



**Board of Trustees**

**Regular Meeting**

**December 21, 2009**

**6:30 P.M.**

**Placentia Library  
Meeting Room**

**Administration**





# AGENDA






## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

DATE, TIME & LOCATION  
Monday, December 21, 2009  
6:30 P.M.  
Meeting Room

*The Vision of the Placentia Library District is to  
inspire exploration, open minds and bring people together.*

The Purpose of the Placentia Library District is to provide services and materials to our ever changing and diverse community.

To accomplish this goal the Library will:

-  Provide a qualified staff to acquire, organize, and maintain a collection of print and non-print materials in an easily accessible facility and assist the public with its use.
-  Provide literacy outreach and services to the community.
-  Provide a special collection to document and preserve Placentia's History and Authors.
-  Present programs and provide technology access to everyone in order to promote reading and lifelong learning.
-  Promote the Library's vision through consistent messages to the public.

**AGENDA DESCRIPTIONS:** *The Agenda descriptions are intended to give members of the public notice and a general summary of items of business to be transacted or discussed. The Board may take any action which it deems to be appropriate on the Agenda and is not limited in any way by the notice of the recommended action.*

**REPORTS AND DOCUMENTATION:** *Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 203.*

### CALL TO ORDER

6:30 PM

REC #2

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

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

Presentation:      Library Director  
Recommendation:      Adopt by Motion

M T  
W  
All

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).

① ABC spot - nice bit of publicity  
⑤ Citizen of the Year Briefest - Nancy LT & Fay Redman

TRUSTEE & ORGANIZATIONAL REPORTS

- 5. Board President Report - oral @ Miss P/ML intro to contestants @ Marriott @ Webinar on Ethics, well done  
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 JT @ Miss P @ Christmas Gathering @ Citizen of the Year @ Celtic Christmas  
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. ⑤ Adult Bk disc - The Alchemist  
⑥ PFF mtg w/ 4B - very welcome @ B Benavies
- 7. Placentia Library Friends Foundation Board of Director's Report (Trustee Turner) GW - Christmas gathering/picture

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.

MI JT  
M2 GW - all

GW 23 AS 16, 17, 21, 25  
JT 14 & 15

MINUTES (Item 8)

- 8. Minutes of the November 16, 2009 Library Board of Trustees Regular Meeting and November 23, 2009 Library Board of Trustees Special 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 2009; the Schedule of Anticipated Property Tax Revenues for FY2008-2009 as provided by the Orange County Auditor; and recommendation that no funds be transferred at this time. (Receive & File).

TREASURER'S REPORTS (Items 13 - 16)

- 13. Financial Reports for November 2009 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
- 14. Balance Sheet for November 2009. (Receive & File) JT - 1100, Library/MS - one-time bill? 4B - yes
- 15. Acquisitions Report for November 2009. (Receive & File) JT - Weeding? - #s kept? per RH yes  
JC ① Circ. record  
② currency

\* PUFF - Jack Hanley, VP:  
sugg. regular rep. - now it appreciate JT attending, representing

December 18, 2009, 11:00 A.M.

① Computer Lab - Leonard Rich to assist w/ project. funds @ 63K  
③ Nancy - many volunteers for Bk sales & bookstore

③ AS - Doll Boutique net? JT - #400 - ④ AL - John Cochran

16. Entrepreneurial Activities Report for November 2009. (Receive & File) *AB - budget?*

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

17. Personnel Report for November 2009. (Receive, File, and Ratify Appointments) *AB - Timothy Worden, new relation? hire*
18. Circulation Report for November 2009. (Receive & File) *JC - yes, Lori Worden*
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 November 2009.
21. Library Services Manager's Report for November 2009. *AB - computer project. RH - working to make set-up consistent*
22. Children's Services Report for November 2009. *JC - increase in activities, kudos to Lori & staff*
23. Literacy / Volunteer Services Report for November 2009. *AW - interns? RH - Interns are fr: this house*
24. Reference and Adult Services Report for November 2009.
25. Local History Room Report for November 2009. *AB - re: DVD project? JC - historical homes*
26. Placentia Library Web Site & Technology Report for November 2009. *JC - 'Kudos' to RH for increase in usage = staff training*  
*AB - verify ancestry.com usage %*

**CONTINUING BUSINESS**

27. Placentia Library District Policy #2040 – Sick Leave  
Presentation: Library Director  
Recommendation: To postpone discussions until the February meeting.

**NEW BUSINESS**

28. Civic Center Parking Permit Program  
Presentation: Library Director  
Recommendation: Authorize Mr. Kevin Ennis from Richards, Watson, Gershon to act on behalf of the Placentia Library District and interact with the City to address issues related to the Civic Center Parking Permit Program.
29. Election of Library Board Officers:  
*Incumbents are indicated in parentheses.*
- President (*Trustee Shkoler*)
- Secretary (*Trustee DeVecchio*)
- Presentation: Library Director  
Recommendation: Elect a Library Board President and a Library Board Secretary for 2010.

30. Appointment of Library Board Representatives for 2010 by the Board President:  
*Incumbents are in parentheses.*

Representative to Special District Local Area Formation Commission (LAFCO) Selection Committee (*Trustee Turner and Trustee DeVecchio as alternate*)

Two representatives to the Placentia Civic Center Authority Commission (*Trustee Shkoler and Trustee Wood*)

Representative to the Orange County Council of Governments (*Trustee Wood*)

Representative to the Placentia Library Friends Foundation (PLFF) (*Trustee Turner and Trustee Escobosa*)

31. Selection of Date and Time for Regular Board Meetings for 2010: 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 2010. Staff recommendation is that the Library Board meet on the fourth Monday of January and February and the third Monday of March, April, May, June, August, October, November and December. There will be no meeting in July unless a special or emergency meeting is called by the President.

Presentation: Library Board President

Recommendation: 1) Determine the regular meeting dates and time for 2010; and

2) Read Resolution 10-07 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 2010; and

3) Adopt Resolution 10-07.

#### ADJOURNMENT

32. Agenda Preparation for the January Regular Date Meeting which will be held on Monday, January 18, 2010 unless re-scheduled by the Library Board of Trustees. *RD - Review RFE*

33. Review of Action Items.

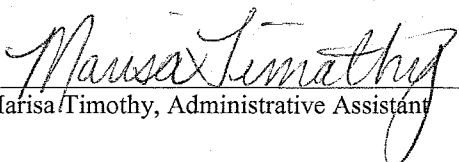
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*

34. Adjourn

*7:37 pm*

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

I, Marisa Timothy, Administrative Assistant, of the Placentia Library District, hereby certify that the Agenda for the December 21, 2009 Meeting of the Library Board of Trustees of the Placentia Library District was posted on December 18, 2009.

  
Marisa Timothy, Administrative Assistant

MINUTES  
PLACENTIA LIBRARY DISTRICT  
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES  
November 16, 2009

**CALL TO ORDER** President Shkoler called the Unusual Date Meeting of the Placentia Library District Board of Trustees to order on November 16, 2009 at 6:34 P.M.

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

**Members Absent:** None

**Others Present:** Library Staff: Library Director Jeanette Contreras, Roger Hiles, Yesenia Baltierra, Marisa Timothy, Gary Bell, Nadia Dallstream, Jesus Diaz, and Katherine Matas; Placentia Library Friends Foundation Acting Secretary Carol Fizzard.

**ORAL COMMUNICATION** President Shkoler presented a five year pin to library clerk Jesus Diaz and thanked him for his multiple years of service. Nadia Dallstream was announced Employee of the Quarter and was presented a Proclamation of her outstanding service as well as a \$200 check from the Placentia Library Friends Foundation.

**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

**TRUSTEE REPORTS** President Shkoler attended the library's Staff Appreciation Dinner. He was also at the Super STAR Storytime that included a visit from ABCB News at the library. (Item 5)

Secretary DeVecchio attended the library's Staff Appreciation Dinner. He also visited the new Tustin library at their opening event. He commented on the beautiful, open design of the building.

Trustee Escobosa attended the library's Staff Appreciation Dinner. She commented on the Super STAR Storytime for autistic children, she is pleased with the growth of the program.

Trustee Turner attended the library's Staff Appreciation Dinner; she enjoyed the magician. She thanked the Placentia Library Friends Foundation (PLFF) for funding the event and thanked the staff also. She also participated in the monthly Adult Book Discussion that went well and included a long discussion. She represented the Board at the monthly PLFF meeting and said that their main goal was to get a good response to their upcoming Doll Boutique Fundraiser. In addition, she attended a Chamber of Commerce Ribbon Cutting for the new Marisco Chapala Restaurant. Trustee Wood attended the Placentia Community Network meeting that

included a well done presentation by Pat Irot on the history of Placentia. She attended the Chamber of Commerce Ribbon Cutting for the new Marisco Chapala Restaurant and was also at the library's Staff Appreciation Dinner. She thanked PLFF for their generous contribution of funds to make a great evening that will be 'tough to top next year.' (Item 6)

**FRIENDS  
FOUNDATION  
REPORT**

Placentia Library Friends Foundation's Acting Secretary, Carol Fizzard reported on the activities of the foundation including their recent nomination of Nancy Lone-Tollefson for Placentia Citizen of the Year and receiving a new Board member, Leonard Rich. The Doll Boutique Fundraiser was revised and revenue covered the expenses, net profit is yet to be confirmed. They have secured John Corcoran for their Author's Luncheon to be held on March 6<sup>th</sup>, 2010. They continue to work on updating their insurance and coordinating the vending machine operations. Many members attended the library's Staff Appreciation Dinner; Carol suggested that next year more interaction with staff be planned. (Item 7)

**DIRECTOR'S UPDATES**

Library Director Jeanette Contreras reported on multiple recent activities. A recent news article featured PLFF member Nancy Lone-Tollefson. The Super STAR Storytime for autistic children program was featured in the Yorba Linda Star. Facility Maintenance Technician, Edgar Morales, is working on a storage area at the back of the library. The library recently received impact fees totaling over twenty thousand dollars. The Klein Foundation Grant approved that remaining funds can be allocated to the Computer Lab. Camp Library was held on Friday & Saturday, November 13<sup>th</sup> and 14<sup>th</sup>. The event was a success and was visited by an OC Register photographer.

**CONSENT CALENDAR**

It was moved by Trustee Turner and seconded by Secretary DeVecchio 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 October 2009; the Schedule of Anticipated Property Tax Revenues for FY2009-2010 as provided by the Orange County Auditor (Item 12)

**TREASURER'S  
REPORT**

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



(Item 14)

Acquisitions Report for October 2009 (Item 15)

Entrepreneurial Activities Report for October 2009 (Item 16)

**GENERAL CONSENT**

Personnel Report for October 2009 (Item 17)

Circulation Report for October 2009 (Item 18)

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

**STAFF REPORTS**

Library Director's Report for October 2009 (Item 20)

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

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

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

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

Local History Room Report for October 2009 (Item 25)

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

**CONTINUING  
BUSINESS**

**POLICY #2040**

Library Director Jeanette Contreras presented the proposed changes to Placentia Library District Policy #2040:

2040.1 This policy will apply to regular employees in all classifications.

2040.11 The District provides an incentive program for all employees for the accumulation of sick leave hours. Retroactive to July 2008.

Discussion was held regarding the pros and cons of the incentive program. It was moved by Trustee Wood and seconded by Secretary DeVecchio to approve the proposed revision for number 2040.1 to exclude probationary employees and postpone the second proposed revision regarding an incentive program for further review and discussion: (Item 27)

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood

NOES: None

ABSTAIN: None

ABSENT: None

**POLICY #6030**

Library Director Jeanette Contreras presented the proposed changes to Placentia Library District Policy #6030:

6030.11 Current employees will be exempt from hold fees and overdue fines, as it is essential for them to access library materials for library business matters.

It was moved by Secretary DeVecchio and seconded by Trustee Turner to approve the proposed revision with a revision to simplify the sentence to read: Current employees will be exempt from hold fees and overdue fines: (Item 28)

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

**POLICY #6065**

Library Director Jeanette Contreras presented the proposed changes to Placentia Library District Policy #6065:

6065.9 Using restrooms for bathing and/or personal hygiene activities. Unisex restrooms are key accessed and require an ID for usage. Keys are available at the Circulation Desk.

It was moved by Trustee Wood and seconded by Secretary DeVecchio to approve the proposed revision with a revision to add an item number 6065.19 to designate unisex restrooms are key accessed and require an ID for usage. Keys are available at the Circulation Desk: (Item 29)

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

**STAFF APPRECIATION  
DINNER**

Trustee Wood reported that the Staff Appreciation Dinner was a great success. President Shkoler agreed that the food was very good and the event was well done. (Item 30)

**NEW BUSINESS**

**HEADPHONES  
FOR PUBLIC USE**

Library Director Jeanette Contreras presented current issues regarding headphones provided by the library for public use with information on various policies of surrounding libraries. It was moved by Secretary DeVecchio and seconded by Trustee Wood to cease to provide free headphones and implement selling headphones for a nominal charge to patrons, available from Playaway, starting January 2<sup>nd</sup>, 2010. (Item 31)

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

**AGENDA  
PREPERATION**

Agenda Preparation for the December Board of Trustees Meeting which will be held on Monday, December 21, 2009 unless re-scheduled by the Library Board of Trustees. (Item 34)

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District on November 16, 2009 adjourned at 7:45 P.M. (Item 36)

**NEXT MEETING**

The next meeting will be on Monday, December 21, 2009 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

MINUTES  
PLACENTIA LIBRARY DISTRICT  
SPECIAL MEETING OF THE BOARD OF TRUSTEES  
November 23, 2009

**CALL TO ORDER**

President Shkoler called the Special Meeting of the Placentia Library District Board of Trustees to order on November 23, 2009 at 3:53 P.M.

**ROLL CALL**

**Members Present:** President Al Shkoler, Secretary Richard DeVecchio, Trustee Jean Turner.

**Members Absent:** Trustee Betty Escobosa and Trustee Gaeten Wood.

**Others Present:** Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Marisa Timothy.

**ORAL  
COMMUNICATION**

No oral communication was made at this time.

**ADOPTION OF  
AGENDA**

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

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

**RESOLUTION 10-01  
REVISION**

Library Director Jeanette Contreras presented the proposed revision to Resolution 10-1 needed by the County of Orange to include the budget amounts allocated for individual budget fund accounts: 702, 703, 706, 707 & 708. It was moved by Secretary DeVecchio and seconded by Trustee Turner to approve the proposed revision as presented:

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

It was moved by Secretary DeVecchio and seconded by Trustee Turner to read Resolution 10-01 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2009-2010 budget for the Placentia Library District of Orange County:

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

It was moved by Secretary DeVecchio and seconded by Trustee Turner to adopt Resolution 10-01 by a roll call vote: (Item 5)

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

**RESOLUTION 10-06**

Library Director Jeanette Contreras presented Resolution 10-06: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Authorize the Library Director to Approve Weekly Claims As Designated. It was moved by Trustee Turner and seconded by Secretary DeVecchio to approve the Weekly Claims Resolution 10-06:

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

It was moved by Secretary DeVecchio and seconded by Trustee Turner to read Resolution 10-06 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Authorize the Library Director to Approve Weekly Claims As Designated:

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

It was moved by Secretary DeVecchio and seconded by Trustee Turner to adopt Resolution 10-06 by a roll call vote: (Item 6)

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

**ADJOURNMENT**

The Special Meeting of the Board of Trustees of the Placentia Library District on November 23, 2009 adjourned at 3:59 P.M. (Item 7)

\_\_\_\_\_  
Richard DeVecchio  
Secretary  
Library Board of Trustees

\_\_\_\_\_  
Al Shkoler  
President  
Library Board of Trustees

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Marisa Timothy, Administrative Assistant  
**SUBJECT:** Summary of Non-standard Claims  
**DATE:** December 21, 2009

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:** December 21, 2009

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	11/17/09	5240	\$10,091.39
	12/01/09	5241	\$10,601.28
	12/01/09	5242	\$3,766.39
	12/01/09	5243	\$2,717.97
	12/14/09	5244	\$7,574.26
	12/14/09	5245	\$12,827.34
		<b>TOTAL</b>	<b>\$47,578.63</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:** December 21, 2009

**Current Claims**

TYPE	DATE	CLAIM #	AMOUNT
707	12/18/09	5246	\$13,865.55
	12/18/09	5247	\$ 765.68
	12/18/09	5248	\$ 1,208.68
	12/18/09	5249	\$ 4,485.76

*Subtotal for Claims* \$20,325.67

**Payroll**

On Demand Wire	1/5/10	#14	\$40,000.00
On Demand Wire	1/13/10	#15	\$40,000.00

*Subtotal for Payroll* \$80,000.00

**TOTAL  
CURRENT CLAIMS &  
PAYROLL** \$100,325.67

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/18/09  
REPORT NO: 5246

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	12-15-09 6746022400	0200			\$ 2,731.59		
VC5048 Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814-2865	12/08/09 0003638-IN	0306			\$ 9,989.38		
VC0451 Pitney Bowes PO Box 856179 Louisville, KY 40285-6179	12-13-09 6944631-DC09	2100			\$ 141.00		
(needs vendor #) Pitney Bowes PO Box 856390 Louisville, KY 40285-6390	12-10-09 440788	1803			\$ 66.55		
(needs vendor#) Fullerton School District 1401 West Valencia Drive Fullerton, CA 92833	12-15-09 22DI4318	1800	0726		\$ 126.00		
VC6873-1 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	12-11-09 09-11-4426	1400	0710		\$ 185.00		
VC5233-2 AT&T Payment Center Sacramento, CA 95887-0001	12-04-09 714 524-8408 787 6	0700	0700		\$ 66.56		
VC5465-3 Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	12-05-09 8448400250276198 12-02-09 8448400250124877	0700	0702		\$ 26.09 \$ 325.27		
VC1426 Legacy Integrative Solutions 1800 Studebaker Rd Suite 700 Cerritos CA 90703	12-10-09 10725	1300			\$ 208.11		
<b>TOTAL REMITTANCE:</b>					<b>\$ 13,865.55</b>		

The claims listed above (totaling \$13,865.55) 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: 12/18/09  
REPORT NO: 5247

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
(needs vendor#) John Corcoran Foundation 2082 Rue de la Montagne Oceanside, CA 92054	11-12-09 071769	2400	0760		\$ 130.00		
VC0479-1 Gale P.O. Box 95501 Chicago, IL 60694-5501	06-08-06 14648173	2400	0760		\$ 28.40		
VC0615-2 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	11-24-09 1087860882	2400	0760		\$ 94.61		
	11-02-09 1087710202	2400	0760		\$ 57.64		
	11-10-09 1087780567	2400	0760		\$ 48.39		
					\$ 200.64		
VC4960-2 Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	11-16-09 47174903	2400	0760		\$ 22.68		
VC0679-1 Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	11-05-09 4677624	2400	0760		\$ 107.67		
X02898 Midwest Tape PO Box 820 Holland OH 43528	11-17-09 5884762	2400	0760		\$ 93.24		
	11-25-09 2050582	2400	0760		\$ 5.05		
					\$ 98.29		
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	10-29-09 W26723640	2400	0760		\$ 22.75		
	10-29-09 W27479870	2400	0760		\$ 22.75		
	10-29-09 W28688360	2400	0760		\$ 86.96		
	11-24-09 W29414000	2400	0760		\$ 22.77		
	11-24-09 W29430840	2400	0760		\$ 22.77		
				\$ 178.00			
<b>TOTAL REMITTANCE:</b>					\$ 765.68		

The claims listed above (totaling \$765.68) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/18/09  
REPORT NO: 5248

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
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	11-24-09	2400	0760				
	W30279360				\$ 58.32		
	11-05-09	2400	0760				
	W245257DM				\$ 10.88		
	11-03-09	2400	0760				
	4009109375				\$ 55.08		
	11-04-09	2400	0760				
	4009056058				\$ 22.48		
	11-04-09	2400	0760				
	4009056059				\$ 12.52		
	11-04-09	2400	0760				
	4009056061				\$ 68.27		
	11-04-09	2400	0760				
	4009072446				\$ 42.61		
	11-04-09	2400	0760				
	4009072447				\$ 113.57		
	11-04-09	2400	0760				
	4009072449				\$ 124.60		
	11-04-09	2400	0760				
	4009072450				\$ 22.23		
11-04-09	2400	0760					
4009072451				\$ 97.33			
11-04-09	2400	0760					
4009072452				\$ 15.15			
11-04-09	2400	0760					
4009072453				\$ 19.60			
11-04-09	2400	0760					
4009072455				\$ 29.24			
11-04-09	2400	0760					
4009056050				\$ 22.88			
11-04-09	2400	0760					
4009056051				\$ 41.31			
11-04-09	2400	0760					
4009056052				\$ 33.39			
11-04-09	2400	0760					
4009056053				\$ 143.66			
11-04-09	2400	0760					
4009056054				\$ 30.98			
11-04-09	2400	0760					
4009056055				\$ 201.87			
11-04-09	2400	0760					
4009056056				\$ 28.11			
11-04-09	2400	0760					
4009056057				\$ 14.60			
				\$ 1,208.68			

**TOTAL REMITTANCE:** \$ 1,208.68

The claims listed above (totaling \$1,208.68) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/18/09  
REPORT NO: 5249

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
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	11-06-09	2400	0760				
	4009082500				\$ 851.09		
	11-06-09	2400	0760				
	4009082501				\$ 101.60		
	11-06-09	2400	0760				
	4009082532				\$ 19.68		
	11-06-09	2400	0760				
	4009082533				\$ 21.63		
	11-06-09	2400	0760				
	4009082534				\$ 23.13		
	11-06-09	2400	0760				
	4009082535				\$ 76.27		
	11-06-09	2400	0760				
	4009082536				\$ 190.61		
	11-06-09	2400	0760				
	4009082537				\$ 841.64		
	11-06-09	2400	0760				
	4009082538				\$ 93.32		
	11-06-09	2400	0760				
	4009082539				\$ 586.34		
11-06-09	2400	0760					
4009082540				\$ 86.91			
11-06-09	2400	0760					
4009082541				\$ 48.94			
11-10-09	2400	0760					
4009082518				\$ 561.42			
11-10-09	2400	0760					
4009082519				\$ 506.71			
11-10-09	2400	0760					
4009082520				\$ 81.45			
11-10-09	2400	0760					
4009082522				\$ 395.02			
					\$ 4,485.76		
<b>TOTAL REMITTANCE:</b>					\$ 4,485.76		
The claims listed above (totaling \$4,485.76) 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:













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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 November 2009 for the Placentia Library District  
Accounts on Deposit with the Orange County Treasurer and the Placentia Library  
District General Ledger**

**DATE:** December 21, 2009

**Summary of Cash and Investments as of November 30, 2009**

Cash with Orange County Treasurer Fund 702	12,760.93
Cash with Orange County Treasurer Fund 703	12,157.51
Cash with Orange County Treasurer Fund 706	193,902.95
Cash with Orange County Treasurer Fund 707	641,121.24
Cash with Orange County Treasurer Fund 708	11,863.14
County Exempt Checking – Bank of the West	43,841.10
County Exempt Savings – Bank of the West	75,468.82
General Fund Checking – Bank of the West	10,220.57
General Fund Savings – Bank of the West	119,201.99
Literacy Fund Savings – Bank of the West	14,405.44
Payroll Checking – Wells Fargo Bank	141,835.93
Payroll Emergency CD – California National Bank	23,624.58

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

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Jeanette Contreras  
Library Director



PLACENTIA / RARY DISTRICT  
 YTD REV. .JE REPORT  
 November 30, 2009

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>TAXES</b>						
6210		Property Taxes - Current Secured	1,593,108	209,223	1,383,885	13.1%
6220		Property Taxes - Current Unsecured	73,640	42,632	31,008	57.9%
6230		Property Taxes - Prior Secured	0	-	0	100.0%
6240		Property Taxes - Prior Unsecured	940	-	940	0.0%
6250		Taxes - Spec Dist Augmentation	7,520	-	7,520	0.0%
6280		Property Taxes - Curr Supplemental	36,760	6,877	29,883	18.7%
6300		Property Taxes - Prior Supplemental	1,104	6,155	-5,051	557.5%
6540		Penalties & Costs on Delinq Taxes	0	1,646	-1,646	100.0%
<b>REVENUE FROM USE OF MONEY &amp; PROPERTY</b>						
6610		Interest	21,800	4,165	17,635	19.1%
<b>INTERGOVERNMENTAL REVENUES</b>						
6690		State - Homeowners Property Tax Relief	14,320	-	14,320	0.0%
6970		State - Other	20,000	-	20,000	0.0%
<b>MISCELLANEOUS REVENUES</b>						
7670		Miscellaneous Revenue (Local Revenue)	139,388	99,766	39,622	71.6%
7680		6-MO Expired (Outlawed) Checks	0	-	0	100.0%
<b>TOTAL REVENUES FY 09/10:</b>			<b>1,908,580</b>	<b>370,463</b>		<b>19.4%</b>

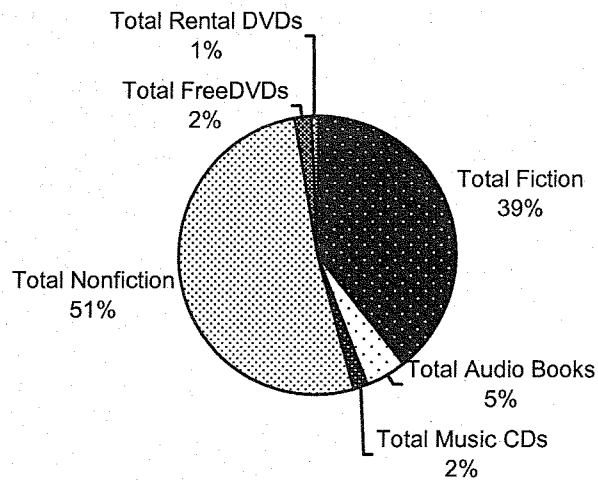
**PLACENTIA LIBRARY DISTRICT**  
**EXPENDITURES REPORT**  
November 30, 2009

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
0100	Salaries & Wages	1,029,376	440,000	0.43	\$589,376
0200	Retirement	110,000	51,245	0.47	\$58,755
0301	Unemployment Insurance	5,000	5,140	1.03	-\$140
0306	Health Insurance	100,900	37,966	0.38	\$62,934
0308	Dental Insurance	13,000	3,972	0.31	\$9,028
0309	Life Insurance	11,000	1,562	0.14	\$9,438
0310	AD & D Insurance	7,000	1,069	0.15	\$5,931
0319	Vision Insurance	4,000	665	0.17	\$3,335
0350	Workers' Compensation Insurance	10,000	3,144	0.31	\$6,856
	<b>TOTAL</b>	<b>\$1,290,276</b>	<b>\$544,763</b>	<b>0.42</b>	<b>\$745,513</b>
<b>SERVICES &amp; SUPPLIES</b>					
0700	Communications	10,000	2,870	0.29	\$7,130
0900	Food	1,300	373	0.29	\$927
1000	Household Expenses	9,000	1,923	0.21	\$7,077
1100	Library Insurance	13,000	13,338	1.03	-\$338
1300	Maintenance, Equipment	30,000	10,063	0.34	\$19,937
1400	Maintenance, Buildings & Improvements	17,197	48,333	2.81	-\$31,136
1600	Memberships	1,500	139	0.09	\$1,361
1800	Office Expenses	40,000	18,465	0.46	\$21,535
1803	Postage	5,000	1,599	0.32	\$3,401
1900	Prof./Specialized Services	134,000	24,888	0.19	\$109,112
1912	Investment Administrative Fees	2,000	313	0.16	\$1,687
2000	Publication and Legal Notices	1,000	0	0.00	\$1,000
2100	Rents and Leases - Equipment	1,500	141	0.09	\$1,359
2200	Rents & Leases - Buildings & Improvements	73,500	14,090	0.19	\$59,410
2400	Books/Library Materials	160,307	41,986	0.26	\$118,321
2600	Transportation & Travel	2,000	1,330	0.66	\$670
2700	Meetings	5,000	691	0.14	\$4,309
2800	Utilities	80,000	7,910	0.10	\$72,090
	<b>TOTAL</b>	<b>\$586,304</b>	<b>\$188,451</b>	<b>0.32</b>	<b>\$397,853</b>
<b>OTHER CHARGES</b>					
3700	Taxes and Assessments	\$7,000	\$0	0.00	\$7,000
	<b>OPERATING EXPENSES</b>	<b>\$1,876,580</b>	<b>\$733,214</b>	<b>0.39</b>	<b>\$1,143,366</b>
<b>FIXED ASSETS &amp; CONTINGENCY FUNDS</b>					
4000	Equipment	\$25,000	\$0	0.00	\$25,000
5200	Contingency Funds	\$0	\$0	0.00	\$0
	<b>TOTAL</b>	<b>\$25,000</b>	<b>\$0</b>	<b>0.00</b>	<b>\$25,000</b>
<b>TOTAL BUDGET (Fund 707)</b>					
		<b>\$1,908,580</b>	<b>\$733,214</b>		<b>\$1,175,366</b>
707-	General Reserves	\$10,000	\$0	0.00	\$10,000
702-	Equipment & Structural Repair Fund	\$13,072	\$0	0.00	\$13,072
703-	Automated Replacement Fund	\$12,369	\$0	0.00	\$12,369
706-	Interest & Sinking Bond Redemption	\$197,268	\$0	0.00	\$197,268
708-	Unused Sick Leave Payoff Reserve	\$12,075	\$0	0.00	\$12,075

# Placentia Library District

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

	<u>Amount</u>	<u>Titles</u>	<u>Volumes</u>
Total Fiction	\$25,512	1,711	2,196
Total Non-Fiction	\$33,646	1,180	1,942
Total Music CDs	\$1,074	55	55
Total Audio Books	\$2,928	38	38
Total Free DVDs	\$1,188	35	39
<u>Total Rental DVDs</u>	<u>\$627</u>	<u>22</u>	<u>22</u>
<b>TOTAL MATERIALS</b>	<b>\$64,976</b>	<b>3,041</b>	<b>4,292</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 2008-2009 for the MONTH OF NOVEMBER 2009  
Prepared by Katie Matas, Acquisitions Librarian

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$1,464	76	78	\$0	0	0	\$1,464	76	78	\$0	0	0	\$1,464	76	78
Adult Circulating Non-Fiction	\$2,197	98	107	\$0	0	0	\$2,197	98	107	\$0	0	0	\$2,197	98	107
Adult Reference	\$79	1	1	\$0	0	0	\$79	1	1	\$0	0	0	\$79	1	1
Adult magazines	\$0	0	127	\$0	0	0	\$0	0	127	\$0	0	0	\$0	0	127
Adult on-line databases	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Adult Non-Fiction	\$2,276	99	235	\$0	0	0	\$2,276	99	235	\$0	0	0	\$2,276	99	235
TOTAL ADULT PRINT MATERIALS	\$3,741	177	313	\$0	0	0	\$3,741	177	313	\$0	0	0	\$3,741	177	313
Adult Music CDs	\$11	0	0	\$0	0	0	\$11	0	0	\$0	0	0	\$11	0	0
Adult Audio Books	\$321	4	4	\$0	0	0	\$321	4	4	\$0	0	0	\$321	4	4
Adult Free DVDs	\$98	1	5	\$0	0	0	\$98	1	5	\$0	0	0	\$98	1	5
Adult Rental DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL ADULT NON-PRINT MATERIALS	\$431	5	9	\$0	0	0	\$431	5	9	\$0	0	0	\$431	5	9
TOTAL ADULT MATERIALS	\$4,171	182	322	\$0	0	0	\$4,171	182	322	\$0	0	0	\$4,171	182	322
Juvenile Fiction	\$1,512	136	228	\$0	0	0	\$1,512	136	228	\$0	0	0	\$1,512	136	228
Young Adult Fiction	\$633	53	53	\$0	0	0	\$633	53	53	\$0	0	0	\$633	53	53
Total Juvenile Fiction	\$2,145	189	281	\$0	0	0	\$2,145	189	281	\$0	0	0	\$2,145	189	281
Juvenile Circulating Non-Fiction	\$746	33	34	\$0	0	0	\$746	33	34	\$0	0	0	\$746	33	34
Young Adult Circulating Non-Fiction	\$117	6	6	\$0	0	0	\$117	6	6	\$0	0	0	\$117	6	6
Juvenile Reference	\$0	0	0	\$388	22	22	\$388	22	22	\$0	0	0	\$388	22	22
Juvenile Magazines	\$0	0	2	\$0	0	0	\$0	0	2	\$0	0	0	\$0	0	2
Juvenile on-line databases	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Juvenile Non-Fiction	\$863	\$39	\$42	\$388	\$22	\$22	\$1,251	\$61	\$64	\$0	\$0	\$0	\$1,251	\$61	\$64
TOTAL JUVENILE PRINT MATERIALS	3,008	228	323	388	22	22	3,395	250	345	0	0	0	3,395	250	345
Juvenile Music CDs	0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Audio Books	0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Free DVDs	0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Rental DVDs	0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL JUVENILE MATERIALS	\$863	\$39	\$42	\$388	\$22	\$22	\$1,251	\$61	\$64	\$0	\$0	\$0	\$1,251	\$61	\$64
Total Fiction	\$3,609	\$267	\$359	\$0	\$0	\$0	\$3,609	\$267	\$359	\$0	\$0	\$0	\$3,609	\$267	\$359
Total Non-Fiction	\$3,139	\$138	\$277	\$388	\$22	\$22	\$3,527	\$160	\$299	\$0	\$0	\$0	\$3,527	\$160	\$299
Total Music CDs	\$11	\$0	\$0	\$0	\$0	\$0	\$11	\$0	\$0	\$0	\$0	\$0	\$11	\$0	\$0
Total Audio Books	\$321	\$4	\$4	\$0	\$0	\$0	\$321	\$4	\$4	\$0	\$0	\$0	\$321	\$4	\$4
Total Free DVDs	\$98	\$1	\$5	\$0	\$0	\$0	\$98	\$1	\$5	\$0	\$0	\$0	\$98	\$1	\$5
Total Rental DVDs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MATERIALS	\$863	\$39	\$42	\$388	\$22	\$22	\$1,251	\$61	\$64	\$0	\$0	\$0	\$1,251	\$61	\$64

General Fund  
Outstanding Orders as of 11/30/09  
Adopt-a-book

TOTAL  
\$0



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

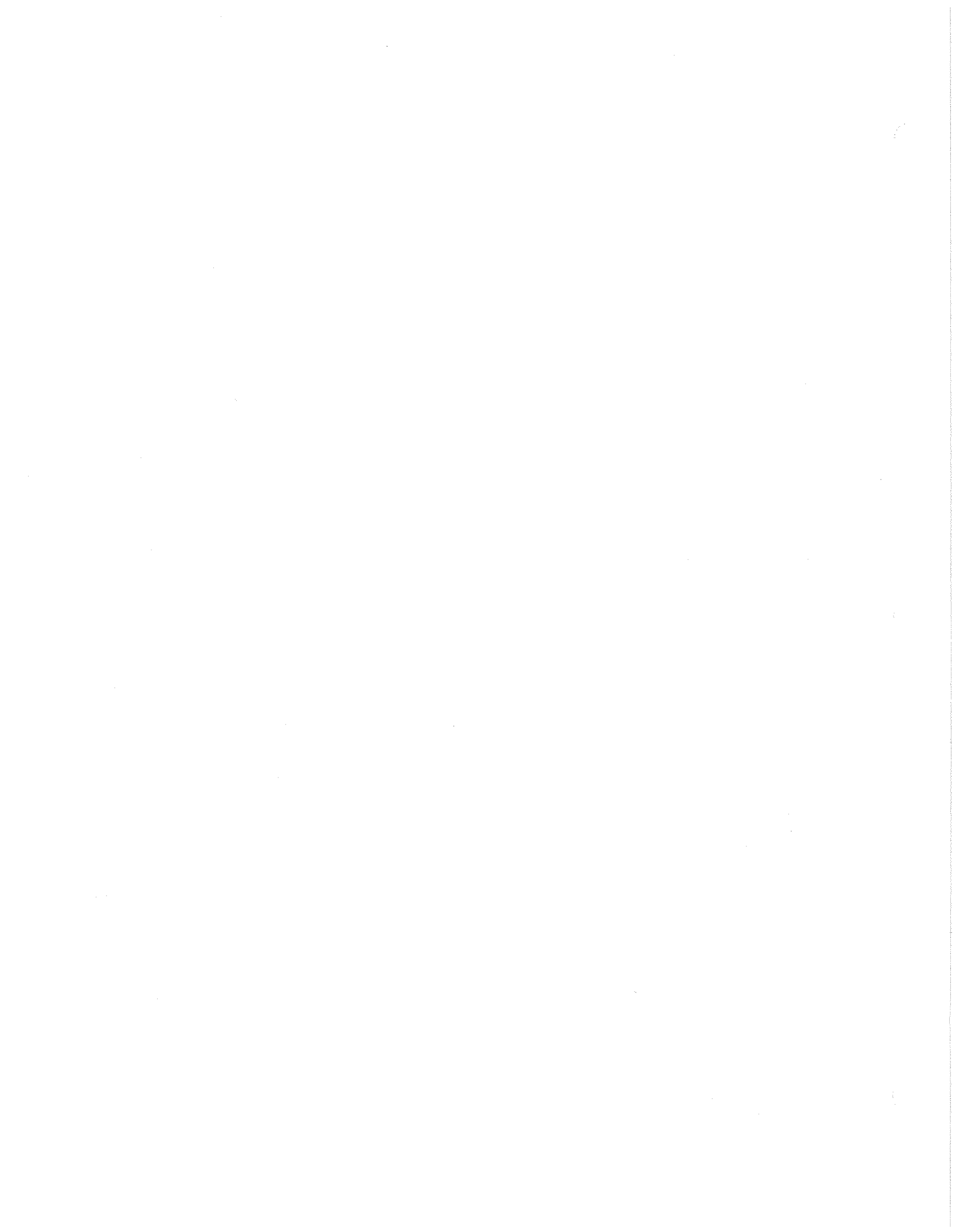
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**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Acting Human Resources/Finance Analyst  
**SUBJECT:** Entrepreneurial Activities Report for November 2009  
**DATE:** December 21, 2009

**November 2009 Net Revenue Summary**

			YTD	YTD
	Nov-09	Nov-08	2009-2010	2008-2009
Passport	3,993.00	3,985.00	26,579.00	15,857.00
Passport Photos	720.00	590.00	4,585.00	3,080.00
Test Proctor	350.00	0.00	1,450.00	390.00
<b>Total</b>	<b>5,063.00</b>	<b>4,575.00</b>	<b>32,614.00</b>	<b>19,327.00</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 November 2009  
**DATE:** December 21, 2009

**RESIGNATIONS:**

None

**RETIREMENT:**

None

**APPOINTMENTS:**

Library Page (10 hours), Laura Cabaruvias  
Library Page (10 hours), Winston Wong  
Library Page (10 hours), Timothy Worden  
Library Aide (20 hours), Vanita Todker

**OPEN POSITIONS:**

None

**WORKERS' COMPENSATION LEAVE:**

None



**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** David Ferrari, Circulation Supervisor  
**SUBJECT:** Circulation Activity Report  
**DATE:** December 21, 2009

**MONTHLY STATISTICS**

November 2009

<u>CIRCULATION</u>				Y-T-D	Y-T-D	Y-T-D
	Nov 09.	Nov 08.		2009-10	2008-09	% change
NEW PATRON REGISTRATIONS	320	380		1,992	1,402	29.6%
TOTAL CIRCULATION	17,204	18,442		92,837	65,904	29.0%
ATTENDANCE	23,013	23,957		127,823	67,392	47.3%

**PATRON COUNT**

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00	0	634	432	430	690	642	2,828
10:00	0	594	640	476	600	648	2,958
11:00	0	738	720	520	588	802	3,368
12:00	0	888	746	588	640	820	3,682
1:00	1,042	920	750	668	688	990	5,058
2:00	906	948	822	704	760	742	4,882
3:00	988	1,088	846	850	800	688	5,260
4:00	878	1,022	1,048	832	874	722	5,376
5:00	0	1,102	940	868	810	0	3,720
6:00	0	954	936	750	746	0	3,386
7:00	0	720	688	536	640	0	2,584
8:00	0	690	722	792	720	0	2,924
<b>Total/Day</b>	3,814	10,298	9,290	8,014	8,556	6,054	<b>Grand Total 23,013</b>

**PASSPORT SERVICES**

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00	0	0	0	0	0	6	6
10:00	0	0	0	0	0	5	5
11:00	0	0	0	0	0	6	6
12:00	0	0	0	0	0	7	7
1:00	10	0	0	0	0	5	15
2:00	9	0	0	0	0	5	14
3:00	10	3	7	3	6	4	33
4:00	5	5	5	3	4	0	22
5:00	0	5	5	2	3	0	15
6:00	0	5	5	4	3	0	17
7:00	0	2	4	2	1	0	9
8:00	0	1	2	1	2	0	6
<b>Total/Day</b>	<b>34</b>	<b>21</b>	<b>28</b>	<b>15</b>	<b>19</b>	<b>38</b>	
							<b>Grand Total 155</b>

**STAFF ACTIVITY**

- Nov 2, 2009-Meeting with Yesenia to discuss Circulation Agendas.
- Nov 9,2009- Meeting with Yesenia to discuss Circulation Agendas.
- Nov 17, 2009- Staff Meeting.
- Nov 23, 2009- Meeting with Yesenia to discuss Circulation Agendas.
- Nov 24, 2009-Circulation Meeting.
- Nov 30, 2009-Meeting with Yesenia to discuss Circulation Agendas.

**ONGOING PROJECTS**

- Nov 19-Examined all the fire extinguishers in the library to be sure they were up to date.
- Worked on Circulation Manual.

**NEW PROJECTS AND ACTIVITIES**

None

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Marisa Timothy, Administrative Assistant  
**SUBJECT:** City of Placentia Invoices  
**DATE:** December 21, 2009

CITY OF PLACENTIA  
INVOICES

PERIOD COVERED FY2009-2010	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-09	*							*
Aug-09	*							*
Sep-09	*							*
Oct-09	*							*
Nov-09	*							*
Dec-09	*							*
Jan-10								
Feb-10								
Mar-10								
Apr-10								
May-10								
Jun-10								

TOTAL \*

AVG

\* City Billing Not Received

PERIOD COVERED FY2008-2009	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-08	07/29/08	*	*	*	*	*		
Aug-08	08/27/08	6,700.24	1,150.57	259.55	*	*		8,110.36
Sep-08	09/26/08	14,218.85	1,150.57	126.90	*	*		15,496.32
Oct-08	10/29/08	5,128.31	1,150.57		*	*		6,278.88
Nov-08	*	7,465.13	1,150.57	150.27	*	*		8,765.97
Dec-08	8/20/09	*	1,150.57	*	*	*		1,150.57
Jan-09	8/20/09	3,613.69	1,150.57	134.24	*	*	7.67	4,906.17
Feb-09	8/20/09	*	1,150.57	145.42	*	*	7.70	1,303.69
Mar-09	8/20/09	3,236.95	1,150.57	136.67	*	*	7.70	4,531.89
Apr-09	8/20/09	4,187.79	1,150.57	137.17	*	*	7.78	5,483.31
May-09	08/20/09	4,700.35	1,150.57	137.17	*	*	7.75	5,995.84
Jun-09	08/20/09	7,534.05	1,150.57	137.25	*	*		8,821.87

TOTAL 56,785.36 12,656.27 1,504.47 38.60 \$70,844.87

AVG 6,309.49 1,150.57 150.45 7.72 \$6,440.45





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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Library Director's Report  
**DATE:** December 21, 2009

### Accomplishments

- Completed and met with the Acting Human Resources/Finance Analyst to review her performance evaluation.
- Assisted the Placentia Library Friends Foundation (PLFF) with the completion of the publicity materials for the Author's Luncheon.
- Completed the California State Library Public Library Fund report.
- Submitted nomination for the Librarian of the Year Award for Lori Worden, Children's Librarian II.
- Assisted PLFF and the Placentia Roundtable Women's Club in finalizing the nomination for the Citizen of the Year Award for Nancy Lone-Tollefson.
- Attended the Orange County Reading Association Conference on November 14<sup>th</sup> for Nancy Lone-Tollefson's Outstanding Contribution to Reading Award.

### Community / Outreach

- Las Posadas Tamale Festival – December 8<sup>th</sup>.
- Rotary Club of Placentia weekly meetings – November 18<sup>th</sup>, 25<sup>th</sup>, December 2<sup>nd</sup>, 9<sup>th</sup> & 16<sup>th</sup>.
- Get Active (formerly PREP) Meeting at El Dorado High School – December 10<sup>th</sup>.
- Rotary Cowabunga Meeting – December 10<sup>th</sup>.
- Placentia Roundtable Women's Club meeting – December 2<sup>nd</sup>.
- Yorba Linda High School Dedication – December 10<sup>th</sup>.
- Chamber of Commerce, Introduction of Miss Placentia & Miss Yorba Linda Contestants – December 10<sup>th</sup>.
- Chamber of Commerce Citizen of the Year Award – December 17<sup>th</sup>.

### Training/Workshop/Conferences

- Conflict Reporting Online – December 7<sup>th</sup>.
- Webinar, Ethics Training AB1234 – December 9<sup>th</sup>.
- Broadband Summit in Sacramento – December 14<sup>th</sup> & 15<sup>th</sup>.

### Meetings

- Library Board of Trustees meeting – November 18<sup>th</sup> & 23<sup>rd</sup>.
- Managers meetings – November 18<sup>th</sup> & December 9<sup>th</sup>.
- All Staff meeting – November 17<sup>th</sup>.
- Southern California Library Cooperative (SCLC) Library Director's Meeting – November 18<sup>th</sup>.
- City Representatives – December 1<sup>st</sup>, 16<sup>th</sup>

### Projects in Progress

- Computer Lab project
- Website
- Technology plan
- Administrative staff performance evaluations



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Roger Hiles, Library Services Manager  
**SUBJECT:** Library Services Manager Report for November 2009  
**DATE:** **DECEMBER 21, 2009**

### Activities Report:

#### **Achievements**

Presented a two-part in-service to the Children's staff on using electronic resources in reference work on December 2 and 9. (Handout included as Attachment A)

Attended an InfoPeople webinar called "Best Practices in Helping Job Seekers in the Library" on November 10.

Attended an InfoPeople webinar called "Revitalizing the Library Experience" on November 17.

Attended a CSDA webinar on sexual harassment on November 17.

Attended training on new features in the ReferenceUSA database product on November 18.

Prepared report in response to IT questions in library audit on November 24.

Assembled scanned pages from the children's book on Placentia history **Elephant Rides For Free** into a digitized book. First draft pdf version completed November 29.

Came in early and helped put up Christmas decorations on November 30.

#### **Projects in Progress**

**Website redesign** – Continued adding features to the development site. Working to add new content coming from staff.

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

**Computer infrastructure** – Worked with technician on first installation of new software image on staff computer. Terminal server being prepared. Anticipated initial installations: December 2009.

**History Room** – discussed the future of the History Room program with Gary Bell. New program plan coming in 2010.

**Literacy Program** – discussed the future of the Literacy program with Toby Silberfarb. New program plan coming in 2010.

**Living Library Program** – Project plan and timeline updated. New date selected (March 20, 2010) so as not to conflict with Author's Luncheon.

**Historic Photograph Database Migration** – Moving the History Room's digitized photograph collection to new hosting platform. Photographs and metadata to be copied from existing host by Dec. 31, 2009. Move to new host planned for January 2010.

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

**Reference Collection weeding** – ongoing work with Adult Services staff to focus the Adult Reference Collection on items that meet contemporary needs. Next working meeting scheduled for December 23. Project completion anticipated by December 31.

### **Meetings**

I attended the Trustees meeting on November 16..

I attended the regular Managers' Meetings.

I attended the Adult Services staff meeting on November 24.



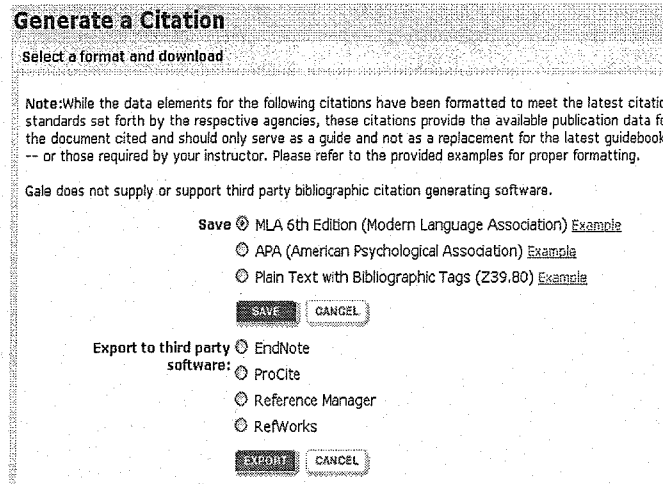
Children's Services In-Service Training  
Subscription Databases  
December 2, 2009

Part 1: General Reference Center

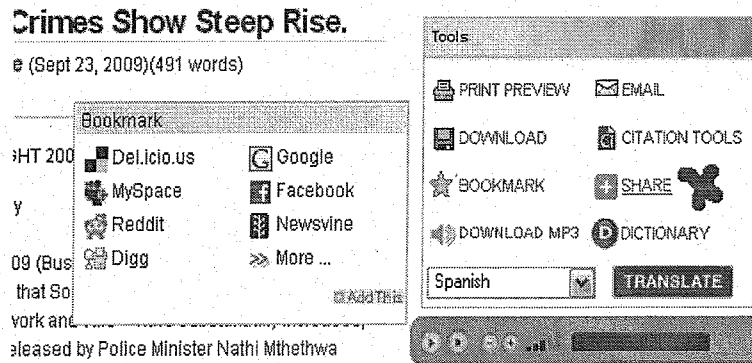
The screenshot shows the Gale General Reference Center interface. At the top, there's a search bar and navigation tabs for HOME, BROWSE SUBJECTS, BROWSE PUBLICATIONS, ADVANCED SEARCH, SEARCH HISTORY, and MARKED ITEMS (0). The main content area displays search results for 'Building the branch. (Chapter 4)' from 'Library Technology Reports 45.6 (August-Sept 2009)'. It includes a 'Full Text' preview, a 'Tools' sidebar with options like 'VIEW 7 PDF PAGES', 'PRINT PREVIEW', 'EMAIL', 'DOWNLOAD', 'CITATION TOOLS', 'BOOKMARK', 'SHARE', 'DOWNLOAD MP3', and 'DICTIONARY'. There's also a 'TRANSLATE' button set to Spanish. The article text discusses planning a digital branch project.

1. "One Box" Searches
2. Advanced Search
3. PDFs

4. Citation Generator



- 5. Text to Speech (mp3)
- 6. Pronunciation guide
- 7. Share on Social Networks



8. Machine translation:



Marked Items

The screenshot shows a library system interface. On the left is a navigation menu with options: My Account, Marked Items, Evergreen, Unassigned Alerts, Search Alerts, Search Lists, RSS Feeds, Account Preferences, and Tutorial. The main area displays 'Showing 1- 5 of 5' items. At the top right, there is a 'SORT BY: Date' dropdown and a 'GO' button. Below this, there are buttons for 'DOWNLOAD' and 'DELETE', and a 'Move to: evergreen' dropdown. The search results list two items:

- evergreen** | Added 09/23/2009
- TITLE:** Equinox | ELMHET offer Evergreen.(infotech)(Brief article)  
**PUB:** Library Journal  
**DETAIL:** 134.5 (March 15, 2009 v134 i5 p19(1)).  
Full-text 1 PDF page
- TITLE:** MI Consortium goes Evergreen.(OPEN SOURCE)(Michigan Library Consortiums)(Brief article)  
**PUB:** Library Journal  
**DETAIL:** 133.9 (May 15, 2008 v133 i9 p26(1)).  
Full-text 1 PDF page

13. Remember Feed Readers?

The screenshot shows a 'Gale Search Alert' feed reader interface. The left sidebar lists various feeds: Personal, Technology, Libraries, SISU SLIS | 2007 RSS News Feed, QC RSS, AdLR.org: Adolescent Library - The..., Associate Degree - Facts and Infor..., ByWater Solutions, California Library News E-Clips, Colleen's Commentary, Google Wave, Joomla Release News, Koha Blog, Koha Feeds, The Liberatorium, LibraryRanx, LINK 2.0 Koha, LIVING Library, and Anful Library Books. The main content area displays several articles:

- ERMes: open source simplicity for your e-resource management.**  
Today at 11:10 AM  
Computers in Libraries. Information Today, Inc. 29.6 (Sept 2009 v29 i6 p20(5)).  
Viewed Save Blog Email digg.it
- Open discovery interfaces: these open source OPAC discovery layers allow libraries to experiment freely with their user interface.(Dispatches from the Field)**  
Today at 11:10 AM  
American Libraries. American Library Association 40.6-7 (June-July 2009 v40 i6-7 p40(1)).  
Viewed Save Blog Email digg.it
- Open source public workstations: open source software lowers libraries' cost, environmental impact.(Dispatches from the Field)**  
Today at 11:10 AM  
American Libraries. American Library Association 40.5 (May 2009 v40 i5 p35(1)).  
Viewed Save Blog Email digg.it
- Digital music software.(TECH NEWS IN BRIEF)(Brief article)**  
Today at 11:10 AM  
American Libraries. American Library Association 40.4 (April 2009 v40 i4 p25(1)).  
Viewed Save Blog Email digg.it
- On openness.(open source software)**  
Today at 11:10 AM  
Computers in Libraries. Information Today, Inc. 29.2 (Feb 2009 v29 i2 p4(1)).  
Viewed Save Blog Email digg.it

Homework Exercise

Create a User Account, Save a Search, Setup an Alert

Create a new user account on GRC.

Go to advanced search and structure a search on a topic that interests you. Limit your search to professional journals. Save your search.

Set up an Alert for new articles on your topic via email or RSS



Print a copy of the email or RSS feed and bring to part 2 of the In-service.



## Part 2: Learning Express Library

**LearningExpressLibrary**  
Welcome Placentia Library District

Search

**Learning Centers**

- Elementary School [more info](#)
- Middle School [more info](#)
- High School [more info](#)
- College Preparation [more info](#)
- College Students [more info](#)
- GED Preparation [more info](#)
- Job Search & Workplace Skills [more info](#)
- Jobs & Careers [more info](#)
- Skill Building for Adults [more info](#)
- U.S. Citizenship [more info](#)
- Recursos para Hispanohablantes [more info](#)

**Welcome to LearningExpress Library!**

Whatever your goal, LearningExpress Library's resources will help you succeed. Each of our Learning Centers offers the practice tests, exercises, skill-building courses, and information you need to achieve the results you want—at school, at work, or in life. Looking to land a job? You'll find an entire Learning Center dedicated to helping you get the one that's right for you.

**Get Started Now!**

Choose a Learning Center on the left to begin exploring. . .

... [click here to browse the complete list of Learning Centers.](#)

**Returning User Login:**  
Username:   
Password:

**New Users:**  
Begin using LearningExpress Library now!

**News at LearningExpress Library**

- New Practice Tests Now Available for Careers in: Electrical, Plumbing, Air Traffic Control, and Military Aviation**
- Over 150 eBooks Now Available Including 78 New Titles**
- The Job Search & Workplace Skills Learning Center will help you:**
  - Craft the resume that will get you hired
  - Strengthen your job search, interviewing, and networking skills
  - Achieve career success

**What Do I Do Now?**

- Help Center:** Visit the Library Help Center.
- Guided Tour:** Take a guided tour of LearningExpress Library.
- Learning Centers:** Browse a list of the Learning Centers and their resources.
- eBooks:** Browse our complete library of eBooks.

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www.learningexpresslibrary.com is a trademark of LearningExpress, LLC.  
The LearningExpress test engine, patent # US 6,546,042, is a testing system proprietary to LearningExpress, LLC.  
Version 2.0

1. Click on "Login" and register as a new user
2. Select "Elementary School" and then math skills improvement
3. Add a test to "My Center"

**Math Skills Improvement**

- 4th Grade Math Practice
- 4th Grade Math Diagnostic Tests
- California 4th Grade Practice Mathematics Test
- California 4th Grade Practice Mathematics Test**
- FCAT 5th Grade Mathematics Practice Test
- Texas 4th Grade Mathematics Preparation Test

Get all the practice you need to do your best on the California Test in Mathematics. [more info](#)

4. Take a test:

**LearningExpress** California 4th Grade Math Test

Instructions Questions Finish Later Score My Test

Time Remaining 24:46

1.  $279 + 68 =$
- A. 211
  - B. 237
  - C. 337
  - D. 347
- Skip this question for now.

5. Submit the completed test to see the results, plus a plan for improvement:

**Total Score: 28%**

By taking this practice test, you are one step closer to reaching your goal. For feedback about your performance, please see our personalized study recommendations below.

**California 4th Grade Math Test**

	QUESTIONS	CORRECT	INCORRECT	SKIPPED	SCORE
<b>Section 1</b>	25	7	15	0	28%
Addition	1	1	0	0	100%
Algebra	1	0	1	0	0%
Decimals	2	1	1	0	50%
Fractions	2	0	2	0	0%
Graphs	1	1	0	0	100%
Measurement	1	1	0	0	100%
Multiplication	1	0	1	0	0%
Number Concepts	1	1	0	0	100%
Patterns	3	0	3	0	0%
Rounding	2	1	1	0	50%
Subtraction	1	0	1	0	0%
Telling Time	1	0	1	0	0%
Word Problems	2	1	1	0	50%
<b>Section 2</b>	25	8	17	0	32%
Fractions	2	0	2	0	0%
Geometry	4	0	4	0	0%
Logical Calculation	3	1	2	0	33%
Measurement	2	2	0	0	100%
Number Concepts	2	1	1	0	50%
Probability and Statistics	1	0	1	0	0%
Telling Time	1	0	1	0	0%
Word Problems	10	4	6	0	40%
<b>Section 3</b>	23	6	13	4	26%
Algebra	2	1	1	0	50%
Charts	4	2	2	0	50%
Geometry	3	0	3	0	0%
Graphs	3	0	3	0	0%
Logical Calculation	1	1	0	0	100%
Measurement	1	1	0	0	100%
Number Concepts	4	0	4	0	0%
Order of Operations	1	1	0	0	100%
Word Problems	2	0	2	0	0%
<b>Total Score for Multiple Choice Questions:</b>					<b>28%</b>

**For Further Preparation**

Based on your performance, we suggest the following tests and/or courses:

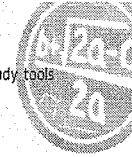
**4th Grade Math Practice: Algebraic Thinking & Patterns**  
Practice your algebra skills with this math exercise. ([Learn More](#)) [Add to My Center](#)

**4th Grade Math Practice: Geometry**  
Practice your geometry skills with this math exercise. ([Learn More](#)) [Add to My Center](#)

6. Check out middle school tests:

### Middle School

Whether you want to get a great grade on an important test or need extra help for your classes, you'll find the study tools and practice you're looking for here.



Choose your tests and courses from the categories below:

▶ Math Skills Improvement
▼ Reading Comprehension Skills Improvement
⊞ 6th Grade Reading Diagnostic Tests
⊞ 7th Grade Reading Diagnostic Tests
⊞ 8th Grade Reading Diagnostic Tests
⊞ 8th Grade Reading Practice
⊞ Middle School Reading Comprehension Courses
⊞ California 8th Grade Reading Practice Test
⊞ FCAT 8th Grade Reading Test
⊞ TAKS Grade 8 Reading Practice Exam
▶ Writing Skills Improvement
▶ High School Entrance Exams Preparation



7. Next, look at the high school tests:

### High School

Whether you need to prep for an important test or get extra help for your classes, you'll find the study tools and practice you're looking for here.




Choose your tests and courses from the categories below:

▶ Math Skills Improvement
▶ Reading Comprehension Skills Improvement
▶ Vocabulary and Spelling Skills Improvement
▼ Writing and Grammar Skills Improvement
⊞ Grammar Practice
⊞ Grammar Skills for Writing Courses
⊞ Writing Practice
⊞ Fundamentals of Writing Courses
 <b>Fundamentals of Writing 1: Prewriting</b> <span style="float: right;">⊞ Add to My Center</span>
<p>This course is the first in the Fundamentals of Writing Course series, in which you will practice your prewriting skills. <a href="#">more info</a></p>
 <b>Fundamentals of Writing 2: Drafting</b> <span style="float: right;">⊞ Add to My Center</span>
<p>Drafting is the second course in the Fundamentals of Writing Course Series. This course will help you write</p>

8. College Prep:

### College Preparation

The resources below offer the preparation tools and tips every college-bound high school student needs for a smooth and successful admissions process.



Choose your tests and courses from the categories below:

- ▶ ACT Preparation
- ▶ Advanced Placement (AP) Preparation
- ▶ CLEP Preparation
- ▶ CUNY Skills Assessment Tests Preparation
- ▶ PSAT/NMSQT Preparation
- ▶ SAT Preparation
- ▶ THEA Preparation
- ▶ TOEFL iBT Preparation

9. Jobs and careers:

### Jobs & Careers

Below, you'll discover instantly scored licensing, certification, and aptitude practice tests, online career preparation, and vital information for a wide variety of occupations.




Choose your tests and courses from the categories below:

- ▶ Air Traffic Controller
- ▶ Civil Service
- ▶ Commercial Driver's License (CDL)
- ▶ Cosmetology
- ▶ Electrical
- ▶ Emergency Medical Services
- ▶ Firefighter
- ▶ Law Enforcement
- ▶ Military
- ▶ Nursing and Allied Health
- ▶ Plumbing
- ▶ Real Estate
- ▼ Teaching
  - ▣ CBEST Preparation
  - ▣ NYSTCE Preparation
  - ▣ PPST: Praxis I Preparation
  - ▣ Praxis II Preparation

## Job Search & Workplace Skills

Below, you'll find a wide variety of resources that will prepare you for career success, from the job search to interviewing and beyond.

Choose your tests and courses from the categories below:



▶ Business Writing
▼ Job Search, Resumes, and Interviewing
▣ Job Search and Networking Skills
▣ Creating Great Resumes and Cover Letters
▣ Interviewing
▣ Success on the Job

### Homework Exercise

Create a User Account, Do a test, or create a resume

Take some time to become familiar with this resource, which could be useful both to children and adults, in English and Spanish. (Nothing to turn in!)



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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 November 2009

**DATE:** December 21, 2009

### MONTHLY STATISTICS

Phone reference	23
In person reference/research	<u>515</u>
Total	538

As of November, the number of programs has increased 179% over last year, and program attendance is up 47% for the year. The average Children's event had 33 people in attendance, compared to 21 last year, a 60% increase.

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lap Sit 24 months & younger	3	84
Preschool Story Times I & II: 3-6 years	8	159
Pocket Tales: Stories, music, and movement.	3	67
Read to the Dogs	1	25
P-TAC Meetings	2	29
Family Game Day	1	12
F.I.R.S.T. – Family Interactive Reading and Sharing Time	1	32
Super S.T.A.R. Storytime	1	7
11/13-14 Camp Library	1	60
11/17 Cub Scouts Library Visit	1	8
11/21 Ronald McDonald Book Time	1	75
In 'n Out Food for Thought Reading Program	1	234
<b>Total November 2009</b>	<b>24</b>	<b>792</b>
<b>Total November 2008</b>	<b>17</b>	<b>350</b>
<b>Current FY to date</b>	<b>134</b>	<b>4,452</b>
<b>Previous FY to date</b>	<b>48</b>	<b>3,031</b>

### Achievements:

- **Camp Library:** Children and adults enjoyed our annual library sleepover event, again sponsored by the Friends Foundation. Campers watched a bird show from Rainforest Café, listened to stories, participated in a sing-along, made crafts and watched the movie Up. Teen volunteers assisted with the pizza dinner on Friday night and a pancake breakfast on Sat. morning.
- The **In-n-Out Food for Thought reading program** encouraged many children to read library books and earn In-n-Out hamburger certificates.
- Dixie Shaw donated **\$500.00** to the Friends Foundation to purchase board games for the Family Game Day program, children's music CD's for the library's collection, and books for the children's professional collection.
- Lori Worden served as a judge for the Placentia-Yorba Linda Unified School District PTA "**Reflections**" program, in the Literature category.
- Brenda Ramirez presented a **Fall** and **Thanksgiving** themed display in the library's display case.
- McDonald's sponsored a free storytime and magic show presented by **Ronald McDonald** as part of their Family Literacy Month program.
- Brenda Ramirez, Coleen Wakai, and Lori Worden attended the Placentia Library staff appreciation dinner.

### In Progress:

- Children's staff are making plans for winter events, including **Winter Wonderland Crafts** (with Santa) on December 12, and **Snow Day** on January 30.
- Coleen Wakai planned a winter craft for the P-TAC teens, and she will display their crafts in the teen area in December. Coleen is also planning a pizza party for the teens at their December P-TAC meeting to thank them for the many programs they have assisted with this year at the library.



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## **PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Toby Silberfarb, Library Assistant Literacy / Volunteers

**SUBJECT:** Literacy / Volunteer Report for November, 2009

**DATE:** December 21, 2009

### **MONTHLY STATISTICS**

#### Volunteer Hours:

History Room	49 hrs
PLFF	494 hrs
Library (General)	213 hrs
Technical	12 hrs
Homework Club	86 hrs
H.I.S. House Homework club	4 hrs
Tutors (Adult Literacy)	<u>63 hrs</u>
Total:	835 hrs

### **Achievements**

- Proctored 4 exams for distance learning students.
- Interviewed a potential, new volunteer from **Onestop**.
- Completed cross-training Gary Bell for volunteer coordinator/ literacy tasks
- Met with a volunteer from Cal State Fullerton Ruby Gerontology Center regarding volunteer opportunities.

### **Projects in Progress**

- The Tech Volunteer program continues to attract both volunteers and patrons on Wednesday evenings.
- Adult Literacy Services tutor/student pairs continue to meet according to schedule.
- The on-site homework club has been averaging 10 to 15 students everyday.
- Collection development for the 300s both in the circulating and adult reference collections.
- Spanish Language program about Diabetes scheduled for January 14, 2010.
- January book discussion about "Olive Kitteridge" scheduled for January 12, 2010.

### **Grants and Partnerships Update**

- The **Homework clubs** are meeting as reported last month. We have been averaging between 10 and 14 children in the library. **H.I.S. House** has averaged between 4 and 6 children depending on the current resident roster.
- Teri from H.I.S. House is working on a list of the club's current supply needs.
- Our Federal Work Study Volunteer is no longer working at H.I.S. House; instead, interns are currently working with the children in the shelter.



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Roger Hiles, Library Services Manager  
**SUBJECT:** Adult Services Monthly Activity Report for November 2009  
**DATE:** DECEMBER 21, 2009

### MONTHLY STATISTICS

#### Reference Desk Activity

Phone reference:	325
In person reference/research:	1193
Guest passes:	11
E-mail reference/research:	0
Electronic: databases/Internet/catalog instruction:	39
Electronic: public computers (desktops):	2649
express Internet stations (laptops):	1817
Technology: computer/printer questions or troubleshooting:	510
In library use: ready reference:	12
In library use (cleanup):	3348

### ACHIEVEMENTS

- **Nadia Dallstream** presented the December book discussion (**The Alchemist** by Paulo Coelho). 8 people attended the program.
- **Nadia Dallstream** updated the Adult Services bulletin board.
- **Nadia Dallstream** and **Kathy Staymates** put a new display of books into the book trough, "Holiday Stories."
- **Toby Silberfarb** continues to coordinate the Tech Volunteer Program and has had 4 volunteers who have assisted 4 people, often in multiple sessions.
- **Gary Bell, Nadia Dallstream, Katie Matas, Toby Silberfarb, Kathy Staymates** and **Roger Hiles** attended an in-service training on ReferenceUSA led by an Infopeople representative on November 18.
- **Gary Bell** completed cross-training with Toby Silberfarb in Literacy/Volunteer Services.
- **Nadia Dallstream** weeded the Bestsellers section.

- *Kathy Staymates* completed a bibliography on Rembrandt van Rijn for art bulletin board.
- *Gary Bell, Nadia Dallstream, Katie Matas, Toby Silberfarb, Kathy Staymates* and *Roger Hiles* met on November 24 for a Reference Meeting.

### IN PROGRESS

- *Gary Bell* is preparing the December program "A Celtic Christmas."
- *Nadia Dallstream* is being cross-trained for tasks in Acquisitions and Technical Services.
- *Toby Silberfarb* is preparing for the January book discussion (**Olive Kitteridge** by Elizabeth Strout).
- *Nadia Dallstream* is teaching a dance for the the Miss Teen Placentia's Little Sisters group.
- *Gary Bell* is preparing for the Play Reading Program which begins in January.
- *Gary Bell* is preparing for the February book discussion (**The Soloist** by Steve Lopez)
- *Toby Silberfarb* is preparing for the January Spanish language Diabetes Program.
- *Nadia Dallstream* is preparing for February "Explore Africa" program.
- *Katie Matas* is preparing for a special "Author's Luncheon" Book Discussion on February 23 (**The Teacher Who Couldn't Read** by John Corcoran).
- *Gary Bell, Nadia Dallstream, Katie Matas, Toby Silberfarb, Kathy Staymates* and *Roger Hiles* are weeding the Adult Reference Collection, and have reached the half-way point. Project completion is anticipated for December.
- *Gary Bell, Nadia Dallstream, Katie Matas, Toby Silberfarb, Kathy Staymates* and *Roger Hiles* have been updating the "online resources" page on the development website.

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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 November 2009  
**DATE:** December 21, 2009

**MONTHLY STATISTICS**

Visitors to History Room in November, 2009	6
Visitors to History Room in November, 2008	2
Volunteer Hours, November 2009	49
Intern Hours	0

**Accomplishments:**

- After much brain storming, presented a proposal outlining the next DVD project for the History Room, **Placentia's Historic Sites**. Also, progress and discussion continued on our ongoing endeavors: **Placentia Around the World** and **Placentia's Early Settlers**.
- Sent a letter to the principal of Kraemer School regarding their 50<sup>th</sup> reunion, with a follow-up letter to original staff members. Offered to provide the History Room space for the reunion group, if it is small enough. However, if the group is expected to be too large for the room, the school will have to provide the location. The principal provided plans for the reunion date of March 23, 2010.
- A text was provided to Glenn Baldwin for the DVD of photographs showing Placentia's economic growth, which had been presented at the Chamber of Commerce's anniversary meeting.
- Presented research materials to the Placentia Round Table Women's Club for the writing of their ongoing history of the organization.
- Pat Irot participated in a trip to the Krater-Crafts book binding company to investigate a possible rebinding of our Bancroft collection.
- Contacted Tuffree Middle School about the replication of 1979 project collecting students' interviews with city officials.
- Added several books to the History Room collection and to the Local Author display.
- I presented an electronic resource on British authors at our Reference meeting.
- I attended training on new features in the ReferenceUSA database.
- Requested the El Dorado and Valencia High School annuals.

- Assisted a patron with a question about the original land grant of this area and how the property designation affected the distribution of land when the State of California appropriated the land grant.
- There were visits from several community personages including Leonora Pierotti, who recommended a novel by Richard Gilman's grand daughter; former city official Norm Eckenrode who presented a picture of himself with Coach John Wooden (which was scanned for our collection); and Pat Melia, City Clerk. Another scanned photo was made of John and Clairee Tynes, for the history display at city hall.
- I completed my cross training in Literacy/Volunteer services with Toby Silberfarb.

### **In Progress**

- Continued preparing for the annual Celtic Christmas program on December 17<sup>th</sup>. Updated the bibliography that accompanies the program.
- The photo collection continues to be audited for accuracy and migrated to Excel programs.
- Discussed future ideas for the **History Room** program with Roger Hiles. New program plan coming in 2010.
- The work completed by Jeanette Gardner continues to be sorted and filed.

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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 November 2009  
**DATE:** December 21, 2009

### MONTHLY STATISTICS

Online database usage:

	November 2009	November 2008	Y-T-D 2009- 10	Y-T-D 2008-9	Y-T-D % change
Ancestry.com	3,281	33	4,831	716	575%
General Reference Center	758	20	1,878	105	1689%
Newsbank	44	20	177	562	-69%
Heritage Quest	651	3,012	7,762	10,595	-27%
Learning Express	9	22	42	85	-51%
Novelist	42	15	247	83	198%
Tumblebooks	264	243	1,210	1,323	-9%
Valueline	not available	0	0	406	-100%
Reference USA	71	12	412	220	47%
	<b>5120</b>	<b>3377</b>	<b>16,559</b>	<b>14,095</b>	<b>17%</b>

### **Website traffic for November 2009:**

In November 2009 we had 15,849 visitors to our website. In November 2008 there were 36,611 page hits. Last year we had 16,768 visitors and 41,155 page hits in November.

### STAFF ACTIVITY

- Katie continued cross training Nadia in Acquisitions and Technical Services.

### ONGOING PROJECTS

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





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Placentia Library District Policy #2040 – Sick Leave

**DATE:** December 21, 2009

*OK*

**BACKGROUND**

The Placentia Library District Policy #2040 – Sick Leave, was revisited at the Library Board of Trustees meeting on November 18, 2009. The decision was to continue the discussion in December with additional information to be gathered by staff to present to the Library Board of Trustees.

Staff has received sick leave policies from various agencies. However, additional time is needed to analyze the policies received to provide a more thorough report to the Library Board of Trustees.

**RECOMMENDATION**

To postpone discussions until the February meeting.



**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Civic Center Parking Permit Program  
**DATE:** December 21, 2009

*Library Director meet w/  
City Administrator to  
communicate concerns*

*BW  
BE  
AU*

**BACKGROUND**

With a 3-1 vote, the Placentia City Council approved a parking permit program at the Civic Center at its October 20, 2009 Council meeting. The proposed parking permit program in the Civic Center would be located at the East Civic Center Lot on All America Way.

The City Council approved two types of parking permits:

- Tier A
  - Employees of business district
  - 2 hour parking limitation
  - Hours: 7am – 6pm
  - Fee: \$30
- Tier B
  - Residents of business district
  - 2 hour parking limitation overnight
  - Hours: 5pm – 8am
  - Fee: \$20

*JC - Distributed  
copies of Deed w/ map*

*correction: to pg 6 of 6  
street names*

The Library may be entitled to the revenues from the Civic Center parking permit program, as part of the Joint Powers of Agreement (JPA) between City Hall and the Placentia Library District and due to the location of the proposed parking area.

The Library Director has contacted Mr. Kevin Ennis from the firm of Richards, Watson, Gershon to review the JPA and map of the Civic Center to assess the Library's entitlement and issues of library operating hours related to the parking permit program.

Attachment A is the Placentia City Council agenda report for October 20, 2009 which includes specific proposals for the parking permit program on pages 3-5.

Attachment B is the Placentia City Council October 20, 2009 minutes which documents the vote. The parking program item is on pages 8-10.

Attachment C is Mr. Kevin Ennis' initial assessments.

*AB - took TB  
word on matter*

**RECOMMENDATION**

Authorize Mr. Kevin Ennis from Richards, Watson, Gershon to act on behalf of the Placentia Library District and interact with the City to address issues related to the Civic Center Parking Permit Program.

*JC - no notice of Sept. 8th meeting of interested parties.*

*AB - parking lot new issue  
ew - approach on friendly basis, get going  
JC - 34% mtg w/ Troy B - no entitlement*

*- JPA/maint bills road & pd?  
RD - city going ahead with plans, quick/fast*

RD - offer to meet w City Council  
GW - should go to admin of library/city - first  
then go to attorneys if needed.

AB - Circ Center Authority governs common property.

BW - recc. JC to Troy meet with new info.  
leave it with administrators at this point

RD - what resolution?

---

JH - concern for volunteers if fees due  
GW - expressed concern for library



# Placentia City Council

## AGENDA REPORT

TO: CITY COUNCIL  
VIA: CITY ADMINISTRATOR  
FROM: ASSISTANT CITY ADMINISTRATOR  
DATE: OCTOBER 20, 2009  
SUBJECT: PARKING PERMIT PROGRAM FOR PUBLIC PARKING LOTS  
FINANCIAL IMPACT: REVENUE: UNKNOWN BUT ESTIMATED AT \$25,000  
EXPENSE: MINIMAL SIGN EXPENSE ESTIMATED AT \$2,000

### INTRODUCTION:

Parking in and around downtown Placentia continues to be a concern for local businesses, residents and the City. Currently, there exist very few parking opportunities and based on the Santa Fe-Commercial zone standards, many of the businesses are not adequately parked. Although the City is planning a 300 plus car parking structure on City-owned property in the very near future, parking continues to be a major concern for the downtown businesses. Until such a time as additional parking can be made available staff is proposing an interim permit program to accommodate parking in the downtown and adjacent areas. This action approves the implementation of a Parking Permit Program for public parking lots in the downtown area and at the Civic Center and Kraemer Memorial Park.

### RECOMMENDATION:

That the City Council

1. Approve of the attached Downtown Parking Permit Program and authorize the City Administrator, or designee, take appropriate action to post and enforce applicable parking restrictions.
2. Authorize the City Administrator or designee to issue parking permits to include Tier A (\$35), Tier B (\$25) and no cost Tier A permits for the Crowther parking lot to businesses north of Crowther Avenue.
3. Authorize the City Administrator to solicit applications and issue parking permits (Tier B) for designated parking lots at the Civic Center and Kraemer Park.
4. Direct the City Administrator to report back to the City Council six (6) months after implementation of the parking permit program.

### DISCUSSION:

The City Council conducted a Study Session on August 18, 2009 regarding a proposed downtown parking permit program. Based on feedback and direction from the City Council, staff held another meeting with Downtown Placentia merchants and interested parties on September

Agenda Item: CC 9

Meeting Date: October 20, 2009

CITY COUNCIL  
October 20, 2009  
PAGE 2

8, 2009. The meeting was well attended and the proposal brought forward for consideration is based in part on that meeting.

### History

The parking situation in downtown Placentia has long been complicated by the historical development standards, the density of restaurants and mixed-use nature in which retail and residential uses compete for the few parking spaces. Recent developments, including the KB Homes Clementine housing project decreased available public parking and replacement public parking has yet to be developed.

Through discussions with the Placita Santa Fe Merchants Association and two separate meetings with interested parties related to parking, a parking permit program was discussed. The intent of the permit parking program is to implement an interim program that provides a fair apportionment of parking for business, residents and customers. Additionally, the program has a basic premise that while public parking lots should be free for customers, the City is not able to publicly subsidize nor provide a gift of public resources for employee or resident parking.

In addition to receiving comments and discussing the program with affected owners and residents, the City had a consultant who was doing an analysis of two proposed parking structures examine potential pricing for City-owned parking lots. The consultant report was discussed at the August 18<sup>th</sup> Study Session.

As discussed at the Study Session, the cost of providing parking is dominated by the cost of land. Such land can be approximately one million dollars an acre and approximately 134 spaces can be built on an acre sized surface lot. The construction only cost for a surface parking lot typically ranges between \$3,000 and \$4,000 per space (for a structured lot an average cost is between \$12,000 and \$17,000 per space or more depending on prevailing wage issues). Therefore, the construction cost of a 100 space surface parking lot will likely cost in the neighborhood of \$300,000, not including land costs or maintenance. To recover just the construction costs of providing new parking in a surface lot, the consultant suggests a minimum of \$33.00 per month. This rate is based on a construction cost of \$3,000 per space, with a rate of 6.0%, and an amortization life of 10 years. To include land costs, this number will be much larger.

To establish a rate for permit parking in the City's downtown the consultant was asked to look at a two tier parking system:

1. Tier A – Daytime (business/commercial) uses – 7:00 a.m. to 6:00 p.m.
2. Tier B – Evening (restaurant/residential) uses – 6:00 p.m. to 7:00 a.m.

### **Consultant Conclusion**

As stated at the Study Session and based on the consultant's preliminary evaluation and the rates charged by other public agencies in Orange County, the consultant recommended a Tier A (daily use) monthly parking rate of \$45 to \$65 per month. The Tier B (evening/overnight) monthly recommended rate is between \$25 and \$35. For purposes of discussion and to obtain

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October 20, 2009  
PAGE 3

City Council and interested party input, City Staff recommended a monthly rate of \$50 for Tier A and \$25 for Tier B.

### **DISCUSSION OF PERMIT PARKING AREAS**

The City reviewed public parking areas in the downtown and surrounding areas based on known impacts from external (i.e., commercial, residential, and multi-family) pressures. The selected permit areas are City-owned lots in downtown, at Kraemer Memorial Park, and the Civic Center. Two (2) hour parking areas are public streets. The proposed areas are noted on the attached map. Time restricted parking of two (2) hours in duration is proposed for specific streets and will be in effect in public lots. This is a standard time measurement which allows visitors/customers to conduct business without need of permit.

In the downtown area, the permit parking is for residents from the surrounding area and the employees of the downtown businesses. Permit parking at the City leased lot on Crowther is not proposed for any business south of Crowther as each permitted business within the manufacturing zone should be adequately parked, therefore, Staff will only accept permit applications from businesses north of Crowther. The Crowther lot is to encourage employees of downtown businesses to park freeing up parking for customers of the downtown businesses adjacent to those businesses. The Tier B (evening/overnight) parking permit is geared towards residents living within the Santa Fe-Commercial zone, specifically in units above ground floor retail. The concept behind Tier B is to allow residential parking during off normal (daytime) business hours.

The parking lot adjacent to the Teen Center at Kraemer Memorial Park is for visitors to the Teen Center or the park itself. The multi-family housing and commercial uses near the parking lot are impacting the ability of residents to utilize the park. Further, the public parking lot is not an alternative to parking on private property or the street. Accordingly, it is proposed that the two hour restriction and Tier B (evening/overnight) parking permit be put in place for this lot.

The eastern portion of the Civic Center lot is heavily utilized by residents or guests of the condominium complex across from the Civic Center. On average, overnight parking takes more than half of the parking in the area. It is proposed that this area require a Tier B parking permit as well. The Civic Center parking lot will be monitored to ensure that parking does not 'creep' into otherwise non-restricted areas. The Tier B parking permit will allow residents to continue to park in the lot, however, it will be controlled and the parking impacts mitigated through the permit fee. Additionally, allowing overnight parking that does not impact general Civic Center use can provide a safer parking alternative to those residents versus parking on Chapman Avenue.

At a meeting held on September 8, 2009 interested parties discussed their concerns with the overall permit parking program and the lack of available parking. The consensus of the group is that more parking is needed and the interim efforts by the City are appreciated; however, it was felt that more parking must be brought online prior to the implementation of the parking permit program. Concern was also expressed by businesses with many employees and the cost of providing parking to their employees based on the proposed permit costs. There was also a concern that any charge for parking is equivalent to a tax on downtown businesses and the

CITY COUNCIL  
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PAGE 4

current economic climate is unfriendly for businesses to take on an extra burden. One business owner on the west side of Melrose also expressed concern that the two hour parking was not in effect on the north west side of Melrose as the area is typically parked by residential users in the neighborhood to the north, restricting the ability of customers to utilize the on-street parking. At a Downtown Merchant's meeting on October 13, 2009, the revised program as recommended in this action was presented. There was continued concern over the cost of the day time permit - reduced from an initial \$50 to \$35 with a Merchant preferred rate of \$20 to \$25 per month. Additionally, it was echoed that no implementation should take effect until other parking opportunities become available.

### **SUMMARY**

There are three alternatives for consideration regarding parking in the downtown and adjacent areas:

#### **Option One: Do Nothing.**

The City could not do anything at this time regarding parking in the downtown area. This would continue to provide public parking spaces primarily to businesses owners at no cost and limit the ability of customers to find parking opportunities. The situation would eventually resolve itself when additional parking opportunities are brought on-line but would do nothing regarding on-going complaints.

#### **Option Two: Implement 2 Hour Parking Restrictions (6 AM to 6 PM).**

A second option would be to implement two hour parking restrictions on streets and all public lots from 6 AM to 6 PM. This would be the most conducive to parking turn-over, with customer parking benefitting from availability of parking on the street and in public lots. Employees of businesses would need to move their cars frequently or find other parking opportunities outside of the Downtown area. Derivatives of this option could include offering the Crowther parking lot as free parking; however, there would be competition for spots from businesses south of Crowther.

#### **Option Three: Implement 2 Hour and Permit Parking**

This option is a blend of two hour parking and permit parking utilizing a market approach to parking regulation. The goal is to provide parking opportunities in a controlled manner that encourages close customer parking availability while encouraging, through market (financial) mechanisms, business and residential parking at selected lots to include free permit parking at the Crowther lot.

### **Staff Recommendation**


Based on City Council direction, the consultant's report and input gathered in meeting with interested parties, staff is recommending the following and as represented in the attached proposed parking permit map:



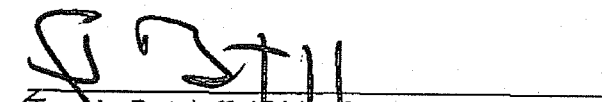
- Parking restrictions be put in place as presented to the City Council on August 18, 2009.
  - Two hour parking for all City owned/leased lots as designated.
  - Two hour parking for Santa Fe Avenue from Bradford to Melrose.
  - Two hour parking for the South Alley Parking Area from Bradford to Main Street and permit parking as designated.
- Two hour parking for Melrose Street from Santa Fe north to the public alley.
- Permit parking using the tiered rate for all designated City owned/leased lots with the following rate structure: Tier A - \$35; Tier B - \$25.
- Two hour and Permit parking for the Crowther Lot with businesses located north of Crowther Avenue provided a **no-cost** Tier A permit.
- Two hour parking for the proposed parking lot at 329/333 W. Santa Fe Avenue when developed.
- Two hour parking and permit required (Tier A and Tier B) for the public parking lot to be developed at 235 S. Bradford Avenue.
- Overnight permit parking (Tier B) for designated Civic Center parking and the west lot at Kraemer Park.

The recommended parking program will help facilitate business, residential, and more importantly, customer parking in the Downtown Placentia area. In response to financial concerns, it is proposed that no fee be charged for the Crowther parking lot to encourage employee parking as well as offer a no-cost alternative to businesses during these tough economic times. Additionally, the Tier A parking permit recommendation has been lowered to a proposed monthly rate of \$35 (slightly over \$1 a day), recognizing that while there is a cost to parking, it should be reasonable. The goal is to preserve as much on-street and nearby two-hour parking for customers as possible.

Submitted by:

  
Kenneth A. Domer  
Assistant City Administrator

Reviewed and approved:







  
Troy L. Butzlaff, IEMA-CM  
City Administrator

Attachment: Proposed Downtown Parking Permit Program

# Proposed Downtown Parking Permit Program



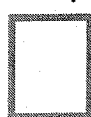


## Key:

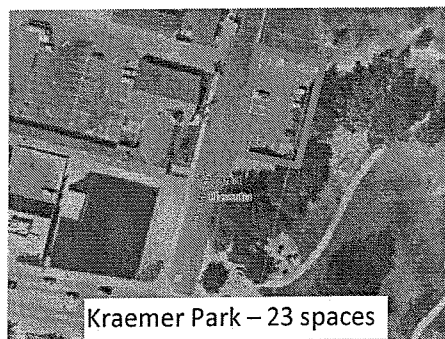
-  Proposed City Parking Structure
-  New On-Street Striped Spaces (end of Main)
-  Existing City Public Parking Lots
-  Proposed Property Purchase
-  Proposed Property Purchase
-  Potential Vacant Lot/Residence Purchase

## Parking Spaces – Actual/Potential

- 300+ Spaces *Potential*
- 9 Spaces
- 26 Spaces
- 20 Spaces on Diagonal *Potential*
- 13 Spaces *Potential*
- 35 +- Spaces *Potential*

## Proposed Permit Parking Program Permit Type

-  South Alley Permit Area      Type A Day Time Permit (7am – 6 pm) &  
 North Alley Permit Area      Type B Overnight Permit (5 pm – 8 am)  
 Crowther Parking Lot (businesses north of Crowther Avenue)
-  West Kraemer Park              Type B Overnight Permit (5 pm – 8 am)  
 East Civic Center Lot
-  Santa Fe Street Parking Area 2 Hour Time Restricted Parking



**Type A Parking Permit** – Employees of business district.  
 Valid in designated parking lots to exempt  
 2 Hour Parking limitation. Hours are 7 am to 6 pm.  
 Proposed Monthly Rate: \$35.

**Type B Parking Permit** – Residents of business district.  
 Valid in designated parking lots to exempt  
 2 Hour Parking limitation overnight. Hours are 5 pm to 8 am.  
 Proposed Monthly Rate: \$25.

**MINUTES -- CITY COUNCIL -- CITY OF PLACENTIA**

**CITY COUNCIL CHAMBERS  
401 EAST CHAPMAN AVENUE**

**REGULAR MEETING  
OCTOBER 20, 2009  
7:00 P.M.**

**CLOSED SESSION**

Mayor Pro Tem/Agency Vice Chairman Aguirre called the Executive Session of the City Council of the City of Placentia and Redevelopment Agency Board of Directors to order at 5:30 p.m. in Council Chambers.

**ROLL CALL:** Present: Councilmember / Agency Member Nelson  
Councilmember / Agency Member Underhill  
Councilmember / Agency Member Yamaguchi  
Mayor Pro Tem / Agency Vice Chairman Aguirre  
Mayor / Agency Chairman Sowards

**ORAL COMMUNICATIONS FOR CLOSED SESSION ITEMS:**

At this time, the public is invited to address the City Council concerning any items on the Closed Session Agenda.

**NO ORAL COMMUNICATIONS WERE OFFERED AT THIS TIME.**

**5:30 – 6:45 p.m.:**

**CITY COUNCIL**

1. Pursuant to Government Code Section 54956.9(a) for Conference with Legal Counsel Regarding Two (2) Item of Existing Litigation –
  - a. Del Cerro Mobile Estates and S&D Associates v. City of Placentia, et. al., Orange County Superior Court Case No. 00180072
  - b. Arnie Pike v. City of Placentia, United States District Court of California, Case No. CV-08-8582
2. Pursuant to Government Code Section 54956.9(b) for Conference with Legal Counsel Regarding Anticipated Litigation - Two (2) Items
3. Pursuant to Government Code Section 54956.9(c) for Conference with Legal Counsel Regarding the Initiation of Litigation - Three (3) Items

**REDEVELOPMENT AGENCY**

4. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8:
  - a. Property: 132 East Crowther Avenue, APN 339-091-08  
Agency Negotiator: Troy Butzlaff  
Negotiating Parties: The Boys and Girls Club of Placentia-Yorba Linda-Brea  
Under Negotiations: Price and Terms of Payment

**CALL TO ORDER THE REGULAR MEETING OF THE CITY COUNCIL: 7:00 p.m.**

Mayor/Agency Chairman Sowards called the regular meeting of the City Council of the City of Placentia and Redevelopment Agency Board of Director to order at 7:00 p.m. in the Council Chambers.

**ROLL CALL:** Present: Greg Sowards, Mayor/Agency Chairman  
Joseph V. Aguirre, Mayor Pro Tem/Agency Vice Chairman  
Scott W. Nelson, Councilmember/Agency member  
Constance Underhill, Councilmember/Agency member  
Jeremy B. Yamaguchi, Councilmember/Agency member

Others Present: Troy L. Butzlaff, City Administrator  
Patrick J. Melia, City Clerk  
Andrew V. Arczynski, City Attorney

**INVOCATION:** Gary Drabek, Police Chaplain

**PLEDGE OF ALLEGIANCE:** City Administrator Butzlaff led the assembly in reciting the Pledge of Allegiance.

Mayor Sowards announced that he is taking a temporary leave of absence from his duties as Mayor effective immediately while he explores medical options for his recently diagnosed liver cancer. He emphasized that he is not resigning from the City Council. He is dedicated to the community and promised to return soon. He expressed his appreciation for Council's, staff members, and community members concerns, support, and prayers.

Mayor Sowards stepped down from the dais and Mayor Pro Tem Aguirre presided over the remainder of the meeting.

## **PRESENTATIONS**

**1. Proclamation Designating the Week of October 18-24, 2009 as "Childhood Lead Poisoning Prevention Week" in the City of Placentia**

Recipient: Dr. Nancy Bowen

Presenter: Mayor Sowards

Mayor Pro Tem Aguirre read excerpts from the Proclamation designating the week of October 18-24 as "Childhood Lead Poisoning Prevention Week" in the City of Placentia.

Doctor Nancy Bowen, Chief Medical Officer for Orange County Health Care Agency, accepted the Proclamation and stated this is a great opportunity to increase community awareness to prevent childhood lead poisoning. She recognized Orange County Environmental Health Specialist, Public Health Nurses, Health Educators, and Administrators who identify and help to treat this illness.

2. **Introduction of New City Employee**  
Recipient: Michael Moore, Police Officer  
Presenter: Police Chief Anderson

Police Chief Anderson introduced and welcomed Police Officer Michael Moore.

3. **Employee of the Quarter – General Employees**  
Presenter: City Administrator Butzlaff

City Administrator Butzlaff announced the recipient of the Employee of the Quarter for General Employees is *Becky Cherene, Building Permit Technician*.

Mayor Pro Tem Aguirre presented Ms. Cherene with an award and gift certificate.

### **CITY ATTORNEY REPORT**

City Attorney Arczynski stated there are no reportable actions from Closed Session.

City Attorney Arczynski was pleased to inform Council that staff was in receipt of a judgment in favor of the City pertaining to an appeal of a small claims action the Council previously authorized.

City Attorney Arczynski advised Council to formally excuse Mayor Sowards from attending Council meetings to the extent necessary between now and December 31, 2009. This action would be required pursuant to the Charter of the City of Placentia Section 603 with regards to absences from Council meetings for periods of time.

**Councilmember Underhill moved, seconded by Yamaguchi, to excuse Mayor Sowards attending Council meetings to the extent necessary between now and December 31, 2009. Motion carried: 4-0, (Sowards absent).**

### **CITY ADMINISTRATOR REPORT**

City Administrator announced that the City Council is accepting applications for vacancies on the Placentia Community Foundation Board of Directors. Also, applications are being accepted for vacancies on the Financial Audit Oversight Committee, Senior Advisory Committee, and Veterans Committee. The application deadline is November 19, 2009.

City Administrator Butzlaff reminded the community of Shred It Day, which is on Saturday October 24, 2009 from 8:00 a.m. to noon at the Civic Center parking lot.

City Administrator Butzlaff presented a video promoting the Veterans Day event to be held on November 11, 2009.

## ORAL COMMUNICATIONS

Pete Van Nuys, Orange County Bicycle Coalition, spoke about bicycle transportation planning for the future. He thanked the Council for the opportunity to review the circulation element of the soon to be revised General Plan. He urged Council to form an Ad Hoc Bicycle Advisory Committee made up of resident cyclist for the purpose of commenting on future improvements to Placentia streets and intersections.

Randy Hund, 244 Somerset Drive, questioned why the City would allow RV's to park on private driveways and since he was issued a citation for parking his commercial vehicle on his private driveway.

City Administrator Butzlaff informed Council that staff would be in contact with Mr. Hund to discuss the matter in more detail and further review the pictures of the RV's he had taken.

Ed Garcia, 116 West Santa Fe Avenue, spoke about agenda item CC9, parking permit program. He asked Council to suspend the issue until the construction of the parking structure.

Craig Green, Nenno Ave, wished Mayor Sowards a speedy recovery. He commented on agenda item CC5, Contract to Bureau Veritas, and asked why the City had not done an RFP for this contract. He commented that due diligence needs to be preformed before a contract is awarded. He also commented on agenda item CC9, parking permit program, and asked that Council postpone or reduce the permit parking fees.

Marcia Andrews, 323 Alta Vista, spoke about the safe routes to school construction project. She spoke of the hazardous conditions and urged Council to improve those conditions until the project is completed.

City Administrator Butzlaff stated staff will explore interim solutions. Staff will return to Council on November 3, 2009 for an emergency order to award the contract to do the necessary improvements to complete the project.

Tim Phiffer, 301 Lassen Circle, owner of the Two Wheeler Dealer Bicycle Shop in Brea, stated the cyclists in the community had formed a group and would like to offer their cycling experience for development of bicycle lanes in Placentia. He asked for Council support.

Rosaline Davis, 101 West Santa Fe, spoke about agenda item CC9, parking permit program, and asked Council to postpone this issue until construction of the parking lots and structures.

## CITY COUNCIL COMMENTS AND REPORTS

Councilmember Nelson congratulated Employee of the Quarter Becky Cherene. He announced that comments are being accepted for an energy power plant to be constructed in Anaheim on Miraloma Avenue adjacent to the City Yard. He stated his thoughts and prayers were with the Mayor and his family and he looked forward to the Mayor's return.

Councilmember Yamaguchi thanked all of the volunteers for participating in the Placentia Heritage Parade and Festival. He requested the Traffic Safety Commission meet with the bicycle committee to provide their input and a vision regarding cycling. He reported that he would be taking an inspection trip to the Sacramento Delta as part of his position on the Santa Ana River Flood Protection Agency and tour of the state water project. He wished the community a safe Halloween.

Councilmember Underhill extends her prayers and best wishes to the Sowards family. She wished the Mayor a speedy recovery. She stated the Heritage Festival and Parade was a success and she was pleased with the City's float.

Mayor Pro Tem Aguirre wished the El Dorado Marching Band success at the Tournament of Roses Parade. He commented on the success of the Heritage Festival and Parade. He extends his prayers and best wishes to the Sowards family. He looks forward to seeing Mayor back on the dais.

## CONSENT CALENDAR

### **CC 1. Warrant Register for October 7, 2009 through October 20, 2009**

Financial Impact: \$678,441.35

Recommended Action: Approve (Council Action: APPROVED 4-0, (Sowards absent))

### **CC 2. Consideration to Waive Reading in Full of all Ordinances and Resolutions**

Recommended Action: Approve (Council Action: APPROVED 4-0, (Sowards absent))

### **CC 3. Minutes**

Regular Meeting – October 6, 2009

Recommended Action: Approve (Council Action: APPROVED 4-0, (Sowards absent))

### **CC 4. Proposed Reduction in Solar Permit Fees**

Financial Impact: Revenue Reduction of \$14,350

Recommended Action: Adopt **Resolution No. R-2009-100**, A Resolution of the City Council of the City of Placentia, California, Amending the Comprehensive Fee Schedule Regarding Fees for Solar Installations (Council Action: APPROVED 4-0, (Sowards absent))

### **CC 5. Consideration to Award a Contract to Bureau Veritas for Ongoing Project Management of the Metrolink Station and Grade Separation Projects**

Financial Impact: Expense: Not to Exceed \$55,000 Reimbursed through Project Funding at No Net Cost to the City

Recommended Action: Approve and Authorize the City Administrator to Sign the Professional Services Agreement, and All Necessary Agreements, with Bureau Veritas to Retain Roy Stephenson as the City's Project Manager of the Placentia Metrolink Station and Grade Separation Projects in an Amount Not-to-Exceed \$55,000 in Fiscal Year 2009/10 (Council Action: Item pulled for discussion)

**Councilmember Nelson moved, seconded by Underhill, to approve the recommended actions on the Consent Calendar with the exception of Item CC5, which was pulled for additional discussion. Motion carried: 4-0, (Sowards absent).**

## **ITEMS PULLED FOR DISCUSSION**

### **CC 5. Consideration to Award a Contract to Bureau Veritas for Ongoing Project Management of the Metrolink Station and Grade Separation Projects**

Financial Impact: Expense: Not to Exceed \$55,000 Reimbursed through Project Funding at No Net Cost to the City

Recommended Action: Approve and Authorize the City Administrator to Sign the Professional Services Agreement, and All Necessary Agreements, with Bureau Veritas to Retain Roy Stephenson as the City's Project Manager of the Placentia Metrolink Station and Grade Separation Projects in an Amount Not-to-Exceed \$55,000 in Fiscal Year 2009/10

City Administrator Butzlaff stated this is an item to award a contract to Bureau Veritas for ongoing project management services related to the City's Metrolink station and grade separation project under the Orange County Gateway Project. Stay if recommending Roy Stephenson who has served as interim City Engineer since June, 2009. Mr. Stephenson provides City engineering support and support on the Metrolink station and grade separation projects. Mr. Stephenson is preeminently qualified to do this work. Staff recommends favorable approval.

Councilmember Underhill asked if the City anticipates this project will continue for 3 to 5 years; why is the City not doing an RFP?

City Administrator Butzlaff responded that it is not appropriate to do an RFP. This is a qualification based process. The Council recently allowed for sole source procurement based upon special expertise and qualifications. Mr. Stephenson does meet the test to provide special expertise because of his knowledge of the City of Placentia and intimate association with OCTA. Mr. Stephenson does a fine job representing the City's interest. Staff will provide Council with a copy of the Professional Services Agreement and scope of work.

Councilmember Nelson shared that he has had the opportunity to sit in on a number of meetings with Mr. Stephenson. Mr. Stephenson does have great influence at OCTA and so far he has done a tremendous job for the City.

Responding to Council's questions City Administrator Butzlaff stated that Mr. Stephenson's rates are competitive. He informed Council that there is a thirty day clause in the agreement.

**Councilmember Nelson moved, seconded by Yamaguchi, to Approve and Authorize the City Administrator to Sign the Professional Services Agreement, and All Necessary Agreements, with Bureau Veritas to Retain Roy Stephenson as the City's Project Manager of the Placentia Metrolink Station and Grade Separation Projects in an Amount Not-to-Exceed \$55,000 in Fiscal Year 2009/10. Motion carried: 4-0, (Sowards absent).**



**PUBLIC HEARINGS****CC 6. Adoption of General Plan Update and Development Services Technology Fees  
(Verbal Report)**

Financial Impact: Undetermined

Recommended Action: Open the Public Hearing and Continue to November 3, 2009

City Administrator Butzlaff requested Council open the public hearing, take public testimony, and continue the public hearing to the November 3<sup>rd</sup> City Council meeting.

Mayor Pro Tem Aguirre opened the public hearing. Seeing no one was present to address Council on this issue; the public hearing was continued to the November 3, 2009 City Council meeting.

**OLD BUSINESS****CC 7. Emergency Response Alarm Systems and False Alarm Systems Ordinance**

Financial Impact: None

Recommended Action: Second Reading (per Section 615 of the Placentia City Charter Reading of the Title is Waived) and Adoption of **Ordinance No.**

**O-2009-14**, Entitled:

An Ordinance of the City Council of the City of Placentia, California, Repealing Chapter 10.38 of the Placentia Municipal Code and Adding a New Chapter 10.38 Regulating Burglary, Robbery, Medical Assistance and Fire Alarm Systems

City Attorney Arczynski reviewed the information outlined in the staff report. Staff is recommending favorable approval.

Councilmember Yamaguchi inquired about the false alarm statistics from the Police Department.

Police Chief Anderson replied the false alarm statistics are for residential and commercial property from January through the end of September. The Police Department has responded to 827 false alarm calls; 250 were residential property and 9 out of the 827 were actual crimes. The Police database also contains 3734 names for people and business that have applied for and received alarm permits and thus far the 600 names have been identified as inactive.

City Administrator Butzlaff stated that from March through September there were two businesses; one had 25 false alarms and other had 17 false alarms.

**Councilmember Nelson moved, seconded by Underhill, to adopt Ordinance No. O-2009-14 Motion carried: 4-0, (Sowards absent).**

<b>NEW BUSINESS</b>
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**CC 8. Securitization of Proposition 1A Funds**

Financial Impact: Safeguarding \$1,005,095 Revenues

Recommended Action: Adopt **Resolution No. R-2009-101**, A Resolution of the City Council of the City of Placentia Approving the Form of and Authorizing the Execution and Delivery of a Purchase and Sale Agreement and Related Documents with Respect to the Sale of the Seller's Proposition 1A Receivable from the State; and Directing and Authorizing Certain Other Actions in Connection Therewith

City Administrator Butzlaff reviewed the information outlined in the staff report. Staff is recommending favorable approval.

<b>Councilmember Underhill moved, seconded by Nelson, to adopt Resolution No. R-2009-101 Motion carried: 4-0, (Sowards absent).</b>
---

**CC 9. Parking Permit Program for Public Parking Lots**

Financial Impact: Revenue: Unknown but Estimated at \$25,000; Expense: Minimal Sign Expense Estimated at \$2,000

Recommended Action:

1. Approve the Proposed Downtown Parking Permit Program and Authorize the City Administrator or Designee Take Appropriate Action to Post and Enforce Applicable Parking Restrictions
2. Authorize the City Administrator or Designee to Issue Parking Permits to Include Tier A (\$35), Tier B (\$25) and No Cost Tier A Permits for the Crowther Parking Lot to Businesses North of Crowther Avenue
3. Authorize the City Administrator to Solicit Applications and Issue Parking Permits (Tier B) for designated Parking Lots at the Civic Center and Kraemer Park
4. Direct the City Administrator to Report back to City Council Six (6) Months after Implementation of the Parking Permit Program

Assistant City Administrator Ken Domer summarized the information outlined in the staff report. This is a proposed parking permit program for the downtown area, Kraemer Memorial Park and Civic Center. He pointed to the permit parking areas in the downtown. There are a total of 115 on street parking spaces; 26 spaces in public spaces; and 141 spaces on the street or city owned property. The Crowther parking lot has up to 60 parking spaces. He reviewed the Council options outlined in the staff report.

Councilmember Underhill asked why Baker Street had not been added to the program.

City Administrator Butzlaff replied that was ruled out due its remoteness and accessibility issues.

There was discussion about future property acquisitions that would provide additional parking spaces.

Councilmember Yamaguchi stated that during the public comments he heard that this is going to be a burden on the businesses. He thinks the program from the beginning was designed not to have a negative effect on the business rather to empower the businesses by making their service more available to the customers. The issue was parking. The merchants came forward to say there was the problem and they are the first ones to say they don't want the parking permit program. Given the current economic time and resources available, this is one of the easiest and most efficient solutions. He stated he would support this because there will be free parking on Crowther. The 2 hour parking is going to be open for the customer. He believes this encourages empowerment of business in the downtown area and makes it easier for customers to frequent the area.

Councilmember Nelson questioned if the City would be crossing a line by allowing free parking at the Crowther parking lot. He stated that if the City is not going to charge for parking on Crowther he would rather not move forward until a parking structure is built.

Councilmember Underhill commented that the City is dealing with a parking supply and demand issue. To continue to offer free parking overlooks dollars spent securing sites, which is an ongoing expense. The City at some point needs to begin and recuperate that cost. She stated she would support this because she feels it is a way to improve the area, meet customers demand, and not impose a burden on the rest of the City. Council may find people will use other modes of transportation.

Mayor Pro Tem Aguirre concurred it is a matter of supply and demand. He appreciates staff's work on this and their proactive efforts to meet with the merchants.

There was general discussion about reducing the permit fees, setting a four hour time limit for the Crowther parking lot, and the possibility of charging a flat rate or proximity rate for parking in the Crowther parking lot.

Responding to Council's question City Administrator Butzlaff stated the program details pertaining to types of permits, purchasing a monthly or a six month permit have not been decided. Staff can look at a discount for purchasing a six month permit or annual permit.

**Councilmember Underhill moved, seconded by Yamaguchi, to approve Option Three as outlined in the staff report including same rates for the Crowther parking lot. Motion Failed: 2-2 (Councilmember Nelson and Aguirre dissenting, Sowards absent).**

**Councilmember Nelson moved, seconded by Aguirre, to approve Option Three as outlined in the staff report with reduced fees of Tier A \$25 and Tier B \$15. Motion failed: 2-2 (Councilmember Underhill and Yamaguchi dissenting, Sowards absent).**

**Councilmember Underhill moved to approve Option Three as outlined in the staff report with reduced fees of Tier A \$30 and Tier B \$20, 4 hour time limit for the Crowther parking lot, and a six month review of the parking permit program, and add the Civic Center and Kraemer parking lots to allow for Tier A and Tier B permits.**

Councilmember Nelson made a friendly amendment to the motion for a Type C permit of \$25 for six months for the Crowther parking lot.

There was general discussion about who could purchase the permits.

**Councilmember Nelson withdrew the friendly amendment.**

**The motion was restated and seconded.**

**Councilmember Underhill moved, seconded by Nelson, to approve Option Three as outlined in the staff report with reduced fees of Tier A \$30 and Tier B \$20, 4 hour time limit for the Crowther parking lot, a six month review of the parking permit program, and adding the Civic Center and Kraemer parking lots to allow for Tier A and Tier B permits. Motion carried: 3-1 (Councilmember Yamaguchi dissenting, Sowards absent).**

**CC 10. Formation of an Ad Hoc Heritage Festival Subcommittee (Verbal Report)**

Financial Impact: None

Recommended Action: Consider the Formation of and Appoint Two City Council Members to the Ad Hoc Heritage Festival Subcommittee

City Administrator Butzlaff requested this item be tabled.

There was consensus among Councilmembers to table this item.

**CITY COUNCIL REQUESTS**

Council members may make requests or ask questions of staff. If a Council member would like to have formal action taken on a requested matter, it will be placed on a future Council Agenda.

Councilmember Yamaguchi requested the Traffic Safety Commission meet with community cycling group.

City Administrator Butzlaff suggested two members of the Traffic Safety Commission and Recreation and Park Commission for a subcommittee to meet with the cycling group to discuss bicycle issues.

Councilmember Yamaguchi agreed.

**ADJOURNMENT – 9:10 P.M.**

The Regular Meeting of the Placentia City Council was adjourned at 9:10 p.m. to a Regular Meeting on November 3, 2009, at 7:00 p.m. in the City Council Chambers, 401 East Chapman Avenue, Placentia, California.

\_\_\_\_\_  
PATRICK J. MELIA, CITY CLERK

ATTEST:

\_\_\_\_\_  
JOSEPH V. AGUIRRE, MAYOR PRO TEM



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VERONICA S. GUNDERSON  
SHIRI KLIMA  
DIANA H. VARAT  
KATRINA C. GONZALES

November 18, 2009

VIA E-MAIL & U.S. MAIL

Jeanette Contreras  
Library Director  
Placentia Library District  
411 East Chapman Avenue  
Placentia, California 92870

Reference: Civic Center Overnight Permit Parking Program

Dear Jeanette:

You asked if the Placentia Library District ("District") has a legal basis to object to the City of Placentia's ("City's") imposition of overnight permit parking on the Placentia Civic Center property, a portion of which includes property owned by the District, or if the District has a legal basis to assert entitlement to some of the revenue derived by the City from issuing permits for overnight parking on the Placentia Civic Center Property. In connection with these questions, you sent to me and I have reviewed the Joint Powers Authority Agreement ("JPA Agreement") between the City and the District that formed the Placentia Civic Center Authority ("Authority"), the Ground Leases of property from the City and District to the Authority, the Subleases of property from the Authority to the City and District, and Resolutions by which the Authority issued bonds to finance the construction of the Civic Center project ("Bond Resolutions").

**A. Potential Expiration of JPA Agreement and Related Documents**

As a preliminary matter, we note that the JPA Agreement has an expiration date that is the earlier of two dates. Those dates are: (1) 40 years from May 22, 1972, (May 12, 2012); or (2) the date that all revenue bonds for the Civic Center project have been paid in full. In reviewing the Bond Resolutions, we note that the bonds to finance the construction of the Civic Center project were contemplated to be issued in 1973 with some having a term of 25 years (Section 2.02 of Bond Resolution for Series A Bonds) and others having a term of 30 years (Section 2.02 of Bond Resolution for Series B Bonds). The Series B bonds were to have matured and been fully repaid by 2004.

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Jeanette Contreras  
November 18, 2009  
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We also note that the Ground Leases from the City and District to the Authority also terminate at one of several dates, whichever is earlier, one of which is the date that the JPA Agreement ends (Section 3 of City and District Ground Leases). Similar termination provisions appear in the Subleases by which the Authority subleases back to the City and District each entity's respective parcels. (Section 4 of the City and District Subleases.)

Consequently, if the bonds that initially financed the construction of the Placentia Civic Center were fully paid as of 2004, as contemplated in the Bond Resolutions, then the JPA Agreement, the Ground Leases and the Subleases would have terminated in 2004 or at the date that the bonds were fully repaid.

The JPA Agreement designated the City's Treasurer to be the Authority's Treasurer and the City's Finance Director to be the Authority's Controller. The persons currently holding those positions with the City should be able to provide documents to show if the Authority's bonds have been fully paid and if so, on what date. Thus, in order to determine if the JPA Agreement and related documents have any continuing effect on the issues presented, the maturity and repayment dates of those bonds will need to be confirmed with the City. We will be happy to make that inquiry on behalf of the District if you so request.

***B. Applicable Provisions of the JPA Agreement and Related Documents***

If the JPA Agreement and related leases are still in effect, those documents do not contain any specific provisions that either authorize or preclude the City from establishing an overnight permit parking program on the Civic Center property. There are at least two provisions, however, that constitute a legal basis by which the District may assert that the overnight permit parking program should be subject to the review and approval of the Authority Board and that revenues generated from that program be shared with the District.

First, in the JPA Agreement, the Common Area (which includes parking areas) is to be maintained and operated by the Authority, with the City paying 61.2% and the District paying 38.8% of the cost. It follows that the District should be entitled to a similar percentage of any revenue derived from parking fees generated in that Common Area as an offset to the costs of maintaining the Common Area. In essence, if the District is burdened with the expense of maintaining a portion of the Common

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Jeanette Contreras  
November 18, 2009  
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Area or paying a percentage of the overall costs of that expense, the District should be entitled to offset that expense by revenues generated from the Common Area.

Second, Section 3 of the Authority's sublease back to the District, provides that the District has the right to use the Common Area on the City's Site, subject to conditions, reservations and exceptions contained in the City's Ground Lease. The City's Ground Lease to the Authority does not reserve to the City the ability to impose restrictions on the public's use of the Common Area that will generate revenue to the City. Thus, the City's overnight parking program and revenue for overnight parking permits may constitute an impairment of the District's right to use the Common Area because it is not a restriction contemplated by the Ground Lease, the Sublease or the JPA Agreement.

***C. Other Legal Issues with Permit Parking Program***

It is possible that other agreements exist between the City and the District related to the operation of the Civic Center and its Common Areas which were put into place either in advance of, or following, the anticipated termination of the JPA Agreement and related documents. If the District knows of any such documents or would like assistance in searching for them, let me know. If those other agreements exist, it is possible that the scope of the City's powers and responsibilities in this area may be addressed.

If the JPA Agreement has terminated and the Common Area on the District's parcel has reverted to unencumbered control of the District, the City would not have the ability to impose overnight parking restrictions and operate a permit parking program on off-street parking areas owned by the District. The City's municipal powers to regulate overnight parking apply to overnight parking on public streets in the City (Cal. Vehicle Code § 22507.5). The City may also be able to regulate overnight parking on its own property. However, these powers and programs do not apply to overnight parking on private property, which is a matter within the control of the particular property owner. The District would have the ability to allow or disallow public parking on its property under terms and conditions that the District establishes. Cities do have certain zoning powers to regulate the type of vehicles that can be parked on private property, such as precluding the parking of commercial vehicles in residential zones. However, that power does not extend to precluding overnight parking generally on private property or imposing a permit system providing

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November 18, 2009  
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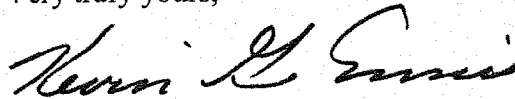
exceptions to the overnight parking restrictions with respect to parking on properties that have *not* been dedicated as public streets or as City-owned property (Cal. Vehicle Code §22507.5).

For these reasons, the ownership of, or street dedications of, the parking lot areas to which overnight parking restrictions are imposed, are important factors in the City's ability to impose the program in the Civic Center area and whether the City needs the District's consent to, and agreement for, the imposition and operation of that program. We would be happy to review assessor maps and search for other documents that specify the boundaries of the areas owned by the City, the District, or dedicated as public streets within the Civic Center to determine the extent of the City's permissible overnight parking restrictions.

In summary, the District would have a legal basis to object to, or insist upon a share in the revenues generated by, a City imposed overnight parking permit program on the Civic Center property if the JPA Agreement and related leases are still in effect. If those documents are no longer in effect, the City would likely have the ability to impose such a program on public streets in the area and on its own property. The City would not have the ability to impose overnight parking prohibitions and a permit parking program on the parcel of property owned by the District without the District's express consent on terms and conditions, including revenue sharing arrangements, as may be negotiated between the District and the City.

If you would like me to follow-up on any of the open issues noted in this letter, or have any additional questions, please do not hesitate to contact me.

Very truly yours,



Kevin G. Ennis

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December 17, 2009

**VIA E-MAIL & U.S. MAIL**

Jeanette Contreras  
Library Director  
Placentia Library District  
411 East Chapman Avenue  
Placentia, California 92870-6198

Reference: Civic Center Overnight Permit Parking Program – Review of Maps

Dear Jeanette:

This is a follow-up to my letter dated November 18, 2009 related to the City of Placentia's ("City's") ability to impose overnight parking prohibitions on property owned by the Placentia Library District ("District") and provide a system of paid permits that provide exemptions to that prohibition.

As indicated in my prior letter, the City would not have the ability to impose overnight parking prohibitions or a permit parking program on the parcel of property owned by the District, without the District's express consent and on terms and conditions, including revenue sharing arrangements, as may be negotiated between the District and the City.

In that letter, I also stated that the ownership and street dedications of the parking lot areas to which the overnight parking restrictions are imposed, are important factors in the City's ability to impose the program in the Civic Center area. I suggested that we collectively review of assessor maps and other maps showing the boundaries of the District's property and the location of the parking lot areas. This would be an important next step to determine if any of the parking areas in the Civic Center exist on the District's property.

Following my letter, on November 24, 2009, you sent to me a copy of a landscape site plan and plaza plan prepared in 1973 for the Civic Center landscaping improvements. That site plan and plaza plan identifies the locations of the Library's building, the City Hall, surrounding streets and parking areas. You also sent me a copy of the Assessor's Parcel Map showing the parcel and lot lines within the Civic Center.

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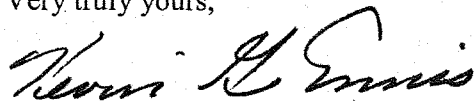
Jeanette Contreras  
December 17, 2009  
Page 2

Based on the review of both maps, it appears that there are Civic Center parking spaces located on the easterly side of the District's property. These spaces are located between the Library's building and what is referred to on the Assessor's Parcel Map as Angelina Drive. It also appears that a small portion of the Civic Center parking spaces located immediately north of the Library building and southerly of Crowther Avenue are also located on the District's property.

Consequently, as noted in the prior letter, if the Joint Powers Agreement, Ground Leases and Subleases are still in effect, then the District would have the ability to assert that overnight parking restrictions are an impairment of the District's rights under those documents. If those documents have terminated, then the District has a legal basis to contest the City's legal authority to impose overnight parking restrictions on the District's portion of the Civic Center because that exceeds the City's legal authority with respect to the District's private property. The District may also seek to negotiate an agreement to allow that program to occur on District property on terms negotiated by the parties, including, but not limited to, hours of the day the parking restrictions are in effect and a fair share of the portion of the fees generated from the program to reimburse the District for inclusion of the District's property in the permit parking program.

If you have any questions or if you would like me to assist you in its interactions with the City on this matter, please do not hesitate to contact me.

Very truly yours,



Kevin G. Ennis

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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:** Election of Board Officers  
**DATE:** December 21, 2009

**BACKGROUND**

The following positions need to be elected:

President (Incumbent is Trustee Shkoler, 11 years)

Secretary (Incumbent is Trustee DeVecchio, 2 years)

*RD-nominate AS*

*GW-nominate RD*

**RECOMMENDATION**

Elect a Library Board President and a Library Board Secretary for 2010.

*RD-*

*AS - re-elected, confirmed, closed voting.*



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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:** Appointment of Library Board Representatives for 2010 by the Board President  
**DATE:** December 21, 2009

**BACKGROUND**

The following positions need to be appointed:

Independent Special District Local Area Formation Commission (LAFCO) Selection Committee

Incumbents are Trustee Turner and Trustee DeVecchio as alternate

*RD, JT - confirmed*

Placentia Civic Center Authority (2 positions)

Incumbents are Trustee Shkoler and Trustee Wood

*AS  
Escobosa*

Orange County Council of Governments (OCCOG)

Incumbent is Ms. Gaeten Wood

*Trustee*

*GW  
RD - alternate*

Placentia Library Friends of Foundation Board of Directors (2 positions)

Incumbents are Trustee Turner and Trustee Escobosa

*confirmed alternate - confirmed*

**RECOMMENDATION**

Appoint Library Board Representatives for 2010.

*GW - Placentia Community Network Rep*

*3rd Thursday of mo.*

*BE*



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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:** Selection of Date and Time for Regular Board Meetings for 2010: 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 2010.  
**DATE:** December 21, 2009

**BACKGROUND**

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

The third Monday of February is Presidents' Day. This is an observed holiday for the District. It is recommended that the Library Board meet on the fourth Monday of January (25<sup>th</sup>) in lieu of January 18<sup>th</sup> and the fourth Monday of February (22<sup>nd</sup>) in lieu of February 15<sup>th</sup>, and the third Monday of March, April, May, June, August, September, October, November and December. There will be no meeting in July unless a special or emergency meeting is called by the President.

Please refer to Attachment A for recommended dates.

Resolution 10-07 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 2010.

**RECOMMENDATIONS**

1. Determine the regular meeting dates and time for 2010.
2. Read Resolution 10-07 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 2010.
3. Adopt Resolution 10-07.

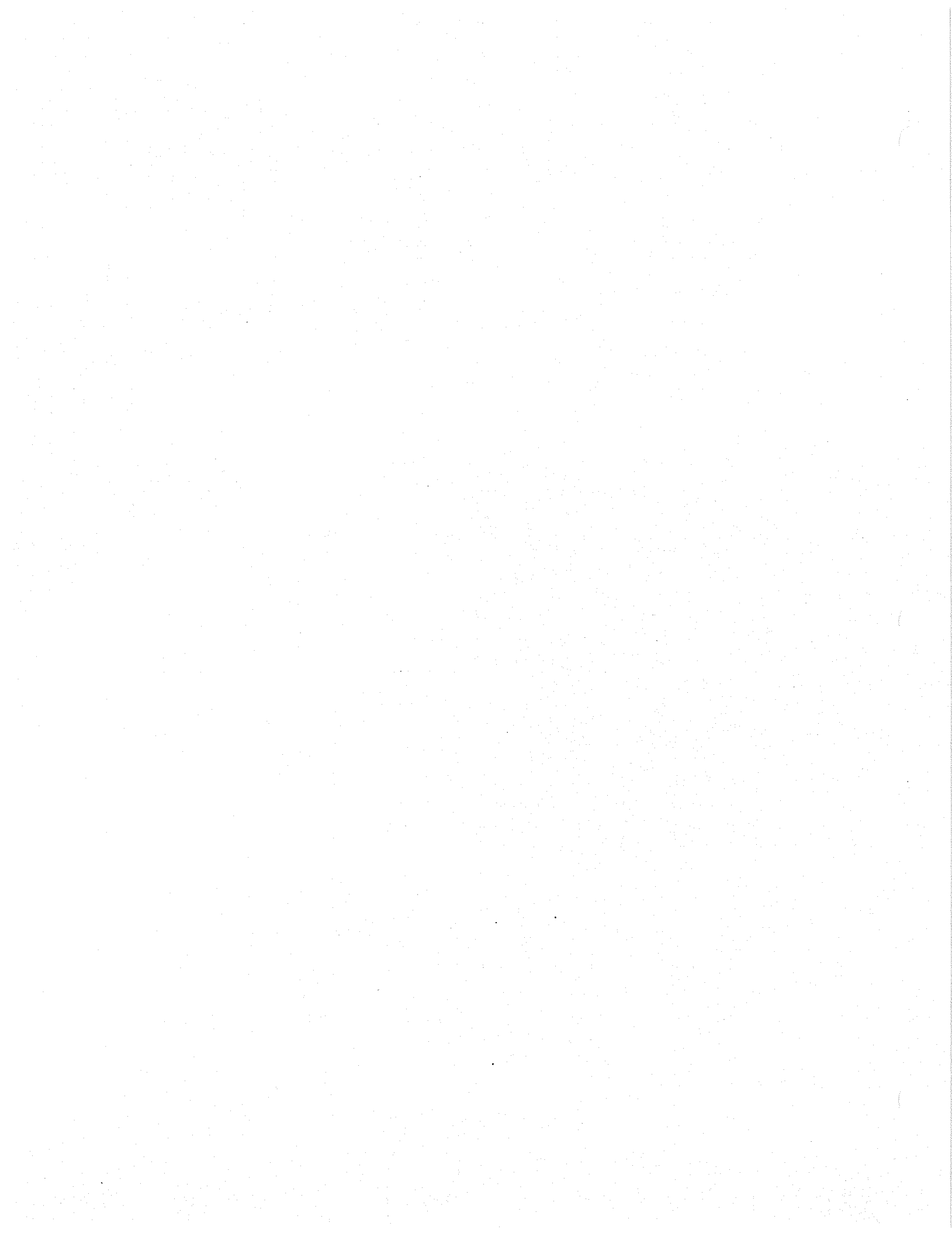
M1 GW  
M2 JT

BW  
JT

M1 RD  
M2 JT

GW - meetings are moved too much  
BE - sometimes flexibility is needed  
AS - agrees, better to have good attendance  
AS - set calendar for 3rd <sup>mon</sup> ~~wed~~ day, unless changed  
JT - can meet 4th monday in January  
RD - would like to schedule a July mtg.

AS  
RD  
BE  
JT  
WD  
yes





## PLACENTIA LIBRARY BOARD MEETING CALENDAR

January 2010 – December 2010

MONTH	DATE	TIME	LOCATION
✓ January	25 <sup>4th</sup>	6:30 p.m.	Meeting Room
✓ February	<del>22</del> 16 <sup>th</sup> <sub>TUES</sub>	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	<sup>19th</sup> <del>DARK – No Meeting</del>		
✓ 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



RESOLUTION 10-07

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 2010

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 25, 2010 and February ~~22~~<sup>16</sup>, 2010, the Regular Board Meeting for Calendar Year 2010, dated December 21, 2009.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California    )  
                                  )ss.

County of Orange    )

I, Richard DeVecchio, Secretary of the Board of Trustees of the Placentia Library District Of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the Twenty-First Day of December 2009.

IN WITNESS THEREOF, I have hereunto set my hand and seal this Twenty-First Day of December 2009.

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Richard DeVecchio, Secretary  
Placentia Library District Board of Trustees

