



AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR DATE MEETING








Monday, November 17, 2014
6:30 P.M.
Community Meeting Room

Mission Statement:

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

The Centennial Vision Statement:

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

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

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

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

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

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

3. Adoption of Agenda

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

Presentation: Library Director
Recommendation: Adopt by Motion

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

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

CONSENT CALENDAR (Items 9 – 24)

Presentation: Library Director

Recommendation: Approve by Motion

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

MINUTES (Item 9)

9. Minutes of the October 20, 2014 Library Board of Trustees Meeting and Work Session. (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 October 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 October 2014 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

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

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

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

GENERAL CONSENT REPORTS (Items 18 – 20)

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

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

STAFF REPORTS (Items 21 – 24)

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

PRESENTATION

25. President Shkoler will present the Employee of the Year Award to Nadia Dallstream.

NEW BUSINESS


26. President Shkoler will report on actions taken by the Library Board of Trustees during the Closed Session Meeting on October 20, 2014.
27. Travel Authorization to Attend the American Library Association (ALA) Midwinter Conference from January 30 – February 3, 2015.
28. Authorize Amendments to the Placentia Library District Policy #3020 -- Budget Preparation.
29. Authorize Amendments to the Placentia Library District Policy #2305 – Library Services Manager
30. Authorize Amendments to the Placentia Library District Policy #2308 – Business Manager

ADJOURNMENT

31. Agenda Preparation for the December Date Meeting which will be held on Monday, December 15, 2014 unless re-scheduled by the Library Board of Trustees.
32. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
33. Adjourn

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

I, Diane Warner, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the November 17, 2014 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on November 10, 2014



Diane Warner, Administrative Assistant



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MINUTES
 PLACENTIA LIBRARY DISTRICT
 REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
 October 20, 2014

CALL TO ORDER

Secretary Minter called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on October 20, 2014 at 6:32pm.

Members Present: President Al Shkoler, Secretary Elizabeth Minter, Trustee Gayle Carline, Trustee Richard DeVecchio, Trustee Jo-Anne Martin. President Shkoler arrived at 6:38pm.

Members Absent: None

Staff Present: Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, Administrative Assistant Diane Warner and Nadia Dallstream, Adult Services Supervisor.

Guest: Adam Bauer, Partner - Fieldman, Rolapp and Associates

ADOPTION OF AGENDA

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

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

ORAL COMMUNICATION

None

TRUSTEE & ORGANIZATIONAL REPORTS

President Shkoler attended the California Special District Association (CSDA) Conference and participated in the Heritage Parade on October 11. (Item 5)

Secretary Minter also enjoyed the Jewel Reception and was pleased to see several library staff the PLFF Strategic Planning work session.

Trustee DeVecchio attended the PLFF Jewel Reception and annual Heritage Festival, participated in the PLFF Strategic Planning session and volunteered his time for the Bradford House Clean-up Day.

Trustee Carline attended PLFF's Jewel Reception and participated in the annual Heritage Parade.

Trustee Martin also participated in the Heritage Parade and at a Festival booth, the PLFF Strategic Planning session, and attended sessions at the CSDA Conference. (Item 6)

LIBRARY DIRECTOR REPORT

Director Contreras attended the CSDA Conference, managed several staff issues and reported that the 2014-2019 PLD Strategic Plan has been finalized.

FRIENDS FOUNDATION REPORT

Brenda Benner attended from the Friends Foundation. She discussed positive feedback from the PLFF Strategic Planning session, and reported that several new ideas and suggestions for growing membership will be implemented.

Brenda also shared that the Friends Foundation expects a great turn-out for the 2015 Authors Luncheon, as there will be two well-known guest speakers, suspense authors Jan Burke and D.P. Lyle, who also share a syndicated radio program.

CONSENT CALENDAR

Moved by Trustee DeVecchio and seconded by Trustee Carline to approve Agenda Items 9-24:

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

MINUTES OF SEPT 10th TRUSTEES MEETING

Minutes for September 10, 2014 meeting were received, approved and filed. (Item 9)

CLAIMS

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

Claims Forwarded by the Library Director and Trustees – Six (6) misc. vendor claim batches had been approved and forwarded to Orange County for payment. (Item 11)

Current Claims and Payroll - Eight (8) book claim batches and two (2) payroll batches were approved by the Trustees on October 20 and forwarded to Orange County for payment. (Item 12)

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

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

TREASURER'S REPORTS

Fund Balance Report for Placentia Library District Fund 707 on Deposit with Orange County Treasurer Post-Petition Balances (B/S Account 8010-Cash) for FY 2014-15 and FY 2013-14 was received and filed. (Item 13)

The Board discussed the possibility of the Impact Fees account being used in proposed library renovation project. Financial Reports through September 2014 for Placentia Library District Accounts on Deposit with the Orange County Treasurer – received and filed. (Item 14)

YTD Revenue Report through September 2014 – received and filed. (Item 15)

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

Entrepreneurial Activities Report for August-September 2014 – received and filed. (Item 17)

Personnel Report for August-September 2014 – An offer was accepted in September 2014 for the part-time Library Assistant position in Children's

services. Position has been re-opened, as the selected candidate accepted a full-time position elsewhere. (Item 18)

Circulation Report for August-September 2014 – received and filed. (Item 19)

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

GENERAL CONSENT REPORTS

Moved by Trustee DeVecchio and seconded by Trustee Martin to accept the general consent reports.

STAFF REPORTS

Library Director's Report for September 2014 (Item 21)

Children's Services Report for August-September 2014 (Item 22)

Adult Services Report for August-September 2014 (Item 23)

Secretary Minter requested possible reasons for the decrease in library volunteer hours. Nadia Dallstream, Adult Services Supervisor, explained that the annual summer turn-over affected volunteer hours for August but counts have picked up in September. Ongoing tutor and intern availability varies throughout the school year. General Library Volunteers are now being trained for other tasks such as P-TAC programs, technology/computer workshops, computer literacy assistance and program support.

Web Site & Technology Report for August-September 2014 (Item 24)

CONTINUING BUSINESS

Request For Proposal (RFP) to Retrofit Can Lighting Fixtures

During the board meeting held on September 10, 2014 the Board requested an RFP be prepared for the can light retrofit project (a total of 155 can light fixtures), and be presented at the October 20, 2014 Board Meeting. Yesenia Baltierra, Business Manager, provided a detailed RFP for Board review and discussion prior to accepting vendor proposals. Trustees Martin requested the background verbiage stating "long-term solution of seismic requirements be in compliance with current standards and district usage" also be specified in the Scope Of Work section of the RFP. Trustee DeVecchio requested that a written contract be provided to the selected vendor, and Library Director Contreras confirmed that will be done. (Item 25)

Moved for Board approval of the RFP by Trustee Martin and seconded by Secretary Minter.

AYES: Shkoler, Minter, Carline, DeVecchio, Martin

NOES: None

Presentation on the General Obligation Bond Exploration Phase

Adam Bauer of Fieldman, Rolapp and Associates presented an overview of the process for engaging telephone survey and campaign consultants to assist with the exploratory phase of the General Obligation Bond to determine a level of tax increase the Placentia community would support for a proposed library remodel project. Mr. Bauer is recommending True North Research, Inc. (with a 95% success rate) to design and manage the Tax Payer Survey. Mr. Bauer also

recommends Public Finance Strategies LLC, dba TBWB, to manage and coordinate the communication strategy. Combined client lists for both companies include several Orange County school districts, along with the Santiago Community College District, as well as the City of Placentia. (Item 26)

NEW BUSINESS

Authorize True North Research, Inc. to Design and Conduct a Voter Survey for Feasibility of a Local Bond Measure

Library Director Contreras reviewed the proposal for \$21,300 from True North Research for their services to design and manage a telephone survey to determine what level of support Placentia tax payers would support for a General Obligation Bond. Library Director Contreras confirmed that PLD has reserve funds that can be used for this expense. Trustee Martin requested a meeting with the True North management team prior to the survey being launched, to discuss any unsuccessful bond survey efforts for lessons learned. Tentative timeframe for survey is January 2015, with results presented to Trustees at the February 2015 Board Meeting. (Item 27)

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

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

Authorize TBWB to Provide an Initial Communication Strategy for the Feasibility of a Local Bond Measure

Library Director Contreras reviewed the proposal for \$5,750 from TBWB for their services to manage and coordinate the communication strategy to notify Placentia tax payers about a General Obligation Bond. Library Director Contreras confirmed that PLD has reserve funds that can be used for this expense. (Item 28)

Moved for Board approval by Secretary Minter and seconded by Trustee DeVecchio. A roll call vote was taken:

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

ADJOURNMENT

The next Trustees meeting will be held on November 17, 2014 at 6:30 p.m.

Al Shkoler
President
Library Board of Trustees

Elizabeth Minter
Secretary
Library Board of Trustees

CLOSED SESSION

A Closed Session followed adjournment, for Trustees to discuss a personnel matter: Library Director’s Annual Performance and Salary.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: Summary of Non-standard Claims for October 2014
DATE: November 17, 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 and Trustees

DATE: November 17, 2014

<u>707 TYPE</u>	<u>DATE</u>	<u>CLAIM #</u>	<u>AMOUNT</u>
Misc Vendors	10-21-14	5798	\$ 19,982.78
Misc Vendors	11-05-14	5799	\$ 28,518.99
Misc Vendors	11-13-14	5809	\$ 1,633.85
Misc Vendors	11-13-14	5813	\$ 25,746.93
TOTAL			\$ 75,882.55



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: Current Claims and Payroll
DATE: November 17, 2014

Current Claims

<u>TYPE</u>	<u>DATE</u>	<u>CLAIM #</u>	<u>AMOUNT</u>
Midwest Tape	11/17/14	5800	\$ 2,263.24
Baker & Taylor	11/17/14	5801	\$ 998.41
Baker & Taylor	11/17/14	5802	\$ 2,086.63
Baker & Taylor	11/17/14	5803	\$ 1,844.16
Baker & Taylor	11/17/14	5804	\$ 1,447.45
Baker & Taylor	11/17/14	5805	\$ 1,208.79
Baker & Taylor	11/17/14	5806	\$ 1,058.76
Baker & Taylor	11/17/14	5807	\$ 2,061.63
Baker & Taylor	11/17/14	5810	\$ 1,070.23
Baker & Taylor	11/17/14	5811	\$ 926.13
Midwest Tape-Overdrive	11/17/14	5812	\$ 1,603.09
Midwest Tape-Ingram- Overdrive-McGraw Hill	11/17/14	5808	\$ 3,181.40

Subtotal for Claims **\$ 19,749.92**

Payroll

On Demand Wire	11-24-14	115	\$ 40,000.00
On Demand Wire	12-01-14	116	\$ 40,000.00
On Demand Wire	12-	117	\$ 40,000.00

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

TOTAL CURRENT CLAIMS & PAYROLL **\$ 139,749.92**

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 11/17/14
REPORT NO: 115

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	*11-24-14 Payroll #11 FY14/15	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:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 11/17/14
REPORT NO: 116

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*12-01-14 Payroll #12 FY14/15	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:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 11/17/14
REPORT NO: 117

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*12-08-14 Payroll #13 FY14/15	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:

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

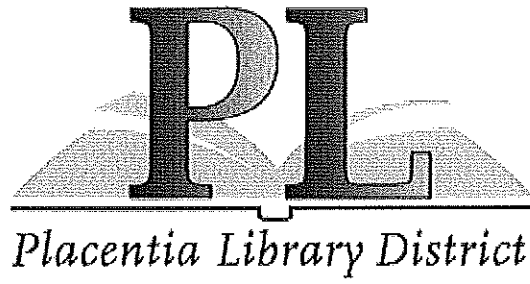
FROM: Yesenia Baltierra, Business Manager

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

DATE: November 17, 2014

Fiscal Year 2014-2015	
07/31/14	2,038,031.94
8/31/2014	1,913,894.68
9/30/2014	1,786,383.91
10/31/14	1,582,509.04
11/30/2014	0.00
12/31/2014	0.00
01/31/15	0.00
2/28/2015	0.00
3/31/2015	0.00
04/30/15	0.00
5/31/2015	0.00
6/30/2015	0.00
General Reserves	414,789.10
Impact Fees	431,895.38

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

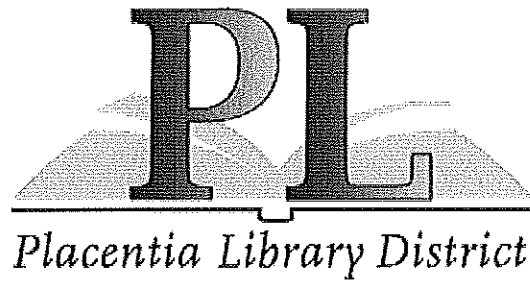
DATE: November 17, 2014

Summary of Cash and Investments as of October 31, 2014

Cash with Orange County Treasurer Fund 707	1,043,702.46
Reserves with Orange County Treasurer	414,789.10
Impact Fees with County and Bank of the West (Restricted)	431,895.38
General Fund Checking – Bank of the West	40,537.59
General Fund Savings – Bank of the West	559,164.03
Payroll Checking – Wells Fargo Bank	86,110.06
Total Cash and Investments	2,576,198.62

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
YTD REVENUE REPORT
October 31, 2014

GENERAL Fund 707	REV SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	1,959,489	30,012	(1,929,476.95)	1.5%
6220		Property Taxes - Current Unsecured	55,415	53,450	(1,965.23)	96.5%
6230		Property Taxes - Prior Secured	0	-	0.00	0.0%
6240		Property Taxes - Prior Unsecured	0	-	0.00	0.0%
6250		Taxes - Spec Dist Augmentation	12,746	-	(12,746.00)	0.0%
6280		Property Taxes - Curr Supplemental	63,204	20,444	(42,759.65)	0.0%
6290		Other Taxes	3,000	-	(3,000.00)	0.0%
6300		Property Taxes - Prior Supplemental	0	614	614.29	100%
6540		Penalties & Costs on Delinq Taxes	975	335	(639.94)	34.4%
		Sub Total	2,094,829	104,856	(1,989,973.48)	5.0%
REVENUE FROM USE OF MONEY & PROPPY						
6610		Interest	5,500	2,335	(3,164.81)	42.5%
		Sub Total	5,500	2,335	(3,164.81)	42.5%
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	8,454	-	(8,454.00)	0.0%
6970		State - Other	0	-	0.00	0.0%
7120		Other-In-Lieu Taxes	0	-	0.00	0.0%
7130		Other Governmental Agencies	1,761	-	(1,761.00)	0.0%
		Sub Total	10,215	-	(10,215.00)	0.0%
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)				
		Newsletter Ads	700	-	(700.00)	0.0%
		Grants	35,000	14,547	(20,453.39)	41.6%
		Fines & Fees	40,000	14,868	(25,132.06)	37.2%
		Passport/Photos	125,000	38,364	(86,636.00)	30.7%
		Meeting Room Fees	4,500	1,815	(2,685.00)	40.3%
		DVD Rentals	7,000	2,635	(4,365.00)	37.6%
		Test Proctor	6,200	2,750	(3,450.00)	44.4%
		Sub Total	218,400	74,979	(143,421.45)	34.3%
7680		6-MO Expired (Outlawed) Checks	0	-	0.00	0%
		YTD Actual	2,328,944	182,169	(2,146,774.74)	8%
		FY 13/14 Funds Available	107,978	107,978		
TOTAL REVENUES FY 12/13:			2,436,922	290,147	(2,146,774.74)	11.9%
MISCELLANEOUS REVENUES						
		Restricted Impact Fees	0	25,282	25,281.60	100%
		SLS Account	0	-	0.00	100%

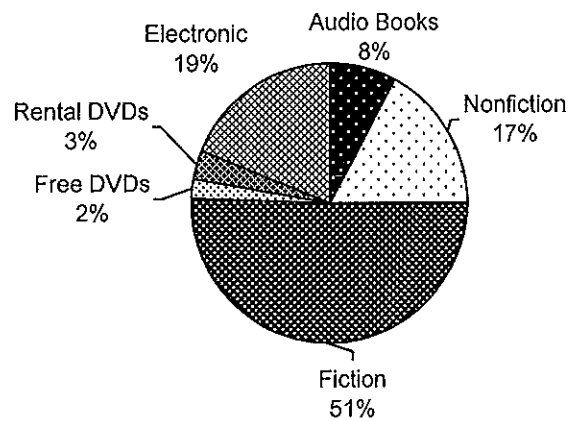
PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
 October 31, 2014
 33% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,160,530	362,580	0.31	\$797,950
0200	Retirement	43,351	12,221	0.28	\$31,130
0301	Unemployment Insurance	10,000	0	0.00	\$10,000
0306	Health Insurance	202,476	45,134	0.22	\$157,342
0306-0770	Employee Assistance Program	720	229	0.32	\$491
0308	Dental Insurance	15,523	4,243	0.27	\$11,280
0309	Life Insurance	8,351	2,240	0.27	\$6,111
0310	AD & D Insurance	5,869	1,085	0.18	\$4,784
0319	Vision Insurance	2,600	703	0.27	\$1,897
0350	Workers' Compensation Insurance	23,000	11,074	0.48	\$11,926
	TOTAL	\$1,472,420	\$439,509	0.30	\$1,032,911
SERVICES & SUPPLIES					
0700	Communications	20,000	5,746	0.29	\$14,254
0900	Food	2,000	321	0.16	\$1,679
1000	Household Expenses	19,000	4,110	0.22	\$14,890
1100	Library Insurance	13,000	12,001	0.92	\$999
1300	Maintenance, Equipment	34,000	14,996	0.44	\$19,005
1400	Maintenance, Buildings & Improvements	93,300	11,852	0.13	\$81,448
1600	Memberships	9,000	997	0.11	\$8,003
1700	Miscellaneous Expense	2,000	175	0.09	\$1,825
1800	Office Expenses	44,500	12,710	0.29	\$31,790
1803	Postage	12,000	4,310	0.36	\$7,690
1900	Prof./Specialized Services	176,000	53,913	0.31	\$122,087
1912	Investment Administrative Fees	1,600	368	0.23	\$1,232
2000	Publication and Legal Notices	500	0	0.00	\$500
2100	Rents and Leases - Equipment	1,000	157	0.16	\$843
2200	Rents & Leases - Buildings & Improvements	0	0	0.00	\$0
2400	Books/Library Materials	290,602	51,995	0.18	\$238,607
2600	Transportation & Travel	3,500	246	0.07	\$3,254
2700	Meetings	28,000	13,167	0.47	\$14,833
2800	Utilities	84,000	25,382	0.30	\$58,618
	TOTAL	\$834,002	\$212,445	0.25	\$621,557
OTHER CHARGES					
3700	Taxes and Assessments	\$10,000	\$2,906	0.29	\$7,094
	OPERATING EXPENSES	\$2,316,422	\$654,859	0.28	\$1,661,563
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$100,000	\$51,430	0.51	\$48,570
4200	Structures/Improvements	20,000	\$1,997	0.10	\$18,003
5200	Contingency Funds	\$0	\$0	0.00	\$0
	TOTAL	\$120,000	\$53,427	0.45	\$66,573
TOTAL BUDGET (Fund 707)					
		\$2,436,422	\$708,287	0.29	\$1,728,135
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$431,895	\$0	0.00	\$431,895
	Grants	\$35,000	\$45,383	1.30	-\$10,383

Placentia Library District

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

	Amount	Title	Volumes
Total Fiction	\$29,431	1060	1077
Total Non-Fiction	\$9,913	382	697
Total Electronic	\$10,948	76	0
Total Audio Books	\$4,569	106	106
Total Free DVDs	\$1,300	56	57
Total Rental DVDs	\$1,984	79	81
TOTAL MATERIALS	\$58,145	1759	2018



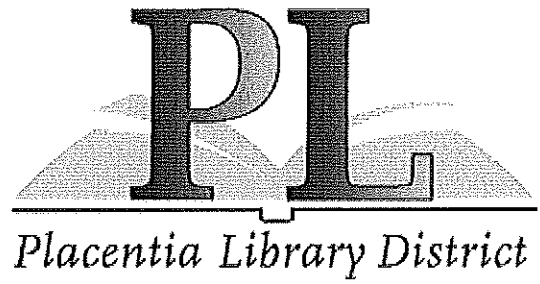
The figures on this report reflect items and invoices received through the end of the month. Invoices paid during the month are shown on the Financial Report rather than the Acquisitions report.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Entrepreneurial Activities Report for October 2014
DATE: November 17, 2014

Net Revenue Summary for October 2014

			YTD	YTD
	Oct-14	Oct-13	2014-2015	2013-2014
Passport	7,100.00	5,925.00	30,825.00	25,100.00
Passport Photos	1,380.00	1,488.00	7,539.00	5,508.00
Test Proctor	400.00	550.00	3,150.00	2,600.00
Meeting Room	500.00	510.00	1,815.00	1,040.00
DVD Rentals	533.00	485.00	2,635.00	2,370.00
Total	9,913.00	8,958.00	45,964.00	36,618.00



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: Personnel Report for October 2014

DATE: November 17, 2014

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

SEPARATION:
None

RETIREMENT:
None

APPOINTMENTS:
Children's Library Assistant (15 hours)

OPEN POSITIONS:
None



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Circulation Supervisor
SUBJECT: Circulation Activity Report
DATE: November 17, 2014

MONTHLY STATISTICS

October 2014

CIRCULATION				Y-T-D	Y-T-D	Y-T-D
	Oct-14	Oct-13		2014-15	2013-14	% change
New Patron Registrations	343	363		1,443	1,454	-0.8%
Total Circulation	22,496	23,240		92,457	87,976	5.1%
Total Active Borrowers*	8,590	8,468		34,245	33,901	
Attendance	29,284	23,765		111,693	90,180	23.9%
Registered Card Holders*	31,794	29,956		131,840	118,037	
Adult Fiction	2,664	2,794		12,215	12,510	-2.4%
Adult Nonfiction	2,267	2,517		10,113	9,722	4.0%
Adult Magazines	250	288		1,092	1,045	4.5%
Adult Music CDs	131	229		658	817	-19.5%
Adult Audio Books	547	604		2,147	2,609	-17.7%
Adult Free DVDs	251	282		1,122	1,127	-0.4%
Adult Rental DVDs	409	349		2,042	1,726	18.3%
Overdrive E-Books	745	496		3,261	1,999	63.1%
Overdrive Audio Books	392	219		1,488	872	70.6%
JV Fiction	11,094	11,388		45,248	40,431	11.9%
YA Fiction	1,303	1,170		6,416	6,479	-1.0%
JV Nonfiction	2,193	2,248		9,299	8,230	13.0%
YA Nonfiction	86	89		447	501	-10.8%
JV Magazines	16	3		39	35	11.4%
JV Music CDs	22	50		136	130	4.6%
JV Audio Books	37	39		150	206	-27.2%
JV Free DVDs	692	612		3,102	3,115	-0.4%
JV Rental DVDs	202	198		1,098	927	18.4%
Video Games	22	9		74	9	100.0%

* Year to date not applicable.

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Total/Hr.
9:00		523	475	578	1,103	453	560	3,692
10:00		410	958	748	1,642	567	424	4,749
11:00		439	435	805	996	409	533	3,617
12:00		660	672	562	627	487	680	3,688
1:00	712	551	509	614	588	572	778	4,324
2:00	1,213	879	588	1,054	651	657	1,046	6,088
3:00	873	726	661	1,127	888	719	663	5,657
4:00	868	720	1,052	956	1,200	749	921	6,466
5:00	580	976	1,084	1,631	1,683	845	545	7,344
6:00		1,483	1,392	1,301	1,896			6,072
7:00		733	1,164	949	1,322			4,168
8:00		810	498	900	495			2,703
Total/Day								58,568
* Grand Total								29,284

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

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Total/Hr.
9:00		0	0	0	0	0	5	5
10:00		5	0	5	3	3	7	23
11:00		6	1	1	0	3	12	23
12:00		0	0	5	3	2	8	18
1:00	8	4	6	5	2	3	12	40
2:00	13	3	7	8	3	5	12	51
3:00	7	4	7	8	2	6	14	48
4:00	4	6	5	5	0	5	4	29
5:00		4	4	7	3			18
6:00		4	3	6	6			19
7:00		1	4	5	0			10
8:00		0	0	0	0			0
Total/Day								284
Grand Total								284

STAFF ACTIVITY

October 02, 2014- Staff organized the meeting room for Lap-Sit story time.
 October 02, 2014- Estella attended Mindfulness class.
 October 07, 2014- Staff organized the meeting room for Pre-School story time.
 October 09, 2014- Estella attended Mindfulness class.
 October 09, 2014- Staff organized the meeting room for Lap-Sit story time.
 October 11, 2014- Fernando coordinated the library's participation at the annual Heritage Parade.
 October 11, 2014- Laura M., Danny, and Laura C. provided outreach at annual Heritage Parade.
 October 11, 2014- Staff organized the meeting room for Parenting Series.
 October 12, 2014- Staff assisted PLFF with the book sale.
 October 13, 2014- Staff organized the meeting room for PLFF board meeting.
 October 14, 2014- Staff organized the meeting room for Pre-School story time.
 October 14, 2014- Estella delivered money deposits to the bank.
 October 16, 2014- Staff organized the meeting room for Lap-Sit story time.
 October 16, 2014- Staff participated in The Great California Shake Out drill.
 October 16, 2014- Estella delivered money deposits to the bank.
 October 16, 2014- Estella attended Mindfulness class.
 October 20, 2014- Staff organized the meeting room for Board of Trustees meeting.
 October 20, 2014- Fernando attended Board of Trustees meeting.
 October 20, 2014- Fernando participated in Supervisors meeting.
 October 21, 2014- Beatrice, Estella, Laura D., and Sara attended all staff meeting.
 October 21, 2014- Laura D., Laura M., Laura C., Estella, Beatrice, and Tim attended department meeting.
 October 21, 2014- Staff organized the meeting room for Pre-School story time.
 October 23, 2014- Staff organized the meeting room for Lap-Sit story time.
 October 23, 2014- Estella attended Mindfulness class.
 October 23, 2014- Estella delivered money deposits to the bank.
 October 23, 2014- Fernando attended consortium meeting at Anaheim Public Library.
 October 25, 2014- Circulation staff organized the meeting room for Halloween Spooky Fun.
 October 28, 2014- Estella delivered money deposits to the bank.
 October 28, 2014- Staff organized the meeting room for Pre-School story time.
 October 29, 2014- Staff organized the meeting room for Lap-Sit story time.
 October 30, 2014- Estella attended Mindfulness class.
 October 30, 2014- Estella delivered money deposits to the bank.
 October 31, 2014- Circulation staff began tagging items with RFID tags.

ONGOING PROJECTS

Circulation staff continues to participate in Strategic Planning.
 Laura C. continued participation in the Employee Dinner Committee.
 Circulation staff continues to revisit discussion topics for Staff Development Day.

NEW PROJECTS AND ACTIVITIES

Fernando will assign and train a staff member to handle the library's Yelp account.
 Laura D. and Fernando will work on Passport Marketing Campaign.
 Circulation will plan for Placentia Library Districts' participation at the annual Tamale Festival.
 Postage machine will be relocated to the workroom.
 Fernando will train staff how to make postage for passport envelopes.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: City of Placentia Invoices through SEPT-OCT 2014
DATE: November 17, 2014

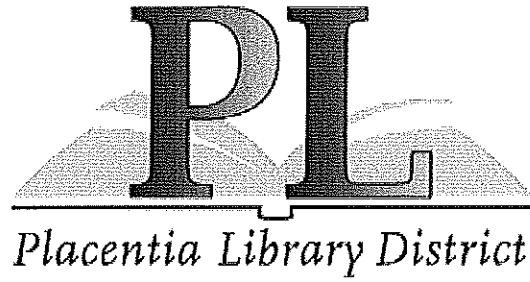
CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2014-2015	INVOICE DATE	SO. CA. EDISON	TURF (Mariposa)	GROUNDS (SA Aquatics)	IRRIGATION AT&T	FACILITY MAINT	TOTAL
May-June 2014	7-17-14	12,249.89	1,452.49	142.50	16.36	*	13,861.24
July-Aug 2014	8-13-14	8,722.47	2,904.98	285.00	8.18	*	11,920.63
14-Sep	*	*	*	*	*	*	*
14-Oct	10-08-14	8,081.06	*	285.00	8.57	12,245.32	20,619.95
14-Nov	*	*	*	*	*	*	*
14-Dec							
15-Jan							
15-Feb							
15-Mar							
15-Apr							
15-May							
15-Jun							
	TOTAL	\$ 29,053.42	\$ 4,357.47	\$ 712.50	\$ 33.11	\$ 12,245.32	\$ 46,401.82
	AVG	\$0.00	\$0.00	\$0.00	\$0.00	\$3,061.33	\$0.00

*City Billing Not Received

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

*No City Billing



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Library Director's Report for October 2014

DATE: November 17, 2014

Meetings

- Library Board of Trustees – October 20th
- Friday huddles – October 10th, 17th & 31st
- PLFF – October 13th
- Supervisor's – October 20th
- Staff – October 21st
- Santiago Library System (SLS) – October 14th & 29th
- California State Library Digital Task Force – October 17th & 29th
- Park Place Catering – October 21st

Community Events / Functions

- Staff Appreciation & Recognition – October 24th



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Lori Worden, Children’s Services Supervisor
SUBJECT: Children’s Services Monthly Activity Report for October 2014
DATE: November 17, 2014

MONTHLY STATISTICS

Childrens Desk Activity

	October 2014	October 2013	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
Phone reference:	75	48	225	170	32.35%
In person reference/research:	1033	898	3599	3363	7.02%
Total Reference	1108	946	3824	3533	8.24%
Total Number of Programs	46	55	143	142	0.70%
Total Programs Attendance	1697	1689	6861	6845	0.23%

PROGRAM STATISTICS

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Read to the Dogs	1	30
F.I.R.S.T.	1	27
Preschool Story Times I & II: 3-6 years	10	240
Lego Club	1	50
Pocket Tales: Stories, music, and movement.	1	170
Lap Sit 24 months & younger	8	452
P-TAC	3	74
Tweens Chess To Checkers	2	6
Super STAR	1	12
Family Game Day	1	33
Homework Club	17	252
10/25 YA: Teen Spooky Fun	1	47
10/25 Halloween Crafts, Treats, & Costume Contest	1	133

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Nadia Dallstream, Adult Services Supervisor

SUBJECT: Adult Services Report for October 2014

DATE: November 17, 2014

MONTHLY STATISTICS

Reference Desk Activity

	October 2014	October 2013	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
Reference -- in person	949	868	3754	3461	8.47
Reference -- telephone	314	376	1317	1423	-7.45
Reference -- email/chat	5	3	11	6	83.33
Technology assistance		411	1477	3711	-60.20
Guest passes	166	179	567	631	-10.14
Adult and Children's computer use (desktops)	3226	2627	11568	9799	18.05
Adult computer usage (desktop)	2655	2226	9763	8650	12.87
Public computer use (express laptops)	58	70	174	607	-71.33
Adult Program Attendance	220	144	1802	948	90.08
Number of Adult Programs	15	8	50	33	51.52

Adult Services Programs

	October 2014
October 1, 2014 Yoga (Matas)	15
October 2, 2014 Who Is In Your Family Tree (Townsend)	40
October 7, 2014 Welcome to Microsoft Windows 7 (Killianey)	12
October 8, 2014 Yoga (Matas)	17
October 9, 2014 Adult Conversation Club (Faber)	5
October 11, 2014 Parenting Series: Bullying (Faber)	7
October 14, 2014 Book Discussion: China Dolls (Townsend)	12
October 14, 2014 Introduction to Computers (Killianey and Faber)	12
October 15, 2014 Yoga (Matas)	15
October 18, 2014 What's Bugging Your Plants? (Killianey)	20
October 21, 2014 Introduction to Computers (Killianey)	10
October 22, 2014 Yoga (Matas)	17
October 23, 2014 Adult Conversation Club (Faber)	7
October 29, 2014 Yoga (Matas)	17

October 31, 2014 Overdrive (Reference Staff)

14

Total Program Attendance

220

Volunteer Hours

	October 2014	October 2013	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
History Room	20	24	41.75	33.5	24.63%
PLFF	519	701	2314.5	2238.25	3.41%
General Library	320.75	507.75	1397	2179.5	-35.90%
Technology	75.75	22	253.75	69.25	266.43%
Homework Club	146.25	135	259.75	229	13.43%
Adult Literacy	99.5	88.25	264	257.7	2.44%
PTAC	249.5	247	699.75	612.25	14.29%
Total Volunteer Hours	1430.75	1725	6399.75	5619.45	13.89%

History Room Activity

	October 2014	October 2013	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
History Room Visitors	10	10	41	34	20.59%

Adult Literacy

	October 2014
Number of Tutors	16
Number of Students	23
Total Number of Participants	39

Computer Literacy

	October 2014
Number of Tutors	3
Number of Students	8
Total Number of Participants	11

ACHIEVEMENTS

- *Jeannie Killianey* created the Smart Gardening book trough.
- *Jeannie Killianey* updated the gardening bibliography.
- *Jeannie Killianey* represented the library at the Heritage Festival on October 11th.
- *Jeannie Killianey* finished weeding the 000s.
- *Venessa Faber* submitted a grant application for the Dollar General Grant: The American Dream @ your library.
- *Venessa Faber* taught the first class of the Introduction to Computers class on Oct. 14th.
- *Wendy Townsend*, Diane Warner and Laura Cabaruvias organized the Employee Appreciation Dinner on October 24th.
- *Katie Matas* applied for a grant from Office Depot Foundation.
- *Nadia Dallstream, Katie Matas and Wendy Townsend* participated in the Great California Shake Out drill on October 16th.

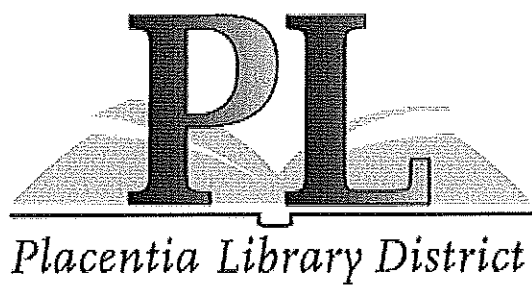
- *Nadia Dallstream* created the RFID Tagging Guide for vendors and staff.

MEETINGS

- *Nadia Dallstream* attended 1 Supervisor/Manager Meetings.
- *Nadia Dallstream, Katie Matas and Venessa Faber* attended the Staff Meeting on October 21st.
- *Katie Matas and Venessa Faber* attended Friday Huddles on October 10th.
- *Jeannie Killianey and Nadia Dallstream* met 2 times.
- *Wendy Townsend, Katie Matas, Jeannie Killianey, Nadia Dallstream and Venessa Faber* attended Adult Services meetings on October 6th, 13th, 20th and 27th.
- *Wendy Townsend* attended Kiwanis meetings on October 2nd, 9th, 16th, 23rd, and 30th.
- *Wendy Townsend* attended the Employee Appreciation Dinner committee meetings on October 6th and 22nd.
- *Wendy Townsend* attended the Placentia Historical Committee Meetings on October 7th and 28th.
- *Wendy Townsend and Nadia Dallstream* met 2 times.
- *Venessa Faber and Nadia Dallstream* met 2 times.
- *Katie Matas and Nadia Dallstream* met once.
- *Nadia Dallstream* attended the RFID tagging training on October 2nd.
- *Nadia Dallstream* met with Val-Tech Intern, Amanda Davis on October 2nd and 17th.
- *Katie Matas and Nadia Dallstream* participated in the October 8th B&T Conference Call.

PROFESSIONAL DEVELOPMENT

- *Wendy Townsend and Venessa Faber* attended the Mindfulness workshop on October 2nd, 9th, 16th, 18th, 23rd and 30th. Taught at the St. Jude Synergy Medical Fitness Center, this class focused on meditation and theories of the founder of modern day Mindfulness, Jon Kabat-Zinn who founded the Stress Reduction Clinic at the University of Massachusetts Medical School in the late 1970's.
- *Jeannie Killianey* participated in the “Programs in a Box” webinar on October 29th. The “Programs in a Box” webinar was interesting in disclosing how San Jose Public Library’s central programming created a process to provide consistent content and cut down on time to creation time by creating virtual and physical boxes with all content provided that was cycled through their system; in specifics, most of the webinar dealt with storytimes in a box. Because we are a single branch with limited storage, I don’t feel we have either the space or need to create such a program here. Also, it does not readily allow for fresh content (i.e. new books) to be incorporated. I wish there had been more adult programming content either than a quick mention about computer workshops, which we already have in place. The colleague interaction was helpful as always.
- *Nadia Dallstream* participated in the “Now is Not the Time to Panic: Emergency Preparedness” webinar on October 9th. The training session included a useful review of the need to develop and have in place a plan for emergencies.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Katie Matas, Librarian I
SUBJECT: Placentia Library Website & Technology Report for October 2014
DATE: November 17, 2014

On-line database usage

	October 2014	Onsite Usage 10/14	Remote Usage 10/14	October 2013	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
Placentia Library Catalog	15,106	N/A	N/A	14,165	15,155	14,179	7%
General Reference Center	115	62	53	56	162	72	125%
Biography In Context	45	40	5	26	1,853	1,727	7%
Opposing Viewpoints	499	499	0	300	2,469	1,869	32%
Freegal	585	N/A	N/A	458	748	576	30%
Heritage Quest	527	N/A	N/A	381	721	1,950	-63%
Novelist	75	N/A	N/A	42	97	160	-39%
Pronunciator (new Sept. 2014)	159	N/A	N/A	N/A	194	N/A	N/A
ABC Mouse (new Sept. 2014)	51	N/A	N/A	N/A	22	N/A	N/A
Tumblebooks	264	N/A	N/A	535	1,050	1,746	-40%
Reference USA	284	N/A	N/A	302	960	1,379	-30%
TOTAL DATABASE USAGE	17,710			16,265	23,431	23,658	-1%

Computer & Online Resource Use

	October 2014	Y-T-D 2014-15
Placentia Residents	1,080	4,217
Non-Placentia Residents	665	2,583
Total	1,745	6,800

Website Traffic

	October 2014	October 2013	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
Website visits	21,380	19,879	85,013	84,850	0%
Page Hits	39,627	39,614	146,531	157,392	-7%



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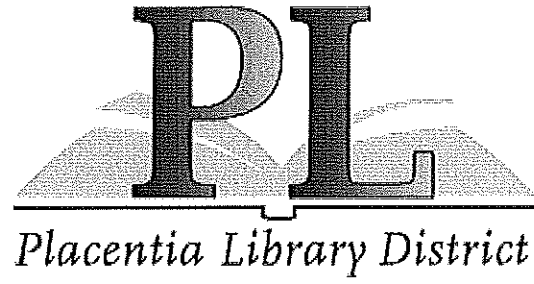
PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Employee of the Year Presentation
DATE: November 17, 2014

President Al Shkoler will present the Employee of Year Award to Nadia Dallstream, Adult Services Supervisor.

Nadia is a dedicated employee who is deserving of this nomination for the following reasons:

- Increased Adult Services Program Attendance by 8%
- Doubled Summer Reading Program attendance
- Coordinated the Overdrive Bookmobile program which was covered in the O.C. Register & KCAL 9 News
- Initiated the book leasing option to provide bestsellers to patrons
- Coordinated the Constant Contact email campaign
- Promoted “library spirit” by participating in the Ice Bucket Challenge and choreographing the Happy Reading promotional video
- Participated in the National Night Out & the City’s Registration Day
- Worked with Circulation Supervisor to offer the Virtual Library Card
- Worked with vendor and the PYLUSD to offer access to Gale databases to schools
- Worked with book vendor to resolve the book ordering processing involving new releases
- Worked with the History Room Librarian to submit two grants
- Partnered with the Muckenthaler to provide two very successful adult programs – canvas & camembert & yoga
- Successfully completed 3 MLIS courses
- Presented e-resource options including zinio & hoopla
- Increased library’s social media presence through the use of hastags & @s
- Coordinated new parenting series programs
- Approachable
- Knowledgeable with literacy services
- Supportive
- Open to new ideas
- Objective to constructive criticism
- Promoted respect, professionalism and inclusivity
- Valuable team player during the strategic planning and website development processes



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

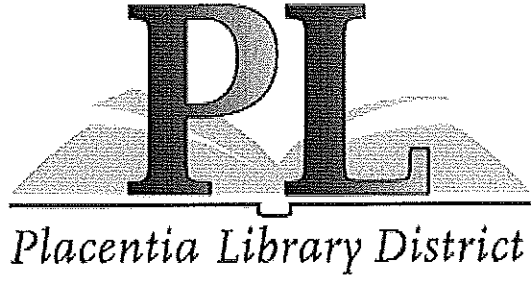
FROM: Jeanette Contreras, Library Director

SUBJECT: Report on Actions taken at the Library Board of Trustees Closed Session Meeting

DATE: November 17, 2014

BACKGROUND

President Shkoler will report on actions taken by the Library Board of Trustees during the Closed Session Meeting on October 20, 2014.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Travel Authorization to Attend the American Library Association (ALA) Midwinter Conference from January 30 – February 3, 2015 in Chicago, Illinois.**

DATE: November 17, 2014

BACKGROUND

The American Library Association Midwinter Conference will be held in Chicago, Illinois from January 30 – February 3, 2015. The conference many excellent speakers, including:

- Ben Bizzle, author of *Start a Revolution: Stop Acting Like a Library*, 2015 release date
- Dr. Cornel West, author of *Race Matters* and *Democracy Matters*
- Mick Ebeling, author of *Not Impossible: The Art and the Joy of Doing What Couldn't Be Done*
- LeVar Burton, host of Reading Rainbow PBS series from 1983-2009
- Alice Hoffman, award-winning author of *Practical Magic* and *Here on Earth*

Please refer to Attachment A for the Conference highlights.

Fiscal Impact: \$1,000/attendee

RECOMMENDATION

Authorize Library Board of Trustees to Attend the American Library Association Midwinter Conference in Chicago, Illinois from January 30 – February 3, 2015.



[Contact Us](#) | [Help](#)

[WHAT'S HAPPENING](#) [REGISTRATION](#) [HOTELS & TRAVEL](#) [IN THE EXHIBIT HALL](#) [GENERAL INFO](#) [MAKING YOUR CASE TO ATTEND](#)

Highlights

- Exhibitors**
- First-Timers**
- Job Seekers/Employers**
- Presenters**
- Press**
- Revisit Annual 2014**

ALA Midwinter Meeting & Exhibits updates, discussion groups, institutes, speakers, conversations, and other events cover key issues such as innovation and transformation, ebook lending and usability, digital content, community engagement, leadership, the impact and potential of new technologies, books and awards, copyright, outreach, privacy, services for makers, library advocacy, core values, career development, teaching and learning, and best practices on a range of library-related concerns. There's also a wide range of networking opportunities and fun events. Some selected preliminary highlights follow, and the full program will be added to the Conference Scheduler as programs and events are confirmed.

SELECTED HIGHLIGHTS


- Pre-Midwinter Institutes
- In The Exhibit Hall
 - Ribbon Cutting & Exhibits Opening Reception
 - Exhibits Closing & Wrap Up/Rev Up Celebration
- Speakers and Related Events
 - ERT/Booklist Author Forum
 - Auditorium Speaker Series
 - ALA President's Program
 - Arthur Curley Memorial Lecture
 - Martin Luther King, Jr. Holiday Observance and Sunrise Celebration
- Other Opportunities to Engage
 - Youth Media Awards
 - Book and Media Awards Ceremony and Reception
 - News You Can Use Updates
 - ALA Masters Series
 - Discussion Groups
 - Ignite Sessions
 - Meetings
 - Kitchen Table Conversations
 - Libraries Transforming Communities Hands-On Sessions
 - Networking Uncommons
 - Unconference, Library Camp
 - Think Fit @ ALA
- ALA JobList Placement Center
- Award-Winning Products In The ALA Store
- Get excited about Chicago!


PRE-MIDWINTER INSTITUTES


Check out the wide range of institutes offered by ALA divisions, offices, and round tables for conveniently timed in-depth professional development on key and current topics.


IN THE EXHIBIT HALL

With hundreds of exhibiting organizations and stages featuring the hottest authors, and numerous related fun events, the exhibit floor is an integral part of your learning, professional development, and networking that takes place at the Midwinter Meeting. Explore and discuss with expert vendors the breadth and depth of

 **ALA Midwinter** 2h
@alamw
Be sure to get all the buzz about the hottest books for the 2015 year! Book Buzz Stage on the exhibit floor #alamw15 ow.ly/Ebsi8
Expand


 **Heather Moorefield** 4h
@actingintheib
Just registered for #alamw15. Will be there for many reasons, one of which is to take part in AASL Elections for Region Four Director. Wee!
Expand

 **Alexandra** 7h
@PRationality
@TeganCenni myself & Jenn are registered for #alamw15 - we got a hotel (w/my lovely @TaschimaCullen), we got plane tix..is it Jan yet?

 **Anita Kinney** 8h
@Anitalifedotcom
does anyone going to #alamw15 wanna split an AirBnB with me here: airbnb.com/rooms/18358627...



Show Photo Details

 **Allie Janvey** 11 Nov
@Alliebrwneyez
official registered for #alamw15! Woohoo
Expand

Tweet #alamw15

new and favorite library products, services, books, online services, tools, and technologies, and enjoy meeting authors and enjoying live stages that include Book Buzz Theater, What's Cooking @ ALA Cooking Demonstration Stage, and the PopTop Stage.

Ribbon Cutting & Exhibits Opening Reception

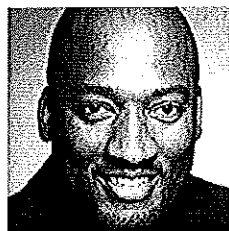
The Exhibit Hall opens immediately following the Author Forum, with a ribbon-cutting ceremony featuring a brief welcome by ALA and Chicago dignitaries. The Exhibits Opening includes food, drink, and entertainment through the exhibit hall, giving exhibitors and attendees their first chance to network as the exhibits kick off.

Exhibits Closing & Wrap Up/Rev Up Celebration

Join us Monday afternoon to close the exhibits and rev up for the Annual Conference in San Francisco. Start in the Exhibit Hall with discount sales and exhibitors offering special giveaways in their booths.



Internationally renowned, Grammy-nominated trombone and trumpet player Troy "Trombone Shorty" Andrews and his band Orleans Avenue will get you on your feet to Wrap Up 2015 Midwinter Meeting in Chicago and Rev Up for Annual Conference in San Francisco. This energetic jazz will include songs by Trombone Shorty & Orleans Avenue, and will be followed by a conversation with award-winning illustrator Bryan Collier. Andrews and Collier will discuss their collaboration on *Trombone Shorty*, a lively picture book autobiography that shows how Andrews followed his dream of becoming a musician and succeeded despite the odds. (April 2015, Abrams Books for Young Readers.)



Hailing from the Tremé neighborhood in New Orleans, Troy "Trombone Shorty" Andrews got his nickname by wielding a trombone twice as long as he was high. A prodigy, he was leading his own band by age six, and today he headlines the New Orleans Jazz Fest. Acclaimed illustrator Bryan Collier worked with Andrews to create his picture book autobiography that takes readers from his early dreams to international stardom. *Trombone Shorty* is a celebration of the rich cultural history of New Orleans and the power of music. Collier has won three Caldecott Honors and five Coretta Scott King Awards.

Attendees can start Wrap Up/Rev Up celebrations any time on Monday in the Exhibit Hall with discount sales and special giveaways in exhibitors' booths. Prizes including a free registration for 2015 Annual Conference in San Francisco will be given away after the performance (you must be present to win!).

Shorty and Collier's appearance is sponsored by Abrams Books for Young Readers

Get more information on the General Exhibits Info page.

SPEAKERS AND RELATED EVENTS

ERT/Booklist Author Forum

Friday, January 30
4:00pm - 5:15pm

The always popular ERT/Booklist Author Forum offers the first of many opportunities to hear and see favorite authors up close at Midwinter. This year, *Booklist* associate editor Sarah Hunter digs into graphic novels with several of the genre's popular authors and artists, including Cece Bell, Françoise Mouly, Jeff Smith, and Gene Luen Yang.

The Exhibits Round Table is pleased to sponsor the ERT/Booklist Author Forum as one of the many ways they collaborate with ALA staff and members to make the exhibits a dynamic part of ALA conferences. The latest books by the authors who participate in the Author Forum can be found at their publishers' booths in the Exhibit Hall. Some authors sign copies of their latest books immediately after the ERT/Booklist Author Forum during the Exhibits Opening Reception.

Four acclaimed graphic novel authors and artists—Cece Bell, Françoise Mouly, Jeff Smith, and Gene Luen Yang—join *Booklist* Associate Editor Sarah Hunter and Eva Volin, Supervising Children's Librarian for the Alameda Free Library, to dig into graphic novels at the popular Author Forum.



Cece Bell

Cece Bell has written and illustrated several books for children, including the Geisel Honor book *Rabbit & Robot: The Sleepover*. In her most recent book, *El Deafo*, she shares what it is like to grow up deaf. *El Deafo* has received starred reviews and widespread praise. Watch and hear Bell talk about the



book and demonstrate the Phonic Ear in this video:
<https://www.youtube.com/watch?v=Cnj5STG0SZo>.

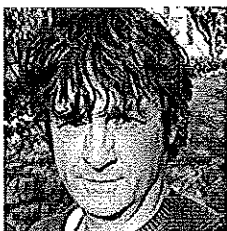
Sponsored by ABRAMS Books



Françoise Mouly

Françoise Mouly is art director at *The New Yorker* (where she has been responsible for more than 1,000 covers) and is also publisher and editorial director of TOON Books, an imprint of comics and visual narratives for young readers. She founded and coedited, with collaborator and husband Art Spiegelman, the groundbreaking comics anthology RAW, the *New York Times* bestselling Little Lit series, and the TOON Treasury of Classic Children's Comics. She has received many awards including the French Legion of Honor, the Richard Gangel Art Director Award from the Society of Illustrators, and the Eric Carle Museum Bridge Award for "sustained achievement in the realm of the illustrated book for young people."

Sponsored by Toon Books



Jeff Smith

Cartoonist Jeff Smith was an early adopter of the graphic novel format and is best known as the creator of the comic book series BONE, started in 1991 and now a *New York Times* bestselling series that has won numerous awards and honors including 10 Eisner Awards and 11 Harvey Awards. He is a board member of the Comic Book Legal Defense Fund, guest edited the 2013 Best American Comics anthology, and is the creator of TÜKI and RASL. His other books include *Shazam: The Monster Society of Evil* and 2009 Geisel Honor recipient *Little Mouse Gets Ready*.

Sponsored by Scholastic



Gene Luen Yang

Gene Luen Yang's first book, *American Born Chinese*, is published in more than ten languages, won the Printz Award and was a National Book Award finalist. His other works include the popular comics adaptation of *Avatar: The Last Airbender*, and the *New York Times* bestselling graphic novel diptych *Boxers & Saints*--also a National Book Award Finalist. *The Shadow Hero*, the story of the first Asian-American superhero, is Yang's most recent graphic novel. His next book, *Secret Coders* (with Mike Holmes, Fall 2015), is about kids and computers, plus a mystery.

Sponsored by Macmillan Children's Publishing Group

Auditorium Speaker Series

A rare opportunity to hear leading authors, thought-leaders, and experts from adult and youth fiction, technology, popular culture, and other areas in these stimulating general sessions on Saturday, Sunday, and Monday at various times!



Alice Hoffman
Saturday, January 31
10:00am - 11:00am

A glance at the scope of award-winning author Alice Hoffman's work shows why attendees won't want to miss this program. Her more than 30 bestselling works of fiction include:

Practical Magic, a major motion picture starring Sandra Bullock and Nicole Kidman; *Here on Earth*, an Oprah Book Club selection; the highly praised

historical novel *The Dovekeepers*; and *The Museum of Extraordinary Things*. Her books for teens include *Green Angel*, *Green Witch*, *Incantation*, *The Foretelling*, and *Aquamarine*, also a major motion picture. *At Risk*, concerning a family dealing with AIDS, can be found on the reading lists of many universities, colleges and secondary schools.

Hoffman's work has been published in more than 20 translations and more than 100 foreign editions and her novels have received mention as notable books of the year by numerous publications. She has also worked as a screenwriter and is the author of the original screenplay "Independence Day," and her short fiction and non-fiction have appeared in *The New York Times*, *The Boston Globe Magazine*, *Kenyon Review*, *The Los Angeles Times*, *Architectural Digest*, *Harvard Review*, *Ploughshares* and other magazines. Her most recent novel, *Nightbird*, will be published in March, 2015.

To find out more, visit www.alicehoffman.com

Sponsored by Random House Children's Books



LeVar Burton
Sunday, February 1
10:00am-11:00am

Passionate and lifelong children's literacy advocate, actor, producer, director, and educator LeVar Burton offers an unmissable treat. For three decades, Burton has been capturing the admiring attention of both audiences and his industry peers. He was host from 1983-2009 of the beloved original Reading Rainbow PBS series, is cofounder of the award winning Reading Rainbow digital library, and is currently developing the next generation of innovative

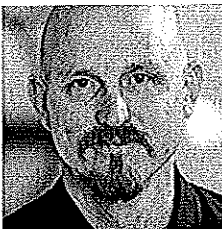
children's educational media.

Burton has recently published his first children's book, *The Rhino Who Swallowed a Storm*, a picture book written with poet Susan Schaefer Bernardo and illustrated by Courtenay Fletcher. He said he was inspired to write for children about "when bad things happen to good people -- which happens often in life." He has reimagined Reading Rainbow through his company RRRKidz and its award-winning mobile library; the all new Reading Rainbow App is the number one educational app on iTunes and delivers hundreds of quality books and video field trips.

Launching his acting career in the groundbreaking role of Kunta Kinte in the landmark television series "Roots," Burton found himself on the cover of *Time Magazine* at the age of 19, and then his global acclaim grew with his role as Chief Engineer Geordi LaForge in *Star Trek: The Next Generation* TV series and feature films. He has been a keynote speaker at South by Southwest (SXSW) Edu, and has received the Eliot-Pearson Award for Excellence in Children's Media from Tufts University, 12 Emmy Awards, a Grammy, and 5 NAACP awards.

Sponsored by Reading Rainbow

ALA President's Program



Mick Ebeling
Sunday, February 1
3:30pm - 5:30pm

Join ALA President Courtney Young as she welcomes distinguished speaker Mick Ebeling, author of *Not Impossible: The Art and the Joy of Doing What Couldn't Be Done* (Atria Books, January 2015), and founder of *Not Impossible Labs* and The Ebeling Group, an award-winning international production company and creative think tank. He is listed as a USA Network Cultural Trailblazer and won the 2014 Muhammad Ali humanitarian of the year award.

Sponsored by Simon & Schuster

Arthur Curley Memorial Lecture

The Arthur Curley Memorial Lecture series commemorates Arthur Curley's lifelong dedication to the principles of intellectual freedom and free public access to information. A champion of the arts and of the library's role as a center that can transform the community, Curley was director of the Boston Public Library and served as ALA president. Past speakers include Al Gore, Neil Gaiman, Jamal Joseph, Lisa Genova, and Ishmael Beah.



Ayaan Hirsi Ali
Saturday, January 31
4:00pm - 5:00pm

What happened to Islamic reform? Why have al Qaeda and Boko Haram become the faces of contemporary Islam? Why has the Arab Spring devolved into a battle over sharia law? As Arthur Curley Memorial lecturer, award winning human rights activist and author Ayaan Hirsi Ali will talk about her belief that ordinary Muslims throughout the world want wholesale change, contrary to conventional wisdom in the West.

In her forthcoming book *Heretic* (March 2015), the *New York Times* bestselling author of *Infidel* and *Nomad* crafts a powerful call for an Islamic Reformation as the only way to end the current wave of global violence and repression of women. Courageously engaging fundamentalists on their own turf—religion itself—she boldly calls for a Muslim Reformation, interweaving her personal journey, historical parallels, and powerful examples from contemporary Islamic societies and cultures.

Born in Somalia and raised Muslim, Hirsi Ali grew up in Africa and Saudi Arabia before fleeing to the Netherlands in 1992, where she went from cleaning factories to winning a seat in the Dutch Parliament. A prominent speaker, debater, and op-ed writer, she was chosen as one of *Time Magazine's* 100 most influential people in the world and is currently a fellow at the John F. Kennedy School of Government at Harvard University.

Sponsored by HarperCollins

Martin Luther King, Jr. Holiday Observance and Sunrise Celebration



Dr. Cornel West

Monday, February 2

6:30am - 7:30am

Internationally renowned intellectual Dr. Cornel West keynotes the 2015 Martin Luther King, Jr. Holiday Observance and Sunrise Celebration. Cornel West is a prominent and provocative democratic intellectual, a professor, recipient of more than 20 honorary degrees, and author of many important books including *Race Matters* and *Democracy Matters*. He appears frequently on *Real Time with Bill Maher*, *The Colbert Report*, *Democracy Now*, CNN,

C-SPAN, and other national and international media. Dr. West's participation is sponsored by Beacon Press.

The annual Martin Luther King, Jr. Holiday Observance and Sunrise Celebration commemorates Dr. King's legacy and recognizes the connection between his life's work and the library world.

OTHER OPPORTUNITIES TO ENGAGE

Youth Media Awards Monday, February 2, 8:00am - 9:00am (doors open 7:30am)

Join ALA in honoring books, videos, and other outstanding materials for children and teens at this high-profile event. Recognized worldwide for the high quality they represent, the ALA Youth Media Awards, including the prestigious Newbery, Caldecott, Printz, and Coretta Scott King Book Awards, guide parents, educators, librarians, and others in selecting the best materials for youth. Selected by committees composed of librarians and other literature and media experts, the awards encourage original and creative work in the field of children's and young adult literature and media.

The 2015 award winners will be announced on Monday, February 2, in the Convention Center. A live Webcast of the award announcements will be available for those not attending in person. Coverage of the award winners will be published in the Monday issue of *Cognotes* available in the convention center after the announcement. Award press releases will be posted online on ala.org. Exact times to be announced.

Book and Media Awards Ceremony and Reception Sunday, February 1, 6:00pm-6:30pm

Find out The Reading List, Notable Books and Listen List selections—lists that are used by readers advisory librarians nationwide—as well as the winners of the Dartmouth Medal for reference, the Sophie Brody Medal for Jewish literature, the Zora Neale Hurston Award for achievement in promoting African-American literature and the Louis Shores Award for book reviewing. All attendees are welcome at this RUSA event.

"News You Can Use": Updates and Implications

Experts offer the latest updates on policy, research, statistics, technology, and more, based on new research, surveys, reports, legislation/regulation, projects, beta trials, focus groups, and other data. Update providers include ALA divisions and offices, the ALA Digital Content Working Group, and a wide range of other organizations. Attendees are encouraged to ask questions, explore options, make recommendations, examine ideas, and reflect on the implications with colleagues at Unconference on Friday and Library Camp on Monday afternoon, as well as to follow up or start a small-group discussion in the Networking Uncommons area at any time.

ALA Masters Series

Hear and talk to experts from across library specialties describe their latest in-house innovations in these 45-minute fast-paced sessions. Grab lunch or a snack and join an ALA Masters session to get insights into the hottest trends and how your colleagues are stepping up to them.



Ben Blizze

Saturday, January 31

11:45am - 12:30pm

Start a Revolution: Stop Acting Like a Library

Ben Blizze will encourage attendees to "Start a Revolution: Stop Acting Like a Library" in an ALA Masters Series session at 2015 ALA Midwinter Meeting on



Saturday, January 31, 11:45am-12:30pm. Compelled to change the perception of the library as an antiquated institution, Bizzle and the team at Craighead County Jonesboro Public Library in Arkansas developed an aggressive technology and marketing strategy in order to better serve their community and increase public awareness of the library.

Join Bizzle as he discusses their award-winning marketing approach, sharing techniques for success alongside a provocative marketing philosophy that will spur libraries to move beyond their comfort zone, and shows how you too can engage your community and increase awareness of your local library. The title of the session is also the title of Bizzle's book with María Flora, forthcoming from ALA Editions in January 2015.

Discussion Groups

The Midwinter Meeting features more than 200 Discussion Groups—more loosely organized sessions on broad and timely topics, each sponsored by an ALA division, round table, or office. These generally highly interactive sessions may or may not have a speaker and are more open discussions than informational.

Ignite Sessions

The popular Ignite Sessions are included at Midwinter Meeting for the first time this year. Ignite speakers present for exactly five minutes on what they're most passionate about in the library world, and inspire the audience to join them. Each five-minute Ignite talk is accompanied by 20 slides, each displayed for 15 seconds, with slides advancing automatically.

"Ignite sessions offer the unique opportunity to quickly get exciting ideas for new programs and services in a fast-paced and entertaining setting. No other program offers such a wide array of new ideas in such a short time."-- Patrick "PC" Sweeney, Administrative Librarian, Sunnyvale Library

Use the link below to access the submission form. Submissions will close Wednesday, November 5.

[Ignite Session Submission](#)

Meetings

Committee meetings are held during Midwinter to do the business of the association. Some meetings will be listed "closed" when they are discussing private information, but most meetings are open to any attendee, and are often a good way to learn about the business of ALA and its divisions.

Kitchen-Table Conversations

Don't miss your chance to be at the "kitchen table" for conversations with others in the ALA community (members, staff, attendees, external allies and partners) to dig into our shared aspirations for ALA. Everyone is welcome; these conversations help us all understand how others see things and are an important step in having your voice heard as we look at how we can collaborate and create together. Times, locations, and sign-up information will be posted here as soon as available. For more information and background: <http://connect.ala.org/node/224231>

Libraries Transforming Communities Hands-On Sessions

All communities have challenges. Librarians are uniquely positioned to help conquer them — given the right tools. In these "Turning Outward" learning sessions, open to all attendees, Harwood Institute coaches will show you how to leverage your trusted position in the community you serve to engage people on issues that matter to them. Each stand-alone session focuses on a single tool; taken together, they become a powerful framework for engaging community and leading change. To access the tools that will be used and for more information about the program, please visit <http://www.ala.org/LTC>.

Networking Uncommons

Make the connections you want at the Networking Uncommons, a dedicated area where you can gather in small groups to have a quick meeting, polish your presentation, follow up on a discussion, or just recharge your batteries. The area features tables, chairs, free convention center wifi, and a projector and screen, as well as some gadgets in case you want to push content out in real-time. You can sign up for a time slot if you want to plan ahead—otherwise just show up. You can also check the topics each day to see what interests you. (Please note that commercial organizations and services that are not exhibiting with ALA cannot sign up for dedicated time in the Uncommons.)

Unconference and Library Camp

Everyone is welcome at both the Unconference on Friday and Library Camp on Monday afternoon to ask questions, explore options, make recommendations, examine ideas, and reflect on the implications of updates, conversations, and what you've learned at Midwinter.

The Unconference takes place on Friday, 9:00am-12:00pm. This participant-guided experience brings the unstructured conversations people often have between conference sessions into the conference itself.

Round out your experience at Library Camp on Monday afternoon, 3:30-5:00pm. Attendees will get together to talk about anything library- or conference-related with a focus on reflecting on what inspired you at the Midwinter Meeting. Come prepared to share your experiences and/or lead an informal discussion on a topic of your choice.

Think Fit @ ALA

Think Fit @ ALA is our healthy, well-being initiative with a focus on both personal health and environmental awareness. It includes a range of sessions, programs and events--look for the Think Fit event in the Ticketed Events section.

Zumba!

Saturday, January 31

7:00am - 8:00am

Join certified Zumba Instructors Megan and Suzy for 60 minutes of good, clean, sweaty fun! They will provide different levels of movement, providing an accessible and challenging workout for any fitness level.

They take the "work" out of workout, by mixing low-intensity and high-intensity moves for an interval-style, calorie-burning dance fitness party. Once the Latin and World rhythms take over, you'll see why Zumba® Fitness classes are often called exercise in disguise.

Instructors:

Megan Knee
Chicago, IL
meganknee.zumba.com

Suzy Crawford
Evanston, IL
aqualandfitness.com

[Click here for further details and to sign up!](#)

**Tickets are non-refundable*

ALA JOBLIST PLACEMENT CENTER

Provided by the ALA Office for Human Resource Development and Recruitment (HRDR), the ALA JobLIST Placement Center will be open Saturday and Sunday, 9:00 am - 5:00 pm, with an orientation on Saturday at 8:30 am and an Open House on Sunday, 10:30 am - 12:00 pm. Jobseekers may attend career guidance workshops, talk to a career counselor, have your resume reviewed, and talk to employers in the Placement Center. All services are free to job seekers and ALA membership is not required. Get more information, including--for employers--how to reserve a booth and how to use the interviewing facilities.

[Click here for the Placement Center Website](#)

AWARD-WINNING PRODUCTS IN THE ALA STORE

The ALA Store offers products that meet the widest range of your promotional and continuing education/professional development needs. With plenty of new and bestselling items available, make sure to carve out some time in your schedule to stop by! The store will be located in McCormick Place West.

GET EXCITED ABOUT CHICAGO!

Chicago has lots to offer! Visit the Local Info page for links and ideas, for information about the city, and to help plan your free time.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorize Amendments to the Placentia Library District Policy #3020 – Budget Preparation**

DATE: November 17, 2014

BACKGROUND

Staff met with representatives from Macias Gini O’Connell (MGO) firm to discuss the annual audit. MGO has been conducting the District’s audits for five years and this year they recommended changes to the District’s Policy #3020 – Budget Preparation.

Attachment A is the proposed amendment to Placentia Library District Policy #3020 – Budget Preparation

RECOMMENDATION

Authorize amendments to the Placentia Library District Policy #3020 – Budget Preparation as presented, with inclusion of feedback from the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorize Amendments to the Placentia Library District Policy #3020 – Budget Preparation**

DATE: November 17, 2014

BACKGROUND

Staff met with representatives from Macias Gini O’Connell (MGO) firm to discuss the annual audit. MGO has been conducting the District’s audits for five years and this year they recommended changes to the District’s Policy #3020 – Budget Preparation.

Attachment A is the proposed amendment to Placentia Library District Policy #3020 – Budget Preparation

RECOMMENDATION

Authorize amendments to the Placentia Library District Policy #3020 – Budget Preparation as presented, with inclusion of feedback from the Library Board of Trustees.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Budget Preparation
POLICY NUMBER: 3020

Delete the following verbiage:

3020.1 An annual budget proposal will be prepared by the Library Director.

3020.2 A preliminary budget estimate will be presented to the Library Board of Trustees no later than April of each year.

3020.3 The proposed annual budget will be reviewed and adopted as a first reading by the Board at its regular meeting in May and set for public hearing in June.

3020.4 The proposed annual budget as amended by the Board during its review will be adopted at its regular meeting in June following the public hearing.

Replace with the following verbiage:

3020.1 The Library Director or his or her designee submits a proposed operating budget to the Library Board of Trustees for the fiscal year commencing the following July 1. The operating budget includes proposed expenditures and the means of financing them.

3020.2 The District's budget is a two-year cycle.

3020.3 A preliminary budget estimate will be presented to the Library Board of Trustees no later than April of each year.

3020.4 The proposed budget will be reviewed and adopted as a first reading by the Board at its regular meeting in May and set for public hearing in June.

3020.5 Prior to adoption of the final budget, public hearings are conducted to obtain taxpayer comments.

3020.6 All budget adjustments must be approved by the Library Board of Trustees. Expenditures may not legally exceed the levels as specified in the budget control resolution.

3020.7 Budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America (GAAP) except for capital expenditures that are budgeted on a project basis with specific funding sources assigned to it.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorize Amendments to the Placentia Library District Policy #2305 – Library Services Manager**

DATE: November 17, 2014

BACKGROUND

The Library Services Manager job description was last revised in April 2013. The position has been vacated since December 2010. Library services has evolved tremendously with expectations from the public for faster internet connection, more availability of bestsellers and computer access, designated study meeting places, enhanced convenient services, and increase in library hours. The Library Services Manager is a key position in balancing the public's needs and the staff's ability to execute programs and services to meet those needs.

Library management recognizes staff's need to have a manager available to motivate, establish and maintain relationships with the community, supervisors, employees, volunteers, and other community agencies and the public. Library management recommends the following inclusions and amendments to Placentia Library District Policy #2305 – Library Services Manager:

Essential Job Functions:

- Examines library and automation vendors to determine the contents of their product line, how their products work, their product strengths and weaknesses and makes recommendation to the Library Director.
- Manages the operations of the passport service including scheduling, supervising, completing performance evaluations and conducting evaluation reviews.
- Reviews, analyzes and suggests revisions to the library processes and procedures affecting the District's patron groups including adult, children, literacy, technical, volunteer and young adult services.
- Researches, examines and analyzes and operations of the District, including adult, children, literacy, technical, volunteer and young adult services.

Knowledge of:

- Budget, finance, information technology, and human resources processes and procedures.

Ability to:

- Prepare, review, and examine budget documents and reports.
- Develop long and short-term goals and objectives that support the public library service functions including Adult, Children, Literacy, Technical, Volunteer, and Young Adult.
- Gather, organize, summarize and analyze library and statistical data to make appropriate recommendations from the analysis.
- Deliver presentations suited to the characteristics of the audience and needs of the District.

- Clearly and concisely deliver information orally and in writing to individuals and groups to ensure that they understand the information and the message.
- Independently analyze and resolve unprecedented issues and problems that necessitate input from and collaboration of external sources.
- Supervise, manage, discipline, counsel, mentor and develop professional, paraprofessional and clerical employees.

Education and Experience:

Possession of a Master's Degree in Library or Information Science from a school accredited by the American Library Association plus five (5) years of increasingly responsible experience in public library management positions, including a minimum of three (3) years as a supervisor.

Attachment A is the proposed amendments to Placentia Library District Policy #2035 – Library Services Manager.

RECOMMENDATION

Authorize amendments to Placentia Library District Policy #2035 – Library Services Manager as presented, with inclusion of feedback from the Library Board of Trustees.

Placentia Library District- Policy #2305

Library Services Manager

DEFINITION:

Under the general direction of the Library Director, manages the Adult, Children, Literacy, Technical, Volunteer, and Young Adult departments of the Library; works closely with the Library Director to implement exemplary library services and programs; performs a wide variety of complex library-related tasks requiring specialized ability and knowledge; interprets and applies broadly defined policies and procedures.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Library Director. Supervises and manages Library District staff. May be designated in charge of the Library during the absence of the Library Director.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Delete the following verbiage:

- Attends all meetings of the District's Board of Trustees and such other meetings as the Library Director specifies from time to time.
- Participates in the selection of staff for assigned activities and prepares performance evaluations and merit pay increase recommendations for the Library Director's review.
- Solicits, prepares, submits, and secures grants for the District with the consent of the Library Director; may serve as project manager for selected grants.
- Oversees the preparation of staff schedules and the assignments of substitute hours for the Adult, Children, Literacy, Technical, Volunteer, and Young Adult departments.
- Identifies, coordinates, develops, and evaluates the continuing education and in-service training program for library staff to include professional, paraprofessional, technical, and clerical personnel.
- Maintains cordial relations with all persons entitled to the services of the District; attempts to resolve all public and employee complaints; encourages citizen participation in the affairs of the District.
- Carries into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the Public Services activities and facilitating constructive and harmonious staff relations and communicates Board goals and objectives to the community.

- Prepares monthly and annual reports on the Adult, Children, Literacy, Technical, Volunteer, and Young Adult activities of the Library.
- Coordinates the Adult, Children, Literacy, Volunteer, and Young Adult programming activities and exhibits that highlight and promote the Library's collection.
- Assists in the development of the District budget, policies and procedures related to the activities of the Adult, Children, Literacy, Technical, Volunteer, and Young Adult activities.
- Represents the District at various community events and meetings to promote library services and programs when assigned by the Library Director.
- Attends workshops, continuing education programs, library conferences, and other professional training opportunities at the direction of the Library Director.
- Directs, coordinates, and reviews the activities of the Adult, Children, Literacy, Technical, Volunteer, and Young Adult activities concerning personnel, resources, equipment, services, and programs.
- Coordinates Library services projects with the City of Placentia and other outside organizations.
- Develops and implements procedures in compliance with Library policies related to staff and customer use of automated library systems.
- Manages the development and maintenance of the Library's web page ensuring current, accurate, and appropriate information.
- Ensures monthly exhibits in the public area are displayed in a timely manner to promote library services and programs including other major events related to the District.
- Participates in recruiting, interviewing, selecting, and evaluating of the Adult, Children, Literacy, Technical, Volunteer, and Young Adult personnel.
- Makes recommendations to the Library Director concerning the public relations activities for the Adult, Children, Literacy, Technical, Volunteer and Young Adult activities.
- Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review.
- Establishes and implements work procedures and plans and organizes training programs for the Adult, Children, Literacy, Technical, Volunteer, and Young Adult staff, and is responsible for personnel actions, work assignments, and related matters.
- Prepares and submits reports of Public Services activities to the Library Director, the State Library of California, and other governmental agencies as required.
- Performs other duties as assigned.

Replace with the following verbiage:

Information Technology:

- Examines library and automation vendors to determine the contents of their product line, how their products work, their product strengths and weaknesses and makes recommendation to the Library Director.
- Manages the development and maintenance of the District's web page ensuring current, accurate, and appropriate information.

- Maintain a full and working knowledge of library automated system, and system software.
- Interface with vendors, suppliers, and consortium partners to address and resolve issues related to the District's hardware and software needs.
- Maintain updated statistics and usage records and present appropriate recommendations to the Library Director based on the data.
- Oversee the District's library automated system, technology infrastructure, and equipment.
- Administers maintenance of library facilities and equipment; works with architects and planners on facility development.
- Develops and implements procedures in compliance with Library policies related to staff and customer use of automated library systems.

Public Program/Services:

- Reviews, analyzes and suggests revisions to the library processes and procedures affecting the District's patron groups including adult, children, literacy, technical, volunteer and young adult services.
- Researches, examines and analyzes the District's public service operations including adult, children, circulation, and passport services.
- Solicits, prepares, submits, and secures grants for the District with the consent of the Library Director; may serve as project manager for selected grants.
- Coordinates the adult, children, literacy, volunteer and young adult programming activities and exhibits that highlight and promote the District's collection.
- Ensures monthly exhibits in the public area are displayed in a timely manner to promote library services and programs including other major events related to the District.
- Manages the District's Summer Reading Celebration and Eggcitement events in collaboration with the District's partners.
- Coordinates library services projects with the City of Placentia and other outside organizations.
- Attends workshops, continuing education programs, library conferences, and other professional training opportunities at the direction of the Library Director, to ensure comprehensive knowledge of current library trends and practices.
- Anticipates community interests and needs to reflect appropriate programs and services to meet those needs.
- Serves as the Safety and Emergency Coordinator for the District and manages related activities for staff, volunteers, and the public.

Staff Management:

- Motivates, directs, and supervises professional, paraprofessional and clerical library personnel in a manner conducive to full performance and high morale
- Manages the operations of the adult, children, and circulation departments including scheduling, supervising, completing performance evaluations and conducting evaluation reviews.

- Implements and tracks strategic plan initiatives. Plays key role in developing staff's input to strategic plans.
- Participates in the selection of staff for assigned activities and prepares performance evaluations and merit pay increase recommendations for the Library Director's review.
- Oversees the preparation of staff schedules and the assignments of substitute hours for the adult, children, and circulation departments.
- Identifies, coordinates, develops, and evaluates the continuing education and in-service training program for library staff to include professional, paraprofessional, technical, and clerical personnel.
- Directs, coordinates and reviews the activities of the adult, children, and circulation activities concerning personnel, resources, equipment, services, and programs.
- Participates in recruiting, interviewing, selecting, and evaluating the adult, children, and circulation personnel.
- Facilitate in-service meetings, workshops and departmental meetings.

Budget, Policies and Report Administration

- Assists in the development of the District budget, policies and procedures related to the activities of the adult, children, and circulation departments.
- Manage the development of the adult, children and circulation department's annual budget worksheets, accomplishments, action plan, and performance measurements and ensure they are met. Annual budget development and responsibility for administering current year budget.
- Develop promotional materials to educate the public and increase awareness about the District's business and operations including the use of such resources as countingopinions, PEW research, and Research Institute for Public Libraries.
- Prepares monthly and annual reports for the adult, children, and circulation departments. Review staff reports to ensure accuracy and validity of information.
- Administers policies, makes policy recommendations to the Library Director, provides staff support and information.
- Work with the Business Officer to ensure annual library statistics are submitted on time to the State Library.

External and Internal Customer Interface

- Attends all meetings of the District's Board of Trustees and such other meetings as the Library Directors specifics from time to time.
- Carries into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the public services activities and facilitating constructive and harmonious staff relations and communicates Board goals and objectives to the community.
- Participates in Library Board meetings by preparing agenda items assigned by the Library Director and making presentations for Board review.
- Maintains cordial relations with all persons entitled to the services of the District; attempts to resolve all public and employee complaints; encourages citizen participation in the affairs of the District.

- Represents the District at various community events and meetings to promote library services and programs when assigned by the Library Director.
- Makes recommendations to the Library Director concerning the public relations activities.
- Establishes and maintains effective working relationships with the public, employees, Library Board of Trustees, the Placentia Library Friends Foundation, the City of Placentia, county and state officials, and professional peers.
- Be a working manager; on the floor when needed or conduct programs.

Other:

- Performs other duties as assigned by the Library Director or his/her designee.

QUALIFICATIONS:

Knowledge of:

- Modern public library organization, procedures and policies including library-related computer hardware and software operations.
- Skills required in performing reference work for adults and children using print and electronic resources and knowledge of reference sources and methods to serve adults and children.
- Skills required in operating all components of a library-based literacy program.
- Basic fund accounting and budgeting.

Ability to:

- Read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Meet and serve the public courteously and efficiently and establish and maintain effective relations with co-workers and community organizations.
- Organize and manage workflow for self and others, to supervise and direct staff and implement applicable policies and procedures.
- Analyze difficult problems, recommend solutions and take independent action.
- Prepare and present reports which conform to prescribed style(s) and format(s) and present information to management, the Library Board of Trustees, and public groups.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Delete the following verbiage:

Equivalent to a Master's Degree in Library or Information Science from a school accredited by the American Library Association plus five (5) years of increasingly responsible experience in public library management positions, including a minimum of three (3) years as a supervisor.

Replace with the following verbiage:

Possession of a Master's Degree in Library or Information Science from a school accredited by the American Library Association plus five (5) years of increasingly responsible experience in public library management positions, including a minimum of three (3) years as a supervisor.

Licenses and Certifications:

Possession of a valid California driver's license.

Delete the following verbiage:

Possession of, or ability to obtain, a Cardiopulmonary Resuscitation (CPR) certificate from a source acceptable to the Library Board within 6 months of employment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

Must possess mobility to work in a standard office setting and to visit meeting sites. Must possess mobility to operate a motor vehicle. Must possess hearing and speech to communicate in person, before groups and over the telephone. Must possess vision to read printed material and a computer screen. Must possess stamina to move about the Library. Must have balance, coordination, and dexterity levels appropriate to the duties to be performed. Sits, stands, walks, climbs stairs and inclines, kneels, crouches, twists, reaches, bends, grasps, uses a personal computer, keyboard and related equipment; lifts and moves boxes weighing 25 pounds or less; and pushes or pulls a loaded book cart.

ENVIRONMENTAL ELEMENTS:

The work environment characteristics described here are representative of those an incumbent encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust, and potentially hazardous materials.

WORKING CONDITIONS:

Weekend and evening work and attendance at off-hours meetings and occasional travel are required.

FLSA STATUS:

This is an exempt managerial classification.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorize Amendments to the Placentia Library District Policy #2308 – Business Manager**

DATE: November 17, 2014

BACKGROUND

The Business Officer is responsible for the administrative, financial, and operations management of an organization. He/She must possess a thorough knowledge of accounting/business standards and practices, policy interpretation/implementation, the organization of work, and the supervision of others. The individual must also be competent in the planning, organization, coordination and implementation of capital improvement and facility related projects.

The District revised the Business Manager Job Description in April 2013. Since the introduction of this management position, management recognizes, with input from the District's auditors, that the position requires much more extensive knowledge of finance, accounting and business principles and practices in order to maintain a higher quality level of business operation for the District. The proposed amendments reflects the need to have an individual with an understanding of the complexities and technicalities of financial, accounting, employment, purchasing, risk management regulations, laws, and policies and apply changes as needed while being in compliant with federal, state, and local legislations.

Attachment A is the proposed amendments to Placentia Library District Policy #2038 – Business Manager

RECOMMENDATION

Authorize amendments to Placentia Library District Policy #2038 – Business Manager as presented, with inclusion of feedback from the Library Board of Trustees.



Placentia Library District

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Placentia Library District- Policy #2308

Business Officer

DEFINITION:

Under the general direction of the Library Director, performs a wide variety of complex analytical and administrative tasks requiring specialized knowledge involving broadly defined library policies and procedures. These managerial responsibilities include data gathering, statistical and financial reporting, technology planning, and strategic planning.

SUPERVISION RECEIVED AND EXERCISED:

Exercises direct supervision over the Administrative Assistant. May be designated in charge of the Library during the absence of the Library Director and the Library Services Manager.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Delete the current verbiage:

- Conducts library needs assessment and current library trends including technology, programming, and services and report findings and recommendations to the Library Director and the Library Services Manager.
- Develops and implements policies and procedures that ensure the fiscal well-being of the District, effective internal control, and compliance with all relevant laws, ordinances, accounting standards, rules and regulations.
- Examines library and automation vendors to determine the contents of their product line, how their products work, their product strengths and weaknesses and makes recommendation to the Library Director and the Library Services Manager.
- Works with the Library Services Manager to develop library migration plans and other software utilities.
- Forecasts library vendor development including technology and the marketplace movement so that the District can respond to changes.
- Manages the operations of the passport service including scheduling, supervising, completing performance evaluations and conducting evaluation reviews.
- Prepares financial statements, reports and analyses of the District's budget.

- Implements employee health insurance, PARS and money purchase pension plan information. Reviews contracts and vendors proposals for compliance with Library District policy, procedures and goals and submits them to the Library Director for approval.
- Ensures proper accounting for fixed assets, revenue and expense accruals.
- Prepares materials for the annual audit and coordinates all activities with the District's independent auditor.
- Seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the administrative activities and facilitating constructive and harmonious staff relations. He/she will translate the goals and objectives of the Board to the staff and the community.
- Prepares monthly and annual reports on the administrative activities of the District.
- Maintains the schedule for performance evaluations and merit pay increase recommendations for eligible employees and coordinates these with the Library Director and the Library Services Manager.
- Reviews, analyzes and suggests revisions to library processes and procedures affecting the District's patron groups including adult, children, literacy, technical, volunteer and young adult services.
- Researches, examines and analyzes the operations of the District, including adult, children, literacy, technical, volunteer and young adult services.
- Provides logistical support in the management of books and other library materials.
- Serves as a liaison with other public agencies, insurance companies and service providers to ensure an efficient and cost effective risk management program.
- Develops and implements an employee safety program which effectively identifies causes of accidents and initiates purposeful action to eliminate the causes or minimize their impact.
- Establishes and reviews insurance requirements for District contracts and prescreens agreements, leases and purchase documents to eliminate or minimize potential risk liability.
- Plans, organizes and manages insured and self-insured programs for the District.
- Prepares and submits financial and personnel reports of to the Library Director, to the State Library of California, and to other governmental agencies as required.
- Maintains checkbooks for the District.
- Participates in interviewing and selecting of administrative staff.
- Coordinates bid processes and purchasing including books and library materials.
- Plans, organizes, directs and reviews all functions relating directly to the purchase of equipment, supplies and services for the District.
- Makes recommendations to the Library Director concerning public relations and administrative activities
- Develops and writes standardized and specialized bid specifications through researching and analyzing information to determine product and/or service need and availability.
- Performs other duties as assigned

Replace with the following verbiage:

Financial Management

Under oversight of the Library Director, manages the day to day financial business of the District, including, but not limited to, budget preparation and monitoring, collection and disbursement of revenues, accounting, financial reporting and analysis.

Develops, proposes, and implements, with approval, policies and procedures that promote the fiscal well being of the District, effective internal control, and compliance with all relevant laws, ordinances, accounting standards, rules and regulations. Alerts the Library Director regarding any potential fiscal problem areas.

Implements the fiscal management program of the District, including budget preparation and monitoring, collection and disbursement of revenues, accounting, financial reporting and auditing, and investment of funds.

Originates and records all journal entries in District's computerized accounting system, maintains general ledger, reconciles bank and credit card statements, and maintains a variety of financial schedules, records, and files. Prepares, deposits, and records all District receipts; processes and records online banking transfer transactions as needed to cover payroll. Prepares monthly revenue and expenditure reports for monthly Board meetings.

Processes all District expenditures, including invoice entry and payment processing; analyzes budget variances, projects estimated expenses and prepares approved adjustments in the maintenance of budgetary controls.

Prepares supporting documentation and schedules for the annual audit as needed, and coordinates all activities with the District's independent auditor. Under the supervision of the Library Director, prepares responses to auditor comments and Management Decision and Analysis.

Human Resources

Serves as Human Resources Administrator as it relates to providing to and collecting necessary paperwork from new hires; maintaining personnel records, and responding to any employee inquiries as needed. Updates policies in Policy Manual for Board approval as needed.

Manages the recruitment process for all District positions.

Serves as Payroll Administrator as it relates to inputting and submitting payroll data into online payroll system, disbursing paychecks; recording payroll entries to District's accounting system, and preparing and maintaining spreadsheet for part time employees; primary contact for all payroll issues.

Serves as Health Benefit Administrator as it relates to inputting and maintaining employee membership and health coverage data, processing all payments for all insurance, retirement, and deferred compensation benefits; and responding to employee inquiries.

Purchasing Services

Reviews contracts and vendor proposals for conformance with Library District policy, procedures, and goals and submits them to the Director for approval.

Serves as Purchasing Coordinator as it relates to ordering all office supplies for the District.

Confers with managers to establish specific descriptions of requested goods or services.

Risk Management

Serves as a liaison with other public agencies, insurance companies and service providers to ensure an efficient and cost effective risk management program.

Coordinates loss control and safety programs and policies in conjunction with library managers.

Develops and implements an employee safety program which effectively identifies causes of accidents and initiates purposeful action to eliminate the causes or minimize their impact.

Establishes and reviews insurance requirements for District contracts and screens agreements, leases and purchase documents to eliminate or minimize potential risk and liability.

Plans, organizes and manages insured and self-insured programs for District general liability, property/casualty, safety and loss control plans.

Other Duties

Conducts library needs assessment and current library trends including technology, programming, and services and report findings and recommendations to the Library Director and the Library Services Manager.

Assists with Request for Proposals (RFP), review special grant agreements and other finance related matters not listed previously.

Primary liaison between the District and the County of Orange, Employment Development Department, Internal Revenue Service, and the District's payroll service.

Prepares annual vendor 1099 and 1096 statements, following with submission to the appropriate tax agency.

Prepares annual Consumer Tax Return.

Prepares and submits (with managerial input and Director approval) annual library surveys and questionnaires.

Supervises Administrative Assistant.

Participates in Library Board meetings by preparing agenda items assigned by the Library Director, presenting policy matters for Board review, taking notes and preparing the minutes in the absence of the Administrative Assistant.

Administers grant-related projects and assists in the preparation of data gathering for grants and other proposals.

Plans, organizes, directs and reviews all functions relating directly to the purchase of equipment, supplies and services for the District.

Makes recommendations to the Library Director concerning public relations and administrative activities.

QUALIFICATIONS:

Knowledge of:

Add the following:

- Accounting, budget, and business practices.
- Financial management, personnel administration/management, payroll, purchasing, inventory control, facilities coordination/planning, and information technology assessment.
- Business operations, accounting and financial forecasting.
- Library vendors, trends, and marketplace.
- Horizon software, cataloging, online databases, and library organizational structure.
- The principles and practices of research and analysis.

Delete the following:

- The initiation, development, accomplishment, and evaluation of public programs or services.
- The tools of management, such as procedural manuals, training materials, records and reports, and studies applicable in evaluating library programs and services.

Ability to:

Add the following:

- Manage and improve business processes and operations by ensuring continuity, integration of policies and procedures with the District's mission and strategic plan.

- Develop long and short-term goals and objectives that support the business functions including identification of funding sources.
- Plan and monitor the use of expenditures to meet the District's objectives and compliance.
- Prepare, review, and examine budget documents and reports.

- Allocate resources, plan procurement, and oversee budgets and contracts to ensure the District's fiscal stability.
- To recruit, select, develop, counsel, discipline, and evaluate performance of employees to retain a diverse workforce in compliance with federal, state, local and District laws, regulations, policies and procedures.
- Administer and ensure compliance with human resources, financial, and other related laws, regulations, policies and procedures.
- Develop and implement staffing strategies as needed.
- Gather, organize, summarize and analyze library and statistical data and make appropriate recommendations from the analysis.
- Analyze business operations and financial statements.
- Deliver presentations suited to the characteristics and needs of the District.
- Communicate information to individuals and groups.
- Clearly and concisely convey information orally and in writing to individuals and groups to ensure that they understand the information and the message.
- Construct and execute a variety of library surveys.
- Manage work flow in an orderly fashion while processing multiple simultaneous projects.
- Negotiate with vendors, external entities and library community.
- Oversee activities that impact and interface with other library departments.
- Provide expertise on financial matters.
- Independently analyze and resolve unprecedented issues and problems that necessitate input from and collaboration of external sources.
- Supervise and manage professional, paraprofessional, and clerical employees.

Delete the following:

- Develop a variety of ready reference materials in electronic and traditional formats.
- Respond to routine inquiries or complaints from Library customers.

- Supervise staff and implement personnel policies and procedures.
- Analyze difficult problems and recommend solutions.
- Take independent action.
- Prepare and present reports that conform to prescribed style and format.
- Present information to District management and the Library Board of Trustees.
- Organize and manage work flow for self and others.
- Establish and maintain effective relations with co-workers, the public and community organizations.

- Demonstrate excellent written and oral communication skills
- Lead and manage a team.

Education and Experience:

Delete current verbiage:

Equivalent to a Bachelor's Degree plus three (3) years of increasingly responsible library experience including development of program and services, supervisory experience and an understanding of administrative accounting principles. Master's Degree desirable.

Replace with the following:

Bachelor's Degree in Business Administration, public administration, or related field. A minimum of three (3) years of administrative management or business management experience. Experience in a governmental or public agency or in a customer service oriented organization preferred.

Licenses and Certifications:

Delete current verbiage:

Possession of a valid California driver's license.

Possession of, or ability to obtain, a Cardiopulmonary Resuscitation (CPR) certificate from a source acceptable to the Library Board within 6 months of employment.

Replace with the following:

Possession of a valid California driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

Must possess mobility to work in a standard office setting and to visit meeting sites. Must possess mobility to operate a motor vehicle. Must possess hearing and speech to communicate in person, before groups, and over the telephone. The incumbent is required to stand, walk, and stoop, kneel, or crouch. The incumbent must be able to push or pull carts weighing up to 25 pounds and have the strength to pick up and carry supplies weighing up to 20 pounds. The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

ENVIRONMENTAL ELEMENTS:

The work environment characteristics described here are representative of those an incumbent encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

WORKING CONDITIONS:

Weekend and evening work and attendance at off-hours meetings and occasional travel are required.

FLSA STATUS:

This is an exempt managerial classification.