



## AGENDA

PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES  
REGULAR DATE MEETING

December 21, 2015

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 16, 2015 Library Board of Trustees Date 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 2015; the Schedule of Anticipated 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 2015 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

15. Balance Sheet for November 2015. (Receive & File)

16. Acquisitions Report for November 2015. (Receive & File)

17. Entrepreneurial Activities Report for November 2015. (Receive & File)

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

18. Personnel Report for November 2015. (Receive, File, and Ratify Appointments)

19. Circulation Report for November 2015. (Receive & File)

20. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

**STAFF REPORTS (Items 21 – 24)**

21. Administration Report for November 2015.
22. Children's Services Report for November 2015.
23. Adult Services Report for November 2015.
24. Placentia Library Web Site & Technology Report for November 2015.

**NEW BUSINESS**

25. Selection of Date and Time for Regular Board Meetings for 2016: 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 2016.
26. Election of Board Officers:  
*Incumbents are indicated in parentheses.*  
President (*Shkoler*)  
Secretary (*Martin*)
27. Appointment of Library Board Representatives for 2016 by the Board President:  
*Incumbents are in parentheses.*  
- Representative to Special District Local Area Formation Commission (LAFCO) – (*Trustee Carline*), *Secretary Martin* as alternate.  
- Representative to the Orange County Council of Governments – (*Trustee DeVecchio*)  
- Representative to the Placentia Library Friends Foundation (PLFF) – (*Trustee Carline*), *Secretary Martin* as alternate.  
- Representative to the Independent Special District of Orange County – (*Trustee DeVecchio*), *Secretary Martin* as alternate.  
- Personnel Committee – (*President Shkoler and Trustee Carline*)
28. Authorization to Continue Providing Full Healthcare coverage for Beatrice Quintanar for December 2015.
29. Authorization to enter into an agreement with Sam McBane Mulford, Strategist, to facilitate Centennial Facility Plan meetings.
30. Training Authorization for the "Who Does What? Best Practices in Board/Staff Relations" webinar on January 20, 2016.

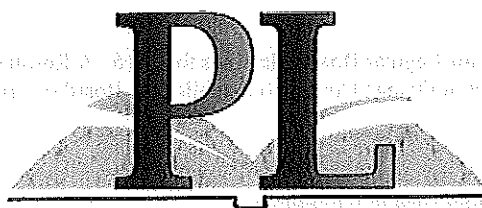
**ADJOURNMENT**

31. Agenda Preparation for the January Regular Date Meeting which will be held on Monday, January 18, 2016 unless re-scheduled by the Library Board of Trustees.
32. Review of Action Items.  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
33. Adjourn

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

I, Diane Warner, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the December 21, 2015 Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on December 17, 2015.

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



**Placentia Library District**

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*[Faint signature or stamp]*

## PLACENTIA LIBRARY DISTRICT

REGULAR DATE MEETING OF THE BOARD OF TRUSTEES  
November 16, 2015**CALL TO ORDER**

President Shkoler called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on November 16, 2015 at 6:32pm.

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

**Members Absent:** None

**Staff Present:** Jeanette Contreras, Library Director; Yesenia Baltierra, Public Services Manager; Venessa Faber, Support Services Manager; Diane Warner, Administrative Assistant

**Guests:** Marina Tutty, Financial Consultant for Placentia Library District

**ADOPTION OF  
AGENDA**

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

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

**ORAL  
COMMUNICATION**

None

**TRUSTEE &  
ORGANIZATIONAL  
REPORTS**

President Shkoler enjoyed participating at the Staff Appreciation Dinner in October 30<sup>th</sup>. (Item 5)

Secretary Martin also attended the Staff Appreciation Dinner in October 30<sup>th</sup>. (Item 6)

Trustee Carline enjoyed the Placentia Prayer Breakfast, attended the Staff Appreciation Dinner and the monthly PLFF meeting. (Item 6)

Trustee Minter shared that the November issues of American Libraries magazine focused on Trustees, represented Placentia Library at the City of Anaheim Mayor's Prayer Breakfast in October, and attended the October 13<sup>th</sup> OCLC meeting where the topics included new library projects. (Item 6)

Trustee Minter requested Library Administration confirm that annual ALA memberships are paid by the library for all Trustees. Trustee Minter has been paying for her own ALA membership for the past two years, including an extra amount for membership in ALA's Trustee group. (Item 6)

Trustee DeVecchio also enjoyed the Staff Appreciation Dinner in October 30<sup>th</sup>. (Item 6)

**LIBRARY DIRECTOR REPORT**

Library Director Contreras, along with the Public Services and Support Services Managers, attended the annual CLA Conference in Pasadena, State Librarian Luncheon, and CLA PRExcellence Award where the District received an award for the “Happy” video. Discussion topics included library MakerSpace options and financing options for the library’s possible Centennial renovation. Library Director Contreras also attended the Placentia Prayer Breakfast and Staff Appreciation Recognition. (Item 7)

**FRIENDS FOUNDATION REPORT**

Ginny Sanatar reported that the monthly PLFF “Second Sunday Sale” raised \$532 in November in only two hours – a record high. The Friends are working on publicity for the 2016 Authors Luncheon, with ticket prices at \$55 per person through January 31<sup>st</sup> and increasing to \$59 on February 1<sup>st</sup>. (Item 8)

**CONSENT CALENDAR**

Moved by Secretary Martin and seconded by Trustee DeVecchio to approve Agenda Items 9-24, with a name change correction in the October 26<sup>th</sup> Minutes (Item 9). A roll call vote was held.

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

**MINUTES for the OCTOBER 26th BOARD OF TRUSTEES MEETING**

Following a name change correction, the Minutes for the October 26, 2015 Board of Trustees Meeting will be received, approved and filed at the December 16, 2015 meeting. (Item 9)

**CLAIMS**

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

Claims Forwarded by the Library Director and Trustees – Seven (7) claim batches were approved and forwarded to Orange County for payment during October. (Item 11)

Current Claims and Payroll – One (1) PARS claim batch and three (3) payroll claims were approved by the Trustees and forwarded to the County of Orange for payment. (Item 12)

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

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

**TREASURER’S REPORTS**

Fund Balance Report for Fund 707 on Deposit with Orange County Treasurer Post-Petition Balances (B/S Account 8010-Cash) report was received and filed. (Item 13)

Financial Reports through October 2015 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger - received and filed. (Item 14)

Balance Sheets for October 2015 - received and filed. (Item 15)

Acquisitions Report for October 2015 -- received and filed. (Item 16)

Entrepreneurial Activities Report for October 2015 -- received, filed. (Item 17)

#### **GENERAL CONSENT REPORTS**

Personnel Report for October 2015 -- received and filed. (Item 18)

Circulation Report for October 2015 -- received and filed. (Item 19)

Review of Shared Maintenance Costs with the City of Placentia for September-October 2015, under the JPA -- received and filed. (Item 20)

#### **STAFF REPORTS**

Administration Report for October 2015 (Item 21)

Children's Services Report for October 2015 (Item 22)

Adult Services Report for October 2015 (Item 23)

Placentia Library Website Technology Report - October 2015 (Item 24)

#### **CLOSED SESSION**

President Shkoler reported that no action was taken by the Board during the closed session. (Item 25)

#### **NEW BUSINESS**

##### **EMPLOYEE OF THE YEAR PRESENTATION**

President Shkoler presented the 2015 Employee of the Year Proclamation to Laura de Leon in recognition of her outstanding work ethic and dedicated support. A group photo was also taken with the Trustees. Laura received the \$500 Employee of the Year cash award and plaque at the Staff Appreciation Dinner held on October 30, 2015. (Item 26)

##### **Placentia Library District Policy 3025 - Reserves**

At the October 26<sup>th</sup> Trustees meeting, Trustee DeVecchio requested information about the District's reserves and capital improvement funds, with the goal of increasing reserve funds for a possible Centennial Remodeling project. Library Director Contreras stated that the approved 2015-17 budget did not set aside any funds for capital improvement projects and reserves. The District's general reserve fund 707 has a current balance of \$414,789.10 and the Library Impact Fee fund has a balance of \$492,572.50. In addition, the Library's savings account has over \$700,000. (Item 27)

After discussion, the Board of Trustees agreed to identify the District's general reserve fund 707 amounts for specific line items: Capital Improvements, Information Technology/Computer Replacement and Sick Leave Pay-out. Trustees discussed assigning 5% of future budgets specifically to the Capital Improvements line item, as well as roll over any remaining general reserve fund 707 dollars into the Capital Improvements line item at the end of each fiscal year. Library Director Contreras suggested having Mr. Davis from DavisFarr review the District's current Policy 3025-Reserves, and will provide recommended updates at the January 2016 Board of Trustees meeting. (Item 27)

A roll call vote was taken:

AYES: Shkoler, Martin, Carline, DeVecchio, Minter

NOES: None

ABSENT: None

**ADJOURNMENT** The Regular Date November 16, 2015 Board of Trustees meeting was adjourned at 7:08pm.

The next Board of Trustees meeting will be held on December 21, 2015 at 6:30pm.

**Al Shkoler, President**

**Library Board of Trustees**

**Jo-Anne W. Martin, 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 2015  
**DATE:** December 21, 2015

TYPE	DATE	CLAIM #	AMOUNT
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*NONE*

**TOTAL      \$0**



*Placentia Library District*

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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 DECEMBER Claims Forwarded by the Library Director and Trustees  
**DATE:** December 21, 2015

<u>707 TYPE</u>	<u>DATE</u>	<u>CLAIM #</u>	<u>AMOUNT</u>
Misc Vendors	11-26-15	5941	\$ 7,969.02
Misc Vendors	11-27-15	5944	\$ 44,438.38
PARS	12-03-15	5945	\$ 1,533.12
		<b>TOTAL</b>	<b><u>\$ 53,940.52</u></b>

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District  
413 E Chapman Ave  
Placentia, CA 92870

DATE: 11/25/15

REPORT NO: 5941

The County Auditor is authorized to draw these checks from  
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
VO-7447 Staples Advantage Dept LA PO Box 83689 Chicago, IL 60699-3689	11/14/15	3284101029	1800	0728		560.83 <del>5670.03</del>		
	11/14/15	3284101033	1800	0728		\$17.14		
VO-6873-1 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1840	11/16/2015	15-11-10191	1400	0710		\$173.15		
VO-13358 Cfck Consulting, Inc. P.O. Box 81890 Irvine, CA 92602	11/1/2015	21422	1300			\$4,000.00		
VO-1428 Legacy Integrative Solutions 8734 Olela Street, Unit D Downey, CA 90241	11/11/2015	13114	1300			\$432.61		
VO-6890 ProMaster Dept 1019 P O Box 121019 Dallas, TX 753121019	11/19/2015	292161	1300			\$278.51		
VO-5818 Cintas Corporation #649 P.O. Box 29059 Phoenix, AZ 85039	11/09/15	640473339	1000			\$286.29		
	11/16/15	640476689	1000			\$308.27		
	11/23/15	640480082	1000			\$307.71		
VO-12176 Time Warner Cable PO Box 60074 City of Industry, CA 91718-0074	11/16/2015	1114-1213	0700	0702		\$290.64		
	11/13/2015	1112-1211	0700	0702		\$290.64		
VO-6233-2 AT&T CnNet 2 PO Box 9011 Carol Stream, IL 60107-9011	11/02/2015	7247477	0700	0700		\$413.83		
VO-13393 Brea Electric Company 624 East Imperial Hwy, Suite D Brea, CA 92821	11/5/2015	13427	1400	0714		\$215.00		
VO-9047 Capitol Door Service So. California 4699 24th Street Sacramento, CA 95822	10/30/2015	21826	1400	0717		\$175.00		
						<b>\$ 7956.62</b>		
						<b>7956.62</b>		
<p>The claims listed above totaling \$7,956.62 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>								

Approved by  
*Trish Carter*  
Trish Carter

Countersigned by  
*Richard DeVenedo*  
Richard DeVenedo

Attested and/or countersigned by  
*Gayle Carline*  
Gayle Carline

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

Placenta Library District  
411 E Chapman Ave  
Placenta, CA 92870

DATE: 11/30/15

REPORT NO: 5944

The County Auditor is authorized to draw these checks from:

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/ 65 ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VO-6048 Special District Risk Mgmt Auth 1112 I Street, Suite 300 Sacramento, CA 95814-2805	18014	11-04-15	0305			\$15,612.12		
VO-0089-10 Republic Services #476 (was Placenta Disposal #876) PO Box 76929 Phoenix, AZ 85052-8829	10-31-15	676-002357810	1001			\$46.93		
VO-4182-1 Uniqeo Management Services P.O. Box 1624 Jeffersonville, IN 47131-1624	11-01-15	31561	1900	0741		\$241.65		
VO-xxxx - New Vendor White Nelson Dixon Evans LLP 2870 Michale Drive #300 Irvine, CA 92600	10-31-15	156318	1900	0742		\$6,630.00		
VO-7447 Sleptis Advantage Dept LA PO Box 83889 Chicago, IL 60689-3689	9-19-15		1800	0728		\$201.50		
	10-10-15	3278221887	1800	0728		\$4.74		
	11-14-15	3280535900	1800	0728		(\$4.74)		
	11-21-14	CM3284101026	1800	0728		\$4.74		
VO-07198 City of Placenta 401 East Chapman Ave. Placenta, CA 92870	11-18-15	62734	2801			\$13,819.28		
			1400	0712		\$1,737.49		
			1400	0715		\$6,122.66		
			0700	0701		\$19.01		
						\$21,698.44		
VO-5048 Spec Dist Risk Mgmt Auth	11/23/15	18106	0304			552.80		
			0308			1057.82		
			0330			378.28		
			0306	0770		56.43		
			0319			199.88		
						2,239.21		
						\$46,675.59		
						\$44,036.38		

The claims listed above totaling \$44,036.38 are approved for payment pursuant to an order entered in the minutes of the Board of Directors of this District and 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.

*Richard M. ...*  
Approved by  
*Richard M. ...*  
Print Name

*Carole Carline*  
County Auditor  
*Carole Carline*  
Print Name

*Trish Contreras*  
Attested and/or countersigned by  
*Trish Contreras*  
Print Name

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

DATE: 12/03/15  
REPORT NO: 5945

The County Auditor is authorized to draw these checks from:

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

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	ORBIT REV/ BS ACCT	DEPT OBIT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VO-12483 Pliaso II Systems (PARS) c/o U.S. Bank National Association Trustee for PARS #8740022400 P.O. Box 611049 Los Angeles, CA 90061-8204	12-02-15	200			\$1,533.12			
TOTAL REMITTANCE:					\$1,533.12			

The claims listed above totalling \$1,533.12 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.

*Gayle Carlisle*  
Approved by  
*Gayle Carlisle*  
District Clerk

*Trink Contreras*  
Countersigned by  
*Trink Contreras*  
District Clerk

*JW Martin*  
Attested and/or countersigned by  
*JW Martin*  
County Auditor

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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 21, 2015

**Current Claims**

<u>TYPE</u>	<u>DATE</u>	<u>CLAIM #</u>	<u>AMOUNT</u>
Baker & Taylor	11-25-15	5939	\$ 1,089.88
Baker & Taylor	11-25-15	5940	\$ 1,148.24
Midwest Tape	11-25-15	5942	\$ 877.01
Baker & Taylor / EBSCO	11-25-15	5943	\$ 4,473.89

**Subtotal for Claims** \$ 7,589.02

**Payroll**

On Demand Wire	12-21-15	147	\$ 40,000.00
On Demand Wire	12-21-15	148	\$ 40,000.00
On Demand Wire	12-21-15	149	\$ 40,000.00

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

**TOTAL CURRENT CLAIMS & PAYROLL** \$ 127,589.02

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 11/25/15  
REPORT NO: 5939

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	11/05/15		2400	0760		\$66.86		
		4011384638						
	11/05/15		2400	0760		\$47.69		
		4011384639						
	11/05/15		2400	0760		\$46.49		
		4011384643						
	11/05/15		2400	0760		\$22.39		
		4011384644						
	11/05/15		2400	0760		\$249.38		
		4011384645						
	11/05/15		2400	0760		\$20.57		
		4011384648						
	11/05/15		2400	0760		\$35.84		
		4011384653						
	11/05/15		2400	0760		\$17.28		
		4011384655						
	11/05/15		2400	0760		\$21.22		
		4011384656						
	11/05/15		2400	0760		\$20.48		
		4011384657						
11/09/15		2400	0760		\$15.42			
	4011394101							
11/09/15		2400	0760		\$22.39			
	4011394102							
11/09/15		2400	0760		\$19.89			
	4011394103							
11/09/15		2400	0760		\$83.81			
	4011394104							
11/09/15		2400	0760		\$76.85			
	4011394105							
11/09/15		2400	0760		\$56.98			
	4011394112							
11/09/15		2400	0760		\$72.82			
	4011394113							
11/09/15		2400	0760		\$17.32			
	4011394114							
11/09/15		2400	0760		\$21.75			
	4011394116							
11/09/15		2400	0760		\$24.28			
	4011394117							
11/09/15		2400	0760		\$10.12			
	4011394118							
11/09/15		2400	0760		\$120.05			
	4011394119							
<b>TOTAL REMITTANCE:</b>						<b>\$1,089.88</b>		
<p>The claims listed above totaling <b>\$1,089.88</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.</p>								

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

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

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

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_



LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

DATE: 11/25/15  
REPORT NO: 5940

The County Auditor is authorized to draw these checks from:  
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	10/28/15	4011385785	2400	0760		\$37.76		
	10/28/15	4011376418	2400	0760		\$106.74		
	10/28/15	4011376419	2400	0760		\$60.57		
	10/28/15	4011376420	2400	0760		\$90.92		
	10/28/15	4011376421	2400	0760		\$18.59		
	10/28/15	4011376422	2400	0760		\$29.32		
	10/28/15	4011376425	2400	0760		\$20.47		
	10/28/15	4011376426	2400	0760		\$85.06		
	10/28/15	4011376430	2400	0760		\$45.40		
	10/28/15	4011376435	2400	0760		\$25.15		
	10/28/15	4011376437	2400	0760		\$34.92		
	11/03/15	4011385899	2400	0760		\$39.03		
	11/03/15	4011385900	2400	0760		\$40.32		
	11/03/15	4011385901	2400	0760		\$49.20		
	11/03/15	4011385902	2400	0760		\$78.04		
	11/03/15	4011385903	2400	0760		\$21.72		
	11/03/15	4011385904	2400	0760		\$20.92		
	11/03/15	4011385905	2400	0760		\$39.64		
	11/03/15	4011399938	2400	0760		\$22.18		
	11/05/15	4011384635	2400	0760		\$19.20		
	11/05/15	4011384636	2400	0760		\$214.92		
	11/05/15	4011384637	2400	0760		\$48.17		
	<b>TOTAL REMITTANCE:</b>						<b>\$1,148.24</b>	
<p>The claims listed above totaling \$1,148.24 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>								

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

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

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

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 11/25/15  
REPORT NO: 5942

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 OBIT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	11/03/2015	2400	0760		\$107.18		
	93377270	2400	0760		\$51.09		
	11/03/2015	93377271	2400	0760	\$89.28		
	11/03/2015	93377273	2400	0760	\$79.92		
	11/04/2015	93382367	2400	0760	\$9.99		
	11/04/2015	93383385	2400	0760	\$41.09		
	11/05/2015	93384904	2400	0760	\$22.44		
	11/05/2015	93386599	2400	0760	\$36.09		
	11/07/2015	93397048	2400	0760	\$51.09		
	11/07/2015	93397049	2400	0760	\$26.09		
	11/07/2015	93397261	2400	0760	\$49.68		
	11/10/2015	93402891	2400	0760	\$38.09		
	11/11/2015	93407519	2400	0760	\$217.45		
	11/11/2015	93407560	2400	0760	\$21.44		
	11/13/2015	93415289	2400	0760	\$36.09		
	11/16/2015	93420682					
<b>TOTAL REMITTANCE:</b>					<b>\$877.01</b>		
The claims listed above totalling \$877.01 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 \_\_\_\_\_

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

DATE: 11/25/15  
REPORT NO: 5943

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

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code	DATE	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
Payee Name and Address	INVOICE #							
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta, GA 30384-7930	11-09-15	2400	0760		26.12			
	4011394120	2400	0760		17.94			
	11-09-15	2400	0760					
	4011394121	2400	0760		25.44			
	11-13-15	2400	0760					
	4011412709	2400	0760					
		2400	0760					
		2400	0760					
VC-4997 - NEW Address EBSCO Information Services Payment Processing Center PO Box 204661 Irvine, TX 75320-4661	11-04-15	2400	0760		4,704.39			
	392209	2400	0760					
		2400	0760					
		2400	0760					
<b>TOTAL REMITTANCE:</b>					<b>4,773.89</b>			
The claims listed above totalling \$4,773.89 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: 12/21/15  
REPORT NO: 147  
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

\*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code	DATE	OBJT	DEPT	REPT	AMOUNT	DOC	SC
Payee Name and Address	INVOICE #	REV/ BS ACCT	OBJT	CATG		NUMBER	
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*01-18-16 Payroll #43 FY15/16	0100			\$ 40,000.00		
<b>TOTAL REMITTANCE:</b>						\$ 40,000.00	
<p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

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

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

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

Page Total:

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

DATE: 12/21/15  
REPORT NO: 148

The County Auditor is authorized to draw these checks from:

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

\*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 B. Chapman Ave Placentia, CA 92870	*02-01-16 Payroll #44 FY15/16	0100			\$ 40,000.00		
<b>TOTAL REMITTANCE:</b>					\$ 40,000.00		
<p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

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

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

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

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT  
 CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/21/15  
 REPORT NO: 149

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 B. Chapman Ave Placentia, CA 92870	*02-15-16 Payroll #45 FY15/16	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**

---

**TO:** Jeanette Contreras, Library Director

**FROM:** Marina Tutty

**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 21, 2015

<b>Fiscal Year 2015-2016</b>	
07/31/14	2,039,958.86
8/31/2014	1,964,131.43
9/30/2014	1,814,121.60
10/31/14	1,621,301.45
11/30/2014	1,684,004.08
12/31/2014	
01/31/15	
2/28/2015	
3/31/2015	
04/30/15	
5/31/2015	
6/30/2015	
General Reserves	414,789.10
Impact Fees	492,572.50

<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	2,237,492.97
01/31/15	2,191,615.06
2/28/2015	2,079,577.11
3/31/2015	1,896,468.01
04/30/15	2,359,500.73
5/31/2015	2,293,555.26
6/30/2015	2,039,958.86
General Reserves	414,789.10
Impact Fees	459,597.50



*Placentia Library District*

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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 October 2015 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

**DATE:** December 21, 2015

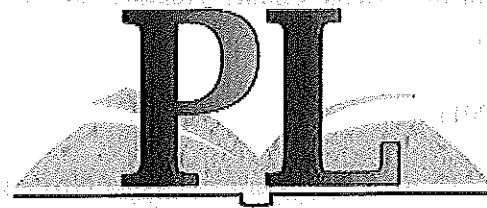
**Summary of Cash and Investments as of November 30, 2015**

Cash with Orange County Treasurer Fund 707	1,145,197.50
Reserves with Orange County Treasurer	414,789.10
Impact Fees with County and Bank of the West (Restricted)	492,572.50
General Fund Checking – Bank of the West	84,632.14
General Fund Savings – Bank of the West	756,159.69
Payroll Checking – Wells Fargo Bank	81,674.31
<b>Total Cash and Investments</b>	<b>2,975,025.24</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



Placentia Library District

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**PLACENTIA LIBRARY DISTRICT**  
**EXPENDITURES REPORT**  
 November 30, 2015  
 23% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
0100	Salaries & Wages	1,227,447	218,067	0.18	\$1,009,380
0200	Retirement	46,549	17,309	0.37	\$29,240
0301	Unemployment Insurance	0	0	0.00	\$0
0306	Health Insurance	210,543	52,477	0.25	\$158,066
0306-0770	Employee Assistance Program	715	163	0.23	\$552
0308	Dental Insurance	12,833	5,177	0.40	\$7,656
0309	Life Insurance	7,320	2,764	0.38	\$4,556
0310	AD & D Insurance	4,627	1,928	0.42	\$2,699
0319	Vision Insurance	2,526	983	0.39	\$1,543
0350	Workers' Compensation Insurance	12,000	16,936	1.41	-\$4,936
	<b>TOTAL</b>	<b>\$1,524,560</b>	<b>\$315,805</b>	<b>0.21</b>	<b>\$1,208,755</b>
<b>SERVICES &amp; SUPPLIES</b>					
0700	Communications	23,000	4,840	0.21	\$18,160
0900	Food	2,000	61	0.03	\$1,939
1000	Household Expenses	20,000	7,586	0.38	\$12,414
1100	Library Insurance	15,000	11,813	0.79	\$3,187
1300	Maintenance, Equipment	32,000	13,354	0.42	\$18,646
1400	Maintenance, Buildings & Improvements	106,700	23,388	0.22	\$83,312
1600	Memberships	9,000	7,296	0.81	\$1,704
1700	Miscellaneous Expense	2,500	626	0.25	\$1,874
1800	Office Expenses	48,000	22,652	0.47	\$25,348
1803	Postage	14,000	5,391	0.39	\$8,609
1900	Prof./Specialized Services	206,100	57,185	0.28	\$148,915
1912	Investment Administrative Fees	1,700	1,029	0.61	\$671
2000	Publication and Legal Notices	500	0	0.00	\$500
2100	Rents and Leases - Equipment	1,100	21,444	19.49	-\$20,344
2200	Rents & Leases - Buildings & Improvements	0	0	0.00	\$0
2400	Books/Library Materials	294,174	19,448	0.07	\$274,726
2600	Transportation & Travel	4,500	1,592	0.35	\$2,908
2700	Meetings	19,500	12,474	0.64	\$7,026
2800	Utilities	87,500	33,661	0.38	\$53,839
	<b>TOTAL</b>	<b>\$887,274</b>	<b>\$243,840</b>	<b>0.27</b>	<b>\$643,434</b>
<b>OTHER CHARGES</b>					
3700	Taxes and Assessments	\$11,000	\$245	0.02	\$10,755
	<b>OPERATING EXPENSES</b>	<b>\$2,422,834</b>	<b>\$559,889</b>	<b>0.23</b>	<b>\$1,862,945</b>
<b>FIXED ASSETS &amp; CONTINGENCY FUNDS</b>					
4000	Equipment	\$60,000	\$24,675	0.41	\$35,325
4200	Structures/Improvements	10,000	\$0	0.00	\$10,000
5200	Contingency Funds	\$0	\$0	0.00	\$0
	<b>TOTAL</b>	<b>\$70,000</b>	<b>\$24,675</b>	<b>0.35</b>	<b>\$45,325</b>
<b>TOTAL BUDGET (Fund 707)</b>					
		<b>\$2,492,834</b>	<b>\$584,565</b>	<b>0.23</b>	<b>\$1,908,269</b>
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$406,614	\$0	0.00	\$406,614
	Grants	\$35,000	\$21,936	0.00	\$13,064

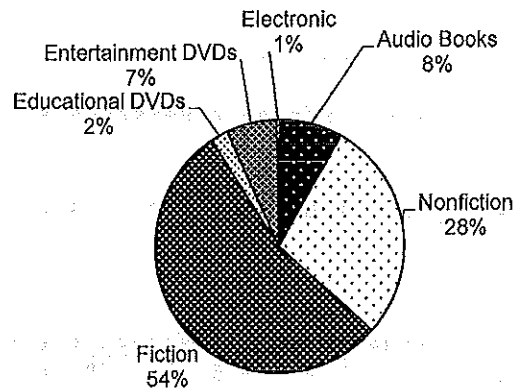
PLACENTIA LIBRARY DISTRICT  
YTD REVENUE REPORT  
November 30, 2015

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>TAXES</b>						
6210		Property Taxes - Current Secured	2,037,868	229,073	(1,808,794.81)	11.2%
6220		Property Taxes - Current Unsecured	57,632	45,965	(11,667.29)	79.8%
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	13,256	-	(13,256.00)	0.0%
6280		Property Taxes - Curr Supplemental	65,732	13,027	(52,705.29)	0.0%
6290		Other Taxes	3,120	-	(3,120.00)	0.0%
6300		Property Taxes - Prior Supplemental	0	1,034	1,034.46	100%
6540		Penalties & Costs on Delinq Taxes	1,014	312	(701.74)	30.8%
		<b>Sub Total</b>	<b>2,178,622</b>	<b>289,411</b>	<b>(1,889,210.67)</b>	<b>13.3%</b>
<b>REVENUE FROM USE OF MONEY &amp; PROPY</b>						
6610		Interest	5,720	3,936	(1,783.63)	68.8%
		<b>Sub Total</b>	<b>5,720</b>	<b>3,936</b>	<b>(1,783.63)</b>	<b>68.8%</b>
<b>INTERGOVERNMENTAL REVENUES</b>						
6690		State - Homeowners Property Tax Relief	8,792	-	(8,792.00)	0.0%
6970		State - Other	0	-	0.00	0.0%
7120		Other-In-Lieu Taxes	0	-	0.00	0.0%
7130		Other Governmental Agencies	2,000	-	(2,000.00)	0.0%
		<b>Sub Total</b>	<b>10,792</b>	<b>-</b>	<b>(10,792.00)</b>	<b>0.0%</b>
<b>MISCELLANEOUS REVENUES</b>						
7670		Miscellaneous Revenue (Local Revenue)		573		
		Newsletter Ads	700	-	(700.00)	0.0%
		Grants	45,000	51,152	6,151.76	113.7%
		Fines & Fees	45,000	35,872	(9,127.59)	79.7%
		Passport/Photos	125,000	55,742	(69,258.00)	44.6%
		Meeting Room Fees	5,000	1,940	(3,060.00)	38.8%
		Test Proctor	7,000	3,313	(3,687.00)	47.3%
		<b>Sub Total</b>	<b>227,700</b>	<b>148,019</b>	<b>(79,680.83)</b>	<b>65.0%</b>
7680		6-MO Expired (Outlawed) Checks	0	-	0.00	0%
		<b>YTD Actual</b>	<b>2,422,834</b>	<b>441,367</b>	<b>(1,981,467.13)</b>	<b>18%</b>
		FY 14/15 Funds Available	70,000			
		<b>TOTAL REVENUES FY 15/16:</b>	<b>2,492,834</b>	<b>441,367</b>	<b>(2,051,467.13)</b>	<b>17.7%</b>
<b>MISCELLANEOUS REVENUES</b>						
		Restricted Impact Fees	0	32,975	32,975.00	100%
		SLS Account	0	-	0.00	100%

# Placentia Library District

## ACQUISITIONS REPORT FOR FISCAL YEAR 2015-2016 THROUGH THE MONTH OF NOV 2015

	YTD 2015/16	YTD 2015/16	YTD 2015/16	YTD 2014/15	YTD 2014/15	YTD 2014/15
	Amount	Titles	Volumes	Amount	Titles	Volumes
Total Fiction	\$ 41,556	1775	2057	\$ 30,798	1190	1227
Total Non-Fiction	\$ 21,734	805	1082	\$ 16,599	551	828
Total Electronic	\$ 312	7	0	\$ 15,078	148	0
Total Audio Books	\$ 6,212	141	141	\$ 5,537	127	127
Total Educational DVDs	\$ 1,733	52	54	\$ 1,572	64	65
Total Entertainment DVDs	\$ 4,961	155	223	\$ 2,306	91	94
YTD TOTAL MATERIALS	\$ 76,508	2935	3557	\$ 71,890	2171	2341
Budget	\$249,174			\$255,602		
% Spent YTD	31%			28%		



The spent amounts on this report reflect items and invoices received through the end of the month. Budget amounts are regular budget dollars. Spent amounts include regular budgeted dollars as well as adopt-a-book and grant dollars. 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:** Marina Tutty  
**SUBJECT:** Entrepreneurial Activities Report for November 2015  
**DATE:** December 21, 2015

**Net Revenue Summary for November 2015**

	Nov-15	Nov-14	YTD 2015-2016	YTD 2014-2015
Passport	7,346.00	6,000.00	45,170.00	36,825.00
Passport Photos	1,951.00	1,308.00	10,972.00	8,847.00
Test Proctor	650.00	200.00	3,313.00	3,350.00
Meeting Room	425.00	680.00	1,940.00	2,495.00
<b>Total</b>	<b>10,372.00</b>	<b>8,188.00</b>	<b>61,395.00</b>	<b>51,517.00</b>

\*Data from library system as of 12/21/15





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

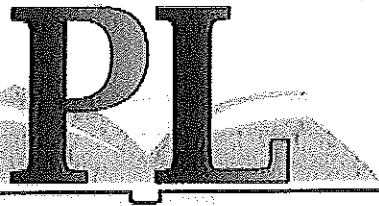
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**TO:** Jeanette Contreras, Library Director  
**FROM:** Diane Warner, Administrative Assistant  
**SUBJECT:** Personnel Report for NOVEMBER 2015  
**DATE:** December 21, 2015

			YTD	YTD
	Nov-15	Nov-14	2015-2016	2014-2015
Separation	0	0	0	2
Retirement	0	0	0	0
Appointments	0	0	3	0
Open Positions	1	0	1	1
Workers' Compensation Leave	0	0	0	0
<b>Total</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>3</b>

SEPARATION: None  
 RETIREMENT: None  
 APPOINTMENTS: None  
 OPEN POSITIONS: Library Aide - Circulation

PLACENTIA LIBRARY DISTRICT



*Placentia Library District*

PL	PL	PL	PL	PL	PL	PL	PL	PL	PL
18	10	10	10	10	10	10	10	10	10
19	10	10	10	10	10	10	10	10	10
20	10	10	10	10	10	10	10	10	10
21	10	10	10	10	10	10	10	10	10
22	10	10	10	10	10	10	10	10	10
23	10	10	10	10	10	10	10	10	10
24	10	10	10	10	10	10	10	10	10
25	10	10	10	10	10	10	10	10	10
26	10	10	10	10	10	10	10	10	10
27	10	10	10	10	10	10	10	10	10
28	10	10	10	10	10	10	10	10	10
29	10	10	10	10	10	10	10	10	10
30	10	10	10	10	10	10	10	10	10
31	10	10	10	10	10	10	10	10	10
32	10	10	10	10	10	10	10	10	10
33	10	10	10	10	10	10	10	10	10
34	10	10	10	10	10	10	10	10	10
35	10	10	10	10	10	10	10	10	10
36	10	10	10	10	10	10	10	10	10
37	10	10	10	10	10	10	10	10	10
38	10	10	10	10	10	10	10	10	10
39	10	10	10	10	10	10	10	10	10
40	10	10	10	10	10	10	10	10	10
41	10	10	10	10	10	10	10	10	10
42	10	10	10	10	10	10	10	10	10
43	10	10	10	10	10	10	10	10	10
44	10	10	10	10	10	10	10	10	10
45	10	10	10	10	10	10	10	10	10
46	10	10	10	10	10	10	10	10	10
47	10	10	10	10	10	10	10	10	10
48	10	10	10	10	10	10	10	10	10
49	10	10	10	10	10	10	10	10	10
50	10	10	10	10	10	10	10	10	10
51	10	10	10	10	10	10	10	10	10
52	10	10	10	10	10	10	10	10	10
53	10	10	10	10	10	10	10	10	10
54	10	10	10	10	10	10	10	10	10
55	10	10	10	10	10	10	10	10	10
56	10	10	10	10	10	10	10	10	10
57	10	10	10	10	10	10	10	10	10
58	10	10	10	10	10	10	10	10	10
59	10	10	10	10	10	10	10	10	10
60	10	10	10	10	10	10	10	10	10
61	10	10	10	10	10	10	10	10	10
62	10	10	10	10	10	10	10	10	10
63	10	10	10	10	10	10	10	10	10
64	10	10	10	10	10	10	10	10	10
65	10	10	10	10	10	10	10	10	10
66	10	10	10	10	10	10	10	10	10
67	10	10	10	10	10	10	10	10	10
68	10	10	10	10	10	10	10	10	10
69	10	10	10	10	10	10	10	10	10
70	10	10	10	10	10	10	10	10	10
71	10	10	10	10	10	10	10	10	10
72	10	10	10	10	10	10	10	10	10
73	10	10	10	10	10	10	10	10	10
74	10	10	10	10	10	10	10	10	10
75	10	10	10	10	10	10	10	10	10
76	10	10	10	10	10	10	10	10	10
77	10	10	10	10	10	10	10	10	10
78	10	10	10	10	10	10	10	10	10
79	10	10	10	10	10	10	10	10	10
80	10	10	10	10	10	10	10	10	10
81	10	10	10	10	10	10	10	10	10
82	10	10	10	10	10	10	10	10	10
83	10	10	10	10	10	10	10	10	10
84	10	10	10	10	10	10	10	10	10
85	10	10	10	10	10	10	10	10	10
86	10	10	10	10	10	10	10	10	10
87	10	10	10	10	10	10	10	10	10
88	10	10	10	10	10	10	10	10	10
89	10	10	10	10	10	10	10	10	10
90	10	10	10	10	10	10	10	10	10
91	10	10	10	10	10	10	10	10	10
92	10	10	10	10	10	10	10	10	10
93	10	10	10	10	10	10	10	10	10
94	10	10	10	10	10	10	10	10	10
95	10	10	10	10	10	10	10	10	10
96	10	10	10	10	10	10	10	10	10
97	10	10	10	10	10	10	10	10	10
98	10	10	10	10	10	10	10	10	10
99	10	10	10	10	10	10	10	10	10
100	10	10	10	10	10	10	10	10	10

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Venessa Faber, Support Services Manager  
**SUBJECT:** Circulation Activity Report: November 2015  
**DATE:** December 21, 2015

<b>CIRCULATION</b>	Nov-15	Nov-14	M-T-M % change	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
New Patron Registrations	271	282		1,805	1,725	4.6%
Total Circulation	26,758	25,688		132,222	122,411	8.0%
Total Active Borrowers*	8,279	8,483	-2.4%			
Attendance	21,957	23,335		128,980	130,558	-1.2%
Adult Fiction	3,020	2,792		16,484	15,143	8.9%
Adult Nonfiction	2,496	3,001		12,214	13,719	-11.0%
Adult Magazines	293	264		1,298	1,089	19.2%
Adult Music CDs	108	134		1,072	799	34.2%
Adult Audio Books	624	568		3,289	2,734	20.3%
Adult DVDs**	1859	736		7,636	3,672	108.0%
JV Fiction	12,492	12,674		63,135	61,253	3.1%
YA Fiction	1,889	1,370		8,958	8,140	10.0%
JV Nonfiction	2968	3,057		12,353	13,404	-7.8%
YA Nonfiction	68	105		527	275	91.6%
JV Magazines	5	18		21	26	-19.2%
JV Music CDs	29	29		141	186	-24.2%
JV Audio Books	61	62		361	223	61.9%
JV DVDs**	829	861		6,799	5,081	33.8%
Video Games	17	17		156	111	40.5%

\* YTD % change not applicable.

\*\*As of July 1, 2015 all DVDs are free.

**PATRON COUNT**

Nov-15	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		313	217	203	281	203	293	1510
10:00		329	385	168	313	220	298	1713
11:00		316	346	170	226	202	364	1624
12:00		335	323	234	176	188	485	1741
1:00	751	359	250	305	201	244	415	2525
2:00	532	394	258	328	220	307	407	2446
3:00	475	737	432	397	420	361	297	3119
4:00	293	752	524	404	513	285	241	3012
5:00		753	427	390	428			1998
6:00		495	343	256	222			1316
7:00		254	270	152	166			842
DAY TOTALS	2051	5037	3775	3007	3166	2010	2800	21846

Nov. 2015	Nov. 2014	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
21,846	23,335	129,357	135,028	-4%

Closed 2 days: Veteran's and Thanksgiving. (22 hours)

**PASSPORTS**

Nov-15	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00				1		5	10	16
10:00		1			3	3	11	18
11:00		2	1	2	1		13	19
12:00			1		2	2	13	18
1:00	13	4		2		4	13	36
2:00	16	2	4	3	3	4	15	47
3:00	11	2	5	6	5	3	10	42
4:00	6	2	5	11	1	4	7	36
5:00		8	4	6	8			26
6:00		14	3	4	11			32
7:00		8	5		4			17

DAY TOTALS	46	43	28	35	38	25	92	307
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Nov 2015	Nov 2014	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
307	240	1825	1473	19%

**TEST PROCTORING**

**Proctored Tests**

November 2015	November 2014	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
13	4	64	67	-4%

**STAFF ACTIVITY**

Katie and Venessa attended Friday Huddles on November 13<sup>th</sup>, and 20<sup>th</sup>.

Venessa went to CLA Nov. 5-7<sup>th</sup>

Venessa attended the manager meeting on Nov. 12<sup>th</sup>.

Venessa worked with Yesenia on State Report on Nov. 19<sup>th</sup>

Venessa attended Rotary Meetings on Nov. 4, 11, 18, 25

Venessa attended Placentia Round Table Women's Club

Katie, Venessa, Laura, Sara, Estella, and Tim attended the Staff Meeting on November 17<sup>th</sup>.

Staff provided Setup/Take Down in the Meeting Room:

Lapsit Storytime for Children's on Nov 5, 12 and 19

Preschool Storytime for Children's on Nov 3, 10, 17 and 24

PTAC for Young Adult's on November 19

Chess to Checkers for Children's on Nov 6 and 20

Homework Club for Children's and Young Adults from Nov 2-5, 9-10, 12, 16-19

History Lectures for Adults on Nov 2

Corte Vista HOA (outside organization) on Nov 3

Yoga for Adults on Nov 4, 18 and 25

Greentree HOA (outside organization) on Nov 12

Volunteer Orientation for all departments on Nov 14

PLFF Meeting for Placentia Library Friends Foundation on Nov 9

Lego Club for Children's on Nov 10

Family Gaming for Children's on Nov 21

Board Meeting on Nov 16

Staff Meeting on Nov 17

Fullerton Plaza (outside organization) on Nov 24

Pocket Tales for Children's on Nov 25

Parenting Series for Adult's on Nov 17

Staff organized the following programs outside of the Community Meeting Room

Book Discussion for Adult's on Nov 10

Campfire Night for Children's on Nov 13

FIRST for Children's on Nov 23

Altura HOA (outside organization) on Nov 17

Laura took the deposits to the bank on Nov 3, 10, 17 and 24

Tim assisted with Campfire Night on Nov. 13

Tim filmed and edited a zombie/superhero video for the library to submit for a PLA Conference contest; video went on to have more than 6,000 views, 300 likes and 110 shares.

**ONGOING PROJECTS**

- Venessa is working with Anaheim on Mobile Circ/BLUE Cloud.

**NEW PROJECTS AND ACTIVITIES**

- Venessa is working on instructional videos for SLS Automation consortium meeting.
- Laura is working to add Pocket Tales to the Meeting Room Calendar every Wednesday from 6:30PM-7:30PM
- Laura is working to add Adult Literacy Sessions to the Meeting Room Calendar every Monday from 9Am-1PM

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Diane Warner, Administrative Assistant  
**SUBJECT:** City of Placentia Invoices for NOVEMBER 2015  
**DATE:** December 21, 2015

**CITY OF PLACENTIA INVOICES**

PERIOD COVERED FY 2015-2016	INVOICE DATE	SO. CAL EDISON	TURF (Mariposa)	GROUNDS (SA Aquatics)	IRRIGATION AT&T	FACILITY MAINT	TOTAL
July-Aug 2015	8-13-15	20,450.37	4,357.47	427.50	*	6,122.66	31,358.00
15-Sep	*	*	*	*	*	*	*
15-Oct	10-22-15	7,586.78	2,904.98	142.50	63.21	6,122.66	16,820.13
15-Nov	11-18-15	13,819.28	1,452.49	285.00	19.01	3,061.33	18,637.11
15-Dec	11-18-15					3,061.33	3,061.33
16-Jan							
16-Feb							
16-Mar							
16-Apr							
16-May							
16-Jun							
	<b>TOTAL</b>	<b>28,037.15</b>	<b>7,262.45</b>	<b>570.00</b>	<b>63.21</b>	<b>12,245.32</b>	<b>48,178.13</b>
	<b>AVG</b>	<b>9,345.72</b>	<b>1,815.62</b>	<b>142.50</b>	<b>21.07</b>	<b>3,061.33</b>	<b>12,044.54</b>

\*City Billing  
Not Received

PERIOD IN FY 2014-2015	INVOICE DATE	SO. CAL EDISON	TURF	GROUNDS	IRRIGATION CONTROL	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	*	*	1,452.49	*	*	*	1,452.49
14-Oct	10-08-14	8,081.06	1,452.49	285.00	8.57	12,245.32	22,072.44
14-Nov	11-17-14	13,758.60	1,452.49	142.50	16.91	3,061.33	18,431.83
14-Dec	*	3,708.42	1,452.49	*	*	*	5,160.91
15-Jan	1-15-15	7,868.53	1,452.49	427.50	8.38	6,122.66	15,879.56
15-Feb	*	4,123.46	1,452.49	*	8.38	*	5,584.33
15-Mar	03-19-15	*	1,452.49	142.50	16.85	6,122.66	7,734.50
15-Apr	*	*	*	*	*	3,061.33	*
15-May	05-20-15	8,892.88	2,904.98	427.50	17.00	3,061.33	15,303.69
15-Jun	*	*	*	*	*	3,061.33	*
	<b>TOTAL</b>	<b>\$ 67,405.31</b>	<b>\$ 17,429.88</b>	<b>\$ 1,852.50</b>	<b>\$ 100.63</b>	<b>\$ 36,735.96</b>	<b>\$117,401.62</b>
	<b>AVG</b>	<b>\$ 6,127.76</b>	<b>\$ 1,452.49</b>	<b>\$ 142.45</b>	<b>\$ 8.39</b>	<b>\$ 3,339.64</b>	<b>\$ 9,783.47</b>

PLACENTIA LIBRARY DISTRICT



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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:** Administration Report for November 2015  
**DATE:** December 21, 2015

**Accomplishments**

- Participated in the Public Library Association video contest.
- Met with HIS House Board members to discuss their needs for the upcoming December 11<sup>th</sup> fundraiser at the Library.
- Secured presenters for the Active Shooter training at the upcoming Staff Development Day on December 4<sup>th</sup>.
- Completed and implemented a Satisfaction Survey to assess Administration's performance and service levels.
- Continued to assist the Placentia Library Friends Foundation with the Author's Luncheon event.

**Meetings**

- Library Board of Trustees – November 16
- All-Staff – November 17
- Manager's – November 12
- Administrative Assistant – November 10, 24
- Friday Huddles – November 6, 20, 27
- Round Table Women's Club – November 4
- HIS House – November 17, 20
- Chamber of Commerce – November 19
- Santiago Library System – November 9
- Brea Police Department – November 25
- Library Consultants – November 6

**Professional Development**

- California Library Association Conference – November 4-8

**Upcoming Projects**

- CSDA District Distinction Award
- Centennial Remodel Project
- Special District Administrator Certification Examination

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PLACENTIA LIBRARY DISTRICT



Placentia Library District

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Public Services Manager  
**SUBJECT:** Children's Services Report for November 2015  
**DATE:** December 21, 2015

**MONTHLY STATISTICS**

	November 2015	November 2014	Y-T-D 2015-2016	Y-T-D 2014-2015	Y-T-D % change
Reference—in person	434	796	2,386	4,395	-45.71%
Reference--telephone	25	26	210	251	-16.33%
<b>Total Reference</b>	<b>459</b>	<b>822</b>	<b>2,596</b>	<b>4,646</b>	<b>-44.12%</b>
Total Number of Programs	41	34	181	188	-3.72%
Total Programs Attendance	985	947	7,320	7,808	-6.25%

**Children's Services Programs**

	November 2015	November 2015	November 2014	November 2014	Y-T-D 2015-16	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D 2014-15	Y-T-D 14/15 - 15/16	Y-T-D 14/15 - 15/16
	Number of Programs	Total Attendance	Number of Programs	Total Attendance	Total Programs	Total Attendance	Total Programs	Total Attendance	% Change Programs	% Change Attendance
<b>Regular Monthly Programs</b>										
Read to the Dogs	1	25	1	38	5	90	5	150	0.00%	-40.00%
F.I.R.S.T.	1	22	1	31	5	63	5	126	0.00%	-50.00%
Preschool Storytimes (3-6 years old)	8	183	6	154	36	888	38	996	-5.26%	-10.84%
Lego Club	1	29	0	0	2	74	8	167	100%	100%
Pocket Tales	4	99	4	112	19	589	19	605	0.00%	-2.64%
Lap Sit (0-2 years old)	6	265	6	290	36	1,570	25	1,419	44.00%	10.64%
P-TAC (Placentia Teen Advisory Council)	1	10	2	49	11	154	12	247	-8.33%	-37.65%
Tweens Chess To Checkers	1	13	1	13	6	97	5	83	20.00%	16.87%
Family Game Day	1	25	0	0	4	69	3	77	33.33%	-10.39%
Homework Club	13	180	11	165	30	553	42	608	-28.57%	-9.05%
<b>Special Programs</b>										
Campfire Night	1	80	1	65	1	80	1	65	0.00%	23.08%
Cover To Cover Registrations	1	43	1	30	1	292	1	201	0.00%	45.27%
Teen Reading Program	1	0	0	0	1	19	*	*	100%	0.00%
Wiggles & Giggles	1	11	0	0	1	39	0	0	100%	100%
<b>Totals</b>	<b>41</b>	<b>985</b>	<b>34</b>	<b>947</b>	<b>181</b>	<b>7,326</b>	<b>186</b>	<b>8,917</b>	<b>-2.69%</b>	<b>-17.84%</b>

\* Program not held  
 YTD totals include program totals from previous months not listed for the current month.

**ACHIEVEMENTS**

- Lori Worden weeded 476 items from the juvenile fiction collection.
- Lori Worden and Jennifer Rydberg planned and conducted the annual Campfire Night on November 13<sup>th</sup>.
- Lori Worden presented a display for the Campfire Night at the Library in the library display case.
- Lori Worden, Brenda Ramirez, Jennifer Rydberg, and Fernando Maldonado assisted with planning spring and Summer Children’s department programming, including the Summer Reading program.
- Brenda Ramirez began conducting the stories portion of Pocket Tales Storytime on November 18<sup>th</sup>.
- Brenda Ramirez planned and prepared materials for Holiday Decorating with Wendy Townsend.
- Jennifer Rydberg conducted Chess to Checkers on November 6<sup>th</sup>.
- Jennifer Rydberg conducted Lego Club on November 10<sup>th</sup>.
- Jennifer Rydberg conducted Family Game Day on November 21<sup>st</sup>.
- Jennifer Rydberg conducted F.I.R.S.T. on November 23<sup>rd</sup>.
- Jennifer Rydberg conducted the Storytime portion of Pocket Tales Storytime on November 25<sup>th</sup>.

**MEETINGS**

- Lori Worden, Brenda Ramirez and Yesenia Baltierra attended the all-staff meeting on November 17<sup>th</sup>.
- Lori Worden, Brenda Ramirez, Fernando Maldonado and Jennifer Rydberg attended a Children’s department Staff meeting on November 4<sup>th</sup>.
- Fernando Maldonado met with Yesenia Baltierra on November 25<sup>th</sup> to discuss upcoming programming.
- Fernando Maldonado attended Huddle Meetings on November 13<sup>th</sup>, 20<sup>th</sup> and 27<sup>th</sup>.
- Yesenia Baltierra attended PYLUSD Network Meeting on November 18<sup>th</sup>.

**PROFESSIONAL DEVELOPMENT**

- Brenda Ramirez attended the Webcast, *Reengaging Library Users*, on November 4<sup>th</sup>.
- Brenda Ramirez attended a *Children in Crisis* outreach visit with the Orange County Chapter of REFORMA on November 14<sup>th</sup>.
- Fernando Maldonado attended Young Adult Library Services Association symposium in Portland, Oregon on November 6<sup>th</sup> through November 8<sup>th</sup>.

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director

**FROM:** Yesenia Baltierra, Public Services Manager

**SUBJECT:** Adult Services Report for November 2015

**DATE:** December 21, 2015

**MONTHLY STATISTICS**

**Reference Desk Activity**

	November 2015	November 2014	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
Reference -- in person	845	829	3,750	4,583	-18.18%
Reference -- telephone	220	278	920	1595	-42.32%
Reference -- email/chat	21	5	39	16	143.75%
Technology assistance	234	423	1056	2445	-56.81%
Guest passes	67	150	364	717	-49.23%
Adult and Children's computer use (desktops)	2450	2411	16880	13979	20.75%
Adult computer usage (desktop)	2241	1981	12705	11744	8.18%
Public computer use (express laptops)	17	46	232	220	5.45%
Adult Program Attendance	266	148	1963	2034	-3.49%
Number of Adult Programs	21	11	95	61	55.74%

**History Room Activity**

	November 2015	November 2014	Y-T-D 2015-2016	Y-T-D 2014-15	Y-T-D % change
History Room Visitors	6	8	49	49	0.00%

**Volunteer Hours**

	November 2015	November 2014	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
History Room	43.5	11.5	145.75	53.25	173.71%
PLFF	442.5	497	2503.75	2811.5	-10.95%
General Library	534.5	250.25	2494.25	1647.25	51.42%
Technology	6	69.5	42.5	323.25	-86.85%
Homework Club	73	101.5	249.75	361.25	-30.87%
Adult Literacy Tutors	179	80	742.72	344	115.91%
PTAC	30.5	165.5	345.88	865.25	-60.03%

**Total Volunteer Hours** 1309 1175.25 7590.7 7575 0.21%

**Adult Services Programs**

Type of Program	Number of Programs November 2015	Attendance November 2015	Number of Programs November 2014	Attendance November 2014	Number of Programs YTD 2015-16	Attendance YTD 2015-16	Number of Programs YTD 2014-15	Attendance YTD 2014-15	Number of Programs YTD % change	Attendance YTD % change
Book Club	1	11	1	13	5	53	5	60	0.00%	-13.21%
Computer Workshops	2	16	2	17	12	89	14	122	-16.67%	-37.08%
Literacy Programs	3	35	2	13	17	196	13	58	-23.53%	70.41%
Summer Reading Program	0	0	0	0	2	517	0	108	100.00%	79.11%
Summer Reading Events	0	0	0	0	1	38	2	77	-100.00%	-102.63%
Database Instruction	3	7	1	10	9	47	1	10	88.89%	78.72%
Volunteer Programs	2	49	1	42	4	100	2	74	50.00%	-26.00%
Health & Fitness Programs	3	50	3	47	12	161	12	208	0.00%	-29.19%
Parenting Programs	1	10	1	6	2	10	4	27	-100.00%	-170.00%
Art Programs	0	0	0	0	1	20	1	21	0.00%	-5.00%
Educational Programs-varied topics	2	59	0	0	7	217	3	78	57.14%	64.06%
Outreach	4	29	0	0	8	51	2	14	75.00%	72.55%
<b>Totals</b>	<b>21</b>	<b>266</b>	<b>11</b>	<b>148</b>	<b>80</b>	<b>1499</b>	<b>59</b>	<b>857</b>	<b>26.25%</b>	<b>42.83%</b>

<b>Adult Literacy</b>		
	<b>Nov. 2015</b>	<b>Nov. 2014</b>
Number of Tutors	16	15
Number of Students	26	22
<b>Total Number of Participants</b>	<b>42</b>	<b>37</b>

<b>Computer Literacy</b>		
	<b>Nov. 2015</b>	<b>Nov. 2014</b>
Number of Tutors	1	4
Number of Students	3	10
<b>Total Number of Participants</b>	<b>4</b>	<b>14</b>

**ACHIEVEMENTS**

- Jeannie Killianey updated the December Artist series slideshow and bibliography.
- Jeannie Killianey coordinated two Computer Workshop session dates.
- Jeannie Killianey provided outreach services to Emerald Isle on November 9<sup>th</sup>/ 23<sup>rd</sup> and conducted a brief iPad Basics workshop on November 23<sup>rd</sup>.
- Jeannie Killianey updated the book trough for the December Holiday programs including an updated bibliography.
- Jeannie Killianey, Wendy Townsend, and Coleen Wakai provided program content for the next issue of the eXPLORE Newsletter.
- Wendy Townsend selected books for Rotary and Kiwanis.
- Wendy Townsend completed schedules for the month of December.
- Coleen Wakai and Jeannie Killianey conducted a Volunteer Orientation, November 14<sup>th</sup>.
- Coleen Wakai completed two interviews with potential literacy tutors, and two literacy student assessments.
- Coleen Wakai and Laura DeLeon provided outreach for literacy tutors at CSUF Field Day, November 9<sup>th</sup>.

**MEETINGS**

- Wendy Townsend attended the Heritage Coordinating Council Meeting on November 3<sup>rd</sup>.
- Wendy Townsend attended a Kiwanis meeting on November 5<sup>th</sup>.
- Wendy Townsend attended the Placentia Historical Committee meeting on November 24<sup>th</sup>.
- Nadia Dallstream and Yesenia Baltierra met on November 30<sup>th</sup>.
- Coleen Wakai and Yesenia Baltierra met on November 3<sup>rd</sup> and 25<sup>th</sup> regarding Literacy Program
- Coleen Wakai and Yesenia Baltierra met Theodore Gordon, Tai Chi Instructor on November 20<sup>th</sup>.
- Yesenia Baltierra attended the Placentia Community Collaborative Meeting on November 17<sup>th</sup>.

**PROFESSIONAL DEVELOPMENT**

- Wendy Townsend completed CERT training.
- Jeannie Killianey participated in the webinar "Bring 'em Back: Re-engaging Library Users" on November 4<sup>th</sup>.
- Coleen Wakai and Yesenia Baltierra attended the CLLS Orientation and Adult Literacy Pre-CLA Conference Workshop in Pasadena, November 5<sup>th</sup>.
- Yesenia Baltierra attended CLA Conference November 5<sup>th</sup> through November 8<sup>th</sup>.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director

**FROM:** Katie Matas, Librarian I

**SUBJECT:** Placentia Library Website & Technology Report for November 2015

**DATE:** December 21, 2015

**On-line database usage**

	November 2015	Onsite Usage 11/15	Remote Usage 11/15	November 2014	Y-T-D 2015- 16	Y-T-D 2014- 15	Y-T-D %
Placentia Library Catalog	12,988	N/A	N/A	15,045	73,880	85,819	-14%
General Reference Center	108	89	19	80	275	340	-19%
Biography In Context	282	256	26	84	460	178	158%
Opposing Viewpoints	465	455	10	1200	693	1,746	-60%
Freegal	1,410	N/A	N/A	544	6,003	2,937	104%
Heritage Quest	1,981	N/A	N/A	301	5,803	2,798	107%
Novelist	23	N/A	N/A	23	318	261	22%
Public Library Core Collection Nonfiction (new June 2015 staff use only)	584	N/A	N/A	N/A	1,657	N/A	N/A
Pronunciator (new Sept. 2014)	47	N/A	N/A	136	488	479	N/A
ABC Mouse (new Sept. 2014)	53	N/A	N/A	32	344	105	N/A
Career Cruising (new June 2015)	5	N/A	N/A	N/A	31	N/A	N/A
Tumblebooks	8	N/A	N/A	226	545	1,276	-57%
Reference USA	236	N/A	N/A	297	962	1,257	-23%
Enki (new Oct. 2014)	0	N/A	N/A	3	11	13	N/A
Hoopla (new May 2015)	143	N/A	N/A	N/A	754	N/A	N/A
Overdrive e-books	881	N/A	N/A	664	4,894	3,892	26%
Overdrive audio books	532	N/A	N/A	366	2,684	1,854	45%
Zinio (new Oct. 2014)	70	N/A	N/A	1	396	1	N/A
<b>TOTAL DATABASE USAGE</b>	<b>19,816</b>	<b>800</b>	<b>55</b>	<b>19,002</b>	<b>100,198</b>	<b>102,956</b>	<b>-3%</b>

**Website Traffic**

	November 2015	November 2014	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
Website visits	11,399	9,212	62,251	94,225	-34%
Page Hits	18,993	16,309	104,024	162,840	-36%

**Computer & Online Resource Use**

	November 2015	November 2014	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change		
Placentia Residents			1244	984	6,689	5,201	29%
Non-Placentia Residents			869	654	4,683	3,227	45%
<b>Total</b>			<b>2113</b>	<b>1,638</b>	<b>11,372</b>	<b>8,428</b>	<b>35%</b>

**Wifi Use**

	November 2015	Y-T-D 2015-16
<b>Total</b>	<b>2,069</b>	<b>9,430</b>

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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 2016: 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 2016.

**DATE:** December 21, 2015

**BACKGROUND**

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

Below are the 2015 observed Federal Holidays:

Friday, January 1	New Year's Day
Monday, January 18	Birthday of Martin Luther King, Jr.
Monday, February 15	Washington's Birthday
Monday, May 30	Memorial Day
Monday, July 4	Independence Day
Monday, September 5	Labor Day
Monday, October 10	Columbus Day
Friday, November 11	Veterans Day
Thursday, November 24	Thanksgiving Day
Monday, December 26	Christmas Day

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

- Martin Luther King, Jr. January 18
- Columbus Day October 10

Please refer to Attachment A for recommended dates.

Attachment B is Resolution 16-05: 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 2016.

**RECOMMENDATIONS**

1. Determine the regular meeting dates and time for 2016.
2. Read Resolution 16-05 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 2016.
3. Adopt Resolution 16-05.

**PLACENTIA LIBRARY BOARD MEETING CALENDAR**

January 2016 – December 2016

<b>MONTH</b>	<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
January (fourth Monday)	26*	6:30 p.m.	Community Meeting Room
February (fourth Monday)	22*	6:30 p.m.	Community Meeting Room
March	21	6:30 p.m.	Community Meeting Room
April	18	6:30 p.m.	Community Meeting Room
May	16	6:30 p.m.	Community Meeting Room
June	20	6:30 p.m.	Community Meeting Room
July	18	6:30 p.m.	Community Meeting Room
August	15	6:30 p.m.	Community Meeting Room
September	19	6:30 p.m.	Community Meeting Room
October	17	6:30 p.m.	Community Meeting Room
November	21	6:30 p.m.	Community Meeting Room
December	19	6:30 p.m.	Community Meeting Room

RESOLUTION 16-05  
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 2016

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 dates of January 26 and February 22, 2016, the Regular Board Meeting for Calendar Year 2016, dated December 21, 2015.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California )

)ss.

County of Orange )

I, Jo-Anne Martin, 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 Twenty-First day of December 2015.

IN WITNESS THEREOF, I have hereunto set my hand and seal this Twenty-First day of December 2015.

\_\_\_\_\_  
Jo-Anne Martin, Secretary  
Placentia Library District Board of Trustees



**Placentia Library District**

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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 21, 2015

**BACKGROUND**

The following positions need to be elected:

President (Incumbent is President Shkoler)

Secretary (Incumbent is Secretary Martin)

**RECOMMENDATION**

Elect a Library Board President and a Library Board Secretary for 2016.



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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 2013 by the Board President

**DATE:** December 21, 2015

**BACKGROUND**

The following positions need to be appointed:

*Incumbents are in parentheses.*

Representative to Special District Local Area Formation Commission (LAFCO) Selection Committee (*Trustee Carline and Trustee Martin 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*)

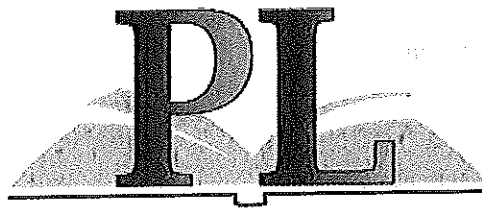
Independent Special Districts of Orange County (ISDOC) (District reinstated membership this year; hence, there are no appointments from last year)

Personnel Committee (*President Shkoler and Trustee Carline*)

Representative to the Placentia Community Network (*Staff*)

**RECOMMENDATION**

Appoint Library Board Representatives for 2016.



*Placentia Library District*

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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:** Request from Ms. Beatrice Quintanar for continuation of all benefits as full-time status for December 2015 and January 1, 2016.

**DATE:** December 21, 2015

**BACKGROUND**

Ms. Beatrice Quintanar, Library Clerk, has been employed with the Placentia Library District since November 1998. Ms. Quintanar was absent for an extended period of time recently due to a medical condition. During her absence, she exercised her Family Medical Leave Act rights which ended on December 7, 2015. Additionally, Ms. Quintanar participated in the Catastrophic Leave program which resulted in 160 donated hours from co-workers.

Per a doctor's note, Ms. Quintanar was permitted to return to work on a 4-hour shift, beginning December 7, 2015 through January 1, 2016. The District has made reasonable accommodation for Beatrice to return to work on December 7, 2015 on a part-time basis through January 1, 2016.

Placentia Library District provides benefits to regular full-time employees and pro-rate allocation for employees working 20 or more hours, with the exception of Policy 2030 – Holidays which only applies to all regular full-time employees.

Ms. Quintanar is requesting that all her benefits be compensated as regular full-time status during her part-time schedule for December 2015 and January 1, 2016. These benefits include:

- Policy 2020 – Vacation Accruals (December 1, 2015 – January 1, 2016)
- Policy 2030 – Holidays (December 24, 25, 31, 2015 and January 1, 2016)
- Policy 2040 – Sick Leave Accruals (December 1, 2015 – January 1, 2016)
- Policy 2050 – Bereavement Leave (December 1, 2015 – January 1, 2016)
- Policy 2060 – Jury Duty (December 1, 2015 – January 1, 2016)
- Policy 2110 – Health and Welfare Benefits (December 1, 2015 – January 1, 2016)
- Policy 2120 – Educational Assistance (December 1, 2015 – January 1, 2016)

Attachment A is Ms. Quintanar's request.

Fiscal Impact: \$3,818+

**RECOMMENDATIONS**

1. Motion to approve Ms. Beatrice Quintanar's request to continue to receive all benefits as full-time status for December 2015 and January 1, 2016 during her part-time schedule for these periods.
2. Approve by a roll call vote.



**PLACENTIA LIBRARY DISTRICT**

December 10, 2015

To: Placentia Library Board of Trustees  
Placentia Library District

From: Beatrice Quintanar

My employment started on November 8, 1998 and I am requesting my benefits be extended for December 2015 and January 1, 2016. I have been ill for the last 4 months and my doctor gave me a note to return to work on Dec. 7, 2015 part time.

**Benefits include:**

- Policy 2020-Vacation Accruals (12/1/2015-01/01/2016)
- Policy 2030-Holidays (12/1/2015-01/01/2016)
- Policy 2040-Sick Leave Accruals (12/01/2015-01/01/2016)
- Policy 2050-Bereavement Leave (12/01/2015-01/01/2016)
- Policy 2060-Jury Duty (12/01/2015-01/01/2016)
- Policy 2110 Health and Welfare Benefits (12/01/2015-01/01/2016)
- Policy 2120 Educational Assistance (12/01/2015-01/01/2016)

Beatrice Quintanar  
Library Clerk/Passport Agent

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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:** Authorization to enter into an Agreement with Sam McBane Mulford, Strategist, to facilitate the Centennial Facility Plan meetings.

**DATE:** December 21, 2015

**BACKGROUND**

As the Placentia Library District continues to explore the feasibility of a Centennial Facility Plan, we need to identify a steering committee that includes community partners, then proceed with an initial meeting to be facilitated by a professional library consultant.

Ms. Sam McBane Mulford owns Ideation Collaborative, whose business is bringing people together for dialogue and problem solving in different phases of a project. Ms. McBane Mulford has over 21 years of experiences in strategic master planning, programming, and design of both large and small-scale public and private projects. She has worked with the Omaha Public Library, Carmel Clay Public Library, Dr. Martin Luther King, Jr. Joint Library, San Jose Public Library, City of Sunnyvale Library, Santa Clara County, and the City of San Jose.

Ms. McBane Mulford will be responsible for the preplanning process of the Centennial Facility Plan. This process may include the needs assessments, long and short-term building programs, requirement specifications, and build consensus for a plan that will be important in all aspects of ensuring the success of the District's Centennial Facility Plan. She will guide the conversations and exercise to help everyone involved to understand the reasons and needs for the change.

At the December 15, 2014 Library Board of Trustees meeting, it was decided that a steering committee was needed to move forward with the Centennial Facility Plan, and that members include a Library Trustee, Library Director, Staff, City, School Board Superintendent, PLFF Board Director, and selected members of the community. The steering committee is to develop a strategy for the Centennial Facility Plan, inclusive of staff's feedback. Community members to consider:

- Rotary Club
- Kiwanis
- Lions Club
- Round Table Women's Club
- Chamber of Commerce
- Southern California Edison
- Southern California Gas Company
- Time Warner Cable
- Premier Jeep
- Downtown Merchants

Attachment A is the proposal from Ms. McBane Mulford.

Attachment B is Ms. McBane Mulford's qualifications.

Fiscal Impact: \$7,500

**RECOMMENDATIONS**

1. Motion to authorize entering into an agreement with Sam McBane Mulford, to facilitate the Centennial Facility Plan meetings.
2. Authorize by roll call.

Jeanette Contreras, Director, Placentia Public Library  
411 E. Chapman Ave.  
Placentia, CA 92870

**Re: Centennial Remodel Project Planning and Engagement Activities**

I am excited to offer this proposal for professional services in support of your Centennial Library remodeling project. I understand you'd like to create a planning team and engage your community and stakeholders in imagining different possibilities and priorities for the future. You will get a sense of what your community values and help shape how a remodeled Library might support future customer experiences.

**Scope**

**Session 1: Planning Team Mobilization**

This ¼ day session (10 am to 3 pm) will include:

- Formulation of Planning Team (roles and responsibilities, roadmap of planning activities, preliminary schedule)
- Development of a Communication and Engagement Plan (input and feedback activities to include communication on the project (internal and external) as well as community surveys, opportunities for aspirational conversations, and exploration of adaptive reuse of the remodeled facility.

**Session 2 and 3: Imagining Adaptive Reuse of the Library: Community Charrettes**

In two separate ¼ day sessions (10 am to 3 pm), scheduled to ensure the greatest participation and able to accommodate 40 to 60 people each, the consultant will facilitate community members through a process of identifying needs of the community, and imagining the types of spaces that will meet those needs as well as flexibly adapt to emergent future needs. Community members will play with to scale representations of spaces in plan form, and will create stories of how spaces will be used, what amenities will be available, and what relationships spaces should have to each other to best create a vibrant library that well serves its community.

These three sessions are assumed to happen on three different dates, with enough time between the Planning team meeting and the charrettes to insure sufficient lead time to invite participants.

**Fees**

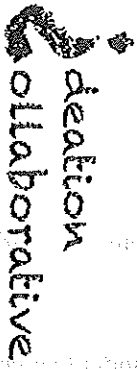
Fees are inclusive of all consultant expenses (travel, lodging, local transportation and miscellaneous facilitator supplies. Consultant will rely on the Library to arrange for or provide two easels and flip charts for each session.

Fees for Professional Services \$ 7500.00.

Sincerely,

Sam McBane Mulford, strategist, ideation collaborative  
[sam@strategiicomp.com](mailto:sam@strategiicomp.com) | 408.387.9020

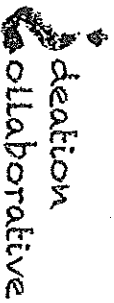
# Personnel, Qualifications and Experience



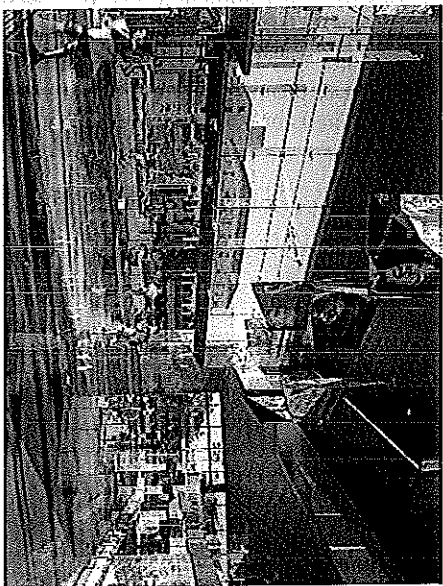
is a woman-owned, small business enterprise founded by Sam McBane Muford April 1, 2007. Future-focused, inquisitive, and mindful of organizational history and culture, the firm practices the development of strategic actioning as the next generation [2.0] of strategic planning. Sam innovatively facilitates strategic dialogue and perspective, supplemented by research and data gathering, systems analysis, benchmarking best practices, pioneering methodologies to establish priorities, and inventive service model development. The result is simple articulation and clarity in specific goals that drive decision-making on a daily basis, allowing the organization to achieve its vision.

The firm's unique core competency and value is in process design and facilitation, which applies to every project undertaken. Community outreach and engagement is vital to successful public and not for profit projects, and must be comprehensively planned and actively facilitated throughout to ensure success. In a society where every new product released must have 'i' in its name, Iec's work is focused in the 'we'. Very little of great value is actually accomplished alone in this world, and facilitating groups and whole communities to develop a shared vision and work toward it together is powerful, if not game-changing.

November 30, 2015



Reaching out and establishing a forum for dialogue and problem solving is critical to every phase of a project, from its strategic planning through its tactical execution. Maintaining the conversation with a community beyond initial input and throughout the implementation of any project or idea will guarantee that emerging issues are addressed readily and do not negatively impact the process. Active listening and being responsive creates trust and advocacy within the community with you and for your project.



The firm's additional expertise is in working with organizations to move from 'doing more with less resources' to 'doing more with more partners, perspective, and purpose in the community', as well as the impact of current and emerging technologies on needs, services and facilities. Sam is constantly seeking future foresight and emergent thought in various professions, industries, and institutions for opportunities for cross-pollination and fertilization of models and solutions that can be evolved to your specific issues. Sam applies strategic perspective and principles to problem seeking, research and analysis, and opportunity-driven solutions.





**Sam McBane Mulford, strategist**

Sam McBane Mulford will serve as principal in charge and key contact for this project.

Sam will work with you to complete the strategic planning project. She is adept at designing and facilitating processes, research, data gathering and analytics, and technologies that synthesize data into rich information that drives decision-making and resource allocation. Sam is not an invisible facilitator, but a dynamic and energetic advocate for community, stakeholder, and staff engagement. She will lead the process design and facilitation work described in this proposal, to include engaging the Commission, stakeholders, patrons, staff, library advocacy groups, and community. Use of innovative facilitation techniques to manage both small and large group interactions, supported by technologies to include audio, video, laptops and projectors to both present information and capture the detailed discussion that occurs, are the means by which she is able to work in an intensely collaborative way.

As the principal strategist and founder of i.e.c., Sam has over twenty-one years experience in the strategic master planning, programming, and design of both large and small-scale public and private projects. Her twelve years tenure with Anderson Brulé Architects, Inc. (ABA), last serving as a Principal in the firm, allowed her to develop deep expertise with libraries who sought to re-imagine and reinvent to stay relevant and valued within their communities. Passion and

expertise in systems analysis, process design, and facilitation allow her to work with clients and communities to design and implement project processes that are unique to the community needs and serve to support organizational and community goals and values. Intuitive and discrete knowledge and understanding of information systems, knowledge management, and technology facilitate rapid development of processes, systems, and tools within a project that tend to serve the client long after successful project completion. Staff who participate in the process learn and adopt the disciplines and principles of facilitation, process planning and management, and appropriate documentation.

Sam has a thorough understanding of the trends affecting public libraries and the services they need to provide, both now and in the future. She has studied other service delivery models, outside the library realm, to see what can be adopted or adapted to transform the traditional public library into one that is positioned to nimbly respond to changing community needs. This forward-thinking look at service models is designed to meet rapidly evolving and increasingly diverse community needs.

**Select relevant experience**

- Omaha Public Library Strategic Plan, Omaha, Nebraska
- Carmel Clay Public Library Strategic Plan, Carmel, IN
- Tidewater Community College and Virginia Beach Lifelong Learning Resources Center, Feasibility Analysis, Strategic Operational Planning and Preliminary Programming, Virginia Beach, VA
- Dr. Martin Luther King, Jr. Joint Library Feasibility, Strategic Operational Planning and Design, The

Redevelopment Agency, City of San José / San José State University, San José, CA\*

- Innovative Library Service Model (ILSM) – The San José Way, for San José Public Library Branches, San José, CA\*
- First 5 Santa Clara County Strategic Plan, San José, CA\*
- Town of Los Gatos Civic Center and Library Master Plan, Los Gatos, CA\*
- City of Sunnyvale Library of the Future Study and Strategy – Community Needs Assessment and Plan of Service, Library Building Program, Facility Scenarios and Preferred Facility Strategy, Sunnyvale, CA\*
- Redwood Shores Community Library, Library Needs Assessment, Plan of Service, Program, Conceptual Design, Library Bond Act of 2000 Grant Application (awarded), City of Redwood City, CA\*
- City of San José Civic Center Mission Development and Strategic Operational Plan, San J, CA\*

\*Experience during tenure of ABA

#### Education

- College of Environmental Design, Texas A&M University
- San Francisco Institute of Architecture, San Francisco
- Advanced Management Institute of Architects and Engineers

#### Professional affiliations and Community Service

- American Library Association, Public Library Association, and California Library Association
- Urban Libraries Council
- World Future Society
- International Association of Facilitators
- Saratoga, California Library Commissioner
- Santa Clara County Library's The Reading Program Literacy Tutor
- Our House Homeless Teen Center Volunteer

- Habitat for Humanity, San José, Volunteer

#### Publications

- McBane Mulford, Sam, and Ned A. Himmel. How Green is My Library? Santa Barbara, California: Libraries Unlimited, 2010.
- Davy, Kyle V., and Susan L. Harris. Value Redesign: New Models for Professional Practice. Atlanta, GA: Greenway Communications, 2005. (Contributor)



November 30, 2015

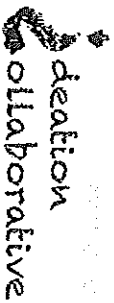
SJPL has worked with over 35 libraries and has been involved in the strategic planning, programming, and design of almost 3 million square feet of public and academic library space – for libraries ranging from 5,000 to ½ million square feet. Highlighted here are a few select projects that represent the scope of the strategic planning, service model development, and design experience with libraries.

Examples of innovations created within the work done with libraries include patron-centric service philosophies and models, leveraged staffing models, spatial allocations and relationships that support diverse and changing use of the library, and organizational advancement plans focused on readying the organization for 21<sup>st</sup> century library services to meet emerging needs.

- OPL in Omaha is beginning its service model transformation before beginning implementation of the strategic plan, using lean principles and new technologies to leverage staff to greater and higher value in direct patron service. Development of and training in core competencies for all staff ensure consistency in customer experiences throughout the system, and builds capacity in the organization to do more with the resources they have. Integration of special competencies (process design, facilitation, and project management) will support them in the NEXUS role within the community, designed to place OPL in the midst of and providing strategic support for the megacommunity approach to resolving Omaha's underlying socioeconomic and community-building issues.

- SJPL and SJSU in San Jose partnered to provide seamless services to the academic and public library communities, which required rethinking and careful analysis of how to zone potentially conflictive activities, support serendipitous learning and interaction, and provide a broad spectrum of service responses to meet extremely diverse needs within one facility. Regardless of joint use, every library in America needs to explore these concepts as they serve four very different generations daily and begin to encounter increasing diversity through population migration and immigration.

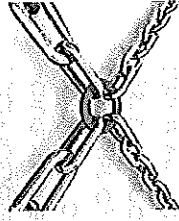
- In addressing the generational conundrum, TCC and VBPL in Virginia Beach, VA explored how to enrich lifelong learning through intergenerational learning and sharing through sophisticated development of services and programs and use of space in their new facility. Teens teaching seniors how to use new technologies, and giving parents richer opportunities to be involved in their children's learning through parallel or associated content are some examples. Where military communities have always had greater ethnic and cultural diversity, population migration and immigration is accelerating that in Virginia Beach. Assertive development of programs and content to embrace diversity and create a stronger community through conversation is a new and exciting direction for these libraries.



**Omaha Public Library Strategic Plan, Omaha, Nebraska**

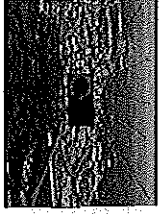
Through community and organizational analytics, OPL found itself underutilized within and undervalued by its communities. It created an exciting and extremely challenging dual strategy to address these issues and reach essentiality to ensure its sustainability.

- **Omaha needs a Nexus to create greater positive impact through community collaboration**
- **OPL needs to extend its reach and serve even more people in its communities**



Nexus places OPL in fundamental, strategic support of the myriad organizations that are focused on resolving underlying issues in Omaha.

OPL will serve as an essential connection with and between Omaha's public, private, and non-profit organizations and citizens as the public sphere intersection at which these organizations and individuals join together to address compelling issues. As catalyst and collaborator, OPL will proactively engage and strategically support these organizations.



Long Reach is an enhancement of the standard public library method for identifying needs, developing resources and services that address them, and attracting patrons to the Library. The added element in the Long Reach strategy is the use of market segmentation to better understand the lifestyles and lifestyles of people in OPL's communities, and to grow the number of patrons by reaching niche interests, individuals, and groups.

Nexus and Long Reach work in tandem – each supports the other:

- Strategic alliances are a trusted referral for OPL to their service populations, creating new patrons
- Long Reach patrons discover Nexus organizations that can help them with issues
- OPL resource allocations to either core strategy can be leveraged to achieve the goals in both

The strategic plan is based upon integration of key concepts discovered and identified as critical during the analytics and strategy phases of the planning process:

- **Essentiality and the OPL Brand**  
Outcomes of both core strategies will create patron and communities' recognized value of OPL, resulting in OPL perceived as essential to its ecosystem.
- **Business Principles and Practices**  
Integration of private practices into the work of OPL will generate a process orientation and development of project management proficiencies that leverage people and resources to achieve the new purpose as evidenced through sophisticated performance measurements.
- **Market Segmentation**  
Utilization of this analytics and business intelligence tool is being pioneered by OPL and few other public libraries, and offers a rich understanding of the demographics, lifestyles, lifestyles, and values of patrons. Key findings and recommendations for OPL are highlighted in this section.
- **Alignment of Facilities Master Plan**  
Reaching patrons requires place, whether physical or virtual. Creation of a comprehensive, but fluid, capital

improvement program will give OPL the ability to prioritize facility investments through core strategies.

These concepts, when integrated into and addressed within OPL's leadership perspective, relationships, service delivery, and operations, will create capacity to achieve the Nexus and Long Reach core strategies.

Sam designed and facilitated OPL through the strategic planning process, which included extensive community and staff engagement. For maybe the first time, OPL invited its community leadership into the process and actively listened to what leadership thought OPL should be doing to improve the quality of lives in the communities it serves. Where partnerships existed, this outreach paved the way for strong, strategic alliances that places OPL at the table for community wide discussions and action.

#### **Creating a Collaborative Culture through Community Engagement: Omaha Public Library IMLS National Leadership Grant**

OPL is implementing its strategic plan, and Sam engaged Cheryl and they approached the Director last year to write and submit a National Leadership grant application to the Institute of Museum and Library Services. OPL, with ILC and fully engaged as consultants, was awarded a \$407,000.00 grant over two years to develop a replicable, scalable, model for public libraries as anchor institutions to create a new discipline - utilizing community engagement to help their members connect, solve problems, and create and innovate new value in their communities. OPL has partnered with the University of Nebraska at Omaha, College of Public Affairs and Community Services, Center for Public Affairs Research

to provide the outcomes development and evaluation components.

Healthy communities are comprised of engaged citizens. This project addresses the need for Public Libraries to clearly define and expand their role in the community, and to demonstrate new value in a transparent and tangible way. Community engagement as practiced in the public, private, and even non-profit sectors is usually focused around the organization's agenda. Our communities need neutral, trusted institutions with no agenda to facilitate engagement and bring people together to participate in shared learning and help them achieve their goals.

This project addresses the IMLS strategic goal of "promoting museums and libraries as strong community anchors that enhance civic engagement; cultural opportunities, and economic vitality." It is process oriented, as we intend to discover and codify the best practices of community engagement and create the foundation for the body of these activities to become a discipline specific to libraries.

The intended audiences for this project are the communities we serve: individuals to organizations and agencies, and the community at large. The library is a community-based organization that is seen as a place where ideas and opinions can be freely shared, and is well poised to work in collaboration with community, civic, and business leaders to craft a better system for connecting individuals to each other, and to their communities.

Specific project activities include the development of a community asset map as groundwork for engagement efforts that define interest or issue arenas and who is doing what, why, and how, revealing opportunities for collaboration and greater engagement. The design and implementation of

multiple pilot projects, progressing in complexity from a relationship/connection orientation through problem solving and collaboration and eventually into the realm of creativity and innovation will integrate best practices and will build upon successes. Staff will learn just in time, with training, but mostly through doing the work with experts and partners. The project will deliver a set of principles, practices, and tools in the discipline of community engagement including:

- A scalable model for community engagement that is inclusive of ideas, opinion, and feedback from community leadership and library patrons
- Knowledge, practice, tools, guidelines, and capacity building resources that position the public library as a community anchor organization, facilitating engagement of individuals and organizations to connect with people and find networks, solve problems, and even innovate
- Methods for designing and measuring outcomes for community engagement, and metrics for determining effectiveness of services and programs that make a difference

Our communities, and those of other libraries that adapt and scale this model, will benefit by improving the quality of life through a sense of connection and belonging. The big-picture outcome for this project is two-fold. In Omaha, OPL will create a culture of awareness, options, and the choice to connect and become engaged in the community. For the library field this project will produce and disseminate a disciplined practice for library and community engagement.

Through community and organizational analytics, OPL found itself underutilized within and undervalued by its

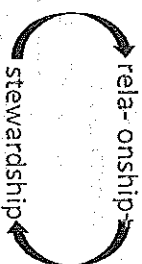
communities. It created an exciting and extremely challenging dual strategy to address these issues and reach essentiality to ensure its sustainability.

**Carmel Clay Public Library Strategic Plan, Carmel, Indiana**  
SCL began a journey in mid-2011 to seek our future: to determine who we would be, and why. Along the way, we found our future was really Carmel's future, and learned from our patrons that we should not lose what we do well in becoming what we will need to be.

This plan represents the discovery of how CCPL will serve its communities in an increasingly dynamic and complex world. It is strategic in nature – more detailed tactical plans will develop in implementation of our strategy.

Strategy is how we achieve our long-term vision by accomplishing nearer term goals. Strategy will shift and course correct given change in our environment; continual attention to strategy is powerful in becoming an even more nimble organization. This plan will become a living document – one that adapts and evolves relative to CCPL's successes and Carmel's emergent needs.

CCPL's strategic direction is simple: **relationships and stewardship.**



CCPL will broaden and deepen its **relationships** with:

- patrons (individuals and families)
- organizations (community services, not for profits, philanthropic, public agencies, business, corporations, retail, and commerce, other libraries)
- communities served and the library profession at large

Engaging in collaborative relationships will strengthen our ability to embed ourselves and become integral to our communities, giving us the ability to anticipate changes in needs as well as emergent issues in Carmel and our larger world.

Through relationships, CCPL entrusts itself with **stewardship** of Carmel's successes. Facilitation and servant leadership are elemental to stewardship, and CCPL will employ the spectrum of facilitative and leadership roles from responsive through collaborative to dynamic in working for and with Carmel:

- responsive facilitation eases the work of an individual or group and helps them achieve their goals
- collaborative facilitation entails learning and doing together, seeking and defining problems, and co-creating solutions
- dynamic facilitation requires inquiry and advocacy, as well as active participation in and even influence on the outcome

Our goals are statements of the collective community's benefits as realized through what we choose to do and provide. CCPL will move from our place of strength in the Opportunity quadrant into three new arenas, resulting in:

- opportunities for CCPL to grow current performance excellence into new and exciting realms

- prospects for greater community engagement through enhanced and extended presence in and dialogue with the communities
- a strong community that collaborates in seeking and solving its problems together and for the greater good
- an exemplary model for strong communities that intend to shape their preferred future

**Opportunity in Carmel is maximized for all that opt to seek.**

- lifelong discovery and learning
- education and entertainment
- entrepreneurship and invention

**Carmel's experiences are enriched by CCPL's Presence in the communities it serves.**

- physically distributed and virtual access to library services, content, and experiences
- collaborative service delivery (public/private/non profit)
- strategic alliances that produce holistic results

**Carmel's Voice leads its development and future success.**

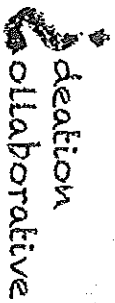
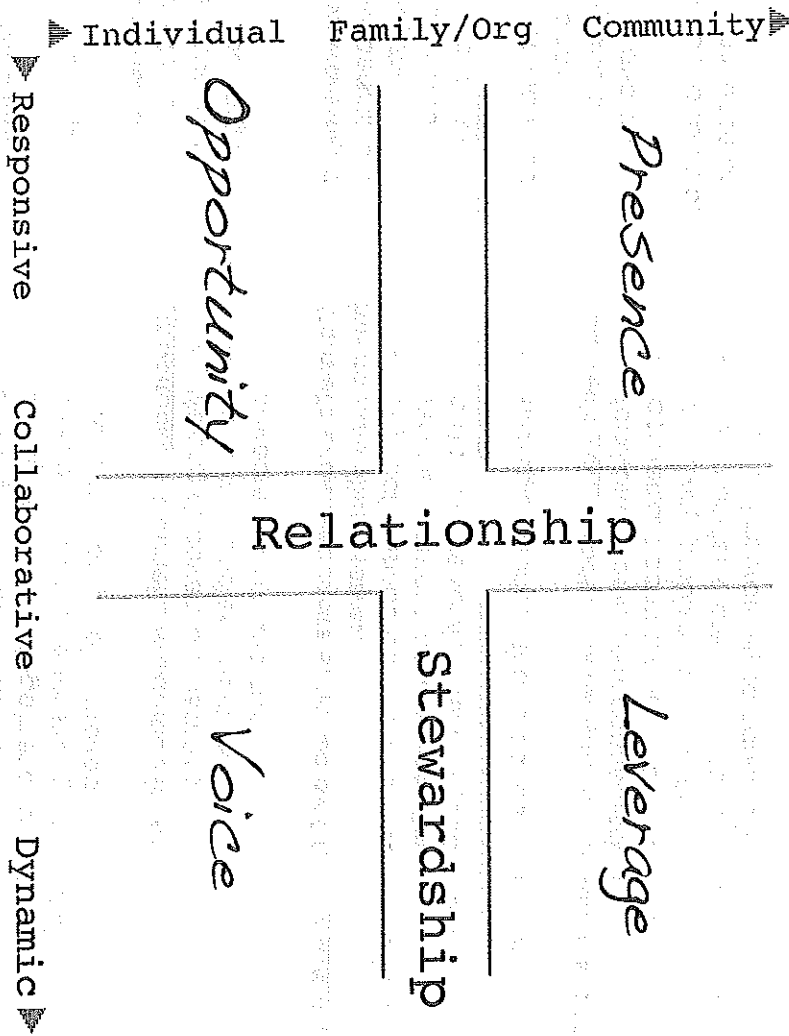
- facilitated community connectedness
- conversant communities avoid crucial conversations by solving problems proactively
- communities share a vision for Carmel's future and work collaboratively to achieve it

**The Carmel community is fully engaged in active Leverage of all its community assets – people and places.**

- cataloging and mapping of community assets
- utilization of community resources for greater, collective ROI
- wealth of social capital

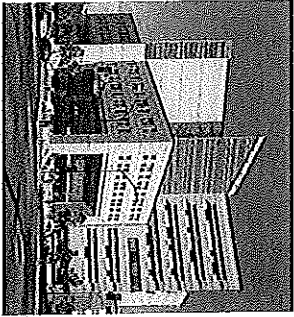
Creating axes with **relationship** and **stewardship**, community and staff participants in a strategy workshop diagrammed quadrants that define four places in which CCPL either exists or will strive to be. Each quadrant reflects an intersection of the spectrums in relationships and stewardship, and the key concepts in the quadrants themselves become CCPL's strategic goals.

CCPL Strategy Model





**Dr. Martin Luther King Jr., City of San Jose & San Jose State University Joint Library, Library Plan, Feasibility, Strategic Operational Plan and Space Program | San Jose, CA**



This is a first-of-its-kind model that combines library services for a city and university system. ABA was selected to prepare, facilitate, and document the development of a Library Plan through its feasibility analysis of organizational structure, fiscal and operational issues. After more than 150 meetings with library staff, ABA developed a Strategic Operational Plan that focuses on seamless service delivery and integration of the two libraries. **Sam McBane Mulford** co-designed and facilitated the process. She also developed the Access database for the building program, and participated in the conceptual and schematic design, as well as the design development.

ABA served as the associate architect in collaboration with Gunnar Birkerts and Carrier Johnson for this 474,500 square-foot library. This is the first time in history that a major city public library and a major university library created a joint metropolitan facility. ABA, worked closely with the prime architect, provided design details, specifications, budget reconciliation, and operational planning for the nine floors and mezzanine. The Joint Library project opened in August of 2003. This building houses the academic collections and programs of the San José State University Library, as well as the collections and programs of the Martin Luther King Main Library of the City of San José. The facility is an innovative means to maximize resources through collaborating. The goal of the facility is to provide enhanced services to all user

groups, and has been designed with various and complementary community and student specific program spaces. The SJSU Special Collections, the Main Library's California Room, The Steinbeck Center, and the Beethoven Center.

**City of Sunnyvale Library of the Future | Sunnyvale, CA**

The City of Sunnyvale and Sunnyvale Public Library embarked upon project to establish Sunnyvale's Library of the Future. The Needs Assessment and Library Plan of Service were the first, foundational step to articulating the community's vision for future library services. As one of the State's busiest libraries, currently housed inside a circa 1960, beautiful brick building, Sunnyvale's current library is in need of expansion and upgrade. This historically significant building, a part of the city's civic center, creates a linkage to the other services and public spaces of the site. However, it is situated off a main thoroughfare and therefore draws little attention as a public facility.



Sunnyvale's city staff and ABA worked together to assess the library's current services against the targeted needs and capacity for the year 2030. This information was integral in developing a successful master plan. The master plan proposes a reuse of the existing building as office space for library and city staff with the new Library of the Future facility adjacent. Visual elements of interest would be incorporated

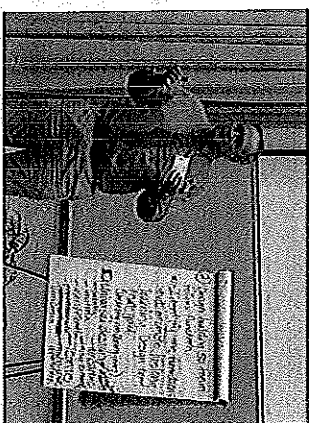
into the design creating a new focal point for the Civic Center and draw public interest.

Careful planning and flexibility within the Library accommodates the future ratio of book stacks to technology. This ensures the Library's relevance as a learning environment that provides numerous educational program and public use space. The master plan also intends to preserve the successful Charles Street Gardens project that currently occupies part of the proposed new site for the library. In collaboration with the City, ABA evaluated other options for the new library including alternate locations, options in site location and massing, rooftop gardens, and garden decks over parking in addition to the already proposed underground parking. All these options were an effort to maintain this mutually beneficial and successful learning environment for the community.

This document guided the planning and design of the Building Program, Facility Scenarios, and Funding Options. Ultimately, the Library of the Future Study and Strategy defines the community and City vision for the Library and the method to achieve it. **Sam McBane Mulford designed and led the Needs Assessment, Plan of Service and Building Program processes, authoring the analysis and final reports.**

### Tidewater Community College & Virginia Beach Public Library | Joint Library and Lifelong Learning Center | Virginia Beach, VA

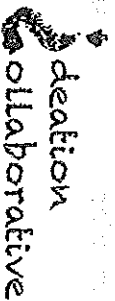
The City of Virginia Beach and Tidewater Community College (TCC) are considering building a single facility to house both the TCC/Virginia Beach Campus Learning Resources Center and what is presently called the South Rosemont Area Library (CIP Project 3-175). Both the College and Library are planning to build new facilities on land across the street from each other, and this concept has emerged within the leadership of both institutions as an opportunity that should be explored prior to proceeding with either project.



The City and TCC engaged Anderson Brulé Architects (ABA) in June of 2005 to assist in development of appropriate next steps in the planning process. A Core Team, comprised of key individuals from TCC and the City and Public Library, worked with the consultants to design a process that would include a broader evaluation of the feasibility of the joint-use concept for these potential partner organizations.

**Sam designed and co-facilitated** the adopted process which included an initial, intensive feasibility workshop intended to broadly gauge the opportunities and challenges and establish alignment of the group toward a feasible concept – essentially how 'joint' this facility could and should be. The workshop participants included a broad representation of TCC, City, and Public Library staff and leadership, as well as potential partners and community members.

November 30, 2015





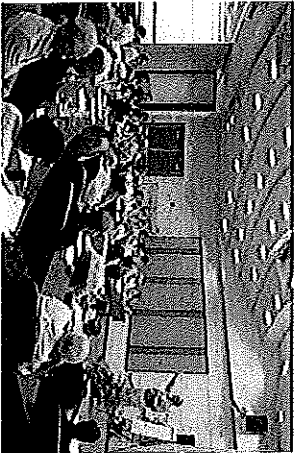
Prior to the Feasibility Workshop, the consultants visited Virginia Beach to conduct outreach to stakeholders and staff, as well as leadership at TCC and the City. Focus groups and other outreach methodologies were used to include students, faculty, parents, children, teens, staff, seniors, educators, volunteers, and potential partners in the planning process. The team visited other TCC and Virginia Beach facilities to learn first-hand about services, operations, and facilities that each organization had created. The team also visited the Advanced Technology Center and the Higher Education Center, examples of partnership opportunities realized by these and other organizations.

The two-day Feasibility Workshop was conducted August 30th and 31st, 2005. It was held at the Advanced Technology Center on the TCC Campus, with 56 attendees led by consultant team facilitators. The workshop was structured to first explore critical issues, develop problem statements, and then define goals for their successful resolution. The conclusion of the feasibility workshop was that a joint-use library was not only feasible, but that TCC and the City should consider taking advantage of every opportunity to create a new model for lifelong learning that would be capable of adapting to

emergent needs within the community.

The purpose of this strategic operational planning process was to create an holistic understanding of library service needs through research and data analysis, as well as an inclusive staff, stakeholder and community outreach process that reflects the diversity of the partner organizations and the communities they serve. The project explored innovative and creative strategies for service responses and conceptual joint-library solutions that will enable the partners to realize their vision, goals, and strategic objectives. Participants included staff teams, organized around library issues, with outreach to stakeholders and the community to obtain input and feedback. The Strategic Operational Planning process positions TCC and the City of Virginia Beach to finalize a strategic plan, and begin the design and construction effort.

The successful strategic planning effort provided the foundation for legislative approval and funding of this public-public partnership. **Sam designed and led** the strategic planning, programming and operational planning process, and the building is currently in the schematic design phase.



education  
laborative

# References

## Clients

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November 30, 2015

