

AGENDA






PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES REGULAR MEETING

Monday, March 17, 2014
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.*

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

1. Call to Order Library Board President

2. Roll Call Recorder *all present*

3. Adoption of Agenda

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

Presentation: Library Director
Recommendation: Adopt by Motion

*m jm / 2-- R.Dev
aged 5*

Placentia Library District Board of Trustees Meeting Agenda, March 17, 2014

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).

(X) all votes now by roll call = longer mtg

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. *Napa trip - As JM/EM*

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. Library Director Reports *Suntly - 7/6/14*

8. Placentia Library Friends Foundation Board of Director's Report (Library Director)

CONSENT CALENDAR (Items 9 - 24)

Presentation: Library Director
Recommendation: Approve by Motion

*m - EM
2 - GC 5 pages*

Items 9 - 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 9)

9. Minutes of the February 24, 2014 Unusual Library Board of Trustees Meeting. (Receive & File and Approve)

CLAIMS (Items 10 - 13)

10. Nonstandard Claims in excess of \$300. (Receive & File and Approve)

11. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)

12. Current Claims and Payroll. (Receive & File and Approve)

13. FY2013-2014 Cash Flow Analysis through February 2014; the Schedule of Anticipated Property Tax Revenues for FY2013-2014 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 14 - 17)

14. Financial Reports for February 2014 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

(X) 15. Balance Sheet for February 2014. (Receive & File) *JM*

16. Acquisitions Report for February 2014. (Receive & File)

Placentia Library District Board of Trustees Meeting Agenda, March 17, 2014

- 17. Entrepreneurial Activities Report for February 2014. (Receive & File)

GENERAL CONSENT REPORTS (Items 18 – 20)

- 18. Personnel Report for February 2014. (Receive, File, and Ratify Appointments)
- 19. Circulation Report for February 2014. (Receive & File)
- 20. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

STAFF REPORTS (Items 21 – 24)

- 21. Library Director's Report for February 2014.
- 22. Children's Services Report for February 2014.
- 23. Adult Services Report for February 2014. *DIY/Book Club books area*
- 24. Placentia Library Web Site & Technology Report for February 2014.

NEW BUSINESS

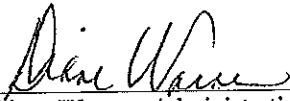
- 25. Meet and Greet with Phillip Chen, Candidate for the 55th Assembly District *Republican reschedule for April*
- 26. CSDA Board of Directors Call For Nominations – Seat C
- 27. Review Placentia Library District Policy 6000 Series.

ADJOURNMENT

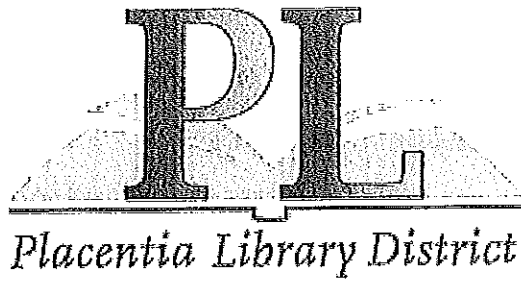
- 28. Agenda Preparation for the ~~February Unusual Date Meeting~~ *April Regular Date* which will be held on Monday, April 21, 2014 unless re-scheduled by the Library Board of Trustees.
- 29. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
- 30. Adjourn

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

I, Diane Warner, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the March 17, 2014 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on March 11, 2014



 Diane Warner, Administrative Assistant



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PL

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
February 24, 2014

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on February 24, 2014 at 6:31 p.m.

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

Members Absent: None

Others Present: Library Director Jeanette Contreras, Administrative Assistant Diane Warner, Barbara Hemmerling of the Placentia Library Friends Foundation (PLFF), and Library Staff: Fernando Maldonado, Lori Worden, Nadia Dallstream.

ADOPTION OF AGENDA

It was moved by Trustee Martin and seconded by Secretary Minter to adopt the agenda as presented:

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

ORAL COMMUNICATION

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

TRUSTEE & ORGANIZATIONAL REPORTS

President Shkoler reported that he and Library Director Contreras attended the Miss Placentia competition. He shared that the event was very nice and unfortunately, the contestant they sponsored did not win. (Item 5)

Trustee Martin attended the memorial service for Carl Westburg, a lifetime supporter of the Placentia Library. (Item 6)

Secretary Carline represented the Trustees at recurring monthly meetings. (Item 6)

Trustee Minter accompanied the Rotary Club on a tour of the aircraft carrier, USS Carl Vincent, in San Diego. (Item 6)

Trustee DeVecchio had nothing to report. (Item 6)

PLFF's Barbara Hemmerling, reminded everyone about the upcoming Volunteer Brunch in April and the Author's Luncheon event, which has sold 150 tickets so far. Barbara mentioned that two patrons who also frequent the Yorba Linda Library and Bookstore commented that Placentia has a better selection of books though our library is much smaller. (Item 7)

**CONSENT
CALENDAR**

It was moved by Trustee Carline and seconded by President Shkoler to approve Agenda Items 8-24:

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

**JANUARY 27, 2014
MEETING MINUTES**

Secretary Minter pointed out a typo in the Minutes under Adoption of Agenda. Verbiage should read Secretary "Minter" not Carline. (Item 8)

CLAIMS

Nonstandard Claims in excess of \$300.00 – none (Item 9)

Moved by Secretary Minter and seconded by Trustee DeVecchio to receive, file and approve the Claims forwarded by the Library Director and Library Trustees (Item 10)

Moved by Secretary Minter and seconded by Trustee DeVecchio to receive, file and approve the Current Claims and Payroll reports. (Item 11)

FY 2013-2014 Cash Flow Analysis through January 2014; the Schedule of Anticipated Property Tax Revenues for FY 2013-2014 as provided by the Orange County Auditor - received and filed (Item 12)

**TREASURER'S
REPORT**

Financial Reports for January 2014 for Placentia Library District Accounts on Deposit with the Orange County Treasurer – received and filed (Item 13)

Balance Sheet for January 2014: At the Jan-27 board meeting, President Shkoler asked about interest earned on County and bank accounts. Director Contreras provided the YTD interest earned amounts from July 1, 2013 through January 31, 2014: \$2,500 YTD interest from the County (approximately \$400.00/month) and \$393 from Bank of the West. (Item 14)

Acquisitions Report for January 2014: President Shkoler had requested an audit of program amounts vs. number of volumes received under the Adopt-A-Book Grant. Adult Services Supervisor Nadia Dallstream verified that program was paid in full at the beginning of the year by PLFF donations. Volume quantities are deducted from program amounts monthly, with program balanced by end of the fiscal year. (Item 15)

Entrepreneurial Activities Report for January 2014: Passport Revenue noted in report is incorrect. Monthly total should be \$9,325.00 not \$93,525.00. Corrected report provided to Trustees by Director Contreras. (Item 16)

**GENERAL CONSENT
REPORTS**

Personnel Report for January 2014: Trustee Martin requested a chart correction to reflect there was (1) job appointment in January – Diane Warner was hired for the Administrative Assistant position. (Item 17)

STAFF REPORTS

**Library Director -
Project Updates**

Circulation Report for January 2014: President Shkoler had a question regarding accuracy of book availability through Overdrive. Nadia explained that available book "Holds" are a total quantity shared through a consortium of 1600 libraries, including PLD. Under Overdrive's "Advantage" program, Placentia has a separate account for additional copies of popular books, not shared with the consortium. Secretary Minter asked that staff add an instructional note to the website regarding the Overdrive process, and that additional book copies are available to patrons through the Advantage program. (Item 18)

Review of Shared Maintenance Costs with the City of Placentia under the JPA – received and filed. (Item 19)

Public Agency Retirement Services (PARS) Financial Statement and Audit Report – received and filed. (Item 20)

Library Director's Report for January 2014 - received and filed. (Item 21)

Director Contreras provided an update about PLD's desire for stand-alone financial services. Per existing code, PLD is not allowed to separate from County-supported accounting processes. James McDonough from CSD shared with Director Contreras that other independent districts are interested in separating from County oversight. Next steps are to review with Buena Park the paperwork they submitted for approval of stand-alone financial services, and then co-author a bill with other independent districts wanting to do so. Director Contreras will provide the results of these discussions at a future Trustees meeting. Another option is for PLD to contract with the City to provide financial/auditing services, once a new City Financial Director has been hired.

The upgraded AV equipment package will be installed by Jeremy Yamaguchi in early March and available for use at the March 17, 2014 Library Board of Trustees meeting.

The Bridge Club will consider the \$20.00/hour fee for Library staff to be available to support their weekly Wednesday meetings from 8pm-9pm, after Library closure at 8pm.

As of today, we have received 508 survey responses, with very positive feedback. Patrons appreciate that the PLD website, email notices and eXPLORE Newsletter provide program and activity calendars.

Children's Services Report for January 2014. (Item 22)

Adult Services Report for January 2014. (Item 23)

Web Site & Technology Report for January 201. (Item 24)

NEW BUSINESS

Presentation of New Website Design from Click Consulting

Director Contreras presented the new layout for Placentia Library's website. The Library Board of Trustees viewed the display and provided feedback on the new Home page, Adult and Children's Service content pages, and other notification sections. Website colors complement our Placentia Library logo colors – greens and blues, with social media links easily accessible. Circulation information will be available in Spanish. PLFF will provide updated information regarding membership and activities for their group. The updated website is scheduled to go live on March 25, 2014. (Item 25)

It was moved by Trustee Martin and seconded by President Shkoler that the Board authorize the new website design as presented, with a more vibrant orange added as a website color.

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

Library District Policy Manual

Review of the Library District Policy Manual, section 2300-Job Descriptions, and section 6000-Operations is scheduled for March. Trustee DeVecchio requested a list of verbiage changes for section 2300-Job Descriptions and recommended changes to specific sub-sections of section 6000-Operations be submitted for Board review during the March 17, 2014 Library Board of Trustees meeting. Following review of the suggested changes, a Work Session will be scheduled. (Item 26)

Secretary Minter requested a master calendar of upcoming Library projects requiring review and/or work sessions so they can be prioritized.

Promotional Video

Director Contreras showed a video created by PeopleStar for the City of Aliso Viejo to promote city services and community activities, as a sample of what we can do to "Celebrate Reading" and overall Library support. Approximate cost is \$5,000.00 and community partner sponsorships will minimize production costs. The promotional video will be submitted for awards and recognitions. Barbara Hemmerling commented that the PLFF Board may not vote to contribute to this type of project. (Item 27)

It was moved by Trustee DeVecchio and seconded by Trustee Carline to authorize library staff to create a project outline and budget, determine potential sponsors, and work with People Star FilmWorks to produce a promotional video for the annual Summer Reading Program.

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

**Travel Authorization
for "Computers In
Libraries" Conference**

Discussion took place to approve Director Contreras' request to attend the "Computers in Libraries Conference" in Washington D.C. from April 7-9, 2014. Secretary Minter shared that there is a sister conference held in Monterey, CA in October 2014. Director Contreras thanked Secretary Minter for the information. (Item 27)

It was moved by Trustee DeVecchio and seconded by Trustee Martin to approve Director Contreras attend the conference.

AYES: Shkoler, Martin, Carline, Minter, DeVecchio

NOES: None

CLOSED SESSION

Board moved to end the unusual date meeting at 7:40 p.m. to begin the Closed Session.

ADJOURNMENT

The Unusual Date Meeting of the Board of Trustees of the Placentia Library District on February 24, 2014 adjourned at 8:00pm.

The next meeting will be on March 17, 2014 at 6:30 p.m.

Al Shkoler
President
Library Board of Trustees

Elizabeth Minter
Secretary
Library Board of Trustees

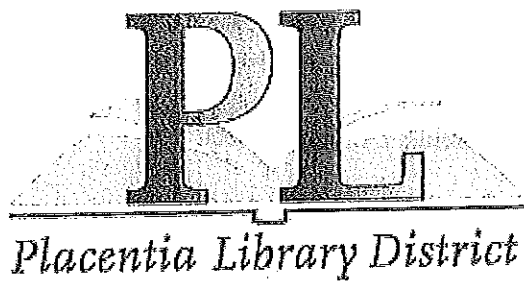


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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: Summary of Non-standard Claims for January 2014
DATE: March 17, 2014

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: Summary of Claims Forwarded by the Library Director & Trustees
DATE: March 17, 2014

TYPE	DATE	CLAIM#	AMOUNT
707	03/12/14	5736	25,548.16
707	03/12/14	5735	6,914.12
		TOTAL	\$ 32,462.28

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT


DATE: 03/04/14
REPORT NO: 5735

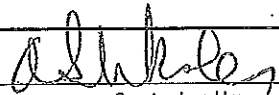
The County Auditor is authorized to draw these checks from:

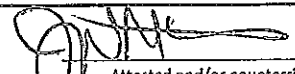
Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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
Brent H. Ives (New Vendor) BHI Management Consulting 2459 Neptune Ct., Suite 110 Tracy, CA 95304	02-28-14	014-13	1900	0748		\$1,000.00		
VC-2616 Cintas Corporation #640 P.O. Box 29059 Phoenix, AZ 85038	1-27-14	640145691	1000			\$178.26		
	2-03-14	640149254	1000			\$165.87		
	2-10-14	640152763	1000			\$196.34		
	2-17-14	640156317	1000			\$189.45		
						\$729.92		
VC-5048 Special District Risk Mgmt Authority 1112 I Street, Suite 300 Sacramento, CA 95814-2865	2-28-14	46123		0319		\$2,150.00		
VC-0679-1 Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	10-24-13	74822039	2400	0760		\$15.02		
VC-0451 Pitney Bowes PO Box 371887 Pittsburgh, PA 15250-7887	01-24-14	8000-9000-0652-5830	2100			\$548.83		
VC-10088 EARTEL 1316 W. Maurentania St. Wilmington, CA 90744	02-05-14	921		0700		\$255.00		
VC-9914 Ray-Life Industries, Inc. P.O. Box 1598 Brea, CA 92822-1598	2-11-14	3528	1000			\$126.36		
(New Vendor) Brea Electric Company 524 East Imperial Hwy. Suite B Brea, CA 92821	02-04-14	20438	1400	0714		\$225.00		
VC-9461 Dewey Pest Control P.O. Box 7114 Pasadena, CA 91109-7214	01-29-14	8382004	1400	0717		\$125.00		
VC-12513 Tyco Integrated Security LLC P.O. Box 371967 Pittsburgh, PA 15250-7987	02-08-14	21151970				\$697.64		
VC-4802-4 Office Depot PO Box 70025 Los Angeles CA 90074-0025	02-04-14	697377676001	1800	0728		\$103.91		
	02-18-14	700291965001	1800	0728		\$751.65		
						\$855.56		
VC-8709 Minuteman Press 310 E Orangehorpe Ave Unit L Placentia CA 92870	2-11-14	28509	1800	0726		\$185.79		
TOTAL REMITTANCE:						\$6,914.12		
The claims listed above \$6,914.12 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

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/04/14
REPORT NO: 5736

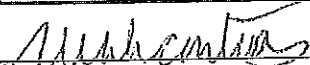
The County Auditor is authorized to draw these checks from:

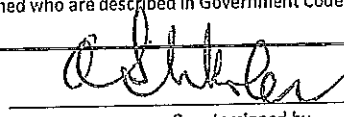
Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

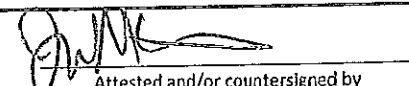
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code	DATE	INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-6002-1 The Gas Company PO Box C Monterey Park, CA 91756	02-24-14	053-911-8800-9	2802			\$2,381.09		
VC-6003 Golden State Water Company PO Box 9016 San Dimas CA 91773-9016	02-24-14	2993410000	2803			\$1,247.00		
VC-2883 World Book, Inc. P.O. Box 866009 Louisville, KY 40285-6009	2-07-14	1482336	2400	0760		\$2,290.28		
VC-6873-1 Bear State Air Conditioning 3548 Enterprise Dr. Anahelm, CA 92807-1640	02-25-14	14-2-8705	1400	0710		\$373.15		
VC-4997 EBSCO Subscription Services A/R PO Box 830625 Birmingham, AL 35283	2-13-14	91512	2400	0760		\$11.00		
VC-12175 Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	2-25-14	8448-40025-0276198	0700	0702		\$145.26		
VC-5077-2 Macias, Gini & O'Connell (MGO) 3000 S Street, Suite 300 Sacramento, CA 95816	02-10-14	193699				\$3,603.76		
VC-5048 Special District Risk Management Authority 1112 I Street, Suite 300 Sacramento, CA 95814-2865	2-05-14	14383	0306			\$15,318.36		
VC-2616 Cintas Corporation #640 P.O. Box 29059 Phoenix, AZ 85038	2-24-14	640159829	1000			\$178.26		
TOTAL REMITTANCE:						\$25,548.16		

The claims listed above \$25,548.16 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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: Current Claims and Payroll
DATE: March 17, 2014

Current Claims

<u>TYPE</u>	<u>DATE</u>	<u>CLAIM #</u>	<u>AMOUNT</u>
707	03/12/14	5730 *	2,078.57
707	03/12/14	5737	1,624.70
707	03/12/14	5738	2,254.13
707	03/12/14	5739	2,999.55
707	03/12/14	5740	1,596.71
<i>Subtotal for Claims</i>			<i>\$10,553.66</i>

Payroll			
On Demand Wire	03/12/14	97	40,000
On Demand Wire	03/12/14	98	40,000
<i>Subtotal for Payroll</i>			<i>\$80,000.00</i>

TOTAL CURRENT CLAIMS & PAYROLL **\$90,553.66**

* Claim 5730 was started in February and completed in March 2014.

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/05/14
REPORT NO: 5730


The County Auditor is authorized to draw these checks from:

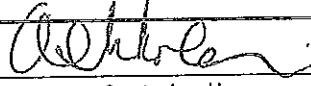
Placentia Library Distrct
411 E Chapman Ave
Placentia, CA 92870

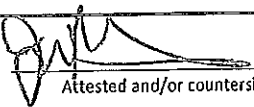
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE	INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	2-26-14		2400	0760		\$148.76		
		91651625	2400	0760		\$54.88		
	2-21-14		2400	0760		\$97.18		
		91641507	2400	0760		\$41.09		
	2-6-14		2400	0760		\$103.62		
		91601397	2400	0760		\$26.09		
	2-6-14		2400	0760		\$51.09		
		91601490	2400	0760		\$46.09		
	2-10-14		2400	0760		\$14.44		
		91609182	2400	0760		\$112.18		
	2-10-14		2400	0760		\$23.29		
		91609180	2400	0760		\$14.44		
	2-13-14		2400	0760		\$82.18		
		91615645	2400	0760		\$38.29		
	2-13-14		2400	0760		\$18.64		
		91615647	2400	0760		\$432.39		
	2-13-14		2400	0760		\$33.29		
		91615649	2400	0760		\$175.54		
	2-13-14		2400	0760		\$29.88		
		91615660	2400	0760		\$352.17		
2-13-14		2400	0760		\$183.04			
	91615661	2400	0760					
2-14-14		2400	0760					
	91621095	2400	0760					
2-14-14		2400	0760					
	91621098	2400	0760					
2-14-14		2400	0760					
	91621099	2400	0760					
2-18-14		2400	0760					
	91630136	2400	0760					
2-18-14		2400	0760					
	91630137	2400	0760					
2-18-14		2400	0760					
	91630139	2400	0760					
2-19-14		2400	0760					
	91633851	2400	0760					
2-26-14		2400	0760					
	91651626	2400	0760					
2-26-14		2400	0760					
	91651624	2400	0760					
2-26-14		2400	0760					
	91651628	2400	0760					
TOTAL REMITTANCE:						\$2,078.57		

The claims listed above \$2,078.57 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

LOCALLY GOVERNED DISTRICT
 CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/04/14
 REPORT NO: 5737


The County Auditor is authorized to draw these checks from:

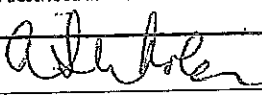
FUND: 707
 DEPT: V700
 BUDGET CONTROL: 707
 UNIT: 0900

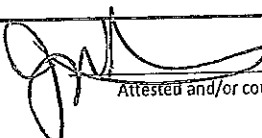
Placenta Library District
 411 E Chapman Ave
 Placenta, CA 92870

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE	INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta, GA 30384-7930	1-06-14		2400	0760		\$43.13		
		4010741654						
	1-29-14		2400	0760		\$154.40		
		4010776652						
	2-04-14		2400	0760		\$15.15		
		4010776520						
	2-04-14		2400	0760		\$11.80		
		4010776521						
	2-04-14		2400	0760		\$56.73		
		4010776522						
	2-04-14		2400	0760		\$19.46		
		4010776523						
	2-04-14		2400	0760		\$102.27		
		4010776525						
	2-04-14		2400	0760		\$22.74		
		4010776526						
	2-04-14		2400	0760		\$36.15		
		4010776527						
	2-04-14		2400	0760		\$38.46		
		4010776528						
2-04-14		2400	0760		\$10.31			
	4010776529							
2-04-14		2400	0760		\$57.54			
	4010776530							
2-04-14		2400	0760		\$67.30			
	4010776531							
2-04-14		2400	0760		\$66.73			
	4010776532							
2-04-14		2400	0760		\$33.10			
	4010776533							
2-04-14		2400	0760		\$219.60			
	4010776534							
2-04-14		2400	0760		\$19.57			
	4010776535							
2-04-14		2400	0760		\$37.26			
	4010776536							
2-04-14		2400	0760		\$89.33			
	4010776537							
2-04-14		2400	0760		\$19.46			
	4010776538							
2-04-14		2400	0760		\$92.79			
	4010776539							
2-05-14		2400	0760		\$411.42			
	4010783500							
TOTAL REMITTANCE:						\$1,624.70		

The claims listed above \$1,624.70 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

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/04/14
REPORT NO: 5738


The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

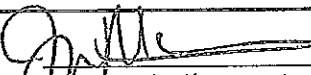
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE	INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta, GA 30384-7930	2-04-14		2400	0760		\$82.57		
		4010776540						
	2-06-14		2400	0760		\$19.00		
		TO1996720						
	2-13-14		2400	0760		\$20.22		
		4010782716						
	2-13-14		2400	0760		\$22.29		
		4010782717						
	2-13-14		2400	0760		\$31.01		
		4010782718						
	2-13-14		2400	0760		\$19.55		
		4010782719						
	2-13-14		2400	0760		\$118.69		
		4010782720						
	2-13-14		2400	0760		\$24.24		
		4010782721						
	2-13-14		2400	0760		\$92.46		
		4010782722						
	2-13-14		2400	0760		\$43.55		
		4010782723						
2-13-14		2400	0760		\$10.19			
	4010782724							
2-13-14		2400	0760		\$107.63			
	4010782725							
2-13-14		2400	0760		\$72.46			
	4010782726							
2-13-14		2400	0760		\$23.58			
	4010782727							
2-13-14		2400	0760		\$24.24			
	4010782728							
2-13-14		2400	0760		\$114.60			
	4010782729							
2-13-14		2400	0760		\$343.33			
	4010782730							
2-13-14		2400	0760		\$111.70			
	4010782731							
2-13-14		2400	0760		\$18.60			
	4010782732							
2-13-14		2400	0760		\$213.49			
	4010782733							
2-13-14		2400	0760		\$116.76			
	4010782734							
2-13-14		2400	0760		\$623.97			
	4010782735							
TOTAL REMITTANCE:						\$2,254.13		

The claims listed above \$2,254.13 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

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

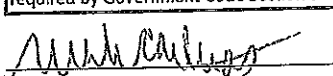
DATE: 03/04/14
REPORT NO: 5739


The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

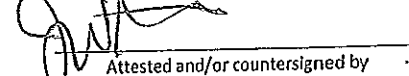
Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE	INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta, GA 30384-7930	2-13-14	4010782736	2400	0760		\$540.14		
	2-13-14	4010782737	2400	0760		\$272.74		
	2-14-14	4010782911	2400	0760		\$379.87		
	2-14-14	4010782912	2400	0760		\$197.01		
	2-14-14	4010782913	2400	0760		\$141.31		
	2-14-14	4010782914	2400	0760		\$43.88		
	2-14-14	4010782914	2400	0760		\$70.21		
	2-17-14	4010785587	2400	0760		\$103.42		
	2-19-14	4010794031	2400	0760		\$21.45		
	2-19-14	4010789985	2400	0760		\$35.87		
	2-19-14	4010789986	2400	0760		\$50.51		
	2-19-14	4010789987	2400	0760		\$138.92		
	2-19-14	4010789988	2400	0760		\$20.86		
	2-19-14	4010789989	2400	0760		\$201.81		
	2-19-14	4010789990	2400	0760		\$199.13		
	2-19-14	4010789991	2400	0760		\$28.80		
	2-19-14	4010789992	2400	0760		\$49.96		
	2-19-14	4010789993	2400	0760		\$204.67		
	2-19-14	4010789994	2400	0760		\$21.48		
	2-19-14	4010789995	2400	0760		\$35.87		
2-19-14	4010789996	2400	0760		\$34.97			
2-19-14	4010789997	2400	0760		\$206.67			
		4010789998						
TOTAL REMITTANCE:						\$2,999.55		

The claims listed above \$2,999.55 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.


Approved by


Countersigned by


Attested and/or countersigned by

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/04/14
REPORT NO: 5740

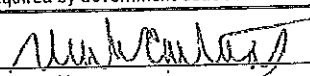
The County Auditor is authorized to draw these checks from:

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

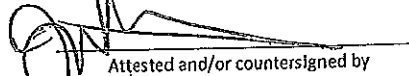
Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE	INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta, GA 30384-7930	2-19-14	4010789999	2400	0760		\$21.47		
	2-19-14	4010790000	2400	0760		\$15.75		
	2-19-14	4010790001	2400	0760		\$74.36		
	2-19-14	4010790002	2400	0760		\$87.42		
	2-19-14	4010790003	2400	0760		\$221.29		
	2-19-14	4010790004	2400	0760		\$12.46		
	2-21-14	4010790004	2400	0760		\$25.54		
	2-21-14	4010767297	2400	0760		\$113.43		
	2-21-14	4010767298	2400	0760		\$21.62		
	2-21-14	4010767299	2400	0760		\$25.91		
	2-21-14	4010767300	2400	0760		\$76.59		
	2-21-14	4010767301	2400	0760		\$17.69		
	2-21-14	4010767302	2400	0760		\$19.55		
	2-21-14	4010767303	2400	0760		\$258.43		
	2-21-14	4010767304	2400	0760		\$25.51		
	2-21-14	4010767305	2400	0760		\$128.08		
	2-21-14	4010767306	2400	0760		\$13.12		
	2-21-14	4010767307	2400	0760		\$30.26		
	2-21-14	4010767308	2400	0760		\$53.05		
	2-21-14	4010767309	2400	0760		\$191.07		
2-21-14	4010767310	2400	0760		\$148.96			
2-21-14	4010767311	2400	0760		\$15.15			
2-21-14	4010767312							
TOTAL REMITTANCE:						\$1,596.71		

The claims listed above \$1,596.71 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

LOCALLY GOVERNED DISTRICT
 CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District
 411 E Chapman Ave
 Placentia, CA 92870

DATE: 03/17/14
 REPORT NO: 97
 The County Auditor is authorized to draw these checks from:
 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	*04-07-14 Payroll #20 FY13/14	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: 03/17/14
 REPORT NO: 98

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	*04-21-14 Payroll #21 FY13/14	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:

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

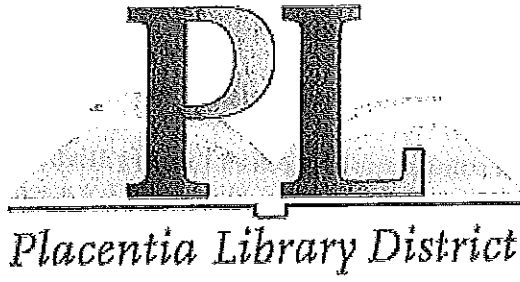
FROM: Diane Warner, Administrative Assistant

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

DATE: March 17, 2014

Fiscal Year 2013-2014							
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
07/31/13	Closed Account	Closed Account	Closed Account	2,041,592.77	Closed Account	2,041,592.77	0.00
8/31/2013	Closed Account	Closed Account	Closed Account	1,731,038.74	Closed Account	1,731,038.74	0.00
9/30/2013	Closed Account	Closed Account	Closed Account	1,637,400.49	Closed Account	1,637,400.49	0.00
10/31/13	Closed Account	Closed Account	Closed Account	1,498,226.33	Closed Account	1,498,226.33	0.00
11/30/2013	Closed Account	Closed Account	Closed Account	1,486,892.97	Closed Account	1,486,892.97	0.00
12/31/2013	Closed Account	Closed Account	Closed Account	2,147,271.47	Closed Account	2,147,271.47	0.00
01/31/14	Closed Account	Closed Account	Closed Account	2,066,699.35	Closed Account	2,066,699.35	0.00
2/28/2014	Closed Account	Closed Account	Closed Account	2,039,275.14	Closed Account	2,039,275.14	0.00
3/31/2014	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
04/30/14	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
5/31/2014	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
6/30/2014	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
Petty Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Reserves	0.00	0.00	0.00	414,789.10	0.00	414,789.10	0.00
Impact Fees	0.00	0.00	0.00	374,419.30	0.00	374,419.30	0.00

Fiscal Year 2012-2013							
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
07/31/12	Closed Account	Closed Account	Closed Account	1,469,830.85	Closed Account	1,469,830.85	0.00
8/31/2012	Closed Account	Closed Account	Closed Account	1,349,149.11	Closed Account	1,349,149.11	0.00
9/30/2012	Closed Account	Closed Account	Closed Account	1,303,635.10	Closed Account	1,303,635.10	0.00
10/31/12	Closed Account	Closed Account	Closed Account	1,196,238.15	Closed Account	1,196,238.15	0.00
11/30/2012	Closed Account	Closed Account	Closed Account	1,367,458.84	Closed Account	1,367,458.84	0.00
12/31/2012	Closed Account	Closed Account	Closed Account	1,912,383.33	Closed Account	1,912,383.33	0.00
01/31/13	Closed Account	Closed Account	Closed Account	1,890,404.62	Closed Account	1,890,404.62	0.00
2/28/2013	Closed Account	Closed Account	Closed Account	1,794,179.66	Closed Account	1,794,179.66	0.00
3/31/2013	Closed Account	Closed Account	Closed Account	1,659,289.32	Closed Account	1,659,289.32	0.00
04/30/13	Closed Account	Closed Account	Closed Account	2,109,171.72	Closed Account	2,109,171.72	0.00
5/31/2013	Closed Account	Closed Account	Closed Account	2,053,081.07	Closed Account	2,053,081.07	0.00
6/30/2013	Closed Account	Closed Account	Closed Account	2,041,592.77	Closed Account	2,041,592.77	0.00
Petty Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Reserves	0.00	0.00	0.00	414,789.10	0.00	414,789.10	0.00
Impact Fees	0.00	0.00	0.00	374,419.30	0.00	374,419.30	0.00



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Financial Reports through February 2014 for the Placentia Library District
Accounts on Deposit with the Orange County Treasurer and the Placentia Library
District General Ledger

DATE: March 17, 2014

Summary of Cash and Investments as of February 28, 2014

Cash with Orange County Treasurer Fund 707	1,657,422.17
Reserves with Orange County Treasurer	414,789.10
Impact Fees with County and Bank of the West (Restricted)	374,419.30
General Fund Checking – Bank of the West	98,535.82
General Fund Savings – Bank of the West	510,991.75
Payroll Checking – Wells Fargo Bank	41,144.13
Total Cash and Investments	3,097,302.27

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

Jeanette Contreras
Library Director



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PLACENTIA LACY DISTRICT
YTD REVENUE REPORT
February 28, 2014

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	1,833,161	1,043,784	789,377	56.9%
6220		Property Taxes - Current Unsecured	78,317	55,299	23,018	70.6%
6230		Property Taxes - Prior Secured	0	-	-	0.0%
6240		Property Taxes - Prior Unsecured	0	-	-	0.0%
6250		Taxes - Spec Dist Augmentation	3,947	4,216	(269)	0.0%
6280		Property Taxes - Curr Supplemental	25,094	28,715	(3,621)	114.4%
6290		Other Taxes	0	1,608	(1,608)	100.0%
6300		Property Taxes - Prior Supplemental	0	639	(639)	100.0%
6540		Penalties & Costs on Delinq Taxes	1,652	313	1,339	19.0%
		Sub Total	1,942,171	1,134,575		
REVENUE FROM USE OF MONEY & PROP'Y						
6610		Interest	0	3,932	(3,932)	100.0%
		Sub Total	0	3,932		
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	17,243	7,107	10,136	41.2%
6970		State - Other	0	-	-	0.0%
7120		Other-In-Lieu Taxes	0	-	-	0.0%
7130		Other Governmental Agencies	0	1,761	(1,761)	100.0%
		Sub Total	17,243	8,868		
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)				
		Newsletter Ads	0	987	(987)	100.0%
		PLFF Grants	0	170,550	(170,550)	100.0%
		Fines & Fees	45,000	24,779	20,221	55.1%
		Passport/Photos	70,000	66,212	3,788	94.6%
		Meeting Room Fees	8,000	3,092	4,908	38.7%
		DVD Rentals	6,000	4,453	1,547	74.2%
		Test Proctor	4,000	4,200	(200)	105.0%
		Sub Total	133,000	274,273		
7680		6-MO Expired (Outlawed) Checks	0	-	-	0%
		YTD Actual	2,092,414	1,421,648		
		FY 12/13 Funds Available	40,000	40,000		
TOTAL REVENUES FY 12/13:			2,132,414	1,461,648	670,766	68.5%
MISCELLANEOUS REVENUES (Restricted)						
		Impact Fees	0	-	-	0%
		City of Placentia Tax Sharing Agreement	0	-	-	0%

PLACENTIA LIBRARY DISTRICT

EXPENDITURES REPORT

February 28 2013

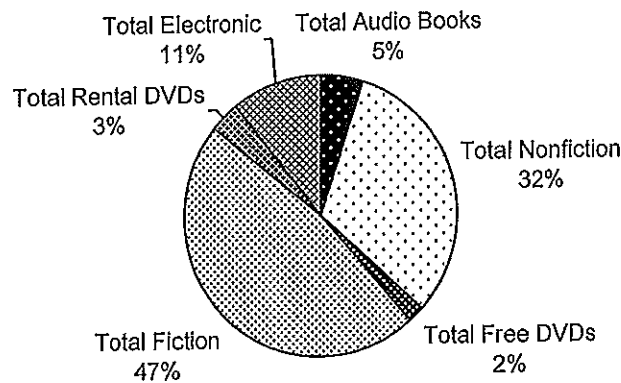
64% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,077,523	689,875	0.64	\$387,648
0200	Retirement	41,644	15,942	0.38	\$25,702
0301	Unemployment Insurance	9,000	0	0.00	\$9,000
0306	Health Insurance	190,893	124,679	0.65	\$66,214
0306-0770	Employee Assistance Program	715	424	0.59	\$291
0308	Dental Insurance	15,917	8,612	0.54	\$7,305
0309	Life Insurance	7,568	4,366	0.58	\$3,202
0310	AD & D Insurance	4,008	2,708	0.68	\$1,300
0319	Vision Insurance	2,574	1,462	0.57	\$1,112
0350	Workers' Compensation Insurance	10,000	6,083	0.61	\$3,917
	TOTAL	\$1,359,842	\$854,151	0.63	\$505,691
SERVICES & SUPPLIES					
0700	Communications	25,000	7,048	0.28	\$17,952
0900	Food	2,000	1,600	0.80	\$400
1000	Household Expenses	12,000	8,113	0.68	\$3,887
1100	Library Insurance	12,000	11,122	0.93	\$878
1300	Maintenance, Equipment	25,000	16,669	0.67	\$8,331
1400	Maintenance, Buildings & Improvements	48,500	30,189	0.62	\$18,311
1600	Memberships	12,000	6,208	0.52	\$5,792
1700	Miscellaneous Expense <i>flowers</i> X	500	1,856	3.71	-\$1,356
1800	Office Expenses	38,872	20,969	0.54	\$17,903
1803	Postage X	5,500	8,247	1.50	-\$2,747
1900	Prof./Specialized Services	163,700	91,569	0.56	\$72,131
1912	Investment Administrative Fees	1,500	884	0.59	\$616
2000	Publication and Legal Notices	500	0	0.00	\$500
2100	Rents and Leases - Equipment	1,000	223	0.22	\$777
2200	Rents & Leases - Buildings & Improvements	15,000	14,090	0.94	\$910
2400	Books/Library Materials	162,000	95,109	0.59	\$66,891
2600	Transportation & Travel	5,000	2,907	0.58	\$2,093
2700	Meetings	30,500	5,813	0.19	\$24,687
2800	Utilities	73,500	44,544	0.61	\$28,956
	TOTAL	\$634,072	\$367,158	0.58	\$266,914
OTHER CHARGES					
3700	Taxes and Assessments	\$8,500	\$9,112	1.07	-\$612
	OPERATING EXPENSES	\$2,002,414	\$1,230,422	0.61	\$771,992
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$55,000	\$13,480	0.25	\$41,520
4200	Structures/Improvements X	75,000	\$120,250	1.60	-\$45,250
5200	Contingency Funds	\$0	\$0	0.00	\$0
	TOTAL	\$130,000	\$133,730	1.03	-\$3,730
TOTAL BUDGET (Fund 707)					
		\$2,132,414	\$1,364,152	0.64	\$768,262
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$374,419	\$0	0.00	\$374,419
	PLFF Grants	\$0	\$27,633	0.00	-\$27,633

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2013-2014 THROUGH THE MONTH OF FEB. 2014

	Amount	Title	Volumes
Total Fiction	\$51,335	2759	3203
Total Non-Fiction	\$34,305	1397	1957
Total Electronic	\$11,516	130	126
Total Audio Books	\$5,280	130	131
Total Free DVDs	\$2,179	82	94
Total Rental DVDs	\$3,712	140	148
TOTAL MATERIALS	\$108,327	4638	5659



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

ACQUISITIONS REPORT FOR FISCAL YEAR 2013-2014 THROUGH THE MONTH OF FEBRUARY 2014

Prepared by Katia Matas, Acquisitions Librarian

	GENERAL FUND			ADOPT-A-BOOK/GRANT			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$21,983	947	993	\$6,503	136	168	\$28,486	1083	1162	\$851	55	59	\$29,337	1138	1221
California Adult Fiction	\$0	0	0	\$279	10	10	\$279	10	10	\$0	0	0	\$279	10	10
Total Adult Fiction	\$21,983	947	993	\$6,782	146	179	\$28,765	1093	1172	\$851	55	59	\$29,616	1148	1231
Adult Non-Fiction	\$15,258	714	716	\$912	20	57	\$16,170	734	773	\$471	20	20	\$16,641	754	793
Adult Reference	\$539	78	78	\$0	0	0	\$539	78	78	\$1,064	22	22	\$1,603	100	100
Adult Free DVDs	\$4,277	85	574	\$0	0	0	\$4,277	85	574	\$0	0	0	\$4,277	85	574
Adult magazines	\$0	0	0	\$1,560	72	72	\$1,560	72	72	\$0	0	0	\$1,560	72	72
California Adult Non-Fiction	\$20,074	877	1368	\$2,472	92	129	\$22,546	969	1497	\$1,535	42	42	\$24,081	1011	1539
Total Adult Non-Fiction	\$42,057	1824	2361	\$9,254	238	308	\$51,311	2062	2669	\$2,386	97	101	\$53,697	2,159	2,770
TOTAL ADULT PRINT MATERIALS	\$51,004	2,096	2,636	\$10,012	262	332	\$61,016	2,348	2,968	\$4,339	250	254	\$65,355	2,598	3,222
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$1,058	76	76	\$1,058	76	76
Adult Audio Books	\$5,112	125	126	\$420	10	10	\$5,532	135	136	\$0	0	0	\$5,532	135	136
Adult Reference	\$1,124	29	41	\$0	0	0	\$1,124	29	41	\$30	3	3	\$1,154	32	44
Adult Rental DVDs	\$2,711	108	108	\$338	14	14	\$3,049	122	122	\$865	74	74	\$3,914	186	186
TOTAL ADULT NON-PRINT MATERIALS	\$8,947	262	275	\$758	24	24	\$9,705	286	289	\$1,953	153	153	\$11,658	439	452
TOTAL ADULT MATERIALS	\$59,951	2,358	2,911	\$10,770	286	356	\$71,726	2,634	3,257	\$6,292	303	307	\$78,022	2,941	3,674
Juvenile Fiction	\$20,427	1157	1548	\$45	2	2	\$20,472	1159	1550	\$1,680	216	216	\$22,152	1375	1766
California Juvenile Fiction	\$0	0	0	\$459	27	27	\$459	27	27	\$0	0	0	\$459	27	27
Young Adult Fiction	\$8,925	655	662	\$0	0	0	\$8,925	655	662	\$195	28	28	\$9,120	683	690
California Young Adult Fiction	\$0	0	0	\$109	6	7	\$109	6	7	\$0	0	0	\$109	6	7
Total Juvenile Fiction	\$29,352	1812	2210	\$163	35	36	\$29,515	1847	2246	\$1,875	244	244	\$31,390	2,091	2,490
Juvenile Non-Fiction	\$11,472	475	496	\$58	3	3	\$11,530	478	499	\$152	12	12	\$11,682	490	511
California Juvenile Non-Fiction	\$0	0	0	\$396	15	16	\$396	15	16	\$0	0	0	\$396	15	16
Young Adult Non-Fiction	\$472	24	24	\$0	0	0	\$472	24	24	\$77	5	5	\$549	29	29
California Young Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Reference	\$1,686	8	36	\$0	0	0	\$1,686	8	36	\$95	9	9	\$1,781	17	45
Juvenile Magazines	\$601	13	33	\$601	13	33	\$601	13	33	\$0	0	0	\$601	13	33
Total Juvenile Non-Fiction	\$14,231	520	589	\$454	18	19	\$14,685	538	608	\$324	26	26	\$15,009	564	634
TOTAL JUVENILE PRINT MATERIALS	\$43,583	2,332	2,799	\$1,067	53	55	\$44,650	2,391	2,854	\$2,199	270	270	\$46,849	2,665	3,124
Juvenile Music CDs	\$273	12	14	\$0	0	0	\$273	12	14	\$0	0	0	\$273	12	14
Juvenile Audio Books	\$168	5	5	\$0	0	0	\$168	5	5	\$0	0	0	\$168	5	5
Young Adult Video Games	\$0	0	0	\$740	18	18	\$740	18	18	\$0	0	0	\$740	18	18
Juvenile Free DVDs	\$1,055	53	53	\$0	0	0	\$1,055	53	53	\$272	19	19	\$1,327	72	72
Juvenile Rental DVDs	\$1,001	32	40	\$0	0	0	\$1,001	32	40	\$48	3	3	\$1,049	35	43
TOTAL JUVENILE NON-PRINT MATERIALS	\$2,497	102	112	\$740	18	18	\$3,237	120	130	\$320	22	22	\$3,557	142	162
TOTAL JUVENILE MATERIALS	\$46,080	2,434	2,911	\$1,807	71	73	\$47,887	2,505	2,984	\$2,519	292	292	\$50,406	2,797	3,276
On-line databases	\$11,516	4	0	\$0	0	0	\$11,516	4	0	\$0	0	0	\$11,516	4	0
E-books	\$0	126	126	\$0	0	0	\$0	126	126	\$0	0	0	\$0	126	126
E-music	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL ELECTRONIC MATERIALS	\$11,516	130	126	\$0	0	0	\$11,516	130	126	\$0	0	0	\$11,516	130	126
Total Fiction	\$51,335	2759	3203	\$7,395	181	215	\$58,730	2940	3418	\$2,726	299	303	\$61,456	3239	3721
Total Non-Fiction	\$34,305	1397	1957	\$2,926	110	148	\$37,231	1507	2105	\$1,659	68	68	\$38,890	1575	2173
Total Electronic	\$11,516	130	126	\$0	0	0	\$11,516	130	126	\$0	0	0	\$11,516	130	126
Total Audio Books	\$5,280	130	131	\$420	10	10	\$5,700	140	141	\$0	0	0	\$5,700	140	141
Total Free DVDs	\$2,179	82	94	\$0	0	0	\$2,179	82	94	\$302	22	22	\$2,481	104	116
Total Rental DVDs	\$3,712	140	148	\$338	14	14	\$4,050	154	162	\$913	77	77	\$4,963	231	239
TOTAL MATERIALS	\$108,327	4638	5659	\$11,079	315	387	\$119,406	4,953	6,046	\$5,900	466	470	\$125,206	5419	6516

Outstanding Orders as of February 2014

General Fund \$18,767

Adopt-a-book \$1,387

TOTAL \$20,153

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Diane Warner, Administrative Assistant

SUBJECT: Entrepreneurial Activities Report for February 2014

DATE: March 17, 2014

Net Revenue Summary for February 2014

			YTD	YTD
	Feb-14	Feb-13	2013-2014	2012-2013
Passport	✓ 10,050.00	8,000.00	54,176.00	44,600.00
Passport Photos	2,352.00	1,522.00	12,036.00	10,041.00
Test Proctor	250.00	650.00	4,200.00	3,000.00
Meeting Room	220.00	200.00	3,092.00	3,220.00
DVD Rentals	515.00	368.00	4,453.00	3,994.60
Total	13,387.00	10,740.00	77,957.00	64,855.60



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Diane Warner, Administrative Assistant

SUBJECT: Personnel Report for February 2014

DATE: March 17, 2014

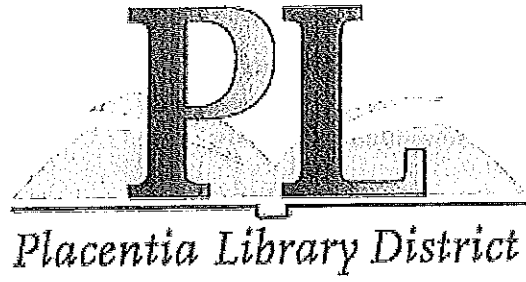
			YTD	YTD
	Feb-14	Feb-13	2013-2014	2012-2013
Separation	1	1	1	4
Retirement	0	0	0	0
Appointments	0	0	2	1
Open Positions	1	3	3	3
Workers' Compensation Leave	0	1	1	1
Total	2	5	7	9

SEPARATION:
Administrative Assistant (40 hours)

RETIREMENT:
None

APPOINTMENTS:
None

OPEN POSITIONS:
Library Aide (20 hours)



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Circulation Supervisor
SUBJECT: Circulation Activity Report
DATE: March 17, 2014

MONTHLY STATISTICS

February 2014

<u>CIRCULATION</u>				Y-T-D	Y-T-D	Y-T-D
	Feb-14	Feb-13		2013-14	2012-13	% change
New Patron Registrations	279	290		2,580	2,437	5.9%
Total Circulation*	19,242	15,338		152,574	133,795	12.3%
Total Active Borrowers**	8,401	8,548				
Attendance	21,139	21,874		171,922	180,568	-4.8%
Registered Card Holders**	31,064	32,797				
Adult Fiction	2,361	2,620		21,821	23,048	-5.3%
Adult Nonfiction	2,326	1,645		17,604	14,551	21.0%
Adult Magazines	247	188		1,826	1,854	-1.5%
Adult Music CDs	163	184		1,405	1,417	-0.8%
Adult Audio Books	547	589		4,850	4,346	11.6%
Adult Free DVDs	198	210		2,228	2,132	4.5%
Adult Rental DVDs	434	299		3,389	3,174	6.8%
Overdrive E-Books	647	265		4,427	2,127	108.1%
Overdrive Audio Books	284	113		1,894	885	114.0%
JV Fiction	8,494	5,874		70,040	52,153	34.3%
YA Fiction	1,148	829		10,392	9,424	10.3%
JV Nonfiction	2,224	1,670		15,359	9,811	56.5%
YA Nonfiction	111	58		766	561	36.5%
JV Magazines	4	16		60	99	-39.4%
JV Music CDs	9	18		186	181	2.8%
JV Audio Books	37	40		363	339	7.1%
JV Free DVDs	521	514		5,157	5,243	-1.6%
JV Rental DVDs	166	185		1,618	1,614	0.2%
Video Games	20	0		62	0	900.0%

* In-House counts were added to total circulation and all item types.

**Year to date not applicable.

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		926	379	482	458	712	2,957
10:00		279	753	320	1,088	618	3,058
11:00		409	431	375	369	1,242	2,826
12:00		486	600	477	539	894	2,996
1:00	999	450	389	428	631	844	3,741
2:00	1,242	350	461	548	428	778	3,807
3:00	942	558	655	701	624	566	4,046
4:00	925	538	826	789	929	745	4,752
5:00		740	814	891	1,025		3,470
6:00		784	1,205	1,006	1,425		4,420
7:00		657	990	942	1,076		3,665
8:00		375	731	684	750		2,540
Total/Day	4,108	6,552	8,234	7,643	9,342	6,399	42,278
* Grand Total							21,139

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

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.	
9:00		1	1	0	2	9	13	
10:00		0	0	1	2	11	14	
11:00		1	3	2	4	9	19	
12:00		5	5	2	4	29	45	
1:00	21	9	0	1	2	23	56	
2:00	26	10	5	3	4	17	65	
3:00	14	8	9	2	5	16	54	
4:00	12	6	7	8	8	5	46	
5:00		6	10	3	8		27	
6:00		7	9	4	12		32	
7:00		4	3	10	10		27	
8:00		1	1	2	0		4	
Total/Day	73	58	53	38	61	119	402	
Grand Total								402

STAFF ACTIVITY

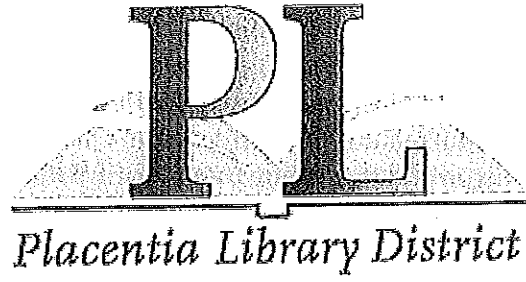
February 01, 2014- Staff organized the meeting room for Kaplan PSAT exam.
 February 01, 2014- Circulation began executing Virtual Library Cards.
 February 01, 2014- Circulation began to assist Adults with program registrations.
 February 04, 2014- Staff organized the meeting room for Pre-School story time.
 February 06, 2014- Estella delivered money deposits to the bank.
 February 06, 2014- Staff organized the meeting room for P-Tac.
 February 06, 2014- Staff organized the meeting room for Lap-Sit story time.
 February 08, 2014- Staff organized the Childrens area for Valentine's Day crafts.
 February 08, 2014- Staff organized the meeting room for Literacy Tutor Meeting.
 February 08, 2014- Staff organized the meeting room for Volunteer Orientation.
 February 09, 2014- Staff helped with Friends monthly book sale.
 February 10, 2014- Staff organized the meeting room for PLFF board meeting.
 February 11, 2014- Staff organized the meeting room for Movie Night.
 February 11, 2014- Staff organized the meeting room for Book Discussions.
 February 11, 2014- Fernando participated in Supervisors meeting.
 February 11, 2014- Staff organized the meeting room for Pre-School story time.
 February 12, 2014- Staff organized the meeting room for Cops story time.
 February 13, 2014- Estella delivered money deposits to the bank.
 February 13, 2014- Staff organized the meeting room for Lap-Sit story time.
 February 18, 2014- Staff organized the meeting room for Pre-School story time.
 February 20, 2014- Staff organized the meeting room for RADD story time.
 February 20, 2014- Staff organized the meeting room for P-Tac.
 February 20, 2014- Staff organized the meeting room for Lap-Sit story time.
 February 20, 2014- Fernando assisted with recruitment for Library Aide.
 February 22, 2014- Staff organized the meeting room for Super Star story time.
 February 24, 2014- Estella delivered money deposits to the bank.
 February 24, 2014- Fernando attended Board meeting.
 February 25, 2014- Staff organized the meeting room for Pre-School story time.
 February 25, 2014- Estella, Beatrice, and Laura C. attended all staff meeting.
 February 26, 2014- Saroo, Victor, Laura D., and Laura M. attended department meeting.
 February 27, 2014- Staff organized the meeting room for Lap-Sit story time.
 February 27, 2014- Staff organized the meeting room for Le Teen Café.

ONGOING PROJECTS

Fernando continues to work on staff performance evaluations.
 Circulation continues to work on a passport marketing campaign.
 Fernando will train Laura C. about book mending procedures.

NEW PROJECTS AND ACTIVITIES

Fernando will assist with SRC event planning.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

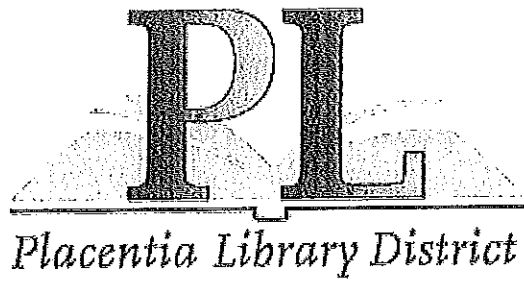
TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: City of Placentia Invoices, February 2014
DATE: March 17, 2014

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2013-2014	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION		TOTAL
					CONTROL	TOTAL	
13-Jul	7/18/2013	6,812.45	1,452.49	142.50	*		\$8,407.44
13-Aug	8/14/2013	7,692.39	1,452.49	*	*		\$9,144.88
13-Sep	*	*	*	*	*		\$0.00
13-Oct	10/2/2013	7,334.43	2,904.98	285.00	15.87		\$10,540.28
13-Nov	11/21/2013	7,469.80	1,452.49	142.50	7.91		\$9,072.70
13-Dec	*	*	*	*	*		\$0.00
14-Jan	1/15/2014	11,909.86	1,452.49	285.00	23.66		\$13,671.01
14-Feb	2/26/2014	3,946.20	4,357.47	430.00	8.27		\$8,741.94
14-Mar							\$0.00
14-Apr							\$0.00
14-May							\$0.00
14-Jun							\$0.00
	TOTAL	\$ 45,165.13	\$ 13,072.41	\$ 1,285.00	\$ 55.71		\$ 59,578.25
	AVG	9,033.03	2,614.48	257.00	11.14		11,915.65

* City Billing Not Received

PERIOD COVERED FY 2012-2013	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION		TOTAL
					CONTROL	TOTAL	
12-Jul	8/22/2012	2,954.95	1,452.50	142.5	7.68		\$4,557.63
12-Aug	11/29/2012	6,506.97	*	142.5	7.92		\$6,657.39
12-Sep	11/29/2012	6,627.60	1,452.49	142.5	15.7		\$6,785.80
12-Oct	11/29/2012	4,192.58	1,452.49	*	*		\$4,192.58
12-Nov	12/26/2013	3,209.17	*	*	7.76		\$6,121.91
12-Dec	2/12/2013	3,090.82	*	*	15.66		\$3,106.48
13-Jan	*	*	*	*	*		*
13-Feb	*	*	*	*	*		*
13-Mar	3/20/2013	2,918.46	4,357.47	285	*		\$7,560.93
13-Apr	*	*	*	*	*		*
13-May	5/8/2013	3,192.56	*	285	15.64		*
13-Jun	6/18/2013	3,462.99	*	142.5	7.8		3,613.29
	TOTAL	\$36,156.10	\$8,714.95	\$1,140.00	\$78.16		\$38,982.72
	AVG	3,013.01	726.25	95	6.51		3,248.56



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Director's Report for February 2014
DATE: March 17, 2014

Accomplishments

- Handled Library Aide recruitment and other personnel-related matters.
- Continue to work with PLFF to finalize Author's Luncheon event and meeting procedures.
- Secured the assistance of Buena Park Library District's Business Officer to train our new Administrative Assistant.

Meetings

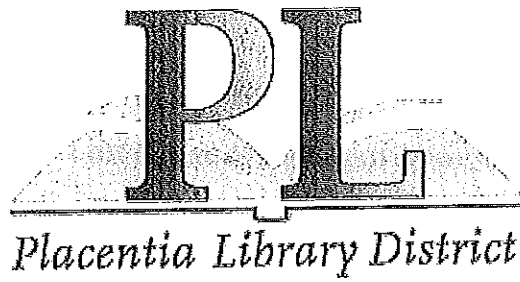
- Library Board of Trustees meeting – February 24th
- Monday huddles – February 3rd, 10th & 24th
- PLFF meetings – February 10th, 12th, 20th, 24th, 27th
- Rotary Club – February 10th & 24th
- Click Consulting – February 20th
- SLS Library Directors – February 11th
- Santa Fe Downtown Merchant – February 11th
- City – February 12th & 19th

Conferences/Workshops/Training

- Library Director's Forum with the State Librarian – February 25th & 26th

Community Events / Functions

- Miss Placentia Miss Yorba Linda Scholarship Program – February 8th



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeannette Contreras, Library Director

FROM: Lori Worden, Children's Services Supervisor

SUBJECT: Children's Services Monthly Activity Report for February 2014

DATE: March 17, 2014

MONTHLY STATISTICS**Childrens Desk Activity**

	February 2014	February 2013	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
Phone reference:	43	43	302	280	7.86%
In person reference/research:	815	860	6371	6557	-2.84%
Total Reference	858	903	6573	6837	-3.86%
Total Number of Programs	40	42	287	320	-10.31%
Total Programs Attendance	966	1010	10,393	10351	0.41%

PROGRAM STATISTICS

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Read to the Dogs	1	20
F.I.R.S.T.	1	15
Preschool Story Times I & II: 3-6 years	8	158
C.O.P.S.	1	12
Pocket Tales: Stories, music, and movement.	4	133
Lap Sit 24 months & younger	4	253
R.A.D.D.	1	15
P-TAC (Placentia Teen Advisory Committee)	1	45
Family Game Day	1	47
Homework Club	14	162
2/1 YA: Kaplan ACT/PSAT	1	23
2/8 Valentine's Day Stories & Crafts	1	30

2/11YA: Kaplan Results Workshop	1	17
2/27 YA: Le Teen Café Placentia	1	36
Total February 2014	40	966
Total February 2013	42	1,010
Current FY to date	278	10,393
Previous FY to date	320	10,351

Achievements:

- Children's staff are planning the Easter Eggcitement event with the Placentia Rotary Club, PLFF, and the Placentia Round Table Women's Club.
- Lori Worden attended the Placentia Community Network meeting on Feb. 20.
- Lori Worden attended the Placentia Library Board meeting on Feb. 24.
- Children's staff donated a gift basket for the silent auction for the PLFF Author's Luncheon.

In progress:

- Children's staff are ordering materials for the Children's and Young Adult collections; staff are also weeding these collections.
- Children's staff are making plans for this year's Summer Reading Program, including ordering materials and procuring prizes.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Nadia Dallstream, Adult Services Supervisor

SUBJECT: Adult Services Report for February 2014

DATE: MARCH 17, 2014

MONTHLY STATISTICS

Reference Desk Activity

	February 2014	February 2013	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-E % chang
Reference -- in person	759	874	2997	3250	-7.78'
Reference -- telephone	340	443	350	467	-25.05'
Reference -- email/chat	3	0	4665	2852	63.57'
Technology assistance	285	484	1421	1420	0.07'
Guest passes	190	104	16727	17923	-6.67'
Adult and Children's computer use (desktops)	2335	2507	16755	17850	-6.13'
Adult computer usage (desktop)	1964	2080	2793	4333	-35.54'
Public computer use (express laptops)	68	107	213	212	0.47'
Adult Program Attendance	228	101	228	101	125.74'
Number of Adult Programs	9	7	9	7	28.57'

Adult Services Programs

	Februar 2014
February 8, 2014 Literacy Tutor Meeting (Faber & Federman)	5
February 8, 2014 Volunteer Orientation (Townsend, Faber & Federman)	28
February 8, 2014 Literacy Tutor Orientation (Faber & Federman)	4
February 11, 2014 Computer Workshop: Microsoft Excel: Basics and Beyond (Killianey)	10
February 11, 2014 Movie Night: <i>The Wedding Singer</i> (Dallstream & Adult Svcs. Staff & Subs)	7
February 11, 2014 Book Discussions: <i>Me Before You</i> by Jojo Moyes (Townsend)	8
February 13, 2014 English Literacy: Conversation Club (Faber & Federman)	2
February 18, 2014 Computer Workshop: Microsoft Excel: Basics and Beyond (Killianey)	6
February 25, 2014 Computer Workshop: Email 101 (Killianey)	9
February 27, 2014 English Literacy: Conversation Club (Faber & Federman)	2
February 27, 2014 Overdrive Bookmobile (Dallstream & Adult Svcs. Staff)	147
Total Program Attendance	228

Volunteer Hours

	February 2014	February 2013	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
History Room	2.5	35.25	36	192.5	-81.30%
PLFF	863	437	4491.25	3458.75	29.85%
General Library	457.75	330.25	3932	2643.75	48.73%
Technology	43	25	359.25	776	-53.70%
Homework Club	76.75	109	547.75	628.25	-12.81%
Adult Literacy Tutors	56.25	89.75	485.45	310.5	56.34%
PTAC	173.75	131.75	1153.25	1126.25	2.40%
Total Volunteer Hours	1673	1158	12485.45	9136	36.66%

History Room Activity

	February 2014	February 2013	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
History Room Visitors	5	8	55	51	7.84%

Adult Literacy

	Feb 2014	Feb 2013
Number of Tutors	9	17
Number of Students	14	25
Total Number of Participants	23	42

Computer Literacy

	Feb 2014	Feb 2013
Number of Tutors	5	6
Number of Students	5	9
Total Number of Participants	10	15

ACHIEVEMENTS

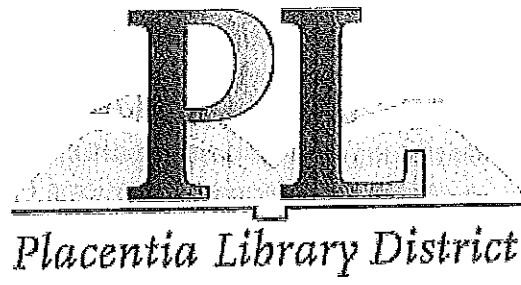
- *Wendy Townsend, Venessa Faber, Jeannie Killianey & Heather Alexander* created new book trough displays.
- *Jeannie Killianey* wrote a Mommy Librarian article for the Placentia News-Times
- *Venessa Faber & Sally Federman* led the first English Literacy Tutor meeting on February 8th.
- *Venessa Faber* trained sub *Sally Federman* on Literacy procedures.
- *Adult & Children's Services Staff and Subs* helped staff the Overdrive Bookmobile.
- *Adult Services & Circulation* have administered a new registration process starting Feb. 1, 2014.
- *Wendy Townsend* completed weeding the 500s.
- *Wendy Townsend, Venessa Faber & Sally Federman* hosted the Volunteer and Literacy Orientations on February 8th.
- *Wendy Townsend* led the book discussion on February 11th.
- *Wendy Townsend* updated the History Room display and created a book trough for African American History Month.

MEETINGS

- *Nadia Dallstream and Katie Matas* participated in the monthly Baker & Taylor meeting on February 12th.
- *Nadia Dallstream and Katie Matas* attended the Monday Huddle meeting on February 3rd and 24th.
- *Nadia Dallstream* attended the PLD Board Meeting on February 24th.
- *Nadia Dallstream and Katie Matas* met with Tanya Novak from CALIFA on February 20th.
- *Nadia Dallstream* attended 1 Supervisor/Manager Meeting.
- *Nadia Dallstream and Katie Matas* met three times.
- *Katie Matas, Wendy Townsend and Venessa Faber* attended the Staff Meeting on February 25th.
- *Wendy Townsend* attended the website design meeting on February 20th.
- *Wendy Townsend* attended the Employee Appreciation Committee meeting on February 19th.
- *Wendy Townsend and Nadia Dallstream* met 3 times.
- *Jeannie Killianey and Nadia Dallstream* met 1 time.
- *Venessa Faber* met three times with members of PLFF for Author's Luncheon needs.
- *Venessa Faber and Wendy Townsend* met 3 times to plan DIY program.

PROFESSIONAL DEVELOPMENT

- *Nadia Dallstream* participated in the Edgy Librarian webinar on February 7th.
*This was such a great webinar! I learned about many free digital resources and how they can be used. The L.A. County Metropolitan Transit Authority presented what they have done to promote their virtual resources and history. This is something we can begin to work on with our History Room collection. There were also presentations regarding "different" types of libraries. The one that I found the most interesting was a tool library:
<http://www.berkeleypubliclibrary.org/locations/tool-lending-library>. Seed libraries were also discussed. Another library program that was presented was on MakerSpaces. Here is a link to a blog that gives examples of what libraries are doing: <http://myplibrary.org/maker/>. Information was also provided on Enki which is a digital book platform designed by and for libraries. I am interested in this for our library and have been working with Heather Teysko at Califa. What was best about this webinar is that most of these things can be done with a modest budget.*
- *Katie Matas* participated in the Horizon bookmarks webinar on February 19th.
The training was about using the "bookmarks" tab on the Horizon Staff Pac F2 subject search. It could be a very helpful tool for making bibliographies or lists of items to pull for a subject display.
- *Wendy Townsend* participated in the Horizon bookmarks webinar on February 23rd.
In this webinar I learned how to create book lists and save/export copies of lists to Word or Excel. Using bookmarks will be most useful when creating pull lists for volunteers/subs when creating displays, gathering books from different areas or creating bibliographies.
- *Venessa Faber* viewed the recording of the Horizon bookmarks webinar on February 27th.
This webinar provided a demonstration of how to create bookmark lists in Horizon which will be helpful for bibliography type lists. Bookmarks can be exported with record information which will be useful in the content's output and can save some time. I look forward to using this more often for displays, bibliographies, and other searches.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Katie Matas, Librarian I
SUBJECT: Placentia Library Website & Technology Report for February 2014
DATE: March 17, 2014

On-line database usage

	February 2014	Onsite Usage 2/13	Remote Usage 2/13	February 2013	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
Placentia Library Catalog	12,040	N/A	N/A	13,363	113,641	149,521	-24%
General Reference Center	19	10	9	83	451	559	-19%
Biography In Context*	28	23	5	25	140	106	32%
Opposing Viewpoints*	19	17	2	2	563	96	486%
Freegal*	547	N/A	N/A	409	4,488	2,733	64%
Heritage Quest	373	N/A	N/A	330	3,452	4,349	-21%
Novelist	22	N/A	N/A	21	239	390	-39%
Shmoop*	6	N/A	N/A	0	205	100	105%
Tumblebooks	466	N/A	N/A	639	3,448	3,852	-10%
Reference USA	415	N/A	N/A	547	2,746	1085	153%
TOTAL DATABASE USAGE	13,935	50	16	15,419	74,090	92,711	-20%

Website Traffic

	February 2014	February 2013	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
Website visits	20,144	20,172	163,697	170,350	-4%
Page Hits	37,967	38,281	310,257	306,832	1%



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Meet & Greet with Phillip Chen, Candidate for the 55th Assembly District

DATE: March 17, 2014

Attachment A is biographical information about Mr. Chen.

Phillip★Chen
ASSEMBLY 2014

www.PhillipChen.org

Paid for by Phillip Chen for Assembly 2014 FPPC ID# 1358717
1142 S. Diamond Bar Blvd, Suite 832, Diamond Bar, CA 91765

Phillip★Chen

ASSEMBLY 2014



Why Phillip Chen is the best candidate for Assembly District 55

Phillip Chen is supported by popular Supervisor Mike Antonovich and former Assemblyman Bob Pacheco, who represented this area.

Phillip is an exciting candidate for the 55th Assembly District, a safe Republican District, and Republicans statewide. As an Asian American, Phillip represents the largest and fastest growing ethnic voting block of the District. This relationship gives Phillip the ability to speak as a Republican on important issues to various ethnic groups unlike any other Republican who has represented them before.

Asians currently make up 25% of the 55th Assembly District's population and they are the fastest growing demographic.

In addition to Phillip's ethnic background, his diverse professional background and experience working on the District's top issues of healthcare, law enforcement and education gives him the unique credibility to reach out to voters across the board.

Phillip★Chen

ASSEMBLY 2014

About Phillip

Phillip Chen's lifelong commitment to making our community a better place is illustrated by his experience in education, law enforcement, and healthcare. Not only are these important issues Phillip's passion, but he experiences them in his daily life.

Believing education can open doors of opportunity, Phillip serves as a Member of the Walnut Valley Unified School District (WVUSD) Board of Trustees. In this role, he is responsible for overseeing a \$105 million annual budget serving a student population of 15,500 across 15 campuses in the cities of Walnut and Diamond Bar. The WVUSD is one of the highest academic performing districts in both the state and nation.

Additionally, he teaches Public Administration at the University of Southern California. Previously, he taught Public Administration as an Adjunct Professor at California State University Fullerton. He holds a B.A. in Communications from California State University, Fullerton; a Master's in Public Administration from the University of Southern California, and is a Doctoral candidate in Education Psychology from the University of Southern California.

To ensure the streets of his community stay safe, Phillip volunteers his time as a Los Angeles County Reserve Sheriff Deputy. In 2009, he was recognized as the Walnut/Diamond Bar Sheriff's Station Reserve Deputy of the Year.

Currently, he serves as a Health Care expert to Los Angeles County Supervisor Michael D. Antonovich and is responsible for developing policy in the areas of public health and mental health. He is especially proud of his work in building bridges between the County and non-profit organizations to provide quality and cost-effective services to the taxpayers.

(Continued on next page)

Phillip★Chen

ASSEMBLY 2014

(Continued from previous page)

Prior to joining the County, Phillip was appointed by Governor Pete Wilson to serve in the Governor's Office of Criminal Justice Planning, where he worked on legislation involving foster care, gang prevention, drug awareness, and mental health. Additionally, he served as a member of the State Physical Therapy Board for the Board of Consumer Affairs, which oversees licensing for physical therapists and physical therapist assistants.

Phillip resides in the city of Diamond Bar.

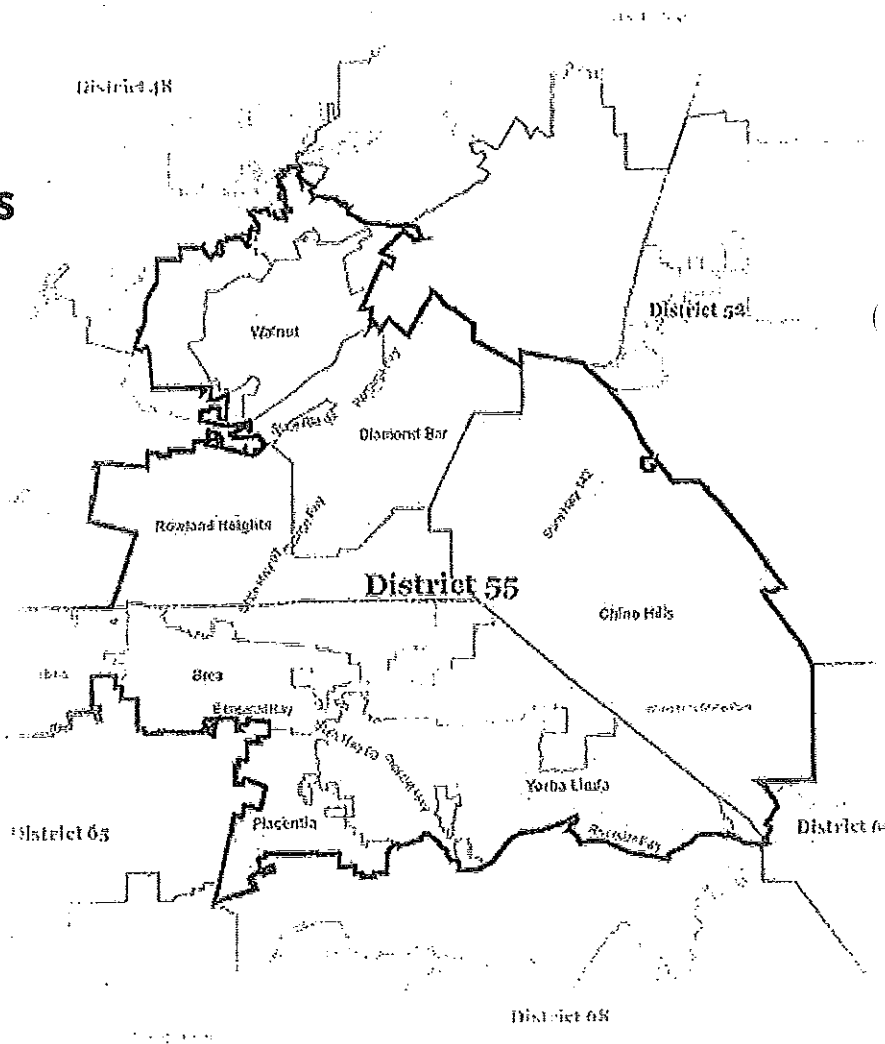
Phillip★Chen

ASSEMBLY 2014

The 55th Assembly District

Registered Voters

Republican 39.90%
Democrat 31.37%
DTS 24.42%



Phillip★Chen

ASSEMBLY 2014

Endorsements

Curt Hagman, Assembly Member (AD 55)
Scott Wilk, Assembly Member (AD 38)
Bob Pacheco, Assembly Member (AD 60 Ret.)
Sheriff Sandra Hutchens – Orange County
Sheriff Lee Baca – Los Angeles County
LA County Supervisor Don Knabe
LA County Supervisor Michael D. Antonovich
Orange County Supervisor Shawn Nelson
District Attorney Tony Rackauckas – Orange County
District Attorney Steve Cooley (Ret.)
Ron Everett, Diamond Bar Councilmember
Bob Pacheco, Mayor, City of Walnut
Tony Cartagena, Walnut City Council
Mary Su, Walnut City Council
Eric Ching, Walnut City Council
Paul Tanaka, Mayor, City of Gardena
Anthony Wong, Monterey Park Councilmember
Denis Bilodeau, City of Orange Councilmember
Juventino "J" Gomez, City of El Monte Councilmember
Dr. Richard Sun, San Marino City Council
Matthew Lin, City of San Marino Former Mayor
Corey Calaycay, City of Claremont Councilmember
Vincent Yu, Temple City Councilmember
Alex Padilla, Inglewood Councilmember
Wen Pei, Walnut Planning Commissioner
Benny Liang, Diamond Bar Parks and Recreation Commissioner
Monica Faith Choi, La Habra Community Service Commissioner
Joaquín Lim, Former Walnut Councilmember
Tom King, Former Walnut City Council
Larry Waldie, Former Mayor of Walnut

Mike Gin, Former Mayor of Redondo Beach
Carmen Trutanich, Former Los Angeles City Attorney
Fred Balderrama, Former Mayor of Monterey Park
Betty Tom Chu, Former Mayor of Monterey Park
Carl Westerhoff, Former Mayor of La Habra Heights
Roseanne Bader, Mt Sac Board of Trustees
Dr. David Hall, Mt Sac Board of Trustees
Judy Chen Haggerty, Mt Sac Board of Trustees
Fred Chyr, Mt Sac Board of Trustees
Ernie Moreno, Los Angeles Community College Board of Trustees
Linda Wah, Pasadena Community College Board of Trustees
Gayle Pacheco, Former Mt Sac Board of Trustees
Cindy Ruiz, Walnut Valley Unified School District Board of Trustees
Helen Hall, Walnut Valley Unified School District Board of Trustees
Larry Redinger, Walnut Valley Unified School District Board of Trustees
Dr. Anyork Lee, Former Walnut Valley Unified Board of Trustees
Judy Nieh, Rowland Unified School District Board Member
Cary Chen, Rowland Unified School District Board Member
Heidi Gallegos, Rowland Unified Board of Trustees
Norman Hsu, Hacienda La Puente Unified Board Member
Dr. Joseph Chang, Hacienda La Puente Unified Board Member
Joseph Chang, San Marino Unified Board of Trustees
Norman Hsu, Former Hacienda La Puente Unified Board of Trustees
Stan Hanstad, Retired Downey Unified Assistant Superintendent
Scarlett Kwong, Walnut Valley Water Board Member
Allen L. Wu, Walnut Valley Water Board Member
Theodore L. Edenkamp, Walnut Valley Water Board Member

** Partial List*

Phillip★Chen

ASSEMBLY 2014

Chen Campaign Team

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: CSDA Board of Directors Call for Nominations – Seat C
DATE: March 17, 2014

BACKGROUND

The California Special Districts Association (CSDA) is seeking nominations for the Board of Directors for the 2015-2017 term.

Nominations must be received by May 23, 2014.

Attachment A is the letter from the CSDA Elections and Bylaws Committee.

RECOMMENDATION

Determine which Library Board of Trustees would be interested in serving on the CSDA Board of Directors.



**California Special
Districts Association**

Districts Stronger Together

DATE: February 21, 2014
TO: CSDA Voting Member Presidents and General Managers
FROM: CSDA Elections and Bylaws Committee
**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT C**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2015 - 2017 term.

The leadership of CSDA is elected from its six geographical regions. Each of the six regions has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA regular member located within the geographic region that they seek to represent. (See attached Region Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, held every other month at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy.
- Attend CSDA's two annual events: Special District Legislative Days (held in the spring) and the CSDA Annual Conference (held in the fall).
- **Complete all four modules of CSDA's Special District Leadership Academy within 2 years.**
(CSDA does not reimburse for expenses for the two conferences or the Academy classes even if a Board or committee meeting is held in conjunction with the events).

Nomination Procedures: Any Regular Member is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is May 23, 2014.** Nominations and supporting documentation may be mailed or faxed.

Nominees will receive a Candidate's Packet in the mail. The packet will include campaign guidelines.

CSDA will mail ballots on June 6th. The ballots must be received by CSDA no later than 5:00 p.m. August 1, 2014 and must be the original ballot (no faxes or e-mails). The successful candidates will be notified no later than August 5th. All selected Board Members will be introduced at the Annual Conference in Palm Springs, CA in September.

Expiring Terms

(See enclosed map for regional breakdown)

Region 1	Seat C	Phil Schoefer, Western Shasta Resource Conservation District
Region 2	Seat C	David Pierson, Sacramento Metropolitan Fire District*
Region 3	Seat C	Stanley Caldwell, Mt. View Sanitary District*
Region 4	Seat C	Steve Perez, Rosamond Community Services District*
Region 5	Seat C	Jim Acosta, Saticoy Sanitary District
Region 6	Seat C	Elaine Sullivan, Leucadia Wastewater District*

(* = Incumbent is running for re-election)

If you have any questions, please contact Charlotte Lowe at 877-924-CSDA or charlottel@csda.net.



**California Special
Districts Association**
Districts Stronger Together

BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Region: _____ (see map on back)

Telephone: _____
(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

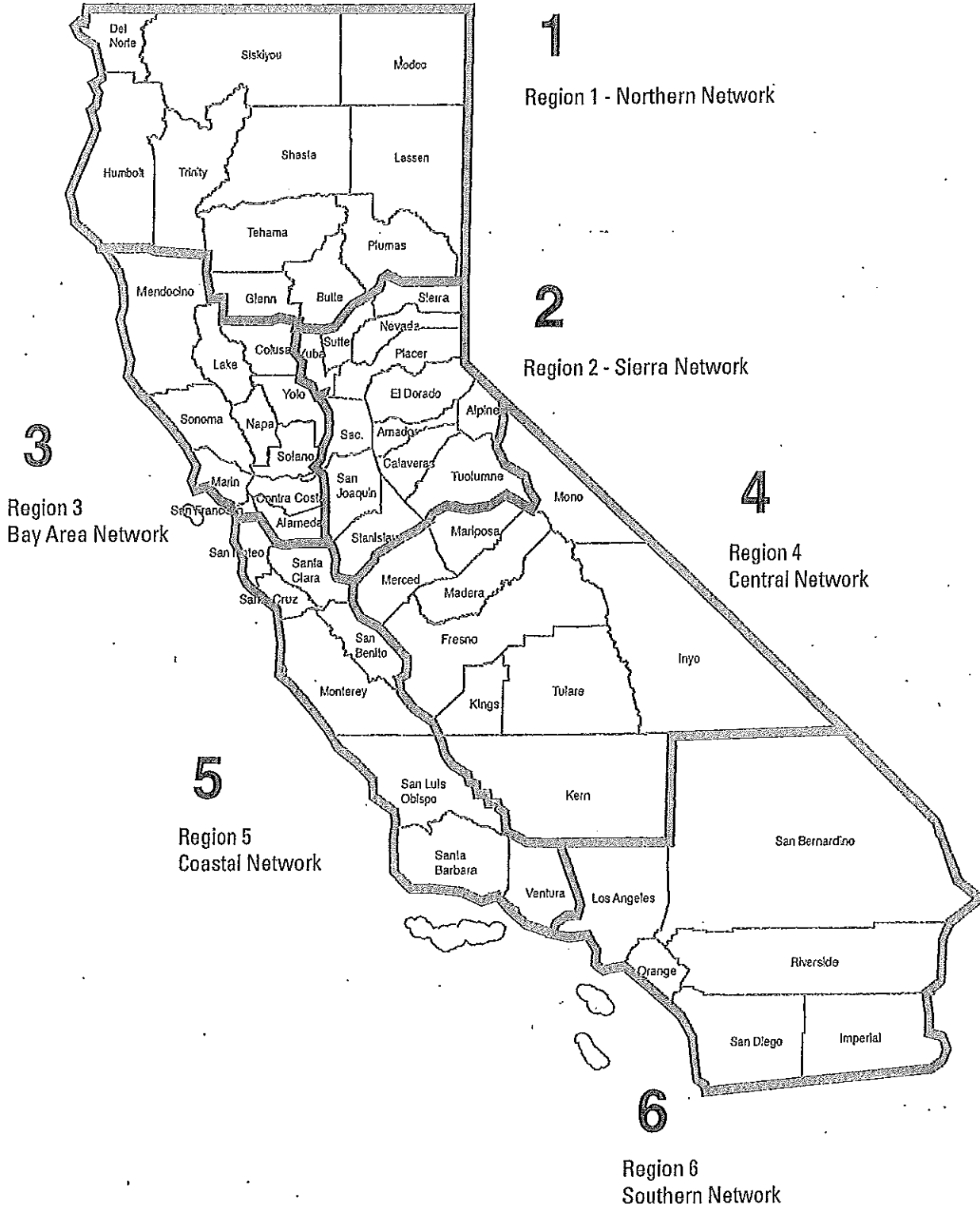
Return this form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet by fax or mail to:

CSDA
Attn: Charlotte Lowe
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732 (916) 442-7889 fax

DEADLINE FOR RECEIVING NOMINATIONS – May 23, 2014



2015 Regions/Networks





**California Special
Districts Association**
Districts Stronger Together

2015 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after June 5, 2014 will not be included with the ballot mailing.**

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Review Placentia Library District Policy 6000 Series

DATE: March 17, 2014

BACKGROUND

At the February 24, 2014 Library Board of Trustees meeting, the Library Director was directed to present amendment recommendations for discussion and review at the March 17, 2014 meeting.

Attachment A includes the following recommended policies for amendments:

	Current Policy	Recommended Policy
Policy 6005	Operating Hours	Page(s) 68
Policy 6010	Materials Selection Policy	69
	Request for Reconsideration of Library Materials	Page(s) 71-72
		73-75
		Page(s) N/A
		76
Policy 6020	Internet Access Policy	Page(s) 77
		78
Policy 6030	Circulation Policy	Page(s) 79-82
		83-86
Policy 6040	Beverage & Food Policy	Page(s) 87
		88
Policy 6050	Meeting Room Policy	Page(s) 89-91
		93-95
Policy 6065	Public Behavior Policy	Page(s) 97-98
		99-100
Policy 6070	Art Displays & Exhibits Policy	Page(s) 101
		102

Attachment B includes the following policies with no recommended amendments:

Policy 6025	Public Internet Use Policy – Page 103
Policy 6035	Fines & Fees Schedule – Pages 105-106
Policy 6067	Patron Exclusion Policy – Pages 107-108
Policy 6075	Digital Signage Policy – Page 109
Policy 6080	Use of Facilities and Services by the City of Placentia – Page 111
Policy 6090	Naming of Library Buildings and Departments – Pages 113-114

RECOMMENDATION

Action to be determined by the Library Board of Trustees

Placentia Library District

POLICY MANUAL

POLICY TITLE: Operating Hours
POLICY NUMBER: 6005

6005

The Placentia Library District hours of operation are recommended by the Library Director and approved by the Library Board of Trustees. The general schedules are given below, and will be posted outside the entrance doors and on the District website. The general schedules may be modified due to special events, holidays, or unexpected circumstances. In such instances, notices will be posted outside the library and on the website if possible.

6005.1

The Placentia Library District hours of operation are as follows:

Monday – Thursday	9:00am – 9:00pm
Friday	Closed
Saturday	9:00am – 5:00pm
Sunday	1:00pm – 5:00pm

6005.2

Recommendations for amendments to this policy will be made by the Library Director and presented to the Library Board of Trustees for discussion, review, and approval.

Placentia Library District

POLICY HANDBOOK

Recommended

POLICY TITLE: Operating Hours
POLICY NUMBER: 6005

6005

The Placentia Library District hours of operation are recommended by the Library Director and approved by the Library Board of Trustees. The general schedules are given below, and will be posted outside the entrance doors and on the District website. The general schedules may be modified due to special events, holidays, or unexpected circumstances. In such instances, notices will be posted outside the library and on the website if possible.

6005.1 Effective June 30, 2014, the Placentia Library District hours of operation are as follow:

Monday -- Thursday	9:00 a.m. -- 8:00 p.m.
Friday	9:00 a.m. -- 5:00 p.m.
Saturday	9:00 a.m. -- 5:00 p.m.
Sunday	1:00 p.m. -- 5:00 p.m.

6005.2 Recommendations for amendments to this policy will be made by the Library Director and presented to the Library Board of Trustees for discussion, review, and approval.



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Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Materials Selection Policy
POLICY NUMBER: 6010

6010.1 General.

6010.1.1 Library Materials include but are not limited to books, e-books, magazines, newspapers, audio tapes, compact disks, video tapes, DVDs, photographs, maps, pamphlets and microforms.

6010.2 Since Placentia Library District operates on a fixed annual budget and a limited library materials fund, it must emphasize standard materials and services of first importance in the broad pattern of operation. It must keep in mind first and foremost the needs of the general reader in the Placentia Library District service area. Its collection must be designed essentially for use and adaptation to new and changing conditions in the community, with wide appeal to all.

6010.3 The selection of library material is the responsibility of the professional staff under the direction of the Library Director in accordance with the policies of the Board of Trustees.

6010.4 The criteria listed below are to be used as guidelines by the selection staff as appropriate:

6010.4.1 The overall purpose of the material is the chief criterion of selection.

6010.4.2 Reputation and significance of the author.

6010.4.3 Timeliness or permanence of the material.

6010.4.4 Importance of the subject matter to the collection.

6010.4.5 Authoritativeness.

6010.4.6 Reputation and standards of the publisher.

6010.4.7 Readability and popular appeal.

6010.4.8 Quality of the writing.

6010.4.9 Recommendation of title in selection aids.

6010.4.10 Format of item.

6010.4.11 Physical condition of material.

6010.5 A book or non-book material is not necessarily rejected on the basis of objectionable sections or pages, but may be rejected on the grounds of obscenity prevailing in the material as a whole. This is due to these facts:

6010.5.1 There are few books that do not have sentences, paragraphs, or pages to which some group or individual can find objection.

6010.5.2 It has been established in legal cases that a book must be judged as a whole and not on the basis of selections from it. The legal principle of the law pertaining to censorship established in Federal and States courts is that the question of obscenity must be determined by an appraisal of the predominant effect of a book read as a whole, and of its legitimate scientific or educational purpose.

6010.6 Interpretation of Policy

6010.6.1 Questions concerning the scope and policies of an individual collection may be discussed with the Library Director. If there are complaints or comments about a specific title, one may fill out a complaint form and the matter will be discussed by the Library Board of Trustees at its next regularly scheduled meeting. Complaint forms are available at the Library Reference Desk.

Placentia Library District

POLICY HANDBOOK

Recommended

POLICY TITLE: Materials Selection Policy
POLICY NUMBER: 6010

R.D.V.

6010 The library believes in freedom of information for all; and does not practice censorship. The selection of library materials is predicated on the patron's right to read and similarly, his freedom from censorship by others. Many books are controversial and any given item may offend some person. Selections for the library will not, however, be made on the basis of anticipated approval or disapproval, but solely on the merits of the material in relation to the building of the collection and to serving the interests of the reader.

R.D.V.

The library holds censorship to be a purely individual matter and declares that while anyone is free to reject books and other materials of which he/she does not approve, he/she may not exercise censorship to restrict the freedom of others.

Responsibility for materials selected and read by children and adolescents rests with their parents or legal guardians. Selection decisions are not influenced by the possibility that materials may be accessible to minors. Materials are not labeled to show approval or disapproval or to indicate certain philosophies. No items are sequestered except to protect them from damage or theft.

Library Materials include but are not limited to books, e-books, magazines, newspapers, compact disks, DVDs, photographs, pamphlets, and databases.

6010.1 Since Placentia Library District operates on a fixed annual budget and a limited library materials fund, it must emphasize standard materials and services of first importance in the broad pattern of operation. ~~It must keep in mind first and foremost the needs of the general reader in the Placentia Library District service area. Its collection must be designed essentially for use and adaptation to new and changing conditions in the community, with wide appeal to all.~~

The library's

6010.2 The selection of library material is the responsibility of the professional staff under the direction of the Library Director in accordance with the policies of the Board of Trustees.

6010.3 The criteria listed below are to be used as guidelines by the selection staff as appropriate:

The overall purpose of the material is the chief criterion of selection.

Reputation and significance of the author.

Timeliness or permanence of the material.

Importance of the subject matter to the collection.

Authoritativeness.

Reputation and standards of the publisher.

Readability and popular appeal.

Quality of the writing.

Recommendation of title in selection aids.

Format of item.

Physical condition of material.

6010.4 A book or non-book material is not necessarily rejected on the basis of objectionable sections or pages, but may be rejected on the grounds of obscenity prevailing in the material as a whole.

6010.5 The Library Bill of Rights, developed by the American Library Association, affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

6010.5.1 Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

6010.5.2 Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

6010.5.3 Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

6010.5.4 Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

6010.5.5 A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

6010.5.6. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

6010.6

Procedure for Request for Reconsideration of Library Materials

6010.6.1 When a patron wishes the library to discard or reclassify a book or item, he/she must complete the "Request for Reconsideration of Library Materials" form. The public service supervisor will review the request and forward his/her recommendation to the Library Director for a final decision. ?

6010.7 Interpretation of Policy

6010.7.1 Questions concerning the scope and policies of an individual collection may be discussed with the Library Director. If there are complaints or comments about a specific title, one may fill out a complaint form and the matter will be discussed by the Library Board of Trustees at its next regularly scheduled meeting. Complaint forms are available at the Library Reference Desk.

NEW



Request for Reconsideration of Library Materials

Date: _____

If you have found materials or library resources about which you have concerns, please complete this form to assure prompt, complete consideration by Library staff.

MATERIAL FOR CONSIDERATION			
Author/Producer:	_____	Publisher:	_____
Title:	_____		
Dewey number (if any):	_____	Date/Edition:	_____
Type of Material:	_____		
_____ Book/E-book	_____ Magazine/Newspaper	_____ Video/DVD/CD	_____ Electronic Database
_____ Audio/CD	_____ Other: _____		
Did you read, view or listen to the entire work or a portion of the work?	_____ All	_____ Part	
Please describe your concerns regarding this material.			
What specific pages/sections illustrate your concerns?			
How did this material come to your attention?			

CONTACT INFORMATION	
Your Name:	_____
Address:	_____
City:	_____ Zip: _____
Organization Represented:	_____
Telephone:	_____
Email:	_____

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Internet Access Policy
POLICY NUMBER: 6020

6020.1 Electronic reference resources, including the Internet, are services provided by Placentia Library District in fulfillment of its mission of providing materials and services that satisfy the educational and informational needs of the community.

6020.2 Requirements

6020.2.1 Users are required to enter their Library Card or Guest Pass number and personal identification number.

6020.2.2 Each patron is guaranteed thirty (30) minutes of uninterrupted use per session. Time will be extended automatically in fifteen (15) minute increments if there is no reservation in place. A five (5) minute notice will be given if another patron has reserved that PC. Staff may establish additional time restrictions during peak use periods in order to ensure that all patrons will have an opportunity to use the Internet if they wish to do so. In no case shall an individual's total access allowance for a day be less than sixty (60) minutes.

6020.2.3 No more than two (2) individuals per terminal. Some terminals may be restricted to one (1) person.

6020.2.4 Only web-based email (e.g. Hotmail, Yahoo!, etc.) is available.

6020.2.5 Downloading materials from the Internet onto the computer hard drive is not allowed for security reasons. However, files may be printed or saved to a USB flash drive.

6020.2.6 Most PCs are configured to filter out certain sites (e.g. pornography, gambling). Un-filtered access is available on request to any adult patron with either a valid adult Placentia or Anaheim Library card or a government-issued photo identification that shows the date of birth. ✓

6020.1.7 Patrons using unfiltered access must use a computer with a privacy screen. ✓

6020.2.7 No personal peripherals may be attached to Library computers other than a USB flash drive or headphones.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Internet Access Policy
POLICY NUMBER: 6020

Recommended

6020.1 Electronic reference resources, including the Internet, are services provided by Placentia Library District in fulfillment of its mission of providing materials and services that satisfy the educational and informational needs of the community.

6020.2 Requirements

6020.2.1 Users are required to enter their Library Card or Guest Pass number and personal identification number.

6020.2.2 Each patron is guaranteed one hundred and twenty (120) minutes of uninterrupted use per session. Time will be extended in fifteen (15) minute increments if there is no reservation in place. A five (5) minute notice will be given if another patron has reserved that PC. Staff may establish additional time restrictions during peak use periods in order to ensure that all patrons will have an opportunity to use the Internet if they wish to do so.

6020.2.3 No more than two (2) individuals per terminal. Some terminals may be restricted to one (1) person.

6020.2.4 Only web-based email (e.g. Hotmail, Yahoo!, etc.) is available.

6020.2.5 Downloading materials from the Internet onto the computer hard drive is not allowed for security reasons. However, files may be printed or saved to a USB flash drive.

6020.2.6 All PCs are configured to filter out certain sites (e.g. pornography, gambling). Access to blocked sites is available on request to adult patrons (18 years and older) with either a valid adult Placentia or Anaheim Library card or a government issued photo ID that shows date of birth.

6020.2.7 Patrons using unfiltered access must use a computer with a privacy screen.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Circulation Policy
POLICY NUMBER: 6030

6030.1 Items borrowed from the Library are due on the date posted on the sign at the Circulation Desk when the items were checked-out.

6030.1.1 Loan Periods for Library Materials are as follows:

Books	3 weeks
Audio Books	3 weeks
Magazines	3 weeks
CDs	3 weeks
DVDs, educational	1 week
DVDs, rental	1 week
DVDs, rental-new releases	2 days

6030.1.2 Item Loan Limits are as follows:

- 5 items out at one time (for the first month)
- 25 items out at one time (after the first month)
- 3 books on the same subject, author, or series
- 5 magazines of the same title
- 5 books on CD
- 5 music CDs
- 5 free/rental DVDs combined

6030.2 Items are considered *returned* on the date they are checked in by the staff.

6030.2.1 All items for the current day are checked in before the staff ends each work day.

6030.2.2 Items returned in a bookdrop after the Library closes will be checked in the next day the Library is open.

6030.2.2.1 In order to accommodate items left in a bookdrop after the Library closes on the due date, there is a 2-day grace period for all 3-week circulating items.

6030.2.2.2 On the 3rd day fines are charged from the first day an item was overdue.

6030.2.2.3 There is no grace period for DVDs.

6030.3 Notification Process:

6030.3.1 Reminder notices are mailed to cardholders 7 days after an item's due date.

6030.3.2 Invoices for the full cost of the item plus the processing fee are mailed 30 days after an item's due date.

6030.3.3 If "Reminder", "Invoice" or "Fine" notices are returned by the Post Office as "undeliverable" the staff will attempt to contact the cardholder by telephone at the number in the Circulation System.

6030.3.3.1 If the cardholder cannot be notified by telephone the account will be reported immediately to the collection agency with a \$25.00 surcharge added to the account's balance.

6030.3.3.2 Accounts with invoices or 2nd fine notices that remain unpaid after 10 days from the date of the notice will be reported to the collection agency with a \$25.00 surcharge added to the account's balance.

6030.3.3.3 Borrowers who return overdue/lost items in a bookdrop or at another library remain responsible for the accumulated fines and service charges. Notices are mailed for fine accounts.

6030.3.3.4 Accounts for cardholders having more than \$40.00 in accumulated fines and who have not responded to the fines notices from the Library, will be reported to the collection agency with a \$25.00 surcharge added to the account's balance.

6030.4 Parent/guardians are responsible for items checked out on a card issued to minor children. Library cards are not issued to minors without the identification information and signature of the parent/guardian assuming financial responsibility for that card.

6030.5 Returned Checks

6030.5.1 Returned Check charges are made as prescribed by Section 1719 of the California Civil Code. Checks returned from the bank for any reason will be assessed a \$25.00 surcharge.

6030.5.2 On the 30th day from the date of the written notice to the issuer, the surcharge increases to 3 times the face value of the check or \$100.00, whichever is greater, and the account is immediately reported to the Collection Agency.

6030.6 The Circulation Supervisor or Business Manager may clear accounts of any type that have been reported to the collection agency.

6030.7 California Education Code, Section 19911 in part states: Offenses Against Libraries 288002. RETENTION OF PROPERTY. Any person who wilfully detains any book, newspaper, magazine, pamphlet, manuscript, or other property belonging to any public or incorporated library, reading room, museum, or other educational institution, for 30 days after notice in writing to return the article or property, given after expiration of the time for which by the rules of the institution the article or property may be kept is guilty of a misdemeanor.

6030.7.1 The parent or guardian of a minor who willfully and maliciously commits any act within the scope of this section will be liable for damages so caused by the minor.

6030.8 Telephone renewals and inquiries

6030.8.1 To minimize overdue fines and/or lost item charges the Library recommends calling the Circulation department at 714-528-1906 during the hours when the Library is open for public service to:

6030.8.1.1 Verify the due date of an item.

6030.8.1.2 Renew or request an extension of a loan period.

6030.8.1.3 Report if an item is lost.

6030.8.2 Overdue fines accumulate until each item is reported lost. Once it is reported lost the staff will search for the item for several weeks. If the item is not found the person responsible for the library card will receive an invoice for the replacement cost plus the processing fee plus any fines due for the item.)

6030.8.3 Notify the staff if you have received an overdue or fine notice that you believe is in error.

6030.8.4 All calls regarding overdue or lost items should be directed to the Circulation Department at 714-528-1906. The Library Administrative Office does not have a terminal for the Circulation System. In order to assure accurate processing of circulation inquiries and requests the caller must talk with someone who can look at the account information in the circulation system.

6030.8.5 Borrowers are responsible for paying overdue fines for items returned in the bookdrop after the due date.

6030.9 Unpaid fines/fees in excess of \$10.00 will result in the suspension of borrowing privileges until the account is cleared.

6030.10 Placentia Library District will issue a library card to California residents with a valid driver's license or U.S. government issued photo identification and an accompanying proof of a current California address issued within the last six (6) months.

6030.11 Current employees are exempt from hold fees and overdue fines.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Circulation Policy
POLICY NUMBER: 6030

6030.1 Items borrowed from the Library are due on the date posted on the sign at the Circulation Desk when the items were checked-out.

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6030.1.2 Item Loan Limits are as follows:

- 5 items out at one time (for the first month)
- 25 items out at one time (after the first month)
- 3 books on the same subject, author, or series
- 5 magazines of the same title
- 5 books on CD
- 5 music CDs
- 5 free/rental DVDs combined

6030.2 Items are considered *returned* on the date they are checked in by the staff.

6030.2.1 All items for the current day are checked in before the staff ends each work day.

6030.2.2 Items returned in a bookdrop after the Library closes will be checked in the next day the Library is open.

6030.2.2.1 In order to accommodate items left in a bookdrop after the Library closes on the due date, there is a 2-day grace period for all 3-week circulating items.

6030.2.2.2 On the 3rd day fines are charged from the first day an item was overdue.

6030.2.2.3. There is no grace period for DVDs.

6030.3 Notification Process:

6030.3.1 Reminder notices are either mailed, emailed or telephoned to cardholders 7 days after an item's due date.

6030.3.2 Invoices for the full cost of the item plus the processing fee are mailed 30 days after an item's due date.

6030.3.3 If "Reminder", "Invoice" or "Fine" notices are returned by the Post Office as "undeliverable" the staff will attempt to contact the cardholder by telephone at the number in the Circulation System.

6030.3.3.1 If the cardholder cannot be notified by telephone the account will be reported immediately to the collection agency with a \$25.00 surcharge added to the account's balance.

6030.3.3.2 Accounts with invoices or 2nd fine notices that remain unpaid after 10 days from the date of the notice will be reported to the collection agency with a \$25.00 surcharge added to the account's balance.

6030.3.3.3 Borrowers who return overdue/lost items in a bookdrop or at another library remain responsible for the accumulated fines and service charges. Notices are mailed for fine accounts.

6030.3.3.4 Accounts for cardholders having more than \$40.00 in accumulated fines and who have not responded to the fines notices from the Library, will be reported to the collection agency with a \$25.00 surcharge added to the account's balance.

6030.4 Parent/guardians are responsible for items checked out on a card issued to minor children. Library cards are not issued to minors without the identification information and signature of the parent/guardian assuming financial responsibility for that card.

6030.5 Returned Checks

6030.5.1 Returned Check charges are made as prescribed by Section 1719 of the California Civil Code. Checks returned from the bank for any reason will be assessed a \$25.00 surcharge.

6030.5.2 On the 30th day from the date of the written notice to the issuer, the surcharge increases to 3 times the face value of the check or \$100.00, whichever is greater, and the account is immediately reported to the Collection Agency.

6030.6 The Circulation Supervisor or Business Manager may clear accounts of any type that have been reported to the collection agency.

6030.7 California Education Code, Section 19911 in part states: Offenses Against Libraries
288002. RETENTION OF PROPERTY. Any person who wilfully detains any book, newspaper, magazine, pamphlet, manuscript, or other property belonging to any public or incorporated library, reading room, museum, or other educational institution, for 30 days after notice in writing to return the article or property, given after expiration of the time for which by the rules of the institution the article or property may be kept is guilty of a misdemeanor.

6030.7.1 The parent or guardian of a minor who willfully and maliciously commits any act within the scope of this section will be liable for damages so caused by the minor.

6030.8 Telephone renewals and inquiries (online access available 24/7)

6030.8.1 To minimize overdue fines and/or lost item charges the Library recommends calling the Circulation department at 714-528-1906 during the hours when the Library is open for public service to:

6030.8.1.1 Verify the due date of an item.

6030.8.1.2 Renew or request an extension of a loan period.

6030.8.1.3 Report if an item is lost.

6030.8.2 Overdue fines accumulate until each item is reported lost. Once it is reported lost the staff will search for the item for several weeks. If the item is not found the person responsible for the library card will receive an invoice for the replacement cost plus the processing fee plus any fines due for the item.)

6030.8.3 Notify the staff if you have received an overdue or fine notice that you believe is in error.

6030.8.4 All calls regarding overdue or lost items should be directed to the Circulation Department at 714-528-1906. The Library Administrative Office does not have a terminal for the Circulation System. In order to assure accurate processing of circulation inquiries and requests the caller must talk with someone who can look at the account information in the circulation system.

6030.8.5 Borrowers are responsible for paying overdue fines for items returned in the bookdrop after the due date.

- 6030.9 Unpaid fines/fees in excess of \$10.00 will result in the suspension of borrowing privileges until the account is cleared.
- 6030.10 Placentia Library District will issue a library card to California residents with a valid driver's license or U.S. government issued photo identification and an accompanying proof of a current California address issued within the last six (6) months.
- 6030.11 Current employees are exempt from hold fees and overdue fines.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Beverage & Food Policy
POLICY NUMBER: 6040

6040.1 No eating or drinking is allowed in the Library, except for bottled water.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Beverage & Food Policy
POLICY NUMBER: 6040

Recommended

6040.1 The Placentia Library District food & drink policy permits the bringing in and consumption of beverages from containers with lids and individual size snack food items, except in designated areas. All other food & drinks are not permitted in the Library.

6040.1.1 Examples:

- Acceptable drink containers are those with lids, including pop-top cans. Lids should be kept on bottles and containers except when drinking. Drinks may not be placed on the floor, taken into the book stacks, or kept at any computer terminal or workstation.
- Unacceptable drinks containers are those without lids, such as open topped coffee mugs, disposable coffee cups without lids, and soda cups without lids.
- Acceptable food items are individual 'snack size' containers of chips, cookies, candy, and other snack foods.
- Unacceptable food items are hot entrees, burgers, French fries, pizza, noodles, sandwiches, burritos, tacos, soup, and other hot, or large size bags or packages of chips, crackers, cookies, doughnuts, salad, etc.

6040.1.2 The following designated areas may be considered as exceptions to the above policy and must be approved by the Library Director or his/her designee:

- Community Meeting Room
- History Room
- Quiet Study Area

*food/
No drinks allowed
PC's - no exceptions*

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Meeting Room Policy
POLICY NUMBER: 6050

6050.1 The purpose of the Library Meeting Room is to provide facilities for educational and cultural activities that are a part of the Library program. The room may also be used by community groups or organizations (businesses, realty, and energy) that are educational or cultural in nature. The Board of Trustees has established the following conditions to govern the use of the Meeting Room.

6050.2 A fee of \$20 per hour for non-profit organizations and \$35 per hour for other groups is charged for each meeting or event held in the Meeting Room. The fee will be collected at time of application, and must be submitted at least two (2) weeks prior to use of the meeting room. The rental fee for applications submitted less than two (2) weeks will be non-refundable. An administrative fee of \$25 will be incurred for cancellation notices less than two weeks in advance. The fee is waived for those meetings or events sponsored by the Library Staff or Board of Trustees. The fee will also be waived for the Friends of Placentia Library, the City of Placentia, and elected public officials for nonpartisan presentations.

6050.3 Application for use of the room will be made through the Circulation Department on the form provided for that purpose at least two (2) weeks prior to use of the meeting room. The department should be notified 24 hours in advance of any change in a scheduled meeting. No group may reserve the Meeting Room for more than three dates per application without approval by the Library Director.

6050.4 Cancellation of meetings is a mutual responsibility. Adequate advanced notice would be appreciated. Repeated failure to cancel when use is not made will be cause for forfeiture of further use.

6050.5 Permission to use the room is not transferable.

6050.6 Upon reasonable notice, the Library reserves the right to require a group to reschedule or relocate within the facility if the Meeting Room is needed for a Library function.

6050.7 Organizations using the facility are responsible for moving the chairs from the storage area and for arranging them and other furniture. Chairs are to be returned to the storage area after meeting. If the library staff has to set up chairs or return them an additional fee of \$20 per hour is charged.

6050.8 The person who signs the application form will be deemed an official representative of the group, and liable for any damage to library and facilities. The person signing the application form must be at least 18 years old.

6050.9 Permission will not be granted for religious services, Sunday school classes, or to formal religious groups and organizations.

6050.10 Permission to use the facilities will not be granted to an individual or group representing a single political party or political action group except that in the interest of civic enlightenment and public education, use may be granted for political meetings provided all factions are invited and/or represented at the given meeting.

6050.11 No meetings or activities will be held for the purpose of advancing any doctrine or theory subversive under the Constitution of the United States or the State of California.

6050.12 Meals may not be served in the Meeting Room. If light refreshments are provided, the kitchenette must be left clean and in accordance with posted kitchen-use rules. The Library does not have supplies available for serving refreshments.

6050.13 There is a \$50 refundable deposit/cleaning fee required at time of application.

6050.14 Alcoholic beverages are prohibited.

6050.15 The fact that the Board of Trustees gives a group permission to use the Meeting Room in no way constitutes and endorsement of the policies or beliefs of the group by the Board or Library Staff and further, the Board or the Staff will not be held responsible for any action undertaken or administered by any organization.

6050.16 Personal property brought to or into the Meeting Room by any user is done so at the user's risk.

6050.17 Permits may be revoked by the Library Director whenever there has been a violation of these rules.

6050.18 Meeting rooms must be vacated when the library closes; a \$25 fee will be incurred every hour after the library is closed. Exceptions will require approval from the Library Director.

6050.19 If a question should arise on the interpretation of these regulations, the matter is subject to the final decision of the Board of Trustees. These regulations may be changed or amended at any time by the Board of Trustees.

6050.20 Capacity limitations: 135

6050.21 Organizations requiring the presence of a staff member, will incur the cost of that staff member's wages and benefits.

6050.22 Equipment available for the Meeting Room

6050.22.1 100 Chairs

6050.22.2 15 8' Tables

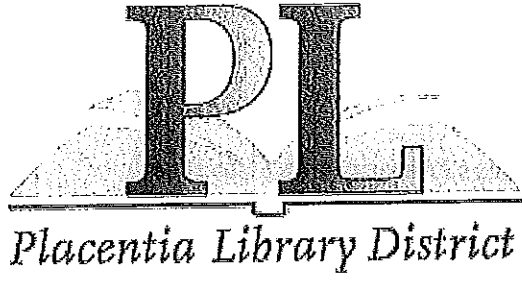
6050.22.3 1 Lectern

6050.22.4 2 Flags (American and State flag)

6050.22.5 Writing Board

6050.22.6 Santa Chair (\$25 Rental Fee)

6050.22.7 Projector (\$15 Rental Fee)



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Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Community Meeting Room Policy
POLICY NUMBER: 6050

- 6050.1** The purpose of the Community Meeting Room is to provide facilities for educational and cultural activities that are a part of the Library program. The room may also be used by community groups or organizations (businesses, realty, and energy) that are educational or cultural in nature. The Board of Trustees has established the following conditions to govern the use of the Community Meeting Room.
- 6050.2** A fee of \$20 per hour for non-profit organizations and \$35 per hour for other groups is charged for each meeting or event held in the Community Meeting Room. The fee will be collected at time of application, and must be submitted at least two (2) weeks prior to use of the meeting room. The rental fee for applications submitted less than two (2) weeks will be non-refundable. The fee is waived for those meetings or events sponsored by the Library Staff or Board of Trustees. The fee will also be waived for the Friends of Placentia Library, the City of Placentia, and elected public officials for nonpartisan presentations.
- 6050.3** Application for use of the room will be made through the Circulation Department on the form provided for that purpose at least two (2) weeks prior to use of the meeting room. The department should be notified 24 hours in advance of any change in a scheduled meeting. No group may reserve the Community Meeting Room for more than three dates per application without approval by the Library Director.
- 6050.4** An administrative fee of \$25 will be incurred for cancellation notices less than two weeks in advance.
- 6050.5** Permission to use the room is not transferable.
- 6050.6** Upon reasonable notice, the Library reserves the right to require a group to reschedule or relocate within the facility if the Community Meeting Room is needed for a Library function.
- 6050.7** Organizations using the facility are responsible for moving the chairs from the storage area and for arranging them and other furniture. Chairs are to be returned to the storage area after meeting. If the library staff has to set up chairs or return them an additional fee of \$20 per hour is charged.

- 6050.8** The person who signs the application form will be deemed an official representative of the group, and liable for any damage to library and facilities. The person signing the application form must be at least 18 years old.
- 6050.9** Permission will not be granted for religious services, Sunday school classes, or to formal religious groups and organizations.
- 6050.10** Permission to use the facilities will not be granted to an individual or group representing a single political party or political action group except that in the interest of civic enlightenment and public education, use may be granted for political meetings provided all factions are invited and/or represented at the given meeting.
- 6050.11** No meetings or activities will be held for the purpose of advancing any doctrine or theory subversive under the Constitution of the United States or the State of California.
- 6050.12** Meals may not be served in the Community Meeting Room. If light refreshments are provided, the kitchenette must be left clean. The Library does not have supplies available for serving refreshments.
- 6050.13** There is a \$50 refundable deposit/cleaning fee required at time of application.
- 6050.14** Alcoholic beverages are prohibited.
- 6050.15** The fact that the Board of Trustees gives a group permission to use the Community Meeting Room in no way constitutes an endorsement of the policies or beliefs of the group by the Board or Library Staff and further, the Board or the Staff will not be held responsible for any action undertaken or administered by any organization.
- 6050.16** Personal property brought to or into the Community Meeting Room by any user is done so at the user's risk.
- 6050.17** Permits may be revoked by the Library Director whenever there has been a violation of these rules.
- 6050.18** Community Meeting Room must be vacated when the library closes; a \$25 fee will be incurred every hour after the library is closed. Exceptions will require approval from the Library Director.
- 6050.19** If a question should arise on the interpretation of these regulations, the matter is subject to the final decision of the Board of Trustees. These regulations may be changed or amended at any time by the Board of Trustees.
- 6050.20** Capacity limitations: 135
- 6050.21** Organizations requiring the presence of a staff member; *including after hours* will incur the cost of \$25 per hour per staff.

6050.22 Equipment available for the Community Meeting Room

- 6050.22.1** 100 Chairs
- 6050.22.2** 15 8' Tables
- 6050.22.3** Kitchenette
- 6050.22.4** Sound System
- 6050.22.5** 1 Lectern
- 6050.22.6** 2 Flags (American and State flag)
- 6050.22.7** Writing Board (Requires special markers)
- 6050.22.8** Santa Chair (\$25 Rental Fee)
- 6050.22.9** Projector (\$15 Rental Fee)



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Placentia Library District

POLICY MANUAL

POLICY TITLE: Public Behavior Policy
POLICY NUMBER: 6065

Welcome to the Placentia Library District. The Library shall be a clean, pleasant and safe environment for patrons to read, research, select materials, study, attend programs and meetings, and use the computers. The Library Rules of Conduct have been established to protect the rights and safety of Library patrons, volunteers, and staff, and preserve and protect the Library's materials, equipment, facility, and grounds.

For the comfort and safety of patrons, volunteers, and staff, and the protection of Library property, the following actions are example of conduct not allowed on Library property:

- 6065.1 Engaging in any activity prohibited by law.
- 6065.2 Using cell phones, pagers, and other communication devices in a manner that disturbs others. Audible cell phones and pager ringers must be turned off.
- 6065.3 Smoking in the Library.
- 6065.4 Verbally or physically threatening or harassing other patrons, volunteers, or staff, including stalking, staring, lurking, offensive touching, and obscene acts.
- 6065.5 Eating or drinking, except in areas designated for those purposes.
- 6065.6 Carrying firearms and dangerous weapons of any type except by law enforcement officers.
- 6065.7 Being under the influence of alcohol/illegal drugs, and selling, using or possessing alcohol/illegal drugs.
- 6065.8 Using wheeled devices in Library property or on Library grounds, except in designated areas, including use of skateboards, roller-skates, bicycles, motorized or non-motorized scooters, and shopping carts. Motorized ADA assistive devices, wheelchairs, walkers, and strollers are exempt.
- 6065.9 Using restrooms for bathing and/or personal hygiene activities.
- 6065.10 Soliciting or conducting surveys not authorized by the Library.
- 6065.11 Bringing pets or animals, other than service animals necessary for disabilities, into the Library, except as authorized by the Library Director.

- 6065.12 Entering or being in the Library barefoot, without a shirt, with offensive body odor or personal hygiene, or being otherwise attired so as to be disruptive to the Library environment.
- 6065.13 Lying down or sleeping in the restrooms, or on any floor, or couch, table or seat in the Library; having feet on furniture; or blocking aisles, exits or entrances.
- 6065.14 Bringing in articles that measure more than 16"W x 20"H x 12"D.
- 6065.15 Moving Library furniture and/or equipment.

In addition, the following also apply to the Library Rules of Conduct:

- 6065.16 The Library is not responsible for children who are left unattended in or on the grounds of the Library.
- 6065.17 The Library is not responsible for personal items that are lost, stolen or damaged in or on the grounds of the Library.
- 6065.18 There shall be only one person allowed at each public computer workstation unless otherwise authorized by Library staff.
- 6065.19 Unisex restrooms are key accessed and require an ID for usage. Keys are available at the Circulation Desk.

The Placentia Library District reserves the right to restrict the use of its facilities, premises, resources, and/or services to individuals who do not abide by the Library's Rules of Conduct. Noncompliance with the Library's Rules of Conduct may result in an individual being required to leave the library premises or in arrest and prosecution.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Library Rules of Conduct
POLICY NUMBER: 6065

Welcome to the Placentia Library District. The Library shall be a clean, pleasant and safe environment for patrons to read, research, select materials, study, attend programs and meetings, and use computers. The Library Rules of Conduct has been established to protect the rights and safety of Library patrons, volunteers, and staff, and preserve and protect the Library's materials, equipment, facility, and grounds.

For the comfort and safety of patrons, volunteers, and staff, and the protection of Library property, the following actions and conduct, ^{are} not allowed on Library property:

- 6065.1** Engaging in any activity prohibited by law.
- 6065.2** Using cell phones, pagers, and other communication devices in a manner that disturbs others. Audible cell phones and pager ringers must be turned off.
- 6065.3** The use of tobacco products in any form or other harmful substances will not be permitted anywhere on Library property.
- 6065.4** Verbally or physically threatening or harassing other patrons, volunteers, or staff, including stalking, staring, lurking, offensive touching, and obscene acts.
- 6065.5** Carrying firearms and dangerous weapons of any type except by law enforcement officers.
- 6065.6** Being under the influence of alcohol/illegal drugs, and selling, using or possessing alcohol/illegal drugs.
- 6065.7** Using wheeled devices in Library property or on Library grounds, including use of skateboards, roller-skates, bicycles, motorized or non-motorized scooters, and shopping carts. Motorized ADA assistive devices, wheelchairs, walkers, and strollers are exempt.
- 6065.8** Using restrooms for bathing and/or shampooing.
- 6065.9** Soliciting or conducting surveys not authorized by the Library.
- 6065.10** Bringing pets or animals, other than service animals necessary for disabilities, into the Library, except as authorized by the Library Director.

- 6065.11 Entering or being in the Library barefoot, without a shirt, with offensive body odor or personal hygiene, or being otherwise attired so as to be disruptive to the Library environment.
- 6065.12 Lying down or sleeping in the restrooms, or on any floor, or couch, table or seat in the Library; having feet on furniture; or blocking aisles, exits or entrances.
- 6065.13 Bringing in articles that measure more than 16"W x 20"H x 12"D.
- 6065.14 Moving Library furniture and/or equipment without staff approval
- 6065.15 Extension cords, Ethernet cable or equipment with exposed wirings.

In addition, the following also apply to the Library Rules of Conduct:

- 6065.16 The Library is not responsible for children who are left unattended in or on the grounds of the Library.
- 6065.17 The Library is not responsible for personal items that are lost, stolen or damaged in or on the grounds of the Library.
- 6065.18 There shall be only ^{two}~~one~~ person allowed at each public computer workstation unless otherwise authorized by Library staff.
- 6065.19 Restrooms are key accessed and require an ID for usage. Keys are available at the Circulation Desk. Children 12 and under may use the restrooms in the Children's Department which requires the child's library card or a parent's ID for usage.
- 6065.20 Loud, disorderly or disruptive behavior will not be tolerated. Offenders will be asked to leave the Library after two warnings.
- 6065.21 Staff may call for Police assistance whenever the person-in-charge believes it is necessary.
- 6065.22 If a child under age 14 is left unattended after hours and the parents cannot be reached, the Children's Librarian will call local law enforcement to pick up and escort that child to the City of Placentia Police Station.

Eating and drinking are permissible as outlined in Policy 6040 – Beverage & Food Policy. The Placentia Library District reserves the right to restrict the use of its facilities, premises, resources, and/or services to individuals who do not abide by the Library's Rules of Conduct. Noncompliance with the Library's Rules of Conduct may result in an individual being required to leave the library premises or in arrest and prosecution.

his/her

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Art Displays & Exhibits Policy
POLICY NUMBER: 6070

6070.1 Art objects and paintings for display must be approved by the Manager of Public Services or the Library Director.

6070.2 Exhibit hangings should be scheduled on the Program Committee Master Calendar and are the responsibility of the exhibitors. Such activities are confined to hours when staff is scheduled to be in the Library.

6070.3 Each displaying artist must sign a liability release agreement with the Library. This is to be coordinated by the Manager of Public Services or another member of the Staff Program Committee.

6070.4 Art objects to be placed in the Library are not limited as to size and shape, but must not hinder the functions of the Library as defined by its Mission Statement. The art objects being displayed should enhance the surroundings and not hinder Library operations.

6070.5 Most exhibits will be on display for one month.

6070.6 Receptions are to be scheduled on the Program Committee Master Calendar and, if necessary, the Meeting Room Calendar.

6070.7 No sales can be conducted in the Library and prices may not be included with individual items of art.

6070.8 The exhibitor or organization arranging the exhibit is responsible for publicity including printing and mailing flyers or brochures and for any news releases.

6070.9 The Library may negotiate a hiatus in the schedule of an exhibit to allow an exhibit of its own procuring to be exhibited.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Art Displays & Exhibits Policy
POLICY NUMBER: 6070

6070.1 Art objects and paintings for display must be approved by the Library Director.

6070.2 Exhibit hangings should be coordinated with the Administrative Assistant. Such activities are confined to hours when staff is scheduled to be in the Library.

6070.3 Each displaying artist must sign a liability release agreement with the Library. This is to be coordinated with the Administrative Assistant.

6070.4 Art objects to be placed in the Library are limited as to size and shape, but must not hinder the functions of the Library as defined by its Mission Statement. The art objects being displayed should enhance the surroundings and not hinder Library operations.

6070.5 Most exhibits will be on display for one month.

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6070.8 The exhibitor or organization arranging the exhibit is responsible for publicity including printing and mailing flyers or brochures and for any news releases.

6070.9 The Library may negotiate a hiatus in the schedule of an exhibit to allow an exhibit of its own procuring to be exhibited.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Public Internet Use Policy
POLICY NUMBER: 6025

6025.1 Placentia Library District does not monitor and has no control over information accessed through the Internet, and it cannot be held responsible for the Internet's content. The Internet and its available resources may contain material of a controversial nature. Placentia Library District neither censors access to materials nor protects users from information they may find offensive. Library users access the Internet at their own discretion and they are responsible for any access points they reach. Parents and guardians of minor children, not the Library or staff, are responsible for their child's use of the Internet through the Library connection.

6025.2 Illegal activities or any other activities that are intended to interfere with or disrupt network users, services, or equipment are prohibited.

6025.3 Materials obtained or copied on Placentia Library District's computer network may be subject to copyright laws which govern the making of reproductions of copyrighted works. A work protected by copyright may not be copied without permission of the copyright owner unless the proposed use falls within the definition of "Fair Use". Violation of the copyright law may subject the user to an action for damages and/or an injunction.



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Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Fines & Fees Schedule
POLICY NUMBER: 6035

PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE Effective January 1, 2014

FINES PER DAY

DVDs:

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

RENTAL FEE

DVDs (Non-educational):

New Feature Films	\$ 1.00 For Two (2) Days
All Others	\$ 1.00 Per Week
Folding Chairs (24 hr. period).....	\$1.25/each
Tables, 6' (24 hr. period).....	\$8.50/each
Canopies (24 hr. period).....	\$10.00/each

MAXIMUM FINE PER ITEM	MAXIMUM
All Items	\$ 20.00

RESERVES & SHELF CHECKS.....	PER ITEM
All Items	\$.50
Interlibrary Loans, actual charges by lending library, plus postage, plus.....	\$1.00

LOST OR DAMAGED MATERIALS DEFAULT* <i>pricing</i>	
Cataloged Adult & Children's Books	Item Cost + \$ 10.00 \$ 30.00 <i>max.</i>
Uncataloged Paperbacks	Item Cost + \$ 10.00 \$20.00
Magazines/Pamphlets.....	No Processing Fee..... \$3.00
CDs, CD ROMs & Videos	Item Cost + \$ 10.00 \$20.00
Audio Books (all formats).....	Item Cost + \$ 10.00 \$50.00
DVDs	Item Cost + \$ 10.00 \$25.00

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

SPECIAL SERVICES	PER ITEM
Earbuds.....	\$2.00
Library card replacement.....	\$ 2.00
Barcode replacement	\$ 2.00
Book jacket cover/mylar replacement.....	\$ 2.00
CD case replacement	\$ 2.00
Playaway case replacement.....	\$ 3.00
DVD case replacement.....	\$ 2.00
CD from Audio Book replacement	\$ 8.00
Fax per document (outgoing or incoming) plus \$.10 per page.....	\$2.00
Photograph digital file from Placentia History Room Archives per photo plus actual packaging, postage and/or shipping.....	\$10.00 for non-commercial use; \$75.00 for commercial use
Printing & Photocopy, black ink, per page	\$.15
Printing & Photocopy, color, per page.....	\$.50
Passport Photos.....	\$12.00
Test monitoring, per exam.....	\$50.00

MEETING ROOM

Per hour.....	\$20.00 for non-profit and \$35 for other groups
Refundable Security Deposit/Cleaning fee.....	\$50.00

Administrative Fee (for cancellation notices less than two weeks in advance).....	\$25.00
After Hour Fee.....	\$25.00
Staff Attendee.....	\$25.00/hr.
Set-up fee	\$20.00
Clean-up fee ..	\$20.00

SURCHARGES

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

Borrowers of materials from Placentia Library District assume full responsibility for their use. Placentia Library District assumes no responsibility for damage to personal property caused by the use of library materials or equipment of any type.

(Adopted by the Library Board of Trustees, January 18, 1993.)

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Patron Exclusion Policy
POLICY NUMBER: 6067

According to the Placentia Library District Policy 6065 – Public Behavior Policy, persons who violate the code of conduct will be asked to cease the behavior by library personnel. After being warned, if behavior persists, then the violator will be asked to leave the premises. The first occurrence requiring staff to order person to leave results in the person being excluded from library premises for one month; any future occurrence ^{may result in} earns twelve months. *exclusion*

If a person exhibits behavior violates the code of conduct and constitutes a threat to other library patrons, library volunteers, and/or library staff or otherwise disrupts the operations of the library, then the library can ban a patron from the library premises by following the procedures outlined below:

1. Library staff members have the authority to ban from the library premises for predetermined time periods patrons whose inappropriate behavior has been documented adequately. Staff will refer to and follow the procedures for applying any level of exclusion from the library. This procedure details the process for banning an offending patron for periods less than one year.

2. In the event that a patron's behavior constitutes a perceived imminent serious threat to Library property, other library patrons, volunteers, and/or staff, library personnel may call the police for assistance. The Library Director has the authority to ban from the library premises for a period of twelve months any individual whose behavior is a sufficient threat to the ability of the library to operate in a safe manner or whose behavior prevents staff, volunteers, and/or patrons from using the library services, furniture, facilities and materials for their intended purposes. Permanent and/or indefinite ban will require a decision by the Library Board of Trustees with exception of emergencies or time sensitive occurrences.

3. If an individual who has been excluded attempts to return to the library premises, such an act will be considered trespassing and the police will be called to remove the person from the library premises.

4. Banning or exclusion from library premises denies the patron access to the building, grounds and services of the Placentia Library District. The patron may still access from an offsite computer the Library's webpage. The individual's library card will be blocked.

5. If the individual who has been banned for twelve months wishes to appeal this decision, then the notification must be made in writing to the Library Director within ten (10) days from the date of the exclusion. The appeal will be heard at the next regularly scheduled meeting of the Library Board of Trustees. Trustees will decide by a majority vote to uphold the exclusion if the behavior is a sufficient threat to the ability of the library to operate in a safe manner or if the behavior prevents staff and patrons from using the library services, furniture, facilities and materials for their intended

use. The ban will be in effect until this vote is taken. Trustees will instruct the Library Director to contact the person making such an appeal by letter and inform him/her of the decision of the Board.

6. It is the sole responsibility of the individual banned for twelve months to apply for reinstatement of library privileges; these are not automatically available at the end of the period of exclusion. The person notifies the Library Director that he/she plans to attend the regular meeting of the Library Board of Trustees to request reinstatement of his/her library privileges. This request may be made only after the twelve months has been completed. The ban will be in effect until this vote is taken. Trustees will instruct the Library Director to contact the person making such an appeal by letter and inform him/her of the decision of the Board.

7. Following the reinstatement by the Library Board of Trustees of a patron whose privileges had been revoked under this policy, it is understood that even one new violation of the Placentia Library District Policy 6065 – Public Behavior Policy can result in the individual being banned for an additional year from the Placentia Library District.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Digital Signage Policy
POLICY NUMBER: 6075

6075.1 The Placentia Library District provides digital signage that may be used to promote programs, events, services, and communicate emergency broadcasting instructions to our community. The digital signage is one of the most efficient and timely methods of delivering news to our visiting patrons. The digital signage is located at the Circulation Checkout desk in the lobby area.

6075.2 Community partners wishing to promote their programs, events and/or services using the District's digital signage must submit a request to the Library Director for consideration.

6075.2.1 Community partners are identified as non-profit organizations and/or government agencies which are not associated with any faith-based community and/or political affiliations.

6075.2.2 Current community partners include the Placentia Rotary Club, the Miss Placentia/Yorba Linda Scholarship Program, the Placentia Roundtable Women's Club, the City of Placentia, the Placentia Chamber of Commerce, and the Brea Placentia Yorba Linda Boys and Girls Club.

6075.3 Requests for posting event/information must be emailed to the Administrative Assistant and must meet the following requirements:

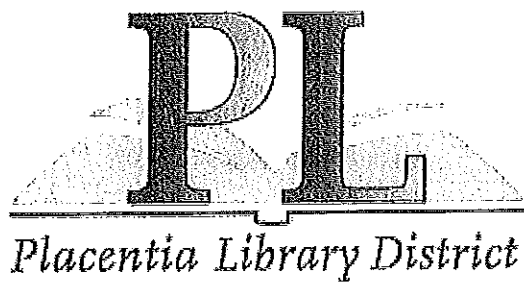
6075.3.1 Submission must include name of event, brief description, dates, times and contact information. This information needs to be embedded in the body of the email or attached as a Word or Publishers document. Photos need to be submitted as a jpeg file.

6075.3.2 Submission must include the name of sponsoring agency or organization and contact information for person submitting.

6075.3.3 Requests must be submitted at least two (2) months prior to the event.

6075.3.4 Approvals are granted at the discretion of the Library Director.

6075.3.5 Submissions that do not represent the mission and goals of the District will not be accepted.



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Placentia Library District

POLICY MANUAL

POLICY TITLE: Use of Facilities and Services by the City of Placentia
POLICY NUMBER: 6080

6080.1 The City of Placentia will pay no fee for the use of Library facilities when no Library personnel are required to make these facilities available. This includes both the Meeting Room and History Room.

6080.2 Whenever Library staff is required to support City use of Library facilities then the City will pay the standard fee for that category of personnel.

6080.3 Library cards may be issued to City departments when authorized to do so by the City department manager.



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Placentia Library District

POLICY MANUAL

POLICY TITLE: Naming of Library Buildings and Departments
POLICY NUMBER: 6090

6090.1 It is the Policy of the Placentia Library Board of Trustees to accept donations for facilities, site amenities, equipment and capital projects, and to recognize donors who make such donations by considering the naming of a library building or department, at the discretion of the Placentia Library District.

6090.2 Naming Criteria.

6090.2.1

The Placentia Library District may name library buildings and departments as follows:

6090.2.1.1 When the Library Board of Trustees chooses to honor an individual for significant, outstanding contribution in keeping with the nature and mission of the Library.

6090.2.1.2 When the Library Board of Trustees chooses to accept the gift of a donor(s) who requests naming rights and who contribute a minimum of 51% of the total project costs, including construction, equipment, furnishings and collections for the building.

6090.2.1.3 No naming opportunities will be considered for corporations or religious entities.

6090.3 Duration and Modification of Naming

6090.3.1

The duration of a donor's name on any building or in any department ordinarily continues for as long as the building or department is used in the same manner or for the purpose for which the naming occurred and with the approval from the Library Board of Trustees. Upon demolition, replacement, substantial renovation, redesignation of purpose, or similar modification of a named building or department, the Placentia Library District may deem that the naming period has concluded.

6090.3.2

When a donor's naming period has concluded, the Library Board of Trustees has the rights to rename the building or department, in recognition of new gifts, subject to any specific terms and conditions set forth.

6090.3.2.1 If a donor requests a change to the name of a building or department (e.g., due to divorce), the Placentia Library District will consider the request. If approved, all replacement signage and other related costs shall be at the donor's expense.

6090.3.3 In certain circumstances, the Placentia Library District reserves the right, on reasonable grounds, to revoke and terminate its obligations regarding a naming, with no financial responsibility for returning any received contributions to the donor.

60903.3.1 If the donor's reputation changes substantially so that the continued use of that name may compromise the public trust, dishonor the Placentia Library District's standards, or otherwise be contrary to the best interests of the Placentia Library District, the naming may be revoked.

60903.3.2 Any proposal to rename a building or department or to add a second name in recognition of a gift shall be reviewed by the Library Board of Trustees.

6090.4 Donor means a company or individual who provides the District with funds, products or services.

6090.4.1 Donor Agreement means that agreement between the District and the Donor that details the form, type and duration of any donor recognition.

6090.4.2 District means Placentia Library District.

CSDA Board/Secretary Conference Questions

Feb 2014

1. Trustee Mtg Questions

- a. Are agendas posted on our website (req'd by law)
 - i. Are Board mtg pkgs posted on line as well (optional)
 - ii. Provide iPads or laptops for Trustees?
- b. Do we record each Trustees vote
- c. Do we conduct routine mtgs and discussions with other library boards?
- d. Are minutes (or not) recorded for closed sessions
- e. Do we have a records retention plan and assigned custodian
- f. Can we institute a monthly narrative of Financial Reporting/Status

2. Fiscal Policies and Procedures Questions

- a. Do we have a Board Treasurer
- b. Is staff/district annual fiscal trng conducted
- c. Are fiscal polices (to include records retention) reviewed periodically for clarity
- d. Are there segregation of cash control duties
- e. How is fiscal control enforcement handled
- f. Is there a 'maximum amount of debt' limit in place
- g. What is our Reserves policy (ie number of months operating costs)
 - i. Types of Reserves accounts (ie capital improvements, catastrophic response)
 - ii. Is there a policy in place regarding the State's use of our Reserves?

3. Info Technology Questions

- a. Is there a disaster recovery plan in place

4. Special Districts Reference Library

- a. Check our inventory/documents listing vs CSDA recommended

*Attachment to BOT
package
3/17/2014*



SCHEDULE OF EVENTS

3/24 Monday 5:00 p.m.	Meeting with Mr. Brent Ives <i>Survey & Strategic Plan</i>	Community Meeting Room
3/25 Tuesday 6:00 p.m.	Marie Schmidt Dedication	History Room
3/27 Thursday 6:00 p.m. – 8:00 p.m.	NOCLA Reception <i>AS / R.D.C.V</i>	Richard M. Nixon Library & Birthplace 18001 Yorba Linda Boulevard
4/02 Wednesday 7:30 a.m. – 9:00 a.m.	NOCLA Speaker: Michele Steele Vice Chairman – Board of Equalization	Brea Civic Center 1 Civic Center Drive – 2 nd Floor Brea
4/10 Thursday 11:15 a.m. – 1:30 p.m.	State of the City Speaker: Mayor Scott Nelson	Alta Vista Country Club 777 E. Alta Vista Street
4/11 Friday 11:30 a.m.	PLFF Volunteer Brunch	Community Meeting Room
4/12 Saturday 9:00 a.m. – 1:00 p.m.	Easter Eggcitement	Kraemer Park
4/14 Monday 6:30 p.m.	<i>Policy Guidelines</i> PLFF Board Meeting	Community Meeting Room
4/21 Monday 6:30 p.m.	Library Board of Trustees Meeting	Community Meeting Room
5/12 Monday 6:30 p.m.	PLFF Board Meeting	Community Meeting Room
5/19 Monday 6:30 p.m.	Library Board of Trustees Meeting	Community Meeting Room
6/9 Monday 6:30 p.m.	PLFF Board Meeting	Community Meeting Room
6/16 Monday 6:30 p.m.	Library Board of Trustees Meeting	Community Meeting Room
6/26 – 7/1	American Library Association Conference	Las Vegas, NV
7/14 Monday 6:30 p.m.	PLFF Board Meeting	Community Meeting Room
7/21 Monday 6:30 p.m.	Library Board of Trustees Meeting	Community Meeting Room
8/11 Monday 6:30 p.m.	PLFF Board Meeting	Community Meeting Room
8/18 Monday 6:30 p.m.	Library Board of Trustees	Community Meeting Room

8/16 Saturday 10:00 a.m. – 1:00 p.m.	Summer Reading Celebration	Library
9/8 Monday 6:30 p.m.	PLFF Board Meeting	Community Meeting Room
9/15 Monday 6:30 p.m.	Library Board of Trustees Meeting	Community Meeting Room
9/29 – 10/2	California Special District Association Conference	Renaissance Palm Springs Hotel 888 East Tahquitz Canyon Way Palm Springs, CA 92262
10/7 – 10/9	California Library Association Conference	Oakland, CA
10/11 Saturday 9:00 a.m.	Heritage Festival & Parade	Kraemer & Tri-City Park
10/13 Monday 6:30 p.m.	PLFF Board Meeting	Community Meeting Room
10/20 Monday 6:30 p.m.	Library Board of Trustees Meeting	Community Meeting Room
11/10 Monday 6:30 p.m.	PLFF Board Meeting	Community Meeting Room
11/17 Monday 6:30 p.m.	Library Board of Trustees Meeting	Community Meeting Room
12/8 Monday 6:30 p.m.	PLFF Board Meeting	Community Meeting Room
12/15 Monday 6:30 p.m.	Library Board of Trustees Meeting	Community Meeting Room

