



AGENDA






PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES REGULAR MEETING

Monday, May 20, 2013
6:30 p.m.
History 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: *Supporting documentation is available for review in the Administrative Office at the Placentia Library District, 411 E. Chapman Avenue, Placentia, CA 92870 9:00 a.m. – 6:00 p.m., Monday-Thursday. The Agenda and minutes are available online at www.placentialibrary.org. A copy of the Agenda packet will be available for use during the Board Meetings.*

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

1. Call to Order Library Board President
2. Roll Call Recorder

3. Adoption of Agenda

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

Presentation: Library Director
Recommendation: Adopt by Motion

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

7. Placentia Library Friends Foundation Board of Director's Report (Secretary Carline)

CONSENT CALENDAR (Items 8 – 23)

Presentation: Library Director
Recommendation: Approve by Motion

Items 8 – 23 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.

MINUTES (Item 8)

8. Minutes of the April 22, 2013 Library Board of Trustees Unusual Date and Work Session Meetings. (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. FY2012-2013 Cash Flow Analysis through April 2013; the Schedule of Anticipated Property Tax Revenues for FY2012-2013 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 13 – 16)

13. Financial Reports for April 2013 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for April 2013. (Receive & File)
15. Acquisitions Report for April 2013. (Receive & File)
16. Entrepreneurial Activities Report for April 2013. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

17. Personnel Report for April 2013. (Receive, File, and Ratify Appointments)
18. Circulation Report for April 2013. (Receive & File)
19. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

STAFF REPORTS (Items 20 – 23)

20. Library Director's Report for April 2013.
21. Children's Services Report for April 2013.
22. Adult Services Report for April 2013.
23. Placentia Library Web Site & Technology Report for April 2013.

INTRODUCTION

24. Meet & Greet with Orange County Register Reporter, Luke Harold.

PUBLIC HEARINGS

25. Public Hearing for and Adoption of the Budget for Fiscal Year 2013-2015.
Fiscal Impact: \$2,132,414 for Fiscal Year 2013-2014 and \$2,174,102 for Fiscal Year 2014-2015
26. Public Hearing for and Adoption of the Exempt and Non-Exempt Salary Schedules for Fiscal Year 2013-2015.
Fiscal Impact: \$1,389,842 for Fiscal Year 2013-2014 and \$1,464,002 for Fiscal Year 2014-2015.
27. Public Hearing for and Approval of the Placentia Library District Policy 6035 – Fines & Fees Schedule for Fiscal Year 2013-2015.

NEW BUSINESS

28. Establish the District's Appropriation Limitations (Gann Limit) at \$3,972,409 for Fiscal Year 2013-2014 by Resolution 14-03.
29. Establish the Holiday and Library Closure Schedule for Calendar Years 2013-2015 and Adopt by Resolution 14-04.

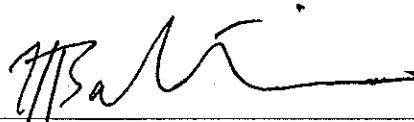
30. Authorize an Amendment to Placentia Library Policy 2200 – Pre-Employment Physical Examinations
Fiscal Impact: \$50-70/application

ADJOURNMENT

31. Agenda Preparation for the June Regular Date Meeting which will be held on Monday, June 17, 2013 unless re-scheduled by the Library Board of Trustees.
32. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
33. Adjourn

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

I, Yesenia Baltierra, Business Manager of the Placentia Library District, hereby certify that the Agenda for the May 20, 2013 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on May 15, 2013.



Yesenia Baltierra, Business Manager

MINUTES
PLACENTIA LIBRARY DISTRICT
WORK SESSION OF THE BOARD OF TRUSTEES
APRIL 22, 2013

- CALL TO ORDER** President Shkoler called the Work Session Meeting of the Placentia Library District (PLD) Board of Trustees to order on April 22, 2013 at 5:35 PM.
- ROLL CALL** **Members Present:** President Al Shkoler, Secretary Gayle Carline, Trustee Jo-Anne Martin, Trustee Elizabeth Minter, Trustee Richard DeVecchio
- Members Absent:** None
- Others Present:** Library Staff: Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, Administrative Assistant Thy Hoang, Adult Services Librarian Nadia Dallstream, Circulation Supervisor Fernando Maldonado, Children's Librarian Lori Worden, and Technical Services Librarian Katie Matas
- ADOPTION OF AGENDA** It was moved by Secretary Carline and seconded by Trustee Martin to adopt the agenda as presented:
- | | |
|----------|---|
| AYES: | Shkoler, Carline, DeVecchio, Martin, Minter |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | None |
- ORAL COMMUNICATION** There was no oral communication made at this time. (Item 4)
- BUDGET WORK SESSION** Library Director Contreras continued discussion on the budgets for FY 13-15 and suggested that FY 13-14 budget should be used as a baseline for FY 14-15. Some revisions from the last budget work session meeting on May 18th 2013 included: an increase in passport numbers and changes to 2400 object codes for major capital improvement projects to reflect facility improvement and IT service providers. Facility improvement packet is to include the staff work room and the meeting room. Library Director Contreras asked for input on these proposed budgets before presenting to the Board at the public hearing.
- PLFF MAY MEETING PRESENTATION** President Shkoler suggested selecting a designer for the capital improvement project and presenting a tentative conceptual plan at the PLFF meeting in May. There was a long discussion on what to prioritize as far as books, programs, or capital improvement to present to the PLFF members. Trustee Minter expressed concerns on dropping the book budget by 5.5% because ALA guidelines suggested staying within 10-15%. Trustee Minter suggested reevaluating staff guidelines and having a balance between hours and the quality of collection the library can provide such as books, computers, databases, and other electronic services. The conversation continued back to what should be presented to the Friends Foundation and was narrowed down to 3 essential items: programs, construction, books and materials. The Board of Trustees agreed on having another work session with plans from the designer and the PLFF Finance committee before the PLFF meeting. (Item 5)

ADJOURNMENT

The Work Session of the Board of Trustees of the Placentia Library District on April 22, 2013 adjourned at 6:23 P.M.

Al Shkoler
President
Library Board of Trustees

Gayle Carline
Secretary
Library Board of Trustees

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
APRIL 22, 2013

CALL TO ORDER President Shkoler called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on April 22, 2013 at 6:37 P.M.

ROLL CALL Members Present: President Al Shkoler, Secretary Gayle Carline, Trustee Jo-Anne Martin, Trustee Richard DeVecchio, Trustee Elizabeth Minter

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Nadia Dallstream, Fernando Maldonado, Lori Worden, Brenda Ramirez, and Thy Hoang; Placentia Library Friends Foundation (PLFF) Board Member Marion Kalman

ADOPTION OF AGENDA It was moved by Secretary Carline and seconded by Trustee Minter to adopt the agenda as presented:

- AYES: DeVecchio, Martin, Carline, Shkoler, Minter
- NOES: None
- ABSTAIN: None
- ABSENT: None

ORAL COMMUNICATION President Shkoler presented the Employee of the Quarter Award to Brenda Ramirez and gave a proclamation along with a check from the Placentia Library Friends Foundation (PLFF). (Item 4)

TRUSTEE REPORTS President Shkoler reported that he attended the Oversight Committee meeting. He discussed the effects on future finances from the recent credit improvements, in addition to the three approved projects. (Item 6)

Secretary Carline reported that she attended the PLFF meeting to help determine capital improvement funds. She also attended the L.A. Book Festival.

Trustee Minter reported that she attended the North Orange County Legislative Alliance.

Trustee Martin reported that she also attended the North Orange County Legislative Alliance. Serving on the board of H.I.S. House, Trustee Martin is working to have residents visit the library and be more involved in the upcoming programs.

Trustee DeVecchio read a quote from Thomas Jefferson.

PLFF REPORT PLFF Board Member Marion Kalman invited the Board of Trustees to the Volunteer Brunch on May 24th, 2013 from 9:30-11am. She also mentioned the Jewel Reception with the date TBA. Also, former Prosecutor for the O.J.

Simpson case, Marcia Clarke, is confirmed as the speaker for the 2014 Author's Luncheon event. (Item 7)

CONSENT CALENDAR

President Shkoler asked to hold Items 14 and 22. He questioned if the property tax revenue from Item 14 will be available by the next meeting and received clarification from Library Director Contreras. For Item 22, he also suggested to consider different programs for Adult Services and/or Children's such as a Lace class. Agenda Items 8-23 were moved by Trustee Minter and seconded by Secretary Carline.

AYES: Shkoler, Carline, Martin, Minter, DeVecchio
NOES: None
ABSTAIN: None
ABSENT: None

MINUTES

Minutes of the March 18, 2013 Library Board of Trustees Regular Date Meeting (Item 8)

CLAIMS

Nonstandard Claims 300 (Item 9)

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

Current Claims and Payroll (Item 11)

FY2012-2013 Cash Flow Analysis through March 2013; the Schedule of Anticipated Property Tax Revenues for FY2012-2013 as provided by the Orange County Auditor (Item 12)

TREASURER'S REPORT

Financial Reports for March 2013 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for March 2013 (Item 14)

Acquisitions Report for March 2013 (Item 15)

Entrepreneurial Activities Report for March 2013 (Item 16)

GENERAL CONSENT

Personnel Report for March 2013 (Item 17)

Circulation Report for March 2013 (Item 18)

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

STAFF REPORTS

Library Director's Report for March 2013 (Item 20)

Children's Services Report for March 2013 (Item 21)

Adult Services Report for March 2013 (Item 22)

Web Site & Technology Report for March 2013 (Item 23)

OLD BUSINESS**IT SERVICES
SELECTION**

Library Director Contreras presented a comparison matrix that summarizes services provided by 6 potential IT services. After a discussion on whether a larger company with extensive IT reports or a new and smaller company is better, Trustee Martin motioned to select Click Consulting as the IT Service provider and was seconded by Trustee Minter. (Item 25)

AYES: Shkoler, Carline, DeVecchio, Martin, Minter
 NOES: None
 ABSTAIN: None
 ABSENT: None

**FACILITY
IMPROVEMENT
PROJECT DESIGNER**

The Board of Trustees discussed what to present to the PLFF at their next meeting regarding the facility improvement project and designer fees. Trustee Minter suggested drafting a short request for proposal (RFP) for the designer so a conceptual drawing, budget quote, and timeline will be available by the next PLFF meeting. President Shkoler motioned to direct staff to present a RFP to a designer for the staff and meeting room and was seconded by Secretary Carline. (Item 26)

AYES: Shkoler, Carline, DeVecchio, Martin, Minter
 NOES: None
 ABSTAIN: None
 ABSENT: None

**EMERGENCY BACKUP
GENERATOR**

Library Director Contreras presented cost estimates of an emergency backup generator installation. Due to budget constraints, she recommended to postpone the RFP for the purchase and installation of a backup generator until FY 14-15. It was moved by Trustee DeVecchio and seconded by Trustee Martin. (Item 27)

AYES: Shkoler, Carline, DeVecchio, Martin, Minter
 NOES: None
 ABSTAIN: None
 ABSENT: None

**CEILING AND
LIGHTING SEISMIC
ASSESSMENT**

The City has recommended an assessment of existing ceiling and lighting to determine what work needs to be performed to ensure lighting security due to small earthquakes. Library staff requested that the ceiling and lighting seismic assessment RFP be postponed until FY 13-14. It was moved by Trustee DeVecchio and seconded by Secretary Carline. (Item 28)

AYES: Shkoler, Carline, DeVecchio, Martin, Minter
 NOES: None
 ABSTAIN: None
 ABSENT: None

**POLICY SERIES 2300
JOB DESCRIPTIONS**

Library Director Contreras presented the amendments to the PLD Policy Series 2300 reviewed by a Human Resources consultant. There was a discussion on whether the Administrative Assistant position should be exempt or non-exempt. Trustee Minter moved to approve the amendments and was seconded by President Shkoler. (Item 29)

AYES: Shkoler, Carline, DeVecchio, Martin, Minter
 NOES: None
 ABSTAIN: None
 ABSENT: None

**FY 13-15 BUDGET FOR
PUBLIC HEARING**

Trustee Martin motioned to adopt the Fiscal Year 2013-2015 budget and set it for public reading at the May 20th regular meeting. She was seconded by Trustee DeVecchio. (Item 30)

AYES: Shkoler, Carline, DeVecchio, Martin, Minter
 NOES: None
 ABSTAIN: None
 ABSENT: None

NEW BUSINESS**ADULT EDUCATION
PROGRAMS**

The Board of Trustees, Library Director Contreras, and Adult Services Librarian Nadia Dallstream discussed the impact of shifting adult education programs from K-12 schools to community colleges on public libraries. Adult Services Librarian Dallstream mentioned that although there are adult programs at community colleges, the library still provides necessary services and are meeting needs of patrons such as book discussions and computer workshops. (Item 31)

**RECENT FACILITY
ISSUES AND
SOLUTIONS**

Business Manager Baltierra discussed recent facility issues such as carpet cleaning and plumbing. There is a bandage to the broken pipeline and the cost to repair is \$3,300. The Board of Trustees suggested getting quotes from various vendors and comparing the charges. (Item 32)

**SDRMA INCENTIVE
PROGRAM**

Business Manager Baltierra discussed the Worker's Compensation and Property/Liability Incentive program credits and stated that we have 14 out of 18 credit points as of FY 12-13. (Item 33)

POLICY 6030

Anaheim Public Library is seeking to increase unpaid fines/fee limit to \$10.00 and as a consortium partner, Placentia Library District is suggesting to also increase the limit. Secretary Carline motioned to approve the amendment to Policy 6030 and was seconded by Trustee Minter. (Item 34)

AYES: Shkoler, Carline, DeVecchio, Martin, Minter
 NOES: None
 ABSTAIN: None
 ABSENT: None

POLICY 6035

Library recommends an amendment to Policy 6035 from "clean-up- fee" to "Breakdown fee." Trustee Martin motioned to adopt the amendment as presented and was seconded by Trustee DeVecchio. (Item 35)

AYES: Shkoler, Carline, DeVecchio, Martin, Minter
NOES: None
ABSTAIN: None
ABSENT: None

PROCUREMENT OF A HUMAN RESOURCES CONSULTING FIRM

Trustee Minter requested that a classification and compensation study be conducted as a continuation of Policy Series 2300 at last month's March 18th, 2013 meeting. Trustee DeVecchio motioned to authorize a draft RFP for procurement to be presented January 2014-2015 and was seconded by Trustee Martin. (Item 36)

AYES: Shkoler, Carline, DeVecchio, Martin, Minter
NOES: None
ABSTAIN: None
ABSENT: None

PROCUREMENT OF A STRATEGIC PLANNING CONSULTANT

Library staff is seeking to procure a strategic planning consultant to facilitate, design, develop, assist in the implementation, and assess a new strategic plan for the Placentia Library District. There was a discussion on the budget and what fiscal year should be impacted by this procurement. As a result, the Board of Trustees' decision is to draft a RFP to be sent out FY 12-13 in which the budget will rollover to next FY 13-14 budget. It was motioned by Trustee Martin and seconded by Secretary Carline. (Item 37)

AYES: Shkoler, Carline, DeVecchio, Martin, Minter
NOES: None
ABSTAIN: None
ABSENT: None

ADJOURNMENT

The Unusual Date Meeting of the Board of Trustees of the Placentia Library District on April 22, 2013 adjourned at 8:25 P.M.

NEXT MEETING

The next meeting will be on May 20, 2013 at 6:30 P.M for the Regular Board Meeting.

Al Shkoler
President
Library Board of Trustees

Gayle Carline
Secretary
Library Board of Trustees



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Summary of Non-standard Claims for April 2013
DATE: May 20, 2013

TYPE	DATE	CLAIM #	AMOUNT
<i>NONE</i>			
		TOTAL	\$0



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Summary of Claims Forwarded by the Library Director & Trustees
DATE: May 20, 2013

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	04/25/13	5636	\$6,515.73
FUND 707	05/01/13	5639	\$7,622.99
FUND 707	05/08/13	5640	\$26,474.66
		TOTAL	\$40,613.38



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Current Claims and Payroll
DATE: May 20, 2013

Current Claims

TYPE	DATE	CLAIM #	AMOUNT
707	5/20/13	5641	\$6,632.13
707	05/20/13	5642	\$1,284.01
707	05/20/13	5643	\$3,551.49
707	05/20/13	5644	\$1,656.09
707	05/20/13	5645	\$2,502.33
707	05/20/13	5646	\$1,842.74
707	05/20/13	5647	\$2,005.30
707	05/20/13	5648	\$1,279.15
707	05/20/13	5649	\$1,717.63
707	05/20/13	5650	\$1,697.22

Subtotal for Claims *\$24,168.09*

Payroll

On Demand Wire	05/20/13	74	\$40,000.00
On Demand Wire	05/20/13	75	\$40,000.00

Subtotal for Payroll *\$80,000.00*

TOTAL CURRENT CLAIMS & PAYROLL **\$104,168.09**

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 05/20/13
REPORT NO: 5642

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
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	4/05/13	2400	0760		\$34.09		
	90889469						
	4/15/13	2400	0760		\$61.33		
	90907208						
	4/18/13	2400	0760		\$44.09		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	4/18/13	2400	0760		\$67.64		
	90917586						
	4/18/13	2400	0760		\$67.64		
	90917600						
	4/10/13	2400	0760		\$37.06		
	4010491116						
	4/05/13	2400	0760		\$39.27		
	4010480642						
	4/05/13	2400	0760		\$22.38		
	4010480643						
	4/11/13	2400	0760		\$14.53		
	4010483722						
	4/11/13	2400	0760		\$23.61		
	4010483723						
	4/11/13	2400	0760		\$467.37		
	4010483724						
	4/11/13	2400	0760		\$14.52		
	4010483725						
	4/11/13	2400	0760		\$172.39		
	4010483726						
4/11/13	2400	0760		\$41.30			
4010483403							
4/11/13	2400	0760		\$20.62			
4010483404							
4/11/13	2400	0760		\$14.40			
4010483405							
4/11/13	2400	0760		\$20.21			
4010483406							
4/11/13	2400	0760		\$34.87			
4010483407							
4/11/13	2400	0760		\$21.47			
4010483408							
4/11/13	2400	0760		\$20.21			
4010483409							
4/11/13	2400	0760		\$40.86			
4010783410							
4/11/13	2400	0760		\$17.02			
4010483411							
4/11/13	2400	0760		\$54.77			
4010483412							
TOTAL REMITTANCE: \$					1,284.01		
The claims listed above (\$1,284.01) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken 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: 05/20/13
REPORT NO: 5643

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
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	4/11/13		2400	0760	\$18.68		
	4/11/13	4010483413	2400	0760	\$760.74		
	4/11/13	4010483414	2400	0760	\$796.53		
	4/11/13	4010483415	2400	0760	\$41.01		
	4/11/13	4010483416	2400	0760	\$732.91		
	4/11/13	4010483417	2400	0760	\$377.42		
	4/11/13	4010483418	2400	0760	\$23.39		
	4/11/13	4010485073	2400	0760	\$39.11		
	4/11/13	4010485074	2400	0760	\$26.51		
	4/11/13	4010485075	2400	0760	\$20.22		
	4/11/13	4010485076	2400	0760	\$23.65		
	4/11/13	4010485077	2400	0760	\$66.15		
	4/11/13	4010485078	2400	0760	\$19.43		
	4/11/13	4010485079	2400	0760	\$100.90		
	4/11/13	4010485080	2400	0760	\$30.41		
	4/11/13	4010485081	2400	0760	\$30.30		
	4/11/13	4010485082	2400	0760	\$297.67		
	4/15/13	4010485083	2400	0760	\$20.82		
	4/15/13	4010489383	2400	0760	\$40.39		
	4/15/13	4010489384	2400	0760	\$35.87		
	4/15/13	4010489385	2400	0760	\$19.72		
	4/15/13	4010489386	2400	0760	\$29.66		
	4/15/13	4010489387	2400	0760			
TOTAL REMITTANCE:					\$3,551.49		
The claims listed above (\$3,551.49) 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: 05/20/13
REPORT NO: 5644

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
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	4/15/13	2400	0760		\$21.21		
	4/15/13	4010489388	2400	0760	\$83.32		
	4/15/13	4010489389	2400	0760	\$35.79		
	4/15/13	4010489390	2400	0760	\$82.70		
	4/15/13	4010489391	2400	0760	\$70.68		
	4/15/13	4010489392	2400	0760	\$14.52		
	4/15/13	4010489393	2400	0760	\$37.87		
	4/15/13	4010489394	2400	0760	\$55.78		
	4/15/13	4010489395	2400	0760	\$20.82		
	4/15/13	4010489396	2400	0760	\$83.73		
	4/15/13	4010489397	2400	0760	\$14.52		
	4/15/13	4010489398	2400	0760	\$110.13		
	4/15/13	4010489399	2400	0760	\$92.69		
	4/15/13	4010489400	2400	0760	\$12.62		
	4/15/13	4010789401	2400	0760	\$87.81		
	4/15/13	4010489402	2400	0760	\$33.46		
	4/15/13	4010489403	2400	0760	\$97.53		
	4/15/13	4010489404	2400	0760	\$27.53		
	4/15/13	4010489405	2400	0760	\$59.55		
	4/15/13	4010489406	2400	0760	\$192.49		
4/15/13	4010489407	2400	0760	\$353.68			
4/15/13	4010489408	2400	0760	\$67.66			
4/15/13	4010489409	2400	0760				
TOTAL REMITTANCE:					\$1,656.09		
The claims listed above (\$1,656.09) 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: 05/20/13
REPORT NO: 5645

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
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	4/16/13	2400	0760		\$1,209.84		
	4010497776	2400	0760		\$13.76		
	4/17/13	4010495929	2400	0760	\$17.72		
	4/17/13	4010495930	2400	0760	\$20.22		
	4/17/13	4010495931	2400	0760	\$44.51		
	4/17/13	4010495932	2400	0760	\$22.73		
	4/17/13	4010495933	2400	0760	\$61.26		
	4/17/13	4010495934	2400	0760	\$41.02		
	4/17/13	4010495935	2400	0760	\$53.16		
	4/17/13	4010495936	2400	0760	\$62.48		
	4/17/13	4010495937	2400	0760	\$22.73		
	4/17/13	4010495938	2400	0760	\$233.61		
	4/17/13	4010495939	2400	0760	\$420.02		
	4/17/13	4010495941	2400	0760	\$29.04		
	4/17/13	4010495942	2400	0760	\$20.59		
	4/17/13	4010495943	2400	0760	\$27.74		
	4/17/13	4010495944	2400	0760	\$13.23		
	4/17/13	4010495945	2400	0760	\$88.25		
	4/17/13	4010495946	2400	0760	\$27.62		
	4/17/13	4010495947	2400	0760	\$35.45		
4/17/13	4010495948	2400	0760	\$15.73			
4/17/13	4010495949	2400	0760	\$21.62			
4/17/13	4010495950						
TOTAL REMITTANCE:					\$2,502.33		
The claims listed above (\$2,502.33) 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: 05/20/13
REPORT NO: 5646

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
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	4/19/2013	2600	0760		\$89.91		
	4010499386						
	4/23/2013	2600	0760		\$42.93		
	4010498048						
	4/23/2013	2600	0760		\$25.50		
	4010498049						
	4/23/2013	2600	0760		\$22.10		
	4010498050						
	4/23/2013	2600	0760		\$20.11		
	4010498051						
	4/23/13	2600	0760		\$159.96		
	4010498052						
	4/23/2013	2600	0760		\$437.40		
	4010498053						
	4/23/2013	2600	0760		\$29.93		
	4010498054						
	4/23/2013	2600	0760		\$29.04		
	4010498055						
	4/23/13	2600	0760		\$79.18		
	4010498056						
4/23/2013	2600	0760		\$22.10			
4010498057							
4/23/2013	2600	0760		\$46.71			
4010498058							
4/23/2013	2600	0760		\$15.78			
4010498059							
4/23/2013	2600	0760		\$47.91			
4010498060							
4/23/2013	2600	0760		\$11.98			
4010498061							
4/23/2013	2600	0760		\$23.83			
4010498062							
4/23/2013	2600	0760		\$67.95			
4010498063							
4/23/2013	2600	0760		\$11.98			
4010498064							
4/23/2013	2600	0760		\$114.54			
4010498065							
4/23/2013	2600	0760		\$27.66			
4010498066							
4/23/2013	2600	0760		\$112.51			
4010498067							
4/23/2013	2600	0760		\$403.73			
4010498068							
TOTAL REMITTANCE:					\$1,842.74		
The claims listed above (\$1,842.74) 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: 05/20/13
REPORT NO: 5647

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
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	4/23/2013	2600	0760		\$100.70		
	4010498069	2600	0760		\$634.64		
	4/23/2013	2600	0760		\$74.08		
	4010498070	2600	0760		\$15.78		
	4/23/2013	2600	0760		\$20.17		
	4010498071	2600	0760		\$135.01		
	4/23/2013	2600	0760		\$60.62		
	4010498072	2600	0760		\$41.03		
	4/24/2013	2600	0760		\$14.52		
	4010501092	2600	0760		\$107.63		
	4/23/2013	2600	0760		\$188.53		
	4010504521	2600	0760		\$63.10		
	4/26/2013	2600	0760		\$24.88		
	4010504645	2600	0760		\$67.14		
	4/26/2013	2600	0760		\$29.04		
	4010504646	2600	0760		\$27.13		
	4/26/2013	2600	0760		\$39.99		
	4010504647	2600	0760		\$75.63		
	4/26/2013	2600	0760		\$101.66		
	4010504648	2600	0760		\$22.73		
4/26/2013	2600	0760		\$115.82			
4010504649	2600	0760		\$45.47			
4/26/2013	2600	0760					
4010504650	2600	0760					
4/26/2013	2600	0760					
4010504651	2600	0760					
4/26/2013	2600	0760					
4010504652	2600	0760					
4/26/2013	2600	0760					
4010504653	2600	0760					
4/26/2013	2600	0760					
4010504654	2600	0760					
4/26/2013	2600	0760					
4010504655	2600	0760					
4/26/2013	2600	0760					
4010504656	2600	0760					
4/26/2013	2600	0760					
4010504657	2600	0760					
4/26/2013	2600	0760					
4010504658	2600	0760					
4/26/2013	2600	0760					
4010504659	2600	0760					
4/26/2013	2600	0760					
4010504660	2600	0760					
TOTAL REMITTANCE:					\$2,005.30		
The claims listed above (\$2,005.30) 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: 05/20/13
REPORT NO: 5648

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
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	4/26/2013	2600	0760		\$38.49		
	4010504661	2600	0760		\$17.46		
	4/26/2013	4010504662	2600	0760	\$14.50		
	4/26/2013	4010504663	2600	0760	\$25.52		
	4/26/2013	4010504664	2600	0760	\$65.35		
	4/26/2013	4010504665	2600	0760	\$45.54		
	4/26/2013	4010504666	2600	0760	\$13.09		
	4/26/2013	4010504667	2600	0760	\$63.32		
	4/26/2013	4010504668	2600	0760	\$20.62		
	4/26/2013	4010504669	2600	0760	\$79.61		
	4/26/2013	4010504670	2600	0760	\$26.62		
	4/26/2013	4010504671	2600	0760	\$23.95		
	4/26/2013	4010504672	2600	0760	\$15.10		
	4/26/2013	4010504673	2600	0760	\$93.43		
	4/26/2013	4010504674	2600	0760	\$13.89		
	4/29/2013	4010504675	2600	0760	\$256.88		
	VC-2993 Midwest Tape PO Box 820 Holland OH 43528	4/19/2013	4010510823	2600	0760	\$24.94	
90921567		2600	0760	\$99.45			
4/29/2013		90940684	2600	0760	\$39.09		
4/29/2013		90940686	2600	0760	\$47.67		
4/29/2013		90940687	2600	0760	\$254.66		
4/29/2013		90943124	2600	0760			
TOTAL REMITTANCE:					\$1,279.18		
The claims listed above (\$1,279.18) 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: 05/20/13
REPORT NO: 5649

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

The County Auditor is authorized to draw these checks from:
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
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	4/29/2013	2600	0760		\$121.38		
	W91319900						
	4/29/2013	2600	0760		\$281.39		
	W91319910						
	5/03/2013	2600	0760		\$31.39		
	W91416210						
	5/03/2013	2600	0760		\$59.96		
	4010511002						
	5/03/2013	2600	0760		\$17.72		
	4010511003						
	5/3/2013	2600	0760		\$60.00		
	4010511004						
	5/03/2013	2600	0760		\$57.05		
	4010511005						
	5/03/2013	2600	0760		\$21.47		
	4010511006						
	5/03/2013	2600	0760		\$33.69		
	4010511007						
	5/03/2013	2600	0760		\$29.04		
	4010511008						
5/03/2013	2600	0760		\$22.07			
4010511009							
5/03/2013	2600	0760		\$119.37			
4010511010							
5/03/2013	2600	0760		\$79.15			
4010511011							
5/03/2013	2600	0760		\$72.60			
4010511012							
5/03/2013	2600	0760		\$26.17			
4010511013							
5/03/2013	2600	0760		\$27.78			
4010511014							
5/03/2013	2600	0760		\$29.04			
4010511015							
5/03/2013	2600	0760		\$18.60			
4010511016							
5/03/2013	2600	0760		\$38.13			
4010511017							
5/03/2013	2600	0760		\$489.69			
4010511018							
5/03/2013	2600	0760		\$59.68			
4010511019							
5/03/2013	2600	0760		\$22.26			
4010511020							
TOTAL REMITTANCE:					\$1,717.63		
The claims listed above (\$1,717.63) 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: 05/20/13
REPORT NO: 5650

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	
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	5/03/2013	4010511021	2600	0760	\$347.11			
	5/03/2013	4010511022	2600	0760	\$21.21			
	5/03/2013	4010511023	2600	0760	\$102.29			
	5/03/2013	4010511024	2600	0760	\$30.11			
	5/03/2013	4010511025	2600	0760	\$14.52			
	5/03/2013	4010511026	2600	0760	\$13.88			
	5/03/2013	4010511027	2600	0760	\$18.61			
	5/03/2013	4010511028	2600	0760	\$7.03			
	5/03/2013	4010511029	2600	0760	\$213.31			
	5/03/2013	4010511030	2600	0760	\$85.73			
	5/03/2013	40105110321	2600	0760	\$589.38			
	5/06/2013	4010517714	2600	0760	\$113.81			
	VC-2993 Midwest Tape PO Box 820 Holland OH 43528	5/06/2013	90961449	2600	0760	\$24.09		
		5/06/2013	90961560	2600	0760	\$84.36		
		5/06/2013	90961561	2600	0760	\$31.78		
TOTAL REMITTANCE:					\$1,697.22			
The claims listed above (\$1,697.22) 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: 05/20/13
REPORT NO: 74

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*06-03-13 Payroll #20 FY12/13	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 05/20/13
REPORT NO: 75

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*06-17-13 Payroll #21 FY12/13	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
<p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

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

DATE: May 20, 2013

Fiscal Year 2012-2013							
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
07/31/12	Closed Account	Closed Account	Closed Account	1,469,830.85	Closed Account	1,469,830.85	0.00
8/31/2012	Closed Account	Closed Account	Closed Account	1,349,149.11	Closed Account	1,349,149.11	0.00
9/30/2012	Closed Account	Closed Account	Closed Account	1,303,635.10	Closed Account	1,303,635.10	0.00
10/31/12	Closed Account	Closed Account	Closed Account	1,196,238.15	Closed Account	1,196,238.15	0.00
11/30/2012	Closed Account	Closed Account	Closed Account	1,367,458.84	Closed Account	1,367,458.84	0.00
12/31/2012	Closed Account	Closed Account	Closed Account	1,912,383.33	Closed Account	1,912,383.33	0.00
01/31/13	Closed Account	Closed Account	Closed Account	1,890,404.62	Closed Account	1,890,404.62	0.00
2/28/2013	Closed Account	Closed Account	Closed Account	1,794,179.66	Closed Account	1,794,179.66	0.00
3/31/2013	Closed Account	Closed Account	Closed Account	1,659,289.32	Closed Account	1,659,289.32	0.00
04/30/13	Closed Account	Closed Account	Closed Account	2,109,171.72	Closed Account	2,109,171.72	0.00
5/31/2013	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
6/30/2013	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
Petty Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Reserves	0.00	0.00	0.00	414,789.10	0.00	414,789.10	0.00
Impact Fees	0.00	0.00	0.00	374,419.30	0.00	374,419.30	0.00
Fiscal Year 2011-2012							
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
07/31/11	Closed Account	Closed Account	Closed Account	1,386,098.01	Closed Account	1,386,098.01	0.00
8/31/2011	Closed Account	Closed Account	Closed Account	1,299,446.62	Closed Account	1,299,446.62	0.00
9/30/2011	Closed Account	Closed Account	Closed Account	1,250,450.01	Closed Account	1,250,450.01	0.00
10/31/11	Closed Account	Closed Account	Closed Account	1,076,233.61	Closed Account	1,076,233.61	0.00
11/30/2011	Closed Account	Closed Account	Closed Account	1,096,791.22	Closed Account	1,096,791.22	0.00
12/31/2011	Closed Account	Closed Account	Closed Account	1,731,160.37	Closed Account	1,731,160.37	0.00
01/31/12	Closed Account	Closed Account	Closed Account	1,598,956.35	Closed Account	1,598,956.35	0.00
2/28/2012	Closed Account	Closed Account	Closed Account	1,471,455.26	Closed Account	1,471,455.26	0.00
3/31/2012	Closed Account	Closed Account	Closed Account	1,373,416.79	Closed Account	1,373,416.79	0.00
04/30/12	Closed Account	Closed Account	Closed Account	1,917,693.89	Closed Account	1,917,693.89	0.00
5/31/2012	Closed Account	Closed Account	Closed Account	1,831,410.02	Closed Account	1,831,410.02	0.00
6/30/2012	Closed Account	Closed Account	Closed Account	1,566,215.85	Closed Account	1,566,215.85	0.00
Petty Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Reserves	0.00	0.00	0.00	414,789.10	0.00	414,789.10	0.00
Impact Fees	0.00	0.00	0.00	125,627.48	0.00	125,627.48	0.00



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Financial Reports through April 2013 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

DATE: May 20, 2013

Summary of Cash and Investments as of April 30, 2013

Cash with Orange County Treasurer Fund 707	1,570,275.14
Reserves with Orange County Treasurer	414,789.10
Impact Fees with County and Bank of the West (Restricted)	374,419.30
General Fund Checking – Bank of the West	16,545.99
General Fund Savings – Bank of the West	555,289.11
Payroll Checking – Wells Fargo Bank	38,233.47
Total Cash and Investments	2,969,552.11

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

Jeanette Contreras
Library Director



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PLACENTIA LIFERY DISTRICT
YTD REVENUE REPORT
 April 30, 2013

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	1,797,216	1,753,335	43,881	97.6%
6220		Property Taxes - Current Unsecured	76,781	54,828	21,953	71.4%
6230		Property Taxes - Prior Secured	0	-	-	0.0%
6240		Property Taxes - Prior Unsecured	0	-	-	0.0%
6250		Taxes - Spec Dist Augmentation	3,870	3,982	(112)	0.0%
6280		Property Taxes - Curr Supplemental	24,602	16,491	8,111	67.0%
6290		Other Taxes	0	1,746	(1,746)	100.0%
6300		Property Taxes - Prior Supplemental	0	1,621	(1,621)	100.0%
6540		Penalties & Costs on Delinq Taxes	1,620	817	803	50.4%
		Sub Total		<u>1,832,820</u>		
REVENUE FROM USE OF MONEY & PROPPY						
6610		Interest	0	5,632	(5,632)	100.0%
		Sub Total		<u>5,632</u>		
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	16,905	7,387	9,518	43.7%
6970		State - Other	0	-	-	0.0%
7120		Other-In-Lieu Taxes	0	-	-	0.0%
		Sub Total		<u>7,387</u>		
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)				
		Fines & Fees	35,000	29,487	5,513	84.2%
		Passport/Photos	55,000	86,274	(31,274)	156.9%
		Meeting Room Fees	5,500	3,840	1,660	69.8%
		DVD Rentals	5,000	5,129	(129)	102.6%
		Test Proctor	3,000	3,550	(550)	118.3%
		Sub Total		<u>128,280</u>		
7680		6-MO Expired (Outlawed) Checks	0	-	-	0%
		YTD Actual		<u><u>1,974,119</u></u>		
		FY 11/12 Funds Available	70,000	70,000		
			TOTAL REVENUES FY 12/13:	2,094,494	2,044,119	97.6%
MISCELLANEOUS REVENUES (Restricted)						
		Impact Fees	0	-	-	0%
		City of Placentia Tax Sharing Agreement	0	-	-	0%

PLACENTIA LIBRARY DISTRICT

EXPENDITURES REPORT

April 30, 2013

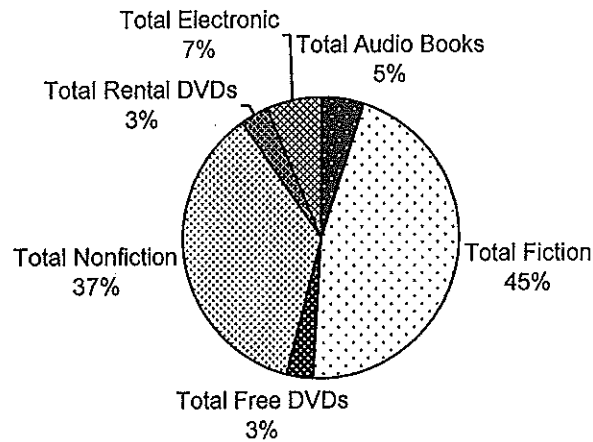
83% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,070,862	831,000	0.78	\$239,862
0200	Retirement	37,960	30,675	0.81	\$7,285
0301	Unemployment Insurance	11,000	0	0.00	\$11,000
0306	Health Insurance	166,441	118,491	0.71	\$47,950
0306-0770	Employee Assistance Program	800	588	0.73	\$212
0308	Dental Insurance	15,500	12,576	0.81	\$2,924
0309	Life Insurance	7,400	6,066	0.82	\$1,334
0310	AD & D Insurance	4,000	3,260	0.82	\$740
0319	Vision Insurance	2,600	2,027	0.78	\$573
0350	Workers' Compensation Insurance	10,000	5,845	0.58	\$4,155
	TOTAL	\$1,326,563	\$1,010,528	0.76	\$316,035
SERVICES & SUPPLIES					
0700	Communications	12,000	6,932	0.58	\$5,068
0900	Food	1,500	1,927	1.28	-\$427
1000	Household Expenses	10,000	9,819	0.98	\$181
1100	Library Insurance	13,000	11,846	0.91	\$1,154
1300	Maintenance, Equipment	20,000	18,605	0.93	\$1,395
1400	Maintenance, Buildings & Improvements	85,000	24,258	0.29	\$60,742
1600	Memberships	14,000	11,939	0.85	\$2,061
1800	Office Expenses	30,000	32,682	1.09	-\$2,682
1803	Postage	5,000	6,541	1.31	-\$1,541
1900	Prof./Specialized Services	184,900	121,198	0.66	\$63,702
1912	Investment Administrative Fees	1,500	928	0.62	\$572
2000	Publication and Legal Notices	1,000	72	0.07	\$928
2100	Rents and Leases - Equipment	500	423	0.85	\$77
2200	Rents & Leases - Buildings & Improvements	30,000	28,179	0.94	\$1,821
2400	Books/Library Materials	211,731	157,810	0.75	\$53,921
2600	Transportation & Travel	2,000	455	0.23	\$1,545
2700	Meetings	9,000	11,454	1.27	-\$2,454
2800	Utilities	97,500	49,378	0.51	\$48,122
	TOTAL	\$728,631	\$494,447	0.68	\$234,184
OTHER CHARGES					
3700	Taxes and Assessments	\$8,300	\$10,366	1.25	-\$2,066
	OPERATING EXPENSES	\$2,063,494	\$1,515,341	0.73	\$548,153
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$21,000	\$6,704	0.32	\$14,296
4200	Structures/Improvements	10,000	\$0	0.00	\$10,000
5200	Contingency Funds	\$0	\$0	0.00	\$0
	TOTAL	\$31,000	\$6,704	0.22	\$24,296
TOTAL BUDGET (Fund 707)					
		\$2,094,494	\$1,522,046	0.73	\$572,448
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$374,419	\$0	0.00	\$374,419

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2012-2013 THROUGH THE MONTH OF APR. 2013

	<u>Amount</u>	<u>Title</u>	<u>Volumes</u>
Total Fiction	\$77,739	4,666	5,599
Total Non-Fiction	\$62,271	2,460	3,658
Total Electronic	\$11,123	55	51
Total Audio Books	\$8,714	202	203
Total Free DVDs	\$5,278	218	232
Total Rental DVDs	\$5,323	182	198
TOTAL MATERIALS	\$170,449	7,783	9,941



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 2012-2013 THROUGH THE MONTH OF APRIL 2013
 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	\$23,241	1157	1217	\$1,158	14	104	\$24,399	1171	1321	\$273	11	11	\$24,672	1182	1332
Adult Non-Fiction	\$24,821	1147	1156	\$143	7	7	\$24,964	1154	1163	\$434	22	22	\$25,398	1176	1185
Adult Reference	\$1,229	16	16	\$0	0	0	\$1,229	16	16	\$156	8	8	\$1,385	24	24
Adult magazines	\$5,264	90	1081	\$0	0	0	\$5,264	90	1081	\$0	0	0	\$5,264	90	1081
Total Adult Non-Fiction	\$31,313	1253	2,253	\$143	7	7	\$31,456	1260	2,260	\$590	30	30	\$32,046	1290	2290
TOTAL ADULT PRINT MATERIALS	\$54,554	2,410	3,470	\$1,301	21	111	\$55,855	2,431	3,581	\$863	41	41	\$56,718	2,472	3,622
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$585	39	39	\$585	39	39
Adult Audio Books	\$7,302	151	152	\$236	6	8	\$7,538	157	160	\$0	0	0	\$7,538	157	160
Adult Free DVDs	\$1,823	52	56	\$0	0	0	\$1,823	52	56	\$0	0	0	\$1,823	52	56
Adult Rental DVDs	\$3,549	126	126	\$0	0	0	\$3,549	126	126	\$0	0	0	\$3,549	126	126
TOTAL ADULT NON-PRINT MATERIALS	\$12,674	329	334	\$236	6	8	\$12,910	335	342	\$585	39	39	\$13,495	374	381
TOTAL ADULT MATERIALS	\$67,228	2,739	3,804	\$1,537	27	119	\$68,765	2,766	3,923	\$1,448	80	80	\$70,213	2,846	4,003
Juvenile Fiction	\$37,177	2272	3138	\$31	3	5	\$37,208	2275	3143	\$539	39	40	\$37,746	2314	3183
Young Adult Fiction	\$17,321	1237	1244	\$0	0	0	\$17,321	1237	1244	\$175	17	17	\$17,496	1254	1261
Total Juvenile Fiction	\$54,498	3,509	4,382	\$31	3	5	\$54,529	3,512	4,387	\$714	56	57	\$55,242	3,568	4,444
Juvenile Non-Fiction	\$26,072	1056	1172	\$0	0	0	\$26,072	1056	1172	\$34	2	2	\$26,106	1058	1174
Young Adult Non-Fiction	\$3,036	135	137	\$0	2	2	\$3,066	137	139	\$50	2	2	\$3,116	139	141
Juvenile Reference	\$1,288	3	24	\$268	15	15	\$1,556	28	39	\$35	2	2	\$1,591	20	41
Juvenile Magazines	\$562	13	72	\$0	0	0	\$562	13	72	\$0	0	0	\$562	13	72
Total Juvenile Non-Fiction	\$30,958	1207	1405	\$298	17	17	\$31,256	1224	1422	\$119	6	6	\$31,375	1230	1428
TOTAL JUVENILE PRINT MATERIALS	\$ 85,456	4,716	5,787	\$329	20	22	\$85,785	4,736	5,809	\$ 833	62	63	\$86,617	4,798	5,872
Juvenile Music CDs	\$18	1	1	\$0	0	0	\$18	1	1	\$0	0	0	\$18	1	1
Juvenile Audio Books	\$1,412	51	51	\$0	0	0	\$1,412	51	51	\$0	0	0	\$1,412	51	51
Juvenile Free DVDs	\$3,455	166	176	\$0	0	0	\$3,455	166	176	\$0	0	0	\$3,455	166	176
Juvenile Rental DVDs	\$1,774	56	72	\$0	0	0	\$1,774	56	72	\$0	0	0	\$1,774	56	72
TOTAL JUVENILE NON-PRINT MATERIALS	\$6,659	274	300	\$0	0	0	\$6,659	274	300	\$0	0	0	\$6,659	274	300
TOTAL JUVENILE MATERIALS	\$92,115	4,990	6,087	\$329	20	22	\$92,444	5,010	6,109	\$333	62	63	\$93,276	5,072	6,172
On-line databases	\$6,609	5	0	\$0	0	0	\$6,609	5	0	\$0	0	0	\$6,609	5	0
E-books	\$4,514	50	51	\$0	0	0	\$4,514	50	51	\$0	0	0	\$4,514	50	51
E-music	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL ELECTRONIC MATERIALS	\$11,123	55	51	\$0	0	0	\$11,123	55	51	\$0	0	0	\$11,123	55	51
Total Fiction	\$77,739	4,666	5,599	\$1,188	17	109	\$78,927	4,683	5,708	\$987	67	68	\$79,914	4,750	5,776
Total Non-Fiction	\$62,271	2,460	3,658	\$441	24	24	\$62,712	2,484	3,682	\$709	36	36	\$63,421	2,520	3,718
Total Electronic	\$11,123	55	51	\$0	0	0	\$11,123	55	51	\$0	0	0	\$11,123	55	51
Total Audio Books	\$8,714	202	203	\$236	6	8	\$8,950	208	211	\$0	0	0	\$8,950	208	211
Total Free DVDs	\$5,278	218	232	\$0	0	0	\$5,278	218	232	\$0	0	0	\$5,278	218	232
Total Rental DVDs	\$5,323	182	198	\$0	0	0	\$5,323	182	198	\$0	0	0	\$5,323	182	198
TOTAL MATERIALS	\$170,449	7,783	9,941	\$1,865	47	141	\$172,314	7,830	10,082	\$1,696	103	104	\$174,010	7,933	10,186

Outstanding Orders as of April 2013

General Fund \$22,076
 Adopt-a-book \$0

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: Entrepreneurial Activities Report for April 2013

DATE: May 20, 2013

Net Revenue Summary for April 2013

			YTD	YTD
	Apr-13	Apr-12	2012-2013	2011-2012
Passport	15,375.00	10,600.00	70,725.00	63,925.00
Passport Photos	3,204.00	2,304.00	15,549.00	13,944.00
Test Proctor	400.00	150.00	3,550.00	3,350.00
Meeting Room	200.00	375.00	3,840.00	6,415.00
DVD Rentals	642.00	617.00	5,128.60	5,401.50
Total	19,821.00	14,046.00	98,792.60	93,035.50



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: Personnel Report for April 2013

DATE: May 20, 2013

			YTD	YTD
	Apr-13	Apr-12	2012-2013	2011-2012
Separation	0	0	5	0
Retirement	0	1	0	2
Appointments	0	0	4	6
Open Positions	2	1	5	3
Workers' Compensation Leave	1	0	1	0
Total	3	2	15	11

SEPARATION:
None

RETIREMENT:
None

APPOINTMENTS:
None

OPEN POSITIONS:
2-Library Aide (20 hrs. ea.)



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Circulation Supervisor
SUBJECT: Circulation Activity Report
DATE: May 20, 2013

MONTHLY STATISTICS

April 2013

CIRCULATION				Y-T-D	Y-T-D	Y-T-D
	Apr-13	Apr-12		2012-13	2011-12	% change
New Patron Registrations	325	323		3,049	3,345	-8.8%
Total Circulation	17,549	17,162		167,413	167,442	0.0%
Total Active Borrowers*	8,472	8,868				
Attendance	24,343	23,428		228,654	237,542	-3.7%
Registered Card Holders*	33,320	29,812				
Adult Fiction	2,652	2,793		28,143	28,415	-1.0%
Adult Nonfiction	1,992	2,028		18,373	19,254	-4.6%
Adult Magazines	195	290		2,285	2,705	-15.5%
Adult Music CDs	124	246		1,706	2,255	-24.3%
Adult Audio Books	596	464		5,550	5,620	-1.2%
Adult Free DVDs	351	352		2,775	3,156	-12.1%
Adult Rental DVDs	549	566		4,121	4,741	-13.1%
Overdrive E-Books	396	192		2,888	1,110	160.2%
Overdrive Audio Books	192	76		1,223	711	72.0%
JV Fiction	6,599	6,657		65,060	64,366	1.1%
YA Fiction	1,283	888		11,688	8,396	39.2%
JV Nonfiction	1,725	1,503		13,191	12,821	2.9%
YA Nonfiction	102	106		735	652	12.7%
JV Magazines	18	2		122	40	205.0%
JV Music CDs	7	21		206	289	-28.7%
JV Audio Books	45	36		428	364	17.6%
JV Free DVDs	674	552		6,405	7,120	-10.0%
JV Rental DVDs	221	202		1,986	2,116	-6.1%

* Year to date not applicable.

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		1,391	554	709	803	550	4,007
10:00		687	1,185	415	1,222	652	4,161
11:00		622	690	581	288	877	3,058
12:00		896	767	460	584	801	3,508
1:00	410	580	605	394	470	696	3,155
2:00	882	800	829	613	569	880	4,573
3:00	880	1,063	824	1,005	328	1,438	5,538
4:00	707	994	1,045	761	823	1,937	6,267
5:00		1,095	1,082	890	874		3,941
6:00		965	1,295	820	1,046		4,126
7:00		965	880	570	733		3,148
8:00		648	967	1,038	551		3,204
Total/Day	2,879	10,706	10,723	8,256	8,291	7,831	48,686
						* Grand Total	24,343

*The patron count equipment counts each patron once every time they walk in & out of the library, therefore, the total reflected is larger than the grand total because the total is divided by two.

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		2	2	1	4	18	27
10:00		2	2	4	2	20	30
11:00		8	4	2	3	16	33
12:00		5	10	0	5	16	36
1:00	26	8	8	1	4	21	68
2:00	35	13	7	7	10	20	92
3:00	20	14	11	12	4	20	81
4:00	13	14	12	10	11	24	84
5:00		16	10	11	9		46
6:00		14	11	13	7		45
7:00		12	15	7	16		50
8:00		5	6	7	5		23
Total/Day	94	113	98	75	80	155	615
						Grand Total	

STAFF ACTIVITY

- April 02, 2013- Staff organized chairs in the meeting room for Pre-School story time.
 April 02, 2013- Fernando participated in Supervisors meeting.
 April 04, 2013- Fernando attended book repair training.
 April 04, 2013- Staff organized the meeting room for Lap-Sit story time.
 April 04, 2013- Staff organized the meeting room for P-Tac.
 April 05, 2013- Fernando and Estella attended Sirsi Dynix meeting in Huntington Beach.
 April 06, 2013- Staff organized the meeting room for Family Flicks.
 April 09, 2013- Estella delivered money deposits to the bank.
 April 09, 2013- Staff organized chairs in the meeting room for Pre-School story time.
 April 10, 2013- Staff organized chairs in the meeting room for Cops story time.
 April 11, 2013- Staff organized the meeting room for Lap-Sit story time.
 April 13, 2013- Staff organized chairs in the meeting room for Super Star story time.
 April 13, 2013- Staff organized the meeting room for SAT practice test.
 April 14, 2013- Staff organized the meeting room for Orchid Society.
 April 14, 2013- Staff helped with Friends monthly book sale.
 April 16, 2013- Estella delivered money deposits to the bank.
 April 16, 2013- Fernando participated in Supervisors meeting.
 April 16, 2013- Staff organized the meeting room for Pre-School story time.
 April 17, 2013- Fernando attended Liebert, Cassidy and Whitmore training in Garden Grove.
 April 18, 2013- Staff organized the meeting room for Lap-Sit story time.
 April 18, 2013- Staff organized the meeting room for P-Tac.
 April 20, 2013- Staff organized the meeting room for Family Flicks.
 April 22, 2013- Fernando attended work session and board meeting.
 April 23, 2013- Fernando participated in Supervisors meeting.
 April 23, 2013- Staff organized the meeting room for Pre-School story time.
 April 23, 2013- Danny, Laura M., and Beatrice attended Circulation department meeting.
 April 24, 2013- Saroo, Danny, Laura D., Estella, Beatrice, Laura C., and Fernando attended in all staff meeting.
 April 24, 2013- Saroo, Danny, Laura D., Estella, Beatrice, Laura C., and Fernando participated in staff development day.
 April 24, 2013- Estella delivered money deposits to the bank.
- April 25, 2013- Fernando participated in recruitment interviews.
 April 25, 2013- Staff organized the meeting room for Lap-Sit story time.
 April 25, 2013- Staff organized the meeting room for P-Tac.
 April 27, 2013- Staff organized the meeting room for Family Flicks.
 April 30, 2013- Staff organized the meeting room for Pre-School story time.
 April 30, 2013- Estella delivered money deposits to the bank.

ONGOING PROJECTS

- Fernando continues to work on staff performance evaluations.
 Fernando continues training for new Page staff.
 Saul continues to train Laura C. on the use of disk cleaning machine.

NEW PROJECTS AND ACTIVITIES

- Circulation will plan a passport marketing campaign.
 Circulation department will begin training for new Library Aide's.
 Fernando will train Laura C. book mending procedures.
 Circulation department will begin shifting project for Adults.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: City of Placentia Invoices, April 2013

DATE: May 20, 2013

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY2012-2013	INVOICE DATE	SO. CA. EDISON	TURF	GROUND	IRRIGATION CONTROL	TOTAL
12-Jul	8/22/2012	2,954.95	1,452.50	142.5	7.68	\$4,557.63
12-Aug	11/29/2012	6,506.97	*	142.5	7.92	\$6,657.39
12-Sep	11/29/2012	6,627.60	1,452.49	142.5	15.7	\$6,785.80
12-Oct	11/29/2012	4,192.58	1,452.49	*	*	\$4,192.58
12-Nov	12/26/2013	3,209.17	*	*	7.76	\$6,121.91
12-Dec	2/12/2013	3,090.82	*	*	15.66	\$3,106.48
13-Jan	*	*	*	*	*	*
13-Feb	*	*	*	*	*	*
13-Mar	3/20/13	2,918.46	4,357.47	285.00	*	\$7,560.93
13-Apr	*	*	*	*	*	*
13-May						
13-Jun						
	TOTAL	29,500.55	8,714.95	712.50	54.72	\$38,982.72
	AVG	3,277.84	968.33	79.17	6.08	\$4,331.41

* City Billing Not Received

PERIOD COVERED FY2011-2012	INVOICE DATE	SO. CA. EDISON	TURF	GROUND	IRRIGATION CONTROL	TOTAL
11-Jul	8/29/2011	6,533.26	1,452.49	142.5	15.2	\$8,143.45
11-Aug	9/15/2011	6,051.07	1,452.50	142.5	*	\$7,646.07
11-Sep	11/8/2011	6,088.46	1,452.50	142.5	7.61	\$7,691.07
11-Oct	1/4/2012	4,031.98	1,452.50	142.5	7.65	\$5,492.13
11-Nov	1/4/2012	3,223.99	1,452.50	142.5	7.65	\$4,684.14
11-Dec	1/31/2012	2,851.32	1,452.50	142.5	7.65	\$4,738.97
12-Jan	2/28/2012	3,052.45	1,452.50	142.5	7.76	\$4,655.21
12-Feb	4/9/2012	3,035.20	1,452.50	142.5	7.72	\$4,637.92
12-Mar	5/7/2012	3,049.37	1,452.50	142.5	7.72	\$4,652.09
12-Apr	6/7/2012	3,028.13	1,452.50	142.5	7.7	\$4,630.82
12-May	6/14/2012	3,346.82	1,452.50	142.5	15.4	\$4,957.22
12-Jun	8/22/2012	5,656.99	1,452.50	142.5	*	\$7,251.99
	TOTAL	\$49,949.04	\$17,430.00	\$1,710.00	\$92.06	\$66,041.21
	AVG	4,162.42	1,452.50	142.5	8.36	5,503.43



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Director's Report for April 2013
DATE: May 20, 2013

Accomplishments

- Arranged and met with carpet cleaning vendor to deep clean the carpet on April 12th.
- Met with potential interior designers to discuss the facility projects.
- Facilitated the Staff Development Day on April 24th.

Meetings

- Library Board of Trustees Meeting -- April 22nd
- Supervisor's Meetings -- April 2nd, 16th, 23rd & 24th
- Staff Meeting -- April 24th
- Monday huddles -- April 1st, 8th, 15th & 22nd
- PLFF meeting -- April 8th
- Facility RFP -- April 3rd, 15th, 16th
- Pacific Carpet -- April 4th
- Orange County Supervisor Meeting -- April 9th
- Anaheim Library Director -- April 11th
- Rotary Club /Interact / Rotaract -- April 3rd, 17th & 24th

Conference/Training/Worshops

- Tom Kelley Lecture -- April 10th

Community Events / Functions

- NOCLA Reception -- April 4th

Projects in Progress

- Facility Improvement Proposal
- Summer Reading Celebration



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Lori Worden, Children's Librarian II

SUBJECT: Children's Services Monthly Activity Report for April 2013

DATE: May 20, 2013

MONTHLY STATISTICS

Childrens Desk Activity

	April 2013	April 2012	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Phone reference:	29	36	351	420	-16.43%
In person reference/research:	829	821	8332	7015	18.77%
Total Reference	858	857	8683	7435	16.79%
Total Number of Programs	45	39	412	368	11.96%
Total Programs Attendance	1278	1081	14783	15429	-4.19%

PROGRAM STATISTICS

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Read to the Dogs	1	20
F.I.R.S.T. -- Family Interactive Reading and Sharing Time	1	20
Preschool Story Times I & II: 3-6 years	10	246
C.O.P.S. (Chief of Police Storytime)	1	30
Pocket Tales: Stories, music, and movement.	4	151
Lap Sit 24 months & younger	4	224
R.A.D.D. (Read & Achieve with Dr. Domene)	1	30
P-TAC (Placentia Teen Advisory Committee)	1	22
Family Flicks	2	18
Family Game Day	1	20
Super S.T.A.R.	1	11
Homework Club	14	244

4/13 YA: Kaplan Practice SAT	1	17
4/16 YA: Kaplan Practice SAT Results Workshop	1	13
4/22 Rose Dr. Elementary School 2 nd Grade Library Tour	1	87
4/27 El Día de los Niños, El Día de los Libros	1	125
Total April 2013	45	1,278
Total April 2012	39	1,081
Current FY to date	412	14,783
Previous FY to date	368	15,429

Achievements:

- Brenda Ramirez was named Employee of the Quarter.
- Lori Worden attended a Liebert Cassidy Whitmore training session.
- Coleen Wakai participated in an Infopeople webinar on "What's new in Young Adult Literature."
- Children's staff participated in the Staff Development meeting.
- Brenda Ramirez and Coleen Wakai presented library tours and stories for visiting 2nd grade classes from Rose Dr. Elementary School.
- Brenda Ramirez presented an El Dia de los Ninos program to celebrate children and children's literacy. The event included a puppet show by Swazzle.
- Children's staff completed program plans for children and teens to be included in the Fall 2013/ Winter 2014 eXPLORE Library newsletter.
- Brenda Ramirez presented Preschool and Lapsit storytimes, the COPS and RADD programs, and the Family Flicks movies.
- Coleen Wakai conducted Homework Club, a P-TAC meeting, the Family Game Day, and the Kaplan SAT practice testing and Kaplan testing Results Workshop.
- Lori Worden presented the Super S.T.A.R. storytime.
- Lori Worden attended staff meetings with Jeanette Contreras and library supervisors.
- Lori Worden conducted a Children's staff meeting.
- Children's staff completed their orders for materials for children and teens for this fiscal year.

In progress:

- Children's staff are completing plans and acquiring prizes for this year's Summer Reading program.
- Children's staff are purchasing children's and young adult titles with funds donated by Califa.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Nadia Dallstream, Librarian II
SUBJECT: Adult Services Monthly Activity Report for April 2013
DATE: MAY 20, 2013

MONTHLY STATISTICS

Reference Desk Activity

	April 2013	April 2012	Y-T-D 2012-13	Y-T-D* 2011-12	Y-T-D % change
Reference -- in person	1124	816	9881	8262	19.60%
Reference -- telephone	446	259	3636	2743	32.56%
Reference -- email/chat	4	6	22	33	-33.33%
Technology assistance	507	308	4283	3583	19.54%
Guest passes	150	128	1343	1593	-15.69%
Adult and Children's computer use (desktops)	2533	2614	25465	27497	-7.39%
Adult computer usage (desktop)	2154	2218	21741	23212	-6.34%
Public computer use (express laptops)*	127	477	2579	7778	-66.84%
In library use -- cleanup	3590	3399	32529	32659	-0.40%
Adult Program Attendance	79	111	1473	1035	42.32%
Number of Adult Programs	9	7	72	59	22.03%

**Only 1 Express Laptop Available*

Adult Services Programs

	April 2013	
April 7, 2013	Author Talk: Against My Will by Ben Berkley	11
April 9, 2013	Book Discussion: Gone Girl	18
April 9, 2013	Computer Workshop: Introduction to Computers	11
April 11, 2013	Literacy: Conversation Club	5
April 16, 2013	Computer Workshop: Introduction to Computers	10
April 22, 2013	Job Skills Workshop	7
April 23, 2013	Computer Workshop: Introduction to Computers	9
April 25, 2013	Literacy: Conversation Club	3
April 29, 2013	Job Skills Workshop	5
9 Adult Programs	TOTAL ATTENDANCE	79

Adult Literacy

	April 2013	April 2012	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Number of Tutors	14	11	102	65	56.92%
Number of Students	21	19	141	106	33.02%
Total Number of Participants	35	30	243	171	42.11%

Computer Literacy

	April 2013	April 2012	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Number of Tutors	6	1	38	17	123.53%
Number of Students	7	2	48	27	77.78%
Total Number of Participants	13	3	88	44	100.00%

History Room Activity

	April 2013	April 2012	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % Change
History Room Visitors	10	11	66	77	-14.29%

ACHIEVEMENTS

- *Katie Matas* proctored 9 exams in April.
- *Jeannie Killianey* coordinated 3 computer workshops.
- *Jeannie Killianey* coordinated the "Job Skills" workshop series.
- *Venessa Faber* established a format for eXPLORE newsletter content.
- *Venessa Faber* shifted the language collection.
- *Venessa Faber* created the Constant Contact e-mail newsletter for May's events.
- *Venessa Faber* taught 3 Introduction to Computers classes.
- *Venessa Faber* weeded the Best Sellers and shifted for more Book Discussion items.
- *Venessa Faber* created EOQ Brenda Ramirez's READ poster for the lobby and Trustee Martin's READ poster for the lobby.
- *Venessa Faber* completed Artist Series slide show and bibliography for the computer lab.
- *Venessa Faber* decorated book troughs for April displays: Poet-Tree and Spring Cleaning
- *Venessa Faber* led the April Book Discussion on popular novel *Gone Girl* by Gillian Flynn.
- *Nadia Dallstream, Katie Matas and Wendy Townsend* began leasing program with TEI for adult audio books.
- *Wendy Townsend* hosted Local Author Talk with Ben Berkley on April 7th.
- *Wendy Townsend* continues to write a weekly History Room column for the Placentia News Times.
- *Wendy Townsend* completed Volunteer Appreciation week display, volunteer certificates and gifts.
- *Nadia Dallstream* completed the Budget Worksheets and Performance Measures and PLFF request for funds for 2013/14.

- *Adult Services Staff* completed all print, audiovisual and electronic material orders for FY 2012-2013.

MEETINGS

- *Katie Matas* attended the Monday Huddle meetings on April 1st, 15th, 22nd and 29th.
- *Nadia Dallstream* attended the Supervisor/Manager Meeting on April 10th and 17th.
- *Wendy Townsend* attended the Placentia Historical Committee meeting on April 23rd.
- *Nadia Dallstream and Katie Matas* met on April 3rd, 10th and 18th.
- *Nadia Dallstream and Katie Matas* had their first monthly telephone update with Baker & Taylor representatives on April 10th.
- *Jeannie Killianey and Nadia Dallstream* met on April 18th.
- *Nadia Dallstream, Jeannie Killianey, Venessa Faber, Wendy Townsend & Katie Matas* attended the Staff Budget Meeting on April 24th.
- *Nadia Dallstream* attended the PLD Board Meeting and Board Work Session on April 22nd.
- *Katie Matas* trained 3 CSUF interns to process paperbacks.
- *Venessa Faber, Katie Matas, Wendy Townsend, and Jeannie Killianey* attended the Adult Services Meeting on April 16th.
- *Venessa Faber* met with CSUF interns on April 8th, 10th, and 11th.
- *Venessa Faber and Nadia Dallstream* met on April 3rd, 10th and 24th.
- *Nadia Dallstream and Wendy Townsend* met with Jeanette Contreras to discuss History Room photographs on April 24th.

PROFESSIONAL DEVELOPMENT

- *Katie Matas* attended the Sirsi Dynix user group meeting on April 5th.
- *Katie Matas* trained *Wendy Townsend* on how download records from OCLC on April 4th.
- *Wendy Townsend, Venessa Faber and Jeannie Killianey* attended "Leading from Any Position" workshop on April 23 & 24th.
- *Wendy Townsend and Katie Matas* participated in a book repair training conducted by volunteer Theresa Backes on April 4th.
- *Nadia Dallstream* attended the LCW training on Difficult Conversations on April 17th.

IN PROGRESS

- *Adult Services Staff* is working on the 2013 Adult Summer Reading Program.
- *Wendy Townsend* is working with the History Room volunteers to collect Placentia related news for subject files.
- *Wendy Townsend* is working on the History Room Donation Day and the Memorial Day program.
- *Wendy Townsend and Venessa Faber* are working on the May 11th Volunteer and Literacy Orientations.
- *Wendy Townsend* is researching copyright law as it relates to History Room photographs.
- *Jeannie Killianey* is coordinating three computer workshops for May.
- *Jeannie Killianey* is coordinating the Job Skills workshops into May.
- *Jeannie Killianey* secured a program for May 2014.
- *Jeannie Killianey* continues to make weekly book selections for Rotary members to be honored with a book plaque.
- *Jeannie Killianey* is working on securing a performer for December 2013.
- *Katie Matas* is weeding the Science Fiction collection.

- *Nadia Dallstream* is working on completing a staff member's performance evaluation.
- *Nadia Dallstream* is working on the Summer Reading Celebration.
- *Adult Services Staff* is coordinating programming for September through June 2014.
- *Venessa Faber* continues to create slideshows and bibliographies for the Art Masters Series.
- *Venessa Faber* and Brenda Ramirez are planning the SRP Kickoff.
- *Venessa Faber* is creating the Fall/Winter eXPLORE newsletter.
- *Venessa Faber* is drafting a collection development policy for the 100's and 200's.
- *Venessa Faber* is planning for the H.I.S. House tour of the Library.
- *Venessa Faber* is gathering information for the Employee Appreciation Committee meeting.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Katie Matas, Librarian, Technical Services
SUBJECT: Technology & Website Report for April 2013
DATE: May 20, 2013

On-line database usage

	April 2013	Onsite Usage 4/13	Remote Usage 4/13	April 2012	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
General Reference Center	91	33	58	97	703	724	-3%
Biography In Context*	54	25	29	0	266	0	N/A
Opposing Viewpoints*	42	9	33	0	124	0	N/A
Freegal*	382	N/A	N/A	0	2,811	0	N/A
Heritage Quest	471	N/A	N/A	1,747	5,234	7,220	-28%
Novelist	78	N/A	N/A	114	523	495	6%
Shmoop*	10	N/A	N/A	0	116	0	N/A
Tumblebooks	437	N/A	N/A	403	4,895	4,027	22%
Reference USA	214	N/A	N/A	32	1,436	999	44%
TOTAL DATABASE USAGE	1,779	67	120	2393	13,138	10,663	23%

* New FY 12/13

Website Traffic

	April 2012	April 2012	Y-T-D 2011-12	Y-T-D 2011-12	Y-T-D % change
Website visits	22,185	18,113	210,707	202,249	4%
Page Hits	41,078	35,603	387,134	386,573	0%

ACHIEVEMENTS

- *Nadia Dallstream* coordinated IT Repairs and issues.
- *Laura DeLeon, Fernando Maldonado and Wendy Townsend* updated the Library's website.
- *Saul Ulloa* updated the outside digital sign.
- *Katie Matas* updated the messages on the telephone system.
- *Jeannie Killianey and Brenda Ramirez* updated the Library's Facebook and Twitter Accounts.
- *Jeannie Killianey* continues to add new pins to the library's Pinterest page.
- *Coleen Wakai* updated the Library's Flickr Account.
- *Nadia Dallstream* ordered new laptops and software for all departments.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Meet & Greet with Orange County Register Reporter, Luke Harold

DATE: May 20, 2013

BACKGROUND

Luke received his B.A. in 2011 from La Salle University with degrees in Communication and English. While in college, Luke participated in the La Salle Club Baseball and was also the News Editor for La Salle Collegian, a student-run newspaper. Luke is also a fan of the New Jersey Devils hockey team.

Luke's work history includes:

- Orange County Register – Santa Ana, California
Reporter
March 2013 – Present
Stories: Local news involving the school district, police department and municipal government in Placentia.
- Journal Register Company – Fort Washington, Pennsylvania
Staff Writer
May 2011 – February 2012
Stories: Municipal governments, police departments, school districts and enterprise stories of Abington Township, Cheltenham Township and Jenkintown Borough.
- Chestnut Hill Local – Philadelphia, Pennsylvania
News Intern
January 2011 – April 2011
Stories: Local news in Chestnut Hill
- Philadelphia Inquirer – Philadelphia, Pennsylvania
City Desk Intern
September 2010 – December 2010
Stories: Local news involving police, education, and breaking stories.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Public Hearing for the Budget for Fiscal Years 2013-2015
DATE: May 20, 2013

BACKGROUND

The Fiscal Years 2013-2015 Budget for the General Fund was presented to and reviewed by the Library Board of Trustees at its April 22, 2013 Unusual Date Meeting and scheduled for Public Hearing at the Library Board's May 20, 2013 Regular Meeting.

Legal Notices

The Notice of Public Hearing for the Proposed Budget for Fiscal Year 2013-2015 for the Placentia Library District was sent to the Orange County Register, posted in the Library's public bulletin board and on the Library's website.

Public Hearing

A Public Hearing needs to be conducted for the Proposed Budget for Fiscal Years 2013- for the Placentia Library District. The guidelines for conducting a Public Hearing are in Attachment A.

Budget Resolution

The Fiscal Years 2013-2015 Budget for all District Funds needs to be adopted by Resolution 14-01. Attachment B is Resolution 14-01.

Attachment C is the proposed Revenue for Fiscal Years 2013-2015.

Attachment D is the proposed Expenditures for Fiscal Years 2013-2015.

Attachment E is the Departmental Budget Worksheets for Fiscal Years 2013-2015

RECOMMENDATIONS

1. Conduct Public Hearing on the Budget for Fiscal Years 2013-2015 as published.
2. Finalize Placentia Library District Budget for Fiscal Years 2013-2015.
3. Motion to read Resolution 14-01 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Years 2013-2015 Budget for the Placentia Library District of Orange County.
4. Motion to adopt Resolution 14-01 by a roll call vote.

Public Hearing Procedures

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

RESOLUTION 14-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ADOPT
FISCAL YEAR 2012-2013 BUDGET FOR
THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

WHEREAS, the preliminary budget for the Placentia Library District of Orange County for Fiscal Year 2013-2015 were reviewed at the Unusual Date Meeting of the Board of Trustees on April 20, 2013; and

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

THEREFORE BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the budget for Fiscal Year 2013-2015, and implements such on July 1, 2013 as \$2,132,414 for Fiscal Year 2013-2014 and \$2,174,102 for Fiscal Year 2014-2015 for a total of \$4,306,516 for both fiscal years.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)

)ss.

County of Orange)

I, Gayle Carline, 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 twentieth day of May 2013.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twentieth day of May 2013.

Gayle Carline, Secretary
Board of Trustees of the Placentia Library District

Placentia Library District

Proposed Revenue Budget for Fund 707 for Fiscal Year 2013-2015

Object Code	Category	FY 2011-2012 ACTUAL	FY 2012-2013 APPROVED	FY 2013-2104 PROPOSED	FY 2014-2015 PROPOSED
6210-00	Current Secured	1,705,891	1,771,932	1,807,371	1,843,518
6210-01	Public Utility	24,521	25,284	25,790	26,306
6210-04	Teeter Plan - Current Delinquent	0			
	SUB-TOTAL CURRENT SECURED	1,730,412	1,797,216	1,833,161	1,869,824
6230-00	Prior Secured	0			
	TOTAL SECURED	1,730,412	1,797,216	1,833,161	1,869,824
6220-00	Current Unsecured	69,801	76,781	78,317	79,883
6240-00	Prior Unsecured	0			
	TOTAL UNSECURED	69,801	76,781	78,317	79,883
6690	HOMEOWNER	15,368	16,905	17,243	17,588
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	1,815,581	1,890,902	1,928,721	1,967,295
6250	SPECIAL DISTRICT AUGMENTATION		3,870	3,947	4,026
6260/6540	PENALTIES/DELINQUENCIES		1,620	1,652	1,685
6280-00	SUPPLEMENTAL - CURRENT	22,366	24,602	25,094	25,000
6300	SUPPLEMENTAL - PRIOR				
6610-00	INTEREST				
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR		30,092	30,693	31,307
TOTAL PROPERTY TAX REVENUE		1,837,947	1,920,994	1,959,414	1,998,602
6970	STATE LIBRARY & STATE	0	0		
7130	BANKRUPTCY RECOVERY DISTRIBUTIONS				
7615	TRANSFER FROM OTHER LIBRARY FUNDS				
7670	LOCAL REVENUE				
	Fines & Fees	60,000	35,000	45,000	50,000
	Passports	60,000	55,000	70,000	75,000
	Meeting Room Fees	7,000	5,500	8,000	10,000
	DVD Rentals	5,500	5,000	6,000	6,000
	Test Proctor	2,000	3,000	4,000	4,500
TOTAL STATE & LOCAL REVENUE		134,500	103,500	133,000	145,500
SURPLUS FROM PREVIOUS FISCAL YEAR		110,000	70,000	40,000	30,000
7680	6 MO. EXPIRED (OUTLAW) CHECKS				
TOTAL REVENUE		2,082,447	2,094,494	2,132,414	2,174,102

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Years 2013-2015

OBJECT CODE	DESCRIPTION	FY2011-2012 ACTUAL	FY 2012-2013 APPROVED	FY 2013-2014 PROPOSED	FY 2014-2015 PROPOSED
0100	Salaries & Wages (SS&MDCRE)	957,042	1,070,862	1,107,523	1,153,845
0200	Retirement (Pension Contribution)	62,783	37,960	41,644	43,848
0301	Unemployment Insurance	10,972	11,000	9,000	8,000
0306	Health Insurance	129,139	166,441	190,893	216,734
0308	Dental Insurance	15,460	15,500	15,917	16,192
0309	Life Insurance	6,727	7,400	7,568	7,870
0310	Long Term Disability Insurance	3,725	4,000	4,008	4,100
0319	Vision Insurance	2,409	2,600	2,574	2,626
	EAP	635	800	715	787
	Total Employee Insurance	158,095	196,741	221,675	248,309
0350	Workers Compensation - General	2,652	10,000	10,000	10,000
TOTAL SALARIES & EMPLOYEE BENEFITS		1,191,544	1,326,563	1,389,842	1,464,002
0700	Communications	8,237	12,000	25,000	27,000
0900	Food	1,745	1,500	2,000	2,000
1000	Household Expense	12,491	10,000	12,000	13,000
1100	Insurance	11,929	13,000	12,000	13,000
1300	Maintenance of Equipment	16,873	20,000	25,000	20,000
1400-0710	HVAC	3,844	4,000	4,000	4,200
1400-0711	Carpet Cleaning	200	800	2,400	2,400
1400-0712	Groundskeeping, city of Placentia	19,140	28,000	25,000	25,000
1400-0713	Plumbing	904	50,000	10,000	5,000
1400-0714	Electric	1,972	0	2,100	2,500
1400-0715	Cleaning Services	612	0	700	700
1400-0716	Locksmith	1,607	300	300	300
1400-0717	Other	2,093	1,900	4,000	5,000
1400	Total Maintenance of Building & Grounds	30,372	85,000	48,500	45,100
1600	Memberships	12,549	14,000	12,000	12,000

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Years 2013-2015

OBJECT CODE	DESCRIPTION	FY2011-2012 ACTUAL	FY 2012-2013 APPROVED	FY 2013-2014 PROPOSED	FY 2014-2015 PROPOSED
1700	Miscellaneous Expense	0		500	500
1800-0725	Library Supplies	9,652	13,000	14,000	10,000
1800-0726	Printing	10,624	11,000	14,000	14,000
1800-0727	Paper		1,000	1,000	1,500
1800-0728	Other Office Supplies	8,607	5,000	7,872	5,000
1800	Office Supply Expense	28,883	30,000	36,872	30,500
1803	Postage Expense	4,708	5,000	5,500	6,000
	Employee Assistance Program/SDRMA				
1900-0737	Anaheim Library Automated Library System	31,554	35,000	35,000	35,000
1900-0738	Library Board Consultants & Legal	6,247	20,000	10,000	10,000
1900-0739	Computer Services	9,252	25,000	25,000	30,000
1900-0740	Tax Collection Services & Fees by Orange County & LAFCO	26,217	19,000	19,000	19,000
	Medical Exams	0	500	500	500
1900-0741	Collection Services - Accounts Receivable	4,498	2,200	2,200	2,500
1900-0742	Audit & Accounting Services	12,500	15,000	14,000	14,500
1900-0743	Payroll Preparation	7,558	7,000	7,500	7,500
1900-0744	Election Expenses	0	25,000	0	19,000
1900-0745	Staff Training in Library	0	200	500	500
1900-0746	Grants	0	0	0	
1900-0747	Program	0	0	0	
1900-0748	Other	568	25,000	20,000	10,000
1900	Total Specialized Services - General Fund	98,394	173,900	133,700	148,500
1912	Investment Administrative fees for Orange County	720	1,500	1,500	1,500
2000	Total Legal Notices	277	1,000	500	500
2100	Rents/Leases-Equipment	564	500	1,000	1,000
2200	Semi-Annual Bond Payment, Energy Loan & Civic Center Loa	28,179	30,000	15,000	0
2400-0760	Special Department Expense - Library Materials	202,016	203,731	157,000	171,200
2400-0761	Special Department Expense - Programs	16,933	8,000	5,000	3,000
2400	Total Special Department Expense	218,949	211,731	162,000	174,200
2600	Transportation/Travel - Local Mileage	1,577	2,000	2,000	2,000
2700-0765	Transportation/Travel - Meetings, Staff Out of Town	5,574	3,000	8,500	4,000

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Years 2013-2015

OBJECT CODE	DESCRIPTION	FY2011-2012 ACTUAL	FY 2012-2013 APPROVED	FY 2013-2014 PROPOSED	FY 2014-2015 PROPOSED
2700-0766	Transportation/Travel - Meetings, Staff Local	1,435	600	2,000	2,100
2700-0767	Transportation/Travel - Meetings, Board Out of Town	1,348	5,000	12,000	9,000
2700-0768	Transportation/Travel - Meetings, Board Local	2,765	400	3,000	3,000
2700	Total Transportation/Travel - Meetings	11,122	9,000	25,500	18,100
2800-2801	Electricity	50,221	75,000	54,500	56,000
2800-2802	Gas	7,090	9,000	9,000	9,500
2800-2803	Water	8,084	13,500	10,000	11,000
2800	Total Utilities	65,395	97,500	73,500	76,500
TOTAL SUPPLIES & SERVICES		552,964	717,631	594,072	591,400
3700	Taxes, Assessments (Sales Tax & Sewer Assessment)	8,139	8,300	8,500	8,700
4000	Total Equipment	59,248	21,000	55,000	100,000
4200	Structures/Improvements	20,000	10,000	85,000	10,000
TOTAL FIXED ASSETS		87,387	39,300	148,500	118,700
4700	Payment to Refunded Debt Escrow Ags				
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND				
5200	Cofingencies/Reserves	23,780	0	0	
TOTAL EXPENSES		1,855,675	2,083,494	2,132,414	2,174,102

May 20, 2013

ADMINISTRATION

STATEMENT OF PURPOSE

To support the Library Board of Trustees, staff, community partners and the public of the Placentia Library District in a variety of ways that enables our internal and external success in achieving their established goals. The Placentia Library District Administration conducts day-to-day operations that keep the Library functioning efficiently with ardent attention to high quality customer service. These responsibilities include finance, human resources, purchasing, budget reports, maintenance of Library facilities, technology management, board agenda preparation and minutes, management of safety programs, and public relations.

ACCOMPLISHMENTS IN FY 2012-2013

- Maintained library hours, staffing and benefit levels.
- Procured a vendor for IT services.
- Procured an interior designer to begin the remodeling of the meeting room and staff lounge.
- Worked with trustees to finalize the facility improvement request for proposals.
- Secured \$100,000 From the Placentia Library Friends Foundation for the facility improvement projects.
- Procured the service of a Strategic Planning Consultant.
- Upgraded library staff computers for improved efficiency.
- Made available new laptops for public and staff use.
- Presented the new biennial 2013-2015 Fiscal Year Budget for adoption on June 2013.
- Obtained \$1,212 from SDRMA through the Worker's Compensation & Property/Liability Insurance Incentive Program.
- Secured over \$35,000 from PLFF for library programs.
- Produced and mailed nearly 19,000 copies of the Library's new eXPLORE newsletter.
- Participated in community events including the Heritage Parade & Festival, Tamale Festival, and National Night Out.
- Partnered with Rotary and City of Placentia to coordinate the Easter Eggcitement event.
- Presented job description recommendations to the Library Board of Trustees for review and approval.
- Provided training opportunities to staff including attendance at library conferences, labor and employee relations workshops, technology and customer service webinars, and a creative approach lecture.
- Facilitated two half-days Staff Development Day for staff to discuss and solicit input for the budget.
- Recognized four library staff for the Employee of the Quarter Award.
- Supported library staff in their goal towards the library and information science masters degree.
- Coordinated the Summer Reading Celebration event with library staff.
- Provided ongoing assistance and support to PLFF for the Author's Luncheon with Dean Koontz. Event raised over \$17,000.
- Collaborated with the Placentia Library School District to offer a new storytime program featuring Superintendent Doug Domene.
- Authorized PLFF to install a pen machine by passport office to sell pens for patron use.
- Coordinated and participated in the statewide Shake Out Drill.
- Replaced public drinking fountain.

ADMINISTRATION

- Worked with the City to ensure the completion of the following JPA-related issues and enhance the safety of staff, patrons, and volunteers:
 - Sealed cracks in the parking lot
 - Trimmed hedges to knee-high
 - Removed tree that was causing damage to the walkway
 - Installed 6 parking stops allowing for wider walk path

ACTION PLAN FOR FY 2013-2014

- Secure funding from PLFF for the remodeling of the meeting room and staff lounge.
- Implement the strategic plan.
- Produce and provide an Annual Report.
- Implement satisfaction survey to retrieve feedback from staff, trustees, and PLFF.
- Provide supervisory training opportunities to all managers and supervisors.
- Offer staff attendance to the American Library Association and Public Library annual conferences.
- Work with staff to ensure the implementation of i-pad stations.
- Provide necessary resources to staff for a successful Passport Day campaign.
- Provide a report on the existing ceiling and lightning seismic condition with solutions.
- Complete the facility improvement projects.
- Ensure a 90% participation in all safety programs from staff.
- Continue to process and complete reimbursements within a one-week turnaround.
- Make available Library Board of Trustees meeting agendas and minutes a week prior to the following meeting.
- Provide copy machine for staff use only.
- Make available a self checkout machine for public use.
- Implement quarterly carpet/upholstery cleaning.
- Implement quarterly pest control maintenance.
- Expand broadband and bandwidth service.
- Coordinate efforts with the City to install lights on wall of parking lot.
- Replace exterior building casing.
- Replace eroded exterior drain pipes.
- Work with staff to provide a Staff Appreciation & Recognition Dinner for library staff, trustees, and PLFF.
- Facilitate two half-days Staff Development Day for staff to discuss and solicit input for the budget.

ACTION PLAN FOR FY 2014-2015

- Continue to provide supervisory training opportunities to all managers and supervisors.
- Offer staff attendance to the California Library Association conference.
- Begin discussion for a new marketing strategy plan.
- Begin the process of conducting a Classification and Compensation Study.
- Present a recommendation for the backup generator project.
- Establish updated and relevant Emergency Response Management System for the Placentia Library District.
- Continue to process and complete reimbursements within a 12-day turnaround.

ADMINISTRATION

- Seek grant opportunities.
- Implement additional library hours and operate 7 days a week.
- Execute marketing plans for meeting room usage.
- Present a recommendation for the replacement of the plumbing system.
- Present replacement options for the main water heater system.
- Facilitate two half-days Staff Development Day for staff to discuss and solicit input for the budget.

PERFORMANCE MEASURES

	Objective FY 13-14	Objective FY 14-15
Service Levels		
# of RFPs handled	4	3
# of purchase requisition processed	240	244
# of accounts payable processed	260	267
# of reimbursements processed	156	160
# of deposits handled and delivered	104	104
# of Board agendas and packets prepared	15	15
# of public / staff / trustees / PLFF inquiries handled	30	25
# of safety-related materials provided	20	20
# of facility-related requests and incidents handled	12	12
# of new employees processed	2	1
# of performance evaluation processed	25	26
# of press releases submitted	12	14
# of staff in-service training provided	2	2
# of workshops/training offered	18	19
# of conferences offered	4	4
# of community and special events participated	3	3
Efficiency		
Response time to inquiries	7 days	6 days
Turnaround time for reimbursements	14 days	12 days
Turnaround time for requisitions	14 days	12 days
Effectiveness		
Satisfaction of service (Out of a 1-5 rating scale)	3.5	3.75

ADULT SERVICES

STATEMENT OF PURPOSE

To serve the public by providing friendly and expeditious access to all materials in various formats, increasing awareness of materials and new technologies and encouraging lifelong learning through materials and programs.

ACCOMPLISHMENTS IN FY 2012-2013

- *Collection Development:* Researched and selected new online resources for patrons including Freegal, Biography in Context and Opposing Viewpoints; updated and created new bibliographies; added signage, displays and shifted materials to highlight new and featured items; added an audio book leasing plan to increase availability of best seller items.
- *Computer Workshops:* Offered 29 Computer Workshops, expanded reach of program by offering classes for intermediate level students that are taught by Microsoft Certified Instructors, created new and updated materials including handouts for students and pathfinders which will be accessible via the Library website.
- *History Room:* Updated and implemented new policies and procedures to increase availability and access to the collection, recruited and trained volunteers to assist with processing donations and collecting local news, provided free outreach programs for the community, provided weekly photos and articles for the Placentia News-Times, collaborating with the city to hold the 1st Placentia Donation Day Event.
- *Literacy Services:* Implemented new recruitment and training procedures for Adult Literacy tutors that have increased the number of tutors and as a result the number of students has also increased; offered a new Conversation Club that provides English Language Learners who may or may not have a tutor the opportunity to practice listening and speaking in English; updated the Library website and Literacy applications.
- *Professional Development:* All staff have participated in training in Horizon, Reference USA and Baker and Taylor; over 15 additional programs, workshops and webinars have been attended by Adult Services Staff.
- *Programming:* The number of programs offered and the number of participants have increased over 500% in the last 4 years going from 16 to 92 programs and from 300 to 1750 participants.
- *Publicity:* Adult Services staff members designed and formatted the Library's biannual newsletter; updated and expanded the library's social media presence on Facebook, Twitter and Pinterest; established subscription with Constant Contact and staff manages, creates and sends updates via e-mail to Library's contact list; authored and submitted articles that have been printed in the Placentia News-Times.
- *Technical Services:* Identified, addressed and improved the time it takes from ordering materials to making them available to the public; moved to new location and created a more efficient workspace by organizing materials and supplies into a centralized location.
- *Volunteer Services:* Expanded program to include more One Stop workers, and interns from Cal State Fullerton, Val-Tech Program, San Jose State University, University of California-Irvine and University of Phoenix; updated the library website, VolunteerMatch.com and the Library's Volunteer Application.

ADULT SERVICES**ACTION PLAN FOR FY 2013-2014**

- *Collection Development:* Complete weeding of entire Adult Collection. Review online resources; research e-book platforms.
- *Computer Workshops:* Offer 2-4 advanced courses per year to appeal to a wider audience.
- *History Room:* Establish a schedule for converting materials to current standard formats; and apply to one grant each year.
- *Literacy Services:* Increase number of tutors by 5% over by actively recruiting tutors and exploring new recruitment options.
- *Professional Development:* Provide two training opportunities per staff each year; allow time for participation in free webinars, tutorials and onsite training on databases and technology.
- *Programming:* Increase attendance by collaborating with other organizations.
- *Publicity:* Continue to design and format Library's biannual newsletter; continue to update the Library's social media and expand use of Pinterest to gain new followers; send monthly blast emails to promote programs.
- *Technical Services:* Develop a schedule for adding donated and miscellaneous items to the collection; train staff on acquisitions module.
- *Volunteer Services:* Continue working with students to provide placements at the Library; recruit interns from SJSU, CSUF and UCI.

ACTION PLAN FOR 2014-2015

- *Collection Development:* Create and implement a monthly weeding schedule. Update the website and publicity materials to promote online resources; expand the e-book collection.
- *Computer Workshops:* Provide Computer Workshop Handouts on the Library's website.
- *History Room:* Begin conversion of materials to current standard format starting with VHS; and apply to one grant each year.
- *Literacy Services:* Increase number of tutors by 5% by actively recruiting tutors and exploring new recruitment options.
- *Professional Development:* Provide two training opportunities per staff each year; allow time for participation in free webinars, tutorials and onsite training on databases and technology.
- *Programming:* Offer 4 programs a year that promote the Library's collection and digital resources.
- *Publicity:* Continue to design and format Library's biannual newsletter; continue to update the Library's social media and update the Library's Website Online Resources page to make it more attractive and comprehensive; send monthly blast emails to promote programs to specific groups.
- *Technical Services:* Train staff on updating catalog records to decrease by 50% the amount of time it takes to add new and donated items to the collection.
- *Volunteer Services:* Continue working with students to provide placements at the Library; recruit adult volunteers by offering opportunities for volunteers to use their area of expertise to assist the Library.

ADULT SERVICES

PERFORMANCE MEASURES	Objective FY 13-14	Objective FY 14-15
Service Levels		
Books (volumes) Added	4,000	4,000
Books (volumes) Held	42,000	41,000
Magazines (volumes) Added	ND	ND
Magazines (volumes) Held	ND	ND
Total Print Items in the Collection	ND	ND
Number of Print Items Per Registered Borrower	ND	ND
Audio Books Added	200	200
Audio Books Held	1,600	1,550
DVDs Added	200	200
Total DVDs	2,800	2,500
CDs Added	50	50
Total CDs	ND	ND
Total Non-Print Items in the Collection	ND	ND
Total Adult Print & Non-Print Items in the Collection	50,000	6,000
Overdrive- Use	5,500	6,000
Adult Databases- Number/Use	5/13,000	6/15,000
Reference Questions (omit directional)	22,000	22,500
Total Adult Coll. Circulation (omit e-books)	78,000	80,000
Adult Programs – Number/Attendance	75/1500	75/1600
Tests Proctored	85	90
History Room Visitors	80	85
History Room Photo Requests – Number	5	5
Community Meetings/Outreach – Number	5	10
Adult Literacy Tutors	30	35
Adult Literacy Students	50	55
Computer Literacy Tutors	12	13
Computer Literacy Students	17	18
Uses of Adult Computers	30,000	31,000
Grants – Submitted/Received	1/1	2/2
Efficiency		
Turnover	1.5	1.75
Cost per item loaned (budget/turnover)	TBD	N/A
Effectiveness		
Total Registered Adult Borrowers	25,000	26,000

CIRCULATION

STATEMENT OF PURPOSE

To provide unquestionable customer service by providing assistance with checkout, renewal and return of library materials, shelve and retrieve library materials, process interlibrary loan (ILL) requests, handle meeting room reservations, ensure accuracy and currency of information displayed on website and electronic signage, and process passport activities.

ACCOMPLISHMENTS IN FY 2012-2013

- Passed the U.S. Department of State passport agent annual recertification.
- Improved all shelves in the workroom by, consolidating all media to one section and removed unused shelves to facilitate the tracking of books.
- Achieved Service Desk Binder containing interdepartmental promotional flyers, and all circulation statistics to facilitate the collection of raw data, and increase staffs knowledge of current and future library events, and programs.
- Processed 203,446 item returns.
- Registered 33,064 library borrowers.
- Handled 220 fax requests.
- Maintained claims return list at less than 8 items per month.
- Monitored restrooms hourly to maintain a clean and pleasant environment for our patrons.
- Staff participated in e-reader tablets training, staff development, and Supervisor attended Liebert, Cassidy, and Whitmore trainings.
- Handled new book processing and receiving at a 90% success rate.
- Completed staff cross-training of vending duties, disk cleaning, display, marquee, and website upkeep.

ACTION PLAN FOR FY 2013-2014

- Maintain a 90% accuracy rate for processed passport applications.
- Improve passport application execution time to 15 minutes per application.
- Manage to keep claims return list under 5 books.
- Sustain a 90% accuracy rate when processing cash box transactions.
- Continue to shelve library items 3 days after they are returned.
- Preserve 90% timely upkeep of set up and break down of meeting room events.
- Hold webpage, power point, and marquee 100% relevant.
- Provide staff training for self-service check out machine.
- Launch a passport marketing campaign.
- Offer online library card application.
- Provide opportunity to staff for training, workshops, or conferences.
- Plan and implement cross-training assignments for staff and their assigned tasks.
- Increase number of passport applications processed by 2%.
- Create a brochure to promote room rentals.

CIRCULATION**ACTION PLAN FOR FY 2014-2015**

- Maintain a 92% accuracy rate for processed passport applications.
- Decrease passport application execution time from 15 to 10 minutes per application.
- Manage claims return list to keep under 4 books.
- Sustain a 92% accuracy rate when handling cash transactions.
- Continue to shelve library materials 2 days after they are returned.
- Improve to 92% timely upkeep of set up and break down of meeting room events.
- Continue 100% relevance of webpage, power point, and marquee.
- Offer staff training and workshops to staff.
- Increase number of passport applications processed by 2%.
- Increase one (1) Library Clerk position from 15hrs. to 19 hrs.
- Partner with travel agencies, post offices and other local businesses to promote passport services.

PERFORMANCE MEASURES

	Objective FY 13-14	Objective FY 14-15
Service Levels		
# of interlibrary loan (ILL) processed	6,267	6,392
# of items checked-out	203,815	207,891
# of passport applications processed	3,011	3,071
# of passport photos taken	1,326	1,352
# of new patrons registered	3,704	3,778
# of attendance	277,863	286,420
# of registered card holders	33,725	34,399
# of meeting room reservations processed	144	147
Efficiency		
# of Staff per 10,000 Circulation *	.37	.37
# of Staff per 1,000 Served **	.14	.14
Effectiveness		
% of Placentia residents with library cards ***	65%	67%

*This statistic measures staff workload relative to circulation.
(Staff per 10,000 Circulation = Total Staff FTE / [Circulation / 10,000]).

**This statistic measures the level of staffing relative to the legal service area population.
(Staff per 1,000 Served = Total Staff FTE / [Legal Service Area / 1,000]).

***This statistic measures the percentage of Placentia residents with a library card within the legal service area population. (% of Placentia residents with library card = # of registered card holders / legal service area population).

CHILDREN'S & TEEN SERVICES

STATEMENT OF PURPOSE

Provide quality materials and programs to meet the educational, recreational, and cultural needs of children, teens, and families.

ACCOMPLISHMENTS IN FY 2012-2013

- Conducted a successful Summer Reading Program from June - August 2012 with over 1,200 children and teens participating.
- Collaborated with the Placentia-Yorba Linda Unified School District (PYLUSD) and began our new R.A.D.D. (Read and Achieve with Dr. Domene) storytime program for school-age children.
- Conducted Camp Library with 70 campers attending.
- Collaborated with the Adult Services department, the OC Astronomer's Club, and CSUF to present the Star Gazing event in the Fall; over 80 persons attended.
- Presented holiday programs for children and teens, including a Halloween crafts program, Library Haunt, Winter Wonderland with a special visit from Santa, and the Valentine's Day storytime and craft program.
- Conducted a successful Easter Eggcitement program in collaboration with the Placentia Rotary Club, PLFF, and the Placentia Round Table Women's Club. Staff co-chaired this event with the Placentia Rotary Club. Staff also presented storytimes for this event. Over 1,000 children and adults attended.
- Offered preschool and lapsit storytimes, and continued the C.O.P.S. storytime with partnership with the Placentia Police Department and Chief Hicks.
- Offered the Homework Club during the school year.
- Presented an El Dia de los Ninos, Children's Book Day, program with a puppet show by "Swazzle."
- Offered P-TAC meetings for teen volunteer opportunities at the library, and teen programs including Le Teen Cafes and Family Game Days.
- Presented three Kaplan SAT, ACT, and PSAT practice testing opportunities for teens.
- Supervised teen volunteers during our Summer Reading programs; provided training for over 75 summer teen volunteers.
- Offered nine monthly Super S.T.A.R. storytimes for children with autism and their families; conducted monthly F.I.R.S.T. family reading time programs.
- Participated in professional development and training: staff attended the CLA conference in San Jose ; "Creating Latino Community Engagement Through Local History," presented by the Orange County chapter of REFORMA; the ALA conference in Anaheim ; SCLC meetings for Children's Librarians including the Performer's Showcase; SCLC meetings for Young Adult librarians; and a SCLC workshop on "YA Literature at Your Library."
- Used Flickr, Facebook and Twitter accounts to present information about library events.
- Participated in the Placentia Heritage Day; Summer Reading program winner participated in library float; staff represented the library at Tri City Park at the library booth and handed out flyers and information pertaining to library events.
- Created seasonal displays and bulletin boards in the Children's area and Teen Zone, and the entry display case near main doors. Also created displays for the library display case every other month.
- Purchased over 50 e-books for children and teens.

CHILDREN'S & TEEN SERVICES

ACTION PLAN FOR FY 2013 - 2014

- Plan a computer class for teens for the computer lab.
- Plan a bilingual program in Spanish and English for families.
- Increase e-book purchases by 5% for materials for children and teens.
- Increase circulation by adding booklists for all Children's and Young Adult collections.
- Begin new video game circulating collection; add 25 new video games.
- Apply for grants for children's and/or teen programming, including the Target Early Childhood and REFORMA grants.
- Increase P-TAC presence in Children's Department by assisting staff with library displays and endcaps.
- Staff member attend the CLA Conference.
- Staff members participate in Infopeople workshops on collection development, and technology.
- Staff members participate in Liebert Cassidy Whitmore training sessions.

ACTION PLAN FOR FY 2014 - 2015

- Hire new 15 hrs. Children's Library Assistant position.
- Plan a craft or "snack and study" event for tweens.
- Create a parenting program or series.
- Conduct a Star Gazing event.
- Explore ways to continue to outreach and coordinate with PYLUSD.
- Purchase new Children's Department paperback rack.
- Apply for grants for children's and/or teen programming.
- Increase e-book purchases by 5% for materials for children and teens.
- Post sample storytimes on the library website for patrons.
- Purchase 25 additional video games for circulating video game collection.
- Staff member attend a library conference.
- Staff members participate in Liebert Cassidy Whitmore training sessions.
- Staff participate in Infopeople workshops on customer service, and technology.

PERFORMANCE MEASURES

Service Levels	Objective FY 2013 - 2014	Objective FY 2014 - 2015
Children's Books (volumes) Added	4,000	3,500
Young Adult Books (volumes) Added	1,500	1,300
Books (volumes) Held	40,000	42,000
Audio Books Added	35	35
Audio Books Held	300	325
DVDs Added	200	225
Total DVDs	2,000	2,025
Total Children's & Young Adult Materials	44,000	45,000
Number of Databases/Usage	6/ ND	6/ ND

CHILDREN'S & TEEN SERVICES

Class Visits – Number/Attendance	20/1,500	25/2,000
Library Tours – Number/Attendance	5/200	7/250
Reference Questions Answered	9,200	9,300
Total Children's Circulation (omit e-books)	108,000	109,000
Total Young Adult Circulation (omit e-books)	13,000	13,500
Children's Programs – Number/Attendance	360/17,00	370/17,500
Young Adult Programs – number/attendance	60/2,000	65/2,200
Computers -Number/Usage	13/5,000	13/ 5,500
Grants – Submitted/Received	1	2
Efficiency		
Turnover	1.5	1.75
Cost per item loaned (budget/turnover)	N/D	N/A
Effectiveness		
Total Registered Children's & Young Adult Borrowers	8,500	8,800

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Public Hearing for the Exempt and Non-Exempt Salary Schedules for Fiscal Year 2013-2015
DATE: May 20, 2013

BACKGROUND

The Fiscal Year 2013-2015 Salary Schedules for Exempt and Non-Exempt employees were presented to and reviewed by the Library Board of Trustees at its April 20, 2013 Unusual Date Meeting and scheduled for Public Hearing at the Library Board's May 20, 2013 Date Meeting.

Legal Notices

The Notice of Public Hearing for the Proposed Exempt and Non-Exempt Salary Schedules for Fiscal Year 2013-2015 for the Placentia Library District were sent to the Orange County Register and posted in the Library's public bulletin board.

Public Hearing

A Public Hearing needs to be conducted for the Proposed Exempt and Non-Exempt Salary Schedules for 2013-2015 Fiscal Year for the Placentia Library District. The guidelines for conducting a Public Hearing are in Attachment A.

Budget Resolution

The Fiscal Year 2013-2015 Salary Schedules for Exempt and Non-Exempt Employees need to be adopted by Resolution 14-02. Attachment B is Resolution 14-02.

Attachment C is the proposed Salary Schedules for Fiscal Year 2013-2015.

RECOMMENDATIONS

1. Conduct Public Hearing on the Exempt and Non-Exempt Salary Schedules for Fiscal Year 2013-2015 as published; and,
2. Finalize Placentia Library District Exempt and Non-Exempt Salary Schedules for Fiscal Year 2013-2015; and,
3. Motion to read Resolution 14-02 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Salaries for Employees of the District for Fiscal Year 2013-2015; and,
4. Motion to adopt Resolution 14-02 by a roll call vote.

Public Hearing Procedures

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

PLACENTIA LIBRARY DISTRICT
PROPOSED SALARY SCALE FOR FISCAL YEAR 2013-2014
NON-EXEMPT

	1	2	3	4	5	6	7	8	9	10
LIBRARY PAGE	HR	832	853	874	896	918	941	965	989	1014
	PP	665.60	682.24	699.30	716.78	734.70	753.07	771.89	791.19	810.97
	AN	17,305.60	17,738.24	18,181.70	18,636.24	19,102.14	19,579.70	20,069.19	20,570.92	21,085.19
	MO	1,442.13	1,478.19	1,515.14	1,553.02	1,591.85	1,631.64	1,672.43	1,714.24	1,757.10
LIBRARY AIDE	HR	982	1007	1032	1058	1084	1111	1139	1167	1196
	PP	785.60	805.24	825.37	846.01	867.16	888.83	911.06	933.83	957.18
	AN	20,425.60	20,936.24	21,459.65	21,996.14	22,546.04	23,109.69	23,687.43	24,279.62	24,886.61
	MO	1,702.13	1,744.69	1,788.30	1,833.01	1,878.84	1,925.81	1,973.95	2,023.30	2,073.88
LIBRARY CLERK	HR	1412	1447	1483	1521	1559	1598	1637	1678	1720
	PP	1,129.60	1,157.84	1,186.79	1,216.46	1,246.87	1,278.04	1,309.99	1,342.74	1,376.31
	AN	29,369.60	30,103.84	30,856.44	31,627.85	32,418.54	33,229.01	34,059.73	34,911.23	35,784.01
	MO	2,447.47	1,875.47	1,922.27	1,970.80	2,019.33	2,769.08	2,838.31	2,909.27	2,982.00
CIRCULATION SUPERVISOR	HR	1597	1637	1678	1720	1763	1807	1852	1898	1946
	PP	1,277.60	1,309.54	1,342.28	1,375.84	1,410.23	1,445.49	1,481.62	1,518.66	1,556.63
	AN	33,217.60	34,048.04	34,899.24	35,771.72	36,666.02	37,582.67	38,522.23	39,485.29	40,472.42
	MO	2,768.13	2,837.34	2,908.27	2,980.98	3,055.50	3,131.89	3,210.19	3,290.44	3,372.70
FACILITY MAINTENANCE TECHNICIAN	HR	1814	1859	1906	1953	2002	2052	2104	2156	2210
	PP	1,451.20	1,487.48	1,524.67	1,562.78	1,601.85	1,641.90	1,682.95	1,725.02	1,768.15
	AN	37,731.20	38,674.48	39,641.34	40,632.38	41,648.18	42,689.39	43,756.62	44,850.54	45,971.80
	MO	3,144.27	3,222.87	3,303.45	3,386.03	3,470.68	3,557.45	3,646.39	3,737.54	3,830.98
LIBRARY ASSISTANT	HR	1896	1943	1992	2042	2093	2145	2199	2254	2310
	PP	1,516.80	1,554.72	1,593.59	1,633.43	1,674.26	1,716.12	1,759.02	1,803.00	1,848.07
	AN	39,436.80	40,422.72	41,433.29	42,469.12	43,530.85	44,619.12	45,734.60	46,877.96	48,049.91
	MO	3,286.40	3,368.56	3,452.77	3,539.09	3,627.57	3,718.26	3,811.22	3,906.50	4,004.16
ADMINISTRATIVE ASSISTANT	HR	2226	2282	2339	2397	2457	2519	2581	2646	2712
	PP	1,780.80	1,825.32	1,870.95	1,917.73	1,965.67	2,014.81	2,065.18	2,116.81	2,169.73
	AN	46,300.80	47,458.32	48,644.78	49,860.90	51,107.42	52,385.11	53,694.73	55,037.10	56,413.03
	MO	3,858.40	3,954.86	4,053.73	4,155.07	4,258.95	4,365.43	4,474.56	4,586.43	4,701.09
LIBRARIAN I	HR	2241	2297	2354	2413	2474	2535	2599	2664	2730
	PP	1,792.80	1,837.62	1,883.56	1,930.65	1,978.92	2,028.39	2,079.10	2,131.08	2,184.35
	AN	46,612.80	47,778.12	48,972.57	50,196.89	51,451.81	52,738.10	54,056.56	55,407.97	56,793.17
	MO	3,884.40	3,981.51	4,081.05	4,183.07	4,287.65	4,394.84	4,504.71	4,617.33	4,732.76
ADULT/CHILDREN'S SUPERVISOR	HR	2611	2676	2743	2812	2882	2954	3028	3104	3181
	PP	2,088.80	2,141.02	2,194.55	2,249.41	2,305.64	2,363.29	2,422.37	2,482.93	2,545.00
	AN	54,308.80	55,666.52	57,058.18	58,484.64	59,946.75	61,445.42	62,981.56	64,556.10	66,170.00
	MO	4,525.73	4,638.88	4,754.85	4,873.72	4,995.56	5,120.45	5,248.46	5,379.67	5,514.17

Signature _____

Al Shkoler, President

: Approved

Effective: July 1, 2013

May 20, 2013

Agenda Item 26
Attachment C

**PLACENTIA LIBRARY DISTRICT
PROPOSED SALARY SCALE FOR
FISCAL YEAR 2013-2014
EXEMPT**

	1	2	3	4	5	6	7	8	9	10
LIBRARY DIRECTOR										
HR										
PP										
AN	118,268									
MO										
LIBRARY SERVICES MANAGER										
HR	34.70	35.57	36.46	37.37	38.30	39.26	40.24	41.25	42.28	44.39
PP	2,776.00	2,845.40	2,916.54	2,989.45	3,064.18	3,140.79	3,219.31	3,299.79	3,382.29	3,551.40
AN	72,176.00	73,980.40	75,829.91	77,725.66	79,668.80	81,660.52	83,702.03	85,794.58	87,939.45	92,336.42
MO	6,014.67	6,165.03	6,319.16	6,477.14	6,639.07	6,805.04	6,975.17	7,149.55	7,328.29	7,694.70
BUSINESS MANAGER										
HR	27.89	28.59	29.30	30.03	30.79	31.55	32.34	33.15	33.98	35.68
PP	2,231.20	2,286.98	2,344.15	2,402.76	2,462.83	2,524.40	2,587.51	2,652.20	2,718.50	2,854.43
AN	58,011.20	59,461.48	60,948.02	62,471.72	64,033.51	65,634.35	67,275.21	68,957.09	70,681.01	74,215.06
MO	4,834.27	4,955.12	5,079.00	5,205.98	5,336.13	5,469.53	5,606.27	5,746.42	5,890.08	6,184.59

Signature _____ : Approved _____ Effective: July 1, 2013

Al Shkoler, President

PLACENTIA LIBRARY DISTRICT
PROPOSED SALARY SCALE FOR FISCAL YEAR 2014-2015
NON-EXEMPT

	1	2	3	4	5	6	7	8	9	10	
LIBRARY PAGE	HR	8.49	8.70	8.92	9.14	9.37	9.61	9.85	10.09	10.34	10.86
	PP	679.20	696.18	713.58	731.42	749.71	768.45	787.66	807.36	827.54	868.92
	AN	17,659.20	18,100.68	18,553.20	19,017.03	19,492.45	19,979.76	20,479.26	20,991.24	21,516.02	22,591.82
	MO	1,471.60	1,508.39	1,546.10	1,584.75	1,624.37	1,664.98	1,706.60	1,749.27	1,793.00	1,882.65
LIBRARY AIDE	HR	9.82	10.07	10.32	10.58	10.84	11.11	11.39	11.67	11.96	12.56
	PP	785.60	805.24	825.37	846.01	867.16	888.83	911.06	933.83	957.18	1,005.04
	AN	20,425.60	20,936.24	21,459.65	21,996.14	22,546.04	23,109.69	23,687.43	24,279.62	24,886.61	26,130.94
	MO	1,702.13	1,744.69	1,788.30	1,833.01	1,878.84	1,925.81	1,973.95	2,023.30	2,073.88	2,177.58
LIBRARY CLERK	HR	14.40	14.76	15.13	15.51	15.89	16.29	16.70	17.12	17.55	18.42
	PP	1,152.00	1,180.80	1,210.32	1,240.58	1,271.59	1,303.38	1,335.97	1,369.37	1,403.60	1,473.78
	AN	29,952.00	30,700.80	31,468.32	32,255.03	33,061.40	33,887.94	34,735.14	35,603.52	36,493.60	38,318.28
	MO	2,496.00	1,875.47	1,922.27	1,970.80	2,019.33	2,823.99	2,894.59	2,966.96	3,041.13	3,193.19
CIRCULATION SUPERVISOR	HR	16.29	16.70	17.11	17.54	17.98	18.43	18.89	19.36	19.85	20.84
	PP	1,303.20	1,335.78	1,369.17	1,403.40	1,438.49	1,474.45	1,511.31	1,549.10	1,587.82	1,667.21
	AN	33,883.20	34,730.28	35,598.54	36,488.50	37,400.71	38,335.73	39,294.12	40,276.48	41,283.39	43,347.56
	MO	2,823.60	2,894.19	2,966.54	3,040.71	3,116.73	3,194.64	3,274.51	3,356.37	3,440.28	3,612.30
FACILITY MAINTENANCE TECHNICIAN	HR	18.50	18.96	19.44	19.92	20.42	20.93	21.45	21.99	22.54	23.67
	PP	1,480.00	1,517.00	1,554.93	1,593.80	1,633.64	1,674.48	1,716.35	1,759.25	1,803.24	1,893.40
	AN	38,480.00	39,442.00	40,428.05	41,438.75	42,474.72	43,536.59	44,625.00	45,740.63	46,884.14	49,228.35
	MO	3,206.67	3,286.83	3,369.00	3,453.23	3,539.56	3,628.05	3,718.75	3,811.72	3,907.01	4,102.36
LIBRARY ASSISTANT	HR	19.34	19.82	20.32	20.83	21.35	21.88	22.43	22.99	23.56	24.74
	PP	1,547.20	1,585.88	1,625.53	1,666.17	1,707.82	1,750.51	1,794.28	1,839.13	1,885.11	1,979.37
	AN	40,227.20	41,232.88	42,263.70	43,320.29	44,403.30	45,513.38	46,651.22	47,817.50	49,012.94	51,463.58
	MO	3,352.27	3,436.07	3,521.98	3,610.02	3,700.28	3,792.78	3,887.60	3,984.79	4,084.41	4,288.63
ADMINISTRATIVE ASSISTANT	HR	22.71	23.28	23.86	24.46	25.07	25.69	26.34	27.00	27.67	29.05
	PP	1,816.80	1,862.22	1,908.78	1,956.49	2,005.41	2,055.54	2,106.93	2,159.60	2,213.59	2,324.27
	AN	47,236.80	48,417.72	49,628.16	50,868.87	52,140.59	53,444.10	54,780.21	56,149.71	57,553.45	60,431.13
	MO	3,936.40	4,034.81	4,135.68	4,239.07	4,345.05	4,453.68	4,565.02	4,679.14	4,796.12	5,035.93
LIBRARIAN I	HR	22.86	23.43	24.02	24.62	25.23	25.86	26.51	27.17	27.85	29.25
	PP	1,828.80	1,874.52	1,921.38	1,969.42	2,018.65	2,069.12	2,120.85	2,173.87	2,228.22	2,339.63
	AN	47,548.80	48,737.52	49,955.96	51,204.86	52,484.98	53,797.10	55,142.03	56,520.58	57,933.60	60,830.28
	MO	3,962.40	4,061.46	4,163.00	4,267.07	4,373.75	4,483.09	4,595.17	4,710.05	4,827.80	5,069.19
ADULT/CHILDREN'S SUPERVISOR	HR	26.63	27.30	27.98	28.68	29.39	30.13	30.88	31.65	32.45	34.07
	PP	2,130.40	2,183.66	2,238.25	2,294.21	2,351.56	2,410.35	2,470.61	2,532.38	2,595.69	2,725.47
	AN	55,390.40	56,775.16	58,194.54	59,649.40	61,140.64	62,669.15	64,235.88	65,841.78	67,487.82	70,862.22
	MO	4,615.87	4,731.26	4,849.54	4,970.78	5,095.05	5,222.43	5,352.99	5,486.81	5,623.99	5,905.18

Signature _____

: Approved

Al Shkoler, President

Effective: July 1, 2014

April 17, 2013

Agenda Item 26
Attachment C

**PLACENTIA LIBRARY DISTRICT
PROPOSED SALARY SCALE FOR
FISCAL YEAR 2014-2015
EXEMPT**

	1	2	3	4	5	6	7	8	9	10
LIBRARY DIRECTOR										
HR										
PP										
AN	118,268									
MO										
LIBRARY SERVICES										
MANAGER										
HR	35.39	36.27	37.18	38.11	39.06	40.04	41.04	42.07	43.12	45.28
PP	2,831.20	2,901.98	2,974.53	3,048.89	3,125.12	3,203.24	3,283.32	3,365.41	3,449.54	3,622.02
AN	73,611.20	75,451.48	77,337.77	79,271.21	81,252.99	83,284.32	85,366.42	87,500.58	89,688.10	94,172.50
MO	6,134.27	6,287.62	6,444.81	6,605.93	6,771.08	6,940.36	7,113.87	7,291.72	7,474.01	7,847.71
BUSINESS										
MANAGER										
HR	28.45	29.16	29.89	30.64	31.40	32.19	32.99	33.82	34.66	36.40
PP	2,276.00	2,332.90	2,391.22	2,451.00	2,512.28	2,575.09	2,639.46	2,705.45	2,773.08	2,911.74
AN	59,176.00	60,655.40	62,171.79	63,726.08	65,319.23	66,952.21	68,626.02	70,341.67	72,100.21	75,705.22
MO	4,931.33	5,054.62	5,180.98	5,310.51	5,443.27	5,579.35	5,718.83	5,861.81	6,008.35	6,308.77

Signature _____ : Approved _____ Effective: July 1, 2014
Al Shkoler, President

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Public Hearing for and Approval of the Placentia Library District Policy 6035 – Fines and Fees Schedule for Fiscal Year 2013-2015 and set for a Public Hearing.
DATE: May 20, 2013

BACKGROUND

Staff is recommending the following change to Placentia Library District Policy 6035 – Fines and Fees Schedule for Fiscal Year 2013-2015, effective July 1, 2013:

- Change History Room Photos to History Room Photograph Administrative Maintenance Fee, per photo plus actual packaging, posting and or shipping costs...\$10.00 for non-commercial use; \$75.00 for commercial use, including decoration on business premises. No change in fees.
- Change Clean Up Fee to Breakdown Fee. No change in fees.

Attachment A is the Placentia Library District Policy 6035 – Fines and Fees Schedule.

RECOMMENDATION

Approve the Placentia Library District Policy 6035 – Fines and Fees Schedules as presented.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Fines & Fees Schedule
POLICY NUMBER: 6035

PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE Effective July 1st, 2013

FINES PER DAY

DVD's:

New Feature Films	\$ 1.00
Old Feature Films.....	\$ 1.00
Mini Series	\$ 1.00
All Other Items.....	\$.20

RENTAL FEE

DVD's (Non-educational):

New Feature Films	\$ 1.00 for two (2) Days
All Others	\$ 1.00 per week

MAXIMUM FINE PER ITEM

All Items.....	\$ 20.00
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RESERVES & SHELF CHECKS PER ITEM

All Items.....	\$.50
Interlibrary Loans, actual charges by lending library, plus postage, plus.....	\$1.00

LOST MATERIALS DEFAULT COST*

Cataloged Adult & Children's Books	Item Cost + \$ 10.00	\$ 30.00
Uncataloged Paperbacks	Item Cost + \$ 10.00	\$20.00
Magazines/Pamphlets.....	No Processing Fee.....	\$3.00
Cassettes.....	No Processing Fee.....	\$10.00
CDs, CD ROMs & Videos.....	Item Cost + \$ 10.00	\$20.00
Audio Books (all formats).....	Item Cost + \$ 10.00	\$50.00
DVDs	Item Cost + \$ 10.00	\$25.00

**Default cost will be used in the event the item cost is not available. The processing fee of \$10.00 is not part of the default cost and needs to be added for the total amount due.*

SPECIAL SERVICES PER ITEM

Headsets.....	\$ 2.00
Library card replacement.....	\$ 2.00
Barcode replacement	\$ 2.00
Book jacket cover/mylar replacement.....	\$ 2.00
CD case replacement	\$ 2.00
Play-away case replacement.....	\$ 3.00
DVD case replacement.....	\$ 2.00
CD from Audio Book replacement	\$ 8.00
Fax per document (outgoing or incoming) plus \$.10 per page.....	\$2.00

**** History Room Photograph Administrative Maintenance Fee per photo plus actual packaging, posting and or shipping costs.....\$10.00 for non-commercial use; \$75.00 for commercial use, including decoration of business premises.**

Printing & Photocopy, black ink, per page	\$.15
Printing & Photocopy, color, per page.....	\$.50
Passport Photos.....	\$12.00
Test Proctoring, per exam.....	\$50.00

MEETING ROOM

Per hour.....	\$20.00 for non-profits and \$35 for other groups
Refundable Security Deposit/Cleaning fee.....	\$50.00
Administrative Fee (for cancellation notices less than two weeks in advance).....	\$25.00
After Hours Fee.....	\$25.00
Staff Attendee.....	\$25.00
Set-up fee	\$ 20.00
** <u>Breakdown fee</u>.....	\$ 20.00

SURCHARGES

Returned check, up to 30 days	\$ 25.00
Returned check, 30th day and over: the greater of 3 times value of check or	\$100.00
Report to Collection Agency, per report	\$25.00

DAMAGES

All Damages	Item Cost + \$ 10.00.....	\$ 20.00
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Borrowers of materials from Placentia Library District assume full responsibility for their use. Placentia Library District assumes no responsibility for damage to personal property caused by the use of video cassettes, audio cassettes, or other library materials or equipment of any type. (Adopted by the Library Board of Trustees, January 18, 1993.)



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: Establish the District's Appropriations Limitations (Gann Limit) at \$3,972,409 for Fiscal Year 2013-2014 by Resolution 14-03.

DATE: May 20, 2013

BACKGROUND

Each year California local jurisdictions are required to establish an Appropriations Limitation (Gann Limit) for the next fiscal year.

Attachment A shows the calculation of the annual Gann Limitation using the information provided by California Department of Finance.

Attachment B is the background information from the California Department of Finance for Fiscal Year 2013-2014.

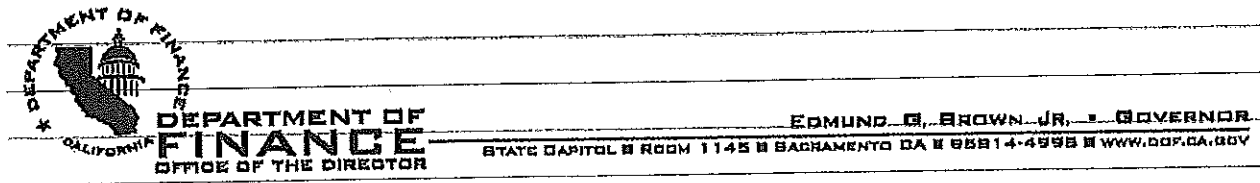
Attachment C is Resolution 14-03 establishing the Gann Limitation for Placentia Library District for Fiscal Year 2013-2014 in the amount of \$3,972,409.

RECOMMENDATION

1. Read Resolution 14-03 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations for Fiscal Year 2013-2014.
2. Adopt Resolution 14-03 by Roll Call Vote.

A. LAST YEAR'S Limit	\$ 3,730,801			
		<u>1.29+ 100</u>	1.0129	1
B. ADJUSTMENT FACTORS		100		1.06476048
1. Population %	1.29%			6.48%
2. Inflation %	5.12%	<u>105.12</u>	1.0512	
		100		
Total Adjustment %	6.48%			
C. ANNUAL ADJUSTMENT \$	\$ 241,608			
D. OTHER ADJUSTMENTS	\$ -			
E. TOTAL AJUSTMENTS	\$ 241,608			
F. CURRENT YEAR LIMIT	\$ 3,972,409			

FY 13/14



May 2013

Dear Fiscal Officer:

Subject: Price and Population Information

Appropriations Limit

The California Revenue and Taxation Code, section 2227, mandates the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2013, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2013-14. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2013-14 appropriations limit. Attachment B provides city and unincorporated county population percentage change. Attachment C provides population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. Consult the Revenue and Taxation Code section 2228 for further information regarding the appropriations limit. Article XIII B, section 9(C), of the State Constitution exempts certain special districts from the appropriations limit calculation mandate. The Code and the California Constitution can be accessed at the following website:
<http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this issue should be referred to their respective county for clarification, or to their legal representation, or to the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. Finance will certify the higher estimate to the State Controller by June 1, 2013.

Please Note: Prior year's city population estimates may be revised.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

ANA J. MATOSANTOS
Director
By:

MICHAEL COHEN
Chief Deputy Director

Attachment

May 2013

Attachment A

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2013-14 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2013-14	5.12

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2013-14 appropriation limit.

2013-14:

Per Capita Cost of Living Change = 5.12 percent
 Population Change = 0.79 percent

Per Capita Cost of Living converted to a ratio: $\frac{5.12 + 100}{100} = 1.0512$

Population converted to a ratio: $\frac{0.79 + 100}{100} = 1.0079$

Calculation of factor for FY 2013-14: $1.0512 \times 1.0079 = 1.0595$

Fiscal Year 2013-14

Attachment B
Annual Percent Change In Population Minus Exclusions*
January 1, 2012 to January 1, 2013 and Total Population, January 1, 2013

County City	Percent Change 2012-2013	Population Minus Exclusions		Total Population
		1-1-12	1-1-13	1-1-2013
Orange				
Aliso Viejo	0.92	49,025	49,477	49,477
Anaheim	0.62	344,000	346,144	346,161
Brea	1.06	40,960	41,394	41,394
Buena Park	0.54	81,515	81,953	81,953
Costa Mesa	0.50	110,448	110,996	111,358
Cypress	0.50	48,305	48,547	48,547
Dana Point	0.51	33,690	33,863	33,863
Fountain Valley	0.60	55,847	56,180	56,180
Fullerton	0.49	137,572	138,251	138,251
Garden Grove	0.18	172,763	173,075	173,075
Huntington Beach	0.50	192,654	193,616	193,616
Irvine	3.24	223,870	231,117	231,117
Laguna Beach	0.54	22,981	23,105	23,105
Laguna Hills	0.45	30,564	30,703	30,703
Laguna Niguel	0.52	63,734	64,065	64,065
Laguna Woods	0.44	16,427	16,500	16,500
La Habra	0.48	60,912	61,202	61,202
Lake Forest	0.53	78,089	78,501	78,501
La Palma	0.68	15,711	15,818	15,818
Los Alamitos	0.53	11,565	11,626	11,626
Mission Viejo	0.60	94,262	94,824	94,824
Newport Beach	0.45	86,048	86,436	86,436
Orange	0.50	138,100	138,792	138,792
Placentia	1.29	51,119	51,776	51,776
Rancho Santa Margarita	0.49	48,311	48,550	48,550
San Clemente	0.45	64,252	64,542	64,542
San Juan Capistrano	0.78	35,046	35,321	35,321
Santa Ana	0.59	327,988	329,915	329,915
Seal Beach	0.47	23,810	23,921	24,487
Stanton	0.62	38,524	38,764	38,764
Tustin	1.78	76,818	77,983	77,983
Villa Park	0.49	5,871	5,900	5,900
Westminster	0.47	90,738	91,169	91,169
Yorba Linda	0.94	65,821	66,437	66,437
Unincorporated	0.52	119,779	120,396	120,396
County Total	0.78	3,056,919	3,080,859	3,081,804

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

RESOLUTION 14-03

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE
APPROPRIATIONS LIMITATION FOR FISCAL YEAR 2013-2014

WHEREAS, the voters of California on November 6, 1979 added Article XIII B to the State Constitution placing various limitations on the appropriations of state and local Governments, as called out in Section 2710 of the Government Code; and

WHEREAS, such law became effective January 1, 1981; and factors that may be used by local jurisdictions in setting their appropriations limit; and

WHEREAS, the Placentia Library District of Orange County has complied with all the provisions of said law in determining the appropriations limit for the fiscal year 2013-2014.

NOW, THEREFORE, BE IT RESOLVED, that the appropriations limit be \$3,730,801 for Fiscal Year 2013-2014.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, Gayle Carline, 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 twentieth day of May 2013.

IN WITNESS THEREOF, I have hereunto set my hand and seal this Twentieth day of May 2013.

Gayle Carline, Secretary
Placentia Library District Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Establish the Holiday and Library Closure Schedule for Fiscal Years 2013-2015 and Adopt by Resolution 14-04.
DATE: May 20, 2013

BACKGROUND

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

- New Years Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

Attachment A is the proposed Holiday and Library Closure Schedule for calendar years 2013-2015.

Attachment B is Resolution 14-04.

RECOMMENDATIONS

1. Determine and adopt the Holiday and Library Closure Schedule for Calendar Years 2013-2015.
2. Read Resolution 14-04 by Title Only: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Establish the Holiday and Library Closure for Calendar Years 2013-2015.
3. Adopt Resolution 14-04 by a roll call vote.

**Placentia Library District
Holiday and Library Closure Schedule
Fiscal Years 2013-2015**

Independence Day	Thursday	July 4, 2013
	Friday	July 4, 2014
Labor Day	Monday	September 2, 2013
	Monday	September 1, 2014
Veteran's Day	Monday	November 11, 2013
	Tuesday	November 11, 2014
Thanksgiving Day	Thursday	November 28, 2013
	Thursday	November 27, 2014
Christmas Eve Day	Tuesday	December 24, 2013
	Wednesday	December 24, 2014
Christmas Day	Wednesday	December 25, 2013
	Thursday	December 25, 2014
New Year's Eve Day	Tuesday	December 31, 2013
	Wednesday	December 31, 2014
New Year's Day	Wednesday	January 1, 2014
	Thursday	January 1, 2015
President's Day	Monday	February 17, 2014
	Monday	February 16, 2015
Easter *	Sunday	April 20, 2014
	Sunday	April 5, 2015
Memorial Day	Monday	May 26, 2014
	Monday	May 25, 2015

*Denotes non-paid holiday

RESOLUTION 14-04

**A RESOLUTION OF THE LIBRARY BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE
HOLIDAY AND LIBRARY CLOSURE SCHEDULE
FOR FISCAL YEARS 2013-2015**

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

BE IT RESOLVED, that the Placentia Library District of Orange County Library Board of Trustees established its Holiday Schedule for Fiscal Years 2013 - 2015 dated May 20, 2013

AYES:

NOES:

ABSENT:

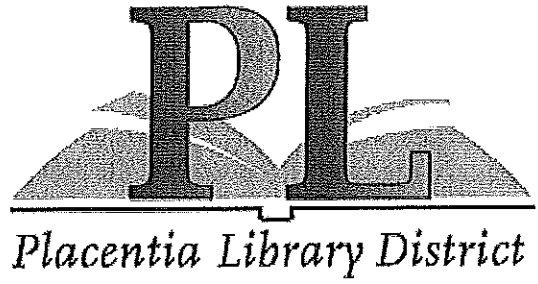
ABSTAIN:

State of California)
)ss.
County of Orange)

I, Gayle Carline, Secretary of the Library Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Library Board of Trustees at the Regular Meeting hereof held on the twentieth day of May 2013.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twentieth day of May 2013.

Gayle Carline, Secretary
Placentia Library District Board of Trustees



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Authorize an Amendment to Placentia Library Policy 2200 – Pre-Employment Physical Examinations

DATE: May 20, 2013

BACKGROUND

The current Placentia Library District Policy 2200 – Pre-Employment Physical Examinations does not include the requirement of a Live Scan.

Live Scan is an inkless, electronic means of capturing fingerprints in a digitized format. This procedure is part of most hiring practices for civil applicant and background check. The images are then transmitted to the Police and/or the FBI for identification and searched against law enforcement and/or the FBI databases for criminal history. Results can be made available within hours if received electronically or 3-5 days if received by mail.

Administration recommends the following amendments to Placentia Library District Policy 2200 – Pre-Employment Physical Examinations to reflect the inclusion of a Live Scan requirement.

- Policy Title Change from Pre-Employment Physical Examinations to Pre-Employment Requirements
- 2200.1
from “All individuals who are offered full-time, temporary or part-time employment must successfully pass a post-job-offer pre-employment medical examination and controlled substance test by the District’s physician at District Expense.”
to “All individuals who are offered full-time, temporary or part-time employment must successfully pass a post-job-offer pre-employment medical examination and controlled substance test by the District’s physician **and the Live Scan fingerprinting**, at District Expense.”

Attachment A is the Placentia Library District Policy 2200 – Pre-Employment Physical Examinations.

Impact Fee: \$50-70/application

RECOMMENDATION

Authorize an Amendment to Placentia Library Policy 2200 – Pre-Employment Physical Examinations as presented to be effective June 1, 2013.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Pre-Employment (Physical Examinations) Requirements
POLICY NUMBER: 2200

2200.1 All individuals who are offered full-time, temporary or part-time employment must successfully pass a post-job-offer pre-employment medical examination and controlled substance test by the District's physician and the Live Scan fingerprinting at District expense. The District will provide the examining physician a description of the job involved to assist in a determination of the individual's fitness to work.

2200.1.1 Employment will not occur until after a negative controlled-substance test result is certified, and until after a qualified physician has certified the individual as fit to perform the type of work required by the position applied for.

2200.1.2 Employment will not occur if the individual refuses to cooperate in the examination and testing.

2200.2 Retesting of an individual who was previously employed on a temporary, part-time or full-time basis will be required if more than twelve months have elapsed since the individual's last day of work for the District.

2200.3 Appointments with the medical facility providing the examination and controlled substance testing will be made at least one day prior to testing if possible, with the individual to be tested provided minimal advance notice (no more than one day, if practical).

2200.4 When the individual to be tested reports to the medical facility for the scheduled examination and controlled substance testing, they must provide proof of identification, such as a drivers license photo or a state-issued photo identification card.

2200.5 All test results will be kept confidential and maintained at the physician's office. Applicants will be told whether they passed or failed the tests. A copy of the pass/fail report from the physician's office will be included in the individual's personnel file.

2200.6 District employment application forms will contain a notice to applicants as follows:

Placentia Library District has a policy of requiring a physician's physical fitness exam, together with drug testing of persons who have been offered employment. Individuals who are determined by the physician not to be physically fit for duty, or who test positive for controlled substances, will not be employed. If you have reason to believe that you will not pass a physician's physical examination, or will test positive for the presence of controlled substances, or if you are unwilling to consent to such an examination or test if offered employment, it is recommended that you not submit an application.