the right to suspend work on the account until the delinquency is brought current.
5. This engagement will begin upon the commencement of the Library Director's maternity leave and will cease upon the return of the Library Director.
6. Each party to this agreement reserves the right to terminate the agreement at any time by notifying the other party in writing at the address set forth herein. If the foregoing outline of our engagement and the manner of discharging our billings meets your approval, please sign and return the copy of this letter.

\_\_\_\_\_  
Linda Katsouleas, Consultant

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

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Print Name





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Computer Upgrades and Replacements  
**DATE:** December 20, 2010

**BACKGROUND**

The Placentia Library has a total of 38 computers for the public. Twenty-six of them require additional memory to run at an adequate speed of 2GB. The other 12 are in the computer lab and have been installed recently in September. They do not require additional memory.

Some staff computers require replacements due to its age and performance.

The estimated costs for the additional memory and replacements are:

- Additional memory for 26 public computers \$ 1,700
- Replacements for 11 staff computers \$ 7,700

The 2010-2011 approved budget included a \$8,400 allocations for computer replacements.

Fiscal Impact: \$9,400

**RECOMMENDATIONS**

Authorize additional memory to public PCs and replacements for staff as presented.



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Staff Development Day  
**DATE:** December 20, 2010

### **BACKGROUND**

A committee was formed to coordinate and organize a Staff Development Day for all library staff including substitutes. The committee members include:

- Katie Matas, Technical Services Librarian
- Toby Silberfarb, Library Services Assistant
- Beatrice Quintanar, Library Clerk

The committee met on November 14<sup>th</sup> and proposed a half-day session to be held on Friday, January 7, 2011 from 8am – 12noon. The topics include “What Do We Do?” and a budget discussion.

Fiscal Impact: \$50 for refreshments



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Linking Libraries to Help Haiti Project  
**DATE:** December 20, 2010

**BACKGROUND**

Joanne Hardy, Secretary for the Orange County Library Association, presented information about OCLA's Linking Libraries to Help Haiti Project. The purpose of the fundraising project is to support and donate money for Haitian library aide. OCLA's goal is to raise at least \$500.

OCLA is inviting local libraries to participate in this endeavor which will allow library users and staff the opportunity to donate 25 cents for a fabric link on which to write their name. Each link is joined to build each library's chain, and after four weeks, all libraries' chains will be connected.

OCLA will provide participating libraries with all the necessary materials to be used and is responsible for all follow-up and accounting. Publicity releases will include all participating libraries' names.

The fundraiser will run from January 12 – February 9, 2011.

Library managers and supervisors have discussed the project and have agreed to be a participating library of the Linking Libraries to Help Haiti Project.

Attachment A is the promotional flyer.



# HAITI'S KIDS NEED LIBRARIES TOO



## THEIR LIBRARY IS IN THE STREET!

After the earthquake damage to their buildings, they still struggle to serve children and teens by operating a lending system outside in the streets of their old neighborhoods!

**GIVE A QUARTER**



**ADD A LINK**



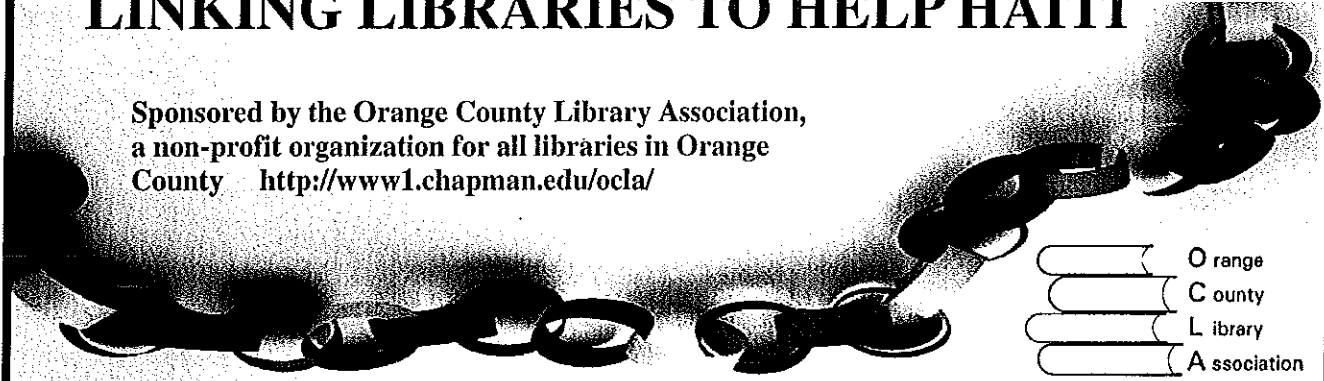
**BUILD A LIBRARY**

**Donate 25¢ from January 12—February 9**

Your **LINK** will help rebuild one community library in Port-au-Prince.

## LINKING LIBRARIES TO HELP HAITI

Sponsored by the Orange County Library Association,  
a non-profit organization for all libraries in Orange  
County <http://www1.chapman.edu/ocla/>



Orange  
County  
Library  
Association





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Candidate Nomination for the Local Agency Formation Commission (LAFCO)

**DATE:** December 20, 2010

**BACKGROUND**

The Independent Special Districts of Orange County (ISDOC) will be meeting on January 27, 2011 to vote on new board members for LAFCO. Candidates will also be given an opportunity to address the voting members of the committee.

Nominations are open and forms need to be submitted before January 14, 2011.

Attachment A is the letter from LAFCO's Executive Office, Joyce Crosthwaite and related documents regarding the nomination and election procedures.

**RECOMMENDATIONS:**

- 1) Determine which Library Board Trustees would be interested in serving on the LAFCO Board; and,
- 2) Authorize staff to submit nomination form.





LOCAL AGENCY FORMATION COMMISSION

ORANGE COUNTY

**DATE:** December 9, 2010

**TO:** Presiding Officers  
Independent Special Districts of Orange County (ISDOC)  
Special District Selection Committee

**FROM:** Joyce Crosthwaite, Executive Officer

**SUBJECT:** Independent Special Districts of Orange County (ISDOC)  
Selection Committee Meeting

CHAIR  
PETER HERZOG  
Councilmember  
City of Lake Forest

VICE CHAIR  
JOHN MOORLACH  
Supervisor  
2<sup>nd</sup> District

VICE CHAIR  
PETER HERZOG  
Councilmember  
City of Lake Forest

CHERYL BROTHERS  
Councilmember  
City of Fountain Valley

BILL CAMPBELL  
Supervisor  
3<sup>rd</sup> District

ARLENE SCHAFFER  
Director  
Costa Mesa  
Sanitary District

SUSAN WILSON  
Representative of  
General Public

JOHN WITHERS  
Director  
Irvine Ranch Water District

ALTERNATE  
PAT BATES  
Supervisor  
5<sup>th</sup> District

ALTERNATE  
PATSY MARSHALL  
Councilmember  
City of Buena Park

ALTERNATE  
DEREK J. MCGREGOR  
Representative of  
General Public

ALTERNATE  
CHARLEY WILSON  
Director  
Santa Margarita  
Water District

JOYCE CROSTHWAITE  
Executive Officer

A meeting of the **INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY (ISDOC) SELECTION COMMITTEE** has been called for:

- Thursday, January 27, 2011
- Municipal Water District of Orange County / Orange County Water District (Joint Board Room)
- 18700 Ward Street
- Fountain Valley, CA 92708

At this meeting, ballots will be distributed for the election of a Regular Special District Member to the Local Agency Formation Commission. The seat held by Commissioner Arlene Schaffer is now vacant.

The current alternate special district member is Commissioner Charles Wilson. If Commissioner Wilson decides to run for and is elected to the regular special district seat, the alternate seat will also be open. Commissioner Wilson is not required to resign the alternate position if he decides to run for the open regular position.

The Special District Selection Committee is made up of the presiding officer of each independent special district within Orange County. If you, as the presiding officer of your district, are unable to attend this meeting, Government Code §56332(b) provides that your board may designate one of its members to attend and vote in your place. Proof indicating board action for the designation (resolution or minute excerpt) must be provided to the LAFCO Executive Officer prior to balloting in accordance with the attached "Rules of Procedure."

## January 27, 2011 ISDOC Election for LAFCO

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Nominations will be accepted in advance of the election and a nomination form is also attached. Please complete the nomination form and return it to the LAFCO office at 12 Civic Center Plaza, Room 235, Santa Ana, CA 92701. Nominations can be sent to LAFCO through the mail, email or fax.

Nominations must be received by LAFCO no later than 3:00 p.m. on Friday, January 14, 2011. Nominations received will be included in the informational packet sent to each district prior to the election. In accordance with the committee's "Adopted Rules of Procedures" (attached), nominations from the floor will not be accepted.

Please attach a résumé or statement of qualifications for your nominee, a copy of which will also be included in the informational packet sent to each district prior to the election.

The January 27, 2011 ISDOC meeting will be called to order at 12:00 p.m., and candidates will be given an opportunity to address the voting members of the committee. Balloting will immediately follow. An agenda including candidate resumes and statements will be provided by mail prior to the meeting.

If you have any questions or concerns, please contact me at (714) 834-2556 or by email (jcrosthwaite@oclafco.org).

*Attachments: Nomination Forms  
Rules of Procedure*

## 2011 NOMINATION FORM

Candidates for the Local Agency Formation Commission (LAFCO)

**CANDIDATE INFORMATION FOR REGULAR SPECIAL DISTRICT MEMBER:**

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DISTRICT: \_\_\_\_\_

Check box if resume or statement of qualifications is attached.

**CANDIDATE INFORMATION FOR ALTERNATE SPECIAL DISTRICT MEMBER IF THE CURRENT ALTERNATE MEMBER IS ELECTED TO THE REGULAR MEMBER POSITION:**

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DISTRICT: \_\_\_\_\_

Check box if resume or statement of qualifications is attached.

**SPECIAL DISTRICT SELECTION COMMITTEE MEMBER SUBMITTING NOMINATION**  
*(Must be the presiding officer or a designated alternate board member.)*

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DISTRICT: \_\_\_\_\_

*Nominations must be submitted to LAFCO prior to 3:00 p.m. on Friday, January 14, 2011. Nominations received will be included in the information packet sent to each district prior to the election.*

**Return completed forms to:**

Angela Rigdon  
Orange County LAFCO  
12 Civic Center Plaza, Room 235  
Santa Ana, CA 92701

INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE

*RULES OF PROCEDURE*  
adopted February 10, 1994

A. Registration

Each member of the Selection Committee shall be entitled to one vote for each independent special district of which he or she is the presiding officer (or alternate board member selected by the district's board). Each member shall provide written authorization (such as resolution or minute excerpt) at the time of registration.

Each voting member shall register and sign a declaration of qualification. The member will then be given ballots and other voting materials.

B. Quorum

Members representing a majority of the eligible districts shall constitute a quorum. Before calling the meeting to order, the chair shall verify that a quorum has registered and is present.

C. Nomination

Independent special districts may submit nominations for the regular member positions and the alternate position. Such Nominations shall be submitted on forms to be prepared by the Executive Officer and may be accompanied by resumes [and other written material] if desired. ALL NOMINATION FORMS MUST BE RECEIVED BY THE EXECUTIVE OFFICER ON OR BEFORE 5:00 P.M. ON THE 10TH DAY PRIOR TO THE DATE OF THE ELECTION MEETING. The Executive Officer will distribute a copy of the nominations and accompanying materials to each member at least five (5) days prior to the date of the election meeting.

D. Voting

Voting shall be conducted separately for each position. A candidate must receive a majority of the votes cast in order to be elected. In the event no candidate receives a



majority, run-off balloting shall be conducted between the two candidates receiving the highest number of votes. In the case of a tie in the second highest total, the tied candidates will all be included in the runoff. Balloting will continue until one candidate receives at least a majority of the votes cast.

The above process shall be conducted to elect the first regular member from among all regular member nominees.

To elect the second regular member, the above process will then be repeated among all remaining nominees for the regular member positions.

The above process will then be followed to elect the alternate member from the alternate member nominees.

E. Selection of Terms

The candidates elected for the two regular member positions shall draw lots for the four-year term and the two-year term.





Division One, the communities of:  
Brea, Buena Park, La Habra,  
La Palma, Placentia and  
Yorba Linda

**Brett R. Barbre**  
Director, Division One

Post Office Box 1193 ♦ Yorba Linda, CA 92885-1193

Phone: 714-396-1350 ♦ Fax: 714-779-2746

Web: [www.mwdoc.com](http://www.mwdoc.com) ♦ E-Mail: [brbarbre@mwdoc.com](mailto:brbarbre@mwdoc.com)



12/8/2010

Name: CHERYL BROTHERS  
Occupation: Retired / Community Volunteer

Elected or appointed positions:

1987 – 1996 Fountain Valley Community Services Commission  
1992/93 Orange County Grand Jury  
1994 – Present Grand Jurors Association of Orange County Board of Directors  
1996 – 2002 Fountain Valley Planning Commission  
Chair 3 times  
2002 – 2006 Fountain Valley City Council  
2006 – 2010 Mayor 2006  
Legislative Committee  
Mayor Pro Tem 2010  
2003 – 2010 Public Cable Television Authority  
2009 Chair  
2005 – Present Orange County Vector Control Board of Directors  
2008 – 2010 Orange County Local Area Formation Commission  
2009 Appointed CALAFCO board member  
2010 – 12/ 2010 re-elected to CALAFCO board by Southern Region  
2010 Key participant in formation of alternative LAFCO organization that led to CALAFCO regional representation – Coalition of California LAFCOs  
2006 – 2010 Orange County Council of Governments Member  
2008 & 2009 Chair  
2006 – 2010 League of California Cities Policy Committees:  
Administrative Services / & Employee Relations  
2006 – 2010 League of California Cities, Orange County Division Board of Directors  
Several elected positions leading to - 2010/11 President  
Legislative Action Committee  
2007 – 2010 Orange County Waste & Recycling Commission  
2010 Chair



**Ed Royce**  
*Member of Congress*

December 10, 2010

The Honorable Cheryl Brothers  
10064 Sun Circle  
Fountain Valley, CA 92708

Dear Cheryl,

It is with great enthusiasm that I endorse your candidacy for Orange County LAFCO. I believe your past membership on LAFCO coupled with the breath of experience you have attained through years of public service, make you uniquely qualified to represent Orange County's Special Districts in this capacity.

I note that in addition to your years of volunteerism in the community, the residents of Fountain Valley and throughout Orange County have benefitted by your service on numerous elective and appointed positions.

Your qualifications and past experience speak for themselves... planning commissioner, Councilmember, Mayor, Grand Juror, Supervisorial Aide, Orange County Vector Control Board Member and the 2010 Chair of the Orange County Waste Recycling Commission.

I wish you the very best in your latest endeavor and trust that members of Orange County's Special Districts will have the wisdom to select you to this important post.

Sincerely,



Ed Royce  
U.S. Representative

POST OFFICE BOX 2525 • ORANGE, CA 92859 • (714) 634-2340

PAID FOR AND AUTHORIZED BY THE ROYCE CAMPAIGN COMMITTEE • ID# C-00200865



# CHERYL BROTHERS

Retired / Community Volunteer

## Elected or appointed positions:

- 2005 - Present Orange County Vector Control Board of Directors
- 2008 - 2010 Orange County Local Area Formation Commission
- 2009 - Present Appointed CALAFCO board member
- 2002 - 2006 Fountain Valley City Council
- 2006 - 2010 Mayor 2006  
Mayor Pro Tem 2010
- 1996 - 2002 Fountain Valley Planning Commission
- 1992/93 Orange County Grand Jury
- 1994 - Present Grand Jurors Association of Orange County Board of Directors  
Chair 3 times
- 2003 - 2010 Public Cable Television Authority  
2009 Chair
- 2007 - 2010 Orange County Waste & Recycling Commission  
2010 Chair
- 2006 - 2010 League of California Cities, Orange County Division Board of Directors  
Several elected positions leading to - 2010/11 President
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- 2003 - 2010 Public Cable Television Authority  
2009 Chair
- 1987 - 1996 Fountain Valley Community Services Commission





CHERYL BROTHERS, TRUSTEE  
Orange County Vector Control District

December 17, 2010

The Honorable Al Shkoler  
President  
Placentia Library District of Orange County  
1120 Cypress Point Dr.  
Placentia, CA 92870

*Al -  
I look forward to  
seeing you at your  
next meeting*

Dear Al,

I am honored to have been nominated unanimously by the Orange County Vector Control Board (OCVCB) for the open seat on the Orange County LAFCO Board (OC LAFCO) as one of two REGULAR members representing Special Districts. This nominating body represents cities from all across the county – north to south, east to west.

For the past three years I served on LAFCO as a city representative and was honored that my colleagues on OC LAFCO appointed me to the CAL-LAFCO Board. They recognized my breadth of experience which includes my service on the Orange County Grand Jury, over 6 years on a Special District Board of Trustees, 9 years on a City Parks & Recreation Commission, 6 years on a City Planning Commission, 8 years as an elected member of the Fountain Valley City Council, and over 6 years working for two members of the Orange County Board of Supervisors.

There are 27 Special Districts in Orange County, and they range from water to sanitary; cemetery to community services; vector control to storm water; library to recreation and parks. One of the Special District REGULAR members is a South County water agency representative. If my opponent were to be elected, both special district LAFCO seats would be filled by members of South Orange County Water Districts. I believe that our Special District representation would benefit from better balance.

I have experience at all levels of local government and have a near perfect attendance record while on OC LAFCO. I have no conflicts – time or business – that would hamper my ability to properly represent all Special Districts in Orange County.

The time frame for this election is quite short – nominations are due January 14th and the election will be held January 27th. I will be seeking your Board's support in this endeavor and look forward to meeting with you.

I have enclosed my biography for your review. Please feel free to contact me by phone at (714) 315-1403 or via e-mail [cherylbrots@aol.com](mailto:cherylbrots@aol.com) if you have any questions.

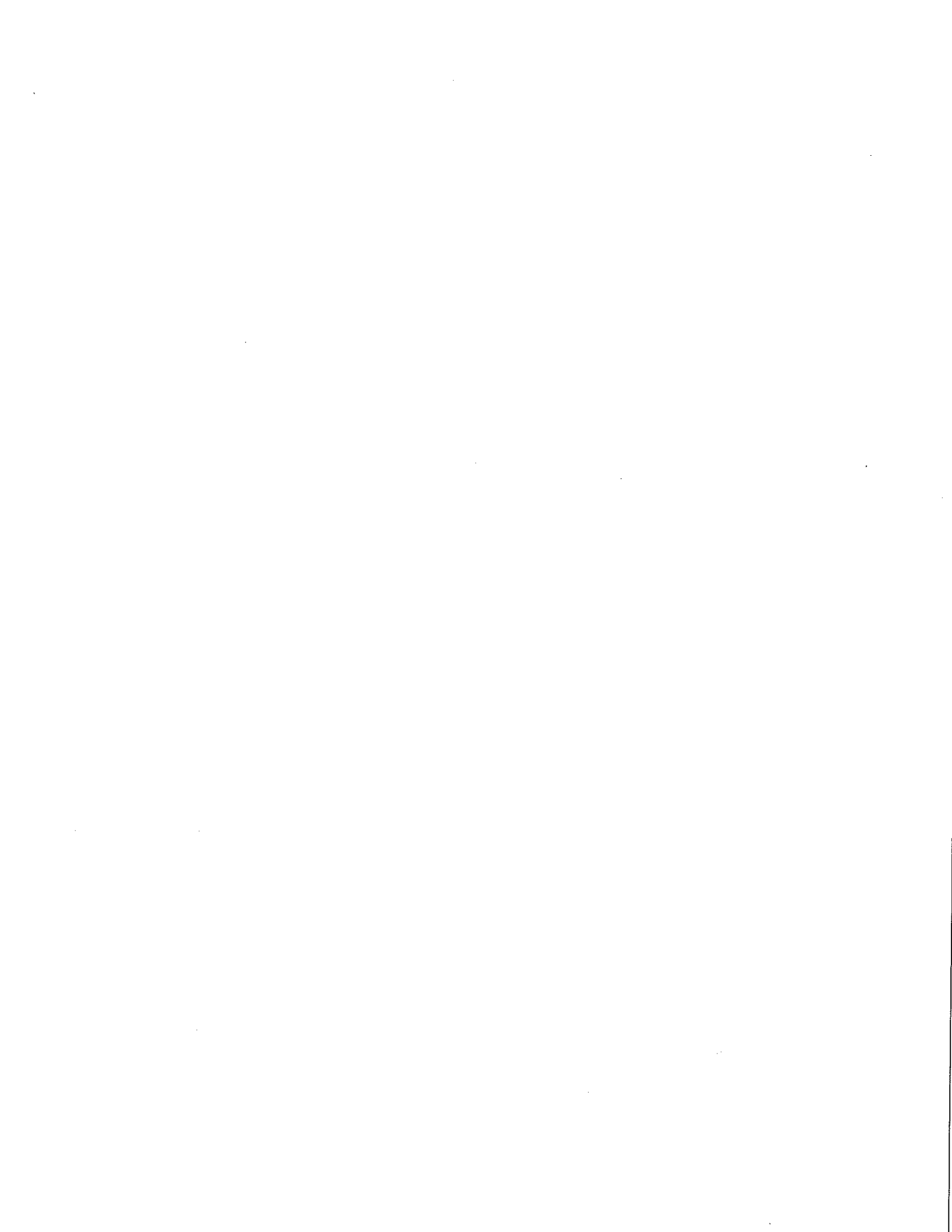
Thank you and I look forward to working with you on this and many other issues in the future.

Very truly yours,

*Cheryl Brothers*

Cheryl Brothers, Trustee  
Orange County Vector Control District

*not paid for at  
taxpayer expense*



# CHERYL BROTHERS

Retired / Community Volunteer

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2009 Chair
- 1987 - 1996 Fountain Valley Community Services Commission



# 2011 NOMINATION FORM

Candidates for the Local Agency Formation Commission (LAFCO)

<b>CANDIDATE INFORMATION FOR <u>REGULAR</u> SPECIAL DISTRICT MEMBER:</b>	
NAME:	_____
TITLE:	_____
DISTRICT:	_____
<input type="checkbox"/> Check box if resume or statement of qualifications is attached.	
<b>CANDIDATE INFORMATION FOR <u>ALTERNATE</u> SPECIAL DISTRICT MEMBER IF THE CURRENT ALTERNATE MEMBER IS ELECTED TO THE REGULAR MEMBER POSITION:</b>	
NAME:	_____
TITLE:	_____
DISTRICT:	_____
<input type="checkbox"/> Check box if resume or statement of qualifications is attached.	

**SPECIAL DISTRICT SELECTION COMMITTEE MEMBER SUBMITTING NOMINATION**  
*(Must be the presiding officer or a designated alternate board member.)*

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DISTRICT: \_\_\_\_\_

*Nominations must be submitted to LAFCO prior to 3:00 p.m. on Friday, January 14, 2011. Nominations received will be included in the information packet sent to each district prior to the election.*

**Return completed forms to:**

Angela Rigdon  
Orange County LAFCO  
12 Civic Center Plaza, Room 235  
Santa Ana, CA 92701

