

MINUTES  
 REGULAR MEETING OF THE BOARD OF TRUSTEES  
 OF THE  
 BUENA PARK LIBRARY DISTRICT  
 May 5, 2009

AGENDA		A L I B R A N D I	G A N E R	M I L L E R	N I C C U M	S A L T S	MINUTES
CALL TO ORDER							President Niccum called the meeting to order at 5:30 p.m.
PLEDGE OF ALLEGIANCE							President Niccum led the flag salute.
ROLL CALL	Present Absent Also	X	X	X	X	X	Director Louise Mazerov Doug Mason, System Services Manager Mary McCasland, Support Services Manager Patricia Rivera, Public Services Manager Victoria Sanders-Victor, Business Officer Kathy Billings, Librarian II Marcia Miyoshi, Librarian I Mary Ivelia, Library Clerk II
I. ACTION ON MINUTES Regular Meeting of April 7, 2009	Motion Second Ayes Noes Absent Abstain		X	X	X		Motion by Trustee Ganer seconded by Trustee Miller to approve the Minutes of Regular Meeting of April 7, 2009. Trustees Alibrandi and Salts abstained from voting. Motion was approved unanimously.
II. CORRESPONDENCE a) Patrons' Suggestions from individuals requesting purchase of materials or proposing changes to Library operations  b) Management Team Minutes		X					President Niccum noted as mentioned by Trustee Miller in pre meeting discussion, the DVD's are outstripping books to Board's dismay. Director Mazerov clarified that this is not everything we get; this is just the individual requests. President Niccum stated hoped patrons would want more books than DVDs. Mary McCasland interjected that reflects the good job librarians are doing in ordering books. Trustee Ganer stated that her students were not aware that can request a book at their local library either to purchase or through interlibrary loan.  Trustee Miller stated is wildly happy that library met with Jorge Gamboa from North Orange County Community College District and that are beginning a relationship and feels that the School of Continuing Education will be very interested in developing that relationship. Director Mazerov stated are seeking interests statements from patrons to see if would be interested in attending something like that.

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III. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR a) Revenue - \$1,804,163.90 and Expenditure - \$1,963,597.09 Report as of April 29, 2009  b) Monthly Statistical Report for April 2009						<p>President Niccum inquired about updated material given to Board and it was clarified the numbers are all the same and just the pagination of pages was corrected.</p> <p>Director Mazerov commented that the number of new patron registrations is still increasing by leaps and bounds over last year.</p>
IV. UNFINISHED BUSINESS a) Engagement Letter for Auditing Services with Macias, Gini & O'Connell for \$13,900	Motion Second Ayes Noes Absent Abstain	X	X	X	X	<p>Director Mazerov reported that she, President Niccum and Victoria Sanders-Victor, Business Officer, had interviewed the two companies that submitted proposals. Although both were highly qualified and would do a good job, Macias is currently the auditor for two special district libraries. Both had experience with government agencies and special districts, but Macias currently doing two special district libraries increased the comfort level for Victoria as being new to this process. That particular part of their qualifications is why they were chosen, even though they were more expensive. President Niccum stated there were two people from each firm there and all were very impressive and would have been quite content with either team and anticipate quality of work from this company will be quite outstanding. President Niccum stated that if needed a tie breaker and as Director Mazerov stated the fact that they had special district library experience was it. Motion by Trustee Miller seconded by Trustee Ganer to approve engagement letter for auditing services with Macias, Gini &amp; O'Connell for \$13,900. Motion was approved unanimously.</p>
V. NEW BUSINESS a) Draft Budget & Projected Income	Motion Second Ayes Noes Absent Abstain	X	X	X	X	<p>Director Mazerov stated that usually when present draft budget at this time it comes in a fancy package in folder with a lot of information, CIP and materials budget; however, because of the current economic and financial situation, trying to save last part of this</p>

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							<p>year and preparing for flat budget for next year, really is a draft that will be updated next month the closer get to end of fiscal year the more clear our picture will be. Director is actually pretty pleased with how close we are, not right on the dollar, but closer than thought would be. Next year the revenues we have been told to expect plus or minus 1%. This year we received a little bit more than estimated at beginning of year and expenditures are down quite a bit at end of this year with savings put into place in February. Cover memo highlights most of things that are large items. Last month down quite a bit from what expected in budget, but in last month processed huge number of passports with 63 just last Saturday. However, the passport agency did decrease our take from \$30 to \$25 per passport last year so that does have some impact. We did start taking photos which helped a little, but the camera was down a month. Because of the new regulations coming up in June, there is a huge increase and post offices are taking by appointment only now with one local post office having first appointment in July. The ending fund balance is fund balance carry over every year to pay for items that occur before first property tax revenues come in. Under expenditures keeping the adjustments that were made in February, the increase to employee's part of their CalPERS retirement, the holidays without pay for full time, reduction of part time hours and doing away with 5% match deferred comp. We will see an increase in auditor cost with new auditor. The biggest disappointment to Director and staff is having to reduce material budget by so much; however, when look at statistics our circulation has increased a little, but use has increased by a great deal. It is our feeling may need to adjust what purchasing to keep up popular library piece of it and still maintain our services for people coming in for resources for job hunting and for children. Also, at the SLS Council meeting it was shared that Anaheim reducing material budget by 64% and City of Orange by 72%</p>

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							<p>so we are not the only ones being impacted by this. Anaheim is also looking at possible 15 days furlough which is pervasive throughout libraries. Feel lucky able to present a budget that allows us to maintain our staff, maintain our hours and most of our services. We reduced spending in every other area can think of, which will still allow us to still migrate to our new ILS system and provide some training. We do need to recover our parking lot, as there is a limit to how long can put off some of the infrastructure improvements and certain things have no control over such as utility costs. If live in Buena Park, know that the water rates have gone up for second time in couple years quite a bit. We wait until 10:30 am to turn on the HVAC system and trying to make savings we can. The chart lists the actual proposed expenditures, the highlighted areas are reduction areas identified by managers where felt could do it. The salaries and benefits don't show those reductions as they are ongoing, but the totals are different from this year's budget. It basically is about a 20% reduction and is still out of balance about \$40,000 where expenditures higher than revenues, but is very much a draft and when get to end of June and see where really are the picture may look a little better. We may have more money left for fund balance transfer than it says here, but right now working with information the County has given us in terms of expectations. Did also try to anticipate where will be at end of June, which is still over about \$50,000 which is still better than in January when looking at \$400,000.</p> <p>President Niccum asked a couple revenue questions. Looking at revenue analysis why with all of our other tax things holding steady is the current unsecured expected to double. Director Mazerov stated that is because some of the other items were in the wrong category. Business Officer, Victoria Sanders-Victor, stated that is because the County changed the amount we are supposed to get. We budgeted for</p>

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							<p>\$63,000 and when checked in last month or so they had proposed our portion to \$137,000 so actually going to get twice as much as budgeted for in that particular category. President Niccum asked if had a discussion with them on that as would be fairly skeptical about that as given the prior years have been pretty consistent, as in downturn and suddenly the number doubles would think before bank on that additional \$63,000 would check and make sure is a legitimate number and not a calculation error on their part. Victoria stated that under the property tax prior secured budgeted for \$26,000 we will not receive at all. It is for non teeter participants and we are a teeter participant so that budget item was entered incorrectly. Trustee Ganer asked what being teeter participant means. Victoria stated does not know how decided we were a teeter participant, but means that whatever County has apportioned to us we are guaranteed to get that money regardless of whether they collect it or not. The only downfall is if collect any penalties or late payments we do not get part of that. President Niccum asked about item 6970-10 and wanted to know if interpreting correctly that we have not received PLF revenue in prior years. Director Mazerov stated that we have, but was never put in budget at beginning of year before as waiting to see how much would be. We did put it in this year because we received that same amount. President Niccum stated then the column headings don't say actual. Final question regarding 7130 in regards to the pass thru from Redevelopment Agency because knew City was considering giving money to car dealers and wondered if has any effect on what we get. Director Mazerov said she would have to check on that. Trustee Ganer asked how much to auto dealers and Director Mazerov stated it was \$1.5 million to one and \$500,000 to another. Director stated City is quite a few million over budget, but say they have a healthy reserve.</p> <p>Motion by Trustee Alibrandi seconded by Trustee</p>

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b) Determine Dates of Four Holidays with Suspended Payment for Fiscal Year 09-10	Motion Second Ayes Noes Absent Abstain	X	X	X	X	X	<p>Ganer to approve Draft Budget and Projected Income. Motion was approved unanimously.</p> <p>Director Mazerov stated at Special Meeting declared four unpaid holidays for fiscal year 09-10. In order to do our calendar and let staff know what to expect, want to set up dates ahead of time. This year because July 4<sup>th</sup> is on a Saturday and celebrated on a Friday as far as holiday off, because we have two teams that alternate Friday's and Saturday's recommend closing July 3<sup>rd</sup> and July 4<sup>th</sup>. These are normally not busy days. President Niccum asked if that means the unpaid is the 3<sup>rd</sup> for some and 4<sup>th</sup> for some? Director Mazerov clarified that is correct. President Niccum stated that as proposed here three of the four for fiscal year 09-10 would be under this calendar year and staff has already had two this calendar year. President Niccum's concern was that hits the annual salary harder in one year. Director Mazerov stated staff would prefer to be closed between Christmas and New Years, but Board decided library would be closed ten days with weekends and that is too many to be closed. President Niccum stated that way all four days would be in one pay period. President Niccum stated if close four days between Christmas and New Year's we are closed four days we aren't now. If do the same savings by having unpaid holidays, doesn't affect patrons as closed on those days anyway. Trustee Ganer stated that closing on the 3<sup>rd</sup> does send a message to patrons and make them aware of situation, but with less imposition to them. Director Mazerov interjected that when close on holidays, we are not saving money as far as part timers as they do not get paid for the holiday anyway.</p> <p>Motion by Trustee Salts seconded by Trustee Miller to approve the Director's recommended unpaid holidays for fiscal year 09-10. Motion was approved unanimously.</p>

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a) I. OR							<p>President Niccum asked if anyone wanted to address the Board. Kathy Billings, Librarian II, interjected that had a meeting, came up with these observations, and thought maybe the Board would like to know what the staff has to say about the budget. Mary Ivelia, Library Clerk II, addressed the Board with staff comments regarding the budget expressing that fully understand that materials are important factor in providing excellent library service and feel have created a viable collection that can withstand less purchasing for the near future. The library is known for excellent customer service in Buena Park and community and assisting patrons in many aspects of daily lives, but public needs to understand the costs running the library. Cutting benefits and salary to library personnel are invisible to the patrons using library and can create impression that library can continue to deliver services with less and less money. The Board concurred are points have made to one another in their deliberations and Director stated that newspaper article on cuts did result in comments from patrons. Director stated will be looking at ways of raising funds. Staff is putting together a Wish List that we can have available for patrons who want to contribute at all different levels. Is Director's intention to continue beating the drum that we're busier than ever, our revenues are down, and this is what we're trying to do.</p> <p>President Niccum stated that when the Board initially made the decision for the first group of cuts did state unanimously that first priority was restoration of items have taken away when picture turns sufficiently. Board intends to live up to that. Kathy Billings stated that appreciates it. Trustee Ganer stated appreciate staff being there and feels is important continue that and don't hesitate to come.</p>

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1. d)							<p>No comments.</p> <p>Luann O’Hara, Guild President, was not present and no report was given.</p> <p>Director Mazerov stated had a really nice turn out for the library’s 90<sup>th</sup> Birthday celebration and open house. Director was not aware that Chris Norby was going to be there to present the check, but was thrilled to see it. Had originally expected him tonight, but will come at a later time when put him on the Wall of Stars. Moving ahead with the computer center, which will have a jazzy name as soon as we come up with it. With the agreement with the county, the questions had have been answered and have submitted the original signed agreement to County. Met with Linda Demmers this morning, our consultant on space design, and discussed where computer center would be and what think will look like and what is needed in order to make it happen. There will be infrastructure, wiring, electrical as well as the furniture, but feel very excited will be able to do it right. Will be very nice and look good. Especially during these times is very important for patrons to access computers in order to be able to submit job applications and for other kinds of resources.</p> <p>Also moving ahead with our new ILS with Polaris. Settling on a time line and should have that for Board at next meeting. It will be part of report on this year’s accomplishments. Looking to go live with new ILS in September. Will already be in the planning and preparation for computer center and will be able to go ahead with furniture, moving what need to in terms of shelving so can actually be installed. Will probably ask Doug to do both at the same time, which is asking a lot, not that we don’t already ask a</p>

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Youth Services	R						<p>lot, but planning getting him extra help. The rest of staff is already working on parts of it getting collection ready to move to new system. As Donna Miller mentioned, we are looking at adult program expansion by partnering with the North Orange County Community College District School of Continuing Education and Administrative Offices. We have a form people can sign if would be interested in attending bilingual computer classes. The ones that Patricia Rivera, Public Services Manger, did last month were widely successful with at least 20 people coming. They definitely wanted more when it ended. Patricia Rivera stated spoke to Catalina Sanchez, who is the School Readiness Coordinator for the Buena Park School District, and had mentioned to her wanted to do computer classes and she referred Patricia to Jorge Gamboa and he was very eager. They do literacy and citizenship and they will recruit attendees and we will provide the space. It is a natural for the library.</p> <p>Director Mazerov continued that as far as the adult programs In Stitches knitting and crochet group now has about 20 attending and Wii bowling group for adults is growing on Monday's at 10:30 am. A newspaper article has helped with this.</p> <p>Director Mazerov reported that Patricia Rivera has been participating in the Eureka Leadership Institute from which we received the Grant for the Spanish Language and Latino Outreach. The final meeting is tomorrow and Director is going to attend to see her presentation.</p> <p>Director let Board know will be taking a few days off and back the following Tuesday.</p> <p>In children's report, had 21 story times in April with total attendance of 1,282. Had some really good special programs in April because of National Library Week. Had 5 special programs with total attendance</p>

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							of 722. If didn't get a chance to stay for cultural programs day of open house, they were a lot of fun.
VII. FUTURE AGENDA ITEMS							No items proposed.
VIII. CONSENT CALENDAR	Motion Second Ayes Noes Absent Abstain	X  X    	X  X    	X  X    	X  X    	X  X    	Motion by Trustee Ganer seconded by Trustee Alibrandi to approve Consent Calendar as presented. Consent Calendar was approved unanimously:  a) Unpaid Bills Detail April 2009
ADJOURNMENT	Motion Second Ayes Noes Absent Abstain	X  X    	X  X    	X  X    	X  X    	X  X    	Motion by Trustee Alibrandi seconded by Trustee Ganer to adjourn. Motion approved unanimously and meeting stood adjourned at 6:25 p.m.

Submitted by,

Patricia M. Ganer, Secretary