



*Placentia Library District*

**Board of Trustees**

**Regular Meeting**

**September 20, 2010**

**6:30 P.M.**

**Placentia Library**

**Meeting Room**

**Contreras**





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)

*Arthur's luncheon  
Edward Jones  
Zony poster  
unused & returned  
election  
9/15/10 sponsor*

**CONSENT CALENDAR (Items 8 – 26)**

Presentation: Library Director

Recommendation: Approve by Motion

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

**MINUTES (Item 8)**

8. Minutes of the July 19, 2010 Library Board of Trustees Regular Meeting. (Receive & File and Approve)

**CLAIMS (Items 9 – 12)**

9. Nonstandard Claims in excess of \$300. (Receive, & File and Approve)
10. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)
11. Current Claims and Payroll. (Receive & File and Approve)
12. FY2009-2010 Cash Flow Analysis through August 2010; the Schedule of Anticipated Property Tax Revenues for FY2009-2010 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 July and August 2010 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for July and August 2010. (Receive & File)
15. Acquisitions Report for July and August 2010. (Receive & File)
16. Entrepreneurial Activities Report for July and August 2010. (Receive & File)



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

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

**STAFF REPORTS (Items 20-26)**

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

**CONTINUING BUSINESS**

27. Report on Actions taken at the Library Board of Trustees Closed Session  
Presentation: Library Board of Trustees President  
Recommendation: Action to be determined by the Library Board of Trustees
28. Short-Term Disability Insurance  
Presentation: Library Director  
Recommendation: Action to be determined by the Library Board of Trustees
29. Placentia Library District Policy #1050 – Copying Public Documents  
Presentation: Library Director  
Recommendation: Authorize a revision to Policy #1050 – Copying Public Documents as presented.
30. Placentia Library District #5060 – Minutes of Board Meetings  
Presentation: Library Director  
Recommendation: Authorize a revision to Policy #5060 – Minutes of Board Meetings as presented.
31. Staff Recognition Dinner Updates  
Presentation: Library Director

**NEW BUSINESS**

32. Award Contract for Placentia Library District's Financial Audit, Management Letter and preparation of the Annual Controller's Report for Fiscal Year 2009-2010.  
Presentation: Library Director

Recommendation: Award the financial audit and Annual Controller's Report preparation contract for Fiscal Year 2009-2010 to Macias Gini & O'Connell for an amount not to exceed \$12,000.

Authorize the Library Director to sign the engagement letter dated September 7, 2010.

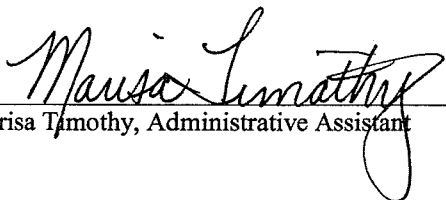
33. Public Transparency of Placentia Library District's Salary Information  
Presentation: Library Director  
Recommendation: Authorize staff to post the Placentia Library District's Salary Information on the website.
34. Travel Authorization: Administrative Assistant to attend the California Library Association Conference in Sacramento, California.  
Presentation: Library Director  
Recommendation: Authorize the Administrative Assistant to attend the California Library Association Conference in Sacramento, California, November 12-15, 2010.
35. Discuss Whether to Host a joint booth at the Heritage Festival with the Placentia Library Friends Foundation  
Presentation: Library Director  
Recommendation: Action to be determined by the Library Board of Trustees.
36. Special District Risk Management Authority Director Vacancy  
Presentation: Library Director  
Recommendation: Action to be determined by the Library Board of Trustees.

**ADJOURNMENT**

37. Agenda Preparation for the October Regular Date Meeting which will be held on Monday, October 18, 2010 unless re-scheduled by the Library Board of Trustees.
38. Review of Action Items.  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
39. Adjourn

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

I, Marisa Timothy, Administrative Assistant, of Placentia Library District, hereby certify that the Agenda for the September 20, 2010 Meeting of the Library Board of Trustees of the Placentia Library District was posted on September 14, 2010.

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

MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
July 19, 2010

**CALL TO ORDER**

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on July 19, 2010 at 6:30 P.M.

**ROLL CALL**

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

**Members Absent:** None

**Others Present:** Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Roger Hiles, Laura Mitchell, Marisa Timothy; Placentia Library Friends Foundation Vice President Jack Hanley  
Others: Steve Mitchell, Scott Mitchell, Reid Mitchell

**ADOPTION OF AGENDA**

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

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

**ORAL COMMUNICATION**

President Shkoler presented an Employee of the Quarter proclamation to Library Clerk Laura Mitchell with a \$200 check from the Placentia Library Friends Foundation. Her family was present to witness the acknowledgement.

**TRUSTEE REPORTS**

President Shkoler reported that he attended the Placentia Library Friends Foundation Board Meeting at which they committed another \$11,000 for the Computer Lab. He also registered for re-election and discovered that an additional candidate, Elizabeth Minter plans to run. He also attended the retirement event for Louis Mazerov, of Buena Park Library District. (Item 5)

Secretary DeVecchio attended the Community Network Meeting.

Trustee Escobosa had nothing to report.

Trustee Turner attended the Adult Book discussion of the title "Dancing in the Rain".

Trustee Wood had nothing to report. (Item 6)

**PLFF REPORT**

Placentia Library Friends Foundation's Vice President Jack Hanley reported that an additional \$11,000 was committed for the computer lab contract. Funding is yet to be approved for software and furniture as quotes are to be provided. New materials for membership information have been completed and distributed. Bookstore Chair Nancy Lone-Tollefson hosted a guest from Fullerton Library who provided information regarding online book sales. In June the Foundation generated 486 bookstore volunteer

hours and earned over \$1,000 from the vending machine, bringing a total income of about \$3,000. (Item 7)

**CONSENT CALENDAR**

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

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

**CLAIMS**

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

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

Current Claims and Payroll (Item 11)

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

**TREASURER'S REPORT**

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

Balance Sheet for June 2010 (Item 14)

Acquisitions Report for June 2010 (Item 15)

Entrepreneurial Activities Report for June 2010 (Item 16)

**GENERAL CONSENT**

Personnel Report for June 2010 (Item 17)

Circulation Report for June 2010 (Item 18)

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

**STAFF REPORTS**

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

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

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

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

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

Local History Room Report for June 2010 (Item 25)

Placentia Library Web Site & Technology Report for June 2010 (Item 26)

**PUBLIC HEARING**

President Shkoler declared the Public Hearing open at 7:11pm. No comments were made. President Shkoler declared the Public Hearing closed at 7:11pm. Library Director Contreras presented the previously reviewed and approved Fines & Fees Schedule for Fiscal Year 2010-2011. Secretary DeVecchio asked about the need for a Public Hearing and a clarification of what changes were being made to the Schedule. Library Director Contreras listed all items to be modified. It was moved by Trustee Wood and seconded by Trustee Escobosa to adopt the Fines & Fees Schedule for Fiscal Year 2010-2011: (Item 27)

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

It was moved by Trustee Wood and seconded by Trustee Escobosa to read Resolution 11-05 by title only: a Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Fines & Fees Schedule for Fiscal Year 2010-2011 of the Placentia Library District of Orange County: (Item 27)

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

It was moved by Trustee Wood and seconded by Trustee Turner to adopt Resolution 11-05 by a roll call vote: (Item 27)

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

**CONTINUING  
BUSINESS**

**EMPLOYEE OF THE  
QUARTER**

*The Employee of the Quarter recognition was conducted during Oral Communications. (Item 28)*

**STAFF APPRECIATION  
DINNER**

Trustee Wood recommended October 22<sup>nd</sup> for the date of the Staff Appreciation Dinner, as the staff also recommended. Also, given the lack of response to provide bids from alternate locations, she recommended that the event be held at the Marriott Hotel in Fullerton. Trustee Wood thanked the Friends Foundation for funding the event. It was moved by Trustee Wood and seconded by Trustee Turner to hold the Staff Appreciation Dinner on October 22<sup>nd</sup> at the Marriott Hotel in Fullerton: (Item 29)

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

**COMPUTER LAB  
UPDATE**

Acting Human Resources/Finance Analyst Baltierra reported that Hanna Construction began work on July 9<sup>th</sup> and the first inspection was conducted on July 13<sup>th</sup>. Quotes for furniture including blinds and software with a request for funding will be presented to the Friends Foundation at the August Meeting. Library Director Contreras announced that a Ribbon

Cutting Ceremony for the Computer Lab will be held on Monday, September 13<sup>th</sup> at 3pm. (Item 30)

**NEW**

**BUSINESS**

**CSDA BOARD  
ELECTIONS**

Library Director Contreras presented the information received on the candidates for the CSDA Board of Directors, Region 6, Seat B. Trustee Wood and Trustee Escobosa made positive comments regarding Arlene Schafer. It was moved by Secretary DeVecchio and seconded by Trustee Wood to nominate Arlene Schafer for the CSDA Board of Directors, Region 6, Seat B: (Item 31)

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

It was moved by Trustee Wood and seconded by Trustee Turner to authorize the Library Director to sign, date, complete and mail the ballot on behalf of the Placentia Library District: (Item 31)

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

**CSDA PROPOSED  
BYLAWS**

Library Director Contreras presented a summary of the seven proposed CSDA Bylaws Amendments. It was moved by Trustee Turner and seconded by Trustee Wood to accept the proposed CSDA Bylaws as presented: (Item 32)

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

It was moved by Trustee Wood and seconded by Trustee Escobosa to authorize the Library Director to complete and submit the ballot on behalf of the Placentia Library District: (Item 32)

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

**AUTOMATIC SLIDING  
DOORS**

Library Director Contreras presented unofficial bids for replacing the automatic sliding doors at the Library front entry. Secretary DeVecchio asked about the priority of other pending projects including flooring, security cameras, and computer upgrades. Trustee Escobosa asked if a priority list of projects from the Board of Trustees would be helpful. Library Director Contreras replied that a priority list would be helpful as projects will be held until September until revenues are confirmed. President Shkoler confirmed that this item would be tabled for now. (Item 33)

**DATE FOR AUGUST  
BOARD MEETING**

Library Director Contreras offered alternate meeting dates for the August 16 regular Meeting as a member had requested consideration of a date change. After discussion of calendar and personal schedule conflicts, it was recommended that no Board meeting be held in August. It was

moved by Trustee Wood and seconded by Trustee Turner to not hold a regular Board Meeting in the month of August: (Item 34)

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood

NOES: None

ABSTAIN: None

ABSENT: None

**AGENDA  
PREPERATION**

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

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District on July 19, 2010 adjourned at 7:12 P.M.

**NEXT MEETING**

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

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Richard DeVecchio  
Secretary  
Library Board of Trustees

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Al Shkoler  
President  
Library Board of Trustees





read  
7/26 - hand  
delivered  
WT

July 24, 2010

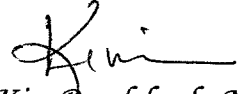
Dear Placentia Library Staff,

I am friends with Jean Turner, Betty Escobosa and Nancy Tollefson and use the library probably once a week and just love it! I am also a social worker with a small Placentia private agency called Advantage Foster Family Agency. I read, and practice reading, with foster kids of all ages and skill levels when I see each one weekly as part of our together time. Today when I was getting an audio book for myself, I saw Nancy and said hello. I asked if she had any children's books that I might buy fairly cheaply as my selection at home is not what it needs to be for my outings. She gave me a bag and said to help myself (in back) and not to worry about the cost.

I am SO excited. I sat in the back and slowly selected the "better" ones for these kids... not many books with "I do this with Mom/Dad" as most have parents in prison or with 1x week privileges to see parents (if they are in the country). nor ones with scary monster stuff that might make their dreams worse than they are... nor too many beginner readers for the 12-14 year olds guys whose reading skills or IQ prevent them from reading at advanced levels (often because of neglect) but don't want to be embarrassed by 'baby' books. So, it took a while, but I am VERY EXCITED to have a fresh pile of books to start carrying around the county with me!

Anyway, I just wanted to say THANK YOU to all of you, although Nancy was the one that was the person who helped me today.

Kind regards,



Kim Roudebush, MSW

P.S. Thanks to the Children's Area librarians who are patient with me when I come to get a book/dvd/video on "manners," "germs," "stealing," "lying," or whatever the current problem is I am working on with the kids. Sometimes it takes a bit before we find the right thing for the right age!

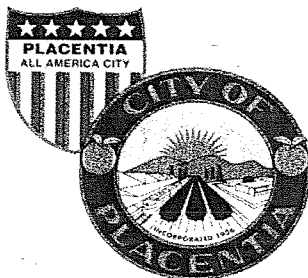


The People are the City

Mayor  
JOSEPH V. AGUIRRE

Council members  
SCOTT W. NELSON  
CONSTANCE UNDERHILL  
GREG SOWARDS  
JEREMY B. YAMAGUCHI

City Administrator  
TROY L. BUTZLAFF



Chief of Police  
JAMES L. ANDERSON

Captain - Administration  
WARD SMITH

401 East Chapman Avenue - Placentia, California 92870  
Placentia Police Department  
(714) 993-8164

August 17, 2010

Jeanette Contreras, Library Director  
Placentia Library District  
411 E. Chapman Avenue  
Placentia, CA 92870

Dear Jeanette,

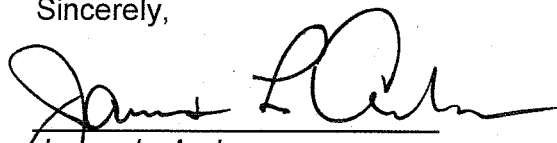
On behalf of the Placentia Police Department, we would like to thank you for your contribution in helping to make our 2010 National Night Out event a success!

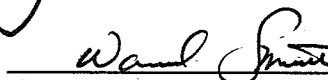
National Night Out is a nationwide, community-police partnership that has been held the first Tuesday of every August since 1984. The goal is to promote crime prevention awareness and generate support for, and participation in, local anti-crime efforts. National Night Out provides an opportunity for all community members, civic groups and law enforcement agencies to get to know one another and build strong networks of communication about what is happening in their neighborhoods.

The guests enjoyed the snow cones and the opportunity to meet with you and your Board President, Mr. Shkoler, to learn more about your library programs.

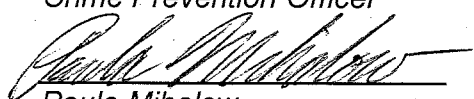
We are looking forward to another exciting event in 2011, and hope that you will continue to be a partner with us for this worthwhile program!

Sincerely,

  
James L. Anderson  
Chief of Police

  
Capt. Ward Smith  
Administrative Services

  
Maureen Becerra  
Crime Prevention Officer

  
Paula Mihalow  
President, Neighborhood Watch





**BOARD OF TRUSTEES  
MEETING CALENDAR**

January 2010 – December 2010

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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

TYPE	DATE	CLAIM #	AMOUNT
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*NONE*

**TOTAL      \$0**





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	8/16/10	5313	\$31,215.42
	8/16/10	5314	\$ 3,918.38
	8/19/10	5315	\$ 2,491.90
	8/23/10	5316	\$ 5,603.55
	8/23/10	5317	\$ 1,468.91
	8/23/10	5318	\$ 1,798.71
	9/01/10	5319	\$16,138.79
	DATE	PAYROLL#	AMOUNT
	8/16/10	3	\$40,000.00
	8/30/10	4	\$40,000.00
	9/13/10	5	\$40,000.00
		<b>TOTAL</b>	<b>\$182,635.66</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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

**Current Claims**

TYPE	DATE	CLAIM #	AMOUNT
707	09/20/10	5320	\$1,325.51
707	09/20/10	5321	\$20,376.87
707	09/20/10	5322	\$1,385.66
<i>Subtotal for Claims</i>			<i>\$23,088.04</i>

**Payroll**

On Demand Wire	9/20/10	6	\$40,000.00
	9/20/10	7	\$40,000.00
	9/20/10	8	\$40,000.00
<i>Subtotal for Payroll</i>			<i>\$120,000.00</i>

**TOTAL  
CURRENT CLAIMS &  
PAYROLL** **\$143,088.04**

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 09/20/10  
REPORT NO: 5320

The County Auditor is authorized to draw these checks from:

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code	DATE	OBJT	DEPT	REPT	AMOUNT	DOC NUMBER	SC
Payee Name and Address	INVOICE #	REV/ BS ACCT	OBJT	CATG			
VC0604 The H.W. Wilson Company 950 University Avenue Bronx, NY 10452-4297	08-16-10 04443199	2400	0760		\$ 202.75		
VC0679-1 Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	07-27-10 4945118	2400	0760		\$ 107.67		
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	08-16-10 W48238730	2400	0760		\$ 54.43		
	08-16-10 W48238740	2400	0760		\$ 125.96		
	08-16-10 W48562830	2400	0760		\$ 18.69		
	08-18-10 W48322790	2400	0760		\$ 20.33		
	08-09-10 4009514448	2400	0760		\$ 144.28		
	08-12-10 4009506800	2400	0760		\$ 20.97		
	08-12-10 4009506801	2400	0760		\$ 253.21		
	08-12-10 4009506802	2400	0760		\$ 74.45		
	08-12-10 4009506804	2400	0760		\$ 33.96		
	08-12-10 4009506805	2400	0760		\$ 21.73		
	08-12-10 4009506806	2400	0760		\$ 17.14		
	08-12-10 4009506807	2400	0760		\$ 25.15		
	08-12-10 4009506808	2400	0760		\$ 32.04		
	08-18-10 4009506809	2400	0760		\$ 20.97		
	08-19-10 4009516205	2400	0760		\$ 20.83		
	08-20-10 4009501325	2400	0760		\$ 118.38		
	4009515641				\$ 12.57		
					\$ 1,015.09		
<b>TOTAL REMITTANCE:</b>					\$ 1,325.51		
<p>The claims listed above (totaling \$1,325.51) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

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

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

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

Page Total:

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 09/20/10  
REPORT NO: 5321

The County Auditor is authorized to draw these checks from:

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC5764 Union Bank of California PARS #6746022400 Union Bank of California - PARS Trustee PO Box 85292 San Diego CA 92186-5292	09-07-10	0200			\$ 2,907.89		
	6746022400						
VC5048 Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814-2865	09-03-10	0306			\$ 9,989.38		
	09-03-10	0309			\$ 660.66		
	09-03-10	0308			\$ 1,225.67		
	09-03-10	0310			\$ 357.86		
	09-03-10	1900			\$ 62.58		
	09-03-10	0319			\$ 220.85		
	09-02-10	0350			\$ 1,421.00		
		0034269-IN			\$ 13,938.00		
VC4591 Gaylord Bros., Inc. P. O. Box 4901 Syracuse, NY 13221-4901	08-24-10	1800	0725		\$ 83.97		
	08-23-10	1900			\$ 1,138.17		
		1464403			\$ 1,222.14		
VC4802-4 Office Depot PO Box 70025 Los Angeles CA 90074-0025	08-26-10	1800	0725		\$ 61.45		
	09-02-10	1800	0725		\$ 113.96		
		532229813001			\$ 175.41		
VC0059-4 Pitney Bowes Purchase Power PO Box 371874 Pittsburgh, PA 15250-7874	08-24-10	1800	0725		\$ 433.43		
		8000-9000-0652-5830					
VC4829 Hoang Computer Services 6765 Westminster Bl. Ste C-PMB 103 Westminster, CA 92683	08-29-10	1900	0739		\$ 800.00		
	09-07-10	1900	0739		\$ 900.00		
		00480			\$ 1,700.00		
<b>TOTAL REMITTANCE:</b>					\$ 20,376.87		

The claims listed above (totaling \$20,376.87) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

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

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

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

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 09/20/10  
REPORT NO: 5322

The County Auditor is authorized to draw these checks from:

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC0089-10 Placentia Disposal #676 PO Box 78829 Phoenix, AZ 85062-8829	08-28-10 0676-000538133	1001			\$ 152.30		
N06638B Certified Termite & Pest Control, Inc. 4879 E. La Palma Ave., Suite 204 Anaheim, CA 92807	10-19-07 15552	1400	0717		\$ 395.00		
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	08-20-10 4009515642	2400	0760		\$ 20.97		
	08-20-10 4009515643	2400	0760		\$ 16.53		
	08-20-10 4009515644	2400	0760		\$ 389.65		
	08-20-10 4009515645	2400	0760		\$ 202.63		
	08-23-10 4009531510	2400	0760		\$ 175.58		
					\$ 805.36		
VC6846-1 Special T. Water Systems, Inc. PO Box 165 Whittier, CA 90608-0165	09-01-10 71498	1300			\$ 33.00		
<b>TOTAL REMITTANCE:</b>					\$ 1,385.66		
The claims listed above (totaling \$1,385.66) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

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

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

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

Page Total:

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 09/20/10  
REPORT NO: 6

The County Auditor is authorized to draw these checks from:

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

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

\*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District Attn: Wells Fargo Bank 111 E. Yorba Linda Blvd. Placentia, CA 92870	*09-27-10  Payroll #6	0100			\$ 40,000.00		
<b>TOTAL REMITTANCE:</b>					\$ 40,000.00		
<p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

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

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

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

Page Total:

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 09/20/10  
REPORT NO: 7

The County Auditor is authorized to draw these checks from:

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

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

\*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District Attn: Wells Fargo Bank 111 E. Yorba Linda Blvd. Placentia, CA 92870	*10-04-10  Payroll #7	0100			\$ 40,000.00		
<b>TOTAL REMITTANCE:</b>					\$ 40,000.00		
<p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

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

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

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

Page Total:



LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 09/20/10  
REPORT NO: 8

The County Auditor is authorized to draw these checks from:

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

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

\*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District Attn: Wells Fargo Bank 111 E. Yorba Linda Blvd. Placentia, CA 92870	*10-11-10 Payroll #8	0100			\$ 40,000.00		
<b>TOTAL REMITTANCE:</b>					\$ 40,000.00		
<p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

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

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

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

Page Total:







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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

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

**DATE:** September 20, 2010

**Summary of Cash and Investments as of July 31, 2010**

Cash with Orange County Treasurer Fund 702	10,238.00
Cash with Orange County Treasurer Fund 703	12,208.25
Cash with Orange County Treasurer Fund 706	175,822.59
Cash with Orange County Treasurer Fund 707	1,294,948.84
Cash with Orange County Treasurer Fund 708	11,912.65
County Exempt Checking – Bank of the West	65,305.03
County Exempt Savings – Bank of the West	128,485.33
General Fund Checking – Bank of the West	51,934.05
General Fund Savings – Bank of the West	93,916.11
Literacy Fund Savings – Bank of the West	14,417.17
Payroll Checking – Wells Fargo Bank	22,740.51

I hereby certify that the investments are in compliance with Placentia Library District Policy 3035 – Investment of District Funds, as adopted by the Library Board of Trustees, and California Government Code Section 53646(b)(1); and that Placentia Library District has the ability to meet its budgeted expenditures for the next six (6) months.

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Jeanette Contreras  
Library Director



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

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

**DATE:** September 20, 2010

**Summary of Cash and Investments as of August 31, 2010**

Cash with Orange County Treasurer Fund 702	10,247.60
Cash with Orange County Treasurer Fund 703	12,219.70
Cash with Orange County Treasurer Fund 706	175,987.40
Cash with Orange County Treasurer Fund 707	1,147,931.12
Cash with Orange County Treasurer Fund 708	11,923.82
County Exempt Checking – Bank of the West	0.00
County Exempt Savings – Bank of the West	0.00
General Fund Checking – Bank of the West	106,179.51
General Fund Savings – Bank of the West	272,208.92
Literacy Fund Savings – Bank of the West	0.00
Payroll Checking – Wells Fargo Bank	22,176.36

I hereby certify that the investments are in compliance with Placentia Library District Policy 3035 – Investment of District Funds, as adopted by the Library Board of Trustees, and California Government Code Section 53646(b)(1); and that Placentia Library District has the ability to meet its budgeted expenditures for the next six (6) months.

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Jeanette Contreras  
Library Director





**PLACENTIA LIBRARY DISTRICT**  
**YTD REVENUE REPORT**  
 July 31, 2010

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>TAXES</b>						
6210		Property Taxes - Current Secured	1,668,964	54,254	1,614,710	3.3%
6220		Property Taxes - Current Unsecured	61,932	-	61,932	0.0%
6230		Property Taxes - Prior Secured	0	-	0	100.0%
6240		Property Taxes - Prior Unsecured	0	-	0	100.0%
6250		Taxes - Spec Dist Augmentation	3,962	-	3,962	0.0%
6280		Property Taxes - Curr Supplemental	14,621	1,353	13,268	9.3%
6300		Property Taxes - Prior Supplemental	5,847	3,598	2,249	61.5%
6540		Penalties & Costs on Delinq Taxes	1,563	1,129	434	72.2%
<b>REVENUE FROM USE OF MONEY &amp; PROPPY</b>						
6610		Interest	8,455	19	8,436	0.2%
<b>INTERGOVERNMENTAL REVENUES</b>						
6690		State - Homeowners Property Tax Relief	12,476	-	12,476	0.0%
6970		State - Other	18,844	-	18,844	0.0%
<b>MISCELLANEOUS REVENUES</b>						
7670		Miscellaneous Revenue (Local Revenue)	30,000	9,614	20,386	32.0%
		Passports	62,800	11,811	50,989	18.8%
		DVD Rental	4,000	649	3,351	16.2%
		Meeting Room	4,000	425	3,575	10.6%
		Test Proctor	0	-	0	100.0%
<b>TOTAL REVENUES FY 10/11:</b>			<b>1,897,464</b>	<b>82,852</b>		<b>4.4%</b>
<b>MISCELLANEOUS REVENUES (Restricted)</b>						
		Impact Fees	0	23,952	23,952	100.0%
		Emergency Payroll	0	26,562	0	100.0%

**PLACENTIA LIBRARY DISTRICT**  
**EXPENDITURES REPORT**  
July 31, 2010

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
0100	Salaries & Wages	1,080,094	74,501	0.07	\$1,005,593
0200	Retirement	77,295	5,809	0.08	\$71,486
0301	Unemployment Insurance	6,000	0	0.00	\$6,000
0306	Health Insurance	106,622	19,994	0.19	\$86,628
306	Employee Assistance Program	787	63	0.08	\$724
0308	Dental Insurance	15,274	1,599	0.10	\$13,675
0309	Life Insurance	8,324	661	0.08	\$7,663
0310	AD & D Insurance	4,737	358	0.08	\$4,379
0319	Vision Insurance	2,486	229	0.09	\$2,258
0350	Workers' Compensation Insurance	10,000	1,421	0.14	\$8,579
	<b>TOTAL</b>	<b>\$1,311,619</b>	<b>\$104,633</b>	<b>0.08</b>	<b>\$1,206,986</b>
<b>SERVICES &amp; SUPPLIES</b>					
0700	Communications	17,000	175	0.01	\$16,825
0900	Food	1,000	44	0.04	\$956
1000	Household Expenses	8,000	942	0.12	\$7,058
1100	Library Insurance	15,000	11,291	0.75	\$3,709
1300	Maintenance, Equipment	25,000	2,232	0.09	\$22,769
1400	Maintenance, Buildings & Improvements	65,000	0	0.00	\$65,000
1600	Memberships	4,700	4,103	0.87	\$597
1800	Office Expenses	35,000	857	0.02	\$34,143
1803	Postage	5,000	220	0.04	\$4,780
1900	Prof./Specialized Services	149,100	6,071	0.04	\$143,029
1912	Investment Administrative Fees	1,500	0	0.00	\$1,500
2000	Publication and Legal Notices	1,000	0	0.00	\$1,000
2100	Rents and Leases - Equipment	1,000	0	0.00	\$1,000
2200	Rents & Leases - Buildings & Improvements	35,000	17,698	0.51	\$17,302
2400	Books/Library Materials	150,000	6,986	0.05	\$143,014
2600	Transportation & Travel	2,000	0	0.00	\$2,000
2700	Meetings	6,500	2,142	0.33	\$4,358
2800	Utilities	85,000	0	0.00	\$85,000
	<b>TOTAL</b>	<b>\$606,800</b>	<b>\$52,760</b>	<b>0.09</b>	<b>\$554,040</b>
<b>OTHER CHARGES</b>					
3700	Taxes and Assessments	\$7,000	\$0	0.00	\$7,000
	<b>OPERATING EXPENSES</b>	<b>\$1,918,419</b>	<b>\$157,393</b>	<b>0.08</b>	<b>\$1,761,026</b>
<b>FIXED ASSETS &amp; CONTINGENCY FUNDS</b>					
4000	Equipment	\$10,000	\$0	0.00	\$10,000
4200	Structures/Improvements	100,000	\$0	0.00	\$100,000
5200	Contingency Funds	\$124,759	\$0	0.00	\$124,759
	<b>TOTAL</b>	<b>\$234,759</b>	<b>\$0</b>	<b>0.00</b>	<b>\$234,759</b>
<b>TOTAL BUDGET (Fund 707)</b>					
		<b>\$2,160,178</b>	<b>\$157,393</b>		<b>\$2,002,785</b>
	General Reserves	\$30,000	\$0	0.00	\$30,000
	702-Equipment & Structural Repair Fund	\$10,265	\$0	0.00	\$10,265
	703-Automated Replacement Fund	\$12,236	\$0	0.00	\$12,236
	706-Interest & Sinking Bond Redemption	\$175,985	\$0	0.00	\$175,985
	708-Unused Sick Leave Payoff Reserve	\$11,939	\$0	0.00	\$11,939
	Impact Fees	\$42,732	\$0	0.00	\$42,732

**PLACENTIA LIBRARY DISTRICT**  
**YTD REVENUE REPORT**  
 August 31, 2010

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>TAXES</b>						
6210		Property Taxes - Current Secured	1,668,964	54,254	1,614,710	3.3%
6220		Property Taxes - Current Unsecured	61,932	-	61,932	0.0%
6230		Property Taxes - Prior Secured	0	-	0	100.0%
6240		Property Taxes - Prior Unsecured	0	-	0	100.0%
6250		Taxes - Spec Dist Augmentation	3,962	-	3,962	0.0%
6280		Property Taxes - Curr Supplemental	14,621	2,124	12,497	14.5%
6300		Property Taxes - Prior Supplemental	5,847	3,598	2,249	61.5%
6540		Penalties & Costs on Delinq Taxes	1,563	1,129	434	72.2%
<b>REVENUE FROM USE OF MONEY &amp; PROPY</b>						
6610		Interest	8,455	984	7,471	11.6%
<b>INTERGOVERNMENTAL REVENUES</b>						
6690		State - Homeowners Property Tax Relief	12,476	-	12,476	0.0%
6970		State - Other	18,844	-	18,844	0.0%
<b>MISCELLANEOUS REVENUES</b>						
7670		Miscellaneous Revenue (Local Revenue)	30,000	13,298	16,702	44.3%
		Passports	62,800	18,224	44,576	29.0%
		DVD Rental	4,000	1,271	2,729	31.8%
		Meeting Room	4,000	1,050	2,950	26.3%
		Test Proctor	0	150	0	100.0%
<b>TOTAL REVENUES FY 10/11:</b>			<b>1,897,464</b>	<b>96,082</b>		<b>5.1%</b>
<b>MISCELLANEOUS REVENUES (Restricted)</b>						
		Impact Fees	0	23,952	-23,952	100.0%
		Emergency Payroll	0	26,562	0	100.0%

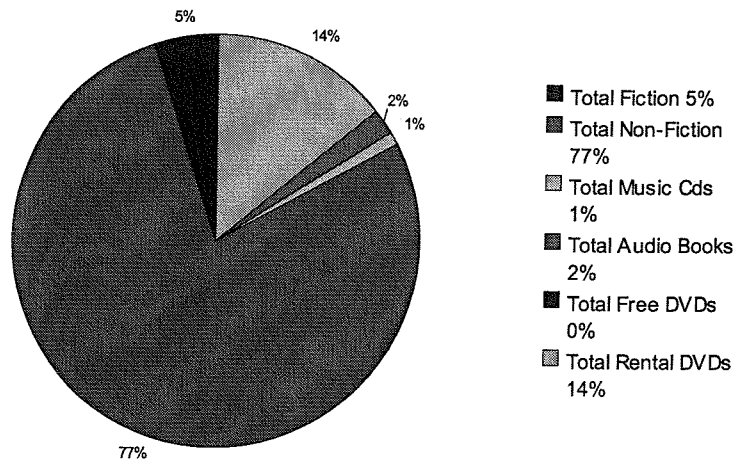
**PLACENTIA LIBRARY DISTRICT**  
**EXPENDITURES REPORT**  
August 31, 2010

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
0100	Salaries & Wages	1,080,094	149,000	0.14	\$931,094
0200	Retirement	77,295	7,281	0.09	\$70,014
0301	Unemployment Insurance	6,000	0	0.00	\$6,000
0306	Health Insurance	106,622	30,620	0.29	\$76,002
306	Employee Assistance Program	787	63	0.08	\$724
0308	Dental Insurance	15,274	2,736	0.18	\$12,538
0309	Life Insurance	8,324	1,321	0.16	\$7,003
0310	AD & D Insurance	4,737	716	0.15	\$4,021
0319	Vision Insurance	2,486	435	0.17	\$2,051
0350	Workers' Compensation Insurance	10,000	1,421	0.14	\$8,579
	<b>TOTAL</b>	<b>\$1,311,619</b>	<b>\$193,592</b>	<b>0.15</b>	<b>\$1,118,027</b>
<b>SERVICES &amp; SUPPLIES</b>					
0700	Communications	17,000	1,534	0.09	\$15,466
0900	Food	1,000	179	0.18	\$821
1000	Household Expenses	8,000	1,791	0.22	\$6,210
1100	Library Insurance	15,000	11,291	0.75	\$3,709
1300	Maintenance, Equipment	25,000	3,928	0.16	\$21,072
1400	Maintenance, Buildings & Improvements	65,000	638	0.01	\$64,362
1600	Memberships	4,700	4,103	0.87	\$597
1800	Office Expenses	35,000	4,104	0.12	\$30,896
1803	Postage	5,000	886	0.18	\$4,114
1900	Prof./Specialized Services	149,100	9,137	0.06	\$139,963
1912	Investment Administrative Fees	1,500	115	0.08	\$1,385
2000	Publication and Legal Notices	1,000	0	0.00	\$1,000
2100	Rents and Leases - Equipment	1,000	0	0.00	\$1,000
2200	Rents & Leases - Buildings & Improvements	35,000	28,740	0.82	\$6,260
2400	Books/Library Materials	150,000	3,715	0.02	\$146,285
2600	Transportation & Travel	2,000	0	0.00	\$2,000
2700	Meetings	6,500	2,182	0.34	\$4,318
2800	Utilities	85,000	15,883	0.19	\$69,117
	<b>TOTAL</b>	<b>\$606,800</b>	<b>\$88,226</b>	<b>0.15</b>	<b>\$518,574</b>
<b>OTHER CHARGES</b>					
3700	Taxes and Assessments	\$7,000	\$0	0.00	\$7,000
	<b>OPERATING EXPENSES</b>	<b>\$1,918,419</b>	<b>\$281,818</b>	<b>0.15</b>	<b>\$1,636,601</b>
<b>FIXED ASSETS &amp; CONTINGENCY FUNDS</b>					
4000	Equipment	\$10,000	\$0	0.00	\$10,000
4200	Structures/Improvements	100,000	\$0	0.00	\$100,000
5200	Contingency Funds	\$124,759	\$0	0.00	\$124,759
	<b>TOTAL</b>	<b>\$234,759</b>	<b>\$0</b>	<b>0.00</b>	<b>\$234,759</b>
<b>TOTAL BUDGET (Fund 707)</b>					
		<b>\$2,160,178</b>	<b>\$281,818</b>		<b>\$1,878,360</b>
	General Reserves	\$30,000	\$0	0.00	\$30,000
	702-Equipment & Structural Repair Fund	\$10,265	\$0	0.00	\$10,265
	703-Automated Replacement Fund	\$12,236	\$0	0.00	\$12,236
	706-Interest & Sinking Bond Redemption	\$175,985	\$0	0.00	\$175,985
	708-Unused Sick Leave Payoff Reserve	\$11,939	\$0	0.00	\$11,939
	Impact Fees	\$42,732	\$0	0.00	\$42,732

# Placentia Library District

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

	<u>Amount</u>	<u>Titles</u>	<u>Volumes</u>
Total Fiction	\$494	32	56
Total Non-Fiction	\$7,938	50	197
Total Music CDs	\$89	5	5
Total Audio Books	\$255	2	2
Total Free DVDs	\$37	1	1
<u>Total Rental DVDs</u>	<u>\$1,475</u>	<u>51</u>	<u>62</u>
<b>TOTAL MATERIALS</b>	<b>\$10,288</b>	<b>141</b>	<b>323</b>



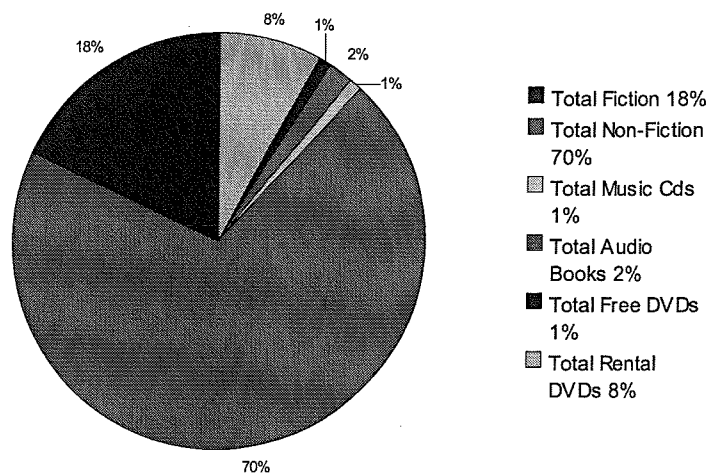
The figures on this report reflect items and invoices received through the end of the month. Invoices paid during the month are shown on the Financial report rather than the Acquisitions report.



# Placentia Library District

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

	<u>Amount</u>	<u>Titles</u>	<u>Volumes</u>
Total Fiction	\$3,680	213	264
Total Non-Fiction	\$13,905	310	601
Total Music CDs	\$179	10	10
Total Audio Books	\$363	3	3
Total Free DVDs	\$256	13	13
<u>Total Rental DVDs</u>	<u>\$1,707</u>	<u>57</u>	<u>70</u>
<b>TOTAL MATERIALS</b>	<b>\$20,091</b>	<b>606</b>	<b>961</b>



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

ACQUISITIONS REPORT FOR FISCAL YEAR 2010-2011 THROUGH THE MONTH OF AUGUST 2010  
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	\$1,533	77	88	\$0	0	0	\$1,533	77	88	\$678	24	25	\$2,211	101	113
Adult Circulating Non-Fiction	\$6,024	277	280	\$0	0	0	\$6,024	277	280	\$0	0	0	\$6,024	277	280
Adult Reference	\$259	3	3	\$0	0	0	\$259	3	3	\$0	0	0	\$259	3	3
Adult magazines	\$136	1	272	\$0	0	0	\$136	1	272	\$0	0	0	\$136	1	272
Adult on-line databases	\$6,940	1	0	\$0	0	0	\$6,940	1	0	\$0	0	0	\$6,940	1	0
Total Adult Non-Fiction	\$13,358	282	555	\$0	0	0	\$13,358	282	555	\$0	0	0	\$13,358	282	555
TOTAL ADULT PRINT MATERIALS	\$14,890	359	643	\$0	0	0	\$14,890	359	643	\$678	24	25	\$15,568	383	668
Adult Music CDs	\$179	10	10	\$0	0	0	\$179	10	10	\$218	12	12	\$397	22	22
Adult Audio Books	\$363	3	3	\$0	0	0	\$363	3	3	\$0	0	0	\$363	3	3
Adult Free DVDs	\$37	1	1	\$0	0	0	\$37	1	1	\$0	0	0	\$37	1	1
Adult Rental DVDs	\$1,462	56	56	\$0	0	0	\$1,462	56	56	\$200	11	11	\$1,662	67	67
TOTAL ADULT NON-PRINT MATERIALS	\$2,041	70	70	\$0	0	0	\$2,041	70	70	\$418	23	23	\$2,459	93	93
TOTAL ADULT MATERIALS	\$16,932	429	713	\$0	0	0	\$16,932	429	713	\$1,096	47	48	\$18,028	476	761
Juvenile Fiction	\$1,819	106	145	\$0	0	0	\$1,819	106	145	\$79	6	6	\$1,898	112	151
Young Adult Fiction	\$329	30	31	\$0	0	0	\$329	30	31	\$62	4	4	\$391	34	35
Total Juvenile Fiction	\$2,148	136	176	\$0	0	0	\$2,148	136	176	\$141	10	10	\$2,289	146	186
Juvenile Circulating Non-Fiction	\$473	24	24	\$0	0	0	\$473	24	24	\$37	2	2	\$510	26	26
Young Adult Circulating Non-Fiction	\$75	4	4	\$0	0	0	\$75	4	4	\$0	0	0	\$75	4	4
Juvenile Reference	\$0	0	0	\$366	22	22	\$366	22	22	\$0	0	0	\$366	22	22
Juvenile Magazines	\$0	0	18	\$0	0	0	\$0	0	18	\$0	0	0	\$0	0	18
Juvenile on-line databases	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Juvenile Non-Fiction	\$547	28	46	\$366	22	22	\$913	50	66	\$37	2	2	\$950	52	70
TOTAL JUVENILE PRINT MATERIALS	\$2,695	164	222	\$366	22	22	\$3,061	186	244	\$178	12	12	\$3,239	198	256
Juvenile Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$20	1	1	\$20	1	1
Juvenile Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Free DVDs	\$219	12	12	\$0	0	0	\$219	12	12	\$0	0	0	\$219	12	12
Juvenile Rental DVDs	\$245	1	14	\$0	0	0	\$245	1	14	\$0	0	0	\$245	1	14
TOTAL JUVENILE NON-PRINT MATERIALS	\$464	13	26	\$0	0	0	\$464	13	26	\$20	1	1	\$484	14	27
TOTAL JUVENILE MATERIALS	\$3,159	177	248	\$366	22	22	\$3,525	199	270	\$198	13	13	\$3,723	212	283
Total Fiction	\$3,680	213	264	\$0	0	0	\$3,680	213	264	\$819	34	35	\$4,499	247	299
Total Non-Fiction	\$13,905	310	601	\$366	22	22	\$14,271	332	623	\$37	2	2	\$14,308	334	625
Total Music CDs	\$179	10	10	\$0	0	0	\$179	10	10	\$238	13	13	\$417	23	23
Total Audio Books	\$363	3	3	\$0	0	0	\$363	3	3	\$0	0	0	\$363	3	3
Total Free DVDs	\$256	13	13	\$0	0	0	\$256	13	13	\$0	0	0	\$256	13	13
Total Rental DVDs	\$1,707	57	70	\$0	0	0	\$1,707	57	70	\$200	11	11	\$1,907	68	81
TOTAL MATERIALS	\$20,091	606	961	\$366	22	22	\$20,457	628	983	\$1,294	60	61	\$21,751	688	1044

Outstanding Orders as of August 2010  
Adopt-a-book

General Fund  
\$10,310

TOTAL  
\$10,310



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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

**July 2010 Net Revenue Summary**

	Jul-10	Jul-09	YTD 2010-2011	YTD 2009-2010
Passport	11,811.00	6,745.00	11,811.00	6,745.00
Passport Photos	1,920.00	1,260.00	1,920.00	1,260.00
Test Proctor	0.00	300.00	0.00	300.00
Meeting Room	425.00	595.00	425.00	595.00
DVD Rentals	649.00	649.00	649.00	649.00
<b>Total</b>	<b>14,805.00</b>	<b>9,549.00</b>	<b>14,805.00</b>	<b>9,549.00</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Yesenia Baltierra, Acting Human Resources/Finance Analyst

**SUBJECT:** **Entrepreneurial Activities Report for August 2010**

**DATE:** September 20, 2010

**August 2010 Net Revenue Summary**

			YTD	YTD
	Aug-10	Aug-09	2010-2011	2009-2010
Passport	3,667.00	5,775.00	15,478.00	12,520.00
Passport Photos	826.00	1,130.00	2,746.00	2,390.00
Test Proctor	150.00	200.00	150.00	500.00
Meeting Room	625.00	535.00	1,050.00	1,130.00
DVD Rentals	622.00	623.00	1,271.00	1,272.00
<b>Total</b>	<b>5,890.00</b>	<b>8,263.00</b>	<b>20,695.00</b>	<b>17,812.00</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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

**RESIGNATIONS:**

None

**RETIREMENT:**

None

**APPOINTMENTS:**

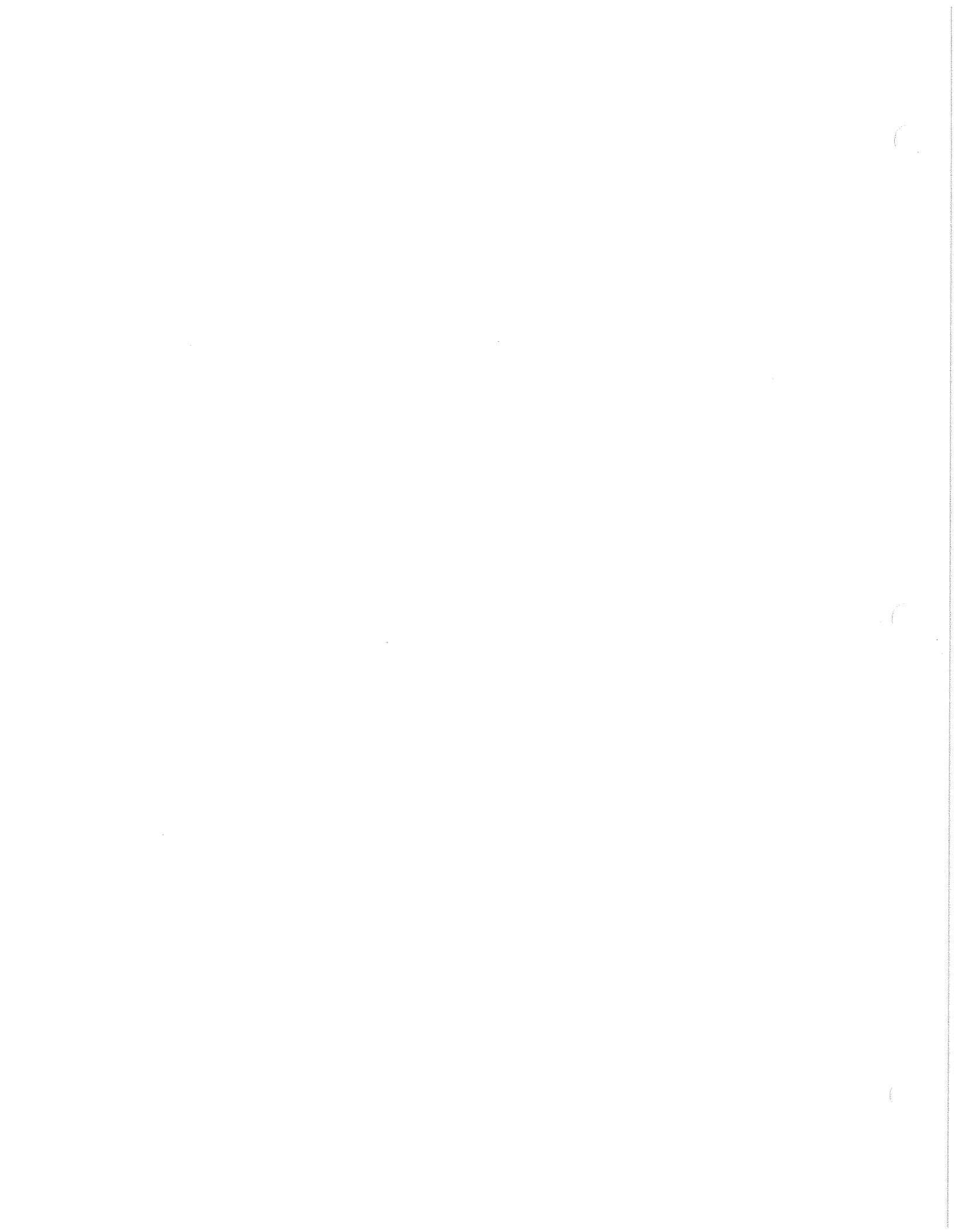
None

**OPEN POSITIONS:**

None

**WORKERS' COMPENSATION LEAVE:**

None



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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

**RESIGNATIONS:**

None

**RETIREMENT:**

None

**APPOINTMENTS:**

None

**OPEN POSITIONS:**

None

**WORKERS' COMPENSATION LEAVE:**

None





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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

**MONTHLY STATISTICS**

**July 2010**

<b><u>CIRCULATION</u></b>				Y-T-D	Y-T-D	Y-T-D
	July 10.	July 09.		2010-11	2009-10	% change
NEW PATRON REGISTRATIONS	397	484		397	484	-21.9%
TOTAL CIRCULATION	22,695	21,936		22,695	21,936	3.3%
ATTENDANCE	26,443	27,292		26,443	27,292	-3.2%

**PATRON COUNT**

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00	0	690	620	556	986	628	3,480
10:00	0	614	868	664	1,016	840	4,002
11:00	0	836	848	762	998	862	4,306
12:00	0	784	786	1,206	1,148	992	4,916
1:00	656	742	884	1,066	1,128	834	5,310
2:00	616	676	892	944	940	1,036	5,104
3:00	996	618	848	1,386	1,008	810	5,636
4:00	780	1,174	796	958	1,032	994	5,734
5:00	0	912	814	994	1,100	0	3,820
6:00	0	822	844	1,044	856	0	3,556
7:00	0	1,072	660	808	762	0	3,302
8:00	0	1,086	622	802	1,200	0	3,710
<b>Total/Day</b>	3,018	10,026	9,482	11,190	12,174	6,996	
							<b>Grand Total 26,443</b>

**PASSPORT SERVICES**

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00	0	3	0	0	0	8	14
10:00	0	3	2	2	3	10	18
11:00	0	4	0	0	0	11	19
12:00	0	5	3	3	3	12	26
1:00	22	5	4	3	5	17	56
2:00	20	8	1	2	3	22	56
3:00	24	3	4	6	6	16	59
4:00	14	14	7	5	5	5	50
5:00	0	19	10	8	5	0	42
6:00	0	15	3	5	2	0	25
7:00	0	24	8	3	3	0	38
8:00	0	38	1	2	3	0	44
<b>Total/Day</b>	80	141	43	44	38	101	
							<b>Grand Total 447</b>

**STAFF ACTIVITY**

- July 1, 2010-Meeting with Yesenia Baltierra to discuss library personnel assignments.
- July 1, 2010-Meeting with Estella Wnek to discuss issues with schedules and weekend program events.
- July 6, 2010-Meeting with Lori Worden to discuss children's setup.
- July 7, 2010-Setup for Children's program.
- July 8, 2010 Meeting with Yesenia Baltierra to discuss library personnel issues.
- July 8, 2010-Meeting with Estella Wnek to discuss issues for the weekend events.
- July 15, 2010-Meeting with Yesenia Baltierra to discuss library personnel issues.
- July 15, 2010-Meeting with Estella Wnek to discuss issues for the weekend events.
- July 15, 2010-Meeting with Tim Worden to discuss issues with the vending machine.
- July 19, 2010-Setup for Library Board Meeting.
- July 20, 2010-Staff Meeting.
- July 21,2010-Setup for children's program.
- July 22, 2010-Meeting with Gary Bell to discuss setup for Saturday's reference program.
- July 22,2010-Meeting with Yesenia Baltierra to discuss schedules and personnel issues.
- July 22, 2010-Meeting with Estella Wnek to discuss schedules and weekend programs.

**ONGOING PROJECTS**

- July 13, 2010-Examined all the fire extinguishers in the library.

**NEW PROJECTS AND ACTIVITIES**

N/A

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** David Ferrari, Circulation Supervisor

**SUBJECT:** Circulation Activity Report for August 2010

**DATE:** September 20, 2010

**MONTHLY STATISTICS**

**August 2010**

<u>CIRCULATION</u>				Y-T-D	Y-T-D	Y-T-D
	Aug 10.	Aug 09.		2010-11	2009-10	% change
NEW PATRON REGISTRATIONS	331	437		728	886	-17.8%
TOTAL CIRCULATION	19,523	20,196		41,218	42,132	-2.2%
ATTENDANCE	26,433	26,741		52,778	54,033	-2.4%

**PATRON COUNT**

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00	0	588	744	534	802	598	3,266
10:00	0	822	822	432	832	854	3,848
11:00	0	1,222	1,222	898	744	906	4,756
12:00	0	968	968	650	802	866	4,240
1:00	1,086	966	986	844	810	1,332	6,024
2:00	980	856	984	788	848	1,202	5,658
3:00	912	1,110	888	998	776	740	5,424
4:00	910	924	988	932	748	836	5,338
5:00	0	952	1,110	838	898	0	3,798
6:00	0	942	1,004	750	810	0	3,506
7:00	0	902	952	860	866	0	3,580
8:00	0	878	934	718	898	0	3,428
<b>Total/Day</b>	<b>3,888</b>	<b>10,966</b>	<b>11,602</b>	<b>9,242</b>	<b>9,834</b>	<b>7,334</b>	
							<b>Grand Total 26,433</b>

**PASSPORT SERVICES**

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00	0	0	0	0	1	8	9
10:00	0	2	0	1	0	6	9
11:00	0	0	0	0	2	7	9
12:00	0	3	0	0	0	6	9
1:00	5	1	0	1	2	4	13
2:00	4	5	3	3	2	3	20
3:00	5	4	3	4	3	4	23
4:00	4	6	4	2	3	1	19
5:00	0	4	3	5	4	0	16
6:00	0	1	4	3	2	0	10
7:00	0	1	2	3	5	0	11
8:00	0	0	0	0	2	0	2
<b>Total/Day</b>	17	27	19	22	26	39	
							<b>Grand Total 150</b>

**STAFF ACTIVITY**

- Aug 9, 2010-Set up for PLFF Meeting.
- Aug 10, 2010-Meeting with Gary Bell to discuss library program on Saturday.
- Aug 10, 2010-Meeting with Lori Worden to discuss children's programs on Saturday.
- Aug 12, 2010-Meeting with Yesenia Baltierra to discuss library programs for Saturday.
- Aug 12, 2010-Meeting with Estella Wnek to discuss schedules.
- Aug 14, 2010-Meeting with Jeanette Contreras to discuss library personnel issues.
- Aug 16, 2010-Submitted Laura Mitchell's Evaluation to Yesenia Baltierra.
- Aug 17, 2010-Staff Meeting.
- Aug 17, 2010-Meeting with Estella Wnek to discuss issues with the schedules.
- Aug 19, 2010- Meeting with Estella Wnek to discuss schedules and weekend programs.
- Aug 19, 2010-Meeting with Yesenia Baltierra to discuss library programs.
- Aug 23, 2010-Circulation Meeting.
- Aug, 26, 2010-Meeting with Yesenia Baltierra to discuss schedules and personnel issues.
- Aug 26, 2010-Meeting with Estella Wnek to discuss schedules and weekend programs.

**ONGOING PROJECTS**

- Aug 11, 2010-Examined all the fire extinguishers in the library.
- Aug 25, 2010-Handed in the Direct Loan Report to Yesenia Baltierra.

**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:** September 20, 2010

CITY OF PLACENTIA  
 INVOICES

PERIOD COVERED FY2010-2011	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-10	08/31/10	\$6,892.73	1,452.50	142.50	*	*	14.42	8,502.15
Aug-10	*	*	*	*	*	*	*	*
Sep-10	*	*	*	*	*	*	*	*
Oct-10	*	*	*	*	*	*	*	*
Nov-10	*	*	*	*	*	*	*	*
Dec-10	*	*	*	*	*	*	*	*
Jan-11	*	*	*	*	*	*	*	*
Feb-11	*	*	*	*	*	*	*	*
Mar-11	*	*	*	*	*	*	*	*
Apr-11	*	*	*	*	*	*	*	*
May-11	*	*	*	*	*	*	*	*
Jun-11	*	*	*	*	*	*	*	*
<b>TOTAL</b>	*	*	*	*	*	*	*	*
<b>AVG</b>	*	*	*	*	*	*	*	*

\* City Billing Not Received

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



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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

### Accomplishments

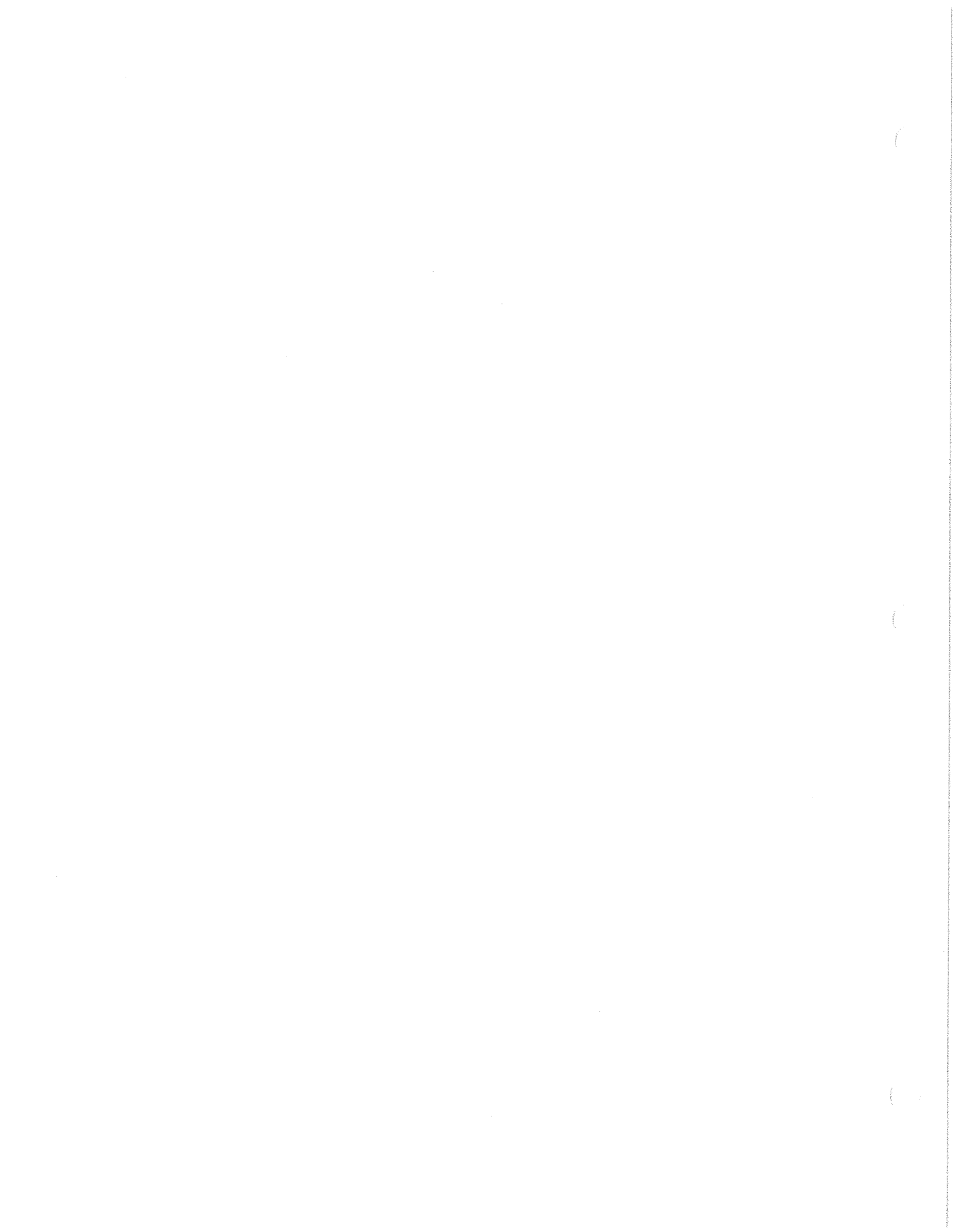
- Secured \$2,500 from the Placentia Library Friends Foundation (PLFF) for the Children's Department Fall Programs and the Adult Book Discussions.
- Met with the Acting Human Resources/Finance Analyst to provide guidance and assistance on personnel matters.
- Finalized details and specifications for the Computer Lab proposals.
- Worked with PLFF to plan the Jewel Reception to be held in September.
- Assisted and participated in the Thank You Breakfast for PLFF.

### Meetings

- Library Board of Trustees Meeting – July 19<sup>th</sup>
- Library Staff Meeting – July 20<sup>th</sup>
- Summer Reading Celebration Meeting with City representatives – July 26<sup>th</sup>

### Projects in Progress

- Strategic Plan
- Technology plan
- Summer Reading Celebration





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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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

### **Accomplishments**

- Secured \$1,500 from the Placentia Library Friends Foundation (PLFF) for the Computer Lab Ribbon Cutting Ceremony.
- Met with the Acting Human Resources/Finance Analyst to provide guidance and assistance on personnel matters.
- Finalized Jewel Reception details with PLFF.
- Directed the Summer Reading Celebration with 1,000+ in attendance.

### **Community Outreach**

- National Night Out – August 3<sup>rd</sup>
- Summer Reading Celebration – August 14<sup>th</sup>

### **Meetings**

- Management Meeting – August 4<sup>th</sup>
- Summer Reading Celebration Meeting with City representatives – August 4<sup>th</sup>
- Library Staff Meeting – August 17<sup>th</sup>
- Rotary Board Meeting – August 17<sup>th</sup>
- Special District Library Directors Lunch Meeting – August 31<sup>st</sup>

### **Projects in Progress**

- Strategic Plan
- Technology Plan



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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

### Activities Report:

#### **Achievements**

Represented the Library at the opening of the refurbished Anaheim Central Library on July 10.

Secured California Teleconnect Fund grant (estimated discount of 12-15%) for Library broadband costs on July 17.

Completed staff training on the Google Apps online productivity suite of July 7.

Completed 4 performance evaluations for staff members on July 29.

Worked on day-to-day computer problems in place of the IT technician after budget cuts reduced his availability.

#### **Projects in Progress**

**Library Email System Training** – Staff training completed. Training for board members planned. Email syncing will follow as the implementation wraps up.

**Public Access Channel** – Discussed the problem with the Library's Cable TV access channel with Kristy Hennessey of Time Warner on July 28. She will discuss with their engineering staff and propose a solution next month.

**Summer Reading Celebration** – Produced table assignment and parking maps for the event.

**Collection Management in Adult Collection** – project to improve “browse-ability” of the adult print collection continues. Oversize book have been weeded, re-classed, and interfiled in the regular sections for their subjects. This makes room for the creation of genre sections for fiction.

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

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

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

**Computer Lab** – “Burn-in” of new lab computers completed. Switch, cabling, and software are awaiting funding. Researched and proposed furniture selections on July 12.

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

**Literacy Program** – Working with staff on a new program plan to reflect the separation of the program. Anticipated completion: Fall 2010.

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

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

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

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

**PLFF Paypal Account and Online Bookstore** – Working on setting up PLFF Paypal account so they can receive online donations. Set up on online bookstore is awaiting availability of PLFF volunteer.

### **Meetings**

I met with the Children's Librarian on July 8 and 22.

I chaired the combined Adult Services/Children's Staff meeting on July 13

I attended the Board of Trustees meetings on July 19.

I attended the Library Staff meeting on July 20.

I met with members of the PLFF to discuss changes to their web pages on July 24.

I chaired the Adult Services Staff meeting on July 28.

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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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

### Activities Report:

#### **Achievements**

Completed the adult book budget allocations for fiscal 2010/2011. Highlights include a return to the Overdrive digital audiobook and ebook lending consortium.

Set up PLFF Paypal account (to permit receiving online donations) and added link to website on August 17.

Worked with Anaheim IT staff and our IT technician to create and setup VPN (virtual private network) access to Horizon system on August 11. This is a no-extra-cost alternative to the existing T1 line. We will evaluate performance before deciding whether to cancel the T1.

Worked on tech setup during the Summer Reading Celebration on August 14.

Visited the Buena Park on August 26 to discuss automation system issues with Library Director Patti Hanley and several of her staff.

Worked on day-to-day computer problems in place of the IT technician after budget cuts reduced his availability. Major project this month was VPN setup on staff clients.

#### **Projects in Progress**

**Library Email System Training** – Board member training planned for September. Email syncing will follow as the implementation wraps up.

**Public Access Channel** – Time Warner Cable has proposed a solution to the broken feed for the Library's cable access channel that would involve purchasing approximately \$7500 in new equipment and partnering with the City of Placentia to share other costs. I am currently sounding out the City about the proposal.

**Collection Management in Adult Collection** – working with Adult Services staff to improve circulation and “browse-ability” of the adult collection. Genre fiction (Mystery, Science Fiction and Western) sections set up and collection separated out. Large print books have been moved to a more prominent location. Assisted in weeding the travel guide section (80% of our travel books are 8 years old or older).

**Computer Lab** – Assisted in move of Server to new location on August 6. Purchased switch, and software, and big screen television monitor on August 28.

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

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

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

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

**Literacy Program** – Working on a program plan. Anticipated completion: Fall 2010.

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

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

**Library YouTube account** – Added titles and credits, then posted teen book trailer (from Summer Reading Program) on August 18.

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

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

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

### **Meetings**

I attended the PLFF board meeting on August 9.

I attended a Placentia City planning meeting on August 10 in which the new civic center cell phone tower was described.

I chaired the combined Adult Services/Children's Staff meeting on August 17.

I attended the Library Staff meeting on August 17.

I chaired the Adult Services Staff meeting on August 25.

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**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 July 2010

**DATE:** September 20, 2010

**MONTHLY STATISTICS**

**Childrens Desk Activity**

	<b>July 2010</b>	<b>July 2009</b>	<b>Y-T-D 2010-11</b>	<b>Y-T-D 2009-10</b>	<b>Y-T-D % change</b>
Phone reference:	41	18	41	18	127.78%
In person reference/research:	800	450	800	450	77.78%
<b>Total Reference</b>	<b>841</b>	<b>468</b>	<b>841</b>	<b>468</b>	<b>79.70%</b>
Total Number of Programs	33	36	33	36	-8.33%
Total Programs Attendance	1955	1688	1955	1688	15.82%

*\*FY08/09 Partial year due to closures and missing statistics*

<b>TYPE OF PROGRAM</b>	<b>NUMER OF PROGRAMS</b>	<b>TOTAL ATTENDANCE</b>
F.I.R.S.T. – Family Interactive Reading and Sharing Time	<b>1</b>	<b>36</b>
Read to the Dogs	<b>1</b>	<b>25</b>
Preschool Story Times I & II: 3-6 years	<b>8</b>	<b>249</b>
Pocket Tales: Stories, music, and movement.	<b>4</b>	<b>148</b>
Lap Sit 24 months & younger	<b>4</b>	<b>203</b>
P-TAC	<b>2</b>	<b>23</b>
Family Game Day	<b>1</b>	<b>30</b>
Loving Others In Truth 318 Community Group (L.O.T. 318)	<b>4</b>	<b>100</b>

7/7 SRP Science On The Go!	1	200
7/14 SRP: Under the Sea Stories and Crafts	1	115
7/13 YA: Talk It Up!	1	3
7/20 YA: Make Marbled Paper	1	7
7/21 SRP: Mighty Rainforest	1	110
7/27 YA: Splash Zone	1	23
7/28 SRP: Draw Sea Creatures	1	121
7/31 SRP: Registrations for Children and Teens	1	562
<b>Total July 2010</b>	<b>33</b>	<b>1,955</b>
<b>Total July 2009</b>	<b>36</b>	<b>1,688</b>
<b>Current FY to date</b>	<b>33</b>	<b>1,901</b>
<b>Previous FY to date</b>	<b>36</b>	<b>1,688</b>

**Achievements:**

- Children's staff conducted the Summer Reading Program for children and teens. Children's staff also conducted storytimes for preschoolers, a Wednesday afternoon program each week for children, and teen programming.
- Toby Silberfarb held her first F.I.R.S.T. family book discussion.

**In Progress:**

- Children's library staff made plans for the Summer Reading Celebration, to be held on August 14. Lori Worden served on the Summer Reading Celebration Planning Committee during the summer.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Lori Worden, Children's Librarian  
**SUBJECT:** Children's Services Monthly Activity Report for August 2010  
**DATE:** September 20, 2010

**MONTHLY STATISTICS**

**Childrens Desk Activity**

	August 2010	August 2009	Y-T-D 2009-10	Y-T-D 2009-10	Y-T-D % change
Phone reference:	52	22	93	40	132.50%
In person reference/research:	662	453	1462	903	61.90%
<b>Total Reference</b>	<b>714</b>	<b>475</b>	<b>1555</b>	<b>943</b>	<b>64.90%</b>
Total Number of Programs	15	17	48	53	-9.43%
Total Programs Attendance	524	476	2479	2164	14.56%

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
F.I.R.S.T. – Family Interactive Reading and Sharing Time	1	38
Read to the Dogs	1	28
Preschool Story Times I & II: 3-6 years	4	108
Pocket Tales: Stories, music, and movement	2	79
Lap Sit 24 months & younger	2	92
P-TAC	1	9
Family Game Day	1	20
Loving Others In Truth 318 Community Group (L.O.T. 318)	1	25
8/4 SRP: Movie Day - Princess and the Frog	1	109
8/7 YA/Adults: Ride the Story Wave	1	16
<b>Total August 2010</b>	<b>15</b>	<b>524</b>
<b>Total August 2009</b>	<b>17</b>	<b>476</b>

<b>Current FY to date</b>	<b>48</b>	<b>2,425</b>
<b>Previous FY to date</b>	<b>53</b>	<b>2,164</b>

**Achievements:**

- SJSU library school student Wendy Townsend completed her internship in the Children's/ YA department. Wendy helped us with our Summer Reading Programs and was trained in all areas of the department. She completed 135 hours.
- The Summer Reading program for children concluded on August 14. There were 1,291 total children and teens who registered for this year's program which began on June 21.
- Children's staff participated in the Summer Reading Celebration on August 14. Lori Worden assisted with set-up, the storytime and movie, as well as participating in the Summer Reading Celebration planning committee. Brenda Ramirez planned and conducted the game event. Toby Silberfarb supervised all volunteers.
- Lori Worden participated in an art workshop on Aug, 27 for professionals who work with children. The workshop was part of the CSUF College of Education Schools First Center for Creative and Critical Thinking in Schools, and was supported by Dixie Shaw.

**In Progress:**

- Children's staff prepared for Fall programming, including storytimes, Homework Club, P-TAC, Kaplan SAT testing, F.I.R.S.T., Camp Library and our Halloween events.
- Toby Silberfarb is preparing to restart the Homework Club on September 13, 2010

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Toby Silberfarb, Library Assistant Literacy / Volunteers  
**SUBJECT:** Volunteer Report for July 2010  
**DATE:** September 20, 2010

**MONTHLY STATISTICS**

**Volunteer Hours:**

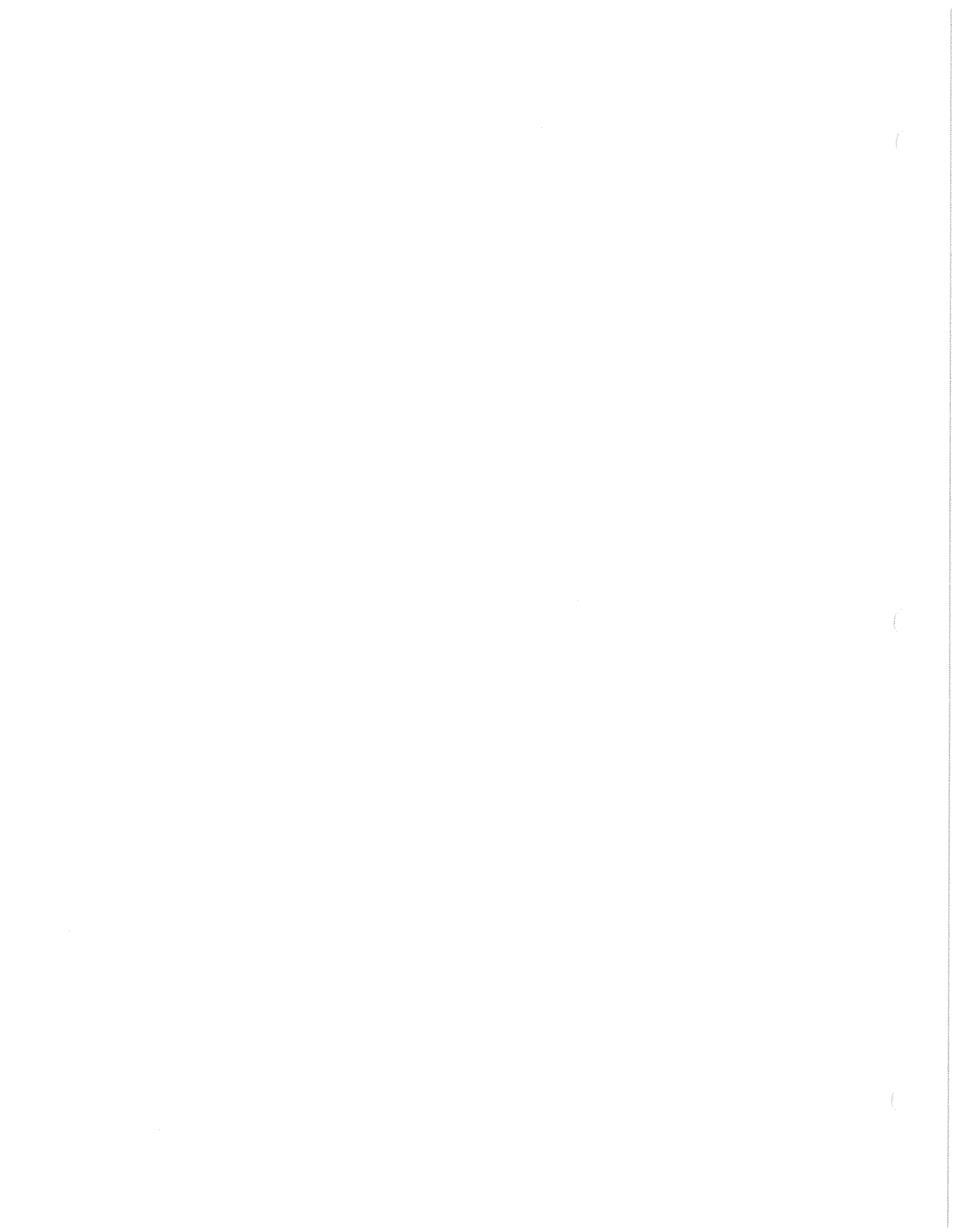
	<b>July 2010</b>	<b>July 2009</b>	<b>Y-T-D 2010-11</b>	<b>Y-T-D 2009-10</b>	<b>Y-T-D % change</b>
History Room	41	50.5	41	50.5	-18.81%
PLFF	482	227	482	227	112.33%
Library (General)	485.5	385.5	371.5	385.5	-3.63%
Technical	19	0	19	0	N/A
Homework Club	0	0	0	0	N/A
H.I.S. House Homework club	0	0	0	0	N/A
Tutors (Adult Literacy)	16	6	16	6	166.67%

**Achievements:**

- Finished the statistics for the 2009/2010 fiscal year.

**Projects in Progress**

- Calling and scheduling volunteers for SRP Carnival
- Mentoring an intern from Cal State Fullerton
- Planning for F.I.R.ST. book discussions for August through January 2010
- Selecting books for 2011 F.I.R.S.T book discussions.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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

**Volunteer Hours:**

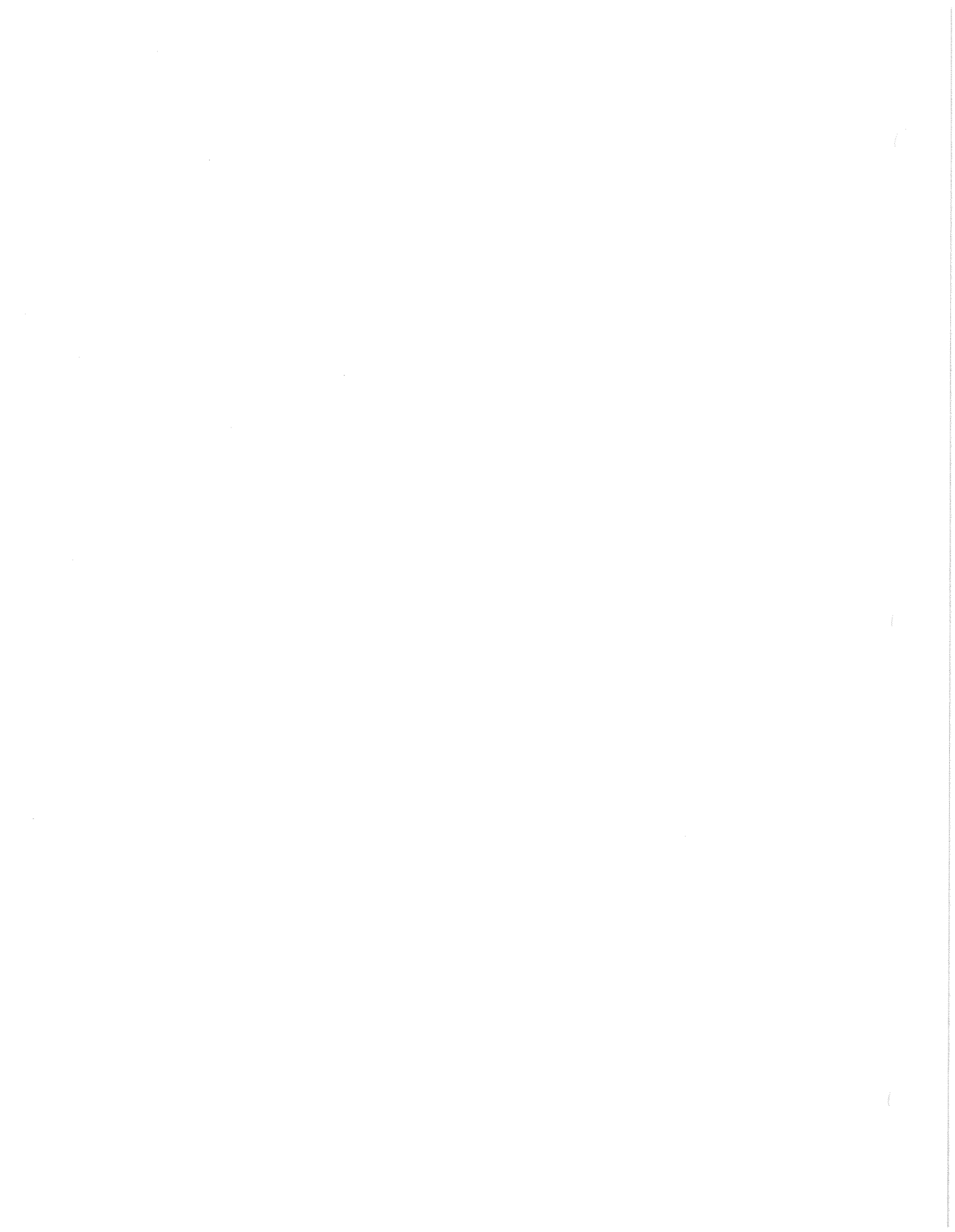
	<b>August 2010</b>	<b>August 2009</b>	<b>Y-T-D 2010-11</b>	<b>Y-T-D 2009-10</b>	<b>Y-T-D % change</b>
History Room	35	44	76	94.5	-19.58%
PLFF	511	463	993	690	43.91%
Library (General)	620	678	1105.5	1063.5	3.95%
Technical	14	2	33	2	1550.00%
Homework Club	0	0	0	0	N/A
H.I.S. House Homework club	0	0	0	0	N/A
Tutors (Adult Literacy)	49	24	65	30	116.67%

**Achievements:**

- Coordinated volunteers for the Summer Reading Celebration

**Projects in Progress**

- Mentoring 2 interns from Cal State Fullerton
- Processing Federal Work/Study volunteers from Western State University College of Law
- Reorganizing and collating teen volunteer applications



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Nadia Dallstream, Adult Services Librarian  
**SUBJECT:** Adult Services Monthly Activity Report for July 2010  
**DATE:** SEPTEMBER 20, 2010

### MONTHLY STATISTICS

#### Reference Desk Activity

	July 2010	July 2009	Y-T-D 2010-11	Y-T-D 2009-10	Y-T-D % change
Reference – in person	1021	1423	1021	1423	-28.25%
Reference – telephone	307	224	307	224	37.05%
Reference – email/chat	0	0	0	0	N/A
Technology assistance	531	650	531	650	-18.31%
Guest passes	31	16	31	16	93.75%
Public computer use (desktops)	2507	2922	2507	2922	-14.20%
Public computer use (express laptops)	1889	1351	1889	1351	39.82%
In library use – cleanup	4138	4503	4138	4503	-8.11%

### ACHIEVEMENTS

- *Kathy Staymates* updated the book trough for July to showcase gardening books in anticipation of the three master gardeners' programs.
- *Kathy Staymates* updated the display case with a beautiful gardening display to highlight the Master Gardeners programs.
- *Nadia Dallstream* coordinated and led the Summer Movie Program on July 10<sup>th</sup>. Fifteen people attended.
- *Nadia Dallstream* led the July 13<sup>th</sup>, book discussion of *The Art of Racing in the Rain* by Garth Stein. Ten people attended the program.
- *Kathy Staymates* coordinated the July 17<sup>th</sup> Summer Reading Program, "Smart Gardening." Fifteen people attended.
- *Kathy Staymates* coordinated the July 24<sup>th</sup> Summer Reading Program, "What's In Your Soil?". Fifteen people attended.
- *Kathy Staymates* coordinated the July 31<sup>st</sup> Summer Reading Program, "Water Better, Not Wetter". Fifteen people attended.
- *Katie Matas* has been tracking the Adult Summer Reading Program statistics and coordinating winner notification and prize pick-up.
- *Nadia Dallstream* updated the e-mail notification list for Adult Services and programs.

- *Nadia Dallstream* continues to update the Library's Facebook account with upcoming events and wall posts.
- *Nadia Dallstream* is coordinating the Tech Volunteer Program. Two volunteers continue to assist patrons on Wednesday evenings.
- *Kathy Staymates* continues to update the Librarians' Choice book trough.
- *Katie Matas* is coordinating the Proctoring Service.
- *Gary Bell* completed weeding the Adult Biography section.
- *Gary Bell* is now coordinating the Adult Literacy program.
- *Gary Bell* met with ongoing Literacy tutors and accepted applications for new tutors and students.
- *Gary Bell* submitted an order for test books to continue the testing of prospective literacy students.
- *Gary Bell* met with Aaron Jeppson, regarding his Federal Work Study Program activity in the Adult Literacy Department.
- *Gary Bell, Nadia Dallstream, Katie Matas and Kathy Staymates* assisted with the PLFF Thank You Breakfast.

### MEETINGS

- *Nadia Dallstream* attended a Summer Reading Celebration Committee Meeting on July 8<sup>th</sup>.
- *Gary Bell, Nadia Dallstream, Katie Matas and Kathy Staymates* attended the Adult Services and Children's Services Combined Staff Meeting on July 13<sup>th</sup>.
- *Nadia Dallstream* attended a Summer Reading Celebration Committee Meeting on July 14<sup>th</sup>.
- *Nadia Dallstream* attended a Summer Reading Celebration Committee Meeting on July 21<sup>st</sup>.
- *Gary Bell, Nadia Dallstream and Katie Matas* attended the Library Staff Meeting on July 20<sup>th</sup>.
- *Katie Matas* attended the PLFF Thank You Breakfast on July 26<sup>th</sup>.

### IN PROGRESS

- *Nadia Dallstream and Coleen Wakai* are preparing for an Adult and Teen "Storytelling Workshop" event for the Summer Reading Program.
- *Katie Matas* is preparing for a book discussion of *Eternal on the Water* by Joseph Monninger for the Summer Reading Program.
- *Gary Bell* is preparing for a "Book Trivia" event for the Summer Reading Program.
- *Nadia Dallstream* is weeding Fiction.
- *Roger Hiles and Nadia Dallstream* are preparing to move books from Fiction into the appropriate genre sections.
- *Nadia Dallstream* is coordinating the August 14<sup>th</sup> Summer Reading Celebration with *Fernando Maldonado and Lori Worden*.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Nadia Dallstream, Adult Services Librarian  
**SUBJECT:** Adult Services Monthly Activity Report for August 2010  
**DATE:** SEPTEMBER 20, 2010

**MONTHLY STATISTICS**

**Reference Desk Activity**

	<b>August 2010</b>	<b>August 2009</b>	<b>Y-T-D 2010-2011</b>	<b>Y-T-D 2009-10</b>	<b>Y-T-D % change</b>
Reference – in person	1098	1295	2119	2718	-22.04%
Reference – telephone	359	211	666	435	53.10%
Reference – email/chat	0	0	0	0	N/A
Technology assistance	701	643	1232	1293	-4.72%
Guest passes	220	14	251	30	736.67%
Public computer use (desktops)	2869	3064	5376	5986	-10.19%
Public computer use (express laptops)	1291	1903	3180	3254	-2.27%
In library use – cleanup	3492	3473	7630	7976	-4.34%

**ACHIEVEMENTS**

- *Nadia Dallstream* updated the book trough for August to showcase storytelling books in anticipation of the Ride the Story Wave Event.
- *Nadia Dallstream* coordinated and led the Ride the Story Wave event on August 7<sup>th</sup>. Sixteen people attended.
- *Katie Matas* led the August 10<sup>th</sup>, book discussion of *Eternal on the Water* by Joseph Monninger. Eight people attended the program.
- *Katie Matas* has been tracking the Adult Summer Reading Program statistics and coordinating winner notification and prize pick-up.
- *Nadia Dallstream* updated the e-mail notification list for Adult Services and programs.
- *Nadia Dallstream* continues to update the Library’s Facebook account with upcoming events and wall posts.
- *Nadia Dallstream* is coordinating the Tech Volunteer Program. Three volunteers are available to assist patrons on Wednesday evenings. Thirteen people received Tech Help.
- *Kathy Staymates* continues to update the Librarians’ Choice book trough..
- *Kathy Staymates* updated the book trough for August 14 to showcase Fall Programs.

- ***Gary Bell, Nadia Dallstream and Katie Matas*** participated in the Summer Reading Celebration on August 14<sup>th</sup>.
- ***Gary Bell*** coordinated and led the Book Trivia Contest on August 14<sup>th</sup>. Twenty-five people participated.
- ***Gary Bell*** provided a test to one literacy student and have set her up with a tutor.
- ***Gary Bell*** met with a Federal Work Study volunteer, Sophie Le, and have arranged for her to provide Adult Literacy tutoring to another student.
- ***Nadia Dallstream*** completed the Summer Reading Celebration thank-you letters.
- ***Katie Matas and Nadia Dallstream*** assisted with the Genre Fiction move.

### **MEETINGS**

- ***Gary Bell, Nadia Dallstream, Katie Matas and Kathy Staymates*** attended the Reference Staff Meeting on August 3<sup>rd</sup>.
- ***Gary Bell, Nadia Dallstream, Katie Matas and Kathy Staymates*** attended the Adult Services and Children's Services Combined Staff Meeting on August 10<sup>th</sup>.
- ***Nadia Dallstream*** attended a Summer Reading Celebration Committee Meeting on August 12<sup>th</sup>.
- ***Nadia Dallstream*** attended a Summer Reading Celebration Committee Meeting on July 14<sup>th</sup>.
- ***Gary Bell, Nadia Dallstream and Katie Matas*** attended the Library Staff Meeting on August 17<sup>th</sup>.
- ***Nadia Dallstream*** attended a Summer Reading Celebration Committee Meeting on August 19<sup>th</sup>.
- ***Gary Bell, Nadia Dallstream, Katie Matas and Kathy Staymates*** attended the Reference Staff Meeting on August 25<sup>th</sup>.

### **IN PROGRESS**

- ***Nadia Dallstream*** is preparing to teach two computer workshops.
- ***Kathy Staymates*** is preparing for a book discussion of *Dreaming Water* by Gail Tsukiyama.
- ***Nadia Dallstream*** is weeding Fiction.
- ***Nadia Dallstream*** is preparing for the September 18<sup>th</sup> Voter Education Workshop.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Gary Bell, History Room Librarian

**SUBJECT:** Local History Room Monthly Report for July, 2010

**DATE:** September 20, 2010

**History Room Statistics:**

	July 2010	July 2009	Y-T-D 2010-11	Y-T-D* 2009-10	Y-T-D % change
History Room Visitors	7	5	7	5	40.00%
History Room Volunteer Hours	41	12	41	12	241.67%

**Achievements:**

- I completed the weeding of the Biography section with 229 titles weeded.
- I added over 170 CDs to the collection from Friends' donations.
- I assisted Kathy Thomas, retired History Room librarian from Fullerton Library, on researching the life of Carrie McFadden. Her home in Fullerton may possibly become an historic landmark.
- I provided patrons with the Historical Resource Survey, from 2002, to locate addresses of historic homes in Placentia.
- I adapted to the non-dedicated hours of the History Room, providing autonomy to members of the Placentia Round Table Women's Club to do research in the scrapbooks on their own. Ellie Rankin has spent numerous hours in the patron room researching her portion of the Club's upcoming history.
- I have added items to the History Room collection including the new Orange County Community Indicators for 2009 and the new Best of Orange County from the Orange County Register.
- I provided assistance to patrons seeking high school yearbooks and books concerning the oil industry in Placentia.

**Activity and in Progress:**

- Work continues on the planning of the DVD project.
- Materials from the Placentia Round Table Women's Club continue to be used for the ongoing work on the club's history.
- Work continues with volunteers on accessioning, filing, and identifying materials for the archives.
- I am continuing collection development in the 700s and 800s.

**Meetings:**

I attended 2 Reference meetings and a staff meeting.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Gary Bell, History Room Librarian

**SUBJECT:** Local History Room Monthly Report for August, 2010

**DATE:** September 20, 2010

**History Room Statistics:**

	August 2010	August 2009	Y-T-D 2010-11	Y-T-D* 2009-10	Y-T-D % change
History Room Visitors	17	10	24	15	70.00%
History Room Volunteer Hours	35	44	76	56	-20.45%

**Achievements:**

- Over 500 titles were weeded from the 900 collection.
- Approximately 30 more CDs were added to the collection, from donations.
- I moderated the Book Trivia program for the Summer Reading Celebration. Twenty-five people attended. I assisted in other venues throughout the day.
- I began weeding in the 700s, with over 40 items discarded thus far.
- I provided historical resources on Juan Flores for a patron's research.
- I provided material to a patron seeking information on the plants and trees of the local area.

**Activity and in Progress:**

- Work continues on the planning of the DVD project.
- Materials from the Placentia Round Table Women's Club continue to be used for the ongoing work on the club's history.
- Work continues with volunteers on accessioning, filing, and identifying materials for the archives, and donations continue to be encouraged and accepted.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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

**MONTHLY STATISTICS**

Online database usage:

	<b>July 2010</b>	<b>July 2009</b>	<b>Y-T-D 2010- 11</b>	<b>Y-T-D 2009- 10</b>	<b>Y-T-D % change</b>
General Reference Center	224	19	224	19	1079%
Career Transitions (new for FY10/11)	90	0	90	0	NA
Heritage Quest	451	572	451	572	-21%
Novelist	26	37	26	37	-30%
World Book (began 12/2009)	15	0	15	0	NA
Tumblebooks	246	370	246	370	-34%
Reference USA	115	98	115	98	15%
	<b>1167</b>	<b>1096</b>	<b>1,167</b>	<b>1,096</b>	<b>6%</b>

**Website traffic for July 2010:**

In July 2010 we had 16,656 visitors to our website. In July 2009 there were 36,199 page hits. Last year we had 18,012 visitors and 45,413 page hits in July.

**STAFF ACTIVITY**

- Katie attended the second of two Google Apps trainings.
- Roger and Katie worked on dividing the 2010/11 materials budget between the various material types and subject areas.
- Katie and Kathy worked on relabeling the books in the oversized area in preparation of interfiling them in the regular area.

**ONGOING PROJECTS**

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





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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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

### MONTHLY STATISTICS

Online database usage:

	August 2010	August 2009	Y-T-D 2010- 11	Y-T-D 2009- 10	Y-T-D % change
General Reference Center	205	24	429	43	898%
Career Transitions (new for FY10/11)	54	0	144	0	NA
Heritage Quest	441	479	892	1,051	-15%
Novelist	38	35	64	72	-11%
World Book (began 12/2009)	57	0	72	0	NA
Tumblebooks	159	189	405	559	-28%
Reference USA	60	26	175	124	29%
	<b>1014</b>	<b>753</b>	<b>2,181</b>	<b>1,849</b>	<b>18%</b>

### **Website traffic for August 2010:**

In August 2010 we had 16,225 visitors to our website. In August 2009 there were 37,061 page hits. Last year we had 19,217 visitors and 47,776 page hits in August.

### STAFF ACTIVITY

- Katie attended a staff meeting, two reference department meetings and a reference and children's department meeting.
- Katie made the changes necessary in Horizon to implement the new fines and fees schedule.
- Katie, Roger, Nadia and Kathy shifted the adult fiction books to separate the mystery, science fiction and western books into their own sections. We also moved the large print collection closer to the fiction collection for patron convenience.
- Katie proctored three exams.
- Katie led the August book discussion on the book *Eternal on the Water*.

### ONGOING PROJECTS

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Report on Actions taken at the Library Board of Trustees Closed Session  
**DATE:** September 20, 2010

**BACKGROUND**

Library Board of Trustees President will provide a report on the actions taken at the Closed Session.

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.

Appointed Personnel Committee

Secretary De Vecchio  
Trustee Wood



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Short-Term Disability Insurance

**DATE:** September 20, 2010

### BACKGROUND

An employee had inquired about the possibility of State Disability Insurance (SDI) being provided as an additional benefit to all employees. As a result of the inquiry, a survey was conducted to seek feedback from staff. Over 80% of the responses were “no” to SDI. The interested employee asked that the benefit be presented to the Library Board of Trustees nonetheless.

The California SDI benefit is a partial wage-replacement insurance plan for California employees. The SDI programs are funded through employee payroll deductions and provide affordable, short-term benefits to eligible employees. Employees covered by SDI are covered by two programs: Disability Insurance and Paid Family Leave.

The options available through the State Disability Insurance program were presented to the Library Board of Trustees at its April 19, 2010 meeting. Library staff was instructed to further research other short-term disability programs and present them to the Library Board of Trustees at a future meeting. Below is a snapshot of SDI programs offered by three different sources.

Short-Term Disability Insurance			
	State Disability Insurance	Aflac	MetLife
<b>District Cost</b>	\$104.00 yr. plus staff time	\$104.00 yr. plus staff time	\$104.00 yr. plus staff time
<b>Employee Cost</b>	1.1% of wages max: \$1,026.48 yr.	\$2.00-\$12.00 wk. Based on benefit package	\$30.00-\$150.00 mo. Based on wages
<b>Benefit Amount</b>	\$50.00-\$987.00 wk. based on quarter wages	80% of wages	80% of wages
<b>Max Benefit Time</b>	52 weeks	1 year	2 years
<b>Requirements</b>	All employees must participate	Under age 65 to enroll, excludes those with minors dependents	Under age 65 to enroll
<b>Other Benefits Available</b>	Paid Family Leave	Accident Insurance Cancer/Specified-Disease Dental Insurance Life Insurance	Long-Term Disability

Attachment A is the SDI program through State Disability Insurance.

Attachment B is the SDI program through Aflac.

Attachment C is the SDI program through MetLife.

### RECOMMENDATION

Action to be determined by the Library Board of Trustees.





Home → Disability → SDI Contribution Rates

## SDI Contribution Rates

Approximately 13 million California workers pay a mandatory contribution to the State Disability Insurance (SDI) program for Disability and Paid Family Leave insurance coverage. Worker contributions are paid through payroll deductions.

Please see the current [State Disability Insurance Withholding Rate on the Tax Rate and Withholding Schedules](#).

The SDI Withholding Rate for 2010 is 1.1 percent. The SDI taxable wage limit is \$93,316 per employee for calendar year 2010. The maximum to withhold for each employee is \$1,026.48.

Employers who have questions about the contribution rate should contact their local [Employment Tax Office](#).

The Employment Development Department is an equal opportunity employer/program.  
 Auxiliary aids and services are available upon request to individuals with disabilities.  
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### Tax Rates, Wage Limits, and Value of Meals and Lodging

YEAR	MAXIMUM TAXABLE WAGE BASE		MAXIMUM UI TAX %		ETT	SDI TAX %	DI ELECT. COVERAGE		VALUE OF MEALS				
	UI	DI	Unrated	Rated			Qtrly. Wages	Tax %	DAY	BR.	LU.	DI.	UNID.
2010	7,000	93,316	3.4	6.2	0.1	1.10	*	2.57	10.35	2.25	3.15	4.95	3.60
2009	7,000	90,669	3.4	6.2	0.1	1.10	*	2.22	10.00	2.20	3.00	4.80	3.50
2008	7,000	86,698	3.4	6.2	0.1	0.80	*	2.26	9.60	2.10	2.90	4.60	3.35
2007	7,000	83,389	3.4	6.2	0.1	0.60	*	1.97	9.30	2.00	2.80	4.50	3.20
2006	7,000	79,418	3.4	6.2	0.1	0.80	*	2.25	9.15	2.00	2.80	4.35	3.20
2005	7,000	79,418	3.4	6.2	0.1	1.08	*	2.09	9.00	1.95	2.75	4.30	3.10
2004	7,000	68,829	3.4	6.2	0.1	1.18	*	2.10	8.55	1.85	2.60	4.10	3.00
2003	7,000	56,916	3.4	5.4	0.1	0.90	*	1.97	8.45	1.85	2.55	4.05	2.95

#### VALUE OF LODGING

\* The DI Elective Coverage quarterly wages are the greater of \$1,150, or 25 percent of the profit shown on the individual's IRS Schedule SE, as reported on or before April 15 of the preceding tax year (e.g., on the 2008 IRS schedule for 2010).

	(Max. Per Month)	(Min. Per Week)
2010	\$1190	\$38.60
2009	\$1145	\$37.20
2008	\$1092	\$35.40
2007	\$1041	\$33.80
2006	\$1000	\$32.45
2005	\$ 957	\$31.05
2004	\$ 921	\$29.85
2003	\$ 886	\$28.75

NOTE: Lodging: (66.67 percent of ordinary rental value, but not to exceed the above Maximum or be less than the above Minimum.) These values apply to non-maritime employees only.



[Home](#) → [Disability](#) → [DI Eligibility](#)

## Eligibility

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### Eligibility for Disability Insurance (DI)

DI benefits can be paid only after you meet all of the following requirements:

- You must be unable to do your regular or customary work for at least eight consecutive days.
- You must be employed or actively looking for work at the time you become disabled.
- You must have lost wages because of your disability or, if unemployed, have been actively looking for work.
- You must have earned at least \$300 from which SDI deductions were withheld during a previous period.
- You must be under the care and treatment of a licensed doctor or accredited religious practitioner during the first eight days of your disability. (The beginning date of a claim can be adjusted to meet this requirement.) You must remain under care and treatment to continue receiving benefits.
- You must complete and mail a claim form within 49 days of the date you became disabled or you may lose benefits.
- Your doctor must complete the medical certification of your disability. A licensed midwife, nurse-midwife, or nurse practitioner may complete the medical certification for disabilities related to normal pregnancy or childbirth. (If you are under the care of a religious practitioner, request a "Practitioner's Certificate," DE 2502, from the SDI office. Certification by a religious practitioner is acceptable only if the practitioner has been accredited by Employment Development Department.)
- If a spouse, registered domestic partner, parent, or child is providing care for the claimant, he/she may be eligible for [Paid Family Leave](#) benefits.

An independent medical examination to determine your initial or continuing eligibility may be required.

### Ineligibility - Disability Insurance (DI)

You may apply for benefits even if you are not sure you are eligible. If you are found to be ineligible for all or part of a period claimed, you will be notified of the ineligible period and the reason. You may not be eligible for SDI benefits if:

- You are not suffering a loss of wages
- You are claiming or receiving Unemployment Insurance or Paid Family Leave benefits.
- You became disabled while committing a crime resulting in a felony conviction.
- You are in jail, prison, recovery home, or any other place because you were convicted of a crime
- You are receiving Workers' Compensation benefits at a weekly rate equal to or greater than the DI rate.
- You fail to have an independent medical examination when requested to do so.



*This is a brief product overview only. Please consult your Aflac insurance agent for full plan benefits and limitations. Certain*

## POLICIES:

## FEATURES:

### Accident

Policy Series A-34000  
Policies A-34100-OR, A-34200-OR; A-34100-PA, A-34200-PA; A-34100-TN, A-34200-TN; A-34100-TX, A-34200-TX

- Emergency Treatment Benefit
- Specific-Sum Injuries Benefit
- Accidental-Death Benefit
- Initial Hospitalization Benefit
- Plus much more

### Short-Term Disability

Policy Series A-57400  
Policies A-57400-OR, A-57400-PA, A-57400-TN, A-57400-TX

- Selection of:
  - † Monthly benefit amount
  - † Elimination period
  - † Benefit period
- Guaranteed-renewable to age 70
- Benefits paid directly to you unless you choose otherwise
- Benefits paid regardless of any other insurance

### Cancer/Specified-Disease

Policy Series A-75000 and A76000  
Policies A76100OR, A-75100-PA through A-75300-PA, A76100TN, A76100TX

- Ambulance, Transportation, and Lodging Benefits
- Hospital Confinement Benefit
- Radiation and Chemotherapy Benefit
- Surgical/Anesthesia Benefit
- Plus much more

### Hospital Confinement Indemnity

Policy Series A46000  
Policies A46100OR through A46300OR, A46100PA through A46300PA, A46100TN through A46300TN, A46100TX through A46300TX

- Hospital Confinement Benefit
- Rehabilitation Unit Benefit
- Plus much more

### Specified Health Event

Policy Series A71000  
Policies A71100OR, A71200OR; A71100PA, A71200PA; A71100TN, A71200TN; A71100TX, A71200TX

- Pays a First-Occurrence Benefit as well as Hospital Confinement and Continuing Care Benefits for:
  - † Heart attack & coronary artery bypass surgery
  - † Stroke
  - † End-stage renal failure
- Major human organ transplant
- Major third-degree burns
- Coma
- Paralysis

### Hospital Intensive Care

Policy Series A18400  
Policies A18400OR, A1840HOR; A18400PA, A1840HPA; A18400TN, A1840HTN; A18400TX, A1840HTX

- Daily Hospital Intensive Care Unit Confinement Benefit
- Daily Step-Down Intensive Care Unit Confinement Benefit
- Plus much more

### Dental

Policy Series A81000  
Policies A81100OR through A81400OR, A81100PA through A81400PA, A81100TN through A81400TN, A81100TX through A81400TX

- Freedom of choice (Pick any dentist.)
- Portable
- Guaranteed-renewable at the same payroll rate
- Pays regardless of any other insurance you may have
- No deductible
- Easy to understand

### Life

Policy Series A63000  
Policies A63100AR through A63600AR; A63100OR through A63600OR; A63100PA, A63200PA, A63300PA, A63500PA; A63100TN through A63600TN; A63100TX through A63600TX

- Provides up to \$200,000 of whole life insurance, term life insurance, or term life insurance with a Return of Premium Benefit
- Waiver of Premium Benefit
- Optional Spouse & Child Riders
- Optional Accidental-Death Benefit Rider

### Hospital Confinement Sickness Indemnity

Policy Series A-45000  
Policies A-45100-OR through A-45300-OR, A-45100-PA through A-45300-PA, A-45100-TN through A-45300-TN, A-45100-TX through A-45300-TX

- Physician Visits Benefit
- Initial Hospitalization Benefit
- Major Diagnostic Exams Benefit
- Surgical Benefit
- Plus much more

### on

Policy Series VSN100  
Policies VSN100OR, VSN100PA, VSN100TN, VSN100TX

- Eye Examination Benefit
- Vision Correction Benefit
- Specific Eye Diseases/Disorders Benefit
- No network restrictions
- Plus much more

*Ask us about our long-term care insurance policies.*

ies may not be available in all states. Benefits are determined by state and plan level selected.

## NEEDS:

- In 2005, about 36 percent of all hospital emergency department visits in the United States were injury-related.
- A disabling injury occurs in the home about every 3 seconds.
- As of 2004, unintentional injuries are the fifth leading cause of death overall and first among persons in age groups from 1 to 44.

*Injury Facts, 2008 Edition, National Safety Council.*

- There is an unintentional-injury death every 4 minutes, and a disabling injury every second.
- An unintentional-injury death occurs in a motor vehicle every 12 minutes; and a disabling injury occurs in a motor vehicle every 13 seconds.
- An unintentional injury death occurs in the home every 12 minutes; and a disabling injury occurs every 3 seconds.

*Injury Facts, 2008 Edition, National Safety Council.*

- In the United States, men have slightly less than a 1-in-2 lifetime risk of developing cancer; for women, the risk is a little more than 1-in-3. About 1,437,180 new cancer cases are expected to be diagnosed in 2008.
- Approximately 10.8 million Americans with a history of cancer were alive in January 2004.
- The five-year relative survival rate for all cancers diagnosed between 1996 and 2003 is 66 percent.

*Cancer Facts & Figures 2008, American Cancer Society.*

- In 2005, an average hospital stay cost \$8,534.90.
- In 2005, outpatient surgery accounted for 63 percent of all operations.

*Hospital Statistics© 2007 Edition, Health Forum, L.L.C., an affiliate of the American Hospital Association.*

- About every 26 seconds, an American will suffer a coronary event. In 2008, an estimated 770,000 Americans will have a new coronary attack and about 430,000 will have a recurrent attack.
- On average, someone in the United States has a stroke every 40 seconds. Each year, about 780,000 people experience a new or recurrent stroke.
- Each year, about 60,000 more women than men have a stroke.

*Heart Disease and Stroke Statistics, American Heart Association, 2008 Update At-A-Glance.*

- The cost difference between a general hospital room and a trip to the ICU, particularly for coronary and neonatal care, is huge. Beyond the room charges, expenses can soar well above the benefit levels of standard health plans.

- In recent years, however, it's become clear that proper dental care isn't just important for healthy teeth, but for overall health. In fact, studies have tied poor dental health to heart disease, cancer, and a shorter lifespan.
- A yearly exam, tooth cleaning, and X-rays can cost well over \$200, while more complex dental work such as root canals and capping teeth can cost more than \$1,000.

Marrecca Fiore, "Seven Ways to Save on Dental Expenses," March 5, 2008, <[www.foxnews.com/printer\\_friendly\\_story/0,3566,341469,0,0.html](http://www.foxnews.com/printer_friendly_story/0,3566,341469,0,0.html)>, accessed on September 4, 2008.

- Fifty-six percent of married parents believe their current life insurance coverage is inadequate.
- Twenty-two percent of families with dependent children admit they will have immediate trouble meeting everyday living expenses, and another 26 percent can cover expenses for only a few months if a primary wage earner dies.

"Facts About Life 2007," LIMRA International, <<http://www.limra.com/pressroom/pressmaterials/07USFAQ.pdf>>, August 23, 2007.

- The demand for coverage that addresses physician costs for treatment of sickness continues to escalate.

- Vision problems are the second most prevalent health problem in the country, affecting more than 120 million people.
- The annual financial burden of major adult vision disorders exceeds \$50 billion annually.
- Only 21 percent of employers offer or contribute to vision benefits.

*Vision in Business 2007, Vision Council of America.*

**MetLife**



**Disability Income Insurance Policy (Salary Saver) AH8-96**

Insured: Ms Library clerk4  
Female, 49, Nonsmoker  
Base Monthly Benefit:  
IDI Bank Draft Premium:

\$2,100.00  
\$101.10

Taxation Criteria:  
For issue in the state of:  
Disability Occupational Class:

Individual pay  
California  
2A

**What This Illustration Shows**

This illustration shows the proposed base policy and selected optional riders, if any, under MetLife's Salary Saver individual disability income insurance policy.

**Under the Salary Saver:**

- **MetLife cannot change the premiums charged under your policy until the first premium due date on or after your 65th birthday, as long as you pay the premiums on time;**
- **Your premium rates are guaranteed until the first premium due on or after your 65th birthday. MetLife cannot change your premium rates;**
- **Your policy, exclusive of any riders, is renewable after age 65 with a limited benefit period. Premium rates are subject to change (see page 6 for details); and**
- **There is an option to increase your coverage (up to the Maximum Optional Increase Amount, as shown in the policy), if you qualify financially, without further evidence of medical insurability.**

The policy will pay you a monthly benefit, starting after the elimination period, while you are totally or partially disabled (as defined in the policy).

**THIS IS NOT A POLICY OR CONTRACT OF INSURANCE. IT IS INTENDED ONLY AS AN ILLUSTRATION AND A BRIEF DESCRIPTION OF THE DISABILITY BENEFITS WHICH YOU MAY APPLY FOR UNDER OUR DISABILITY INCOME POLICY. ALL RIGHTS AND OBLIGATIONS WILL BE GOVERNED BY THE ACTUAL POLICY LANGUAGE, IF AND WHEN ISSUED. CONSIDERATION FOR COVERAGE CAN BE MADE ONLY AFTER YOU HAVE MADE AN APPLICATION TO US AND HAVE MET OUR MEDICAL AND OTHER UNDERWRITING CRITERIA.**

**Maximum Potential Benefit**

The maximum potential benefit that you could receive based on this illustration is : **\$50,400.00**  
Any additional benefits purchased under the Optional Benefit Increase provision are not included.



**MetLife**

**Disability Income Insurance Policy (Salary Saver) AH8-96**

Insured: Mr Facility maint tech  
Male, 52, Nonsmoker  
Base Monthly Benefit:  
IDI Bank Draft Premium:

\$1,500.00  
\$74.75

Taxation Criteria:  
For issue in the state of:  
Disability Occupational Class:

Individual pay  
California  
2A

**What This Illustration Shows**

This illustration shows the proposed base policy and selected optional riders, if any, under MetLife's Salary Saver individual disability income insurance policy.

**Under the Salary Saver:**

- **MetLife cannot change the premiums charged under your policy until the first premium due date on or after your 65th birthday, as long as you pay the premiums on time;**
- **Your premium rates are guaranteed until the first premium due on or after your 65th birthday. MetLife cannot change your premium rates;**
- **Your policy, exclusive of any riders, is renewable after age 65 with a limited benefit period. Premium rates are subject to change (see page 6 for details); and**
- **There is an option to increase your coverage (up to the Maximum Optional Increase Amount, as shown in the policy), if you qualify financially, without further evidence of medical insurability.**

The policy will pay you a monthly benefit, starting after the elimination period, while you are totally or partially disabled (as defined in the policy).

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**Maximum Potential Benefit**

The maximum potential benefit that you could receive based on this illustration is : **\$36,000.00**  
Any additional benefits purchased under the Optional Benefit Increase provision are not included.



**MetLife**

**Disability Income Insurance Policy (Salary Saver) AH7-96**

Insured: Mr Circulation supervisor  
Male, 40, Nonsmoker  
Base Monthly Benefit:  
IDI Bank Draft Premium:

\$2,100.00  
\$32.88

Taxation Criteria:  
For issue in the state of:  
Disability Occupational Class:

Individual pay  
California  
4A

**What This Illustration Shows**

This illustration shows the proposed base policy and selected optional riders, if any, under MetLife's Salary Saver individual disability income insurance policy.

**Under the Salary Saver:**

- **MetLife cannot change the premiums charged under your policy until the first premium due date on or after your 65th birthday, as long as you pay the premiums on time;**
- **Your premium rates are guaranteed until the first premium due on or after your 65th birthday. MetLife cannot change your premium rates;**
- **Your policy, exclusive of any riders, is renewable after age 65 with a limited benefit period. Premium rates are subject to change (see page 5 for details); and**
- **There is an option to increase your coverage (up to the Maximum Optional Increase Amount, as shown in the policy), if you qualify financially, without further evidence of medical insurability.**

The policy will pay you a monthly benefit, starting after the elimination period, while you are totally or partially disabled (as defined in the policy).

**THIS IS NOT A POLICY OR CONTRACT OF INSURANCE. IT IS INTENDED ONLY AS AN ILLUSTRATION AND A BRIEF DESCRIPTION OF THE DISABILITY BENEFITS WHICH YOU MAY APPLY FOR UNDER OUR DISABILITY INCOME POLICY. ALL RIGHTS AND OBLIGATIONS WILL BE GOVERNED BY THE ACTUAL POLICY LANGUAGE, IF AND WHEN ISSUED. CONSIDERATION FOR COVERAGE CAN BE MADE ONLY AFTER YOU HAVE MADE AN APPLICATION TO US AND HAVE MET OUR MEDICAL AND OTHER UNDERWRITING CRITERIA.**

**Maximum Potential Benefit**

The maximum potential benefit that you could receive based on this illustration is : **\$50,400.00**  
Any additional benefits purchased under the Optional Benefit Increase provision are not included.



**MetLife**

**Disability Income Insurance Policy (Salary Saver) AH7-96**

Insured: Ms Librarian11  
Female, 50, Nonsmoker  
Base Monthly Benefit:  
IDI Bank Draft Premium:

\$3,250.00  
\$145.23

Taxation Criteria:  
For issue in the state of:  
Disability Occupational Class:

Individual pay  
California  
4A

**What This Illustration Shows**

This illustration shows the proposed base policy and selected optional riders, if any, under MetLife's **Salary Saver** individual disability income insurance policy.

**Under the Salary Saver:**

- **MetLife cannot change the premiums charged under your policy until the first premium due date on or after your 65th birthday, as long as you pay the premiums on time;**
- **Your premium rates are guaranteed until the first premium due on or after your 65th birthday. MetLife cannot change your premium rates;**
- **Your policy, exclusive of any riders, is renewable after age 65 with a limited benefit period. Premium rates are subject to change (see page 5 for details); and**
- **There is an option to increase your coverage (up to the Maximum Optional Increase Amount, as shown in the policy), if you qualify financially, without further evidence of medical insurability.**

The policy will pay you a monthly benefit, starting after the elimination period, while you are totally or partially disabled (as defined in the policy).

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**Maximum Potential Benefit**

The maximum potential benefit that you could receive based on this illustration is : **\$78,000.00**  
Any additional benefits purchased under the Optional Benefit Increase provision are not included.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Placentia Library District Policy #1050 – Copying Public Documents  
**DATE:** September 20, 2010

**BACKGROUND**

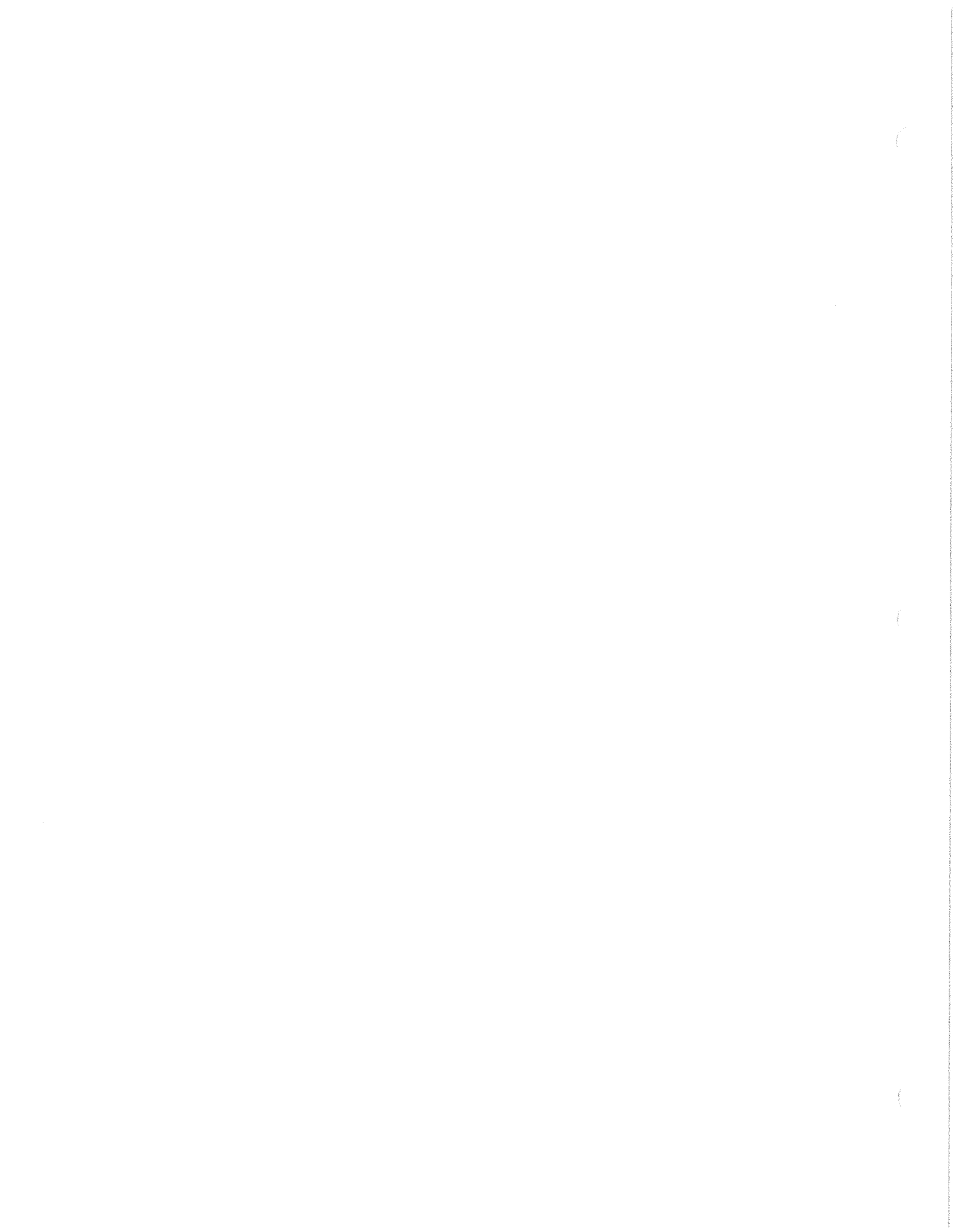
Library staff recommends the following changes to Placentia Library District Policy #1050 – Copying Public Documents:

- 1050.1 and 1050.2 – Remove “volunteer” from the photocopying responsibility.
- 1050.2 – Remove last paragraph except for last sentence, with revisions as presented.

Attachment A is a copy of Policy #1050 with recommendations.

**RECOMMENDATION**

Authorize a revision to Policy #1050 – Copying Public Documents as presented.





# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Copying Public Documents  
**POLICY NUMBER:** 1050

**1050.1** Individuals requesting Placentia Library District staff ~~or volunteers~~ to make copies of public documents will be charged twenty-five cents (25¢) per sheet copied to defray expenses associated with the copying process.

**1050.2** Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Board of Trustees at open Board meetings will be made available to the public. A limited quantity of such documents (based on normal audience attendance) will be copied in advance of each meeting and made available to the public in attendance at no charge. Individuals requesting that District staff ~~or volunteers~~ make additional copies of such documents prior to the Board meeting will be charged twenty-five cents (25¢) per sheet. The copy charge will be levied at Board meetings for copies of documents if more are needed and/or requested in addition to those normally prepared for the public at Board meetings.

~~Individuals may make their own photocopies of agendas and other writings (except for privileged documents) at the public photocopiers at the current rate charged for such copying by the District.~~ A current copy of each the Library Board Agenda packet is available at the Reference Desk.



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** **Placentia Library District Policy #5060 – Minutes of Board Meetings**  
**DATE:** September 20, 2010

### **BACKGROUND**

According to the Brown Act, recordings of open and public meetings may be erased or destroyed 30 days after the recording. The Placentia Library District Policy #5060 – Minutes of Board Meetings designates a 90 day retention for all recordings of meetings.

Library staff recommends the following changes to Placentia Library District Policy #5060 – Minutes of Board Meetings.

- 5060.1.2 – Change 90 days to 30 days.
- Revise Placentia Library District Policy #3090 – Records Retention items #3090.5 and Appendix B to reflect the change from 90 days to 30 days.

Attachment A is a copy of page 26, of “Open & Public IV”

Attachment B is a copy of Policy #5060 with recommendations.

### **RECOMMENDATION**

Authorize a revision to Policy #5060 – Minutes of Board Meetings and corresponding items of Policy #3090 as presented.



*It is clear from this dialogue that the Elm Street project was not on the Council's agenda, but was raised during the public comment period for items not on the agenda. Councilmember A properly asked staff to respond; the City Manager should have given a brief response. If a lengthy report from the public works director was warranted, the City Manager should have stated that it would be placed on the agenda for the next meeting. Otherwise, both the long report and the likely discussion afterward will improperly embroil the Council in a matter that is not listed on the agenda.*

## ■ THE RIGHT TO ATTEND MEETINGS

A number of other Brown Act provisions protect the public's right to attend and participate in meetings.

Members of the public cannot be required to register their names, provide other information, complete a questionnaire, or otherwise "fulfill any condition precedent" to attending a meeting. Any attendance list, questionnaire or other document circulated at a meeting must clearly state that its completion is voluntary and that all persons may attend whether or not they fill it out.<sup>18</sup>

No meeting or any other function can be held in a facility that prohibits attendance based on race, religious creed, color, national origin, ancestry, or sex, or that is inaccessible to the disabled. Nor can a meeting be held where the public must make a payment or purchase in order to be present.<sup>19</sup> This does not mean, however, that the public is entitled to free entry to a conference attended by a majority of the legislative body.<sup>20</sup>

While a legislative body may use teleconferencing in connection with a meeting, the public must be given notice of and access to the teleconference location. Members of the public must be able to address the legislative body from the teleconference location.<sup>21</sup>

Action by secret ballot, whether preliminary or final, is flatly prohibited.<sup>22</sup>

There can be no "semi-closed" meetings, which some members of the public are permitted to attend as spectators while others are not; meetings are either open or closed.<sup>23</sup>

The legislative body may remove persons from a meeting who willfully interrupt proceedings. If order still cannot be restored, the meeting room may be cleared. Members of the news media who have not participated in the disturbance must be allowed to continue to attend the meeting. The legislative body may establish a procedure to re-admit an individual or individuals not responsible for the disturbance.<sup>24</sup>

## ■ RECORDS AND RECORDINGS

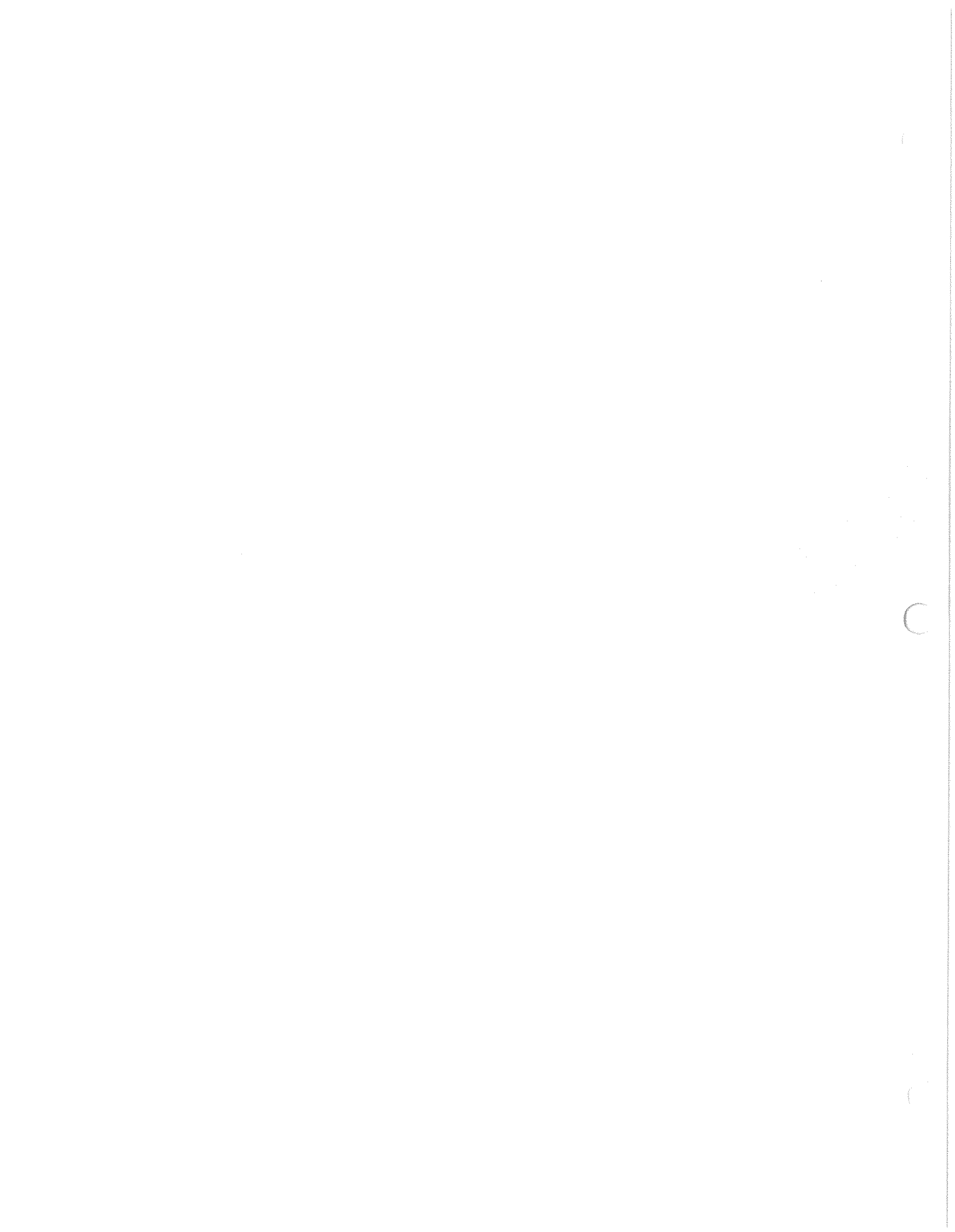
The public has the right to review agendas and other writings distributed to a majority of the legislative body. Except for privileged documents, those materials are public records and must be made available.<sup>25</sup> A fee or deposit may be charged for a copy of a public record.<sup>26</sup>

To ensure action is not taken on documents not available for public review, writings must be made public:

- At the meeting if prepared by the local agency or a member of its legislative body, or
- After the meeting if prepared by some other person.

Any tape or film record of an open and public meeting made for whatever purpose by or at the direction of the local agency is also subject to the Public Records Act; however, it may be erased or destroyed 30 days after the taping or recording. Any inspection of a video or tape recording is to be provided without charge on a video or tape player made available by the local agency.<sup>27</sup> The agency may impose its ordinary charge for copies.<sup>28</sup>





# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Minutes of Board Meetings  
**POLICY NUMBER:** 5060

**5060.1** The Library Director will keep minutes of all regular and special meetings of the Board.

**5060.1.1** Copies of a meeting's minutes will be distributed to Trustees as a part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes will be kept in the Library Administrative Office.

**5060.1.2** Unless directed otherwise, an audio tape recording of regular and special meetings of the Board of Trustees will be made. The device upon which the recording is stored will be kept in a fireproof vault or in fire-resistant, locked cabinet for ~~ninety (90)~~ thirty (30) days. Members of the public may inspect recordings of Board meetings without charge on a playback machine that will be made available by the District.

**5060.1.3** Motions, resolutions or ordinances will be recorded in the minutes as having passed or failed, and individual votes will be recorded. All resolutions and ordinances adopted by the Board will be numbered consecutively, starting new at the beginning of each fiscal year. In addition to other information that the Board may deem to be of importance, the following information (if relevant) will be included in each meeting's minutes:

- Date, place and type of each meeting;
- Trustees present and absent by name;
- Administrative staff present by name;
- Call to order;
- Time and name of late arriving Trustees;
- Time and name of early departing Trustees;
- Names of Trustees absent during any agenda item upon which action was taken;
- Summarial record of staff reports;
- Summarial record of public comment regarding matters not on the agenda, including names of commentators;
- Approval of the minutes or modified minutes of preceding meetings;
- Approval of financial reports;
- Record by number (a sequential range is acceptable) of all warrants approved for payment;

Complete information as to each subject of the Board's deliberation;  
Record of the vote of each Trustee on every action item;  
Resolutions and ordinances described as to their substantive content and sequential numbering;  
Record of all contracts and agreements, and their amendment, approved by the Board;  
Approval of the annual budget;  
Approval of all polices, rules and/or regulations;  
Approval of all dispositions of District assets;  
Approval of all purchases of District assets; and,  
Time of meeting adjournment.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Staff Appreciation Dinner Update  
**DATE:** September 20, 2010

**BACKGROUND**

The Staff Appreciation Dinner will be held on Friday, October 22, 2010 at 5:30 p.m. at the Fullerton Marriott Hotel.

Trustee Wood will provide additional details on the plans for the Staff Appreciation Dinner.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Award Contract for Placentia Library District's Financial Audit, Management Letter and preparation of the Annual Controller's Report for Fiscal Year 2000-2010.

**DATE:** September 20, 2010

**BACKGROUND**

At the August 17, 2009 Library Board of Trustees meeting, the Trustees selected Macias Gini & O'Connell to prepare its annual financial audit beginning with Fiscal Year 2008-2009.

Attachment A is the letter of proposal dated September 7, 2010 for Macias Gini & O'Connell to provide the Fiscal year 2009-2010 Financial Audit and the Annual Controller's Report at a cost not to exceed \$12,000. Any additional costs will be discussed with the Library Board of Trustees before they are incurred.

**RECOMMENDATIONS:**

1. Award the financial audit and Annual Controller's Report preparation contract for Fiscal year 2009-2010 to Macias Gini & O'Connell for an amount not to exceed \$12,000.
2. Authorize the Library Director to sign the engagement letter dated September 7, 2010.



September 7, 2010

Board of Trustees  
c/o Jeanette Contreras  
Placentia Library District  
411 E. Chapman Avenue  
Placentia, California 92870

We are pleased to confirm our understanding of the services we are to provide the Placentia Library District (District) for the year ended June 30, 2010. We will audit the financial statements of the governmental activities and major fund, which collectively comprise the basic financial statements of the District as of and for the year ended June 30, 2010. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Schedule – General Fund
- 3) GASB – required supplementary pension and OPEB information

In addition to our audit of the basic financial statement of the District, we will also perform the following:

- 1) Prepare the Annual Financial Transactions Report (State Controller's Report)
- 2) Agreed upon procedures to review compliance with appropriations limit requirements of Section 1.5 Article XIII B of the California Constitution

**Audit Objective**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. If our opinions on the financial statements are other than unqualified, we will fully discuss the reasons with

Board of Trustees  
c/o Jeanette Contreras  
Placentia Library District  
Page 2

you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

### **Management Responsibilities**

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You are also responsible for making all management decisions and performing all management functions; for designating an individual with suitable skill, knowledge, or experience to oversee our assistance with the preparation of your financial statements and related notes and any other nonattest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities and major fund of the District and the respective changes in financial position in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations. You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to present the supplementary information with the audited financial statements.

### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because an audit is designed to provide reasonable, but not absolute, assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist

Board of Trustees  
c/o Jeanette Contreras  
Placentia Library District  
Page 3

and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

#### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We expect to begin our audit on approximately November 15, 2010 and to issue our reports no later than December 31, 2010. Linda C. Hurley is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses will not exceed \$12,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Board of Trustees  
c/o Jeanette Contreras  
Placentia Library District  
Page 4

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

MACIAS GINI & O'CONNELL LLP  
Certified Public Accountants



Linda C. Hurley, CPA  
*Partner*

RESPONSE:

This letter correctly sets forth the understanding of the Placentia Library District.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Public Transparency of Placentia Library District's Salary Information

**DATE:** September 20, 2010

**BACKGROUND**

In the wake of the City of Bell's salary controversy, government agencies, including special districts, have been receiving Public Records Act requests for information regarding base salaries from the media. The Placentia Library District recently received such request from the Orange County Register and has provided the requested information.

Proactive transparency by local government such as the Placentia Library District is an example of good policy and smart public relations. The Placentia Library District will continue to demonstrate openness and comply with all requests for public records. One proactive measurement is to provide the Placentia Library District's salary information online via the website.

Attachment A is the Salary Schedule for Exempt and Non-Exempt employees of the Placentia Library District.

**RECOMMENDATION**

Authorize staff to post the Placentia Library District's Salary Information (Attachment A) on the website.



**PLACENTIA LIBRARY DISTRICT  
PROPOSED SALARY SCALE FOR  
FISCAL YEAR 2009-2010**  
Effective  
**EXEMPT**

	1	2	3	4	5	6	7	8	9	10
LIBRARY DIRECTOR		effective 9/1/09								
	100,000.00	104,500.00								
LIBRARY SERVICES										
MANAGER										
HR	32.70	33.52	34.36	35.21	36.09	37.00	37.92	38.87	39.84	41.83
PP	2,616.00	2,681.40	2,748.44	2,817.15	2,887.57	2,959.76	3,033.76	3,109.60	3,187.34	3,346.71
AN	68,016.00	69,716.40	71,459.31	73,245.79	75,076.94	76,953.86	78,877.71	80,849.65	82,870.89	87,014.44
MO	5,668.00	5,809.70	5,954.94	6,103.82	6,256.41	6,412.82	6,573.14	6,737.47	6,905.91	7,251.20
HUMAN RESOURCES/										
FINANCE ANALYST										
HR	26.27	26.93	27.60	28.29	29.00	29.72	30.47	31.23	32.01	33.61
PP	2,101.60	2,154.14	2,207.99	2,263.19	2,319.77	2,377.77	2,437.21	2,498.14	2,560.60	2,688.63
AN	54,641.60	56,007.64	57,407.83	58,843.03	60,314.10	61,821.96	63,367.50	64,951.69	66,575.48	69,904.26
MO	4,553.47	4,667.30	4,783.99	4,903.59	5,026.18	5,151.83	5,280.63	5,412.64	5,547.96	5,825.35
ADMINISTRATIVE										
ASSISTANT										
HR	20.97	21.49	22.03	22.58	23.15	23.73	24.32	24.93	25.55	26.83
PP	1,677.60	1,719.54	1,762.53	1,806.59	1,851.76	1,898.05	1,945.50	1,994.14	2,043.99	2,146.19
AN	43,617.60	44,708.04	45,825.74	46,971.38	48,145.67	49,349.31	50,583.04	51,847.62	53,143.81	55,801.00
MO	3,634.80	3,725.67	3,818.81	3,914.28	4,012.14	4,112.44	4,215.25	4,320.63	4,428.65	4,650.08

Signature \_\_\_\_\_ : Approved \_\_\_\_\_ Effective: \_\_\_\_\_  
Al Shkoler, President

**PLACENTIA LIBRARY DISTRICT  
PROPOSED SALARY SCALE FOR FISCAL YEAR 2009-2010  
NON-EXEMPT**

	1	2	3	4	5	6	7	8	9	10
<b>LIBRARY AIDE</b>										
HR	9.25	9.48	9.72	9.96	10.21	10.47	10.73	11.00	11.27	11.83
PP	740.00	758.50	777.46	796.90	816.82	837.24	858.17	879.63	901.62	946.70
AN	19,240.00	19,721.00	20,214.03	20,719.38	21,237.36	21,768.29	22,312.50	22,870.31	23,442.07	24,614.18
MO	1,603.33	1,643.42	1,684.50	1,726.61	1,769.78	1,814.02	1,859.38	1,905.86	1,953.51	2,051.18
<b>LIBRARY CLERK</b>										
HR	13.57	13.91	14.26	14.61	14.98	15.35	15.74	16.13	16.53	17.36
PP	1,085.60	1,112.74	1,140.56	1,169.07	1,198.30	1,228.26	1,258.96	1,290.44	1,322.70	1,388.83
AN	28,225.60	28,931.24	29,654.52	30,395.88	31,155.78	31,934.68	32,733.04	33,551.37	34,390.15	36,109.66
MO	2,352.13	1,875.47	1,922.27	1,970.80	2,019.33	2,661.22	2,727.75	2,795.95	2,865.85	3,009.14
<b>CIRCULATION SUPERVISOR</b>										
HR	15.35	15.73	16.13	16.53	16.94	17.37	17.80	18.25	18.70	19.64
PP	1,228.00	1,258.70	1,290.17	1,322.42	1,355.48	1,389.37	1,424.10	1,459.71	1,496.20	1,571.01
AN	31,928.00	32,726.20	33,544.36	34,382.96	35,242.54	36,123.60	37,026.69	37,952.36	38,901.17	40,846.23
MO	2,660.67	2,727.18	2,795.36	2,865.25	2,936.88	3,010.30	3,085.56	3,162.70	3,241.76	3,403.85
<b>FACILITY MAINTENANCE TECHNICIAN</b>										
HR	17.43	17.87	18.31	18.77	19.24	19.72	20.21	20.72	21.24	21.77
PP	1,394.40	1,429.26	1,464.99	1,501.62	1,539.16	1,577.64	1,617.08	1,657.50	1,698.94	1,741.41
AN	36,254.40	37,160.76	38,089.78	39,042.02	40,018.07	41,018.53	42,043.99	43,095.09	44,172.47	45,276.78
MO	3,021.20	3,096.73	3,174.15	3,253.50	3,334.84	3,418.21	3,503.67	3,591.26	3,681.04	3,773.06
<b>LIBRARY ASSISTANT</b>										
HR	18.23	18.69	19.15	19.63	20.12	20.63	21.14	21.67	22.21	23.32
PP	1,458.40	1,494.86	1,532.23	1,570.54	1,609.80	1,650.05	1,691.30	1,733.58	1,776.92	1,865.76
AN	37,918.40	38,866.36	39,838.02	40,833.97	41,854.82	42,901.19	43,973.72	45,073.06	46,199.89	48,509.88
MO	3,159.87	3,238.86	3,319.83	3,402.83	3,487.90	3,575.10	3,664.48	3,756.09	3,849.99	4,042.49
<b>LIBRARIAN I</b>										
HR	21.54	22.08	22.63	23.20	23.78	24.37	24.98	25.60	26.24	27.56
PP	1,723.20	1,766.28	1,810.44	1,855.70	1,902.09	1,949.64	1,998.38	2,048.34	2,099.55	2,204.53
AN	44,803.20	45,923.28	47,071.36	48,248.15	49,454.35	50,690.71	51,957.98	53,256.93	54,588.35	57,317.77
MO	3,733.60	3,826.94	3,922.61	4,020.68	4,121.20	4,224.23	4,329.83	4,438.08	4,549.03	4,776.48
<b>LIBRARIAN II</b>										
HR	25.10	25.73	26.37	27.03	27.71	28.40	29.11	29.84	30.58	32.11
PP	2,008.00	2,058.20	2,109.66	2,162.40	2,216.46	2,271.87	2,328.66	2,386.88	2,446.55	2,568.88
AN	52,208.00	53,513.20	54,851.03	56,222.31	57,627.86	59,068.56	60,545.27	62,058.91	63,610.38	66,790.90
MO	4,350.67	4,459.43	4,570.92	4,685.19	4,802.32	4,922.38	5,045.44	5,171.58	5,300.86	5,565.91
<b>PAGES</b>	Starting Wage	6 Months	1 Year	18 Months						
	8.00	8.40	8.82	9.26						

Signature \_\_\_\_\_ : Approved

Al Shkoler, President

Effective: \_\_\_\_\_

May 18, 2009

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Travel Authorization: Administrative Assistant to attend the California Library Association Conference in Sacramento, California.

**DATE:** September 20, 2010

**BACKGROUND**

The California Library Association Conference will be held in Sacramento, California, November 12-15, 2010. Library Director Contreras request that our Administrative Assistant attend the conference and the expenses to be paid from the General Fund.

Please refer to Attachment A for the Preliminary Program.

Please refer to Attachment B for the estimated costs.

**RECOMMENDATION:**

Action to be determined by the Library Board of Trustees.



### CLA Session Diagram

Session Times	Tracks	Session Titles and Presenters
7:45am-8:45am	Adult Services	<b>The Other Young Adults—Serving Customers in Their 20s and 30s</b>
	Community Outreach	<b>Nuts and Bolts of a Capital Campaign: What to do AFTER the Campaign?</b>
		<b>Partnerships for Change (PFC): Then and Now</b>
Future Trends	<b>The Library eBranch: More than Just a Website</b>	

### CSLA Session Diagram

Session Times	Strands	Session Titles and Presenters	Learning Level
3:45pm-4:45pm	Advocacy	<b>A Look at the Legislative Session</b>	All
	Author	<b>America's Women Inventors: 1715-2010</b>	All
	Curriculum	<b>An Evening of States: Bringing State Research Alive in the Elementary Classroom</b>	K-5
		<b>Rats for Lunch: Food-ology with Jack Prelutsky</b>	K-5

## CLA CONCURRENT SESSIONS

(All conference sessions will be located at the Sacramento Convention Center unless otherwise noted.)

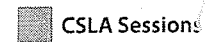
■ CLA Sessions

### Saturday, November 13

7:45am-8:45am	Adult Services	<b>The Other Young Adults—Serving Customers in Their 20s and 30s</b> <i>Jessica Zaker, Librarian, Sacramento Public Library</i>
	Advocacy	<b>Nuts and Bolts of a Capital Campaign: What to do AFTER the Campaign?</b> <i>Marian Chatfield-Taylor, Capital Campaign Director, Friends of the San Francisco Public Library</i> <i>Mary Abler, Neighborhood Library Organizer, Friends of the San Francisco Public Library</i>
	Operations	<b>Rediscovering Our Hidden Collections: Maximizing Staff Skills and Technology to Enhance Access to Special Collections</b> <i>Elaine Franco, Principal Cataloger, University of California, Davis</i> <i>Sarah Buchanan, Cataloger, Rare Books Project, University of California, Los Angeles Library</i> <i>John Sherlock, Rare Books Librarian, University of California, Davis</i>
	Tech Tools	<b>Privacy and Social Media: Satisfying Community Outreach Without Sacrificing Privacy</b> <i>Eli Edwards, Web Content Consultant, Justia</i>
	Youth Services	<b>Audiobooks for Teens: Collection Development, Marketing and Programing</b> <i>Nichole King, Head Librarian, Archbishop Mitty High School</i> <b>Library Soup for the Tween Soul</b> <i>Katherine Loeser, Children's Librarian, Glendale Public Library - Pacific Park Branch</i> <i>Lyda Truick, Children's Librarian, Glendale Public Library - Central Library</i> <i>Anna Hartman, Children's Librarian, San Diego County Library - La Mesa Branch</i>
11:00am-12:00noon	Advocacy	<b>How to Build an Endowment that Can Support Your Organization Forever!</b> <i>April Butcher, Executive Director, Sacramento Public Library Foundation</i>
	Community Outreach	<b>Weaving Our Future by Preserving Our Indian Traditions</b> <i>Betty Mason, Adult Services/Reference Librarian, San Benito County Free Library</i> <i>Jacqueline Ayala, Principal Librarian, Central Region Supervisor, San Diego County Library</i> <i>Liana Juliano, Technical/Electronic Services Librarian, Nossaman LLP</i> <i>Susan Hanks, Library Programs Consultant, California State Library</i>
	Management	<b>It Takes a Leader to Be Strategic!</b> <i>Melinda Cervantes, County Librarian, Santa Clara County Library</i> <i>Paul Meyer, Principal Partner, Tecker Consultants, LLC</i> <i>Adam Gay, Director, Consulting Services, OrangeBoy, Inc.</i> <i>Audra Caplan, Director, Harford County Public Library</i>
	Operations	<b>Alternative Funding for Libraries</b> <i>Jeff Scott, Deputy County Librarian, Tulare County Library</i> <b>How Green is My Library?</b> <i>Sam McBane Mulford, Principal Strategist, ideation collaborative</i> <i>Ned Himmel, Assistant Library Director (Retired), San Jose Public Library</i>

# CSLA CONCURRENT SESSIONS

(All conference sessions will be located at the Sacramento Convention Center unless otherwise noted.)



## Friday, November 12

3:45pm-4:45pm	Advocacy	<b>A Look at the Legislative Session</b> <i>Jeff Frost, CSLA Legislative Advocate</i>	All
	Author	<b>America's Women Inventors: 1715-2010</b> <i>Susan Casey, Author</i>	All
		<b>Think Outside the Book: Projects and Activities that Reinforce Reading</b> <i>Caroline Arnold, Author/Illustrator</i>	K-8
	Collaboration	<b>Rigor, Relevance, and Relationships in the Library</b> <i>Melanie Lewis, Library Media Specialist, Golden Valley USD</i>	6-12
	Curriculum	<b>An Evening of States: Bringing State Research Alive in the Elementary Classroom</b> <i>Kate Bowen, Teacher/Library Technician, Davis Joint USD</i> <i>Wendy Chason, Librarian, Davis Joint USD</i>	K-5
		<b>Rats for Lunch: Food-ology with Jack Prelutsky</b> <i>Diane Sikkenga, Title 1 Library Media Teacher, Burbank USD</i>	K-5
	Literacy	<b>Fun New Nonfiction for Teens and 'Tweens</b> <i>Anna Koval, Teacher Librarian, Petaluma City Schools</i>	6-12
	Literature	<b>California Young Reader Medal—Overview</b> <i>Wendy Chason, Library Media Teacher, Davis Joint USD</i> <i>Sharon Haupt, District Elementary Librarian, San Luis Coastal USD</i> <i>Shauna Shoptaw, Teacher, Castro Valley USD</i>	K-8
		Technology	<b>Bring Asynchronous Conversation Alive with VoiceThread</b> <i>Jane Lofton, Teacher Librarian, Manhattan Beach USD</i>
			<b>Knowledge Building Centers: Getting to the Center of Teaching and Learning</b> <i>David Loertscher, Professor, School of Library and Information Science</i>

## Saturday, November 13

7:45am-8:45am	Advocacy	<b>Planning Today: School Libraries for the Future</b> <i>Barbara Ross, Consultant, California Department of Education</i>	All
		<b>So You Think You Can Speak—Public Speaking Tips for Library Staff</b> <i>Deborah Ford, Resource Librarian, San Diego Unified</i>	All
	Author	<b>Techniques for Dynamic Storytimes at Your Multicultural School</b> <i>Matthew Gollub, Children's Author</i>	K-5
	Collaboration	<b>Embracing the Five Roles of the Teacher Librarian for Student Achievement</b> <i>Michelle Powers, Teacher Librarian on Special Assignment, San Francisco USD</i>	All
	Information Literacy	<b>Navigate the New World of Personal Learning Communities</b> <i>Joan McCall, Teacher Librarian, Redlands USD</i> <i>Becky Johnston, Teacher Librarian, Redlands USD</i>	All
	Literacy	<b>Using Video Booktalks and Other 2.0 Methodologies to Encourage Students to Reach Students</b> <i>Jill Sonnenberg, Teacher Librarian, Nevada Joint UHSD</i> <i>Annie O'Dea Hestbeck, Library Media Technician, Nevada Joint UHSD</i>	All
	Literature	<b>Disconnected Teens and the Power of Young Adult Literature</b> <i>Elizabeth Wrenn-Estes, Instructor, San Jose State University</i> <i>Joni Richards Bodart, Assistant Professor, San Jose State University</i>	6-12
	Management	<b>Charting Your Course Toward Cooperation &amp; Economization: Our Joint-Use Library Experience</b> <i>Amy Linden, Teacher Librarian, Nevada Joint UHSD</i> <i>Mary Ann Trygg, County Librarian, Nevada County</i>	All
	Technology	<b>Using iGoogle to Enhance Your Personal Learning Environment</b> <i>Marie Slim, Teacher Librarian, Fullerton Joint UHSD</i>	All



# CLA CONCURRENT SESSIONS *(continued)*

*(All conference sessions will be located at the Sacramento Convention Center unless otherwise noted.)*

CLA Sessions

## Saturday, November 13 *(continued)*

11:00am – 12:00noon <i>(continued)</i>	Service Models	<b>California One-Stop Career Centers and Disability Program Navigators: Helping Librarians Improve Job-Seeker Support</b> <i>Lorna Jones, Chief Executive Officer, CVE, Inc.</i> <i>Cristina Mitra, Librarian, Disability Program Navigator Project</i> <i>Alan Bern, Community Relations and Disability Services Librarian, Berkeley Public Library</i> <i>Marti Goddard, Access Services Manager, San Francisco Public Library</i> <i>Patrick Regan, Vice-President for Community Relations, CVE, Inc.</i>
		<b>Linking Libraries Through Real-Time Distance Learning</b> <i>Jacquie Brinkley, Library Programs Consultant, California State Library</i> <i>Dan Theobald, Principal Consultant, i2i Communications</i>
	Youth Services	<b>Connecting Authors, Books, Children, Teachers, Librarians</b> <i>Nancy Fong, Library Services Manager, San Leandro Public Library</i> <i>Authors: Stacy Nyikos, Susan Goldman Rubin, Linda Joy Singleton, Caryn Huberman Yacowitz, and Belle Yang</i> <i>Chinese American Librarians Interest Group</i>
		<b>Research Feud, Anyone? Using Games with Young Adults for Information Literacy Instruction</b> <i>Christina Sheldon, Instruction and Reference Librarian, California State University, Los Angeles</i>
1:45pm – 2:45pm	Community Outreach	<b>Blueprint for a Job Center at Your Library</b> <i>Bernice Kao, Career Coach, Fresno County Library</i>
	Future Trends	<b>Moving Libraries Forward: Models for Innovation</b> <i>Brian Bannon, Chief of Branches, San Francisco Public Library</i>
	Professional Development	<b>Child Development Training for Children's Librarians</b> <i>Dawn Perry, Manager, Early Care and Education Services, San Jose Public Library</i>
		<b>Gen PL: San Francisco's New Generation of Public Library Leaders</b> <i>Patricia Tarin, Training Officer, San Francisco Public Library</i> <i>Brian Castagne, Computer Learning Lab and Family Literacy Coordinator, Project Read, San Francisco Public Library</i>
	Service Models	<b>Beyond the Books: New Services Via Bookmobile</b> <i>Barbara Flynn, Deputy Director, San Diego County Library</i> <i>Bertha Huertero, Circulation Services Manager, San Diego County Library</i> <i>Theresa Alvarado, Bookmobile Services Coordinator, San Diego County Library</i> <i>Valerie Taylor, Bookmobile Driver, San Diego County Library</i>
		<b>Getting Our Miracle: The Grateful Dead Archive at UC Santa Cruz</b> <i>Ginny Steel, University Librarian, University of California Santa Cruz</i>
	Tech Tools	<b>Beauty and the Beast: Taming Technology Costs Using Free and Low Cost Solutions</b> <i>Steven Silveria, Consultant, Silveria Consulting</i> <i>Stacy DeMatteo, Circulation Manager/IT Manager, Salinas Public Library</i>
Youth Services	<b>Playing and Learning in the Public Library</b> <i>Michelle Perera, Assistant Library Director, Rancho Cucamonga Library Services</i> <i>Renee Tobin, Principal Librarian, Rancho Cucamonga Library Services</i> <i>Robert Karatsu, Library Director, Rancho Cucamonga Library Services</i> <i>Bessie Condos, Library Programs Consultant, Library Development Services Bureau, California State Library</i>	

**CSLA CONCURRENT SESSIONS** (continued)  
(All conference sessions will be located at the Sacramento Convention Center unless otherwise noted.)

CSLA Session

**Saturday, November 13** (continued)

11:00am–12:00noon	Author	<b>I've Written a Children's Book, Now What Do I Do?</b> <i>Erin Dealey, Teacher/Children's Author</i> <i>Patricia Newman, Children's Author</i>	All
	Collaboration	<b>PetaData.Info: A Very-Collaborative Virtual Community Library</b> <i>Connie Williams, NBCT, Teacher Librarian, Petaluma City Schools</i> <i>Anna Koval, Teacher Librarian, Petaluma City Schools</i>	6-12
	Curriculum	<b>Tale of the School Library Standards—Where Are We and How Did We Get Here?</b> <i>Susan Martimo, Retired Administrator</i> <i>Barbara Jeffus, Retired School Library Consultant, California Department of Education</i>	All
	Information Literacy	<b>C3P Oh! Power Point, Pamphlet, or Poster? Enhancing Library Research Projects with Creative Student Presentations</b> <i>John Volkman, NBCT, Teacher Librarian, Kings Canyon USD</i>	9-12
	Literature	<b>California Young Reader Medal</b> <i>Wendy Chason, Library Media Teacher, Davis Joint USD</i> <i>Sharon Haupt, District Elementary Librarian, San Luis Coastal USD</i> <i>Shauna Shoptaw, Teacher, Castro Valley USD</i>	K-5
		<b>The Gary Soto Literary Museum</b> <i>Gary Soto, Poet and Author, Fresno County</i>	6-12
	Management	<b>Be the Copyright Expert, Not the Cop</b> <i>George Pilling, District Library Media Specialist, Visalia USD</i>	All
	Technology	<b>Hook Your Visual Learners: Top 10 Online Tools</b> <i>Miranda Doyle, NBCT, Teacher Librarian, San Francisco USD</i>	All
<b>Paradigm Shift, Not Pendulum Swing: Your Virtual School Library</b> <i>Deborah Stanley, Teacher Librarian, Riverside USD</i>		All	
1:45pm–2:45pm	Collaboration	<b>Sailing Through Oceans of Curriculum</b> <i>Rosemarie Bernier, Teacher Librarian, NBCT, Los Angeles USD</i>	6-12
	Curriculum	<b>Introducing the Newly Revised Library Media Standards from the National Board for Professional Teaching Standards</b> <i>Carol Doerksen, Coordinator for District Library Services, Kings Canyon USD</i>	All
	Information Literacy	<b>High School and College Library Collaboration: Navigating Towards Success</b> <i>Jan Hartsell, Teacher Librarian, Kern HSD</i> <i>Dawn Dobie, Reference Librarian, Bakersfield Community College</i> <i>Nancy Guidry, Reference Librarian, Bakersfield Community College</i>	9-12
		<b>Top Ten Ways to Make the Library Indispensible</b> <i>Cherie Feely, Regional Event Manager, Follett Software</i> <i>Janice Gilmore-See, District Teacher Librarian, La Mesa-Spring Valley SD</i> <i>Kate MacMillan, Coordinator of Library Services, Napa Valley USD</i> <i>Glen Warren, Information and Media Literacy Education, Orange USD</i>	All

# CLA CONCURRENT SESSIONS *(continued)*

*(All conference sessions will be located at the Sacramento Convention Center unless otherwise noted.)*

CLA Sessions

## Saturday, November 13 *(continued)*

3:00pm–4:00pm	Adult Services	<b>Buzz Worthy: First Fiction from California Authors</b> <i>Lee Doyle, Author</i> <i>Suruchi Mohan, Author</i> <i>Christina Sunley, Author</i> Co-sponsored by CLA's Collection Development Interest Group and the California Center for the Book
		<b>Family Literacy Focus Projects by Five ALA Ethnic Affiliates</b> <i>Ida daRoza, Catalog Librarian, San Mateo County Library</i> <i>Lucia Gonzalez, Author/President REFORMA 2010-11</i> <i>Sherise Kimura, APALA President 2009-2010, University of San Francisco</i> <i>Claudette S. Mc Linn, Ed.D, District Field Librarian, Los Angeles Unified School District</i> <i>Liana Juliano, Technical/Electronic Services Librarian, Nossaman LLP</i> <i>Dora Ho, Young Adult Librarian, Los Angeles Public Library</i> <i>Patricia Rivera, Chair of Services to Latinos Interest Group</i>
		<b>Surviving Hard Times: Housing Clinics at Public Libraries</b> <i>Susan Moore, Principal Librarian, Community Relations, San Diego County Library</i> <i>Vino Pajanon, Executive Director, Housing Opportunities Collaborative</i> <i>Polly Cipparrone, Web Services Librarian, San Diego County Library</i>
	Future Trends	<b>Public Library Programming and Partnerships for a Healthy Mind, Body, and Earth</b> <i>Michelle Perera, Assistant Library Director, Rancho Cucamonga Library Services</i>
	Service Models	<b>Partnering for Success: Public Library–Public School Library Partnerships</b> <i>Henry Bankhead, Head-Adult Services, Los Gatos Library</i> <i>Heidi Long, Head Youth Services, Los Gatos Library</i> <i>Jenn Laredo, Youth Services Librarian, Los Gatos Library</i> <i>Tina Nelson, School Librarian, Los Gatos High School</i> <i>Christine White, School Librarian, Fisher Middle School</i>
	Tech Tools	<b>Digital Citizenship</b> <i>Lesley Farmer, Professor, California State University, Long Beach</i>
		<b>Top 10 Strategies to Enhance Communication in Virtual Reference</b> <i>Adolfo Prieto, Reference and Instruction Librarian, California State University, Fullerton</i> <i>William Breitbach, Reference and Instruction Librarian, California State University, Fullerton</i>
Youth Services	<b>The Coreless Teen Collection</b> <i>Matthew Gill, Reference and Teen Services Librarian, County of Los Angeles Public Library</i>	

## Sunday, November 14

8:45am–9:45am	Adult Services	<b>Grow Your Business Community: How to Attract and Serve Small Business at Your Library</b> <i>Roslyn Donald, Business Librarian, San Mateo Public Library</i> <i>Linda Meiss, Reference Librarian (retired), San Jose Public Library</i>
	Future Trends	<b>Computational Thinking and Beginning Programming Practices for Librarians</b> <i>Julian Prentice, Librarian, Chabot College</i> <i>Amelia Acker, Student, University of California, Los Angeles</i>
		<b>Generation Z—Keeping Libraries Relevant</b> <i>Mark Schatz, Principal, Field Paoli Architects</i> <i>Joan Frye Williams, President, Joan Frye Williams Library Consultant and Futurist</i> <i>Jason Griffey, Assistant Professor/Head of Library Information Technology, Lupton Library, University of Tennessee at Chattanooga</i>
		<b>Library to Go: Great Service in Less Space</b> <i>Chris Noll, Library Architect, Noll &amp; Tam Architects</i> <i>Anne Cain, County Librarian, Contra Costa County</i> <i>Linda Demmers, Library Consultant, Linda Demmers Consulting</i> <i>Melinda Cervantes, County Librarian, Santa Clara County Library</i>
	Service Models	<b>Engaging Techy Teen Volunteers</b> <i>Gina Worksham, Library Assistant, Concord Community Library</i> <i>Bay Area Young Adult Librarians (BAYA)</i>
<b>Volunteers: The Difference Between Just Getting By and Making It Big</b> <i>Judy Kliikun, Manager, Partners in Reading, San Jose Public Library</i>		



# CSLA CONCURRENT SESSIONS (continued)

(All conference sessions will be located at the Sacramento Convention Center unless otherwise noted.)



## Saturday, November 13 (continued)

1:45pm–2:45pm <small>(continued)</small>	Literature	<b>Author Visits at Your School or Library</b> <i>George Pilling, District Library Media Specialist, Visalia USD</i> <i>Erin Dealey, Teacher/Children's Author</i> <i>Jeff Savage, Author</i>	K-8
		<b>California Young Reader Medal</b> <i>Wendy Chason, Library Media Teacher, Davis Joint USD</i> <i>Sharon Haupt, District Elementary Librarian, San Luis Coastal USD</i> <i>Shauna Shoptaw, Teacher, Castro Valley USD</i>	6-12
	Management	<b>Doing More with Less: Making the Most of the Journey</b> <i>Anne Wick, Teacher Librarian, Sierra USD</i>	All
		<b>Starting Out Right: A Guide for Outgoing and Incoming Teacher Librarians</b> <i>Lesley Farmer, Professor, California State University, Long Beach</i>	All
	Technology	<b>Cryptic Love Letters</b> <i>Kay Hones, NBCT, Librarian and Computer Teacher, San Francisco USD</i>	All
		<b>Web 2.0: Focus on Achievement</b> <i>Doug Achterman, Teacher Librarian, San Benito HSD</i>	All
3:00pm–4:00pm	Advocacy	<b>Your Library Is a Business</b> <i>Susan Pennell, Manager, Library Media Services, Madera County Office of Education</i>	All
	Curriculum	<b>2010 "Good Ideas!"</b> <i>Leslie Calderera, Teacher Librarian, Los Angeles USD</i>	All
	Information Literacy	<b>Teaching to the Test vs. Charting a Course for Student Understanding of Informational Text</b> <i>Rosemarie Bernier, Teacher Librarian, NBCT, Los Angeles USD</i>	6-12
	Literacy	<b>Preschool Possibilities—Lending Libraries and Author Studies</b> <i>Becca Todd, District Library Coordinator, Berkeley USD</i>	K-5
	Literature	<b>Caldecotts and Origami: A New Partnership</b> <i>Diane Sikkenga, Title 1 Library Media Teacher, Burbank USD</i>	K-8
		<b>Truth Seekers Today: Students Study Banned Books</b> <i>Kay Hones, NBCT, Librarian and Computer Teacher, San Francisco USD</i>	All
	Management	<b>Read, Lead, Succeed@Your School Library</b> <i>Blanche Woolls, Professor and Director Emeritus, San Jose State University</i>	All
	Personal Interest	<b>Retirees Roundtable</b> <i>Barb Scheifler, Teacher Librarian, Retired</i> <i>Judy Cohn, Teacher Librarian Retired</i> <i>Jeanne Nelson, Library Media Coordinator Retired, Murrieta Valley USD</i>	All
	Technology	<b>CSLA's Teen Web 2.0 Tutorial: Blogging to Build Web 2.0 and Digital Citizenship Skills</b> <i>Jane Lofton, Teacher Librarian, Manhattan Beach USD</i> <i>Sheryl Grabow-Weiss, Teacher Librarian in the Classroom, Las Virgenes USD</i>	6-12
		<b>eBooks: The 21st Century Solution for Interactive Whiteboards</b> <i>John Williams, Director of Digital Resources, Follett Library Resources</i> <i>Kate MacMillan, Coordinator Library Services, Napa USD</i>	All

# CLA CONCURRENT SESSIONS *(continued)*

*(All conference sessions will be located at the Sacramento Convention Center unless otherwise noted.)*

CLA Sessions

## Sunday, November 14 *(continued)*

8:45am–9:45am <i>(continued)</i>	Youth Services	<b>Providing Inclusive Early Literacy Services</b> <i>Jean Herriges, Manager, West Valley Branch, San Jose Public Library</i> <i>Janice Battaglia, Manager, Inclusion Collaborative, Santa Clara County Office of Education</i> <i>Sandra Stewart, Youth Services and Programming Manager, San Jose Public Library</i> <i>Ila Langner, Children's Librarian, Vineland Branch, San Jose Public Library</i> <i>Rosemarie Leon-Monday, Coordinator, Books for Little Hands, San Jose Public Library</i>
		<b>Who's Afraid of Comic Books? Building and Maintaining Graphic Novel Collections in Your Library</b> <i>Jack Baur, Teen Services Librarian, Berkeley Public Library</i> <i>Amanda Jacobs Foust, Teen Services Librarian, Marin County Free Library</i> <i>JoAnn Rees, Teen Librarian, Sunnyvale Public Library</i> <i>Bay Area Young Adult Librarians (BAYA)</i>
2:15pm–3:15pm	Adult Services	<b>We're Here! Libraries and Adults with Developmental Disabilities</b> <i>Kathy Middleton, Senior Community Library Manager, Contra Costa County Library</i>
	Community Outreach	<b>Bienvenido at Tu Biblioteca!: Welcoming Latinos to the Public Library</b> <i>Judith Gregg, Branch Manager, San Jose Public Library</i> <i>Carol Frost, Division Manager, San Jose Public Library</i>
		<b>Partnerships for Change (PFC): Then and Now</b> <i>Cindy Mediavilla, Library Programs Consultant, California State Library</i> <i>Bessie Condos, Library Programs Consultant, Library Development Services Bureau, California State Library</i> <i>Patty Wong, County Librarian, Yolo County Library</i> <i>Susan Denniston, Librarian Administrator, Sunnyvale Public Library</i> <i>Grace Francisco, Library Manager, Oceanside Public Library</i> <i>Barbara Bowie, Library Administrator, LSSI</i> <i>Library History Interest Group</i>
	Management	<b>Confessions of New Library Directors</b> <i>Derek Wolfgram, Deputy County Librarian, Santa Clara County Library</i> <i>Teresa Landers, Director, Santa Cruz Public Libraries</i> <i>Sean Reinhart, Director, Hayward Public Library</i> <i>Rosanne Macek, Director, Mountain View Public Library</i>
	Operations	<b>Simple and Innovative Sustainable Design Strategies for New and Existing Libraries</b> <i>Richard D'Amato, Architect/Principal, LPA Inc.</i>
	Service Models	<b>Facilitating Civic Dialogue in Your Library</b> <i>Vanessa Whang, Director of Programs, California Council for the Humanities</i> <i>Mark Smith, Administrator, Riverside County Library System</i> <i>Tracie Carignan, Manager, Glen Avon Library</i> <i>Amy Dodson, Manager, Cathedral City Library</i> <i>Alicia Doktor, Manager, Home Gardens Library</i>
		<b>Meeting New Partners, Learning New Dance Steps</b> <i>Donna Bero, Executive Director, Friends of the San Francisco Public Library</i> <i>Anne Wintroub, Director, Communications and Advocacy, Friends of the San Francisco Public Library</i>
	Professional Development	<b>Teaching Ourselves: Developing a Learning Community for Library Instructors</b> <i>Lynn Jones, Reference and Instruction Librarian, University of California Berkeley</i> <i>Lisa Ngo, Instruction and Electronic Services Librarian, Engineering Library, University of California Berkeley</i>
	Tech Tools	<b>Providing Online Access to Your Special Collections Materials</b> <i>Adrian Turner, Data Consultant, California Digital Library, University of California</i> <i>Trudy Levy, LHDRP Project Manager, Califa Library Group</i> <i>Thea Blair, Library Manager, Support Services, Mission Viejo Library</i>
		<b>Take the Helm of Handheld Technology: Academic Reference Services Via Web-based Devices</b> <i>Jade Winn, Head, Education and Social Work Library Services, University of Southern California</i>
Youth Services	<b>1, 2, 3—Sing with Me!</b> <i>MaryLee Sunseri, Early Childhood Singer-songwriter, Piper Grove Music</i>	

# CSLA CONCURRENT SESSIONS (continued)

(All conference sessions will be located at the Sacramento Convention Center unless otherwise noted.)



## Sunday, November 14

9:30am – 10:30am	Advocacy	<b>Marketing Yourself and Your Library</b> <i>Connie Williams, NBCT, Teacher Librarian, Petaluma City Schools</i> <i>Jackie Siminitus, Retired, Alameda County</i>	All
		<b>Simply Indispensable</b> <i>Janice Gilmore-See, District Teacher Librarian, La Mesa-Spring Valley SD</i>	6-8
	Curriculum	<b>Claiming Face: Self-Empowerment Through Self-Portraiture/Curriculum that Builds the Link Between Creativity and Sense of Self</b> <i>Maya Christina Gonzalez, Artist and Author</i>	All
		<b>Ignite that Learning Light Through Integrating the Arts in the Library</b> <i>Victoria Burnett, Librarian/Artist in Residence, St. Margaret's Episcopal School</i>	K-5
	Information Literacy	<b>Locate that "Lost" Website Through Social Bookmarking! (And Do More!)</b> <i>Marie Slim, Teacher Librarian, Fullerton Joint UHSD</i>	6-12
	Literacy	<b>(More!) Activities that Build Fluency and Fun</b> <i>Erin Dealey, Teacher/Children's Author</i>	All
	Literature	<b>Navigational Aids with New Literature</b> <i>Sandra Yoon, Coordinator, Library Media Services, Bakersfield City School District</i>	K-8
Technology	<b>What's New in Technology?</b> <i>Teresa Lai, Teacher Librarian, San Francisco USD</i> <i>Lesley Farmer, Professor, California State University, Long Beach</i> <i>Andrea Stephenson, Teacher Librarian, Napa Valley USD</i> <i>Glen Warren, Information and Media Literacy Education, Orange USD</i>	All	
10:45am – 11:45am	Author	<b>Words and Pictures: Teaching Narrative Writing Through the Picture Book</b> <i>Sudipta Bardhan-Quallen, Author</i>	K-8
	Collaboration	<b>Community Collaboration with Independent Bookstores</b> <i>Becca Todd, District Library Coordinator, Berkeley USD</i>	All
	Diversity	<b>Beyond Newbery and Caldecott—Ethnic Book Awards</b> <i>Susan Dubin, Library Consultant</i>	K-5
	Literacy	<b>Literacy and Learning to Love Reading in the Library</b> <i>Patricia Ohanian, Teacher Librarian, Palo Alto USD</i>	K-5
		<b>Puppet Dreams: Ezra Jack Keats Grant Project</b> <i>Kay Hones, NBCT, Librarian and Computer Teacher, San Francisco USD</i>	All
	Literature	<b>What's New in Teen Literature</b> <i>Jennifer Lawson, Program Services Librarian II, San Diego County Library</i> <i>Joann Jonas, Youth Materials Selector, San Diego County Library</i> <i>Courtney Saldana, Young Adult Librarian, Ontario City Library</i>	6-12
Technology	<b>Get Mobile with Your Library Website</b> <i>Miranda Doyle, NBCT, Teacher Librarian, San Francisco USD</i>	6-12	



# CLA CONCURRENT SESSIONS *(continued)*

*(All conference sessions will be located at the Sacramento Convention Center unless otherwise noted.)*

CLA Sessions

## Sunday, November 14 *(continued)*

3:30pm-4:30pm	Adult Services	<b>Creating Successful Library and Workforce Development Partnerships</b> <i>Jacquie Brinkley, Library Programs Consultant, California State Library</i> <i>Karen Williams, Executive Director, Stanislaus Literacy Center</i> <i>Jeff Rowe, Director, Stanislaus Alliance Worknet</i> <i>Donna Divodi, Volunteer Coordinator, San Mateo Public Library</i> <i>Jo Ann Greenberg, Deputy City Librarian, Escondido Public Library</i>
		<b>Freeing the Reference Collections</b> <i>Dave Tyckoson, Associate Dean, Henry Madden Library, California State University, Fresno</i> <i>Jill Patterson, Branch Manager, OC Public Libraries/La Habra</i> <i>Sponsored by the CLA Reference Interest Group</i>
	Advocacy	<b>The Censor's New Clothes: 21st Century Censorship, from Filtering to Fox News</b> <i>Amy Sonnie, Librarian and Author, Intellectual Freedom Committee, CLA</i> <i>Mary Minow, Consultant, LibraryLaw.com</i> <i>Jill Sonnenberg, Teacher Librarian, Nevada Union High School</i> <i>Co-sponsored by CLA's Intellectual Freedom Committee and CSLA's Intellectual Freedom Committee</i>
	Community Outreach	<b>Poetry Inspired Outreach</b> <i>Lauren Teixeira, Librarian II, Children's Services, Santa Clara County Library, Milpitas Library</i> <i>Don Phillips, Librarian II, Teen and Adult Services, Santa Clara County Library, Milpitas Library</i>
	Future Trends	<b>The Library eBranch: More than Just a Website</b> <i>Julie Finklang, eBranch Manager, San Mateo County Library</i> <i>Cris Miranda, Webmaster, San Mateo County Library</i> <i>Minna Albagli, Library Technician, San Mateo County Library</i> <i>Carine Risley, Branch Manager, Atherton Library</i> <i>Patrick Sweeney, Branch Manager, East Palo Alto Library</i> <i>Katherine Stevens, Project Manager and Instructional Designer, ISITE Design</i>
	Operations	<b>Evaluation Roundup: Reading Program Outcomes, LSTA Advice, and Survey Results</b> <i>Jennifer Sweeney, Branch Manager, East Palo Alto Library</i> <i>Cindy Mediavilla, Library Programs Consultant, California State Library</i> <i>Natalie Cole, Programs Director, California Library Association</i>
	Service Models	<b>Social Workers in the Library</b> <i>Deborah Estreicher, Librarian/Family Literacy Coordinator, San Jose Public Library</i> <i>Peter A. Lee, Professor, School of Social Work, San Jose State University</i>
		<b>When You Have Apples and Oranges—Make Fruit Salad: Collaboration Between Family Literacy and Youth Services</b> <i>Valerie Hardie, Literacy Administrator, San Diego Public Library</i> <i>Kim Noriega, Family Literacy Coordinator, READ/San Diego – San Diego Public Library</i> <i>Chuck Ashton, Youth Services Manager, Redwood City Public Library</i> <i>Carey Gross, Literacy Program Director, Butte County Library Literacy Services</i> <i>Kathy Endaya, Program Director, Project READ – Redwood City Public Library</i> <i>Adriana Huertas, Youth Services Librarian, San Diego Public Library - Logan Heights Branch</i> <i>Josephine Jones, Director Literacy Services, Escondido Public Library</i>
	Tech Tools	<b>An Introduction to Web and Apps Design for Mobile Devices</b> <i>Richard Le, Adult Services Librarian, San Francisco Public Library</i> <i>Thomas Duffy Jr., Reference Librarian (Intern), San Francisco Public Library</i>
		<b>Improving Your Library's Technology Tool Bag</b> <i>Jamie Renton, Graduate Student, San Jose State University School of Library and Information Science</i> <i>Gayle Pellizzer, Cataloging Assistant, Academy of Art University</i> <i>Susie Quinn, Graduate, San Jose State University School of Library and Information Science ALASC</i>
Youth Services	<b>Beyond the Comment Box: Creative Outreach to Your Teens</b> <i>Angie Mirafior, Librarian, San Jose Public Library</i> <i>Birgit Vogler, Librarian, San Jose Public Library</i>	

# CSLA CONCURRENT SESSIONS *(continued)*

*(All conference sessions will be located at the Sacramento Convention Center unless otherwise noted.)*

CSLA Session

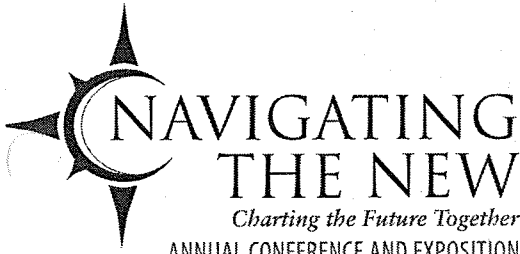
## Sunday, November 14 *(continued)*

2:15pm - 3:15pm	Collaboration	<b>Chart Your Course! Navigate Your Library Program from Point A to Point E</b> <i>Ellie Goldstein-Erickson, Teacher Librarian, Berkeley USD</i> <i>Alexandra Provence, Teacher Librarian, Berkeley USD</i>	All
		<b>How to Make Friends and Take Advantage of People: Successful School/Public Library Collaboration</b> <i>Jessica Lee, Teacher Librarian, Berkeley USD</i> <i>Jack Baur, Teen Services Librarian, Berkeley Public Library</i>	All
	Curriculum	<b>Mirror for America</b> <i>Kate Hones, NBCT, Librarian and Computer Teacher, San Francisco USD</i>	All
	Information Literacy	<b>Research in the School Library: Sources, Formats, and Effective Information Organization</b> <i>Suzanne Osman, Teacher Librarian, Los Angeles USD</i> <i>Pauline Neilly, Teacher Librarian, Los Angeles USD</i>	6-12
	Literature	<b>Notable Books and Curriculum Connections</b> <i>Martha Rowland, Coordinator, Library Services, Sacramento City USD</i>	K-5
	Management	<b>Research-Based Conditions for Successful School Library Programs</b> <i>Lesley Farmer, Professor, California State University, Long Beach</i>	All
	Personal Interest	<b>Navigating to a New Life: Retirement!</b> <i>Mark Williams, Teacher Librarian Retired/Consultant, Retired</i>	All

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Presented by California Library Association  
and California School Library Association

# REGISTRATION FORM

## 3 WAYS TO REGISTER BY NOVEMBER 1, 2010

**ONLINE:** Visit [www.cla-csla.org](http://www.cla-csla.org) for online registration.

**MAIL:** CLA/CSLA Conference Registration • 950 Glenn Drive, Suite 150 • Folsom, CA 95630

**FAX:** Complete both pages of the registration form and fax to (916) 932-2209.

**Questions?** Contact the CLA/CSLA Conference staff at (877) 481-7881 or [conference@cla-csla.org](mailto:conference@cla-csla.org).

## REGISTRATION PROCESS *Please use one form per registrant.*

*Prior to completing your registration form, please read Registration Details on page 11.*

**STEP 1:** Complete your registration information.

**STEP 2:** Read important information; identify yourself.

**STEP 3:** Select registration type (full, one-day, exhibits only).

**STEP 4:** Make your institute and/or workshop selections.

**STEP 5:** Make your meal selections.

**STEP 6:** Make your tour selections.

**STEP 7:** Calculate your conference registration, Institutes/Workshops, meals, and/or tours.

**STEP 8:** Complete your payment information.

### STEP 1: YOUR REGISTRATION INFORMATION

Name \_\_\_\_\_

Library/School/Organization \_\_\_\_\_

District (school library) \_\_\_\_\_

Title/Position \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP+4 \_\_\_\_\_

Telephone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Check if special assistance is required at the Conference. Provide an explanation of your needs.

Please indicate special dietary needs.

### STEP 2: IMPORTANT INFORMATION

*We must identify you as a CLA or CSLA registrant; please check one box.*

CLA  CSLA

First-time attendee (CLA or CSLA conference)

I want to volunteer onsite for conference.

- No purchase orders accepted.

- Registration must be paid in full by check or credit card to be processed.

- Processed registrations will receive an email confirmation.

- After November 1, registrations must be done onsite.

- Spouse/guest must register to attend meal/event functions. Enter spouse/guest name in Step 3, and select meals and special events in Step 5.

- **No refunds** for conference registration, institutes, workshops, special events, or meal functions will be given after November 1, 2010. An administrative processing fee of \$25 will be applied to all refunds. Qualifying refunds will be processed after December 1, 2010.

### STEP 3: REGISTRATION OPTIONS Early Registration: September 1 – October 20, 2010 • Regular/Onsite Registration: October 21 – November 15, 2010

#### FULL REGISTRATION

Includes keynote general session, concurrent sessions, opening reception, and exhibits. (Institutes, workshops, and meal functions are separately priced and are not included in full or special attendee registration fees.)

	CLA/CSLA Member*	Nonmember
<input type="checkbox"/> Full Fee–Early	\$195 <small>[4350/4801]</small>	\$320 <small>[4351/4802]</small>
<input type="checkbox"/> Full Fee–Late/Onsite	\$255	\$385
<input type="checkbox"/> Special Attendee*	\$95 <small>[4354/4807]</small>	\$145 <small>[4355/4808]</small>

\*Full-time student, retired, or unemployed individuals. Also, CLA Friends, CLA Foundation Board of Trustees, or CLA Supporter (non-library staff).

#### ONE-DAY REGISTRATION (check one)

Includes one day of concurrent sessions and exhibits on selected registration day, unless otherwise stipulated. (Institutes, workshops, and meal functions are separately priced and are not included in one-day registrations.)

	CLA/CSLA Member*	Nonmember
<b>Friday (CSLA only)</b>	<small>[4352/4803]</small>	<small>[4353/4804]</small>
<input type="checkbox"/> Early	\$40*	\$140
<input type="checkbox"/> Regular/Onsite	\$60*	\$160

\*Includes opening reception.

<b>Saturday</b>		
<input type="checkbox"/> Early	\$120	\$220
<input type="checkbox"/> Regular/Onsite	\$150	\$250

<b>Sunday</b>		
<input type="checkbox"/> Early	\$120	\$220
<input type="checkbox"/> Regular/Onsite	\$150	\$250

<b>Monday (CLA only)</b>		
<input type="checkbox"/> Early	\$40*	\$140
<input type="checkbox"/> Regular/Onsite	\$60*	\$160

\*Includes closing session.

#### EXHIBIT HALL ONLY—ONE DAY (check one)

Includes access to exhibit hall only either Friday night, Saturday all day, or Sunday all day. (All other sessions, meals, special events, etc., are separately priced and registration is required.)

	<small>[4356]</small>	<small>[4818]</small>
<input type="checkbox"/> Friday	\$25	\$25
<input type="checkbox"/> Saturday	FREE	FREE
<input type="checkbox"/> Sunday	FREE	FREE

#### SPOUSE/GUEST REGISTRATION

Name \_\_\_\_\_

*Spouse/guest registration is reserved for spouses or significant others who are accompanying the full registrant to a meal function. Meal ticket and special events must be purchased in advance.*

### STEP 4: INSTITUTES/WORKSHOPS REGISTRATION—FRIDAY, NOVEMBER 12, 2010

#### CLA FULL-DAY INSTITUTES [4357/4358]

8:30am – 4:30pm (includes box lunch)  
\$75 member/\$90 nonmember

**Select Session:**

- Sustainability: The Library Imperative [71]
- Grant Writing—How to Craft Successful Grant Applications [72]
- Thriving in Tough Times: Tactics and Tools to Help Libraries Do More With Less [74]
- Surfing the Continuum: Advocacy to Fundraising (10:00am - 4:30pm) [73]

#### CLA HALF-DAY INSTITUTES

9:00am–12:00noon  
\$50 member/\$65 nonmember

**Select Session:**

- A Realistic Approach to Library Protection—People and Assets [75]
- Dusting Off Your Presentation Skills [76]
- Volunteers: Harness the Power and Avoid the Pitfalls [77]

#### CLA HALF-DAY INSTITUTES

1:30pm–4:30pm  
\$50 member/\$65 nonmember

**Select Session:**

- Charting Our Future Together—Power Partnerships [78]
- Travel and World Culture: CLA's 2011 California Reading Program for Children, Teens and Adults—FREE

#### CSLA WORKSHOPS [4830/4840]

9:30am–11:30am  
\$40 member/\$55 nonmember

**Select Session:**

- CLRN Charts the Web for You: Navigate Safely with the Best Information, Tools, and Courseware [51]
- Get Real: Nonfiction Booktalks to Get Kids Excited about Reading! [52]
- Hands-on Book Repair [53]
- Reach Beyond the Walls of Your Library with Online Tutorials [54]
- Scary, Gross, and Enlightening: Books for Boys 2010 [55]
- YA Literature: The Best of the Best (And The Best of the Beast!) [56]

#### CSLA WORKSHOPS

1:30pm – 3:30pm  
\$40 member/\$55 nonmember

**Select Session:**

- Cyber Safety Curriculum [57]
- Get Real: Nonfiction Booktalks to Get Kids Excited about Reading! [52]
- Hands-on Book Repair [53]
- Read Around the World: Navigating the World Through Books, Research and Collaboration [58]
- SMACKDOWN! Fast and Furious Web 2.0 [59]
- YA Literature: The Best of the Best (And The Best of the Beast!) [56]

### STEP 5: MEALS AND SPECIAL EVENTS

Only registered attendees and their spouse/guests may purchase tickets for these events.

- |   |                  |   |
|---|------------------|---|
| <input type="checkbox"/> Friday: CSLA Legislative Luncheon [4817]                   | (Quantity) _____ | x \$35 = \$ _____                                     |
| <input type="checkbox"/> Saturday: CYRM/Beatty Award and Author Banquet [4341/4816] | _____            | x \$55 = \$ _____                                     |
| <input type="checkbox"/> Sunday: CALTAC Luncheon [4342]                             | _____            | x \$35 = \$ _____                                     |
| <input type="checkbox"/> Sunday: CLA Table Talk Continental Breakfast [4343]        | _____            | x \$25 = \$ _____                                     |
| <input type="checkbox"/> Sunday: CSLA Awards Breakfast & Membership Meeting [4815]  | _____            | x \$30 = \$ _____                                     |
| <input type="checkbox"/> Sunday: Annual Chinese Banquet [4344]                      | _____            | x \$40 = \$ _____                                     |
| <input type="checkbox"/> California State Librarian Reception                       | _____            | x Free<br><i>(you must still indicate attendance)</i> |

### STEP 6: TOURS Pre-registration required.

For four times and transportation information, see pages 15-16.

- |   |            |   |
|---|------------|---|
|   | (Quantity) |   |
| <input type="checkbox"/> Friday: CSLA Legislative Luncheon [4817]   | _____      | x \$35 = \$ _____                                     |
| <input type="checkbox"/> New Sacramento Libraries Tour [4380-81]<br><i>(Includes coach transportation and box lunch)</i>                    | _____      | x \$50 = \$ _____                                     |
| <input type="checkbox"/> Gamblers All Aboard—<br>Thunder Valley Casino [4380-82]<br><i>(Refunded upon boarding the coach to the casino)</i> | _____      | x \$20 = \$ _____                                     |
| <input type="checkbox"/> Tour and Wines of<br>El Dorado Wine Country [4380-83]<br><i>(Includes coach transportation and picnic lunch)</i>   | _____      | x \$45 = \$ _____                                     |
| <input type="checkbox"/> Crocker Art Museum [4380-84]   | _____      | x \$8 = \$ _____                                      |
| <input type="checkbox"/> California State Indian Museum<br>VIP Tour [4380-85]   | _____      | x \$5 = \$ _____                                      |
| <b>Select one time:</b> <input type="checkbox"/> 2:00pm –OR– <input type="checkbox"/> 3:00pm  |            |   |
| <input type="checkbox"/> State Railroad Museum Library Tour   | _____      | x Free<br><i>(you must still indicate attendance)</i> |

### STEP 7: CALCULATE YOUR FEES

Please calculate your total registration fees based upon steps 3-6.

- Full Registration \$ \_\_\_\_\_
  - One-Day Registration \$ \_\_\_\_\_
  - CLA Institutes \$ \_\_\_\_\_
  - CSLA Workshops \$ \_\_\_\_\_
  - Meals & Special Events \$ \_\_\_\_\_
  - Tours \$ \_\_\_\_\_
  - Membership \$ \_\_\_\_\_  
*(if joining or renewing now, please complete the CLA or CSLA membership form)*
- Grand Total Amount** \$ \_\_\_\_\_

### STEP 7: CALCULATE YOUR FEES

All fields, including billing address, must be completed in order to process your registration payment. Remember, if you are paying by check, please make it payable to CLA or CSLA based on how you are registered.

**FEE TOTAL (from STEP 7)** \$ \_\_\_\_\_

Check (payable to CLA or CSLA) Check # \_\_\_\_\_

Credit Card:  MasterCard  VISA  American Express  Discover

Card Number \_\_\_\_\_

Billing Address \_\_\_\_\_

Billing City/State/ZIP+4 \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Name on Card \_\_\_\_\_ VCode \_\_\_\_\_

Cardholder Signature \_\_\_\_\_ Exp. Date \_\_\_\_\_

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Discuss whether to host a joint booth at the Heritage Festival with the Placentia Library Friends Foundation

**DATE:** September 20, 2010

**BACKGROUND**

The 2010 Heritage Festival will be held on Saturday, October 9, 2010 at Tri-City park. In previous years, the Library and the Placentia Library Friends Foundation had separate information booths, under the non-profit status.

There is no cost for the non-profit/display booth (10' x 10' space). A canopy costs \$60.00 and organizations need to provide their own table & chairs. There are still some spaces available for this type of booth.

Another type of booth is for food vendors which costs \$70 for the 10' x 10' space, \$40 for electricity and \$25 for the cleanup deposit.

At its Board of Directors meeting on September 13, 2010, the Placentia Library Friends Foundation voted to not have a booth at this year's Heritage Festival.

Trustees Escobosa and Wood will be riding in this year's Heritage Parade.

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.

*Betty + Jean (?) parade*  
*Richard + staff booth*



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Special District Risk Management Authority Director Vacancy  
**DATE:** September 20, 2010

**BACKGROUND**

The Special District Risk Management Authority (SDRMA) currently has a vacant Director's seat on its Board of Directors due to a recent resignation. The position will be effective September 30, 2010 and expires December 31, 2011.

Candidates must be a Board member or full-time management employee. Application packets are due no later than October 6, 2010.

The Library Board of Trustees may discuss and decide if there is any interest and direct staff to process the application.

Attachment A includes the following:

- Notice of Director Vacancy from SDRMA
- SDRMA Policy No.2009-07
- Fact Sheet of the Role and Responsibilities of the Board of Directors

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.

*no interest.*



Special District Risk  
Management Authority

Maximizing Protection.  
Minimizing Risk.

1112 I Street, Suite 300  
Sacramento, California 95814-2865  
T 916.231.4141  
F 916.231.4111  
Toll-free 800.537.7790  
www.sdrma.org

rad  
8/9 wt

August 6, 2010

Mr. Al Shkoler  
Board President  
Placentia Library District  
411 East Chapman Avenue  
Placentia, California 92870-6198

### **NOTICE OF DIRECTOR VACANCY**

Dear Mr. Shkoler:

On behalf of the SDRMA Board of Directors, I'm writing to notify members of a vacant Director's seat on SDRMA's Board of Directors effective September 30, 2010. The vacancy is due to a resignation of a current Director. The remaining balance of the unexpired term is 14 months, expiring December 31, 2011, and will be **filled by appointment of the Board of Directors** based on an application and interview process.

The appointment will be based on the following procedures according to SDRMA Bylaws and Election/Appointment Policy No. 2009-07:

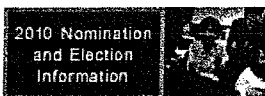
#### **Candidate Qualifications**

Interested candidates must be a Board member or full-time management employee (see Policy No. 2009-07, Section 4.1) and be an active member agency of either SDRMA's Property and Liability or Workers' Compensation Programs. Only one representative from any member agency may serve on the Board of Directors at one time. Member Districts/Agencies which already have representatives serving on the Board are:

Alameda County Water District  
Bear Valley Community Services District  
Cambria Community Services District  
Mojave Desert Air Quality Management District  
North of the River Municipal Water District  
Trinity County Waterworks District #1

These districts/agencies are not eligible to nominate another representative for the vacancy.

**Candidate Documents and Information** – Attached are candidate documents and information including a Board of Director fact sheet, sample resolution and Election/Appointment Policy No. 2009-07. Additional documents may also be obtained by contacting SDRMA Member Services Manager Ellen M. Doughty at 800.537.7790 or on SDRMA's website at [www.sdrma.org](http://www.sdrma.org). To obtain documents electronically:



*From the SDRMA homepage, click on the "2010 Nomination and Election Information" button located on the left side of the web page just below Member Log-in. All necessary documents may be downloaded and printed.*

#### **Application Packet**

Candidates shall submit the following;

- a) A letter of interest; and
- b) A resume, with particular emphasis on the candidates knowledge of special districts and risk-management; and
- c) A resolution from or a letter approved by the candidate's Governing Body nominating the candidate.
- d) **Completed application packets must be received in SDRMA's office no later than 5:00 P.M. October 6, 2010.**

Notice of Director Vacancy  
August 6, 2010

Page 2

**Interview Process**

- a) Qualified candidates who have submitted an approved application packet will be advised in writing acknowledging the receipt of their application packet and confirming the date, time and location of their interview.
- b) Interviews will be conducted by SDRMA's Board of Directors on Wednesday, November 3, 2010 in Sacramento at SDRMA's office.
- c) SDRMA shall reimburse the reasonable expenses, in accordance with SDRMA policy, (for travel, meals and, if necessary, lodging) of the appointed candidate for his/her attendance at the interview. **The expenses of all other candidates/interviewees shall be borne by the candidate or their district/agency.**

**Selection**

The Board of Directors anticipates making the selection and notifying candidates of the final selection on November 3, 2010. Candidates will be advised in writing of the Board's selection. The successful candidate will be seated at the Board Meeting on November 4, 2010.

**SPECIAL NOTE: As a part of our normal election process, three Board seats will be up for election during 2011. One of the three seats up for election in 2011 is being filled by this appointment for a 14 month term.** Therefore, whichever candidate is appointed by the Board on November 3, 2010, that Board member must then stand for election during the regular election process in 2011 and be successful in order to remain in that seat beyond December 31, 2011.

***SDRMA is governed by its members for the benefit of its members.*** This is an important opportunity for our members to participate in their Risk Management Program. Please contact our Chief Executive Officer, Gregory S. Hall, at 800-537-7790 if you have any questions regarding the Board vacancy or the appointment process.

Sincerely,



David Aranda, President  
Board of Directors

cc: SDRMA Board of Directors



Policy No. 2009-07

A POLICY OF THE BOARD OF DIRECTORS OF SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY ESTABLISHING GUIDELINES FOR DIRECTOR ELECTIONS, DIRECTOR APPOINTMENTS, AND CREATION OF A SUPERVISING ELECTION COMMITTEE

- WHEREAS, SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) is a joint powers authority, created pursuant to Section 6500, et. seq. of the California Government Code; and
- WHEREAS, the Board of Directors recognizes that it is in the best interest of the Authority and its members to adopt a written policy for conducting the business of the Board; and
- WHEREAS, establishing guidelines for the Director elections will help ensure a process that is consistent for all nominees and candidates, will promote active participation by SDRMA members in the election process, and will help ensure election of the most qualified candidate(s); and
- WHEREAS, the Bylaws provide the Board with the option of conducting the election using a mail-in ballot process; and
- WHEREAS, the Board of Directors of SDRMA has an overriding and compelling interest in insuring the accuracy of the election process of its Board members through the creation of an election committee;

NOW, THEREFORE, it is the policy of the Board of Directors of SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY, until such policy shall have been amended or rescinded, that the following procedures shall be followed when conducting Director elections or filling a Director vacancy:

1.0. Election Schedule

- 1.1. Not later than the first Board meeting of each election year, the Board of Directors shall approve an election schedule based on the following criteria and time frames.

2.0. Election Committee

- 2.1. The Board of Directors herein establishes an election committee with the following composition, duties and responsibilities; The five (5) members of the Election Committee shall include two presently sitting members of the Board of Directors of SDRMA whose seats are not up for election, the Chief Financial Officer of SDRMA, and the CPA/auditor regularly used and retained by SDRMA at the time of counting ballots of and for an election to the Board of Directors. For good reason found and stated, the Board of Directors of SDRMA may appoint any CPA/auditor who, in the discretion of the Board of Directors, would appropriately serve the Election Committee. The General Counsel for SDRMA shall also sit as a member of the Election Committee with the additional obligation of providing legal advice to the balance of the Committee as legal questions may arise.

3.0. Member Notification of Election

- 3.1. Authority staff shall provide written notification, of an election for the Board of Directors, to all member agencies during March of each election year. Such written notification shall be provided a minimum of ninety (90) days prior to the distribution of ballots and shall include; (1) the number of Director seats to be filled by election; (2) a copy of this nomination and election procedure; and (3) an outline of nomination/election deadline dates.

4.0. Qualifications

- 4.1. A candidate seeking election, re-election or appointment to SDRMA's Board of Directors must be a member of the Governing Body or a full-time management employee of an SDRMA member. To qualify as a "full-time management employee," the candidate must be a full-time, management-level (as determined by the

the ballots. After that date, all qualified nominees names shall appear on the ballot mailed to the membership.

6.0. Terms of Directors

- 6.1. The election of directors shall be held in each odd-numbered year. The terms of the directors elected by the Members will be staggered. Four directors will serve four-year terms, to end on December 31 of one odd-numbered year. Three directors will serve four-year terms, to end on December 31 of the alternate off-numbered year. [Per Bylaws, Article II, (3), paragraph 1].

7.0. Campaigning

- 7.1. SDRMA staff will mail each qualified candidate's "Statement of Qualifications", "exactly as submitted" by the candidate with the ballots to the membership.
- 7.2. Candidates, at their own expense, may distribute additional information to member agency(s) after the ballots have been mailed and prior to the election.
- 7.3. SDRMA staff is prohibited from actively promoting a candidate or participating in the election process while on Authority premises.
- 7.4. SDRMA staff may provide member information, mailing lists, financial reports or operational data and information, that is normally available through the Public Records Act, to candidates to assist them in their research and campaigning. In addition to obtaining such information under the Public Records Act, candidates may request SDRMA staff prepare mailing labels for the distribution of campaign materials to member agencies. Under existing policy, charges will apply for this service. The SDRMA logo is trademarked for use by SDRMA only. Neither the logo, nor any other Trademark of SDRMA may be used in any campaign literature. No campaign literature is to imply support of any candidate by SDRMA.
- 7.5. SDRMA election mailings to the membership, including ballots and candidates' "Statement of Qualifications", shall be sent via first class mail.

8.0. Limitations on Campaigning

- 8.1. As used in this section the following terms have the following meanings:

"Campaign Activity" means any activity that expressly advocates the election or defeat of a candidate or provides direct support to a candidate for his or her candidacy. "Campaign activity" does not include the incidental and minimal use of public resources, such as equipment or office space, for campaign purposes or the use of public resources to nominate a candidate or vote in any Board of Directors election.

"Candidate" means an individual who has been nominated by the Member Agency to have his or her name listed on the ballot for election to the Board of Directors.

"Expenditure" means a payment of Member Agency funds that is used for communications that expressly advocate the election or defeat of a clearly identified candidate. "Expenditure" does not include the use of public funds to nominate a candidate or vote in any Board of Directors election.

"Public resources" means any property or asset owned by the Member Agency, including, but not limited to, land, buildings, facilities, funds, equipment, supplies, telephones, computers, vehicles, travel, and Member Agency-compensated time.

## Policy No. 2009-07

### 10.0. Election Results

- 10.1. All ballots will be opened and counted at SDRMA's office only after the deadline for receiving ballots. Ballots will be opened by SDRMA's Election Committee, no more than five (5) days after the closing deadline. Candidates receiving the highest number of votes shall be declared the elected director(s).
- 10.2. In the event of a tie, a coin toss shall be used to determine the elected director. The coin toss shall be conducted by the Election Committee at the time and place of the conclusion of counting ballots.

PROCEDURE: In the event more than two (2) candidates tie, the coin toss shall be between two (2) candidates at a time based on the order in which their name appeared on the ballot. This process shall be repeated, as needed, in cases where there are more than two (2) candidates.

- 10.3. Excluding tie votes, within five (5) days after the ballots are opened and tabulated Authority staff shall advise the candidates and their respective agency in writing of the final election results. Copies of the results shall also be mailed/distributed to SDRMA's Board of Directors, staff and consultants and published in the first available CSDA newsletter.
- 10.4. If a director-elect withdraws after the election or fails to accept the Director seat prior to December 31, the Board shall name a new director-elect by going back to the ballots and awarding the seat to the candidate receiving the next highest number of votes during the election.
- 10.5. Staff shall invite newly elected director(s) to attend the Annual Membership meeting and all scheduled Board meeting(s) after confirmation of election results until the director(s) elect assume office. Director(s) elect will be reimbursed for expenses, except for director stipends, in accordance with approved director reimbursement policy (copy of policy shall be provided to newly elected directors).
- 10.6. A member or candidate dissatisfied with the election result may, within ten (10) days after the ballots are opened and tabulated, file with the Authority a written challenge and appeal. The challenge and appeal must clearly set forth the complaint and any and all facts in support of the challenge and appeal. Within ten (10) days after the ballots are opened and tabulated, the challenge and appeal shall be delivered and received by the Authority. Within five (5) days of receipt of the challenge and appeal, the Authority shall deliver the same to the Election Committee for decision. The Election Committee shall have absolute authority for deciding the challenge and appeal. Notice of the decision of the Election Committee shall be provided to the party filing the challenge and appeal within ten (10) days.

### 11.0. Director Vacancy

- 11.1. If a director vacancy(s) occurs, appointment of a replacement director for the balance of the unexpired term will be made by the remaining members of the SDRMA Board. In order to accomplish this in an orderly and consistent manner, when a vacancy(s) of an elected Director(s) occurs, the SDRMA Board of Directors, after discussion and consideration, shall, when deemed appropriate, instruct staff to:
  - a) notify all then member entities that a vacancy has occurred; and
  - b) said notice shall refer to the applicable Article in the By-laws in advising member entities and their eligible candidates of the steps to take to apply for appointment; and
  - c) the SDRMA Board shall establish the closing date for the receipt of applications; and
  - d) candidates shall submit the following, by the date specified in the notice:
    - i) a letter of interest; and
    - ii) a resume, with particular emphasis on the candidate's knowledge of special districts and risk management; and
    - iii) a resolution from, or a letter approved by, the candidate's Governing Body nominating the candidate; and
  - e) the Election Committee shall review all applications received, and shall reject any that do not meet all of the qualifications specified and set forth in this policy; and



## FACT SHEET

### BOARD OF DIRECTORS ROLE AND RESPONSIBILITIES

Special District Risk Management Authority (SDRMA) is a public entity Joint Powers Authority established to provide cost-effective property, liability and worker's compensation coverages, health benefit programs and comprehensive risk management services for special districts and other public agencies and providers of municipal services throughout California. SDRMA is governed by a Board of Directors elected from the membership by the programs' members.

Number of Board Members	7-Board Members: SDRMA Board of Directors consists of seven (7) Board Members, who are elected at-large from members participating in either program.
Board of Directors' Role	SDRMA Board of Directors provide effective governance by supporting a unified vision, and ensuring accountability, <i>setting direction based on SDRMA's mission and purpose, as well as establishing and approving policy to ensure SDRMA meets its obligations and commitment to its members.</i>
Board Member Responsibilities	Board Member responsibilities include a commitment to: serve as a part of a unified governance body; govern within Board of Directors' policies, standards and ethics; commit the time and energy to be effective; <i>represent and make policy decisions for the benefit, and in the best interest, of all SDRMA members; support collective decisions; communicate as a cohesive Board of Directors with a common vision and voice; and operate with the highest standards of integrity and trust.</i>
Term of Director	14 Month Term: The remaining balance of the unexpired term is 14 months, effective October 29, 2010 and expiring December 31, 2011.
Board Member Travel Reimbursement	Board Members are reimbursed for reasonable travel and lodging in accordance with SDRMA Board Policy Manual 2006-04 and applicable laws.
Number of Meetings per Year	12-Board Meetings Annually: Generally not more than one (1) meeting per month, with an average of nine (9) meetings per year.
Meeting Location	SDRMA office in Sacramento, California.
Meeting Dates	Typically the first Wednesday or last Friday of each month (overnight stay recommended the night prior to the meeting).
Meeting Starting Time	8:30 a.m.: Meetings begin promptly.
Meeting Length	4 - 6 hours: Length of meetings on average.
Average Time Commitment	15 - 20 hours: Commitment per month.

*"The mission of Special District Risk Management Authority is to provide renewable, efficiently priced risk financing and risk management services through a financially sound pool to CSDA member districts, delivered in a timely, cost efficient manner, responsive to the needs of the districts."*