

**Board of Trustees**

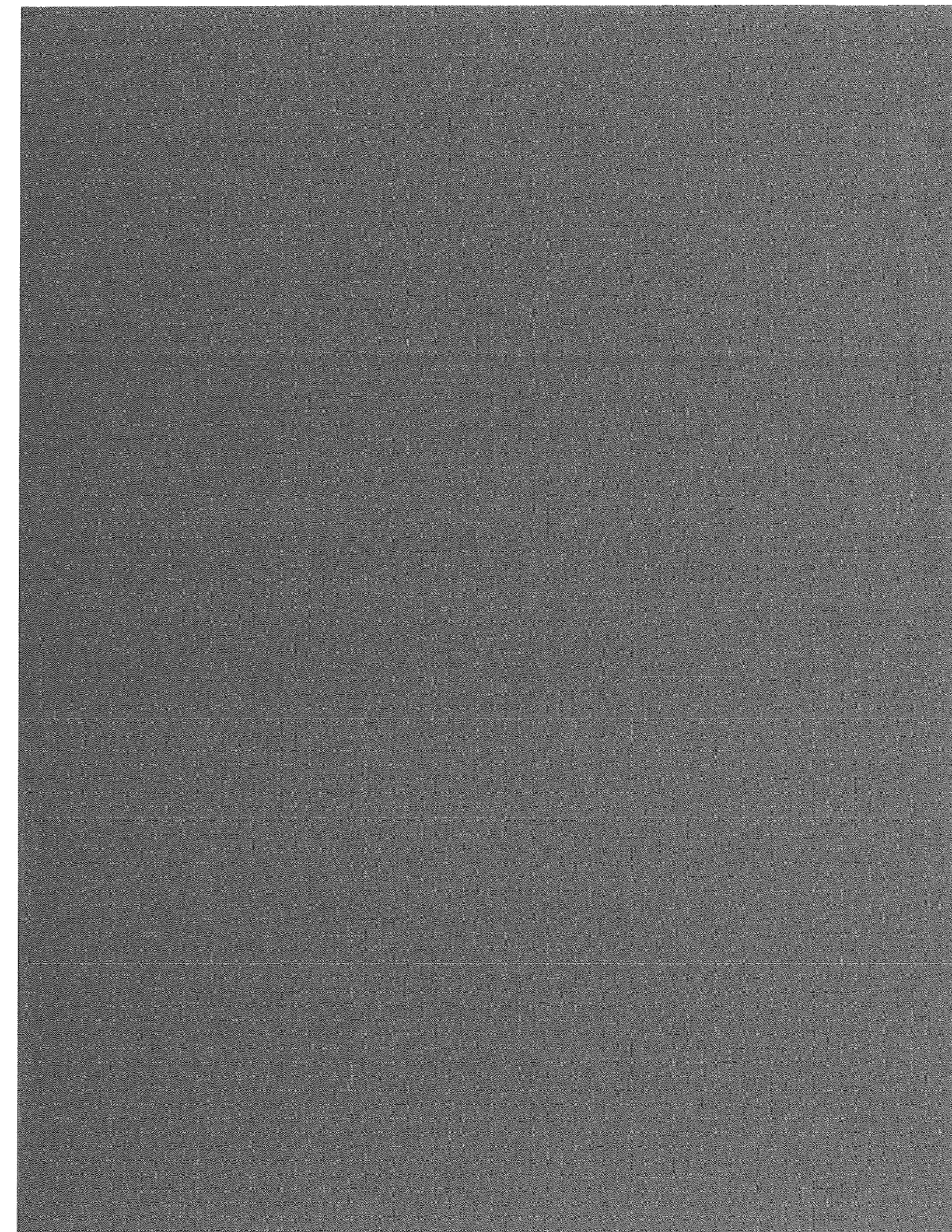
**Unusual Meeting**

**January 25, 2010  
6:30 P.M.**

**Placentia Library  
Meeting Room**

**Administration**







# AGENDA

PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES

UNUSUAL DATE, TIME & LOCATION  
Monday, January 25, 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 203.*

## CALL TO ORDER

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

*Rec # 3                      AND (back-up # 1)*  
*AB, RP, BE, JT, GW*

*Staff:  
UB  
RH  
JC  
MT*

*Others: Lyme Neely, Macias, Gini & O'Connell*

*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

*BE  
JT*

\* BE - employees have CPR training?  JC to look into options  
- defibrillator? per JC - no

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).

RD - semi-annual staff/distr reviews, hopes to provide info in July/opp. for staff input

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.

O Miss P/4c pageant very nice Outstanding Teen Little Sisters help from RD very nice

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.

GW - nothing to report  
JT & PRT mtg @ Litch Ditch @ first Play Reading w/ JC, hope for more attendees  
Upcoming Antigony Feb 3rd

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

CONSENT CALENDAR (Items 8 - 26)

Presentation: Library Director  
Recommendation: Approve by Motion

Placentia Comm. Network - appt to have BI rep. - services avail: ie. Friendly Center info - display in Library  
v proud of Children's calendar - appreciates event info in bd books

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 21, 2009 Library Board of Trustees Regular Meeting. (Receive & File and Approve)

MT JT  
AZ GW All

CLAIMS (Items 9 - 12)

9. Nonstandard Claims in excess of \$300. (Receive & File and Approve)

AB BE RD All

motion to Amend minutes with corrections: Pl. Comm network  
Appmnt of Reps: BE rep RD act

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

JT

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

Final? JC (yes)

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

TREASURER'S REPORTS (Items 13 - 16)

13. Financial Reports for December 2009 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

JT

14. Balance Sheet for December 2009. (Receive & File)

JT 1400 Acct?

4B - 17K actual  
08-09 32K fr. City, late bills

15. Acquisitions Report for December 2009. (Receive & File)



JC  
\$ 336/mo per family  
value

16. Entrepreneurial Activities Report for December 2009. (Receive & File)

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

17. Personnel Report for December 2009. (Receive, File, and Ratify Appointments)

18. Circulation Report for December 2009. (Receive & File) *JC on my Day*

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 2009.

- GW* 21. Library Services Manager's Report for December 2009.

*PH - Balance of funds to Computer Lab  
GW - many hats Klein Family Fdn?  
AS - twice as many programs as last year.*

22. Children's Services Report for December 2009.

23. Literacy / Volunteer Services Report for December 2009.

- BE* 24. Reference and Adult Services Report for December 2009.

*BE - spanish*

25. Local History Room Report for December 2009.

26. Placentia Library Web Site & Technology Report for December 2009.

**CONTINUING BUSINESS**

27. Placentia Library District Policies: #2320, #4080, #4085 and #6040

Presentation: Library Director

- Recommendations: 1) Remove the Placentia Library District Policy #2320, Job Description – Coordinator of Development & Volunteer Services.
- 2) Approve changes to the Placentia Library District Policy #4080, Membership in Associations as presented.
- 3) Approve changes to the Placentia Library District Policy #4085, Support Organizations as presented and authorize staff to present changes to the Placentia Library Friends Foundation at their February meeting.
- 4) Approve change to the Placentia Library District Policy #6040, Beverage & Food Policy as presented.

28. Placentia Library District Policy #2110, Health and Welfare Benefits

Presentation: Library Director

- Recommendations: 1) Placentia Library District pays 100% of the premium for dental, vision, long-term accidental death and dismemberment coverage for regular part-time employees, beginning July 1, 2010, to comply with the District's current coverage with SDRMA; or
- 2) Placentia Library District to discontinue dental, vision, long-term accidental death and dismemberment coverage for regular part-time employees, beginning March 1, 2010, to comply with the District's current coverage with SDRMA; and

- 3) Discontinue the \$54.00 monthly co-pay for exempt employees.

**NEW BUSINESS**

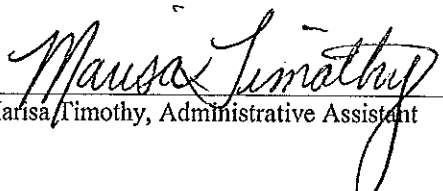
29. Presentation of Fiscal Year 200<sup>8</sup>~~7~~-200<sup>9</sup>~~8~~ Financial Audit by Lynne Netty, CPA from Macias Gini & O'Connell.  
Presentation: Lynne Netty, CPA  
Recommendation: Receive & File the Fiscal Year 2008-2009 Financial Audit for the Placentia Library District of Orange County.
30. Travel Authorizations: Library Board of Trustees and Library Director to attend the California Association of Library Trustees and Commissioners to attend the Spring Workshop on March 13, 2010 at the Crowell Public Library in the City of San Marino.  
Presentation: Library Director  
Recommendation: Authorize Library Board of Trustees and Library Director to attend the California Association of Library Trustees and Commissioners to attend the Spring Workshop on Saturday, March 13, 2010 at the Crowell Public Library, in the City of San Marino, at a cost of \$18.00 per person plus mileage, with the expenses to be from the General Fund.
31. Payment for Restroom Renovation  
Presentation: Acting Human Resources/Finance Analyst  
Recommendation: Authorize staff to use Fund 706 to pay the invoice from Dalke Construction for the restroom renovation.
32. Request From the Red Cross For a Meeting Room Fee Waiver  
Presentation: Library Director  
Recommendation: Action to be determined by the Library Board of Trustees.

**ADJOURNMENT**

33. Agenda Preparation for the February Unusual Date Meeting which will be held on Tuesday, February 16, 2010 unless re-scheduled by the Library Board of Trustees.  March - Dirtr Eval Form
34. Review of Action Items.  Lobby upholstery improvement  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
35. Adjourn 8:10 PM

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

I, Marisa Timothy, Administrative Assistant, of the Placentia Library District, hereby certify that the Agenda for the January 25, 2010 Meeting of the Library Board of Trustees of the Placentia Library District was posted on January 20, 2010.

  
Marisa Timothy, Administrative Assistant



MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES  
December 21, 2009

**CALL TO ORDER** President Shkoler called the Regular Date Meeting of the Placentia Library District Board of Trustees to order on December 21, 2009 at 6:30 P.M.

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

**Members Absent:** None

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

**ORAL  
COMMUNICATION**

There was no oral communication at this time.

**ADOPTION OF  
AGENDA**

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

<b>AYES:</b>	Shkoler, DeVecchio, Escobosa, Turner, Wood
<b>NOES:</b>	None
<b>ABSTAIN:</b>	None
<b>ABSENT:</b>	None

**TRUSTEE REPORTS**

President Shkoler attended the city's Tree Lighting Ceremony that included a video and performance by the Placentia Community Choir. He was also at the Miss Placentia – Yorba Linda introductions event held at the Marriot in Placentia. He participated in SDRMA's webinar on Ethics that was well done and professional. He viewed the ABC World News spot on the library's Super STAR Storytime that was a nice bit of publicity for the library. Also he attended the Chamber of Commerce Citizen of the Year Breakfast where Nancy Lone-Tollefson and Roy Redman were named Placentia's Citizens of the Year. (Item 5)

Secretary DeVecchio attended the Miss Placentia – Yorba Linda introductions event held at the Marriot in Placentia and the first anniversary celebration for Children's Librarian Lori Worden that was held at the Library.

Trustee Escobosa attended the library's holiday gathering and photo shoot. She also attended the County's Conflict of Interest training with Library Director Contreras.

Trustee Turner attended the Miss Placentia – Yorba Linda introductions event held at the Marriot in Placentia and the library's holiday gathering and photo shoot. She attended the Chamber of Commerce Citizen of the Year Breakfast. She also came to see the Celtic Christmas performance at the Library. She participated in the Adult Book Discussion of The Alchemist. She represented the Board at the monthly PLFF meeting that was held at PLFF President Brenda Benner's home where she felt very

welcomed. Trustee Wood also attended the library's holiday gathering and photo shoot. (Item 6)

**FRIENDS  
FOUNDATION  
REPORT**

Placentia Library Friends Foundation's Vice President, Jack Hanley reported on the activities of the foundation including designating him as the regular representative at Board of Trustee meetings. The computer lab project is moving forward with input from new member Leonard Rich. Nancy Lone-Tollefson has recruited many new volunteers for the book store and monthly book sales. The Doll Boutique fundraiser gathered a several hundred dollar profit after some items were displayed at a local beauty shop. They have secured John Corcoran for the upcoming Author's Luncheon which many efforts are now focused on. (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)

FY2009-2010 Cash Flow Analysis through November 2009; the Schedule of Anticipated Property Tax Revenues for FY2009-2010 as provided by the Orange County Auditor (Item 12)

**TREASURER'S  
REPORT**

Financial Reports for November 2009 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)  
Balance Sheet for November 2009 (Item 14)

Acquisitions Report for November 2009 (Item 15)

Entrepreneurial Activities Report for November 2009 (Item 16)

**GENERAL CONSENT**

Personnel Report for November 2009 (Item 17)

Circulation Report for November 2009 (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 2009 (Item 20)

Library Services Manager's Report for November 2009 (Item 21)



Children's Services Report for November 2009 (Item 22)

Literacy / Volunteer Services Report for November 2009 (Item 23)

Reference and Adult Services Report for November 2009 (Item 24)

Local History Room Report for November 2009 (Item 25)

Placentia Library Web Site & Technology Report for November 2009 (Item 26)

**CONTINUING  
BUSINESS**

Library Director Contreras recommended that more time be allotted for research into sick leave policies and that discussions be postponed until the February meeting. All present agreed with this.

**POLICY #2040**

(Item 27)

**NEW  
BUSINESS**

Library Director Contreras presented a summary of the City's plans to implement a parking permit program in areas of the parking lot that would affect both library patrons and staff. Review and discussion of property and legal documents was held. It was moved by Trustee Wood and seconded by Trustee Escobosa to direct Library Director Contreras to meet with the City Administrator to communicate the Library's concerns regarding the parking permit program. (Item 28)

**PERMIT PARKING  
PROGRAM**

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

**ELECTION OF BOARD  
MEMBERS**

Secretary DeVecchio nominated President Shkoler as President of the Board of Trustees. Trustee Wood nominated Secretary DeVecchio as Secretary of the Board of Trustees. All present supported the nominations. President Shkoler confirmed the re-elections. (Item 29)

**APPOINTMENT  
OF REPRESENTATIVES**

Incumbents Trustee Turner and Secretary DeVecchio were reappointed as the Local Area Formation Commission (LAFCO) representatives. President Shkoler and Trustee Escobosa were appointed as the Placentia Civic Center Authority representatives. Trustee Wood was appointed the Orange County Council of Governments (OCCOG) representative, with Secretary DeVecchio being the alternate. Trustee Turner was appointed the Placentia Library Friends Foundation representative, with Trustee Escobosa being the alternate. Also, it was confirmed that Trustee Wood would continue to serve as the representative at the Placentia Community Network meetings, with Trustee Escobosa being the alternate. (Item 30)

**RESOLUTION 10-07**

Library Director Contreras presented the proposed schedule for Regular Board Meeting Dates for Calendar Year 2010 including changes to dates in the months of January and February and no meeting to be held in July. The benefits of keeping a regular schedule were discussed along with necessary adjustments due to holidays and personal schedules. It was moved by Trustee Wood and seconded by Trustee Turner to determine the Regular Board Meeting Dates for Calendar Year to be the third Monday of

each month including the month of July except for the established dates of January 25, 2010 and February 16, 2010. Resolution 10-07 was read by title only by the recorder. It was moved by Secretary DeVecchio and seconded by Trustee Turner to adopt revised Resolution 10-07 as designated: (Item 31)

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood

NOES: None

ABSTAIN: None

ABSENT: None

Resolution 10-07 was adopted by a roll-call vote.

**AGENDA  
PREPERATION**

Agenda Preparation for the January Board of Trustees Meeting which will be held on Monday, January 25, 2010 unless re-scheduled by the Library Board of Trustees. (Item 32)

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District on December 21, 2009 adjourned at 7:37 P.M. (Item 33)

**NEXT MEETING**

The next meeting will be on Monday, January 25, 2010 at 6:30 P.M.

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Richard DeVecchio  
Secretary  
Library Board of Trustees

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Al Shkoler  
President  
Library Board of Trustees





**BOARD OF TRUSTEES  
MEETING CALENDAR**

January 2010 – December 2010

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





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

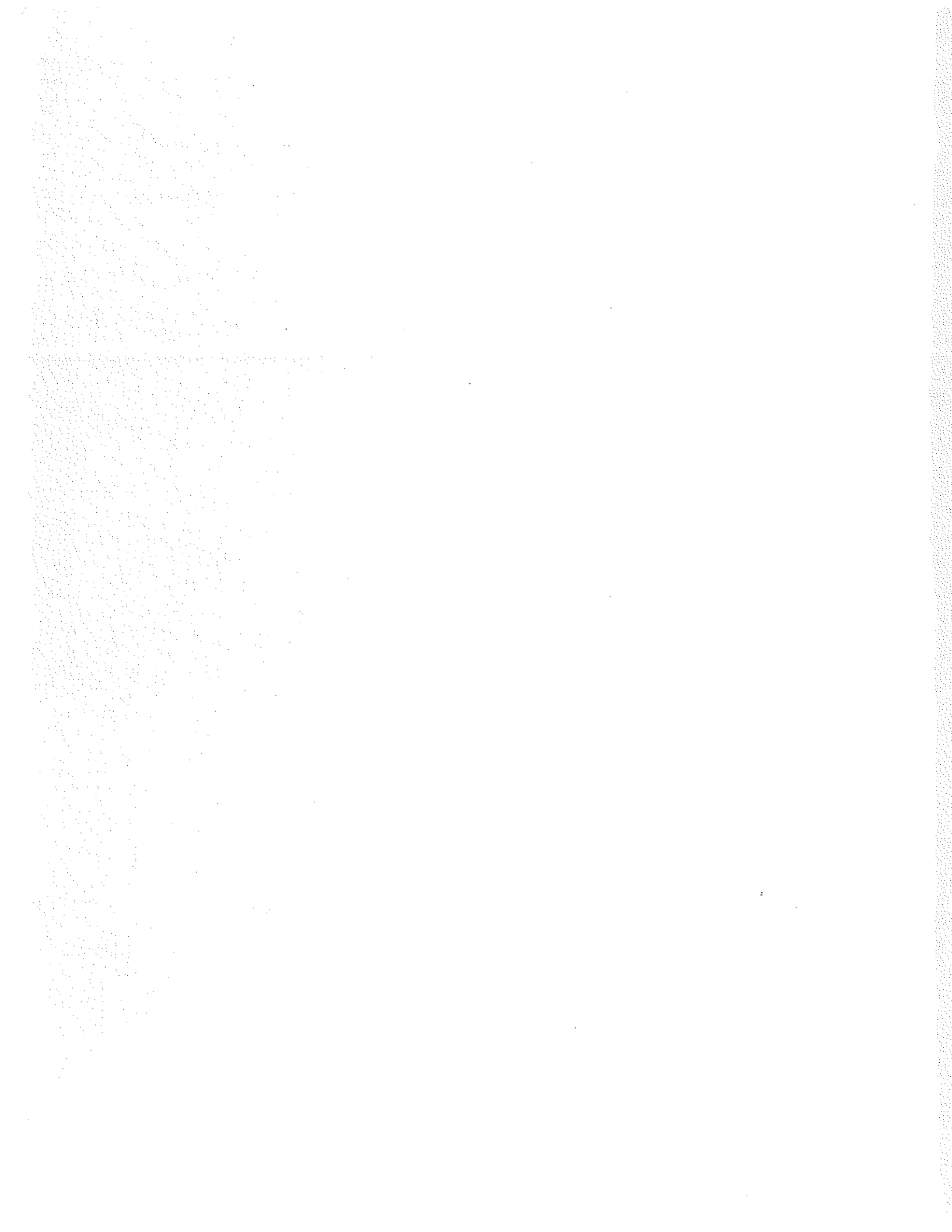
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**TO:** Jeanette Contreras, Library Director  
**FROM:** Marisa Timothy, Administrative Assistant  
**SUBJECT:** Summary of Non-standard Claims  
**DATE:** January 25, 2010

TYPE	DATE	CLAIM #	AMOUNT
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*NONE*

**TOTAL      0**



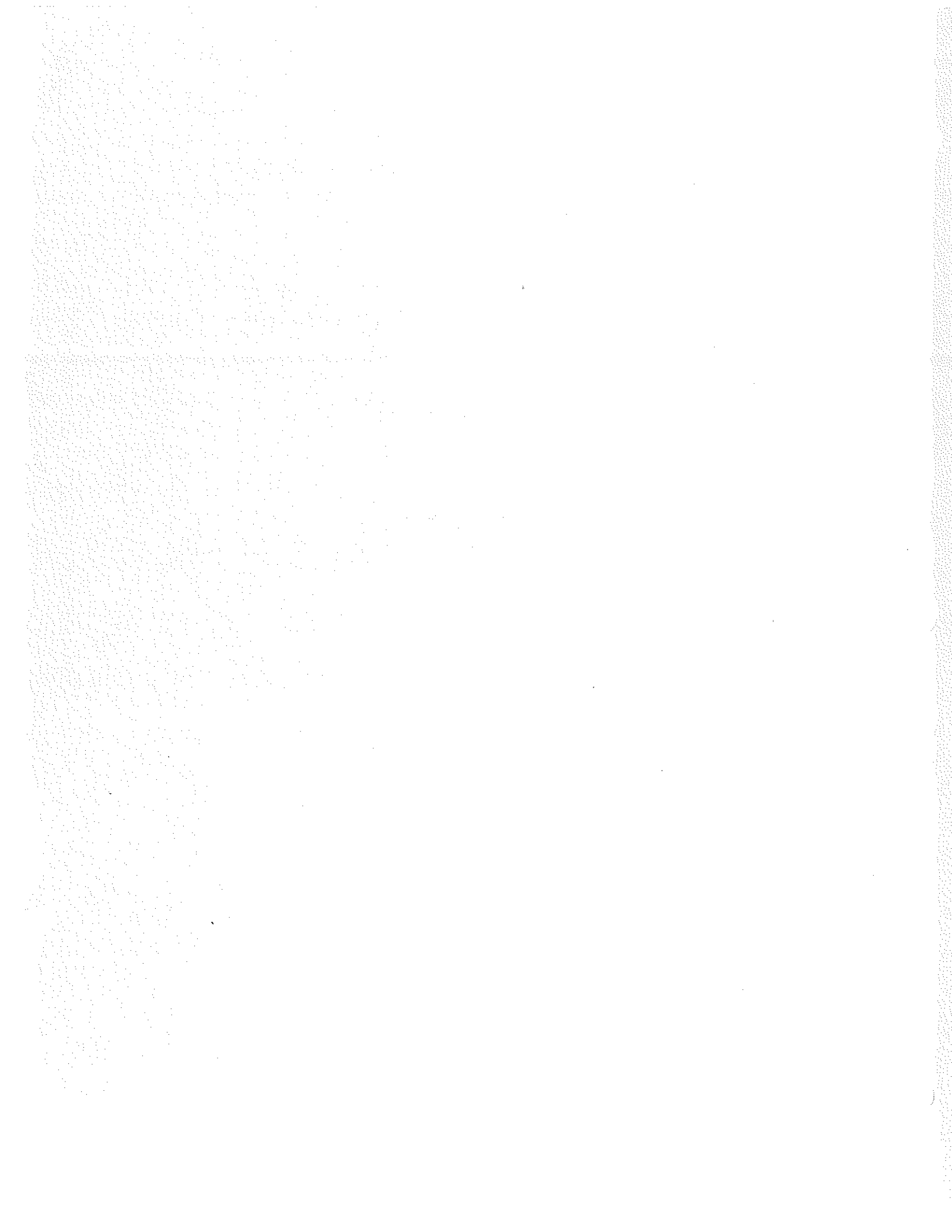
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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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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:** January 25, 2010

TYPE	DATE	CLAIM#	AMOUNT
FUND 707			
	01/05/10	5250	\$14,456.80
	01/05/10	5251	\$2,227.49
	01/05/10	5252	\$4,385.09
	01/05/10	5253	\$1,951.61
	01/05/10	5254	\$1,645.79
	01/14/10	5255	\$16,490.47
		<b>TOTAL</b>	<b>\$41,157.25</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:** January 25, 2010

**Current Claims**

TYPE	DATE	CLAIM #	AMOUNT
706	01/25/10	5256	\$18,862.00
707	01/25/10	5257	\$ 7,377.13
	01/25/10	5258	\$ 1,927.83

*Subtotal for Claims* \$28,166.96

**Payroll**

On Demand Wire	02/01/10	#16	\$40,000.00
On Demand Wire	02/10/10	#17	\$40,000.00

*Subtotal for Payroll* \$80,000.00

**TOTAL  
CURRENT CLAIMS &  
PAYROLL** \$108,166.96

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 01/25/10  
REPORT NO: 5256

The County Auditor is authorized to draw these checks from:

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

FUND: 706  
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
Dalke & Sons Construction 4585 Allstate Drive Riverside, CA 92501-1701	11/23/2009 10472	0000			\$ 18,862.00		
<b>TOTAL REMITTANCE:</b>					\$ 18,862.00		
<p>The claims listed above (totaling \$18,862.00) 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:

(7/2009)

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 01/25/10  
REPORT NO: 5257

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	01-13-10 6746022400	0200			\$ 2,856.54		
VC6155 Best Best & Krieger 3750 University Avenue, Suite 400 Post Office Box 1028 Riverside, CA 92502-1028	01-12-10 619949	1900	0738		\$ 313.50		
VC4802-4 Office Depot PO Box 70025 Los Angeles CA 90074-0025	01-04-10 502824632001	1800	0725		\$ 283.44		
	12-31-09 502824649001	1800	0725		\$ 24.44		
					\$ 307.88		
VC4829 Hoang Computer Services 6765 Westminster Bl. Ste C-PMB 103 Westminster, CA 92683	12-31-09 09-00349	1900	0739		\$ 800.00		
N06779K 3M RSP4754 2807 Paysphere Circle Chicago IL 60674-0000	12-03-09 OF40895	1300			\$ 227.00		
	11-24-09 OF40774	1300			\$ 1,256.98		
					\$ 1,483.98		
VC0451 Pitney Bowes PO Box 856179 Louisville, KY 40285-6179	01-13-10 6944631-DC09	2100			\$ 141.00		
VC5233-2 AT&T Payment Center Sacramento, CA 95887-0001	01-07-10 335 253-2062 597 0	0700	0700		\$ 1,249.24		
	01-04-10 714 524-8408 787 6	0700	0700		\$ 69.95		
					\$ 1,319.19		
VC5465-3 Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	01-05-10 8448400250276198	0700	0702		\$ 155.04		
<b>TOTAL REMITTANCE:</b>					\$ 7,377.13		
<p>The claims listed above (totaling \$7,377.13) 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:

(7/2009)

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 01/25/10  
REPORT NO: 5258

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
VC4997 EBSCO Subscription Services PO Box 92901 Los Angeles, CA 90009-2901	12-09-09	2400	0760				
	0325336				\$ 172.85		
	12-18-09	2400	0760		\$ 50.00		
	0325988						
	12-13-09	2400	0760		\$ 10.00		
	0041824				\$ 232.85		
VC0615-2 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	12-11-09	2400	0760		\$ 94.61		
	1087955043						
	12-21-09	2400	0760		\$ 451.98		
	W32809180						
	12-18-09	2400	0760		\$ 39.79		
	W32809200						
	12-18-09	2400	0760		\$ 22.77		
	W30920720						
	12-18-09	2400	0760		\$ 30.10		
	W31306490						
	12-18-09	2400	0760		\$ 17.06		
	W29940720						
	12-18-09	2400	0760		\$ 26.85		
	W32853650						
	12-18-09	2400	0760		\$ 208.35		
	W32808690						
	12-09-09	2400	0760		\$ 92.09		
	W30920750						
12-09-09	2400	0760		\$ 50.26			
W29487010							
12-09-09	2400	0760		\$ 279.06			
w32811920							
12-18-09	2400	0760		\$ 39.41			
w32596870							
12-18-09	2400	0760		\$ 41.03			
W32446130							
12-18-09	2400	0760		\$ 96.92			
W31875070							
12-18-09	2400	0760		\$ 41.83			
W32954280							
12-18-09	2400	0760		\$ 162.87			
W31957190					\$ 1,694.98		
<b>TOTAL REMITTANCE:</b>					\$ 1,927.83		

The claims listed above (totaling \$1,927.83) 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)





County of Orange  
**On Demand Wire**

**A/P PAYMENT REQUEST AND TRANSMITTAL**

Email to: Treasurer-Tax Collector at: cashmgmt@tc.ocgov.com or Fax to: (714) 834-2912

Please Pay \$ 40,000.00 on 02/01/2010

Transaction Reference (select one):  Automated Clearing House (ACH)  Wire Transfer (WT)

A WT will have a settlement date that is the same as the date on the ODW form. An ACH will have a settlement date of one business day after the date on the form.

Send To: Bank Name: Wells Fargo Bank  
 ABA #: 121042882  
 Account Name: Placentia Library District  
 Account #: 2011939659  
 Reference: Payroll #16

Description: Placentia Library District's Payroll.

Department / Agency

Contact: Trinh Jeanelle Contreras  
 Name and Title  
(714) 528-1925 | (714) 579-1082  
 Phone Number | FAX Number

CODE	DEPT	ID
AUDITOR COPY SUBMITTED TO:	A/C ACTS PAYABLE	<input checked="" type="checkbox"/>
	A/C CHECK WRITING	<input type="checkbox"/>

Vendor/Customer Code: vc-6532

DEPARTMENT'S USE - COMPLETE IN DETAIL									
FUND	DEPT	BUDGET CTRL	UNIT	OBJ REV BSA	SUB OBJ SUB REV SUB BSA	DEPT OBJ DEPT REV DEPT BSA	JOB NUMBER	AMOUNT	
707	v700	707	0900	0100				\$40,000.00	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO							TOTAL PAYMENT	\$40,000.00	
I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY			EXPENDITURES AUTHORIZED AND APPROVED BY			APPROVED DAVID E. SUNDSTROM, AUDITOR-CONTROLLER			
CLAIMANT	DATE	AUTHORIZED SIGNER	DATE	DEPUTY	DATE				

PLEASE DO NOT WRITE BELOW THIS LINE - FOR INTERNAL USE ONLY

<b>Auditor-Controller Approvals:</b> <b>Claims &amp; Disbursing:</b> Over Limit: \$100,000 (1)   \$500,000 (2)   \$1,000,000 (3) Claims & Disbursing Management: Check Writing:	<b>Transaction Reference</b> MDW Transaction #: <b>Treasurer-Tax Collector Information:</b> Released By / Ref #:
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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 December 2009 for the Placentia Library District  
Accounts on Deposit with the Orange County Treasurer and the Placentia Library  
District General Ledger

**DATE:** January 25, 2010

**Summary of Cash and Investments as of December 31, 2009**

Cash with Orange County Treasurer Fund 702	12,768.82
Cash with Orange County Treasurer Fund 703	12,165.02
Cash with Orange County Treasurer Fund 706	194,022.78
Cash with Orange County Treasurer Fund 707	1,166,971.27
Cash with Orange County Treasurer Fund 708	11,870.47
County Exempt Checking – Bank of the West	45,198.01
County Exempt Savings – Bank of the West	78,960.23
General Fund Checking – Bank of the West	9,595.97
General Fund Savings – Bank of the West	140,740.08
Literacy Fund Savings – Bank of the West	14,408.03
Payroll Checking – Wells Fargo Bank	143,114.63
Payroll Emergency CD – California National Bank	23,624.58

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

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Jeanette Contreras  
Library Director



PLACENTIA LIBRARY DISTRICT  
 YTD REVENUE REPORT  
 December 31, 2009

GENERAL REV Fund 707 SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>TAXES</b>					
6210	Property Taxes - Current Secured	1,593,108	882,091	711,017	55.4%
6220	Property Taxes - Current Unsecured	73,640	42,632	31,008	57.9%
6230	Property Taxes - Prior Secured	0	-	0	100.0%
6240	Property Taxes - Prior Unsecured	940	-	940	0.0%
6250	Taxes - Spec Dist Augmentation	7,520	-	7,520	0.0%
6280	Property Taxes - Curr Supplemental	36,760	6,877	29,883	18.7%
6300	Property Taxes - Prior Supplemental	1,104	6,155	-5,051	557.5%
6540	Penalties & Costs on Delinq Taxes	0	1,646	-1,646	100.0%
<b>REVENUE FROM USE OF MONEY &amp; PROPY</b>					
6610	Interest	21,800	4,813	16,987	22.1%
<b>INTERGOVERNMENTAL REVENUES</b>					
6690	State - Homeowners Property Tax Relief	14,320	2,318	12,002	16.2%
6970	State - Other	20,000	-	20,000	0.0%
<b>MISCELLANEOUS REVENUES</b>					
7670	Miscellaneous Revenue (Local Revenue) Passports	99,388	42,579	56,809	42.8%
	Impact Fees	40,000	34,434	5,566	86.1%
7680	6-MO Expired (Outlawed) Checks	0	47,528	-47,528	100.0%
		0	-	0	100.0%
<b>TOTAL REVENUES FY 09/10:</b>		1,908,580	1,071,074		56.1%

**PLACENTIA LIBRARY DISTRICT**

**EXPENDITURES REPORT**

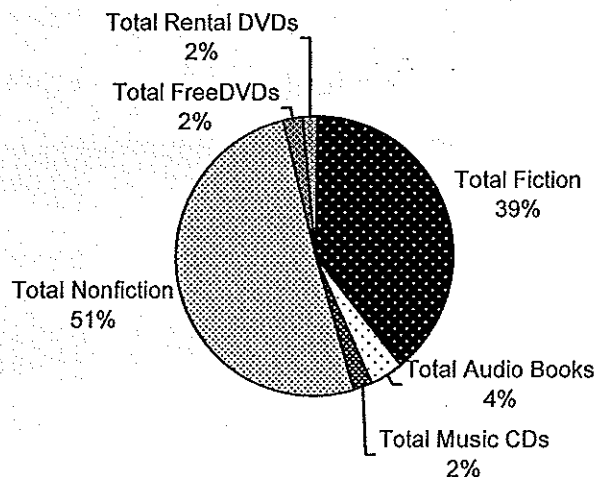
December 31, 2009

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
0100	Salaries & Wages	1,029,376	433,052	0.42	\$596,324
0200	Retirement	110,000	62,610	0.57	\$47,390
0301	Unemployment Insurance	5,000	5,140	1.03	-\$140
0306	Health Insurance	100,900	56,402	0.56	\$44,498
0308	Dental Insurance	13,000	5,868	0.45	\$7,132
0309	Life Insurance	11,000	2,342	0.21	\$8,658
0310	AD & D Insurance	7,000	1,604	0.23	\$5,396
0319	Vision Insurance	4,000	997	0.25	\$3,003
0350	Workers' Compensation Insurance	10,000	4,325	0.43	\$5,675
	<b>TOTAL</b>	<b>\$1,290,276</b>	<b>\$572,340</b>	<b>0.44</b>	<b>\$717,936</b>
<b>SERVICES &amp; SUPPLIES</b>					
0700	Communications	10,000	5,197	0.52	\$4,804
0900	Food	1,300	453	0.35	\$847
1000	Household Expenses	9,000	2,607	0.29	\$6,393
1100	Library Insurance	13,000	13,338	1.03	-\$338
1300	Maintenance, Equipment	30,000	10,850	0.36	\$19,150
1400	Maintenance, Buildings & Improvements	17,197	49,323	2.87	-\$32,126
1600	Memberships	1,500	4,118	2.75	-\$2,618
1800	Office Expenses	40,000	20,647	0.52	\$19,353
1803	Postage	5,000	2,678	0.54	\$2,322
1900	Prof./Specialized Services	134,000	48,280	0.36	\$85,720
1912	Investment Administrative Fees	2,000	366	0.18	\$1,634
2000	Publication and Legal Notices	1,000	0	0.00	\$1,000
2100	Rents and Leases - Equipment	1,500	141	0.09	\$1,359
2200	Rents & Leases - Buildings & Improvements	73,500	14,090	0.19	\$59,410
2400	Books/Library Materials	160,307	68,846	0.43	\$91,462
2600	Transportation & Travel	2,000	1,330	0.66	\$670
2700	Meetings	5,000	1,100	0.22	\$3,900
2800	Utilities	80,000	9,717	0.12	\$70,283
	<b>TOTAL</b>	<b>\$586,304</b>	<b>\$253,080</b>	<b>0.43</b>	<b>\$333,224</b>
<b>OTHER CHARGES</b>					
3700	Taxes and Assessments	\$7,000	\$0	0.00	\$7,000
	<b>OPERATING EXPENSES</b>	<b>\$1,876,580</b>	<b>\$825,420</b>	<b>0.44</b>	<b>\$1,051,160</b>
<b>FIXED ASSETS &amp; CONTINGENCY FUNDS</b>					
4000	Equipment	\$25,000	\$0	0.00	\$25,000
5200	Contingency Funds	\$0	\$0	0.00	\$0
	<b>TOTAL</b>	<b>\$25,000</b>	<b>\$0</b>	<b>0.00</b>	<b>\$25,000</b>
<b>TOTAL BUDGET (Fund 707)</b>					
		<b>\$1,908,580</b>	<b>\$825,420</b>		<b>\$1,083,160</b>
707-	General Reserves	\$10,000	\$0	0.00	\$10,000
702-	Equipment & Structural Repair Fund	\$13,072	\$0	0.00	\$13,072
703-	Automated Replacement Fund	\$12,369	\$0	0.00	\$12,369
706-	Interest & Sinking Bond Redemption	\$197,268	\$0	0.00	\$197,268
708-	Unused Sick Leave Payoff Reserve	\$12,075	\$0	0.00	\$12,075

# Placentia Library District

## ACQUISITIONS REPORT FOR FISCAL YEAR 2009-2010 THROUGH THE MONTH OF DEC. 2009

	<u>Amount</u>	<u>Titles</u>	<u>Volumes</u>
Total Fiction	\$33,371	2,185	2,778
Total Non-Fiction	\$43,075	1,682	2,592
Total Music CDs	\$1,936	100	102
Total Audio Books	\$3,252	43	43
Total Free DVDs	\$1,938	67	67
<u>Total Rental DVDs</u>	<u>\$1,400</u>	<u>52</u>	<u>52</u>
<b>TOTAL MATERIALS</b>	<b>\$84,971</b>	<b>4,129</b>	<b>5,634</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.



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

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Titles	Amount	Titles	Amount	Titles	Value	Titles	Amount	Titles
Adult Fiction	\$14,520	872	\$0	0	\$14,520	872	\$713	26	\$15,233	898
Adult Circulating Non-Fiction	\$22,909	1,024	\$0	0	\$22,909	1,024	\$640	26	\$23,549	1,050
Adult Reference	\$633	13	\$0	0	\$633	13	\$200	2	\$833	15
Adult magazines	\$6,026	126	\$0	0	\$6,026	126	\$0	0	\$6,026	126
Adult on-line databases	\$3,300	1	\$0	0	\$3,300	1	\$0	0	\$3,300	1
Total Adult Non-Fiction	\$32,867	1,154	\$0	0	\$32,867	1,154	\$640	28	\$33,708	1,192
TOTAL ADULT PRINT MATERIALS	\$47,387	2036	\$0	0	\$47,387	2036	\$1,554	54	\$48,941	2090
Adult Music CDs	\$1,706	90	\$0	0	\$1,706	90	\$980	24	\$2,066	114
Adult Audio Books	\$3,252	43	\$0	0	\$3,252	43	\$0	0	\$3,252	43
Adult Free DVDs	\$1,359	41	\$0	0	\$1,359	41	\$0	0	\$1,359	41
Adult Rental DVDs	\$988	37	\$0	0	\$988	37	\$130	8	\$1,118	45
TOTAL ADULT NON-PRINT MATERIALS	\$7,304	211	\$0	0	\$7,304	211	\$490	32	\$7,794	243
TOTAL ADULT MATERIALS	\$54,691	2247	\$0	0	\$54,691	2,247	\$2,044	86	\$56,735	2,333
Juvenile Fiction	\$13,959	917	\$0	0	\$13,959	917	\$10	1	\$13,969	918
Young Adult Fiction	\$4,832	396	\$0	0	\$4,832	396	\$40	2	\$4,932	398
Total Juvenile Fiction	\$18,851	1,313	\$0	0	\$18,851	1,313	\$50	3	\$18,901	1,316
Juvenile Circulating Non-Fiction	\$5,442	260	\$0	0	\$5,442	260	\$303	16	\$5,745	276
Young Adult Circulating Non-Fiction	\$1,503	71	\$0	0	\$1,503	71	\$0	0	\$1,503	71
Juvenile Reference	\$423	26	\$1,819	144	\$2,241	170	\$0	0	\$2,241	170
Juvenile Magazines	\$622	16	\$0	0	\$622	16	\$0	0	\$622	16
Juvenile on-line databases	\$399	1	\$0	0	\$399	1	\$0	0	\$399	1
Total Juvenile Non-Fiction	\$8,389	374	\$1,819	144	\$10,208	518	\$303	16	\$10,511	534
TOTAL JUVENILE PRINT MATERIALS	\$27,240	1,687	\$1,819	144	\$29,059	1,831	\$353	19	\$29,412	1,850
Juvenile Music CDs	\$230	10	\$0	0	\$230	10	\$0	0	\$230	10
Juvenile Audio Books	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Juvenile Free DVDs	\$579	26	\$0	0	\$579	26	\$0	0	\$579	26
Juvenile Rental DVDs	\$412	15	\$0	0	\$412	15	\$0	0	\$412	15
TOTAL JUVENILE NON-PRINT MATERIALS	\$1,221	51	\$0	0	\$1,221	51	\$0	0	\$1,221	51
TOTAL JUVENILE MATERIALS	\$28,461	1738	\$1,819	144	\$30,280	1882	\$353	19	\$30,633	1901
Total Fiction	\$33,371	2,185	\$0	0	\$33,371	2,185	\$763	29	\$34,134	2,214
Total Non-Fiction	\$41,257	1,938	\$1,819	144	\$43,075	1,682	\$1,143	44	\$44,219	1,726
Total Music CDs	\$1,936	100	\$0	0	\$1,936	100	\$360	24	\$2,296	124
Total Audio Books	\$3,252	43	\$0	0	\$3,252	43	\$0	0	\$3,252	43
Total Free DVDs	\$1,938	67	\$0	0	\$1,938	67	\$0	0	\$1,938	67
Total Rental DVDs	\$1,400	52	\$0	0	\$1,400	52	\$130	8	\$1,530	60
TOTAL MATERIALS	\$83,153	3965	\$1,819	144	\$84,971	4,129	\$2,397	105	\$87,368	4,234

General Fund \$15,692  
 Adopt-a-book \$337  
 TOTAL \$16,029

Outstanding Orders as of December 2009  
 Adopt-a-book \$337

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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 December 2009  
**DATE:** January 25, 2010

**December 2009 Net Revenue Summary**

			YTD	YTD
	Dec-09	Dec-08	2009-2010	2008-2009
Passport	2,830.00	2,793.00	29,409.00	18,650.00
Passport Photos	440.00	540.00	5,025.00	3,620.00
Test Proctor	250.00	270.00	1,700.00	660.00
<b>Total</b>	<b>3,520.00</b>	<b>3,603.00</b>	<b>36,134.00</b>	<b>22,930.00</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 December 2009  
**DATE:** January 25, 2010

**RESIGNATIONS:**

None

**RETIREMENT:**

None

**APPOINTMENTS:**

None

**OPEN POSITIONS:**

None

**WORKERS' COMPENSATION LEAVE:**

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

**DATE:** January 25, 2010

**MONTHLY STATISTICS**

**December 2009**

<u>CIRCULATION</u>				Y-T-D	Y-T-D	Y-T-D
	Dec 09.	Dec 08.		2009-10	2008-09	% change
NEW PATRON REGISTRATIONS	279	372		2,271	1,774	21.9%
TOTAL CIRCULATION	15,370	16,223		108,207	82,127	24.1%
ATTENDANCE	21,698	17,828		149,521	94,229	37.0%

**PATRON COUNT**

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00	0	566	758	734	474	512	3,044
10:00	0	658	788	778	430	538	3,192
11:00	0	604	862	758	494	636	3,354
12:00	0	610	846	824	442	570	3,292
1:00	688	604	978	1044	528	708	4,550
2:00	676	600	1,064	868	626	680	4,514
3:00	620	782	1,038	968	622	598	4,628
4:00	704	822	1,024	1,088	654	752	5,044
5:00	0	880	982	1,022	682	0	3,566
6:00	0	716	888	850	700	0	3,154
7:00	0	678	734	774	478	0	2,664
8:00	0	512	708	750	424	0	2,394
<b>Total/Day</b>	<b>2,688</b>	<b>8,032</b>	<b>10,670</b>	<b>10,458</b>	<b>6,554</b>	<b>4,994</b>	
							<b>Grand Total 21,698</b>

**PASSPORT SERVICES**

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00	0	0	0	0	0	6	6
10:00	0	0	0	0	0	5	5
11:00	0	0	0	0	0	6	6
12:00	0	0	0	0	0	5	5
1:00	2	0	0	0	0	3	5
2:00	4	0	0	0	0	3	7
3:00	2	3	7	5	5	2	24
4:00	2	4	5	7	4	0	22
5:00	0	2	5	6	3	0	16
6:00	0	3	5	4	3	0	15
7:00	0	1	4	3	1	0	9
8:00	0	0	2	4	0	0	6
<b>Total/Day</b>	10	13	28	29	16	30	
							<b>Grand Total 126</b>

**STAFF ACTIVITY**

- Dec 7, 2009-Meeting with Yesenia Baltierra to discuss Circulation Agendas.
- Dec 7, 2009- Meeting with Estella Wnek to discuss Circulation Agendas.
- Dec 14,2009- Meeting with Yesenia Baltierra to discuss Circulation Agendas.
- Dec 14, 2009-Meeting with Estella Wnek to discuss Circulation Agendas.
- Dec 21, 2009-Meeting with Yesenia Baltierra to discuss Circulation Agendas.
- Dec 23, 2009- Meeting with Yesenia Baltierra to discuss Circulation Agendas.
- Dec 28, 2009-Circulation Meeting.
- Dec 30, 2009-Meeting with Yesenia Baltierra to discuss Circulation Agendas.

**ONGOING PROJECTS**

- Dec 15-Submitted Circulation Manual draft to Yesenia Baltierra.
- Dec 30-Examined all the fire extinguishers in the library to be sure they were up to date.

**NEW PROJECTS AND ACTIVITIES**

None

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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:** City of Placentia Invoices  
**DATE:** January 25, 2010

CITY OF PLACENTIA  
INVOICES

PERIOD COVERED	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-09	*							*
Aug-09	*							*
Sep-09	*							*
Oct-09	*							*
Nov-09	*							*
Dec-09	*							*
Jan-10	*							*
Feb-10								
Mar-10								
Apr-10								
May-10								
Jun-10								

**TOTAL** \*  
**AVG**

\* City Billing Not Received

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



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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  
**DATE:** January 25, 2010

### Accomplishments

- Completed and met with the Library Services Manager to review his special performance evaluation.
- Met with the City Administrator regarding the Parking Permit Program.
- Worked with the Placentia Library Friends Foundation (PLFF) to address the raffle issue for the upcoming Author's Luncheon.
- Continue to work with Jeff Ferre to address the library impact fee and ETCO's dispute.
- Organized and coordinated efforts for the snack venue with Rotary & El Dorado High School's Be Active at the Miss Placentia/Miss Yorba Linda Scholarship Program.
- Assisted the Acting Human Resources/Finance Analyst with personnel issues and development of internal forms.

### Community / Outreach

- Rotary Club of Placentia weekly meetings – January 6<sup>th</sup> & 13<sup>th</sup>.
- Mock Interview with Miss California – January 6<sup>th</sup>.

### Training/Workshop/Conferences

- Midyear Budget Session with Staff – January 15<sup>th</sup>.

### Meetings

- Manager's – December 9<sup>th</sup> & 29<sup>th</sup>.
- Teleconference with SDRMA regarding benefits – December 21<sup>st</sup>.
- Library Board of Trustees Meeting – December 21<sup>st</sup>.
- Be Active (El Dorado High School Interact) – January 6<sup>th</sup> & 11<sup>th</sup>.
- City Administrator – January 7<sup>th</sup>.
- Circulation Supervisor – January 11<sup>th</sup>.
- PLFF – January 11<sup>th</sup>.
- Children's Services – January 12<sup>th</sup>.

### Projects in Progress

- Computer Lab project
- Website
- Technology plan
- LSTA Grant





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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Roger Hiles, Library Services Manager  
**SUBJECT:** Library Services Manager Report for December 2009  
**DATE:** JANUARY 25, 2010

### Activities Report:

#### **Achievements**

Attended the Opportunities Online Broadband Summit on December 14-15.

Posted the ebook version of a children's book on Placentia history **Elephant Rides For Free** on the website.

Set up account and posted the links to the World Book Online encyclopedia on the website.

Completed a progress report on the Klein Family Foundation grant that helps support the Homework club at H.I.S. House.

Guided the Reference team in completing a major weeding project for the Reference Collection. Remaining collection is current and useful.

#### **Projects in Progress**

**Website redesign** – Continued working to add new content to development site. Anticipated project completion: March 2010.

**Library Photostream** – continued adding photos to Flickr account. Prepared web links and training sheet for staff. Staff “photo people” training will be in January.

**Human Library Program (formerly “Living Library” Program)** – Met with staff to work out details of program. We are currently contacting prospective participants. Program date: March 20, 2010.

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

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

**Computer infrastructure** – Continued working with technician on server redesign. Ordered the first phase of replacements staff computers (three) to begin phasing out problematic 8-10 year old computers. This will be a multi-year effort.

**Computer Lab** – Worked with vendor on another revision to the computer plan for the lab.

**Historic Photograph Database Migration** – Moving the History Room's digitized photograph collection to new hosting platform. Captured metadata from old hosting site. Training for history room librarian on new hosting platform planned for January 2010.

**Library Problems manual** – working with staff to prepare a manual for staff use during problem situations. Next meeting: Febraury 2010.

### **Meetings**

Met with a representative from ByWater Solutions, a library automation system consultancy, on December 17.

I attended the Rotary Citizen of the Year Breakfast on December 17.

I attended the Trustees meeting on December 21.

I chaired the Library staff meeting on December 22.

I attended the regular Managers' Meetings.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Lori Worden, Children's Librarian

**SUBJECT:** Children's Services Monthly Activity Report for December 2009

**DATE:** January 25, 2010

**MONTHLY STATISTICS**

Phone reference	26
In person reference/research	460
Total	486

TYPE OF PROGRAM	NUMBER OF PROGRAMS	TOTAL ATTENDANCE
Lap Sit 24 months & younger	3	85
Preschool Story Times I & II: 3-6 years	10	178
Pocket Tales: Stories, music, and movement.	5	106
Read to the Dogs	1	25
P-TAC Meetings	2	24
Family Game Day	1	31
F.I.R.S.T. – Family Interactive Reading and Sharing Time	1	25
12/8 & 10 Tynes Elementary 2 <sup>nd</sup> Grade Tours	2	100
12/8 Valdez Academy Library Research Visit	1	20
12/12 Winter Wonderland Crafts	1	60
<b>Total December 2009</b>	<b>27</b>	<b>654</b>
<b>Total December 2008</b>	<b>25</b>	<b>367</b>
<b>Current FY to date</b>	<b>161</b>	<b>5,106</b>
<b>Previous FY to date</b>	<b>73</b>	<b>4,376</b>

**Achievements:**

- Placentia Library participated in the Community Christmas Basket program again this year for families in need of assistance, in partnership with the City of Placentia. With funds donated by the Placentia Library Friends Foundation, Lori Worden purchased almost 700 books for children to donate to this worthy project.
- Our 2<sup>nd</sup> annual Winter Wonderland Crafts program was an enjoyable program for families. Children made crafts, enjoyed a story and treats, and also got to visit with Santa. Teen volunteers and P-TAC members assisted with this program.
- Lori Worden conducted tours and read a story to 2<sup>nd</sup> grade classes visiting the library and civic center from Tynes school.
- Coleen Wakai presented a display celebrating Christmas, Hanukkah, and Kwanza in the library's display case.
- Brenda Ramirez, Coleen Wakai, and Lori Worden participated in online database training with Roger Hiles.
- Lori Worden attended a Koha presentation by By Water Solutions.

**In Progress:**

- Children's staff made plans for upcoming events, including Snow Day in January and Lunar New Year in February.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Toby Silberfarb, Library Assistant Literacy / Volunteers  
**SUBJECT:** Literacy / Volunteer Report for December 2009  
**DATE:** January 25, 2010

**MONTHLY STATISTICS**

Volunteer Hours:

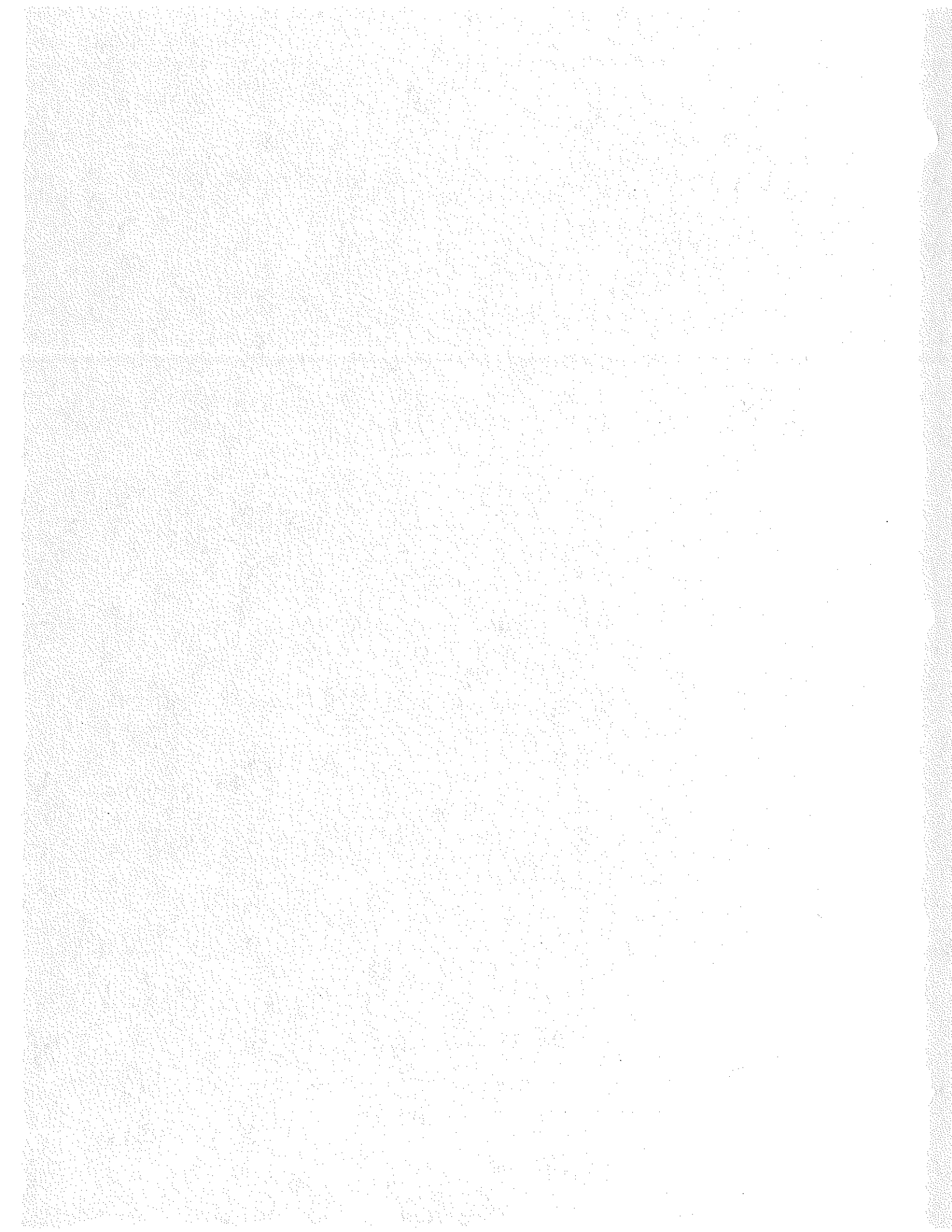
History Room	21 hrs
PLFF	390 hrs
Library (General)	238 hrs
Technical	4 hrs
Homework Club (restarted 9/21)	62 hrs
H.I.S. House Homework club	2 hrs
Tutors (Adult Literacy)	<u>14 hrs</u>
Total:	731 hrs

**Achievements**

Trained and placed Nancy Barton a new One-Stop volunteer.  
Proctored 8 exams for distance learning students.

**Projects in Progress**

Preparing for January 12, 2010 book discussion.  
Preparing for January 14, 2010 Spanish language program about living well with diabetes.  
Collection development for the 300s in the circulating and reference collections.  
Collection development in Spanish language non-fiction.





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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:** Adult Services Monthly Activity Report for December 2009  
**DATE:** JANUARY 25, 2010

### MONTHLY STATISTICS

#### Reference Desk Activity

Phone reference:	299
In person reference/research:	1006
Guest passes:	27
E-mail reference/research:	0
Electronic: databases/Internet/catalog instruction:	66
Electronic: public computers (desktops):	2729
express Internet stations (laptops):	1384
Technology: computer/printer questions or troubleshooting:	641
In library use: ready reference:	25
In library use (cleanup):	3054

### ACHIEVEMENTS

- *Gary Bell* coordinated, hosted and performed in "A Celtic Christmas." Over 70 people were in attendance
- *Gary Bell* coordinated and hosted the Play Reading Program on January 6, 2010. Eight people attended the program.
- *Nadia Dallstream* updated the Adult Services bulletin board.
- *Nadia Dallstream* put a new display of books into the book trough, "Placentia Library Book Discussions."
- *Nadia Dallstream* weeded paperback fiction.
- *Nadia Dallstream* created a "Spanish Publicity Outlets" contact sheet for Administration.
- *Nadia Dallstream* taught the Miss Teen Placentia's Little Sisters group and attended the pageant on Saturday, January 16, 2010.
- *Kathy Staymates* completed a bibliography on Edward Manet for art bulletin board.

- *Toby Silberfarb* led the January Book Discussion (on January 12, 2010): **Olive Kitteridge**. Eight people attended the program.
- *Toby Silberfarb* continues to coordinate the Tech Volunteer Program. Three volunteers continue to assist patrons on Wednesday evenings.
- *Toby Silberfarb* coordinated and hosted a Spanish language program on diabetes on January 14. No members of the public attended, and we are reviewing Spanish language outreach.
- *Gary Bell, Nadia Dallstream, Katie Matas, Toby Silberfarb, Kathy Staymates* and *Roger Hiles* completed weeding the Adult Reference Collection.

### IN PROGRESS

- *Gary Bell* is preparing for the February book discussion (**The Soloist** by Steve Lopez)
- *Gary Bell* is preparing for the February Play Reading Program (**Antigone** by Sophocles) on February 3, 2010.
- *Nadia Dallstream* continues to be cross-trained for tasks in Acquisitions and Technical Services.
- *Nadia Dallstream* is preparing for February "Explore Africa" program.
- *Nadia Dallstream* is working on a Media/Press Kit for Administration.
- *Nadia Dallstream* is preparing programming for the adult summer reading program.
- *Katie Matas* is preparing for a special "Author's Luncheon" Book Discussion on February 23, 2010, of **The Teacher Who Couldn't Read** by John Corcoran.
- *Kathy Staymates, Nadia Dallstream, and Roger Hiles* are working on the March 20 "Human Library" program.

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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 December 2009  
**DATE:** January 25, 2010

**MONTHLY STATISTICS**

Visitors to History Room in December, 2009	6
Visitors to History Room in December, 2008	2
Volunteer Hours, December 2009	21
Intern Hours	0

**Accomplishments:**

- Weeding of the Reference collection was completed and documents pertaining to the city and the school district were retained for the History Room for archiving consideration.
- A prospectus for the next DVD project was prepared and presented to the Library Director with a statement of our video-graphic requirements.
- A broad range of materials has been selected for our project, which continues to be edited and refined. Jesus Diaz is assisting us in this.
- A list of our holdings pertaining to Kraemer School was provided to the school for their upcoming 50<sup>th</sup> anniversary on March 23<sup>rd</sup>.
- A question was answered concerning the "Rocket House" of the 1950s that was on Santa Ana Canyon Road, where the 91 Freeway now is. The house belonged to an engineer at Northrup Corp. whose name was Deterling and was a colleague of Fred Schmidt.
- On December 17<sup>th</sup> the Celtic Christmas program was presented to a warm and receptive audience of over 70 people. There were 11 participants, including myself. Attendees included former staff member Joanne Hardy, Library Trustee Jean Turner and author Gayle Carline, who wrote about the program in the **Placentia News Times**. With the gracious assistance of folks from the PLFF, an evening was shared of joyous holiday spirit and good will.

**Activity:**

- Zoe Berry donated materials from the Placentia Chapter of the American Association of University Women.
- Dixie Shaw donated materials from her files, to the History Room.
- By special invitation to the History Room, Jeanette Gardner represented us at the dedication of the new Yorba Linda High School.
- Leonora Pierotti visited the History Room with information regarding the writings of Frances Bowen Root, daughter of Placentia pioneers.
- Pat Jertberg and Marie Schmidt are analyzing photo albums and documents for accuracy and to search for duplications.
- Jeanette Gardner has ended her volunteer duties, due to health issues. We will miss her dedication and support.



**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Katie Matas, Librarian, Technical Services  
**SUBJECT:** Technology & Website Report for December 2009  
**DATE:** January 25, 2010

**MONTHLY STATISTICS**

Online database usage:

	December 2009	December 2008	Y-T-D 2009-10	Y-T-D 2008-9	Y-T-D % change
Ancestry.com	112	92	4,943	808	512%
General Reference Center	238	22	2,108	127	1560%
Newsbank	42	23	219	585	-63%
Heritage Quest	522	372	8,284	10,967	-24%
Learning Express	10	16	52	101	-49%
Novelist	46	13	293	96	205%
Worldbook (began 12/2009)	10		10		NA
Tumblebooks	363	352	1,573	1,675	-6%
Valueline (Statistics for fy2009/10 begin with Dec. 2009. July-Nov are unavailable.)	135	134	135	540	-75%
Reference USA	96	9	508	229	55%
	<b>1574</b>	<b>1033</b>	<b>18,125</b>	<b>15,128</b>	<b>20%</b>

**Website traffic for November 2009:**

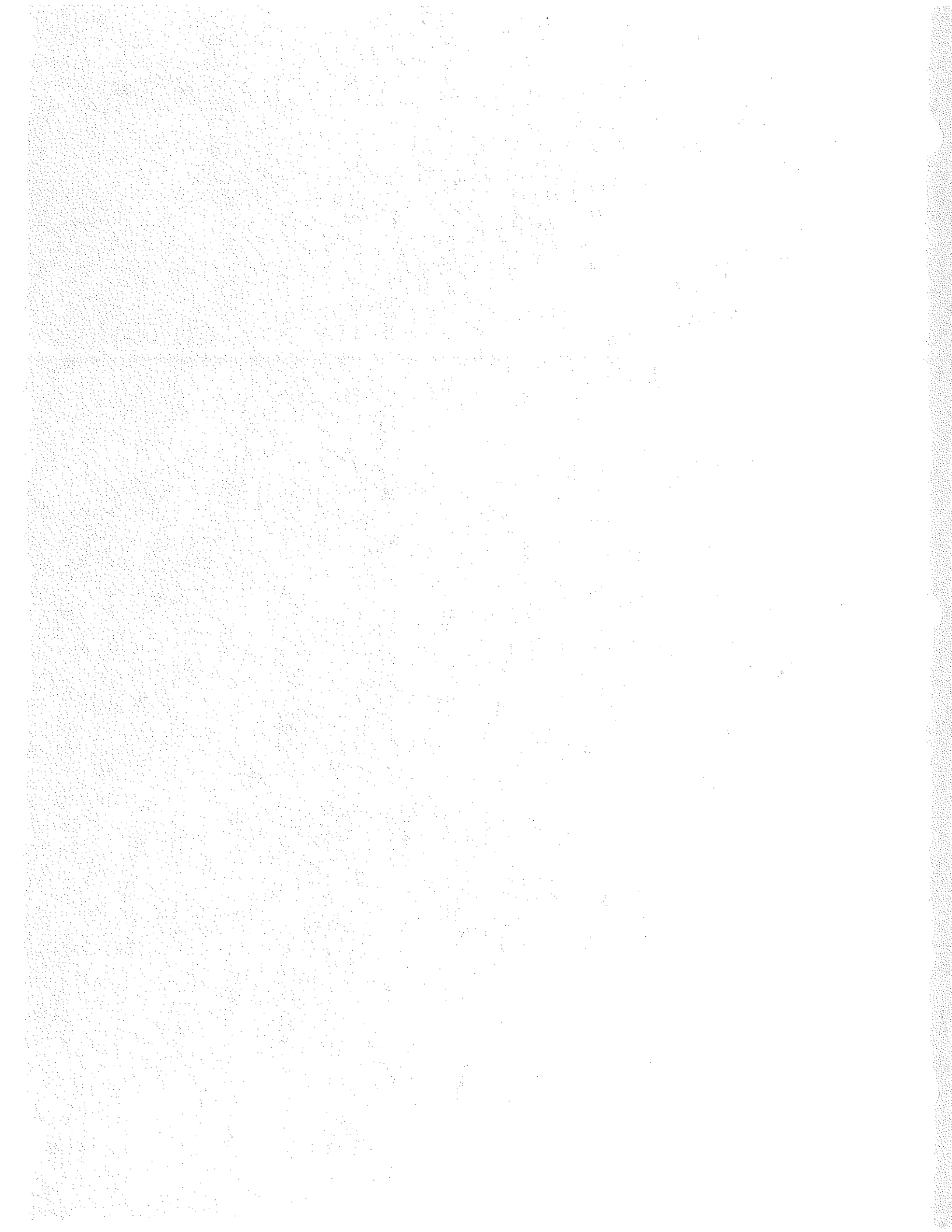
In December 2009 we had 15,360 visitors to our website. In December 2008 there were 35,215 page hits. Last year we had 15,057 visitors and 40,214 page hits in December.

**STAFF ACTIVITY**

- Katie continued cross training Nadia in Acquisitions and Technical Services.
- Jeanette, Roger, Katie, Lori and Yesenia met with a representative from ByWater Solutions, a support and consulting company for open source software.
- Toby, David and Katie interviewed two volunteer candidates from One Stop. Nancy Barton started working with the Circulation department on December 28, 2009. She may also do some work with the Technical Services department.

**ONGOING PROJECTS**

- Jesus and Roger continue to update Library events on the website.
- Jesus continues to maintain the outside electronic sign.
- Roger continues to work on the new Library website design.





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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 District Policies 2320 – Job Description – Coordinator of Development & Volunteer Services; 4080 – Membership in Associations; 4085 – Support Organizations; 6040 – Beverage & Food Policy  
**DATE:** January 25, 2010

*next*

### BACKGROUND

#### Policy 2320 – Job Description – Coordinator of Development & Volunteer Services

At the October 22, 2008 Library Board of Trustees meeting, the Board approved a reorganization structure which included an elimination of the Coordinator of Development & Volunteer Services position. The current policy does not reflect this change. See Attachment A.

#### Policy 4080 – Membership in Associations

At the October 13, 2009 Library Board of Trustees meeting, the Board voted to discontinue membership to the Independent Special Districts of Orange County (ISDOC). The current policy does not reflect this change. See Attachment B.

#### Policy 4085 – Support Organizations

The Placentia Library Friends Foundation (PLFF) was formed on November 13, 2007 from a merger between the Friends of Placentia Library and the Placentia Library Foundation. A Memorandum of Agreement (MOA) was also signed between representatives from the District and the PLFF. The current policy and MOA do not reflect changes that have occurred since the MOA was last signed. See Attachments C and D.

#### Policy 6040 – Beverage & Food Policy

At the October 22, 2008 Library Board of Trustees meeting, the Board voted to change policy 6065 – Library Rules of Conduct to include no eating or drinking in the library, except for bottled water. The current policy 6040 – Beverage & Food Policy does not reflect this change. See Attachment E.

### RECOMMENDATIONS

*Motion to  
change as listed:*

*m1*

*EW*

*All*

*m2*

*JT*

- 1) Remove the Placentia Library District Policy 2320, Job Description – Coordinator of Development & Volunteer Services.
- 2) Approve changes to the Placentia Library District Policy 4080 – Membership in Associations as presented.
- 3) Approve changes to the Placentia Library District Policy 4085 – Support Organizations as presented and authorize staff to present changes to PLFF at their February meeting.
- 4) Approve change to the Placentia Library District Policy 6040 – Beverage & Food Policy as presented.

*(eliminate)*



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Coordinator of Development & Volunteer Services

**POLICY NUMBER:** 2320

**2320.1** A non-exempt paraprofessional classification under the general direction of the Manager of Administrative Services. Works directly with the library director, library managers, library support organizations and volunteers. Performs a variety of complex, responsible activities requiring strong organizational, writing, verbal and interpersonal communication skills.

**2320.1.1** Functions as the coordinator of volunteers for all library activities..

**2320.1.2** Prepares all library publications, print and electronic.

**2320.1.3** Serves as the staff liaison and development director for the library's support organizations.

**2320.1.4** Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

**2320.1.5** Carries out the expressed policies of the Board of Trustees. Communicates and assists in the execution of the goals and objectives of the Board to the staff, volunteers, library support organizations and the community.

**2320.1.6** Prepares monthly and annual reports as assigned by the Manager of Administrative Services.

**2320.1.7** Supervises clerical staff and volunteers.

**2320.1.8** Is eligible to apply to become a California Notary Public in compliance with the provisions of Placentia Library District Policy 2125.

## 2320.2 Typical Tasks

### 2320.2.1 Coordinates volunteers for all library activities:

2320.2.1.1 Recruits, trains, coaches, assigns tasks for and evaluates volunteers.

2320.2.1.2 Collects and maintains volunteer records and prepares reports on volunteer activities.

2320.2.1.3 Devises and implements volunteer recognition programs and events.

2320.2.1.4 Maintains collaborative relationships with the Volunteer Center of Orange County and Placentia-area community organizations and educational institutions supporting the library's activities and programs.

2320.2.1.5 Meets regularly with library managers, staff, Friends Book Store Manager and others to coordinate the activities of library volunteers, determine the need for volunteers and evaluate their effectiveness.

### 2320.2.2 Prepares all library publications, print and electronic:

2320.2.2.1 Prepares news releases for library programs.

2320.2.2.2 Develops and maintains a working relationship with the local news and feature staff at the Orange County Register, Placentia News Times, Los Angeles times and other regional publications.

2320.2.2.3 Prepares the District's submission to the Placentia Quarterly.

2320.2.2.4 Prepares the District's newsletter and other brochures, bookmarks and publications in support of library programs

2320.2.2.5 Prepares cable television announcements and coordinates programs.

2320.2.2.6 Prepares library program and support organization information for the library website.

2320.2.2.7 Advises the Manager of Public Services about public relations activities and publications for adult services, children's services, literacy services and the Placentia History Room.

**2320.2.2.8** Coordinates other public information activities as assigned by the Manager of Administrative Services.

**2320.2.2.9** Coordinates job orders with printers, designers, proof readers, mailing houses and other library publication vendors and reviews and approves their invoices for payment.

**2320.2.2.10** Maintains a calendar of library publication schedules and coordinates submission deadlines with library managers, staff and support organizations.

**2320.2.2.11** Coordinates and prepares library signage.

**2320.2.3** Serves as the staff liaison and development director for the Library's support organizations:

**2320.2.3.1** Attends all Friends of Placentia Library Board of Directors, Committee and Membership meetings and Placentia Library Foundation Board of Directors and Committee Meetings.

**2320.2.3.2** Assists the Placentia Library Foundation President with preparing meeting agendas. Prepares the Placentia Library Foundation Board of Directors meeting packets.

**2320.2.3.3** Requests deposit of donations, payment of invoices, and issuance of checks for the support organizations with the Manager of Administrative Services and/or Treasurer of the Friends of Placentia Library and/or the Treasurer of the Placentia Library Foundation.

**2320.2.3.4** Maintains the files and official records for the Friends of Placentia Library and the Placentia Library Foundation.

**2320.2.3.5** Takes and prepares minutes for the Placentia Library Foundation Board of Directors and Committee meetings.

**2320.2.3.6** Provides staff support for fund raising projects and membership campaigns for the Friends of Placentia Library and the Placentia Library Foundation.

**2320.2.3.7** Maintains donor records.

**2320.2.3.8** Prepares donation receipts and acknowledgment letters for the Friends of Placentia Library and the Placentia Library Foundation.

**2320.2.3.9** Manages the donor software and donor communications activities for the Friends of Placentia Library and the Placentia Library Foundation

**2320.2.3.10** Presents recommendations for fund raising projects and membership promotions to the Friends of Placentia Library and the Placentia Library Foundation.

**2320.2.3.11** Coordinates and monitors the application process for grants prepared in the name of the Friends of Placentia Library or the Placentia Library Foundation. Helps evaluate the appropriateness of specific grant opportunities to District activities and projects.

**2320.2.4** Serves as a member of the Library Program Committee and prepares its news releases, publications and bulletin board displays.

**2320.2.5** Coordinates the library's holiday displays, decorating and participation in the Heritage Day Parade and other community events.

**2320.2.6** Assists the public in making the most effective use of the Library's collection and facility.

**2320.2.7** Serves as a United States Passport Application Acceptance Agent.

**2320.2.8** Prepares and submits reports of activities to the Manager of Administrative Services as required.

**2320.2.9** Performs other duties as assigned by the Manager of Administrative Services.

**2320.3** Required Qualifications. B.A. or B.S. degree, a valid California driver's license, and United States citizenship. Preference will be given to applicants possessing a certificate in fund raising.

**2320.4** Knowledge and abilities:

**2320.4.1** Knowledge of the principles of fund raising and non-profit management.

**2320.4.2** Knowledge of grant writing techniques and application procedures.

**2320.4.2** Knowledge of personal computer hardware and software operations including word processing, spreadsheet, database management, publishing, graphics and photo management.

**2320.4.3** Knowledge of the principles of volunteer management.

**2320.4.4** Knowledge of the principles of effective print and electronic communication and design for newsletters, brochures and other publications.

**2320.4.5** Knowledge of current events and literature.

**2320.4.6** Ability to apply the knowledge listed above.

**2320.4.7** Ability to make effective public presentations.

**2320.4.8** Ability to read, analyze and interpret professional publications and staff reports.

**2320.4.9** Ability to respond to common inquiries or complaints from Library customers.

**2320.4.10** Ability to follow District policies and procedures.

**2320.4.11** Ability to analyze difficult problems and recommend solutions.

**2320.4.12** Ability to work independently with minimal supervision.

**2320.4.13** Ability to prepare and present reports that conform to prescribed style and format.

**2320.4.14** Ability to organize, manage work flow and multi-task with frequent interruption.

**2320.4.15** Ability to establish and maintain effective relations with co-workers, the public and community organizations.

#### **2320.5** Physical Demands

**2320.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2320.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2320.5.1.2** Must possess mobility to operate a motor vehicle.



**2320.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2320.5.1.4** Must be able to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2320.5.1.5** Must be able to stand; walk; and stoop, kneel, or crouch.

**2320.5.1.6** Must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

**2320.5.1.7** Must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**2320.5.1.8** Must be able and willing to attend meetings outside of regular work hours and travel overnight.

## **2320.6** Work Environment

**2320.6.1** The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2619.6.2** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Membership in Associations  
**POLICY NUMBER:** 4080

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

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

**4080.3** The Board of Trustees will maintain membership for each Trustee and the Library Director in the California Association of Library Trustees and Commissioners and will insure that annual dues are paid when due.

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

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**4080.4** The Board of Trustees will maintain membership for the Library Board President and each full-time professional librarian in the American Library Association and will insure that annual dues are paid when due.

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**4080.5** The Board of Trustees will participate in the Orange County Council of Governments and designate a Trustee to attend the monthly meetings.

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**4080.6** The Board of Trustees will participate in the Orange County Special Districts Selection Committee to elect Special representatives to the Orange County Local Area Formation Commission and its committees.

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# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Support Organizations  
**POLICY NUMBER:** 4085

**4085.1** The Friends of Placentia Library and the Placentia Library Foundation merged on November 13, 2007, to become the Placentia Library Friends Foundation (PLFF). The group helps to supplement the Library's revenue, public relations activities, programs, and volunteer recruitment.

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

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

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

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

**4085.1.5** The Library provides basic administrative support to the organization through the participation of the Library Director and Administrative Assistant.

**4085.1.6** The Library Board of Trustees sends a representative to each Placentia Library Friends Foundation Board Meeting to encourage PLFF in its activities, and to keep an open channel of communication between the two boards.

**4085.1.7** PLFF will designate a representative to attend and make a report at each Library Board of Trustees Regular Meeting.

**4085.1.8** PLFF grants and gifts to the Library are coordinated through the Library Director.

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

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

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MEMORANDUM OF AGREEMENT  
Placentia Library Friends Foundation  
Placentia Library District  
November 13, 2007

1. **Introduction.** The Placentia Library Friends Foundation (the "Friends") is a nonprofit organization, qualified under Section 501(c)(3) of the Internal Revenue Code. The Friends is governed by a Board of Directors elected by its members. As a volunteer organization, the Board of Directors is responsible to its members and donors who provide financial and in-kind resources for the Friends' programs in support of the Placentia Library District (the "Library").

The Friends recognizes that the Library is an independent district governed by a five member Library Board of Trustees whose members are elected in accordance with state statute.

2. **Mission/Purpose.** 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 outreach services to the community; provide a special collection to document and preserve Placentia's history and authors; and present programs and provide technology access to everyone in order to promote reading and lifelong learning.

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The purpose of the Placentia Library Friends Foundation is to assist Placentia's public library through the enhancement of library programs, developing and managing capital and endowment projects, promoting volunteer programs, and providing educational and cultural opportunities for its membership and library users.

3. **Programs.** The Library owns its facilities and collections and is responsible for its operating budget and basic financial needs. The Friends through its members and donors, and in consultation with the Library Director and Trustees, underwrites specific programs which enhance the quality and effectiveness of the Library as well as promotes increased attendance and revenue. These programs may include, but are not limited to: capital projects and new construction; additions to collections; educational programs, public relations, marketing and advertising programs, community wide special events; and professional staff development.

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4. **Fundraising.** The Friends develops and implements fundraising programs in concert with and subject to the approval of the Library Board of Trustees. To accomplish this, the Friends solicits and manages gifts for operations, endowments and special projects. With funds from membership dues as well as contributions from donors, the Friends provides substantial annual support for the Library.

5. **Friends' Responsibilities.** The Board of Directors is responsible for disbursing funds to the Library for the purchase of materials and support of programs. Written documentation will be maintained for each disbursement including, but not limited to, the date, the amount and the purpose of the disbursement and to whom paid. This documentation will be made available for review upon the request of the Library. In addition, an annual report will be provided to the Library that includes an itemization of funds received, disbursements made and a statement of assets on hand. The Library may examine the books and records of the Friends with respect to receipts and disbursements made on its behalf, upon reasonable notice during normal business hours. The Library Board of Trustees may request a formal audit of the Friends' accounts.

**Deleted:** Furthermore, the Friends will provide the Coordinator of Development & Volunteer Services with a petty cash fund.

6. **Library's Responsibilities.** The Library staff and Trustees may develop and supervise projects funded by the Friends to ensure compliance with the Library's mission and purpose. Funds received from the Friends may be expended only for the purposes for which they are allocated to the Library. The Library will furnish the Friends with an annual report for all grants made to the Library by the Friends. The Friends may examine the books and records of the Library with respect to any funds transferred to the Library by the Friends upon reasonable notice during normal business hours. The Library also grants to the Friends the use of the Library's name and facilities for activities.

**Deleted:** Furthermore, the Trustees agree to supply the Friends with staff and a donor database to assist with publications and activities.

7. **Friends Board of Directors/Library Representations.** A member of the Placentia Library Trustees and the Director of the Library or designee, shall serve as voting, ex-officio members of the Friends Board of Directors.

8. **Relationship between the Library Director and the Friends.** The Friends will support efforts by the Library Director to fulfill the Library's mission. The Library Director will support and participate in Friends' activities and projects including special events, volunteer activities and fund raising. The Friends, Trustees and staff will work together in harmony to accomplish mutually established goals and objectives that benefit the Library.

9. **General.** The Friends and its Board of Directors have no right or authority to obligate the Library without its expressed consent. The Library Board of Trustees and its Library Director have no right or authority to bind or obligate the Friends without its expressed consent.

10. **Amendments.** This Memorandum may be amended, supplemented or terminated only by and with the consent in writing of all the parties.

WHEREFORE, the parties hereto have executed and delivered this Memorandum as of the date and year written.



PLACENTIA LIBRARY DISTRICT

PLACENTIA LIBRARY FRIENDS  
FOUNDATION

By: \_\_\_\_\_  
Its: Library Director

By: \_\_\_\_\_  
Its: President

By: \_\_\_\_\_  
Its: President, Board of Trustees

January 25, 2010

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# Placentia Library District

## **POLICY HANDBOOK**

**POLICY TITLE:** Beverage & Food Policy  
**POLICY NUMBER:** 6040

**6040.1** A beverage may be taken into the Library if it is in a sipper container and the lid is attached. Food and candy may also be eaten in the Library.

**6040.2** The lid must remain on a beverage container at all times.

**6040.3** A beverage may be kept at a table or study carrel — it may not be placed on the floor, taken into the book stacks, or kept at any computer terminal or workstation.

**6040.4** The Library user is responsible for cleaning-up any messes spills with his/her beverage or food. Clean-up supplies are available at the Circulation Desk.



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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 District Policy 2110 – Health and Welfare Benefits  
**DATE:** January 25, 2010

*Authorize Director to re-negotiate w/ SDRMA  
= call a special mtg with results  
M1 GW  
M2 JT  
all*

### BACKGROUND

The current policy 2110 – Health and Welfare Benefits states:

- Policy 2110.1 – The District provides health, hospital, vision, dental and disability insurance to cover non-occupational injuries and sickness for regular probationary and full time and part-time employees working twenty or more hours per week. The scope of coverage and the payment of premiums are subject to periodic review and revision by the Board of Directors.
- Policy 2110.1.1 – The District pays the premium for all exempt employees and family, if applicable, for medical, dental, and vision coverage with a required employee monthly co-pay of \$54.00. Long-term accidental death and dismemberment insurance is paid for by the District for the employees only.
- Policy 2110.1.2 – The District pays premium for non-exempt employee only on medical, dental, vision, accidental death and dismemberment coverage for full-time and pro-rata payment for regular part-time employees. Spouse and family coverage is available at the employee's expense for all policies except family long-term accidental death and dismemberment coverage.
- Policy 2110.3 – Life Insurance in the amount of \$50,000 is provided for all full-time and regular part-time employees working twenty hours per week or more. The carrier reduces the amount of coverage after age sixty-five.

The Ancillary Coverages Enrollment Form signed on May 22, 2007 states active full-time and part-time employees working at least 20 hours per week are eligible for coverage. The ancillary coverage includes Delta dental, Vision, ING Basic Life and AD&D, ING long-term disability & Employee Assistance Program. According to the District's ancillary coverage with the Special District Risk Management Authority (SDRMA), the District must pay 100% premium for eligible employees. In addition, the current life insurance coverage is \$100,000, not \$50,000. The agreement is in effect for three years which will expire in June 2010.

In addition, the District has not been deducting the monthly co-pay of \$54.00 from exempt employees and family, as stated in policy 2110.1.1

The District's coverage is part of the California State Association of Counties (CSAC) Excess Insurance Program (EIA) EIAHealth's Small Group which underwrites the coverage. They reviewed and have approved the District's coverage based on the ancillary coverage enrollment form signed on May 22, 2007. A Memorandum of Understanding (MOU) was also by the District and Resolution 07-07 approved by the Board on May 29, 2007.

Attachment A is the Ancillary enrollment form.

Attachment B is Resolution 07-07.

*JC - agreement to June 2010 options*

Vision  
Dental  
Life  
Long Term Disability

Attachment C is the MOU.

JC: The District has two options to meet current ancillary coverage compliance:

- 1) Pay 100% of the premium for ancillary coverage for all regular part-time employees, beginning July 1, 2010; or
- 2) Discontinue ancillary coverage for regular part-time employees, beginning March 1, 2010.

The cost to the District for option one is \$12,912.

Full-time \$17K

\* no penalty from SDRMA

RECOMMENDATIONS

see front

- 1) Placentia Library District pay 100% of the premium for dental, vision, long-term accidental death and dismemberment coverage for regular part-time employees, beginning July 1, 2010, to comply with the District's current coverage with SDRMA; or
- 2) Placentia Library District discontinue dental, vision, long-term accidental death and dismemberment coverage for regular part-time employees, beginning March 1, 2010, to comply with the District's current coverage with SDRMA.

Motion →

Discontinue the \$54.00 monthly co-pay for exempt employees.

Motion to discontinue \$54 co-pay

re-use policy 210.1.1 MI JT All  
M2 BW

BE - need to re-imburse employees? YB - no

JT - how many?

BE - wants to see them covered for 4 mo

10 part-time employees

JT - coverage should continue @ 50%. BE agrees

20 hr 50%  
30 hr. 75%



**Ancillary Coverages  
Entity Enrollment Form**

**ENTERED**  
6-8-07  
GJA



**ENTITY INFORMATION** – The Entity applicant certifies the following information:

Entity's Legal Name: <b>PLACENTIA LIBRARY DISTRICT</b>		Member # <b>7050</b> Member <b>Y</b>	
Street Address: <b>411 E. CHAPMAN AVE</b>	City: <b>PLACENTIA</b>	State: <b>CA</b>	Zip: <b>92870</b>
County: <b>ORANGE</b>			
Contact Name: <b>WENDY GOODSON</b>	Title: <b>ADMINISTRATOR</b>	Phone Number: <b>714 528 1925</b>	Fax Number: <b>714 528 8236</b>
Email: <b>administration@placentia.library.org</b>			
Form of Organization: <input checked="" type="checkbox"/> Government Entity (non-schools) <input type="checkbox"/> School (non-JPA) <input type="checkbox"/> JPA <input type="checkbox"/> Other			

**COVERAGE(S) REQUESTED AND CONTRIBUTIONS** The Entity selects the following coverages to be available for the employees and will contribute the following percentage of the subscription charge/premium on behalf of its employees for the coverage(s) requested below:

Base Package (Required)		Optional Coverages Available (Mandatory that these coverages are paid by the Employer)		
<input checked="" type="checkbox"/> Delta Dental Entity contributes the following % toward premium cost: Employee <u>100</u> % Dependent <u>0</u> % Select One Plan Below: <input type="checkbox"/> Low Plan <input checked="" type="checkbox"/> Medium Plan <input checked="" type="checkbox"/> High Plan	<input checked="" type="checkbox"/> Vision Service Plan Entity contributes the following % toward premium cost: Employee <u>100</u> % Dependent <u>0</u> % Select One Plan Below: <input type="checkbox"/> Option 1 Plan A <input type="checkbox"/> Option 2 Plan B <input checked="" type="checkbox"/> Option 3 Plan B <input type="checkbox"/> Option 4 Plan C <input checked="" type="checkbox"/> Option 5 Plan C	<input checked="" type="checkbox"/> ING Basic Life and AD&D Select One Plan Below: <input checked="" type="checkbox"/> 10+ Lives <input type="checkbox"/> Less than 10 Lives Please list life insurance amount on Participant Enrollment Form The life insurance amount must be the same for all employees in that class or bargaining unit	<input checked="" type="checkbox"/> ING LTD Long Term Disability Select One Plan Below: <input checked="" type="checkbox"/> 10+ Lives Less than 10 Lives Please list annual salary on Participant Enrollment Form Select One Option Below: <input checked="" type="checkbox"/> Option 1 - 90 days <input type="checkbox"/> Option 2 - 180 days	<input checked="" type="checkbox"/> MHN Employee Assistance Program

**EMPLOYEE ELIGIBILITY**

Eligible employees are:  Active full-time benefit eligible employees who work at least 30 hours per week  
 Part-time benefit eligible employees working at least 20 hours per week

Total number of employees: 27 Total number of employees ineligible: 40  
 Total number of active full-time eligible enrolling employees: 15 Total number of part-time or temporary employees: 12

**PROBATIONARY PERIOD/ELIGIBILITY DATE:**

Eligibility Date is always on the FIRST DAY of the month following waiting period unless otherwise specified.

The waiting period for new employees:  one month  two months  three months  Other \_\_\_\_\_  
 Other than FIRST DAY of month: Eligible on \_\_\_\_\_ day from  date of hire or  Other \_\_\_\_\_

**PUBLIC OFFICIALS/GOVERNING BODY**

For Public Officials/Governing Body members to be covered under SDRMA Ancillary Coverages the Public Officials/Governing Body members must currently be covered through the Entity's existing ancillary coverages.

Check here  if you intend to continue providing ancillary coverages to your Public Officials/Governing Body members through SDRMA Ancillary Coverages.

Total number of public officials: \_\_\_\_\_  
Total number of enrolling public officials: \_\_\_\_\_

**DOMESTIC PARTNERS**

Standard coverage for the domestic partner of an employee or subscriber to the same extent, and subject to the same terms and conditions, as provided to a dependant of the employee or subscriber. Coverage of the employee's/subscriber's domestic partner requires submission of a certified copy of a Declaration of Domestic Partnership, or similar form, filed with the State of California or another governing jurisdiction. Both domestic partners must be at least 18 years of age. Coverage is extended to the children of the domestic partner. There are no COBRA continuation rights for the domestic partner or the domestic partner's children.

**CURRENT CARRIER(S):**

Is this plan intended to replace any existing group coverage?  YES  NO

If YES, name of group carrier(s): AMERITAS, HARTFORD, VSP, ASSURANT, CARE RESOURCES

Current group carrier proposed termination date: JUNE 30, 2007

**GENERAL AGREEMENT AND SIGNATURE**

Effective date requested: 7-1-07 (Actual date will be assigned by SDRMA if application is accepted)

Application is hereby made to SDRMA or the appropriate affiliated company for a Group Benefit Agreement/Group Policy providing coverage identified above. If this application is accepted, an Agreement/Policy will be issued which will set forth the terms, benefits and conditions of the relationship between the Entity and SDRMA. This application will become part of that Agreement/Policy.

Upon acceptance of the application, the Entity will inform all persons who are eligible for coverage that they may apply for SDRMA coverage under the Agreement/Policy.

I understand and agree to all of the above.

Date: 5-22-07

By: [Signature] Name and Title: ELIZABETH D MINTER, LIBRARY DIRECTOR  
(Authorized Signature) (Print Name and Title of Authorized Signer)

**FOR SDRMA USE ONLY**

Application is:  Accepted  Declined Case No. \_\_\_\_\_

Effective: \_\_\_\_\_ Underwritten: \_\_\_\_\_ Date: \_\_\_\_\_

Date: \_\_\_\_\_ By: [Signature] Clarissa Cash  
(Signature) 2007.05.29  
15:57:11 -07'00'

Rev. 05/071

RESOLUTION NO. 07-07

MAY 31 2007

A RESOLUTION OF  
THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY APPROVING THE FORM OF AND AUTHORIZING  
THE EXECUTION OF A MEMORANDUM OF  
UNDERSTANDING AND AUTHORIZING PARTICIPATION IN THE  
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY'S HEALTH BENEFITS ANCILLARY COVERAGES

WHEREAS, Placentia Library District, a public agency duly organized and existing under and by virtue of the laws of the State of California (the "Entity"), has determined that it is in the best interest and to the advantage of the Entity to participate in the medical benefits program offered by the Special District Risk Management Authority (the "Authority"); and the Entity understands a condition of participation in the Health Benefits Ancillary Coverages is a minimum of 3 full years; and

WHEREAS, Special District Risk Management Authority was formed in 1986 in accordance with the provisions of California Government Code 6500 et seq., for the purpose of providing risk financing and risk management programs; and other coverage protection programs; and

WHEREAS, participation in Special District Risk Management Authority programs requires the Entity to execute and enter into a Memorandum of Understanding (the "MOU"); which states the purpose and participation requirements for the medical benefits program; and

WHEREAS, all acts, conditions and things required by the laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of the transactions authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the Entity is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such transactions for the purpose, in the manner and upon the terms herein provided.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE ENTITY AS FOLLOWS:

Section 1. Findings. The Entity's Governing Body hereby specifically finds and determines that the actions authorized hereby relate to the public affairs of the Entity.

Section 2. Memorandum of Understanding. The Memorandum of Understanding, to be executed and entered into by and between the Entity and the Special District Risk Management Authority, in the form presented at this meeting and on file with the Entity's Secretary, is hereby approved. The Entity's Governing Body and/or Authorized Officers ("The Authorized Officers") are hereby authorized and directed, for and in the name and on behalf of the Entity, to execute and deliver to the Authority the Memorandum of Understanding.

Section 3. Program Participation. The Entity's Governing Body approves participating for a minimum of three full years in Special District Risk Management Authority Health Benefits Ancillary Coverages.

Section 4. Other Actions. The Authorized Officers of the Entity are each hereby authorized and directed to execute and deliver any and all documents which is necessary in order to consummate the transactions authorized hereby and all such actions heretofore taken by such officers are hereby ratified, confirmed and approved.

Section 5. Effective Date. This resolution shall take effect immediately upon its passage.

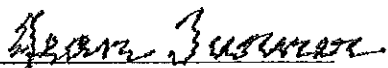
PASSED AND ADOPTED this twenty-ninth day of May 2007 by the following vote:

AYES: Shkoler, Turner, DeVecchio, Wood

NOES:

ABSENT: Escobosa

ABSTAIN:

  
Jean Turner, Secretary  
Board of Trustees of the Placentia Library District





MAY 31 2006

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (hereafter "MEMORANDUM") is entered into by and between the Special District Risk Management Authority (hereafter "SDRMA") and the participating public entity (hereafter "ENTITY") who is signatory to this MEMORANDUM.

Recitals

WHEREAS, on August 1, 2006, SDRMA was appointed administrator for the purpose of enrolling small public entities typically having 250 or less employees into the California State Association of Counties ("CSAC") Excess Insurance Authority ("EIA") EIAHealth's Small Group Health Benefits Ancillary Coverages Program (hereinafter "PROGRAM").

WHEREAS, the terms and conditions of the PROGRAM as well as benefit coverage, rates, assessments, and premiums are governed by EIAHealth Committee for the PROGRAM (the "COMMITTEE") and not SDRMA.

WHEREAS, ENTITY desires to enroll and participate in the PROGRAM.

NOW THEREFORE, SDRMA and ENTITY agree as follows:

1. PURPOSE. ENTITY is signatory to this MEMORANDUM for the express purpose of enrolling in the PROGRAM.
2. INITIAL COMMITMENT PERIOD. ENTITY understands and acknowledges that it is required to remain in the PROGRAM for a period of at least three (3) full years as a condition to participation in the PROGRAM (the "INITIAL COMMITMENT PERIOD").
3. ENTRY INTO PROGRAM. ENTITY shall enroll in the PROGRAM by making application through SDRMA which shall be subject to approval by the PROGRAM's Underwriter and governing documents and in accordance with applicable eligibility guidelines.
4. MAINTENANCE OF EFFORT. PROGRAM is designed to provide an alternative health benefit ancillary coverage solution to all participants of the ENTITY including active employees, dependents and public officials. After the INITIAL COMMITMENT PERIOD, ENTITY may discontinue coverage or change the contribution amount for retirees. However, ENTITY must contribute at least the minimum percentage required by the eligibility requirements.
5. PREMIUMS. ENTITY understands that premiums and rates for the PROGRAM are set by the COMMITTEE. ENTITY will remit monthly premiums based upon rates established for each category of participants and the census of covered employees, dependents and public officials.

Rates for the ENTITY and each category of participant will be determined by the COMMITTEE designated for the PROGRAM based upon advice from their consultants and/or a consulting Benefits Actuary and insurance carriers. In addition, SDRMA will add an administrative fee to premiums and rates set by the COMMITTEE for costs associated with administering the PROGRAM. Rates may vary depending upon factors including, but not limited to, demographic characteristics, loss experience of all public entities participating in the PROGRAM and differences in benefits provided (plan design), if any.



- a. SDRMA will administrate a billing to ENTITY each month, with payments due by the date specified by SDRMA. Payments received after the specified date will accrue penalties. Health benefit ancillary coverage premiums are based on a full month. There are no partial months or prorated premiums.
  - b. ENTITY must send notification of termination of ancillary benefits for a covered employee to the PROGRAM and SDRMA by the 15th of the current month to terminate at the end of the month. Otherwise (i.e. notification after the 15th), termination will be as of the end of the following month.
6. **BENEFITS.** Benefits provided to ENTITY participants shall be as set forth in ENTITY's Plan Summary for the PROGRAM and as agreed upon between the ENTITY and its recognized employee organizations as applicable.
  7. **COVERAGE DOCUMENTS.** Except as otherwise provided herein, CSAC-EIA Health documents outlining the coverage provided, including terms and conditions of coverage, are controlling with respect to the coverage of the PROGRAM.
  8. **PROGRAM FUNDING.** It is the intent of this MEMORANDUM to provide for a fully funded PROGRAM by any or all of the following: pooling risk; purchasing individual stop loss coverage to protect the pool from large claims; and purchasing aggregate stop loss coverage.
  9. **ASSESSMENTS.** Should the PROGRAM not be adequately funded for any reason, pro-rata assessments to the ENTITY may be utilized to ensure the approved funding level for applicable policy periods. Any assessments, which are deemed necessary to ensure approved funding levels, shall be made upon the determination and approval of the COMMITTEE in accordance the following:
    - a. Assessments/dividends will be used sparingly. Generally, any over/under funding will be factored into renewal rates.
    - b. If a dividend/assessment is declared, allocation will be based upon each ENTITY's proportional share of total premium paid for the preceding 3 years. ENTITY's must be current participants to receive a dividend except upon termination of the PROGRAM and distribution of assets.
    - c. ENTITY will be liable for assessments for 12 months following withdrawal from the PROGRAM.
    - d. Fund equity will be evaluated on a total program-wide basis as opposed to each year standing on its own.
  10. **WITHDRAWAL.** ENTITY may withdraw after their INITIAL COMMITMENT PERIOD (three (3) full year commitment period) and subject to the following condition; ENTITY shall notify SDRMA and the PROGRAM in writing of their intent to withdraw at least 180 days prior to their actual coverage renewal date. ENTITY may rescind its notice of intent to withdraw.
  11. **LIAISON WITH SDRMA.** Each ENTITY shall maintain staff to act as liaison with the SDRMA and between the ENTITY and the SDRMA's designated PROGRAM representative.





12. DISPUTES. Disputes between the parties related to this MEMORANDUM shall be resolved as follows:
- a. Mediation Before Litigation. The parties agree that in the event of any dispute by and between them, they shall first attempt to resolve the dispute by way of an informal mediation and if such efforts do not result in a resolution, they may proceed to litigate the claims.
  - b. Selection of Mediator. The mediation shall be held before a neutral mediator having at least 15 years civil business litigation experience or a retired judge. Within ten (10) days of a demand for mediation, the parties shall attempt to mutually select a neutral and qualified mediator. If the parties agree on the selection of the mediator, the mutually selected mediator shall be appointed for the mediation. If the parties are unable to mutually select a qualified mediator, they shall each select a neutral mediator and the two shall then select the third who shall be designated as the parties' neutral mediator for the dispute. Any selected mediator who is unable or unwilling to fulfill his duties may be replaced.
  - c. Time of Mediation. Subject to the mediator's availability, the parties will make best efforts to have the mediation scheduled and held within 45 days of a demand.
  - d. Costs of Mediation. The parties shall split and pay for the fees charged by the mediator equally.
  - e. Confidentiality of Mediation Process. The parties agree that the mediation of the dispute will be an effort to compromise disputed claims and that mediation shall be deemed confidential and no statements made at the mediation can be used against them in the event of future litigation.
  - f. Position Statements. Any party making a demand for mediation shall set forth in their written demand for mediation the factual and legal basis known to them for their claims or dispute and provide copies of any statements, summaries, reports, or documentary information known to them at the time to support their claims, save and except, privileged or confidential information, which may be withheld. Within thirty (30) days after receipt of a demand for mediation, the recipient shall provide a written response to the claims setting forth the factual and legal basis known to them to support the response or affirmative defenses and also provide copies of any statements, summaries, reports, or documentary information known to them at the time to support the response or affirmative defenses, save and except, privileged or confidential information, which may be withheld. Copies of the position statements and information exchanged between the parties under this provision shall be provided to the mediator in advance of the mediation.
  - g. Failure to Participate in Mediation. Any party who fails to participate in the mediation shall waive their right to collect attorney fees herein.
  - h. Exclusions From Mediation. The parties agree that any claim for immediate injunctive relief is specifically excluded from the requirements of mediation. The parties further agree that disputes related to coverage under the PROGRAM are excluded from this provision



and shall be governed in accordance with CSAC-EIAHealth documents and/or PROGRAM documents.

13. **GOVERNING LAW.** This MEMORANDUM shall be governed in accordance with the laws of the State of California.
14. **VENUE.** Venue for any dispute or enforcement shall be in Sacramento, California.
15. **ATTORNEY FEES.** The prevailing party in any dispute shall be entitled to an award of reasonable attorney fees.
16. **COMPLETE AGREEMENT.** This MEMORANDUM together with the related PROGRAM documents constitutes the full and complete agreement of the ENTITY.
17. **SEVERABILITY.** Should any provision of this MEMORANDUM be judicially determined to be void or unenforceable, such determination shall not affect any remaining provision.
18. **AMENDMENT OF MEMORANDUM.** This MEMORANDUM may be amended by the SDRMA Board of Directors and such amendments are subject to approval of ENTITY's signatory to this MEMORANDUM. Any ENTITY who fails or refuses to execute an amendment to this MEMORANDUM shall be deemed to have withdrawn from the PROGRAM on the next annual renewal date.
19. **EFFECTIVE DATE.** This MEMORANDUM shall become effective upon the signing of this MEMORANDUM by the ENTITY and Chief Executive Officer or Board President of SDRMA.
20. **EXECUTION IN COUNTERPARTS.** This MEMORANDUM may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.



In Witness Whereof, the undersigned have executed the MEMORANDUM as of the date set forth below.

Dated: 2/24/2007

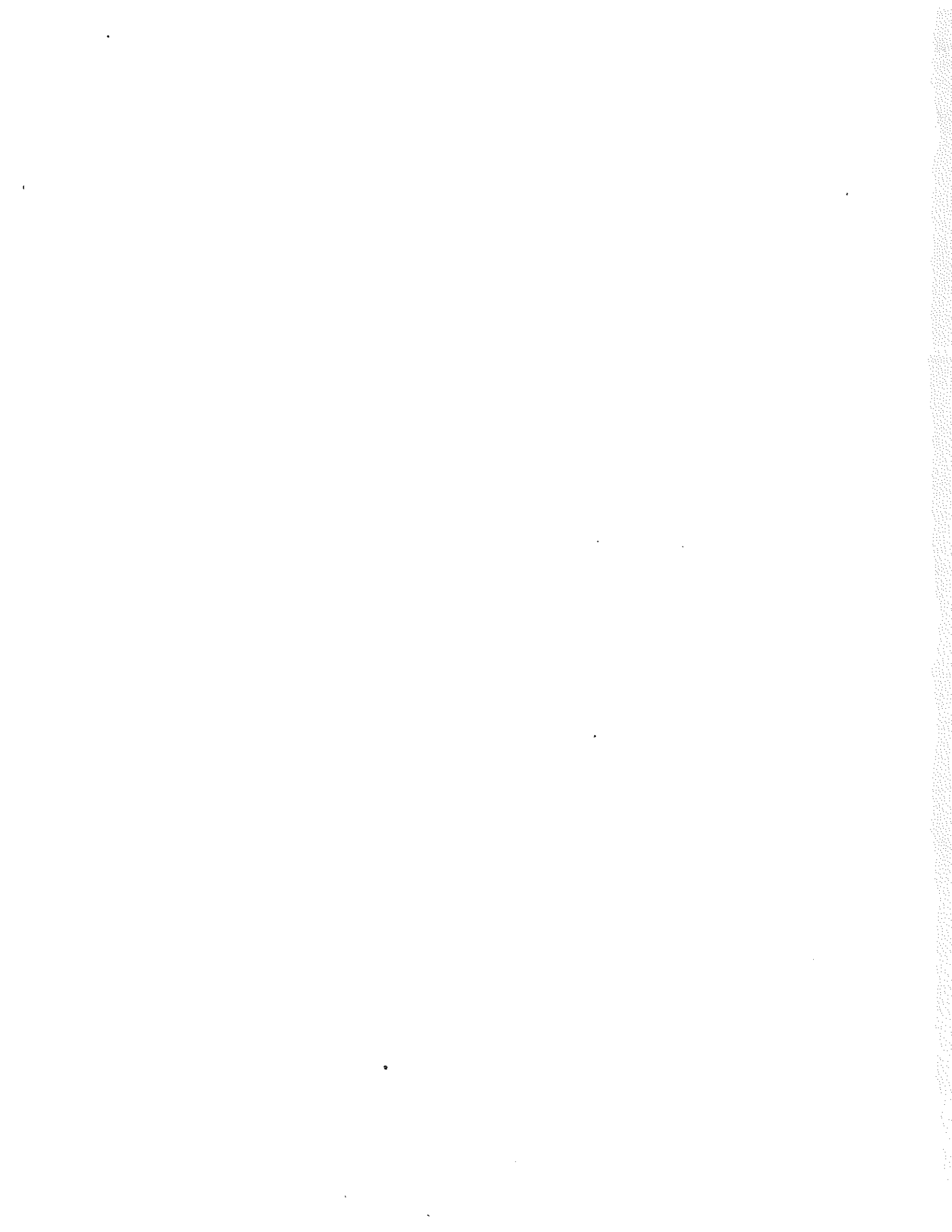
By: [Signature]

Special District Risk  
Management Authority

Dated: 5-29-07

By: [Signature]  
Al Shkoler, President

Placentia Library District



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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:** Presentation of Fiscal Year 2008-2009 Financial Audit by Lynne Netty, CPA  
from Macias Gini & O'Connell.  
*'engagement manager'*  
**DATE:** January 25, 2010

**BACKGROUND**

Lynne Netty, CPA from Macias Gini & O'Connell, will present the findings for the Fiscal Year 2008-2009 Audit of Financial Transactions for the Placentia Library District.

Draft reports will be presented at the meeting.

**RECOMMENDATION:**

Receive & File the Financial Audit for Fiscal Year 2008-2009.

- faster this time, than last. Thanks to JC & 4B 'Unqualified' or 'Clean Opinion'

① Financial statements pg ① - Incl. Auditors Report; 3pg  
pg ⑫ - Statement of Net Assets: TOTAL NET \$ 2,677,723  
\$ 999 K Capital assets  
1.6m net/unrestricted

pg ⑬ Change in Net Assets: \$ 198 K Increase *re-turround* due to  
(last year \$ 69 K decrease) *cut-backs*  
*re-org*

pg ⑮ Notes of Capital Assets: no additions & deletions  
earthquake repair considered 'maintenance' repair

pg ⑯ Civic Center Renovation is paid-off & bal.  
remaining: lease & vac/sick leave

pg ⑰ Financial statements: Restatement of Net Assets  
Property taxes 64K to last year.  
advice to 4B for future, i.e. reports should rev.

Financials  
JT-74

Last covered:

GANN  
Ltr  
2 findings

- ① should be adopted by June 30th
  - ② last year # was \$22K overstated, should make adjustment.
- Recommend new GANN amt to correct.
- org is well below limits  
so not a real concern.

AS → 4B do you know what to do in future?  
4B - dates related to Co. changes

AS - Great Report  
Lately - overall, all was great for 4B's first year - great job, commend her for her job

pg 32

Budgetary Revenues

Budget 2.3 m  
Actual 2.2

- Due to:
- ① Interest - low rates
  - ② Library Income
  - ③ earthquake
  - ④ Passport services

Expenditures

Budget 2.2 m  
Actual 2.1? m

est bal. 1.5  
Came in at 1.6

SAB 114 letter

- Communication to Governance

- ① Audit performed under US auditing principals
- ② other investments
- ③ General Findings
- ④ Significant Findings - none, all handled as should
- ⑤ Difficulties - none
- ⑥ Corrections - (by 4B not significant to report)
- ⑦ Disagreements - none
- ⑧ in 22nd ltr fr: management Representations
- ⑨ other council
- ⑩ other audit findings

mgmt Letter

3 types of deficiencies

- ① Housekeeping (mgmt)
- ② Significant (Governance)

① Bank Reconciliations  
not reconcilled

two findings  
material  
June 26th

- ① Payroll v ing  
General ledger
- ② transfer  
June → recorded in July.

Recommend: Monthly reviews

③ Controlled 08-09 2,400

④ no July mtg - June & July info was blended.



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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:** Travel Authorizations: Library Board of Trustees and Library Director to attend the California Association of Library Trustees and Commissioners (CALTAC) the Spring Workshop on March 13, 2010 at the Crowell Public Library in the City of San Marino.

**DATE:** January 25, 2010

M1 GW  
M2 RD  
All

### BACKGROUND

The 2010 workshop is "Telling Your Library's Compelling Stories" with panelists from Berkeley City, San Francisco Public Library, San Bernardino County Public Library, San Marino Public Library Foundation, Monrovia Public Library, and Lafayette City. The California State Librarian, Stacey Aldrich will also be present.

The workshop is held on Saturday, March 13, 2010 at the Crowell Public Library, in the city of San Marino.

The cost is \$18.00 per person and registration is due February 15, 2010.

Attachment A is the program information.

### RECOMMENDATION

Authorize Library Board of Trustees and Library Director to attend the CALTAC Spring Workshop on Saturday, March 13, 2010 at the Crowell Public Library, in the City of San Marino, at a cost of \$18.00 per person plus mileage, with the expenses to be drawn from the General Fund.

AS Pres.  
JT Trustee  
JC Dir. } to attend





Doris Lau, Membership Chair  
c/o P.O. Box 609  
Long Beach, CA 90801

*rad  
1/6/10*

*Welcome All FRIENDS and FOUNDATION Members to CALTAC Workshops*

**2010 CALTAC Workshop in Library Leadership**  
*Telling Your Library's Compelling Stories*

**PANELS: Libraries Down the Road: Sharing Success !**

<i>DARRYL MOORE, Berkeley City Council</i>		<i>GREG ZEROVNIK, Marketing &amp; PR</i>
<i>ANNE GRODIN, former Lafayette Mayor</i>		<i>Coordinator, San Bernardino Co. PL</i>
<i>and community volunteer</i>		<i>CINDY CHAN, San Marino PL</i>
<i>JEWELLE GOMEZ, San Francisco PL</i>		<i>Foundation, Development Director</i>
<i>Commission President</i>		<i>MONROVIA Public Library Board Member</i>

**And -- Greetings from the State Librarian**

**Saturday, February 27, 2010 : Berkeley Public Library**  
**Saturday, March 13, 2010 : Crowell Public Library, City of San Marino**

**PROGRAM**

9:00 Registration

9:15 Welcome: *Richard K. Moore, CALTAC President*

*Berkeley Mayor / San Marino Mayor*

*Berkeley Librarian / San Marino Library Division Manager*

9:30 Highlights from Sacramento and the California State Library -- *Stacey Aldrich*

9:45 Panel Discussion of local success stories

11:00 Break

11:15 -12:15 Break out groups -- discuss how we can get more involved with supporting  
our libraries and how we plan for success

12:15-12:45 Groups report -- conclusions and wrap up

12:45 Adjournment





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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:** Payment for Restroom Renovation  
**DATE:** January 25, 2010

M1 PD  
M2 GW  
AH

**BACKGROUND**

On June 30, 2009 the Library Board of Trustees awarded Dalke & Son Construction for the ADA restroom project. On January 6, 2010 an inspector from the City of Placentia conducted the final inspections and approved the ADA restroom renovation.

The ADA restroom renovation was an added expense not included in the FY 2009/2010 Budget approved by the Board of Trustees on June 16, 2009. A payment of \$18,862.00 is due to Dalke & Son Construction. Fund 706 Interest & Sinking Bond Redemption was assigned for the payment of the Civic Center Renovation. The total balance of Fund 706 is \$197,268. The last payment for the Civic Center Renovation was made to the City of Placentia on September 19, 2008. Fund 706 is now available for use at the discretion of the Board of Trustees.

**RECOMMENDATION**

Authorize staff to use Fund 706 to pay the invoice in the amount of \$18,862 to Dalke & Son Construction for the restroom renovation.

YB - Correction → 706 Budget Control



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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:** Meeting Room Fee Waiver Request from the American Red Cross  
**DATE:** January 25, 2010

M1 RD - no limit  
M2 GW of times  
AU

**BACKGROUND**

The American Red Cross has been the nation's premier emergency response organization including offering aids to victims of devastating natural disasters such as the current relief efforts to earthquake victims in Haiti.

The organization also collects, processes, and distributes blood and blood products. Over four million people have given blood through the American Red Cross, making it the largest supplier of blood and blood products in the United States.

The American Red Cross is requesting a fee waiver of \$200.00 for 10 hours use of the meeting room which includes setup & cleanup. The use of the meeting room is for their blood drive which is scheduled to be in February. They will be responsible for setups and cleanups.

Attachment A is the email request from the American Red Cross.

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.