



AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

UNUSUAL DATE, TIME & LOCATION

Tuesday, June 16, 2009

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

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

Presentation: Library Director
Recommendation: Adopt by Motion

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral
The President makes announcements of general interest to the community and the Library Board of Trustees as well as conducting any ceremonial matters.
6. Trustee Reports
The Trustees make announcements of general interest to the community and the Library Board of Trustees, and report on meetings attended on behalf of the Board of Trustees.
7. Placentia Library Friends Foundation Board of Director's Report (Trustee Turner)

CONSENT CALENDAR (Items 8 – 28)

Presentation: Library Director
Recommendation: Approve by Motion

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

MINUTES (Item 8)

8. Minutes of the May 18, 2009 Library Board of Trustees Regular Meeting. (Receive & File and Approve)

CLAIMS (Items 9 – 12)

9. Nonstandard Claims in excess of \$300. (Receive & File and Approve)
10. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)
11. Current Claims and Payroll. (Receive & File and Approve)
12. FY2008-2009 Cash Flow Analysis through May 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 May 2009 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for May 2009. (Receive & File)
15. Acquisitions Report for May 2009. (Receive & File)
16. Entrepreneurial Activities Report for May 2009. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 21)

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

STAFF REPORTS (Items 22 – 28)

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

PUBLIC HEARING

29. Public Hearing for Fiscal Year 2009-2010 Budget.

Presentation: Library Director
Recommendation: Conduct Public Hearing on the Budget for Fiscal Year 2009-2010 as published; and

Finalize the Placentia Library District Budget for all Funds for 2009-2010 Fiscal Year; and

Motion to read Resolution 10- 01 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2009-2010 Budget for the Placentia Library District of Orange County; and

Motion to adopt Resolution 10-01 by a roll call vote.

NEW BUSINESS

30. Request From MOMS Club South and North Regarding Meeting Room Rental Fees.
Presentation: Library Director
Recommendation: Action to be determined by the Library Board of Trustees
31. Establish the Holiday and Library Closure Schedule for Calendar Years 2009 and 2010 and Adopt by Resolution 10-02.
Presentation: Library Director
Recommendation: Determine and adopt the Holiday and Library Closure Schedule for Calendar Years 2009 and 2010; and

Read Resolution 10-02 by Title Only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Holiday and Library Closure for Calendar Years 2009 and 2010; and

Adopt Resolution 10-02 by a roll call vote.
32. Engagement Letter with Mr. Robert Housley for the services and training of professional financial and accounting matters.
Presentation: Library Director
Recommendation: Approve the Engagement Letter with Mr. Robert Housley for financial and accounting services and training for the Placentia Library District.
33. Date for the July Library Board of Trustees Meeting
Presentation: Library Director
Recommendation: Action to be determined by the Library Board of Trustees
34. Trustees activities for the California Special District Association Conference in Indian Wells, September 21 – 24, 2009.
Presentation: Library Director
Recommendation: Determine which Library Board of Trustees plan to attend the Annual California Special District Association Conference in Indian Wells, September 21 – 24, 2009 and authorize staff to proceed with the Early Bird registration for the Library Board of Trustees who will be attending; and

Determine which Library Board of Trustees will require accommodation and authorize staff to proceed with reservations for the Library Board of Trustees who will require accommodation.

CLOSED SESSION

35. Closed Session to Discuss a Pending Litigation and a Personnel Matter.
Pursuant to California Government Code Section 54956.9 a closed session can be held to discuss a pending litigation and California Government Code Section 54957 a closed session can be held to discuss a personnel matter.

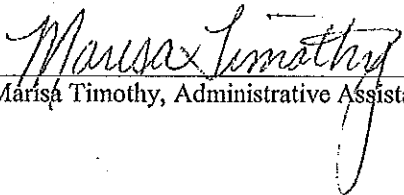
Presentation: Library Board President will report on the Closed Session
Recommendation: Action to be determined by the Library Board of Trustees

ADJOURNMENT

36. Agenda Preparation for the June Regular Date Meeting which will be held on Monday, July 20, 2009 unless re-scheduled by the Library Board of Trustees.
37. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
38. Adjourn

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

I, Marisa Timothy, Administrative Assistant, of Placentia Library District, hereby certify that the Agenda for the June 16, 2009 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on June 10, 2009.



Marisa Timothy, Administrative Assistant



MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
May 18, 2009

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on May 18, 2009 at 6:31 pm.

ROLL CALL

Members Present: President Al Shkoler, Secretary Richard DeVecchio
Trustees Betty Escobosa, Jean Turner and Gaeten Wood, and Library
Director Contreras.

Members Absent: None

Others Present: Library Staff: Yesenia Baltierra, Roger Hiles, Marisa
Timothy, Placentia Library Friends Foundation members Jack Hanley
and Josh Edmundson, Mary Strazdas.

**ORAL
COMMUNICATION**

No oral communication was made at this time.

TRUSTEE REPORTS

President Shkoler attended the Placentia Library Friends Foundation
Annual Authors' Luncheon that was a success. He thanked all who
helped with the event.

Secretary DeVecchio also attended the Placentia Library Friends
Foundation Annual Authors' Luncheon and enjoyed the variety of
featuring three authors rather than only one.

Trustee Escobosa attended a 'spirited' Book Discussion at the library
that was lead by Gary Bell and featured the book "Oil" by Upton
Sinclair. She also recommended a new book by Lisa See titled
"Shanghai Girls" and invited board members and staff to join her at
an upcoming book signing on June 4th at 7pm at Borders Bookstore in
Brea. She enjoyed the Placentia Library Friends Foundation Annual
Authors' Luncheon, especially the story of author Joanne DeMatteo.
She expressed that the program was well done and more exciting
than usual.

Trustee Turner attended the Book Discussion on "Oil" also at the
library as well as the Placentia Library Friends Foundation Annual
Authors' Luncheon, especially enjoying Jeri Westerson. She also
attended the Placentia Library Friends Foundation Board Meeting.
The Reader's Theater event lead by staff member Gary Bell and his
son, Danny Oberbeck, was fun and interesting. The gathering at the
library included about 18 people and lasted three hours.

Trustee Wood attended the Placentia Library Friends Foundation Annual Authors' Luncheon and enjoyed the 'newness' of the program. She also was present at the volunteer recognition event for H.I.S. House that was held at Capone's Restaurant. She encouraged others to visit the H.I.S. House site, which has a new computer program.

**FRIENDS
FOUNDATION
REPORT**

Trustee Turner that the Edible Books fundraising idea that was presented by Trustee Escobosa was discussed. At this time the Foundation is focusing its fundraising efforts on the upcoming American Doll Show in November and on a 5k run scheduled for early next year during National Library Week. Trustee Escobosa offered to represent the Board at the next meeting. Also, member Josh Edmundson presented the profit results of the Annual Authors' Luncheon that included over \$4,000 in tips with a total profit of over \$6,200. He reported that the Foundation Bylaws were amended on April 17th and that changes to the membership campaign will be made.

CONSENT CALENDAR

Discussion and clarifications were made on Items 11, 14, 20, and 22. It was moved by Trustee Wood and seconded by Secretary DeVecchio to approve Agenda Items 8-28.

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

MINUTES

The Minutes of the April 21, 2009 Library Board of Trustees Regular Meeting were not discussed or approved. (Item 8)

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)

FY2008-2009 Cash Flow Analysis through May 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 (Item 12)

**TREASURER'S
REPORT**

Financial Reports for May 2009 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for May 2009 (Item 14)

Acquisitions Report for May 2009 (Item 15)

Entrepreneurial Activities Report for May 2009 (Item 16)

GENERAL CONSENT

Personnel Report for May 2009 (Item 17)

Circulation Report for May 2009 (Item 18)

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

Status Report on Partnerships with Community Organizations (Item 20)

Status Report on Active Grant Applications (Item 21)

STAFF REPORTS

Library Director's Report for May 2009 (Item 22)

Library Services Manager Report for May 2009 (Item 23)

Children's Services Report for May 2009 (Item 24)

Literacy / Volunteer Services Report for May 2009 (Item 25)

Reference and Adult Services Report for May 2009 (Item 26)

Local History Room Report for May 2009 (Item 27)

Placentia Library Web Site & Technology Report for May 2009 (Item 28)

**CONTINUING
BUSINESS**

Library Director Contreras presented the proposed budget for Fiscal Year 2009-2010. Discussions were conducted regarding personnel, salaries, and other expenditure issues. Director Contreras communicated that the proposed budget is conservative in light of possible funding cuts and an 8% borrowing from the state. It was determined that a mid-year budget review would be beneficial. Current staffing and employee benefits will be maintained. Secretary DeVecchio motioned to approve the proposed budget to be presented by Public Hearing at the upcoming June meeting. The motion was seconded by Trustee Wood.

A roll call vote for the motion was conducted with the following results:

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

**NEW
BUSINESS**

Library Director Contreras presented the proposed revisions for the Placentia Library District Policy #2150 – Compensation. Specifically she explained the designation of a Lead Assignment and Lead Pay compensation for additional duties and responsibilities. Benefits of this new assignment were identified including backup supervisor coverage at the library. It was moved by Trustee Wood and seconded by Trustee DeVecchio to approve the newly designated Lead Assignment. (Item #30)

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

Library Director Contreras presented her proposed revisions to Placentia Library District Organization Chart that included the new position of a Facilities Maintenance Technician. President Shkoler expressed that he could see the need for this position and that it would alleviate the stress on the staff to oversee and handle many of the building maintenance needs. Discussion regarding the qualifications included a candidate who had an open and flexible schedule in order to address needs at any time. It was moved by Trustee Wood and seconded by Trustee Turner to approve the proposed Placentia Library District Organizational Chart and Personnel Allocation for Fiscal year 2009-2010. (Item 31)

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

Library Director Contreras presented the Exempt and Non-Exempt Salary Schedules for Fiscal year 2009-2010, to be effective July 1, 2009 and adopted by Resolution 09-10. President Shkoler motioned for a reading of the Resolution by title only for a roll call vote. Secretary DeVecchio seconded the motion and Resolution 09-10 was approved by a roll call vote by all present. (Item 32)

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

Library Director Contreras presented an entrance design for the

Children's & Teen area of the library. Issues regarding coding and scale were discussed. It was determined that Library Services Manager Roger Hiles would lead and oversee the project that would include Eagle Scout participation. Trustee Escobosa motioned to approve the project and Trustee Wood seconded the motion. (Item 33)

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

CLOSED SESSION

A closed session was held to discuss a pending litigation. (Item 34)

**AGENDA
PREPERATION**

Agenda Preparation for the June Board of Trustees Meeting which will be held on Tuesday, June 16, 2009 unless re-scheduled by the Library Board of Trustees. (Item 35)

ADJOURNMENT

The regular meeting of the Board of Trustees of the Placentia Library District on May 18, 2009 adjourned at 7:55 pm. (Item 37)

NEXT MEETING

The June Board of Trustees Meeting will be held on Tuesday, June 16, 2009 at 6:30 pm and will include a Public Hearing.

Richard DeVecchio, Ed.D.
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees





Schedule of Library Board of Trustees Meetings

January 2009 - December 2009

January 20

February 17

March 24

April 21

May 18

June 15

July 20

August 17

September 21

October 19

November 16

December 21

All meetings are scheduled to be held at 6:30 p.m.

Dates subject to change.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Summary of Non-standard Claims
DATE: June 16, 2009

TYPE	DATE	CLAIM #	AMOUNT
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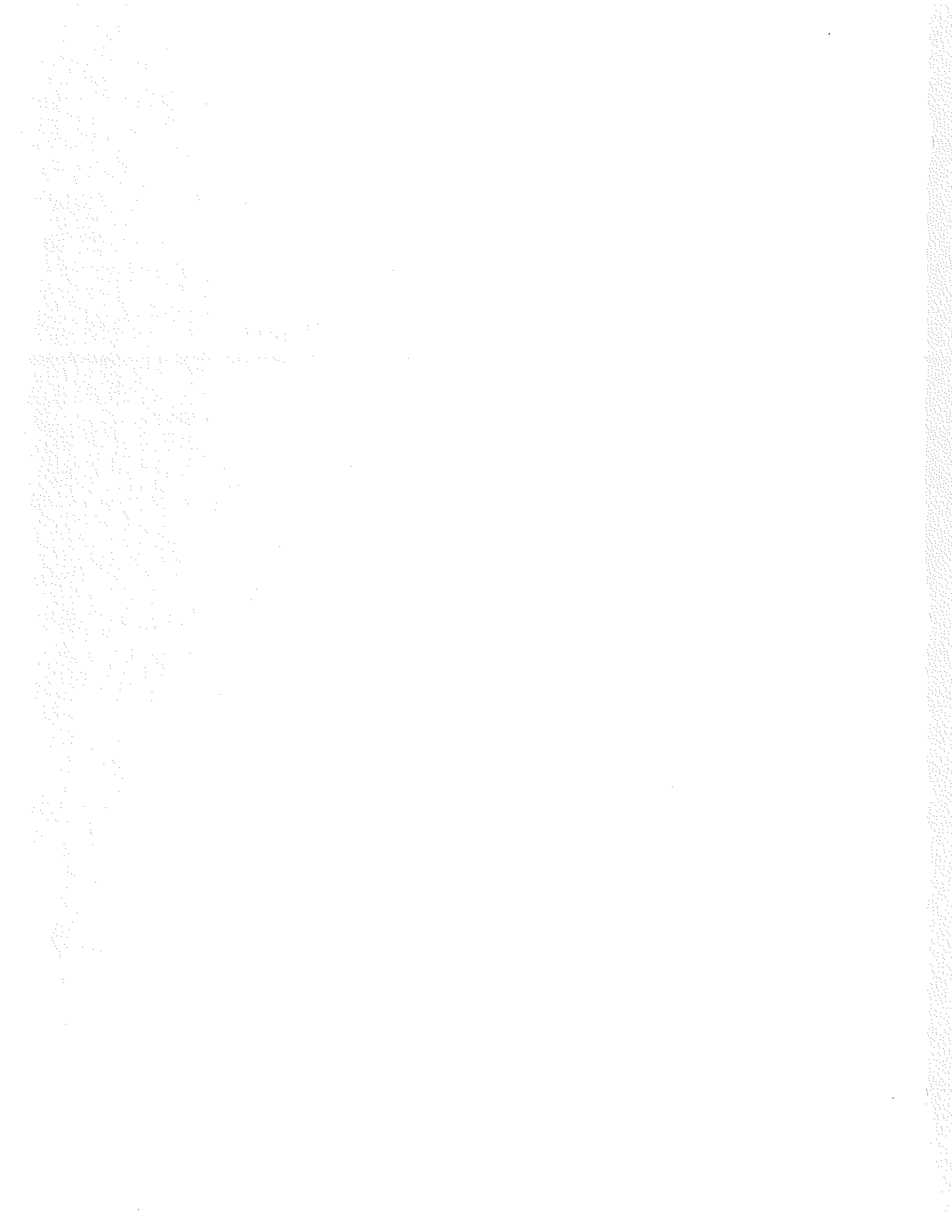
NONE

TOTAL 0

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Summary of Claims Forwarded by the Library Director & Trustees
DATE: June 18, 2009

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	5/01/09	5191	\$6,283.82
	5/01/09	5192	\$8,190.29
	5/18/09	5193	\$21,321.77
	5/22/09	5194	\$12,252.31
	5/22/09	5195	\$4,479.80
	5/22/09	5196	\$5,751.10
	5/22/09	5197	\$9,117.88
		TOTAL	\$67,396.97



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Current Claims and Payroll
DATE: May 15, 2009

Current Claims

TYPE	DATE	CLAIM #	AMOUNT
707	06/13/09	5209	\$13,596.01

Subtotal for Claims \$13,596.01

Payroll

Electronic Funds Transfer	06/22/09	Payroll #26	\$43,000.00
Electronic Funds Transfer	07/01/09	Payroll #1	\$43,000.00
Electronic Funds Transfer	07/15/09	Payroll #2	\$43,000.00

Subtotal for Payroll \$129,000.00

TOTAL
CURRENT CLAIMS & PAYROLL \$142,596.01

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/13/09
REPORT NO 5209

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
X04841- Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814-2865	0003075-IN		0306	00		\$ 10,636.49		
X04250-2 Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	06-17-09/8448400250124877		0700	02		\$ 93.87		
X06533 Hoang Computer Services 6765 Westminster Bl. Ste C-PMB 103 Westminster, CA 92683	06-01-09/09-00240		1300	01		\$ 600.00		
X08310 Dick's Lock & Safe 650 N. Rose #614 Placentia, CA 92806	06-02-09/32350		1400	00		\$ 36.47		
X00976-4 AT&T/MCI Dept. LA 21461 Pasadena, CA 91185-1461	06-01-09/T9546138		0700	00		\$ 22.83		
X00611-3 Office Depot PO Box 70025 Los Angeles CA 90074-0025	06-05-09/476889039		1800	00		\$ 58.32		
X07237 Union Bank of Ca. PARS #6746022400 Union Bank of California - PARS Trustee PO Box 85292 San Diego CA 92186-5292	06-12-09/6746022400		0200	00		\$ 2,148.03		
						\$ 13,596.01		

The claims listed above (totaling \$13,596.01) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total: \$13, 596.01

F003-124 (8/93)



County of Orange
ELECTRONIC FUNDS TRANSFER
A/P PAYMENT REQUEST AND TRANSMITTAL

Email to: Treasurer-Tax Collector cashmgmt@ttc.ocgov.com or Fax to: 834-2912

Please Pay \$ 43,000.00 on 06 | 22 | 09

Send To: Bank Name: Wells Fargo Bank
 ABA #: 121042882
 Account Name: Placentia Library District
 Account #: 2011939659
 Reference: Payroll #26

Description:

Department / Agency

Contact: Trinh Jeanette Contreras, Lib. Director
Name and Title
714-528-1925 714-528-8236
Phone Number FAX Number

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT
 CHECK WRITING

Vendor Code: X05755

DEPARTMENT'S USE -- COMPLETE IN DETAIL												A-C USE
FUND	AGCY	ORG	ACTV	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B S ACCT	AMOUNT	SP CD
707	707			0100	00						40,000.00	
707	707			200	00						3,000.00	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	43,000.00
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	
Auditor-Controller Approvals: Claims & Disbursing: Over Limit: _____ \$100,000 (1) \$500,000 (2) \$1,000,000 (3) Claims & Disbursing Manager: _____ Check Writing: _____ General Ledger Approvals: Cash & Expense Budget: _____ Date _____ wrec _____	Transaction Reference Automated Clearing House (CH): _____ Wire Transfer (WT): _____ Automated Clearing House (IC): _____ MW Transaction #: _____ Treasurer-Tax Collector Information Released By / Ref #: _____



County of Orange
ELECTRONIC FUNDS TRANSFER
A/P PAYMENT REQUEST AND TRANSMITTAL

Email to: Treasurer-Tax Collector cashmgmt@ttc.ocgov.com or Fax to: 834-2912

Please Pay \$ 43,000.00 on 07 | 01 | 09

Send To: Bank Name: Wells Fargo Bank
ABA #: 121042882
Account Name: Placentia Library District
Account #: 2011939659
Reference: Payroll #1

Description:

Department / Agency

Contact: Trinh Jeanette Contreras, Lib. Director
Name and Title
714-528-1925 714-528-8236
Phone Number FAX Number

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT
CHECK WRITING

Vendor Code: X05755

DEPARTMENT'S USE -- COMPLETE IN DETAIL												A-C USE
FUND	AGCY	ORG	ACTV	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B S ACCT	AMOUNT	SP CD
707	707			0100	00						40,000.00	
707	707			200	00						3,000.00	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	43,000.00
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	
<p>Auditor-Controller Approvals:</p> <p>Claims & Disbursing:</p> <p>Over Limit: \$100,000 (1) \$500,000 (2) \$1,000,000 (3)</p> <p>Claims & Disbursing Manager: _____</p> <p>Check Writing: _____</p> <p>General Ledger Approvals:</p> <p>Cash & Expense Budget: _____ Date _____ wrec</p>	<p>Transaction Reference</p> <p>Automated Clearing House (CH): _____ Wire Transfer (WT): _____</p> <p>Automated Clearing House (IC): _____</p> <p>MW Transaction #: _____</p> <p>Treasurer-Tax Collector Information</p> <p>Released By / Ref #: _____</p>



County of Orange
ELECTRONIC FUNDS TRANSFER
A/P PAYMENT REQUEST AND TRANSMITTAL

Email to: Treasurer-Tax Collector cashmgmt@ttc.ocgov.com or Fax to: 834-2912

Please Pay \$ 43,000.00 on 07 | 15 | 09

Send To: Bank Name: Wells Fargo Bank
ABA #: 121042882
Account Name: Placentia Library District
Account #: 2011939659
Reference: Payroll #2

Description:

Department / Agency

Contact: Trinh Jeanette Contreras, Lib. Director
Name and Title
714-528-1925 714-528-8236
Phone Number FAX Number

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT
CHECK WRITING

Vendor Code: X05755

DEPARTMENT'S USE -- COMPLETE IN DETAIL												A-C USE
FUND	AGCY	ORG	ACTV	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B-S ACCT	AMOUNT	SP CD
707	707			0100	00						40,000.00	
707	707			200	00						3,000.00	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	43,000.00
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. SUNDBROM, Auditor-Controller				
CLAIMANT	DATE	AUTHORIZED SIGNER	DATE	DEPUTY	DATE							

PLEASE DO NOT WRITE BELOW THIS LINE - FOR INTERNAL USE ONLY	
Auditor-Controller Approvals: Claims & Disbursing: Over Limit: _____ \$100,000 (1) \$500,000 (2) \$1,000,000 (3) Claims & Disbursing Manager: _____ Check Writing: _____ General Ledger Approvals: Cash & Expense Budget: _____ Date _____ Wrec _____	Transaction Reference Automated Clearing House (CH): _____ Wire Transfer (WT): _____ Automated Clearing House (IC): _____ MW Transaction #: _____ Treasurer-Tax Collector Information Released By / Ref #: _____

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Acting Human Resources/Finance Analyst

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

DATE: June 16, 2009

Fiscal Year 2008-2009							
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
07/31/08	150,895.34	11,880.92	189,491.56	937,880.81	11,593.23	1,301,741.86	363,861.05
8/31/2008	150,529.68	11,852.13	189,032.37	855,424.76	11,565.14	1,218,404.08	362,979.32
9/30/2008	150,882.52	11,879.91	189,475.47	690,320.13	11,592.25	1,054,150.28	363,830.15
10/31/2008	151,227.87	11,907.10	189,909.15	401,502.82	11,618.78	766,165.72	364,662.90
11/30/2008	151,594.31	11,935.95	190,369.32	413,587.42	11,646.93	779,133.93	365,546.51
12/31/2008	11,388.76	11,987.01	191,183.81	878,006.13	11,696.76	1,104,262.47	226,256.34
1/31/2009	11,381.88	11,985.99	191,167.54	825,766.86	11,695.76	1,051,998.03	226,231.17
2/28/2009	11,712.72	12,011.10	191,567.97	698,028.97	11,720.26	925,041.02	227,012.05
3/31/2009	11,884.98	12,049.99	192,188.16	696,225.86	11,758.21	924,107.20	227,881.34
4/30/2009	11,883.97	12,048.97	192,171.81	1,284,113.11	11,757.21	1,511,975.07	227,861.96
5/31/2009	11,900.48	12,065.72	191,438.85	1,205,048.19	11,773.55	1,432,226.79	227,178.60
6/30/2009						0.00	0.00
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: June 16, 2009

Summary of Cash and Investments as of May 31, 2009

Cash with Orange County Treasurer Fund 702	11,900.48
Cash with Orange County Treasurer Fund 703	12,065.72
Cash with Orange County Treasurer Fund 706	192,438.85
Cash with Orange County Treasurer Fund 707	1,205,048.19
Cash with Orange County Treasurer Fund 708	11,773.55
County Exempt Checking – Bank of the West	30,632.24
County Exempt Savings – Bank of the West	41,370.14
General Fund Checking – Bank of the West	12,281.45
General Fund Savings – Bank of the West	96,076.82
Literacy Fund Savings – Bank of the West	14,387.38
Payroll Checking – Wells Fargo Bank	131,273.46
Payroll Emergency CD – California National Bank	23,624.58

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

Jeanette Contreras
Library Director

Placentia Library District
Balance Sheet
 As of May 31, 2009

	<u>May 31, 09</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	30,632.24
County Exempt - Savings	41,370.14
General Fund - Checking	12,281.45
General Fund - Savings	96,076.82
Literacy Fund - Savings	14,387.38
Payroll Checking - Wells Fargo	131,273.46
Payroll Checking (CDs)	
0028205565	23,624.58
Total Payroll Checking (CDs)	<u>23,624.58</u>
Total Checking/Savings	<u>349,646.07</u>
Total Current Assets	349,646.07
Fixed Assets	
Building and Improvements	2,029,651.00
Equipment and Furniture	626,490.00
Land	81,498.00
xAccum Depr Bldg Impr	-914,597.00
xxAccum Depr Equip Furn	-584,086.00
Total Fixed Assets	<u>1,238,956.00</u>
TOTAL ASSETS	<u><u>1,588,602.07</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Curr Portion capital lease	20,231.00
Curr Portion La Salle	94,952.00
Total Other Current Liabilities	<u>115,183.00</u>
Total Current Liabilities	115,183.00
Long Term Liabilities	
Capital lease payable	147,971.62
LaSalle renovatio lease	144,932.12
Total Long Term Liabilities	<u>292,903.74</u>
Total Liabilities	408,086.74
Equity	
GF 707 Lease payments/loan	72,448.09
Investment in capital assets	825,653.00
Retained Earnings	3,113.44
Total Capital	68,737.80
Net Income	210,563.00
Total Equity	<u>1,180,515.33</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,588,602.07</u></u>

Placentia Library District
Profit & Loss
 July 2008 through May 2009

Jul '08 - May 09

Ordinary Income/Expense

Income

COE Bankcard Deposit	7,424.26
COE Directors Fund (Friends)	500.00
COE Friends - Summer Reading	2,500.00
COE Friends Adult Programming	700.00
COE Friends Contributions	10,000.00
COE Interest	97.26
COE Meeting Room Income	6,430.00
COE Miscellaneous Income	1,496.00
COE Passport Chck Reimbursement	3,974.85
COE Test Proctoring Income	1,041.00
GF Amazon	10.84
GF Bankcard Deposit	13,208.38
GF Cash Register - Childrens	3.00
GF Cash Register - Copy/Debit	248.68
GF Cash Register - Fines	11,747.04
GF Cash Register - Lost Items	1,192.88
GF Cash Register - Misc.	1,059.49
GF cash register - Passport Pho	7,755.00
GF Cash Register - Reserves	1,563.33
GF Children's (not at register)	1,100.00
GF City of Placentia RDA Tax Sh	11,674.89
GF Copler coinbox	3,527.35
GF County Reimbursements	579.97
GF Eqpmnt (4000) Reimbursement	1,750.00
GF Fed Work Study Reimbursement	4,285.45
GF Gifts Income	112.00
GF Interest	337.34
GF Miscellaneous Income	7,537.35
GF Notary	312.50
GF Office Expense Reimbursement	5.48
GF Other Grants	2,000.00
GF Passport Revenue	51,991.50
GF Special Grants	13,200.00
GF State Library Grants	51,960.96
GF State Library Reimbursements	17,177.12
GF State of CA Foundation Funds	18,796.00
GF Trans to raise minimum balan	6,000.00
GF Transfer from Foundation AAB	5,000.00
GF Transfers from County	55,472.00
LIT Interest Inc - Savings	76.25
PA Wire Transfer from County	1,033,024.00

Total Income 1,356,872.17

Expense

COE Bank fees	1,303.12
COE Childn's Summer Rdng Prgm	-6,352.76
COE Children's Other	659.73
COE Credit Card Transactions	0.00
COE Friend's Director's Fund	500.00
COE Friend's Other Activities	675.00
COE Friends Adlt Prgrm Expense	273.12
COE GF Petty Cash Reimb	100.43
COE Library Board Expenses	51.72
COE Life Insurance payment	259.22
COE Medical Reimbursement Pollc	1,932.41
COE Meeting Room Maintenance	909.84
COE Meetings & Special Events	234.65
COE Miscellaneous Expense	2,068.41
COE Office Expense	1,413.07
COE Passport Expenses	5,769.14
COE Staff Appreciation	233.62
COE Transfer to GF Checking	6,000.00
COE Trustee Expense	454.27
GF Bank Fees	234.00

Placentia Library District
Profit & Loss
July 2008 through May 2009

	<u>Jul '08 - May 09</u>
GF Bankcard Service Charge	69.75
GF Children's Expense	618.30
GF Food	96.59
GF Household Expenses	1,435.57
GF Library Materials (books)	4,753.98
GF Library Supplies	191.92
GF Maintenance - Bldg	5,122.30
GF Memberships	384.00
GF Miscellaneous	7,713.31
GF Office Expense	167.50
GF Printing	486.29
GF Prof & Spec Services	15,339.54
GF Registration/trans/travel	248.87
GF Reimbursement-State Library	812.00
GF Special Dept Expense	20.00
GF Taxes & Fees (370)	2,845.00
GF Transfers to County	44,580.36
GF Travel Staff	15.00
GF Travel Trustees	417.70
GF Uncategorized Expenses	7,044.80
GF Utilities	9,401.29
PA Empl 457 Plan Contribution	45,809.69
PA Empl Optional Benefit	865.90
PA Employee 125 Co-Pay	21,022.59
PA Payroll Processing Fees	792.91
PA Payroll Taxes	125,829.28
PA Salaries	833,505.74
Total Expense	<u>1,146,309.17</u>
Net Ordinary Income	<u>210,563.00</u>
Net Income	<u><u>210,563.00</u></u>

PLACENTIA LIP TARRY DISTRICT
YTD REVENUE REPORT
May 31, 2009

GENERAL Fund 707	REV SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	1,706,335	1,778,497	-72,162	104.2%
6220		Property Taxes - Current Unsecured	67,000	65,379	1,621	97.6%
6230		Property Taxes - Prior Secured	17,500	-	17,500	0.0%
6240		Property Taxes - Prior Unsecured	750	-	750	0.0%
6250		Taxes - Spec Dist Augmentation	6,000	4,482	1,518	74.7%
6280		Property Taxes - Curr Supplemental	53,000	34,250	18,750	64.6%
6300		Property Taxes - Prior Supplemental	1,200	5,804	-4,604	483.7%
6540		Penalties & Costs on Delinq Taxes	0	1,334	-1,334	100.0%
REVENUE FROM USE OF MONEY & PROPPY						
6610		Interest	40,000	14,150	25,850	35.4%
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	16,000	13,330	2,670	83.3%
6970		State - Other	90,000	15,316	74,684	17.0%
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)	290,000	30,444	259,556	10.5%
7680		6-MO Expired (Outlawed) Checks	0	-	0	100.0%
TOTAL REVENUES FY 08/09:			2,287,785	1,962,987		85.8%

PLACENTIA LIBRARY DISTRICT

EXPENDITURES REPORT

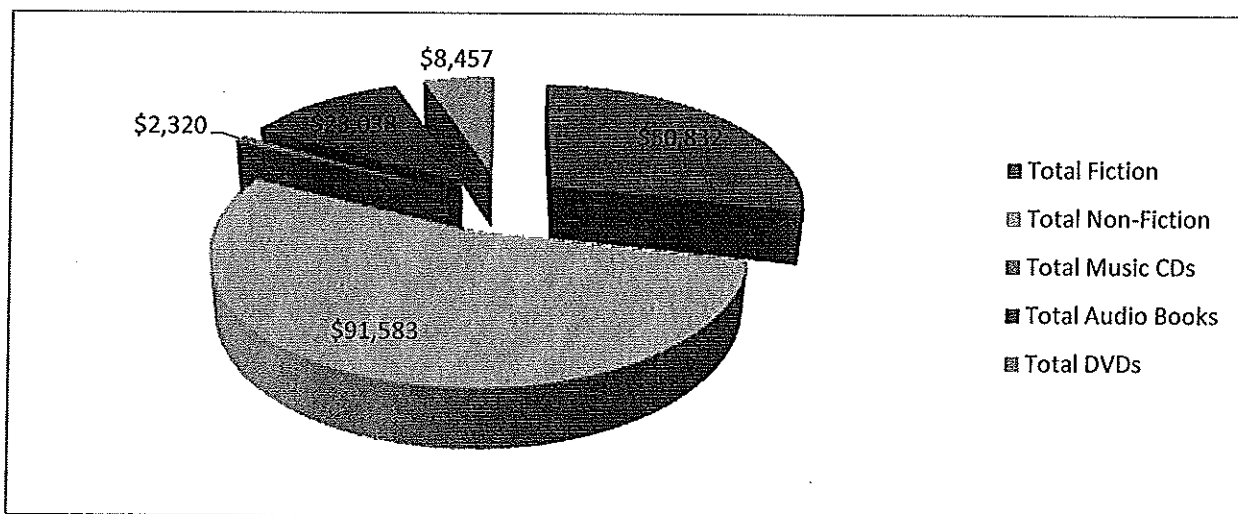
May 31, 2008

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,093,479	1,008,316	0.92	\$85,163
0200	Retirement	171,129	114,692	0.67	\$56,437
0301	Unemployment Insurance	10,000	5,967	0.60	\$4,034
0306	Health Insurance	88,590	61,946	0.70	\$26,644
0308	Dental Insurance	9,427	5,244	0.56	\$4,183
0309	Life Insurance	10,743	3,223	0.30	\$7,520
0310	AD & D Insurance	4,061	2,113	0.52	\$1,948
0319	Vision Insurance	2,000	1,056	0.53	\$944
0352	Workers' Compensation Insurance	8,200	6,953	0.85	\$1,247
	TOTAL	\$1,397,629	\$1,209,510	0.87	\$188,119
SERVICES & SUPPLIES					
0700	Communications	13,870	8,216	0.59	\$5,654
0900	Food	1,250	113	0.09	\$1,137
1000	Household Expenses	12,000	7,795	0.65	\$4,205
1100	Library Insurance	15,000	14,054	0.94	\$946
1300	Maintenance, Equipment	42,000	25,053	0.60	\$16,947
1400	Maintenance, Buildings & Improvements	67,250	30,052	0.45	\$37,198
1600	Memberships	1,750	4,168	2.38	-\$2,418
1800	Office Expenses	69,150	34,316	0.50	\$34,834
1803	Postage	5,600	1,859	0.33	\$3,741
1900	Prof./Specialized Services	200,130	85,161	0.43	\$114,969
1912	Investment Administrative Fees	1,000	566	0.57	\$434
2000	Publication and Legal Notices	1,000	91	0.09	\$909
2100	Rents and Leases - Equipment	1,500	1,087	0.72	\$413
2200	Rents & Leases - Buildings & Improvements	73,456	66,411	0.90	\$7,045
2400	Books/Library Materials	256,000	97,520	0.38	\$158,480
2600	Transportation & Travel	2,000	893	0.45	\$1,107
2700	Meetings	10,000	8,681	0.87	\$1,319
2800	Utilities	96,500	52,475	0.54	\$44,025
	TOTAL	\$869,456	\$438,510	0.50	\$430,946
OTHER CHARGES					
3700	Taxes and Assessments	\$5,000	\$5,097	1.02	-\$97
	OPERATING EXPENSES	\$2,267,085	\$1,653,117	0.73	\$613,968
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$50,000	\$20,706	0.41	\$29,294
5200	Contingency Funds	\$937,579	\$0	0.00	\$937,579
	TOTAL	\$987,579	\$20,706	0.02	\$966,873
TOTAL BUDGET (Fund 707)					
		\$3,259,664	\$1,673,823		\$1,585,841
707-	General Reserves	\$10,000	\$0	0.00	\$10,000
702-	Equipment & Structural Repair Fund	\$157,395	\$140,854	0.89	\$16,541
703-	Automated Replacement Fund	\$12,382	\$0	0.00	\$12,382
706-	Interest & Sinking Bond Redemption	\$197,590	\$0	0.00	\$197,590
708-	Unused Sick Leave Payoff Reserve	\$12,094	\$0	0.00	\$12,094

Placentia Library District

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

	<u>Amount</u>	<u>Titles</u>	<u>Volumes</u>
Total Fiction	\$50,832	2854	4159
Total Non-Fiction	\$91,583	2389	3168
Total Music CDs	\$2,320	127	127
Total Audio Books	\$23,038	267	269
<u>Total Video DVDs</u>	<u>\$8,457</u>	<u>302</u>	<u>336</u>
TOTAL MATERIALS	\$176,240	5939	8059



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 2008-2009 THROUGH THE MONTH OF MAY 2009
Prepared by Katie Matas, Acquisitions Librarian

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$30,713	1,573	2,496	\$997	52	53	\$31,710	1625	2549	\$494	22	22	\$32,205	1,647	2,571
Adult Circulating Non-Fiction	\$36,703	1,705	1,757	\$2,001	102	103	\$38,704	1807	1860	\$672	17	17	\$39,375	1,824	1,877
Adult Reference	\$3,992	42	95	\$0	0	0	\$3,992	42	95	\$0	0	0	\$3,992	42	95
Adult magazines	\$7,482	135	728	\$0	0	0	\$7,482	135	728	\$0	0	0	\$7,482	135	728
Adult on-line databases	\$31,374	10	0	\$0	0	0	\$31,374	10	0	\$0	0	0	\$31,374	10	0
Total Adult Non-Fiction	\$79,551	1892	2580	\$2,001	102	103	\$81,552	1994	2683	\$672	17	17	\$82,224	2011	2700
TOTAL ADULT PRINT MATERIALS	\$110,264	3465	5076	\$2,998	154	156	\$113,262	3619	5232	\$1,166	39	39	\$114,428	3658	5271
Adult Music CDs	\$2,282	125	125	\$0	0	0	\$2,282	125	125	\$19	1	1	\$2,301	126	126
Adult Audio Books (incl. Overdrive)	\$22,390	259	259	\$0	0	0	\$22,390	259	259	\$486	10	10	\$22,875	269	269
Adult DVDs	\$7,814	272	288	\$0	0	0	\$7,814	272	288	\$50	3	3	\$7,864	275	291
TOTAL ADULT NON-PRINT MATERIALS	\$32,485	656	672	\$0	0	0	\$32,485	656	672	\$555	14	14	\$33,040	670	686
TOTAL ADULT MATERIALS	\$142,750	4121	5748	\$2,998	154	156	\$145,747	4,275	5,904	\$1,721	53	53	\$147,468	4,328	5,957
Juvenile Fiction	\$17,704	1,167	1,545	\$1,418	62	65	\$19,122	1229	1610	\$1,809	80	105	\$20,931	1,309	1,715
Juvenile Circulating Non-Fiction	\$6,639	321	332	\$582	37	55	\$7,220	358	387	\$437	23	27	\$7,658	381	414
Juvenile Reference	\$1,996	26	72	\$0	0	0	\$1,996	26	72	\$0	0	0	\$1,996	26	72
Juvenile Magazines	\$415	10	26	\$0	0	0	\$415	10	26	\$0	0	0	\$415	10	26
Juvenile on-line databases	\$399	1	0	\$0	0	0	\$399	1	0	\$0	0	0	\$399	1	0
Total Juvenile Non-Fiction	\$9,449	358	430	\$582	37	55	\$10,031	395	485	\$437	23	27	\$10,468	418	512
TOTAL JUVENILE PRINT MATERIALS	\$27,153	1,525	1,975	\$2,000	99	120	\$29,153	1,624	2,095	\$2,246	103	132	\$31,399	1,727	2,227
Juvenile Music CDs	\$38	2	2	\$0	0	0	\$38	2	2	\$0	0	0	\$38	2	2
Juvenile Audio Books	\$648	8	10	\$0	0	0	\$648	8	10	\$0	0	0	\$648	8	10
Juvenile DVDs	\$654	30	48	\$0	0	0	\$654	30	48	\$50	2	2	\$683	32	50
TOTAL JUVENILE NON-PRINT MATERIALS	\$1,340	40	60	\$0	0	0	\$1,340	40	60	\$30	2	2	\$1,370	42	62
TOTAL JUVENILE MATERIALS	\$28,493	1565	2035	\$2,000	99	120	\$30,493	1664	2155	\$2,276	105	134	\$32,769	1769	2289
Total Fiction	\$48,417	2,740	4,041	\$2,415	114	118	\$50,832	2854	4159	\$2,303	102	127	\$53,135	2956	4286
Total Non-Fiction	\$39,000	2,250	3,010	\$2,583	139	158	\$41,583	2389	3168	\$1,109	40	44	\$42,692	2429	3212
Total Music CDs	\$2,320	127	127	\$0	0	0	\$2,320	127	127	\$19	1	1	\$2,339	128	128
Total Audio Books	\$23,038	267	289	\$0	0	0	\$23,038	267	289	\$486	10	10	\$23,524	277	279
Total Video DVDs	\$8,467	302	336	\$0	0	0	\$8,467	302	336	\$50	5	5	\$8,517	307	341
TOTAL MATERIALS	\$171,242	5686	7783	\$4,998	253	276	\$176,240	5939	8059	\$3,997	158	187	\$180,237	6097	8246

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Acting Human Resources/Finance Analyst
SUBJECT: Entrepreneurial Activities Report for May 2009
DATE: June 16, 2009

Net Revenue Summary

	May-09	May-08	YTD 2008-2009	YTD 2007-2008
Passport	10,825.00	13,980.25	60,130.00	140,678.25
Passport Photos	1,420.00	2,390.00	8,480.00	13,642.00
Test Proctor	50.00	180.00	1,041.00	1,525.00
Total	12,295.00	16,550.25	69,651.00	155,845.25

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Personnel Report for May 2009
DATE: June 16, 2009

RESIGNATIONS:

None

RETIREMENT:

None

APPOINTMENTS:

None

OPEN POSITIONS:

Library Page, Part Time (10 hours)

WORKERS' COMPENSATION LEAVE:

None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: David Ferrari, Circulation Supervisor
SUBJECT: Circulation Activity Report
DATE: June 16, 2009

MONTHLY STATISTICS

<u>CIRCULATION</u>	May- 09	May- 08		Y-T-D 2008-9	Y-T-D 2007-8	Y-T-D % change
NEW PATRON REGISTRATIONS	350	365		3,969	3,381	22.5%
TOTAL CIRCULATION	19,562	22,004		186,061	237,737	-21.7%
TOTAL ACTIVE BORROWERS *	25,328	21,906		223,273	236,861	-5.7%
ATTENDANCE	25,098	27,189		194,198	288,079	-32.6%

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00	0	642	534	546	828	1,034	3,584
10:00	0	484	638	640	630	910	3,302
11:00	0	478	730	556	536	1,046	3,346
12:00	0	512	840	530	452	1,048	3,382
1:00	1,542	556	684	778	680	954	5,194
2:00	1,006	688	928	954	976	996	5,548
3:00	1,268	648	1,088	1,054	888	900	5,846
4:00	1,264	876	1,046	904	1,044	1,136	6,270
5:00	0	838	1,212	870	990	0	3,910
6:00	0	868	838	998	752	0	3,456
7:00	0	656	994	1,072	766	0	3,488
8:00	0	592	792	728	758	0	2,870
Total/Day	5,080	7,838	10,324	9,630	9,300	8,024	50,196
							Grand Total 25,098

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00	0	0	0	0	0	24	24
10:00	0	0	0	0	0	23	23
11:00	0	0	0	0	0	21	21
12:00	0	0	0	0	0	22	22
1:00	14	0	0	0	0	21	35
2:00	18	0	0	0	0	21	39
3:00	14	15	14	9	13	19	84
4:00	8	15	13	11	9	7	63
5:00	0	16	9	9	10	0	44
6:00	0	11	8	9	7	0	35
7:00	0	11	5	5	7	0	28
8:00	0	6	5	3	4	0	18
Total/Day	54	74	54	46	50	158	
							Grand Total 436

STAFF ACTIVITY

- May 4-Meeting with Yesenia on circulation agendas.
- May 5-Meeting with Yesenia on circulation agendas.
- May 5-Meeting with Shawn to discuss passport supplies.
- May 5-Meeting with Beatrice to discuss workroom supplies.
- May 11-Meeting with Yesenia on circulation agendas.
- May 14-Meeting with Yesenia on circulation agendas.
- May 18-Meeting with Yesenia on circulation agendas.
- May 19-Meeting with Yesenia on circulation agendas.
- May 19-Meeting with Circulation staff.
- May 20-Meeting with Jesus to discuss work agendas.
- May 26-Meeting with Yesenia on circulation agendas.

ONGOING PROJECTS

May 28: Examined all the fire extinguishers in the library to be sure they were up to date.

NEW PROJECTS AND ACTIVITIES

N/A

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: City of Placentia Invoices
DATE: June 16, 2009

CITY OF PLACENTIA
INVOICES

PERIOD COVERED	DATE	S. CA			MAINT/	CIV CTR	IRRIGATION	
FY2008-2009	INVOICE	EDISON	TURF	GROUND S	REPAIRS	SEISMIC	CONTROL	TOTAL
Jul-08	07/29/08							
Aug-08	08/27/08	6,700.24	1,150.57	259.55				15,628.97
Sep-08	09/26/08	14,218.85	1,150.57	126.90				6,405.78
Oct-08	10/29/08	5,128.31	1,150.57					8,615.70
Nov-08	*	7,465.13	1,150.57	150.27				1,300.84
Dec-08	*	Included		139.83				139.83
Jan-09	*							0.00
Feb-09	*							0.00
Mar-09	*							0.00
Apr-09	*							0.00
May-09	*							0.00
Jun-09	*							0.00
TOTAL		33,512.53	4,602.28	676.55	0.00	0.00	0.00	38,791.36
AVG		8,378.14	1150.57	169.14	0.00	0.00	0.00	7,758.28

* City Billing Not Received

PERIOD COVERED	DATE	S. CA			MAINT/	CIV CTR	IRRIGATION	
FY2007-2008	INVOICE	EDISON	TURF	GROUND S	REPAIRS	SEISMIC	CONTROL	TOTAL
Jul-07	07/23/07	5,584.05	1,150.57	136.67	645.55	0.00	0.00	7,516.84
Aug-07	08/22/07	7,054.77	1,440.22	136.67	117.20	0.00	0.00	8,748.86
Sep-07	10/02/07	7,492.80	2,316.02	145.15	107.50	0.00	15.06	10,076.53
Oct-07	11/19/07	7,016.46	1,150.57	145.15	107.50	0.00	0.00	8,419.68
Nov-07	11/19/07	5,287.29	1,186.18	145.15	107.50	0.00	0.00	6,726.12

Dec-07	02/13/08	4,198.61	1,150.57	145.15	107.50	0.00	7.98	5,609.81
Jan-08	02/13/08	3,118.39	1,150.57	145.15	137.50	0.00	7.84	4,559.45
Feb-08	02/13/08	3,438.09	1,150.57	145.45	1,218.91	0.00	7.82	5,960.84
Mar-08	04/01/08	3,757.21	1,150.57	145.15	107.50	0.00	7.82	5,168.25
Apr-08	10/15/08	3,894.06	1,150.57	145.15	107.50	0.00	7.84	5,305.12
May-08	10/15/08	4,063.65	1,150.57	145.15	107.50	0.00	0.00	5,466.87
Jun-08	10/15/08	6,607.52	1,150.57	145.15	107.50	0.00	0.00	8,010.74
TOTAL		61,512.90	15,297.55	1,725.14	2,979.16	0.00	54.36	81,569.11
AVG		5,126.08	1,274.80	143.76	248.26	0.00	4.53	6,797.43

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Acting Human Resources/Finance Analyst

SUBJECT: Partnership With Community Organizations for May 2009


DATE: June 16, 2009

📖 Partnership with H.I.S House to provide homework assistance through the Klein Family Foundation grant runs from January 1, 2009 through December 30, 2009. At this time the homework assistance is on hold, it will resume when Fall classes start.

📖 In May, Brenda Ramirez visited one of the House Program English classes led by David Chung at Valencia High School. The students are all remedial 9th grade students, there are 75 participants in the program. Students continued reading the Great Stories Club titles and began working in groups for their final podcast projects. They continue to be interested in the variety of subject matters found in the three books. The students are discovering characters they can identify with or situations that are meaningful to them. A library tour is tentatively planned for sometime in June.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Acting Human Resources/Finance Analyst
SUBJECT: Active Grant Application for May 2009
DATE: June 16, 2009

 There is no activity to report for the month of May 2009.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Director's Report
DATE: June 16, 2009

Accomplishments

- Attended my first Authors' Luncheon – May 16th.
- Solicited Request For Proposal for ADA restroom.
- Submitted letters to legislators regarding the 8% property tax borrowing.
- Remedied the credit card issue.
- Informed library members of the upcoming DVD rental changes.
- Collaborated with the Anaheim Public Library to implement an E-Mail Notification Service to begin July 6th

Community / Outreach

- Met with Pauline Nino, Wells Fargo Bank Branch Manager, on June 3rd to discuss partnership and support opportunities.
- Assisted with the Miss Placentia mock interviews – June 8th
- Met with Joanna Velasco to discuss a possible program for autistic children – June 10th

Training/Workshop/Conferences

N/A

Meetings

- Library Board of Trustees meeting – May 18th & 28th (Closed Session)
- Manager/Supervisor meetings – May 19th, 26th, June 2nd & 9th
- All Staff meeting – May 19th
- Children's Staff meeting – June 10th
- PLFF Board Meeting – June 8th
- PLFF (Authors' Luncheon) – May 27th & June 10th
- Rotary – May 20th, 27th, June 3rd & 10th
- Staff
 - Yesenia Baltierra, performance objectives – May 27th
 - Roger Hiles, personnel issues – May 26th, June 9th
 - Lori Worden, personnel issues – May 21st, 27th & June 4th
- KOHA, open-source integrated library system – May 21st
- MOMS Club South, meeting room rental – May 2nd
- Ward Smith, volunteer help with the Teen Zone – June 4th
- Robert Housley, possible consultant service – June 4th
- Patron, complaint regarding a staff member – June 8th
- Mayor Greg Sowards, complaint from a patron – June 8th

Projects in Progress

- Teen Zone Area
- Summer Reading Celebration
- 90th Birthday Celebration
- Website
- Prepare for Annual Audit
- Valencia High School 75th Anniversary (assist)

I also attended the graduation reception on May 28th for four staff who recently received their degrees – Coleen Wakai and Brenda Ramirez, Masters in Library and Information Science and Fernando Maldonado and Saul Ulloa, Bachelors of Arts from California State University, Fullerton.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Roger Hiles, Library Services Manager
SUBJECT: Library Service Manager's Report
DATE: JUNE 10, 2009

Activities Report:

Achievements

Worked with staff to complete a training guide for the Tech Volunteers, who are assisting our members in using the public computers in the adult area.

Worked with the Gas Company to investigate and resolve reported gas smells in Equipment Room on May 16.

Worked with HVAC contractor to investigate and resolve water leak from the air conditioner on May 16.

Arranged for a presentation on the Koha open source library automation system from Susan Buchanan, Vice President of the LibLime services group on May 21.

Completed a project proposal for a Living Library program.

Completed performance evaluations and work goals for FY09/10 for the Librarians in Adult Services and Technical Services, as well as the Librarian II in Childrens. Discussions with staff will occur in June.

Projects in Progress

Website redesign – Still working on completing final page designs and on much link checking. *New anticipated completion date:* June 2009.

Library Technology Plan – working with IT assistant on an inventory that will be the basis for a two-year plan for technology updates.

Computer infrastructure – Use existing equipment and open source software to create a staff domain, shared resources, a common software suite for the staff, and centralized PC management and backup. *Anticipated completion date:* Sept. 1, 2009.

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

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

Staff Training – I am preparing a staff in-service for using our subscription databases with members for June.

Collection Management – I am preparing a staff in-service on collection management for the Adult Services librarians.

Library Problems manual – working with staff to prepare a manual for staff use during problem situations. First draft due: August 2009.

Summer Reading Program Celebration – working with staff to plan and organize a major event to mark the end of the summer reading program. Date: Aug. 15, 2009.

Webinars

None this month.

Meetings

Participated in day-long budget workshop on May 8.

Hosted Santiago Library System Reference meeting on May 12.

I attended the weekly supervisor's meetings with the Library Director.

I attended the Children's staff meeting on May 27

I attended the Adult Services staff meetings on June 9

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Lori Worden, Children's Librarian
SUBJECT: Children's Services Monthly Activity Report for May, 2009
DATE: June 16, 2009

MONTHLY STATISTICS

Phone reference	12
In person reference/research	528
Total	540

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lap Sit 24 months & younger	4	177
Preschool Story Time I & II: 3-6 years	8	155
Pocket Tales: Stories, music, and movement.	4	151
Read to the Dogs	1	25
P-TAC Meetings	2	18
Family Game Day	1	35
F.I.R.S.T. – Family Interactive Reading and Sharing	1	50
5/30 SRP Volunteer Orientation	1	26
Total May 2009	22	637
Total May 2008	47	1,530

Current FY to date	196	7,064
Previous FY to date	376	12,528

STAFF ACTIVITY

- Coleen Wakai participated in these online Infopeople workshops: “Adolescents & Libraries” and “Core Reference Fundamentals”.
- Coleen Wakai and Lori Worden participated in an In-service training on the library budget as well as safety training on May 8.
- Lori Worden attended the Children’s SLS meeting at Orange Public Library on May 21.
- Lori Worden attended the Placentia Library Friends Foundation Authors’ Luncheon at the Alta Vista Country Club on May 16.
- Coleen Wakai attended the YA SLS meeting on May 21.
- Brenda Ramirez and Lori Worden attended the all-staff meeting on May 19.
- Lori Worden attended a training session to learn more about the Koha catalog system on May 21.

ONGOING PROJECTS

The children’s department presented its regular programs during the month of May:

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

NEW PROJECTS AND ACTIVITIES

- Children’s staff prepared for the Summer Reading Program, “Be Creative @ Your Library” for independent readers, the Summer Read-to-Me program, “Be a Reading Star,” and the Young Adult Summer Program, “Creative Expressions for YA.”
- New YA furniture was ordered and received: 4 tables, 12 chairs & a rug for the YA area. Funds were provided by the Placentia Library Friends Foundation.
- Lori Worden and Brenda Ramirez conducted a Teen Volunteer Orientation on May 30 for summer volunteers.

- Lori Worden provided flyers for children in grades K – 6 in area PYLUSD schools and St. Joseph's school with information about the Summer Reading Program.

ANNOUNCEMENTS

- Brenda Ramirez and Coleen Wakai graduated from the San Jose State Library School program on May 16. A reception in their honor, as well as other graduating staff members, was held at Placentia Library on May 28.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Toby Silberfarb, Library Assistant Literacy / Volunteers
SUBJECT: Literacy / Volunteer Report for May, 2009
DATE: June 7, 2009

MONTHLY STATISTICS

Volunteer Hours:

History Room	162 hrs
PLFF	530 hrs
Library (General)	565 hrs
Technical (NEW)	2 hrs
Homework Club(ending 5/14)	78 hrs
Tutors (ALS)	43 hrs

Total: 1380hrs

STAFF ACTIVITY

Posted technical volunteer job description on Volunteer Match website;
Followed up on inquiries regarding volunteer opportunities for technology helpers;
Placed 4 technical services volunteers through Volunteer Match referrals;
Recruiting potential volunteers for SRP Celebration;
Daily duties as reference librarian;
Processed 19 volunteer applications;
Called 19 potential volunteers;
Placed 19 library volunteers;
Completed Safety Training modules;
Proctored 1 exam for a distance learning student.

ONGOING PROJECTS

Weeding the 300s;
Collection development 300s;
Working on an outline procedural manual for the functions of a Library Assistant/Literacy Services;
Working on outline of the operations of Literacy/Volunteer Services;

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Roger Hiles, Library Services Manager
SUBJECT: Adult Services Monthly Activity Report for April 2009
DATE: JUNE 10, 2009

MONTHLY STATISTICS

Reference Desk Activity

Phone reference:	239
In person reference/research:	1684
Guest passes:	26
E-mail reference/research:	13
Electronic: databases/Internet/catalog instruction:	169
Electronic: public computers (desktops):	2766
express Internet stations (laptops):	1570
Technology: computer/printer questions or troubleshooting:	481
In library use: ready reference:	40
In library use (cleanup):	3713

STAFF ACTIVITY

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

Gary Bell: The May 12 book discussion for *Oil* by Upton Sinclair had 18 participants.
 Prepared a "Great American Songbook" flyer.

Nadia Dallstream: Created artwork and publicity for the Adult Summer Reading Program.

Toby Silberfarb: Met extensively with the Library Services Manager to discuss state literacy grants.
 Prepared for the June book discussion (*Nineteen Minutes* by Jodi Picoult)

Kathy Staymates: "*Bluebirds in Your Neighborhood*" with ornithologist Bob Franz program was rated as "Excellent" by 88% of attendees (versus 12% rating it as "good"). 22 people participated on May 16.

ONGOING PROJECTS

Librarians and Library Assistants continued work on the Adult Summer Reading Program "Express Yourself @ Your Library"

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Gary Bell, History Room Librarian
SUBJECT: Local History Room Monthly Report for May 2009
DATE: June 16, 2009

MONTHLY STATISTICS

Visitors to History Room in May, 2009	11
Visitors to History Room in May, 2008	7
Volunteer Hours	102
Intern Hours	60

STAFF & VOLUNTEER ACTIVITY

- Another donation from Carl Westberg was accepted into the archives. These are slides from the collection of longtime Placentia residents, Bruce and Marge Horsfal.
- Isabel Hlavac copied pictures from several Valencia High School Yearbooks for use as name tags for the 75th anniversary celebration.
- Pat Irot attended the meeting of the Heritage Coordinating Council on May 5th and was provided with a tour of the new archives at the Nixon Library. Placentia History Room will host the first meeting of the HCC's new season on September 1st.
- On May 4th a second permissions document and letter were sent to Chris Lowe concerning the digitization of **Elephant Rides for Free**. J. Friis was also contacted about digitizing Virginia Carpenter's child's history of Placentia.
- I contacted Stephanie George at Cal State Fullerton's Oral History Program concerning oral histories of Placentia residents in our History Room. We own thirteen Oral Histories commissioned by the Placentia Historical Committee, but we want to be sure and obtain all histories of those interviewed for Placentia projects, that may not have formally received.
- I have added several volumes to the local history collection. Some of these are new books processed and others are donations that have come into our possession.
- I have prepared my fifth bibliography. It is in celebration of the library's 90th birthday and covers mostly historical events from the year 1919.
- Requests responded to include information on families in Placentia around the year 1919 and information on the Yorbas.

- Pictures continue to be scanned and digitized. Jeanette Gardner has been working on renaming the pictures in book C14. Pictures continue to be catalogued and labeled.
- Several donations from Eddie Castro have been accessioned. These include sheet music with separate words in Spanish; an Orange County Property tax bill from 1929/1930; an article on Christmastime at Rancho Santa Ana; an article on the La Jolla Colony, the orange pickers labor strike and butchering day at Rancho Santa Ana.
- Other donations include class pictures, family photographs, information on segregation of schools, Cajon Canal pictures, the La Jolla Bulletin from 1944, annual fiestas in the Mexican-American community, 1938 flood pictures, baseball team photos, programs and other ephemera. Mr. Castro is a wonderful source for local history and an enthusiastic advocate for preserving our community's rich heritage.
- A thank you letter was received from Principal Richard McAlindin of Kraemer Middle School for the framed photograph of Daniel Kraemer which was presented to the school and which is now displayed in the school library.
- On May 12th I conducted a lively discussion of the novel "Oil" by Upton Sinclair, a book that is rich in its depiction of Southern California history.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Katie Matas, Librarian, Technical Services
SUBJECT: Technology & Website Report for May 2009
DATE: June 15, 2009

MONTHLY STATISTICS

Online database usage:

	May 2009	May 2008		Y-T-D 2008-9	Y-T-D 2007-8	Y-T-D % change
Ancestry.com	16	1170		1,193	2,338	-49%
Chilton Library (Automobiles)	0	4		71	73	-3%
General Reference Center Opposing Viewpoints (sub.ends Nov 30, 2008 not renewed)	65	23		309	799	-61%
Newsbank	269	72		1,171	855	27%
Wall Street Journal (cancelled Nov. 1, 2008)						
Heritage Quest	*	*		16,402	35,500	-54%
Learning Express (Learn a test)	3	11		150	133	11%
Novelist	14	8		290	82	72%
Tumblebooks	216	250		2,723	3,964	-31%
MorningStar		43		1,080	1,409	-23%
Reference USA	21	75		565	721	-22%
Value Line		133		980	4,231	-77%
	604	1789		24,934	50,105	-50%

*Statistics for these databases were not available in time to be included in this report. These statistics will be included in next month's figures.

Website traffic for May 2009:

In May 2009 we had 15,128 visitors to our website. In May 2008 there were 38,561 page hits. A yearly comparison is not available due to the website redesign.

STAFF ACTIVITY

- Roger, Jeanette, Patrick, Yesenia, Lori, and Katie attended a demonstration of the Koha circulation system.

ONGOING PROJECTS

- Jesus continues to update Library events on the website.
- Jesus continues to maintain the outside electronic sign.
- Roger Hiles worked on the final pages of the new Library website.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Fiscal Year 2009-2010 Budget Hearing
DATE: June 16, 2009

BACKGROUND

The Fiscal Year 2009-2010 Budget for the General Fund was presented to and reviewed by the Library Board of Trustees at its May 18, 2009 Regular Meeting and scheduled for Public Hearing at the Library Board's Unusual June 16, 2009 Date Meeting.

Legal Notices

The Notice of Public Hearing for the Proposed Budget for Fiscal Year 2009-2010 for the Placentia Library District was sent to the Orange County Register, posted in the Library's public bulletin board and on the Library's website on June 11, 2009.

Public Hearing

A Public Hearing needs to be conducted for the Proposed Budget for 2009-2010 Fiscal Year for the Placentia Library District. The guidelines for conducting a Public Hearing are in Attachment A.

Budget Resolution

The Fiscal Year 2009-2010 Budget for all District Funds needs to be adopted by Resolution 10-01. Attachment B is Resolution 10-01.

RECOMMENDATIONS:

1. Conduct Public Hearing on the Budget for Fiscal Year 2009-2010 as published.
2. Finalize Placentia Library District budget for Fiscal Year 2009-2010.
3. Motion to read Resolution 10-01 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2009-2010 Budget for the Placentia Library District of Orange County.
4. Motion to adopt Resolution 10-01 by a roll call vote.

REVENUE BY SOURCE		Actual 2006-07	Actual 2007-08	Adopted Budget 2008-09	Proposed 2009-10	Diff Inc/(decrease)
6210-00	Property Taxes - Current Secured	1,589,248	1,660,403	1,706,335	1,569,828	(136,507)
-010	Public Utility Secured Taxes (Sub-revenue 01)	22,701	-	34,000	23,280	(10,720)
6220-00	Property Taxes - Current Unsecured	71,200	72,410	67,000	73,640	6,640
6230-00	Property Taxes - Prior Secured	244,985	-	17,500	-	(17,500)
6240-00	Property Taxes - Prior Unsecured	1,692	2,785	750	940	190
6250-00	Property Taxes - Special District Augmentation	8,109	8,701	6,000	7,520	1,520
6280-00	Property Taxes - Current Supplemental	92,201	62,856	53,000	36,760	(16,240)
6300-00	Property Taxes - Prior Supplemental	6,627	-	1,200	1,104	(96)
6320-00	Special Taxes - Com Fac Dist	(204,661)	-	-	-	-
6540-00	Penalties & Costs on Delinquent Taxes	804	-	-	-	-
6610-00	Interest	61,135	47,412	40,000	21,800	(18,200)
6690-00	State - Homeowners' Property Tax Relief	16,558	16,214	16,000	14,320	(1,680)
6970-00	State - Other	125,292	89,106	90,000	29,000	(70,000)
-010	Public Library Fund Grant				18,000	-
-020	Literacy Grant				-	-
-030	Direct Loan Reimbursement				2,000	-
7130-00	Other Governmental Agencies	-	-	-	-	-
7670-00	Miscellaneous Revenue	312,821	285,960	290,000	139,388	(150,612)
-010	Fines & Fees				35,000	
-020	Passports				40,000	
-030	Meeting Room Fees				10,000	
-040	Grants and Donations				24,388	
-050	Friends Foundation				30,000	
7680-00	Six-Month Expired (State dated) Checks	409	-	-	-	-
TOTAL REVENUE FY 2009-2010		\$2,349,121	\$2,225,847	\$2,321,785	1,908,580	(\$413,205)

EXPENSES BY SOURCE		Actual 2006-07	Actual 2007-08	Adopted Budget 2008-09	Proposed 2009-10
SALARIES AND EMPLOYEE BENEFITS					
0100	Salaries and Wages	1,051,435	1,235,614	1,093,479	1,021,569
0200	Retirement	144,496	97,635	171,129	110,000
0300	Employee Group Insurance	114,166	129,617	124,821	157,203
0310	Accid Death and Dismemberment Insurance				
0320	Unemployment Benefits				5,000
0350	Workers Compensation	6,732	3,567	8,200	10,000
TOTAL SALARIES AND EMPLOYEE BENEFITS		1,316,829	1,466,433	1,397,629	1,303,772
SERVICES AND SUPPLIES					
0700	Communications	13,693	14,052	13,870	10,000
0900	Food	6,949	2,766	1,250	1,300
1000	Household Expense	22,769	15,958	12,000	9,000
1100	Insurance	13,057	14,924	15,000	13,000
1300	Maintenance - Equipment	47,522	43,320	42,000	30,000
1400	Maintenance - Buildings & Improvements	57,471	60,801	67,250	25,008
1600	Memberships	4,404	6,148	1,750	1,500
1800	Office Expense	59,570	92,089	69,150	40,000
1803	Postage	7,131	5,353	5,600	5,000
1	Professional and Specialized Services	142,061	253,904	200,130	110,000
1	Investment Administrative Fees	4,979	1,094	1,000	2,000
2000	Publications and Legal Notices	518	489	1,000	1,000
2100	Rents and Leases - Equipment	1,187	1,588	1,500	1,500
2200	Rents and Leases - Buildings & Improvements	118,731	118,732	73,456	73,500
2400	Library Material Expense	234,593	236,207	256,000	161,000
2600	Transportation and Travel - Local Mileage	1,951	4,564	2,000	4,000
2700	Transportation and Travel - Meetings/Conferences	23,201	29,702	10,000	5,000
2800	Utilities	71,944	66,808	96,500	80,000
TOTAL SERVICES AND SUPPLIES		831,731	968,499	869,456	572,808
OTHER CHARGES					
3700	Taxes and Assessments	5,366	6,624	5,000	7,000
TOTAL OTHER CHARGES		5,366	6,624	5,000	7,000
FIXED ASSETS					
4000	Equipment	90,225	31,036	50,000	25,000
TOTAL FIXED ASSETS		90,225	31,036	50,000	25,000
5200	Appropriation for Contingencies Increase or New Reserves			0	0
TOTAL EXPENSES		2,244,151	2,472,592	2,322,085	1,908,580

Placentia Library District
Proposed Revenue Budget for Fund 707 for Fiscal Year 2009/2010
June 16, 2009

Object Code	Category	FY2006-2007 Actual	FY2007-2008 Actual	FY2008-2009 Budget	FY2009-2010 Proposed
6210-00	Current Secured	1,589,248	1,660,403	1,706,335	1,569,828
6210-01	Public Utility	22,701	0	34,000	23,280
6210-04	Teeter Plan - Current Delinquent	0	0	0	0
	SUB-TOTAL CURRENT SECURED	1,611,949	1,660,403	1,740,335	1,593,108
6230-00	Prior Secured	40,324	0	17,500	0
	TOTAL SECURED	1,652,273	1,660,403	1,757,835	1,593,108
6220-00	Current Unsecured	71,199	72,410	67,000	73,640
6240-00	Prior Unsecured	1,692	2,785	750	940
	TOTAL UNSECURED	72,892	75,195	67,750	74,580
6690	HOMEOWNER	16,559	16,214	16,000	14,320
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	1,741,723	1,751,812	1,841,585	1,682,008
6250	SPECIAL DISTRICT AUGMENTATION	8,108	8,701	6,000	7,520
6260/6540	PENALTIES/DELINQUENCIES	0	0	0	0
6280-00	SUPPLEMENTAL - CURRENT	85,692	62,856	53,000	36,760
6300	SUPPLEMENTAL - PRIOR	2,627	0	1,200	1,104
6610-00	INTEREST	55,829	47,412	40,000	21,800
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	152,256	118,969	100,200	67,184
	TOTAL PROPERTY TAX REVENUE	1,893,980	1,870,781	1,941,785	1,749,192
6970	STATE LIBRARY & STATE	125,292	89,106	90,000	20,000
7130	BANKRUPTCY RECOVERY DISTRIBUTION	0	0	0	0
7615	TRANSFER FROM OTHER LIBRARY FUND:	0	0	0	0
7670	LOCAL REVENUE	312,821	265,960	290,000	139,388
7680	6 MO. EXPIRED (OUTLAW) CHECKS	409	0	0	0
	TOTAL REVENUE	2,349,121	2,225,847	2,321,785	1,908,580

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2009-2010
June 16, 2009

OBJECT CODE	DESCRIPTION	FY2006-2007 ACTUAL	FY2007-2008 ACTUAL	FY2008-2009 Budget	FY2009-2010 PROPOSED
0100-00	Salaries & Wages	1,051,435	1,235,614	1,093,479	1,029,376
0200-00	Retirement (Social Security & Pension Contribution)	144,496	97,635	171,129	110,000
0301-00	Unemployment Insurance	125	0	10,000	5,000
0306-00	Health Insurance	94,165	110,653	88,590	105,900
0308-00	Dental Insurance	10,636	11,908	9,427	13,000
0309-00	Life Insurance	1,904	7,681	10,743	11,000
0310-00	Long Term Disability Insurance	4,281	4,600	4,061	7,000
0319-00	Vision Insurance	3,055	2,306	2,000	4,000
	Total Employee Insurance	114,167	137,147	124,821	140,900
0350-00	Workers Compensation - General	6,732	3,567	8,200	10,000
	TOTAL SALARIES & EMPLOYEE BENEFITS	1,316,829	1,466,433	1,397,629	1,290,276
0700-00	Communications - Telephone	4,092	4,845	4,500	4,500
0700-01	Communications - Modem/Fax/T1/DSL	5,811	6,748	5,500	3,000
0700-02	Communications - Internet Access	2,814	1,251	3,120	2,500
	Total Communications	13,693	12,844	13,120	10,000
0900-00	Food - General Fund	960	478	500	1,300
	Total Food	6,949	478	500	1,300
1000-00	Household Expense	22,461	15,629	12,000	8,500
1001-00	Trash	308	329	500	500
	Total Household Expense	22,769	15,958	12,500	9,000
1100-00	Insurance	13,057	14,924	15,000	13,000
1300-00	Maintenance of Equipment - General Fund	6,741	8,207	6,500	30,000
	Total Maintenance of Equipment	47,522	8,207	6,500	30,000
	HVAC	6,348	0	8,000	0
	Carpet Cleaning	0	0	2,750	0
	Groundskeeping, City of Placentia	20,132	0	16,000	0
	Plumbing	1,004	0	5,000	0
	Electrical	7,320	0	10,000	0

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2009-2010
June 16, 2009

OBJECT CODE	DESCRIPTION	FY2006-2007 ACTUAL	FY2007-2008 ACTUAL	FY2008-2009 Budget	FY2009-2010 PROPOSED
	Cleaning Service	14,350	0	19,000	0
	Locksmith	74	0	500	0
	Other	8,243	0	6,000	17,197
1400-00	Total Maintenance of Building & Grounds	57,471	60,801	67,250	17,197
1600-00	Memberships - General Fund	3,654	5,798	1,500	1,500
	Total Memberships	4,404	5,798	1,500	1,500
1700-00	Miscellaneous Expense - General Fund	0	0	0	0
	Total Miscellaneous Expense	0	0	0	0
	Library Supplies	19,526	0	20,000	23,600
	Printing	9,432	0	25,000	500
	Paper	18	0	800	900
	Other Office Supplies	15,219	0	18,000	15,000
1800-00	Total Office Supply Expense - General Fund	44,653	92,089	63,800	40,000
1803-00	Postage Expense - General Fund	7,132	5,203	5,500	5,000
	Total Postage Expense	7,132	5,203	5,500	5,000
	Employee Assistance Program/SDRMA	420	0	630	0
	Pension Fund Operating & Investment Mgmt. Expenses	9,802	0	11,000	10,000
	Anaheim Library Automated Library System	33,274	0	35,000	35,000
	Library Board Consultants & Legal	14,511	0	20,000	30,000
	HCS Computer Services			30,000	20,000
	Tax Collection Services & Fees by Orange County & LAFCO	22,018	0	6,000	18,000
	Medical Exams	2,037	0	4,000	0
	Collection Services - Accounts Receivable	1,530	0	2,000	2,000
	Audit & Accounting Services	8,320	0	10,500	10,000
	Payroll Preparation	3,960	0	8,000	9,000
	Election Expenses	0	0	15,000	0
	Staff Training in Library	0	0	2,000	0
	Grants	0	0	0	0
	Program	0	0	0	0
	Other	12,886	0	20,000	0
1900-00	Total Specialized Services - General Fund	113,707	208,275	164,130	134,000
1912-00	Investment Administrative fees for Orange County	3,046	1,094	1,000	2,000
2000-00	Legal Notices - General Fund	518	489	1,000	1,000
2000-01	Legal Notices - Grants	0	0	0	0
	Total Legal Notices	518	489	1,000	1,000
2100-00	Rents/Leases-Equipment	1,187	1,588	1,500	1,500

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2009-2010
June 16, 2009

OBJECT CODE	DESCRIPTION	FY2006-2007 ACTUAL	FY2007-2008 ACTUAL	FY2008-2009 Budget	FY2009-2010 PROPOSED
2200-00	Semi-Annual Bond Payment, Energy Loan & Civic Center Loa	118,731	118,732	73,456	73,500
2400-00	Special Department Expense - Library Materials	3,500	54	0	130,307
	Special Department Expense - Programs	0	0	0	30,000
	Total Special Department Expense	234,563	54	0	160,307
2600-00	Transportation/Travel - Local Mileage	2,080	4,564	2,000	2,000
2700-00	Transportation/Travel - Meetings, Staff Out of Town	9,371	12,077	3,000	0
2700-01	Transportation/Travel - Meetings, Staff Local	10,192	11,437	3,000	2,000
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,395	2,075	2,500	2,000
2700-03	Transportation/Travel - Meetings, Board Local	1,201	3,797	1,000	1,000
	Total Transportation/Travel - Meetings	23,072	29,387	9,500	5,000
2801-00	Electricity	58,768	24,943	75,000	60,500
2802-00	Gas	7,211	8,929	9,000	8,500
2803-00	Water	5,965	6,098	12,000	11,000
	Total Utilities	71,944	39,969	96,000	80,000
	TOTAL SUPPLIES & SERVICES	831,731	968,499	869,456	586,304
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	5,409	6,624	5,000	7,000
4000-00	Equipment	90,225	25,810	50,000	25,000
	Total Equipment	90,225	25,810	50,000	25,000
4200-00	Structures/Improvements	0	0	0	0
	TOTAL FIXED ASSETS	90,225	25,810	50,000	25,000
4700-00	Payment to Refunded Debt Escrow Ags	0	0	0	0
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0	0	0	0
	TOTAL EXPENSES	2,244,151	2,472,592	2,322,085	1,908,580

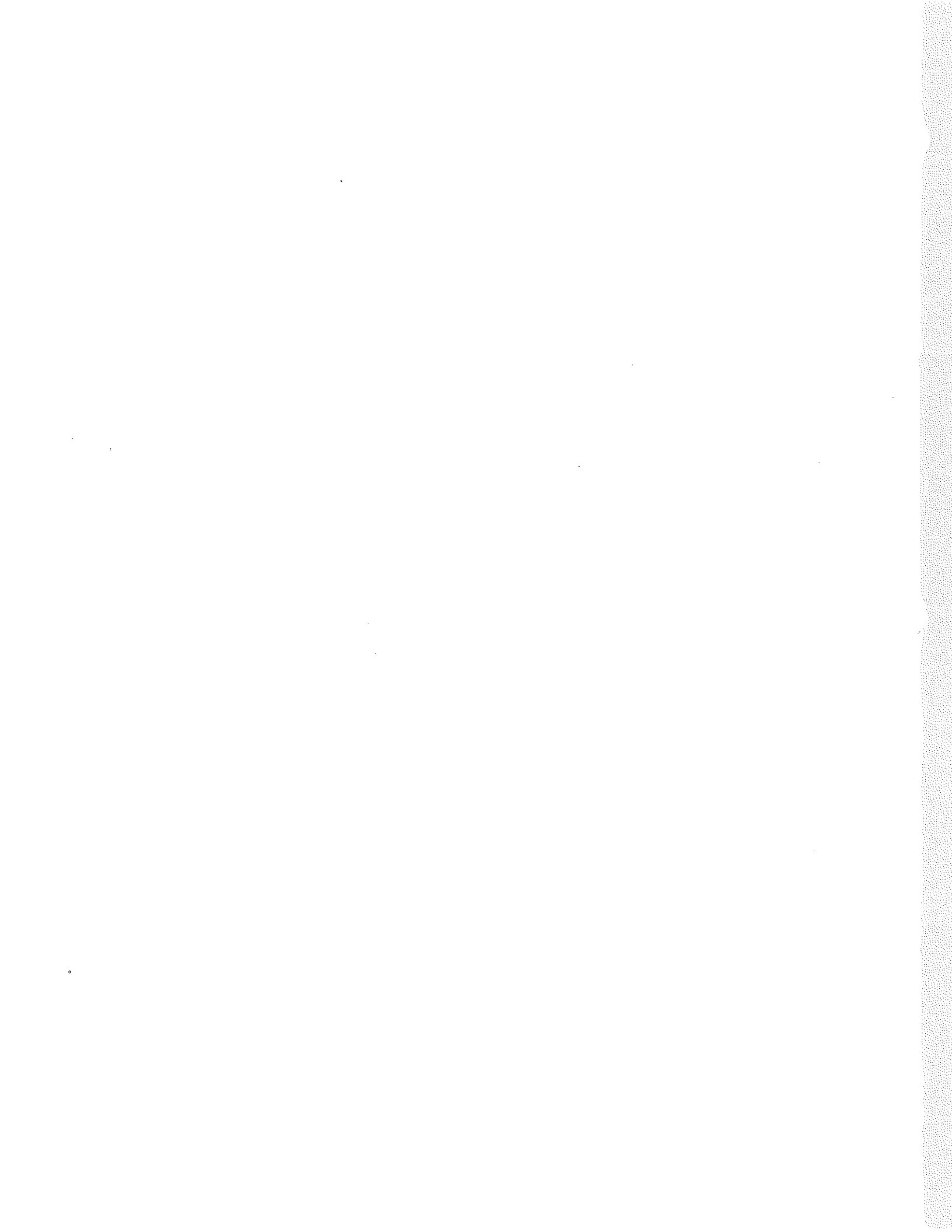


PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees President
FROM: Jeanette Contreras, Library Director
SUBJECT: Public Hearing Procedures
DATE: June 16, 2009

Public Hearing Procedures

1. Announce the Public Hearing topic.
2. Declare the Public Hearing open.
3. Ask for and listen to comments from the public. The Library Board of Trustees should not respond directly to public comments as they will have an opportunity to speak after the hearing.
4. Declare the Public Hearing closed.
5. Process Board discussion on the item.
6. Process motion to read Resolution by Title only.
7. Have the Administrative Assistant or Library Director read the Resolution Title.
8. Motion to adopt the Resolution by roll call vote.
9. Have the Administrative Assistant or Library Director conduct the roll call vote.
10. Be sure that the results of the roll call vote are read in to the record.



RESOLUTION 10-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ADOPT
FISCAL YEAR 2009-2010 BUDGET FOR
THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

WHEREAS, the preliminary budget for the Placentia Library District of Orange County for Fiscal Year 2009-2010 was reviewed at the Regular Meeting of the Board of Trustees on June 16, 2009; and

WHEREAS, all sources of income have been identified to support said budget.

THEREFORE BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the budget for Fiscal Year 2009-2010, and implements such on July 1, 2009.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)

)ss.

County of Orange)

I, Richard DeVecchio, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at an Unusual Meeting hereof held on the sixteenth day of June 2009.

IN WITNESS THEREOF, I have hereunto set my hand and seal this sixteenth day of June 2009.

Richard DeVecchio, Secretary
Board of Trustees of the Placentia Library District



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Request From MOMS Club South and North Regarding Meeting Room Rental Fees.
DATE: June 16, 2009

BACKGROUND

At the Unusual Date Library Board of Trustees meeting on February 17, 2009, the Board of Trustees approved a revision for the Placentia Library District Policy #6050 – Meeting Room Policies and Regulations.

The revisions included:

- \$20 per hour rental fee for nonprofit organizations and \$35 per hour for other groups with a minimum of three hours.
- Equipment rental fee of \$15 per use for the television and projector and \$25 per use for the piano and Santa chair.
- \$25 administrative fee for cancellation notices less than two weeks.
- \$50 security deposit/cleaning fee.
- \$25 per hour for meetings held during non library hours
- Elimination of Placentia Library District Policy #6050.24.
- Fee for Bridge Club to be \$50 for four hours and \$25 per hour for extra hour after library closes.

The MOMS Club was started in 1983 by Mary James. The goals of the MOMS Club are to:

- Provide a support group for mothers who choose to stay at home to raise their children.
- Provide a forum for topics of interest to mothers.
- Help children in the community.
- Perform at least one service project yearly helping needy children.

The MOMS Clubs have been supportive of the Placentia Library District. They have donated their time and money to the Children's Department, including a beautiful framed quilt that is displayed in the Children's Department. MOMS Club members are all stay-at home mothers who want to contribute to their communities, be good role models for their children and still be the best mother for their loved ones.

The MOMS Clubs have used the Placentia Library District meeting room to conduct their board meeting and they would like the Library Board of Trustees to consider a fee waiver for the use of the meeting room. The average use of the room by the MOMS Club is approximately 1.5 hours per month.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Establish the Holiday and Library Closure Schedule for Calendar Years 2009 and 2010 and Adopt by Resolution 10-02.
DATE: June 16, 2009

BACKGROUND

The Placentia Library District Policy #2030 establishes the following days as paid holidays:

- New Years Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day
- 2 Floating Holidays in April and October

Attachment A is the proposed Holiday and Library Closure Schedule for calendar years 2009 and 2010.

Attachment B is Resolution 10-02.

RECOMMENDATION

1. Determine and adopt the Holiday and Library Closure Schedule for Calendar Years 2009 and 2010.
2. Read Resolution 10-02 by Title Only: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Establish the Holiday and Library Closure for Calendar Years 2009 and 2010.
3. Adopt Resolution 10-02 by a roll call vote.

Placentia Library District Holiday and Library Closure Schedule 2009

New Year's Day	Thursday	January 1, 2009
President's Day	Monday	February 16, 2009
Memorial Day	Monday	May 25, 2009
Independence Day	Saturday	July 4, 2009
Labor Day	Monday	September 7, 2009
Veteran's Day	Wednesday	November 11, 2009
Thanksgiving Day	Thursday	November 26, 2009
Christmas Eve Day	Thursday	December 24, 2009
Christmas Day	Friday	December 25, 2009
New Year's Eve Day	Thursday	December 31, 2009

Placentia Library District Holiday and Library Closure Schedule 2010

New Year's Day	Friday	January 1, 2010
President's Day	Monday	February 15, 2010
Memorial Day	Monday	May 31, 2010
Independence Day	Sunday	July 4, 2010
Labor Day	Monday	September 6, 2010
Veteran's Day	Thursday	November 11, 2010
Thanksgiving Day	Thursday	November 25, 2010
Christmas Eve Day	Friday	December 24, 2010
Christmas Day	Saturday	December 25, 2010
New Year's Eve Day	Friday	December 31, 2010

RESOLUTION 10-02

**A RESOLUTION OF THE LIBRARY BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE
HOLIDAY AND LIBRARY CLOSURE SCHEDULE
FOR CALENDAR YEARS 2009 AND 2010**

WHEREAS, Section 19469 of the Education Code of the State of California establishes that the Library Board of Trustees shall designate the hours during which the Library shall be open for the use of the public;

BE IT RESOLVED, that the Placentia Library District of Orange County Library Board of Trustees established its Holiday Schedule for Calendar Years 2009 and 2010 dated June 16, 2009

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)

)ss.

County of Orange)

I, Richard DeVecchio, Secretary of the Library Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Library Board of Trustees at the Unusual Date Meeting hereof held on the sixteenth day of June 2009.

IN WITNESS THEREOF, I have hereunto set my hand and seal this sixteenth day of June 2009.

Richard DeVecchio, Secretary
Placentia Library District Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Engagement Letter With Mr. Robert Housley
DATE: June 16, 2009

BACKGROUND

Mr. Robert Housley was employed by the Placentia Library District on November 2, 2008 for temporary financial and accounting services due to the Administrative Services Manager's departure on October 30, 2008.

Mr. Housley is very familiar with the accounting systems that the District is currently working with from the County. His knowledge will enable the District to implement the County's new accounting code and programs with minimal disruption to the District's daily operations. The District's internal accounting system through QuickBooks is not consistent with the County's accounting system. Mr. Housley will provide assistance to the Administration staff to ensure both systems are complemented.

Attachment A is the proposed Engagement Letter between the District and Mr. Robert Housley.

RECOMMENDATION

Approve the Engagement Letter with Mr. Robert Housley for financial and accounting services and training for the Placentia Library District.

Robert Housley

4085 LARWIN AVENUE • CYPRESS, CA, 90630 • (714)827-7865

1. The following information is intended to outline the services and limitations of services to be rendered by Robert Housley (Consultant) to Placentia Library District (Client). Consultant agrees to provide a wide range of services dealing with professional financial, business management, accounting and governmental business matters including training. These services shall be implemented through a combination of management and consulting services, on and off site. At all times, you as the client will determine the scope of the services and will be responsible for directing us in implementing all decisions. The Client will be responsible for providing all working materials needed to perform the services requested. The Client is solely responsible for accurate and timely submission of any and all documents to their respective organization (State, Federal, Grants et cetera). The Consultants does not at any time provide legal services of any type and the Client agrees that the Consultant has no responsibility to do so.
2. The Client acknowledges and agrees to pay for the professional services of the Consultant pursuant to the following current professional fee schedule:
 - Consulting at \$45.00 per hour
 - Reimbursement for materials, the Client will reimburse the Consultant at the actual cost of materials needed to perform the services as requested by the Client;
3. The Consultant shall provide the client with a monthly billing for services rendered and the client agrees to pay for services rendered during that period upon receipt of said billing.
4. In the event the client becomes delinquent in the payment of its obligation, the parties acknowledge that the Consultant shall have the right to suspend work on the account until the delinquency is brought current.
5. The parties both agree that this engagement letter shall serve as an ongoing service contract on a month-to-month basis. This engagement will begin on July 1, 2009, and will continue for as long as both parties mutually agreed upon.
6. The Client shall receive advance notice of any adjustment in the fee schedule. Acceptance of the new fee schedule shall be presumed unless the client notifies the Consultant in writing that services on behalf of the Client are no longer requested as it relates to all or a portion of the work performed.
7. Each party to this agreement reserves the right to terminate the agreement at any time by notifying the other party in writing at the address set forth herein. If the foregoing outline of our engagement and the manner of discharging our billings meets your approval, please sign and return the copy of this letter.

Robert Housley, Consultant

Jeanette Contreras, Library Director

Jay's Date

Print Name

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Date For the July Library Board of Trustees Meeting
DATE: June 16, 2009

BACKGROUND

The regular date for the July Library Board of Trustees meeting is Monday, July 20, 2009. The Library Director will be on vacation beginning July 19th. Possible dates for the Library Board of Trustees to consider in lieu of July 20th would be the week of July 6th or 13th.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Trustees Activities for the California Special District Association Conference
DATE: June 16, 2009

BACKGROUND

The California Special District Association (CSDA) Annual Conference will be held in Indian Wells from September 22 through September 24, 2009.

Keynote speaker will be Dr. Peter Johnson, known as the Strategy Execution guru and Transformational Leadership Expert. He will provide the opening presentation for the conference. Mr. Ralph Heim will close the conference with a presentation on "Understanding the State's Fiscal issues and What's Next for Special Districts."

Other programs include:

- New Revenue Options?: A Briefing on Special Assessments & Taxes
- Practical Approach to Modern Asset Management
- Reaching Out to the Public: Communication Strategies that WORK!
- Practical Budgeting Processes and Tools
- Public/Private Partnerships: Making it a Win-Win
- Investing Your District Dollars in Today's Market -- What You Need to Know
- Disney Institute -- Change Leadership
- Return on Investment: HR as a Strategic Collaborator, Measuring Impact and Success
- Financing Options in Challenging Economic Times
- Special District Grant Writing: Tips & Example on How to Get that Next Grant

Attachment A is Schedule Overview and Registration Information.

RECOMMENDATION

1. Determine which Library Board of Trustees will attend the Annual CSDA Conference in Indian Wells and authorize staff to proceed with the Early Bird registration.
2. Determine which Library Board of Trustees will require accommodation and authorize staff to proceed with reservations.

Home Registration Schedule Sponsors Exhibitors Golf Tournament Hotel/Travel Contact Us

Schedule

Monday, September 21, 2009

8:30 – 11:00 a.m.
CSDA Board of Directors Meeting



9:00 a.m. – 4:00 p.m.
Pre-Conference Workshop: Governance Foundations Training
(Module 1: Special District Leadership Academy)

As the core of CSDA's Special District Leadership Academy, this workshop serves as the "foundation" for the series on the effective governance of special districts. We will discuss the three critical dimensions of governance: Special District Trustees as Policy Leaders, The Effective Special District Board and The Board's Responsibilities and Roles in Special Districts.

At this workshop, attendees will learn how to: Develop a unity of purpose on their board, understand and work within the board's role in the district, build a strong, positive operational culture on the board and organize the formal structure of the board. If you are a special district professional, you must include this training in your schedule.



9:00 a.m. – 4:00 p.m.
Pre-Conference Workshop: Grant Seeking – The Fundamentals for Special Districts – presented by CPS Human Resource Services

In this ever-changing economy, it is critical that organizations seek new and innovative funding sources. This workshop exposes participants to the world of private and government grants. This class provides an overview of the steps needed for an organization to become prepared to seek grants. In addition, participants will learn what makes an organization competitive in the grant seeking process, the resources available to find grants, and the most common reasons grants are not awarded.

Noon – 5:00 p.m.
CSDA Golf Tournament at the Indian Wells Golf Resort

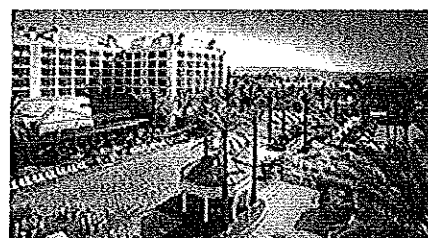
6:00 – 8:00 p.m.
CSDA Conference Kickoff Reception honoring Business Affiliates
(ALL ATTENDEES WELCOME)



Be a part of the 40th Anniversary Celebration.

IN THIS SECTION
[REGISTRATION FORM \(PDF\)](#)
[AWARDS PROGRAM](#)

AGENDA BY DAY
[TUESDAY](#)
[WEDNESDAY](#)
[THURSDAY](#)



RENAISSANCE ESMERALDA RESORT AND SPA
44-400 INDIAN WELLS LANE
INDIAN WELLS, CA 92210-8708
WWW.RENAISSANCEESMERALDA.COM

CSDA ROOM RATES: \$179.00 PLUS TAXES AND FEES.
RESERVATIONS: 1.800.446.9875
ROOM CUT-OFF DATE: SEPTEMBER 6
WHEN BOOKING YOUR ROOM, PLEASE ASK FOR THE CSDA GROUP RATE.

"I value the breakout sessions and the information received during the presentations. They give me the opportunity to not only hear the presenters' views on the various topics, but also hear what problems and solutions other districts are dealing with."

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Tuesday, September 22, 2009



9:00 – 10:30 a.m.

Opening Keynote Presentation and Continental Breakfast - "Rapid Execution As Your Competitive Advantage" – *Dr. Peter Johnson*
Join us for this dynamic opening keynote address when Dr. Pete Johnson, known as the Strategy Execution Guru and Transformational Leadership Expert, discusses how strategic execution is all about how to leverage the use of your critical resources.

11:00 – 12:00 p.m. (BREAKOUT SESSIONS)

New Revenue Options?: A Briefing on Special Assessments & Taxes

Reaching Out to the Public: Communication Strategies that WORK!

SDRMA/PreventionLink Online Safety Training Program - New Enhancements - CIP POINTS

Practical Approach to Modern Asset Management

The Brown Act: Updates & Ensuring Compliance - CIP Points

Required AB 1234 Ethics Training (Part One) - CIP Points

12:30 – 2:00 p.m.

Exhibitor Showcase Grand Opening & Lunch

12:30 – 7:00 p.m.

Exhibitor Showcase open



2:00 – 3:00 p.m. (Super Session)

"Work for a Living and Still be Free to Live" – *Ms. Eileen McDargh*
Make no mistake—everyone works—whether for free or fee! Listen to Eileen McDargh explain how you can work smarter and live happier.

3:30 – 4:30 p.m. (BREAKOUT SESSIONS)

Must Have Communication Protocols for District Staff and Board Members - CIP Points

Practical Budgeting Processes and Tools

Tips, Tools & Legal Requirements for General Manager Evaluations

Public/Private Partnerships: Making it a Win-Win

Investing Your District's Dollars in Today's Market – What You Need to Know

Required AB 1234 Ethics Training (Part Two) - CIP Points

5:00 – 7:00 p.m.

President's Reception at the Exhibitor Showcase

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Wednesday, September 23, 2009

8:00 – 9:00 a.m.
Coffee with the Exhibitors

8:00 a.m. – 3:00 p.m.
Exhibitor Showcase open

8:00 – 9:00 a.m.
Chapter Presidents Roundtable Meeting



9:00 – 10:45 a.m.
SDRMA Breakfast, Keynote Presentation and Safety Awards
Sponsored by the *Special District Risk Management Authority (SDRMA)*
Disney Institute – Change Leadership

Listen as an experienced speaker from the Disney Institute shares valuable insights on when and why an organization should change and the role of the leader in shaping a positive, sustainable change.

11:00 a.m. – 12:00 p.m. (BREAKOUT SESSIONS)

Financing Options in Challenging Economic Times (CSDA Finance Corporation consultants)

Special Districts & LAFCO: Trends, Changes and Updates

Return on Investment: HR as a Strategic Collaborator, Measuring Impact and Success

Effective Governance & Leadership: Tools for Special District Directors/Trustees - CIP Points

Strategies for Achieving Excellence in Financial Reporting

SDRMA Claims Management for Public Agencies - CIP Points

12:30 – 2:00 p.m.
California Women Lead Luncheon (ticketed event) or Lunch on Your Own

2:00 – 2:45 p.m.
Break with the Exhibitors



3:00 – 4:00 p.m. (Super Session)
"Keeping Up in a Down Economy: How a Culture of Recognition Can Improve Focus and Performance in Your Organization Today" --
Bob Nelson, Ph.D.
Bob Nelson, Ph.D., will expand your thinking of what recognition means and how you can better and more frequently recognize those you work with -- even with little time, resources or budget.

5:30 – 7:00 p.m.
Chapters Reception (ALL ATTENDEES WELCOME)

7:00 – 10:00 p.m.
CSDA Awards Banquet and Entertainment
Presentations: Innovative Program Award – Exceptional Public Outreach Award –
William Hollingsworth Award – 2009 SDLF District of Distinction Accreditations and



Certifications – 2009 SDFL Special District Administrators

Live music by *Tonic Sol-fa* – the musical group referred to by the New York Times as "A vocal kaleidoscope...unique to the human voice."

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Thursday, September 24, 2009

8:30 – 10:30 a.m.

Required Harassment Prevention Compliance Training - CIP Points

8:30 – 9:30 a.m. (BREAKOUTS OUTS)

Practical Budgeting Processes and Tools (REPEAT)

Special Districts & LAFCO: Trends, changes and updates (REPEAT)

New Revenue Options?: A Briefing on Special Assessments & Taxes (REPEAT)

9:30 – 10:30 a.m. (BREAKOUTS OUTS)

Special District Grant Writing: Tips & Examples on How to Get that Next Grant

Effective Governance & Leadership: Tools for Special District Directors/Trustees - CIP Points

(REPEAT)

Meeting the GASB 45 Requirements: Keeping Your District in Compliance



10:30 a.m. – 12:00 p.m.

Closing Keynote Program & Brunch – *Ralph Heim*

"Understanding the State's Fiscal Issues and What's Next for Special Districts"

Ralph Heim will give attendees the most up-to-date information on the state of the state budget and special district revenues.

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Registration

Registration Fees	Early Bird (on or before Aug 5)	Regular (After Aug 5)
Member (full conference)	\$525	\$550
Non-member (full conference)	\$685	\$710
Guest (full conference)	\$250	\$300
Member (one-day registration)	\$250	\$275
Non-Member (one-day registration)	\$410	\$435

Who qualifies for member rates?

All California Special Districts Association members. Not sure if you are a member? Contact the CSDA office at toll-free 877-924-2732 to find out if you are already a member. It's not too late to become a CSDA member. Simply contact Cathrine Lemaire at cathrine@csda.net or call toll-free at 877-924-2732.

Registration fees include:

- Kick-Off Reception Monday evening
- Keynote session on Tuesday, Wednesday and Thursday
- Exhibitor Showcase Lunch Tuesday
- Exhibitor Showcase Tradeshow Tuesday and Wednesday
- President's Reception
- SDMRA breakfast on Wednesday
- All Super Session events Tuesday and Wednesday
- All breakout sessions on Tuesday, Wednesday and Thursday
- Chapters Reception on Wednesday evening
- 40th Anniversary Awards Banquet & Dinner Wednesday
- Closing Brunch Thursday

Separate Registration fees:

- Pre-Con Workshop: Governance Foundations Training: \$225
- Pre-Con Workshop: Grant Seeking -- The Fundamentals for Special Districts: \$225
- CSDA Golf Tournament: \$125
- CWL Luncheon: \$40
- CSDA Awards Banquet (Guests only): \$65

Three Ways to Register

1. [Register Online.](#)
2. Fax number: 916-442-7889. All faxed forms must include credit card payment.
3. Mail: CSDA, 1112 I Street, Suite 200. Sacramento, CA 95814. Please include registration form and payment. Checks should be made payable to: California Special Districts Association.

Register Now!

Be a part of the 40th Anniversary Celebration.



Up to you to be a Business Affiliate member of CSDA!

If you register as an exhibitor or attendee, you will receive lower rates if you are a CSDA Business Affiliate.

CSDA Business Affiliate membership is available at five investment levels, starting at \$600 per year. Business Affiliate membership provides you with an array of benefits guaranteed to increase your visibility and interaction with special district decision-makers. Depending on the level of your membership investment, you can receive:

- Discounted exhibit booths at the Annual Conference
- Additional Invitations to the Business Affiliate Reception
- Complimentary conference registrations
- Participation in the Business Affiliates Golf Tournament
- Complimentary use of CSDA membership mailing list
- Listing in the CSDA online Buyers Guide
- And much more!

Bankers, engineering firms, human resource consultants, financial advisors and construction companies are just a few of the kinds of businesses that belong to CSDA and take advantage of the marketing and networking opportunities we offer.

Business Affiliate membership maximizes your participation in the CSDA Annual Conference. For more information on the benefits of membership and to find out which level best suits your needs, please contact Cathrine Lemaire at 877.924.2732 or

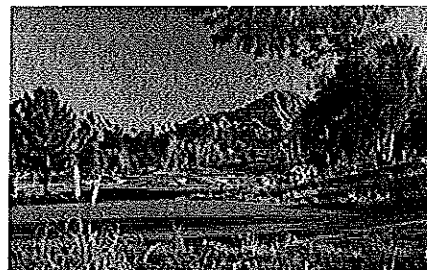
Cancellation/Substitution Policy

Cancellations must be in writing and received by CSDA no later than August 21, 2009. All cancellations received by August 21, 2009 will be refunded less a \$25 processing fee. There will be no refunds for cancellations made after August 21, 2009. Substitutions are acceptable and must be done in writing. Please submit any cancellation notice or substitution request to laurad@csda.net.

cathrine1@csda.net

"What I like best about the CSDA conference? I like the workshops! There are many workshops to attend and all are relevant to the needs of my district!"

SHERRY STERRETT, SECRETARY, PLEASANT HILL
RECREATION AND PARK DISTRICT



*Join us for the CSDA
golf tournament!*