



## AGENDA






PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES  
UNUSUAL DATE MEETING

Monday, January 27, 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

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

*DeVecchio ~~blank~~  
in @ 6:30 pm.*

*MOVED / see to adopt.*

*Ayes 5*

## 4. Oral Communications

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

**TRUSTEE & ORGANIZATIONAL REPORTS**

## 5. Board President Report - oral

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

## 6. Trustee Reports

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

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

*About*

**CONSENT CALENDAR (Items 8 – 23)**

Presentation: Library Director

Recommendation: Approve by Motion

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

**MINUTES (Item 8)**

8. Minutes of the December 16, 2013 Library Board of Trustees Work Session and Regular Meetings. (Receive & File and Approve)

**CLAIMS (Items 9 – 12)**

9. Nonstandard Claims in excess of \$300. (Receive & File and Approve)
10. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)
11. Current Claims and Payroll. (Receive & File and Approve)
12. FY2013-2014 Cash Flow Analysis through December 2013; the Schedule of Anticipated Property Tax Revenues for FY2013-2014 as provided by the Orange County Auditor. (Receive & File).

**TREASURER'S REPORTS (Items 13 – 16)**

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

- 16. Entrepreneurial Activities Report for December 2013. (Receive & File)

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

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

**STAFF REPORTS (Items 20 – 23)**

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

*approve # 8-23  
Ays 5*

**NEW BUSINESS**

- 24. ✓ Presentation of Fiscal Year 2012-2013 Financial Audit from Macias Gini & O'Connell.  
Recommendation: Receive & File the Fiscal Year 2012-2013 Financial Audit for the Placentia Library District of Orange County.

- 25. ✓ Update on the Strategic Planning Process from BHI Consulting. *Brent Ives*

- 26. ✓ Review the Discussion of a Sound System in the Community Meeting Room. *Jeremy Yanaguchi*  
Recommendation: Authorize the installation and purchase of equipment for a sound system in the Community Meeting Room.

- 27. Travel Authorization: American Library Association (ALA) Annual Conference, June 26 – July 1, 2014, Las Vegas, Nevada.  
Recommendations: 1) Determine which Library Board of Trustees would like to attend the ALA Conference, June 26-July 1, 2014 in Las Vegas, Nevada; and  
2) Authorize Library Director to attend; and  
3) Authorize time off for Children's Services Supervisor to attend with registration fee covered.

- 28. Presentation of a Request from the Bridge Club.  
Recommendation: Actions to be Determined by the Library Board of Trustees.

- 29. Amendments to Placentia Library District Policy 6030 – Circulation Policy.  
Recommendation: Authorize amendments to Placentia Library District Policy 6030 – Circulation, as presented inclusive of feedback from the Library Board of Trustees.

**CLOSED SESSION**


- 30. Conference with legal counsel-anticipated litigation.  
Conference with legal counsel-anticipated litigation. Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code section 54956.9 (one case).

ADJOURNMENT

- 31. Agenda Preparation for the February Unusual Date Meeting which will be held on Monday, February 24, 2014 unless re-scheduled by the Library Board of Trustees.
- 32. Review of Action Items.  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
- 33. Adjourn

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

I, Yesenia Baltierra, Business Manager of the Placentia Library District, hereby certify that the Agenda for the January 27, 2014 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on January 20, 2014

  
 \_\_\_\_\_  
 Yesenia Baltierra, Business Manager

MINUTES  
 PLACENTIA LIBRARY DISTRICT  
 REGULAR MEETING OF THE BOARD OF TRUSTEES  
 December 16, 2013

**CALL TO ORDER**

President Shkoler called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on December 16, 2013 at 6:33 P.M.

Members Present: President Al Shkoler, Secretary Elizabeth Minter, Trustee Gayle Carline, Trustee JoAnne Martin, and Trustee Richard DeVecchio

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, Placentia Library Friends Foundation Vice President Brenda Benner, and Supervisors Lori Worden and Nadia Dallstream.

**ADOPTION OF AGENDA**

It was moved by Trustee Carline and seconded by Trustee DeVecchio to adopt the agenda as presented: (Item 3)

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 attended the Placentia Tamale Festival and the Christmas program at the library featuring the Placentia Community Choir. (Item 5)

Secretary Minter had nothing to report.

Trustee Carline reported she attended the Placentia Round Table Women's Club as a guest and attended the Placentia Tamale Festival. She also mentioned she will be getting laser eye surgery early in January 2014 but no down time is expected.

Trustee DeVecchio reported he attended the children's Christmas program Winter Wonderland at the library.

Trustee Martin reported she attended the Prayer Breakfast.

**PLACENTIA LIBRARY  
FRIENDS  
FOUNDATION  
REPORT**

PLFF Board of Director's Report was presented by Brenda Benner. She mentioned they continue to work on Author's Luncheon preparations. Tickets are on sale at the PLFF Bookstore, tickets are \$55. In addition, PLFF Board had a discussion of honoring past PLFF Board volunteers, possibly at the Volunteer Brunch, no decision has been made.

**CONSENT  
CALENDAR**

It was moved by Secretary Minter and seconded by Trustee DeVecchio to approve Agenda Items 8-23:

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

**MINUTES**

Minutes of the November 19, 2013 Library Board of Trustees Meeting (Item 8)

**CLAIMS**

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

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

Current Claims and Payroll (Item 11)

FY2012-2013 Cash Flow Analysis through 2013; the Schedule of Anticipated Property Tax Revenues for FY2013-2014 as provided by the Orange County Auditor (Item 12)

**TREASURE'S  
REPORTS**

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

Balance Sheet for November 2013 (Item 14)

Acquisitions Report for November 2013 (Item 15)

Entrepreneurial Activities Report for November 2013 (Item 16)

**GENERAL CONSENT  
REPORTS**

Personnel Report for November 2013 (Item 17)

Circulation Report for November 2013 (Item 18)

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

**STAFF REPORTS**

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

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

Adult Services Report for November 2013 (Item 22)

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

**NEW BUSINESS**

**Selection of Date  
and Time for  
Regular Board  
Meetings for 2014**

Library Director Contreras presented proposed calendar for Board Meeting dates for 2014. Library Director mentioned that most meetings are scheduled for the 3<sup>rd</sup> Monday of the month, except for February meeting which was proposed for the 4<sup>th</sup> Monday due to a holiday. Secretary Minter mentioned that last year the January meeting was also on the 4<sup>th</sup> Monday due to Martin Luther King, Jr. holiday. She suggested that the meeting in January 2014 also be moved to the 4<sup>th</sup> Monday. (Item 24)

Motion was made by Trustee Martin and was seconded by Trustee Carline to approve the Board of Trustees Board Meeting Dates as amended Agenda Item 24:

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

Motion was made by Trustee DeVecchio and was seconded by Secretary Minter to adopt Resolution 14-08 as amended for Calendar Year 2014 Board of Trustees Meeting Dates Agenda Item 24:

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

**Election of Board  
Officers**

Library Director Contreras stated that the election of Board Officers for President and Secretary for calendar year 2014 needed to take place. She suggested starting with President nominations. Trustee Minter nominated Trustee DeVecchio, Trustee DeVecchio seconded nomination. Trustee Carline nominated President Shkoler, Trustee Martin seconded nomination. President Shkoler broke tie, he will continue to be President for 2014. Trustee DeVecchio nominated Trustee Minter for Board Secretary, Trustee Martin seconded nomination. President Shkoler nominated Trustee Carline, no second. Library Board Secretary for 2014 will be Secretary Minter. (Item 25)

**Appointment of  
Library Board  
Representatives**

President Shkoler asked Secretary Minter and Trustee Carline if they would continue to be representatives to Special District Local Area Formation Commission (LAFCO), they both agreed. Trustee DeVecchio volunteered to be representative to the Orange County Council of Governments. Trustee Carline agreed to continue to be representative to the Placentia Library Friends Foundation (PLFF), Trustee Martin agreed to be alternate. Library Director Contreras recommended that staff be representatives to the Placentia Community Network, Trustees agreed. (Item 26)

**Travel  
Authorizations**

Library Director Contreras stated that the California Special District Association (CSDA) will offer the "How to be an Effective Board Member" workshop for Board of Trustees on January 23, 2014 in Fountain Valley, California. Library Director Contreras recommended that new Trustees attend. Trustee Martin and Trustee Carline agreed to attend training. Secretary Minter asked if Library Director would be attending. Library Director would confirm if modules were included in the Special District Leadership Academy Conference she attended and if not, she will attend the January 23<sup>rd</sup> workshop. (Item 27)

It was moved by Secretary Minter and seconded by Trustee Carline to approve the attendance of up to 3 people to the California Special District Association (CSDA) workshop on January 23, 2014 in Fountain Valley, California. (Agenda Item 27):

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

Library Director Contreras stated that CSDA will offer the Board Secretary/Clerk Conference on February 27-28, 2014 in Napa, California. Library Director recommended that new Trustees attend. President Shkoler, Secretary Minter, Trustee Martin and Trustee Carline agreed to attend conference. (Item 28)

It was moved by Trustee Carline and seconded by Secretary Minter to approve the attendance of four Trustees to the CSDA Board Secretary/Clerk Conference on February 27-28, 2014 in Napa, California. (Agenda Item 28):

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



**Midyear 2013-2014  
Budget Review**

Library Director Contreras stated that property tax received year to date is about \$387,000. She also stated the District had not received the first of two large installments which is expected to be posted on December 17<sup>th</sup> 2013. Amount will be reflected at the next meetings report. Library Director Contreras reported that the budget figures are mostly on target as projected in terms of the expenses. Library Director Contreras requested adjustments to the budget as follows: Transfer \$30,000 from Account 0100 Salaries to Account 1900 Professional/Specialized Services, \$10,000 from Account 4200 Structures/Improvements to Account 1800 Office Supplies \$2,000, Account 2600 Transportation & Travel \$3,000 and Account 2700 Meetings \$5,000 . These changes are due to unexpected expenses in those line items. (Item 29)

It was moved by Trustee Carline and seconded by Secretary Minter to approve the amendments to the budget line items as recommended. (Agenda Item 29):

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

**Staff Development**

Library Director Contreras provided updates to Trustees on the Staff Development Day. She stated that two development days are held a year to discuss goals and objectives for each department as well as discuss budget needs. The staff met on Friday, December 6, 2013 to review midyear accomplishments and to update goals as needed. In addition, staff completed a team building exercise. (Item 30)

**ADJOURNMENT**

President Shkoler adjourned The Regular Meeting of the Board of Trustees of the Placentia Library District on December 16, 2013 at 7:04 p.m.

The next meeting will be on January 27, 2013 at 6:30 P.M.

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Al Shkoler  
President  
Library Board of Trustees

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Elizabeth Minter  
Secretary  
Library Board of Trustees



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Business Manager  
**SUBJECT:** Summary of Non-standard Claims for December 2013  
**DATE:** January 27, 2013

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Business Manager  
**SUBJECT:** Summary of Claims Forwarded by the Library Director & Trustees  
**DATE:** January 27, 2014

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	12/19/13	5717	21,760.65
FUND 707	12/19/13	5718	2,125.01
FUND 707	01/13/14	5719	3,605.24
FUND 707	01/13/14	5720	8,552.78
		<b>TOTAL</b>	<b>36,043.68</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Business Manager  
**SUBJECT:** Current Claims and Payroll  
**DATE:** January 27, 2014

**Current Claims**

TYPE	DATE	CLAIM #	AMOUNT
707	01/27/14	5721	2,005.59
707	01/27/14	5722	3,665.57
707	01/27/14	5723	1,181.64
707	01/27/14	5724	1,863.97
707	01/27/14	5725	1,570.63
707	01/27/14	5726	25,390.10

*Subtotal for Claims*

35,677.50

**Payroll**

On Demand Wire	01/27/14	93	40,000
On Demand Wire	01/27/14	94	40,000

*Subtotal for Payroll*

\$80,000.00

**TOTAL CURRENT  
CLAIMS & PAYROLL**

**\$115,677.50**

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

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

\*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	*02-10-14 Payroll #16 FY13/14	0100			\$ 40,000.00		
<b>TOTAL REMITTANCE:</b>						\$ 40,000.00	
<p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

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

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

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

Page Total:



LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

Agenda Item 11  
DATE: 01/27/14  
REPORT NO: 94 **Page 17**

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	*02-24-14 Payroll #17 FY13/14	0100			\$ 40,000.00		
<b>TOTAL REMITTANCE:</b>					\$ 40,000.00		
<p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

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

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

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

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT  
 CLAIMS TRANSMITTED FOR PAYMENT

DATE: 01/27/14  
 REPORT NO: 5721

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	12-02-13	2400	0760		\$15.64		
	4010716355						
	12-02-13	2400	0760		\$76.65		
	4010717284						
<b>TOTAL REMITTANCE:</b>					\$92.29		
The claims listed above (totaling \$) 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: 01/27/14  
REPORT NO: 5722

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	12-11-13	2400	0760		\$1,003.97		
	4010716998	2400	0760		\$753.27		
	12-11-13	4010717000	2400	0760	\$35.96		
	4010717001	2400	0760		\$17.72		
	12-11-13	4010717002	2400	0760	\$21.17		
	12-12-13	4010718395	2400	0760	\$19.57		
	12-12-13	4010718396	2400	0760	\$16.69		
	12-12-13	4010718397	2400	0760	\$15.15		
	12-12-13	4010718398	2400	0760	\$15.70		
	12-12-13	4010718399	2400	0760	\$32.23		
	12-12-13	4010718400	2400	0760	\$28.29		
	12-12-13	4010718401	2400	0760	\$104.46		
	12-12-13	4010718402	2400	0760	\$249.71		
	12-12-13	4010718403	2400	0760	\$998.04		
	12-12-13	4010718404	2400	0760	\$11.15		
	12-12-13	4010718405	2400	0760	\$44.05		
	12-18-13	4010727161	2400	0760	\$41.65		
	12-19-13	4010731474	2400	0760	\$29.93		
	12-19-13	4010726237	2400	0760	\$22.29		
	12-19-13	4010726238	2400	0760	\$145.69		
12-19-13	4010726239	2400	0760	\$19.59			
12-19-13	4010726240	2400	0760	\$39.29			
12-19-13	4010726241	2400	0760				
<b>TOTAL REMITTANCE:</b>					<b>\$3,665.57</b>		
The claims listed above \$3,665.57 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 \_\_\_\_\_

Page Total:

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 01/27/14  
REPORT NO: 5723

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	12-19-13	4010726242	2400	0760	\$13.25		
	12-19-13	4010726243	2400	0760	\$104.59		
	12-19-13	4010726244	2400	0760	\$13.76		
	12-19-13	4010726245	2400	0760	\$180.51		
	12-19-13	4010726246	2400	0760	\$58.10		
	12-19-13	4010726247	2400	0760	\$13.25		
	12-19-13	4010726248	2400	0760	\$25.56		
	12-19-13	4010726249	2400	0760	\$56.00		
	12-19-13	4010726250	2400	0760	\$58.28		
	12-20-13	4010727175	2400	0760	\$40.37		
	12-20-13	4010727176	2400	0760	\$19.57		
	12-20-13	4010727177	2400	0760	\$23.41		
	12-20-13	4010727178	2400	0760	\$59.64		
	12-20-13	4010727179	2400	0760	\$25.54		
	12-20-13	4010727181	2400	0760	\$15.05		
	12-20-13	4010727182	2400	0760	\$190.69		
	12-20-13	4010727183	2400	0760	\$54.97		
	12-20-13	4010727184	2400	0760	\$25.54		
	12-20-13	4010727815	2400	0760	\$52.37		
	12-20-13	4010732527	2400	0760	\$27.50		
12-20-13	4010732528	2400	0760	\$83.30			
12-20-13	4010732529	2400	0760	\$40.39			
<b>TOTAL REMITTANCE:</b>					<b>\$1,181.64</b>		
The claims listed above \$1,181.64 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

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

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

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

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 01/27/14  
REPORT NO: 5724

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	12-20-13	2400	0760		\$20.86		
	4010732530	2400	0760		\$79.52		
	12-20-13	4010732532	2400	0760	\$85.45		
	12-20-13	4010723533	2400	0760	\$189.86		
	12-20-13	4010735234	2400	0760	\$182.10		
	12-23-13	4010739624	2400	0760	\$246.92		
	12-26-13	4010743281	2400	0760	\$91.38		
	12-26-13	4010743519	2400	0760	\$40.13		
	12-27-13	4010743858	2400	0760	\$20.59		
	01-06-14	4010741640	2400	0760	\$42.26		
	01-06-14	4010741641	2400	0760	\$17.93		
	01-6-14	4010741642	2400	0760	\$37.17		
	01-06-14	4010741643	2400	0760	\$21.17		
	01-06-14	4010741644	2400	0760	\$16.62		
	01-06-13	4010741645	2400	0760	\$120.40		
	01-06-14	4010741646	2400	0760	\$181.33		
	01-06-14	4010741647	2400	0760	\$79.11		
	01-06-14	4010741648	2400	0760	\$76.87		
	01-06-14	4010741649	2400	0760	\$52.37		
	01-06-14	4010741650	2400	0760	\$26.89		
	01-06-14	4010741651	2400	0760	\$23.58		
	01-06-14	4010741652	2400	0760	\$211.46		
	01-06-14	4010741653	2400	0760			
<b>TOTAL REMITTANCE:</b>					<b>\$1,863.97</b>		
The claims listed above \$1,863.97 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							

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

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

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

Page Total:

LOCALLY GOVERNED DISTRICT  
 CLAIMS TRANSMITTED FOR PAYMENT

DATE: 01/27/14  
 REPORT NO: 5725

The County Auditor is authorized to draw these checks from:

Placentia Library District  
 411 E Chapman Ave  
 Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	12-16-13		2400	0760	\$36.09		
	12-16-13	91485425	2400	0760	\$422.69		
	12-16-13	91485427	2400	0760	\$54.58		
	12-16-13	91485428	2400	0760	\$34.79		
	12-16-13	91489707	2400	0760	\$36.09		
	12-16-13	91489758	2400	0760	\$66.09		
	12-16-13	91489827	2400	0760	\$38.29		
	12-16-13	91489831	2400	0760	\$34.88		
	12-19-13	91492538	2400	0760	\$81.18		
	12-20-13	91503401	2400	0760	\$64.64		
	12-20-13	91503402	2400	0760	\$41.09		
	12-27-13	91516042	2400	0760	\$129.28		
	12-27-13	91516044	2400	0760	\$21.44		
	12-31-13	91522598	2400	0760	\$46.09		
	12-31-13	91522599	2400	0760	\$38.88		
	12-31-13	91523390	2400	0760	\$61.58		
	12-31-13	91523391	2400	0760	\$152.72		
	01-02-14	91524680	2400	0760	\$77.18		
	01-08-14	91531223	2400	0760	\$34.88		
	01-08-14	91531224	2400	0760	\$44.64		
01-08-14	91531225	2400	0760	\$17.44			
01-08-14	91531541	2400	0760	\$36.09			
01-09-14	91534488						
<b>TOTAL REMITTANCE:</b>					<b>\$1,570.63</b>		
The claims listed above \$1,570.63 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

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

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

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

Page Total:

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 01/27/14  
REPORT NO: 5726

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-6751 Woodruff, Spradlin & Smart 555 Anton Blvd, Suite 1200 Costa Mesa, CA 92626	12-31-13 49951	1900	0738		\$1,008.00		
VC-12513 Tyco Integrated Security LLC P.O. Box 371967 Pittsburgh, PA 15250-7967	01-04-14 20915284	1300			\$697.94		
VC-2616 Cintas Corporation #640 P.O. Box 29059 Pheonix, AZ 85038	01-13-14 640138630	1000			\$165.14		
	01-20-14 640142156				\$158.86		
					\$324.00		
VC-5233-2 AT&T PO Box 9011 Carol Stream, IL 60197-9011	01-02-14 005008601	0700	0700		\$106.23		
	01-02-14 005008601	0700	0701		\$282.02		
				\$388.25			
VC-5048 Special District Risk Management Auth 1112 I Street, Suite 300 Sacramento, CA 95814-2865	01-06-14 13999	0306			\$13,912.80		
VC-12175 Time Warner Cable PO Box 60074 City of Industry, CA 91716-0074	01-02-14 8448-40-025-0124877	0700	0702		\$205.99		
	01-06-14 8448-40-025-0276198	0700	0702		\$150.01		
				\$356.00			
VC-4882-1 Unlque Management Services 119 E. Maple St. Jeffersonville, IN 47130	01-01-14	1900	0741		\$152.15		
VC-13202 Staffmark ATTN: U.S. Bank P.O. Box 952386 St. Louis, MO 63195	01-09-14 2409601	1900	0748		\$310.08		
VC-0089-10 Placentia Disposal #676 PO Box 78829 Phoenix, AZ 85062-8829	12-31-13 0676-001685294	1001			\$79.96		
VC-5077-2 Macias, Gini & O'Connell (MGO) 3000 S Street, Suite 300 Sacramento, CA 95816	01-08-14 192517	1900	0742		\$8,160.92		
<b>TOTAL REMITTANCE:</b>					<b>\$25,390.10</b>		

The claims listed above \$25,390.10 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:** Yesenia Baltierra, Business Manager

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

**DATE:** January 27, 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		Closed Account	0.00	0.00
2/28/2014	Closed Account	Closed Account	Closed Account		Closed Account	0.00	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**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

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

**DATE:** January 27, 2014

**Summary of Cash and Investments as of December 31, 2013**

Cash with Orange County Treasurer Fund 707	1,608,464.89
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	69,248.75
General Fund Savings – Bank of the West	501,056.28
Payroll Checking – Wells Fargo Bank	86,380.40
<b>Total Cash and Investments</b>	<b>3,054,358.72</b>

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.

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Jeanette Contreras  
Library Director

*is interest applied?  
- monthly (annually)?*



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**PLACENTIA LIBRARY DISTRICT  
EXPENDITURES REPORT**

December 31, 2013  
50% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
0100	Salaries & Wages	1,077,523	530,964	0.49	\$546,559
0200	Retirement	41,644	12,981	0.31	\$28,663
0301	Unemployment Insurance	9,000	0	0.00	\$9,000
0306	Health Insurance	190,893	79,429	0.42	\$111,464
0306-0770	Employee Assistance Program	715	364	0.51	\$351
0308	Dental Insurance	15,917	7,587	0.48	\$8,330
0309	Life Insurance	7,568	3,754	0.50	\$3,814
0310	AD & D Insurance	4,008	2,330	0.58	\$1,678
0319	Vision Insurance	2,574	1,277	0.50	\$1,297
0350	Workers' Compensation Insurance	10,000	6,083	0.61	\$3,917
	<b>TOTAL</b>	<b>\$1,359,842</b>	<b>\$644,769</b>	<b>0.47</b>	<b>\$715,073</b>
<b>SERVICES &amp; SUPPLIES</b>					
0700	Communications	25,000	4,649	0.19	\$20,351
0900	Food	2,000	1,569	0.78	\$431
1000	Household Expenses	12,000	7,022	0.59	\$4,978
1100	Library Insurance	12,000	11,122	0.93	\$878
1300	Maintenance, Equipment	25,000	15,233	0.61	\$9,767
1400	Maintenance, Buildings & Improvements	48,500	25,028	0.52	\$23,472
1600	Memberships	12,000	6,208	0.52	\$5,792
1700	Miscellaneous Expense	500	249	0.50	\$251
1800	Office Expenses	38,872	18,966	0.49	\$19,906
1803	Postage	5,500	4,942	0.90	\$558
1900	Prof./Specialized Services	163,700	49,933	0.31	\$113,767
1912	Investment Administrative Fees	1,500	589	0.39	\$911
2000	Publication and Legal Notices	500	0	0.00	\$500
2100	Rents and Leases - Equipment	1,000	141	0.14	\$859
2200	Rents & Leases - Buildings & Improvements	15,000	14,090	0.94	\$910
2400	Books/Library Materials	162,000	86,419	0.53	\$75,581
2600	Transportation & Travel	5,000	2,847	0.57	\$2,153
2700	Meetings	30,500	5,672	0.19	\$24,828
2800	Utilities	73,500	39,764	0.54	\$33,736
	<b>TOTAL</b>	<b>\$634,072</b>	<b>\$294,443</b>	<b>0.46</b>	<b>\$339,629</b>
<b>OTHER CHARGES</b>					
3700	Taxes and Assessments	\$8,500	\$8,427	0.99	\$73
	<b>OPERATING EXPENSES</b>	<b>\$2,002,414</b>	<b>\$947,639</b>	<b>0.47</b>	<b>\$1,054,775</b>
<b>FIXED ASSETS &amp; CONTINGENCY FUNDS</b>					
4000	Equipment	\$55,000	\$13,480	0.25	\$41,520
4200	Structures/Improvements	75,000	\$120,250	1.60	-\$45,250
5200	Contingency Funds	\$0	\$0	0.00	\$0
	<b>TOTAL</b>	<b>\$130,000</b>	<b>\$133,730</b>	<b>1.03</b>	<b>-\$3,730</b>
<b>TOTAL BUDGET (Fund 707)</b>					
		<b>\$2,132,414</b>	<b>\$1,081,370</b>	<b>0.51</b>	<b>\$1,051,044</b>
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$374,419	\$0	0.00	\$374,419
	PLFF Grants	\$0	\$25,613	0.00	-\$25,613

*County Report*

PLACENTIA LIBRARY DISTRICT  
YTD REVENUE REPORT

December 31, 2013

GENERAL Fund 707	REV SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>TAXES</b>						
6210		Property Taxes - Current Secured	1,833,161	981,494	851,667	53.5%
6220		Property Taxes - Current Unsecured	78,317	45,023	33,294	57.5%
6230		Property Taxes - Prior Secured	0	-	-	0.0%
6240		Property Taxes - Prior Unsecured	0	-	-	0.0%
6250		Taxes - Spec Dist Augmentation	3,947	-	3,947	0.0%
6280		Property Taxes - Curr Supplemental	25,094	26,438	(1,344)	105.4%
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	1,055,515		
6610		Interest	0	2,797	(2,797)	100.0%
		Sub Total	0	2,797		
<b>INTERGOVERNMENTAL REVENUES</b>						
6690		State - Homeowners Property Tax Relief	17,243	2,132	15,111	12.4%
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	3,893		
<b>MISCELLANEOUS REVENUES</b>						
7670		Miscellaneous Revenue (Local Revenue)				
		Newsletter Ads	0	1,100	(1,100)	100.0%
		PLFF Grants	0	130,200	(130,200)	100.0%
		Fines & Fees	45,000	18,209	26,791	40.5%
		Passport/Photos	70,000	42,361	27,639	60.5%
		Meeting Room Fees	8,000	2,412	5,588	30.2%
		DVD Rentals	6,000	3,397	2,603	56.6%
		Test Proctor	4,000	3,700	300	92.5%
		Sub Total	133,000	201,379		
7680		6-MO Expired (Outlawed) Checks	0	-	-	0%
		YTD Actual	2,092,414	1,263,584		
		FY 12/13 Funds Available	40,000	40,000		
<b>TOTAL REVENUES FY 12/13:</b>			2,132,414	1,303,584	828,830	61.1%
<b>MISCELLANEOUS REVENUES (Restricted)</b>						
		Impact Fees	0	-	-	0%
		City of Placentia Tax Sharing Agreement	0	-	-	0%

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

Prepared by Katie Mateas, 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	\$19,473	765	795	\$6,278	6	17	\$25,751	771	812	\$833	53	57	\$26,584	824	869
California Adult Fiction	\$0	0	0	\$279	10	10	\$279	10	10	\$0	0	0	\$279	10	10
Total Adult Fiction	\$19,473	765	795	\$6,557	16	27	\$26,030	781	822	\$833	53	57	\$26,863	834	879
Adult Non-Fiction	\$12,894	602	604	\$425	15	23	\$13,319	617	627	\$471	20	20	\$13,790	637	647
Adult Reference	\$315	8	8	\$0	0	0	\$315	8	8	\$1,064	22	22	\$1,379	30	30
Adult magazines	\$4,126	85	367	\$0	0	0	\$4,126	85	367	\$0	0	0	\$4,126	85	367
California Adult Non-Fiction	\$0	0	0	\$1,560	72	72	\$1,560	72	72	\$0	0	0	\$1,560	72	72
Total Adult Non-Fiction	\$17,335	695	979	\$1,985	87	95	\$19,320	782	1074	\$1,535	42	42	\$20,855	824	1116
TOTAL ADULT PRINT MATERIALS	\$36,808	1460	1774	\$8,542	103	122	\$45,350	1563	1896	\$2,368	95	99	\$47,718	1,658	1,985
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$1,058	76	76	\$1,058	76	76
Adult Audio Books	\$3,608	94	94	\$339	8	8	\$3,947	102	102	\$0	0	0	\$3,947	102	102
Adult Free DVDs	\$719	18	30	\$0	0	0	\$719	18	30	\$30	3	3	\$749	21	33
Adult Rental DVDs	\$1,743	71	71	\$151	7	7	\$1,894	78	78	\$425	38	38	\$2,319	116	116
TOTAL ADULT NON-PRINT MATERIALS	\$6,070	183	195	\$490	15	15	\$6,560	198	210	\$1,513	117	117	\$8,073	315	327
TOTAL ADULT MATERIALS	\$42,878	1,643	1,969	\$9,032	118	137	\$51,910	1,761	2,106	\$3,881	212	216	\$55,791	1,973	2,322
Juvenile Fiction	\$14,520	811	1075	\$45	2	2	\$14,565	813	1077	\$1,428	180	180	\$15,993	993	1257
California Juvenile Fiction	\$0	0	0	\$459	27	27	\$459	27	27	\$0	0	0	\$459	27	27
Young Adult Fiction	\$7,444	555	561	\$0	0	0	\$7,444	555	561	\$185	28	28	\$7,629	583	589
California Young Adult Fiction	\$0	0	0	\$109	6	7	\$109	6	7	\$0	0	0	\$109	6	7
Total Juvenile Fiction	\$21,964	1366	1636	\$613	35	36	\$22,577	1401	1672	\$1,623	208	208	\$24,200	1,609	1,880
Juvenile Non-Fiction	\$6,257	290	305	\$58	3	3	\$6,315	293	308	\$152	12	12	\$6,467	305	320
California Juvenile Non-Fiction	\$0	0	0	\$396	15	16	\$396	15	16	\$396	15	16	\$792	31	32
Young Adult Non-Fiction	\$373	20	20	\$0	0	0	\$373	20	20	\$77	5	5	\$450	25	25
California Young Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Reference	\$69	2	2	\$0	0	0	\$69	2	2	\$95	9	9	\$164	11	11
Juvenile Magazines	\$601	13	21	\$0	0	0	\$601	13	21	\$601	13	21	\$601	13	21
Total Juvenile Non-Fiction	\$7,300	325	348	\$454	18	19	\$7,754	343	367	\$924	26	26	\$8,678	369	393
TOTAL JUVENILE PRINT MATERIALS	\$29,264	1,691	1,984	\$1,067	53	55	\$30,331	1,744	2,039	\$1,947	234	234	\$32,278	1,978	2,273
Juvenile Music CDs	\$273	12	14	\$0	0	0	\$273	12	14	\$0	0	0	\$273	12	14
Juvenile Audio Books	\$96	3	3	\$0	0	0	\$96	3	3	\$0	0	0	\$96	3	3
Young Adult Video Games	\$0	0	0	\$740	18	18	\$740	18	18	\$0	0	0	\$740	18	18
Juvenile Free DVDs	\$249	12	12	\$0	0	0	\$249	12	12	\$272	19	19	\$521	31	31
Juvenile Rental DVDs	\$264	11	11	\$0	0	0	\$264	11	11	\$48	3	3	\$312	14	14
TOTAL JUVENILE NON-PRINT MATERIALS	\$882	38	40	\$740	18	18	\$1,622	56	58	\$920	22	22	\$1,942	78	80
TOTAL JUVENILE MATERIALS	\$30,146	1729	2024	\$1,807	71	73	\$31,953	1,800	2097	\$2,267	256	256	\$34,220	2,066	2353
On-line databases	\$8,516	3	0	\$0	0	0	\$8,516	3	0	\$0	0	0	\$8,516	3	0
E-books	\$0	31	31	\$0	0	0	\$0	31	31	\$0	0	0	\$0	31	31
Electronic	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL ELECTRONIC MATERIALS	\$8,516	34	31	\$0	0	0	\$8,516	34	31	\$0	0	0	\$8,516	34	31
Total Fiction	\$41,437	2131	2431	\$7,170	51	63	\$48,607	2182	2494	\$2,456	261	265	\$51,063	2443	2759
Total Non-Fiction	\$24,635	1020	1327	\$2,439	105	114	\$27,074	1125	1441	\$1,859	68	68	\$28,933	1193	1509
Total Electronic	\$8,516	34	31	\$0	0	0	\$8,516	34	31	\$0	0	0	\$8,516	34	31
Total Audio Books	\$3,704	97	97	\$339	8	8	\$4,043	105	105	\$0	0	0	\$4,043	105	105
Total Free DVDs	\$968	30	42	\$0	0	0	\$968	30	42	\$302	22	22	\$1,270	52	64
Total Rental DVDs	\$2,007	82	82	\$151	7	7	\$2,158	89	89	\$473	41	41	\$2,631	130	130
TOTAL MATERIALS	\$81,257	3394	4010	\$10,099	171	192	\$91,366	3,585	4,202	\$5,090	392	396	\$96,456	3957	4598
General Fund	\$20,845														
Adopt-a-book	\$0														
TOTAL	\$20,845														

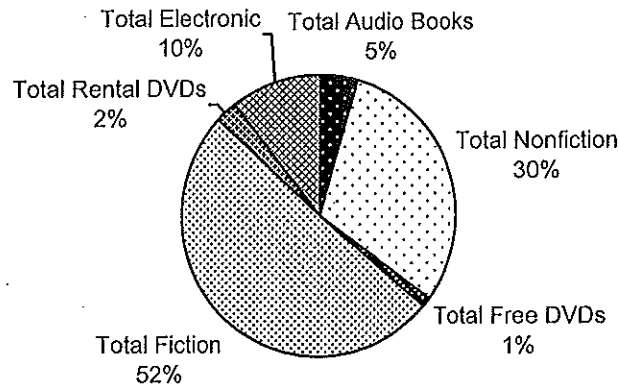
Outstanding Orders as of December 2013

General Fund \$20,845  
Adopt-a-book \$0

# Placentia Library District

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

	Amount	Title	Volumes
Total Fiction	\$41,437	2131	2431
Total Non-Fiction	\$24,635	1020	1327
Total Electronic	\$8,516	34	31
Total Audio Books	\$3,704	97	97
Total Free DVDs	\$968	30	42
Total Rental DVDs	\$2,007	82	82
<b>TOTAL MATERIALS</b>	<b>\$81,267</b>	<b>3394</b>	<b>4010</b>



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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


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**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Business Manager  
**SUBJECT:** Entrepreneurial Activities Report for December 2013  
**DATE:** January 27, 2014

**Net Revenue Summary for December 2013**

			YTD	YTD
	Dec-13	Dec-12	2013-2014	2012-2013
Passport	4,326.00	3,850.00	34,801.00	29,450.00
Passport Photos	948.00	948.00	7,560.00	7,139.00
Test Proctor	650.00	200.00	3,700.00	2,300.00
Meeting Room	715.00	185.00	2,412.00	2,580.00
DVD Rentals	475.00	453.00	3,397.00	3,133.60
<b>Total</b>	<b>7,114.00</b>	<b>5,636.00</b>	<b>51,870.00</b>	<b>44,602.60</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Yesenia Baltierra, Business Manager

**SUBJECT:** Personnel Report for December 2013

**DATE:** January 27, 2014

			YTD	YTD
	Dec-13	Dec-12	2013-2014	2012-2013
Separation	0	1	0	3
Retirement	0	0	0	0
Appointments	0	0	2	1
Open Positions	1	2	2	3
Workers' Compensation Leave	1	0	1	0
<b>Total</b>	<b>2</b>	<b>3</b>	<b>5</b>	<b>7</b>

**SEPARATION:**  
None

**RETIREMENT:**  
None

**APPOINTMENTS:**  
None

**OPEN POSITIONS:**  
Administrative Assistant (40 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:** January 27, 2014

**MONTHLY STATISTICS**

**December 2013**

<b>CIRCULATION</b>				Y-T-D	Y-T-D	Y-T-D
	Dec-13	Dec-12		2013-14	2012-13	% change
New Patron Registrations	215	201		1,975	1,821	8.5%
Total Circulation*	13,967	13,830		112,798	101,943	9.6%
Total Active Borrowers**	8,408	8,619				
Attendance	17,864	19,223		128,027	134,844	-5.1%
Registered Card Holders**	30,472	32,147				
Adult Fiction	2,352	2,615		16,919	17,468	-3.1%
Adult Nonfiction	2,016	1,565		12,747	10,912	16.8%
Adult Magazines	174	205		1,349	1,469	-8.2%
Adult Music CDs	147	148		1,066	1,079	-1.2%
Adult Audio Books	542	525		3,694	3,161	16.9%
Adult Free DVDs	273	203		1,699	1,653	2.8%
Adult Rental DVDs	387	351		2,511	2,494	0.7%
Overdrive E-Books	536	326		3,067	1,547	98.3%
Overdrive Audio Books	229	134		1,327	639	107.7%
JV Fiction	7,568	5,068		52,779	40,165	31.4%
YA Fiction	1,048	931		7,981	7,558	5.6%
JV Nonfiction	2,047	916		10,697	6,636	61.2%
YA Nonfiction	77	62		566	431	31.3%
JV Magazines	10	13		52	70	-25.7%
JV Music CDs	12	12		168	148	13.5%
JV Audio Books	43	37		284	265	7.2%
JV Free DVDs	433	588		4,067	4,160	-2.2%
JV Rental DVDs	164	167		1,280	1,227	4.3%
Video Games	11	0		31	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		1,107	281	344	412	912	3,056
10:00		513	613	244	804	461	2,635
11:00		466	324	261	330	550	1,931
12:00		738	270	318	310	621	2,257
1:00	933	547	356	370	395	706	3,307
2:00	929	604	230	366	439	694	3,262
3:00	1,268	687	483	470	642	783	4,333
4:00	775	942	722	513	902	672	4,526
5:00		1,102	558	638	397		2,695
6:00		949	621	743	940		3,253
7:00		439	480	536	874		2,329
8:00		626	381	427	710		2,144
<b>Total/Day</b>	3,905	8,720	5,319	5,230	7,155	5,399	35,728
<b>* Grand Total</b>							<b>17,864</b>

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

**PASSPORT SERVICES**

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.	
9:00		3	1	0	0	4	8	
10:00		1	1	0	1	11	14	
11:00		2	1	2	0	7	12	
12:00		3	3	2	1	6	15	
1:00	12	10	0	2	5	2	31	
2:00	4	4	1	2	3	4	18	
3:00	3	2	3	0	4	4	16	
4:00	4	6	4	7	3	2	26	
5:00		4	4	1	2		11	
6:00		2	6	0	1		9	
7:00		3	0	2	3		8	
8:00		3	1	0	1		5	
<b>Total/Day</b>	23	43	25	18	24	40	173	
<b>Grand Total</b>								

**STAFF ACTIVITY**

December 03, 2013- Fernando participated in Supervisors meeting.  
December 03, 2013- Staff organized the meeting room for Pre-School story time.  
December 03, 2013- Estella delivered money deposits to the bank.  
December 04, 2013- Fernando participated in the newsletter review meeting.  
December 05, 2013- Estella delivered money deposits to the bank.  
December 05, 2013- Staff organized the meeting room for Lap-Sit story time.  
December 05, 2013- Staff assisted with Holiday Series event set up.  
December 05, 2013- Staff organized the meeting room for P-Tac.  
December 08, 2013- Staff helped with Friends monthly book sale.  
December 09, 2013- Staff organized the meeting room for PLFF board meeting.  
December 10, 2013- Staff organized the meeting room for a book discussion.  
December 10, 2013- Staff organized the meeting room for Pre-School story time.  
December 10, 2013- Estella delivered money deposits to the bank.  
December 11, 2013- Staff organized the meeting room for Cops story time.  
December 12, 2013- Staff organized the meeting room for Le Teen Cafe.  
December 12, 2013- Staff assisted with Holiday Series event set up.  
December 12, 2013- Estella delivered money deposits to the bank.  
December 12, 2013- Staff organized the meeting room for Lap-Sit story time.  
December 14, 2013- Staff assisted with Winter Wonderland event set up.  
December 17, 2013- Estella, Beatrice, Victor and Fernando attended all staff meeting.  
December 17, 2013- Estella, Victor, and Laura D. attended department meeting.  
December 17, 2013- Estella delivered money deposits to the bank.  
December 19, 2013- Estella delivered money deposits to the bank.  
December 19, 2013- Staff organized the meeting room for P-Tac.  
December 19, 2013- Staff assisted with Holiday Series event set up.  
December 19, 2013- Staff organized the meeting room for RADD story time.

**ONGOING PROJECTS**

Fernando continues to work on staff performance evaluations.  
Circulation continues to work on a passport marketing campaign.  
Fernando will continue passport training for all Library Aides.  
Passport Agents continue to work on passport recertification.

**NEW PROJECTS AND ACTIVITIES**

Fernando will train Laura C. about book mending procedures.  
Fernando will train Circulation staff how to handle virtual library cards.



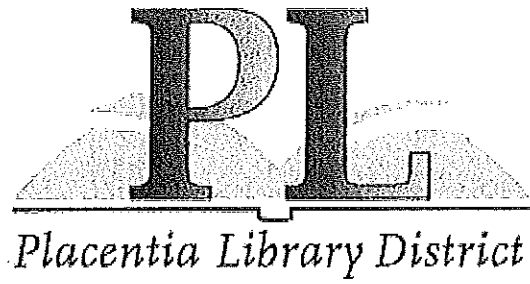
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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Business Manager  
**SUBJECT:** City of Placentia Invoices, December 2013  
**DATE:** January 27, 2014

PERIOD COVERED	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL TOTAL	
FY 2013-2014						
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						\$0.00
14-Feb						\$0.00
14-Mar						\$0.00
14-Apr						\$0.00
14-May						\$0.00
14-Jun						\$0.00
	TOTAL	\$ 29,309.07	\$ 7,262.45	\$ 570.00	\$ 23.78	\$ 37,165.30
	AVG	5,861.81	1,452.49	114.00	4.76	7,433.06
* City Billing Not Received						
PERIOD COVERED	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL TOTAL	
FY 2012-2013						
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**

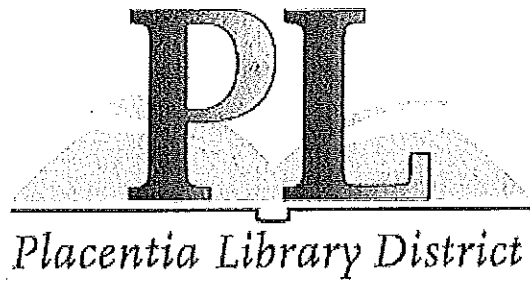
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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Library Director's Report for December 2013  
**DATE:** January 27, 2014

December was a slow month due to holidays and vacations. Administration continues to work with the auditors to complete the District's financial annual audit, while efficiently maintaining clerical support without a full-time Administrative Assistant. We are also working to complete the next issue of the eXPLORE newsletter for mailing by mid-January.

I attended a few meetings, including: the Library Board of Trustees on December 16<sup>th</sup>, Supervisor's on December 3<sup>rd</sup>, Monday Huddles on December 2<sup>nd</sup>, 9<sup>th</sup> and 23<sup>rd</sup>, PLFF on December 9<sup>th</sup> and Interact Club activity on December 27<sup>th</sup>.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Lori Worden, Children's Services Supervisor

**SUBJECT:** Children's Services Monthly Activity Report for December 2013

**DATE:** January 27, 2014

**MONTHLY STATISTICS**

**Childrens Desk Activity**

	December 2013	December 2012	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
Phone reference:	28	40	228	207	10.14%
In person reference/research:	622	779	4787	4715	1.53%
<b>Total Reference</b>	<b>650</b>	<b>819</b>	<b>5015</b>	<b>4922</b>	<b>1.89%</b>
Total Number of Programs	28	40	208	232	-10.34%
Total Programs Attendance	654	793	8474	8425	0.58%

**PROGRAM STATISTICS**

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Read to the Dogs	1	30
Preschool Story Times I & II: 3-6 years	4	115
C.O.P.S.	1	14
Pocket Tales: Stories, music, and movement.	2	61
Lap Sit 24 months & younger	2	115
R.A.D.D.	1	6
P-TAC (Placentia Teen Advisory Committee)	2	38
Family Game Day	1	12
Homework Club	12	128
12/12 YA: Le Teen Café	1	35
12/14 Winter Wonderland	1	100
<b>Total December 2013</b>	<b>28</b>	<b>654</b>
<b>Total December 2012</b>	<b>40</b>	<b>793</b>

<b>Current FY to date</b>	<b>208</b>	<b>8,474</b>
<b>Previous FY to date</b>	<b>232</b>	<b>8,425</b>

**Achievements:**

- Lori Worden shopped at Scholastic Warehouse for books for children to be included in gift baskets for the City of Placentia's annual Community Christmas Baskets program.
- Lori Worden attended a SLS Children's Services Committee meeting at Yorba Linda Public Library.
- Lori Worden attended the Library Board of Trustees program.
- Children's staff attended the all-staff meeting.
- Children's staff planned the annual Winter Wonderland event, with a visit from Santa, crafts and treats.

**In progress:**

- Children's staff purchased materials for the children's and young adult collections.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


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**TO:** Jeanette Contreras, Library Director

**FROM:** Nadia Dallstream, Adult Services Supervisor

**SUBJECT:** Adult Services Report for December 2013

**DATE:** JANUARY 27, 2014

**MONTHLY STATISTICS****Reference Desk Activity**

	<b>December 2013</b>	<b>December 2012</b>	<b>Y-T-D 2013-14</b>	<b>Y-T-D 2012-13</b>	<b>Y-T-D % change</b>
Reference -- in person	503	761	4663	5790	-19.46%
Reference -- telephone	222	216	1924	2020	-4.75%
Reference -- email/chat	1	2	7	23	-69.57%
Technology assistance	284	288	4331	2442	77.35%
Guest passes	143	95	962	811	18.62%
Adult and Children's computer use (desktops)	2167	2220	14056	15064	-6.69%
Adult computer usage (desktop)	1909	1889	12318	13145	-6.29%
Public computer use (express laptops)	81	109	760	2054	-63.00%
Adult Program Attendance	192	240	1204	1150	4.70%
Number of Adult Programs	9	5	50	41	21.95%

**Adult Services Programs**

	<b>December 2013</b>
December 3, 2013 Computer Workshop: Microsoft Word: Basics and Beyond (Killianey)	11
December 5, 2013 Holiday Fine Arts Series (Killianey)	50
December 7, 2013 Affordable Care Act (Dallstream)	7
December 10, 2013 Book Discussions: <i>The Devil in the White City</i> by Erik Larson (Dallstream)	8
December 10, 2013 Computer Workshop: Microsoft Word: Basics and Beyond (Killianey)	8
December 12, 2013 English Literacy: Conversation Club (Faber)	4
December 12, 2013 Holiday Fine Arts Series (Faber)	57
December 17, 2013 Computer Workshop: Introduction to Facebook (Killianey)	7
December 19, 2013 Holiday Fine Arts Series (Townsend)	40
<b>Total Program Attendance</b>	<b>192</b>

Volunteer Hours

	December 2013	December 2012	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
History Room	0	11	33.5	130.25	-74.28%
PLFF	459.5	386.5	3115.75	2572.75	21.11%
General Library	466.5	329.75	3060	1979.25	54.60%
Technology	180	14.75	276	724.25	-61.89%
Homework Club	69.75	86.75	378.5	410.25	-7.74%
Adult Literacy Tutors	39.25	25.75	377.7	163	131.72%
PTAC	137.25	127.5	886.5	885.75	0.08%
<b>Total Volunteer Hours</b>	<b>1352.25</b>	<b>982</b>	<b>9608.45</b>	<b>6865.5</b>	<b>39.95%</b>

History Room Activity

	December 2013	December 2012	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
History Room Visitors	3	5	45	41	9.76%

ACHIEVEMENTS

- *Katie Matas* contacted all library database technical services reps to update our library card numbers and provide access to patrons who have Virtual Library Cards. *apply from home* →
- *Jeannie Killianey* wrote the first article for inclusion in her monthly contribution to the Placentia News-Times.
- *Jeannie Killianey and Nadia Dallstream* created new book trough displays.
- *Venessa Faber* designed ad pages for 2014 Spring-Summer eXPLORE.
- *Wendy Townsend* participated in the SJSU Internship panel on December 2<sup>nd</sup>.
- *Wendy Townsend, Venessa Faber and Jeannie Killianey* hosted the Holiday Fine Arts Series on December 5<sup>th</sup>, 12<sup>th</sup> & 19<sup>th</sup>.
- *Wendy Townsend and Venessa Faber* decorated the Adult Services area for winter.
- *Wendy Townsend* organized staff to provide thank you candy canes to volunteers for the holidays.

MEETINGS

- *Nadia Dallstream* met with Collection HQ representative on December 2<sup>nd</sup>.
- *Katie Matas* attended the Monday Huddle meeting on December 9<sup>th</sup>.
- *Nadia Dallstream, Katie Matas, Jeannie Killianey, Venessa Faber and Wendy Townsend* participated in the December 6<sup>th</sup> budget workshop.
- *Nadia Dallstream* attended the Supervisor/Manager Meetings on December 3<sup>rd</sup> and 17<sup>th</sup>.
- *Nadia Dallstream and Katie Matas* met on December 4<sup>th</sup> and 18<sup>th</sup>.
- *Katie Matas, Wendy Townsend and Venessa Faber* attended the Staff Meeting on December 17<sup>th</sup>.
- *Wendy Townsend* attended the SLS Adult Services meeting on December 17<sup>th</sup>.
- *Wendy Townsend and Nadia Dallstream* met one time.
- *Venessa Faber* interviewed potential interns for the Literacy program.
- *Jeannie Killianey* met with a future Computer Workshop instructor on December 17<sup>th</sup>.



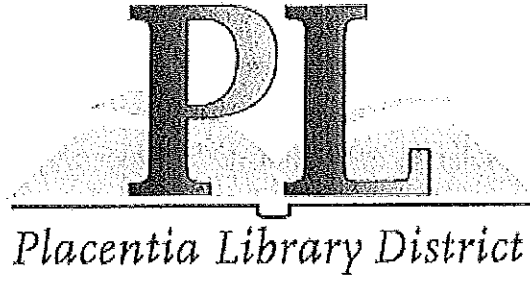
PROFESSIONAL DEVELOPMENT

- *Katie Matus* listened to a webinar presented by Overdrive about new e-reader devices on December 16<sup>th</sup>.

IN PROGRESS

- *Adult Services Staff* is coordinating programming for November 2013 through June 2014.
- *Venessa Faber* is finalizing 2014 Spring – Summer eXPLORE.
- *Venessa Faber* is working with PLFF for Author’s Luncheon needs.
- *Jeannie Killianey* contacted the Placentia Library Board of Trustees for recommendations for inclusion on Pinterest, Facebook, Twitter, and the Staff Picks book trough.

e-books  
downloads  
database user } virtual card for  
virtual services



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


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**TO:** Jeanette Contreras, Library Director

**FROM:** Katie Matas, Librarian I

**SUBJECT:** Placentia Library Website & Technology Report for December 2013

**DATE:** January 27, 2014

**On-line database usage**

	December 2013	Onsite Usage 12/13	Remote Usage 12/13	December 2012	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
Placentia Library Catalog	12,499	N/A	N/A	15,455	89,346	115,390	-23%
General Reference Center	91	67	24	149	325	416	-22%
Biography In Context	26	14	12	15	81	61	33%
Opposing Viewpoints	103	103	0	10	508	80	535%
Freegal	631	N/A	N/A	449	3,402	1,934	76%
Heritage Quest	303	N/A	N/A	395	2,677	3,484	-23%
Novelist	15	N/A	N/A	49	192	318	-40%
Shmoop	3	N/A	N/A	34	196	96	104%
Tumblebooks	426	N/A	N/A	548	2,544	2,713	-6%
Reference USA	236	N/A	N/A	105	1,957	479	309%
<b>TOTAL DATABASE USAGE</b>	<b>14,333</b>	<b>184</b>	<b>36</b>	<b>17,209</b>	<b>45,945</b>	<b>54,891</b>	<b>-16%</b>

**Website Traffic**

	December 2013	December 2012	Y-T-D 2012-13	Y-T-D 2013-14	Y-T-D % change
Website visits	18,719	18,695	122,004	128,593	-5%
Page Hits	38,043	36,061	231,363	227,474	2%



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Presentation of Fiscal Year 2012-2013 Financial Audit from Macias Gini & O'Connell  
**DATE:** January 27, 2014

**BACKGROUND**

Macias Gini & O'Connell will present the final findings for the Fiscal Year 2012-2013 Audit of Financial Transactions for the Placentia Library District.

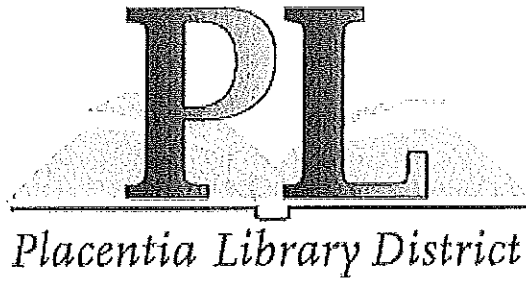
**RECOMMENDATION**

Receive & File the Financial Audit for Fiscal Year 2012-2013.

*J.M. - significant deficiency - neg impact - no.*  
*A.S. - mitigate need for outside auditor? procedural changes? (cost) (use city auditor?)*  
*- first in 2013 logged into 2014 financials*  
*- GASPE*  
*- any changes will be in FY 2014 - June + July 2015.*  
*JC will determine costs / pull away from county?*  
*A/P*

---

*BOT will determine next steps.*



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Update on the Strategic Planning Process from BHI Consulting  
**DATE:** January 27, 2014

**BACKGROUND**

Mr. Brent Ives of BHI Consulting will provide an update on the progress of the strategic plan and the upcoming activities.

**RECOMMENDATION**

Actions to be determined by the Library Board of Trustees.

- designing needs assessment survey - BHI Consulting  
for public
- input from staff 1/28/14.
- pitch link out - Fernando  
to public



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Review and Discuss the Sound System for Community Meeting Room

**DATE:** January 27, 2014

**BACKGROUND**

The Library Board of Trustees met on November 12 and 25, 2013 to discuss the possibility of installing a sound system in the newly remodeled community meeting room.

The community meeting room currently has a projector for presentations and programs such as Family Flicks. Library staff was asked to obtain estimates for a sound system to be installed in the community meeting room. The current portable sound system is setup by circulation staff and the system has already experienced malfunction.

It was decided that the discussion be scheduled for the January meeting when Mr. Jeremy Yamaguchi is available to provide additional information. Since the November 25, 2013 Library Board of Trustees meeting, President Shkoler met with Mr. Yamaguchi to discuss other sound system options, including use of President Shkoler's equipment which he would donate to the Library.

Attachment A are quotes that were presented at the November 25, 2013 Library Board of Trustees meeting.

Attachment B is the quote using President Shkoler's equipment.

Fiscal Impact: \$2,000 - \$5,000

**RECOMMENDATION**

Actions will be determined by the Library Board of Trustees.

*Em. moved to accept \$4584 (quote attach B)*  
*led John - unanimous.*

Budget PA Quotation  
October 21, 2013

Contractor
Eagle Multi-Media
411 Park Industrial dr.
La Habra, CA 90631
(714) 345-2513
Productions@jeremyyamaguchi.com

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

Item	Description	Quantity	Unit Price	Sub-Total
Speaker	JBL Control 28- white	2	\$ 240.00	\$ 480.00
Microphone	Shure CVC 18 B/C	8	\$ 99.98	\$ 799.84
Mixer/Amp	Yamaha EMX 312	1	\$ 470.00	\$ 470.00
Wireless Mic	Shure Wireless BLX	1	\$ 440.00	\$ 440.00
Microphone Cable	XLR Cable & Conectors	1	\$ 200.00	\$ 200.00
Speaker Cable	12 Guage /2 conductor	1	\$ 150.00	\$ 150.00
Labor	Instalation and Training	1	\$ 750.00	\$ 750.00

Sub total \$ 2,539.84  
 Tax \$ 203.19  
 Labor \$ 750.00  
 Total \$ 3,493.03

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Travel Authorization: American Library Association (ALA) Annual Conference, June 26-July 1, 2014, Las Vegas, Nevada  
**DATE:** January 27, 2014

**BACKGROUND**

The ALA Conference will be held June 26 through July 1, 2014 in Las Vegas, Nevada. Estimated cost includes:

- Full registration \$ 325 (Early bird registration by March 3, 2014)
- Accommodation \$ 500 (5 nights)
- Airfare \$ 250
- Per diem \$ 400

Attachment A is information regarding the ALA Conference. Additional information can be found at the conference website at <http://ala14.ala.org>.

Fiscal Impact: Estimated \$1,475 per person

*Early bird - who will attend?  
 Reg by 3/3/14*

**RECOMMENDATIONS**

1. Determine which Library Board of Trustees would like to attend the ALA Conference, June 26-July 1, 2014 in Las Vegas, Nevada; and, *JM/GC/EM Ayes 5.*
2. Authorize Library Director to attend; and, *Ayes 5.*
3. Authorize time off and registration fee for Children's Services Supervisor. *Ayes 5.*

*→ EM donating accom / meals to cost of Coleen's travel.  
 → EM only needs 1/2 estimated travel cost.*

*Done - Book Hotel for - JM/GC/JC/CW.*



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*Resources For*

- [Exhibitors](#)
- [First-Timers](#)
- [Job Seekers/Employers](#)
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*Registration Rates*

**Same great conference...Different city!**

**Get ready now to expand your network, build your knowledge, and improve your profession!**

Click here to register for the 2014 ALA Annual Conference in Las Vegas!

**Annual Conference & Exhibition Registration**

Included in the full registration package, you get access to the exhibit hall, discussion groups and meetings, Opening and Closing General Sessions, ALA President's Program, Auditorium Speaker Series, Job Placement Center and much more.

Purchase a full conference registration to receive the program book, bag, and other great materials!

Full registration covers June 26 through July 1, 2014 and all sessions except for Pre-Annual Institutes and ticketed events. Exhibits-Only passes cover access to the exhibit floor only (Saturday through Monday).

Annual Conference registration and housing will open January 13, 2014.

Note that you must already be registered for the conference in order to book a hotel room. To book a room, please use the link to your personalized dashboard in your registration confirmation email.

Annual Conference Registration Categories	Early Bird by March 3, 2014	Advance by June 20, 2014	Onsite	Daily Fees (Full conference registration for a single day)
Member*	\$235	\$250	\$280	\$155
Division Member*	\$230	\$245	\$275	\$155
Retired Member*	\$200	\$215	\$245	\$100
Student Member**	\$110	\$135	\$165	\$100
Non-member	\$325	\$350	\$395	\$155
Exhibits Only (For use on the exhibit floor Sat., Sun. and Mon.)	\$35	\$35	\$35	

\* Must show proof of membership

\*\* Must show proof of ALA student membership

Note: The majority of the conference will take place in the Las Vegas Convention Center, but there are also some sessions at various hotels, depending on the unit sponsoring them. Detailed location information for sessions will be available when the Scheduler opens.

**Accessibility**



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WHAT'S HAPPENING    REGISTRATION    HOTELS & TRAVEL    IN THE EXHIBIT HALL    GENERAL INFO    MAKING YOUR CASE TO ATTEND

*Resources For*

- Exhibitors
- First-Timers
- Job Seekers/Employers
- Presenters
- Press
- Revisit Annual 2013



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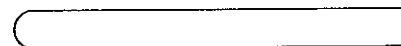
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Browse sessions by:

0 sessions

Session	Sponsors
Boba Fett at the Circ Desk: Library Leadership Lessons from The Empire Strikes Back	PLA (Public Library Association)
Building a Learning Culture From the Inside Out	PLA (Public Library Association)
Collection Management in Public Libraries Interest Group	ALCTS (Association for Library Collections and Technical Services) ALCTS CMS (Collection Management Section)
Grow Forward: Professional Education Needs in the 21st Century	ALA American Library Association (ALA)
Leaning Your Library's Materials Handling Workflows	PLA (Public Library Association)
More than Fun in the Sun! Building Collaborative Relationships and Using Real Data to Increase Summer Learning	PLA (Public Library Association)
Panel: Public Libraries and Digital Inclusion	ALA American Library Association (ALA)
The Strategic Plan Is Dead; Long Live Strategy	PLA (Public Library Association)
Trustee Competencies - Getting Better All the Time	UNITED (United for Libraries) UNITED



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WHAT'S HAPPENING    REGISTRATION    HOTELS & TRAVEL    IN THE EXHIBIT HALL    GENERAL INFO    MAKING YOUR CASE TO ATTEND

*Resources For*

- Exhibitors
- First-Timers
- Job Seekers/Employers
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- Press
- Revisit Annual 2013



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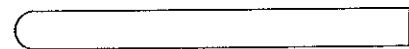
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Browse sessions by:

0 sessions

Session	Sponsors
MAGIRT Program: The Accidental Map Librarian	MAGIRT (Map and Geospatial Information Round Table)
OLOS Outreach Panel II: Library Services to the Underserved	ALA American Library Association (ALA)
Open Source Spaces and New Community Places	PLA (Public Library Association)
Smart Investing @your library: Adding Value In Your Community	RUSA (Reference and User Services Association)
Video Librarianship 101 (Public Libraries)	VRT (Video Round Table)



Contact Us | Help

WHAT'S HAPPENING

REGISTRATION

HOTELS & TRAVEL

IN THE EXHIBIT HALL

GENERAL INFO

MAKING YOUR CASE TO ATTEND

### Resources For

- Exhibitors
- First-Timers
- Job Seekers/Employers
- Presenters
- Press
- Revisit Annual 2013



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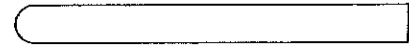
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#### Browse sessions by:

0 sessions

Session	Sponsors
Data Driven Collections: Integrating Evidence Into Your Collection Maintenance and Development Procedures	PLA (Public Library Association)



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[WHAT'S HAPPENING](#)

[REGISTRATION](#)

[HOTELS & TRAVEL](#)

[IN THE EXHIBIT HALL](#)

[GENERAL INFO](#)

[MAKING YOUR CASE TO ATTEND](#)

*Resources For*

- [Exhibitors](#)
- [First-Timers](#)
- [Job Seekers/Employers](#)
- [Presenters](#)
- [Press](#)
- [Revisit Annual 2013](#)



*Connect With Us*

*Preliminary Program*

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**Browse sessions by:**

Buildings and Facilities  Public  Meeting Type  Sponsor

Content Area    **0 sessions**

Session	Sponsors
MAGIRT Program: The Accidental Map Librarian	MAGIRT (Map and Geospatial Information Round Table)
Open Source Spaces and New Community Places	PLA (Public Library Association)
The Unstaffed Library: Challenges and Opportunities	PLA (Public Library Association)





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[WHAT'S HAPPENING](#)

[REGISTRATION](#)

[HOTELS & TRAVEL](#)

[IN THE EXHIBIT HALL](#)

[GENERAL INFO](#)

[MAKING YOUR CASE TO ATTEND](#)

*Resources For*

- [Exhibitors](#)
- [First-Timers](#)
- [Job Seekers/Employers](#)
- [Presenters](#)
- [Press](#)
- [Revisit Annual 2013](#)

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**Browse sessions by:**

0 sessions

Session	Sponsors
ALSC Charlemae Rollins Presidents Program- The Ripple Effect: Library Partnerships that Positively Impact Children, Families, Communities, and Beyond	ALSC (Association for Library Service to Children)
Creating a Safe Library Space for All Youth	GLBTRT (Gay, Lesbian, Bisexual & Transgender Round Table)
Every Child Ready to Eat: Nutrition Education for Families Using Early Literacy Practices	PLA (Public Library Association)
Every Child Ready to Read 2 - Does It Really Work? Evaluating the Program	ALSC (Association for Library Service to Children)
More than Fun in the Sun! Building Collaborative Relationships and Using Real Data to Increase Summer Learning	PLA (Public Library Association)
Place Holder For GLBTRT/SRRT Rainbow Book List (Project) Cmte Program	GLBTRT (Gay, Lesbian, Bisexual & Transgender Round Table) SRRT (Social Responsibilities Round Table)
Smart Investing @your library: Adding Value In Your Community	RUSA (Reference and User Services Association)
The Best of the Best from the American University Presses	AASL (The American Association of School Librarians) RUSA (Reference and User Services Association)



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WHAT'S HAPPENING    REGISTRATION    HOTELS & TRAVEL    IN THE EXHIBIT HALL    GENERAL INFO    MAKING YOUR CASE TO ATTEND

*Resources For*

- Exhibitors
- First-Timers
- Job Seekers/Employers
- Presenters
- Press
- Revisit Annual 2013



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*Preliminary Program*

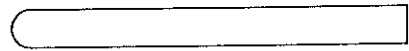
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Every Child Ready to Eat: Nutrition Education for Families Using Early Literacy Practices	PLA (Public Library Association)
Librarians as Digital Leaders: Collaborating on the Development and Use of Digitized Collections	ACRL (Association of College and Research Libraries)
Managing Challenges, Maximizing Impact: Policies and Practices for Controversial Programming	ALA American Library Association (ALA)



Contact Us | Help

WHAT'S HAPPENING

REGISTRATION

HOTELS & TRAVEL

IN THE EXHIBIT HALL

GENERAL INFO

MAKING YOUR CASE TO ATTEND

### Resources For

- Exhibitors
- First-Timers
- Job Seekers/Employers
- Presenters
- Press
- Revisit Annual 2013



### Connect With Us

## Preliminary Program

- 6 Author Events
- 78 Discussion/Interest groups
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#### Browse sessions by:

0 sessions

Session	Sponsors
Librarians as Digital Leaders: Collaborating on the Development and Use of Digitized Collections	ACRL (Association of College and Research Libraries)
Video Librarianship 101 (Public Libraries)	VRT (Video Round Table)



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[WHAT'S HAPPENING](#)

[REGISTRATION](#)

[HOTELS & TRAVEL](#)

[IN THE EXHIBIT HALL](#)

[GENERAL INFO](#)

[MAKING YOUR CASE TO ATTEND](#)

### Resources For

- [Exhibitors](#)
- [First-Timers](#)
- [Job Seekers/Employers](#)
- [Presenters](#)
- [Press](#)
- [Revisit Annual 2013](#)



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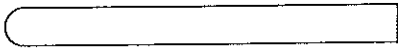
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#### Browse sessions by:

0 sessions

Session	Sponsors
Building a Learning Culture From the Inside Out	PLA (Public Library Association)
Grow Forward: Professional Education Needs In the 21st Century	ALA American Library Association (ALA)
Is That a Penguin on Your Desktop?	PLA (Public Library Association)
The Unstaffed Library: Challenges and Opportunities	PLA (Public Library Association)



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[WHAT'S HAPPENING](#)   [REGISTRATION](#)   [HOTELS & TRAVEL](#)   [IN THE EXHIBIT HALL](#)   [GENERAL INFO](#)   [MAKING YOUR CASE TO ATTEND](#)

*Resources For*

- [Exhibitors](#)
- [First-Timers](#)
- [Job Seekers/Employers](#)
- [Presenters](#)
- [Press](#)
- [Revisit Annual 2013](#)



*Connect With Us*

*Preliminary Program*

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**Browse sessions by:**

0 sessions

Session	Sponsors
Getting a Bigger Piece of the Pie: Effective Communication with Funders	UNITED (United for Libraries) UNITED
Nuts and Bolts for Friends, Trustees, and Foundation Members	UNITED (United for Libraries) UNITED



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[WHAT'S HAPPENING](#)   [REGISTRATION](#)   [HOTELS & TRAVEL](#)   [IN THE EXHIBIT HALL](#)   [GENERAL INFO](#)   [MAKING YOUR CASE TO ATTEND](#)

*Resources For*

- [Exhibitors](#)
- [First-Timers](#)
- [Job Seekers/Employers](#)
- [Presenters](#)
- [Press](#)
- [Revisit Annual 2013](#)



*Connect With Us*

*Preliminary Program*

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**Browse sessions by:**

0 sessions

Session	Sponsors
Smart Marketing Using Big (or little) Data	PLA (Public Library Association)
Video Librarianship 101 (Public Libraries)	VRT (Video Round Table)



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WHAT'S HAPPENING    REGISTRATION    HOTELS & TRAVEL    IN THE EXHIBIT HALL    GENERAL INFO    MAKING YOUR CASE TO ATTEND

*Resources For*

- Exhibitors
- First-Timers
- Job Seekers/Employers
- Presenters
- Press
- Revisit Annual 2013



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*Preliminary Program*

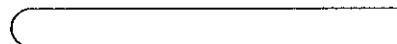
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0 sessions

Session	Sponsors
Collection Management in Public Libraries Interest Group	ALCTS (Association for Library Collections and Technical Services) ALCTS CMS (Collection Management Section)
Data Driven Collections: Integrating Evidence Into Your Collection Maintenance and Development Procedures	PLA (Public Library Association)
Grow Forward: Professional Education Needs in the 21st Century	ALA American Library Association (ALA)
Open Source Spaces and New Community Places	PLA (Public Library Association)
Teen Reading Lounge: Engaging Teens Through Interactive humanities Based Programming	ASCLA (Association of Specialized and Cooperative Library Agencies)



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[WHAT'S HAPPENING](#)   [REGISTRATION](#)   [HOTELS & TRAVEL](#)   [IN THE EXHIBIT HALL](#)   [GENERAL INFO](#)   [MAKING YOUR CASE TO ATTEND](#)

*Resources For*

- [Exhibitors](#)
- [First-Timers](#)
- [Job Seekers/Employers](#)
- [Presenters](#)
- [Press](#)
- [Revisit Annual 2013](#)



*Connect With Us*

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**Browse sessions by:**

- Meeting Type -    
   0 sessions

Session	Sponsors
Getting a Bigger Piece of the Pie: Effective Communication with Funders	UNITED (United for Libraries) UNITED
Nuts and Bolts for Friends, Trustees, and Foundation Members	UNITED (United for Libraries) UNITED
Trustee Competencies - Getting Better All the Time	UNITED (United for Libraries) UNITED
Trustee Discussion Group	UNITED (United for Libraries) UNITED



**Schedule of Events** (Note: Events are subject to change.)

<b>Thursday, June 26</b>	
8:30 am – 5:30 pm	Preconference Courses and Meetings
<b>Friday, June 27</b>	
8:30 am – 4:00 pm	Preconference Courses and Meetings
4:00 pm – 5:15 pm	Opening General Session & Ribbon-Cutting Ceremony
5:15 pm – 7:00 pm	Opening Reception in Exhibit Hall
<b>Saturday, June 28</b>	
8:30 am – 5:30 pm	Auditorium Speaker Series
8:30 am – 5:30 pm	Book Buzz Theater
8:30 am – 5:30 pm	Now Showing @ ALA Film Program
8:30 am – 5:30 pm	Programs and Meetings
9:00 am – 5:00 pm	Exhibit Hall Stages
8:00 pm – 10:00pm	ALA Scholarship Bash
<b>Sunday, June 29</b>	
8:30 am – 5:30 pm	Auditorium Speaker Series
8:30 am – 5:30 pm	Book Buzz Theater
8:30 am – 5:30 pm	Now Showing @ ALA Film Program
8:30 am – 5:30 pm	Programs and Meetings
9:00 am – 5:00 pm	Exhibit Hall Stages
3:30 pm – 5:30 pm	ALA President's Program & Awards Presentations
6:00 pm – 11:00 pm	Newbery Caldecott Wilder Banquet
8:00 pm – 10:00 pm	Andrew Carnegie Medals for Excellence in Fiction & Nonfiction Awards
<b>Monday, June 30</b>	
8:30 am – 5:30 pm	Auditorium Speaker Series
8:30 am – 5:30 pm	Book Buzz Theater
8:30 am – 5:30 pm	Now Showing @ ALA Film Program
8:30 am – 5:30 pm	Programs and Meetings
9:00 am – 2:00 pm	Exhibits Closing Events
9:00 am – 2:00 pm	Exhibit Hall Stages

2:00 pm – 3:00 pm	Wrap Up / Rev Up Celebration
<b>Tuesday, July 1</b>	
9:30 am – 11:00 am	Closing General Session & Inaugural Event
11:15 am – 1:00 pm	Inaugural Brunch

**\*\*Events are subject to change.**

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Presentation of a Request from the Bridge Club

**DATE:** January 27, 2014

**BACKGROUND**

The Bridge Club has been renting the Placentia Library District's community meeting room for over 25 years. They have an established reservation from 5:00 p.m. – 9:00 p.m. on Wednesday evenings. This time includes setup and cleanup. Prior to 2008, renters, including the Bridge Club, were given keys to the community room for use after library hours. Since then keys to the building were authorized for personnel use only, for obvious security management reasons.

Recognizing the club's longstanding use of the library's room, the Library Board of Trustees authorized a \$50.00 rental fee for four-hour use at the February 17, 2009 Library Board of Trustees meeting. The normal fee is \$35 per hour, per Placentia Library District Policy 6050. The District continues to permit the Bridge Club to utilize the facility to store their furniture, equipment and supplies. They are the exception.

In anticipation of the new library hour closure at 8:00 p.m. on Wednesdays effective June 30, 2014, the Bridge Club has requested a key to the community meeting room to continue their activities with the existing schedule. Administration informed the Bridge Club of the \$25 per hour for staff presence during non-library hours.

- Management recommends no change with the present key distribution practice.

**RECOMMENDATION**

Actions to be determined by the Library Board of Trustees.

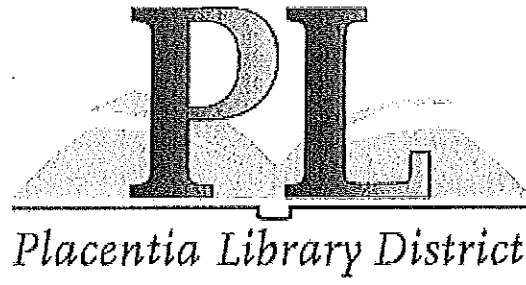
*Give key?*

*Aye - 0*

*Nay - No. 5.*

*offer \$20/hour for staff from 8-9pm*

*start earlier to end by 8pm*



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Amendments to Placentia Library District Policy 6030 – Circulation Policy  
**DATE:** January 27, 2014

**BACKGROUND**

Placentia Library District Policy 6030 – Circulation Policy was last amended at the April 22, 2013 Library Board of Trustees meeting. The approved amendment was to increase the unpaid fines/fees limit to \$10.00, as a result of system changes initiated by the Anaheim Public Library through our shared integrated library system.

Library staff is recommending an amendment to Placentia Library District Policy 6030 – Circulation Policy, to include item loan limits as noted on 6030.1.2. This information is currently posted on the District's website.

Attachment A is a copy of Policy 6030 – Circulation Policy.

**RECOMMENDATION**

Authorize amendments to Placentia Library District Policy 6030 – Circulation Policy, as presented inclusive of feedback from the Library Board of Trustees.

*loan period vs. total items to check out  
auth as indicated - Ayes (5)*

# 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, which ever 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 willfully 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.

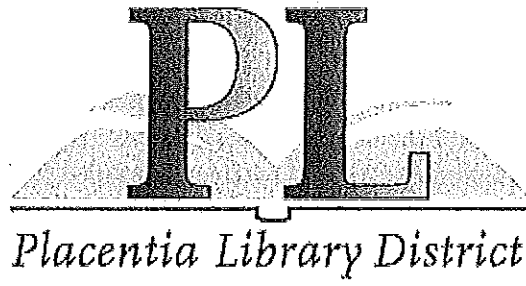
6030.8.4 All calls regarding overdue or lost items should be directed to the Circulation Department at 714-528-1906. The Library Administrative Office does not have a terminal for the Circulation System. In order to assure accurate processing of circulation inquiries and requests the caller must talk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



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## AGENDA






PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES

CLOSED SESSION  
January 27, 2014  
Community Meeting Room

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

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

To accomplish this goal the Library will:

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

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

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

### CALL TO ORDER

1. Call to Order                                      Library Board President
2. Roll Call     Recorder
3. Adoption of Agenda  
*This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).*  
Presentation:        Library Director  
Recommendation: Adopt by Motion

**CLOSED SESSION**

4. Conference with legal counsel-anticipated litigation.  
Conference with legal counsel-anticipated litigation. Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code section 54956.9 (one case).

**ADJOURNMENT**

5. Review of Action Items.  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
6. Adjourn

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

I, Yesenia Baltierra, Business Manager of the Placentia Library District, hereby certify that the agenda for the January 27, 2014 Closed Session Meeting of the Library Board of Trustees of the Placentia Library District was posted on January 22, 2014.

  
\_\_\_\_\_  
Yesenia Baltierra, Business Manager