



Library Board of Trustees

Regular Meeting

December 15, 2008

6:30 P.M.

**Placentia Library
Meeting Room**

Administration

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

The President makes announcements of general interest to the community and the Library Board of Trustees as well as conducting any ceremonial matters.

6. Trustee Reports

The Trustees make announcements of general interest to the community and the Library Board of Trustees, and report on meetings attended on behalf of the Board of Trustees.

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

CONSENT CALENDAR (Items 8 – 27)

Presentation: Library Director

Recommendation: Approve by Motion

Items 8 – 27 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.

MINUTES (Item 8)

8. Minutes of the November 17, 2008 Library Board of Trustees Regular Meeting. (Receive & File and Approve)

CLAIMS (Items 9 – 12)

9. Nonstandard Claims in excess of \$300. (Receive & File and Approve)
10. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)
11. Current Claims and Payroll. (Receive & File and Approve)
12. FY2008-2009 Cash Flow Analysis through October 2008; the Schedule of Anticipated Property Tax Revenues for FY2008-2009 as provided by the Orange County Auditor; and recommendation that no funds be transferred at this time. (Receive & File).

TREASURER'S REPORTS (Items 13 – 16)

13. Financial Reports for November 2008 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for November 2008. (Receive & File)
15. Acquisitions Report for November 2008. (Receive & File)
16. Entrepreneurial Activities Report for November 2008. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 21)

17. Personnel Report for November 2008. (Receive, File, and Ratify Appointments)
18. Circulation Report for November 2008. (Receive & File)
19. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)
20. Status Report on Partnerships with Community Organizations. (Receive & File)
21. Status Report on Active Grant Applications. (Receive & File)

STAFF REPORTS (Items 22 – 27)

22. Library Director's Report.
23. Children's Services Report for November 2008.
24. Literacy / Volunteer Services Report for November 2008.
25. Reference and Adult Services Report for November 2008.
26. Local History Room Report for November 2008.
27. Placentia Library Web Site & Technology Report for November 2008.

CONTINUING BUSINESS

28. Employee of the Quarter Program
Presentation: Library Director
Recommendation: Action to be determined by the Library Board of Trustees.

NEW BUSINESS

29. Election of Library Board Officers:
Incumbents are indicated in parentheses.

President (*Mr. Al Shkoler*)

Secretary (*Mr. Richard DeVecchio*)

Presentation: Library Director
Recommendation: Elect a Library Board President and a Library Board Secretary for 2009.
30. Appointment of Library Board Representatives for 2009 by the Board President:

Incumbents are in parentheses.

Representative to the Independent Special Districts of Orange County (*Mr. Richard DeVecchio*)

Representative to Special District Local Area Formation Commission (LAFCO) Selection Committee (*Ms. Jean Turner and Mr. Richard DeVecchio as alternate*)

Two representatives to the Placentia Civic Center Authority Commission (*Mr. Al Shkoler and Ms. Betty Escobosa*)



Representative to the Orange County Council of Governments (*Ms. Gaeten "Gae" Wood*)

Representative to the Placentia Library Friends Foundation (PLFF) (*Ms. Jean Turner*)

31. Selection of Date and Time for Regular Board Meetings for 2009: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustees Regular Meeting Dates for Calendar Year 2009. Staff recommendation is that the Library Board meet on the third Tuesday of January and February and the third Monday of March, April, May, June, July, August, October, November and December.

Presentation: Library Board President

Recommendation: 1) Determine the regular meeting dates and time for 2009; and

2) Read Resolution 09-05 by Title only. A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2009; and

3) Adopt Resolution 09-05.

32. Claims Cycle From Monthly to Weekly

Presentation: Library Director

Recommendation: 1) Approve the Claims Cycle from Monthly to Weekly based on Resolution 09-06.

2) Read Resolution 09-06 by Title only.

3) Adopt Resolution 09-06.

33. Public Library Innovation Grant

Presentation: Library Director

Recommendation: Action to be determined by the Library Board of Trustees

ADJOURNMENT

34. Agenda Preparation for the January Regular Date Meeting which will be held on Monday, January 19, 2008 unless re-scheduled by the Library Board of Trustees.

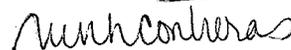
35. Review of Action Items.

No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.

36. Adjourn

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

I, Jeanette Contreras, Library Director of Placentia Library District, hereby certify that the Agenda for the December 15, 2008 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on December 11, 2008.





114 279,9999

JH LW
AH FM
CG

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.

PLFF Bd Mtg & Chamber Mixer ; Annual Audit
Impact Fee

JC - introd LW
AFM

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.

JT - FF Mtg ; passed out flyer on chrt parts
BE - staff reception

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

Still looking for AL author/celebrity ; Doll Show

M1-BE
M2-JT

RD - newsletter on train
GW - staff recep. little sis program
for Miss Placentia

CONSENT CALENDAR (Items 8 - 27)

Presentation: Library Director
Recommendation: Approve by Motion

Items 8 - 27 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.

MINUTES (Item 8)

- 8. Minutes of the November 17, 2008 Library Board of Trustees Regular Meeting. (Receive & File and Approve)

CLAIMS (Items 9 - 12)

- 9. Nonstandard Claims in excess of \$300. (Receive & File and Approve)
- 10. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)
- 11. Current Claims and Payroll. (Receive & File and Approve)
- 12. FY2008-2009 Cash Flow Analysis through October 2008; the Schedule of Anticipated Property Tax Revenues for FY2008-2009 as provided by the Orange County Auditor; and recommendation that no funds be transferred at this time. (Receive & File).

TREASURER'S REPORTS (Items 13 - 16)

- 13. Financial Reports for November 2008 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
- 14. Balance Sheet for November 2008. (Receive & File)
- 15. Acquisitions Report for November 2008. (Receive & File)
- 16. Entrepreneurial Activities Report for November 2008. (Receive & File)

appointed trustee

GENERAL CONSENT REPORTS (Items 17 – 21)

- 17. Personnel Report for November 2008. (Receive, File, and Ratify Appointments)
- 18. Circulation Report for November 2008. (Receive & File)
- 19. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)
- 20. Status Report on Partnerships with Community Organizations. (Receive & File)
- 21. Status Report on Active Grant Applications. (Receive & File)

STAFF REPORTS (Items 22 – 27)

- 22. Library Director's Report.
- 23. Children's Services Report for November 2008.
- 24. Literacy / Volunteer Services Report for November 2008.
- 25. Reference and Adult Services Report for November 2008.
- 26. Local History Room Report for November 2008.
- 27. Placentia Library Web Site & Technology Report for November 2008.

CONTINUING BUSINESS

- 28. Employee of the Quarter Program
 Presentation: Library Director
 Recommendation: Action to be determined by the Library Board of Trustees.

M1 just approved.
M2

NEW BUSINESS

- 29. Election of Library Board Officers:
Incumbents are indicated in parentheses.

 President (Mr. Al Shkoler)
 Secretary (Mr. Richard DeVecchio)

 Presentation: Library Director
 Recommendation: Elect a Library Board President and a Library Board Secretary for 2009.

Nomin: GW & RD
RD for president
RD - secretary

M1
M2

- 30. Appointment of Library Board Representatives for 2009 by the Board President:

Incumbents are in parentheses.

Representative to the Independent Special Districts of Orange County (Mr. Richard DeVecchio)

Representative to Special District Local Area Formation Commission (LAFCO) Selection Committee (Ms. Jean Turner and Mr. Richard DeVecchio as alternate)

Two representatives to the Placentia Civic Center Authority Commission (Mr. Al Shkoler and Ms. Betty Escobosa)

Representative to the Orange County Council of Governments (Ms. Gaeten "Gae" Wood)

Representative to the Placentia Library Friends Foundation (PLFF) (Ms. Jean Turner) *ABE to alternate*

- 31. Selection of Date and Time for Regular Board Meetings for 2009: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustees Regular Meeting Dates for Calendar Year 2009. Staff recommendation is that the Library Board meet on the third Tuesday of January and February and the third Monday of March, April, May, June, July, August, October, November and December.

Presentation: Library Board President

Recommendation: 1) Determine the regular meeting dates and time for 2009; and *M1 M2*

2) Read Resolution 09-05 by Title only. A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2009; and *B GW BE*

3) Adopt Resolution 09-05. *GW BE*

- 32. Claims Cycle From Monthly to Weekly

Presentation: Library Director

Recommendation: 1) Approve the Claims Cycle from Monthly to Weekly based on Resolution 09-06. *BE GW*

2) Read Resolution 09-06 by Title only.

3) Adopt Resolution 09-06.

- 33. Public Library Innovation Grant *Approved*

Presentation: Library Director

Recommendation: Action to be determined by the Library Board of Trustees

ADJOURNMENT

- 34. Agenda Preparation for the January Regular Date Meeting which will be held on Monday, January 19, 2008 unless re-scheduled by the Library Board of Trustees.

- 35. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.

- 36. Adjourn *715*

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

I, Jeanette Contreras, Library Director of Placentia Library District, hereby certify that the Agenda for the December 15, 2008 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on December 11, 2008.

Jeanette Contreras

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
November 17, 2008**

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on November 17, 2008 at 6:30 P.M.

ROLL CALL

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

Members Absent: Gaeten Wood

Managers Absent: None

Others Present: Caroline Gurkweitz, Jeffry F. Ferre. Library staff, Yesenia Gomez, Gary Bell and Robert Housley.

**ADOPTION OF
AGENDA**

It was moved by Trustee Turner and seconded by Trustee Escobosa to adopt the agenda as presented.

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

**ORAL
COMMUNICATIONS**

Robert Housley was introduced to the Board as the Interim Administration Services Manager.

Jeffry F. Ferre, Legal Counsel was introduced and will be discussing the Facilities Impact Fee.

**FRIENDS
FOUNDATION
REPORT**

Trustee Turner reported that the Friends Foundation are still trying to find an author for the Author's Luncheon.

TRUSTEE REPORTS

President Shkoler reported that he participated at the Shake Out Drill and attended the PLFF Board Meeting.

Secretary DeVecchio nothing to report at this time.

Trustee Turner reported she attended the PLFF Board Meeting.

Trustee Escobosa nothing to report at this time.

**CONSENT
CALENDAR**

It was moved by Trustee Escobosa and seconded by Trustee Turner to approve Agenda Items 8-28:

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

Minutes of the October 22, 2008 meeting.

Nonstandard Claims in excess of \$300.

Claims forwarded by the Library Director and Trustees.

Current Claims and Payroll.

FY2008-2009 Cash Flow Analysis through October 2008 and the Schedule of Anticipated Property Tax Revenues for FY2008-2009 as Provided by the Orange County Auditor and recommendation that no funds be transferred at this time.

Financial Reports for October 2008

Balance Sheet for October 2008

Acquisitions Report for October 2008

Entrepreneurial Report for October 2008

**GENERAL CONSENT
REPORTS**

It was moved by Secretary DeVecchio and seconded by Trustee Turner to approve Agenda Items 17-21:

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

Personnel Report for October 2008

Circulation Report for October 2008

Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority

Status Report on Partnerships with Community Organizations

Status Report on Active Grant Applications

STAFF REPORTS

It was moved by Trustee Escobosa and seconded by Secretary DeVecchio to approve Agenda Items 22-28:

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

Director's Report for October 2008

Interim Library Services Manager's Report for October 2008

Children's Services Report for October 2008

Placentia Library Literacy Services Report for October 2008

Reference and Adult Services Report for October 2008

Placentia Library Web & Technology Report for October 2008

**CONTINUING
BUSINESS-LIBRARY
FACILITIES IMPACT
FEE**

It was moved by Secretary DeVecchio and seconded by Trustee Turner to approve agreement with the City of Placentia for collection of Library Facilities Impact Fee:

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

It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to authorize District Staff and Legal Council to take necessary action to complete the execution and implementation of the agreement:

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

**NEW BUSINESS-
SUBORDINATION OF
PASS-THROUGH
PAYMENT**

It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to authorize District Staff to not respond to letter and after 45 days it would be approved:

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

CLOSED SESSION

The Board took action to decline the claim based on deficiencies and insufficient information.

**AGENDA
PREPARATION**

Agenda Preparation for the November Regular Meeting will be held on Monday, December 15, 2008 at 6:30 P.M.

ADJOURNMENT

The Regular Meeting of the Placentia Library District for November 17, 2008 adjourned at 7:45 P.M.

NEXT MEETING

Regular Meeting will be held on Monday, December 15, 2008 at 6:30 P.M.

Richard DeVecchio
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
December 15, 2008

TYPE	REPORT NUMBER	AMOUNT
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None

TOTAL

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director & Trustees
December 15, 2008

DATE	CLAIM FUND	AMT
LIBRARY DIRECTOR		
FUND 707	None	
	CLAIM TOTAL	-



PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
December 15, 2008

TYPE	REPORT NUMBER	AMOUNT
Claims	5170	5,162.19
	5171	2,395.66
	5172	6,308.91
	5173	5,755.27
	5174	9,581.06
Subtotal for Claims		29,203.09
Payroll	1/14/2008	55,472.00
	1/28/2008	55,472.00
Subtotal for Payroll		110,944.00
TOTAL CURRENT CLAIMS & PAYROLL		140,147.09

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
THIS CHECK FROM FUND 702

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
X00610-3 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	11-12-08/4008337899		2400	01		20.75		
	11-12-08/4008337900		2400	01		55.73		
	11-12-08/4008337901		2400	01		16.23		
	11-12-08/4008337902		2400	01		31.27		
	11-12-08/4008337903		2400	01		175.12		
	11-12-08/4008337904		2400	01		58.07		
	11-12-08/4008337905		2400	01		18.56		
	11-12-08/4008337906		2400	01		34.75		
	11-12-08/4008337907		2400	01		38.39		
	11-12-08/4008337908		2400	01		226.87		
	11-12-08/4008337909		2400	01		996.11		
	11-12-08/4008337910		2400	01		89.35		
	11-12-08/4008337911		2400	01		90.60		
	11-12-08/4008337912		2400	01		41.76		
	11-12-08/4008337913		2400	01		29.83		
	11-24-08/4008440926		2400	01		261.17		
	11-12-08/4008359941		2400	01		40.07		
	11-12-08/4008359942		2400	01		29.50		
	11-12-08/4008359943		2400	01		485.70		
	11-12-08/4008359944		2400	01		46.00		
	11-12-08/4008359945		2400	01		38.92		
	11-12-08/4008359946		2400	01		19.15		
	11-12-08/4008359947		2400	01		13.40		
	11-12-08/4008359948		2400	01		37.70		
	11-12-08/4008359949		2400	01		80.69		
	11-12-08/4008359950		2400	01		54.40		
	11-12-08/4008359951		2400	01		14.43		
	11-12-09/4008369877		2400	01		39.57		
	11-19-08/4008379305		2400	01		17.52		
	11-19-08/4008379306		2400	01		30.44		
	11-19-08/4008379307		2400	01		353.29		
	11-19-08/4008379308		2400	01		80.17		
	11-19-08/4008379309		2400	01		103.47		
11-19-08/4008379310		2400	01		18.59			
11-19-08/4008379311		2400	01		122.12			
11-19-08/4008379312		2400	01		26.37			
11-20-08/4008397576		2400	01		789.12			
11-20-08/W00187070		2400	02		69.35			
11-20-08/W03684390		2400	02		38.26			
					4,732.79			
X04307-1 Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	11-25-08/39784599		2400	01		43.89		
	11-16-08/39616030		2400	01		10.52		
	11-13-08/39569201		2400	01		170.90		
	11-11-08/39518679		2400	01		85.58		
	11-25-08/39784601		2400	01		56.89		
11-24-08/39774345		2400	01		61.62			
					429.40			

The claims listed above (totaling \$5,162.19) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

\$5,162.19

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
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Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
X02898 Midwest Tape PO Box 820 Holland OH 43528	11-17-08/5616867		2400	02		22.64		
	11-12-08/5606358		2400	02		38.28		
	10-28-08/1742475		2400	02		5.05		
	10-28-08/1742500		2400	02		3.00		
	11-11-08/1754019		2400	02		10.80		
						79.77		
X00631 The Gale Group P.O. Box 95501 Chicago, IL 60694-5501	11-21-08/16058409		2400	01		92.11		
	11-21-08/16059415		2400	01		59.40		
	11-12-08/16039483		2400	01		30.99		
	11-05-08/16032593		2400	01		30.99		
						213.49		
X02802-1 BBC Audiobooks America PO Box 414190 Boston MA 02241-4190	11-20-08/342379		2400	05		59.93		
	11-17-08/341501		2400	05		323.80		
	3-19-08/318811		2400	05		44.92		
	3-11-08/317602		2400	05		378.55		
						807.20		
X02768-1 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	11-18-08/1085693423		2400	05		96.98		
	11-07-08/1085632299		2400	05		36.64		
						133.62		
X02301 Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	11-13-08/4270977		2400	05		408.59		
X04901 MD Medical Clinics 1300 N. Kraemer Blvd. P.O. Box 66012 Anaheim, CA 92816	11-01-08/00297		1900	00		277.50		
X06176 Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	12-01-08/9686 A		1800	00		66.00		
X00611-3 Office Depot PO Box 70025 Los Angeles CA 90074-0025	11-21-08/452522566-001		1800	00		9.01		
	11-21-08/452522575-001		1800	00		379.27		
						388.28		
X06845 Estella Wnek 5812 Furnace Creek Rd Yorba Linda CA 92886	travel reim.		2600	00		6.06		
	travel reim.		2600	00		7.07		
	travel reim.		2600	00		8.08		
						21.21		

The claims listed above (totaling \$2,395.66) 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 oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

\$2,395.66

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
THIS CHECK FROM FUND 702

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N31730 Thomson West PO Box 6292 Carol Stream IL 60197-6292	11-19-08/6055605037		2400	04		181.05		
X06533 Hoang Computer Services 6765 Westminster Bl. Ste C-PMB 103 Westminster, CA 92683	12-01-08/08-00137		1300	01		1,000.00		
	11-19-08/08-00136		1301	01		1,000.00		
						2,000.00		
X07684 C&B 1207 W. Imperial Hwy Ste 102 Brea, CA 92821	12-04-08/2137		1400	00		1,491.42		
X01112-3 Sprint/Nextel PO Box 4181 Carol Stream, IL 60197-4181	11-10-08/223579817-011		0700	00		162.96		
	11-10-08/223579817-011		0700	08		54.31		
						217.27		
X06226 Best, Best & Krieger 37520 University Ave Ste 400 Riverside CA 92502-1028	11-13-08/589516		1900	00		769.50		
X04905 Legacy Integrative Solutions 1800 Studebaker Rd Suite 700 Cerritos CA 90703	10-30-08/10328		1300	00		290.20		
X04250-2 Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	11-04-08/x4877		0700	02		258.65		
X06206 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	11-11-08/08-11-3038		1400	00		356.45		
	11-11-08/08-11-3039		1400	00		430.74		
						787.19		
X06151 Shawn Robison c/o Placentia Library District 411 E. Chapman Ave Placentia CA 92870	Travel Reim.		2600	01		18.18		
X00054-1 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	03-07-08/844241		1800	00		295.45		

The claims listed above (totaling \$6,308.91) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

\$6,308.91

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
THIS CHECK FROM FUND 702

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
X00706 The Gas Company PO Box C Monterey Park, CA 91756	11-18-08/05391188009		2802	00		662.87		
X03293-1 Cosmoslink Internet Services 3 Pointe Dr. Suite 307 Brea, CA 92821	11-7-08/200811-22		1900	00		5.00		
X00836 Gaylord Bros., Inc. P. O. Box 4901 Syracuse, NY 13221-4901	11-14-08/1238247		1800	00		517.55		
X00976-4 AT&T/MCI Dept. LA 21461 Pasadena, CA 91185-1461	10-17-08/714-528-1906-753		0700	00		309.44		
X00976-4 AT&T/MCI Dept. LA 21461 Pasadena, CA 91185-1461	10-17-08/714-528-8236-700		0700	01		45.75		
X00976-4 AT&T/MCI Dept. LA 21461 Pasadena, CA 91185-1461	11-04-08/714-528-8408-787		0700	00		42.29		
X06179 Yesenia Gomez c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92870	travel reim. medical reim. Supply Reim.		2600 0306 1800	00 00 00		43.22 15.00 46.33		
						104.55		
X07666 Jeanette Trinh Contreras 23891 Via La Coruna Mission Viejo CA, 92691	Supply Reim.		1800	00		81.59		
X07467 California Special Districts Association 1112 I Street Suite 200 Sacramento, CA 95814	2009 Membership/ ID 473		1600	00		3,799.00		
X06327 Nadia Dallstream c/o Placentia Library District 411 E. Chapman Placentia CA 92870	Medical Reim		0306	00		187.23		

The claims listed above (totaling \$5,755.27) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

\$5,755.27

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
THIS CHECK FROM FUND 702

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
X04841 Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814	12-01-08/0002351-IN		0309	00		362.67		
	12-01-08/0002351-IN		0308	00		719.36		
	12-01-08/0002351-IN		0310	00		235.10		
	12-01-08/0002351-IN		0319	00		129.03		
	12-01-08/0002351-IN		1900	00		35.97		
						1,482.13		
X04841 Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814	12-4-08/0027562-IN		0352	00		2,063.00		
X04250-2 Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	12-02-08/8448400250124877		0700	02		258.65		
X00653-1 OCLC PO Box 951488 Cleveland OH 44193	11-30-08/0000036786		1900	00		4,300.00		
N28657 Tumbleweed Press, Inc. 1853 A Avenue Road, #4 Toronto, ON M5M 3Z4 Canada	09-22-08/6655		2400	03		399.00		
X00976-4 AT&T/MCI Dept. LA 21461 Pasadena, CA 91185-1461	11-07-08/335-253-2062-597		0700	05		542.92		
X04556 Paychex PO Box 25159 Santa Ana CA 92799-5159	11-07-08/491368		1900	00		267.36		
	11-21-08/493846		1900	00		268.00		
						535.36		

The claims listed above (totaling \$9,581.06) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

\$9,581.06



County of Orange

ELECTRONIC FUNDS TRANSFER

A/P PAYMENT REQUEST AND TRANSMITTAL

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

Please Pay \$ 55,472.00 on 01 | 14 | 09

Send To: Bank Name: Wells Fargo Bank
ABA #: 121042882
Account Name: Placentia Library District
Account #: 2011939659
Reference: Payroll #15

Description:

Department / Agency

Contact: Trinh Jeanette Contreras, Lib. Director

Name and Title

714-528-1925

Phone Number

714-528-8236

FAX Number

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT
CHECK WRITING

Vendor Code: N03641A

DEPARTMENT'S USE -- COMPLETE IN DETAIL												A-C USE			
FUND	AGCY	ORG	ACTV	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B S ACCT	AMOUNT	SP CD			
707	707			0100	00						51,588.96				
707	707			200	00						3,883.04				
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	55,472.00			
I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY				EXPENDITURES AUTHORIZED AND APPROVED BY				APPROVED DAVID E. SUNDSTROM, Auditor-Controller							
CLAIMANT			DATE			AUTHORIZED SIGNER			DATE			DEPUTY		DATE	

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



County of Orange

ELECTRONIC FUNDS TRANSFER

A/P PAYMENT REQUEST AND TRANSMITTAL

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

Please Pay \$ 55,472.00 on 01 | 28 | 09

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

Description:

Department / Agency

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

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT
 CHECK WRITING

Vendor Code: N03641A

DEPARTMENT'S USE -- COMPLETE IN DETAIL												A-C USP
FUND	AGCY	ORG	ACTV	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B S ACCT	AMOUNT	SP CD
707	707			0100	00						51,588.96	
707	707			200	00						3,883.04	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	55,472.00
I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY				EXPENDITURES AUTHORIZED AND APPROVED BY				APPROVED DAVID E. SUNDSTROM, Auditor-Controller				
CLAIMANT	DATE	AUTHORIZED SIGNER				DATE	DEPUTY	DATE				

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

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

November 30, 2008

Fiscal Year 2008-2009

	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
07/31/08	150,895.34	11,880.92	189,491.56	937,880.81	11,593.23	1,301,741.86	363,861.05
8/31/2008	150,529.68	11,852.13	189,032.37	855,424.76	11,565.14	1,218,404.08	362,979.32
9/30/2008	150,882.52	11,879.91	189,475.47	690,320.13	11,592.25	1,054,150.28	363,830.15
10/31/2008	151,227.87	11,907.10	189,909.15	401,502.82	11,618.78	766,165.72	364,662.90
11/30/2008	151,594.31	11,935.95	190,369.32	413,587.42	11,646.93	779,133.93	365,546.51
12/31/2008						0.00	0.00
1/31/2009						0.00	0.00
2/28/2009						0.00	0.00
3/31/2009						0.00	0.00
4/30/2009						0.00	0.00
5/31/2009						0.00	0.00
6/30/2009						0.00	0.00
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Fiscal Year 2007-2008

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Treasurer's Reports for November 2008 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger**

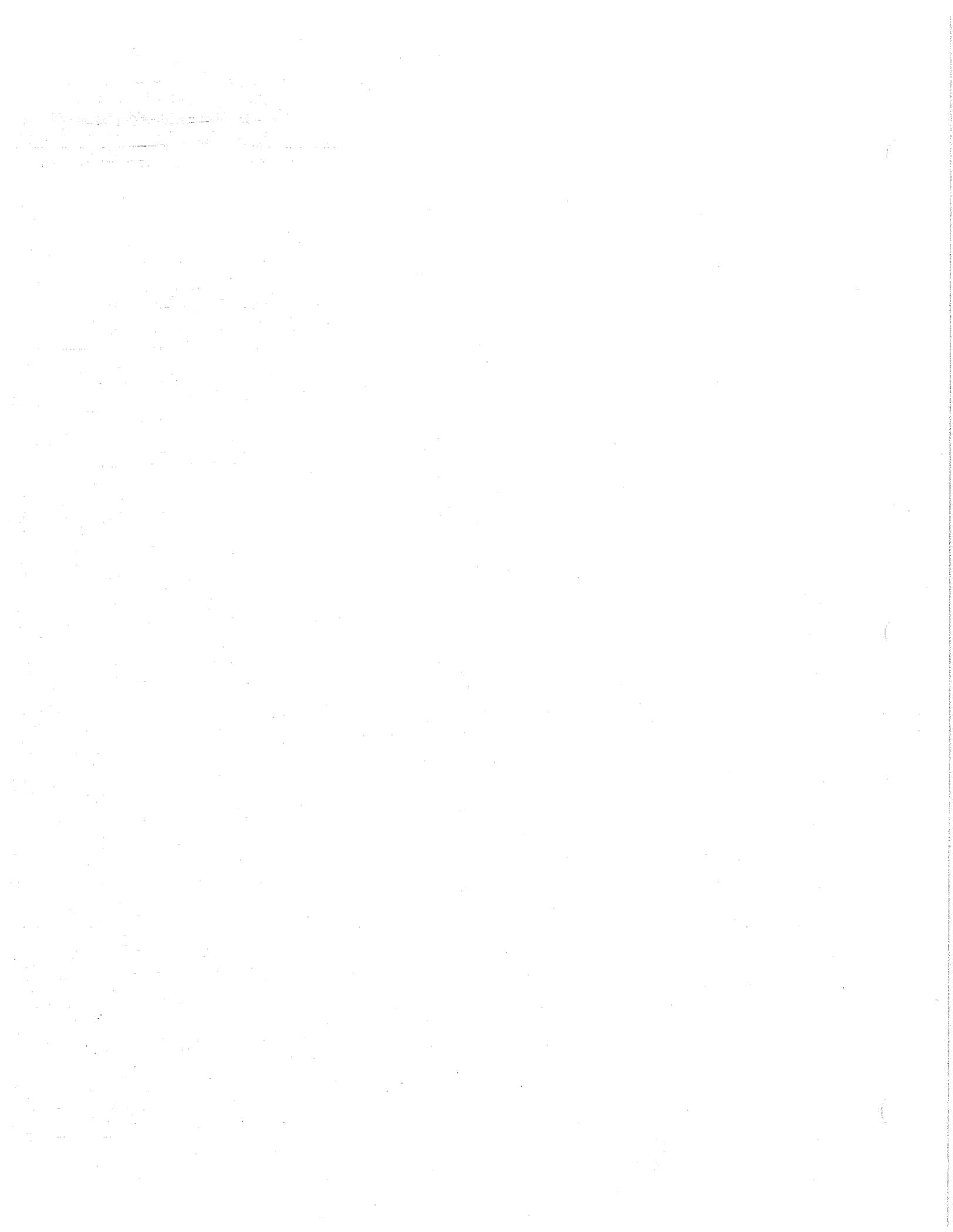
DATE: December 15, 2008

Summary of Cash and Investments as of November 30, 2008

Cash with Orange County Treasurer Fund 702	151,594.31
Cash with Orange County Treasurer Fund 703	11,935.95
Cash with Orange County Treasurer Fund 706	190,369.32
Cash with Orange County Treasurer Fund 707	413,587.42
Cash with Orange County Treasurer Fund 708	11,646.93
County Exempt Checking – Bank of the West	10,439.56
County Exempt Savings – Bank of the West	12,637.33
General Fund Checking – Bank of the West	8,901.19
General Fund Savings – Bank of the West	9,425.80
Literacy Fund Savings – Bank of the West	14,359.06
Payroll Checking – Wells Fargo Bank	149,076.24
Payroll Emergency CD – California National Bank	23,624.58

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

Jeanette Contreras
Library Director



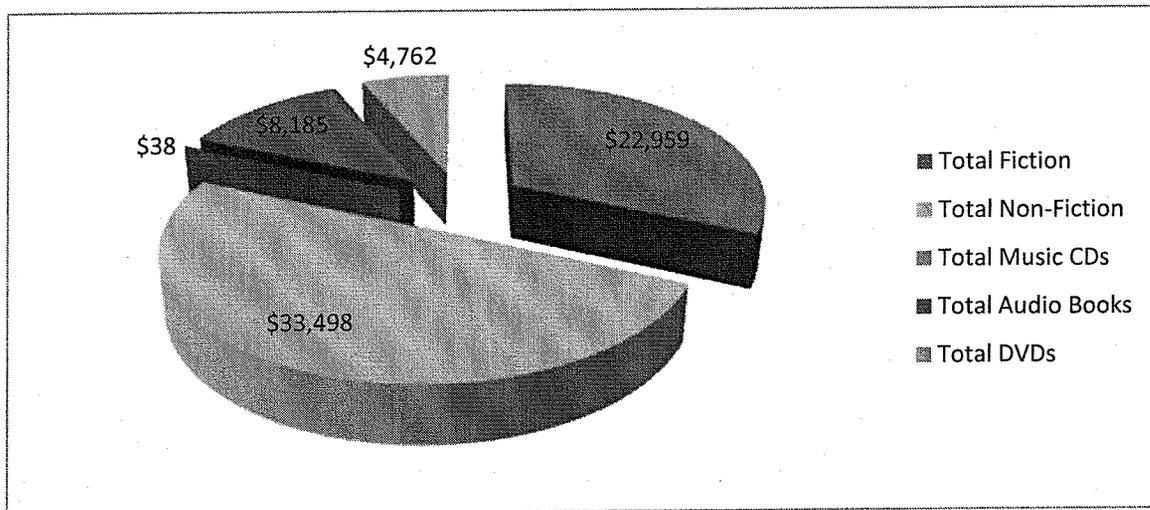
**Placentia Library District
 Balance Sheet
 As of November 30, 2008**

	<u>Nov 30, 08</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	10,439.56
County Exempt - Savings	12,637.33
General Fund - Checking	8,901.19
General Fund - Savings	9,425.80
Literacy Fund - Savings	14,359.06
Payroll Checking - Wells Fargo	149,076.24
Payroll Checking (CDs) 0028205565	<u>23,624.58</u>
Total Payroll Checking (CDs)	23,624.58
Total Checking/Savings	<u>228,463.76</u>
Total Current Assets	228,463.76
Fixed Assets	
Building and Improvements	2,029,651.00
Equipment and Furniture	626,490.00
Land	81,498.00
xAccum Depr Bldg Impr	-914,597.00
xxAccum Depr Equip Furn	<u>-584,086.00</u>
Total Fixed Assets	<u>1,238,956.00</u>
TOTAL ASSETS	<u><u>1,467,419.76</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Curr Portion capital lease	20,231.00
Curr Portion La Salle	94,952.00
Union Dues Payable	<u>1,496.00</u>
Total Other Current Liabilities	116,679.00
Total Current Liabilities	116,679.00
Long Term Liabilities	
Capital lease payable	147,971.62
LaSalle renovatio lease	<u>144,932.12</u>
Total Long Term Liabilities	292,903.74
Total Liabilities	409,582.74
Equity	
GF 707 Lease payments/loan	72,448.09
Investment in capital assets	825,653.00
Retained Earnings	3,113.44
Total Capital	68,737.80
Net Income	<u>87,884.69</u>
Total Equity	1,057,837.02
TOTAL LIABILITIES & EQUITY	<u><u>1,467,419.76</u></u>

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2008-2009 THROUGH THE MONTH OF NOV. 2008

	<u>Amount</u>	<u>Titles</u>	<u>Volumes</u>
Total Fiction	\$22,959	1,273	1,726
Total Non-Fiction	\$33,498	834	704
Total Music CDs	\$38	2	2
Total Audio Books	\$8,185	108	110
<u>Total DVDs</u>	<u>\$4,762</u>	<u>157</u>	<u>186</u>
TOTAL MATERIALS	\$69,442	2,374	2,728



In addition to the items above, items totaling \$19,123 are currently on order.

Entrepreneurial Activities Report
 Net Revenue Summary
 November-08

	Nov-08	Nov-07	YTD 2008-2009	YTD 2007-2008
Passport	3,985.00	10,493.18	12,986.15	64,974.28
Passport Photos	590.00	1,380.00	2,090.00	8,340.00
Notary Public	0.00	170.00	212.50	1,520.00
Test Proctor	0.00	270.00	210.00	1,013.60
Total	4,575.00	12,313.18	15,498.65	75,847.88

RESOLUTION 09-05

Agenda Item 31
Attachment B

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO ESTABLISH THE BOARD OF TRUSTEES REGULAR MEETING DATES
FOR CALENDAR YEAR 2009

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

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

BE IT RESOLVED, that the Placentia Library District of Orange County Board Of Trustees establishes the third Monday of each month at 6:30 P.M., except for established dates of January 20, 2008 and February 17, 2008, the Regular Board Meeting for Calendar Year 2009, dated December 15, 2008.

AYES: Shkoler, Turner, DeVecchio, Escobosa, Wood

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, Richard DeVecchio, Secretary of the Board of Trustees of the Placentia Library District Of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the Fifteenth Day of December 2008.

IN WITNESS THEREOF, I have hereunto set my hand and seal this Fifteenth Day of December 2008.

Richard DeVecchio, Secretary



RESOLUTION 09-06
A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO
APPROVE THAT THE LIBRARY DIRECTOR BE AUTHORIZED
TO APPROVE WEEKLY CLAIMS

1 WHEREAS, the Board of Trustees of the Placentia Library District ("Library")
2 meets monthly to transact business including but not limited to the authorization of
3 regular and routine payments of certain invoices;

4 WHEREAS, certain invoices are received on a regular basis and payment on
5 said invoices is delayed pending Board authorization; and

6 WHEREAS, prompt payment on certain invoices will eliminate late fees and
7 unnecessary interest charges; and

8 WHEREAS, Library Trustees have authority pursuant to section 19645 of the
9 Education Code to make and enforce all rules, regulations, and bylaws necessary
10 for the administration, government, and protection of the Library under its
11 management, and all property belonging to it.

12 NOW, THEREFORE BE IT RESOLVED, that Jeanette Contreras, Library
13 Director be authorized and directed to execute any and all documents, including,
14 but not limited to, the "claim transmitted for payment" form necessary to effectuate
15 payment by the County of Orange on invoices received on the amended accounts
16 listed herein for the 2008-09 fiscal year thereby avoiding late fees and unnecessary
17 interest charges.

18 BE IT FURTHER RESOLVED that authorization for payments in excess of the
19 amounts set forth herein during the 2008-09 fiscal year shall require additional
20 authorization by the Board of Trustees.

21

22 Southern California Gas Company	\$ 9,000.00
Edison and electrical-related expenses	\$ 65,000.00
23 Water and water-related expenses	\$ 6,000.00
Refuse disposal & household expenses	\$ 12,500.00
24 Pension contributions	\$ 216,195.00
Life Insurance	\$ 10,743.00
25 Dental Insurance	\$ 12,085.00
Vision Insurance	\$ 2,000.00
26 Health Insurance	\$ 188,590.00
Special District Workers' Compensation Authority	\$ 8,200.00
27 Special District Risk Management Authority	\$ 15,500.00
Telephone and Internet-related expenses	\$ 14,320.00
28 Office Depot	\$ 64,000.00
Postage and shipping	\$ 6,100.00
29 Plumbing-related expenses	\$ 3,000.00
HVAC-related expenses	\$ 8,000.00
30 Transportation, travel, meetings, and related expenses	\$ 23,500.00
31 Printing - related expenses	\$ 2,000.00

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RESOLUTION 09-06
A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO
APPROVE THAT THE LIBRARY DIRECTOR BE AUTHORIZED
TO APPROVE WEEKLY CLAIMS

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AYES: TRUSTEES:
NOES: TRUSTEES:
ABSENT: TRUSTEES:
ABSTAIN: TRUSTEES:

STATE OF CALIFORNIA)
COUNTY OF ORANGE)

I, Richard DeVecchio, Secretary of the Board of Trustees of the Placentia Library District, of Orange County, California, hereby certify that the above and foregoing Resolution was duly and regularly adopted by the said Board of Trustees at a regular meeting thereof, held on the 15th day of December, 2008, and passed by a majority vote of said Board.

IN WITNESS WHEREOF, I have hereunto set my hand this 15th day of December, 2008.

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Gomez, Development Director
SUBJECT: Personnel Report for November 2008
DATE: December 15, 2008

RESIGNATIONS:

None

APPOINTMENTS:

Robert Housley- Interim Administration Services Manager
Fernando Maldonado (PT) Library Clerk, Bilingual Spanish
Saul Ulloa (PT) Library Aide, Bilingual Spanish

OPEN POSITIONS:

Childrens Librarian II (FT)
Library Services Manager (FT)
Management Analyst (FT)

WORKERS' COMPENSATION LEAVE:

None



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: David Ferrari, Circulation Supervisor
SUBJECT: Circulation Activity Report for November, 2008
DATE: December 15, 2008

MONTHLY STATISTICS

CIRCULATION

	Nov 08	Nov 07	Y-T-D 2008-9	Y-T-D 2007-8	Y-T-D % change
NEW PATRON REGISTRATIONS	380	247	1,402	1,430	-2.0%
TOTAL CIRCULATION	18,414	18,896	67,262	98,784	-32.0%
TOTAL ACTIVE BORROWERS *	18,442	18,885	84,314	105,915	-25.6%
TOTAL REGISTERED BORROWERS	37,739	34,225	185,733	121,607	34.5%
ATTENDANCE	23,957	23,704	76,401	129,305	-41.0%
* Active borrowers have used the Library this month					
** Registered borrowers have used the Library within past 12 months					

PATRON COUNT

Nov 2-Nov 8, 2008 Note: Nov. 1 was reported in October

	Sun	Mon	Tues	Wed	Thur	Sat	Total
9:00	0	33	55	28	54	57	227
10:00	0	45	67	36	37	97	282
11:00	0	81	33	31	59	97	301
12:00	0	227	36	54	117	93	527
1:00	156	0	231	50	44	290	771
2:00	94	0	67	127	68	0	356
3:00	119	123	0	248	410	0	900
4:00	164	176	176	0	0	95	611
5:00	0	121	148	375	0	0	644
6:00	0	122	88	0	83	0	293
7:00	0	95	64	52	96	0	307
8:00	0	78	58	89	58	0	283
Total	533	1101	1023	1090	1026	729	5502

PATRON COUNT

Nov 9-Nov 15, 2008

	Sun	Mon	Tues	Wed	Thur	Sat	Total
9:00	0	66	0	87	145	91	389
10:00	0	0	0	41	0	77	118
11:00	0	67	0	41	53	61	222
12:00	0	107	0	77	65	105	354
1:00	117	0	0	72	244	104	537
2:00	116	111	0	141	0	120	488
3:00	117	82	0	121	89	0	409
4:00	132	106	0	187	101	0	526
5:00	0	142	0	202	129	0	473
6:00	0	57	0	67	58	0	182
7:00	0	38	0	88	81	0	207
8:00	0	54	0	115	83	0	252
Total	482	830	0	1239	1048	558	4157

Nov 16-Nov 22, 2008

	Sun	Mon	Tues	Wed	Thur	Sat	Total
9:00	0	44	55	51	53	384	587
10:00	0	67	61	39	20	0	187
11:00	0	79	80	66	53	49	327
12:00	0	112	56	35	52	96	351
1:00	130	81	48	235	54	31	579
2:00	117	90	96	0	214	94	611
3:00	79	57	112	140	100	92	580
4:00	100	144	111	91	150	109	705
5:00	0	134	157	159	116	0	566
6:00	0	80	154	111	62	0	407
7:00	0	91	45	102	80	0	318
8:00	0	83	75	95	70	0	323
Total	426	1062	1050	1124	1024	855	5541

PATRON COUNT

Nov 23-Nov 29, 2008

	Sun	Mon	Tues	Wed	Thur	Sat	Total
9:00	0	33	44	58	0	57	192
10:00	0	45	103	55	0	55	258
11:00	0	58	43	77	0	56	234
12:00	0	80	87	33	0	71	271
1:00	173	62	39	201	0	89	564
2:00	94	238	93	0	0	59	484
3:00	119	67	115	107	0	104	515
4:00	164	73	101	80	0	97	512
5:00	0	122	105	72	0	0	299
6:00	0	122	174	110	0	0	406
7:00	0	133	97	44	0	0	274
8:00	0	63	90	89	0	0	242
Total	550	1096	1091	926	0	588	4251

Nov 30, 2008

	Sun	Mon	Tues	Wed	Thur	Sat	Total
9:00	0	0	0	0	0	0	0
10:00	0	0	0	0	0	0	0
11:00	0	0	0	0	0	0	0
12:00	0	0	0	0	0	0	0
1:00	118	0	0	0	0	0	118
2:00	116	0	0	0	0	0	116
3:00	71	0	0	0	0	0	71
4:00	132	0	0	0	0	0	132
5:00	0	0	0	0	0	0	0
6:00	0	0	0	0	0	0	0
7:00	0	0	0	0	0	0	0
8:00	0	0	0	0	0	0	0
Total	437	0	0	0	0	0	437

PASSPORT SERVICES

November 2-November 8, 2008 Note: Nov. 1 was reported in October

	Sun	Mon	Tues	Wed	Thurs	Sat	Total
9:00	0	0	0	0	0	0	0
10:00	0	0	0	0	0	4	4
11:00	0	0	0	0	0	7	7
12:00	0	0	0	0	0	1	1
1:00	2	0	0	0	0	3	5
2:00	0	0	1	0	0	2	3
3:00	0	0	1	2	1	4	8
4:00	0	2	0	1	0	0	3
5:00	0	2	1	1	1	0	5
6:00	0	1	2	2	0	0	5
7:00	0	1	3	0	1	0	5
8:00	0	2	0	0	0	0	2
Total	2	8	8	6	3	21	48

November 9-November 15, 2008

	Sun	Mon	Tues	Wed	Thurs	Sat	Total
9:00	0	0	0	0	0	1	1
10:00	0	0	0	0	0	1	1
11:00	0	0	0	0	0	3	3
12:00	0	0	0	0	0	1	1
1:00	2	0	0	0	0	0	2
2:00	2	0	0	0	0	0	2
3:00	5	4	1	0	0	3	13
4:00	0	2	3	1	1	0	7
5:00	0	3	4	0	2	0	9
6:00	0	0	2	0	0	0	2
7:00	0	0	2	0	3	0	5
8:00	0	0	0	0	0	0	0
Total	9	9	12	1	6	9	46

PASSPORT SERVICES

November 16-Nov 22, 2008

	Sun	Mon	Tues	Wed	Thurs	Sat	Total
9:00	0	0	0	0	0	4	4
10:00	0	0	0	0	0	2	2
11:00	0	0	0	0	0	3	3
12:00	0	0	0	0	0	2	2
1:00	1	0	0	0	0	1	2
2:00	0	0	0	0	0	2	2
3:00	0	0	0	3	0	0	3
4:00	0	1	1	0	3	0	5
5:00	0	1	2	1	0	0	4
6:00	0	0	4	3	3	0	10
7:00	0	0	1	2	0	0	3
8:00	0	0	0	0	1	0	1
Total	1	2	8	9	7	14	41

November 23-November 29, 2008

	Sun	Mon	Tues	Wed	Thurs	Sat	Total
9:00	0	0	0	0	0	0	0
10:00	0	0	0	0	0	3	3
11:00	0	0	0	0	0	0	0
12:00	0	0	0	0	0	1	1
1:00	3	0	0	0	0	3	6
2:00	6	0	0	0	0	0	6
3:00	1	4	0	2	0	0	7
4:00	3	1	1	0	0	0	5
5:00	0	4	1	0	0	0	5
6:00	0	3	0	0	0	0	3
7:00	0	4	2	0	0	0	6
8:00	0	0	2	0	0	0	2
Total	13	16	6	2	0	7	44

PASSPORT SERVICES

November 30, 2008

	Sun	Mon	Tues	Wed	Thurs	Sat	Total
9:00	0	0	0	0	0	0	0
10:00	0	0	0	0	0	0	0
11:00	0	0	0	0	0	0	0
12:00	0	0	0	0	0	0	0
1:00	2	0	0	0	0	0	2
2:00	2	0	0	0	0	0	2
3:00	2	0	0	0	0	0	2
4:00	0	0	0	0	0	0	0
5:00	0	0	0	0	0	0	0
6:00	0	0	0	0	0	0	0
7:00	0	0	0	0	0	0	0
8:00	0	0	0	0	0	0	0
Total	6	0	0	0	0	0	6

STAFF ACTIVITY

November 19: all-staff meeting to review final results of the earthquake drill.

November 25: meeting with 7 Clerks to discuss changes to the schedule and changes in how money is counted on every shift.

Throughout month: trained new Library Aide on how to shelve books.

ONGOING PROJECTS

Safety Activities: Updating the Emergency Manual, the list of emergency supplies for staff bags, and the contact list of staff members.

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY2008-2009	DATE INVOICE	S. CA EDISON	TURF GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL	
Jul-08	*			107.50			107.50	
Aug-08	*						0.00	
Sep-08	*						0.00	
Oct-08	*						0.00	
Nov-08	*						0.00	
Dec-08							0.00	
Jan-09							0.00	
Feb-09							0.00	
Mar-09							0.00	
Apr-09							0.00	
May-09							0.00	
Jun-09							0.00	
TOTAL		0.00	0.00	0.00	107.50	0.00	0.00	107.50
AVG		0.00	0.00	0.00	107.50	0.00	0.00	21.50

* City Billing Not Received

PERIOD COVERED FY2007-2008	DATE INVOICE	S. CA EDISON	TURF GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL	
Jul-07	07/23/07	5,584.05	1,150.57	136.67	645.55	0.00	0.00	7,516.84
Aug-07	08/22/07	7,054.77	1,440.22	136.67	117.20	0.00	0.00	8,748.86
Sep-07	10/02/07	7,492.80	2,316.02	145.15	107.50	0.00	15.06	10,076.53
Oct-07	11/19/07	7,016.46	1,150.57	145.15	107.50	0.00	0.00	8,419.68
Nov-07	11/19/07	5,287.29	1,186.18	145.15	107.50	0.00	0.00	6,726.12
Dec-07	02/13/08	4,198.61	1,150.57	145.15	137.50	0.00	7.98	5,609.81
Jan-08	02/13/08	3,118.39	1,150.57	145.15	137.50	0.00	7.82	4,559.45
Feb-08	02/13/08	3,438.09	1,150.57	145.45	1,218.91	0.00	7.82	5,960.84
Mar-08	04/01/08	3,757.21	1,150.57	145.15	107.50	0.00	7.82	5,168.25
Apr-08	10/15/08	3,894.06	1,150.57	145.15	107.50	0.00	7.84	5,305.12
May-08	10/15/08	4,063.65	1,150.57	145.15	107.50	0.00	0.00	5,466.87
Jun-08	10/15/08	6,607.52	1,150.57	145.15	107.50	0.00	0.00	8,010.74
TOTAL		61,512.90	15,297.55	1,725.14	2,979.16	0.00	54.36	81,569.11
AVG		5,126.08	1,274.80	143.76	248.26	0.00	4.53	6,797.43

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

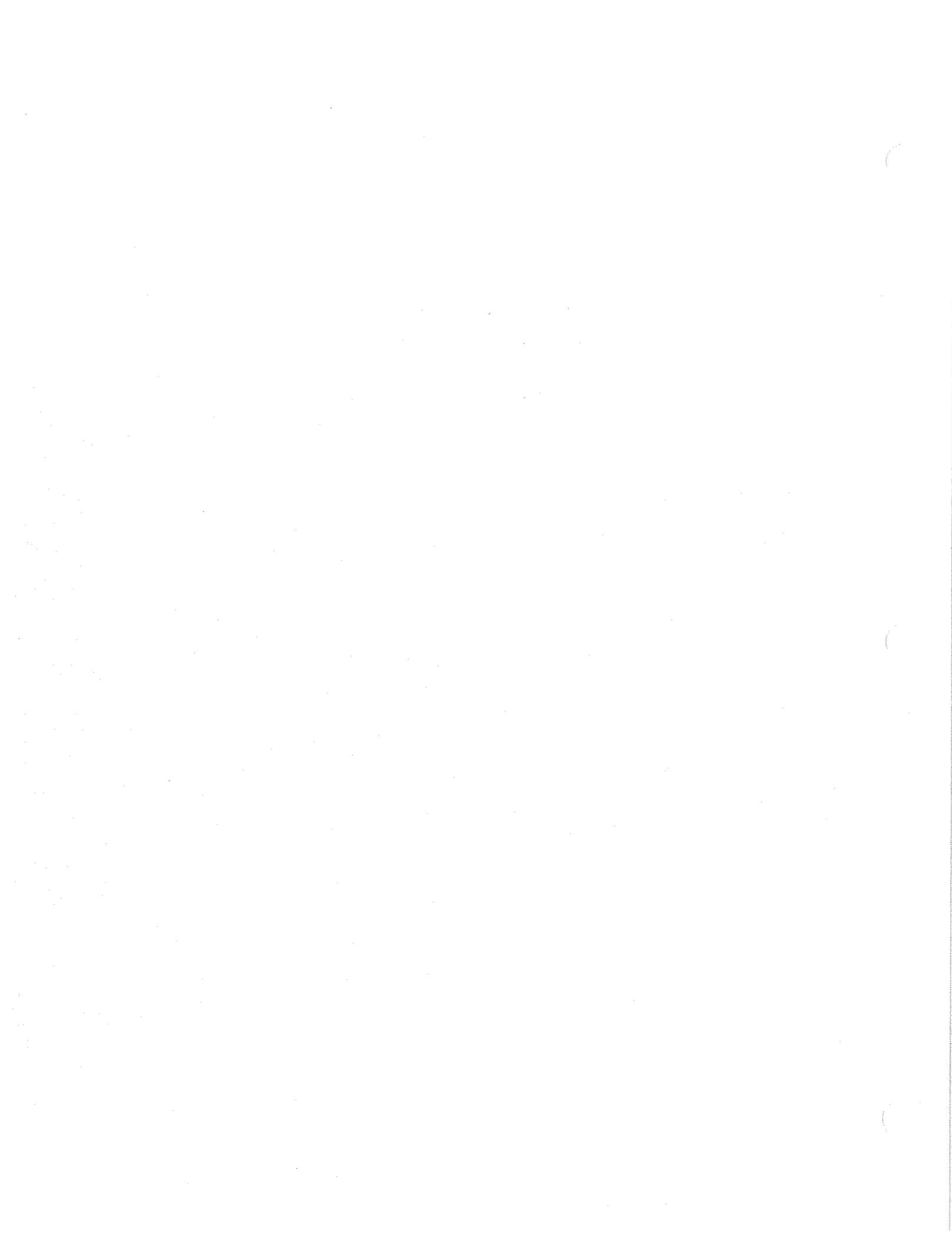
TO: Jeanette Contreras, Library Director
FROM: Yesenia Gomez, Development Director
SUBJECT: Partnerships With Community Organizations for November 2008
DATE: December 15, 2008

There is no activity to report for the month of November 2008.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Gomez, Development Director
SUBJECT: **Program Committee Report for November 2008**
DATE: December 15, 2008

There is no activity to report for the month of November 2008.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Director's Report
DATE: December 15, 2008

Activities Report

Thursday, November 13

The Library participated in the statewide earthquake drill.

Joanne Hardy and I met with Esther Guzman, Part-Time Library Aide.

Friday, November 14

I interviewed and conducted references on a candidate for the Children's Librarian II position.

Saturday, November 15

I assisted Children's staff with the National Game Day program.

Library closed at 2:30 p.m. due to the poor air quality from the multiple fires nearby, upon consultation with Mr. Steve Pischel, Administrative Services Director from City Hall. Informed Library Board of Trustees of closure.

I contacted staff who lived within the affected fire areas for an update on their condition and offered any assistance they may need.

Sunday, November 16

I informed Library Board of Trustees and Mr. Pischel that the Library will be open from 1pm-5pm. Mr. Pischel made the announcement at the Valencia High School shelter and invited families to visit the library for some fun and games.

I assisted Children's staff with setup of video games.

Monday, November 17

I met with Children's Library Assistant, Coleen Wakai to discuss a new program for families.

I attended the Library Board of Trustees meeting.

Tuesday, November 18

I met with members from the Placentia Rotary Club to obtain additional information regarding membership.

I attended the City Council meeting with Mr. Jeff Ferre to address questions that may arise with regards to the Library Impact Fee.

Wednesday, November 19

I attended the Placentia Rotary Club breakfast as a guest.

I facilitated an all-staff meeting.

Thursday, November 20

I was introduced to members of the Placentia Community Network during their meeting at City Hall. This was an invitation made by Ms. Pat Irot.

I attended Ms. Mary Strazdas' retirement reception and thanked her for her dedicated services to the Placentia Library District.

Sunday, November 23

I attended the Wood Carving program coordinated by Ms. Kathy Staymates. The presenters were enthusiastic, passionate about their work and very patient.

Monday, November 24

I attended the all-day Disaster Recovery Seminar at the Marriott Hotel in Anaheim.

Tuesday, November 25

I provided a walk through to Mr. Phil Kaplan and Mr. Pischel as part of the ADA analysis process.

I met with City Administrator, Mr. Troy Butzlaff for a business lunch.

I attended the Adult Services meeting to answer questions regarding the new Book Discussion program.

Wednesday, November 26

Ms. Yesenia Gomez and I interviewed eight candidates for the Administrative Assistant position. We conducted reference checks on the top candidates.

Sunday, November 29

I continued to conduct reference checks on the top candidates for the Administrative Assistant position.

I begin preparing for the Library Services Manager interviews.

Monday, December 1

I served on an interview panel for the City for their Human Resources Technician recruitment.

I continued to work on the interview questions for the Library Services Manager recruitment.

Tuesday, December 2

Library staff welcomed the new Children's Librarian II, Ms. Lori Worden.

Wednesday, December 3

I attended the Placentia Rotary Club breakfast.

I was invited to the Placentia Round Table Women's Club by Ms. Irot. I had an opportunity to speak with attendee about myself and an update on the Library.

I met with Ms. Worden to discuss her performance objectives.

Thursday, December 4

I attended an Emergency Board meeting.

Ms. Joanne Hardy and I met with Ms. Laura Mitchell and Ms. Wendy Sun regarding the restructuring of the organization and their roles.

Sunday, December 7

Ms. Gomez, Mr. Alex Hernandez, Mr. David Ferrari and I volunteered our time to decorate the Library for the holidays.

I handled a patron incident that involved a stolen video game unit. Informed Library Board of Trustees regarding the incident.

Monday, December 8

Ms. Hardy and I interviewed a candidate for the Library Services Manager position.

Ms. Hardy and I spoke with Ms. Edy Finley and Mr. Larry Cummings regarding the restructuring of the organization and their roles.

I attended the Placentia Library Friends Foundation meeting.

Tuesday, December 9

Ms. Hardy and I interviewed two candidates for the Library Services Manager position.

I met with the History Room volunteers, Ms. Iro and Ms. Marie Schmidt to discuss their concerns and we agreed to meet in January to identify goals for the History Room. Meeting will include History Room Librarian, Mr. Gary Bell.

The Library Board of Trustees and I hosted a holiday reception for library staff. Mr. Bell led staff in singing a few holiday songs. The Board and staff took a group picture.

Wednesday, December 10

I spoke with Mr. Shawn Robinson and Mr. Jesus Diaz regarding the restructuring of the organization and their roles.

I offered Mr. Hernandez the Administrative Assistant position. The Library Board of Trustees was informed of the decision and an announcement was sent to staff immediately thereafter.

I prepared for the Library Board of Trustees meeting.

Thursday, December 11

I continued to work on the Library Board of Trustees meeting.

I met with Mr. Pischel to discuss mutual issues.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Lori Worden, Children's Services Librarian II

SUBJECT: Children's Services Monthly Activity Report for November, 2008

DATE: December 15, 2008

MONTHLY STATISTICS

Phone reference	28
In person reference/research	862
Total	890

The library closed at 2 p.m. on Saturday, November 15 due to an unhealthful atmosphere from the fires in nearby Yorba Linda. On Saturday, November 22, the library experienced technical difficulties with the computers. These events, in addition to two holidays, may have affected the monthly statistics.

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lap Sit 24 months & younger	3	57
Story Time I: 6 years & younger	3	38
Story Time II: 6 years & younger	3	41
Pocket Tales: Stories, music, and movement.	4	140
Read to the Dogs event	1	18
P-TAC Meeting	2	15
"Got Game?" National Gaming Day @ Your Library Sign Up	1	23
"Got Game?" National Gaming Day at Your Library Event	1	18

Total November 2008	17	350
Total November 2007	41	1,345
Current FY to date	48	3,031
Previous FY to date	144	5,443

STAFF ACTIVITY

Nov. 12: Brenda and Coleen submitted the Great Stories CLUB Grant, a collaborative program with Valencia High School "House" Program.

Nov. 19: Brenda and Coleen participated in a Webinar from Booklist Online.

Nov. 6 & 20, Coleen led meetings of the Placentia Teen Advisory Club. Six members of P-TAC helped plan for the winter holiday program.

Nov. 29: Brenda and Coleen received training from Joanne Hardy for ordering books through Baker & Taylor TitleSource.

ONGOING PROJECTS

Brenda and Coleen planned the Winter Holiday program for December.

Brenda prepared to conduct a library tour for Tynes Elementary School second graders.

Coleen restructured the Read to the Dogs program to provide more opportunity for children to read.

NEW PROJECTS AND ACTIVITIES

Coleen initiated collaboration with the Placentia Police Department on a program about Internet Safety for Young Adults.

On Nov. 15, Placentia participated in ALA's National Gaming Day at Your Library. Our program was called "Got Game?"

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Toby Silberfarb, Library Assistant Literacy / Volunteers
SUBJECT: Literacy / Volunteer Report for November 2008
DATE: December 15, 2008

MONTHLY STATISTICS

Volunteer Hours:

History Room	134 hrs
PLFF	337 hrs
Library (General)	33 hrs
Homework Club	38 hrs
Tutors (ALS)	23 hrs

Total: 558 hrs.

STAFF ACTIVITY

Composed publicity about the literacy and volunteer services for the Placentia Quarterly and for Notations
Attended Fieldwork Day at CSUF on 11/19/08 and spoke with 6 potential student interns.
Contacted potential presenters for February, 2009 program
Selected Book Discussion titles for March, 2009 (*Water for Elephants*) and June, 2009 (*19 Minutes*)
Submitted 2 book orders in Dewey 300s;
Worked at the adult reference desk 10 hours/week;
Processed 6 volunteer applications;
Trained 4 library volunteers;
Trained 2 literacy volunteers
Called 10 potential volunteers;
Processed 1 staff /Friends request for volunteers.

ONGOING PROJECTS

Developing a bookplate to acknowledge Target funds for FFL book purchases;
Continuing efforts to communicate with financial aid office at CSUF;
Following up with the potential interns from CSUF;
Refocusing library efforts for the 3 CLLS grant programs;
Developing a detailed registration form for participants in FFL/Children's events;
Continuing to recruit FWS volunteers for the H.I.S. House homework program.
Registered for "Baby Boomer Volunteer" workshop in January, 2009.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Joanne Hardy, Interim Library Services Manager
SUBJECT: Adult Services Monthly Activity Report for November 2008
DATE: December 15, 2008

MONTHLY STATISTICS

Reference Desk Activity

Phone reference:	272
In person reference/research:	1751
Guest passes:	4
E-mail reference/research:	0
Electronic: databases/internet/catalog instruction:	99
Electronic: computer use:	2721
Technology: computer/printer questions or troubleshooting:	325
In library use: ready reference:	46
In library use (cleanup):	3039
Discipline:	10

STAFF ACTIVITY

Joanne Hardy participated in nine meetings on various days with the Director and individuals receiving assignment changes.

Librarians and Library Assistants submitted proposals for book discussions and for programs:

- Nadia Dallstream: book discussions for *Eat, Pray, Love* and for *A Thousand Splendid Suns*, and for the program "Egypt – Land of the Pharaohs"
- Gary Bell: for the program "A Celtic Christmas"
- Kathy Staymates: for book discussion of *The Secret Life of Bees*, and a program on local bluebird habitats.
- Toby Silberfarb: for book discussion of *Water for Elephants*

Nov. 3: Big Shake-Out session at City Hall attended by Hardy, and Toby Silberfarb

Nov. 4: Meeting for Librarians and Library Assistants regarding new procedures for collection development, materials ordering, programming, reports, and schedules

Nov. 10: Meeting on Literacy programs with Toby Silberfarb

Pre-Drill briefing of staff

Nov. 13: Big Shake-Out Drill

Nov. 19: All-staff meeting attended by Hardy, Silberfarb, Dallstream, Staymates, and Strazdas

Nov. 19: Mary Strazdas, in preparation for retirement, transferred files and folders to Library Services Manager.

Nov. 23 Kathy Staymates hosted a program and an exhibit on woodcarving by Placentia Woodcarvers Club.

Nov. 25: Meeting for Librarians and Library Assistants regarding new Book Discussion series

Nov. 29: Hardy trained Children's staff in Baker & Taylor TitleSource.

ONGOING PROJECTS

The statewide Big-Shake-Out Drill stimulated staff to organize procedures and Emergency Clipboards for Library evacuation. Additional training is forthcoming.

Librarians and Library Assistants began collection development and submitted two book orders in newly assigned areas.

Hardy composed and submitted publicity about the new book discussions for the Placentia Quarterly and for Notations.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Gary Bell, Local History Room Librarian
SUBJECT: Local History Room Monthly Report for November 2008
DATE: December 15, 2008

MONTHLY STATISTICS

Visitors to History Room in November, 2008	2
Visitors to History Room in November, 2007	8

STAFF & VOLUNTEER ACTIVITY

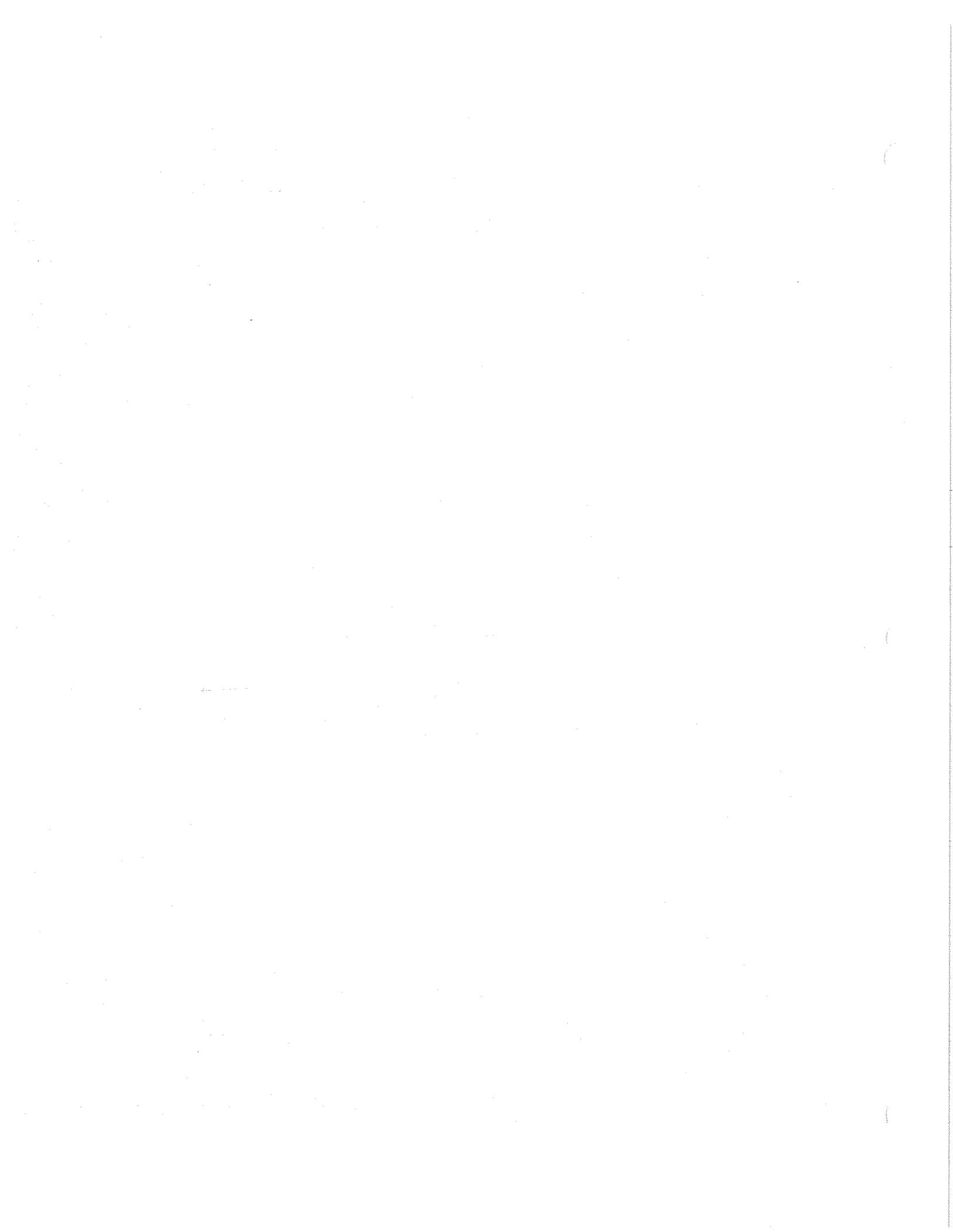
Gary Bell contacted the San Jose State University MLIS program at CSUF to request an intern to assist with digitization of local history photos and documents. Volunteers Jeanette Gardner and Eddie and Vera Castro attended the Heritage Coordinating Council meeting on November 4 at the Fullerton Arboretum. Eddie is now co-chair of the Placentia Historical Committee with Jeanette Gardner. There were requests for El Dorado High School Yearbooks for 1980, 1982, and 1984.

ONGOING PROJECTS

Volunteer Pat Irot attended the Yorba Linda Historical Society with a proposal to present their local schools with portraits of the schools' namesakes, as they are part of the Placentia Yorba Linda Unified School District.

NEW PROJECTS AND ACTIVITIES

The historic photographs of the old Placentia Library, which are now in the staff area hallway, are being proposed to transfer to the wall outside the Local History Room in order to give more prominence and focus to the Local History Room itself. Pat Irot provided a letter of recommendation for Colleen Robledo, a former History Room intern. Marie Schmidt will attend the next City Council meeting on December 2nd to pay tribute to the 82nd anniversary of the city's incorporation.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Katie Matas, Librarian, Technical Services

SUBJECT: Web Site & Technology Report for November 2008

DATE: December 15, 2008

MONTHLY STATISTICS

Online database usage:

	November 2008	November 2007		Y-T-D 2008-9	Y-T-D 2007-8	Y-T-D change
Ancestry.com	33	8		270	55	215
Chilton Library (Automobiles)	*	12		28	37	-9
General Reference Center Opposing Viewpoints (sub.ends	20	130		105	370	-265
Nov 30, 2008 not renewed)	5	175		18	251	-233
Newsbank	20	85		562	328	234
L.A Times	1	4		48	38	10
Wall Street Journal (cancelled Nov. 1, 2008)	0	0		40	22	18
Heritage Quest	3012	1938		10,595	23,700	-13,105
Learning Express (Learn a test)	22	12		85	77	8
Novelist	15	1		86	9	77
Tumblebooks	243	485		1,323	2,138	-815
MorningStar	57	31		819	557	262
Reference USA	12	59		164	265	-101
Value Line	*	212		406	3,448	-3,042
	3440	3152		14549	31295	-16746

*The usage statistics were not available at the time of reporting. The usage will be reflected in next month's year to date totals.

Website traffic for November 2008:

In November 2008 we had 16,768 visitors to our website. In November 2008 there were 41,155 page hits. A yearly comparison is not available due to the website redesign.

STAFF ACTIVITY

- November 22, 2008, the hard drive on the computer that controls the public computers failed. Patrick replaced it and had the computer reservation system up and running before the Library opened on the 23rd. Patrick will backup both the reservation system and the print station to avoid future problems.
- November 30, 2008, Katie updated the backdoor codes to block former employees and admit new employees.
- November 30, 2008, Katie prepared user accounts for the new Children's Librarian.

ONGOING PROJECTS

- Jesus and Katie continue to update Library events on the website.
- Jesus continues to maintain the outside electronic sign.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: **Employee of the Quarter Program**
DATE: December 15, 2008

BACKGROUND

The Employee of the Quarter Program was discussed at the October 22, 2008 Library Board of Trustees and asked to be revisited in December 2008.

On November 10, 2008, the Placentia Library Friends Foundation approved \$800 per year or \$200 per quarter for the Employee of the Quarter Program. The Program will begin January 2009.

Attachment A is the nomination form for the Employee of the Quarter Program.

RECOMMENDATION

Approve Attachment A to be used as the nomination form for the Employee of the Quarter Program which will commence January 2009.



Employee of the Quarter Nomination Form

Employees of the Placentia Library District are encouraged to nominate staff members in recognition of outstanding service to our patrons and coworkers. The program recognizes employees for outstanding accomplishments and/or contributions to the Library's mission. All non-exempt employees of the Placentia Library District are eligible for nomination. An employee can win the award only once in a year. Self-nominations will not be accepted.

Quarter Nominating	Dates Covered	Due Date
1st Quarter <input type="checkbox"/>	July — September	October 15
2nd Quarter <input type="checkbox"/>	October — December	January 15
3rd Quarter <input type="checkbox"/>	January — March	April 15
4th Quarter <input type="checkbox"/>	April — June	July 15

The final selection of the Employee of the Quarter will be made by the ~~Library Board of Trustees~~ and the Library Director.
Lib. Management Team

The employee selected for the award will receive recognition for excellent service, the "Employee of the Quarter" parking space for one quarter, and ~~\$100~~ cash provided by the Placentia Library Friends Foundation.

\$200

Name & Title of Nominee: _____

Nominee's Supervisor Name & Email: _____

Reasons for Nomination. Some criteria include: superior performance, innovative improvements, community service, teamwork, and savings to the Library and/or demonstration of the Library's core values. Please be specific and limit to two pages.

Nominator's Name: _____ Date: _____

Signature: _____

This nomination is accurate to the best of my knowledge.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Election of Library Board Officers
DATE: December 15, 2008

BACKGROUND

The following positions need to be elected:

President (Incumbent is Mr. Al Shkoler, 10 years)

Secretary (Incumbent is Mr. Richard DeVecchio, 1 year)

RECOMMENDATIONS

Elect a Library Board President and a Library Board Secretary for 2009.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Appointment of Library Board Representatives for 2009 by the Board President
DATE: December 15, 2008

BACKGROUND

The following positions need to be appointed:

Independent Special Districts of Orange County (Incumbent is Mr. Richard DeVecchio, Alternate is Ms. Jean Turner)

Independent Special District Local Area Formation Commission (LAFCO) Selection Committee (Incumbent is Mr. Richard DeVecchio)

Placentia Civic Center Authority (2 positions – Incumbents are Mr. Al Shkoler and Ms. Betty Escobosa)

Orange County Council of Governments (OCCOG) (Incumbent is Ms. Gaeten Wood)

Placentia Library Friends Foundation Board of Directors (2 positions – Incumbents is Ms. Jean Turner)

RECOMMENDATIONS

Appoint Library Board Representatives for 2009.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Selection of Date and Time for Regular Board Meetings for 2009: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2009.
DATE: December 15, 2008

BACKGROUND

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

The third Monday of January is Martin Luther King Day and the third Monday of February is Presidents' Day. These are observed holidays for the District. It is recommended that the Library Board meet on the third Tuesday of January (20th) in lieu of January 19th, the third Tuesday of February (17th) in lieu of February 16th, and the third Monday of March, April, May, June, July, August, September, October, November and December.

Please refer to Attachment A for recommended dates.

Resolution 09-05 is Attachment B: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2009.

RECOMMENDATIONS

1. Determine the regular meeting dates and time for 2009.
2. Read Resolution 09-05 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2009.
3. Adopt Resolution 09-05.

PLACENTIA LIBRARY BOARD CALENDAR

January 2009 - December 2009

Jan 2009						
S	M	T	W	T	F	S
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January
20 6:30 PM Library Board Meeting

February
17 6:30 PM Library Board Meeting

March
16 6:30 PM Library Board Meeting

April
20 6:30 PM Library Board Meeting

May
18 6:30 PM Library Board Meeting

June
15 6:30 PM Library Board Meeting

July
20 6:30 PM Library Board Meeting

August
17 6:30 PM Library Board Meeting

September
21 6:30 PM Library Board Meeting

October
19 6:30 PM Library Board Meeting

November
16 6:30 PM Library Board Meeting

December
21 6:30 PM Library Board Meeting

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Claims Cycle From Monthly to Weekly
DATE: December 15, 2008

BACKGROUND

At each regular Board of Trustees meeting the Board of Trustees is presented with the financial claims (invoices) for purchases of materials, supplies, services, utilities, and projects for warrants issued for payment through the County of Orange. This process provides the Board of Trustees the opportunity to review the expenses of the District.

The District receives certain invoices on a regular basis and payment on the invoice is delayed pending the monthly Board authorization. In some circumstances, late fees and unnecessary interest charges are incurred because of the delay. Adoption of Resolution 09-06 gives the Library Director, Executive Officer for the Placentia Library District, authorization to approve claims for payment of the types of expenses listed in the Resolution. The Resolution is necessary to effectuate payment by the County of Orange; thereby, avoiding late fees and unnecessary interest charges.

RECOMMENDATION

Staff recommends approval of the Resolution as presented.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Gomez, Development Director
SUBJECT: Public Library Innovation Grant
DATE: December 15, 2008

BACKGROUND

The International City/County Management Association (ICMA) in partnership with the Bill & Melinda Gates Foundation will administer the Public Library Innovation Grants. The purpose for the grant is to strengthen the partnership between the community and the library by providing services to the people that need them the most.

The goals of the ICMA Public Library Innovation Grants are:

-  Enable public libraries to join their local government manager in developing and implementing solutions to specific community challenges.
-  Build the capacity of the participating local government and library leaders to collaboratively launch and support change and innovation in their public library system.
-  Increase ICMA members' understanding and support of the 21st century library and their leadership role in promoting the public library system.

In 2009, the ICMA will award grants between \$20,000 and \$60,000 to projects that can be completed within 18 months. The grant will cover most project related expenses such as: staff cost, printing, marketing, supplies, computer hardware/software, multimedia tools, and assistive/adaptive equipment. The grant will not cover expenses such as: construction, general administrative expenses, equipment used by staff only and expenses incurred before the grant agreement is signed.

The proposed project for the Placentia Library District is to implement a computer lab. A computer lab will allow staff to enhance the services provided at the Placentia Library District by helping the community of Placentia to learn how to use technology, apply various applications that will strengthen the community's informational, educational, recreational and research needs. Possible fiscal impact may include construction cost for the computer lab.

RECOMMENDATION

1. Authorize District staff to apply for the ICMA Public Library Innovation Grant.
2. Approve proposed project.

Los Angeles Times



Your First Class
in-seat mini bar
awaits.



<http://www.latimes.com/business/la-fi-pennywise3-2008dec03,0,2653644.story>
From the Los Angeles Times

PENNY WISE

More people checking out the library to save money

Libraries are seeing a rise in traffic as frugal book and movie fans look to borrow rather than buy.
By Alana Semuels

December 3, 2008

On a recent morning, television journalist Heather Downie was carrying so many books, CDs and DVDs that it looked as if she'd need a shopping bag to get them to her car.

But she wasn't at Borders or Blockbuster. She was perusing the aisles of the Los Feliz branch of the Los Angeles Public Library, a place she's been visiting a lot more lately to save money.

Downie, 25, recently canceled her \$16 monthly Netflix subscription and is trying to resist the temptation to buy books, instead checking out movies and books from the library.

"It's a great way to cut costs without having to sacrifice anything," she said.

Stores may be quiet these days, but libraries are hopping as people look for ways to save money.

The Los Angeles Public Library is "experiencing record use," said spokesman Peter Persic, with 12% more visitors during fiscal 2008, which ended June 30, than the previous year. Patrons checked out 17.2 million books, DVDs, CDs and other items during that period, a 10% increase. Some branches report even bigger increases recently; in October, for example, the Palms branch saw a 27% increase.

"Traditionally, in tough economic times, public libraries experience an upswing in use," Persic said.

At the San Francisco Public Library, about 12% more items were checked out in October than a year earlier. Chicago's public library system experienced a 35% increase in circulation. The New York Public Library saw 11% more print items checked out (a spokesman said that could be partly explained by extended hours).

"I haven't bought anything from Borders in quite a while," said Christopher Lutz, a freelance makeup artist who was browsing the Los Feliz branch for DVDs and books. With the writers' strike and potential actors' strike, he said, he's being especially careful about where he spends his money.

Websites such as PaperBackSwap.com that enable readers to exchange books for free are also becoming more popular. PaperBackSwap founder Richard Pickering said the site had seen a 25% increase in traffic in the last three months as people trade, rather than buy, books in an effort to save money.

As one of the few places with free Internet access and public computers, libraries also see an upswing in traffic from job hunters when unemployment starts to rise, said Camila Alire, president-elect of the American Library Assn. Last year, only 44 of the top 100 U.S. retailers accepted paper applications filled out in stores, she said, which means that applicants need the Internet.

Since they're not selling anything, libraries don't profit directly from the increased traffic. Like many things funded by taxpayer dollars, libraries take a hit when the economy does.

A public library in Georgia recently considered closing most of its branches because of funding issues, Alire said, and school libraries in Maryland have been hit particularly hard by budget cuts. Closer to home, the main library in Long Beach was in danger of being closed to save money, although the City Council voted down the proposal after widespread opposition.

Without a library, Crystal Fu wouldn't have anywhere to sit in comfy chairs and read newspapers and tabloid magazines that she says she "wouldn't be caught dead buying."

Fu, a lawyer who recently returned from a four-month sabbatical in India and is searching for a job in public interest law, said she loved reading but didn't want to spend on books until she found work.

"I've got to be a little frugal these days," she said.

The shift from buying books to borrowing them is hurting bookstores and publishing houses.

Barnes & Noble Inc. last week reported a third-quarter loss of \$18.4 million, which Chief Executive Steve Riggio attributed to "a significant drop-off in customer traffic and consumer spending." In late October, Amazon.com Inc. cut its sales forecast for the holiday season.

"October was probably one of the toughest, slowest retail months that many of our members have had since their stores were in business," said Oren Teicher, chief operating officer of the American Booksellers Assn.

Many bookstores won't let their bookworms wriggle away without a fight.

Vroman's Bookstore in Pasadena is planning special holiday events and promotions this year to boost sales in a slow season, including a partnership with the Pasadena Symphony and holiday bingo, said Allison Hill, the shop's president.

Skylight Books on Vermont Avenue in Los Feliz is publishing a more sophisticated holiday guide than it has any other year, said Kerry Slattery, general manager and co-owner. It's also returning unsold books to publishers to keep up cash flow, she said.

But that approach passes the pain on to publishers. Scholastic Corp. reported sluggish sales in the last quarter, which President Richard Robinson blamed on a "challenging" market. Random House Inc. froze the pensions of current employees and did away with them for recent hires. Other publishers have laid off employees.

Still, bookstores and publishers alike should be thankful that there are still people such as Laura DePalma, a 27-year-old English teacher who was taking her students to the Central Library on a recent Friday. She said she never checked out books from the library for herself; she only bought them, even though money was tight.

"I'm really broke. I can't go out on weekends anymore," said DePalma, who was holding "The Crying of Lot 49," which she'd bought that morning, between two sheets of paper so she wouldn't get fingerprints on it.

She estimates she has five bookstores' worth of books at home because she's been buying dozens a month since she was in high school.

Despite the economy, she said, this year isn't any different.

"My parents don't want to do gifts this year to save money," she said. "But all I want for Christmas is one book."

Penny Wise is a street-level

look at how Southern Californians are stretching their dollars in a sputtering economy.

Samuels is a Times staff writer.

alana.semuels@latimes.com

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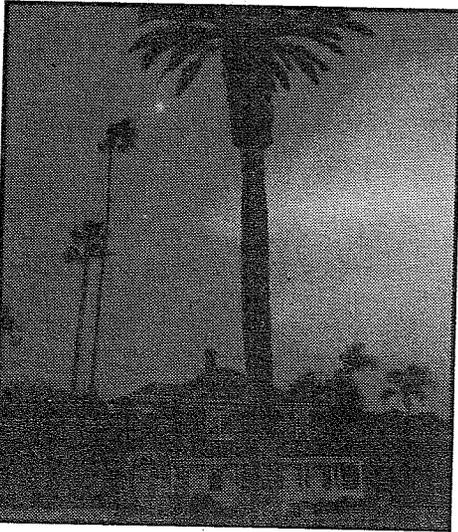
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John Walcek's photo of smoke clouds creeping over the Bradford House.

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"The most incredible thing was you could see glimpses of the blue sky under the smoke," Walcek said. *Eric Neff*

LIBRARY STRUGGLES • We've been covering the financial struggles of the library since the Chino Hills earthquake

in July.

Actually, we were covering it before that, but the earthquake made matters drastically worse, after the building suffered major structural damage. Repairs ran into the hundreds of thousands of dollars, and the library's reserves are now down in the low \$200,000s.

Library board president Al Shkoler said the library's options for revenue generation are very limited. The only fees they charge - late fees - don't generate significant additional revenue when raised.

The library has also instituted various fees that will be charged to any new development or remodeling in the city. The City Council at its last meeting Nov. 18 passed a \$15 charge that will be added on top of that to recoup administrative costs for the city's collection of the fees on behalf of the library.

Shkoler said it won't help a whole lot in a city that's already built out, but if the city goes forward with redevelopment plans, it could help some in the future. *Eric Neff*

Tidbit, quarrel? Send it to mcrea@ocregister.com

PLACENTIA NEWS-TIMES STAFF

NEWS

Team Leader: John Dunphy
714-703-3771, jdunphy@ocregister.com

Editor: Heather McRèa
714-704-3791, hmcrea@ocregister.com

Reporter: Eric Neff
714-704-3782, eneff@ocregister.com

Sports: Mark Garcia
714-796-3658, magarcia@ocregister.com

Photographer: Rod Veal
714-704-3725, rveal@ocregister.com

ADVERTISING MANAGER

Trish Rodriguez 714-704-5842
trodriguez@ocregister.com

Classified: 877-4 MY REGISTER toll free

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• www.ocregister.com/placentia
placentianewstimes@ocregister.com

FREE IN RACKS ALL OVER TOWN

THE ORANGE COUNTY REGISTER

*new Pre-Need arrangements that
lightful Loma Vista Memorial Park.
too, so we have the same birthday
'ked that connection"
la & Clara Agnes Jones
ly from Valdosta, Georgia)*



2008

Calling All Basketball Players!

The Fullerton Elks Lodge's annual anti-drug Hoop Shoot contest is set for Saturday, December 6, 2008. Boys and girls ages 8-13 are invited to participate. Their age is determined by how old they will be on 4-1-2009. Please double check their age.

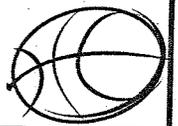
At our contest the young people will shoot the best of 25 free throws (10 in the first round and 15 in the second round). Boys ages 8-9 and all girls will use a regulation girl's basketball. Boys ages 10-11 & 12-13 will use a regulation men's basketball. I will provide the basketballs. **They need to bring a copy of their birth certificate.**

Our event will be Saturday, December 6 at Fullerton College Men's Gym (north gym). Ages 8-9 will shoot at 9:15 AM., ages 10-11 will shoot at 10:15 AM. and ages 12-13 will shoot at 11:15 AM.

Please keep in mind that the spirit of this contest is to build self-esteem through basketball while reminding our young people to be 100% drug free. Our motto is "Yes to Hoop Shoot and No to Drugs!"

If you have any questions please contact Steve Vartanian, Hoop Shoot Chairman, at 714-524-4137 or e-mail him at vartanian1@aol.com. He is happy to help.

P.S. Please note that the college is located at the northeast corner of Chapman and Lemon in Fullerton.



Tobacco Prevention and Cessation projects are made possible by Tobacco Settlement Revenue Funds administered by the County of Orange Health Care Agency/Tobacco Use Prevention Program.



We Can Help!

For People who Want to Quit Smoking:

Anaheim Memorial Medical Center offers a broad range of cessation services to help you become tobacco-free.

All services address issues such as identifying triggers, developing coping skills, making lifestyle changes, creating a support system, preventing relapse and more.

Our services are offered at various locations throughout



