



Board of Trustees

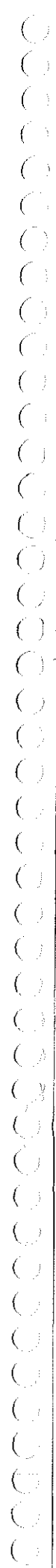
Regular Meeting

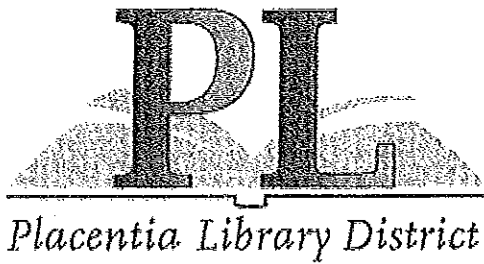
July 24, 2012

6:30 P.M.

**Placentia Library
Meeting Room**

ADMINISTRATION





AGENDA






PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Tuesday, July 24, 2012
6:30 P.M.
Meeting Room

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

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

To accomplish this goal the Library will:

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

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

REPORTS AND DOCUMENTATION: *Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 200.*

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 (Trustee Turner)

CONSENT CALENDAR (Items 8 -- 24)

Presentation: Library Director

Recommendation: Approve by Motion

Items 8 -- 24 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 June 18, 2012 Library Board of Trustees Regular Meeting. (Receive & File and Approve)

CLAIMS (Items 9 -- 12)

9. Nonstandard Claims in excess of \$300. (Receive & File and Approve)
10. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)
11. Current Claims and Payroll. (Receive & File and Approve)
12. FY2011-2012 Cash Flow Analysis through June 2012; the Schedule of Anticipated Property Tax Revenues for FY2011-2012 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 13 -- 16)

13. Financial Reports for June 2012 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for June 2012. (Receive & File)
15. Acquisitions Report for June 2012. (Receive & File)
16. Entrepreneurial Activities Report for June 2012. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

17. Personnel Report for June 2012. (Receive, File, and Ratify Appointments)
18. Circulation Report for June 2012. (Receive & File)
19. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

STAFF REPORTS (Items 20 – 24)

20. Library Director's Report for June 2012.
21. Library Services Manager's Report for June 2012. (No report due to vacancy).
22. Children's Services Report for June 2012.
23. Adult Services Report for June 2012.
24. Placentia Library Web Site & Technology Report for June 2012.

PRESENTATION

25. Employee of the Quarter Award
Presentation: Board President

CONTINUING BUSINESS

26. Placentia Library District Newsletter Update
Presentation: Library Director

NEW BUSINESS

27. Award Contract for Placentia Library District's Financial Audit, Management Letter and preparation of the Annual Controller's Report for Fiscal Year 2011-2012.
Presentation: Library Director
Recommendations: 1) Award the financial audit and Annual Controller's Report preparation contract for Fiscal year 2010-2011 to Macias Gini & O'Connell for an amount not to exceed \$14,000; and,

2) Authorize the Library Director to sign the engagement letter.
28. California Special Districts Association (CSDA) 2012 Board Elections
Presentation: Library Director
Recommendations: 1) Discuss and Select a candidate to serve on CSDA's Board of Directors; and,

2) Authorize Board President to sign the Official Election Ballot on behalf of the Placentia Library District.

- 29. Travel Authorization: For Library Staff to attend the Annual California Library Association Conference in San Jose, California from November 2 - 4, 2012.
Presentation: Library Director
Recommendation: Authorize library staff to attend the 2012 CLA in San Jose, CA from November 2 - 4, 2012.
- 30. Oral History Program
Presentation: Adult Services Librarian II
Recommendation: Authorize staff to proceed with an oral history as presented.
- 31. Response to the Orange County Grand Jury Report
Presentation: Library Director
Recommendation: Authorize the Library Director to submit the response as presented with inclusion of input from the Library Board of Trustees.
- 32. Staff Appreciation and Recognition Dinner
Presentation: Library Director
Recommendations: 1) Authorize the Staff Appreciation and Recognition Dinner to be held on Friday, October 26, 2012 at the Marriott Hotel in Fullerton; and,

2) Authorize approximately \$700 to be used for the event and be drawn from the Entrepreneurial Fund.

DISCUSSION ITEMS

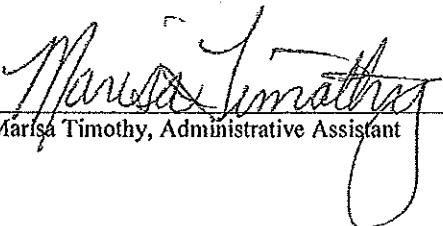
- 33. Newsletter Advertisement Rates and Contract
Presentation: Library Director
Recommendation: Discuss the proposed rates and contract for advertising with the Placentia Library District's eXPLORE Newsletter and approve as a first reading.

ADJOURNMENT

- 34. Agenda Preparation for the September Regular Date Meeting which will be held on Monday, September 17, 2012 unless re-scheduled by the Library Board of Trustees.
- 35. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
- 36. Adjourn

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

I, Marisa Timothy, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the July 24, 2012 Meeting of the Library Board of Trustees of the Placentia Library District was posted on July 05, 2012.


Marisa Timothy, Administrative Assistant

MINUTES



MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
June 18, 2012

CALL TO ORDER President DeVecchio called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on June 18, 2012 at 6:33 P.M.

ROLL CALL Members Present: President Richard DeVecchio, Secretary Betty Escobosa, Trustee Gayle Carline, Trustee Al Shkoler, Trustee Jean Turner

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Nadia Dallstream, Fernando Maldonado, Marisa Timothy, and Lori Worden; Placentia Library Friends Foundation(PLFF) Board Member Ginny Sanatar

ADJOURNMENT President DeVecchio welcomed new Trustee Gayle Carline to the Library Board of Trustees and adjourned the meeting at 6:34 P.M. for a short reception.

RE-CONVENE President DeVecchio re-convened the meeting at 6:39 P.M.

ADOPTION OF AGENDA It was moved by Trustee Shkoler and seconded by Trustee Turner to adopt the agenda as presented:

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

ORAL COMMUNICATION There was no oral communication made at this time. (Item 4)

TRUSTEE REPORTS President DeVecchio reported that he participated in the Miss Placentia – Yorba Linda mock interviews. (Item 5)

Secretary Escobosa reported that she participated in a newsletter planning session and attended a farewell dinner for former Trustee Gaeten Wood.

Trustee Carline reported that she is reviewing the documents she received for serving on the Board.

Trustee Shkoler reported that he attended a brief Oversight Committee Meeting, a newsletter planning session, and a dinner for former Trustee Gaeten Wood. He also provided an update on the health condition of his wife.

Trustee Turner reported that she attended the Thank You Breakfast for PLFF and the monthly PLFF Board Meeting. She also provided an update on the health of her husband.
(Item 6)

PLFF REPORT PLFF Board Member Ginny Sanatar reported that the PLFF Board was pleased with the proposed projects to fund presented by Library Director

Contreras that include upgrading the Meeting Room, purchasing a generator, and improving the Staff Lounge. (Item 7)

CONSENT CALENDAR

It was moved by Trustee Shkoler and seconded by Secretary Escobosa to approve Agenda Items 8-24: (Item 8)

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

CLAIMS

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

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

Current Claims and Payroll (Item 11)

FY2011-2012 Cash Flow Analysis through May 2012; the Schedule of Anticipated Property Tax

Revenues for FY2011-2012 as provided by the Orange County Auditor (Item 12)

TREASURER'S REPORT

Financial Reports for May 2012 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for May 2012 (Item 14)

Acquisitions Report for May 2012 (Item 15)

Entrepreneurial Activities Report for May 2012 (Item 16)

GENERAL CONSENT

Personnel Report for May 2012 (Item 17)

Circulation Report for May 2012 (Item 18)

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

STAFF REPORTS

Library Director's Report for May 2012 (Item 20)

Information Technology Report for May 2012 (Item 21)

Children's Services Report for May 2012 (Item 22)

Adult Services Report for May 2012 (Item 23)

Web Site & Technology Report for May 2012 (Item 24)

PUBLIC HEARING

**PUBLIC HEARING FOR
FINES & FEES
SCHEDULE FOR FY 12-**

Library Director Contreras presented the Proposed Resolution 13-05 to adopt the Fines & Fees Schedule for Fiscal Year 2012-2013. She stated that the only change is to be the staff recommended charge of \$2 for missing mylar book covers. A Public Hearing was conducted. No comments were made. Resolution 13-05: A Resolution of the Board of Trustees of Placentia

13, RESOLUTION 13-05

Library District of Orange County to Adopt the Fines and Fees Schedule for Fiscal Year 2012-2013 for the Placentia Library District of Orange County was read by title only. It was moved by Trustee Carline and seconded by Trustee Shkoler to adopt Resolution 13-05 by a roll call vote: (Item 25)

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

CONTINUING
 BUSINESS

Library Director Contreras presented the three possible projects that may be funded with PLFF funds. She explained the need to secure bids for the projects in order to obtain true costs. It was moved by Trustee Shkoler and seconded by Trustee Carline to authorize staff to seek bids for the three recommended projects of meeting room improvement, a backup generator, and staff lounge improvement: (Item 26)

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

NEW BUSINESS
 TRAVEL
 AUTHORIZATION FOR
 CSDA CONFERENCE

Library Director Contreras presented information on the upcoming California Special District Association (CSDA) Annual Conference to be held in San Diego, California from September 24th to 27th, 2012. There was discussion regarding who was interested in attending. Secretary Escobosa, Trustee Carline, and Trustee Shkoler and Library Director Contreras committed to attend. It was moved by Trustee Turner and seconded by Secretary DeVecchio to authorize staff to proceed with reservations for three Trustees and the Library Director to attend the CSDA Annual Conference: (Item 27)

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

CONFLICT OF
 INTEREST CODE
 RESOLUTION 13-06

Library Director Contreras presented the proposed updated Conflict of Interest Code for the Placentia Library District of Orange County. She explained that the title of Business Manager from Human Resources/Finance Analyst needed to be reflected in the Code. Resolution 13-06: A Resolution of the Board of Trustees of Placentia Library District of Orange County Adopting a Conflict of Interest Code which supersedes all prior Conflict of Interest Codes and Amendments Previously Adopted was read by title only. It was moved by Trustee Shkoler and seconded by Trustee Turner to adopt Resolution 13-06 by a roll call vote: (Item 28)

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

PERSONNEL
 COMMITTEE

Library Director Contreras provided a review of the duties of the Personnel Committee for the Trustees to determine which two Trustees will serve on the Personnel Committee. It was determined that Secretary Escobosa and Trustee Shkoler would serve on the Personnel Committee. It was moved by Trustee Carline and seconded by Trustee Turner to approve the

appointment of Secretary Escobosa and Trustee Shkoler to the Personnel Committee: (Item 29)

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

HERITAGE PARADE
AND FESTIVAL

Library Director Contreras informed the Board of the upcoming Heritage Parade and Festival that is to be held on October 13, 2012 at Tri-City Park. It was determined that President DeVecchio, Secretary Escobosa, Trustee Carline, and Trustee Shkoler would participate in the Heritage Parade. It was moved by Trustee Shkoler and seconded by Trustee Turner to authorize Placentia Library District to have a booth with PLFF at the Heritage Festival on October 13, 2011.: (Item 30)

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

WEEKLY CLAIMS
RESOLUTION 13-07

Library Director Contreras presented the proposed Weekly Claims Resolution 13-07. She explained the need to expedite payments to some vendors in order to avoid late fees. Presided Shkoler questioned the specification of "effectuate payment by the County of Orange" in regards to in-house payments. Business Manager Baltierra clarified that the proposed Resolution was for County Claims for Payment only, as it is required by the County. It was moved by Trustee Carline and seconded by Trustee Shkoler to approve Resolution 13-07 for Fiscal Year 2012-2013 as presented.: (Item 31)

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

Resolution 13-07: A Resolution of the Board of Trustees of Placentia Library District of Orange County to Authorize the Library Director with the Signatures of Two Trustees to approve Weekly Claims as Designated was read by title only. It was moved by Trustee Shkoler and seconded by Trustee Turner to adopt Resolution 13-07 by a roll call vote: (Item 31)

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

BOARD OF TRUSTEES
AUGUST MEETING

Library Director Contreras explained that staff did not foresee any agenda items for the Library Board of Trustees to consider which would require immediate attention. She also reminded the Board that the Summer Reading Celebration event is to be held on August 18th. It was moved by Secretary Escobosa and seconded by Trustee Turner to cancel the August 20, 2012 Library Board of Trustees Regular Meeting: (Item 32)

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

TRAVEL
AUTHORIZATION FOR
LIBRARY DIRECTOR

Library Director Contreras provided information on the upcoming CSDA General Manager Leadership Summit to be held July 15th to 17th, 2012 in Napa, California. President DeVecchio expressed his support of the Director's participation. It was moved by Secretary Escobosa and seconded by Trustee Shkoler to authorize the Library Director to attend the General Manager Leadership Summit in Napa, California from July 15-17.: (Item 33)

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

AGENDA
PREPARATION

Agenda Preparation for the July Board of Trustees Meeting was discussed in light of the recent approval for the Library to attend the General Manager Leadership Summit on the same Regular Meeting date. It was determined that the next Regular Board Meeting would be held on Tuesday, July 24th at 6:30 P.M.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District on June 18, 2012 adjourned at 7:19 P.M.

NEXT MEETING

The next meeting will be on July 24, 2012 at 6:30 P.M. for the Regular Board Meeting.

Richard DeVecchio
President
Library Board of Trustees

Betty Escobosa
Secretary
Library Board of Trustees



CLAIMS



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Summary of Non-standard Claims for June 2012
DATE: July 24, 2012

TYPE	DATE	CLAIM #	AMOUNT
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NONE

TOTAL **\$0**

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Summary of Claims Forwarded by the Library Director & Trustees
DATE: July 24, 2012

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	06/18/12	5520	\$ 3,581.93
FUND 707	06/18/12	5521	\$ 6,580.12
FUND 707	07/02/12	5522	\$23,756.11
		TOTAL	\$33,918.16

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Current Claims and Payroll
DATE: July 24, 2012

Current Claims

TYPE	DATE	CLAIM #	AMOUNT
707	7/24/12	5523	\$ 1,204.48
707	7/24/12	5524	\$ 445.41

Subtotal for Claims \$ 1,649.89

Payroll

On Demand Wire	7/30/12	57	\$40,000.00
	8/13/12	58	\$40,000.00
	8/27/12	59	\$40,000.00
	9/10/12	60	\$40,000.00

Subtotal for Payroll \$160,000.00

TOTAL
CURRENT CLAIMS
& PAYROLL

\$161,649.89

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 07/24/12
REPORT NO: 5523

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-6155 Best Best & Krieger 3750 University Avenue, Suite 400 Post Office Box 1028 Riverside, CA 92502-1028	06-27-12 680801	1900	0738		\$291.46		
(needs vendor#) California Library Association 248 E. Foothill Blvd., Suite 101 Monrovia, CA 91016-5525	06-26-12 4201887	1600			\$165.00		
VC-0059-4 Pitney Bowes Purchase Power PO Box 371874 Pittsburgh, PA 15250-7874	06-24-12 8000-9000-0652-5830	1803			\$415.98		
VC-11022 OGO Sense PMB 220 11 Main Street, Suite 7 Westbrook, ME 04092	07-02-12 3166	1300			\$29.99		
VC-5168 Center Point Large Print 600 Brooks Road PO Box 1 Thordike, ME 04986-0001	06-01-12 1021078	2400	0760		\$128.82		
VC-0615-2 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	05-31-12 1084289760	2400	0760		\$66.06		
	06-08-12 1084341148	2400	0760		\$33.03		
	06-08-12 1084348472	2400	0760		\$74.14		
					\$173.23		
TOTAL REMITTANCE:					\$1,204.48		
The claims listed above (totaling \$1,204.48) 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: 07/24/12
REPORT NO: 5524

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-0372 AudioGo 42 Whitecap Drive North Kingstown, RI 02852-7445	06-27-12	2400	0760				
	455603				\$24.00		
	06-27-12	2400	0760				
	455604				\$10.00		
	06-27-12	2400	0760				
	455605				\$ 6.10		
					\$40.10		
VC-0679-1 Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	06-29-12	2400	0760				
	74563311				\$7.49		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	06-01-12	2400	0760				
	4010171487				\$18.13		
	06-14-12	2400	0760				
	4010196293				\$20.13		
	06-18-12	2400	0760				
	4010190818				\$20.78		
	06-18-12	2400	0760				
	4010190819				\$30.90		
	06-18-12	2400	0760				
	4010190820				\$20.16		
	06-18-12	2400	0760				
	4010190821				\$65.01		
	06-18-12	2400	0760				
	4010190822				\$106.96		
06-18-12	2400	0760					
4010190823				\$38.78			
06-18-12	2400	0760					
4010190824				\$13.83			
06-18-12	2400	0760					
4010190825				\$15.64			
06-19-12	2400	0760					
4010194829				\$13.51			
06-19-12	2400	0760					
4010194830				\$15.72			
06-19-12	2400	0760					
4010194831				\$18.27			
					\$397.82		
TOTAL REMITTANCE:					\$445.41		
The claims listed above (totaling \$445.41) 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: 07/24/12
REPORT NO: 57

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	*07-30-12 Payroll #03 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: 07/24/12
REPORT NO: 58

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	*08-13-12 Payroll #04 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: 07/24/12
REPORT NO: 59

The County Auditor is authorized to draw these checks from:

Piacentia Library District
411 E Chapman Ave
Piacentia, 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 Piacentia Library District 411 E. Chapman Ave Piacentia, CA 92870	*08-27-12 Payroll #05 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:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 07/24/12
REPORT NO: 60

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	*09-10-12 Payroll #06 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: July 24, 2012

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

	Fiscal Year 2011-2012						TOTAL EXCL GEN FUND
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	
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

	Fiscal Year 2010-2011						TOTAL EXCL GEN FUND
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	
07/31/10	10,238.00	12,208.25	175,822.59	1,294,948.84	11,912.65	1,505,130.33	210,181.49
8/31/2010	10,247.60	12,219.70	175,987.40	1,147,931.12	11,923.82	1,358,309.64	210,378.52
9/30/2010	10,247.60	12,219.70	175,987.40	1,094,842.08	11,923.82	1,305,220.60	210,378.52
10/31/10	10,255.08	12,228.62	176,115.81	907,612.87	11,932.52	1,118,144.90	210,532.03
11/30/2010	10,262.42	12,237.38	176,241.92	806,290.04	11,941.06	1,016,972.82	210,682.78
12/31/2010	10,262.42	12,237.38	176,241.92	1,419,527.63	11,941.06	1,630,210.41	210,682.78
01/31/11	10,255.95	12,229.66	176,241.92	1,124,243.74	11,933.53	1,334,904.80	210,661.06
2/28/2011	10,263.29	12,238.42	176,256.88	1,129,723.81	11,942.07	1,340,424.47	210,700.66
3/31/2011	10,263.29	12,238.42	176,256.88	1,333,588.78	11,942.07	1,544,289.44	210,700.66
04/30/11	0.00	0.00	0.00	1,798,444.61	0.00	1,798,444.61	0.00
5/31/2011	0.00	0.00	0.00	1,654,684.19	0.00	1,654,684.19	0.00
6/30/2011	0.00	0.00	0.00	1,498,399.27	0.00	1,498,399.27	0.00

TREASURER'S REPORT



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Financial Reports through June 2012 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger
DATE: July 24, 2012

Summary of Cash and Investments as of June 30, 2012

Cash with Orange County Treasurer Fund 707	1,566,215.85
Reserves with Orange County Treasurer Fund 707	414,789.10
Impact Fees with Orange County Treasurer (Restricted)	125,627.48
General Fund Checking – Bank of the West	16,979.53
General Fund Savings – Bank of the West	732,653.33
Payroll Checking – Wells Fargo Bank	264,828.31
Total Cash and Investments	3,121,093.60

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

PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
June 30, 2012

GENERAL REV Fund 707 SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES					
6210	Property Taxes - Current Secured	1,730,412	1,739,832	(9,420)	100.5%
6220	Property Taxes - Current Unsecured	69,801	69,880	(79)	100.1%
6230	Property Taxes - Prior Secured	0	-	-	0.0%
6240	Property Taxes - Prior Unsecured	0	1,139	(1,139)	0.0%
6250	Taxes - Spec Dist Augmentation	0	8,056	(8,056)	0.0%
6280	Property Taxes - Curr Supplemental	22,366	8,149	14,217	36.4%
6300	Property Taxes - Prior Supplemental	0	1,834	(1,834)	0.0%
6540	Penalties & Costs on Delinq Taxes	0	810	(810)	0.0%
	Sub Total		1,829,701		
REVENUE FROM USE OF MONEY & PROP'Y					
6610	Interest	0	8,461	(8,461)	0.0%
	Sub Total		8,461		
INTERGOVERNMENTAL REVENUES					
6690	State - Homeowners Property Tax Relief	15,368	15,147	221	98.6%
6970	State - Other	0	4,377	(4,377)	0.0%
7120	Other-In-Lieu Taxes	0	1,253	(1,253)	0.0%
	Sub Total		20,778		
MISCELLANEOUS REVENUES					
7670	Miscellaneous Revenue (Local Revenue)				
	Fines & Fees	60,000	34,837	25,163	58.1%
	Passport	60,000	99,223	(39,223)	165.4%
	Meeting Room Fees	7,000	6,845	155	97.8%
	DVD Rentals	5,500	6,541	(1,041)	118.9%
	Test Proctor	2,000	3,900	(1,900)	195.0%
	Sub Total		151,346		
7680	6-MO Expired (Outlawed) Checks	0	-	-	0%
	YTD Actual		2,010,285		
	FY 10/11 Funds Available	110,000	110,000		
TOTAL REVENUES FY 11/12:		2,082,447	2,120,285	(37,838)	101.8%
MISCELLANEOUS REVENUES (Restricted)					
	Impact Fees	0	250,402	(250,402)	0%
	City of Placentia Tax Sharing Agreement	0	-	-	0%

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
 June 30, 2012
 100% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,006,657	957,042	0.95	\$49,615
0200	Retirement	77,589	62,783	0.81	\$14,806
0301	Unemployment Insurance	15,000	10,972	0.73	\$4,028
0306	Health Insurance	146,979	129,139	0.88	\$17,840
0306-0770	Employee Assistance Program	822	635	0.77	\$187
0308	Dental Insurance	16,028	15,460	0.96	\$568
0309	Life Insurance	7,928	6,727	0.85	\$1,201
0310	AD & D Insurance	4,308	3,725	0.86	\$583
0319	Vision Insurance	2,734	2,409	0.88	\$325
0350	Workers' Compensation Insurance	10,500	2,652	0.25	\$7,848
	TOTAL	\$1,288,545	\$1,191,544	0.92	\$97,001
SERVICES & SUPPLIES					
0700	Communications	13,000	8,237	0.63	\$4,763
0900	Food	1,000	1,745	1.75	-\$745
1000	Household Expenses	13,000	12,491	0.96	\$509
1100	Library Insurance	15,000	11,929	0.80	\$3,071
1300	Maintenance, Equipment	20,000	16,873	0.84	\$3,127
1400	Maintenance, Buildings & Improvements	131,400	30,373	0.23	\$101,027
1600	Memberships	12,000	12,549	1.05	-\$549
1800	Office Expenses	28,486	28,883	1.01	-\$397
1803	Postage	4,000	4,708	1.18	-\$708
1900	Prof./Specialized Services	107,500	98,392	0.92	\$9,108
1912	Investment Administrative Fees	1,500	720	0.48	\$780
2000	Publication and Legal Notices	1,000	277	0.28	\$723
2100	Rents and Leases - Equipment	500	564	1.13	-\$64
2200	Rents & Leases - Buildings & Improvements	35,000	28,179	0.81	\$6,821
2400	Books/Library Materials	236,736	218,948	0.92	\$17,788
2600	Transportation & Travel	2,000	1,577	0.79	\$423
2700	Meetings	11,000	11,122	1.01	-\$122
2800	Utilities	85,000	65,395	0.77	\$19,606
	TOTAL	\$718,122	\$552,960	0.77	\$165,162
OTHER CHARGES					
3700	Taxes and Assessments	\$7,000	\$8,139	1.16	-\$1,139
	OPERATING EXPENSES	\$2,013,667	\$1,752,643	0.87	\$261,024
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$25,000	\$59,248	2.37	-\$34,248
4200	Structures/Improvements	20,000	\$1,950	0.10	\$18,050
5200	Contingency Funds	\$23,780	\$0	0.00	\$23,780
	TOTAL	\$68,780	\$61,198	0.89	\$7,582
TOTAL BUDGET (Fund 707)					
		\$2,082,447	\$1,813,841	0.87	\$268,606
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$124,017	\$0	0.00	\$124,017

ACQUISITIONS REPORT FOR FISCAL YEAR 2011-2012 THROUGH THE MONTH OF JUNE 2012

Prepared by Katie Matras, Acquisitions Librarian

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Titles	Amount	Titles	Amount	Titles	Value	Titles	Amount	Titles
Adult Fiction	\$23,514	1,210	\$976	34	\$24,490	1,244	\$589	21	\$25,079	1,265
Adult Non-Fiction	\$24,166	1066	\$510	15	\$24,676	1081	\$265	12	\$24,941	1,093
Adult Reference	\$1,064	20	\$0	0	\$1,064	20	\$770	11	\$1,834	31
Adult magazines	\$4,454	89	\$0	0	\$4,454	89	\$0	0	\$4,454	89
Adult on-line databases	\$34,030	10	\$0	0	\$34,030	10	\$0	0	\$34,030	10
Total Adult Non-Fiction	\$63,713	1185	\$510	15	\$64,223	1200	\$1,035	23	\$65,258	1223
TOTAL ADULT PRINT MATERIALS	\$87,228	2395	\$1,486	49	\$88,714	2444	\$1,624	44	\$90,338	2488
Adult Music CDs	\$26	1	\$0	0	\$26	1	\$1,206	68	\$1,232	69
Adult Audio Books	\$3,188	91	\$183	7	\$3,371	98	\$0	0	\$3,371	98
Adult Free DVDs	\$1,563	59	\$150	1	\$1,563	60	\$75	4	\$1,638	64
Adult Rental DVDs	\$4,192	185	\$0	0	\$4,192	185	\$232	11	\$4,424	196
TOTAL ADULT NON-PRINT MATERIALS	\$8,969	286	\$333	8	\$9,151	294	\$1,513	83	\$10,664	377
TOTAL ADULT MATERIALS	\$96,195	2681	\$1,819	57	\$97,864	2,738	\$3,137	127	\$101,001	2,865
Juvenile Fiction	\$42,403	2,416	\$0	0	\$42,403	2,416	\$654	60	\$43,057	2,476
Young Adult Fiction	\$21,633	1,565	\$185	10	\$21,818	1,575	\$101	7	\$21,919	1,582
Total Juvenile Fiction	\$64,036	3,981	\$185	10	\$64,221	3,991	\$755	67	\$64,976	4,058
Juvenile Non-Fiction	\$23,731	937	\$321	14	\$24,112	951	\$76	5	\$24,188	956
Juvenile Reference	\$1,686	9	\$290	9	\$1,976	18	\$184	15	\$2,160	33
Juvenile Magazines	\$585	14	\$0	0	\$585	14	\$0	0	\$585	14
Juvenile on-line databases	\$10,837	6	\$0	0	\$10,837	6	\$0	0	\$10,837	6
Total Juvenile Non-Fiction	\$42,034	1167	\$764	30	\$42,798	1197	\$378	27	\$43,176	1224
TOTAL JUVENILE PRINT MATERIALS	\$106,070	5,148	\$949	40	\$107,019	5,188	\$1,133	94	\$108,152	5,282
Juvenile Music CDs	\$328	18	\$0	0	\$328	18	\$0	0	\$328	18
Juvenile Audio Books	\$698	31	\$0	0	\$698	31	\$0	0	\$698	31
Juvenile Free DVDs	\$3,111	130	\$0	0	\$3,111	130	\$0	0	\$3,111	130
Juvenile Rental DVDs	\$2,344	45	\$0	0	\$2,344	45	\$0	0	\$2,344	45
TOTAL JUVENILE NON-PRINT MATERIALS	\$6,681	224	\$0	0	\$6,681	224	\$0	0	\$6,681	224
TOTAL JUVENILE MATERIALS	\$112,751	5372	\$949	40	\$113,700	5412	\$1,133	94	\$114,833	5506
Total Fiction	\$87,550	5,191	\$1,161	44	\$88,711	5235	\$1,344	88	\$90,055	5,323
Total Non-Fiction	\$105,747	2,352	\$1,274	45	\$107,021	2397	\$1,413	50	\$108,434	2447
Total Music CDs	\$354	19	\$0	0	\$354	19	\$1,206	68	\$1,560	87
Total Audio Books	\$4,086	122	\$183	7	\$4,269	129	\$0	0	\$4,269	129
Total Free DVDs	\$4,674	189	\$150	1	\$4,824	190	\$75	4	\$4,749	194
Total Rental DVDs	\$6,536	180	\$0	0	\$6,536	180	\$232	11	\$6,768	191
TOTAL MATERIALS	\$208,946	8053	\$2,768	97	\$211,564	8150	\$4,270	221	\$215,834	8371

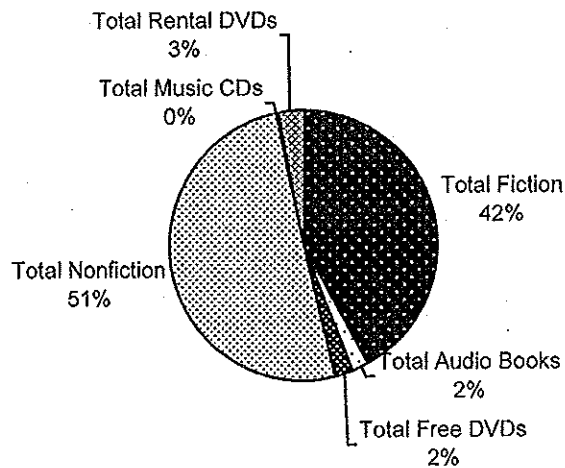
Outstanding Orders as of June 2012

General Fund	\$2,971
Adopt-a-book	\$779
TOTAL	\$3,750

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2011-2012 THROUGH THE MONTH OF JUNE 2012

	<u>Amount</u>	<u>Titles</u>	<u>Volumes</u>
Total Fiction	\$87,550	5,191	6,368
Total Non-Fiction	\$105,747	2,352	3,963
Total Music CDs	\$354	19	19
Total Audio Books	\$4,086	122	126
Total Free DVDs	\$4,674	189	246
<u>Total Rental DVDs</u>	<u>\$6,536</u>	<u>180</u>	<u>227</u>
TOTAL MATERIALS	\$208,946	8053	10949



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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Entrepreneurial Activities Report for June 2012
DATE: July 24, 2012

Net Revenue Summary June 2012

	Jun-12	Jun-11	YTD 2011-2012	YTD 2010-2011
Passport	8,025.00	6,825.00	81,475.00	81,486.00
Passport Photos	1,824.00	1,620.00	17,748.00	17,287.00
Test Proctor	250.00	550.00	3,900.00	3,450.00
Meeting Room	640.00	460.00	6,845.00	8,284.00
DVD Rentals	541.00	705.00	6,540.50	7,331.51
Total	11,280.00	10,160.00	116,508.50	117,838.51

GENERAL CONSENT REPORTS



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Personnel Report for June 2012
DATE: July 24, 2012

			YTD	YTD
	Jun-12	Jun-11	2011-2012	2010-2011
Separation	0	0	0	2
Retirement	0	0	2	0
Appointments	0	0	7	2
Open Positions	0	3	3	4
Workers' Compensation Leave	0	0	0	0
Total	0	3	12	8

SEPARATION:
None

RETIREMENT:
None

APPOINTMENTS:
None

OPEN POSITIONS:
None

WORKERS' COMPENSATION LEAVE:
None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Circulation Supervisor
SUBJECT: Circulation Activity Report
DATE: July 24, 2012

MONTHLY STATISTICS

June 2012

CIRCULATION				Y-T-D	Y-T-D	Y-T-D
	Jun-12	Jun-11		2011-12	2010-11	% change
New Patron Registrations	360	409		3,992	3,989	0.1%
Total Circulation	19,151	21,356		203,043	219,374	-8.0%
Total Active Borrowers	9,173	9,298		112,790	112,574	0.2%
Attendance*	22,959	25,224		283,696	232,051	22.3%
Registered Card Holders**	30,382	33,823		351,649	386,637	-9.0%
Adult Fiction	3,106	3,702		34,343	38,810	-11.5%
Adult Nonfiction	1,972	2,276		23,187	28,899	-19.8%
Adult Magazines	251	331		3,206	3,804	-15.7%
Adult Music CDs	157	225		2,564	3,882	-34.0%
Adult Audio Books	590	682		6,786	8,055	-15.8%
Adult Free DVDs	375	363		3,830	4,120	-7.0%
Adult Rental DVDs	448	505		5,720	6,162	-7.2%
Overdrive E-Books***	180	39		1,486	232	540.5%
Overdrive Audio Books***	52	47		834	296	181.8%
JV Fiction	7,692	8,551		78,262	78,233	0.0%
YA Fiction	1,553	1,250		10,969	9,249	18.6%
JV Nonfiction	1,366	1,390		15,478	16,298	-5.0%
YA Nonfiction	79	68		815	507	60.7%
JV Magazines	4	10		46	56	-17.9%
JV Music CDs	14	29		322	403	-20.1%
JV Audio Books	42	45		435	357	21.8%
JV Free DVDs	794	938		8,553	10,207	-16.2%
JV Rental DVDs	216	315		2,516	2,434	3.4%

* Begun patron count mid-February 2011 due to flooring project. ** Inactive accounts removed August 2011.

*** E-Books removed from circulation on February 2011.

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		977	912	709	690	1,063	4,351
10:00		535	643	565	486	610	2,839
11:00		648	742	517	715	804	3,426
12:00		677	759	739	596	1,044	3,815
1:00	673	612	742	467	458	955	3,907
2:00	1,020	774	705	884	759	1,063	5,205
3:00	819	610	668	1,028	680	616	4,421
4:00	855	985	760	1,090	837	723	5,250
5:00		775	632	760	887		3,054
6:00		758	858	960	810		3,386
7:00		921	775	881	830		3,407
8:00		870	644	633	710		2,857
Total/Day	3,367	9,142	8,840	9,233	8,458	6,878	45,918
						* Grand Total	22,959

*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		0	0	1	4	7	12
10:00		3	1	3	0	5	12
11:00		2	1	3	1	14	21
12:00		6	2	2	1	8	19
1:00	9	11	2	4	0	6	32
2:00	13	0	1	3	1	9	27
3:00	10	3	2	3	5	22	45
4:00	11	5	8	6	5	5	40
5:00		1	5	8	1		15
6:00		17	7	9	6		39
7:00		20	13	5	10		48
8:00		4	2	3	2		11
Total/Day	43	72	44	50	36	76	321
							Grand Total

STAFF ACTIVITY

- June 02, 2012- Tim compiled and submitted purchase order for vending machine snacks and drinks.
- June 02, 2012- Staff organized the meeting room for the SRP teen volunteer workshop.
- June 05, 2012- Fernando participated in supervisors meeting.
- June 05, 2012- Estella delivered money deposits to the bank.
- June 07, 2012- Staff organized the meeting room for P-Tac.
- June 07, 2012- Fernando collected money from the copy machine.
- June 09, 2012- Staff organized the meeting room for the Orchid Society event.
- June 10, 2012- Laura C. and Tim helped with the Friends monthly book sale.
- June 12, 2012- Estella delivered money deposits to the bank.
- June 12, 2012- Fernando participated in supervisors meeting.
- June 14, 2012- Estella delivered money deposits to the bank.
- June 16, 2012- Tim compiled and submitted purchase order for vending machine snacks and drinks.
- June 17, 2012- Staff organized the children's room for Friends breakfast.
- June 18, 2012- Staff organized the meeting room for the board of trustees meeting.
- June 18, 2012- Fernando attended board meeting.
- June 19, 2012- Staff organized chairs in the meeting room for Pre-School story time.
- June 19, 2012- Larry, Beatrice, Vanita, and Estella attended all staff meeting.
- June 20, 2012- Fernando participated in supervisors meeting.
- June 21, 2012- Staff organized the meeting room for Lap-Sit story time.
- June 21, 2012- Staff organized chairs in the civic center plaza for the Elvis program.
- June 21, 2012- Staff organized the meeting room for P-Tac.
- June 21, 2012- Staff organized the meeting room for special event on Saturday.
- June 22, 2012- Fernando attended ALA conference in Anaheim.
- June 23, 2012- Staff organized meeting room for SRP movie program.
- June 23, 2012- Fernando attended ALA conference in Anaheim.
- June 24, 2012- Fernando attended ALA conference in Anaheim.
- June 25, 2012- Staff organized chairs for F.I.R.S.T. children's program.
- June 26, 2012- Staff organized chairs in the meeting room for Pre-School story time.
- June 26, 2012- Fernando attended ALA conference in Anaheim.
- June 27, 2012- Fernando facilitated Circulation department meeting.
- June 27, 2012- Staff organized for Up All Night program.
- June 27, 2012- Ed, Esther, Estella, Larry, and Beatrice attended Circulation Department meeting.
- June 27, 2012- Fernando trained new volunteer how to shelve young adult fiction books.
- June 28, 2012- Staff organized the meeting room for Lap-Sit story time.
- June 28, 2012- Staff organized the meeting room for P-Tac.
- June 30, 2012- Tim compiled and submitted purchase order for vending machine snacks and drinks.
- June 30, 2012- Staff organized meeting room for SRP movie program.

ONGOING PROJECTS

Fernando continues to work on staff performance evaluations.

Staff is inspecting the public restrooms hourly.

Circulation staff has added a walkthrough of the History room to the regular closing duties.

Circulation staff continues to review cushion seats after volunteers use them in the afternoons.

NEW PROJECTS AND ACTIVITIES

Fernando and Jesus will work on a Passport marketing campaign.

Fernando will try and collect food donations for the Summer Reading Event.

Fernando will work with the Orange County Health Department to obtain a Summer Reading Event food handling permit.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: City of Placentia Invoices
DATE: July 24, 2012

CITY OF PLACENTIA INVOICES

PERIOD COVERED	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
FY2011-2012						
	11-Jul 8/29/2011	6,533.26	1,452.49	142.50	15.20	\$8,143.45
	11-Aug 9/15/11	6,051.07	1,452.50	142.50	*	\$7,646.07
	11-Sep 11/08/11	6,088.46	1,452.50	142.50	7.61	\$7,691.07
	11-Oct 01/04/12	4,031.98	1,452.50	142.50	7.65	\$5,492.13
	11-Nov 01/04/12	3,223.99	1,452.50	142.50	7.65	\$4,684.14
	11-Dec 01/31/12	2,851.32	1,452.50	142.50	7.65	\$4,738.97
	12-Jan 02/28/12	3,052.45	1,452.50	142.50	7.76	\$4,655.21
	12-Feb 04/09/12	3,035.20	1,452.50	142.50	7.72	\$4,637.92
	12-Mar 05/07/12	3,049.37	1,452.50	142.50	7.72	\$4,652.09
	12-Apr 06/07/12	3,028.13	1,452.50	142.50	7.70	\$4,630.82
	12-May 6/14/12	3,346.82	1,452.50	142.50	15.40	4,957.22
	12-Jun *	*	*	*	*	*
	TOTAL	\$44,292.05	\$15,977.49	\$1,567.50	\$92.06	\$58,789.22
	AVG	4,026.55	1,452.49	142.50	8.36	5,344.47

* City Billing Not Received

FY2010-2011	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
	10-Jul 8/31/2010	6,892.73	1,452.50	142.50	14.42	\$8,502.15
	10-Aug 10/12/2010	6,848.56	1,425.50	142.50	*	\$8,443.56
	10-Sep 10/28/2010	6,571.73	1,452.50	142.50	*	\$8,166.73
	10-Oct 11/23/2010	4,688.88	1,452.50	142.50	*	\$6,283.88
	10-Nov 12/8/2010	3,832.05	1,452.50	142.50	*	\$5,427.05
	10-Dec 2/1/2011	3,337.15	1,452.50	142.50	*	\$4,932.15
	11-Jan 2/15/2011	3,412.40	1,452.50	142.50	7.68	\$5,015.08
	11-Feb 3/17/2011	3,401.08	1,452.50	142.50	7.64	\$5,003.72
	11-Mar 5/11/2011	3,477.15	1,452.50	142.50	7.64	\$5,079.79
	11-Apr 5/11/2011	3,620.66	1,452.50	142.50	7.61	\$5,223.27
	11-May 7/5/2011	3,800.48	1,452.49	142.50	7.61	\$5,403.08
	11-Jun *	*	*	*	*	*
	TOTAL	49,882.87	15,977.49	1,567.50	52.6	\$67,480.46
	AVG	4,534.80	1,452.49	142.5	4.78	\$6,134.58

STAFF REPORTS



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Director's Report for June 2012
DATE: July 24, 2012

Accomplishments

- Secured over \$28,000 in annual funds from the Placentia Library Friends Foundation (PLFF) for library programs and services during the 2011-2012 Fiscal Year.
- Collaborated with the Placentia Rotary Club to host a concert fundraiser at the Library.
- Provided assistance to the Placentia Rotary Club for their 4th Annual Cowabunga fundraiser.
- Finalized printing needs and specifications with our printing provider.
- Developed interview questions and coordinated interviews for the Board vacancy position.
- Met and reviewed evaluation performances with three supervisors.
- Hired new full-time Library Assistant for the Adult Services Department.
- Worked with the newsletter committee to develop a design template.
- Met with City representatives to discuss several issues including the History Room and the Library Impact Fee.

Meetings

- Library Board of Trustees Meeting – June 18th
- Meetings with Individual Trustee – June 6th and 11th
- Manager's Meeting – June 5th, 11th, 20th and 26th
- Staff Meeting – June 19th
- PLFF Meeting – June 11th
- Rotary Meetings – June 6th, 20th and 27th
- Placentia Roundtable Women's Club – June 6th
- VHS Interact Club – June 2nd, 6th, 9th and 13th

Community Events / Functions

- PLFF Volunteer Brunch
- Thank You Breakfast for PLFF
- Homeless Intervention Shelter (HIS) House Grand Re-Opening
- Elvis Program
- American Library Association Conference in Anaheim

Future Project(s)

- Strategic Plan
- Capital Improvement Projects – Meeting Room and Staff Lounge
- Employee Recognition and Appreciation Dinner

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 June 2012
DATE: July 24, 2012

MONTHLY STATISTICS

Children's Desk Activity

	June 2012	June 2011	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
Phone reference:	43	59	503	663	-24.13%
In person reference/research:	804	868	8607	8722	-1.32%
Total Reference	847	927	9110	9385	-2.93%
Total Number of Programs	27	23	438	295	48.47%
Total Programs Attendance	2924	2407	19729	14100	39.92%

PROGRAM STATISTICS

TYPE OF PROGRAM	NUMBER OF PROGRAMS	TOTAL ATTENDANCE
Read to the Dogs	1	37
F.I.R.S.T. – Family Interactive Reading and Sharing Time	1	25
Preschool Story Times I & II: 3-6 years	4	77
Pocket Tales: Stories, music, and movement.	2	58
Lap Sit 24 months & younger	2	113
P-TAC	2	44
Family Game Day	1	25
Homework Club	4	25
6/2 & 4 SRP Teen Volunteer Orientation & Training	2	63
6/4 & 5 Melrose Elementary SRP School Visit	1	600
6/6 Morse Elementary SRP School Visit	1	523
6/12 Golden Elementary SRP School Visit	1	130
6/12 Melrose 2 nd Grade Library Tour	1	89

6/20 SRP Weekly Program: Blast-Off	1	112
6/27 SRP Weekly Program: Wildlife Co.	1	205
6/28 YA SRP program: Minute Madness	1	23
6/30 SRP Registrations	1	775
Total June 2012	27	2,924
Total June 2011	23	2,407
Current FY to date	438	19,729
Previous FY to date	295	14,100

Achievements:

- Lori Worden attended the Library Board Meeting on June 18.
- Children's staff attended the PLFF Thank you breakfast on June 18.
- Lori Worden attended the American Library Association Conference in Anaheim June 23- June 26. Lori attended workshops on Children's and Teen library programming and collection development, as well as attended the author speaker series and exhibits.
- Coleen Wakai volunteered at the ALA Conference in the registration area and at the CLA booth.
- Brenda Ramirez attended a REFORMA educational foundation fundraiser dinner at ALA.
- Lori Worden attended supervisor/managers meetings with Jeanette Contreras.
- Lori Worden attended the ADT Security Camera training session for supervisors.
- Children's staff attended a Horizon training session on running reports.

In progress:

- Children's staff submitted program plans for September 2012-February 2013 for the new library newsletter.
- Children's staff are supervising the children's and teen summer reading program, with 775 children and teens enrolled as of June 30, 2012.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Nadia Dallstream, Librarian II

SUBJECT: Adult Services Monthly Activity Report for June 2012

DATE: JULY 16, 2012

MONTHLY STATISTICS**Adult Services Programs**

	June 2012
June 5, 2012 Computer Workshop: E-Mail 101	10
June 12, 2012 Book Discussion: The Curious Incident of the Dog in the Night-time	11
June 19, 2012 Computer Workshop: Introduction to Excel	11
June 21, 2012 Elvis: A Tribute	100
June 23, 2012 Saturday Afternoon Matinees: Breakfast at Tiffany's	5
June 30, 2012 Saturday Afternoon Matinees: Moneyball	7
	144

Reference Desk Activity

	June 2012	June 2011	Y-T-D 2011-12	Y-T-D* 2010-11	Y-T-D % change
Reference -- in person	918	1087	10049	12270	-18.10%
Reference -- telephone	342	403	3417	4012	-14.83%
Reference -- email/chat	0	0	36	15	100.00%
Technology assistance	341	445	4268	7404	-42.36%
Guest passes	151	111	1848	1905	-2.99%
Adult and Children's computer use (desktops)*	2401	1919	32425	35099	-7.62%
Adult computer usage (desktop)**	2098	0	27495	0	0.00%
Public computer use (express laptops)***	250	1879	8553	11098	-22.93%
In library use -- cleanup	3708	4181	39988	41120	-2.75%
Adult Program Attendance	144	285	1312	1189	10.34%

*Computers out of service for 2 weeks in June 2011

**No data available for FY 10-11

***2 of 4 were available in June 2012

Volunteer Hours

	June 2012	June 2011	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
History Room	26	72	288.5	595.5	-51.55%
PLFF	528	467	5553.75	5467	1.59%
General Library	425	1103.5	6857	5157.75	32.95%
Technology	78.75	20.5	621.25	436.25	42.41%
Homework Club	18	13	1175.75	947.5	24.09%
Adult Literacy Tutors	56	25	674	682	-1.17%
PTAC	93.75	0	1439.25	984.5	46.19%
Summer Reading Program	250	NA	250	NA	NA
Total Volunteer Hours	1225.5	1701	12970	11998	8.10%

History Room Activity

	June 2012	June 2011	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % Change
History Room Visitors	2	8	89	108	-17.59%
History Room Volunteers	2	3	14	36	0.00%

Adult Literacy Services

	June 2012	June 2011
Number of Tutors	11	0
Number of Students	13	0
Total Number of Participants	24	0

**No data for FY 2010-2011*

Computer Literacy Services

	June 2012	June 2011
Number of Tutors	2	0
Number of Students	3	0
Total Number of Participants	5	0

**No data for FY 2010-2011*

ACHIEVEMENTS

- *Nadia Dallstream* sent out publicity for all Adult Services Library programs.
- *Nadia Dallstream* coordinated the Horizon Training for Clerks and Librarians.
- *Venessa Faber* coordinated and supervised Matinee Movies on Saturday's for SRC.
- *Venessa Faber* worked with ValTech volunteers to import Literacy Program applications into Excel.
- *Jeannie Killianey* coordinated & instructed 2 Computer Workshops (E-Mail 101 & Introduction to Excel), and created the instructional materials for the "Introduction to Excel" Workshop.
- *Jeannie Killianey* weeded the Educational DVD collection.
- *Jeannie Killianey* wrote the OC Register article for the "Elvis: A Tribute" program.
- *Jeannie Killianey* co-created the Summer Reading Program display case.
- *Katie Matas* proctored 5 exams.
- *Katie Matas* coordinated the June 18, 2012 PLFF appreciation breakfast.
- *Nadia Dallstream, Venessa Faber, Katie Matas, Jeannie Killianey and Wendy Townsend* decorated for the Summer Reading Program.
- *Wendy Townsend* weeded the large print collection.
- *Wendy Townsend* assisted with the SRP Volunteer Orientations on June 2nd and June 4th.
- *Wendy Townsend* led the June book discussion on June 12th.
- *Wendy Townsend, Jeannie Killianey and Nadia Dallstream* assisted with Elvis: A Tribute on June 21st.
- *Wendy Townsend* assisted with creating and displaying SRP decorations.
- *Wendy Townsend* attended the Horizon training on June 8th.
- *Wendy Townsend* added 8 new yearbooks and 1 new local author book to the History Room.
- *Venessa Faber* wrote, printed and distributed letters to donors and community organizations to promote the Summer Reading Program.
- *Nadia Dallstream* coordinated programs for September through March 2013.

MEETINGS

- *Nadia Dallstream* attended the SirsiDynix SoCal Group meeting at the Orange Library on June 1st.
- *Nadia Dallstream, Venessa Faber, Jeannie Killianey, Katie Matas and Wendy Townsend* participated in the June 8th Horizon training.
- *Nadia Dallstream* attended 4 Manager/Supervisor Meetings.
- *Nadia Dallstream* attended ALA on June 24th, 25 and 26th.
- *Nadia Dallstream* attended an ADT training on June 27th.
- *Nadia Dallstream* attended the H.I.S. House Open House on June 19th.
- *Venessa Faber* met with former literacy tutor Eleanor Foster to gain insight on her experiences as a long-time tutor with various programs.
- *Venessa Faber and Katie Matas* met to review Baker & Taylor.
- *Wendy Townsend, Katie Matas and Nadia Dallstream* attended the staff meeting on June 19th.

- *Wendy Townsend* attended the Placentia Historical Committee meeting on June 26th.
- *Wendy Townsend* attended the One Stop annual meeting on June 27th.
- *Wendy Townsend* attended the Orange County Historical Society annual dinner and meeting on June 15th.
- *Venessa Faber and Wendy Townsend* attended the Placentia Community Foundation meeting and grant workshop on June 7th.
- *Nadia Dallstream, Venessa Faber, Katie Matas and Wendy Townsend* attended and assisted with the PLFF Thank You Breakfast on June 18th.
- *Venessa Faber* observed Wendy's book discussion on June 12th.

IN PROGRESS

- *Nadia Dallstream* is coordinating programs for April 2012 to August 2012.
- *Nadia Dallstream* is creating a spreadsheet for Adult Services staff to use to track how time is used.
- *Nadia Dallstream and Wendy Townsend* are working on staff and volunteer positions for the SRC.
- *Venessa Faber* working on creating the new library newsletter.
- *Venessa Faber* is redesigning the Computer Literacy applications.
- *Jeannie Killianey* continues to monitor and update the library's Facebook page.
- *Jeannie Killianey* completed book orders for July.
- *Jeannie Killianey* is working on a collection development policy for the 000s collection.
- *Jeannie Killianey* is working with the Val Tech Interns on projects for Adult Services.
- *Katie Matas* is preparing for the July 10, 2012 book discussion of *The Descendents*.
- *Katie Matas* is weeding the mystery collection.
- *Katie Matas* is taking care of the weekly SRP raffle and keeping track of weekly participation statistics.
- *Wendy Townsend* is continuing to fill volunteer positions and verify volunteer hours.
- *Wendy Townsend* is working on the publicity for Sinatra: A Tribute.
- *Wendy Townsend* is working on an oral history of Jeremy B. Yamaguchi.
- *Wendy Townsend* is working on a display featuring the History Room's Olympic collection.
- *Wendy Townsend* is continuing to manage the History Room Val Tech Interns and Val Tech patron technology assistance.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Katie Matas, Librarian, Technical Services
SUBJECT: Technology & Website Report for June 2012
DATE: July 16, 2012

MONTHLY STATISTICS**On-line database usage**

	June 2012	June 2011	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
General Reference Center	48	149	283	896	-68%
Heritage Quest	726	1,643	3,614	3,893	-7%
Novelist	56	35	222	147	51%
Tumblebooks	777	223	2,145	1,353	59%
Reference USA	604	68	784	428	83%
TOTAL DATABASE USAGE			7,048	6,717	5%

**Website
Traffic**

	June 2012	June 2011	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
Website visits	20,577	16,224	242,946	221,417	10%
Page Hits	37,857	30,871	461,629	429,355	8%

ACHIEVEMENTS

- *Jesus Diaz* updated the Library's website.
- *Jesus Diaz* updated the outside digital sign.
- *Katie Matas* updated the messages on the telephone system.
- *Jeannie Killianey* updated the Library's Facebook Account.
- *Brenda Ramirez* updated the Library's Twitter Account.
- *Coleen Wakai* updated the Library's Flickr Account.

PRESENTATION



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

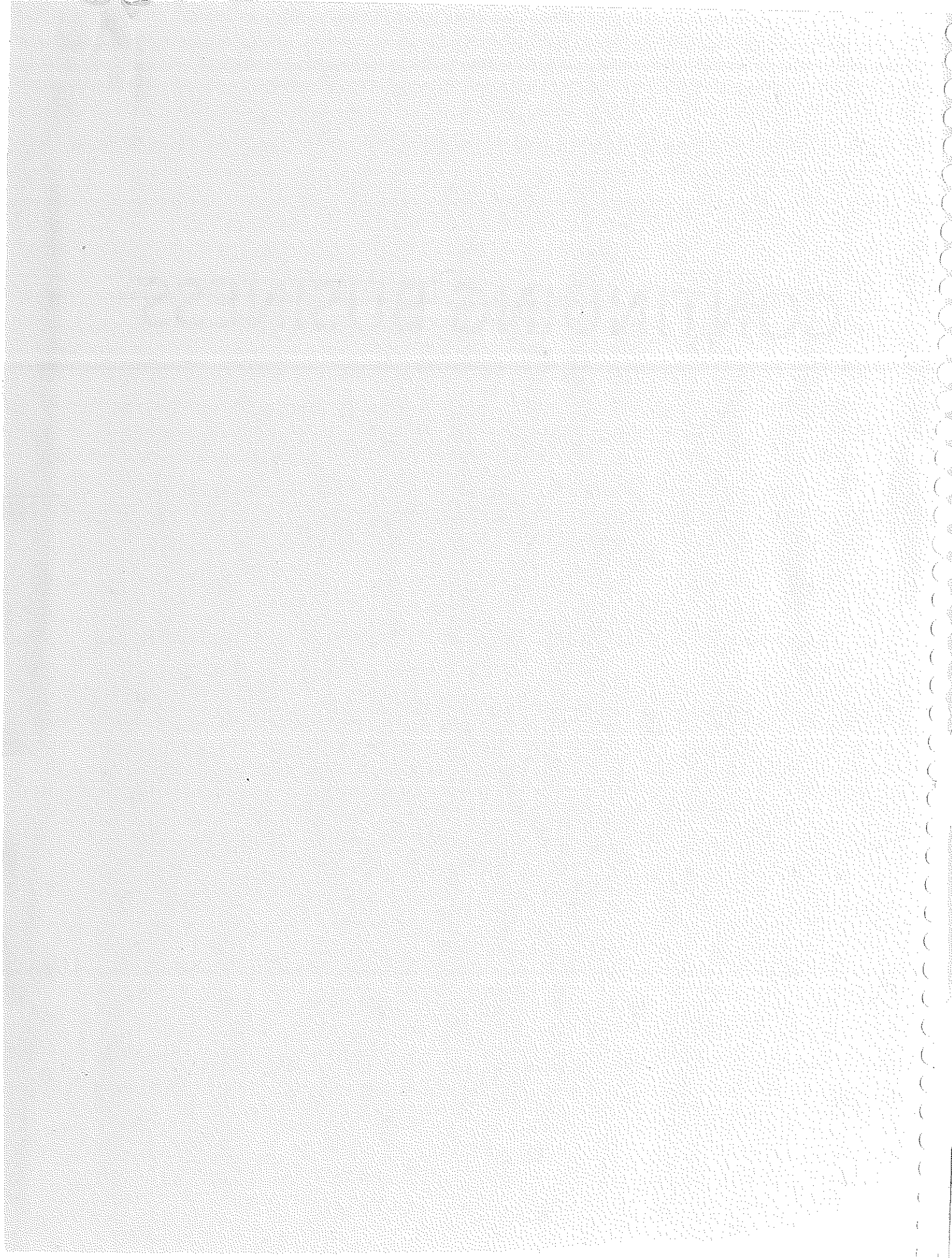
TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Employee of the Quarter Award
DATE: July 24, 2012

BACKGROUND

President DeVecchio will present the Employee of the Quarter Award.



CONTINUING BUSINESS



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Employee of the Quarter Award
DATE: July 24, 2012

BACKGROUND

President DeVecchio will present the Employee of the Quarter Award.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Placentia Library District Newsletter Update
DATE: July 24, 2012

BACKGROUND

The Placentia Library District's new newsletter is scheduled to be delivered the end of July 2012. It will be delivered to all residents and businesses with the 92870 zip code. In addition, copies will be made available at the Library and other locations within the Placentia community.

With tremendous support and feedback from the Newsletter Committee, the eXPLORE newsletter is a publication we all are very proud of. Committee members included Secretary Betty Escobosa, Trustee Al Shkoler, Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, Adult Services Librarian II Nadia Dallstream, Children's Services Librarian II Lori Worden, Circulation Supervisor Fernando Maldonado, Administrative Assistant Marisa Timothy and PLFF President Brenda Benner.

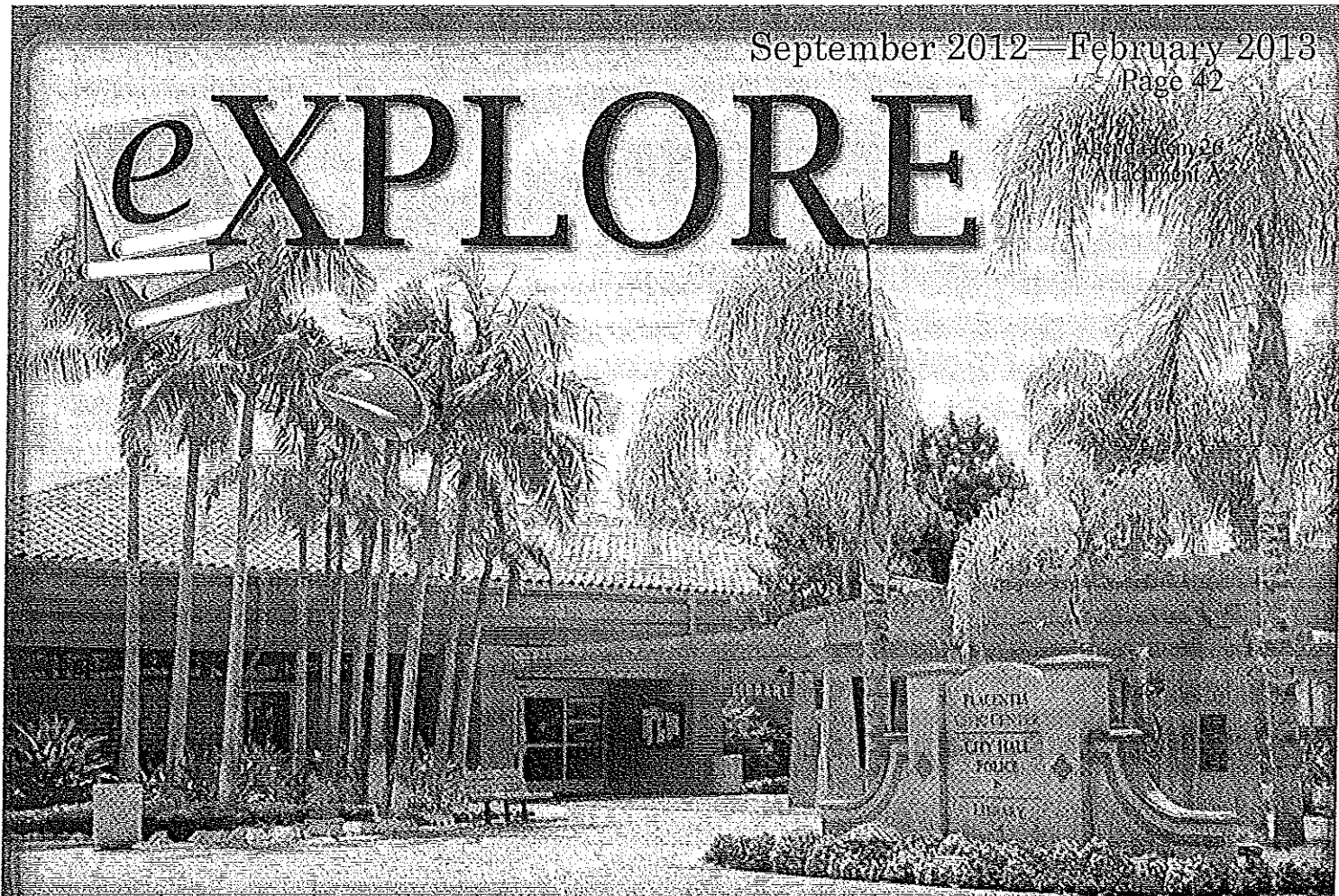
eXPLORE was designed by our Library Assistant Venessa Faber. Her creativity and dedication are to be commended.

Attachment A is a printout of the first issue of eXPLORE.

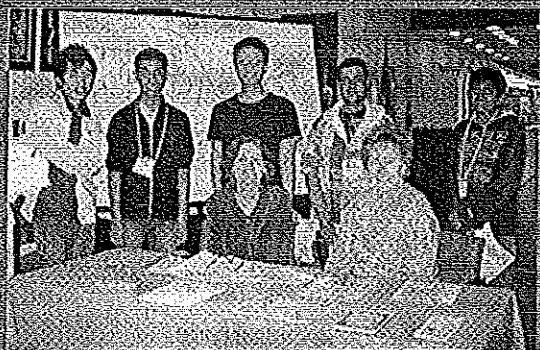
September 2012—February 2013
Page 42

eXPLORE

Send us any 20
Attachment



Your Guide to the Placentia Library District



Dean Koontz

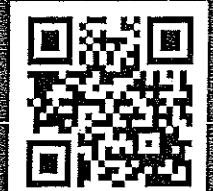
Crafter of Suspense

Author's Luncheon: March 2, 2013 See page 9 for details



"Inspire exploration, open minds and bring people together"

www.placentialibrary.org



PL

Welcome to Your Library!

 Agenda Item 26
 Attachment A

Placentia Library District 411 E. Chapman Ave. Placentia, CA 92870
 www.placentialibrary.org

Main Phone: (714) 528-1906

Fax: (714) 528-8236

When calling the main phone, extension numbers listed below may be used as soon as the greeting begins:

Administration	200
Adult Literacy	220
Adult Reference Desk	209
Circulation Desk	210
Children's Desk	212
Placentia Library Friends Foundation	217
Friends Bookstore	217
Library Hours	1
Library Card Information	210
Homework Club	214
Meeting Room Reservations	205
Passport Information	7
Renewal Information	6
Reserve Requests	209
Volunteer Coordinator	224

Renew your books online or call:
 (714) 765-1775

Patrons may renew twice unless item is requested by another patron.

Library Hours

Monday - Thursday	9:00 a.m. - 9:00 p.m.
Friday	CLOSED
Saturday	9:00 a.m. - 5:00 p.m.
Sunday	1:00 p.m. - 5:00 p.m.

Passport Office Hours

Monday - Thursday	9:00 a.m. - 8:30 p.m.
Friday	CLOSED
Saturday	9:00 a.m. - 4:30 p.m.
Sunday	1:00 p.m. - 4:30 p.m.

Item Loan Limits & Policy

(Per Library Card, patron present)

- 5 items out at one time (for the first month)
- 25 items out at one time (after the first month)
- 3 week loan period for books, audio books, and magazines
- 1 week loan period for educational DVDs
- 3 books on the same subject or series
- 5 magazines of the same title
- 5 audio books
- 5 music CDs
- 5 DVDs

Overdue Charges: 20¢ a day per item/\$1 per day for overdue rental DVDs. Accounts that owe more than \$5 in fines/fees will not be able to check-out.



Your Library provides you access to numerous possibilities!

- Passport Photos
- Photo Copies
- Fax Services
- Meeting Room Rentals
- Passport Application Execution Center
- Computers with Internet & Microsoft Office

DID YOU KNOW?

Placentia Library District card also grants you access to ALL Anaheim Public Libraries!

Apply now at the Check-out Desk for your library card! It's **FREE** and easy!

All you need to bring with you when you visit is the following:

1. Valid CA Driver License or ID card
2. Proof of Address

Any California resident, any age!

(Parents must accompany minors under the age of 18)

Passport Processing

Need a passport in less than 14 days?

Emergency Passport 1-877-487-2778

Stay up to date at www.travel.state.gov

Download Passport Forms

Consular Information on Every Country

Travel Warnings

Ready to see a Passport Agent?

Make sure you can provide on of each to save you time:

- Evidence of Citizenship
- Passport Photo
- Proof of Identity
- Form DS 11
- Check or Money Order
- Passport, if renewal needed



For more information and cost breakdown please visit the Placentia Library District website.

Administration

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eXPLORE
Attachment A

Board of Trustees

Richard DeVecchio, Ed. D
President

Betty Escobosa
Secretary

Gayle Carline
Trustee

Al Shkoler
Trustee

Jean Turner
Trustee

Employee of the Quarter

The Employee of the Quarter (EQQ) Award is awarded to an outstanding employee nominated by staff. This award represents the district's vision of public work through the ideals of leadership, service, integrity and commitment. The recipient is honored and presented with a proclamation at the Library Board of Trustees meeting along with a check from the Placentia Library Friends Foundation. This award program began in 2008.



Wendy Townsend is our latest Employee of the Quarter. As the History Room Librarian, Wendy was instrumental in planning, coordinating and implementing the production of the Placentia: A Pleasant Place film which received rave reviews from the community. Wendy is also responsible for the Library Volunteer Program. Congratulations to Wendy and the previous EQQ recipients including Nadia Dallstream, Fernando Maldonado, Katie Matas, Laura Mitchell, Edgar Pineda, Beatrice Quintanar, Brenda Ramirez, Vanita Todker, Coleen Wakai, Estella Wnek, Lori Worden and Timothy Worden.

Volunteer @ the Placentia Library!

Placentia Library volunteers make meaningful contributions to the Library and our community while learning new skills and having fun! A variety of volunteer positions are available. Orientations are provided for volunteers. Applications are available at the Reference Desk or online at www.placentialibrary.org. Volunteers must be 12 years old or older.

Volunteer Orientations are from 1-2:00 p.m. on the following dates:
Saturday, August 11 Saturday, November 10 Saturday, February 9

From the Director's Desk

Welcome! eXPLORE is our NEW newsletter filled with features about what is coming up and what you might have been missing at the Placentia Library. The Library has programs, Internet connectivity, computer workshops, eBooks, eMusic and even books actually printed on paper! We are here for everyone, all ages, babies to great grandparents. eXPLORE will come to you twice a year. In between you can keep in touch at our web site, placentialibrary.org or follow us on Facebook, Flickr, YouTube and twitter.



Jeanette Contreras
Director

Libraries have changed, a lot. Yes, you can Google anything but sometimes your search doesn't come up with the information you need. Our trained reference librarians can help you find a job online or the information for a new business opportunity or a term paper. Need a computer or fast internet connection? We have them!

We have helped hundreds of adults, including many seniors, with beginning computer classes. Other classes provide training on Word, Excel, Facebook, Email and more. Additional subjects we are considering are digital photography, iPads and other tablets and genealogy. We welcome your suggestions on classes that you would be interested in taking. Please email Librarian II, Nadia Dallstream, at ndallstream@placentialibrary.org or call her at (714) 528-1906 x219 if you have questions regarding our computer workshops.

We hope you find this newsletter informative, interesting, and enjoyable. Please feel free to contact me directly if I can assist you in any way.

Happy Reading!

Jeanette Contreras
Library Director
jcontreras@placentialibrary.org

Adult Services

Fiesta!

Ballet folklórico, mariachis, crafts, storytime and refreshments! Join us for this all ages event in celebration of Hispanic Heritage Month.
Sunday, September 16, 1-3 p.m.

Star Gazing

Come view stars and learn about the solar system with the assistance of the Orange County Astronomer's Club. Sign-ups begin October 1.
Thursday, October 18, 7:30-8:30 p.m.

Holiday Fine Arts Series

Join us for holiday programs featuring local talented performers. Refreshments will be provided.
Thursdays 6:30-8:00 p.m.
November 29, December 6, December 13

Celebrate Family History Month

In association with the Genealogical Society of North Orange County this genealogy program is presented in celebration of Family History Month.
Tuesday, October 2, 7-8:30 p.m.

Saving Cents with Coupons

Learn valuable money saving tips that could lower your grocery bill by at least 50% by using coupons! The class will be taught by So Cal Coupon Gal, Amy Thompson.
Saturday, November 17, 10:00 a.m.-12:00 p.m.

Introduction to Overdrive & Freegal

Learn how to download FREE audiobooks, eBooks, and music to your device or computer using the library's online resources.
Tuesday, December 18, 6:30-8:00 p.m.

Estate Planning and Living Trusts

Local attorney Keith deBrucky presents an introductory program to help you get started planning for the future.
Thursday, February 28, 7:00-8:30 p.m.



Literacy Services

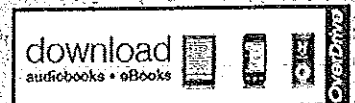
The Placentia Library's Literacy program serves English language learners in our community by providing one to one tutoring. Become a tutor and share you time to help adults who want to improve their language skills. If you are interested in the Literacy program as a tutor or student, please contact the Adult Services Reference Desk for more information.
"Once you learn to read, you will be forever free." -Frederick Douglass

From the History Room...

Did you know that former Placentia resident Charles H. Hunt was a rowing official for the 1932 Olympic Games in Los Angeles or that 4-time Olympic gold medalist Janet Evans graduated from El Dorado High School? Stop by the library to see our extensive collection of Olympic photographs and memorabilia, the Olympic collection will be on display in the library through September 2012.

FREE Downloadable Books at the Placentia Library!

Before you buy another book for your iPad, Nook, Kindle, iPod, or mp3 player, check out our downloadable e-books and audio books. GO to www.placentialibrary.org and follow the links to e-books and Overdrive to access thousands of titles you can check out with your Placentia library card and download to your e-reader or audio device. Books loan out for 2 weeks and then disappear from your device.

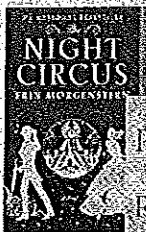


Adult Services

Page 46
EXPLORE
Attachment A

Book Discussions

Enliven your day with great conversation! We meet the second Tuesday of the month. The library provides extra copies of the selected titles for checkout prior to the discussion. Bring your lunch; we will provide the dessert! Hope to see you there!



2nd Tuesday of the Month, 12:00-1:00 p.m.
Placentia Library's History Room

PEACE
Like a
RIVER



September 11	The Night Circus	by Erin Morgenstern
October 9	State of Wonder	by Ann Patchett
November 13	The Language of Flowers	by Vanessa Diffenbaugh
December 11	The Life of Pi	by Yann Martel
January 8	Peace Like A River	by Leif Enger
February 12	Extremely Loud and Incredibly Close	by Jonathan Safran Foer

Computer Workshops

Registration begins August 18th. Space is limited.
Call the Reference Desk at extension 209 to register.

Introduction to Computers

Introduction to Computers (software & hardware), Internet and E-Mail. *No experience required.*
(3 week course) 6:30-8 p.m.



Session 1:	October 2	October 9	October 16
Session 2:	January 8	January 15	January 22



Learn How to Take Better Travel Photographs

This is a 2-session workshop will first cover the concepts of Good Travel Photography with a shooting assignment to be completed and e-mailed to the instructor by the second session. The second session will be critiquing student's assigned photos and additional notes on Good Travel Photography. *Must be conversant with computers, digital cameras and knowledge of downloading images from that camera. Home computer or laptop not required, but helpful.*

(2 week course)

Tuesday, September 18, 6:30-8 p.m. & Tuesday, September 25, 6:30-8 p.m.

Introduction to Facebook

Create a Facebook account and learn how to set up your profile and privacy settings. *Mousing, keyboarding skills and familiarity with the Internet required. Must have an active e-mail account.*

Tuesday, November 13, 6:30-8 p.m.

Beginning Word Processing

Learn how to create documents using Microsoft Word 2010. *Mousing, keyboarding skills and familiarity with the Internet required.*

Tuesday, February 19, 6:30-8 p.m.

Introduction to PowerPoint

Learn how to create attractive presentations using Microsoft PowerPoint. *Mousing and keyboarding skills required.*

Tuesday, November 27, 6:30-8 p.m.

PL Children's Services

Agenda Item 26
Attachment A

PRESCHOOL PROGRAMS:

Lap Sit Time

Stories, songs, nursery rhymes and fingerplays for children ages 2 and under with a parent or caregiver.
Location: Library's meeting room
Thursdays, 9:30-10:00 a.m.

September 6, 13, 20, 27
October 4, 11, 18, 25
November 1, 8, 15, 29
December 6, 13
January 10, 17, 24, 31
February 7, 14, 21, 28

Preschool Storytime

Stories, rhymes, puppets, music and movement for children 3-6 years old
Location: Library's meeting room
Tuesdays, 9:45-10:30 a.m.

September 4, 11, 18, 25
October 2, 9, 16, 23, 30
November 6, 13, 20, 27
December 4, 11
January 8, 15, 22, 29
February 5, 12, 19, 26

Super S.T.A.R.: Storytime Touching Autistic Readers

A special storytime designed for children with autism, ages 3-8, with a family member. There will be stories, music and movement, and a craft to take home. Registration is limited. Sign-up in the Children's Department.
Saturdays, 10:30-11:15 a.m.

September 22
October 20
November 24
December 15
January 26
February 23

PROGRAMS FOR CHILDREN OF ALL AGES:

Pocket Tales Stories and Music

Lindsay Whipple performs stories, songs, and music for the whole family.
Wednesdays, 6:30-7:30 p.m.

September 5, 12, 19, 26
October 3, 10, 17, 24, 31
November 7, 14, 21, 28
December 5, 12
January 9, 16, 23, 30
February 6, 13, 20, 27

F.I.R.S.T.

Join our Family Interactive Reading and Sharing Time! Come read and discuss stories the whole family will enjoy! We make a craft and share a light meal together too!
Mondays, 6:30-8:00 p.m.

September 24
October 22
November 26
December 10
January 28
February 25

Fiesta!

Ballet folklórico, mariachis, crafts, storytime and refreshments. Join us for this event for all ages in celebration of Hispanic Heritage Month.
Sunday, September 16, 1:00-3:00 p.m.

Star Gazing

Come view stars and learn about the solar system with the Orange County Astronomers Club. Sign-ups begin October 1.
Thursday, October 18, 7:30-8:30 p.m.

Read to the Dogs

Open to all ages! Read to a trained, furry friend, from Bright & Beautiful Therapy Dogs, Inc.
Mondays, 6:00-7:00 p.m.

September 10
October 1
November 5
December 3
January 7
February 4



Homework Club

Children from Kindergarten through 12th grades are welcome to attend and receive help with their homework. All children need to have a consent form filled out by their parent or guardian. Visit the Children's Desk for more information. Begins September 10. Monday-Thursday, 4:00-6:00 p.m.

Children's Services

C.O.P.S.: Chief of Police Storytime with Police Chief Hicks

For children in kindergarten - 6th grades. Join Chief of Police Hicks for this monthly program with stories, music and crafts which will promote healthy minds and healthy living for children. Location: Library Meeting Room

Wednesdays, 4:00 - 4:30 p.m.

September 12 December 12
October 10 January 9
November 14 February 13

Camp Library!

Join us for this popular annual event!

Families will camp-out at Placentia Library overnight. There will be a special performance, stories, crafts, and games. This event is for children ages 4-12 with an accompanying adult. Registration is limited, and begins October 1. Sign-up at the Children's Desk, Friday, November 2 - Saturday, November 3

Family Flicks at PLD!

Enjoy family movies each Saturday at the library! See the library for our movie schedule. Snacks provided.

Saturdays, 12:00 - 2:00 p.m.
Begins Saturday, September 8

Halloween Crafts & Treats

Enjoy Halloween treats, crafts, and a costume contest for children of all ages!

Saturday, October 27, 3:00 - 4:00 p.m.

Winter Wonderland Program for the Family

Celebrate the season with us as we enjoy a holiday puppet show performed by Swazzle! We also make a holiday craft and have a very special visit from Santa!

Saturday, December 15, 2:00 - 3:30 p.m.

Valentine's Day Stories and Crafts

Listen to a special story and make a Valentine craft for someone special! We will also enjoy some Valentine's Day treats!

Saturday, February 9, 2:00 - 3:00 p.m.

Family Game Day

For all ages. Enjoy board and electronic games with us and enjoy a snack too!

Saturdays, 2:00 - 4:00 p.m.

September 15
October 20
November 17
January 19
February 16



TEENS

P-TAC

The Placentia Teen Advisory Club is open to all teens interested in gaining community service experience and hours while planning fun library events. We are currently accepting applications.

Thursdays 6:30 - 8:00 p.m.

September 6, 20 October 4 November 1, 15 December 6 January 10, 24 February 7, 21

P-TAC presents "Library Haunt"

Our "haunted" library will be presented by our teen volunteers in the Library Meeting Room.

For children 1st grade and up.

(No Preschoolers, please)

Saturday, October 27, 2:00 - 3:00 p.m.

Le Teen Café

Teens are invited to share delicious holiday foods, teas and coffee in a relaxing and fun atmosphere.

Thursday, December 13, 6:30 - 8:00 p.m.





The purpose of the Placentia Library Friends Foundation is to assist Placentia's Library District by raising funds to support and enhance its programs, activities and capital projects; promote volunteer involvement, and provide educational and cultural opportunities for its membership and Library customers.

The PLFF Board members work hard to fulfill this purpose.

- President:** Brenda Benner
- Vice President:** Ben Boelman
- Treasurer:** Dottie Rogers
- Membership:** Carol Fizzard
- Financial Secretary:** Ginny Sanatar
- Recording Secretary:** Barbara Hemmerling
- Financial Advisor:** Bill Dooley
- Corresponding Secretary:** Shawn Sorokin
- Directors:** Nadine Blansett, Marjan Kalmank, Leonard Rich, JoAnn Sowards, Nancy Lone-Tollefson, Carole Vandiver, and Marge Boleman (Honorary Member).

A New Board Member

The PLFF is pleased to welcome JoAnn Sowards to the board and looks forward to working with her.

Would You Like To Make A Difference?

The PLFF board welcomes new board members. If you want to have a rewarding experience and lend your voice to supporting the library's programs, we'd love to have you! If you are interested, please contact Ben Boelman at benanna1@sbcglobal.net

President's Message

Dear Friends Foundation members and residents of Placentia,

As I began organizing my thoughts around writing this column, I considered asking the question: what does the library mean to the community? Then I had the opportunity to sit in the lobby of the library and offer memberships to the Friends of the Library. Many of you stopped by to say that you were already members, which I loved to hear, but the best stories came from two women, both single moms and big library users.

One of the moms, already a PLFF member, has a son who is able to take advantage of some of the reading programs made possible in part by the Friends Foundation. When you become a member, these dollars go to help support children's and adult programs.

The other mom was familiar with Friends groups and even is a member in her home town. She now lives close to our library and had her arms filled with books for her adult son. He is fond of art books and she had a nice selection. She describes the library as a place of wonderment and a place of learning. Having a long commute to work, she is fond of our audiobooks. This woman sometimes struggles with her budget, as does the library, but she joined the Friends because we are her oasis.

I am inspired by these women and will not forget them.

-Brenda Benner



Brenda with Elvis celebrating the Summer Reading Kick-off!

Friends Foundation

Thank You for Dreaming Big!

Gayle Carline

Our library's summer reading program is always a success, and it is the PLFF's honor and privilege to be able to fund many of the activities, including the Summer Reading Celebration! Thank you for your generosity, which allows us to reach for bigger dreams for the library and the community it serves.

Bookstore News

Nancy Lone-Tollefson

When you talk to a friend today, invite them to visit our friendly Bookstore and Library! Check out the item in the Silent Auction cases and place a bid if one catches your eye. Your donations go directly to the Library for various programs and activities. Our newest Bookstore volunteer is Barbara Hatch. You can meet her on Tuesdays between 4:00 - 6:00 p.m. Come in and say hello! Your visits are appreciated!

We'd Love to Have you as a Member!

Carol Fizzard

The PLFF welcomes new members at any time. Membership in the PLFF is one way to provide financial support to the Library, plus it gives you a 10% discount in the Bookstore and at the Second Sunday Book Sales. If you are interested in joining, please complete the application below and mail it to PLFF, Placentia Library, 411 E. Chapman Ave., Placentia 92870

Second Sunday Book Sales - Great Books at Low Prices

Thanks to our generous community, we have lots of gently used books for sale (hardcover as well as paperback) on the second Sunday of each month, from 1 to 3 p.m. Join us at the library's loading dock and see what you can find! With the holidays approaching, it's a great place to find a book for that reader on your list!

Author's Luncheon March 2, 2013 with Dean Koontz

The Author's Luncheon will be held at the Alta Vista Country Club and will include a lovely lunch and a fascinating talk by our guest speaker, Dean Koontz. Additionally, there is a silent auction, door prizes, and an opportunity to get together with old friends and meet new ones!

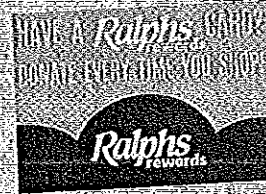


Author Dean Koontz

For more updates, Like us on Facebook
<http://www.facebook.com/PlacentiaLibraryAuthorLunch>

Ralphs Rewards: A Perfect, Painless Way to Donate!

The good people at Ralphs support their local communities with the Ralphs Community Contribution Program. When your Ralphs Reward card is registered to donate to the Placentia Library,



Ralphs donates a percentage of your purchases to help our library! Donating has never been so painless! The community Contribution Program expires each September, so if you want to continue (or begin) contributing to the library, you will need to renew your

donor information. Just take one of the forms in the foyer of your neighborhood Ralphs and have the cashier scan the code, along with your Ralphs Rewards Card. Or you can visit www.ralphs.com and sign-up under Services: Community Contribution. The Library's code is Placentia Library Friends Foundation - 82792

Need a pencil? We have them!

Our pencil dispenser is located outside the Bookstore. They can be purchased for 25¢.



Membership Application for July 1, 2012 - June 30, 2013

(Following categories are per household)

Individual \$20

Family \$35

Ruby \$100

Patron \$50-\$99

Diamond \$500+

Your contribution is 100% tax deductible and is deeply appreciated.

Name _____

Address _____ City _____ Zip _____

My check payable to PLFF is enclosed. Or Charge \$_____ to my credit card.

Card Name _____ (Visa or MasterCard)

Card Number _____

Expiration Date _____

My company will make a matching gift.
 (Please enclose form)

Signature _____



Children's Titles

Crinkleroot's Guide to Giving Back to Nature

By Jim Arnosky

Release Date: 2012

(Children's non-fiction)

Crinkleroot, who was "born in a tree and raised by bees" guides young readers through the natural world, taking them on a journey through the seasons, and gives examples of things they can do in their own backyards to protect the environment.

Diary of a Wimpy Kid: The Third Wheel

By Jeff Kinney

Release Date: Nov. 2012

(Children's fiction)

Love is in the air, but what does that mean for Greg Heffley? Sure to be popular for the middle school crowd!

Bear Says Thanks

By Karma Wilson and Jane Chapman

Release Date: Sept. 2012

Bear has come up with the perfect way to say thanks—a nice big dinner! When Bear decided to throw a feast, his friends show up one by one with different platters of delicious food to share. There's just one problem: Bear's cupboards are bare! What is he to do?

The Ultimate Guitar Sourcebook

By Tony Bacon

Release Date: Oct. 2012

A stunning visual guide to the history and development of all types of guitars, packed with detailed information and profiling everything from the legendary Martin flat-tops to Gibson's arch-top guitars and Fender's twelve-string electrics.

Avengers vs. X-Men

By Brian Michael Bendis, Jason Aaron, and Frank Cho

Release Date: Nov. 2012

The Avengers and the X-Men, the two most popular superhero teams in history, to war! This landmark pop culture event bringing together Iron Man, Captain America, Thor, Hulk, Black Widow, Spider-Man, Wolverine and more! It's the biggest event in Marvel history, but is it the Avengers or the X-Men who emerge triumphant?

Adult Titles

Dreamland: Adventures in the Strange Science of Sleep

By David K. Randall

Release Date: Aug. 2012

(Health)

In *Dreamland*, Randall explores the research that is investigating those dark hours that make up nearly a third of our lives. *Dreamland* shows that sleep isn't as simple as it seems. Why did the results of one sleep study change the bookmakers' odds for certain Monday Night Football games? Do women sleep differently than men? And if you happen to kill someone while you are sleepwalking, does that count as murder? You'll never look at your pillow the same way again.

Phantom

By Jo Nesbo

Release Date: Sept. 2012

(Mystery)

In his latest outing, Harry Hole has abandoned Oslo for Hong Kong, until he learns that the son of the woman he loved and left behind has been arrested for murder.

The Casual Vacancy

By J.K. Rowling

Release Date: Sept. 2012

(Mystery)

Rich at war with poor, teenagers at war with their parents, wives at war with their husbands, teachers at war with their pupils. And the empty seat left by Barry on the town's council soon becomes the catalyst for the biggest war the town has yet seen. Who will triumph in an election fraught with passion, duplicity and unexpected revelations? Blackly comic and thought-provoking *The Casual Vacancy* is J.K. Rowling's first novel for adults.

Killing Kennedy: The End of Camelot

By Bill O'Reilly & Martin Dugard

Release Date: Oct. 2012

(History)

A riveting historical narrative of the shocking events surrounding the assassination of John F. Kennedy, and the follow-up to mega-bestselling author Bill O'Reilly's *Killing Lincoln*.

Fun Fact: Author J.K. Rowling writes all of her books in longhand, rather than with a computer.

Advertise with the **eXPLORE** Newsletter



to really get the **word** out!

The Placentia Library District
promotes the success of our local
business community!

For additional information please
call our Business Manager at
(714) 528-1906 x. 201





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

Local Postal Customer
 Placentia, CA 92870

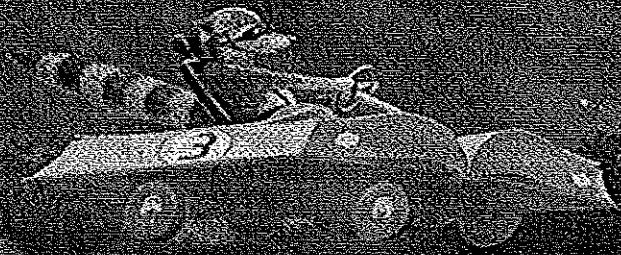
PRR 03
 ECRWSS
 Agenda Item 26
 U.S. POSTAGE
 PAID
 EDDM RETAIL

Join Us For Our Summer Reading Celebration!

Saturday, August 18, 2012 11:00 AM - 2:00 PM

FREE Fun-Filled Family Activities Include:

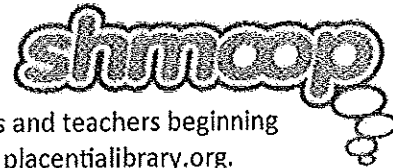
- * Train Rides * Food * Puppet Show * Games *
- * Storytime with Miss Placentia & PYLUSD Superintendent Domene *
- * Pony Rides * Face Painting * Movie *
- * Bounce House * Crafts * Photo Booth *



What's New at the Library:

FREE Online Test Preparation

Schmoop is a new online resource available free to students as well as parents and teachers beginning September 1, 2012. Students can access Shmoop through our library website, placentialibrary.org. Shmoop offers students individual test preparation materials for the following exams: SAT, PSAT, ACT, SAT Subject exams, CAHSEE, Advanced Placement exams, and also the ASVAB and GED exams. Shmoop content is written by master teachers and Ph.D. students from Stanford, Harvard, UC Berkeley, and other top universities. Students have access to practice exams, drill problems, and review guides to all the topics that will be on these exams. Each practice problem comes with in-depth explanations, and even projected exam scores.



FREE Downloadable Music: Introducing Freegal

Your library card is now your ticket to downloadable music! Placentia Library now has Freegal, a music database for you to browse song selections and download up to 3 songs a week. The downloads on the site are all in MP3 format so they are compatible with any MP3 player including iPods and can be loaded into iTunes. Be sure to check it out!



Find us at:



www.placentialibrary.org (714) 528-1906



NEW BUSINESS



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Award Contract for Placentia Library District's Financial Audit, Management Letter and preparation of the Annual Controller's Report for Fiscal Year 2011-2012.

DATE: July 24, 2012

BACKGROUND

Macias Gini & O'Connell has prepared the Placentia Library District's annual financial audit for five years. They have provided superior service and work with library staff to ensure a transparent and efficient auditing process.

Attachment A is the letter of proposal for Macias Gini & O'Connell to provide the Fiscal year 2011-2012 Financial Audit and the Annual Controller's Report at a cost not to exceed \$14,000. Any additional costs will be discussed with the Library Board of Trustees before they are incurred.

Fiscal Impact: \$14,000

RECOMMENDATIONS:

1. Award the financial audit and Annual Controller's Report preparation contract for Fiscal year 2011-2012 to Macias Gini & O'Connell for an amount not to exceed \$14,000.
2. Authorize the Library Director to sign the engagement letter.

June 4, 2012

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

We are pleased to confirm our understanding of the services we are to provide the Placentia Library District (District) for the year ended June 30, 2012. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of the District as of and for the year ended June 30, 2012. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

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

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

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

Audit Objective

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

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

Management Responsibilities

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

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the District and the respective changes in financial position and where applicable, cash flows, in conformity with U.S. generally accepted accounting principles.

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

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

Audit Procedures—General

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

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

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

Audit Procedures—Internal Control

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

Audit Procedures—Compliance

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

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

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

It is our policy to keep records related to this engagement for seven years. However, MGO does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

By your signature below, you acknowledge and agree that upon the expiration of the seven year period MGO shall be free to destroy our records related to this engagement.

We expect to begin our audit on approximately November 12, 2012 and to issue our reports no later than December 31, 2012. Katherine V. Lai is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses will not exceed \$14,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Professional and certain regulatory standards require us to be independent, in both fact and appearance, with respect to the District in performance of our services. Any discussions that you have with personnel of our Firm regarding employment could pose a threat to our independence. Therefore, you agree to inform us prior to any such discussions, so that we can implement appropriate safeguards to maintain our independence. In addition, if you hire one of our personnel, you agree to pay us a fee of 20% of that individual's base compensation at the District 90 days from the first day of employment.

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

Very truly yours,

MACIAS GINI & O'CONNELL LLP

By:

Linda C. Hurley, CPA
Partner

RESPONSE:

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

By: _____

Title _____

Date: _____

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: California Special Districts Association (CSDA) 2012 Board Elections
DATE: July 24, 2012

BACKGROUND

Three candidates have submitted candidate statements for the CSDA Board of Directors in Region 6, Seat C. The candidates are:

- Cheryl Brothers, Orange County Vector Control District
- Jo MacKenzie, CSDA Immediate Past President
- Elaine Sullivan – Leucadia Wastewater District

Attachment A is the candidates' statements.

RECOMMENDATIONS

- 1) Choose a candidate to represent the Placentia Library District's region six in Seat C;
and
- 2) Authorize the Board President to sign the ballot on behalf of the Placentia Library District.



**California Special
Districts Association**
Districts Stronger Together

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

2012 BOARD ELECTIONS

MAIL BALLOT INFORMATION

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in your Region for Seat A. Each of CSDA's six (6) regional divisions has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your geographic region. Each Regular Member (district) in good standing shall be entitled to vote for one (1) director to represent its region.

We have enclosed the candidate statements for each candidate who submitted one. Be sure to sign, date and fill in your member district information (*in some regions, there may only be one candidate*). If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Please note: CSDA Bylaws outline the overall election process (Article III – Directors). In regard to Region 6, this year there are two seats open for election as outlined above, Seat A and Seat C. The current Director serving Seat C, Dewey Ausmus, is retiring from his district at the end of this year, so this seat will become vacant and the new individual elected will serve the remainder of the term (2 years) which will expire on December 31, 2014. Since there are two seats open for election, the individual with the most votes during this election will fill Seat A which is a full term (3 years) and the individual with the second most votes will complete the remaining term for Seat C (2 years). Member districts in Region 6 will be entitled to cast two votes (one per candidate) since there are two seats open for election.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by 5:00pm on Friday, August 3, 2012.

If you do not use the enclosed envelope, please mail in your ballot to:
California Special Districts Association
Attn: 2012 Board Elections
1112 I Street, Suite 200
Sacramento, CA 95814

Please contact Charlotte Lowe toll-free at 877.924.CSDA or charlottel@cstda.net with any questions.

**Cheryl Brothers
Orange County Vector Control District**

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Agenda Item 28
Attachment A

**Candidate Statement
Region 6**

I have had opportunities to be involved in regional and state positions since 1992. Since then, I have held leadership positions in several diverse arenas. Serving one year on the Orange County Grand Jury, I worked with committees who looked into the governance of special districts in the county making me familiar with many types of special district operations. I was appointed by my city to the Orange County Vector Control District in 2005 while I served on the city council from 2002-2010. In 2011, I was selected by the district's 35 member board of trustees to serve as President.

While working for a County Supervisor from 1996-2002, I gained first-hand knowledge of county issues and process. Working with the League of California Cities on their Administrative Services Policy Committee I covered state legislative issues; and served on their annual conference planning committee for one year. I chaired the O.C. Council of Governments for 2 years when we wrote our Regional Sustainable Community Development Strategy to comply with AB 32 and SB 375.

In 2010, while on the O.C. and CA. LAFCO board, I was instrumental in forming a Coalition of seven Southern California County LAFCOs and helped to develop their governance documents.

Since retiring from city council and other related positions, I have focused my attention to OCVCD and special districts. I have traveled to Washington D.C. on Vector legislative days to lobby our representatives on bills that affect all California Vector Districts.

I have the time and dedication to bring my legislative and governance experience to CSDA and will be your voice for Region 6 at the state level. I look forward to working with you in the future.

JO MACKENZIEAgenda Item 28
Attachment A**PROVEN EXPERIENCE LEADING
SPECIAL DISTRICTS**

During my tenure on the CSDA Board, Special Districts have gained recognition as the third leg of local government. It is important CSDA continues to be the voice of all special districts. I am committed to building on the present foundation of educational programs and public outreach. My enthusiasm, commitment and comprehensive knowledge of special districts and LAFCO bring years of experience to the CSDA Board. It would be an honor to continue serving special districts in Region 6.

- ✓ **EXPERIENCED LEADER**
- ✓ **COMMITTED TO SPECIAL DISTRICTS**
- ✓ **FISCALLY RESPONSIBLE**
- ✓ **DEDICATED**

CSDA EXPERIENCE:

- ❖ Immediate Past President, 2012
- ❖ President, 2011
- ❖ Vice President, 2010
- ❖ Treasurer, 2008 and 2009
- ❖ CSDA Finance Corporation, 2007-2012, President 2012
- ❖ Fiscal Committee Chair, 2008 and 2009
- ❖ Audit Committee Chair, 2008
- ❖ Legislative Committee, 2004-2012; Chair, 2006-2010 and 2012

DISTRICT EXPERIENCE:

- ❖ Elected in 1992, Board of Directors, Vista Irrigation District (CSDA District of Distinction)
- ❖ Served on and chaired District Committees
- ❖ One of the principal negotiators for the San Luis Rey Water Rights Settlement Agreement between VID, five Indian Bands, the City of Escondido, and the Federal Government

OTHER LEADERSHIP POSITIONS:

- ❖ ACWA Region 10 Board, Vice Chair, Alternate Chair, Director, 1997-2010
- ❖ San Diego LAFCO Special District Advisory Committee, 1994-2008, Chair 2005-2008
- ❖ San Diego LAFCO, Alternate LAFCO Commissioner, 2008 to present
- ❖ CSDA San Diego Chapter, Board Member 1993 to present, President 1998-2000

COMMUNITY INVOLVEMENT:

- ❖ San Marcos Planning Commissioner, 1979-1986
- ❖ San Marcos Traffic Commission, 1999-2004
- ❖ San Marcos Budget Review Committee, 1980-1982 and 1995-2006, Chair 1996-2006
- ❖ San Marcos Chamber of Commerce, Lifetime Ambassador

RECOGNITIONS:

- ❖ Special District Official of the Year by PublicCeo, 2011
- ❖ CSDA Legislative Advocate of the Year, 2010
- ❖ Graduate CSDA Leadership Academy



CSDA Region 6 Candidate Statement

Elaine Sullivan

Vice-President, Leucadia Wastewater District Board of Directors
Carlsbad, CA 92009

I am seeking to represent Region 6 because I have a passion for special districts and I believe that I can use that passion to serve CSDA members and enroll non-member agencies. I believe I bring a unique and proven set of skills from my 24 years of experience as past President, current Vice-President and a member of various committees at Leucadia Wastewater District (LWD). During my tenure, LWD has been recognized as a District of Distinction and has received CWEA's Statewide Collection System of the Year award 7 times, including this past year. LWD is currently debt-free and maintains one of the lowest rates in San Diego County.

I have also been a 24 year member of Encina Wastewater Authority's (EWA) Board of Directors where I served multiple terms as Board President and as Chair of several committees. EWA has been recognized many times for its outstanding operations and global biosolids and energy management program.

Other public service experience includes: member of the California Water Reuse Finance Authority Board for 12 years, Ambassador Committee member for the Carlsbad Chamber of Commerce and a member of CSDA San Diego Chapter's Scholarship Committee for 15 years. I was instrumental in the formation of its Teacher Grant Program which provides grants to local area teachers for projects related to special districts.

I have held my current positions, with over 98% attendance for 24 years, while owning and operating my own business. I have wished to be more involved in CSDA over the years but I never undertake any endeavor that I cannot fully commit to. Since I am now retired, I am willing to commit my time with the goal of giving back to CSDA while representing ALL Special Districts in Region 6.

Thank you for your consideration.



LEADERS IN
ENVIRONMENTAL
PROTECTION

BOARD OF DIRECTORS
JUDY K. HANSON, PRESIDENT
ELAINE SULLIVAN, VICE PRESIDENT
ALLAN JULIUSSEN, DIRECTOR
DAVID KULCHIN, DIRECTOR
DONALD F. OMSTED, DIRECTOR
PAUL J. BUSHEE, GENERAL MANAGER

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Agenda Item 28

Attachment A

Ref: 12-3284

June 13, 2012

Ms. Jeanette Contreras
Placentia Library District
411 E Chapman Avenue
Placentia, CA 92870-6198

Dear Ms. Contreras:

At its March 14, 2012 meeting, the Leucadia Wastewater District (LWD) Board of Directors nominated Elaine Sullivan to the California Special Districts Association (CSDA) Board of Directors, Region 6.

Ms. Sullivan has served on LWD's Board of Directors since 1988. Since that time, she has been an ardent supporter of CSDA and its role of supporting special districts through cost-effective programs and representation at the State Capital. Ms. Sullivan recognizes the role CSDA plays in providing information that is crucial to special district management and operational effectiveness.

During the past 24 years of service at LWD, Ms. Sullivan has been a valuable member of the LWD Board of Directors serving as president in 2004 and 2008. Presently, she is Vice-President of the Board and also serves as Chair of the Employee Recognition Committee and a member of the Community Affairs Committee. She is also a member of the Encina Wastewater Authority's Board of Directors.

A Candidate Statement for Elaine Sullivan is attached.

The LWD Board of Directors is requesting your Board's support for Elaine Sullivan for Region 6 of the CSDA Board. I am requesting that your Board give consideration to submitting your vote for Ms. Sullivan in the upcoming election.

Please support Ms. Sullivan and return your original ballot to CSDA no later than 5:00 p.m., August 3, 2012.

Sincerely,

Paul J. Bushee
General Manager

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Travel Authorization: Library Staff to attend the Annual California Library Association Conference in San Jose, California from November 2-4, 2012.

DATE: July 24, 2012

BACKGROUND

The California Library Association Conference will be held in San Jose, California, November 12-15, 2010. The "Defying Gravity: Libraries Without Limits" conference will feature keynote speaker, Brewster Kahle, an advocate for public internet access and a business entrepreneur.

Please refer to Attachment A for the Preliminary Program.

Fiscal Impact: \$3,000

RECOMMENDATION

Authorize library staff to attend the 2012 CLA in San Jose, CA from November 2 – 4, 2012.

Preliminary Program

Here are the innovative and creative programs you will find at this year's CLA conference!

Please note: this is a preliminary program and additional presenters and further information will be included in the final program.

21st Century Learning Skills: A School/Library Partnership for A New Century

Ben Gomberg, Marcie Plummer, and Aaron Sanders

How public libraries are the perfect partner for the 21st century curriculum and how critical thinking, research, technology, media and community intersect when libraries and schools team up -- bringing students into the public library, and the public library into classrooms.

Advocacy for Action

Amy Calhoun, Nina Lindsay, and Marci Merola

How to launch an action-oriented advocacy campaign in your community that mobilizes youth groups: free toolkits and resources, practical ideas for engaging youth, and examples of effective advocacy campaigns.

Presented by CLA's Legislative and Advocacy Committee

Beyond Your Website: Social Media Best Practices

Elizabeth Chavarin and Mana Tominaga

Social media best practices; internal considerations for social media; staff training; establishing guidelines and working with other city guidelines; publicity and marketing and more!

Book-to-Action: Expanding the Library's Role in Promoting Civic Engagement

Sally Thomas

Examples of Book-to-Action programs which offer Californians the opportunity to collectively read and discuss a book and then put their newfound knowledge into action: how to organize a successful Book-to-Action series; organizing volunteers through Volunteer Match; and challenges and how to overcome them.

California Library Hall of Fame: Celebrating California's Librarians

2012 Hall of Fame inductees and Cindy Mediavilla

An introduction to the California Library Hall of Fame and its first inductees, looking at the importance of California's contribution to the library profession; the importance of recognizing the contributions made by

California librarians, library workers, and supporters; and the contributions made by the first Hall of Fame inductees.

Presented by the Library History Interest Group

California Mystery Authors: California Writers Panel

Cara Black, Laurie King, and Denise Hamilton

Join our authors as they read from their latest works and speak about their journeys as mystery writers.

Presented by the California Center for the Book and the Collection Development Interest Group

California Young Reader Medal For All Ages

Kelly Hulbert and Carolyn Reed

Program overview and booktalks, prompts, and creative ideas for promoting the California Young Reader Medal at your library. Handouts will be provided and nominated books will be raffled.

Creating Conversations: More Than Just Talk

Christine Mendoza, Sara Kempen, and Rachel Collier

Tips and techniques for creating an effective ESL conversation program that is easy to administer and fun for both participants and library staff.

Cultural Impact of Social Networking and Computer Usage on African American Information Consumers

Joseph Atkinson and Sharon Johnson

An update on the usage patterns, preferences, computer ownership, and reliance on social networking among African American information users, and commentary on the cultural and social impact of seemingly limitless changes in information access.

Presented by the African American Librarians Interest Group

Defying Gravity: Beyond Traditional in Collection Development

Shawn Townsend

New and innovative ways to work with increasingly difficult budget constraints: how libraries are keeping up with trends, patron interests, and new technology platforms; collaborative relationships that can support the collection and foster community support; and encouraging patrons to step up and become contributors.

Presented by the Collection Development Interest Group

Defying Gravity: Into the Cloud with Chromebooks

Monique le Conge

Best practices and overcoming obstacles in lending Google Chromebooks to the public – allowing libraries to try innovations and provide limitless service for their communities. Chromebooks will be available for use during the presentation.

Defying Gravity: Rethinking Your Beliefs About Teens

Joni Richards Brodart and Elizabeth Wrenn-Estes

Understanding why teens think and behave the way they do: different theories of adolescent development; characteristics of the average adolescent; challenging beliefs and rethinking attitudes and actions about teens in order to improve programming and services.

Digital Literacy for Children

Paige Bentley-Flannery and Cen Campbell

The discovery, evaluation, and use of book apps and ebooks for young children.

Digital Public Library of America

Maura Marx

The history of the Digital Public Library of America, what has been accomplished, what is planned for the future and how to get involved.

Digital Repositories and Open Access: Information Without Limits

Crystal Goldman and Silke Higgins

The purpose and scope of digital repositories; the benefits of open access; how open access materials can be used in information literacy initiatives; and the importance of understanding how repositories and open access relate to intellectual property.

Discover and Go Network: Technology Innovation that Changes the Game

Chris Brown and Paula Mackinnon

How Contra Costa County developed the first downloadable museum pass management platform accessible to multiple library systems; how this new business model lowers the price of entry to innovative services for your library, your patrons, and your neighbors; and how you can be part of the national digital library solution through this new model of library-driven, library-developed and library-shared innovation!

Discovery in a Collaborative Environment: Implementing Encore Synergy in a Merged Public/Academic Library

John Wenzler

An overview of the variety of electronic resources at the joint San Jose library; working with a library vendor to develop an interface that would make sense to users; implementing the system; initial reactions from patrons and librarians; and learning how to do long-term evaluation and assessment.

DIY: Staff Development from Within

Angie Mirafior

How to determine the training needs of your staff; great ways to show staff appreciation; and how to create a mentoring program at your library.

Dynamic Youth Services: Volunteers and Literacy in Action

Chien Chun-Chang, Brian Edwards, Elizabeth Gamell, and Kathleen Hannon

The challenges, collaborations and strengths of engaging future library supporters through the Library Bucks and Kids Camp programs: educating young patrons on library services and operations; creating engaging programs and volunteer opportunities; developing literacy strategies for youth and families; collaboration with teen and children's services.

eBooks in Public Libraries with Evaluation, Selection, Vendors, Platforms Reviewed and Discussed

Elizabeth Fuller, Susan Gutierrez, and Mana Tominaga

Includes a case study of using ereaders and econtent to homebound individuals.

Exploding the Library: Three Eureka Leadership Projects

Amy Calhoun, Hildie Kraus, and Susan Serrano

Three creative projects that are expanding the reach of the library, making an impact with scarce resources, taking risks, and demonstrating leadership from any position: "Welcome Back: Ex-offenders Rejoin the Workforce," "Library Everywhere: Free Wi-Fi in Public Spaces," and "Teen Space Re-Design."

Presented by the Management Interest Group

Friends of the Library: Reaping Huge Rewards Beyond Used Book Sales

Maria Daane

How Friends of the Library groups, in partnership with library staff, can think beyond used books and convert patrons and friends into donors, ignite library advocacy, make the most of the 501(c)3 structure, solicit planned gifts and make great things happen for their community.

From the Lips of a Politician: A Mayor's View of the Power of Public Libraries!

Dennis Donohue and Elizabeth Martinez

A conversation with the Mayor of Salinas on the power of public libraries and how to engage local leaders in building positive futures for our communities through libraries.

Co-sponsored by the California State Library

From Mess to Success: Tips on Redesigning Websites

Sarah Butts, Amanda Jacobs Foust, and Julie Magnus

Preparing for a new site; if we knew then... tips and tricks; documentation including timelines, spreadsheets, wireframes, Google docs, cheat sheets, and toolkits; and post-launch evaluation, updates, and improvements.

Presented by the Information Technology Interest Group

Going Beyond the Pale: Using iMac Computers for Public Access Computing in the Public Library Setting - Advantages and Challenges

Henry Bankhead and Carol Corrales

The pros and cons of using iMacs in the public library based on Los Gatos Library's experience: offering Mac or Windows as options, dual boot or virtualization, time and print management, and client management software.

Great Mobile Apps for Public and School Librarians

Richard Le and Amanda Sharpe

The applications and potential uses for mobile apps in providing services and programming in libraries; leveraging apps to enhance reference services; and using Emodo to engage students and teachers with the school library.

I'm Just Getting Started, Ms. Mayor: Civic Engagement and Community Building Through Teen Advisory Programs

Wendy Calmo, Jason Muhammad, Jose Saldona, and Amy Sonnie

Librarians and teens showcase Oakland Public Library's acclaimed model for expanding teen advisory groups beyond library walls to foster broader community impact and active teen citizens – from youth-run meetings to City Hall testimony.

Information Literacy In Zero Gravity: Online Learning in Academic Libraries

Katherine Becvar, Lesley Farmer, Mary McMillan, and Elizabeth Wrenn-Estes

How to extend the reach of the library by becoming embedded in campus online learning environments; tips and best practices for building student engagement while supporting learning through intentional and reflective online course design; how to build online professional learning communities; the opportunity of campus learning repositories in providing instructional objects for faculty and students.

Presented by the Academic Interest Group

LEANing Operations

Carol Frost, Kelly Hubbard, and Trish Sylvie

What LEAN is; how you can apply LEAN to your technical services and circulation back room activities; how to improve your current ergonomic processes; and how to involve staff in change.

Let My eBooks Go! Building an Open Source eBook Network for California Libraries

Linda Crowe, Paula MacKinnon, Cathy Sanford, and Heather Teysko

Califa and Contra Costa County Library have partnered to co-develop a shared eBook platform based on the Douglas County (CO) Library's model, which uses the Adobe Content Server and the open source VuFindPlus for search and discovery, and will include a mobile component so that access is available to mobile devices. Join this movement to reshape how libraries provide access to the digital content we own, license, or purchase.

Libraries and Art: Creating Community

Dan Hess, Drian Edwards, Violet Juno, and Gary Morrison

The innovative and successful partnership between the Alameda County Library and the Alameda County Arts Commission: how the partnership provided a platform for branches to participate in a single effort while creating programming specific to their patrons; how online media expanding outreach and documentation; how the partnership grew and brought in new resources; how to measure success; and the benefits to the library and the arts organization.

Library Magic Trick: How One Library Issued 1,797 library cards to local high school students

Karin Bricker and Rosanne Macek

Eliminating barriers to getting library cards to high-schoolers; establishing a government partnership to share resources and better serve the community by offering an easy and streamlined approach to accessing library services; and redefining what it means to have a library card.

LibraryYOU: Sharing Local Knowledge

Donna Feddern

How library patrons can be content creators, how any library can set up a LibraryYOU, and how LibraryYOU is good for making connections with local businesses.

Life on the Slippery Slope!

Dan Howard and Dean Marney

Question and explore your personal and professional beliefs about the First Amendment in a fast-paced romp. A crazy ride through the 6-year-long landmark Federal case against the largest rural library district in Washington State and their Internet filtering policy.

Limitless Possibilities for Service to Our Communities Using Print-on-Demand-Technology

Cindy DeLanty, Rivkah Sass, and Mark Smith

How to bring in new groups of people to libraries by expanding our existing and traditional services; using somewhat unconventional technologies to continue to expand our relevance to communities; promoting and supporting creativity; and how unintended outcomes can lead to expanding programs and services. Case studies from Sacramento Public Library's "I Street Press" and Riverside County's "Flash Books."

Make it Money Smart Week @ Your Library

Michael Dowling

How your library can join hundreds of other libraries across California and the country next April to provide programming in the critical area of financial literacy with a national partnership effort between ALA and the Federal Reserve Bank of Chicago.

Mobilizing Our Vision for Employment: Developing Library-Led Job-Seeking Programs in Underserved Neighborhoods

Luis Kong

How to grow a library-based workforce development project grounded in the community and how partnerships can be built to support a successful educational experience for participants. A case study from Alameda County Library's Project MOVE -- a library literacy project.

Presented by the Literacy Interest Group

A New Career Path for Library Support Staff: Library Support Staff Certification

Nancy Bolt

The benefits of certification, how the certification program works, and interactive sessions asking support staff to think about their career decisions.

New Library Buildings

Tonya Kennon, Lani Yoshimura, and Betty Waznis

Building your community's dream library even in times of economic downturn: Identifying new and innovative alternatives to delayed or unobtainable plans; adaptive reuse or phased projects; strategies for working with private sector partners; and the successful campaign to build a state of the art facility in Gilroy.

Open Source Resource-Sharing in California

Lori Ayre

Key features of Fulfillment; how it works with various ILSs; the status of its development and who's using it now; and a vision for how to put it to use in California.

Outside Our Walls: How Three Public Libraries Collaborated for One Event

Chelsea Conillard, Jamie Finley, and Terri Pilate

How innovative thinking, partnerships and collaborating with other library staff can work: a case study focusing on the Northern California Storybook and Literature Festival.

Predicting Success: Using Market Analysis to Create Programs and Services with Amazing Impacts

Andras Ambrus, Jana DeBrauwere, Maureen Kilmurray, Seng Lovan, and Gail McPartland

How the Predicting Success project is helping Contra Costa County Library anticipate customer needs and create dynamic programs and services, covering: the basics of market analysis principles; identifying essential partners; and effective promotions.

Primary Sources, School Children, and Our Libraries: The Case for Collaborative Initiatives to Promote the Use of Primary Sources

Angel Diaz, Crystal Duran, Patricia Garcia, Lena Hicks, and Nicole Ramirez

What primary sources are and where we can find them. How primary sources can be used in K-12 curricular. And what public librarians can do to encourage the use of primary sources in K-12 education.

Programming for the Male Customer: Teen-Tween Years

Anna Hartman, Rachelle Lopez, Penny Peck, and Edwin Rodarte

Examples of innovative programs for the male customer from creation to implementation – including evaluation and outreach.

Presented by the Youth Services Interest Group

RDA: Resource Description and Access: An Update

Elaine Franco, Luiz Mendes, Chamya Kincy

An update on recent national developments in preparation for implementation in California libraries: latest national documentation on policies, decisions, and training materials.

Presented by the Technical Services Interest Group

Sailing on a Cloud: How Cloud Computing is Mobilizing in Libraries!

Adam Sexton and Win Shib

How the University of Southern California Libraries have incorporated safety and service through the use of cloud computing: USC's cloud-centric IT infrastructure and operations; streamlined workflows; improved services; and strategies in supporting mobile devices

The School Library is Dead; Long Live the School Library!

Lesley Farmer

New developments that can signal the phoenix of teacher librarians. Erate, digital citizenship, and common core. New teacher librarian program standards, new special class authorization, and new mindset about teacher librarians.

Social Media Literacy and Digital Tools

Andrew Carlos and Patrick Sweeney

Using new tools to develop a better professional learning network; using bookmarking tools to inform the resources you use; and a showcase of useful websites, digital tools and mobile apps to help you fall in love with a new technology.

Straight Talk, the Directors Speak: Insights from Five Library Directors

Luis Herrera, Rivkah Sass, Patty Wong, Brian Reynolds, and Robert Karatsu

Advice from five inspirational California library directors on where we are now, where the profession is going, and what it takes to become a library director and lead the profession.

Presented by the Management Interest Group

Summer Matters: Addressing Summer Learning Loss Among California's Children and Teens Through Library Partnerships and Programs

Lori Easterwood, Nina Lindsay, Eva Mitnick, and Valerie Reichert

Four case studies highlighting partnerships that have introduced low-income kids and their families to the library, helped community programs offer engaging summer curricula, and created allies for the library in the community.

Presented by the Youth Services Interest Group

A Taste of CPLA: Come Learn About The Many Ways CPLA Can Help You Help Your Library

Deborah Doyle, April Butcher, Yu-Lan Chou, Robin Hoklotubbe, Alan Smith

Easy to use fundraising tools for Friends and Foundations, expert advice on writing to elected officials, electronic library advocacy tools, and how to make a difference.

Transcending Time Zones: Library Services for Distance Students

Melanee Vicedo and Jade Winn

Best practices in providing distance library services to a completely online academic program: services offered; outreach strategies; continuous assessment; and lessons learned at the University of Southern California.

Presented by the Academic Interest Group

UCLA Department of Information Studies Career Forum Series

Keri Botello

Four sessions of practical career development advice and strategies to empower new and experienced library professionals to join an expanding workforce without limits.

ZIP: Interlibrary Loan

Brenda Crotts, Jan Erickson, and Victor Zazueta

A new ILL system which uses Amazon and Kindle to deliver titles to patrons: the procedure for getting started; policies for staff and the public; staff experiences; public comments; and what the three pilot libraries (Butte, Humboldt, and Shasta counties) have learned.

Using Live Chat Reference Services to Teach Information Literacy Skills

Rachel Hanses, Kirsten Klinghammer, and Kendra Stoll

Challenges and opportunities of doing live chat reference and information literacy instruction: the virtual reference interview vs. the in-person interview; clarifying the online chat provider support role for patrons; providing friendly support and supporting difficult patrons; and administration and staffing considerations.

When Worlds Collide: Find Out What Happens When Libraries Merge With Other Community Services

John Alita and Natascha Casteel

Examples of formal and informal collaboration and how libraries can expand their limits when reorganizing with other areas such as recreation, seniors, conference centers, marinas and other community services.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Oral History Program
DATE: July 24, 2012

BACKGROUND

Oral History is one of the primary collections within a library's History Room or archival service. It provides historical information about individuals, families, and important events that shape the particular community. They are interviews that are later transcribed and developed into a printed bound copy. The average cost for a one-hour oral history is \$1,500.

Placentia Library District currently has the following oral histories:

1. *Charles D. Griffen*
Charles D. Griffen, son of Placentia dentist Bedford B. Griffen, discusses his father's practice, growing up in Placentia and the Valencia High School football team.
2. *Memories of Placentia with Robert C. McFadden*
Roberts C. McFadden, the youngest son of Placentia pioneers William and Sara McFadden, reflects on his family and the development of the city.
3. *Edmund M. Ponce*
Edmund M. Pounce, former Placentia City Clerk, discusses the Mexican-American community in Placentia and Placentia LULAC (League of United Latin American Citizens).
4. *Placentia Packing House Oral History Project*
Interviews from 19 individuals document the impact the citrus industry had on life, labor and the businesses of Placentia.
5. *Interviews with Ray and Jessie Pound*
Photographer Ray Pound reflects on his life as a photographer and the city government.
6. *Victoria Allec Weselich*
Victoria Allec Weselich, decent of the Allec family, tells the story of her family's immigration to Placentia 1887.
7. *Alfred Aguirre*
Alfred Aguirre, Placentia's first Hispanic City Council Member, discusses the Baker Street School, downtown businesses and World War II.

8. *Edward "Eddie" Castro*
Eddie Castor reflects on life in the La Jolla colony, 1938 flood and the Bryant Ranch.
9. *Norma Tuffree Fleming*
Norma Tuffree Fleming, granddaughter of Colonel J.K. Tuffree, reflects on her family's heritage and life as a student at Valencia High School in the late 1930's.
10. *George Johnson*
George Johnson, nephew of George Gilman Key, recounts on life in the Key family and growing up in Placentia.
11. *Lewis E. Richard*
Lewis E. Richard served as custodian for the Placentia School District for over 40 years, retiring in 1951. Lewis' wife, Elsie, served as the ordained leader of the Placentia branch of The Undenominational Church of the Lord.
12. *Marie Slyker Schmidt*
Marie Slyker Schmidt, Placentia resident and local historian, discusses her role in preserving Placentia's history.
13. *John O. Tynes*
John O. Tynes a former Superintendent of the Placentia Yorba Linda Unified School District and longtime City Council member discusses his life in Placentia.
14. *Gualberto Valadez*
Educator Gualberto Valadez taught in the Placentia Yorba Linda Unified School District from 1939 until 1983, his oral history covers early redevelopment efforts and Placentia's school athletic programs and segregation.

Oral histories began with a focus on national leaders. As cities and counties developed, they realized the importance of historical preservation. As a result, most oral histories today involve prominent politicians, diplomats, and business leaders. Library staff recommends that an oral history be conducted on Mayor Jeremy Yamaguchi. Born and raised in Placentia, Mayor Yamaguchi became the youngest elected City Councilmember in 2008 at the age of 19. He is significantly involved in the community and a strong supporter of libraries.

Fiscal Impact: \$1,200

RECOMMENDATION

Authorize staff to proceed with an oral history as presented.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Response to the Orange County Grand Jury Report
DATE: July 24, 2012

BACKGROUND

On April 27, 2012, the Orange County Grand Jury released its 2011-2012 report, *"Let There Be Light" Dragging Special Districts from the Shadows*. The Placentia Library District was asked to provide a response to the Honorable Thomas J. Borris, Presiding Judge of the Superior Court, by July 26, 2012 to the Grand Jury's findings and recommendations.

Copies of the Placentia Library District's response will be issued at the July 24, 2012 Library Board of Trustees meeting.

RECOMMENDATION

Authorize the Library Director to submit the response as presented with inclusion of input from the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: 2012 Staff Appreciation and Recognition Dinner

DATE: July 24, 2012

BACKGROUND

At the Placentia Library Friends Foundation June 11, 2012 meeting, the Board of Directors, approved \$3,000 for the Staff Appreciation and Recognition Dinner.

The Marriott Hotel has been tentatively reserved for Friday, October 26, 2012 for the function. Marriott provided an initial quote of \$2,700 based on reservations for 65 people. Quote includes a three-course meal with tea, coffee, water, service charge, tax, room rental and stage.

Event will include a program and door prizes.

Fiscal Impact: Approximately \$700 from the Entrepreneurial Fund.

RECOMMENDATIONS

- 1) Authorize the Staff Appreciation and Recognition Dinner to be held on Friday, October 26, 2012 at the Marriott Hotel in Fullerton; and,
- 2) Authorize approximately \$700 to be used for the event and be drawn from the Entrepreneurial Fund.



DISCUSSION ITEMS



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Newsletter Advertisement Rates and Contract
DATE: July 24, 2012

BACKGROUND

The Placentia Library District will debut its first newsletter in August 2012. With the eXPLORE newsletter comes an opportunity to provide local businesses and organizations to advertise with the District.

eXPLORE is a full colored bi-annual publication which will feature library services and programs. It will be delivered to all Placentia residents and businesses and available online at www.placentialibrary.org.

Attachment A is the proposed Advertisement Rates.

Attachment B is the proposed Advertisement Contract.

RECOMMENDATION

Discuss the proposed rates and contract for advertising with the Placentia Library District's eXPLORE Newsletter and approve as a first reading.

eXPLORE Advertising Rates and Specifications

NEWSLETTER FACTS

eXPLORE is a bright and colorful bi-annual newsletter that features library programs and services for the community. It is a guide to the Placentia Library District for folks who live in Placentia and neighboring communities. This first issue was released August 2012.

Pages: 12

Circulation: 18,000+

Newsletters are mailed to residents and businesses in the 92870 zip code and copies are also strategically placed in stores, institutions and organizations around the Placentia community. The newsletter is also available online at www.placentialibrary.org.

AD SPECIFICATIONS

Colors: All advertisements can be black and white or full colored.

Design: Ads must adhere to the sizes indicated. Requests to deviate from these specifications may result in additional charges.

File/Artwork Type: Files must be submitted as jpeg, tiff or pdf formats. All fonts and images must be included. Artwork and/or files can be emailed to ybaltierra@placentialibrary.org

DEADLINES

March 2013 – July 2013
Due January 2013

August 2013 – February 2014
Due June 2013

March 2014 – July 2014
Due January 2014

August 2014 – February 2015
Due June 2014

March 2015 – July 2015
Due January 2015

August 2015 – February 2016
Due June 2015

RATES

<u>Advertisement Size</u>	<u>Size</u>	<u>Cost per Issue</u>
Back Page Ad	7.5" x 9"	\$ 600
Full Page	7" x 9"	\$ 500
Half Page (horizontal)	7" x 4.5"	\$ 300
Quarter Page (vertical)	3.75" x 4.5"	\$200
Business Card	3.5" x 2"	\$100

All advertisers must reserve space in advance of the deadlines listed above.
Reservations or questions should be directed to Yesenia Baltierra at 714-528-1906 x201 or
ybaltierra@placentialibrary.org

The Placentia Library District reserves the right to decline advertisements that are not consistent with the vision, mission, and goals of the library including advertisements that may be deemed objectionable.



eXPLORE Advertising Contract

<u>Advertisement Size</u>	<u>Size</u>	<u>Cost per Issue</u>
Back Page Ad	7.5" x 9"	\$ 600
Full Page	7" x 9"	\$ 500
Half Page (horizontal)	7" x 4.5"	\$ 300
Quarter Page (vertical)	3.75" x 4.5"	\$200
Business Card	3.5" x 2"	\$100

All advertisements must meet the above size specifications or they will be returned. All advertisers must reserve space in advance of the deadlines listed above. Reservations or questions should be directed to Yesenia Baltierra at 714-528-1906 x201 or ybaltierra@placentia library.org

Advertisements will be placed on a first-come, first-served basis with preference to repeat customers. Placentia Library District reserves the right to determine placement of advertisements. The Placentia Library District reserves the right not to print any advertisements that are inconsistent with the vision, mission, and goals of the library including advertisements that is deemed inappropriate by the Library Board of Trustees. The Placentia Library District will not be liable for advertisement content. Advertisement cancellations will not be accepted after each publication closing date.

ELECTRONIC FILES

Files must be submitted as jpeg, tiff or pdf formats. All fonts and images must be included. Artwork and/or files can be emailed to ybaltierra@placentia library.org

DEADLINES

March 2013 – July 2013 Due January 2013	August 2013 – February 2014 Due June 2013
March 2014 – July 2014 Due January 2014	August 2014 – February 2015 Due June 2014
March 2015 – July 2015 Due January 2015	August 2015 – February 2016 Due June 2015
March – July Due January	August – February Due June

I am interested in running an advertisement in the following issue(s).

Fall/Winter (August-February) Spring/Summer (March-July) Both Issues

Amount \$ _____

Check # _____

Credit Card Type _____

Credit Card # _____

Name on Credit Card _____

Expiration Date _____

Contact Information

Company/Organization Name _____

Contact Name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Please return completed contract with payment to
Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92870
Attention: Business Manager



July 24, 2012

The Honorable Thomas J. Borris, Presiding Judge
Superior Court
700 Civic Center Drive West
Santa Ana, CA 92701

RE: Placentia Library District's Response to the 2011-2012 Orange County Grand Jury Report, *"Let There Be Light" Dragging Special Districts from the Shadows*

Dear Judge Borris:

Pursuant to Penal Code Sections 933 and 933.05, the Placentia Library District submits the following response to the 2011-2012 Orange County Grand Jury Report released on April 27, 2012 entitled *"Let There Be Light" Dragging Special Districts from the Shadows*. The Grand Jury requested that the Placentia Library District respond to Findings #1, 2, 3, 4, 7, 8, 11, 12, 15, and Recommendations #1, 3, 6, 7, 8, 9, and 10 of the Report.

FINDING #1

F1. *"Most Orange County special districts, with or without the assistance of the Local Agency Formation Commission (LAFCO), have been incapable or unwilling to consolidate, absorb, or eliminate these outmoded and/or redundant agencies. LAFCO typically addresses larger issues such as merging of cities and elimination of "islands" within the county. The special districts themselves have not worked seriously toward their consolidation or demise. In this regard, the enterprise special districts and the non-enterprise special districts require independent evaluation and handling."*

Response: The Placentia Library District was established in September 1919 under the Education Code sections 19600-19734 and is currently governed by five elected board members. The Placentia Library District was formed before the City of Placentia and continues to provide exceptional library services with unwavering prudence.

In 1994, an independent consolidation study was conducted to assess the efficiency and value of the Placentia Library District. The Consolidation Feasibility Study was prepared by BSI Consultants, Inc. Based on their thorough assessment and interviews, BSI concluded that the Placentia Library District is operating at a high level and is cost efficient to the residents of Placentia and that the district should remain an independent district.

A decade later in 2005, the Orange County Local Agency Formation Commission (LAFCO) conducted Municipal Services Reviews (MSRs). LAFCO extensively studied the Placentia Library's governance structure and service provisions and, similar to BSI's conclusion, the commission did not discover any significant issues with special districts in Orange County and did not discover any reasons for the Placentia Library District to be absorbed by the Orange County Library System. As a matter of fact, LAFCO cited that the Placentia Library expenditures are based on efficient methods of operation, the infrastructure is sound and adequate for the delivery of library services, the fee schedule was similar to that of other public libraries, the Placentia Library District is financially solvent and efficient, and that the Placentia Library District operates with a high degree of transparency and accountability to the public.

The Placentia Library District looks forward to continuing our work with LAFCO when the next MSR is conducted.

FINDING #2

F2. "Special districts have made very little progress in complying with the recommendations made by various governmental agencies. To ensure recommendations are followed, more coordination and cooperation is needed from the city and county agencies."

Response: The Placentia Library District respectfully disagrees with the Orange County Grand Jury Finding #2 as evidenced by LAFCO's 2005 MSR findings.

FINDING #3

F3. "Most non-enterprise special districts in Orange County have outlived their purpose and usefulness. Services that they once (sic) only available through the special district are now being provided by the surrounding cities and the expanding county."

Response: The criteria, if any, the Orange County Grand Jury used in reaching Finding #3 is unclear and unsubstantiated. The Placentia Library District continues to deliver first-class, quality services with efficiency and fiscal responsibility to its growing community. The residents of Placentia can decide to continue receiving two million dollars of services provided by the Placentia Library District or one million offered by the Orange County Library System or

the first of these is the fact that the system is not a simple linear system. It is a nonlinear system, and this makes it difficult to analyze.

The second of these is the fact that the system is not a simple time-invariant system. It is a time-varying system, and this makes it difficult to analyze.

The third of these is the fact that the system is not a simple single-input, single-output system. It is a multi-input, multi-output system, and this makes it difficult to analyze.

The fourth of these is the fact that the system is not a simple discrete-time system. It is a continuous-time system, and this makes it difficult to analyze.

The fifth of these is the fact that the system is not a simple linear, time-invariant, single-input, single-output, discrete-time system. It is a nonlinear, time-varying, multi-input, multi-output, continuous-time system, and this makes it difficult to analyze.

The sixth of these is the fact that the system is not a simple linear, time-invariant, single-input, single-output, discrete-time system. It is a nonlinear, time-varying, multi-input, multi-output, continuous-time system, and this makes it difficult to analyze.

The seventh of these is the fact that the system is not a simple linear, time-invariant, single-input, single-output, discrete-time system. It is a nonlinear, time-varying, multi-input, multi-output, continuous-time system, and this makes it difficult to analyze.

The eighth of these is the fact that the system is not a simple linear, time-invariant, single-input, single-output, discrete-time system. It is a nonlinear, time-varying, multi-input, multi-output, continuous-time system, and this makes it difficult to analyze.

The ninth of these is the fact that the system is not a simple linear, time-invariant, single-input, single-output, discrete-time system. It is a nonlinear, time-varying, multi-input, multi-output, continuous-time system, and this makes it difficult to analyze.

less than a million offered by the City of Placentia. The average expenditures of a library branch comparable to Placentia Library District are approximately one million dollars while the City of Placentia currently allocates less than a million for its entire Community and Human Services Department. There has been a paradigm shift within County and City government agencies to drastically reduce and/or close library operations at a time when residents need access to free services, programs, and information during significant financial and employment hardships. Despite economic challenges, the Placentia Library District continues to operate 60 hours a week while surrounding cities and counties have reduced library hours. The Placentia Library District maintained its staffing level that provides quality customer service while other surrounding city and county libraries underwent substantial workforce reductions. The Placentia Library District partnered with the City of Placentia Police Department, local businesses and community organizations, and its Friends Foundation to provide additional services and programs while surrounding cities and counties continue to terminate programs or charge for attendance to them. While surrounding city and county library systems have been crippled by budget shortfalls with annual materials budgets falling as low as \$40,000, the Placentia Library District allocated over \$200,000 towards the purchase of books, magazines, e-books, audiobooks, DVDs, and online resources fiscal year 2011-2012.

FINDING #4

F4. "The eleven non-enterprise special districts of Orange County founded before 1965 have not reflected the growth of the cities and county. The services that were unavailable from cities or the county have long since been made available as both the cities and county grew. Some of these special districts could be removed from the county tax rolls, and their services funded and absorbed by the county, surrounding cities or homeowners associations wherein they abide."

Response: The Placentia Library District respectfully disagrees with the Orange County Grand Jury's Finding #4. The Placentia Library District has provided services to its growing population. In recent years, the Placentia Library District provided additional library services to families and students of Placentia and neighboring cities including literacy, computer literacy, storytime for children with autism, book discussions for adults, programs and materials specifically for teens, community events, and exceptional friendly service. There are no reliable indications that the county or surrounding municipalities can efficiently, effectively, and responsively provide the same services offered by the Placentia Library District. It is uncertain that homeowners associations can manage a public service with little or no understanding of the complexities of government policies, procedures, laws and regulations. Homeowners associations are not forms of local government and are not held to accountability standards governed by law.

A comparison of the service level provided by the Placentia Library District and the Orange County Library System strongly demonstrates that the Placentia Library District provides superior services to its residents.

Fiscal Year 2010-2011	PLACENTIA LIBRARY DISTRICT	ORANGE COUNTY LIBRARY SYSTEM (Brea Branch Operation)
Operating Hours	3,024	1,951
Staffing Level	14FTE/7PTE	3FTE/3PTE
Children's Programs Offered	240	100
Adult/Teens Programs Offered	170	125

Please also refer to response to Finding #3.

FINDING #7

F7. "The unrestricted reserves of the special districts are available to the governing boards to spend as they please. Local citizens are not openly informed of this wealth when agencies ask for fee increases, special assessments, or bond measures. Most of the special districts do not appear to have specific criteria for amassing these reserves nor do they have published long-range plans for their constructive use."

Response: The Placentia Library District respectfully would like to clarify the term "unrestricted reserves". The Grand Jury Report indicates that the Placentia Library District has an "unrestricted reserve" of \$1,918,000 "available to the governing boards to spend as they please." The "unrestricted reserve" is in fact the Placentia Library's operating budget. The Placentia Library District's operating expenditures for the current and past five year budgets were provided to the Grand Jury including details, of specific expenditures for the approved operating expenses for each fiscal year. These details include salaries, benefits, supplies, services, fixed assets and reserves that were a mere \$23,780 for the 2011-2012 Fiscal Year. In addition, the Placentia Library District was noted in the Grand Jury's report, pages 16-17, as the only district to have conformed to the Governmental Accounting Standards Board (GASB)'s 54 Regulation for Fund Balance. The Placentia Library Board of Trustees approved Resolution 12-07, on June 20, 2011 to ensure this. With regards to fee increases, the Placentia Library District's Fines & Fees Schedule, Policy #6035, is discussed as part of the District's budget preparation. Public notices are published in the newspaper and on the District's website annually when recommendations for changes to the District's Fines & Fees Schedule, Policy #6035 are presented at a public meeting. These fines and fees range from \$.20 for overdue materials to \$100.00 for a returned check that is over 30 days due. The Fines & Fees Schedule is posted

inside the library as well as on the District's website. There are no special assessments or bond measures from the Placentia Library District that are passed on to residents who receive library services from the Placentia Library District.

FINDING #8

F8. *"The twenty-seven special districts in Orange County have amassed unrestricted reserves of over \$866,000,000. That is enough money to fund all of these special districts for more than year without taxes, fees, interest, or other sources of revenue. The boards of directors have the sole discretion to spend these unrestricted reserves."*

Response: The Placentia Library District respectfully would like to clarify the term "unrestricted reserves". The Grand Jury Report indicates that the Placentia Library District has an "unrestricted reserve" of \$1,918,000 "available to the governing boards to spend as they please." The "unrestricted reserve" is in fact the Placentia Library's operating budget. The Placentia Library District's operating expenditures for the current and past five year budgets were provided to the Grand Jury including details, of specific expenditures for the approved operating expenses for each fiscal year. These details include salaries, benefits, supplies, services, fixed assets and reserves that were a mere \$23,780 for the 2011-2012 Fiscal Year. In addition, the Placentia Library District was noted in the Grand Jury's report, pages 16-17, as the only district to have conformed to the Governmental Accounting Standards Board (GASB)'s 54 Regulation for Fund Balance. The Placentia Library Board of Trustees approved Resolution 12-07, on June 20, 2011 to ensure this. The Placentia Library District Policy #3025, Reserves, outlines the specific requirements for the use of undesignated retained earnings. The Placentia Library District's Fund Balance is deposited with the Orange County Auditor and it includes an amount equal to 75% of the current year's operating budget. This allows for a six month operating reserve as required by California Government Code Section 53646 (B)(3) and a 5% of total operating revenue to protect against unplanned events such as emergency purchase, special project and situations such as a loss of revenue due to an economic down-turn. To reiterate, the Placentia Library District does not have unrestricted reserves; rather the fund balances are allocated to specific operating expenses as discussed and detailed annually at the public meetings when the budget is presented, discussed, and open to a Public Hearing.

FINDING #11

F11. *"The Buena Park Library and the Placentia Library (the oldest special districts in Orange County) have long outlived their original intent of providing reading materials for their original isolated communities with an electorate of about 100 people. They could readily be absorbed into the County Library System or the cities."*

The first part of the report is devoted to a general survey of the situation in the country. It is followed by a detailed analysis of the economic and social conditions. The report concludes with a series of recommendations for the government and the people.

The second part of the report is devoted to a detailed analysis of the economic and social conditions. It is followed by a series of recommendations for the government and the people. The report concludes with a series of recommendations for the government and the people.

The third part of the report is devoted to a detailed analysis of the economic and social conditions. It is followed by a series of recommendations for the government and the people. The report concludes with a series of recommendations for the government and the people.

The fourth part of the report is devoted to a detailed analysis of the economic and social conditions. It is followed by a series of recommendations for the government and the people. The report concludes with a series of recommendations for the government and the people.

The fifth part of the report is devoted to a detailed analysis of the economic and social conditions. It is followed by a series of recommendations for the government and the people. The report concludes with a series of recommendations for the government and the people.

The sixth part of the report is devoted to a detailed analysis of the economic and social conditions. It is followed by a series of recommendations for the government and the people. The report concludes with a series of recommendations for the government and the people.

The seventh part of the report is devoted to a detailed analysis of the economic and social conditions. It is followed by a series of recommendations for the government and the people. The report concludes with a series of recommendations for the government and the people.

Response: The Placentia Library District respectfully disagrees with the Grand Jury's Finding #11 as it is not supported by facts but inconclusive data. LAFCO released an MSR Report of Placentia Library District dated November 9, 2005. The MSR Summary included:

- 1) Placentia Library District's infrastructure is sound and adequate for the district to provide library services and programs.
- 2) Placentia Library District's expenditures appear to be based on efficient methods of operation. The district is fiscally solvent and has adequate revenues.
- 3) Placentia Library District's organizational structure is sound, and it provides efficient and cost effective services.
- 4) Placentia Library District's fee schedule is very much in line with those of other public libraries throughout the county.
- 5) Placentia Library District commissioned independent consolidation studies in 1994 aimed at exploring different governance options. The consolidation study's final recommendation was that Placentia Library District continue to function as an independent special district. Staff found no evidence to suggest that any of the factors examined in the consolidation study have changed and would result in a different finding if the district commissioned a new consolidation study today.
- 6) Placentia Library District operates with a high degree of transparency and is highly accountable to the public.

In addition to LAFCO's summary, the 1994 commissioned independent consolidation studies concluded that Placentia Library District had effectively managed their resources and that the district's management policies had resulted in the delivery of high-level, cost efficient library services in Placentia. The studies also recommended that Placentia Library District dismiss the potential consolidation options and continue to function as an independent special district. These consolidation options included:

- Placentia Library District can merge with the City of Placentia.
- Placentia Library District can become a subsidiary district of the City of Placentia.
- Placentia Library District can merge with the Orange County Public Library system.

FINDING #12

F12. *"The community services that the original non-enterprise special districts provided can be provided by the surrounding cities and the county that have engulfed these districts. Continuing to collect taxes for these special duplicative*

services is a disservice to both the community they serve and the surrounding communities that provide the same or similar services.”

Response: Government Code 56001 states:

The Legislature finds and declares that it is the policy of the state to encourage orderly growth and development which are essential to the social, fiscal, and economic well-being of the state. The Legislature recognizes that the logical formation and determination of local agency boundaries is an important factor in promoting orderly development and in balancing that development with sometimes competing state interests of discouraging urban sprawl, preserving open-space and prime agricultural lands, and efficiently extending government services. The Legislature also recognizes that providing housing for persons and families of all incomes is an important factor in promoting orderly development. Therefore, the Legislature further finds and declares that this policy should be effected by the logical formation and modification of the boundaries of local agencies, with a preference granted to accommodating additional growth within, or through the expansion of, the boundaries of those local agencies which can best accommodate and provide necessary governmental services and housing for persons and families of all incomes in the most efficient manner feasible. The Legislature recognizes that urban population densities and intensive residential, commercial, and industrial development necessitate a broad spectrum and high level of community services and controls. The Legislature also recognizes that when areas become urbanized to the extent that they need the full range of community services, priorities are required to be established regarding the type and levels of services that the residents of an urban community need and desire; that community service priorities be established by weighing the total community service needs against the total financial resources available for securing community services; and that those community service priorities are required to reflect local circumstances, conditions, and limited financial resources. The Legislature finds and declares that a single multipurpose governmental agency is accountable for community service needs and financial resources and, therefore, may be the best mechanism for establishing community service priorities especially in urban areas.

Nonetheless, the Legislature recognizes the critical role of many limited purpose agencies, especially in rural communities. The Legislature also finds that, whether governmental services are proposed to be provided by a single-purpose agency, several agencies, or a multipurpose agency, responsibility should be given to the agency or agencies that can best provide government services.

According to LAFCO's most recent MSR of Placentia Library District, it was concluded that:

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- Placentia Library District's infrastructure is sound and adequate for the district to provide library services and programs.
- Placentia Library District's expenditures appear to be based on efficient methods of operation. The district is fiscally solvent and has adequate revenues.
- Placentia Library District organizational structure is sound, and it provides efficient and cost effective services.
- Placentia Library District's fee schedule is very much in line with those of other public libraries throughout the county.
- Placentia Library District commissioned independent consolidation studies in 1994 aimed at exploring different governance options. The consolidation study's final recommendation was that Placentia Library District continues to function as an independent special district. Staff found no evidence to suggest that any of the factors examined in the consolidation study have changed and would result in a different finding if the district commissioned a new consolidation study today.
- Placentia Library District operates with a high degree of transparency and is highly accountable to the public.

In addition to LAFCO's summary, the 1994 commissioned independent consolidation studies concluded that Placentia Library District had effectively managed their resources and that the district's management policies had resulted in the delivery of high-level, cost efficient library services in Placentia. The studies also recommended that Placentia Library District dismiss the potential consolidation options and continue to function as independent special district. These consolidation options included:

- Placentia Library District can merge with the City of Placentia.
- Placentia Library District can become a subsidiary district of the City of Placentia.
- Placentia Library District can merge with the Orange County Public Library system.

The Placentia Library District continues to provide quality library services to its residents and the District believes it is in the best interest of the residents that the District continue to provide library services to its community as supported by LAFCO and the 1994 independent study.

A comparison of the service level provided by the Placentia Library District and the Orange County Library System strongly demonstrates that the Placentia Library District provides superior services to its residents.

Fiscal Year 2010-2011	PLACENTIA LIBRARY DISTRICT	ORANGE COUNTY LIBRARY SYSTEM (Brea Branch Operation)
Operating Hours	3,024	1,951
Staffing Level	14FTE/7PTE	3FTE/3PTE
Children's Programs Offered	240	100
Adult/Teens Programs Offered	170	125

FINDING #15

F15. "Only one of the special districts, The South Cost Water District, has had recent performance audits. The lack of performance audits for the remaining special districts leaves the potential for inefficiencies, poor practices, outmoded operations, etc. hidden from the governing boards and the communities they serve. The lack of published performance audits has contributed to the public's ignorance of these audits."

Response: The Placentia Library District offers exceptional library services. The District and its staff provide direct public service to Placentia residents which in turn produces direct accountability for efficient practices and progressive operations. The Placentia Library District is committed to transparency and accountability and will continue to produce outstanding library services to the residents of Placentia through a high level of staff performance.

RECOMMENDATION #1

R1. "All special districts (except the Vector Control District and the County Cemetery District) should be eliminated from the county tax rolls and should rely solely on fees or the services of surrounding governments."

Response: The Placentia Library District respectfully disagrees with this recommendation. The 2005 Orange County Local Agency Formation Commission (LAFCO) and the 1994 consolidation study finds that the Placentia Library District is operating at a high level and is cost efficient to the residents of Placentia concluding that the district should remain an independent special district. Based on LAFCO's latest Municipal Services Reviews (MSRs), the commission did not discover any significant issues with special districts in Orange County.

LAFCO released an MSR Report of Placentia Library District dated November 9, 2005. The MSR Summary included:

- Placentia Library District's infrastructure is sound and adequate for the district to provide library services and programs.

- Placentia Library District's expenditures appear to be based on efficient methods of operation. The district is fiscally solvent and has adequate revenues.
- Placentia Library District organizational structure is sound, and it provides efficient and cost effective services.
- Placentia Library District's fee schedule is very much in line with those of other public libraries throughout the county.
- Placentia Library District commissioned independent consolidation studies in 1994 aimed at exploring different governance options. The consolidation study's final recommendation was that Placentia Library District continue to function as an independent special district. Staff found no evidence to suggest that any of the factors examined in the consolidation study have changed and would result in a different finding if the district commissioned a new consolidation study today.
- Placentia Library District operates with a high degree of transparency and is highly accountable to the public.

In addition to LAFCO's summary, the 1994 commissioned independent consolidation studies concluded that Placentia Library District had effectively managed their resources and that the district's management policies had resulted in the delivery of high-level, cost efficient library services in Placentia. The studies also recommended that Placentia Library District dismiss the potential consolidation options and continue to function as independent special district. These consolidation options included:

- Placentia Library District can merge with the City of Placentia.
- Placentia Library District can become a subsidiary district of the City of Placentia.
- Placentia Library District can merge with the Orange County Public Library system.

RECOMMENDATION #3

R3. *"Library districts should be absorbed into the County Library System. Both the Buena Park and the Placentia Libraries should meet with LAFCO and their cities or County Library System before September 20, 2012 to develop plans and schedules for consolidation and removal from the tax rolls."*

Response: The Placentia Library District respectfully disagrees with the Grand Jury's Finding #11 as it is not supported by facts but by inconclusive data. LAFCO released an MSR Report of Placentia Library District dated November 9, 2005. The MSR Summary included:

- Placentia Library District's infrastructure is sound and adequate for the district to provide library services and programs.
- Placentia Library District's expenditures appear to be based on efficient methods of operation. The district is fiscally solvent and has adequate revenues.
- Placentia Library District organizational structure is sound, and it provides efficient and cost effective services.
- Placentia Library District's fee schedule is very much in line with those of other public libraries throughout the county.
- Placentia Library District commissioned independent consolidation studies in 1994 aimed at exploring different governance options. The consolidation study's final recommendation was that Placentia Library District continues to function as an independent special district. Staff found no evidence to suggest that any of the factors examined in the consolidation study have changed and would result in a different finding if the district commissioned a new consolidation study today.
- Placentia Library District operates with a high degree of transparency and is highly accountable to the public.

In addition to LAFCO's summary, the 1994 commissioned independent consolidation studies concluded that Placentia Library District had effectively managed their resources and that the district's management policies had resulted in the delivery of high-level, cost efficient library services in Placentia. The studies also recommended that Placentia Library District dismiss the potential consolidation options and continue to function as independent special district. These consolidation options included:

- Placentia Library District can merge with the City of Placentia.
- Placentia Library District can become a subsidiary district of the City of Placentia.
- Placentia Library District can merge with the Orange County Public Library system.

RECOMMENDATION #6

R6. *"Special districts should adopt "board of director's practices" for all their reserves, restricted and unrestricted. All reserves should be classified in their 2013-2014 budgets according to GASB Standard No. 54. LAFCO should work with the special districts to prepare standard criteria for accumulating reserves according to the new classifications by December 15, 2012. These standards should be used in preparing the 2013-2014 budgets."*

Response: Placentia Library District implemented the Government Accounting Standards Board (GASB)'s changes as designated on Resolution 12-07 dated June

20, 2011. The Orange County Grand Jury Report cited Placentia Library District's implementation as noted on pages 16 and 17 of their report. "In February 2009, the Government Accounting Standards Board (GASB) abandoned the reserved and unreserved classifications of fund balance and replaced them with five new classifications: non-spendable, restricted, committed, assigned and unassigned. None of the current financial audits reflects these changes, but they can be applicable to all forms of government as illustrated by the Placentia Library District that has adopted these standards." Please also see responses to Findings #7 & #8.

RECOMMENDATION #7

R7. "Excessive unrestricted reserves should be used to reduce existing debts. Future revenues should be reduced to avoid the accumulation of unallocated revenue that does not meet the adopted new standards."

Response: Placentia Library District has implemented GASB's most current accounting standard and the district does not have unrestricted reserves. Please also see responses to Findings #7 & #8.

RECOMMENDATION #8

R8. "Each special district should have an independent performance audit at least every three years. The executive summary of the performance audit should be distributed to all the taxpayers of each special district. Each of the special districts that has not had a performance audit within the last five years should contract with an independent outside consultant to conduct such an audit during 2012. These audits should be repeated at least every three years."

Response: The Placentia Library District offers exceptional library services. The District and its staff provide direct public service to Placentia residents which in turn produces direct accountability for efficient practices and progressive operations. The Placentia Library District is committed to transparency and accountability and will continue to produce outstanding library services to the residents of Placentia through a high level of staff performance.

RECOMMENDATION #9

R9. "Each special district should contribute 1% of its unrestricted reserve fund to LAFCO to help finance preparing and directing the consolidation, absorption, or elimination, and the setting of standards for reserves for the special districts. These funds should be included in LAFCO's future programs and budgets until the consolidation, absorption or elimination of each special district is achieved. With these additional funds, LAFCO should begin meeting with special district before the 2014 fiscal year is budgeted for consolidation, absorption and/or elimination of these districts."

Response: We respectfully disagree. Please see response to Recommendation #1.

In conclusion, Placentia Library District intends that these responses allow for an improved understanding of Placentia Library District. We appreciate the opportunity to submit our response. If you have any questions concerning the Placentia Library District's response to the 2011-2012 Orange County Grand Jury Report, please do not hesitate to contact our office of administration.

Respectfully submitted,

Jeanette Contreras
Library Director

DRAFT