

AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
UNUSUAL DATE MEETING

Monday, November 25, 2013
6:30 p.m.
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: *Supporting documentation is available for review in the Administrative Office at the Placentia Library District, 411 E. Chapman Avenue, Placentia, CA 92870 9:00 a.m. – 6:00 p.m., Monday-Thursday. The Agenda and minutes are available online at www.placentialibrary.org. A copy of the Agenda packet will be available for use during the Board Meetings.*

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

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

3. Adoption of Agenda
This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).
Presentation: Library Director
Recommendation: Adopt by Motion
4. Oral Communications
Members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board. Presentations by the public are limited to 5 minutes per person. Members of the public are also permitted to address the Library Board of Trustees on specific Agenda Items before and at the time that an item is being considered by the Board. Action may not be taken on items not on the Agenda except in emergencies or as otherwise authorized. Reference: California Government Code Sections 54954.3, 54954.2(b).

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral
The President makes announcements of general interest to the community and the Library Board of Trustees as well as conducting any ceremonial matters.
6. Trustee Reports
The Trustees make announcements of general interest to the community and the Library Board of Trustees, and report on meetings attended on behalf of the Board of Trustees.
7. Placentia Library Friends Foundation Board of Director's Report (Secretary Carline)

CONSENT CALENDAR (Items 8 – 23)

- Presentation: Library Director
Recommendation: Approve by Motion
Items 8 – 23 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.

MINUTES (Item 8)

8. Minutes of the October 21, 2013 Regular Library Board of Trustees 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 October 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 October 2013 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for October 2013. (Receive & File)
15. Acquisitions Report for October 2013. (Receive & File)
16. Entrepreneurial Activities Report for October 2013. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

17. Personnel Report for October 2013. (Receive, File, and Ratify Appointments)
18. Circulation Report for October 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 October 2013.
21. Children's Services Report for October 2013.
22. Adult Services Report for October 2013.
23. Placentia Library Web Site & Technology Report for October 2013.

OLD BUSINESS

24. Approve an amendment to Placentia Library District Policy 6050 – Meeting Room Policy.
25. Continue discussion on use of personal heaters and proposed policy.
26. Use of Library property by staff and Placentia Library District Policy 6035 – Fines & Fees Schedule

NEW BUSINESS

27. Representatives from Public Facilities Investment Corporation (PFIC) and CWAAlA Inc Architecture will provide basic information on how public agencies plan and pay for facility improvements/renovations.
28. Changing the Employee of the Quarter Award to be amended to an annual program.
29. Report on the work session of November 12 – Sound System for meeting room.
30. Report on the work session of November 12 – Fingerprinting Policy
31. Report on the work session of November 12 – Information Technology Equipment Use Policy
32. Report on the work session of November 12 – Patron Exclusion Policy.
33. Report on the work session of November 12 – Securitization Reimbursement and Fiscal Year 2012-2013 Surplus.

DISCUSSION ITEM

34. Discuss and determine the needs for a website support plan. Click Consulting will present recommendation.
35. Discuss the server bundle for the virtualization of public PCs. Click Consulting will present information and recommendation.

ADJOURNMENT

36. Agenda Preparation for the September Regular Date Meeting which will be held on Monday, November 18 2013 unless re-scheduled by the Library Board of Trustees.
37. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
38. Adjourn

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

I, Yesenia Baltierra, Business Manager of the Placentia Library District, hereby certify that the Agenda for the November 25, 2013 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on November 14, 2013.



Yesenia Baltierra, Business Manager

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
OCTOBER 21, 2013

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on October 21, 2013 at 6:31 P.M.

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

Members Absent: None

Others Present: Library Staff: Library Director: Jeanette Contreras, Business Manager: Yesenia Baltierra, Placentia Library Friends Foundation Financial Secretary: Ginny Sanatar, Cindy Rouze, Wendy Townsend and Supervisors Nadia Dallstream, Fernando Maldonado and public attendees Kathy Frazee and Wendy Elliot of the Placentia Historical Committee.

ADOPTION OF AGENDA

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

AYES: Shkoler, DeVecchio, Martin, Carline, Minter

NOES: None

ABSTAIN: None

ABSENT: None

ORAL COMMUNICATION

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

TRUSTEE & ORGANIZATIONAL REPORTS

President Shkoler reported that he attended the Jewel Reception and it was lovely and well attended. He also went to the PLFF Board Meeting & Heritage Festival with Secretary Carline; they rode in the Heritage Parade. (Item 5)

Trustee Carline also commented on the Jewel reception and Heritage Parade. She attended conference in Monterey where there were lots of interesting sessions about Social Media in the workplace. She also attended the Jewel Reception and the Friends Foundation Meeting.

Trustee DeVecchio attended the Jewel Reception. He also attended the Brown Act workshop in Fountain Valley. He received information about records and how long you keep them.

Trustee Minter said she attended the Jewel Reception, noted that PLFF did a wonderful job. She was sorry she missed the Heritage Festival.

Trustee Martin attended the Jewel Reception and stated it was wonderful.

**PLACENTIA LIBRARY
FRIENDS
FOUNDATION
REPORT**

PLFF Board of Director's Report was presented by Ginny Sanatar and she mentioned they were pleased by the Jewel Reception. PLFF has concerns whether they should continue with the reception. The Author's Luncheon event will be on Saturday, March 1, 2014. Tickets will be available by December 1st. The PLFF's goal is 225 guests. Marcia Clark will be the guest author. All sub committees have been assigned. PLFF also started a little booklet with the responsibilities for luncheon that identifies the person assigned to each responsibility and the respective deadlines. They were very pleased to support the Community Meeting Room and Staff Lounge renovation and are pleased how it looks. Director Contreras wanted to clarify that the \$45,000 approved by PLFF was for the book budget, to be presented in three installments. PLFF has contributed over \$83,000 for books and programs. She thanked the PLFF.

**CONSENT
CALENDAR**

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

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

MINUTES

Minutes of the September 11, 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 September 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 September 2013 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for September 2013 (Item 14)

Acquisitions Report for September 2013 (Item 15)

Entrepreneurial Activities Report for September 2013 (Item 16)

GENERAL CONSENT

Personnel Report for September 2013 (Item 17)

REPORTS

Circulation Report for September 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 September 2013 (Item 20)

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

Adult Services Report for September 2013 (Item 22)

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

PRESENTATIONS

President Shkoler presented Wendy Townsend with the Employee of the Quarter award and a check from Placentia Library Friends Foundation. He mentioned this was her second award with only two years of service with the District.

OLD BUSINESS

Library Director Contreras recommended BHI as the Strategic Planning Consultant for the District. Library Director Contreras stated that the revised proposal amount is for \$24,000, and the budget is \$25,000. Mr. Ives, the consultant, said he was open to working with Cal State Fullerton. (Item 25)

It was moved by Trustee Martin and seconded by Trustee Minter to approve Agenda Item 25:

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

NEW BUSINESS

**Advertisement Fee
Waiver for Placentia
Police Department**

Though the proposed fingerprinting policy has not been adopted, Library Director Contreras would like to recommend that the Trustees waive the advertisement fee to the Placentia Police Department in exchange for the waiving of the fingerprinting fee of (\$20) for up to 50 applicants. Trustee Minter asked about the usage of advertisement pages. Library Director Contreras stated the cost for a full page advertisement is \$700. The use of the advertisement pages is to promote the library programs, in the event that there are no paid advertisements. (Item 26)

Motion was made by Trustee Martin and was seconded by Secretary Carline to approve Agenda Item 26:

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

**Travel Authorization
Public Library
Association
Conference**

The Public Library Association (PLA) Conference happens every two (2) years and the next conference is in March 2014 in Indianapolis, IN. Library Director Contreras recommended that the Teen Librarian I attend the conference, as employee expressed interest in attending. Trustee DeVecchio said they offer some of the best topics. Trustee Minter mentioned she thought other staff might like to attend. Library Director Contreras said it was offered to other staff but the majority of staff opted to attend the California Library Association conference in Long Beach. (Item 27)

Motion by Secretary Carline and was seconded by Trustee Minter to have The Teen Services Librarian I attend the Public Library Association Conference Agenda Item 27:

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

**Travel Authorization
Special District
Leadership Academy**

Library Director Contreras requested approval to attend the Special District Leadership Academy Conference in Napa on November 17-20, 2013. The academy would further enhance Library Director Contreras' professional development. (Item 28)

Motion by Trustee Minter and was seconded by Secretary Carline to have the Library Director attend the Special District Leadership Academy Conference in Napa on November 18-20, 2013. (Agenda Item 28):

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

**Request From the
Placentia Historical
Society**

Wendy Elliot and Kathy Frazee of Placentia Historical Society and L.A. Historical Committee made presentation to the Trustees. Kathy Frazee stated that there was a bookshelf in the library that needed to be renovated in the History Room. Kathy Frazee said that they would use their funds to help facilitate the renovation. Wendy Townsend researched the cost. Marie Schmidt did work for their committee and they would like to commemorate her work. The Placentia Historical Society would be offering \$500 in matching funds for a plaque to

commemorate the contributions that Marie Schmidt made to the History Room. The District would pay \$500. Her name should not be forgotten. Trustee Martin asked if the plaque would be on the end. The brass plaque would be on the end of the refurbished bookshelf. Cost covers refurbishment of the shelf and plaque. (Item 29)

It was moved by Trustee DeVecchio and seconded by Secretary Carline to have the library pay \$500 towards the commemorative bookshelf renovation and end shelf plaque to honor Marie Schmidt. (Agenda Item 29):

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

**Staff Appreciation
and Recognition
Dinner**

The Library Director provided an update on the Staff Appreciation dinner to be held on Friday, October 25, 2013 at 5:30 p.m. at the Marriott in Fullerton. Library Director Contreras requested \$700 from the entrepreneurial fund for expenses. (Item 30)

It was moved by Trustee Martin and seconded by Trustee DeVecchio to fund \$700 for The Staff Appreciation and Recognition Dinner. (Agenda Item 30):

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

**Proposed New
Library Hours**

Library Director Contreras stated as part of the Fiscal Year 2013-2015 budget presentation, expanded hours for Fiscal Year 2014-2015 was included in the budget cycles. The Library would be open on Fridays. It has been over 20 years since the Library opened on Fridays. After thorough discussions with library staff and analysis of statistics, Library Director Contreras recommends the new hours be Monday - Thursday 9:00 a.m.-8:00 p.m., Friday and Saturday 9:00 a.m.-5:00 p.m., and Sunday 1:00 p.m.-5:00 p.m. The new hours would add four additional hours. Library Director Contreras recommends the new hours to begin Monday, June 30, 2014. Trustee Minter suggested the new hours begin after the summer due to the library being used less during the summer and to give staff more time to address staffing level. President Shkoler stated people use the library consistently throughout the year. Library Director Contreras stated the Fiscal Year 2014-2015 budget had accounted for the additional staffing needed for the additional hours. Trustee DeVecchio asked why the Library could not open at 10am. Library Director Contreras stated opening at 10am would disrupt

Storytime programs. President Shkoler said this would make the library available to more people. (Item 31)

It was moved by Secretary Carline and seconded by Trustee Martin to adopt the new library hours for Fiscal Year 2014-2015. (Agenda Item 31):

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

Personal Heaters

Library Director Contreras mentioned that there is a concern about the comfort and safety of the library staff. A few years ago the employees were told they could purchase small heaters for their work areas. But we have concerns about those personal heaters. President Shkoler recommended that the District should coordinate with the Fire Marshall. Director Contreras agreed and stated staff will work with the Fire Department. Trustee Minter suggested that only *Library approved* heaters should be allowed. President Shkoler asked about balancing the temperature using the existing heating and air conditioning system. Library Director Contreras said that system is really old and it really doesn't work well and evenly throughout the library, for example, the Children's section is always cold but the Reference desk is warmer. We understand the need for personal heaters, but we're concerned about safety. President Shkoler said that even an old system, should still be balanced. He mentioned that the area where he worked in the library was very cold. Library Director Contreras mentioned this will be brought up again in November. (Item 32)

Use of Library District Property for Personal Use

Library Director Contreras has been approached recently by staff who wanted to know if they could borrow some tables and white chairs. A question came up if property owned by the library can be used for personal use. If not, can they rent it and if so, how much would it be? There is no established policy as of yet. Library Director Contreras stated that we do allow Placentia Rotary to borrow those items for events because usually PLD & Rotary are co-chairs at those events. But we don't have established fees for rental of table and chairs and canopies, etc. So she wanted to bring this up for the Board. Trustee Martin stated that staff had enough on their plate, not to add more by worrying about rentals. Trustee Minter agreed with Trustee Martin. Trustee Minter stated loaning District property for free to employees would be a misuse of public funds and we cannot do it. It was discussed perhaps employees can rent tables, chairs, and canopies from the District for a fee. President Shkoler we need to be cognitive of local businesses such as Haz Rental and not undercut their price. Trustee Minter suggested that we find out rates first and bring it up next month. Library Director Contreras she would have a revised fee schedule next month. (Item 33)

New Programs

Supervisor Dallstream reported out on upcoming new adult programs which include:

- Web Design Made Easy
- Introduction to Pinterest
- Fun with Digital Photos
- DIY CrAfternoons
 1. Terrific Tile
 2. Painting Palooza
 3. Mason Jars Madness: Glass etching, vases, gifts and more.
- Community Creating Change, Standing Up to Family Violence (Book to Action programs)
- What is Family Violence and How Can We Prevent It?
- Introduction to Self Defense – Join the Placentia Police Department in an hour long, hands-on self-defense class
- Kids Creating Change
- Historical European Martial Arts

Supervisor Maldonado reported out on upcoming Circulation services which include:

- Library will be hosting National Passport Day to encourage and promote businesses and people to get passports at the library.
- Library will be hosting a new agent training working with the Department of State of California to allow aides to serve as back up passport agents.
- Virtual library cards will be available soon.

Library Director Contreras reported out on upcoming new children's program which include:

- Wiggles and Giggles program where expectant or new mothers receive a basket; 200 baskets will be given out starting on Mother's Day in May 2014.
- Video games will be available for checkout.
- Library will coordinate with the Placentia Police Department to offer a cyber-bullying workshop. (Item 34)

Sound System Discussion

The newly remodeled community meeting room is equipped with a projector but not a sound system. The room is used for various purposes including public meetings such as board meetings, and programs such as movies. President Shkoler and Library Director Contreras met with local sound experts, Lee Castner & Jeremy Yamaguchi, to seek their professional input. They will provide the Library with a couple of estimates for possible sound system consideration. Estimates will be provided at the next Library Board of Trustees meeting. Trustee Minter asked if there is a recommendation. President Shkoler stated an estimated cost of \$5,000-\$6,000. It was decided that the sound system

will be discussed at the November Library Board of Trustees meeting (Item 35).

ADJOURNMENT

President Shkoler adjourned The Regular Meeting of the Board of Trustees of the Placentia Library District on October 21, 2013 adjourned at 8:30 p.m.

The next meeting will be on November 25, 2013 at 6:30 P.M.

Al Shkoler
President
Library Board of Trustees

Gayle Carline
Secretary
Library Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Summary of Non-standard Claims for October 2013
DATE: November 25, 2013

TYPE	DATE	CLAIM #	AMOUNT
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NONE

		TOTAL	\$0
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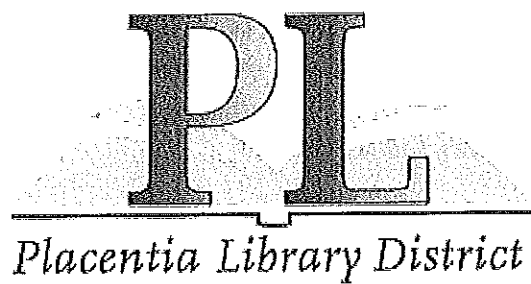


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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Summary of Claims Forwarded by the Library Director & Trustees
DATE: November 25, 2013

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	10/22/13	5690	\$3,825.92
FUND 707	10/28/13	5691	\$22,179.74
FUND 707	10/28/13	5692	\$4,969.67
FUND 707	11/06/13	5693	\$12,421.46
		TOTAL	\$43,396.79



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Current Claims and Payroll
DATE: November 25, 2013

Current Claims

TYPE	DATE	CLAIM #	AMOUNT
707	11/25/13	5696	\$3,122.29
707	11/25/13	5697	\$1,415.55
707	11/25/13	5698	\$1,480.16
707	11/25/13	5699	\$1,323.52
707	11/25/13	5700	\$2,319.66

Subtotal for Claims **\$9,661.18**

Payroll

On Demand Wire	11/25/13	88	\$40,000.00
On Demand Wire	11/25/13	89	\$40,000.00

Subtotal for Payroll **\$80,000.00**

**TOTAL CURRENT
CLAIMS & PAYROLL** **\$89,661.18**

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 11/25/13
REPORT NO: 5696

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-0596 The McGraw Hill Companies PO Box 894190 Los Angeles, CA 90189-4190	10/4/2013 76879677001	2400	0760		\$93.40		
VC-0615-2 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	10/29/2013 1088455885	2400	0760		\$21.60		
VC-7311 Tumbleweed Press, Inc. 1853 A Avenue Road, #4 Toronto, ON M3M 3Z4 Canada	9/19/2013 50618	2400	0760		\$499.00		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	9/25/2013 4010640469	2400	0760		\$30.10		
	9/25/2013 4010640470	2400	0760		\$57.08		
	9/25/2013 4010640471	2400	0760		\$63.08		
	9/25/2013 4010640472	2400	0760		\$19.00		
	9/25/2013 4010640473	2400	0760		\$34.62		
	9/25/2013 4010640474	2400	0760		\$13.09		
	9/25/2013 4010640475	2400	0760		\$61.83		
	9/25/2013 4010640476	2400	0760		\$27.00		
	9/25/2013 4010640477	2400	0760		\$957.66		
	9/25/2013 4010640478	2400	0760		\$457.94		
	9/25/2013 4010640479	2400	0760		\$434.55		
	9/25/2013 4010640480	2400	0760		\$297.37		
	9/25/2013 4010640481	2400	0760		\$54.97		
					\$2,508.29		
TOTAL REMITTANCE:					\$3,122.29		

The claims listed above (totaling \$3,122.29) 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: 11/25/13
REPORT NO: 5697

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	9/25/2013	4010640482	2400	0760	\$46.77		
	9/25/2013	4010640483	2400	0760	\$29.04		
	9/25/2013	4010640484	2400	0760	\$299.97		
	9/25/2013	4010640485	2400	0760	\$68.84		
	9/25/2013	4010642821	2400	0760	\$100.19		
	9/25/2013	4010642822	2400	0760	\$14.52		
	9/25/2013	4010642823	2400	0760	\$41.01		
	9/25/2013	4010642825	2400	0760	\$148.53		
	9/25/2013	4010642826	2400	0760	\$70.61		
	9/25/2013	4010644191	2400	0760	\$76.44		
	9/25/2013	4010644193	2400	0760	\$16.71		
	9/25/2013	4010644194	2400	0760	\$29.03		
	9/25/2013	4010644195	2400	0760	\$40.06		
	9/25/2013	4010644196	2400	0760	\$51.18		
	9/25/2013	4010644197	2400	0760	\$13.86		
	9/25/2013	4010644198	2400	0760	\$15.07		
	9/27/2013	4010648664	2400	0760	\$25.54		
	9/27/2013	4010648665	2400	0760	\$30.92		
	9/27/2013	4010648666	2400	0760	\$80.81		
	9/27/2013	4010648667	2400	0760	\$60.60		
9/27/2013	4010648668	2400	0760	\$119.20			
9/27/2013	4010648669	2400	0760	\$36.65			
TOTAL REMITTANCE:					\$1,415.55		

The claims listed above (totaling \$1,415.55) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 11/25/13
REPORT NO: 5698

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	9/27/2013	4010648671	2400	0760	\$41.06			
	9/27/2013	4010648672	2400	0760	\$14.52			
	9/27/2013	4010648673	2400	0760	\$32.64			
	9/27/2013	4010648674	2400	0760	\$93.52			
	9/27/2013	4010650143	2400	0760	\$39.05			
	9/30/2013	4010654510	2400	0760	\$40.06			
	10/1/2013	4010657021	2400	0760	\$145.54			
	10/11/2013	4010656631	2400	0760	\$62.82			
	10/11/2013	4010656632	2400	0760	\$35.87			
	10/11/2013	4010656633	2400	0760	\$21.21			
	10/11/2013	4010656634	2400	0760	\$73.56			
	10/11/2013	4010656635	2400	0760	\$141.41			
	10/11/2013	4010656636	2400	0760	\$19.59			
	10/11/2013	4010656637	2400	0760	\$28.41			
	10/11/2013	4010656638	2400	0760	\$150.09			
	10/11/2013	4010656639	2400	0760	\$41.05			
	10/11/2013	4010656640	2400	0760	\$64.45			
	10/11/2013	4010656641	2400	0760	\$215.81			
	10/11/2013	4010656642	2400	0760	\$16.71			
	10/11/2013	4010656643	2400	0760	\$53.01			
	10/11/2013	4010656644	2400	0760	\$29.04			
	10/11/2013	4010656645	2400	0760	\$120.74			
	TOTAL REMITTANCE:					\$1,480.16		

The claims listed above (totalling \$1,480.16) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____ Countersigned by _____ Attested and/or countersigned by _____
Page Total: (7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 11/25/13
REPORT NO: 5699

The County Auditor is authorized to draw these checks from:

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

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	10/7/2013	2400	0760		\$41.09		
	91318376	2400	0760		\$36.09		
	10/7/2013	2400	0760		\$44.64		
	91318377	2400	0760		\$17.44		
	10/7/2013	2400	0760		\$34.29		
	91318379	2400	0760		\$43.44		
	10/9/2013	2400	0760		\$27.64		
	91325584	2400	0760		\$66.09		
	10/9/2013	2400	0760		\$169.36		
	91325586	2400	0760		\$64.64		
	10/9/2013	2400	0760		\$35.49		
	91325588	2400	0760		\$57.28		
	10/11/2013	2400	0760		\$208.36		
	91331457	2400	0760		\$97.18		
	10/11/2013	2400	0760		\$98.62		
	91331459	2400	0760		\$26.09		
	10/11/2013	2400	0760		\$72.18		
	91332292	2400	0760		\$33.29		
	10/14/2013	2400	0760		\$41.09		
	91332293	2400	0760		\$36.09		
10/14/2013	2400	0760		\$38.49			
91336536	2400	0760		\$34.64			
10/14/2013	2400	0760					
91336538	2400	0760					
10/18/2013	2400	0760					
91348671	2400	0760					
10/18/2013	2400	0760					
91349060	2400	0760					
10/18/2013	2400	0760					
91349061	2400	0760					
10/21/2013	2400	0760					
91353424	2400	0760					
10/21/2013	2400	0760					
91353427	2400	0760					
10/21/2013	2400	0760					
91353428	2400	0760					
10/23/2013	2400	0760					
91358138	2400	0760					
10/24/2013	2400	0760					
91360536	2400	0760					
10/24/2013	2400	0760					
91360537	2400	0760					
10/24/2013	2400	0760					
91360539							
TOTAL REMITTANCE:					\$1,323.52		

The claims listed above (totaling \$1,323.52) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 11/25/13
REPORT NO: 5700

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	10/25/2013	2400	0760		\$51.09		
	91365369						
	10/25/2013	2400	0760		\$34.64		
	91365460						
	10/25/2013	2400	0760		\$36.09		
	91366020						
	11/1/2013	2400	0760		\$92.18		
	91383646						
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	11/4/2013	2400	0760		\$72.18		
	91388484				\$286.18		
	10/11/2013	2400	0760		\$20.22		
	4010656646						
	10/11/2013	2400	0760		\$20.82		
	4010657622						
	10/11/2013	2400	0760		\$11.15		
	4010657623						
	10/11/2013	2400	0760		\$14.50		
	4010657624						
	10/11/2013	2400	0760		\$357.00		
	4010657626						
	10/11/2013	2400	0760		\$538.36		
	4010657627						
	10/11/2013	2400	0760		\$459.78		
	4010657628						
	10/11/2013	2400	0760		\$72.11		
	4010657629						
	10/11/2013	2400	0760		\$36.69		
	4010657630						
10/14/2013	2400	0760		\$39.79			
4010664611							
10/14/2013	2400	0760		\$14.52			
4010664612							
10/14/2013	2400	0760		\$226.69			
4010664613							
10/14/2013	2400	0760		\$104.17			
4010664614							
10/14/2013	2400	0760		\$43.89			
4010664615							
10/14/2013	2400	0760		\$37.92			
4010664616							
10/14/2013	2400	0760		\$35.87			
4010664617				\$2,033.48			
TOTAL REMITTANCE:					\$2,319.66		
The claims listed above (totaling \$2,319.66) 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: 11/25/13
REPORT NO: 88

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	*12-02-13 Payroll #11 FY13/14	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
<p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 11/25/13
REPORT NO: 89

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	*12-16-13 Payroll #12 FY13/14	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
<p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

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

DATE: November 25, 2013

	Fiscal Year 2013-2014						TOTAL ALL FUNDS	TOTAL EXCL GEN FUND
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708			
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff			
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		Closed Account		0.00	0.00
12/31/2013	Closed Account	Closed Account	Closed Account		Closed Account		0.00	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						TOTAL ALL FUNDS	TOTAL EXCL GEN FUND
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708			
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff			
07/31/12	Closed Account	Closed Account	Closed Account	1,469,830.85	Closed Account		1,469,830.85	0.00
8/31/2012	Closed Account	Closed Account	Closed Account	1,349,149.11	Closed Account		1,349,149.11	0.00
9/30/2012	Closed Account	Closed Account	Closed Account	1,303,635.10	Closed Account		1,303,635.10	0.00
10/31/12	Closed Account	Closed Account	Closed Account	1,196,238.15	Closed Account		1,196,238.15	0.00
11/30/2012	Closed Account	Closed Account	Closed Account	1,367,458.84	Closed Account		1,367,458.84	0.00
12/31/2012	Closed Account	Closed Account	Closed Account	1,912,383.33	Closed Account		1,912,383.33	0.00
01/31/13	Closed Account	Closed Account	Closed Account	1,890,404.62	Closed Account		1,890,404.62	0.00
2/28/2013	Closed Account	Closed Account	Closed Account	1,794,179.66	Closed Account		1,794,179.66	0.00
3/31/2013	Closed Account	Closed Account	Closed Account	1,659,289.32	Closed Account		1,659,289.32	0.00
04/30/13	Closed Account	Closed Account	Closed Account	2,109,171.72	Closed Account		2,109,171.72	0.00
5/31/2013	Closed Account	Closed Account	Closed Account	2,053,081.07	Closed Account		2,053,081.07	0.00
6/30/2013	Closed Account	Closed Account	Closed Account	2,041,592.77	Closed Account		2,041,592.77	0.00
Petty Cash	0.00	0.00	0.00	0.00	0.00		0.00	0.00
General Reserves	0.00	0.00	0.00	414,789.10	0.00		414,789.10	0.00
Impact Fees	0.00	0.00	0.00	374,419.30	0.00		374,419.30	0.00



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

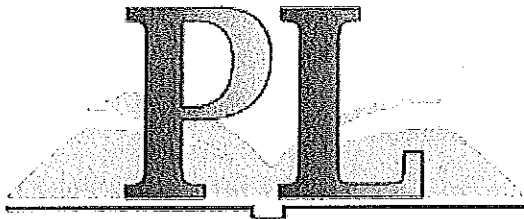
DATE: November 25, 2013

Summary of Cash and Investments as of October 31, 2013

Cash with Orange County Treasurer Fund 707	959,419.75
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	77,462.18
General Fund Savings – Bank of the West	479,643.96
Payroll Checking – Wells Fargo Bank	123,188.45
Total Cash and Investments	2,428,922.74

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

Jeanette Contreras
Library Director



Placentia Library District

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PLACENTIA LIBERTY DISTRICT
YTD REVENUE REPORT
October 31, 2013

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	1,833,161	34,813	1,798,348	1.9%
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	16,706	8,388	66.6%
6290		Other Taxes	0	-	-	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	97,494		
REVENUE FROM USE OF MONEY & PROPY						
6610		Interest	0	1,865	(1,865)	100.0%
		Sub Total	0	1,865		
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	17,243	-	17,243	0.0%
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	1,761		
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)				
		Fines & Fees	45,000	12,493	32,507	27.8%
		Passport/Photos	70,000	30,608	39,392	43.7%
		Meeting Room Fees	8,000	1,040	6,960	13.0%
		DVD Rentals	6,000	2,370	3,630	39.5%
		Test Proctor	4,000	2,600	1,400	65.0%
		Sub Total	133,000	49,111		
7680		6-MO Expired (Outlawed) Checks	0	-	-	0%
		YTD Actual	2,092,414	150,231		
		FY 12/13 Funds Available	40,000	40,000		
TOTAL REVENUES FY 12/13:			2,132,414	190,231	1,942,183	8.9%

MISCELLANEOUS REVENUES (Restricted)
Impact Fees 0 - 0%
City of Placentia Tax Sharing Agreement 0 - 0%

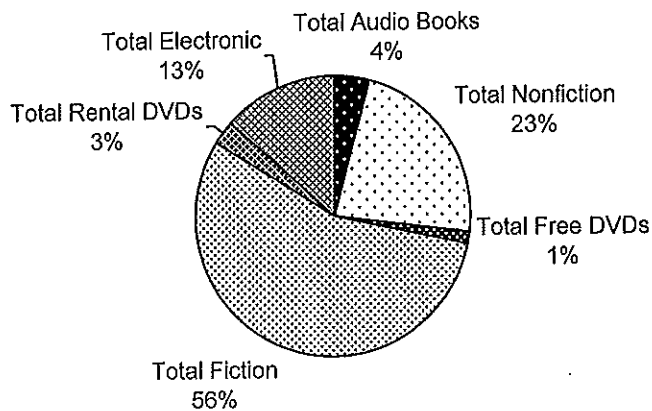
PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
 October 31, 2013
 33% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,107,523	117,449	0.11	\$990,074
0200	Retirement	41,644	5,715	0.14	\$35,929
0301	Unemployment Insurance	9,000	0	0.00	\$9,000
0306	Health Insurance	190,893	67,171	0.35	\$123,722
0306-0770	Employee Assistance Program	715	242	0.34	\$473
0308	Dental Insurance	15,917	5,041	0.32	\$10,876
0309	Life Insurance	7,568	2,492	0.33	\$5,076
0310	AD & D Insurance	4,008	1,552	0.39	\$2,456
0319	Vision Insurance	2,574	849	0.33	\$1,725
0350	Workers' Compensation Insurance	10,000	3,933	0.39	\$6,067
	TOTAL	\$1,389,842	\$204,444	0.15	\$1,185,398
SERVICES & SUPPLIES					
0700	Communications	25,000	2,703	0.11	\$22,297
0900	Food	2,000	1,147	0.57	\$853
1000	Household Expenses	12,000	3,019	0.25	\$8,981
1100	Library Insurance	12,000	11,122	0.93	\$878
1300	Maintenance, Equipment	25,000	11,615	0.46	\$13,385
1400	Maintenance, Buildings & Improvements	48,500	16,616	0.34	\$31,884
1600	Memberships	12,000	560	0.05	\$11,440
1700	Miscellaneous Expense	500	100	0.20	\$400
1800	Office Expenses	36,872	13,193	0.36	\$23,679
1803	Postage	5,500	3,885	0.71	\$1,615
1900	Prof./Specialized Services	133,700	32,347	0.24	\$101,353
1912	Investment Administrative Fees	1,500	378	0.25	\$1,122
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	56,305	0.35	\$105,695
2600	Transportation & Travel	2,000	2,249	1.12	-\$249
2700	Meetings	25,500	4,054	0.16	\$21,446
2800	Utilities	73,500	22,596	0.31	\$50,904
	TOTAL	\$594,072	\$196,120	0.33	\$397,952
OTHER CHARGES					
3700	Taxes and Assessments	\$8,500	\$617	0.07	\$7,883
	OPERATING EXPENSES	\$1,992,414	\$401,182	0.20	\$1,591,233
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$55,000	\$12,247	0.22	\$42,753
4200	Structures/Improvements	85,000	\$1,152	0.01	\$83,848
5200	Contingency Funds	\$0	\$0	0.00	\$0
	TOTAL	\$140,000	\$13,399	0.10	\$126,601
TOTAL BUDGET (Fund 707)					
		\$2,132,414	\$414,580	0.19	\$1,717,834
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$374,419	\$0	0.00	\$374,419

Placentia Library District

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

	<u>Amount</u>	<u>Title</u>	<u>Volumes</u>
Total Fiction	\$31,670	1486	1716
Total Non-Fiction	\$13,028	600	843
Total Electronic	\$7,653	32	30
Total Audio Books	\$2,362	66	66
Total Free DVDs	\$728	23	35
Total Rental DVDs	\$1,548	63	63
TOTAL MATERIALS	\$56,989	2270	2753



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 OCTOBER 2013

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	\$16,925	577	597	\$8,278	6	17	\$23,203	583	614	\$537	23	27	\$23,740	606	641
California Adult Fiction	\$0	0	0	\$279	10	10	\$279	10	10	\$0	0	0	\$279	10	10
Total Adult Fiction	\$16,925	577	597	\$8,557	16	27	\$23,482	593	624	\$537	23	27	\$24,019	616	651
Adult Non-Fiction	\$8,424	395	397	\$314	14	14	\$8,738	410	411	\$449	19	19	\$9,187	429	430
Adult Reference	\$259	5	5	\$0	0	0	\$259	5	5	\$1,084	22	22	\$1,323	27	27
Adult magazines	\$140	1	218	\$0	0	0	\$140	1	219	\$0	0	0	\$140	1	219
California Adult Non-Fiction	\$0	0	0	\$1,580	72	72	\$1,580	72	72	\$0	0	0	\$1,580	72	72
Total Adult Non-Fiction	\$8,623	402	621	\$1,974	86	86	\$10,697	488	707	\$1,513	41	41	\$12,210	529	748
TOTAL ADULT PRINT MATERIALS	\$25,748	979	1,218	\$8,491	102	113	\$34,179	1,081	1,331	\$2,050	64	68	\$36,229	1,145	1,399
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$158	16	16	\$158	16	16
Adult Audio Books	\$2,362	66	66	\$339	8	8	\$2,701	74	74	\$0	0	0	\$2,701	74	74
Adult Free DVDs	\$479	11	23	\$0	0	0	\$479	11	23	\$30	3	3	\$509	14	26
Adult Rentals/DVDs	\$1,312	53	53	\$151	7	7	\$1,463	60	60	\$135	9	9	\$1,598	69	69
TOTAL ADULT NON-PRINT MATERIALS	\$4,153	130	142	\$490	15	15	\$4,643	145	157	\$323	28	28	\$4,966	173	185
TOTAL ADULT MATERIALS	\$29,901	1,109	1,360	\$8,921	117	128	\$38,822	1,226	1,488	\$2,373	92	96	\$41,195	1,318	1,584
Juvenile Fiction	\$10,156	562	768	\$45	2	2	\$10,201	564	771	\$1,428	180	180	\$11,629	744	951
California Juvenile Fiction	\$0	0	0	\$459	27	27	\$459	27	27	\$0	0	0	\$459	27	27
Young Adult Fiction	\$4,589	347	350	\$0	0	0	\$4,589	347	350	\$195	28	28	\$4,784	375	378
California Young Adult Fiction	\$0	0	0	\$109	6	7	\$109	6	7	\$0	0	0	\$109	6	7
Total Juvenile Fiction	\$14,745	909	1,119	\$613	35	36	\$15,358	944	1,155	\$1,623	208	208	\$16,981	1,152	1,363
Juvenile Non-Fiction	\$3,915	184	189	\$40	2	2	\$3,955	186	191	\$152	12	12	\$4,107	198	203
California Juvenile Non-Fiction	\$0	0	0	\$398	15	16	\$398	16	16	\$0	0	0	\$398	16	16
Young Adult Non-Fiction	\$235	13	13	\$0	0	0	\$235	13	13	\$77	5	5	\$312	18	18
California Young Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Reference	\$55	1	1	\$0	0	0	\$55	1	1	\$95	9	9	\$150	10	10
Juvenile Magazines	\$0	0	19	\$0	0	0	\$0	0	19	\$0	0	0	\$0	0	19
Total Juvenile Non-Fiction	\$4,205	198	222	\$438	17	18	\$4,641	215	240	\$324	26	26	\$4,965	241	268
TOTAL JUVENILE PRINT MATERIALS	\$18,950	1,107	1,341	\$1,049	52	54	\$19,999	1,159	1,395	\$1,947	234	234	\$21,946	1,393	1,629
Juvenile Music CDs	\$273	12	14	\$0	0	0	\$273	12	14	\$0	0	0	\$273	12	14
Juvenile Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
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	\$236	10	10	\$0	0	0	\$236	10	10	\$48	3	3	\$284	13	13
TOTAL JUVENILE NON-PRINT MATERIALS	\$758	34	36	\$740	18	18	\$1,498	52	54	\$320	22	22	\$1,818	74	76
TOTAL JUVENILE MATERIALS	\$19,708	1,141	1,377	\$1,789	70	72	\$21,497	1,211	1,449	\$2,267	256	256	\$23,764	1,467	1,705
On-line databases	\$7,653	2	0	\$0	0	0	\$7,653	2	0	\$0	0	0	\$7,653	2	0
E-books	\$0	30	30	\$0	0	0	\$0	30	30	\$0	0	0	\$0	30	30
Music	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL ELECTRONIC MATERIALS	\$7,653	32	30	\$0	0	0	\$7,653	32	30	\$0	0	0	\$7,653	32	30
Total Fiction	\$31,670	1,486	1,715	\$7,170	51	63	\$38,840	1,537	1,779	\$2,160	231	235	\$41,000	1,768	2,014
Total Non-Fiction	\$13,028	600	843	\$2,310	103	104	\$15,338	703	947	\$1,837	67	67	\$17,175	770	1,014
Total Electronic	\$7,653	32	30	\$0	0	0	\$7,653	32	30	\$0	0	0	\$7,653	32	30
Total Audio Books	\$2,362	66	66	\$339	8	8	\$2,701	74	74	\$0	0	0	\$2,701	74	74
Total Free DVDs	\$728	23	35	\$0	0	0	\$728	23	35	\$0	0	0	\$728	23	35
Total Rental DVDs	\$1,548	63	63	\$151	7	7	\$1,699	70	70	\$183	12	12	\$1,882	82	82
TOTAL MATERIALS	\$56,989	2,270	2,753	\$9,970	169	182	\$66,959	2,439	2,935	\$4,482	332	336	\$71,441	2,771	3,271

Outstanding Orders as of October 2013
 Adops-book \$15
 TOTAL \$12,694

General Fund \$12,679

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: Entrepreneurial Activities Report for October 2013

DATE: November 25, 2013

Net Revenue Summary for October 2013

			YTD	YTD
	Oct-13	Oct-12	2013-2014	2012-2013
Passport	5,925.00	5,350.00	25,100.00	22,025.00
Passport Photos	1,488.00	1,068.00	5,508.00	5,267.00
Test Proctor	550.00	200.00	2,600.00	2,000.00
Meeting Room	510.00	685.00	1,040.00	1,715.00
DVD Rentals	485.00	431.00	2,370.00	2,134.60
Total	8,958.00	7,734.00	36,618.00	33,141.60



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Personnel Report for October 2013
DATE: November 25, 2013

			YTD	YTD
	Oct-13	Oct-12	2013-2014	2012-2013
Separation	0	0	0	1
Retirement	0	0	0	0
Appointments	1	0	2	0
Open Positions	0	1	1	1
Workers' Compensation Leave	1	0	1	0
Total	2	1	4	2

SEPARATION:
None

RETIREMENT:
None

APPOINTMENTS:
Library Clerk-15 hours

OPEN POSITIONS:
None



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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: November 25, 2013

MONTHLY STATISTICS

October 2013

<u>CIRCULATION</u>	Sep-13	Sep-12	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
New Patron Registrations	363	358	1,454	1,360	6.9%
Total Circulation*	23,233	17,270	81,695	72,639	11.1%
Total Active Borrowers**	8,468	8,727			
Attendance	23,765	23,002	90,180	93,108	-3.1%
Registered Card Holders**	29,956	31,757			
Adult Fiction	2,794	3,002	12,093	12,324	-1.9%
Adult Nonfiction	2,512	1,861	8,545	7,709	10.8%
Adult Magazines	288	283	951	1,063	-10.5%
Adult Music CDs	229	193	747	739	1.1%
Adult Audio Books	604	524	2,583	2,141	20.6%
Adult Free DVDs	282	222	1,124	1,254	-10.4%
Adult Rental DVDs	349	345	1,714	1,686	1.7%
Overdrive E-Books	496	231	1,999	916	118.2%
Overdrive Audio Books	219	124	872	378	130.7%
JV Fiction	11,388	7,144	35,683	28,977	23.1%
YA Fiction	1,170	1,041	5,585	5,608	-0.4%
JV Nonfiction	2,246	1,103	6,286	4,532	38.7%
YA Nonfiction	89	75	399	312	27.9%
JV Magazines	3	9	27	43	-37.2%
JV Music CDs	50	28	122	128	-4.7%
JV Audio Books	39	43	196	163	20.2%
JV Free DVDs	612	656	3,009	2,923	2.9%
JV Rental DVDs	198	153	901	867	3.9%
Video Games	9	0	9	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		963	762	793	767	796	4,081
10:00		282	1,119	426	1,167	290	3,284
11:00		364	536	409	719	547	2,575
12:00		622	698	488	375	630	2,813
1:00	661	362	471	422	542	1,008	3,466
2:00	1,024	494	1,035	616	559	839	4,567
3:00	922	572	972	564	676	979	4,685
4:00	729	852	885	1,281	1,117	768	5,632
5:00		1,003	725	1,229	1,021		3,978
6:00		1,173	1,310	951	1,511		4,945
7:00		755	1,295	1,285	985		4,320
8:00		588	729	921	945		3,183
Total/Day	3,336	8,030	10,537	9,385	10,384	5,857	47,529
* Grand Total							23,765

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

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		0	0	1	0	1	2
10:00		0	1	0	3	7	11
11:00		0	3	1	6	8	18
12:00		1	2	6	1	6	16
1:00	16	2	4	0	1	6	29
2:00	17	3	3	0	2	11	36
3:00	1	8	5	6	4	16	40
4:00	5	4	5	4	5	7	30
5:00		4	5	0	1		10
6:00		9	6	8	4		27
7:00		6	3	1	4		14
8:00		2	0	1	1		4
Total/Day	39	39	37	28	32	62	237
Grand Total							237

STAFF ACTIVITY

- October 01, 2013- Staff organized the meeting room for Pre-School story time.
- October 03, 2013- Estella delivered money deposits to the bank.
- October 03, 2013- Staff organized the meeting room for Lap-Sit story time.
- October 03, 2013- Staff organized the meeting room for P-Tac.
- October 08, 2013- Estella delivered money deposits to the bank.
- October 08, 2013- Staff organized the meeting room for Pre-School story time.
- October 08, 2013- Staff organized the meeting room for a book discussion.
- October 08, 2013- Staff organized the meeting room for Family History Month.
- October 08, 2013- Fernando participated in Supervisors meeting.
- October 09, 2013- Staff organized the meeting room for Cops story time.
- October 10, 2013- Estella delivered money deposits to the bank.
- October 10, 2013- Staff organized the meeting room for Lap-Sit story time.
- October 10, 2013- Staff organized the meeting room for Conversation Club.
- October 10, 2013- Staff organized the meeting room for a Reforma meeting.
- October 13, 2013- Staff helped with Friends monthly book sale.
- October 14, 2013- Staff organized the meeting room for PLFF board meeting.
- October 15, 2013- Staff organized the meeting room for Pre-School story time.
- October 15, 2013- Estella delivered money deposits to the bank.
- October 16, 2013- Estella participated in Employee Appreciation Committee meeting.
- October 17, 2013- Staff organized the meeting room for Lap-Sit story time.
- October 17, 2013- Staff organized the meeting room for RADD story time.
- October 17, 2013- Staff organized the meeting room for P-Tac.
- October 17, 2013- Estella visited Marriot hotel for employee dinner planning.
- October 17, 2013- Staff assisted with PLFF Jewel Reception set up.
- October 17, 2013- Estella delivered money deposits to the bank.
- October 19, 2013- Staff organized the meeting room for Super Star story time.
- October 19, 2013- Staff organized the meeting room for Dia de Los Muertos.
- October 21, 2013- Staff organized the meeting room for the Trustees meeting.
- October 21, 2013- Fernando attended board meeting.
- October 21, 2013- Fernando attended work session.
- October 22, 2013- Fernando participated in Supervisors meeting.
- October 22, 2013- Staff organized the meeting room for Pre-School story time.
- October 22, 2013- Laura D., Victor, Sara and Laura M. attended Circulation department meeting.
- October 22, 2013- Liz, Estella, Beatrice, and Fernando attended all staff meeting.
- October 23, 2013- Estella delivered money deposits to the bank.
- October 24, 2013- Fernando attended a Liebert, Cassidy, and Whitmore training in Cypress.
- October 24, 2013- Staff organized the meeting room for Lap-Sit story time.
- October 24, 2013- Staff assisted with Library Haunt set up in quiet study area.
- October 24, 2013- Estella delivered money deposits to the bank.
- October 24, 2013- Fernando met with Jeanette to discuss personnel issues.
- October 26, 2013- Staff assisted with Halloween Crafts set up in the Children's area.
- October 29, 2013- Staff organized the meeting room for Pre-School story time.
- October 29, 2013- Estella delivered money deposits to the bank.
- October 30, 2013- Victor, Sara, Elizabeth, Max, and Laura C. participated in New Agent passport training.
- October 30, 2013- Max started new clerk training.
- October 31, 2013- Fernando participated in strategic planning meeting with Brent Ives.
- October 31, 2013- Staff organized the meeting room for Lap-Sit story time.

ONGOING PROJECTS

Fernando continues to work on staff performance evaluations.
Circulation continues to work on a passport marketing campaign.
Fernando continues to train staff after re-delegating department tasks.
Fernando continues new clerk training for Max.

NEW PROJECTS AND ACTIVITIES

Fernando will train Laura C. about book mending procedures.
Fernando will train Laura D. on the outside marquee.
Fernando will train all Aides about passport processing procedures.
Passport Agents will begin recertification process.
Circulation will develop a virtual library card.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: City of Placentia Invoices, October 2013
DATE: November 25, 2013

PERIOD COVERED FY 2013-2014	INVOICE DATE	SO. CA.		IRRIGATION		
		EDISON	TURF	GROUNDS	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	*	*	*	*	*	\$0.00
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	\$ 21,839.27	\$ 5,809.96	\$ 427.50	\$ 15.87	\$ 28,092.60
	AVG	7,279.76	1,936.65	142.50	15.87	14,046.30

* City Billing Not Received

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Director's Report for October 2013
DATE: November 25, 2013

Accomplishments

- Secured \$68,810 from the Placentia Library Friends Foundation (PLFF) for library materials, programs and services.
- Met with family therapist, Christine Lister, to discuss possible parenting workshops.
- Served on interview panel for Santa Monica Public Library.
- Attended a follow-up meeting in Sacramento for the Edge project.
- Met with a library student to discuss his grant project for the library.
- Met with strategic planning consultant and supervisors to begin the strategic plan process.
- Met with Zoo Velasco, Muckenthaler Executive Director, to discuss possible art workshops.

Meetings

- Library Board of Trustees Meeting – October 21st
- Supervisor's Meetings – October 9th, 22nd
- Meetings with Individual Supervisors – October 2nd, 24th & 31st
- Staff Meeting – October 22nd,
- Monday Huddles – October 7th, 14th,
- Staff Appreciation & Recognition Committee – October 2nd & 30th
- Orange County Library Director Meeting – October 8th
- PLFF – October 14th
- Interact / Rotaract – October 1st, 10th, 21st
- Dixie Shaw – October 29th & 31st

Community Events / Functions

- PLFF Jewel Reception – October 18th
- Staff Appreciation & Recognition Dinner – October 25th



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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 October 2013
DATE: November 25, 2013

MONTHLY STATISTICS

Childrens Desk Activity

	October 2013	October 2012	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
Phone reference:	48	35	170	134	26.87%
In person reference/research:	898	890	3363	3142	7.03%
Total Reference	946	925	3533	3276	7.84%
Total Number of Programs	55	55	142	145	-2.07%
Total Programs Attendance	1689	1516	6845	6663	2.73%

PROGRAM STATISTICS

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Read to the Dogs	1	30
F.I.R.S.T. – Family Interactive Reading and Sharing Time	1	23
Preschool Story Times I & II: 3-6 years	10	260
C.O.P.S.	1	15
Pocket Tales: Stories, music, and movement.	5	163
Lap Sit 24 months & younger	5	276
R.A.D.D.	1	15
P-TAC (Placentia Teen Advisory Committee)	5	76
Super S.T.A.R.	1	15
Family Game Day	1	36
Homework Club	19	319

10/7 Head Start Placentia Site Visit	1	72	Agenda Item
10/26 Cub Scout Library Tour	1	8	Page 40
10/26 YA: Library Haunt	1	78	
10/26 YA: Halloween Crafts, Treats, & Costume Contest	1	100	
10/31 In-N-Out Reading Club Registrations	1	203	
Total October 2013	55	1,689	
Total October 2012	55	1,516	
Current FY to date	142	6,845	
Previous FY to date	145	6,663	

Achievements:

- Brenda Ramirez hosted a REFORMA meeting on October 10.
- The Children's Department Summer Reading Program grand prize winner Mira Gardiner and her family rode with the library vehicle in the Placentia Heritage Parade on October 12.
- Lori Worden attended the Library Board of Trustees meeting on October 21.
- Lori Worden attended meetings with library supervisors and Jeanette Contreras.
- Lori Worden prepared and presented a power point covering Placentia Library services for students and their families at a PYLUSD parent's advisory group meeting on October 21.
- Children's staff attended the All-Staff meeting October 22.
- Children's staff supervised Santa Ana College library intern Melissa Owens for her 60 hour internship.
- Children's staff received training for the Shmoop database on October 22.
- Children's staff attended the employee recognition dinner on October 25. Coleen Wakai served on the dinner planning committee this year.
- Lori Worden partnered with "Republic Services" for a recycled craft and story about recycling for the F.I.R.S.T. program on October 28.
- Lori Worden conducted a Children's Department staff meeting on October 29.

In progress:

- Children's staff continue to make final plans for Fall programs, including Camp Library, which will be November 8 – November 9.
- Children's staff members are planning programming for Spring- Summer 2014 for the library's next newsletter.
- Children's staff continue to purchase materials for the Children's and Young Adult collections.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Nadia Dallstream, Adult Services Supervisor

SUBJECT: Adult Services Report for October 2013

DATE: **NOVEMBER 25, 2013**

MONTHLY STATISTICS

Reference Desk Activity

	October 2013	October 2012	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
Reference -- in person	868	940	868	940	-7.66%
Reference -- telephone	376	344	376	344	9.30%
Reference -- email/chat	3	2	3	9	-66.67%
Technology assistance	411	473	411	473	-13.11%
Guest passes	179	157	179	157	14.01%
Adult and Children's computer use (desktops)	2627	2979	2627	2979	-11.82%
Adult computer usage (desktop)	2226	2513	2226	2513	-11.42%
Public computer use (express laptops)	70	376	70	376	-81.38%
In library use -- cleanup	4289	3471	4289	3471	23.57%
Adult Program Attendance	144	139	144	139	3.60%
Number of Adult Programs	8	7	8	7	14.29%

Adult Services Programs

		October 2013
October 8, 2013.	Celebrate Family History Month!	60
October 8, 2013.	Book Discussions: <i>Where'd You Go Bernadette</i> by Maria Semple	6
October 8, 2013.	Computer Workshop: Introduction to Computers	10
October 10, 2013.	English Literacy: Conversation Club	1
October 15, 2013.	Computer Workshop: Introduction to Computers	7
October 19, 2013.	Dia de los Muertos Altar Presentation	50
October 22, 2013.	Computer Workshop: Introduction to Computers	6
October 24, 2013.	English Literacy: Conversation Club	4
8 Programs	Total Program Attendance	144

Volunteer Hours

	October 2013	October 2012	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
History Room	24	15	33.5	101	-66.83%
PLFF	701	563	2238.25	1786.75	25.27%
General Library	507.75	342.5	2179.5	1393.75	56.38%
Technology	22	65.25	69.25	706.25	-90.19%
Homework Club	135	152.5	229	248.5	-7.85%
Adult Literacy	88.25	27.25	257.7	115.25	123.60%
PTAC	247	247.75	585.25	585.75	-0.09%
Total Volunteer Hours	1725	1413.25	7072.95	4937.25	43.26%

Adult Literacy

	Oct 2013	Oct 2012	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
Number of Tutors	8	7	8	7	14.29%
Number of Students	16	8	16	8	100.00%
Total Number of Participants	24	15	24	15	60.00%

Computer Literacy

	Oct 2013	Oct 2012	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
Number of Tutors	2	2	2	2	0.00%
Number of Students	2	2	2	2	0.00%
Total Number of Participants	4	4	4	4	0.00%

History Room Activity

	October 2013	October 2012	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
History Room Visitors	10	10	34	32	6.25%

ACHIEVEMENTS

- *Katie Matas and Heather Alexander* completed a Christian Fiction bibliography.
- *Jeannie Killianey* coordinated the October Computer workshops.
- *Venessa Faber* coordinated the October Conversation Club meetings.
- *Venessa Faber* designed a program for the PLFF Jewel Reception.
- *Venessa Faber and Jeannie Killianey* created flyers and book discussion question material for the Book Club Collection.
- *Venessa Faber* collaborated with Employee Appreciation & Recognition Dinner Committee to host the dinner for staff on Oct. 25th.
- *Venessa Faber, Nadia Dallstream and Wendy Townsend* created new book trough displays for October.

- *Venessa Faber and Nadia Dallstream* decorated the display case for Dia de los Muertos.
- *Venessa Faber and Nadia Dallstream* decorated the display case, coordinated and hosted the Dia de los Muertos program on Oct. 19th
- *Venessa Faber and Heather Alexander* completed the October Artist Series slide show and bibliography.
- *Wendy Townsend* coordinated and hosted the Family History Month event on October 7th.
- *Wendy Townsend* submitted the Books to Action grant.
- *Wendy Townsend* submitted the Archives.com grant.
- *Wendy Townsend* hosted the book discussion on October 7th.
- *Wendy Townsend and Venessa Faber* attended the Placentia Heritage Festival on October 12th.
- *Adult Services Staff* updated the Library's website, Facebook, Twitter, Pinterest, Online Catalog and phone messages.
- *Nadia Dallstream* worked with Click to update the library catalog and install a new OPAC station in Adult Services.
- *Katie Matas* added all of our electronic book records from Overdrive into our library catalog and will continue to add the records for new titles as they are added to the collection.
- *Katie Matas* created the new collection, "Young Adult Video Games" in Horizon and prepared the games purchased for circulation.

MEETINGS

- *Katie Matas* attended the Monday Huddle meetings on October 7th and 14th.
- *Nadia Dallstream* attended the Supervisor/Manager Meetings on October 1st and 15th.
- *Nadia Dallstream and Katie Matas* met on October 2nd, 9th and 30th.
- *Nadia Dallstream and Katie Matas* had their monthly telephone update with Baker & Taylor representatives on October 9th.
- *Nadia Dallstream, Wendy Townsend and Katie Matas* attended the Staff Meeting on October 22nd.
- *Katie Matas, Fernando Maldonado and Estella Wnek* met with representatives of OCLC to discuss interlibrary loans and cataloging records.
- *Venessa Faber and Wendy Townsend* met on Oct. 31st to discuss the DIY program.
- *Venessa Faber and Nadia Dallstream* met on Oct. 16th, 23rd, and 30th.
- *Venessa Faber* met with Ginny Sanatar to discuss PLFF Author's Luncheon Poster on Oct. 7th.
- *Wendy Townsend* attended the Placentia Historical Committee meeting on October 22nd.
- *Nadia Dallstream and Jeannie Killianey* met on October 2nd, 16th, 23rd, and 29th.
- *Jeannie Killianey* met with one potential computer workshop instructor.
- *Nadia Dallstream* met with *Jeanette Contreras* on October 2nd.
- *Nadia Dallstream and Wendy Townsend* attended the PLD Board Meeting on October 21st.
- *Nadia Dallstream, Jeannie Killianey, Wendy Townsend, Katie Matas and Venessa Faber* attended the department meeting on October 15th.
- *Nadia Dallstream* attended the Strategic Planning Meeting on October 31st.

IN PROGRESS

- *Adult Services Staff* is working on the 2013 Adult Summer Reading Program.
- *Adult Services Staff* is coordinating programming for November 2013 through June 2014.
- *Wendy Townsend* is working on purchasing new tops and end caps for History Room shelving.
- *Venessa Faber* is working on the Spring 2014 eXPLORE newsletter.
- *Venessa Faber* is designing publicity materials for the 2014 PLFF Author's Luncheon.



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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 October 2013
DATE: November 25, 2013

On-line database usage

	October 2013	Onsite Usage 10/13	Remote Usage 10/13	October 2012	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
General Reference Center	56	32	24	101	119	202	-41%
Biography In Context	26	18	8	17	40	39	3%
Opposing Viewpoints	300	299	1	9	316	50	532%
Freegal	458	N/A	N/A	373	2,159	1,067	102%
Heritage Quest	381	N/A	N/A	386	1,950	2,611	-25%
Novelist	42	N/A	N/A	98	160	218	-27%
Shmoop (new 10/2012)	85	N/A	N/A	52	188	52	262%
Tumblebooks	535	N/A	N/A	592	1,746	1,686	4%
Reference USA	302	N/A	N/A	12	1,379	372	271%
TOTAL DATABASE USAGE	2,185	349	33	1640	2,288	1,640	40%

Website Traffic

	October 2013	October 2012	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
Website visits	19,879	22,884	84,850	90,355	-6%
Page Hits	39,614	39,641	157,392	156,846	0%



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Approve an amendment to Placentia Library District Policy 6050 – Meeting Room Policy

DATE: November 25, 2013

BACKGROUND

The community meeting room was recently remodeled with new furniture and equipment. In addition, there was an internal change in the shifting of responsibility. Library staff recommends the following amendments:

- 6050.3 – Administration to Circulation Department
- 6050.20 – Capacity from 136 to 135.
- 6050.22 – Change quantities of chairs and tables. Remove wall screens and piano.

Attachment A is a copy of the proposed amendment for Policy 6050 – Meeting Room Policy

RECOMMENDATION

Approve an amendment to Placentia Library District Policy 6050 – Meeting Room Policy as presented, inclusive of feedback from the Library Board of Trustees.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Meeting Room Policy
POLICY NUMBER: 6050

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

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

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

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

6050.5 Permission to use the room is not transferable.

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

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

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

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

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

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

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

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

6050.14 Alcoholic beverages are prohibited.

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

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

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

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

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

6050.20 Capacity limitations: 135

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

6050.22 Equipment available for the Meeting Room

6050.22.1 100 Chairs

6050.22.2 15 8' Tables

6050.22.3 1 Lectern

6050.22.4 2 Flags (American and State flag)

6050.22.5 Writing Board

6050.22.6 Santa Chair (\$25 Rental Fee)

6050.22.7 Projector (\$15 Rental Fee)

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Continue discussion on use of personal heaters and proposed policy
DATE: November 25, 2013

BACKGROUND

At the October 21, 2013 Library Board of Trustees meeting, the use of personal heaters in office spaces and the possibility of a policy, was presented. It was decided that library staff obtain recommendations from the fire department and the agenda item be presented again at the November meeting.

Library Director contacted the Orange County Fire Authority station 34 and Battalion Chief Randy Black recommended a certified electrician review the library's load capacities, outlets and layout. In addition, Chief Black recommended using only UL certified devices. Staff contacted Brea Electric who recommended one circuit per portable heater to avoid circuit overload. The cost of one circuit is approximately \$400.

Earlier this year, five staff indicated a need for a portable heater in their office spaces. Should the Library Board of Trustees approve the purchase of portable heaters, staff request consideration for a proposed policy.

Attachment A is the proposed Policy 2270 – Use of Portable Electric Heaters Policy.

Attachment B is the proposed acknowledgement form.

Fiscal Impact: \$2,500 - \$3,000

RECOMMENDATIONS

1. Approve the purchase of portable heaters for staff office spaces.
2. Approve and adopt the proposed portable heater policy as presented, inclusive of feedback from the Library Board of Trustees.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Use of Portable Electric Heaters Policy
POLICY NUMBER: 2270

2270.1 Electric heaters, when used properly, can provide an additional degree of comfort over and above a facility's heating system. Unfortunately, with the use of heaters comes the increased risk of fire and potential injury. Therefore, it is necessary to establish and maintain strict guidelines for the use of such appliances.

2270.2 Approval

2270.2.1 Portable electric heaters shall only be permitted in designed office areas as determined by the Library Director.

2270.2.2 Portable electric heaters must bear a UL listing label.

2270.2.3 Portable electric heaters must be inspected by the Facility Maintenance Technician to insure that the amperage draw will not overload the electrical circuit intended to power the heaters.

2270.2.4 Employees requesting a portable electric heater must sign an acknowledgement form stating that the employee has read and understands the policy regarding the proper use and care of said heaters. Forms can be obtained in Administration.

2270.3 Use

2270.3.1 Portable electric heaters must be plugged directly into an electrical outlet. The use of any extension cord is strictly prohibited.

2270.3.2 Portable electric heaters must be turned off and unplugged when not in use, and at the end of each business day.

2270.3.3 Portable electric heaters must be inspected on a weekly basis at a minimum, by the user to insure that they are in good working condition.

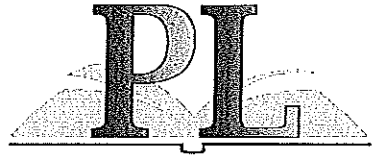
2270.3.4 Portable electric heaters shall be placed a minimum of three (3) feet from any combustible material.

2270.3.5 Any portable electric heaters found to be in poor operating condition, damaged, or used improperly, shall be turned off, unplugged and reported to Facility Maintenance Technician.

2270.4 Prohibition

2270.4.1 The use of any portable electric heater for permanent heating is strictly prohibited.

2270.4.2 Portable electric heaters shall not be placed underneath desks, in any means of exit path, or any high traffic area.



Placentia Library District

**PORTABLE ELECTRIC HEATER
ACKNOWLEDGEMENT FORM**

I hereby attest that I have read, reviewed, and fully understand the Placentia Library District policy regarding the use of portable electric heater. I further agree to comply to said policy.

Employee Name _____

Signature _____

Department _____ Date _____

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Use of Library property by staff and Placentia Library District Policy 6035 – Fines & Fees Schedule

DATE: November 25, 2013

BACKGROUND

Recently, library management has received requests from employees to borrow furniture from the Library for personal use. Currently the Library has no established policy and/or procedure to address such requests. Placentia Library District Policy 6035 – Fines & Fees Schedule does not reflect the rentals of tables and chairs.

Library management would like to engage in a discussion with the Library Board of Trustees as to the request from library staff to borrow Library furniture for personal use. At the October 21, 2013 Library Board of Trustees, it was decided that the agenda item will be presented again at the November Board meeting to provide staff time to seek a legal opinion.

Other local government agencies do not allow employees to use the agency properties for personal use. Questions for the Library Board of Trustees to consider relative to this issue are:

1. Are employees allowed to borrow Library properties for personal use?
2. Does the Library Board of Trustees wish to allow rental of tables, chairs and canopies?

Haz Party Rental's rental fees are:

- White folding chairs -- \$1.25/chair
- 8' Tables -- \$8.50/table
- Umbrellas -- \$10.00/each

Attachment A copy of the proposed amended Policy 6035 – Fines & Fees Schedule

RECOMMENDATIONS

1. Authorize employees to rent tables, chairs and canopies for a fee, as defined by Policy 6035.
2. Authorize amendments to Policy 6035 – Fines & Fees Schedule as presented, inclusive of feedback from the Library Board of Trustees.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Fines & Fees Schedule
POLICY NUMBER: 6035

PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE

Adopted August 25, 2003, Revised August 15, 2005, Revised September 17, 2007,
Revised February 17, 2009, Revised August 17, 2009, Revised June 21, 2010,
Revised July 19, 2010, Revised May 16, 2011 – Effective July 1st, 2012

FINES PER DAY

DVD's:

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

RENTAL FEE

DVD's (Non-educational):

New Feature Films	\$ 1.00 For Two (2) Days
All Others	\$ 1.00 Per Week

Folding Chairs.....	\$1.00/each
Tables (6').....	\$8.00/each
Canopies.....	\$9.00/each

MAXIMUM FINE PER ITEM	MAXIMUM
All Items	\$ 20.00

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

LOST MATERIALS DEFAULT*

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

DVDs Item Cost + \$ 10.00 \$25.00

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

SPECIAL SERVICES PER ITEM

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

MEETING ROOM

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

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

SURCHARGES

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

DAMAGES

All DamagesItem Cost + \$ 10.00..... \$ 20.00

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

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Presentation from Public Investment Corporation (PFIC) and CWAAIA Inc.
Architecture
DATE: November 25, 2013

BACKGROUND

In 2007, a Facility Master Plan was developed "to determine the long term library facility requirements to serve the needs of the Placentia Library District." The Facility Master Plan was based on a 44,680 square foot library from the current 22,800 square foot building. At the time, community members indicated they would like to see the following improvements:

- Distinct definition of the children's room
- Expansion of the children's area
- Centralized location for public use computers
- Upgrade to public restrooms
- Updated décor
- Addition of conference room
- More space for local history
- More display area
- Improvement of interior and exterior lighting
- Expansion of the facility

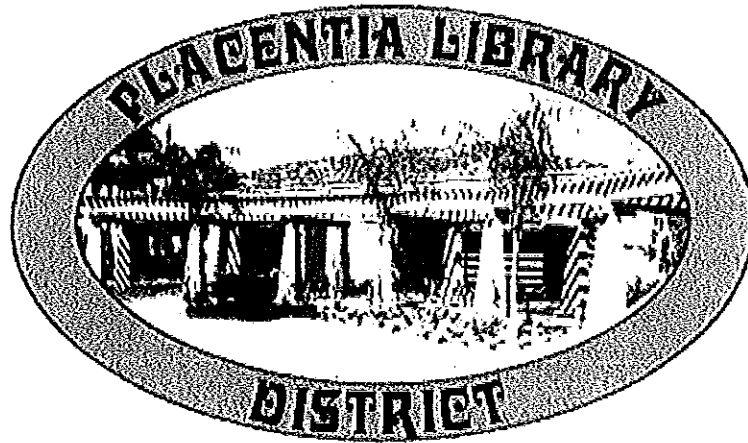
The Placentia Library will be celebrating its centennial in 2019 and the existing building is nearly 40 years old. Representatives from Public Investment Corporation and CWAAIA Inc. Architecture will provide some information on the process and financing of capital improvement projects.

Attachment A is a copy of the 2007 Facility Master Plan.

Attachment B is information on CWAAIA Inc. and PFIC.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.



Placentia Library District
Facility Master Plan

2007

Placentia Library District
Facility Master Plan

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I: Introduction

The purpose of this study is to determine the long term library facility requirements to serve the needs of the Placentia Library District. The study included demographic characteristic and population growth analysis, a community needs assessment, development of a benchmark of performance measures for similar jurisdictions, and recommendation of minimum facility planning standards. This document includes background on the residents of the service area, results of community meetings and community survey, as well as the findings of the benchmark study and proposed planning guidelines.

Upon acceptance of this report, the first steps for the Board of Trustees and District Librarian will be to conduct a feasibility study of the existing facility to determine current code compliance and to assess the useful life of mechanical systems and infrastructure. The next step will be to identify and fund short term projects to maximize space capacity, staff efficiency, and generally upgrade furniture, fixtures and equipment. A library space planner should be engaged to explore internal reorganizations to maximize the use of existing space for the short term.

The Board of Trustees should proceed with the implementation of a library services impact fee for new development in the Placentia Library District service area. The need for this fee is based on the facility standards identified in this report and the growth in the district service population projected through 2025. The facility standards, .75 square feet per capita of library space and 3.33 library items (book volumes and audio-visual items) are derived from the Facility Master Plan. This standard represents the level of service that the District will provide to its residents and businesses through 2025. New development should only be responsible for its fair share of those facilities and collections. The library facilities fee should not burden new development with the cost of facilities associated with serving existing populations, including those deficits identified in Table 10. The District must identify funding sources sufficient to remedy the current deficiencies within the planning timeline (2025).

A library building program for a 44,680 square foot library for the Placentia Library District is included as an appendix. The content of this program reflects community input and increased demand for services, growth projections based on current usage, and information provided by Placentia Library District staff and administration. The content of this program will likely evolve over time as the District fine-tunes and revises its service objectives. A preliminary draft shows that the goals of the Facility Master Plan can be achieved in a facility of 44,000 to 45,000 square feet. This should serve the Library District for many years to come.

II: Background Information

Placentia Library District Service Area

Placentia Library District: A History

Placentia Library District was established on September 2, 1919 under Education Code §§19600-19734, *Library Districts and Museums in Unincorporated Towns and Villages*. It preceded the incorporation of the City of Placentia in 1926.

While the Library was established in 1919, it didn't have a facility until the following January, when it opened a reading room for which it paid \$60 per month in rent. The Library's first employee, Sara Rideout, was hired at 25 cents an hour to staff the reading room and act as the janitor. The entire collection was 198 books.

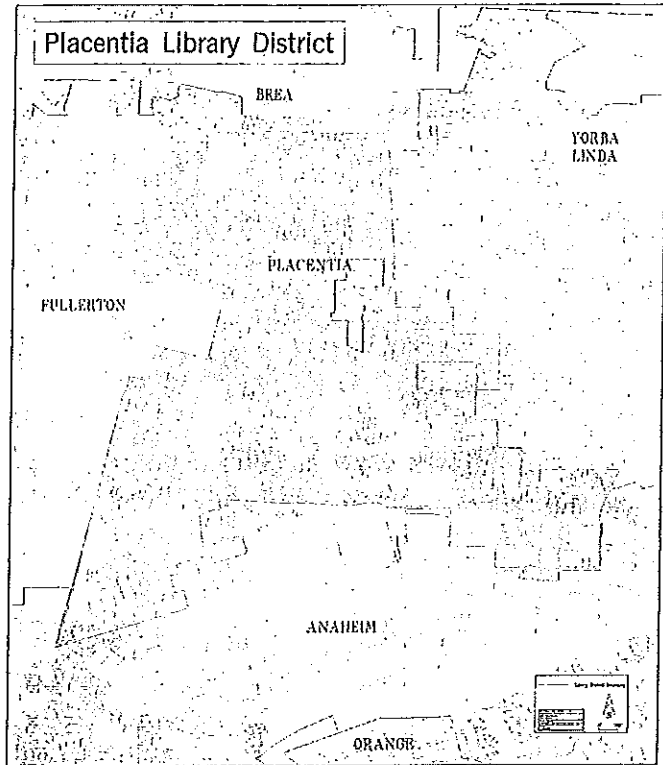
The Library grew gradually in its first years, and the District constructed a library building at 143 South Bradford Avenue, which opened in February 1927. The current building at 411 East Chapman Avenue, Placentia, was opened in September 1974, 55 years after the District's founding.

The Friends of Placentia Library was incorporated in July 1971 and the Placentia Library Foundation was incorporated in October 1994. These organizations merged in April 2007 to become the Placentia Library Friends Foundation. The purpose of the Placentia Library Friends Foundation is to assist Placentia's public library through enhancing library programs, developing and managing capital and endowment projects, promoting volunteer programs, and providing educational and cultural opportunities for its membership and library users.

A five-member Board of Trustees governs Placentia Library District. They are elected to four-year terms. The District's Library Director, Elizabeth Minter, oversees the District's day-to-day operations and manages the District's 15 full-time and 16 part-time staff members.

In fiscal year 2005-2006, Placentia residents accounted for 60 percent of the District's circulation of library materials, Anaheim and Yorba Linda residents another 17 percent, and residents of other communities accounted for 23 percent.

Placentia Library District's service territory today spans approximately 7 square miles and serves an estimated population of 54,980. While the library service area is mainly the City of Placentia and the City's one large unincorporated island, the District also provides services to residents all over southern California. Placentia Library District has 31,785 total registered borrowers in more than 10 cities in Orange County as well as cities throughout Los Angeles, Riverside, and San Diego counties. The District also serves the Placentia-Yorba Linda Unified School District.



History of Placentia

In 1837 the Mexican Governor granted the Rancho San Juan Cajon de Santa Ana to Juan Ontiveros. This land grant was the beginning of Placentia, Anaheim, Fullerton, and La Habra. In the 1860s pioneers such as Daniel Kraemer and William McFadden arrived in the area. The developing communities required schools and churches and the first school District was named the Cajon School District, which later became the Placentia School District. In 1926 Placentia's 500 citizens voted to incorporate. The area's rich land and climate supported a farm industry with crops including citrus, walnuts, avocados and grapes. Placentia became the center of the Valencia orange.

By 1960, the population had reached only 5,000. A period of tremendous growth in the 1960s increased the population to 25,000 by 1970. The population of the City of Placentia today is over 49,000 and continues to grow.

Placentia Today

A bedroom community in Orange County, Placentia is known as a friendly city with a small town feel. Known for its good schools, the area is home to several excellent

institutions of higher learning. The population is culturally diverse and generally well educated. The rate of volunteerism is high and residents participate actively in local government. The area offers many community based activities as well as sports and recreation opportunities.

Demographics

The population of the Placentia Library District service largely coincides with the population of the City of Placentia with the addition of a pocket of unincorporated areas both inside the city boundaries and in outlying areas.

Population increased from 41,259 in 1990 to 46,488 in 2000 and was estimated to be 50,182 in 2005. The population of the service district in 2005 was approximately 10% higher than the number of residents of the City of Placentia. Continued growth is projected by the Southern California Area Governments (SCAG) with the City at 54,753 by 2025. The residential service population of the Placentia Library District in 2007 is 54,980 and is projected to be 60,000 by the year 2025.

	2005	2025	Net Growth
City of Placentia Residents	50,182	54,753	4,571
Additional Service Area Residents	4,798	5,247	449
Subtotal	54,980	60,000	5,020
Employment	18,153	20,065	1,912
Employment Weighting	.10	.10	.10
Weighted Employment	1,815	2,006	191
Total District Service Population	56,795	62,006	5,211

Table 1: Placentia Library District Service Population

The median age of area residents is 33.3, with a slightly higher percentage of the population under the age of 5 than in the rest of the United States and a lower percentage of residents over the age of 65 than in California and the United States. The average household size at 3.07 is substantially larger than the rest of the United States and slightly larger than the California average.

Residents have a long commute with the mean travel time exceeding 26 minutes. There is a high rate of homeownership and a low rate of unemployment in comparison to the rest of California and the United States. Residents have a higher education level and a higher household and personal income level than in the rest of California and the United States. The population is two-thirds white and one-third Hispanic or Latino. Over one-third of residents speak a language other than English in their homes.

III: Current Library






Mission Statement

Placentia Library District's Mission Statement

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.

Facility

Placentia Library District's facility at 411 East Chapman Avenue, Placentia, is located in the Placentia Civic Center which the District co-owns with the City of Placentia through a joint powers authority. It is open to the public 60 hours per week.

The 34 year old building is 22,800 square feet with 80% net to gross efficiency providing approximately 18,000 assignable square feet of space. A large storage area, the rest rooms, aisles, corridors and infrastructure support space occupy an additional 4,200 square feet. Two-thirds (67%) of the current facility is public area containing stacks and reader seats; 12% is staff and support space; and 5% is meeting room space.

The current facility provides 232 reader seats. These are located in the adult reading areas, the children's area, and the Homework/Literacy Center. Seats includes 118 table seats, 32 carrels seats, 88 lounge seats and 12 seats in the History Room which are available for meetings.

The library facility is in need of renovation and repair. The lighting is below current standards throughout most of the public areas. The organization of the circulation area and entrance creates a major bottleneck. The HVAC system and the restrooms are in need of upgrade. The library is missing some of the basic amenities of newer facilities including group study rooms, quiet reading areas, display shelving, teen zone, and large technology enabled meeting facilities.

While community members praise the convenient location of the current library, they request the following improvements: a more distinct definition of the children’s room, a centralized location for public use computers, upgrade to public restrooms, expansion of the children’s area, updated décor, addition of a conference room, more space for local history, more display area, improvement of interior and exterior lighting, reduction of clutter, and expansion of the facility.

Collections

The library’s current holdings exceed 112,000 items including Local History collections and back issues of periodicals. Community members note the need for more fiction and non-fiction, DVDs to replace video format, more children’s music and books, more audio books and more bestsellers.

Adult circulating books	56,090
Adult media	7,905
Teen collections	2,914
Juvenile print	35,155
Juvenile media	1,519
Local History	1,828
Magazines	2,480
Adult reference	3,970
Juvenile reference	<u>660</u>
	112,521

Table 2: Library Holdings 2007

Use Data

The total circulation in 2006 was 216,653 for an average turnover of 1.93. The highest use items were audio-visual materials and fiction, with adult DVDs exceeding a turnover rate of 9 and children’s DVDs exceeding a turnover rate of 29. The next highest use items were children’s videos with a turnover rate of 14 and audio books on CD with a turnover of 7.5. A ten year look at output measures shows that both reference use and attendance have been holding steady, which is notable since other libraries are showing a decline in reference services, and circulation has decreased slightly in the past ten years.

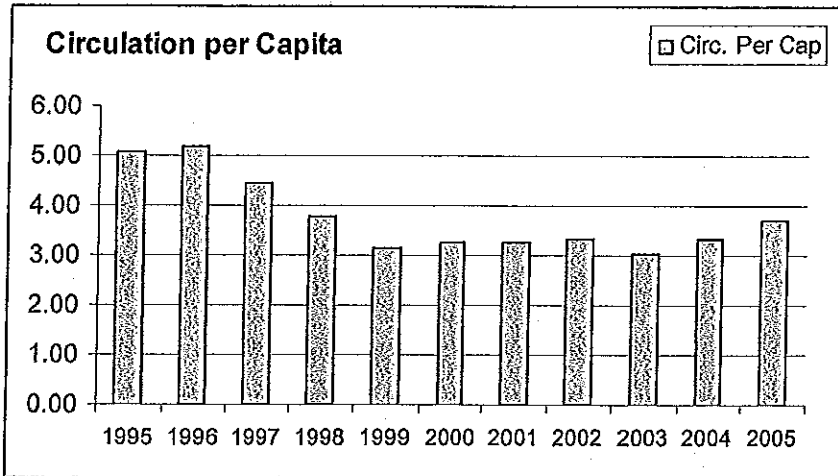


Chart I: Circulation per Capita 1995 - 2005

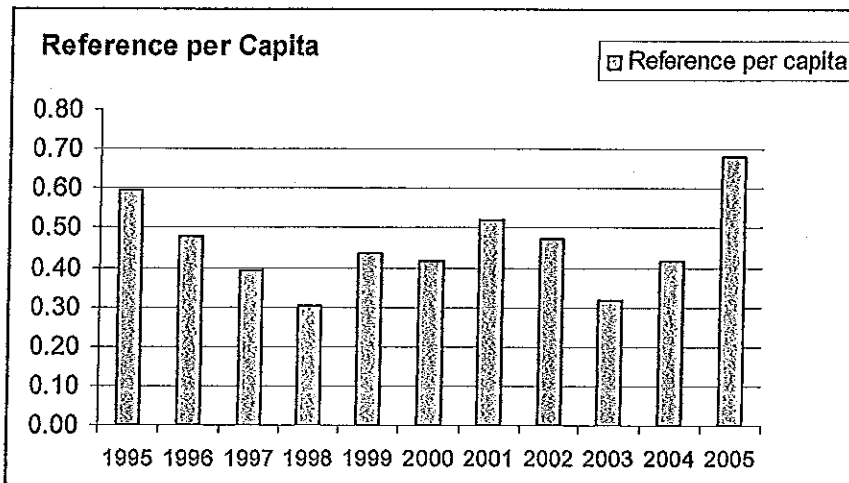


Chart II: Reference per Capita 1995 - 2005

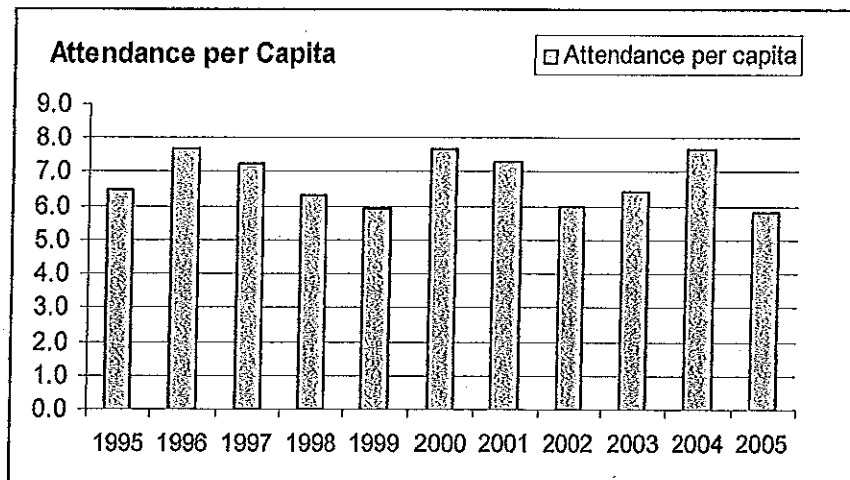


Chart III: Attendance per Capita 1995 - 2005

Programs

Beyond its collections, Placentia Library District provides a wide range of programs and services to its users, including passport and notary services, test proctoring, seasonal reading programs for children and teens, literacy tutoring, and homework help. Library users praise the literacy program, the children's programs, and the great customer service provided by the staff. They note that the Library is an integral part of the community and is engaged with the school district and other community organizations.

Community members noted that the following services need to be expanded: public use computers, self-check stations, home delivery, adult programs, literacy, book clubs, hours, classes, cultural materials,

Children's Programs

The Library offers over 200 children's programs a year including three weekly story times, two weekly music time programs, "Read to the Dogs" program, craft programs and a well subscribed reading incentive program. The annual attendance for children's programs is over 6,000. Small story time programs are staged in the children's area in a small dedicated area. Larger programs are hosted in the meeting room. Most larger programs greatly exceed the capacity of the 952 square foot meeting room.

Literacy and Homework Programs

The Placentia Library Literacy Services (PLLS) began in 1980 as an affiliate of Literacy Volunteers of America. It was the first public library-based literacy program in Orange County. In 1984 PLSS became one of twenty-seven (27) charter members of the California State Library Literacy Campaign. The program serves more than 1,200 children, adults and families annually through a variety of programs developed in partnership with agencies and organizations throughout Orange County. Tutors, who volunteer over 16,000 hours annually, work with students from cities beyond Placentia's borders. Volunteers are recruited from the community, Cal State Fullerton, Western State University College of Law, local high schools and other service groups in the community. Services include tutoring for adults and children, English Language and Literacy Intensive Study, Families for Literacy, Placentia Rotary Reading Enrichment Program, partnerships with local schools, colleges and organizations, and the Placentia Achieves School Success (PASS) Homework Clubs. The PASS Homework Club is held at the Placentia Library from 4 – 6 p.m. Mondays through Thursdays. Other locations include the Homeless Intervention Shelter House and Tuffree Middle School Homework clubs. The Literacy Program is so successful that it requires additional space in the library as well as implementation of additional PASS programs at local schools.

Placentia Library Friends Foundation

The Placentia Library District has a large and dedicated Friends organization that operates a used book store to benefit the library. The sale area is currently housed in a small 164 square foot enclosed room and occupies another 130 square feet in an exit corridor. Although sales are consistently high the organization requires a workroom and a larger store to continue to provide this level of contribution to the library.

History Room

The purpose of the Placentia History Collection is to acquire, organize, preserve, and make available both primary and secondary materials relevant to the history of Placentia and its vicinity. As a resource center for the people of Placentia, this collection includes both historical and current information concerning the cultural, geographic, agricultural, economic, social, and political development of the Placentia area. The collections are managed by a professional librarian with a part-time assignment to the History Room who is ably assisted by several excellent volunteers. The public portion of the facility contains a large conference table and elegant display cabinets. The processing and other support functions are staged in a small workroom close to the History Room.

Passport and Notary Services

Processing and expediting passport applications and offering notary services are supplemental services to the community provided by the Placentia Library District. These are heavily used and greatly appreciated by residents of the area. The processing and support functions are staged in a small private office with queuing and pre-screening activities provided by staff at the circulation desk. The library processes over 6,000 passport applications and 500 notary certifications a year, providing both a valuable service to residents and generating income for the library.

IV: Planning Process

The planning process for the Facility Master Plan was conducted by a library planning consultant under the direction of the Library District's Board of Trustees and the District Librarian. Community meetings, staff interviews, a community survey, and demographic and benchmark studies were the basis of the Facility Master Plan.

Community Participation

The process was kicked off at a Board of Trustees meeting in October 2006. The community was invited to participate in the facility master plan process at three open meetings held in November 2006, January 2007, and March 2007. Attendees at the meetings provided information on the needs of the library service area. They reviewed the results of the demographic analysis, staff interviews, benchmark study, community survey and approved the facility planning standards.

Community Survey

A survey, conducted in the winter of 2007 as part of the study, received over 230 responses. Over two-thirds of the respondents were from the 92870 zip code area; two-thirds do not have children under the age of 18 living at home, and one-third was over the age of 65. 96% of respondents have access to a computer at home. Respondents represented a group of regular library users with 85% having used a library in the past year. Two-thirds of respondents use a library at least several times a month or more frequently with 5% reporting daily use and 7% reporting that they use the library several times a week.

Those who do not use the library use their own computer at home, buy their own books, or do not have the time. Twenty-three percent of respondents noted that they would use materials in a language other than English with the most identified languages being Spanish, Japanese, Chinese, and French.

Ninety-four per cent of library users arrive by automobile followed a distant second by 4% that walk to the library.

Activity	% of Responses
Borrow Books	73%
Borrow DVDs or Videos	33%
FOL Bookstore	32%
Bestsellers/Popular Materials	27%
Reference Assistance	25%
Browse Magazines	21%
Sit and read	21%
Use Library Computers	46%
Borrow Audio Books	45%
Children's Books	45%

Table 3: Top Ranked Current Activities

Materials	% of Responses
Best sellers & Popular Materials	53%
Children's books	47%
Adult fiction	43%
Adult non-fictions	40%
Reference	39%
Community information	33%
School curriculum	31%
Teen books	30%
Local History	29%
DVDs	27%

Table 4: Top Ranked Materials to Increase

Services	% of Responses
Children's Reading Programs	50%
Homework Programs	43%
Reference Assistance	41%
Passport Service	40%
Basic Literacy Programs	39%
Public Computer Access	37%
Teen Programs	33%
Preschool Story Time	32%
English Language Skills	30%
Book Discussion Groups	63%

Table 5: Top Ranked Services to Increase

Qualities	% of Responses
Quiet areas	52%
Children's area	48%
Comfortable seating	47%
Friends of Library Bookstore	43%
Wireless Internet access	40%
Homework center	39%
Internet stations	37%
Local history	36%
Public meeting room	36%
Individual study	27%

Table 6: Top Ranked Qualities to Emphasize

Benchmark Study

To better assess the level of service that the Placentia Library District is and should be providing to its constituents, a benchmark of service indicators for libraries of similar jurisdictions was developed. In all categories of input measures, the Placentia Library placed far below the comparison group average, below the California state average, and below the national average.

Library Name	Print per Capita	Serial Subscriptions per 1K	Video Materials per 1K	Audio Materials per 1K
Comparison Group Average	3.07	8.16	130.74	161.5
State Average (CA)	3.07	8.42	124.61	123.59
National Average	6.5	15.07	285.19	196.57
Comparison Group Median	2.5	4.9	104.92	115.25
State Median (CA)	2.26	4.08	81.75	79.08
National Median	4.42	9.2	167.15	129.69
PLACENTIA LIBRARY DISTRICT	1.93	2.97	71.52	70.49
ALTADENA LIBRARY DISTRICT	2.52	23.51	41.58	96.19
ARCADIA PUBLIC LIBRARY	3.31	4.65	93.36	74.03
BUENA PARK LIBRARY DISTRICT	1.22	4.33	47.41	52.13
CARLSBAD CITY LIBRARY	3.09	15.05	169.03	261.73
EL SEGUNDO PUBLIC LIBRARY	9.19	16.74	368.66	581.9
FULLERTON PUBLIC LIBRARY	2.14	2.16	85.71	100.69
GLENDORA LIBRARY & CULTURAL CENTER	2.47	5.15	117.52	142.5
NATIONAL CITY PUBLIC LIBRARY	3.17	4.39	161.82	79.46
ORANGE PUBLIC LIBRARY	1.82	1.46	83.2	173.24
PALOS VERDES LIBRARY DISTRICT,	3.52	10.68	191.19	145.63
SAN BRUNO PUBLIC LIBRARY	2.34	5.5	116.48	122.11
YORBA LINDA PUBLIC LIBRARY	2.05	4.33	92.91	108.4

Table 7: Benchmark Input Measures

In output measures, the Placentia Library fell below the comparison group, state and national average and median for circulation and reference per capita, but above all groups' average and median for visits per capita and above the comparison group average and the national and state median for Interlibrary Loan items received.

Library Name	Circulation per Capita	Visits per Capita	Ref per Capita	ILL Received per 1K
Comparison Group Average	9.01	7.27	2.09	44.89
State Average (CA)	7.39	5.97	1.05	128.18
National Average	8.3	5.77	0.9	262.76
Comparison Group Median	7.38	5.24	0.88	5.28
State Median (CA)	5.22	4.3	0.73	13.96
National Median	6.54	4.43	0.49	53.62
PLACENTIA LIBRARY DISTRICT	3.34	7.67	0.42	60.09
ALTADENA LIBRARY DISTRICT	7.43	3.88	0.78	1.6
ARCADIA PUBLIC LIBRARY	12.77	9.67	1.48	1.42
BUENA PARK LIBRARY DISTRICT	2.92	N/A	0.82	6.34
CARLSBAD CITY LIBRARY	10.19	3.97	1.16	104.71
EL SEGUNDO PUBLIC LIBRARY	16.74	17.29	14.65	42.26
FULLERTON PUBLIC LIBRARY	5.64	3.53	0.63	0.24
GLENDORA LIBRARY & CULTURAL CENTER	7.32	5.22	0.94	8.9
NATIONAL CITY PUBLIC LIBRARY	12.66	11.48	1.17	4.22
ORANGE PUBLIC LIBRARY	5.14	4.39	0.74	N/A
PALOS VERDES LIBRARY DISTRICT,	14.55	9.1	1.78	9.22
SAN BRUNO PUBLIC LIBRARY	7.25	6.19	0.63	314.28
YORBA LINDA PUBLIC LIBRARY	5.49	5.26	0.28	0.59

Table 8: Benchmark Output Measures

In 2005, the statewide average for square feet of library space per capita was .68. It is currently closer to .90 square feet per capita with many jurisdictions setting their standards at between .61 and one square foot per capita. Statewide the average number of volumes per capita was 3.17 in 2005 and the number of Internet terminals available in libraries statewide was .39 per 1,000 residents.

V: Service Goals and Strategic Plan

The Strategic Plan for Placentia Library for 2010 outlines the Library's goals for Public Service, Technology, Operations, Finance, and the Facility.

The goals for the **facility** are:

Placentia Library District seeks to improve its physical facility by making it compliant with Americans with Disabilities Act requirements, by making better use of the space available through remodeling and interior design, by expanding the facility on the current site and by improving the parking. Identified objectives are:

- Select and work with a public library building consultant to develop a plan for space utilization of the current building and propose uses for expanded space.
- Select and work with a capital project finance consulting firm to develop a plan for capital funding options for remodeling, renovation, and expansion.
- Implement minimal-cost facility projects costing less than \$20,000 per project, that will improve staff productivity and the public's ability to use the library.

Other goals identified in the report include collection expansion, increase of self-check, and increased availability of computer access. Public service goals include expanded homework clubs, development of a business center, migrating collections to new formats, and remodel the preschool reading area.

The Strategic Plan outlines capital improvements projects for the short-term; i.e., those that can be undertaken to improve the existing facility without expansion.

VI: Facility Planning Standards

Using benchmarks averages for peer institutions and existing planning guidelines of other local, regional, and state organizations, the Placentia Library District adopted the recommendation of the planning consultant to implement following standards.

	Placentia Library Current	Adopted Standard
Print per capita	1.93	3
Serials per 1K	2.97	4
Reader seats per 1K	4.3	5
A/V per capita	.13	.33
Meeting seats per 1K	1.5	5
Technology stns per 1K	.39	1
Square feet per capita	.46	.75

Table 9: Recommended Facility Planning Standards

Based on a service population in 2007 of 54,980, the Library has a significant deficit in collections, seats, and meeting space, with an overall facility deficit of 18,436 square feet.

	Current holdings	Implemented Standards 2007	2007 Deficit 54,980 pop.
Print volumes	102,849	159,600	56,751
Serials	158	219	62
Reader seats	220	274	54
Video/DVD/CD	7,501	18,143	10,642
Meeting seats	80	274	194
Technology stns.	21	55	34
Facility GSF	22,800	41,235	18,436

Table 10: 2007 Facility and Collection Deficit

At the 2025 service population, with an additional 5,000 residents to be served, the space deficit increases to 22,200 square feet.

	Current holdings	Implemented Standards 2025	2025 Deficit 60,000 pop
Print volumes	102,849	180,000	77,151
Serials	158	240	82
Reader seats	220	300	80
Video/DVD/CD	7,501	19,800	12,299
Meeting seats	80	300	220
Technology stns.	21	60	39
Facility GSF	22,800	45,000	22,200

Table 11: 2025 Facility and Collection Deficit

VII: Space Needs Analysis

The Placentia Library will require significant additional space to provide the collections and new and expanded services that its constituents require. The current facility is 34 years old and nearly full to capacity. Minor reorganizations might yield space for additional collections and reader seats, but fall far short of the current space deficit. Major renovation will be required to accommodate the required technology; the group and individual study spaces; the quiet areas; the signature spaces for teens, children, and the business community; and expanded meeting room capacity.

In order to meet the minimum standards recommended in the Facility Master Plan, to serve today's population, 18,435 additional square feet are required. To meet the needs of the next 20 years growth will require an additional 22,200 square feet. In order to meet the needs of the population in 2025, the library will require 45,000 square feet of space.

The 20 year requirement for the Placentia Library District includes a print collection of 180,000 volumes, 19,800 audio-visual collections, 290 reader seats, 300 meeting room seats, and 60 public use terminals as well as expanded space for Local History collections, storage and use, expanded and improved Friends of the Library book sale and work facilities; and increased space allocated to Literacy Services and Homework Clubs.

	Library Space	Items ¹
Existing Library Facilities	22,800	110,350
New Facilities needed (square feet/volumes)	22,200	89,450
Total Facilities (2025)	45,000	199,800
Service population 2025	60,000	
Facility Standard (sq. ft/volumes per capita)	.75	3.33

Table 12: Library Facilities Needs and Standards (2025)

As shown in Table 12 above, the District currently owns 22,800 square feet of library space. Using the newly adopted standards, the Facility Master Plan requires 45,000 square feet, or an increase of 22,200 square feet by 2025. The equivalent facility planning standards is .75 square feet per of capita. The project cost of new library space in 2007 is approximately \$700 per square foot.

The current facility requires significant finish and fixture upgrade and may require the replacement of major mechanical systems. A major renovation of the current facility can be estimated at a minimum of \$2.2 million.

¹ Items are based on the standards for book collections at 3 volumes per capita and audio-visual collections at .33 items per capita.

The District currently has 102,849 print volumes (2.4 volumes per capita). The master plan recommends a collection of 3.0 volumes per capita or the acquisition of an additional 77,151 volumes. The Library owns 7,501 audio-visual items or .14 items per capita. The estimated cost of acquiring one book or one audio-visual item is \$50.

<u>New Library Space</u>	22,200
Cost per square foot	\$700
Subtotal	\$15,540,000
Upgrades to current facility	\$2,200,000
Total Space Costs	\$17,740,000
<u>Volumes</u>	
New library volumes ²	89,450
Cost per volume	\$50
Total Volumes Costs	\$4,472,500
Total Library Facilities Costs	\$22,212,500

Table 13: Cost of Library Facilities Needed by 2025

	Space	Volumes
<u>New Library Space</u>		
Facility Standard (per capita)	.75	3.33
Service population growth 2007 - 2025 ³	5,020	5,020
Facility needs for growth	3,765	16,716
Cost per sq.ft./volume	\$700	\$50
Subtotal	\$2,373,000	\$835,830
Total Cost of Facilities Needed to Accommodate Growth		\$3,208,830

Table 14: Library Facilities Needed to Accommodate Growth

	Library Space	Volumes/Items
Facility standards	.75	3.33
Existing service population	54,980	54,980
Facility needs for existing population	41,235	183,083
Existing facilities	22,800	110,350
Net facilities needed (sq. ft./volumes)	18,435	72,733
Cost per square foot/volume	\$700	\$50
Subtotal	\$12,904,500	\$3,636,650
Upgrades to existing facility	\$2,200,000	n/a
Total All Facilities	\$15,104,500	
Total Cost to Accommodate Existing Population		\$18,741,150

Table 15: Library Facilities Needed to Accommodate Existing Service Population

² New collections are calculated at 3.33 items per capita for 3 print volumes and .33 audio-visual items per capita.

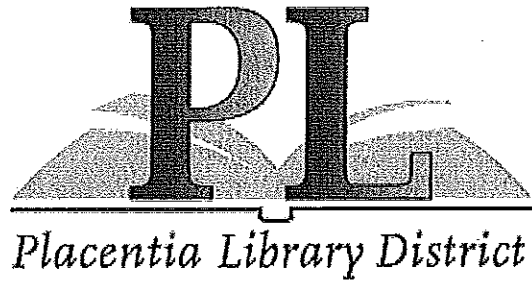
³ Excludes weighted employment population which would increase the Library Service District population growth by approximately 200.

A Library Services Impact Fee Study can fully assess the costs of providing library services to residents of the District in coming years. Based on 2007 cost projections and an average household size of 3.07, the estimated additional burden of each household can be calculated to be the following:

Volumes per capita (3.33) x \$50/each x 3.07 residents = \$511.15
Facilities per capita (.5 sq. ft.) x \$700 x 3.07 residents = \$1074.50
Estimated cost per additional household = \$1585.65

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Allocation of the Library's Book Collection

CATEGORY					
Subcategory	Percent of	Projected	Percent in	Projected	Volumes/
Volume Type	Collection	Total Volumes	Circulation	Volumes	Linear
				on Shelf	Foot
Adult/Young Adult	<u>64.48%</u>	<u>112,173</u>	<u>19.04%</u>	<u>90,818</u>	<u>9.14</u>
Browsing					
New Books	0.55%	960	50.00%	480	8
New Books (Face Out)	0.29%	500	50.00%	250	1
Fiction					
Fiction	8.05%	14,000	25.00%	10,500	9
Mysteries	2.76%	4,800	25.00%	3,600	9
Paperbacks	6.90%	12,000	30.00%	8,400	10
Romance	1.44%	2,500	25.00%	1,875	9
Science Fiction & Fantasy	1.15%	2,000	25.00%	1,500	9
Westerns	0.69%	1,200	25.00%	900	9
International Languages					
Asian Languages	0.86%	1,500	20.00%	1,200	12
International Languages	0.57%	1,000	20.00%	800	14
Spanish Language	1.44%	2,500	20.00%	2,000	8
Large Print					
Large Print	2.30%	4,000	10.00%	3,600	8
Literacy					
Literacy	0.86%	1,500	10.00%	1,350	24
Literacy Reference	0.11%	200	0.00%	200	12
Literacy Self Instruction	0.29%	500	10.00%	450	10
Local History					
Local History	1.44%	2,500	0.00%	2,500	8
Non-Fiction					
Non-Fiction	28.74%	50,000	15.00%	42,500	9
Ready Reference					
Ready Reference	0.13%	225	0.00%	225	6
Reference					
Reference	2.30%	4,000	0.00%	4,000	8
Reference (Encyclopedias, Directories, Etc.)	0.17%	288	0.00%	288	8
Young Adult					
Young Adult	3.45%	6,000	30.00%	4,200	14
<hr/>					
Children/Juvenile	<u>35.52%</u>	<u>61,805</u>	<u>26.92%</u>	<u>45,167</u>	<u>14.9</u>
Children's Easy Readers					
Children's Easy Readers	2.59%	4,500	25.00%	3,375	20
Children's Picture Books					
Children's Picture Books	5.17%	9,000	35.00%	5,850	20
Children's Spanish Language Picture Books	0.29%	500	45.00%	275	20



Children's Ready Reference					
Children's Ready Reference	0.04%	70	0.00%	70	8
Children's Reference					
Children's Reference	0.38%	660	0.00%	660	8
Homework					
Homework	0.30%	525	10.00%	472	8
Juvenile Fiction					
Juvenile Fiction	6.75%	11,750	30.00%	8,225	13
Juvenile International Language					
Juvenile International Languages	0.46%	800	20.00%	640	26
Juvenile Spanish Language	0.86%	1,500	20.00%	1,200	20
Juvenile Non-Fiction					
Juvenile Non-Fiction	18.39%	32,000	25.00%	24,000	13
Parent/Teacher Books					
Parent/Teacher Books	0.29%	500	20.00%	400	8
<hr/>					
Totals:	<u>100.00%</u>	<u>173,978</u>	<u>21.84%</u>	<u>135,985</u>	<u>11.1</u>



Allocation of the Library's Multimedia Collection

CATEGORY						
Subcategory	Volume Type	Percent of Collection	Projected Total Volumes	Percent in Circulation	Projected Volumes on Shelf	Volumes/ Linear Foot
Adult/Young Adult		<u>77.50%</u>	<u>15,500</u>	<u>40.00%</u>	<u>9,300</u>	<u>10.8</u>
Audio Book Cassette						
	Audio Book Cassette	5.00%	1,000	30.00%	700	7
Audio Book Compact Disc						
	Audio Book CD (CD ROM)	17.50%	3,500	30.00%	2,450	7
Audio Compact Disc (CD)						
	Audio Compact Disc (CD)	10.00%	2,000	30.00%	1,400	15
DVD						
	DVD	32.50%	6,500	50.00%	3,250	15
Video Cassette						
	Video Cassette	12.50%	2,500	40.00%	1,500	10
Children/Juvenile		<u>22.50%</u>	<u>4,500</u>	<u>42.49%</u>	<u>2,588</u>	<u>13.4</u>
Audio Compact Disc (CD)						
	Audio Compact Disc (CD)	3.75%	750	40.00%	450	15
DVD						
	DVD	10.00%	2,000	50.00%	1,000	15
Juvenile Audio books						
	Audio Book CD (CD ROM)	2.50%	500	30.00%	350	7
Media Kits						
	Media Kit (Audio Cassette W/ Book)	1.25%	250	25.00%	188	20
Video Cassette						
	Video Cassette	5.00%	1,000	40.00%	600	10
Totals:		<u>100.00%</u>	<u>20,000</u>	<u>40.56%</u>	<u>11,888</u>	<u>12.1</u>



Allocation of the Library's Periodical Collection

CATEGORY

Subcategory Volume Type	Percent of Collection	Projected Total Volumes	Percent in Circulation	Projected Volumes on Shelf	Volumes/ Linear Foot
<u>Adult/Young Adult</u>	<u>89.38%</u>	<u>202</u>	<u>0.00%</u>	<u>202</u>	<u>1</u>
Current Magazines					
Current Magazines	77.43%	175	0.00%	175	1
Current Newspapers					
Current Newspapers	3.98%	9	0.00%	9	1
Spanish Language					
Current Spanish Language Magazines	3.98%	9	0.00%	9	1
Young Adult Current Magazines					
Young Adult Current Magazines	3.98%	9	0.00%	9	1
<hr/>					
<u>Children/Juvenile</u>	<u>10.62%</u>	<u>24</u>	<u>0.00%</u>	<u>24</u>	<u>1</u>
Children's Current Magazines					
Children's Current Magazines	7.96%	18	0.00%	18	1
Children's Current Spanish Language Magazines	2.65%	6	0.00%	6	1
<hr/>					
Totals:	<u>100.00%</u>	<u>226</u>	<u>0.00%</u>	<u>226</u>	<u>1</u>



Library Division Sq. Ft. Summary

LIBRARY DIVISION	DIVISION SQ. FT.	Percent of Total
Adult Area: Fiction	2,262	7%
Adult Area: International Languages	242	1%
Adult Area: Non-Fiction	3,416	10%
Adult Area: Periodicals	1,178	4%
Adult Area: Reference	2,814	8%
Audio-Visual Library	704	2%
Browsing	704	2%
Children: Children's Services	7,409	22%
Circulation, Self-check & Staff Workroom	1,284	4%
Circulation: Passport and Notary Services	1,002	3%
Entrance: Meeting Rooms	4,267	13%
Entrance: Lobby, Bookstore and Café	881	3%
Special: Local History	1,274	4%
Special: Placentia Library Literacy Services	1,474	4%
Staff: Administration	1,090	3%
Staff: Lounge and Entrance	368	1%
Staff: Storage and Building Services	1,178	4%
Staff: Technical Services	783	2%
Teen Services	1,180	4%
Net Assignable Square Footage:		33,510
Non-Assignable Square Footage (@ 25% of Gross):		11,170
Gross Square Footage:		44,680



Library Space Sq. Ft. Summary

<u>LIBRARY DIVISION</u> Space Name	SPACE SQ. FT.	DIVISION SQ. FT.
<u>Adult Area: Fiction</u>		<u>2,262</u>
Fiction Collection & Seating	2,262	
<u>Adult Area: International Languages</u>		<u>242</u>
International Languages Collection & Seating	242	
<u>Adult Area: Non-Fiction</u>		<u>3,416</u>
Non-Fiction Collection & Seating	3,416	
<u>Adult Area: Periodicals</u>		<u>1,178</u>
Current Magazine & Newspaper Display & Seating	1,178	
<u>Adult Area: Reference</u>		<u>2,814</u>
Conference Room	229	
Head of Public Service	151	
Reference Collection & Seating	1,458	
Reference Desk	276	
Reference Workroom	400	
Study Room A	150	
Study Room B	150	
<u>Audio-Visual Library</u>		<u>704</u>
AV Collection & Seating	704	
<u>Browsing</u>		<u>704</u>
New Book Display	704	
<u>Children: Children's Services</u>		<u>7,409</u>
Children's AV Collection & Seating	274	
Children's Collection & Seating	1,160	
Children's Desk	138	
Children's Office	143	
Children's Reference & Technology Area	860	
Children's Workroom	440	



<u>LIBRARY DIVISION</u>	SPACE	DIVISION
Space Name	SQ. FT.	SQ. FT.
<u>Children: Children's Services</u>		<u>7,409</u>
Family Rest Room	N/A	
Homework Center	1,933	
Juvenile Collection & Seating	1,884	
Parenting & Teachers' Collection & Seating	112	
Storage/Supply Room	76	
Storytime Area	389	
<u>Circulation, Self-check & Staff Workroom</u>		<u>1,284</u>
Book Return Room	64	
Circulation Desk	451	
Circulation Workroom	485	
Copy Center	164	
Self-Check Out Bay	60	
Self-Service Reserved Book Bay	60	
<u>Circulation: Passport and Notary Services</u>		<u>1,002</u>
Passport/Notary Check In & Payment	83	
Passport/Notary Processing Room	180	
Passport/Notary Processing Room A	180	
Passport/Notary Processing Room B	180	
Passport/Notary Reception & Waiting Area	379	
<u>Entrance: Meeting Rooms</u>		<u>4,267</u>
AV, Chair & Table Storage Room	237	
Kitchen	243	
Kitchenette	81	
Meeting Room	3,706	
<u>Entrance: Lobby, Bookstore and Café</u>		<u>881</u>
Friends' Bookstore, Café, Coffee Shop & Gift Shop	881	
Public Entrance & Lobby	N/A	
Public Rest Rooms	N/A	
<u>Special: Local History</u>		<u>1,274</u>
Local History Collection & Seating	714	
Local History Workroom	560	



<u>LIBRARY DIVISION</u> Space Name	SPACE SQ. FT.	DIVISION SQ. FT.
<u>Special: Placentia Library Literacy Services</u>		<u>1,474</u>
Literacy Collection & Seating	665	
Literacy Office	139	
Literacy Study/Tutoring Room	150	
Literacy Study/Tutoring Room A	150	
Literacy Workroom	370	
<u>Staff: Administration</u>		<u>1,090</u>
Administrative Staff Office	174	
Copy Room	239	
Library Director's Office	322	
Manager of Administrative Services	145	
Placentia Library Friends Foundation Office	140	
Staff Rest Room	N/A	
Storage/Supply Room	70	
<u>Staff: Lounge and Entrance</u>		<u>368</u>
Kitchenette	106	
Staff Entrance & Lobby	N/A	
Staff Lounge	262	
Staff Rest Rooms	N/A	
<u>Staff: Storage and Building Services</u>		<u>1,178</u>
Custodial Workroom	137	
Friends' Book Storage & Workroom	458	
General Library Storage Room	440	
Mechanical Equipment Room	N/A	
Shipping & Receiving	143	
<u>Staff: Technical Services</u>		<u>783</u>
Computer/Telecommunications Room	126	
Technical Services Office	149	
Technical Services Workroom	508	
<u>Teen Services</u>		<u>1,180</u>
Teen Area	1,041	
Teen Study Room	139	



<u>LIBRARY DIVISION</u> Space Name	SPACE SQ. FT.	DIVISION SQ. FT.
Net Assignable Square Footage:		<u>33,510</u>
Non-Assignable Square Footage (@ 25% of Gross):		11,170
Gross Square Footage:		44,680



Library Space Sq. Ft. Summary with Furniture and Equipment

LIBRARY DIVISION	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
LIBRARY SPACE NAME Furniture and Equipment					

ADULT AREA: FICTION

2,262

FICTION COLLECTION & SEATING	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.
				2,262
Chair, Lounge 36"w x 36"d	12	35	420	
Chair, Reader's 21"w x 21"d	12	0	0	
Computer, OPAC Desktop CPU, w/ monitor, keyboard & mouse	2	0	0	
Stool, Kick-Step	8	0	0	
Table, End 30"w x 30"d x 20"h	3	12	36	
Table, Reader's 48" diameter x 29"h (4 Person)	3	80	240	
Technology Carrel 36"w x 30"d (1 Person) stand-up w/ power & data management	2	20	40	
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3"W x 24"D unit w/end panels & canopy top 3,600 Large Print	15	18	270	
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3"W x 24"D unit w/end panels 3,600 Mysteries	10	18	180	
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3"W x 24"D unit w/end panels 8,400 Paperbacks	20	18	360	
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3"W x 24"D unit w/end panels 10,500 Fiction	28	18	504	
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3"W x 24"D unit w/end panels 1,500 Science Fiction & Fantasy	4	18	72	
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3"W x 24"D unit w/end panels 1,875 Romance	5	18	90	
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3"W x 12"D unit w/end panels 900 Westerns	5	10	50	



LIBRARY DIVISION

LIBRARY SPACE NAME

Furniture and Equipment

UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
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ADULT AREA: INTERNATIONAL LANGUAGES

242

INTERNATIONAL LANGUAGES COLLECTION & SEATING

242

Computer, OPAC Desktop CPU, w/ monitor, keyboard & mouse	1	0	0
Technology Carrel 36"w x 30"d (1 Person) stand-up w/ power & data management	1	20	20
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3"W x 24"D unit w/end panels 1,200 Asian Languages	3	18	54
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3"W x 24"D unit w/end panels 800 International Languages	2	18	36
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3"W x 12"D unit w/end panels 2,000 Spanish Language	12	10	120
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves 3"W x 12"D unit w/ flip up sloping shelf & shelf underneath 9 Current Spanish Language Magazines	1	12	12

ADULT AREA: NON-FICTION

3,416

NON-FICTION COLLECTION & SEATING

3,416

Carrel, Reader's Wood 48"w x 30"d (1 Person) w/ power & data management & task light	6	40	240
Chair, Reader's 21"w x 21"d	38	0	0
Security Camera, B & W 2 1/4"w x 5"l x 2 1/4"h	1	0	0
Stool, Kick-Step	10	0	0
Table, Reader's 72"w x 48"d x 29"h (4 Person)	8	100	800
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3"W x 24"D unit w/end panels 42,500 Non-Fiction	132	18	2,376

ADULT AREA: PERIODICALS

1,178

CURRENT MAGAZINE & NEWSPAPER DISPLAY & SEATING

1,178

Chair, Lounge 36"w x 36"d	16	35	560
Chair, Reader's 21"w x 21"d	16	0	0
Table, End 30"w x 30"d x 20"h	4	12	48



LIBRARY DIVISION

LIBRARY SPACE NAME

Furniture and Equipment

UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
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CURRENT MAGAZINE & NEWSPAPER DISPLAY & SEATING

1,178

Table, Reader's 48" diameter x 29"h (4 Person)	4	80	320	
36" Aisle SF 66"H Newspaper Display Shelving W/ 3 Shelv 3"W x 12"D unit w/ fixed sloping shelf 9 Current Newspapers	1	10	10	
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves 3"W x 12"D unit w/ flip up sloping shelf & shelf underneath 175 Current Magazines	20	12	240	

ADULT AREA: REFERENCE

2,814

CONFERENCE ROOM

229

Chair, Conference Room At conference table - 26"w x 28"d	8	0	0	
Presentation Center 48"w x 36"h w/ marker board, tack board, & flip chart	1	0	0	
Projection Screen, Wall Mounted Front projection	1	0	0	
Table, Conference 120"w x 48"d x 29"h (8 to 10 Person)	1	225	225	
Telephone Handset	1	0	0	
Waste Basket 13"w x 15"d x 15"h	1	4	4	

HEAD OF PUBLIC SERVICE

151

Art Print Framed	1	0	0	
Chair, Department Head's Mid-back high quality with casters	1	0	0	
Chair, Visitor's	1	15	15	
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	1	0	0	
Credenza 66"w x 24"d x 30"h	1	25	25	
Desk, Department Head's 66"w x 36"d	1	55	55	
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	1	20	20	
Printer, Laser (B&W)	1	0	0	
Shelving, SF 84"h Wood W/ 6 Shelves 3"w x 14"d unit	3	12	36	
Telephone Handset	1	0	0	
Waste Basket 13"w x 15"d x 15"h	1	0	0	



LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
REFERENCE COLLECTION & SEATING				1,458	
Chair, Reader's 21"w x 21"d	16	0	0		
Chair, Technology Workstation 21"w x 21"d	18	0	0		
Computer, Public Desktop CPU, w/17" flat panel monitor, keyboard & mouse	18	0	0		
Print Release Station PC workstation with 15" touch screen monitor and high speed laser printer	2	0	0		
Table, Reader's 72"w x 48"d x 29"h (4 Person)	4	100	400		
Technology Carrel 41"w x 30"d (1 Person) sit-down w/ power & data management	18	40	720		
Technology Equipment Counter 4w x 30"d with lockable storage underneath	2	25	50		
Waste Basket 13"w x 15"d x 15"h	2	0	0		
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3"W x 24"D unit w/end panels & canopy top 288 Reference (Encyclopedias, Directories, Etc.)	2	18	36		
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3"W x 24"D unit w/end panels 4,000 Reference	14	18	252		
REFERENCE DESK				276	
Chair, Task Low back mid-quality with casters 25"w x 25"d	3	0	0		
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	2	0	0		
File Cabinet, Lateral (Two Drawer) 36"w x 18"d x 28"h	2	20	40		
Printer, Laser (B&W)	1	0	0		
Queuing Space (Per Person)	3	6	18		
Telephone Handset	2	0	0		
Waste Basket 13"w x 15"d x 15"h	2	4	8		
Workstation, Reference Desk 6"w x 30"d w/ 7' behind desk & 3.5' in front	2	80	160		
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3"W x 12"D unit w/end panels & canopy top 225 Ready Reference	5	10	50		
REFERENCE WORKROOM				400	
Book Truck 36"w x 24"d	4	10	40		
Bulletin Board	1	0	0		



LIBRARY DIVISION

LIBRARY SPACE NAME

Furniture and Equipment

UNIT QTY UNIT SQ. FT. EXTENDED SQ. FT. SPACE SQ. FT. DIVISION SQ. FT.

REFERENCE WORKROOM

400

Cabinets, Above Counter

1 linear foot x 24"d

6 0 0

Cabinets, Below Counter

1 linear foot x 24"d

6 0 0

Chair, Task

Low back mid-quality with casters 25"w x 25"d

4 0 0

Computer, Staff Desktop

CPU, w/17" flat panel monitor, keyboard & mouse

4 0 0

File Cabinet, Vertical (Four Drawer)

18"w x 29"d x 52"h

4 14 56

Printer, Laser (Color)

1 0 0

Recycling Bin

1 10 10

Shelving, SF 90"h Steel W/ 7 Shelves

3'w x 12"d unit

4 10 40

Storage Cabinet

36"w x 18"d x 65"h

1 18 18

Telephone Handset

4 0 0

Waste Basket

13"w x 15"d x 15"h

4 4 16

White Board

3' x 4' -- erasable marker board

1 0 0

Workstation, Reference Office System

6' x 8' modular panels, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal

4 55 220

STUDY ROOM A

150

Chair, Group Study

At table or counter - 21"w x 21"d

4 0 0

Table, Group Study

60"w x 36"d x 29"h (4 Person)

1 150 150

Waste Basket

13"w x 15"d x 15"h

1 0 0

White Board

3' x 4' -- erasable marker board

1 0 0

STUDY ROOM B

150

Chair, Group Study

At table or counter - 21"w x 21"d

4 0 0

Table, Group Study

60"w x 36"d x 29"h (4 Person)

1 150 150

Waste Basket

13"w x 15"d x 15"h

1 0 0

White Board

3' x 4' -- erasable marker board

1 0 0



LIBRARY DIVISION

LIBRARY SPACE NAME

Furniture and Equipment

UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
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AUDIO-VISUAL LIBRARY

704

AV COLLECTION & SEATING

704

36" Aisle DF 66"H Steel Shelving W/ 10 Divider Shelves 3'W x 24"D unit with End panels & Canopy top 700 Audio Book Cassette	4	18	72
36" Aisle DF 66"H Steel Shelving W/ 10 Divider Shelves 3'W x 24"D unit with End panels & Canopy top 2,450 Audio Book CD (CD ROM)	13	18	234
Compact Disc, CD-ROM & DVD Display Browser Four extendable drawers 38"w x 20"d x 61"h 1,400 Audio Compact Disc (CD)	5	24	120
DVD SF Shelving Unit W/ 4 Sliding Browser Boxes 3'W x 12"D unit - 96 DVD / box 3,250 DVD	17	10	170
Video Cassette DF 66" Shelving Unit W/10 Divider Shelves 3'W x 24"D unit - 28 video cassettes/shelf 1,500 Video Cassette	6	18	108

BROWSING

704

NEW BOOK DISPLAY

704

Chair, Lounge 36"w x 36"d	4	35	140
Chair, Reader's 21"w x 21"d	8	0	0
Computer, OPAC Desktop CPU, w/ monitor, keyboard & mouse	2	0	0
Lamp, Table	2	0	0
Rack, Literature Display Handout Wall-mounted	1	0	0
Table, Reader's 48" diameter x 29"h (4 Person)	2	80	160
Technology Carrel 42"w x 30"d (1 Person) stand-up w/ power & data management	2	35	70
Waste Basket 13"w x 15"d x 15"h	1	4	4
42" Aisle DF 58"H Bookstore Display Shelving 3'W x 36"D w/10 angled shelves 250 New Books (Face Out)	9	30	270
42" Aisle DF 58"H Bookstore Display Shelving 3'W x 36"D w/10 angled shelves 480 New Books	2	30	60



LIBRARY DIVISION
LIBRARY SPACE NAME
Furniture and Equipment

UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
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CHILDREN: CHILDREN'S SERVICES

7,409

CHILDREN'S AV COLLECTION & SEATING				274
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	2	18	36	
3'W x 24"D unit w/end panels & canopy top				
350 Audio Book CD (CD ROM)				
36" Aisle SF 45"H Steel Shelving W/ 2 Shelves	2	10	20	
3'W x 12"D unit w/end panels & canopy top				
188 Media Kit (Audio Cassette W/ Book)				
Compact Disc, CD-ROM & DVD Display Browser	2	24	48	
Three extendable drawers 38"w x 20"d x 42"h				
450 Audio Compact Disc (CD)				
Compact Disc, CD-ROM & DVD Display Browser	5	24	120	
Three extendable drawers 38"w x 20"d x 42"h				
1,000 DVD				
Video Cassette SF 66" Shelving Unit W/ 5 Divider Shelves	5	10	50	
3'W x 12"D unit - 28 video cassettes / shelf				
600 Video Cassette				
CHILDREN'S COLLECTION & SEATING				1,160
Chair, Child's	30	0	0	
14"w x 13"d x 10-16"h				
Chair, Child's Lounge	4	20	80	
21"w x 19"d				
Table, Children's	6	80	480	
60"w x 36"d x 21-26"h (4 Person)				
Table, Children's Slant Top	1	90	90	
78"w x 30"d x 21-26"h (6 Person)				
Waste Basket	1	4	4	
13"w x 15"d x 15"h				
36" Aisle DF 45"H Steel Shelving W/6 Divider Shelves	17	18	306	
3'W x 24"D unit w/end panels & canopy top				
5,850 Children's Picture Books				
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves	10	18	180	
3'W x 24"D unit w/end panels & canopy top				
3,375 Children's Easy Readers				
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	2	10	20	
3'W x 12"D unit w/end panels & canopy top				
275 Children's Spanish Language Picture Books				
CHILDREN'S DESK				138
Book Truck	1	10	10	
36"w x 24"d				
Chair, Task	1	0	0	
Low back mid-quality with casters 25"w x 25"d				
Clock	1	0	0	
Wall-mounted				



LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
CHILDREN'S DESK				138	
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	1	0	0		
Printer, Laser (Color)	1	0	0		
Queuing Space (Per Person)	4	6	24		
Telephone Handset	1	0	0		
Waste Basket 13"w x 15"d x 15"h	1	4	4		
Workstation, Children's Desk 7'w x 30"d w/ 7' behind desk & 3.5' in front	1	90	90		
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3'W x 12"D unit w/end panels & canopy top 70 Children's Ready Reference	1	10	10		
CHILDREN'S OFFICE				143	
Art Print Framed	1	0	0		
Bulletin Board	1	0	0		
Chair, Department Head's Mid-back high quality with casters	1	0	0		
Chair, Visitor's	1	15	15		
Computer Stand	1	20	20		
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	1	0	0		
Credenza 60"w x 24"d x 30"h	1	25	25		
Desk, Department Head's 66"w x 36"d	1	55	55		
File Cabinet, Vertical (Four Drawer) 18"w x 29"d x 52"h	1	14	14		
Printer, Laser (Color)	1	0	0		
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	1	10	10		
Telephone Handset	1	0	0		
Waste Basket 13"w x 15"d x 15"h	1	4	4		
CHILDREN'S REFERENCE & TECHNOLOGY AREA				860	
Chair, Juvenile 16"w x 16"d x 16-18"h	18	0	0		
Chair, Technology Workstation 21"w x 21"d	12	0	0		
Computer, Public Desktop CPU, w/17" flat panel monitor, keyboard & mouse	12	0	0		
Dictionary Table Top Stand 22"w x 14"d x 6"h wood	1	0	0		



LIBRARY DIVISION

LIBRARY SPACE NAME

Furniture and Equipment

UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
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CHILDREN'S REFERENCE & TECHNOLOGY AREA

860

Print Release Station	2	0	0
PC workstation with 15" touch screen monitor and high speed laser printer			
Table, Juvenile	3	90	270
72" w x 36" d x 27" h (6 Person)			
Technology Carrel	12	40	480
41" w x 30" d (1 Person) sit-down w/ power & data management			
Technology Equipment Counter	2	25	50
4' w x 30" d with lockable storage underneath			
Waste Basket	2	0	0
13" w x 15" d x 15" h			
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	6	10	60
3' W x 12" D unit w/end panels & canopy top			
660 Children's Reference			

CHILDREN'S WORKROOM

440

Book Truck	3	10	30
36" w x 24" d			
Bulletin Board	1	0	0
Cabinet, AV Equipment	1	15	15
36" w x 26" d x 60" h, lockable			
Cabinets, Above Counter	18	0	0
1 linear foot x 24" d			
Cabinets, Below Counter	6	0	0
1 linear foot x 24" d			
Chair, Task	4	0	0
Low back mid-quality with casters 25" w x 25" d			
Computer, Staff Desktop	2	0	0
CPU, w/17" flat panel monitor, keyboard & mouse			
File Cabinet, Lateral (Four Drawer)	1	20	20
36" w x 18" d x 52" h			
First Aid Kit	1	0	0
10" w x 3" d x 10" h - Wall-mounted			
Flat File	1	36	36
54" w x 42" d x 36" h -10 drawers for posters, maps, paper			
Paper Towel Dispenser	1	0	0
Wall-mounted			
Printer, Laser (Color)	1	0	0
Recycling Bin	1	10	10
Shelving, SF 90" h Steel W/ 7 Shelves	6	10	60
3' w x 12" d unit			
Sink	1	16	16
36" w x 24" d - In counter			
Soap Dispenser	1	0	0
5" w x 4" d x 10" h - Wall-mounted			



LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
CHILDREN'S WORKROOM				440	
Storage Cabinet 36"w x 18"d x 65"h	2	18	36		
Telephone Handset	3	0	0		
Waste Basket 13"w x 15"d x 15"h	3	4	12		
White Board 3' x 6' - erasable marker board	1	0	0		
Workstation, Children's Counter 6'w x 30"d - against wall	1	50	50		
Workstation, Children's Office System 6' x 8' modular panels, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	2	55	110		
Workstation, Volunteer's Counter 6'w x 30"d - against wall	1	45	45		
FAMILY REST ROOM					N/A
Commode Rest room	1	0	0		
Diaper Changing Counter 36"w x 18"d	1	0	0		
Paper Towel Dispenser Wall-mounted	1	0	0		
Sink And Counter Rest room	1	0	0		
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	1	0	0		
Stall Rest room	1	0	0		
Waste Basket 13"w x 15"d x 15"h	1	0	0		
HOMEWORK CENTER				1,933	
Chair, Juvenile 16"w x 16"d x 16-18"h	48	0	0		
Chair, Lounge 36"w x 36"d	15	35	525		
Chair, Task Low back mid-quality with casters 25"w x 25"d	1	0	0		
Clock Wall-mounted	1	0	0		
Computer, Public Desktop CPU, w/17" flat panel monitor, keyboard & mouse	8	0	0		
Dictionary Table Top Stand 22"w x 14"d x 6"h wood	1	0	0		



LIBRARY DIVISION

LIBRARY SPACE NAME

Furniture and Equipment

UNIT UNIT EXTENDED SPACE DIVISION
QTY SQ. FT. SQ. FT. SQ. FT. SQ. FT.

LIBRARY SPACE NAME	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
HOMework CENTER				1,933	
Shelving, SF 66"h Steel W/ 5 Shelves 3'w x 12'd unit	2	10	20		
Table, Juvenile 66"w x 36"d x 27"h (4 Person)	12	85	1,020		
Technology Carrel 41"w x 30"d (1 Person) sit-down w/ power & data management	8	40	320		
Waste Basket 13'w x 15'd x 15'h	2	4	8		
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels & canopy top 472 Homework	4	10	40		
JUVENILE COLLECTION & SEATING				1,884	
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 1,200 Juvenile Spanish Language	2	18	36		
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 640 Juvenile International Languages	1	18	18		
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 8,225 Juvenile Fiction	22	18	396		
36" Aisle DF 66"H Steel Shelving W/ 8 Shelves 3'W x 24"D unit w/end panels & canopy top 24,000 Juvenile Non-Fiction	77	18	1,386		
44" Aisle SF 45"H Magazine Display Shelving W/2 Shelves 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath 18 Children's Current Magazines	3	12	36		
44" Aisle SF 45"H Magazine Display Shelving W/2 Shelves 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath 6 Children's Current Spanish Language Magazines	1	12	12		
PARENTING & TEACHERS' COLLECTION & SEATING				112	
Chair, Lounge 36"w x 36"d	2	35	70		
Table, End 30"w x 30"d x 20"h	1	12	12		
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/end panels 400 Parent/Teacher Books	3	10	30		
STORAGE/SUPPLY ROOM				76	
Box, Cardboard In transition or storage	6	4	24		
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12'd unit	5	10	50		



LIBRARY DIVISION

LIBRARY SPACE NAME	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
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Furniture and Equipment

STORAGE/SUPPLY ROOM 76

Stool, Step	1	2	2		
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STORYTIME AREA 389

AV/Technology Equipment Cart, Large 32"w x 24"d x 44"h	1	15	15		
Cabinet, AV Equipment 36"w x 26"d x 60"h, lockable	1	15	15		
Cabinets, Above Counter (Lockable) 1 linear foot x 24"d	9	0	0		
Cabinets, Below Counter (Lockable) 1 linear foot x 24"d	6	0	0		
Chair, Rocking 20"w x 31"d	1	20	20		
Children's Craft Counter 6"w x 30"d - against wall	1	40	40		
Clock Wall-mounted	1	0	0		
Cushion, Floor 16"w x 16"d	35	8	280		
DVD Player 17"w x 13"d x 5"h	1	0	0		
Easel 25"w x 24"d x 60"h	1	15	15		
Paper Towel Dispenser Wall-mounted	1	0	0		
Projection Screen, Motorized Ceiling Front projection	1	0	0		
Projector, Ceiling Mounted 17"w x 16"d x 7"h - AV & computer, LCD to DLP	1	0	0		
Sign, Announcement Free standing	1	0	0		
Waste Basket 13"w x 15"d x 15"h	1	4	4		

CIRCULATION, SELF-CHECK & STAFF WORKROOM

1,284

BOOK RETURN ROOM 64

AV Bin, Depressible	2	16	32		
Book Bin, Depressible	2	16	32		

CIRCULATION DESK 451

Bar Code Reader, Fixed Mount	3	0	0		
Book Bin, Depressible In Circulation Desk	2	0	0		



LIBRARY DIVISION

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Furniture and Equipment

UNIT UNIT EXTENDED SPACE DIVISION
QTY SQ. FT. SQ. FT. SQ. FT. SQ. FT.

CIRCULATION DESK

451

Book Truck 36"w x 24"d	4	10	40
Cash Register	1	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	3	0	0
Chair, Visitor's	1	0	0
Clock Wall-mounted	1	0	0
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	3	0	0
Printer, Laser (B&W)	2	0	0
Printer, Receipt	3	0	0
Queuing Space (Per Person)	8	6	48
Recycling Bin	1	10	10
Security System Book & Media Resensitizer Desktop unit w/signal light 12"w x 5.5"d x 4.5"h AC	2	0	0
Security System Book Desensitizer Desktop non-electric unit 10"w x 5"d x 1.5"h	2	0	0
Security System Gates, Inventory Control Three gates (two corridors) 83"w x 26"d x 70"h	1	75	75
Security System Media Desensitizer Desktop non-electric unit 10"w x 4.25"d x 2.25"h	2	0	0
Shelving, SF 84"h Steel W/ 6 Shelves 3'w x 12"d unit	3	10	30
Telephone Handset	2	0	0
Waste Basket 13"w x 15"d x 15"h	2	4	8
Workstation, Circulation Check-Out Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	1	80	80
Workstation, Circulation Fines & Fees Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	1	80	80
Workstation, Circulation Patron Registration Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	1	80	80

CIRCULATION WORKROOM

485

Bar Code Reader, Fixed Mount	4	0	0
Book Truck 36"w x 24"d	10	10	100
Box, Cardboard In transition or storage	4	4	16
Bulletin Board	1	0	0
Cabinets, Above Counter 1 linear foot x 24"d	9	0	0



LIBRARY DIVISION

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Furniture and Equipment

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QTY SQ. FT. SQ. FT. SQ. FT. SQ. FT.

CIRCULATION WORKROOM

485

Cabinets, Below Counter 1 linear foot x 24"d	9	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	5	0	0
Clock Wall-mounted	1	0	0
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	5	0	0
Digital Staff Workstation Digital staff circulation check in station	1	0	0
File Cabinet, Vertical (Four Drawer) 18"w x 29"d x 52"h	1	14	14
First Aid Kit 10"w x 3"d x 10"h - Wall-mounted	1	0	0
In & Out Board Staff location	1	0	0
Key Cabinet 12"w x 5"d x 16"h	1	0	0
Recycling Bin	1	10	10
Security System Book Desensitizer Desktop non-electric unit 10"w x 5"d x 1.5"h	4	0	0
Security System Book Resensitizer Hand-held non-electric unit 5.5"w x 3"d x 3.5"h	1	0	0
Security System Desensitizer/Resensitizer Counter unit w/audible signal 20"w x 18"d x 7.5"h AC	1	0	0
Security System Media Resensitizer Desktop non-electric unit 13.5"w x 3.5"d x 1.2"h	1	0	0
Shelving, SF 90"h Steel W/ 7 Shelves 3"w x 12"d unit	5	10	50
Telephone Handset	5	0	0
Waste Basket 13"w x 15"d x 15"h	5	4	20
White Board 3' x 6' - erasable marker board	1	0	0
Workstation, Clerical Office System 6' x 8' modular panels, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	5	55	275

COPY CENTER

164

Cabinets, Above Counter (Lockable) 1 linear foot x 24"d	6	0	0
Cabinets, Below Counter (Lockable) 1 linear foot x 24"d	6	0	0
Change Machine (Bill & Coin) Wall-mounted, 12"w x 15"d x 22"h	1	10	10



LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
COPY CENTER				164	
Copier, B&W Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	1	50	50		
Copier, Color Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	1	50	50		
FAX Machine, Desktop Coin-Operated 18"w x 17"d x 13"h	1	0	0		
Preparation Counter 6'w x 30"d - against wall	1	40	40		
Recycling Bin	1	10	10		
Stamp Machine, Postal Coin Operated - wall-mounted	1	0	0		
Stapler, Electronic Binding 10"h x 4"w x 9"l	1	0	0		
Waste Basket 13"w x 15"d x 15"h	1	4	4		
SELF-CHECK OUT BAY				60	
Self Check-Out Counter 4'w x 30"d - against wall	2	30	60		
Self Check-Out Machine 25"w x 29"d x 27"h - counter top unit	2	0	0		
SELF-SERVICE RESERVED BOOK BAY				60	
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12'd unit	6	10	60		
CIRCULATION: PASSPORT AND NOTARY SERVICES					1,002
PASSPORT/NOTARY CHECK IN & PAYMENT				83	
Cash Register	1	0	0		
Chair, Task Low back mid-quality with casters 25"w x 25"d	1	0	0		
Coat & Hat Rack	1	20	20		
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	1	0	0		
Desk, Secretarial 60"w x 30"d	1	45	45		
Printer, Laser (Color)	1	0	0		
Storage Cabinet 36"w x 18"d x 78"h	1	18	18		
Telephone Handset	1	0	0		
PASSPORT/NOTARY PROCESSING ROOM				180	
Chair, Task Low back mid-quality with casters 25"w x 25"d	1	0	0		
Chair, Visitor's	6	0	0		



LIBRARY DIVISION

LIBRARY SPACE NAME

Furniture and Equipment

UNIT UNIT EXTENDED SPACE DIVISION
QTY SQ. FT. SQ. FT. SQ. FT. SQ. FT.

LIBRARY SPACE NAME	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
PASSPORT/NOTARY PROCESSING ROOM				180	
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	1	20	20		
Shelving, SF 90"h Steel W/ 7 Shelves 3"w x 12"d unit	1	10	10		
Table, Group Study 72"w x 36"d x 29"h (4 Person)	1	150	150		
PASSPORT/NOTARY PROCESSING ROOM A				180	
Chair, Task Low back mid-quality with casters 25"w x 25"d	1	0	0		
Chair, Visitor's	6	0	0		
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	1	20	20		
Shelving, SF 90"h Steel W/ 7 Shelves 3"w x 12"d unit	1	10	10		
Table, Group Study 72"w x 36"d x 29"h (4 Person)	1	150	150		
PASSPORT/NOTARY PROCESSING ROOM B				180	
Camera, Photo I.D.	1	0	0		
Chair, Task Low back mid-quality with casters 25"w x 25"d	1	0	0		
Chair, Visitor's	6	0	0		
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	1	20	20		
Shelving, SF 90"h Steel W/ 7 Shelves 3"w x 12"d unit	1	10	10		
Table, Group Study 72"w x 36"d x 29"h (4 Person)	1	150	150		
PASSPORT/NOTARY RECEPTION & WAITING AREA				379	
Bench (3 Person) 76"w x 22"d x 18"h	4	25	100		
Chair, Child's 14"w x 13"d x 10-16"h	4	0	0		
Chair, Lounge 36"w x 36"d	4	35	140		
Projection Screen, Folding/Tripod Front projection	1	35	35		
Rack, Literature Display Handout Wall-mounted	2	0	0		
Table, Children's Play 27"w x 27"d x 21-26"h (4 Person)	1	55	55		
Table, End 30"w x 30"d x 20"h	2	12	24		



LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
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PASSPORT/NOTARY RECEPTION & WAITING AREA 379

Toy Bin 42"w x 18"d x 18"h	1	25	25		
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ENTRANCE: MEETING ROOMS

4,267

AV, CHAIR & TABLE STORAGE ROOM 237

AV/Technology Equipment Cart, Large 32"w x 24"d x 44"h	2	15	30		
Cabinet, AV Equipment 36"w x 26"d x 60"h, lockable	1	15	15		
Dolly, Chair 2'w x 3'd w/ 10 - 20 chairs stacked	10	12	120		
Dolly, Table 3'w x 2'd w/ 4 tables per dolly	6	12	72		
Laser Pointer	3	0	0		
Microphone, Floor	4	0	0		
Microphone, Lavalliere Wireless	2	0	0		
Microphone, Table	6	0	0		

KITCHEN 243

Cabinets, Above Counter (Lockable) 1 linear foot x 24"d	16	0	0		
Clock Wall-mounted	1	0	0		
Coffee Maker/Urn	4	0	0		
Garbage Disposal	3	0	0		
Microwave Oven 30"w x 14"d x 16"h - countertop or under cabinet	2	0	0		
Refrigerator, Commercial 54"w x 36"d x 84"h - 2 door w/ freezer	3	35	105		
Sink 36"w x 24"d - In counter	3	16	48		
Water Purifier, Under Counter 5" diameter x 6"h	3	0	0		
Workstation, Food Preparation Counter 6'w x 30"d - against wall	2	45	90		

KITCHENETTE 81

Bulletin Board	1	0	0		
Cabinets, Above Counter (Lockable) 1 linear foot x 24"d	6	0	0		
Cabinets, Below Counter (Lockable) 1 linear foot x 24"d	6	0	0		
Coffee Maker/Urn	1	0	0		



LIBRARY DIVISION

LIBRARY SPACE NAME

Furniture and Equipment

UNIT QTY UNIT SQ. FT. EXTENDED SQ. FT. SPACE SQ. FT. DIVISION SQ. FT.

KITCHENETTE

81

Coffee Thermos	2	0	0
Stainless steel			
Hot Water Urn	2	0	0
Microwave Oven	1	0	0
30"w x 14"d x 16"h - countertop or under cabinet			
Paper Towel Dispenser	1	0	0
Wall-mounted			
Refrigerator	1	20	20
Full-sized - 32"w x 36"d x 68"h w/ freezer			
Sink	1	16	16
36"w x 24"d - In counter			
Soap Dispenser	1	0	0
5"w x 4"d x 10"h - Wall-mounted			
Workstation, Food Preparation Counter	1	45	45
6'w x 30"d - against wall			

MEETING ROOM

3,706

Chair, Meeting Room - Stacking	300	12	3,600
25"w x 21"d			
Clock	1	0	0
Wall-mounted			
Computer, Staff Portable	2	0	0
Portable CPU, w/ monitor, keyboard & mouse			
Flip Chart With Stand	1	18	18
28"w x 24"d x 70"h			
Lectern (w/ Space For A Portable Computer)	2	40	80
31"w x 29"d w/ microphone, speaker, light & clock			
Projection Screen, Wall Mounted	2	0	0
Front projection			
Projector, Ceiling Mounted	2	0	0
17"w x 16"d x 7"h - AV & computer, LCD to DLP			
Table, Meeting Room	12	0	0
60"w x 24"d x 29"h - folding			
Telephone Handset	1	0	0
Waste Basket	2	4	8
13"w x 15"d x 15"h			
White Board	1	0	0
4' x 10' - erasable marker board			

ENTRANCE: LOBBY, BOOKSTORE AND CAFÉ

881

FRIENDS' BOOKSTORE, CAFÉ, COFFEE SHOP & GIFT SHOP

881

Cabinets, Below Counter	5	0	0
1 linear foot x 24"d			
Cappuccino Machine	1	0	0

