
PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: Entrepreneurial Activities Report for November 2013

DATE: December 16, 2013

Net Revenue Summary for November 2013

			YTD	YTD
	Nov-13	Nov-12	2013-2014	2012-2013
Passport	5,375.00	3,575.00	30,475.00	25,600.00
Passport Photos	1,104.00	924.00	6,612.00	6,191.00
Test Proctor	450.00	100.00	3,050.00	2,100.00
Meeting Room	657.00	680.00	1,697.00	2,395.00
DVD Rentals	552.00	546.00	2,922.00	2,680.60
Total	8,138.00	5,825.00	44,756.00	38,966.60



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Personnel Report for November 2013
DATE: December 16, 2013

			YTD	YTD
	Nov-13	Nov-12	2013-2014	2012-2013
Separation	0	1	0	2
Retirement	0	0	0	0
Appointments	0	1	2	1
Open Positions	0	1	1	2
Workers' Compensation Leave	1	0	1	0
Total	1	3	4	5

SEPARATION:
None

RETIREMENT:
None

APPOINTMENTS:
None

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: December 16, 2013

MONTHLY STATISTICS

November 2013

CIRCULATION				Y-T-D	Y-T-D	Y-T-D
	Nov-13	Nov-12		2013-14	2012-13	% change
New Patron Registrations	306	260		1,760	1,620	8.6%
Total Circulation*	17,136	15,474		98,831	88,113	10.8%
Total Active Borrowers**	8,529	8,693				
Attendance	19,983	22,513		110,163	115,621	-4.7%
Registered Card Holders**	30,209	31,952				
Adult Fiction	2,474	2,529		14,567	14,853	-1.9%
Adult Nonfiction	2,186	1,638		10,731	9,347	14.8%
Adult Magazines	224	201		1,175	1,264	-7.0%
Adult Music CDs	172	192		919	931	-1.3%
Adult Audio Books	569	495		3,152	2,636	19.6%
Adult Free DVDs	302	196		1,426	1,450	-1.7%
Adult Rental DVDs	410	457		2,124	2,143	-0.9%
Overdrive E-Books	532	305		2,531	1,221	107.3%
Overdrive Audio Books	226	127		1,098	505	117.4%
JV Fiction	9,528	6,120		45,211	35,097	28.8%
YA Fiction	1,348	1,019		6,933	6,627	4.6%
JV Nonfiction	2,364	1,188		8,650	5,720	51.2%
YA Nonfiction	90	57		489	369	32.5%
JV Magazines	15	14		42	57	-26.3%
JV Music CDs	34	8		156	136	14.7%
JV Audio Books	45	65		241	228	5.7%
JV Free DVDs	625	649		3,634	3,572	1.7%
JV Rental DVDs	215	193		1,116	1,060	5.3%
Video Games	11	0		20	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		800	546	385	331	2,120	4,182
10:00		322	928	333	763	616	2,962
11:00		388	617	381	216	770	2,372
12:00		521	540	475	314	809	2,659
1:00	715	310	586	349	249	1,251	3,460
2:00	1,207	462	757	524	443	890	4,283
3:00	1,120	461	511	789	388	874	4,143
4:00	910	591	833	668	630	944	4,576
5:00		634	763	750	711		2,858
6:00		659	1,081	1,047	800		3,587
7:00		452	893	830	702		2,877
8:00		396	511	667	433		2,007
Total/Day	3,952	5,996	8,566	7,198	5,980	8,274	39,966
					* Grand Total		19,983

*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		1	1	0	0	1	3
10:00		0	0	0	1	13	14
11:00		8	1	1	0	18	28
12:00		1	2	0	2	13	18
1:00	13	0	3	2	2	13	33
2:00	11	1	4	1	2	17	36
3:00	10	0	4	2	2	7	25
4:00	1	5	8	3	3	1	21
5:00		2	2	3	3		10
6:00		0	3	2	6		11
7:00		5	1	5	0		11
8:00		0	0	5	0		5
Total/Day	35	23	29	24	21	83	215
							Grand Total

STAFF ACTIVITY

- November 05, 2013- Fernando participated in Supervisors meeting.
- November 05, 2013- Staff organized the meeting room for Pre-School story time.
- November 05, 2013- Estella delivered money deposits to the bank.
- November 07, 2013- Staff organized the meeting room for Lap-Sit story time.
- November 07, 2013- Staff helped clear the library for Camp Library.
- November 07, 2013- Staff organized the meeting room for P-Tac.
- November 07, 2013- Estella delivered money deposits to the bank.
- November 10, 2013- Staff helped with Friends monthly book sale.
- November 12, 2013- Staff organized the meeting room for Pre-School story time.
- November 12, 2013- Staff organized the meeting room for a book discussion.
- November 13, 2013- Staff organized the meeting room for Cops story time.
- November 14, 2013- Estella delivered money deposits to the bank.
- November 14, 2013- Staff organized the meeting room for Conversation Club.
- November 14, 2013- Staff organized the meeting room for Lap-Sit story time.
- November 16, 2013- Victor, Elizabeth, Max, and Laura C. received passport training from Fernando.
- November 18, 2013- Staff organized the meeting room for PLFF board meeting.
- November 19, 2013- Fernando trained Sara with passport procedures.
- November 19, 2013- Staff organized the meeting room for Pre-School story time.
- November 21, 2013- Estella delivered money deposits to the bank.
- November 21, 2013- Staff organized the meeting room for Lap-Sit story time.
- November 21, 2013- Staff organized the meeting room for RADD story time.
- November 21, 2013- Staff organized the meeting room for P-Tac.
- November 23, 2013- Staff organized the meeting room for Super Star story time.
- November 25, 2013- Staff organized the meeting room for the Trustees meeting.
- November 25, 2013- Fernando attended board meeting.
- November 26, 2013- Staff organized the meeting room for Pre-School story time.
- November 26, 2013- Estella, Beatrice, Victor and Fernando attended all staff meeting.

ONGOING PROJECTS

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

NEW PROJECTS AND ACTIVITIES

- Fernando will train Laura C. about book mending procedures.
- Fernando will train Laura D. on the outside marquee.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: City of Placentia Invoices, November 2013
DATE: December 16, 2013

PERIOD COVERED	INVOICE DATE	SO. CA. EDISON	TURF	GROUND	IRRIGATION CONTROL	TOTAL
FY 2013-2014						
13-Jul	7/18/2013	6,812.45	1,452.49	142.50	*	\$8,407.44
13-Aug	8/14/2013	7,692.39	1,452.49	*	*	\$9,144.88
13-Sep	*	*	*	*	*	\$0.00
13-Oct	10/2/2013	7,334.43	2,904.98	285.00	15.87	\$10,540.28
13-Nov	11/21/2013	7,469.80	1,452.49	142.50	7.91	\$9,072.70
13-Dec						\$0.00
14-Jan						\$0.00
14-Feb						\$0.00
14-Mar						\$0.00
14-Apr						\$0.00
14-May						\$0.00
14-Jun						\$0.00
	TOTAL	\$ 29,309.07	\$ 7,262.45	\$ 570.00	\$ 23.78	\$ 37,165.30
	AVG	5,861.81	1,452.49	114.00	4.76	7,433.06
* City Billing Not Received						
PERIOD COVERED	INVOICE DATE	SO. CA. EDISON	TURF	GROUND	IRRIGATION CONTROL	TOTAL
FY 2012-2013						
12-Jul	8/22/2012	2,954.95	1,452.50	142.5	7.68	\$4,557.63
12-Aug	11/29/2012	6,506.97	*	142.5	7.92	\$6,657.39
12-Sep	11/29/2012	6,627.60	1,452.49	142.5	15.7	\$6,785.80
12-Oct	11/29/2012	4,192.58	1,452.49	*	*	\$4,192.58
12-Nov	12/26/2013	3,209.17	*	*	7.76	\$6,121.91
12-Dec	2/12/2013	3,090.82	*	*	15.66	\$3,106.48
13-Jan	*	*	*	*	*	*
13-Feb	*	*	*	*	*	*
13-Mar	3/20/2013	2,918.46	4,357.47	285	*	\$7,560.93
13-Apr	*	*	*	*	*	*
13-May	5/8/2013	3,192.56	*	285	15.64	*
13-Jun	6/18/2013	3,462.99	*	142.5	7.8	3,613.29
	TOTAL	\$36,156.10	\$8,714.95	\$1,140.00	\$78.16	\$38,982.72
	AVG	3,013.01	726.25	95	6.51	3,248.56



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Library Director's Report for November 2013

DATE: December 16, 2013

Accomplishments

- Met with representatives from PFIC Public Facilities Investment Corporation (PFIC) and CWAAIA Architect.

Meetings

- Library Board of Trustees Meeting – November 12th & 25th
- Monday Huddles – November 4th & 25th
- PLFF President & Vice-President – November 27th
- Interact / Rotaract – November 5th
- Dixie Shaw – November 26th
- PFIC & CWAAIA conference call – November 13th

Community Events / Functions

- Community Prayer Breakfast – November 13th

Training/Conference/Workshops

- Leadership Academy – November 18th – 20th

Business Manager California Library Association Report

The following is the list of workshops I attended:

- More Straight Talk, the Directors Speak: Insights from five Library Directors
- Engaging Community NOISE Positioning Public Libraries and The Ideal Partner in Broadband Access and Implementation
- Effective Advocacy in Five Easy Steps
- Basic Elements of Public Speaking for Librarians
- Hear us Roar! Women speak out on leadership, ambition and “having it all”
- By Any Means Necessary: Who's Not in the Library?
- Becoming Your Own Best Advocate: Developing Powerful Influence
- The Long and Winding Road to Organizational Health

In addition, I attended:

- Opening Session, speaker Henry Rollins
- Exhibits
- Poster Sessions

Given the opportunity to attend the workshops mentioned above has provided me with the insight to become a better leader. Understanding the challenges libraries face as well as getting to know the needs of the community we serve. In addition, I obtained tips on ways to better advocate the value of the library to our community. The importance of providing outreach and partnering with other organizations to provide services and resources to our community. Lastly, it was a reminder of the power of knowledge and resources we have access to and the importance to share this power with our community.



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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 November 2013
DATE: December 16, 2013

MONTHLY STATISTICS

Childrens Desk Activity

	November 2013	November 2012	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
Phone reference:	30	33	200	167	19.76%
In person reference/research:	802	794	4165	3936	5.82%
Total Reference	832	827	4365	4103	6.39%
Total Number of Programs	38	47	180	192	-6.25%
Total Programs Attendance	975	969	7820	7632	2.46%

PROGRAM STATISTICS

TYPE OF PROGRAM	NUMBER OF PROGRAMS	TOTAL ATTENDANCE
Read to the Dogs	1	30
F.I.R.S.T. – Family Interactive Reading and Sharing Time	1	19
Preschool Story Times I & II: 3-6 years	8	230
C.O.P.S.	1	8
Pocket Tales: Stories, music, and movement.	4	106
Lap Sit 24 months & younger	3	175
R.A.D.D.	1	12
P-TAC (Placentia Teen Advisory Committee)	2	33
Super S.T.A.R.	1	6
Family Game Day	1	14
Homework Club	11	159
11/2 Valdez Academy Site Visit	1	30

11/8-9 Camp Library	1	65
11/16 In-N-Out Reading Program	1	53
11/16 YA: Rubio's Reading Program	1	35
Total November 2013	38	975
Total November 2012	47	969
Current FY to date	180	7,820
Previous FY to date	192	7,632

Achievements:

- Brenda Ramirez attended the CLA Conference in Long Beach on November 4-5.
- Children's staff decorated the library display case with a Thanksgiving theme.
- Children's staff successfully planned and conducted the annual Camp Library event with 65 campers.
- Children's staff planned events for children and teens for Spring – Summer 2014, to be included in the next Placentia Library eXPLORE newsletter.
- Children's staff continued ordering and managing their collections for the Children's and Young Adult departments.
- Lori Worden attended meetings with Jeanette Contreras and library supervisors.
- Lori Worden attended the first planning committee meeting for Easter Eggcitement, on November 19.
- Lori Worden attended the Placentia Library Board of Trustees meeting on November 25.
- Children's staff attended the all-staff meeting on November 26.
- Lori Worden conducted a Children's staff meeting on November 26.

In progress:

- Children's staff members continue to plan for December holiday activities, including the Winter Wonderland program, planned for December 14 with crafts for children and a visit from Santa; and for teens, the Teen Café, with snacks and crafts using recycled items.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Nadia Dallstream, Adult Services Supervisor

SUBJECT: Adult Services Report for November 2013

DATE: DECEMBER 16, 2013

MONTHLY STATISTICS**Reference Desk Activity**

	November 2013	November 2012	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
Reference -- in person	699	933	4160	5029	-17.28%
Reference -- telephone	279	326	1702	1804	-5.65%
Reference -- email/chat	0	2	6	21	-71.43%
Technology assistance	336	376	4047	2154	87.88%
Guest passes	188	125	819	716	14.39%
Adult and Children's computer use (desktops)	2090	2283	11889	12844	-7.44%
Adult computer usage (desktop)	1759	1920	10409	11256	-7.52%
Public computer use (express laptops)	72	150	679	1945	-65.09%
In library use -- cleanup	3797	2897	18998	16971	11.94%
Adult Program Attendance	64	204	1012	910	11.21%
Number of Adult Programs	8	8	41	36	13.89%

Adult Services Programs

	November 2013
November 5, 2013 Computer Workshop: Google Beyond the Search Box (Killianey)	8
November 9, 2013 Volunteer Orientation (Faber & Dallstream)	40
November 12, 2013 Book Discussions: <i>Tattoos on the Heart</i> by Gregory Boyle (Matas)	13
November 14, 2013 English Literacy: Conversation Club (Faber)	5
November 19, 2013 Computer Workshop: Microsoft PowerPoint: Basics and Beyond (Killianey)	10
November 26, 2013 Computer Workshop: Microsoft PowerPoint: Basics and Beyond (Killianey)	8
Total Program Attendance	84

Volunteer Hours

	November 2013	November 2012	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
History Room	0	18.25	33.5	119.25	-71.91%
PLFF	418	399.5	2656.25	2186.25	21.50%
General Library	414	255.75	2593.5	1649.5	57.23%
Technology	26.75	3.25	96	709.5	-86.47%
Homework Club	79.75	75	308.75	323.5	-4.56%
Adult Literacy Tutors	80.75	22	338.45	137.25	146.59%
PTAC	164	172.5	749.25	758.25	-1.19%
Total Volunteer Hours	1183.25	946.25	8256.2	5883.5	40.33%

Computer Literacy

	Nov 2013	Nov 2012	% change
Number of Tutors	4	3	33.33%
Number of Students	4	3	33.33%
Total Number of Participants	8	6	33.33%

Adult Literacy

	Nov 2013	Nov 2012	% change
Number of Tutors	8	8	0.00%
Number of Students	8	10	-20.00%
Total Number of Participants	16	18	-11.11%

History Room Activity

	November 2013	November 2012	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
History Room Visitors	8	4	42	36	16.67%

ACHIEVEMENTS

- *Jeannie Killianey* wrote the first article for inclusion in her monthly contribution to the Placentia News-Times.
- *Jeannie Killianey, Nadia Dallstream and Wendy Townsend* created new book trough displays.
- *Venessa Faber* designed a program for the PLFF Jewel Reception.
- *Wendy Townsend* received the Books to Action grant.
- *Katie Matas* lead the November 12th book discussion on Tattoos on the Heart.

MEETINGS

- *Venessa Faber* attended the Monday Huddle meeting on November 25th.
- *Nadia Dallstream* attended the Supervisor/Manager Meetings on October 1st and 15th.
- *Nadia Dallstream and Katie Matas* met on November 13th and 20th.
- *Katie Matas* had the monthly telephone update with Baker & Taylor representatives on November 13th.
- *Wendy Townsend and Venessa Faber* attended the Staff Meeting on November 27th.
- *Venessa Faber and Nadia Dallstream* met three times.
- *Venessa Faber* met with Ginny Sanatar to discuss PLFF Author's Luncheon Poster on Nov. 12, 21, and 26.
- *Nadia Dallstream and Jeannie Killianey* met on November 13th.
- *Nadia Dallstream* met with *Jeanette Contreras* on November 6th.
- *Nadia Dallstream* attended the Strategic Planning Meeting on October 31st.
- *Wendy Townsend* met with Idalia Lazo-Bautista from the OCFJC for the Book to Action project on November 27.

PROFESSIONAL DEVELOPMENT

- *Wendy Townsend, Venessa Faber, Jeannie Killianey and Katie Matas* attended the CLA conference November 3rd -5th.
- *Wendy Townsend, Venessa Faber and Jeannie Killianey* attended part 2 of Leading from Any Position Workshop on November 11th.
- *Katie Matas* listened to a webinar presented by SirsiDynix entitled What a Mentor Can Do for You.

IN PROGRESS

- *Adult Services Staff* is coordinating programming for November 2013 through June 2014.

CONFERENCE SUMMARIES**California Library Association
Annual Conference, Long Beach, CA**

Venessa Faber- While at CLA I attended the Opening Session in which Henry Rollins spoke about his appreciation of libraries and the services we provide. I had no idea how in depth his love of archiving and appreciation of history is. I really enjoyed hearing about his time spent at the National Archive and am jealous of his friend's "hook up" to go there any time he would like.

I attended a seminar on hoarding which was very well attended. The speakers gave tips and tricks to help us de-clutter our desks and to therefore de-clutter our minds. I learned about the different types of clutter and why we hold on to things- not only paper but items. I have since put some of those tips, such as taking the last 15 minutes of my day to de-clutter my inbox, desk, and/or any other distractions so when I come in the next day I do not have a pile of 'stress' to walk in to. "How our work areas look is a direct reflection of ourselves" was the most powerful line of the session.

I also really enjoyed a session about volunteers. It was very informative on ways to communicate with them such as social media groups and personal phone calls and how to see things from their perspective. This session also gave us time to meet in small groups to discuss specific needs. I joined the small group that spoke about Volunteer Retention and Staff Buy-in. A main focus from the leader was training and communication in that if we spend the time to get to know the volunteer and train them we will find out their interests and possibly give them a task that is better suited for them and in turn they will stay longer and want to be there because they see their worth.

Leading From Any Position Ontario, CA

Venessa Faber- I found this 2 part seminar helpful and think it is important for staff to attend, especially those with leadership roles or opportunities. A lot of different concepts and strategies were covered. I got the most out of the discussions on flow charting of processes to help certain operations I work on become more streamlined and manageable instead of overwhelming. I also enjoyed the discussion on the 5 Disciplines: Personal Mastery, Shared Vision, Mental Models, Team Learning, and Systems Thinking. The Disciplines encourage group cohesiveness and positive environments to the betterment of the staff, project, Library, or program.

Jeannie Killianey CLA Highlights & LFAP

Career Vision (www.careervisionbyjamie.com)

Interesting proposition and way of looking at job seeking. From a Gallup poll, 70% of Americans rate themselves disengaged from their employment. Speaker pointed out that minimum wage earners actually have a lot of options in regards to place of employment. Instead of languishing at a job they barely tolerate, why not work somewhere more in line with interests; i.e. someone who loves animals should work at a zoo. Both pay minimum wage, but working somewhere else of personal interest increases job satisfaction. Presenter also made the valid point that most people do not know all the possible jobs that are available within their field of interest. Stop thinking "I want to be a _____" to thinking "I want to work with _____." 6 hour program; attendees stayed throughout with high degree of satisfaction. Repeat attendees also came to other workshops put on by the same presenter. Presenting libraries were in the Inyo, Riverside, and San Bernardino systems. Attendees were also shown how to use library databases like JobNow, Job Scout, and Reference USA.

A Conversation about eBooks: An Inclusive Critique of eBook Service Models, Vendors, and Publishers

This was an informative workshop in regards to different eBook platforms in discussion throughout California (Enki, 3M Cloud, Axis 360) as well as a publisher of self-published works (Smashwords). Ultimately, as Overdrive has an exclusive contract with Amazon.com for the Kindle format, we should remain with Overdrive. The Kindle format is the most popular eBook format used by our patrons.

FindIt! Vs. Dewey: The Rumble in San Mateo County!

Interesting pilot project conducted at one branch in the large San Mateo County Library System in regards to finding an alternative to the Dewey Decimal Classification System. Initially, they investigated using the BISAC system, but found the some of the groupings odd; i.e. Body/Mind/Spirit subject headings were one could find books on UFO's. Ultimately, they ended up creating their own translation key (currently 60 pages long) of item placement and location, using Maricopa Public Library's translation key as a model. For the conversion, they closed down for two days with 20 people working on the shifting and signing alone. Entire process took about 2 years. Success? They found the public didn't really care, it was so seamless, but they consider the project a success in that circulation stayed about the same, rather than the downward trend they were experiencing.

LFAP

6 month workshop follow up to meet, share, and reinforce concepts and ideas discussed at the initial 2 day workshop in Ontario. I found networking with other libraries and library staff to be highly interesting. My own adoption of learned concepts include using my time more effectively by using Outlook more aggressively, using volunteers for more tasks, and, being more realistic in what I am able to accomplish during my 20 hour workweek.

Katie Matas CLA Highlights:

- I met a local photocopy vendor/servicer who is also an Envisionware vendor. He said if he were our copy machine service provider, he could help us with Envisionware issues as well. Huntington Beach Public Library is one of his clients.
- Ingram has a prebind service for any paperback book it offers through Ipage at \$4.95 each after the regular paperback discount. This could be used for titles that are only available in paperback that we would want to keep for the long term (ex. local author titles that are only available in paper).
- Gale offers a free app www.gale.com/PublicApp that gives individuals free access without a library card to any Gale databases held by libraries within a certain radius of the individual's location. I understand that the usage statistics of the app are credited to the library. I did a quick trial from my home in Fullerton and in less than five minutes was able to download the app, find libraries and access Placentia Library and Brea Library Gale holdings. This could be very useful to our local students.
- I attended a session called RDA – Post Implementation. RDA is a new system for bibliographic records. I noticed that some of the new records for books we have received recently have not shown a publication date. It seems to be a matter of our system not recognizing the new location of the publication date in the new style records. I am working with Anaheim to get that information to show up properly, and I have been fixing individual records as I come across them.

Wendy Townsend**California Library Association
Annual Conference, Long Beach, CA**

- EBooks continue to be a growing concern for many libraries. A selection of Smashwords titles, the largest self-published eBook distributor, is available on Overdrive. The availability of Smashwords provides an avenue for libraries to purchase local author material as well as self-published bestsellers. Discovery tools for eBooks continue to be a challenge for libraries. Increasing the number of eBook platforms makes discovery of materials more difficult for patrons, requiring them to search for and download materials from different platforms rather than one location. In the coming year the LISTA funded eBook Platform, Enki, will be available for California libraries. Enki has been created by libraries and is owned by libraries. It will offer buy in programs similar to Overdrive but the selection appears to be mostly nonfiction titles.
- Little Free Libraries are small, easily constructed, depositories located in public areas, like parks, where people can take and leave books. This would be interesting to further explore in Placentia's many parks and public areas and can also be combined with information on virtual library cards, eBooks and downloadable audio. The result could expand the library's reach in Placentia beyond the brick and mortar location.
- I reviewed Midwest Tapes Hoopla, a streaming video, downloadable audio books and music product. The process for downloading audio books appeared to be vastly easier than Overdrive. Streaming video content is also easy to use and selection seemed to be similar to Netflix or Amazon services. The library pays only for what is downloaded.
- The LISTA Library Outreach to Veterans Initiative trains librarians and volunteers on veteran services and how to distribute veteran resource information through the library. I would like to further explore becoming a partner library for this program.
- Celebrating the Year of the Library poster session provided interesting ideas on how Contra Costa Library celebrated their 100th anniversary. Most interesting was the commissioned stamp put out by the post office and the county declaring it the year of the library. More information on their activities is located on their website <http://guides.ccclib.org/100thbirthday>

**Leading From Any Position
Ontario, CA**

At the Leading from Any Position two day and one day follow up workshop I learned effective ways to flow chart processes and policies. Flowcharting increases accuracy with tasks among volunteers. I was able to network with other Southern California libraries, including meeting the local history librarian from the Pacific Palisades Library. I learned tricks to effectively communicate, manage meetings, and identified ways I can personally improve to help further the library's vision.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Katie Matas, Librarian I
SUBJECT: Placentia Library Website & Technology Report for November 2013
DATE: December 16, 2013

On-line database usage

	November 2013	Onsite Usage 11/13	Remote Usage 11/13	November 2012	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
Placentia Library Catalog	13,168	N/A	N/A	17,404	76,847	99,935	-23%
General Reference Center	115	91	24	65	234	267	-12%
Biography In Context*	15	15	0	7	55	7	686%
Opposing Viewpoints*	89	77	12	20	405	20	1925%
Freegal*	612	N/A	N/A	418	2,771	418	563%
Heritage Quest	424	N/A	N/A	478	2,374	3,089	-23%
Novelist	17	N/A	N/A	51	177	269	-34%
Shmoop*	5	N/A	N/A	10	193	62	211%
Tumblebooks	372	N/A	N/A	479	2,118	2,165	-2%
Reference USA	342	N/A	N/A	2	1,721	374	360%
TOTAL DATABASE USAGE	15,159	183	36	18,934	31,612	37,682	-16%

Website Traffic

	November 2013	November 2012	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
Website visits	18,435	19,543	103,285	109,898	-6%
Page Hits	35,928	34,567	193,320	191,413	1%



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Selection of Date and Time for Regular Board Meetings for 2014: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2014.

DATE: December 16, 2013

BACKGROUND

The current date and time is the third Monday of each month at 6:30 p.m.

The table below shows the 2014 observed Federal Holidays:

Wednesday, January 1	New Year's Day
Monday, January 20	Birthday of Martin Luther King, Jr.
Monday, February 17	Washington's Birthday
Monday, May 26	Memorial Day
Friday, July 4	Independence Day
Monday, September 1	Labor Day
Monday, October 13	Columbus Day
Tuesday, November 11	Veterans Day
Thursday, November 27	Thanksgiving Day
Thursday, December 25	Christmas Day

The Library currently observes all the above holidays with the exception of:

- Martin Luther King, Jr. January 20
- Columbus Day October 13

Please refer to Attachment A for recommended dates.

Attachment B is Resolution 14-08: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2014.

RECOMMENDATIONS

1. Determine the regular meeting dates and time for 2014.
2. Read Resolution 14-08 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2014.
3. Adopt Resolution 14-08.

PLACENTIA LIBRARY BOARD MEETING CALENDAR

January 2014 – December 2014

MONTH	DATE	TIME	LOCATION
January	20	6:30 p.m.	Community Meeting Room
February (fourth Monday)	24	6:30 p.m.	Community Meeting Room *
March	17	6:30 p.m.	Community Meeting Room
April	21	6:30 p.m.	Community Meeting Room
May	19	6:30 p.m.	Community Meeting Room
June	16	6:30 p.m.	Community Meeting Room
July	21	6:30 p.m.	Community Meeting Room
August	18	6:30 p.m.	Community Meeting Room
September	15	6:30 p.m.	Community Meeting Room
October	20	6:30 p.m.	Community Meeting Room
November	17	6:30 p.m.	Community Meeting Room
December	15	6:30 p.m.	Community Meeting Room

2014

January							February							March						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4						1							1	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
														30	31					
April							May							June						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					
July							August							September						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5						1	2		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
							31													
October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

RESOLUTION 14-08

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO ESTABLISH THE BOARD OF TRUSTEES REGULAR MEETING DATES
FOR CALENDAR YEAR 2014

WHEREAS, Placentia Library District is an independent special library district established under the provisions of California Education Code Sections 19600-19664;

WHEREAS, Section 54954 of the Government Code of the State of California requires that the Board of Library Trustees shall provide, by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body, the time and place for holding regular meetings;

BE IT RESOLVED, that the Placentia Library District of Orange County Board Of Trustees establishes the third Monday of each month at 6:30 P.M., except for established date of February 24, 2014, the Regular Board Meeting for Calendar Year 2014, dated December 16, 2013.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.

County of Orange)

I, Gayle Carline, Secretary of the Board of Trustees of the Placentia Library District Of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the Sixteenth day of December 2013.

IN WITNESS THEREOF, I have hereunto set my hand and seal this Sixteenth day of December 2013.

Gayle Carline, Secretary
Placentia Library District Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Election of Board Officers
DATE: December 16, 2013

BACKGROUND

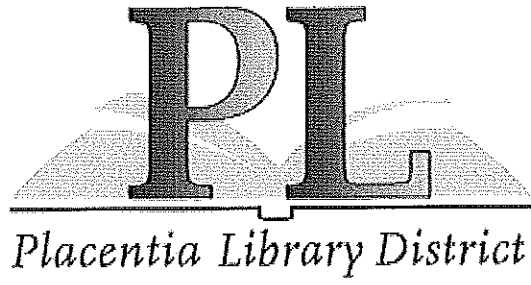
The following positions need to be elected:

President (Incumbent is President Shkoler)

Secretary (Incumbent is Secretary Carline)

RECOMMENDATION

Elect a Library Board President and a Library Board Secretary for 2014.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Appointment of Library Board Representatives for 2014 by the Board President
DATE: December 16, 2013

BACKGROUND

The following positions need to be appointed:

Incumbents are in parentheses.

Representative to Special District Local Area Formation Commission (LAFCO)
Selection Committee (*Trustee Minter and Secretary Carline as alternate*)

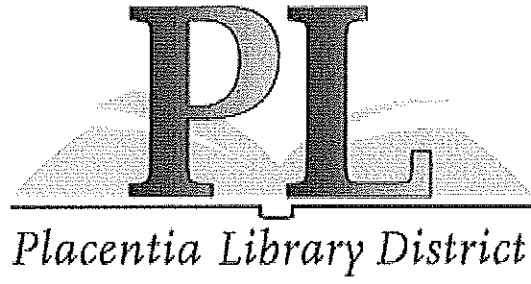
Representative to the Orange County Council of Governments (*Open*)

Representative to the Placentia Library Friends Foundation (PLFF) (*Secretary Carline and alternate is open*)

Representative to the Placentia Community Network (*Recommend that staff attend*)

RECOMMENDATION

Appoint Library Board Representatives for 2014.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Travel Authorizations: How to be an Effective Board Member, on January 23, 2014 in Fountain Valley, California.

DATE: December 16, 2013

BACKGROUND:

The “How to be an Effective Board Member” workshop will be held on January 23, 2014 in Fountain Valley, California. This is a workshop for both new and experienced special district officials. Cost is \$225 per person.

Attachment A is additional information regarding the “How to be an Effective Board Member” workshop.

Fiscal Impact: \$225 per person

RECOMMENDATIONS:

- 1) Determine which Library Board of Trustee members would like to attend the “How to be an Effective Board Member” on January 22, 2013; and,
- 2) Determine if the Library Director needs to attend; and,
- 3) Authorize travel expenses for \$225 per person for the “How to Be an Effective Board Member” workshop on January 23, 2014 in Fountain Valley, California.



**California Special
Districts Association**
Districts Stronger Together



How to be an EFFECTIVE BOARD MEMBER

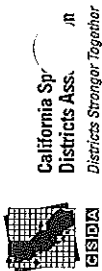
**An essential workshop for both
experienced and newly elected/appointed
special district officials.**

**JANUARY 16, 2014 – SAN LUIS OBISPO AREA
JANUARY 23, 2014 – ORANGE COUNTY AREA
JANUARY 30, 2014 – SACRAMENTO AREA**

*Get current on major
issues facing districts:
propositions, transparency,
accountability, legal
and more!*

*Credit Incentive Points can
be earned for members of
the Special District Risk
Management Authority
(SDRMA), based on the agency's
attendance at these workshops.*





An essential workshop for bot. erenced and newly elected/appointed special district officials.

ATTENDEES WILL LEAVE THIS WORKSHOP UNDERSTANDING:

A board member's roles and responsibilities:

- Fiscal accountability
- Understanding audits
- Budgets
- Team building and building consensus
- Developing district policies and strategic thinking

THREE WAYS TO REGISTER

- Mail or fax this form (one form per person) to: CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814 (916) 442-7889 fax
- Register online at www.csda.net

Registration must include payment in order to be processed. Questions: Please call 877.924.2732.

BOARD MEMBER TRAINING

An experienced or newly elected/appointed official should have a solid understanding of what the role entails as well as a complete understanding of the laws that must be followed. This training provides attendees with valuable information and the tools they need to effectively govern and advocate on their district's behalf.

"Liked all of it. All parts were informative and interesting."

- Previous attendee

HOW TO BE AN EFFECTIVE BOARD MEMBER REGISTRATION

PLEASE MAKE THE PROPER SELECTIONS BELOW

Dates and Locations

- January 16, 2014
Templeton CSD Community Center
Templeton, CA 93465
- January 23, 2014
Municipal Water District of Orange County
Fountain Valley, CA 92708
- January 30, 2014
California District Attorneys Association
Sacramento, CA 95814

Member Status and Pricing

- \$225 - Member
- \$375 - Non-member

Name/TITLE: _____
 District: _____
 Address: _____
 City: _____ State: _____ ZIP: _____
 Phone: _____ Fax: _____
 Email: _____

Payment

- Check
- Visa
- MasterCard
- Discover
- American Express

Acct. name: _____ Acct. Number: _____

Expiration date: _____ Authorized Signature: _____

Special Needs

- Vegetarian
- Other: _____

Cancellations must be made in WRITING and received via fax or mail no later than three days prior to the seminar. All cancellations made within the specified time will be refunded less a \$25 processing fee.

A PERSONAL COMMITMENT TO YOUR SPECIAL DISTRICT!

Leading a special district as an experienced or newly elected/appointed official is both exciting and challenging. You have accepted the responsibility of representing your constituents and customers in the most effective and professional manner possible. This will demand that you acquire or maintain the necessary skills to govern a special district.

The How To Be An Effective Board Member training has been designed specifically for special district board members and board chairs/presidents in order to provide the tools, background and overall knowledge necessary to help navigate the first year of governing a special district and to be an effective leader.

Unique to this series of trainings is no programs have been developed by special districts for special districts. Newly seated directors/business should take advantage of this opportunity to come together at this educational experience.

RELATED OPPORTUNITIES

SDLA CSDA's Special District Leadership Academy

CSDA's Special District Leadership Academy is the advanced training that follows the How To Be An Effective Board Member workshop. The academy, which was created to provide governance training to special district officials, consists of four curriculum-based courses including:

- Governance Foundations
- Setting Direction/Community Leadership
- Board's Role in Finance & Fiscal Accountability
- Board's Role in Human Resources

The How To Be An Effective Board Member training program is meant to give attendees an introduction and overview of these topics. The Academy will take the major components one step further to deliver a more in-depth understanding. Go to www.csda.net to find out more.



Special District Leadership Foundation Districts of Distinction Accreditation

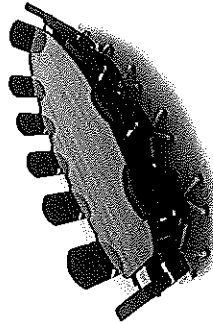
Showcase your commitment to excellence. This workshop qualifies for six hours of governance training toward the District of Distinction designation.

For more information on the Special District Leadership Foundation (SDLF) and its programs visit www.sdlf.org.

Other Education

- Webinars are an easy and inexpensive way to receive information regarding special districts governance without incurring travel costs. Webinars of special interest to board members include:
 - Must Have Communication Protocols for District Board Members & Staff
 - Required Ethics Compliance Training - AB1234
 - Rules of Order Made Easy!
- Spot the Fraud! Fraud Detection/Prevention for Special Districts
- The Essential Guide to the Brown Act
- Understanding Board Member & District Liability Issues

Visit www.csda.net and click on the Education Calendar to learn more about the workshops and webinars offered through CSDA.



Get the information and training that ALL board members should have...REGISTER TODAY!

Cost

- Member - \$225
- Non-member - \$375

Dates and Locations

January 16, 2014 - San Luis Obispo Area
 Templeton CSD Community Center
 801 South Main Street
 Templeton, CA 93465

January 23, 2014 - Orange County Area
 Municipal Water District of Orange County
 18700 Ward Street
 Fountain Valley, CA 92708-6895

January 30, 2014 - Sacramento Area
 California District Attorneys Association
 921 11th Street, Suite 300
 Sacramento, CA 95814

Agenda

- 8:30 - 9:00 a.m. Registration
 - 9:00 a.m. - 4:00 p.m.
 - New Board Member Orientation
 - Essential Components of Effective Meetings
 - The Role of the Board Member
 - Lunch Break from 12:00 - 1:00 p.m.
- (Lunch provided by the California Special Districts Alliance: a collaborative partnership between the California Special Districts Association, CSDA Finance Corporation and the Special District Risk Management Authority)
- Legislative and Community Advocacy
 - The Brown Act, Ethics, Conflict of Interest Issues

Registration information

Visit www.csda.net or call (877) 924-2732.

Credit Incentive Points

Credit Incentive Points can be earned for members of the Special District Risk Management Authority, based on the agency's attendance at these workshops.





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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Travel Authorization: Board Secretary/Clerk Conference, February 27-28, 2014 in Napa, California.

DATE: December 16, 2013

BACKGROUND:

The California Special District Association (CSDA) Board Secretary/Clerk Conference will be held February 27-28, 2014 in Napa, California. The cost is \$525 per person.

Attachment A is additional information regarding the Board Secretary/Clerk Conference.

Fiscal Impact: \$1,100 per person

RECOMMENDATIONS:

- 1) Determine which Library Board of Trustees would like to attend Board Secretary/Clerk Conference, February 27-28, 2014 in Napa, California.
- 2) Authorize travel expenses for \$1,100 per person for the Board Secretary/Clerk Conference, February 27-28, 2014 in Napa, California.

NEW CONTENT
FOR 2014
ATTENDEES

NEW SESSIONS FOR
**CURRENT
CERTIFICATE
HOLDERS**

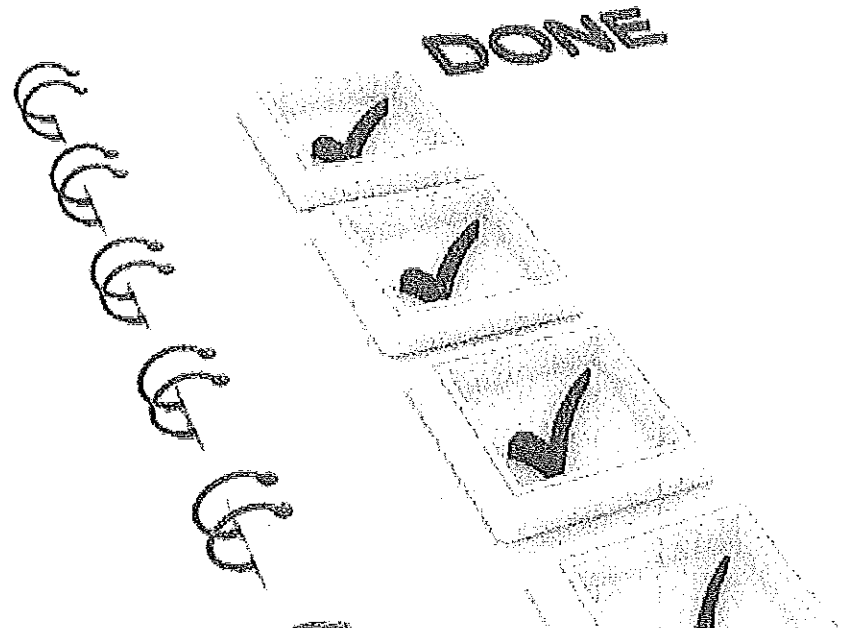


**California Special
Districts Association**
Districts Stronger Together

BOARD SECRETARY/CLERK CONFERENCE

Premiere Training for Board Secretaries/Clerks

February 27 - 28, 2014 • Napa, California

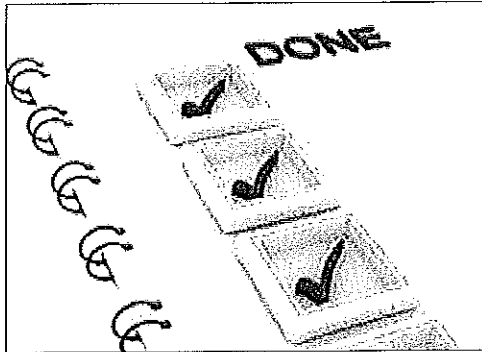


Co-sponsored by the
Special District Risk Management Authority

Specifically
developed
and
designed
for special
districts

CSDA's Special District

Board Secretary/Clerk Conference & Certificate Program™



Whether you are a new or seasoned board secretary/clerk, continuing education is essential to keeping current on the many aspects of your job. In an effort to expand educational opportunities for this important position in special districts and provide an opportunity to recognize individuals who invest the time in becoming trained in the various components of the job, CSDA created this certificate program.

Now in its fourth year, the Board Secretary/Clerk certification has become the gold standard for special district board secretaries and clerks throughout California. We invite you to participate as a first time attendee to earn your certificate and come back year after year to advance your knowledge of special districts through new and exciting breakout sessions tailored to your position.



Board Secretary/Clerk Conference February 27 - 28, 2014 Napa, California

Embassy Suites Napa Valley
1075 California Blvd.
Napa, CA 94559
1.800.EMBASSY
Room reservation cut-off: Feb. 5, 2014


Reserve Early!

Room rates are only \$139 plus tax per night single/double occupancy by calling 1-800-EMBASSY and using the group code CSD or the group name California Special Districts Association. You can also book online at www.embassysuitesnapahotel.com using CSD as the group/convention code. The room reservation cut-off is February 5, 2014, however, space is limited and attendees are encouraged to make their reservations early.

About Napa

Come experience the legendary Napa Valley - where world-class wines, friendly faces, historic surroundings, miles of nature preserves, and a spirit of wellness set a slower pace, inviting you to relax, savor, and restore. Our farm-to-table culinary scene will delight you, with more Michelin-star rated restaurants per capita than any other wine region in the world (14 stars awarded in 2010). And you'll receive a warm welcome in our winery tasting rooms, where you'll feel a rush of excitement on your palate when you sample our legendary wines. A vibrant art, live-music and theater community will scratch your cultural itch. And our healing hot-spring waters, crisp-clean air and luxurious spa resorts will renew you. You'll want to stay a little longer. Just over an hour north of San Francisco, The Napa Valley, the world's premiere wine, food, arts and wellness destination, stretches approximately 35 miles (56 km) in a northwesterly direction. Its width varies from approximately five miles (eight km) wide near the City of Napa in the south to approximately one mile wide near the northern-most town of Calistoga. Because it is so compact, it is easy to enjoy experiences throughout the Valley from one base. Three international airports are within 90 minutes of Downtown Napa (San Francisco International Airport, Oakland International Airport, and Sacramento International Airport).





Special District Risk Management Authority is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit Incentive Points can be earned based on an Agency's attendance at the Board Secretary/Clerk Conference as well as the webinars and workshops associated with the Board Secretary/Clerk Certificate.

[*SDRMA CIP]

A conference training program for board secretaries/clerks packed into two full days of education on all major aspects related to a board secretary/clerk's responsibilities.



Board Secretary/Clerk Conference Schedule

Thursday, February 27, 2014			
	First Time Attendees	Advanced: Current Certificate Holders	
7:30 a.m.	Registration Open, Breakfast available		
8:30 - 9:45 a.m.	Opening Keynote: The Ralph M. Brown Act – A Local Government Drama		
10:00 - 11:45 a.m.	Board Secretary/Clerk Foundations	Claims Management 101; The Clock is Ticking	What's a Public Record? How To Comply with the Public Records Act
12:00 - 1:00 p.m.	Exhibitor Luncheon, All Attendees (Raffle)		
1:15 - 3:00 p.m.	Board Secretary/Clerk Foundations	Dollars and Sense: Financial Best Practices for Special Districts	Let's Be Clear: Plain Language in Special Districts
3:00 - 3:30 p.m.	Refreshment Break Provided (Networking with Exhibitors) (Raffle)		
3:30 - 5:00 p.m.	Understanding Board Member & District Liability Issues	A Foundation for Grants Success	How to Juggle It All (Without Looking Like a Clown)
5:30 - 7:00 p.m.	Hosted Reception and Networking with the Exhibitors (Raffle)		
Friday, February 28, 2014			
	First Time Attendees	Advanced: Current Certificate Holders	
7:30 - 8:30 a.m.	Breakfast with the Exhibitors (Raffle)		
8:30 - 10:00 a.m.	Staying in Compliance: Understanding Fundamental Special District Laws	Interactive: Rules of Order Made Easy	Get the Elephant Off Your Chest: Be Creative, Innovative and Have Fun at Your Job
10:00 - 10:30 a.m.	Break, Networking with the Exhibitors (Raffle)		
10:30 a.m. - 12:00 p.m.	Staying in Compliance: Understanding Fundamental Special District Laws	Improving Your Public Outreach Skills: From Strategy to Social Media	Best Practices in Agenda Preparation & Minutes
12:00 - 1:15 p.m.	Networking Lunch by District Type, All Attendees (Raffle)		
1:15 - 2:45 p.m.	Records Retention & Management	The People's Business: The Ralph M. Brown Act	Managing ME: Take Responsibility for Your Career
2:45 - 3:00 p.m.	Break		
3:00 - 4:30 p.m.	Rules of Order Made Easy	Building Better Board/Manager/Staff Roles and Relationships – And How You Can Help	Special Districts' Place in the Local Government Landscape
4:30 p.m.	Event Adjourns		





**Opening Keynote:
The Ralph M. Brown Act -
A Local Government Drama**

Mike Dean, Meyers Nave

Learn about the Brown Act by attending the fictional and humorous board meeting of a special agency. Witness what governing boards do right and wrong in preparing agendas and running their meetings. Be a member of the public at the regular meeting along with several board members, staff, interested citizens and a very persnickety general counsel.

Scheduled Breakouts for Returning Attendees


 NEW CONTENT
Look for the 

 **Claims Management 101: The Clock is Ticking**
Dennis Timoney, Special District Risk Management Authority

In this session we will discuss the statutory time requirements for a public entity to respond to a third party claim. What are the elements necessary for a valid claim? What are the entity's legal responsibilities in responding to a claim? Does a letter from a law firm constitute a valid claim? Can a board secretary/clerk accept service of a lawsuit? Bring your questions!

 **What's a Public Record: How to Comply with the Public Records Act**

Morin Jacob, Liebert Cassidy Whitmore

With government transparency a top priority in today's political culture, public agencies are facing increasing demands under the Public Records Act (PRA). How do you handle responding to a PRA request that involves potentially thousands of emails that contain confidential information? How do you respond when you know the PRA request is informal discovery? What must a special district disclose with respect to employee compensation and retiree pension amounts? Come discuss these and other recent PRA related challenges facing your agency.

 **Dollars and Sense: Financial Best Practices for Special Districts**


David Becker, James Marta & Company CPAs

Special district best practices identify specific policies and procedures as contributing to improved special district management. This session aims to promote and facilitate positive change rather than merely codify current accepted practice. We will discuss and share current and best practices for: accounting, auditing and financial reporting, budgeting and fiscal policy, long-term fiscal management, reserves, information technology and financial leadership.

 **Let's Be Clear: Plain Language in Special Districts**

Donald Davis, Burke Williams & Sorensen

The use of plain language is an important aspect of government transparency. District board clerks and secretaries participate in the preparation of many key district documents including resolutions, ordinances and public notices. This seminar will provide an overview on plain writing principles and techniques that will help make district documents clear and understandable.

 **A Foundation for Grants Success**

Ryan Baird, eCivis

This session will focus on the fundamentals behind successful program design and grant writing, including best practices and common pitfalls. Topics will include identifying organizational commitment for each stage of the grant lifecycle, developing boiler plate application information, thinking like a funder, avoiding the most common grant mistakes, and understanding the grant review process.

 **How to Juggle it All (Without Looking Like a Clown)**

David Aranda, Facilitator

In this attendee-led session, board secretaries and clerks are encouraged to bring tips and tools that you use at your district to make your life easier. Do you have a calendar system that works for you? Do you have a sure fire method for making sure your minutes reflect what really happened in your meetings? A policy for use of portable electronic devices in board meetings? A board orientation program? Come share what works best for you and learn from your peers!

Interactive Rules of Order Made Easy

Lorenzo Cuesta, Professional Registered Parliamentarian

Learn proper minute taking practices; the motion to refer; the motion to postpone; point of order and the appeal process; the motion to suspend the rules; how to translate a desired action into a motion; how to champion a motion; and the ranking of motions.

 **Improving Your Public Outreach Skills: From Strategy to Social Media, the Press and More**

Martin Rauch, Rauch Communication Consultants

This session will help you explore your agency's communications in normal times and times of controversy. It includes examples, case studies and tips, as well as time for board secretaries/clerks to share experiences and have questions answered. We will identify appropriate roles for staff, directors and consultants. Examples will be given for lower-cost outreach techniques.

Best Practices in Agenda Preparation & Minutes

Kelly Salt, Best Best & Krieger

The Brown Act was first enacted in 1953 with the declared purpose of ensuring that the people's business was open and accessible to the public. The Act requires all meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise specified in the Act. This session will provide an overview of the Act and the best practices that should be undertaken by local agencies for compliance with both the spirit and the letter of the law.

 **The People's Business: The Ralph M. Brown Act**

Morin Jacob, Liebert Cassidy Whitmore

The Brown Act is invoked more and more frequently as a basis to challenge district action, and especially employment decisions. The right path can be hard to find. We will go over the ways in which the Brown Act intersects with public employment issues, including closed sessions, administrative decisions, litigation and settlements.


 NEW CONTENT

Get the Elephant Off Your Chest: Be Creative, Innovative and Have Fun at Your Job

sponsored by CPS HR  CONSULTING

Robert S. Jerome, Ph.D. Instructor, Certified Therapist, Organizational Psychologist, Author and Humor Advocate. He truly believes "life is a joke, just waiting for the punch line." In this interactive workshop, the participants will create the tools to:

- L - Let go
- A - Attitude — deal with it!
- U - You are in charge — take charge of your life
- G - Go do it! Find your passion and follow it step by step
- H - Humor is around us — let it find you...stop being so serious!

Can't attend this year?

Earn your certificate.

For First-time Attendees

Managing ME: Take Responsibility for Your Career

sponsored by CPS HR Consulting

A short workshop uniquely designed to help you take charge of you. Gain strength and insight by controlling anger, overcoming stress, conquering time robbers and defeating bullies. Topics include: priority management, energy management and self-management. Come prepared to laugh, to change, to plan and be prepared to be introduced to the new you! Leader: Robert S. Jerome, PhD is an experienced trainer, writer, therapist and humorist. His personal and professional philosophy has been to take what you do seriously, take yourself less so.

Building Better Board/Manager/Staff Roles and Relationships – And How You Can Help

Martin Rauch, Rauch Communication Consultants

This session explores the critical, and at times troubling, issues of roles and relationships among board/manager and staff, including: dealing with interpersonal issues, problem board members and micromanagement. It describes best practices for board self-governance, setting policy and procedures and more. There will be time for discussion and sharing of experiences and how board secretaries/clerks can play a constructive role.

Special Districts' Place in the Local Government Landscape

Kyle Packham, California Special Districts Association

First formed in the late 1800s to meet the core service needs of local communities, today special districts provide focused services to millions of Californians. How does your district fit within the special district family? And, how do special districts relate to other local and state agencies? This session will discuss the role special districts play in California's local government landscape and highlight the state laws and constitutional amendments that have shaped and impacted their operations throughout their history and into the future.

Board Secretary/Clerk Foundations

David Aranda

The board secretary in a special district plays a multi-faceted role that is also one of the most highly visible in the district. The board secretary must ensure the district's compliance with extensive legal requirements, handle contentious situations and respond to the needs of board members and the public. This course provides a comprehensive review and insight into all components of the board secretary/clerk position.

Understanding Board Member & District Liability

Dennis Timoney, Special District Risk Management Authority (SDRMA)

Having a complete understanding of the potential liability issues in your district can prevent problems in the future and even assist with efficiency and communication protocols. This webinar is a discussion of the legal role of the board in the management and operation of a public agency and the role of individual board members acting within the course and scope of their official duties.

Staying In Compliance: Understanding Fundamental Special District Laws

Meyers Nave

As times change, so does the need to re-interpret and review the laws governing special districts. This workshop covers crucial areas of the law as they relate to all types of special districts. From general compliance to answering specific questions about items such as communications through email, special meetings, economic conflicts of interest, what documents are considered public and much more.

Records Retention & Management

Gena Stinnett, Richards Watson & Gershon and Hedy Beltary, Incrementum

This session provides attendees with information on the details of creating a records retention schedule for a special district. Information provided will include appropriate retention policies, what's required by law, where to go to research the laws and how to determine the right retention requirements. This course will also offer suggestions on document storage and use of electronic documents in records retention and management.

Rules of Order Made Easy

Lorenzo Cuesta, Professional Registered Parliamentarian

Learn how to facilitate proper debate protocol in a board; the rights and obligations of the board and those of the public during a board meeting - especially in view of the recent State Budget Act; the six steps to handling a motion; and the three forms of amendments.

At your own pace

Unable to make it to this year's conference? No problem! You can still earn your certificate at your own pace! Simply complete the required coursework within two years and CSDA will send you your official certificate.

In order to earn your certificate using this option, you must complete the Board Secretary/Clerk Foundations Training, the Staying in Compliance: Understanding Fundamental Special Districts Laws workshop and four of the seven available webinars under the program listed below:

- Best Practices in Agenda Preparation & Taking/Recording Minutes
- How to Assist the Board in Running an Effective Meeting
- Records Retention & Management
- Rules of Order Made Easy!
- Strategies for Excellent Customer Service
- Understanding Board Member & District Liability Issues
- Understanding and Effectively Managing Group Dynamics

You can take the courses in any order you would like and, once completed, send in the Graduate Certificate Application to CSDA within six months of finishing the last course. You can obtain the application by contacting the CSDA office at 877.924.2732.

For a full listing of the program courses available and additional information visit www.csda.net/boardsecretaryconference or watch your mailbox for the 2014 CSDA Education Catalog in December.

REQUIREMENTS & TERMS TO RECEIVE GRADUATION CERTIFICATE

1. Completion of any of the above CSDA courses within the last two years counts toward the graduation certificate.
2. Participants in the certificate program must complete all required course requirements within two years of taking the first course.
3. Required courses may be taken out of order.
4. All courses must be taken through CSDA. No outside courses will count toward this certificate program.
5. Attendees must be present for the entire duration of the required courses and/or conference to receive credit.
6. Once all courses are completed, participants must complete and submit the Graduate Certificate Application to CSDA within six months of completing the last required course. The application can be obtained from the CSDA office and there is no additional charge for the certificate.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Midyear 2013-2014 Budget Review
DATE: December 16, 2013

BACKGROUND

The Library Director will provide a status report of the Placentia Library District's current 2013-2014 Fiscal Year budget and present budget amendments for approval.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Staff Development Day Report
DATE: December 16, 2013

BACKGROUND

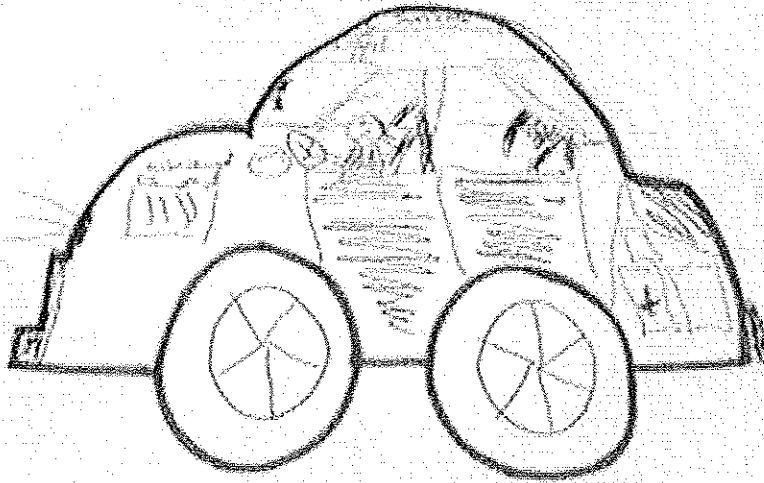
Library staff meet twice a year to participate in the discussion and preparation of the budget. All staff are encouraged to attend, including substitutes. The Library Director facilitates the ½ day Staff Development sessions.

The purpose of the Staff Development Day is to ensure that the Placentia Library District provides opportunities for all staff to be engaged and involved in the discussion and preparation of the budget and related issues and concerns. The Placentia Library District recognizes the importance of staff input and the success of teamwork with the goal of providing excellent library services to our community.

The staff met on Friday, December 6, 2013. There were 25 staff in attendance. The next Staff Development Day is tentatively set for Spring 2014.

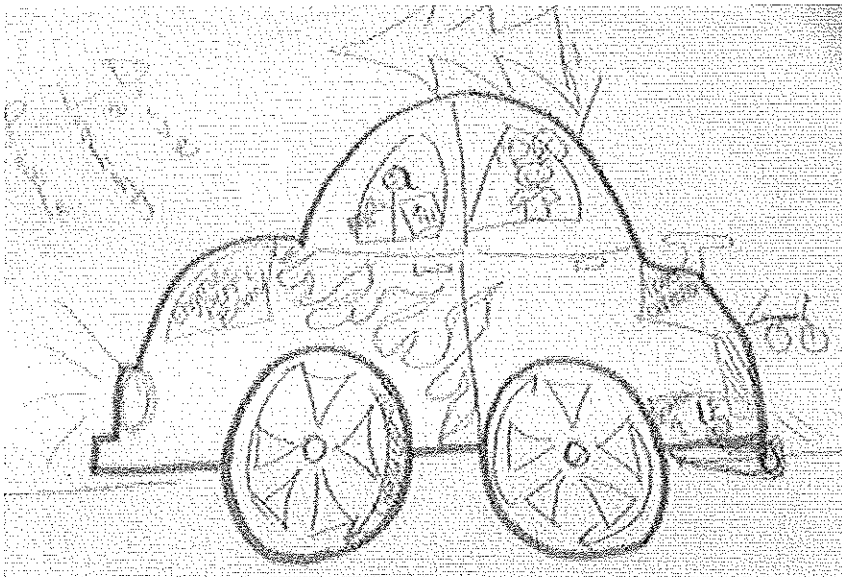
Attachment A is a summary of the department's reports and team building exercise.

STAFF DEVELOPMENT DAY – December 6, 2013
Teambuilding Exercise
Build a Car

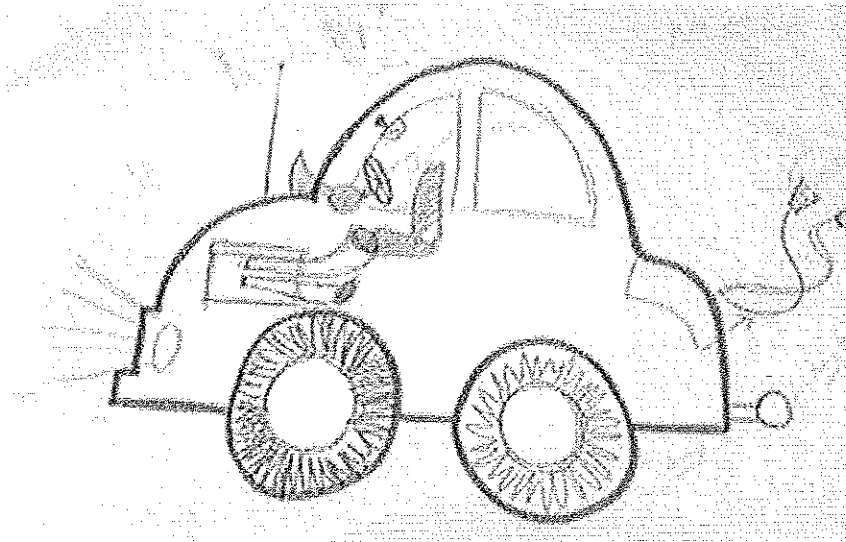


2014 PLD turbo

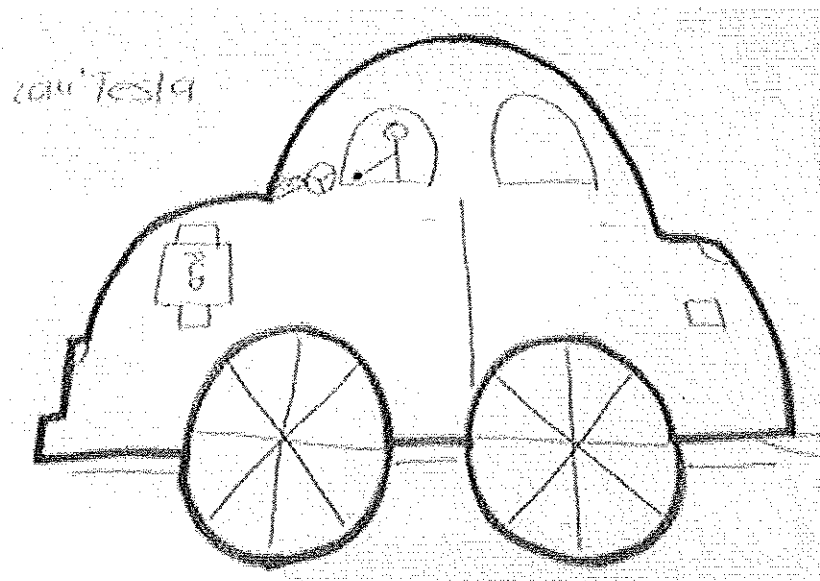
TEAM MEMBERS: Lori, Katie, Sarah, Laura C., Saroo, Barbara



TEAM MEMBERS: Yesenia, Venessa, Edgar, Wendy, Saul, Victor



TEAM MEMBERS: Jeannie, Brenda, Heather, Coleen, Liz, Max



TEAM MEMBERS: Nadia, Fernando, Laura D., Beatrice, Estella, Shawn

Midyear 2013-2014 Accomplishments

Circulation Services

- Full staffing level
- Passport training for library clerks and library aides
- New tasks
- A.D.A. in full use/all three stations
- Cash box deposits have been accurate
- Back room/work room cleaner
- Brochure for meeting room
- On pace to issue 3,000 passports
- On pace for checkout materials
- 58% Placentia residents have library cards
- Snags have been a low number
- Manual back up checkout revamped

Children's Services

- Over 1,200 children and teens participated in the Summer Reading Program, an 8% increase.
- Program attendance increased 2.5% year-to-date
- Sixty-five campers participated in the annual Camp Library program with seven (7) P-TAC volunteers who stayed overnight
- Began outreach to local Head Start
- Began new Rubio's Teen reading program with 50 teen participated
- Increased the number of In-n-Out reading program participants
- Added a new video game collection with funded provided by PLFF
- Began partnering with Dave & Busters for new reading program for teens in Spring
- Began a partnership with Papa Murphy's for reading program incentives at Winter Wonderland
- Increased children's and teens circulation
 - a. Juvenile Fiction – 2%
 - b. Juvenile Non-Fiction – 3.4%
 - c. Young Adult Fiction – 28%
 - d. Young Adult Non-Fiction – 3.4%
- Children's Librarian attended the California Library Association conference

Adult Services

Collection Development

- Research eBook platforms: Completed
- Weeding entire Adult Collection: over 50% completed
- Arrange bookshelves for outlet access: in progress, on track
- Bibs- Many have been completed
- Moved Collections (travel (new collection), large print, Classics, Book Club (new collection), paperbacks, best sellers, all New books are now in one area): Completed
- Endcap signage that lists subject areas and not just the Dewey number: Completed

- Print Leasing Plan to offer patrons multiple copies of bestselling titles: Completed
- New Books to Regular Collection: 1 year changed to 6 months: Completed

Computer Workshops

- New intermediate to advanced workshops have been added: Completed

PLFF Assistance

- Creating print publicity for programs and sending Constant Contact email: Completed & Ongoing

History Room: All is Ongoing but has been completed for this year

- Grant Written for digitizing VHS tapes and submitted to Archives.com: Completed & Ongoing
- Collaborate with Placentia Historical Committee—Marie Schmidt Bookcase Project: Completed & Ongoing
- Format Conversion prioritization list: Completed

Literacy: All is Ongoing

- Outreach & increase tutor participation by 5%-attended CSUF Human Services Intern fair. Increased tutor number pending review of statistics.: In progress
- Support Tutors by offering books & materials for check-out: Completed
- Offer Conversation Club to support students until a Tutor is found: Completed

Other

- Provide Children's w/ desk hours assistance: Completed and Ongoing.

Professional Development

- Exceeded goal of each staff attending one offsite conference. Staff attended ALA, CLA, webinars, onsite training: Completed

Programming

- Collaborate with outside organizations to increase attendance at programs. We have collaborated with Bowers, Placentia Historical Committee, local business/talent, database vendors: Completed

Publicity—The list below reflects all that we have done to promote programs this past FY. This is ongoing.

- Website slides
- Display TV slides
- Program Flyers
- Monthly Constant Contact emails
- Placentia News Times articles- for the History Room and General Interest
- Press Releases
- Social media (Twitter, Facebook, Pinterest)
- Library Signage
- Book trough promotions with bibliographies
- Flyers out to community locations including: Downtown Placentia, Starbucks, Emerald Isle, City Community Buildings, Register Website, Avalon

Technical Services

- Cross training to eliminate donation backlog: Completed
- Backlog is 50% completed. All books with MARC records available have been completed.

Volunteer Services

- Expand volunteer pool through local schools (SJSU, CSUF, UCI): Completed

Administration

- Secured funding & completed the remodeling of the community meeting room & staff lounge
- Procured Strategic Planning Consultant
- Provided library conference opportunities for staff
- Replaced carpet by reference desk
- Provided copier for staff use
- Implemented quarterly cleaning schedule for carpet and pest control
- Painted staff area
- Expanded broadband
- Repaired drain pipe
- Furniture rental availability
- Facilitated staff development day
- Developed four new policies

Action Plan for January – June 2014**Circulation Services**

- Reduce number of claim return items
- Offer virtual library cards
- Improve the meeting room reservation process
- Work with other departments to increase patron visits

Children's Services

- Teen Librarian to the Public Library Association Conference
- Easter Eggcitement
- New Teen programs
 - a. Embroidery
 - b. Duct Tape
 - c. Jewelry
- Teen Café
- Kid-off
- New Bilingual Program
- Increase ebook collection
- Increase video game collection

Administration

- Complete the strategic plan
- Implement Friday library hours
- Provide ipad stations
- Replace drinking fountain by community meeting room
- Complete installation of egress door
- Replace fascia boards
- Replace 12 public PCs
- Complete and secure the fingerprinting application
- Update website
- Update furniture inventory
- Provide circuits for portable heaters

Action Plan for 2014 - 2015

Circulation Services

- Provide a self-service checkout system
- Organize a passport campaign
- Conduct outreach/Issue library cards at schools
- Designate a second passport office
- Recommend raising passport photo fee

Children's Services

- Hire new part-time Library Assistant
- Implement new Tween programs
 - a. Chess
 - b. Snacks & Study
- Expand El Dia program
- Teen Computer Character Design Class series
- Creative Writing class for teens series

Adult Services

Collection Development

- Specialized signage in 4 nonfiction sections to highlight popular subject areas.
- Create an adult services map of the collection and locations.
- Use the website to promote collection by highlighting new releases.
- Continue to use social media to promote collection.
- Create an Adult Services Page on the website.
- Research video streaming programs like Hoopla.
- Research and implement a more efficient evaluation system for collection

Computer Workshops

- Increase attendance by requiring deposit for registration.

History Room

- Develop local history circulating collection and resource center

Literacy

- Attend 2 outreach events to recruit tutors (2 different venues)
- Host 2 tutor meetings for existing tutors.

Professional Development

- Have 1 staff attend an extended webinar (1 month or more).

Programming

- Explore outreach possibilities for programming/outreach services and select one to implement in the following FY for example: Little Free Libraries and Book Delivery (homebound) services.
- Do a trial "repeat" program, i.e. Book Discussion could repeat in the evening

Publicity

- Outreach at major local events- Rock N Run, Music in the Park, Movies in the Park, etc., Summer Registration Day,
- Create and maintain an Adult Services page on website
- Create one new promotional item- book bag, book mark, etc. that can be distributed at Outreach events.

Tech Services

- Train staff on items that require original cataloging and complete 5 items in backlog.

Volunteer

- Research volunteer management software

Other

- Evaluate space and furniture for effective use. (Power outlet access, furniture use/need/quality, etc.)
- Evaluate display/promo material space (plexi stands, location, organization, overall look).



Administration

- Provide Annual Report
- Implement satisfaction survey
- Complete ceiling seismic assessment report
- Make available board minutes & agendas one week prior to the meeting
- Provide a self-checkout machine for public use
- Annual Employee of the Year
- Provide scanner for public use
- Replace 24 public PCs

Action Plan Beyond 2014 - 2015

Administration

- Work with the City to provide better lighting in the parking lot
- Develop a marketing plan
- Complete the Emergency Preparedness Plan
- Provide a main water heater system
- Conduct compensation & classification study
- Replace staff PCs

 (What was good about the in-service)	 (What can be improved)
1. Gingerbread man contest	1. Extend to five (5) hours – 9am – 2pm
2. Pizza	2. Provide salad
3. Ice breakers / Team Building Exercise	3. Provide sandwiches
4. Coffee	4. Provide more time to work with other departments
5. Raffle	5. Consider other location
6. Decorating Christmas tree	
7. Temperature	
8. Focusing on department accomplishments	
9. Time	
10. Fruits	
11. Substitute participation	
12. Candy	
13. Advanced notice of meeting (3 months)	