



AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR DATE MEETING








October 17, 2016
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 – 22)

Presentation: Library Director

Recommendation: Approve by Motion

Items 9 – 22 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 September 26, 2016 Library Board of Trustees Unusual Date Meeting. (Receive, File and Approve)

CLAIMS (Items 10 – 11)

10. Check Register for September 2016. (Receive, File and Approve)

11. FY2016-2017 Cash Flow Analysis through September 2016; the Schedule of Anticipated Property Tax Revenues for FY2016-2017 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 12 – 15)

12. Financial Reports for September 2016 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

13. Balance Sheet for September 2016. (Receive & File)

14. Acquisitions Report for September 2016. (Receive & File)

15. Entrepreneurial Activities Report for September 2016. (Receive & File)

GENERAL CONSENT REPORTS (Items 16 – 18)

16. Personnel Report for September 2016. (Receive, File, and Ratify Appointments)

17. Circulation Report for September 2016. (Receive & File)

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

STAFF REPORTS (Items 19 – 22)

19. Administration Report for September 2016.
20. Children's Services Report for September 2016.
21. Adult Services Report for September 2016.
22. Placentia Library Web Site & Technology Report for September 2016.

CLOSED SESSION

23. President Carline will report out on actions taken at the Library Board of Trustees Closed Session Meeting.

PRESENTATION

24. President Carline will present a proclamation to Jacob Adarlo for his winning library card design.

NEW BUSINESS

25. Public Agency Retirement Services (PARS) Presentation.
26. Advocacy Support for S. 3391, the Museum and Library Services Act of 2016.
27. Travel Authorization to attend the Symposium on the Future of Libraries during the American Library Association Midwinter Conference from January 20-24, 2017 in Atlanta, Georgia.
28. Travel Authorization for Library Director to attend the Library Journal Directors' Summit from December 1-2, 2016 in Sacramento, California.
29. Update on the Upcoming Staff Development Day to be held on November 18, 2016.

DISCUSSION

30. Discuss the Placentia Library District Emergency Procedures and Development of an Emergency Operations Plan for the District.

ADJOURNMENT

31. Agenda Preparation for the November Date Meeting which will be held on November 21, 2016 unless re-scheduled by the Library Board of Trustees.
32. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
33. Adjourn

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

I, Diane Warner, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the October 17, 2016 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on October 14, 2016.



Diane Warner, Administrative Assistant



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MINUTES
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
SEPTEMBER 26, 2016

CALL TO ORDER

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on September 26, 2016 at 6:31pm.

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

Members Absent: None

Staff Present: Yesenia Baltierra, Public Services Manager; Diane Warner, Administrative Assistant

Staff Absent: Library Director Jeanette Contreras – excused absence

Guests: Marina Tutty, Financial Consultant

ADOPTION OF AGENDA

It was moved by Trustee Shkoler and seconded by Secretary Martin to adopt the September 26, 2016 meeting agenda as presented:

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

ORAL COMMUNICATION

None

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

President Carline attended the Taste Of The Town and the Police-Fire-Emergency Recognition Breakfast; participated in the library's Pokemon Go event with Assemblywoman Ling Ling Chang; met with new PYLUSD Superintendent, Dr. Greg Plutko; and attended July and August PLFF board meetings. (Item 5)

Secretary Martin enjoyed the Taste of the Town; the Recognition Breakfast; the library's Summer Reading Celebration and met with CSDA to discuss the Little Hoover Commission report. (Item 6)

Trustee DeVecchio attended ISDOC Quarterly Luncheon and Summer Reading Celebration; met with PYLUSD Superintendent Plutko; and attended the memorial for Peggy Dinsmore. (Item 6)

Trustee Minter also enjoyed the Recognition Breakfast, met with PYLUSD Superintendent Plutko; attended the Summer reading Celebration; attended the Dinsmore memorial; and met with Library Director Contreras to discuss prior year balance sheet reports. (Item 6)

Trustee Shkoler attended the Taste of the Town event; the Recognition Breakfast; Placentia-Linda Hospital Re-Dedication, a Pokemon Go event; and the library's Summer Reading Celebration; and met with Superintendent Plutko. (Item 6)

**LIBRARY DIRECTOR
REPORT**

Public Services Manager Yesenia Baltierra, introduced new History Room Librarian, Michelle Meades; and reported on meetings with the City about ongoing parking lot issues and city-contracted janitorial services. The City has decided to end the library's contract as of December 31, 2016 and the Library Director is now pursuing other options for custodial and janitorial services. A logistics study of the civic center parking lot will be done to determine best use of

parking lot areas, with the library responsible for 38% of the cost. Several Charrette's community feedback sessions have been completed with another 5 to 10 sessions taking place before November 18th, followed by a meeting with the consultant to discuss results. Final transfer to the Library of remaining accounts managed by the County of Orange will be completed by October. Library Director is currently reviewing the budget to allow for added administrative staff to process accounts payable/receivable. (Item 7)

FRIENDS FOUNDATION REPORT

Ginny Sanatar reported the addition of two new PLFF board members, Lorry Dietz and Marie Trinh, and the resignation of board members Jacqueline Mahrley and Anita Coleman. PLFF membership now includes several "younger generation" new members, with recent changes in membership promotional activities to attract more young people. Tickets for the 2017 Authors Luncheon will go on sale in December, with payment available via PayPal. (Item 8)

CONSENT CALENDAR

After clarification on agenda items 12 and 17, it was moved by Trustee Shkoler and seconded by Secretary Martin to approve Agenda Items 9-22. (Item 9) A roll call vote was taken:

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

MINUTES for the JULY 20, 2016 BOARD MEETING

Minutes for the July 20, 2016 Trustees meeting were received, approved and filed. (Item 9)

TREASURER'S REPORTS

Check Registers/Vendor Payments for July and August 2016 – received and filed (Item 10)

Fund 707 Balance Report for July and August 2016 – received and filed (Item 11)

Financial Reports through July and August 2016 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments - received and filed (Item 12)

Balance Sheets for July and August 2016 - received and filed. (Item 13)

Acquisitions Report for July and August 2016 – received and filed. (Item 14)

Entrepreneurial Activities Report for July and August 2016 – received and filed. (Item 15)

Moved by Secretary Martin and seconded by Trustee Minter to receive, file and approve the Financial Reports for Check Registers/Vendor Payments, Fund 707, Payroll, Balance Sheets, Acquisitions and Entrepreneurial Activities. A roll call vote was taken:

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

GENERAL CONSENT REPORTS

Personnel Report for July and August 2016 – received and filed. (Item 16)
 Circulation Report for July and August 2016 – received and filed. (Item 17)
 Review of Shared Maintenance Costs with the City of Placentia for July and August 2016, under the JPA – received and filed. (Item 18)

STAFF REPORTS

Administration Report for July and August 2016 (Item 19)
 Children's Services Report for July and August 2016 (Item 20)
 Adult Services Report for July and August 2016 (Item 21)
 Placentia Library Website Technology Report - July and August 2016 (Item 22)

NEW BUSINESS**ADOPTION OF RESOLUTION 16-09 TO DESIGNATE SEPTEMBER AS "LIBRARY CARD SIGN-UP MONTH"**

Public Services Manager Yesenia Baltierra presented the library's request to designate each September as "Library Card Sign-up Month," and displayed the two winning designs for the new library cards. New library cards are on order. It was moved by Trustee DeVecchio and seconded by Trustee Minter to adopt Resolution 16-09: A Resolution of the Board of Trustees of the Placentia Library District to Designate September as Library Card Sign-up Month. Along with a framed award for the winners displaying the card design, Trustee Minter also donated \$100 for two Barnes & Noble gift cards for the design winners. (Item 23) A roll call vote was taken:

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

MARKETING OPPORTUNITY WITH LAMAR ADVERTISING FOR OUTDOOR ADVERTISING CONTRACT

Public Services Manager Yesenia Baltierra reported a marketing opportunity to promote library programs and services on digital display signs mounted on both sides of the 57 freeway at the Orangethorpe Avenue exits. Options are a 4-week advertising contract at a cost of \$5,000, or an 8-week contract for \$10,000. After discussion, it was moved by Secretary Martin and seconded by Trustee Shkoler to approve the 4-week outdoor digital advertising contract with Lamar Advertising as an initial trial. Trustee DeVecchio requested that staff keep track of increases in service revenue due to these outdoor signs, to determine the library's return on investment. (Item 24) A roll call vote was taken:

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

SELECT CANDIDATES FOR THE INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY (ISDOC) ELECTION OF OFFICERS

Two ISDOC Board candidates attended and spoke to the Trustees about their candidacy. After discussion, the Trustees voted for James Fidler as President; Sandra Jacobs as First Vice President (Programs); Mark Monin as Second Vice President (Membership); and Mary Aileen Matheis as Third Vice President (Legislation). It was moved by Trustee Minter and seconded by Trustee DeVecchio to authorize the ISDOC ballot submission. (Item 25) A roll call vote was taken:

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

**BOARD SECRETARY REPORT
ON THE LITTLE HOOVER
COMMISSION**

Secretary Martin shared background information about meeting recently with Kyle Packham of CSDA, to discuss the upcoming Little Hoover Commission report. The commission determined that Special Districts need to be more transparent and undergo regular independent audits and service reviews, as well as greater partnering with LAFCO, among other findings. Information on the 2000 report was provided for further review by trustees. No action required. (Item 26)

ADJOURNMENT

The Board of Trustees Unusual Date Meeting of September 26, 2016 was adjourned at 7:25pm.

The next Board of Trustees meeting will be held on the regular date of Monday, October 17, 2016 at 6:30pm.

Gayle Carline, President
Library Board of Trustees

Jo-Anne W. Martin, Secretary
Library Board of Trustees

3:05 PM
10/09/16
Accrual Basis

Placentia Library District
Check Register
September 2016

Type	Date	Num	Name	Memo	Split	Amount
1000 - General Fund Checking	Bill Pmt -Check	09/02/2016	8514	Jeannie Kiliney	mileage outreach reimb	2000 - Accounts Pay -9.61
	Bill Pmt -Check	09/02/2016	8515	The Computer Tutor	Windows	2000 - Accounts Pay -65.00
	Bill Pmt -Check	09/02/2016	8516	Coleen Wakai	Comp books Literacy	2000 - Accounts Pay -22.73
	Bill Pmt -Check	09/02/2016	8517	Los Angeles Times	10010816421/08/16-08/17	2000 - Accounts Pay -623.79
	Bill Pmt -Check	09/02/2016	8518	Image Supply	K-sun Tapes	2000 - Accounts Pay -242.04
	Bill Pmt -Check	09/02/2016	8519	The New York Public Library	Inter Library Loan TN 490713	2000 - Accounts Pay -25.00
	Bill Pmt -Check	09/02/2016	8520	Salazar Associates	48 T shirts-Pokemon-Go	2000 - Accounts Pay -362.88
	Bill Pmt -Check	09/02/2016	8521	Unique Mgmt Services, Inc.	July Placements	2000 - Accounts Pay -89.50
	Bill Pmt -Check	09/02/2016	8522	SDRMA	Sept	2000 - Accounts Pay -1,705.46
	Bill Pmt -Check	09/02/2016	8523	The Gas Company	07/20-08/18	2000 - Accounts Pay -226.91
	Bill Pmt -Check	09/02/2016	8524	CALNET3	Mo Svc	2000 - Accounts Pay -397.46
	Bill Pmt -Check	09/02/2016	8525	Davis Farr LLP	July 2016 Work	2000 - Accounts Pay -690.75
	Bill Pmt -Check	09/02/2016	8526	Bear State	Leaking Pipe work	2000 - Accounts Pay -162.80
	Bill Pmt -Check	09/02/2016	8527	Midwest Tape	DVDs/ADB's	2000 - Accounts Pay -491.82
	Bill Pmt -Check	09/02/2016	8528	Staples Advantage	misc supplies	2000 - Accounts Pay -70.09
	Bill Pmt -Check	09/09/2016	8529	BankCard Ctr-Bank of the West	VOID: Aug 2016	2000 - Accounts Pay 0.00
	Bill Pmt -Check	09/09/2016	8530	BankCard Ctr-Bank of the West	Aug 2016	2000 - Accounts Pay -4,380.68
	Bill Pmt -Check	09/09/2016	8531	Tyco Integrated Security LLC		2000 - Accounts Pay -11,659.99
	Bill Pmt -Check	09/09/2016	8532	Republic Services	08/01-08/31 recycle Svc	2000 - Accounts Pay -213.75
	Bill Pmt -Check	09/09/2016	8533	Time Warner Cable	A/C 4877 09/12-10/11	2000 - Accounts Pay -419.97
	Bill Pmt -Check	09/09/2016	8534	MATHmania Robotics	9/17 Event	2000 - Accounts Pay -80.00
	Bill Pmt -Check	09/09/2016	8535	Public Agency Retirement Svces	PrI 8/19-9/01 pd 09/07	2000 - Accounts Pay -1,752.25
	Bill Pmt -Check	09/09/2016	8536	Staples Advantage	supplies	2000 - Accounts Pay -246.25
	Bill Pmt -Check	09/09/2016	8537	Cintas	janitorial supplies	2000 - Accounts Pay -784.99
	Bill Pmt -Check	09/12/2016	8538	Theodore Gordon	Tai Chi Fall 2016	2000 - Accounts Pay -270.00
	Bill Pmt -Check	09/16/2016	8539	Cintas	janitorial supplies	2000 - Accounts Pay -314.45
	Bill Pmt -Check	09/16/2016	8540	O.C. Plumbing	pipe work	2000 - Accounts Pay -318.50
	Bill Pmt -Check	09/16/2016	8541	SDRMA	Medical benefits	2000 - Accounts Pay -14,998.08
	Bill Pmt -Check	09/16/2016	8542	Staples Advantage	supplies	2000 - Accounts Pay -507.50
	Bill Pmt -Check	09/16/2016	8543	Time Warner Cable	Service period 9/14-10/13	2000 - Accounts Pay -290.64
	Bill Pmt -Check	09/16/2016	8544	Brea Electric	8129 work	2000 - Accounts Pay -290.78
	Bill Pmt -Check	09/16/2016	8545	Eartel	Public Serv. clerk phones	2000 - Accounts Pay -597.50
	Bill Pmt -Check	09/16/2016	8547	Dewey Pest Control	Pest control	2000 - Accounts Pay -6.00
	Bill Pmt -Check	09/16/2016	8546	PYLUSD Print Shop	eXPLORE end bookmarks	2000 - Accounts Pay -6,817.55
	Bill Pmt -Check	09/16/2016	8548	MD Medical Clinics	Phisycal exam TE	2000 - Accounts Pay -185.00
	Bill Pmt -Check	09/16/2016	8549	Ingram Inc	Books	2000 - Accounts Pay -128.10
	Bill Pmt -Check	09/16/2016	8550	Baker & Taylor	Books	2000 - Accounts Pay -3,535.73
	Bill Pmt -Check	09/16/2016	8551	Midwest Tape	DVDs/ADB's	2000 - Accounts Pay -1,314.89
	Bill Pmt -Check	09/23/2016	8552	Public Agency Retirement Svces	9/2-9/15/16	2000 - Accounts Pay -1,842.59
	Bill Pmt -Check	09/23/2016	8553	Pitney Bowes Purchase Power	Aug meter	2000 - Accounts Pay -665.91
	Bill Pmt -Check	09/23/2016	8554	Placentia Library Foundation	Sept 2016	2000 - Accounts Pay -126.50
	Bill Pmt -Check	09/23/2016	8555	Pitney Bowes	Postage	2000 - Accounts Pay -126.36
	Bill Pmt -Check	09/23/2016	8556	Glasby Maintenance Supply	Janitorial Supplies	2000 - Accounts Pay -235.56
	Bill Pmt -Check	09/23/2016	8557	Wendy Townsend	medical reimbursement	2000 - Accounts Pay -45.00
	Bill Pmt -Check	09/23/2016	8558	Marina Tutty	acctg svc	2000 - Accounts Pay -3,132.50
	Bill Pmt -Check	09/23/2016	8560	Cintas	janitorial supplies	2000 - Accounts Pay -675.92
	Bill Pmt -Check	09/23/2016	8561	Staples Advantage	supplies	2000 - Accounts Pay -290.57
	Bill Pmt -Check	09/23/2016	8562	Will Bryant	Aug Svc	2000 - Accounts Pay -890.00
	Bill Pmt -Check	09/23/2016	8563	Bear State	Regular Maint - August 2016	2000 - Accounts Pay -373.15
	Bill Pmt -Check	09/23/2016	8564	Unique Mgmt Services, Inc.	Aug Placements	2000 - Accounts Pay -80.55
	Bill Pmt -Check	09/23/2016	8565	Golden State Water Company	07/21-08/18	2000 - Accounts Pay -997.61
	Bill Pmt -Check	09/23/2016	8566	Sanlago Library Systems	Membership	2000 - Accounts Pay -360.00
	Bill Pmt -Check	09/23/2016	8567	Baker & Taylor	Books	2000 - Accounts Pay -2,455.63
	Bill Pmt -Check	09/23/2016	8568	Midwest Tape	DVDs/ADB's	2000 - Accounts Pay -364.80
	Bill Pmt -Check	09/23/2016	8569	24/7 Appliance Repair	repair GE Refrigerator	2000 - Accounts Pay -45.00
	Bill Pmt -Check	09/26/2016	8570	24/7 Appliance Repair	Ice Maker replacement	2000 - Accounts Pay -291.77
	Bill Pmt -Check	09/30/2016	8571	Wendy Townsend	program supplies reimb	2000 - Accounts Pay -275.86
	Bill Pmt -Check	09/30/2016	8572	Coleen Wakai	mileage/prgmsupplies reimb	2000 - Accounts Pay -57.46
	Bill Pmt -Check	09/30/2016	8573	Pitney Bowes Purchase Power	Cart	2000 - Accounts Pay -132.17
	Bill Pmt -Check	09/30/2016	8574	The Gas Company	8/18-9/18/16	2000 - Accounts Pay -277.45
	Bill Pmt -Check	09/30/2016	8575	State of CA - Dept of Justice	Fingerprints, H.S.	2000 - Accounts Pay -64.00
	Bill Pmt -Check	09/30/2016	8576	CALNET3	Network communications	2000 - Accounts Pay -170.07
	Bill Pmt -Check	09/30/2016	8577	Dick's Lock & Safe	new building keys	2000 - Accounts Pay -282.81
	Bill Pmt -Check	09/30/2016	8578	Staples Advantage	supplies	2000 - Accounts Pay -725.72
	Bill Pmt -Check	09/30/2016	8579	Bear State	HVAC 9/1 Svc	2000 - Accounts Pay -823.00
	Bill Pmt -Check	09/30/2016	8580	Legacy Integrative Solutions	Copier/printer mothly usage	2000 - Accounts Pay -1,039.13
	Bill Pmt -Check	09/30/2016	8581	Baker & Taylor	Books	2000 - Accounts Pay -13,654.73
	Bill Pmt -Check	09/30/2016	8582	Midwest Tape	DVDs/ADB's	2000 - Accounts Pay -815.27
	Bill Pmt -Check	09/30/2016	8583	SDRMA	Oct Premiums	2000 - Accounts Pay -1,948.26
						-87,363.79
Total 1000 General Fund Checking						<u>-87,363.79</u>
TOTAL						<u>-87,363.79</u>



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marina Tutty
SUBJECT: Fund Balance Report for Placentia Library District Fund 707 on Deposit with Orange County Treasurer Post-Petition Balances (B/S Account 8010-Cash)
DATE: October 17, 2016

Fiscal Year 2016-2017	
07/31/16	2,471,328.58
8/31/2016	2,472,833.87
9/30/2016	2,474,399.04
10/31/16	
11/30/2016	
12/31/2016	
01/31/17	
2/29/2017	
3/31/2017	
04/30/17	
5/31/2017	
6/30/2017	
General Reserves	414,789.10
Impact Fees	602,410.62

Fiscal Year 2015-2016	
07/31/15	2,039,958.86
8/31/2015	1,964,131.43
9/30/2015	1,814,121.60
10/31/15	1,621,301.45
11/30/2015	1,684,004.08
12/31/2015	2,433,359.90
01/31/16	2,378,291.05
2/28/2016	2,235,388.76
3/31/2016	2,192,337.72
04/30/16	2,697,676.47
5/31/2016	2,642,755.94
6/30/2016	2,439,183.06
General Reserves	414,789.10
Impact Fees	578,824.90



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Financial Reports through July 2015 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger**

DATE: October 17, 2016

Summary of Cash and Investments as of September 30, 2016

Cash with Orange County Treasurer Fund 707	2,474,399.04
Reserves with Orange County Treasurer	414,789.10
Impact Fees with County and Bank of the West (Restricted)	602,410.62
General Fund Checking – Bank of the West	148,201.97
General Fund Savings – Bank of the West	640,005.17
Payroll Checking – Wells Fargo Bank	78,557.40
Total Cash and Investments	4,358,363.30

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



Jeanette Contreras
Library Director



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PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
 September 30, 2016
 17% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,227,447	274,445	0.22	\$953,002
0200	Retirement	46,549	11,430	0.25	\$35,119
0301	Unemployment Insurance	0	0	0.00	\$0
0306	Health Insurance	210,543	30,145	0.14	\$180,398
0306-0770	Employee Assistance Program	715	45	0.06	\$670
0308	Dental Insurance	12,833	2,576	0.20	\$10,257
0309	Life Insurance	7,320	1,465	0.20	\$5,855
0310	AD & D Insurance	4,627	1,040	0.22	\$3,587
0319	Vision Insurance	2,526	522	0.21	\$2,004
0350	Workers' Compensation Insurance	12,000	3,444	0.29	\$8,556
	TOTAL	\$1,524,560	\$325,111	0.21	\$1,199,449
SERVICES & SUPPLIES					
0700	Communications	23,000	3,495	0.15	\$19,505
0900	Food	2,000	0	0.00	\$2,000
1000	Household Expenses	20,000	5,651	0.28	\$14,349
1100	Library Insurance	15,000	3,015	0.20	\$11,985
1300	Maintenance, Equipment	32,000	3,523	0.11	\$28,477
1400	Maintenance, Buildings & Improvements	106,700	8,496	0.08	\$98,204
1600	Memberships	9,000	1,834	0.20	\$7,166
1700	Miscellaneous Expense	2,500	0	0.00	\$2,500
1800	Office Expenses	48,000	16,240	0.34	\$31,760
1803	Postage	14,000	3,494	0.25	\$10,506
1900	Prof./Specialized Services	206,100	42,126	0.20	\$163,974
1912	Investment Administrative Fees	1,700	295	0.17	\$1,405
2000	Publication and Legal Notices	500	0	0.00	\$500
2100	Rents and Leases - Equipment	1,100	0	0.00	\$1,100
2200	Rents & Leases - Buildings & Improvements	0	0	0.00	\$0
2400	Books/Library Materials	294,174	62,819	0.21	\$231,355
2600	Transportation & Travel	4,500	114	0.03	\$4,386
2700	Meetings	19,500	3,504	0.18	\$15,996
2800	Utilities	87,500	29,572	0.34	\$57,928
	TOTAL	\$887,274	\$184,178	0.21	\$703,096
OTHER CHARGES					
3700	Taxes and Assessments	\$11,000	\$9,204	0.84	\$1,796
	OPERATING EXPENSES	\$2,422,834	\$518,493	0.21	\$1,904,341
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$60,000	\$0	0.00	\$60,000
4200	Structures/Improvements	10,000	\$0	0.00	\$10,000
5200	Contingency Funds	\$0	\$0	0.00	\$0
	TOTAL	\$70,000	\$0	0.00	\$70,000
TOTAL BUDGET (Fund 707)					
		\$2,492,834	\$518,493	0.21	\$1,974,341
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$602,411	\$0	0.00	\$602,411
	Grants	\$35,000	\$38,224	0.00	-\$3,224

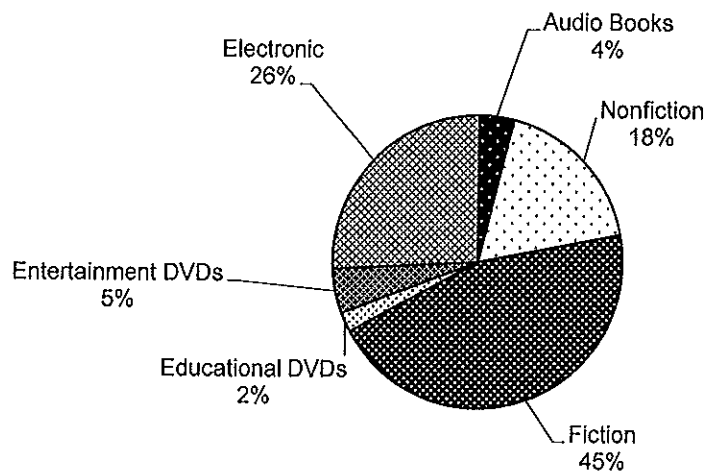
PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
September 30, 2016

GENERAL Fund 707	REV SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	2,037,868	22,714	(2,015,154.00)	1.1%
6220		Property Taxes - Current Unsecured	57,632	50,764	(6,867.80)	88.1%
6230		Property Taxes - Prior Secured	0	-	0.00	0.0%
6240		Property Taxes - Prior Unsecured	0	-	0.00	0.0%
6250		Taxes - Spec Dist Augmentation	13,256	-	(13,256.00)	0.0%
6280		Property Taxes - Curr Supplemental	65,732	8,135	(57,596.71)	0.0%
6290		Other Taxes	3,120	-	(3,120.00)	0.0%
6300		Property Taxes - Prior Supplemental	0	1,693	1,693.05	100%
6540		Penalties & Costs on Delinq Taxes	1,014	380	(634.03)	37.5%
		Sub Total	2,178,622	83,687	(2,094,935.49)	3.8%
REVENUE FROM USE OF MONEY & PROP'Y						
6610		Interest	5,720	3,523	(2,196.98)	61.6%
		Sub Total	5,720	3,523	(2,196.98)	61.6%
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	8,792	-	(8,792.00)	0.0%
6970		State - Other	0	-	0.00	0.0%
7120		Other-In-Lieu Taxes	0	-	0.00	0.0%
7130		Other Governmental Agencies	2,000	-	(2,000.00)	0.0%
		Sub Total	10,792	-	(10,792.00)	0.0%
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)		19,991		
		Newsletter Ads	700	-	(700.00)	0.0%
		Grants	45,000	18,233	(26,767.00)	40.5%
		Fines & Fees	45,000	11,322	(33,678.49)	25.2%
		Passport/Photos	125,000	34,899	(90,101.00)	27.9%
		Meeting Room Fees	5,000	880	(4,120.00)	17.6%
		Test Proctor	7,000	2,200	(4,800.00)	31.4%
		Sub Total	227,700	67,534	(160,166.49)	29.7%
7680		6-MO Expired (Outlawed) Checks	0	-	0.00	0%
		YTD Actual	2,422,834	174,734	(2,248,099.87)	7%
		TOTAL REVENUES FY 15/16:	2,492,834	174,734	(2,318,099.87)	7.0%
		FY 14/15 Funds Available	70,000			
MISCELLANEOUS REVENUES						
		Restricted Impact Fees	0	23,586	23,585.72	100%
		SLS Account	0	-	0.00	100%

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2016-2017 THROUGH THE MONTH OF SEPT. 2016

	YTD 2016/17	YTD 2016/17	YTD 2016/17	YTD 2015/16	YTD 2015/16	YTD 2015/16
	Amount	Titles	Volumes	Amount	Titles	Volumes
Total Fiction	\$24,396	738	779	\$ 20,833	1303	1502
Total Non-Fiction	\$9,692	516	801	\$ 11,465	462	630
Total Electronic	\$13,953	3	0	\$ 312	7	0
Total Audio Books	\$2,107	48	48	\$ 3,457	78	78
Total Educational DVDs	\$1,187	37	38	\$ 1,185	35	36
Total Entertainment DVDs	\$2,637	59	92	\$ 3,085	97	134
YTD TOTAL MATERIALS	\$53,972	1401	1758	\$ 40,337	1982	2380
Budget	255,700			\$249,174		
% Spent YTD	21%			16%		



The spent amounts on this report reflect items and invoices received through the end of the month. Budget amounts are regular budget dollars. Spent amounts include regular budgeted dollars as well as adopt-a-book and grant dollars. Invoices paid during the month are shown on the Financial Report rather than the Acquisitions report.

ACQUISITIONS REPORT FOR FISCAL YEAR 2016-2017 THROUGH THE MONTH OF SEPTEMBER 2016
Prepared by Katie Matas, Acquisitions Librarian

	GENERAL FUND			ADOPT-A-BOOK/GRANT			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$16,164	236	259	\$162	14	14	\$16,326	250	273	\$0	0	0	\$16,326	250	273
California Adult Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Adult Fiction	\$16,164	236	259	\$162	14	14	\$16,326	250	273	\$0	0	0	\$16,326	250	273
Adult Non-Fiction	\$4,527	185	188	\$0	0	0	\$4,527	185	188	\$0	0	0	\$4,527	185	188
Adult Reference	\$169	4	4	\$0	0	0	\$169	4	4	\$0	0	0	\$169	4	4
Adult magazines	\$1,034	1	260	\$0	0	0	\$1,034	1	260	\$0	0	0	\$1,034	1	260
California Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Adult Non-Fiction	\$5,730	190	452	\$0	0	0	\$5,730	190	452	\$0	0	0	\$5,730	190	452
TOTAL ADULT PRINT MATERIALS	\$21,894	426	711	\$162	14	14	\$22,056	440	725	\$0	0	0	\$22,056	440	725
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Audio Books	\$2,107	48	48	\$228	8	8	\$2,436	56	56	\$0	0	0	\$2,436	56	56
Adult E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
SLS Adult E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Educational DVDs	\$1,149	36	36	\$0	0	0	\$1,149	36	36	\$0	0	0	\$1,149	36	36
Adult Entertainment DVDs	\$2,091	57	89	\$0	0	0	\$2,091	57	89	\$0	0	0	\$2,091	57	89
TOTAL ADULT NON-PRINT MATERIALS	\$5,347	217	173	\$329	8	8	\$5,676	225	181	\$0	0	0	\$5,676	225	181
TOTAL ADULT MATERIALS	\$27,241	643	884	\$491	22	22	\$27,732	665	906	\$0	0	0	\$27,732	665	906
Juvenile Fiction	\$4,527	316	326	\$0	0	0	\$4,527	316	326	\$0	0	0	\$4,527	316	326
California Juvenile Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Fiction	\$3,705	186	194	\$23	0	0	\$3,728	186	194	\$0	0	0	\$3,728	186	194
California Young Adult Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Juvenile Fiction	\$8,232	502	520	\$23	0	0	\$8,255	502	520	\$0	0	0	\$8,255	502	520
Juvenile Non-Fiction	\$3,766	160	162	\$0	0	0	\$3,766	160	162	\$0	0	0	\$3,766	160	162
California Juvenile Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Non-Fiction	\$196	32	32	\$0	1	1	\$196	33	33	\$0	0	0	\$196	33	33
California Young Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Reference	\$0	134	134	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Magazines	\$0	0	21	\$0	0	0	\$0	0	21	\$0	0	0	\$0	0	21
Total Juvenile Non-Fiction	\$3,962	325	349	\$0	1	1	\$3,962	183	216	\$0	0	0	\$3,962	183	216
TOTAL JUVENILE PRINT MATERIALS	\$12,194	828	869	\$23	1	1	\$12,217	685	736	\$0	0	0	\$12,217	685	736
Juvenile Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile E-books	\$0	24	0	\$0	0	0	\$0	24	0	\$0	0	0	\$0	24	0
SLS Juvenile E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Video Games	\$415	7	7	\$0	0	0	\$415	7	7	\$0	0	0	\$415	7	7
Juvenile Educational DVDs	\$38	1	2	\$0	0	0	\$38	1	2	\$0	0	0	\$38	1	2
Juvenile Entertainment DVDs	\$131	2	3	\$0	0	0	\$131	2	3	\$0	0	0	\$131	2	3
TOTAL JUVENILE NON-PRINT MATERIALS	\$584	34	12	\$0	0	0	\$584	34	12	\$0	0	0	\$584	34	12
TOTAL JUVENILE MATERIALS	\$12,778	862	881	\$23	1	1	\$12,801	729	748	\$0	0	0	\$12,801	729	748
On-line databases	\$13,953	0	0	\$0	0	0	\$13,953	0	0	\$0	0	0	\$13,953	0	0
E-books	\$0	3	0	\$0	0	0	\$0	3	0	\$0	0	0	\$0	3	0
SLS E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL ELECTRONIC MATERIALS	\$13,953	3	0	\$0	0	0	\$13,953	3	0	\$0	0	0	\$13,953	3	0
Total Fiction	\$24,396	738	779	\$185	14	14	\$24,581	752	793	\$0	0	0	\$24,581	752	793
Total Non-Fiction	\$9,692	516	801	\$0	1	1	\$9,692	383	668	\$0	0	0	\$9,692	383	668
Total Electronic	\$13,953	3	0	\$0	0	0	\$13,953	3	0	\$0	0	0	\$13,953	3	0
Total Audio Books	\$2,107	49	48	\$229	8	8	\$2,436	56	56	\$0	0	0	\$2,436	56	56
Total Educational DVDs	\$1,187	37	38	\$0	0	0	\$1,187	37	38	\$0	0	0	\$1,187	37	38
Total Entertainment DVDs	\$2,637	59	92	\$0	0	0	\$2,637	59	92	\$0	0	0	\$2,637	59	92
TOTAL MATERIALS	\$53,972	1401	1758	\$514	23	23	\$54,486	1,230	1,647	\$0	0	0	\$54,486	1,230	1,647
General Fund	\$23,066														
ADOPT-A-BOOK/GRANT	\$23,303														
TOTAL	\$46,369														

Outstanding Orders as of September 2016
\$27

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Marina Tutty

SUBJECT: Entrepreneurial Activities Report for September 2016

DATE: October 17, 2016

Net Revenue Summary for September 2016

	Sept-16	Sept-15	YTD 2016-2017	YTD 2015-2016
Passport	8,050	8,075	27,985	27,625
Passport Photos	1,680	1,812	6,914	6,622
Test Proctor	200	338	2,200	2,063
Meeting Room	250	720	880	1,270
Total	10,180	10,945	37,979	37,580



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Diane Warner, Administrative Assistant

SUBJECT: Personnel Report for SEPTEMBER 2016

DATE: October 17, 2016

	Sept-16	Sept-15	YTD 2016-2017	YTD 2015-2016
Separation	0	0	1	0
Retirement	0	0	0	0
Appointments	1	0	4	2
Open Positions	1	0	4	0
Workers' Compensation Leave	0	0	0	0
Total	2	0	9	2

SEPARATION: None

RETIREMENT: None

APPOINTMENTS: Michelle Meades – Librarian I, Adult Services

OPEN POSITIONS: Librarian I, Adult Services



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Katie Matas, Librarian I
SUBJECT: Circulation Activity Report: **September 2016**
DATE: **October 17, 2016**

<u>CIRCULATION</u>	Sep-16	Sept. 15	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
New Patron Registrations	333	388	1,034	1,161	-10.9%
Total Circulation	22,764	19,082	74,267	75,802	-2.0%
Total Active Borrowers*	7,975	8,356			
Attendance	24,803	26,515	76,945	78,460	-1.9%
Adult Fiction	2,676	3,102	8,977	10,188	-11.9%
Adult Nonfiction	1,914	2,160	6,294	7,167	-12.2%
Adult Magazines	103	231	449	764	-41.2%
Adult Music CDs	169	214	495	769	-35.6%
Adult Audio Books	527	681	1,724	1,981	-13.0%
Adult DVDs**	1,598	1,567	3,995	6,469	-38.2%
JV Fiction	10,264	10,583	31,706	36,113	-12.2%
YA Fiction	1,184	1,322	4,950	5,630	-12.1%
JV Nonfiction	2,353	1,869	6,787	6,356	6.8%
YA Nonfiction	107	92	367	342	7.3%
JV Magazines	16	1	41	15	173.3%
JV Music CDs	31	25	80	86	-7.0%
JV Audio Books	48	51	181	218	-17.0%
JV DVDs**	78	1,189	3,793	4,200	-9.7%
Video Games	88	27	303	98	209.2%

* YTD % change not applicable.

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

TEST PROCTORING

September 2016	September 2015	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
4	7	44	39	13%

PATRON COUNT

Sep-16	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		201	300	282	403	340	237	1,763
10:00		230	255	300	601	226	309	1,921
11:00		227	264	204	431	262	381	1,769
12:00		155	221	217	225	341	390	1,549
1:00	567	228	316	351	345	307	335	2,449
2:00	462	230	332	622	380	344	389	2,759
3:00	399	436	689	698	695	564	326	3,807
4:00	251	457	574	647	624	437	239	3,229
5:00		352	487	463	616			1,918
6:00		356	390	431	383			1,560
7:00		186	177	329	230			922
DAY TOTALS	1,679	3,058	4,005	4,544	4,933	2,821	2,606	23,646

Sept 2016	Sept 2015	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
23,646	26,365	71,655	79,115	-10%

Hours Open	Average Per Hour
264	90

Outside Gate Counts	
Adult Programs	181
Children/Teen Programs	875
Meeting Room Rentals	101
TOTAL	1157

Library Attendance Total
24,803

PASSPORTS

Sep-16	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		4	1	0	2	1	2	10
10:00		5	0	0	0	4	13	22
11:00		2	1	3	3	4	14	27
12:00		3	7	1	5	2	15	33
1:00	10	5	2	3	2	10	20	52
2:00	22	3	5	4	2	9	11	56
3:00	18	5	2	0	6	6	6	43
4:00	6	6	7	11	7	0	0	37
5:00		4	4	4	9			21
6:00		4	4	8	7			23
7:00		0	0	0	0			0
DAY TOTALS	56	41	33	34	43	36	81	324

Sept 2016	Sept 2015	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
324	354	1138	1146	-1%

STAFF ACTIVITY

- Katie and Tim attended Friday Huddles on September 2nd and 16th.
- Katie, Laura, Victor, and Tim attended the Staff Meeting on September 27th.
- Tim created a Library Virtual Tour, which included video, pictures and labels of 27 locations at the library, on September 16th, 17th and 18th.
- Tim had an ETA projects meeting with Yesenia on Sept. 16th to discuss upcoming projects.
- Tim had a virtual meeting with a Bibliotheca representative to set up the Digital Library Assistant “wand” device and software on Sept. 1st.
- Katie attended a meeting at Anaheim Public Library previewing a potential ILS replacement system on September 21st.
- Staff provided Setup/Take Down in the Meeting Room: 37 set-ups/ 37 breakdowns
- Meeting room attendance from Outside Organizations: 101
- Laura took deposits to the bank on September 6th, 13th, 20th and 27th
- Laura, Estella, Katie, Beatrice, Tim, and Victor attended the Support Services Department meeting on September 14th.
- Venessa, Katie and Estella met with Jeanette and Yesenia to discuss the distribution of duties while Venessa is on leave.
- Support Services Staff is coordinating the Library Card Campaign.
- Elizabeth attended Passport training on September 1st, and received approval from the Department of State to execute Passports on September 29th.
- Tim coordinated with Yesenia on getting the new library card designs ready to be printed for the Library Card Campaign.

ONGOING PROJECTS

- Staff are planning and scheduling outreach events.
- Tim is setting up the Bibliotheca Digital Library Assistant “wand” device.

NEW PROJECTS AND ACTIVITIES

- Support Services staff has their duties redistributed to cover while Venessa is on maternity leave.
- Laura trained Tim on the website and display TV.
- Estella trained Laura on OCLC/ILL on September 7th
- Eric trained Tim on how to use Constant Contact.



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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 for **SEPTEMBER 2016**
DATE: October 17, 2016

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2016-2017	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUND (SA Aquatics)	IRRIGATION AT&T	FACILITY MAINT	<u>TOTAL</u>
Jul-16	*	*	*	*	*	*	*
Aug-16	*	*	*	*	*	*	*
Sep-16	09-13-16	21,226.41	4,357.47	427.50	19.27	*	26,030.65
Oct-16	*	*	*	*	*	*	*
Nov-16							
Dec-16							
Jan-17							
Feb-17							
Mar-17							
Apr-17							
May-17							
Jun-17							
	TOTAL AVG	21,226.41	4,357.47	427.50	19.27		26,030.65

**City Billing
Not Received*

PERIOD IN FY 2015-2016	INVOICE DATE	SO. CAL EDISON	TURF	GROUND (SA Aquatics)	IRRIGATION CONTROL	FACILITY MAINT	<u>TOTAL</u>
July-Aug 2015	8-13-15	20,450.37	4,357.47	427.50	*	6,122.66	31,358.00
15-Sep	*	*	*	*	*	*	*
15-Oct	10-22-15	7,586.78	2,904.98	142.50	63.21	6,122.66	16,820.13
15-Nov	11-18-15	13,819.28	1,452.49	285.00	19.01	3,061.33	18,637.11
15-Dec	12-17-15	4,246.91	1,452.49	142.50	*	3,061.33	8,903.23
16-Jan	*	*	*	*	*	*	*
16-Feb	02-11-16	7,219.97	2,904.98	142.50	28.73	6,122.66	16,418.84
16-Mar	03-21-16	4,107.92	1,452.49	285.00	9.60	6,122.66	11,977.67
16-Apr	04-19-16	3,952.48	1,452.49	142.50	9.60	1,554.00	7,111.07
16-May	05-18-16	4,163.19	1,452.49	142.50	*	2,520.00	8,278.18
16-Jun	07-11-16	4,377.70	*	142.50	19.18	*	4,539.38
	TOTAL AVG	69,924.60	17,429.88	1,852.50	149.33	34,687.30	124,043.61
		5,827.05	1,452.49	166.25	12.45	2,875.09	10,336.97



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Administration Report for September 2016

DATE: October 17, 2016

Accomplishments

- Met with Mr. Derek Davis from SDRMA for a property liability audit and identified areas that need to be corrected.
- Spoke with a local cleaning service company regarding custodial services.
- Conducted a charrette exercise with El Dorado High School staff including the late Dorie Staack, Director of Educational Services/Categorical Programs.
- Met with CSDA representatives and Secretary Martin to discuss the Little Hoover Commission's meeting on its 2000 report, *Special Districts: Relics of the Past or Resources for the Future?*
- Preparing the Staff Appreciation Dinner & Recognition event with Public Services Manager.
- Working to complete the State Library Report by October 7th to avoid disqualification of LSTA funds.
- Worked with graphic designer to complete three billboard ads to run October 10th – 16th.
- Coordinated details with elected officials in preparation for the 1st Annual Community Conversations on October 15th.

Meetings

- Library Board of Trustees – July 7th and 20th
- Friday Huddles – September 9th and 16th
- Managers – September 8th
- City of Placentia – September 14th
- Placentia Chamber of Commerce – September 7th and 15th
- Placentia Yorba Linda Unified School District – September 16th and 19th
- CSDA Government Affairs Director – September 21st

Community Function / Training

- Webinar – PLA Metrics – September 13th
- Charrette Exercise – September 19th
- Data Equity Committee – September 26th
- Harwood Training – September 28th – 30th



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Public Services Manager
SUBJECT: Children’s Services Report for September 2016
DATE: October 17, 2016

MONTHLY STATISTICS

<u>Children's Reference</u>	September 2016	September 2015	Y-T-D 2016-2017	Y-T-D 2015-2016	Y-T-D % change
Reference—in person	624	890	1,618	1,279	26.51%
Reference--telephone	34	58	78	114	-31.58%
Total Reference	658	948	1,696	1,393	21.75%
Total Number of Programs	39	43	105	98	7.14%
Total Programs Attendance	1,182	1,282	5,745	4,691	22.47%

Children’s Services Programs

Children's Services Programs	September 2016	September 2016	September 2015	September 2015	Y-T-D 2016-17	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D 2015-16	Y-T-D 15/16 - 16/17	Y-T-D 15/16 - 16/17
	Number of Programs	Total Attendance	Number of Programs	Total Attendance	Total Programs	Total Attendance	Total Programs	Total Attendance	% Change Programs	% Change Attendance
Ongoing Programs										
0-2 year old Storytime Classes	8	484	8	355	20	1,044	20	809	0.00%	29.05%
3-6 year old Storytime Classes	4	104	10	175	16	332	20	459	-20.00%	-27.67%
Music Classes	4	145	4	355	9	409	10	554	-10.00%	-26.17%
Read to the Dogs	1	41	1	20	3	112	3	45	0.00%	148.89%
Master Builders Club	1	38	1	22	3	83	2	52	50.00%	59.62%
Sensational Saturdays	1	25	1	25	2	55	4	64	-50.00%	-14.06%
Homework Club	14	254	14	256	14	254	14	256	0.00%	-0.78%
PTAC (Placentia Teen Advisory Council)	2	34	2	26	6	105	6	78	0.00%	34.62%
PLD Collaboratory	1	-	-	-	2	9	-	-	100.00%	100.00%
The Vault	1	20	-	-	2	24	-	-	100.00%	100.00%
Teen Practice Exams	-	-	-	-	-	-	1	27	-100.00%	-100.00%
Special Programs										
Outreach	1	25	-	-	5	482	1	275	400.00%	75.27%
School Visits	-	-	-	-	-	-	-	-	0.00%	0.00%
Library Tours	-	-	-	-	-	-	-	-	0.00%	0.00%
Bilingual Programs	-	-	-	-	-	-	-	-	0.00%	0.00%
Seasonal Programs	1	12	1	34	3	48	1	34	200.00%	41.18%
Teen Programs	-	-	1	14	7	50	3	43	133.33%	16.28%
SRP Registrations	-	-	-	-	6	399	6	457	0.00%	-12.69%
SRP Events	-	-	-	-	7	2,339	8	1,538	-12.50%	52.08%
Totals	39	1,182	43	1,282	105	5,745	99	4,691	6.06%	22.47%

ACHIEVEMENTS

- Brenda Ramirez conducted training with Lea Ann McDonald (SJSU intern) on Information Desk procedures on September 4th.
- Lori Worden proctored an exam on September 1st and 28th.
- Jennifer Rydberg began conducting Shake Rattle & Read Music Classes on September 7th.
- Brenda Ramirez completed training on Board Reports with Joseph Nguyen on September 11th.
- Fernando Maldonado attended Valencia High School Back to School Night on September 14th.
- Brenda Ramirez and Jennifer Rydberg completed training with Lea Ann McDonald for Shake Rattle & Read on September 14th.
- Fernando Maldonado conducted the Volunteer Orientation with Wendy Townsend on September 18th.
- Fernando Maldonado created a Teen Zone, book-to-movie display for *Miss Peregrine's Home For Peculiar Children*, by Ransom Riggs, on September 29th.

MEETINGS

- Brenda Ramirez and Yesenia Baltierra met on September 6th and 20th.
- Fernando Maldonado participated in Santiago Library Services Young Adult committee meeting on September 19th.
- Brenda Ramirez, Fernando Maldonado, Lori Worden, and Joseph Nguyen attended Children/Teen Services department meeting on September 19th.
- Jennifer Rydberg attended a one-on-one meeting with Brenda Ramirez on September 21st and 28th.
- Brenda Ramirez attended the Supervisors Meeting with Wendy Townsend and Yesenia Baltierra on September 14th.
- Brenda Ramirez attended a REFORMA committee meeting on September 22nd.
- Brenda Ramirez met with Lori Worden on September 26th.
- Brenda Ramirez, Yesenia Baltierra and Lori Worden attended the Staff Meeting on September 27th.
- Brenda Ramirez met with Joseph Nguyen on September 27th.
- Yesenia Baltierra attended Teen Center meeting with City Staff on September 26th.

PROFESSIONAL DEVELOPMENT

None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Public Services Manager
SUBJECT: Adult Services Report for September 2016
DATE: October 17, 2016

MONTHLY STATISTICS

Reference Desk Activity

	September 2016	September 2015	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
Reference -- in person	1532	529	4740	1951	142.95%
Reference -- telephone	596	115	1783	389	358.35%
Reference -- email/chat	9	4	27	16	68.75%
Technology assistance	270	352	840	647	29.83%
Guest passes	78	78	236	221	6.79%
Adult and Children's computer use (desktops)	2661	3619	8841	10655	-17.02%
Adult computer usage (desktop)	2223	2678	6853	7792	-12.05%
Public computer use (express laptops)	19	74	37	142	-73.94%
Adult Program Attendance	226	270	1398	1209	15.63%
Number of Adult Programs	19	26	67	64	4.69%

History Room Activity

	September 2016	September 2015	Y-T-D FY2016-17	Y-T-D FY2015-16	Y-T-D % change
History Room Visitors	10	22	27	32	-15.63%

Volunteer Hours

	September 2016	September 2015	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
History Room	0	26.25	18	55.75	-67.71%
PLFF	477.25	447	1479	1606.75	-7.95%
General Library	575.5	312	2386.5	1495	59.63%
Technology	16	15	150	25	500.00%
Homework Club	111.5	71.25	111.5	71.25	56.49%
Adult Literacy	131	165.97	435.25	366.72	18.69%
PTAC	41.75	55.5	138.75	200.63	-30.84%
Total Volunteer Hours	1353	1092.97	5327.25	4887.2	9.00%

Adult Services Programs

Type of Program	Number of Programs September	Attendance September 2016	Number of Programs September 2015	Attendance September 2015	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2016	2016	2015	2015	FY16-17	FY16-17	FY15-16	FY15-16		
Book Club	1	11	1	12	3	37	3	29	0.00%	27.59
Computer Workshops	3	31	3	19	7	65	6	48	16.67%	35.42
Literacy Programs	5	59	7	55	14	125	12	88	16.67%	42.05
Summer Reading Program	0	0	0	0	2	281	2	347	0.00%	-19.02
Summer Reading Events	0	0	0	0	2	141	1	38	100.00%	271.05
Database Instruction	3	3	2	8	13	25	8	31	62.50%	-19.35
Volunteer Programs	1	34	0	0	3	96	1	38	200.00%	152.63
Health & Fitness Programs	4	55	5	49	10	285	7	83	42.86%	243.37
Parenting Programs	0	0	1	0	0	0	3	6	-100.00%	-100.00
Fine Arts Programs	0	0	1	20	0	0	1	20	-100.00%	-100.00
Educational Programs-various topics	1	26	2	85	3	117	2	85	50.00%	37.65
Outreach	1	7	4	22	10	226	18	396	-44.44%	-42.93
Totals	19	226	26	270	67	1398	64	1,209	4.69%	15.63

<u>Adult Literacy</u>		
	Sept 2016	Sept 2015
Number of Tutors	16	17
Number of Students	24	25
Total Number of Participants	40	42

<u>Computer Literacy</u>		
	Sept 2016	Sept 2015
Number of Tutors	3	2
Number of Students	3	2
Total Number of Participants	6	4

ACHIEVEMENTS

- Jeannie Killianey coordinated three Computer Workshop dates.
- Wendy Townsend and Fernando Maldonado led the Volunteer Orientation on September 18th.
- Coleen Wakai coordinated Stress Reliever Adult Coloring Class on September 22nd.
- Wendy Townsend coordinated outreach services at Emerald Isle on September 8th.
- Wendy Townsend coordinated Intermediated Tai Chi on September 14th, 21st & 28th.

- Wendy Townsend and Michelle Meades completed training on Volunteers, History Room and Collection Development.
- Yesenia Baltierra, Coleen Wakai, and Pat Grimm turned in CLLS Grant Final Report for FY1516.

MEETINGS

- Wendy Townsend attended Kiwanis meetings on September 1st, 8th, 15th, 22nd & 29th.
- Coleen Wakai met with 3 new literacy/computer tutors.
- Coleen Wakai met weekly with Linda Chambers and Maxine Coulter, CSUF interns.
- Coleen Wakai interviewed 1 Western State student for possible Federal Work Study hours.
- Coleen Wakai attended the SCLLN meeting in West Covina on September 20th.
- Michelle Meades, Patricia Grimm, Coleen Wakai, Jeannie Killianey, and Wendy Townsend attended the Adult Services meeting on September 26th.
- Wendy Townsend and Michelle Meades attended the Placentia Historical Committee meeting on September 27th.
- Wendy Townsend and Yesenia Baltierra met on September 6th.
- Wendy Townsend and Yesenia Baltierra attended the Supervisor Meeting September 14th.
- Wendy Townsend met with Coleen Wakai on September 15th.
- Wendy Townsend met with Patricia Grimm on September 27th.
- Michelle Meades, Wendy Townsend, Coleen Wakai and Yesenia Baltierra attended Staff Meeting on September 28th.
- Wendy Townsend attended the SLS Adult Services meeting on September 13th.
- Wendy Townsend participated on an interview panel at Newport Beach Public Library on September 7th.
- Wendy Townsend met with Tinker the Robot to discuss STEAM adult programs and STEAM kits for checkout on September 13th.
- Wendy Townsend met with Craig Borchardt to discuss the Lynda database on September 21st.
- Wendy Townsend met with Shawn Sorokin to discuss volunteering on September 19th.
- Wendy Townsend and Yesenia Baltierra conducted History Room Librarian I interviews on September 2nd.
- Yesenia Baltierra attended the Placita Santa Fe Merchants' Association Meeting on September 13th.
- Yesenia Baltierra attended Board of Trustees Meeting on September 26th.

PROFESSIONAL DEVELOPMENT

- Coleen Wakai listened to Booklist's webinar on upcoming and interesting books for the 600 Collection. Publishers provided comments about the best cooking books coming out to the market this fall, *What's Cooking for Fall 2016*.
- Yesenia Baltierra attended the Mental Health First Aid Instructor Program on September 19th through September 23rd.
- Yesenia Baltierra attended the Harwood Public Innovators Lab on September 28th through September 30th.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Tim Worden, Emerging Technologies Assistant
SUBJECT: Placentia Library Website & Technology Report for September 2016
DATE: October 17, 2016

<u>On-line database usage</u>	September 2016	Onsite Usage 9/16	Remote Usage 9/16	September 2015	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
Placentia Library Catalog	12,571	N/A	N/A	14,675	51,225	44,460	15%
General Reference Center	37	4	33	50	60	95	-37%
Biography In Context	73	65	8	85	88	126	-30%
Opposing Viewpoints	38	36	2	86	48	124	-61%
Consumer Reports (new July 2016)	246	N/A	N/A	N/A	392	NA	NA
Freegal	1,107	N/A	N/A	1,209	3,354	3,374	-1%
Heritage Quest	236	N/A	N/A	921	2,397	3,465	-31%
Novelist	20	N/A	N/A	69	106	222	-52%
Public Library Core Collection Nonf	0	N/A	N/A	177	653	578	13%
Pronunciator	70	N/A	N/A	119	352	386	-9%
ABC Mouse	398	N/A	N/A	39	593	236	151%
Career Cruising	0	N/A	N/A	6	0	21	-100%
Tumblebooks	64	N/A	N/A	56	341	532	-36%
Reference USA	314	N/A	N/A	228	803	476	69%
Enki	1	N/A	N/A	2	2	8	-75%
Hoopla	286	N/A	N/A	158	934	463	102%
Overdrive e-books	920	N/A	N/A	997	2,915	3,098	-6%
Overdrive audio books	539	N/A	N/A	533	1,652	1,618	2%
Zinio	94	N/A	N/A	107	259	233	11%
TOTAL DATABASE USAGE	17,014	105	43	19,517	66,174	59,515	11%

Website Traffic

	September 2016	September 2015	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
Website visits	12,017	12,427	41,551	38,614	8%
Page Hits	20,526	20,360	69,271	64,525	7%
Users	5,519	5,627	18,474	18,961	-3%
Pages/Session	1.71	1.64	N/A	N/A	N/A
Avg. Session Duration	00:02:53	0:02:48	N/A	N/A	N/A
% New Sessions	36	36	N/A	N/A	N/A

Computer & Online Resource Use

	September 2016	September 2015	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
Placentia Residents	1,389	1,367	3,986	4,102	-3%
Non-Placentia Residents	1,023	935	2,805	2,380	18%
Total	2,412	2,302	6,791	6,482	5%

Wifi Use

	September 2016	September 2015	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
Total	2,706	2,198	8,028	5,915	36%

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: October 17, 2016

President Carline will report on actions taken by the Library Board of Trustees during the Closed Session Meeting on October 17, 2016.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Proclamation to Jacob Adarlo

DATE: October 17, 2016

BACKGROUND

President Carline will present a proclamation to Jacob Adarlo for his winning library card design.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Public Agency Retirement Services (PARS) Presentation
DATE: October 17, 2016

BACKGROUND

Representatives from PARS and its associates will make a presentation about the Placentia Library District's Defined Contribution Plan.

Copy of the plan will be presented at the meeting.

RECOMMENDATION

Receive and file.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Advocacy Support for S. 3391, the Museum and Library Services Act of 2016

DATE: October 17, 2016

BACKGROUND

Senator Jack Reed (D-RI) introduced S. 3391, the Museum and Library Services Act of 2016, joined by Senators Susan Collins (R-ME), Thad Cochran (R-MS), and Kirsten Gillibrand (D-NY) in late September. This bipartisan legislation would reauthorize the Institute of Museum and Library Services (IMLS) for six years and support the library, museum, and archivist professions.

The bi-partisan bill will:

- Increase the capacity of libraries and museums to act as partners in economic and community development, education and research, improving digital literacy skills, strengthening financial literacy, and enhancing public safety and health.
- Enhance and expand the capacity of libraries, museums, and information services to anticipate, respond to, and meet the evolving needs of communities and the public, which includes identifying trends and developments that may impact the need for and delivery of services.
- Provide information and data on the role, value, and impact of libraries, museums, and information resources, including identification of trends and potential gaps in the availability and use of library and museum services by their communities and the public.
- Measure the effectiveness of libraries, museums, and information services throughout the United States, including the impact of Federal programs authorized under S. 3391.
- Promote advancement and growth in museum, library, and information services through sharing of best practices and effective strategies in order to better serve the people of the United States.
- Support and enhance collaborative professional networks and consortia that use shared, meaningful, and actionable data analysis and modeling to advance museum, library, and information services and address community needs.

The American Library Association (ALA) and the Institute of Museum and Library Services have asked for help to secure other senators to co-sponsor S. 3391 to increase the chance that the Senate "HELP" Committee will act on the bill when the Senate returns, so that the full Senate will have the chance to approve the legislation before the 114th Congress comes to a close in December.

Attachment A is a sample letter.

RECOMMENDATION

Trustees to submit letters to Senators Dianne Feinstein and Barbara Boxer to co-sponsor S. 3391 to reauthorize funding to IMLS, supporting libraries.

October 13, 2016

The Honorable Dianne Feinstein
United States Senate
331 Hart Senate Office Building
Washington, D.C. 20510

Dear Senator Feinstein:

We write to urge to co-sponsor S. 3391, the Museum and Library Services Act of 2016, for the education, workforce, and economic development needs of Americans.

A bi-partisan bill with broad support from the library and museum communities, and in Congress, S. 3391 requires the use of data driven tools, including research, analysis and modeling, evaluation, and dissemination to assess and assure the impact and effectiveness of funded programs such as connection and knowledge of open source data, acquisition of marketable employment skills, cultural and enriched classes for all ages.

Libraries serve a vital role in our communities and across the country, they provide no-fee public access to computers and the internet in some of our most distressed communities. S. 3391 highlights the role of libraries as community hubs, equipped to meet ever evolving community needs, including literacy, education, lifelong learning, workforce development, economic and business development, digital literacy skills, critical thinking, financial literacy skills and new and emerging technology as mentioned earlier.

This important landmark legislation will also enhance the Institute of Museum and Library Services' (IMLS) collaborative efforts by expanding the number of federal agencies able to fully leverage the role of libraries and museums in supporting and meeting the needs of Americans.

We greatly appreciate the federal library funding awarded to California through S. 3391 and we urge you to co-sponsor so that libraries across our great nation can continue to ensure that Americans of all ages have access to libraries, Internet, and information services; the resources they need to develop literacy skills and achieve academically; and the services and tools to search for, find, and create jobs.

Thank you for your continued support in sustaining and strengthening funding for libraries.

Sincerely,

Gayle Carline
Library Board President

October 13, 2016

The Honorable Barbara Boxer
United States Senate
11 Hart Senate Office Building
Washington, D.C. 20510

Dear Senator Boxer:

We write to urge to co-sponsor S. 3391, the Museum and Library Services Act of 2016, for the education, workforce, and economic development needs of Americans.

A bi-partisan bill with broad support from the library and museum communities, and in Congress, S. 3391 requires the use of data driven tools, including research, analysis and modeling, evaluation, and dissemination to assess and assure the impact and effectiveness of funded programs such as connection and knowledge of open source data, acquisition of marketable employment skills, cultural and enriched classes for all ages.

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Thank you for your continued support in sustaining and strengthening funding for libraries.

Sincerely,

Gayle Carline
Library Board President

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Travel Authorization to Attend the Symposium on the Future of Libraries during the American Library Association (ALA) Midwinter Conference from January 20-24, 2017 in Atlanta, Georgia.**

DATE: October 17, 2016

BACKGROUND

The Symposium on the Future of Libraries, sponsored by ALA's Center for the Future of Libraries, will explore the many futures of public, academic, school and special libraries.

Sessions will focus on three distinct areas of innovation – civic, education and social. Library professionals will introduce new services, spaces, collections, and partnerships and innovative thinkers from various disciplines will share their visions for the future, helping library professionals shape future services to meet and adapt to the needs of their communities.

Fiscal Impact: \$1,300/attendee

RECOMMENDATION

Determine who needs to attend the Symposium on the Future of Libraries in Atlanta, Georgia from January 20-24, 2017 and authorize attendance.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Travel Authorization for Library Director to Attend the Library Journal Directors' Summit from December 1-2, 2016 in Sacramento, California.**

DATE: October 17, 2016

BACKGROUND

The 2016 Directors' Summit, **Futureproof: Empowering Resilient Communities** will focus on sustainability in its most expansive sense. This key group of leaders will grapple with how to use this vital institution—the library—as a driver of community-wide sustainability to ensure a robust local future in the face of historic challenges from climate warming, political swings, and rapidly changing demographics. Set in Sacramento in partnership with Sacramento Public Library, led by the innovative Rivkah Sass, *LJ's* 2006 Librarian of the Year, the high-engagement event will tap on innovators in corporate environments who are reinventing their businesses' approach to deep sustainability, and explore library-led strategies to design a more dynamic, flexible, and responsive future—one that's sustainable for themselves and their cities and towns, large and small. In its eighth year, this intimate two-day think tank gathers 100+ library leaders and strategic thinkers from beyond libraries to rethink, reengage, and reposition their libraries as futureproof, and primary drivers of futureproof communities.

Registration and meals are compensated by sponsors.

Attachment A is a list of speakers and summit schedule.

Fiscal Impact: \$450

RECOMMENDATION

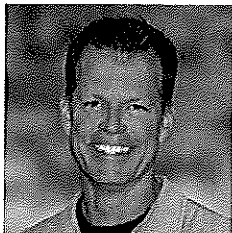
Authorize Library Director to attend the Library Journal Directors' Summit from December 1-2, 2016 in Sacramento, California.

LIBRARYJOURNAL. DIRECTORS' SUMMIT

Futureproof: Empowering Resilient Communities December 1 - 2, 2016 • Sacramento, CA

HOME	SCHEDULE	SPEAKERS	HOTEL + DIRECTIONS	SPONSORS	RESOURCES	REGISTER
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Keynote Speaker



Jim Osgood joined Klean Kanteen in June 2011, bringing with him more than twenty-five years of extensive business strategy, innovation, product development and global operations experience.

From non-profit partnerships to responsible supply chain management to serving communities, Klean delivers healthy, high-quality reusable solutions while constantly seeking ways to use their business as a force for positive change. Under Jim's leadership, Klean became a certified B Corp—by meeting rigorous standards of social and environmental performance, tripled sales and grew profits, all through self-funding. This demonstrates Jim's passion: responsible business is profitable and sustainable.

Speakers

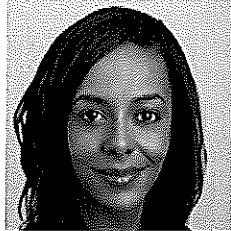


Matthew Boileman is the Director of the Hauppauge Public Library. Matt previously was Director at the Westhampton and Brookhaven Free Library. At Westhampton he helped construct a new \$7.8 million, 14,250 square foot LEED Gold building that was recognized by *Library Journal* in their New Landmark Libraries issue. Matt was recognized by the New York Library Association with their 2014 Outstanding Service to Libraries Award. He is passionate about public libraries ability to help regenerate their communities.



Jill Bourne was appointed City Librarian for the San José Public Library (SJPL) in July 2013. Under Bourne's leadership, SJPL successfully secured long-term stability with the passage of a 25-year funding measure by an overwhelming 81% in the June 2014 election; significantly expanded operating hours, increasing public access to branch libraries from four days to six days per week at all 23 locations; and recently restructured Library fines so that more than 100,000 patrons regained access. A major focus is to secure resources in innovative ways, developing partnerships that result in public-private collaborations, assets that may be leveraged to increase access, and funding for service expansions. She was named a "Mover and Shaker" in 2009 by *Library Journal*, a "2015 Woman of Influence," by the *Silicon Valley Business Journal*, and is currently a member of the Urban Libraries Council Executive Board.

Dr. Scott Cloutier is an Assistant Professor, Walton Sustainability Fellow and Senior Sustainability Scholar within the ASU Julie Ann Wrigley Global Institute of Sustainability. He is focused on charting a new course for sustainability to maximize equitable opportunities for happiness in communities.



Lisa Lucas is the Executive Director of the National Book Foundation. Prior to joining the Foundation, she served as the Publisher of *Guernica*, a non-profit online magazine focusing on writing that explores the intersection of art and politics with an international and diverse focus. Prior to that she served as Director of Education at the Tribeca Film Institute, on the development team at Steppenwolf Theatre Company, and as a consultant for the Sundance Institute, San Francisco Film Society, the Scholastic Art & Writing Awards, and ReelWorks Teen Filmmaking. Lucas also serves on the literary council of the Brooklyn Book Festival. Find her on Twitter

at [@likaluca](#).



Theresa Morrison spent 33+ years in professional accounting; the last 25 in the non-profit arena. For 10 years, she tactically guided and grew 6 international GRAMMY organizations and is currently CFO for The Library Foundation of Los Angeles: the fundraising, advocacy, and innovative arm for the LA Public Library and its 73 locations. In April 2015, LAPL received the National Medal for Museum and Library Services. In less than 3 years, Theresa used creative financial strategies and resourceful decision-making to garner LFLA with a 4-star Charity Navigator rating while leading the April 2016 completion of a major modernization of the historic award-winning LAPL Store.



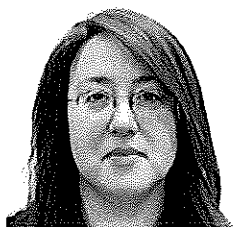
Brian Risse is the Vice President of Public Library Sales at Gale. He began at Gale in 1999, and has held various sales roles in both the K12 and Public arenas. Brian led the successful introduction into libraries of the Gale Virtual Reference Library, and more recently Career Online High School. He believes that Public Libraries ARE the educational hub of their community, and is committed to delivering libraries resources that best support that mission. The last recreational book he read was, *The Bazaar of Bad Dreams* by Stephen King. He and his team are fully committed to the success of Public Libraries.



Rivkah Sass, director of the Sacramento (CA) Public Library, began her career in libraries in 1978, convinced that there was nothing better in the world than to work in a public library, surrounded by infinite possibilities. Thirty-five years later she still feels that way, having worked as a reference librarian, children's librarian, branch manager, trainer and consultant, deputy state librarian, mid-level manager and, for the past ten years, library director.



Dr. Gary Shaffer is CEO of the Tulsa City-County Library. He also worked at the Brooklyn, Los Angeles County and Sacramento public libraries in addition to serving on the PLA board and ALA Council. He was named an *LJ* Mover & Shaker in 2006. Prior to working in libraries, he had a career in marketing and advertising. Gary holds a doctorate in Managerial Leadership from Simmons College and a Master's in Library Science from Pratt Institute. His doctoral dissertation focused on triple bottom line sustainability for public libraries. His book on the same topic is due out next year from ABC-CLIO.



Rebekkah Smith Aldrich is a frequent national presenter and consultant on the topic of leading libraries forward in smart, practical and effective ways. Rebekkah currently serves as the Coordinator for Library Sustainability at the Mid-Hudson Library System (NY) where her every day work is about helping libraries win at the polls and position themselves as successful libraries for the future. Rebekkah, named a *Library Journal* Mover & Shaker in 2010 is *LJ*'s Sustainability columnist, a Leadership in Energy & Environmental Design Accredited Professional (LEED AP) and a founding member of both ALA's Sustainability Round Table and the NYLA Sustainability Initiative.

REGISTER

LIBRARYJOURNAL.

DIRECTORS' SUMMIT

Futureproof: Empowering Resilient Communities

December 1 - 2, 2016 • Sacramento, CA

HOME

SCHEDULE

SPEAKERS

HOTEL + DIRECTIONS

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REGISTER

Thursday, December 1, 2016**10:30-11:30 AM: Optional Tour: Sacramento Public Library and Beyond**Join Rivkah Sass as she leads a tour of the top library and innovation spaces in Sacramento. *More details coming soon.***11:30 AM-12:00 PM: Registration & Networking****12:00-1:00 PM: Welcome: Opening Lunch & Networking**

Presented by:

Rebecca T. Miller, Editorial Director, *Library Journal* and *School Library Journal***Rivkah Sass**, Executive Director, Sacramento Public Library**1:00-2:00 PM: Keynote on Corporate Sustainability in Practice**

Presented by:

Jim Osgood, CEO & President of Klean Kanteen**2:00-2:45 PM: The New Placemakers: The Future Face of Community Sustainability***Panelists: In development***2:45-3:15 PM: Break****3:15-4:45 PM: Innovating Toward Sustainability: Integrating Sustainability: Organization Out, Community In***Panelists: In development***4:45-5:15 PM: The State of the Triple Bottom Line in Libraries**

Presented by:

Gary Schaffer, CEO, Tulsa City-County Library

5:30-6:30 PM: Cocktail Reception & Networking (at The Citizen Hotel)

Friday, December 2, 2016

8:00-9:00 AM: Breakfast at SPL & Networking

9:00-9:15 AM: Welcome and Reflection

Presented by:

Rebecca T. Miller, Editorial Director, *Library Journal* and *School Library Journal*

Brian Risse, Vice President, National Sales Manager, Public Libraries, Cengage Learning, Gale

9:15-9:45 AM: *Keynote in development*

9:45-11:30 AM: 'Do Tank': Envisioning a New Sustainability: Our Triple Bottom Line, Putting Libraries at the Center of Sustainable Thinking

Led by:

Rebekkah Smith Aldrich, Coordinator for Library Sustainability, Mid-Hudson Library System

11:30-11:45 AM: Break

11:45-12:30 PM: Closing Speaker: Designing the Future of a Key Nonprofit

Presented by:




Lisa Lucas, Executive Director, National Book Foundation

12:30 PM: Closing Remarks

Rebecca T. Miller, Editorial Director, *Library Journal* and *School Library Journal*

12:30 PM: Grab-and-Go lunch



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Update on the Upcoming Staff Development Day, November 18, 2016

BACKGROUND

Library Director Contreras will provide a report on plans for the November 18, 2016 Staff Development Day.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Discuss Emergency Procedures and Operations Plan for the Placentia Library District

DATE: October 17, 2016

BACKGROUND

The Placentia Library District currently has the following procedures for responding to emergency and disaster situations. An Emergency and Operations Plan has not been established to include information and provisions from the Orange County Emergency Operation Center (EOC).

The Placentia Library District is designated as a shelter in the event of an emergency; however, coordination with the City and the County EOC has been minimal, which may result in the inability to secure reimbursements for emergency-related incidents through the Federal Emergency Management Agency (FEMA).

As an emergency shelter, all District employees are disaster service workers in the event of an emergency. The purpose for the Emergency Procedures and Operations Plan is to identify key players, responsibilities and roles, and resources, in order to efficiently and effectively handle an incident while coordinating tasks with surrounding agencies and community partners.

The existence of a plan and accompanying checklists for each action, combined with annual trainings can be helpful to District personnel who will be tasked to make decisions during an emergency.

Attachment A is the 2011 draft Emergency Plan.

RECOMMENDATION

Form a committee to develop an Emergency and Operations Plan to be review by the Library Board of Trustees and ultimately adoption of the Plan.



Emergency Preparedness Plan

Table of Contents

DISASTER RESPONSE PLAN

Purpose
Immediate Emergency Response
In-House Emergency Team
Facilities: Locations of Emergency Systems
Emergency Services
Responsibilities for Collections Disaster Response & Recovery
Staff Emergency Procedures
Collection Salvage Priorities
Training Offered to Employees
Future Training

EMERGENCY PLANNING & RECOVERY DOCUMENTS

Salvage of Water Damaged Materials
Evacuation Plan & Maps
Copy of Insurance Policy

Purpose

The Placentia Library District will establish and maintain an Emergency Preparedness Plan designed to manage the damages from natural disasters or other emergencies that disrupt the Library's ability to operate. The plan contains processes for preparedness, response, mitigation, and recovery in the event of an emergency.

IMMEDIATE EMERGENCY RESPONSE

- Assess your own safety and act accordingly.
- Elicit help from a co-worker or another person in the area.
- Act to protect lives, then physical property.

MAKE THE FOLLOWING PHONE CALLS in the order shown,
based on the type of emergency.

1st CALLS: TYPE OF EMERGENCY:	WHO TO CALL:
Fire	Fire Department
People Hurt	Police
Water / Electrical Emergency	

2nd CALLS: TYPE OF EMERGENCY:	WHO TO CALL:
People Hurt	
Building or Equipment Damage	
Collection Damage	
Computer Damage	

3rd CALL: ALL EMERGENCIES:	WHO TO CALL:
All emergencies <i>during</i> working hours	
All emergencies <i>after</i> working hours	

In-House Emergency Team

Name Responsibility Office Ph. Home/Cell Ph.

Administrator(s): _____

Disaster Team
Leader: _____

Building
Maintenance: _____

Preservation
Resource: _____

- Disaster Team:
1. _____
 2. _____
 3. _____
 4. _____
 5. _____

Department Head: _____

Department Head: _____

Department Head: _____

Department Head: _____

Department Head: _____

Facilities: Locations of Emergency Systems

Building: _____
List locations and attach floor plan (use letters to indicate locations on floor plan).

Emergency Supplies Currently Available:

- Library First Aid Supply Box, located in the workroom.
- Emergency Kit Bags, each employee was provided a bag to keep near their work station.
- 19 Fire Extinguishers, located throughout the library.
- Fire Alarm system, emergency pulls located in main entrances/exits on the building.

A. Main Utilities

1. Main water shut-off valve: _____
2. Sprinkler shut-off valve: _____
3. Main electrical cut-off switch: _____
4. Main gas shut-off: _____
5. Heating/cooling system controls: _____

B. Fire Suppression Systems (by room or area)

1. Fire extinguishers: _____
2. Fire hoses: _____
3. Other: _____

C. Water Detectors _____

D. Keys

Key boxes: _____
Individuals with master and/or special keys (attach list with names, titles, and keys in possession).

E. Fire Extinguishers (label by number according to type)

1. Type A – wood, paper, combustibles
2. Type B – gasoline, flammable liquid
3. Type C – electrical
4. Type ABC – combination
5. Halon

F. Fire Alarm Pull Boxes (use floor plan)

G. Smoke and Heat Detectors (use floor plan)

H. Radios

1. Transistor radios (for news): _____
2. Two-way radio (for communication): _____

I. Cell Phones

J. First Aid Kits

K. Public Address System

L. Nearest Civil Defense Shelter

Trainings Offered to Employees:

- Fire Extinguisher, employees were trained on how to properly use a fire extinguisher, hands on training.
- Monthly Safety Booklets and Information Sheets (Staff Meetings)
- Online safety trainings provide by Special District Risk Management Authority (SDRMA) yearly. Full-time and part-time employees must complete a minimum of six online safety trainings (March).
- Staff Development Day, safety training is incorporated as part of this yearly meeting (January).
- Great California Shake Out Drill, Placentia Library District participates yearly in the statewide drill (October).

Future Trainings:

- Community Emergency Response Teams (CERT) Training
- CPR Training
- First Aid Training
- Defibrillator Training
- Fire Hazard Training
- Excessive Heat Training
- Violence Incident Training

Emergency Services

Company/Service and Name of Contact

Phone #

Security: _____

Fire Dept.: _____

Police/Sheriff: _____

Ambulance: _____

Civil Defense: _____

Other: _____

Maintenance/Utilities

Janitorial Service: _____

Plumber: _____

Electrician: _____

Locksmith: _____

Carpenter: _____

Gas Company: _____

Electric Company: _____

Water Utility: _____

Insurance

Risk Management: _____

Insurance Company: _____

Agent/Contact: _____

Policy Number: _____
(Attach copy of policy)

Self-Insured? if yes, list contact: _____

Conservators/Specialists

Paper & Books: _____

Photographs: _____

Computer Records: _____

Recovery Assistance

Preservation Resource: _____

Preservation Resource: _____

Disaster Recovery Network: _____

Local Freezer Companies: _____

Disaster Recovery Service: _____

Account pre-established? _____ Account Number: _____
(Attach copy of contract)

Services available: _____ Water Recovery _____ Freezer
_____ Vacuum Freeze Dryer _____ Fire Recovery
_____ Mold Remediation _____ Environmental Control

Disaster Recovery Service: _____

Account pre-established? _____ Account Number: _____
(Attach copy of contract)

Services available: _____ Water Recovery _____ Freezer
_____ Vacuum Freeze Dryer _____ Fire Recovery
_____ Mold Remediation _____ Environmental Control

Exterminator: _____

Other

Legal Advisor: _____

Architect: _____

Responsibilities for Collections Disaster Response & Recovery

Identify and list at least one person and an alternate for each responsibility. Sometimes a group or committee will bear responsibility.

Assessment & Documentation	Name & Contact Information
Assesses and estimates the type and extent of the damage.	
Contacts insurance company or risk management and fills out required forms.	
Ensures proper documentation of damage (pictures, videos, etc.)	
Reviews collections priorities list and confirms or adjusts it based upon damage assessment.	
Estimates number of personnel needed to complete the work & how long recovery up will take.	
Evaluates & recommends if salvage can be done in house with staff, or if a consultant and/or disaster recovery service is needed.	
Identifies locations for storing materials out of building if a commercial disaster recovery service is not used.	
Formulates logistics for packing out and moving materials from the building if a commercial disaster recovery service is not used.	
Records all major decisions and a chronology of events.	
Communications	
Handles all public relations & the media.	
Provides communication with workers.	

Interacts with the organization to which the Library reports.	
Security	
Secures and protects the building's contents.	
Financial Issues	
Tracks the monetary impact of all decisions.	
Arranges for funds necessary to buy supplies, equipment, food, etc.	
Salvage Operations	
Deploys work teams.	
Supervises work teams in proper packing and personal safety.	
Keeps inventory control of items being removed or discarded.	
Supplies and Equipment	
Responsible for ordering, delivery and dispersal of sufficient quantities of the appropriate materials for packing out.	
Responsible for ordering, delivery and dispersal of sufficient quantities of food, water and other comfort items for the workers.	
Building Issues	
All issues leading up to the eventual restoration of the building to normal.	
Identification of locations for response and salvage activities.	
Personnel Issues	
Provides communications with staff.	
Responsible for union issues.	
Handles health, safety and comfort (physical and emotional) concerns.	

Coordinates and monitors the use of volunteers.	

Staff Emergency Procedures

Medical Emergencies: Staff

If a staff member or volunteer is seriously ill or injured:

1. Notify your supervisor immediately.
2. Render the minimum first aid necessary and decide what additional treatment is required (call Fire Department, paramedics, ambulance, other).
3. Do not attempt to move a person who has fallen and who appears to be in pain.
4. Avoid unnecessary conversation with or about the ill or injured person. You might add to the person's distress or fears, increasing the risk of medical shock. Limit your conversation to quiet reassurances.
5. After the person has been taken care of and the incident is over, remain available to help the supervisor with pertinent information for a medical report or, if applicable, a Workers' Compensation report.
6. Contact Personnel for any questions concerning Workers' Compensation.

Medical Emergencies: Visitor

When an employee or volunteer observes a visitor who appears to be ill or injured:

1. Notify your supervisor immediately.
2. Render the minimum first aid necessary and decide what additional treatment is required (call Fire Department, paramedics, ambulance, other).
3. Do not attempt to move a person who has fallen and who appears to be in pain.
4. Avoid unnecessary conversation with or about the ill or injured person or members of his/her party. You might add to the person's distress or fears, increasing the risk of medical shock. Limit your conversation to quiet reassurances.
5. Do not discuss the possible causes of an accident or any conditions that may have contributed to the cause.
6. Under no circumstances should an employee or volunteer discuss any insurance information with members of the public.
7. After the person has been taken care of and the incident is over, remain available to help the supervisor with pertinent information for a medical report.

Phone Threat, Mail Threat, and Suspicious Object

If you receive a **telephone threat**:

1. Remain calm.
2. Listen carefully. Be polite and show interest. Try to keep the caller talking so you can gather more information.
3. If possible, signal a colleague to inform administration for you or call yourself as soon as the caller hangs up.
4. Call the police.
5. Promptly complete a telephone threat report, writing down as many details as you can remember. This information will be needed by security and police interviewers.
6. Do not discuss the threat with other staff.
7. If evacuation is ordered, go to a designated area (see map).

If you receive a **written threat** or a **suspicious package** or if you find a **suspicious object** anywhere on the premises:

1. Keep anyone from handling it or going near it.
2. Notify your supervisor immediately.
3. Call the police.
4. Promptly write down everything you can remember about receiving the letter or package, or finding the object. This information will be needed by security and police interviewers.
5. Remain calm. Do not discuss the threat with other staff members.
6. If evacuation is ordered, go to a designated area (see map).

Fire

If a fire occurs in your area:

1. Remain calm.
2. Call the Fire Department.
3. If the fire is small, attempt to put it out with a fire extinguisher. Do not jeopardize your personal safety.
5. Never allow the fire to come between you and an exit.
6. Disconnect electrical equipment that is on fire if it is safe to do so (pull the plug or throw the circuit breaker).
7. Notify your supervisor of the location and extent of the fire.
8. Evacuate your area if you are unable to put out the fire. Close doors and windows behind you to confine the fire. Go to a designated area (see map).
9. Do not break windows. Oxygen feeds a fire.
10. Do not open hot doors. Before opening any door, touch near the top. If the door is hot or if smoke is visible, do not open the door.
11. Do not use elevators.
12. Do not attempt to save possessions at the risk of personal injury.
13. Do not return to the area until cleared by emergency personnel.

All fires, no matter how small, must be reported to a supervisor.

Toxic Events, Chemical Spills and Fires

If a **chemical spill** occurs within the building:

1. If toxic chemicals come in contact with your skin, immediately flush the affected area with clear water. Use chemical shower if available.
2. Notify your supervisor of the extent and location of the spill.
3. If there is any possible danger, evacuate your area.

If a **chemical fire** occurs within the building:

1. Remain calm.
2. Call the Fire Department.
3. If the fire is small, attempt to put it out with a fire extinguisher. Do not jeopardize your personal safety.
5. Never allow the fire to come between you and an exit.
6. Notify your supervisor of the location and extent of the fire.
7. Evacuate your area if you are unable to put out the fire. Close doors and windows behind you to confine the fire. Go to a designated area (see map).
8. Do not break windows. Oxygen feeds a fire.
9. Do not attempt to save possessions at the risk of personal injury.
10. Do not return to the area until cleared by emergency personnel.

All chemical spills and fires, no matter how small, must be reported to a supervisor.

In the event of a **toxic spill** outside of the building, most likely caused by a train derailment or tanker truck accident:

1. Notify your supervisor immediately.
2. Call Police and Fire Departments, giving location of spill.
3. Evacuate the building only if instructed to do so.

Earthquakes

In the event of an earthquake:

1. Remain calm.
2. Stay in the building. Take shelter within a doorway, in a narrow corridor, or under a heavy table, desk or bench.
3. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment
4. Do not attempt to leave the building, as exit stairwells may have collapsed or be jammed with people.

After the earthquake has stopped:

1. Remain alert for aftershocks.
2. Listen to local radio stations for instructions.
3. Assist those who have been trapped or injured by falling debris, glass, etc. Do not move seriously injured persons unless they are in obvious, immediate danger (of fire, building collapse, etc.).
4. Evacuate the building if safe to do so. Do not re-enter until the building has been declared structurally sound.
5. Check for broken water pipes or shorting electrical circuits. Do not use a match, candle or lighter to find your way, since there may be flammable gas in the air. Shut off utilities at main valves or meter boxes. Turn off appliances.
6. Do not use the telephone, except in a real emergency. The lines should be kept free for emergency rescue operations.
7. Ensure that sewage lines are intact before running water or flushing toilets.

Explosion

1. Remain calm.
2. Be prepared for possible further explosion.
3. Crawl under a table or desk.
4. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
5. Be guided by the administration. If evacuation is ordered, go to a designated area (see map).
6. Do not move seriously injured persons unless they are in obvious, immediate danger (of fire, building collapse, etc.).
7. Open doors carefully. Watch for falling objects.
8. Do not use elevators.
9. Do not use matches or lighters.
10. Avoid using telephones.
11. Do not spread rumors.

Power Outage

If a power outage occurs:

1. Remain calm.
2. Provide assistance to visitors and staff in your immediate area.
3. If you are in an unlighted area, proceed cautiously to an area that has emergency lights.
4. If you are in an elevator, stay calm. Use the intercom or the emergency button to notify building security.
5. If instructed to evacuate, go to a designated area (see map).
6. Secure the building from vandalism, intrusion, and fire.

Flooding and Water Damage

If a water leak or flooding occurs:

1. Remain calm.
2. Notify building maintenance and your supervisor. Give the exact location and severity of the leak. Indicate whether any part of the collections is involved or is in imminent danger.
3. Do not walk in standing water which may have contact with wiring and may be electrified. If there are electrical appliances or electrical outlets near the leak, use extreme caution. If there is any possible danger, evacuate the area.
4. If you know the source of the water and are confident of your ability to stop it (unclog the drain, turn off the water, etc.), do so cautiously.
5. Be prepared to help as directed in protecting collection materials that are in jeopardy. Take only those steps needed to avoid or reduce immediate water damage: cover shelf ranges with plastic sheeting; carefully move materials out of the emergency area. Do not remove already wet books from shelves.

Employee Evacuation Procedure

In advance, each staff person and volunteer should:

1. Understand the evacuation plan.
2. Recognize the sound of the evacuation alarm.
3. Know at least two ways out of the building from your regular work space.

When you hear the evacuation alarm or are told to evacuate the building:

1. Remain calm.
2. Immediately shut down any hazardous operations.
3. Leave quickly.
4. The highest ranking person who is physically present in each department is responsible for insuring all members of his/her department evacuate the area. In addition, employees should check that all others in the work space are leaving as instructed.
5. As you exit, quickly check nearby rest rooms, copier rooms, closets, etc.
6. Accompany and help handicapped personnel, visitors, and any co-workers who appear to need direction or assistance.
7. Take with you: your car keys, purse, briefcase, etc. Do not attempt to take large or heavy objects.
8. Shut all doors behind you as you go. Closed doors can slow the spread of fire, smoke, and water.
9. Proceed as quickly as possible, but in an orderly manner. Do not push or shove. Hold handrails when you are walking on stairs.
10. Once out of the building, move away from the structure.
11. Go to the staff assembly area (see map). Do not block roadways that emergency vehicles might use.
12. All staff and volunteers must be accounted for promptly. Assist your department head or alternate in getting a complete head count of your department. Remain in the assembly area until assigned to emergency duties or instructed to leave.

Collection Salvage Priorities

1. Salvage Priorities – Collections

Listed below are those portions of the collection to which salvage priorities have been assigned.

Priority	Call Number	Location	Size of Collection	Special Notes
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2. Salvage Priorities – Bibliographic Records

Listed below are the priorities for salvaging bibliographic records necessary to reestablish the integrity of the library collection.

Priority	Records	Format	Location	Special Notes
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3. Salvage Priorities – Administrative Records

Listed below are the priorities for salvaging administrative records that are vital to recovery operations, including personnel records.

Priority	Records	Format	Location	Special Notes
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4. Salvage Priorities – Other

Priority	Format	Location	Special Notes
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