



## AGENDA

PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES  
REGULAR DATE MEETING








Monday, December 15, 2014  
6:30 P.M.  
Community Meeting Room

**Mission Statement:**

Placentia Library District provides lifelong learning and reading opportunities that inspire, open minds, and bring our community together.

**The Centennial Vision Statement:**

The Vision of the Trustees is intended to help celebrate the 100-year anniversary of the District.

-  We will be the place where the community “sees and experiences” the technical edge and premier programming.
-  We will renovate and expand our Library.
-  We will remain financially self-sufficient.
-  We will seek strong community support.
-  We will reach our community with an active marketing plan.
-  We will increase the percentage of our operating budget that supports establishing the premier collection in Orange County.
-  We will plan for maintaining our qualified and professional staff.

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

**REPORTS AND DOCUMENTATION:** *Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 200.*

**PLEDGE OF ALLEGIANCE**      Library Board President

**CALL TO ORDER**

1. Call to Order      Library Board President
2. Roll Call      Recorder
3. Adoption of Agenda

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

Presentation:      Library Director  
Recommendation:      Adopt by Motion

4. Oral Communications

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

**TRUSTEE & ORGANIZATIONAL REPORTS**

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

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

**CONSENT CALENDAR (Items 9 – 24)**

Presentation: Library Director

Recommendation: Approve by Motion

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

**MINUTES (Item 9)**

9. Minutes of the November 20, 2014 Library Board of Trustees Meeting. (Receive & File and Approve)

**CLAIMS (Items 10 – 13)**

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

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

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

13. FY2014-2015 Cash Flow Analysis through November 2014; the Schedule of Property Tax Revenues for FY2014-2015 as provided by the Orange County Auditor. (Receive & File).

**TREASURER'S REPORTS (Items 14 – 17)**

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

15. Balance Sheet for November 2014. (Receive & File)

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

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

**GENERAL CONSENT REPORTS (Items 18 – 20)**

18. Personnel Report for November 2014. (Receive, File, and Ratify Appointments)

19. Circulation Report for November 2014. (Receive & File)
20. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

**STAFF REPORTS (Items 21 – 24)**

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

**NEW BUSINESS**

25. Selection of Date and Time for Regular Board Meetings for 2015: 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 2015. Staff recommendation is that the Library Board meet on the third Tuesday of February and the third Monday of January, March, April, May, June, July, August, September, October, November and December.

- Recommendations:
- 1) Determine the regular meeting dates and time for 2015; and
  - 2) Read Resolution 15-04 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 2015; and
  - 3) Adopt Resolution 15-04.

26. Election of Board Officers:  
*Incumbents are indicated in parentheses.*  
President (*Shkoler*)  
Secretary (*Minter*)

Recommendation: Elect a Library Board President and a Library Board Secretary for 2015.

27. Appointment of Library Board Representatives for 2015 by the Board President:  
*Incumbents are in parentheses.*

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

Representative to the Orange County Council of Governments (*Trustee DeVecchio*)

Representative to the Placentia Library Friends Foundation (PLFF) (*Trustee Carline and Trustee Martin as alternate*)

Representative to the Placentia Community Network (*Staff*)

Recommendation: Elect Board Representatives for 2015.

28. Travel Authorization for Business Manager to Attend the Research Institute for Public Libraries program July 27-30, 2015 in Colorado Springs, Colorado.

**DISCUSSION**

- 29. Discuss Centennial Renovation Facility Plan.

**ADJOURNMENT**

- 30. Agenda Preparation for the January Date Meeting which will be held on Monday, January 19, 2015 unless re-scheduled by the Library Board of Trustees.
- 31. Review of Action Items.  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
- 32. Adjourn

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

I, Diane Warner, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the December 15, 2014 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on December 8, 2014



\_\_\_\_\_  
Diane Warner, Administrative Assistant

MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES  
November 17, 2014

**CALL TO ORDER**

President Shkoler called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on November 17, 2014 at 6:31pm.

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

**Members Absent:** None

**Staff Present:** Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, Administrative Assistant Diane Warner, Nadia Dallstream-Adult Services Supervisor, Lori Worden-Children's Services Supervisor, and Fernando Maldonado-Circulation Supervisor.

**Guest:** None

**ADOPTION OF AGENDA**

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

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

**ORAL COMMUNICATION**

None

**TRUSTEE & ORGANIZATIONAL REPORTS**

President Shkoler enjoyed the annual Staff Appreciation Dinner event on October 25<sup>th</sup> and also attended the H.I.S. House 25<sup>th</sup> Anniversary celebration. (Item 5)

Secretary Minter also enjoyed the Staff Appreciation event, and attended the memorial service held in honor of Nancy Lone-Tollefson on November 15<sup>th</sup>.

Trustee Carline participated in the CSDA Leadership Conference, and thought the Staff Appreciation Dinner event was lovely. She also attended the memorial service for Nancy Lone-Tollefson.

Trustee DeVecchio enjoyed mingling at the Staff Appreciation Dinner and liked the location. He also attended the memorial service for Nancy Lone-Tollefson.

Trustee Martin took part in the recent CSDA Leadership Conference, and thoroughly enjoyed the Staff Appreciation Dinner and creative employee costumes. She also attended the H.I.S. House 25<sup>th</sup> anniversary event.

The Trustees also took time to reflect on their various friendships with Nancy and praised Nancy's life-long involvement in the Placentia community. (Item 6)

**LIBRARY DIRECTOR  
REPORT**

Director Contreras thanked the staff planning committee for all of their efforts in coordinating the Staff Appreciation event. Director Contreras is working with the Bond Consultant for a meeting week of Nov-17, to move forward with a Communication Strategist and Pollster. She and several staff members also attended the memorial service for Nancy Lone-Tollefson.

Library Director Contreras shared that the PLFF Board is developing marketing materials to promote the 2015 Authors Luncheon. She also confirmed there is a PLFF Fundraiser being held at Craftsman Pizza on December 3<sup>rd</sup> and 4<sup>th</sup>, with 20% of sales coming back to the library. (Item 7)

**FRIENDS FOUNDATION  
REPORT**

No one from PLFF attended. (Item 8)

**CONSENT CALENDAR**

Moved by Secretary Minter and seconded by Trustee DeVecchio to approve Agenda Items 9-24, and a roll call vote was held.

AYES: Shkoler, Minter, Carline, DeVecchio, Martin

NOES: None

**MINUTES OF OCT 20th  
TRUSTEES MEETING**

Minutes for the October 20, 2014 Trustees Meeting were received, approved, and filed. (Item 9)

**CLAIMS**

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

Claims Forwarded by the Library Director and Trustees – Four (4) misc. vendor claim batches had been approved and forwarded to Orange County for payment. (Item 11)

Current Claims and Payroll – Twelve (12) book claim batches and three (3) payroll batches were approved by the Trustees on November 17 and forwarded to Orange County for payment. (Item 12)

Moved by Trustee Carline and seconded by Trustee Martin to receive, file and approve the Forwarded Claims, Current Vendor and Book Claims, and Payroll reports.

AYES: Shkoler, Minter, Carline, DeVecchio, Martin

NOES: None

**TREASURER'S  
REPORTS**

Fund Balance Report for Placentia Library District Fund 707 on Deposit with Orange County Treasurer Post-Petition Balances (B/S Account 8010-Cash) through October 31, 2014 was received and filed. (Item 13)

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

Balance Sheet for October 2014 – received and filed. (Item 15)  
Trustee Martin questioned the YTD amount for line item 4000-Equipment. Business Manager Baltierra explained that the amount includes initial payments for the RFID project.

**GENERAL CONSENT REPORTS**

Acquisitions Report for FY 2014-15 for October 2014 – received and filed. (Item 16)

Entrepreneurial Activities Report for October 2014 – received and filed. (Item 17)

**STAFF REPORTS**

Personnel Report for October 2014 – The part-time Library Assistant position in Children’s Services was filled in October. (Item 18)

Circulation Activity Report for October 2014 – received and filed. (Item 19)  
Trustee Martin asked about the Patron Count report. Fernando Maldonado confirmed there has been a monthly increase of approximately 5,000 patrons since July 1, when Placentia Library changed the days/hours of operation to 7 days per week.

Review of Shared Maintenance Costs with the City of Placentia through September 2014, under the JPA – received and filed. (Item 20)

Library Director’s Report for October 2014 (Item 21)

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

Adult Services Report for October 2014 (Item 23)  
Nadia Dallstream announced that all Friends Foundation members can now register for library programs one (1) week in advance of regular library patrons.

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

**PRESENTATION  
Employee Of The Year**

President Shkoler presented Nadia Dallstream with the Employee Of The Year proclamation award. The Employee Of The Year plaque and monetary award of \$500 was presented to Nadia at the Staff Appreciation Dinner held on October 25, 2014. (Item 25)

**NEW BUSINESS**

**Report of Actions Taken  
at Closed Session on  
October 20, 2014**

President Shkoler reported the Board had voted, during a Closed Session held on October 20, 2014, to increase Library Director Contreras’ salary by 5% and add one (1) week of vacation to her benefits package, in recognition of her annual performance review. These changes are retroactive to Director Contreras’ anniversary date. (Item 26)

**ALA Mid-Winter Conference from Jan 30-Feb 3, 2015**

Director Contreras presented the Trustees with the opportunity to attend the American Library Assn (ALA) Mid-Winter Conference in Chicago, IL from January 30<sup>th</sup> - February 3<sup>rd</sup>, 2015. Cost is approximately \$1,000 per attendee. President Shkoler and Trustee Martin plan to attend. (Item 27)

Moved for Board approval by Trustee Carline and seconded by Trustee Martin. A roll call vote was taken:

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

**Amendments to PLD Policy 3020 – Budget Preparation**

Library Director Contreras presented an amendment to Policy 3020, for budgetary preparation changes recommended by our current auditing firm, Macias Gini O’Connell. (Item 28)

Moved for Board approval by Trustee Carline and seconded by Secretary Minter.

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

**Amendments to PLD Policy 2305 – Library Services Manager**

Library Director Contreras presented an amendment to Policy 2305, updating the Library Services Manager job description, a management position open since 2010. Verbiage updates include emphasis on increase in technology usage and enhanced programs and services. Heightened experience with budgets, financial management, library processes, and human resource procedures is also required. (Item 29)

Moved for Board approval by Trustee Martin and seconded by Trustee Carline.

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

**Amendments to PLD Policy 2308 – Business Manager**

Library Director Contreras presented an amendment to Policy 2308, revising the job description for the Business Manager, and requested changing the position title to Business Officer. Revised education requirements include having a Bachelor’s Degree in Business or Public Administration with a focus on finance and accounting, plus enhanced experience in business management and human resources, preferably with a government or public agency. (Item 30)

After discussion by the Board, it was moved by Secretary Minter and seconded by Trustee Martin to keep the Policy 2308 title as Business Manager.

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

It was further moved by Trustee Carline and Seconded by Trustee DeVecchio to accept recommended revisions to content for Policy 2308, Business Manager.

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



**ADJOURNMENT**

The November 17, 2014 Board of Trustees meeting was adjourned at 7:02pm, in memory of Nancy Lone-Tollefson.

The next Trustees meeting will be held on December 15, 2014 at 6:30 p.m.

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Al Shkoler  
President  
Library Board of Trustees

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Elizabeth D. Minter  
Secretary  
Library Board of Trustees



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Diane Warner, Administrative Assistant  
**SUBJECT:** Summary of Non-standard Claims for November 2014  
**DATE:** December 15, 2014

TYPE	DATE	CLAIM #	AMOUNT
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*NONE*

**TOTAL**      **\$0**



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Diane Warner, Administrative Assistant  
**SUBJECT:** Summary of Claims Forwarded by the Library Director and Trustees  
**DATE:** December 15, 2014

<u>707 TYPE</u>	<u>DATE</u>	<u>CLAIM #</u>	<u>AMOUNT</u>
Misc Vendors	11-18-14	5814	\$ 5,206.53
Misc Vendors	12-04-14	5816	\$ 2,720.03
PARS	11-20-14	5815	\$ 1,573.80
PARS	12-04-14	5817	\$ 1,587.25
Misc Vendors	12-12-14	5818	\$ 28,658.02
<b>TOTAL</b>			<b>\$ 39,745.63</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Diane Warner, Administrative Assistant  
**SUBJECT:** Current Claims and Payroll  
**DATE:** December 15, 2014

**Current Claims**

<u>TYPE</u>	<u>DATE</u>	<u>CLAIM #</u>	<u>AMOUNT</u>
Baker & Taylor	12-15-14	5819	\$ 1,157.65
Baker & Taylor	12-15-14	5820	\$ 1,163.49
Baker & Taylor	12-15-14	5821	\$ 1,151.59
Baker & Taylor	12-15-14	5822	\$ 2,257.55
Midwest Tape	12-15-14	5823	\$ 765.70
Misc BOOK Vendors	12-15-14	5824	\$ 14,415.42

**Subtotal for Claims** **\$ 20,911.40**

**Payroll**

On Demand Wire	12-22-14	118	\$ 40,000.00
On Demand Wire	01-05-15	119	\$ 40,000.00
On Demand Wire	01-16-15	120	\$ 40,000.00

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

**TOTAL CURRENT CLAIMS & PAYROLL** **\$ 140,911.40**

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/09/14  
REPORT NO: 5819

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	11-13-14	2400	0760		\$15.15			
	4011047608	2400	0760		\$104.84			
	11-13-14	4011047609	2400	0760	\$17.65			
	11-13-14	4011047610	2400	0760	\$20.19			
	11-13-14	4011047611	2400	0760	\$26.49			
	11-13-14	4011047612	2400	0760	\$14.52			
	11-13-14	4011047613	2400	0760	\$60.24			
	11-13-14	4011047614	2400	0760	\$38.62			
	11-13-14	4011047615	2400	0760	\$48.02			
	11-13-14	4011047616	2400	0760	\$13.25			
	11-13-14	4011047617	2400	0760	\$51.78			
	11-13-14	4011047618	2400	0760	\$42.30			
	11-13-14	4011047619	2400	0760	\$16.39			
	11-13-14	4011047620	2400	0760	\$20.62			
	11-13-14	4011014621	2400	0760	\$15.15			
	11-13-14	401047622	2400	0760	\$120.86			
	11-13-14	4011047623	2400	0760	\$57.27			
	11-13-14	4011047624	2400	0760	\$45.38			
	11-13-14	4011047625	2400	0760	\$28.26			
	11-13-14	4011047626	2400	0760	\$613.43			
11-24-14	4011047627	2400	0760	\$73.35				
11-24-14	4011054237	2400	0760	\$73.89				
	4011054238							
<b>TOTAL REMITTANCE:</b>					<b>\$1,517.65</b>			
The claims listed above totaling <b>\$1,517.65</b> 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: 12/10/14  
REPORT NO: 5820

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	11-04-14	4011033585	2400	0760		\$22.10		
	11-04-14	4011033587	2400	0760		\$12.46		
	11-04-14	4011033589	2400	0760		\$18.28		
	11-04-14	4011033590	2400	0760		\$17.67		
	11-04-14	4011033591	2400	0760		\$14.43		
	11-04-14	4011033591	2400	0760		\$41.68		
	11-04-14	4011033592	2400	0760		\$270.22		
	11-04-14	4011033593	2400	0760		\$326.59		
	11-04-14	4011033594	2400	0760		\$101.03		
	11-04-14	4011033596	2400	0760		\$58.29		
	11-04-14	4011035258	2400	0760		\$45.39		
	11-07-14	4011043899	2400	0760		\$134.82		
	11-12-14	4011047260	2400	0760		\$20.96		
	11-12-14	4011039949	2400	0760		\$145.90		
	11-12-14	4011039950	2400	0760		\$25.20		
	11-12-14	4011039951	2400	0760		\$8.83		
	11-12-14	4011039952	2400	0760		\$15.15		
	10-24-14	4011039953	2400	0760		\$10.80		
	08-29-12	Debit Memo 57971	2400	0760		(\$17.63)		
	09-26-12	Credit 2341130	2400	0760		(\$16.22)		
	01-14-13	Credit 2353570	2400	0760		(\$44.21)		
	01-14-13	Credit 2389369	2400	0760		(\$48.25)		
		Credit 2389370	2400	0760				
	<b>TOTAL REMITTANCE:</b>						<b>\$1,163.49</b>	

The claims listed above totaling \$1,163.49 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: 12/10/14  
REPORT NO: 5821

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	11-12-14	4011039955	2400	0760	\$39.82			
	11-12-14	4011039956	2400	0760	\$24.24			
	11-12-14	4011039957	2400	0760	\$21.48			
	11-12-14	4011039958	2400	0760	\$73.77			
	11-12-14	4011039960	2400	0760	\$40.40			
	11-12-14	4011039961	2400	0760	\$80.86			
	11-12-14	4011039962	2400	0760	\$35.40			
	11-12-14	4011039962	2400	0760	\$27.13			
	11-12-14	4011039959	2400	0760	\$91.61			
	11-12-14	4011039963	2400	0760	\$38.09			
	11-12-14	4011039964	2400	0760	\$80.86			
	11-12-14	4011039966	2400	0760	\$31.01			
	11-12-14	4011039967	2400	0760	\$105.63			
	11-12-14	4011039968	2400	0760	\$30.30			
	11-12-14	4011039969	2400	0760	\$34.07			
	11-12-14	4011039970	2400	0760	\$174.33			
	11-13-14	4011039971	2400	0760	\$32.05			
	11-13-14	4011047604	2400	0760	\$16.40			
	11-13-14	4011047605	2400	0760	\$15.15			
	11-13-14	4011047606	2400	0760	\$20.84			
11-24-14	4011047607	2400	0760	\$93.94				
11-17-14	4011054214	2400	0760	\$44.21				
	4011050468							
<b>TOTAL REMITTANCE:</b>					<b>\$1,151.59</b>			
The claims listed above totaling <b>\$1,151.59</b> 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: 12/10/14  
REPORT NO: 5822

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	11-13-14	2400	0760		\$225.59			
	11-24-14	4011054244	2400	0760	\$44.83			
	11-24-14	4011054215	2400	0760	\$38.22			
	11-24-14	4011054216	2400	0760	\$17.93			
	11-24-14	4011054217	2400	0760	\$47.40			
	11-24-14	4011054219	2400	0760	\$36.15			
	11-24-14	4011054220	2400	0760	\$22.26			
	11-24-14	4011054221	2400	0760	\$33.83			
	11-24-14	4011054222	2400	0760	\$19.46			
	11-24-14	4011054223	2400	0760	\$19.57			
	11-24-14	4011054224	2400	0760	\$16.39			
	11-24-14	4011054226	2400	0760	\$34.09			
	11-24-14	4011054227	2400	0760	\$14.50			
	11-24-14	4011054228	2400	0760	\$23.35			
	11-24-14	4011054230	2400	0760	\$125.62			
	11-24-14	4011054231	2400	0760	\$329.05			
	11-24-14	4011054232	2400	0760	\$224.77			
	11-24-14	4011054233	2400	0760	\$71.74			
	11-24-14	4011054234	2400	0760	\$806.84			
	11-24-14	4011054235	2400	0760	\$520.70			
01-14-13	4011054236	2400	0760	(\$252.32)				
	Credit 2389372							
02-06-13	Credit W278429CM	2400	0760	(\$162.42)				
<b>TOTAL REMITTANCE:</b>					<b>\$2,257.55</b>			

The claims listed above totaling \$2,257.55 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

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

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

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

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/10/14  
REPORT NO: 5823

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	11-03-14	2400	0760		\$46.09		
	11-05-14	92313742	2400	0760	\$21.09		
	11-05-14	92320700	2400	0760	\$23.29		
	11-05-14	92320701	2400	0760	\$90.87		
	11-06-14	92320703	2400	0760	\$19.98		
	11-06-14	92322756	2400	0760	\$112.18		
	11-07-14	92330905	2400	0760	\$83.18		
	11-07-14	92330906	2400	0760	\$39.64		
	11-07-14	93230909	2400	0760	\$33.29		
	11-07-14	92331198	2400	0760	\$39.64		
	11-10-14	92331351	2400	0760	\$78.18		
	11-11-14	92332015	2400	0760	\$132.18		
	11-17-14	92340710	2400	0760	\$46.09		
		92358456					
	<b>TOTAL REMITTANCE:</b>					<b>\$765.70</b>	
The claims listed above totaling <b>\$765.70</b> 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: 12/10/14  
 REPORT NO: 5824

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-0479-1 Gale / CENGAGE Learning P.O. Box 95501 Chicago, IL 60694-5501	07-01-14 52390410	2400	0760		\$5,364.45			
VC-4888 Califa Group 32 W 25th Ave Ste 201 Sant Mateo CA 94403	10-31-14	2400	0760		\$880.29			
VC-0679-1 Recorded Books, LLC P.O. Box 64900 Ballimore, MD 21264-4900	11-17-14 75040063				\$7.51			
VC-2775 OverDrive, Inc. PO Box 72117 Cleveland, OH 44192-0002	09-06-14 1148-152708923	2400	0760		\$496.66			
	10-31-14 1148-120631900	2400	0760		\$207.93			
	11-05-14 1148-162440923	2400	0760		\$989.55			
	11-05-14 1148-162009850	2400	0760		\$946.83			
VC-4960-2 Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	11-03-14 81369559	2400	0760		\$10.12			
	11-24-14 81704706	2400	0760		\$6.04			
	11-24-14 81704704	2400	0760		\$6.04			
	11-24-14 81704705	2400	0760		\$10.48			
VC-4997 - NEW Address EBSCO Information Services Payment Processing Center PO Box 204661 Irvine, TX 75320-4661	11-05-14 0382964	2400	0760		\$5,020.85			
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta, GA 30384-7930	11-04-14 4011033595	2400	0760		\$424.31			
	11-24-14 4011063906	2400	0760		\$57.31			
	11-18-14 Credit 2630715	2400	0760		(\$12.95)			
<b>TOTAL REMITTANCE:</b>					<b>\$14,415.42</b>			
The claims listed above totalling \$14,415.42 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: 12/15/14

REPORT NO: 118

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	*12-22-14 Payroll #14 FY14/15	0100			\$ 40,000.00		
<b>TOTAL REMITTANCE:</b>					\$ 40,000.00		
The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

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

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

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

Page Total:

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/15/14  
REPORT NO: 119

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	*01-05-15 Payroll #15 FY14/15	0100			\$ 40,000.00		
<b>TOTAL REMITTANCE:</b>					\$ 40,000.00		
The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

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

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

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

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/15/14  
REPORT NO: 120

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	*01-16-15 Payroll #16 FY14/15	0100			\$ 40,000.00		
<b>TOTAL REMITTANCE:</b>					\$ 40,000.00		
The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

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

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

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

Page Total:

(7/2009)



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Yesenia Baltierra, Business Manager

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

**DATE:** December 15, 2014

<b>Fiscal Year 2014-2015</b>	
07/31/14	2,038,031.94
8/31/2014	1,913,894.68
9/30/2014	1,786,383.91
10/31/14	1,582,509.04
11/30/2014	1,546,532.94
12/31/2014	0.00
01/31/15	0.00
2/28/2015	0.00
3/31/2015	0.00
04/30/15	0.00
5/31/2015	0.00
6/30/2015	0.00
General	
Reserves	414,789.10
Impact Fees	433,513.66

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

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

**DATE:** December 15, 2014

**Summary of Cash and Investments as of November 30, 2014**

Cash with Orange County Treasurer Fund 707	1,007,726.36
Reserves with Orange County Treasurer	414,789.10
Impact Fees with County and Bank of the West (Restricted)	433,513.66
General Fund Checking – Bank of the West	38,783.71
General Fund Savings – Bank of the West	570,112.87
Payroll Checking – Wells Fargo Bank	80,045.72
<b>Total Cash and Investments</b>	<b>2,544,971.42</b>

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

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Jeanette Contreras  
Library Director



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PLACENTIA LIBRARY DISTRICT  
YTD REVENUE REPORT  
November 30, 2014

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>TAXES</b>						
6210		Property Taxes - Current Secured	1,959,489	128,548	(1,830,941.08)	6.6%
6220		Property Taxes - Current Unsecured	55,415	53,450	(1,965.23)	96.5%
6230		Property Taxes - Prior Secured	0	-	0.00	0.0%
6240		Property Taxes - Prior Unsecured	0	-	0.00	0.0%
6250		Taxes - Spec Dist Augmentation	12,746	-	(12,746.00)	0.0%
6280		Property Taxes - Curr Supplemental	63,204	20,444	(42,759.65)	0.0%
6290		Other Taxes	3,000	-	(3,000.00)	0.0%
6300		Property Taxes - Prior Supplemental	0	614	614.29	100%
6540		Penalties & Costs on Delinq Taxes	975	335	(639.94)	34.4%
		<b>Sub Total</b>	<b>2,094,829</b>	<b>203,391</b>	<b>(1,891,437.61)</b>	<b>9.7%</b>
<b>REVENUE FROM USE OF MONEY &amp; PROP'Y</b>						
6610		Interest	5,500	2,692	(2,807.66)	49.0%
		<b>Sub Total</b>	<b>5,500</b>	<b>2,692</b>	<b>(2,807.66)</b>	<b>49.0%</b>
<b>INTERGOVERNMENTAL REVENUES</b>						
6690		State - Homeowners Property Tax Relief	8,454	-	(8,454.00)	0.0%
6970		State - Other	0	-	0.00	0.0%
7120		Other-In-Lieu Taxes	0	-	0.00	0.0%
7130		Other Governmental Agencies	1,761	9,114.00	7,353.00	517.5%
		<b>Sub Total</b>	<b>10,215</b>	<b>9,114</b>	<b>(1,101.00)</b>	<b>89.2%</b>
<b>MISCELLANEOUS REVENUES</b>						
7670		Miscellaneous Revenue (Local Revenue)				
		Newsletter Ads	700	-	(700.00)	0.0%
		Grants	35,000	15,087	(19,913.39)	43.1%
		Fines & Fees	40,000	21,531	(18,469.14)	53.8%
		Passport/Photos	125,000	45,672	(79,328.00)	36.5%
		Meeting Room Fees	4,500	2,495	(2,005.00)	55.4%
		DVD Rentals	7,000	3,203	(3,797.50)	45.8%
		Test Proctor	6,200	3,350	(2,850.00)	54.0%
		<b>Sub Total</b>	<b>218,400</b>	<b>91,337</b>	<b>(127,063.03)</b>	<b>41.8%</b>
7680		6-MO Expired (Outlawed) Checks	0	0	0.00	0%
		<b>YTD Actual</b>	<b>2,328,944</b>	<b>306,535</b>	<b>(2,022,409.30)</b>	<b>13%</b>
		<b>FY 13/14 Funds Available</b>	<b>107,978</b>	<b>107,978</b>		
		<b>TOTAL REVENUES FY 12/13:</b>	<b>2,436,922</b>	<b>414,513</b>	<b>(2,022,409.30)</b>	<b>17.0%</b>
<b>MISCELLANEOUS REVENUES</b>						
		Restricted Impact Fees	0	26,900	26,899.88	100%
		SLS Account	0	-	0.00	100%

**PLACENTIA LIBRARY DISTRICT**  
**EXPENDITURES REPORT**  
 November 30, 2014  
 42% of year completed

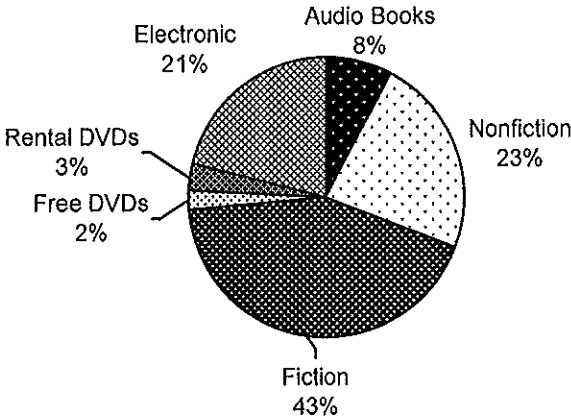
Page 30

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
0100	Salaries & Wages	1,160,530	444,912	0.38	\$715,618
0200	Retirement	43,351	13,855	0.32	\$29,496
0301	Unemployment Insurance	10,000	0	0.00	\$10,000
0306	Health Insurance	202,476	57,087	0.28	\$145,389
0306-0770	Employee Assistance Program	720	285	0.40	\$435
0308	Dental Insurance	15,523	5,214	0.34	\$10,309
0309	Life Insurance	8,351	2,793	0.33	\$5,558
0310	AD & D Insurance	5,869	1,445	0.25	\$4,424
0319	Vision Insurance	2,600	879	0.34	\$1,721
0350	Workers' Compensation Insurance	23,000	11,074	0.48	\$11,926
	<b>TOTAL</b>	<b>\$1,472,420</b>	<b>\$537,543</b>	<b>0.37</b>	<b>\$934,877</b>
<b>SERVICES &amp; SUPPLIES</b>					
0700	Communications	20,000	6,235	0.31	\$13,765
0900	Food	2,000	356	0.18	\$1,644
1000	Household Expenses	19,000	5,582	0.29	\$13,418
1100	Library Insurance	13,000	12,001	0.92	\$999
1300	Maintenance, Equipment	34,000	15,966	0.47	\$18,034
1400	Maintenance, Buildings & Improvements	93,300	26,347	0.28	\$66,953
1600	Memberships	9,000	1,258	0.14	\$7,743
1700	Miscellaneous Expense	2,000	228	0.11	\$1,772
1800	Office Expenses	44,500	13,391	0.30	\$31,109
1803	Postage	12,000	4,682	0.39	\$7,318
1900	Prof./Specialized Services	176,000	76,486	0.43	\$99,514
1912	Investment Administrative Fees	1,600	481	0.30	\$1,119
2000	Publication and Legal Notices	500	0	0.00	\$500
2100	Rents and Leases - Equipment	1,000	157	0.16	\$843
2200	Rents & Leases - Buildings & Improvements	0		0.00	\$0
2400	Books/Library Materials	290,602	71,042	0.24	\$219,560
2600	Transportation & Travel	3,500	137	0.04	\$3,363
2700	Meetings	28,000	11,513	0.41	\$16,487
2800	Utilities	84,000	34,315	0.41	\$49,685
	<b>TOTAL</b>	<b>\$834,002</b>	<b>\$280,177</b>	<b>0.34</b>	<b>\$553,825</b>
<b>OTHER CHARGES</b>					
3700	Taxes and Assessments	\$10,000	\$1,754	0.18	\$8,246
	<b>OPERATING EXPENSES</b>	<b>\$2,316,422</b>	<b>\$819,474</b>	<b>0.35</b>	<b>\$1,496,949</b>
<b>FIXED ASSETS &amp; CONTINGENCY FUNDS</b>					
4000	Equipment	\$100,000	\$51,611	0.52	\$48,389
4200	Structures/Improvements	20,000	\$1,997	0.10	\$18,003
5200	Contingency Funds	\$0	\$0	0.00	\$0
	<b>TOTAL</b>	<b>\$120,000</b>	<b>\$53,608</b>	<b>0.45</b>	<b>\$66,392</b>
<b>TOTAL BUDGET (Fund 707)</b>					
		<b>\$2,436,422</b>	<b>\$873,081</b>	<b>0.36</b>	<b>\$1,563,341</b>
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$431,895	\$0	0.00	\$431,895
	Grants	\$35,000	\$47,946	1.37	-\$12,946

# Placentia Library District

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

	<u>Amount</u>	<u>Title</u>	<u>Volumes</u>
Total Fiction	\$30,798	1190	1227
Total Non-Fiction	\$16,599	551	828
Total Electronic	\$15,078	148	0
Total Audio Books	\$5,537	127	127
Total Free DVDs	\$1,572	64	65
Total Rental DVDs	\$2,306	91	94
<b>TOTAL MATERIALS</b>	<b>\$71,890</b>	<b>2171</b>	<b>2341</b>



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





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Business Manager  
**SUBJECT:** Entrepreneurial Activities Report for November 2014  
**DATE:** December 15, 2014

**Net Revenue Summary for November 2014**

	Nov-14	Nov-13	YTD 2014-2015	YTD 2013-2014
Passport	6,000.00	5,375.00	36,825.00	30,475.00
Passport Photos	1,308.00	1,104.00	8,847.00	6,612.00
Test Proctor	200.00	450.00	3,350.00	3,050.00
Meeting Room	680.00	657.00	2,495.00	1,697.00
DVD Rentals	567.50	552.00	3,202.50	2,922.00
<b>Total</b>	<b>8,755.50</b>	<b>8,138.00</b>	<b>54,719.50</b>	<b>44,756.00</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Business Manager  
**SUBJECT:** Personnel Report for November 2014  
**DATE:** December 15, 2014

			YTD	YTD
	Nov-14	Nov-13	2014/2015	2013/2014
Separation	0	0	1	0
Retirement	0	0	0	0
Appointments	0	0	1	2
Open Positions	0	0	1	1
Workers' Compensation Leave	0	1	0	1
<b>Total</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>4</b>

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 15, 2014

**MONTHLY STATISTICS**

**November 2014**

<b><u>CIRCULATION</u></b>			Y-T-D	Y-T-D	Y-T-D
	Nov-14	Nov-13	2014-15	2013-14	% change
New Patron Registrations	282	306	1,725	1,760	-2.0%
Total Circulation	21,988	20,991	114,445	108,967	5.0%
Total Active Borrowers*	8,483	8,529	42,728	42,430	
Attendance	23,335	19,983	135,028	110,163	22.6%
Registered Card Holders*	32,062	30,209	163,902	148,246	
Adult Fiction	2,619	2,485	14,834	14,995	-1.1%
Adult Nonfiction	2,491	2,189	12,604	11,911	5.8%
Adult Magazines	229	224	1,321	1,269	4.1%
Adult Music CDs	132	172	790	989	-20.1%
Adult Audio Books	564	569	2,711	3,178	-14.7%
Adult Free DVDs	337	302	1,459	1,429	2.1%
Adult Rental DVDs	395	410	2,437	2,136	14.1%
Overdrive E-Books	670	532	3,931	2,531	55.3%
Overdrive Audio Books	366	226	1,854	1,098	68.9%
JV Fiction	10,436	9,528	55,684	49,959	11.5%
YA Fiction	1,099	1,348	7,515	7,827	-4.0%
JV Nonfiction	2,334	2,367	11,633	10,597	9.8%
YA Nonfiction	88	90	535	591	-9.5%
JV Magazines	18	15	57	50	14.0%
JV Music CDs	28	34	164	164	0.0%
JV Audio Books	58	45	208	251	-17.1%
JV Free DVDs	601	630	3,703	3,745	-1.1%
JV Rental DVDs	222	215	1,320	1,142	15.6%
Video Games	17	11	91	20	100.0%

\* Year to date not applicable.

**PATRON COUNT**

	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Total/Hr.
9:00		469	569	392	1,060	184	987	3,661
10:00		439	398	490	548	383	610	2,868
11:00		436	536	569	412	404	831	3,188
12:00		532	496	536	378	325	978	3,245
1:00	437	526	282	628	292	333	995	3,493
2:00	1,117	506	447	465	502	525	934	4,496
3:00	1,247	899	504	869	457	555	997	5,528
4:00	1,000	610	817	858	711	1,281	781	6,058
5:00	413	834	526	825	1,160	731	684	5,173
6:00		1,156	1,247	1,005	950			4,358
7:00		957	518	795	548			2,818
8:00		576	302	430	476			1,784
<b>Total/Day</b>								46,670
<b>* Grand Total</b>								<b>23,335</b>

<u>Patron Count</u>	Nov-14	Nov-13	Y-T-D 2014-15	Y-T-D 2013-14	% change
	23,335	19,983	135,028	110,163	22.6%

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

**PASSPORT SERVICES**

	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Total/Hr.
9:00		0	0	2	0	0	7	9
10:00		1	1	4	3	1	6	16
11:00		2	1	4	1	1	12	21
12:00		1	0	5	2	1	14	23
1:00	18	1	2	6	4	1	14	46
2:00	10	4	4	6	1	1	9	35
3:00	6	9	3	6	2	3	12	41
4:00	1	5	5	5	3	3	4	26
5:00		2	6	3	0			11
6:00		5	0	3	0			8
7:00		3	0	0	1			4
8:00		0	0	0	0			0
<b>Total/Day</b>								<b>240</b>
<b>Grand Total</b>								<b>240</b>

<u>Passport Services</u>	Nov-14	Nov-13	Y-T-D 2014-15	Y-T-D 2013-14	% change
	240	215	1,473	1,219	20.8%

**STAFF ACTIVITY**

November 04, 2014- Estella delivered money deposits to the bank.  
 November 04, 2014- Staff organized the meeting room for Pre-School story time.  
 November 06, 2014- Staff organized the meeting room for Lap-Sit story time.  
 November 06, 2014- Estella delivered money deposits to the bank.  
 November 06, 2014- Staff organized the meeting room for P-Tac.  
 November 07, 2014- Staff organized the meeting room for Chess to Checkers.  
 November 08, 2014- Staff organized the meeting room for Parenting Series.  
 November 08, 2014- Staff organized the meeting room for Volunteer Orientation.  
 November 08, 2014- Staff organized the meeting room for Literacy Orientation.  
 November 09, 2014- Staff assisted PLFF with the book sale.  
 November 10, 2014- Staff organized the meeting room for PLFF board meeting.  
 November 13, 2014- Staff organized the meeting room for Lap-Sit story time.  
 November 13, 2014- Fernando participated in Supervisors meeting.  
 November 13, 2014- Estella delivered money deposits to the bank.  
 November 14, 2014- Staff assisted with Camp Library set up.  
 November 14, 2014- Tim assisted with Camp Library assignment.  
 November 17, 2014- Staff organized the meeting room for Board of Trustees meeting.  
 November 17, 2014- Fernando attended Board of Trustees meeting.  
 November 18, 2014- Staff organized the meeting room for Pre-School story time.  
 November 18, 2014- Beatrice, Estella, Laura D., Fernando and Sara attended all staff meeting.  
 November 18, 2014- Laura D., Estella, Beatrice, and Sara attended department meeting.  
 November 19, 2014- Estella delivered money deposits to the bank.  
 November 19, 2014- Fernando participated in Supervisors meeting.  
 November 20, 2014- Fernando participated in Supervisors meeting.  
 November 20, 2014- Staff organized the meeting room for Lap-Sit story time.  
 November 20, 2014- Staff organized the meeting room for P-Tac.  
 November 21, 2014- Staff organized the meeting room for Chess to Checkers.  
 November 22, 2014- Staff organized the meeting room for Super Star.  
 November 25, 2014- Staff organized the meeting room for Pre-School story time.  
 November 25, 2014- Estella delivered money deposits to the bank.

**ONGOING PROJECTS**

Circulation staff continues to participate in Strategic Plan.  
 Circulation staff continues to revisit discussion topics for Staff Development Day.  
 Fernando continues to assist in budget discussions.

**NEW PROJECTS AND ACTIVITIES**

Fernando will assign and train a staff member to handle the library's Yelp account.  
 Laura D. and Fernando will work on Passport Marketing Campaign.  
 Circulation will plan for Placentia Library Districts' participation at the annual Tamale Festival.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Diane Warner, Administrative Assistant  
**SUBJECT:** City of Placentia Invoices through November 2014  
**DATE:** December 15, 2014

**CITY OF PLACENTIA INVOICES**

PERIOD COVERED FY 2014-2015	INVOICE DATE	SO. CA. EDISON	TURF (Mariposa)	GROUNDS (SA Aquatics)	IRRIGATION AT&T	FACILITY MAINT	TOTAL
May-June 2014	7-17-14	12,249.89	1,452.49	142.50	16.36	*	13,861.24
July-Aug 2014	8-13-14	8,722.47	2,904.98	285.00	8.18	*	11,920.63
14-Sep	*	*	*	*	*	*	*
14-Oct	10-08-14	8,081.06	*	285.00	8.57	12,245.32	20,619.95
14-Nov	11-17-14	13,758.60	*	142.50	16.91	3,061.33	16,979.34
14-Dec							
15-Jan							
15-Feb							
15-Mar							
15-Apr							
15-May							
15-Jun							
	<b>TOTAL</b>	<b>\$ 42,812.02</b>	<b>\$ 4,357.47</b>	<b>\$ 855.00</b>	<b>\$ 50.02</b>	<b>\$ 15,306.65</b>	<b>\$ 63,381.16</b>
	<b>AVG</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,061.33</b>	<b>\$0.00</b>

\*City Billing Not Received

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

\*No City Billing



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Library Director's Report for November 2014  
**DATE:** December 15, 2014

**Meetings**

- Library Board of Trustees – November 12<sup>th</sup>, 13<sup>th</sup> & 17<sup>th</sup>
- Friday Huddles – November 14<sup>th</sup>
- PLFF – November 10<sup>th</sup>
- Supervisors – November 13<sup>th</sup>, 19<sup>th</sup> & 20<sup>th</sup>
- Staff – November 18<sup>th</sup>
- Fieldman, Rolapp & Associates – November 18<sup>th</sup>
- California State Library Digital Task Force – November 20<sup>th</sup> & 26<sup>th</sup>

**Conference**

California Library Association – November 7<sup>th</sup> – 9<sup>th</sup>

**Community Events / Functions**

- Nancy Lone-Tollefson's Memorial Service – November 15<sup>th</sup>

**Upcoming Projects**

- Staff Development Day
- One Point Service Desk Model
- Facility Master Plan



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

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

**SUBJECT:** Children's Services Monthly Activity Report for November 2014

**DATE:** December 15, 2014

**MONTHLY STATISTICS**

**Children's Reference**

	<u>November 2014</u>	<u>November 2013</u>	<u>Y-T-D 2014-15</u>	<u>Y-T-D 2013-14</u>	<u>Y-T-D % change</u>
Phone reference:	26	30	251	200	25.50%
In person reference/research:	796	802	4395	4165	5.52%
<b>Total Reference</b>	<b>822</b>	<b>832</b>	<b>4646</b>	<b>4365</b>	<b>6.44%</b>
Total Number of Programs	32	38	181	180	0.56%
Total Programs Attendance	947	975	7808	7820	-0.15%

**Achievements:**

- Lori Worden met with World Book representative Nancy Snell on November 4.
- Coleen Wakai participated in a CSUF Fieldwork Day to recruit literacy volunteers on November 5.
- Lori Worden attended a Placentia Round Table Women's Club meeting on November 5.
- Children's staff presented the In 'n Out Cover to Cover Club through November 15.
- Camp Library, planned by Brenda Ramirez, was conducted Nov. 14 -15. There were 65 campers.  
P-TAC members assisted at this event.
- Children's staff planned events for Spring and Summer 2015 for the next edition of the Placentia Library eXPLORE newsletter.
- Lori Worden attended supervisory meetings with Jeanette Contreras and supervisors on November 13, November 19, and November 20.
- Lori Worden attended the library Board meeting on November 17.
- Children's staff attended the all-staff meeting on November 18.
- Brenda Ramirez planned and conducted Preschool and Lapsit storytimes.
- Coleen Wakai planned and conducted P-TAC meetings, and supervised the Homework Club.
- Jennifer Rydberg conducted the FIRST program.

- Children's staff coordinated with the City of Placentia for purchasing books for children with need with donated funds for the upcoming Community Gift Basket Program.
- Children's staff assisted with RFID tagging.

**In progress:**

- Children's staff purchased materials for the Children's and Young Adult collections, and also weeded in their collections.
- Children's staff are planning upcoming events, including Le Teen Café, Winter Wonderland, the Community Gift Basket program shopping at Scholastic Warehouse, and next Spring's Easter Eggcitement.
- Staff is preparing budget information for the Staff Development Day on December 1.

CHILDREN'S PROGRAMS												
	November 2014		November 2013		November 2012		November 2011		November 2010		November 2009	
	Number of Programs	Total Attendance	Number of Programs	Total Attendance	Number of Programs	Total Attendance	Number of Programs	Total Attendance	Number of Programs	Total Attendance	Number of Programs	Total Attendance
<b>Regular Monthly Programs</b>												
Read to the Dogs	1	38	1	30	5	150	5	134	0	0	0	11.94%
F.I.R.S.T.	1	31	1	19	5	126	5	85	0	0	0	48.24%
Preschool Storytimes (3-5 years old)	6	154	8	230	10	996	10	921	0	0	0	8.14%
C.O.P.S.	*	*	1	8	*	*	9	119	N/A	N/A	N/A	N/A
Lego Club	*	*	*	*	2	167	*	*	*	*	N/A	N/A
Pocket Tales	4	112	4	106	5	605	5	536	0	0	0	0.12873134
Lap Sit (0-2 years old)	6	290	3	175	8	1419	5	921	0.6	0.6	0.54071661	
R.A.D.D.	*	*	1	12	*	*	9	114	NA	NA	NA	
P-TAC (Placencia Teen Advisory Council)	2	49	2	33	11	247	12	185	-0.08333333	0.33513514		
Tweens Chess To Checkers	1	13	*	*	9	70	*	*	NA	NA	N/A	
Super STAR	*	*	1	6	2	16	3	42	-0.33333333	-0.61904762		
Family Game Day	*	*	1	14	3	77	3	80	0	0	0	-0.0375
Homework Club	10	165	11	159	41	608	43	713	-0.04651163	-0.14726508		
<b>Special Programs</b>												
11/2/13 Valdez Academy Site Visit	*	*	1	30	*	*	1	30	N/A	N/A	N/A	N/A
11/14 Camp Library	1	65	1	65	1	65	1	65	0	0	0	0
11/15 Cover To Cover Registrations	1	30	1	53	1	201	1	256	0	0	0	-0.21484375
11/16/13 YA: Rubio's Reading Program	*	*	1	35	*	*	1	35	N/A	N/A	N/A	N/A
<b>Totals</b>	<b>32</b>	<b>947</b>	<b>38</b>	<b>975</b>	<b>181</b>	<b>7808</b>	<b>180</b>	<b>7820</b>	<b>0.00555556</b>	<b>-0.00153453</b>		

\* Program not held

YTD totals include program totals from previous months not listed for the current month.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


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**TO:** Jeanette Contreras, Library Director

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

**SUBJECT:** Adult Services Report for November 2014

**DATE:** December 15, 2014

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

	<b>November 2014</b>	<b>November 2013</b>	<b>Y-T-D 2014-15</b>	<b>Y-T-D 2013-14</b>	<b>Y-T-D % change</b>
Reference -- in person	829	699	4583	4160	10.17%
Reference -- telephone	278	279	1595	1702	-6.29%
Reference -- email/chat	5	0	16	6	166.67%
Technology assistance	423	336	2445	4047	-39.58%
Guest passes	150	188	717	819	-12.45%
Adult and Children's computer use (desktops)	2411	2090	13979	11889	17.58%
Adult computer usage (desktop)	1981	1759	11744	10409	12.83%
Public computer use (express laptops)	46	72	220	679	-67.60%
Adult Program Attendance	148	64	1950	1012	92.69%
Number of Adult Programs	11	8	61	41	48.78%

**Adult Services Programs**

	<b>November 2014</b>
November 5, 2014 Yoga (Matas)	15
November 8, 2014 Parenting Series: Stress-Free Parenting (Faber)	6
November 8, 2014 Volunteer Orientation (Faber & Townsend)	42
November 8, 2014 Literacy Orientation (Faber)	4
November 12, 2014 Yoga (Matas)	16
November 13, 2014 Adult Conversation Club (Faber)	9
November 18, 2014 Book Discussion: Orphan Train (Matas)	13
November 18, 2014 Microsoft PowerPoint: Basics and Beyond (Killianey)	9
November 19, 2014 Yoga (Matas)	16
November 25, 2014 Microsoft PowerPoint: Basics and Beyond (Killianey)	8
November 30, 2014 Overdrive (Reference Staff)	10
<b>Total Program Attendance</b>	<b>148</b>

**Volunteer Hours**

	<b>November 2014</b>	<b>November 2013</b>	<b>Y-T-D 2014-15</b>	<b>Y-T-D 2013-14</b>	<b>Y-T-D % change</b>
History Room	11.5	0	53.25	33.5	58.96%
PLFF	497	418	2811.5	2656.25	5.84%
General Library	250.25	414	1647.25	2593.5	-36.49%
Technology	69.5	26.75	323.25	96	236.72%
Homework Club	101.5	79.75	361.25	308.75	17.00%
Adult Literacy Tutors	80	80.75	344	338.45	1.64%
PTAC	165.5	164	865.25	776.25	11.47%
<b>Total Volunteer Hours</b>	<b>1175.25</b>	<b>1183.25</b>	<b>7575</b>	<b>6802.7</b>	<b>11.35%</b>

**History Room Activity**

	<b>November 2014</b>	<b>November 2013</b>	<b>Y-T-D 2014-15</b>	<b>Y-T-D 2013-14</b>	<b>Y-T-D % change</b>
History Room Visitors	8	8	49	42	16.67%

**Adult Literacy**

	<b>Nov 2014</b>	<b>Nov 2013</b>
Number of Tutors	15	8
Number of Students	22	18
<b>Total Number of Participants</b>	<b>37</b>	<b>26</b>

**Computer Literacy**

	<b>Nov 2014</b>	<b>Nov 2013</b>
Number of Tutors	4	4
Number of Students	10	4
<b>Total Number of Participants</b>	<b>14</b>	<b>8</b>



## ACHIEVEMENTS

- *Nadia Dallstream and Katie Matas* put together information for the annual State Library Survey.
- *Wendy Townsend* created the RFID Tagging Guide and test for volunteers.
- *Wendy Townsend* facilitated the participation on the Employment Preparation Program (EPP).
- *Wendy Townsend* interviewed and placed one new OneStop participant and one new EPP participant.
- *Wendy Townsend and Nadia Dallstream* recruited students from Val Tech to participate with RFID tagging.
- *Jeannie Killianey* completed the Collection Development policies for 800s, Biographies, Educational DVDs, and Spanish Collection.

## MEETINGS

- *Nadia Dallstream* attended 3 Supervisor/Manager Meetings.
- *Nadia Dallstream, Wendy Townsend, Katie Matas and Venessa Faber* attended the Staff Meeting on November 18<sup>th</sup>.
- *Katie Matas and Venessa Faber* attended Friday Huddles on November 14<sup>th</sup> and 21<sup>st</sup>.
- *Jeannie Killianey and Nadia Dallstream* met 1 time.
- *Wendy Townsend, Katie Matas, Jeannie Killianey, Nadia Dallstream and Venessa Faber* attended Adult Services meetings on November 3<sup>rd</sup>, 10<sup>th</sup> and 17<sup>th</sup>.
- *Wendy Townsend* attended Kiwanis meetings on November 6<sup>th</sup>, 13, and 20<sup>th</sup>.
- *Wendy Townsend* attended the Placentia Historical Committee Meetings on November 25<sup>th</sup>.
- *Venessa Faber and Nadia Dallstream* met 2 times.
- *Wendy Townsend* attended the SLS meeting on November 13<sup>th</sup>.
- *Wendy Townsend* met with the program coordinator from the Employment Preparation Program on November 4<sup>th</sup>.
- *Wendy Townsend* met with Bunny Lynch 2 times to discuss PLFF volunteers.
- *Nadia Dallstream* met with Coleen Wakai to review Constant Contact.

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Katie Matas, Librarian I  
**SUBJECT:** Placentia Library Website & Technology Report for November 2014  
**DATE:** December 15, 2014

**On-line database usage**

	November 2014	Onsite Usage 11/14	Remote Usage 11/14	November 2013	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
Placentia Library Catalog	15,045	N/A	N/A	13,168	30,200	27,347	10%
General Reference Center	80	18	62	115	242	187	29%
Biography In Context	84	77	7	15	1,937	1,742	11%
Opposing Viewpoints	1200	990	210	89	3,669	1,958	87%
Freegal	544	N/A	N/A	612	1,292	1,188	9%
Heritage Quest	301	N/A	N/A	424	1,022	2,374	-57%
Novelist	23	N/A	N/A	17	120	177	-32%
Pronunciator (new 9/2014)	136	N/A	N/A	N/A	330	N/A	N/A
ABC Mouse (new 9/2014)	32	N/A	N/A	N/A	54	N/A	N/A
Tumblebooks	226	N/A	N/A	372	1,276	2,118	-40%
Reference USA	297	N/A	N/A	342	1,257	1,721	-27%
<b>TOTAL DATABASE USAGE</b>	<b>17,968</b>			<b>15,154</b>	<b>41,399</b>	<b>38,812</b>	<b>7%</b>

**Computer & Online Resource Use**

	November 2014	Y-T-D 2014-15
Placentia Residents	984	5,201
Non-Placentia Residents	654	3,237
<b>Total</b>	<b>1,638</b>	<b>8,438</b>

**Website  
Traffic**

	November 2014	November 2013	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
Website visits	9,212	18,435	94,225	103,285	-9%
Page Hits	16,309	35,928	162,840	193,320	-16%



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Selection of Date and Time for Regular Board Meetings for 2015: 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 2015.

**DATE:** December 15, 2014

### BACKGROUND

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

The table below shows the 2015 observed Federal Holidays:

Thursday, January 1	New Year's Day
Monday, January 19	Birthday of Martin Luther King, Jr.
Monday, February 16	Presidents' Birthday
Monday, May 25	Memorial Day
Saturday, July 4	Independence Day
Monday, September 7	Labor Day
Monday, October 12	Columbus Day
Wednesday, November 11	Veterans Day
Thursday, November 26	Thanksgiving Day
Friday, December 25	Christmas Day

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

- Martin Luther King, Jr.            January 19
- Columbus Day                      October 12

Please refer to Attachment A for recommended dates.

Attachment B is Resolution 15-04. 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 2015.

### RECOMMENDATIONS

1. Determine the regular meeting dates and time for 2015.
2. Read Resolution 15-04 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 2015.
3. Adopt Resolution 15-04.



## **PLACENTIA LIBRARY BOARD MEETING CALENDAR**

January 2015 – December 2015

<b>MONTH</b>	<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
January	19	6:30pm	Community Meeting Room
February (third Tuesday)	17	6:30pm	Community Meeting Room
March	16	6:30pm	Community Meeting Room
April	20	6:30pm	Community Meeting Room
May	18	6:30pm	Community Meeting Room
June	15	6:30pm	Community Meeting Room
July	20	6:30pm	Community Meeting Room
August	17	6:30pm	Community Meeting Room
September	21	6:30pm	Community Meeting Room
October	19	6:30pm	Community Meeting Room
November	16	6:30pm	Community Meeting Room
December	21	6:30pm	Community Meeting Room



RESOLUTION 15-04  
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 2015

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 17, 2015, the Regular Board Meeting for Calendar Year 2015, dated December 15, 2014.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California    )  
                                  )ss.

County of Orange    )

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

IN WITNESS THEREOF, I have hereunto set my hand and seal this Fifteenth Day of December 2014.

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Election of Board Officers  
**DATE:** December 15, 2014

**BACKGROUND**

The following positions need to be elected:

President (Incumbent is President Shkoler)  
Secretary (Incumbent is Secretary Minter)

**RECOMMENDATION**

Elect a Library Board President and a Library Board Secretary for 2015.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Appointment of Library Board Representatives for 2015 by the  
Board President  
**DATE:** December 15, 2014

**BACKGROUND**

The following positions need to be appointed:

*Incumbents are in parentheses.*

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

Representative to the Orange County Council of Governments (*Trustee DeVecchio*)

Representative to the Placentia Library Friends Foundation (PLFF) (*Trustee Carline and Trustee Martin as alternate*)

Representative to the Placentia Community Network (*Staff*)

**RECOMMENDATION**

Appoint Library Board Representatives for 2015.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Travel Authorization: Business Manager to Attend the Research Institute for Public Libraries (RIPL) Program, July 27-30, 2015 in Colorado Springs, Colorado.**

**DATE:** December 15, 2014

**BACKGROUND**

The Colorado State Library is offering an intensive, three-day national institute for public library leaders in July 2015. The topics discussed will include:

- Designing outcome-based evaluation of programs and services
- Assessing the community's needs
- Techniques for tracking public library data and using these data for planning, management, and demonstrating the library's worth
- Using data and stories to document the library's impact
- Practical methods for measuring library outcomes
- Aligning research efforts with existing initiatives such as Edge Benchmarks and the Impact Survey

The purpose of the institute is for attendees to walk away with tools to gather, analyze, and use data for decision making, strategic planning, and demonstrate impact.

A maximum of 100 attendees will be permitted. Enrollment begins January 5, 2015. Through the support from the Institute of Museum and Library Services, RIPL is able to offer the institute for a fee of \$975 which includes the curriculum, three nights lodging, and most meals.

Fiscal Impact: \$1,600

**RECOMMENDATIONS**

1. Authorize the Business Manager to attend the Research Institute for Public Libraries Program, July 27-30, 2015 in Colorado Springs, Colorado.
2. Roll Call Vote.



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Discuss Centennial Renovation Facility Plan

**DATE:** December 15, 2014

### **BACKGROUND**

Library Director Contreras met with representatives from Fieldman, Rolapp & Associates, True North Research and TBWB Strategists begin discussion for the next steps towards a possible construction bond for the possible Centennial Renovation project.

It was recommended that the District begin discussing a vision for a facility plan for each of the four options:

- Renovate existing facility
- Renovate existing facility and expand single story construction
- Renovate existing facility and expand with a 2-story construction
- Renovate existing facility and expand with a 15,000 sq. ft. 2-story construction

At the December 1, 2014 Staff Development Day, district staff had an opportunity to provide their initial input with regards to the vision of the facility master plan. Feedback included:

- Community meeting room with seating for 200 people
- Dedicated study rooms and Quiet Area
- Private literacy area
- Separate dedicated computer labs for Teens / Adult / Childrens
- Meeting rooms on second floor addition
- Individual storage areas for each department
- Branding – theme library décor around Placentia’s history
- Dedicated room for storytime
- Bigger, open concept History Room to include staff office
- Outdoor reading garden
- More group study rooms
- Additional and keyless restrooms
- New outdoor bookdrop by All American Way lot entrance
- Acquire a dedicated Library vehicle/van/SUV
- Additional passport processing stations
- Café inside library
- Automated material handling system
- Drive through book drop
- Upgraded PA system
- New library entrance

This input will be critical for the communication strategists in preparing informational materials to inform our community members about the District's needs and priorities. The desired outcome is to begin polling the community in Spring 2015.

**RECOMMENDATION**

Establish a Centennial Committee to include Library Trustees, staff, and selected members of the community to develop a list for the Centennial Facility Plan, inclusive of staff's feedback above.