



AGENDA






PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR DATE MEETING

Monday, April 21, 2014
6:30 P.M.
Meeting Room

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

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

To accomplish this goal the Library will:

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

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

REPORTS AND DOCUMENTATION: *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

Placentia Library District Board of Trustees Meeting Agenda, April 21, 2014

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 – 25)

Presentation: Library Director

Recommendation: Approve by Motion

Items 9 – 25 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 March 17, 2014 Library Board of Trustees Meeting. (Receive & File and Approve)

CLAIMS (Items 10 – 13)

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

TREASURER'S REPORTS (Items 14 – 17)

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

Placentia Library District Board of Trustees Meeting Agenda, April 21, 2014

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

GENERAL CONSENT REPORTS (Items 18 – 21)

18. Personnel Report for March 2014. (Receive, File, and Ratify Appointments)
19. Circulation Report for March 2014. (Receive & File)
20. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)
21. Public Agency Retirement Services (PARS) Financial Statements and Audit Report. (Receive & File)

STAFF REPORTS (Items 22 – 25)

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

CONTINUING BUSINESS

26. Continue Discussion of the Placentia Library District Policy 6000 Series and Authorize Amendments as presented inclusive of feedback from the Library Board of Trustees.
27. Continue Discussion and determine whether to pursue a renovation of the Library for the Centennial event.

NEW BUSINESS

28. Authorize the Contract Renewal with Click Consulting for Information Technology Services and Web Support.
29. Travel Authorization: Library Board of Trustees to attend the 2014 Serving With a Purpose Conference in Ontario, California on May 22, 2014.
30. Authorize Service Club Memberships for Staff.

DISCUSSION ITEMS

31. Library Director will present information on the Radio Frequency Identification (RFID) and self check-out system to be discussed for implementation consideration.

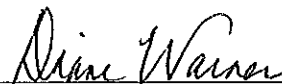
ADJOURNMENT

32. Agenda Preparation for the May Date Meeting which will be held on Monday, May 19, 2014 unless re-scheduled by the Library Board of Trustees.
33. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.

Placentia Library District Board of Trustees Meeting Agenda, April 21, 2014

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

I, Diane Warner, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the April 21, 2014 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on April 15, 2014



Diane Warner, Administrative Assistant

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

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on March 17, 2014 at 6:37 p.m.

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

Members Absent: None

Others Present: Library Director Jeanette Contreras, Administrative Assistant Diane Warner, Brenda Benner of the Placentia Library Friends Foundation (PLFF), and Library Staff: Fernando Maldonado, Lori Worden, Nadia Dallstream.

**ADOPTION OF
AGENDA**

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

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

**ORAL
COMMUNICATION**

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

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

President Shkoler attended the Board Secretary/Clerk Conference in Napa Valley, CA. President Shkoler reported changes in the Board voting law, effective January 14, 2014. Votes must now be conducted by a roll call for all monetary issues, so the public is aware of how individual board members voted in case of any conflicts. A roll call vote is not required for the Consent Calendar. He also recommended the Library Board of Trustees begin using the *Rosenberg Rules of Order*. President Shkoler served as a celebrity host at the Author's Luncheon event. (Item 5)

Secretary Minter also attended Board Secretary conference and added that split votes need to be recorded. Secretary served as a celebrity host at the Author's Luncheon event.

Trustee Carline attended the Author's Luncheon; enjoyed being one of the celebrity hosts.

Trustee Martin attended the Board Secretary/Clerk Conference and will share her notes from sessions she attended. Trustee Martin served as a celebrity host at the Author's Luncheon.

Trustee DeVecchio served as a celebrity host at the Author's Luncheon. (Item 6)

LIBRARY DIRECTOR REPORT

- Library is looking into completing the CSDA Transparency Certificate.
- Patron Survey closed on March 13, with 766 survey responses received. Many positive comments about resources and staff.
- Seeking vendor quotes to install a water heater and replace drinking fountain in the lobby, by end of March.
- Egress door project should begin by mid-April.
- Awaiting return of Edgar Pineda from medical leave – not yet released by Doctor. Negotiating with City for custodial services coverage while Edgars is out.
- Discussed promotional video with the City Administrator.
- Memorial service for former library director, David Snow, has been postponed indefinitely, due to extenuating circumstances.
- Attended the Library Director’s meeting in Sacramento with Acting State Librarian. State Library is partnering with the Corporation for Education Network Initiatives in California (CENIC) to ensure each public library receive 1GB of broadband. In addition, libraries will receive \$5,000 in funding to support collection for the “Common Core” standards. (Item 7)

PLFF BOARD UPDATE

Brenda Benner reported that a debriefing meeting is held after each Author’s Luncheon to determine what worked, and what did not. This year’s luncheon menu received very positive feedback. Marcia Clark was an interesting and engaging speaker. PLFF is currently finalizing a list of authors to invite for the 2015 Authors Luncheon. (Item 8)

CONSENT CALENDAR

It was moved by Secretary Minter and seconded by Trustee Carline to approve Agenda Items 9-24:

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

CLAIMS

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

Claims Forwarded by the Library Director and Trustees – none (Item 11)

Moved by Secretary Minter and seconded by Trustee DeVecchio to receive, file and approve the Current Claims and Payroll reports. (Item 12)

FY 2013-3014 Cash Flow Analysis through February 2014; the Schedule of Anticipated Property Tax Revenues for FY 2013-2014 as provided by the Orange County Auditor - received and filed (Item 13)

**TREASURER'S
REPORT**

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

Balance Sheet for February 2014 – received and filed (Item 15)

Acquisitions Report for February 2014 – received and filed (Item 16)

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

**GENERAL CONSENT
REPORTS**

Personnel Report for February 2014 – no additions to staff (Item 18)

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

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

STAFF REPORTS

Library Director's Report. (Item 21)

Children's Services Report for February 2014. (Item 22)

Coleen Wakai reported back on the Public Library Association conference in Indianapolis, IN.

Adult Services Report for February 2014. (Item 23)

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

NEW BUSINESS

Meet and Greet with Phillip Chen, Candidate for 55th Assembly District, was postponed due to a family illness, and will be rescheduled. (Item 25)

**CSDA Board of
Directors Nomination**

CSDA Board of Directors Call for Nominations - Seat C (Item 26)
None of the Placentia Library District Trustees are interested in running for this position.

**Review Placentia
Library District Policy
6000 Series**

At the February Board meeting, Trustee DeVecchio requested a summarized list of recommended changes to specific sub-sections of section 6000-Operations of the Placentia Library District Policy Manual. This summary was presented to the Trustees for review and discussion. Trustee DeVecchio requested a modification to recommended verbiage about censorship. Secretary Minter requested a statement be added that reads "Setting the scope of what a child can read is the responsibility of the parent, not the Library." The effective date for approved changes is July 1, 2014 for FY 2014-15. No drinks or food allowed in the computer lab. Supervisor-On-Duty has decision making authority. A Work Session meeting will be

scheduled to discuss and finalize the Series 6000 changes. (Item 27)

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District on March 17, 2014 adjourned at 8:00pm.

The next meeting will be on April 21, 2014 at 6:30 p.m.

Al Shkoler
President
Library Board of Trustees

Elizabeth Minter
Secretary
Library Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: Summary of Non-standard Claims for March 2014
DATE: April 21, 2014

TYPE	DATE	CLAIM #	AMOUNT
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NONE

		TOTAL	\$0
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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: Summary of Claims Forwarded by the Library Director & Trustees
DATE: April 21, 2014

TYPE	DATE	CLAIM#	AMOUNT
Book Bills	03-26-14	5741	\$ 1,165.31
PARS Contributions	03-26-14	5742	\$ 6,347.88
Book Bills	03-26-14	5743	\$ 1,362.68
Book Bills	03-26-14	5744	\$ 542.94
Book Bills	03-26-14	5745	\$ 1,715.26
Misc Vendors	03-26-14	5746	\$20,251.98
Misc Vendors	04-02-14	5747	\$ 6,782.89
City of Anaheim/SDRMA	04-02-14	5748	\$35,594.54
Misc Vendors	04-02-14	5749	\$ 1,360.37
		TOTAL	\$ 75,123.85

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/26/14
REPORT NO: 5741

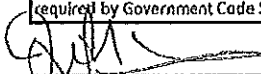
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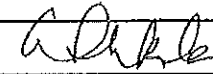
Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

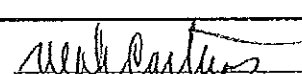
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

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	02-26-14		2400	0760		\$34.87		
		4010796845	2400	0760		\$38.75		
	02-26-14		2400	0760		\$15.75		
		4010796846	2400	0760		\$104.78		
	02-26-14		2400	0760		\$24.24		
		4010796847	2400	0760		\$39.78		
	02-26-14		2400	0760		\$70.05		
		4010796848	2400	0760		\$55.43		
	02-26-14		2400	0760		\$35.87		
		4010796849	2400	0760		\$17.93		
	2-26-14		2400	0760		\$39.08		
		4010796850	2400	0760		\$97.96		
	2-26-14		2400	0760		\$15.70		
		4010796851	2400	0760		\$42.93		
	2-26-14		2400	0760		\$65.77		
		4010796852	2400	0760		\$11.97		
	2-26-14		2400	0760		\$327.31		
		4010796853	2400	0760		\$17.65		
	2-26-14		2400	0760		\$37.83		
		4010796854	2400	0760		\$16.85		
2-26-14		2400	0760		\$20.82			
	4010796855	2400	0760		\$33.99			
	4010796856	2400	0760					
	4010796857	2400	0760					
	4010796858	2400	0760					
	4010796859	2400	0760					
	4010796860	2400	0760					
	4010796861	2400	0760					
	401079230	2400	0760					
	401079231	2400	0760					
	401079233	2400	0760					
	401079235	2400	0760					
	401079237	2400	0760					
TOTAL REMITTANCE:						\$1,165.31		

The claims listed above \$1,165.31 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

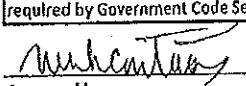
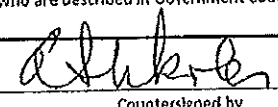
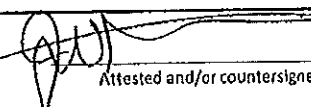
LOCALLY GOVERNED DISTRICT
 CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District
 411 E Chapman Ave
 Placentia, CA 92870

DATE: 03/26/14
 REPORT NO: 5742
 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	INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-12483 Public Agency Retirement Services c/o U.S. Bank National Association Trustee for PARS #8748022400 P.O. Box 511649 Los Angeles, CA 90051-8204	03-20-14	6746022400	0200			\$1,574.14		
		Pay Period 01-29-14				\$1,574.14		
		Pay Period 02-12-14				\$1,617.09		
		Pay Period 02-26-14				\$1,576.96		
		Pay Period 03-12-14				\$1,606.69		
						\$6,374.88		
TOTAL REMITTANCE:						\$6,347.88		

The claims listed above \$10,789.19 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: 03/26/14
REPORT NO: 5743

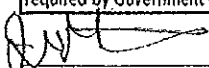
The County Auditor is authorized to draw these checks from:

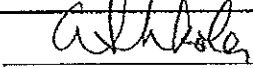
Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

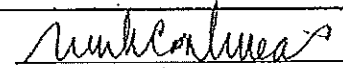
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

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 Allanta, GA 30384-7930	2-27-14		2400	0760		\$12.46		
		4010799238						
	2-21-14		2400	0760		\$13.12		
		4010767313						
	2-21-14		2400	0760		\$61.27		
		4010767314						
	2-21-14		2400	0760		\$30.30		
		4010767315						
	2-21-14		2400	0760		\$38.50		
		4010767316						
	3-06-14		2400	0760		\$186.62		
		4010812571						
	3-07-14		2400	0760		\$36.11		
		4010805337						
	3-07-14		2400	0760		\$63.16		
		4010806158						
	3-07-14		2400	0760		\$14.52		
		4010806159						
	3-07-14		2400	0760		\$67.09		
		4010805160						
3-07-14		2400	0760		\$70.05			
	4010806161							
3-07-14		2400	0760		\$12.60			
	4010806162							
3-07-14		2400	0760		\$42.91			
	4010806163							
3-07-14		2400	0760		\$80.75			
	4010806164							
3-07-14		2400	0760		\$20.11			
	4010806165							
3-07-14		2400	0760		\$58.06			
	4010806166							
3-07-14		2400	0760		\$15.15			
	4010806167							
3-07-14		2400	0760		\$73.81			
	4010806168							
3-07-14		2400	0760		\$18.68			
	4010806169							
3-07-14		2400	0760		\$39.08			
	4010806171							
3-07-14		2400	0760		\$22.74			
	4010806172							
3-07-14		2400	0760		\$385.59			
	4010806173							
TOTAL REMITTANCE:						\$1,362.68		

The claims listed above \$1,362.68 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

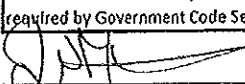
LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

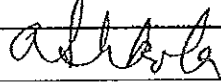
Placentia Library District
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Placentia, CA 92870

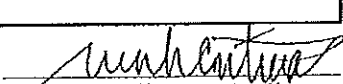
DATE: 03/26/14
REPORT NO: 5744
The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

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-2993 Midwest Tape PO Box 820 Holland OH 43528	2-28-14	91659060	2400	0760		\$43.09			
	3-05-14	91671418	2400	0760		\$18.29			
	3-05-14	91671417	2400	0760		\$36.09			
	3-05-14	91671415	2400	0760		\$10.44			
	3-05-14	91671414	2400	0760		\$42.18			
	3-06-14	91672850	2400	0760		\$41.09			
	3-06-14	91672837	2400	0760		\$92.18			
	3-06-14	91677690	2400	0760		\$30.29			
	3-07-14	91676838	2400	0760		\$34.64			
	3-10-14	91682803	2400	0760		\$41.09			
	3-12-14	91687991	2400	0760		\$41.09			
	3-14-14	91694689	2400	0760		\$21.29			
	3-14-14	91694688	2400	0760		\$46.09			
	3-14-14	91694686	2400	0760		\$45.09			
	TOTAL REMITTANCE:						\$542.94		

The claims listed above \$542.94 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: 03/26/14
 REPORT NO: 5745

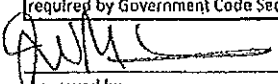
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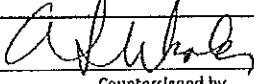
FUND: 707
 DEPT: V700
 BUDGET CONTROL: 707
 UNIT: 0900

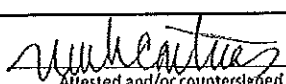
Placentia Library District
 411 E Chapman Ave
 Placentia, CA 92870

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE	INVOICE #	OBIT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Allanta, GA 30384-7930	2-26-14		2400	0760		\$29.52		
		4010803958						
	2-28-14		2400	0760		\$461.14		
		40108058656						
	3-13-14		2400	0760		\$12.00		
		4010812972						
	3-13-14		2400	0760		\$42.31		
		4010812973						
	3-13-14		2400	0760		\$55.61		
		4010812974						
	3-13-14		2400	0760		\$32.37		
		4010812975						
	3-13-14		2400	0760		\$51.42		
		4010812976						
	3-13-14		2400	0760		\$98.59		
		4010812977						
	3-13-14		2400	0760		\$131.29		
		4010812978						
	3-13-14		2400	0760		\$85.36		
		4010812979						
3-13-14		2400	0760		\$343.98			
	4010812980							
3-17-14		2400	0760		\$85.66			
	4010822521							
3-17-14		2400	0760		\$21.21			
	4010812533							
3-17-14		2400	0760		\$24.24			
	4010812534							
3-17-14		2400	0760		\$44.59			
	4010812535							
3-17-14		2400	0760		\$17.69			
	4010812536							
3-17-14		2400	0760		\$12.60			
	4010812537							
3-17-14		2400	0760		\$24.47			
	4010812538							
3-17-14		2400	0760		\$15.15			
	4010812539							
3-17-14		2400	0760		\$13.54			
	4010812540							
3-17-14		2400	0760		\$104.17			
	4010812541							
3-17-14		2400	0760		\$8.35			
	4010812542							
TOTAL REMITTANCE:						\$1,715.26		

The claims listed above \$1,715.26 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: 03/26/14
REPORT NO: 5746

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	DATE	INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-12483 Public Agency Retirement Services c/o U.S. Bank National Assn Trustee for PARS #6746022400 P.O. Box 511849 Los Angeles, CA 90051-8024	03-26-14	6746022400	200			\$1,590.89		
VC-0451 Pilney Bowas PO Box 371898 Pittsburgh, PA 15250-7898	3-23-14	8000-90002-0652-5830	1803			\$417.98		
VC-8328 Richards, Watson & Gershon 355 South Grand Avenue Los Angeles, CA 90071-3101	02-28-14	194819	1900	0738		\$303.69		
(New Vendor) Pennine Plumbing Inc. 1139 S. Placentia Ave. Fullerton, CA 92831	02-28-14	3854-51980	1400	0714		\$206.00		
VC-13356 Click Consulting, Inc. 18017 Sky Park Circle, Suite C Irvine, CA 92614	2-21-14	17865	1900	0739		\$1,849.00		
VC-4960-2 Ingram Library Services P.O. Box 602779 St. Louis, MO 63150-2779	2-10-14	77063941	2400	0760		\$16.47		
	2-04-14	76956094	2400	0760		\$21.70		
	2-04-14	76956093	2400	0760		\$16.11		
	2-24-14	CM77300156	2400	0760		(\$27.35)		
						\$26.93		
VC-12479 Staples National Advantage Dept SNA PO Box 415256 Boston, MA 02241-5256	02-01-14	OH59900241	1800	0726		\$6,463.38		
VC-2616 Cintas Corporation #640 P.O. Box 29059 Phoenix, AZ 85038	3-10-14	640166925	1000			\$196.35		
	3-03-14	640163401	1000			\$165.87		
						\$362.22		
(New Vendor) Schools In P.O. Box 62026 Cincinnati, OH 45282	3-6-14	W79438	2400			\$289.95		
VC-000007198 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	2-26-14	62177	2801 0700 1400 1400	070 0712 0712		\$8,741.94 3946.20 8.27 435.00 4357.47		
TOTAL REMITTANCE:						\$20,251.98		

The claims listed above \$20,251.98 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.

[Signature]
Approved by

[Signature]
Countersigned by

[Signature]
Attested and/or countersigned by

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

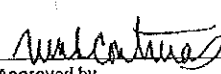
DATE: 04/02/14
REPORT NO: 5747

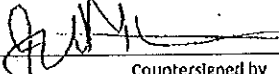
The County Auditor Is authorized to draw these checks from:


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	DATE	INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-0059-4 Pitney Bowes Purchase Power PO Box 371874 Pittsburgh, PA 15250-7874	04-01-14	8000-9000-0652-5830	1803			\$280.99		
VC-0451 Pitney Bowes PO Box 371896 Pittsburgh, PA 15260-7898	04-03-14 03-18-14	386870 5502433797	1803 1800		0725	\$177.66 \$71.58		
VC-6751 Woodruff, Spradlin & Smart 555 Anton Blvd, Suite 1200 Costa Mesa, CA 92626	02-28-14	50422	1900	0738		\$1,218.00		
VC-8709 Minuteman Press 310 E Orangethorpe Ave Unit L Placentia CA 92870	3-27-14	28697	1860	0726		\$36.35		
VC-13356 Click Consulting, Inc. 18017 Sky Park Circle, Suite C Irvine, CA 92614	3-21-14	18029	1900	0739		\$1,849.00		
VC-4960-2 Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	3-10-14 3-03-14	77513883 77409504	2400 2400	0760 0760		\$14.33 \$21.69		
VC-1428 Legacy Integrative Solutions 8734 Clea Street, Unit D Downey, CA 90241	3-26-14	12584	1800	0726		\$758.41		
VC-2616 Cintas Corporation #640 P.O. Box 29059 Phoenix, AZ 85038	3-17-14 3-24-14	640170473 640174019	1000 1000			\$189.45 \$178.26		
VC-1319 Brodart Co. L-3544 Columbus, OH 43260-001 ID# 23 - 2248758	3-06-14	344506	1800	0725		\$1,289.23		
VC-12513 Tyco Integrated Security LLC P.O. Box 371967 Pittsburgh, PA 15260-7967	3-08-14	21420942	1300			\$697.94		
TOTAL REMITTANCE:						\$6,782.89		
<p>The claims listed above \$6,892.89 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.</p>								


Approved by


Countersigned by


Attested and/or countersigned by

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870


DATE: 04/02/14
REPORT NO: 5748

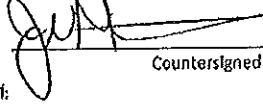
The County Auditor is authorized to draw these checks from:

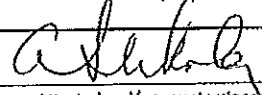
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

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-7184 City of Anaheim P.O. Box 3222 Anaheim, CA 92805	11000129 02-26-14	1900	0737		\$33,407.18			
VC-5048 Special District Risk Mgmt Authority 1112 I Street, Suite 300 Sacramento, CA 95814-2865	14598 03-25-14	0308			\$970.19			
		0309			\$583.40			
		0310			\$402.34			
		0319			\$56.43			
		0319			\$175.00			
					\$2,187.36			
					TOTAL REMITTANCE:	\$35,594.54		

The claims listed above \$35,594.54 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

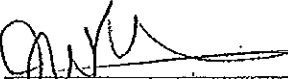
DATE: 04/02/14
REPORT NO: 5749

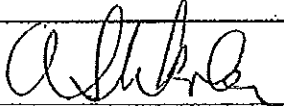
Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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
(New Vendor) Brea Electric Company 524 East Imperial Hwy. Suite B Brea, CA 92821	03-27-14	20657	1400	0713		\$85.00		
VC-4591 Gaylord Bros., Inc. P. O. Box 4901 Syracuse, NY 13221-4901	3-06-14	2255920	1800	0725		\$64.45		
VC-4156 Dick's Lock & Safe 650 N. Rose #614 Placentia, CA 92806	3-20-14	40724	1400	0716		\$93.60		
VC-0089-10 Placentia Disposal #676 PO Box 78829 Phoenix, AZ 85082-8829	03-21-14	0676-001744232	1400	0717		\$49.02		
VC-0902 Findaway World, LLC PO Box 932295 Cleveland, OH 44193	3-11-14	120400	1800	0725		\$278.59		
VC-6002-1 The Gas Company PO Box C Monterey Park, CA 91756	03-27-14	053-911-8800-9	2800			\$245.46		
VC-12175 Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	3-25-14 3-27-14	8448-40025-0276198 8448-40025-0124877	0700 0700			\$140.51 \$234.99		
VC-4882-1 Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	3-01-14	252961	1900	0741		\$143.50		
VC-3070-2 Demco P.O. Box 8048 Madison, WI 53708-8048	3-10-14		1800			\$25.25		
TOTAL REMITTANCE:						\$1,360.37		
The claims listed above \$1,360.37 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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: Current Claims and Payroll
DATE: April 21, 2014

Current Claims

<u>TYPE</u>	<u>DATE</u>	<u>CLAIM #</u>	<u>AMOUNT</u>
707	04/21/14	5750	3,068.57
707	04/21/14	5751	819.52
707	04/17/14	5752	1,968.83
707	04/17/14	5753	675.48
707	04/17/14	5754	24,200.19
707	04/17/14	5755	4,814.48

Subtotal for Claims **\$35,547.07**

Payroll

On Demand Wire	04/21/14	99	40,000
On Demand Wire	04/21/14	100	40,000

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

TOTAL CURRENT CLAIMS & PAYROLL **\$115,547.07**

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/21/14
REPORT NO: 5750

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	3-17-14		2400	0760		\$45.01		
		4010812544						
	3-17-14		2400	0760		\$22.74		
		4010812545						
	3-17-14		2400	0760		\$80.04		
		4010812546						
	3-17-14		2400	0760		\$264.76		
		4010812547						
	3-17-14		2400	0760		\$117.60		
		4010812548						
	3-17-14		2400	0760		\$935.65		
		4010812549						
	3-17-14		2400	0760		\$48.01		
		4010812550						
	3-17-14		2400	0760		\$80.87		
		4010812551						
	3-17-14		2400	0760		\$567.15		
		4010812552						
	3-17-14		2400	0760		\$152.46		
		4010812553						
3-17-14		2400	0760		\$101.75			
	4010812554							
3-20-14		2400	0760		\$22.77			
	4010819297							
3-20-14		2400	0760		\$19.72			
	4010820340							
3-20-14		2400	0760		\$36.39			
	4010820341							
3-20-14		2400	0760		\$58.75			
	4010820343							
3-20-14		2400	0760		\$14.87			
	4010820344							
3-20-14		2400	0760		\$61.50			
	4010820345							
3-20-14		2400	0760		\$42.46			
	4010820346							
3-20-14		2400	0760		\$157.86			
	4010820347							
3-20-14		2400	0760		\$20.19			
	4010820348							
3-20-14		2400	0760		\$176.08			
	4010820349							
3-20-14		2400	0760		\$41.94			
	4010820351							
TOTAL REMITTANCE:						\$3,068.57		

The claims listed above \$3,068.57 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

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

DATE: 4/21/14
REPORT NO: 5751

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	3-20-14	4010820352	2400	0760		\$171.19		
	3-20-14	4010820353	2400	0760		\$8.35		
	3-20-14	4010820354	2400	0760		\$17.72		
	3-20-14	4010820355	2400	0760		\$62.39		
	3-20-14	4010820356	2400	0760		\$53.42		
	3-20-14	4010820357	2400	0760		\$116.22		
	3-20-14	4010820358	2400	0760		\$13.09		
	3-20-14	4010820359	2400	0760		\$18.84		
	3-20-14	4010820360	2400	0760		\$45.45		
	3-20-14	4010820444	2400	0760		\$41.77		
	3-31-14	4010827314	2400	0760		\$40.78		
	3-31-14	4010827315	2400	0760		\$16.40		
	3-31-14	4010827317	2400	0760		\$12.46		
	3-31-14	4010827319	2400	0760		\$44.88		
	3-31-14	4010827320	2400	0760		\$15.12		
	3-31-14	4010827321	2400	0760		\$16.42		
	3-31-14	4010827322	2400	0760		\$50.99		
	3-31-14	4010827323	2400	0760		\$20.30		
	3-31-14	4010827325	2400	0760		\$8.33		
	3-31-14	4010827310	2400	0760		\$14.50		
3-31-14	4010827311	2400	0760		\$18.44			
3-31-14	4010827312	2400	0760		\$12.46			
TOTAL REMITTANCE:						\$819.52		
The claims listed above totaling \$819.52 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.								

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/21/14
REPORT NO: 5752

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	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	03-26-14		2400	0760		\$78.51		
		4010831832						
	3-27-14		2400	0760		\$82.10		
		4010832818						
	3-31-14		2400	0760		\$20.94		
		4010827306						
	3-31-14		2400	0760		\$32.74		
		4010827307						
	3-31-14		2400	0760		\$40.06		
		4010827308						
	3-31-14		2400	0760		\$98.58		
		4010827324						
	3-31-14		2400	0760		\$103.12		
		4010827313						
	3-31-14		2400	0760		\$81.42		
		4010827316						
	4-03-14		2400	0760		\$300.54		
		4010840181						
	4-04-14		2400	0760		\$55.50		
		4010831796						
04-04-14		2400	0760		\$53.96			
	14010831797							
4-04-14		2400	0760		\$16.85			
	4010831798							
4-04-14		2400	0760		\$32.18			
	410831799							
4-04-14		2400	0760		\$78.18			
	4010831801							
4-04-14		2400	0760		\$18.01			
	4010831802							
4-04-14		2400	0760		\$48.23			
	4010831803							
4-04-14		2400	0760		\$94.63			
	4010831804							
4-04-14		2400	0760		\$56.59			
	4010831805							
4-04-14		2400	0760		\$18.60			
	4010831806							
4-04-14		2400	0760		\$50.47			
	4010831807							
4-04-14		2400	0760		\$37.23			
	4010831808							
4-04-14		2400	0760		\$570.39			
	4010831809							
TOTAL REMITTANCE:						\$1,968.83		
The claims listed above totalling \$1,968.83 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.								

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/21/14
REPORT NO: 5753

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE	INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	4-03-14		2400	0760		\$28.29		
		91749939	2400	0760		\$86.87		
	4-03-14		2400	0760		\$66.09		
		91750061	2400	0760		\$72.18		
	4-04-14		2400	0760		\$36.58		
		91754268	2400	0760		\$23.24		
	3-17-14		2400	0760		\$70.87		
		91700292	2400	0760		\$80.98		
	3-17-14		2400	0760		\$50.58		
		91700293	2400	0760		\$22.24		
	3-19-14		2400	0760		\$23.29		
		91709295	2400	0760		\$80.98		
	3-19-14		2400	0760		\$33.29		
		91709297	2400	0760				
		91707971	2400	0760				
		91707973	2400	0760				
	91740740	2400	0760					
	91740588	2400	0760					
	91720395	2400	0760					
	91734136	2400	0760					
TOTAL REMITTANCE:						\$675.48		

The claims listed above totaling \$675.48 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

DATE: 4/21/14
REPORT NO: 5754
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-2616 Cintas Corporation #640 P.O. Box 29059 Pheonix, AZ 85038	4-14-14 640184656	1000			\$125.04			
VC-12175 Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	4-13-14 8448 40025 0124877 4-25-14 8448 40025 0276198	0700 0700	0702 0702		\$234.99 \$140.51			
VC-12513 Tyco Integrated Security LLC P.O. Box 371967 Pittsburgh, PA 15250-7967	4-05-14 21633741	1300			\$697.94			
VC-6751 Woodruff, Spradlin & Smart 555 Anton Blvd, Suite 1200 Costa Mesa, CA 92626	3-31-14 50531	1400	0738		\$399.00			
VC-6873-1 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	4-08-14 14-4-8844	1400	0710		\$369.73			
VC-5233-2 AT&T PO Box 9011 Carol Stream, IL 60197-9011	4-02-14 5271111	0700 0700	0700 0701		\$106.16 \$282.34 \$388.50			
VC-4802-4 Office Depot PO Box 70025 Los Angeles CA 90074-0025	3-26-14 1669506410	1000	0728		\$494.92			
VC-000007198 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	3-25-14 62215	2801 0700 1400	0701 0712		\$3,595.48 \$8.15 \$3,332.48 \$6,936.11			
VC-13356 Click Consulting, Inc. 18017 Sky Park Circle, Suite C Irvine, CA 92614	4-01-14 18103	4000			\$14,413.45			
TOTAL REMITTANCE:					\$24,200.19			
The claims listed above totaling \$24,200.19 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.								

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/17/14
REPORT NO: 5755

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-4960-2 Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	4-01-14		2400	0760		\$17.16		
	1-26-14	77847371	2400	0760		\$22.65		
	2-20-14	76771719	2400	0760		-\$11.22		
	4-07-14	CM 77258562	2400	0760		\$32.18		
	4-07-14	77995940	2400	0760		\$21.03		
	4-07-14	77995941	2400	0760				
VC- ?? TEI Landmark Audio 5160 East 65th Street, Suite 115 Indianapolis, IN 46220	3-24-14	1180658	2400	0760		\$69.28		
VC-2775 OverDrive, Inc. PO Box 72117 Cleveland, OH 44192-0002	2-20-14		2400	0760		-\$1.45		
	2-26-14	CM 1148-1007	2400	0760		\$115.04		
	2-27-14	234101050	2400	0760		\$211.85		
	2-27-14	134935963	2400	0760		\$1,614.97		
	2-27-14	145125167	2400	0760		\$59.99		
	2-27-14	150011890	2400	0760		\$579.79		
	3-18-14	145709490	2400	0760		\$340.70		
	3-18-14	202728153	2400	0760		\$1,742.51		
	3-18-14	201703253	2400	0760				
TOTAL REMITTANCE:						\$4,814.48		
The claims listed above totaling \$4,814.48 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.								

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/21/14
REPORT NO: 99

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*05-05-14 Payroll #22 FY13/14	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
<p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/21/14
REPORT NO: 100

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	DATE	OBJT	DEPT	REPT	AMOUNT	DOC NUMBER	SC
Payee Name and Address	INVOICE #	REV/ BS ACCT	OBJT	CATG			
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*05-19-14 Payroll #23 FY13/14	0100			\$ 40,000.00		
TOTAL REMITTANCE:						\$ 40,000.00	
The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Fund Balance Report for Placentia Library District Funds on Deposit with Orange County Treasurer Post-Petition Balances (B/S Account 8010-Cash)
DATE: April 21, 2014

Fiscal Year 2013-2014							
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
07/31/13	Closed Account	Closed Account	Closed Account	2,041,592.77	Closed Account	2,041,592.77	0.00
8/31/2013	Closed Account	Closed Account	Closed Account	1,731,038.74	Closed Account	1,731,038.74	0.00
9/30/2013	Closed Account	Closed Account	Closed Account	1,637,400.49	Closed Account	1,637,400.49	0.00
10/31/13	Closed Account	Closed Account	Closed Account	1,498,226.33	Closed Account	1,498,226.33	0.00
11/30/2013	Closed Account	Closed Account	Closed Account	1,486,892.97	Closed Account	1,486,892.97	0.00
12/31/2013	Closed Account	Closed Account	Closed Account	2,147,271.47	Closed Account	2,147,271.47	0.00
01/31/14	Closed Account	Closed Account	Closed Account	2,066,699.35	Closed Account	2,066,699.35	0.00
2/28/2014	Closed Account	Closed Account	Closed Account	2,039,275.14	Closed Account	2,039,275.14	0.00
3/31/2014	Closed Account	Closed Account	Closed Account	1,979,234.63	Closed Account	1,979,234.63	0.00
04/30/14	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
5/31/2014	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
6/30/2014	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
Petty Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Reserves	0.00	0.00	0.00	414,789.10	0.00	414,789.10	0.00
Impact Fees	0.00	0.00	0.00	374,419.30	0.00	374,419.30	0.00

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: April 21, 2014

Summary of Cash and Investments as of March 31, 2014

Cash with Orange County Treasurer Fund 707	1,440,428.05
Reserves with Orange County Treasurer	414,789.10
Impact Fees with County and Bank of the West (Restricted)	374,419.30
General Fund Checking – Bank of the West	85,440.36
General Fund Savings – Bank of the West	536,152.02
Payroll Checking – Wells Fargo Bank	35,828.47
Total Cash and Investments	2,887,057.30

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

Jeanette Contreras
Library Director



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PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
 March 31 2013
 75% of year completed

Page 35

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,077,523	771,917	0.72	\$305,606
0200	Retirement	41,644	18,878	0.45	\$22,766
0301	Unemployment Insurance	9,000	0	0.00	\$9,000
0306	Health Insurance	190,893	137,609	0.72	\$53,284
0306-0770	Employee Assistance Program	715	424	0.59	\$291
0308	Dental Insurance	15,917	8,652	0.54	\$7,265
0309	Life Insurance	7,568	4,366	0.58	\$3,202
0310	AD & D Insurance	4,008	2,708	0.68	\$1,300
0319	Vision Insurance	2,574	1,470	0.57	\$1,104
0350	Workers' Compensation Insurance	10,000	8,233	0.82	\$1,767
	TOTAL	\$1,359,842	\$954,257	0.70	\$405,585
SERVICES & SUPPLIES					
0700	Communications	25,000	7,133	0.29	\$17,867
0900	Food	2,000	1,759	0.88	\$241
1000	Household Expenses	12,000	9,147	0.76	\$2,853
1100	Library Insurance	12,000	11,122	0.93	\$878
1300	Maintenance, Equipment	25,000	16,848	0.67	\$8,152
1400	Maintenance, Buildings & Improvements	48,500	33,548	0.69	\$14,952
1600	Memberships	12,000	6,208	0.52	\$5,792
1700	Miscellaneous Expense	500	1,856	3.71	-\$1,356
1800	Office Expenses	38,872	22,430	0.58	\$16,442
1803	Postage	5,500	8,268	1.50	-\$2,768
1900	Prof./Specialized Services	163,700	100,977	0.62	\$62,723
1912	Investment Administrative Fees	1,500	990	0.66	\$510
2000	Publication and Legal Notices	500	0	0.00	\$500
2100	Rents and Leases - Equipment	1,000	771	0.77	\$229
2200	Rents & Leases - Buildings & Improvements	15,000	14,090	0.94	\$910
2400	Books/Library Materials	162,000	134,450	0.83	\$27,550
2600	Transportation & Travel	5,000	4,356	0.87	\$644
2700	Meetings	30,500	8,669	0.28	\$21,831
2800	Utilities	73,500	60,082	0.82	\$13,418
	TOTAL	\$634,072	\$442,703	0.70	\$191,369
OTHER CHARGES					
3700	Taxes and Assessments	\$8,500	\$9,112	1.07	-\$612
	OPERATING EXPENSES	\$2,002,414	\$1,406,072	0.70	\$596,342
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$55,000	\$13,840	0.25	\$41,160
4200	Structures/Improvements	75,000	\$120,250	1.60	-\$45,250
5200	Contingency Funds	\$0		0.00	\$0
	TOTAL	\$130,000	\$134,090	1.03	-\$4,090
TOTAL BUDGET (Fund 707)					
		\$2,132,414	\$1,540,162	0.72	\$592,252
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$374,419	\$0	0.00	\$374,419
	PLFF Grants	\$0	\$30,446	0.00	-\$30,446

PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
March 31, 2014

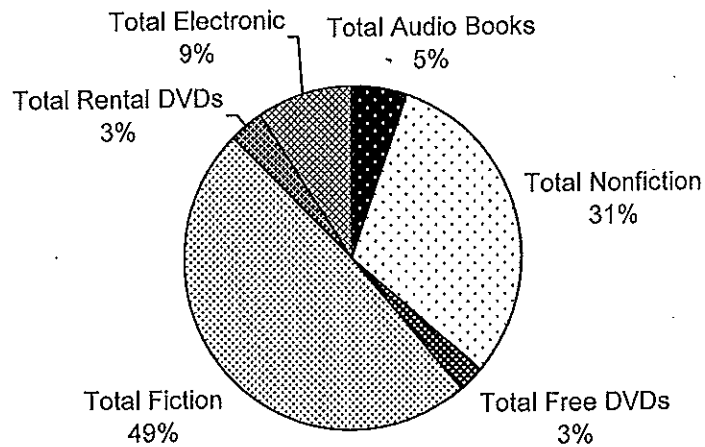
Agenda Item 15

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	1,833,161	1,141,600	691,561	62.3%
6220		Property Taxes - Current Unsecured	78,317	55,299	23,018	70.6%
6230		Property Taxes - Prior Secured	0	-	-	0.0%
6240		Property Taxes - Prior Unsecured	0	-	-	0.0%
6250		Taxes - Spec Dist Augmentation	3,947	4,216	(269)	0.0%
6280		Property Taxes - Curr Supplemental	25,094	29,701	(4,607)	118.4%
6290		Other Taxes	0	1,608	(1,608)	100.0%
6300		Property Taxes - Prior Supplemental	0	639	(639)	100.0%
6540		Penalties & Costs on Delinq Taxes	1,652	313	1,339	19.0%
		Sub Total	1,942,171	1,233,376		
REVENUE FROM USE OF MONEY & PROPPY						
6610		Interest	0	4,066	(4,066)	100.0%
		Sub Total	0	4,066		
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	17,243	7,107	10,136	41.2%
6970		State - Other	0	-	-	0.0%
7120		Other-In-Lieu Taxes	0	-	-	0.0%
7130		Other Governmental Agencies	0	1,761	(1,761)	100.0%
		Sub Total	17,243	8,868		
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)				
		Newsletter Ads	0	1,100	(1,100)	100.0%
		PLFF Grants	0	170,550	(170,550)	100.0%
		Fines & Fees	45,000	27,807	17,193	61.8%
		Passport/Photos	70,000	85,548	(15,548)	122.2%
		Meeting Room Fees	8,000	3,312	4,688	41.4%
		DVD Rentals	6,000	5,059	941	84.3%
		Test Proctor	4,000	4,800	(800)	120.0%
		Sub Total	133,000	298,176		
7680		6-MO Expired (Outlawed) Checks	0	-	-	0%
		YTD Actual	2,092,414	1,544,487		
		FY 12/13 Funds Available	40,000	40,000		
		TOTAL REVENUES FY 12/13:	2,132,414	1,584,487	547,927	74.3%
MISCELLANEOUS REVENUES (Restricted)						
		Impact Fees	0	-	-	0%
		City of Placentia Tax Sharing Agreement	0	-	-	0%

Placentia Library District

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

	<u>Amount</u>	<u>Title</u>	<u>Volumes</u>
Total Fiction	\$61,387	3391	3958
Total Non-Fiction	\$39,580	1641	2324
Total Electronic	\$11,516	130	126
Total Audio Books	\$6,576	167	168
Total Free DVDs	\$3,223	127	139
Total Rental DVDs	\$4,260	162	170
TOTAL MATERIALS	\$126,542	5618	6885



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

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

Prepared by Katie Matas, Acquisitions Librarian

	GENERAL FUND			ADOPT-A-BOOK/GRANT			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$24,759	1119	1169	\$6,730	152	194	\$31,489	1271	1363	\$1,093	78	82	\$32,582	1349	1445
California Adult Fiction	\$0	0	0	\$279	10	10	\$279	10	10	\$0	0	0	\$279	10	10
Total Adult Fiction	\$24,759	1119	1169	\$7,009	162	204	\$31,768	1281	1373	\$1,093	78	82	\$32,861	1359	1455
Adult Non-Fiction	\$17,426	813	816	\$912	20	57	\$18,338	833	873	\$841	36	36	\$19,179	869	909
Adult Reference	\$539	78	78	\$0	0	0	\$539	78	78	\$1,064	22	22	\$1,603	100	100
Adult Reference	\$4,277	85	82	\$0	0	0	\$4,277	85	82	\$0	0	0	\$4,277	85	82
Adult magazines	\$0	0	0	\$1,560	72	72	\$1,560	72	72	\$0	0	0	\$1,560	72	72
California Adult Non-Fiction	\$22,242	976	1576	\$2,472	92	129	\$24,714	1068	1705	\$1,905	58	58	\$26,619	1126	1763
TOTAL ADULT PRINT MATERIALS	\$47,001	2085	2745	\$9,481	254	333	\$56,482	2349	3078	\$2,988	136	140	\$59,460	2,485	3,218
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$1,107	87	87	\$1,107	87	87
Adult Audio Books	\$5,838	141	142	\$511	12	12	\$6,349	153	154	\$0	0	0	\$6,349	153	154
Adult Free DVDs	\$1,434	40	52	\$0	0	0	\$1,434	40	52	\$30	3	3	\$1,464	43	55
Adult Rental DVDs	\$3,084	123	123	\$338	14	14	\$3,422	137	137	\$865	74	74	\$4,287	211	211
TOTAL ADULT NON-PRINT MATERIALS	\$10,366	304	317	\$849	26	26	\$11,215	330	343	\$2,002	164	164	\$13,217	494	507
TOTAL ADULT MATERIALS	\$57,367	2,389	3,062	\$10,330	280	359	\$67,697	2,679	3,421	\$5,000	300	304	\$72,697	2,979	3,725
Juvenile Fiction	\$25,471	1,463	1,973	\$45	2	2	\$25,516	1,465	1,975	\$1,769	222	222	\$27,285	1,687	2,197
California Juvenile Fiction	\$0	0	0	\$459	27	27	\$459	27	27	\$0	0	0	\$459	27	27
Young Adult Fiction	\$11,157	809	816	\$109	6	7	\$11,157	809	816	\$363	44	44	\$11,520	853	860
California Young Adult Fiction	\$0	0	0	\$109	6	7	\$109	6	7	\$0	0	0	\$109	6	7
TOTAL JUVENILE FICTION	\$36,628	2,272	2,789	\$813	35	36	\$37,441	2,307	2,825	\$2,132	266	266	\$39,573	2,573	3,091
Juvenile Non-Fiction	\$14,415	611	639	\$58	3	3	\$14,473	614	642	\$183	15	15	\$14,656	629	657
California Juvenile Non-Fiction	\$0	0	0	\$386	15	16	\$386	15	16	\$0	0	0	\$386	15	16
Young Adult Non-Fiction	\$636	33	33	\$0	0	0	\$636	33	33	\$77	5	5	\$713	38	38
California Young Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Reference	\$1,686	8	36	\$0	0	0	\$1,686	8	36	\$115	10	10	\$1,801	18	46
Juvenile Magazines	\$601	13	40	\$601	13	40	\$601	13	40	\$0	0	0	\$601	13	40
TOTAL JUVENILE NON-FICTION	\$17,338	665	748	\$454	18	19	\$17,792	683	767	\$375	30	30	\$18,167	713	797
TOTAL JUVENILE PRINT MATERIALS	\$53,966	2,937	3,537	\$1,067	53	55	\$55,033	2,990	3,592	\$2,507	296	296	\$57,540	3,286	3,888
Juvenile Music CDs	\$440	22	24	\$0	0	0	\$440	22	24	\$0	0	0	\$440	22	24
Juvenile Audio Books	\$738	26	26	\$0	0	0	\$738	26	26	\$0	0	0	\$738	26	26
Young Adult Video Games	\$0	0	0	\$740	18	18	\$740	18	18	\$0	0	0	\$740	18	18
Juvenile Free DVDs	\$1,788	87	87	\$0	0	0	\$1,788	87	87	\$272	19	19	\$2,060	106	106
Juvenile Rental DVDs	\$1,156	39	47	\$0	0	0	\$1,156	39	47	\$46	3	3	\$1,202	42	50
TOTAL JUVENILE NON-PRINT MATERIALS	\$4,133	174	184	\$740	18	18	\$4,873	132	202	\$320	22	22	\$5,193	214	224
TOTAL JUVENILE MATERIALS	\$58,099	3,111	3,721	\$1,807	71	73	\$59,906	3,162	3,794	\$2,827	318	318	\$62,733	3,500	4,112
On-line databases	\$11,516	4	0	\$0	0	0	\$11,516	4	0	\$0	0	0	\$11,516	4	0
E-books	\$0	126	126	\$0	0	0	\$0	126	126	\$0	0	0	\$0	126	126
Electronic	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL ELECTRONIC MATERIALS	\$11,516	130	126	\$0	0	0	\$11,516	130	126	\$0	0	0	\$11,516	130	126
Total Fiction	\$61,357	3391	3958	\$7,622	197	240	\$68,979	3588	4198	\$3,225	344	348	\$72,204	3932	4546
Total Non-Fiction	\$39,580	1641	2324	\$2,926	110	148	\$42,506	1751	2470	\$2,280	88	88	\$44,786	1839	2560
Total Electronic	\$11,516	130	126	\$0	0	0	\$11,516	130	126	\$0	0	0	\$11,516	130	126
Total Audio Books	\$6,576	167	168	\$511	12	12	\$7,087	179	180	\$0	0	0	\$7,087	179	180
Total Free DVDs	\$3,223	127	139	\$0	0	0	\$3,223	127	139	\$302	22	22	\$3,525	149	181
Total Rental DVDs	\$4,260	162	170	\$338	14	14	\$4,598	176	184	\$913	77	77	\$5,511	253	281
TOTAL MATERIALS	\$126,542	5618	6885	\$11,397	333	414	\$137,939	5,951	7,299	\$6,720	531	535	\$144,659	6482	7834

Outstanding Orders as of March 2014

General Fund \$10,817

Adopt-a-book \$5,021

TOTAL \$15,838

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: Entrepreneurial Activities Report for March 2014

DATE: April 21, 2014

Net Revenue Summary for March 2014

			YTD	YTD
	Feb-14	Feb-13	2013-2014	2012-2013
Passport	16,000.00	10,750.00	70,176.00	55,350.00
Passport Photos	3,336.00	2,304.00	15,372.00	12,345.00
Test Proctor	600.00	150.00	4,800.00	3,150.00
Meeting Room	220.00	420.00	3,312.00	3,640.00
DVD Rentals	606.00	492.00	5,059.00	4,486.60
Total	20,762.00	14,116.00	98,719.00	78,971.60



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: Personnel Report for March 2014

DATE: April 21, 2014

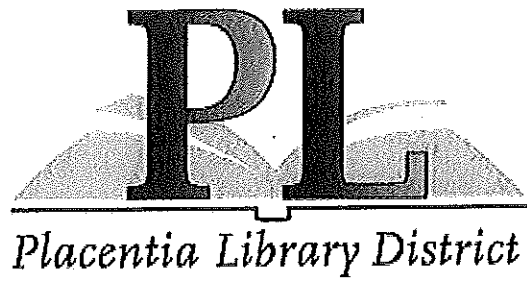
			YTD	YTD
	Mar-14	Mar-13	2013-2014	2012-2013
Separation	0	1	1	4
Retirement	0	0	0	0
Appointments	0	3	2	1
Open Positions	1	2	3	3
Workers' Compensation Leave	0	1	1	1
Total	1	7	7	9

SEPARATION:
None

RETIREMENT:
None

APPOINTMENTS:
None

OPEN POSITIONS:
Library Aide (20 hours)



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Circulation Supervisor

SUBJECT: Circulation Activity Report

DATE: April 21, 2014

MONTHLY STATISTICS**March 2014**

CIRCULATION	Mar-14	Mar-13	Y-T-D	Y-T-D	Y-T-D
			2013-14	2012-13	% change
New Patron Registrations	311	287	2,891	2,724	6.1%
Total Circulation*	23,433	16,074	176,007	149,869	14.9%
Total Active Borrowers**	8,402	8,531			
Attendance	25,531	21,342	197,453	201,910	-2.2%
Registered Card Holders**	31,391	33,064			
Adult Fiction	2,638	2,445	24,459	25,493	-4.1%
Adult Nonfiction	2,804	1,829	20,408	16,380	24.6%
Adult Magazines	256	236	2,082	2,090	-0.4%
Adult Music CDs	382	165	1,787	1,582	13.0%
Adult Audio Books	608	608	5,458	4,954	10.2%
Adult Free DVDs	245	292	2,473	2,424	2.0%
Adult Rental DVDs	437	399	3,826	3,573	7.1%
Overdrive E-Books	715	365	5,142	2,492	106.3%
Overdrive Audio Books	273	146	2,167	1,031	110.2%
JV Fiction	9,916	6,314	79,956	58,467	36.8%
YA Fiction	1,511	981	11,903	10,405	14.4%
JV Nonfiction	3,120	1,658	18,479	11,469	61.1%
YA Nonfiction	119	75	885	636	39.2%
JV Magazines	9	5	69	104	-33.7%
JV Music CDs	27	18	213	199	7.0%
JV Audio Books	60	44	423	383	10.4%
JV Free DVDs	748	488	5,905	5,731	3.0%
JV Rental DVDs	225	154	1,843	1,768	4.2%
Video Games	28	0	90	0	900.0%

* In-House counts were added to total circulation and all item types.

**Year to date not applicable.

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		1,230	441	539	450	1,083	3,743
10:00		501	989	369	1,039	773	3,671
11:00		571	594	331	462	748	2,706
12:00		882	774	413	606	1,215	3,890
1:00	1,130	402	274	512	373	818	3,509
2:00	1,689	683	491	467	515	1,136	4,981
3:00	1,349	1,132	842	805	522	1,713	6,363
4:00	1,498	1,091	906	911	1,045	1,244	6,695
5:00		1,054	1,098	898	790		3,840
6:00		1,444	1,081	1,120	1,191		4,836
7:00		1,145	988	870	856		3,859
8:00		965	548	629	826		2,968
Total/Day							51,061
* Grand Total							25,531

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

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		1	2	0	0	22	25
10:00		1	5	2	2	30	40
11:00		3	3	1	4	36	47
12:00		9	2	5	3	31	50
1:00	33	5	7	5	6	28	84
2:00	44	4	6	6	5	28	93
3:00	41	8	5	5	5	20	84
4:00	20	13	9	8	10	17	77
5:00		16	9	11	6		42
6:00		18	9	13	8		48
7:00		10	6	9	9		34
8:00		9	2	4	1		16
Total/Day	138	97	65	69	59	212	640
Grand Total							640

STAFF ACTIVITY

March 01, 2014- Fernando assisted PLFF at the Author's Luncheon.
March 04, 2014- Staff organized the meeting room for Pre-School story time.
March 04, 2014- Estella delivered money deposits to the bank.
March 06, 2014- Staff organized the meeting room for P-Tac.
March 06, 2014- Staff organized the meeting room for Lap-Sit story time.
March 08, 2014- Staff organized the meeting room for DIY Crafternoons.
March 09, 2014- Staff helped with Friends monthly book sale.
March 10, 2014- Staff organized the meeting room for PLFF board meeting.
March 11, 2014- Staff organized the meeting room for Book Discussion.
March 11, 2014- Fernando participated in Supervisors meeting.
March 11, 2014- Estella delivered money deposits to the bank.
March 11, 2014- Staff organized the meeting room for Pre-School story time.
March 12, 2014- Staff organized the meeting room for Cops story time.
March 12, 2014- Fernando participated in SLS Circulation meeting in Newport Beach.
March 13, 2014- Staff organized the meeting room for Lap-Sit story time.
March 15, 2014- Staff organized the meeting room for Parenting Series.
March 15, 2014- Staff organized the meeting room for DIY Crafternoons.
March 17, 2014- Fernando attended Board meeting.
March 17, 2014- Estella, Beatrice, and Fernando attended all staff meeting.
March 18, 2014- Staff organized the meeting room for Pre-School story time.
March 19, 2014- Fernando participated in Supervisors meeting.
March 19, 2014- Estella delivered money deposits to the bank.
March 20, 2014- Staff organized the meeting room for RADD story time.
March 20, 2014- Staff organized the meeting room for Teens: Embroidery.
March 20, 2014- Staff organized the meeting room for Lap-Sit story time.
March 22, 2014- Staff organized the meeting room for Super Star story time.
March 22, 2014- Staff organized the meeting room for DIY Crafternoons.
March 23, 2014- Staff organized the meeting room for Camembert and Canvas.
March 24, 2014- Fernando participated in Strategic Planning discussion.
March 25, 2014- Fernando met with Beatrice for personnel reasons.
March 25, 2014- Staff organized the history room for Real Teens/Real Talk.
March 25, 2014- Staff organized the meeting room for Pre-School story time.
March 25, 2014- Estella delivered money deposits to the bank.
March 27, 2014- Fernando participated in Supervisors meeting.
March 27, 2014- Staff organized the meeting room for Lap-Sit story time.
March 27, 2014- Staff organized the history room for Real Teens/Real Talk.
March 27, 2014- Staff organized the meeting room for Teens: Duct Tape 101.
March 29, 2014- Staff organized the meeting room for Parenting Series.

ONGOING PROJECTS

Fernando continues to work on staff performance evaluations.
Fernando will train Laura C. about book mending procedures.
Circulation continues to assist Adults with program registrations.
Fernando continues to participate in Strategic Planning.
Fernando continues to assist with SRC event planning.

NEW PROJECTS AND ACTIVITIES

Fernando will attend State of the City in April.

Fernando will begin training for new Library Aide.

Circulation staff will assist the Children's Department with Easter Eggcitement.

Circulation staff will participate in Staff Development Day.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: City of Placentia Invoices - March 2014
DATE: April 21, 2014

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2013-2014	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
13-Jul	7/18/2013	6,812.45	1,452.49	142.50	*	\$8,407.44
13-Aug	8/14/2013	7,692.39	1,452.49	*	*	\$9,144.88
13-Sep	*	*	*	*	*	\$0.00
13-Oct	10/2/2013	7,334.43	2,904.98	285.00	15.87	\$10,540.28
13-Nov	11/21/2013	7,469.80	1,452.49	142.50	7.91	\$9,072.70
13-Dec	*	*	*	*	*	\$0.00
14-Jan	1/15/2014	11,909.86	1,452.49	285.00	23.66	\$13,671.01
14-Feb	2/26/2014	3,946.20	4,357.47	430.00	8.27	\$8,741.94
14-Mar	03/25/14	3,595.48	2,904.98	427.50	8.15	\$6,936.11
14-Apr						\$0.00
14-May						\$0.00
14-Jun						\$0.00
	TOTAL	\$ 45,165.13	\$ 13,072.41	\$ 1,285.00	\$ 55.71	\$ 66,514.36
	AVG	9,033.03	2,614.48	257.00	11.14	7,390.49

* City Billing Not Received

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

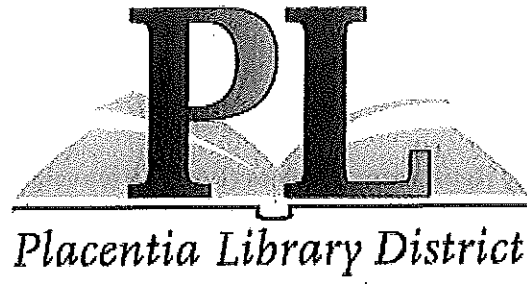
TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Public Agency Retirement Services (PARS) Financial Statement

DATE: April 21, 2014

Report was presented, approved, and filed at the March 21, 2014 Library Board of Trustees meeting.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Director's Report for March 2014
DATE: April 21, 2014

Accomplishments

- Oversee several facility-related projects including the installation of a new water heater, drinking fountain and custodial service.
- Provided assistance and directions to staff for the Easter Eggcitement event.
- Met with possible caterer to discuss the Staff Appreciation & Recognition dinner.
- Spoke with Dr. Natalie Tran from CSUF to discuss possible mindfulness programs.
- Provided guidance to supervisors regarding personnel matter.
- Met with a Valencia High School student to discuss a possible internship.
- Met with the City of Placentia to discuss a joint reading promotional video.

Meetings

- Library Board of Trustees meeting – March 17th
- Monday huddles – March 3rd, 10th, 17th & 24th
- PLFF meetings – March 18th
- Supervisor's meetings – March 19th & 25th
- Click Consulting – March 20th
- City of Placentia – March 11th & 20th
- Strategic Planning Consultant – March 24th

Community Events / Functions

- Canvas art program – March 23rd
- History Room Shelf Dedication – March 25th



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Lori Worden, Children's Services Supervisor

SUBJECT: Children's Services Monthly Activity Report for March 2014

DATE: April 21, 2014

MONTHLY STATISTICS**Childrens Desk Activity**

	March 2014	March 2013	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
Phone reference:	34	42	336	322	4.35%
In person reference/research:	882	946	7253	7503	-3.33%
Total Reference	916	988	7489	7825	-4.29%
Total Number of Programs	45	47	332	367	-9.54%
Total Programs Attendance	1078	3211	11471	13562	-15.42%

PROGRAM STATISTICS

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Read to the Dogs	1	25
F.I.R.S.T.	1	28
Preschool Story Times I & II: 3-6 years	8	216
C.O.P.S.	1	12
Pocket Tales: Stories, music, and movement.	4	117
Lap Sit 24 months & younger	4	263
R.A.D.D.	1	7
P-TAC (Placentia Teen Advisory Committee)	1	24
Family Game Day	1	35
Super S.T.A.R.	1	2
Homework Club	17	221
3/20 YA: DIY: Embroidery	1	16

3/27 YA: DIY: Duct Tape	1	22
3/31 Rose Dr. Elementary School 2 nd Grade Library Tours	3	90
Total March 2014	45	1,078
Total March 2013	47	3,211
Current FY to date	323	11,471
Previous FY to date	367	13,505

Achievements:

- Lori Worden attended the Children's SLS meeting at the Aliso Viejo Library on March 3.
- Lori Worden attended meetings with supervisors and Jeanette Contreras in March.
- Lori Worden attended weekly Easter Eggcitement planning meetings.
- Lori Worden attended the Library Board meeting on March 17.
- Coleen Wakai attended the Public Library Association conference in Indianapolis March 11-15.
- Lori Worden attended the strategic planning meeting with Brent Ives, Jeanette Contreras, library supervisors, and the Library Board on March 24.
- Children's staff is supervising San Jose State University library intern Jennifer Lenington.
- An El Dorado high school student is job shadowing Lori Worden for a school assignment.
- Children's staff conducted library tours for three 2nd grade classes from Rose Dr. Elementary school on March 31.
- Children's staff completed spending for materials for this fiscal year.

In progress:

- Children's staff are planning upcoming Spring events, including DIY teen craft programs, Easter Eggcitement, an El Dia de los Ninos program, and the new "Wiggles and Giggles" gift basket and library card sign-up program for families with new babies.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Nadia Dallstream, Adult Services Supervisor
SUBJECT: Adult Services Report for March 2014
DATE: April 21, 2014

MONTHLY STATISTICS

Reference Desk Activity

	March 2014	March 2013	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
Reference -- in person	796	941	3793	4191	-9.50%
Reference -- telephone	307	371	657	838	-21.60%
Reference -- email/chat	8	0	4673	2852	63.85%
Technology assistance	279	440	1700	1860	-8.60%
Guest passes	200	153	16927	18076	-6.36%
Adult and Children's computer use (desktops)	2702	2606	19457	20456	-4.88%
Adult computer usage (desktop)	2238	2164	5031	6497	-22.56%
Public computer use (express laptops)	85	92	298	304	-1.97%
Adult Program Attendance	196	79	205	86	138.37%
Number of Adult Programs	13	8	13	8	62.50%

Adult Services Programs

	March 2014
March 8, 2014	18
DIY CrAfternoons: Terrific Tile (Faber & Townsend)	8
March 11, 2014	13
Book Discussions: <i>The Year of Living Biblically</i> (Cunningham)	6
March 11, 2014	13
Computer Workshop: Web Design Made Easy (Killianey)	8
March 13, 2014	11
Conversation Club (Federman)	15
March 15, 2014	39
Parenting Series: Boundaries in Parenting (Dallstream)	40
March 15, 2014	9
DIY CrAfternoons: Painting Palooza (Townsend)	5
March 18, 2014	11
Computer Workshop: Web Design Made Easy (Killianey)	11
March 22, 2014	15
DIY CrAfternoons: Mason Jar Madness (Townsend)	39
March 23, 2014	40
Camembert & Canvas: Paint Your Own Monet! (Dallstream)	9
March 23, 2014	5
History Room Bookcase Dedication (Townsend)	11
March 25, 2014	11
Computer Workshop: Introduction to Pinterest (Killianey)	11
March 27, 2014	11
Conversation Club (Federman)	11
March 29, 2014	196
Parenting Series: What is Your Child's Love Language? (Federman)	196
Total Program Attendance	196

Volunteer Hours:

	March 2014	March 2013	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
History Room	0	30	36	222.5	-83.82%
PLFF	559	523.5	5050.25	3982.25	26.82%
General Library	456.75	497.25	4388.75	3141	39.72%
Technology	43.75	42.5	403	818.5	-50.76%
Homework Club	90.25	106.5	638	734.75	-13.17%
Adult Literacy Tutors	91.5	84.75	576.95	395.25	45.97%
PTAC	127.25	139.5	1280.5	1265.75	1.17%
Total Volunteer Hours	1368.5	1424	13853.95	10560	31.19%

History Room Activity

	March 2014	March 2013	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
History Room Visitors	10	5	65	56	16.07%

Adult Literacy

	March 2014
Number of Tutors	12
Number of Students	18
Total Number of Participants	30

Computer Literacy

	Mar 2014
Number of Tutors	6
Number of Students	7
Total Number of Participants	13

ACHIEVEMENTS

- *Wendy Townsend, Venessa Faber, Jeannie Killianey & Heather Alexander* created new book trough displays.
- *Jeannie Killianey* completed one Technology bibliography.
- *Wendy Townsend* completed weeding the 500s.
- *Wendy Townsend* created a new display in the History Room.
- *Nadia Dallstream, Wendy Townsend and Katie Matas* discontinued TEI audio leasing plan.
- *Wendy Townsend* has started the Book to Action children's programs.
- *Sally Federman* has matched 4 students with 3 tutors.

MEETINGS

- *Katie Matas* served on an interview panel for Huntington Beach Public Library on March 11th.
- *Wendy Townsend* attended the Author's Luncheon on March 1st.
- *Nadia Dallstream and Katie Matas* participated in the monthly Baker & Taylor meeting on March 12th.
- *Nadia Dallstream and Katie Matas* attended the Monday Huddle meeting on March 10th; 17th and 24th.
- *Nadia Dallstream* attended the PLD Board Meeting on March 17th.
- *Nadia Dallstream* attended 2 Supervisor/Manager Meeting.
- *Nadia Dallstream and Katie Matas* met three times.
- *Katie Matas and Wendy Townsend* attended the Staff Meeting on March 18th.
- *Jeannie Killianey and Nadia Dallstream* met 2 times.
- *Katie Matas and Nadia Dallstream* met 3 times.
- *Nadia Dallstream* attended the Strategic Planning Meeting on March 24th.
- *Wendy Townsend* attended the Placentia Historical Committee Meeting on March 25th.
- *Wendy Townsend* attended the Employee Appreciation Committee meeting on March 19th.
- *Wendy Townsend and Nadia Dallstream* attended the Placentia Community Network meeting on March 20th.

PROFESSIONAL DEVELOPMENT

- *Jeannie Killianey* watched the Horizon bookmarks webinar on March 5th.
This webinar will be helpful in creating future bibliographies for different aspects of the collection and it highlighted a feature of Horizon of which I was unfamiliar.



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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 March 2014
DATE: April 21, 2014

On-line database usage

	March 2014	Onsite Usage 3/14	Remote Usage 3/14	March 2013	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
Placentia Library Catalog	16,094	N/A	N/A	14,189	129,735	163,710	-21%
General Reference Center	167	63	104	53	618	612	1%
Biography In Context*	28	28	0	27	168	133	26%
Opposing Viewpoints*	183	179	4	5	746	101	639%
Freegal*	571	N/A	N/A	349	5,059	3,082	64%
Heritage Quest	261	N/A	N/A	414	3,713	4,763	-22%
Novelist	47	N/A	N/A	55	286	445	-36%
Shmoop*	7	N/A	N/A	6	212	106	100%
Tumblebooks	383	N/A	N/A	606	3,831	4,458	-14%
Reference USA	436	N/A	N/A	137	3,182	1222	160%
TOTAL DATABASE USAGE	18,177	270	108	15,841	92,267	108,552	-15%

Website Traffic

	March 2014	March 2013	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
Website visits	21,560	20,047	185,257	190,397	-3%
Page Hits	38,230	38,191	348,487	345,023	1%



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Review Placentia Library District Policy 6000 Series
DATE: April 21, 2014

BACKGROUND

At the February 24, 2014 Library Board of Trustees meeting, the Library Director was directed to present amendment recommendations which were discussed and reviewed at the March 17, 2014 meeting. The recommended amendments are **bolded and underlined**.

Attachment A includes the following recommended policies for amendments:

Policy 6010 Materials Selection Policy
Policy 6020 Internet Access Policy
Policy 6030 Circulation Policy
Policy 6035 Fines & Fees Schedule (format has also been changed)
Policy 6040 Beverage & Food Policy
Policy 6050 Community Meeting Room Policy
Policy 6065 Public Behavior Policy

RECOMMENDATIONS

1. Approve amendments to Placentia Library District Policy 6000 Series as presented, inclusive of feedback from the Library Board of Trustees; and,
2. For policies to be effective July 1, 2014.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Materials Selection Policy
POLICY NUMBER: 6010

**** 6010** The library believes in freedom of information for all, and does not practice censorship. The selection of library materials is predicated on the patron's right to read and similarly, his freedom from censorship by others. Many books are controversial and any given item may offend some person. Selections for the library will be made (DELETE “will not, however, be made on the basis of anticipated approval or disapproval, but solely”) on the merits of the material in relation to the building of the collection and to serving the interests of the reader.

The library holds censorship to be a purely individual matter and declares that while anyone is free to reject books and other materials of which he/she does not approve, he/she may not exercise censorship to restrict the freedom of others.

Responsibility for materials selected and read by children and adolescents rests with their parents' or legal guardians. Selection decisions are not influenced by the possibility that materials may be accessible to minors. Materials are not labeled to show approval or disapproval or to indicate certain philosophies. No items are sequestered except to protect them from damage or theft.

****** Library Materials include but are not limited to books, e-books, magazines, newspapers, audio books, downloadable audio books, compact disks, DVDs, photographs, pamphlets, and databases.

**** 6010.1** Since Placentia Library District operates on a fixed annual budget and a limited library materials fund, it must emphasize standard materials and services of first importance in the broad pattern of operation. (Delete -- It must in mind) First and foremost the needs of the general reader in the Placentia Library District service area. Its collection must be designed essentially for use and adaptation to new and changing conditions in the community, with wide appeal to all.

6010.2 The selection of library material is the responsibility of the professional staff under the direction of the Library Director in accordance with the policies of the Board of Trustees.

6010.3 The criteria listed below are to be used as guidelines by the selection staff as appropriate:

The overall purpose of the material is the chief criterion of selection.

Reputation and significance of the author.

Timeliness or permanence of the material.

Importance of the subject matter to the collection.

Authoritativeness.

Reputation and standards of the publisher.

Readability and popular appeal.

Quality of the writing.

Recommendation of title in selection aids.

Format of item.

Physical condition of material.

6010.4 A book or non-book material is not necessarily rejected on the basis of objectionable sections or pages, but may be rejected on the grounds of obscenity prevailing in the material as a whole.

6010.5 The Library Bill of Rights, developed by the American Library Association, affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

**** 6010.5.1** Books and other library resources should be provided for the interest, information, and enlightment (enlightenment) of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

6010.5.2 Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

6010.5.3 Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

6010.5.4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

6010.5.5 A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

6010.5.6. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

6010.6 Procedure for Request for Reconsideration of Library Materials

6010.6.1 When a patron wishes the library to discard or reclassify a book or item, he/she must complete the "Request for Reconsideration of Library Materials" form. The public service supervisor will review the request and forward his/her recommendation to the Library Director for a final decision.

6010.7 Interpretation of Policy

**

6010.7.1 Questions concerning the scope and policies of an individual collection may be discussed with the Library Director. If there are complaints or comments about a specific title, one may fill out a "**Request for Reconsideration of Library Materials**" (~~delete~~ complaint) form and the matter will be discussed by the Library Board of Trustees at its next regularly scheduled meeting. (~~Delete~~ -- Complaint forms are available at the Library Reference Desk.)

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Internet Access Policy
POLICY NUMBER: 6020

**** 6020.1** Electronic reference resources, including the Internet, are services provided by Placentia Library District. ~~(Delete --~~in fulfillment of its mission of providing materials and services that satisfy the educational and informational needs of the community)

6020.2 Requirements

6020.2.1 Users are required to enter their Library Card or Guest Pass number and personal identification number.

**** 6020.2.2** Each patron is guaranteed one hundred and twenty (120) minutes of uninterrupted use per session. Time will be extended in fifteen (15) minute increments when requested and at staff's discretion. ~~(delete --~~ if there is no reservation in place). A five (5) minute notice will be given if another patron has reserved that PC. Staff may establish additional time restrictions during peak use periods in order to ensure that all patrons will have an opportunity to use the Internet if they wish to do so.

**** 6020.2.3** No more than two (2) individuals per terminal. ~~(Delete --~~Some terminals may be restricted to one (1) person)

6020.2.4 Only web-based email (e.g. Hotmail, Yahoo!, etc.) is available.

6020.2.5 Downloading materials from the Internet onto the computer hard drive is not allowed for security reasons. However, files may be printed or saved to a USB flash drive.

**** 6020.2.6** All PCs are configured to filter out certain sites (e.g. pornography, gambling). ~~(Delete –~~ Access to blocked sites is available on request to adult patrons (18 years and older) with either a valid adult Placentia or Anaheim Library card or a government issued photo ID that shows date of birth.)

6020.2.7 Patrons using unfiltered access must use a computer with a privacy screen.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Circulation Policy

POLICY NUMBER: 6030

6030.1 Items borrowed from the Library are due on the date posted on the sign at the Circulation Desk when the items were checked-out.

**** 6030.1.1** Loan Periods for Library Materials are as follows:

Books	3 weeks
Audio Books	3 weeks
Magazines	3 weeks
CDs	3 weeks
<u>Video Games</u>	<u>3 weeks</u>
<u>Ebooks / downloadable audio books</u>	<u>2 weeks</u>
DVDs, educational	1 week
DVDs, rental	1 week
DVDs, rental-new releases	2 days

6030.1.2 Item Loan Limits are as follows:

- 5 items out at one time (for the first month)
- 25 items out at one time (after the first month)
- 3 books on the same subject, author, or series
- 5 Ebooks and downloadable audio books
- 5 magazines of the same title
- 5 books on CD
- 5 music CDs
- 5 free/rental DVDs combined

6030.2 Items are considered *returned* on the date they are checked in by the staff.

6030.2.1 All items for the current day are checked in before the staff ends each work day.

6030.2.2 Items returned in a bookdrop after the Library closes will be checked in the next day the Library is open.

6030.2.2.1 In order to accommodate items left in a bookdrop after the Library closes on the due date, there is a 2-day grace period for all 3-week circulating items.

6030.2.2.2 On the 3rd day fines are charged from the first day an item was overdue.

6030.2.2.3 There is no grace period for DVD rentals.

6030.3 Notification Process:

6030.3.1 Reminder notices are either mailed, emailed or telephoned to cardholders 7 days after an item's due date.

6030.3.2 Invoices for the full cost of the item plus the processing fee are mailed 30 days after an item's due date.

6030.3.3 If "Reminder", "Invoice" or "Fine" notices are returned by the Post Office as "undeliverable" the staff will attempt to contact the cardholder by telephone at the number in the Circulation System.

6030.3.3.1 If the cardholder cannot be notified by telephone the account will be reported immediately to the collection agency with a \$25.00 surcharge added to the account's balance.

6030.3.3.2 Accounts with invoices or 2nd fine notices that remain unpaid after 10 days from the date of the notice will be reported to the collection agency with a \$25.00 surcharge added to the account's balance.

** 6030.3.3.3 Borrowers who return overdue/lost items (~~Delete --~~ in a bookdrop or at another library) remain responsible for the accumulated fines and service charges. **Borrowers returning any lost items within 45 days from the original due date, will be refunded the lost and processing fees. Borrowers will still be responsible for overdue fines.** Notices are mailed for fine accounts.

6030.3.3.4 Accounts for cardholders having more than \$40.00 in accumulated fines and who have not responded to the fines notices from the Library, will be reported to the collection agency with a \$25.00 surcharge added to the account's balance.

6030.4 Parent/guardians are responsible for items checked out on a card issued to minor children. Library cards are not issued to minors without the identification information and signature of the parent/guardian assuming financial responsibility for that card.

6030.5 Returned Checks

6030.5.1 Returned Check charges are made as prescribed by Section 1719 of the California Civil Code. Checks returned from the bank for any reason will be assessed a \$25.00 surcharge.

6030.5.2 On the 30th day from the date of the written notice to the issuer, the surcharge increases to 3 times the face value of the check or \$100.00, whichever is greater, and the account is immediately reported to the Collection Agency.

6030.6 The Circulation Supervisor or Business Manager may clear accounts of any type that have been reported to the collection agency.

6030.7 California Education Code, Section 19911 in part states: Offenses Against Libraries 288002. RETENTION OF PROPERTY. Any person who wilfully detains any book, newspaper, magazine, pamphlet, manuscript, or other property belonging to any public or incorporated library, reading room, museum, or other educational institution, for 30 days after notice in writing to return the article or property, given after expiration of the time for which by the rules of the institution the article or property may be kept is guilty of a misdemeanor.

6030.7.1 The parent or guardian of a minor who willfully and maliciously commits any act within the scope of this section will be liable for damages so caused by the minor.

6030.8 Telephone renewals and inquiries (online access available 24/7)

6030.8.1 To minimize overdue fines and/or lost item charges the Library recommends calling the Circulation department at 714-528-1906 during the hours when the Library is open for public service to:

6030.8.1.1 Verify the due date of an item.

6030.8.1.2 Renew or request an extension of a loan period.

6030.8.1.3 Report if an item is lost.

**** 6030.8.2** Overdue fines accumulate until each item is reported lost. Once it is reported lost the staff will search for the item (~~Delete~~ – for several weeks and replace with “within a week.”) If the item is not found the person responsible for the library card will receive an invoice for the replacement cost plus the processing fee plus any fines due for the item.)

6030.8.3 Notify the staff if you have received an overdue or fine notice that you believe is in error.

6030.8.4 All calls regarding overdue or lost items should be directed to the Circulation Department at 714-528-1906. The Library Administrative Office does not have a terminal for the Circulation System. In order to assure accurate processing of

circulation inquiries and requests the caller must talk with someone who can look at the account information in the circulation system.

6030.8.5 Borrowers are responsible for paying overdue fines for items returned in the bookdrop after the due date.

6030.9 Unpaid fines/fees in excess of \$10.00 will result in the suspension of borrowing privileges until the account is cleared.

6030.10 Placentia Library District will issue a library card to California residents with a valid driver's license or U.S. government issued photo identification and an accompanying proof of a current California address issued within the last six (6) months.

6030.11 Current employees are exempt from hold fees and overdue fines.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Fines & Fees Schedule
POLICY NUMBER: 6035

PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE Effective January 1, 2014

FINES PER DAY		
DVDs		\$ 1.00
All other items		\$.20
Maximum fines per item		\$20.00
RENTAL FEE		
DVDs educational		Free
DVDs new feature films		\$ 1.00 for two (2) days
DVDs all others		\$ 1.00 per week
Canopies (24 hr. period)		\$10.00 each
Folding chairs (24 hr. period)		\$ 1.25 each
Tables, 6' (24 hr. period)		\$ 8.50 each
Meeting Room		
- Non-profit organizations		\$20.00 per hour
- Other groups		\$35.00 per hour
- Administrative Fee (for cancellation notices less than two weeks in advance)		\$25.00
- After hour fee / Staff attendee		\$25 per hour, per staff
- Clean-up fee		\$20.00
- Refundable security deposit / cleaning fee		\$50.00
- Set-up fee		\$20.00
RESERVES		
Interlibrary loans + actual charges by lending library + postage +		\$ 1.00 per item
All items		\$.50 per item
LOST OR DAMAGED MATERIALS (Item cost plus the Processing Fee or Default Cost)*		
	Processing Fee	Default Cost
Audio books (all formats)	\$10.00	\$50.00
Cataloged adult & children's books	\$10.00	\$30.00
CDs	\$10.00	\$10.00
DVDs	\$10.00	\$25.00
Magazines, pamphlets	N/A	\$10.00
Uncataloged paperbacks	\$10.00	\$20.00
* Borrowers may replace a lost item with the same ISBN number within 30 days of lost status and item cost will be waived. Overdue fines and processing fee will still be applied.		

SPECIAL SERVICES & REPLACEMENTS	
Barcode replacement	\$ 2.00 each
Book jacket cover / mylar replacement	\$ 2.00 each
CD – audio book replacement	\$ 8.00 per CD
CD case replacement	\$ 2.00 each
DVD case replacement	\$ 2.00 each
Earbuds	\$ 2.00 each
Fax Local	\$ 1.00 per page
Fax Long Distance	\$ 1.50 per page
Fax International	\$ 5.00 per page
Library card replacement	\$ 2.00 each
Passport photos	\$12.00
Photograph digital file from Placentia History Room archives (cost per item + packaging + postage + shipping)	\$10.00 – non commercial use \$75.00 – commercial use
Playaway case replacement	\$ 3.00 each
Printing, photocopy Black ink	\$.15 per page
Printing, photocopy Color	\$.50 per page
Test proctoring	\$50.00 per exam
SURCHARGES	
Report to Collection Agency	\$25.00 per report
Returned check, up to 30 days	\$25.00 per check
Returned check, over 30 days	\$100.00 or the greater of three (3) times the value of a check, per check

Borrowers of materials from Placentia Library District assume full responsibility for their use. Placentia Library District assumes no responsibility for damage to personal property caused by the use of library materials or equipment of any type.
(Adopted by the Library Board of Trustees, January 18, 1993.)

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Beverage & Food Policy
POLICY NUMBER: 6040

6040.1 No eating. (Delete -- The Placentia Library District food & drink policy permits the bringing in and consumption of beverages from containers with lids and individual size snack food items, except in designated areas. All other food & drinks are not permitted in the Library)

6040.2 Closed lids drinks are allowed. No beverages allowed at computer terminals.

Delete all below

6040.1.1 Examples:

- Acceptable drink containers are those with lids, including pop-top cans. Lids should be kept on bottles and containers except when drinking. Drinks may not be placed on the floor, taken into the book stacks, or kept at any computer terminal or workstation.
- Unacceptable drinks containers are those without lids, such as open topped coffee mugs, disposable coffee cups without lids, and soda cups without lids.
- Acceptable food items are individual 'snack size' containers of chips, cookies, candy, and other snack foods.
- Unacceptable food items are hot entrees, burgers, French fries, pizza, noodles, sandwiches, burritos, tacos, soup, and other hot, or large size bags or packages of chips, crackers, cookies, doughnuts, salad, etc.

6040.1.2 The following designated areas may be considered as exceptions to the above policy and must be approved by the Library Director or his/her designee:

- Community Meeting Room
- History Room
- Quiet Study Area

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Community Meeting Room Policy
POLICY NUMBER: 6050

- 6050.1** The purpose of the Community Meeting Room is to provide facilities for educational and cultural activities that are a part of the Library program. The room may also be used by community groups or organizations (businesses, realty, and energy) that are educational or cultural in nature. The Board of Trustees has established the following conditions to govern the use of the Community Meeting Room.
- 6050.2** A fee of \$20 per hour for non-profit organizations and \$35 per hour for other groups is charged for each meeting or event held in the Community Meeting Room. The fee will be collected at time of application, and must be submitted at least two (2) weeks prior to use of the meeting room. The rental fee for applications submitted less than two (2) weeks will be non-refundable. The fee is waived for those meetings or events sponsored by the Library Staff or Board of Trustees. The fee will also be waived for the Friends of Placentia Library, the City of Placentia, and elected public officials for nonpartisan presentations.
- 6050.3** Application for use of the room will be made through the Circulation Department on the form provided for that purpose at least two (2) weeks prior to use of the meeting room. The department should be notified 24 hours in advance of any change in a scheduled meeting. No group may reserve the Community Meeting Room for more than three dates per application without approval by the Library Director.
- 6050.4** An administrative fee of \$25 will be incurred for cancellation notices less than two weeks in advance.
- 6050.5** Permission to use the room is not transferable.
- 6050.6** Upon reasonable notice, the Library reserves the right to require a group to reschedule or relocate within the facility if the Community Meeting Room is needed for a Library function.
- 6050.7** Organizations using the facility are responsible for moving the chairs from the storage area and for arranging them and other furniture. Chairs are to be returned to the storage area after meeting. If library staff is needed to set up or return furniture, an additional fee of \$20 per hour is charged.

- 6050.8 The person who signs the application form will be deemed an official representative of the group, and liable for any damage to library and facilities. The person signing the application form must be at least 18 years old.
- 6050.9 Permission will not be granted for religious services, Sunday school classes, or to formal religious groups and organizations.
- 6050.10 Permission to use the facilities will not be granted to an individual or group representing a single political party or political action group except that in the interest of civic enlightenment and public education, use may be granted for political meetings provided all factions are invited and/or represented at the given meeting.
- 6050.11 No meetings or activities will be held for the purpose of advancing any doctrine or theory subversive under the Constitution of the United States or the State of California.
- 6050.12 Meals may not be served in the Community Meeting Room. If light refreshments are provided, the kitchenette must be left clean. The Library does not have supplies available for serving refreshments.
- 6050.13 There is a \$50 refundable deposit/cleaning fee required at time of application.
- 6050.14 Alcoholic beverages are prohibited.
- ** 6050.15** (Replace “The fact that the Board of Trustees gives a group permission to use the Community Meeting Room in no way constitutes and endorsement of the policies or beliefs of the group by the Board or Library Staff and further, the Board or the Staff will not be held responsible for any action undertaken or administered by any organization.” With **Use of the Community Meeting Room does not constitutes an endorsement of the policies or beliefs of the group by the Library Board of Trustees or Library Staff and furthermore, the Board and Staff will not be held responsible for any action undertaken or administered by any organization.**
- 6050.16 Personal property brought to or into the Community Meeting Room by any user is done so at the user’s risk.
- 6050.17 Permits may be revoked by the Library Director whenever there has been a violation of these rules.
- 6050.18 Community Meeting Room must be vacated when the library closes; a \$25 fee will be incurred every hour after the library is closed. Exceptions will require approval from the Library Director.
- 6050.19 If a question should arise on the interpretation of these regulations, the matter is subject to the final decision of the Board of Trustees. These regulations may be changed or amended at any time by the Board of Trustees.
- 6050.20 Capacity limitations: 135

**** 6050.21** Organizations requiring the presence of a staff member, will incur the cost of \$25 per hour per staff, after closing hours.

6050.22 Equipment available for the Community Meeting Room

6050.22.1 100 Chairs

6050.22.2 15 8' Tables

6050.22.3 Kitchenette

6050.22.4 Sound System

6050.22.5 1 Lectern

6050.22.6 2 Flags (American and State flag)

6050.22.7 Writing Board (Requires special markers)

6050.22.8 Santa Chair (\$25 Rental Fee)

6050.22.9 Projector (\$15 Rental Fee)

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Patron Exclusion Policy
POLICY NUMBER: 6067

According to the Placentia Library District Policy 6065 – Public Behavior Policy, persons who violate the code of conduct will be asked to cease the behavior by library personnel. After being warned, if behavior persists, then the violator will be asked to leave the premises. The first occurrence requiring staff to order person to leave results in the person being excluded from library premises for one month; any future occurrence earns twelve months.

If a person exhibits behavior violates the code of conduct and constitutes a threat to other library patrons, library volunteers, and/or library staff or otherwise disrupts the operations of the library, then the library can ban a patron from the library premises by following the procedures outlined below:

1. Library supervisors, managers and/or their designee (delete -- staff members) have the authority to ban from the library premises for predetermined time periods patrons whose inappropriate behavior has been documented adequately. Staff will refer to and follow the procedures for applying any level of exclusion from the library. This procedure details the process for banning an offending patron for periods less than one year.
2. In the event that a patron's behavior constitutes a perceived imminent serious threat to Library property, other library patrons, volunteers, and/or staff, library personnel may call the police for assistance. The Library Director has the authority to ban from the library premises for a period of twelve months any individual whose behavior is a sufficient threat to the ability of the library to operate in a safe manner or whose behavior prevents staff, volunteers, and/or patrons from using the library services, furniture, facilities and materials for their intended purposes. Permanent and/or indefinite ban will require a decision by the Library Board of Trustees with exception of emergencies or time sensitive occurrences.
3. If an individual who has been excluded attempts to return to the library premises, such an act will be considered trespassing and the police will be called to remove the person from the library premises.
4. Banning or exclusion from library premises denies the patron access to the building, grounds and services of the Placentia Library District. The patron may still access from an offsite computer the Library's webpage. The individual's library card will be blocked.
5. If the individual who has been banned for twelve months wishes to appeal this decision, then the notification must be made in writing to the Library Director within ten (10) days from the date of the exclusion. The appeal will be heard at the next regularly scheduled meeting of the Library Board of Trustees. Trustees will decide by a majority vote to uphold the exclusion if the behavior is a sufficient threat to the ability of the library to operate in a safe manner or if the behavior prevents staff and patrons from using the library services, furniture, facilities and materials for their intended

use. The ban will be in effect until this vote is taken. Trustees will instruct the Library Director to contact the person making such an appeal by letter and inform him/her of the decision of the Board.

6. It is the sole responsibility of the individual banned for twelve months to apply for reinstatement of library privileges; these are not automatically available at the end of the period of exclusion. The person notifies the Library Director that he/she plans to attend the regular meeting of the Library Board of Trustees to request reinstatement of his/her library privileges. This request may be made only after the twelve months has been completed. The ban will be in effect until this vote is taken. Trustees will instruct the Library Director to contact the person making such an appeal by letter and inform him/her of the decision of the Board.

7. Following the reinstatement by the Library Board of Trustees of a patron whose privileges had been revoked under this policy, it is understood that even one new violation of the Placentia Library District Policy 6065 – Public Behavior Policy can result in the individual being banned for an additional year from the Placentia Library District.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Continue Discussion and Determine whether to pursue a renovation of the Library for the Centennial event.

DATE: April 21, 2014

BACKGROUND

A presentation was made by Jeffrey H. Tamkin, President & CEO of Public Facilities Investment Corporation (PFIC) and Stephen E. Finney, President of CWAAlA at the November 25, 2013 Library Board of Trustees meeting. The firm provided the Trustees with introductory information regarding capital improvement projects such as a building renovation and/or expansion. Mr. Finney provided a presentation, displaying various library projects CWAAlA completed and are currently working on. Mr. Finney spoke about the module concept for PLD, which would allow the Library to remain open during construction. The second floor was deemed unacceptable due to cost and complete closure of the Library. Mr. Finney estimates the cost would be \$300-\$350 per square foot plus internal improvement costs like shelving, etc. Access and number of toilets drive how big the project can get. Restrooms costs are typically the most expensive per square foot.

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

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

The Placentia Library will be celebrating its centennial in 2019 and the existing building is nearly 40 years old. The Library Board of Trustees needs to determine if a renovation should be pursued as part of the Centennial.

Fiscal Impact: To be determined

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorize the Contract Renewal with Click Consulting to provide information technology services and web support at \$48,000 per year.**

DATE: April 21, 2014

BACKGROUND

At the April 22, 2013 Library Board of Trustees meeting, the Trustees awarded a contract to Click Consulting to provide information technology services for the Placentia Library District. In addition to Click Consulting's proposals, the Placentia Library District also received four other proposals that ranged from \$59,000 to over \$71,000. Click Consulting proposal was \$22,200.

The actual hours spent on information technology related issues were more than two times the number of expected hours as anticipated from the original estimate a year ago; hence, a 47% increase in cost. The new annual proposal is \$48,000 for information technology services and web support.

Click Consulting has completed the following projects:

- Initial IT Inventory project and network/systems evaluation
- Installed new print station PC
- Installed new Sonicwall firewall
- Migrated content filter service
- Installed 2 managed switches and 3 WiFi access points
- Symantec Backup Software and Drives on all 3 servers
- Repurposed a PC to use as the 3rd catalog PC.

- Installed 12 new PC's in Lab
- Moved old lab PCs to replace 8 Children's PCs
- Assisted with new projector install and configuration
- Just ordered 18 new PC's to replace remaining Windows XP computers

Click Consulting is also working on redesigning the Placentia Library District's website, using Drupal. Library staff have been very pleased with the service received from Click Consulting, including efficient response time.

Representatives from Click Consulting will be present to answer questions.

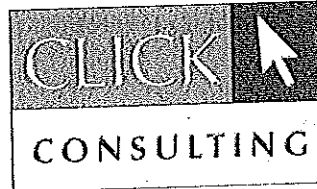
Attachment A is the proposal from Click Consulting.

Fiscal Impact: \$48,000 per year

RECOMMENDATIONS

1. Authorize the contract renewal with Click Consulting to provide information technology services and web support at \$48,000 per year; and,
2. Authorize transfer of \$20,000 from budget lien item 4000 – Total Equipment to 1900 – 0739 Computer Services for Fiscal Year 2014-2015, for information technology and web support services.

CLICK CONSULTING, INC.
13924 Seal Beach Blvd,
Suite C
Seal Beach, CA 90740



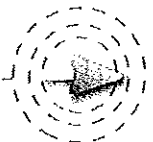
www.clickconsulting.com
info@clickconsulting.com
562-430-5716 office
562-596-5325 fax

Placentia Library
District

Information Technology
Services Renewal

Attn: Administration
411 E. Chapman
Placentia, Ca. 92870

April 15, 2014



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Summary

We have enjoyed providing information technology services this past year to the library, and, it is our goal to continue our relationship.

When we prepared the original proposal, we were required to anticipate the number of annual hours it would take to support the library during the year. We agreed to tabulate the number of actual hours each year, and propose a corresponding rate increase or decrease to be used during the following year. Accordingly, we are submitting the following analysis for your consideration as we head into the annual renewal date of May 7.

In summary, it took more than twice the number of expected hours to support the library during the initial year. As a result, we are proposing a rate increase in both IT and web for the upcoming year.

IT Support - MSP

Providing IT support required 2.3 times the number of expected hours, and thus, we propose a 2.0x rate increase to \$3,500/mo or \$42,000/yr.

Web Support

Providing web support required 8.3 times the number of expected hours. We propose an increase to \$500/mo or \$6,000/yr.*

The proposed renewal total is \$48,000/yr.

*Note: consistent with the current agreement, this includes web content updates and support and excludes website development projects to be bid separately if needed. Examples of included content updates are text and image changes to existing pages and the creation of new basic pages. Examples of excluded development items are custom graphic design, copywriting, SEO, and extending the functionality of the website such as the creation of a new discussion forum, integration with third-party services, the installation of community modules, or the development of custom modules.

Detail

The detailed tabulation of hours is provided below for review.

Conclusion

We look forward to continuing our relationship and providing excellent support.

Approval

Approved by: _____

Date: _____

Placentia Library Renewal

Click Consulting

Purpose To compare expected hours to actual hours, and propose new rates if needed.

IT Support

Expected Hours

When building the original proposal and pricing, we expected the annual hours:

Scheduled per week	4
Remote per week	1
Total weekly	<u>5</u>
Monthly	20
Annually	<u>240</u>

Actual Hours

Here is a summary of actual hours incurred:

Month	Hours
May 2013	30
Jun 2013	41
Jul 2013	57
Aug 2013	63
Sep 2013	44
Oct 2013	43
Nov 2013	27
Dec 2013	31
Jan 2014	45
Feb 2014	41
Mar 2014	82
Grand Total	<u>504</u>
Num Months	<u>11</u>
Mo Avg	46
Annual - estimated	549

Hours Analysis

	Expected	Actual	Hrs Over	Actual as a Pct of Expected
Monthly	20	46	26	229%
Annual	240	549	309	229%

Rate

	Original	Proposed	Inc Proposed
Monthly	1,750	3,500	200%
Annual	21,000	42,000	200%

Web

Expected Hours

When building the original proposal and pricing, we expected the annual hours:

Per month	2
Per year	24

Actual Hours

Here is a summary of actual hours incurred:
(excluding hours billed to development project)

Total	183	183
Num Months	5	11
Average Monthly	36.6	16.6

Hours Analysis

	<u>Expected</u>	<u>Actual</u>	<u>Hrs Over</u>	<u>Actual as a Pct of Expected</u>
Monthly	2	16.6	14.6	830%
Annual	24	199	175	830%

Rate

	<u>Original</u>	<u>Proposed</u>	<u>Inc Proposed</u>
Monthly	\$99	\$500	505%
Annual	\$1,188	\$6,000	505%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Travel Authorization: Library Board of Trustees to Attend the 2014 Serving With a Purpose Conference in Ontario, California on May 22, 2014.

DATE: April 21, 2014

BACKGROUND

A workshop for library friends groups, library trustees, volunteers and staff which will feature keynote speaker Claudia James and Chris Looney, who will present information on fundraising. Other guests includes author Lisa See.

Attachment A is a copy the conference flyer.

Fiscal Impact: \$104 includes registration and one night lodging + mileage

RECOMMENDATION

Authorize the Library Board of Trustees to attend the 2014 Serving With a Purpose Conference in Ontario, California on May, 22, 2014.

Registration is now open!

Thursday, May 22, 2014 9 am–4 pm

2014 *Serving With A Purpose* Conference

*A gathering for CA Friends, Trustees, Foundations,
Volunteer Leaders and the staff who support them!*

Location: Ontario Convention Center (free parking)

- Keynote Speaker: Claudia, James and Chris Looney
- “Fundraising for Now and for the Future” www.ccsfundraising.com
- NY Times Bestselling author Lisa See
- Breakout sessions to learn, share and be encouraged!
- Learn how to develop endowments at your library!
- Special presentation on volunteer and board recruitment and much, much more!
- Catered sit - down lunch
- Cost: \$25.00 per attendee
- Hotel accommodations by Red Lion Hotel, Ontario Airport

Special rate: \$79.00; includes free breakfast and Wi-Fi

To book your room, please call: 909.937.9700

To register, please use this link:

<http://host7.evanced.info/califa/lib/eventsignup.asp?ID=113>

We now accept credit cards!

For more information:

Shawn Thrasher; Ontario City Library

909-395-2204 or email Robin @

rhoklotubbe@santaclaritalibrary.com



**ONTARIO
CITY LIBRARY**
COMMUNITY TOGETHER IN OUR CARE



California
STATE LIBRARY



LSSI
for your library





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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Discussion on the possible implementation of an RFID and self check-out systems.

DATE: April 21, 2014

BACKGROUND

Radio Frequency IDentification (RFID) is the latest technology to be used in library theft detection systems. This technology makes it more efficient to track materials throughout the library, including easier, faster, and more convenient means to loan materials and conduct inventory of the collection. The RFID tags will replace the security tattle tapes.

The use of RFID reduces the amount of time required to perform check-out related duties. This allows more time for circulation staff to perform other off-desk duties such as shelving and making materials more accessible for patrons, which results in better customer service. Among the benefits of the system, it would free staff from routine tasks, address risk of potential repetitive motion injuries, reduce material losses, improve circulation efficiency and shelf accuracy, and maximize service to the community through greater level so customer service.

Patrons using the self check-out machine will experience a level of improved convenience because they will not have to place the materials in a designated template or check one item out at a time. They can check out several items at the same time.

Mr. Dave Knoll from Bibliotheca will be in attendance to answer any questions.

Attachment A are two quotes from Bibliotheca.

Attachment B is additional information regarding the system.

Fiscal Impact: \$46,000 - \$49,000

RECOMMENDATIONS

1. Authorize library staff to work with Bibliotheca to begin the RFID tag for Fiscal Year 2013-2014; and,
2. Authorize library staff to work with Bibliotheca to begin the implementation of the RFID equipment and training for Fiscal Year 2014-2015.



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Toll free: 1-877-207-3127 * Fax: 1-877-207-3129 * www.bibliotheca.com

Customer Official System Quote

Proprietary & Confidential

To		From	
Library Name:	Placentia Library District	Name:	David Noll
Contact Name:	Jeanette Contreras	Email:	d.noll@bibliotheca.com
Address:	411 East Chapman Avenue,	Telephone:	678-336-7980 Ext. 152
City, State, ZIP:	Placentia, CA 92870	Quote Information	
Country:	United States of America	Quote Date:	April 10, 2014
		Quote Number:	QUO-14497-F3L1, Rev: 1

Summary	
Quote Expiration:	Quote expires ninety (90) days from Quote Date above. Payment Terms:
Quote Name:	Placentia Library - RFID Components - 090513
Quote Details:	

Item ID	Item Type	Category	Quantity	List Price	Sale Price	Sub Total
AAA000348-001-US	Comprise SmartPay System (Per Terminal)	Self-service	1	\$2,869.000	\$1,950.000	\$1,950.00
SVC000001-000-US	On-Site Installation and/or Training	Services	1	\$0.000	\$2,000.000	\$2,000.00
SHP000001-000-US	Shipping, Handling, and Administration	Services	1	\$0.000	\$1,240.000	\$1,240.00
GAT000008-B01-US	smartgate™ 400 Dual Aisle Security Gate (Bundled)	Security	1	\$13,875.000	\$8,235.000	\$8,235.00
TAG000017-000-US	smartlabel™ 110 2" x 2" Square Book Tag	Labels / consumables	96,000	\$0.280	\$0.140	\$13,440.00
TAG000004-000-US	smartlabel™ 300 CD/DVD Hub Tag	Labels / consumables	3,000	\$0.300	\$0.240	\$720.00
TAG000101-000-US	smartlabel™ 320 StingRay Full Coverage CD/DVD Tag	Labels / consumables	6,000	\$0.960	\$0.590	\$3,540.00
SCK000029-001-US	smartserve™ 400 Payment Housing Unit	Self-service	1	\$1,195.000	\$800.000	\$800.00
SCK000004-B00-US	smartserve™ 400 Self-Checkout Freestanding Kiosk (Bundled)	Self-service	1	\$11,995.000	\$7,845.000	\$7,845.00
STF700001-000-US	smartstation™ 700 Tagging Cart Lease (Qty. is Per Month)	Staff equipment	3	\$520.000	\$520.000	\$1,560.00
STF000017-B01-US	smartstation™ 200 Shielded Staff Station (USB) (Bundled)	Staff equipment	5	\$2,950.000	\$1,495.000	\$7,475.00
Grand Total (Less Sales Tax):						\$48,805.00

Additional Details

All prices including Service and Maintenance do not include any applicable sales tax. If tax exempt, please provide Tax Exempt Certificate.

Standard Bibliotheca Terms and Conditions Apply

Prices quoted above include a standard Bibliotheca one year warranty. Refer to Bibliotheca Sales and Maintenance Agreement for additional Terms and Conditions. However, any required SIP configuration or ILS renewal fees are not covered by the Bibliotheca warranty. Please note that there may be an additional charge for electrical work.

Customer Official System Quote
Bibliotheca, 3169 Holcomb Bridge Road, NW, Suite 200, Norcross, GA 30071, USA

Toll free: 1-877-207-3127 * Fax: 1-877-207-3129 * www.bibliotheca.com

Shipping is estimated and calculated using today's rates to one receiving location, unless otherwise noted. Additional shipping charges may apply.

Annual Support and Maintenance costs following the standard Bibliotheca one year warranty period:

- 17% Software Licenses: Percentage of unit price
- 12% Bundled (Hardware with Software) Products: Percentage of unit price
- 8% Hardware Only Components: Percentage of unit price

Annual Support and Maintenance Charges automatically increase by 5% per year after the initial first year of paid Annual Support and Maintenance costs. Customer may qualify for savings of 3% for every year, up to five years, of pre-paid annual Support and Maintenance charges. Discount is based on the annual fee of the first year for which support and maintenance is charged (year 2) so that prepayment program also protects customer from yearly pricing escalations.

Manager Approval: _____

Submit Purchase Order by fax to 877-207-3129 or by email to orders-us@bibliotheca.com.

Accepted By: _____

Accepted Date: _____

Customer Purchase Order Number: _____

Customer Official System Quote

Bibliotheca, 3169 Holcomb Bridge Road, NW, Suite 200, Norcross, GA 30071, USA

Toll free: 1-877-207-3127 * Fax: 1-877-207-3129 * www.bibliotheca.com

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Proprietary & Confidential

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City, State, ZIP:	Placentia, CA 92870	Quote Information	
Country:	United States of America	Quote Date:	April 10, 2014
		Quote Number:	QUO-14497-F3L1, Rev: 2

Summary	
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Quote Name:	Placentia Library - RFID Components - 090513
Quote Details:	

ItemID	Item Type	Category	Quantity	List Price	Sale Price	Sub Total
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Grand Total (Less Sales Tax):						\$46,055.00

Additional Details

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Bibliotheca, 3169 Holcomb Bridge Road, NW, Suite 200, Norcross, GA 30071, USA

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Manager Approval: _____

Submit Purchase Order by fax to 877-207-3129 or by email to orders-us@bibliotheca.com.

Accepted By: _____

Accepted Date: _____

Customer Purchase Order Number: _____

risk free payment card processing

PCI compliance payment system for Bibliotheca smartserve™ kiosks

If your Library accepts credit and/or debit card payments, avoid risks by complying with the ever evolving PCI regulations. Bibliotheca has partnered with Comprise™ Technologies, the industry leading PCI compliance payment solution provider, to integrate a PCI validated payment solution with our entire range of smartserve™ kiosks. With this PCI compliant credit and/or debit card payment solution, Libraries are covered with up to \$1,000,000 cyber security insurance.

Rest at ease that your patron card holder data is safe and secure and your library is free of liability....

Process library fines & fees without risk

The PCI validated payment solution makes it easy to accept credit and/or debit card payments for Library fines and fees. Payment card data is transferred over a secure gateway, making sure the Library database never has access to sensitive personal information.

Extend the self-service solution

Through the well-designed integration, patrons can view their account and securely make full or partial payments using credit and/or debit cards.

Extensive reporting

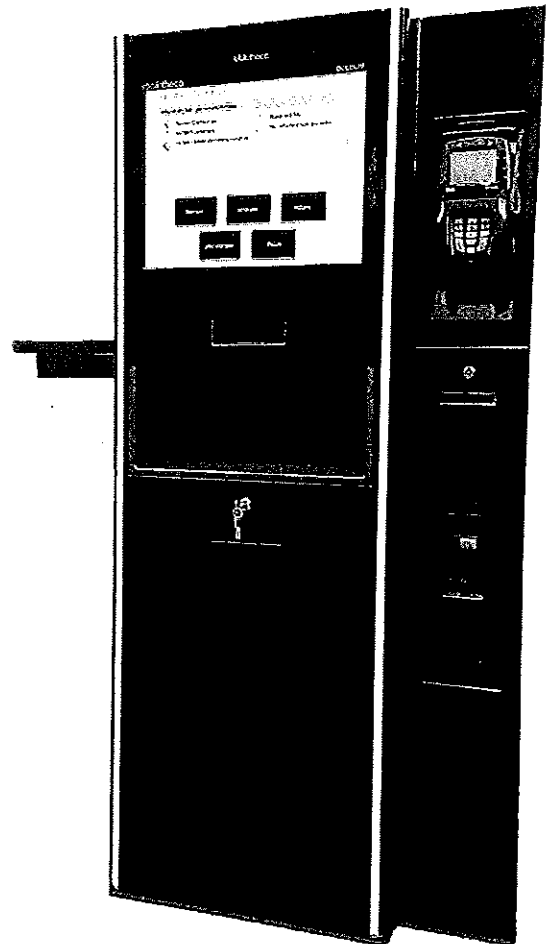
Library staff have 24/7 access to audit level reporting including who, what, when, where and how each payment was made.

Add on to any kiosk

Choose the kiosk that fits your needs with the confidence of knowing secure credit and/or debit card payments will be accepted.

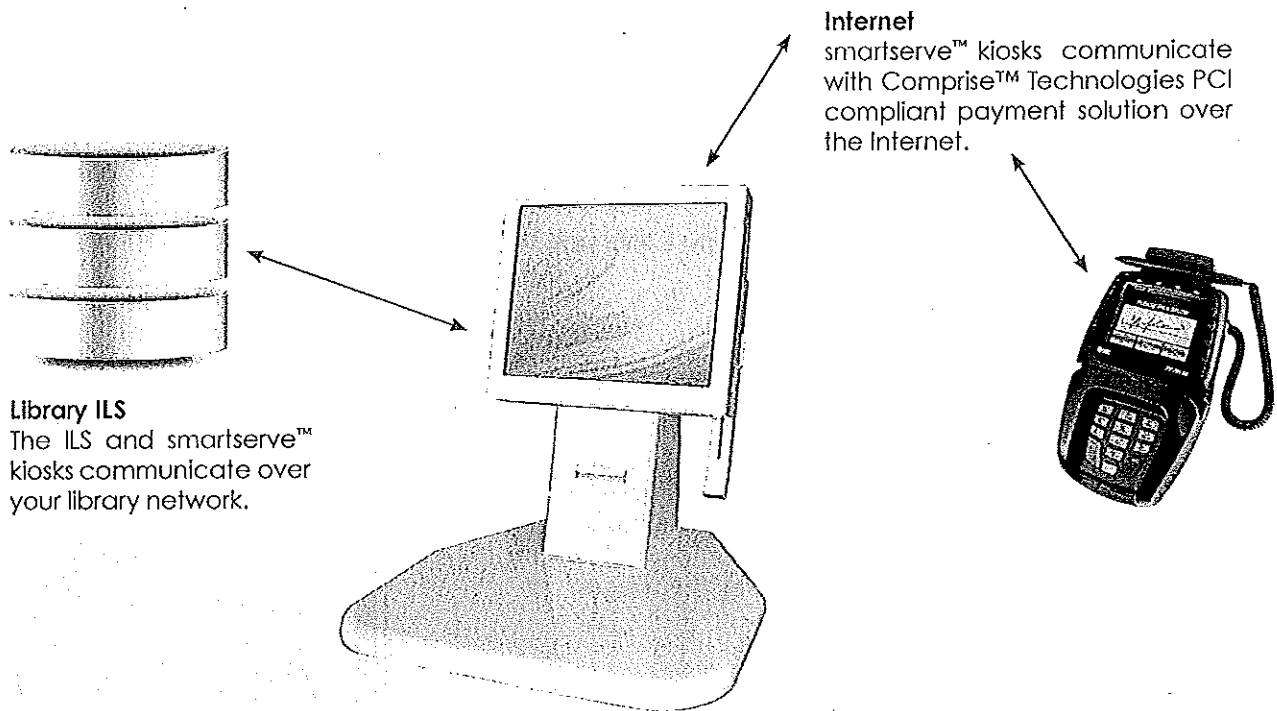
PCI Compliance Changes in 2013

The Comprise™ PCI validated payment solution will keep you up to date with new compliance requirements that will be implemented in 2013.



How are you protected?

Card holder data never enters your library network using the smartserve™ kiosks combined with Comprise™ Technologies PCI compliant payment solution. The diagram below depicts the process of accepting secure credit and/or debit cards in your Library.



What is changing with PCI compliance in 2013?

VISA announced plans to accelerate chip migration in the United States. Chip technology greatly reduces a criminal's ability to use stolen credit card data. VISA's plan includes merchant incentives and the introduction of U.S. liability shift policies, as well as a waiver for PCI DSS compliance validation requirements to encourage merchant investment in chip payment terminals.

VISA reaffirmed its commitment to PCI DSS compliance by setting December 31, 2014 as the date by which all PIN Entry Devices designed and tested earlier than the specification established by the PCI Council must be replaced by devices which are PCI approved for deployment.

Fortunately, with the Comprise™ Technologies PCI compliant payment solution on your Bibliotheca smartserve™ kiosks, you are ready for both of these changes.

Although we make every effort to ensure information is correct at the time of release, it is possible that specifications and features may vary or change over time. Bibliotheca therefore makes no representations or warranties as to the completeness or accuracy of the information contained within this document.

G-LBDA1012EN/001

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Netherlands:
+31 229 505 538

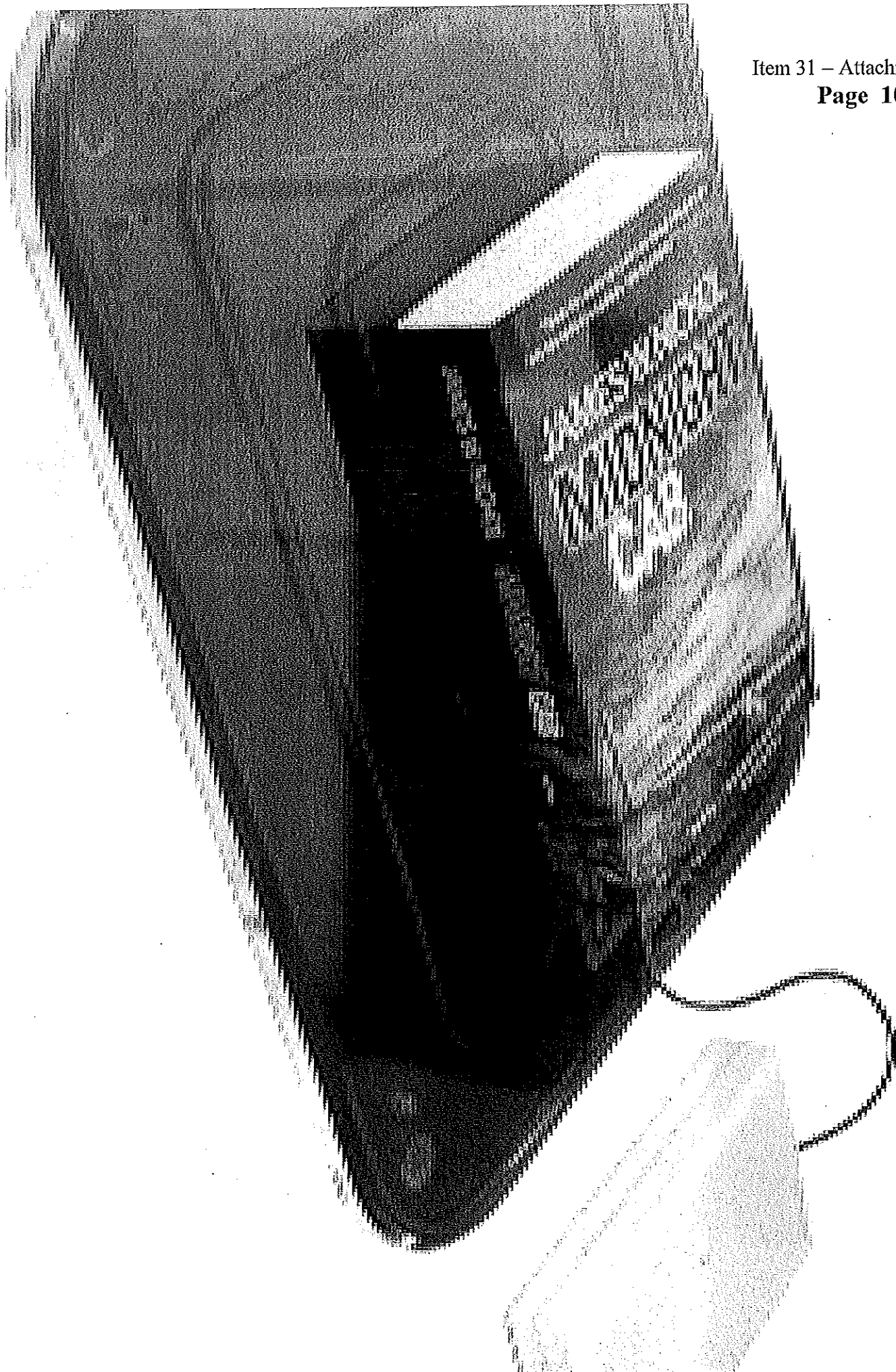
Denmark:
+45 - 7027 1008
Switzerland:
+41 41 726 99 55

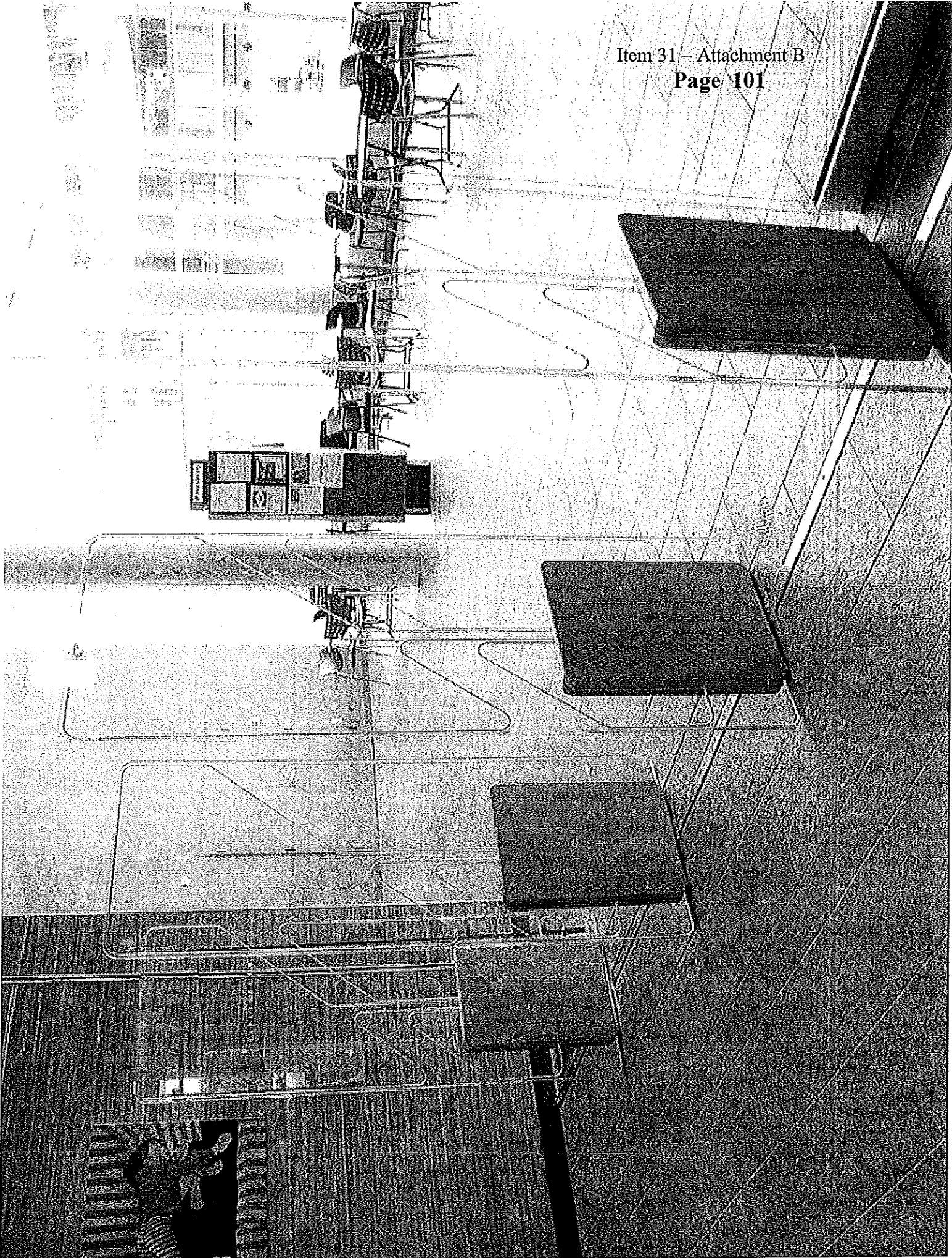
France:
+33 1 56 24 11 73
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Germany:
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United States:
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Item 31
Attachment B
page 99.









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