



Board of Trustees

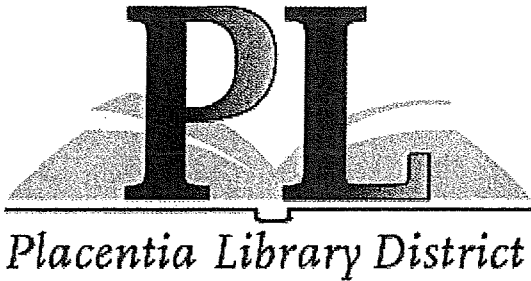
Regular Meeting

January 17, 2011

6:30 P.M.

**Placentia Library
Meeting Room**

Reference



AGENDA






PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Monday, January 17, 2011
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 December 20, 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 December 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 December 2010 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for December 2010. (Receive & File)
15. Acquisitions Report for December 2010. (Receive & File)
16. Entrepreneurial Activities Report for December 2010. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

17. Personnel Report for December 2010. (Receive, File, and Ratify Appointments)
18. Circulation Report for December 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 December 2010.
21. Library Services Manager's Report for December 2010. (No report due to vacancy).
22. Children's Services Report for December 2010.
23. Literacy / Volunteer Services Report for December 2010.
24. Reference and Adult Services Report for December 2010.
25. Local History Room Report for December 2010.
26. Placentia Library Web Site & Technology Report for December 2010.

CONTINUING BUSINESS

27. Employee of the Quarter Award
Presentation: President Wood
28. Candidate Nomination for the Local Agency Formation Commission (LAFCO)
Presentation: Library Director
Recommendations: 1) Select a candidate to serve as a Regular Special District Member to LAFCO.

2) Authorize the Library Director to submit the ballot on behalf of the Placentia Library District.

NEW BUSINESS

29. Public Agency Retirement Services (PARS) Presentation
Presentation: Veronica Martinez and Dennis Yu of PARS, and Ahmed Khatib of Highmark Capital Management
Recommendation: Action to be determined by the Library Board of Trustees.
30. Partnership with the Placentia Yorba Linda Arts Association
Presentation: Library Director
Recommendation: Authorize the Placentia Library District to enter into a partnership with the Placentia Yorba Linda Arts Association to provide artwork for the library as specified in Attachment A.
31. Travel Authorizations: Special District Leadership Academy on February 24, 25, April 1 and 14, 2011 in Ontario.
Presentation: Library Director

Recommendation: 1) Determine which Library Board Trustees would like to attend the Special District Leadership Academy on February 24 and 25; and April 1 and 14, 2011 in Ontario.
2) Authorize travel expenses for \$800 per Trustee for the Special District Leadership Academy to be drawn from the general fund.

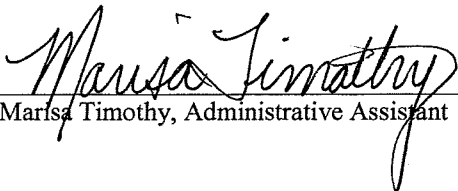
32. Travel Authorizations: How to Be an Effective Board Member on January 27, 2011 in Riverside.
Presentation: Library Director
Recommendation: 1) Determine which Library Board Trustees would like to attend the How to Be an Effective Board Member workshop on January 27, 2011 in Riverside.
2) Authorize travel expenses for \$225 per Trustee for the How to Be an Effective Board Member workshop on January 27, 2011 in Riverside.
33. Update on the Circulation Supervisor Recruitment
Presentation: Human Resources/Finance Analyst
34. Naming of Children's Department in Honor of Dixie Shaw
Presentation: Library Director
Recommendation: Action to be determined by the Library Board of Trustees.
35. Discussion on the Placentia Library District's Infrastructure Needs
Presentation: Library Director
Recommendation: Action to be determined by the Library Board of Trustees.

ADJOURNMENT

36. Agenda Preparation for the February Regular Date Meeting which will be held on Monday, February 28, 2011 unless re-scheduled by the Library Board of Trustees.
37. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
38. Adjourn

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

I, Marisa Timothy, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the January 17, 2011 Meeting of the Library Board of Trustees of the Placentia Library District was posted on January 13, 2011.


Marisa Timothy, Administrative Assistant

PLACENTIA LIBRARY BOARD MEETING CALENDAR

January 2011 – December 2011

MONTH	DATE	TIME	LOCATION
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

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
December 20, 2010

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on December 20, 2010 at 6:32 P.M.

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

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra (departed at 7:11pm/returned at 7:16pm), Marisa Timothy; Placentia Library Friends Foundation (PLFF) President Brenda Benner; Brett Barbre representing Cheryl Brothers.

ADOPTION OF AGENDA It was moved by Trustee Escobosa and seconded by Trustee Wood to adopt the agenda as presented:

AYES: Shkoler, DeVecchio, Turner, Wood

NOES: None

ABSTAIN: None

ABSENT: Escobosa

ORAL COMMUNICATION Brett Barbre from North Orange County addressed the Board regarding Cheryl Brothers who is campaigning for a seat on the LAFCO Board. He presented her experience and qualifications for the position.

TRUSTEE REPORTS President Shkoler reported that he attended the Citizen of the Year Breakfast where Mary Castner and Bill Zavala were named the citizens of the year. He also attended a Chamber mixer that announced the candidates for Miss Placentia-Yorba Linda and Outstanding Teen. He was at the OC Alliance for the Arts gathering that Librarian Lori Worden and PLFF member Carol Fizzard also attended. The need for local organizations to supplement school programs was identified at the gathering. He attended the Tamale Festival where the Library had a booth with information and handouts. He also came to the Celtic Christmas program at the Library that attracted over 110 patrons. He also stated that after twelve years of service as the Board President, he felt it was time for a change. (Item 5)

Secretary DeVecchio reported his participation in interviews with the Miss Placentia-Yorba Linda candidates. At the Library, he attended the Children's Christmas program, and the Celtic Christmas program. In the community he attended an event at the Bradford House as well as a holiday meal gathering at the Presbyterian Church.

Trustee Escobosa reported her attendance at the farewell reception for Roger Hiles and a Chamber mixer event.

Trustee Turner reported her attendance at the Placentia Tree Lighting event, the Celtic Christmas program at the Library, the Citizen of the Year

Breakfast and the PLFF monthly meeting held at the home of Carol Fizzard.

Trustee Wood reported her attendance at the farewell reception for Roger Hiles and the Tamale Fest where HIS House also had a booth. She also attended the Baby Shower for Library staff and thank you lunch that followed. Library programs she attended included the Celtic Christmas program and the Teen Café gathering. (Item 6)

PLFF REPORT

PLFF President Brenda Benner announced the Citizen of the Year, Mary Castner, who she is proud of as a fellow member of the Placentia Round Table Women’s Club. The PLFF December meeting was held at the home of Carol Fizzard in the spirit of the holidays. PLFF membership is now at nearly 200; Brenda believes there should be more participants from the community. She announced that Barbara Hemmerling will be returning to the Board and Rose Mary Hefner would like to join as well. Discussion was made regarding the mailing list for the Quarterly and other PLFF mailings. (Item 7)

CONSENT CALENDAR

It was moved by Trustee Turner 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 November 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 November 2010 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for November 2010 (Item 14)

Acquisitions Report for November 2010 (Item 15)

Entrepreneurial Activities Report for November 2010 (Item 16)

GENERAL CONSENT

Personnel Report for November 2010 (Item 17)

Circulation Report for November 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 November 2010 (Item 20)

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

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

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

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

Local History Room Report for November 2010 (Item 25)

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

**CONTINUING
BUSINESS**

PLD POLICIES #2020,
#2050, #2060, #2070,
#2110

Library Director Contreras presented the recommended change to Placentia Library District (PLD) Policies #2020, #2050, #2060, #2070, and #2110 to remove "probationary" for consistency of all benefits-related policies. She reviewed that the same change was made to PLD Policy #2040 – Sick Leave at the November 16, 2009 Library Board of Trustees Meeting. Copies of the policies were requested and provided for the Board to view. It was moved by Trustee Wood and seconded by Secretary DeVecchio to approve the recommended changes of PLD Policies #2020 – Vacations, #2050 – Bereavement Leave, #2060 – Jury Duty, #2070 – Continuity of Service, and #2110 – Health and Welfare Benefits as presented: (Item 27)

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood

NOES: None

ABSTAIN: None

ABSENT: None

**NEW
BUSINESS**

ELECTION OF BOARD
OFFICERS

Library Director Contreras listed the board positions to be elected and the current incumbents. Secretary DeVecchio nominated Trustee Wood to serve as Board President. Trustee Turner seconded the motion. Trustee Escobosa re-nominated President Shkoler. There was no second motion. Trustee Wood nominated Secretary DeVecchio to serve as Board Secretary. Trustee Turner seconded the motion. President Shkoler confirmed the nomination of Trustee Gaeten Wood to the Board President position and Secretary Richard DeVecchio to the Board Secretary position. (Item 28).

APPOINTMENT OF
LIBRARY BOARD
REPRESENTATIVES

President Wood listed the current board representatives of various organizations. Discussion was made regarding commitments and interests in serving. President Wood confirmed that Trustee Turner would serve as the LAFCO representative and Secretary DeVecchio as the LAFCO alternate representative; Trustee Shkoler would serve as the representative to the Orange County Council of Governments; Trustee Turner would serve as representative to PLFF; and Trustee Escobosa would serve as the representative to the Placentia Community Network with Secretary DeVecchio as the alternate representative. (Item 29)

ADOTION OF
RESOLUTION 11-06
BOARD OF TRUSTEES
REGULAR MEETING
DATES

Library Director Contreras presented the proposed Board of Trustees Regular Meeting dates for 2011. It was moved by Trustee Escobosa and seconded by Trustee Shkoler to approve the proposed dates: (Item 30)

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

It was moved by Trustee Shkoler and seconded by Trustee Turner to read Resolution 11-06 by title only.

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

The resolution was read by title only by the recorder. It was moved by Trustee Shkoler and seconded by Secretary DeVecchio to adopt 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 Calendar by a roll call vote: (Item 30)

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

AGENDA MATERIAL –
ELECTRONIC OPTION

Library Director Contreras presented information including cost analysis of going with a paperless, electronic option for distribution of Board of Trustees meeting agenda and materials. Discussion was made regarding the equipment and technical requirements of the format as well as the ease of use. It was moved by Trustee Shkoler and seconded by Trustee Turner to 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: (Item 31)

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

President Wood confirmed that action to adopt a common tablet platform for such use would be tabled until further information is reviewed. (Item 31)

ENGAGEMENT LETTER
WITH MS. LINDA
KATSOULEAS

Library Director Contreras presented an Agreement Letter from Linda Katsouleas for administrative support during the Library Director's maternity leave. She explained that she would be paid as a consultant at the rate of \$75 per hour for an estimated five weeks. Discussion was made regarding Management and Information technology (IT) needs. It was moved by Trustee Turner and seconded by Trustee Escobosa to authorize the Library Director to sign the Agreement Letter between the Placentia Library District and Ms. Linda Katsouleas to provide administrative support: (Item 32)

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

**COMPUTER
UPGRADES AND
REPLACEMENTS**

Library Director Contreras explained the need for replacement of staff computers and additional memory for the public computers. It was confirmed that a total number of thirteen new computers are needed at an estimated cost of \$10,000. It was moved by Secretary DeVecchio and seconded by Trustee Shkoler to authorize the purchase of additional memory for public computers and replacements for staff computers as presented: (Item 33)

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

**STAFF DEVELOPMENT
DAY**

Library Director Contreras explained the plans for the upcoming Staff Development Day to be held on Friday, January 7th from 8am to 12pm. Trustee Shkoler requested that the cost of the event including paid time for staff to attend be tracked. In addition, President Wood requested that the expectations of the meeting be defined and the results reported back to the Board. It was moved by Trustee Escobosa and seconded by Trustee Shkoler to authorize the Library Director to conduct the Staff development Day as presented and in consideration of stated requests: (Item 34)

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

**LINKING LIBRARIES TO
HELP HAITI PROJECT**

Library Director Contreras presented information on the Linking Libraries to Help Haiti Project that was provided by Joanne Hardy, Secretary for the Orange County Library Association, sponsors of the fundraising event. It was moved by Trustee Turner and seconded by Trustee Shkoler to authorize the Library's participation in the project: (Item 35)

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

**CANDIDATE
NOMINATION FOR
LAFCO**

It was determined that none of the Library Board Trustees were interested in serving on the LAFCO Board. Guest Brett Barbe requested that the Board nominate an outside candidate. As President Wood clarified that was not an agenda item, no action was taken.

**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 December 20, 2010 adjourned at 8:09 P.M.

NEXT MEETING

The next meeting will be on January 17, 2011 at 6:30 P.M.

Richard DeVecchio
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Summary of Non-standard Claims for December 2010
DATE: January 17, 2011

TYPE	DATE	CLAIM #	AMOUNT
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NONE

TOTAL **\$0**

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Summary of Claims Forwarded by the Library Director & Trustees
DATE: January 17, 2011

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	12/29/10	5349	\$21,918.52
	12/29/10	5350	\$ 1,045.41
	01/04/11	5351	\$11,055.47
		TOTAL	\$34,019.40

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Current Claims and Payroll
DATE: January 17, 2011

Current Claims

TYPE	DATE	CLAIM #	AMOUNT
707	1/17/11	5352	\$10,307.52

Subtotal for Claims *\$10,307.52*

Payroll

On Demand Wire	1/24/11	17	\$40,000.00
	2/07/11	18	\$40,000.00
	2/18/11	19	\$40,000.00

Subtotal for Payroll *\$120,000.00*

**TOTAL
CURRENT CLAIMS &
PAYROLL** **\$130,307.52**

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 01/17/11
REPORT NO: 5352

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
VC5764 Union Bank of California PARS #6746022400 Union Bank of California - PARS Trustee PO Box 85292 San Diego CA 92186-5292	01-03-11 6746022400	0200			\$ 5,944.47		
VC5048 Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814-2865	01-01-11 0005649-IN	0309			\$ 600.60		
	01-01-11 0005649-IN	0308			\$ 1,256.95		
	01-01-11 0005649-IN	0310			\$ 310.96		
	01-01-11 0005649-IN	1900			\$ 56.62		
	01-01-11 0005649-IN	0319			\$ 229.19		
					\$ 2,454.32		
VC7820 Robert Housley 4085 Larwin Avenue Cypress, CA 90630	01-12-11 2011-12PLD	1900	0742		\$ 180.00		
VC9882 Diego Pirona 2411 W. Whittier Blvd. La Habra, CA 90631	01-05-11 01-05-11	4200			\$ 810.00		
(needs vendor#) Gallery System Art Displays, Inc. 345 Linden Street Wellesley, MA 02481	01-05-11 15698	4200			\$ 297.00		
VC0089-10 Placentia Disposal #676 PO Box 78829 Phoenix, AZ 85062-8829	12-21-10 0676-000628301	1001			\$ 166.56		
VC6003 Golden State Water Company PO Box 9016 San Dimas CA 91773-9016	12-21-10 312083-9	2803			\$ 455.17		
TOTAL REMITTANCE:					\$ 10,307.52		
The claims listed above (totaling \$10,307.52) 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: 01/17/11
REPORT NO: 17

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	*01-24-11 Payroll #17	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 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: 01/17/11
REPORT NO: 18

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

The County Auditor is authorized to draw these checks from:

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	*02-7-11 Payroll #18	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 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: 01/17/11
REPORT NO: 19

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	*02-18-11 Payroll #19	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 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:






PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: **Financial Reports through December 2010 for the Placentia Library District
Accounts on Deposit with the Orange County Treasurer and the Placentia Library
District General Ledger**
DATE: January 17, 2011

Summary of Cash and Investments as of December 31, 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	1,419,527.63
Cash with Orange County Treasurer Fund 708	11,941.06
General Fund Checking – Bank of the West	84,409.56
General Fund Savings – Bank of the West	259,824.65
Payroll Checking – Wells Fargo Bank	105,415.19
Total Cash and Investments	2,079,859.81

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
 December 31, 2010

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	1,668,964	925,449	743,515	55.5%
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	10,214	4,407	69.9%
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%
REVENUE FROM USE OF MONEY & PROP'Y						
6610		Interest	8,456	3,092	5,364	36.6%
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	12,476	2,305	10,171	18.5%
6970		State - Other	18,844	4,080	14,764	21.6%
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)	30,000	21,623	8,377	72.1%
		Passports	62,800	34,731	28,069	55.3%
		DVD Rental	4,000	3,522	478	88.1%
		Meeting Room	4,000	3,635	365	90.9%
		Test Proctor	0	950	0	100%
		FY 09/10 Funds Available	262,713			
TOTAL REVENUES FY 10/11:			2,160,178	1,061,275		49.1%
MISCELLANEOUS REVENUES (Restricted)						
		Impact Fees	0	23,952	0	100.0%
		Emergency Payroll	0	26,562	0	100.0%
		City of Placentia Tax Sharing Agreement	0	3,896	0	100.0%

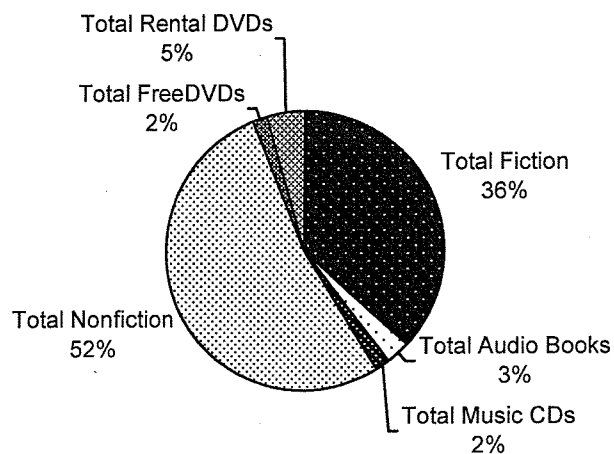
PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
December 31, 2010

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,080,094	486,753	0.45	\$593,341
0200	Retirement	77,295	33,147	0.43	\$44,148
0301	Unemployment Insurance	6,000	464	0.08	\$5,536
0306	Health Insurance	106,622	53,932	0.51	\$52,690
306	Employee Assistance Program	787	369	0.47	\$418
0308	Dental Insurance	15,274	7,451	0.49	\$7,823
0309	Life Insurance	8,324	3,964	0.48	\$4,360
0310	AD & D Insurance	4,737	2,147	0.45	\$2,590
0319	Vision Insurance	2,486	1,318	0.53	\$1,168
0350	Workers' Compensation Insurance	10,000	2,842	0.28	\$7,158
	TOTAL	\$1,311,619	\$592,387	0.45	\$719,232
SERVICES & SUPPLIES					
0700	Communications	17,000	2,757	0.16	\$14,243
0900	Food	1,000	357	0.36	\$643
1000	Household Expenses	8,000	6,893	0.86	\$1,107
1100	Library Insurance	15,000	11,291	0.75	\$3,709
1300	Maintenance, Equipment	25,000	13,306	0.53	\$11,695
1400	Maintenance, Buildings & Improvements	65,000	8,555	0.13	\$56,445
1600	Memberships	4,700	4,483	0.95	\$217
1800	Office Expenses	35,000	12,506	0.36	\$22,494
1803	Postage	5,000	1,758	0.35	\$3,242
1900	Prof./Specialized Services	149,100	34,938	0.23	\$114,162
1912	Investment Administrative Fees	1,500	547	0.36	\$953
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	52,192	0.35	\$97,808
2600	Transportation & Travel	2,000	0	0.00	\$2,000
2700	Meetings	6,500	3,915	0.60	\$2,585
2800	Utilities	85,000	44,370	0.52	\$40,630
	TOTAL	\$606,800	\$233,793	0.39	\$373,007
OTHER CHARGES					
3700	Taxes and Assessments	\$7,000	\$6,187	0.88	\$813
	OPERATING EXPENSES	\$1,918,419	\$832,367	0.43	\$1,086,052
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$10,000	\$1,278	0.13	\$8,722
4200	Structures/Improvements	100,000	\$32,879	0.00	\$67,121
5200	Contingency Funds	\$124,759	\$0	0.00	\$124,759
	TOTAL	\$234,759	\$1,278	0.01	\$200,602
TOTAL BUDGET (Fund 707)					
		\$2,160,178	\$833,646	0.39	\$1,326,532
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 DEC. 2010

	<u>Amount</u>	<u>Titles</u>	<u>Volumes</u>
Total Fiction	\$25,935	1,701	2,121
Total Non-Fiction	\$37,472	1,277	2,105
Total Music CDs	\$1,122	65	66
Total Audio Books	\$1,995	61	61
Total Free DVDs	\$1,136	50	56
<u>Total Rental DVDs</u>	<u>\$3,226</u>	<u>91</u>	<u>115</u>
TOTAL MATERIALS	\$70,887	3245	4524



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

ACQUISITIONS REPORT FOR FISCAL YEAR 2010-2011 THROUGH THE MONTH OF DECEMBER 2010
Prepared by Katie Matias, Acquisitions Librarian

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$5,923	307	332	\$164	3	15	\$6,088	310	347	\$757	27	28	\$6,845	337	375
Adult Non-Fiction	\$14,665	677	681	\$240	11	16	\$14,905	688	697	\$50	2	2	\$14,955	690	699
Adult Reference	\$461	7	7	\$0	0	0	\$461	7	7	\$0	0	0	\$461	7	7
Adult magazines	\$4,915	97	871	\$0	0	0	\$4,915	97	871	\$0	0	0	\$4,915	97	871
Adult on-line databases	\$6,940	1	0	\$0	0	0	\$6,940	1	0	\$0	0	0	\$6,940	1	0
Total Adult Non-Fiction	\$26,981	782	1559	\$240	11	16	\$27,221	793	1575	\$50	2	2	\$27,271	795	1577
TOTAL ADULT PRINT MATERIALS	\$32,904	1089	1891	\$405	14	31	\$33,309	1103	1922	\$807	29	30	\$34,116	1132	1952
Adult Music CDs	\$1,080	63	63	\$0	0	0	\$1,080	63	63	\$398	24	24	\$1,478	87	87
Adult Audio Books	\$1,477	37	37	\$0	0	0	\$1,477	37	37	\$25	1	1	\$1,502	38	38
Adult Free DVDs	\$178	6	6	\$0	0	0	\$178	6	6	\$0	0	0	\$178	6	6
Adult Rental DVDs	\$2,026	76	76	\$0	0	0	\$2,026	76	76	\$200	11	11	\$2,226	87	87
TOTAL ADULT NON-PRINT MATERIALS	\$4,761	182	182	\$0	0	0	\$4,761	182	182	\$623	36	36	\$5,384	218	218
TOTAL ADULT MATERIALS	\$37,665	1271	2073	\$405	14	31	\$38,070	1,285	2,104	\$1,430	65	66	\$39,500	1,350	2,170
Juvenile Fiction	\$13,883	928	1,318	\$0	0	0	\$13,883	928	1,318	\$677	45	49	\$14,560	973	1,367
Young Adult Fiction	\$6,129	466	471	\$0	0	0	\$6,129	466	471	\$213	13	13	\$6,342	479	484
Total Juvenile Fiction	\$20,012	1,394	1,789	\$0	0	0	\$20,012	1,394	1,789	\$890	58	62	\$20,901	1,452	1,851
Juvenile Non-Fiction	\$8,417	430	443	\$0	0	0	\$8,417	430	443	\$50	3	3	\$8,467	433	446
Young Adult Non-Fiction	\$1,012	47	47	\$0	0	0	\$1,012	47	47	\$40	2	2	\$1,052	49	49
Juvenile Reference	\$66	2	2	\$366	22	22	\$432	24	24	\$0	0	0	\$432	24	24
Juvenile Magazines	\$597	15	54	\$0	0	0	\$597	15	54	\$0	0	0	\$597	15	54
Juvenile on-line databases	\$399	1	0	\$0	0	0	\$399	1	0	\$0	0	0	\$399	1	0
Total Juvenile Non-Fiction	\$10,491	495	546	\$366	22	22	\$10,857	517	568	\$90	5	5	\$10,947	522	573
TOTAL JUVENILE PRINT MATERIALS	\$30,503	1,889	2,335	\$366	22	22	\$30,869	1,911	2,357	\$980	63	67	\$31,849	1,974	2,424
Juvenile Music CDs	\$42	2	3	\$0	0	0	\$42	2	3	\$20	1	1	\$62	3	4
Juvenile Audio Books	\$518	24	24	\$0	0	0	\$518	24	24	\$0	0	0	\$518	24	24
Juvenile Free DVDs	\$958	44	50	\$0	0	0	\$958	44	50	\$0	0	0	\$958	44	50
Juvenile Rental DVDs	\$1,200	15	39	\$0	0	0	\$1,200	15	39	\$0	0	0	\$1,200	15	39
TOTAL JUVENILE NON-PRINT MATERIALS	\$2,718	85	116	\$0	0	0	\$2,718	85	116	\$20	1	1	\$2,738	86	117
TOTAL JUVENILE MATERIALS	\$33,221	1974	2451	\$366	22	22	\$33,588	1996	2473	\$1,000	64	68	\$34,587	2060	2541
Total Fiction	\$25,935	1,701	2,121	\$164	3	15	\$26,099	1704	2136	\$1,647	85	90	\$27,746	1,789	2,226
Total Non-Fiction	\$37,472	1,277	2,105	\$607	33	38	\$38,079	1310	2143	\$140	7	7	\$38,219	1317	2150
Total Music CDs	\$1,122	65	66	\$0	0	0	\$1,122	65	66	\$418	25	25	\$1,540	90	91
Total Audio Books	\$1,995	61	61	\$0	0	0	\$1,995	61	61	\$25	1	1	\$2,020	62	62
Total Free DVDs	\$1,136	50	56	\$0	0	0	\$1,136	50	56	\$0	0	0	\$1,136	50	56
Total Rental DVDs	\$3,226	91	115	\$0	0	0	\$3,226	91	115	\$200	11	11	\$3,426	102	126
TOTAL MATERIALS	\$70,887	3245	4524	\$771	36	53	\$71,658	3281	4577	\$2,429	129	134	\$74,087	3410	4711

General Fund \$8,908
 Adopt-a-book \$175
 Outstanding Orders as of December 2010 \$9,083
TOTAL \$9,083

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Acting Human Resources/Finance Analyst
SUBJECT: Entrepreneurial Activities Report for December 2010
DATE: January 17, 2011

December 2010 Net Revenue Summary

			YTD	YTD
	Dec-10	Dec-09	2010-2011	2009-2010
Passport	3,075.00	2,830.00	28,951.00	29,409.00
Passport Photos	708.00	440.00	5,780.00	5,025.00
Test Proctor	250.00	250.00	950.00	1,700.00
Meeting Room	255.00	190.00	3,635.00	2,365.00
DVD Rentals	527.00	540.00	3,522.00	3,190.00
Total	4,815.00	4,250.00	42,838.00	41,689.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Acting Human Resources/Finance Analyst
SUBJECT: Personnel Report for December 2010
DATE: January 17, 2011

			YTD	YTD
	Dec-10	Dec-09	2010-2011	2009-2010
Separation	1	0	2	1
Retirement	0	0	0	0
Appointments	1	0	1	6
Open Positions	1	0	1	5
Workers' Compensation Leave	0	0	0	0
Total	3	0	4	12

SEPARATION:
David Ferrari, Circulation Supervisor (40 hours)

OPEN POSITIONS:
Circulation Supervisor (40 hours)

RETIREMENT:
None

WORKERS' COMPENSATION LEAVE:
None

APPOINTMENTS:
Nadia Dallstream, Librarian I to Librarian II (Temporary Assignment)

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Acting Human Resources/Finance Analyst

SUBJECT: Circulation Activity Report

DATE: January 17, 2011

MONTHLY STATISTICS

December 2010

<u>CIRCULATION</u>			Y-T-D	Y-T-D	Y-T-D
	Dec-10	Dec-09	2010-11	2009-10	% change
NEW PATRON REGISTRATIONS	219	279	1,990	2,271	-12.4%
TOTAL CIRCULATION	15,979	15,370	110,576	108,239	2.1%
TOTAL ACTIVE BORROWERS	9,394		103,565	92,837	11.6%
ATTENDANCE	19,951	21,698	124,105	149,521	-17.0%
Adult Fiction	3,281		19,272	16,602	16.1%
Adult Nonfiction	2,239		15,809	12,405	27.4%
Adult Magazines	283		2,573	1,820	41.4%
Adult Music CDs	413		2,415	1,778	35.8%
Adult Audio Books	519		3,799	3,543	7.2%
Adult Free DVDs	267		2,999	1,749	71.5%
Adult Rental DVDs	547		2,920	2,746	6.3%
JV Fiction	4,252		35,840	31,742	12.9%
YA Fiction	690		3,627	3,848	-5.7%
JV Nonfiction	1,066		6,651	5,787	14.9%
YA Nonfiction	32		254	175	45.1%
JV Magazines	-		62	26	138.5%
JV Music CDs	38		372	187	98.9%
JV Audio Books	12		190	135	40.7%
JV Free DVDs	717		5,154	4,499	14.6%
JV Rental DVDs	194		971	913	6.4%

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00	-	513	381	588	892	200	2,574
10:00	-	613	509	485	789	447	2,843
11:00	-	649	500	768	699	402	3,018
12:00	-	480	470	750	467	560	2,727
1:00	820	839	506	775	688	652	4,280
2:00	735	547	730	993	523	639	4,167
3:00	577	762	808	898	412	718	4,175
4:00	751	861	695	1,225	792	507	4,831
5:00	-	859	618	942	1,001	-	3,420
6:00	-	766	590	808	929	-	3,093
7:00	-	458	534	710	693	-	2,395
8:00	-	407	469	613	889	-	2,378
Total/Day	2,883	7,754	6,810	9,555	8,774	4,125	19,951
							Grand Total

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
Total/Day	15	14	13	27	36	18	123
							Grand Total

STAFF ACTIVITY

- Dec. 7, 2010- Estella Wnek attended Social Committee Meeting.
- Dec. 14, 2010- Estella Wnek attended Social Committee Meeting.
- Dec. 21, 2010- All Staff Meeting.
- Dec. 29, 2010- Beatrice Quintanar attended Staff Development Committee Meeting.

ONGOING PROJECTS

N/A

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: January 17, 2011

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	12/08/10	3,832.05	1,452.50	142.50	*	\$5,427.05
Dec-10	*	*	*	*	*	*
Jan-11	*	*	*	*	*	*
Feb-11	*	*	*	*	*	*
Mar-11	*	*	*	*	*	*
Apr-11	*	*	*	*	*	*
May-11	*	*	*	*	*	*
Jun-11	*	*	*	*	*	*
TOTAL		28,833.95	7,262.50	712.50	14.42	\$36,823.37
AVG		5,766.79	1,452.50	142.50	14.42	\$7,364.67

* 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
TOTAL		59,267.34	19,264.32	1,518.77	179.48	\$80,229.91
AVG		4,938.94	1,605.36	138.07	19.94	\$6,685.82



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Director's Report for December 2010
DATE: January 17, 2011

Accomplishments

- Secured \$7,000 from the Placentia Library Friends Foundation (PLFF) for the Summer Reading and Spring programs.
- Assisted the Adult Librarian II with the LSTA grant for an e-reader station and workshops, targeting baby boomers.
- Oversaw the coordination and management of the re-flooring project.

Meetings

- Library Board of Trustees meeting – December 20th
- Manager's meetings – December 7th and 21st
- Rotary Weekly meetings – December 8th, 13th, 21st and 29th
- Meeting with President Wood and Trustee Shkoler – December 30th
- PLFF Meeting – December 13th
- PLFF Author's Luncheon meeting – December 2nd
- Meeting with Valencia High School – December 2nd
- Meeting with Rotary and the City regarding Easter Eggcitement – December 2nd
- Meeting with IT Consultant – December 7th
- Meeting with Secretary of the Orange County Library Association, Joanne Hardy, regarding the Haiti Library Project – December 8th
- Meeting with Analyst and Circulation Supervisor – December 11th
- Conference Call with Envisionware – December 13th
- Orange County Library Directors Meeting at the City of Orange Public Library – December 13th
- Luncheon Meeting with City Administrator – December 15th
- Meeting with Adult Services Librarian II to discuss LSTA grant – December 20th
- Conference Call with the California State Librarian regarding LSTA grant proposal – December 21st
- Meeting with Mr. David Mains regarding pending litigation – December 21st
- Meeting with Mr. Hal Wightman regarding possible partnership with the Placentia Yorba Linda Arts Association – December 28th

Training/Workshops:

- Tax Seminar Workshop – December 1st

Community Events / Functions

- Tamale Fest – December 8th
- Miss Placentia Mixer – December 9th
- Rotary President Brunch – December 12th
- Citizen of the Year Breakfast – December 16th
- Celtic Christmas – December 16th

Projects in Progress

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Services Manager Report for December 2010
DATE: January 17, 2011

No reports available due to vacancy of position.

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 December 2010

DATE: January 17, 2011

MONTHLY STATISTICS

	December 2010	December 2009	Y-T-D 2010-11	Y-T-D 2009-10	Y-T-D % change
Phone reference:	40	26	307	136	125.74%
In-person ref.:	577	460	3955	2899	36.43%
Total reference:	617	486	4262	3041	40.15%
Total # programs:	16	27	148	161	-8.07%
Total Programs attendance:	606	654	5849	5106	14.55%

PROGRAM STATISTICS

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
F.I.R.S.T. – Family Interactive Reading and Sharing Time	1	36
Read to the Dogs	1	40
Preschool Story Times I & II: 3-6 years	4	82
Pocket Tales: Stories, music, and movement.	3	107
Lap Sit 24 months & younger	3	115
P-TAC	1	13
Family Game Day	1	32
12/11 Winter Wonderland Crafts	1	150
12/16 YA: Le Teen Café Holiday Celebration	1	31
Total December 2010	16	606
Total December 2009	27	654

Current FY to date	148	5,849
Previous FY to date	161	5,106

Achievements:

- Lori Worden attended library supervisor's/ management meetings on December 7, 13, 21 and 29.
- Lori Worden attended a Placentia-Yorba Linda Alliance for Arts Education breakfast meeting at the Alta Vista County Club on December 10 to discuss promoting arts for children in the city of Placentia.
- The Children's department conducted a successful Winter Wonderland program on December 11 with Santa, crafts and treats. P-TAC volunteers assisted.
- Coleen Wakai and P-TAC presented a successful and interesting Teen Café program on December 19 with the theme of sharing holiday traditions.
- Brenda Ramirez represented the library at the city's Tamale Festival on December 8. Brenda shared information and handouts about the library.
- Children's staff attended the all-staff meeting on December 21.
- Children's staff attended the Children's/ Reference meeting on December 22.
- Coleen Wakai assisted the library Social Committee with the staff holiday party on December 17.
- The library contributed once again in the city's Christmas community basket program for Placentia families in need. The Placentia Library Friends Foundation contributed funds for the library's participation. Lori Worden was able to purchase approximately 700 books for children for this program.

In progress:

- Coleen Wakai made plans for the Kaplan SAT practice test program for teens on January 15.
- Children's staff made plans for upcoming Winter library programs and events.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Toby Silberfarb, Library Assistant Children's / Volunteers

SUBJECT: Literacy / Volunteer Report for December, 2010

DATE: January 17, 2011

Volunteer Hours:

	December 2010	December 2009	Y-T-D 2009-10	Y-T-D* 2008-9	Y-T-D % change
History Room	26	21	252.5	99	155.05%
PLFF	438	390	2289	938	144.03%
Library (General)	278	238	2576.5	542	375.37%
Technical	48	4	93.25	14	N/A
Homework Club	60	62	368	188	95.74%
PTAC (YA Volunteers)	76.75	NA			N/A
Tutors (Adult Literacy)	14	20	171	94	81.91%

Achievements:

- Held a F.I.R.S.T. family book discussion of **Strega Nona**
- Participated in planning of the staff development activities
- Met with potential Cal State Fullerton intern

Projects in Progress

- Mentoring 2 interns from Cal State Fullerton



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Nadia Dallstream, Adult Services Librarian
SUBJECT: Reference and Adult Services Monthly Activity Report for December 2010
DATE: JANUARY 17, 2011

MONTHLY STATISTICS

Adult Services Programs

Date	Program	December 2010
December 1, 2010	Play Reading: The Night Thoreau Spent in Jail	10
December 1, 2010	Tech Help	7
December 2, 2010	Introduction to Computers	12
December 8, 2010	Tech Help	8
December 11, 2010	Free Software for Home and Office	4
December 14, 2010	Book Discussion: The Five People You Meet in Heaven	9
December 14, 2010	Introduction to Computers	14
December 15, 2010	Tech Help	9
December 16, 2010	Celtic Christmas	116
December 22, 2010	Tech Help	12
December 29, 2010	Tech Help	5
		206

Reference Desk Activity

	December 2010	December 2009	Y-T-D 2010-2011	Y-T-D* 2009-10	Y-T-D % change
Reference -- in person	822	1006	6247	7357	-15.09%
Reference -- telephone	275	299	1955	1729	13.07%
Reference -- email/chat	0	0	1	0	100.00%
Technology assistance	670	641	4127	3756	9.88%
Guest passes	207	27	933	82	1037.80%
Public computer use (desktops)	2891	2729	17125	17163	-0.22%
Public computer use (express laptops)*	905	1384	6896	9660	-28.61%
In library use -- cleanup	2867	3079	20836	19854	4.95%
Adult Program Attendance**	206	0	540	0	100.00%

*December 1, 2010-January 4, 2011

**No data for FY2009-2010

ACHIEVEMENTS

- ***Kathy Staymates*** continues to update the Librarians' Choice book trough.
- ***Kathy Staymates*** put an indoor/outdoor winter display in the large display case
- ***Kathy Staymates*** created a bibliography featuring Granma Moses for Dixie Shaw's Artists Bulletin Board.
- ***Gary Bell*** and Jean Turner led the December 1 play reading of *The Night Thoreau Spent in Jail* by J. Lawrence/R.E. Lee.
- ***Nadia Dallstream, Coleen Wakai, Estella Wnek and Administration*** co-hosted a staff event on December 1.
- ***Katie Matas, Roger Hiles, Nadia Dallstream and Gary Bell*** attended a staff event on December 1.
- ***Roger Hiles*** taught the Introduction to Computers computer workshop on Thursday, December 2.
- ***Nadia Dallstream, Coleen Wakai, Marisa Timothy, Estella Wnek and PLFF*** co-hosted a staff event on December 8.
- ***Katie Matas, Nadia Dallstream and Gary Bell*** attended a staff event on December 8
- ***Nadia Dallstream*** led the December 14 book discussion of *The Five People You Meet in Heaven* by Mitch Albom.
- ***Trustee Shkoler, Roger Hiles and Nadia Dallstream*** prepared materials for the Free Software for Home and Office Computer Workshop on December 11.
- ***Nadia Dallstream*** taught the Free Software for Home and Office Computer Workshop on December 11.
- ***Trustee Shkoler*** prepared materials and taught Introduction to Computers on December 14, 2010.
- ***Nadia Dallstream*** coordinated Introduction to Computers which was held on December 14, 2010
- ***Gary Bell*** coordinated and performed in Celtic Christmas on December 16.
- ***Nadia Dallstream, Coleen Wakai and Estella Wnek*** co-hosted a staff event on December 17.
- ***Nadia Dallstream and Gary Bell*** attended a staff event on December 17.
- ***Kathy Staymates and Nadia Dallstream*** weeded Fiction A and B.
- ***Katie Matas*** completed shifting the 000s to 500s non-fiction collection and labeled shelves accordingly.
- ***Nadia Dallstream*** continues to update the Library's Facebook account with upcoming events and wall posts.
- ***Nadia Dallstream*** is coordinating the Tech Volunteer Program. Volunteers provided 48 hours of assistance.
- ***Nadia Dallstream*** wrote and submitted a proposal for E-Books to the California State Library "Pitch an Idea" program.
- ***Gary Bell*** interviewed and accepted four students for Adult Literacy tutoring.

- *Gary Bell* interviewed and accepted two Adult Literacy tutors.
- *Gary Bell* connected two students with two tutors.

MEETINGS

- *Nadia Dallstream* attended a Social Committee Meeting on December 1.
- *Nadia Dallstream* attended the Managers/Supervisors Meeting on December 7.
- *Nadia Dallstream* attended the Managers/Supervisors Meeting on December 13.
- *Nadia Dallstream* met with *Jeanette Contreras* to discuss grant application and Adult Services program goals on December 20.
- *Nadia Dallstream* attended the Managers/Supervisors Meeting on December 21.
- *Nadia Dallstream* and *Jeanette Contreras* participated in a conference call with the California State Library, Library Services and Technology Act "Pitch an Idea" group to discuss the idea on December 21.
- *Kathy Staymates, Katie Matas and Gary Bell* attended the Adult Services and Children's Services Combined Staff Meeting on December 22.
- *Katie Matas, Nadia Dallstream and Gary Bell* attended the Staff Meeting on December 21.
- *Kathy Staymates, Katie Matas and Gary Bell* attended the Adult Services and Children's Services Combined Staff Meeting on December 29.
- *Nadia Dallstream* met with *Jeanette Contreras* to discuss Adult Services program goals.
- *Nadia Dallstream* met with *Jeanette Contreras* to discuss personnel matters.

IN PROGRESS

- *Gary Bell* is preparing for the January 5th Play Reading of *The Cherry Orchard* by Anton Chekov.
- *Nadia Dallstream* is preparing a brochure on computer workshops.
- *Nadia Dallstream* is preparing for January book discussion.
- *Nadia Dallstream* is working with *Trustee Shkoler* and volunteers to provide overflow computer workshops.
- *Nadia Dallstream* is weeding Fiction.
- *Kathy Staymates* is working on bibliographies for her assigned sections.
- *Nadia Dallstream and Gary Bell* are preparing an action plan for History Room projects.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Gary Bell, History Room Librarian
SUBJECT: Local History Room Monthly Report for December 2010
DATE: January 17, 2011

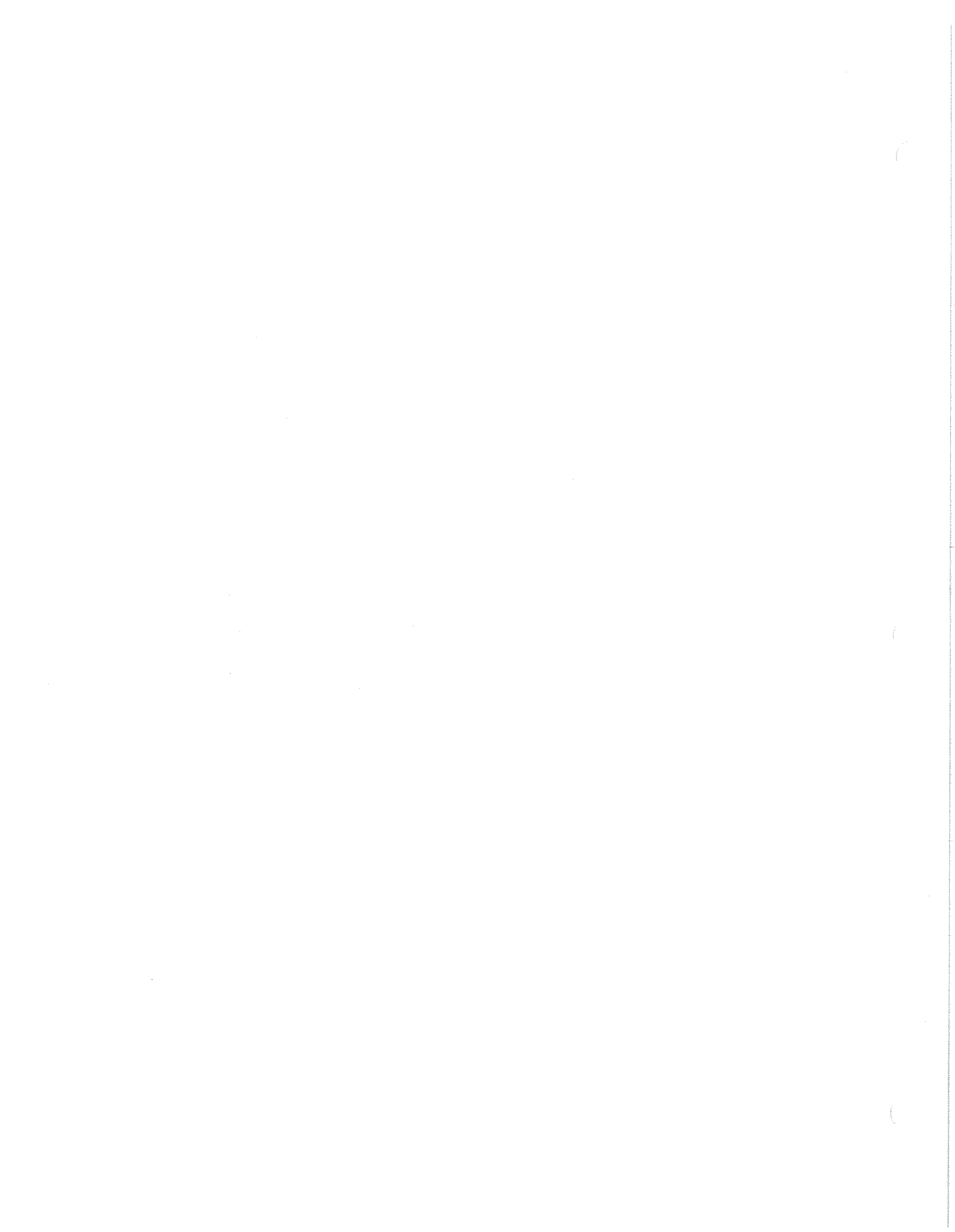
	December 2010	December 2009	Y-T-D 2010-11	Y-T-D* 2009-10	Y-T-D % change
History Room Visitors	10	6	56	46	21.74%
History Room Volunteer Hours	14	21	209	258	-18.99%

Achievements:

- Six copies of Virginia Carpenter's **Placentia: a Pleasant Place** were presented to the City Council for the city's 84th birthday.
- I coordinated and hosted the play reading on December 1st. The play was **The Night Thoreau Spent in Jail** by Jerome Lawrence and Robert E. Lee. Ten people attended to participate and/or read.
- The **Celtic Christmas** program was presented on December 16th to an audience of 116 people. This sixth annual presentation was the most enthusiastically received to date.
- Ellie Rankin needed and photocopied materials from the Placentia Round Table archive. The 1980 and 1981 scrapbooks have been returned to the collection.
- Preparations continue for future planning of History Room activities.
- I accepted applications from four persons needing English tutoring.
- I accepted two Adult Literacy tutor applications.
- I connected two students with two tutors.

Activity and in Progress:

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



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Katie Matas, Librarian, Technical Services
SUBJECT: Technology & Website Report for December 2010
DATE: January 17, 2011

MONTHLY STATISTICS

Online database usage:

	December 2010	December 2009	Y-T-D 2010-11	Y-T-D 2009-10	Y-T-D % change
General Reference Center	681	334	1,694	1,068	59%
Career Transitions (new for FY10/11)	0	0	254	0	NA
Heritage Quest	509	522	3,304	4,145	-20%
Novelist	19	46	345	293	18%
World Book (began 12/2009)	73	10	309	10	NA
Tumblebooks	290	363	2,039	1,573	30%
Reference USA	112	96	514	508	1%
	1684	1371	8,459	7,597	11%

Website traffic for December 2010:

In December 2010 we had 18,609 visitors to our website. In December 2009 there were 33,829 page hits. Last year we had 15,360 visitors and 35,215 page hits in December.

STAFF ACTIVITY

- Katie attended a reference and children's meeting and a staff meeting.
- Katie proctored five exams.
- Katie finished the adult nonfiction shifting project that Roger started.
- Katie changed the 2009 DVDs from 2-day rental to 1-week rental.
- Katie participated in the committee planning the upcoming staff development day.
- In Jesus' absence, Katie updated information on the Library website.

ONGOING PROJECTS

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



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Employee of the Quarter Award

DATE: January 17, 2011

BACKGROUND:

President Wood will present the Employee of the Quarter Award to Vanita Todker, Library Aide.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: January 17, 2011

BACKGROUND:

Two candidates are seeking the Placentia Library District's support for their candidacy to serve on LAFCO as a Regular Special District Member. The candidates are:

- Mr. Fred R. Bockmiller, President of the Mesa Consolidated Water District
- Ms. Cheryl Brothers, Trustee of the Orange County Vector Control District

Attachment A is additional information on the candidates' background and experiences.

RECOMMENDATIONS:

- 1) Select a candidate to serve as a Regular Special District Member to LAFCO.
- 2) Authorize the Library Director to submit the ballot on behalf of the Placentia Library District.

CHERYL BROTHERS, TRUSTEE
Orange County Vector Control District

January 6, 2011

The Honorable Gaeten Wood
Placentia Library District of Orange County
705 Alcott Ave.
Placentia, CA 92870

Dear Gaeten,

Soon your district will be considering the issue of special district representation on LAFCO. I am writing to respectfully request your support.

Due to a vacancy on LAFCO, later this month an election will be conducted by ISDOC – Independent Special Districts of Orange County – to fill that position. Your district is entitled to send a delegate to that special election meeting.

I believe my breadth of experience make me uniquely qualified to serve in this capacity. I am a former Mayor, Council member and LAFCO Commissioner. I currently serve on Vector Control and I am a former member of the Orange County Grand Jury. For your convenience, I am including a copy of my recent biography.

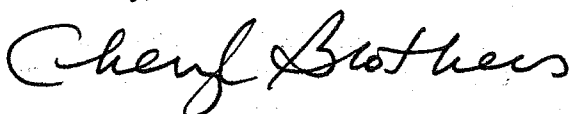
I believe my record of attendance and participation in my past service on the LAFCO Board also merits your consideration.

I also believe that there are some inherent imbalances on the current LAFCO Board which my candidacy will help address. Currently, of the nine members and alternates on LAFCO, seven are south Orange County residents. In addition, if my opponent were to be elected, the two Special Districts representatives on LAFCO would both be members of the two largest south county retail water districts. This would further exacerbate the North/South imbalance and disenfranchise independent special districts that aren't huge retail water agencies.. I am also enclosing a chart of current LAFCO members.

I hope to talk to you in the near future and if you have any questions regarding my candidacy I can be reached at (714) 315-1403.

Thank you for your consideration.

Sincerely,



Cheryl Brothers

*not paid for
with taxpayer
funds*

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
- 2006 - 2010 League of California Cities Policy Committees:
Administrative Services / & Employee Relations
- 2006 - 2010 Orange County Council of Governments Member
2008 & 2009 Chair
- 2010 Key participant in formation of alternative LAFCO organization that led to CALAFCO regional representation - Coalition of California LAFCOs
- 2003 - 2010 Public Cable Television Authority
2009 Chair
- 1987 - 1996 Fountain Valley Community Services Commission

Current LAFCO Membership

As of January 1, 2011

11 Members

7 voting members, 4 alternate members

7 South County Representatives, 2 North County Representatives, 2 Vacancies

Orange County Board of Supervisors

2 voting members; 1 alternate member

Appointed by the Chairman of the Board of Supervisors

Orange County City Representatives

2 voting members; 1 alternate member

Elected by the League of Cities City Selection Committee

Orange County Special Districts

2 voting members; 1 alternate member

Elected by the Independent Special Districts of Orange County

Members of the Public

1 voting member; 1 alternate member

Appointed by the LAFCO representatives of the County, Cities and Special Districts

Orange County Board of Supervisors: 2 North County, 1 South County

Bill Campbell (3rd District - North County) – voting member

John Moorlach (2nd District - North County) – voting member

Pat Bates (5th District - South County) – alternate member

Orange County City Representatives – 0 North County, 2 South County, 1 vacancy

Peter Herzog (City of Lake Forest - South County) – voting member

Vacant – voting member

Robert Ring (City of Laguna Woods – South County) – alternate member

Orange County Special Districts – 0 North County, 2 South County, 1 vacancy

John Withers (Irvine Ranch Water District - South County – *primary water*) – voting member

Vacant – voting member

Charley Wilson (Santa Margarita Water District – South County – *primary water*) – alternate member

Members of the Public – 0 North County, 2 South County

Susan Wilson (Resident of Mission Viejo - South County) – voting member

Derek McGregor (Resident of Trabuco – South County) – alternate member

rad
1/10
mt



*District Mission:
Dedicated to Satisfying
our Community's
Water Needs*

December 28, 2010

Mr. Al Shkoler, President
Board of Directors
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92870

BOARD OF DIRECTORS

FRED R. BOCKMILLER
President
Division I

JAMES F. ATKINSON
First Vice President
Division IV

SHAWN DEWANE
Vice President
Division V

JAMES FISLER
Vice President
Division II

TRUDY OHLIG-HALL
Vice President
Division III

PAUL E. SHOENBERGER, P.E.
General Manager

COLEEN L. MONTELEONE
District Secretary

VICTORIA L. BEATLEY
District Treasurer

**BOWIE, ARNESON,
WILES & GIANNONE**
Legal Counsel

Dear President Shkoler:

The Mesa Consolidated Water District (Mesa) Board of Directors is proud to support James R. Fisler for the Orange County Local Agency Formation Commission (LAFCO) special district alternate seat. At the January 27, 2011, Independent Special District of Orange County quarterly meeting, your agency will be asked to participate in selecting the LAFCO Regular and Alternate Special District Members. Director Fisler currently serves as Mesa's liaison to LAFCO. Please join us in supporting Director Fisler as the Alternate LAFCO Commissioner.

Director Fisler strongly believes in the effectiveness of small local government, most specifically special districts, as they are more responsive to the public and very efficient due to their single focus. Mesa's Board is confident that all special districts will benefit from Director Fisler's professional experience and political stewardship. For further reference and additional information regarding Director Fisler's professional and governmental experience, enclosed is his Statement of Qualifications.

Serving on the LAFCO Board will allow Director Fisler the opportunity to work with other commissioners throughout the county on legislative, fiscal, and operational issues that affect us all. We would appreciate your endorsement of Director Fisler as the Alternate Special District Member.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Fred R. Bockmiller, Jr.', written over a horizontal line.

Fred R. Bockmiller, Jr., P.E.
President, Board of Directors

c: Board of Directors



James R. Fisler

James R. Fisler was appointed to the Mesa Consolidated Water District (Mesa) Board of Directors in August 2009, and elected by the public in November 2010. He currently serves on Mesa's Public Information Committee, IT Ad Hoc Committee, and as Mesa's liaison to the Local Agency Formation Committee of Orange County.

Director Fisler previously served 5 years on the Planning Commission for the City of Costa Mesa, including 2 years as Vice-Chair. Additionally, he served 2 years as Parks and Recreation Commissioner.

Director Fisler has a passion for public policy and is very involved in community service. He has been a member of the City of Costa Mesa's Residential Rehabilitation and Redevelopment Committee since 1997, serving in many capacities, including as an alternate, full member, or liaison from the Planning Commission. He has been a volunteer in the city's Neighbors for Neighbors program for over 10 years, and is a graduate of the Citizens Police Academy.

Director Fisler is currently a Realtor with Torelli Realty in Mesa Verde, and was a regional manager for Nordstrom stores for over 12 years. Both positions equipped him with the necessary skills to provide outstanding customer service.

Director Fisler's interest in serving on Mesa's Board began after attending several Mesa Board meetings and he was motivated at the prospect of being involved in water supply, storage, and delivery to the community as well as promoting conservation.

Director Fisler has been a resident of Costa Mesa for 40 years, and has lived in the Mesa Verde area for 17 years.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Public Agency Retirement Services (PARS) Presentation
DATE: January 17, 2011

BACKGROUND:

Veronica Martinez, CEBS, Senior Client Services Coordinator, and Dennis Yu from PARS will make a presentation about the Placentia Library District's Defined Contribution Plan. Ahmed Khatib of Highmark Capital Management will also present information.

Copies of the plan will be presented at the meeting.

FISCAL IMPACT: \$70,000 annually

RECOMMENDATION:

Action to be determined by the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Partnership with the Placentia Yorba Linda Arts Association
DATE: January 17, 2011

BACKGROUND:

The Placentia Yorba Linda Arts Association (PYLAA) has traditionally exhibited artwork from their members here at the Placentia Library. The artworks are professionally presented and draw a large number of patrons to the Library.

As part of the re-flooring project, the southeast wall will be utilized to feature artwork from members of PYLAA. Library staff recommends that the Placentia Library District establish a partnership with PYLAA to provide monthly artwork to be displayed on the southeast wall of the Library, across from the new circulation desk.

Administrative Assistant Marisa Timothy will be the Library's contact to coordinate activities.

Attachment A is the proposed agreement.

FISCAL IMPACT: \$250 annually for staff time

RECOMMENDATION:

Authorize the Placentia Library District to enter into a partnership with the Placentia Yorba Linda Arts Association to provide artwork for the library as specified in Attachment A.

Placentia-Yorba Linda Art Association (PYLAA) Agreement with the Placentia Library District (PLD)

1. PYLAA would provide up to 10-12 framed paintings (half sheet or quarter sheet- 22 x 28 or 16 x 24).
2. PLD would hang the paintings. PYLAA would deliver them in a two day period. PLD would remove the paintings and have them ready to be picked up by the individual artists. The individual artists would also be responsible for delivering them to PLD.
3. The contact person for PYLAA will be Dixie Moore at (714) 579-1935 and for PLD will be Marisa Timothy at (714) 528-1925 x200
4. PYLAA would expect to change them out about every 1-2 months.
5. PLD will not hang other artist's work.
6. PYLAA will be allowed to put name tags on each painting for selling the artwork.

Dixie Moore, PYLAA

Jeanette Contreras, Library Director

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Travel Authorizations: Special District Leadership Academy on February 24, 25, April 1 and 14, 2011 in Ontario.

DATE: January 17, 2011

BACKGROUND:

The Special District Leadership Academy is a program consisting of four modules: Governance Foundations, Setting Direction/Community Leadership, Board's Role in Finance and Fiscal Accountability, and Board's Role in Human Resources. The program will be held in Ontario and the dates are:

- February 24 & 25, 2011
- April 1 & 14, 2011

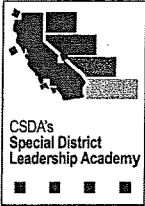
Cost is \$800 per attendee for all four modules.

Attachment A is additional information regarding the four specific modules for the Special District Leadership Academy.

FISCAL IMPACT: \$800 - \$4,000 depending on attendance.

RECOMMENDATIONS:

- 1) Determine which Library Board of Trustees would like to attend the Special District Leadership Academy on February 24, 25, April 1 and 14, 2011 in Ontario.
- 2) Authorize travel expenses for \$800 per Trustees for the Special District Leadership Academy to be drawn from the general fund.



CSDA Special District Leadership Academy

Premiere Governance Training for Directors & Trustees!

Co-sponsored by SDRMA

Program participants attend four 6-hour modules.

CSDA's Special District Leadership Academy is a groundbreaking and curriculum-based continuing education program that recognizes the necessity for the board and general manager to work closely toward a common goal. If you are a special district professional, you must include this training in your schedule. It is important. It is your responsibility. Completion of the Leadership Academy training program marks a hallmark in your special district career. This training is the signature of professionalism for special district leadership and special district governance.

Program participants attend four 6-hour modules.

Agenda

- 8:30 – 9:00 a.m. Registration
- 9:00 a.m. – 12:00 p.m. Workshop
- 12:00 – 1:00 p.m. Lunch on your own
- 1:00 – 4:00 p.m. Workshop

Agenda is the same for each module.

Cost per class

CSDA member	\$ 225
SDLF Spans Org.	\$ 250
Non-member	\$ 375

Sign up for all four academy courses and save \$\$\$

CSDA member	\$ 800
SDLF Spans Org.	\$ 900
Non-Member	\$1,400

Module 1 - Governance Foundations

Governance Foundations, the first of four modules and the core of the Special District Leadership Academy series, provides the basic information needed by board members, general managers and staff to build an effective and functional governance team. This course teaches the foundational knowledge and skills that identify and define the essential building blocks of a successful board, focusing on critical elements of governance:

- Effective Trustees
- Board Mindset
- Structure, Process and Protocols
- Individual/Team Standards
- Board's Role and Responsibilities

Directors/Trustees will learn to:

- Develop a unity of purpose.
- Understand the board's role in the district.
- Build a strong, positive, functional board culture.
- Organize the formal structure of the board.

"Helped clarify my role as a new director."

– D. Albright, Director,
Greater Vallejo Recreation District

Module 1 - Locations

Ontario – **FEBRUARY 24, 2011** – Cucamonga Valley Water District - [Course Code: LAGF01]

Sacramento – **MARCH 31, 2011** – Red Lion Hotel - [Course Code: LAGF02]

With SDRMA Safety/Claims Education Day! SAVE \$100.00 ONLY \$125.00 Member

Monterey – **OCTOBER 10, 2011** – Marriott Monterey - [Course Code: LAGF03]

Module 2 - Setting Direction/Community Leadership

To understand the board's responsibility in setting the direction of the district, this presentation provides a step-by-step discourse of the board and senior management's position in establishing the vision, mission and strategic goals of the district. It will define and investigate the success indicators used by districts to measure performance. Participants will:

- Discuss why the process of setting direction is important and how it benefits the district.
- Understand the importance of being future-oriented and to think strategically.
- Learn to transition from individual board members to members of a governance team.
- Understand the sequence of steps needed to set the direction of the governance team.

This module will also address the importance of board leadership and duty to provide information to the public on the essential services offered by the special district in its community. Participants will learn the importance of being connected with the community, how to interact with the public about district business, how to set protocols for public involvement in board meetings and how to develop a board communication plan.

Module 2 - Locations

Ontario – **APRIL 1, 2011** – Jurupa Community Services District - [Course Code: LASD01]

Sacramento – **MAY 2, 2011** – CA District Attorneys Association - [Course Code: LASD02]

Module 3 - Board's Role In Finance And Fiscal Accountability

The third module in the series takes a close look at how the special district board carries out its fiduciary responsibilities. A fundamental discussion of district budgets, arguably the most significant policy document in a special district, shows how district goals are conveyed in their budgets and why boards must do more than just adopt budgets, but must also monitor them; receive and evaluate audit reports; and understand the principles of facility development. Now, more than ever, special district boards must understand and fulfill fiscal supervision and oversight in a responsible manner.

This course will focus on how to:

- Develop a method for approving the district's annual budget.
- Communicate budget information to the public.
- Establish financial goals for the district.
- Review district finances.
- Develop and analyze capital improvement plans and reserve guidelines.
- Comprehend the relationship between district finance and district belief and values as set forth in the district mission and strategic goals.

"Excellent seminar."

– J. Pearson, General Manager,
West Kern Water District

Module 3 - Locations

Ontario – **FEBRUARY 25, 2011** – Jurupa Community Services District - [Course Code: LAFA01]

Sacramento – **APRIL 28, 2011** – CA District Attorneys Association - [Course Code: LAFA02]

SDRMA CIP Points

Module 4 - Board's Role In Human Resources

The Board's Role in Human Resources, the fourth and final module in the CSDA Leadership Academy series, puts the spotlight on how special district boards interface with district personnel. This module addresses the board's ongoing relationship with the general manager, a key employee hired by the board; senior staff, and other district staff. It discusses the board's role in evaluating support personnel and the rules and practices regulating its relations with its human resources.

Participant will learn:

- To develop guidelines for assessing the performance of the general manager.
- To determine a protocol for approving personnel policies.
- To create a process for approving job descriptions and organizational structure.
- The confidentiality and legal liabilities of a district board member.

*"It was another enjoyable
CSDA experience."*

– P. Dorey, Director,
Vista Irrigation District

Module 4 - Locations

Sacramento – **APRIL 14, 2011** – CA District Attorneys Association - [Course Code: LAHR01]

Ontario – **JUNE 24, 2011** – Jurupa Community Services District - [Course Code: LAHR02]

SDRMA CIP Points

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Travel Authorizations: How to be an Effective Board Member on January 27, 2011 in Riverside.

DATE: January 17, 2011

BACKGROUND:

The "How to be an Effective Board Member" workshop will be held on January 27, 2011 in Riverside. This is a workshop for new elected and experienced special district officials. Cost is \$225 per attendee.

Attachment A is additional information regarding the How to be an Effective Board Member workshop.

FISCAL IMPACT: \$225 - \$1,125 depending on attendance.

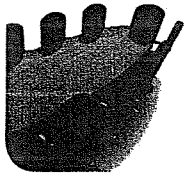
RECOMMENDATIONS:

- 1) Determine which Library Board of Trustees would like to attend the How to be an Effective Board Member workshop on January 27, 2011 in Riverside.
- 2) Authorize travel expenses for \$225 per Trustees for the How to Be an Effective Board Member workshop on January 27, 2011 in Riverside.

How To Be An Effective Board Member

An essential workshop for both experienced and newly elected/appointed special district officials.

- SACRAMENTO – **JANUARY 6, 2011** – CSAC Conference Center - [Course Code: HEBM01]
- RIVERSIDE – **JANUARY 27, 2011** – Western Municipal Water District - [Course Code: HEBM02]
- MONTEREY – **FEBRUARY 3, 2011** – Pebble Beach Community Services District - [Course Code: HEBM03]



Leading a special district as an experienced or newly elected/appointed official is both exciting and challenging. You have accepted the responsibility of representing your constituents and customers in the most effective and professional manner possible. This will demand that you acquire or maintain the necessary skills to govern a special district. The How To Be An Effective Board Member training has been designed specifically for special district board members and board chairs/presidents in order to provide the tools, background and overall knowledge necessary to help navigate the first year of governing a special district and be an effective leader.

Meets AB 1234
 Ethics Training
 Compliance
 Requirement

SDRMA CIP Points

Workshop participants will learn:

- The major legislative issues that affect special districts (Prop. 13, ERAF, LAFCO, state and local fiscal relationships, etc.).
- The basics of special districts, including their history, structure, organizational differences, funding mechanisms and the role they play in communities.
- A board member's role and responsibilities including: making and approving appropriate district policy, community leadership, strategic thinking and developing a board's vision.
- The laws that govern special districts and their board members.

"Best instructor I have had in board training"

– R. Hanson, Director, Solano Irrigation District

Agenda

- 8:30 – 9:00 a.m.
Registration
- 9:00 a.m. – 12:00 p.m.
Workshop
- 12:00 – 1:00 p.m.
Lunch provided
- 1:00 – 4:00 p.m.
Workshop

Cost

CSDA member	\$225
Non-member	\$375

Become a Certified
 Leader in Special Districts

SPECIAL DISTRICT ADMINISTRATOR
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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Yesenia Baltierra, Human Resources/Finance Analyst
SUBJECT: Update on the Circulation Supervisor Recruitment
DATE: January 17, 2011

The Human Resources/Finance Analyst will provide an update on the current status of the Circulation Supervisor recruitment.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Naming of Children's Department in Honor of Dixie Shaw
DATE: January 17, 2011

BACKGROUND:

The Placentia Library Friends Foundation (PLFF) has discussed the possibility of honoring a long-time supporter of PLFF, Ms. Dixie Shaw. One recommendation is to name the Library's Children's Department after Ms. Shaw because of her passion and commitment to children and literature.

Ms. Shaw and her late husband, Mr. Gordon Shaw, have provided funding for many of the children's programs, including Lapsit and Pocket Tales. Through Ms. Shaw's generosity, the library staff has been able to attend several worthwhile trainings related to the promotion and education of music. She has also contributed to the development of the adult and children's book collection.

PLFF would like the Library Board of Trustees to consider their wish to honor Ms. Dixie Shaw by naming the Children's Department after her.

FISCAL IMPACT: \$75 staff time

RECOMMENDATION:

Action to be determined by the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Discussion on the Placentia Library District's Infrastructure Needs

DATE: January 17, 2011

BACKGROUND:

Upon a cursory assessment of the current condition of Placentia Library District's infrastructure, the following items were identified as needing improvement:

Interior

- Central HVAC – Inconsistent temperature throughout the library.
- Staff Lounge – Kitchen cabinets, sink, faucet, refrigerator & water heater.
- Women's and Men's Staff Restrooms – Need new sink and faucet.
- Computer Server Room – Improved cooling system needed.
- Children's Area – Water fountain needs a faucet, water pipe over the children's area needs reinforcement (pipes vibrate and make a loud noise around the children's area), children's reference desk needs refinish or replacement.
- Children's Storytime Theatre – Need one designated area to conduct storytime. Currently children's programs are conducted in an unclosed area and they create disruption for other patrons using the library.
- Meeting Room – Leaking in some areas. Need to expand and remodel.
- Carpet and Floor Equipment – Carpet cleaning extractor & floor buffer.
- History Workroom – Need more space. Current space is insufficient to maintain, preserve, and expand the collection.
- Friends Sorting Room – Need more space and better security of shelves.
- Check-In Desk – Not efficient use of space. Perhaps consider remodeling this space into a coffee/pastry counter.

Exterior

- Book-drop in parking lot – Need bookdrop that is more ergonomic for staff's safety.
- Loading Dock Area – Metal poles need reinforcement & uneven pavement by entrance to the loading dock and the bookdrop.
- Parking Lot – Need more lighting by the Employee of the Quarter & Trustee parking spaces.
- East Wall – Need to reseal from outside.
- Outdoor Marquee – Location to be more prominent, e.g., Chapman and All America Way corner.

FISCAL IMPACT: Information not available at this time.

RECOMMENDATION:

Action to be determined by the Library Board of Trustees.