

AGENDA






PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
UNUSUAL DATE MEETING

Wednesday, September 10, 2014
6:30 P.M.
History Room

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

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

To accomplish this goal the Library will:

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

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

REPORTS AND DOCUMENTATION: *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

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

CONSENT CALENDAR (Items 9 -- 24)

Presentation: Library Director

Recommendation: Approve by Motion

Items 9 -- 24 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.

MINUTES (Item 9)

9. Minutes of the July 21, 2014 Library Board of Trustees Meeting. (Receive & File and Approve)

CLAIMS (Items 10 -- 13)

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

TREASURER'S REPORTS (Items 14 -- 17)

14. Financial Reports for July 2014 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
15. Balance Sheet for July 2014. (Receive & File)
16. Acquisitions Report for July 2014. (Receive & File)

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

GENERAL CONSENT REPORTS (Items 18 – 20)

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

STAFF REPORTS (Items 21 – 24)

21. Library Director's Report for July 2014.
22. Children's Services Report for July 2014.
23. Adult Services Report for July 2014.
24. Placentia Library Web Site & Technology Report for July 2014.

CONTINUING BUSINESS

25. Click Consulting will present progress on District's website.
26. Adopt ipad Borrowing Policy and Borrower Agreement as presented.

NEW BUSINESS

27. Approve the Request for Proposal for Auditing Services as presented.
28. Authorize Resolution 15-03 of the Board of Trustees of the Placentia Library District of Orange County.
29. Travel Authorization for the Library Director to attend the California Library Association conference in Oakland, November 7 – 9, 2014.
30. Authorize Brea Electric to replace all the can lighting fixtures in the public and lobby area.

DISCUSSION ITEM

31. Discuss if Placentia Library District is interested in participating in the Downtown Street Banner Program.

ADJOURNMENT

32. Agenda Preparation for the October Date Meeting which will be held on Monday, October 20, 2014 unless re-scheduled by the Library Board of Trustees.
33. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
34. Adjourn

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

I, Diane Warner, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the September 10, 2014 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on September 5, 2014



Diane Warner, Administrative Assistant

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
July 21, 2014

- CALL TO ORDER** President Shkoler called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on June 16, 2014 at 6:31 p.m.
- Trustees Present:** President Al Shkoler, Secretary Elizabeth Minter, Trustee Richard DeVecchio, Trustee Jo-Anne Martin
- Trustees Absent:** Trustee Carline (Excused)
- Staff Present:** Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, Administrative Assistant Diane Warner and Lori Worden, Children's Services Supervisor.
- Guests:** Adam Bauer, President at Fieldman, Rolapp & Associates, Steve Wilkerson of HMC Architects, John Chraska of *everylibrary.org* (via Skype video conference)
- ADOPTION OF AGENDA** It was moved by Secretary Minter and seconded by Trustee Martin to adopt the agenda as presented:
- | | |
|-------|------------------------------------|
| AYES: | Shkoler, DeVecchio, Martin, Minter |
| NOES: | None |
- ORAL COMMUNICATION** None
- TRUSTEE & ORGANIZATIONAL REPORTS**
- President Shkoler attended the ALA Conference in Las Vegas, NV from June 26 to July 1, and found the Gamers workshop very informative. Overall, he felt it was a good conference with good speakers. (Item 5)
- Secretary Minter attended the ALA Conference in Las Vegas, NV and enjoyed the OCLC session on Privacy and Security issues, as well as the Authors Tea.
- Trustee DeVecchio spoke on behalf of the Library Trustees at Police Chief Rick Hicks Retirement event, and also presented Chief Hicks with a set of marble bookends as a retirement gift.
- Trustee Martin also attended the ALA Conference in Las Vegas, NV and found the Building Trends and Fundraising ideas workshops informative. Also attended the Chipotle-Brea library fundraiser on June 18. (Item 6)
- LIBRARY DIRECTOR REPORT** Director Contreras attended the ALA conference also, and was interested in the SirsiDynix demonstration. She also shared that the PLFF has given the Library a check for \$6,050.00 as part of its 2014-15 support efforts, which will be used towards the purchase of children's and adult library programs.
- CONSENT CALENDAR** It was moved by Secretary Minter and seconded by Trustee Martin to approve Agenda Items 9-24:

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

**MINUTES FOR JUNE 16
TRUSTEES MEETING**

Meeting Minutes were received, approved and filed. (Item 9)

CLAIMS

Nonstandard Claims in excess of \$300 – none (Item 10)

**TREASURER'S
REPORT**

FY 2013-2014 Cash Flow Analysis: Fund 707 Balance Report for FY 2013-14 was received and filed (Item 13)

Financial Reports through June 2014 for Placentia Library District Accounts on Deposit with the Orange County Treasurer – received and filed (Item 14)

Balance Sheet through June 2014 – received and filed (Item 15)

Acquisitions Report for FY 2013-14 through June 2014 – received and filed (Item 16)

Entrepreneurial Activities Report through June 2014 – received and filed. Passport Revenue for FY 2013-14 exceeded the total passport revenue for FY 2012-13 by \$24,596.00. (Item 17)

**GENERAL CONSENT
REPORTS**

Personnel Report for June 2014 – Interviews were held for the part-time Library Assistant position in Children's services. An offer was accepted, and now awaiting confirmation of fingerprint verification. (Item 18)

Circulation Report for June 2014 – received and filed. (Item 19)

Review of Shared Maintenance Costs with the City of Placentia under the JPA – received and filed. (Item 20)

STAFF REPORTS

Library Director's Report for April 2014 (Item 21)

Children's Services Report for April 2014 (Item 22)

Adult Services Report for April 2014 (Item 23)

Web Site & Technology Report for April 2014 (Item 24)

CONTINUING BUSINESS

Library Renovation

Continued discussion about financing options to fund a Library Renovation project, to be completed by the Placentia Centennial Event in 2019. Adam Bauer, President of Fieldman, Rolapp and Associates, followed up his June presentation with four (4) library renovation options and explained the process involved for a 2015 General Obligation (GO) Bond ballot. He presented a formal proposal on project costs and a tentative timeline. Steve Wilkerson (HMC Architects) presented plan layouts of the four Conceptual Project Cost Options. John Chraska of *everylibrary.org* shared funding options that can be presented to the community after a master plan is confirmed. The timeline to establish Project Financing is 15-18 months. (Item 25)

Authorize Contract to Fieldman, Rolapp and Associates to Provide Financial Counseling Services

After Item 25 presentation and discussion, Secretary Minter moved to accept the Phase One portion of the GO Bond Measure proposal, which retains Fieldman, Rolapp and Associates to develop a public opinion survey to determine community interest. Trustee Martin seconded the motion. A Roll Call vote was unanimous. (Item 26)

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

iPad Borrowing Policy

Board of Trustees voted to postpone this to the September board meeting, to allow Trustees more time for review of the policy verbiage. (item 27)

NEW BUSINESS

Management & Leadership Skills Seminar for Adult and Children's Services Supervisors

Library Director requested Board approval to authorize the Children's and Adult Services Supervisors to attend a Management & Leadership Skills Seminar on Sept 11-12 in Anaheim, CA. After a brief discussion, Trustees voted to approve this request. (Item 28)

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

Association of Children's Library Services (ALSC) National Institute on Sept 18-20, 2014

Library Director requested Board approval to authorize the Children's Services Librarian to attend the ALSC National Institute in Oakland, CA from Sept 18-20, 2014. Secretary Minter moved and Trustee Martin seconded the request. (Item 29)

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

CSDA 2014 Annual Conference in Palm Springs, CA - Sept 29-Oct 2, 2014

After a brief discussion, Trustee Martin moved and Secretary Minter seconded the request to attend the 2014 CSDA conference in Palm Springs. President Shkoler and Library Director Contreras will attend on behalf of Placentia Library District. (Item 30)

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

Approve a Graphics Design Service RFP

Library Director requested Board approval to hire a Graphics Designer on a contract basis. Services will include general graphic design to create publicity and promotional materials for the eXPLORE Newsletter, library programs and Friends Foundation events. Secretary Minter recommended working with students from Cal-State Fullerton to provide internship opportunities. After discussion, it was moved by Trustee DeVecchio and seconded by Secretary Minter to approve the request, at an annual graphics design cost not to exceed \$10,000. (Item 31)

AYES: Shkoler, Minter, Martin, DeVecchio

NOES: None

Adjust Library Board Meeting Dates for August and September 2014

Trustees agreed to go dark in August 2014, and cancel the monthly Board of Trustees meeting on August 18. All issues will be postponed until the September 10, 2014 board meeting. A Work Session will be held at 5:00 p.m., with the monthly Board meeting following at 6:30 p.m. It was moved by Trustee DeVecchio and seconded by Trustee Martin to approve the date changes. (Item 32)

AYES: Shkoler, Minter, Martin, DeVecchio

NOES: None

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District held on July 21, 2014 was adjourned at 8:00 p.m.

The next scheduled Trustees meeting will be held on September 10, 2014 at 6:30 p.m.

Al Shkoler
President
Library Board of Trustees

Elizabeth Minter
Secretary
Library Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: Summary of Non-standard Claims for July-August 2014
DATE: September 10, 2014

TYPE	DATE	CLAIM #	AMOUNT
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NONE

		TOTAL	\$0
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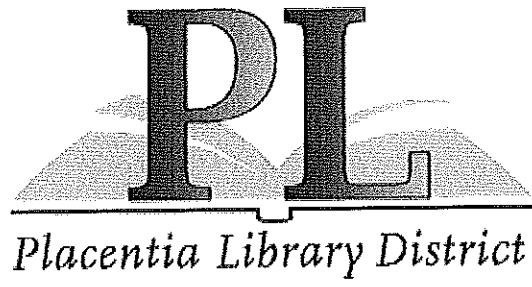


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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: Summary of Claims Forwarded by the Library Director & Trustees
DATE: September 10, 2014

TYPE	DATE	CLAIM#	AMOUNT
707	08-15-14	5775	\$ 21,243.08
707	08-15-14	5776	\$ 4,846.22
707	09-03-14	5777	\$ 8,028.00
707	09-03-14	5780	\$ 14,600.14
TOTAL			\$ 48,717.44



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: Current Claims and Payroll
DATE: September 10, 2014

Current Claims

<u>TYPE</u>	<u>DATE</u>	<u>CLAIM #</u>	<u>AMOUNT</u>
B+T Book Claim		5779	\$ 3,704.96
Midwest Book Claim		5778	\$ 1,496.82
Misc Vendors Book Claim		5781	\$ 1,348.08

Subtotal for Claims **\$ 6,579.86**

Payroll

On Demand Wire	09/16/14	110	40,000
On Demand Wire	09/30/14	111	40,000
On Demand Wire	10/14/14	112	40,000

Subtotal for Payroll **\$ 120,000.00**

TOTAL CURRENT CLAIMS & PAYROLL **\$ 126,579.86**

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 09/10/14
REPORT NO: 110

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*09-16-14 Payroll #06 FY14/15	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		

The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 09/10/14
REPORT NO: 111

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*09-30-14 Payroll #07 FY14/15	0100			\$ 40,000.00		
TOTAL REMITTANCE:						\$ 40,000.00	
The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 09/10/14
REPORT NO: 112

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*10-14-14 Payroll #08 FY14/15	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

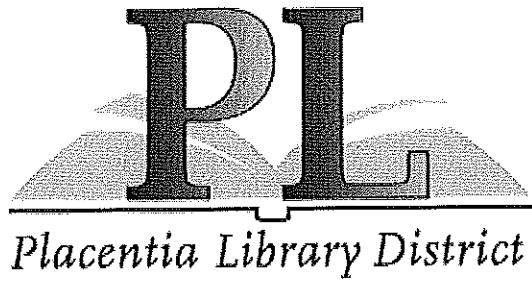
FROM: Yesenia Baltierra, Business Manager

SUBJECT: Fund Balance Report for Placentia Library District Fund 707 on Deposit with Orange County Treasurer Post-Petition Balances (B/S Account 8010-Cash)

DATE: September 10, 2014

Fiscal Year 2014-2015	
07/31/14	2,038,031.94
8/31/2014	0.00
9/30/2014	0.00
10/31/14	0.00
11/30/2014	0.00
12/31/2014	0.00
01/31/15	0.00
2/28/2015	0.00
3/31/2015	0.00
04/30/15	0.00
5/31/2015	0.00
6/30/2015	0.00
General	
Reserves	414,789.10
Impact Fees	417,024.50

Fiscal Year 2013-2014	
07/31/13	2,041,592.77
8/31/2013	1,731,038.74
9/30/2013	1,637,400.49
10/31/13	1,498,226.33
11/30/2013	1,486,892.97
12/31/2013	2,147,271.47
01/31/14	2,066,699.35
2/28/2014	2,039,275.14
3/31/2014	1,979,234.63
04/30/14	2,442,155.17
5/31/2014	2,378,156.46
6/30/2014	2,134,629.15
General	
Reserves	414,789.10
Impact Fees	406,613.78



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: September 10, 2014

Summary of Cash and Investments as of July 31, 2014

Cash with Orange County Treasurer Fund 707	1,499,225.36
Reserves with Orange County Treasurer	414,789.10
Impact Fees with County and Bank of the West (Restricted)	417,024.50
General Fund Checking -- Bank of the West	29,783.61
General Fund Savings -- Bank of the West	584,495.12
Payroll Checking -- Wells Fargo Bank	60,770.77
Total Cash and Investments	3,006,088.46

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

Jeanette Contreras
Library Director



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PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
July 31, 2014

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	1,959,489	30,012	(1,929,476.95)	1.5%
6220		Property Taxes - Current Unsecured	55,415	-	(55,415.00)	0.0%
6230		Property Taxes - Prior Secured	0	-	0.00	0.0%
6240		Property Taxes - Prior Unsecured	0	-	0.00	0.0%
6250		Taxes - Spec Dist Augmentation	12,746	-	(12,746.00)	0.0%
6280		Property Taxes - Curr Supplemental	63,204	3,865	(59,339.26)	0.0%
6290		Other Taxes	3,000	-	(3,000.00)	0.0%
6300		Property Taxes - Prior Supplemental	0	614	614.29	100%
6540		Penalties & Costs on Delinq Taxes	975	335	(639.94)	34.4%
		Sub Total	2,094,829	34,826	(2,060,002.86)	1.7%
REVENUE FROM USE OF MONEY & PROP'Y						
6610		Interest	5,500	-	(5,500.00)	0.0%
		Sub Total	5,500	-	(5,500.00)	0.0%
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	8,454	-	(8,454.00)	0.0%
6970		State - Other	0	-	0.00	0.0%
7120		Other-In-Lieu Taxes	0	-	0.00	0.0%
7130		Other Governmental Agencies	1,761	-	(1,761.00)	0.0%
		Sub Total	10,215	-	(10,215.00)	0.0%
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)				
		Newsletter Ads	700	-	(700.00)	0.0%
		Grants	35,000	7,426	(27,574.44)	21.2%
		Fines & Fees	40,000	3,341	(36,658.51)	8.4%
		Passport/Photos	125,000	9,961	(115,039.00)	8.0%
		Meeting Room Fees	4,500	600	(3,900.00)	13.3%
		DVD Rentals	7,000	807	(6,193.00)	11.5%
		Test Proctor	6,200	1,200	(5,000.00)	19.4%
		Sub Total	218,400	23,335	(195,064.95)	10.7%
7680		6-MO Expired (Outlawed) Checks	0	-	0.00	0%
		YTD Actual	2,328,944	58,161	(2,270,782.81)	2%
		FY 13/14 Funds Available	107,978	107,978		
TOTAL REVENUES FY 12/13:						
			2,436,922	166,139	(2,270,782.81)	6.8%
MISCELLANEOUS REVENUES						
		Restricted Impact Fees	0	10,411	10,410.72	100%
		SLS Account	0	-	0.00	100%

PLACENTIA LIBRARY DISTRICT

EXPENDITURES REPORT

July 31, 2014

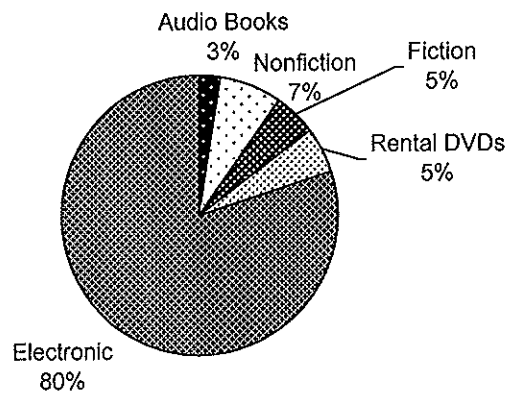
8% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,160,530	120,162	0.10	\$1,040,368
0200	Retirement	43,351	0	0.00	\$43,351
0301	Unemployment Insurance	10,000	0	0.00	\$10,000
0306	Health Insurance	202,476	12,789	0.06	\$189,687
0306-0770	Employee Assistance Program	720	56	0.08	\$664
0308	Dental Insurance	15,523	1,056	0.07	\$14,467
0309	Life Insurance	8,351	553	0.07	\$7,798
0310	AD & D Insurance	5,869	374	0.06	\$5,495
0319	Vision Insurance	2,600	191	0.07	\$2,409
0350	Workers' Compensation Insurance	23,000	5,702	0.25	\$17,298
	TOTAL	\$1,472,420	\$140,883	0.10	\$1,331,537
SERVICES & SUPPLIES					
0700	Communications	20,000	2,217	0.11	\$17,783
0900	Food	2,000	96	0.05	\$1,904
1000	Household Expenses	19,000	988	0.05	\$18,012
1100	Library Insurance	13,000	11,901	0.92	\$1,099
1300	Maintenance, Equipment	34,000	1,962	0.06	\$32,038
1400	Maintenance, Buildings & Improvements	93,300	0	0.00	\$93,300
1600	Memberships	9,000	0	0.00	\$9,000
1700	Miscellaneous Expense	2,000	0	0.00	\$2,000
1800	Office Expenses	44,500	6,792	0.15	\$37,708
1803	Postage	12,000	3,288	0.27	\$8,712
1900	Prof./Specialized Services	176,000	7,894	0.04	\$168,106
1912	Investment Administrative Fees	1,600	0	0.00	\$1,600
2000	Publication and Legal Notices	500	0	0.00	\$500
2100	Rents and Leases - Equipment	1,000	0	0.00	\$1,000
2200	Rents & Leases - Buildings & Improvements	0	0	0.00	\$0
2400	Books/Library Materials	290,602	0	0.00	\$290,602
2600	Transportation & Travel	3,500	0	0.00	\$3,500
2700	Meetings	28,000	4,228	0.15	\$23,772
2800	Utilities	84,000	0	0.00	\$84,000
	TOTAL	\$834,002	\$39,366	0.05	\$794,636
OTHER CHARGES					
3700	Taxes and Assessments	\$10,000	\$1,043	0.10	\$8,957
	OPERATING EXPENSES	\$2,316,422	\$181,292	0.08	\$2,135,130
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$100,000	\$2,321	0.02	\$97,679
4200	Structures/Improvements	20,000	\$0	0.00	\$20,000
5200	Contingency Funds	\$0	\$0	0.00	\$0
	TOTAL	\$120,000	\$2,321	0.02	\$117,679
TOTAL BUDGET (Fund 707)					
		\$2,436,422	\$183,613	0.08	\$2,252,809
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$406,614	\$0	0.00	\$406,614
	Grants	\$35,000	\$14,990	0.00	\$20,010

Placentia Library District

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

	Amount	Title	Volumes
Total Fiction	\$432	25	31
Total Non-Fiction	\$646	4	76
Total Electronic	\$7,154	1	0
Total Audio Books	\$235	5	5
Total Free DVDs	\$0	0	0
Total Rental DVDs	\$483	18	19
TOTAL MATERIALS	\$8,950	53	131



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

ACQUISITIONS REPORT FOR FISCAL YEAR 2013-2014 THROUGH THE MONTH OF JULY 2014
Prepared by Katie Matas, Acquisitions Librarian

	GENERAL FUND			ADOPT-A-BOOK/GRANT			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$432	25	31	\$2,000	131	156	\$2,432	156	187	\$0	0	0	\$2,432	156	187
California Adult Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Adult Fiction	\$432	25	31	\$2,000	131	156	\$2,432	156	187	\$0	0	0	\$2,432	156	187
Adult Non-Fiction	\$74	3	4	\$1,846	83	91	\$1,920	86	95	\$0	0	0	\$1,920	86	95
Adult Reference	\$0	0	0	\$47	1	1	\$47	1	1	\$5	1	1	\$52	2	2
Adult magazines	\$584	1	68	\$0	0	0	\$584	1	68	\$0	0	0	\$584	1	68
California Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Adult Non-Fiction	\$668	4	72	\$1,893	84	92	\$2,561	88	164	\$5	1	1	\$2,566	89	165
TOTAL ADULT PRINT MATERIALS	\$1,100	29	103	\$3,893	215	248	\$4,993	244	351	\$5	1	1	\$4,998	245	352
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Audio Books	\$235	5	5	\$88	3	3	\$323	8	8	\$0	1	1	\$353	9	9
Adult E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Free DVDs	\$0	0	0	\$197	4	4	\$197	4	4	\$0	0	0	\$197	4	4
Adult Rental DVDs	\$429	17	17	\$0	0	0	\$429	17	17	\$0	0	0	\$429	17	17
TOTAL ADULT NON-PRINT MATERIALS	\$684	22	22	\$285	7	7	\$949	29	29	\$30	1	1	\$979	30	30
TOTAL ADULT MATERIALS	\$1,784	51	125	\$4,178	222	255	\$5,942	273	380	\$35	2	2	\$5,977	275	382
Juvenile Fiction	\$0	0	0	\$4,196	254	272	\$4,196	254	272	\$328	31	31	\$4,524	285	303
California Juvenile Fiction	\$0	0	0	\$1,831	92	112	\$1,831	92	112	\$0	0	0	\$1,831	92	112
Young Adult Fiction	\$0	0	0	\$1,435	96	97	\$1,435	96	97	\$8	1	1	\$1,443	97	98
California Young Adult Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Juvenile Fiction	\$0	0	0	\$7,462	442	481	\$7,462	442	481	\$336	32	32	\$7,798	474	513
Juvenile Non-Fiction	\$0	0	0	\$1,217	67	67	\$1,217	67	67	\$0	0	0	\$1,217	67	67
California Juvenile Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Non-Fiction	\$0	0	0	\$197	8	8	\$197	8	8	\$0	0	0	\$197	8	8
California Young Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Magazines	\$0	0	4	\$1,414	75	75	\$1,414	75	79	\$0	0	0	\$1,414	75	79
Total Juvenile Non-Fiction	\$0	0	4	\$8,876	517	556	\$8,876	517	560	\$336	32	32	\$9,212	549	592
TOTAL JUVENILE PRINT MATERIALS	\$0	0	4	\$8,876	517	556	\$8,876	517	560	\$336	32	32	\$9,212	549	592
Juvenile Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile E-books	\$0	0	0	\$578	41	41	\$578	41	41	\$0	0	0	\$578	41	41
Young Adult Video Games	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Free DVDs	\$0	0	0	\$13	1	1	\$13	1	1	\$20	1	1	\$20	1	1
Juvenile Rental DVDs	\$54	1	2	\$0	0	0	\$54	1	2	\$0	0	0	\$54	1	2
TOTAL JUVENILE NON-PRINT MATERIALS	\$54	1	2	\$591	42	42	\$67	2	3	\$20	1	1	\$87	3	4
TOTAL JUVENILE MATERIALS	\$54	1	6	\$9,467	559	557	\$9,943	519	563	\$356	33	33	\$9,299	552	596
On-line databases	\$7,154	1	0	\$0	0	0	\$7,154	1	0	\$0	0	0	\$7,154	1	0
E-books	\$0	\$0	\$0	\$578	\$41	\$0	\$578	\$41	\$0	\$0	\$0	\$0	\$578	\$41	\$0
Music	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL ELECTRONIC MATERIALS	\$7,154	1	0	\$578	41	0	\$7,732	42	0	\$0	0	0	\$7,732	42	0
Total Fiction	\$432	25	31	\$5,462	573	637	\$9,894	598	668	\$336	32	32	\$10,230	630	700
Total Non-Fiction	\$668	4	76	\$3,307	159	167	\$3,975	163	243	\$5	1	1	\$3,980	164	244
Total Electronic	\$7,154	1	0	\$578	41	0	\$7,732	42	0	\$0	0	0	\$7,732	42	0
Total Audio Books	\$235	5	5	\$88	3	3	\$323	8	8	\$0	1	1	\$353	9	9
Total Free DVDs	\$0	0	0	\$210	5	5	\$210	5	5	\$0	0	0	\$210	5	5
Total Rental DVDs	\$483	18	19	\$0	0	0	\$483	18	19	\$0	0	0	\$483	18	19
TOTAL MATERIALS	\$8,972	53	131	\$13,645	781	812	\$22,617	834	943	\$371	34	34	\$22,988	868	977

Outstanding Orders as of July 2014
Adopt-a-book \$8,724

General Fund \$13,138

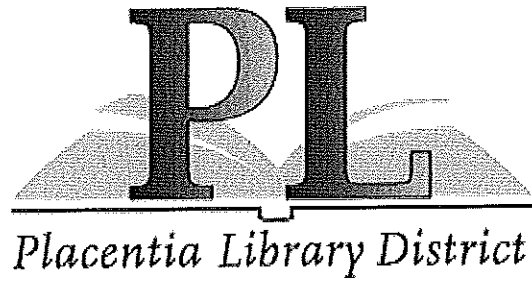
TOTAL \$21,863

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Entrepreneurial Activities Report for July 2014
DATE: September 10, 2014

Net Revenue Summary for July 2014

	Jul-14	Jul-13	YTD 2014-2015	YTD 2013-2014
Passport	7,750.00	7,175.00	7,750.00	7,175.00
Passport Photos	2,211.00	1,536.00	2,211.00	1,536.00
Test Proctor	1,200.00	700.00	1,200.00	700.00
Meeting Room	600.00	265.00	600.00	265.00
DVD Rentals	807.00	739.00	807.00	739.00
Total	12,568.00	10,415.00	12,568.00	10,415.00



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Personnel Report for July 2014
DATE: September 10, 2014

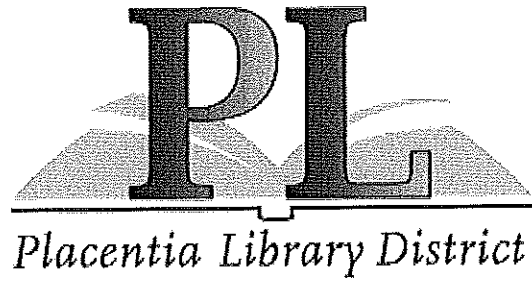
			YTD	YTD
	Jul-14	Jul-13	2014/2015	2013/2014
Separation	1	0	1	0
Retirement	0	0	0	0
Appointments	0	1	0	1
Open Positions	1	0	1	0
Workers' Compensation Leave	0	1	0	1
Total	2	2	2	2

SEPARATION:
 Facility Maintenance Technician (40 hours)

RETIREMENT:
 None

APPOINTMENTS:
 None

OPEN POSITIONS:
 Children's Library Assistant (15 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: September 10, 2014

MONTHLY STATISTICS

July 2014

<u>CIRCULATION</u>			Y-T-D	Y-T-D	Y-T-D
	Jul-14	Jul-13	2014-15	2013-14	% change
New Patron Registrations	430	333	430	333	29.1%
Total Circulation	29,531	25,289	29,531	25,289	16.8%
Total Active Borrowers*	8,533	8,480	8,533	8,480	
Attendance	27,366	22,896	27,366	22,896	19.5%
Registered Card Holders*	32,988	28,866	32,988	28,866	
Adult Fiction	3,436	3,487	3,436	3,487	-1.5%
Adult Nonfiction	3,021	2,543	3,021	2,543	18.8%
Adult Magazines	308	252	308	252	22.2%
Adult Music CDs	180	215	180	215	-16.3%
Adult Audio Books	617	722	617	722	-14.5%
Adult Free DVDs	310	284	310	284	9.2%
Adult Rental DVDs	588	537	588	537	9.5%
Overdrive E-Books	838	532	838	532	57.5%
Overdrive Audio Books	353	228	353	228	54.8%
JV Fiction	14,066	10,998	14,066	10,998	27.9%
YA Fiction	2,259	2,170	2,259	2,170	4.1%
JV Nonfiction	2,874	2,048	2,874	2,048	40.3%
YA Nonfiction	131	175	131	175	-25.1%
JV Magazines	8	3	8	3	166.7%
JV Music CDs	48	33	48	33	45.5%
JV Audio Books	52	58	52	58	-10.3%
JV Free DVDs	917	969	917	969	-5.4%
JV Rental DVDs	364	288	364	288	26.4%
Video Games	20	0	20	0	100.0%

* Year to date not applicable.

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Total/Hr.
9:00		423	1,139	674	1,324	721	530	4,811
10:00		520	796	707	1,089	227	450	3,789
11:00		672	837	852	901	232	652	4,146
12:00		737	945	1,073	852	352	568	4,527
1:00	434	837	892	1,008	760	269	782	4,982
2:00	1,110	727	1,039	1,515	787	428	1,262	6,868
3:00	658	873	859	1,807	881	424	521	6,023
4:00	820	730	838	1,080	1,289	459	857	6,073
5:00	467	854	871	714	770	321	376	4,373
6:00		566	775	965	1,017			3,323
7:00		597	942	1,062	868			3,469
8:00		708	512	673	455			2,348
Total/Day								54,732
* Grand Total								27,366

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

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Total/Hr.
9:00		0	1	0	1	3	6	11
10:00		2	1	0	2	4	3	12
11:00		6	2	1	4	1	12	26
12:00		3	3	2	7	4	13	32
1:00	11	5	2	4	3	1	11	37
2:00	16	6	4	4	8	6	15	59
3:00	9	5	6	3	8	1	15	47
4:00	1	10	4	9	9	1	2	36
5:00		7	3	8	8			26
6:00		10	2	7	1			20
7:00		0	0	3	1			4
8:00		0	0	0	0			0
Total/Day	37	54	28	41	52	21	77	310
Grand Total								310

STAFF ACTIVITY

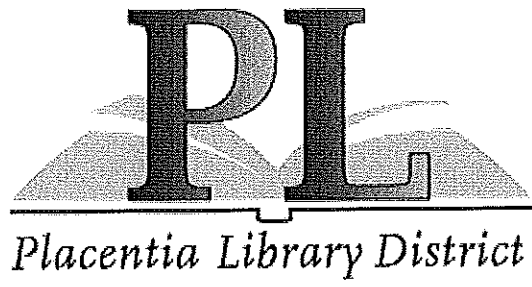
- July 01, 2014- Staff organized the meeting room for Pre-School story time.
July 02, 2014- Staff organized the Childrens area for Animal Magic show.
July 03, 2014- Estella delivered money deposits to the bank.
July 03, 2014- Staff organized the meeting room for Lap-Sit story time.
July 03, 2014- Staff organized the meeting room for P-Tac.
July 08, 2014- Staff organized the meeting room for Pre-School story time.
July 08, 2014- Staff organized the Childrens area for Ken Frawley's Animal Tales.
July 10, 2014- Staff organized the meeting room for Lap-Sit story time.
July 11, 2014- Staff organized the meeting room for Chess to Checkers.
July 13, 2014- Staff assisted PLFF with the book sale.
July 14, 2014- Staff organized the meeting room for PLFF board meeting.
July 15, 2014- Staff organized the meeting room for Pre-School story time.
July 16, 2014- Staff organized the Childrens area for Clifford Stories and Placentia Police K-9 Unit.
July 17, 2014- Staff organized the meeting room for Lap-Sit story time.
July 17, 2014- Estella delivered money deposits to the bank.
July 17, 2014- Staff organized the meeting room for Sharing Our Spaces.
July 19, 2014- Staff assisted with Welcome to the Jungle program set up.
July 19, 2014- Staff organized the meeting room for Family Game Day.
July 21, 2014- Fernando attended Board meeting.
July 22, 2014- Laura C., Estella, Beatrice, Sara and Victor attended Circulation Department meeting.
July 22, 2014- Estella, Beatrice, Sara, Laura C., Victor and Fernando attended all staff meeting.
July 22, 2014- Staff organized the meeting room for Pre-School story time.
July 23, 2014- Staff organized the Childrens area for Mad Science.
July 24, 2014- Staff organized the meeting room for Lap-Sit story time.
July 25, 2014- Staff organized the meeting room for Chess to Checkers.
July 29, 2014- Staff organized the meeting room for Pre-School story time.
July 29, 2014- Fernando participated in Supervisors meeting.
July 29, 2014- Estella delivered money deposits to the bank.
July 30, 2014- Staff organized the meeting room for Movie Day.
July 31, 2014- Staff organized the meeting room for Lap-Sit story time.
July 31, 2014- Staff organized the meeting room for Le Teen Café.
July 31, 2014- Estella delivered money deposits to the bank.

ONGOING PROJECTS

- Circulation continues to assist Adults with program registrations.
Circulation staff continues to participate in Strategic Planning.
Fernando continues to assist with SRC event planning.
Circulation staff continues to assist Children's with Wiggles and Giggles program.

NEW PROJECTS AND ACTIVITIES

- Laura D. and Fernando will work on Passport Marketing Campaign.
Laura C. will be responsible for maintaining the library's Flickr account.
Max will be responsible for maintaining the library's Instagram account.
Tim Worden filled the vacant Page position.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: City of Placentia Invoices for JULY- AUGUST 2014
DATE: September 10, 2014

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2014-2015	INVOICE DATE	SO. CA. EDISON	TURF (Mariposa)	GROUNDS (SA Aquatics)	IRRIGATION CONTROL AT&T	<u>TOTAL</u>
May-June 2014	7-17-14	12,249.89	1,452.49	142.50	16.36	13,861.24
July-Aug 2014	8-13-14	8,722.47	2,904.98	285.00	8.18	11,920.63
14-Sep						
14-Oct						
14-Nov						
14-Dec						
15-Jan						
15-Feb						
15-Mar						
15-Apr						
15-May						
15-Jun						\$0.00
	TOTAL	\$ 20,972.36	\$ 4,357.47	\$ 427.50	\$ 24.54	\$ 25,781.87
	AVG	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

*City Billing Not Received

PERIOD COVERED FY 2013-2014	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
13-Jul	7/18/2013	6,812.45	1,452.49	142.50	*	\$8,407.44
13-Aug	8/14/2013	7,692.39	1,452.49	*	*	\$9,144.88
13-Sep	*	*	*	*	*	\$0.00
13-Oct	10/2/2013	7,334.43	2,904.98	285.00	15.87	\$10,540.28
13-Nov	11/21/2013	7,469.80	1,452.49	142.50	7.91	\$9,072.70
13-Dec	*	*	*	*	*	\$0.00
14-Jan	1/15/2014	11,909.86	1,452.49	285.00	23.66	\$13,671.01
14-Feb	2/26/2014	3,946.20	4,357.47	430.00	8.27	\$8,741.94
14-Mar	03/25/14	3,595.48	2,904.98	427.50	8.15	\$6,936.11
14-Apr	04/23/14	3,595.48		427.50	8.15	4,031.13
14-May	*	*	*	*	*	\$0.00
14-Jun	*	*	*	*	*	\$0.00
	TOTAL	\$ 52,356.09	\$ 15,977.39	\$ 2,140.00	\$ 72.01	\$ 70,545.49
	AVG	5,235.61	1,597.74	214.00	7.21	7,054.55

*No City Billing



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Director's Report for July and August 2014
DATE: September 10, 2014

Accomplishments

- Hosted another successful Summer Reading Celebration event.
- Hired an art major student from CSUF to provide graphic design services.
- Working with staff to analyze the benefits of e-resources including Zinio, Hoopla and Enki.
- Continue to meet with Ms. Dixie Shaw to discuss possible library programs.
- Continue with President of Fieldman, Rolapp & Associates for information on bond/parcel tax information.
- Met with supervisors to finalize strategic plan elements for presentation to the Library Board of Trustees at the September 10, 2014 meeting.
- Purchased promotional items for use at outreach events based on feedback from library staff.
- Continue to work with Click Consulting, Bibliotheca and SirsiDynix with the RFID project.
- Selected Chair for the Santiago Library System Executive Council and working with the consortium to finalized 2013-2014 financial and annual reports and prepare for 2014-2015 reports.
- Supported Amyotrophic lateral sclerosis (ALS) Association through participation of Ice Bucket challenges.

Meetings

- Library Board of Trustees – July 21
- Staff – July 22
- Friday huddles – July 11, 18, 25, August 1, 15, 22 & 29
- PLFF – July 14
- Supervisor's – July 29
- California Digital Task Force – August 27
- Staples – August 29
- Rotary – August 27 & 29
- Santiago Library System Executive Council – August 12
- Performance Evaluation with Circulation Supervisor – August 25

Community Events / Functions

- Summer Reading Celebration – August 16
- Pat Sanatar's memorial – August 20



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Lori Worden, Children's Services Supervisor
SUBJECT: Children's Services Monthly Activity Report for July 2014
DATE: August 20, 2014

MONTHLY STATISTICS

Childrens Desk Activity

	July 2014	July 2013	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
Phone reference:	42	50	42	50	-16.00%
In person reference/research:	866	957	866	957	-9.51%
Total Reference	908	1007	908	1007	-9.83%
Total Number of Programs	34	33	34	33	3.03%
Total Programs Attendance	2017	1772	2017	1772	13.83%

PROGRAM STATISTICS

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Read to the Dogs	1	42
F.I.R.S.T.	1	15
Preschool Story Times I & II: 3-6 years	10	286
Pocket Tales: Stories, music, and movement.	5	178
Lap Sit 24 months & younger	4	312
P-TAC	1	22
Tweens Chess To Checkers	2	15
Family Game Day	1	24
7/2 SRP John Abrams Animal Magic Show	1	212
7/9 SRP Ken Frawley Songs and Stories	1	150
7/10 Tweens Book Discussion	1	9
7/16 SRP Clifford Day & Placentia Police K9 Unit	1	150

7/17 YA: Paws To Read Scavenger Hunt	1	32
7/23 SRP Mad Science!	1	134
7/30 SRP Movie Day: Monsters University	1	77
7/31 YA: Le Teen Café: Rescue Paws	1	25
7/31 Total SRP Registrations	1	334
Total July 2014	34	2,017
Total July 2013	33	1,772
Current FY to date	34	2,017
Previous FY to date	33	1,772

Achievements:

- Lori Worden attended a Five-Year Strategic planning meeting with Jeanette Contreras and library supervisors on July 7.
- Lori Worden conducted a meeting for Children's staff on July 15.
- Lori Worden met with Brenda Ramirez on July 21.
- Lori Worden met with Coleen Wakai on July 21.
- Lori Worden attended the Library Board of Trustees meeting on July 21.
- Children's staff attended the all-staff meeting on July 22.
- Lori Worden and Children's staff supervised SJSU library intern Maria Espinoza.
- Lori Worden attended a meeting with Jeanette Contreras and library supervisors on July 29.
- Brenda Ramirez conducted weekly storytimes and programs for children, including the Summer Reading Program.
- Coleen Wakai conducted programs for teens, including the teen Summer Reading Program.
- Lori Worden assisted the supervisors with the planning of the upcoming Summer Reading Program, including sending out press release information.

In progress:

- Children's staff members are completing Summer Reading Programming and are also planning upcoming Fall events.
- Children's staff members are ordering materials for the children's and teen collections.
- Children's staff will be assisting with the annual Summer Reading Celebration.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Nadia Dallstream, Adult Services Supervisor

SUBJECT: Adult Services Report for July 2014

DATE: September 10, 2014

MONTHLY STATISTICS**Reference Desk Activity**

	July 2014	July 2013	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
Reference -- in person	1047	907	1047	907	15.44%
Reference -- telephone	294	338	294	338	-13.02%
Reference -- email/chat	2	0	2	0	200.00%
Technology assistance	489	425	489	425	15.06%
Guest passes	153	156	153	156	-1.92%
Adult & Children's computer use (desktops)	2735	2166	2735	2166	26.27%
Adult computer usage (desktop)	2360	2206	2360	2206	6.98%
Public computer use (express laptops)	48	291	48	291	-83.51%
Adult Program Attendance	157	500	157	500	-68.60%
Number of Adult Programs	11	9	11	9	22.22%

Adult Services Programs

	July 2014
July 8, 2014 Book Discussions: <i>Dogtripping</i> (Matas)	11
July 8, 2014 Computer Workshop: Introduction to Computers (Killianey)	5
July 9, 2014 Library tour for 7th & 8th grade Valencia special ed. students (Matas)	25
July 10, 2014 Adult Conversation Club (Faber)	3
July 12, 2014 Adult Literacy Tutor Meeting	3
July 15, 2014 Computer Workshop: Introduction to Computers (Killianey)	7
July 17, 2014 Sharing Our Space (Townsend/Matas)	12
July 19, 2014 Welcome to the Jungle!	65
July 22, 2014 Computer Workshop: Introduction to Computers (Killianey)	6
July 24, 2014 Adult Conversation Club (Faber)	4
July 31, 2014 Overdrive (Reference Staff)	16
Total Program Attendance	<u>157</u>

<u>Volunteer Hours</u>	July 2014	July 2013	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
History Room	0	0	0	0	0.00%
PLFF	633.5	550.25	633.5	550.25	15.13%
General Library	365.75	652.75	365.75	652.75	-43.97%
Technology	45.25	23	45.25	23	96.74%
Homework Club	0	0	0	0	0.00%
Adult Literacy	41.75	50.75	41.75	50.75	-17.73%
PTAC	173.5	174.75	173.5	174.75	-0.72%
Summer Reading Program	779.25	782.75	779.25	782.75	-0.45%
Total Volunteer Hours	2039	2234.25	2039	2234.25	-8.74%

History Room Activity

	July 2014	July 2013	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
History Room Visitors	14	9	14	9	55.56%

Adult Literacy

	July 2014
Number of Tutors	14
Number of Students	19
Total Number of Participants	33

Computer Literacy

	July 2014
Number of Tutors	2
Number of Students	2
Total Number of Participants	4

ACHIEVEMENTS

- *Katie Matas and Wendy Townsend* created new book trough displays.
- *Venessa Faber* provided a volunteer/tutor orientation and matched one Computer Literacy tutor.
- *Venessa Faber* completed the Fall '14/Winter '15 eXPLORE newsletter.
- *Jeannie Killianey* published 1 Mommy Librarian article for the Placentia News-Times.
- *Venessa Faber* trained 3 new literacy tutors.
- *Wendy Townsend and Nadia Dallstream* submitted a grant to the Placentia Community Foundation for the History Room.
- *Wendy Townsend* created monthly Throwback Thursday social media posts (#TBT) featuring photographs from the Local History collection.
- *Wendy Townsend* added 2 boxes of documents from the Placentia Founders Society to the Local History collection.

- *Nadia Dallstream and Katie Matas* submitted suggestions for Strategic Plan Library Collections.
- *Nadia Dallstream* trained ValTech Intern on July 17th.
- *Nadia Dallstream* met with Jennifer Rydberg on July 25th to train her on Adult Services Reference Desk duties.
- *Nadia Dallstream* completed and distributed the SRC booth schedule.

MEETINGS

- *Venessa Faber* met with PLFF on July 10th to discuss PLFF Annual Meeting programs.
- *Nadia Dallstream and Venessa Faber* attended the Strategic Planning Meeting on July 7th.
- *Nadia Dallstream* attended 2 Supervisor/Manager Meetings.
- *Katie Matas and Wendy Townsend* attended the Staff Meeting on July 22nd.
- *Jeannie Killianey and Nadia Dallstream* met 2 times.
- *Jeannie Killianey and Coleen Wakai* met 1 time regarding Pinterest.
- *Katie Matas* participated in the monthly Baker & Taylor phone meeting on July 9th.
- *Wendy Townsend, Katie Matas, Nadia Dallstream and Jeannie Killianey* attended the Adult Services meeting on July 28th.
- *Wendy Townsend* attended Kiwanis meetings on July 24th and 31st.
- *Wendy Townsend* attended the Employee Appreciation Dinner committee meetings on July 23rd.
- *Wendy Townsend* attended the Placentia Historical Committee meeting on July 22nd.
- *Nadia Dallstream and Venessa Faber* met on July 9th.
- *Nadia Dallstream met with Carol Fizzard* on July 17th to discuss Adopt-a-Book donation.
- *Nadia Dallstream* met with Bunny Lynch on July 18th to format program for PLFF.
- *Nadia Dallstream* met with Recorded Books Rep. on July 10th.
- *Nadia Dallstream and Jeannie Killianey met on July 9th.*
- *Nadia Dallstream and Katie Matas* met on July 9th.
- *Nadia Dallstream* attended the July 21st PLD Board Meeting and set-up Skype and presentation files for the meeting.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Katie Matas, Librarian I
SUBJECT: Placentia Library Website & Technology Report for July 2014
DATE: September 10, 2014

On-line database usage

	July 2014	Onsite Usage 7/14	Remote Usage 7/14	July 2013	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
Placentia Library Catalog	20,878	N/A	N/A	19,170	20,878	19,170	9%
General Reference Center	57	19	38	26	57	26	119%
Biography In Context	11	8	3	1	11	1	1000%
Opposing Viewpoints	19	5	14	2	19	2	850%
Freegal	625	N/A	N/A	588	625	588	6%
Heritage Quest	951	N/A	N/A	678	951	678	40%
Novelist	97	N/A	N/A	61	97	61	59%
Tumblebooks	301	N/A	N/A	323	301	323	-7%
Reference USA	181	N/A	N/A	296	181	296	-39%
TOTAL DATABASE USAGE	23,120			21,145	23,120	21,145	9%

Computer & Online Resource Use

	July 2014	Y-T-D 2014-15
Placentia Residents	737	737
Non-Placentia Residents	473	473
Total	1210	1,210

Website Traffic

	July 2014	July 2013	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
Website visits	23,437	22,091	23,437	22,091	6%
Page Hits	40,372	40,528	40,372	40,528	0%



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Click Consulting will present progress on District's Website

DATE: September 10, 2014

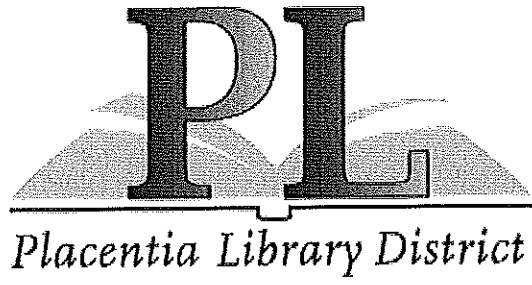
BACKGROUND

At the December 23, 2013 Library Board of Trustees meeting, library staff was authorized to procure the service of Click Consulting to redesign the current website. After much input from library staff and the Library Board of Trustees and discussions with Click Consulting, the website has been revamped with a more appealing design and user friendly display of information.

Click Consulting representatives had a commitment in Houston and were unable to present updates at the February 24, 2014 Library Board of Trustees meeting. A presentation on the progress of the new website will be presented tonight.

RECOMMENDATION

Authorize the new design as presented, inclusive of feedback from the Library Board of Trustees.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Adopt iPad Borrowing Policy and Borrower Agreement as presented
DATE: September 10, 2014

BACKGROUND

At the Library Board of Trustees Work Session on November 21, 2011, the Board authorized library staff to move forward with the recommended iPad stations and concurred by the Placentia Library Friends Foundation (PLFF) at the November 14, 2011 Board meeting. The service will be funded through the Margaret Cooper \$10,000 donation.

Orange County library systems that currently loan tablets to patrons:

- Huntington Beach Public Library – Chrome, replacement \$250, damage market rate, 7 day loan period, adults only
- Newport Beach – iPads, replacement/damage up to \$400, 2 hour loan period with additional 2 hr. renewal, 14+ years of age

As the Placentia Library District continues to explore technology development to make available to the public, it is also essential that we work with our school district to implement those services. One of the Placentia Yorba Linda Unified School District's (PYLUSD) goals for 2014-2015 is to "leverage available technology to maximize student collaboration, improve communication, inspire creativity, cultivate critical thinking, and expand learning beyond the classroom setting." Offering the iPads inside the Library is truly a learning experience beyond the classroom environment and it will further strengthen our collaboration with PYLUSD.

At the July 21, 2014 Library Board of Trustees meeting, the iPad Policy and Borrower Agreement were approved as a first reading with additional input from Trustees and staff to be presented at the September 10, 2014 meeting.

Attachment A is the proposed iPad Borrowing Policy 6022

Attachment B is the Borrower Agreement.

RECOMMENDATION

Approve iPad Borrowing Policy and Borrower Agreement as presented, effective October 1, 2014.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: iPad Borrowing Policy
POLICY NUMBER: 6022

The Placentia Library District recognizes the benefits and enriching experience of tablets such as an iPad. The Library will provide iPad for in-Library use only to current Placentia Library District cardholders in good standing. The iPad Borrowing Policy states:

1. Only current Placentia Library cardholders in good standing may borrow an iPad for use in the library. "Good standing" is defined as a library card account and any custodial children/guardians' accounts having fines and fees of less than \$10.00.
2. Cardholder under the age of 18 require parental/guardian authorization. Parental/Guardian information and signature is an understanding of financial responsibility of said parent/guardian.
3. A Cardholder must present his/her actual library card to borrow the iPad for use in the library.
4. A photo ID will also be required. The ID can be a Driver's License, State ID, Military ID, Student ID and/or Passport photo which contain the cardholder's name and an identifiable photo.
5. Only one checkout of an iPad per day per cardholder will be permitted, regardless of total time actually used.
6. Maximum loan period for each Library-owned iPad is 2 hours per cardholder.
7. iPads may not be reserved. Available iPads for use in the library will be obtainable on a first-come, first-serve basis.
8. An iPad will be checked out to the eligible cardholder's library account while the iPad is used in the library. The checkout will occur at the Circulation Desk starting at the time the library opens and up to 2 hours before the library closes.
9. iPads must remain inside the library at all times and may not be taken past security detection gates. Leaving the library with a Library-owned iPad will be considered theft of library property by Placentia Library District, and will be reported as such to the proper legal authorities.
10. iPads must not be left unattended. Library staff is not responsible for the checked-out iPads.
11. iPads must be returned to the library staff at the Circulation Desk no later than 1 hour before the library closes. Cardholder(s) must remain at the Circulation Desk until iPads are properly accounted for and cleared from the cardholder's card and the Borrower Agreement is signed and dated signifying a proper return.
12. iPads may not be returned to an unattended public desk. Library staff is not responsible for unattended iPads.
13. The Cardholder will be held responsible for all applicable replacement costs and processing fees for the iPad, at current market value, if lost, stolen or damaged while checked out. The Library will not accept replacement iPads purchased by the cardholder.

14. Failure to pay any amount owed will be considered an outstanding debt to Placentia Library District and will be added as a fine to the cardholder's library card. In addition, failure to resolve this matter will result in the cardholder's outstanding debt being forwarded to a collection agency and may result in legal action.
15. Overdue fees will be charged for iPads at a rate of \$5.00 for every 15 minutes overdue, if not returned by the specified time to the Circulation Desk. There is no grace period.

16. The iPad borrower must comply with the Placentia Library District Policies 6020 – Public Computer and Internet Access Policy, 6022 – iPad Borrowing Policy, 6025 – Public Internet Use Policy, and 6065 – Library Rules of Conduct Policy.
17. The iPad must be kept safe from water and other liquids and not dropped or damaged in any manner.
18. Borrower must immediately report to the Circulation Desk any loss of, or damage to, an iPad. Borrower will NOT attempt to troubleshoot problems with the iPad.
19. Placentia Library's iPad Borrowing Agreement must be completed each time an iPad is checked out, acknowledging that cardholder's financial responsibility for a lost, stolen or damaged iPad.
20. Once an iPad is checked out to a cardholder's library record, it becomes the sole responsibility of that cardholder per the iPad Borrower's Agreement.
21. Placentia Library reserves the right to update and change this policy at any time without notice. It is the responsibility of the cardholder to read and accept the current versions of the Borrower Agreement and iPad Borrowing Policy.
22. The Library reserves the right to refuse service to anyone who abuses equipment or is repeatedly late in returning an iPad.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Approve the Request for Proposal (RFP) for Audit Services as presented
DATE: September 10, 2014

BACKGROUND

Auditor independence is the main reason for rotating audit firms. There is no legal requirement for the mandatory rotation of auditors, and the District does not currently have an established requirement for the mandatory rotation of auditors. Rotation of auditors may also provide the District with the possibility of new and fresh perspectives into the District's finances.

At its meeting on June 16, 2014 the Library Board of Trustees requested that a Request for Proposals be develop for procurement of auditing services to prepare government audits in compliance with GASB for the District. The District's current audit firm, Macias Gini & O'Connell has been preparing the District's annual audits since 2008 when they completed the fiscal year 2007-2008 audit. The cost for their service is \$15,000.

Attachment A is the proposed RFP for Audit Services.

RECOMMENDATION

Approve the Request for Proposal for Audit Services as presented.

PLACENTIA LIBRARY DISTRICT

REQUEST FOR PROPOSAL INDEPENDENT CERTIFIED PUBLIC ACCOUNTANT SERVICES

SUMMARY STATEMENT

The Placentia Library District Board of Trustees seeks proposals from highly qualified and experienced independent certified public accountants with proven records of accomplishments for a three-year contract, with an option to extend the engagement for a fourth and fifth year, to perform the annual audit of the District's financial statements. This audit is for the purpose of rendering an auditor's opinion regarding applicable legal provisions and to perform an audit in conformity with Section 26909 of the Government Code. The examination shall be made in accordance with generally accepted governmental auditing procedures as prescribed in the AICPA Industry Audit Guide - Audits of State and Local Governments and in GFOA's Governmental Accounting Auditing and Financial Reporting. The first audit under the three year contract would be for the fiscal year ending June 30, 2015.

GENERAL INSTRUCTIONS

- A. Inquiries and proposals should be directed to:

Attn.: Yesenia Baltierra, Business Manager
Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92870
(714) 528-1906 x201
ybaltierra@placentialibrary.org

- B. Qualified firms are invited to submit one unbound original proposal plus five (5) copies that meet the requirements described in this Request for Proposal (RFP). The deadline for submitting proposals is:

5:00 p.m., Monday, October 27, 2014

Any proposal received after the deadline shall be refused and returned to the vendor unopened.

- C. The District is not liable for any cost incurred by proposers prior to the issuance of a contract. The District reserves the right to accept all or part of any proposal or to cancel in part or in its entirety this Request for Proposal. The District further reserves the right to accept the proposal that it considers to be in the best interest of the District.

- D. Copies of our audited financial statements and management reports for fiscal year ending June 30, 2014 are enclosed.

BACKGROUND

The Placentia Library District is an independent special district formed in 1919 under the provisions of the California Education Code. As a public library, the District maintains one building and employs a total of approximately 25 employees composed of 13 full-time salaried and 12 part-time hourly. The District participates in the PARS retirement system. The approved budget for the 2014-2015 Fiscal Year is \$2,436,422.

The most recent audit of the District was performed in 2014 for the period July 1, 2013 to June 30, 2014.

ACCOUNTING POLICIES

The accounting policies of the District conform to generally accepted accounting principles (GAAP) as applicable to governments. The District's accounting records are maintained on a fund basis. The governmental fund types include the General Fund and an Investment Fund. The Governmental Funds are accounted for using the modified accrual basis of accounting. The District's entrepreneurial revenue includes fines/fees, passports, test proctoring, and rentals.

The District has two separate accounting system – internal and external through the County of Orange who processes most of the District's claims.

SCOPE OF THE INDEPENDENT AUDIT REQUIREMENTS

The following specifications cover the key areas of interest to the Board of Trustees of the District.

1. The audit shall be in compliance with Section 26909 of the Governmental Code and the related State Controller Guidelines.
2. The audit shall be a full-scope financial and compliance review of all funds of the District. The auditor shall issue an opinion letter on the District's financial statements, in compliance with applicable legal provisions, the auditor's report on the study and evaluation of internal control system and the auditor's report on compliance.
3. The auditor shall review the financial records and all the various funds of the District and prepare all the financial statements in conformance with public financial reporting including generally accepted accounting principles promulgated by the Government Accounting Standards Board.

4. The audits performed under the Request for Proposal shall cover the following periods:
 - a. July 1, 2014 - June 30, 2015
 - b. July 1, 2015 - June 30, 2016
 - c. July 1, 2016 - June 30, 2017
 - d. an option to extend for fourth & fifth year provided that both parties mutually agree in writing at least 120 days prior to the end of the applicable fiscal year.
5. The District will provide the auditor with all financial statements and supporting documentation for all of the funds per your request. The auditor will be responsible for preparing the financial statements, footnotes and supplementary information of the individual funds.
6. The auditor must provide the District draft copies of the financial statements, including journal entries and explanations to support the changes to the District trial balance. Any results prepared by the auditor which alter District books must be reviewed by District personnel.
7. Final copies of the financial statements, including the opinion letter, footnotes, and supplemental data for individual funds, must be available for inclusion in the November Board of Trustees meeting agenda package. Regular Board of Trustee meetings are scheduled on the third Monday of every month.
8. The auditor shall submit a written management report to the Board of Trustees on internal accounting control prior to the November Board meeting. This letter shall identify material management or system weaknesses observed, assess their effects on financial management or District operations, and propose initial steps toward eliminating these weaknesses.
9. The partners in charge shall be available to attend up to three District management and/or public meetings at which the audit report may be discussed.
10. The auditor shall assist the District in applying generally accepted accounting principles and provide support necessary to maintain sound financial management procedures. The auditor shall provide financial advice and counsel on significant findings occurring throughout the year that would affect the annual reports and sound accounting practices.
11. Management is not aware of any unusual circumstances warranting an extended scope beyond that called for above. However, if in due course of the examination, evidence of such circumstances appear, the auditor shall agree to provide the District with all ascertainable facts relative to such circumstances together with an

estimate of additional services required and modifications that may be completed before commencement of such extended examination.

12. District finance personnel will assist the auditor in preparing all required schedules for the annual audit, assist in locating information, and answer questions as they arise. The District will provide work space for auditor personnel.
13. The auditor shall prepare and file the annual State Controller's Report due in October of each year.
14. The auditor shall perform as part of the annual audit the review of the calculation of the appropriations limit under Article XIII B of the California Constitution (Gann Limitation) as required by Proposition 111 passed in 1990.
15. The auditor shall provide advice for GASB34, GASB 45, GASB 67, GASB 68, and any other GASB changes.
16. The auditor must provide (10) bound copies and (2) unbound copies of the complete financial statements to the District.

REQUIRED PROPOSAL CONTENT

All proposals must include:

1. Qualifications of the firm:
 - a. Descriptions of the firm and relevant prior experience.
 - b. At least three current references that shall be officials of county, city or special districts, including addresses and phone numbers.
 - c. A description of the partner, manager and key staff to be assigned to this project, including their resumes.
 - 1) List the number of auditors in the local office who have significant governmental auditing experience.
 - 2) Describe recent auditing experience similar to the type of audit requested. Specifically, address experience related to the audit of public libraries.
 - d. A statement concerning why the firm would be the best choice for the District.

- e. Describe the firm's participation in the "peer review" program. Provide the date and extent of the local office's last participation.
 - f. A certificate of insurance for errors and omission coverage including term of policy, limits of insurance, kind of coverage and policy holder.
2. Technical approach:
- a. An expressed agreement to meet or exceed the performance specifications described above.
 - b. A tentative schedule of the performance of the key phases of the audit.
 - c. A brief description of the audit procedures to be followed and particular emphasis that the firm will take in performing the audit.
3. Fees:
- a. The annual fee that the firm will charge to accomplish all of the above specifications, for each year of the audit. Adequate detail to understand the major elements of the charges.

The proposal should include a schedule of professional fees and expenses, presented in the format provided in the attachment (Appendix A), that supports the total all-inclusive maximum price for each of the three years. The proposal shall also include percent modification for the fourth and fifth year if extended.
 - b. Fees the firm will charge for other types of consulting and/or financial advice or counsel.

AUDITOR SELECTION PROCESS AND PROPOSAL EVALUATION

The District will evaluate all qualifying proposals. Two or three finalists may be requested to make oral presentations to an evaluation team. The partner and the person in charge of the field audit must be present at the oral presentation. The evaluation team will recommend one of the finalists for final contract award.

The District maintains the sole and exclusive right to evaluate the merits of the proposals received along with the oral presentation.

Proposals will be evaluated utilizing the criteria summarized below:

1. Qualifications of the individuals to be assigned to this audit.
2. Background and prior experience of the firm in conducting similar type audits.
3. The firm's size and structure. The District believes that its interests may be best served by a local or regional firm based in Southern California with experience in the audits of smaller governmental entities.
4. Knowledge of and recent experience in conducting audits for special districts or other governmental agencies.
5. Knowledge of GASB 34, 45, 67 and 68 Rules & Guidelines.
6. Knowledge of public library operations.
7. Knowledge of independent district laws, regulations and operations.
8. Kind and amount of errors and omission insurance coverage.
9. Content, technical approach, understanding of the scope of the audit and firm's technical experience.
10. Overall audit design and methodology.
11. Other criteria deemed essential by the District.
12. Although a significant factor, the audit fee may not be the dominant factor. Cost will be a particularly important factor when all other evaluating criteria are relatively equal.

GENERAL INFORMATION

Proposals are valid for a minimum of 60 days.

District reserves the right to expand or diminish the scope of the work subject to negotiation with the successful firm.

The submission of a proposal shall be prima face evidence that the proposer has full knowledge of the scope, nature, quantity and quality of work to be performed.

The District will not be liable for any costs not included either in the proposal or in any subsequent written agreement between the District and the auditor.

The District reserves the right to conduct personal interviews of any or all proposers prior to selection. The District will not be liable for any costs incurred by the proposer in connection with such interview (i.e. travel, accommodations, etc.)

The successful firm shall defend, indemnify, save and hold harmless the Placentia Park Library District, its officers, elected Trustees, agents and employees, from any loss demands, claims, suits, damages or actions that may be brought by third persons on account of bodily injury or death; personal injury; damage to property or personal interest: or violation of any law, regulation or ordinance; where the third person's loss, demand, claim, suit, damages or action arises in whole or part out of any negligent or other act or omission of the auditor or its officers, employees, and agents, while performing the services agreed to except those actions arising out of the sole negligence of the District.

The successful firm shall not transfer the responsibility for any part of its contractual obligations without prior written approval from the District Manager.

The successful firm shall not provide requested information from the public or any person without the approval from the District Manager.

The District reserves the right to terminate the agreement upon giving the successful firm 15 days written notice of termination.

In the event it becomes necessary to revise any part of this Request for Proposal, addenda will be provided in writing to all firms receiving the Request for Proposal from the District.

APPENDIX A

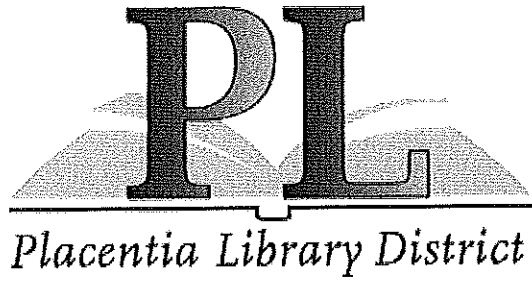
**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE AUDIT OF THE FINANCIAL STATEMENTS**

_____ FISCAL YEAR

	<u>Hours</u> (1)	<u>Standard Hourly Rates</u> (2)	<u>Quoted Hourly Rates</u> (3)	<u>Total</u> (1) x (3)
Partners				
Managers				
Supervisory Staff				
Staff				
Other (specify)				
Subtotal				
Out-of-pocket expenses:				
Other (specify)				
Total all-inclusive maximum price for FY _____ (note 2)				

Note:

- 1) The rate quoted (column 3) should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.
- 2) A separate schedule should be prepared for each of the first three (3) years and a summary indicating the percent modification for the fourth and fifth year, if the engagement is extended.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: **Authorize Resolution 15-03: A Resolution of the Board of Trustees of the Placentia Library of Orange County to Adopt Fiscal Year 2013-2015 Amended Budget for the Placentia Library District of Orange County**

DATE: September 10, 2014

BACKGROUND

At the Library Board of Trustees Meeting held on May 20, 2013, the Library Board of Trustees approved the Budget for Fiscal Year 2013-2015. The County of Orange Auditor Controller's Office requires that we provide budget numbers based on their fund balances reports. On September 11, 2013 the Library Board of Trustees approved the amended Budget for FY 2013-2014, as requested by The County of Orange Auditor Controller's Office. Resolution 15-03 reflects the amended budget number for Fiscal Year 2014-2015 as requested by The County of Orange Auditor Controller's Office.

Attachment A is Resolution 15-03.

RECOMMENDATIONS

1. Motion to read Resolution 15-03 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2013-2015 Amended Budget for the Placentia Library District of Orange County
2. Motion to adopt Resolution 15-03 by roll call vote.

RESOLUTION 15-03

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ADOPT
FISCAL YEAR 2013-2015 AMENDED BUDGET FOR
THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

WHEREAS, the budget for the Placentia Library District of Orange County for Fiscal Year 2013-2015 was approved at the Regular Meeting of the Board of Trustees on May 20, 2013, and Resolution 14-01 was amended to reflect The County of Orange Controller's budget report for the first half of the biannual Budget Fiscal Year 2013-2014; and

WHEREAS, Resolution 15-03 reflects the County of Orange Controller's budget report for the second half of the biannual Budget Fiscal Year 2014-2015; and

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

THEREFORE BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the budget for Fiscal Year 2013-2015, and implements such on July 1, 2014 as \$3,605,619 for Fiscal Year 2013-2014 and \$3,935,377 for Fiscal Year 2014-2015.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)

)ss.

County of Orange)

I, Elizabeth D. Minter, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the tenth day of September 2014.

IN WITNESS THEREOF, I have hereunto set my hand and seal this tenth day of September 2014.

Elizabeth D. Minter, Secretary
Board of Trustees of the Placentia Library District

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Travel Authorization: Library Director to attend the Annual California Library Association (CLA) Conference in Oakland, California, November 7-9, 2014**

DATE: September 10, 2014

BACKGROUND

The California Library Association Conference will be held in Oakland, California, November 7-9, 2014. The “B the Change” conference will feature keynote speaker, Mr. Daniel Handler. A strong supporter of libraries and literacy efforts, Mr. Handler is the author of the widely popular Series of Unfortunate Events books and creator of the ALA Lemony Snicket Annual Prize for Noble Librarians Faced with Adversity.

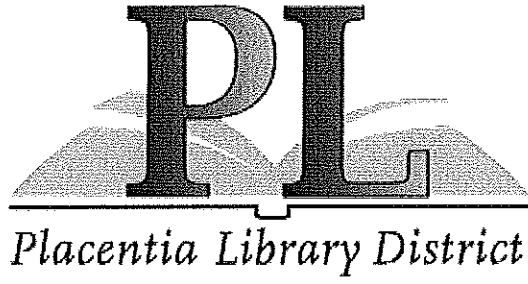
The newly appointed California State Librarian, Mr. Greg Lucas, will also be present at the State Library Town Hall meeting and State Library LSTA Showcase.

The Library Director is currently serving on the California State Library Digital Task Force. The State Library will provide a \$300 stipend for the Library Director to attend as a member of the Digital Task Force Committee. The committee will be making a presentation on the new online resource for gathering California Library statistics as well as infographics.

Fiscal Impact: \$1,000

RECOMMENDATION

Authorize the Library Director to attend the 2014 CLA in Oakland, CA from November 7-9, 2014.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: **Authorize Brea Electric to replace all the can lighting fixtures in the public and lobby area**

DATE: September 10, 2014

BACKGROUND

At the April 22, 2013 Library Board of Trustees meeting, Trustees approved staff's request to postpone the ceiling and lighting seismic assessment project until FY 13-14. An assessment of the existing ceiling in lighting has been conducted by Brea Electric, as recommended by the City of Placentia. Their proposal is attached for the review and consideration of the Board of Trustees.

Attachment A is the proposal from Brea Electric.

Fiscal Impact: \$49,730

RECOMMENDATION

Authorize Brea Electric to replace all the can lighting fixtures in the public and lobby area.



**BREA
ELECTRIC**

524 E. IMPERIAL HWY. SUITE B, BREA, CA 92821
Phone 714 529 3030 Fax 714 529 3100

Proposal Submitted To:
Placentia Library District
411 E Chapman Ave
Placentia, CA 92870
Attention: Yesenia Baltierra

August 8, 2014
T: 714-528-1925

ybaltierra@placentialibrary.org

- **Remove existing down lighting throughout Library – (92) T-bar, (14) high ceiling, (10) ceramic tile, (3) Book Return, (42) concealed spline areas**
- **Remove and dispose of High Bay light (1st install) – also remove and dispose compact ballast and lamp (2nd install, done incorrectly, unsafely and not to Code)**
- **Properly mount, wire and earthquake-proof each fixture**
 - **Price includes: Materials, Tax, Disposal and Labor**

*** The contents of this proposal/estimate are the proprietary information of Brea Electric/Holly Electric, Inc., and shall not be disseminated or displayed to any third party without the express written consent of Brea Electric/Holly Electric., Inc. ***

The above work to be performed in accordance with the drawings and specifications submitted and completed in a workman like manner per the National Electric Code 2014.

For the sum of: Forty Nine Thousand Seven Hundred Thirty Dollars\$49,730.00

Brea Electric Company carries a bond/workers compensation and liability insurances. These documents are available at customer’s request.

Changes in the above specifications may be made only upon written agreement, and extra charges will be made. All agreements are contingent upon strikes, accidents or delays beyond our control. You are to carry fire, tornado, and other necessary insurance upon above work. Our workers are fully covered by Workmen’s Compensation and Public Liability Insurance. We may withdraw this proposal at any time before acceptance. Payment is due in full immediately upon completion of the work; unless otherwise set forth above. In the event in which legal action is necessary in order to collect any sums due under this agreement, including any extra charges which are in wiring, or to enforce any other terms or conditions in this agreement, you agree to pay any and all attorney’s fees, court costs or any other collection costs actually incurred by us.

Respectfully submitted _____
Richard D. Holly, Brea Electric Co. Date

Signature _____
Date

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Discuss Placentia Library District's Interest in the Downtown Street Banner Program.

DATE: September 10, 2014

BACKGROUND

The City of Placentia is offering an advertisement opportunity in Downtown Placentia through its Downtown Street Banner Program. The 60" x 30" banner costs \$100.00 each and will remain on display for a one year at which time the sponsoring business has an opportunity to renew at a discounted rate.

Attachment A is the Downtown Street Banner Program Application.

Fiscal Impact: \$100.00 per year

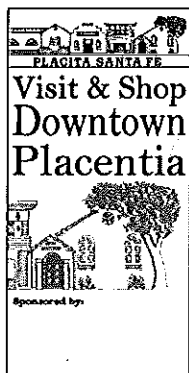
RECOMMENDATION

Actions to be determined by the Library Board of Trustees.

City of Placentia

Downtown Street Banner Program

Be a part of the excitement, become a sponsor of Placentia's History!



Sample Banner

By participating in this exciting program, you can advertise to the motorists that pass through the streets of Downtown Placentia daily. The sponsoring business name is prominently displayed along the bottom of the 60"x30" banner. Submit this application and your payment and your banner will remain on display for a period of one (1) year. The sponsoring business will have the opportunity to renew the banner at a discounted rate.

SPONSOR INFORMATION

Please type or print legibly.

Contact Name: []

Business Name: []

Mailing Address: []

Business Phone: []

Cell Phone: []

Email Address: []

BANNER INFORMATION

One (1) banner at \$100.00 each = \$ []

Total Due with Application

* Sponsor Name to be Printed on Banner: []

*Twelve (12) Character Limit Per Line (Maximum Two Lines).

The City of Placentia is not responsible for any errors in the spelling of the sponsoring business. Please verify the spelling for accuracy prior to submitting the application.

PAYMENT INFORMATION

Please submit completed application and payment to the City of Placentia, Attn: Neighborhood Services, 401 E. Chapman Avenue, Placentia, CA 92870. Payment must be received before the order can be processed.

Payment Method: Cash Check Check #: [] Payable to City of Placentia

TERMS

I understand by signing below that a Placentia Business License must be current and active in order to participate in the Downtown Street Banner Program. The sponsoring business must operate in the Downtown area. Due to the limited amount of light poles, only one (1) banner per business will be accepted. Street Banners will remain on display for one (1) year from the date of installation. Sponsor name will be printed on the lower portion of both sides of the banner. Sponsoring businesses have the opportunity to renew/replace the banner for an additional year for a \$75.00 fee.

Signature: _____ Date: _____

FOR OFFICE USE ONLY: ___ Denied ___ Approved: Date of Installation _____ Renewed: ___ Yes ___ No

Applicant should retain a copy of this application for his/her records.

City of Placentia ♦ 401 E. Chapman Ave. Placentia, Ca 92870 ♦ Phone (714) 993-8264 ♦ Fax (714) 961-0283